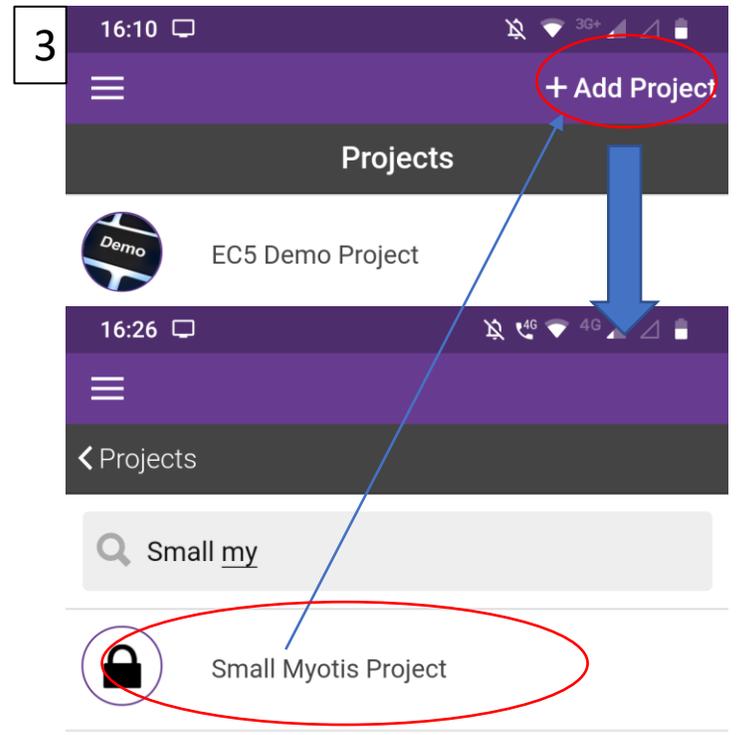
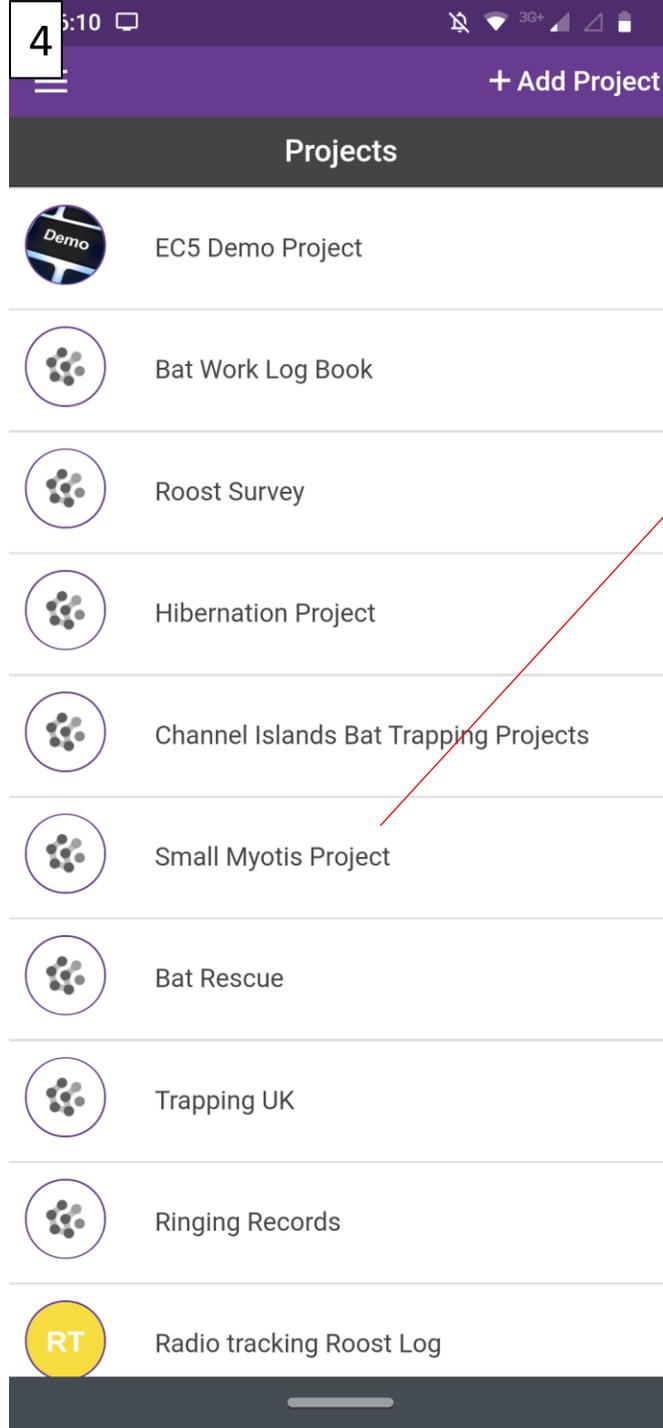


