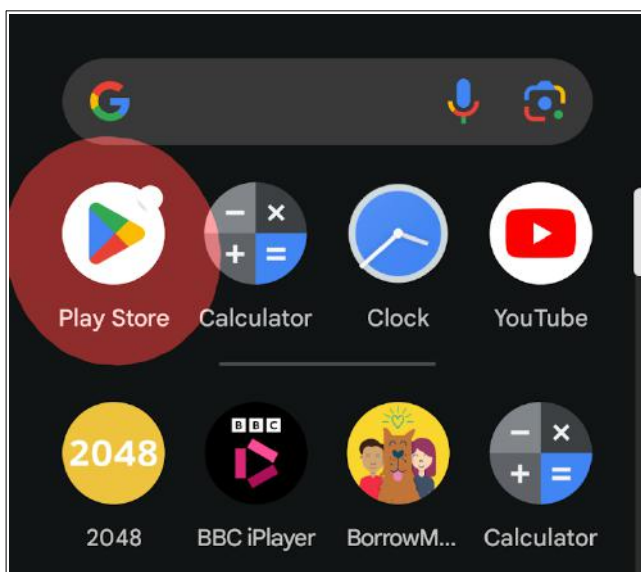# The Complete iRecord App Guide

1. Getting the App

1.1. Open app store

Go to your phone's app collection. Normally you need to go to your home screen (i.e. make sure you don't have an app window open) and swipe up in the middle.

Press on either the **Play Store** (on android phones) or the **App Store** (on apple phones).
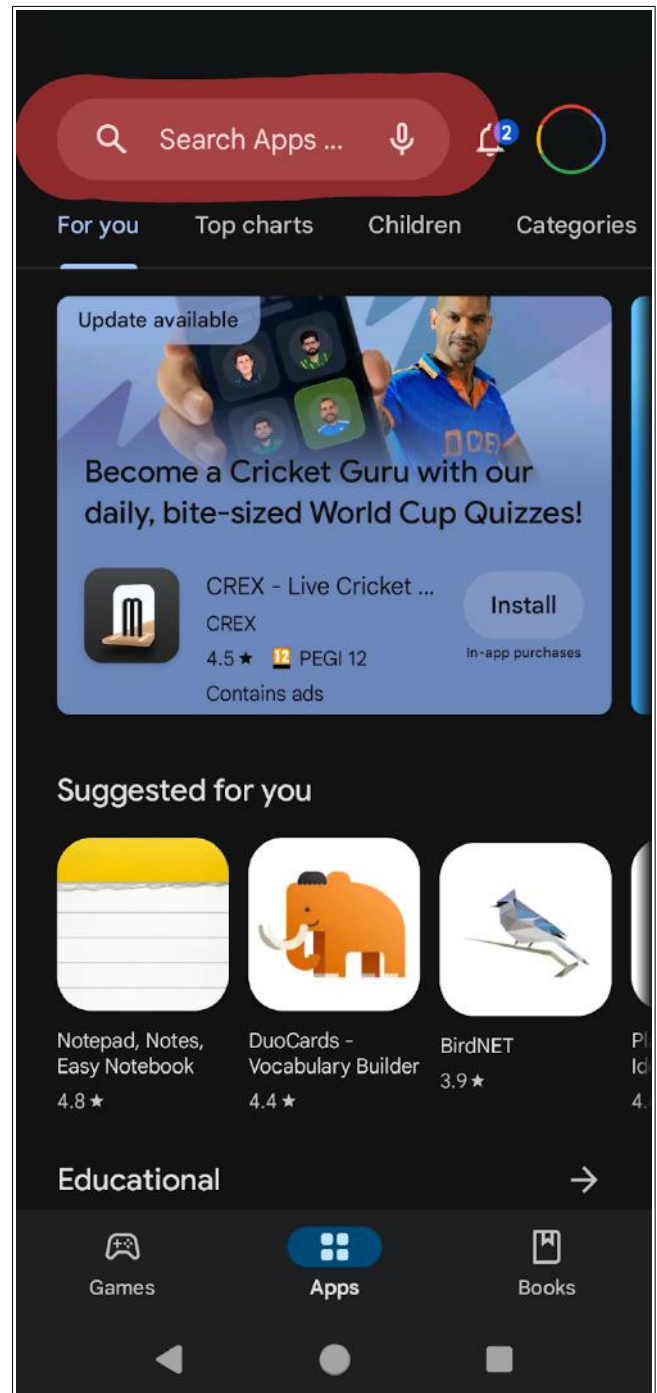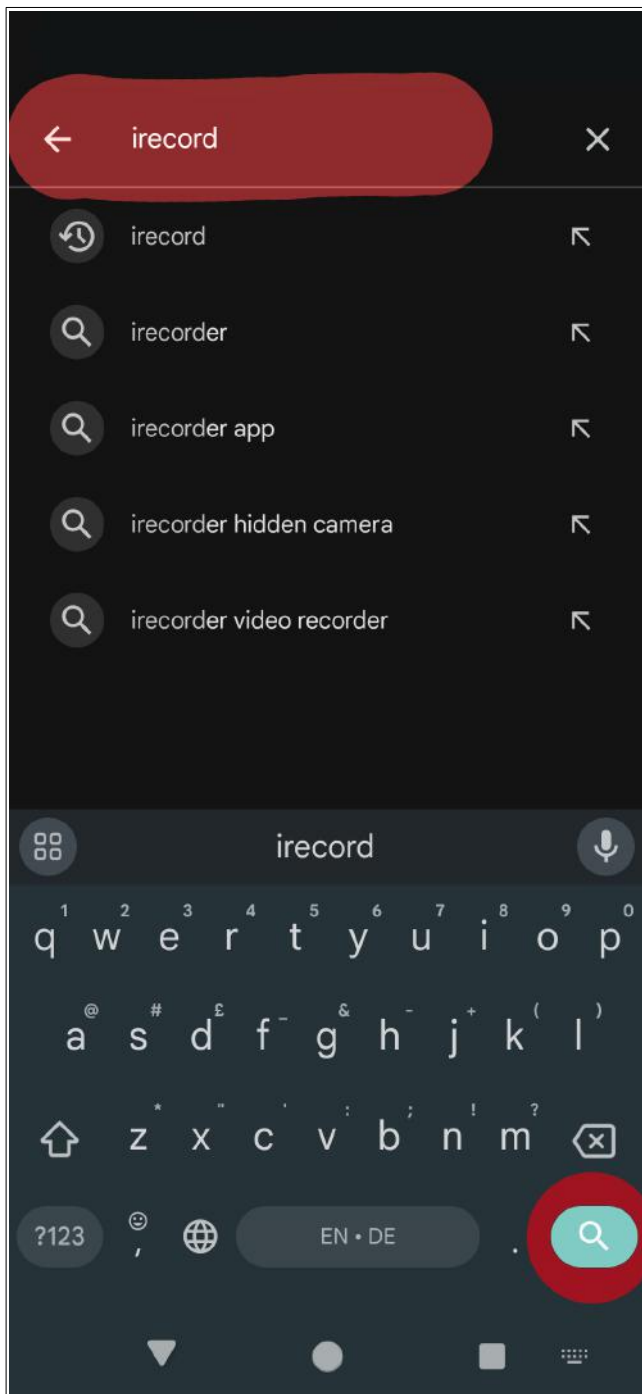

The App Store icon looks like this:

1.2. Search

Ignore everything on the screen except the **search bar** at the top. Tap on this and it will allow you to type.

1.3. Search for iRecord

Type **"irecord"** into the search bar and press enter, or the search icon.

1.4. Install the app

The right app should pop up at the top of the screen. Make sure it has the iRecord logo – a green dragonfly and a black and green dot. Find this and press on it if it isn't right at the top.
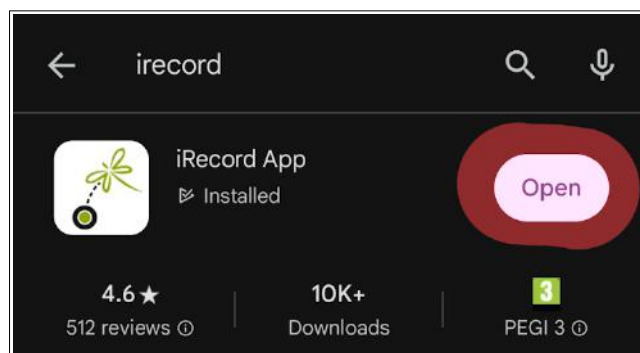
Then press the **install** button next to the app. It will take a few moments to install – wait for it to complete.
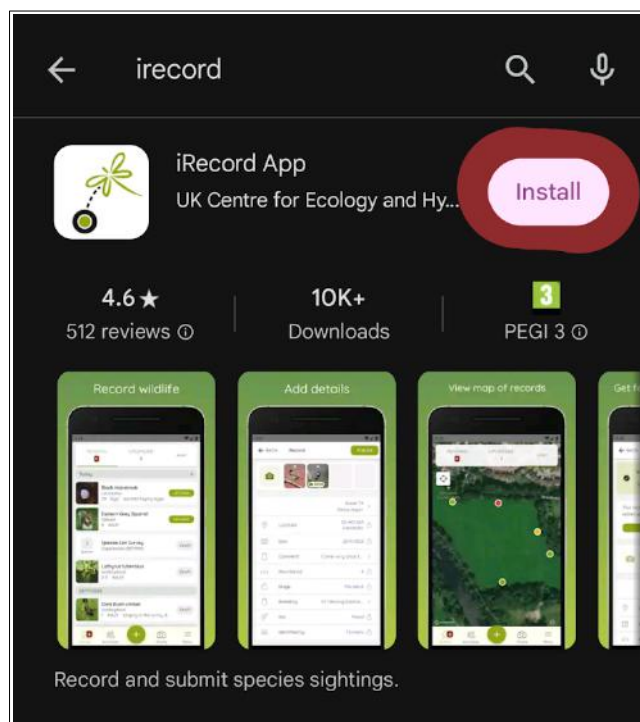
1.5. Open the app

The install button should now be replaced with an open button. You can use this to start the app.

You can also find the app where it has appeared on your phone's home screen and press its logo there to start it too.
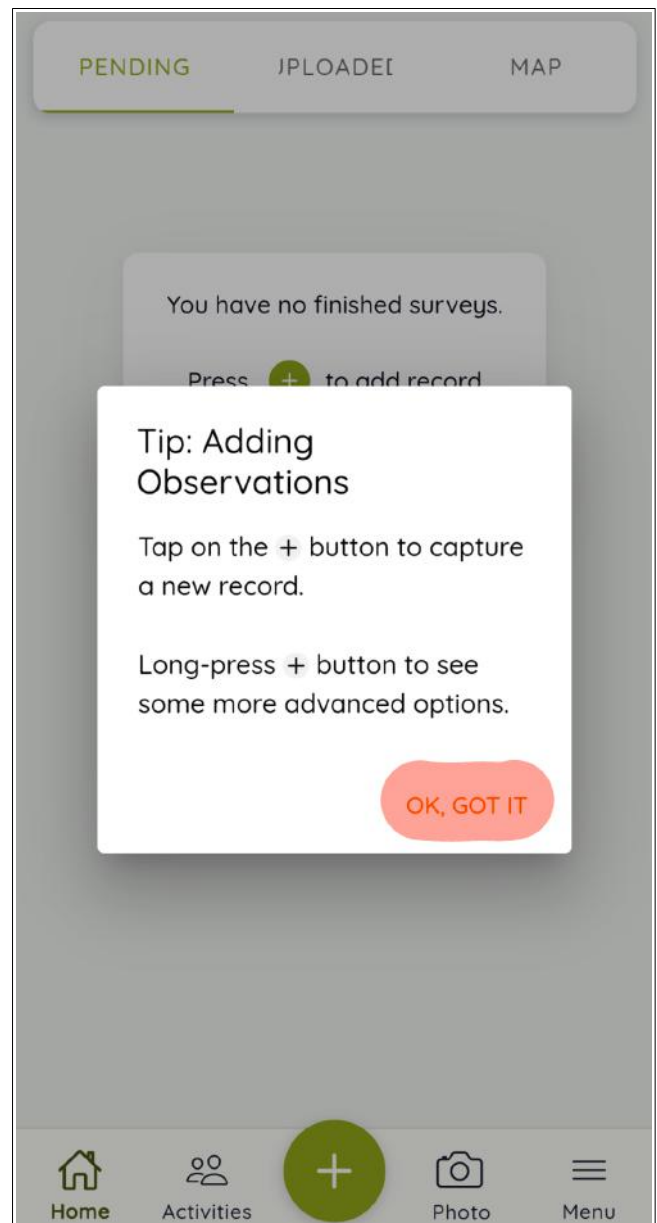
2. Setting Up the App

2.1. Opening the app

When you open the app, it will show you some welcome screens. Read these if you like, and press the green arrow button in the bottom right when you're ready to move on.

2.2. Pop-up

The app will produce this pop-up on opening for the first time. Press **"OK, got it"** to dismiss the pop-up.

