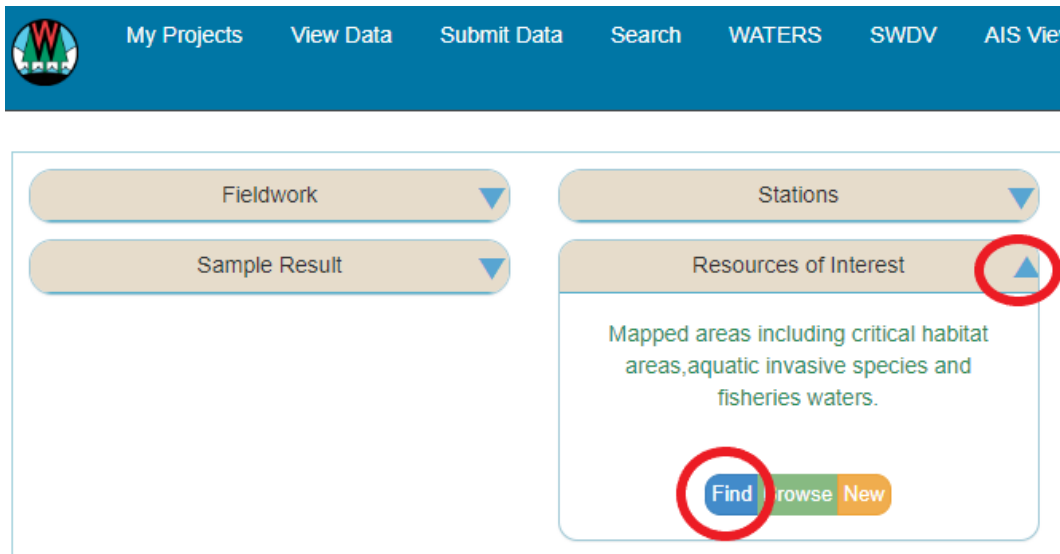


## AIS Resource of Interest (ROI)

Resources of Interest (ROIs) are spatial records in SWIMS for many different types of data. One common use of this feature is to create spatial records for aquatic invasive species (AIS). Other uses include boat ordinances, contaminated sediment sites, beaches, protection areas, and fishing areas. Anyone with proper training can create and edit ROIs. Only DNR staff can create spatial features of ROIs as Embedded Locator Tool (ELT) access can only be done with DNR computers.

### How to create an AIS ROI

Before creating a new ROI, search SWIMS to see if a ROI has been created for that location. Adding a ROI of the same species in the same waterbody/location is a duplicate. To search for a ROI, click the arrow next to 'Resources of Interest' on the SWIMS homepage, then click 'Find'.



Search for a ROI using the ROI code and WBIC from the "AIS\_found" list in the biweekly query.

A screenshot of the 'Resource Of Interest' search form. The form has a grey header with the title 'Resource Of Interest'. Below the header are two buttons: 'Search' (blue) and 'Reset' (red). The form contains several fields: 'ROI Code' (dropdown menu with 'Curly-Leaf Pondweed' selected), 'ROI Name' (text input), 'Status' (dropdown menu), 'ROI Subtype' (dropdown menu), 'WBIC' (text input with '805400' entered), 'Waterbody Name' (text input), 'County' (dropdown menu), and 'Watershed Code' (dropdown menu).

If this search generates a result for an existing ROI, you do not need to create a new ROI.

Resources Of Interest												
Show 10 entries	Filter											
Edit	Delete	ROI Seq No	ROI Name	ROI Code	Project IDs	ROI Status	Subtype	Start Year	End Year	WBIC	Official Waterbody Name	Last Update Date
		2221399C	Lake Mendota	CURLY_LEAF_PONDWEED	AIS-INCIDENT-13, AIS_Snapshot_2019, AIS_Snapshot_2020, AIS_Snapshot_2021	Verified and Vouchered		1946		805400	Lake Mendota	6/22/2022

Showing 1 to 1 of 1 entries

Other quick search options include:

- 1. Lakes and Aquatic Invasive Species Mapping Tool, <http://dnr.wi.gov/lakes/viewer/>
1. If there is already a ROI in that location, then associate the fieldwork event and photos with that ROI (see steps 6 and 8). The existing spatial component can be updated if the population extent has changed (See Step 5). If a ROI does not exist, create one. On the SWIMS homepage, select the drop arrow next to 'Resources of Interest' and click 'New'.



