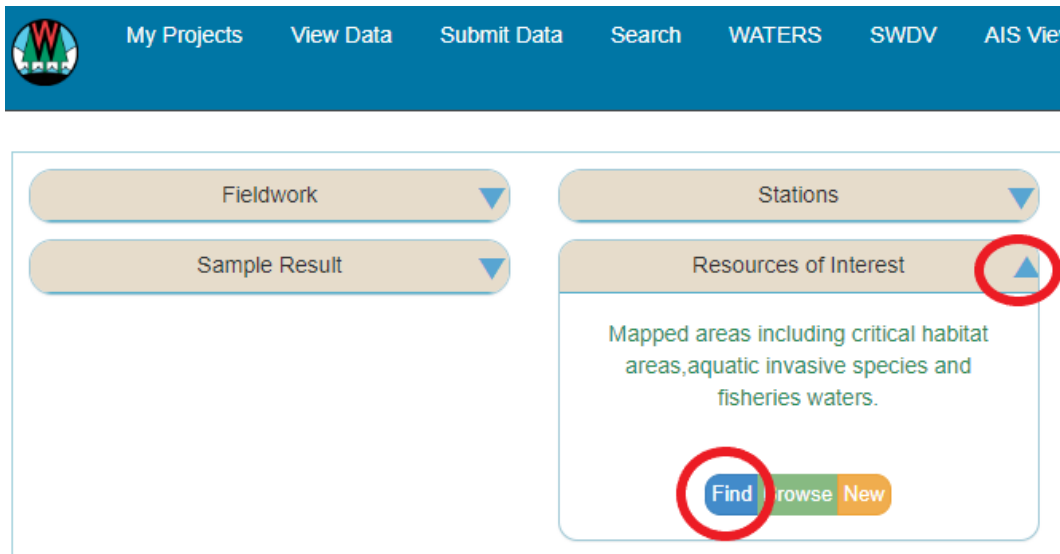## AIS Resource of Interest (ROI)

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.

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

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'.

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.

- 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:

- 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'.
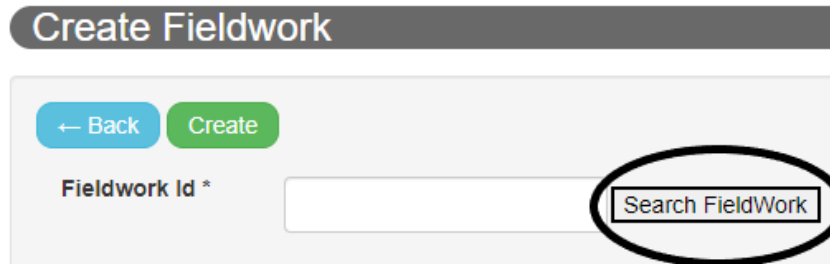
- In the next window that opens, there are several ways to search for the specific fieldwork event. Choosing too many introduces errors and may not yield results. The easiest way to search is with the 'Fieldwork Seq no'. The Fieldwork Seq no can be found in the most recent 'AIS_Found' spreadsheet from 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.

- 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.

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.

- 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

6

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".

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

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

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.

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'.

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

    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'.

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.

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.

    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.
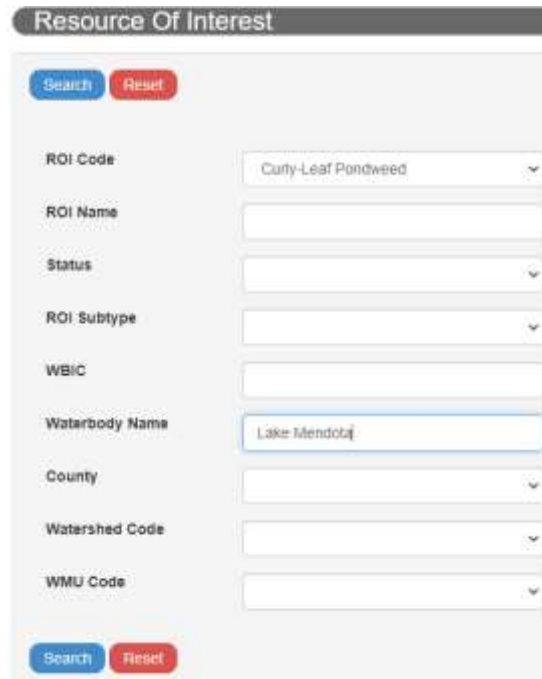

9.   Once documents, fieldwork events, projects and People have been added to the ROI, click 'Update', then, 'Disable Edit' to see the finished ROI. The ROI will visible on public facing webpages the next day.

