The Environmental Records Centre for Cornwall and the Isles of Scilly

Online Recording Kernow and Scilly
www.ORKS.org.uk

App User Guide

ERCCIS launched the ORKS App in 2018

Here you can find out more about **the App and how it can work for you.**

Version 1.0 – 2019

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

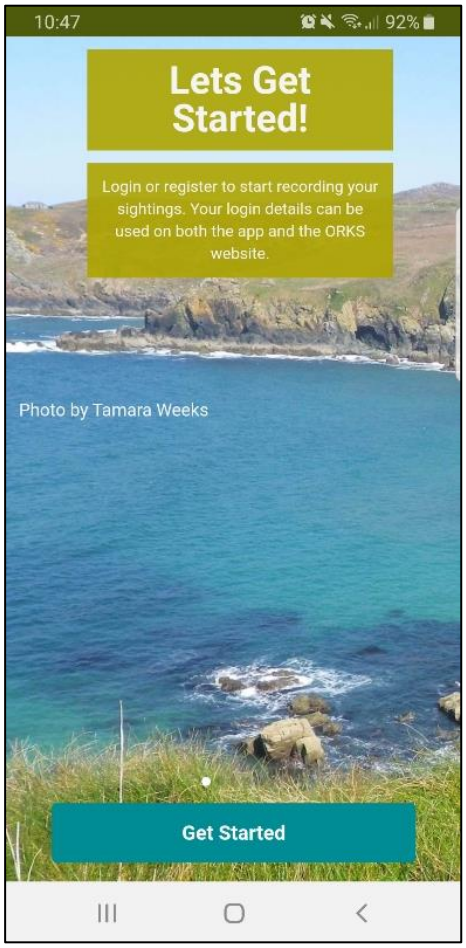
Naturalists across the UK are increasingly using online recording systems. To facilitate this growing online recording community ERCCIS launched Cornwall's official wildlife recording site Online wildlife Recording for Kernow & Scilly (ORKS) in early 2013. The aim of ORKS is to make it easier for wildlife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

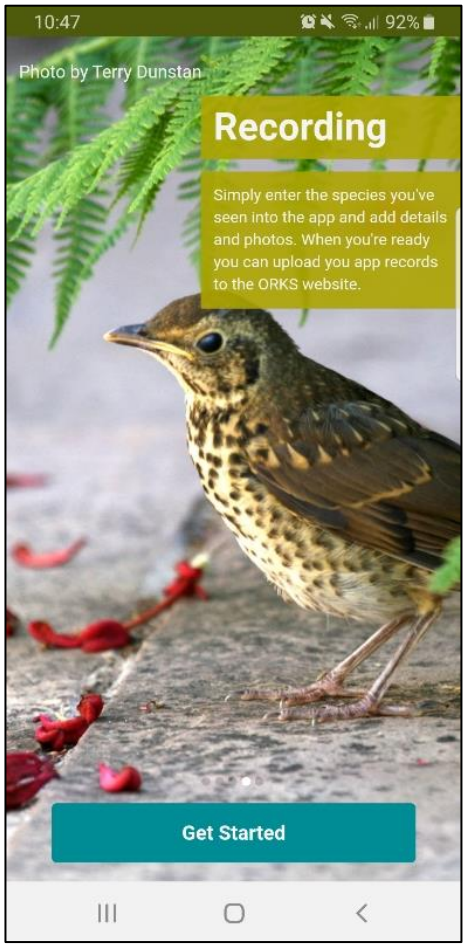
In 2018, in these times of mobile phones and applications – we created and launched the ORKS App. Updated in 2019, this App on both Android and iPhones, makes recording species whilst out and about even easier.

The App follows the same format as ORKS online and links directly to your account. Hopefully, this user guide will give you the information you need to keep recording!

Using the ORKS App

To start, head to your mobile phone App play store and install the App onto your phone. Once opened you will see the below photos and basic information.





