# Administration guidelines for the Rwanda Biodiversity Information System (RBIS)

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# Table of Contents

1	Introduction	1
2	Preparing and checking a Master List of Taxa before uploading to RBIS	1
3	Preparing and checking an Occurrence Data File before uploading to RBIS	4
4	Uploading a new Taxon Group (Module) and adding a Master List of Taxa for the Taxon Group	14
5	Uploading Occurrence Data	17
6	Harvesting GBIF Data	20
7	Managing taxa in Taxon Management	22
8	References	25

## **1** Introduction

These document serves as a guideline for the administration of biodiversity data in the Rwanda Biodiversity Information System (RBIS). The sections outlined in this document are intended to serve as a guide for RBIS administrators and biodiversity data administrators to mobilise and ingest biodiversity data into RBIS. The steps outlined are sequential and each provides details on the process and key considerations. It is the intention to include each of these steps in the online administration in RBIS.

Only registered users with **super user status**, typically the site administrators, are able to view the administration sections in RBIS and undertake the following steps related to the mobilisation and ingestion of biodiversity data into RBIS.

The sections covered include:

- Preparing and checking a Master List of Taxa before uploading to RBIS
- Preparing and checking an Occurrence Data File before uploading to RBIS
- Uploading a new Taxon Group (Module) and adding a Master List of Taxa for the Taxon Group
- Uploading Occurrence Data
- Harvesting GBIF Data
- Managing taxa in Taxon Management

# 2 Preparing and checking a Master List of Taxa before uploading to RBIS

A taxonomic Master List is a list of all species and /or taxa within a particular group such as birds, fish, invertebrates, wetland plants, algae, etc. The purpose and details of the Master list have been outlined in the Data Management Guidelines (Dallas 2020a), and this section in intended to highlight issues specific checks to improve accuracy of the Master List. The format of the Master List is important to ensure consistency for ingestion of data into the information system. The columns included in the Master Lists are detailed in the Data Management Guidelines (Dallas 2020a). To ensure the Master list is accurate, several steps should be taken before uploading taxonomic data to RBIS. After consolidating the master list, you should check the following:

**Apply filters for checking the data by highlighting the header row**, clicking **Data, Filter.** All columns should be checked for consistencies and typos. Systematically work from column A to W. In particular, check consistency of the Taxon Rank and taxonomic hierarchy (Kingdom, Phylum, Class, Order, Family, Genus, Species, SubSpecies, Taxon).

