MAIN SCREENING WORKSPACE

This dialog represents the core component of the AS-ISK v2.4 GUI, where all screening-related data manipulation is performed.

Screening List

This displays the entire list of screenings. Note that the maximum number of screenings in an AS-ISK v2 database is limited to 10,000 (mainly, for reasons of Excel 'realistic' computing capabilities).

Double-clicking a screening for which information for the required fields *Category*, *Taxon name*, *Common name*, *Assessor* and *Risk assessment area* has been provided (see *New/Edit*) will open the *Q&A* dialog. Conversely, double-clicking a screening for which information for any of the required fields *Category*, *Taxon name*, *Common name*, *Assessor* and *Risk assessment area* has not (yet) been provided (as in the case of newly generated screening(s) through the *Wizard* and *Replicate* options) will open the *New/Edit* dialog.

From the *Screening List*, which allows multiple selection of both contiguous and non-contiguous items (screenings), the Assessor can perform the following operations:

- Single screening selected (*Screening (tab): Edit/Delete/Replicate*; *Thresholds (tab) – Set/Re-set/Clear*; *Report (tab) – Output Separate*);
- Multiple screenings selected, either contiguously or non-contiguously (*Screening (tab): Edit/Batch Edit/Delete*; *Thresholds (tab): Set/Re-set/(Re-)set/Clear*; *Report (tab): Output Separate/Grouped*).

For each screening, the following details are provided:

ID

A unique, progressive number. Unlike in a relational database, this is not a unique identifier but refers to the order of items (screenings) from the top to the bottom of the list.

Cat

The aquatic organism unique identifier for the corresponding *Category* (as provided in the *New/Edit* dialog):

1. Mammals
2. Birds
3. Reptiles
4. Amphibians
5. Fishes and Lampreys (freshwater)
6. Fishes, Lampreys and Hagfishes (brackish)
7. Fishes, Lampreys and Hagfishes (marine)
8. Tunicates
9. Lancelets
10. Invertebrates (freshwater)
11. Invertebrates (brackish)
12. Invertebrates (marine)
13. Other Animals (freshwater)
14. Other Animals (brackish)
15. Other Animals (marine)
16. Plants (freshwater)
17. Plants (brackish)
18. Plants (marine)
19. Protozoans and Chromists (freshwater)
20. Protozoans and Chromists (brackish)
21. Protozoans and Chromists (marine)
22. Fungi (freshwater)
23. Fungi (brackish)
24. Fungi (marine)
25. Prokaryotes (freshwater)
26. Prokaryotes (brackish)
27. Prokaryotes (marine)

Note that the complete entry (i.e. *ID* plus *Category*) is provided in the *Category* section of this dialog.

Risk assessment area

The risk assessment area for which the screening is being done (as provided in the *New/Edit* dialog).

Taxon name

The scientific name of the taxon for which the screening is being done (as provided in the *New/Edit* dialog).

Common name

The common name of the taxon for which the screening is being done (as provided in the *New/Edit* dialog).

Assessor

The name of the Assessor doing the screening (as provided in the *New/Edit* dialog).

Answered

The number of answered questions (Qs) out of the total number (n = 55) of Qs making up the screening.

Thresholds

If specified, the Basic Risk Assessment (BRA) and BRA+CCA (Climate Change Assessment) thresholds set for the screening are displayed, else a '-; -' entry is displayed (see *Thresholds (tab)*). Note that, despite this GUI-related differentiation, the BRA+CCA threshold is automatically set to be the same as the BRA threshold.

BRA Score

The BRA based on the 49 AS-ISK BRA Qs, with minimum and maximum possible values ranging from −20 to 70 (see *Thresholds (tab)*). Note that in case of an incomplete screening (i.e. not all 55 Qs answered) this value is not provided.

BRA Outcome

The BRA outcome ('Low', 'Medium', 'High') for the BRA score, if thresholds have been provided. Note that in case of an incomplete screening (i.e. not all 55 Qs answered) this value is not provided.

BRA+CCA Score

The BRA+CCA score based on the 49 BRA Qs plus the six additional CCA Qs, with minimum and maximum possible values ranging from −32 to 82 (see *Thresholds (tab)*). Note that in case of an incomplete screening (i.e. not all 55 Qs answered) this value is not provided.

