



# National Plant Monitoring Scheme

## Online data entry guide

### Introduction

The aim of the National Plant Monitoring Scheme is to be simple, repeatable and attractive to volunteers but also to allow the reporting of species' trends, and changes in the quality of semi-natural habitats. Surveyors record the presence of plant species in small plots within a sample of 1 × 1 km squares ('monads'). Plots are located in the majority of terrestrial semi-natural habitat types, from coastal saltmarsh to montane grasslands and heaths.

### Data entry procedure overview

Online data entry proceeds via the following 4 steps:

#### Step 1. Website sign-up and login

#### Step 2. Selecting a 1 km square(s) for survey

#### Step 3. Creating plots within your 1 km square

#### Step 4. Entering plant and environmental data for your plots

Additional information is presented in the following sections:

#### Step 5. (Optional) Editing submitted data

#### Step 6. Entering a second survey for a plot within a year

#### Step 7. Recording plots in subsequent years

The steps are described, with screenshots of the process, in the following pages. The following procedure may look lengthy, but this is only because we have sought to include as many images of the website as possible, in order to assist you as much as possible. The steps themselves should be relatively quick to implement.

### Adding additional species records for plots or squares

### Already registered?

If you have already registered on the website, and have been allocated your 1 km square(s), you can proceed to **Step 3** straight away.

## Step 1. Website sign-up and login

Surveyors must be registered on the NPMS website to enter their results. Follow the steps below to complete this task.

1. Direct your web browser to [www.npms.org.uk](http://www.npms.org.uk)
2. Select the 'Signup' option (red arrow in the screenshot below).



5. Complete the required fields (those with a red asterisk) and **click the blue 'Create new account' button** beneath them.
6. This will cause an email to be sent to your email address. The email will have a link in it that you will need to click. This will take you to a webpage that will prompt you to enter a password (enter this twice to confirm your choice). Once you have entered your password, scroll down to the bottom of the page and **click the 'Save' button**. This last step is essential.
7. Now, when you visit the NPMS website, you will be able to choose the 'Log in' option (yellow arrow in the screenshot above).

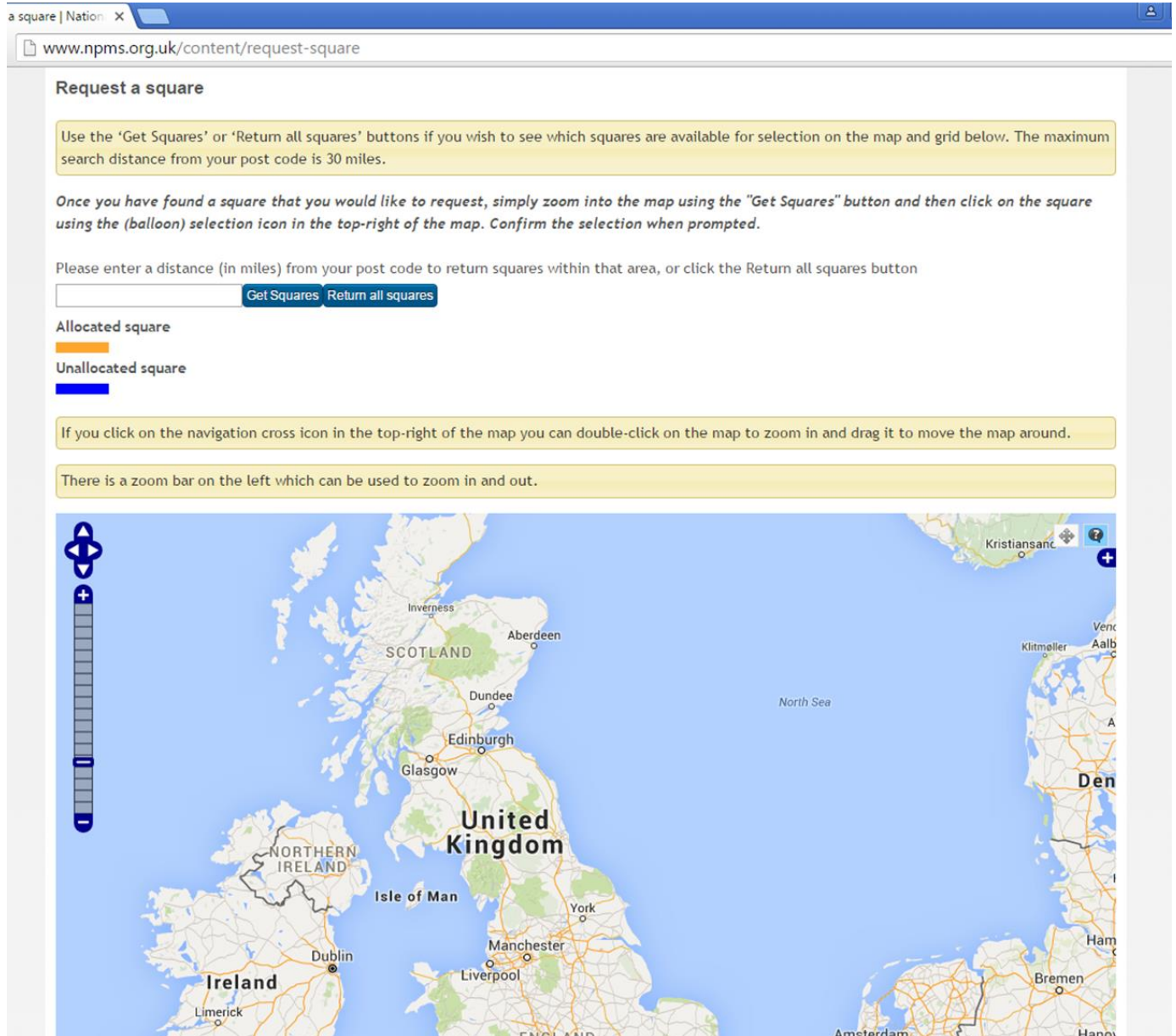
8. When you are logged in to the NPMS website a homepage with a number of additional options will be seen. Choose the 'My Account' option if you ever need to change your registration details (e.g. address, password etc.)

9. You are now registered, logged in to the NPMS website, and ready to request a 1 km square (or two!) for monitoring.

## Step 2. Selecting a 1 km square(s) for survey

In this step you will request a 1 km square to survey; the square request will be checked by the NPMS coordinator, and, if the square is available, confirmed. This process assigns the square to your user account, and allows you to record plant and environmental information for the plots that you will create within your square. If you have already requested and been assigned a 1 km square, you can skip this step and proceed to **Step 3**.

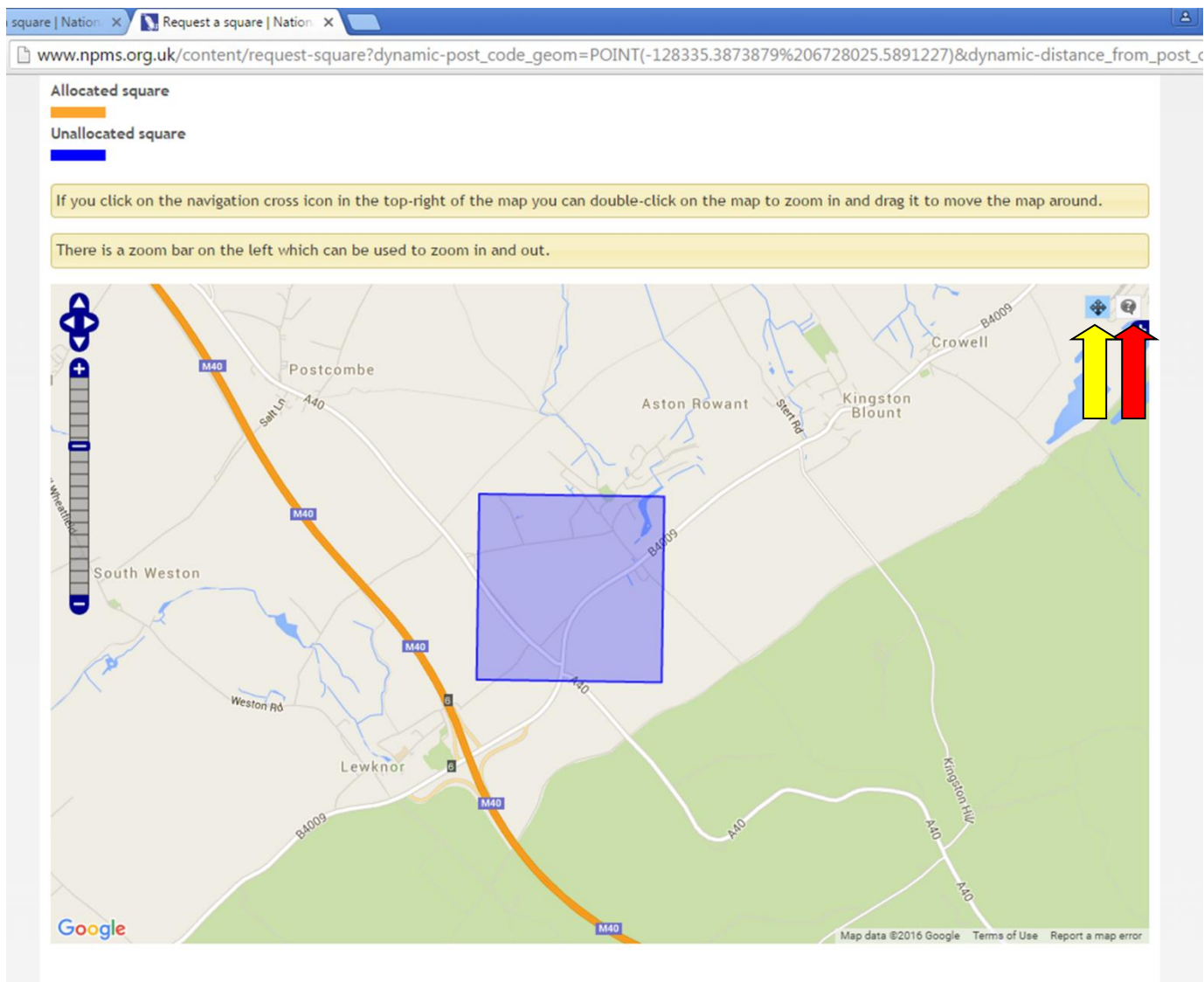
1. Select the 'Request a square' option from the menu along the top of the website homepage.
2. You will now see a screen like this:



