

Welcome

Thank you for joining Living Record! These notes are provided to help you to send in your biological records to local recording groups and the Wiltshire & Swindon Biological Records Centre (WSBRC) using Living Record.

This method has many advantages:

- You can enter records from day to day as the season progresses.
- It is simple to add more than one dated record for each species.
- Use the shared distribution maps to discover what other recorders are finding around the county.
- Recording groups using Living Record, and WSBRC, can see your records as soon as they are entered.
- Entering your own records saves us considerable time and effort and ensures that your records are made available for use quicker. Living Record streamlines the data flow.
- As your confidence grows, you can enter records for other species in other places, including out of the county whilst on holiday!

Getting Started

If you joined Living Record through the Wiltshire Mammal Group web page, Living Record already knows what you want to record (i.e. mammals). (If you wish to add additional subjects, please follow the next step).

If you joined another way, open the **Options** page to display a list of the various different subjects that people record.

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Records Distribution Maps Excel Download **Options** Help Verify Records Admin

Subjects [Step 1 Select](#) [Step 2 Customise](#) [Step 3 Choose headings](#)

Record status Include local surveys for in the list.

Location markers

Password

Tick the subjects that you wish to record:

- Mammals...
- Birds...
- Reptiles...
- Amphibians...
- Freshwater Fish...
- Insects: Bees, Wasps & Ants...
- Insects: Moths...
- Insects: Butterflies...

The Home Page

Before you start to enter records;

Firstly, select the right subject (Birds, Mammals, and Moths etc.)

Secondly, select an appropriate checklist; this will vary by subject. For example, we have added a specific mammal checklist for Wiltshire's Mammals; there are a series of dragonfly checklists according to the county; Macro-moths and Micro-moths have separate lists too.

Check the right date range is selected; it will usually default to include the current date, but if you wish to add earlier records, you will need to extend the date range.

The Records page

To start entering records, open the **Records** page.

If you are new to Living Record, a blue box is displayed for some subjects with some advice on how to enter your first records. This information is always available in the Help section too.

For example, Moth recorders are provided with extensive information:

Tip: look out for helpful information in blue boxes and click the blue question marks!

Click the green **Enter Records** link to open the Google Map.

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Subject: Insects: Moths my expertise 1 low Checklist All Species - text search (2626)

Species names now link to the species accounts in the UK Moths web site.

England Wiltshire South VC08
2 options:

Records dated in period: 01/01/2014 to 31/12/2014 [Include records for 2013](#)
 Records compiled by: Me [extra options](#)
 Height of map: Long

Enter Records [Sort new records to](#) Bottom [of list](#)

Review my records for South Wiltshire - for all subjects
 Review records for the period or for any day. Add a description for each day.
 Covers all subjects. Use the summary below the map to limit the review to one subject or to a single species.

Possible problems with my records for South Wiltshire
 Review records queried by the verifier, records awaiting identification (blank identifier) or those with low certainty scores.

Tips for moth recorders

New features
 Simple Excel list of species for the day.
 When adding a list of records... a simple [yesterday](#) link to fill in the date for last night's catch.
 Also...
 Now you can record how you caught your moths by choosing the **Method** from the drop-down list.
 You can also record the prevailing conditions: weather, temperature, wind and the fullness of the moon.

Fast record entry
 For fast entry of moth records use 'search lists'.

