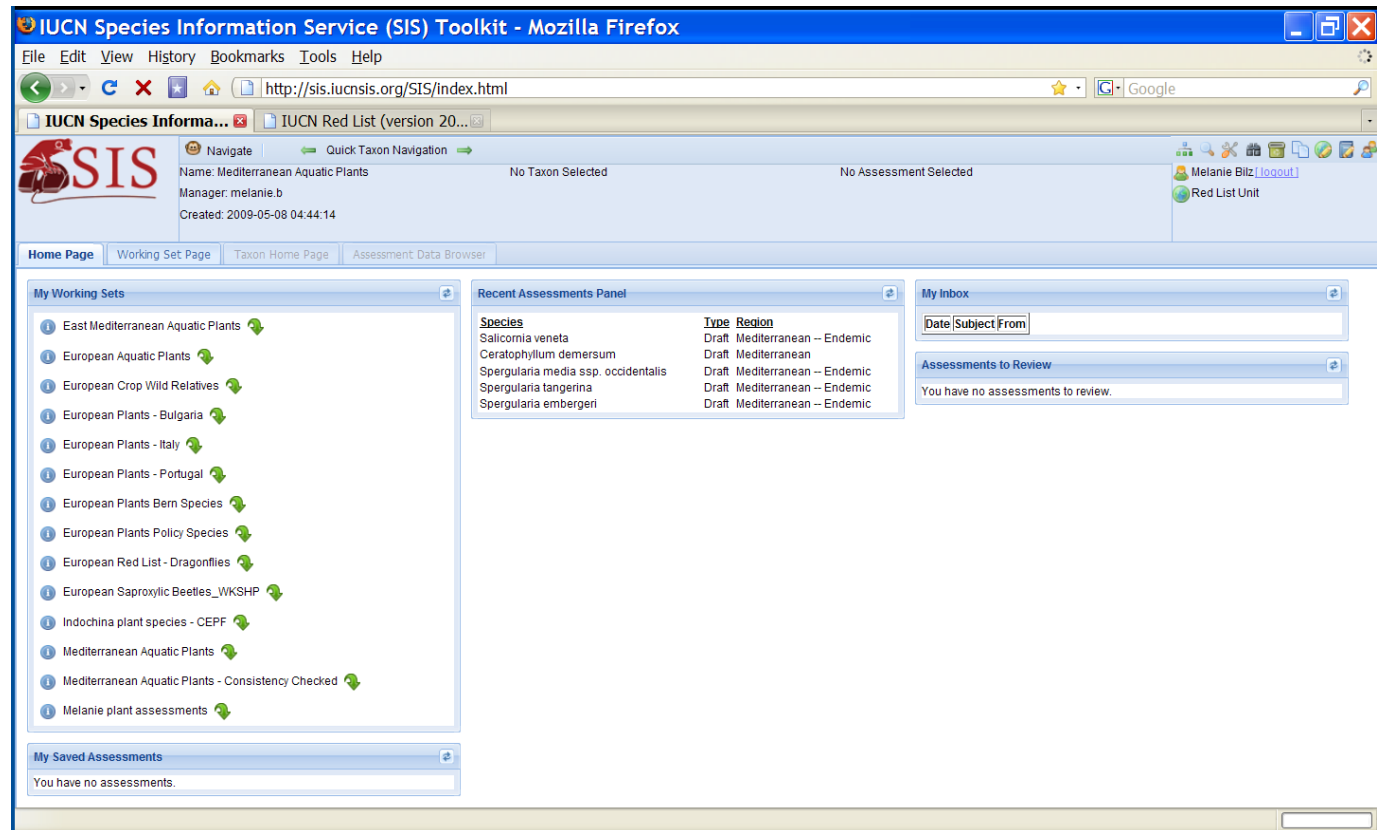



SIS Manual


How to find and enter species information in SIS

1. Go to <http://sis.iucnsis.org> . It is highly recommended to use **Mozilla Firefox** as the browser as there are currently problems with other browsers.
2. Log in, entering your email address and your password
3. Once you are logged in you should see a working set in the left hand panel under "My Working Sets". If you cannot see a working set, you might need to subscribe to it first.

