

## A SHORT GUIDE TO GETTING STARTED WITH BUTTERFLIES FOR THE NEW MILLENNIUM ONLINE (BNM)

This is a free national recording system for butterflies.

To use BNM 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 after checking by experts will be used to support research and decision-making at local and national levels. BNM offers a simplified interface compared to iRecord, but all records entered through it are linked to the iRecord database.

After entering the web address **www.butterflyrecording.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).

After clicking **Create new account** you will get an e-mail from BNM with a one-time link to the site that asks you to set a password. Once registered you will be able to log in using your user name (or e-mail) and password.

Logging in will take you to the BNM Home page which allows you to quickly access one of the following functions: **Enter records**, **Explore my records**, **Explore all records**, or **Download my records**.

Clicking one of these will directly open up the relevant form with the header as shown below (from which all of the functions including your **Account** can be accessed):



Considering each of these functions in turn:

### Enter records

This follows a standard format 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 image). Briefly, the form is in two parts:

(1) **Where was it?**, you will need to add location details, starting with **Country or region**, and then enter a **Grid reference** (to at least 4-figures). 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. There are two further optional steps: firstly, add any **General comments** you wish to make about the record or series of records, and secondly select a **Habitat type** from the list given by clicking this box (note, e.g., 'garden record' appears a long way down the list)

(2) **What did you see?** consists of a series of boxes to fill in with details such as **Date**, your **Name**, and then there is one long box with several compartments covering **Species / Quantity / Sex, 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 (click on the blue box).



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

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

**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 (see under the tab **Create a filter**). Records are shown on a map, below which is a further 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 by default will show all of the records on the system for the last month. Filters can be set on the data, as noted above.

**Download Records.** The whole of your dataset or selected records can be downloaded in a variety of file formats.

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