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For security purposes, you will be logged off automatically after 30 minutes of inactivity.



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For security purposes, you will be logged off automatically after 30 minutes of inactivity.

2. Fill in the left-hand side of the screen:

- Choose a species (ROI Code). Contact the Aquatic Invasive Species Monitoring Lead if the species reported is not a ROI code option.

The screenshot shows a form with the following fields and values:

- ROI Code\***: Curly-Leaf Pondweed
- ROI Name**: Lake Mendota
- Description**: CLP was found in a patch 50 yards east of the east of the boat launch at Tenney Lock and Dam.
- Parent ROI**: (empty)
- Bio Name**: Curly-Leaf Pondweed
- Status\***: Observed
- Subtype**: (empty)
- Start Date**: 04/13/2023
- End Date**: MM/DD/YYYY
- Comments**: This is an example ROI for a lake.

- Enter a name—this is usually the location described by waterbody name. If it is not a lake, use the station name and station ID #, i.e., Tomorrow River (10017231). If there is no station name, name the ROI using the waterbody name or a short description of the location if it is a non-waterbody ROI. For example, a Phragmites ROI for a population found along a roadside is named ‘HWY 94 Exit 59’. See this ROI here: [- SWIMS](#).
  - Enter a short description, i.e., “CLP was found in a patch 50 yards upstream of the boat launch.”
  - Assign the [AIS Status](#) as determined by the Verifier. If you are not sure, consult the [Regional DNR AIS Coordinator](#).
  - Start Date—this is the date the invasive species was found.
  - Comments: Add any other details that could be useful about the discovery and confirmation of the species at the ROI location.
3. Fill in the location information on the right-hand side of the screen to map the ROI that allows it to appear on the Lakes and AIS Mapping Tool and WDNR webpages:

<b>Create point from a Lat/Long Coordinate:</b>	
Choose Format:	
<input checked="" type="radio"/> Decimal Degree	
<input type="radio"/> Degree and Decimal Minute	
<input type="radio"/> Degree, Minute and Second	
Latitude:	Degree: <input type="text"/>
Longitude:	Degree: <input type="text"/>
<input type="button" value="Go"/>	
<b>Zoom to a Waterbody</b> Enter part of waterbody name or WBIC (at least 3 characters), then click to select from list: <input type="text"/>	
Feature Type: <input checked="" type="radio"/> Point <input type="radio"/> Line <input type="radio"/> Area	
<input type="button" value="Go"/>	
<b>Zoom in Manually</b> Feature Type: <input checked="" type="radio"/> Point <input type="radio"/> Line <input type="radio"/> Area	
<input type="button" value="Go"/>	

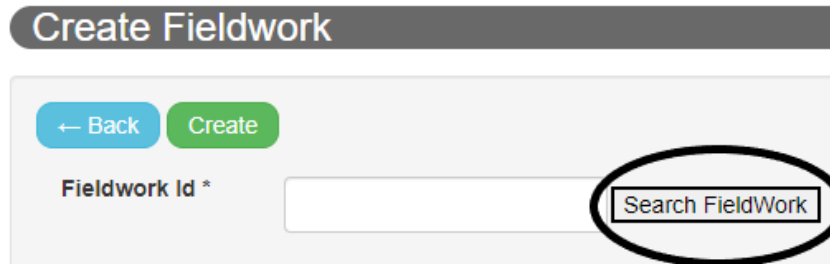
- Create one polygon ROIs for each species for the whole lake, whole section of stream (upstream to downstream) and whole wetland.
  - See the E bedded Locator Tool (ELT) General Instructions in Step 5 below for how to create the map component.
4. Create the ELT. The [ELT v3 General Instructions](#) will walk you through remaining mapping steps.
- It is important to make sure you select a hydro layer so that the Water Body Identification Code (WBIC) for the waterbody, watershed and correct county information is associated with the ROI.
  - If the AIS is not located directly in a waterbody or on the shoreline, the latest version of ELT allows you to choose a hydrology layer as a “reference point.” to allow the WBIC and county to be associated with the ROI.
  - It is also possible to create a freehand polygon, which is very useful for shoreline and wetland species. When doing this, the nearest stream or lake needs to be selected as a reference point.

