

## CREATING & MANAGING TAXONOMY IN THE BDRS

### Introduction

There are two main methods for creating and managing taxonomic structures and content in the Biological Data Recording System (BDRS)

The simplest is to **import** species pages from the Atlas of Living Australia (Atlas).

The more complex method is to **create** the structures and content by hand.

**BDRS Taxonomy** comes in two parts – the **Taxonomic Group** and the **Taxonomy Page**.

The **Taxonomic Page** is the BDRS equivalent of a **species profile** page in the Atlas and contains information about the particular species of interest including images, description, habitat, diet and so on – whatever you want to show to visitors to your site.

These profile pages can be developed for all levels of a taxonomic structure including sub-species, species, genus, subfamily, family etc to whatever level of detail you wish to go to and is appropriate for your audience and useful in surveys.

The **Taxonomic Group** is a flexible grouping classification tool. You can group things by anything you like:

- For example type - lizards, snakes, skinks, waterfowl, birds of prey, etc; OR
- or within a family or kingdom: Waterfowl, Herons, Ibis etc, Birds of Prey, Shorebirds and Gulls, Pigeons and Doves, Cockatoos, Parrots and Lorikeets, Robins, Cuckoos, and so on; OR
- by habitat – wetlands, dry forest etc.

Clicking on the taxonomic group opens the next level down which is usually a list of species – then Clicking on an individual species opens the selected species profile page.

You can group species at whatever level of detail you like, is appropriate for your audience and is useful in setting the context of more formal scientifically driven surveys (vs a casual “any species” sighting record with basic Darwin Core Fields).

Most BDRS sites have a field guide or species guide which shows this first level of grouping that provide users with the opportunity to browse your content within the grouping or association framework and which shape and guide their understanding of what your particular projects are all about.

### This document:

Part 1 describes the processes for creating Taxonomy Groups.

Part 2 describes the processes for creating Taxon/Species pages.

Part 3 describes the processes for creating & updating taxonomy groups and species pages using the Atlas of Living Australia Import functionality.

**Note:**

You will need to be an administrator to perform the actions described in this document.

The menus may not look exactly like the images shown here as your site may be themed with different colours and/or text. The functionality will be the same however so look at the admin screens as they will not generally be themed.

**PART 1: CREATING TAXONOMIC GROUPS**

The Taxonomic Group is a flexible grouping classification tool. You can group things by anything you like – for example type: lizards, snakes, skinks, waterfowl, birds of prey, etc

Most BDRS sites have a field guide or species guide which shows this first level of grouping.

Clicking on the taxonomic group opens the next level down which is usually a list of species – then Clicking on an individual species opens the selected species profile page.

*Instructions for creating or editing a new Taxon Group:*

1. Log in to your web site as usual.
2. Click on Admin from the navigation menu and Select Manage Portal, then Manage Taxonomy on the sub-menu

Admin	Site Help	Sign Out	
Personal Details --			
Manage People			
Manage Projects			
Manage Data			
Manage Portal			<ul style="list-style-type: none"> <li>Preferences</li> <li>Edit Theme</li> <li>Edit Static Content HTML</li> <li>Manage Slideshow Galleries</li> <li><b>Manage Taxonomy</b></li> <li>Species Pages</li> <li>Taxon Groups</li> <li>View Species Guide</li> <li>Manage Maps</li> <li>Manage Files</li> </ul>

3. Select Search Taxonomic Groups from the list

## Manage Taxonomy

Taxonomy drives the available species for the Users to enter into the system (Taxonomic Group, and the content in the Species Pages for this Portal. For more information see (Species).

- [Search Taxonomy](#)
- [Search Taxonomic Groups](#)

Tip – you can also select Taxon Groups in the menu above to open directly

**To Add a New Taxon Group:**

4. Click the Add Taxon Group button

### Search Taxonomic Groups

Taxon groups are an arbitrary grouping of taxa such as "My Favourite Birds" or "Endangered Birdlife in South-West Australia".

Add Taxon Group

Thumbnail	Group Name

5. Type a Name

Naming is important as it is how people distinguish between groups of objects – for example it is usually better to use common names rather than scientific names to improve the usability of the site.

In this example we have used "Threatened mammals"

**Note** that you can also add an Image and/or Thumbnail image for a species representative of your group which will be displayed on the field guide page.

We recommend you do this to add visual appeal to your web site and help people understand and differentiate between the species contained within your taxon groups.

*Continuing with the Threatened Mammals example*

### Edit Taxonomic Groups

This page allows you to modify the attributes for a particular Taxonomic Group. This allows you to specify Taxonomic Group Attributes (which appear when a species from this Group is selected in a data entry form), as well as define the fields that appear on a Species Page for a species in this Group.

**Name**

**Image**  No file chosen

**Thumbnail**  No file chosen   
*Recommended size 250 x 140 px*

*you can also add images here for the group*

**Behaviour Included**

**First Appearance Included**

**Last Appearance Included**

**Habitat Included**

**Weather Included**

**Number Included**

**Attributes**

Taxon Group Attributes are custom attributes for a sighting (record) that is presented when a taxon from this group is selected.

[Enlarge Table](#)

Description on the Form	Name in the Database	Field Type	Mandatory	Options (separated by comma)	Delete

**Identification**

Identifications are customised attributes that are associated with each taxon from this group. For example a particular may contain the identification "Conservation Status".

[Enlarge Table](#)


Description on the Form	Name in the Database	Field Type	Mandatory	Options (separated by comma)	Delete

6. Click the Save button

Taxon groups are an arbitrary grouping of taxa such as "My Favourite Birds" or "Endangered Birdlife in South-West Australia".


Thumbnail	Group Name
	<a href="#">Threatened Birds</a>
	<a href="#">Threatened Frogs</a>
	<a href="#">Threatened Mammals</a>
	<a href="#">Threatened Plants</a>

7. Select View Species Guide (or field guide - site dependent) to see the results.



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connecting people...connecting nature

## Slopes 2 Summit Thurgoona Project



Home
View All Records
Species Guide
About the Project
Site Help
Sign In

### Threatened Species of Thurgoona

While the initial focus is on Squirrel Gliders there are a number of threatened species which are being included and for which surveys, species profiles and other support will be added over time.


