

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. Only certified DNR staff can create and edit AIS ROIs.

How to create an AIS ROI

1. Before creating a new ROI, [check](#) to see if there is an existing ROI. If there is already a ROI, then associate the fieldwork event (see Step 6 below) and documents/photos with the existing ROI (see Step 8 below). See pages 2-5 in the [SWIMS Help Guide: Documents \(Upload a New Document and Upload a New Photo\) help Guide](#) for instructions on how to upload documents.

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.

2. If a ROI does not exist, create one. Select the 'Manage Data' tab, then the 'Add' button next to Resource of Interest.

The screenshot shows the 'Manage Data' interface in SWIMS. At the top, there is a navigation bar with tabs: 'My Projects', 'Find Data', 'Submit Data', 'Stations', 'Forms', 'Reports, Maps, and Documents', and 'Manage Data' (which is highlighted in yellow). Below the navigation bar, the 'Manage Data' section is displayed. It is divided into several columns and sections:

- Monitoring Data:** Monitoring data from the State Lab of Hygiene, the field, and from other labs. Includes an **Add** button.
- Search Fieldwork Events** and **Search Results** links.
- People:** Find People in the database. Includes an **Add** button.
- Worktable Data (Fieldwork With Problems):** Search monitoring data from the State Lab of Hygiene and from other labs that is in our Work Tables. This is often due to a lack of a monitoring station (on the lab slip).
- Reports:** View reports available in the SWIMS system. Includes a list of report types: Fisheries Reports, Macroinvertebrate Fieldwork Summary, Macroinvertebrate Fieldwork Detail, Chemistry Graphs by Project, Project Status Fieldwork Summary, and TSI Summary by Station and Year.
- Resources of Interest:** Resources of Interest are areas of special resource significance. Find: Includes an **Add** button.

3. 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.

My Projects Find Data Submit Data Stations Forms Reports, Maps, and Documents

Home -> Enter New Resource of Interest (ROI)

ROI Code *

Name

Description

Parent ROI

Bio. Common Name

Status *

Subtype

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Comments

- Enter a name—this is usually the location described by waterbody name. If it is not a lake, use the, and station ID #, i.e. Tomorrow River (10017231). Keep name as brief as possible. There is a 60-character limit.
- Enter a short description, i.e. The CLP was found in a patch 50 yards east of the access point.
- Status: refer to the status guidance <https://dnrx.wisconsin.gov/swims/downloadDocument.do?id=127413817>.
- 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.

4. Fill in the locational information on the right-hand side of the screen-

- The type of locational information (point, line, or area) depends on whether the occurrence is in a lake, stream, or wetland. For submerged species in lakes, an area (lake polygon) is best. For riparian species in lakes, a point is best. For populations on streams and wetlands, a point or line is best. **See the ELT General Instructions in Step 5 below for other options.**

Create point from a Lat/Long Coordinate:

Choose Format:

Decimal Degree

Degree and Decimal Minute

Degree, Minute and Second

Latitude: Degree:

Longitude: Degree:

Zoom to a Waterbody

Enter part of waterbody name or WBIC (at least 3 characters), then click to select from list:

Feature Type: Point Line Area

5. The [ELT v3 General Instructions](#) will walk you through remaining mapping steps.

Create your point using decimal degrees (most common) OR you can select a specific waterbody using the Zoom to a Waterbody option.

- It is important to make sure you select a hydro layer so that the Water Body Identification Code (WBIC) for the waterbody and watershed information shows up for 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.”
- 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 hitting ‘Save’ on the mapping portion of the ROI, you will be taken back to the ROI creation screen. Click ‘Save’ on the bottom left-hand side of the screen. DO NOT close the ROI until you attach documents. Once closed, a new ROI will not be visible in SWIMS until the next day.

6. Add fieldwork documentation to this ROI

- Once you’ve saved the AIS ROI you will need to add the Fieldwork event that was the basis for the ROI. Click ‘Enable Edit’ on the bottom of the left-hand side of the screen and then click ‘ROI Detail’.
- 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). Various ROI lists provided to Regional DNR AIS Coordinators will serve as a reminder to add the fieldwork when it is available.