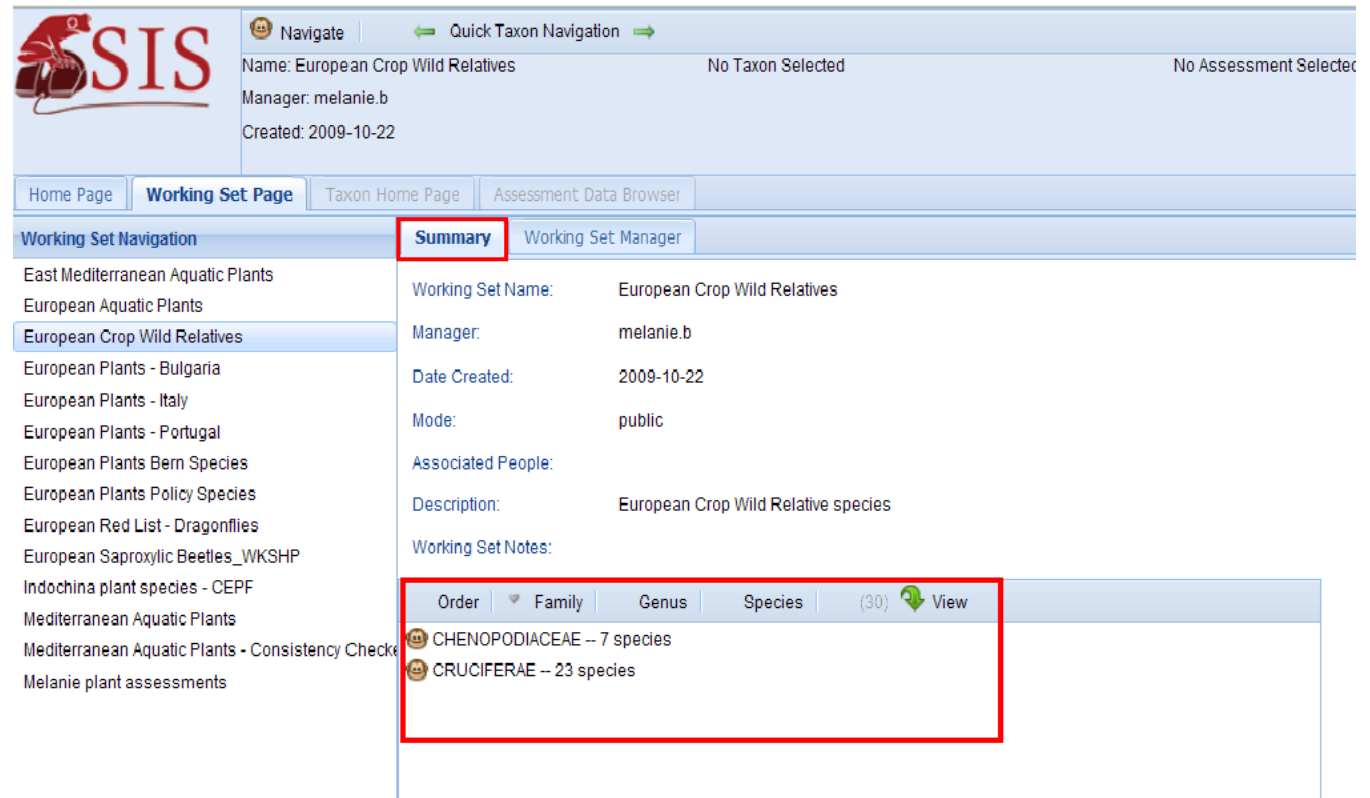


4. **Subscribe to a working set:** Click on 'Working Set Page' [Home Page](#) [Working Set Page](#) [Taxon Home Page](#) [Assessment Data Browser](#) and then go to 'Working Set Manager' [Summary](#) [Working Set Manager](#) where you find the button 'Subscribe' in the list. If you have been given rights to assess a particular working set, it should appear here and you can subscribe to it. If nothing is in this list, talk to your contact person at the Red List unit.

5. **Browsing your working set:** On the Home Page under the 'My working sets' box on the left, click on the green arrow  next to the working set. This is where the species have been stored.


You are now on the **Working Set Page** and can see which species have been stored in the selected working set. To access a species you have to click on **Species**, then select a species from the list and click the green arrow symbol:  View.