Threatened Birds include:

- Regent Honeyeater (*Xanthomyza phrygia*)
- Sloanes Froglet (*Crinia sloanei*)
- Swift Parrot (*Lathamus discolor*)
- Brown Treecreeper (*Climacteris picumnus*)
- Scarlet Robin (*Petroica multicolor*)

this example shows both taxonomy groups in development (with & without images) and other text and formatting that can be applied to the species guide pages


Planned Taxon Groups include:

Threatened Plants




Introduced Fauna


Threatened Frogs




Common Birds




Common Mammals



Threatened Birds



Threatened Mammals



Threatened Reptiles

Photos of gliders and other related photos:

- up-close
- in flight (Alex Bonazzi sequence)
- being handled
- tree hollows
- nestboxes
- traps

Text about gliders with reference to reports including the following:

- Thurgoona Threatened Species Conservation Strategy, 2004 (\*image of front cover as icon to click)
- Squirrel Glider Population Feasibility Study, 2009

## PART 2: CREATING TAXONOMIC PROFILES

The **Taxonomic Page** is the BDRS equivalent of a **species profile** page in the Atlas and contains information about the particular species of interest including images, description, habitat, diet and so on – whatever you want to show to visitors to your site.

These profile pages can be developed for all levels of a taxonomic structure including sub-species, species, genus, subfamily, family etc to whatever level of detail you wish to go to and is appropriate for your audience and useful in surveys.

### Note:

You will need to have created at least one Taxonomy Group to perform this action as all species pages have to be assigned to a group.

### Instructions for creating or editing a new Taxon Profile/Species Page:

1. Log in to your web site as usual.
2. Click on Admin from the navigation menu and Select Manage Portal, then Manage Taxonomy on the sub-menu

Admin	Site Help	Sign Out	
Personal Details --			
Manage People			
Manage Projects			
Manage Data			
Manage Portal			<ul style="list-style-type: none"> <li>Preferences</li> <li>Edit Theme</li> <li>Edit Static Content HTML</li> <li>Manage Slideshow Galleries</li> <li><b>Manage Taxonomy</b></li> <li>Species Pages</li> <li>Taxon Groups</li> <li>View Species Guide</li> <li>Manage Maps</li> <li>Manage Files</li> </ul>

3. Select Search Taxonomy from the list

## Manage Taxonomy

Taxonomy drives the available species for the Users to enter into the system (Taxonomic Group, and the content in the Species Pages for this Portal. For more information, see the Species Pages).

- [Search Taxonomy](#)
- [Search Taxonomic Groups](#)

Tip – you can also select Species Pages in the menu (as shown above) to open directly if your site has this option.

**To Add a New Taxon/Species Page:**

4. Click the Add Taxon button

### Search Taxonomy

Enter the name of a taxon below to view the properties of the taxon, or click on "Add Taxon" to create a new taxonomic entry.

Taxon Name:

To import a species or group of species from the ALA, enter a single Isid or list of Isids, separated by commas, in the text area below.

import short profile(s) only

5. The following image shows the edit options for K2C Reptiles including the default fields established for this site as well as the Atlas species page importing functionality described in detail in Part 3.

### Edit Taxonomy

This page allows you to edit the entry for this particular taxon. You can add a Taxon Profile to the species, so that it becomes visible in the Field Guide for your Portal. You can also view the Taxonomic Group attributes, which can be changed [here](#).

**Scientific Name**

**Common Name**

Rank

Parent

**Group**

Author

Year

Guid

mandatory fields

#### Taxon Profile

The taxon profile provides additional data about this taxon such as distinctive markings, identifying characteristics, habitat and biology.

default fields created using a template

Retrieve Profile from ALA
Add Profile

Type	Database Name	Title	Content	Delete
<input type="text" value="Text"/>	<input type="text" value="Thumbnail Small"/>	<input type="text" value="Thumbnail Small"/>	<input type="text"/>	✘
<input type="text" value="Image"/>	<input type="text" value="IMAGE"/>	<input type="text" value="Image Full Size"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DESCRIPTION_BEHAVIOUR"/>	<input type="text" value="Description &amp; Behaviour"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DISTINGUISHING_FEATURE"/>	<input type="text" value="Distinguishing Features"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DISTRIBUTION_HABITAT"/>	<input type="text" value="Distribution &amp; Habitat"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="OTHER_INFORMATION"/>	<input type="text" value="Other Information"/>	<input type="text"/>	✘

#### Group Attributes ignore these

Group attributes are the custom attributes of this taxon as specified by this taxon group.

Save

6. Note that the Scientific, Common and Group name fields are mandatory
7. **Add your content**
  - a. The fields are limited in size while in edit mode as shown but can contain as much text as you like.
  - b. We recommend you develop detailed text separately and paste into the appropriate fields
  - c. The text supports HTML mark up such as `<strong>this text will be shown bolded</strong>`
  - d. We also recommend that you **add at least one image** that can be displayed both in the species page and in the taxon group species list.



- e. Images need to be added first to the Managed Files list so you can reference the unique Identifier e.g. 02df8c72-ae25-4171-b5ad-401c793e11f4 which will be used to display the image
- f. The table row containing the image needs to be dragged up to the top of the table in order to display in the taxon group species list: this is more important when you have multiple images.

The taxon profile provides additional data about this taxon such as distinctive markings, identifying characteristics, habitat and biology.

**drag field guide taxon group image to top of the table**

[Enlarge Table](#)
[Retrieve Profile from ALA](#)
[Add Profile](#)

Type	Database Name	Title	Content	Delete
Thumbnail Small	Thumbnail Small	Thumbnail Small	ca4e5b46-b627-495e-aa	✘
Image	IMAGE	Image Full Size	Joe-8e80-b0e457be5cc2	✘
Text	DESCRIPTION_BEHAVI	Description & Behaviour	Lives underground. Grow	✘
Text	DISTINGUISHING_FEAT	Distinguishing Features		✘
Text	DISTRIBUTION_HABITA	Distribution & Habitat		✘
Text	OTHER_INFORMATION	Other Information		✘

- g. More complete details on how to create and manage field content and options are provided in a separate document.

**TIP**

Browsers **are** notoriously reluctant to release cached page data so you may have to clear your history in order to see the changes you have made. This is especially so with images

- 8. Click the Save button to complete the species profile.