BRA+CCA Outcome

The BRA+CCA outcome ('Low', 'Medium', 'High') for the BRA+CCA score if thresholds have been provided. Note that in case of an incomplete screening (i.e. not all 55 Qs answered) this value is not provided.

Date and Time

The date and time of creation of the screening. Notably, this entry does not update following the re-scoring phase when opening an existing database, unless no date and time were previously provided. Whereas in case of an -ISK imported database, the current date and time are given.

Category

Shows the *Category* of the taxon being screened. The corresponding field turns blank in case of multiple screening selection involving taxa in different Categories.

Screening no.

Shows the ID for the selected screening in the list. In case of incomplete information provided for the corresponding *Risk screening context*, the label turns red, else it displays in the default colour. Hovering the mouse pointer on the corresponding text will cause it to turn light blue and double-clicking will open the *New/Edit* dialog. The corresponding field turns blank in case of multiple screening selection involving taxa in different Categories.

Questions

This section provides a summary of the number of *Answered*, *Unanswered* and *Not applicable* Qs in the selected screening from the list. In case of an incomplete screening (i.e. with one or more Qs unanswered), all three labels turn red. Hovering the mouse pointer on the text of any of these three labels will cause them to turn light blue and double-clicking any of them will open the *Q&A* dialog. All three labels turn blank in case either of multiple screening selection or of a single screening selected containing ellipsis '…' entries for either the *Risk assessment area*, *Taxon name*, *Common name* or *Assessor* fields (as generated through the *Wizard* or *Replicate* dialogs).

Risk screening context

This displays the screening -wise information about *Reason and socio-economic benefits*, *Taxonomy*, *Native range*, *Introduced range* and *URL*. Copying (but not editing) of text from all fields is possible. Hovering the mouse on the *URL* field turns the pointer into a 'hand' and clicking it takes to the indicated web page (provided the hyperlink is working). Hovering the mouse pointer on the text of any of these fields will cause it to turn light blue and double-clicking any of them will open the *New/Edit* dialog with the focus on the corresponding field. A text string reading 'Information not provided' displays in case of an empty field. All the above fields turn blank in case of multiple screening selection.

Screening statistics

This section provides a 'snapshot' of the Statistics information that is given in full in the report (see *Report (tab)*) generated for the corresponding screening. On the left-hand side of this section, the top panel displays the information for the *Score partition*, and the bottom panel the information for the *Sectors affected*. On the right-hand side of this section, the *Confidence* panel includes information about the confidence level for the BRA+CCA (composite score) and for the BRA and CCA scores separately. The *Report* button outputs the report for the corresponding screening, hence like selecting the *Output Separate* option from the *Report (tab)* (of which this button represents a 'shortcut'). All panels and fields in this section turn blank and the *Report* button is disabled in case of selection of an incomplete screening (i.e. with one or more Qs unanswered) or in case of multiple screening selection.

Database statistics

This section provides a summary of the *Total* number of screenings in the database, the number of fully *Assessed* taxa, *Incomplete* screenings (i.e. with less than 55 Qs answered), *Outcomes* (i.e. completed screenings for which thresholds have been specified), and *Selected* screenings from the list. In case of one or more *Incomplete* screening(s), the corresponding label turns light red.

Sort

This drop-down allows sorting of the *Screening List*, in either *Ascending* or *Descending* order, based on all headings (except for the *ID*), and with sorting starting from the selected field and then progressing in order from *Cat* through to *Date and Time*, as applicable. If sorting by *Cat*, *Risk assessment area*, *Taxon name*, *Common name* or *Assessor*, then the *Batch Edit* option on the corresponding button in the *Screening (tab)* sub-menu is enabled in case two or more screenings in the list have the same entry for the corresponding field.

Ascending

Sorts the *Screening List* items in ascending order. Note that sorting is also case-sensitive.

Descending

Sorts the *Screening List* items in descending order. Note that sorting is also case-sensitive.

Risk screening

Open Q&A

Clicking this button opens the *Q&A* dialog in which a new screening is started or continued for the taxon selected from the *Screening List*. This button is disabled in case of multiple screening selection or of a single screening selected containing ellipsis '…' entries for either the *Risk assessment area*, *Taxon name*, *Common name* or *Assessor* fields (as generated through the *Wizard* or *Replicate* dialogs).

Help

Clicking this button opens the pdf Help file (AS-ISK_v2_4_Help_MainScreeningWorkspace.pdf) for the current dialog. Note that the AS-ISK v2.4 Help files must be located in the same folder as that of the AS-ISK v2.4 program.