3. At this point, you can either ask the website to show you all the available squares (the 'Return all squares' button), or you can filter the selection to within a certain number of miles from your postcode (up to a maximum of 30 miles) using the 'Get Squares' button. This option uses the postcode that you used when registering your account. If you would like to use another postcode, you could use the public 'Squares near me' page at <http://www.npms.org.uk/square-near-me-public>, or simply just use the 'Return all squares' option.

4. Once you have identified a suitable square that is available (blue squares are still available for survey, orange squares are allocated and cannot be selected), make sure that the 'question mark' or 'information button' on the map controls is selected (red arrow in below screenshot), and then simply click on the square (note that this will not work if you are zoomed out too far.)

**Remember that the 'question mark' button must be selected for this to work!** If you change your mind, and want to move the map around using your mouse (by making a single click, and holding this 'click' down and dragging), then select the 'double-headed arrow' icon (yellow arrow in below screenshot).



5. If you click an available square with the 'question mark' button selected, then a message saying 'Would you like to assign square XX1234 to yourself?' will appear. Responding 'OK' to this message will result in an alert being sent to the NPMS coordinator for them to approve your selection.

When your square selection has been approved by the NPMS coordinator it will appear on your 'View squares and create plots' page (the first option on the 'Create plots and enter data' drop-down menu; blue arrow in below screenshot). An email alert will also let you know when your square selection has been approved. The screenshot on the following page shows you what the 'View squares and create plots' page looks like with a successfully allocated square (red arrow indicates the square grid reference or 'label').

www.npms.org.uk/my-squares-and-plots

Home Resources Create plots and enter data Request a square Training and Events My data My account

Log out Data Access View squares and create plots

Wildflower recording form  
Indicator recording form  
Inventory recording form  
Extra species entry

# Nat Plant Monitoring Scheme

View squares and create plots

[CLICK HERE TO MANAGE MY SQUARES](#)

| Location Name | My Plot? |  |
|---------------|----------|--|
| NR4651        |          | add plot<br>Edit Landowner Information |
| S...          |          | add plot<br>Edit Landowner Information |

Square assigned to a user's account

The 'Edit Landowner information' link (yellow arrow in screenshot above) allows you to record information about the square, e.g. landowner contact details, or permissions given); this will help future surveyors if you ever decide to pass on your NPMS square to another surveyor.

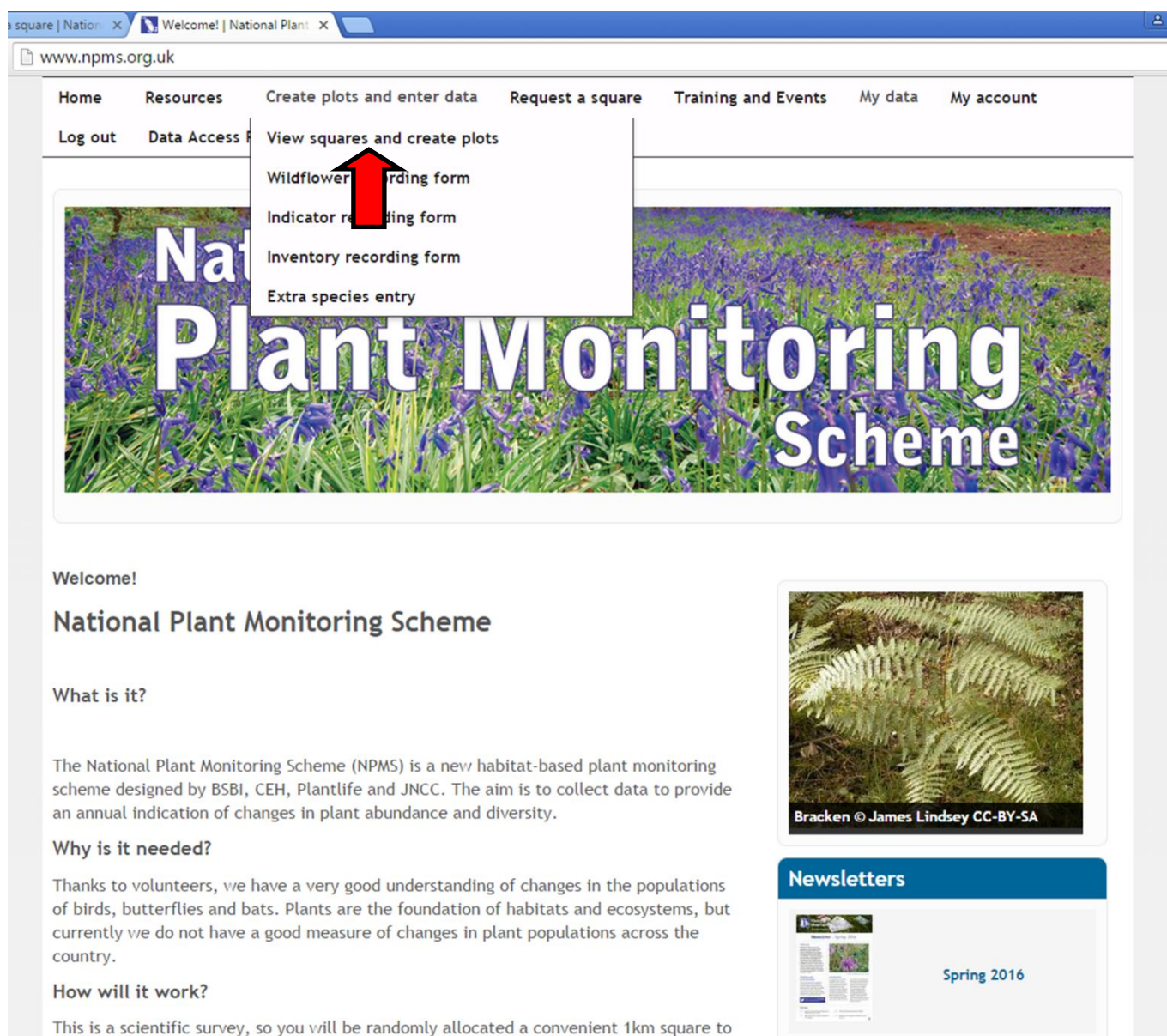
6. The square allocation procedure is now complete, and should not need to be performed again, unless you want to take on a second square; for example, it is possible a surveyor could survey different squares in different years, or have a square near to where they regularly holiday.

### Step 3. Creating plots within your 1 km square

The NPMS is based around the idea of long-term monitoring of plants in small plots. As you will know, a key initial task for NPMS volunteers is selecting the plots that they will monitor within their 1 km square. This step is only performed on the first visit to a particular square; in subsequent years the only task is to visit plots to re-record the plants found there.

