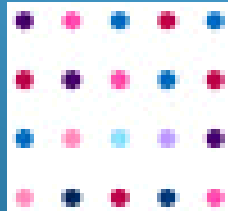# MapMate for Atlas 2020

Jim McIntosh, BSBI Scottish Officer

What is MapMate?

- A program that can be downloaded onto a PC
- That is a simple way to digitise paper **records**
- In our case, records of Vascular Plants (flowering plants, conifers, ferns, fern allies) **and** Stoneworts
- That allows the records to be easily viewed, edited, stored, mapped, analyzed and shared…
- … and specifically shared with the BSBI MapMate hub which updates the BSBI Database every fortnight

Who can get MapMate?

- All BSBI Recorders are very **welcome** to have a copy – which we will supply for free.

- Anyone contributing records to a BSBI Recorder may be nominated for a free copy.

- Anyone volunteering to digitise records for a BSBI Recorder may also be nominated for a free copy.

We pay the annual licence for all BSBI supplied copies, and can add anyone to our group licence who has come to the BSBI already with MapMate.

When do you use MapMate?

- Recorders should use it as soon after each field recording excursion as possible, to enter the records collected.

- Whenever MapMate notifies you that another MapMate user has sent you MapMate records.

- Whenever MapMate itself notifies you that updates (patches) are available.

- Monthly or at least quarterly to send records to the hub.

- Regularly to back-up your MapMate database!

When wouldn't you use MapMate?

- If you are an irregular contributor of records to a VC Recorder then it's not worth learning to use it.

- Simpler to just enter and supply records in a spreadsheet

(We can supply spreadsheets which make this easy – and are easy for Recorders to check then import into MapMate.)

Advantages of MapMate

- Simple to learn to use

- Easy to enter records

- Can easily exchange data with other MapMate users

- Powerful analysis

- Flexible mapping
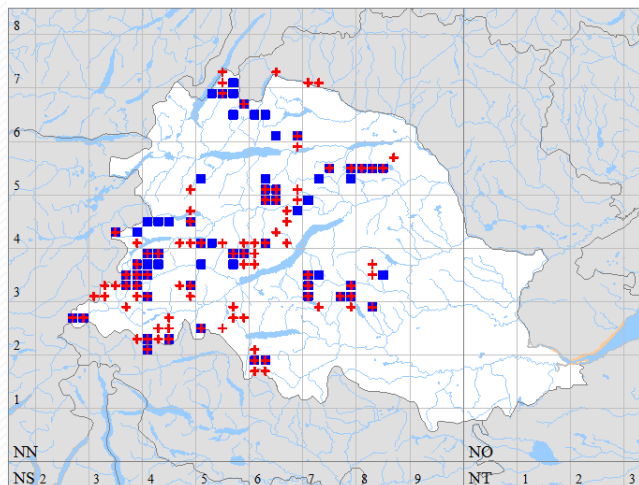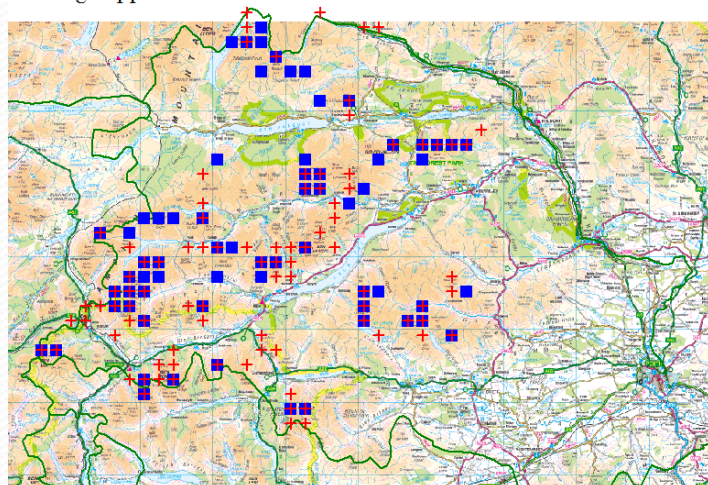
Pre 2000

Post 2000

Top Tips: 1. *Before* Entering Data

1. Make sure your card or notebook is fully prepared for data entry.

2. Everything should be legible & all codes and notes fully explained.

3. Ideally all specimens collected should be determined and there shouldn't be any question marks on the card!

2. Starting to enter Data

Enter all the fields except the Taxon & Comment – and double check they are all correct!

3. Set up validation checks

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.

