

Sending in your IPMR nest records

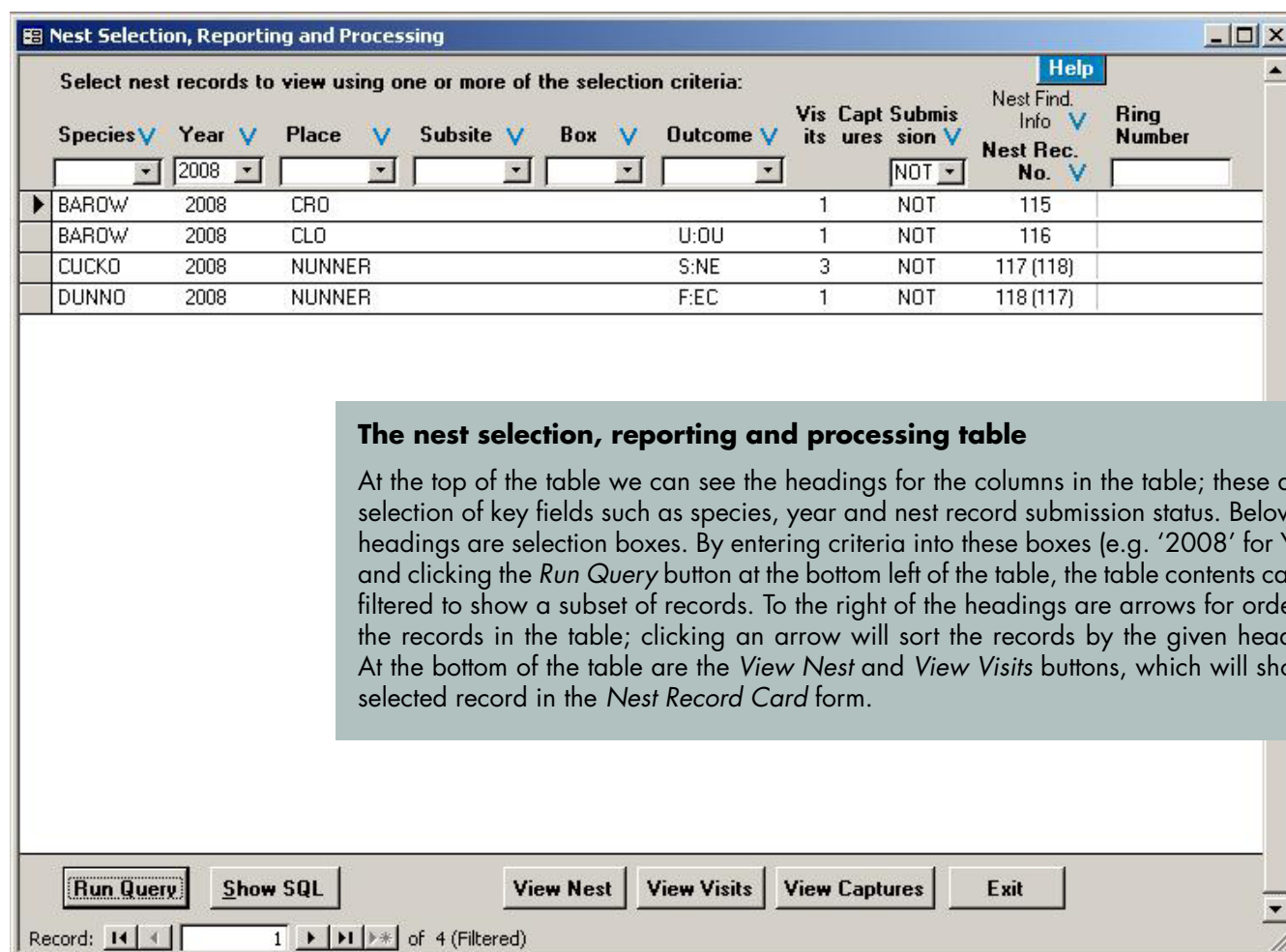
This guide tells you how to send in your IPMR nest records to the BTO. It also contains help on resubmitting records and keeping track of what you've sent to the BTO in the past. If you're stuck, just go straight to the 'Troubleshooting' section.