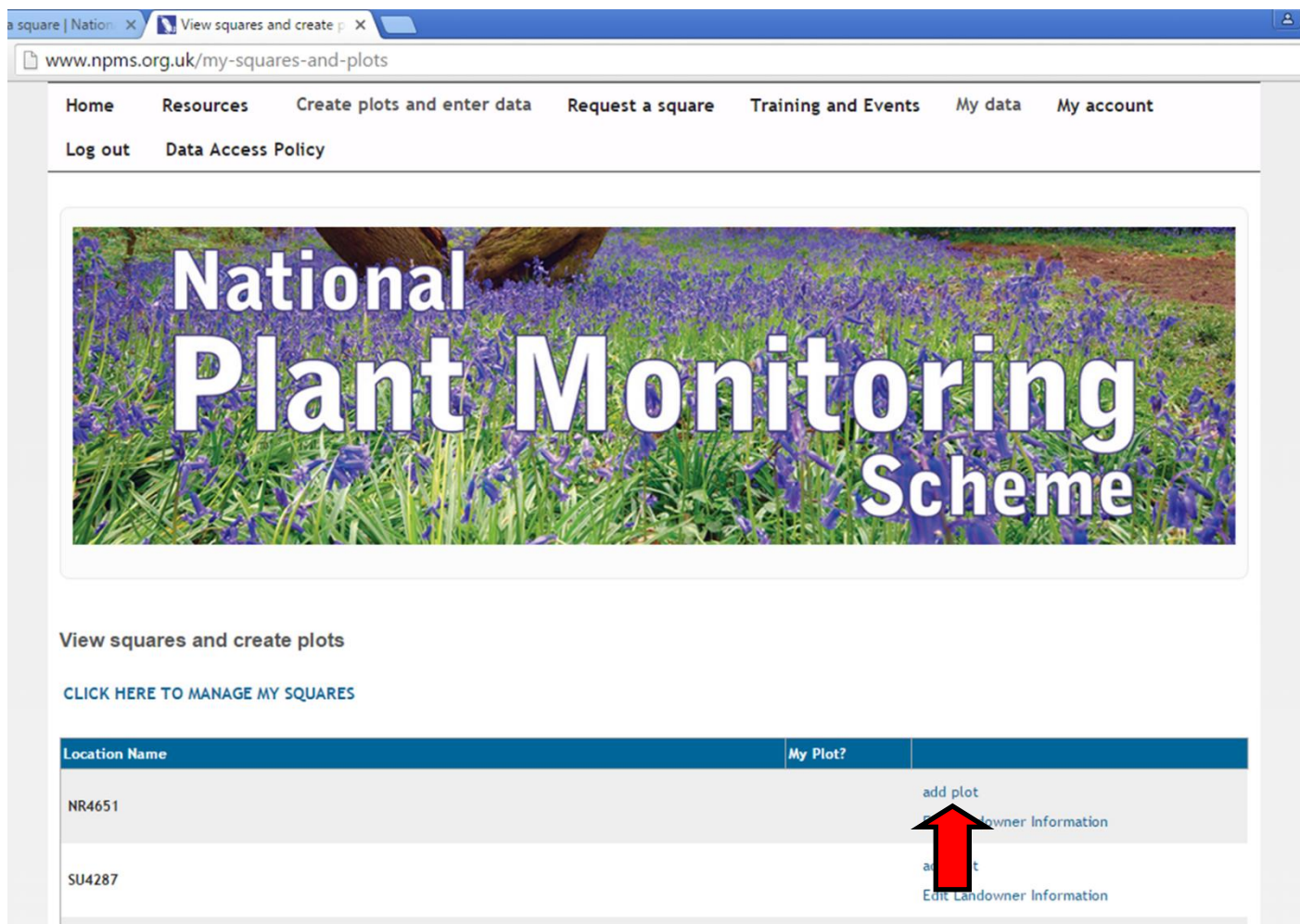
Data entry via the NPMS website requires you to set up the plots that you are surveying within your 1 km square. As for the field element of the survey, this online task only needs to be done once. Your plots will be permanently stored on your account so that in future years you will only need to record your new plant and environmental data. The process through which you create these plots on the NPMS website follows below.

1. The first task is to navigate to the 'View square and create plots' page (see red arrow in screenshot below). The drop-down menu will appear as shown if you hover your mouse over the 'Create plots and enter data' menu option.



The screenshot shows the NPMS website interface. At the top, there is a navigation bar with the following links: Home, Resources, Create plots and enter data, Request a square, Training and Events, My data, and My account. Below this, a dropdown menu is open under 'Create plots and enter data', listing the following options: View squares and create plots, Wildflower recording form, Indicator recording form, Inventory recording form, and Extra species entry. A red arrow points to the 'View squares and create plots' option. The main content area features a large banner image of purple flowers with the text 'National Plant Monitoring Scheme' overlaid. Below the banner, there is a 'Welcome!' section with the title 'National Plant Monitoring Scheme' and a 'What is it?' section. The 'What is it?' section contains a paragraph: 'The National Plant Monitoring Scheme (NPMS) is a new habitat-based plant monitoring scheme designed by BSBI, CEH, Plantlife and JNCC. The aim is to collect data to provide an annual indication of changes in plant abundance and diversity.' Below this, there is a 'Why is it needed?' section with a paragraph: 'Thanks to volunteers, we have a very good understanding of changes in the populations of birds, butterflies and bats. Plants are the foundation of habitats and ecosystems, but currently we do not have a good measure of changes in plant populations across the country.' Finally, there is a 'How will it work?' section with a paragraph: 'This is a scientific survey, so you will be randomly allocated a convenient 1km square to'. To the right of the 'What is it?' section, there is a small image of a fern with the caption 'Bracken © James Lindsey CC-BY-SA'. Below this, there is a 'Newsletters' section with a blue header and a preview of a newsletter cover for 'Spring 2016'.

2. If you have successfully been allocated a square, it should appear on the resulting page (see example below). If no square is visible in the 'Location Name' column, please review **Step 2** of this guide, and contact the NPMS coordinator if you are still unsure why you have not been allocated a square. If you have only recently completed **Step 2**, please remember that squares may take a short while to be approved.



3. The next step is for you to create the plots that you surveyed within your square. First, click the 'add plot' text link alongside the relevant square (red arrow in above screenshot).

The resulting screen is shown in the screenshot on the following page below. You must now create your survey plots one at a time. (N.B. you will only be able to add plots if your square has been approved by the NPMS coordinator).



**Draw plot**

Plot Type:

When Expert Mode is not on, plots are represented by a standard square shape which is created with a simple click on the map. In Expert Mode, plots can be rotated and resized to represent the shape of a plot on the map accurately. If you are unsure, please leave this option off

Expert Mode:

Square (click for access [NR4651](#) information):

My plot label (please number your plots):

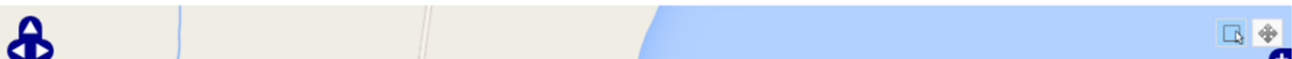
The grid reference in the box below will be automatically generated from the position of your plot on the map below. You can also type a grid reference directly into the box below, but, unless you have taken an accurate GPS reading in the field, it is likely that clicking on the map to place your plot will be the best method.

The grid reference generated by clicking on the map will be the centre of the plot.

How sloping is the plot?:

Which direction does it face?:

Grid reference:

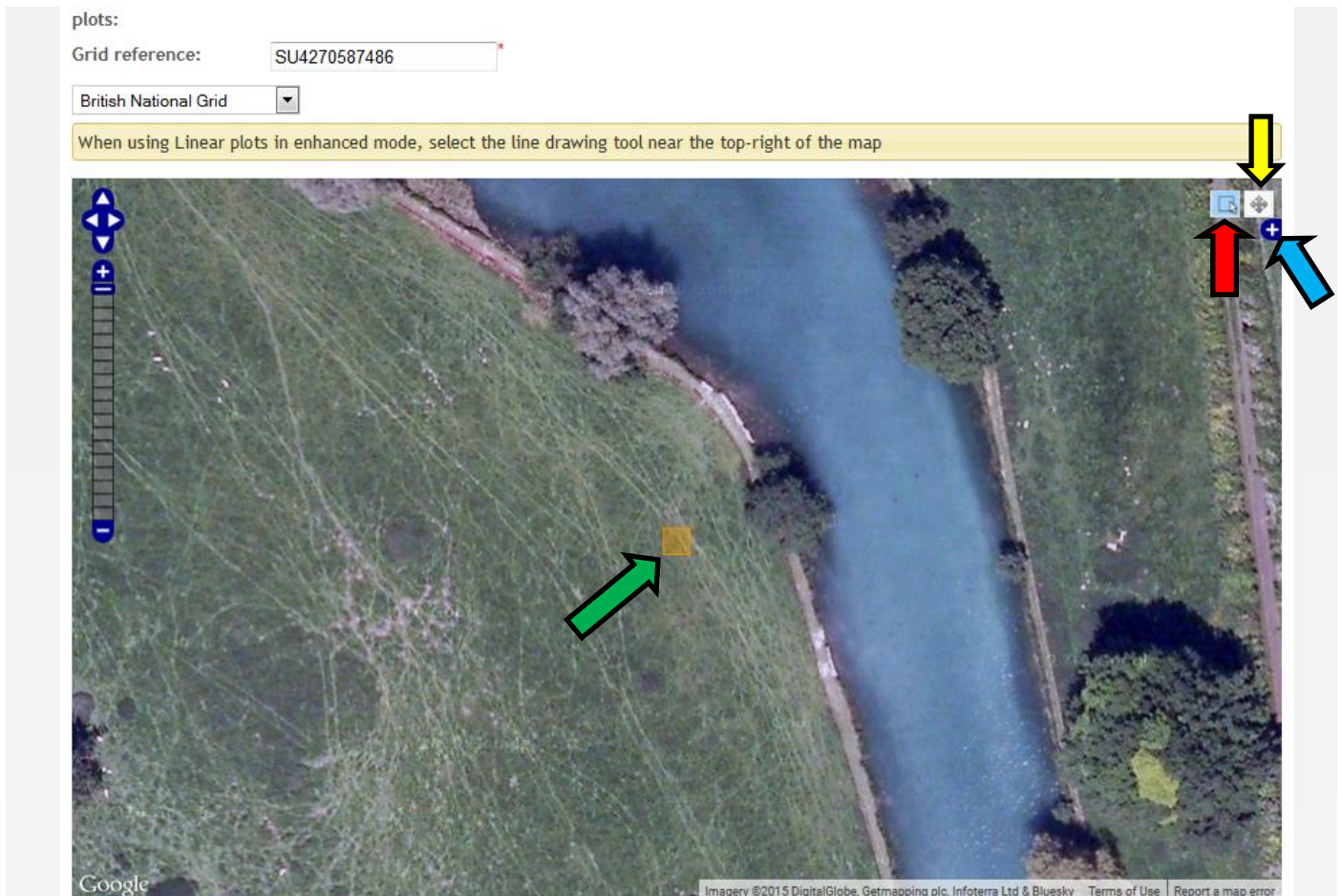


4. You will create a representation of each plot that you surveyed in your square. The below process will therefore need to be repeated for all of your plots. The options available when creating a plot are:

- i) Choose the 'Plot Type'. This will either be one of the two types of square plot or a linear plot.
- ii) Choose whether to use 'Expert Mode'. If you tick this box you will have extra options when drawing your plot, allowing you to capture more information about its characteristics and position. Please see **section 9** below for more information about the use of Expert Mode.
- iii) Enter your plot label. Numbering your plots will make it easier to match up your plant data with the correct plots later on. We recommend simply labelling them 1, 2, 3, ... etc.
- iv) Enter any environmental information collected (i.e. slope and aspect).

5. Now you must position your plot within your 1 km square. This can be done either by typing a grid reference directly into the 'Grid Ref' box, or by zooming into your square using the map and clicking on a location. The screenshot below shows the result of clicking on the map to place a plot. The orange box represents your plot (green arrow). **Note that the 'Plot' icon of a box with a mouse pointer (red arrow below) must be selected to create a plot on the map.** The 'Navigate' double-headed arrow icon (yellow arrow below) must be selected to move the map by dragging with your mouse (using the click-and-hold method).

For square and linear plots the value in the 'Grid Ref' box is the centre of your plot. The information that you may have collected in the field (i.e. the SW corner of your plot for square plots, or the two ends of your plot a linear plot) can be entered into the relevant boxes (i.e. 'Plot south-west corner' and 'Plot end grid ref 1/2') to aid relocation in future years. **Note that in normal mode linear plots are represented by a simple box, this can be placed to indicate the centre of the plot.**



In addition, the map backdrop can be changed between satellite imagery and Google maps imagery. To do this click on the blue tab with the white cross in the upper right-hand corner of the map window (blue arrow above) and select the option you desire.

6. Your plot sketch can be uploaded via the 'Add sketch' button, and any comments about the plot can be entered into the 'Description' box.

7. Once you are happy with the position of your plot simply click the blue **'Submit'** button at the bottom of the web page. Double-check that you have entered all of the necessary information first (such as a plot number).

8. You will need to repeat this process for all of your plots; this should be straightforward once you get the hang of it, and **this step will not need to be repeated in future years** (unless you request a new or additional 1 km square): once these plots are created, they will be fixed for all future surveys in this square.

Once you have finished, all of the plots that you have surveyed for your square should appear below the appropriate square on your 'View squares and create plots' page (see below screenshot).

## View squares and create plots

[CLICK HERE TO MANAGE MY SQUARES](#)

| Location Name   | My Plot? |  |
|---|----------|--|
| NR4651  |          | <a href="#">add plot</a><br><a href="#">Edit Landowner Information</a> |
| SU4287  |          | <a href="#">add plot</a><br><a href="#">Edit Landowner Information</a> |
| Plot 123 at 51.58355N 1.38716W (Square plot 10 x 10 m, woodlands) | NO       | <a href="#">view details or add sketches</a>                           |
| Plot 1 at SU4212887299 (Linear plot)                              | YES      | <a href="#">view details or add sketches</a>                           |
| Plot 2 at SU4282987168 (Square plot 5 x 5 m, most habitats)       | YES      | <a href="#">view details or add sketches</a>                           |
| Plot 3 at SU4269387862 (Linear plot)                              | YES      | <a href="#">view details or add sketches</a>                           |
| Plot 4 at SU4278687357 (Linear plot)                              | YES      | <a href="#">view details or add sketches</a>                           |
| Plot 5 at SU4216587163 (Square plot 5 x 5 m, most habitats)       | YES      | <a href="#">view details or add sketches</a>                           |

prev 1 next last Showing records 1 to 8 of 8

Created plots listed under surveyor's 1 km square

**Please note**, plots can be edited via the 'View squares and create plots' page up until the point at which you enter your survey (i.e. plant) data for those plots. However, once you have recorded your survey data for the plots, the plots themselves will no longer be editable, although new sketches will be able to be uploaded (e.g. if some feature of the local environment changes, affecting the ability of another surveyor to relocate the plot).

## 9. 'Expert Mode' options

**Square plots:** In Expert Mode, square plots have additional features that allow you to rotate the plots to better match their position in the field. The red ring in the corner of the plot (see below screenshot) allows for rotation. The red ring in the centre allows you to drag the plot to a new position. The size of the plot is also accurately scaled using Expert Mode.



**Linear plots:** In Expert Mode, you also have the option to draw 'freehand' linear or vertical plots (red arrow below), to accommodate those situations where linear plots followed curves or went around corners. If you select Expert Mode for a linear plot proceed in two steps:

i) Use the plot tool (yellow arrow in the below screenshot) to locate the mid-point of your linear plot (this will generate the required 'Grid reference').

ii) Use the linear plot drawing tool (red arrow in the below screenshot) to draw your linear plot. Repeated clicks on the map will allow you to position the layout of your plot; double click to finish when the line matches the extent of the plot that you surveyed.

If you make a mistake just go back to (i) and repeat the procedure.

Remember, without Expert Mode linear plots are simply represented by a small square symbol, which can be placed to indicate the centre point of the plot.

When using Linear plots in enhanced mode, select the line drawing tool near the top-right of the map