Logging In

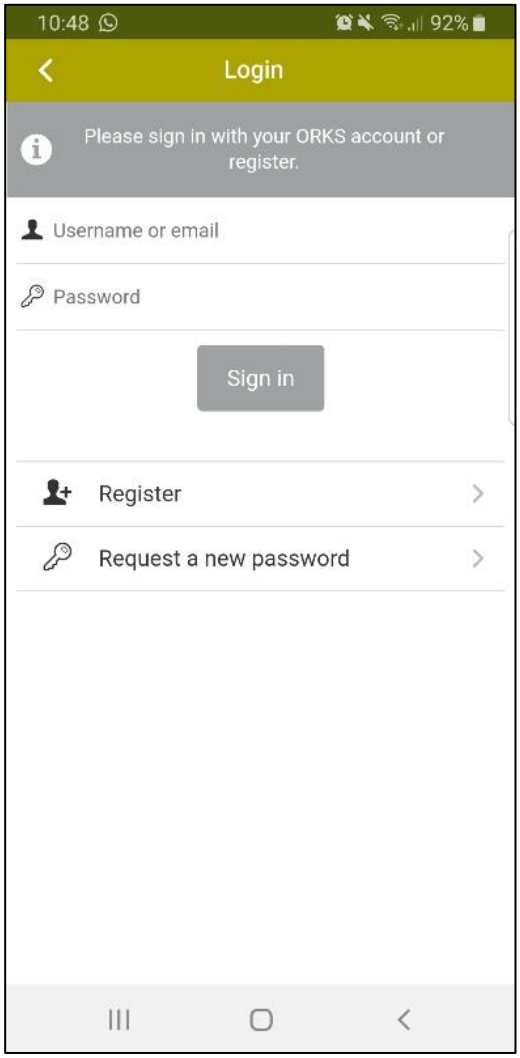
Unlike the ORKS site, you need to register in order to submit records. The first page will prompt you to either sign in using your ORKS account (from the main site), or register. Using the same account for your App and your online account will ensure all your records will be added to the same account.

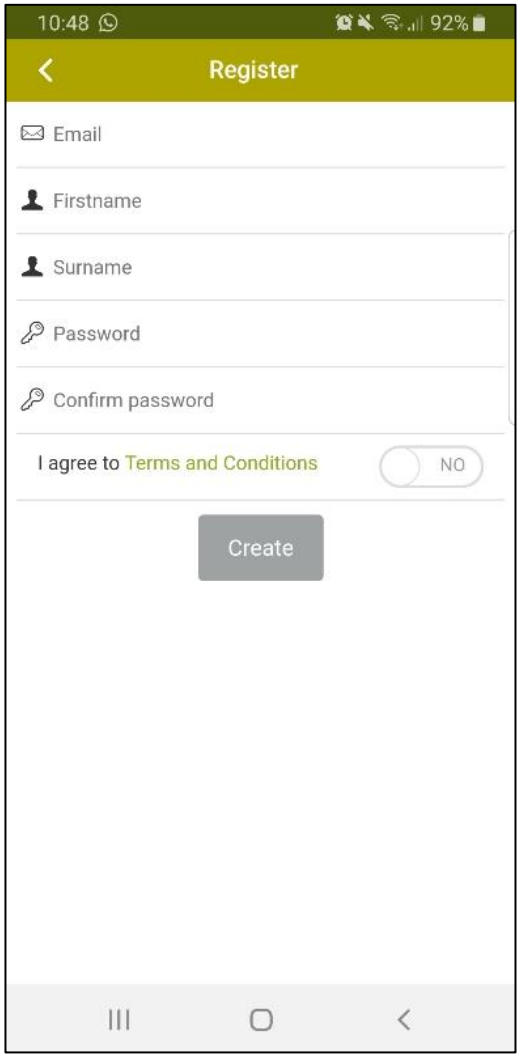
Creating an ORKS account

When you decide to create an account you will be asked for your basic contact details, your preferred username and a password. It is 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)

To register, you will be asked for your name, desired username and password, email contact and to agree to the ORKS Terms of Use. This account will also work now on the main ORKS site. (*These can be found online at* https://erccis.org.uk/aboutus/Policies)



