

MAPMATE – DATA ENTRY

Ten Top Tips



Before Entering Data

1. 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!

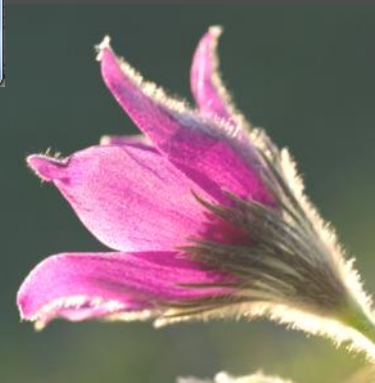


Entering Data – Ten Top Tips

1. 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).

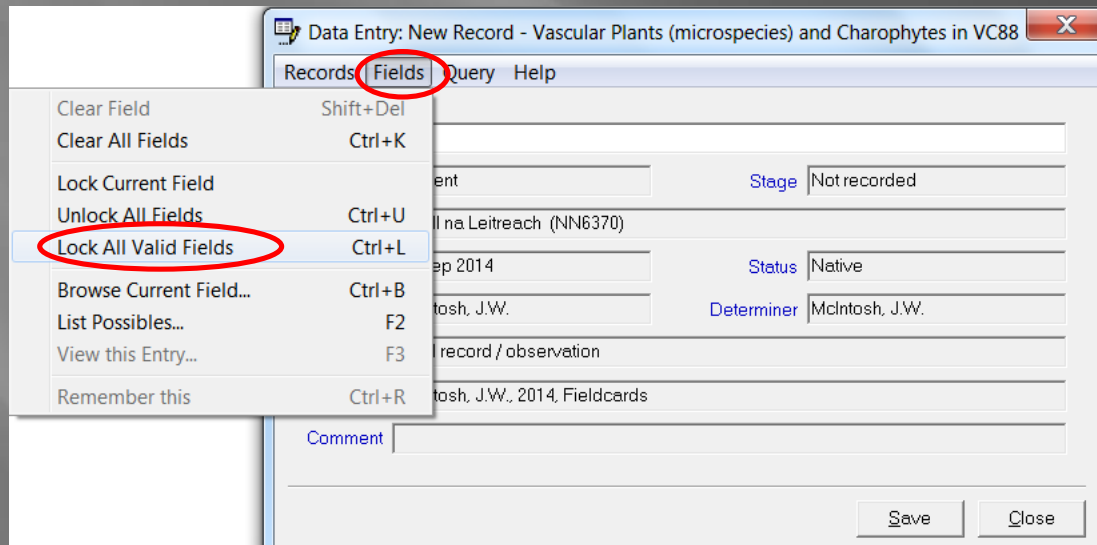
Grid Reference		The Name of the Locality																															
NN63-70-		MEALL NA LEITREACH																															
Tetrad																																	
Vice County	88	Habitat																															
Date	02/09/2014																																
<table border="1"> <tr><td>e</td><td>j</td><td>p</td><td>u</td><td>z</td></tr> <tr><td>d</td><td>i</td><td>n</td><td>t</td><td>y</td></tr> <tr><td>c</td><td>h</td><td>m</td><td>s</td><td>x</td></tr> <tr><td>b</td><td>g</td><td>i</td><td>r</td><td>w</td></tr> <tr><td>a</td><td>f</td><td>k</td><td>q</td><td>v</td></tr> <tr><td>0</td><td>2</td><td>4</td><td>6</td><td>8</td></tr> </table>		e	j	p	u	z	d	i	n	t	y	c	h	m	s	x	b	g	i	r	w	a	f	k	q	v	0	2	4	6	8	Recorder(s)	
e	j	p	u	z																													
d	i	n	t	y																													
c	h	m	s	x																													
b	g	i	r	w																													
a	f	k	q	v																													
0	2	4	6	8																													
		JW McIntosh																															
Species	Locality	Grid Reference																															
CAREX CAUWATIS		NN63991 7065																															
BETULA NATIVA		NN63975 70650																															
SAXIFRAGA RUBRA		NN63912 70700																															
LYCOPODIUM ANNOTINUM		NN63859 70550	732M																														
JUNCUS TILLOIDES		NN63829 70305	750M																														
LYCOPODIUM ANNOTINUM		NN63930 70218	761M																														

