



## System User Guide for Central Government & State Agencies



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## Section 1: Overview of Actions on Invasives

### What is 'Actions on Invasives'?

'Actions on Invasives' is an online mapping system that allows everyone to log and map the actions they have taken on invasive alien species, providing public recognition of your efforts, and facilitating co-ordination of actions taken to address invasive species across Ireland. The Actions on Invasives initiative is managed by the National Biodiversity Data Centre. The actions that this mapping system tracks aligns with guidance information in the 'What can I do?' [www.invasives.ie/what-can-i-do/](http://www.invasives.ie/what-can-i-do/) and 'Biosecurity & prevention' [www.invasives.ie/biosecurity/](http://www.invasives.ie/biosecurity/) sections on our website.

### How is the information from this site used?

As more and more people take action on invasive species each year this system will help us to track the level of awareness around invasive species as well as the range of activities that key sectors are taking to tackle the threat and impact of these species. It will also allow us to monitor progress, identify opportunities for co-ordination and collaboration between different sectors. In time we hope to develop an annual report on the work being done throughout Ireland on invasive species. This mapping system will also provide the opportunity to report back to the European Commission on the implementation of the Invasive Alien Species Regulation 1143/2014.

Enter your site(s) to make sure your efforts to address invasive species are included. Then in subsequent years all you have to do is update your site each autumn.

**Please note:** any information entered on the system will be publicly available – do not add any personal details or files you do not wish to share publicly.

### Who should use Actions on Invasives?

We hope everyone will use Actions on Invasives so that the public can see the efforts being taken across all sectors. This guide explains how to use the system and enter your site(s) on the system in just 3 simple steps.

### Key benefits of the Actions on Invasives system

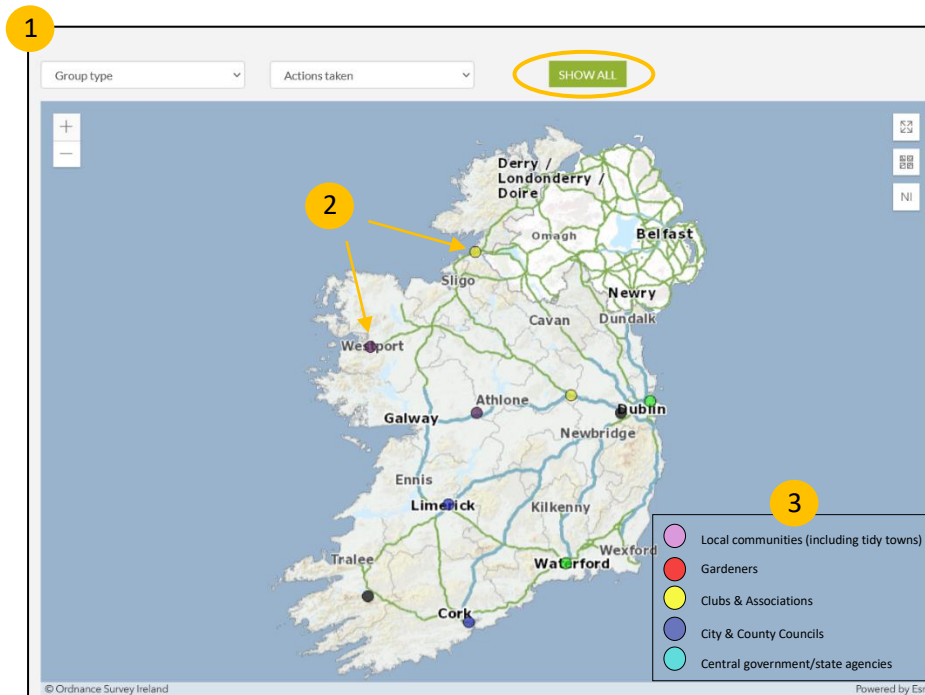
- Providing a mapping system to log sites and organisations who are actively managing invasive species.
- Building capacity to co-ordinate actions to tackle invasive species.
- Building a national network and opportunities for collaboration.
- Demonstrates organisations commitment to protecting biodiversity.
- Open source of information for the public and interested sectors/groups.
- Acknowledges the joint national effort to tackle invasive species.