Screening (tab)

Wizard

Clicking this button opens the *Wizard* dialog, which allows to generate a 'template' for one or (usually) more new screenings at once.

New

Clicking this button opens the *New/Edit* dialog in which details of the new screening are input by the Assessor.

Edit

Clicking this button opens the *New/Edit* dialog in which details of an existing screening are edited by the Assessor.

Batch Edit

This option becomes available in case of multiple screening selection (i.e. two or more screenings selected from the *Screening List*) and with the *Screening List* ordered by *Cat*, *Risk assessment area*, *Taxon name*, *Common name* or *Assessor*. In such cases, the button text turns light blue and the *Sort* drop-down entry colour blue, indicating that editing is in 'batch mode'. Clicking this button opens the *New/Edit* dialog in *Batch Edit* mode, where details are provided by the Assessor for the corresponding field.

Delete

Clicking this button deletes the selected screening(s) from the list. A message request for confirmation is issued before proceeding. Note that changes to the database are not saved until the *Save* or *Save As* button (whose text turns red) is clicked.

Replicate

Clicking this button opens the *Replicate* dialog for replicating an existing screening. This button is disabled in case of multiple screening selection or of a single screening selected containing ellipsis '…' entries for either the *Risk assessment area*, *Taxon name*, *Common name* or *Assessor* fields (as generated through the *Wizard* or *Replicate* dialogs).

Thresholds (tab)

BRA and BRA+CCA

Thresholds are set from the corresponding BRA or BRA+CCA drop-down control. The minimum and maximum values for the thresholds are 1 to 70 (the value of 1 being 'default' to distinguish between low and medium risk taxa) in increments of 0.05. Note that, despite this GUI-related differentiation, the BRA+CCA threshold is automatically set to be the same as the BRA threshold.

Depending on whether a single screening or multiple screenings are selected from the *Screening List* and on whether thresholds have been previously defined or not, six possible scenarios for both the BRA and BRA+CCA drop-downs can occur, affecting their appearance:

1. *Single screening selected/No thresholds defined* – Empty threshold value entries, light red;
2. *Single screening selected/Thresholds defined* – Screening thresholds, *Colour scheme* of choice;
3. *Multiple screenings selected/No thresholds defined* – Empty entries, light red;
4. Multiple *screenings selected/Same thresholds defined* – Screenings thresholds, *Colour scheme* of choice;

5. *Multiple screenings selected/Different thresholds defined* – Empty entries, *Colour scheme* of choice;
6. *Multiple screenings selected/Thresholds both defined and not defined* – Empty entries, light red.

Set/Re-set/(Re-)set

Clicking this button assigns the selected BRA and BRA+CCA threshold values from the corresponding dropdowns to the selected screening(s) in the *Screening List*, and in case of a complete screening (i.e. all 55 Qs answered) displays the corresponding *BRA Outcome* and *BRA+CCA Outcome*.

Depending on whether a single screening or multiple screenings are selected from the list and on whether thresholds have been defined or not for the selected screening (s) from the *Screening List*, the button's caption reads:

- *Set* – Single screening or multiple screenings selected and thresholds not yet defined;
- *Re-set* – Single screening or multiple screenings selected and thresholds previously defined;
- *(Re-)set* - Multiple screenings selected and thresholds both not yet defined and previously defined.

This button is disabled whenever no threshold values are provided in the corresponding BRA and BRA+CCA drop-downs. Note that changes to the database are not saved until the *Save* or *Save As* button, whose text turns red, is clicked.

Clear

Clicking this button removes any threshold values from the selected screening(s) in the list. A message request for confirmation is issued before proceeding. In case of a complete screening (i.e. all 55 Qs answered), the corresponding *BRA Outcome* and *BRA+CCA Outcome* are also cleared. This button is disabled whenever no threshold values are provided in the BRA and BRA+CCA drop-downs. Note that changes to the database are not saved until the *Save* or *Save As* button (whose text turns red) is clicked.

Report (tab)

Output

Clicking this button outputs the report(s) for the selected screening(s) in the *Screening List*. The status bar (located at the bottom left of the Excel window) displays progress with report generation and outputting. This button (and the corresponding *Separate* and *Grouped* options) is disabled in case one or more incomplete screenings are selected from the *Screening List*.