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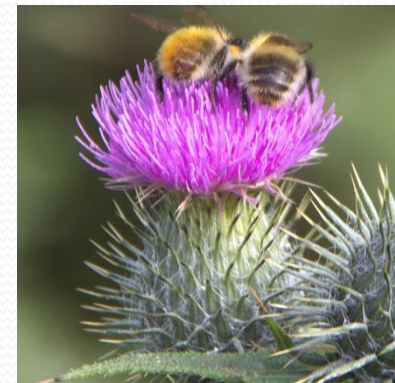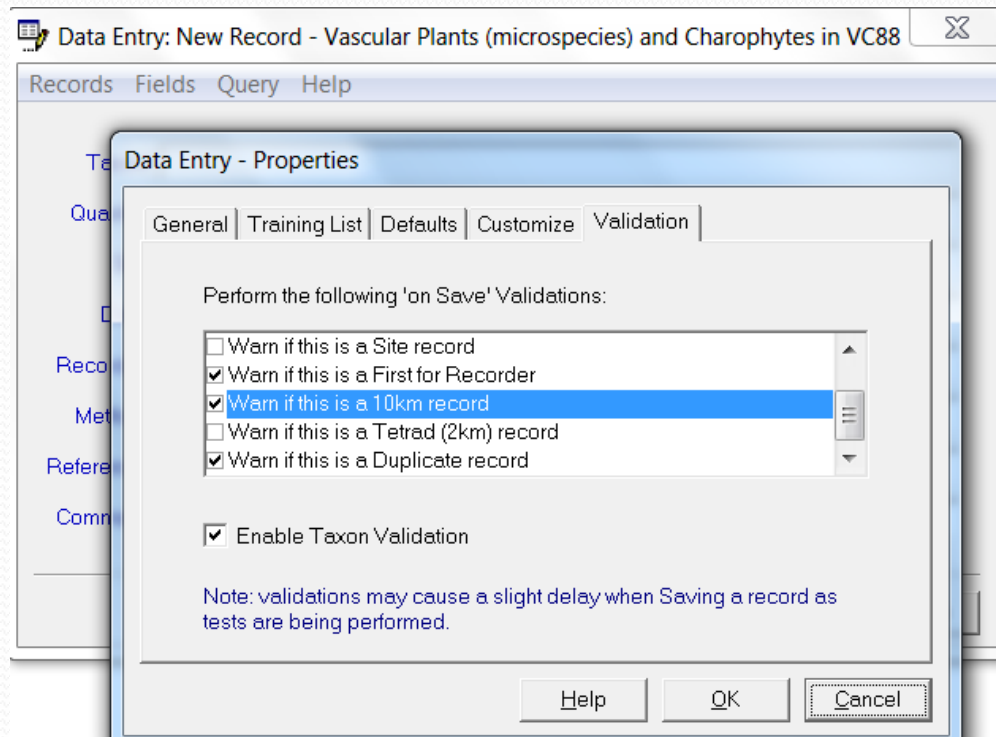
Regularly list all records entered so far by pressing f5 to bring up a list that matches all valid fields in the Data Entry window.

5. Synching

Remember that synching is ALWAYS a two step process!

To send data:

1. Create synch file after setting up synch partner & filters
2. Send it to them

You get confirmation email (if successfully received).

To receive data:

1. Download synch file
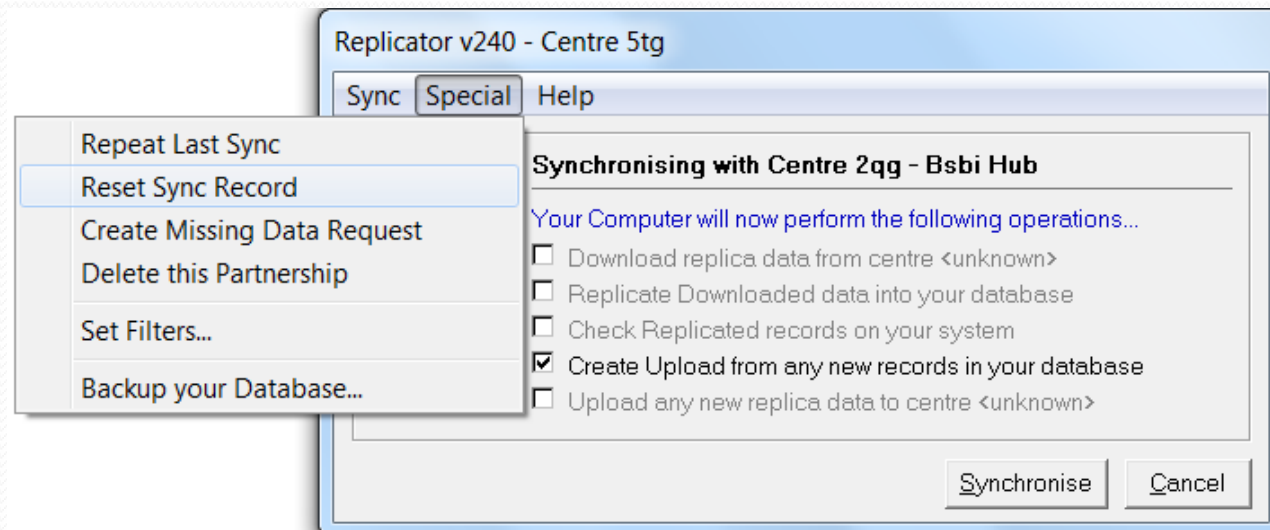2. Synch it into your MapMate database

You send confirmation email.

6. Regularly Reset Synch

Its important to regularly reset synch with partners – especially hub – and resend all your data.