### Navigate to guidance sections

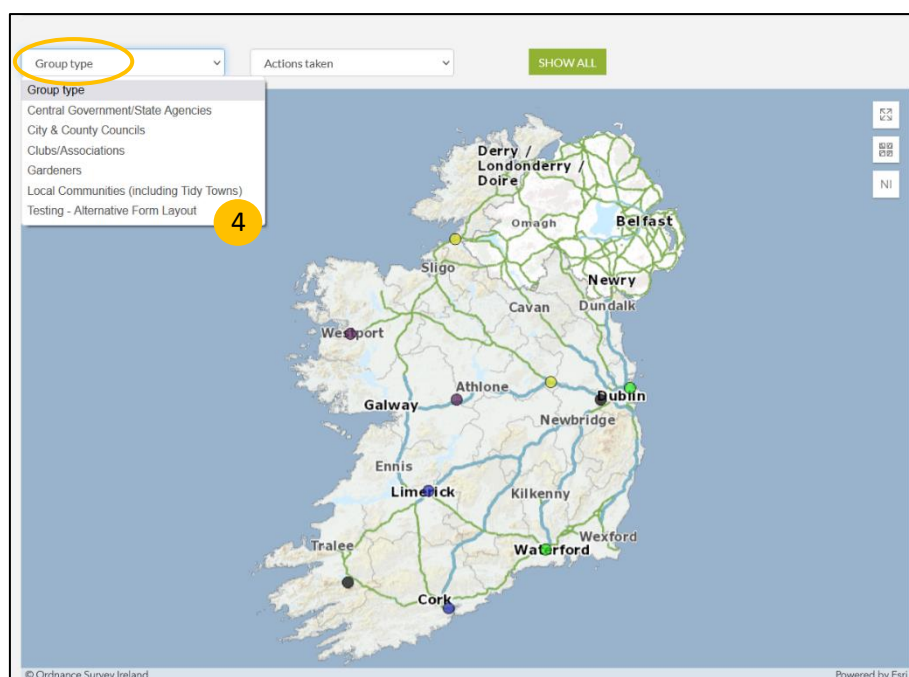
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<b>Section 6</b>	Managing your account
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## Section 2: Actions on Invasives system - Here's what it does

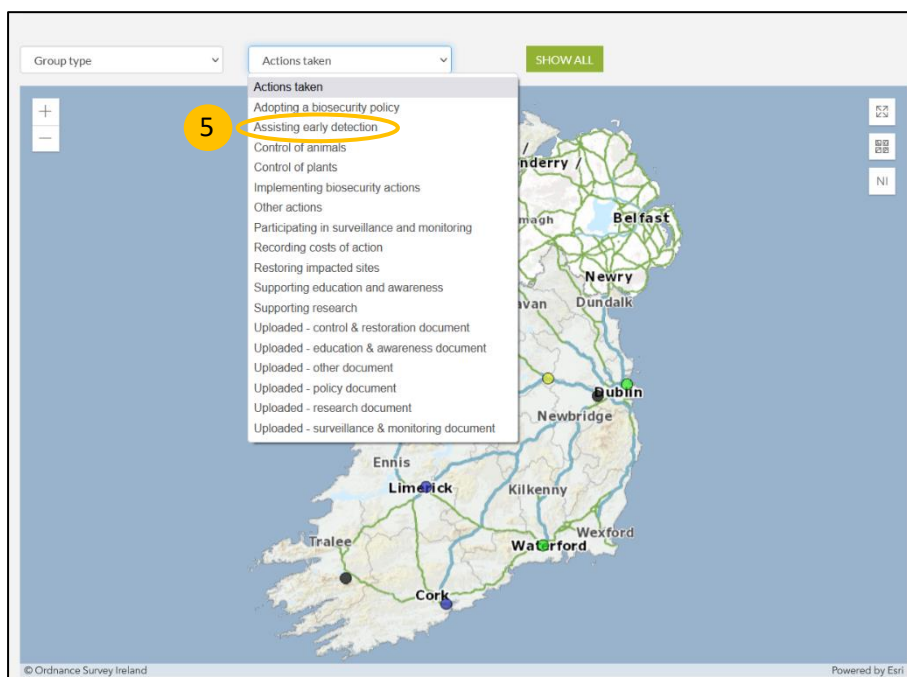
1. If you visit the 'Actions on Invasives' homepage – [actionsoninvasives.biodiversityireland.ie](http://actionsoninvasives.biodiversityireland.ie) - you can **view all actively managed sites** throughout the island of Ireland and who is taking action to address the threat of invasive alien species.
2. Each **dot on the map represents a site** where action has been taken on invasive species.
3. Different coloured dots correspond to various '**Group types**'. Turquoise dots represent **Central government/State agency** sites that have been mapped.



