MAPMATE - DATA ENTRY

Ten Top Tips



Before Entering Data

- Before you entering data make sure your card or notebook is fully prepared for data entry.
- 2. Make sure everything is legible, all codes and notes are fully explained.
- 3. Ideally all specimens collected should be determined and there shouldn't be any question marks!



Enter all the fields except the Taxon & Comment – and DOUBLE CHECK that they are ALL correct!
(A mistake here can be time-consuming to correct).

-0			1/1/1/1/1/1	🖳 Data Ent	ry: Records [Edit]			X
				Records F	ields Query Help			
N	Grid Reference	The Nar	ne of the Locality					Owner: 5tg
ω ω	11 N 63 70 Tetrad	MEALL	NAM LETTROACH	Taxon				
	Vice County 8 8		Habitat	Quantity	Present	Stage	Not recorded	
44	Date 0 2 0 9 2 0 1 4			Site	Meall na Leitreach (NN6370)			
Ch	e j p u z				'	_	Li v	
a)	6 d i n t y		Recorder(s)	Date	02 Sep 2014	Status	Native	
7	4 b 9 l r w	JUMMINTON		Recorder	McIntosh, J.W.	Determiner	McIntosh, J.W.	
00	0 2 4 6 8			Method	Field record / observation			
CD.	Species	Locality	Grid Reference	Reference	McIntosh, J.W., 2014, Fieldcards			
10			NN63991 70657	Comment				
4	CATICA CAGMANIS							
	BETWEE NAME		NN63975 70650				<u>S</u> ave	<u>C</u> lose
	SANSOUNCE PROPER		NN63912_70706					
	MINITUME MINITUME		NN 63859 70550	732m	CARGE PATCH			
7	JUNIUS TAIBLUMS		NN 63829 703US	750m	COMPLE SPINS LATH CARNO F	Pu_		
17	A - ATTICALA		NN 63930 70218	761M	LARUS ENTINE PATEUR.			
47	CYCOPODIUM ANNOTHING		1414 0 2 100		Chico: With the Tributa			
100								
40				7-1-1				

2. Use Fields> Lock all valid fields to speed up data entry.

		Data Entry: Ne	ew Record - Vascular Plant	s (microspecies) a	and Charophytes in VC88	X
		Records Fields	Query Help			
	Clear Field	Shift+Del				
	Clear All Fields	Ctrl+K				
	Lock Current Field		ent	Stage	Not recorded	
	Unlock All Fields	Ctrl+U	I na Leitreach (NN6370)			
	Lock All Valid Fields	Ctrl+L	ep 2014	Status	Native	
	Browse Current Field	Ctrl+B				
	List Possibles	F2	tosh, J.W.	Determiner	McIntosh, J.W.	
	View this Entry	F3	record / observation			
	Remember this	Ctrl+R	tosh, J.W., 2014, Fieldcards			
		Comment				
					<u>S</u> ave <u>C</u> l	ose



3. Use Records > Save Common Settings so they can be readily recalled if you accidentally close the data entry window. (But sometimes it accidentally becomes minimised – not closed.)

	🖳 Data I	Entry: Records [Edit]
	Records	Delds Query Help
Add New	Ctrl+N	Owner: 5tg
Save Record	Ctrl+S	on
Delete Record		ity Present Stage Not recorded
Edit Record		ite Meall na Leitreach (NN6370)
Show Last Record		te 02 Sep 2014 Status Native
Find Record from Key		er McIntosh, J.W. Determiner McIntosh, J.W.
Get Favourite Defaults	Ctrl+F	bd Field record / observation
Change Defaults	Ctrl+D	
Save Common Settings	>	ce McIntosh, J.W., 2014, Fieldcards
Get Common Settings	Ctrl+G	ent
Properties		
Close	Ctrl+Q	<u>S</u> ave <u>C</u> lose



4. Using BRC codes is the quickest way to enter records. Can also enter using Scientific or Common names or the 2+3 abbreviation of the Scientific name. Always check after pressing Return that the full species name is that intended.