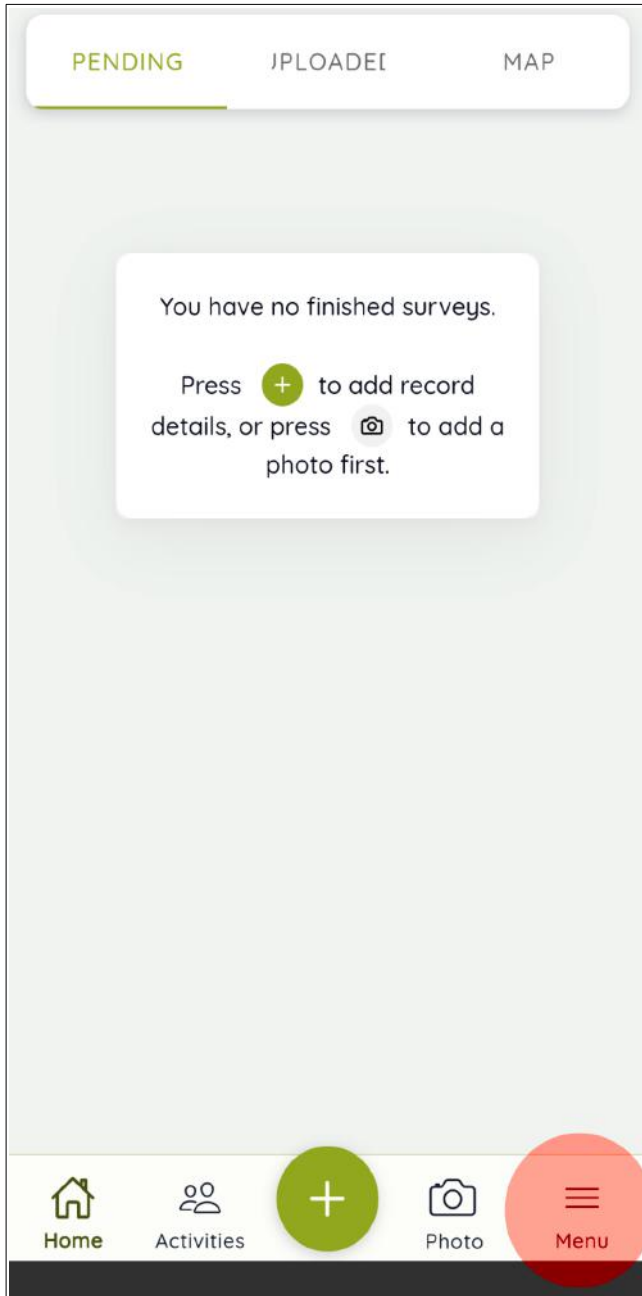(We'll get onto how to upload records later on!)

3. Creating an Account
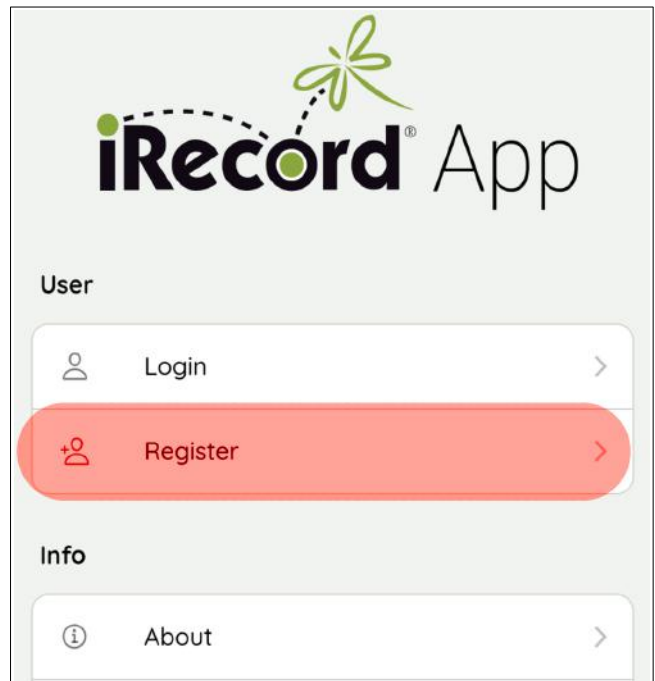
If you've already got an account, skip to section 4.

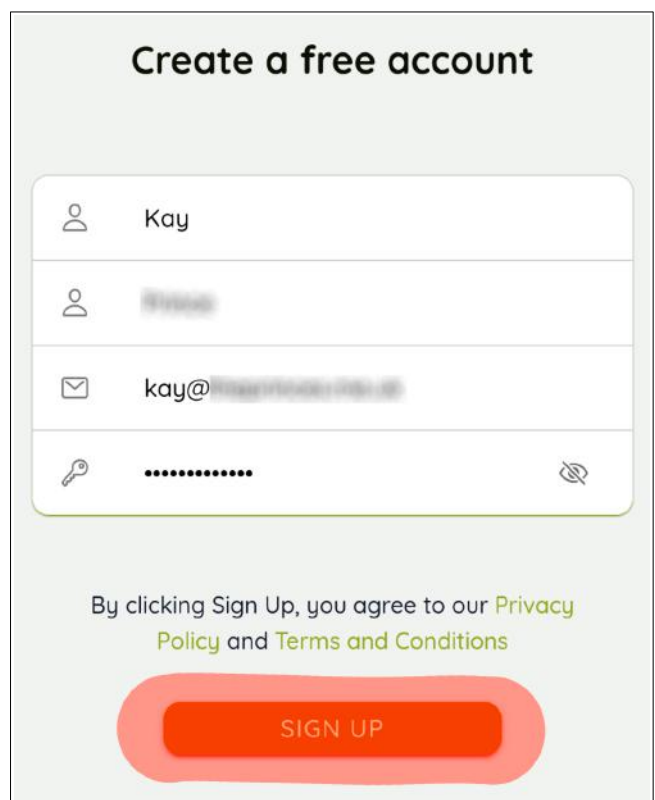## 3.1. Menu

Press the **Menu** icon in the bottom right.

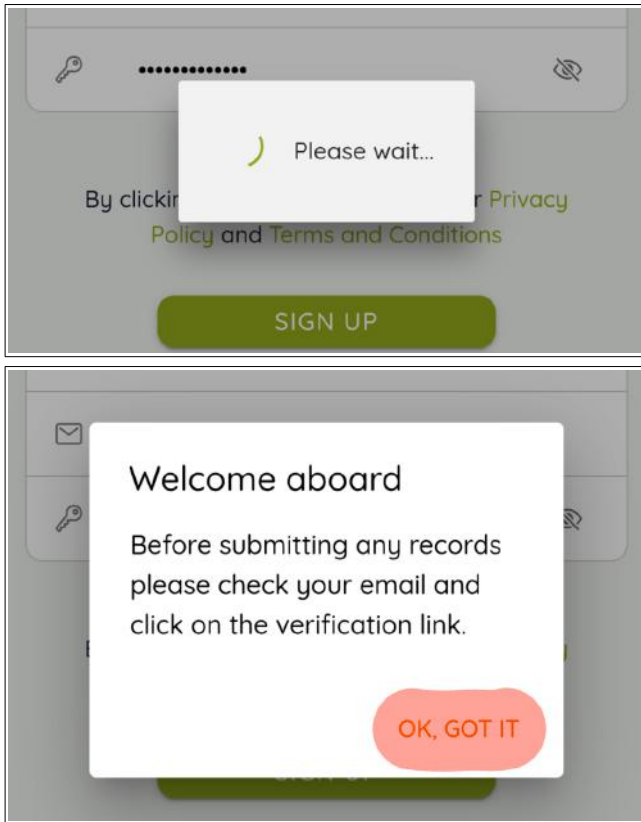## 3.2.

Now press the **"Register"** option.

3.3. Create account

Enter your name, the email you want to use for the account, and a secure password. Remember to write this down somewhere secret in case you forget!
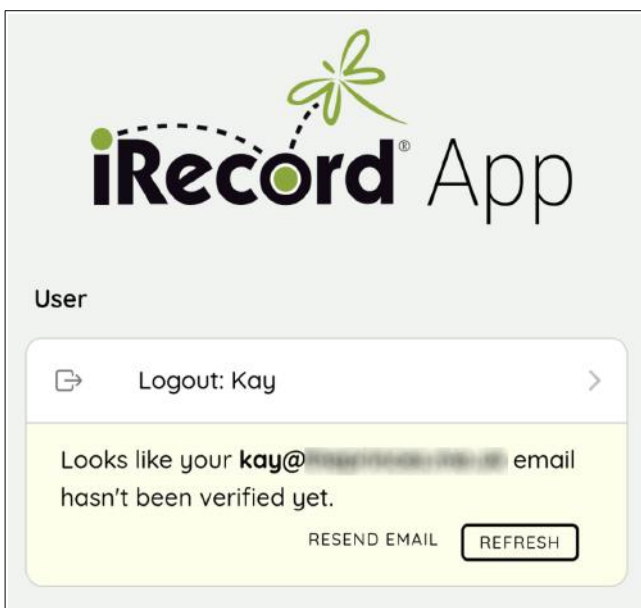
Once you're happy, press **"Sign up"**.

3.4.

The app will process this for a few moments. Then it will give a pop-up telling you to check your email. Press **"OK, got it"**.
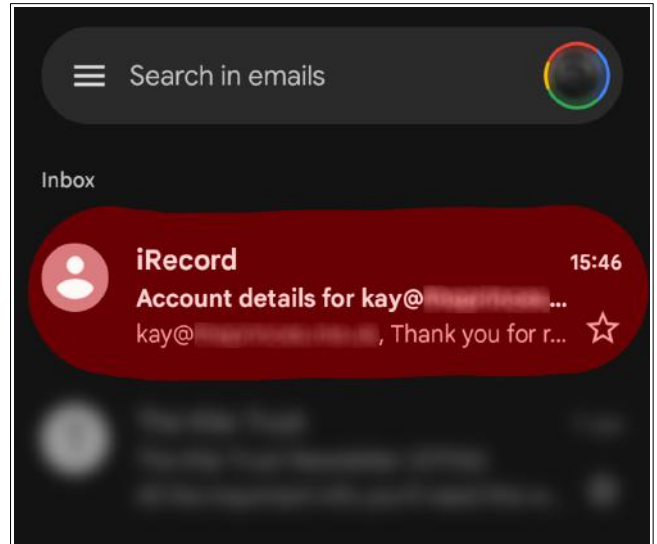

3.5.

The menu of the app will now have this message telling you to verify your email.


3.6. Check email

Check your inbox for the email you just entered to register. You may need to wait for a few moments and/or refresh the inbox a few times. There should then be an email at the top from iRecord. Click on this.


3.7. Verify email address

This email has several links in it. Press the highlighted link here – the <u>first</u> **"log in"** in blue text. This will open a web page. <u>Let it load</u>, then close the web page.
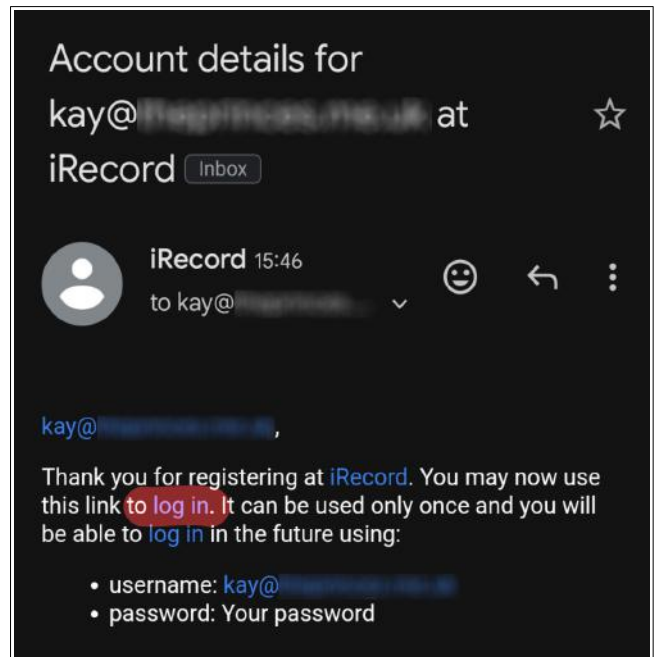
3.8.

You will then receive an email which confirms that your account has been activated. You don't need to do anything with this – all it has are links to the log-in page on a web browser. <u>You can delete this email</u>.
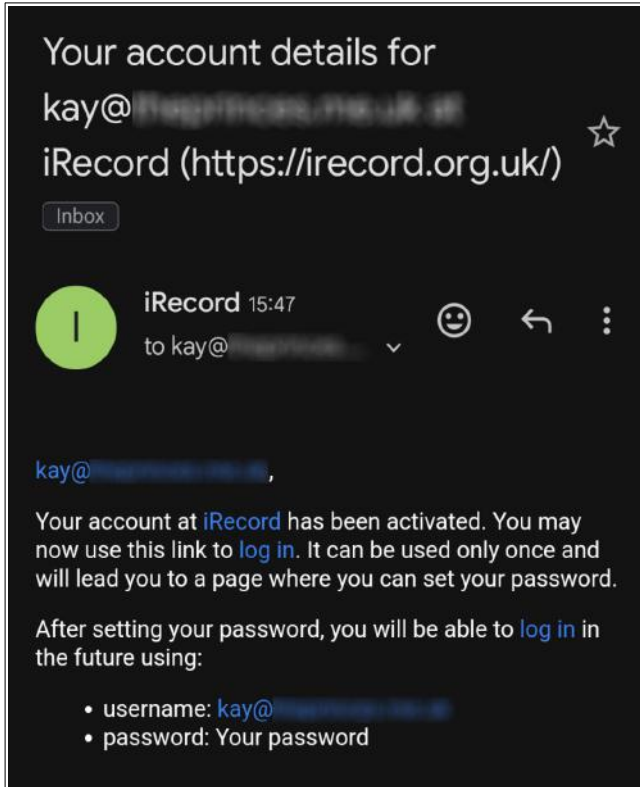
3.9. Reload app

If your iRecord app is still open, <u>close it</u>. This means you need to <u>shut the app down</u>. The main way to do this is to go to your app window view, where you can see all the apps you have open, and swipe the iRecord app away so that it disappears.

