



National Plant Monitoring Scheme

Online Training Materials : NPMS Website and Online Data Entry

Plantlife



UK Centre for
Ecology & Hydrology



Botanical Society
of Britain & Ireland



JNCC



Northern Ireland
Environment
Agency
www.daera-ni.gov.uk



An Agency within the Department of
Agriculture, Environment
and Rural Affairs
www.daera-ni.gov.uk



Outline

- **Getting Started - Website orientation**
 - Page Navigation
 - Resources
 - Requesting a square (page 8)
 - Your account and data
- **Create plots and enter data**
 - Your square
 - Create plots (page 26)
 - Entering data (page 41)
 - **Wildflower**
 - **Indicator**
 - **Inventory**
 - **Extra species**
- NPMS Data App
- Questions and Data surgery reminder





Overview

Welcome to this run through of our Website for registered volunteers (logged in). We'll look at the different functionality and data entry processes to help make the most of your experience with the scheme.

A bit "drier" than species and habitat training and containing site visuals and instructions, but with the aim to provide another support tool for your reference when using the site.

www.npms.org.uk

All pages on the site, including **Signup** and **Login** Can be found in the main site menu here:



National Plant Monitoring Scheme



Common ragwort: Ruud Morijn

What is the National Plant Monitoring Scheme?

The NPMS is a habitat-based plant monitoring scheme carried out by volunteer surveyors nationwide. Data is collected to provide an indication of changes in plant abundance, diversity and ultimately help us to assess the health of our habitats.

It was designed and developed by **BSBI**, **UK CEH**, **Plantlife** and **JNCC**.



Why is it needed?



How does it work?



RECENT BLOG POSTS

- Spring has sprung! How are our wild flora responding to environmental change?




The Homepage shown on the previous slide contains background information about the scheme and how to get involved.

There are also shortcuts to our **Blogs**, **News** pages, and **Newsletters**, in the side bar to the Right

You can navigate everywhere else by selecting the **Menu** button at the top of the page and reviewing the drop down menu of choices shown...





Where present, the  symbol represents a button, which when selected shows further options under each menu category.

So Let's make a start with **Resources!**

We can see there are a number of pages under this category.

The first being '**Resources**'



The screenshot shows a vertical menu on the right side of the website. The menu items are: Home, Resources (with a minus sign), How to get involved, Resources (with a plus sign), Forum, News, Blog, Conservation and research, and Publicity. Below these are: Create plots and enter data (with a plus sign), Request a square, Training and Events (with a plus sign), My data (with a plus sign), Data Access Policy, Funders (with social media icons for Facebook, Twitter, and Instagram), My account (with a plus sign), and Log out. At the bottom of the menu, there is a link for RECENT BLOG POSTS.



Resources

From here you can find a whole host of resources available to download and save to your own device.

From Survey guidance and forms, namely our digital survey pack materials, to additional support materials, Access request templates and further volunteer opportunities



Survey guidance and forms

- NPMS Survey Guidance notes - 2nd Ed.
- NPMS Species lists - 2nd Ed.
- NPMS Species ID guide - 2nd Ed.
- NPMS Online data entry and website guidance
- NPMS Survey form
- NPMS Flow diagram overview



Access

- 2019 NPMS Access permission postcard - Northern Ireland
- Landowner access permission letter
- Landowner thank you letter



NPMS Mentors

- NPMS Mentors contact directory (2019 update)

Online Data Entry and Website



Additional resources

- FAQs
- NPMS Overview presentation
- NPMS Plot grid reference crib
- NPMS Useful books and websites
- NPMS Code of Support



Volunteer opportunities

- NPMS Volunteer role - Trainer
- NPMS Volunteer Role - Mentor



Habitats and species

- NPMS Habitat links to 'Britain's Habitats' book
- NPMS Fern crib
- NPMS Fern glossary
- NPMS Species ID Crib

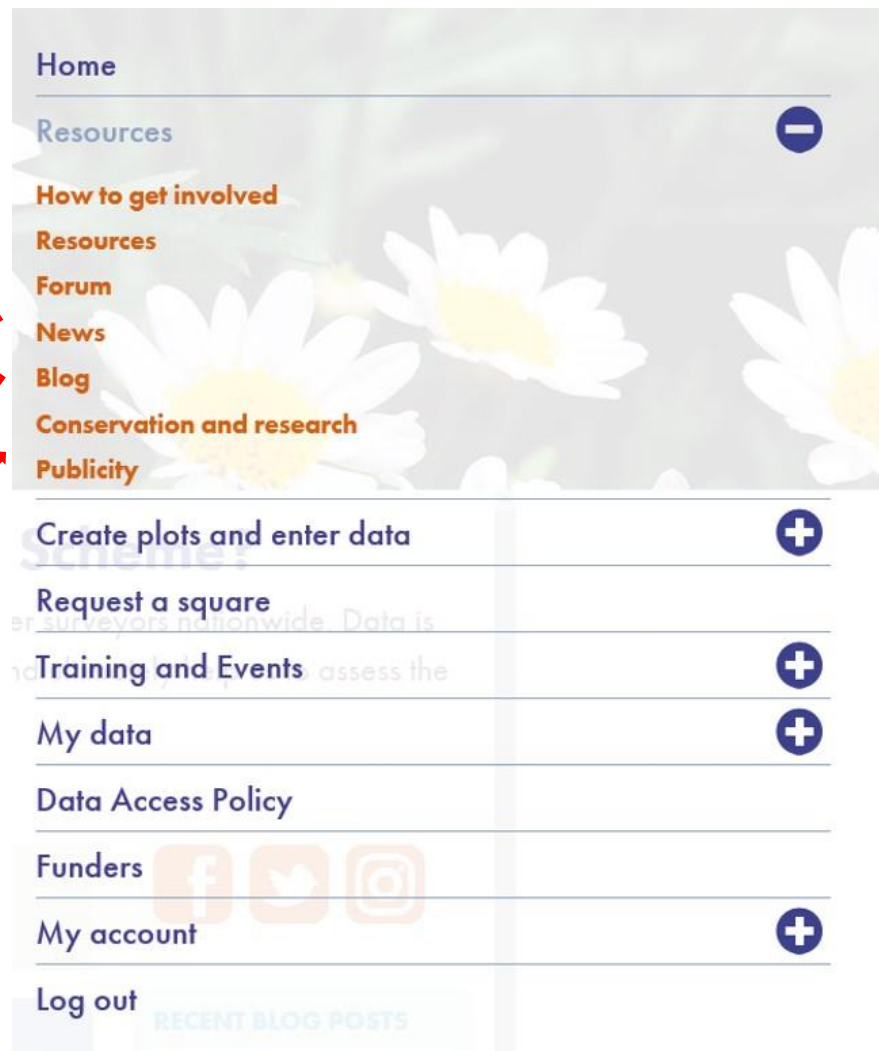


Further pages available under the **Resources** Category include:

News: To find out the latest news or statements from the NPMS.

Blog: Our regular blog entries on anything from Data stories and methodology explained to volunteer Plot Portraits.

Conservation and research: A list of scheme research publications and reports, along with data repositories and access information





Next up is **Create plots and enter data.**

As the name suggests, this is where you can view information about the square(s) you have been allocated, and...you guessed it....

Create plots and enter your survey data using the appropriate survey form for your surveyor level.

But we are going to return and go through these processes in greater depth further along. So let's keep going with orientation...



The screenshot shows a vertical menu on a website. The menu items are: Home, Resources (with a plus icon), Create plots and enter data (with a minus icon), View squares and create plots (in orange), Wildflower recording form (in orange), Indicator recording form (in orange), Inventory recording form (in orange), Extra species entry (in orange), Request a square, Training and Events (with a plus icon), My data (with a plus icon), Data Access Policy, Funders (with a plus icon), My account (with a plus icon), and Log out. The background of the menu is a light grey with a faint image of white daisies.



If you are recently registered with the scheme and yet to locate and adopt a survey square convenient for your location, the next step is to **Request a square**.



- Home
- Resources
- Create plots and enter data
- Request a square**
- Training and Events
- My data
- Data Access Policy
- Funders
- My account
- Log out

Of course, if you have already done this, you're already on track and can skip ahead to page 14...



Request a square

Use the 'Get Squares' or 'Return all squares' buttons if you wish to see which squares are available for selection on the map and grid below. The maximum search distance from your post code is 30 miles.

Once you have found a square that you would like to request, simply zoom into the map using the "Get Squares" button and then click on the square using the (balloon) selection icon in the top-right of the map. Confirm the selection when prompted.

Please enter a distance (in miles) from your post code to return squares within that area, or click the Return all squares button

Get Squares Return all squares

Allocated square **1***



Unallocated square **2***



On the **Request a square** page, you have 2 options:

1. Enter the number of miles from the post code you provided at registration, you are able to travel and press return.
2. Return all NPMS squares on the map

You can also find request a square video guidance here: <https://www.youtube.com/watch?v=g402SgoCjss>

The site has been updated, but same processes apply.




Instructions for navigating your way around the map, using the icons/button in the top right hand corner, are provided on the page.

- You can move the map around to find your area,
- Zoom in and out
- And click on the map to find out relevant locational information
- Select a square to request

Map Instructions


There is a zoom bar on the left which can be used to zoom in and out.