2241, Aesculus hippocastanum, Horse-chestnut or Aehip

Optimised for the Vice County of West Cork (203)

5	Acer pse	242	Biden tri	523	Cladi m
7	Achil mil	244	Blech spi	528	Clema v
9	pta	1860	Bolbo mar	533	Cochl d
20	Aegop pod	250	Brach syl	2547	*off
(2241)	Aescu hip	251	Brass nap	3345	off of
21	Aethu cyn	254	rap	1592	Comar p
22	Agrim eup	256	Briza med	540	Coniu m
35.2	Agros can	269	Bromu hor	541	Conop m
35	*can	277	Buddl dav	544	Convo a
40	cap	291	Cakil mar	557	Coryl a
39	sto	2249	Calli*agg	563	Coton s
35.1	vin	303	*ham	4526	*agg
41	Aira car	307.1	pla	569	Crata m



5. Always press the Return key after typing in a field. This checks and interprets the entry and if valid, moves on to the next field.

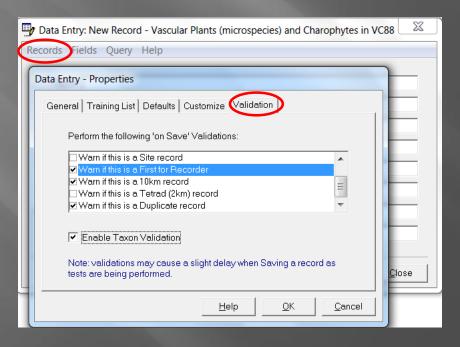


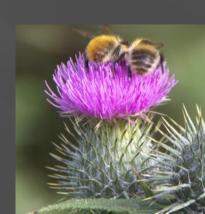
6. Learn to use the quick way of entering sites:
"site@grid_reference" in the site field.
(But always check that the VC is assigned correctly if near the boundary.)

Data Entr	y: New Record - Vascular Plants (microspecies) and Charophytes in Any
Records Fi	elds Query Help
Taxon	
Quantity	Present Stage Not recorded
Site	Keanchulish@NC1206300006
Date	11 Sep 2015 Status Not recorded
Recorder	McIntosh, J.W. Determiner McIntosh, J.W.
Method	Field record / observation
Reference	McIntosh, J.W., 2015, Fieldcards
Comment	
	<u>S</u> ave <u>C</u> lose



7. Remember to set up validation checks (Records> Properties> Validation) to warn if record is a new VC, hectad or tetrad record or new for the recorder, or a duplicate. Remember to tick "Enable Taxon Validation" box.





8. Regularly list all records entered so far by pressing f5 to bring up a list that matches all valid fields in the Data Entry window.

Data Entr	y: Records [Edit]			X
Records Fi	elds Query Help			
				Owner: 5tg
Taxon				
Quantity	Present	Stage	Not recorded	
Site	Meall na Leitreach (NN6370)			
Date	02 Sep 2014	Status	Native	
Recorder	McIntosh, J.W.	Determiner	McIntosh, J.W.	
Method	Field record / observation			
Reference	McIntosh, J.W., 2014, Fieldcards			
Comment				
			<u>S</u> ave	<u>C</u> lose