Data Entry: Records [Edit]			
Records Fields 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			
Save		Close	



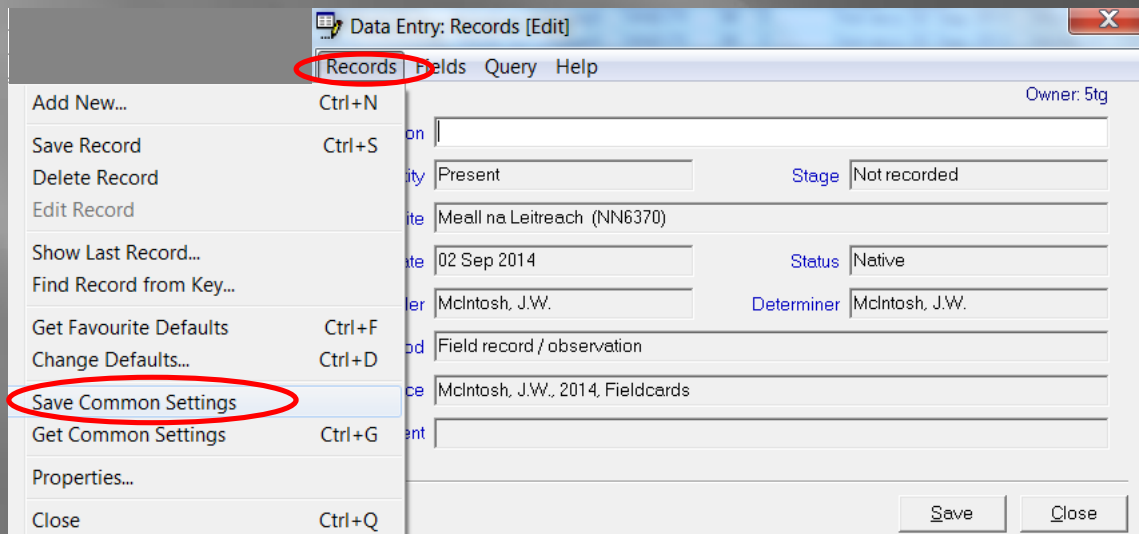
Entering Data – Ten Top Tips

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



Entering Data – Ten Top Tips

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.)



Entering Data – Ten Top Tips

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

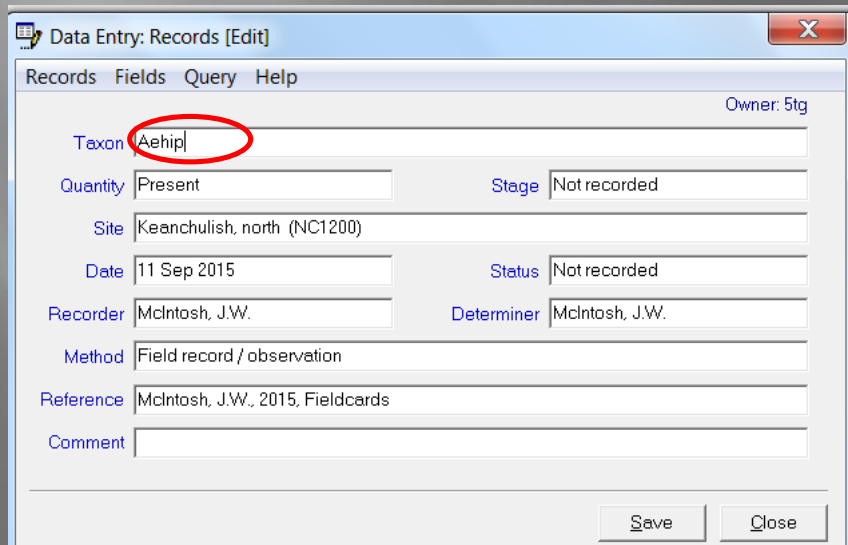
Optimised for the Vice County of West Cork (203)

