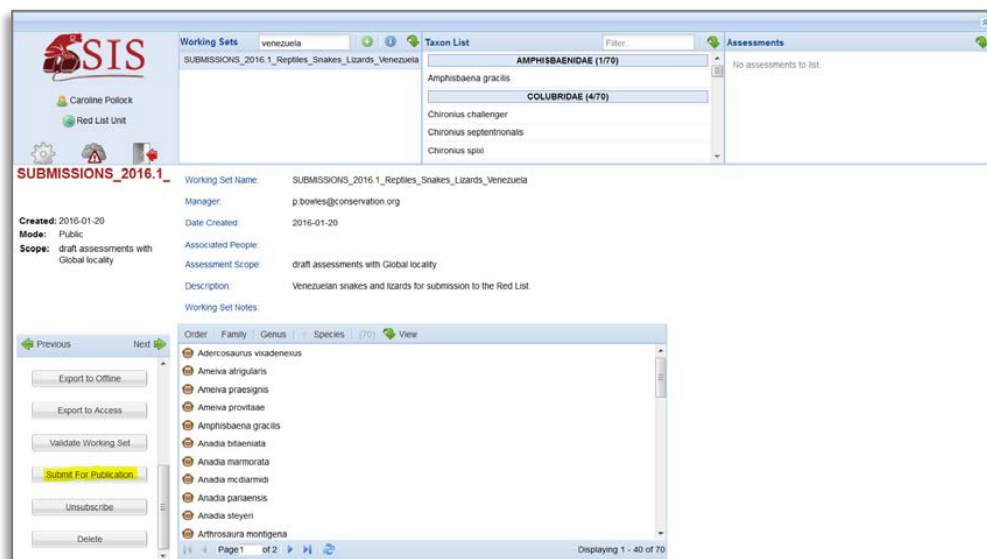


## Using the Submissions Function in SIS

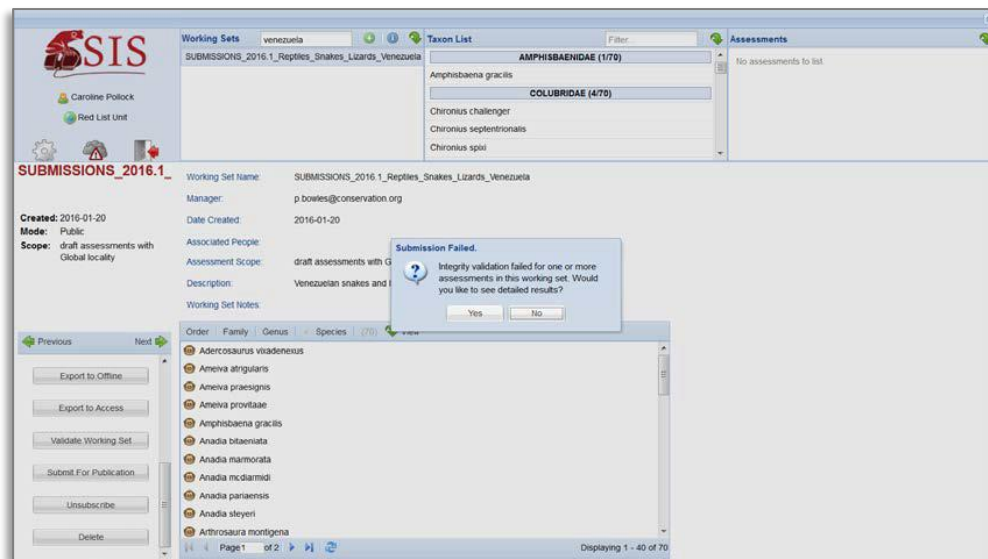
The automatic submissions function in SIS should be used for working sets that contain only the assessments you intend to submit (i.e., if there are assessments in the working set that are not yet ready for submission, please move these out of the working set).

Please note that SIS locks assessments when they are in the submissions queue, so you will not be able to make any further edits to them.

