

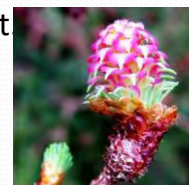
# MapMate for BSBI recorders

Jim McIntosh, BSBI Scottish Officer



## What is MapMate?

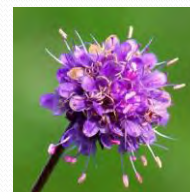
- A program that can be downloaded onto a PC
- That is a simple way to digitise paper **records**
- In our case, records of Vascular Plants (flowering plants, conifers, ferns, fern allies) and Stoneworts
- That allows the records to be easily viewed, edited, stored, mapped, analyzed and shared...
- ...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



## Who can get MapMate?

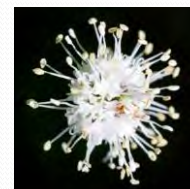
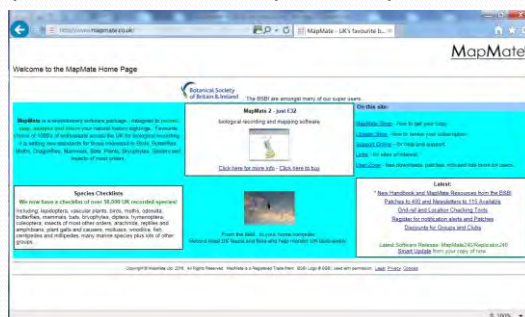
- All BSBI Recorders are very **welcome** to have a copy – which we will supply for free.
- Anyone contributing records to a BSBI Recorder may be nominated by the Recorder for a free copy.
- Anyone volunteering to digitise records for a BSBI Recorder may also be nominated for a free copy.

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.



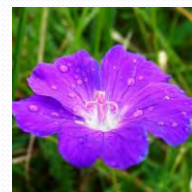
## Where is MapMate?

- Well apart from on your PC – there is a MapMate website with much support & advice.
- Users must register before records can be exchanged with other MapMate users and updates (patches) received.



## 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?

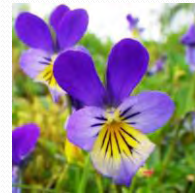
- If you are an irregular contributor of records to a VC Recorder then it's not worth learning to use it.
- Simpler to just enter and supply records in a spreadsheet

(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
- Flexible mapping
- Powerful analysis
- Can update species dictionaries



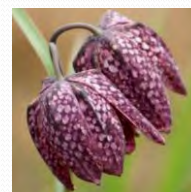
## Disadvantages of MapMate

- It is a bit clunky compared with modern apps
- It does take time to learn how to use MM fully  
(That's why if you only infrequently contribute records its much easier and simpler just to use spreadsheets.)



## 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 they are all correct!

The image shows a field card on the left, a data entry software window in the center, and a photograph of a pink flower on the right.

The field card contains the following information:

Grid Reference	The Name of the Locality	
Tetrad	MORAN WIRE LECTURE	
Vice County	Habitat	
Date	Recorder(s)	
	SUNSHINE	
Species	Locality	Grid Reference
CHEEK CAMPANAS		W142379 70417
ETHUS MAND		W142379 70417
SPERMATOPHYTES		W142379 70417
UNIDENTIFIED ANTHUS		W142379 70417
SPERMATOPHYTES		W142379 70417
UNIDENTIFIED ANTHUS		W142379 70417

The data entry software window, titled "Data Entry: Records [Edit]", contains the following information:

Records	Fields	Query	Help	Owner: Stg
Taxon	Present	Stage	Not recorded	
Site	Meadow Lane (NNE370)	Status	Native	
Date	02 Sep 2014	Recorder	Mclintosh, J.W.	
Method	Field record / observation	Determiner	Mclintosh, J.W.	
Reference	Mclintosh, J.W. 2014 Fieldcards			
Comment				

The photograph on the right shows a close-up of a pink flower with a textured, almost crystalline surface, similar to the one in the first image.

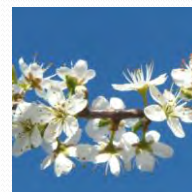
## Entering Data – Ten Top Tips

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

The screenshot shows a software window titled "Data Entry: Records [Edit]". The window has a menu bar with "Records", "Fields", "Query", and "Help". Below the menu bar is a form with several fields:

- Taxon: [Empty]
- Quantity: Present
- Site: Meall na Leireach (NH6370)
- Date: 02 Sep 2014
- Recorder: Mckintosh, J.W.
- Method: Field record / observation
- Reference: Mckintosh, J.W., 2014, Fieldcards
- Comment: [Empty]
- Stage: Not recorded
- Status: Native
- Determiner: Mckintosh, J.W.

At the bottom right of the window are "Save" and "Close" buttons.



