

How to Use **Report IN**

- **Report IN** is a reporting system for invasive species in Indiana
- Reports can be made on a computer at EDDMapS.org/Indiana and on the Great Lakes Early Detection Network (GLEDN) smartphone app; all the data goes into the EDDMapS database. This guide covers both.
- Here's the home page for **Report IN** (EDDMapS.org/Indiana):

The screenshot shows the EDDMapS Report IN website interface. Callout boxes provide the following information:

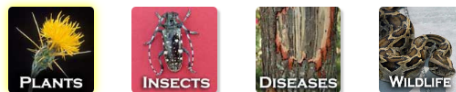
- Where you create a profile or sign in once you have a profile:** Points to the 'Sign out' button in the top right navigation bar.
- Statistics on number of reports in Indiana:** Points to the 'Statistics' section showing 25,867 County Reports, 4,352 Point Reports, and 607 Species.
- Recent Indiana reports:** Points to the 'Recent Reports' section listing specific reports like 'Japanese shaff flower by Jason Izbell in Lawrence County, Indiana'.
- Helpful guide to reporting invasive species in EDDMapS:** Points to the 'Educational Resources' section.
- Link to download the GLEDN app:** Points to the 'BRING THE POWER OF EDDMAPS TO YOUR SMARTPHONE' section.
- These are the buttons you'll use to do everything:** Points to the main navigation menu (Home, Report, Signings, Distribution Maps, Species Information, Tools & Training, My EDDMapS, About).

How to use the Links across the top of the page:

- **Home** – brings you back to the home page (shown above)
- **Report** – we'll cover this last
- **Distribution Maps** – click this and you go to:

Distribution Maps

Click on each species to view distribution maps, information, image and references.



Click Plants and you go to:

The 'Plants' section includes a 'Browse by Growth Habit:' area with icons for AQUATICS, FORBS/HERBS, GRASSES, SHRUBS, TREES, VINES, and OTHER PLANTS. Below this is a search interface with fields for 'Subject Name', 'Scientific Name', and 'View', and a 'Records' button.

Click the Growth Habit, or just enter the scientific or common name in the blanks and the species will appear.

You can display the distribution of any species in three ways:

- County – shows county level distribution data that has been uploaded; for instance, all of Deam's records. Canada thistle county data for Indiana is shown to right, above.
- Point – shows just point level reports, Canada thistle point data for IN to right, below.



- List – shows all reports in a spreadsheet. Need to specify location to get a subset. This is list of Canada thistle reports for Steuben County, IN.

Canada thistle
Cirsium arvense (L.) Scop.

USDA PLANTS Symbol: CIAR4
Invasive Plant Atlas

Counties Points GIS

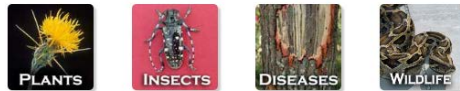
ID	User	Location	Date
713472	Biota of North America Program	Steuben County, IN	Mar-05-2010
317485	USDA PLANTS Database	Steuben County, IN	Mar-05-2008

- There is also a 'GIS' option – this is a very slow, clunky way to look at data and I don't find it useful.

Species Information

Species Information

Click on each species to view information, image and references.



Plants

Browse by Growth Habit:



Subject Name	Scientific Name	View	Records
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the Growth Habit, or just enter the scientific or common name in the blanks and the species will appear. For each species you will see the Overview (detailed description of species), Resources (additional links to information on the species, and Selected Images (many photos of the species), Maps (another way to see distribution of a species at the county level), Invasive Listing Sources, Taxonomic Rank, Other System Links, Categories and References.

- **Tools and Training** – lots of useful information on this reporting system as well as control information.

Tools and Training Materials



Database Tools

- Statistics
- Access/Download Point Data
- Recently Added Records
- View Plants by County
- View Plants by State
- Invasive Plant Status Report by State
- Advanced Query Tools

Mapping Tools

- Find a Location
- Latitude/Longitude Converter
- Geocode a Physical Address

Control Resources

- General Principles for Controlling Nonnative Invasive Plants
- Weed Control Methods Handbook
- Prescriptions for Specific Nonnative Invasive Plants
- Control of Problem Weeds in Range and Pasture
- Invasive Plant Responses to Silvicultural Practices in the South
- Invasive Species Management Plans for Florida
- Herbicide Advice for Homeowners
- Tools of the Trade: Tool Reviews



