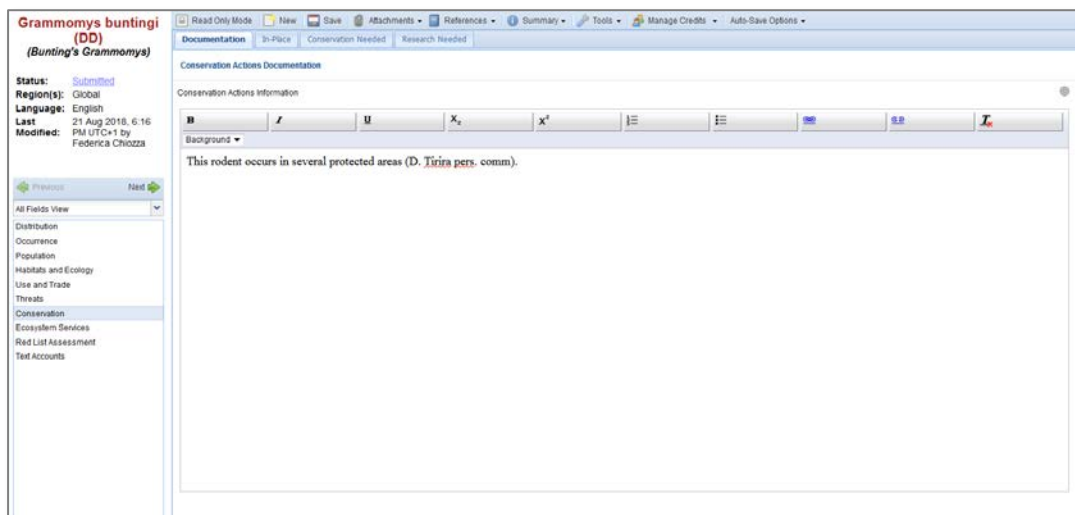


Correcting information in an assessment: Changes record

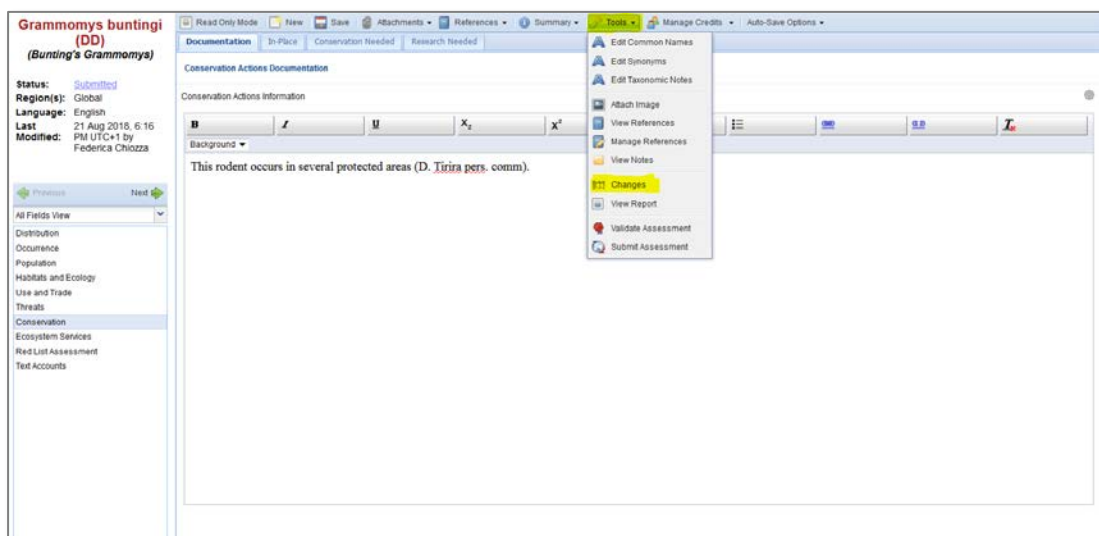
Sometimes it is necessary to correct information that has been overwritten in a draft assessment. SIS includes a system that allows you to see what changes have been made to the assessment over time. All changes (with the exception of batch updates) since the draft assessment was created are listed in the changes record.

