

## Species Mapmate vc29

The Excel spreadsheet is a modified version of the Sussex Species Recorder that has been optimised for botanical recording in vc29. It runs Excel macros, so will not be suitable if you have an Apple Mac, or don't have Excel. You can put it in any directory on your computer.

This version has all the species names recognised by MapMate, however additional names are included in Stace, and un-catalogued species may be encountered. Species found in the vice county are listed in order of decreasing tetrad frequency, beginning with *Urtica dioica*.

You can modify it further by clicking on "Disable Macros" when prompted. You can then add additional sites in the "Location" tab, or additional recorders in the "Recorder" tab, or additional species under "Taxonomy". You can also delete existing sites or recorders etc.

When you open the spreadsheet a visual basic input window will appear. Yellow boxes must be completed. The information can be entered in any order, though grid reference has to follow location. See the vc29 recording guidelines for further details of preferred practice.

**Species name:** Start typing the species name and continue until the species you want appears. If it is common, one letter may suffice.

**Location:** Start typing a site name. Only a small number of sites are included by default, so you may need to type the full name.

**County:** Type "C" and Cambridgeshire will come up. Neighbouring counties are available, but if a name doesn't come up, simply enter the vc number.

**Grid Reference:** Standard grid reference to four, six or eight figures, eg TL1234, TL123456 or TL12345678. You can enter tetrads, eg TL12A if the record wasn't recorded more accurately. If you change the location, the grid reference will change to "unknown".

**Provenance:** Not essential, but if known you can choose one of the options.

**Start Date:** The date the record was made. Typing "T" (or t) will give today's date, and you can then edit this as required. If the exact date isn't known, give the month or year, eg 12/2012, 2013 etc.

**Observer:** Type the first letter of your Christian name, or click on the selection menu at the right. If it isn't there just type your name.

**Determiner:** Only add a name if there has been a formal determination, or if someone has verified your record.

**Comment:** Add any plain text comment if there is one. There is no restriction on length.

The other boxes are not used.

Having entered the information, click on "Add Record", then put the next species in. If everything changes for each record, you can click on "Add Record and Clear" and start from scratch. When you have finished, or every half hour or so, click on "Save". By default the data will be saved in "My Documents" with a name "Species\_Recorder\_<registered user>\_<yyyy><mm><dd>\_<hh><mm><ss>.xls"

You can change the <registered user> to anything you like. If you want to continue, click “Save”, otherwise “Save & End”. Next time you want to enter data, open the spreadsheet as before, then click “Open” and select the file that you last saved. New data will be appended.

At the end of the month, email me the most recent spreadsheet from “My Documents”, then start a new file. Periodically delete old data from “My Documents”.

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