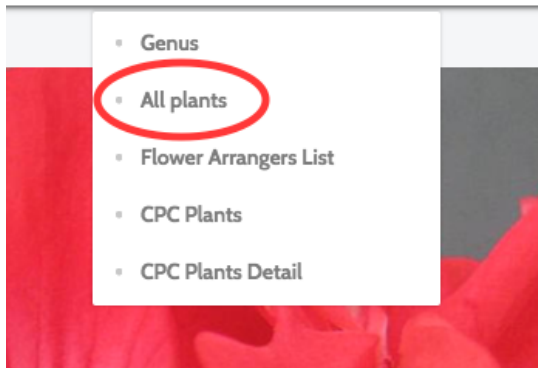


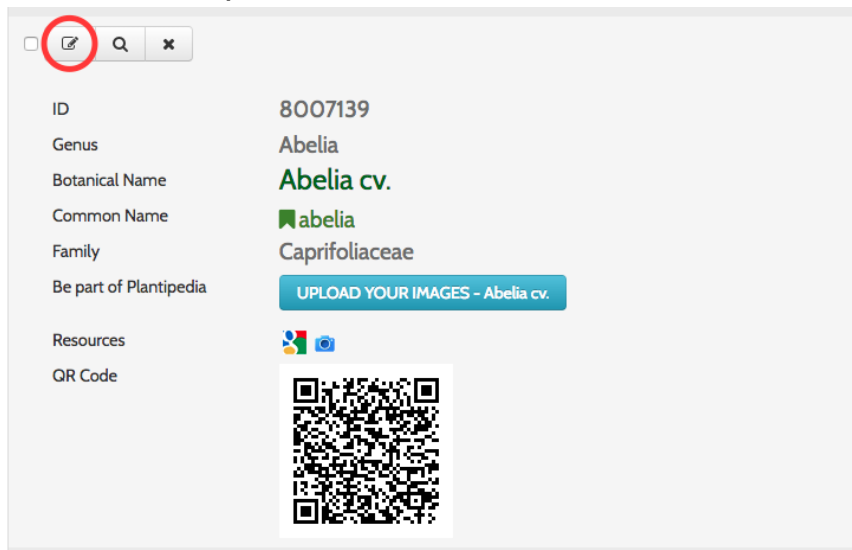
# How to add and remove Common Names

1. Log into plantipedia.com
2. Go to plants -> all plants

ADMIN • **PLANTS** • NEWS • RESOURCES •



3. Search for the plant, then click the edit button on the plant that you want to plant



TO ADD A COMMON NAME

4. Click the add button (+) under the Common Name

A screenshot of a web form for editing a plant record. At the top left is a green 'SAVE' button. Below it is a section titled 'Plants'. The 'Genus' field is a dropdown menu with 'Abelia' selected and a green '+' button below it. The 'Botanical Name' field contains 'Abelia cv.'. The 'Common Name' field contains 'abelia, Cob Cactus, Coleus, Lipstick Plant' and has a green '+' button circled in red and a green '-' button to its right. The 'Pollinators' field has a dropdown menu with 'Select some options'.

5. Search for the common name you want to add.

A screenshot of a search interface. At the top is a green '+ Add Common Name Tag' button. Below it is a search box with the text 'Search:' and a green 'Clear filters' button with a refresh icon. The search results are displayed in a table with two columns: 'Id' and 'Common Name'. The 'Common Name' row has a red oval highlighting the search input field. There are blue dots at the corners of the search input field.

6. If the search results include the common name skip to step 11

7. If the search results do not include the common name click the + Add Common Name Tag button above the search box.

**+ Add Common Name Tag**

Search:

8. Type the new Common Name and press SAVE.

## Manage Common Names

★ Common Name

SAVE

9. If the common name is already in the database, an error will appear. Press the Go Back button. Return to step 5 to search the common name again.

★ Common Name

 This common Name already exists

SAVE

GO BACK

10. If the Common Name did not exist in the database, it will be added and return to the Add Common Name page. Return to step 5 to search for the common name again.

11. Click the check box for the common names you want to add that you want to add, then press the green add button to add the common names.

+ Add Common Name Tag

Search:  [Clear filters](#)

Id

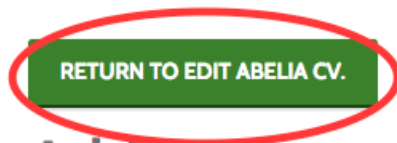
Title

<input type="checkbox"/>	<input type="button" value="+"/>	↓ Id	↕ Title
<input type="checkbox"/>	<input type="button" value="+"/>	1	Chaff-flower
<input checked="" type="checkbox"/>	<input type="button" value="+"/>	2	Lipstick Plant
<input checked="" type="checkbox"/>	<input type="button" value="+"/>	3	Cob Cactus
<input checked="" type="checkbox"/>	<input type="button" value="+"/>	4	Coleus
<input type="checkbox"/>	<input type="button" value="+"/>	5	Devil's Tongue
<input type="checkbox"/>	<input type="button" value="+"/>	6	Pointsetia

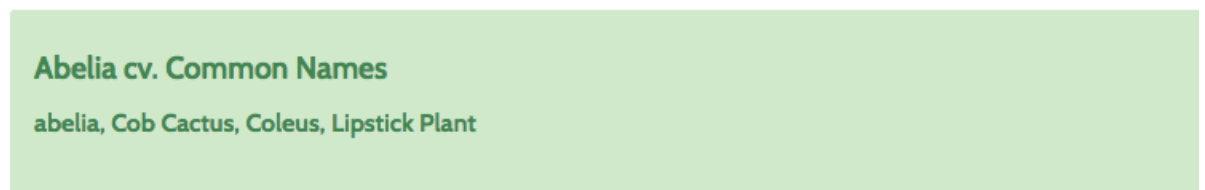
12. Check the list of common names in the green box



13. When the list is complete, press return to edit plant button



## Add Common Names



TO REMOVE A COMMON NAME

14. Click the minus under the Common Name

## Plants Edit-Detail

**SAVE**

---

**Plants**

---

Genus  **+**

Botanical Name

Common Name  **+** **-**

15. Select the Common Names you want to remove from the common names already listed
16. Press the red x to remove the common names

Search:  [Clear filters](#)

Id	<input type="text"/>
Title	<input type="text"/>

<input type="checkbox"/>	<b>x</b>	↕ Id	↕ Title
<input type="checkbox"/>	<b>x</b>	32713	abelia
<input checked="" type="checkbox"/>	<b>x</b>	2	Lipstick Plant
<input checked="" type="checkbox"/>	<b>x</b>	3	Cob Cactus
<input checked="" type="checkbox"/>	<b>x</b>	4	Coleus

Display #

17. Press the return to return to the edit page

[RETURN TO EDIT ABELIA CV.](#)

## Remove Common Nan

**Abelia cv. Common Names**

abelia