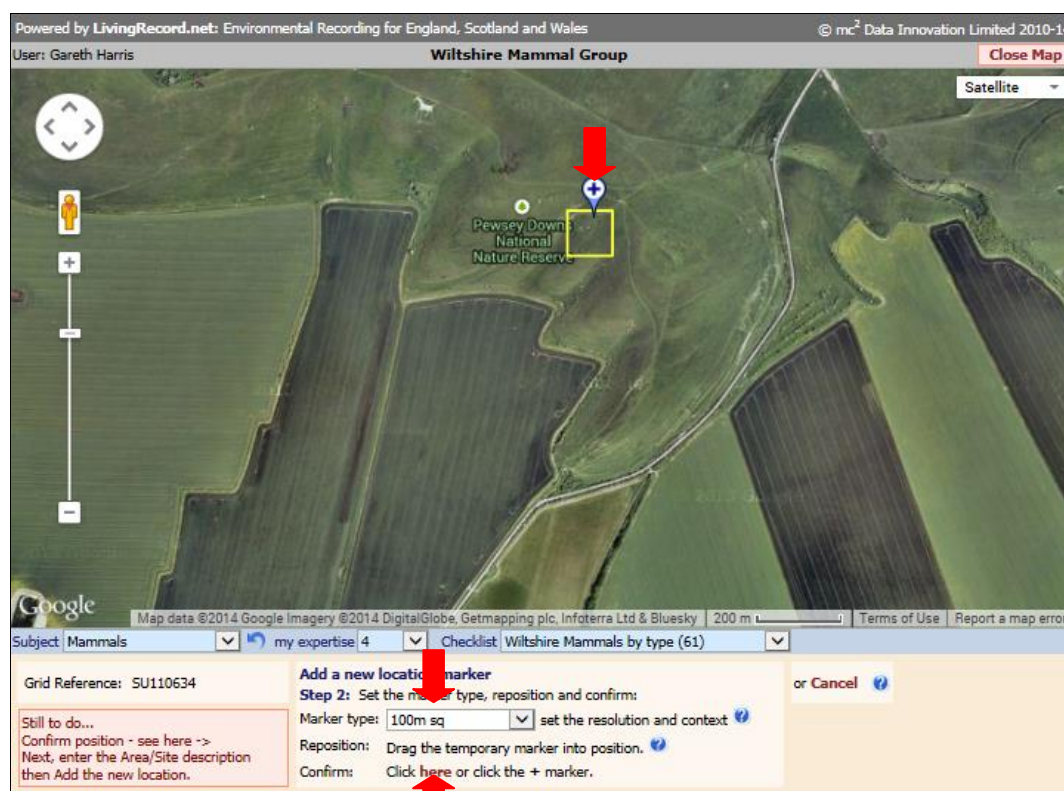
1. Choose a 'text search' checklist, add or select a location then click 'Add new records as a list'.
2. Type in a list of search terms separated by commas. Search any part of the common name*, the start of the genus or species name, the start of both genus and species separated by a space or the Bradley & Fletcher number. * Include [or] to indicate the start or end of the common name.
3. Click 'Search' to display a form listing the search species. To refine the search, click Cancel and try again. For inconclusive matches, choose the correct species from the drop down list.
4. Enter the date, method and numbers for the species and click Add. Job done!

Where have you chosen to record? Adding Location markers

It only takes a moment or two to add a location marker to the map. This only needs to be done once because the location is remembered and the marker appears on the map each time you want to enter records.

Let's go through adding a location marker step by step...

Zoom right in on the map and centre it on where you made your observation. Click the map to indicate the position of the garden. You are adding a new location to the map, so a [+] marker appears.



