Working with iRecord records in BSBI's database

Records from iRecord/Indicia are initially imported into a separate, partitioned workspace in BSBI's database. The records can be accessed by selecting the 'Indicia' workspace (use 'more options'=>'source'=>'project workspace' and then select the project workspace as 'Indicia' to set this filter.

To view iRecord records for your county, use the following search, altering the country/region box for your county – <u>the linked example is for Northamptonshire</u>

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The icons in the left-hand column of the search results indicates the validation state of records as usual, but also, when viewing records from a partition workspace, this column shows whether a record has been transferred to the main DDb workspace:

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In the example above, the Bee Orchid record has already been transferred to the main workspace.

If working on a batch of new data it's often useful to exclude the records that have already been transferred. To exclude transferred records, add the 'Compare workspace' search filter ('more options' => 'admin' => 'compare workspace') then choose the 'other branch absent' – where 'other branch' refers to the main DDb workspace.

compare workspace 🕢	other branch absent	∕ ⊠🗄

Transferring records to the main DDb workspace

To move records across to the DDb, simply tick the grey box on the far left of the results table for each record you want to transfer. You can, if you wish, and after scrutinising the records, 'select all' (tab at the bottom of the results page), but it is important to remember that this will select **ALL** records for all pages in the results table, and not just the ones on the first page.

Once you have selected your records, go to the bottom of the search page and choose 'transfer in to DDb workspace' in the dropdown menu (it will be default read 'change record validation state'), and click on 'apply change to selected records' (see below)

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Alternatively, you can transfer records at the same time as validating them in the usual way.

Finding records that have already been validated on iRecord

For records that have already been validated in iRecord a simple option may be to transfer all the records that you have already validated in one go. Validation annotations are carried across when records are imported, so it's possible to search for only the records that you've already checked.

To filter for records validated by you, use 'more options' => 'admin' => 'validation state edits', then enter the name (or username) of the validator in the filter field.

Specify that you only want to include accepted records, using 'more options' => 'validation' => 'validation state' ... 'accepted (locally or externally)'

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Example results from Norfolk, validated by Jo Parmentor

Validating data from iRecord

- The criteria for iRecord data can differ from usual BSBI standards (e.g. records from gardens might be included). In general, please feel free to 'confirm' such records if they are valid, but avoid transferring them to the DDb. Records from "Garden Bioblitz's" have been preflagged as do-not-map for DDb purposes. Please do not reject 'garden' occurrences.
- 2. Please be aware that some iRecord data may have been entered using common rather than scientific names and that this can lead to errors if an infra-specific taxon has also been given the same common name. The recorder is likely to be unaware that they have picked the wrong (over-specific) option. In search results in the DDb the use of vernacular names is highlighted in the taxon name column.
- 3. Many iRecord records are correctly entered as centroid grid-references, including an error precision radius. Modern GPS devices are usually reliable, but you should still check whether the grid-reference is compatible with the site name.
- 4. It is not possible to edit iRecord data in the DDb, instead the expectation is that the iRecord data that needs correcting should be changed at source in iRecord.
- 5. Many records in the Indicia workspace are already marked as confirmed (based on the validation applied in Indicia) and there is usually no need to re-confirm these, instead use the *move workspace* option if you want them included.
- 6. The Indicia data set includes many records that are only identified to genus level. Although these are unlikely to be useful to BSBI, please do not reject them unless the determination is incorrect. Instead such records could be "confirmed" but without ticking the *transfer* box.