



ERCCIS



The Environmental Records Centre for Cornwall and the Isles of Scilly



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

User Guide

ERCCIS launched online recording for Cornwall and Isle of Scilly in 2013
www.ERCCIS.org.uk

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

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**Cornwall
Wildlife Trust**

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Recording | Mapping | Informing

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 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 easy data sharing both locally and nationally.



Share your sightings through ORKS

ORKS Features

Easy to Navigate Site

Welcome to ERCCIS

The Environmental Records Centre for Cornwall and the Isles of Scilly (ERCCIS) working to collate, manage and disseminate biological and geological information for use in research, conservation and sustainable development, working with local and national biological recorders and conservation organisations for the better environmental observation of the county.

ERCCIS was accredited by the Association of Local Environmental Records Centres in 2016, meeting the national standards for environmental data management and provision.

As a Local Environmental Records Centre ERCCIS works to support and facilitate recording across Cornwall.

- Our Wildlife Information Service (WIS) gives information and advice on anything wildlife related
- Request species and habitat data for your area or your project
- Our online recording page makes it easy to record species through our online recording portal ORKS - Online Recording (Cornwall and Scilly).
- We are on hand to help with any technical services or project work you may have
- Have a look at our events and workshops, get involved or simply find out who we are and contact us

We hope you enjoy our new website!

RECENT RECORDS

Chrysope
 18/08/2019 08:23:19 by Hughes, Carol

grasshoppers and crickets
 18/08/2019 08:23:19 by Hughes, Carol

calceolites
 18/08/2019 08:23:19 by Hughes, Carol

Willow Warbler
 18/08/2019 08:23:19 by Hughes, Carol

Rusty Dart

Explore Records

Explore all records

Explore all records submitted to ORKS, use the interactive map and tables to view and filter the records you are interested in.

PLEASE NOTE that the map will only display records from the last month, unless you change the filter settings (this is to prevent the map trying to load all the ORKS data in one go). Use the Create a filter button to change the date range and other filter settings.

Please be aware this data is only a small section of the data held by ERCCIS, for a comprehensive list of records your area of interest please contact the **Wildlife Information Service**.

ID	Species	Common name	Taxon group	Site name	Date	Recorder	Images	Grid ref	Actions
11510881	Lepidophthalmus lepidophthalmus	Pufferfish	fish	Washpoint	16/08/2019	Frost, Richard		SW793208	
11510529	Halichoerus grypus	Grey Seal	marine mammal	Washpoint	25/07/2019	Sat Miller		SW522405	
11514523	Halichoerus grypus	Grey Seal	marine mammal	Lizard Wildlife Washpoint	31/07/2019	National Trust Lizard Wildlife Washpoint		SW7211	
11514522	Rhinoptera bonasus	Barnet Jellyfish	cnidarian	Lizard Wildlife Washpoint	30/07/2019	National Trust Lizard Wildlife Washpoint		SW7211	
11514521	Halichoerus grypus	Grey Seal	marine mammal	Lizard Wildlife Washpoint	30/07/2019	National Trust Lizard Wildlife Washpoint		SW7211	
11514520	Chroicocephalus ridibundus	Black-headed Gull	bird	Lizard Wildlife Washpoint	26/07/2019	National Trust Lizard Wildlife Washpoint		SW7211	

Submit Records

Submit many records

Date:

Recorder Name:

Please enter all the species you saw at one site on a single day, and any other information about them. Then move to the Where was it? tab before submitting your records.

Species	Quantity	Life stage sex	Record Type	Identified by	Comment	Beneficial?	Add details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>

Site Name:

Enter a spatial reference:

Or search for a place on the map:

Habitat hierarchy:

ORKS for Local Groups

Browse recording groups

AK Wildlife Cruises
 Bude Marine Group
 Churchtown Farm Community Nature Reserve Recording Group
 Community Invasive Non-Native Group (CINNG)
 Cornwall Bat Group
 Cornwall Butterfly and Moth Society
 Cornwall Mammal Group
 Cornwall Reptile and Amphibian Group
 Cornwall Riverylty Recording Scheme

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 to submit a record and to explore 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 **Help** section

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)

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

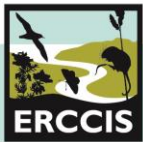
To register, you will be asked for your name, desired username and password, email contact and to agree to the ORKS Terms of Use.

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 <https://erccis.org.uk/share-sightings>
- ✓ On the right hand side, click the link 'Create new account'
- ✓ 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

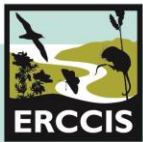
Whether you're submitting a single sighting or records from a site survey, we have specific forms for you to make sharing records easy. You can submit records without logging into your ORKS account

- ✓ **Submit one record** - easy to use form for entering a single sighting of a wildlife species
- ✓ **Submit many records** – easy to use 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. They are both set out in the same way.

- ✓ 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**'



The Environmental Records Centre for Cornwall and the Isles of Scilly

- ✓ 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"
- ✓ Enter the grid reference or navigate and click on the map to register the most accurate grid reference you can give.

These sites are helpful in finding the correct grid reference:

<https://wtp2.appspot.com/wheresthepath.htm> or <https://gridreferencefinder.com/>

- ✓ 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 and we will get back to you as soon as possible.