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5	Yes	https://www.gbif.org/species	\$/2480635	Yes	D1 V1	GBIE	Species	Animalia	Chordata	Aves	Accinitriformes	Accinitridae	Accipiter	tachiro	Sort by Color	2	Acci
6	Yes	https://www.gbif.org/species	\$/5231319	Yes	D1. V1	GBIE	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	baeticatus	Soly by color		Acre
7	Yes	https://www.gbif.org/species	s/5231329	Yes	D1. V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	aracilirostris	🔀 Clear Filter From "Taxon"		Acro
8	Yes	https://www.gbif.org/species	s/2493136	Yes	D1. V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	palustris	Filter by Color	>	Acro
9	Yes	https://www.gbif.org/species	s/5231331	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	rufescens	Text Filters	2	Acro
10	Yes	https://www.gbif.org/species	s/2493129	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	schoenobae	rext <u>I</u> nters		Acro
11	Yes	https://www.gbif.org/species	s/2493118	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Acrocephalidae	Acrocephalus	scirpaceus	Search	<u>م</u>	Acro
12	Yes	https://www.gbif.org/species	s/2481800	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Scolopacidae	Actitis	hypoleucos	(Select All)	^	Acti
13	Yes	https://www.gbif.org/species	s/2481853	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Jacanidae	Actophilornis	africanus	Accipiter badius		Acto
14	Yes	https://www.gbif.org/species	s/2498252	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Alopochen	aegyptiaca	Accipiter melanoleucus		Alor
15	Yes	https://www.gbif.org/species	s/2474736	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Gruiformes	Rallidae	Amaurornis	flavirostra	Accipiter minullus		Ame
16	Yes	https://www.gbif.org/species	s/2494005	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Ploceidae	Amblyospiza	albifrons	Accopiter tachiro		Aml
17	Yes	https://www.gbif.org/species	s/2494106	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Ploceidae	Anaplectes	rubriceps	Acrocephalus graciliros	tris	Ana
18	Yes	https://www.gbif.org/species	s/2498112	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	acuta	Acrocephalus palustris		Ana
19	Yes	https://www.gbif.org/species	s/8214667	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	crecca	Acrocephalus rufescens		Ana
20	Yes	https://www.gbif.org/species	s/2498064	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	erythrorhyn	Tell A second ball or addressed by		Ana
21	Yes	https://www.gbif.org/species	s/2498071	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	hottentota	OK	Cancel	Ana
22	Yes	https://www.gbif.org/species	s/2498083	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	querquedule			Ana
23	Yes	https://www.gbif.org/species	s/2498156	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Anseriformes	Anatidae	Anas	undulata	Anos unoulota		- Ana
24	Yes	https://www.gbif.org/species	s/5229411	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Ciconiiformes	Ciconiidae	Anastomus	lamelligerus	Anastomus lamellig	erus	Ana
25	Yes	https://www.gbif.org/species	s/2482080	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Suliformes	Anhingidae	Anhinga	rufa	Anhinga rufa		Anh
26	Yes	https://www.gbit.org/species	s/2487391	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Kemizidae	Anthoscopus	caroli	Anthoscopus caroli		Anti
2/	Yes	https://www.gbit.org/species	s/2490276	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeritormes	Motacillidae	Anthus	cinnamomeu	IS Anthus cinnamomeu	.5	Anti
28	res	nttps://www.gbit.org/species	s/2490245	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	iviotacillidae	Antnus	ieucophrys	Antnus leucophrys		Anti
29	res	nttps://www.gbit.org/species	s/2490292	res	01, V1	GRIF	species	Animalia	Chordata	Aves	Passeriformes	Niotacillidae	Antnus	similis	Antnus similis		Anti 👻
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It is important to **check the GBIF taxonomy for accepted names and synonyms**. For example, in the avian master list, *Ardea alba* - is the accepted name, whereas *Casmerodius albus* is the synonym. Preferably only accepted names should be included in the Master List of Taxa.

Species	Accepted name Ardea alba Linnaeus, 1758
I	Synonym ≡ <i>Casmerodius albus</i> (Linnaeus, 1758)

Taxa should be **checked for duplicates** by highlighting the Taxon column, and from the Home Menu, selecting **Conditional Formatting**, **Highlight Cells Rules**, **Duplicate Values**.