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 c
20	Aegop pod	250	Brach syl	2547	*off
2241	Aescu hip	251	Brass nap	3345	off o
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

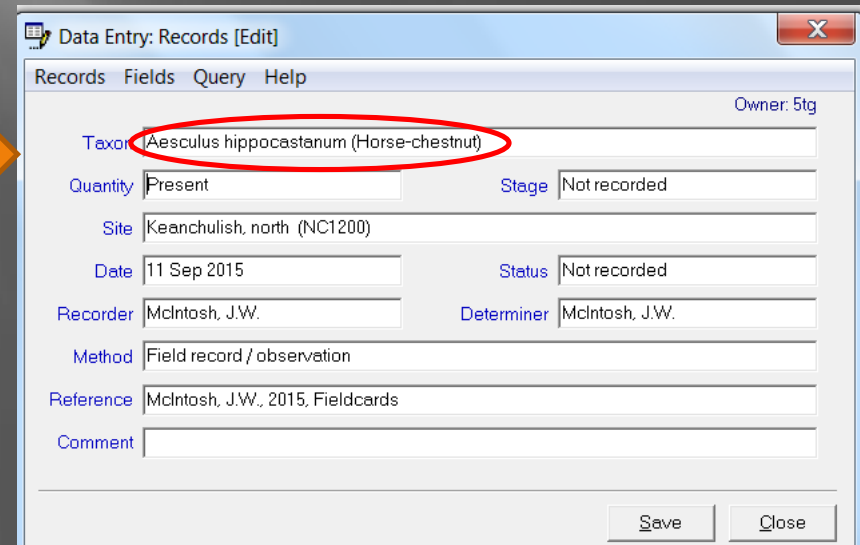


Entering Data – Ten Top Tips

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.



The screenshot shows the 'Data Entry: Records [Edit]' window. The 'Taxon' field contains the text 'Aehip', which is circled in red. Other fields include 'Quantity' (Present), 'Stage' (Not recorded), 'Site' (Keanchulish, north (NC1200)), '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), and 'Comment' (empty). The 'Owner' is listed as '5tg'. At the bottom are 'Save' and 'Close' buttons.



The screenshot shows the same 'Data Entry: Records [Edit]' window after the 'Taxon' field has been updated. The 'Taxon' field now contains 'Aesculus hippocastanum (Horse-chestnut)', which is circled in red. All other fields remain the same as in the previous screenshot. The 'Owner' is still '5tg', and the 'Save' and 'Close' buttons are at the bottom.

Entering Data – Ten Top Tips

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 Entry: New Record - Vascular Plants (microspecies) and Charophytes in Any ...

Records Fields Query Help

Taxon

Quantity Stage

Site

Date Status

Recorder Determiner Method

Reference

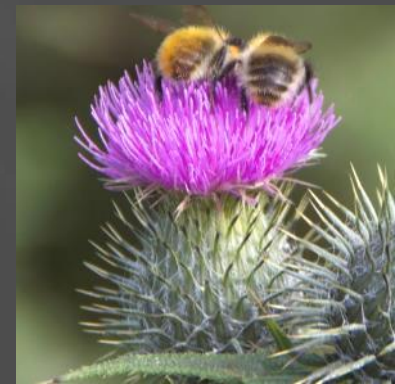
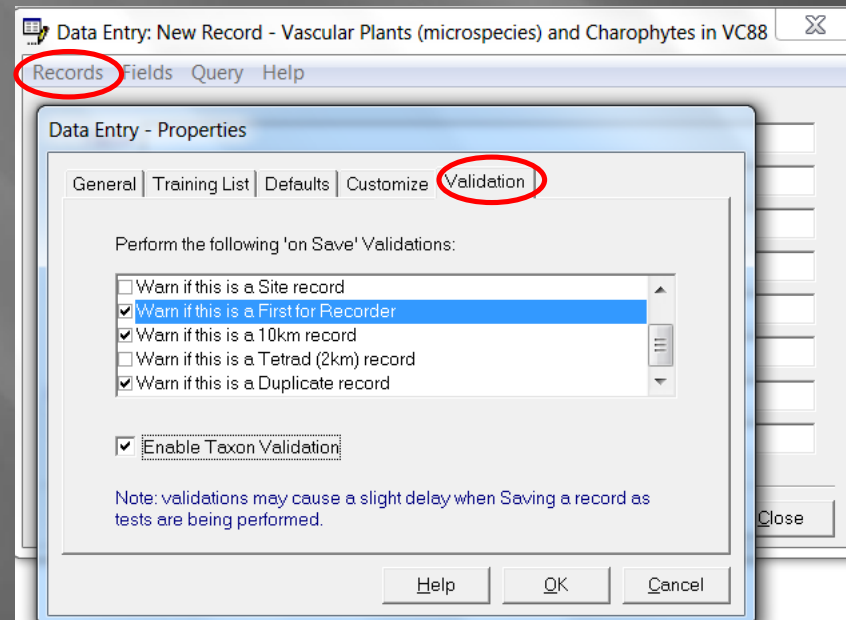
Comment