Training Materials

- EDDMapS Florida Training PowerPoint
- EDDMapS Florida Animals Training PowerPoint
- EDDMapS Florida Training Video
- EDDMapS Florida Animals Training Video
- EDDMapS Missouri River Watershed Coalition Training Video
- Mid-Atlantic Early Detection Network Training Video
- REDDY: Reptile Early Detection and Documentation Observer Training Course
- EDDMapS: Invasive Plant Mapping Handbook - **NEW**
- How to Verify a Record in EDDMapS
- Florida EDDMapS minifyer
- Herbarium Collecting Guidelines
- Herbarium Mounting Guidelines
- Data Collection Form - Adobe Acrobat
- Bulk Data Entry Template - Microsoft Excel
- Bulk Data Entry Instructions - Microsoft Word
- Bulk Data Entry Instructions - Adobe Acrobat
- Data Dictionary - Adobe Acrobat - **NEW**

- **My EDDMapS** – this is the record of every report you make using the EDDMapS system, including both computer and smartphone reports. You can choose any report you have made and -

- View

- Edit – change
- Revisit – add new information to the report, including an update on treatments you have done.
- Delete

My EDDMapS - Ellen Jacquart

User Statistics

	Overall	This Year	This Month
Reports	32	26	4
Species	20	19	3
States	2	2	1
Counties	9	9	3

Recent Reports

ID	Subject	Location	Date	Manage
3954745	sweet autumn virginsbower	Monroe County, Indiana	Sep-05-2014	View Edit Revisit Delete
3954685	sweet autumn virginsbower	Hamilton County, Indiana	Sep-04-2014	View Edit Revisit Delete
3954630	Japanese knotweed	Monroe County, Indiana	Sep-02-2014	View Edit Revisit Delete
3954606	Japanese stiltgrass	Owen County, Indiana	Sep-02-2014	View Edit Revisit Delete
3945554	Amur honeysuckle	Marion County, Indiana	Aug-21-2014	View Edit Revisit Delete
3945553	tree-of-heaven	Jasper County, Indiana	Aug-21-2014	View Edit Revisit Delete
3943286	purple loosestrife	Monroe County, Indiana	Aug-06-2014	View Edit Revisit Delete
3943285	spotted knawweed	Brown County, Wisconsin	Aug-06-2014	View Edit Revisit Delete

- **About** – information on EDDMapS.

And now for how to report.....

• **Report Sightings** – takes you to this page where you choose what kind of invasive you want to report -

Click on the type of species you would like to report.



Once you choose the type of invasive report, it takes you directly to the report form (note – as you move your cursor across the page, the form reformats itself; just ignore this).

- Enter invasive name – common or Latin is fine. It will search for the closest name and display it in the drop down. Choose the correct species.
- Automatically enters today's date – change as needed.
- Choose the closest **Habitat** that matches the area.
- Choose **Abundance** measure that best fits.

- Hover your cursor over any (?) for an explanation of that field.
- Infested area** – area covered by invasive.
- Gross Area** – area that contains invasive, but may have uninfested areas.
- Canopy Closure** - % coverage of invasive within Gross Area.
- (Gross Area)X(Canopy Closure)=Infested Area**

The only fields you **HAVE** to answer are **Pest** and **Observation Date**. You can choose which of the other fields – **Infested Area, Gross Area, Habitat, Canopy Closure, Abundance, and Plant Description** – you want to answer. *Use whichever are easiest for you to estimate, and provide the most useful information for you.*

Scroll down to the next section of the Report Form:

- Automatically enters IN as **State**.
- Select **County**.
- Add landmarks or details that would help someone find the area in **Location Description**.
- If you have **Lat and Long** enter here – otherwise go to map and navigate to the infestation

Navigate as you would in Google maps to get to the infestation, then click the marker and place it on the map. Note that you can also draw a line or a polygon to show the infestation.

ONLY USE THIS BUTTON IF YOU MANUALLY ENTER LAT AND LONG – OTHERWISE, DO NOT TOUCH!

This is for if you are manually entering **Lat and Long** and need to convert between UTM/degrees-minutes-seconds/decimal degrees/etc.

If you put the marker in the wrong place and want to start over, this will clear the map

Scroll down to the next section of the Report Form:

Always include at least one image in your report – you can include up to 5. Make sure your photo clearly shows identifying characteristics of the species.

The 'Images' section of the report form contains five identical rows for image uploads. Each row consists of an 'Image:' label, a 'Browse...' button, a file type restriction '(.jpg, < 4 mb)', a 'Caption:' text input field, and a 'photoby:' text input field. The rows are stacked vertically, and there are small navigation dots at the bottom of the section.

Scroll down to the next section of the Report Form:

Any other useful information

If you provided a photo or specimen to someone else who identified it for you, put their name here.

The 'Additional Information' section of the report form includes a 'Comments:' text area, an 'Identified by:' text input field with the note '(if you didn't identify)', a 'Voucher Specimen Made:' section with radio buttons for 'Yes' and 'No', and a 'Location of specimen:' text input field. A blue 'Submit Report' button is located at the bottom of the section.

Taking a voucher specimen is not required, but if you do, document it here.

You are finished! Click **Submit** and then **WAIT**. The screen does not change while it sends the report. If you keep clicking **Submit**, it will send multiple reports.