Double-click on the map to zoom in.

If you click on the navigation cross icon in the top-right of the map  you can drag the map to move it around.

Select the information popup icon  and click on the map to display locational information such as National Parks and National Nature Reserves.

Click on the request a square icon  and click on individual squares to display information relating to the square, and to request the square if you wish to do so.

Click on the layer switcher icon  to display a list of layers (e.g. Areas Of Outstanding Nature Beauty or Sites Of Special Scientific Interest) which can be switched on and off using checkboxes.



Allocated square

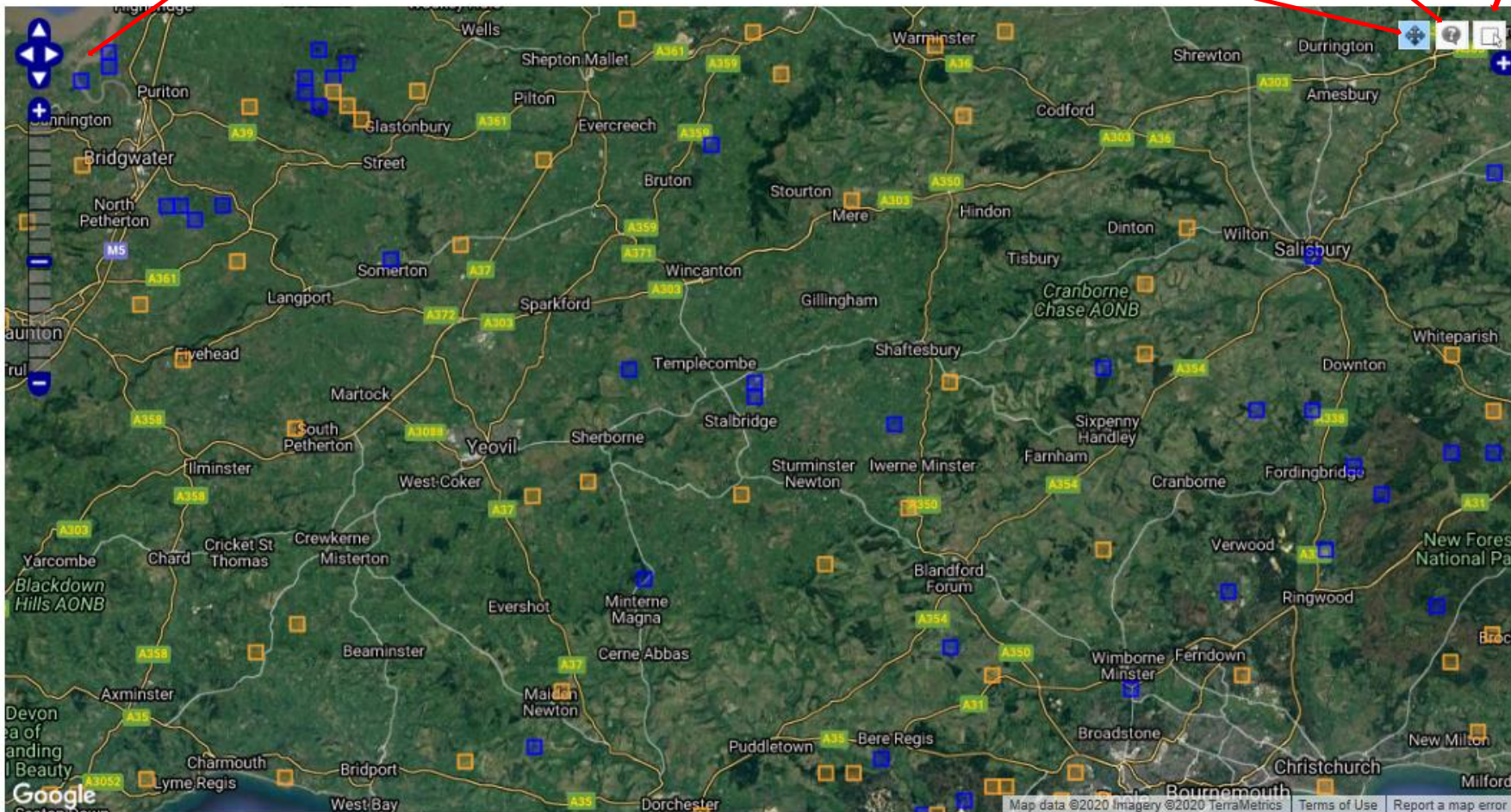
 Unallocated square


Zoom bar

To move around the area

Select a square to request

Information pop-up





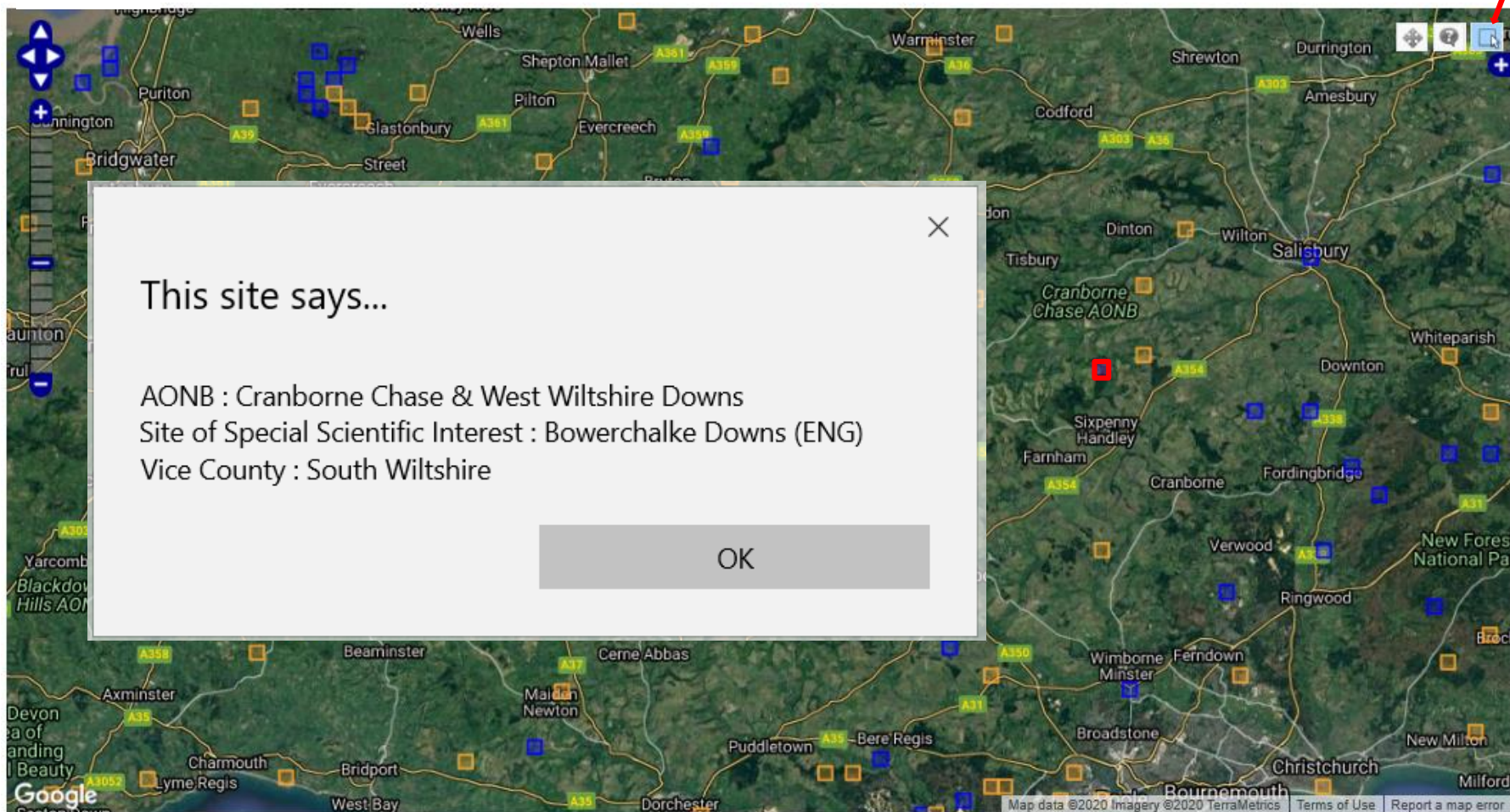
Allocated square



Unallocated square



Information pop-up





Allocated square



Unallocated square



Select a square to request

This site says...

Would you like to assign square ST9921 to yourself?

OK Cancel



Training and events

Online Training: As you are on this presentation you have clearly found this page. Containing online training materials from methodology to Habitat specific presentations.

My Events: To book on to particular training courses and events. Also shows a list of events you are currently booked on to and have previously attended.

Training Events: Full list of upcoming events, dates, locations and further details



- Home
- Resources +
- Create plots and enter data +
- Request a square
- Training and Events** -
 - Online Training**
 - My Events**
 - Training Events**
- My data +
- Data Access Policy
- Funders
- My account +
- Log out using the "Get Squares" button



My Data

You can either visit **My Visits** to view all the surveys you have already entered.

