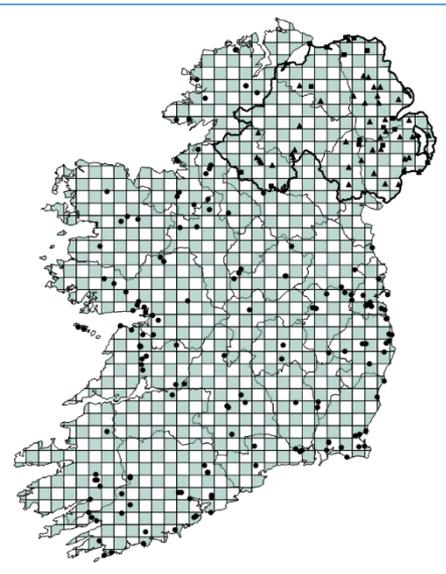


Online tool for submitting Five Visit Monitoring Scheme/High Priority Atlas Square Records

Tutorial

<https://surveys.biodiversityireland.ie/>



This tutorial provides a step-by-step guide on how to register and submit your records from your walk for a High Priority Atlas Square or Five Visit Monitoring Scheme walk.



Step 1: Sign up to the National Sampling Framework

Step 2: Register with the Five Visit Monitoring Scheme

Step 3: Input the centre grid reference of your site

Step 4: Input the details of your walk and draw the route

Step 5: Input the records from your walk

Step 6: Export the records from your walk



These steps only need to be completed **once** when establishing a **new** walk



Once Steps 1-4 are completed, this is the only step you need to follow each week that you walk



Whenever you want to download your records, follow this step

Step 1: go to <https://surveys.biodiversityireland.ie/> and register with the Five Visit Monitoring Scheme

The image shows a screenshot of the National Sampling Framework website. The header includes the logo for the National Biodiversity Data Centre and the text 'National Sampling Framework'. There are navigation links for 'Home', 'Sign up', and 'Sign in'. The 'Sign up' button is highlighted with a red box, and a red line connects it to a red box containing the text 'Step 1'. Below the header is a sign-in form with the following elements:

- Title: Please sign in
- Section: **User name**
- Input field: Username
- Section: **Password**
- Input field: Password
- Checkbox: Remember me?
- Button: Sign me in
- Links: [Forgotten your password?](#) and [Need an account?](#)

Step 1: fill in your details and click 'Create New Account'

Create a New Account

Please complete all required fields to create your account.

Passwords are required to be a minimum of 8 characters in length.

Account Information

First Name

Last Name

Phone Number

User name

Password

Confirm password

E-mail address

Step 1: you will see the screen below and receive an email to the email address you provided to complete the account activation process – click on the link in the email to complete registration

The screenshot shows the 'National Sampling Framework' website. The header includes the logo, the site name, a 'Home' button, and 'Sign up' and 'Sign in' buttons. The main content area features a 'Create a New Account' section with a success message highlighted in a red box. Below the message are input fields for account information.

National Biodiversity Data Centre National Sampling Framework Home Sign up Sign in

Create a New Account

Please complete all required fields to create your account.
Passwords are required to be a minimum of 8 characters in length.

New account has been successfully created. You will receive a confirmation email shortly. Please follow the instructions in the email to activate your account.

Account Information

First Name
First Name

Last Name
Last Name

Phone Number
Phone

User name
Username

Password
Password

Confirm password
Password

E-mail address

Step 2: now that you're registered, sign in using your username and password. Tick 'Remember me?' if you want your internet browser to remember your details and click 'Sign me in' to finish.

National Biodiversity Data Centre National Sampling Framework Home Sign up Sign in

Please sign in

User name
eg_user333

Password
•••••••

Remember me?

Sign me in

[Forgotten your password?](#)
[Need an account?](#)

Step 2

Step 2: sign up to the Five Visit Monitoring Scheme survey. Click ‘Sign me up for a survey’.