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REVIEWING YOUR RECORDS PRIOR TO SUBMISSION

When you are ready to submit one or more nest records to the BTO, you should review your records by selecting *Nest Selection, Reporting and Processing* from the *Nest Records* menu. A table will appear like in the example below. Each row in the table is a single nest record. By filtering and sorting the table, you can review the records you intend to submit and check that they have been properly completed with final outcome codes (IPMR will not submit records that do not have final outcome codes). In the example below, the table has been filtered for 2008 nest records that have a submission code of *NOT* (not yet submitted). Four records appear and the first one does not have a final outcome code. If a submission file were to be created now, this record would not be included.



Nest Selection, Reporting and Processing

Select nest records to view using one or more of the selection criteria:

Species	Year	Place	Subsite	Box	Outcome	Visits	Captures	Submission	Nest Find. Info	Ring Number
BAROW	2008	CRO				1		NOT	115	
BAROW	2008	CLO			U:OU	1		NOT	116	
CUCKO	2008	NUNNER			S:NE	3		NOT	117 (118)	
DUNNO	2008	NUNNER			F:EC	1		NOT	118 (117)	

The nest selection, reporting and processing table

At the top of the table we can see the headings for the columns in the table; these are a selection of key fields such as species, year and nest record submission status. Below the headings are selection boxes. By entering criteria into these boxes (e.g. '2008' for Year) and clicking the *Run Query* button at the bottom left of the table, the table contents can be filtered to show a subset of records. To the right of the headings are arrows for ordering the records in the table; clicking an arrow will sort the records by the given heading. At the bottom of the table are the *View Nest* and *View Visits* buttons, which will show a selected record in the *Nest Record Card* form.

Record: 1 of 4 (Filtered)

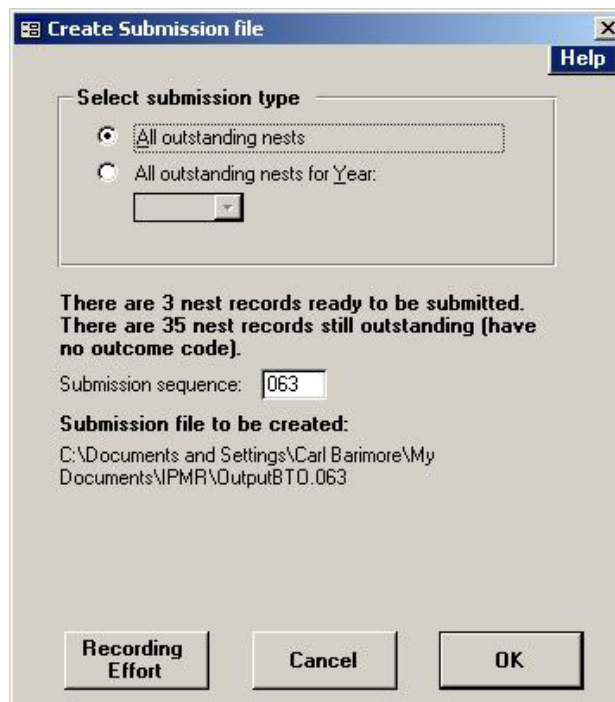
CREATING A SUBMISSION FILE

Once you have reviewed the nest records you wish to submit to the BTO, you can create a 'submission file'. A submission file is just a text file designed to transmit records to the BTO. IPMR creates a file containing the records you want to send and puts it in a folder on your computer (usually within 'My Documents'). The file then has to be emailed to the BTO or sent on a floppy disk—IPMR is not an 'online' application and isn't connected directly to BTO computers. To create a submission file:

- 1 Go to the *Nest Records* menu, select the *Submissions* option and then *Create Submission File*.
- 2 A pop-up box will appear (example below), informing you of how many outstanding nest records you have that will not be included in the submission file. This is to remind you of any nest records you may wish to finish off before creating the submission file. Press *OK*. If you wish to cancel the submission, press *Cancel* when the next window appears.



- 3 The *Create submission file* window will appear (example below). Select one of the two options for creating a submission file:



All outstanding nests

All nest records that have a submission code of *NOT* (not yet submitted) and have a valid final outcome code. Includes records from previous years, except for those with a submission code of *OLD* (historic record not to be submitted).

All outstanding nests for Year

Records that have a submission code of *NOT* and have a valid final outcome code and belong to a year which you select. This option allows you to submit only nest records from a given year, such as the season just completed. Select the year of your choice from the drop down menu that becomes available when this option is chosen.