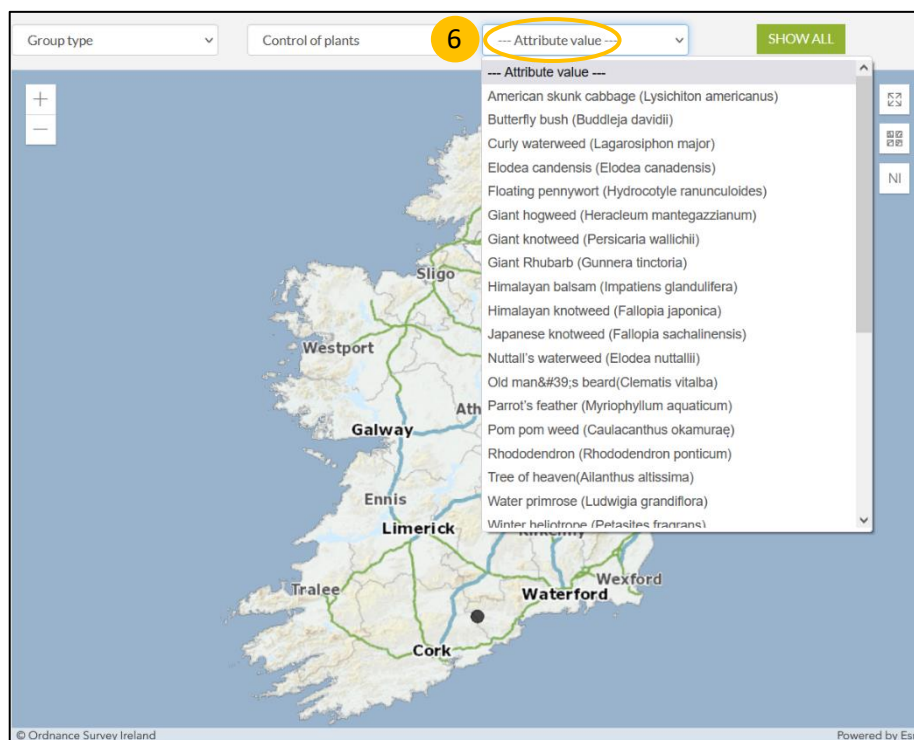
4. You can **filter sites based on 'Group type'**. For example, to see all **Central government sites** you can select this from the drop-down menu and the map will refresh to show only '**Central government**' sites.



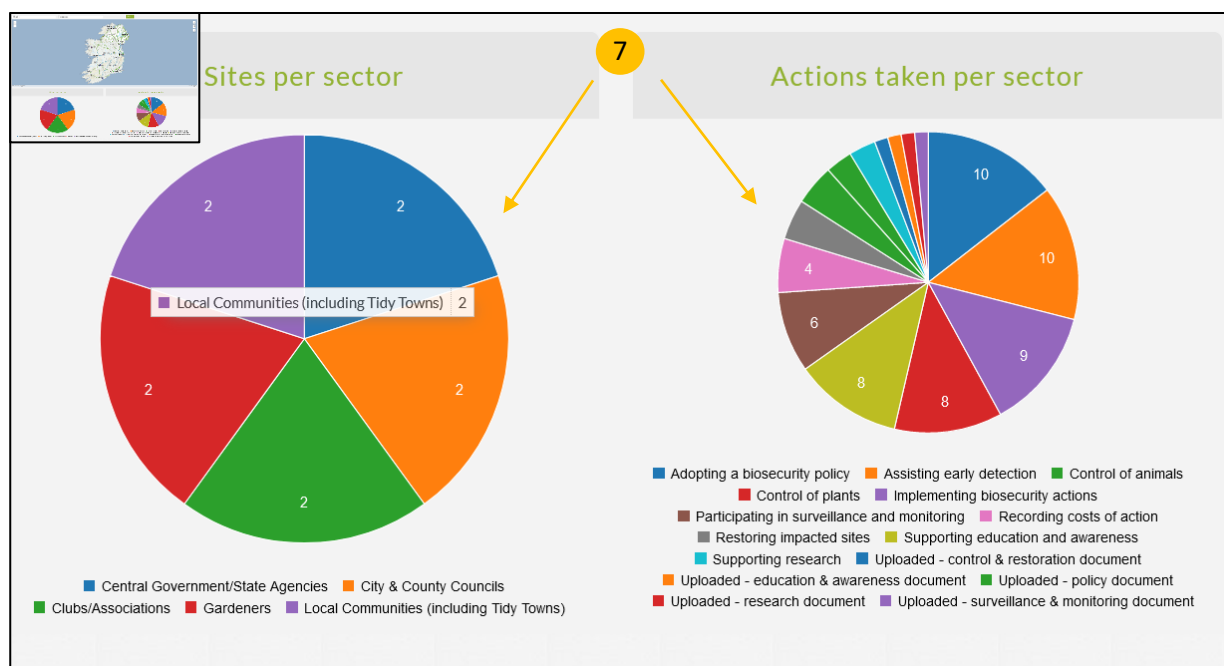
5. You can **filter by 'Actions taken'**. In this drop-down menu you will see a list of the key actions that **Central government/state agencies** and other groups can take on invasive alien species.



