BLS Database and Spreadsheets

Records in, records out….

1. The BLS database

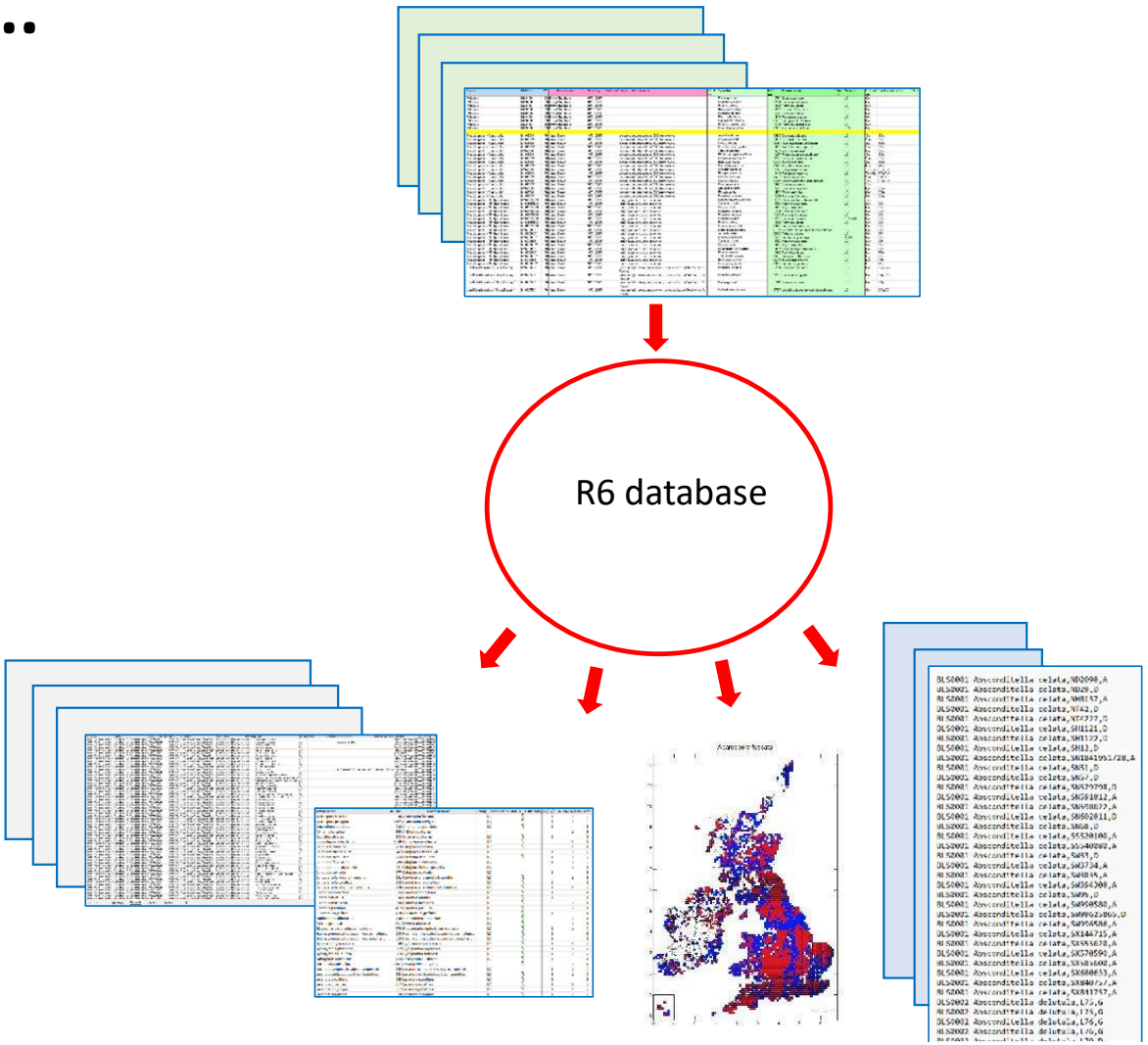
- How we hold your records, and why we always need more!
- Permissions

2. Submitting records to the database

- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

3. Using records from the database

- Information supplied
- Pivot tables and more



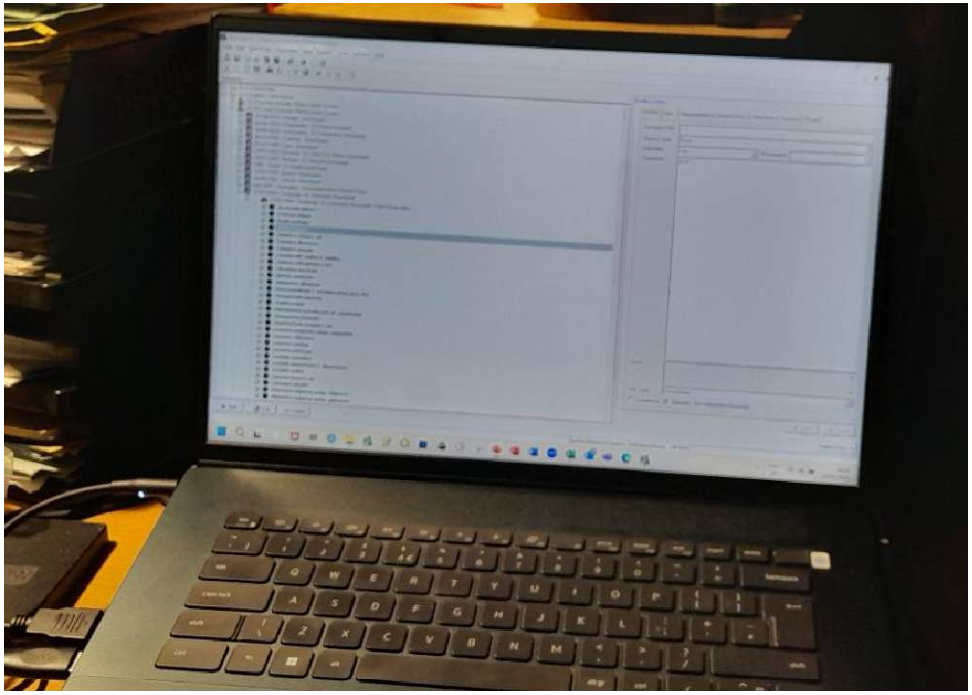
The Recorder6 database

Currently a standalone system

- Scotland, Devon and Somerset managed by Brian Coppins
- England (except VC3-6) and Wales managed by Janet Simkin
- Ireland to be added this year
- Input only from spreadsheets

Will eventually be replaced by a “cloud” database

- Input from spreadsheets and online
- Maintained by VC recorders
- Accessible to active recorders and researchers



The database in 2024

80,500 records added, submitted by more than 50 active recorders

Extensive data cleaning and revisions to the taxon dictionary

Updates and improvements to the input and output spreadsheets

Updated static and interactive maps on the website

	General	Churchyards	Total
England	837,950	501,450	1,339,400
Scotland	542,722		542,722
Wales	173,023	17,044	190,067
IoM	7,642	1,711	9,353
C.Isles	7,805		7,805
	1,569,142	520,205	2,089,347

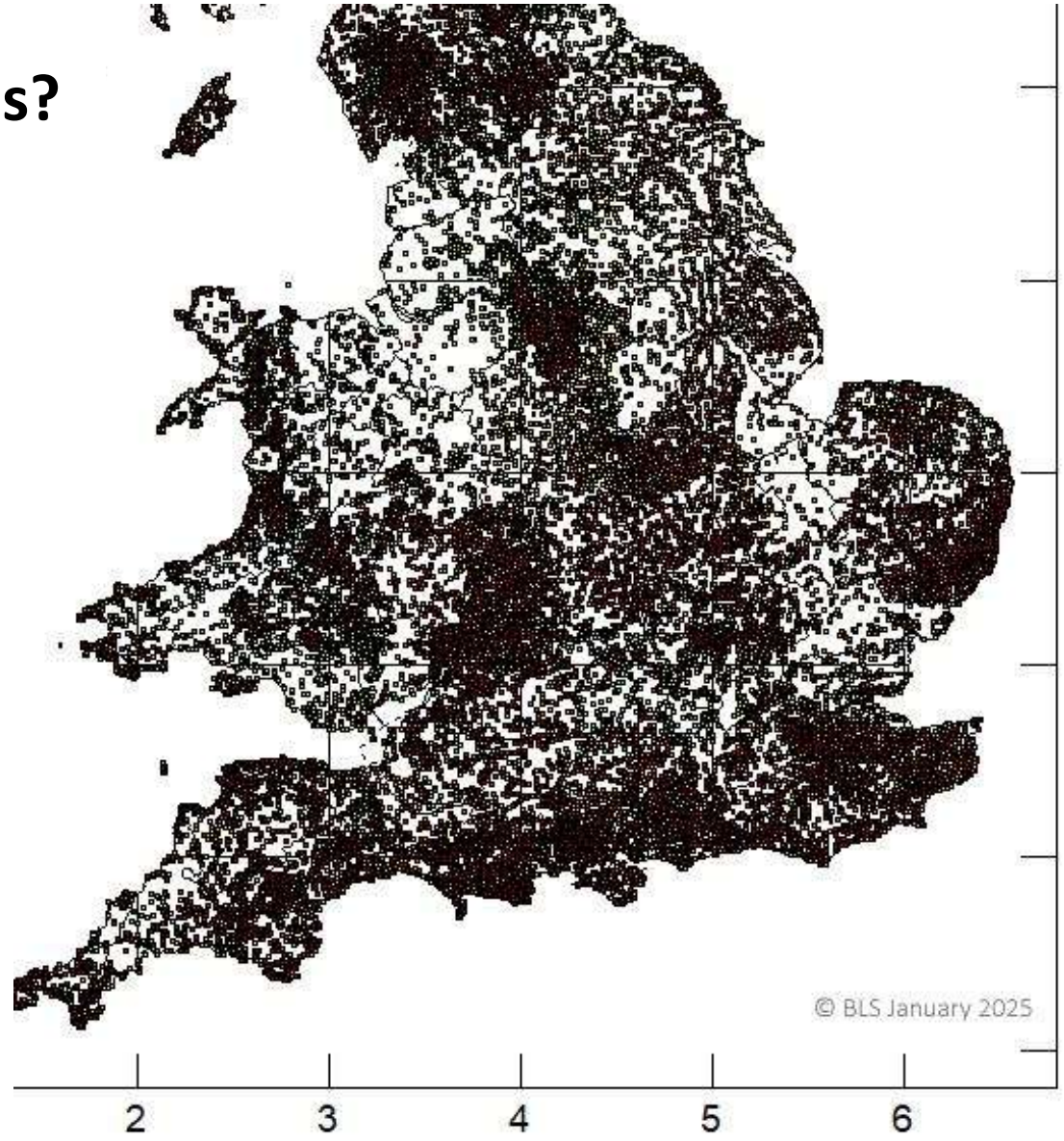
Why do we need more records?