Or Opt to Download your data in a number of different formats

MENU

Home

Resources



Create plots and enter data



Request a square

Training and Events



My data



My visits

Data download

Data Access Policy

Funders

available for selection on the map and

My account



Log out



My Visits

On this page you can view a map depicting where you have carried our surveys/visits.

Below you can find a list of all the surveys you have already entered data for.

Namely showing :

- The type of survey
 - Auto-generated survey ID
 - Plot name
 - Survey date
 - Whether it was survey 1 or 2 that year
- *Note also the option to edit

The grid below lists all the samples that you have personally created, even if you are no longer assigned to a square. To see historic samples that you did not create, but which were recorded against squares that you currently have ownership of, see the various recording form pages under the "Create plots and enter data" menu item (e.g. the Wildflower form). **Note that these samples will be listed under their original type (i.e. at the Wildflower, Indicator, or Inventory level).**



Survey	ID	Square	Plot	Date	Actions
Indicator survey	6848037	SU6286	Plot at SU6217386185 (Square plot 5 x 5 m, most habitats)	03/08/2019	Survey 2 edit
Indicator survey	6848037	SU6286	Plot at SU6217386185 (Square plot 5 x 5 m, most habitats)	03/05/2019	Survey 1 edit



Data Download

As the name suggests – from here you can download your data.

Either everything you've ever submitted in one download. Or there is the option to filter the data by:

1. Survey type
2. Date/time period

You can also choose the file format of the data download

Only data you personally have submitted can be downloaded here.

Download my records for reporting

Limit the records

1. Survey to include:

- <All>
- National Plant Monitoring Scheme > Extra species records
- National Plant Monitoring Scheme > Indicator survey
- National Plant Monitoring Scheme > Inventory survey
- National Plant Monitoring Scheme > Wildflower survey

2. Date field:

Field record date

If filtering on date, which date field would you like to filter on?

Start Date:

Click here

Leave blank for no start date filter

End Date:

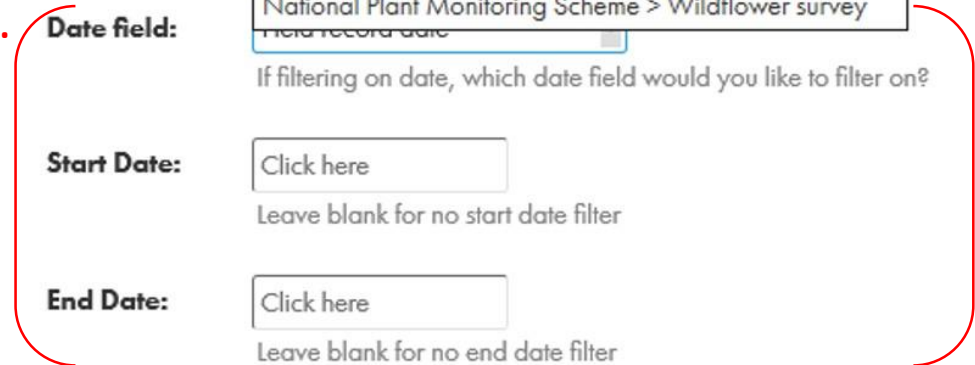
Click here

Leave blank for no end date filter

Select a format to download

- Comma separated (CSV)
- Tab separated (TSV)
- Google Earth (KML)
- GPS track (GPX)
- NBN Exchange

Download





My Account

Information specific to your NPMS
volunteer account and any
squares you may be allocated to

MENU

Home

Resources



Create plots and enter data



Request a square

Training and Events



My data



Data Access Policy

Funders

My account



My account

available for selection on the map and

My squares

Log out

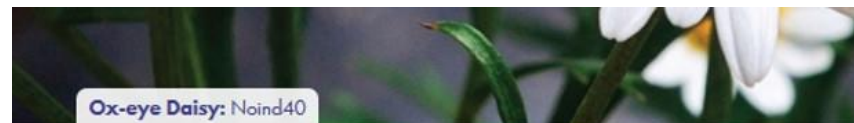


My Account

Your own account information, entered by yourself at registration e.g. Support example shown

Please ensure these details are kept up to date i.e. Your current address for survey form postage

This information can be updated/amended using the **Edit*** tab at the top of the page.



NPMSSupport

View Edit* Shortcuts Spam File browser

First name:

NPMS

Last name:

Support

Indicia Warehouse User ID:

85 670

History

Blog

View recent blog entries

Member for

5 years 3 months

Address:

Brewery House 36 Milford Street

Town:

Salisbury

County:

Wiltshire

Country:

England

Post code:

SP1 1EF

I agree:

Yes

18 or over:

Yes

Request survey form:

Yes



My Squares

Lists your current square(s) and their status:

- Awaiting Approval
- Approved

Also a function to request a square, if you already know the Square name



If you don't yet know the label of the square that you would like to request, please scroll down to the map below to view the available squares near to your postcode.

Please note that any squares that you assign to yourself will need to be approved by the administrator before use. This process does not need any further action from you once the assignment on this page has been made.

Select squares to assign

Square :

Allocated squares

Square		
SH7782	Approved	Remove
SU6286	Approved	Remove

first prev 1 next last

Showing records 1 to 2 of 2



Create plots and enter data

So now we've orientated ourselves to the website, let's get back to: Create plots and enter data:

Where you Submit the locations of you chosen survey plots and enter your data following surveys.

First let's view our square details by following **View squares and create plots**



- Home

- Resources +

- Create plots and enter data -

- View squares and create plots** ←
- Wildflower recording form
- Indicator recording form
- Inventory recording form
- Extra species entry

- Request a square

- Training and Events +

- My data +

- Data Access Policy

- Funders +

- My account +

- Log out



If you are new to the scheme and your allocated square has never been surveyed before, your screen will show your square (or squares listed if you have more than one) as in the example below.

From here you can start to submit our plot locations and details by selecting **Add plot**

You can also **View/edit your square information**

View squares and create plots

Location Name	My Plot?
ST0597	add plot View/edit square information

first prev 1 next last

Showing records 1 to 1 of 1



Once you have already created your plots, these will be saved and listed underneath each square. From which you can view plot details and add sketches or images. As shown in the example below.

View squares and create plots

View Edit

Clone content

Location Name	My Plot?	
SU6286		add plot View/edit square information
<i>Plot 1 at SU6198686791 (Linear plot)</i>	YES	view details or add sketches
<i>Plot 2 at SU6201386786 (Linear plot)</i>	YES	view details or add sketches
<i>Plot 3 at SU6214686200 (Square plot 5 x 5 m, most habitats)</i>	YES	view details or add sketches
<i>Plot 4 at SU6214386198 (Linear plot)</i>	YES	view details or add sketches
<i>Plot 5 at SU6217386185 (Square plot 5 x 5 m, most habitats)</i>	YES	view details or add sketches



If you have recently been allocated a square, you should check this page early on before you explore your square and decide on your plots.

This is because it is possible there may already be plots set up within your square by a previous surveyor. As shown in the example below, these are denoted by the column **My Plot?** and **NO**. We ask that volunteers adopt these previously set up plots so that the same areas can be surveyed consistently. Select **View details** next to each to plot to find out more and relocate.

View squares and create plots

First, lets **View/edit square information**

Location Name	My Plot?	
SX8851		add plot View/edit square information ←
<i>Plot 7 at SX8853351645 (Square plot 10 x 10 m, woodlands)</i>	NO	view details or add sketches
<i>Plot 10 at SX8854051839 (Square plot 10 x 10 m, woodlands)</i>	NO	view details or add sketches
<i>Plot 1 at SX888515 (Linear plot)</i>	NO	edit view details or add sketches Delete Plot
<i>Plot 13 at SX888515 (Linear plot)</i>	NO	view details or add sketches

Showing records 1 to 5 of 5



View/edit square information

Place

1. Download square details PDF here

Access/Landowner Information:

2. [Empty text box]

User allocation Allocated status:

Tranche Number: 1

Grid Ref/Square Name: SX8851

British National Grid



Submit

View/edit square information

By selecting this option next to your square name, the following page loads.

From here you can:

- 1. Download a PDF copy of your square habitat map (also received in welcome survey pack)
2. Enter Access and Landowner information. This is a useful record of how to access the land and permission contacts for both yourself, and anyone who may take on the square at a later date
3. View and navigate around your square on a Google Map



Creating a plot

Once you have been to the field and collected information regarding the plots you wish to survey, you are ready to submit these details so that you can continue to survey these sites.

You need to **'Add plot'** for every survey plot you have within your 1km square. But you only need to do this once for each plot, in your first year. This is then saved on the database and ready for each time you survey the site.

MENU

→ Create plots and enter data → View squares and create plots → Add plot

View squares and create plots

Location Name	My Plot?
ST0597	add plot View/edit square information

first prev 1 next last

Showing records 1 to 1 of 1



You are presented with the **Draw plot** page:

From here you select the **Plot type** from:

- Square 5x5m (most habitats)
- Square 10x10m (woodland)
- Linear 1x25m

If you wish to add plot in **Expert mode**.

Not necessary but adds some extra functionality around plot placement (we'll come back to this)

Draw plot

View Edit

Clone content

Plot Type:

When Expert Mode is not selected, 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 information): SU6286

My plot label (please number your plots):

Plot label/name


It is important to name your plots and will make entering your data much easier



You then enter environmental data about the plot collected in the field

Then the important part... placing it on the map:

Use the Zoom bar to the left of the map and the cross head arrow button top-right of the map to navigate your way around the square map.