2. Once installed open the app and log in with the google sign in details supplied to us

3. Once signed in will be taken to the Projects screen which will show EC5 Demo Project at the top. You will need to add the relevant project by selecting '+ Add Project' and searching 'Small Myotis Project' Select the project and it will then appear in your Projects list

1. Search 'Epicollect 5' and download the app from which ever app store you usually use, it is available for android and iOS devices.





BatCRU
Bat Conservation & Research Unit

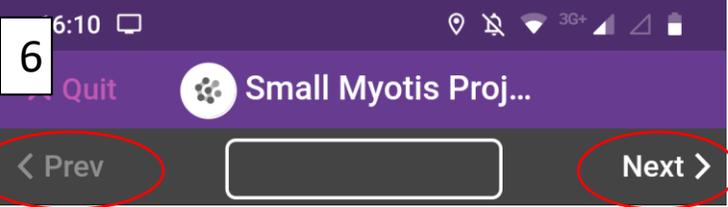
4. Click the project you want to enter the project home page



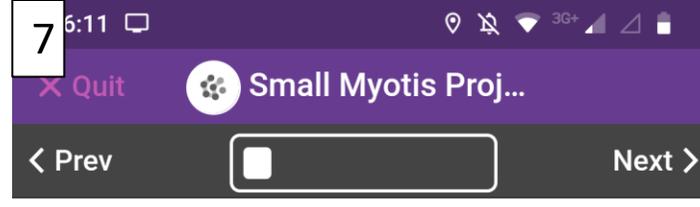
Survey Information entries

5. Any entries you have made using the app appear here. When you first install the page will be blank. Entries made using other devices using the same log in WILL NOT appear here, but all entries will be viewable using the webportal.

- The data entry is hierarchical, with a Parent form and child form, but there are also branches which are sideways movements for additional information.
- The Parent form contains the basic site information, including the habitat data. This form only needs to be completed once.



Survey Information



Survey Information



Recorder

** This field is required*

Type answer here...

Location

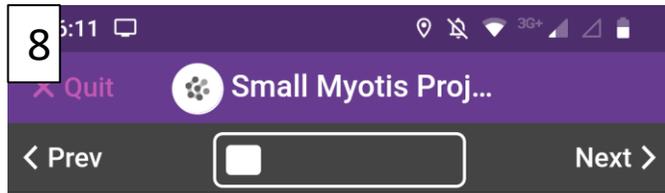
Update location

Latitude	Not set yet
Longitude	Not set yet
Accuracy	Not set yet

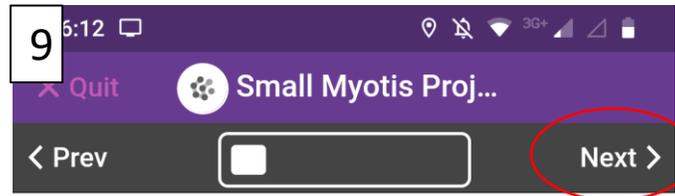
6. Select '+Add entry' to create your first survey record and proceed through the questions pressing next to proceed and 'prev' to return to the question before

7. Note this form contains location selections which use your devices in built GPS to identify your location. If the form is completed away from site do not update the location, just press next and enter the location details via the web portal once the data is uploaded.

