

Brazilian Flora 2020 User Manual



Contact: floradobrasil2020@jbrj.gov.br

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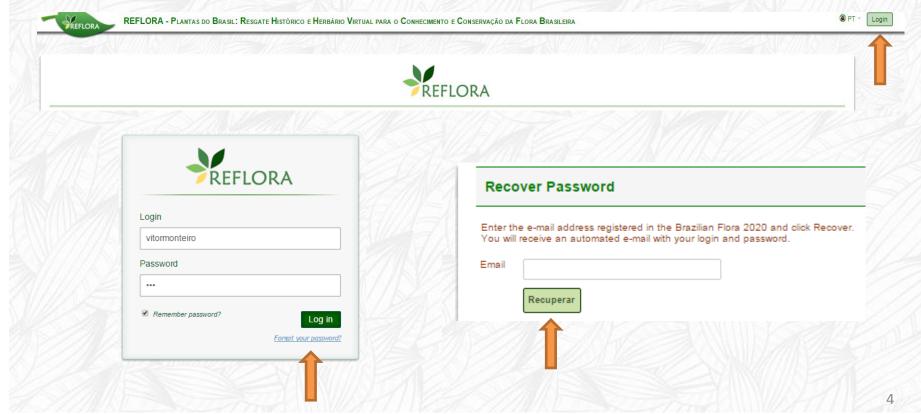


1. General Information

- ✓ The Brazilian Flora 2020 project adresses national and international targets signed by the Brazilian Government, centering around the consolidation of a national flora (including algae, fungi and land plants) in a platform that can be integrated into the model currently being developed for the *World Flora Online* (WFO).
- ✓ The monographs generated by the Brazilian Flora 2020 are the responsibility of their authors and constitute original work, thus any content taken out from other sources should be clearly referenced.
- ✓ The system was built to enable inclusion and consultation of the data taking into consideration the heterogeneous state of knowledge of the different taxonomic groups. The present system counts with two ways to include and present the data:
 - a) **Controlled Fields** mandatory for vascular plants: consisting of options of multiple choice containing characters and character states chosen by the authors of each group from a glossary available within the system.
 - **b)** Free Text Fields: descriptions of the taxa will be included in a text box not-controlled with a large limit for character number.
- ✓ The system as a whole was built in three languages: Portuguese, English and Spanish. Each author will be able to select the language for their monography.
- ✓ The controlled fields will be shown in all three languages but the free text fields will be only present in the language chosen by each author to include his/her text (identification keys, descriptions, and comments).
- ✓ We strongly recommend that the filling of the free text fields follow the same language used for the controlled fields, but we remind you that this information may also be included in any of the three languages.
- ✓ Drawings and photos may be included to illustrate and to help in the recognition of taxa. The photos and illustrations included in the "Lista do Brasil" will be automatically imported, but may be withdrawn by author (s).

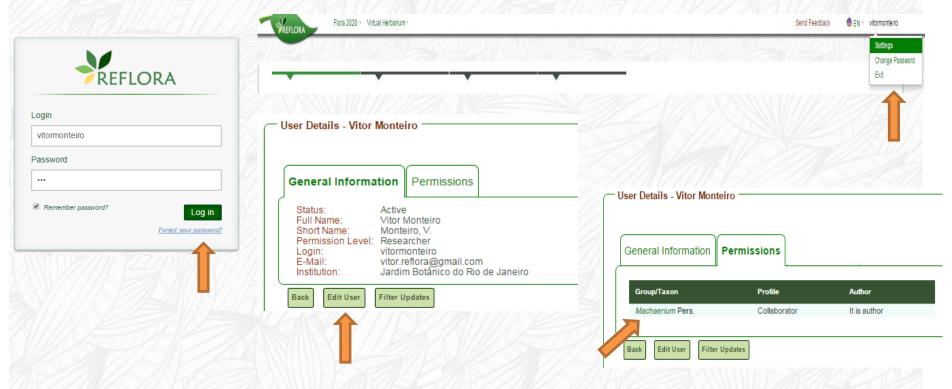
2. Accessing the workspace

- ✓ Access http://reflora.jbrj.gov.br/
- ✓ Click the "Login" button
- ✓ Click "Forgot your password?"
- ✓ Insert your e-mail and click the "Recover" button to receive an automatic message with your login and password
- ✓ The e-mail registered in the system is the same one that received the message from the Brazilian Flora 2020

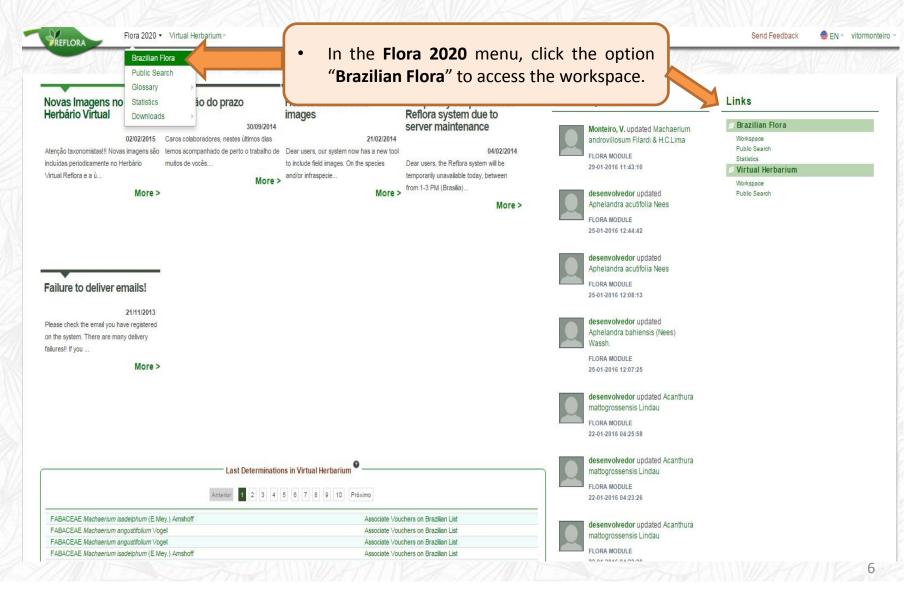


2. Accessing the workspace

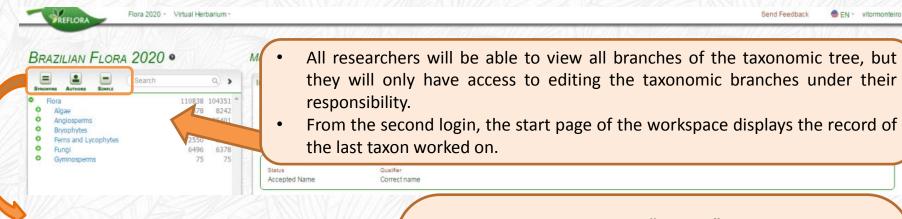
- ✓ After accessing the system you can click on your login (in the upper right corner of the page) to see the options "Settings" and "Change Password"
- ✓ Click on "Settings" to see the tabs "General Informations" and "Permissions"
- ✓ In the tab "General Informations" you can edit your personal data
- ✓ In the tab "Permissions" you can see the taxa that you are allowed to edit.



2. Accessing the workspace



2. Accessing the workspace



Buttons to:

- Hide / show synonyms in the tree
- Hide / show authors in the tree

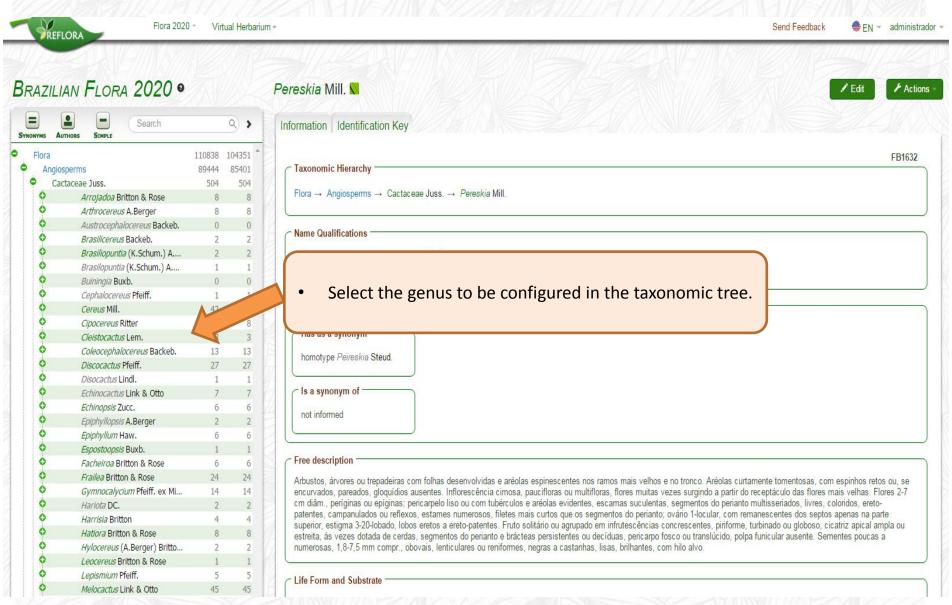
Flora 2020 - Virtual Herbarium

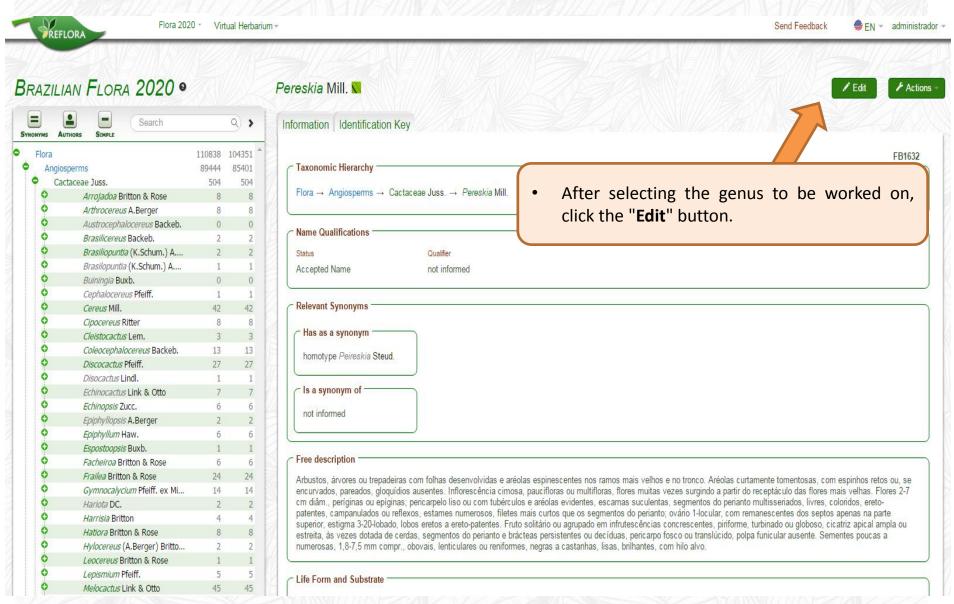
 Simple or multiple mode navigation in the tree