Once you have found your plot location on map, select  icon and click on the centre of your chosen plot.

This auto-generates a grid reference for the centre of your plot.

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:

You can amend grid reference you recorded this in the field.



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So let's run through an example once on the **Draw plot** page:

Select the Plot type

Here we have selected Square Plot 5x5m

Enter the Plot Label

I.e. Plot 1

Enter the Grid reference for the south-west corner of the square plot

Collected in field

Draw plot

View Edit

Clone content

Plot Type:

Square plot 5 x 5 m, most habitats

- Select...
- Linear plot
- Square plot 10 x 10 m, woodlands
- Square plot 5 x 5 m, most habitats

When Expert Mode is not selected, 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 information): SU6286

My plot label (please number your plots):

Plot south-west corner:

<https://www.youtube.com/watch?v=HT1zRdYajHM&t=421s>



Enter environmental information

Collected in field



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.

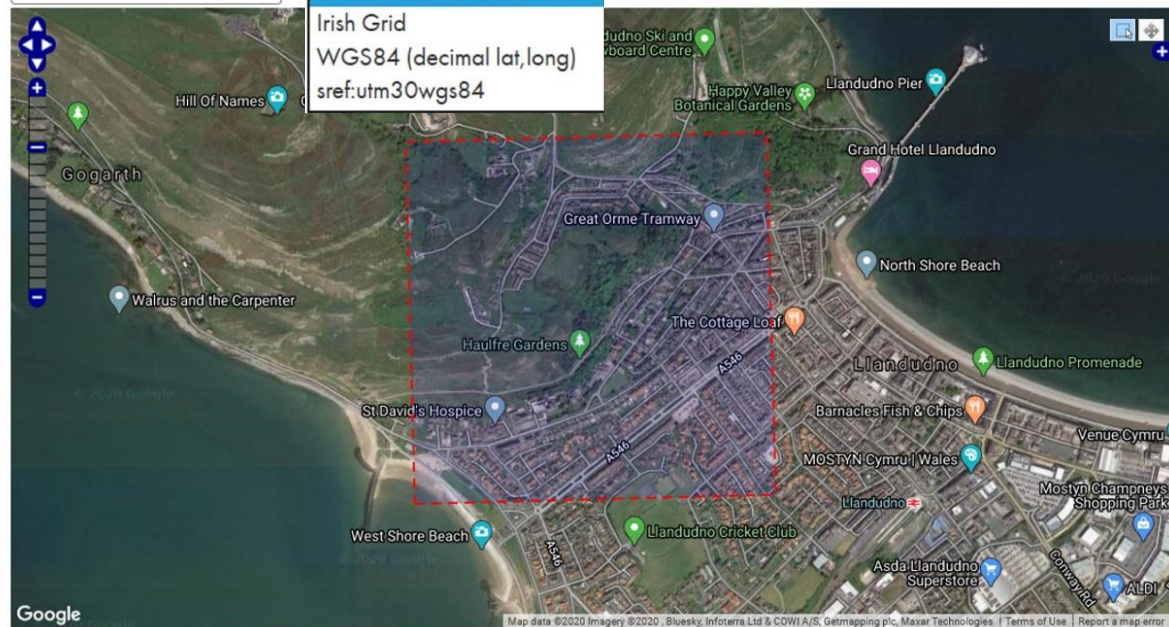
How sloping is the plot? Flat (0-5°)

Which direction does it face?

Grid reference:

British National Grid

British National Grid
 Irish Grid
 WGS84 (decimal lat,long)
 sref:utm30wgs84



Amend map coordinate system if necessary

British National Grid default can remain in most cases



Then your ready to navigate the map



How sloping is the plot? Flat (0-5°)

Which direction does it face?

Grid reference:

British National Grid



Select Double-headed arrow icon before you can then use your mouse to drag and navigate around the map

Use Zoom bar to zoom in and out of your map



Once you have found your plot location, click on plot selection icon. Then click in centre of your chosen plot

How sloping is the plot?

Which direction does it face?

Grid reference: *



Grid reference in centre of plot auto-generated





Linear example:

Draw plot

View Edit

Clone content

Plot Type: Linear plot

When Expert Mode is not selected, 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 information): SH7782

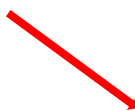
My plot label (please number your plots):

Plot end grid ref 1:

Plot end grid ref 2:

When entering a **linear plot**, one main difference:

You are asked to enter plot end grid references, rather than fort eh SW corner
Collected in field





Once you have found your linear plot location on map, select in same way.

Click on plot selection icon. Then click in centre of your chosen plot to generate grid reference

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

How sloping is the plot? Flat (0-5°)

Which direction does it face?

Grid reference: SH7713482308

British National Grid



Google

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The last thing to do, for any type of plot:

Upload a field sketch of your plot, to help relocation.

Upload plot sketches

Note that this image upload function is intended for the archiving of sketches or other images that will help future surveyors re-locate your plot. Photos of the plots taken annually during your surveys should be uploaded against the relevant sample (i.e. when you are inputting species data), and not here.

File upload

Add sketch

Drop files here...

Include a written description of location and features.

Description:

Submit

Submit



If you elect to create your plots in **Expert mode**, there are just a few additional functions:

Draw plot

View Edit

Clone content

Plot Type: Square plot 5 x 5 m, most habitats

When Expert Mode is not selected, 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.

Example 1. Square plot

Select Expert mode →

Expert Mode:

Enter the Plot Label

Square (click for access information): SH7782

Enter the Grid reference for the south-west corner

My plot label (please number your plots):

← Enter the Plot Label

Plot south-west corner:

← Enter the Grid reference for the south-west corner



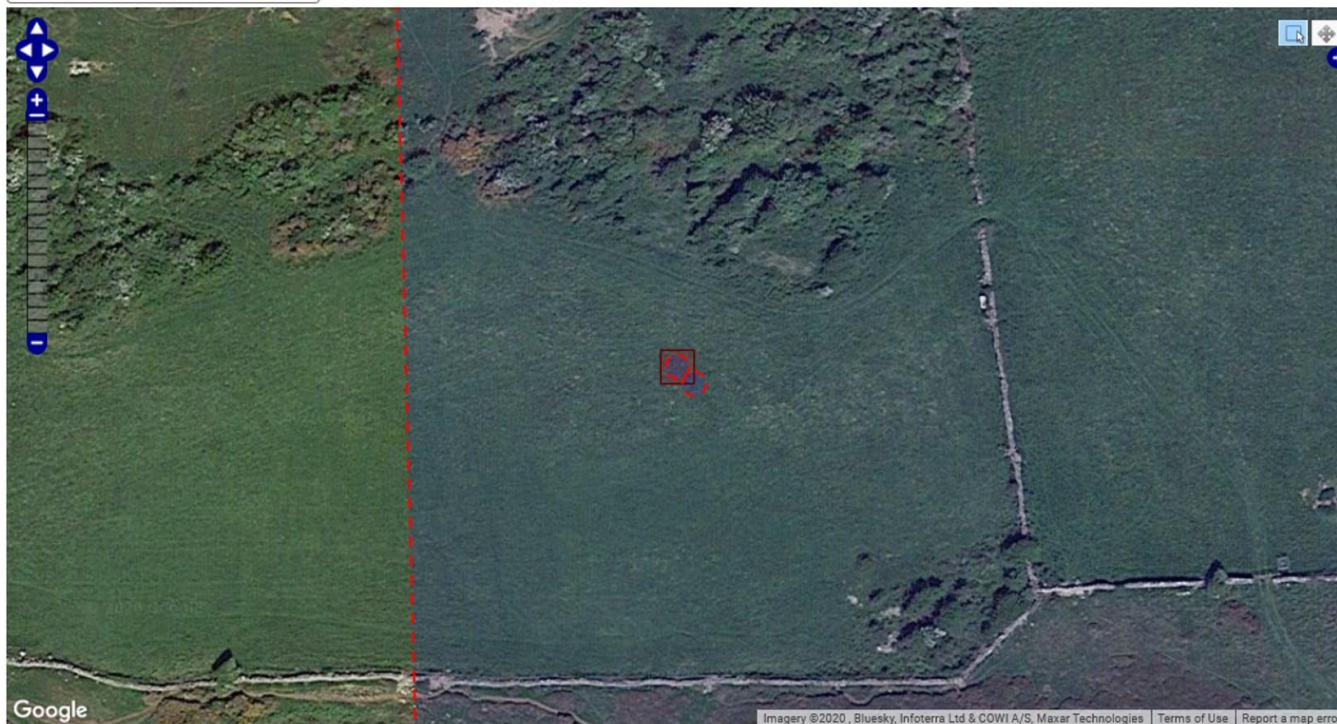
Expert mode simply adds two functions on the map.

Once you have selected the centre of your plot, the square marker will be to scale and you will see 2 additional circles.

The circle in the centre of the square allows you to click and drag the marker to amend location.

Grid reference:

British National Grid



The second circle allows you to click and drag to amend the angle of the square.





If you elect to create your plots in **Expert mode**, there are just a few additional functions:

Example 2.

Linear plot

Plot Type:

When Expert Mode is not selected, 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.