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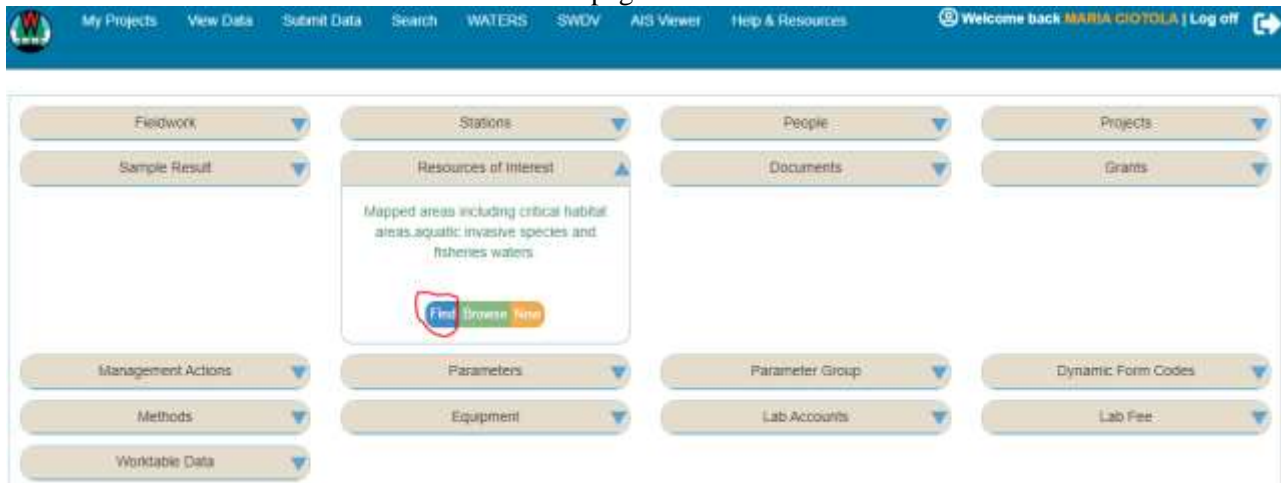
- Search the ROI Code and then, either the WBIC, Waterbody Name, or County. If the ROI was not associated properly with the WBIC, the combination of ROI Code and County will usually work best.

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

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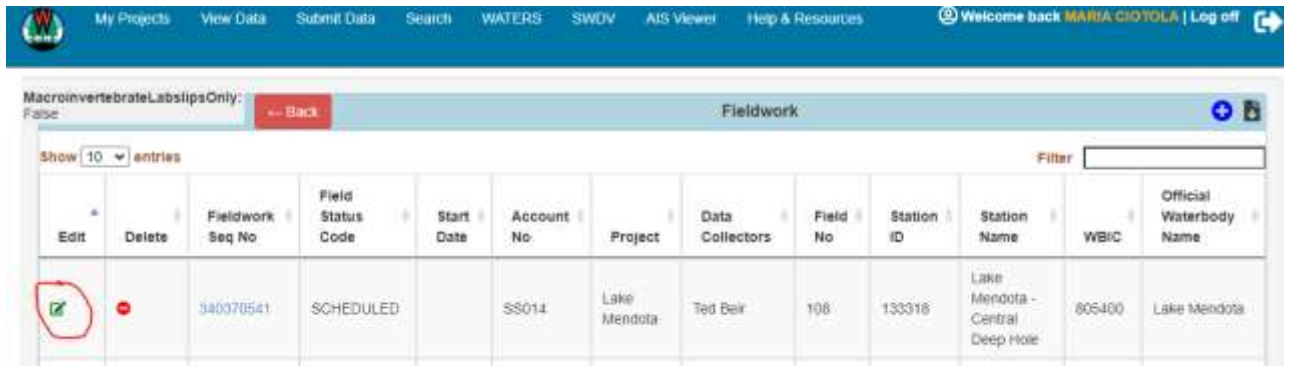
After editing, return to the ROI and reopen the fieldwork event using the magnifying glass in front of it instead of the pencil. Check that your edits have been made. If they haven't, or if you need additional assistance editing fieldwork events, contact the Statewide AIS Monitoring Coordinator for assistance.