1. Open the working set manager (double click on the working set name in the Working Sets panel). In the options listed on the left hand side, scroll down and select 'Submit for Publication' (highlighted in the image below):



2. The submissions system first runs a series of integrity checks to make sure all of the required data fields in the assessments have something in them (note that you can also run this without using the submissions system by selecting 'Validate Working Set'). If anything is missing, SIS will tell you. For example:




3. If any of the integrity checks **fail or show warnings**, SIS will ask if you would like to see the detailed results of the integrity check. Select 'Yes' and the integrity check system will run again. When it is completed, scroll down to the bottom of the page to find a link that opens up another, easier to read table of the results:

```
+ Population Text (>1 secs): Passed
+ Habitat and Ecology Text (>1 secs): Passed
+ Habitat Codes (>1 secs): Passed
+ Threats Text (>1 secs): Passed
+ Threat Codes (>1 secs): Passed
+ Threat Codes (Timing missing) (>1 secs): Passed
+ Threat Codes (missing stresses) (>1 secs): Passed
+ Threat timing (EX) (>1 secs): Passed
+ Use and Trade Text (>1 secs): Passed
+ Conservation Measures Text (>1 secs): Passed
+ Conservation Measures In Place (missing coding) (>1 secs): Passed
+ Conservation Actions Needed (missing coding) (>1 secs): Passed
+ Countries of Occurrence (>1 secs): Passed
+ Country (Presence and Origin) (>1 secs): Passed
+ Country Presence (EX, EW) (>1 secs): Passed
+ Biogeographic Realm (>1 secs): Passed
+ Population Trend (Extant Taxa) (>1 secs): Passed
+ Population Trend (Extinct taxa) (>1 secs): Passed
x System (>1 secs): Failure
+ Plant Growth Forms (>1 secs): Passed
+ Genuine Change (>1 secs): Passed
+ Non-Genuine Change (>1 secs): Passed
+ No Change (>1 secs): Passed
+ Elevation Limits (>1 secs): Passed
+ Depth Limits (>1 secs): Passed
+ FAO Occurrence (>1 secs): Passed
+ FAO Presence and Origin (>1 secs): Passed
x Map Status (>1 secs): Failure
+ TaxonStatusCheck (>1 secs): Passed
* Finalizing...
* Done.

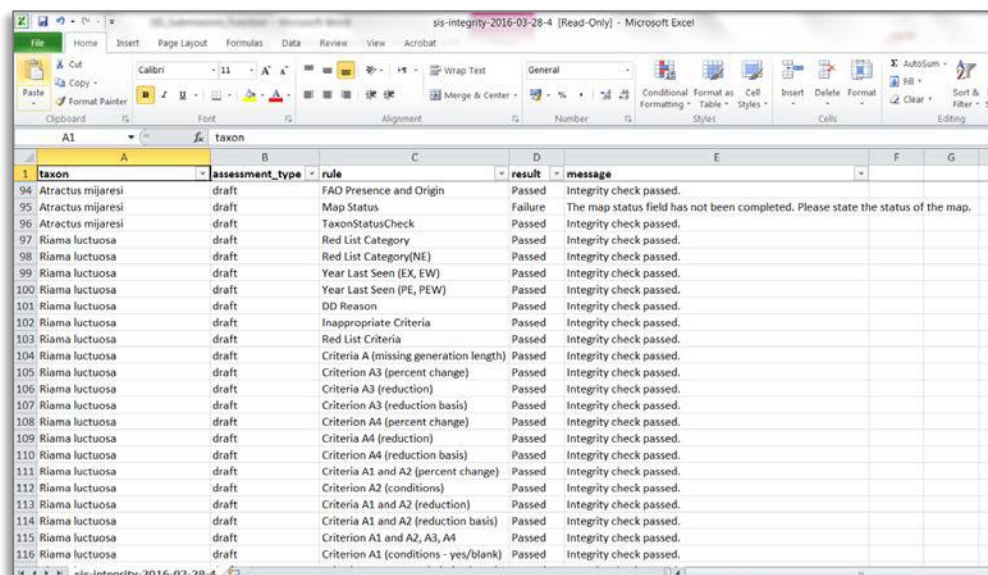
=====
Finished checking all rules in 5 min, 8 secs
=====

Complete, you can now view your results.
Click here to view
```

Click on the link to see:

Integrity Check Results				
				
<b>Download Results</b>				
Download CSV: <a href="#">Click here to download</a>				
taxon	assessment_type	rule	result	message
Atractus mijaesi	draft	Red List Category	Passed	Integrity check passed.
Atractus mijaesi	draft	Red List Category(NE)	Passed	Integrity check passed.
Atractus mijaesi	draft	Year Last Seen (EX, EW)	Passed	Integrity check passed.
Atractus mijaesi	draft	Year Last Seen (PE, PEW)	Passed	Integrity check passed.
Atractus mijaesi	draft	DD Reason	Warning	Data Deficient reason is missing. This is required for all taxa assessed as DD based on taxonomy or unknown provenance. Please check this before submitting the assessment.
Atractus mijaesi	draft	Inappropriate Criteria	Passed	Integrity check passed.
Atractus mijaesi	draft	Red List Criteria	Passed	Integrity check passed.
Atractus mijaesi	draft	Criteria A (missing generation length)	Passed	Integrity check passed.
Atractus mijaesi	draft	Criterion A3 (percent change)	Passed	Integrity check passed.
Atractus mijaesi	draft	Criteria A3 (reduction)	Passed	Integrity check passed.
Atractus mijaesi	draft	Criterion A3 (reduction basis)	Passed	Integrity check passed.
Atractus mijaesi	draft	Criterion A4 (percent change)	Passed	Integrity check passed.

4. You can either scroll down through the table to see failure messages (highlighted in red), or you can use the link at the top of this table to download a csv file. By downloading the csv file you can view the results in Excel, which also allows you to add filters to the spreadsheet to help you quickly find any failed integrity checks:



1	taxon	assessment_type	rule	result	message
94	Atractus mijaesi	draft	FAO Presence and Origin	Passed	Integrity check passed.
95	Atractus mijaesi	draft	Map Status	Failure	The map status field has not been completed. Please state the status of the map.
96	Atractus mijaesi	draft	TaxonStatusCheck	Passed	Integrity check passed.
97	Riama luctuosa	draft	Red List Category	Passed	Integrity check passed.
98	Riama luctuosa	draft	Red List Category(NE)	Passed	Integrity check passed.
99	Riama luctuosa	draft	Year Last Seen (EX, EW)	Passed	Integrity check passed.
100	Riama luctuosa	draft	Year Last Seen (PE, PEW)	Passed	Integrity check passed.
101	Riama luctuosa	draft	DD Reason	Passed	Integrity check passed.
102	Riama luctuosa	draft	Inappropriate Criteria	Passed	Integrity check passed.
103	Riama luctuosa	draft	Red List Criteria	Passed	Integrity check passed.
104	Riama luctuosa	draft	Criteria A (missing generation length)	Passed	Integrity check passed.
105	Riama luctuosa	draft	Criterion A3 (percent change)	Passed	Integrity check passed.
106	Riama luctuosa	draft	Criteria A3 (reduction)	Passed	Integrity check passed.
107	Riama luctuosa	draft	Criterion A3 (reduction basis)	Passed	Integrity check passed.
108	Riama luctuosa	draft	Criterion A4 (percent change)	Passed	Integrity check passed.
109	Riama luctuosa	draft	Criteria A4 (reduction)	Passed	Integrity check passed.
110	Riama luctuosa	draft	Criteria A4 (reduction basis)	Passed	Integrity check passed.
111	Riama luctuosa	draft	Criteria A1 and A2 (percent change)	Passed	Integrity check passed.
112	Riama luctuosa	draft	Criteria A2 (conditions)	Passed	Integrity check passed.
113	Riama luctuosa	draft	Criteria A1 and A2 (reduction)	Passed	Integrity check passed.
114	Riama luctuosa	draft	Criteria A1 and A2 (reduction basis)	Passed	Integrity check passed.
115	Riama luctuosa	draft	Criteria A1 and A2, A3, A4	Passed	Integrity check passed.
116	Riama luctuosa	draft	Criteria A1 (conditions - yes/blank)	Passed	Integrity check passed.