**Blackish Blind Snake** *Ramphotyphlops nigrescens*

Rank: Species  
 Group: Snakes  
 Parent: [Ramphotyphlops Ramphotyphlops](#)  
 Update: 13 Sep 2011

**Taxon Profile**







Type	Database Name	Title	Content
thumb_small	Thumbnail Small	Thumbnail Small	ca4e5b46-b627-495e-aa0d-16e004749899
text	DISTRIBUTION_HABITAT	Distribution & Habitat	
text	OTHER_INFORMATION	Other Information	
profile_img	IMAGE	Image Full Size	
text	DESCRIPTION_BEHAVIOUR	Description & Behaviour	Lives underground. Grows to 75cm
text	DISTINGUISHING_FEATURES	Distinguishing Features	

[Edit Taxon](#)
[Add Taxon](#)

- Select View Species Guide (or field guide - site dependent) and then the appropriate Taxonomy Group to see the results.

**Snakes**

16 items found, displaying all items.1

Scientific Name	Common Name	Thumbnail
<i>Vermicella annulata</i>	Bandy Bandy Snake	
<i>Ramphotyphlops nigrescens</i>	Blackish Blind Snake	
<i>Morelia spilota</i>	Carpet or Diamond Python	
<i>Acanthophis antarcticus</i>	Common Death Adder	
<i>Suta spectabilis</i>	Dwyer's black-headed Snake	
<i>Pseudonaja textilis</i>	Eastern Brown Snake	

**Note for Administrators:**

Default fields such as those shown here are established using a “.json” template file which is added to managed files and then connected to the profiles.

This is important to understand as, without a set of standard fields, each species page you create will require the manual addition of every field required with the same name and data type if further formatting is to be applied.

By using the template you can substantially reduce the species profile creation workload and reduce errors.

See appendixes for more details

### PART 3: IMPORTING ALA CONTENT TO POPULATE THE BDRS

BDRS taxon groups and species pages can be created and updated quickly by populating them with Atlas of Living Australia data (where it available for that species).

This new functionality addresses one of the most difficult, complex and time consuming processes in setting up a new BDRS site.

This piece of the document is broken down into 3 sections – the first describes how you can update your existing pages with Atlas data, the second shows how you can use the import functionality to create new species profiles singly and in bulk, and the third explains how your own data and that from the Atlas are formatted in the Species Profile page.

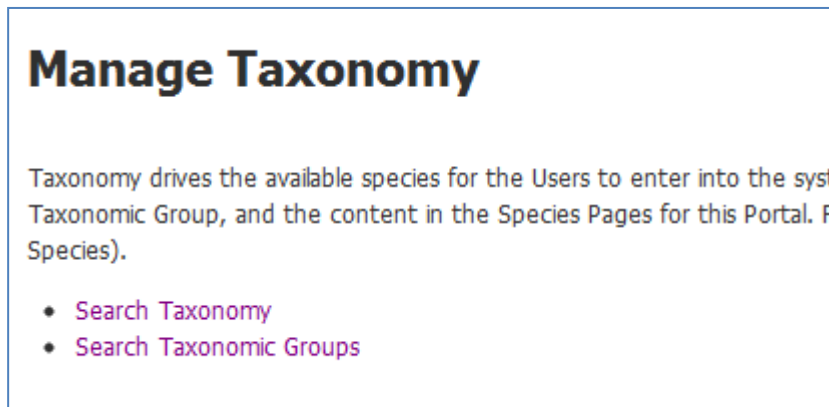
#### SECTION 1: IMPORTING DETAILS INTO AN EXISTING SPECIES PAGE

*Instructions for updating a Taxon Profile/Species Page:*

1. Log in to your web site as usual.
2. Click on Admin from the navigation menu and Select Manage Portal, then Manage Taxonomy on the sub-menu

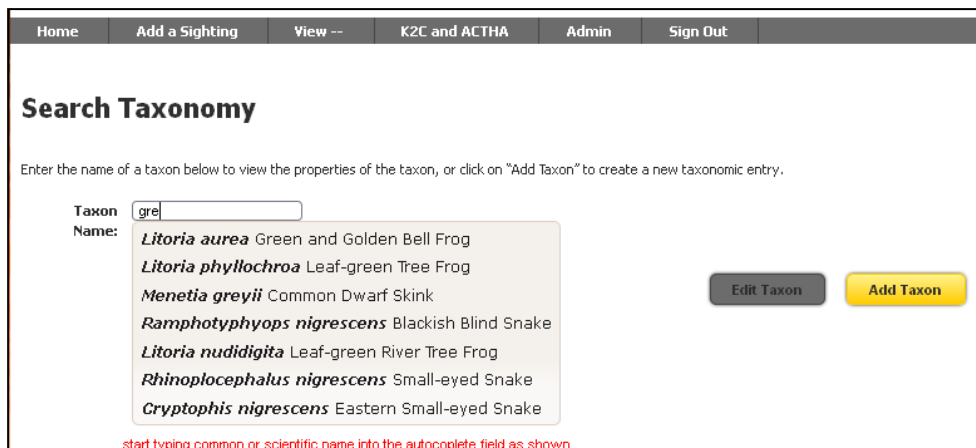
Admin	Site Help	Sign Out
Personal Details --		
Manage People		
Manage Projects		
Manage Data		
Manage Portal		Preferences Edit Theme Edit Static Content HTML Manage Slideshow Galleries Manage Taxonomy Species Pages Taxon Groups View Species Guide Manage Maps Manage Files

3. Select Search Taxonomy from the list



Tip – you can also select Species Pages in the menu (as shown above) to open directly if your site has this option.

4. Type the name of the species you wish to edit/update in the **Taxon Name:** field



Species matching your in scientific or common name text in some way (including whole or part word matches) are displayed as list for your selection as shown.

The field uses auto-complete to list every profile matching the letters you type from about the 3<sup>rd</sup> onwards.

5. Select the species you wish to edit then click on the **Edit Taxon** button (which changes colour to show you it is active)

### Search Taxonomy

Enter the name of a taxon below to view the properties of the taxon, or click on "Add Taxon" to create a new taxonomic entry.

Taxon Name:

**Leaf-green Tree Frog** *Litoria phyllochroa*

Rank: Species  
 Group: Frogs  
 Parent: [Tree Frogs Litoria](#)  
 Update: 08 Sep 2011

To import a species or group of species from the ALA, enter a single lsid or list of lsids, separated by commas, in the text area below.