The screenshot displays the 'Edit Resource of Interest (ROI)' interface. On the left, there is a form with fields for Name (Lost Lake), Description, Parent ROI, Bio. Common Name (Curly-Leaf Pondweed), Status (Observed), Subtype, Start Date (05/14/2015), and End Date. Below the form are 'Save and Return' and 'Save' buttons. At the bottom left, there are links for 'Back to Browse', 'ROI Location', 'ROI Detail' (highlighted with a red box), and 'Disable Edit'. On the right side, there are several data tables:

- Parent ROI:** Table with columns ROI Code, Name, Status, Subtype, Waterbody Name. Note: No data available in table.
- Child ROIs:** Table with columns ROI Code, Name, Status, Subtype, Waterbody Name. Note: No data available in table.
- Projects:** Table with columns Project ID, Project Name, Project Start, Project End, Status. Note: No data available in table.
- Fieldwork Events:** Table with columns Group Desc, Account #, Start Date, Field Description. It contains two entries:



Group Desc	Account #	Start Date	Field Description
Jim Guckenberger		05/14/2015 08:00 AM	
Gary Hoeler		05/10/2015 02:00 PM	
- ROI/Action Associations:** Table with columns ROI/Action Desc., Action Code, Action Desc., Start Date, EndDate. Note: No data available in table.
- ROI/People Associations:** Table with columns Name, Org., Role, Start Date, EndDate. Note: No data available in table.
- ROI/Document Associations:** Table with columns Title, URL, Comments. Note: No data available in table.

- To add the fieldwork, click the paper icon in the ‘Fieldwork Events’ box. 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 the 'Database Key (fieldwork_seq_no)'. If the fieldwork has been entered, you can find open it and find this number at the end of the url as highlighted below. If you don't have this number, try searching a combination of the date and station ID or WBIC.



- Once you submit the query, you'll get a list of results. Click on the magnifying glass to make sure the fieldwork is the correct one for the ROI. Hit the back arrow on your screen to go back to the list once you're finished checking. Then click on the arrow in the black circle to add the Fieldwork Event ID # to the search window. Click on 'Save and Return' to add it to the ROI.

	07/10/2010	Lake Clarity Monitoring 2010	Landsat Satellites	COMPLETE	10003092	Elizabeth Lake	742800	Elizabeth Lake	02/21/2012
	02/01/2010	AIS Incident Reports	Data	COMPLETE	10003092	Elizabeth Lake	742800	Elizabeth Lake	04/11/2011

Home -> Enter New ROI Link to Fieldwork Event
 Fields denoted with an asterisk (*) are REQUIRED.

Fieldwork Event Id * 85831287

7. Add people/organization associations to the ROI.


- On the ROI Detail page, click the paper icon in the 'ROI/People Associations' box. A separate window. Click on 'Search People' to get to the query page for people or type "herbarium" or "zoology" into 'Organization Name' to get a list of locations where voucher specimens are housed.

Home -> Enter ROI/People Link
 Fields denoted with an asterisk (*) are REQUIRED.

IP SeqNo* 66204869
 P SeqNo*

Quick Find by Name:

Role*
 Status*
 Start Date* 12/28/2017
 End Date
 Comments

 The Official Internet site for the Department of Natural Resources
 101 S. Webster Street, P.O. Box 31458, Indianapolis, IN 46231-0145
 dnrclearinghouse@dnr.wi.gov

Query People - Internet Explorer

Surface Water Integrated Monitoring System (SWIMS)

Home -> Query People

Search Type: Advanced Search

Last Name
 First Name
 Organization Name
 Volunteer Id
 Salutation Line 2
 Email
 Status Code
 Application Role
 Affiliation Role
 Start Date
 End Date
 Official Waterbody Name
 WBIC

Enter a person or organization's name and Submit Query.

Click the little black arrow next to the person/organization to select it. You'll see an IP SeqNO* added to the previous page. Here you will:

- Select the appropriate role in the drop down. In most cases, the role will be 'VERIFIED'. If you are specifying the herbarium or museum, the status should be 'VOUCHER_HOUSED'.
- The Status should be 'Active'.

- The Start Date should be the date the record was verified by the person or taken to the location, if known.
- To add a second verifier, repeat the steps above.

