START

As a stand-alone, dialog-driven Excel-based application, AS-ISK v2.4 requires a spreadsheet located on the Assessor's local computer to be opened (or created) as the screening database source file. Note that as many new sessions (i.e. spreadsheets opened, created or imported) can be run as desirable by simply returning from the *Main Screening Workspace* to the *Start* dialog.

Information

Overview

Clicking this button opens the pdf Help file (AS-ISK_v2_4_Help_Overview.pdf) that provides an overview of the program's general features. 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.

Credits

Clicking this button opens the pdf Help file with the credits (AS-ISK_v2_4_Help_Credits.pdf). 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.

Language

AS-ISK v2.4 is available in 31 languages (Copp et al. 2021, noting that Urdu has been removed starting from this version): English, Albanian, Arabic, Bulgarian, Chinese (simplified), Croatian, Czech, Dutch, Filipino, French, Georgian, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Macedonian, Persian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish, Vietnamese. Note that the order of the languages is based on the language's native spelling, which is also used in the corresponding drop-down list. The list of *Language contributors*, who can be contacted for any queries about the language-specific program's interface, is provided at the end of this document. Importantly, any inconsistencies/errors in translation of the GUI from the original English language lie entirely with the corresponding language contributors (contactable at the corresponding email address).

Depending on the local computer's Excel language version, AS-ISK v2.4 will default to the local (i.e. Office/Excel) language if supported, otherwise to English. However, should an AS-ISK v1 or v2 database spreadsheet (noting that a database spreadsheet generated by AS-ISK v2.4 still retains the v2 format and notation) in a language different from the one selected from the list be opened, then, following the required checks, a message will be issued whether the Assessor wants to change the AS-ISK v2.4 interface language to the one of the spreadsheet being opened [noting that for an AS-ISK v1 spreadsheet the available languages were only English, Spanish, French, Italian, Turkish and Chinese (simplified)]. Also, this feature applies whenever an S-FISK database spreadsheet (i.e. in Spanish: see -*ISK (tab)* – *Import*) is opened in an AS-ISK v2.4 language different from the Spanish.

Colour scheme

The AS-ISK v2.4 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 v2.4 GUI.

Because active controls in AS-ISK v2.4 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 (tab)

Open

Clicking this button will open either an *Existing* or a *New* database, depending on the option selected.

Existing

Before opening an existing database, which is selected from the corresponding (pop-up) dialog window, a series of checks is performed to ensure that the AS-ISK (v1 or v2) spreadsheet being loaded meets all requirements for formatting and consistency and whether it contains any duplicates entries (which are automatically removed). If any formatting issues or inconsistent/duplicate entries are detected during this 'screening' phase, then the Assessor is notified at any stage of the process through a (series of) (error) message(s), which, whenever applicable, include(s) reference to the row and column of the cell in the spreadsheet where the (first) error occurred. Notably, an existing spreadsheet cannot be loaded into AS-ISK v2.4 unless it meets all necessary formatting and consistency requirements. However, as long as the Assessor does not tamper with any of the entries/formatting of the original AS-ISK v1 spreadsheet, no issues should be encountered. Whereas the new password-protected AS-ISK v2 spreadsheet prevents any such editing/tampering-related issues.

Following the screening phase, the spreadsheet data are loaded into AS-ISK v2.4 and: (i) a check is done to ensure that for each screening all question-wise corresponding entries for *Response*,

Confidence and *Justification* are present (if not, the corresponding 'orphaned' entries are cleared from the screening, and the Assessor is notified in regard); and (ii) each screening in the database is re-scored to generate all relevant statistics for scores, outcomes and thresholds (the latter, if applicable, noting that the older AS-ISK v1 'thresholds' are automatically removed due to incompatibility with those in AS-ISK v2), but with the original screening date and time of creation preserved if present (see also *Main Screening Workspace – Utilities (tab) – Re-score*). The status bar (located at the bottom left of the Excel window) will indicate progress with both the checking and re-scoring phases should the process take some time (i.e. in case of large to very large databases). The *Main Screening Workspace* dialog is then opened with the *Screening List* populated with the existing screening(s).

New

In case a *New* database is created, then the *Main Screening Workspace* dialog is opened showing a blank *Screening List*.

