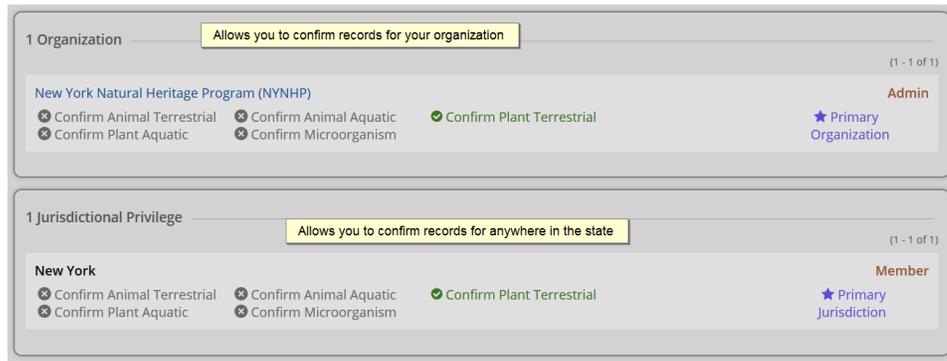


# iMapInvasives 3.0

## Confirming records – PRISM staff, Agency Staff, natural resource professionals

**STEP 1: Check your user profile** by logging in to iMapInvasives and selecting *Your Account*. Check whether you have the needed permissions to confirm records. If you need confirming privileges, please email [imapinvasives@dec.ny.gov](mailto:imapinvasives@dec.ny.gov)



**STEP 2: Find the unconfirmed record(s)** you would like to confirm either by zooming in on the map and/or using the “Filter Records Tool”.

- Click on the record on the map or use the “Identify/Measure” tool to select a bunch of records (formerly the lasso tool in iMap2). Select Area, draw a line around the records and double click to end drawing. Select “See what’s here?” to get a list of the records in a table.
- A table will open on the bottom of the map, select the “unconfirmed Present Species” tab in the table. Select the record you want to confirm by clicking on the line. A blue box should popup around the record, for reference. In the table, the record you selected should also be highlighted blue.
- **Please note:** Certain high priority species and species new to the area need official verification from NYS DEC or Ag and Markets (see below). If you are unsure whether to confirm, please contact us with the record number ([imapinvasives@dec.ny.gov](mailto:imapinvasives@dec.ny.gov)).

### Species that require confirmation from specific parties – please contact us before confirming yourself

Aquatics	Terrestrial Animals	Terrestrial plants
<ul style="list-style-type: none"> <li>- Hydrilla</li> <li>- Northern Snakehead fish</li> <li>- Asian carp</li> </ul>	<ul style="list-style-type: none"> <li>- Asian longhorned beetle</li> <li>- Spotted lanternfly</li> <li>- New county records for EAB</li> <li>- New county records for HWA</li> <li>- Velvet Longhorned Beetle</li> <li>- Feral swine</li> </ul>	<ul style="list-style-type: none"> <li>- Palmer Amaranth</li> <li>- Giant hogweed</li> </ul>

*For any other species that are high priority for the state and new to the area – please reach out before confirming!*

### STEP3: Confirming/Editing records:

1. Select the green details box in the table. A separate page will open with the details of the record. At the top right side of the record, select the edit tool (the pencil icon).
2. In the middle of the page, you will find the record details box. On the right side of the box, select "See More".
3. Check the species name, photo and location. If all looks good, click "Confirm" button (see graphic below). If everything looks good, proceed to the next step. If you cannot verify the species identity from the photo (no photo, blurry photo, etc.), see the bottom of **page 3**. If the species or location appear to be incorrect, see **page 4**.

**Presence Record** Delete Edit

Presence #1050046  
Date: 6/14/2020  
Observer:  
Organization: No Organization Affiliation (NY)  
Time Searched: Not Listed  
Species Found: Tree-of-heaven; Chinese Sumac; Ailanthus

Go to Searched Area page to enter/view more information

1. Review location (i.e. terrestrial plant should be found on land)

Latitude: 43.01118°  
Longitude: -76.023°  
Go To Map

Geographical Information

1 Species Present

2. Review species

Tree-of-heaven; Chinese Sumac; Ailanthus  
*Ailanthus altissima*  
(Simaroubaceae Family)

4. Click here to confirm record.

See Less

Unconfirmed  
Not Confidential

General Reference Info

Reference Photo:  
  
Chris Evans, River to River  
CWMA, Bugwood.org

Reference Links:  
External Info Page

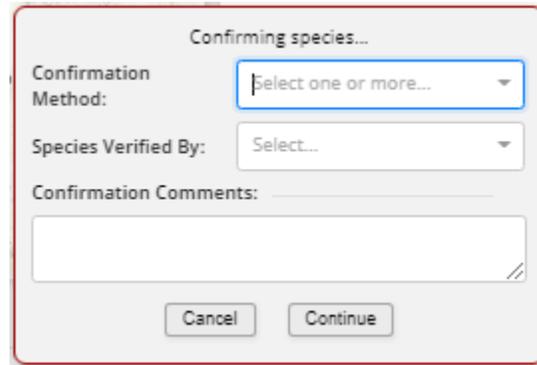
3. Review photo

Photos of Present Species:  
  
1/1

Comments:  
Up to 0.5 acre (21,780 sq. ft)  
Number Found: Not Listed

**\*\*\* Make sure you review the observer's photo, NOT the reference photo on the right**

**STEP 4:** Fill out the confirmation fields in the pop-up box.



The image shows a dialog box titled "Confirming species...". It has three main input areas: "Confirmation Method" with a dropdown menu currently showing "Select one or more...", "Species Verified By" with a dropdown menu showing "Select...", and "Confirmation Comments" with a large text input area. At the bottom of the dialog are two buttons: "Cancel" and "Continue".