Save Close



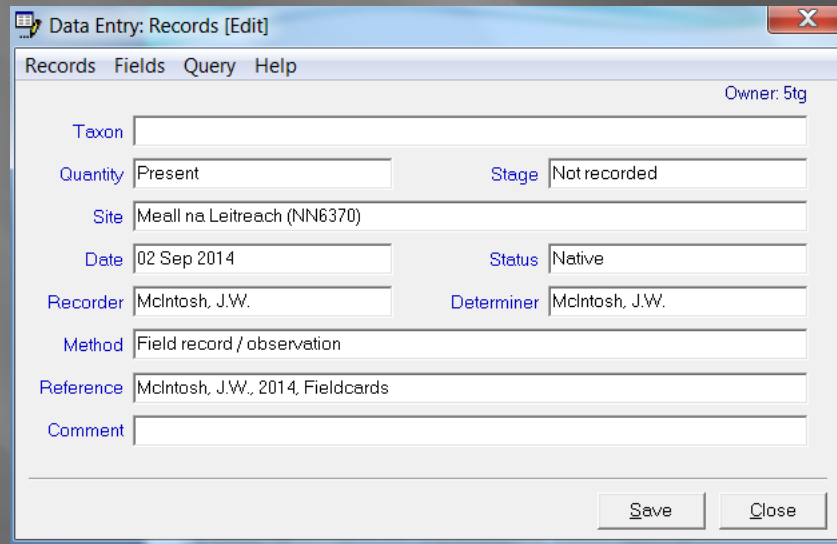
Entering Data – Ten Top Tips

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.



Entering Data – Ten Top Tips

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.



The screenshot shows a software window titled "Data Entry: Records [Edit]" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "Records", "Fields", "Query", and "Help". The main area of the window contains a form with the following fields:

- Taxon**: A text input field.
- Quantity**: A text input field containing "Present".
- Stage**: A text input field containing "Not recorded".
- Site**: A text input field containing "Meall na Leitheach (NN6370)".
- Date**: A text input field containing "02 Sep 2014".
- Status**: A text input field containing "Native".
- Recorder**: A text input field containing "McIntosh, J.W.". There is also a **Determiner** field containing "McIntosh, J.W.".
- Method**: A text input field containing "Field record / observation".
- Reference**: A text input field containing "McIntosh, J.W., 2014, Fieldcards".
- Comment**: A text input field.

At the top right of the form area, it says "Owner: 5tg". At the bottom right of the window, there are two buttons: "Save" and "Close".