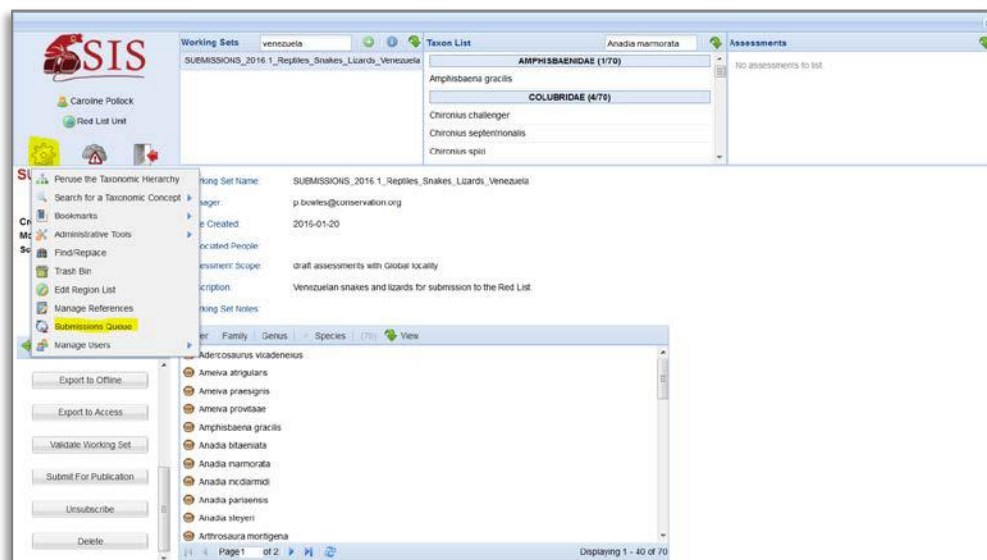
Using the filters that were added to the example above, the failure messages can be seen:

In this example, the submission failed because many of the assessments are missing map status (some are also missing population trend, system, etc.)

5. After checking and fixing any failed checks, please make sure you also check any warnings in the integrity check report. Warnings highlight recommended information that is missing; by checking the warnings, you are given a last chance to add this information if you want. **Note**

**that assessments led by Red List Partner organisation must always strive to achieve assessments according to the recommended level.** Therefore it is important to take note of the warning messages in the integrity check report.

6. After making any necessary corrections to address integrity check failures and warnings, resubmit the working set by opening the working set manager and selecting 'Submit for Publication' again.
7. Once your assessments are in the submissions queue, you can open the queue to check on your assessments by clicking on the Tools icon in the top left hand panel and selecting 'Submissions Queue' (highlighted in the image below):



8. You can choose to see the entire queue on one page using the options in the bottom toolbar:

**Submissions Queue**

Batch Update

Species Name	Status	Date Submitted	Submitted By	Publication Target	For Publication
<b>None (2)</b>					
Magnolia tiepii	for_publication...	05 Jan 2016, 2:56 PM UTC	Catherine Sayer	2016-1	2016-1
Merluccius merl...	for_publication...	15 Dec 2015, 9:01 AM UTC	Catherine Sayer	2016-1	2016-1
<b>SUBMITTED_2016.1_MedMonocot_Iris_Middle East species_REGIONAL (1) -- 2016-03-28</b>					
Iris atrofusca	submitted_status	28 Mar 2016, 9:16 AM U...	David Allen	Unset	Unset
<b>SUBMISSIONS_2016.1_Reptiles_Snakes_Lizards_Venezuela (47) -- 2016-03-28</b>					
Atractus mijaresi	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Riama luctuosa	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Gonatodes falc...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Gonatodes ale...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Arthrosaura ve...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Atractus acher...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Chironius spixi	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Rena affinis	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Marisora falcon...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Chironius sept...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Atractus turike...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Atractus emigdioi	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Arthrosaura tyleri	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Atractus marise...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset
Ameiva provitae	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset	Unset

Expand All Collapse All Show Per Page: a few Page 1 of 50 Displaying 1 - 50 of 2496

9. You can also filter on the headings (species name, status, date submitted, submitted by, etc.). An extra column (working set) currently doesn't appear automatically; to see and filter on that column, to hover your cursor on the title bar, click on the arrow that appears there, select 'Columns' then make sure the 'Working Set' is ticked:

**Submissions Queue**

Batch Update

Species Name	Status	Date Submitted	Submitted By	Publication Target
<b>None (2)</b>				
Magnolia tiepii		2016, 2:56 PM UTC	Catherine Sayer	2016-1
Merluccius merl...				2016-1
<b>SUBMITTED_2016.1_MedMonocot_Iris_Middle East species_REGIONAL (1) -- 2016-03-28</b>				
Iris atrofusca				Unset
<b>SUBMISSIONS_2016.1_Reptiles_Snakes_Lizards_Venezuela (47) -- 2016-03-28</b>				
Atractus mijaresi	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Riama luctuosa	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Gonatodes falc...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Gonatodes ale...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Arthrosaura ve...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Atractus acher...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Chironius spixi	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Rena affinis	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Marisora falcon...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Chironius sept...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset
Atractus turike...	submitted_status	28 Mar 2016, 4:41 PM U...	Caroline Pollock	Unset

Sort Ascending  
Sort Descending  
**Columns**  
Group By This Field  
Show in Groups  
Filters

- ☐ Working Set
- ☒ Species Name
- ☒ Status
- ☒ Date Submitted
- ☒ Submitted By
- ☒ Publication Target
- ☒ For Publication
- ☒ Date Marked For Publication
- ☒ Notes RLU

10. If you set the queue to look at all entries and collapse all of the working sets (i.e., to just show the names of the working sets), you will see the full list of working sets in the submission list. If your working set appears at the bottom of the list (e.g., 'SUBMISSIONS\_2015.4\_Fishes\_Marine\_Sharks\_Rays\_Australia\_Batch2' in the examplee shown), this does not mean your working set is at the end of the queue! It actually means this working set is at the front of the queue; recently added working sets appear at the top:



Species Name	Status	Date Submitted	Submitted By	Publication Target	For Publication
SUBMISSIONS_2016.1_Plants_Slipper Orchid_mexipedium (1) -- 2016-01-06					
SUBMISSIONS_2016.1_Fishes_Marine_Gulf_of_Mexico_regional_Haemulidae_Lutjanidae_remainder (19) -- 2016-01-08					
SUBMISSIONS_2016.1_Plants_Slipper Orchid_Phragmipedium (26) -- 2016-01-08					
SUBMISSIONS_2016.1_Plants_Slipper Orchid_Selenipedium (8) -- 2016-01-08					
SUBMISSIONS_2016.1_Plants_Magnolias_Latin_America (55) -- 2016-01-07					
Plants_Madagascar_Orchids_Kew (6) -- 2015-12-16					
SUBMISSIONS_2016.1_Aphodinae_non_Med_endemic_GLOBAL (1) -- 2015-12-10					
SUBMISSIONS_2016.1_Aphodinae_Mediterranean_Europe_GLOBAL (14) -- 2015-12-10					
FOR_PUBLICATION_2016.1_Dragonflies_Asiagomphus_coreanus (1) -- 2015-12-10					
FOR_PUBLICATION_Plants_Orchids_Zeuxine_rolfiana (1) -- 2015-12-08					
SUBMISSIONS_2016.1_Returns_2015.4_Global_Trees_Oaks_Completed (3) -- 2015-11-20					
SUBMISSIONS_2016.1_Global_Trees_Oaks_Completed (12) -- 2015-11-19					
SUBMISSIONS_2016.1_Mammals_from_2015.4_submissions (7) -- 2015-11-12					
SUBMISSIONS_2016-1_Plants_Canada_Aq_Plants (599) -- 2015-11-11					
SUBMISSIONS_2015.4_Invertebrates_Orthoptera_S_nodulosus (1) -- 2015-11-05					
SUBMISSIONS_2016.1_Fishes_Marine_Greater_Caribbean_Haemulidae_Lutjanidae_remainder (20) -- 2015-10-13					
SUBMISSIONS_2015.4_Fishes_Marine_Sharks_Rays_Australia_Batch2 (46) -- 2015-10-12					

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The IUCN Red List Unit will allocate working sets to various RLU staff members to process for the next Red List update. They will start working on those assessments submitted earliest.