Wait a moment, and then open the iRecord app again. When you go to your menu now, the top should show simply a log out option and no message about verification.
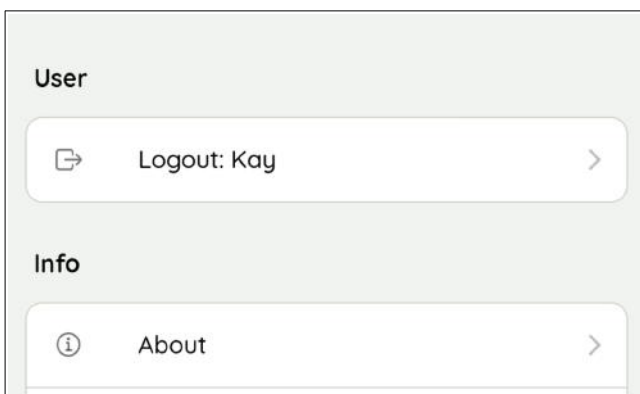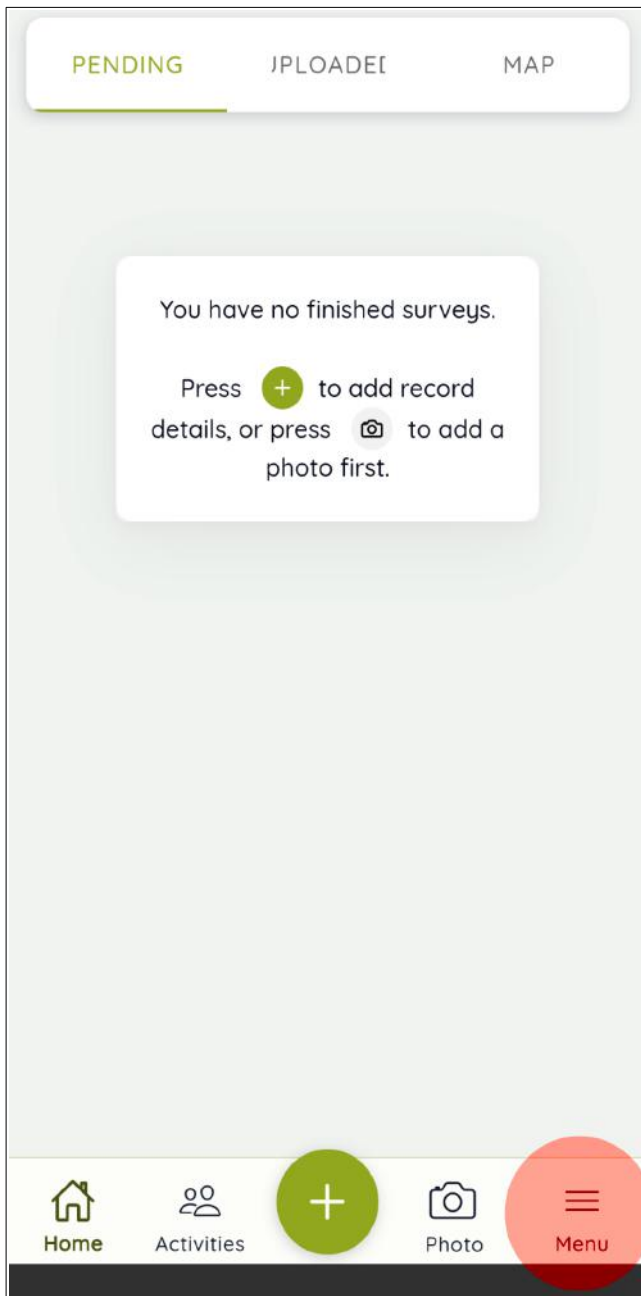
4. Log In

No need to do this if you've done section 3! Only follow these instructions if you've already made an iRecord account on a different phone, tablet or computer.
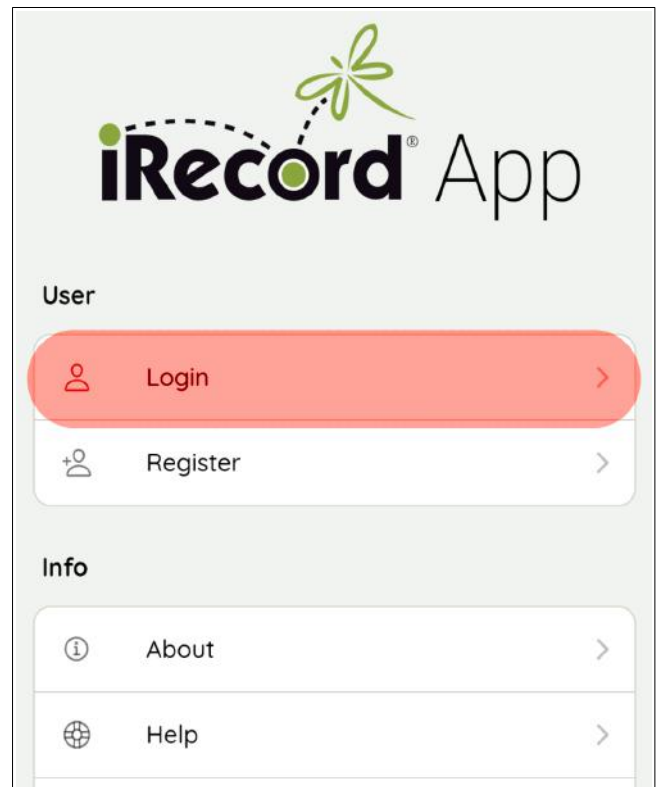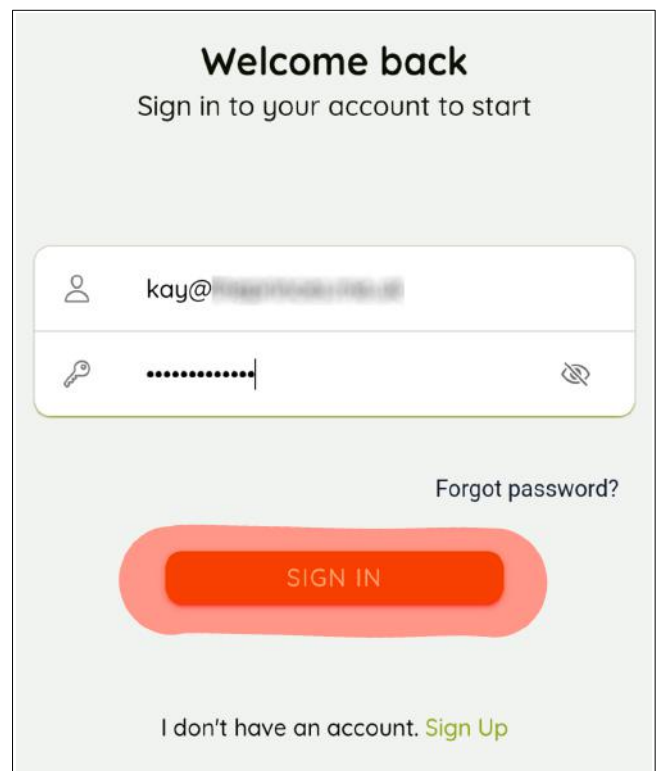
4.1.

Press the **Menu** icon in the bottom right.

4.2.

Now press the **"Login"** option.

4.3.

Enter your login details – the email you used to sign up with, and your password. Then click **"Sign in"**.
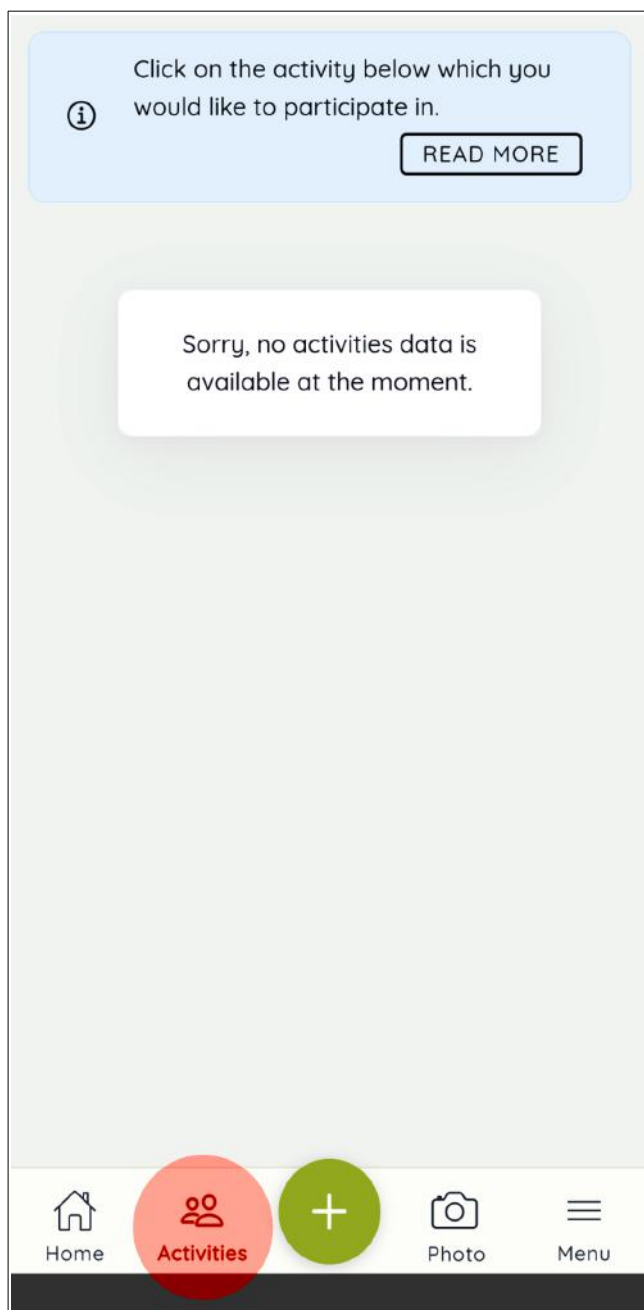
5. Joining the SOW Activity

You can upload records on your own – but to get involved with Sustainable Oakington and Westwick and contribute to the village record collection, you need to join an "activity".

Joining an activity means that all the records you upload will be archived together with everyone else's in the village. This means everyone can see all the wildlife Oakington has found!

5.1. Activities page

Press on the **activities page** at the bottom of the screen. Before you join an activity, it will look like this.
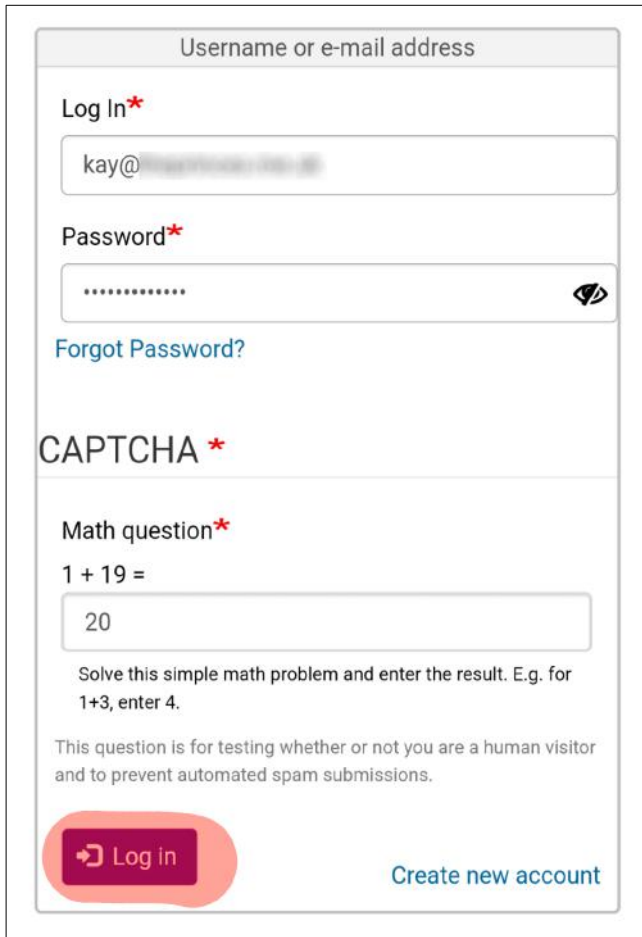
5.2. iRecord website

Unfortunately, there isn't a way to join the SOW activity directly from the app. Instead, you need to open your **browser** (such as Google Chrome, or Firefox) in your phone, and type **"irecord"** into the search bar.

