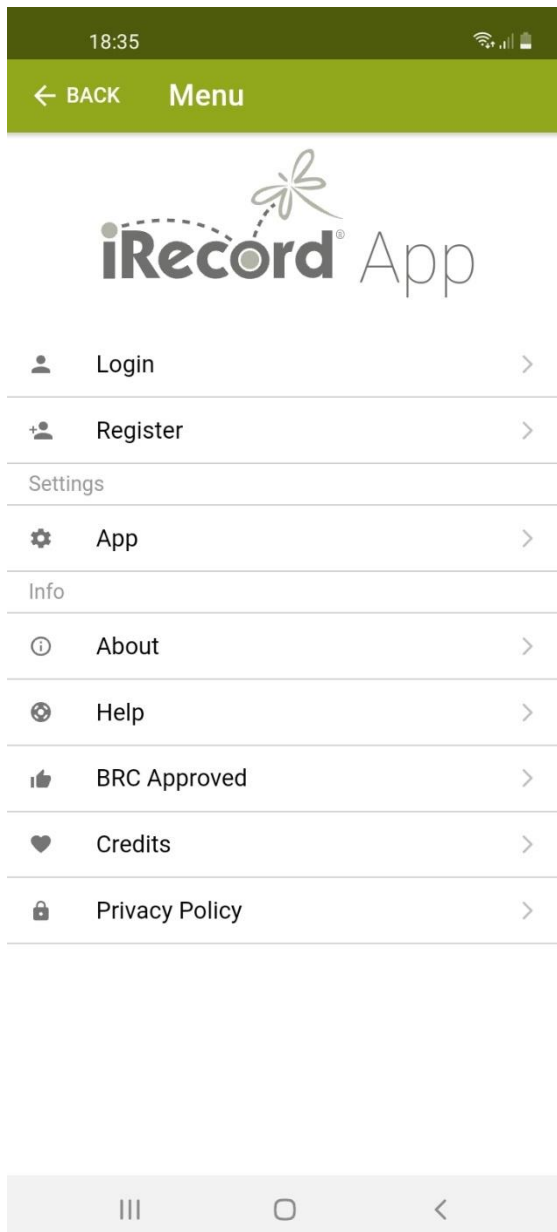
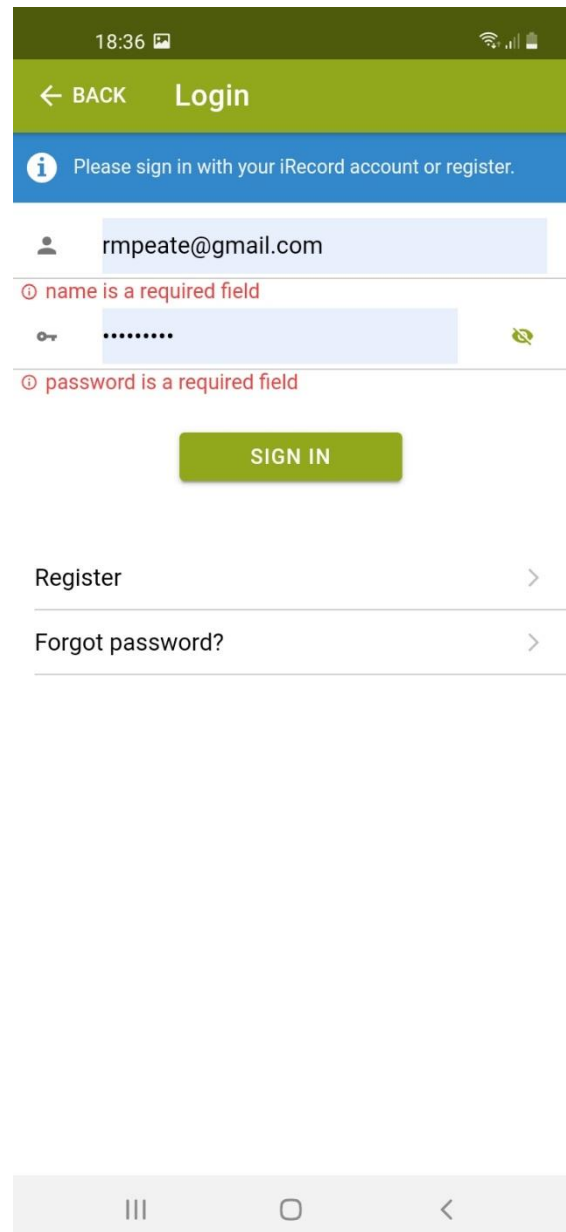


## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 1.**

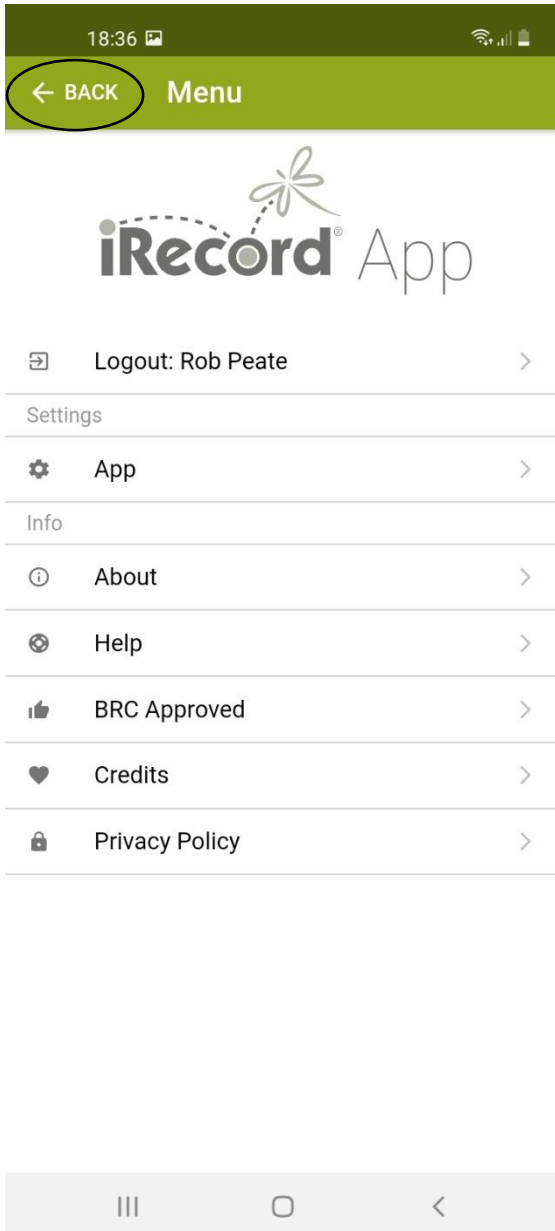
When opening the app for the first time, you'll see a screen similar to this.



### **Step 2.**

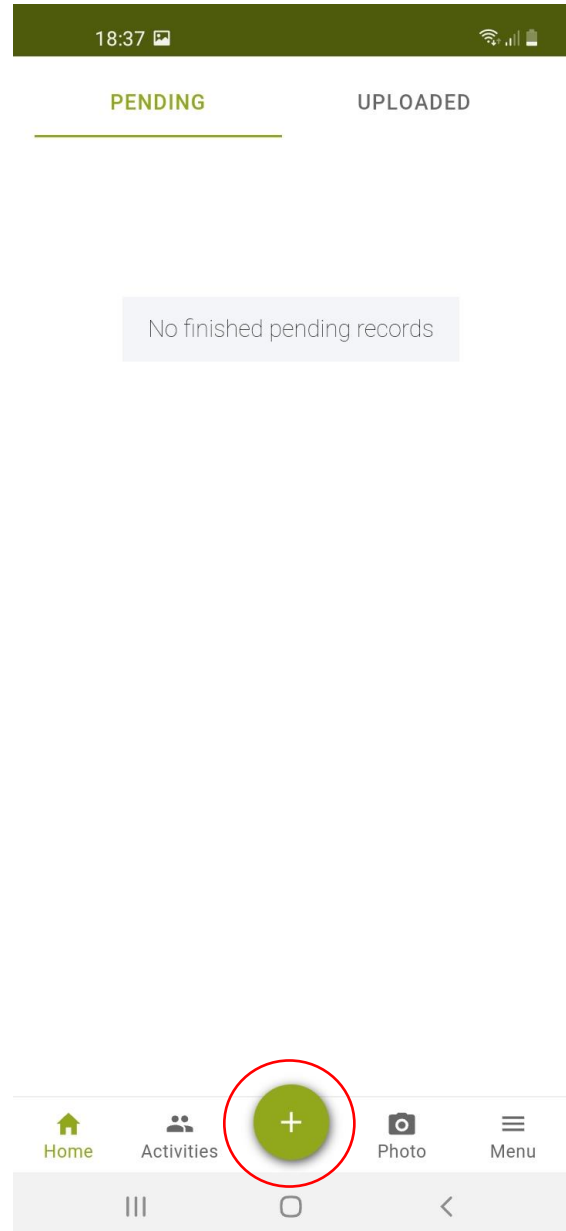
Enter your email & password and tap Sign In.

## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 3.**

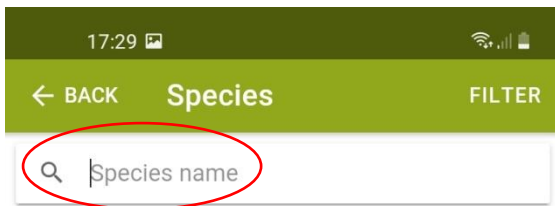
Once you've signed in, you'll see a screen similar to this. Tap ←Back to start adding records.



