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.

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.

- 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.

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.

    - 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.

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.

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.


- 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.

- 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.
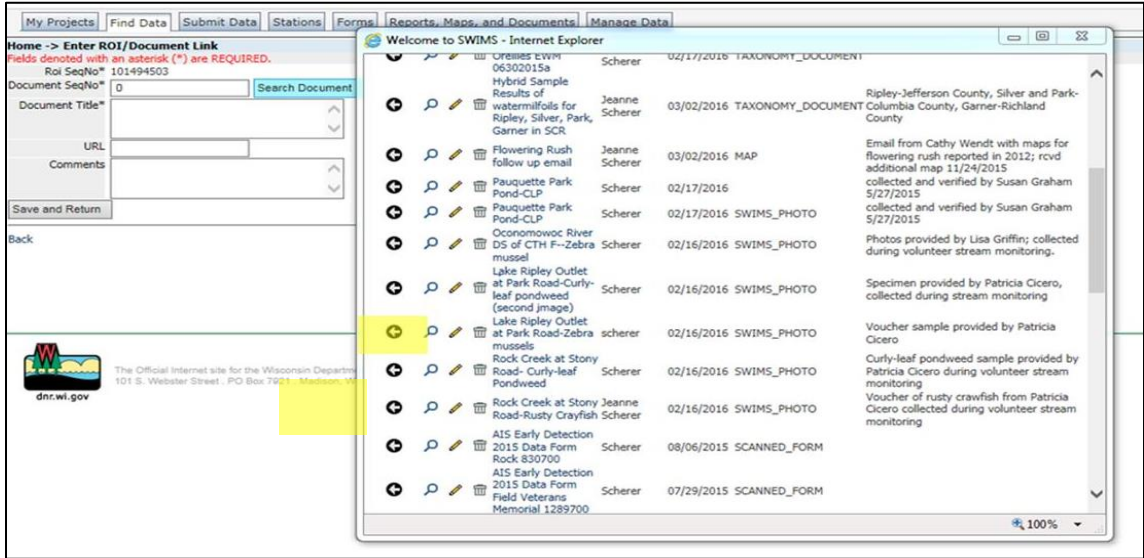
9. Add a Project(s) to the ROI. You can associate Projects and ROIs on the 'ROI Details' page. Click on the paper icon in the Projects box. Click on Search Project then use the Project Name or Project ID to query it. As in all other example, just click the arrow for the project you want to add.
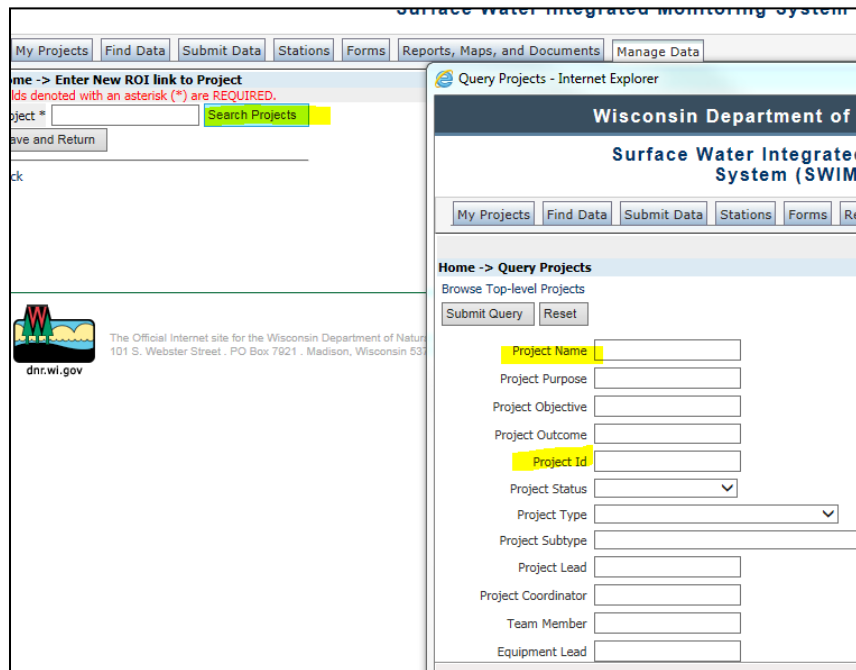
9. Once documents, fieldwork events, projects and People have been added to the ROI, click on 'Save and Return' to see the finished ROI. Your ROI will be available to see by query on SWIMS the next day.

Edit an AIS ROI

1. 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.

*   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.

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

2. Many AIS ROIs will begin with a status of 'Observed' and need to be updated once verification is complete.

3. Assign the AIS Status as determined by the Verifier. If you are not sure, consult the Regional DNR AIS Coordinator.

4. Next add the People/Organizations associated with the ROI as shown on page 5.

5. Add any documentation regarding the verification, such as lab reports or emails, as shown on page 5 – 7.

6. 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.

7. 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.

8. 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.

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.

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.