

This entry form provides a straightforward and rapid way to enter records where the information of species/locality/grid-reference/VC/date/recorder may vary for each record you add.

There are two versions of the application, one for **Excel** on Windows (or in “Office Suite for Mac”), and one for **OpenOffice**, and its clones, such as **LibreOffice** (LibreOffice is preferred).

(**Note:** OpenOffice is a widely-used, widely-respected, open-source application, much like Microsoft Office Suite, but **free!** It is available for Windows, Mac OSX, Linux, etc. LibreOffice is one of its ‘forks’.)

Before you start, you’ll need...

If you do not have **Excel**, download and install **LibreOffice** from:

<https://www.libreoffice.org>

... and do please contact Phill or Jeremy for help with this, if uncertain how to proceed at any stage.

Next, ask Phill or Jeremy to email you a copy of Data-input Form,

... **or** download the latest version from the Cumbria Botany Group website. Visit:

<http://cumbriabotany.co.uk>

... and click on the link to the page “FoC Recording Group” (the password is **foC**), and look for the download there.

1: Open Data-input Form

Load Data-input Form. It takes a while to load: be patient!

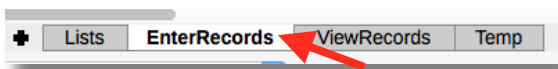
Click “**Enable macros**” when a warning window appears. This appears each time you load the application.

The start-sheet (“EnterRecords”) should appear (as right).

(**Note:** if a different sheet appears, look at the four **tabs** at the bottom of the sheet.

The start-sheet is “EnterRecords”, so click on that tab to select it if necessary.

The *open* sheet has the *white* tab.)



Enter by Name Clear

Enter by BRC Clear Record Count =

Clear by Name first

Taxon **Enter by Name or by BRC**

Site Clear Do not use semicolons or question marks

Recorder from List Choose Recorder from List or Enter Below

Recorder Clear If Left Blank Recorder's name will enter

Determiner Clear Required (dd/mm/yyyy)

Date Clear Optional

Method Clear Optional

Stage Clear

Comment Clear Plain Text. Do not format. Enter as a continuous line. Do not use semicolons

Clear All

Note: Orange fields must be filled in.
Grey fields are optional!

Cleverly, the red warning(s) next to the “Save Record” button gives a constantly-updated indication of how many fields still lack (valid) data! Neat!

Do not save - six mandatory fields are empty

2: Adding information

The screenshot shows a data entry form with the following fields and callouts:

- 1**: Enter by Name (with a Clear button)
- 2**: Enter by BRC (with a Clear button and the text "Clear by Name first" below it)
- 3**: Site (with a Clear button)
- 4**: Recorder from List (with a "Choose Record" button to its right)
- 5**: Recorder (with a Clear button)
- 6**: Determiner (with a Clear button)
- 7**: Date (with a Clear button)
- 8**: Method (with a Clear button)
- 9**: Stage (with a Clear button)
- 14**: Clear All (button)

① Species by name

Start entering the generic name of the first species to be entered (**note**: in the LibreOffice version only, this **may** require an uppercase initial letter).

The auto-suggest function then operates!

Thus, typing "Bel" brings up "*Bellis perennis*", which may be what you want, so press <Tab> or <Return/Enter ↵>.

However, using the down-arrow key ▼, scrolls through other options.

Thus, typing "Prun" brings up "*Prunella vulgaris*", but "Prunu" brings up "*Prunus avium*". To select a different *Prunus*, simply scroll down through the list with the down-arrow ▼, **or** type more letters. You'll soon get the idea!

(**Note**: pressing the up-arrow scrolls back up through the list.)

Then press <Return/Enter ↵> or <Tab>.

② Species by BRC code-numbers

Alternatively, **BRC numbers** as on recording cards can be entered in the next box, followed by <Return/Enter ↵> or <Tab>.

With either method, the name appears in the "Taxon" field, below, with the vernacular name.

③ Site

Enter the locality name in the Site box. Often a local name (e.g. off a 1:25,000 map) plus a larger feature nearby will be ideal, e.g. "Bowston, N of Burneside".

Press <Return/Enter ↵> or <Tab>.

Enter Recorder

There are two ways to enter recorder name(s).