### **Step 4.**

Once you've tapped ←Back, you should go to the Home screen which looks like this. Tap the + symbol in the green circle to start adding a record.

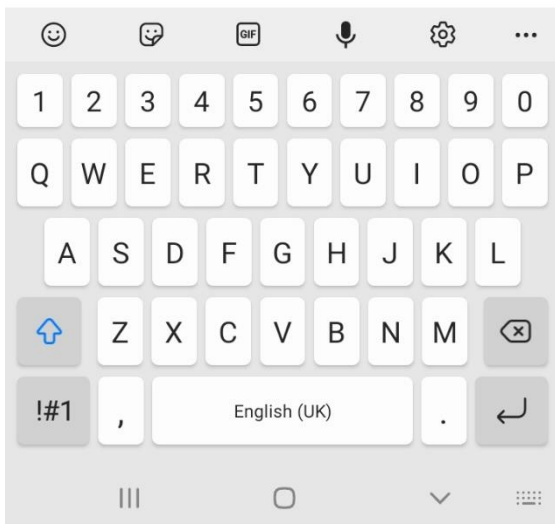
# USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



For quicker searching of the taxa you can use different shortcuts.

For *Turdus merula*:

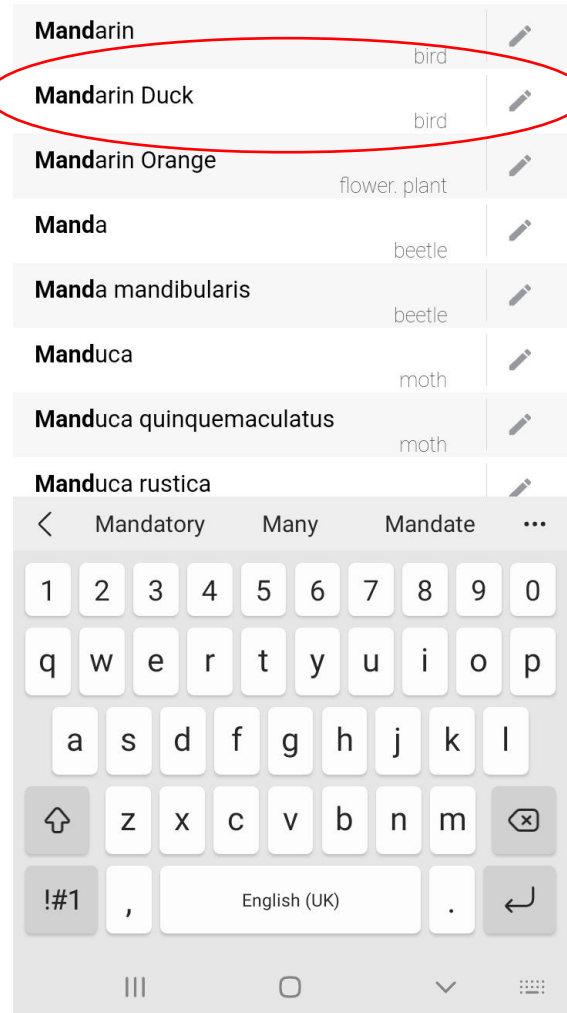
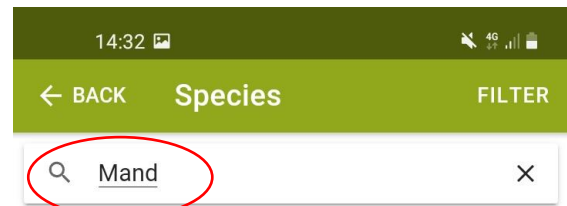
*turdus me*  
*turdus .la*  
*tumer* (2+3 characters)  
*merula*



## **Step 5.**

Once you've tapped the + symbol in the green circle, the first thing you'll be prompted to do is to enter the species name.

In this example, I'm adding a record for a bird recently spotted in Brook Hollows Spinney called a Mandarin Duck.