Import short profile(s) only

Where there is already information on the species it will be shown in the area between Update (last updated field) and the Edit Taxon button.

**Note** the large text box at the foot of the page – you can use this for importing single and multiple species pages from the Atlas directly: described in more detail in section 2 below.

6. This image shows the edit options for K2C Reptiles including the default fields established for this site as well as the Atlas species page importing functionality.

### Edit Taxonomy

This page allows you to edit the entry for this particular taxon. You can add a Taxon Profile to the species, so that it becomes visible in the Field Guide for your Portal. You can also view the Taxonomic Group attributes, which can be changed [here](#).

**Scientific Name**   
**Common Name**   
**Rank**   
**Parent**   
**Group**   
**Author**   
**Year**   
**Guid**

**Taxon Profile**

The taxon profile provides additional data about this taxon such as distinctive markings, identifying characteristics, habitat and biology.

default fields created using a template

Type	Database Name	Title	Content	Delete
<input type="text" value="Text"/>	<input type="text" value="Thumbnail Small"/>	<input type="text" value="Thumbnail Small"/>	<input type="text"/>	✘
<input type="text" value="Image"/>	<input type="text" value="IMAGE"/>	<input type="text" value="Image Full Size"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DESCRIPTION_BEHAVIOUR"/>	<input type="text" value="Description &amp; Behaviour"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DISTINGUISHING_FEATURE"/>	<input type="text" value="Distinguishing Features"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="DISTRIBUTION_HABITAT"/>	<input type="text" value="Distribution &amp; Habitat"/>	<input type="text"/>	✘
<input type="text" value="Text"/>	<input type="text" value="OTHER_INFORMATION"/>	<input type="text" value="Other Information"/>	<input type="text"/>	✘

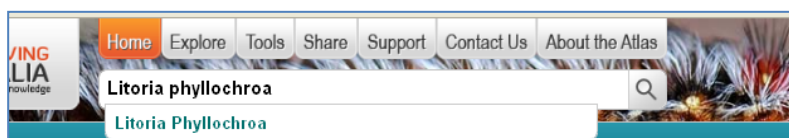
**Group Attributes** ignore these

Group attributes are the custom attributes of this taxon as specified by this taxon group.

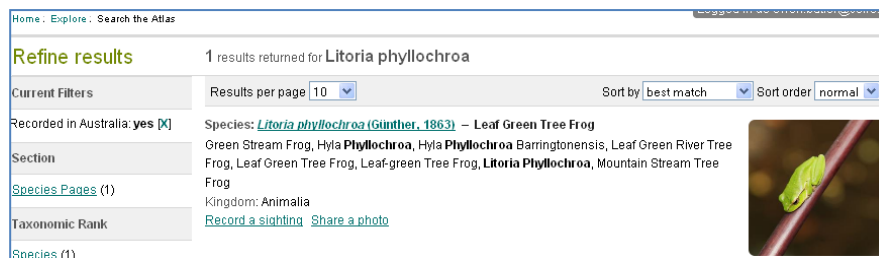
7. In order to import the data you will need to **add the Guid** (second field highlighted in red in the diagram above)

**Instructions for getting a GUID or LSID from the Atlas of Living Australia:**

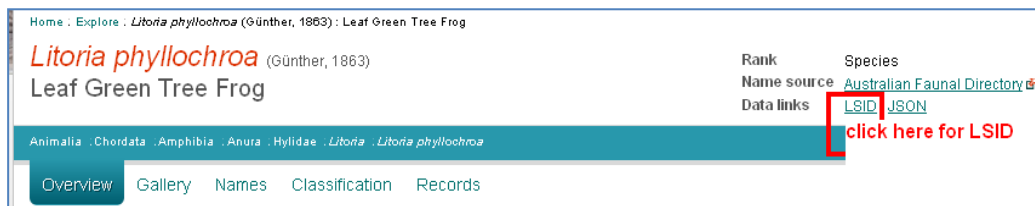
- a. Copy the scientific Name to clipboard
- b. Open the Atlas of Living Australia – [www.ala.org.au](http://www.ala.org.au) – in a new browser window or tab and paste the name into the Search field at the top of the page



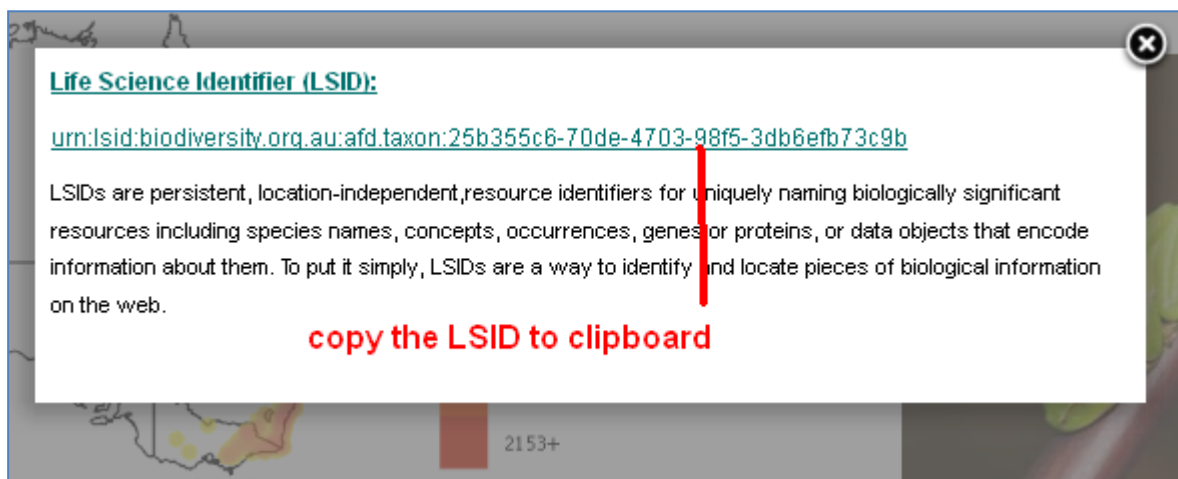
- c. Select the correct option from the list and click the search icon



d. Click to open the correct species (there may be a list including sub-species, genus and other search results containing the species name you entered)