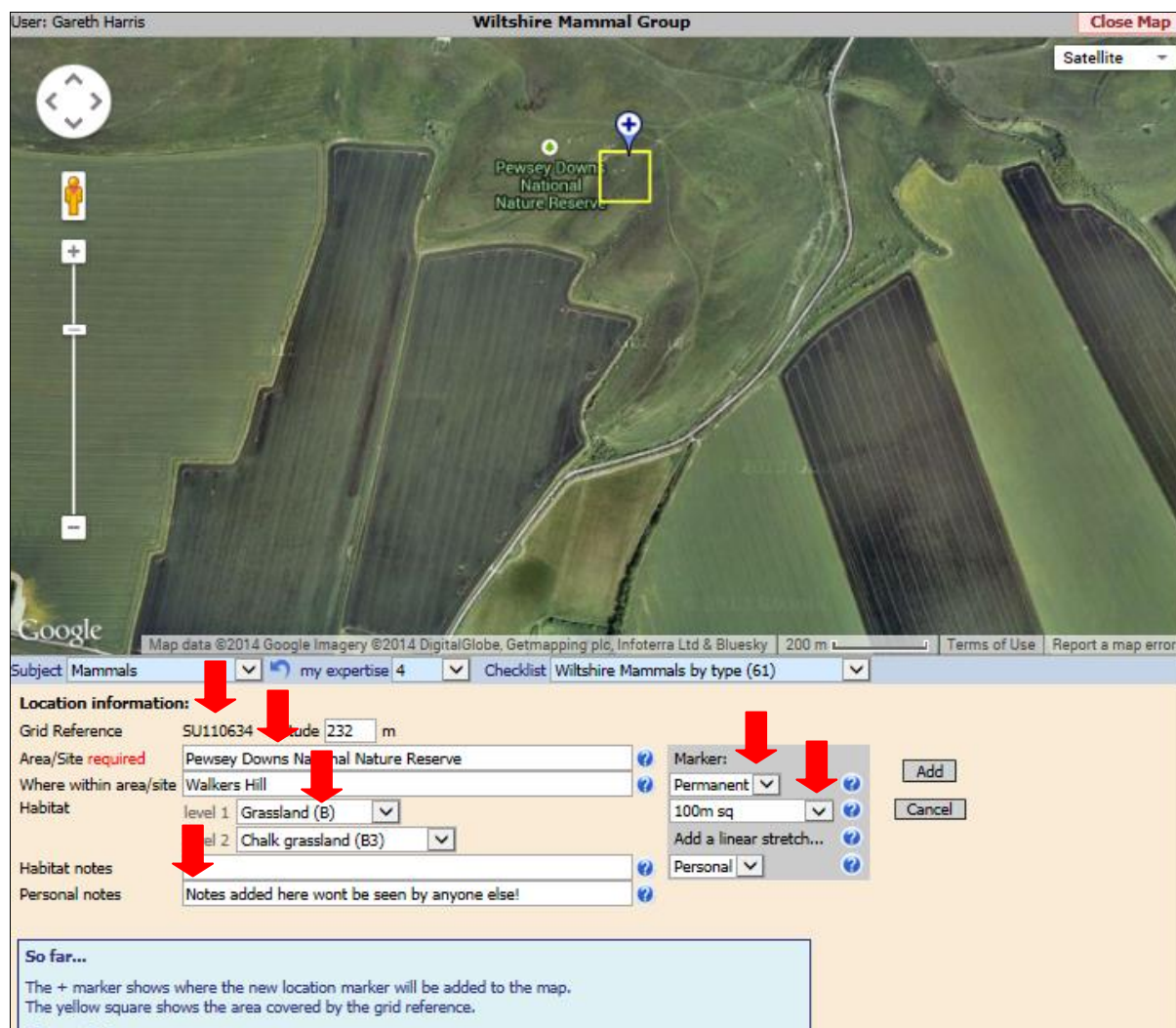
The Ordnance Survey grid reference has been worked out automatically and is displayed on the left below the map. The yellow square shows the area covered by this grid reference.

To get a standard six digit grid reference, make sure **100m sq** is selected in the drop-down list.

If necessary, you can drag the [+] marker to move it. When it is correctly positioned, confirm the position by either clicking the red link at the bottom of the page or clicking the [+] marker itself.

Describe the location

This is the final step to add a location marker to Living Record.



Tip: The blue box at the bottom of the page provides extra information.

The only essential entry is the **Area/Site**.

Where within area; can be used to add additional information about the exact location (e.g. the west end of the pond!).

Add some Habitat information if you can and wish to! It's not compulsory!

Appropriate scale for recording: most records should be added as 6 figure grid references ("100m sq"), but for some species and habitats 4 figure ("1km sq") or 8 figure ("10m sq") may be more appropriate. If in doubt, use 6 figure grid references!