8. If you list the records after entering each column.

AIR OF	so through the species	name only.	Viet relics to appropri	aparins spool	8/23	Cay has in held	7/30		5/35		5/40		5/4		3/48		10/58 1
	Bulli per Batul sau pen	838 820 833	bet pal val	745 745 753	Broditale Houghtwer	1006 1014 1015	nac per pul	3264 3283 3283	X VEE Mercya hri Mercya per Mercya per	1806.4	tri	1766 1767 1768	-pers-	2005 2007 2008	Stell als	2525 2526 2578	tri Woods alp
	Sarbs vol .	932 935	z int Cirai arv	743	lat	1010	hireut	1272	REV	1506.5 1504 1806	595	2559 1762 1766	Sagin spe	2003	Sparg rub Stack pel	2272	-best
	System line	904	Circa lut	731	tet	1003	Syper and	3363	uni menth apa	1895	ann bus	1753	580	1987	Speny any	2207	CMD
	ELL	313	Cheys alt	726	ayl Krice ois	2517	n une motes vol.	3267 3263	Malin nut	3493	oni. For alp	1746	Lon obt	1991	not.	2209	Wiola ary
	Actes des Ather dis	457	Chemo alb	718	pal	1317 687	Nyaci nm	1286	Media lup Melam pre	1492	Plata bif	1735	ers see	1966	Spary and	2518	MAC MACH
	Aster-agg	333	CHENE DIA	723	thu	214	mol.	1246	Medicit. Hath	1499	985	2735	acetosell.	1337	BORDSTAFE.	2191	BAN
	tri	447	fon ula	697 733	pal Bpais arv	201	Hippu vul. Holou lan	1232	Malva mne Matri die	1494	Plant las	1730	Bullet apatons	1953	Sooch sap	2185	Vibur opu Vicia cra
8	PUL	443	MEN SAID	436	mists tibes	2860	Minusters.	3230.3	Malus pus	3403	Pirce con:	3.729	title	2353	Bolid wir	2160.3	HEF HEF
	Acur sac Asple att.	400	Ourus alp	411	htr	948	agh Heaps mak	3223	none layshe pour	2476	Pinpi nas	1727	-fru	1938	Hisym off Bolen shil	2179	ects eer
	Arres vul	432	Casta sat	G25	John HALL	955	Delia mue Derug man	1915	cla iyata nas	976	Files off	7055	n down n gla	1906 4878	uni vul	3173 3378	off
	Armer mar Arrhe ela	7217	+eir w ful	691	Epilo als	352-1	hal hal	3224	Synny won	3470	Phone shi	2728	6216	2218	lat	2172	HOS.
	Arena ser	424	1998	683	Mig-ber	2056	Queno dry Beter hal	1308	api avi	2247	*pra Fhrag aus	3723	nol.	1219	dia fin	2170	fra hed
i i	Arctivala Arcto usa	421	ayl vag	23	Hiytr rep Espet nis	941	Myseus.*com	1204	pfl	1461	Unlau bar pra	2504 2700	TAN YOR	1933 1937	Sibbs pro	23.68	ESI.
2	Arabid the Arabis hir	417	208 88X	681, 7006	Elode can Elyen can	53.0 54.0	syl	1203	Lugul com -	2003	Vivego con	1710	CNO. CAR	1905	will	2166	Sec
	April wil	412	THR	677	gut	334	THE	1191	Januar -	1447 3454	Detail byb	1704	Born one	3993	syl.	2157	Verba blus Verson arre
ì	MIN.	909	Agr.	653	ere Elsee pal	933	Glech hed Glyce flu	1183	Loliu per Lonio per	3537 3543	mac with	2433 3497	880 1004	1891	Sener aqu	2338 2340	Valer off
	Anthy val. Aphantage	400 400	herr derritter	EES	111	923	x int	3377	Lobel due	1535	toyd	1696	rub	3.888	delay-uni-	2137	utt
	Bothe syl	293	pal	2274	dil esp	924 925	Germann- urb	1169	Linum oat Litto uni	1521	Perst seph	1687	Khodo pon Eibse nig	1002	tos tal	2136	AMOUT MAT.
	Auton Gin	383	lim mig	666	Dryop*aff oar	918 921	TOTAL TOTAL	1154	Idnar val	1443	Penta sen	3.67H	Whine win	1877	ang	2133	wil
	Stepsl wyl	337	lapor:	658	Doyna net	914	pra rob	1119	Leptd bet Leuca vol.	1441	Pedin pal ayl	3673	Subg. Set.	1872	Scute gal Sedum acr	2132	win *wul