When you press the tick or magnifying glass key on your keyboard, the browser will show results. The first of these should be the **iRecord website**; it will look like this. Press on this.
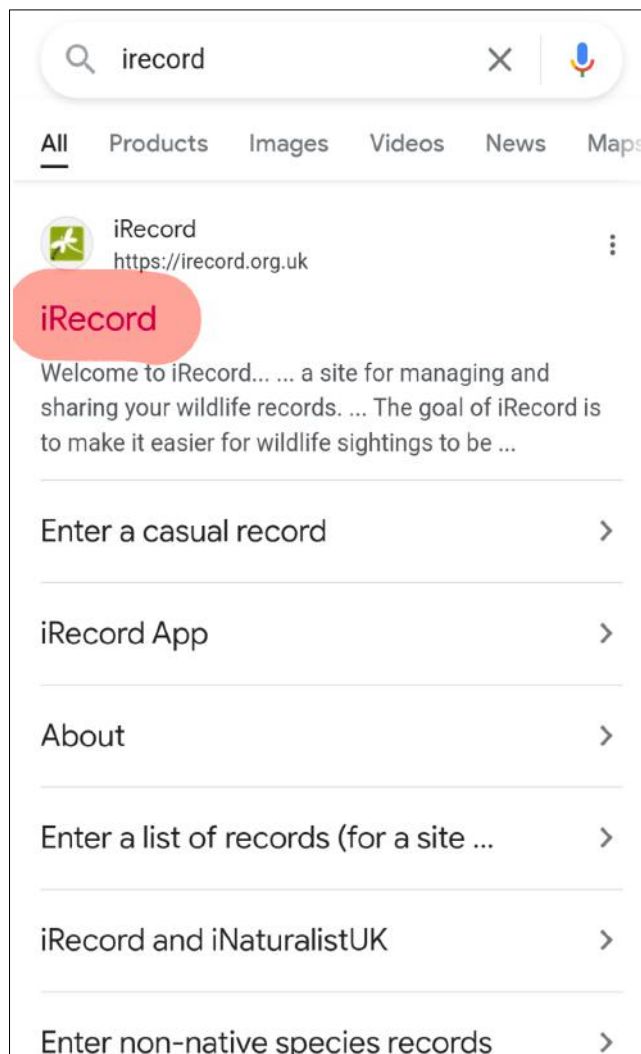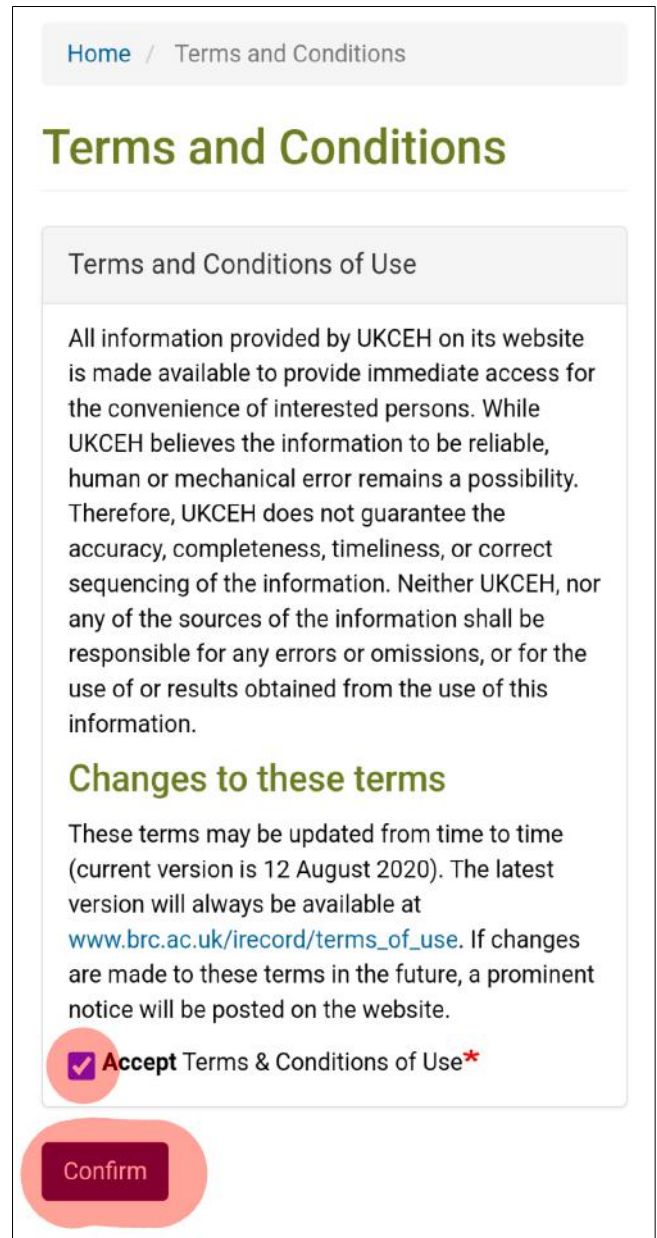
5.3. Log in

Scroll down the webpage a little bit and you will find a **log-in section**. Enter the details you used to sign up to iRecord here, answer the maths question to prove you're a human, and press **"Log in"**.
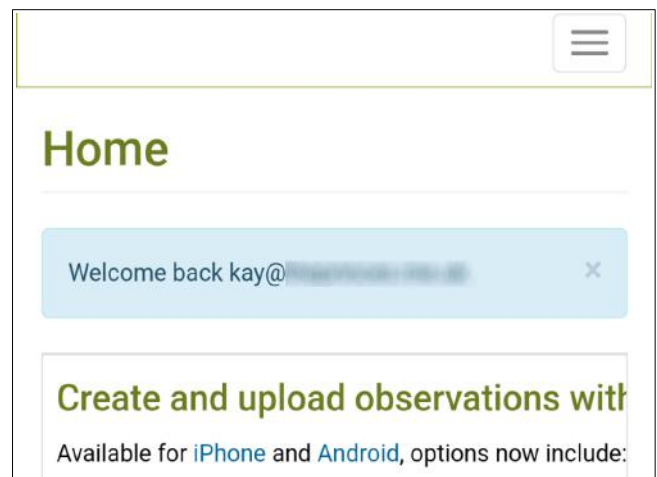

You'll now be given some **terms and conditions** to agree with before completing the log-in process. If you're someone who reads Ts&Cs, read through them; if you're someone who skims or skips, simply scroll down to the bottom of the box.

Be sure that you're scrolling <u>inside the Ts&Cs box</u>, and not the overall webpage!

When you get to the bottom, press the little box to the left of **"Accept terms & conditions of Use"** which will then fill with a blue tick. Then you can press the **"Confirm"** button below.
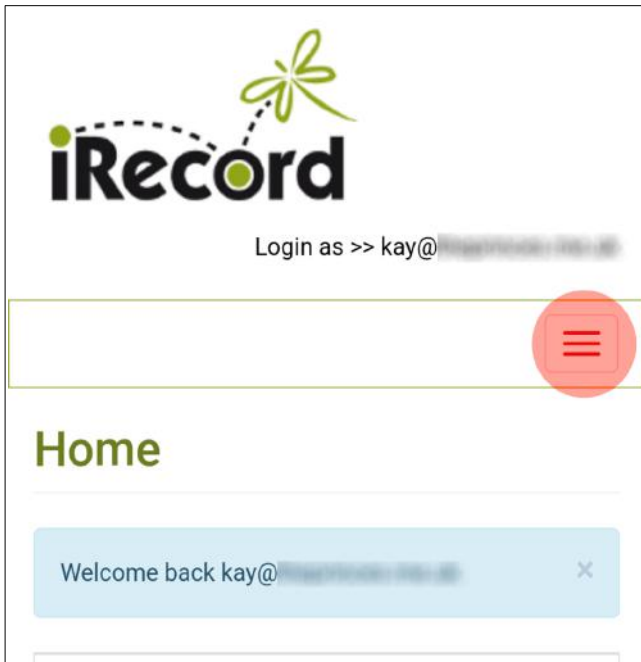

You'll now see the **homepage** of the iRecord website. A little message in blue at the top will say <u>"Welcome back"</u> and the email you used in your account. You can now use the website to join an activity.
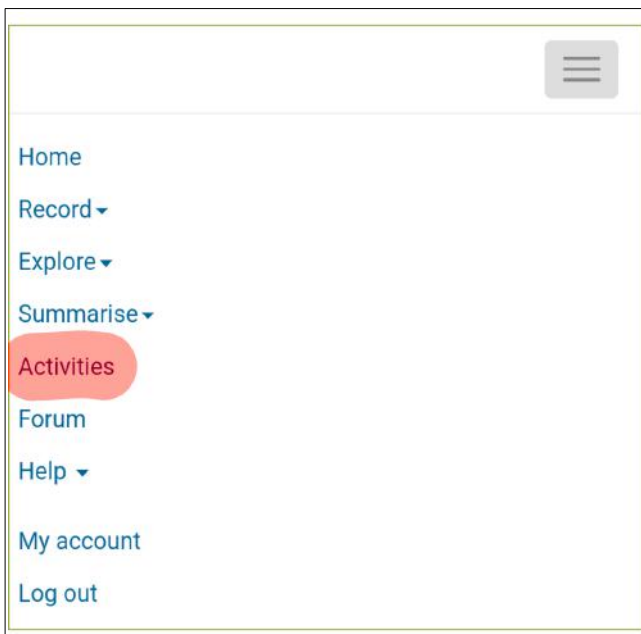
5.4. Find the SOW activity

Now press on the **three horizontal lines** on the right of the page near the top. This will open the menu.
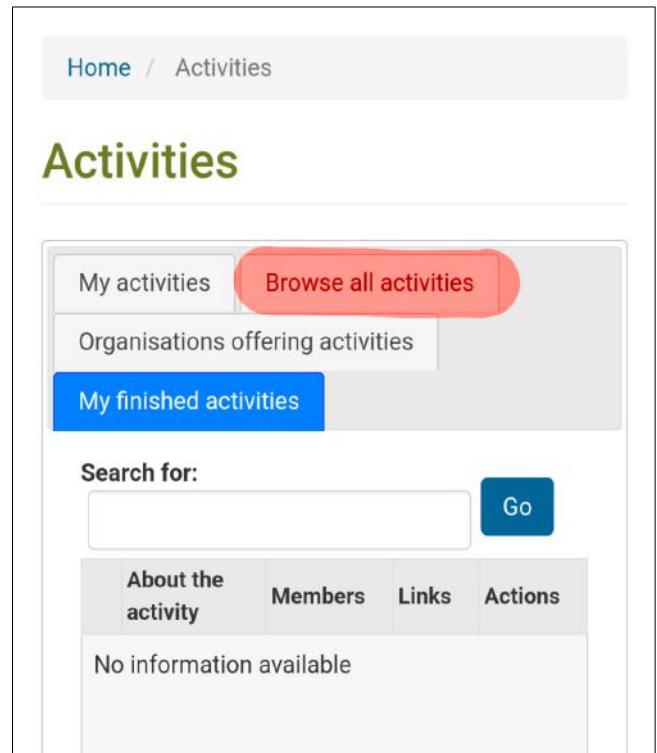

Press on **"Activities"** from the menu. This will take you to the activities page.

Now press the **"Browse all activities"** button on the top right below the "Activities" heading.