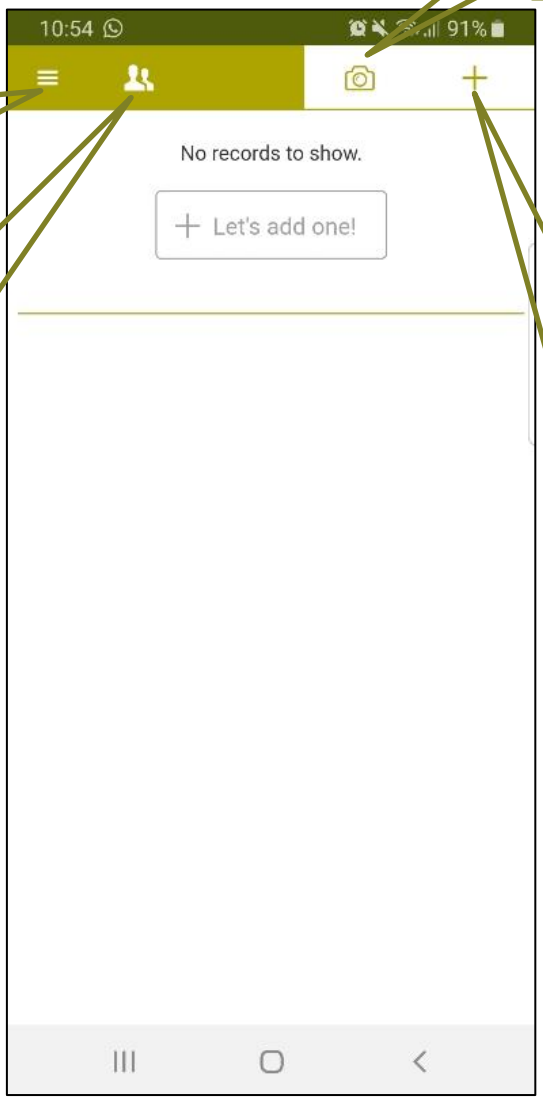


Once installed, you can have a look around the App before registering.

Navigation

Camera: where to go to add photos. (a camera icon also appears when you submit a record.

Three lines: Your main place to go for setting your App. Here you have all the information about the App including about the App, help section and privacy policy



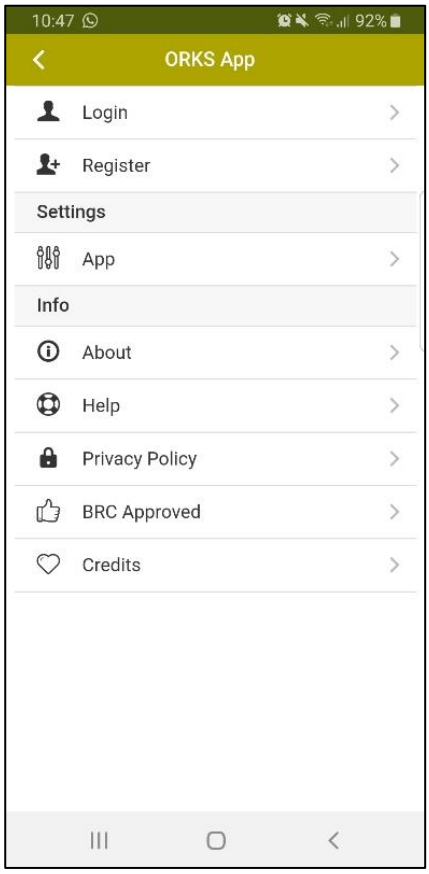
Plus sign: This is where you add your records!
You are able to start recording even if you haven't logged in. However, they will not be able to send until you do so.
If you are not logged in, and you press the plus sign – the species list will look a little differently. However the search function still works exactly the same as does the filter button.