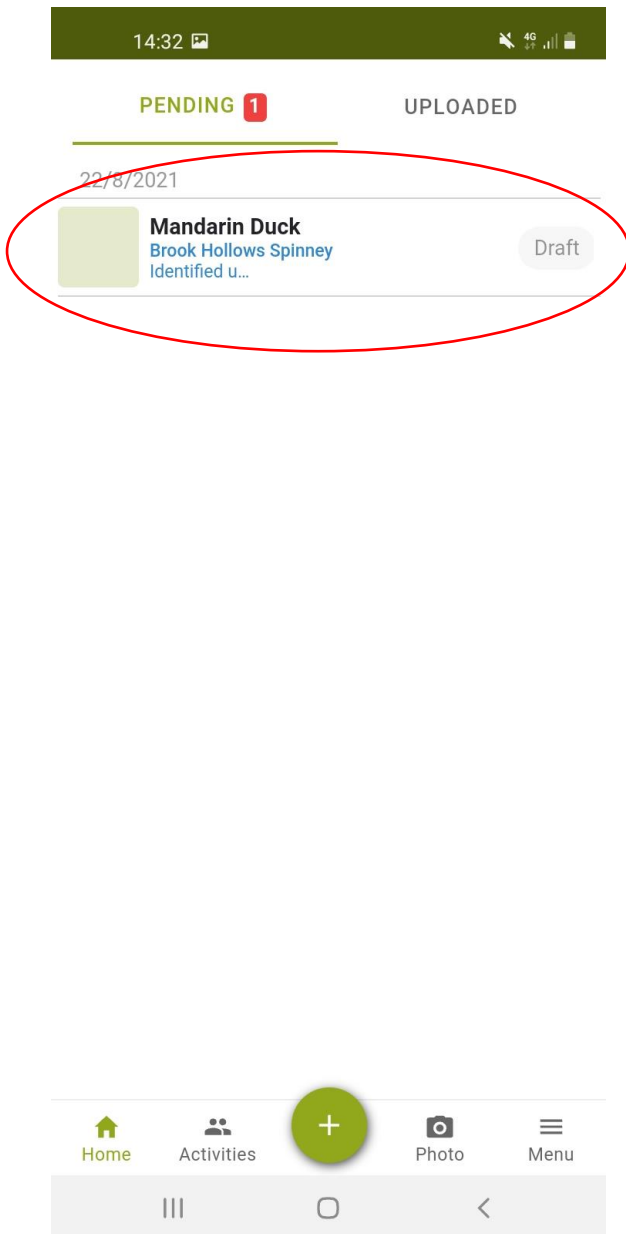


## **Step 6.**

As you begin to type, the app will automatically start to suggest species with the text you enter.

As you'll see, the second from top suggestion is the species I want to enter, so tap on the suggestion that matches.

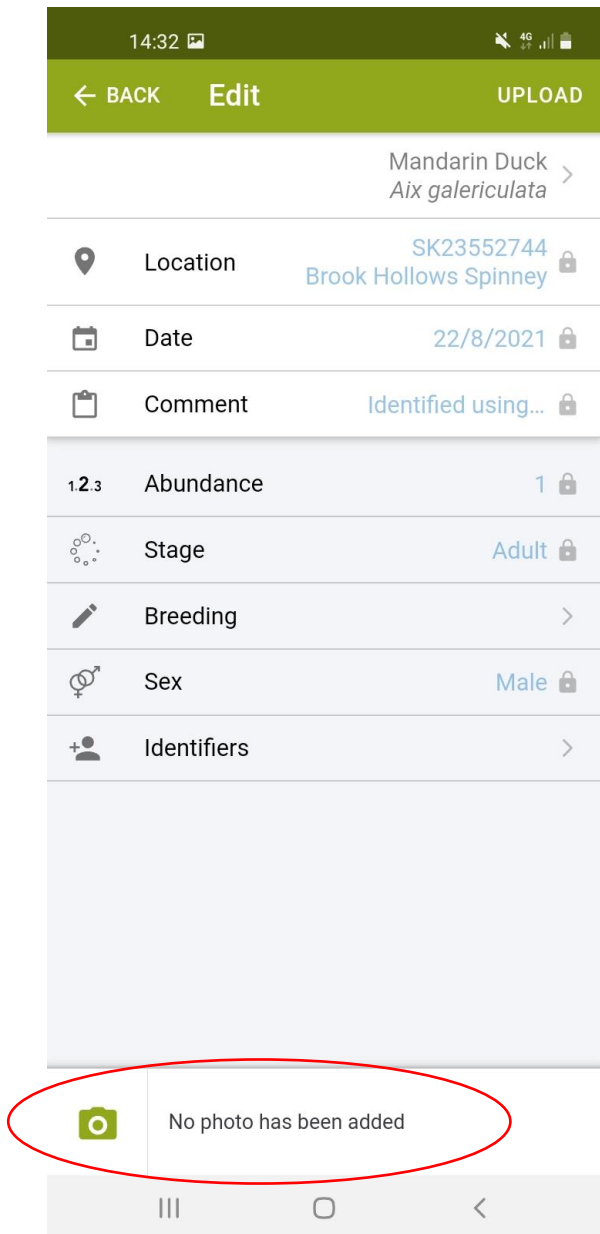
# USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



## **Step 7.**

Once you tap on the species, the app will automatically take you back to the home screen with your record in a draft format.

Tapping on your record will open a screen showing the fields you can update, see Step 8.