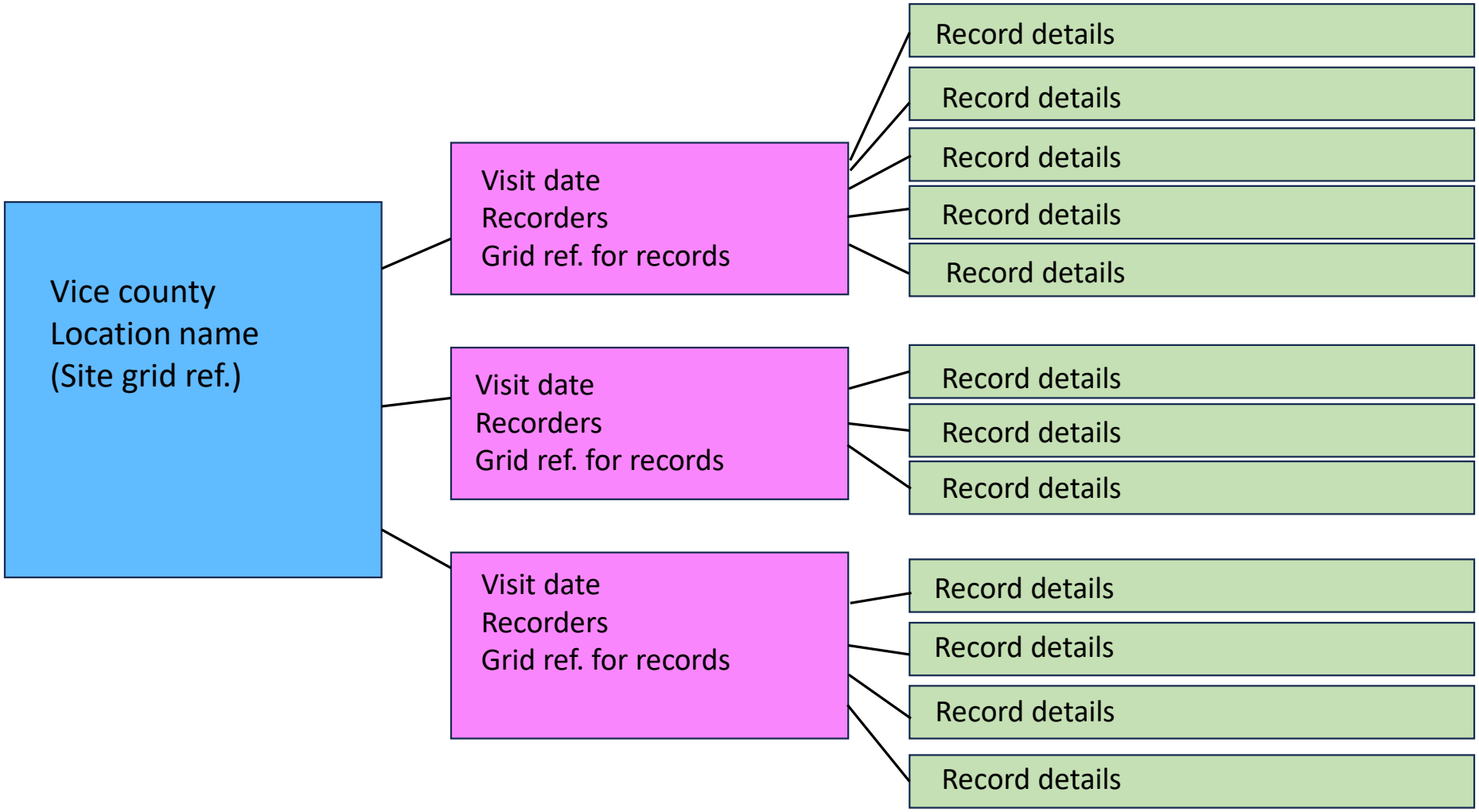
The more records we hold, the more valuable the database is for all its users

We need records of common lichens just as much as rarities and LFs

We need records from new sites and under-recorded habitats, as well as repeat visits to known good sites

- The environment has changed
- Lichen recording has changed!




Vice county
Location name
(Site grid ref.)
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details

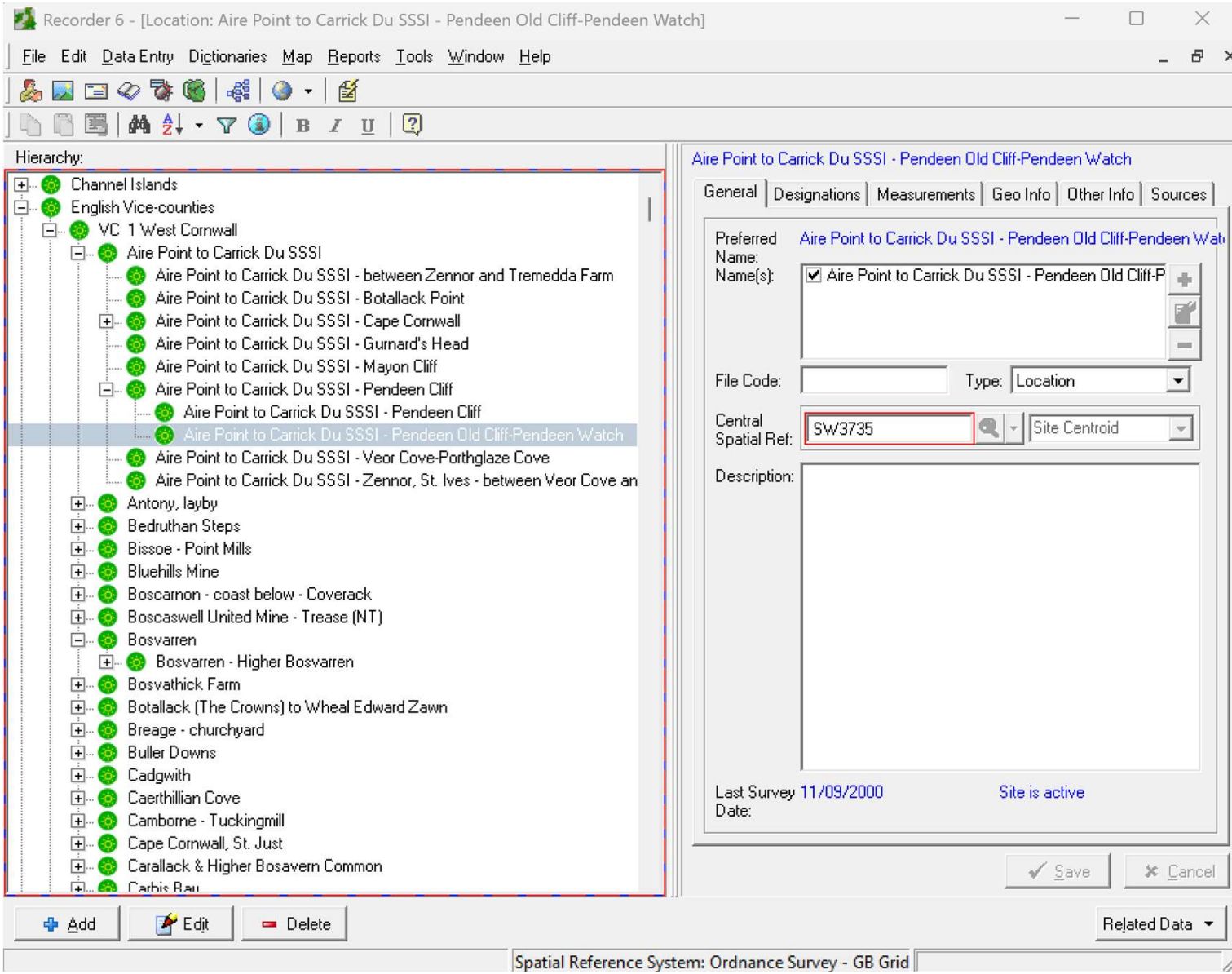
R6 Locations

Sites

Organised by VC

then by location or date

- Location name
- Grid reference



R6 Locations

Sites

Organised by VC

then by location or date

- Location name
- Grid reference

The blue columns on the spreadsheet

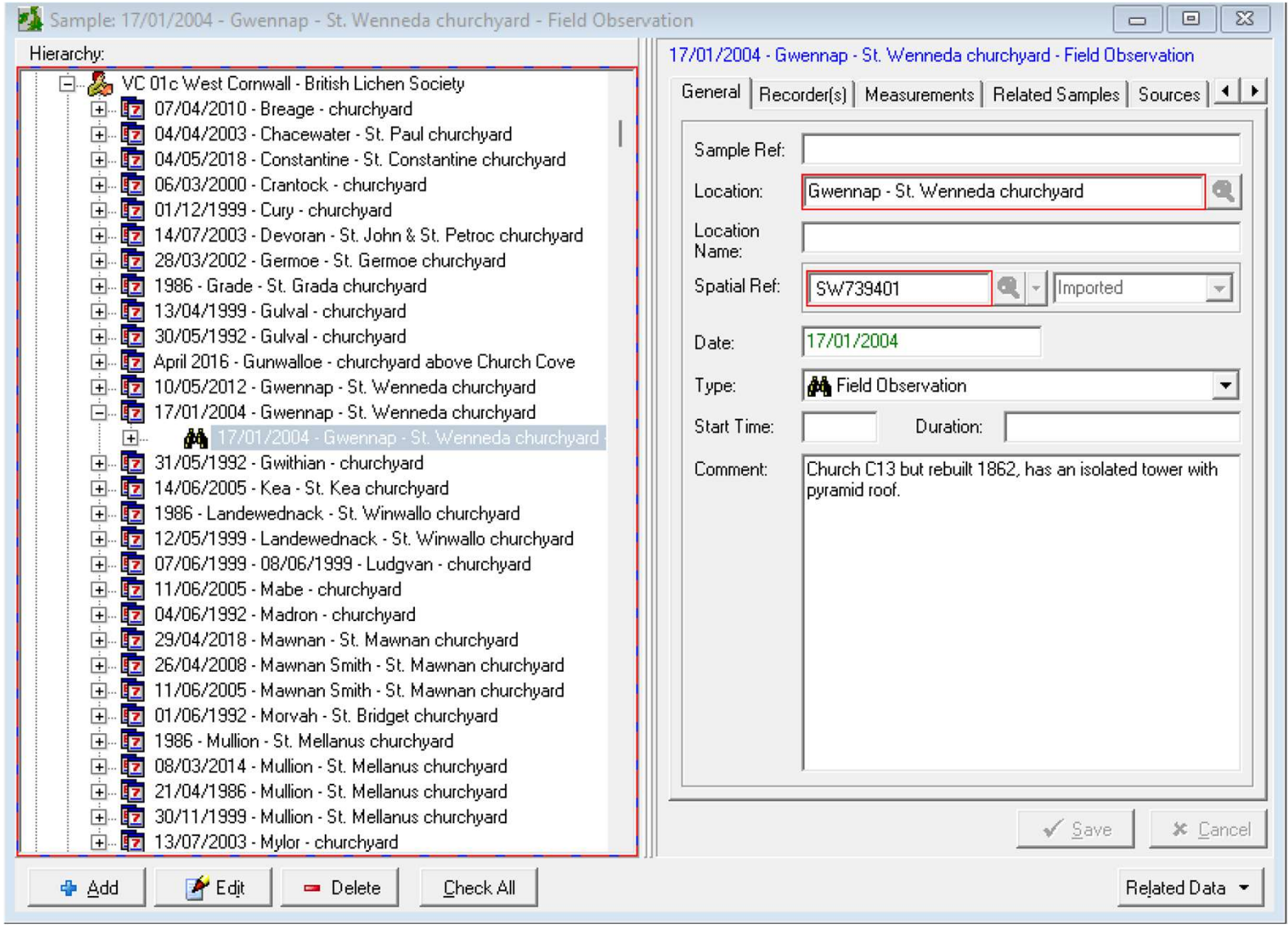
	A	B	C
1	**Location**	**Grid ref**	**VC**
12	Tindale spelter - fume works	NY618591	70
13	Tindale spelter - fume works	NY618591	70
14	Tindale spelter - fume works	NY618591	70
15	Tindale spelter - fume works	NY618591	70
16	Tindale spelter - fume works	NY618591	70
17	Tindale spelter - fume works	NY618591	70
18	Tindale spelter - fume works	NY618591	70
19	Tindale spelter - fume works	NY618591	70
20	Tindale spelter - fume works	NY618591	70
21	Tindale spelter - fume works	NY618591	70
22	Tindale spelter - fume works	NY618591	70
23	Tindale spelter - fume works	NY618591	70
24	Tindale spelter - fume works	NY618591	70
25	Tindale spelter - fume works	NY618591	70

