

## A GUIDE TO GETTING STARTED WITH iRECORD

iRecord is a free national recording system for all types of wildlife. To use iRecord you need internet access and to follow a simple registration process; once registered you can add your own records. These records will be shared with others (and you can access others' records) and after checking by experts will be used to support research and decision-making at local and national levels.



This short account is given under the following headings:

- Registration
- Entering Records
- Exploring your records
- Record Verification

### REGISTRATION (CREATE A NEW ACCOUNT)

To use **iRecord** you need an account.

1. Access is gained by entering **iRecord** into your internet search engine and choosing **iRecord: Home**, or by directly entering <https://irecord.org.uk/>.
2. You will be on the HOME page, and should click **Create new account** (at bottom of **Login** box on right side of screen)
3. Enter an e-mail address, user name and password (there is also an option for use of dates on data entry: I would stick to default settings). You also have to confirm that you are aged 13 or over and have read that you accept terms and conditions for the website use. Then click **Create New Account**.

#### Notes on this part:

- after registering you will be sent an e-mail link to set up your account
- once registered you will only need to **Log in** (by entering your e-mail address and password) to start using the website (to log out after use see top right of main menu)
- there is a **Training mode** that you can use to practice record entry: this is set up through your account (click on **My Account** on the main menu on Home page, then on the **Edit** tab - there is a tick box to enable training mode, click this box and then click **Save**). In this mode at the top of the page there should be a notice warning you that you are in training mode. This allows you to enter 'dummy' records which will not be passed on through the verification system. When you finish training make sure that you revisit your account and switch off training mode.
- also on **My Account > Edit** you will see a list of options for how you want your photos to be licenced (i.e., whether you wish to retain certain rights of reproduction; there are several options from no rights reserved to all rights reserved). Secondly, you can specify how frequently you want to receive **E-mail notifications** of actions on your records such as verification (daily, weekly, etc.) and under **Advanced notification settings** further indicate which aspect(s) of your records you would like to have e-mails about (default settings are 'daily' for all aspects).

### ENTERING RECORDS

Under the **Record** tab on the main menu there are three modes for entry:

- Enter a casual record** (where you wish to record the sighting of a single species),
- Enter a list of records** (for records of several species on a single day), and
- Enter records at several places on one date.**

Note also that for moths there is a specific recording form (see **Species Group Forms** on the same **Record** tab - or this form can be accessed directly at: <https://www.brc.ac.uk/irecord/enter-moth-sightings>).

#### Casual record entry

1. On the main menu, click **Record** and then **Enter a casual record**.
2. All of the required information is on one page in separate boxes: **Date**, **Recorder name**, **Species**, etc., etc. Certain pieces of information must be given to accept a record; these are shown by a small red asterisk (next to the lock symbol). For those using a moth trap overnight, the **Date** given should be the evening the trap was put out, not the next day when it is checked. There may be some pieces of information that you do not know (e.g. **Sex**) and you can simply leave the default in place, but the more information that you can enter the more useful the record is.



3. Click **Submit** at the bottom of the page.

#### Notes on this part

Most of the information boxes are self-explanatory, but the following might help:

- For the **Species** box, you have to type in at least part of the common name or the scientific name: the program will then find the full name or a list of names for you to choose from (comes up in a blue box underneath; see screenshot below), so you don't have to worry about spelling it correctly, just click on the blue name and it will be entered into the box.



- For beginners it is generally advisable to add a photograph, but this is likely even for experienced recorders where the species is rare, or seen at unexpected locations or at unexpected times of year, or are species that are considered difficult to identify. It is also a good idea to add a photo of any species that is new to you. However, for common species that you are confident of and see on a regular basis there is no need to add a photo every time. Evidently photos should be of the best quality that you can get to help the verifier accept your record. If you click on **Add photo** you can then search folders on your computer/tablet to find the photo you are after. Once selected, the photo will appear in the space below: you can add up to 4 photos per record, just keep clicking **Add photo** (depending on your broadband speed this process may sometimes take a few moments to complete).

- **Sensitivity:** This does not apply to the vast majority of records; that is, their location, etc. is not sensitive, so don't tick this box unless the precise location of your record should not be shared with others able to access iRecord.

- **Location:** Provide the name of the site, ideally using one that is recognisable from an ordnance survey map. Do not enter a postal address as the information you provide will be visible to others. In the next box, please provide a grid reference for the site at the 4-figure (1 km) square level (or more precisely 6 or 8 figures if you can). If required, there is a **Search** function to find the site (enter an approximate location to find a match), then simply clicking on the map shown to the right will automatically give the grid reference (enlarge or reduce the map as appropriate to find your site). If you are concerned about revealing the exact location of your sightings, you can 'blur' the location to a larger area.

- **Habitat:** this is useful to include - there is a list of types for you to choose from, shown by clicking in this box.