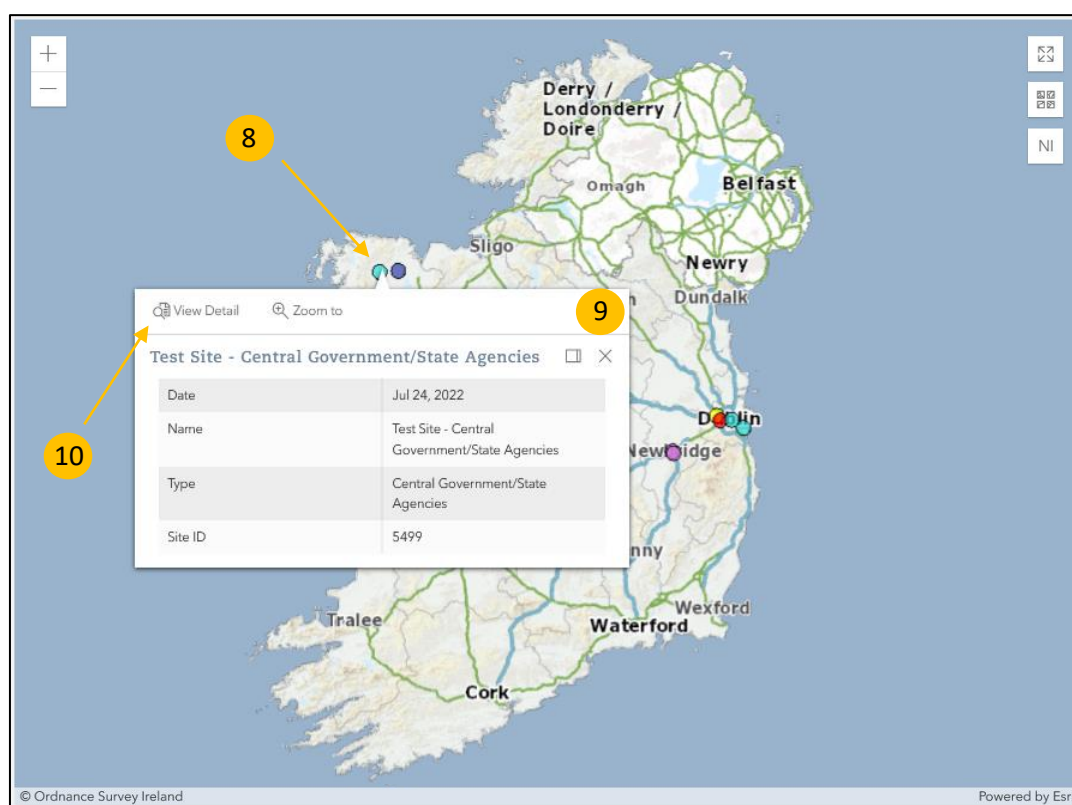
6. You can **filter further again by 'sub-actions'**, including the **type of plant or animal** you are controlling or managing on your site(s). This will show you all sites where a particular species is being actively managed through different control actions.



7. Underneath the map on the homepage, you will see two pie charts displaying the number of 'Sites per sector' and 'Actions taken per sector' these automatically update as new sites are added. They provide a **snapshot of the number of different groups taking action** on invasive species and a **breakdown of the types of actions being taken** on invasive species in Ireland. You can see **how many Central government/State agency sites are being managed for invasive species** and **the most common actions being taken by government/state bodies**.



8. You can **view details for each of your site(s)** or for all other sites by clicking on the coloured dots.
9. A **display box with summary details** will appear, showing the site name, date of entry, group type, site ID.
10. Click 'View....' to view more details and access **documents and images associated with the site**.





11. **Expanding the display box** will allow you to see **more site details** including the activities being carried out on the site.
12. Site name, date, type recorder name and area will be shown along with site details entered when creating the site initially.
13. **IMPORTANT NOTE:** Any files or photos attached to the site will be displayed and available for **download** by anyone who visits the 'Actions on Invasives' homepage. This will allow colleagues in central government/state agencies and other sectors to **share useful resources**.

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## Site Details

Site Name	TEST SITE – Central Government/State Agencies
Date	27/04/2022
Type	Central Government/State Agencies
Recorder Name	Tester 1
Area	7673 m2
Adopting a biosecurity policy	Adopt the Be Plant Wise campaign Adopt the Be Pet Wise campaign
Implementing biosecurity actions	Conduct site level risk assessment & develop a site level biosecurity plan Contribute to the implementation of relevant Pathway Action Plans Preferentially select native species for growing in gardens, parks or public land Check origin of any soil/aggregate - ensure it is free of invasive alien species Responsibly dispose of invasive alien species
Uploaded - policy document	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;">The National Biodiversity Data Centre</div> <div style="font-size: 0.7em;">resources &gt; research &gt; policy &gt; invasive alien species &gt; policy &gt; biosecurity &gt; policy</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;">Species profile</div> <div style="font-size: 0.7em;">Species profile</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;">Species profile</div> <div style="font-size: 0.7em;">Species profile</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 0.8em;">Species profile</div> <div style="font-size: 0.7em;">Species profile</div> </div> </div>
Assisting early detection	Circulate invasive alien species alerts to key stakeholders/group members - Himalayan balsam
Participating in surveillance and monitoring	Include invasive alien species in existing surveillance and monitoring programmes - Mayo Co. Co. Invasive Species Action Plan
Control of plants	Manual control - Himalayan balsam Total area of invasive plants under control actions - 7673 Ongoing monitoring of targeted invasive plant population - Spreading
Supporting education and awareness	Deliver training event Attend awareness event Install on-site signage - 5
Recording costs of action	Record site level costs of action taken - 500.00

