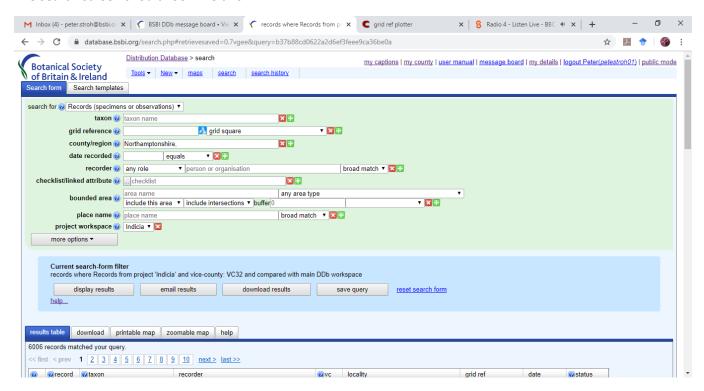
Transferring iRecord records

To view iRecord records for your county, use the following search (altering the country/region box for your VC – the example below is for Northants)

https://database.bsbi.org/search.php#retrievesaved=0.7vgee&query=b37b88cd0622a2d6ef3feee9ca36be0a

The search screen should look like this

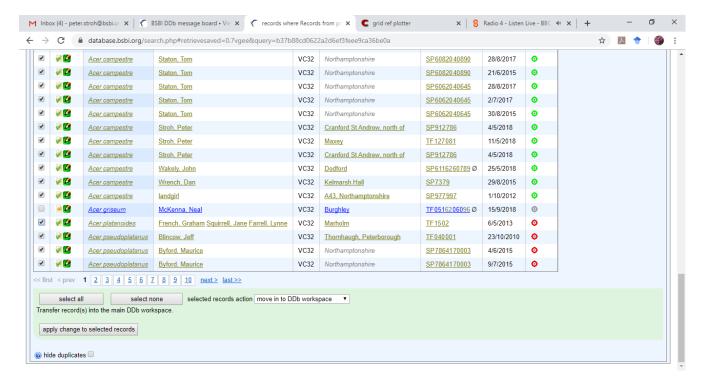


If you want to know how to do this search manually: set up a new search, type in your county in the relevant box, and then go to the 'more options' dropdown menu, and choose 'source', project workspace', and then select the project workspace as 'indicia'.

I'd recommend either arranging the records alphabetically by taxon name, or by Recorder name. To do this, you simply need to click on the 'taxon' grey tab at the top of the results table, or the grey 'recorder' tab. You can also sort by date, grid ref, etc. using the same process.

If you wish 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's 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. With this in mind, it's almost always best not to do this!

Once you've 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)

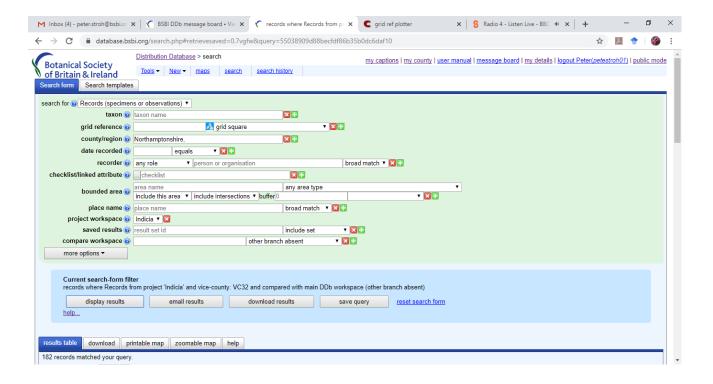


Prior to transferring, you may wish to validate the records in the usual way. It certainly saves time in the long run, and I found that it forced me to look closely at each record in turn. If you've lost the guidance for how to do this, please ask.

Personally, I've not transferred any records for which I have any doubt – I may have time to go back to these at a later date, but if I don't, it's not the end of the world.

Records that have been transferred to the DDb will still also continue to appear in the 'Indicia' workspace. However, you can easily filter-out these records so that you just have a list of ones that have not been transferred. To do this, use the 'more options' dropdown menu, and choose 'admin', and 'compare workspace'. Then click on 'other branch absent' - the 'other branch' referring to the DDb-proper. In other words, 'other branch absent' brings up records that have not been transferred (are absent) in the DDb-proper, but are still present in the Indicia 'holding pen'. This is the search for iRecord records for Northants that I have not (yet) transferred across. See below for the screen shot.

https://database.bsbi.org/search.php#retrievesaved=0.7vgfw&query=55038909d88becfdf86b35b0dc6daf10



Tom makes a couple of points in his e-news article that are worth noting.

- 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 be preflagged as do-not-map for DDb purposes.
- It is **not** possible to edit iRecord data in the DDb (please avoid attempting to do so). The expectation is that the iRecord data that needs correcting should be changed at source in iRecord
- 3. Many records in the Indicia workspace are already marked as confirmed (based on the validation applied in Indicia) and there's usually no need to re-confirm these, instead use the *move workspace* option if you want them included.
- 4. 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.

I hope the above helps. It always sounds more complicated when written down, but it's really quite simple, and I found it didn't take long. And remember, you can cherry-pick the best/most reliable records and leave the rest if you wish.

Please do get in touch if you have any questions.

Pete