MapMate data import – column headings and formats

(adapted by Martin Harvey from the MapMate help files)

Field	Type *	Notes
Taxon	Text (max. 64 characters)	The full scientific name of the species recorded e.g. Pieris napi. The Taxon is always required and must exactly match an existing entry in the MapMate Taxa Library.
Site	Text (max. 64 characters)	The name of the recorded site e.g. Homefield Wood: compartment 2. The Site is always required.
Gridref	Text (max. 12 characters?)	The OS Grid-reference of the Site e.g. ST123456 (use can use 10km, 2km, 1km or 6–10 figure references as you wish). Avoid spaces. If your reference contains dashes for unknown entities (like ST12-45-) then these are resolved to the correct 'short' format. The Gridref is always required.
VC	Number (plus text prefix for Ireland - max. 3 characters)	The Vice County number for the Site (1..113 or H1..H40 for Ireland). The VC is always required. If you can't resolve a Site to a VC use 0.
Recorder	Text (max. 64 characters)	The name of the recorder, preferably as Full First Name – [middle initial/s] – Full Surname, e.g. "Martin C. Harvey". The Recorder is always required.
Determiner	Text (max. 64 characters)	The name of the determiner (if this field is left blank then the Recorder will be assumed Determiner). The Determiner is the person (or authority) who formally identified the species (if applicable).
Date	Text	Date on which the Taxon was recorded – a single day date must be in dd/mm/yyyy format e.g. 12/07/1998. Two digit years are not allowed! • If the Date is a month only use 00/mm/yyyy. • If year only use 00/00/yyyy. • If year range use yyyy->yyyy (i.e. with a hyphen followed by a "greater than" sign between). • If date range use dd/mm/yyyy-dd/mm/yyyy (i.e. two dates with a hyphen between). A Date is always required. ***CAREFUL: Excel often tries to impose formatting on dates. If using Excel, ensure that your date column in Excel has its formatting set to "Custom – dd/mm/yyyy" before saving as a text file.***
Quantity	Number (max. 10 characters)	The number of individuals recorded e.g. 2. Quantity must be a number or 0, which is equivalent to 'Present'. If the quantity is left blank then 0=Present will be assumed. Other options (intended for plant recording only): • -1 [i.e. minus one] equates to "Dominant" • -2 = Abundant • -3 = Frequent • -4 = Occasional • -5 = Rare • -6 = Very rare • [-7 = Not present – AVOID IF POSSIBLE]
Method	Text (max. 64 characters)	The recording method used e.g. Netted, MV Light Trap etc. Methods should be consistent with, or use, existing MapMate methods. If the method is left blank then the default 'Unknown' will be used. If you import a Method that is not already in the MapMate term list it will be added to the term list, but if possible it is preferable to stick to the existing terms. Recommended default for 'normal' records is: Field Record / Observation [NB spaces either side of slash]
Sex	Text (1 character)	The sex of the recorded taxon. If this is left blank then the default 'not recorded' is assumed. You can use the following single letter codes: Male=m, Female=f, Queen=q, Worker=w, Asexual=a, Mixed sex group=g, Intersex=i, Pair=p, Not recorded=u.
Stage	Text (max. 64 characters)	The life stage of the recorded taxon. This must be one of the pre-defined values in the MapMate TaxonStage table. If this field is left blank then 'not recorded' is assumed.
Status	Text (max. 64 characters)	The record status for this particular taxon in context of this record. This must be one of the pre-defined values in the MapMate RecordStatus table. If this field is left blank then 'not recorded' is assumed.
Comment	Text (any length)	For any additional information, or any comments about this record. Comment is not required and may be left blank. Do not include tabs or line breaks within the comment field.

* : In fact all fields will be converted to a text file before importing into MapMate, this column is just a guide as to the type of data that should be in each field.

General: When exporting tab-text from spreadsheets like Excel, we suggest that ALL 'not required' fields are present and filled with "" (i.e. two double quotes with nothing between) – or with a literal default value applicable to the field, like 'not recorded' etc. This is to make sure they are exported correctly!