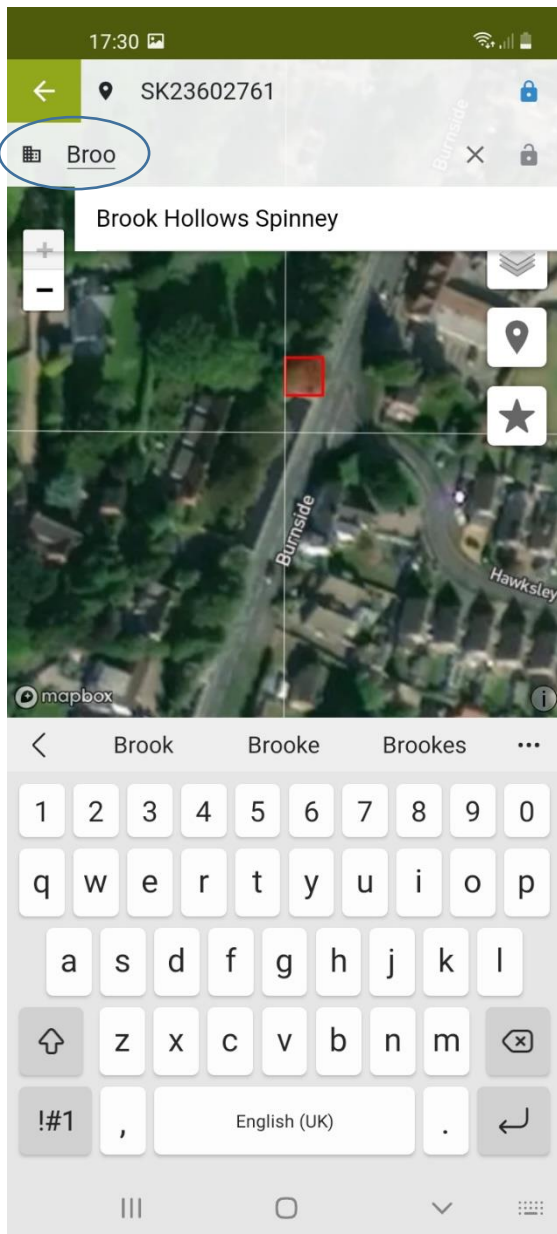
## **Step 8.**

The next screen you see should look like this, these are the fields of information you can update.

Working from top to bottom, the location is the next field you can update.

Adding a picture is covered in step 14.

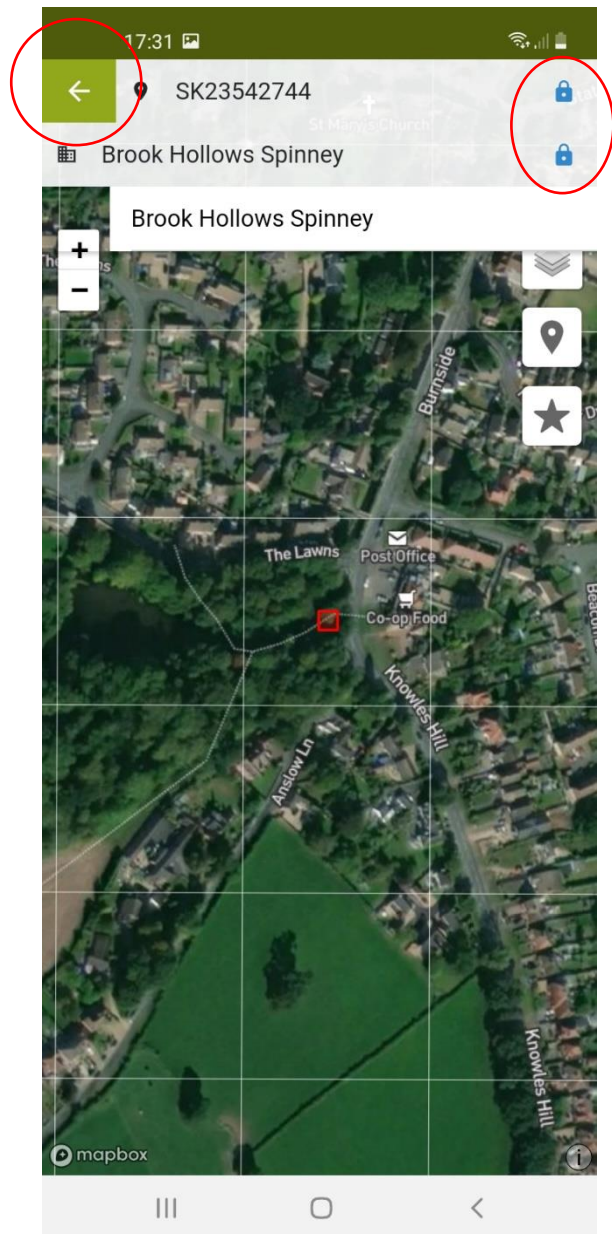
## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 9.**

When you tap on the location, the app will automatically remember where you last entered a location but that may not be where you want it to be.

You can update the location by typing it in at the top of this screen as you'll see from this image, or you can physically change it on the map by tapping on the map to the point where you want the record to indicate the species was found.



