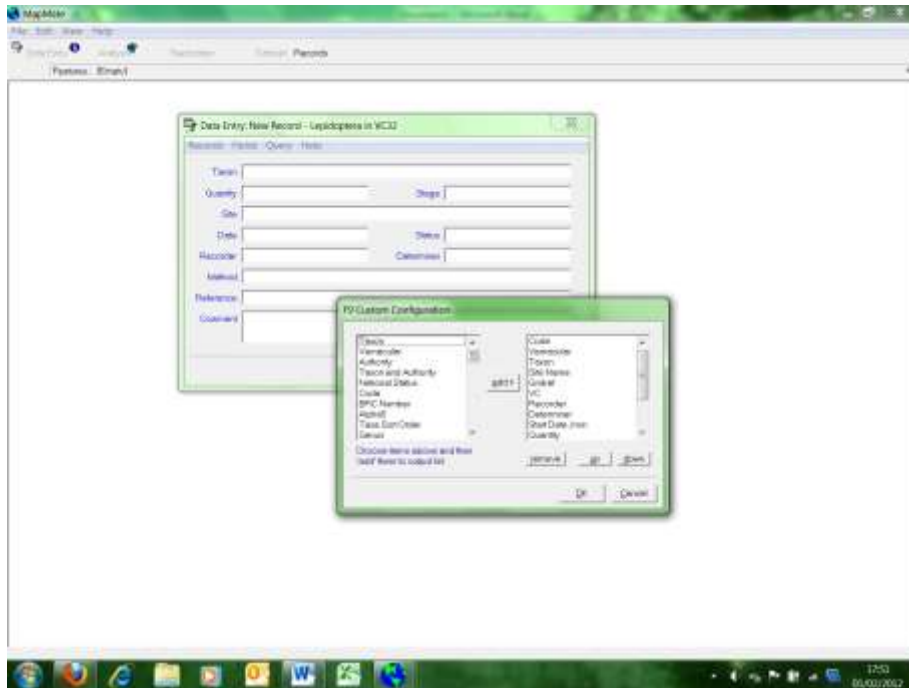


Guidelines for exporting records from MapMate for submission to County Recorder

Before any exporting of records, you will need to set up a Custom Query. This is a simple process, and only needs be done once.

- Open MapMate
- Open “Data Entry” box from the top menu bar
- Click Query
- Click “Configure F9 custom query”. This brings up a dialogue box – see screenshot below:

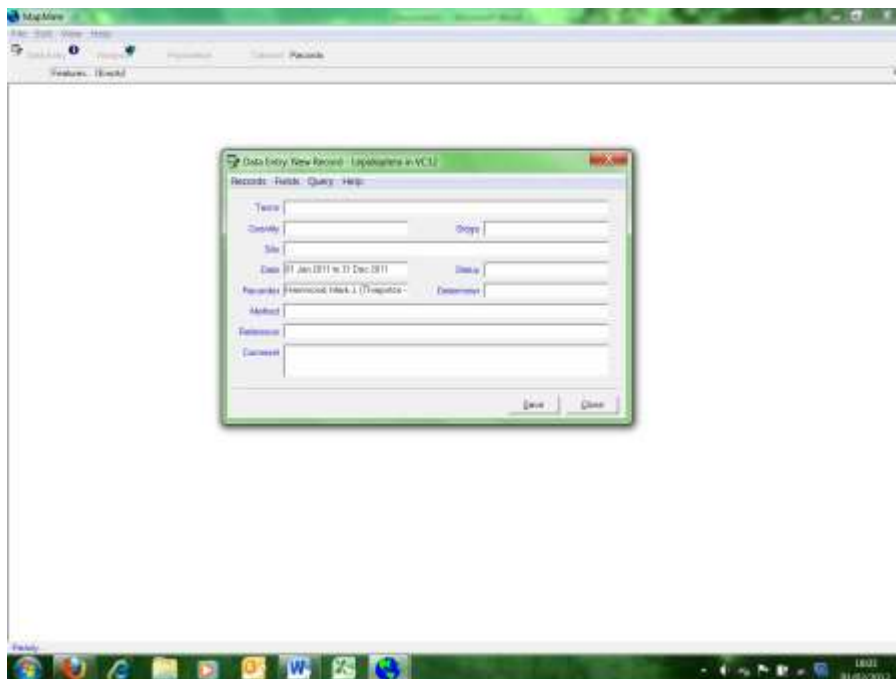


- The right hand box will be empty when you first do this. Click on each parameter in the left hand box and click “add” to send to the right hand box. Parameters required should be in this order:
 1. Code
 2. Vernacular
 3. Taxon
 4. Site Name
 5. Gridref
 6. VC
 7. Recorder
 8. Determiner
 9. Start Date / mm
 10. Quantity
 11. Method
 12. Sex
 13. Stage
 14. Status
 15. Comment
- Click “OK” to close the dialogue box (this will leave the Data Entry box open)

This has now told MapMate what parameters you want to export when you run a Custom Query. So now you are ready to access your records.

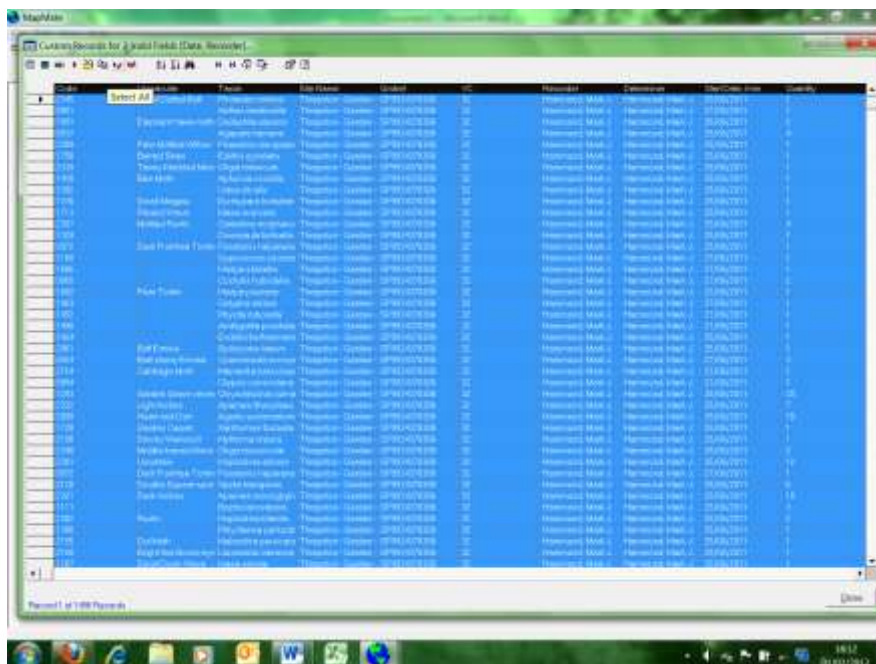
- In the Data Entry box, enter the year in the date box and hit “return”. If you enter e.g. 2011, MapMate will automatically fill the box with dates 1st January to 31st December

- Put your name in the Recorder box and press “return”
- Now press F9 to run the Custom Query (see screenshot below):



MapMate will generate an output with all your records for that given year. (NB: you can enter other parameters into the other boxes, for example – site; this will simply narrow the query further. This may be useful if you also record away from your usual garden situation).

- Click on the “Select all” button at the top of the MapMate screen – all your records will become highlighted in blue. This looks like an arrow adjacent to a tick: >✓



- Click the “Save selection” button at the top of the MapMate screen (looks like a folder icon – see below), and save the file to somewhere memorable on your computer.