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453	Yes	https://w	ww.gbif.org/spe	ecies/2481719	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Cf 🚺 Col	lor <u>S</u> cales >	Equal To	is		Tringa st	agnatilis		Trin
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455	Yes	https://w	ww.gbif.org/spe	ecies/7738108	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Pa 📑 Ico	n Eatr	Text that Conta	a		Turdoide	s rufocincto		Turc
456	Yes	https://w	ww.gbif.org/spe	cies/2493307	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Pa III ICO	11 3613	a reacting conta			Turdoide	s sharpei		Ture
457	Yes	https://w	ww.gbif.org/spe	cies/7340241	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Pa III Now P	ula.		u	IS	Turdus a	byssinicus		Ture
458	Yes	https://w	ww.gbif.org/spe	ecies/9348895	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Pa In New K	uie	A Date Occurrin	ıg		Turdus p	elios		Ture
459	Yes	https://w	ww.gbif.org/spe	ecies/2475001	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Cf 🔣 Clear F	Rules >		\$		Turnix sy	lvaticus		Turr
460	Yes	https://w	ww.gbif.org/spe	ecies/5231792	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Cc		Duplicate Value	-		Turtur aj	er		Turt
461	Yes	https://w	ww.gbif.org/spe	ecies/5231793	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Cc Manag	je Kules		· <b>···</b> //	os	Turtur cl	alcospilos		Turt
462	Yes	https://w	ww.gbif.org/spe	ecies/5231790	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Columbiforme	s Columbidae	More Puler	;t	ria	Turtur ty	mpanistria		Turt
463	Yes	https://w	ww.gbif.org/spe	cies/2497921	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Strigiformes	Tytonidae	More Rules			Tyto alb	1		Tyte
464	Yes	https://w	ww.gbif.org/spe	ecies/5232363	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Strigiformes	Tytonidae	Tyto	capensis		Tyto cap	ensis		Tyte
465	Yes	https://w	ww.gbif.org/spe	ecies/2498415	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Bucerotiforme	es Upupidae	Upupa	epops		Upupa e	pops		Upu
466	Yes	https://w	ww.gbif.org/spe	ecies/2493723	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Estrildidae	Uraeginthus	bengalus		Uraegin	hus bengal	us	Ura
467	Yes	https://w	ww.gbif.org/spe	ecies/2482321	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Coliiformes	Coliidae	Urocolius	macrourus	s	Urocoliu	s macrourus		Uro
468	Yes	https://w	ww.gbif.org/spe	ecies/7593822	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Cettiidae	Urosphena	neumanni		Urosphe	na neuman	ni	Uro
469	Yes	https://w	ww.gbif.org/spe	ecies/5229137	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiform	es Charadriidae	Vanellus	coronatus		Vanellus	coronatus		Van
470	Yes	https://w	ww.gbif.org/spe	cies/5229130	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiform	es Charadriidae	Vanellus	crassirosti	ris	Vanellus	crassirostri	s	Van
471	Yes	https://w	ww.gbif.org/spe	ecies/5229139	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiform	es Charadriidae	Vanellus	lugubris		Vanellus	lugubris		Van
472	Yes	https://w	ww.gbif.org/spe	ecies/5229150	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiform	es Charadriidae	Vanellus	senegallu:	s	Vanellus	senegallus		Van
473	Yes	https://w	ww.gbif.org/spe	ecies/5229142	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiform	es Charadriidae	Vanellus	spinosus		Vanellus	spinosus		Van
474	Yes	https://w	ww.gbif.org/spe	ecies/2484613	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Viduidae	Vidua	chalybeat	a	Vidua ch	alybeata		Vidu
475	Yes	https://w	ww.gbif.org/spe	cies/2484628	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Viduidae	Vidua	macroura		Vidua m	acroura		Vidu
476	Yes	https://w	ww.gbif.org/spe	cies/9307070	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Gruiformes	Rallidae	Zapornia	flavirostra	1	Zapornia	flavirostra		Zap
477	Yes	https://w	ww.gbif.org/spe	cies/2489344	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Zosteropidae	Zosterops	senegalen	isis	Zosterop	s senegaler	nsis	Zost 👻
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**Note**: All taxa can be updated after ingestion into RBIS through the Taxon Management section (see section 7 in this document).

**Delete blank rows and columns.** Lastly, ensure that there are no extra blank rows or columns, by deleting them.

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46 L	Copy	ww.gbif.org/species/5231790	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Columbiformes	Columbidae	Turtur	tympanistria	Turtur tympanistria	Turt
46	Parte Ontione:	ww.gbif.org/species/2497921	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Strigiformes	Tytonidae	Tyto	alba	Tyto alba	Tyte
46	a raste options.	ww.gbif.org/species/5232363	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Strigiformes	Tytonidae	Tyto	capensis	Tyto capensis	Tyte
46	🖻 🗊	ww.gbif.org/species/2498415	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Bucerotiformes	Upupidae	Upupa	epops	Upupa epops	Upu
46		ww.gbif.org/species/2493723	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Estrildidae	Uraeginthus	bengalus	Uraeginthus bengalus	Ura
46	Paste Special_	ww.gbif.org/species/2482321	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Coliiformes	Coliidae	Urocolius	macrourus	Urocolius macrourus	Uro
46	Insert	ww.gbif.org/species/7593822	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Cettiidae	Urosphena	neumanni	Urosphena neumanni	Uro
46		/ww.gbif.org/species/5229137	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Charadriidae	Vanellus	coronatus	Vanellus coronatus	Van
47	<u>D</u> elete	/ww.gbif.org/species/5229130	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Charadriidae	Vanellus	crassirostris	Vanellus crassirostris	Van
47	Clear Contents	ww.gbif.org/species/5229139	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Charadriidae	Vanellus	lugubris	Vanellus lugubris	Van
47		ww.gbif.org/species/5229150	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Charadriidae	Vanellus	senegallus	Vanellus senegallus	Van
47 L	Eormat Cells	ww.gbif.org/species/5229142	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Charadriiformes	Charadriidae	Vanellus	spinosus	Vanellus spinosus	Van
47	Row Height	ww.gbif.org/species/2484613	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Viduidae	Vidua	chalybeata	Vidua chalybeata	Vidu
47	2	ww.gbif.org/species/2484628	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Viduidae	Vidua	macroura	Vidua macroura	Vidu
47	<u>H</u> ide	ww.gbif.org/species/9307070	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Gruiformes	Rallidae	Zapornia	flavirostra	Zapornia flavirostra	Zap
47	Unhide	ww.gbif.org/species/2489344	Yes	D1, V1	GBIF	Species	Animalia	Chordata	Aves	Passeriformes	Zosteropidae	Zosterops	senegalensis	Zosterops senegalensis	Zost
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# **3** Preparing and checking an Occurrence Data File before uploading to RBIS