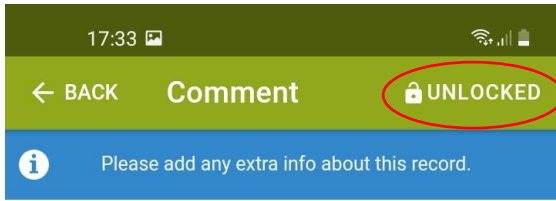
### **Step 10.**

Image showing updated location.

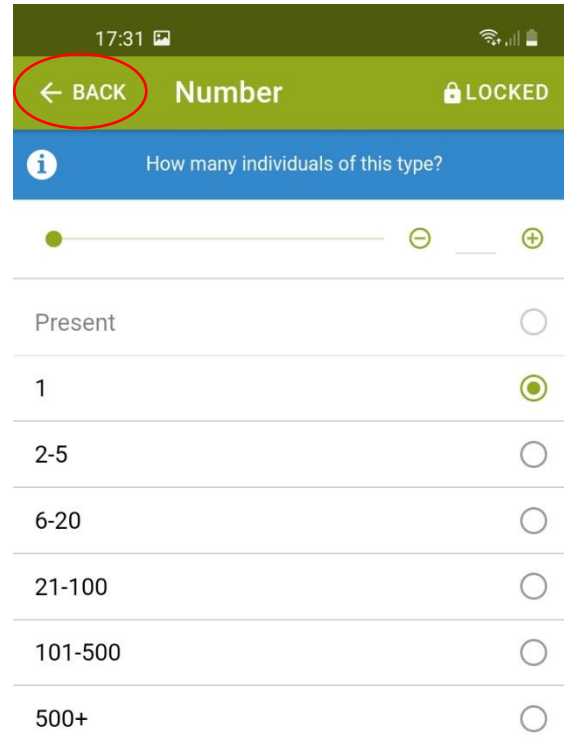
It's important to remember that when you change a record, tap the padlock icon at the top of the screen that will change it from showing as green and unlocked, to blue and locked as in this image. Doing so indicates that you have finished updating this particular field. Don't worry if you need to make a change to this same field, you can simply tap the blue padlock to unlock it and make any changes you want before locking it again.

Once done, tap the white arrow in the green box.

# USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



Identified using Google Lens.



## **Step 11.**

Tapping the white arrow in the green box will take you back to the screen where you can update information fields, see Step 8.

The next field down is the date that will automatically default to the current date. If you need to amend it if, for example, if you're entering a record from a couple of days previously, simply tap on the date to unlock it and change it to the date you noticed the species in question, (process not shown here), then tap on the padlock to confirm the change. This image shows me adding detail I want to include.

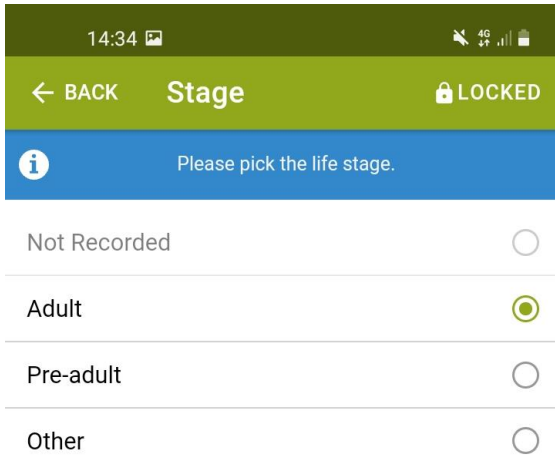


## **Step 12.**

Again, here I've tapped on ←Back to go the Home screen, and here I'm editing the quantity of the species identified, in this case it's 1.

Tap ←Back to get to the home screen.

