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# Guidance for County Moth Recorders

## Recorder 6 Exchange to the National Moth Recording Scheme (NMRS)

### Version 1

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## Introduction

- This document is aimed at Recorder 6 users.
- **Spreadsheet users**, please refer to the document “Submitting Spreadsheets to the National Moth Recording Scheme (NMRS)”.
- **MapMate users**, please refer to the document “MapMate Sync to the National Moth Recording Scheme (NMRS)”.

The Recorder 6 Site ID for the NMRS is **LC000334**.

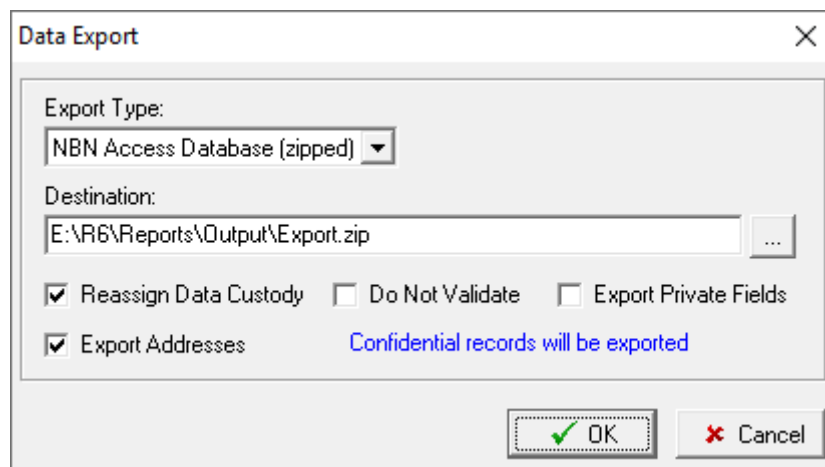
The preferred method for receiving Recorder 6 data is via an NBN Access Database (zipped) and forwarded:

- Via an email as an encrypted ZIP file attachment.
- Via a secure FTP file transfer website (e.g. We Transfer.)

**Important!** Please ensure your Recorder 6 software and taxon dictionaries are up-to-date, otherwise there may be problems exchanging your data! If in doubt, please do not hesitate to contact the NMRS to discuss – contact details at the end of this document.

How to exchange your data to the NMRS database.

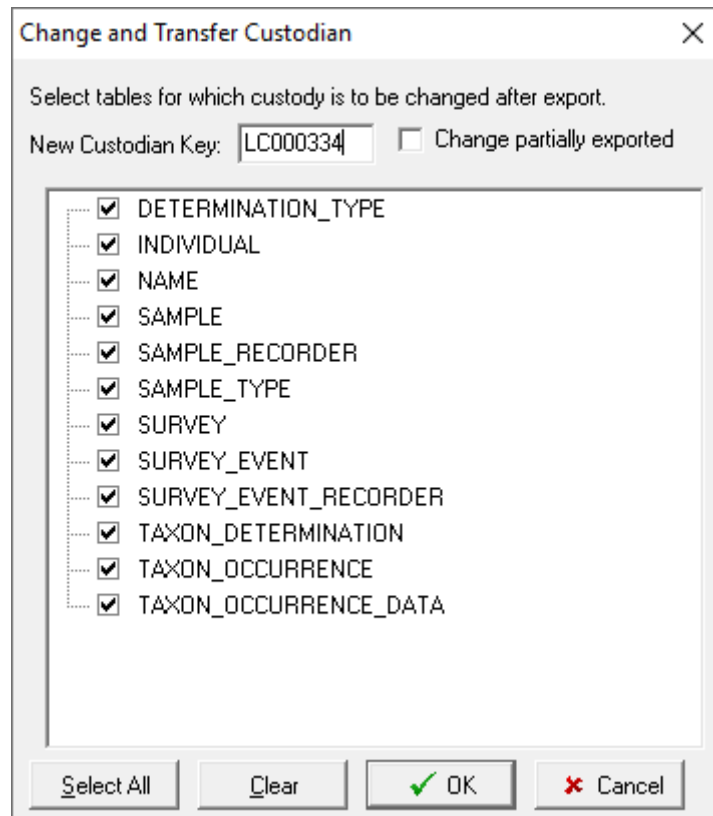
- Highlight the survey to be exported.
- Go to Tools → ‘Export data...’
- Select Export Type → Select Destination path and enter a suitable filename → Tick Reassign Data Custody → Leave other tick boxes at default → OK.



- Press OK at the following Information window – external validation checks will then take place and may take some time to complete depending on the number of records.
  - To shorten the export time, the Do Not Validate box may be ticked but this isn't recommended as any validation errors will not be highlighted which may cause export and subsequent import issues into the NMRS.
- When the Change and Transfer Custodian Window appears: Enter the New Custodian Key **LC000334** – this will not change the unique Taxon Occurrence Key which contains, in part, the original Site ID.
  - Please note: This is only to allow the NMRS to make validation or verification changes to records if required. Data providers will be notified of these changes and will retain data ownership.
- Ensure all tick boxes are ticked → Press **OK**.

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- The resultant ZIP is not encrypted. To encrypt it, a separate archiving utility (e.g. 7-Zip which is freeware) will be needed.
- With 7-Zip installed: Highlight your exported ZIP file in Windows File Manager and right-click → 7-Zip → Add to archive... → Archive: Enter a new name → Encryption: Enter a password → Leave all other setting at default → Send the NMRS the password in a separate email in addition to the new, encrypted ZIP file.

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In all instances, if there are any queries whatsoever, however big or small, or errors in this document, please do not hesitate to contact Les Evans-Hill, Senior Data Manager, via email [levans-hill@butterfly-conservation.org](mailto:levans-hill@butterfly-conservation.org) or telephone 01929 507015.

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