To ensure that data are accurate, several steps should be taken before uploading occurrence data to RBIS. After consolidating the occurrence data in the data file, you should check the following:

#### Apply filters for checking the data by highlighting the header row, clicking Data, Filter

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**UUID**. This is a unique if for each occurrence record. It needs to be copied and pasted so that the formula sued to generate it is saved as a number. See below for guidance.

https://docs.rbis.kartoza.com/batch-importing-taxon-occurrence-data-bims/dealing-uniqueidentifiers/

Systematically check each column using the dropdown arrows, and look for inconsistencies. Some common issues include, #num in UUID column instead of the UUID, incorrect spelling in the **Site description** column (e.g. Gakiriro wetland, Gakirirowetland), latitude with missing "-" (e.g. 2.60059 as latitude is incorrect – should be -2.60059), longitude.

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- Published report (Collector/Owner; Collector/Owner Institute; Author(s); Year; Source; Title; URL or Document Upload Link). Note the Document Upload Link is obtained after the report is added to RBIS.
- Thesis (Collector/Owner; Collector/Owner Institute; Author(s); Year; Source; Title; URL or Document Upload Link)
- Database (Collector/Owner; Collector/Owner Institute; Author(s); Year; Source)
- Unpublished data (Collector/Owner; Collector/Owner Institute; Author(s); Year; Source)

**Check format of Author(s).** It needs to be: Surname + Initials, no punctuation. (e.g. Tumushimire L, Mindje M, Sinsch U & Dehling JM not Lambert Tumushimire, Mapendo MINDJE, Prof. Ulrich Sinsch & Julian Maxmillian Dehling). It is important to get the authors correct (e.g. Sinsch Ulrich and Dehling, J. Maximilian, Lümkemann Katrin, Rosar Katharina, Christiane Schwarz should be Sinsch U, Lümkemann K, Rosar K, Schwarz C & Dehling M as per the doi).

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**Check the Date**: This is the publication date (so 2012-2013 should be 2019 as this is when the article was published - Ecology and Evolution. 2019. Same with all other data from this study).



**Check the Source**. Please note when to include source or not, and what to include. (e.g. Mindje, M., Tumushimire, L., & Sinsch, U. (2020). Diversity assessment of anurans in the Mugesera wetland (eastern Rwanda): impact of habitat disturbance and partial recovery. Salamandra, 56, 27-38. Should be **Salamandra**)

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- For Published Reports and Theses the Source is the publisher of the Report.
- For Unpublished Data the source is the title of the study.

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**Checking for duplicate occurrence records.** Use this formula for checking for duplicates. This is a combination of Site description, latitude, longitude, sampling date, Taxon, sampling method, author, year, source and title. Copy and paste the formula below into a new column at the end and name it "Duplicate check".

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Then copy and paste the formula down to the end of the data rows. Then Highlight the column, and from the Home menu, select **Conditional Formatting, Highlight Cells Rules, Duplicate Values.** 

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Any duplicates will be highlighted. Check and delete duplicate occurrence records. Then delete the Duplicate Check column.

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Remove the data filter, save the file in excel, and save the file as csv file.

Data are always first uploaded to the RBIS Staging Site to make sure it is all working, and to check for errors.

# 4 Uploading a new Taxon Group (Module) and adding a Master List of Taxa for the Taxon Group

Only registered users with **super user status** are able to do this, typically the site administrators .

