Submitting records to the DOS using this form

For a record to be accepted for entry onto the DOS database all that you will need is a species, a location, a date and the observer. Other fields are provided for you to enter additional details if you have them. Some of the fields are filled automatically based on other selections made and you can change them as you wish. Other fields are provided for information only and these you cannot change. There is a modified and simplified version you will see if you use a mobile phone.

How does the form work?

When you press the **Submit Record** button the form sends the data you entered to the server where the DOS site is hosted. It is processed by the server and passed to a file from where the DOS database manager can then download the records and format them ready for input to the database. The form also remembers some of the data you input using cookies on your computer ready for the next record. This information is saved for several days allowing you to use the form with the minimum of input each time.

Enabling JavaScript on your browser

In your browser, navigate to Tools, Internet Options, Advanced and then scroll down until you see "Enable JavaScript" and click the box at the side.

Entering data

The form will open in the name field. When you have entered data into a field you can move to the next field either by pressing the TAB key (⇆) or by clicking in the field you wish to move to. Carriage-return (↵) will not work.

The form contains fields to collect your data (mandatory fields are red):

Name	Enter your name in this field
DOS Membership Number	If left blank the form will try to guess your membership number leaving it blank if it fails. Your membership number can be found next to your name on the address label used to send your Bulletin e.g. R2 or on request to the Membership Secretary (see the Contacts page). If you cannot find your DOS Membership Number If you are a non-member, please leave this field blank
e-mail	Please enter your full e-mail address. It will be used to contact you in the event the record requires further clarification or to help identify you if you are a non-member. Your e-mail address will not be passed to anyone outside of the DOS or be used for any purpose other than those stated above.

Location Select the location from the drop-down list. You can use only locations in the list. If you cannot find the location in the list, please contact us by clicking the link on the form. The list is restricted to approximately the top 1000 most used sites to keep the time it takes to load the form to a minimum.

When a location has been selected the SiteID and Mapref fields will be filled automatically. You cannot change the SiteID field.

SiteID Provided for information only and cannot be changed.

Mapref This defaults to the map reference for the site in the DOS database. You may either use this map reference or change it by clicking in the field and then changing the reference. You can use either a four-figure map reference (SK1234) or a six-figure reference (SK128349). Click here if you need additional help with map references. If you enter a map reference more than 2km from the map reference for the site in the DOS database you will see a warning message, however you can still proceed with the entered map reference.

You can also get a map reference by clicking on the Show Map button and following the instructions.

Species Select the species from the drop-down list. The SpeciesID field will be automatically filled based on your selection.

SpeciesID Provided for information only and cannot be changed. It is based on the EURING number (a system used by bird ringers).

Date Defaults to the date on your computer (today). Click in the box to change the date. You cannot enter dates in the future.

Breeding Indications Select from the drop-down list. The Breeding Code field will be automatically filled based on your selection. You can amplify your choice in the Comments field. For example, if you selected **Nest** you could add in the Comments field: "Nest in yew tree in observer's garden".

Breeding Code Determined by your Breeding Indications selection. Provided for information only and cannot be changed.

Comments You can add any further details in the field. The use of certain key words associated with breeding will trigger automatic selection of an appropriate option in the Breeding Indication field.

Quick Comments This drop down contains several frequently used comments to speed up entry. When you select a comment from the list it is copied to the Comments field where you can add further comments.

If you want to suggest an addition to the Quick Comments list

Other fields There are three additional fields below the Comments box which are part of the form functionality, and which should be ignored

There are also buttons on the form:

Click here for help Provides help.

Feedback When you click this button to send us any feedback and/or suggestions for improvements to this form.

Show map Takes the map reference and opens a popup with an Ordnance Survey 50K Landranger map of the site and the immediate area to enable the user to confirm/amend the map reference.

Submit Record Click this button to submit the record.

Clear Form Use this button to wipe all fields.

If you forget to fill in one of the mandatory fields, you will see a warning message and the record will not be submitted.

After the record has been submitted you will see a page with options including submit another record. If you select this option, the form will appear again with your details and the location details still present. Therefore, if you have several records from the same site on a particular day, all you need to do is select the next species, fill in any other details for this record and press the **Submit Record** button again.

What do I do if I submitted a record and realise it is incorrect and/or I wish to withdraw or amend it?

to send the details of the record (Observer, Species, Date, Location) and we will remove the record.

Submit the corrected record again using the form.

Form pre-requisites

The form makes extensive use of JavaScript, Cookies and type-ahead so these must be enabled on your browser. If you see the following, then you will need to change your settings:

- The form does not remember your details after pressing the Submit Record button
- The form does not allow you to type Chaffinch in the Species drop down and it appears as the selected species rather than the first species beginning with C, then h and so on
- Other odd behaviour is observed

If you do not know how to change settings click here.

The form was developed for Internet Explorer although it has been tested in Firefox, Chrome and Safari. Please let us know if you are using a different browser and are experiencing problems.

Definitions

JavaScript	A scripting language used by web designers to provide functionality (geeks only!)
Cookies	Small text files automatically placed on your computer to remember data
Type-ahead	Also called auto-fill, you start typing a word and it guesses the rest of the word