- 4 Look at the text below the *Select submission type* section, informing you of the number of records that are 'ready to be submitted' versus the number that have no outcome code, to check that it is what you expect. If there are still a number of outstanding records that you wish to submit, select the *Cancel* button and review your nest records using the *Nest Selection, Reporting and Processing table* (see section [Reviewing your records prior to submission, p.1](#)).

- 5 Make a note of the pathway of the submission file that is to be created: this is the line of text below 'Submission file to be created'. The pathway tells you exactly where you will be able to find your submission file on your computer and what it will be called. The submission file 'filename' is at the end of the pathway text, after the last hyphen, and should comprise your observer code plus a full-stop and then the submission sequence number given immediately above. In the example above, the filename is 'BTO.068'. Make a note of the filename.

- 6 Click the *Recording Effort* button; this will launch the *Nest Recording Effort* form (see below), where you can complete a small survey of the time you have spent nest recording in a given season. If you are submitting records for more than one year, be sure to record your effort for each year by using the *Nest Recording Year* selection box. The *Nest recording effort type* selection buttons govern the type of information you can provide about your recording effort. Choose one alternative:

- Simple** Select the appropriate description of your effort for each month of the year using the drop-down menus. The options are: 'O' (None), 'F' (Few) or 'M' (Many).

- Visits and hours** Allows you to record the number of hours spent recording and the number of field sessions (visits) per month.

If you are submitting nest records on behalf of a group, such as a ringing group, you can enter effort information for each nest recorder in the group in turn by selecting their initials from the *Observer* drop-down list. One row of effort information can be completed per observer. Please note that you cannot use the *Observer* drop-down list unless you have completed the *Observer Details* form on IPMR; please see section 7.1.2 of the [Guide to using IPMR for nest recording](#) for more details.

Observer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
▶	F: Fe										
*		None O: None F: Few M: Many									

- 7 Select *Save and exit* to leave the *Nest Recording Effort* form and return to the *Create Submission File* form. Click OK to have IPMR create the submission file. The *Submission File Processing* window will appear, giving four options for processing the newly created submission file. Choose one:

Create e-mail to send to BTO hq

If you have Outlook or similar email software, you can configure IPMR to send an email to the BTO for you (see section 1.2 of [Guide to using IPMR for nest recording](#)). Clicking this option will then result in an email appearing on screen, with the submission file attached. You will have to click 'send' to send the email. If you don't see an email, this option has not worked.

Create e-mail to send to address e.g. Group Sec

The same as above except that the e-mail created will contain an e-mail address of your choice instead of the address of BTO HQ. Enter the e-mail address you want to use in the text box immediately below this option.

Copy file to diskette

If you do not have e-mail access and want to send your submission file to the BTO on a floppy disk, select this option and insert your floppy disk. IPMR will copy the file to the disk.

Copy file to clipboard (to manually attach to e-mail)

Click this option if none of the other apply, then see the next section of this guide for how to send in a submission file manually.

- 8 Once you have followed one of the options in step 7 and have created and sent off a submission file to the BTO, revisit the *Nest Selection, Reporting and Processing* table (you should close and open it again if it is already open). If you look at the ninth column from the left, where the *Submission Status* is given, you should see that the submission code for every record that has just been submitted has changed from NOT (not yet submitted) to the submission sequence number that was given in the *Create Submission File* window in step 3. For example, records submitted in a file called 'ZZZ.091' would have '091' as a submission code.

S:SL	3	091	119
	2	NOT	120

The first record shown here has the submission code '091' meaning that it was included in a submission file that had the suffix '091'. The second has the code 'NOT'—not yet submitted.

In future, by looking at the submission code of your record summaries in the *Nest Selection, Reporting and Processing* table, you will quickly be able to tell which records have been submitted in what file and which ones are still to be submitted.

FINDING AND SENDING IN A SUBMISSION FILE MANUALLY

What is a submission file?

A submission file is just a text file containing your records, in a format that BTO computers can read. A submission file is not designed to be read by eye and opening a file in MS Word or Notepad may damage it. When creating a submission file, IPMR actually creates two copies side-by-side; the second one is in a special format called 'Zip', which is better for emailing. When sending a submission file to the BTO, please send the 'Zip' version if you can. The two files look like the ones to the right.



