

## A SHORT GUIDE TO GETTING STARTED WITH THE NATIONAL MOTH RECORDING SCHEME (NMRS)

This is a free national recording system for moths.

To use NMRS 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. NMRS offers a simplified interface compared to iRecord, but all records entered through it are linked to the iRecord database.

After entering the web address <https://mothrecording.org> for the first time you will be asked to **Create a new account**. Clicking on this will take you to a page simply asking for your e-mail address and a user name (this can just be your name) and an option to add a picture (virtual face or photo). You will be asked to accept the Privacy Notice and Terms & Conditions of the website, as well as whether you wish to receive e-mails from Butterfly Conservation about NMRS.

After clicking 'Create new account' you will get an e-mail from NMRS with a one-time link to the site that asks you to set a password. Once registered you will be able to log in at <https://mothrecording.org/user> using your user name (or e-mail) and password.

Logging in will take you to the NMRS Home page with the header as shown below:



Note that by accessing **My Account** (on the right) and clicking the **Edit** tab you can enter other important details on the way that your data is used and notifications are sent to you. In particular you can set a licence for your photos (from 'no rights reserved' to 'all rights reserved') and the frequency that e-mails are sent to you (e.g. about whether your records have been accepted by an expert or potentially asking for further information in order to verify a record).

As well as access to the **Home** page (left tab) within the blue bar there are several tabs that on a single click allow you to **Enter records**, view **My sites**, **Explore my records**, etc. Considering each of these in turn:

### Enter records

This follows a standard format identical to the specific moth recording form from iRecord, that allows any number of records from one day at one site to be entered. Note that certain details must be entered to allow the record to be accepted (shown by a red asterisk next to a lock - see left)



Briefly the form is in two parts:

(1) **What did you see?** consists of a series of boxes to fill in with details such as **Date**, your **Name**, and **Sampling method** - then there is one long box with several compartments covering **Species / Number seen / Stage, etc.** Note that in the **Species** box, if you type in at least part of the common name or the scientific name, the program will find the full name or a list of names for you to choose from:

Species <sup>1</sup>	Number seen <sup>2</sup>	Stage	Sex	Identified by (determiner) <sup>3</sup>	Comment <sup>4</sup>	Photos
Large Yell		<Please select> <input type="button" value="v"/>	* not recorded <input type="button" value="v"/>			Select a species first
Large Yellow Underwing [Noctua pronuba]						

Start typing a species name (English or scientific), the more characters the better. Use \* as a wildcard, and use name abbreviations (e.g. 2+3 characters for Genus+species). A list of suggestions will pop-up from which you can select with mouse or arrow keys and tab.

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. You may include up to 4 photographs per record at this point by clicking **Add Photos** and identifying these from within your own files. A second long box will appear under the first one for the next record (if you have one) after you have completed some of these details. (2) **Where was it?**, you will need to add location details to at least a 4-figure grid reference (there is a map and search function to assist in this; for example by clicking on the map you can narrow down your location and the grid ref will automatically appear in the box). You can also add any comments you wish to make about the record or series of records.

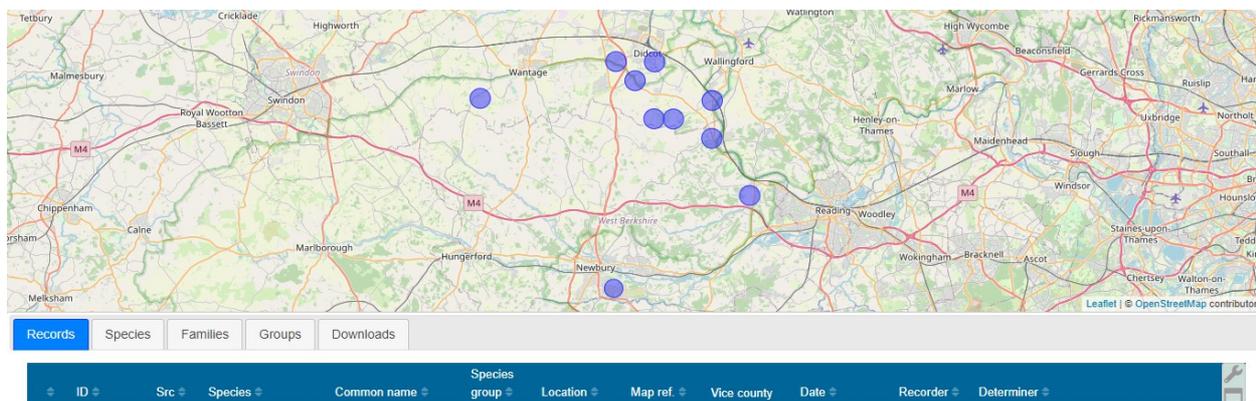
For further details of how this form is set out, see *Getting started with iRecord* and scroll down to **Entering records**.

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

### 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.

**Explore my records.** This tab allows a very comprehensive listing of your records, including the facility to include/exclude certain categories of records and locations. Records are shown on a map, below which is a series of filters allowing you to select different sets of records, and these will appear listed below the blue box. On the record 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.



**Explore all records.** This is essentially the same format as **Explore my records** but as expected will show all of the records on the system (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; you can for example look at the records of another recorder by typing their name in the **Recorder** slot.

**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**.

**Notifications.** You can choose which messages to display here: for example, messages about the verification of your records. These may also be sent to you as an e-mail if you have specified this in your **Account** (see above)