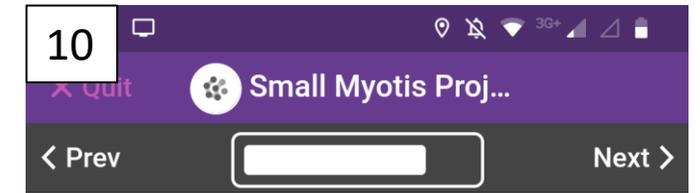
- Within the parent form there are two branches, 'Trap type and location' and 'Survey specifics'.
 - Each of these branches can be completed as many times as needed for a single parent location. i.e. every time you visit that location you need to complete a 'Survey specifics' branch to enter the date, weather conditions and timings of the survey.
 - The 'Trap types and location' should be completed once for each trap set up, i.e. if you set three traps up you should complete the branch 3 times to enter the details of each trap individually. If you use the same trap types and locations on any visit to the same location you don't need to complete this branch for each visit, but if you use different trap locations/types each time the branch should be completed for each of these.



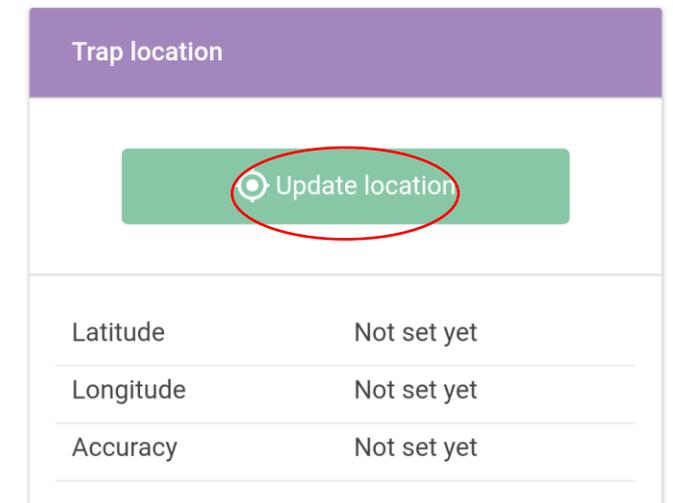
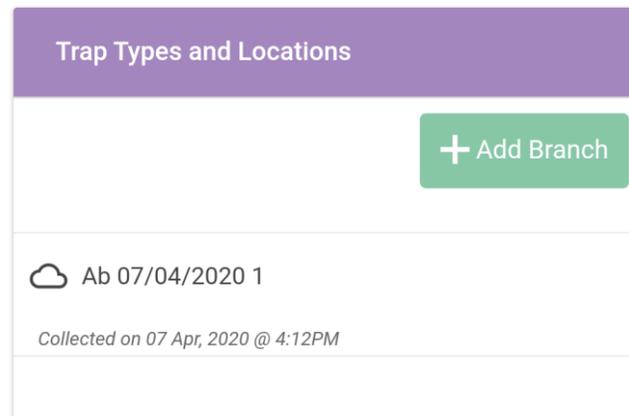
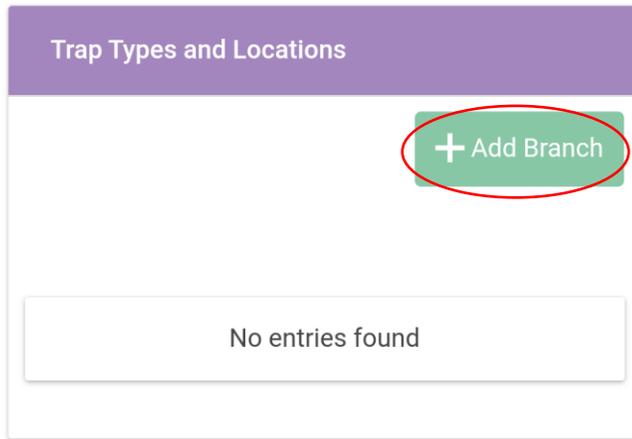
Survey Information