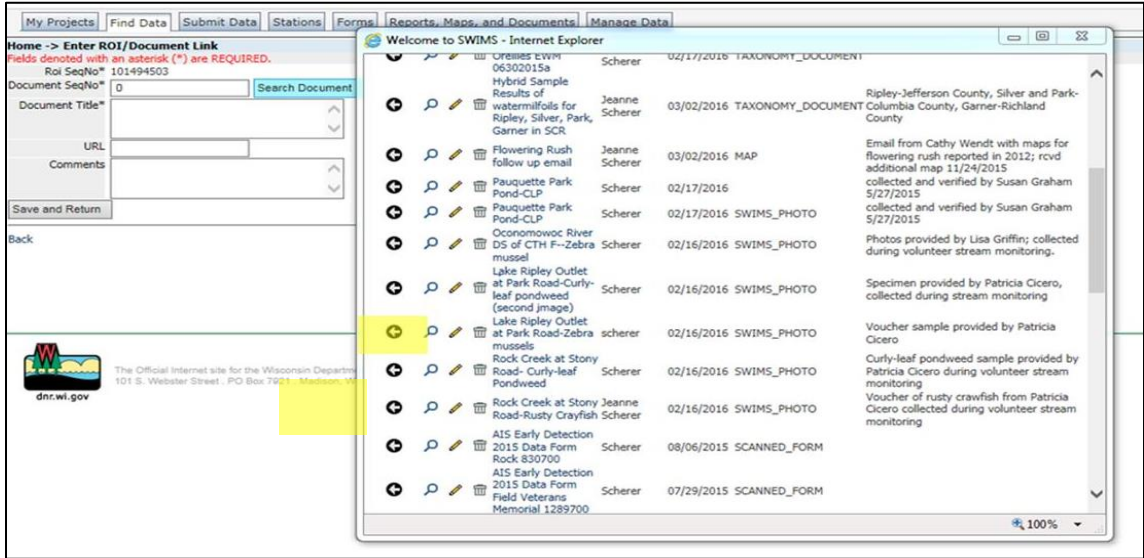
8. Attach photos, scanned datasheets, emails, or other relevant information to the ROI. Start by clicking on the paper icon at the end of ROI/Document Associations.

The screenshot shows the 'Edit Resource of Interest (ROI)' page. On the left, there are fields for System ID (110707754), ROI Code (Curly-Leaf Pondweed), Name (Lost Lake), Description, Parent ROI, Bio. Common Name (Curly-Leaf Pondweed), Status (Verified and Vouchered), Subtype, Start Date (06/16/2014), End Date, and Comments (Collected by Jeanne Scherer and submitted to State Herbarium in 2014.). On the right, there are several tables: Parent ROI, Child ROIs, Projects, Fieldwork Events, ROI/Action Associations, ROI/People Associations, and ROI/Document Associations. The ROI/Document Associations table is highlighted in yellow and has a red box around a paper icon in the 'Create New Document Link' column.

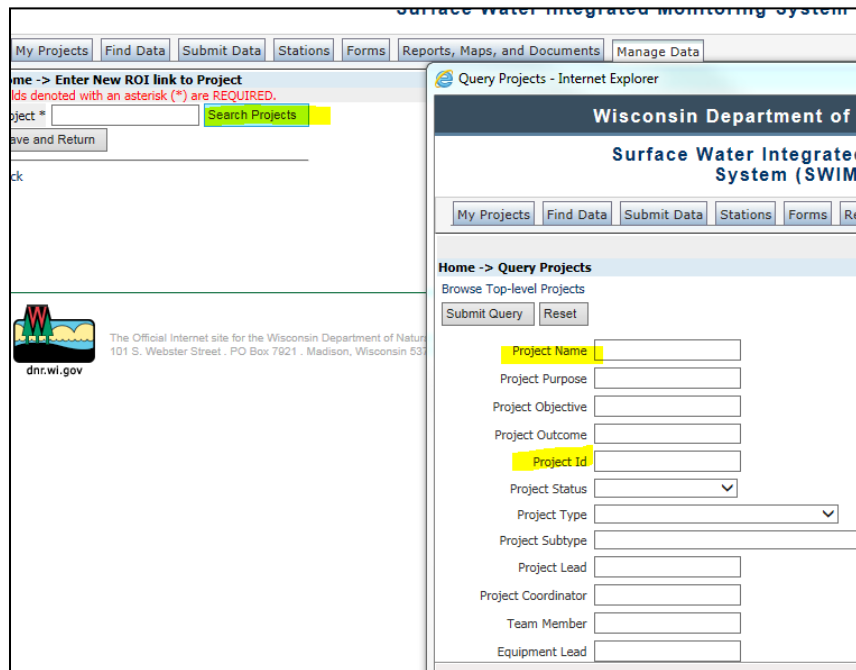
- In the window that opens, click ‘Search Document’ and enter the name of the document and click on ‘Submit’. If for some reason, the title doesn’t work, try searching by one or two of the other options on the form.

