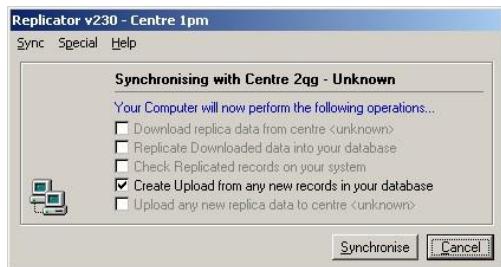


## exchanging MapMate data using ‘sync’ files (a.k.a. “Replication” or “Synchronisation”)

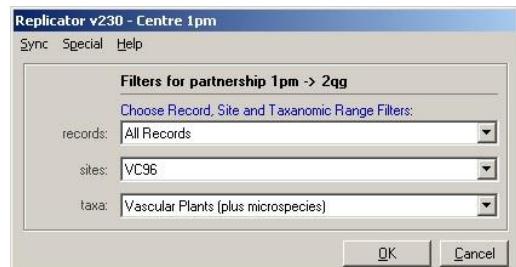
Firstly, you need to know your “Centre Unique Key” (CUK); each copy of MapMate is installed under a particular CUK, basically the licence number. If you don’t know yours you can find it from within the program. Open MapMate, go to the Help menu and choose “About MapMate”.

### **Replication from you to BSBI**

1. In MapMate, open the Replicator. You should see a line of text saying, “Synchronising with centre 2qg - Unknown” (“2qg” is the CUK used for the BSBI’s database). If you can’t see this, go to the Replicator’s “Sync” menu and choose “Change default partner”. Set the default partner to 2qg. [The Replicator will usually say that 2qg is “Unknown”.]



2. [You will only need to do this step the first time you set up the Replication, no need to do it again subsequently.] Go to the “Special” menu and choose Set Filters as follows:
  - o Records –All Records
  - o Sites – [your vice-county]
  - o Taxa – Vascular Plants (microspecies) and Charophytes

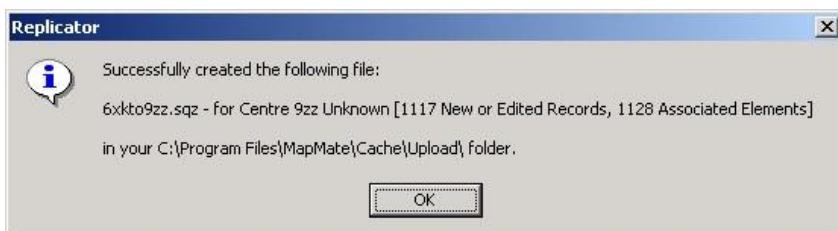


When you click on OK you will first get a message asking you to confirm your choices, then a rather confusing message as follows:



Just click on OK! [what this actually means is that if, for example, you had previously sent vascular plant records to a partner, and then decided you wanted to send them mosses, you could change your taxonomic filter accordingly, but you would find that when you send your moss records to your partner, MapMate would only include those records that you had entered on your computer since you last sent your vascular plant records. To make MapMate include *all* your moss records you would have to “Reset Sync Record” after changing your filter settings – see below for more on this.]

3. Click on the Synchronise button. Follow the instructions and you should arrive at a message similar to this (but with different CUKs and numbers):



4. Click on OK and you will see something like this:



5. Don't click on anything yet! What MapMate has done is to create a file that you now need to send to BSBI.

- OPTION 1: The easiest way to send the file is via the MapMate website (this option is available if your annual MapMate licence is up-to-date for the current year, which should be the case for BSBI licences, and assumes that you are registered on the MapMate website – see section at end of this document). From the window shown above, double-click on the line that says “Send file ‘[yourCUK]to2qg’ to 2qg – Unknown”. This should allow you to upload the file. Within 10 minutes, you should receive an email notification from MapMate that your sync file has been retrieved. Receipt of this first confirmation means that your data has been retrieved by BSBI. Shortly afterwards, a second email from the BSBI Database will indicate that your data has been imported.

[The system for sending files over the MapMate website sometimes fails if there are conflicts with computer firewalls or anti-virus software, use Option 2 if you have this problem.]

- OPTION 2: If you are not able to use MapMate's transfer process then, alternatively, you can upload your sync file directly to the BSBI Database website.

Tick the box (single-click) next to where it says “Send file ‘[yourCUK]to2qg’ to 2qg – Unknown”. Click OK, and then OK again to save the change in your “To Do” list. Close the MapMate Replicator.

In your web browser, open <https://database.bsbi.org/mapmatedataimport.php> (you will need your BSBI Database login details to view the page). Load your new sync file into the web form (see below for the location) and click the ‘upload’ button.

Within approximately 10 minutes you should receive an email from BSBI database notifying you that your records have been imported.

**Location of sync file:** MapMate stores all the sync files you create in the following folder:

- [up-to-date installations]: [My] Documents\My MapMate\Data\Cache\Upload or
- [older installations]: C:\Program Files\MapMate\Cache\Upload

If your CUK is, say, 1xy, then the sync file created by MapMate will be called "1xyto2qg.sqz" – i.e. records from "my-CUK\_to\_Bob's-CUK".

**Reset Sync Record:** If there is ever any doubt about whether all your data has been sent to your partner, you can at any time open the Replicator, go to the Special menu and choose "Reset Sync Record". When you next synchronise this will ensure that all your data is sent again, i.e. all records that match the filters as currently set. Details for doing this are in "Backing up and Reset sync.pdf", and also on Martin Harvey's website at: <http://sites.google.com/site/kitenetter/Home/mapmate/reset>

Please contact BSBI ([Bob Ellis](#) or [Jim McIntosh](#)) if you are unsure about sending sync files, it's important that we don't miss any.

### ***Replication from other recorders to you***

If you have other recorders in your county using MapMate you may wish them to send sync files to you.

To send records to you, the other recorder would need to follow the steps outlined above, but using your CUK in place of 2qg (other recorders should never send sync files directly to 2qg, they need to come to you first for verification and then get passed on to the BSBI Database).

To download a file that has been sent to you via the web, open the replication window and go into the "Sync" menu. Choose "Get sync file" and then choose "From Web ...". Follow the instructions and you should be able to download your file from the MapMate website.

This will import the data, and then ask whether you want to send an export file back to the recorder – it is up to you whether you want to pass a copy of the county dataset back to another recorder, you do not have to do so.

If the sync file has been sent to you as an email attachment, you need to save it into:

- [up-to-date installations]: [My] Documents\My MapMate\Data\Cache\Download or
- [older installations]: C:\Program Files\MapMate\Cache\Download

Having done that, open the MapMate replicator and synchronise the data into your system.

MapMate keeps track of which records have been sent where, so each time a sync files is created the system passes on any new records that have been added, edited or deleted since the last sync. For records that are synced to you, you won't be able to edit them, and nor can others edit the records you enter and then sync out. If there are mistakes or questionable records in the data the ideal solution is for the original recorder to correct them and send another sync file. If this can't be done for any reason, you have the option to 'remove' the record from your copy of MapMate (it will still exist on the originator's copy of MapMate, but will be gone from yours, and hence will not get passed on to BSBI).

### ***Registering on the MapMate website***

To send MapMate sync files via the MapMate webserver you need to have registered on the MapMate website. Go to: <http://www.mapmate.co.uk/userreg>

You will need to enter your CUK and provide a password. Having registered you will also be able to get access to the archive of MapMate newsletters and to any new patches that are issued.

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