Survey Information

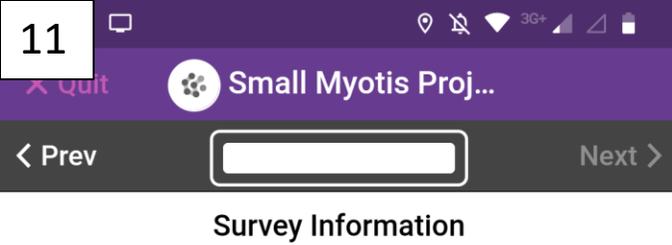


Survey Information



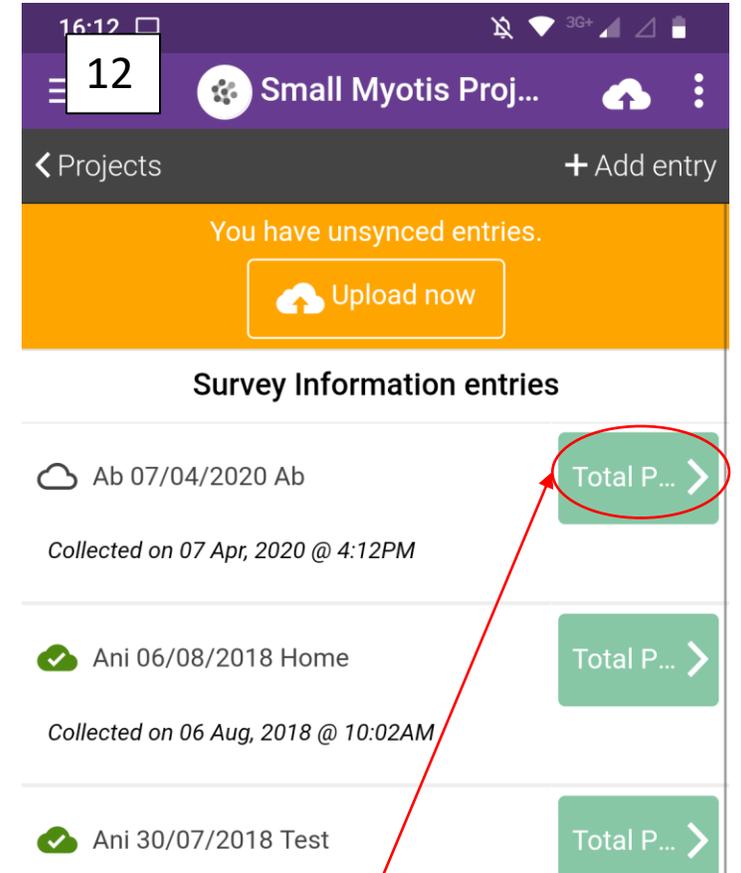
8/9/10. Trap details are recorded within a branch of the survey information form, select '+ Add Branch' to complete the branched form – note this form also contains location selections which are best completed when adjacent to the traps! If the form is completed away from site do not update the location, just press next and enter the location details via the web portal once the data is uploaded.

Once a trap branch has been saved you will be returned to the Add Branch screen where you can add further traps if required. Once all trap details are entered press 'Next' to proceed to the survey specifics branch and then with the rest of the survey information form.

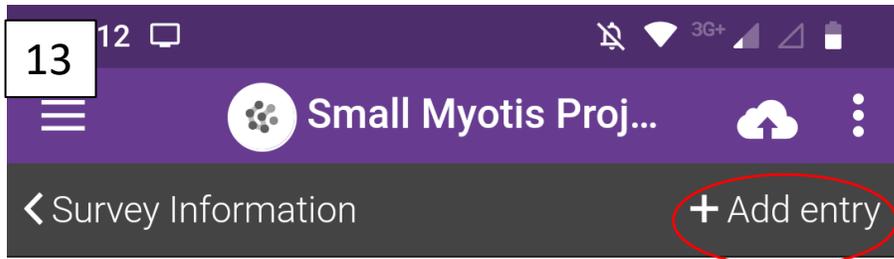


11 Once you reach the end of the survey information form press save entry and you will be taken back to the 'survey entries' home screen.

