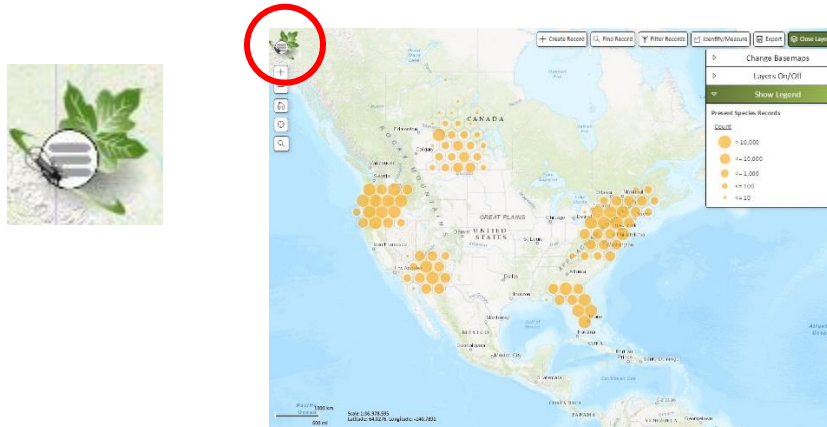


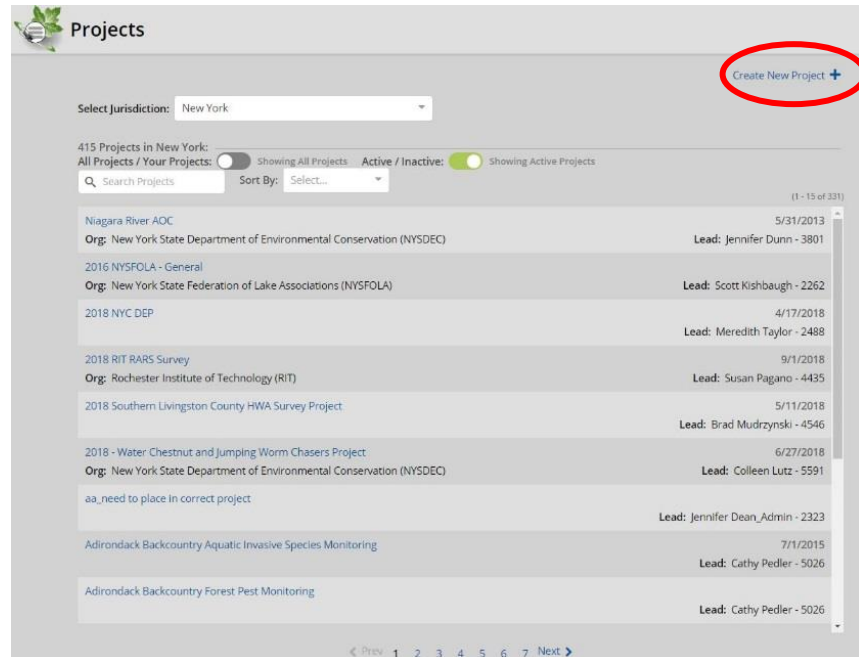
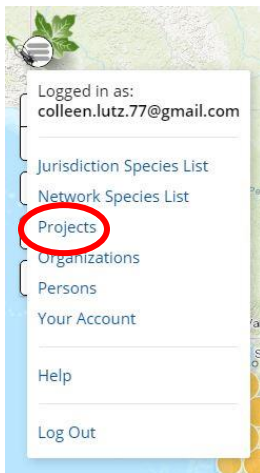
## iMapInvasives 3.0 – Creating a Project

Login to iMapInvasives at <https://imapinvasives.natureserve.org/imap/login.jsp>. If you do not have an iMapInvasives account, fill out the “Sign Up” form to create one.

Open the **Dropdown Menu** on the home page by left clicking your mouse button or track pad. This icon is located at the upper left corner of the Map screen.



The **Menu will Expand**, and you will be able to choose from a variety of navigation options. Select “Projects” to open the project list page. Click on “Create New Project” to begin entering the details about your project.



The New Project Page will display in editing mode. You can fill out the fields highlighted in white. You, as the project creator, will automatically be listed as the first member and your role will be the administrator.