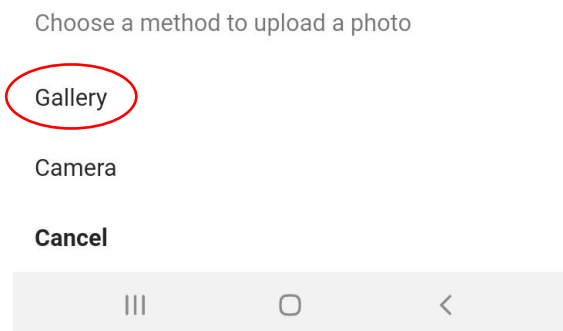
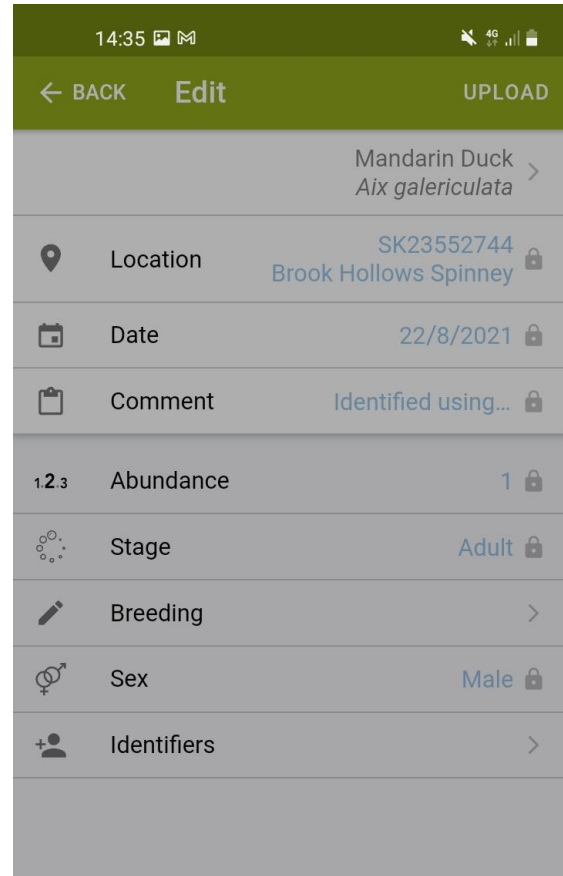
## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 13.**

As per steps 11 & 12, I've gone back to the home screen, tapped on a field to update it and am entering the information I want to record.

Again, in all cases, remember to lock the padlock once you're happy with the information you've updated.



### **Step 14.**

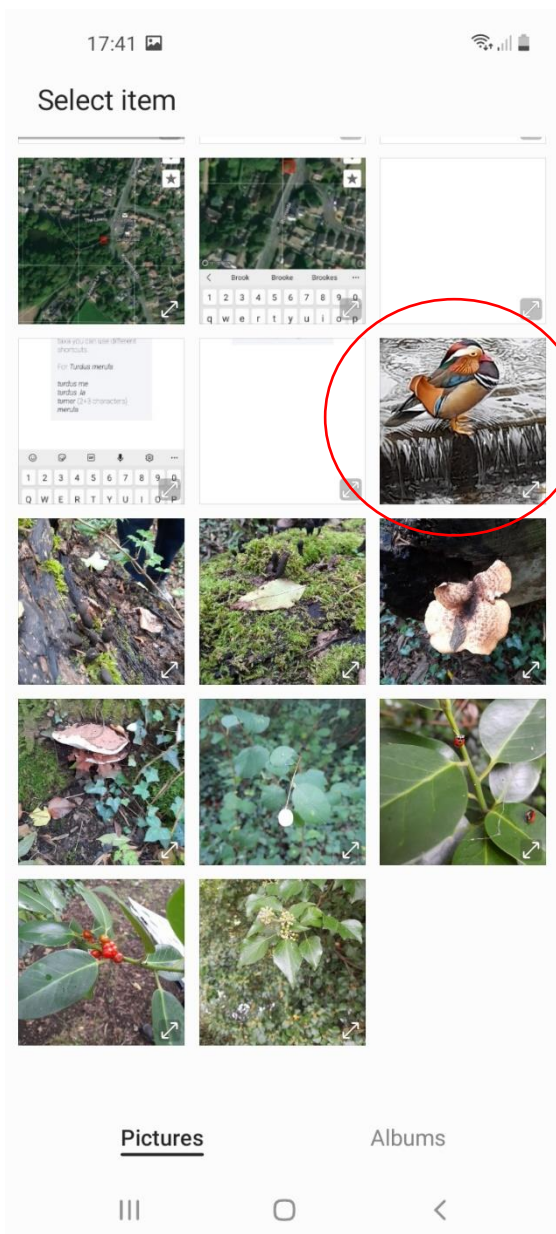
Adding a picture is done from the screen where you can update fields.

Tapping on the green camera icon, (please refer to step 8), will open up a screen like this. The app will ask you where you want to add the picture from, either from your camera if you're adding a picture then & then, or from your phones picture gallery if doing it after the event.

In this case I'm adding from my gallery, move to Step 15.