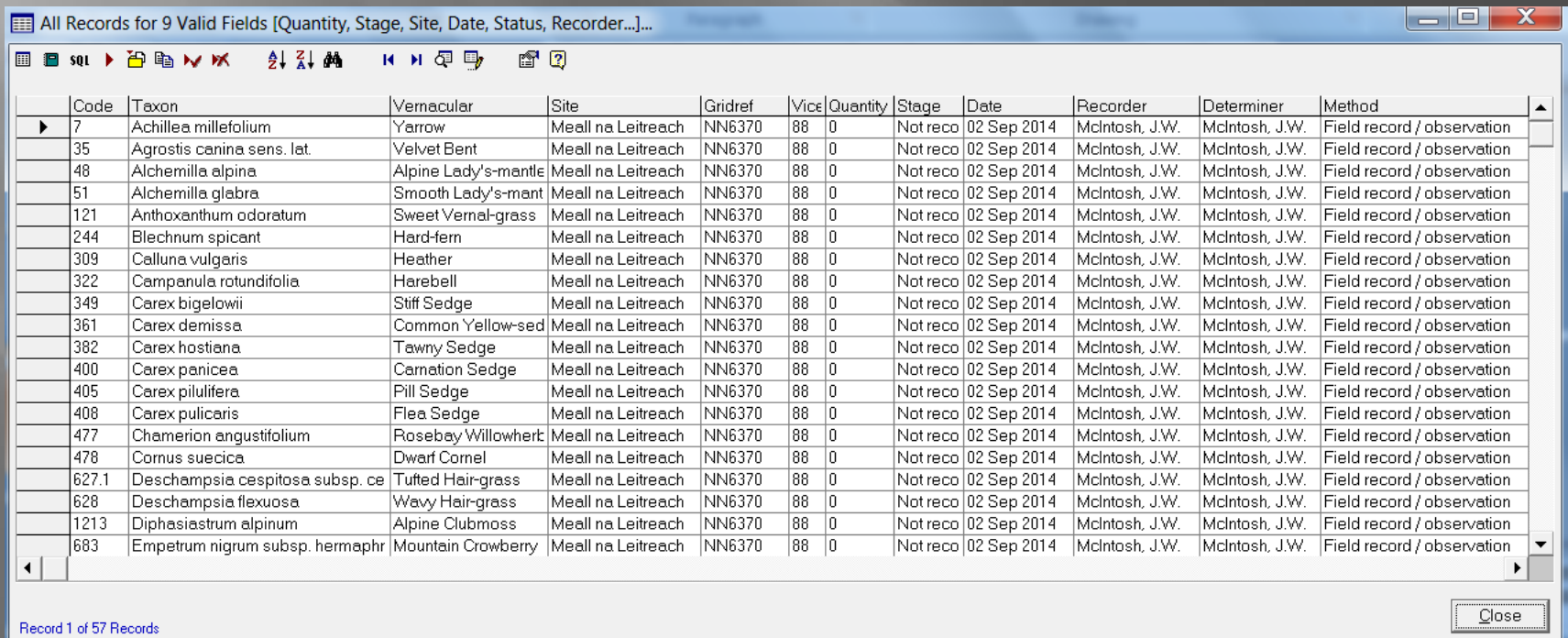


8. If you list the records after entering each column.

A close-up photograph of a dense cluster of small, white, spiky flowers. The flowers have many thin, pointed petals radiating from a central point. The cluster is surrounded by green, pointed bracts or leaves. The background is a soft, out-of-focus green.

Entering Data – Ten Top Tips

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



The screenshot shows the 'All Records for 9 Valid Fields [Quantity, Stage, Site, Date, Status, Recorder...]' window in MapMate. The table contains 13 columns: Code, Taxon, Vernacular, Site, Gridref, Vice, Quantity, Stage, Date, Recorder, Determiner, and Method. The records are sorted by Code, showing a list of plant species and their associated data. The status for all records is 'Not reco' and the date is '02 Sep 2014'. The recorder is 'McIntosh, J.W.' and the determiner is also 'McIntosh, J.W.'. The method for all records is 'Field record / observation'.

