Guidance for County Moth Recorders

MapMate Sync
to the
National Moth Recording Scheme
(NMRS)

Version 2

MapMate Sync to the
National Moth Recording Scheme

Introduction

- This document is aimed at MapMate users.
- **Spreadsheet users**, please refer to the document "Submitting Spreadsheets to the National Moth Recording Scheme (NMRS)".
- **Recorder 6 users**, please refer to the document "Recorder 6 Exchange to the National Moth Recording Scheme (NMRS)".

<mark>The MapMate Centre Unique Key (CUK) for the NMRS is **2f6**.</mark>

> **For macro-moth data submissions,** the preferred method for receiving MapMate data is via a 'Normal' SQZ sync file.
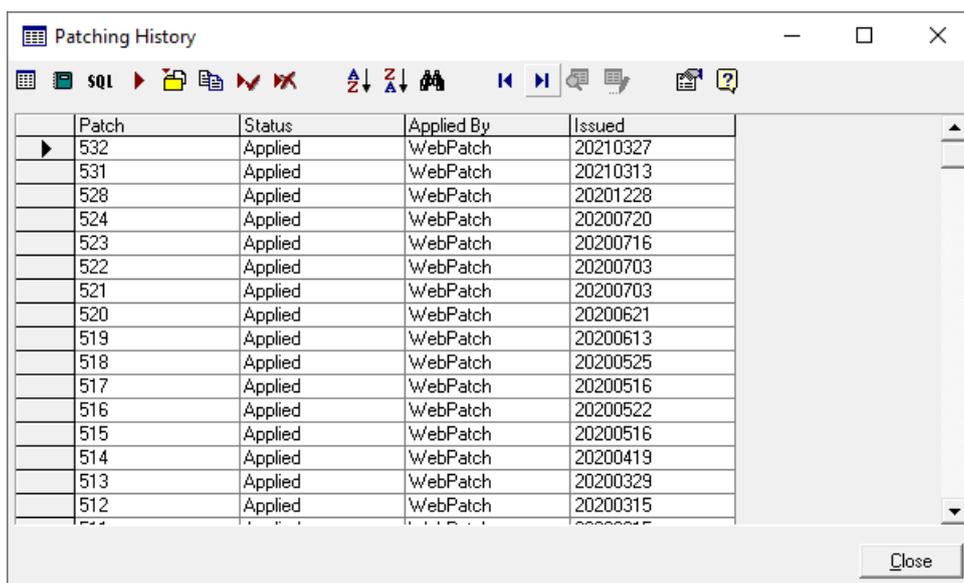>
> **For micro-moth data submissions,** a complete refresh remains the preferred method, ideally spawned and sent separately.

- Please transfer sync files via the MapMate Web Server using MapMate Replicator.
- If it is not possible to transfer via the MapMate Web Server using MapMate Replicator, please forward:
  - via an email attachment.
  - via a secure FTP file transfer website (e.g. We Transfer.)

Important! Please ensure your MapMate software and Lepidoptera taxon dictionaries are up-to-date, otherwise there may be problems synchronising your data! At the time of writing the latest patch to keep the Lepidoptera taxa table up-to-date is 532.

The required patches which must be installed are as follows: 487 (system patch); 492 (system patch); 495 (full taxon revision); 496 (system patch); 498 (system patch); 505; 506; 507, 510, 512, 513 (system patch), 521, 524 (Important revision), 528 (system patch), 531 and 532.

To check these patches are installed: Open the MapMate Analysis Browser, navigate to Database info and run Patching History.

Complete refresh or full sync

A complete refresh or full sync of all records in your database will be considered under extenuating circumstances. Such circumstances include:

- Wholesale edits of the database e.g. new CMRs often undertake a thorough 'spring clean' of county datasets when they first take up the role.
- New historical (i.e. pre-2017) records have been added but cannot now be identified.

In all cases, please contact Les Evans-Hill to discuss.

Hidden control characters in the comment field

As part of our data validation checks, all MapMate sync files are checked for hidden characters and unfortunately most datasets contain these characters. They can manifest themselves in any user-editable data field (i.e. site name, recorder name, method, comment); however, the comment field is by far the most affected data field.

It is now possible to fix this issue relatively easily at source; however, this requires some technical knowledge of MS SQL Server.

Firstly, and most important, take a backup of the MapMate database or take copies of the RECORDS.MDB, REFERENCE.MDB and SITES.MDB files.