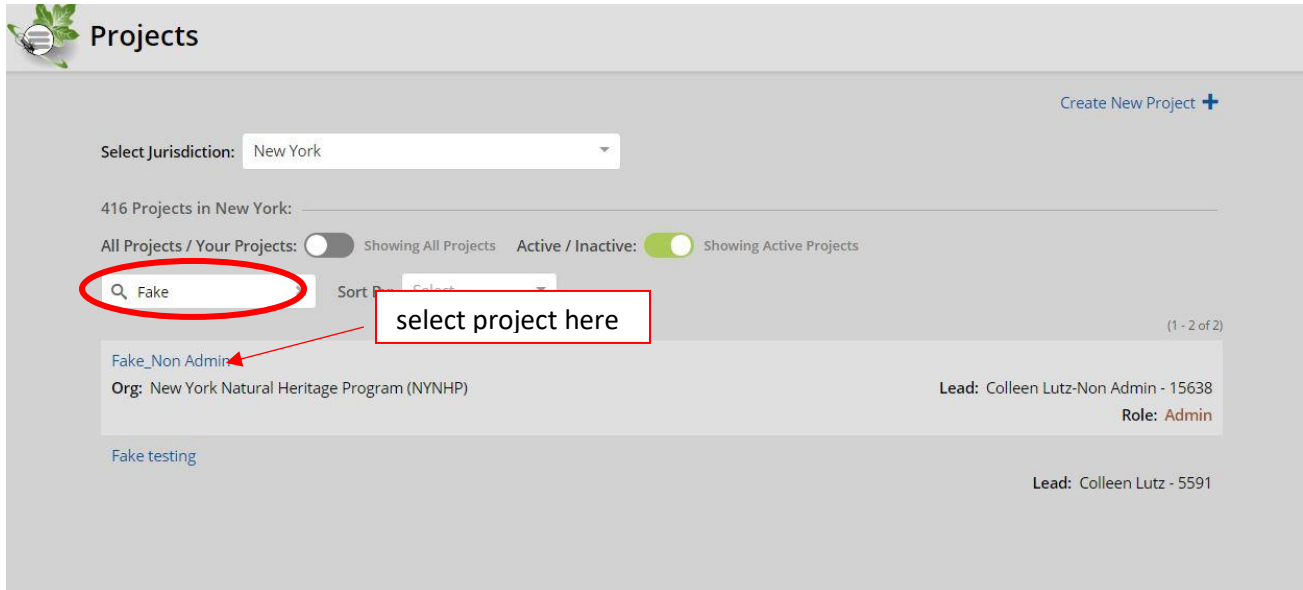
**Don't forget to save your changes!!!**

The screenshot shows the 'New Project' editing interface. At the top right, there are 'Save' and 'Cancel' buttons, with 'Save' circled in red. The form includes fields for Name, Description, Project Lead, Start Date, Project Cost, and Comments. A toggle for 'Associate with Organization' is turned on. Below the form, there is a section for '1 Member' with one member listed: Colleen Lutz-Non Admin (Admin role). There is also a section for '0 Partner Organizations'.

If you want this project to be for your use only, simply toggle off the “Associate with Organization”. It will then indicate that a personal project is selected.

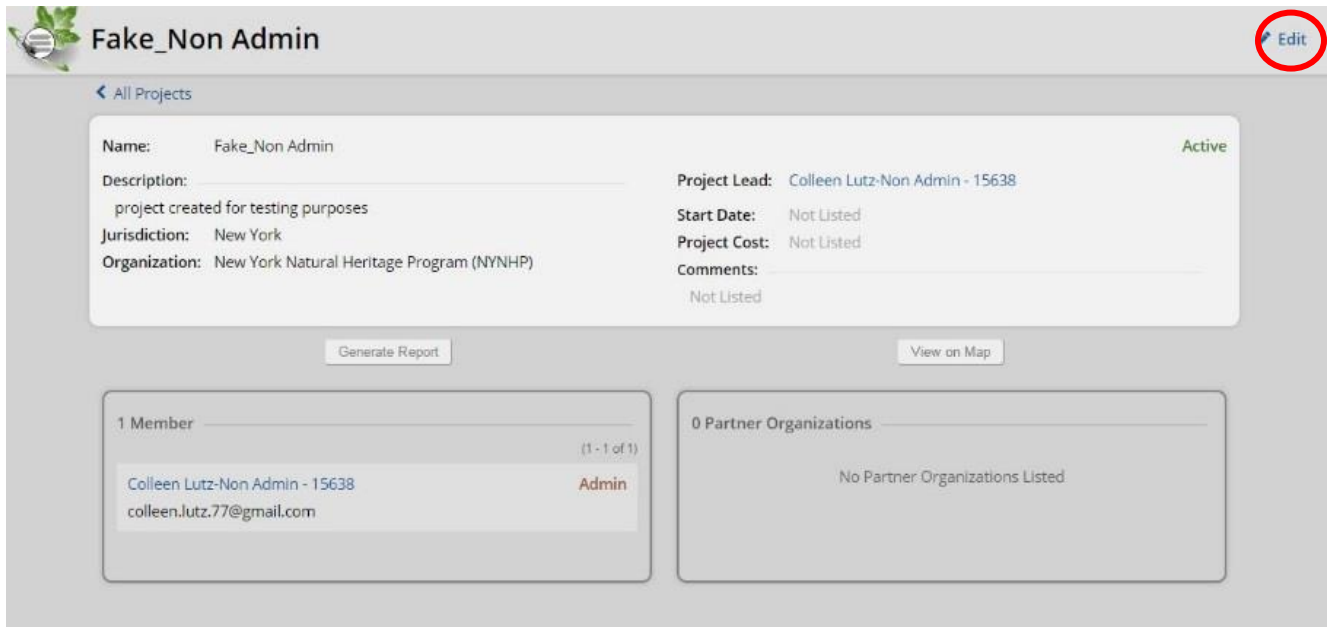
The screenshot shows the 'Fake\_Non Admin' editing interface. The 'Associate with Organization' toggle is turned off and circled in red. The form includes fields for Name, Description, Project Lead, Start Date, Project Cost, and Comments. The 'Description' field contains the text 'project created for testing purposes'. Below the form, there is a section for '1 Member' with one member listed: Colleen Lutz-Non Admin (Admin role). There is also a section for '0 Partner Organizations'.