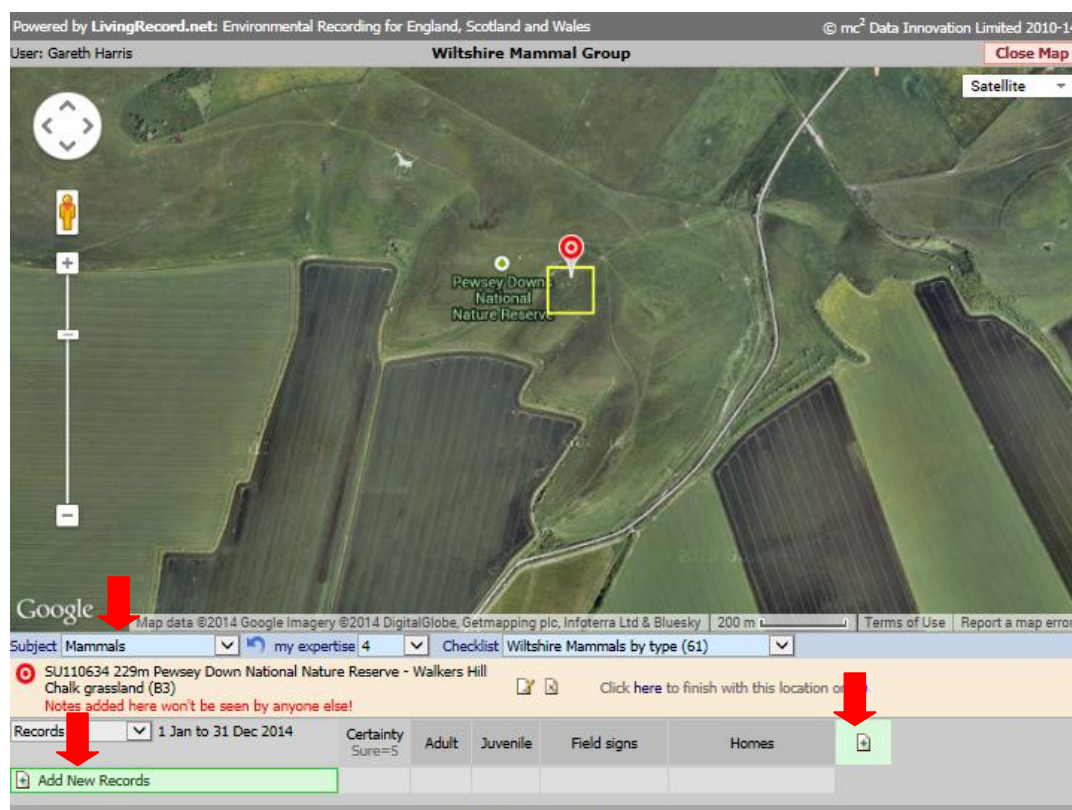
Regularly recorded sites can be added as Permanent Markers.....casual records (e.g. holiday records or road kill mammals) can be added as Temporary Markers if you know you won't be recording there again. Temporary Markers help to prevent the screen becoming cluttered by a lot of location markers.

Click the Add button! You've created the location.

Enter your first record

When a location is selected ready to add records, it appears as a red and white target.

- To select a location
Click on the location marker. It changes to a red and white target and you are ready to add records.
- To de-select a location
Click the red and white target or click anywhere on the map. The location marker takes on its normal appearance (blue for a 100m grid reference).