The RECORDS.MDB, REFERENCE.MDB and SITES.MDB tables are imported into an MS SQL Server database; an SQL report is run that looks specifically for affected data fields and replaces the hidden characters with a space or other character such as an underscore '_' as required. The tables are then imported back into their respective MapMate MDB files and that's it, apart from checking the data are as expected!

On request, this process can be undertaken by the NMRS for CMRs; however, although this has been tested on MapMate datasets without any issues, there is no warranty on the results of the process.


Under exceptional circumstances, when a recorder forwards to their CMR an Excel spreadsheet, the data may contain in fields to the right of the comment field unwanted 'control' characters such as Tabs which are not obvious.

When Excel saves to a Tab-delimited text file for import into MapMate, it saves the Tab characters along with the data. While this has no affect on the data import, when the data are subsequently exported again to a Tab-delimited test file and opened in Excel, the data will be corrupted as every Tab character is taken by Excel to move to the next cell to the right which has the undesired affect if splitting data over many cells.

An easy way to check if a spreadsheet may contain unwanted characters or disjointed data outside the main data table is to do the following:

- Open the spreadsheet.
- Press Ctrl/End – this will take you to the bottom right-hand corner of the data.
- If the cell highlighted is over last column of the last row, the spreadsheet is clean.
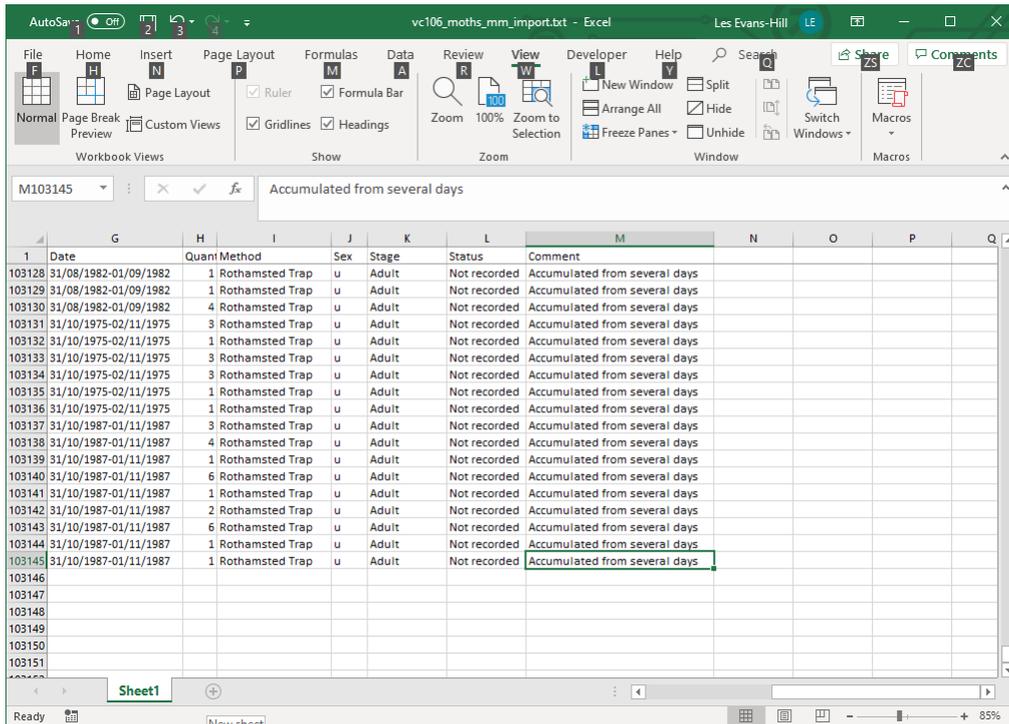
- If the cell highlighted is anywhere below and/or to the right of the last record, the data may contain hidden characters, or they may contain disjointed data which will need to be either inserted into the correct columns. Once completes, press Ctrl/End again to recheck.
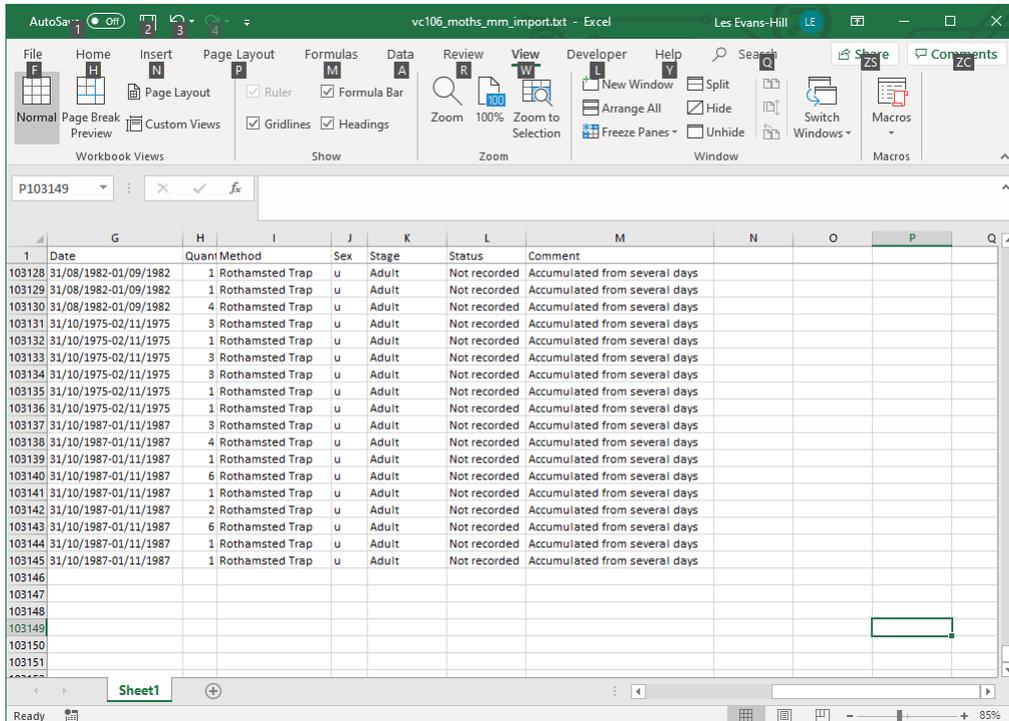
How to Sync your data to the NMRS database.

