

***iRecord*: creating a filter**

irecord.org.uk is our recommended recording platform.

Upload records via computer or the *iRecord Butterflies* app for smartphone/tablet.

You can create filters for any category, in any area, in any period.

This is how to create a filter for butterflies in Surrey (VC17) in 2016:

- 1 Go to **Explore – All records** in top menu.
- 2 Select **Create a filter** via button on far right of the menu immediately above the map.
Seven categories are shown:

What	Build a list of groups, select insect - butterflyAdd then Apply
Where	Choose an existing site or location, select Vice County Surrey Apply
When	Field record date 2016 Jan 1 to Dec 31. Apply
Who	IGNORE: gives option to include only your own records
Record ID	IGNORE: option to filter by record ID numbers
Quality	Records to include: All records Automated checks: Not filtered Apply
Source	IGNORE: defaults to all sources

- 3 **Save filter as:** key **2016 Surrey Butterflies** into the window
- 4 **Save filter** via button to right of window; press OK
- 5 To apply filter:
Explore – All records in top menu
Select filter window: choose **Butterflies Surrey 2016****Apply**
- 6 Select **Modify filter** to amend or bin it

The filtered records are listed below the map.

Each of Surrey's 33 hectads (10x10km sq) received at least one record in 2015.

Increase the map's resolution (via slide-bar) to show monads (1x1km sq) with at least one record.

■ More details, with links, are on our website's **Recording Guide** page.