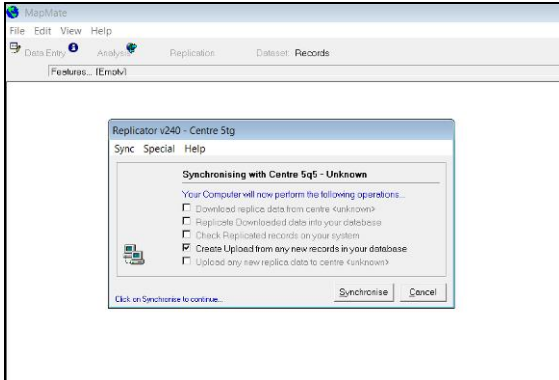
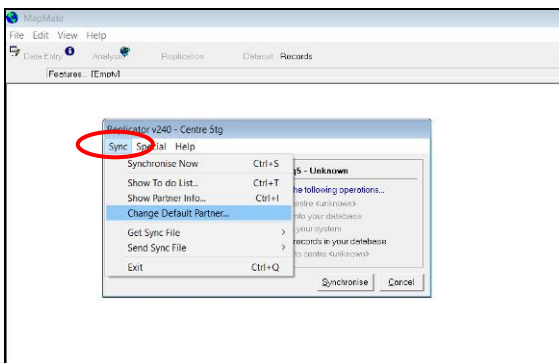


Step by step instructions on sending records via MapMate:

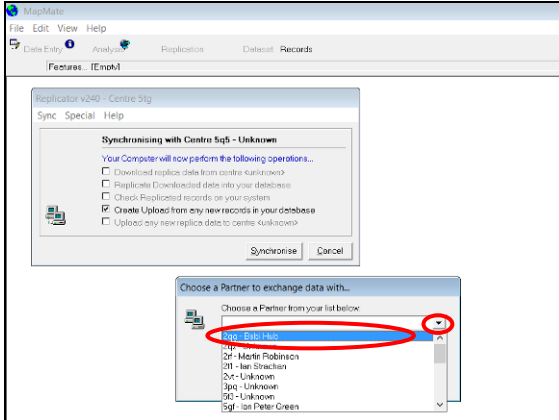
1. How to Create a Sync file



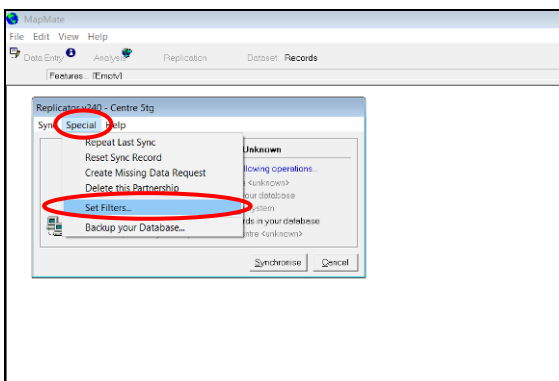
Open MapMate and Click on Replication.



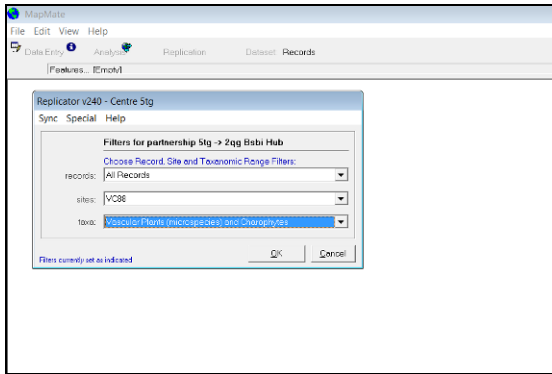
Then Sync > Change Default partner.



Click down arrow and select the partner you wish to sync with and OK it.

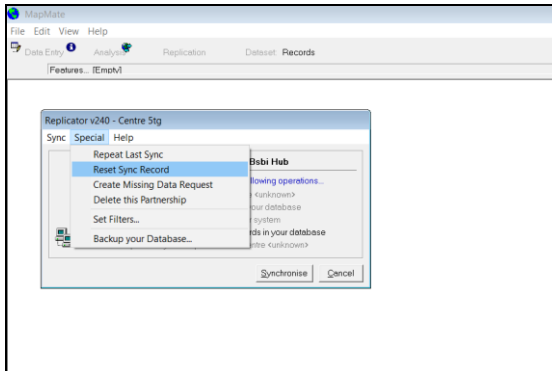


Then check which filters will be used to select the data to send: Special > Set Filters...