To make corrections based on the Changes Record, follow the instructions below.

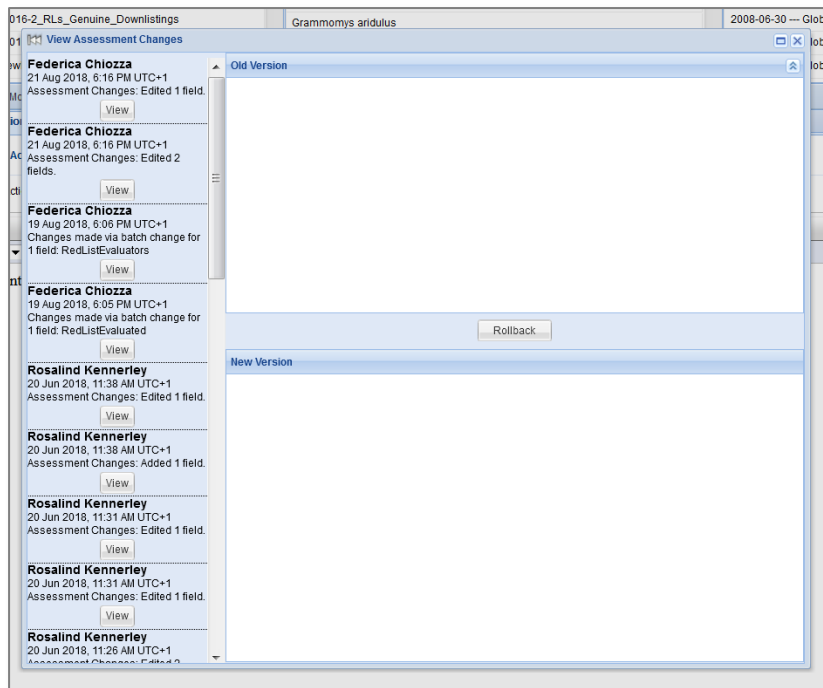
1. Open the draft assessment and navigate to the data field you want to correct. In the example below, we want to correct the information in the Conservation Actions text field, which has been accidentally overwritten through a batch change update:



2. In the toolbar, select Tools -> Changes:

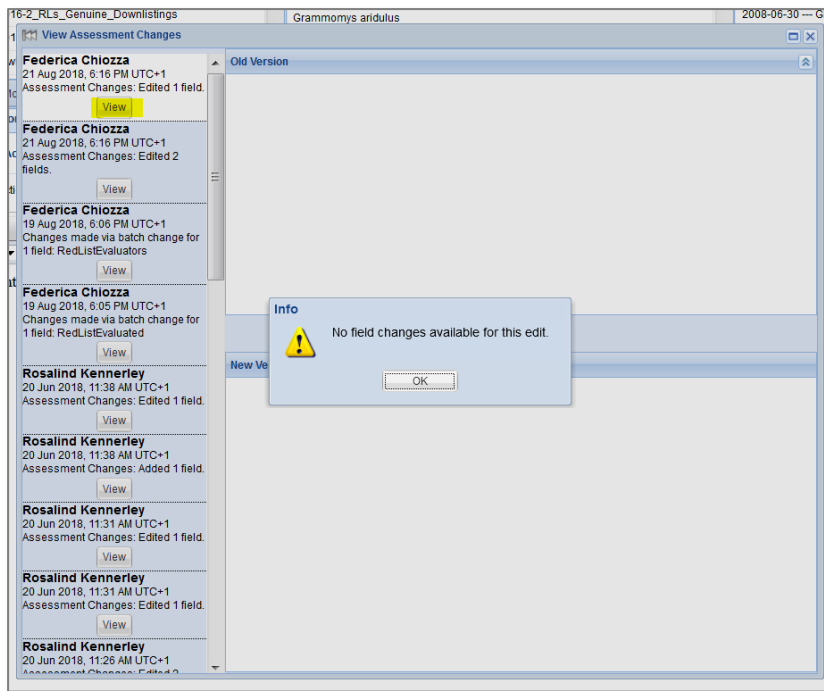


- The change record is listed in date order, with most recent changes listed first.