-ISK (tab)

Import

Clicking this button will open the -ISK database selected from the drop-down list. This option allows the Assessor to import an existing database spreadsheet (.xls or .xlsx) containing previous

screening(s) done under one of the available seven '-ISK family' tools in total (see www.cefas.co.uk/nns/tools/):

1. FISK v2 – Freshwater Fish Invasiveness Screening Kit (v2)
2. FISK v1 – Freshwater Fish Invasiveness Screening Kit (v1)
3. S-FISK – Freshwater Fish Invasiveness Screening Kit (Spanish)
4. Amph-ISK – Amphibian Invasiveness Screening Kit
5. FI-ISK – Freshwater Invertebrate Invasiveness Screening Kit
6. MFISK – Marine Fish Invasiveness Screening Kit
7. MI-ISK – Marine Invertebrate Invasiveness Screening Kit

so that previous screenings can be updated to the AS-ISK protocol. As per an *Existing* database (see above), a series of preliminary checks is performed to ensure that the -ISK spreadsheet meets all the formatting, consistency and duplicate entry requirements as described above. Importantly, an -ISK spreadsheet cannot be loaded into AS-ISK v2.4 unless it meets all these necessary requirements. However, as long as the Assessor does not tamper with any of the entries/formatting of the original -ISK spreadsheet (i.e. as generated by any of the -ISK programs' database 'Output' option), no issues should be encountered. Notably, given that 33 Basic Risk Assessment (BRA) AS-ISK questions out of the original 49 -ISK questions have retained backward compatibility with -ISK (with the remaining 16 BRA questions being different and the additional six Climate Change-related questions being exclusive to the AS-ISK: see Copp et al. 2016b), the maximum number of answered questions for each screening loaded into the new AS-ISK database is 33 (out of 55).

Similar to opening an *Existing* database, the initial screening phase is followed by final checking and *Re-score* operations before the data can be loaded into the *Screening List* of the *Main Screening Workspace*. In addition, during the *Import* phase the Assessor is asked (through a dialog box) to enter the name of the risk assessment area for which the screening(s) were done but noting that in case of entering a text string longer than 40 characters (including spaces) and/or containing the unallowed characters \/:*?"<>|, the corresponding entries are eventually removed. If no name for the risk assessment area is entered or a blank string results after the above checking for unallowed character entries (or trailing spaces), then the generic term 'Risk assessment area' is entered by default.

Background (tab)

Dragging this slider changes the background colour of the Excel window in which AS-ISK v2.4 is running. Nine shades are available as combinations of white and black: 100% white, 0% black; 85% white, 15% black; 75% white, 25% black; 65% white, 35% black; 50% white, 50% black (default); 35% white, 65% black; 25% white, 75% black; 15% white, 85% black; 0% white, 100% black.

Dialogs view (tab)

Depending on the screen resolution of the computer where AS-ISK v2.4 is running, the *Main Screening Workspace* and *Q&A* dialogs will display in either *Full* or *Compact* view. In *Full* view, the *Screening List* in the *Main Screening Workspace* will display up to 26 rows (i.e. screenings, if available) at a time, and the *Justification* field in the *Q&A* dialog up to nine lines of text at a time. In *Compact* view, the *Screening List* in the *Main Screening Workspace* will display up to 16 rows (i.e. screenings, if available) at a time, and the *Justification* field in the *Q&A* dialog up to two lines of text at a time.

The threshold resolution below or equal to which AS-ISK v2.4 will display in *Compact* view is 1440 pixels in width and 900 pixels in height. As the screen resolution is automatically identified by AS-ISK v2.4 upon opening (and indicated in the corresponding screen resolution label), the *Full* or *Compact* view are selected by default as applicable. However, this function is known to encounter issues if a tablet PC is used, in which case the Assessor must select manually the *Compact* view to avoid later having to 'kill' the Excel process in which AS-ISK v2.4 is running due to the *Main Screening Workspace* dialog not fitting within the size of the screen.

Full

This option is automatically selected (i.e. by default upon opening AS-ISK v2.4) if the screen resolution is greater than 1440 pixels in width and 900 pixels in height.

Compact

This ‘option’ is the only one available if the screen resolution is less than or equal to 1440 pixels in width and 900 pixels in height. However, under a screen resolution greater than 1440 pixels in width and 900 pixels in height this option can still be selected if desired.

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.

Toolkit

Help

Clicking this button opens the pdf Help file (AS-ISK_v2_4_Help_Start.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.

Exit

Clicking this button quits the current AS-ISK v2.4 session and Excel.