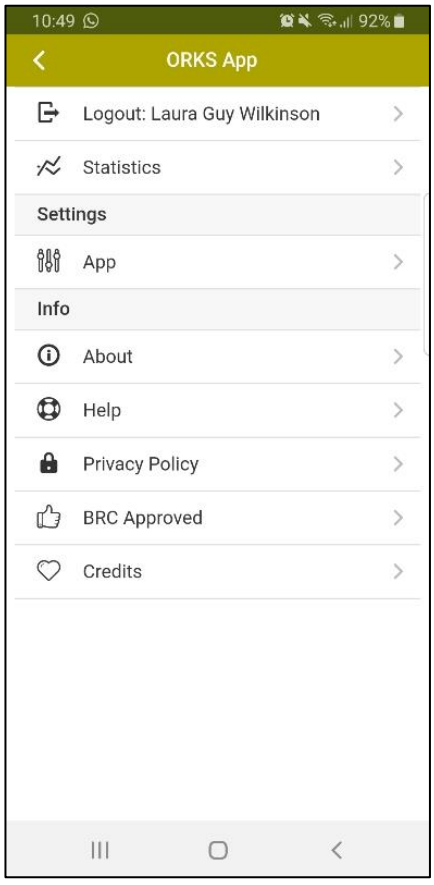
People: will give you a list of activities that can be added to or included once you are logged in.

Three Lines

The difference between logged in and not logged in is below. Your name will appear when you have logged in and the 'Register' option has been replaced with 'statistics' (which gives you information on which species have been submitted the most.)

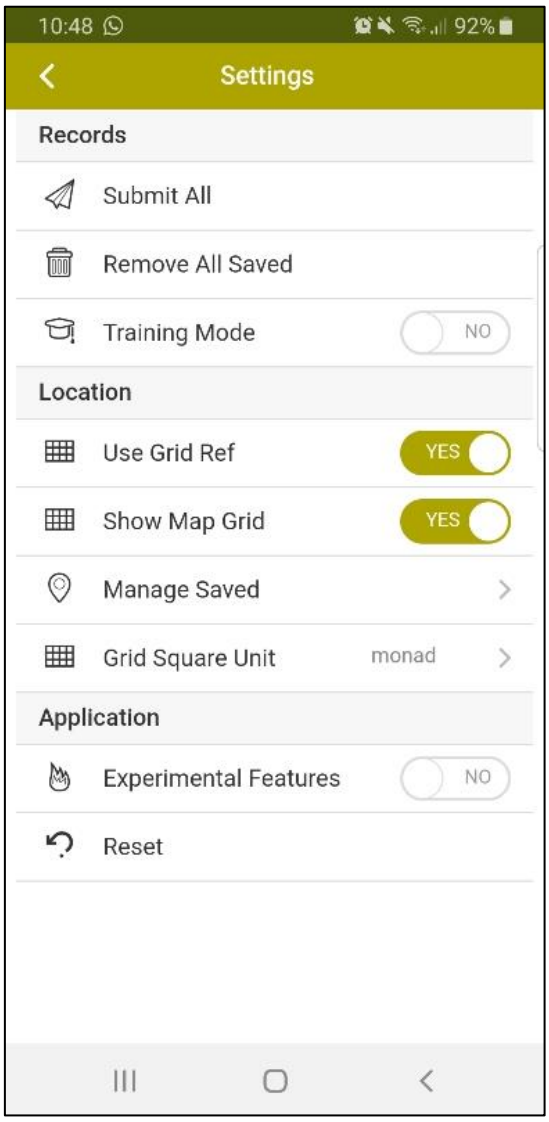
You can start recording but you won't be able to submit the data until you have registered. (It will prompt you)



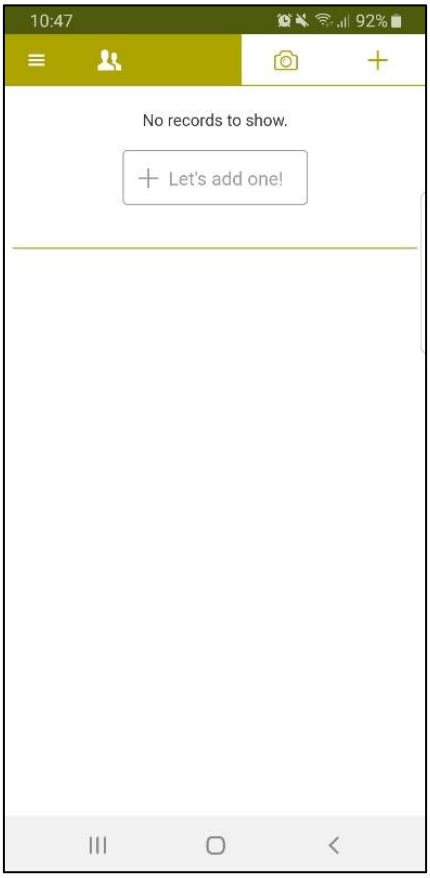


There are a number of help and information pages which gives you more information about some of the features and tips on how to use ORKS. Here you will also find the Privacy Policy and information on the App itself.

