

Preparing occurrence data for uploading

A standardised **Data Upload Template** has been produced for uploading occurrence data. Please follow these steps to prepare your data. Please only add one dataset per data file.

1. Open the Generic Data Upload Template.xlsx
2. Read the Explanation Tab.
3. Open the Occurrence Data tab.
4. Rename the file reflecting the dataset details, e.g. Shelton Fish SAJS 2025.

Mandatory data fields

5. Add Latitude and Longitude (as Decimal degrees).
6. Add Sampling date (yyyy/mm/dd).
7. Add Taxon (e.g. *Pseudobarbus afer*, *Lestagella penicillata*, etc.). This is the level data were collected at – it can be species, genus, family, order, etc.)
8. Add Ecosystem type (River, Wetland, Open waterbody, Unspecified).
9. Select Reference Category (using dropdown: Peer-reviewed scientific article, Database, Published book or report, Thesis, Unpublished data).

Optional data fields

10. Add User River or Wetland Name (it can be left blank, NB for unnamed rivers and streams).
11. User Site Code (it can be left blank, from the article, report etc.).
12. Site description (useful, but it can be left blank).
13. For River Sites: Add User Geomorphological Zone (if known, otherwise leave blank).
14. For Wetland Sites: Add User Hydrogeomorphic Type (if known, otherwise leave blank).
15. Add additional data on sampling, abundance, biotopes and physico-chemistry if available (e.g. Sampling method, Sampling effort measure, Sampling effort value, Abundance measure, Abundance value, Record type, Broad biotope/habitat, Specific biotope/habitat, Substratum, Water Level, Hydroperiod, Water Turbidity, Embeddedness, Depth, Near Bed Velocity, COND, PH, DOPER, DO, TEMP, TURB).
16. Save the data file as a excel file.

Once completed upload:

1. Completed dataset (as above) saved as an excel file.
2. Provide a copy of scientific article, report or thesis associated with this data.

The datafile will be checked by Admin who will be in contact if anything requires clarification or further details are needed. Once data have been checked, they will be uploaded to FBIS and the url shared with you.