Then press on the search bar below **"Search for"**. You can then type into the bar: type **"Oakington"**, and then press **"Go"**.
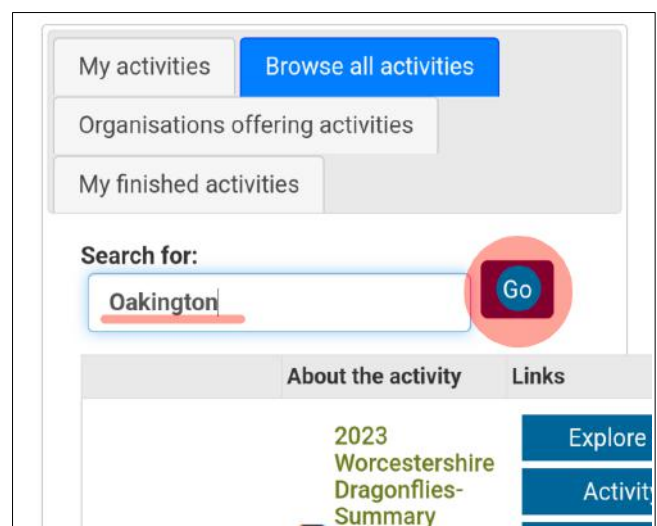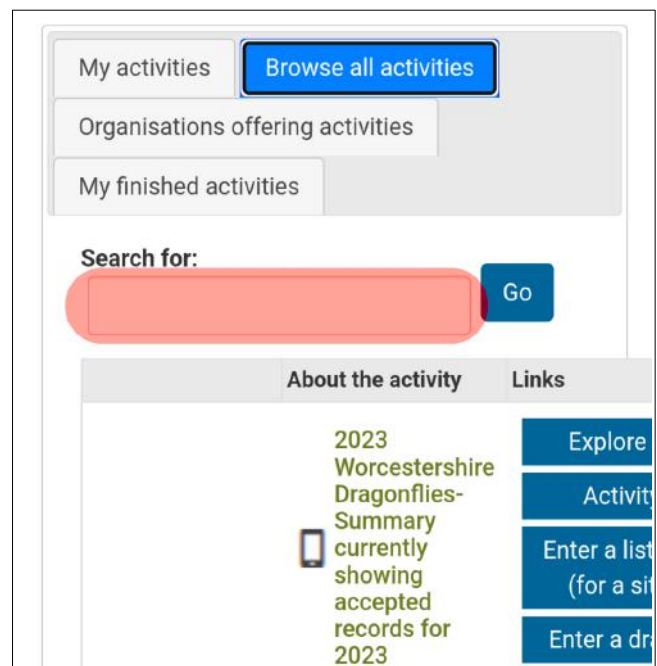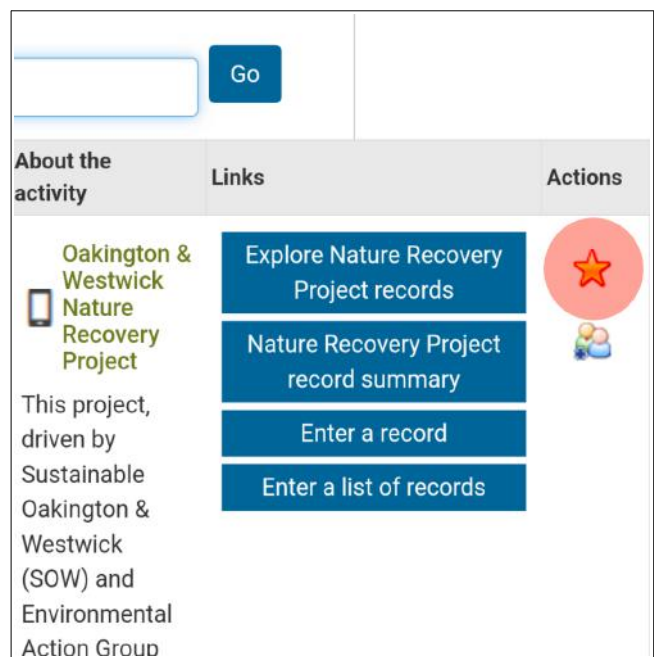
You will now see the **SOW Nature Recovery Project** activity at the top of the results. This is the activity you want to join.
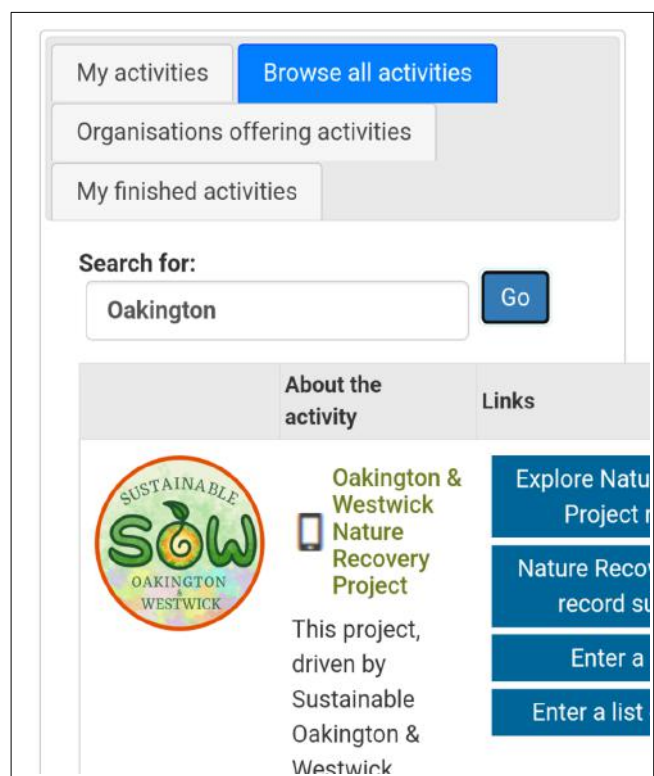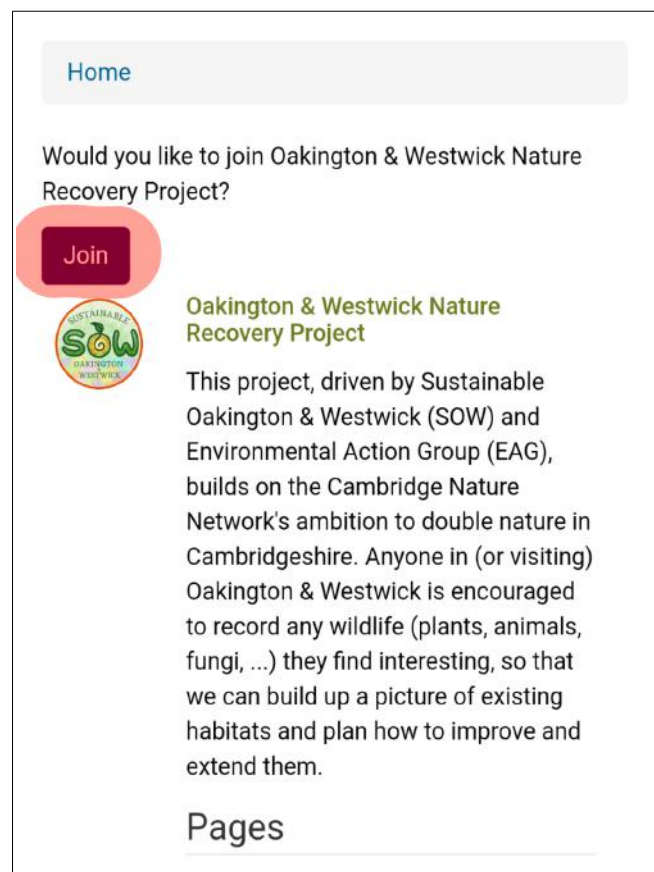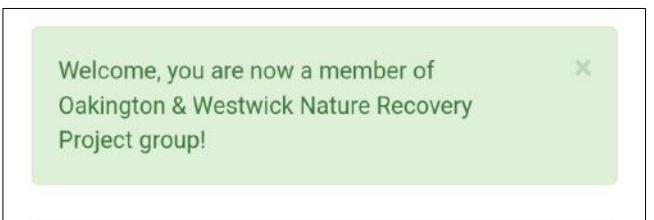

5.5. Join the activity

<u>Move to the right end of the table</u> by putting a finger on the paragraph that starts "This project," and dragging your finger from right to left. You should then see two symbols under **"Actions"**: a star, and two people. Press the **star**.

This will take you to a page asking you if you would like to join the activity. Press **"Join"**.
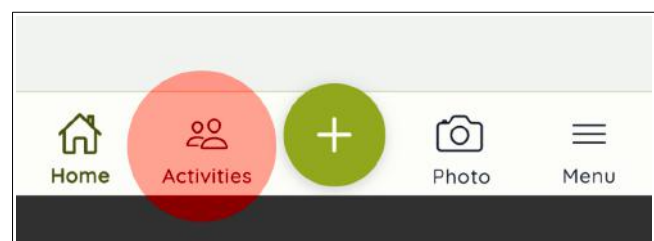

You'll now get a message welcoming you to the activity. Congratulations, you've joined!
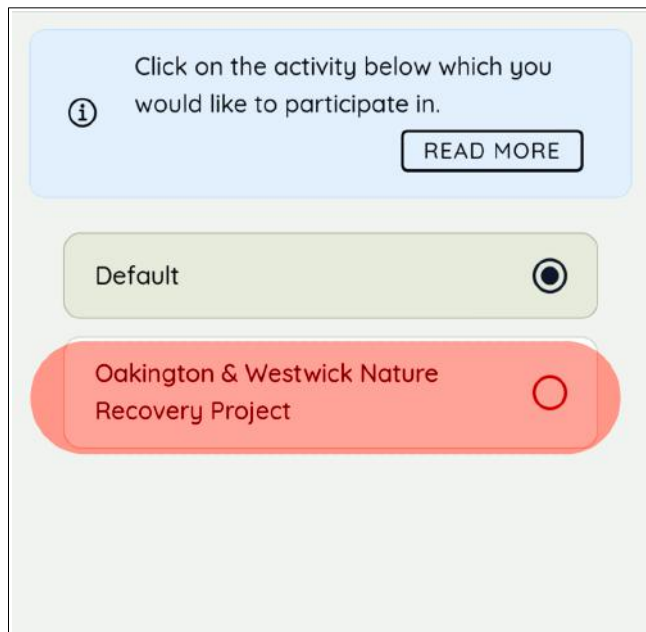

5.6. Selecting the activity in the app

Now that the SOW activity is linked to your iRecord account, you can select it in the app.

Go to the **activities page** in the app, second from the left at the bottom.

You will now have two options here: **"Default"** and **"Oakington & Westwick Nature Recovery Project"**. While on "Default", all your records will be uploaded separately. To make sure your records are going to the Recovery Project, press the **"Oakington & Westwick Nature Recovery Project"** option.
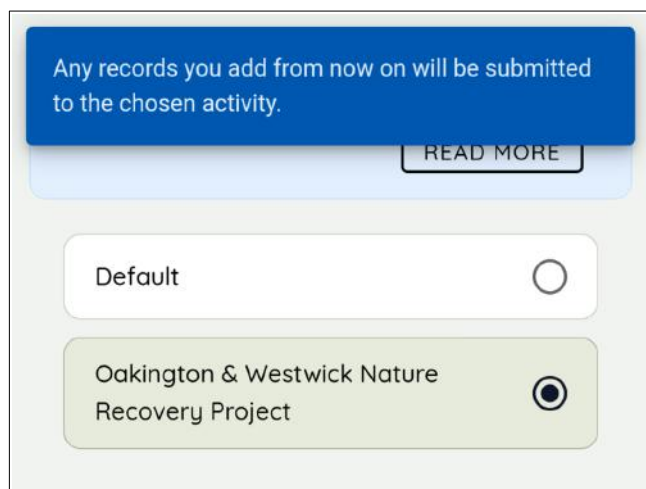

You'll now see this blue pop-up, and the dot beside the Recovery Project option will be filled in instead of the Default option.

This means **you've done it right**! Your records will now be counted by the Recovery Project!

6. Uploading a Record

There are a few ways to go about uploading a record, but they all share a lot of the same process.

To begin with, we'll cover how to upload a record using the **green plus** button at the bottom centre of the home page.
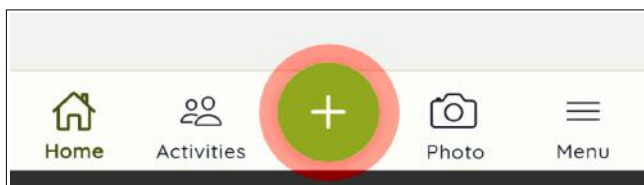

6.1. Add species

When you press on the plus button, a **search bar** will come up. Press on this if your phone's keyboard hasn't popped up already, and type in the **name of the species** you've found.
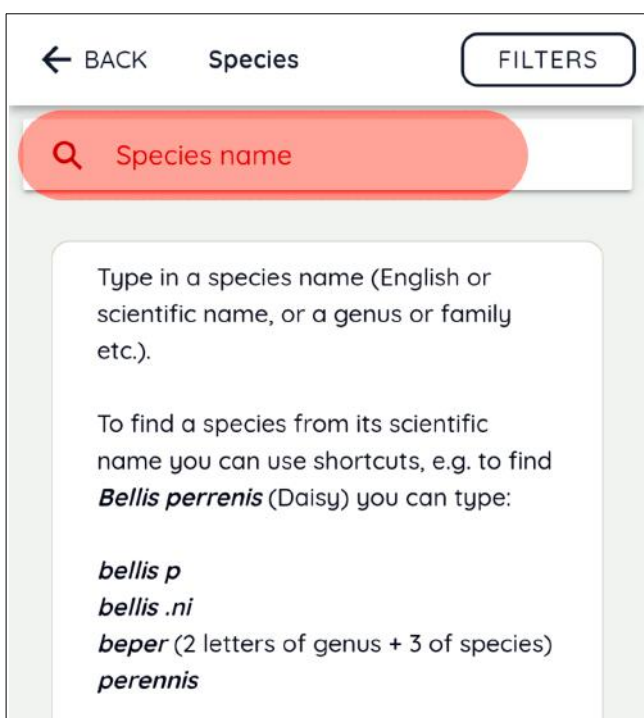
If you know the scientific name of the species, that's great – but you don't have to. Put in the **common name** and options will come up for you to choose from, with the type of thing on the <u>right hand side</u>.

For example, typing in "daisy" gives moths and fungi too, so I know to pick the first option because it says "flower, plant".
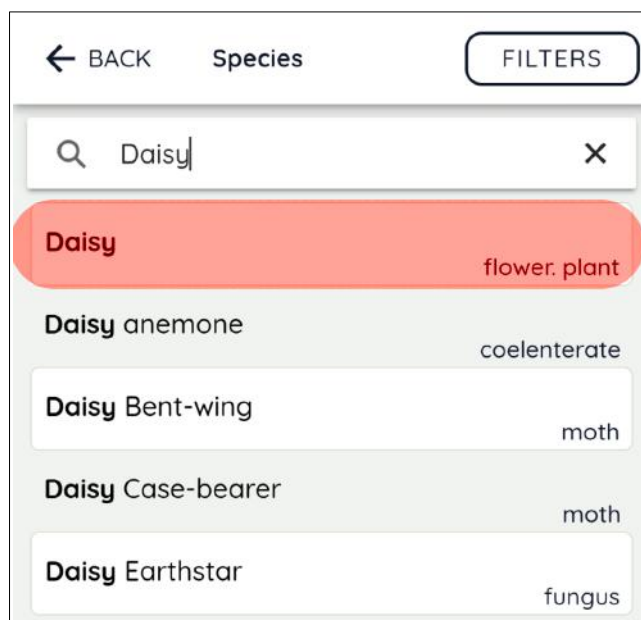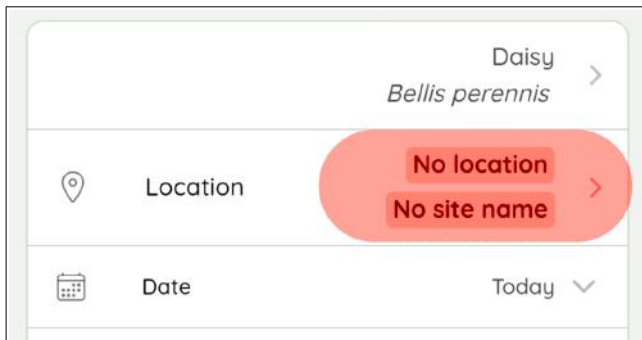

