



A QUICK GUIDE

1. Go To: <http://wm.rodiss.co.uk/>
2. Sign up for an account (if you haven't already)
3. Click on the **Ad Hoc RODIS** button – at this point you will be asked to enter the email address you registered with on RODIS.

You will then be taken to the data entry screen where you can enter information about the species you've spotted.

Species – into this box you can either type the common name of the species and then click the dictionary icon  to search for it, or, if you know it you can type the 'scientific' (or Latin) name of the species straight into the box.

Grid Reference – Don't worry if you don't know this. Click on the  button to go to a Google map. Here you can either search for your place name or postcode or simply zoom into the map. Double click on the map to select your location and then click on the 'Insert Grid Reference' button that pops up. This grid reference is now associated with your record!

Location – once you've entered your grid reference you will need to link your record to a location (or site) in the system. Click the **Find** button next to where it says **Our Location**. This will bring up a dropdown list of nearby locations based on your grid reference.

We've pre-loaded some specific sites into the system, such as Wildlife Trust reserves, to allow you to record in these sites. For any location outside of these reserves please just select the name of the Local Authority area that you are recording in (i.e. Birmingham City, Dudley Borough, Sandwell Borough, Walsall Borough or Wolverhampton City).

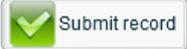
You can use the box next to where it says **Full Location** to provide us with further details of where the species was seen (e.g. site name, address or postcode).

You can then enter information on **when** the record was made and **who** recorded it. By default, if you are signed in to RODIS your own name will be displayed in the Observer and Determiner boxes.

Once you have filled in all information fields click on 'Add Record'

You can then add further species records.

Top Tip – if you are recording more than one record for the same location you can use the  button to keep any options you've chosen when entering subsequent records.

Important - once you have finished entering records click on  and your records will then be sent to us.

Happy Recording!