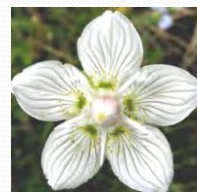
## Entering Data – Ten Top Tips

3. Use Records > Save Common Settings so they can be readily recalled if you accidentally close the data entry window.

The screenshot shows the same "Data Entry: Records [Edit]" window, but with the "Records" menu open. The menu items are:

- Add New... (Ctrl+N)
- Save Record (Ctrl+S)
- Delete Record
- Edit Record
- Show Last Record...
- Find Record from Key...
- Get Favourite Defaults
- Change Defaults...
- Save Common Settings (Ctrl+G)
- Get Common Settings
- Properties...
- Close (Ctrl+Q)

The "Save Common Settings" option is highlighted in blue. The background form is partially visible behind the menu.



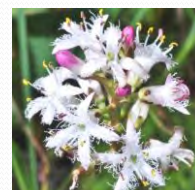
## Entering Data – Ten Top Tips

- Can enter records using Common or Scientific names or Scientific abbreviations or BRC codes.

Horse-chestnut , Aesculus hippocastanum, Aehip or 2241

Optimised for the Vice County of West Cork (203)

5	Acer pse	242	Biden tri	523	Cladi n
7	Achil mil	244	Blech spi	528	Clema v
9	pta	1860	Helbo mar	533	Cochl c
20	Aegop pod	250	Brach syl	2547	*off
<b>2241</b>	<b>Aescul hip</b>	251	Brass nap	3345	off o
21	Aethu cyn	254	rap	1592	Comar f
22	Agrim eup	256	Briza med	540	Coniu n
35.2	Agros can	269	Bromu hor	541	Conop n
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	Alra car	307.1	pla	569	Crata n



## Entering Data – Ten Top Tips

- Always press the Enter key after typing in a field.

**This checks and interprets the entry and if valid, moves on to the next field.**

The image shows two screenshots of a data entry form titled 'Data Entry: Records [Edit]'. The form has a menu bar with 'Records', 'Fields', 'Query', and 'Help'. The 'Owner' field is set to 'Stg'. The 'Taxon' field is the focus of the transition. In the first screenshot, 'Aehip' is entered in the 'Taxon' field. In the second screenshot, after pressing Enter, the field is populated with 'Aesculus hippocastanum (Horse-chestnut)'. Other fields like 'Quantity', 'Site', 'Date', 'Recorder', and 'Method' are also visible and populated with data.



## Entering Data – Ten Top Tips

- Learn to use the quick way of entering sites: “site@ grid\_reference” in the site field.

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

Records Fields Query Help

Taxon

Quantity Present Stage Not recorded

Site Kearchulish@NC1206300006

Date 11 Sep 2015 Status Not recorded

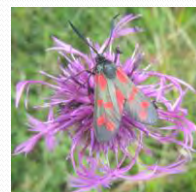
Recorder McIntosh, J.W. Determiner McIntosh, J.W.

Method Field record / observation

Reference McIntosh, J.W., 2015, Fieldcards

Comment

Save Close



## Entering Data – Ten Top Tips

- 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.

Data Entry - Properties

General Training List Details Customize Validation

Perform the following 'on Save' Validations:

Warn if this is a Vice County record

Warn if this is a Site record

Warn if this is a First for Recorder

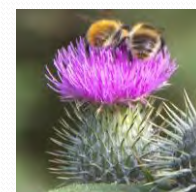
Warn if this is a 10km record

Warn if this is a Tetrad (2km) record

Enable Taxon Validation

Note: validations may cause a slight delay when Saving a record as tests are being performed.

Help OK Cancel





## 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)". It has a menu bar with "Records", "Fields", "Query", and "Help". The "Owner" is listed as "Sjg". The form contains the following fields:

- Taxon: (empty)
- Quantity: Present
- Stage: Not recorded
- Site: Meall na Leitheach (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: (empty)

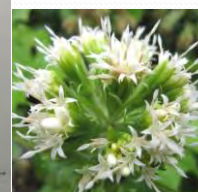
Buttons for "Save" and "Close" are at the bottom right.



## Entering Data – Ten Top Tips

8. Regularly list all records entered so far by pressing f5 & Check numbers tally omission is the most common error.

The image shows a printed list of records, likely a data entry output. The text is dense and appears to be a list of records with various fields and values. The text is oriented vertically in the image, suggesting it might be a scan of a page rotated 90 degrees. The records are organized into columns, with some numbers and text visible. The text is too small to read clearly, but it appears to be a list of records with various fields and values.