Further details may be found on the MapMate website
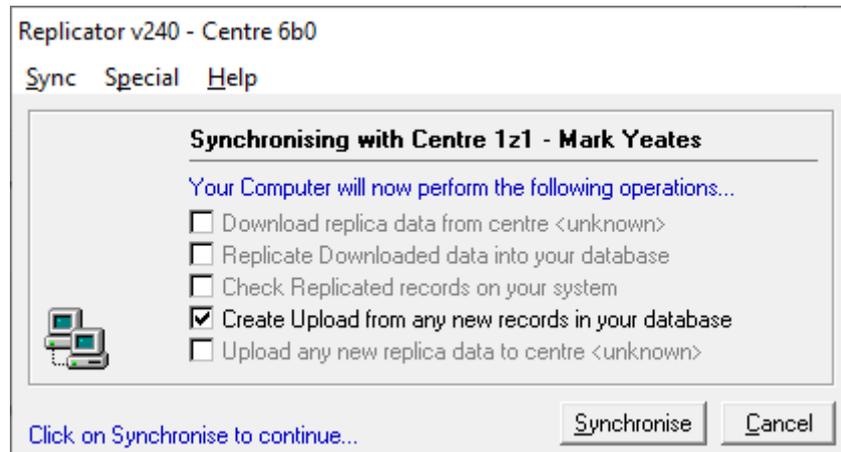http://www.mapmate.co.uk/resource/mmp002.htm.

The Replicator.

The Replicator manages all data exchanges.