The screenshot shows the 'Enter ROI/Document Link' page. On the left, there are fields for Document SeqNo (0), Document Title, URL, and Comments. A yellow box highlights the 'Search Document' button. On the right, a separate window titled 'Search SWIMS Digital Library' is open. This window has a search form with fields for Document Title, Author Name, Document Type, File Name, Published Date (From: To:), Document Description, Creating Application Name, and Descriptors (Keyword, 1) (Keyword, 2) (Keyword, 3). A yellow box highlights the 'Submit' button. Below the search form, there is a message: 'Currently, you are logged in. For security purposes, you will be logged off automatically after 15 minutes of inactivity, or you can log out now.'

- 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 to add it to the previous window. In the comment box, add your name and the date with any other pertinent information. Then select 'Save and Return'. The documents will appear in the 'ROI/Document Associations' box.



- Add a Project(s) to the ROI. You can associate Projects and ROIs on the 'ROI Details' page. Click on the paper icon in the Projects box. Click on Search Project then use the Project Name or Project ID to query it. As in all other example, just click the arrow for the project you want to add.



- Once documents, fieldwork events, projects and People have been added to the ROI, click on ‘Save and Return’ to see the finished ROI. Your ROI will be available to see by query on SWIMS the next day.

Edit an AIS ROI

- There are various reasons to edit a ROI. In all cases, start with a query to find the ROI by clicking on the Manage Data tab and then on Resources of Interest.

The screenshot shows a 'Manage Data' interface with several sections:

- Monitoring Data:** Monitoring data from the State Lab of Hygiene, the field, and from other labs. Includes links for 'Search Fieldwork Events' and 'Search Results'.
- People:** Find People in the database. Includes an 'Add' button.
- Worktable Data (Fieldwork With Problems):** Search monitoring data from the State Lab of Hygiene and from other labs that is in our Work Tables. This is often due to a lack of a monitoring station (on the lab slip).
- Monitoring Stations:** Search and select a monitoring station. Includes an 'Add' button.
- Projects:** Projects describe the "why" behind monitoring data, resources of interest, or an action. Includes an 'Add' button.
- Reports:** View reports available in the SWIMS system. Includes a list of report types: Fisheries Reports, Macroinvertebrate Fieldwork Summary, Macroinvertebrate Fieldwork Data, Chemistry Graphs by Project, Project Status Fieldwork Summary, and TSI Summary by Station and Year.
- Resources of Interest:** Resources of Interest are areas of special concern. Includes a 'Find:' section and a list of resource types: Critical Habitat Areas, Eurasian Water-Milfoil Infestation, Upland protection areas, High Quality Wetlands, Sediment Inventory Sites, and Sturgeon Waters.

- Search for the ROI by using the ROI Code and then, either the WBIC, Waterbody Name, OR County. If you don't find the ROI with one combination, try another. If the ROI was not associated properly with the WBIC, the combination of ROI Code and County will usually work best.

The screenshot shows a 'Query Resources of Interest (ROIs)' form with the following fields and values:

- ROI Code: New Zealand Mudsnaill
- ROI Name: [Empty text box]
- Project ID (Grant #): [Empty text box]
- Status: [Empty text box]
- Subtype: [Empty text box]
- WBIC: [Empty text box]
- Official Waterbody Name: [Empty text box]
- County: Columbia (dropdown menu)
- Watershed: [Empty text box]
- GMU: [Empty text box]
- WMU: [Empty dropdown menu]

Buttons: Submit, Reset

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

ROI Code	Name	Project ID (Grant #)	Status	Subtype	Start Year	End Year	WBIC	Waterbody Na
NZ_MUDSNAIL	Rowan Crk -20 M Hwy 51		Verified and Vouchered		2016		1263700	Rowan Creek