After Steps 1-5 have been completed, click ‘Create’ in the top left of the screen. DO NOT close the ROI until you attach documents.

5. Add fieldwork documentation to this ROI
- Once you’ve saved the AIS ROI you will need to add the Fieldwork event that reported the species. Click ‘Enable Edit’ in the top left of the screen, then, click ‘Fieldwork Event’ in the green bar near the bottom of the page, then click the green plus sign in the upper right corner.



- Next, a separate window will open. Click on ‘Search Fieldwork’.



- In the next window that opens, there are several ways to search for the specific fieldwork event. Choosing too many introduces errors and may not yield results. The easiest way to search is with the ‘Fieldwork Seq no’. The Fieldwork Seq no can be found in the most recent ‘AIS\_Found’ spreadsheet from biweekly query. If you don’t have this number, try searching a combination of the date and station ID or WBIC (fields highlighted in second image below). If no fieldwork event has been entered, there will be no information on the occurrence.

The search interface includes the following fields and controls:

- Search/Reset:** Buttons at the top left.
- Fieldwork Start Date:** From (mm/dd/yyyy) and To (mm/dd/yyyy) date pickers.
- Field Status Code:** Dropdown menu.
- Station ID:** Text input field.
- Station Name:** Text input field.
- Station Type:** Dropdown menu.
- External ID:** Text input field.
- External Name:** Text input field.
- WBIC:** Text input field.
- Waterbody Name:** Text input field.
- County:** Dropdown menu.
- Region Code:** Dropdown menu.
- Watershed:** Dropdown menu.
- Assessment Code:** Dropdown menu.
- Water Management Unit:** Dropdown menu.
- HUC 8, HUC 10, HUC 12:** Dropdown menus.
- Eco Region:** Dropdown menu.
- Stream Order:** Text input field.
- Natural Community:** Dropdown menu.
- Assessment Unit:** Text input field.
- Primary Lab ID:** Text input field.
- Lab Sample ID:** Text input field.
- Account No:** Text input field.
- Field No:** Text input field.
- Collector:** Text input field.
- Project ID:** Text input field with **Find Project** and **Clear** buttons.
- Parameter Code:** Text input field with **Find Parameter** and **Clear** buttons.
- Source Media:** Dropdown menu.
- Fieldwork Seq No:** Text input field at the bottom right.

- Once you submit the query, you'll get a list of results. Scroll to the correct fieldwork event, then, click on the arrow circled in the image below to add the Fieldwork Event ID # to the search window.

Show 10 entries Filter

Edit	Delete	Fieldwork Seq No	Field Status Code	Start Date	Account No	Project	Data Collectors	Field No	Station ID	Station Name	WBIC	Official Waterbody Name
		338437641	COMPLETE	01/06/2023		Ice Observations on Clark Lake, Door County	Paul Schumacher		10007624	Clark Lake	97700	Clark Lake

The 'Fieldwork Seq' no will then auto populate in the search box. Click the green 'Create' button to complete the process of adding a fieldwork event to your ROI.

The 'Create Fieldwork' form includes:

- Buttons:** **← Back** and **Create** (circled in green).
- Fieldwork Id \*:** Text input field containing the value 338437641.
- Search FieldWork:** Button to the right of the input field.

- If the fieldwork event hasn't been entered yet, just make a note in the ROI comments that it will be entered and attached to the ROI later (see Edit an AIS ROI on page 8). The following

Monitoring fieldwork event lists provided to Regional DNR AIS Coordinators will serve as a reminder to add the fieldwork when it is available.:

- 1) AIS Found
- 2) AIS Other
- 4) Last Updated
- 5) Dup ROIs
- 6) ROIs No Feature
- 7) ROIs No Fieldwork
- Once you are finished adding fieldwork, click 'Update' in the top left of the screen.

Add people/organization associations to the ROI.

- a. Be sure you are still in 'Enable Edit' mode. You are still in edit mode if the orange button in the top left reads "Disable Edit".

