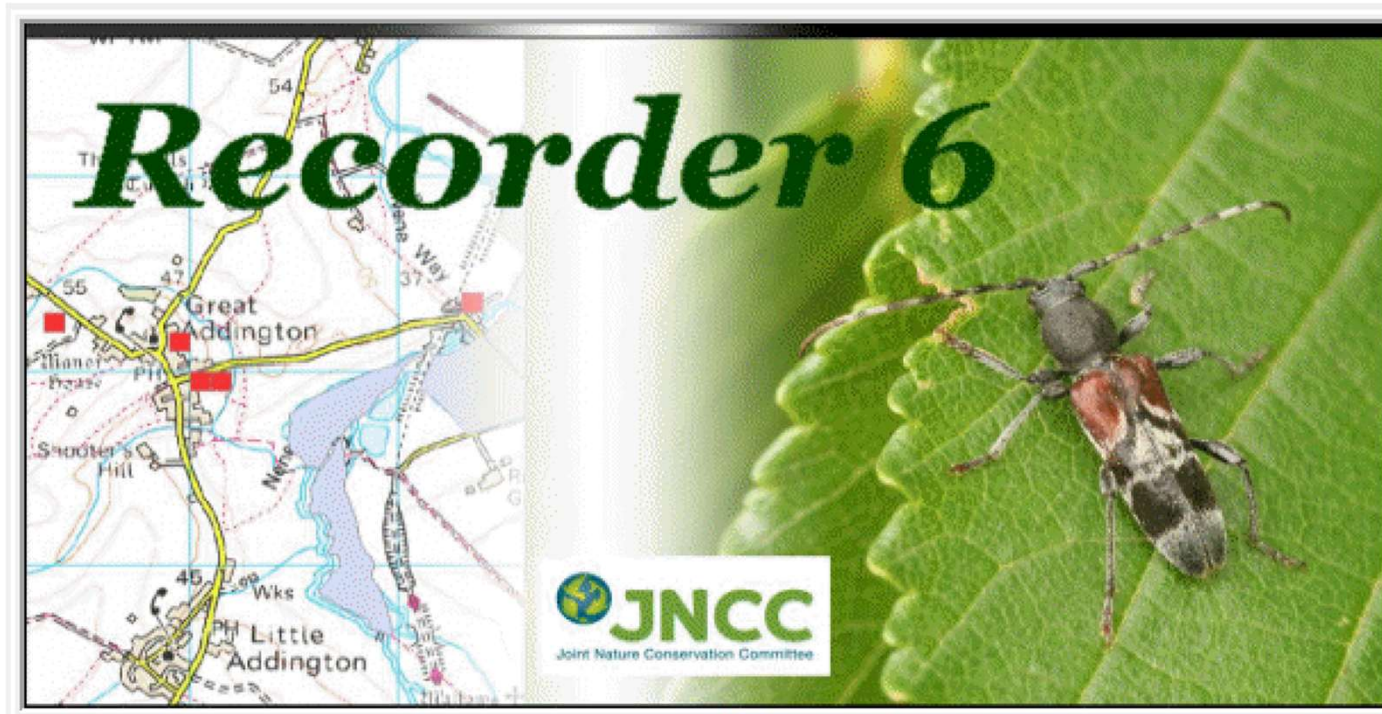


BLS Database and Spreadsheets



Records in, records out...

1. The BLS database

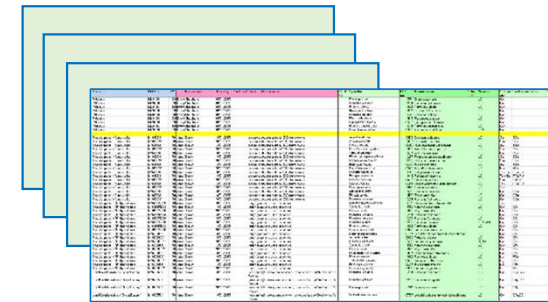
- How we hold your records, and why we always need more!
- Permissions