The screenshot shows the National Sampling Framework user interface. At the top left is the logo for the National Biodiversity Data Centre. The main header reads "National Sampling Framework" with a "Home" button to its right. On the top right, the user is logged in as "Hello Example User333" with a "Sign out" button. Below the header is a dark blue banner with the text "Welcome to National Sampling Framework". Underneath this is a "My Actions" section, indicated by a gear icon. A green button labeled "Sign Up for a survey" is highlighted with a red border. A red line connects this button to a white box with a red border containing the text "Step 2".

Step 2: Select 'Five Visit Monitoring Scheme' and provide a brief reason why you are joining the scheme. Click 'Sign Up' to finish.

The image shows a web form titled "Sign up for a new survey" with the following elements:

- Survey Sign Up** section:
 - New Survey** label above a text input field containing "Five Visit Monitoring Scheme". A red box highlights the dropdown arrow on the right side of this field, with a callout box stating "Click arrow to provide drop-down list of surveys".
- Reason to sign up** section:
 - A large text area with the placeholder text "Provide some description". A red box highlights this entire area.
- Buttons** at the bottom right:
 - A blue "Sign Up" button, highlighted with a red box.
 - An orange "Cancel" button.

The background shows a website header with "National Biodiversity Data Centre", "National Sampling Framework", "Home", "Hello Example User999", and "Sign out".

Step 2: You'll receive the below message to confirm your request has been sent. Once accepted by the survey administrator, you will receive an email confirming your registration.

The screenshot displays the National Sampling Framework user interface. At the top left, the logo for the National Biodiversity Data Centre is visible next to the text "National Sampling Framework". A "Home" button is located to the right of the logo. On the top right, the user is logged in as "Hello Example User333" with a "Sign out" button next to it. A green notification banner at the top of the main content area, highlighted with a red border, contains the message: "Survey sign up request has been submitted to survey administrator" with a close button (X) on the right. Below the notification, a dark blue header reads "Welcome to National Sampling Framework". Underneath, there are two main sections: "My Pending Requests" and "My Actions". The "My Pending Requests" section shows a single request: "Request to sign up for Five Visit Monitoring Scheme survey -" with a "View details" button and a dropdown arrow. The "My Actions" section contains a green button labeled "Sign Up for a survey".

Step 2: When you log back into your account, you'll now see the Five Visit Monitoring Scheme appear on your survey page.

The screenshot shows the National Sampling Framework user interface. At the top left is the logo for the National Biodiversity Data Centre. The main header reads "National Sampling Framework" with a "Home" button next to it. On the top right, the user is identified as "Hello Example User333" with a "Sign out" button.

The main content area has a dark blue header that says "Welcome to National Sampling Framework". Below this is a "My Actions" section with a gear icon. A green button labeled "Sign Up for a survey" is visible. Below the button is a dropdown menu currently showing "--- Select a Survey ---" and a blue button labeled "Request assignment to 1km square".

A table below the dropdown menu is highlighted with a red border. The table has three columns: "Survey Name", "Grid Reference", and "Actions". The first row of the table contains the text "Five Visit Monitoring Scheme" under the "Survey Name" column, and a set of seven icons under the "Actions" column.

Survey Name	Grid Reference	Actions
Five Visit Monitoring Scheme		      

Step 3: To input the central grid reference of your walk, click on the 'Manage sites' icon.

National Biodiversity Data Centre National Sampling Framework Home Hello Example User333 Sign out

Welcome to National Sampling Framework

My Actions

Sign Up for a survey

--- Select a Survey --- Request assignment to 1km square

Survey Name	Grid Reference	Actions
Five Visit Monitoring Scheme		      

Step 3

Step 3: If you already know the six-figure Irish grid reference for the centre of your walk, click the larger 'Add Site' button. If not, click 'Add Site' on the map and click where the centre of your site would be. Leave the resolution at 100 m.

The screenshot shows the National Sampling Framework interface. At the top left is the logo for the National Biodiversity Data Centre. The main header reads "National Sampling Framework" with a "Home" button. On the right, it says "Hello Example User333" and "Sign out". The main content area is titled "Manage sites for survey Five Visit Monitoring Scheme".