e. Click on the LSID data link as shown



**TIP**

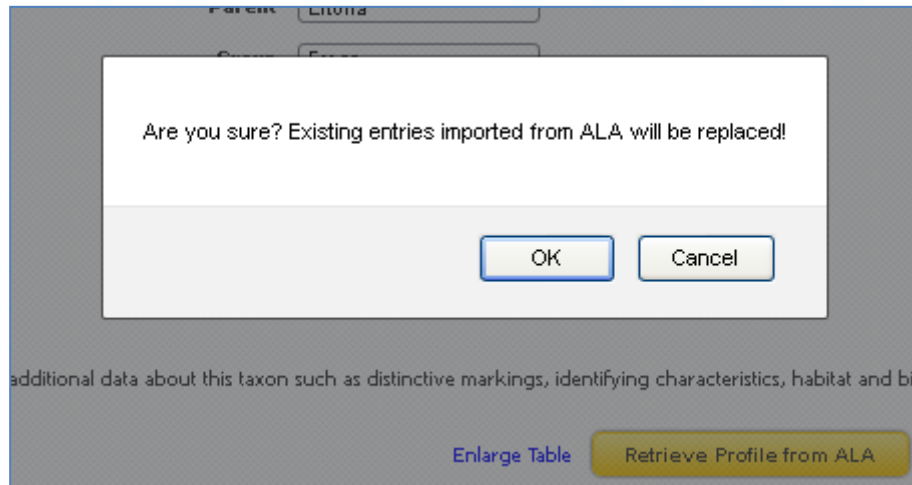
Do not right mouse click the LSID and select 'copy link location' or similar browser specific command.

It is better to drag the mouse over the link (select) and copy to clipboard  
 Done correctly the LSID will look like this -  
<urn:lsid:biodiversity.org.au:afd.taxon:25b355c6-70de-4703-98f5-3db6efb73c9b>

Done incorrectly it will look like this and will not work in the BDRS  
<http://lsid.tdwg.org/summary/urn:lsid:biodiversity.org.au:afd.taxon:25b355c6-70de-4703-98f5-3db6efb73c9b>

2. Switch back to the BDRS Species page tab/window and paste the LSID into the GUID field

3. Then click the **Retrieve Profile from ALA** button.
  - a. Click OK in the popup window to complete the import.



**Note** – if you have previously imported content **from the Atlas** this process will overwrite it.

4. Once the import process has completed you will see a long list of new data fields as well as new data in existing fields.

### Edit Taxonomy

This page allows you to edit the entry for this particular taxon. You can add a Taxon Profile to the species, so that it becomes visible in the Field Guide for your Portal. You can also view the Taxonomic Group attributes, which can be changed [here](#).

Scientific Name   
 Common Name   
 Rank   
 Parent   
 Group   
 Author   
 Year   
 Taxon Profile   
 Guid

Note additional information has been added

Note that the taxonomy group has been preserved

The taxon profile provides additional data about this taxon such as distinctive markings, identifying characteristics, habitat and biology.

[Enlarge Table](#) Retrieve Profile from ALA Add Profile

Type	Database Name	Title	Content	Delete
<input style="border: 1px solid blue;" type="text" value="Common Name"/>	<input type="text" value="ALA Common Name"/>	<input type="text" value="Common Name"/>	<input type="text" value="Leaf Green Tree Frog"/>	✘
<input style="border: 1px solid blue;" type="text" value="Common Name"/>	<input type="text" value="ALA Common Name"/>	<input type="text" value="Common Name"/>	<input type="text" value="Green Stream Frog"/>	✘
<input style="border: 1px solid blue;" type="text" value="Common Name"/>	<input type="text" value="ALA Common Name"/>	<input type="text" value="Common Name"/>	<input type="text" value="Leaf Green River Tree F"/>	✘
<input style="border: 1px solid blue;" type="text" value="Common Name"/>	<input type="text" value="ALA Common Name"/>	<input type="text" value="Common Name"/>	<input type="text" value="Leaf Green Tree Frog"/>	✘

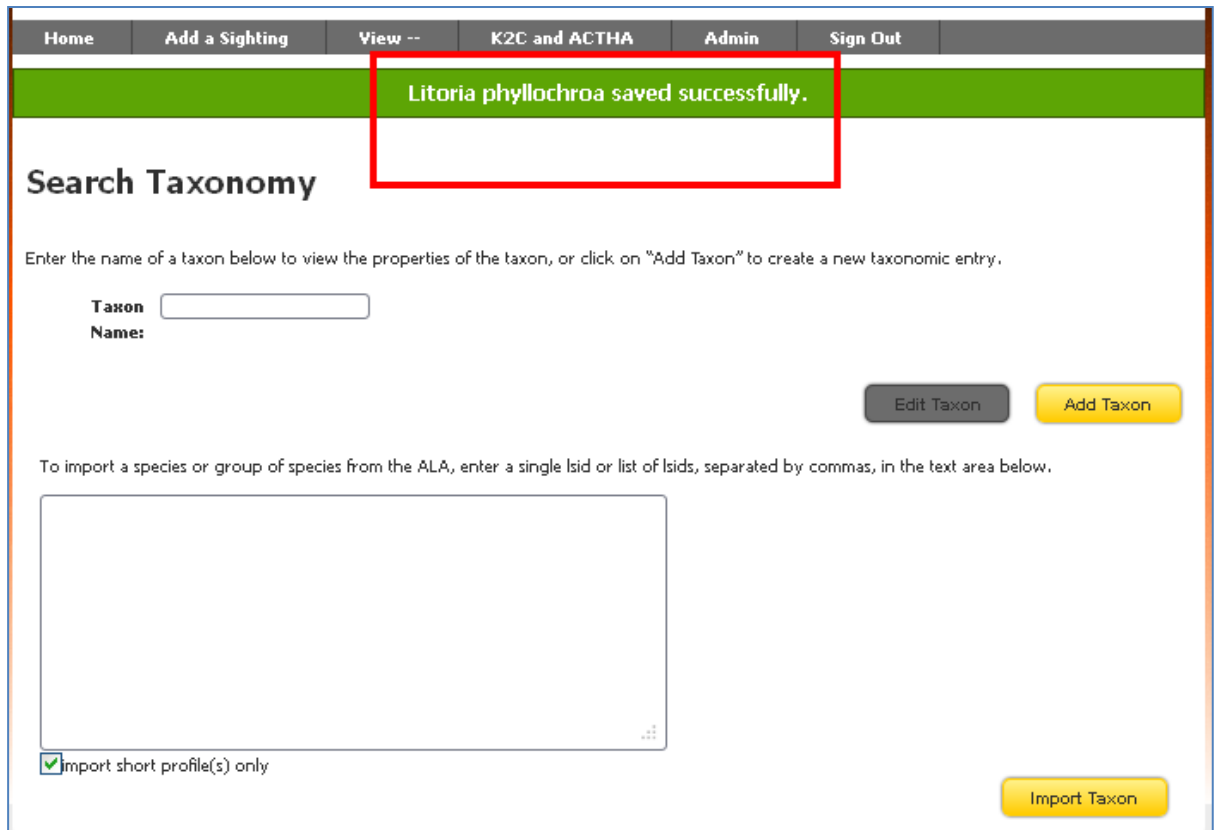
long table of imported Atlas data - each field has ALA in its database name

