**Creating Taxonomic Update Biotics Support Tickets, June 10, 2020**

So that we can store and track the taxonomic updates that we receive from heritage programs, and those we need to do internally, take the following steps to create a Biotics Support ticket so that we can **filter, track** and **report** on the updates that NatureServe Botany and Zoology are doing.



Include genus/ spp. in Subject

Your name goes here

Whoever else - FYI

Select **Taxonomy** in the Component drop down.



Select **Taxonomic Update** in the **Type** drop down.

 \*\* This is the most important thing so we can consistently find taxonomic update tickets in Biotics Help.



Include these things in the Description



Your Name