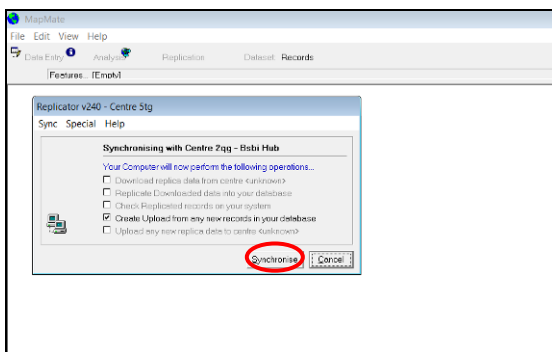
Filters for partnership

Then select “All Records” in **records**,
The vice-county in **sites**,
And “Vascular Plants (microspecies) and Charophytes” in **taxa**.
then click OK.

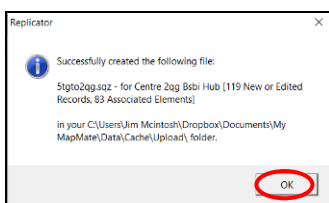


Resetting Sync Record

Go to the Special menu and choose “Reset Sync Record”. When you next synchronise, this will ensure that all your data is sent again, i.e., all records that match the filters as currently set. If any of the data has previously been sent it will not result in duplicates.



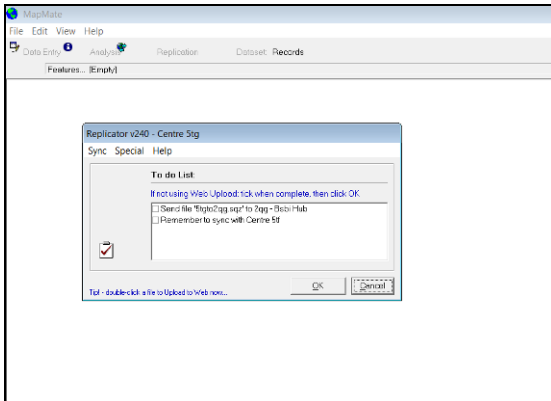
Then simply click “Synchronise”. You don’t need to check or uncheck any of the boxes – MapMate automatically fills these in. And OK this and follow instructions to create sync file. A progress bar will display and it will tell you it’s ‘spawning’ (copying) Records, recorders, sites, etc.



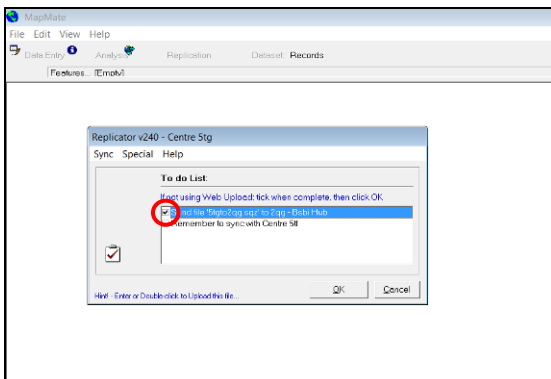
A window will pop up telling you that you’ve successfully created the following file and give its name and location. Click OK.

2. How to Send a Sync file

Once you have created the sync file you must send it (always remember it is a two-step process). To do that...

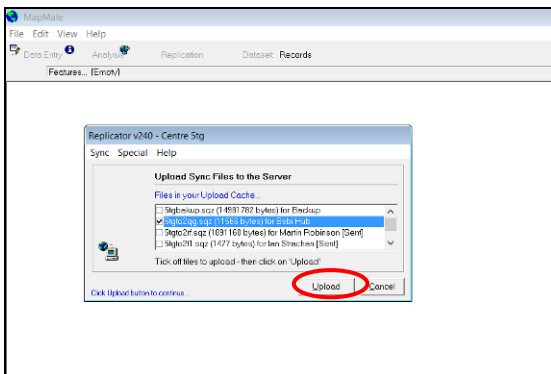


This is a similar pop-up window to that you are left with after OK'ing the above.

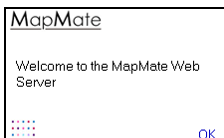


Tick the synch file you have just created...

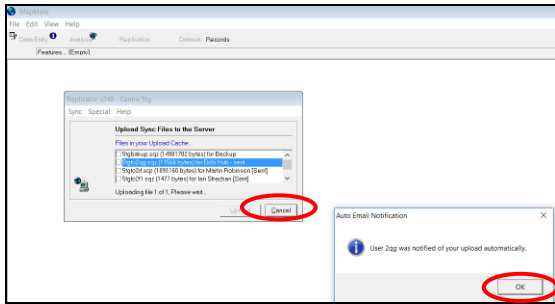
And then double click he highlighted file to upload.



Click upload.



You should hear a slap crunch noise (if audio switched on) and see this window pop-up in the bottom left of your screen.



You will see the message “Connecting to web” simultaneously to the above window popping up and a progress bar will count up to 100% complete.

Then another window will pop up saying that the User you sent the file to was notified of your upload automatically. OK that.

Notice the file now has a suffix “- sent”. So, you can now click cancel and cancel again.

Acknowledgement

Shortly you should receive an email confirming that your records have been received by your sync partner. And, if syncing to the BSBI Database, you should receive a further email confirming receipt there.