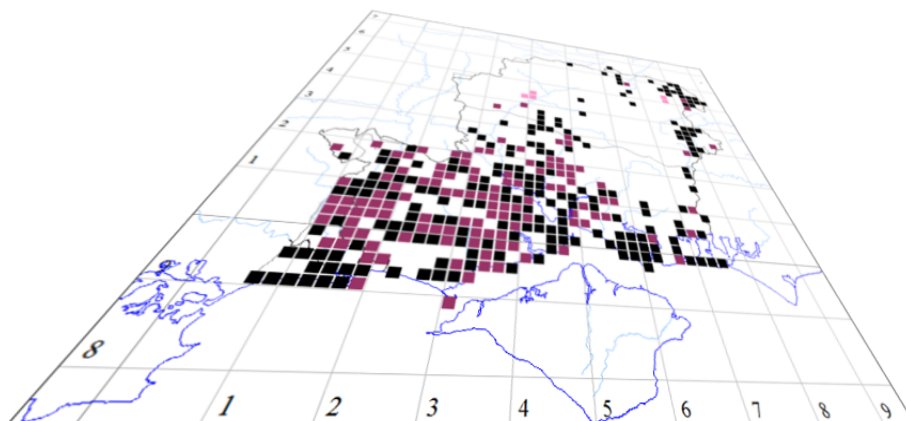


# *Appendix C*

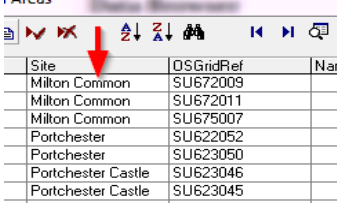
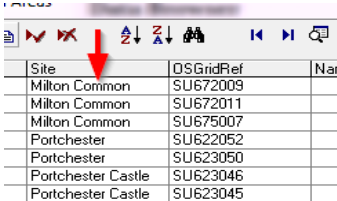
## *Glossary*



***The author of this handbook is pleased to have errors pointed out and to receive suggestions for improvement and other comments.***

*Please send all communications to:*

[vcirecorder@hantsplants.org.uk](mailto:vcirecorder@hantsplants.org.uk)

- Archive** A special status given to **Records** that are not to be shared with **Exchange Partners** by **Synchronisation**.
- Atlas** Atlases portray information derived from **Records** (either **Record** locations or statistics derived from **Records** or **Sites**) against a **Base Map** of cartographic and other detail.
- Base Map** Base Maps are maps used to provide the cartographic or schematic background detail for **Atlases**.
- Backup** The process of taking a copy of your computer data and storing it securely away from your computer. Something that most people come to regret not doing at least once in their lives.
- Catalogue** A way of bringing together species data from several different **Schedules**.
- Coincidence Map** A map showing the distribution of two or more Taxa plotted together.
- Column**  A single item appearing consistently in all **Rows** of a database **Table**. Also known in MapMate as a **Field**, especially in the context of Data Entry.
- Common Settings** A set of frequently used entries for data entry fields, stored in MapMate between data entry sessions and capable of being restored at will.
- CUK** (Centre Unique Key.) A three-character code unique to each licensed copy of MapMate software. It identifies to other users the license owner of all data that he or she creates.
- Data Browser** A window that allows viewing of data from the MapMate database in a grid layout. It is invoked by the **Analysis** option on the MapMate main toolbar, and by several other functions in MapMate.
- Default Partner** The person with whom you would most frequently exchange data (by **Sync File** exchange).
- Download** The receipt of a **Sync File** (from an **Exchange Partner**, or a **Patch** or **Software Update** from the MapMate web site).
- Exchange Partner** Another MapMate licensee with whom one exchanges new and amended data through **Sync Files**.
- Export** A method of sending data via text files to other applications such as spreadsheets, word processors, or a different biological recording package.
- Field**  A single item appearing consistently in all **Rows** of a database **Table**. Also known as a **Column**.

