Using the Submissions Function in SIS

The automatic submissions function in SIS should be used for working sets that contain <u>only</u> 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):

POTO	Working Sets ven	ezuela 🔘	0 3	Taxon List	Filter		Assessments
MASIS	SUBMISSIONS_2016.1_	Reptiles_Snakes_Lizards	Venezuela	AMPHI	SBAENIDAE (1/70)		No assessments to list.
				Amphisbaena gracilis			
acaroline Pollock				COL	UBRIDAE (4/70)		
Red List Unit				Chironius challenger			
				Chironius septentrionalis			
🐼 🗥 🚺				Chironius spol		*	
UBMISSIONS_2016.1_	Working Set Name:	SUBMISSIONS_2016.	1_Reptiles_	Snakes_Lizards_Venezuela			
	Manager.	p bowles/0conservation	on org				
reated: 2016-01-20	Date Created	2016-01-20					
Iode: Public							
cope: draft assessments with Global locality	Associated People.						
	Assessment Scope.	Gran assessments wo	n Giobal loc	anty			
	Description:	Venezuelan snakes a	nd lizards fo	r submission to the Red List.			
	Working Set Notes.						
	Order Family Ger	us - Species (70)	S View				
Previous Next IP	le Adercosaurus vixad	enexus			*		
Export to Offline	le Ameiva atrigularis				12		
Export to coninc	🔘 Ameiva praesignis						
Export to Access	Ameiva provitaae						
	Amphisbaena gracil	5					
Validate Working Set	Anadia bitaeniata						
Submit For Publication	Anadia marmorata						
	Anadia mcdiarmidi						
Unsubscribe	Anadia panaensis						
	Arthrosaura montine						
Delete	er rean ovaluta monoge						

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:

CIC	Working Sets venezuela 😃 🕕 🧇	Taxon List Filter	3	Assessments	4
20010	SUBMISSIONS_2016.1_Reptiles_Snakes_Lizards_Venezuela	AMPHISBAENIDAE (1/70)		No assessments to list.	
		Amphisbaena gracilis	(8)		
Caroline Pollock		COLUBRIDAE (4/70)			
Cant List Lint		Chironius challenger			
a risk con one		Chironius septentrionalis			
23 🙈 🌇		Chironius spbi			
SUBMISSIONS_2016.1_	Working Set Name SUBMISSIONS_2016.1_Reptiles_ Manager p.bowles@conservation.org Date Created: 2016-01-20	Snakes_Lizards_Venezuela			
Mode: Public Scope: draft assessments with Global locality	Associated People: Assessment Scope: Description: Working Set Notes: Criter Fank, Genus: Species (20) Criter Fank, Genus: Species (20) Criter Fank, Genus: Species (20) Criter Fank, Genus: Species (20) Criter Fank, Genus: Criter	Integration Pailed. Integration failed for one or more assessments in the working set. Would you like to see detailed results? Yes No			
Previous Next 🖗	Adercosaurus vixadenexus				
Export to Offline	 Ameiva atngularis Ameiva praesignis 	8			
Export to Access	Ameiva provitaae				
	Amphisbaena gracilis				
Validate Working Set	Anadia bitaeniata				
Submit For Publication	Anadia marmorata Anadia mcdiarmidi				
Unsubscribe	 Anadia pariaensis Anadia steyeri 				
	Arthrosaura montigena				

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 runs 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:

Į	+ 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 Occurence (>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 Occurence (>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

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	51	2

Download Results

Download CSV: Click here to download

taxon	assessment_type	rule	result	message
Atractus mijaresi	draft	Red List Category	Passed	Integrity check passed.
Atractus mijaresi	draft	Red List Category(NE)	Passed	Integrity check passed.
Atractus mijaresi	draft	Year Last Seen (EX, EW)	Passed	Integrity check passed.
Atractus mijaresi	draft	Year Last Seen (PE, PEW)	Passed	Integrity check passed.
Atractus mijaresi	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 mijaresi	draft	Inappropriate Criteria	Passed	Integrity check passed.
Atractus mijaresi	draft	Red List Criteria	Passed	Integrity check passed.
Atractus mijaresi	draft	Criteria A (missing generation length)	Passed	Integrity check passed.
Atractus mijaresi	draft	Criterion A3 (percent change)	Passed	Integrity check passed.
Atractus mijaresi	draft	Criteria A3 (reduction)	Passed	Integrity check passed.
Atractus mijaresi	draft	Criterion A3 (reduction basis)	Passed	Integrity check passed.
Atractus mijaresi	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:

I a o c c · · ·	ana Lavout Formulas Data	sis-integrity-201 Receive View Accobat	6-03-28-4	Read-Only] - Microsoft Excel		
A Cut Calibri Paste Format Painter	$\frac{-11}{2} + \frac{11}{2} + \frac{1}{2} + \frac$	I =	Gener	nal	Σ Auto a Fill • c2 Clea	Sum - 27 (Sort & Fi Filter - Se
A1 • (*	fx taxon					
A	8	C	D	E	F	G
1 taxon	· assessment type	rule	result	* message		
94 Atractus mijaresi	draft	FAO Presence and Origin	Passed	Integrity check passed.		
95 Atractus mijaresi	draft	Map Status	Failure	The map status field has not been completed. Please state the	status o	f the map.
96 Atractus mijaresi	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	Criterion 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	Criterion 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	Criterion A1 and A2, A3, A4	Passed	Integrity check passed.		
116 Riama luctuosa	draft	Criterion A1 (conditions - yes/blank)	Passed	Integrity check passed.		
H + + H sis-integrity-201	6-03-28-4	the second s		100000 D40 0		· · · · · · · · · · · · · · · · · · ·

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):