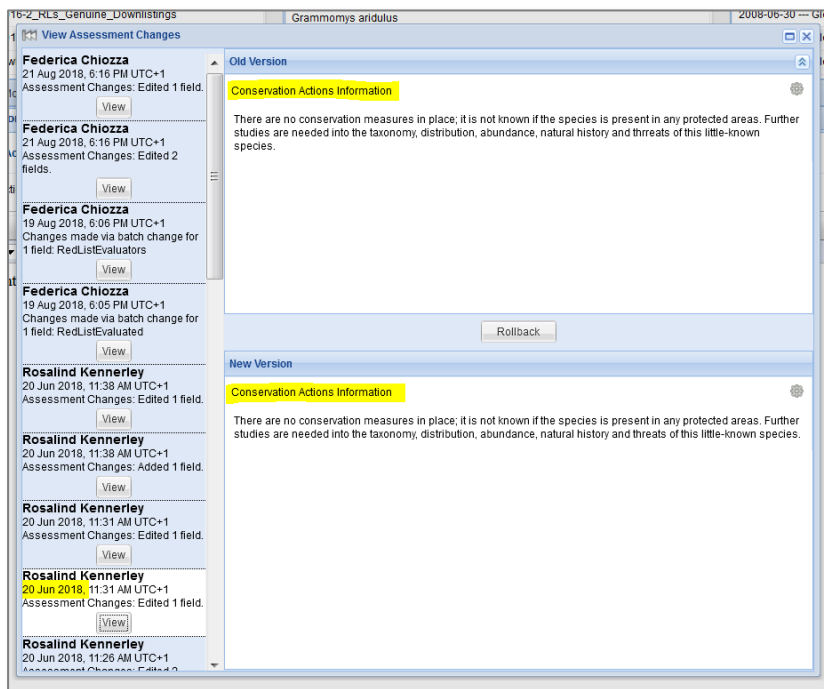
- In this example, we want to find the most recent change that was made to the Conservation Actions data field. We are looking for the most recent change that happened before the batch change happened; since the batch change itself will not appear in the changes record, this means finding the most recent manual edit that was made to this data field. Working from the top of the list, click on 'View' to see each change that was made to the assessment.

Sometimes, you will receive a message that says "No field changes available for this edit". This means that the user had the assessment open but did not make any changes, but SIS automatically saved the assessment while it was open. You will see lots of these messages if a user has left the assessment open for a long period of time without actually working on it.



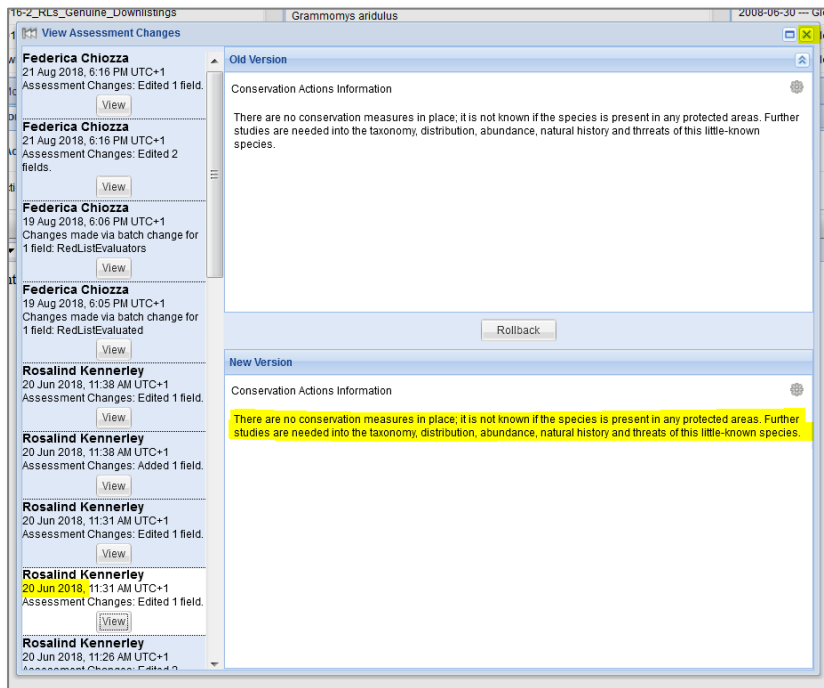
Either click on 'OK' or press Enter on your keyboard to close the message then click on 'View' for the next entry in the list.

