Somerset Environmental Records Centre

E-mail: info@somerc.com
Website: www.somerc.com

User Guide for SERC Online Recording System

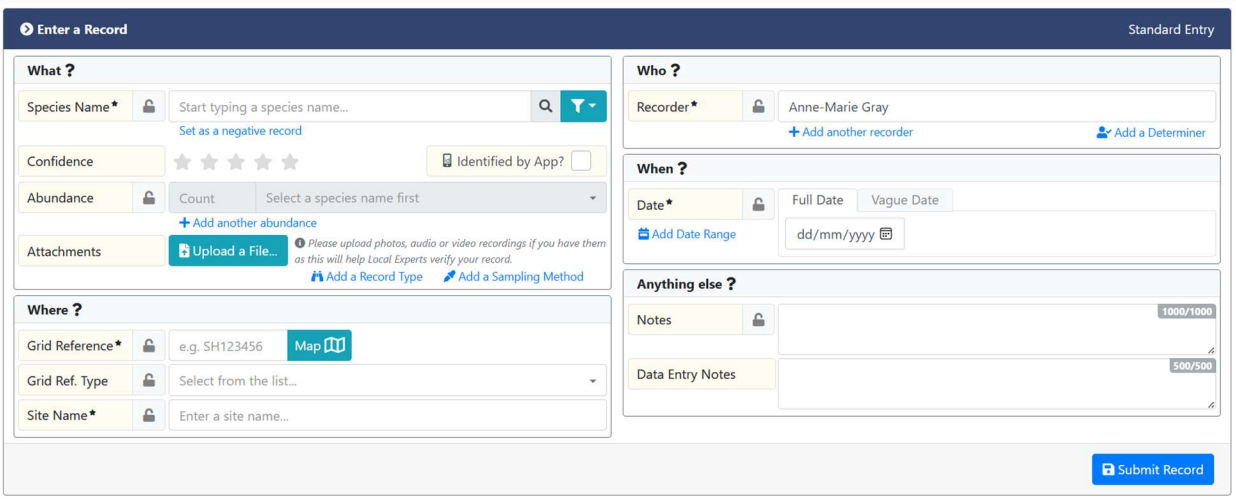
What is needed for a record:

- WHAT was observed? – Species and how many (sex & stage, if known)
- WHERE did the observation take place?
- WHEN was it observed?
- WHO made the observation?

Once you have this information head over to Log In - ORS (https://serc-ors.lerc.online/Login) or scan the QR code to set up a simple, free account.
Once signed in, you will be directed to the Welcome page.

From the options at the top, please select "Enter Records" and then select the option "Standard Entry".

You will then see the following "Enter a Record" screen.



Here, you can begin to input the data you have collected. The boxes marked with an * must be completed. You can hover your mouse over the cream boxes for additional explanation.

If you're going to be entering multiple records at once - you can lock fields using the padlock symbol [🔓] after you've filled it in. e.g. recorder name or grid reference so they're saved once you click submit. This means these will be already filled in for the next record you enter to save time!

WHAT

Species Name: What did you see? Type the species name (English or Latin) and select the correct species from the drop-down list.

Confidence: How certain are you that you have identified the species correctly. Adjust the stars accordingly. The more stars you give, the more certain you are.
Identified by App?: If you used an online app to help confirm what your saw – tick the box and add the app details in the "Notes" box. Such as BirdNET or Seek.

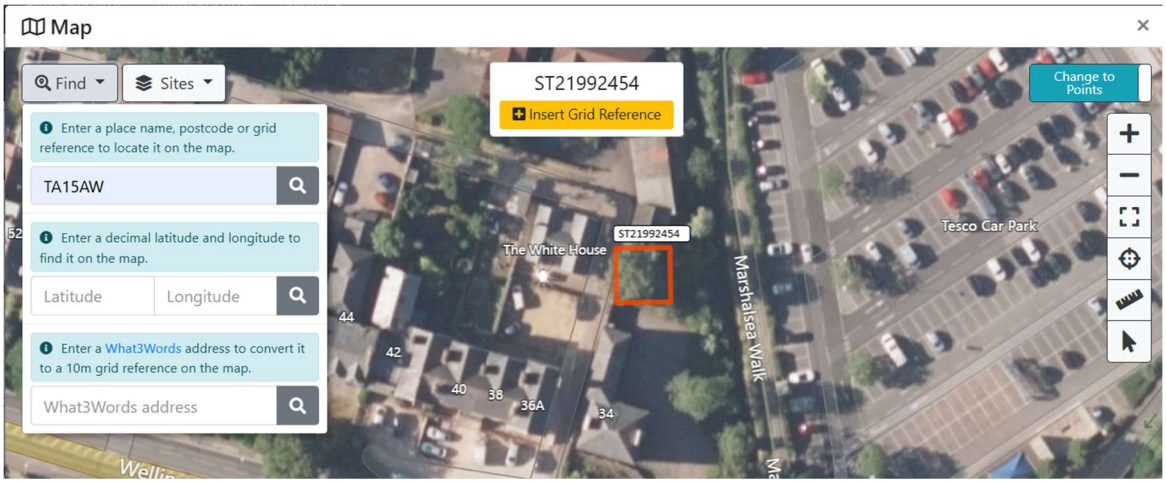
Abundance: Click on the "Count" and "What was counted" boxes and use the drop-down lists to select the correct option. You can add more than one abundance e.g. 1 male and 1 female. Simply click "Add another abundance" for each.
(If an abundance qualifier you need isn't available and you think it should be - please email us at info@somerc and we will amend the form)

Attachments: To add a photo, audio clip or video you have, click Upload a File... and select the image from your device.

Record Type/Sampling Method: Click these options to add additional information from the drop-down lists. If you have further information about how the record was collected, this can also be added in the "Notes" section.

WHERE?

Grid Reference: You can work out the Grid Reference for your sighting by clicking on the "Map" or enter the Grid Reference manually if you already know it. If using the Map, once open, click on the "Find" tab (top left) and enter the location details (choose from 3 options). Scroll in and out until you find the correct location and then click the screen in that location. A red box will then appear. You can move this around by clicking on the screen. Once happy with the location selected, click the yellow "Insert Grid Reference" box at the top of the screen.



Grid Ref Type: Click the drop-down box and select the best option. If you have used the "Map" above, this will auto fill with the "Selected from Interactive Map" option.

Site Name: Enter a short description of where the sighting took place. E.G. Mantle Street or Staplegrove or Near Halse.

WHO?

Recorder: This will auto-fill with your name. If you are entering on behalf of somebody else, enter the full name of the person who saw the species instead. You also have the option to add further Recorders and a "Determiner" if you have the sighting verified by somebody else.

WHEN?

Date: Click the little calendar icon dd/mm/yyyy and then use the arrows to select the date of sighting. If the exact date is not known, you can use the Vague date [March 2025] and Date Range [03/05/2025 to 07/05/2025] options to add more than one date.

ANYTHING ELSE

Notes: Any other information you would like to provide can be added here.

ONCE COMPELTED DON'T FORGET TO CLICK SUBMIT RECORD

If you need to amend the record, go to the Online Recording System homepage and select "View Records". Click the relevant record and then click the Edit This Record icon to the left-hand side of the entry.