You will now see your record as it stands, with the species inputted and nothing else.
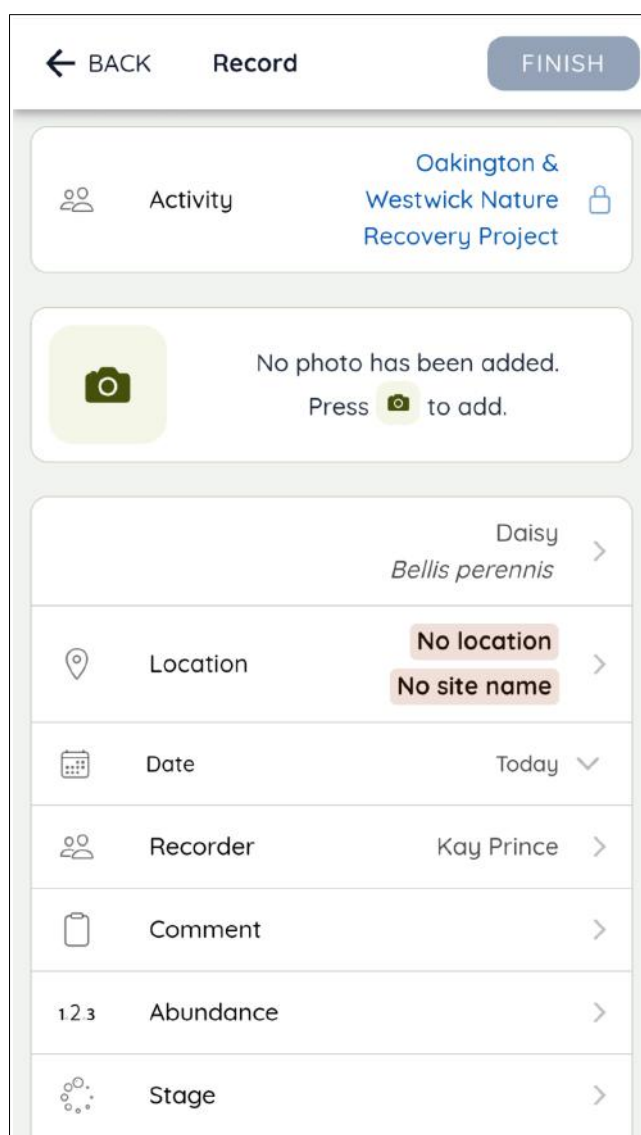
6.2. Add location

You will also have to choose a location for where you found the species. To do this, tap on the row of the record which currently says, **"No location, No site name"**.


This brings you to a map. **Zoom in** by putting two fingers on the screen and dragging them away from each other, and **navigate** around by dragging a finger over the screen.

Once you've found your area, tap on the **square** that covers the rough area you saw the species. The square will <u>highlight in red</u> once selected. If you zoom in more, tapping on the map highlights a smaller circle on the map for a more specific location.

Bear in mind that for rare or sensitive species, giving a larger, vague location rather than a specific one helps to protect their homes.
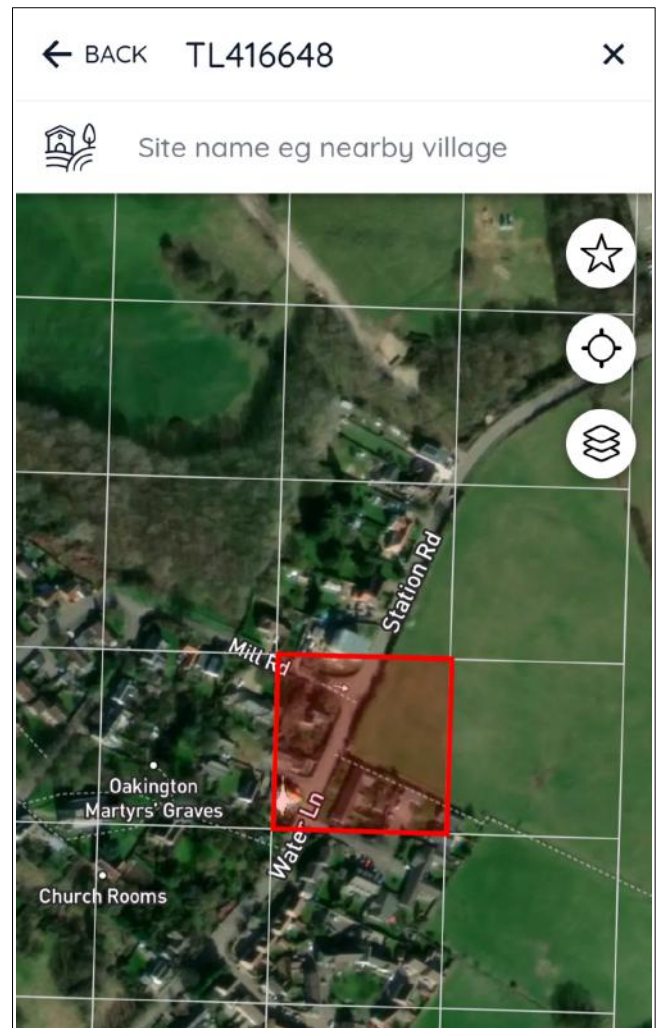
Now press the bar at the top of the screen. This will allow you to type. You can put in your own name for the site, or simply put "Oakington" and the app will give you **"Oakington, Cambridgeshire"** as an option to complete with. Press this to input it.
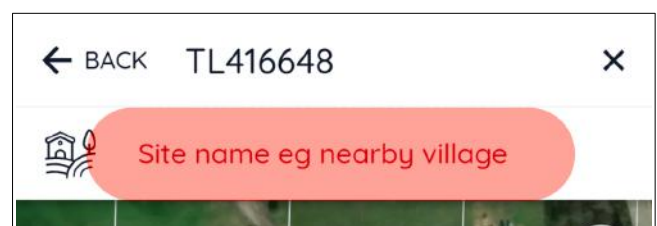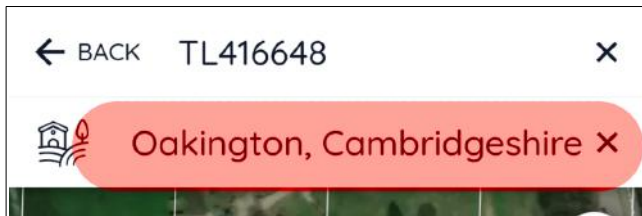
Now press the back arrow at the top left of the screen. This will return you to the record page and you can now see the location and site name have been entered in the second row.
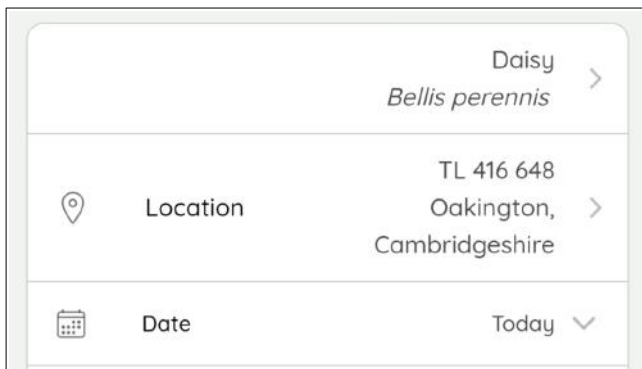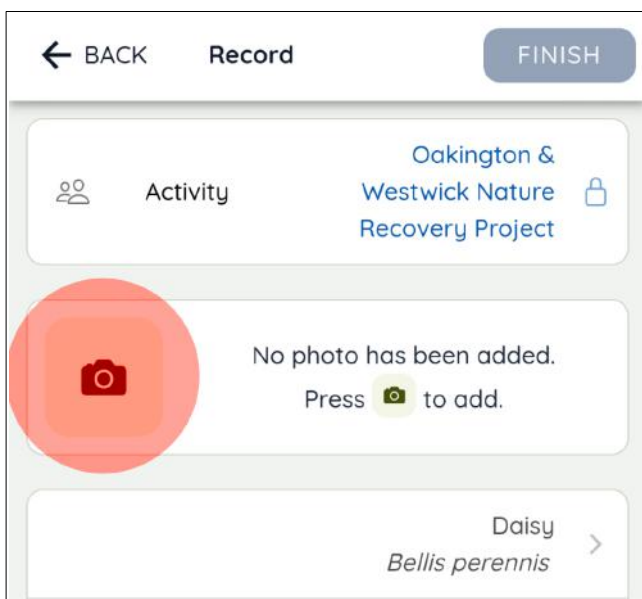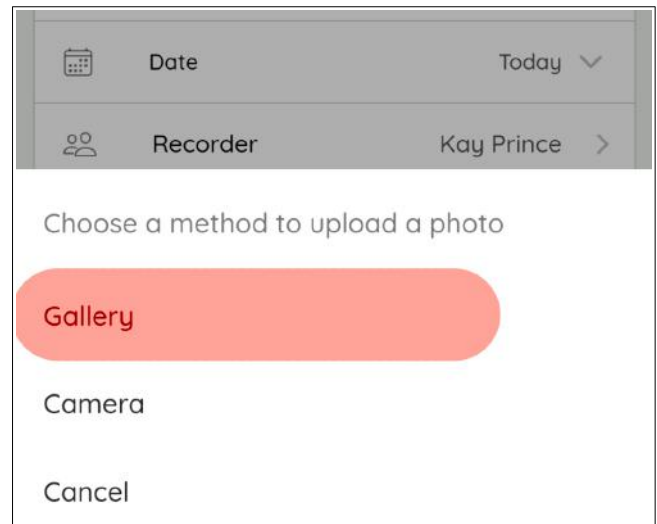

6.3. Upload an existing photo

There are two ways from here to add a picture of the species you've found. The first is to upload a photo you've already taken.

To do this, press the **camera icon** near the top of the record page on the left.

A panel will appear at the bottom of the screen. Press **"Gallery"**.

This will most likely bring up a permissions pop-up. In order to allow the app to upload images from your device, press **"Allow"**. This won't give iRecord unlimited free reign, don't worry! It will only be used to upload the images you pick.
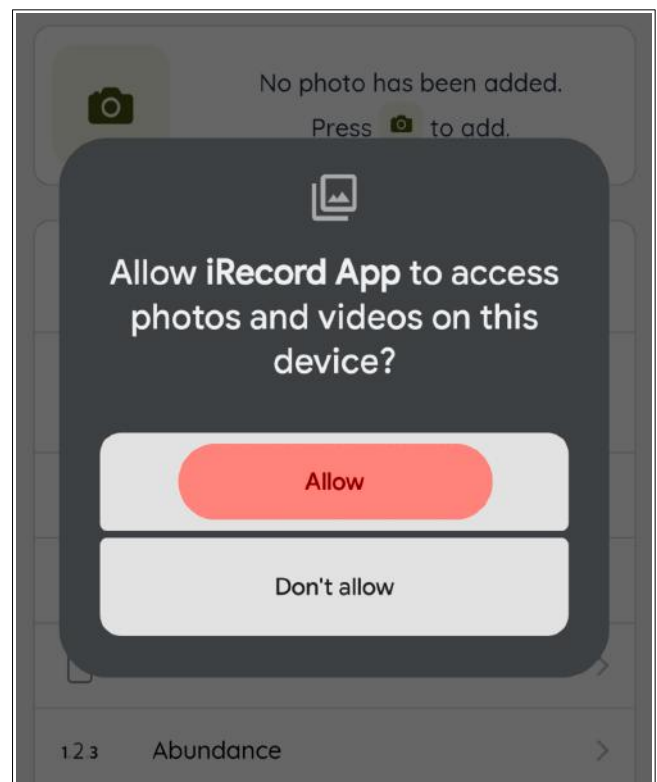
Now you can **browse** your device's storage to find the picture you want. It can sometimes be hard to find a photo you took a while ago, so it's best to upload it to a record as soon as possible. You can always come back and finish the record later!

Once you've selected your photo, it will upload to your record page and appear beside the camera icon near the top. It will show its progress as it uploads.

When it has uploaded, the grey **"Finish"** button at the top will go <u>green</u>. You can now press this to complete your record.
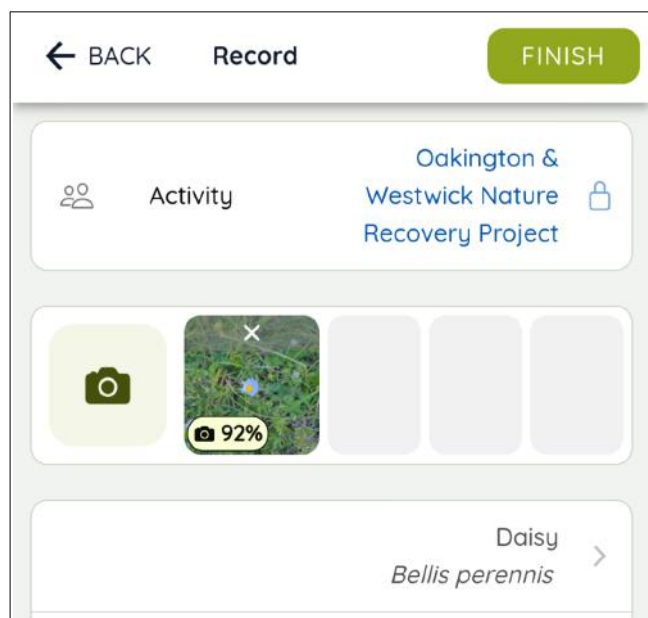
6.4. Take a new photo to add

If you don't have a picture to add already, and you've got the species in front of you, you can take a new picture with the app to add.