23

NI

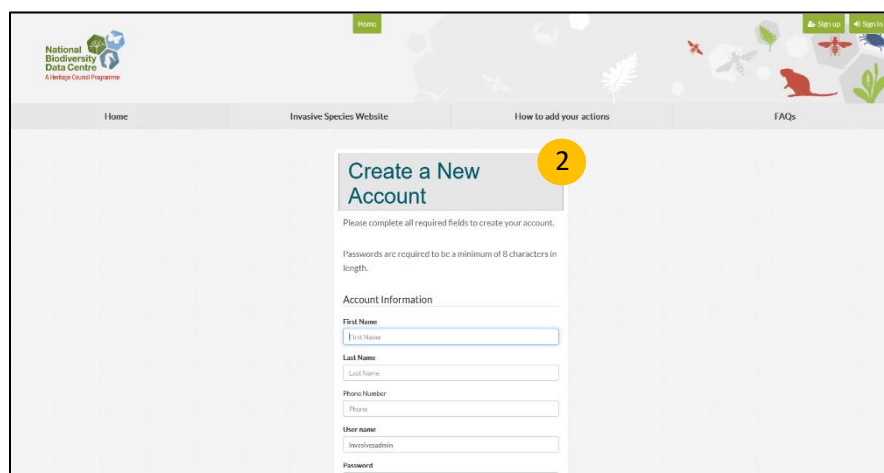
© Ordnance Survey Ireland
Powered by Esri

## Section 3: Creating an account

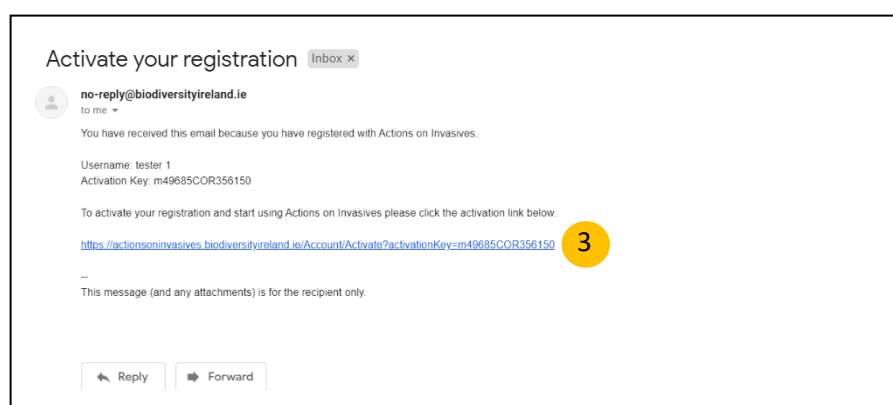
1. Once you have seen the actions others are taking to address invasive species the next step is to create an account. This will allow you to enter your own site(s) on the mapping system. Click on the 'sign up' button to create an account.



2. Fill in your details to create an account



3. Activate your registration

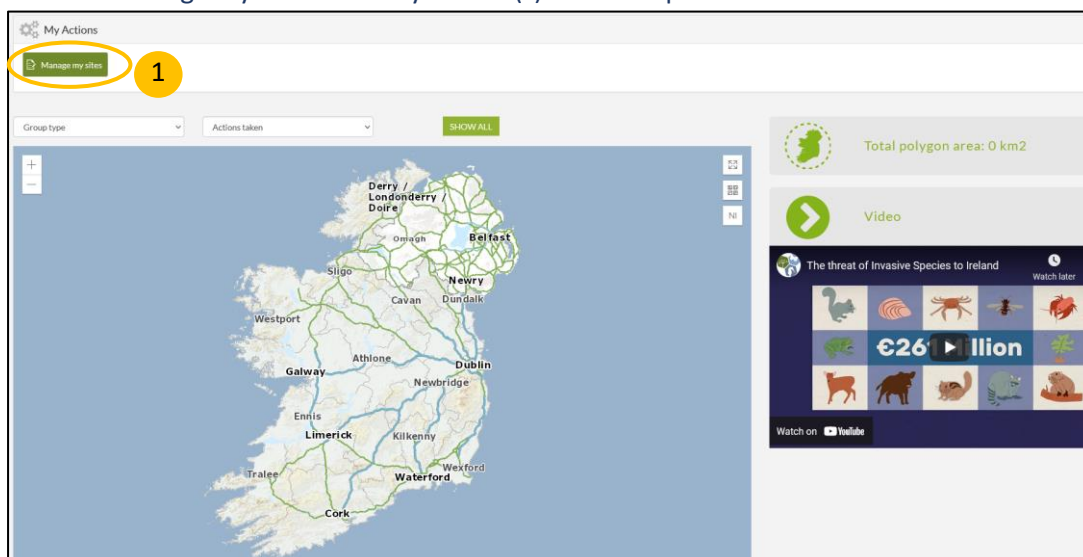


4. If you already have an account or have signed up to another National Biodiversity Data Centre Scheme you might see a message saying you **already have an account**. If this happens you can use your username and password to sign in. Once you have signed in click 'Become a member' and the continue to the instructions in Section 4 of this guide.