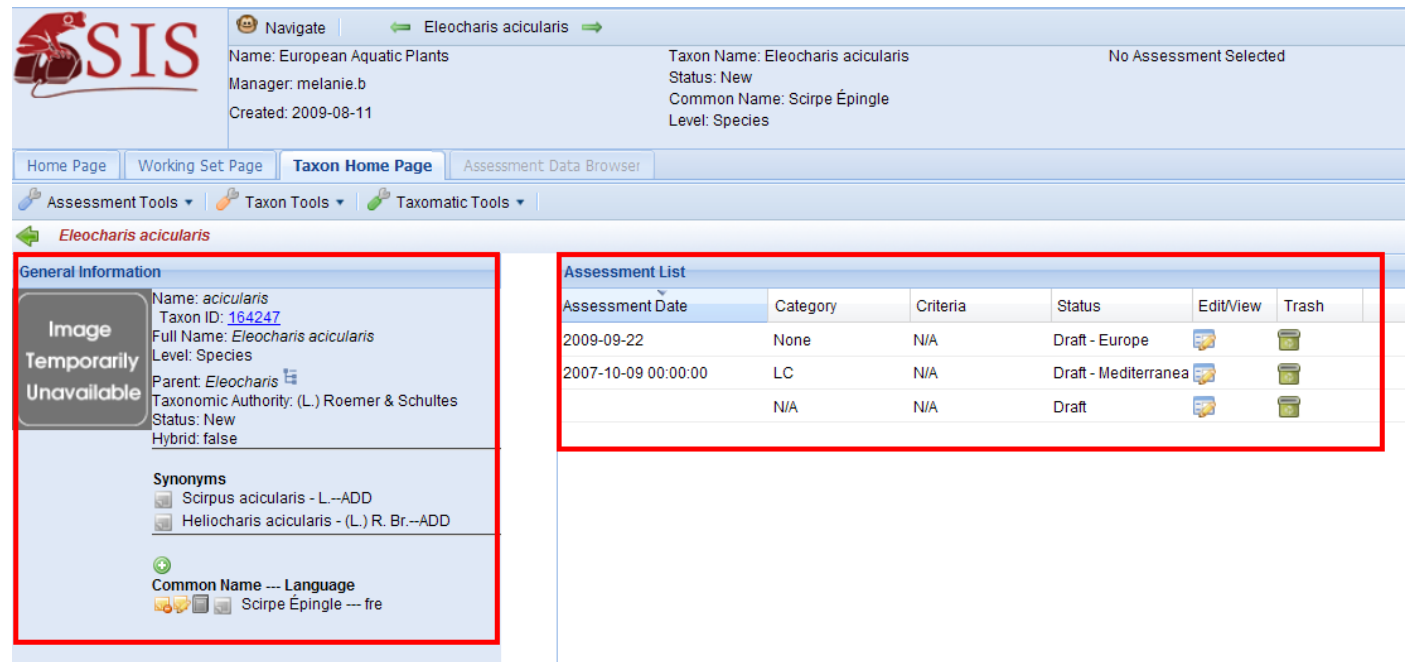
(In case you don't see the page as shown to the right, make sure that you are on the 'Summary' tab and not on the 'Working Set Manager' tab.)



The screenshot displays the SIS interface. At the top, there are navigation tabs: Home Page, Working Set Page (selected), Taxon Home Page, and Assessment Data Browser. Below these, the 'Working Set Navigation' section is visible, with 'Summary' and 'Working Set Manager' tabs. The 'Summary' tab is active, showing details for the working set 'European Crop Wild Relatives', managed by 'melanie.b' and created on '2009-10-22'. The mode is 'public'. The description is 'European Crop Wild Relative species'. Below this, there is a table of species, with a red box highlighting the 'Species' column and a 'View' button. The table shows two entries: 'CHENOPODIACEAE -- 7 species' and 'CRUCIFERAE -- 23 species'.

Order	Family	Genus	Species	(30) View
	CHENOPODIACEAE			-- 7 species
	CRUCIFERAE			-- 23 species

6. Once you selected a species you will be led to the “**Taxon Home Page**”. In the left panel you have general information about the species taxonomy, synonyms and common names. In the centre of the screen you will find a box called “Assessment list” which shows you what assessments are being carried out for a species or have been published in the past. You can open an assessment by clicking on the paper and pen symbol .