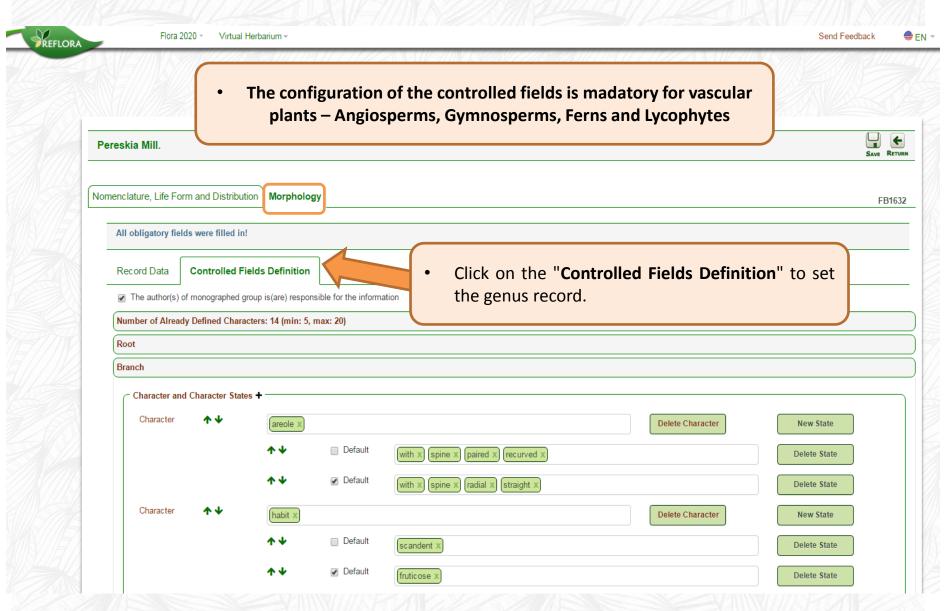
Button "Actions"

- **Error Report:** indicates names with inconsistencies, such as synonyms without the indication of the accepted name.
- **Taxon statistics:** available up to the hierarchical level of genus.
- **Taxon inclusion:** inclusion of new genera from the family record data, inclusion of new species from the genus record data, inclusion of a new infraspecies from the species record data.





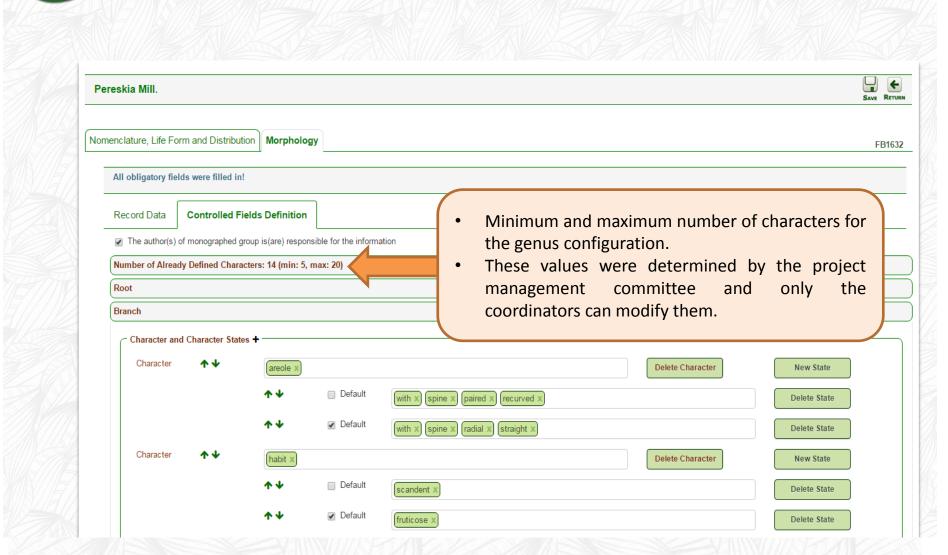




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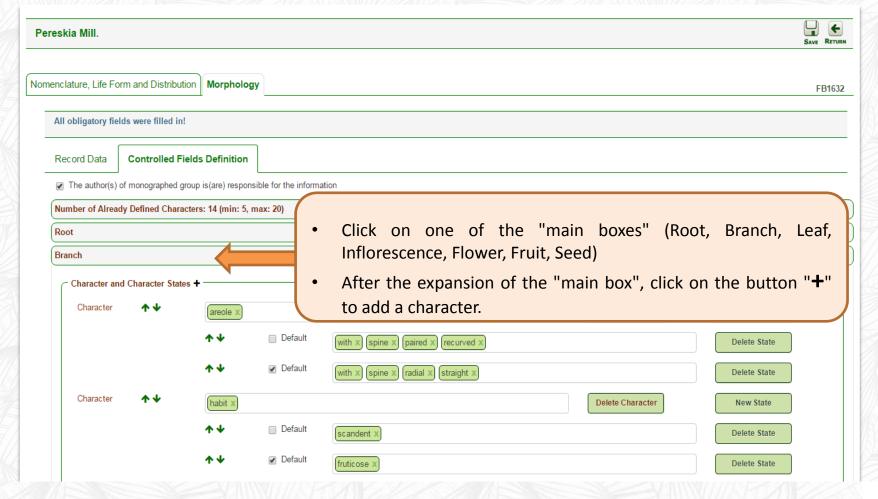
Virtual Herbarium -



3.1 Inclusion of a character



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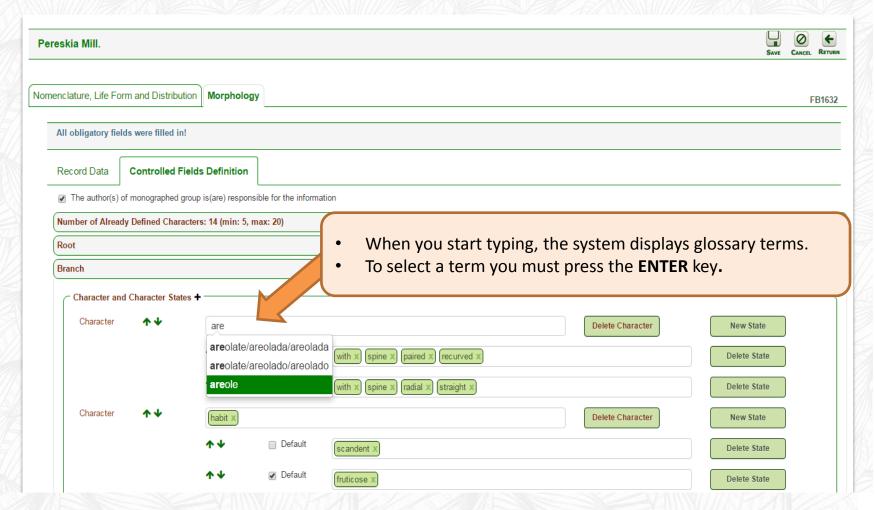


3.2 Selecting terms from the glossary



Flora 2020 Virtual Herbarium



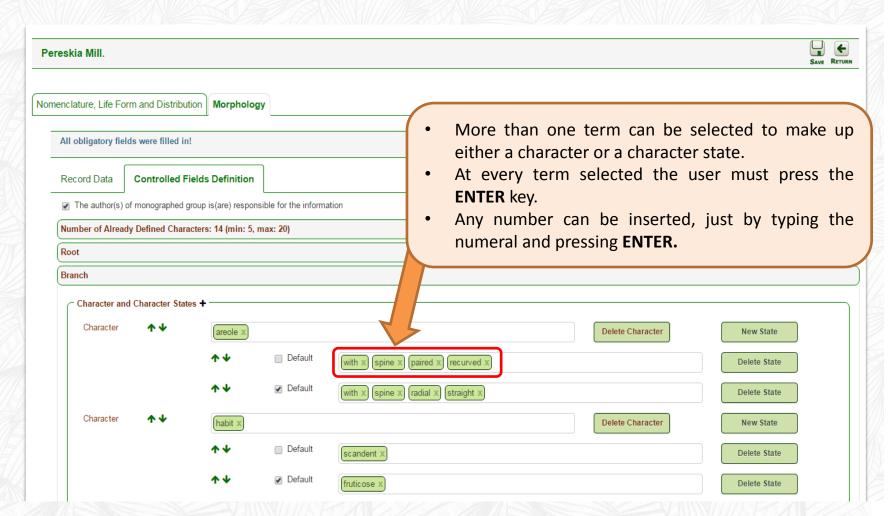


3.3 Combining glossary terms and including numbers

5.5 Combining glossary terms and including numbers

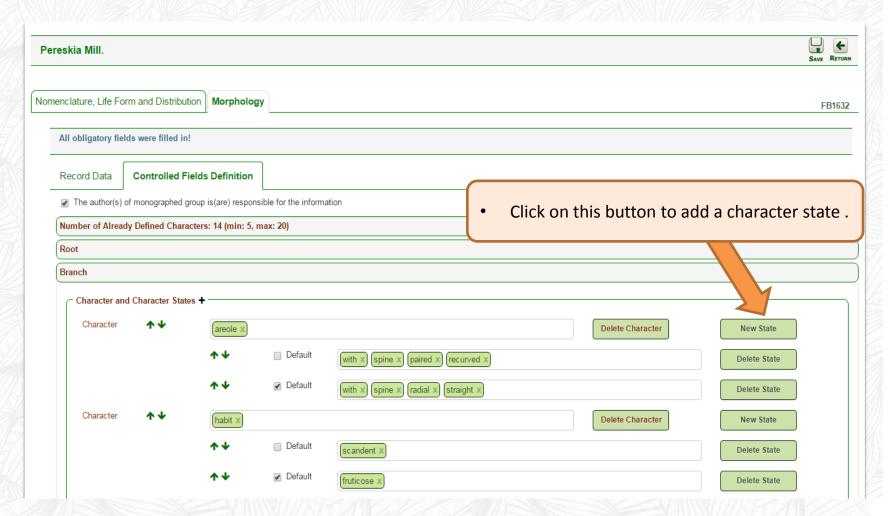
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Virtual Herbarium -