Under the Settings section, the App has been set up to add grid references by default and this is where you can manage your records. There is also a training mode which gives you a chance to practice if you wish.

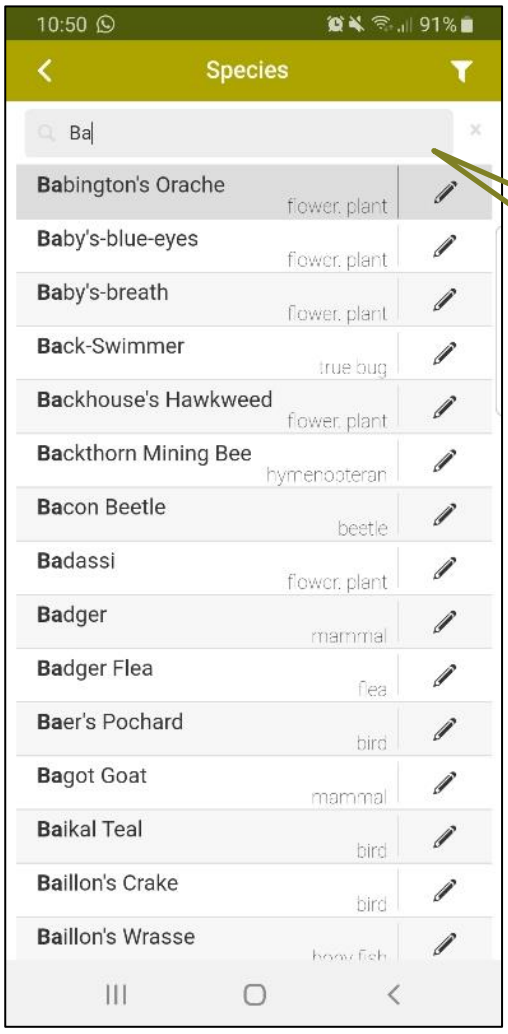

10:48
92%
Settings
Records
Submit All
Remove All Saved
Training Mode
NO
Location
Use Grid Ref
YES
Show Map Grid
YES
Manage Saved
Grid Square Unit
monad
Application
Experimental Features
NO
Reset

Submitting a Record



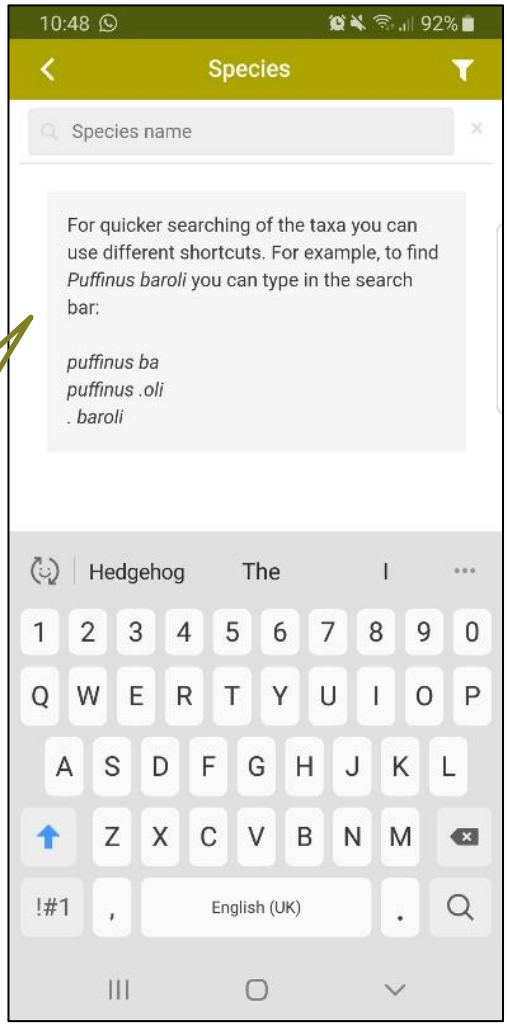
The App will rest on this page. 'Let's add one' and the plus sign in your navigation tab will lead you to the 'submit record' section.