#### Steps:

Click on your name and select Upload Taxonomic Data



#### Click Add new – to add a new Taxon Group

Upload Taxonomic data								
You can download the template here : Download Template								
Note : Duplicates will be detected and update the existing data								
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Add the new taxon group by adding the Taxon Group name and selecting the logo using the "Browse"

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Select the new Taxon Group using the dropdown and browse to the file containing the Master List of Taxa for the Taxon Group, click upload

You can download the template here : Download Template Note : Duplicates will be detected and update the existing data								
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#### Note: The Excel file needs to be saved as a csv using the following option:

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You can download the	e template here : Download Template		
Current progress	5:		
CSV file taxa-fi	le/RBIS_Bird_Master_List_2020_10_02_Final_for_RBIS_V1.csv		S.
Uploaded at Oct. 2	2020, 8:37 a.m.		
Progress : 145/479	,		
Cancel			

A **Success** file will indicate taxa uploaded to the system. An **Error** file will give details of taxa not uploaded. The last column in this csv file provides an indication of the reason the taxon was not uploaded. The administrator then needs to check the data and correct before uploading again.



Once the Master List of Taxa has been added it can be viewed in the Taxon Management section.

New taxa may be added individually using the **Taxon Management** (see section 7 in this document), or if there are multiple new taxa to be added, then the steps from (4) can be repeated, to upload the additional new taxa for the Taxon Group.

## 5 Uploading Occurrence Data

#### Steps:

#### Click on your profile and select **Upload Occurrence Data**



Select the Taxon Group using the dropdown and browse to the file containing the occurrence data for the taxon group, click upload

Upload Occurrence Data								
You can download the template here : Download Template								
Note : Duplicates will be detected and update the existing data								
Taxon Group	Avians	~	Add new					
l Inload csy bere	Browse No file selected.							
Upload								

#### Note: The Excel file needs to be saved as a csv using the following option:

IS Amphibian data 2020_10_01 final for RBIS V1	
V UTF-8 (Comma delimited) (*.csv)	▼ 🖓 Save
re options	
You can download the template here : Download Template	
Current progress :	
CSV file taxa-file/RBIS_Bird_Data_2020_10_02_Final_for_RBIS_V1_G7mpsbB.csv Uploaded at Oct. 7, 2020, 7:08 a.m.	Ŷ
Progress : 164/317	

A **Success** file will indicate occurrence records uploaded to the system. An **Error** file will give details of occurrence records not uploaded. The last column in this csv file provides an indication of the reason the occurrence record was not uploaded. The administrator then needs to check the data and correct before uploading again.

#### Common errors:

- Taxon not in Master list
- Taxon Rank incorrect

Occurrence records may be updated by uploaded corrected records in the csv file. As long as the UUID is the same then the old occurrence record will be updated.

New occurrence records may be added by repeating the steps from (4), to upload the additional occurrence records for the Taxon Group.

Note that once the occurrence data has been uploaded, geocontext data (i.e. information about the site such as province, catchment etc.) are automatically populated for each site. This takes time and it is recommended that the next step (i.e. harvesting from GBIF), is done at least 24 hours after uploading occurrence data.

### 6 Harvesting GBIF Data

#### Steps:

Click on your profile and select Harvest from GBIF



Select the Taxon Group using the dropdown and click Start harvesting.



You can keep track of progress. The more taxa in the master list, the longer the time needed for harvesting data from GBIF. You can keep it running in the background and continue with other work as it harvests the data.



You can view the GBIF data harvested via the **Download Logs.** 

Finished upload sessions :	
Download logs Started at Oct. 9, 2020, 11:55 a.m. Result : Finished	

# 7 Managing taxa in Taxon Management



TAXON MANAGEMENT

The label for the module and the logo may be updated, by clicking **Edit**:

Edit Module	x	
Label: Avians		
Logo:	Browse No file selected.	
	Close Save	

Individual taxa may be edited using the Taxon Management section. The module is selected, which is then highlighted and all taxa in the module are served alphabetically. The rank and import date are shown for each taxon. The search button is used to search for specific taxa.

