



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

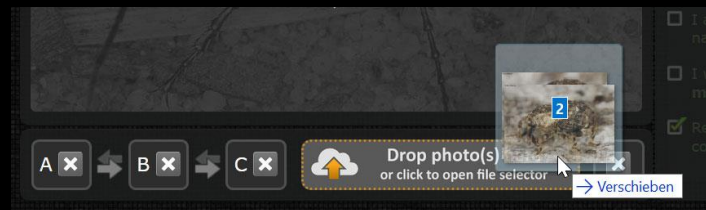
For records from Germany, the map sheet number (TK 25) of the place of discovery must be also submitted. With this information, the record can be added to the kerbtier.de faunistics database.

Map sheet numbers can be gathered inline in the inquiry module or in the main map module:

<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:

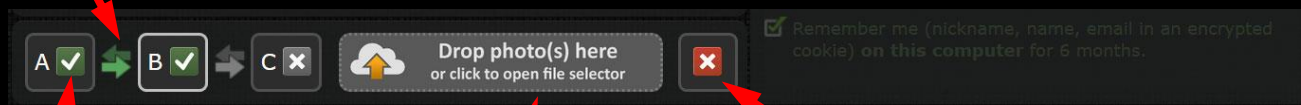
- (1) Click on the upload field: A file selector box opens and up to 3 photos can be selected
- (2) Drag & Drop of up to 3 photos on the upload field.

Subsequently, the photos are uploaded to kerbtier.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
- 5 Circumstances of the discovery: Short and concise (see chapter 2). Date format : DD.MM.YYYY
- 6 Pre-validation of the entered circumstances
- 7 Stages documented in the uploaded photos (e.g. larva)
- 8 Declaration of consent to the publication of the photo(s) and inquiry on kerbtier.de (mandatory)
- 9 Declaration of consent to the use of the data in the kerbtier.de faunistic database (optional)
- A Save your user data as cookie. Only use this on your own computer, not e.g. in an internet café.

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 Bad Dürckheim, Germany, 12.05.2017, on a dead branch of beech. Approx. 3 mm.

6 Date: Length: Species:

7 Photographed stages: imago

8 I agree to the publication of my request on kerbtier.de. My name and email will **not** be published.

9 I would like to contribute my record to the **distribution maps** (list of contributors).


A Remember me (nickname, name, email in an encrypted cookie) **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 kerbtier.de ID team

Click to prepare another request

Progress bar: Upload photo(s) → Enter data → Validate input → Send request → [✓] [⊕]



Nickname: JohnD05

First and last name: John Doe

Email: doe@example-mobile.com

Country / map sheet of place of discovery: Germany 6514

Circumstances: Found near Bad Bad Dürkheim, Germany, 12.05.2017, on a dead branch of beech. Approx. 3 mm.

Date: [✓] Length: [✓] Species: [⚠]

Photographed stages: imago

I agree to the publication of my request on kerbtier.de. My name and email will **not** be published.

I would like to contribute my record to the **distribution maps** (☞ list of contributors).

Remember me (nickname, name, email in an encrypted cookie) **on this computer** for 6 months.

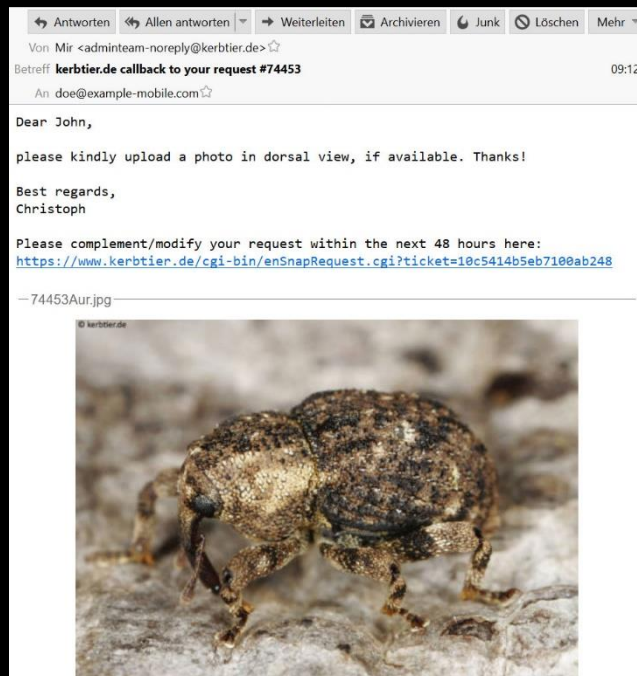
A [✓] → B [✓] → C [✗] Registered with ID # 74453

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 kerbtier.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 kerbtier.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 kerbtier.de ID team on your request # 74453

There is a callback from the kerbtier.de ID team on your request #74453. 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 kerbtier.de ID team an optimal processing of your request. 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 request without further information provided.



Callback from 🗨️ (sent 2017-07-02 09:12:49, 00:03 hours ago):

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



Submitted by (date):
JohnD05 (2017-07-02 09:08:37)

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

Request:
Found near Bad Bad Dürkheim, Germany, 12.05.2017, on a dead branch of beech. Approx. 3 mm.

Species:

Comment:

Last edited by (date):
unprocessed

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



Save all amendments and close this callback of the kerbtier.de ID team: [Save & Close](#)

Clicking the link enclosed in the email opens the editing page on kerbtier.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 kerbtier.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)
- 02.07.2017 Update of the manual to new most recent changes in the inquiry module (v.3.5)