CIC	Working Sets	venezuela	003	Taxon List	Anadia marmorata		Assessments	
20010	SUEMISSIONS_201	16 1_Reptiles_Snake	s_Lizards_Venezuela	AMP	ISBAENIDAE (1/70)		No assessments to list	
2				Amphisbaena gracilis		1		
Scaroline Pollock				co	LUBRIDAE (4/70)			
Red List Unit				Chironius challenger				
				Chironius septentrionalis				
				Chironius spid		-		
Peruse the Taxonomic Hierarchy Search for a Taxonomic Concept Bochmatis C Administrative Tools Prod Reprace Track Bin Soft Reprin List Manage References Manage References Manage Interview	nong Set Name kager e Created actated People essment Scope cription nong Set Notes er Family	SUBMISSIO p.bowles@v 2016-01-20 draft assess Venezuelan Genus Specia	NS_2016.1_Reptiles, conservation org smerts with Global to snakes and lizards to es 1 (70) & View	Snakes, Luards, Venezuela cany or submission to the Red List				
Export to Offline Export to Access Validate Working Set	 Adercosaurus v Ameiva atrigula Ameiva praesig Ameiva provitaz Amehisbaena g Anadia bitaenia 	ris nis at racilis Ita			4 H			
Submit For Publication	 Anada namor Anada ncdam Anada parisen 	ata nici sis						
Desete	 Anasia steyen Arthrosaura mo 	rtigena			~			
Deele	Page 1	ot 2 k k 20			Displaying 1 - 40 of 70			

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

\bigcirc	Submissions Queu	e					
>>	Batch Update						8
	Species Name	Status	Date Submitted	Submitted By	Publication Target	For Publication	C
	🖃 None (2)						^
	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	
		16.1_MedMonoco	t_Iris_Middle East species	_REGIONAL (1) 2	016-03-28		
	Iris atrofusca	submitted_status	28 Mar 2016, 9:16 AM U	David Allen	Unset	Unset	=
		2016.1_Reptiles_	Snakes_Lizards_Venezuela	(47) 2016-03-28			
	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 provitaae	submitted_status	28 Mar 2016, 4:41 PM U	Caroline Pollock	Unset	Unset	-
	•		111				Þ
	Expand All) Collapse All Sho	ow Per Page: a few 💙	A Page1	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:

(و	Submissions Qu	eue	
	>>	Batch Update		
		Species Name	Status Date Submitted Submitted By	Publication Target
		🖃 None (2)	Sort Ascending	
		Magnolia tiepii	Sort Descending 2016, 2:56 PM UTC Catherine Sayer	2016-1
		Merluccius merl	Columns Working Set	2016-1
			Group By This Field 🗹 Species Name	2016-03-28
		Iris atrofusca	Show in Groups Status	Unset
			Filters Date Submitted	l .
		Atractus mijares	Submitted By	Unset
		Riama luctuosa	submitted_status 28 Ma 📝 Publication Target :	Unset
		Gonatodes falc.	. submitted_status 28 Ma 📝 For Publication	Unset
		Gonatodes ale.	submitted_status 28 Ma 📝 Date Marked For Publication	Unset
		Arthrosaura ve.	. submitted_status 28 Ma Votes RLU	Unset
		Atractus acher	submitted_status 28 Mar 2010, 4.411 M. Caroline Follocit	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_status28.Mar.2016_4:41.PM.UCaroline_Pollock	Unset

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:

Batch Update				
Species Name A Status	Date Submitted	Submitted By	Publication Target	For Publication
BUBMISSIONS_2016.1_Fish	nes_Marine_Gulf_of_Mexico	_regional_Haemulida	e_Lutjanidae_remainder	(19) 2016-01-08
∃ SUBMISSIONS_2016.1_Plan	nts_Slipper Orchid_Phragmi	oedium (26) 2016-01	-08	
∃ SUBMISSIONS_2016.1_Plan	nts_Slipper Orchid_Selenipe	dium (8) 2016-01-08		
SUBMISSIONS_2016.1_Plan	nts_Magnolias_Latin_Americ	a (55) 2016-01-07		
∃ Plants_Madagascar_Orchi	ds_Kew (6) 2015-12-16			
BUBMISSIONS_2016.1_Aph	odinae_non_Med_endemic_	_GLOBAL (1) 2015-1	2-10	
∃ SUBMISSIONS_2016.1_Aph	odinae_Mediterrenan_Euro	pe_GLOBAL (14) 20	15-12-10	
E FOR_PUBLICATION_2016.1	_Dragonflies_Asiagomphus	coreanus (1) 2015-1	2-10	
B FOR_PUBLICATION_Plants	Orchids_Zeuxine rolfiana (1	1) 2015-12-08		
∃ SUBMISSIONS_2016.1_Ret	urns_2015.4_Global_Trees_C	Daks_Completed (3)	2015-11-20	
∃ SUBMISSIONS_2016.1_GIo	bal_Trees_Oaks_Completed	(12) 2015-11-19		
∃ SUBMISSIONS_2016.1_Mar	nmals_from_2015.4_submiss	sions (7) 2015-11-12		
∃ SUBMISSIONS_2016-1_Plan	nts_Canada_Aq_Plants (599)	2015-11-11		
B SUBMISSIONS_2015.4_Invo	ertebrates_Orthoptera_S_nc	odulosus (1) 2015-11	-05	
BUBMISSIONS_2016.1_Fish	nes_Marine_Greater_Caribb	ean_Haemulidae_Lutj	anidae_remainder (20)	2015-10-13
BUBMISSIONS_2015.4_Fish	nes_Marine_Sharks_Rays_A	ustralia_Batch2 (46)	2015-10-12	
•	III			

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.