3.4 Inclusion of character states

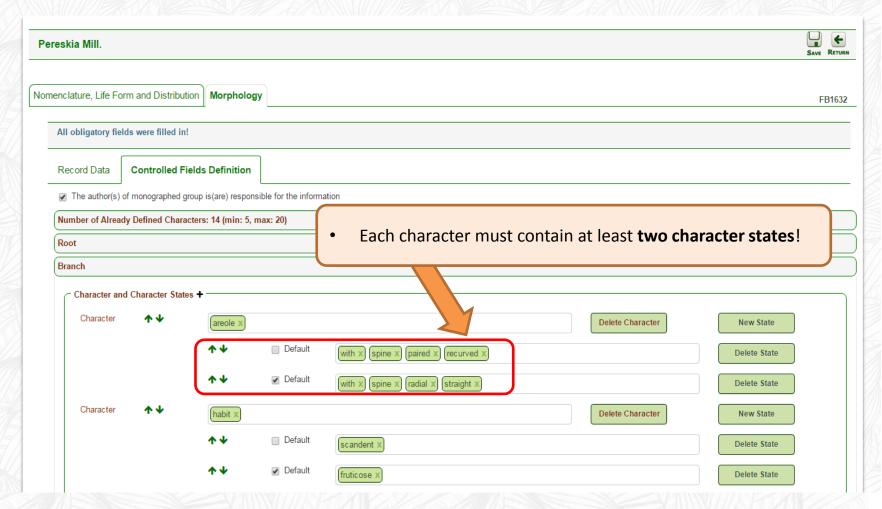




3.4 Inclusion of character states

Flora 2020 Virtual Herbarium



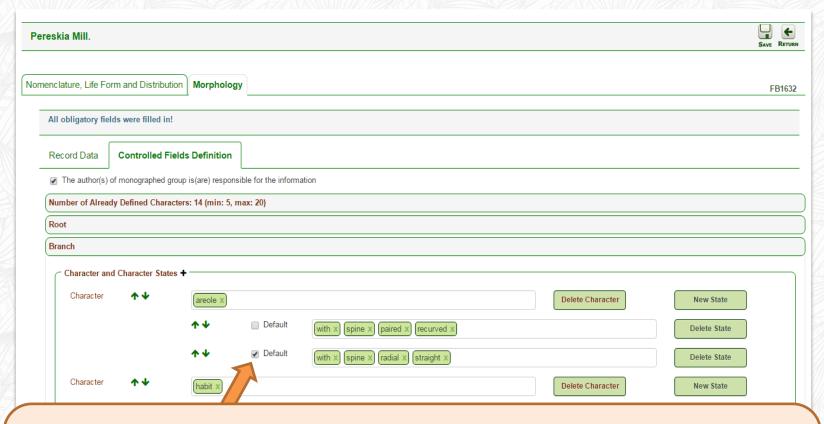


3.5 Default option for character states



Flora 2020 Virtual Herbarium





- When you select the **Default** option, all species of the genus will have this character automatically selected.
- The aim of this type of labelling is to facilitate the completion of the species record.
- So if 90% of the species of a genus have the same character state, when selecting the Default option, the specialist will need to deselect this character state from 10% of the species, thus speeding their work.

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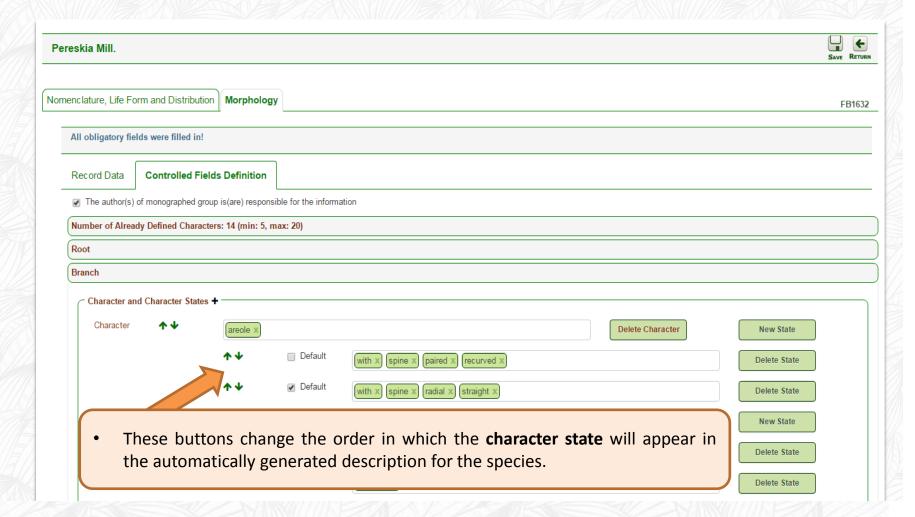
Flora 2020 Virtual Herbarium V



							Save
enclature, Life Fo	orm and Distribut	ion Morpholog	шу				F
All obligatory fie	elds were filled in!	!					
Record Data	Controlled Fi	ields Definition					
The author(s)	of monographed g	roup is(are) respons	sible for the informa	ation			
Number of Alrea	dy Defined Chara	cters: 14 (min: 5, ı	max: 20)				
Root							
Branch							
Character an	nd Character State	es +					
Character an	nd Character State	areole X				Delete Character	New State
			□ Default	with x spine x paired x recu	urved X	Delete Character	New State Delete State
		areole x	□ Default☑ Default	(with x) (spine x) (paired x) (recular transfer of the content of the		Delete Character	
		areole x ↑ ↓	_			Delete Character Delete Character	Delete State
Character	**	areole x ↑ ↓ habit x	✓ Default		ght x	Delete Character	Delete State Delete State

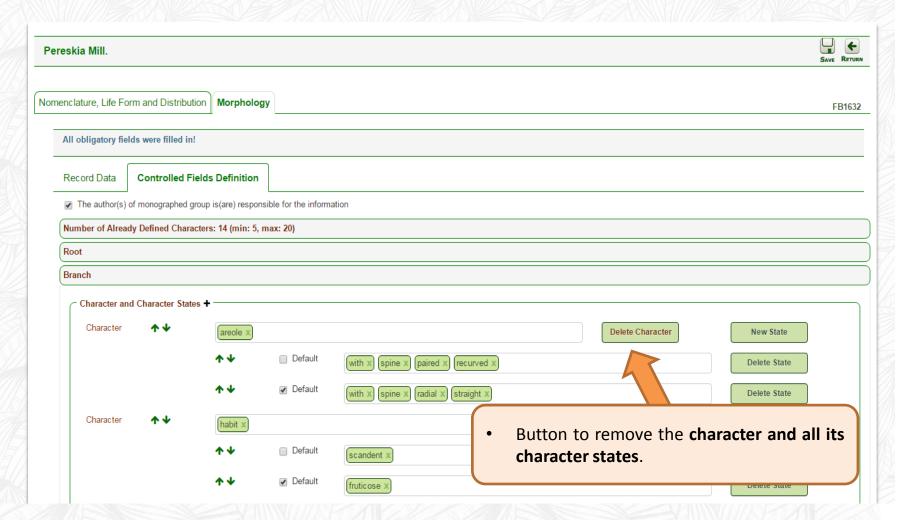


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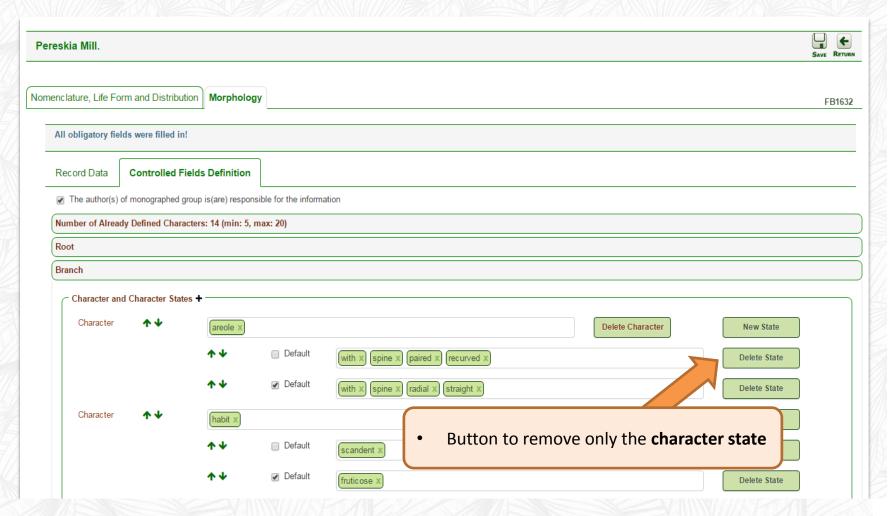


