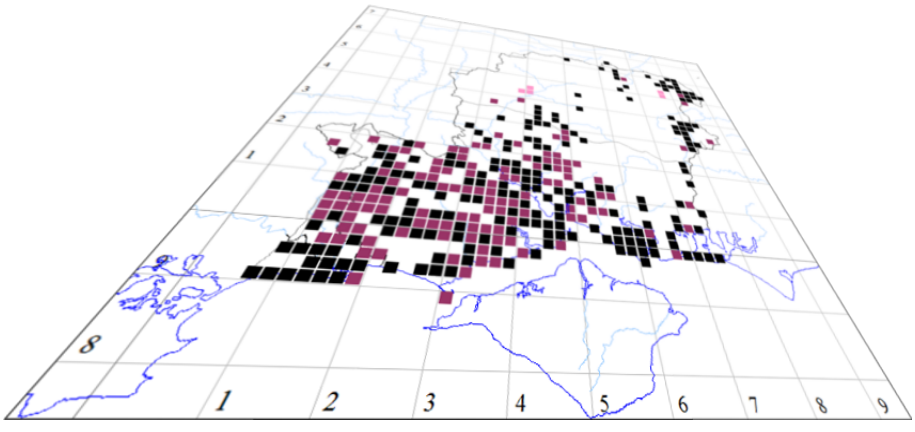
Appendix C
Glossary



The author of this handbook is pleased to have errors pointed out and to receive suggestions for improvement and other comments.

Please send all communications to:
vc11recorder@hantsplants.net

APPENDIX C GLOSSARY

Archive
A special status given to **Records** that are not to be shared with **Exchange Partners** by **Synchronisation**.

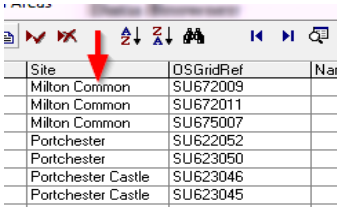
Atlas
Atlases portray information derived from **Records** (either **Record** locations or statistics derived from **Records** or **Sites**) against a **Base Map** of cartographic and other detail.

Base Map
Base Maps are maps used to provide the cartographic or schematic background detail for **Atlases**.

Backup
The process of taking a copy of your computer data and storing it securely away from your computer. Something that most people come to regret not doing at least once in their lives.

Catalogue
A way of bringing together species data from several different **Schedules**.

Coincidence Map
A map showing the distribution of two or more Taxa plotted together.

Column


A single item appearing consistently in all **Rows** of a database **Table**. Also known in MapMate as a **Field**, especially in the context of Data Entry.

Common Settings
A set of frequently used entries for data entry fields, stored in MapMate between data entry sessions and capable of being restored at will.

CUK
(Centre Unique Key.) A three-character code unique to each licensed copy of MapMate software. It identifies to other users the license owner of all data that he or she creates.

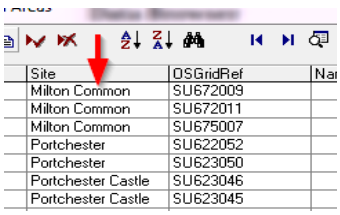
Data Browser
A window that allows viewing of data from the MapMate database in a grid layout. It is invoked by the **Analysis** option on the MapMate main toolbar, and by several other functions in MapMate.

Default Partner
The person with whom you would most frequently exchange data (by **Sync File** exchange).

Download
The receipt of a **Sync File** (from an **Exchange Partner**, or a **Patch** or **Software Update** from the MapMate web site).

Exchange Partner
Another MapMate licensee with whom one exchanges new and amended data through **Sync Files**.

Export
A method of sending data via text files to other applications such as spreadsheets, word processors, or a different biological recording package.

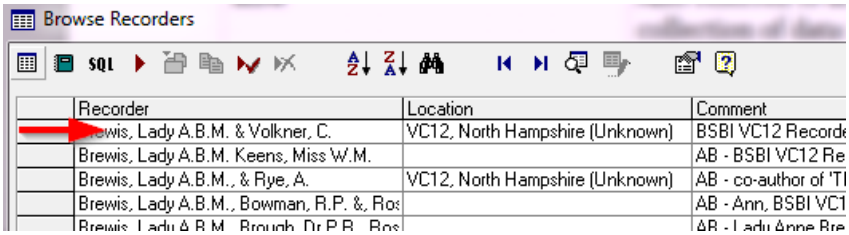
Field


A single item appearing consistently in all **Rows** of a database **Table**. Also known as a **Column**.