**Note:** This image is truncated as the list can be quite long



Check that everything looks OK – is the species in the right taxonomy group? Has the original data manually loaded into non-ALA import fields been preserved?

5. Click the Save Button at the foot of the page and you are returned to where you started!



6. With a success message shown in green
7. Repeat as necessary to complete your import requirements.

See section 3 below to learn about species profile formatting and answer the question:

*What will my newly added species data look like to users?*

SECTION 2: IMPORTING MULTIPLE SPECIES PAGES

Assumptions

There is a current Taxonomy Grouping Structure you wish to maintain.

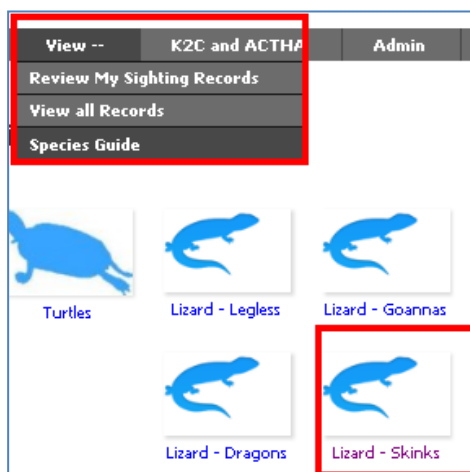
There may be existing BDRS species pages you wish to update – optional (i.e. not required as you can create new ones as needed).

You have access to the Atlas of Living Australia LSID of the species of interest.

TIME SAVING TIP

Where you have an existing set of taxon groups and species pages go to the list of species:

1. Select View Species Guide from the View menu
2. Click the taxon group of interest e.g. Lizard – Skinks



3. Select the three columns of the species list table and copy to clipboard

**Lizard - Skinks**

36 items found, displaying all items. 1

Scientific Name	Common Name	Thumbnail
<a href="#">Ctenotus taeniolatus</a>	Copper-tailed Skink	
<a href="#">Ctenotus robustus</a>	Robust Ctenotus	
<a href="#">Egernia cunninghami</a>	Cunningham's Skink	
<a href="#">Egernia saxatilis</a>	Black Rock Skink	
<a href="#">Egernia whitei</a>	White's Skink, Centralian Ranges Rock-Skink	
<a href="#">E. monalana</a>	Tan Back Rock-skink	
<a href="#">Eulamprus heatwole</a>	Yellow-bellied Water-skink	
<a href="#">Eulamprus kosciuszko</a>	Alpine Water Skink	
<a href="#">Eulamprus tympanum</a>	Highland Water Skink, Southern Water Skink	
<a href="#">Eulamprus quoyii</a>	Eastern Water-skink	
<a href="#">Hemijeris decresiensis</a>	Three-toed Earless-skink	
<a href="#">Lampropholis delicata</a>	Garden Sun-skink, Dark-flecked Garden Sunskink	
<a href="#">Lampropholis guichenoti</a>	Grass Sun Skink, Guichenots Sun-skink, Pale-flecked Garden Sunskink	

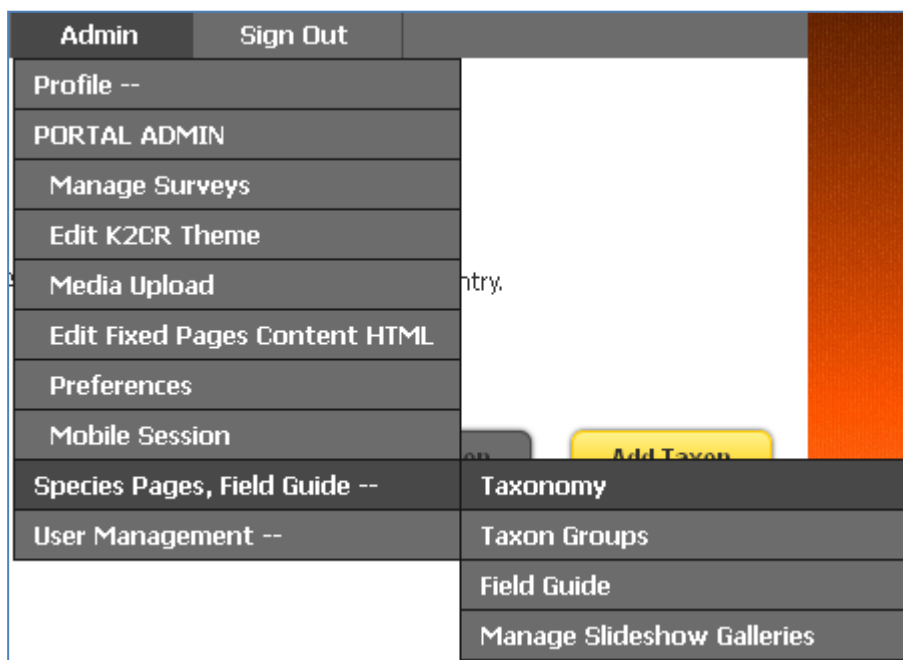
4. Paste into a Word document or Excel table (special paste as text to preserve columns)
5. Follow the instructions above on collecting the LSID for each of the selected species and paste them into the third column
6. This image shows a collection in Excel