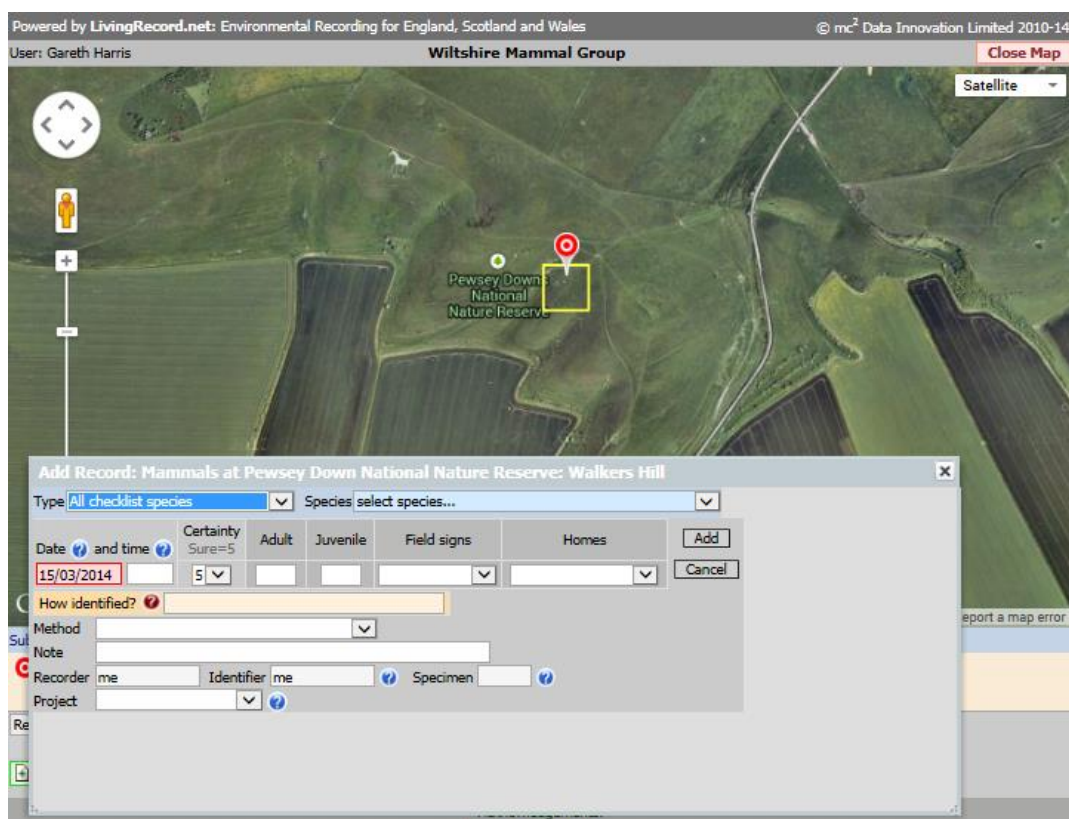


In the pale blue band, check that **the correct subject is selected**.

Click either of the green links to add a record.

The **Add Record** window appears. You can drag the heading to reposition the window if you wish.

In the blue band, if the **Type** list shows **All species**, the main list of species is quite long as it includes all the things that you can record. The drop down boxes will therefore help you to find the species of interest more quickly.



Select the right species from the drop-down list.

Complete the record details;

Type in the number seen and add any additional information as a note.

Check the date and amend it if necessary (format dd/mm/yyyy).

You can enter records for other people too.

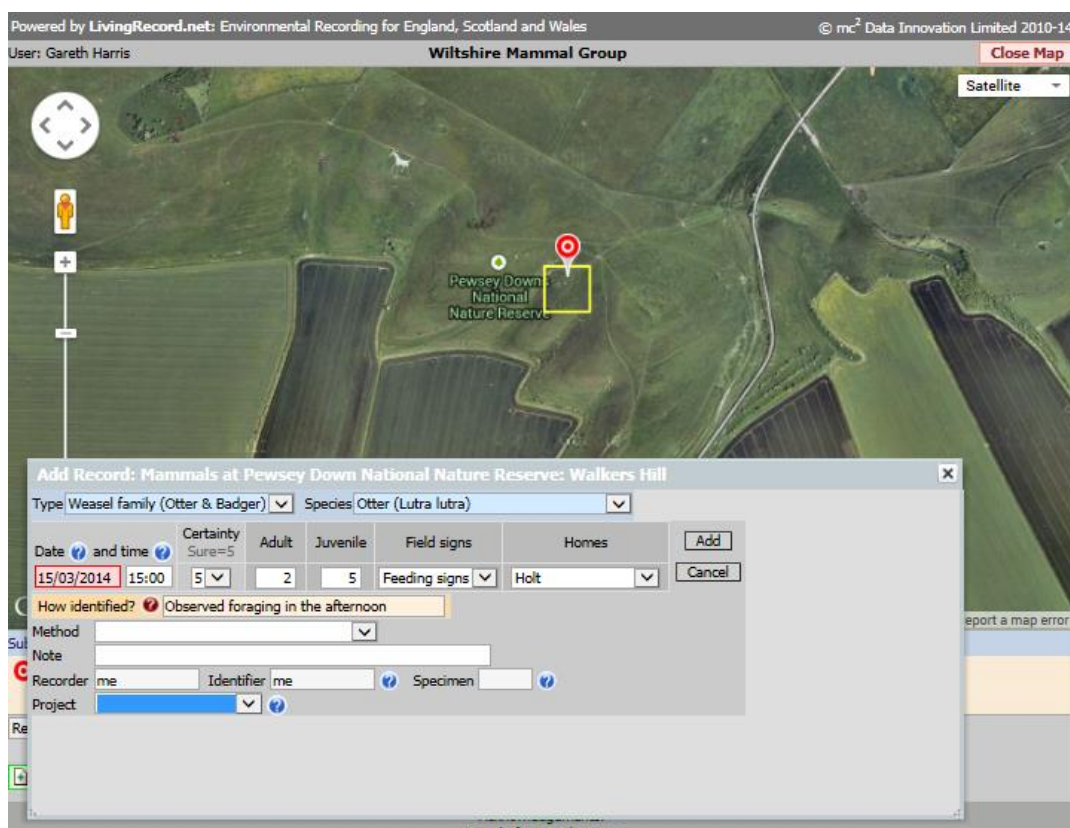
Type in the name of the person who made the sighting as the **Recorder**.