Exploring ORKS



Once you have an ORKS account there are a number of features to help manage your account and records as well exploring the sightings shared on ORKS.

- ✓ **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 on 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. Zoom in, move around on the map and see all the records that have been added.
- ✓ There are three buttons on the map in the top right hand corner. The middle one is a bubble with a question mark.  By clicking this query button and then clicking anywhere on the map – the blue squares will turn red and you can see what species have been recorded in that area. Move the map and zoom and click to get more accurate lists for areas.
- ✓  click on the magnifying glass next to each record to view the details.

How to Filter Records

There are two ways to filter records on the explore records page. The second way is the most powerful and accurate way to filter. However, the first way is quicker.

- ✓ There is a search box at the top of each field in the table which allows you to filter, for instance by species, date, recorder etc. You can use ‘*’ as a wild card for filtering information, for instance if 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.








ID	Species	Common name	Taxon group	Site name	Date	Recorder	Images	Grid ref	Actions
12218059	Delphinus delphis	Common Dolphin	marine mammal	St Ives Bay	19/11/2019	Hutson, Helen		SW549398	
12215891	Corvus corax	Raven	bird	St. Martin in Meneage	19/11/2019	Chatfield, Christine		SW73872355	



- ✓ Another way to filter data (which is the most 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. Remember to click apply

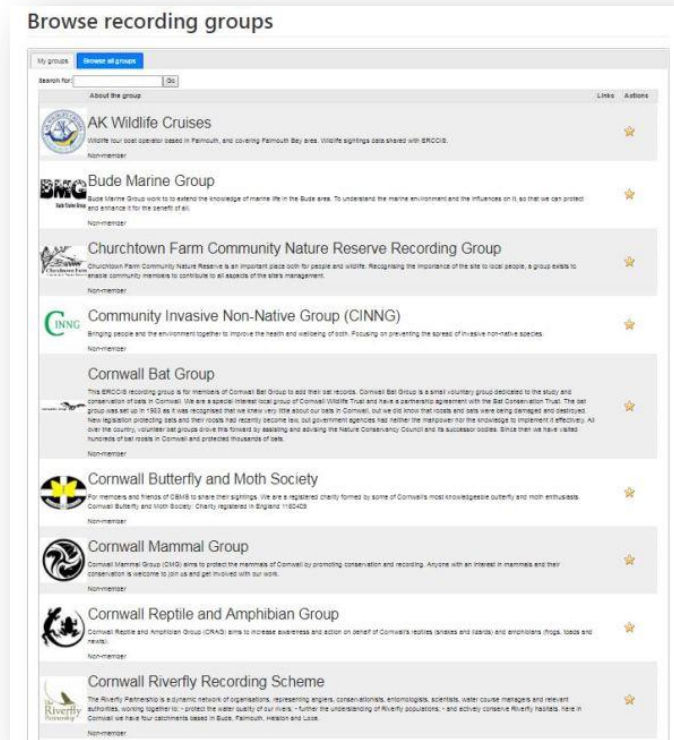
Note: the records shown on this page have been reduced to the last month in order to keep the page working smoothly. Under 'When' you will see the filter records recorded in the last 1 month. We have so many records that not putting the month limit on it means that it gets very slow. If you do need to look at species over longer than a month then please remember to take this filter off, change to another date range.

- ✓ You can save this filter for repeated use later using the save filter as box just above the map. You can also reset and start again by clicking reset.

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

- ✓ The filter has affected the information shown on each of the tabs. Click through to get more information and click on  to view the details.
- ✓ The query  button can also be utilised in this filter to explore records in an area further filtered.

ORKS Recording Groups



Any 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!

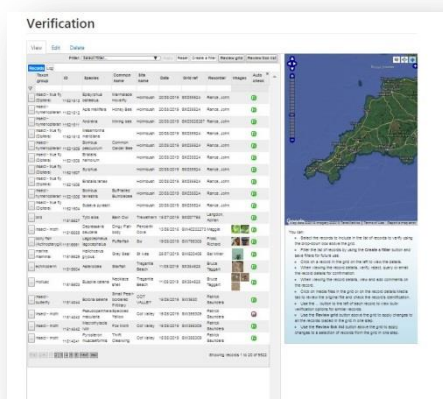
Setting up an ORKS Recording Group

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.
- ✓ **Bulk Upload** (only visible to group administrators) – allows group admins upload a CSV file of multiple records. Please email orks@cornwallwildlifetrust.org.uk 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.

Verification

All records go through a three stage validation and verification process to help ensure quality and accurate records are available. We have a separate [user guide](#) that explains exactly how this works and why we ensure all records are robust and meet our requirements.





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.

How to access to ERCCIS hosted data

Click on 'Access Data' under the share sightings tab. This will bring you to the Access ERCCIS data section of ORKS.

To explore the available datasets and request access, click on the 'Request data access' link at the bottom of the page. Make sure you have 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 tick 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 your access to this data or if you need help with any aspect of ORKS.

ORKS@cornwallwildlifetrust.org.uk

Please note that we are currently changing the way you can access ERCCIS data – Once this has launched we will update the user guide.

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.