

## **SUBMITTING ANNUAL BUTTERFLY RECORDS TO THE COUNTY RECORDER CAMBRIDGESHIRE and ESSEX**

### **WHO THIS IS DIRECTED AT**

This is directed at people who use MapMate for recording their butterfly lists.  
If you do not use MapMate this is not relevant to you.

### **THE PROBLEM**

As more and more people keep records of butterflies and moths – a very welcome development – manual data entry at the county level is becoming more difficult.

Many people are keeping and submitting records electronically. This is very much encouraged. However, because these are all in different formats they can still require a lot of work to knock them into shape (ultimately a tab-text file with 13 predefined columns in a specific order). Of course, MapMate has its in-built “SYNC” process whereby people can submit their records to other people. However, this process has a small but important problem ... the recipient of sync-ed records cannot edit those records (because he/she does not ‘own’ them). The idea is sound – by only allowing the owner to edit the record (and then resubmit it) we all share exactly the same information. However, most volunteer recorders haven’t got the time to query each problem and then wait for an answer (let alone to devise an efficient cross-reference system to allow him/her to know the state of play with every record).

### **THE SOLUTION**

There is really only one acceptable format. Whatever you send, if it does not conform to that specific format then we have to alter it. There is a query called ‘Export my record for a <vice-county> in <year>’ (introduced in Patch 398 in June 2009; see Newsletter 75) in the User queries section that allows you to export your annual records by clicking the mouse a few times.

Please ensure that you are up to date with MapMate updates and patches. Owners of legal copies should be able to log on to the MapMate website and download all available patches. If you do not do this before exporting records to send to us, some of your species names might not be compatible with ours!

### **HOW TO SUBMIT ANNUAL RECORDS**

Simply Open MapMate, and then open the Atlas where you keep your butterfly records (MapMate looks in whatever Atlas is open at the time). Click on “Analysis”, double click on “User Queries” then double click on the query “Export my record for a <vice-county> in <year>”. You will first be asked for the Vice-county. Please enter ‘Essex’ and tick both South Essex (VC18) and North Essex (VC19); or ‘Cambridgeshire’ and tick box Cambridgeshire (VC29); or ‘Huntingdonshire’ and tick box Huntingdonshire (VC31). If you have records from more than one VC, then click on the icon to the right of input box which generates a list of all VCs, then tick the relevant ones. You will then be asked for the year. The query will then run and, if records are present, generate a dataset which can then be saved as a tab text file.

- Click on the ‘Select All’ icon
- Click on the “Save Selection” icon.
- Enter a file name (reference to your name and year would be useful e.g. JohnSmith\_2010) and click the Save button (change the location from the default Data/Output folder if you wish)
- E-mail the resultant .txt file to us: [recorder@cambs-essex-butterflies.org.uk](mailto:recorder@cambs-essex-butterflies.org.uk)