Flora 2020 Virtual Herbarium Send Feedback

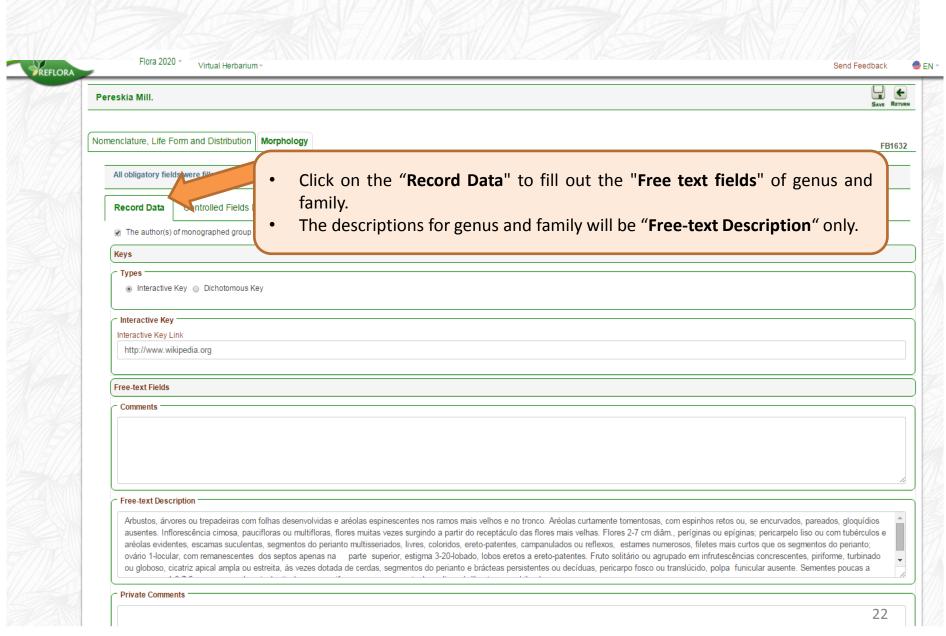




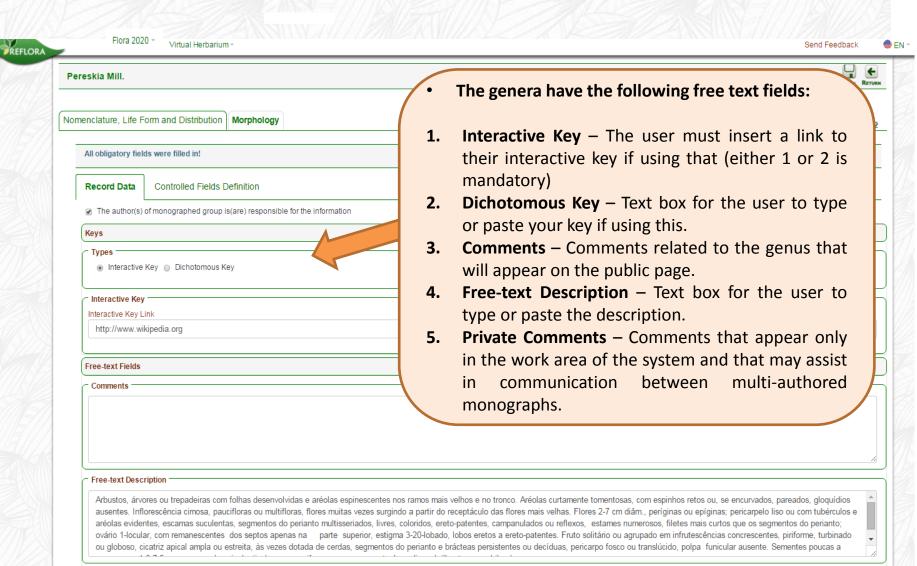
Flora 2020 Virtual Herbarium Send Feedback



4. Record Fill for Genus and/or Family

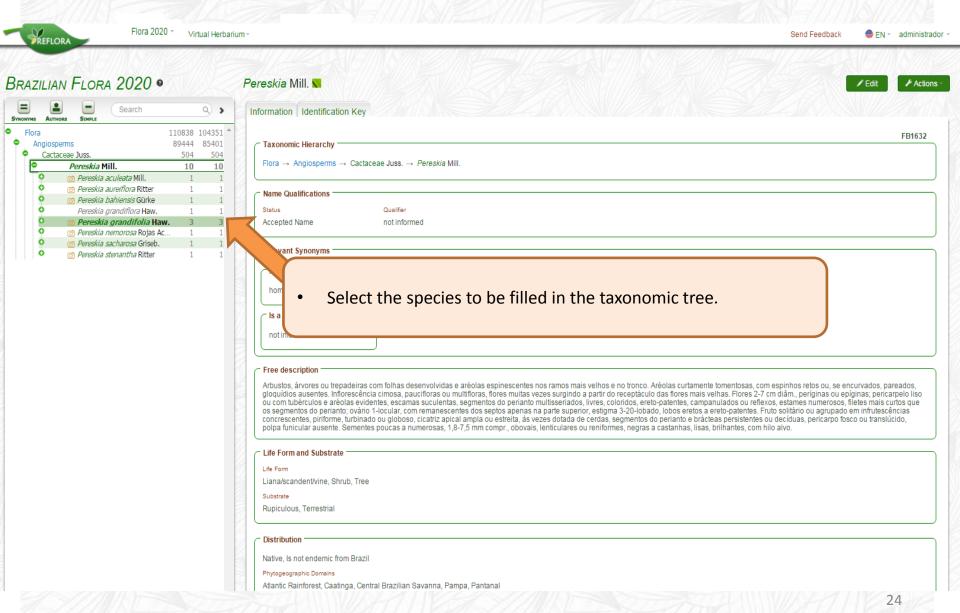


4. Record Fill for Genus and/or Family

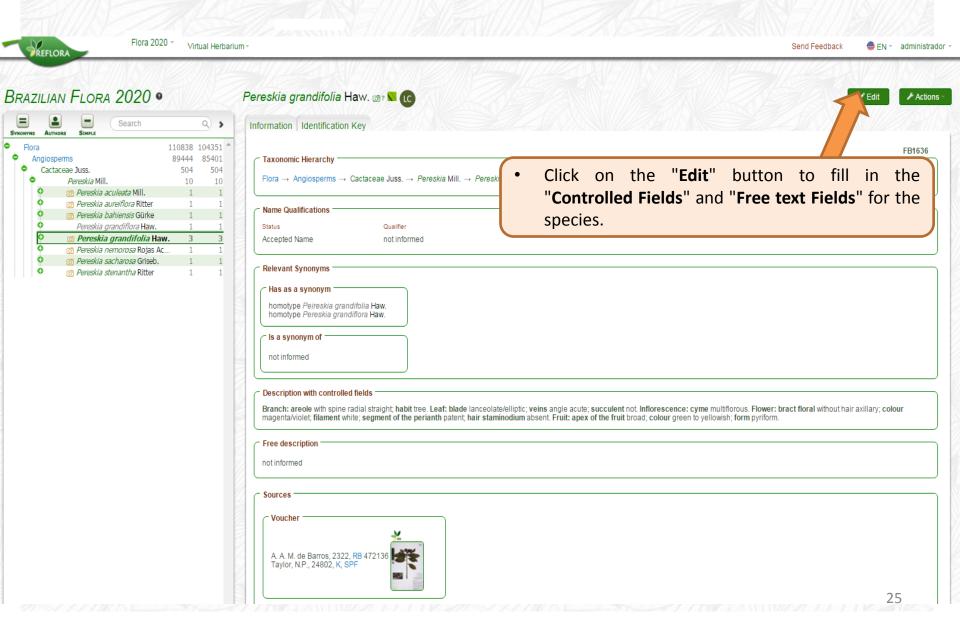


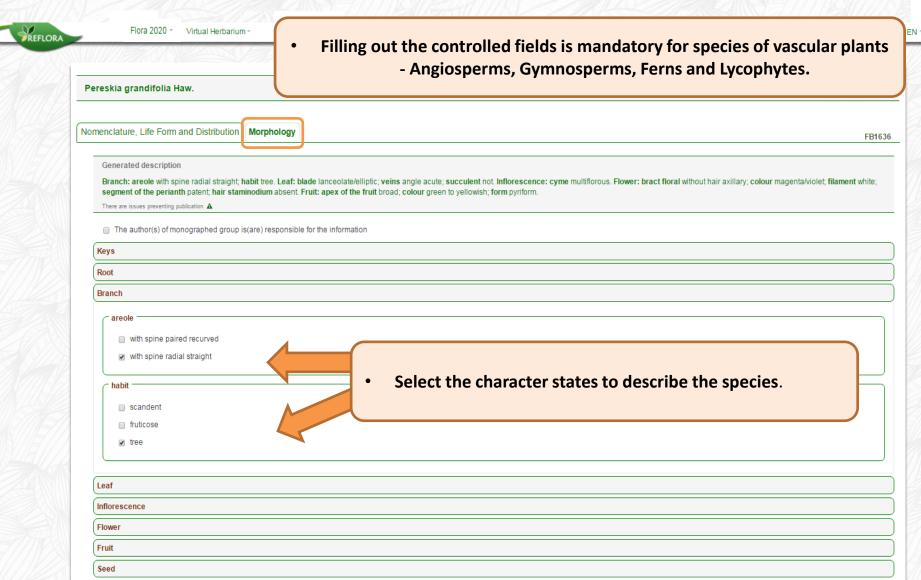
Private Comments

5. Record Fill for a Species within a Genus



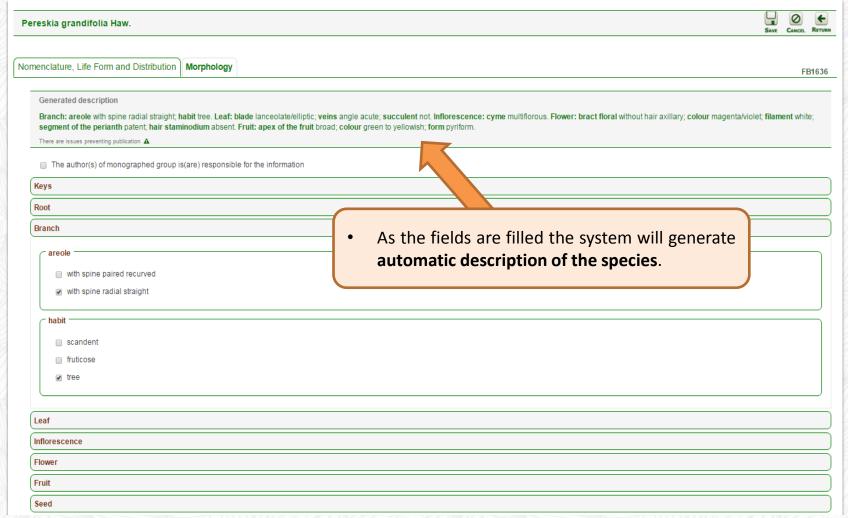
5. Record Fill for a Species within a Genus