The first step is the same: press the **camera icon** near the top of the record page on the left.
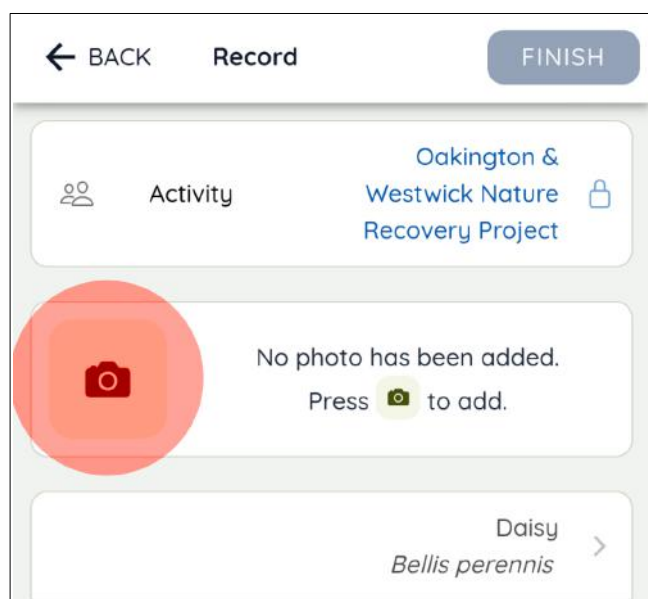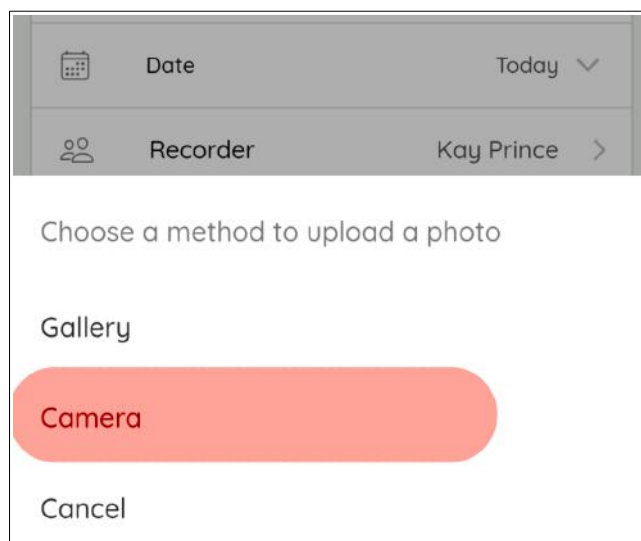

Then choose the **"Camera"** option from the panel that appears at the bottom of the screen.


This will bring up a pop-up asking you to give the iRecord app **permission to use your camera**. Doing so only allows the app to use your camera when you ask it to for taking pictures of species, so don't worry!

The exact form of the pop-up will probably depend on your phone. Press whatever form of **"allow"** comes up for you. Mine says "While using the app".
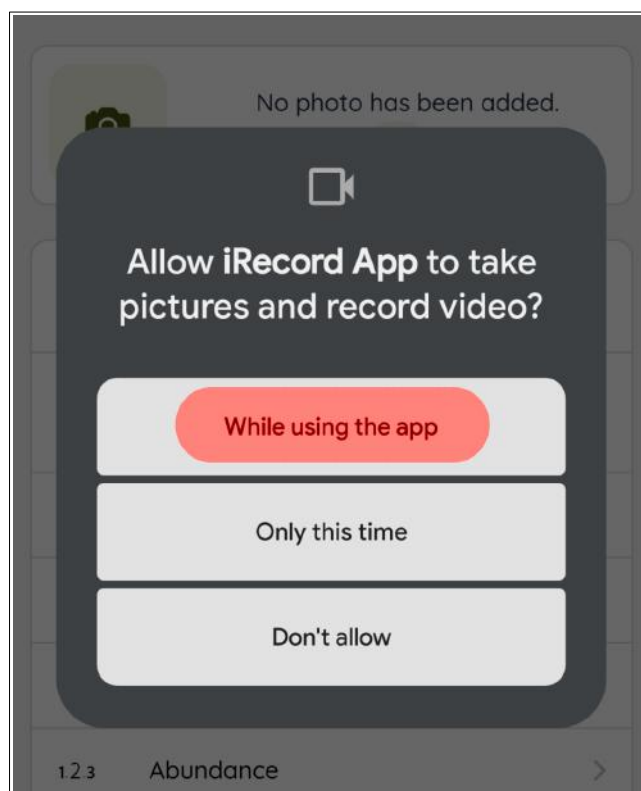
You'll now be able to take a photo. The camera might look a little different depending on your phone, but all you have to do is line up the species in the middle of the view box, try to make sure it's in focus, and tap the **big round button** at the middle of the bottom.

If you accidentally press the "flip" button (the circling arrows on the right), you'll see your face instead – don't worry! Press the flip button again to reverse it.
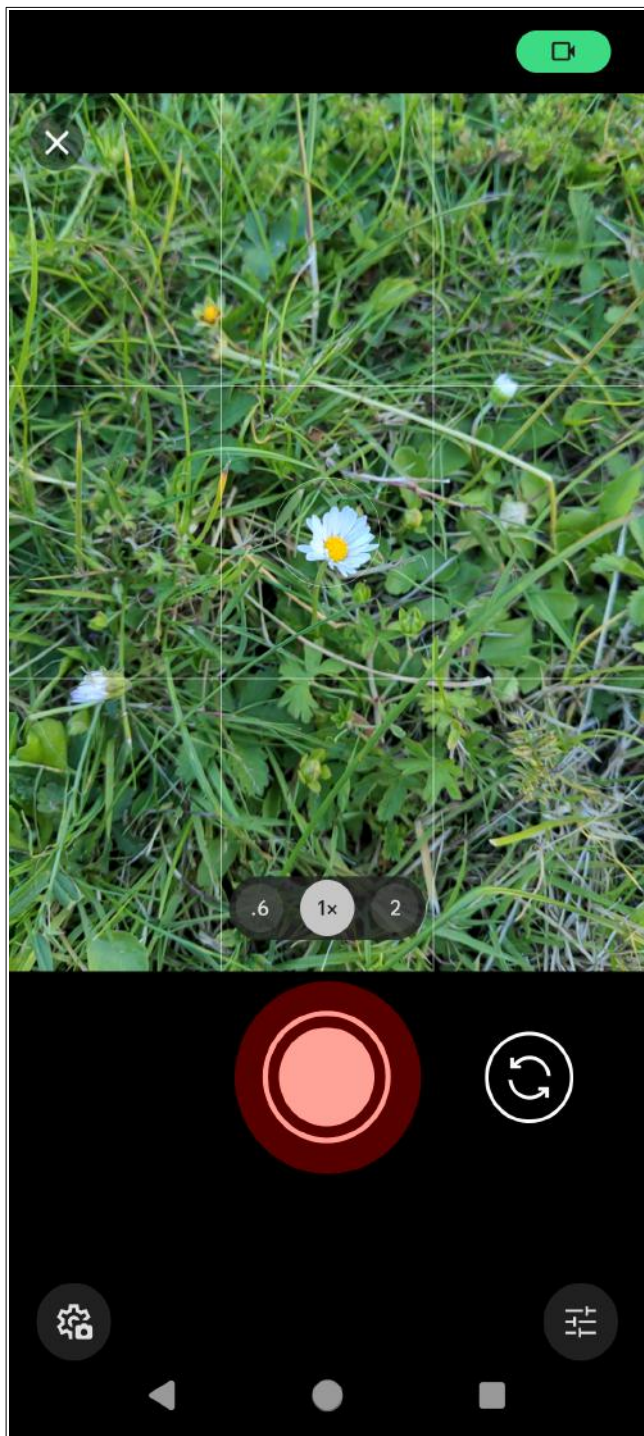
When you've taken a photo, it will show you the photo you've taken. You can now add that photo to your record by pressing the **tick** button – or, if you're not satisfied, return to the camera to take a new one by pressing the **arrow pointing to the left** on the left of the screen.
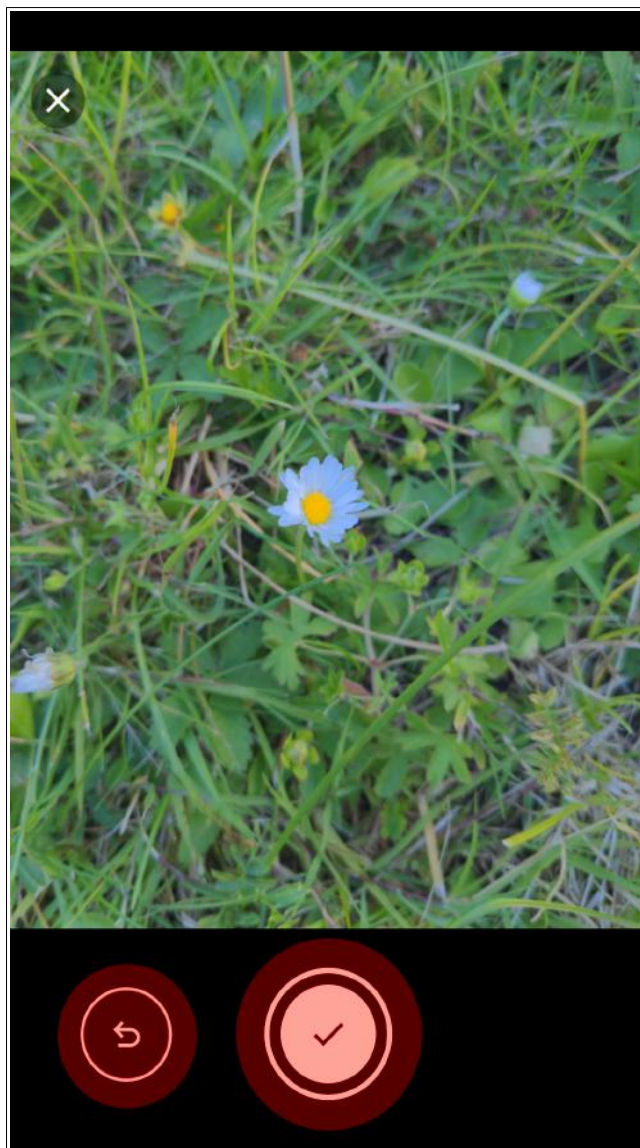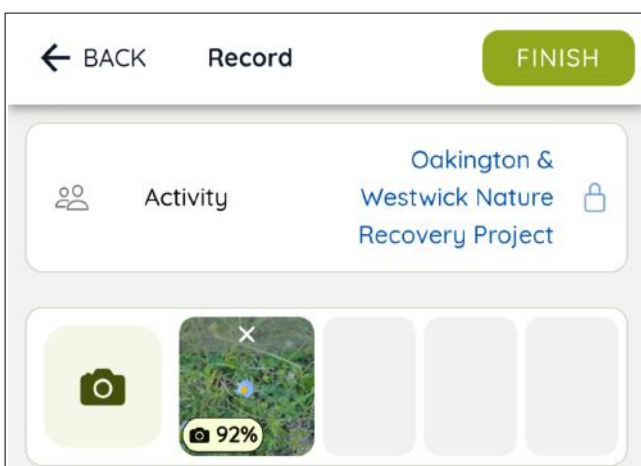

You'll now need to **crop** your photo to a square. All you need to do is drag across the screen until the species is at the centre of the square. You can also zoom in by putting two fingers on the screen and dragging them apart.

Once you're happy, press the **"done"** button at the bottom right. If you decide the photo isn't any good, you can press **"cancel"** instead and start again.

Place your species at the center of the frame.

CANCEL DONE

6.5. Starting by taking a photo

You can also start a record a different way. Instead of pressing the green plus on the home page of the app, press the **photo button** to its right instead.

PENDING   JPLOADEI   MAP

You have no finished surveys.

Press + to add record details, or press 📷 to add a photo first.

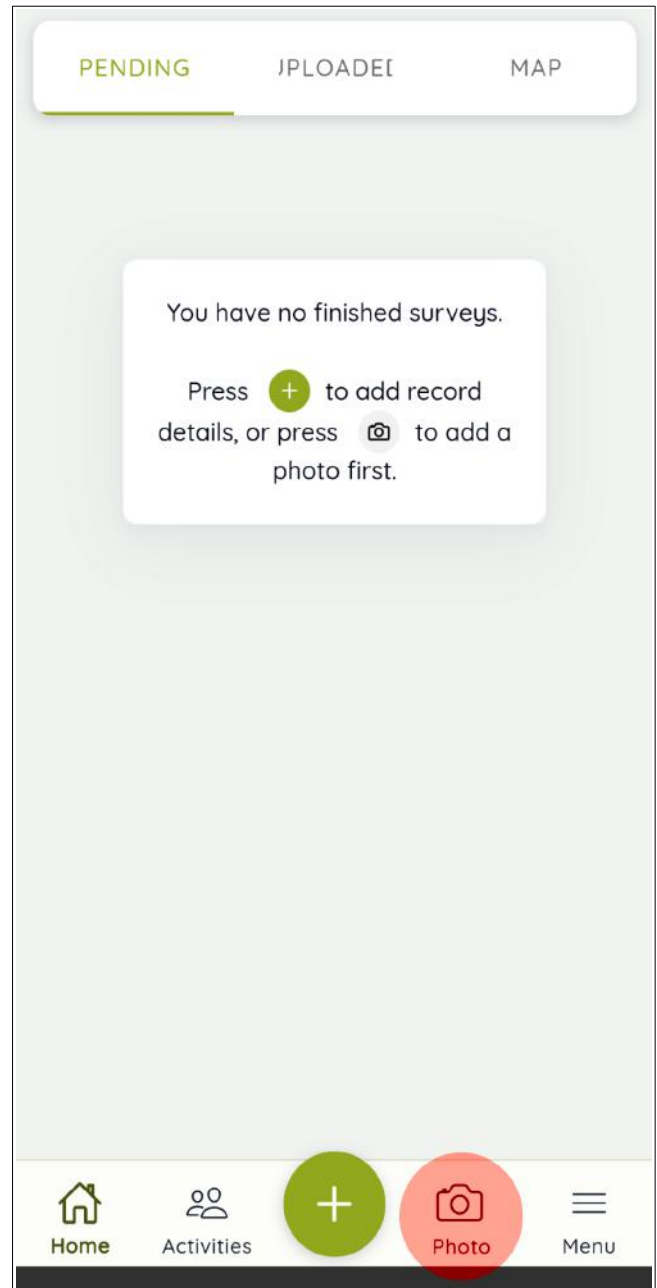🏠 Home   👥 Activities   +   📷 Photo   ≡ Menu

Your photo will now upload to your record page and appear beside the camera icon near the top. When it has uploaded, the grey **"Finish"** button at the top will go <u>green</u>. You can now press this to complete your record.