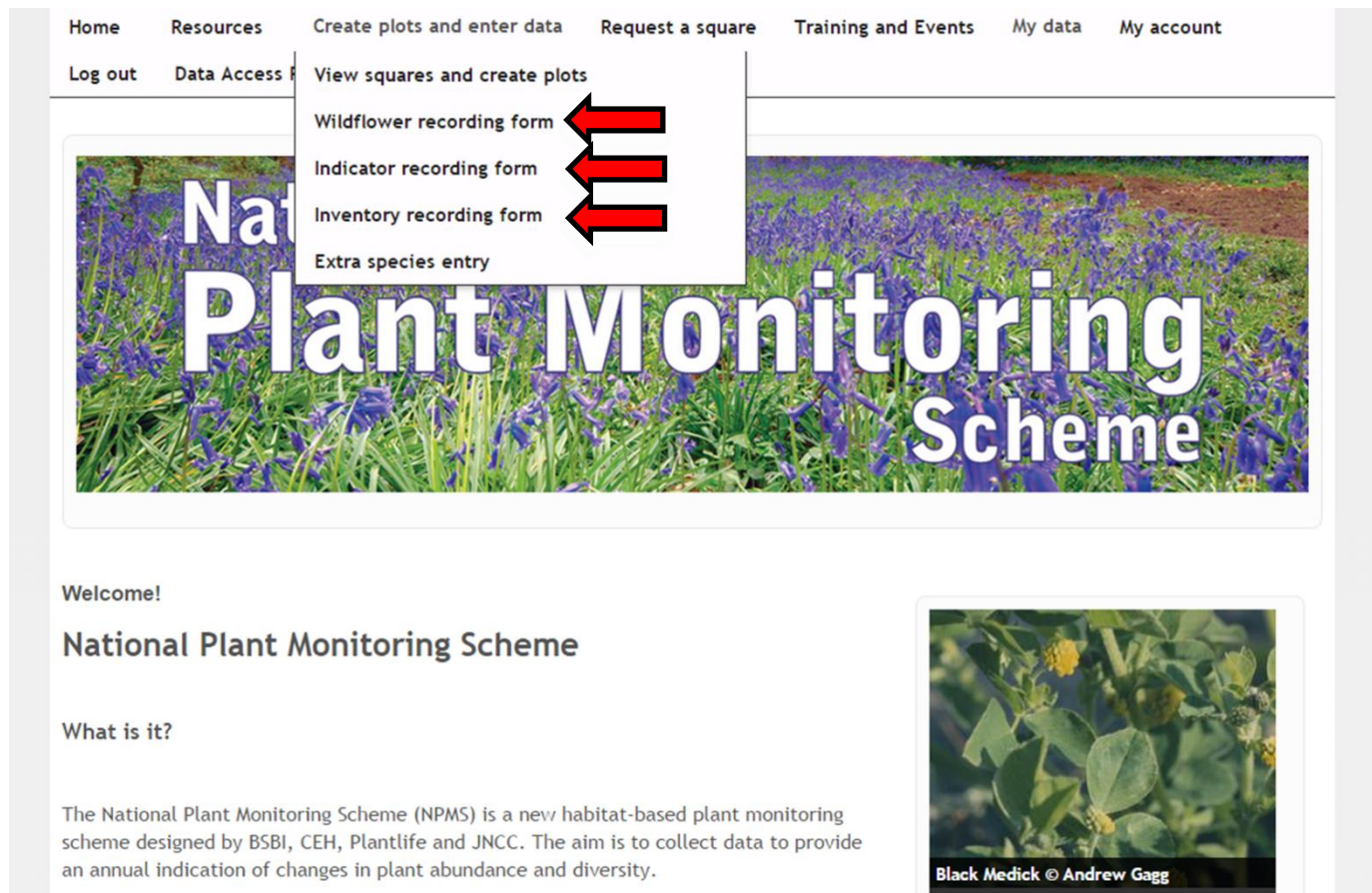
#### Technical notes for advanced users:

You can edit the 'Grid Ref' plot attribute by hand, but this will reposition the plot according to the accuracy of the grid reference that you submit (ideally it will have 2 letters and 10 numbers, e.g. "NZ 41324 56882"). Please only enter grid references by hand if you are confident that this is more accurate than placing them using the aerial imagery map (e.g. in woodland).

If you wish you can enter a spatial reference in latitude/longitude format by changing the drop-down menu you see which says "British National Grid" to "WGS84 (decimal lat, long)". The format of the grid reference in the box must be something like this, "54.90555N 1.35802W" when using this mode.

## Step 4. Entering plant and environmental data for your plots

1. The first step is to choose the level at which you took part in the survey from the menu. The relevant options available on the NPMS website are: Wildflower, Indicator, and Inventory. If you have performed the survey you will know the level at which you took part. See the red arrows in the below screenshot. Again, this menu appears when you hover your mouse over the 'Create plots and enter data' option on the main menu bar at the top of the web page.



2. This section will detail all three of the survey's data entry procedures; however, they are all ultimately very similar, and differ only in the way in which the species data are captured.

**Please proceed to the page below on which your survey type is dealt with.** This will be one of the following:

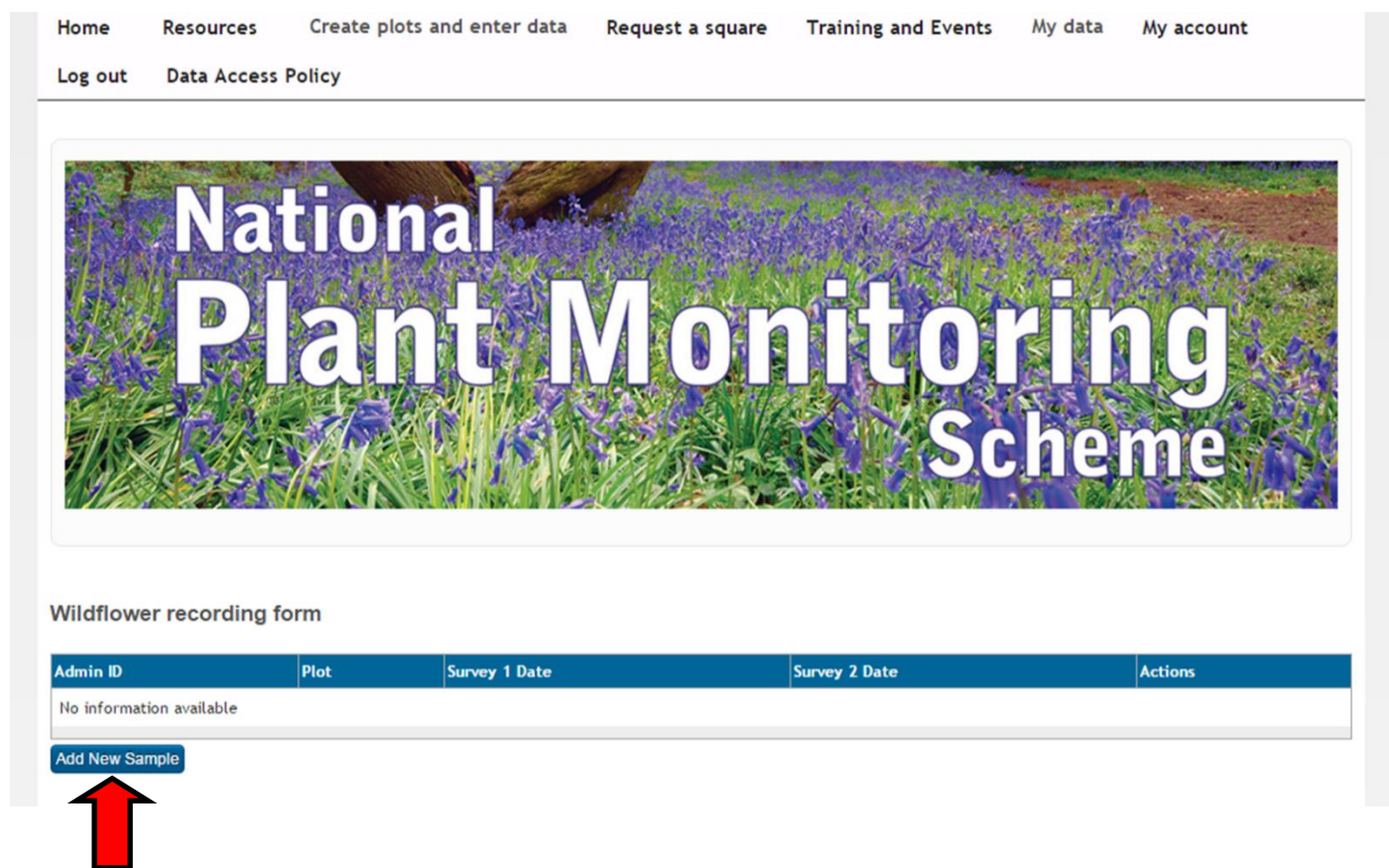
**Step 4a. Entering 'Wildflower' data**

**Step 4b. Entering 'Indicator Species' data**

**Step 4c. Entering 'Inventory' data**

## Step 4a. Entering 'Wildflower' data

1. If you have selected the 'Wildflower recording form' option from the menu bar, the following page will appear.



The screenshot shows the National Plant Monitoring Scheme website. At the top, there is a navigation menu with links: Home, Resources, Create plots and enter data, Request a square, Training and Events, My data, My account, Log out, and Data Access Policy. Below the menu is a large banner image of purple wildflowers with the text "National Plant Monitoring Scheme" overlaid. Underneath the banner is the heading "Wildflower recording form". Below this heading is a table with the following columns: Admin ID, Plot, Survey 1 Date, Survey 2 Date, and Actions. The table currently contains the text "No information available". Below the table is a blue button labeled "Add New Sample", which is highlighted by a red arrow pointing upwards.

| Admin ID                 | Plot | Survey 1 Date | Survey 2 Date | Actions |
|--------------------------|------|---------------|---------------|---------|
| No information available |      |               |               |         |

[Add New Sample](#)

2. Now, click the blue 'Add New Sample' button (red arrow in above screenshot).

3. The page seen in the below screenshot will then appear.

## Wildflower recording form

The screenshot shows the 'Wildflower recording form' with four stages: 1. Location, 2. Survey details, 3. Species records, and 4. Submit Record. Red arrows point to the first three stages. The 'Location' stage is active, showing a map of the United Kingdom and Ireland with various cities labeled. The 'Plot' dropdown is set to 'Awaiting selection...'. The 'Spatial Ref' field is empty.

**Location**

Select a Square:

Select a square to input data for before selecting a plot.