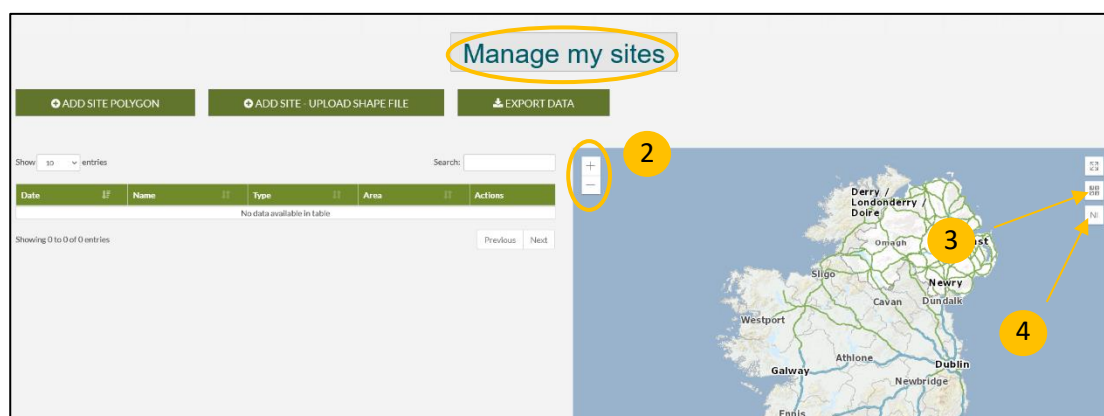


## Section 4: Adding a new site

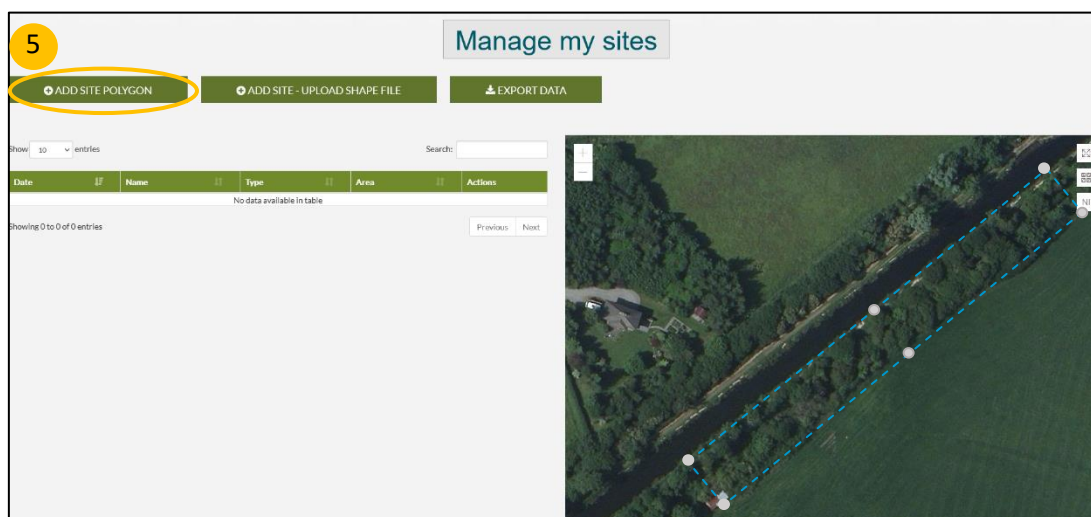
1. Click on 'Manage my sites' to add your site(s) to the map.



2. Once you have entered the 'Manage my sites' section use the map to locate your site – use the **zoom** function to help find your site(s)
3. You can **change between different base map** types by clicking 'OSI Ortho', you can view the satellite view make it easier to find the exact location of your site.
4. If you are logging actions and your site is in **Northern Ireland**, you can select the 'NI' map view.



5. Once you have located your site, click 'Add Site Polygon.' Put the cursor on the map and click to begin **drawing a polygon around your site(s)** (the completed polygon will be created when you connect the last point of the polygon to the first point). Don't worry about being too exact, you can edit the polygon later. To start over click 'Cancel,' then try again.



6. Once you have fully drawn the outline of your site an **'Add site'** box will automatically appear.
  7. Carefully **name your site name** with whatever details you would like to include. If you have more than one site we recommend that you include your organisation/group name for all sites and the specific site name for the particular area you have outlined on the map (e.g. **NPWS, River Barrow North, Site 1**)
- Remember:** This information will be publicly available – do not add any personal details or files you do not wish to share.
8. Use the 'Type' drop down menu to select the group you belong to i.e. **'Central Government/State Agencies'**. The date will autofill.

9. Once you select the **'Central Government/State Agency'** group an extended form will appear. Each form lists a range of actions, text boxes to add additional detail and upload functions for attaching relevant documents to your **managed site(s)**.

