

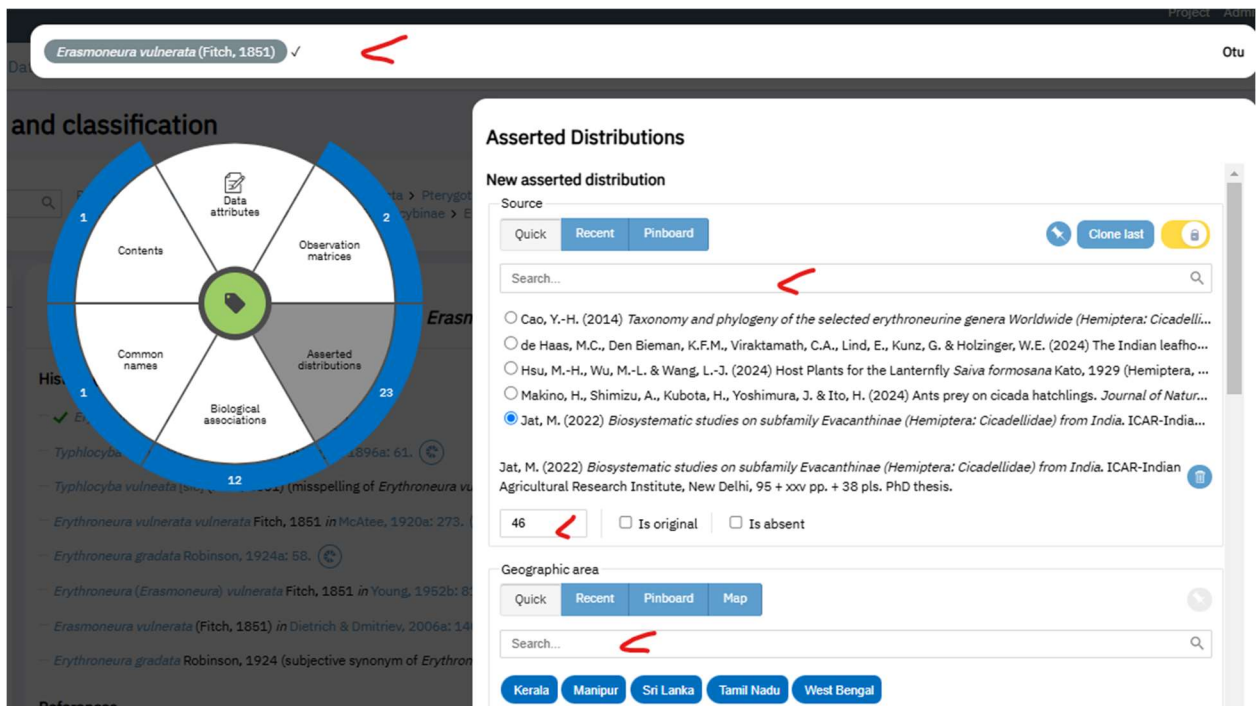
Adding country/state species distribution in the World Auchenorrhyncha Database

A distribution record requires three pieces of information: Source, OTU and Geographic Area. Before entering distribution, it is recommended to add a Source to the **Pin Board**. There are two ways to enter species distribution.

Option 1.

1. Use **Browse nomenclature** task. Search for a species name. By default, the page is loaded and redirected to the valid protonym name. If it is desirable to add distribution to a synonym, click on the synonym name in the list of **History**. The selected and active name will be listed at the top of **History**.