- The child form is for entering the details of bats captured. For trapping carried out under the Small Myotis Project licence the child form needs to be completed for every bat captured.
- Within the child form there is a branch for the specific details required to be taken for any small myotis (WAB) captured. This branch should be completed for every WAB, but can be skipped for other species.



12 The entry you have just made will be at the top of the list with an adjacent 'Total Project Captures'. Press this to enter details of bats captured.

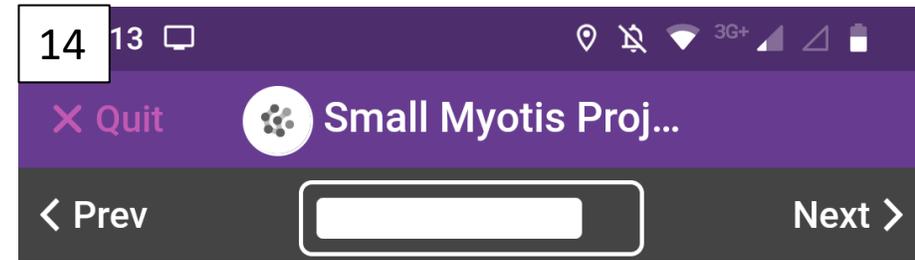


"Ab 07/04/2020 Ab" Total Project Captures entries

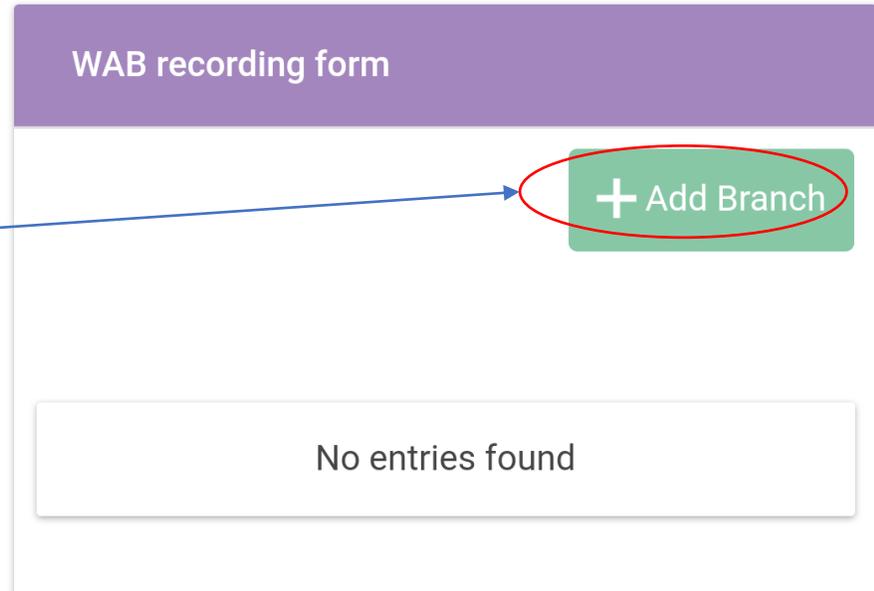
No entries found

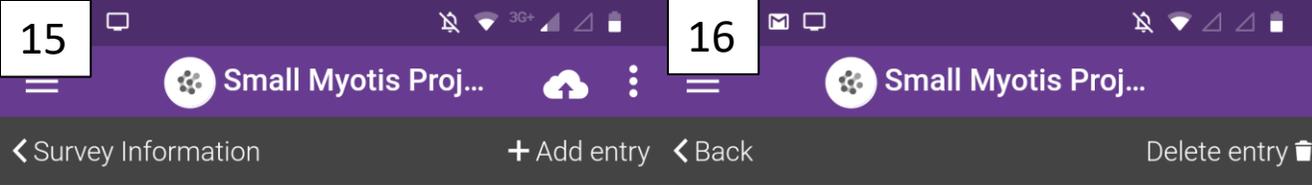
13. Select +Add entry to input bat details. All non-target bats are entered as individual records by selecting +Add Entry each time and completing the questions within the form and then saving. Any bat details entered will appear on this screen and can be viewed in full by clicking on them.