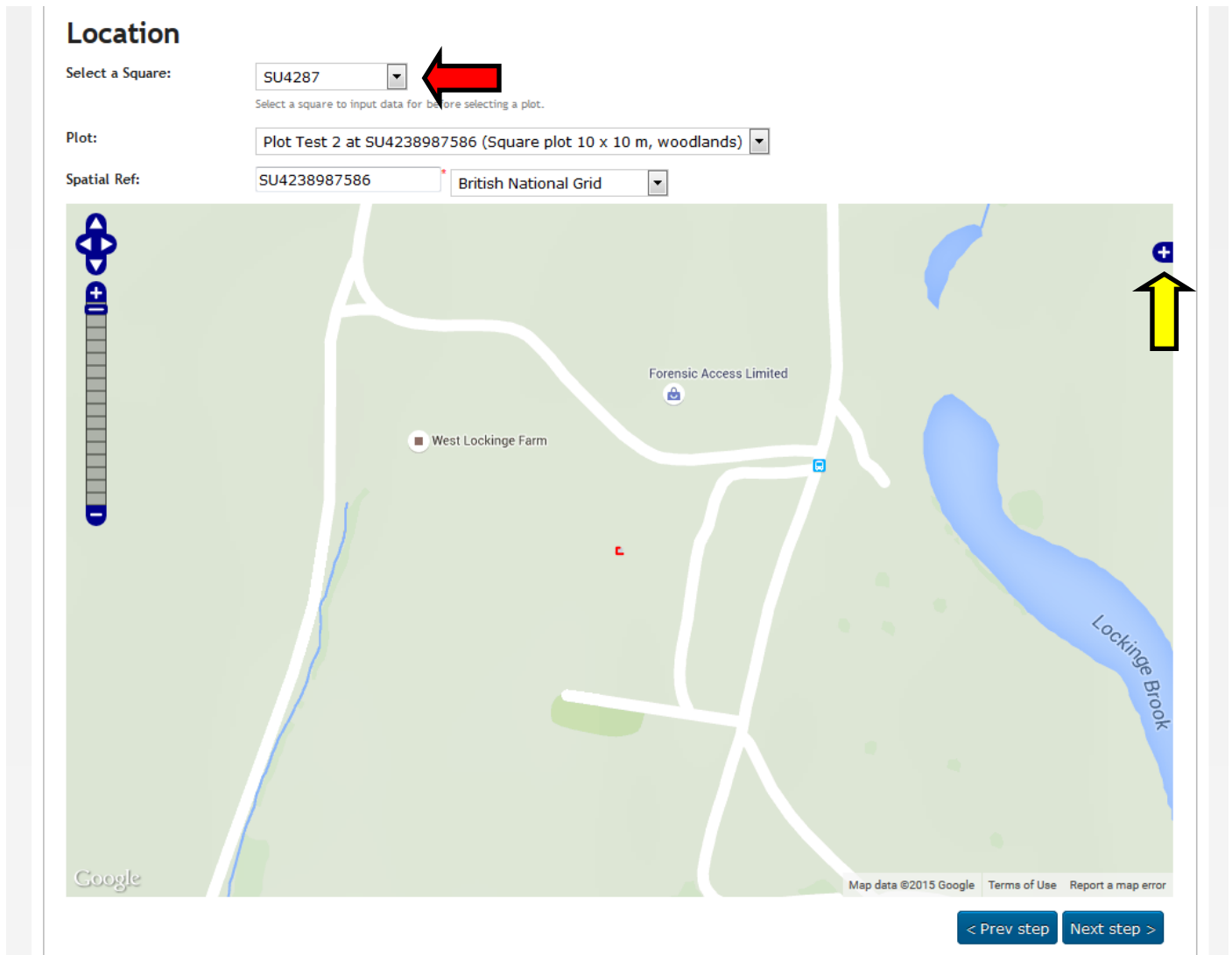
Plot:

Spatial Ref:

Map showing the United Kingdom, Ireland, and parts of the Netherlands. Major cities labeled include Inverness, Aberdeen, Dundee, Edinburgh, Glasgow, York, Manchester, Liverpool, London, Oxford, Bristol, Cardiff, Bath, Dublin, Limerick, Cork, Amsterdam, The Hague, Antwerp, Essen, Dortmund, Bremen, and Ha. Regions labeled include SCOTLAND, ENGLAND, WALES, NORTHERN IRELAND, and Ireland. The North Sea is also labeled.

4. This page has three stages that you will need to complete: 'Location', 'Survey details' and 'Species records' (note that we have reordered these since 2015 in response to surveyor feedback). These are highlighted with red arrows in the above screenshot. **You should fill these in the order in which they are presented**, i.e. start with 'Location', and then proceed to 'Survey details', then 'Species records'. You can move back and forth between the three pages without losing information that has been entered. Your data are only entered to the database when you click the 'Submit' button at the bottom of the 'Species records' page, however, these data can still be edited in the future (see **Step 5** below).

5. The Location page requires you to select the 1 km square and the relevant plot that you are entering data for from the list of plots that you have created for the square (screenshot below). You must select your 1 km square first (red arrow below) before your list of plots appears.



6. When you have selected the appropriate plot, it will appear as you created it in the mapping window below (see above screenshot). You cannot edit the plot here, but check that you have selected the correct plot for the survey data that you are entering. You can change the map backdrop using the pop-out menu (white cross on blue background at top right corner of the map) if you would prefer the satellite mapping backdrop for checking your plot location (yellow arrow in the above screenshot).

7. The input of the 'Survey details' data should be self-explanatory. But note that two fields are required (date and broad habitat type). **Please ensure that your habitat selection matches the species list that you used in the field: if you surveyed at the broad level, please only select a broad habitat, if you surveyed at the finer scale, please make sure you select both a broad and a fine scale habitat.**

Plot photos can be uploaded here, but note that sketches should be uploaded against the plot (using the 'View squares and create plots' page reviewed above in **Step 3**).

8. Now select the 'Species records' header, or click the blue 'Next step >' button. The screen that appears should also be self-explanatory (screenshot below). Enter the abundance scores that you have recorded against the species names. Please also upload species' photos if you have them. Clicking 'Add images' will expand to a box allowing you to browse to your photo on your computer. Finally, click the blue 'Submit' button below the grid of species names.



The species are now ordered alphabetically by their scientific names in a list rather than the previous grid format.

## Wildflower recording form

1. Location

2. Survey details

3. Species records

4. Submit Record

### Species records

Enter 1 for <1% cover (1-2 indivs), 2 for <1% (several indivs), 3 for 1-4%, 4 for 5-10%, 5 for 11-25%, 6 for 26-33%, 7 for 34-50%, 8 for 51-75%, 9 for 76-90% and 10 for 91-100%

|  |            |
|--|------------|
| <i>Achillea millefolium</i> Yarrow                 | Add images |
| <i>Ajuga reptans</i> Bugle                         | Add images |
| <i>Alchemilla alpina</i> Alpine Lady's-mantle      | Add images |
| <i>Alisma plantago-aquatica</i>                    | Add images |
| <i>Allium ursinum</i> Ramsons                      | Add images |
| <i>Alnus glutinosa</i> Alder                       | Add images |
| <i>Anagallis arvensis</i> Scarlet Pimpernel        | Add images |
| <i>Anagallis tenella</i> Bog Pimpernel             | Add images |
| <i>Anemone nemorosa</i> Wood Anemone               | Add images |
| <i>Angelica sylvestris</i> Wild Angelica           | Add images |
| <i>Antennaria dioica</i> Mountain Everlasting      | Add images |
| <i>Anthriscus sylvestris</i> Cow Parsley           | Add images |
| <i>Anthyllis vulneraria</i> Kidney Vetch           | Add images |
| <i>Apium graveolens</i> Wild Celery                | Add images |
| <i>Arctium minus/nemorosum</i>                     | Add images |
| <i>Armeria maritima</i> Thrift                     | Add images |
| <i>Arum maculatum</i> Lords-and-Ladies             | Add images |
| <i>Asplenium trichomanes</i> Maidenhair Spleenwort | Add images |
| <i>Aster tripolium</i> Sea Aster                   | Add images |
| <i>Atriplex</i> Orache                             | Add images |
| <i>Bellis perennis</i> Daisy                       | Add images |
| <i>Beta vulgaris</i> Beet                          | Add images |
| <i>Betula pubescens/pendula</i>                    | Add images |
| <i>Blackstonia perfoliata</i> Yellow-wort          | Add images |
| <i>Blechnum spicant</i> Hard-fern                  | Add images |
| <i>Briza media</i> Quaking-grass                   | Add images |
| <i>Buddleja davidii</i> Butterfly-bush             | Add images |
| <i>Calluna vulgaris</i> Heather                    | Add images |
| <i>Caltha palustris</i> Marsh-marigold             | Add images |
| <i>Calystegia sepium</i> Hedee Bindweed            | Add images |

## Step 4b. Entering 'Indicator Species' data

1. The Indicator Species Plot data entry proceeds via the steps laid out above in Step 4a, except for the entry of the Species records data. Rather than seeing a pre-populated grid of species names, now you will see an empty box (see below screenshot). This screen requires you to enter the species yourself.

