To begin creating a record…

1. Log in at imap.natureserve.org/imap/login.jsp
2. Click the Create Record button
3. Choose which record type you want to create:

✚ Creating a Record

Single Presence

One or more species in the same location.

- Draw a point, line, or polygon to create the area where your presence record was found.
- Enter the name(s) of the invasive species you found into the Present Species box.
- Add details about your species in the gray box listed under the species name. Add photos for each present species you report.
- Remember to add photos to aid iMap experts in the confirmation of your record!
- Click the Complete button to submit your Single Presence Record.

Single Treatment

For jurisdictional, organizational, and project members only

Treating a presence record.

- Navigate to the location on the map where you completed a treatment. If you do not see a presence record in this location, you will need to create one now (see: Single Presence or Multi-Record Searched Area).
- Enter the name(s) of the invasive species you treated into the Target Species box.
- Draw a point, line, or polygon to create the area where you treated an invasive species.
- Add details about your treatment by filling in the relevant fields on the Treatment Record Details page.
- Select a treatment type from the dropdown menu, and fill in the relevant fields that appear according to your selection.
- Click the Complete button to submit your Single Treatment Record.

Single Not-Detected

One or more species searched for & not found.

- Draw a point, line, or polygon to create the area where you **did not** find an invasive species.
- Enter the name(s) of the invasive species you **did not** find into the Not Detected Species box.
- Add details about your species in the gray box listed under the species name.
- Click the Complete button to submit your Single Not-Detected Record.

Multi-Record Searched Area

Multiple species and treatments in one area.

- Draw a point, line, or polygon to create the area where you searched for an invasive species.
- Click the Add Presence Record button to begin creating a new presence record with photos for every species.
- Click the Add Treatment Record button to begin creating a new treatment record.
- Enter the name(s) of the invasive species you did not find into the Not Detected Species box to begin creating a new Not-Detected Species Record.
- Click the Complete button to submit your Multi-Record Searched Area.

| **Point**	**Line**	**Polygon**
If you searched for, found, treated, or did not detect a species at one specific location.	If you searched along a trail or another linear search area.	If you searched for, found, treated, or did not detect a species throughout a larger area.

Potential Popups/Errors:

- When creating a Single Presence or Single Not-Detected Record, or a Multi-Record Searched Area, you may get this popup: "It looks like you did some work in an area that has been treated before. Can you add some information about the effectiveness of those previous treatments?" If this applies to you, click Yes and add details that are relevant to your treatment work at the location in which you created a presence record. Otherwise, click Not Now.
- When creating a Multi-Record Searched Area, if you get this popup: "Warning: Drawing was outside of the Searched Area.", you will either need to edit your searched area to include the presence record, or redraw your presence shape to be completely within the searched area record.
- When creating a Single Treatment Record, if you get this popup: "No relevant records treated! Redraw or add the treated presence first.", make sure your shape intersects a relevant present species record.

View, Edit, or Delete Your Record(s)

*You can easily view, edit, or delete your records within iMap3. Follow these steps to begin.*

From the Summary Page:

- After you submit your records, view their individual pages by clicking on the Searched Area Record, Presence Record, Treatment Record, and/or Not-Detected Record ID numbers on the Summary Page.

- On a record page, you can edit or add more information by clicking the ✏ **Edit** button.
  - Click **Edit On Map** ✏ to leave the record page and edit your record within the Create Record tool.

- If you do not want your Searched Area record to be affiliated with your user account's Primary Organization, make sure to change the organization in the dropdown field on the Searched Area page.
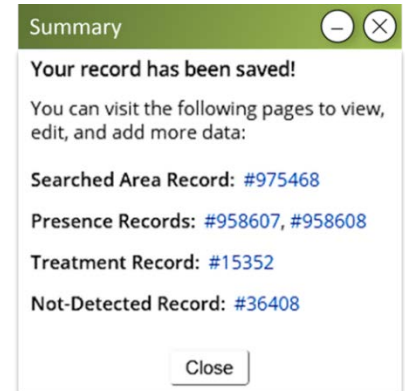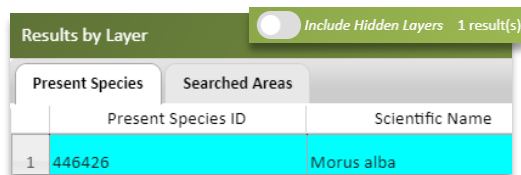
- When editing your record, you have the option to make it 🔒 **Confidential** by clicking the checkbox pictured to the right. This makes the record invisible to everyone using iMap3 except the select few that have confidential viewing privileges. Once you click the 💾 **Save** button, your record will disappear from the map and you will not be able to see it again.
- Delete your record and provide justification for its removal from the map by clicking the ⊗ **Delete** button.
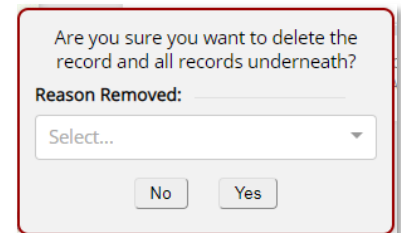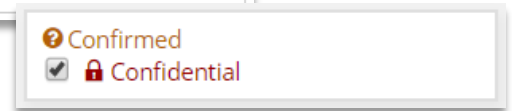
From the Map:

- Navigate to the to the location of your Presence, Not-Detected, Treatment, or Searched Area record. Make sure the record type you're looking for is toggled on in the map layers.

- Once you find your record, click on its shape on the map.

- At the bottom of the map page, a results table will open, and you should see your record within it. If you do not immediately see your record, make sure that you are viewing the correct layer tab that matches your record type.
  - You can toggle on hidden layers in the table to increase the amount of records you can view.

- Click the **Details** button to view your record's page, and edit or delete your record.
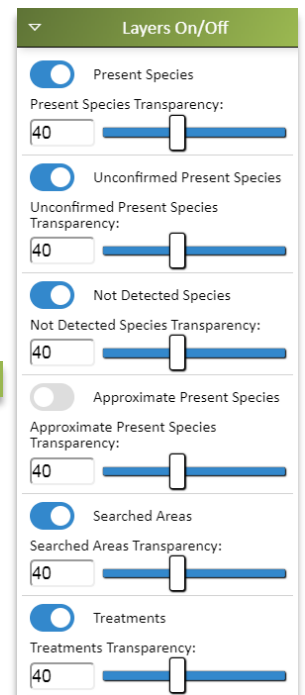
> **Note: You will only be able to edit and delete your record until it is confirmed by iMap experts.**