General Information

Name: *acicularis*
 Taxon ID: 164247
 Full Name: *Eleocharis acicularis*
 Level: Species
 Parent: *Eleocharis*
 Taxonomic Authority: (L.) Roemer & Schultes
 Status: New
 Hybrid: false







Synonyms



- Scirpus acicularis - L.--ADD
- Heliocharis acicularis - (L.) R. Br.--ADD

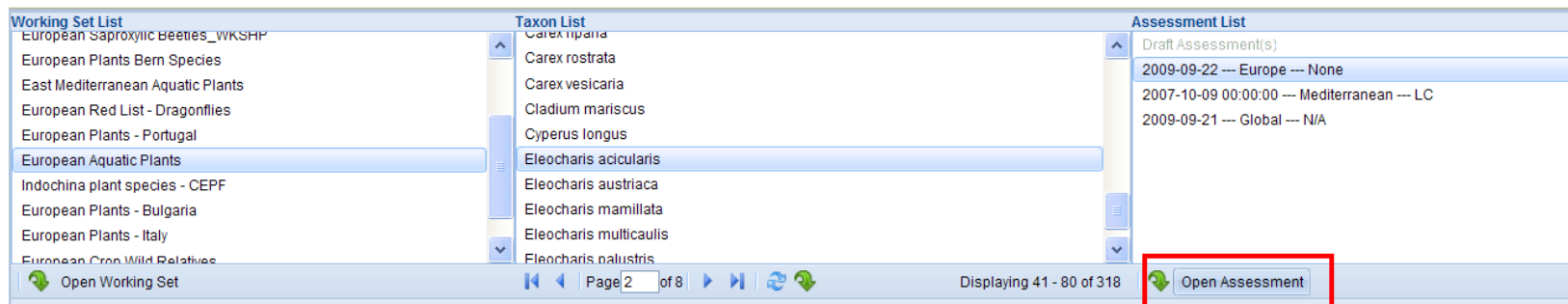
Common Name --- Language

- Scirpe Épingle --- fre

Assessment List

Assessment Date	Category	Criteria	Status	Edit/View	Trash
2009-09-22	None	N/A	Draft - Europe		
2007-10-09 00:00:00	LC	N/A	Draft - Mediterranean		
	N/A	N/A	Draft		

7. **Alternative way of browsing a working set:** On the upper part of your screen you will see an icon with a monkey head that says ‘**Navigate**’  – this button will allow you to navigate across all the species assessments. To see an assessment, you have to select it and then click on the ‘**Open Assessment button**  just below.



Working Set List

- European Saproxylic Beetles_WKSHF
- European Plants Bern Species
- East Mediterranean Aquatic Plants
- European Red List - Dragonflies
- European Plants - Portugal
- European Aquatic Plants
- Indochina plant species - CEPF
- European Plants - Bulgaria
- European Plants - Italy
- European Crop/Wild Relatives

Taxon List

- Carex riparia
- Carex rostrata
- Carex vesicaria
- Cladium mariscus
- Cyperus longus
- Eleocharis acicularis
- Eleocharis austriaca
- Eleocharis mamillata
- Eleocharis multicaulis
- Eleocharis palustris

Assessment List

Draft Assessment(s)

- 2009-09-22 --- Europe --- None
- 2007-10-09 00:00:00 --- Mediterranean --- LC
- 2009-09-21 --- Global --- N/A

Open Working Set | Page 2 of 8 | Displaying 41 - 80 of 318 | **Open Assessment**

8. You are now in the **Assessment Data Browser** – the window that has all the necessary documentation fields for a species assessment. In the top bar you have an overview of which working set, species and assessment (Europe) you are working on.

9. By default, the programme opens in the 'All fields view' (left column) but we recommend using the '**Plants View**' which is easier to navigate. Within this view there are several fields. Click on the headings (Distribution, Population, etc.) and the fields will open on the right. The different fields normally include a text field on top and then various classification schemes underneath – please scroll down on each page! See below for more detail on what information you should include in each field.

10. By using all your knowledge and the information published in different sources, please try to write information for all the fields for each species. The information collected will provide the basis to allocate a Red List Category to all the species. Please note that the species is being assessed at the European level so it is better that the data is constrained as much as possible to Europe than to the country level.