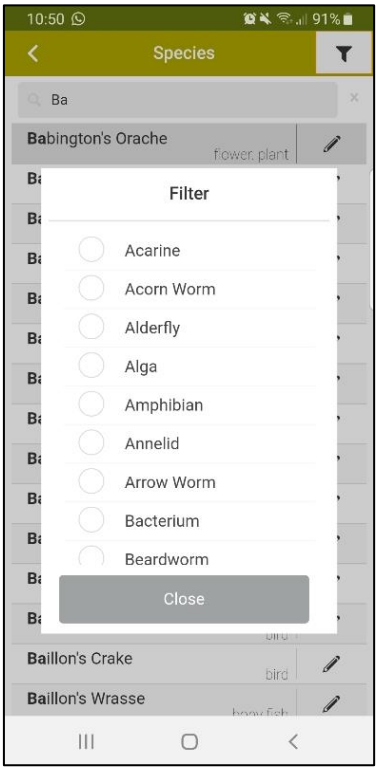
Once clicked, it will lead you to the species list. You are able to record while not logged in but these pages will look different. The lists are the same and the filter will work too. If you know the scientific name then it will be easier to filter but the search and filter option work quickly using the predictive text function.



Logged in

Not Logged in



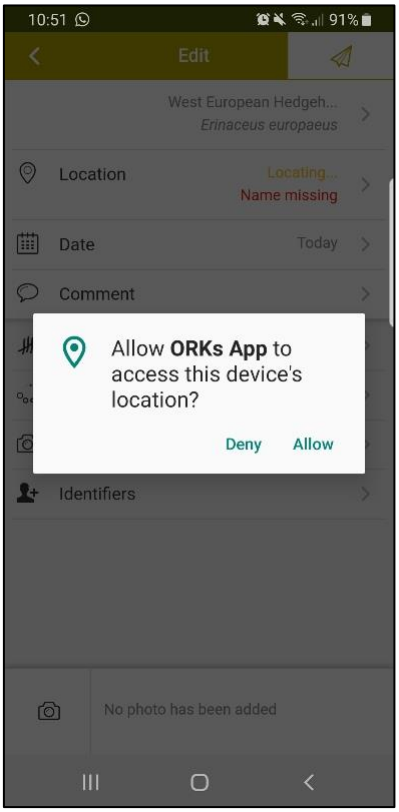


How to Submit a Record

The format follows the same style as the main ORKS website. It will require the what, where, when and who for each record.

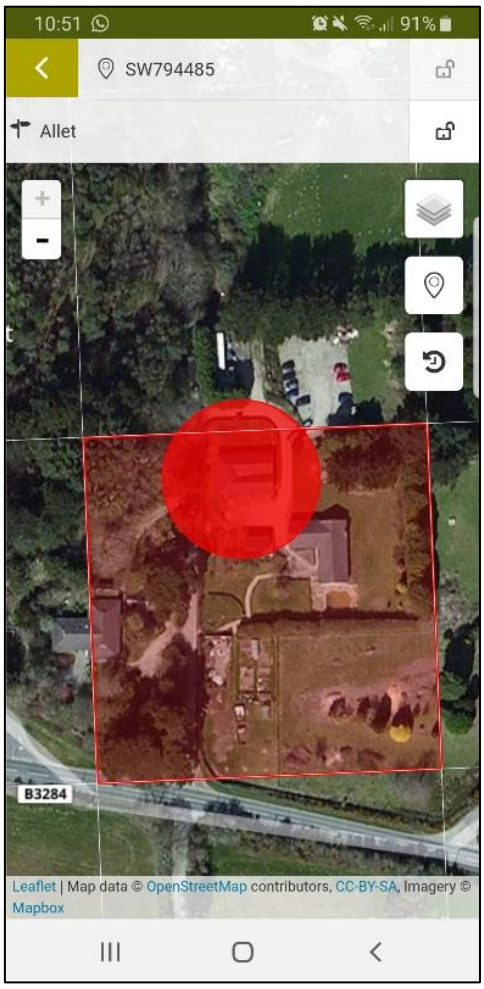
Once you have chosen the species you want from the list, it will prompt you for the rest of the information.