10. The form is **segregated into different categories** of action A - F (i.e., A. Preventing introduction, B. Surveillance and Monitoring, C. Control and Restoration, D. Education and Awareness, E. Research and F. Other.). Some may not be relevant to the work you carry out on your site(s).
11. Fill out the form by **ticking boxes next to the statements of action that apply to the work you are carrying out** on your site(s). Skip any section that does not apply to you.
12. Where **text boxes** appear next to the 'tick box' **fill in the requested details** (e.g., target species name, document name, action details, status of population etc.) or enter '**unknown**' if you are unsure.
13. Clicking on the green **information symbol** ⓘ will provide you with some helpful tips on filling in the form.
14. Where you have **PDF documents** you would like to share, you can **upload** these documents in the relevant section or at the end of the form in section 'F. Other'

15. If you are taking action on invasive alien species that cannot be captured in sections A – E of the form, you can provide details of your work under section **'F. Other'**.
16. As well as uploading PDF documents you can upload images of your site(s) or the invasive species you are managing. **Images must be smaller than 5MB to upload.**
17. Once you have finished filling the form in **click 'Save'**

**15 F. Other**

**Other actions**

**Costs of action**






Record site level costs of action taken ☐ Costs €

Record total costs of action taken (across all sites) ☐ Costs €

**Uploaded other documents**  No file selected.

**ADD IMAGE** **16**

**17** **SAVE** **CANCEL**

18. You will be automatically redirected to the **'Manage my site'** page and the **'This site has been saved successfully'** banner highlighted in green should appear. If you click the search button under the **'Actions'** tab you will see your site dot appear. You have now uploaded your site to Actions on Invasives. You can **add as many sites as necessary** to capture your efforts to address invasive species on chosen sites.
19. You can export the details (data) of any site you save to an excel files by clicking on **'Export data'**.
20. You will see that the site has been entered into a table and key details for each site are shown (i.e., date, name, type, area, actions).
21. Under **'Actions'** you can use the tools to locate each of your sites on the map , edit the site polygon , edit form details , delete sites  or you can export data for each individual site .
22. The map in your **'Manage my sites'** area will also update to highlight your site and provide a **display box with key details on your site(s)** when you click on the mapped polygon.

**The site has been saved successfully** **18**

**ADD SITE POLYGON** **ADD SITE - UPLOAD SHAPE FILE** **EXPORT DATA** **19**

Show **20** entries Search:

Date	Name	Type	Area	Actions
25/04/2022	E.g. Dept. of Agriculture, Grand Canal, Dublin	Central Government/State Agencies	4840 m2	<b>21</b>


Showing 1 to 1 of 1 entries Previous **1** Next

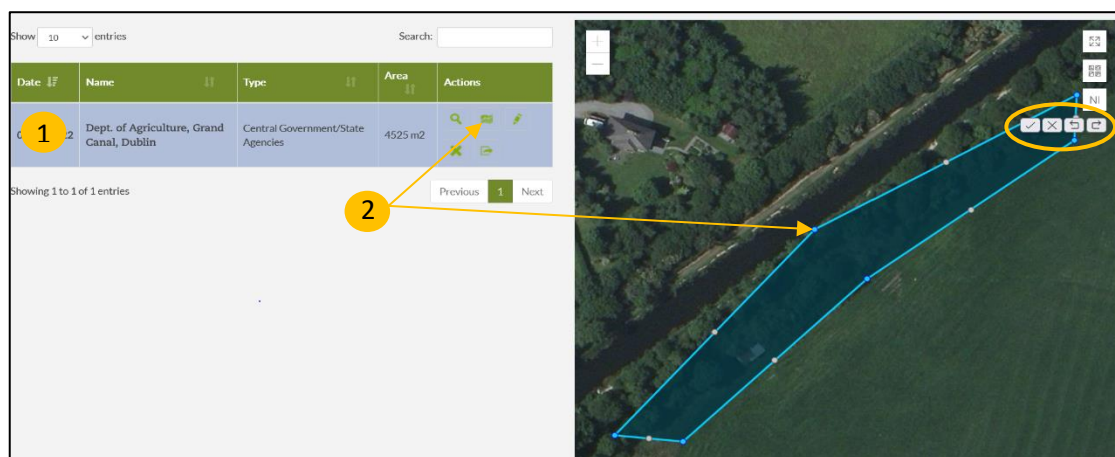
**22**



Test Site Gardener

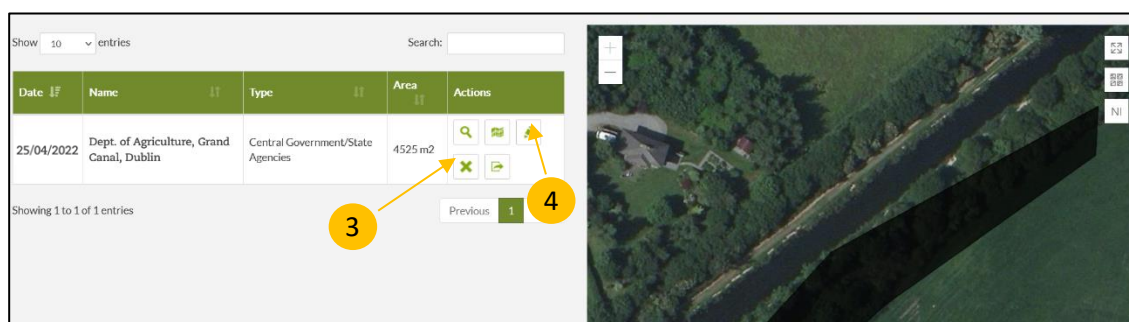
Date	May 3, 2022
Name	Test Site Gardener
Type	Gardeners
Site ID	5129

