



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

# User Guide

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.

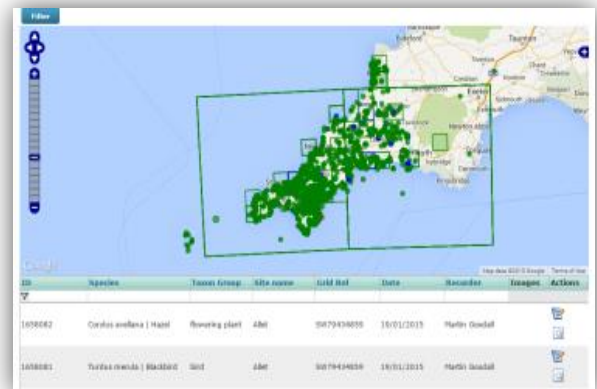
*ORKS is based on Indicia, a nationally supported system and facilitates data easy sharing both locally and nationally.*

## ORKS Features

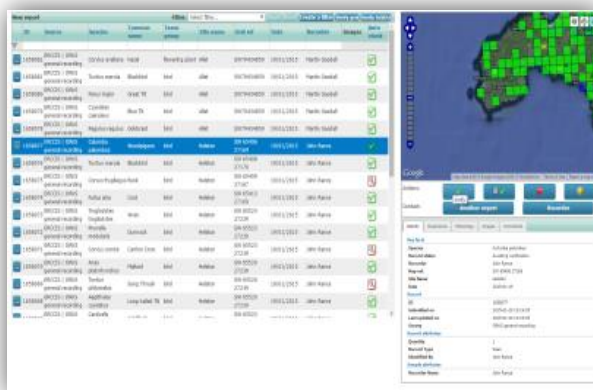
### Easily input sighting including photos



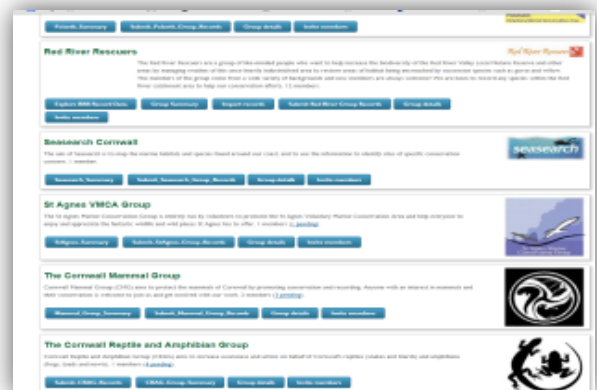
### Explore sightings



### 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 (not logged in)

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!

### 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

### How to register

- Visit [www.ORKS.org.uk](http://www.ORKS.org.uk)
- On the left side, click the link 'Register on ORKS'
- Fill out the form and follow the instructions
- An email will be sent to your email address you use to register when you've submitted your form to complete your registration. If you don't see this email within 5 to 10 minutes, please check your 'Spam' / 'Junk' folder in your email account.

## Submitting records

Whether you're submitting a single sighting or records from a site survey, we have specific forms for you to make sharing records easy. You can submit records without logging into your ORKS account

**Submit single record** - easy to use form for entering a single sighting of a wildlife species

**Submit multiple records** – tabulated form which allows you to enter sightings of multiple species at a single site on a single day (i.e. a recording or monitoring survey)

## How to submit a record

Depending on whether you want to submit a sighting of a single species at a location during a single day or many you can use the appropriate Submit form

- Fill in **your name and contact information** where requested, if you are signed in this information will already be filled in for you. The 'Recorder Name' should be in the format of "*Last Name, First Name*"
- Enter the common or scientific name of the **species** you saw, the box will give you a drop down of species which match so you can select the correct species. Please be careful to select the correct species; ORKS will give you the scientific and common names as well as the taxon group (such as 'bird') to help you.
- If the species you saw is protected or has the potential to be vulnerable to disturbance you can mark your record as '**Sensitive**'. This means the location name and grid reference will be hidden from other ORKS users. You can select how much your record is blurred; we recommend 2km, or 10km in extreme cases.
- Provide details about your sighting, '**Quantity**' is the number of individuals you saw, select the most accurate '**Life Stage and Sex**' from the drop down as well as the '**Record Type**'
- You can add the name of an expert who helped confirm the identification of the species if this is the case. By doing this you are adding validity to your records and ensuring your record is of the best quality possible.
- Enter details of where you saw the species. Enter the '**Site Name**' such as "*ERCCIS Head office, at Allet*" and enter the grid reference or navigate and click on the map to register the most accurate grid reference you can give.
- Select the most appropriate **Habitat** from the drop down list and **submit your record**

## Help & Info

There are a number of help and information pages which gives you more information about some of the features and tips on how to use ORKS.

- Please make sure you read and agree with the 'Terms of Use' before using ORKS. You will be prompted to read this when you register with ORKS.
- The FAQs page is very useful to remind you how to use ORKS if you need help.

If you can't find the help you need on the Help & Info section of the website please contact [ORKS@cornwallwildlifetrust.org.uk](mailto:ORKS@cornwallwildlifetrust.org.uk) and we will get back to you as soon as possible.

## Exploring ORKS

Once you have an ORKS account you there is a number of features to help you explore the sightings shared on ORKS and manage your records.

**Explore My Records** - allows you to explore and manage the records you've submitted to ORKS, via an interactive map and table. On the far right of each record you'll see an icon to view or edit each individual record

**Explore All Records** - allows you to explore and view all the records shared on ORKS, via an interactive map and table. You can filter the data by species, date records, etc. depending on what you want to see.

