

Environmental Record Centre for Cornwall and Isles of Scilly

## Biological Recorders Guide to ORKS



Online Recording Kernow and Scilly  
[www.ORKS.org.uk](http://www.ORKS.org.uk)

.....all you need to know about ORKS and our ORKS Recording Group Service

ERCCIS launched online recording for Cornwall and Isle of Scilly in 2013 and has received a warm welcomed by local recorders and wildlife enthusiast across the county.

[www.ERCCIS.org.uk](http://www.ERCCIS.org.uk)

Here you can find out more about the **ORKS** and our **ORKS Recording Group** service and how it can work for you.

## ERCCIS

Here at ERCCIS we encourage everyone to submit wildlife records, whatever your level of experience and however common or widespread you think a species is. It is important to record all species from the common and easily recognisable ones to the rare and or protected. Your records will help improve our understanding of the natural history of Cornwall and the Isles of Scilly, as well as help to inform decision-making, education, research and other public benefit services.

## ORKS

Naturalists across the UK are increasingly using online recording systems. To facilitate this growing online recording community ERCCIS launched Cornwall's official wildlife recording website, ORKS, in early 2013. The aim of ORKS is to make it easier for wildlife sightings to be collated, checked and made available to support research and decision-making locally. The new site is designed to enable anyone to record sightings of wildlife they have seen in Cornwall or on the Isles of Scilly.

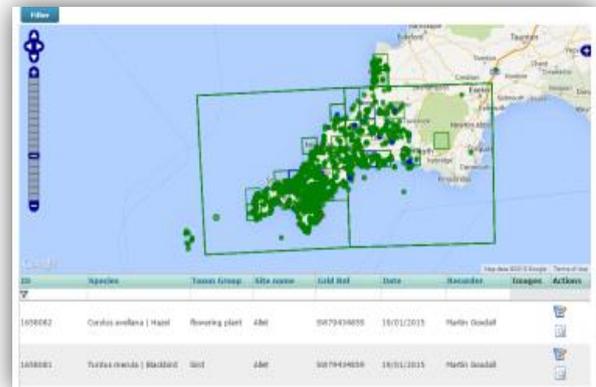
*ORKS is based on Indicia, a nationally supported system and facilitates data easy sharing both locally and nationally.*

## ORKS Features

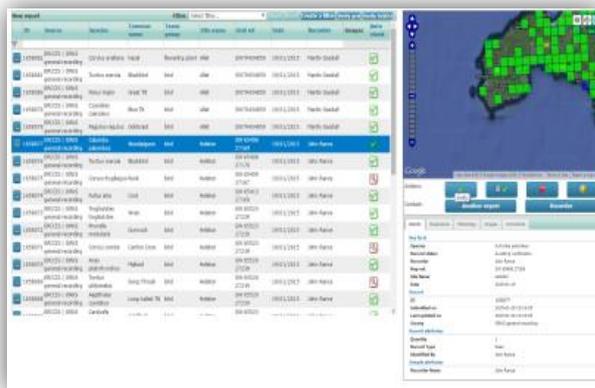
### Easily input sighting including photos



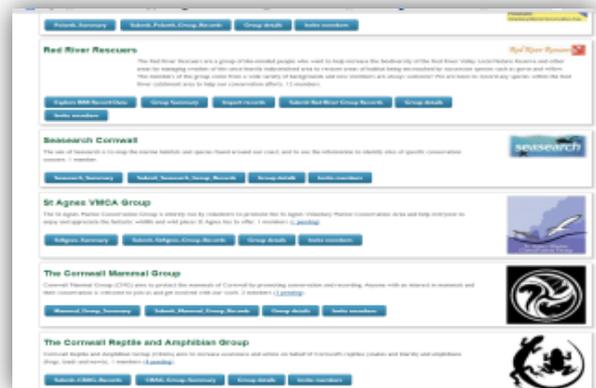
### Explore sightings



### Help with Verification



### ORKS for local groups



## Using ORKS

To see all that ORKS has to offer, we recommend setting up an **ORKS account**. You can use ORKS as a general user without having to log in, but you will not be able to access the full features of the website.

### General users

Anyone can use ORKS can still the basic pages of ORKS, without having to sign in



- **Home page** where you can Sign In or Register
- **Submit One Record**
- **Submit Many Records**
- Read through our **FAQ's** for help!

This maybe all you need, but we have more to offer....

### Creating an ORKS account

When you decide to create an account you will be asked for your basic contact details, your preferred username and password, it's as easy as that.

*(Don't worry all of your personal information is held internally, it will not be passed to any third party and will only be used to contact you in relation to your submitted wildlife sightings)*

ORKS members have access to more information and features to help with recording wildlife

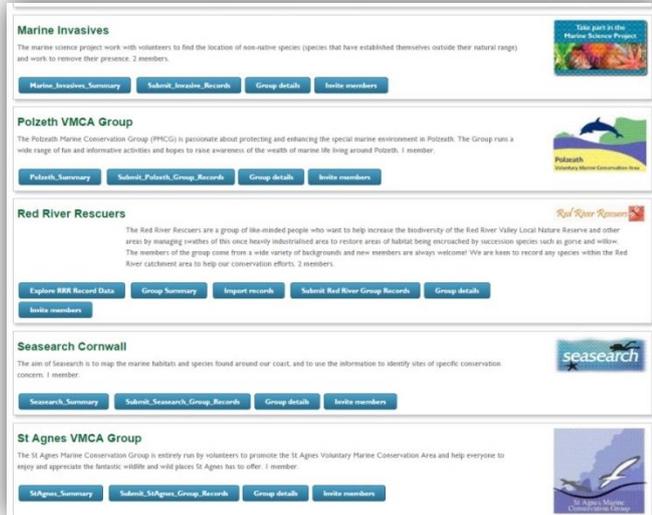


To register, you will be asked for your name, desired username and password, email contact and to agree to the ORKS Terms of Use.