**Indicator recording form**

The initial grid lists the records that YOU have entered. Click Add New Sample and complete the form to add a new record. When you come to resurvey the same plot, find your original record in the list and click the Add Survey 2 link beside it. Update the form with changes since the first survey.

Please remember that you must first set-up your squares and plots using the 'My squares and plots' tab. Please see the guidance for further information.

1. Location    2. Survey details    3. Species records    4. Submit Record

### Species records

**Mouse users** click in the empty species box, start typing the species name and click on the correct name from the list when it appears. Click on the abundance drop down list and select the value. Repeat.

**Keyboard users** type the species name in the species column. You can arrow down to the correct name in the list of suggestions and tab to select. Key the abundance code and tab to move to the next row.

**PLEASE NOTE:** the NPMS species dictionary currently follows edition two of the *New Flora of the British Isles* (Stace, 1997). These names are given in parentheses for Indicator Species in the NPMS species ID guide. For species not in the NPMS guide, please either type the common name, or use the older scientific name (e.g. Lesser Celandine would be *Ranunculus ficaria*, not *Ficaria verna*).

| Species | Abundance | Add photos             |
|---------|-----------|------------------------|
|         |           | Select a species first |
|         |           |                        |
|         |           |                        |

< Prev step    Submit

2. The box for entering species names has an auto-complete function, i.e. when you start typing it should predict what you want to enter and provide you with a drop-down list. The box accepts both common names and scientific names; if you use common names, please check that you are entering the correct species, the system may hold different common names to those with which you are familiar. The list of available names is restricted to those that have been assigned as Indicator species within the NPMS.

If you have recorded a partial set of additional species (i.e. you have not recorded everything, which would be Inventory level, but you have recorded some non-Indicator species), then you can add these using the 'Extra species survey' option available under the 'Create plots and enter data' menu.

3. The abundance scores of species can be selected from the drop-down abundance box. An example of a screen with some species data entered is provided below. The red crosses before the scientific names allow you to delete species records.

## Indicator recording form

The initial grid lists the records that YOU have entered. Click Add New Sample and complete the form to add a new record. When you come to resurvey the same plot, find your original record in the list and click the Add Survey 2 link beside it. Update the form with changes since the first survey.

Please remember that you must first set-up your squares and plots using the 'My squares and plots' tab. Please see the guidance for further information.



### Species records

**Mouse users** click in the empty species box, start typing the species name and click on the correct name from the list when it appears. Click on the abundance drop down list and select the value. Repeat.

**Keyboard users** type the species name in the species column. You can arrow down to the correct name in the list of suggestions and tab to select. Key the abundance code and tab to move to the next row.

**PLEASE NOTE:** the NPMS species dictionary currently follows edition two of the *New Flora of the British Isles* (Stace, 1997). These names are given in parentheses for Indicator Species in the NPMS species ID guide. For species not in the NPMS guide, please either type the common name, or use the older scientific name (e.g. Lesser Celandine would be *Ranunculus ficaria*, not *Ficaria verna*).

| Species   | Abundance | Add photos               |
|---|-----------|--------------------------|
| ✘ <i>Lotus corniculatus</i> - Common Bird's-foot-trefoil<br>flowering plant | 3. 1-4%   | ▼ Add images             |
| ✘ <i>Agrostis tenuis</i> - <i>Agrostis capillaris</i><br>flowering plant    | 6. 26-33% | ▼ Add images             |
| ✘ <i>Holcus lanatus</i> - Yorkshire-fog<br>flowering plant                  | 7. 34-50% | ▼ Add images             |
|   |           | ▼ Select a species first |

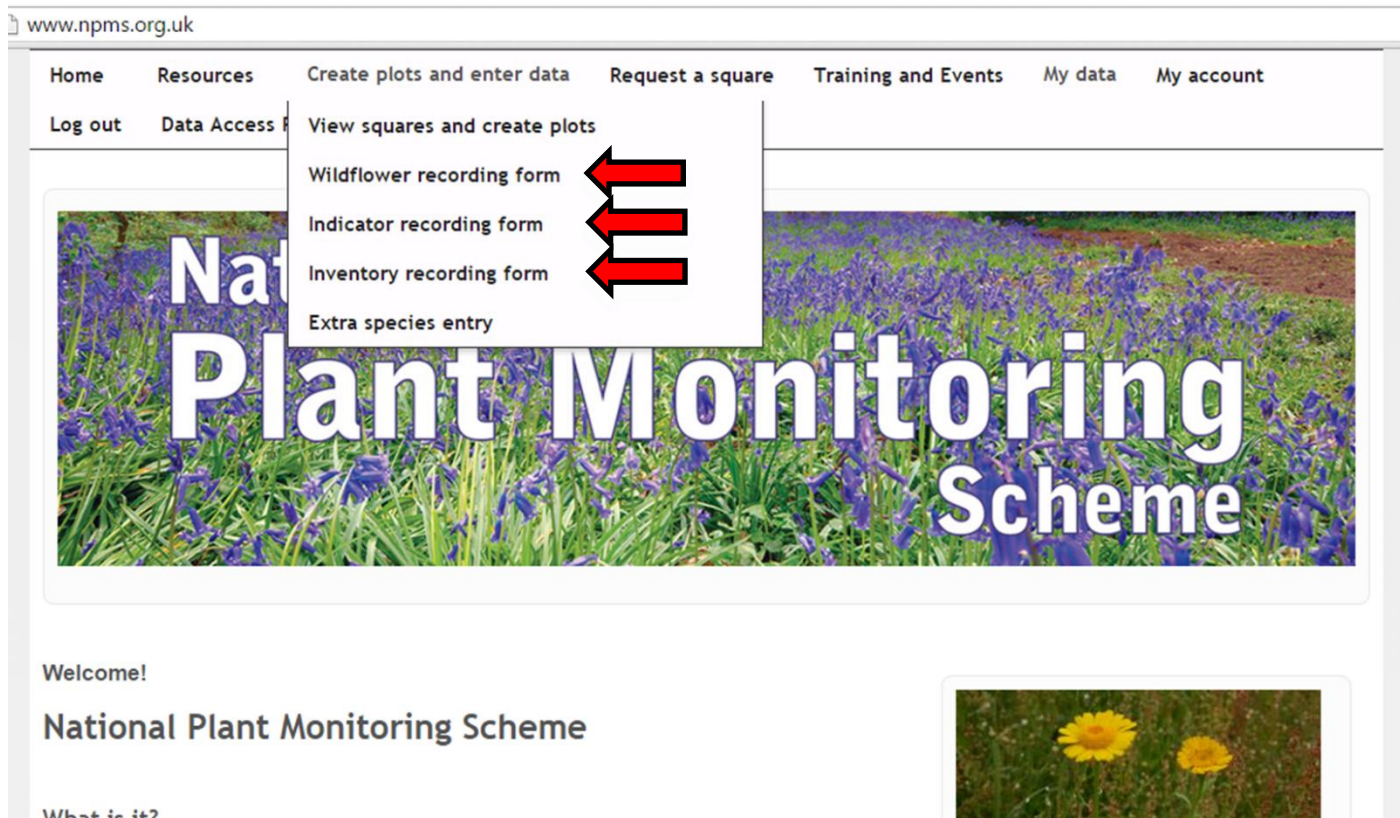
< Prev step Submit

### **Step 4c. Entering 'Inventory' data**

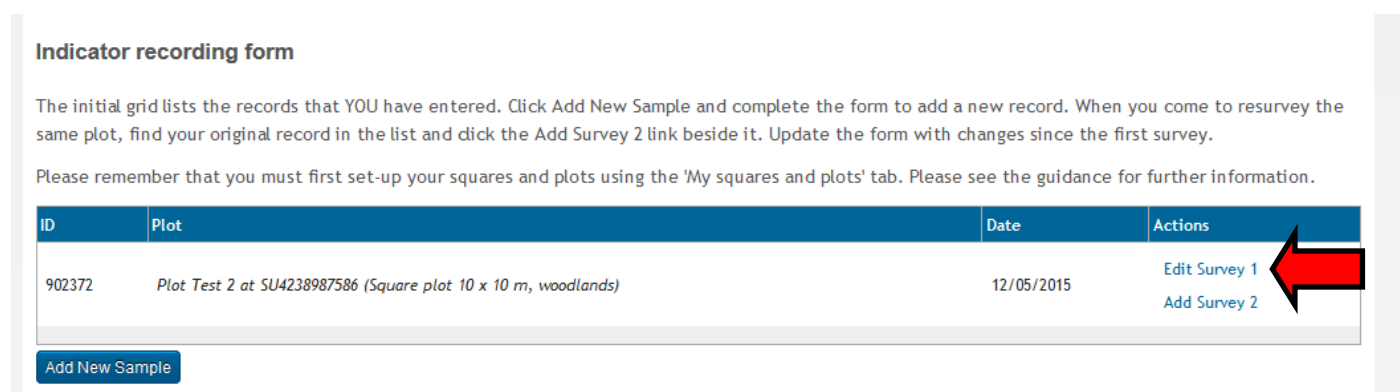
1. The Inventory level data entry proceeds via the steps laid out above in Step 4a, except for the entry of the Species records data. Rather than seeing a pre-populated grid of species names, now you will see an empty box (see below screenshot). This screen requires you to enter the species yourself.
2. The species entry proceeds as described for the Indicator Species Plots in Step 4b, except now there is no restriction on the species that you can enter.

