List-input Form: Instructions

This form provides a straightforward and rapid way to enter lists of species collected in a single session (e.g. monad, tetrad, etc.), where information of locality/grid-reference/date/recorder is **repeated for each species** 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 List-input Form,

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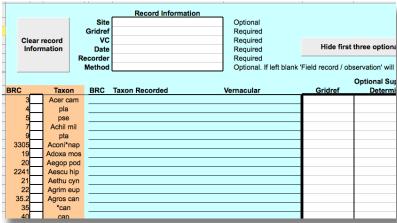
Visit:

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 List-input Form

Fire up List-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 ("Checklist") should appear (as right).

(**Note: i**f a different sheet appears, check the four **tabs** at the bottom of the sheet (as below).

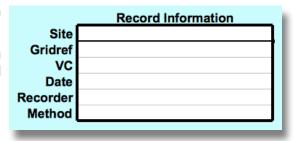The start-sheet is the "Checklist" sheet, so click on that tab to select it.

The *white* tab indicates which sheet you have open.)

2: Adding site information

First fill in the details in the Record Information box on the start (Checklist) sheet.

These are the data which will be repeated later on within the entry for each species (unless altered specifically – see the next section).

(**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 *"This GR will be recognised as a monad. If a tetrad is intended then enter…* [the DINTY equivalent you are offered, in this case SD45U]".)

3: Adding your records

There are **three methods** for entering species records! – **A**, **B**, and **C**, below. Any can be used at any stage of entering a single list.

Method A

In the lefthand columns on the start (Checklist) sheet are lists of both BRC numbers and species abbreviations from the current VC69/70 BSBI recording-card lists, with a [white] selectable box between them.

Click in a white box for the species you want, and then type in *any keyboard symbol.*

Next, move down to the next species to be added by any of:

· clicking in its white box;

· using the Return/Enter key repeatedly;

· using the down-arrow key, ▼

… and again add *any symbol*.

As you leave each box, the name appears alongside.

(The first entry takes several seconds to load, but later entering is rapid. Be patient!)

Add any **extra** qualifying information in fields to the right: eg. GridRef; Determiner; Method; Stage; Comment.

(**Note** that anything you add here will (automagically) update, and replace, information added to the Record Information box at the start. Thus (for example) more precise grid-refs can be added here for rarer species.

(**Note**: only **one** grid-ref is allowed in the "GridRef" field. If you have more than one grid-reference for a plant you can make as many **new** records as needed, each with its own grid-reference on the "By Name" sheet.)

Methods B *and* C

These alternative methods for entering species names are on the next sheet, so click on the **"By Name"** tab at the bottom of the sheet.

When this sheet appears (again, taking a few seconds to load):

Method B

Enter species by **Biological Records Centre code-numbers.**

Click in the first BRC box, and type the code, followed by <Return/Enter> for each new addition.

Method C

To enter **names** directly: click in the "By Name" box (blue arrow above).

(If you have already entered some BRC numbers, click in the first "By Name" box after the last BRC line.)

Start to enter a scientific name (**note**: in LibreOffice, this **may** require an uppercase first letter for the genus). 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 "Prun**u**" brings up *"Prunus avium"*. To select a different *Prunus*, simply scroll down through the list with the down-arrow, ▼, or type more letters, until the name you want appears.

Then press <Tab> or <Return/Enter>.

> (**Note**: pressing the up-arrow scrolls back up through the list.)
>
> (Alternatively, clicking on the disclosure arrow ▼, to the right of the "By Name" box, opens the full list: scroll down to what you want, then press <Return/Enter> to move to the next box.)

As with **A**, you can add any **extra** information in fields to the right: GridRef; Determiner; Method; Stage; Comment.

4: Checking

When finished adding species, click on "View Records" at the bottom of the sheet, to move to that sheet.

You will see all your records arranged in alphabetical order, with each record tagged with *either* all the information you added in the Information Box, *or* with any updated information you added as you went along.

You can go back to the "Checklist" or "By Name" sheets **and edit your records** if need be.

5: Exporting your records

When you are happy with your list, click on the button "**Export data**"

A spreadsheet called "Untitled 1" appears, containing your records.

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

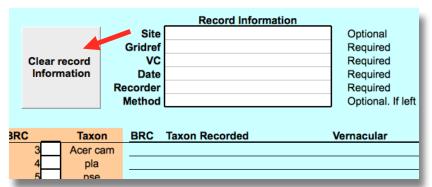Save the file with a unique filename. Recommended is a filename in the form

OS designation : locality : date : your name

… thus: "NY4655 Wetheral Plain 3 Aug 15 Jeremy Roberts"

(That button "Copy records to clipboard" allows you to copy the data elsewhere.)

When you are ready for the next list, simply click the box "Clear All Records" (it takes a few seconds to clear).

Go back to the start-sheet "Checklist", and click the button "Clear record information" for the next entry (or just delete information from the fields you need to change).

(**Note**: your records are **still** retained in the last sheet, "Copied Records", until you **next** click "Copy records to clipboard". This is just in case you need to return to them **after** clearing them from the other sheets. You can copy-and-paste from this sheet into a fresh spreadsheet.)

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'DINTY' designation of tetrads

(The name 'DINTY' is derived, as you see, from the second line of the matrix.)

The whole square, left, represents a hectad (10 km × 10 km): let's say **NY45**.

The square indicated in **blue** is a tetrad (2 km × 2 km), which traditionally would be named from the grid-reference of its 'bottom-left corner', i.e. as 'NY4658' (the 4 and the 5 deriving from the hectad '45').

However, 'NY4658' could equally refer to a monad (1 km × 1 km) – the **green** square at the lower-left of that tetrad.

Using DINTY removes the ambiguity, by calling the tetrad "square U in hectad NY45", hence 'NY45U'.

(Note that any 4-figure grid-ref with an odd number in the second and/or fourth places must be a monad, e.g. 'NY4**5**56", or 'NY445**7**'.)