11. If you work on a species that is not endemic to your country but occurs in other countries as well, please state your country name before your comments on distribution, population, threats, etc. e.g.

Poland: the species is common in the south where it occurs at more than 20 sites, population trend is stable
Germany: only two locations in Saxonia included in a national park, population trend is stable.

12. Please **do not delete** comments that have been entered by other people – if you disagree with something then just write behind the text you disagree with, enter your name and the reason for disagreement, e.g. *The species is found between 0 and 400 m asl. [Smith: new research according to Flower and Tree (2009) states that the species can also be found 600 m above sea level]*

13. Add your name as a **contributor or assessor**:
 Once you have entered the information click on the tab “Red List Assessment” on the left hand side. Scroll down until you see the following screen:

Click on “Add User” and then type in your name into the search field. Once your name comes up in the “Possible Users” column. Click on it and drag it to the “Selected Users” column. Then save and your name will appear in the grey box. The same function works for adding assessors. If you can not find a name in the system, please write to the Red List Unit providing first and last name, email address, and affiliation of the person that needs to be added.

References

Each assessment has a bibliography attached which you can view under 'Tools'  and select 'Manage References'.

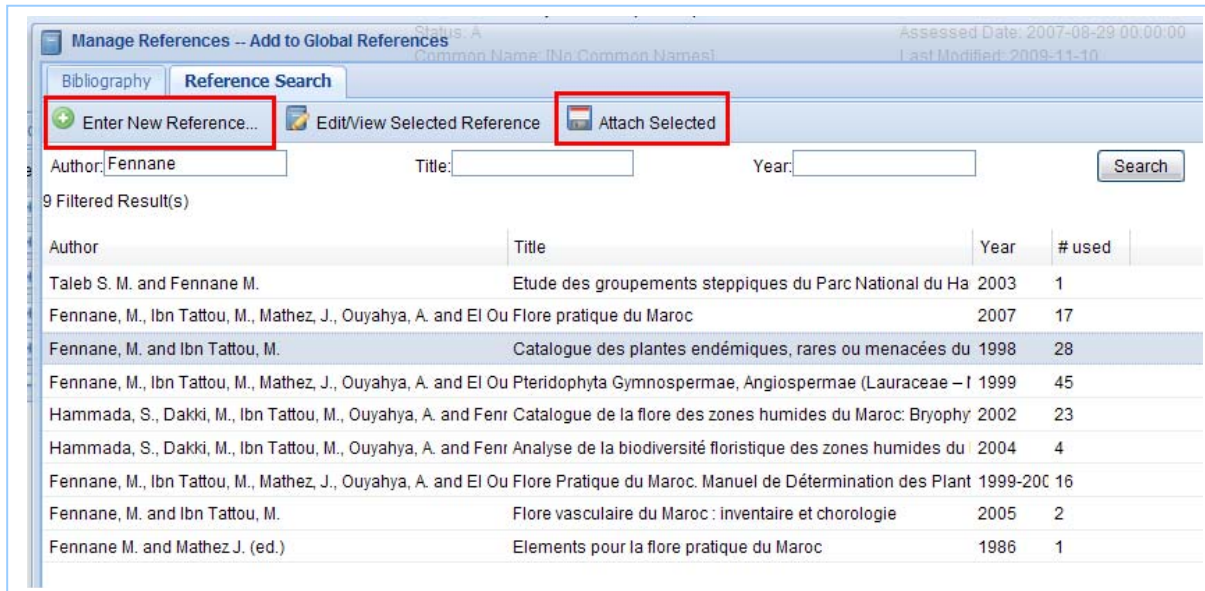
If you want to add a reference to an assessment, you need to **first check** if that reference is already in the system. For this you have to click on, 'Reference Search' and enter the author, year etc.



The screenshot shows the 'Manage References -- Add to Global References' interface. The 'Reference Search' tab is highlighted with a red box. Below the tabs, there are buttons for 'Remove Reference', 'Edit/View Selected Reference', and 'Show Field Info'. The main content area displays a list of references under the 'Citation' heading.

