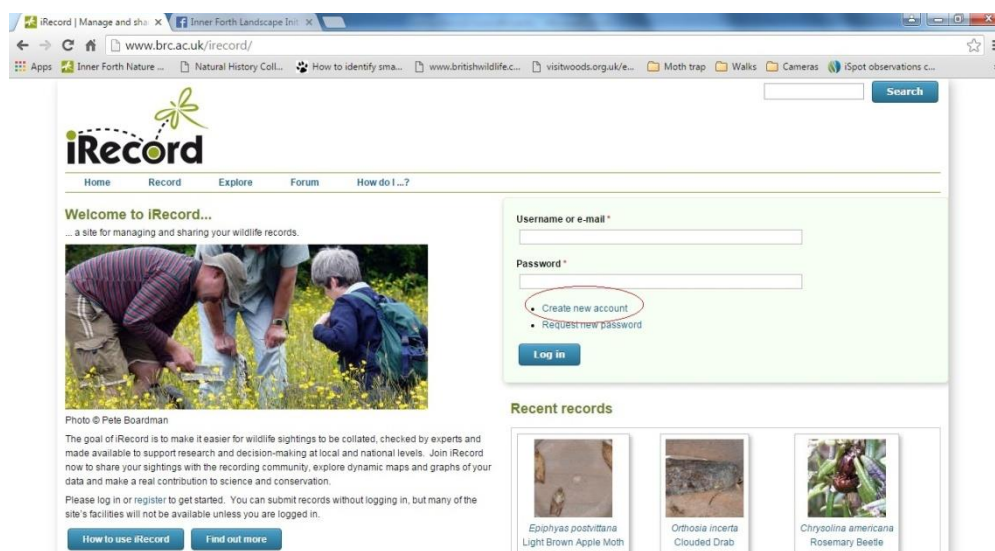


Tips for using iRecord more efficiently

If you are using iRecord frequently then there are some methods you can use to make the process quicker and less repetitive, particularly when recording your Survey Walk data on the same site regularly.

Creating An Account

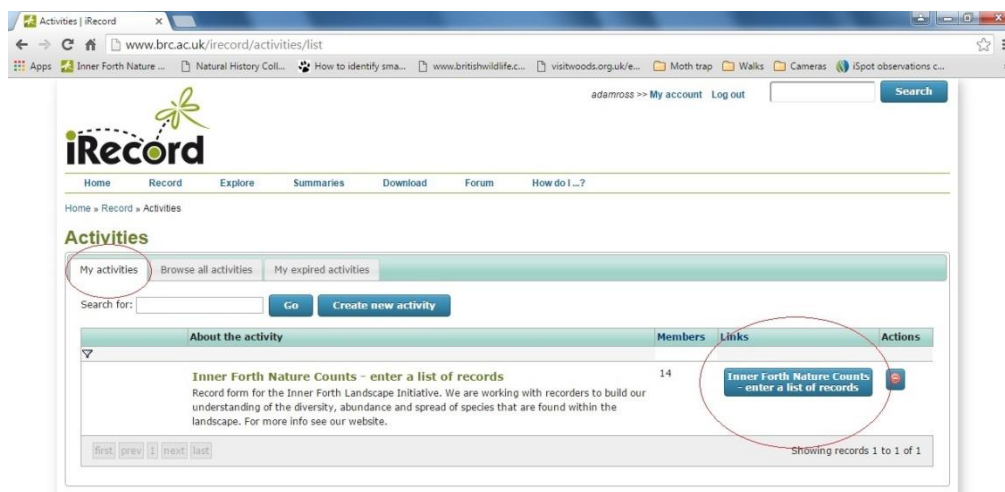
- If you haven't already done so you should create an iRecord account. It's free to do. Just go to the iRecord home page and click '**Create new account**' near the top right corner. It will ask for some info when you register about who you are, your location etc. These details will be associated with your account and you will therefore be able to bypass the 'About You' section when generating records in the future. Once your account is up and running you can alter your details at any point by clicking the '**My Account**' button and **Edit** your account.



Using the Inner Forth Nature Counts upload form

- In order for us to monitor the success of the Forth Nature Counts project we would like people to continue to use the **Enter Inner Forth Records form**. Now that you've created an account, you have two options for accessing the form.
 - One option is to log in to your account and then follow the usual web address to the form (<http://www.brc.ac.uk/irecord/enter-inner-forth-records>). This will take you to the page and, since you're logged in, the 'About You' section will have disappeared. You could perhaps add the Enter Inner Forth Records form to your bookmarks/favourites so you're not forever typing it in.

