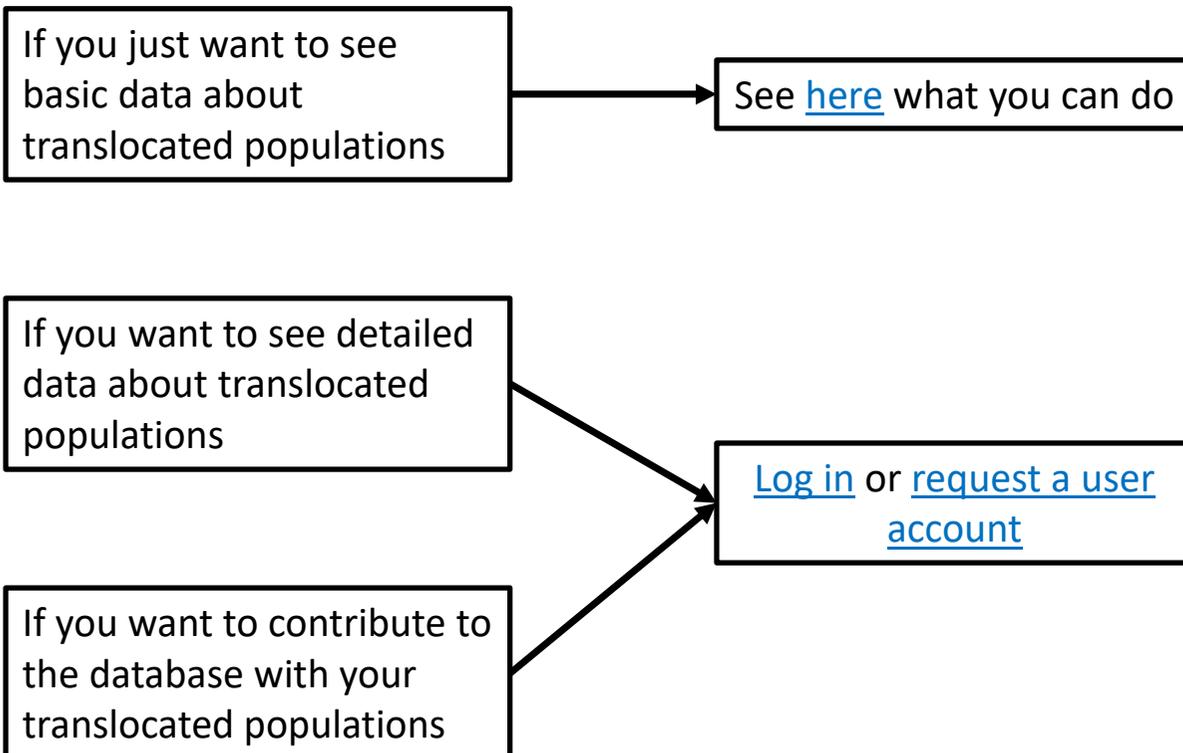


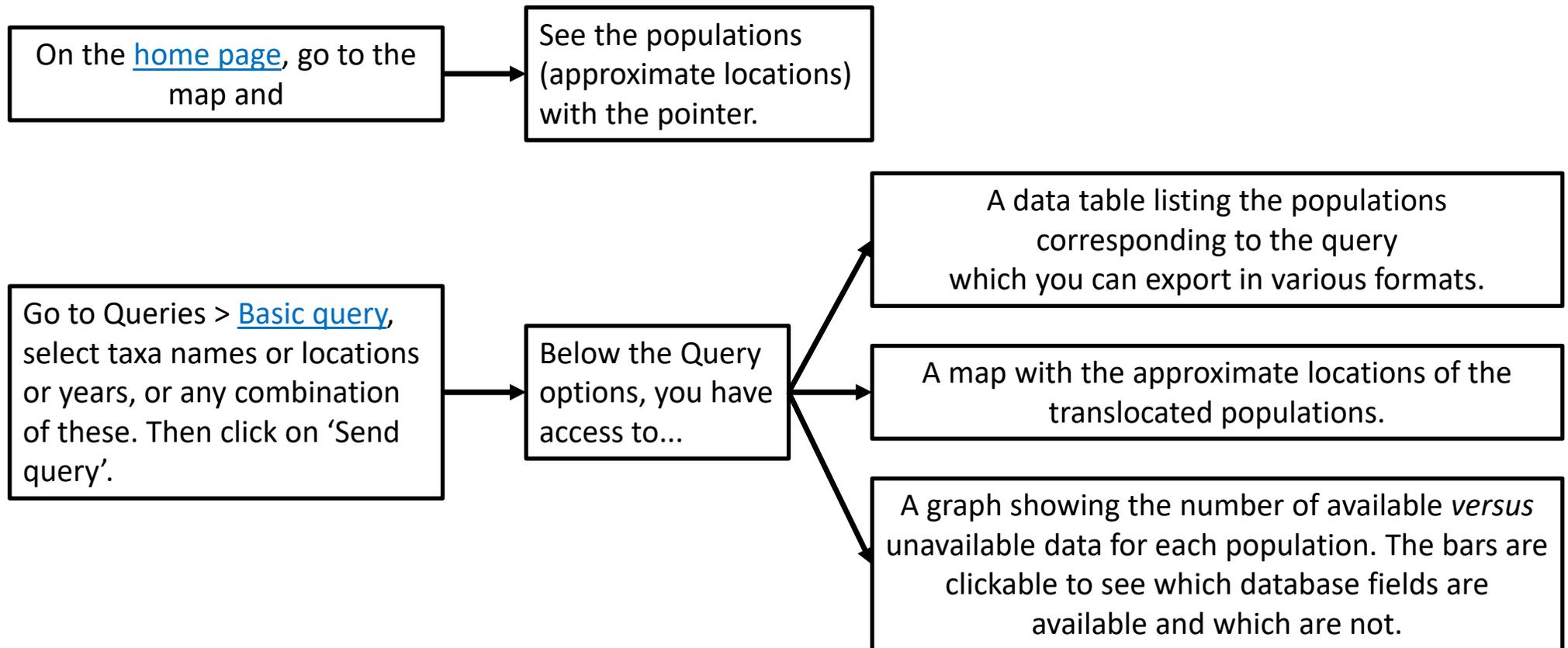
Step-by-step guide

How to use the Transloc website (first steps)