R6 Samples

Site visits

Organised by VC then by location or date

- Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*

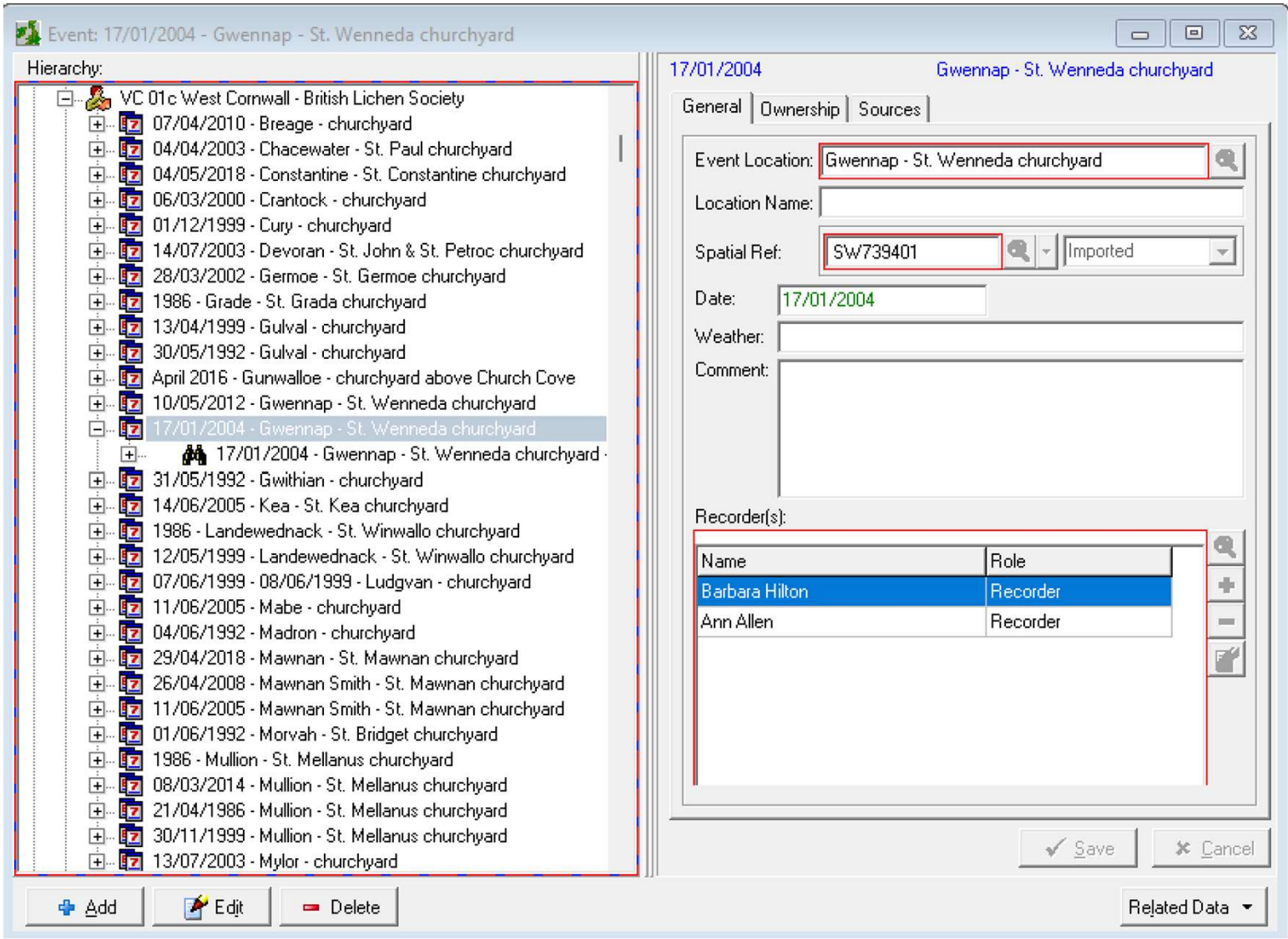


R6 Samples

Site visits

Organised by VC then by location or date

- Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*
- Recorders



R6 Samples

Site visits

Organised by VC then by location or date

- Linked to Location
- Grid reference for these records
- Date
- Any notes on the location or visit *(optional)*
- Recorders

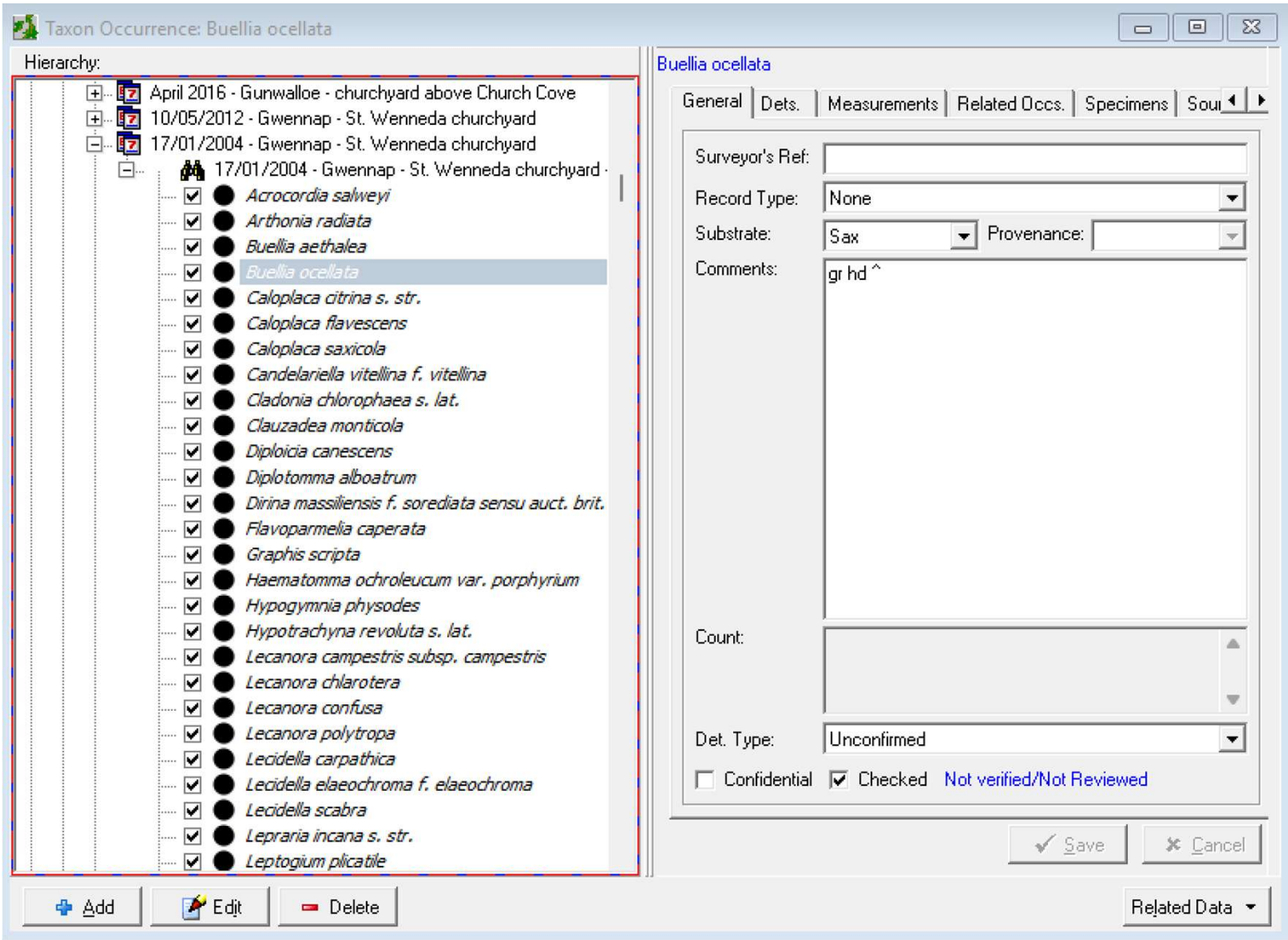
The pink columns on the spreadsheet

	A	B	C	D	E	F	G
1	Location	Grid ref	VC	Recorders	Date(s)	Altitude	Site and visit comments
23	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
24	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
25	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
26	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
27	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
28	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		concrete structures from 1930s fume works
29	Tindale spelter - NFM pond area	NY61985909	70	Janet Simkin	18/01/2025		rough grassland used for ponies
30	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
31	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
32	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
33	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
34	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
35	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
36	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		rough grassland used for ponies
37	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
38	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
39	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
40	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
41	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
42	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
43	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
44	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
45	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
46	Tindale spelter - NFM pond area	NY62005911	70	Janet Simkin	18/01/2025		rough grassland used for ponies
47	Lord Carlisles railway "Great Battery"	NY620591	70	Janet Simkin	18/01/2025		trees on high railway embankment, once worked by Stephenson's Rocket
48	Lord Carlisles railway "Great Battery"	NY620591	70	Janet Simkin	18/01/2025		trees on high railway embankment, once worked by Stephenson's Rocket

R6 Observations

Records

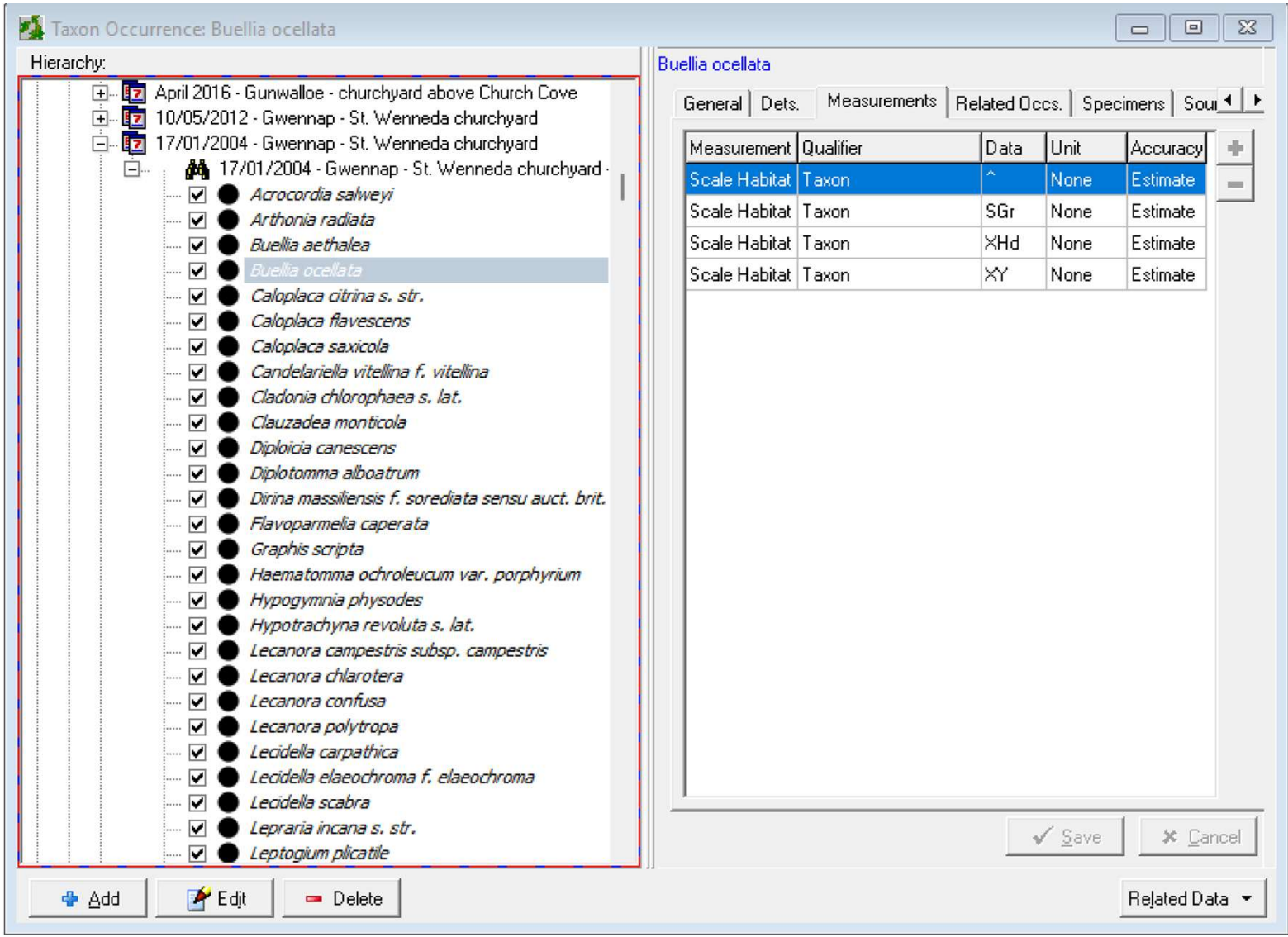
- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat



R6 Observations

Records

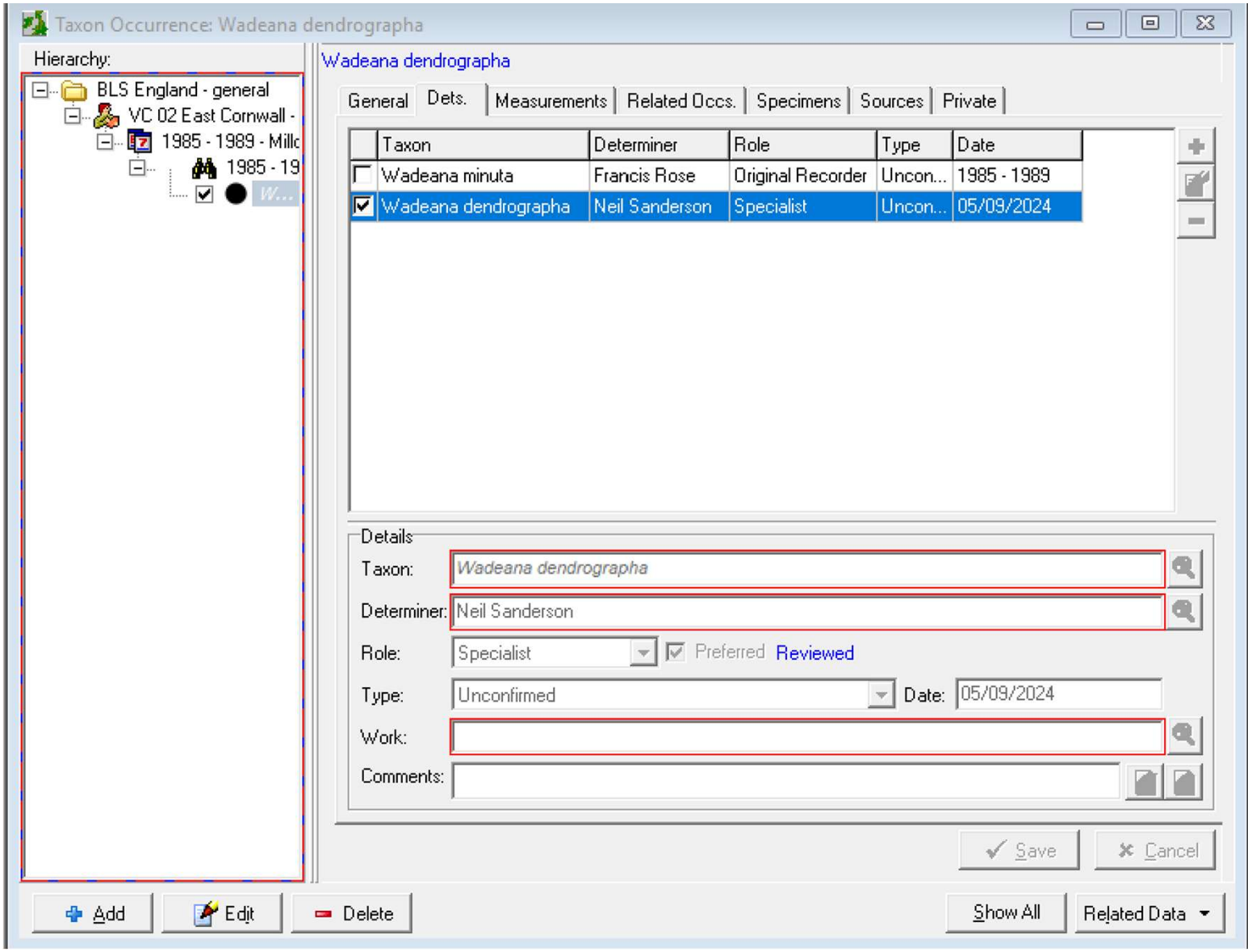
- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat



R6 Observations

Records

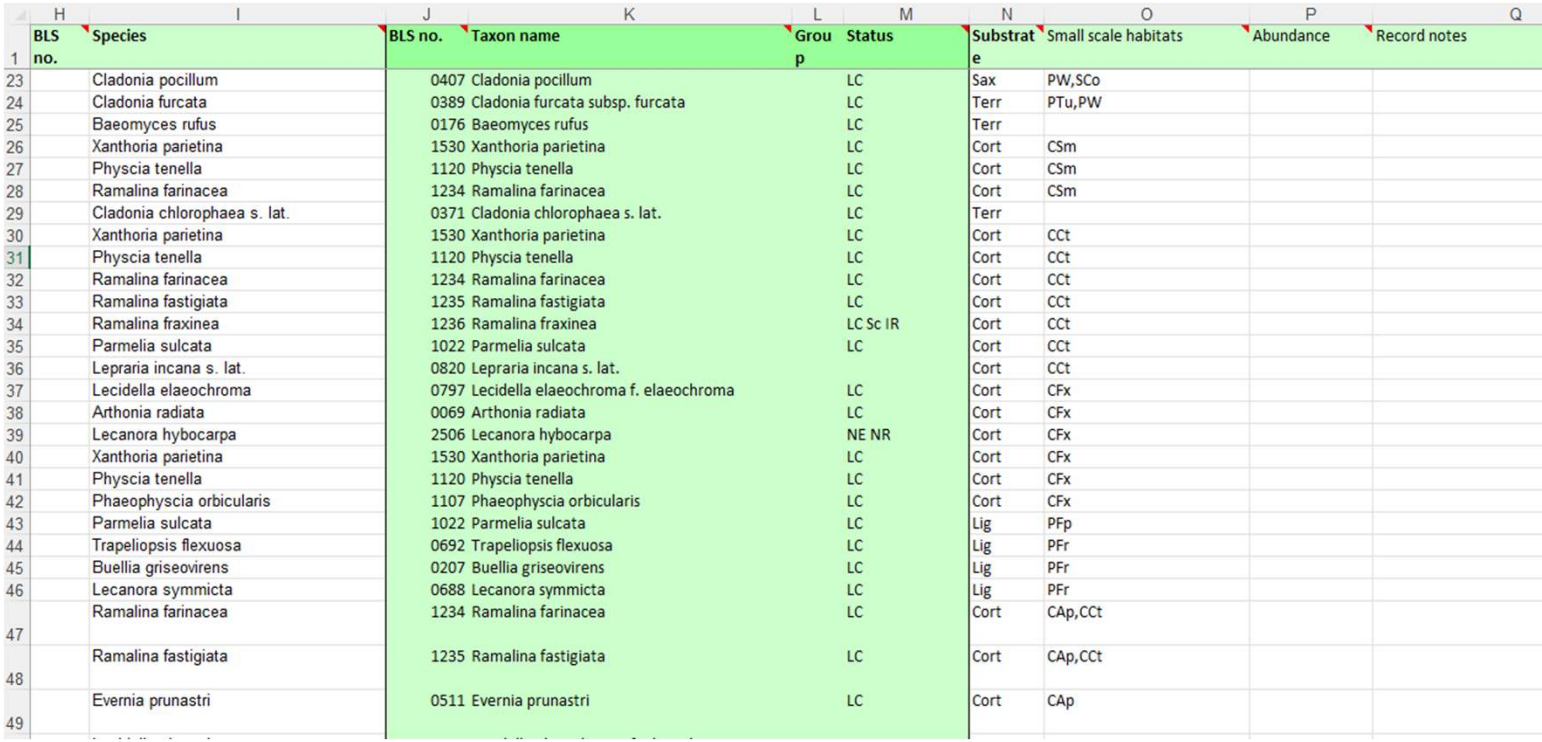
- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat
  - Determiners
  - Redeterminations
  - Herbarium specimens



R6 Observations

Records

- Taxon name
- Additional information *(optional)*
  - Record notes
  - Substrate and scale habitat
  - Determiners
  - Redeterminations
  - Herbarium specimens



	H	I	J	K	L	M	N	O	P	Q
1	BLS no.	Species	BLS no.	Taxon name	Group	Status	Substrate	Small scale habitats	Abundance	Record notes
23		Cladonia pocillum	0407	Cladonia pocillum		LC	Sax	PW,SCo		
24		Cladonia furcata	0389	Cladonia furcata subsp. furcata		LC	Terr	PTu,PW		
25		Baeomyces rufus	0176	Baeomyces rufus		LC	Terr			
26		Xanthoria parietina	1530	Xanthoria parietina		LC	Cort	CSm		
27		Physcia tenella	1120	Physcia tenella		LC	Cort	CSm		
28		Ramalina farinacea	1234	Ramalina farinacea		LC	Cort	CSm		
29		Cladonia chlorophaea s. lat.	0371	Cladonia chlorophaea s. lat.		LC	Terr			
30		Xanthoria parietina	1530	Xanthoria parietina		LC	Cort	CCt		
31		Physcia tenella	1120	Physcia tenella		LC	Cort	CCt		
32		Ramalina farinacea	1234	Ramalina farinacea		LC	Cort	CCt		
33		Ramalina fastigiata	1235	Ramalina fastigiata		LC	Cort	CCt		
34		Ramalina fraxinea	1236	Ramalina fraxinea		LC Sc IR	Cort	CCt		
35		Parmelia sulcata	1022	Parmelia sulcata		LC	Cort	CCt		
36		Lepraria incana s. lat.	0820	Lepraria incana s. lat.			Cort	CCt		
37		Lecidella elaeochroma	0797	Lecidella elaeochroma f. elaeochroma		LC	Cort	CFx		
38		Arthonia radiata	0069	Arthonia radiata		LC	Cort	CFx		
39		Lecanora hybocarpa	2506	Lecanora hybocarpa		NE NR	Cort	CFx		
40		Xanthoria parietina	1530	Xanthoria parietina		LC	Cort	CFx		
41		Physcia tenella	1120	Physcia tenella		LC	Cort	CFx		
42		Phaeophyscia orbicularis	1107	Phaeophyscia orbicularis		LC	Cort	CFx		
43		Parmelia sulcata	1022	Parmelia sulcata		LC	Lig	PFp		
44		Trapeliopsis flexuosa	0692	Trapeliopsis flexuosa		LC	Lig	PFr		
45		Buellia griseovirens	0207	Buellia griseovirens		LC	Lig	PFr		
46		Lecanora symmicta	0688	Lecanora symmicta		LC	Lig	PFr		
47		Ramalina farinacea	1234	Ramalina farinacea		LC	Cort	CAp,CCt		
48		Ramalina fastigiata	1235	Ramalina fastigiata		LC	Cort	CAp,CCt		
49		Evernia prunastri	0511	Evernia prunastri		LC	Cort	CAp		

The green columns on the spreadsheet

Records in, records out….