## Step 5. (Optional) Editing submitted data

1. Whichever survey you have done, your results can be edited subsequently. Once you have submitted the results of a survey, the survey will be listed on the main page for that type of survey. For example, click on 'Wildflower recording form' or other option on the menu to see the list of plots that you have entered for that survey type (screen shot below).



2. An example for the Indicator recording form is given below. The blue text 'Edit Survey 1' (highlighted with a red arrow) allows you to adjust the information previously entered.



2. When editing plots, make sure the date (Survey details) and plot (Location) are assigned, otherwise you may experience trouble moving between the different data entry tabs.

## Step 6. Entering a second survey for a plot within a year

1. If you survey your plots a second time during a year, you can enter these as additional samples. For whichever type of survey you are conducting, the main page for that survey will have an option to 'Add Survey 2' (yellow arrow, below screenshot).


**Indicator recording form**

The initial grid lists the records that YOU have entered. Click Add New Sample and complete the form to add a new record. When you come to resurvey the same plot, find your original record in the list and click the Add Survey 2 link beside it. Update the form with changes since the first survey.

Please remember that you must first set-up your squares and plots using the 'My squares and plots' tab. Please see the guidance for further information.

| ID     | Plot   | Date       | Actions   |
|--------|--|------------|---|
| 902372 | Plot Test 2 at SU4238987586 (Square plot 10 x 10 m, woodlands) | 12/05/2015 | <a href="#">Edit Survey 1</a><br><a href="#">Add Survey 2</a> |

[Add New Sample](#)



2. This will duplicate the information that you entered for Survey 1. You can then use this information as the basis for your second survey.

**Please remember to edit the 'Survey details' (particularly the date) and 'Species records' as appropriate!**

## Step 7. Recording plots in subsequent years

Recording a new sample in a new year is as simple as entering a new sample. Just choose the "Add new sample" button from the relevant recording form page (e.g. "Indicator recording form"), and just enter the new details (yellow arrow screenshot below). We are planning to update the page displaying the recorded samples in the near future so that collections of samples more clearly nested within years and plots.

Don't forget that that methodology is flexible, and, if you have a year off recording a set of plots, e.g., because you feel that the habitat is sensitive in some way, then just carry on where you left off in the subsequent year.

**Indicator recording form**


The initial grid lists the records that YOU have entered. Click Add New Sample and complete the form to add a new record.

When you come to resurvey the same plot within a year, find your original record in the list below and click the Add Survey 2 link beside it. Update the form with changes since the first survey.

Please remember that you must first set-up your squares and plots using the 'My squares and plots' tab. Please see the guidance for further information.

| Admin ID | Plot  | Survey 1 Date | Survey 2 Date | Actions   |
|----------|---|---------------|---------------|---|
| 3159242  | Plot 1 at SU4212887299 (Linear plot)                        | 23/06/2017    |               | <a href="#">Edit Survey 1</a><br><a href="#">Add Survey 2</a> |
| 1274523  | Plot 3 at SU4269387862 (Linear plot)                        | 25/05/2015    |               | <a href="#">Edit Survey 1</a><br><a href="#">Add Survey 2</a> |
| 1274519  | Plot 2 at SU4282987168 (Square plot 5 x 5 m, most habitats) | 06/06/2015    |               | <a href="#">Edit Survey 1</a><br><a href="#">Add Survey 2</a> |
| 1274514  | Plot 1 at SU4212887299 (Linear plot)                        | 25/05/2015    |               | <a href="#">Edit Survey 1</a><br><a href="#">Add Survey 2</a> |

[Add New Sample](#)



## Additional information

1. The above notes cover the basics of entering records using the NPMS website; whilst it might seem long-winded, the plot creation element will only need to be performed **once** during your time as an NPMS volunteer, and the entry of the other data should not take very long once you have experience of the system.

2. Species and survey visit information can be viewed at any time by selecting the 'My Visits' page under the 'My data' menu option.

3. Additional plots can be added to squares by visiting the 'View squares and create plots' page, but remember, **you will not be able to edit the details of plots via this page once you have recorded plant data to the system** (with the exception of adding additional sketches if they are required). Please contact [support@npms.org.uk](mailto:support@npms.org.uk) if you need to make changes to the fundamental details of your plots.

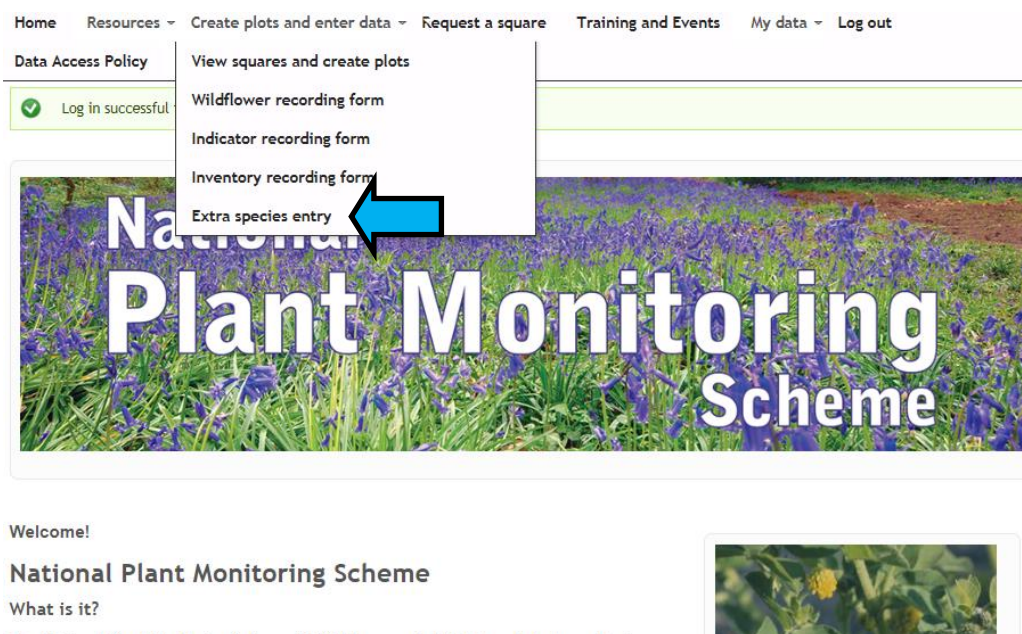
4. Survey level information can be edited by navigating to the appropriate survey page and selecting either 'Edit Survey 1' or 'Edit Survey 2'. Edits should preferably be made by the end of the calendar year in which the data were collected. **Data should also be entered by the end of the year to be included in that year's analyses.**

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## Adding additional species records for plots or squares

People often ask us about recording additional species in plots that are not listed for their particular habitat/survey-level combination, or about recording species in their wider 1 km squares, as they walk between plots for example. There are several ways of doing this, but the good news is that you can also do this through the NPMS website.

The option that you need is the "Extra species entry" function (blue arrow, below screenshot). Following this link will give you the option to record species against any of your plots, or simply for the wider 1 km square. Although these records won't necessarily be used in analyses using NPMS data, they will be shared with national organisations such as the BSBI and the NBN, meaning that they will still be widely available and used to broader analyses utilizing biological records! Another option for general plant recording is the [iRecord app](#).



## Troubleshooting the data entry procedure

Whilst some aspects of the data entry procedure can be slightly fiddly, e.g. the initial creation of your plots, we hope that overall the process will not be too time-consuming. We have listened to your feedback from 2015, and hope that the simplifications to the website now make it even easier to use.

Please contact the NPMS coordinator at [support@npms.org.uk](mailto:support@npms.org.uk) for assistance using the website, or if you have any feedback. This is still a new system, so we would appreciate hearing about any aspects of the site that you find challenging.

## Thank you!

Thank you for being involved in the new National Plant Monitoring Scheme. With our combined efforts we will have established an ongoing nationwide surveillance network that has the potential to alert plant conservationists and ecologists to significant changes in the abundance of plants of semi-natural habitats across Britain and Ireland.

Please keep an eye on [www.npms.org.uk](http://www.npms.org.uk) for new developments and research using the collected data!



# National Plant Monitoring Scheme



Centre for  
Ecology & Hydrology  
NATURAL ENVIRONMENT RESEARCH COUNCIL