- ④ If your name(s) already exist(s) in Mapmate's memory, click the disclosure arrow ▼, to the right of the "Recorder from List" box, which opens the full list: scroll down and pick a suitable entry, then press <Return/Enter>.
- ⑤ If there is not yet an entry for your name in the dropdown list in ④, simply type your name in the "Recorder" field, then press <Return/Enter ↵> or <Tab>.
- ⑥ "Determiner": Add a name here if the identification was made by someone else - you may be logging a specimen seen by a referee, for instance.

⑦ Enter Date

The full date can be entered, as in "04/05/2015", but shorter variants, such as "4/5/15" or "4 may 16" are converted by the system.

8 Method and Stage

Optional. Click in either box, and an arrow ↓ appears to the right. Click this, and a drop-down list gives you options to enter.

9 Comment

Any further comments can be added here. **But** remember to “Clear” this field before the next entry, if necessary!

10 Grid Ref

Enter a grid-reference here and press <Return/Enter ↵> or <Tab>.

Note: a grid-ref such as “SD4657” will be recognised as a monad. However, a grid-ref such as “SD4658” could be a monad **or** could indicate a tetrad.

You will be warned of this by the message “*Monad. If a tetrad is intended use DINTY*” so if you want the tetrad click “Replace Grid Ref with DINTY”.

The screenshot shows a form with the following elements:

- Enter Grid Ref:** A text input field containing "10" with a "Clear" button to its left. Below it is a yellow button labeled "Enter Grid Ref Above".
- Replace Grid Ref with DINTY:** A green button.
- Vice County:** A text input field containing "11" with a "Clear" button to its left.
- Quantity, Sex, Status:** Three stacked text input fields, each with a "Clear" button to its left and the word "Optional" to its right. The first field is empty, the second contains "12", and the third is empty.
- Instructions:** Small blue text above the Quantity field reads: "For Quantity info see 'Lists' column W. If left Blank 'Present' will be recorded".

11 Vice County

Select from the dropdown list revealed when you click the disclosure arrow ▼.

(Note: if in doubt, use websites such as

<http://www.bnhs.co.uk/focuson/grabagridref/html/OSv4.htm>

... where you can click on the box “Toggle Vice-County” and select one from the list. You will see its boundary (if you are near it) on the **left-hand**, aerial view, map.

(This site has many other valuable functions, and is worth exploring: it can zoom to, and outline, hectads, tetrads, monads, etc, that you put in the “Go to...” box.

12 Quantity, Sex, Status

Optional. For *Quantity* you need to go to the “Lists” sheet (click on the Lists tab at the bottom of the page), and then to the column headed “W” for instructions and allowable codes.

The *Sex* and *Status* boxes have drop-down lists when you click in each box from which to select.

13 Save Record

When you are happy with all the entries, and the red warnings have cleared, click on the “Save Record” button.

[Note: the current LibreOffice version has a **glitch**: you must **click somewhere - anywhere! - outside of the “Enter by Name” or “Recorder from List” fields before trying to Save Record.** You’ll be warned by the message “Record not saved”. Simply click in any other box (“Comment” is the largest and therefore easiest target), and then “Save Record” again.]

2: Next Record

For the next record, click the “Clear” buttons to clear **only** the fields you need to change. Use the “Clear All” button **14** if all the boxes are to change.

Remember to remove entries from the “Comments” field, etc., where no longer needed!

Add data for the next record - the next species, for instance - and click “Save Record” again.

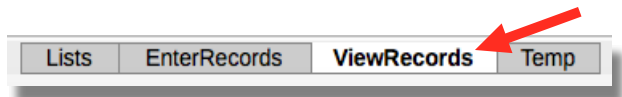
3: Checking

When you have added all your records for that session, click on the “ViewRecords” tab at the bottom of the sheet. Your records have appeared in this sheet.

You can edit your records in this sheet if need be.

4: Exporting your records

At the end of the session, click on the tab “ViewRecords” at the bottom of the page.



You will see all your records, in spreadsheet format, on this sheet.

You can **edit** the records here if necessary.

When satisfied, click on the “**Export Records**” button.

A new spreadsheet called “Untitled 1” appears, containing your records.

Save this file: this is what you will send to Phill!

Save the file with a unique filename. Recommended is a filename in the form

OS designation : locality : date : your name

... thus: “NY4655 Wetheral Plain 3 Aug 15 Jeremy Roberts”

Having saved out the spreadsheet, simply click the “**Delete Records**” button.

Click the tab “EnterRecords” to return to the start-sheet.

Do contact the VCRs if you find problems, get stuck, find errors...