## Entering Data – Ten Top Tips

8. Regularly list all records entered so far by pressing f5 & Check numbers tally - omission is the most common error.

Code	Traxon	Vernacular	Site	Gridref	Vici Quantity	Stage	Date	Recorder	Determiner	Method
17	Achillea millefolium	Yarrow	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
35	Agrostis canina ssp. latifolia	Velvet Bent	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
40	Alchemilla alpina	Alpine Lady's-mantle	Mesil 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	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
121	Anthriscum odoratum	Sweet Vernal-grass	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
244	Blechnum spicatum	Hard fern	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
309	Colina villosa	Heather	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
322	Compositula orthoceras	Harbell	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
343	Carex bigelowii	Slit Sedge	Mesil 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	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
382	Carex hirsuta	Tawny Sedge	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
400	Carex panicea	Carvelton Sedge	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
405	Carex pilulifera	Pill Sedge	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
408	Carex pulicaris	Flax Sedge	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
477	Chamaenerion angustifolium	Poppley Willowherb	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
478	Cornus suecica	Dwarf Cornel	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
8271	Dicentra sp. caespitosa subsp. ca.	Tufted Hair-grass	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
828	Dicentra sp. flexuosa	Wavy Hair-grass	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
1233	Dryas octopetala	Alpine Cuckoo	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation
1883	Empetrum nigrum subsp. hermaph.	Mountain Crowberry	Mesil na Leireach	NN6370	88 0	Not reco	02 Sep 2014	McIntosh, J.W.	McIntosh, J.W.	Field record / observation

## 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

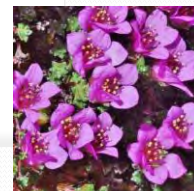
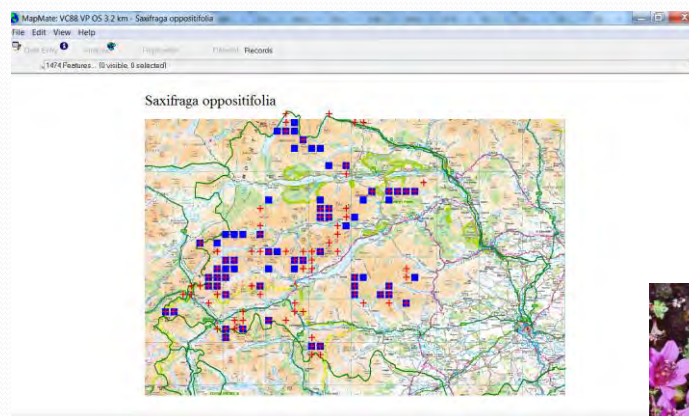
Grid Reference		The Name of the Locality		Route Map	
S	W	MERRILL NERE LECTURARIA			
Tetrad		Habitat			
Vice County		Recorder(s)			
Date		J. J. McINTOSH			
Species	Locality	Grid Reference	Date	Notes	
CAREX CHALCOPHORA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX HIRSUTA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX PANICEA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX PILULIFERA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX PULICARIS		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX SPICATA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX VILLOSA		NN6370 7048	7204	COMMON PATCHES - COMMON	
CAREX DEMISSA		NN6370 7048	7204	COMMON PATCHES - COMMON	





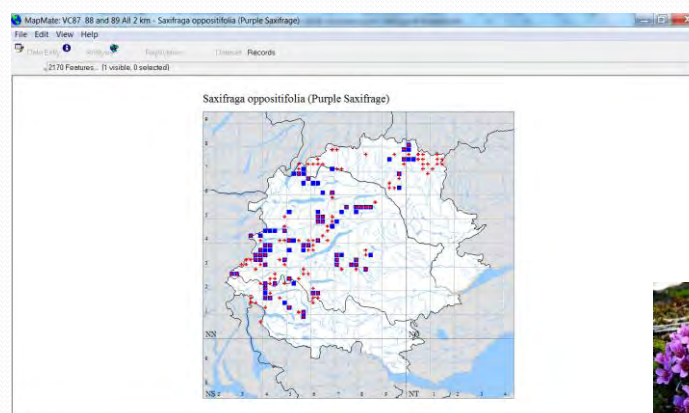
## Mapping your Data

Date banded – pre 2000 ■ post 2000 +



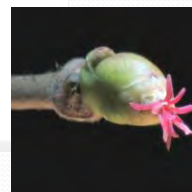
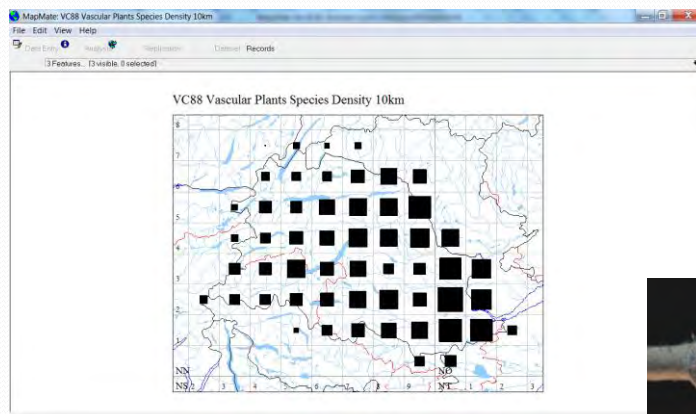
## Mapping your Data