Key UI elements and annotations:

- A green button with a plus sign and "Add Site" is highlighted with a red box. An arrow points from this box to a text box that says "Click here if you already know the IR grid reference".
- Another green button with "Add Site" is highlighted on the map with a red box. An arrow points from this box to a text box that says "If you don't know the IR grid reference, click here".
- A small thumbnail labeled "Orthophoto" is highlighted with a red box. An arrow points from this box to a text box that says "Switch between map and aerial photograph view".
- The map shows Ireland with major cities labeled: BELFAST, DUBLIN, LIMERICK, CORK, GALWAY, etc. A resolution dropdown menu is set to "100 m".
- Below the map is a table with columns: Name, Grid Reference, Number of records, and Actions. The table is currently empty, showing "No data available in table".
- At the bottom left is a "Back to Dashboard" button.

Step 3: Give your walk a name and click 'Add Site' to finish.

Close (X)

Create a new site for survey Five Visit Monitoring Scheme

Site Information

Name

Grid reference



[Back to Dashboard](#)

Step 3: Your site appear on the list. You can use the tools provided to zoom to your site on the map, edit the details or delete the site. **Once records have been added to a site you cannot delete the site.**

National Biodiversity Data Centre National Sampling Framework Home Hello Example User333 Sign out

Manage sites for survey Five Visit Monitoring Scheme

Site has been created successfully

[+ Add Site](#)

Show 10 entries Search:

Name	Grid Reference	Number of records	Actions
Walkname1	V772262	0	🔍 ✎ ✖

Showing 1 to 1 of 1 entries Previous Next

[+ Add Site](#) Resolution: 100 m

Delete site

Zoom to site on map

Edit site details

[Back to Dashboard](#)

Step 4: To add the details and route of your walk – click ‘Back to Dashboard’



Manage sites for survey Marsh Fritillary Monitoring Scheme

[+ Add Site](#)

Show entries

Search:

Name	Grid Reference	Number of records	Actions
Sitename1	V772262	0	🔍 📍 ✕

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)



[← Back to Dashboard](#)

Step 4

Step 4: Click on the 'Manage transects' button

National Biodiversity Data Centre National Sampling Framework Home Hello Example User333 Sign out

Welcome to National Sampling Framework

My Actions

Sign Up for a survey

--- Select a Survey --- Request assignment to 1km square

Survey Name	Grid Reference	Actions
Five Visit Monitoring Scheme		     

Step 4

Step 4: Click on the 'Create New' button

Manage transects for survey Five Visit Monitoring Scheme

+ Create New **Step 4**

Show 10 entries Search:

Name	Number of sections	Number of records	Total Length	Actions
No data available in table				

Showing 0 to 0 of 0 entries Previous Next



Back to Dashboard

Step 4: Fill in the details as much as possible. Click 'Create New Transect' to finish.

National Biodiversity Data Centre

333 Sign out

Transect Information

Name

County

Year established

All or single species

Climate of transect

Habitat - main

Habitat - secondary habitat type

Habitat - comments

Management - main

Management - secondary management type

Management - comments

Step 4: Your transect is now listed. To draw the route and sections of your walk: 1. Zoom to the correct location on the map; 2. Click on the click on the map button to show an aerial photograph; 3. Click on the 'Edit transect sections' button.

National Biodiversity Data Centre National Sampling Framework Home Hello Example User333 Sign out

Manage transects for survey Five Visit Monitoring Scheme

Transect has been created successfully

+ Create New

Show 10 entries Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	0	0	0m	  

Showing 1 to 1 of 1 entries

Back to Dashboard



The screenshot shows the National Sampling Framework interface. At the top, there is a navigation bar with the logo, 'National Sampling Framework', and a 'Home' button. On the right, it says 'Hello Example User333' and 'Sign out'. Below this is a header for 'Manage transects for survey Five Visit Monitoring Scheme'. A green message box states 'Transect has been created successfully'. A green button labeled '+ Create New' is visible. Below that, there is a 'Show 10 entries' dropdown and a search box. A table lists a single transect named 'Walkname1' with 0 sections and 0 records, and a total length of 0m. The 'Actions' column for this transect contains three icons: a magnifying glass, a map icon (highlighted with a red box and labeled '3'), and a grid icon. To the right of the table is a map showing an aerial photograph of a landscape with a pond and fields. The map has zoom controls (a '+' and '-' button, highlighted with a red box and labeled '1') and a small inset map in the bottom left corner (highlighted with a red box and labeled '2').

