



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

Verifiers Guide

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

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.

Version 2.0 - 2019



Many thanks for your help with verification of records submitted to the ERCCIS online recording site ORKS – Online Recording Kernow and Scilly.

Becoming a Verifier

We are always on the lookout for experts or county recorders who would like to help verify the records that come in to ERCCIS. Your expertise and knowledge on taxa is hugely valuable to us! If you are interested, please contact us and we will provide you with the Data Processing Agreement and give you access to the verification portal.

ORKS Verification process

ORKS has been developed using the programme Indicia (www.indicia.org.uk), which is used by other national recording websites such as iRecord and The UK Butterfly Monitoring Scheme (UKBMS). If you have used either of these websites, you will recognise many elements of ORKS.

Similar to iRecord and UKBMS, ORKS has a three stage validation and verification process to help ensure quality and accurate records are available.

Stage 1: Record Validation

This is to ensure that the basic information necessary for a valid biological record is submitted and they are in the appropriate format.

When the user entered information into the submit records form, the system ensures the information is valid, i.e. date is in the correct date format, the grid reference is a valid grid reference code, the species is an accepted species on the UK Species Master List and the name of the recorder is entered with a contact email address.

If any of these fields are not filled or are not in the appropriate format, the user will not be able to submit the record.

Stage 2: Automatic verification

Each record is put through a series of automatic checks which flags any records which requires further checking by an expert. These checks are developed and managed nationally by the Centre for Ecology and Hydrology (CEH) with input from national recording schemes and experts.

Once a record has been through these checks it is given a symbol to represent whether it has passed or flagged.



The Record has passed all automatic checks



The Record is of a species which can be identified by sight with some training or experience. Identification may pose some difficulty in some conditions. Records from beginners may need verification but records should be accepted from experienced recorders.



The grid reference is outside known range for this species, therefore this record requires checking by an expert and additional evidence.

Stage 3: Manual checking by a registered ORKS verifier

Each record is also checked manually by a registered ORKS verifier, to ensure that the information provided by the recorder is accurate and appropriate. This is where you come in, but you can also use the Auto Check icons to help give some indication of the record status if this is helpful.

When you are set up as a verifier for a particular species taxon group, the 'Verification' tab will be visible on the main menu of the ORKS website. This is the manual verification portal for all the records submitted through ORKS.