The App will also ask to use the GPS of the phone so that your location of the record is logged automatically. Allow it and the grid reference will appear.

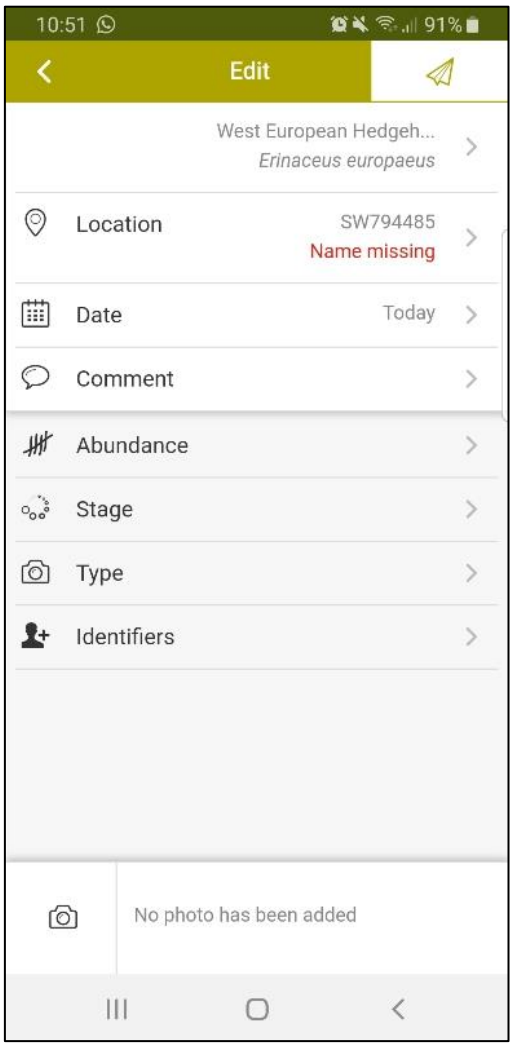


The name of the site must be written in manually by clicking on the location button.

If you have several species at the same location then click on the padlock next to the grid reference and location name to lock these into place.

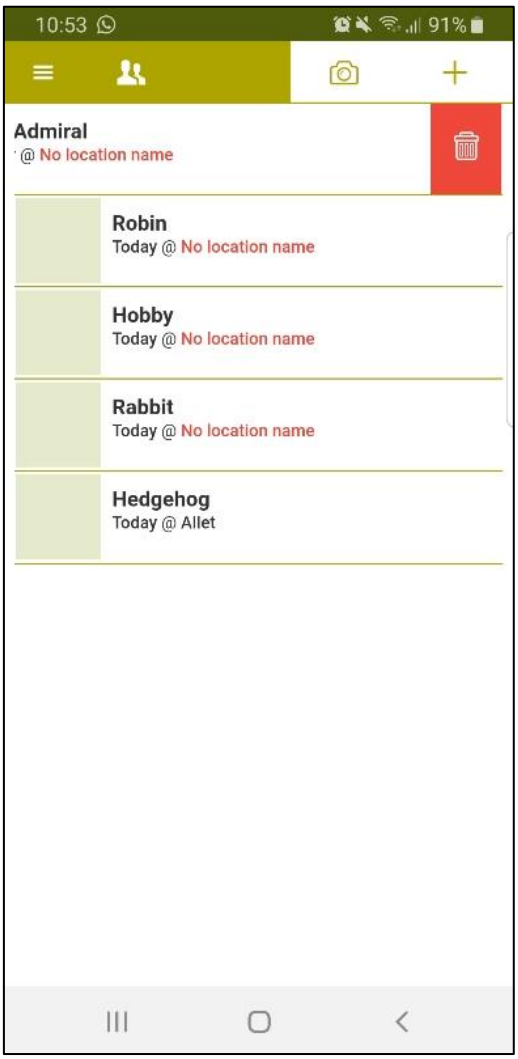


Fill in the rest of the detail for the record by clicking on each title. Click the camera to choose a photo to add to the record.