2. Submitting records to the database

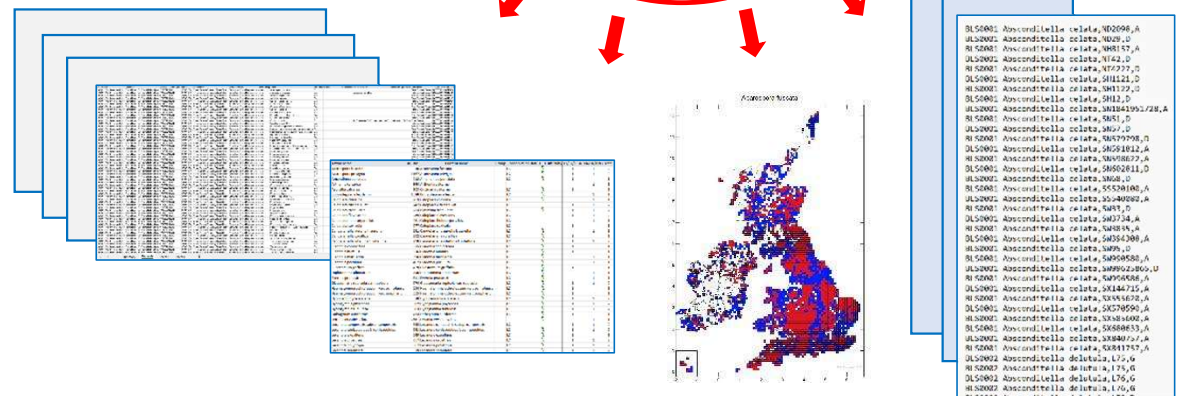
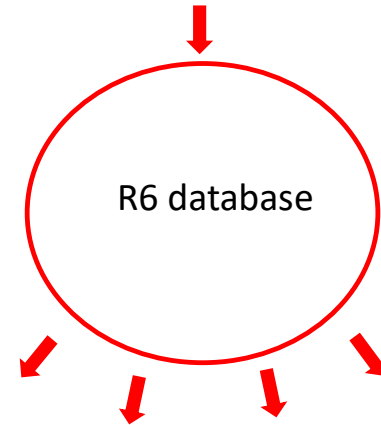
- Latest version of the spreadsheet
- How to fill it in
- Reducing the size of the file

3. Using records from the database

- Information supplied
- Pivot tables and more



Area	Code	Value	Unit	Year
...



Data requests

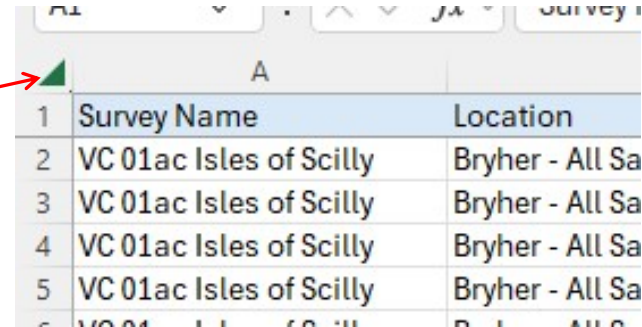
Data usually supplied as a spreadsheet and/or map

- 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

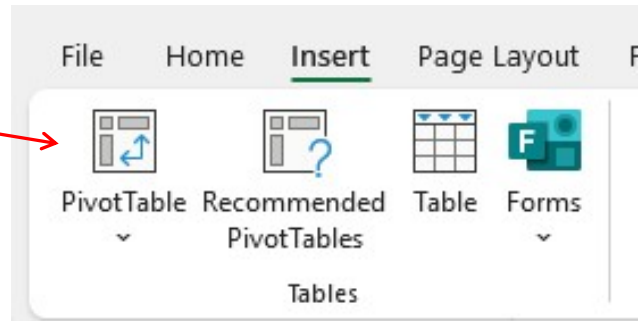
Pivot tables in Excel

- Highlight the data you want to analyse
 - click here to select the whole lot,
 - or just highlight the data you want to include



	A	
1	Survey Name	Location
2	VC 01ac Isles of Scilly	Bryher - All Sa
3	VC 01ac Isles of Scilly	Bryher - All Sa
4	VC 01ac Isles of Scilly	Bryher - All Sa
5	VC 01ac Isles of Scilly	Bryher - All Sa