Citation


Consejo Superior de Investigaciones Scientificas (Real Jardin Botanico) and Fundación Biodiversidad (Ministerio de Medio Ambi
Dobignard, A. and Lambinon, J. in prep.. Index synonymique et bibliographique de la flore d'Afrique du Nord. Available at: <http://www>
Euro+Med Plantbase. 2006-2009. Euro+Med Plantbase - the information resource for Euro-Mediterranean plant diversity. Berlin Av
Fennane, M. and Ibn Tattou, M. 1998. Catalogue des plantes endémiques, rares ou menacées du Maroc. 8: 1-243.
Fennane, M., Ibn Tattou, M., Mathez, J., Ouyahya, A. and El Oualidi, J. 1999. *Pteridophyta Gymnospermae, Angiospermae (Laurace*
Greuter, W., Burdet, H.M. and Long, G. (ed.). 1986. *Med-Checklist*. Conservatoire and Jardin Botaniques de la Ville de Genève.
Tutin, T.G.; Heywood, V.H.; Burges, N.A.; Moore, D.M.; Valentine, D.H.; Walters, S.M. and Webb, D.A. 1964. *Psilotaceae to Platanac*



The screenshot shows the 'Manage References -- Add to Global References' interface. The 'Reference Search' tab is selected. Below the tabs, there are buttons for 'Enter New Reference...', 'Edit/View Selected Reference', and 'Attach Selected'. The 'Enter New Reference...' button is highlighted with a red box. Below the buttons, there are input fields for 'Author', 'Title', and 'Year', and a 'Search' button. Below the search fields, there is a table with 9 filtered results.

9 Filtered Result(s)

Author	Title	Year	# used
Taleb S. M. and Fennane M.	Etude des groupements steppiques du Parc National du Ha	2003	1
Fennane, M., Ibn Tattou, M., Mathez, J., Ouyahya, A. and El Ou	Flore pratique du Maroc	2007	17
Fennane, M. and Ibn Tattou, M.	Catalogue des plantes endémiques, rares ou menacées du	1998	28
Fennane, M., Ibn Tattou, M., Mathez, J., Ouyahya, A. and El Ou	Pteridophyta Gymnospermae, Angiospermae (Lauraceae – I	1999	45
Hammada, S., Dakki, M., Ibn Tattou, M., Ouyahya, A. and Fenr	Catalogue de la flore des zones humides du Maroc: Bryophy	2002	23
Hammada, S., Dakki, M., Ibn Tattou, M., Ouyahya, A. and Fenr	Analyse de la biodiversité floristique des zones humides du	2004	4
Fennane, M., Ibn Tattou, M., Mathez, J., Ouyahya, A. and El Ou	Flore Pratique du Maroc. Manuel de Détermination des Plant	1999-200	16
Fennane, M. and Ibn Tattou, M.	Flore vasculaire du Maroc : inventaire et chorologie	2005	2
Fennane M. and Mathez J. (ed.)	Elements pour la flore pratique du Maroc	1986	1

If the reference is already listed in the system you need to highlight the reference and click on 'Attach Selected'. Now that reference will be visualised in the 'Bibliography' button .

If the reference is not in the system, go to 'Enter New Reference' where you can enter the details of the publication/documents etc. Choose the appropriate reference type from the top scroll down menu. Once you have entered the information, scroll down the New Reference window to 'Generate' the citation before clicking 'Save and Close' at the top.

Important: Once the reference has been entered, you have to search for it again, highlight it and click on 'Attach Selected' to make sure that it is linked to the assessment.

It is very important that every assessment is linked to bibliography.

How to cite references in the text:

References in the body of a text can be cited in two ways.

As integral part of the text, e.g.: Flannery (1995) reports the Sulawesi Fruit Bat as common near villages on the Sula Islands.

Or behind the cited text in brackets: The Sulawesi Fruit Bat is common near villages on the Sula Islands (Flannery 1995)

Two authors are cited in this way: (Musser and Carleton 2005)

If a publication has more than two authors, cite only the first author then use '*et al.*': (Doherty *et al.* 2004)

If there are two references, separate them with a comma: (Hershkovitz 1983, Defler 2003)

How to enter a reference in the publications list:

Author Names.

- For all author names, use the format 'Smith, A.B.' (note that initials are separated by a full stop and no space).
- Separate co-author names using a comma.
- Use 'and' between the penultimate and last co-author names, with no comma before 'and'.
- In general, where author names include text such as "de", include this at the front of the surname.

