GUIDELINES FOR DATA ENTRY

This spreadsheet is designed to enable you to enter data in a format that is easily compatible with TVERC's database on Recorder 6. By using the spreadsheet, you will save time spent on processing data, and therefore reduce costs for TVERC, its partners and customers.

STEP 1
Use **File > Save As** to rename the spreadsheet. If possible, include the place and/or taxon group and date(s) in the new filename, e.g. Farmoor_birds_May_2016.xlsx.

STEP 2
Start filling in your records, using a single line for each observation.

Column letter	Column title	Instructions
A	English Name	Type in the usual common name for the species, or use the drop-down list to select the name.
B	Scientific Name	This will usually fill in the Latin name automatically. If it doesn't then type in the name yourself.
C	Abundance	Type in how many you observed. This can be a number (e.g. 10), a range (e.g. >1000 or 500+), a single word (e.g. "Present") or a relative abundance from the DAFOR scale (e.g. "Dominant").
D	Sex/Stage	If you made any observations that give clues about the sex of the individual(s) seen, whether they might be breeding or their life stage, select the most appropriate description from the drop-down list.
E	Date	Type in the date when you made the observation. An exact date is best (e.g. 10/05/2016) but a vague date (2015) or range of dates (Oct to Nov 2015) is still helpful.
F	GridRef	Provide the Ordnance Survey (OS) grid reference to the greatest precision you can. A six figure grid reference should be given as standard but greater accuracy could be useful for notable species. A four figure grid reference may be more appropriate for mobile species. There is guidance on how to construct a grid reference here.
G	Site Name	Only fill this column in if the observation was made at a designated area (e.g. an SSSI or NNR) or a Local Wildlife Site. Give the full name of the site.
H	Locality	Use this column to give an address or nearby place name. If you visited a larger wildlife site (with details in the previous column), you may use this column to locate your observation at a particular sub-site/compartment. What you write here should enable someone else to find your location on a map. This will help TVERC to double check your grid reference.
I	Recorder	The recorder is who saw it. This may be you or somebody else if you are entering records on their behalf. Please type in the recorder's full name, not just initials or a first name.

J	Determiner	If somebody else checked that the species was what the recorder thought, they are named as the determiner. Please type in the determiner's full name, not just initials or a first name.
K	Type of Record	Use the drop-down list to give the best description of how the record was obtained. If none of the descriptions apply, leave this column blank.
L	Comment	Add any further information that is relevant to the record.
M	Incidentals	

STEP 3

When you have finished entering your data, save the file and send it to TVERC (contact details below), along with your email address and/or telephone number.
This will be used if we have to get back to you to clarify details of a record and helps us to separate two recorders with similar names.

Thames Valley Environmental Records Centre (TVERC)
Email: tverc@oxfordshire.gov.uk
Tel: 01865 815451

THANK YOU FOR FOLLOWING THESE GUIDELINES. IF YOU HAVE ANY QUESTIONS ABOUT BIOLOGICAL OR GEOLOGICAL DATA, PLEASE CONTACT US.