

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 – [the linked example is for Northamptonshire](#)

Search form Search templates

search for Records (specimens or observations)

taxon taxon name

grid reference grid square

county/region Northamptonshire

date recorded equals

recorder any role person or organisation broad match

checklist/linked attribute checklist

bounded area area name

place name any area type include this area include intersections

project workspace Indicia

more options

Current search-form filter
records where Records from project 'Indicia' and vice-county: VC32 and compared with main DDb workspace

display results email results download results save query [reset search form](#)

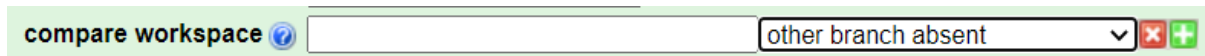
[help](#)

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:

<input type="checkbox"/>	<input type="checkbox"/> record	<input type="checkbox"/> taxon	recorder	<input type="checkbox"/> vc	locality	grid ref	date	<input type="checkbox"/> status
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Cobrya aptera		VC32	Aldwinch	T100540102053 <input type="checkbox"/>	14/1/2018	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> not transferred	Azim macy/alum		VC32	Dungee wood, Bozeat	SP9304459714 <input type="checkbox"/>	9/4/2020	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> not transferred	Taraxacum		VC32	Dungee wood, Bozeat	SP9306459714 <input type="checkbox"/>	9/4/2020	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> not transferred	Anacamptis pyramidalis		VC32	Bozeat	SP8961200811 <input type="checkbox"/>	20/6/2020	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> not transferred	Helminthotheca echioides		VC32	Bozeat	SP9111158595 <input type="checkbox"/>	29/7/2020	<input type="checkbox"/>

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.



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)



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)'

The screenshot shows a search form with the following filters:

- search for: Records (specimens or observations)
- taxon: taxon name
- grid reference: grid square
- county/region: West Norfolk
- date recorded: equals
- recorder: any role | person or organisation | broad match
- checklist/linked attribute: checked
- bounded area: area name | any area type | include this area
- place name: place name | broad match
- project workspace: Indicia
- compare workspace: other branch absent
- validation-state edits: Jo Parmenter
- validation state: Accepted (locally or externally)

Current search-form filter: records where Records from project 'Indicia' and validation state accepted and vice-county 'VC28' and compared with main DDB workspace (other branch absent) and validation state set by Jo Parmenter

Buttons: display results, email results, download results, save query, reset search form

Footer: results table, download, printable map, zoomable map, help

978 records matched your query.

[Example results from Norfolk, validated by Jo Parmenter](#)

Validating data from iRecord

1. 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 pre-flagged 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.