

# **Short Manual**

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Your log-in was successful. If you would like to download taxonomic lists, topographic maps as well as previously recorded data an internet connection is required. Afterward you can work offline.

### Manage Taxon Lists

First, on the 'Settings' page (gear icon located in the lower menu bar) drag the three buttons located on the lower right hand corner upwards. Select 'Manage Taxon Lists'. Tap on the desired taxon list ('personal' or 'public') for several seconds, the download window appears. All previously saved taxonomic lists are listed in 'local'. During download an arrow is displayed next to the download.

#### Maps

Available topographic maps can be downloaded from almost all pages by clicking the globe icon located in the lower menu bar.

Offline field work can begin once all items mentioned above are saved on your smartphone. The '+' button located in the lower menu bar adds a new item. The caption/tab indicates which item will be added.

## **EventSeries/ Events**

While the 'Home' screen is active, 'EventSeries' (multiple observations or collection events combined to a group or series) can be added by tapping on the '+' button. If you would like to add a single event, without including it within a series, please tap on 'events' followed by tap on'+' button. Once the observation or collection event has been added it is shown on the head of the page and can be selected for editing (pencil icon located in the lower menu bar).

#### Specimen/ Object

In the section 'specimen' collection data is added by tapping on the '+' button or observation data by selecting 'observation'. A field or collection number can be assigned to collection data. It can then be selected and units, mostly taxa, can be recorded. If a taxon (unit) is linked to a previously recorded taxon (unit), you can indicate it by first selecting the previously recorded taxon. It is then displayed in the caption and other related units can be added.

In the section 'Descriptions' automatically saved geographic coordinates from the smart phone's integrated GPS are written. By tapping the '+' button additional so-called 'Analysis' like measurements, rarity etc. can be added.

In all recording levels you can capture multimedia data (for 'events' as well as single objects or specimen). They are linked to the section which is named in the caption. Geographical coordinates (GPS) as well as date and time are recorded automatically. In case of failure during the recording of the coordinates (insufficient satellite connection) or inaccuracy you can edit it later in the map view of the respective object.