14. Within the Total Project Captures form there is a branched WAB recording form which should be completed for any small myotis bats caught. As with the trap location branch the branch can be completed and saved as many times as you wish within the same parent form before proceeding to the save screen within the Total Project Captures form. We would recommend that initially you complete one WAB form and save the total capture form before then going back in and adding further WAB forms if required.



"Ab 07/04/2020 Ab" Total Project Captures





You have unsynced entries.
[Upload now](#)

"Ab 07/04/2020 Ab" Total Project Captures entries

Av Ab
Collected on 07 Apr, 2020 @ 4:13PM

No answer given

Forearm (mm)
No answer given

Weight
No answer given

Species
No answer given

Comments/notes
No answer given

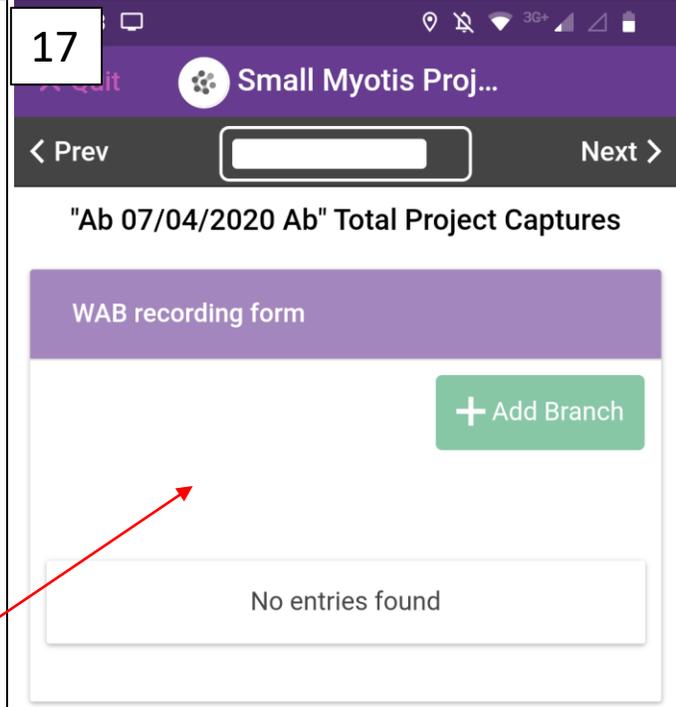
WAB recording form
0 entries



15/16/17. Once a total captures form has been completed the data can be viewed, and the WAB branch access by selecting the entry from the list.

Answers to the form will be displayed as a list and can be edited by pressing the pencil buttons.

The WAB recording form branch can be viewed by selecting this button which will return you to the WAB recording form screen where entries can be edited or added as before.



18

Small Myotis Proj...

< Back Delete entry

No slope

Distance to nearest water body (m)