Step 4: You draw your route **one section at a time**. Click 'New' to begin. Click once on the map to begin drawing and continue to click once to draw in any changes of direction. Double-click to finish the section.

National Biodiversity Data Centre **National Sampling Framework** [Home](#) Hello Example User333 [Sign out](#)

Manage transects for survey Five Visit Monitoring Scheme

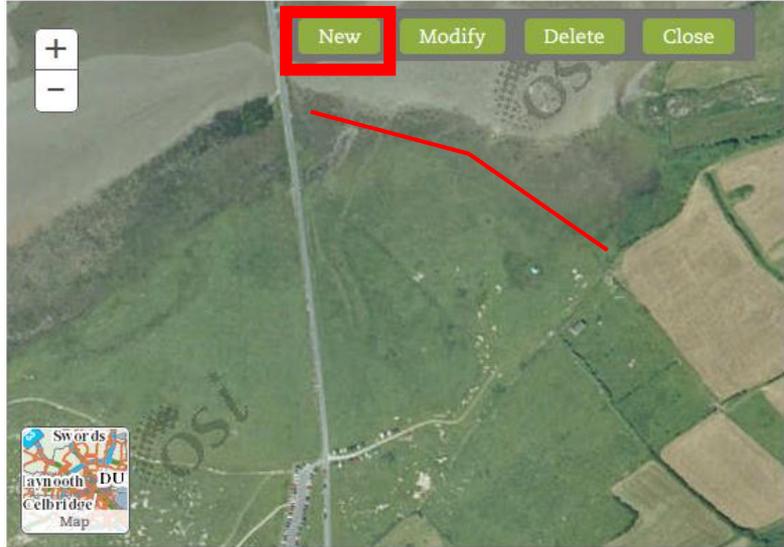
[+ Create New](#)

Show entries Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	0	0	0m	   

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

[Back to Dashboard](#)



The map interface includes a 'New' button (highlighted in red), 'Modify', 'Delete', and 'Close' buttons. A zoom control with '+' and '-' buttons is visible on the left. An inset map in the bottom left shows the location relative to Swords, Laynooth, DU, and Celbridge.

Step 4: Your first section (S1) should now appear in pink. To add your next section, click on 'New' again and repeat.

National Biodiversity Data Centre **National Sampling Framework** [Home](#) Hello Example User333 [Sign out](#)

Manage transects for survey Five Visit Monitoring Scheme

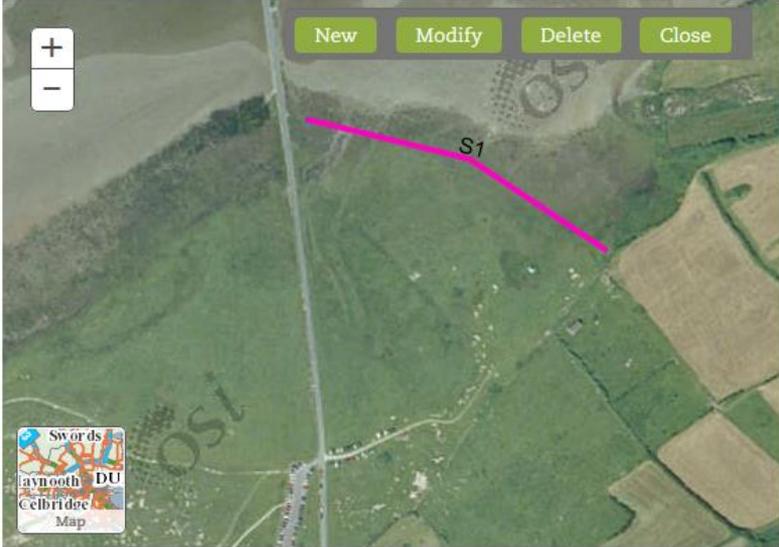
Transect section has been created successfully

[+ Create New](#)

Show entries Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	1	0	316.565m	View Edit Delete Close

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)



[Back to Dashboard](#)

Step 4: If you make a mistake, click 'Delete' and click on the section line you wish delete, then click 'Yes' when prompted. Click on 'New' to draw in the section again.