**My Photo Gallery** - Look back at the species photos you've uploaded to ORKS, browse by date range or species group

**Species Maps** - Browse interactive maps for species for the whole of Cornwall or a specific site you're interested in. You can view all records or limit to just your own sightings, search by species, species group or number of records. (use '\*' as a wild card to show similar species; for example '\*Bee' will show you all the bee species)








**My Notifications** - this helps you keep up to date with changes to the status of your records, you can see which records have been verified, view and respond to queries and comments.




## How to Explore Records

The 'Explore Records' functions of ORKS allows you to browse through species sightings you and others have shared on ORKS. There is lots of filter and search features for you to be able to display the information you want to see.

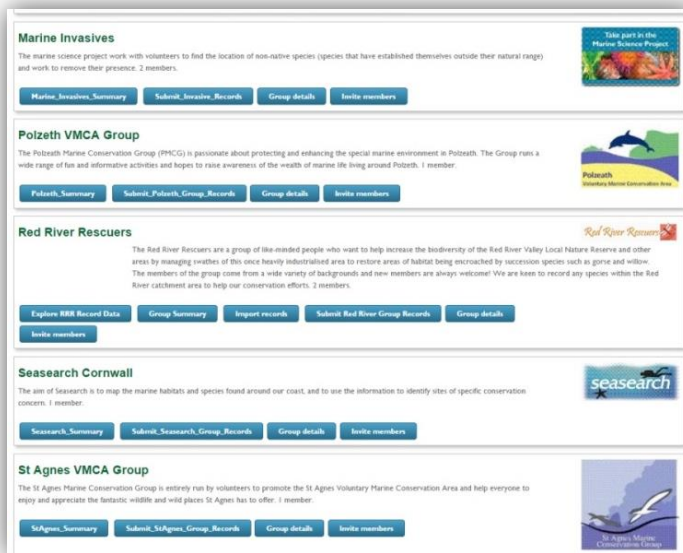
- Open either '**Explore All Records**' or '**Explore My Records**' depending of what information you're interested in
- You'll see an interactive map showing blue squares (these are the locations of individual sightings) and a table below displaying sightings.
- At the top of each field in the table given you the opportunity to filter, for instance by species, date, recorder etc. You can use '\*' as a wild card for filtering information, for instance is you would like to see all bumblebee species, enter '\*Bumblebee' in the 'Common Name' field and press enter. Allow the map and table to refresh, it will then display all records of bumblebees recorded on ORKS.
- Another way to filter data (which is much more powerful). Above the map on the right side is a button called 'Create Filter'. When you click this button a number of possible filtering options will appear. Click on any of these options and create a filter based on species, species groups, location (select from a list or draw your own boundary), date range, recorder and more). You can even save this filter for repeated use later.

 <b>What</b> Select a list of species or species groups to include	 <b>Where</b> Define the geographic area, site or map reference to include	 <b>When</b> Records recorded in last 1 year	
 <b>Who</b> Define whose records to include	 <b>Record ID</b> Select records by record ID	 <b>Quality</b> Exclude rejected	 <b>Source</b> Select records based on source website, survey or input form
Save filter as: <input type="text"/>			

By moving around the map you can select records to display in the table. By selecting the map query tool  and click on the square you're interested or drag your mouse across the map and create a selection of records to query.

If you ever need help with how to use ORKS please contact us by emailing [ORKS@cornwallwildlifetrust.org.uk](mailto:ORKS@cornwallwildlifetrust.org.uk)

## 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.

- Submit records** – submit records as part of your group so other member can view. This also allows the group to monitor and manage surveying and monitoring activity by its members
- Explore Records** – explore all sightings submitted by all members of the group (submitted via the group form)
- Group Summary** – browse the summary of data submitted to the group, including recording league table, numbers of records for each species group and more.
- Import Records** (only visible to group administrators) – allows group admins upload a CSV file of multiple records. Please contact Niki Clear for more information
- Group Details** (only visible to group administrators) – allows the group admins to manage the setting for the group
- Invite members** – invite new members to the group, this will send an email to potential members inviting them to join.



## Access ERCCIS hosted records through ORKS

You can now access millions of records hosted by ERCCIS through the ORKS website. There are many species groups currently available, including mammals, reptiles, insects and ferns, with many more to come.

ERCCIS encourages all biological recorders to explore, utilise and learn from this resource to increase everyone's understanding of the natural history of Cornwall and the Isles of Scilly. To aid in this aim ERCCIS are offering you the option to request access to many of the most recorded species groups and we will continue to add new groups as they are verified.

There are three levels of access ERCCIS can grant;

- View all records for a given species group at 10km resolution. This is for all recorders with a general interest and Biological Atlas production.
- View all records for a given species group at 2km resolution. This is for most recorders and local wildlife groups for distribution checking and planning surveys.
- View all records for a given species group at full resolution. This is for County Recorders and very experienced biological recorders.

## Request access to ERCCIS hosted data

Click on 'Access Data' on the main menu, this will bring you to the Access ERCCIS data section of ORKS.

To explore the datasets available and request access, click on the 'Request data access' link at the bottom of the page. Make sure to read though the terms and conditions before continuing, and check the box to confirm you agree to these before continuing.

Scroll down the list of datasets and lick on the 'request access' text to the right of the dataset. This will send an email to ERCCIS, and we will set you up with the appropriate level of access.

Please contact us if you would like to know more, or if you would like to discuss you access to this data – [orks@cornwallwildlifetrust.org.uk](mailto:orks@cornwallwildlifetrust.org.uk)

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