The screenshot shows the 'Resource Of Interest Edit' form. At the top, there are three buttons: '← Back' (blue), 'Disable Edit' (orange, circled in red), and 'Update' (green). Below the buttons, there are three input fields: 'SYSTEM ID' with the value '342742392', 'RoiCode\*' with a dropdown menu showing 'Curly-Leaf Pondweed', and 'ROI Name' with the value 'Lake Mendota'.

- b. At the bottom of the screen, click the 'ROI/People Associations' tab, then, click the green plus sign in the right corner.

The screenshot shows the 'ROI/People Associations' tab selected in a navigation bar. The tab is circled in red. Below the navigation bar, there is a table with columns: Name, Org., Role, Start Date, and End Date. The table is currently empty, with the text 'No data available in table' displayed. A green plus sign is circled in the bottom right corner of the table area.

- c. A new page will open to create a People Association. Click 'Search People' next to the IpSeqNo field box.

The screenshot shows the 'Create People' form. At the top, there are two buttons: '← Back' (blue) and 'Create' (green). Below the buttons, there are several input fields: 'ROI SeqNo' with the value '342742392', 'IpSeqNo' (with a 'Search People' button circled in red next to it), 'Role\*' (dropdown), 'Status\*' (dropdown), 'Start Date\*' (date field), 'End Date' (date field), and 'Comments' (text area).

- d. A second window will open with options to search the people you want to add. Click the drop-down arrow to choose how you want to search for people. The easiest way to search is by name, but you also search by Role, Project, or Waterbody. When you have completed the desired fields, click the blue 'Search' button.

**People**

Search Reset

**Search Type**

Search By Name

**Last Name**

Scherer

**First Name**

Jeanne

**Organization Name**

Search Reset



- e. The Search will generate a list of people. Choose the person you want to add by clicking the black arrow. Make sure the status of the person you add is 'ACTIVE'.

Edit	Delete	Name	Salutation	Title	Organization Name	Email	Status	Last Update Date
←		Jeanne Scherer		A/S Outreach Specialist	UW Extension	Jeanne.Scherer@uwisc.edu	ACTIVE	3/27/2023

- f. The IpSeqNo field will auto populate after clicking the arrow. Next, fill in the required fields and click 'Create'.

**Create People**

← Back **Create**

ROI SeqNo 342742392

IpSeqNo 81193660 Search People

Role\*

Status\*

Start Date\* mm/dd/yyyy

End Date mm/dd/yyyy

Comments

- i. Observed is the person that observed the record
- ii. Confirmed
- iii. Verified is the person that verified the record. If the same person observed the record and verified the record, enter the people associate twice with the appropriate roles.
- iv. Vouchered is the location (herbarium or museum) where a specimen has been submitted for vouchering.

- g. If there are additional people/organizations to associate, repeat the steps above.

- 6. Attach photos, scanned datasheets, emails, or other relevant information to the ROI. Start by clicking the ROI/Document Associations tab, then, the green plus sign in the top right corner.



- a. A new page will open to create a document association. Click 'Find Document'.

### Create Document

← Back Create

ROI SeqNo 342742392

Doc.SeqNo\*  Find Document

Document Title\*

URL

Comment

### Documents

Search Reset

Document Title

Author Name

Document Type

- b. A second window will open to fill in search categories. Click the drop-down arrow under 'Document Type' to choose what type of document you want to add. If you know the title or author of the desired document, enter those fields, and click the blue 'Search' button.
- c. When the search results window opens, select the little black arrow to the left of the document that you want to upload to the ROI. This will add it to the Doc.SeqNo\* box in the previous window. In the comment box, add your name and the date with any other pertinent information. Then select 'Create'. The documents will appear in the 'ROI/Document Associations' box.

Documents									
Document	URL	Edit	Delete	Document Title	Author Name	Published Date	Document Type	Description	
←				zebra_musset_vouchers_10044488_29Aug2015	Gina LaLiberte	11/11/2015 12:00:00 AM	SWIMS_PHOTO	Image of 5 ZM voucher shells submitted from La Crosse River on 29 August 2015.	
←				zebra_musset_LeighFlowage-Oconto_WBIC_519500_June2015	Gina LaLiberte	9/29/2015 12:00:00 AM	SWIMS_PHOTO	Photo of adult zebra mussel voucher from Leigh Flowage, Oconto County (WBIC 519500) collected June 2015.	