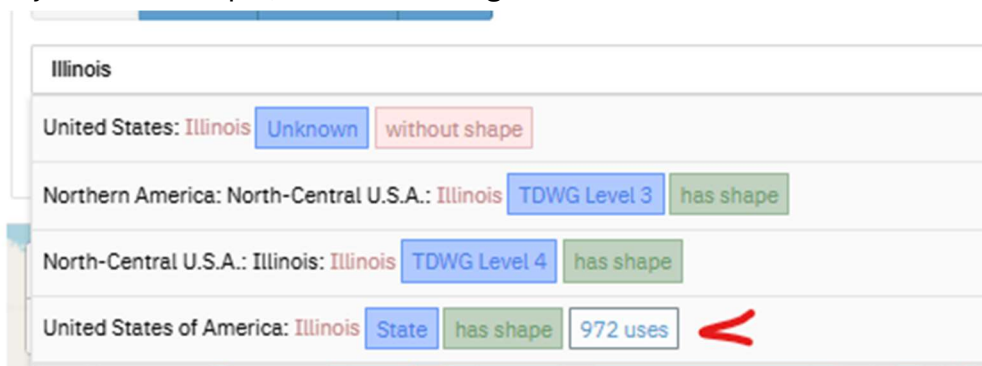
2. Use **OUT quick form** button  and select **Asserted distribution** sector



The screenshot displays the 'Asserted Distributions' form for the species *Erasmoneura vulnerata* (Fitch, 1851). The form is divided into two main sections: 'New asserted distribution' and 'Geographic area'. The 'New asserted distribution' section includes a 'Source' field with a search box and a 'Pinboard' button. Below this, there is a list of sources, with the selected source being 'Jat, M. (2022) Biosystematic studies on subfamily Evacanthinae (Hemiptera: Cicadellidae) from India. ICAR-India...'. The 'Geographic area' section includes a search box and a list of regions: Kerala, Manipur, Sri Lanka, Tamil Nadu, and West Bengal. The form also includes a 'Data attributes' section with a search box and a 'Clone last' button. The background shows a circular navigation menu with various options like 'Contents', 'Observation matrices', 'Common names', 'Biological associations', and 'Asserted distributions'.

3. One the top, the OTU name is already selected.
4. Select source by using search box or if the source pinned, use blue **Pin** button to retrieve the source from the **Pin Board**. A source could also be selected from the list of Recently used Sources. Please make sure that the correct source is selected before entering the distribution. Once selected, the Source could be **locked**, and it will be used in the future for the next distribution entry even if the Taxon gets changed in the **Browse nomenclature** window.

- Enter the **page number**. **Is original** option is used to indicate that the species is recorded for the first time from this particular area. By default, it is unselected. **Is absent** option is used to indicate that the species is not occurring in this area, when it was previously reported by mistake. Instead of deleting previously reported records, a new record will be created and the area will be shaded on the map to indicate that the species was recorded from some area, but it is probably a mistake.
- Select the **Geographic area** by searching the Country or the State name. TaxonWorks has multiple gazetteers uploaded to the system. Although the same area could be selected using different gazetteers, it is desirable to always select the area with an associated shape and the one which was previously used in the project. For example, when searching for Illinois:



- Once selected, the shape will be displayed on the map for preview.
- Once the Geographic area is selected, the record is saved automatically. If the country/state record already exists for this species, a new citation will be added to an existing record instead of creating a duplicate distribution record.

Option 2.

- Using special Task – **New asserted distribution.**

The screenshot shows the 'Task - New asserted distribution' form. It has three main sections: 'Source', 'Otu', and 'Geographic area'. Each section has a search bar and a list of options. The 'Source' section has a search bar and a list of sources. The 'Otu' section has a search bar and a list of OTUs. The 'Geographic area' section has a search bar and a list of geographic areas. There are also buttons for 'Quick', 'Recent', 'Pinboard', 'Map', 'Clone last', and 'New'.

- The task has 3 areas to select the Source, OTU and Geographic area. Each of the three sections could be locked. For example, you can lock the source and OUT or Source and geographic area. When Source and OTU are selected, picking the

geographic area will automatically save a new record. If the Source and Geographic area are selected, selecting OTU will not automatically save the record, please use **Create** button.

The distribution record once updated will be automatically visible in the Browse OTU page and in the public TaxonPages.