- **Comment:** any further information that you can give might help the verifier (e.g., by noting the features of the species that led you to identify it, especially if it has presented difficulties).

#### Enter a list of records (for a given site on a given day)

Note that the layout of the specific **Moth entry form** is essentially similar, except that you will be asked to note the sampling method at the outset (e.g., MV light trap)

This form is split into two parts:

##### (1) What did you see?

Most of this is self-explanatory: first enter the **Date** and your **Name** (probably will appear automatically), then there is one long box with several compartments covering **Species/Certainty/Quantity/etc.**

#### Notes on this part

- Some boxes have default answers already present, but do click on these and add information if you can (e.g., most entries will be for **adult** stage).

- For the **Species** box, you have to type in at least part of the common name or the scientific name: the program will then find the full name (comes up in a blue box underneath), so you don't have to worry about spelling it correctly, just click on the blue name and it will be entered into the box (see screenshot above).

- The **Comment** box is rather small but do add any other details that you think might assist the verifier in checking out your record.

- As for other entry modes, beginners are advised to add a photograph (see note above under **Casual entry** mode). Again, you can add up to 4 photos per species entry.

- Once you have completed the information for the first species, a further box will appear below for the second species, and so on.

##### (2) Where was it? (see tabs at top left)

Provide a name for the site (not a postal address) and at least a 4-figure grid reference (see above under **Casual Entry**). Again, there is a **Search** function to find the site (enter an approximate location to find a match) or simply clicking on the

map shown to the right will automatically give the grid reference (enlarge or reduce the map as appropriate to find your site).

There is also an **Overall comment** box at the end – this could be used for example to note that the moth records were from an overnight light trap (note the type of light used e.g. mercury vapour, actinic, etc. and the on/off times).

Lastly click **Submit** at the bottom of the page.

## Enter records at several places on one date

This is a rather more specialized mode and, as might be expected, it emphasises the locations at which species have been found, so that in addition to entering **Date** and **Recorder name** the the first page is mainly devoted to a map on which locations can be identified.

You can use the **Search** box to find a specific location or, on the map, you can move the location by left-clicking and dragging with your mouse, as well as zooming in or out using the '+' and '-' buttons on the left. Other types of map are available by clicking on the small blue plus sign on the right-hand side of the map.

Clicking on a square in the map immediately brings up a different field containing the long information box (**Species/Certainty/Quantity/etc.**) allowing you to enter the details of species found at that location (exactly as for the **Enter a list of records mode** - see above for notes). Click the **Finish** button to go on to the next grid square you have records for, and proceed as before to enter these.

Finally click the **Finish** button to end the session

## EXPLORING YOUR RECORDS

On the main menu, clicking the **Explore** tab gives a variety of options including **My Records**, **My Sites** and **My Photo Gallery**, as well as options to see the records of others (under **All Records**) and **Download Records**.

### My Records

Above a map, there are separate boxes for **Searching**, **Records to include** and **Vice County** to include.

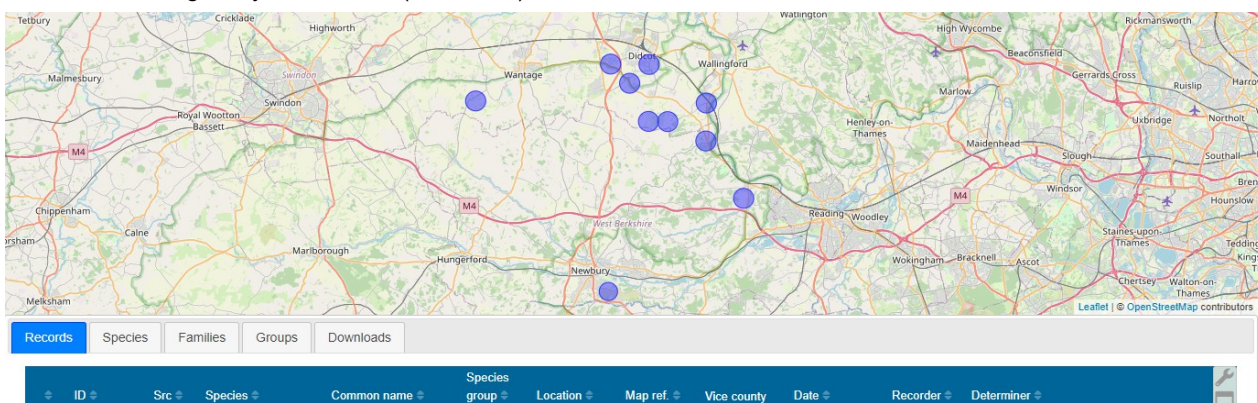
#### Notes on this part

- To **Search** for a species, type in the name (English or scientific) or key word and press keyboard return to give a list of your records (below the map)
- **Records to include** allows you to specify all records or only those verified, etc., etc.
- To include records from any one **Vice County** click on the menu and select (default is all locations)

The **Map** will show where your records were located as blue symbols (example below). In addition to the boxes above the map, there are comprehensive options to filter the records within the map (top right). In particular **Create a filter** allows you to select records by species group or species name (**What**), location (**Where**), date (**When**), recorder (**Who**), record number (**Record ID**), verification status (**Quality**), specific datasets (**Source**). Filter settings can also be saved and stored for future use.