The name of the person who made the identification goes in as the **Identifier**.

The word 'me' is automatically converted to the name of the person who logged in.

To submit the records, **click the Add button** and see the record appear below the map.

If the record is listed below the map, you can be sure that it is now safely in the database.



Click the Add button! You've created the record!



Deselect the location and you can see the record;

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 User: Gareth Harris Wiltshire Mammal Group Close Map

Map data ©2014 Google Imagery ©2014 DigitalGlobe, Getmapping plc, Infoterra Ltd & Bluesky 200 m Terms of Use Report a map error

Subject: Mammals my expertise: 4 Checklist: Wiltshire Mammals by type (61)

SU110634 229m Pewsey Down National Nature Reserve - Walkers Hill
 Chalk grassland (B3)
 Notes added here won't be seen by anyone else!

Records	1 Jan to 31 Dec 2014	Certainty Sure=5	Adult	Juvenile	Field signs	Homes
1 species						
15/03/2014 15:00						
Otter (<i>Lutra lutra</i>)	5	2	5	Feeding signs	Holt	 
How identified? Observed foraging in the afternoon						
Add New Records						

Any record can be edited or deleted using the icons to the right of the record.

What next?

More records in the same place

It is easy to add more records for the same location. Just click the existing location marker to select it (red and white target) and repeat the process of adding new records.

You could also add extra records if you observe signs of breeding or other interesting behaviour.

If you start to build up a long list of records, you may prefer to sort the most recent records to the top of the list, so that they can be seen just below the map during data entry. On the main Records page, this option appears just to the right of the main Records link.

Record other things

You may be interested in birds or butterflies, dragonflies or plants. If you open the Options page, you can tick extra subjects that interest you. For each subject, **Step 2** lets you choose between scientific and common names and whether to sort species into the normal taxonomic order or alphabetically.

All the subjects that you choose appear in a drop-down list in the pale blue strip below the map during data entry so it is easy to switch from one subject to another. Note that you can add records for any number of subjects to the same location marker.

Verifiers

Data submitted to Living Record is checked for accuracy by a Verifier, who will verify the record, combine it with other verified records ("batching") and make it available to WSBRC. From time to time, these verifiers may contact you with questions about your records. They will contact you via an email link within Living Record; emails will be sent to the address that you join with. If you change your email address, don't forget to update Living Record too.

Frequently, verifiers will contact you for additional information about your observation, to help confirm the details. In the example above, the Mammal Verifier will be in contact with me about the likelihood of seeing Otters on top of chalk downland, as well as a family! This may simply be a data entry error on my part and requires correcting; or it may be misidentification by an inexperienced observer in poor visibility! The role of the verifier is ensuring the accuracy of the submitted records, but also to provide support to the recorders, advice and guidance.

This process can lead to regular support and training of new recorders and allows verifiers to increase an observer's confidence and expertise.

Don't stop there!

And don't stop at the county boundary! With Living Record, you can record almost anything anywhere in England, Scotland and Wales.

Thank you for joining in and contributing your records!