Select Expert mode



Expert Mode:

Square (click for access information): SH7782

My plot label (please number your plots):

Plot end grid ref 1:

Plot end grid ref 2:



Linear plot creation in Expert mode:

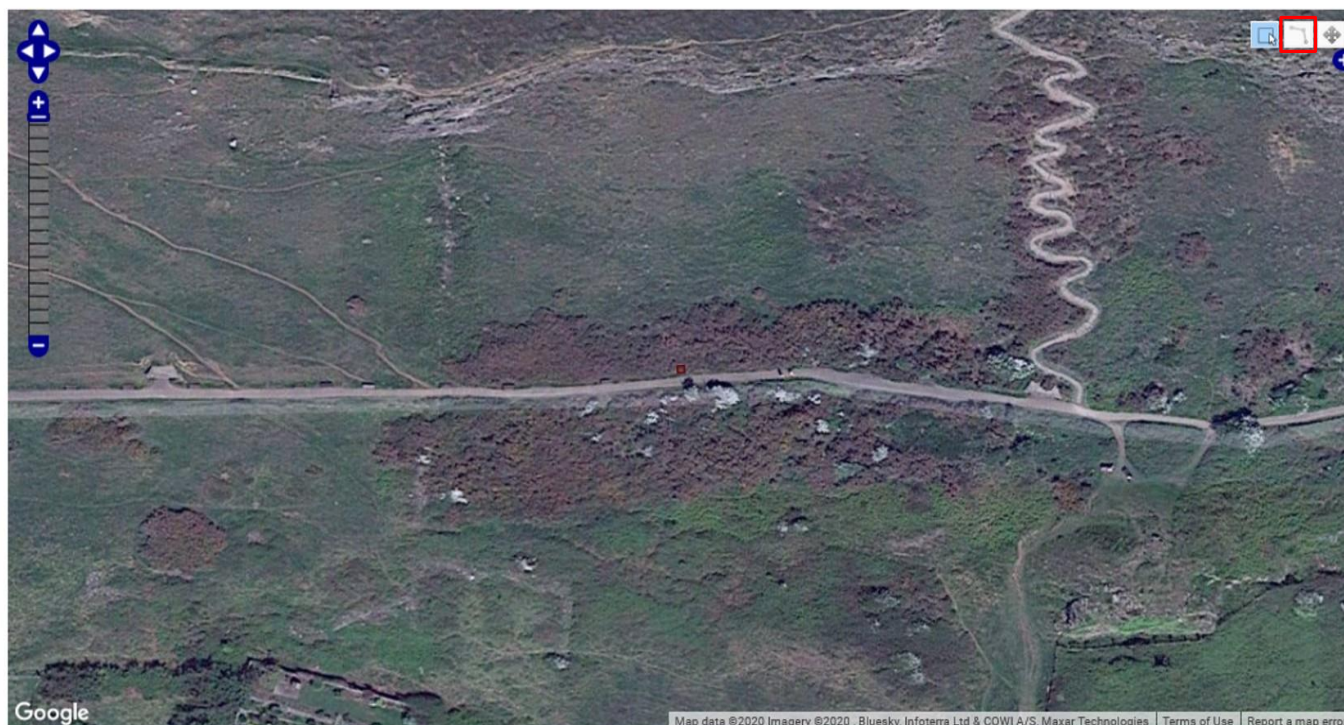
Grid reference:

British National Grid

When using Linear plots in expert mode, type into the Grid Reference box or click on the map to generate a spatial reference, and then select the line drawing tool near the top-right of the map

This adds an additional line drawing icon to the map.

You once again select the central point of your transect using the site selection tool.





Linear plot creation in Expert mode:

British National Grid

When using Linear plots in expert mode, type into the Grid Reference box or click on the map to generate a spatial reference, and then select the line drawing tool near the top-right of the map

Once the Lines tool is selected, you can manually click along a feature to draw a line, representing your linear plot.

Double click at the end of the line to complete.





Entering data

Once you have completed your surveys, it is of course time to enter your valuable data.

Within the site Menu, select **Create plots and enter data**, Followed by the survey recording form at the level you completed the survey in the field:

- Wildflower recording form
- Indicator recording form
- Inventory recording form



- Home
- Resources +
- Create plots and enter data -
- View squares and create plots
- Wildflower recording form
- Indicator recording form
- Inventory recording form
- Extra species entry
- Request a square
- Training and Events +
- My data +
- Data Access Policy
- Funders +
- My account +
- Log out

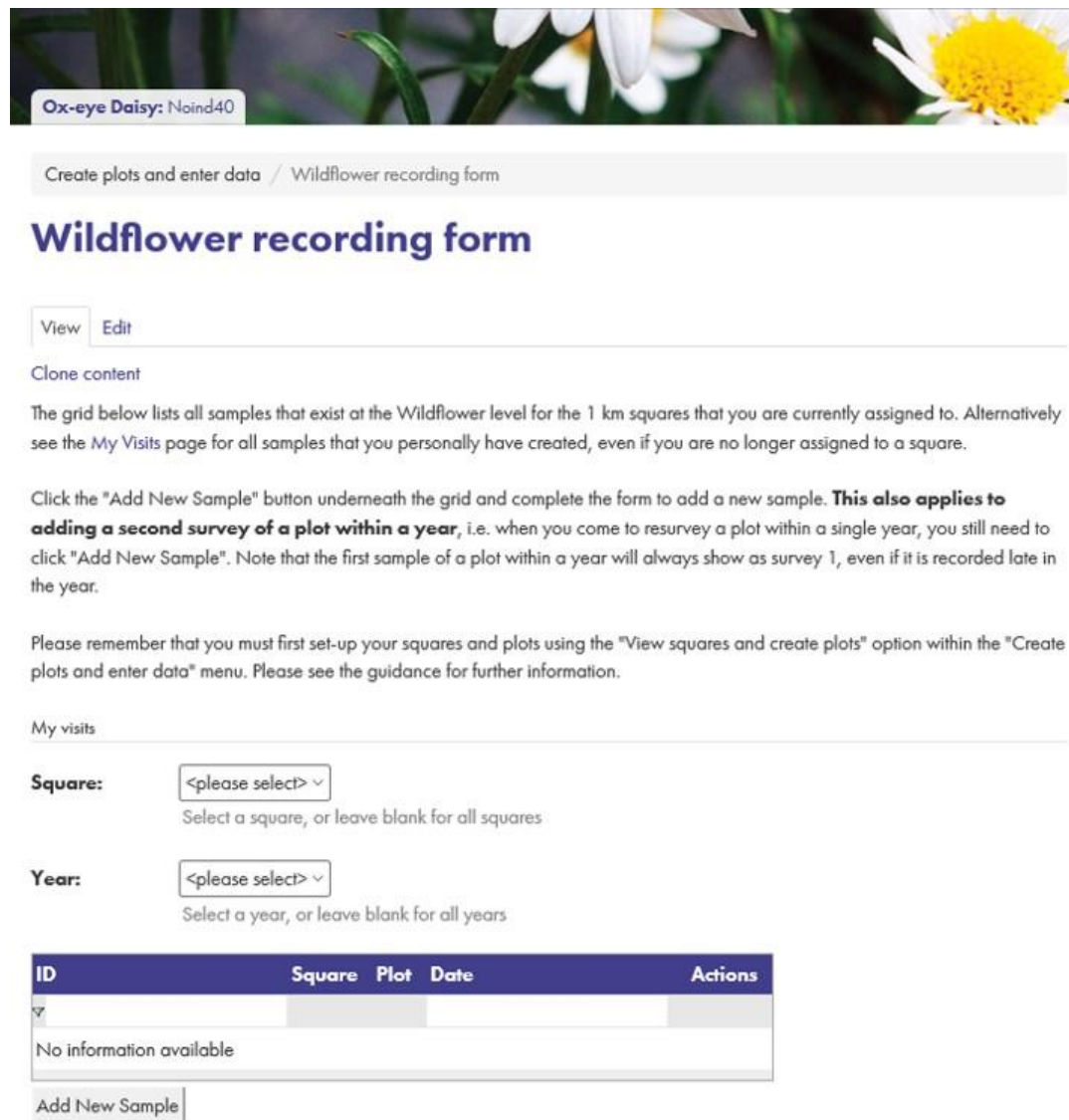


Wildflower recording form

You are taken to the Wildflower level data entry page, containing instructions as to how to add a survey sample.

Also, if you have already entered data at this level previously, a list of all your previous visits. At this survey level.

If you have not previously entered any data for your sites, it will show "No information available" instead of a list.



Ox-eye Daisy: Noind40

Create plots and enter data / Wildflower recording form

Wildflower recording form

View Edit

Clone content

The grid below lists all samples that exist at the Wildflower level for the 1 km squares that you are currently assigned to. Alternatively see the [My Visits](#) page for all samples that you personally have created, even if you are no longer assigned to a square.

Click the "Add New Sample" button underneath the grid and complete the form to add a new sample. **This also applies to adding a second survey of a plot within a year**, i.e. when you come to resurvey a plot within a single year, you still need to click "Add New Sample". Note that the first sample of a plot within a year will always show as survey 1, even if it is recorded late in the year.

Please remember that you must first set-up your squares and plots using the "View squares and create plots" option within the "Create plots and enter data" menu. Please see the [guidance](#) for further information.