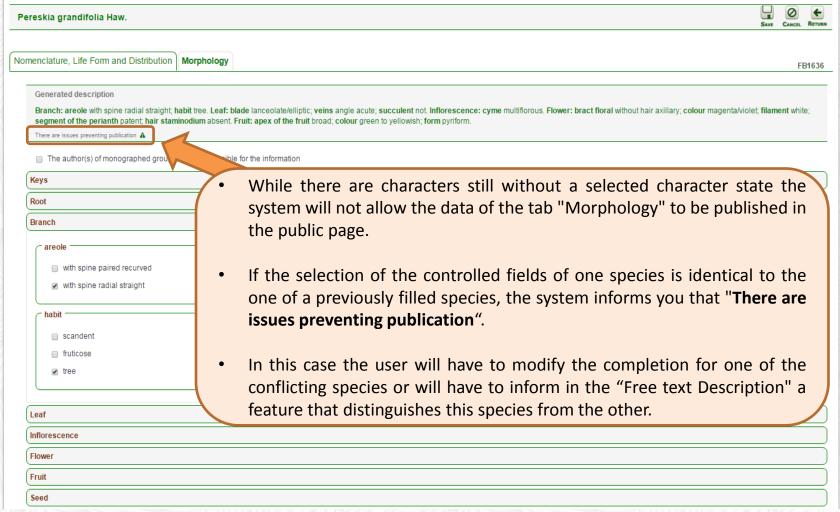
Flora 2020 Virtual Herbarium Send Feedback





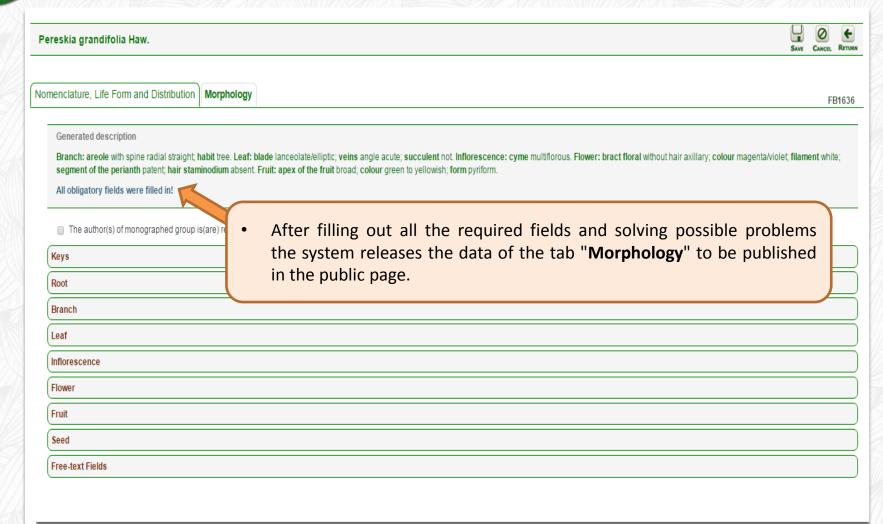
Flora 2020 Virtual Herbarium







Flora 2020 Virtual Herbarium

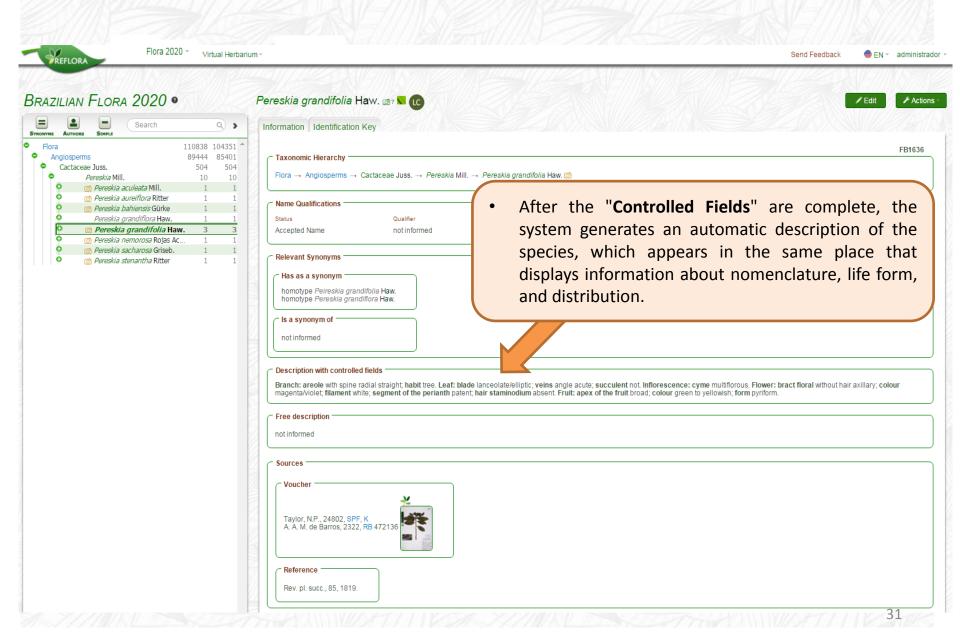




Flora 2020 - Virtual Herbarium



Pereskia grandifolia Haw.		SAVE CANCEL RETUR
Nomenclature, Life Form and Distribution Morphology		FB1636
Generated description Branch: areole with spine radial straight; habit tree. Leaf: blade la segment of the perianth patent; hair staminodium absent. Fruit: a	nceolate/elliptic; veins angle acute; succulent not. Inflorescence: cyme multiflorous. Flower: bract floral without hair axillary; colour magenta/violet, pex of the fruit broad; colour green to yellowish; form pyriform.	filament white;
All obligatory fields were filled in! The author(s) of monographed group is(are) responsible for the	information	
Keys		
Root Branch	After any change in the species record, the system requires to	he user
Leaf	to confirm responsibility for the information.	
Flower		
Fruit		
Seed		
Free-text Fields		

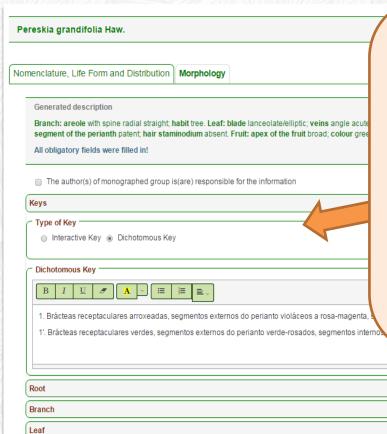


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Fruit
Seed
Free-text Fields



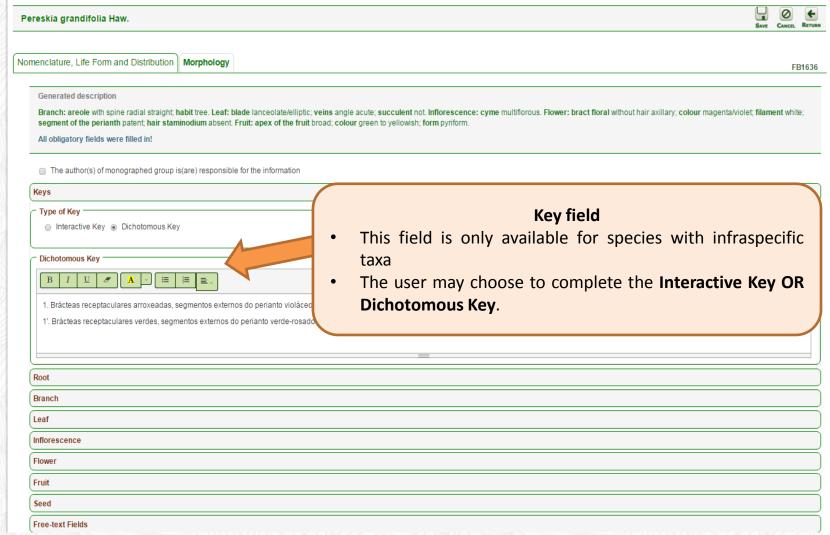


- The species have the following free text fields:
- **1. Interactive Key** The user can insert a link to their interactive key if there are infraspecific taxa
- **2. Dichotomous Key** Text box for the user to type or paste key if there are infraspecific taxa
- **3.** Comments Comments related to the species that will appear on the public page.
- **4.** Free-text Description Text box for the user to type or paste a description or to differentiate between similar species
- 5. Private Comments Comments that appear only in the system work area and which may assist in communication between those responsible for multi-authored monographs.

										1
Click	on	"Free	text	Fields"	to	see	the	other	options	
					•••		••••	• • • • • • • • • • • • • • • • • • • •	G G G G G G G G G G	_
(Comments and Description).										