← BACK   Record   FINISH

👥 Activity   Oakington & Westwick Nature Recovery Project 🔒

📷   [image] 📷 92%

When you use this method, the app can **select a location automatically** using the location data of your phone. This saves you time finding the correct location when completing the record.

In order to let the app do this, you need to **give it permission** when the app gives you a **permission pop-up**. (My phone shows <u>"While using the app"</u> and <u>"Just this time"</u> – each of those will work, but the latter will require you to give permission again the next time you use this feature.)

However, <u>this is not necessary</u>! If you'd rather not let the app find the precise location, you can deny permissions by choosing **"Don't allow"** and enter the location manually as in the previous methods.
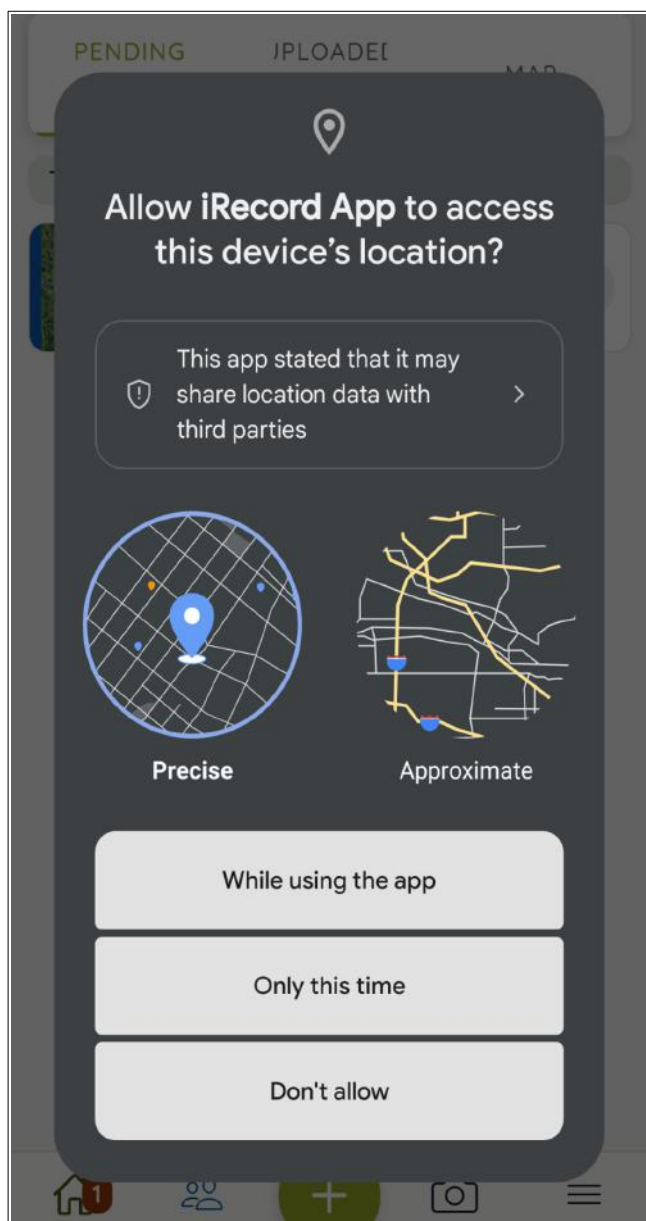

Now <u>follow the same steps</u> as when adding a photo to an existing record using the camera. Take a picture, confirm it if you like it, and crop it to size.

You'll now have a **record draft** – you can find this under the "Pending" tab at the top of the home page, if you lose where it is.

Press on this to open the **record page**. You'll see that there is already a picture attached to the record – that's the one you just took. If you allowed access to location data, the record will also already have a location – but not a site name.
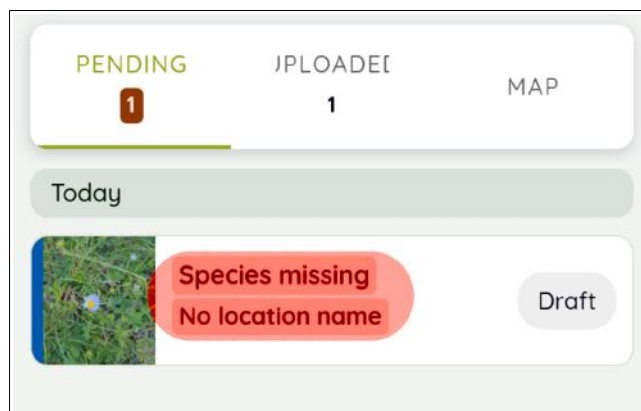
Press the **"Species missing"** row to add a species.
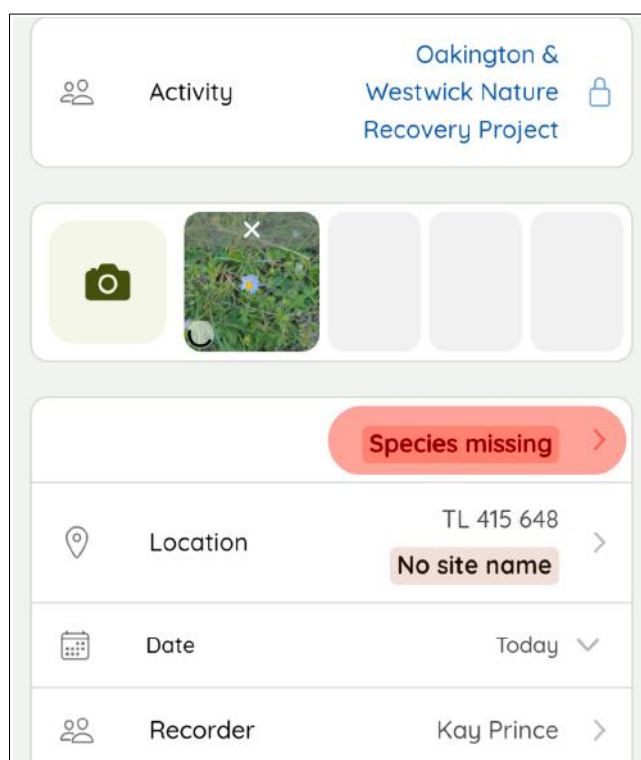
This will bring you to a search bar where you can search for the species as with the previous methods – but the app will also suggest a species based on your photo.
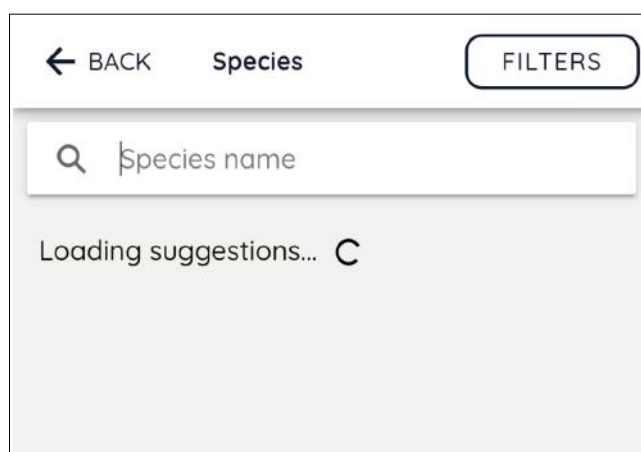
When you've chosen the species, you then need to input a **site name** – and a **location**, if you didn't allow location data. Do this as in previous steps: Press the **location row**, and then press the bar at the top of the screen and type in your site name (or "Oakington, Cambridge"). Select a square or a spot too if you still need to select a location.
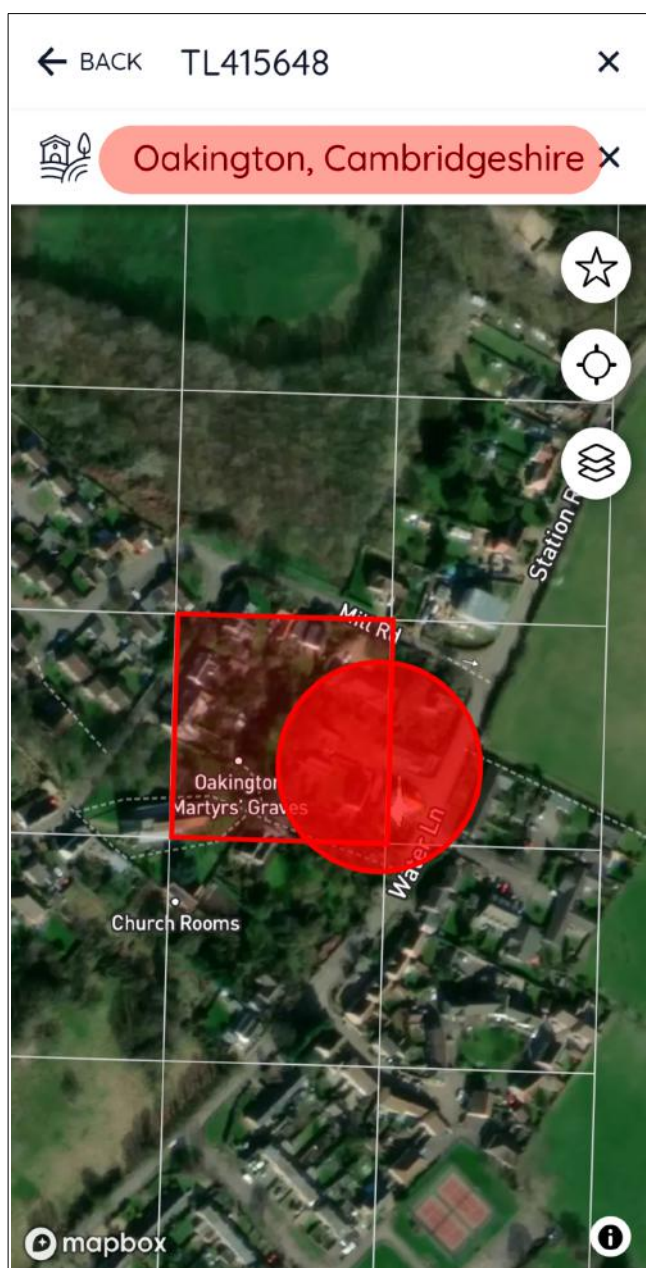
All done! Check your information is all correct, and then you can press the **"Finish"** button in the top right, which should now be green.


6.6. Uploading your record

You've finished filling in your record page, and now you've got a record waiting in your "Pending" tab. Remember to complete this final step and **upload** it, or it won't go anywhere and won't be included in the SOW activity!
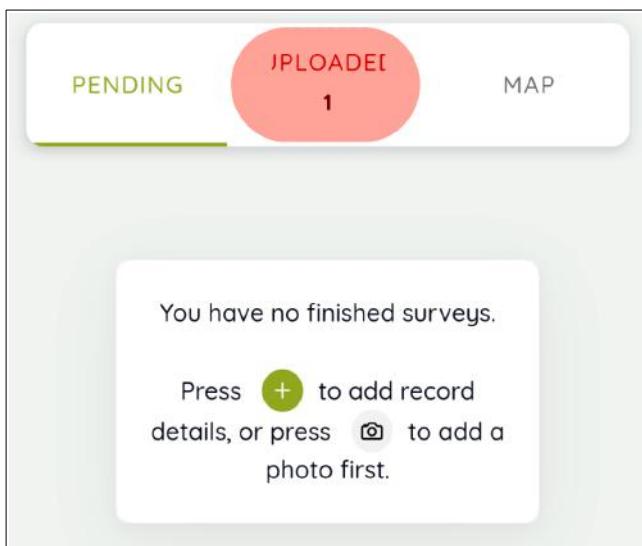
Doing so is very simple. Just press the green **"Upload"** button on the right of the record in the Pending tab of the home page.

A little circle will loop round where the button was to show that the record is uploading.
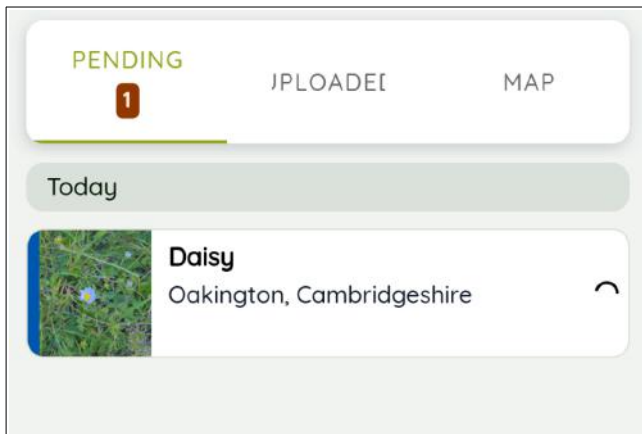
Then, the record will disappear. You can now go to the **"Uploaded" tab** to see it.

Tada! There it is! You've successfully uploaded a record. Now you know how to use the iRecord app!