## APPENDIX C GLOSSARY

<b>Filter</b>	A constraint on the data ( <b>Records, Sites</b> or <b>Taxa</b> ) that will be displayed, analysed, or exchanged with data <b>Exchange Partners</b> .
<b>F5 Query</b>	A <b>Query</b> run from the data entry form, that opens the Data Browser and displays information matching all validated items currently entered in the data entry form.
<b>F9 Custom Query</b>	A <b>Query</b> like the <b>F5 Query</b> , but allowing the user to specify which <b>Columns</b> of <b>records</b> will be displayed.
<b>GUK</b>	(Global Unique Key.) A unique identifying code for data records anywhere in the MapMate system. Since it incorporates the <b>CUK</b> of the MapMate license, it is guaranteed to be unique across all MapMate installations provided that the same license is not used on more than one computer.
<b>Hub</b>	A user who is the focal point for collecting a redistributing records within a recording community. Hubs can be local sub-hubs to other Hubs at a regional or local level.
<b>Import</b>	A method of transferring data from other programs such as spreadsheets or other recording software into MapMate via text files.
<b>Map</b>	An <b>Atlas, Base Map, Coincidence Map</b> or <b>Special Map</b> used to present data geographically.
<b>My Configuration</b>	The user's specified taxonomic and geographic areas of interest.
<b>Patch</b>	An update to the MapMate database or data management facilities delivered from the MapMate Web site and installed using the Replicator.
<b>Quarantine</b>	A special status that can be given to <b>Records</b> that have been imported from other sources, but have not yet been sanctioned for full integration into the data set or for sharing with <b>Exchange Partners</b> .
<b>Query</b>	A specification for extracting selected data from one or more (usually related) <b>Tables</b> in a database.
<b>Rebuild</b>	A reconstruction of an <b>Atlas</b> , required after there have been changes to the list of recorded <b>Taxa</b> in the area and species group(s) covered by the Atlas.
<b>Record</b>	(With capitalisation. ) The details of a single taxon captured during a single recording incident at a single <b>Site</b> .
<b>Reload</b>	An update to an <b>Atlas</b> , required after some editing operations on the features making up the Atlas which will change its appearance.
<b>record (all lower case)</b>	See <b>Row</b> .
<b>Replicator</b>	A stand-alone program supplied as part of MapMate, which handles the transfer of data between <b>Exchange Partners</b> and the loading of <b>Patches</b> issued by MapMate Ltd. It can be run from within MapMate or directly from Windows.

**Row**

Recorder	Location	Comment
Brewis, Lady A.B.M. & Volkner, C.	VC12, North Hampshire (Unknown)	BSBI VC12 Record
Brewis, Lady A.B.M. Keens, Miss W.M.		AB - BSBI VC12 Re
Brewis, Lady A.B.M., & Rye, A.	VC12, North Hampshire (Unknown)	AB - co-author of 'TI
Brewis, Lady A.B.M., Bowman, R.P. & Ros		AB - Ann, BSBI VC1
Brewis, Lady A.B.M. Brough, Dr P.R. Bro		AB - Lady Anne Bre

Also referred to as **record** in lower case. A single instance of the collection of data items that makes up one entry in a database **Table** or a **Query**.

**Schedule**

A scheme for listing a set of **Taxa** which is a subset of the full species group, selected on user-configurable criteria.

**Site**

A geographical location associated with **Records**, **Recorders** and other entities in the MapMate database.

**Software Update**

An enhancement or remedial change to the core MapMate software, delivered from the MapMate Web site and installed using the **Smart Software Update** facility in the **Replicator**.

**Special Map**

A predefined map designed to show statistics about the data held in the MapMate database.

**Species Checklist**

A list of species names defined as a hierarchical tree of biological classifications running from Domain and Kingdom down to sub-species and varieties.

**SQL**

(Structured Query Language.) A computer language designed specifically for retrieving and manipulating data held in databases.

**Sync File**

A file of instructions to propagate and update records from one **Exchange Partner's** MapMate database to another's, generated by the **Synchronisation** process.

**Synchronisation**

The process of sending and receiving a **Sync File** which will bring a receiving **Exchange Partner's** copy of the MapMate database into line with the sending Exchange Partner. It is carried out by the **Replicator** program according to the **Filters** which may constrain what is exchanged between them.

**Table**

A database entity designed to hold many **Rows** of information all of which share a common structure, ordering and data format, as specified by the definition of their **Columns (Fields)**.

**Taxa**

Taxonomic entities defined within a hierarchical classification scheme; a general term covering all items at any level of the hierarchy. The hierarchy implemented by MapMate can be viewed using the **View / Species Checklist** facility from the MapMate main menu.

**Upload**

The transmission of a **Sync File** to an **Exchange Partner** either via the MapMate Web site or by methods directly controlled by the user such as email or physical media.

## APPENDIX C GLOSSARY

**Wildcard**

A special character in a string of characters that stands in for one or more occurrences of any character. In MapMate, the '%' character stands in for any other single character, and the '\*' character stands in for an arbitrarily long sequence of any other characters.

**Wizard**

A sequence of one or more forms by which a user specifies new data, or an operation to be carried out on data, through a series of fill-in items and selectable options.