1. The BLS database

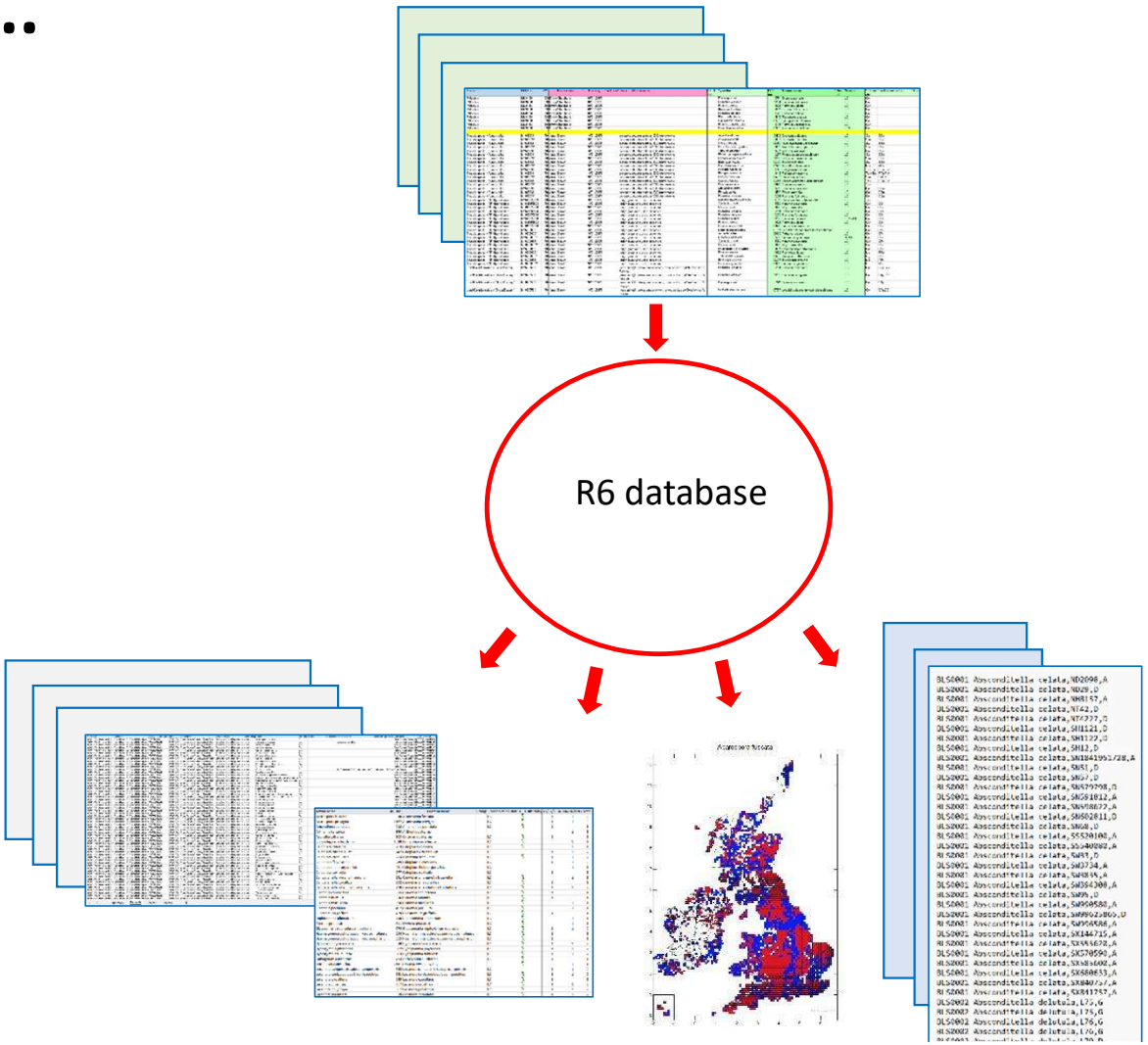
- How we hold your records, and why we always need more!
- Permissions

2. Submitting records to the database

- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

3. Using records from the database

- Information supplied
- Pivot tables and more



Permissions

You *may* need the permission of a landowner or land manager to record and collect

- For commissioned surveys you also need the permission of the commissioning body to share their records with us

We need your permission to use your records in our work on lichen research, education and conservation and to share them with others

- By submitting records to us you are giving us that permission – see statement in the latest version of the spreadsheet

IMPORTANT: By submitting information to the British Lichen Society in this spreadsheet I agree that it may be collated and disseminated manually or electronically, including the internet, for environmental decision-making, education, research and other public benefit uses in accordance with British Lichen Society's data access policy.
Names of recorders form a part of the record that is collated and disseminated, but contact details will be used for administration and verification purposes only and will not be passed to other parties without consent.
The BLS understands that in most cases you do not need explicit permission to make biological records of wildlife you observe in the wild, as it is considered a public activity contributing to scientific understanding. However, it is important to always respect private property boundaries and check for any local regulations or protected species that may require specific permits for recording.
If you are recording in sensitive areas like nature reserves or on private land, always check with the land manager for any specific rules or restrictions regarding data collection.
For certain protected species you might need a license or permit to record their presence, depending on your location and the purpose of your recording.

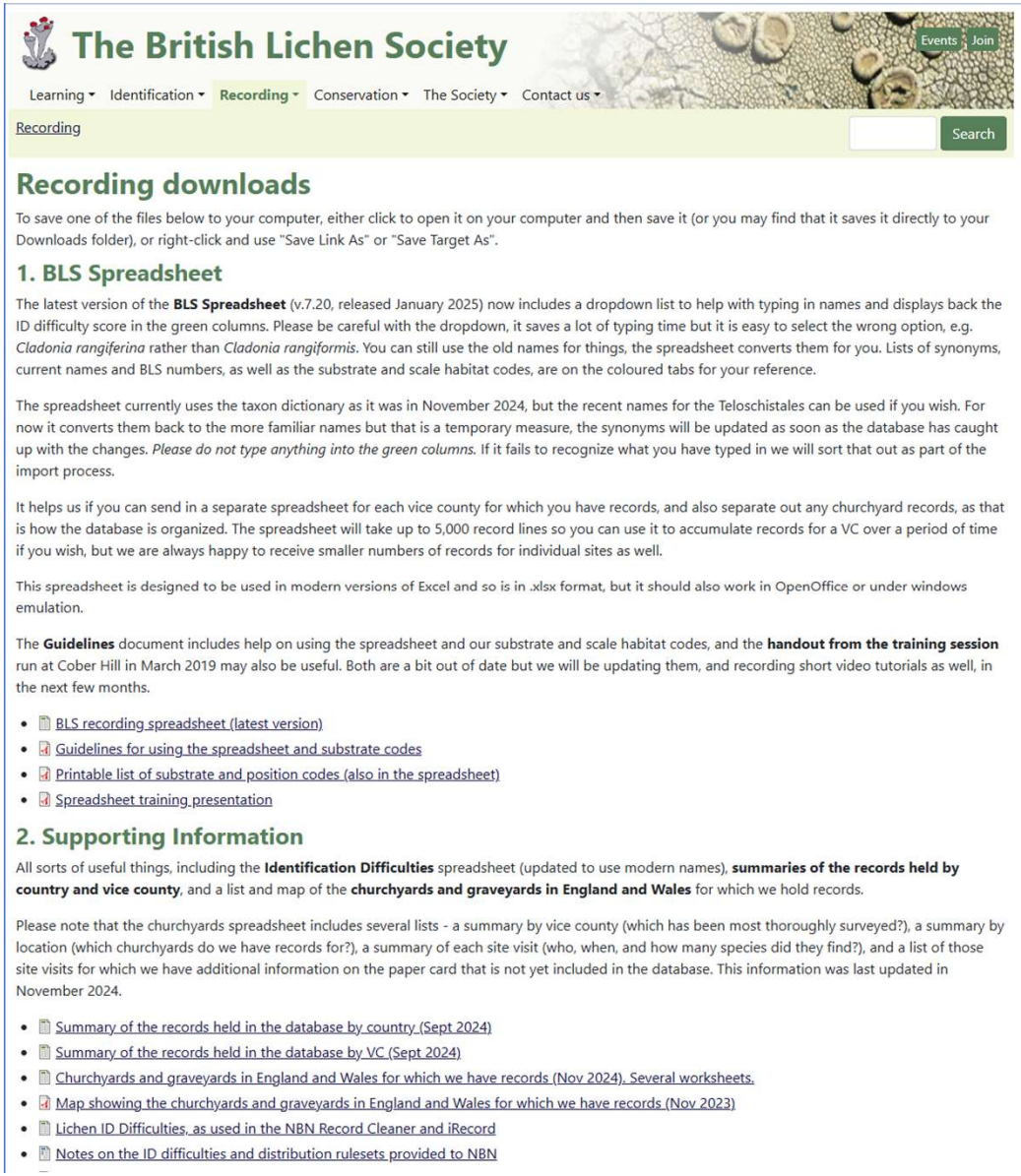
The BLS spreadsheet

Download the latest version from the Recording Downloads page on the BLS website

Save it to your computer, with a unique file name, e.g.

JS VC67 Tindale BLS_General_v7.20 Feb2025.xlsx

One spreadsheet per VC



The British Lichen Society

Events Join

Learning Identification Recording Conservation The Society Contact us

Recording

Search

Recording downloads

To save one of the files below to your computer, either click to open it on your computer and then save it (or you may find that it saves it directly to your Downloads folder), or right-click and use "Save Link As" or "Save Target As".

1. BLS Spreadsheet

The latest version of the **BLS Spreadsheet** (v.7.20, released January 2025) now includes a dropdown list to help with typing in names and displays back the ID difficulty score in the green columns. Please be careful with the dropdown, it saves a lot of typing time but it is easy to select the wrong option, e.g. *Cladonia rangiferina* rather than *Cladonia rangiformis*. You can still use the old names for things, the spreadsheet converts them for you. Lists of synonyms, current names and BLS numbers, as well as the substrate and scale habitat codes, are on the coloured tabs for your reference.

The spreadsheet currently uses the taxon dictionary as it was in November 2024, but the recent names for the Teloschistales can be used if you wish. For now it converts them back to the more familiar names but that is a temporary measure, the synonyms will be updated as soon as the database has caught up with the changes. *Please do not type anything into the green columns.* If it fails to recognize what you have typed in we will sort that out as part of the import process.

It helps us if you can send in a separate spreadsheet for each vice county for which you have records, and also separate out any churchyard records, as that is how the database is organized. The spreadsheet will take up to 5,000 record lines so you can use it to accumulate records for a VC over a period of time if you wish, but we are always happy to receive smaller numbers of records for individual sites as well.

This spreadsheet is designed to be used in modern versions of Excel and so is in .xlsx format, but it should also work in OpenOffice or under windows emulation.

The **Guidelines** document includes help on using the spreadsheet and our substrate and scale habitat codes, and the **handout from the training session** run at Cober Hill in March 2019 may also be useful. Both are a bit out of date but we will be updating them, and recording short video tutorials as well, in the next few months.

- BLS recording spreadsheet (latest version)
- Guidelines for using the spreadsheet and substrate codes
- Printable list of substrate and position codes (also in the spreadsheet)
- Spreadsheet training presentation

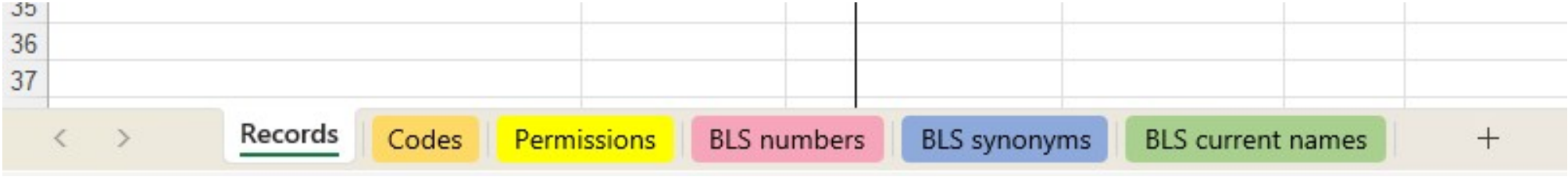
2. Supporting Information

All sorts of useful things, including the **Identification Difficulties** spreadsheet (updated to use modern names), **summaries of the records held by country and vice county**, and a list and map of the **churchyards and graveyards in England and Wales** for which we hold records.

Please note that the churchyards spreadsheet includes several lists - a summary by vice county (which has been most thoroughly surveyed?), a summary by location (which churchyards do we have records for?), a summary of each site visit (who, when, and how many species did they find?), and a list of those site visits for which we have additional information on the paper card that is not yet included in the database. This information was last updated in November 2024.