- To open the Replicator click on 'Replication' in the toolbar. Or, you can choose View ➔ 'Replicator...' from the menu.
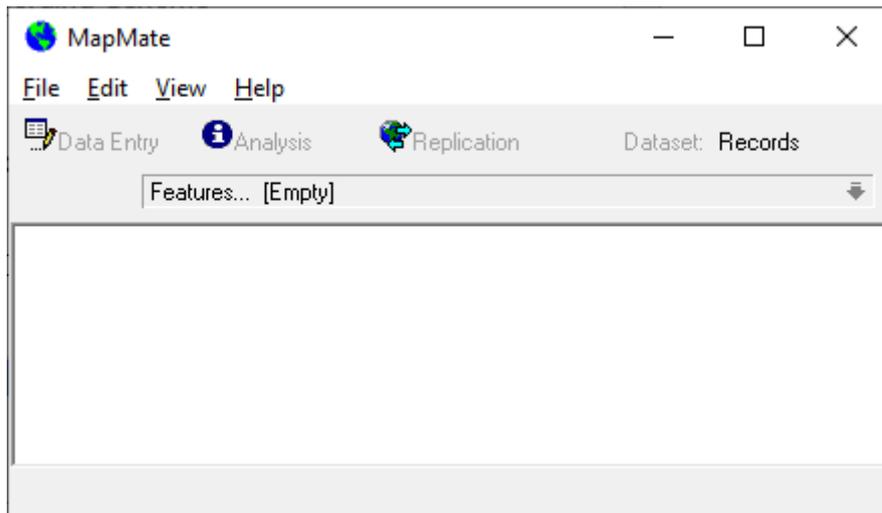
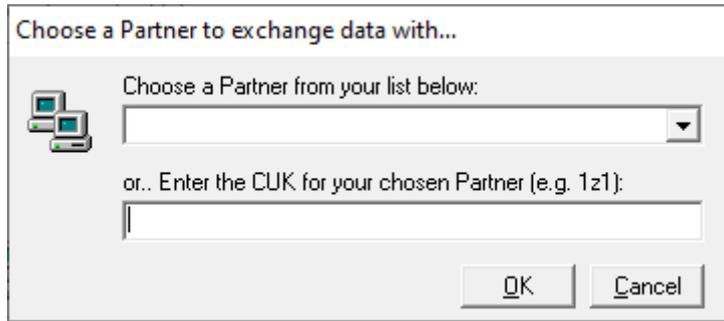The Replicator Screen will open and look something like this...

Identify the NMRS as the Partner CUK

The next step is to identify the NMRS as the Partner CUK.

- Choose Sync ➔ 'Change Default Partner' from the menu

You will see the following dialog:

- If you have previously synchronised with the NMRS, select '2f6' from the drop-down list at the top and click OK. If you are synchronising with the NMRS for the first time, enter '2f6' in the box at the bottom and click OK.

The Replicator will now show that it intends to 'synchronise' with the NMRS.

- If you have synchronised with the NMRS before, the heading should say 'Synchronising with Centre 2f6 – Butterfly Conservation', otherwise it will say 'Unknown'.
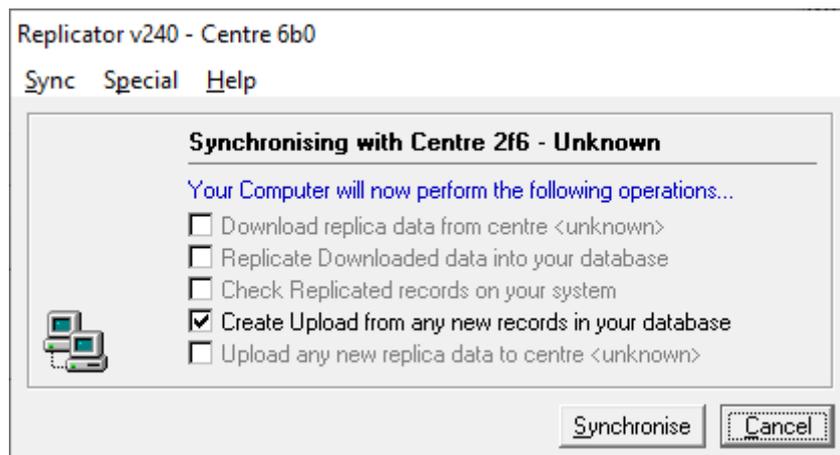
Setting Filters