A	B	C
1	Ctenotus taeniolatus	Copper-tailed Skink
2	Ctenotus robustus	Robust Ctenotus
3	Egernia cunninghami	Cunningham's Skink
4	Egernia saxatilis	Black Rock Skink
5	Egernia whitii	White's Skink, Centralian Ranges Rock-Skink
6	E. monatana	Tan Back Rock-skink
7	Eulamprus heatwolei	Yellow-bellied Water-skink
8	Eulamprus kosciuskoi	Alpine Water Skink
9	Eulamprus tympanum	Highland Water Skink, Southern Water Skink
0	Eulamprus quoyii	Eastern Water-skink
1	Hemiergis decresiensis	Three-toed Earless-skink

7. Copy the 3<sup>rd</sup> column to clipboard

**Instructions:**

1. Log in to your web site as usual.
2. Click on Admin from the navigation menu and Select Species Pages, then the Taxonomy sub-menu



- Paste the list of LSIDs you have collected (for example from Excel as described above) into the large table at the foot of the page

**Search Taxonomy**

Enter the name of a taxon below to view the properties of the taxon, or click on "Add Taxon" to create a new taxonomic entry.

Taxon Name:

To import a species or group of species from the ALA, enter a single lsid or list of lsids, separated by commas, in the text area below.

9a4a-00304854f820:ac2010,  
 urn:lsid:biodiversity.org.au:afd.taxon:779e998e-b9a7-4296-ad7b-24d97d1a050c,  
 urn:lsid:biodiversity.org.au:afd.taxon:731a4aa6-ee9e-4a55-b9c7-0e51469f984a,  
 urn:lsid:biodiversity.org.au:afd.taxon:4c915aba-e4d6-4dec-ad2e-b481e259f976,  
 urn:lsid:biodiversity.org.au:afd.taxon:6c2cd260-c072-4952-a708-97e2f4acc913,  
 urn:lsid:biodiversity.org.au:afd.taxon:ea2fc241-eb18-4f8e-9b74-576b1a71968a

import short profile(s) only

paste the list of LSIDs into the field, making sure each LSID is separated by commas.

deselect the 'import short profile(s) only' checkbox

click on the Import Taxon button

- Answer OK to the check box

**Search Taxonomy**

Enter the name of a taxon below to view

Taxon Name:

Are you sure? Existing entries imported from ALA will be replaced!

To import a species or group of species from the ALA, enter a single lsid or list of lsids, separated by commas, in the

9a4a-00304854f820:ac2010,  
 urn:lsid:biodiversity.org.au:afd.taxon:779e998e-b9a7-4296-ad7b-24d97d1a050c,  
 urn:lsid:biodiversity.org.au:afd.taxon:731a4aa6-ee9e-4a55-

- Species profiles are imported in Bulk

You have successfully imported 10 species.

**Search Taxonomy**

Enter the name of a taxon below to view the properties of the taxon, or click on "Add Taxon" to create a new taxonomic entry.

Taxon Name:

- To confirm this select View Species Field Guide from the main menu, then (in this example) Lizard – Skinks
- The list will now include new and/or updated species pages with ALA content.

**TIP**

It is very easy to get a comma in the wrong place which breaks the import process resulting in a 500 error page being displayed.

We did this several times for this help : )

**Solution:**

If you get the 500 error use browser go back to importing page; copy the contents of the large import field into clipboard; paste it into word; select it all and then turn it into a table with the comma as break – you can very clearly see when a column/row doesn't start with urn!

urn:lsid	urn:lsid	urn:lsid	urn:lsid	bccurn:	urn:lsid	urn:lsid	urn:lsid	urn:lsid	urn:lsid
:biodive	:biodiv	:biodiv	:biodiv	lsid:cat	:biodiv	:biodiv	:biodiv	:biodiv	:biodiv
rsity.or	ersity.o	ersity.o	ersity.o	alogue	ersity.o	ersity.o	ersity.o	ersity.o	ersity.o
g.au:af	rg.au:af	rg.au:af	rg.au:af	oflife.o	rg.au:af	rg.au:af	rg.au:af	rg.au:af	rg.au:af
d.taxon	d.taxon	d.taxon	d.taxon	rg:taxo	d.taxon	d.taxon	d.taxon	d.taxon	d.taxon
:26152	:5ccc19	:f54766	:ae448	n:e9fc1	:779e9	:731a4	:4c915a	:6c2cd2	:ea2fc2
e1b-	f4-	26-	bba-	200-	98e-	aa6-	ba-	60-	41-
092d-	ae4c-	426b-	eb6f-	29c1-	b9a7-	ee9e-	e4d6-	c072-	eb18-
47ee-	4d17-	4568-	4063-	102b-	4296-	4a55-	4dec-	4952-	4f8e-
9920-	b1b1-	bfb6-	906f-	9a4a-	ad7b-	b9c7-	ad2e-	a708-	9b74-
0c562b	7cb170	f2c379	b8aa70	003048	24d97d	0e5146	b481e2	97e2f4	576b1a
a9c0fa	259c46	6d26a7	ff9	54f820:	1a050c	9f984a	59f976	acc913	71968a
				ac2010					

In this case pasting the text in again as a list and correcting the placement of the comma resulted in a successful import


urn:lsid:biodiversity.org.au:afd.taxon:26152e1b-092d-47ee-9920-0c562ba9c0fa,urn:lsid:biodiversity.org.au:afd.taxon:5ccc19f4-ae4c-4d17-b1b1-7cb170259c46,urn:lsid:biodiversity.org.au:afd.taxon:f5476626-426b-4568-bfb6-f2c3796d26a7,urn:lsid:biodiversity.org.au:afd.taxon:ae448bba-eb6f-4063-906f-b8aa70ff9bcc,urn:lsid:catalogueoflife.org:taxon:e9fc1200-29c1-102b-9a4a-00304854f820:ac2010,urn:lsid:biodiversity.org.au:afd.taxon:779e998e-b9a7-4296-ad7b-

SECTION 3: SPECIES PAGE FORMATTING

The following images show what the unformatted new content looks like:

Example 1:

A new species profile page with no formatting from the myrtle rust bdrs:



Home	About Myrtle Rust	This Project	This Web Site	Sign In
------	-------------------	--------------	---------------	---------