My visits

Square:
 Select a square, or leave blank for all squares

Year:
 Select a year, or leave blank for all years

ID	Square	Plot	Date	Actions
No information available				

Add New Sample



Here is an example where data has already been submitted by yourself at this level.

Whether you have submitted data previously (that year or historically) or not, in order to enter data for every new plot survey, you will need to click **“Add New Sample”** at the bottom of the page

This will take you to a new recording form to start entering your survey data. Do this each time you need to enter data for a survey (i.e. you'll need to do it for both survey 1 and 2 of the same plot).

Wildflower recording form



The initial grid lists the records that YOU have entered. Click "Add New Sample" found at the bottom of the list, and complete the form to add a new record. **This includes if adding a second survey of the same plot later in the year.** i.e. when you come to resurvey the same plot within a year, you still need to click "Add New Sample". The first sample plot within a year will always show as survey 1, even if recorded late in the year.

Please remember that you must first set-up your squares and plots using the "View squares and create plots" option within the "Create plots and enter data" menu. Please see the guidance for further information.

My visits

Square: Select a square, or leave blank for all squares

Year: Select a year, or leave blank for all years

ID	Square	Plot	Date	Actions
4497053	ST8511	Plot 1 at ST8502911009 (Linear plot)	14/06/2018	Survey 1 Edit this Survey
2764976	ST8511	Plot 1 at ST8502911009 (Linear plot)	22/09/2017	Survey 1 Edit this Survey
2764924	ST8511	Plot 1 at ST8502911009 (Linear plot)	22/09/2017	Survey 2 Edit this Survey
2764924	ST8511	Plot 1 at ST8502911009 (Linear plot)	17/06/2017	Survey 1 Edit this Survey
2764910	ST8511	Plot 2 at ST8554411253 (Linear plot)	22/09/2017	Survey 2 Edit this Survey
2764910	ST8511	Plot 2 at ST8554411253 (Linear plot)	17/06/2017	Survey 1 Edit this Survey
2764811	ST8511	Plot 1 at ST8502911009 (Linear plot)	17/06/2017	Survey 1 Edit this Survey

first prev 1 next last Showing records 1 to 7 of 7



Wildflower recording form

View Edit

Clone content



First select your square (as shown).

Then select the plot for which you are entering data from the drop down list


The spatial ref will automatically fill and the map will focus on this site.

Then press next step.

Location

→ **Select a Square:**
Select a square to input data for before selecting a plot.

→ **Plot:** *
Please note: If you cannot see any plots, you might have created survey 1 & 2 for all your plots already.

→ **Spatial Ref:** *


→ **Next step >**



Wildflower recording form

View Edit

Clone content



The following pages replicate the survey forms you have been using in field to enter survey details.

- Enter the date of the survey
- The Broad and then fine select habitat type
- And any management type noted

Survey details

Selected square: SU6286

Selected plot: Plot 3 at SU621468620

→ Date: *

Please select a broad habitat and optionally include a fine habitat. **Please ensure your choice of habitat matches the species list you used in the field** e.g. if you used a longer species list associated with a broad habitat definition, then please only select a broad habitat.

→ Habitat type: *

Management (optional)

- Options:
- Arable cropping
 - Burning
 - Coppicing
 - Cutting / mowing
 - Ditch-clearance
 - Fenced to exclude grazing
 - Fertilised to improve soil fertility
 - Grazing - livestock
 - Grazing - rabbits / deer
 - Hedge-laying
 - Herbicides to control weeds
 - Path, track or road works
 - Quarrying
 - Scrub clearance / tree felling
 - Silage production (i.e. black bags)
 - Tree planting
 - Water regime regulation
 - Other

Select all the options that apply

Other:

Describe the other management observed.



Wildflower recording form

View Edit

Clone content



- Enter grazing information if applicable
- Enter vegetation height using the categories shown and described in the survey guidance notes
- And record any occurrence of Bare soil, Rock etc. as recording on your field form.

→ Grazing (optional)

Leave blank for "none"

Grazing pressure:

Which animals were grazing?

How wooded is your plot?

Vegetation height

Please enter in the box how much of the vegetation falls in to each category where:

0 = 0
 1 = < 1/3rd
 2 = between 1/3rd and 2/3rds
 3 = > 2/3rds
 E.g. if up to 1/3rd is 31-100cm enter 1 in the box.

<=10cm:

11-30cm:

31-100cm:

101-300cm:

>300cm:

Recorder names:

Joe Bloggs

Leave dropdowns blank for zero

→ Bare Soil:

Bare:

Rock/Gravel:

Litter:

Mosses & Lichens:



Wildflower recording form

View Edit

Clone content



- Add a photo of your plot (taken from the same position each year)

- And any additional comments recorded during your survey

Then press next step.

Upload your sample photos here. Photos of your plot sample are an incredibly useful resource for interpreting ecological change, and we strongly encourage surveyors to take photos of their plot at each visit

Remember that sketches or other diagrams designed to assist with plot relocation can be uploaded on the [View squares and create plots](#) page

Photo upload

Add photo

Drop files here...

Additional Comments:

< Prev step Next step >





On the next page you will find a list of indicator species.

Work down this list adding the abundance score based on the DOMIN scale (as described in the survey guidance notes), as recorded in the field for those species that were present on your survey.

Leave blank for any species not recorded

Option to add images alongside species.

Once you have completed entering data for this survey, click **Submit**. And that's it!

Species records

Selected square:

Selected plot:

Please select this box if no wildflower species were observed

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%

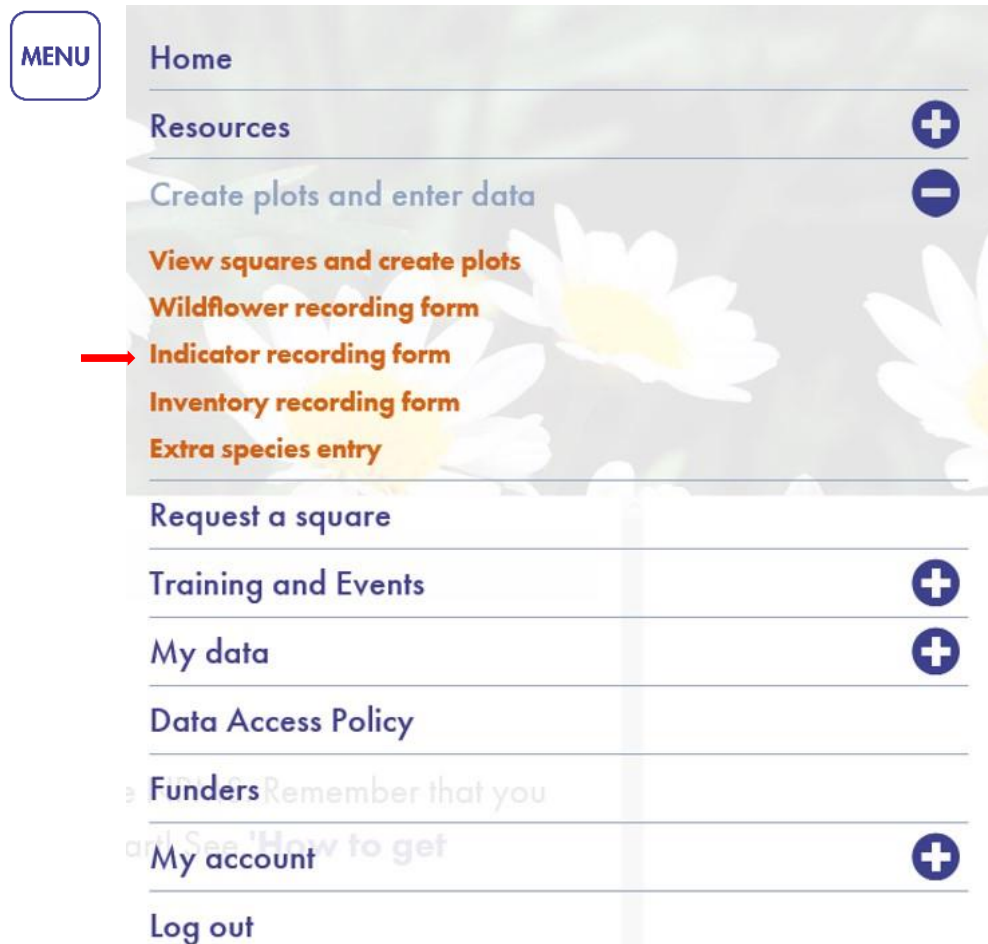
<i>Achillea millefolium</i> Yarrow	3	Add images
<i>Ajuga reptans</i> Bugle		Add images
<i>Alchemilla alpina</i> Alpine Lady's-mantle		Add images
<i>Alisma plantago-aquatica</i>		Add images
<i>Allium ursinum</i> Ramsons	2	Add images
<i>Alnus glutinosa</i> Alder		Add images
<i>Anagallis arvensis</i> Scarlet Pimpernel		Add images
<i>Anagallis tenella</i> Bog Pimpernel		Add images
<i>Anemone nemorosa</i> Wood Anemone		Add images
<i>Viola palustris</i> Marsh Violet		Add images
<i>Viola reichenbachiana/riviniana</i>		Add images

< Prev step **Submit**



Indicator recording form

The Indicator recording form differs slightly, as shown in the following example.