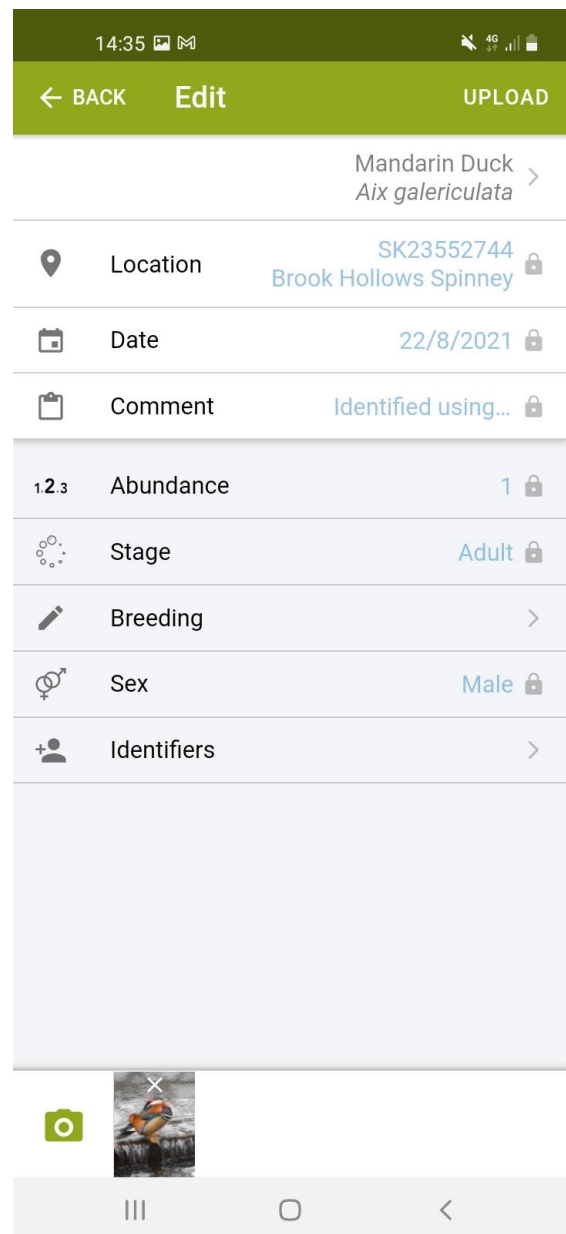


## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 15.**

Adding a picture from your phone's gallery will open a screen similar to this. Simply tap on the picture you want to use and the app will automatically add it to your record.



### **Step 16.**

This is how your record should look before you tap upload. It's best to make sure the padlock symbol is showing as locked for any fields you've updated otherwise your record won't upload.

Tap upload and move to Step 17.



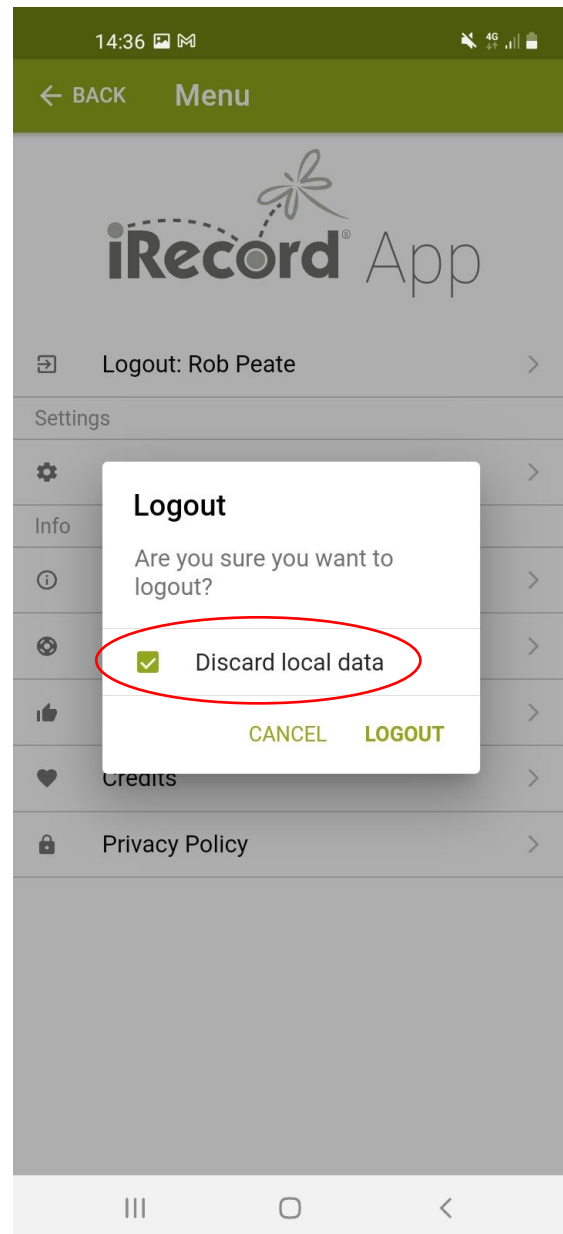
## USING THE IRECORD APP TO UPLOAD SPECIES INFORMATION



### **Step 17.**

This is the home screen that will show you all the records you've uploaded once complete. An independent expert in the particular species then verifies each of the records before it's entered onto the wider database of information.

If you want to log out of the app at this stage, tap on the 3 horizontal lines above the word Menu that will take you back to the screen shown in step 3, and simply tap log out to confirm.



### **Step 18.**

When logging out, if you leave the tick in the green square next to the text "Discard local data", when you next log in to the app, your previous records won't show albeit they will still be stored on the wider database.