You will then be able to see everything above, plus....

- **Explore** the wildlife sightings submitted to ORKS by others through interactive maps and table of sightings
- Set up and Join various **Recording Groups**
- Short cuts on the **submit records forms**
- View the photo **gallery** Browse through the **Species occurrence maps** Keep up to date with verification using our **notifications** facility

## ORKS Recording Groups



Local recording and wildlife interest groups in Cornwall and Scilly are invited to use the ORKS Recording Groups feature.

You can have a mini ORKS site for your group, which allows you and your members to submit, share and view wildlife sightings by your group.

You can allow access to the group for just your members or the public, and add, explore, verify and display your wildlife records.

**You** control the records within your

group!

## Setting up an ORKS Recording Group

Your group has full control on how your group is set up. There are a number of functions available to recording groups, you can opt for.

- We can create a **bespoke recording form** for you, if your group collects specific species data.  
*ERCCIS can set up nearly any recording form for you. First decide in your group what information you want to capture. Then discuss with ERCCIS*
- You can make **sensitive records** 'blurred' so the details of the sighting are only visible to members of your group and ERCCIS staff.
- You can control who can join your group and who is administrator
- You can choose from a number of features for your ORKS group  
*\*more information about this can be found in the form below*



Explore [www.ORKS.org.uk](http://www.ORKS.org.uk) and discover what it can do for you

**Fill out the form below, send it back to us ([ORKS@cornwallwildlifetrust.org.uk](mailto:ORKS@cornwallwildlifetrust.org.uk)) and we can start creating your ORKS Group**



# Online Recording for Kernow and Scilly

## Recording Group Setup Form

What would you like your group to be called?

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How visible would you like your group?

*This setting can be changed on request at any time.*

This setting allows you to control who can join your recording group.

If you set as 'Anyone can join without approval' this allows people to join without any delays but it means you have no control over who submits or views records submitted into your ORKS recording group.

'Membership by invitation only' is the most secure level available for recording groups, but this would mean anyone who is not a member would not see your group in the Groups listing page on ORKS, until they have been specifically sent and accepted an email invitation sent by existing group members or administrators.

We recommend the 'Anyone can request membership, but administrator must approve' option, this allows anyone to request membership easily but membership would be approved or declined by the group administrators.

Please tick one

Anyone can join without needing approval

Anyone can request membership, but administrator must approve

Membership by invitation only

Would you like records marked as 'Sensitive' to be visible at full resolution to members of your group?

In order to minimise the possible impact of disturbance on all, but especially rare and/or sensitive species, records submitted to ORKS can be marked as sensitive and 'blurred' for public viewing. This setting allows you to submit full record details but ensures that the resolution is reduced and the site name and grid reference are not visible on the public website.

Recording groups have the option to view sensitive records either at the full resolution or at the blurred resolution. (If your group is open to everyone (options above), this option will be set to 'No' as default).

Yes

No

Who would you like to set up as Administrators for the group?

These are people who would have membership approval and administration capability for the group.

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## What facilities would you like for your group?

- Default**    **Group Summary** – a summary of the data uploaded to your ORKS group
- Default**    **Submit records** – a data submission form for sending records to your ORKS group. You can opt for a standard recording form or request a unique form tailored to your needs
- Default**    **Invite members** – allow you to easily send an invitation to the group via email
- Explore recording group data** – where you can see tables and maps of the records submitted to your group
- Weekly verification** – shows you a graph of how many of your groups records have passed verification or queried per week
- Incoming records** – shows you a graph of the number of records submitted to the group per week
- Upload Records** – the ability to upload a csv file of records. This is done by sending your csv file to ERCCIS and we will upload the records for you

## Would you like a customized form for submitting records?

By default recording groups are set with the default 'Submit Many Records' form on ORKS – this form can be seen on the 'Submit Many Records page of the ORKS website'. If your group required a customised form please tick below and provide the contact details for the best point of contact so this can be discussed with the ERCCIS Data Officer, Niki Clear

- Set form as the default 'Submit Many Records'
- A customised form is required (please provide contact details below)

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## Your group Logo

Please send a logo for the group to [ORKS@cornwallwildlifetrust.org.uk](mailto:ORKS@cornwallwildlifetrust.org.uk)

## Are you happy to follow ERCCIS record validation and verification process?

- Yes

This will involve an automatic check of species and will flag records which require some thought and experience to verify. Each record is checked by ERCCIS staff and may require communication with the recorder.

It's **important to note** that anyone can submit records to your group without having to be signed into have an ORKS account. But for the full benefit of being a member of the group each member would have to set up an account with ORKS and be signed in while using the website.

Please return this form to The Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS), Five Acres, Allet, Truro, Cornwall, TR4 9DJ  
Or email to [ORKS@cornwallwildlifetrust.org.uk](mailto:ORKS@cornwallwildlifetrust.org.uk)