

How to fill in and submit an ORF

Most atlasers are having problems dealing with the ORF email that arrives from ADU – it is actually quite simple. You don't need to print it, fill it in by pen, scan and attach it!

The RAC committees, be they here or in other countries, need your original email and the ORF PDF that is attached to your email. Here is an example of what you will see for each ORF on your card...

The Verification sheet, a part of which is shown here, is inactive – you can't fill in the details required!

SABAP2: Yellow-bellied Eremomela (600) Full Out of Range
 data@adu.org.za 05/04/20
 To: Ian Riddell;
 Cc: data.sabap2@gmail.com

 ORF_2550_1915a005476a20090714_600...

Mr I Riddell
 Attached an Information Sheet for a species you have reported, as well as a blank ORF Verification sheet.
 This species has been evaluated to be out of its known range of occurrence.
 Please verify the details of this species account and inform the relevant regional coordinator of its accuracy.

Please submit this verification sheet to Holger Kolberg (holgerk@mweb.com.na)

Card number:	2550_1915a005476a20090714
Species reference number:	600
Species name:	Yellow-bellied Eremomela
Number of	

However, all you need do is click the **Forward** button on your email, which opens your reply – *don't use Reply or Reply all.*

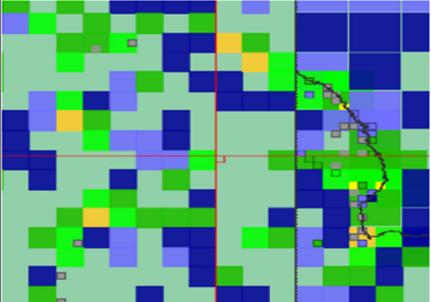
This method attaches the PDF to your reply, probably with the cursor conveniently on **To...** For Zimbabwe you use raczimsabap2@gmail.com which you can type in or copy from the sheet, *but use the address shown if your card pertains to another country.*

You will now find the Verification sheet has become active! Fill in all the details you have, especially the ID section and the one below on why you were able to exclude similar species. Include as much detail as you can recall or noted down at the time of the sighting.

 **SABAP2 Out of Range Information sheet**

SABAP2
 Animal Demography Unit
 University of Cape Town
 7701

Full Out of Range

Card number: 2550_1915a005476a20090714 Species name (Number): Yellow-bellied Eremomela(600) <i>Eremomela icteropygialis</i> Start date of Card: 14/07/2009 Observer: Mr I Riddell (5476) gemsaf@mango.zw Location code: 2550_1915	FOR OFFICE USE ONLY <input type="button" value="Accept this record"/> <input type="button" value="Hold this record over"/> <input type="button" value="Reject this record"/>																
	In one of your submissions the processing system has detected that you have listed a species outside of its known range Please confirm your sighting. SABAP1 Reporting rate for 1 / 9 neighbouring QDGCs: 4.76 SABAP1 Reporting rate for the QDGC: 0.00 SABAP1 Average Reporting rate: 4.76 <table border="1"> <tr> <th>Reporting rates.</th> <th>Large blocks: QDGC</th> </tr> <tr> <td> Species reported in pentad (see map + cards)</td> <td>Small blocks: Pentads</td> </tr> <tr> <td> 0 - 3.57 %</td> <td></td> </tr> <tr> <td> 3.57 - 6.62 %</td> <td></td> </tr> <tr> <td> 6.62 - 11.11 %</td> <td></td> </tr> <tr> <td> 11.11 - 17.95 %</td> <td></td> </tr> <tr> <td> 17.95 - 29.69 %</td> <td></td> </tr> <tr> <td> 29.69 - 100 %</td> <td></td> </tr> </table>	Reporting rates.	Large blocks: QDGC	Species reported in pentad (see map + cards)	Small blocks: Pentads	0 - 3.57 %		3.57 - 6.62 %		6.62 - 11.11 %		11.11 - 17.95 %		17.95 - 29.69 %		29.69 - 100 %	
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All you need do now is click the **Send** button.

Do open the PDF on the original mail – it shows you your pentad in the crosshairs and SABAP1 data for the bird on a map, and other accepted pentad records from SABAP2.

Your ORF may be **Full Out of Range**, **Marginal** or **Seasonal** – the latter for migrants.

Happy Atlasing

Facebook: Sabap2-Zimbabwe