Avians Total taxonomy : 476		donate adults tal taxonomy : 96	Amphibians Total taxonomy : 54
Q Taxon name Search			Add A Taxon 🖉 🕹 Download As Csv
Taxon Name	Rank	Import date	Action
Accipiter badius	SPECIES	2020-10-07	Remove From Group Edit
Accipiter melanoleucus	SPECIES	2020-10-07	Remove From Group
Accipiter minullus	SPECIES	2020-10-07	Remove From Group
Accipiter tachiro	SPECIES	2020-10-07	Remove From Group
Acrocephalus baeticatus	SPECIES	2020-10-07	Remove From Group
Acrocephalus gracilirostris	SPECIES	2020-10-07	Remove From Group
Acrocephalus rufescens	SPECIES	2020-10-07	Remove From Group
Acrocephalus schoenobaenus	SPECIES	2020-10-07	Remove From Group

TAXON MANAGEMENT

Details for each individual taxon are accessed using the Edit button. These include GBIF Key, Verification, Scientific Name, Canonical Name, Legacy Canonical Name, Taxonomic Rank, Vernacular names, Taxonomic Status, Parent (Taxon), IUCN status, Endemism, Origin and Author. Other details related to the data harvesting are shown as well as the import date.

hange Taxono	omy		
GBIF Key	2480610		
	Ventied		
	The dats has been verified		
Bolentifio Name	Accipiter badius (Gmelin, 1788)		
Canonical Name	Accipiter badius		
legacy Canonical Name	Accipiter badius		
Taxonomic Rank	Species v		
/emacular names	b'Little Banded Goshawk'	∧ +	
	b'Black Goshawk/Black sparrowhawk'		
	b'Little Sparrowhawk'		
	b'African Goshawk'		
	b'African Reed-Warbler'		
	b'Lesser Swamp-Warbler'		
	h/Craster Swamp Marbler		
	b Greater awarrip-Warbier	~	
	Disection Visitian		
	now some control ; or continuant on a mail, to select more than one.		
axonomic Status	Accepted ~		
Parent	1952 Q Accipiter Brisson, 1760 - GENUS		
UCN status	LC → + ×		
UCN taxon Id			
Data from IUCN			
Endemism	V/Idespread (more than one Freshwater Ecoregion)	~ >	+ ×
Drigin	Native		
	Origin		
			12
Author	(Gmeiin, 1788)		
ison data from gbif	("key": 2480610, "rank": "\$PECIE\$", "class": "Aves", "genus": "Accipiter", "order": "origin": "\$OURCE", "parent": "Accipiter", "phylum": "Chordata", "extinct": faise, "Accipiter badius", "synonym": faise, "basionym": "Faico badius Gmelin, 1783", "clas	"Accipitriformes", "family" "kingdom": "Animalia", "s ssKey": 212, "genusKey": 9	"Accipitridae", pecies": 405810,
Additional json data	{:, "link": "http://rbis.kartoza.com/admin/bims/taxonomy/1951", "Class": "Aves" "Accipitriformes", "Taxon": "Accipite badius", "Family": "Accipitridae", "Origin": "h "GBIF", "Kingdom": "Animalia", "Species": "badius", "Comments": "D1, V1", "End	", "Genus": "Accipiter", "O łative", "Phylum": "Chord emism": "Widespread (mo	rder": ata", "\$ource": re than one
	2020-10-07		

You can also Download a Master List of Taxa for a Group using the **Download As CSV** button.



You can add a new taxon using the **Add A Taxon** button.



This functionality still needs to be finalised, but for now you type in the taxon name and it links to GBIF to provide options, which you then Add.

Add New Taxo	on						×
Aphanicera						Find	
Scientific Name		Canonical Name	Rank	Source	Stored	Action	
Aphanicera lyrata l	Barnard, 1934	Aphanicera lyrata	SPECIES	. 🕊 GBIF	×	+ ADD	
Aphanicera capens	sis Tillyard, 1931	Aphanicera capensis	SPECIES	. <b>K</b> GBIF	×	+ ADD	
						Close	
		Dura Testin	-				

## 8 References

•

Dallas HF. 2020. Data management guide for developing the Rwanda Biodiversity Information System (RBIS) for housing and serving freshwater biodiversity data. Prepared for the Center of Excellence in Biodiversity and Natural Resource Management, University of Rwanda