Separate

This is the only option available in case of selection of a single screening from the *Screening List*; whereas in case of multiple screening selection, this option (if chosen) outputs a separate report spreadsheet for each selected screening. A confirmation message that the selected report(s) has/have been generated is issued at the end of the process.

The file for each report spreadsheet (Microsoft Excel Worksheet format *.xlsx) is named by default: “AS-ISK v2 Report - [Risk assessment area] - [Category] - [Taxon name] - [Assessor]”. Also, the spreadsheet tab takes the name of the taxon for which the report has been generated (but limited to 31 characters in total including spaces due to the ‘hard-coded’ string length limits in Excel).

Grouped

This option is chosen by default in case two or more screenings are selected from the *Screening List*. A confirmation message that the grouped report has been generated is issued at the end of the process.

The grouped report consists of a workbook (Microsoft Excel Worksheet format *.xlsx) named by default: “AS-ISK v2 Report - # Screenings” (where # is the number of screenings in the report). The

tab of each spreadsheet in the grouped report is named progressively from Screening 1 to Screening *n*, where *n* is the total number of screenings.

(Report file type drop-down)

This drop-down allows to output the report as an Excel Workbook (*.xlsx) (default option), a PDF document (*.pdf), or as a MHTML (Web page archive file) document (*.mhtml).

Utilities (tab)

Re-score

Clicking this button re-scores all screenings in the *Screening List*. This feature is not generally required during a session, as AS-ISK v2.4 automatically re-scores all screenings upon opening either an existing AS-ISK v1 of v2 database (see *Start – Database (tab) – Existing*) or an -ISK database (see *Start – -ISK (tab)*). A request for confirmation to proceed is made before starting the process. Note that changes to the database are not saved until the *Save* or *Save As* button (whose text turns red) is clicked.

User Guide

Clicking this button opens the pdf Help file (AS-ISK_v2_4_Help_UserGuide.pdf) for the current dialog. Note that the AS-ISK v2.4 Help files must be located in the same folder as that of the AS-ISK v2.4 program.

Colour scheme

The AS-ISK GUI is available in ten colours: four light-shade colours, including 'blue' (default), 'green', 'brown' and 'grey'; one 'neutral' colour; four dark-shade colours, including 'blue', 'green', 'brown' and 'grey'; and 'black'.

The colour scheme of choice applies to all 'active' (i.e. editable fields) and 'semi-active' (i.e. non-editable fields, labels, drop-downs) controls making up the AS-ISK GUI.

Because active controls in the AS-ISK also behave as 'smart' controls (see *Main Screening Workspace*, *Wizard*, *New/Edit*, *Replicate* and *Q&A* dialogs) by changing aspect/behaviour depending on the Assessor's interaction with the GUI and the screening database features, the 'light yellow' and 'light red' colours are reserved for the GUI only.

The *Colour scheme* of choice can be changed by the Assessor at any time during a session.

Database

Save As

Clicking this button saves the *Screening List* into an AS-ISK v2 database. A new spreadsheet is created (pending confirmation) from the corresponding Windows dialog (default name: "AS-ISK v2 database"). This applies to databases from either AS-ISK v1, AS-ISK v2 or -ISK (imported). The text for this button turns red upon opening a new database (see *Start – Database (tab) – New*), deleting one or more screenings (see *Screening (tab) – Delete*), and setting thresholds (see *Thresholds (tab) – Set/Re-set/(Re-)set*) and clearing thresholds (see *Thresholds (tab) – Clear*).

Save

Clicking this button saves the *Screening List*. Two scenarios are possible:

1. *Existing AS-ISK v2 database spreadsheet* – The spreadsheet is saved directly and overwritten with any new changes;
2. *Existing AS-ISK v1 database spreadsheet, New database spreadsheet, or -ISK (imported) database spreadsheet* – A new spreadsheet (Microsoft Excel Worksheet format *.xlsx) is created pending confirmation from the corresponding Windows dialog (default name: "AS-ISK v2 database").

The text for this button turns red upon opening a new database (see *Start – Database (tab) – New*), deleting one or more screenings (see *Screening (tab) – Delete*), and setting thresholds (see *Thresholds (tab) – Set/Re-set/(Re-)set*) and clearing thresholds (see *Thresholds (tab) – Clear*).

Close

Clicking this button closes the current dialog. If changes have been made to the *Screening List*, then the Assessor is asked whether they want to *Close* the database without saving or *Save* it before closing.