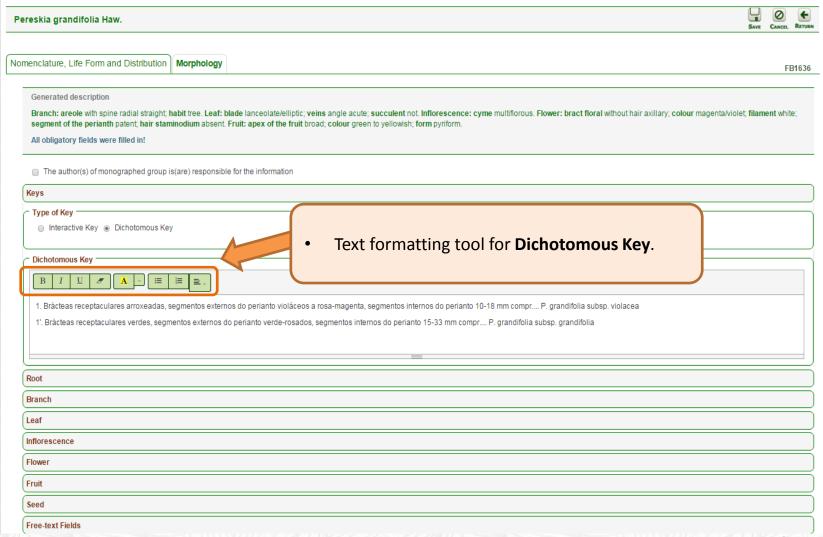
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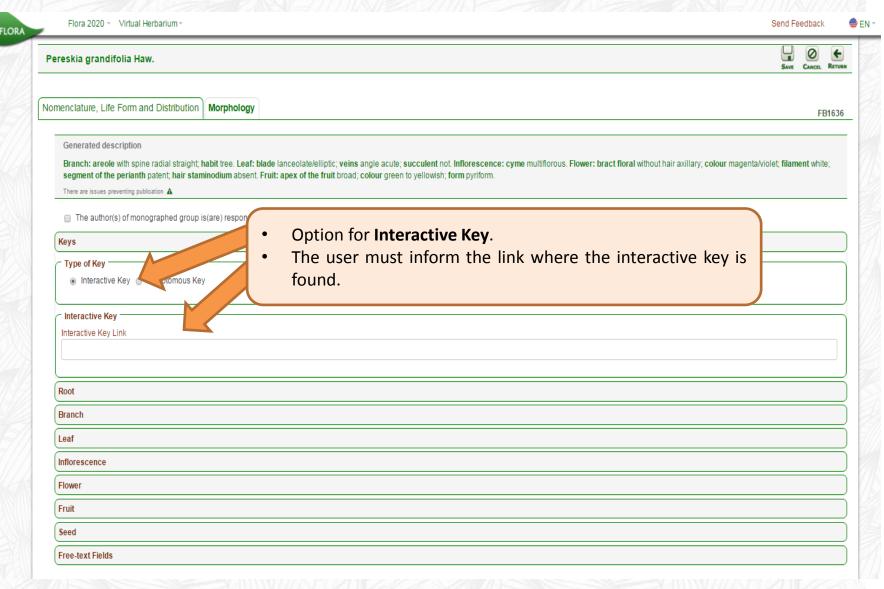
Flora 2020 Virtual Herbarium Send Feedback



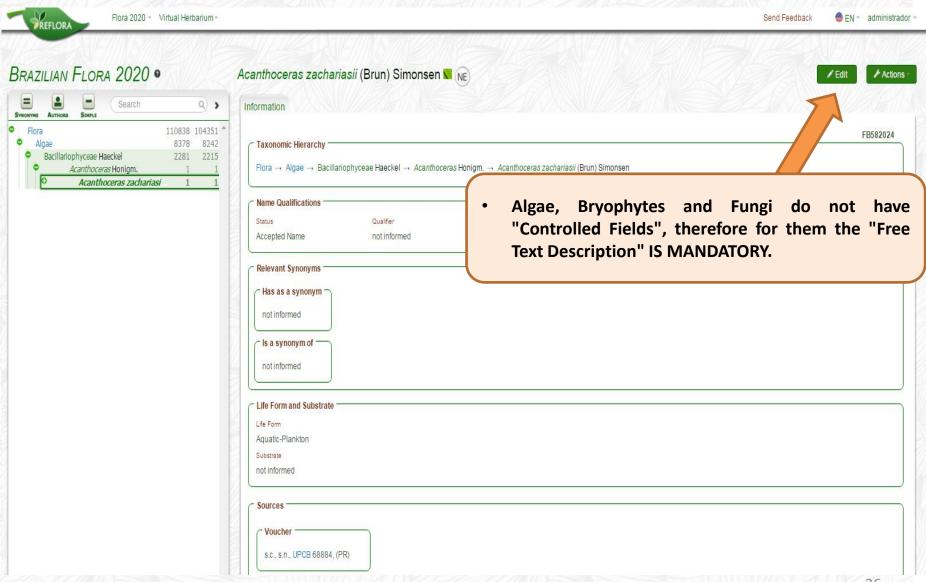
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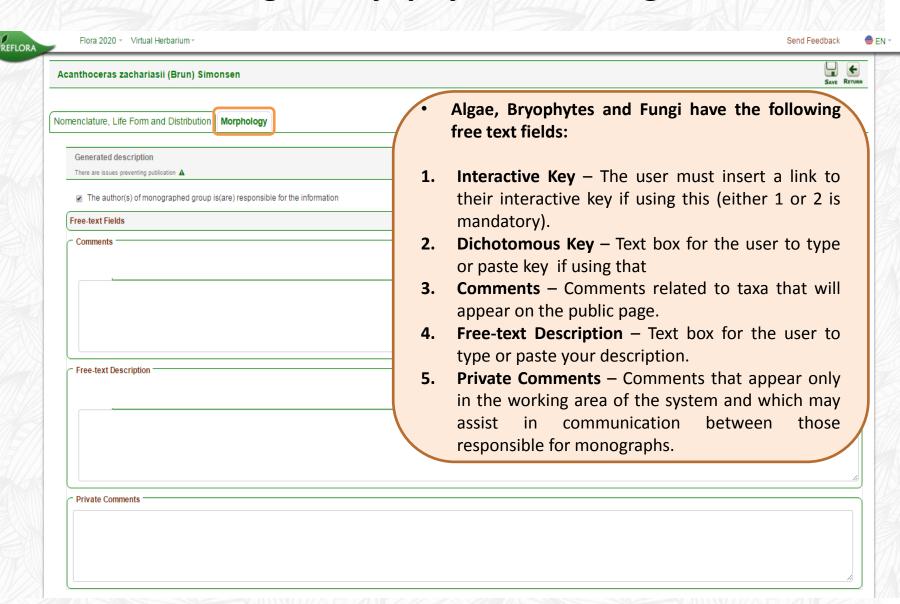




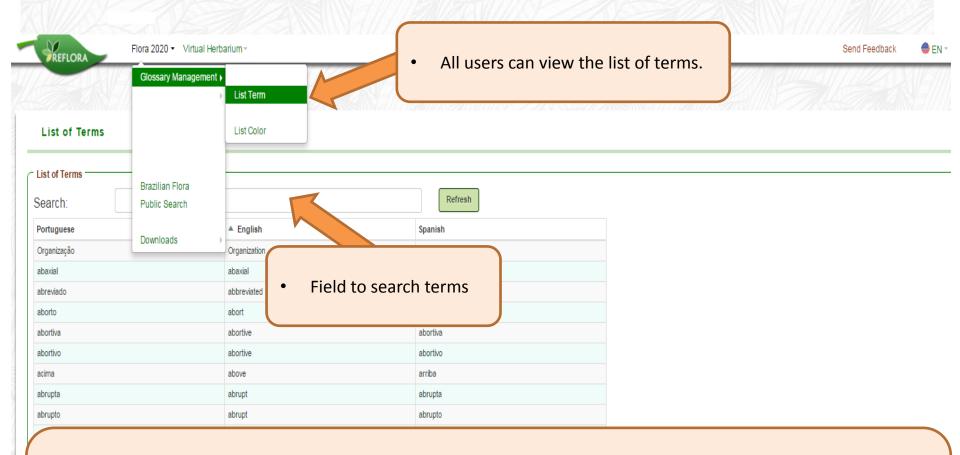
6. Algae, Bryophytes and Fungi



6. Algae, Bryophytes and Fungi

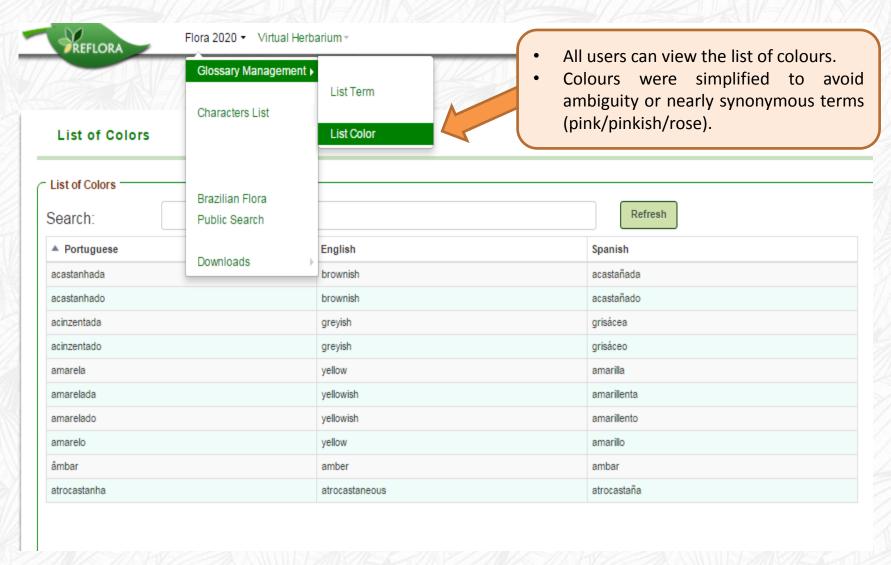


7. See List of Glossary Terms

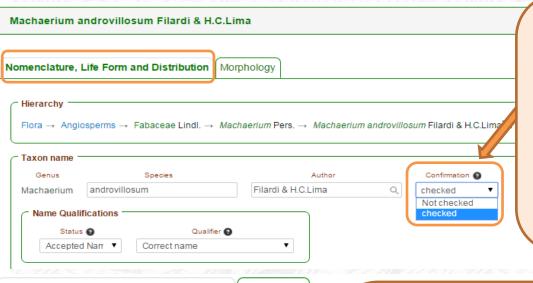


- The glossary of terms was based on different sources attempting to cover the greatest possible diversity of botanical terms for the different groups. Other nouns, adjectives, adverbs and prepositions pertinent to short descriptions of plants found in the botanical literature were also included.
- If it is necessary, the registration of new terms may be made by system administration.

8. See List of Glossary Colors



9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.1. Nomenclature



Filardi & H

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- A record "Checked" will be available for publication.
- A record "Not checked" will not be available for publication and the taxon name will appear in red in the taxonomic tree and in the taxon record data.
- An extensive survey on all floras published for Brazil (Flora brasiliensis, Flora Catarinense, etc.) was carried out, and for this reason, the taxonomic tree has many names marked as "Not checked" and these must be prioritized by the specialists.

Nomenclature, Life Form and Distribution | Morphology

Flora → Angiosperms → Fabaceae Lindl. → Machaerium Pers.