For example: Carnaval, A.C.O.Q., Puschendorf, R., Peixoto, O.L., Verdade, V.K. and Rodrigues, M.T.

If you have any doubts on how to enter a reference, please refer to the "Documentation Standards and Consistency Checks for IUCN Red List Assessments and Species Accounts".

The image shows a 'New Reference' dialog box with the following fields and controls:

- Title: []
- Reference Type: Journal article (dropdown)
- Save and Close (button, highlighted in red)
- Cancel (button)
- Author: []
- Year: []
- Title: []
- Journal: []
- Volume: []
- Issue: []
- Pages: []
- Date: []
- Short Title: []
- Alternate Journal: []
- ISSN: []
- Keywords: []
- URL: []
- External Bib Code: []
- Submission Type: Published (dropdown)
- Short Citation: []
- Citation: * [] (with a red asterisk)
- Generate (button, highlighted in red)
- Edit (button)

How to fill in SIS text fields?

Summary documentation text is required for the topics listed below.

- a. **Taxonomic Notes.** If there have been recent taxonomic changes or there are any current taxonomic doubts or debates about the validity or identity of the taxon, document these issues in the *Taxonomic Notes* section. This section is **not** to be used to simply copy and paste collection label notes into.
- b. **Distribution.** Summarize the current information available for the species and record it in the *Geographic Range* field. For taxa that are particularly sensitive to collecting or hunting, it is prudent to avoid providing information that allows people to see exactly where the species can be found, but a less precise summary should be provided.

If you have information on the extent of occurrence, area of occupancy or the number of locations you can record it under this heading.
- c. **Occurrence.** Select countries of occurrence, including sub-country units for threatened species, from the country list in SIS, remembering to record the presence and origin of the taxon in each country.
- d. **Population.** In the *Population Documentation* field, summarize the information available for size and trend of the global population. Information about sizes and trends of subpopulations or trends in particular regions of the taxon's range can also be included in this section.

If there is no quantitative information on population sizes or trends, it is helpful to record whether the species is common, abundant, rare, etc. If there really is no information at all about the population, please note this.

Ensure that the current population trend is also recorded (underneath the text field).
- e. **Habitats and Ecology.** Use the *Habitat Information* field to write a summary account of the suitable habitats and ecological requirements. This does not need to be extensive; for example, it is not necessary to know the details of behavioural traits, etc. unless these are relevant to the taxon's status (e.g., it has a particular life cycle, growth pattern or behaviour that makes it vulnerable to specific threats).
- f. **Use and Trade.** Use the *General Use and Trade Information* field to write a summary account of the information available for any utilization and/or trade of the taxon (local, national and international trade).
- g. **Threats.** In the *Threats Documentation* field, document the major threats affecting, or likely to affect, the taxon. Try to indicate whether these threats are historic threats that caused the population to decline or current threats affecting the population now, and whether they are likely to affect the population in future.

Often this text is used to inform the codes recorded in the Threats and Stresses Classification Schemes, therefore it is helpful to document as much detail about the threats as possible, including the main reason for the threat, scale of the threat, and the stress this places on the species. For example, if deforestation is the main threat affecting the species, explain what is driving the deforestation (e.g., large scale hardwood timber extraction for national and international trade, ongoing forest clearance for expansion of coffee plantations, etc.) and how this is affecting the species being assessed (e.g., removal of mature individuals and seeds from the wild population, removing suitable habitat, altering the habitat to the extent that suitable breeding sites are becoming increasingly scarce, etc.)
- h. **Conservation.** Use the *Conservation Actions Information* field to document the conservation actions currently in place, and realistic actions needed to mitigate the threats causing declines (if any).

- i. **Red List Assessment.** Provide a rationale to justify the assessment in the *Rationale for the Red List Assessment* field. The rationale should not simply quote the Red List Criteria thresholds that are met (the criteria code already tells that story); instead it should use the key issues highlighted in the other documentation sections to summarize the reason why the taxon qualifies for the assigned category.

The summary documentation text in each of the above sections should be succinct but informative, and should be based on the most recent information available for the taxon. Please try to avoid one-word answers; when read together (e.g., on the Red List web site) the different sections should merge to tell a story summarizing what the taxon is, its Red List status, where it occurs, what threats it faces, what is being done or is needed to help the taxon.