- Many AIS ROIs will begin with a status of 'Observed' and need to be updated once verification is complete.
- Assign the [AIS Status](#) as determined by the Verifier. If you are not sure, consult the [Regional DNR AIS Coordinator](#).
- Next add the People/Organizations associated with the ROI as shown on [page 5](#).
- Add any documentation regarding the verification, such as lab reports or emails, as shown on [page 5 - 7](#).
- Fieldwork: Sometimes ROIs are created before the original fieldwork event has been added to SWIMS or additional fieldwork may have occurred that should be added. There may have been a site revisit for verification or additional monitoring conducted. Add fieldwork as shown on page 3.
- Other issues have been discovered that need to be addressed by editing a ROI. Several issues found in Central Office SWIMS queries are shared directly with AIS Regional Coordinators with an accompanying document explaining what to do and are not addressed here.
- Once your edits are complete. Click on 'Save and Return'. At that point, you can exit the ROI.

Edit Fieldwork Events

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

When you query the ROI, you can click on the pencil to enter edit mode or open the ROI and click on 'Enable Edit' on the bottom of the left side of the page. Then click on 'ROI Details' to go to the details page to find the fieldwork event. Once you find the fieldwork event, click on the pencil to open it in edit mode. If there is no pencil, you won't be able to edit the fieldwork event yourself. Contact the Statewide AIS Monitoring Coordinator for assistance.

Welcome Scherer, Jeanne S | Update Reports | Help

Surface Water Integrated Monitoring System (SWIMS)

My Projects Find Data Submit Data Stations Forms Reports, Maps, and Documents Manage Data

Home -> Edit Resource of Interest (ROI)

System ID: 153284328

ROI Code: New Zealand Mudsnail

Name: Rowan Crk -20 M Hwy 51

Description: [Empty]

Parent ROI: <unnamed> [Assign Parent ROI] [Clear Parent ROI]

Bio. Common Name: [Empty]

Status: Verified and Vouchered

Subtype: [Empty]

Start Date: 10/30/2016 (mm/dd/yyyy)

End Date: [Empty] (mm/dd/yyyy)

Comments: Sample collected for LTT program. Jeff Dimick identified them during sample analysis, and Eric North verified.

[Save and Return] [Save]

Parent ROI

ROI Code	Name	Status	Subtype	Waterbody Name
No data available in table				

Child ROIs

ROI Code	Name	Status	Subtype	Waterbody Name
No data available in table				

Projects

Project ID	Project Name	Project Start	Project End
No data available in table			

Fieldwork Events

Group Desc	Account #	Start Date	Field Description
AMRHEIN, JAMES	WT144	10/30/2016	80 m upstream of STH 51 43.38671N; 89.39430W

ROI/Action Associations

After you click on 'Enable Edit', the easiest way to edit the fieldwork event is to click on 'Edit with Wizard'. This will take you to the same screens used when the data was originally added. Make the edits and click on Save and Return to finish.

Surface Water Integrated

My Projects | Find Data | Submit Data | Stations | Forms | Reports, Maps, and Documents | Manage

Home -> Edit Fieldwork Event

Fieldwork Start Date: 10/30/2016
 Fieldwork Start Time (HH:MM AM/PM):
 Fieldwork End Date:
 Fieldwork End Time (HH:MM AM/PM):

Data Collectors: AMRHEIN, JAMES [Assign Collectors] [Clear Collectors]

Fieldwork Event Status: Complete
 Station Org. #: 21WIS
 Station ID #: 10016029 [Search Stations]

Field Sample ID: 20160930-11-03
 Field Description: 80 m upstream of STH 51 43.38671N; 89.39430W

Report To DNR User ID: AMRHEJ
 Report To Name: JAMES AMRHEIN
 Report To Address: 3911 FISH HATCH
 Report To City/State: FITCHBURG, WI 53711
 Report to EPA?: Yes

Comments:
 Lab Account Code: WT144 [Search for Account]

[Save and Return] [Save]

Back to Browse | Disable Edit | Vertical Measurements | Fieldwork Location | Results | Projects | Labslips | **Edit with Wizard**

Right sidebar: Show 10 | Labslips / Samples | Sample 20160930-11-03 | Showing 1 to 1 | Show 10 | Field Results | L L R R | Showing 0 to 0 | Show 10 | Lab Results | L L R R | Showing 1 to 10

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.