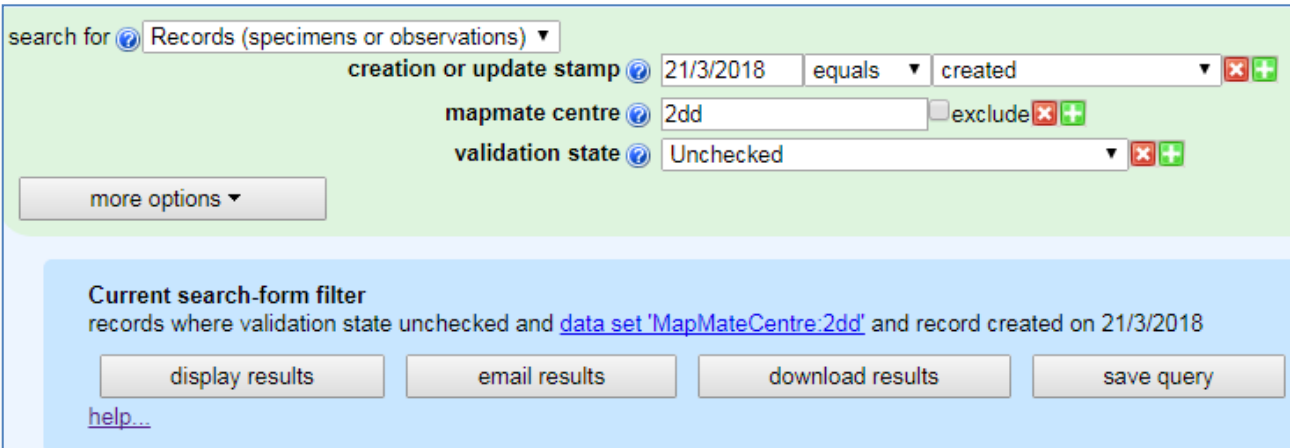


Keeping on top of record submission to the DDb and validation of new records: (MapMate example)

- Ensure you make use of MapMate's inbuilt validation tools.
- Submit sync files after every data entry session (currently averages 10mins from sending sync to records appearing on DDb; occasionally longer).
- Don't hoard records on your copy of MM; sync regularly.
- Check records as soon as they arrive at the DDb, or as soon as is practical.
- Adopt minimum sufficient workflow practice to detect any unusual or significant records. No need to use all the validation tools on the DDb (use the most appropriate), but be aware of the range of available tools. (If you need advice ask your Country Officer, or post your query on the DDb Message Board).
- Once the more unusual or notable records have been checked, confirm ALL records in the set, eg.



search for [?](#) Records (specimens or observations) ▾

creation or update stamp [?](#) 21/3/2018 equals ▾ created ▾ [✕](#) [+](#)

mapmate centre [?](#) 2dd exclude [✕](#) [+](#)

validation state [?](#) Unchecked ▾ [✕](#) [+](#)

[more options ▾](#)

Current search-form filter
records where validation state unchecked and [data set 'MapMateCentre:2dd'](#) and record created on 21/3/2018

[display results](#) [email results](#) [download results](#) [save query](#)

[help...](#)