MapMate released Patch 513 on 29 March 2020 and includes a one-time filter to export all moth records dated between 1 January 2017 and 31 December 2019; however, if you wish create your own filter and not download the patch, here is the process to create it as per the patch:
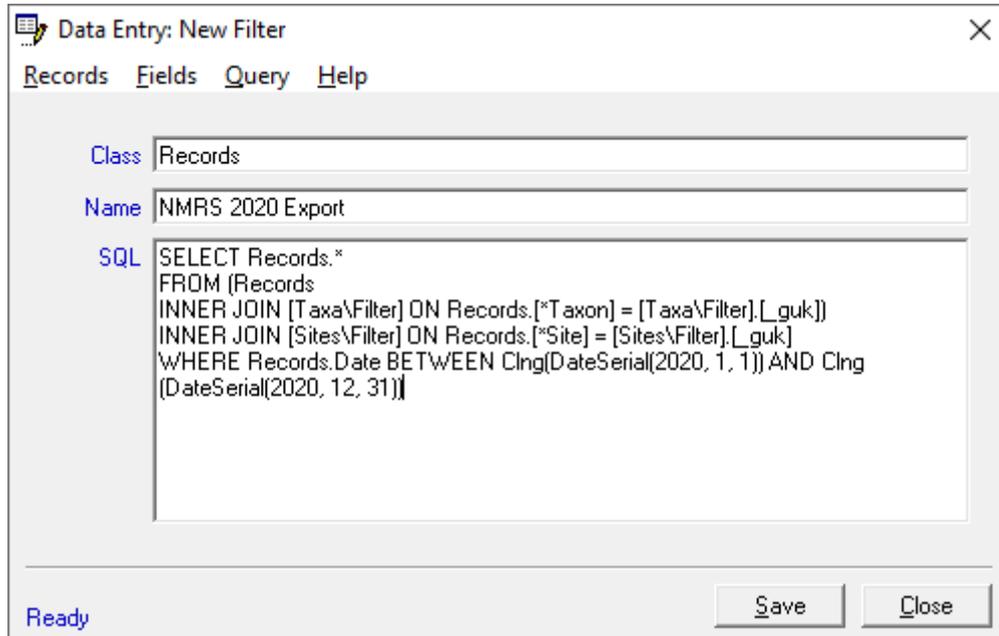
- Click on 'Data Entry' in the toolbar.
- Choose Records ➔ 'Add New' from the menu.
- Select Filters ➔ OK.
- In the Class dialogue, type 'Records'.
- In the Name dialogue, type 'NMRS 2020 Export'.
- In the SQL dialogue, copy and paste the following exactly:

```
SELECT Records.*
FROM (Records
INNER JOIN [Taxa\Filter] ON Records.[*Taxon] = [Taxa\Filter].[_guk])
INNER JOIN [Sites\Filter] ON Records.[*Site] = [Sites\Filter].[_guk]
```

WHERE Records.Date BETWEEN Clng(DateSerial(2020, 1, 1)) AND Clng(DateSerial(2020, 12, 31))

- **Important:** Check the code is the same as copied from this document and not corrupted by the copy & paste process, otherwise it may not work as expected.
- Save the new filter.

Setting the filters

- To set this new or other filters, from the Replicator, choose Special ➜ 'Set Filters...'
- For 'records', choose 'NMRS 2020 Export' or your usual default filter for synchronising with the NMRS.
- For 'sites', choose your VC or VCs of interest.
    - If you have more than one VC of interest that covers a single modern county and there is not a filter that covers this (e.g. 'VC1 and VC2' for Cornwall), please contact Les Evans-Hill who will forward instructions how to create a filter.
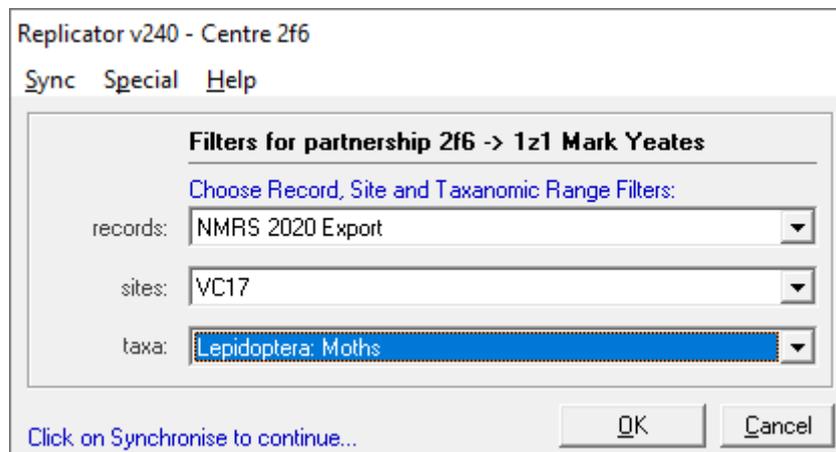
- For 'taxa', select:
    - 'Lepidoptera: Moths' to sync macro- and micro-moth records.

- o 'Lepidoptera: Macro-moths' to sync macro-moth records only.
  - o 'Lepidoptera: Micro-moths' to sync micro-moth records only.
- Click OK.

We need to reset the sync record with Centre 2f6.

- If there is a dialogue notifying you about doing a 'Reset Sync Record' from the Special menu, click OK and then go to Special ➜ Reset Sync Record and press OK.
- If there is no dialogue, go to Special ➜ Reset Sync Record and press OK.

Synchronise

We are now ready to 'synchronise'. Just click on the Synchronise button.

Whist the replicator is preparing data to send, progress is shown in the status bar:

When your Sync File is ready, Replicator will show you it is done and display an information window saying how many records are included in this sync.