APPENDIX C GLOSSARY

Filter	A constraint on the data (**Records**, **Sites** or **Taxa**) that will be displayed, analysed, or exchanged with data **Exchange Partners**.
F5 Query	A **Query** run from the data entry form, that opens the Data Browser and displays information matching all validated items currently entered in the data entry form.
F9 Custom Query	A **Query** like the **F5 Query**, but allowing the user to specify which **Columns** of **records** will be displayed.
GUK	(Global Unique Key.) A unique identifying code for data records anywhere in the MapMate system. Since it incorporates the **CUK** of the MapMate license, it is guaranteed to be unique across all MapMate installations provided that the same license is not used on more than one computer.
Hub	A user who is the focal point for collecting a redistributing records within a recording community. Hubs can be local sub-hubs to other Hubs at a regional or local level.
Import	A method of transferring data from other programs such as spreadsheets or other recording software into MapMate via text files.
Map	An **Atlas**, **Base Map, Coincidence Map** or **Special Map** used to present data geographically.
My Configuration	The user's specified taxonomic and geographic areas of interest.
Patch	An update to the MapMate database or data management facilities delivered from the MapMate Web site and installed using the Replicator.
Quarantine	A special status that can be given to **Records** that have been imported from other sources, but have not yet been sanctioned for full integration into the data set or for sharing with **Exchange Partners**.
Query	A specification for extracting selected data from one or more (usually related) **Tables** in a database.
Rebuild	A reconstruction of an **Atlas**, required after there have been changes to the list of recorded **Taxa** in the area and species group(s) covered by the Atlas.
Record	(With capitalisation.) The details of a single taxon captured during a single recording incident at a single **Site**.
Reload	An update to an **Atlas**, required after some editing operations on the features making up the Atlas which will change its appearance.
record (all lower case)	See **Row**.
Replicator	A stand-alone program supplied as part of MapMate, which handles the transfer of data between **Exchange Partners** and the loading of **Patches** issued by MapMate Ltd. It can be run from within MapMate or directly from Windows.

Row



Also referred to as **record** in lower case. A single instance of the collection of data items that makes up one entry in a database **Table** or a **Query**.

Schedule

A scheme for listing a set of **Taxa** which is a subset of the full species group, selected on user-configurable criteria.

Site

A geographical location associated with **Records**, **Recorders** and other entities in the MapMate database.

Software Update

An enhancement or remedial change to the core MapMate software, delivered from the MapMate Web site and installed using the **Smart Software Update** facility in the **Replicator**.

Special Map

A predefined map designed to show statistics about the data held in the MapMate database.

Species Checklist

A list of species names defined as a hierarchical tree of biological classifications running from Domain and Kingdom down to sub-species and varieties.

SQL

(Structured Query Language.) A computer language designed specifically for retrieving and manipulating data held in databases.

Sync File

A file of instructions to propagate and update records from one **Exchange Partner**'s MapMate database to another's, generated by the **Synchronisation** process.

Synchronisation

The process of sending and receiving a **Sync File** which will bring a receiving **Exchange Partner**'s copy of the MapMate database into line with the sending Exchange Partner. It is carried out by the **Replicator** program according to the **Filters** which may constrain what is exchanged between them.

Table

A database entity designed to hold many **Rows** of information all of which share a common structure, ordering and data format, as specified by the definition of their **Columns** (**Fields**).

Taxa

Taxonomic entities defined within a hierarchical classification scheme; a general term covering all items at any level of the hierarchy. The hierarchy implemented by MapMate can be viewed using the **View / Species Checklist** facility from the MapMate main menu.

Upload

The transmission of a **Sync File** to an **Exchange Partner** either via the MapMate Web site or by methods directly controlled by the user such as email or physical media.

APPENDIX C GLOSSARY

Wildcard	A special character in a string of characters that stands in for one or more occurrences of any character. In MapMate, the '%' character stands in for any other single character, and the '*' character stands in for an arbitrarily long sequence of any other characters.
Wizard	A sequence of one or more forms by which a user specifies new data, or an operation to be carried out on data, through a series of fill-in items and selectable options.