- Insert – PivotTable
- New Worksheet
- OK



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	Count of Taxon Name	Colu												
4	Row Labels	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 (blank)	Grand Total	
5	Abbey Wood - Plumstead Cemetery							8					8	
6	Abbots Morton - Morton Spirt									1			1	
7	Abbots Morton - St. Peter churchyard								1		1		2	
8	Abbots Ripton - St. Andrew churchyard	103											103	
9	Abenhall - St. Michael churchyard	9											9	
10	Aberporth - St. Cynwyl churchyard			82									82	
11	Acton Scott - St. Margaret churchyard										32		32	
12	Adel - St. John the Baptist churchyard										19		19	
13	Albrighton - St. Mary Magdeline churchyard							16					16	
14	Alcester - Coldcomfort Wood									1			1	
15	Alcester - Oversley Wood									1			1	
16	Aldenham - St. John the Baptist churchyard					208							208	
17	Alderford - St. John the Baptist churchyard			42									42	
18	Alderley - St. Kenelm churchyard							65					65	
19	Aldermaston - St. Mary the Virgin churchyard	81											81	
20	Alderton - St. Giles churchyard	75											75	
21	Aldsworth - churchyard	29											29	
22	Alkborough - St. John the Baptist churchyard	20											20	
23	Allendale - St. Cuthbert churchyard					7							7	
24	Allendale Cemetery								10				10	
25	Alverstoke - St. Mary churchyard			33									33	
26	Alveston - St. James churchyard				77								77	
27	Alvington - St. Andrew churchyard								12				12	
28	Amberley - graveyard									18			18	
29	Ambleside - churchyard										2		2	
30	Anstey - St. George churchyard	137											137	
31	Antingham - St. Mary churchyard					41							41	
32	Arkengarthdale - St. Mary churchyard										10		10	
33	Arlington - churchyard		2										2	

Another example, showing the number of records each year by site

And this is sites within VCs, with the total number of records for each site and for the VC

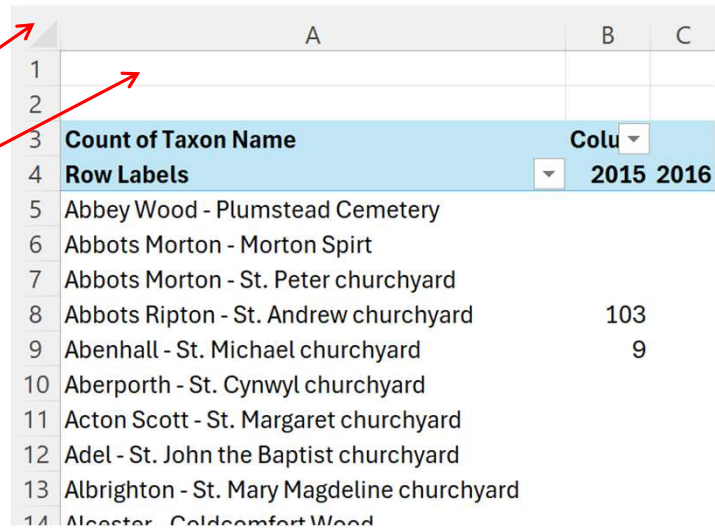
VC	Records
Churchyard	
VC 01ac Isles of Scilly	121
Bryher - All Saints churchyard	88
St. Mary's - St. Mary churchyard, Hugh Town	33
VC 01c West Cornwall	143
Constantine - St. Constantine churchyard	90
Gunwalloe - churchyard above Church Cove	2
Mawnan - St. Mawnan churchyard	51
VC 02c East Cornwall	153
Calstock - St. Andrew churchyard	25
Kilkhampton - St. James the Great churchyard	36
Liskeard - St. Martin churchyard	92
VC 03c South Devon	1427
Branscombe - churchyard	4
Cadeleigh - churchyard	47
Chagford - St. Michael churchyard	80
Chivelstone - St. Sylvester churchyard	13
Clyst St. George - churchyard	56
Combpyne - churchyard	5
Dartington Hall - St. Mary (ruined) churchyard	53
East Budleigh - All Saints Church	55
Exeter - Countess Wear - churchyard	56
Exeter - Exwick Cemetery	56
Exeter - Friernhay Burial Ground	23
Exeter Cathedral	103
Exminster - churchyard	81
Kenn - St. Andrew churchyard	73
Lydford - churchyard	5
Marstonhamstead - St. Andrew churchyard	82