- Summary of the records held in the database by country (Sept 2024)
- Summary of the records held in the database by VC (Sept 2024)
- Churchyards and graveyards in England and Wales for which we have records (Nov 2024). Several worksheets.
- Map showing the churchyards and graveyards in England and Wales for which we have records (Nov 2023)
- Lichen ID Difficulties, as used in the NBN Record Cleaner and iRecord
- Notes on the ID difficulties and distribution rulesets provided to NBN

Spreadsheet tabs



Records – this is for you

*__Codes__ – for reference, a list of substrate and other codes

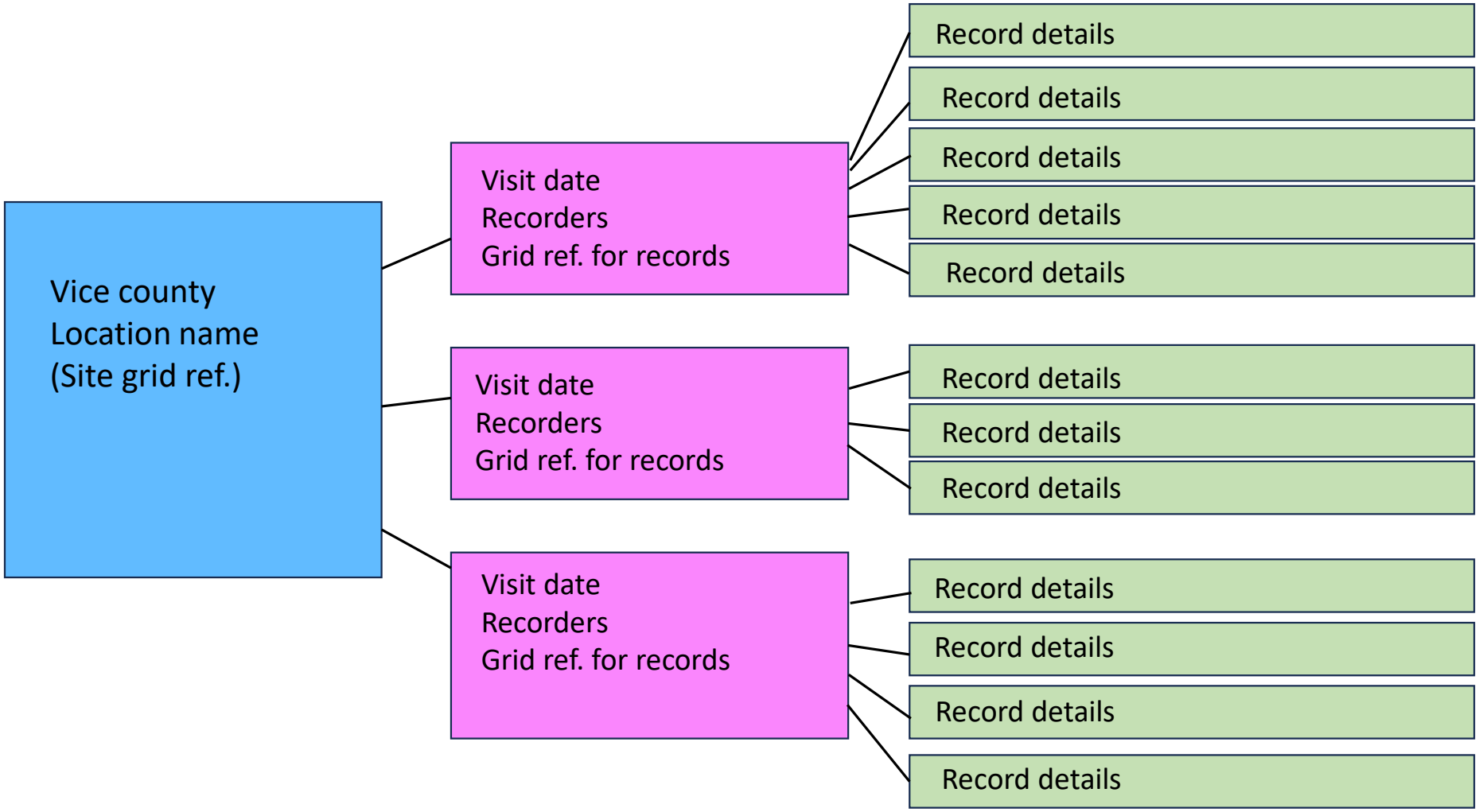
Permissions – a gentle reminder that you are giving us permission to use and share your data

*__BLS numbers__ – for reference, the information displayed back in the green columns, sorted in BLS number order

*__BLS synonyms__ – for reference, an alphabetical list of old names and their modern equivalents

BLS current names – for reference, a list of the current names as used in the spreadsheet and database

* please don't meddle with these tables, the spreadsheet itself uses them!


Vice county
Location name
(Site grid ref.)
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Visit date
Recorders
Grid ref. for records
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details
Record details

Location details

Location name = village or site first, then the subsite, so that related sites group together in lists:

Ponteland – North Road

not North Road, Ponteland

Brockbushes – A69 layby

not layby on the A69 near Brockbushes

Ponteland - St. Mary churchyard

not St Mary's church, Ponteland

Grid reference = in alphanumeric format with no dots or spaces

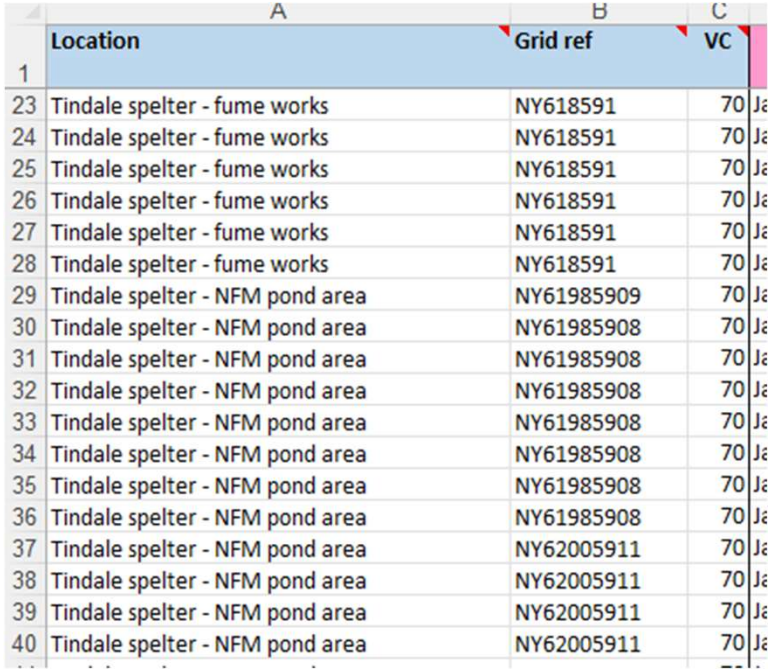
Vice County – check on www.cucaera.co.uk if you are not sure

	A	B	C
1	**Location**	**Grid ref**	**VC**
23	Tindale spelter - fume works	NY618591	70
24	Tindale spelter - fume works	NY618591	70
25	Tindale spelter - fume works	NY618591	70
26	Tindale spelter - fume works	NY618591	70
27	Tindale spelter - fume works	NY618591	70
28	Tindale spelter - fume works	NY618591	70
29	Tindale spelter - NFM pond area	NY61985909	70
30	Tindale spelter - NFM pond area	NY61985908	70
31	Tindale spelter - NFM pond area	NY61985908	70
32	Tindale spelter - NFM pond area	NY61985908	70
33	Tindale spelter - NFM pond area	NY61985908	70
34	Tindale spelter - NFM pond area	NY61985908	70
35	Tindale spelter - NFM pond area	NY61985908	70
36	Tindale spelter - NFM pond area	NY61985908	70
37	Tindale spelter - NFM pond area	NY62005911	70
38	Tindale spelter - NFM pond area	NY62005911	70
39	Tindale spelter - NFM pond area	NY62005911	70
40	Tindale spelter - NFM pond area	NY62005911	70

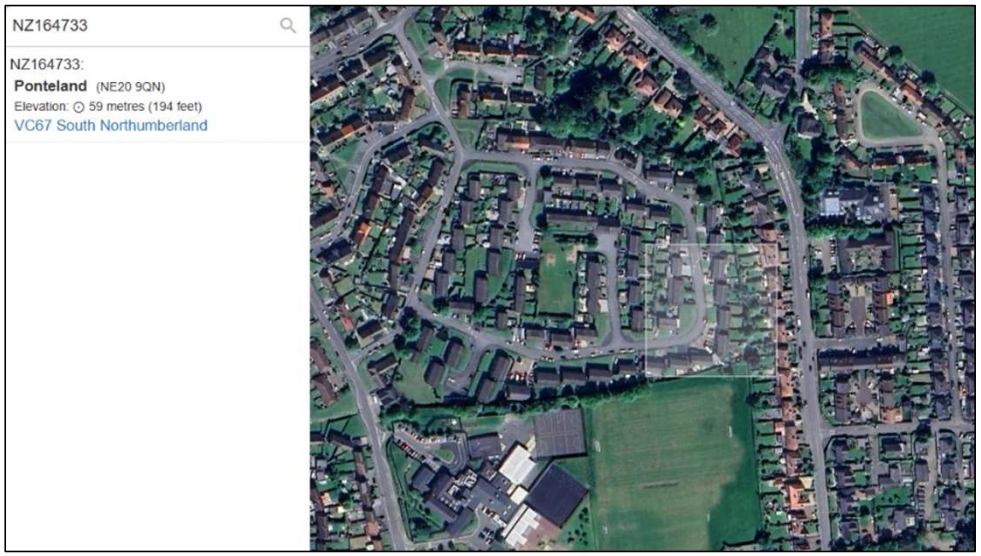
Grid ref. precision

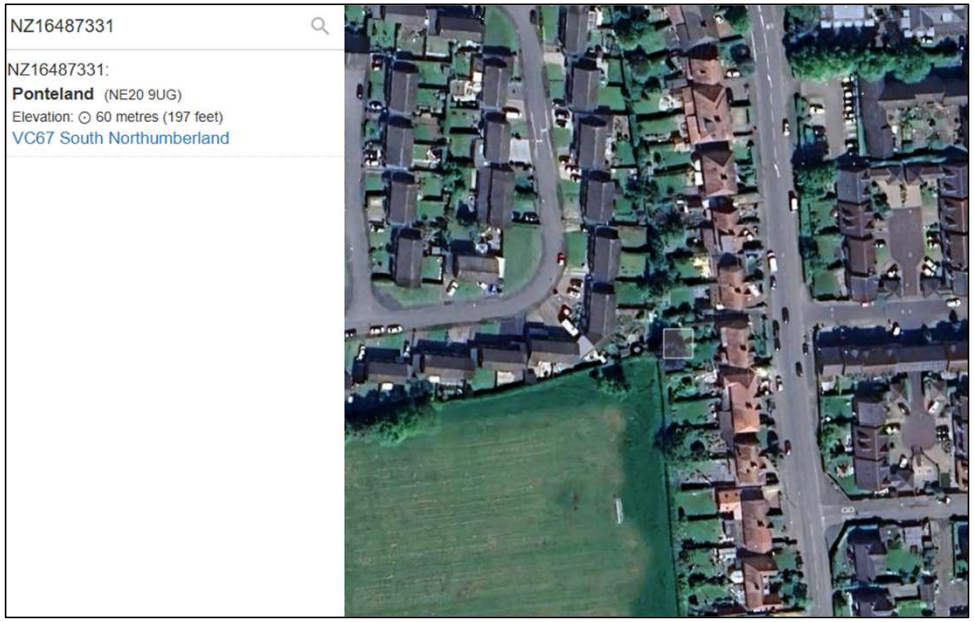
Should be appropriate to the area covered (recognising that some records may be just outside the defined square), e.g.

NY76	10km hectad - puts a dot on the national map but otherwise useless
NY7166	1km - woodlands, parks etc. (site centroid)
NY713666	100m - small areas such as churchyards, gardens, laybys, outcrops, and for detailed recording of larger areas
NY71326661	10m - a single boulder, tree or building, or a length of hedge or wall
NY7132466618	1m – very precise, but is your GPS really that accurate?