# Angophora *Angophora*

## Scientific Classification

Genus *Angophora*

## Identification

---

**Example 2:**

A new species profile page containing ALA data with no formatting from the K2C Reptiles site:

**Leaf-green Tree Frog *Litoria phyllochroa***

**Scientific Classification**

Genus *Litoria*  
 Species *Litoria phyllochroa*

**Identification**


---

**Common Name**

Leaf Green Tree Frog , Source: International Union for Conservation of Nature  
 Green Stream Frog , Source: OZ Animals  
 Leaf Green River Tree Frog , Source: International Union for Conservation of Nature  
 Leaf Green Tree Frog , Source: OZ Animals  
 Leaf-green Tree Frog , Source: ALA website image uploads  
 Leaf-green Tree Frog , Source: ALA website image uploads  
 Leaf-green Tree Frog , Source: Department of Environment, Climate Change and Water  
 Litoria Phyllochroa, Hyla Phyllochroa, Hyla Phyllochroa Barringtonensis , Source: OZ Animals  
 Mountain Stream Tree Frog , Source: OZ Animals

**Thumbnail for *Litoria phyllochroa***


---



Credit: Christopher Madden  
 Permission: CC-BY &dash; Creative Commons Attribution 3.0 Australia  
 Description:

**40x40 Thumbnail for *Litoria phyllochroa***


---



Credit: Christopher Madden  
 Permission: CC-BY &dash; Creative Commons Attribution 3.0 Australia  
 Description:

**Image for *Litoria phyllochroa***

---



Credit: Christopher Madden  
 Permission: CC-BY &dash; Creative Commons Attribution 3.0 Australia  
 Description:

**DescriptiveText**

---

The Mountain Stream Tree Frog is light green to dark olive green on the back . The thighs are orange yellow and the belly is off-white. It has a pale brown yellowish stripe from the nostril, through the eye, and down to the shoulder. It has black dots scattered over the back . The Mountain Stream Tree Frog, (*Litoria barringtonensis*) may be the same species as the Leaf Green Tree Frog (*Litoria phyllochroa*).

Source: OZ Animals

**DistributionText**

---

native to highland areas of NSW, Australia stretching from the Myall Lakes area, north to around Dorrigo National Park and west to Barrington Tops National Park.

Source: OZ Animals

**MorphologicalText**

---

4.5cm

Source: OZ Animals

<p><b>HabitatText</b></p> <hr/> <p>mountainous areas, rainforests and wet sclerophyll forests</p> <p>Source: OZ Animals</p>
<p><b>EcologicalText</b></p> <hr/> <p>This species inhabits flowing creeks in mountainous areas, in rainforests and adjacent wet sclerophyll forests, as its name suggests. Males call from stream side vegetation during spring and summer, the call is similar to that of <i>Litoria phyllochroa</i>. This species is rarely described in field guides due to its similarity to the Pearson's Green Tree Frog and due to the taxonomy being under review.</p> <p>Source: Wikipedia</p>
<p><b>Reference</b></p> <hr/> <p>Anstis, M. 2002. Tadpoles of South-eastern Australia. Reed New Holland: Sydney. (under <i>Litoria pearsoniana</i>)</p> <p>Source: Wikipedia</p>
<p><b>ImageLicenseInfo</b></p> <hr/> <p>Brad (froggydarb) - <a href="http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License,_version_1.2">http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License,_version_1.2</a></p> <p>Source: OZ Animals</p>
<p><b>ImageUrl</b></p> <hr/> <p><a href="http://upload.wikimedia.org/wikipedia/commons/thumb/e/e9/Litoria_phyllochroa.JPG/800px-Litoria_phyllochroa.JPG">http://upload.wikimedia.org/wikipedia/commons/thumb/e/e9/Litoria_phyllochroa.JPG/800px-Litoria_phyllochroa.JPG</a></p> <p>Source: Wikipedia</p>
<p><b>Synonym</b></p> <hr/> <p><i>Hyla phyllochroa</i>, Source: Günther, 1863</p>
<p><b>Conservation Status</b></p> <hr/> <p>Least Concern/Unknown, Source: International Union for Conservation of Nature</p>

<p><b>Habitat</b></p> <hr/> <p>Non-marine</p> <p>Source: Interim Register of Marine and Non-marine Genera</p>
<p><b>Identifier</b></p> <hr/> <p>urn:lsid:catalogueoflife.org:taxon:25053a48-60a7-102d-be47-00304654f810:ac2010, Source: ALA</p>



**Example 3:**

The same K2C Reptiles species profile page with formatting applied using a theme template

`\Border Ranges\Theme Development\templates\public\fieldguide\taxonView.vm`

Permission:CC-BY &dash; CrocOrc Commons Attribution 3.0 Australia

## Atlas Imported Profile Data

### Description:

The Mountain Stream Tree Frog is light green to dark olive green on the back. The thighs are orange yellow and the belly is off-white. It has a pale brown yellowish stripe from the nostril, through the eye, and down to the shoulder. It has black dots scattered over the back. The Mountain Stream Tree Frog (*Litoria barringtoniana*) may be the same species as the Leaf Green Tree Frog (*Litoria phyllachra*).

### Morphology:

4.5cm

### Habitat:

mountainous areas, rainforests and wet sclerophyll forests

Nonmarine

### Distribution:

native to highland areas of NSW, Australia stretching from the Myall Lakes area, north to around Dorrigo National Park and west to Barrington Tops National Park.

### Identifier

Life Science Identifier (LSID): [urn:lsid:catalogueoflife.org/taxon/25055e45-60a7-102d-b047-00304854f810.ec2010](http://urn:lsid:catalogueoflife.org/taxon/25055e45-60a7-102d-b047-00304854f810.ec2010)

### Reference

Arnold, M. 2002. *Tadpoles of Southeastern Australia*. Reed New Holland: Sydney. (under *Litoria personata*)

### Taxonomy

Species: *Litoria phyllachra*

Genus: *Litoria*

### Common Name

Mountain Stream Tree Frog

### Synonym

*Hyla phyllachra*

Record Casual Sighting Now

The image is shown separately as it is quite large



Credit: Christopher Madden  
Permission: CC-BY Sridash; Creative Commons Attribution 3.0 Australia

### Atlas Imported Profile Data

Description:

#### Taxonomy

Species: *Litoria phyllochroa*

Genus: *Litoria*