Once Your Project is saved, reopen it to make changes and add members. Simply search for the new project in the search box and select it.



The screenshot shows the 'Projects' interface. At the top, there is a 'Create New Project +' button. Below it, a 'Select Jurisdiction:' dropdown menu is set to 'New York'. A status bar indicates '416 Projects in New York:'. There are two toggle switches: 'All Projects / Your Projects:' (set to 'Showing All Projects') and 'Active / Inactive:' (set to 'Showing Active Projects'). A search bar contains the text 'Fake' and is circled in red. A red box with the text 'select project here' and an arrow points to the first search result, 'Fake\_Non Admin'. The search results list includes 'Fake\_Non Admin' with details: 'Org: New York Natural Heritage Program (NYNHP)', 'Lead: Colleen Lutz-Non Admin - 15638', and 'Role: Admin'. Below this, there is a link for 'Fake testing' and another entry with 'Lead: Colleen Lutz - 5591'.

To add members to your project, select the edit icon at the top right side of the screen.



The screenshot shows the 'Fake\_Non Admin' project details page. At the top right, an 'Edit' button is circled in red. The page title is 'Fake\_Non Admin'. Below the title, there is a 'Generate Report' button and a 'View on Map' button. The main content area displays project details: 'Name: Fake\_Non Admin' (with an 'Active' status), 'Description: project created for testing purposes', 'Jurisdiction: New York', and 'Organization: New York Natural Heritage Program (NYNHP)'. On the right side, there are fields for 'Project Lead: Colleen Lutz-Non Admin - 15638', 'Start Date: Not Listed', 'Project Cost: Not Listed', and 'Comments: Not Listed'. At the bottom, there are two summary boxes: '1 Member' (with '(1 - 1 of 1)' and a list of 'Colleen Lutz-Non Admin - 15638' with role 'Admin' and email 'colleen.lutz.77@gmail.com') and '0 Partner Organizations' (with 'No Partner Organizations Listed').

Select "Add Member" and search for the user you would like to add. If you do not see their name in the list, encourage them to create a free iMapInvasives account. Once their account is created and validated by them, you will be able to add them to your project.

**Don't forget to save your changes!**

The screenshot shows the 'Fake\_Non Admin' project edit page. At the top right, there are 'Save' and 'Cancel' buttons, both circled in red. The main form contains the following fields:

- Name:** Fake\_Non Admin
- Description:** project created for testing purposes
- Jurisdiction:** New York
- Organization:** New York Natural Heritage Program (NYNHP)
- Project Lead:** Colleen Lutz-Non Admin - 15638
- Start Date:** mm/dd/yyyy
- Project Cost:** \$
- Comments:** (empty text area)

Below the form, there are two sections:

- 1 Member:** A list showing 'Colleen Lutz-Non Admin - 15638' with a role of 'Admin' and an email address 'colleen.lutz.77@gmail.com'. An 'Add Member +' button is circled in red.
- 0 Partner Organizations:** A section with an 'Add Partner Organization +' button and the text 'No Partner Organizations Listed'.