If criterion B (or criterion D2 based on area of occupancy) is used in the assessment, please include estimates of the extent of occurrence (EOO) and area of occupancy (AOO) in the rationale rather than just stating the thresholds from the criteria, e.g., “EOO <20,000 km²”. It is also helpful to indicate the method used to estimate EOO and AOO (e.g., area within a minimum convex polygon (MCP) around all known sites of occurrence, MCP around all collection sites and extended to include potentially suitable habitat, MCP excluding large areas of unsuitable habitat, total area of river basins where the species is known to occur, AOO estimate from a 2x2 km grid overlay, etc.). **In SIS, this information may be included in the notes fields in the AOO and EOO pages in the *Distribution* section of the species account, along with the EOO and AOO estimates.**

Field name	Preferred style	Try to avoid
Distribution:	<i>Adelophryne baturitensis</i> is known only from the Serra (or Maciço) de Baturité, in the State of Ceará, in northeastern Brazil.	Brazil.
Population:	Until 1993, this frog was very common within its small range; often it was found at numerous localities. Between 1994 and 2003 the same sites were surveyed 34 times; not a single individual was found until in July 2004, when three individuals were recorded. It is suspected that the population is genuinely declining, but more research is needed to investigate the possibility of natural population fluctuations occurring.	Rare.
Habitat and ecology:	Most specimens have been found in reasonably well-preserved closed forests in dry or moist leaf-litter on the ground, in bromeliads, and in stream margins. However, the species can also survive in shaded coffee plantations. It is a diurnal species that breeds by direct development, and it is likely that the eggs are deposited in wet spots on the ground.	Streams. Forest.
Threats:	The major threat to this frog is extensive habitat loss across its range caused by logging, mainly for the timber trade, and to convert forest areas to agricultural land (large-scale plantations) and for urban expansion and tourist areas. The region's very good soils and favourable climate encourages agricultural expansion; the species cannot survive in the banana plantations that are rapidly taking over the	Forest loss.

	area.	
Conservation:	<i>A. baturitensis</i> is not known from any protected areas, and clearly there is a need for improved habitat protection at sites where this species is known to occur. Further survey work is needed to determine whether or not this species is experiencing a decline, or is undergoing natural population fluctuations.	None.
Assessment rationale:	<i>Adelophryne baturitensis</i> has a restricted range. It is known from 5-10 locations in the Maciço de Baturité in northeastern Brazil, where its total extent of occurrence (EOO) is approximately 550 km ² . Its forest habitat is declining due to logging and the rapid expansion of agriculture and human settlements in the area. These threats are likely to continue as the area is favourable for agriculture and there is no protection in place for the habitats required by this frog. The species is therefore listed as Vulnerable.	Vulnerable because EOO <20,000 km ² , <10 locations, and declining habitat.

For more information, please contact the Red List Unit and ask for the “Documentation Standards and Consistency Checks for IUCN Red List Assessments and Species Accounts”.

For more examples please look at: www.iucnredlist.org

Useful tips for Mozilla Firefox

- **British English Dictionary:** <https://addons.mozilla.org/en-US/firefox/addon/3366> - provides you with an automatic spell check in the SIS text fields
- **abctajpu** <https://addons.mozilla.org/en-US/firefox/search?q=abctajpu&cat=all> – provides you with an international alphabet for accents, etc. Once installed it will appear when you right click your mouse in Firefox.
- If you hit **F11** your Firefox browser bar will disappear and this will give you more screen space. Press F11 to regain the browser bar.
- By pressing the Ctrl key and using the scroll button on your mouse you can enlarge the screen/ zoom into the page– but careful, sometimes the system gets stuck or you can’t see certain fields in pop-up windows – then you have to login and logout again.

SIS Troubleshooting for Mozilla Firefox

If you can’t login to SIS or you can’t see all the information you are supposed to see such as regional draft assessments, try the following trick:

- Log out of SIS
- Go to Tools -> Options, select the tab “Advanced” and then “Network” under “Offline storage” click “Clear now”. Then shut down the browser, start Firefox again, go to tools and repeat the same procedure (i.e. clear the cache again just to be safe) and then log into SIS as normal.