Code	Taxon	Vernacular	Site	Gridref	Vice	Quantity	Stage	Date	Recorder	Determiner	Method
7	Achillea millefolium	Yarrow	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
35	Agrostis canina sens. lat.	Velvet Bent	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
48	Alchemilla alpina	Alpine Lady's-mantle	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
51	Alchemilla glabra	Smooth Lady's-mantle	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
121	Anthoxanthum odoratum	Sweet Vernal-grass	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
244	Blechnum spicant	Hard-fern	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
309	Calluna vulgaris	Heather	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
322	Campanula rotundifolia	Harebell	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
349	Carex bigelowii	Stiff Sedge	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
361	Carex demissa	Common Yellow-sed	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
382	Carex hostiana	Tawny Sedge	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
400	Carex panicea	Carnation Sedge	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
405	Carex pilulifera	Pill Sedge	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
408	Carex pulicaris	Flea Sedge	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
477	Chamerion angustifolium	Rosebay Willowherb	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
478	Cornus suecica	Dwarf Cornel	Meall na Leireach	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 Leireach	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 Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
1213	Diphasiastrum alpinum	Alpine Clubmoss	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
683	Empetrum nigrum subsp. hermaphr	Mountain Crowberry	Meall na Leireach	NN6370	88	0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation

Record 1 of 57 Records

Close

Entering Data – Ten Top Tips

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

MM 000000 5/1/14

Grid Reference		The Name of the Locality		Route Map																														
N 63 - 70 -		MEAL NAW LEITRACH																																
Tetrad																																		
Vice County	88	Habitat																																
Date	02/09/2014																																	
<table border="1"> <tr><td>e</td><td>j</td><td>p</td><td>u</td><td>z</td></tr> <tr><td>d</td><td>i</td><td>n</td><td>t</td><td>y</td></tr> <tr><td>c</td><td>h</td><td>m</td><td>s</td><td>x</td></tr> <tr><td>b</td><td>g</td><td>r</td><td>w</td><td></td></tr> <tr><td>a</td><td>f</td><td>k</td><td>q</td><td>v</td></tr> <tr><td>0</td><td>2</td><td>4</td><td>6</td><td>8</td></tr> </table>		e	j	p	u	z	d	i	n	t	y	c	h	m	s	x	b	g	r	w		a	f	k	q	v	0	2	4	6	8	Recorder(s)		
e	j	p	u	z																														
d	i	n	t	y																														
c	h	m	s	x																														
b	g	r	w																															
a	f	k	q	v																														
0	2	4	6	8																														
		JUMANTOSH																																

Species	Locality	Grid Reference	Date	Notes
CAREX CAPILLARIS		NN63991 7065	720m	LINERAL PATCHES ~ 100m IN LENGTH ABOVE STREAMBEDS AROUND FISH
BETULA NANA		NN63975 70650	719m	SMALL NON-RUNNING PATCH
SAXIFRAGA RUPES		NN63912 70706	710m	
LYCOPodium ANNOTINUM		NN63859 70550	732m	LARGE PATCH
JUNCUS TAILOUMIS		NN63829 70345	750m	COMMON SANDS WITH CAREX PUL - SA 3CL
LYCOPodium ANNOTINUM		NN63930 70418	761m	LARGE CENTRAL PATCH



Entering Data – Ten Top Tips

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”.

Grid Reference NN6375 70650		The Name of the Locality MERRILL LEITCHDALE		H.M. JONES 5/1/14 Route Map
Tetrad NN6375 70650		Vice County 88		Habitat
Date 02/09/2014		Recorder(s) JUMMINTON		
Species CORYLUS AVELLANA BETULA NANA SASSOPARIS ALBA LYCOPodium ANTHODIUM JUNONIA TRICOLOR LYCOPodium ANTHODIUM		Locality Grid Reference Date Notes		
CORYLUS AVELLANA		NN6375 70650		720M LARGE PATCHES - 100M IN LENGTH FROM STRAMBLEGS BEHIND FLUSH
BETULA NANA		NN6375 70650		710M SMALL NON-FRUITING PATCH
SASSOPARIS ALBA		NN6375 70650		710M
LYCOPodium ANTHODIUM		NN6375 70650		722M LARGE PATCH
JUNONIA TRICOLOR		NN6375 70650		750M COMMON SPOTS WITH LARGE PL - 100M
LYCOPodium ANTHODIUM		NN6375 70650		700M LARGE SPOTS WITH