18	Anche are Assess see	386	las	455 537	East.	907	Germa die	1116	pen Lenna minor	2437	Parma pal	1660	EMPHOR	1867	Surrey nod .	4333	Dirin int
	pes.	392	-box.	SSA	Dross and	903	Senti can	1112	Lathy lin	1420	Oxyri dig	3.647	bul fla	1861	Scirp Myl	2119	Ulmum gla Urtic dio
	Alreas glv. Alreas gen.	374	fiac	651	Doron par Draba inc	855	Denis and	2303	a nor	1397	CHRIS. SOR	3.645	AME	923	pra	2112	Ules eur
	Allin par	570	ech.	1213	Dipho-nty-	987	ult	1309	hards dec	1216	Ornit veb nea	1643	rob Escon sor	833 836	Sched aru	2109	Tunal far Typha lat
	Allia pet	343	disti	628 640	Digit pur	875	dist.	1103	Topes one	1393	Oreco lin Origa wel	1633	min Quero pet	1842	opp atm	2404	Tauga bet
	ann Alies pla	363	dia	637.1	Deach ons	882.2	pal pal	1098	hamiu alb	1303	Octobil man	1630	Pyrol and	31116	nāv	1341-1	Tripl ton Troll eur
	Test	355	CAT	1815	Denth der	183	odo pal	1000	Hobes sin	1361	Odost ver Onosi ren	1618	Frend sen	1835	hyp	2103	Trigl pal
in	-giretr	359	out capill	62.0 62.3	par.	973 974	ADM See	1094	BURGE ANY	1373	Mysgh alb	1613	apt	3826	Owner Times	2093	pra
	fill was	168	hin	629	inc.	879	Galtu alb	1880.1	que com Eslai pro	1362	MAG NOR	1616	From avi	3833	Saule out Sauns alp	2007	Trife dub
10	#11 #11	345	Carea atra	807 808	Darty glo Darty fun	949 968	Osleo tet	1079	brigT Junip com	1348	Next's cor	1410	Prime val	1816	190	2076	Trian mir
	Aista sia-	331	pex	1822	Cytis soo	883	malan miv	1078	triffi	1345	Nerth-Dat.	1408	Prima ver	2342	a reich Sambo nig	2063	Storil jap Swich ger
	DEA Alloga rep	333	fle	E03 604	Cysto fra	814 859	off Gages lut	1075	equi ten	1343	ped mends ptr	1586	sto.	1005	vin	2436	Tolni san
-1	Nice our	325	Capes Nor Carda ama	592 597	Dymba mur Dymos mri	941	PUBLIC BUT	2067	att	2614	Marci-agg	1567	CER	1803	2002	2065	Tilia x euro
	100	322	-100	584	Crypt sel	636	Praga year Prays sec	1061	008 008	1330	Myrio alt Myrrh wdo	1576	pol Poten ana	1800	hm.	2060	Shymu-pol
		333	Calye sep Camps lat	876	pal Crust les	833	Filag min	1007	rinali deals	2328	Myrin gal.	1575	DAC	1722	946	3047	Thall sly
.1	Agrice can:	335	Calth pal	952	Crept cap	1448.2	ver fart	1007.2	best	1323	nec syl	1948	pra nat	1797	myfolia mymites	2039	THUST SOCES
	Aspop pod Asson hip	317	TATA Galder-Traffer	357	Orași ave Orașe mon	2049	viv. Fiorr ver	1054	hig	1322	200	1563	ext	1799	law	2034	Temantagii
	Admin now	343	*3tmm	478	Granni Alee	824	-rest-	1063	alp	1331	diam	1555	Popul tre Potam bar	1793.2	fra dec	2033	wal our
	pcs Aconimap	269	Resea hor Calli*agu	1192	Comer pal Comop maj	922 921	Feets ovi.	1047	Junea set	1317	Monti fon Myome azv	1547	lon	1783	fra	2025	n opt
	Date Date of the last of the l	264 173	Stree tan	537	Comin vir	1525	Fullo jap.	3.048	Tenet Lan	3307	Molin can	1044	roul Polym ams	1786	oin oin ols	2028	Symph alb Symph bub
	hour pla	250	Scuch syl	534 2547	mie soff	827	SCO Pages syl	1036	Impat gla	1301	Minia sel	1544.2	Palys val	2798	cap	2023	Guest-per-
14	gra	244	Notey lun	X30	Clins val Cockl dan	794 2243	Bugher mic	1020	Hypon sad Ilex aqu	4329	minul*agg	1,1123	Tollyg avi	2799	Sully arb	2014	nee Dubul eru
22	Abies alb	240	pub	524	Clayt sib					2290		1.558	7047	2422	# 50F	2012	