100

Type of water body

Pond

Comments/additional info

No answer given

Trap type and location

0 entries

Survey specifics

0 entries



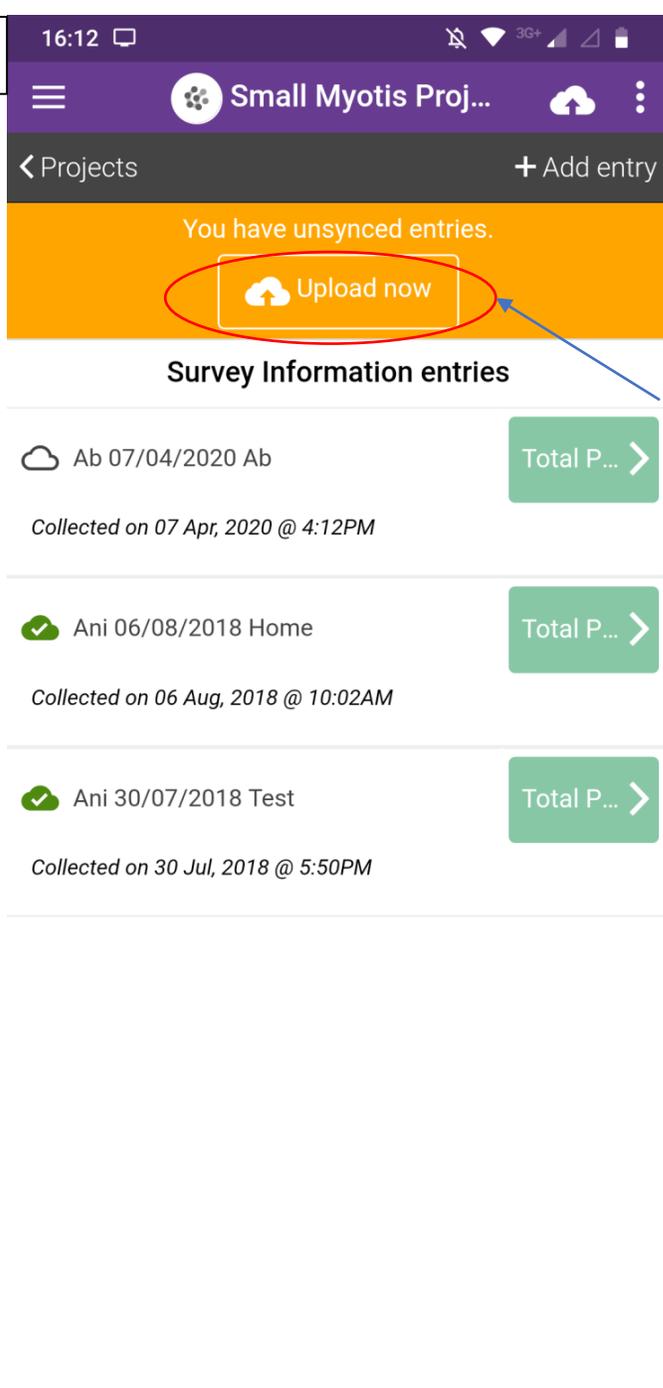
18. Once all habitat information has been entered for a site just the trap types and locations and the survey specifics branches need to be completed for all subsequent visits to that location rather than the full habitat form.

This can be done by selecting the entry on the survey home screen and scrolling down and selecting the **trap types and location branch** and adding an entry, once added press Next and you will automatically be taken to the **survey specifics branch** to then add an entry here.

Once both branches are complete press next and answer Yes to the next question, you will need to skip through the habitat record by repeatedly pressing next again and checking the data you entered previously for accuracy as you go along and then save entry at which point you will be returned to this screen.

Press back to return to the survey home screen where you can then enter details of bats caught in the usual way.

19



19. All data entry via the app is offline (even if your phone is connected to 4G or WiFi). Upload is done manually by pressing this button once your device is on a suitable connection and you are ready to upload. Once uploaded your data will be viewable on the webportal, using the same login credentials, as well as on the device it was input on.

- At least one total capture form must be completed in order access to WAB form however if you have only caught small myotis and no other bat species you can complete ONE total capture form and multiple WAB forms within it.
- If you have captured other species during an event carried out under the Small Myotis project licence enter details of all species captured by completing a separate Total capture records form per bat.
- If bats were captured under a different licence, there is no requirement to enter the details of every bat caught the most important data to complete are the survey information and WAB forms auto jumps will take you past other details.
- If the forms are completed away from site do not update the location, just press next and enter the location details via the web portal once the data is uploaded.
- If you have any queries please contact admin@batcru.org