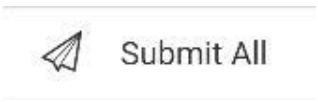
The record will be saved automatically and can be left to finish at a later date.

Click the back arrow to see your records as a list. Here any record can be deleted from the list or clicked again to go back in to amend. To delete, slide the record to the left and a red bin icon will appear. Click and confirm to delete.

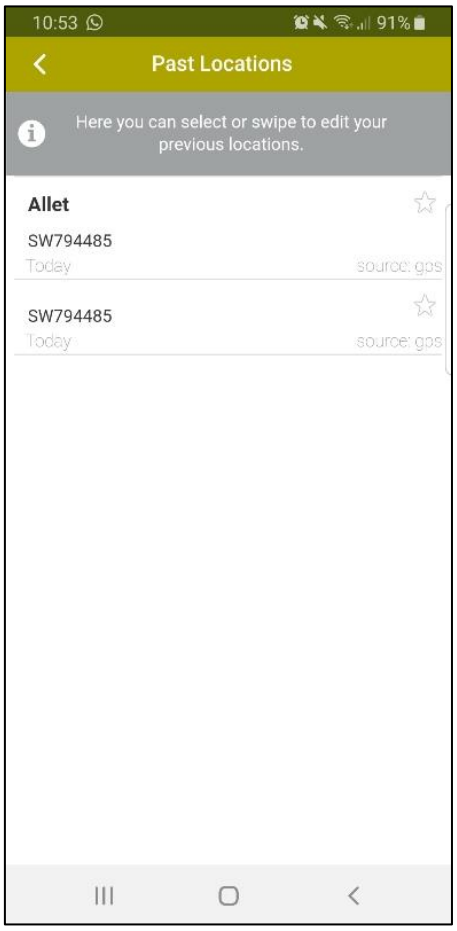


When you are ready to submit your record, simply click the submit button on each record

Alternatively, you can head to the 'Settings' section (under the three lines tab) and send all records at once by clicking on submit all.



The locations you have used are saved in the Settings section under 'manage saved'.



If you ever need help with how to use the ORKS App, please contact us by emailing

ORKS@cornwallwildlifetrust.org.uk

Things to remember when collecting your records

We encourage anyone to go out and collect sightings that will help to manage and conserve our incredible county. However, it is important to ensure best practice when out and about – please respect the land and environment and ensure you have permissions to access any area. Follow the country code and most importantly be safe and do not take any risks.

Respect other people

Consider the local community and other people enjoying the outdoors

- ✓ Don't block driveways or paths
- ✓ Take it slowly on lanes and roads
- ✓ Listen to farmers who are working or moving livestock
- ✓ Do not trespass on land or deviate from any public footpaths or open access land.

Leave gates and property as you find them and follow paths unless wider access is available

- ✓ Follow instructions about gates. (some may be left open for livestock so leave them open. Or close if the sign directs you to do so)
- ✓ Keep to signed paths
- ✓ Do not interfere with machinery or livestock
- ✓ Don't climb over hedges or walls or fences – use openings already installed to reduce damage.
- ✓ Do not disturb or damage ruins or historic sites.

Protect the natural environment

Leave no trace of your visit and take your litter home

- ✓ Do not take anything from the natural environment including rocks, plants or trees. Leave footprints and take photographs. (If you are an experienced recorder and a specimen is required, please make sure you have the landowners' permission.)
- ✓ Take your litter home with you including food scraps.
- ✓ No naked flames and be careful with cigarettes.

Keep dogs under effective control

- ✓ Check the rules on dogs wherever you go.
- ✓ Ensure you keep your dog on a lead if requested.
- ✓ Pick up after your dog.

Enjoy the outdoors

Plan ahead and be prepared

- ✓ Understand and research where you are going.
- ✓ Be careful of any natural hazards including animals, weather or cliffs
- ✓ Tell someone where you are going
- ✓ Follow advice and local signs. Get to understand the signs and symbols used in the countryside.