The screenshot displays a web application interface. At the top right, there is a user profile section with the text "Hello Example User333" and a "Sign out" button. A "Confirmation" dialog box is open in the foreground, asking "Are you sure you would like to delete this transect section?". The dialog has a blue "Yes" button and an orange "No" button, both highlighted with red boxes. Below the dialog, the main interface features a "Create New" button. There is a "Show" dropdown set to "10 entries" and a "Search:" input field. A table lists data for a transect section:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	1	0	316.565m	[Search] [List] [Edit] [Delete]

Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next". To the right, a map view shows an aerial image with a pink line labeled "S1". Above the map are buttons for "New", "Modify", "Delete" (highlighted with a red box), and "Close". A "Back to Dashboard" button is at the bottom left.

Step 4: When all your sections have been drawn, click 'Close'.

Manage transects for survey Five Visit Monitoring Scheme

Transect section has been created successfully

+ Create New

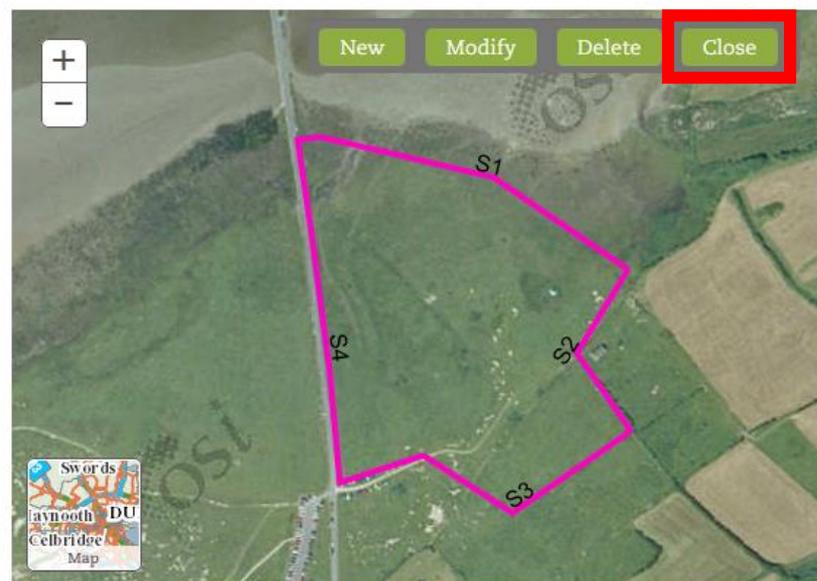
Show 10 entries

Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	4	0	1131.28m	   

Showing 1 to 1 of 1 entries

Previous 1 Next



Back to Dashboard

Step 4: To add habitat and management information to each section, click on one section and select 'Edit Attributes'

