



Advices for the submission of ID requests for beetle photos

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1 Photo

The photo submitted should be of good quality:

- Sharp and jitter-free
- Properly illuminated
- Sufficient resolution, ideally 1200 x 900 pixels (W x H)
- Not larger than 1 MB (use JPG compression)
- Well cropped, as little background as possible
- Species photographed from dorsal view can be often more easily determined

The requester must be the rightful copyright owner of the picture submitted.

Under no circumstances photos of other authors shall be submitted to kerbtier.de



1 Examples for suitable and less suitable photos



good



ideal



underexposed



overexposed



blurred



wiggly



low resolution



not cropped



2 Information on the discovery

The determination is greatly facilitated by exact information on the circumstances of discovery, e.g.:

- Date (DD.MM.YYYY), please avoid relative descriptions like “yesterday”, “last week” etc.
- Country / region / place and elevation ASL
- Habitat type, e.g. marsh, sandy edge of quarry pond, old oak forest, etc.
- In case of phytophagous species: host plant
- Measured or estimated body length (w/o antenna) in mm

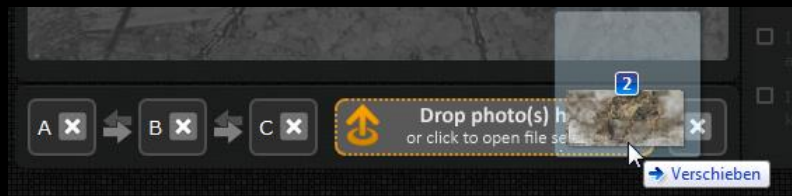
Ideally the map sheet number (TK 25) of the place of discovery is also submitted. With this information, the record can be added to the kerbtier.de faunistics database.

Map sheet numbers can be easily found out on kerbtier.de:

<http://www.kerbtier.de/cgi-bin/enFundort.cgi?SortMode=4>



3.1 How to submit your request – Step 1: Upload photo(s)



Photos can be uploaded in two ways:

- (1) Click on the upload field: A file selector box opens and up to 3 photos can be selected
- (2) Drag & Drop of up to 3 photos on the upload field.

Subsequently, the photos are uploaded to kerkbtier.de, which might take a few seconds depending on file size



Switch photos between slots

finish photo upload and proceed to step 2



Green checkmarks signal a successfully uploaded photo, the white border the currently displayed photo

Select or drag & drop next photo(s) for upload...

Delete selected photo



3.2 How to submit your request – Step 2: Enter data

- 1 Nickname / Alias
- 2 First and last name (will not be published)
- 3 Email address for our callback (will not be published)
- 4 Country / TK25 map sheet number (please enter map sheet number for all records from Germany and contribute to the kerkbtier.de faunistic database).
- 5 Circumstances of the discovery: Short and concise (see chapter 2). Date format : DD.MM.YYYY
- 6 Declaration of consent to the publication of the photo(s) and inquiry on kerkbtier.de (mandatory)
- 7 Declaration of consent to the use of the data in the kerkbtier.de faunistic database (see 4) (optional)
- 8 Save your user data as cookie. Only use this on your own computer, not e.g. in an internet café.

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- 1 Nickname: JohnD05
 - 2 First and last name: John Doe
 - 3 Email: doe@example-mobile.com
 - 4 Country / map sheet of place of discovery: Germany 6415
 - 5 Circumstances: Found near Bad Dürkheim, Germany. 12.05.2014. On a dead branch of beech. Approx 3 mm.
 - 6 I agree to the publication of my request on kerkbtier.de. Name and email will **not** be published.
 - 7 I would like to contribute with my record **by name** to the kerkbtier.de distribution maps.
 - 8 Remember me (nickname, name, email – encrypted) on this computer for 6 months.



3.3 How to submit your request – Step 3: Validate your data



After entry of the complete set of data check validity of data by clicking „Validate input“.

Nickname: ?

First and last name: ?

Email: ?

In case of missing or invalid data, the respective input fields are colored in orange. Please enter the missing data or provide valid input and validate again by clicking „Validate input“.