Below the Map and above the list of records is a further set of tabs and boxes in which further filtration can be set. The first tab by default (coloured blue) shows all the **Records** by species with the top entry being the latest that you have submitted. On adjacent tabs you can show **Species** (i.e. a list of species with the number of times you have recorded it, shown with your most recorded species at the top of the list), **Families** (your number of records and species listed by taxonomic family), **Groups** (e.g. Insect-butterfly, insect-moth), **Downloads** (any that you generate using these tabs will be shown here).

Additionally in the long blue box below the tabs, you can specify a number of different search terms by simply writing in the term and doing a keyboard return (see below).



More guidance on filtering records can be found at: <https://irecord.org.uk/help/using-explore-pages>.

Note that records can be listed as 30, 60 or 120 per page. On the listing to the extreme left of each entry will be the status of the record (i.e., accepted, plausible, etc.) while clicking the icon on the extreme right gives the record details.

### All Records

This is essentially the same format as **My Records** but as expected will show all of the records on iRecord (therefore without filtration there will be several million records listed below the map!). It is wise therefore to set filters on the data, as noted above for **My Records**.

In this format, you can for example look at the records of another recorder by typing in their name in the **Recorder** box above the record list.

### My Sites

Shows a map and table of sites where you have recorded, but also has the facility to create sites, with a **Search** function

### My photo gallery

Shows thumbnails of all your photos (click to enlarge). Filters are available for date range and taxonomic group.

### Species details/Map.

This page provides a very useful summary of data in iRecord for a given species. Recent photos and summaries of all records are shown. Fill in the species name in the box, click **Get details**, and you will see a map with dots showing the locations in the UK of all the records for that species, and below the map are graphs showing the numbers of records by year and the distribution of records by month (phenology).

### Recorder League

Selecting this will show the ranking of recorders in terms of the number of records or species they have submitted to iRecord (you are unlikely to feature in this until you have submitted large numbers of records!).

### Summarise

Selecting this shows a numerical summary of your records, giving the total number and those verified as correct, as well as the number added in the last month and the last year.

### My Notifications

Messages about the verification of your records will appear here, although messages also appear on the **Home** page and may be sent as an e-mail if you have specified this in your Account (see under **Registration** above)

### Download Records

The whole of your dataset or selected records can be downloaded to a spreadsheet (.csv) file. A variety of filters can be applied under the tab **Record status included**.

## RECORD VERIFICATION

Note that after they have been submitted to iRecord, all records have to be verified by a volunteer who is expert in the taxonomic group. Especially during the summer verifiers may have hundreds of records to assess each day, so you may not always get a quick response to your record. Indeed some verifiers may tackle records in bulk at less busy times of the year.

Records are classified as :

**Accepted: Correct** (two ticks), where there is no doubt that the species is identified correctly (and other aspects of the record, such as date and location, are appropriate).

**Accepted: Considered Correct** (one tick), where the verifier has come to the conclusion (based on experience) that the record is correct although the evidence presented is not sufficiently clear [this classification is also used for experienced recorders where a record has been submitted without a photo, but that the verifier knows the recorder has the knowledge to identify the species correctly]

**Plausible** (small orange tick), where there is doubt as to the identity of the species recorded but that there is sufficient evidence for it to possibly be correct.

**Not accepted: unable to verify**, where the information presented with the record is not sufficiently clear to allow the verifier to check the identity of the species.

**Not accepted: incorrect**, where it is certain that the the species has been mis-identified.

Alternatively you may get a message saying that the record has been **redetermined**: in this case the verifier is confident that you have mis-identified the species but that he/she is certain that it is another readily-identified species (and the verifier should give some explanation for this change).

The verifier may also send you a message raising a **query about the record** if some aspect is not clear and it is hoped that the recorder has further information that may allow the record to be verified.

The outcome of the verification process is given on the **Explore > My Notifications** menu (see above) but you will also receive an e-mail (entitled **You have new notifications**) where you have specified this on the **My Account > Edit** menu (see Registration above).

### **Further guidance on the use of iRecord**

There is a **Help** section on the main iRecord menu that lists a number of useful items of guidance including several **Video guides** (<https://irecord.org.uk/help/irecord-video-guides>) and a comprehensive **User guide** (<https://irecord.org.uk/help/user-guide>).

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