- The second option is to add the form to your **Activities**. Log into your account then, at the top of the page, click '**Record**' then select '**Activities**' from the drop down menu. Select the '**Browse all activities**' tab and search for "inner forth" in the search bar at the top. This will bring up an Activity called **Inner Forth Nature Counts – enter a list of records**. Click on the **yellow star** at the right of the page to add this to your own list of recording activities. The Inner Forth recording form will now be associated with your account. This means that whenever you want to generate records using the form, all you have to do is log in to your account, click '**Record**', then click '**Activities**' and follow the link to the Inner Forth Nature Counts recording form.



Creating Sites

- The next thing you may wish to do is add your survey walk location to '**My Sites**'. This allows you to save all of the information about a chosen location and call it up when required. Once this is set up, your site can be selected when you are entering the location of records (saving you the time of entering all of the info from scratch). To do this, click '**Explore**' then select '**My Sites**'. On the right hand side, click '**Create Site**'. This will take you to a page very similar to the 'Where Was It' page on the Inner Forth form. First, name your site by entering something into the '**Site Name**' box. Then use the **interactive map** on the right to find a **grid reference square** for the centre of your chosen site. The next stage is up to you. You could either
 - Create one site called (e.g. 'Black Devon') and use the polygon tool (the third button from left and the top-right of the interactive map) to draw a boundary around the nature reserve. This will give you one general site that you can then fine-tune for each section of the survey walk.
 - A more efficient method might be to create a new 'Site' for each individual section of the walk. Follow the instructions above and use the grid references we provided you with for each section. You could label these

'Black Devon 1', 'Black Devon 2' etc. This method will take a bit longer to set up initially but it will make things more straight-forward for future uploading.

My sites

This page allows you to manage your list of recording sites. You can search for public site boundaries to add to your list or add your own personal sites. Click edit to change the site boundary of a site you have created, remove to drop a public site boundary from your personal list, or explore to view the records and species at a site.

Note that the count of records and taxa given in the table of sites below will only include records which physically lie within or overlap the site boundary. You may need to edit the site to update the site boundary to get the correct counts.

Find additional sites to store in your sites list

Select site by locality

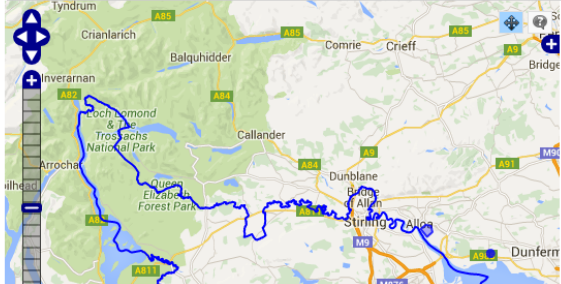
Stirlingshire

Please select a Locality to search first

Add to My Sites

Or search for a site:

Add to My Sites



Site Name	No. of Records	No. of Taxa	No. of Taxon Groups	Actions
Black Devon	11	11	3	edit explore
Valleyfield Woods	4	4	2	edit explore

first prev 1 next last

Showing records 1 to 2 of 2

Create site

Download this report

- Once you have added your chosen locations to '**My Sites**', you can bring them up during the '**Where Was It**' section of the Inner Forth recording form. In the '**Location**' box, start typing the name of your site and it should appear. Click it, and the grid ref etc. should enter automatically. As far as we're aware, there is no way to save the **Habitat** type of your sites so you will have to enter this each time, if you choose to record this info.

Locking information

- In order to avoid entering the **date** multiple times, you can click the little padlock next to it. This will 'lock' the date and all subsequent records should automatically use this date until you unlock it. The same applies for every box that has a padlock next to it.

Inner Forth Nature Counts - enter a list of records (for a site on a date)

Record form for the Inner Forth Landscape Initiative. We are working with recorders to build our understanding of the diversity, abundance and spread of species that. For more info see our [website](#).

What Did You See? Where Was It?

Date: 13/04/2016

Recorder Name: Ross, Adam

Please enter all the species you saw at one site on a single day and any other information about them. Then move to the **Where was it?** tab before

Species	Certainty	Quantity	Sex	Stage	Identified By	Comment
	Certain		not recorded	not recorded	Ross, Adam	

Use * as a wildcard when searching for species names. If you have sensitive records to input please use the [Enter a casual record form](#).

Hope this is useful.

IFLI Team