	A	B	C
1	Location	Grid ref	VC
23	Tindale spelter - fume works	NY618591	70
24	Tindale spelter - fume works	NY618591	70
25	Tindale spelter - fume works	NY618591	70
26	Tindale spelter - fume works	NY618591	70
27	Tindale spelter - fume works	NY618591	70
28	Tindale spelter - fume works	NY618591	70
29	Tindale spelter - NFM pond area	NY61985909	70
30	Tindale spelter - NFM pond area	NY61985908	70
31	Tindale spelter - NFM pond area	NY61985908	70
32	Tindale spelter - NFM pond area	NY61985908	70
33	Tindale spelter - NFM pond area	NY61985908	70
34	Tindale spelter - NFM pond area	NY61985908	70
35	Tindale spelter - NFM pond area	NY61985908	70
36	Tindale spelter - NFM pond area	NY61985908	70
37	Tindale spelter - NFM pond area	NY62005911	70
38	Tindale spelter - NFM pond area	NY62005911	70
39	Tindale spelter - NFM pond area	NY62005911	70
40	Tindale spelter - NFM pond area	NY62005911	70





Grid ref plotter www.cucaera.co.uk

Visit details

	A	B	C	D	E	F	
1	Location	Grid ref	VC	Recorders	Date(s)	Altitude	Site and visit comments
23	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
24	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
25	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
26	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
27	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
28	Tindale spelter - fume works	NY618591	70	Janet SImkin	18/01/2025		
29	Tindale spelter - NFM pond area	NY61985909	70	Janet SImkin	18/01/2025		
30	Tindale spelter - NFM pond area	NY61985908	70	Janet SImkin	18/01/2025		
31	Tindale spelter - NFM pond area	NY61985908	70	Janet SImkin	18/01/2025		

Recorders – the names of all the active recorders involved (but not the hangers on), with the name of the expert first in the list. That name is taken to be the determiner unless someone else is specified.

The format is flexible but separated by commas and space works best, e.g.

Janet Simkin, Les Knight, Sue Knight

Brian Coppins, Janet Simkin, BLS field meeting

If you include commas in the names then you must then separate them by semi-colons, e.g.

Coppins, Brian; Simkin, Janet; Hackett, Shaun

“and” is not recognised by R6, use a comma instead.

Visit details

	A	B	C	D	E	F	
1	Location	Grid ref	VC	Recorders	Date(s)	Altitude	Site and visit comments
23	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
24	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
25	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
26	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
27	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
28	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025		
29	Tindale spelter - NFM pond area	NY61985909	70	Janet Simkin	18/01/2025		
30	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		
31	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025		

Date – the date of the visit, in any of the usual formats

If records have been accumulated over a number of days this can be entered as a date range, but not as a list of dates, e.g.

11/3/2019 – 14/3/2019 *but not* 11/3/2019, 12/3/2019 and 14/3/2019

It is better to give each record its own date and not use ranges.

<u>Important</u>

The date column in the spreadsheet is set to the dd/mm/yyyy format. If you want to enter month and year (August 2019), or just the year (2019), prefix that with ‘ , excel will then treat it as a text field.

If the format of that column has changed to mmm-yyyy, then change it back by selecting the column and setting it back to short date or dd/mm/yyyy format

Visit details

	A	B	C	D	E	F	G
1	Location	Grid ref	VC	Recorders	Date(s)	Altitude	Site and visit comments
23	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
24	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
25	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
26	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
27	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
28	Tindale spelter - fume works	NY618591	70	Janet Simkin	18/01/2025	218	concrete structures from 1930s fume works
29	Tindale spelter - NFM pond area	NY61985909	70	Janet Simkin	18/01/2025	220	rough grassland used for ponies
30	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025	220	rough grassland used for ponies
31	Tindale spelter - NFM pond area	NY61985908	70	Janet Simkin	18/01/2025	220	rough grassland used for ponies

Site and visit comments *(optional)* - these relate to that visit, not to the individual records (use Record Notes for these), e.g.

Brief visit in heavy rain

Incomplete survey, worth another visit

Survey for local wildlife trust

NE Lichen Group meeting

BLS field meeting

Altitude *(optional)* – rarely used, only needed if the site at high altitude or the record is important

Record details

	H	I	J	K	L	M	N
1	BLS no.	Species	*BLS no.*	*Taxon name*	*Group*	*Status*	*ID difficulty*
2		Cladonia furcata	0389	Cladonia furcata subsp. furcata		LC	1
3		Baeomyces rufus	0176	Baeomyces rufus		LC	1
4	1530		1530	Xanthoria parietina		LC	1
5	1120		1120	Physcia tenella		LC	1

Species - enter the BLS number or name to the columns left of the green columns. Any name used in the last 40 years should be accepted, unless there has been a split or revision that requires a decision from you.

There is a drop-down list to make this easier for you, but beware – *Acarospora fusca* for *A. fuscata*, and *Cladonia rangiferina* for *C. rangiformis* are now common input errors!

The BLS number, modern name, group, conservation status and ID difficulty will then be displayed back in the green columns. *Do not enter anything to these, if the species name or number has not been recognised we will sort that out for you.*

One row per species for that grid ref is fine, unless there is specific information for the different observations that might be useful or the scale habitat codes need to be linked. Rare species and LFs should always be on separate rows, with the full grid reference for each record.

Record details

BLS no.	Species	BLS no.	Taxon name	Group	Status	ID difficulty	Substrate	Small scale habitats	Abundance	Record notes	Herbarium	Specimen	Determiner
4407		#N/A	#N/A	#N/A	#N/A	#N/A					Simkin		
	cladonia pocillum	0407	Cladonia pocillum		LC	1	Sax+Bry	PW,SCo		on concrete structures			
	cladonia uncialis uncialis	1594	Cladonia uncialis subsp. uncialis		NT NS Sc	3	Terr	PTu,THm	A/O	Photo			
1120		1120	Physcia tenella		LC	1	Cort	CSm	A/O				
	Illosporiopsis christiansenii	2071	Illosporiopsis christiansenii	{LF}	LC NS	2	Lic	Z1120	A/R				Fay Newbery
	Lecanora hybocarpa	2506	Lecanora hybocarpa		NE NR	4	Cort	CAp,CCt,CTw	A/A	examined microscopically			
	bacidia incompta	0153	Bellicidia incompta		VU A P Eng Sc Wa	3	Cort	CU,CTr		ancient elm trunk			

All the rest is optional

Substrate – drop down list. Please do include this if you can, it is very useful.

Scale habitats – see Codes tab, please include if you can.

Abundance – DAFOR, see Codes tab

Record notes – anything useful, including ID details and chemical tests, fertile, etc.

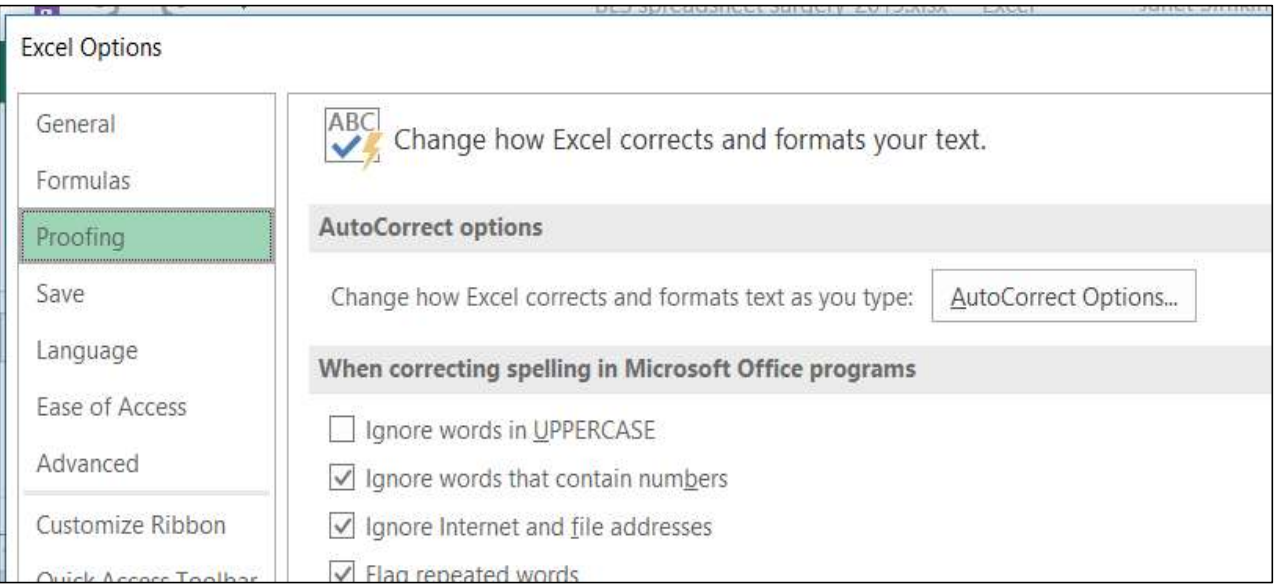
Herbarium and specimen – if a specimen was retained

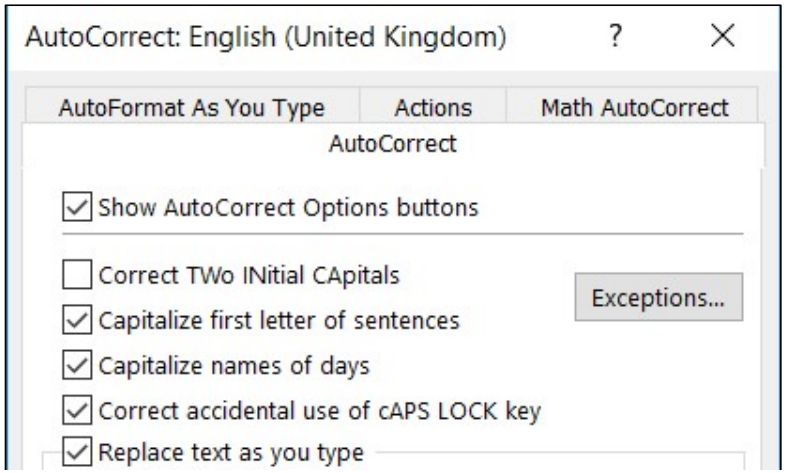
Determiner – only needed if not the first recorder on the list

Record details

Small scale habitat codes – only use the standard codes (see Codes tab), separated by commas but with no dots or spaces, e.g. CCt,CQ,CFx,PW

Note: If Excel changes CCt to Cct you need to change the AutoCorrect options to not correct TWo INitial CApitals:





Sending records in

The spreadsheet will take up to 5000 records, and you can extend this by inserting rows and copying the formulae and lookups down

Once the spreadsheet is ready to send in, you can reduce the file size by deleting the unused rows below your records, down to 5000. You can also use “paste values” to lose the formulae altogether and then delete all the other tabs. You don’t have to do any of this.

Save the spreadsheet! Then **email** it to records@britishlichensociety.org.uk for import. At present we are not importing records for Ireland but they are stored and will be processed in time.

Single records don’t need a spreadsheet, an email will do, but if you have an interesting record why not send in the list of associated species to make it even more valuable?

Records in, records out….