If you want to keep the table and do more with it

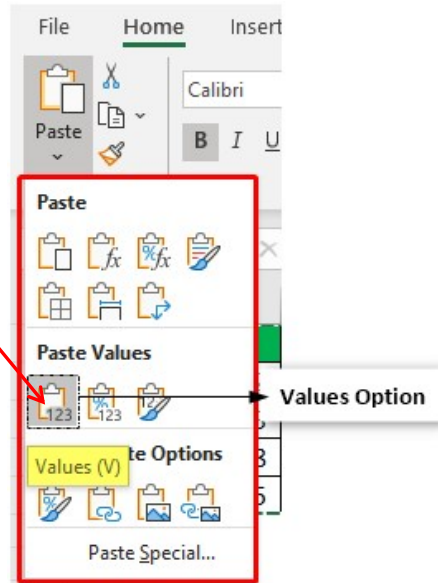
- Select the whole worksheet
- Copy
- Position the cursor in A1
- PasteValues

That will fix the text and numbers

It may help now to delete rows 1, 2 and 3, and change the column headings to something more meaningful



	A	B	C
1			
2			
3	Count of Taxon Name	Colu	
4	Row Labels	2015	2016
5	Abbey Wood - Plumstead Cemetery		
6	Abbots Morton - Morton Spirt		
7	Abbots Morton - St. Peter churchyard		
8	Abbots Ripton - St. Andrew churchyard	103	
9	Abenhall - St. Michael churchyard	9	
10	Aberporth - St. Cynwyl churchyard		
11	Acton Scott - St. Margaret churchyard		
12	Adel - St. John the Baptist churchyard		
13	Albrighton - St. Mary Magdeline churchyard		
14	Alcester - Goldcomf Wood		



Useful shortcuts in excel for copy and paste (but not for PasteValues)

- Ctl-X cut
- Ctl-C copy
- Ctl-V paste

Adding information from the BLS spreadsheet

If your table has taxa down the left side, you might want to add the latest names and other information from the green columns

In your new table

- Insert five empty columns where you want to put the additional information
- Highlight your species list and copy
- Open an empty BLS spreadsheet, position the cursor into I2, then paste your list into the species column
 - The green columns will display back as usual
- Highlight columns J-Nm and copy

	H	I	J	K	L	M	N	O	P
ents	BLS no.	Species	BLS no.	Taxon name	Group	Status	ID difficulty	Substrate	Small scale habitats
		Abrothallus bertianus	2001	Abrothallus bertianus	{LF}	LC NS	2		
		Abrothallus microspermus	0004	Abrothallus microspermus	{LF}	LC NS	2		
		Absoconditella pauxilla	1738	Absoconditella pauxilla		LC NR Sc	4		
		Acarospora	#N/A	#N/A	#N/A	#N/A	#N/A		
		Acarospora admissa	0015	Acarospora admissa		NE NR	5		
		Acarospora cervina	0008	Acarospora cervina		LC NS	2		
		Acarospora fuscata	0010	Acarospora fuscata		LC	1		
		Acarospora glaucocarpa	0011	Acarospora glaucocarpa		LC NS	2		
		Acarospora impressula	0005	Acarospora impressula		LC	2		
		Acarospora muddii	0018	Acarospora nitrophila		LC NS Sc	3		
		Acarospora privigna	1167	Acarospora privigna		LC	3		
		Acarospora sinopica	0024	Acarospora sinopica		LC M*	2		
		Acarospora subfuscescens	1559	Acarospora subfuscescens		LC NS	3		
		Acarospora umbilicata f. congregians	0029	Acarospora umbilicata f. congregians		LC NS	2		
		Acarospora veronensis	0030	Acarospora veronensis		LC NS	4		
		Acarospora versicolor	2797	Acarospora versicolor		NE NR			
		Acollum inquinans	0474	Acollum inquinans		LC	1		
		Acrocordia cavata	0032	Acrocordia cavata		DD NR Sc	4		
		Acrocordia conoidea	0033	Acrocordia conoidea		LC	2		
		Acrocordia gemmata	0034	Acrocordia gemmata		LC L*	2		
		Acrocordia salweyi	0036	Acrocordia salweyi		LC	2		
		Agonimia tristicula	0038	Agonimia tristicula		LC	1		
		Alyxoria culmigena	0948	Alyxoria culmigena		LC	3		
		Alyxoria mougeotii	0952	Alyxoria mougeotii		LC NS	3		
		Alyxoria ochrocheila	0954	Alyxoria ochrocheila		LC	3		
		Alyxoria varia	0964	Alyxoria varia		LC	3		
		Alyxoria viridipruinosa	2441	Alyxoria viridipruinosa		LC NS	3		
		Alyxoria xerica	1722	Alyxoria xerica		LC NS	3		
		Amandinea pelidna	1292	Amandinea pelidna		LC ?NS	2		
		Amandinea punctata	0212	Amandinea punctata		LC	1		
		Amygdalaria pelobotryon	0044	Amygdalaria pelobotryon		LC	2		
		Anantychia ciliaris	0045	Anantychia ciliaris		FN A? NS P Fne Wa	2		