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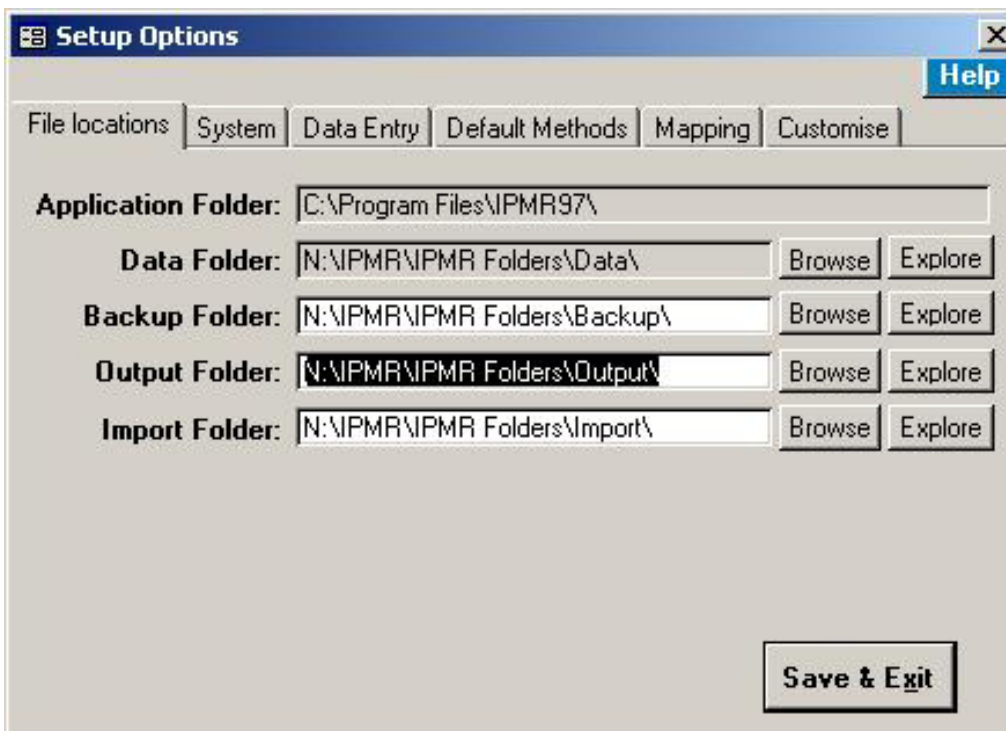


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Like any file on a computer, attaching it to an email doesn't make the original disappear off your computer. So if ever you need to send the same submission file again, just look for the original file—no need to try to create another submission file.

Where does IPMR put the files?

IPMR places the two copies of the submission file on your computer in a directory known as the *Output Folder*, which is where IPMR stores all submission files, reports and other outputs. When you first installed IPMR you chose a location for IPMR to use as the *Output Folder*, but if you can't remember where this is, you can find out by going to the *Setup* main menu and then selecting *Options*. The *Setup Options* window will appear (see below) with a list of directory locations on the first tab. The *Output Folder* pathway is the third one down and if you click the button *Explore* next to the pathway, IPMR will open the *Output Folder* in Windows Explorer. If you are ever in doubt about the location of a submission file or report on your PC, this is the location to look.

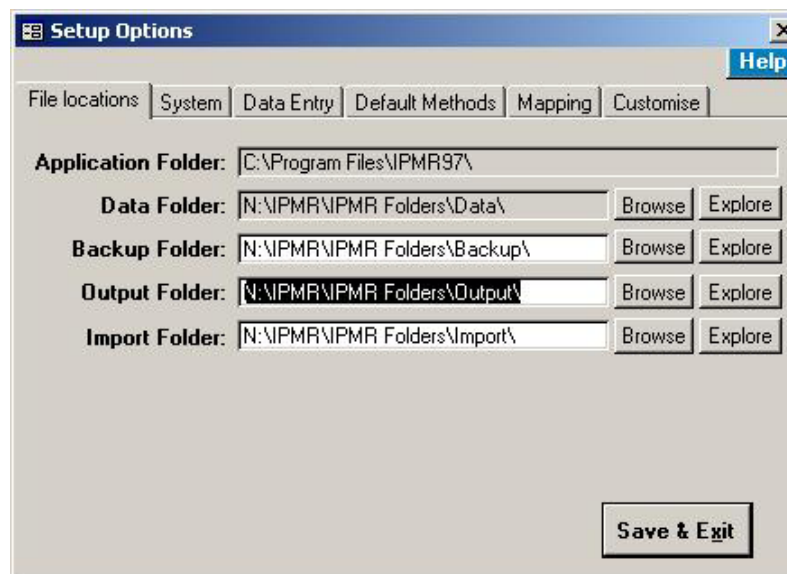


How to send a submission file manually

When IPMR creates a submission file, it puts it in your Output folder. To send a submission file manually, just find the submission file and attach it to an email, just as you would a photo. To find a submission file:

- 1 Go to the *Nest Records* main menu and select *Submissions* followed by *View Submission History*.
- 2 Find the submission file in the list that appears by referring to the date it was created—normally you will be looking for the most recently created file, which will be at the top of the list.
- 3 If you want IPMR to create another e-mail for you or to copy the submission file to a floppy disk again, click the *Process File* button, which will bring up the *Submission File Processing* window. Please then follow the instructions from [step 7 of the Creating a submission file section](#) (p.4). Or, if you want to locate the submission file yourself to attach to an e-mail, go to step 4.

- 4 Work out the submission file *filename* by taking the *Year/Sequence* number in the table (e.g. '091') and prefixing it with the observer code you have entered in the *Owner Details* section of IPMR (usually your own observer code!). For example, if the *Year/sequence* number is '091' and your observer code is 'ZZZ', the submission file will be called 'ZZZ.091'.
- 5 Select *Save & Exit* to exit the table showing your submission history. Go to the *Setup* main menu and select *Options* (at the bottom of the menu). This will open the *Setup Options* window.
- 6 Look down the list of folder pathways to the *Output Folder* pathway (for a full explanation of IPMR folders, see section [Where does IPMR put my files?](#), p. 5) and click the *Explore* button to the right of it (the third explore button down). This will open a Windows Explorer window, showing the contents of the *Output Folder*.



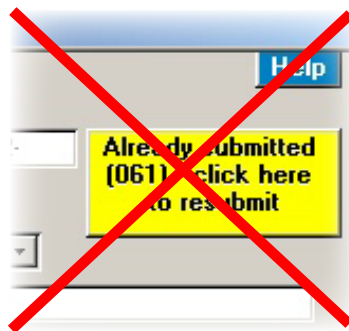
- 8 In the window that has popped up, search for the submission file that you identified by filename in step 4. You should be able to see two versions of your submission file: one will be a text file and the other a 'zip' file. To use the example given in step 4, one will be called 'ZZZ.091' and the other will be called 'ZZZ-091' (or 'ZZZ-091.zip' if you have Windows set to show suffixes of known file types).
- 9 If you want to send your submission file to the BTO, take the 'zip' file and either attach it to an e-mail to send to nrs.data@bto.org or copy it to a floppy disk to post to *Nest Record Scheme, BTO, The Nunnery, Thetford, Norfolk. IP24 2PU*. Alternatively, you can e-mail or post the submission file to another IPMR user, such as a Ringing Group secretary.

TROUBLESHOOTING: CHECKING YOUR RECORDS HAVE BEEN SUBMITTED

If you have followed the instructions given in the section [Creating a submission file](#) (p.2) and selected one of the four options presented in step 7, you should have either an e-mail on your screen waiting to be sent, a floppy disk containing a submission file or a submission file in your *Output Folder* waiting to be manually processed. Once you have sent your e-mail or floppy disk to the BTO, you should receive acknowledgement of receipt of your records within two weeks. But, if you are not sure whether you have successfully created a submission file or you don't know whether you have sent it off, please work through the following steps:

Please don't press the resubmit button!

This option is only for resubmitting records you know the BTO have already got, when you've had to make changes to them.



Go to the *Nest Selection, Reporting and Processing* table (see page 1 [Reviewing your records prior to submission](#)) and look at the submission codes of the nest records you wish to submit (ninth column from the left). Do all the records in question have a submission code of **NOT**?

NO

In that case, the submission code for each record should be a number e.g. '121' and each of the records in question should have the same number. Make a note of this number and open the menu option *Nest Records > Submissions > View Submission History*. Does a row in this table match the number?

NO

Something unusual has happened! Please contact the BTO at nrs@bto.org

YES

The submission file has been created, so now you need to check that you've sent it. Is there an email to the BTO with a file attached in your Sent Items folder?

YES

If you've found an email, the BTO should have your file. Please email nrs@bto.org if you don't hear back soon.

YES

You haven't created a submission file yet. Please go to page 3 [Creating a submission file](#)

NO

You've created the submission file but haven't sent it yet. See page 8 [Sending your submission file manually](#) from step 2 (p.4).