8. You can check that the numbers tally. Omission is the most common type of error when entering records in MapMate.

■ All	Records	for 9 Valid Fields [Quantity, Stag	e, Site, Date, Status,	Recorder]	-				Mary			X
=	sqı 🕨	<u>\$</u> \$\$ \ \ \ \ \ \ \ \ \ \	()I 🗗 🖖 🖀	2								
	Code	Taxon	Vernacular	Site	Gridref	Vice Quantity	C+	Date	Recorder	Determiner	Method	
		Achillea millefolium		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	- -
-		Agrostis canina sens. lat.		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
		Alchemilla alpina	Alpine Lady's-mantle		NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	-
l ——		Alchemilla alpina Alchemilla glabra			NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	_		Smooth Lady's-mant		NN6370				McIntosh, J.W.		<u> </u>	
l		Anthoxanthum odoratum		Meall na Leitreach				02 Sep 2014	· ·	McIntosh, J.W.	Field record / observation	
l ——		Blechnum spicant		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	309	Calluna vulgaris		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	322	Campanula rotundifolia		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	349	Carex bigelowii		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	361	Carex demissa	Common Yellow-sed	Meall na Leitreach	NN6370	88 0	Notreco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	382	Carex hostiana	Tawny Sedge	Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	400	Carex panicea	Carnation Sedge	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	405	Carex pilulifera	Pill Sedge	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	408	Carex pulicaris	Flea Sedge	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	477	Chamerion angustifolium	Rosebay Willowherk	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	478	Cornus suecica	Dwarf Cornel	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	627.1	Deschampsia cespitosa subsp. ce	Tufted Hair-grass	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
	628	Deschampsia flexuosa	Wavy Hair-grass	Meall na Leitreach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	7 1
	1213	Diphasiastrum alpinum		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
		Empetrum nigrum subsp. hermaphr		Meall na Leitreach	NN6370			02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation	
1			,	,	1	1 1-	=	> 	1==310 31111	1)	•
Record	1 of 57 Red	cords									Close	e

9. Enter all back-of-record card records first before dealing with the more detailed and tricky front-of-card records

Grid Reference	The Nar	me of the Locality		Route Map		
N N 6 3 70 Tetrad	MEAU	NAM LEITREACH				
Vice County 8 8		Habitat				
Date 0 2 0 9 2 0 1 4						
e j p u z d i n t y		D				
c h m s x		Recorder(s)				
2 b g 1 r w a f k q v	JUMMINTOS	1				
O 2 4 6 8 Species	Locality	Grid Reference	Date	Notes		
CARLOX CADILLATINS		NN63991 70657	720n	LINEAR PATCHES - 100m IN LENGTH ALONE STREAMS OF		
BETWEE NAME		NN63975 70650	7101 =1	AROUND FLUSH		
SANSSHALTS PLANT		NN63912 70706	MOIF o	SMALL NOW-FLOWERING PA		
MUNITUMA MUNITUMA		NN 63859 70550	732m	canoi paton		
JUNIOS TRIBLUMIS		NN 63829 70345	750m	comple spins with cares p		
LYCEPODIUM ANNOTHING		NN 63930 70218	761 M	LARUS TENTILS PATEU.		



10. Remember to mark your Record card as "entered" or if you send it to the Recorder and keep a copy – note "sent to Recorder".