Species

Correct name

Qualifier 2

androvillosum

Hierarchy

Taxon name

Genus

Machaerium

Name Qualifications

Status **⊙**Accepted Nam ▼

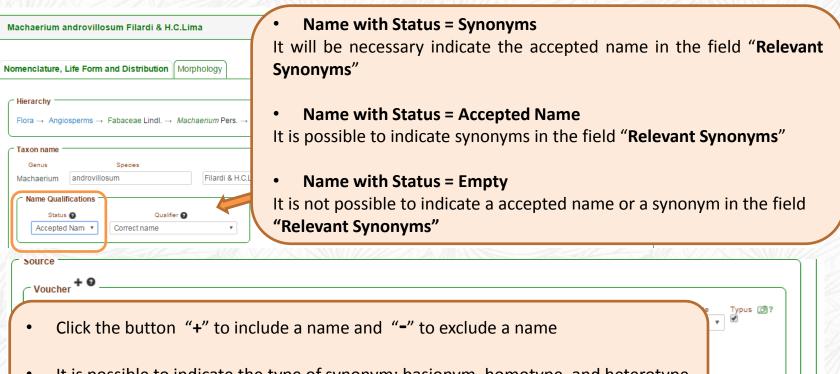
Accepted Name

Synonym

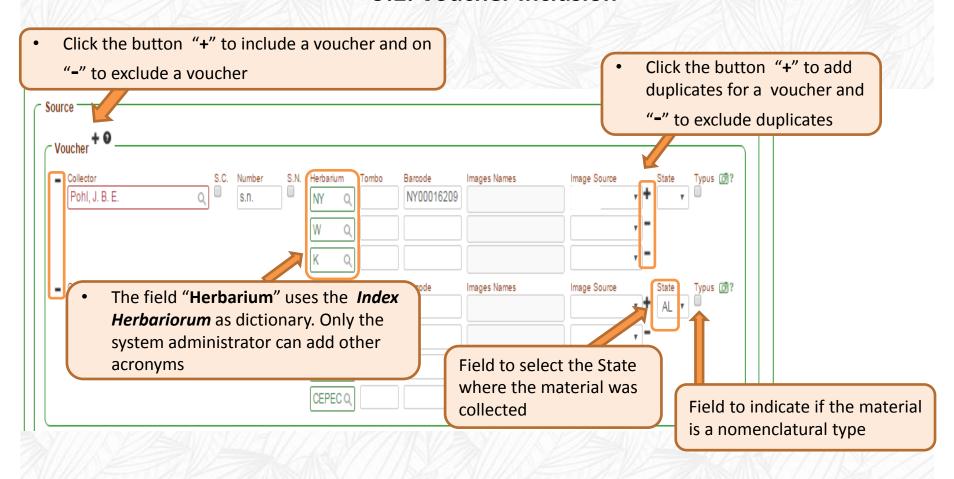
Name Qualifications:

- Status "Empty" names with nomenclatural problems that appear in purple in the taxonomic tree and in the record data. In this case, the "Qualifier" field must be filled.
- Status "Accepted Name" will appear in green in the taxonomic tree and in the record data.
- **Status** "Synonym" will appear in grey in the taxonomic tree and in the record data. In this case it will be necessary indicate the accepted name in synonymy relationship (see "Relevant Synonyms")
 - The options in the "Qualifier" field are specific for each "Status" options.

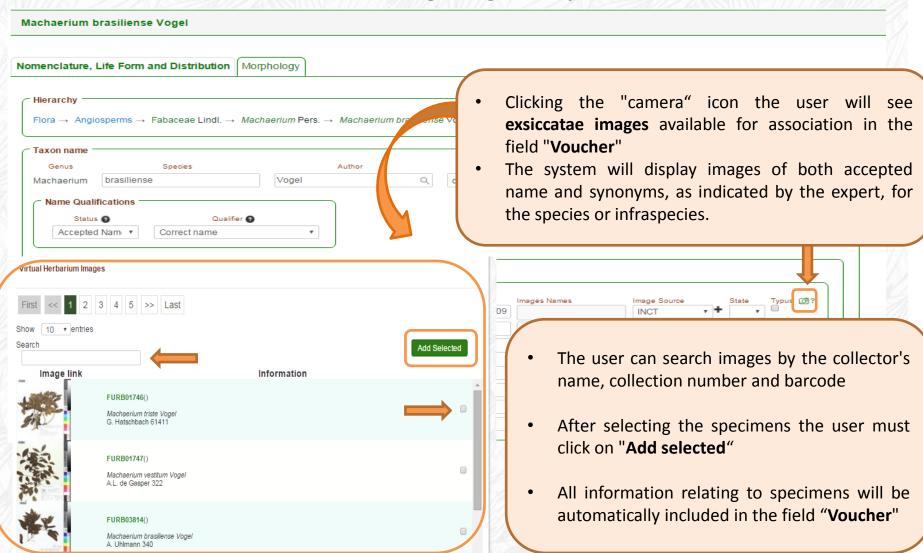
9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.1. Nomenclature



9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.2. Voucher Inclusion



9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.3. Associating images of specimens

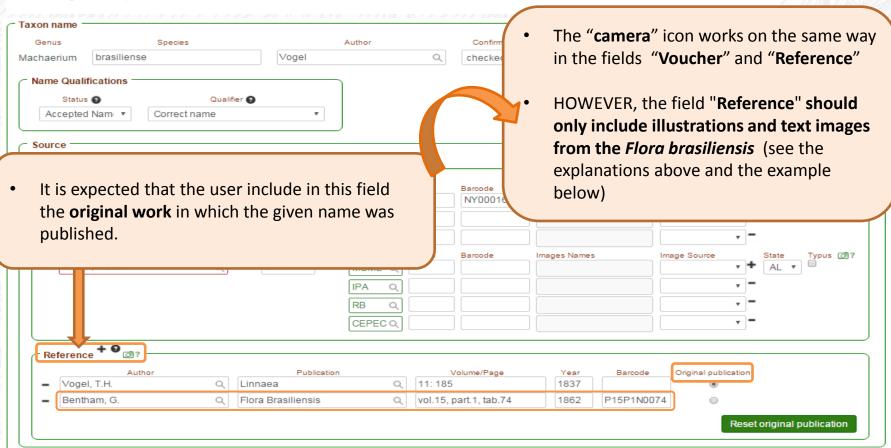


9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.4. Reference and Association of Images from *Flora brasiliensis*

To include images from the Flora Brasiliensis (boards and texts) paste the barcode manually and complete the field Volume/Page as follows:

barcode = P15P1N0069: P15 = Volume 15 P1 = Number 1 N0069= Board 69

Do not forget to complete the fields Author, Publication and Year.

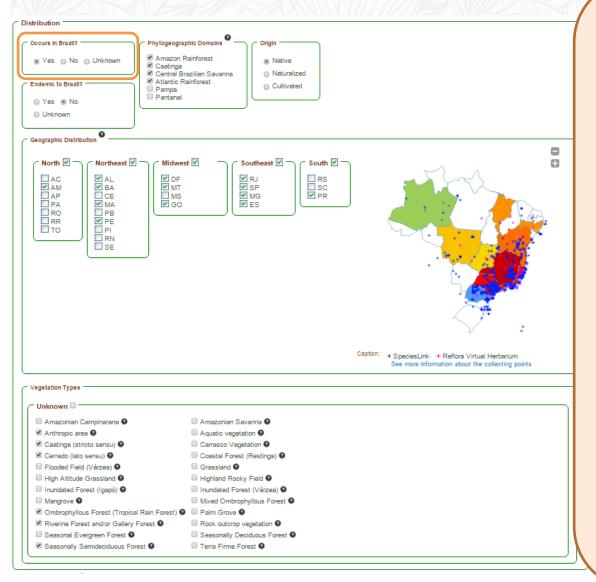


9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.5. Life Form and Substrate

The options for the fields "Life Form" and "Substrate" are Life form and Substrate specific for each major group Life forms Substrate : Cushion Corticicolous Life form and Substrate Epiphyllous Dendroid Life form and Substrate Epiphytic Flabellate Life forms Substrate foliose Epixilous Parasite Aerial litter Life forms Substrate Rupiculous Mat Decaying wood Saprobe Saxicolous Symbiont Leaf litter Pendent Bamboo Aquatic Unknown Living plant - fruit Thallose Terrestrial Living plant - inflorescence Dracenóide Epiphytic ■ Tuft Unknown Living plant - leaf Hemiepiphytes Herb Living plant - root Weft Liana/scandent/vine Hemiparasites Living plant - stem cortex Unknown Rock Parasite Palm Sand Shrub Rupiculous Soil Saprophyte Subshrub Water Unknown Succulent Terrestrial Bryophytes ✓ Tree Unknown **Fungi** Unknown Host Host unknown Animals hosts + 0 **Angiosperms and Gymnosperms** Plant hosts and/or Fungi Taxon name Life form and Substrate Echinochloa P.Beauv. Panicum Life forms Substrate Aquatic Liana/scandent/vine Epiphytic Shrub Hemiepiphytes Subshrub Hemiparasites Life form and Substrate Tree Parasite Unknown Rupiculous Saprophyte Life forms Substrate ☑ Terrestrial Unknown Aquatic-Benthos Edaphic Parasite Aguatic-Neuston Subaerial Aguatic-Plankton **Ferns and Lycophytes** 45 Symbiont (including lichenes) Algae

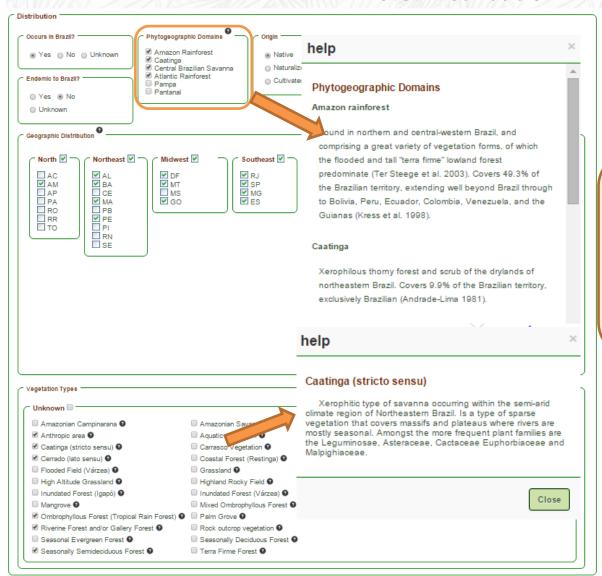
9. Edition of the Tab "Nomenclature, Life Form and Distribution"