1. The BLS database

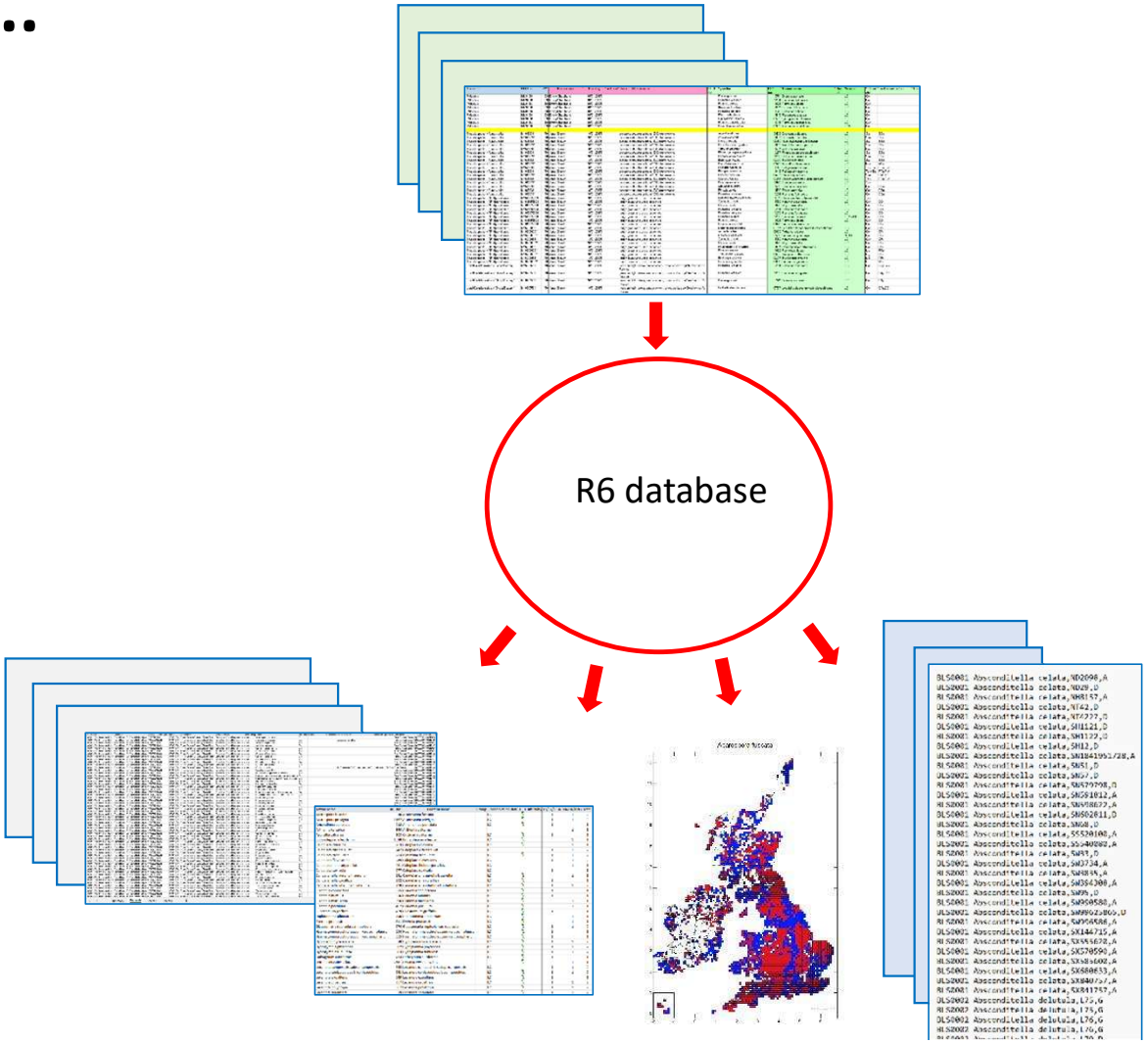
- How we hold your records, and why we always need more!
- Permissions

2. Submitting records to the database

- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

3. Using records from the database

- Information supplied
- Pivot tables and more



Data requests

Data usually supplied as a spreadsheet and/or map

- Spreadsheets in a similar format to the input spreadsheet
- Include eastings and northings so they can be imported to GIS
- Include Year and 10km/1km squares to make it easy to find and filter
- Easily summarized using pivot tables
- Use the input spreadsheet to add current name, BLS number, group, conservation status and/or ID difficulty

Very large datasets supplied as tab separated text files

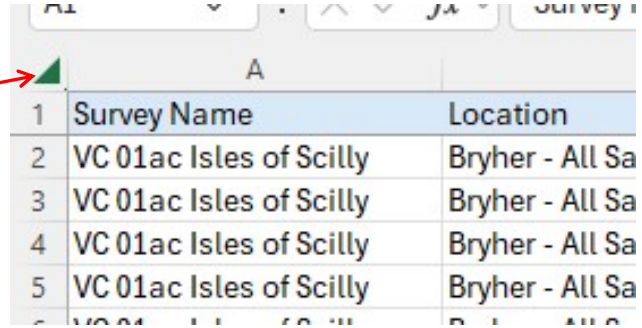
Pivot tables in Excel

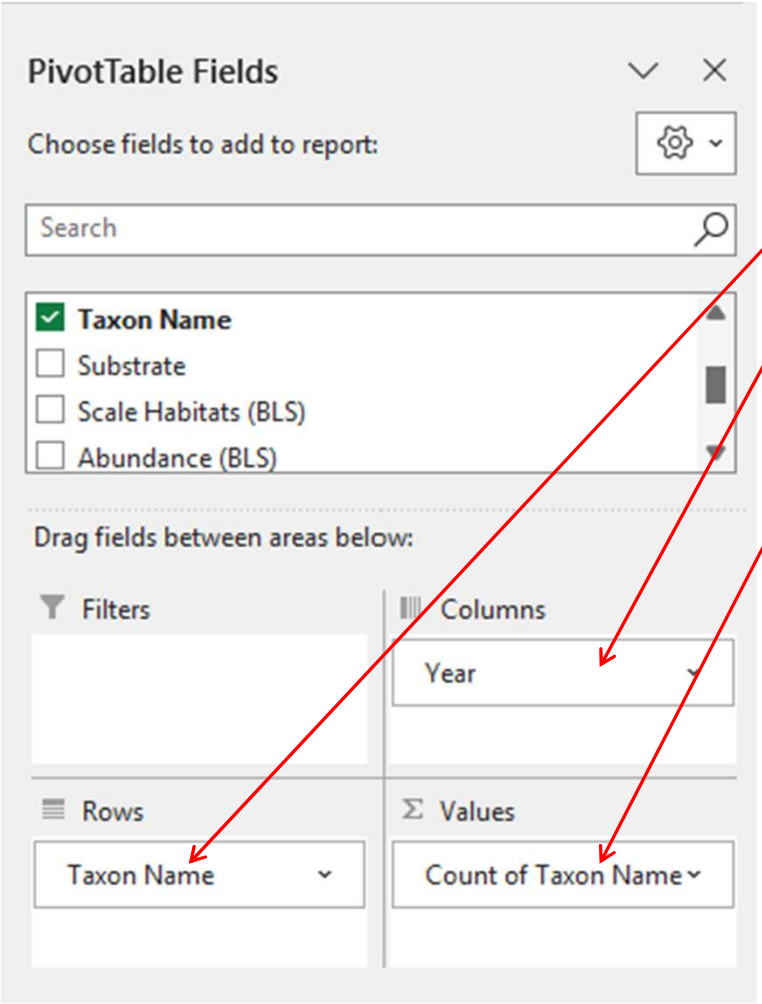
Highlight the data you want to analyse – click here to select the whole lot

Insert – PivotTable

New Worksheet

OK

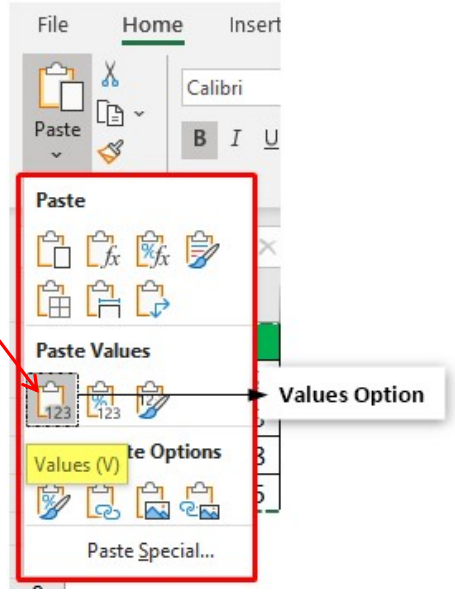




In PivotTable Fields, drag the ones you want to Rows and Columns, e.g. Taxon name in rows, Date in columns

Add Taxon Name to the ∑ Values box as Count of

If you want to keep this table and do more with it, copy the whole worksheet and PasteValues



Note: Useful shortcuts for copy and paste (but not PasteValues)
Ctl-X cut
Ctl-C copy
Ctl-V paste

After pivot tables, what next?

Perhaps add the latest names and other information from the green columns?

Highlight your summary species list and copy

Open an empty BLS spreadsheet and paste your list into the species column

- The green columns will display back as usual
- Highlight the information you want and copy

Go back to your summary and PasteValues to copy the new names, BLS numbers etc alongside the information you already have

- You might then want to reorder the columns so it makes more sense.
- Save it!
    - But don’t save the BLS spreadsheet when you exit from it, keep it clean for next time.

Taxon Name in database	BLS no.	Current taxon name	Group	Status		ID difficulty	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total
Acolium inquinans	474	Acolium inquinans		LC		1	2	1	1		4				1	1		10
Acrocordia cavata	32	Acrocordia cavata		DD NR Sc		4			2									2
Acrocordia conoidea	33	Acrocordia conoidea		LC		2	26	14	25	11	11	13	13	8	8	4		133
Acrocordia gemmata	34	Acrocordia gemmata		LC L*		2		2										2
Acrocordia salweyi	36	Acrocordia salweyi		LC		2	35	17	10	11	5	2		1	4	3		88
Agonimia tristicula	38	Agonimia tristicula		LC		1	53	21	29	13	19	14	11	4	7	5		176
Alyxoria culmigena	948	Alyxoria culmigena		LC		3	5	5	3		3	2	2	1	2			23
Alyxoria mougeotii	952	Alyxoria mougeotii		LC NS		3	26	9	9	5	2	5	6	4	2	4		72
Alyxoria ochrocheila	954	Alyxoria ochrocheila		LC		3			3	1	1							5
Alyxoria varia	964	Alyxoria varia		LC		3	11	9	12	7	5	4	2	3	3	6		62
Alyxoria viridipruinosa	2441	Alyxoria viridipruinosa		LC NS		3	1	1	2	1		2	2		3	2		14
Alyxoria xerica	1722	Alyxoria xerica		LC NS		3	1	3	5	1	2	1				1		14
Amandinea pelidna	1292	Amandinea pelidna		LC ?NS		2			3									3
Amandinea punctata	212	Amandinea punctata		LC		1	66	33	41	16	23	7	3		13	25		227
Amygdalaria pelobotryon	44	Amygdalaria pelobotryon		LC		2								1				1
Anaptychia ciliaris	45	Anaptychia ciliaris		EN A2 NS P Eng Wa		2		1	2	1	1							5
Anaptychia runcinata	47	Anaptychia runcinata		LC		1		1		2	2							5
Anisomeridium biforme	48	Anisomeridium biforme		LC		2	3	2	5	2	3	3	2		2			22
Anisomeridium polypori	49	Anisomeridium polypori		LC		2	5	1	3	4	1	3	2					19
Anisomeridium ranunculosporu	1584	Anisomeridium ranunculosporum		LC		2			1									1
Anisomeridium viridescens	1607	Anisomeridium viridescens		LC NS Sc IR		3			1									1
Aquacidia trachona	170	Aquacidia trachona		LC NS		2			1									1
Aquacidia viridifarinosa	1583	Aquacidia viridifarinosa		LC		2			1									1
Arctoparmelia incurva	1000	Arctoparmelia incurva		LC		1									1			1
Arthonia									1									1
Arthonia apotheciorum	1501	Arthonia apotheciorum	{LF}	LC NS		3	8	3	6	4		6	5	1	13	7		53
Arthonia atra	938	Arthonia atra		LC		1	8	10	17	11	10	6	3	5	8	9		87
Arthonia calcarea	940	Arthonia calcarea			0	0	32	29	47	28	46	37	12	14	27	39		311
Arthonia didyma	56	Arthonia didyma		LC		2				2	1							3
Arthonia diploiciae	2009	Arthonia diploiciae	{LF}	DD NR		4					2	1			1	5		9
Arthonia fusca	64	Arthonia fusca		LC		2	36	15	15	3	6	4		1				80
Arthonia parietinaria	2683	Arthonia parietinaria	{LF}	NE NS				2	2							1		5
Arthonia phaeophysciae	1982	Arthonia phaeophysciae	{LF}	LC NR		2			1									1