

## 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=b37b88cd0622a2d6ef3fee9ca36be0a>

The search screen should look like this

The screenshot shows the BSBI Distribution Database search interface. The search form is set to 'Records (specimens or observations)' and includes fields for taxon, grid reference, county/region (Northamptonshire), date recorded, recorder, checklist/linked attribute, bounded area, place name, and project workspace (Indicia). Below the form, a summary shows 'Current search-form filter: records where Records from project 'Indicia' and vice-county: VC32 and compared with main DDb workspace'. Action buttons include 'display results', 'email results', 'download results', 'save query', and 'reset search form'. At the bottom, a results table header is visible with columns for record, taxon, recorder, vc, locality, grid ref, date, and status.

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)

<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Staton, Tom	VC32	Northamptonshire	SP6082040890	28/8/2017	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Staton, Tom	VC32	Northamptonshire	SP6082040890	21/6/2015	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Staton, Tom	VC32	Northamptonshire	SP6062040645	28/8/2017	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Staton, Tom	VC32	Northamptonshire	SP6062040645	2/7/2017	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Staton, Tom	VC32	Northamptonshire	SP6062040645	30/8/2015	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Stroh, Peter	VC32	Cranford St Andrew, north of	SP912786	4/5/2018	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Stroh, Peter	VC32	Maxey	TF127081	11/5/2018	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Stroh, Peter	VC32	Cranford St Andrew, north of	SP912786	4/5/2018	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Wakely, John	VC32	Dodford	SP6116260789	25/5/2018	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	Wrench, Dan	VC32	Kelmarsh Hall	SP7379	29/8/2015	
<input checked="" type="checkbox"/>		<i>Acer campestre</i>	landgiri	VC32	A43, Northamptonshire	SP977997	1/10/2012	
<input type="checkbox"/>		<i>Acer griseum</i>	McKenna, Neal	VC32	Burghey	TF0516206096	15/9/2018	
<input checked="" type="checkbox"/>		<i>Acer platanoides</i>	French, Graham Squirrel, Jane Farrell, Lynne	VC32	Marholm	TF1502	6/5/2013	
<input checked="" type="checkbox"/>		<i>Acer pseudoplatanus</i>	Blinco, Jeff	VC32	Thornhaugh, Peterborough	TF040001	23/10/2010	
<input checked="" type="checkbox"/>		<i>Acer pseudoplatanus</i>	Byford, Maurice	VC32	Northamptonshire	SP7864170003	4/6/2015	
<input checked="" type="checkbox"/>		<i>Acer pseudoplatanus</i>	Byford, Maurice	VC32	Northamptonshire	SP7864170003	9/7/2015	

<< first < prev 1 2 3 4 5 6 7 8 9 10 next > last >>

Transfer record(s) into the main DDb workspace.

hide duplicates

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=55038909d88becdf86b35b0dc6daf10>

Botanical Society of Britain & Ireland  
Distribution Database > search

search for

taxon

grid reference

county/region

date recorded  equals

recorder  person or organisation   broad match

checklist/linked attribute

bounded area  any area type    
include this area   include intersections   buffer

place name    broad match

project workspace

saved results    include set

compare workspace  other branch absent

Current search-form filter  
records where Records from project 'Indicia' and vice-county: VC32 and compared with main DDb workspace (other branch absent)

[reset search form](#)

[help...](#)

results table

182 records matched your query.

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

1. 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 pre-flagged as do-not-map for DDb purposes.
2. 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