Just as the Wildflower recording form, you are taken to the Indicator level data entry page. Again containing instructions as to how to add a survey sample.

And, if you have already entered data at this level previously, a list of all your previous visits. At this survey level.

If you have not previously entered any data for your sites, it will show “No information available” instead of a list.

Select “Add New Sample”

Indicator recording form

View Edit

Clone content

The grid below lists all samples that exist at the Indicator level for the 1 km squares that you are currently assigned to. Alternatively see the My Visits page for all samples that you personally have created, even if you are no longer assigned to a square.

Click the "Add New Sample" button underneath the grid and complete the form to add a new sample. **This also applies to adding a second survey of a plot within a year**, i.e. when you come to resurvey a plot within a single year, you still need to click "Add New Sample". Note that the first sample of a plot within a year will always show as survey 1, even if it is recorded late in the year.

Please remember that you must first set-up your squares and plots using the "View squares and create plots" option within the "Create plots and enter data" menu. Please see the guidance for further information.

My visits

Square:

Select a square, or leave blank for all squares

Year:

Select a year, or leave blank for all years

ID	Square	Plot	Date	Actions
6848037	SU6286	Plot 5 at SU6217386185 (Square plot 5 x 5 m. most habitats)	03/08/2019	Survey 2 Edit this Survey
6847654	SU6286	Plot 2 at SU6201386786 (Linear plot)	03/05/2019	Survey 1 Edit this Survey
6847632	SU6286	Plot 1 at SU6198686791 (Linear plot)	03/08/2019	Survey 2 Edit this Survey
6847632	SU6286	Plot 1 at SU6198686791 (Linear plot)	03/05/2019	Survey 1 Edit this Survey

first prev 1 2 3 4 5 next last

Showing records 1 to 10 of 50

Add New Sample



Indicator recording form

View Edit

Clone content



First select your square (as shown).

Then select the plot for which you are entering data from the drop down list

The spatial ref will automatically fill and the map will focus on this site.

Then press next step.

Location

Select a Square:

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

Plot:

Spatial Ref:

your plots already.

Next step >



Just as the Wildflower form (pages 45-47) - fill out the survey details page which replicates the survey forms you have been using in field.

On the **species records** page, rather than finding your species on a ready list, type your species recorded in the text box, before recording abundance for each.

Name suggestions pop up as you start to type as shown.

Option to add images alongside species.

Species	Abundance	Add photos
Buttercup	3. 1-4%	Select a species first
Meadow Buttercup [<i>Ranunculus acris</i>] flowering plant	*	
Bulbous Buttercup [<i>Ranunculus bulbosus</i>] flowering plant		
Creeping Buttercup		

< Prev step Submit

Species records

Selected square:

Selected plot:

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*).

Please select this box if no indicator species were observed

Species	Abundance	Add photos
ran	*	Select a species first
Ranunculus acris Meadow Buttercup flowering plant		
Ranunculus bulbosus Bulbous Buttercup flowering plant		
Ranunculus repens		

< Prev step Submit

When all species are entered, **Submit**





Inventory recording form

The Inventory recording form again differs slightly, as shown in the following example.

A screenshot of the website's navigation menu. The menu is titled 'MENU' in a rounded square box. It lists several options, each with a plus or minus icon on the right. The 'Inventory recording form' option is highlighted in orange and has a red arrow pointing to it from the left. The background of the menu is a light gray with a faint image of white daisies.

- Home
- Resources
- Create plots and enter data
- View squares and create plots**
- Wildflower recording form**
- Indicator recording form**
- Inventory recording form**
- Extra species entry**
- Request a square
- Training and Events
- My data
- Data Access Policy
- Funders Remember that you
- My account See 'How to get
- Log out



Just as the Wildflower and Indicator recording forms, you are taken to the Indicator level data entry page. Again containing instructions as to how to add a survey sample.

And, if you have already entered data at this level previously, a list of all your previous visits at this survey level.

If you have not previously entered any data for your sites, it will show “No information available” instead of a list.

Select “**Add New Sample**”

Inventory recording form

[View](#) [Edit](#)

[Clone content](#)

The grid below lists all samples that exist at the Inventory level for the 1 km squares that you are currently assigned to. Alternatively see the [My Visits](#) page for all samples that you personally have created, even if you are no longer assigned to a square.

Click the "Add New Sample" button underneath the grid and complete the form to add a new sample. **This also applies to adding a second survey of a plot within a year**, i.e. when you come to resurvey a plot within a single year, you still need to click "Add New Sample". Note that the first sample of a plot within a year will always show as survey 1, even if it is recorded late in the year.

Please remember that you must first set-up your squares and plots using the "View squares and create plots" option within the "Create plots and enter data" menu. Please see the guidance for further information.

My visits

Square:
 Select a square, or leave blank for all squares

Year:
 Select a year, or leave blank for all years

ID	Square	Plot	Date	Actions
6342248	SH7782	Plot 2 at SH7750982650 (Square plot 10 x 10 m, woodlands)	13/07/2019	Survey 2 Edit this Survey
6340266	SH7782	Plot 1 at SH7711582665 (Square plot 5 x 5 m, most habitats)	14/07/2019	Survey 2 Edit this Survey
6340266	SH7782	Plot 1 at SH7711582665 (Square plot 5 x 5 m, most habitats)	06/05/2019	Survey 1 Edit this Survey

first prev 1 2 3 4 next last

Showing records 1 to 10 of 40

[Add New Sample](#) 



Inventory recording form

View Edit

Clone content



First select your square (as shown).

Then select the plot for which you are entering data from the drop down list

The spatial ref will automatically fill and the map will focus on this site.

Then press next step.

Location

Select a Square: SU6286

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

Plot:

- <Please select>
- Plot 1 at SU6198686791 (Linear plot) *
- Plot 2 at SU6201386786 (Linear plot)
- Plot 3 at SU6214686200 (Square plot 5 x 5 m, most habitats)
- Plot 4 at SU6214386198 (Linear plot)
- Plot 5 at SU6217386185 (Square plot 5 x 5 m, most habitats)

your plots already.

Spatial Ref:



Next step >



Just as the Wildflower form (pages 45-47) - fill out the survey details page which replicates the survey forms you have been using in field.

Ensuring you select the appropriate broad scale and fine scale habitat type as shown

Inventory recording form

View Edit

Clone content



Survey details

Selected square: SU6286

Selected plot: Plot 1 at SU619868679

Date: 14/05/2020 *

Please select a broad habitat and optionally include a fine habitat. **Please ensure your choice of habitat matches the species list you used in the field** e.g. if you used a longer species list associated with a broad habitat definition, then please only select a broad habitat.

Habitat type: **Please select...** *

Management (optional)

Options:

- Arable margins
- Bog and wet heath
- Broadleaved woodland, hedges and scrub
- Coast
- Freshwater
- Heathland
- Lowland grassland
- Marsh and fen
- Native pinewood and juniper scrub
- Not in scheme
- Rock outcrops, cliffs and scree
- Upland grassland

Habitat type: Lowland grassland

Management (optional)

Options:

- Arable cropping
- Burning

Please select... *

- Dry acid grassland
- Dry calcareous grassland
- Neutral damp grassland
- Neutral pastures and meadows

- Hedge-laying
- Herbicides to control weeds
- Path, track or road works
- Quarrying
- Scrub clearance / tree felling
- Silage production (i.e. black bags)
- Tree planting



On the **species records** page, rather than finding your species on a ready list, type your species recorded in the text box, before recording abundance for each.

Name suggestions pop up as you start to type as shown.

You can start typing Latin or common names.

Option to add images alongside species.

When all species are entered, **Submit**

Inventory recording form

View Edit

Clone content

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

Species records

Selected square:

Selected plot:

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*).

Please select this box if no species were observed

Species	Abundance	Add photos
Ran		Select a species first
Ranunculaceae flowering plant		
Ranunculales flowering plant		
Ranunculus Buttercup flowering plant		

< Prev step **Submit**



Indicator recording form

View Edit

Clone content

The grid below lists all samples that exist at the Indicator level for the 1 km squares that you are currently assigned to. Alternatively see the My Visits page for all samples that you personally have created, even if you are no longer assigned to a square.

Click the "Add New Sample" button underneath the grid and complete the form to add a new sample. **This also applies to adding a second survey of a plot within a year**, i.e. when you come to resurvey a plot within a single year, you still need to click "Add New Sample". Note that the first sample of a plot within a year will always show as survey 1, even if it is recorded late in the year.

Please remember that you must first set-up your squares and plots using the "View squares and create plots" option within the "Create plots and enter data" menu. Please see the guidance for further information.