Date banded – pre 2000 ■ post 2000 +

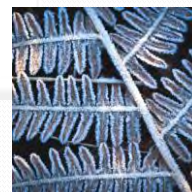
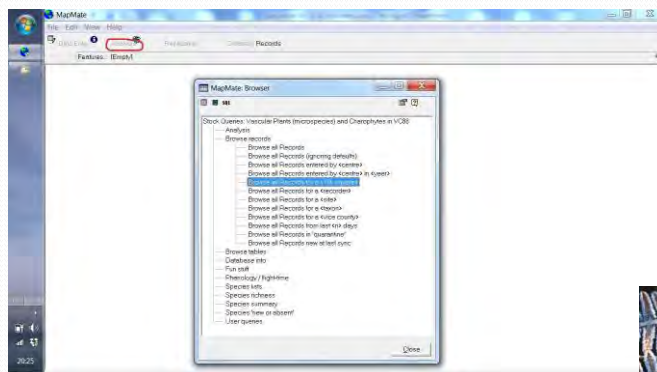


# Mapping your Data

Special Maps...



# Analyzing your data







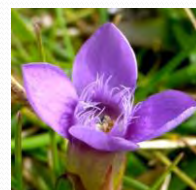
## Syncing data in

Most important thing to remember is that syncing is ALWAYS a two step process.

To receive data:

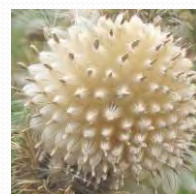
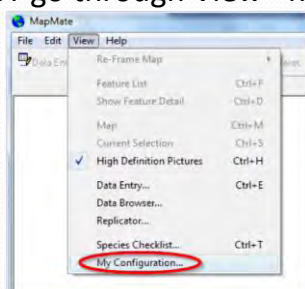
1. Download synch file
2. Synch it into your MapMate database

You can send confirmation email.



## Keeping up to date

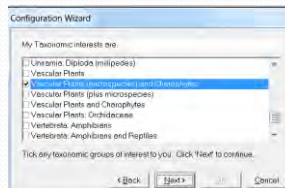
1. When you get an email alert that a new patch or patches have been issued, you ought to download them. Follow the instructions given.
2. Then synch them into your database.
3. Then you **MUST** go through View> My configuration:



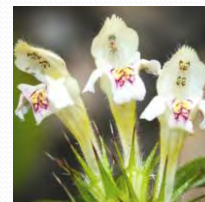
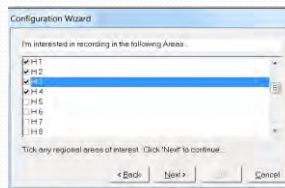


## Keeping up to date

Select your taxonomic interests

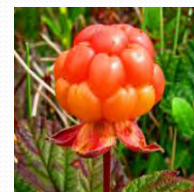


Select your VC – and neighbouring VCs



## Backing-up

How often?



## 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!

Two ways to do it:

1. Copy entire “My MapMate” folder onto a pen drive (best)

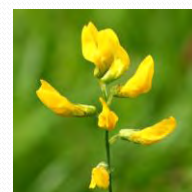
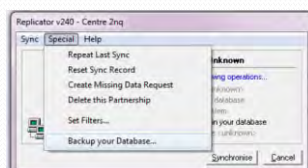


## Backing-up

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Two ways to do it:

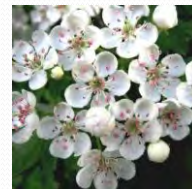
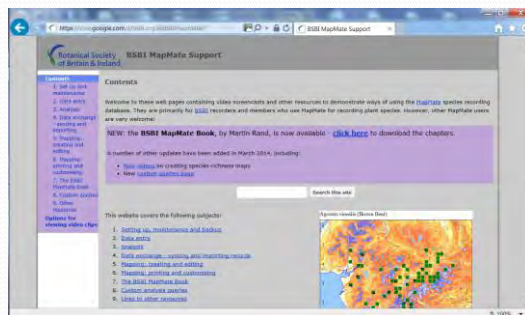
1. Copy entire “My MapMate” folder onto a pen drive (best)
2. Use Replicator > Special > Backup your Database...



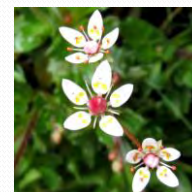
## More information on MapMate

- 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?



## Thanks

- To Maria for inviting me to speak to you!
- Martin Rand who wrote the BSBI MapMate Handbook (On which much of this is based.)
- To all those who entered the BSBI Photographic Competition in 2015!