The '**To Do**' list will show - for now just **Cancel** this and go on to the 'Sending your Sync' step below. The 'To Do' list is a list of reminders and can be accessed at any time from the Sync menu ➜ 'Show To do List'.

If you send your file as described below it will be automatically removed from your 'To Do' list for you. You can also double click an entry to go straight to the next step below (to send your sync).

Sending your Sync

MapMate provide a Web Server dedicated to fast transfer of sync files between users - this is a free service. Each user has a 'post box' and you post your file to their box. If both you and the recipient are registered at the website UserZone, a message is sent automatically informing them that you have just posted a file. Otherwise, an email will suffice.

- To post your file use the Sync ➜ 'Send Sync File' ➜ 'To Web' menu:
- To upload any file just tick the box beside the file name (or names) and then click on the Upload button.
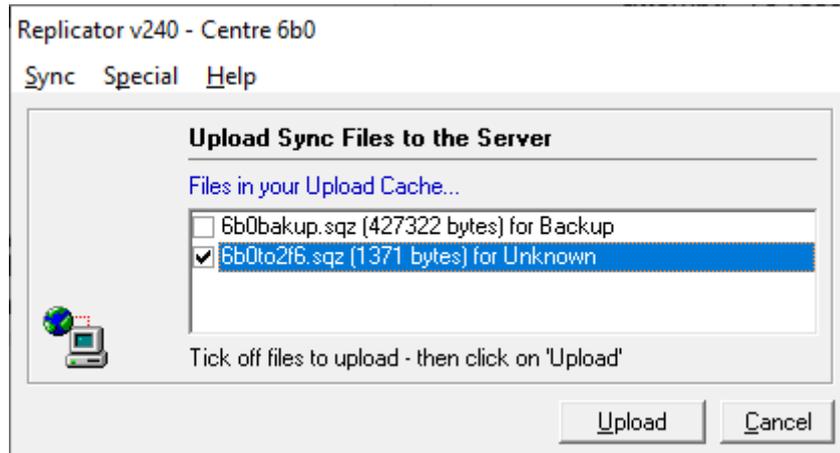
In the event a MapMate sync fails…

For some MapMate users, the sync process for many reasons may not work. In this situation the only way to export data is via an SQL Report. The following SQL report will export your database between two defined years (ignoring defaults):

- Open Analysis, select User queries ➜ <new user query>.
- Type 'Browse all Records to Import <year> to <year>' and click OK.
- Copy & paste (overwriting the current contents) the following SQL exactly:

SELECT Records.[_guk] AS GUK, [Taxa\Default].Taxon, [Sites\Default].Name AS Site, [Sites\Default].OSGridRef AS Gridref, IIf([Sites\Default].ViceCounty>200,'H' & [Sites\Default].ViceCounty-200,[Sites\Default].ViceCounty) AS VC, Recorders1.Name AS Recorder, Recorders2.Name AS Determiner, IIf([Records].DateTo=[Records].Date,Format([Records].Date,"dd/mm/yyyy"),Format([Records].Date,"dd/mm/yyyy") & "-" & Format([Records].DateTo,"dd/mm/yyyy")) AS [Date], Records.Quantity AS Quantity, Methods.Method, Records.[*Sex] AS Sex, TaxonStage.Stage, RecordStatus.Status, Records.Comment

FROM (((((((Records LEFT JOIN [Taxa\Default] ON Records.[*Taxon] = [Taxa\Default].[_guk]) LEFT JOIN [Sites\Default] ON Records.[*Site] = [Sites\Default].[_guk]) LEFT JOIN Methods ON Records.[*Method] = Methods.[_guk]) LEFT JOIN Recorders AS Recorders1 ON Records.[*Recorder] = Recorders1.[_guk]) LEFT JOIN Recorders AS Recorders2 ON Records.[*Identifier] = Recorders2.[_guk]) LEFT JOIN TaxonStage ON Records.[*Stage] = TaxonStage.[_guk]) LEFT JOIN RecordStatus ON Records.[*Status] = RecordStatus.[_guk]

WHERE Year([Records].[Date]) >= val([Enter the starting year]) AND Year([Records].[Date]) <= val([Enter the finishing year])

ORDER BY [Records].DateTo, [Sites\Default].OSGridRef, [Taxa\Default].Code;

- Run the new query.
- Save the results and forward the TXT file to the NMRS.

In all instances, if there are any queries whatsoever, however big or small, or errors in this document, please do not hesitate to contact Les Evans-Hill, Senior Data Manager, via email levans-hill@butterfly-conservation.org or telephone 01929 507015.

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