My visits

Square:

<please select>

Select a square, or leave blank for all squares

Year:

<please select>

Leave blank for all years

ID	Square	Plot	Date	Survey	Actions
6848037	SU6286	Plot 5 at SU6217386185 (Square plot 5 x 5 m, most habitats)	03/08/2019	Survey 2	Edit this Survey
6848037	SU6286	Plot 5 at SU6217386185 (Square plot 5 x 5 m, most habitats)	03/05/2019	Survey 1	Edit this Survey
6847971	SU6286	Plot 4 at SU6214386198 (Linear plot)	03/08/2019	Survey 2	Edit this Survey
6847971	SU6286	Plot 4 at SU6214386198 (Linear plot)	03/05/2019	Survey 1	Edit this Survey
6847863	SU6286	Plot 3 at SU6214686200 (Square plot 5 x 5 m, most habitats)	03/08/2019	Survey 2	Edit this Survey
6847863	SU6286	Plot 3 at SU6214686200 (Square plot 5 x 5 m, most habitats)	03/05/2019	Survey 1	Edit this Survey
6847654	SU6286	Plot 2 at SU6201386786 (Linear plot)	03/08/2019	Survey 2	Edit this Survey

Each time you submit a survey, this will be stored in the database and will appear in the list of surveys on your recording form page

As you enter more surveys over time, you can filter this list by:

- **Square** (if you have more than one)
- **Year** (of survey)

On the right hand side of this list there is also the option to edit each individual survey if needed.



Extra species entry

If you recorded additional species not on your species list for your survey level or for that habitat, but wish to submit the sighting...

There is an additional form for extra species data submissions

MENU

- Home
- Resources
- Create plots and enter data
- View squares and create plots
- Wildflower recording form
- Indicator recording form
- Inventory recording form
- Extra species entry**
- Request a square
- Training and Events
- My data
- Data Access Policy
- Funders Remember that you
- My account See 'How to get
- Log out



Extra species entry

View Edit

Clone content



First select the plot location from the drop down list, or place a click on the map directly, if outside of your plots.

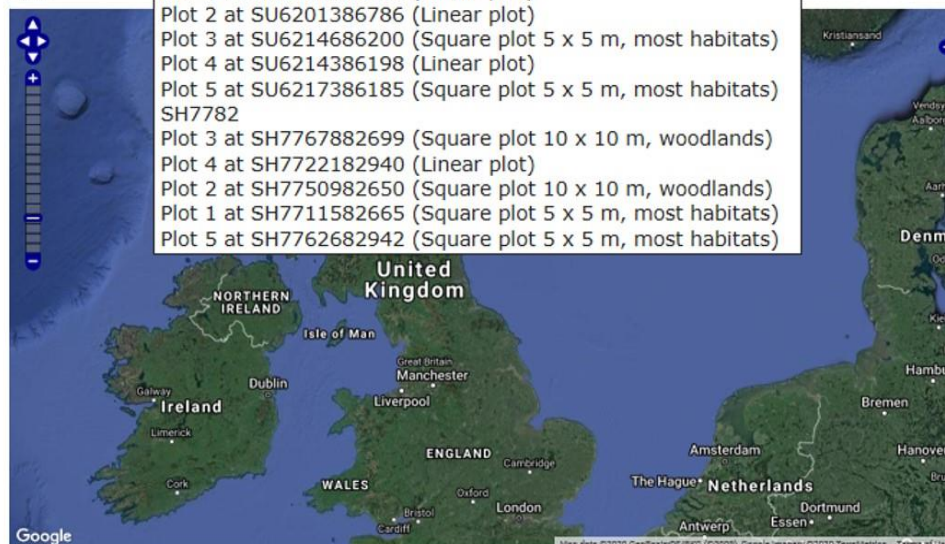
Location

Please provide the spatial reference of the record. You can enter the reference directly, or search for a place then click on the map to set it.

Spatial Ref:

Select square or plot:

- <please select>
- SU6286
- Plot 1 at SU6198686791 (Linear plot)
- Plot 2 at SU6201386786 (Linear plot)
- Plot 3 at SU6214686200 (Square plot 5 x 5 m, most habitats)
- Plot 4 at SU6214386198 (Linear plot)
- Plot 5 at SU6217386185 (Square plot 5 x 5 m, most habitats)
- SH7782
- Plot 3 at SH7767882699 (Square plot 10 x 10 m, woodlands)
- Plot 4 at SH7722182940 (Linear plot)
- Plot 2 at SH7750982650 (Square plot 10 x 10 m, woodlands)
- Plot 1 at SH7711582665 (Square plot 5 x 5 m, most habitats)
- Plot 5 at SH7762682942 (Square plot 5 x 5 m, most habitats)



Next step >



Extra species entry

View Edit

Clone content



Record the date of the sighting and any additional comments

Survey details

Please provide the following additional information.

Date: *

Overall
comment:

< Prev step Next step >



Extra species entry

View Edit

Clone content



Then enter the species you observed and upload any images you may have taken.

Note there is not the option to enter abundance, as these are extra species records.

Click **Submit**

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	Add photos
<input type="text"/>	Select a species first

[Need more sophistication? Click here to use iRecord](#)

< Prev step Submit



You can then view all of your submitted surveys, in one list irrespective of survey level, by visiting the **My Visits** page (as described on page 15-16)

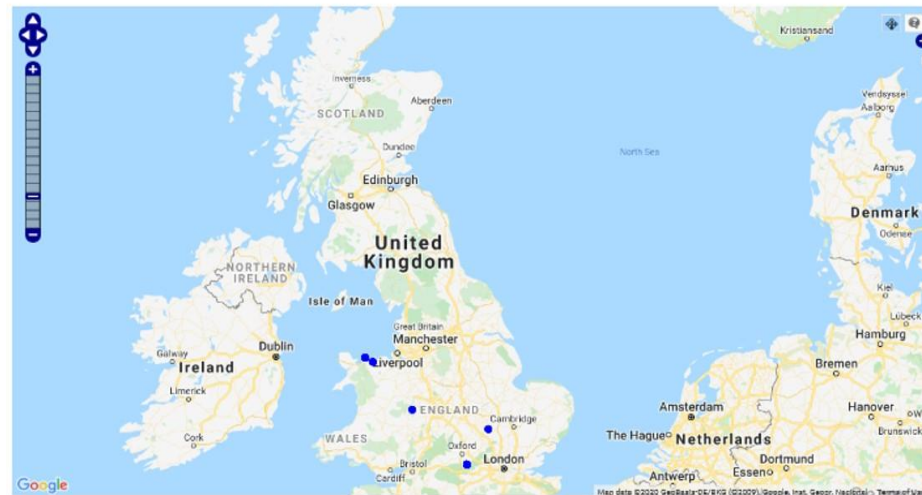
MENU → **My Data** → **My Visits**

My visits

View Edit

Clone content

The grid below lists all the samples that you have personally created, even if you are no longer assigned to a square. To see historic samples that you did not create, but which were recorded against squares that you currently have ownership of, see the various recording form pages under the "Create plots and enter data" menu item (e.g. the Wildflower form). **Note that these samples will be listed under their original type (i.e. at the Wildflower, Indicator, or Inventory level).**



Survey	ID	Square	Plot	Date	Actions
Inventory survey	6340266	SH7782	Plot at SH771 1582665 (Square plot 5 x 5 m, most habitats)	14/07/2019	Survey 2 edit
Inventory survey	6340266	SH7782	Plot at SH771 1582665 (Square plot 5 x 5 m, most habitats)	06/05/2019	Survey 1 edit

first prev 1 2 3 4 5 6 next last

Showing records 1 to 20 of 111

Extra species records

Location	Species	Common name	Date	Images	Auto check
No information available					



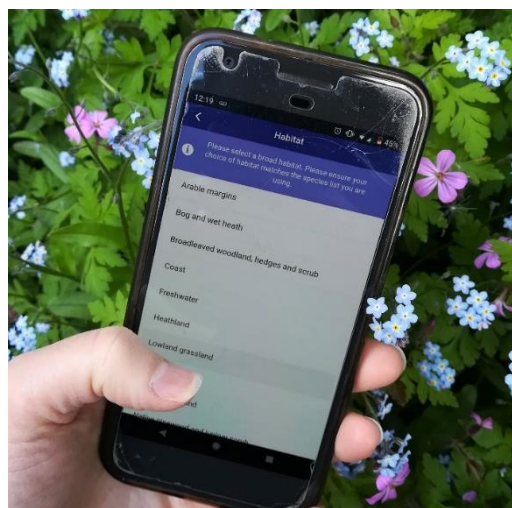
NPMS App for in-field recording

There is also an NPMS Mobile App to record data in-field, thus removing the need to use recording forms and enter data on the website later

Available for...

Apple: <https://apps.apple.com/us/app/npms-app/id1161238829>

Android: https://play.google.com/store/apps/details?id=uk.ac.ceh.npms&hl=en_GB&fbclid=IwAR3EWhftSWyotvg2sACbO0xWvjtLAfrB3Di_kabiTFCxtR8K4ypMufdhkx4



Registration and plot creation still needs to be carried out on desk top.

App recording forms replicate online and in-field data forms, collecting the same information



Ways to find support

- Website
 - Resources
 - FAQs
 - Online training
 - Data guidance videos
- Facebook, NPMS support, Twitter
- Courses and events (data surgeries on events page)
- Regional Mentors (<https://www.npms.org.uk/content/npms-mentors>)
- Email: support@npms.org.uk
- Phone: **07711 922098**



NPMS Mentors

- [NPMS Mentors contact directory \(2019 update\)](#)





Your data flow:

- From plot creation to data analyses and data uses in research.
- Your data is extremely valuable
- We ask surveyors to enter all data for the season by 31st October each year, for inclusion in that annual spring analyses.
- But we don't stop accepting data after this, and any historical data can be uploaded on site at any time.