If all entered data are complete and valid, you can submit your request by clicking “Send request” or jump back to photo upload or to edit your data





3.4 How to submit your request – Step 4: Send your request

Your request has been successfully processed and waits for the answer of the kerkbtier.de ID team

Click to prepare another request

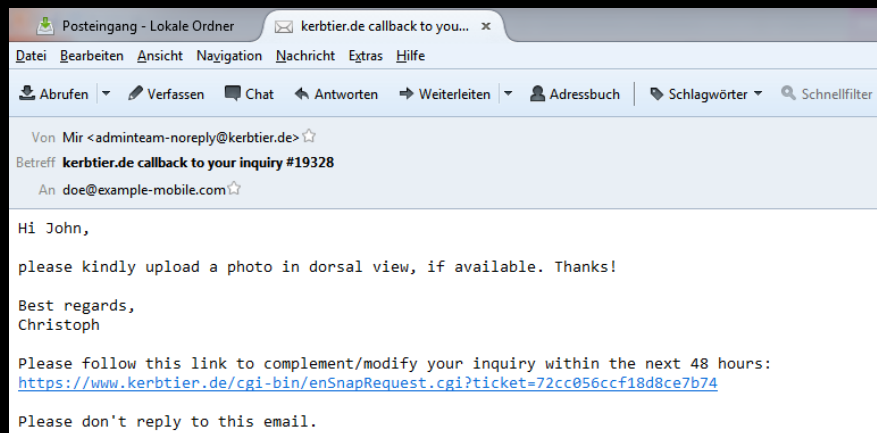
ID number of your request, will be shown with the answer



4 React to callbacks of the ID team

Sometimes, inquiries lack relevant information necessary for a meaningful determination, e.g. location of discovery, host plant or date of discovery. In these cases the kerkbtier.de ID team can send a callback to the user requesting the missing information.

For that purpose, the user receives an email containing a link to a edit page on kerkbtier.de, where the inquiry can be again edited by the user within 48 hours.



The link contains a unique ticket number, which allows editing the inquiry once.

After editing and saving the ticket number is void and can't be used for further editing.



4 React to callbacks of the ID team

Callback from the kerkbtier.de ID team on your inquiry #19328

This is a call back from the kerkbtier.de ID team on your inquiry #19328. Please complement the required information as soon as possible (latest after 48 hours), and press the button "Save & Close". In this way you allow the kerkbtier.de ID team an optimal processing of your inquiry. If you can't provide further information or details to the callback, please press "Save & Close" nevertheless without entering further information. The callback will be closed and the ID team can try to solve your inquiry without further information provided.

Manual
Identification request

Callback from (sent 2014-11-20 21:44:53, 00:00 hours ago):

Hi John, please kindly upload a photo in dorsal view, if available. Thanks! Best regards, Christoph



Submitted by (date):
John (2014-11-20 21:40:34)

Country / map sheet (place of discovery):
Germany / 6514

Inquiry:
Found near Bad Dürkheim, Germany. 12.05.2014. On a dead branch of beech.

Species:
 Test

Comment:
 Testanfrage. Nicht freischalten. CB

Last edited by (date):
CB (2014-11-20 21:40:56)

I would like to contribute with my record by name to the kerkbtier.de [distribution maps](#).

Photo A Photo B Photo C Drop photo(s) here to upload or click to open file selector

Save all amendments and close this callback of the kerkbtier.de ID team:

Clicking the link enclosed in the email opens the editing page on kerkbtier.de. Depending on the information needed by the ID team, the user may retroactively:

- Upload further photos
- Entering/changing the country/map sheet number
- Complement/edit the inquiry text
- Approve the use of the discovery in the distribution maps (Germany only)

After entering the required information, the user can save and close the callback by clicking „Save & Close“.



5 Revisions

- 28.04.2012 Start of the photo submission module (v.1) on kerkbtier.de
- 21.07.2012 Minor improvements on the manual
- 02.12.2012 New chapter on the use of the submission module
- 18.04.2014 Submission module v.2 allows callbacks of the ID team and subsequent addition of further information to the inquiry by the user
- 21.11.2014 Upload of (multiple) photos possible via Drag & Drop (v.3)
- 22.11.2014 Further improvements (progress bar, deletion of photos, selective jump-back) (v.3.1)
- 26.02.2015 Added the country input field (v.3.2)
- 01.10.2015 User guidance and design further enhanced (v.3.3)
- 11.11.2015 Optionally save your user data as encrypted cookie on your own computer (v.3.4)