Verification

Options to filter the list of records

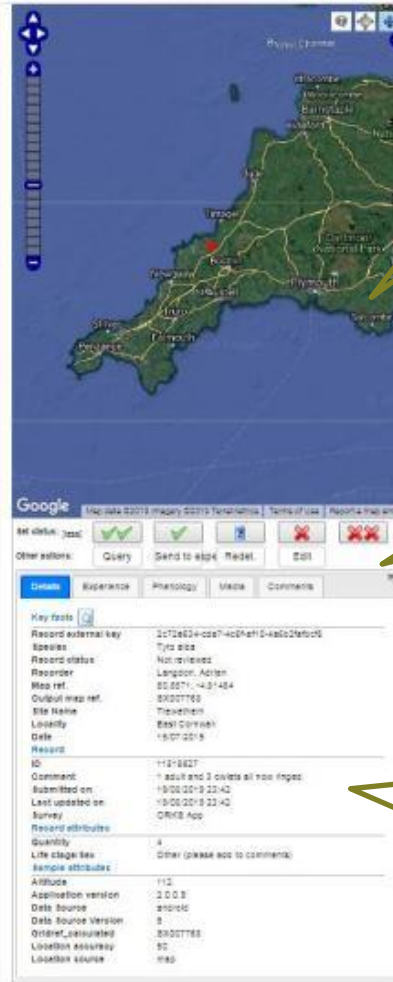
View Edit Delete

Filter: Select filter... Reset Create a filter Review grid Review tick list

Taxon group	ID	Species	Common name	Site name	Date	Grid ref	Recorder	Images	Auto-check
insect - butterfly	11529544	Vanessa cardui	Painted Lady Ailet		20/08/2019	SW794485	Rance, John		
insect - butterfly	11529543	Polymnathus icarus	Common Blue	Ailet	20/08/2019	SW794485	Rance, John		
bird	11529542	Falco subbuteo	Hobby	Ailet	20/08/2019	SW794485	Rance, John		
insect - true fly (Diptera)	11521513	Episyrphus balteatus	Marmalade Hoverfly	Holmbush	20/08/2019	SX035524	Rance, John		
insect - hymenopteran	11521512	Apis mellifera	Honey Bee	Holmbush	20/08/2019	SX035524	Rance, John		
insect - hymenopteran	11521511	Andrena	Mining bee	Holmbush	20/08/2019	SX03529257	Rance, John		
insect - true fly (Diptera)	11521512	Mesembria mendanae		Holmbush	20/08/2019	SX035524	Rance, John		
insect - hymenopteran	11521509	Bombus pascuorum	Common Carder Bee	Holmbush	20/08/2019	SX035524	Rance, John		
insect - true fly (Diptera)	11521508	Eristalis nemorum		Holmbush	20/08/2019	SX035524	Rance, John		
insect - true fly (Diptera)	11521507	Syrphus		Holmbush	20/08/2019	SX035524	Rance, John		
insect - true fly (Diptera)	11521506	Eristalis tenax		Holmbush	20/08/2019	SX035524	Rance, John		
insect - hymenopteran	11521505	Bombus terrestris	Buff-tailed Bumblebee	Holmbush	20/08/2019	SX035524	Rance, John		
insect - true fly (Diptera)	11521504	Scavea pyrastris		Holmbush	20/08/2019	SX035524	Rance, John		
bird	11529577	Tyto alba	Barn Owl	Treweltern	15/07/2019	SX007798	Langdon, Adrian		
Bulk verify similar records		Depressaria daucella	Dingy Flat-body	Fonberth Cove	13/08/2015	SW40232273	Maggie		
Recorder's trust settings		Lagocephalus lagocephalus	Puffinfish	Se	19/08/2019	SW795308	Frost, Richard		
Edit record		Haliophanes grypus	Grey Seal	St Ives	25/07/2019	SW520406	Sai Miller		
marine mammal	11515829	Haliophanes grypus	Grey Seal	St Ives	25/07/2019	SW520406	Sai Miller		
echinoderm	11515804	Asteroidea	Starfish	Tregantle Beach	11/05/2019	SX384528	Bruce Taggart		
mollusc	11515803	Euspira catana	Necklace shell	Tregantle Beach	11/05/2019	SX384528	Bruce Taggart		
insect - butterfly	11514584	Bolonia saleneborderata	Small Pearl-Fritillary	COT VALLEY	15/05/2019	SW93030	Patrick Saunders		

Showing records 101 to 120 of 9823

Interactive map, illustrating the grid reference for a specified record



Google

Map data ©2019 Imagery ©2019 Terrain ©2019

Other editors: Query Send to clipboard Redefine Edit

Details Experience Photo gallery Maps Comments

Key facts

Record external key: 2c72e324e0b74c04ef1544b22ef0c6

Species: Tyto alba

Record status: Not reviewed

Recorder: Langdon, Adrian

Geo ref: SX007798

Output map ref: SX007798

Site Name: Treweltern

Locality: East Cornwall

Date: 15/07/2019

Record

ID: 11529577

Comment: 1 adult and 3 chicks all now hatched

Submitted on: 19/08/2019 22:42

Last updated on: 19/08/2019 22:42

Survey: ORKS App

Record attributes

Quantity: 4

Life stage sex: Other (please see to comment)

Sample attributes

Altitude: 112

Application version: 2.0.0.3

Date source: 201910

Date source version: 3

Observer_suspected: SX007798

Location accuracy: 92

Location source: 185

Verification Actions

Details of the record and the recorder

The list of records awaiting manual verification, within your specific taxon group. Scroll down and navigate to the next page to see more.

Click on a record to see the details and to take verification actions

Click on the images to view the larger version, which can be helpful to confirm a species ID

Verification Actions

There are a range of actions you can take for any record. First you need to click on a record from the list to bring up the details (this will appear on the right, below the map). You can also double click on the record to get the map to zoom to the record location.

You will notice that buttons will appear above the record details, which are the available options to action the record. The original recorder will be notified each time an action has been taken with their record.



Set the record to accepted and correct. No further action or queries



Set the record to accepted and considered correct



Set the record to plausible



Set the record to not accepted and unable to verify



Set the record to not accepted and incorrect

Query

Send a query to the recorder to get more details about the identification, or any other aspect of the record. You have an option to send this query as an email direct to the recorder (recommended) or to add to the record as a comment.

Please be aware comments are visible to all ORKS users.

Send to expert

Forward this record to an expert for a second opinion, as an email.

Redet.

Change the species determination for this record. We recommend only doing this once you have contacted the recorder, so they are happy for you to make any changes to their record.

Edit

Edit other aspects of the record. Be aware this will navigate you away from the verification page, we recommend right clicking on this button and select 'Open in new tab' to ensure you don't navigate away and lose any filters you've set up.

You can see the history of the verification and comments from others in the 'Comments' tab.

Please note: there are three other options available when a record is selected. Click on these to

- Bulk verify similar records - An easy way to scan a list of common species from a known and trusted recorder which can then be verified in bulk.
- Detail the recorder's trust settings
- Edit record

If you need any help or have any questions, please contact us at any time through

orks@cornwallwildlifetrust.org.uk