How to use the app

Fill in the fields outlined. Please note **you must fill in all of the mandatory fields** (marked with *) before generating a report. You can run more than one report of your data so you can have a look at different geographic and time filters and this is why the *Save* field is included. Please pay close attention to which option you are selecting to avoid data duplication. If you think you have uploaded the same data twice, please get in touch with our Data & Information Officer Charlie who will be able to help remove one one of the records for you.

Data Source: Where the data has come from for example, an organisation, a project such as the National Bat Monitoring Programme, a local group survey etc.

Latitude and Longitude: as specified in the app, please enter as DECIMAL DEGREES, for example the London Eye would be Lat: 51.503280 and Long: 0.11968732. You can convert your location at gridreferencefinder.com

Species: There is a dropdown list to select from. If you are unsure of the identity of the species you have observed, you can choose a group of species as follows: Myotis spp. (one of the Myotis bats); Nyctalus spp. (if it was a noctule or Leisler's but you are unsure which); Nyctaloid (if it was either noctule, Leisler's or serotine); Pipistrellus spp. (if it was one of the pipistrelle species); Plecotus spp. (if it was either a brown or a grey long-eared); or Rhinolophus spp (if it was a greater or a lesser horseshoe). Nyctaloid encompasses Nyctalus spp amd Eptesicus.

Sensitivity: If you select *Public*, you are saying that you are happy for us to pass your record on to the Biological Records Centre and National Biodiversity Network. Records will not be shared at resolutions lower than 2km due to the sensitivity of the species. If you select *Do Not Publish* your record will still be saved to the database in order to better inform future reports but it will be 'locked' and will not be passed on, nor will it be visible to anyone other than Mammal Society database managers and analysts. *All bat records are treated as sensitive information and are only made publicly available at 2km resolution.*

When can your data be made public?: We appreciate that not all data can be shared straight away so here you can select how long you would like your records to remain unshared.

Options if you selected Public in the previous question: If you're happy for your records to be sent to BRC and NBN straight away, you can select *'now.'* Otherwise, you can select for them to be sent in *3, 6, 9, 12 or 18 months.*

If you selected 'Do not publish' as your sensitivity then just choose *"Do not publish."*

Data derived from the National Bat Monitoring Programme: these records will automatically be treated as *'Do Not Publish'* because your data are also submitted to the Bat Conservation Trust and this avoids duplication of records.

Region: These are split to match the Met Office UK Climate Regions and a link to these regions is at the top of the page.

Save: We've created the app so you can run your roost record through the app as many times as you like to test different geographic and time filters. However, we need to make sure that each record is only saved to the database once in order to prevent data duplication affecting the report outputs. That's where the Save Options field comes in! Select whether your upload is new to be added to the database or has already been uploaded and so must NOT be saved again. Please take care to select the correct option when filling in the form. It will say at the start of your report which option you selected for this to remind you of what you have/haven't already saved to the database.

Email Address: Please provide a working email address. The only reason we need this is to help locate your data if you need us to e.g. remove a duplicated roost or for if a verifier needs to ask you about one of your records during the verification process.

Author Name and Site Name are not compulsory however they will appear at the top of your report. If you have not filled these fields in then they will remain blank e.g. "Author: " "Site Name: "

Geographic Range: The default is: *"No Limit."* If you set this to No Limit, your roost will be compared to all the data on that species in the database. If you select Region your roost will only be compared to roosts of that species in the same region as you. The same applies to the Country level. You can generate more than one report in order to test these filters out however you must make sure that you select the *'do NOT save'* option for the Save field after the first time you upload your roost.

Time Range: The default is *"No Limit."* If you select to use the time range filter, the roost will only be compared to roost recordings from the same time period as yours across all years held in the database. For example, if your roost recording was in May, then your roost will only be compared to recordings from the months April, May and June.

Optional Fields: have a mark next to them which states they are 'optional.' This is because they are not currently used in the reports. However please do complete these fields if you

can because they will enable us to assess in future whether these features are associated with the size of bat colonies. If you cannot fill in the optional fields, just leave them blank/unknown if they have a dropdown. If inputting **Cloud Cover** please select the percentage that fits closest to your recording. **Wind strength** options are taken from the Beaufort scale.

Notes: Due to the open text nature, this field will not be included in reports but you may want to add in any information that would be useful to anyone who might look at your record in future. If you have no notes to make, please leave blank.

For any questions, contact Charlie on info@themammalsociety.org

Mammal Society GDPR information can be found here: https://www.mammal.org.uk/data-protection/gdpr-information/