Replication > Special > Reset Synch Record

7. Keeping up to date

1. When you get an email alert that a new patch or patches have been issued, you ought to download them. Follow the instructions given.

2. Then synch them into your database.

3. Then you MUST go through View> My configuration:
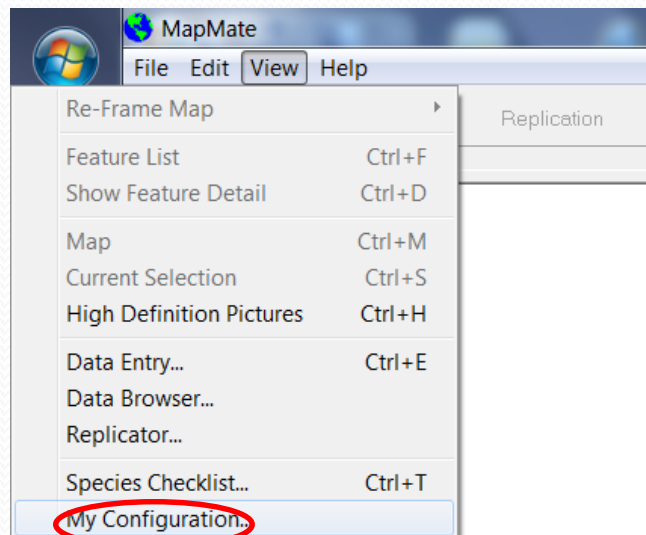
8. Backing-up

How often? – just think of having to re-enter all the data since your last back-up! So after **every** data entry session!
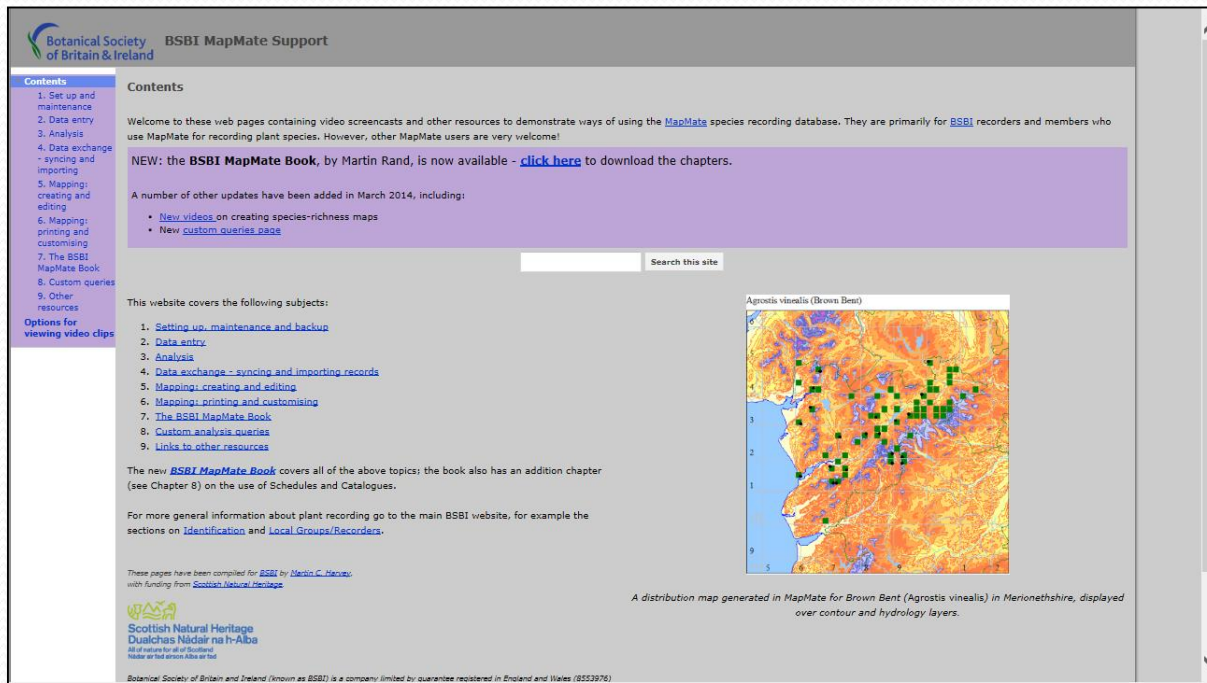
Best way to do it is to copy entire "My MapMate" folder onto a pen drive.
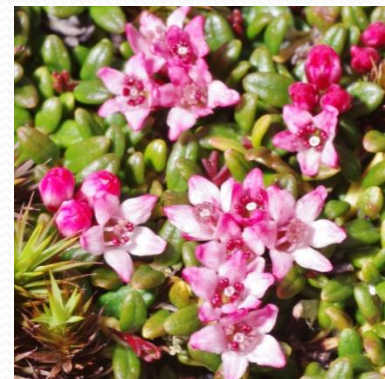
More information on MapMate

- On the MapMate site and in MapMate's own "Help" files.

- On the BSBI MapMate website* mainly as short videos.

- Also in the BSBI MapMate Handbook - on BSBI MM site.

*Google "BSBI MapMate"

Questions?