Go back to your original spreadsheet

- Position the cursor in the top LH corner of the blank columns (B1)
- PasteValues to copy the new names, BLS numbers etc alongside the information you already have

(if the columns turn green you have forgotten to use PasteValues!)

You could then sort it by Taxon name to get it into new taxon name order

...or by total number of records to show those most often recorded at the top

	A	B	C	D	E	F	G	H	I
1	Taxon	BLS no.	Taxon name	Group	Status	ID difficulty	2015	2016	2017
2	Abrothallus bertianus	2001	Abrothallus bertianus	{LF}	LC NS	2			
3	Abrothallus microspermus	4	Abrothallus microspermus	{LF}	LC NS	2	1		
4	Absconditella pauxilla	1738	Absconditella pauxilla	0	LC NR Sc	4		2	
5	Acarospora	#N/A	#N/A	#N/A	#N/A	#N/A	5	3	3
6	Acarospora admissa	15	Acarospora admissa	0	NE NR	5			
7	Acarospora cervina	8	Acarospora cervina	0	LC NS	2		1	
8	Acarospora fuscata	10	Acarospora fuscata	0	LC	1	108	52	58
9	Acarospora glaucocarpa	11	Acarospora glaucocarpa	0	LC NS	2			
10	Acarospora impressula	5	Acarospora impressula	0	LC	2		1	4
11	Acarospora muddii	18	Acarospora nitrophila	0	LC NS Sc	3	1		
12	Acarospora privigna	1167	Acarospora privigna	0	LC	3	73	32	48
13	Acarospora sinopica	24	Acarospora sinopica	0	LC M*	2			
14	Acarospora subfuscescens	1559	Acarospora subfuscescens	0	LC NS	3	4		
15	Acarospora umbilicata f. congregians	29	Acarospora umbilicata f. congregians	0	LC NS	2		1	
16	Acarospora veronensis	30	Acarospora veronensis	0	LC NS	4			
17	Acarospora versicolor	2797	Acarospora versicolor	0	NE NR				
18	Acolium inquinans	474	Acolium inquinans	0	LC	1	2	1	
19	Acrocordia cavata	32	Acrocordia cavata	0	DD NR Sc	4			
20	Acrocordia conoidea	33	Acrocordia conoidea	0	LC	2	26	14	28
21	Acrocordia gemmata	34	Acrocordia gemmata	0	LC L*	2		2	
22	Acrocordia salweyi	36	Acrocordia salweyi	0	LC	2	35	17	10
23	Agonimia tristicula	38	Agonimia tristicula	0	LC	1	53	21	28
24	Alyxoria culmigena	948	Alyxoria culmigena	0	LC	3	5	5	3
25	Alyxoria mougeotii	952	Alyxoria mougeotii	0	LC NS	3	26	9	3
26	Alyxoria ochrocheila	954	Alyxoria ochrocheila	0	LC	3			
27	Alyxoria varia	964	Alyxoria varia	0	LC	3	11	9	12
28	Alyxoria viridipruinosa	2441	Alyxoria viridipruinosa	0	LC NS	3	1	1	2
29	Alyxoria xerica	1722	Alyxoria xerica	0	LC NS	3	1	3	5
30	Amandinea pelidna	1292	Amandinea pelidna	0	LC ?NS	2			
31	Amandinea punctata	212	Amandinea punctata	0	LC	1	66	22	4