9.6. Distribution



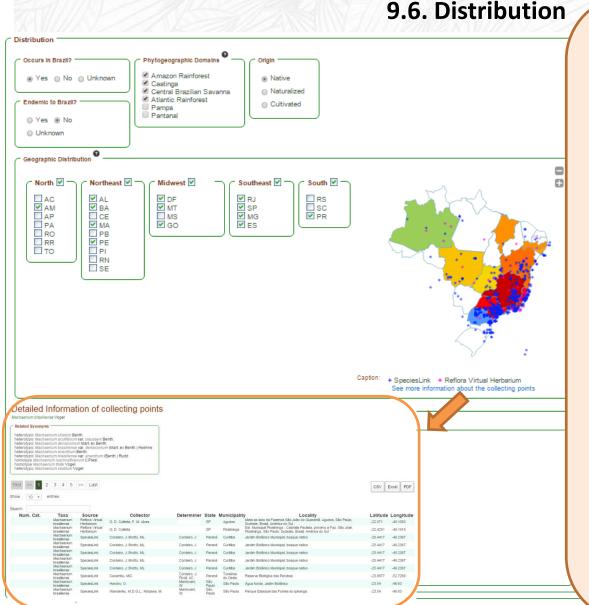
- The "Distribution" field is divided into six other fields: "Occurs in Brazil?" "Endemic to Brazil?" "Phytogeographic Domains ", "Origin", "Geographical Distribution" and "Vegetation Types"
- Information about distribution are included by specialists only for species and infraspecies
- Information on distribution shown for the genera and families represents the sum of what was included by specialists for the species and infraspecies
- All other distribution fields are hidden if the user chooses the options "No" or "Unknown" for the field "Occurs in Brazil?"
- All distribution fields are hidden for names with synonyms or empty status

9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.6. Distribution



By clicking on the icons "?" of the fields "Phytogeographic Domains " and "Vegetation Types" the user views the descriptions elaborated by members of the management committee for the six Domains and the 24 vegetation types adopted.

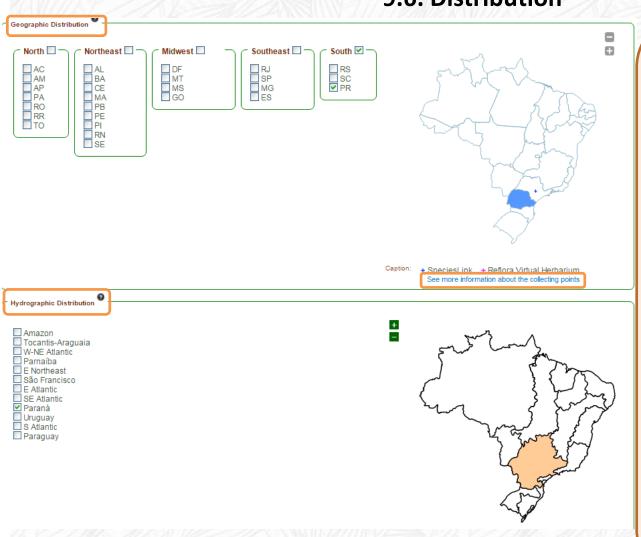
9. Edition of the Tab "Nomenclature, Life Form and Distribution"



Geographic Distribution

- If the user marks the checkbox beside a Region, all the states of this Region will appear in colour on the map
- To mark specific states of a region, the user must click the check box next to the acronym of the State.
- Clicking one time in the check box, the map will be filled with specific colours: green for North Region, yellow for Midwest, orange for Northeast, red for Southeast, and blue for the South Region.
- Clicking 2 times on the checkbox it will be marked with the "?" indicating uncertainty in occurrence. In this case, State (s) or Region (s) will be colored gray on the map.
- By hovering over the occurrence points marked on the map (coming from the Reflora Virtual Herbarium and INCT records), the user will see the taxon name, abbreviation of the herbarium, and coordinates.
- By clicking "See more information about the collecting points" the user will have access to a table with all the information related to these records. This table can be exported to Excel, CSV and PDF.

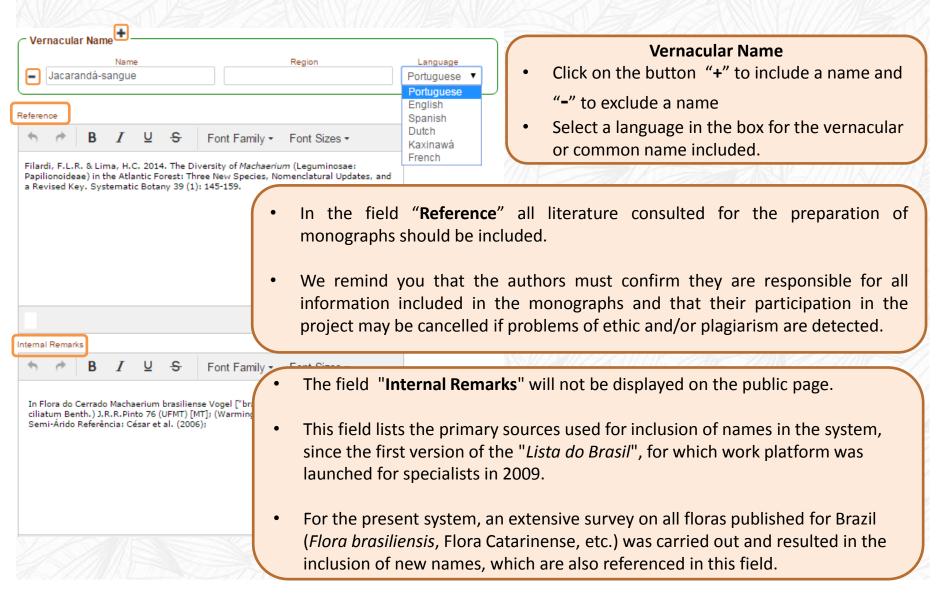
9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.6. Distribution



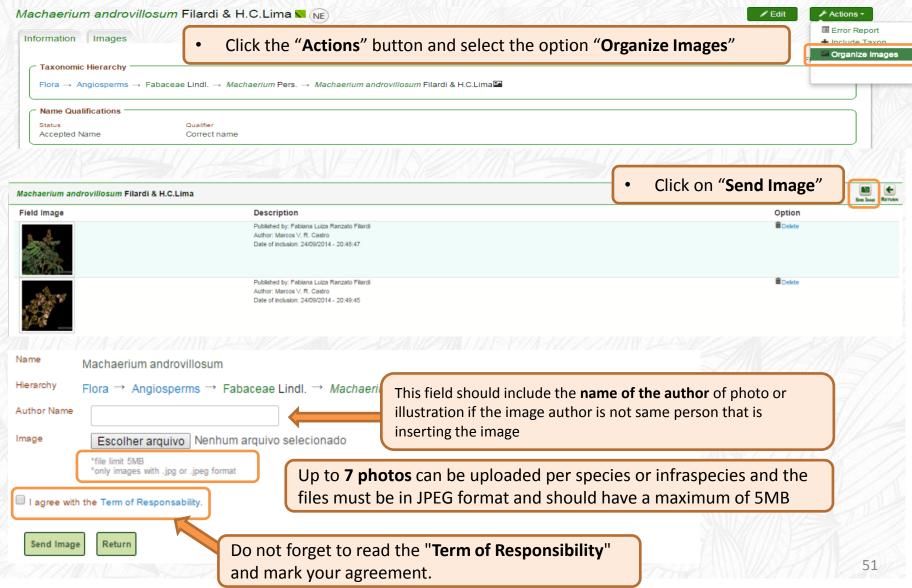
Geographic Distribution Algae

- It is possible indicate the distribution by Regions and States "Geographical Distribution" - as well as by Hydrographic Regions "Hydrographic Distribution"
- The coloring of the maps follows the same principle presented to the other groups.
- By hovering over the occurrence points marked on the map (coming from the Reflora Virtual Herbarium and INCT records), the user will see the taxon name, abbreviation of the herbarium, and coordinates.
- By clicking "See more information about the collecting points" the user will have access to a table with all the information related to these records. This table can be exported to Excel, CSV and PDF.

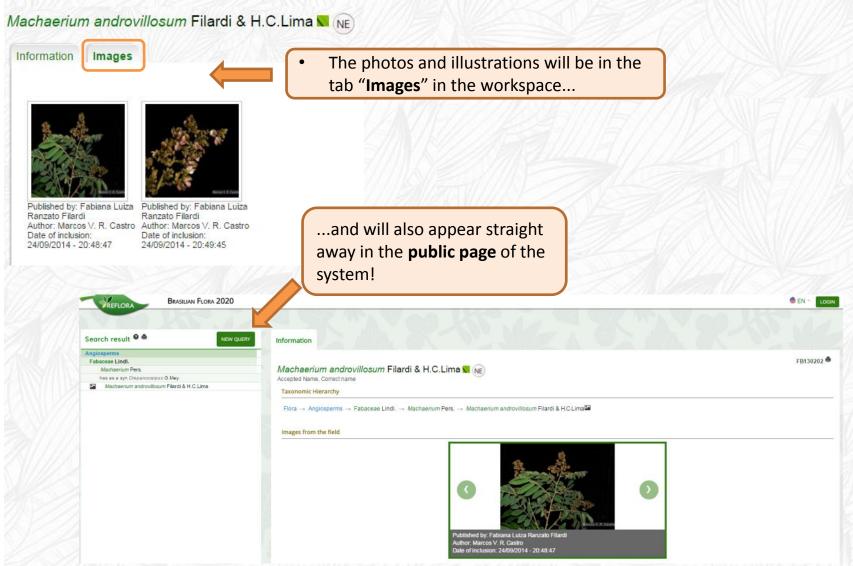
9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.7. Vernacular Name, References and Internal Remarks



9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.8. Inclusion of Field Images and Scientific Illustrations



9. Edition of the Tab "Nomenclature, Life Form and Distribution" 9.8. Inclusion of Field Images and Scientific Illustrations





Welcome to Brazilian Flora 2020