Manage transects for survey Five Visit Monitoring Scheme

+ Create New

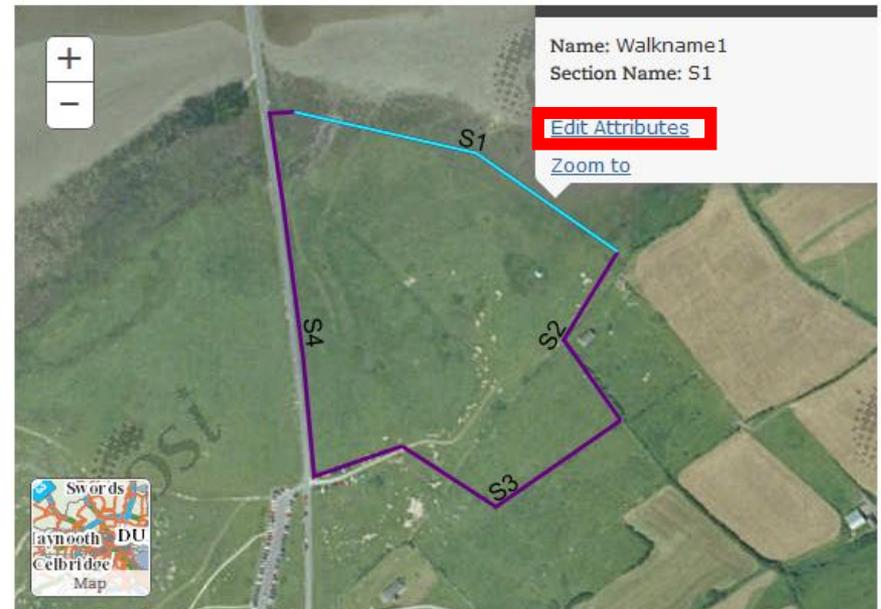
Show 10 entries

Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	4	5	1131.28m	   

Showing 1 to 1 of 1 entries

Previous 1 Next



Back to Dashboard

Step 4: Enter any relevant habitat or management information and click 'Update Section' to finish. Repeat for your other sections.

The image shows a web application interface with a modal form for editing a survey section. The background shows a dashboard with a table of sections and a map. The modal form is titled "Edit section for survey Five Visit Monitoring Scheme" and contains the following fields:

- Transect Name:** Walkname1
- Section Name:** S1
- Habitat - main:** Dune slacks
- Habitat - secondary habitat type:** Wet grassland
- Habitat - comments:** Scrub encroaching from the southeast end of section
- Management - main:** M1 Grazing by livestock
- Management - secondary management type:** M13 Other
- Management - comments:** Only winter grazing

At the bottom right of the modal, there are two buttons: "Update Section" (highlighted with a red box) and "Cancel".

Step 5: To begin entering your records for your butterfly walk, click 'Back to Dashboard'.

Manage transects for survey Five Visit Monitoring Scheme

Section attributes have been updated successfully

+ Create New

Show 10 entries

Search:

Name	Number of sections	Number of records	Total Length	Actions
Walkname1	4	5	1131.28m	   

Showing 1 to 1 of 1 entries

Previous 1 Next



Back to Dashboard

Step 5

Step 5: To input your butterfly records from your walk, click on 'Record a walk'

National Biodiversity Data Centre **National Sampling Framework** [Home](#) [Hello Example User](#) [Sign out](#)

Welcome to National Sampling Framework

My Actions

[Sign Up for a survey](#)

--- Select a Survey --- [Request assignment to 1km square](#)

Survey Name	Grid Reference	Actions
Five Visit Monitoring Scheme		      



Step 5

Step 5: Click the drop-down arrow on the right and choose your walk's name. Fill in all fields and briefly add any relevant comments, then click 'Next'.

Walk Data Entry for survey Five Visit Monitoring Scheme

Walk Information

Transect

Walkname1

Date

30/03/2017

Recorder name

Example User

Start time (24 hr)

12:30

End time (24 hr)

13:30

Temperature (°C)

16

Wind speed

2. Wind felt on face, leaves rustle

Wind direction

NW

Comments

Section 2 heavily grazed. Section 4 regenerating after scrub clearance with an abundance of wildflower.

Next

Step 5: Per section, enter the % sun and the count of individuals of each species seen. At the end of the page, click 'Finish' to save your data.

Walk Data Entry for survey Five Visit Monitoring Scheme

Walk Information

Walkname1 on 31/03/2017

Species	S1	S2	S3	S4	Total
% sun	80	100	60	40	
<i>Aglais urticae</i> (Small Tortoiseshell)	3				3
<i>Anthocharis cardamines</i> (Orange-tip)	1		2		3
<i>Aphantopus hyperantus</i> (Ringlet)					0
<i>Argynnis aglaja</i> (Dark Green Fritillary)					0
<i>Argynnis paphia</i> (Silver-washed Fritillary)					0
<i>Boloria euphrosyne</i> (Pearl-bordered Fritillary)					0
<i>Vanessa cardui</i> (Painted Lady)					0
Total	4	2	2	1	

Back

Finish

Step 5: You'll see the below confirmation message and your walk for that date appear on the table. If you need to edit or delete the walk, you can do so here. If you want to immediately add records from another walk, click 'Record a walk'.