- In this example, the most recent manual edit made to the Conservation Actions data field was on 20th June 2018:

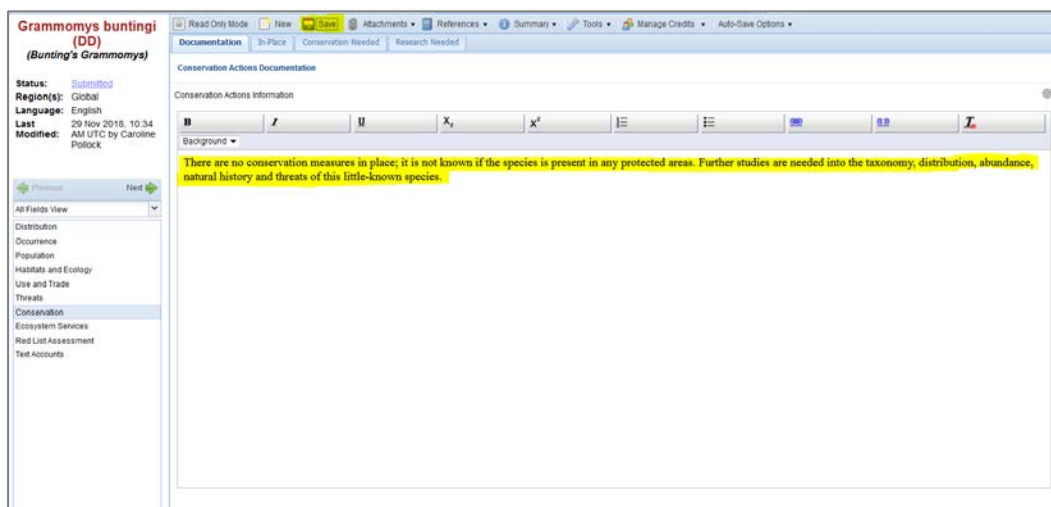


- The SIS changes record has a “rollback” function. This can be used to automatically return the data field to contain the information that was there before the edit was made. So, if we wanted to return this text to that displayed in the ‘Old Version’ panel, we would click on the Rollback button.

In this example, however, we want to return the text to the most recent manually entered text, which is the text in the ‘New Version’ panel. So, we need to highlight the text in the ‘New Version’ panel, and use Ctrl+C to copy the text, then close the change record panel (using ‘X’ in the top right corner).



- Paste the information into the data field in the assessment and click on Save before moving away from the data field.



8. If the Changes Record does not show any manual changes for the data field in the draft assessment, this means that field has not been edited.

If there is a previous published assessment, the text that appeared in that published assessment is the most recent text for that data field. So, in these cases, open the previous published assessment, copy the information from that data field, and paste it into the appropriate data field in the draft assessment.

If there is no previous published assessment attached to the taxon, check to see if it has recently changed taxonomic concept. If it has changed concept (i.e., there are two entries in SIS for the taxon, one of which is flagged as “Not Recognised”), then the most recent information for that data field may be sitting in the most recently published assessment attached to the previous taxonomic concept. If there has been no change in taxonomic concept (i.e., there is only one entry for the taxon in SIS), then there were no manual edits to that data field and it should be edited to correct the information.