### Create Document

← Back
Create

ROI SeqNo 342742392

**Doc.SeqNo\***  Find Document

**Document Title\***

**URL**

**Comment**

7. Add a Project(s) to the ROI. Projects are added the same way as Fieldwork, documents, and people.



a. There are several ways to search for projects. The easiest is by Project Name or Project ID.

### Project

Search
Reset

**Project Name**

**Project Purpose**

**Project Objective**

**Project Outcome**

**Project ID**

b. After you choose the correct project from the list, click 'Create'.

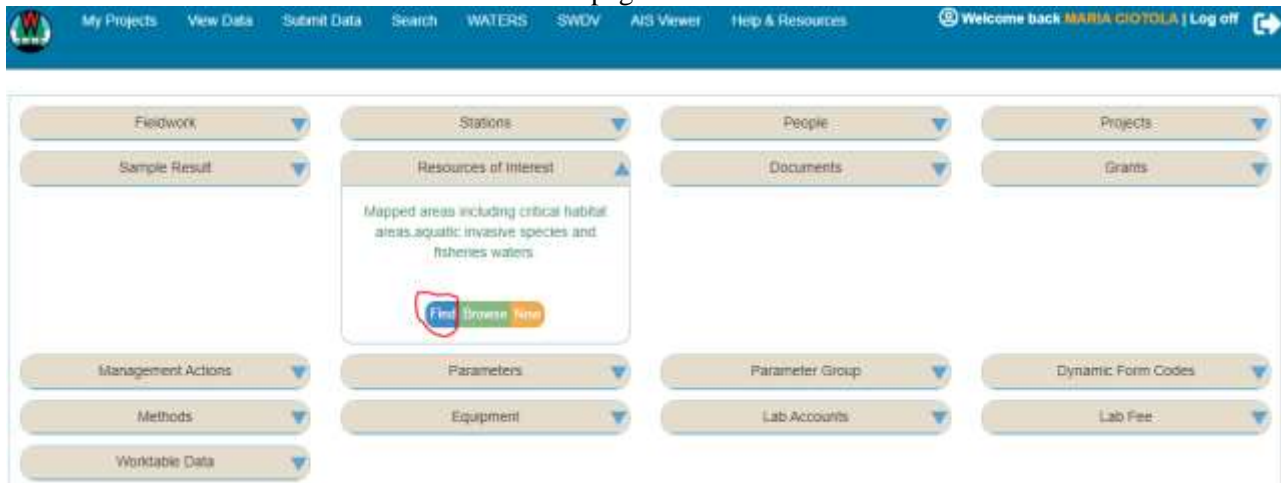
You can't upload a new document to a ROI if it's not yet in the SWIMS Digital Library, but you can add documents directly to a Project. If the new ROI is going to be associated with a Project, such as an AIS Early Detection survey for a Directed Lakes project, add the documents and photos to the project first, keep a spreadsheet of your document titles, and then create the ROI. Quick steps to add documents to a project: (1) go to the project in SWIMS, (2) click on enable edit, (3) click on the paper icon on the blue bar for documents and (4) upload the document following the steps to complete it listed in the help guide above.



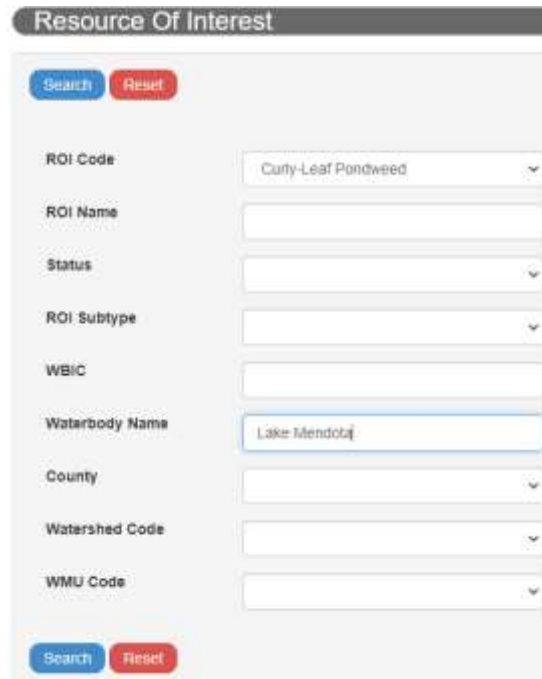
9. Once documents, fieldwork events, projects and People have been added to the ROI, click 'Update', then, 'Disable Edit' to see the finished ROI. The ROI will visible on public facing webpages the next day.