The screenshot displays the National Sampling Framework web interface. At the top, the logo for the National Biodiversity Data Centre is visible alongside the text 'National Sampling Framework'. Navigation links for 'Home' and 'Sign out' are present, along with a user identification 'Hello Example User333'. The main heading is 'Manage records for survey Five Visit Monitoring Scheme'. A green confirmation message states 'Walk was saved successfully'. Below this, there are two buttons: 'Record a walk' and 'Record a sighting', with the 'Record a walk' button highlighted by a red box. A 'Current Year' dropdown menu is also visible. The table below shows a single entry for a walk on 31/03/2017 at 'Walkname1' with a record count of 5. The 'Actions' column for this entry contains two icons: a pencil for editing and a red 'X' for deleting. The 'Delete walk' label is positioned above the red 'X' icon, and the 'Edit walk' label is positioned below the pencil icon, both in red boxes. A 'Back to Dashboard' button is located at the bottom left. The page also includes pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

National Biodiversity Data Centre National Sampling Framework Home Hello Example User333 Sign out

Manage records for survey Five Visit Monitoring Scheme

Walk was saved successfully

Add another walk

Record a walk Record a sighting Current Year

Show 10 entries

Date	Location	Record Count	Actions
31/03/2017	Walkname1	5	 

Showing 1 to 1 of 1 entries

Delete walk

Edit walk

Previous 1 Next

Back to Dashboard

Step 5: If you have records from multiple years, you can view records from previous years by clicking the arrow beside 'Current Year' and select the desired year.

Manage records for survey Five Visit Monitoring Scheme

Walk was saved successfully ×

+ Record a walk

+ Record a sighting

Current Year ▼

Show 10 ▼ entries

Search:

Date	Location	Record Count	Actions
31/03/2017	Walkname1	5	 

Showing 1 to 1 of 1 entries

Previous 1 Next

◀ Back to Dashboard

Step 6: To download your own records, click 'Back to Dashboard'

 **National Sampling Framework** [Home](#) Hello Example User333 [Sign out](#)

Manage records for survey Five Visit Monitoring Scheme

Walk was saved successfully ✕

[+ Record a walk](#) [+ Record a sighting](#)

Show entries

Date	Location	Record Count	Actions
31/03/2017	Walkname1	5	 

Showing 1 to 1 of 1 entries Previous **1** Next

[◀ Back to Dashboard](#) **Step 6**

Step 6: Click on the 'Export my records' icon.

Welcome to National Sampling Framework

My Actions

Sign Up for a survey

--- Select a Survey ---

Request assignment to 1km square

Survey Name	Grid Reference	Actions
Five Visit Monitoring Scheme		      



Step 6

Step 6: 'Full Survey' is a mandatory option for this scheme, so no need to change this option. You can select to download all records, or only those validated by the external validator for the scheme. Click 'Export' and a .txt file of your records will be available for download. This can then be opened with spreadsheet software (e.g. Microsoft Excel, LibreOffice Calc etc.).

Export records for survey Five Visit Monitoring Scheme

Export my records

Export records for

Full Survey

ExportOnlyValidRecords



Export

Cancel

General Points

1. We have worked hard to remove any bugs and problems with the system. Please let us know if you find other issues so that we can document bugs and resolve them as resources become available.
2. We will be adding additional functions in the future, particularly tables and graphs that will provide summaries your records. We'll email you as soon as these are available.
3. Never hesitate to get in contact and ask for help!
butterflies@biodiversityireland.ie

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An enormous thank you to you the recorder for participating in the Five Visit Monitoring Scheme and collecting the valuable data that will help us conserve and restore butterflies in Ireland.