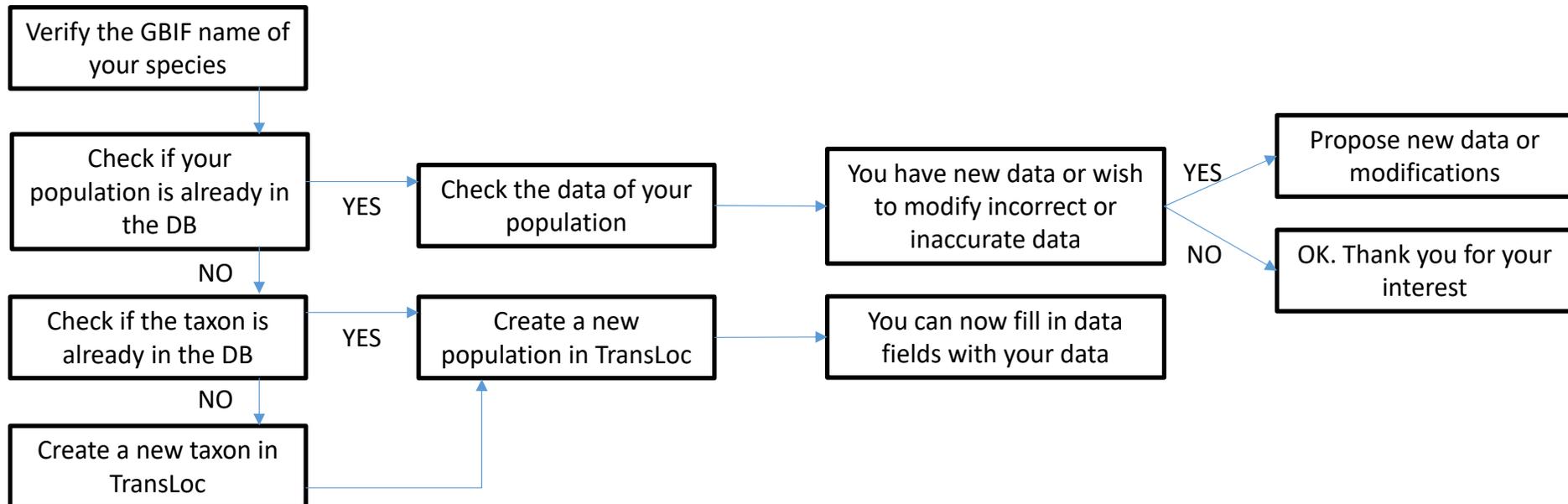
Step-by-step guide

How to see basic data about translocated populations (not logged in with a user account)?



Step-by-step guide

How to contribute to the Transloc database (logged in with a user account)



Step-by-step guide

How to contribute to the Transloc database (logged in with a user account)

Verify the GBIF name of your species

Go to <https://www.gbif.org/> or <https://www.gbif.org/fr/> or <https://www.gbif.org/es/> , and type your taxon name to verify if it is an accepted name or a synonym. The Transloc database uses GBIF accepted names.

Check if the population is already in the DB

Go to the [home page](#) and check your population on the map.
Or go to Data > Queries > [Basic query](#), select taxon name and eventually a location and/or years ; click on 'Send query' to get a table with a list of corresponding translocated populations ; copy the pop code of your population.
Or go to Data > Queries > [Advanced query](#), tick Population code, Species, First RST, Country, Main location, and Pop location ; then click on 'Send request' to get the list of populations ; copy the pop code of your population or click on the pop code to get directly to the population page.

Check the data of your population

Go to Data > Read / Complete > [Populations](#) and type the pop code of your population in the field below the counter.

Propose new data or modifications

In the population page (Data > Read / Complete > [Populations](#)), add new data in one or several fields following the [definitions](#) of fields and options and click on 'Update data' (mandatory). An e-mail will be sent to the administrators and previous contributors of the population. At the same time, the fields will be highlighted and become non-modifiable until an administrator validates the data. Alternatively, for data on the numbers of translocated individuals or on post-translocation population size, you can also [import data using Excel files](#).

Check if the taxon is already in the DB

Go Data > Read / Complete > [Taxa](#) and type the GBIF taxon name in the field below the counter.

Step-by-step guide

How to contribute to the Transloc database (logged in with a user account)

Create a new taxon in TransLoc

Go to Data > New > [New taxon](#) and type the GBIF taxon name in Scientific name. This field is connected to the GBIF database and the taxonomic data will be automatically filled. Below the taxonomic data you can also enter additional information on the taxon if you wish. Do not forget to click on 'Create taxon'.

Create a new population in TransLoc

Go to Data > New > [New population](#). Click on the loupe icon, type your taxon name in the Search field and select it from the table. Then select a country name from the list of standardized country names from GeoNames. and type the year of first translocation event (i.e., release, sowing, translocation; there might be several) of this translocated population. You can then click on 'Create population' (mandatory) before or after filling different fields with your data, following the [definitions](#) of fields and options. An e-mail will be sent to the administrators for validation. Please note that the minimum data to create a population are the taxon name, the country and the year (or a year interval). Alternatively, you can create new populations using the [Import data using Excel files](#) procedure.

You can now fill in data fields with your data

Once you have created a population, you can propose additional data in one or several fields following the [definitions](#) of fields and options and click on 'Update data' (mandatory). An e-mail will be sent to the administrators and at the same time, the fields will be highlighted and become non-modifiable until an administrator validates the data.

Step-by-step guide

How to look at or download data from the database (logged in with a user account)

On the [home page](#), go to the map.

See the populations (approximate locations) with the pointer.

Go to Data > Read / Complete > [Taxa](#) or Data > Read / Complete > [Populations](#).

Select a taxon name or population code to view the selected taxon or population page

Go to Queries > [Basic query](#), select taxa names or locations or years, or any combination of these. Then click on 'Send query'.

You have access to the same functions as a simple visitor

Go to Queries > [Advanced query](#), select the kingdoms and data fields and click on 'Send request'.

You have access to a downloadable data table listing the populations with the data available in the requested fields.