**Confirmation methods (Select one or more):**

- *Photo ID* – this is the primary means for verifying records when photo is present.
- *Locally Common* – we try to use this judiciously; useful when the photo is a bit blurry, but likely a species known to be definitely widespread in the region
- *Checked by Project Leader\** – your trained field staff or volunteer entered a record without photos, but you feel confident in their ability to ID this species
- *ID by Expert* – If you asked a third party person to review, and want to give them credit, or you know that the observer is an expert for that species
- *Partner Data* – don't use this (only for bulk upload).
- *Insufficient data to confirm* – you do not have enough to go on. Do not use this in the confirming pop-up, only populate by selecting "Edit" on the top right of the page and scrolling down to the Confirmation fields.

**Species Verified by:**

- If you looked at photo, then put your name here.
- If you had a colleague review the photo, enter their name.

**Confirming Comments:**

- Please enter the key distinguishing features visible on the organism which allowed you to confirm species identity for:
  - For difficult-to-identify species (i.e. grasses)
  - Species with natives that are nearly identical (i.e. porcelain berry, tree-of-heaven)
  - Emerging species (Tier 1 or 2), since these records are especially important to identify correctly
- You can also add any other relevant comments – i.e. Did you have to change the species (see next page)?

4. When you are finished editing the record, select "Continue" to save your confirmation.
5. The record will now say "confirmed", and the point will change from pink to green on the map.

***Thank you for confirming, this is a huge contribution to our database!***

## No Picture? Can't tell what it is from the picture?

You will encounter records with no photos, blurry photos, or photos without key identifying features (e.g. the photo has no flowers visible, so you can't tell the species).

Click "**Edit**" on the top right to enter edit mode. Then, scroll down to the confirmation fields and select "*Insufficient Data to Confirm*" for **Confirmation Method**, and your name for **Species Verified By**. Do not confirm the record.

## If the Record is incorrect

1. Location is implausible (i.e. a fish on a mountaintop, or bittersweet in a waterbody) – email [imapinvasives@dec.ny.gov](mailto:imapinvasives@dec.ny.gov) with a link (*copy URL from search bar*) to the record, and summarize your concern about the record.
2. Incorrect species Identification (species does not match picture).
  - A. Photo shows a native species, or a species unknown to you: email [imapinvasives@dec.ny.gov](mailto:imapinvasives@dec.ny.gov) with a link to the record, and how you were able to identify that the organism is not an invasive species.
  - B. Photo shows a different invasive species (i.e. Common buckthorn misidentified as glossy buckthorn): Please change the species before confirming (see below), and record your species change in the confirmation comments.
  - C. Record is identified down to species, but can only be verified to genus based on photo (i.e. recorded as Bohemian knotweed, but should be Knotweed species unknown). Please change the species before confirming (see below), and record your species change in the confirmation comments.

*To change species – see next page*

## To change species

**Presence Record**

1. Click here to enter Edit mode. → Edit

Presence #1050046  
Date: 6/14/2020  
Observer:  
Organization: No Organization Affiliation (NY)  
Time Searched: Not Listed  
Species Found: Tree-of-heaven; Chinese Sumac; Ailanthus

Go to Searched Area page to enter/view more information

Latitude: 43.01118°  
Longitude: -76.023°  
Go To Map Geographical Information

1 Species Present

Tree-of-heaven; Chinese Sumac; Ailanthus Edit Species Name See Less  
*Ailanthus altissima*  
(Simaroubaceae Family)

Photos of Present Species:

2. Change species here

3. Go back to top right and click **Save**

Reference Photo:

## Additional Resources for Confirmers

[Sign up or login to iMapInvasives](#)

[Setting up email alerts](#) – We recommend that confirmers set up an email alert for the species they are interested in confirming. See the webpage attached for instructions on how to do so.

### Species Identification Training

- [Mistaken Identity](#) – ID guide for invasive species and their native look-alikes
- [MISIN Invasive Species Identification Modules](#)
- Statewide invasive species information: [NYS DEC](#), [nyis.info](#)
- More Invasive species guides here: [www.nyimapinvasives.org/resources](http://www.nyimapinvasives.org/resources)

### Reporting records to iMapInvasives

[Sign up or login to iMapInvasives](#)

[iMap trainings](#) – webinar trainings, online help docs, video tutorials, and more

[Reporting under-reported species to iMapInvasives](#) (with Steve Young, NYNHP Chief Botanist)

### Connect with your PRISM

Scroll down to the PRISM map, and click your PRISM logo below the map: [www.nyimapinvasives.org/about](http://www.nyimapinvasives.org/about)