### **Edit an AIS ROI**

1. ROIs can be edited after they are created to add any additional information (i.e., Projects, People, Fieldwork Events, Documents). If a ROI needs to be edited, click the drop-down arrow next to 'Resources of Interest' on the SWIMS homepage and select 'Find'.



- Search the ROI Code and then, either the WBIC, Waterbody Name, or County. If the ROI was not associated properly with the WBIC, the combination of ROI Code and County will usually work best.



- You should get a result like the image below. Click on the green pencil to open the ROI in edit mode.



Edit	Delete	ROI Seq No	ROI Name	ROI Code	Project IDs	ROI Status	Subtype	Start Year	End Year	WBIC	Official Waterbody Name	Last Update Date
		22213996	Lake Mendota	CURLY_LEAF_PONDWEED	AIS-INCIDENT-13, AIS_Snapshot_2019, AIS_Snapshot_2020, AIS_Snapshot_2021	Verified and Vouchered		1946		805400	Lake Mendota	6/22/2022

- Assign the [AIS Status](#) as determined by the [Regional DNR AIS Coordinator](#). When assigning the Status, remember to add any document association regarding the verification. Refer to pages 10-12 for how to upload documents.
- Additional Projects, Fieldwork Events, and People can be added to a ROI after it is created. Refer to the 'How to Create an AIS ROI' section above for how to add these components.
- Once your edits are complete. Click on 'Update', then, 'Enable Edit'. At that point, you can exit the ROI.

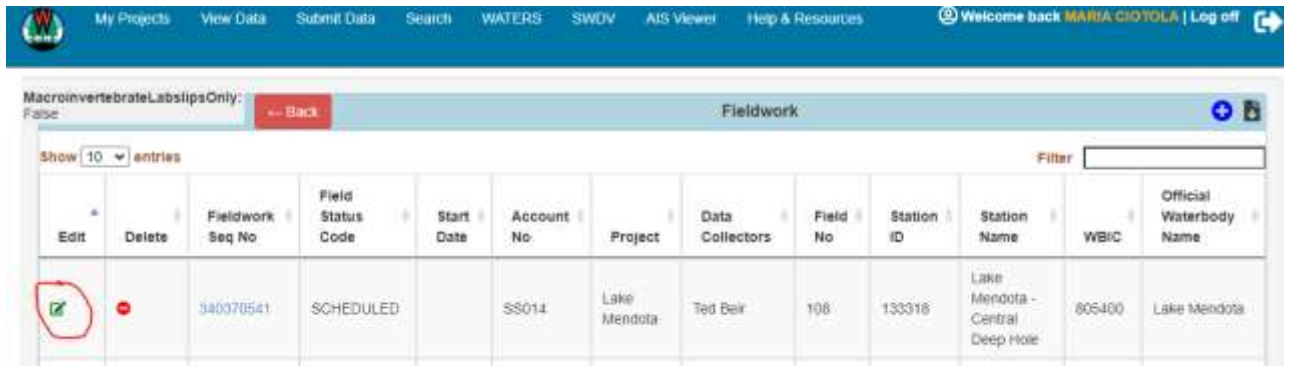
### **Edit Fieldwork Events**

If the species reported was misidentified, you will need to update the fieldwork event.

- Fieldwork Events can be edited by searching for them directly, or while in 'Enable Edit' mode in a ROI for which the fieldwork is associated. To search for a Fieldwork Event, click 'Find' on the SWIMS homepage.



- The easiest way to search for fieldwork is with the Fieldwork Seq no. If you do not have this number, searching by station or WBIC is next best. The search will generate a list of Fieldwork Events. Click the green pencil on the left to begin edits.



After editing, return to the ROI and reopen the fieldwork event using the magnifying glass in front of it instead of the pencil. Check that your edits have been made. If they haven't, or if you need additional assistance editing fieldwork events, contact the Statewide AIS Monitoring Coordinator for assistance.