## Section 5: Editing Sites

1. Over time you may want to edit your site(s) (perhaps in subsequent years you carry out additional actions at a site and you want to record these). You may also need to occasionally delete a site. You can **edit any of the sites you have entered**.
2. You can easily edit the area of your site by clicking the map  button under the 'Actions' heading. Adjust the area of your polygon with your cursor and click 'Confirm' to finish. **If your site is an irregular shape, it is easier to be precise when editing the area.**



3. You can **delete the site** completely by clicking the .
4. Finally, you can **edit the actions** for your site by clicking the .



5. **Add or change any fields you want** on form, fill in any relevant text boxes and/or change the documents or photographs you have uploaded. When you're done just click **'Save.'**

F. Other

Other actions

Removing flower heads of invasive Buddleja before going to seed

Record cost of action

Record site level costs of action taken

☒ Costs €
 

200

Record total costs of action taken (across all sites)

☐ Costs €

Uploaded - other document

Browse...

Other action test.pdf

ADD IMAGE

SAVE

CANCEL

We hope users will log into the system and update their Actions on Invasives sites each year. We will send out annual email reminders. That way we can ensure all the information displayed on the mapping system up to date.

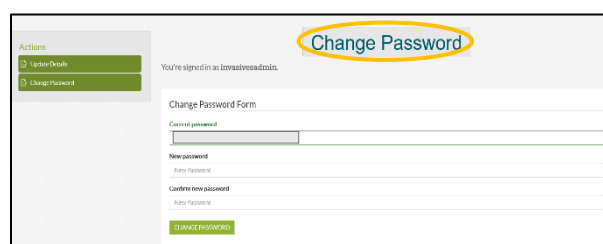
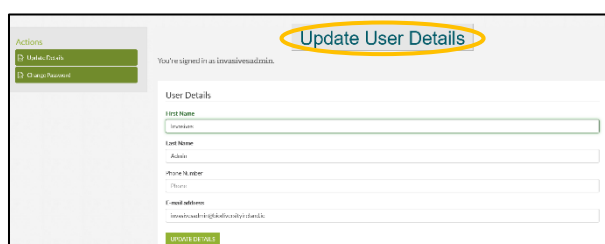
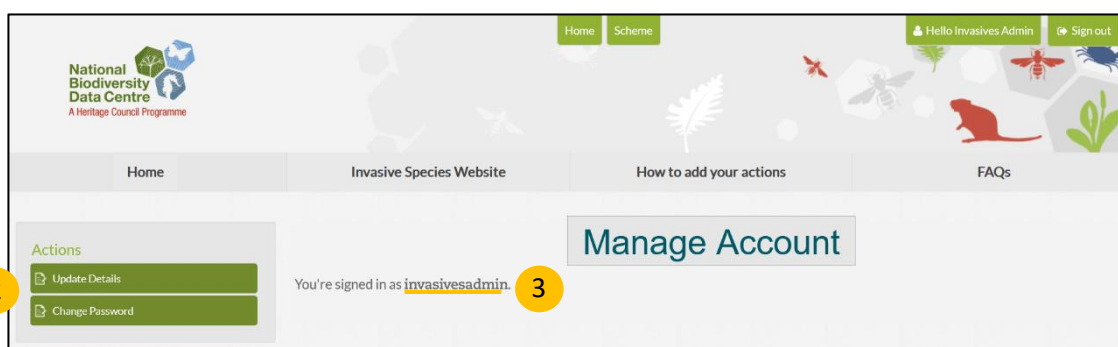


## Section 6: Managing your account

1. If you need to manage your account i.e.: change your password, the name associated with the account, your email address, it is very simple. Click on the tab that says **'Hello (your name)'** in the top right-hand corner. This will take you to the account management page.



2. Click on the green tabs to **update your user details** or **change your password**.
3. Your **username** is also displayed on this screen.



If you have any difficulty using the online system, you can contact the Invasive Species Team at the National Biodiversity Data Centre: [invasives@biodiversityireland.ie](mailto:invasives@biodiversityireland.ie)



## Section 7: Actions on Invasives - Frequently Asked Questions

### 1. What is the 'Actions on Invasives' portal?

'Actions on Invasives' is an online mapping system that allows government/state agencies and other groups to log and map the actions they have taken on invasive alien species, providing public recognition of your efforts, and helping to co-ordinate the collective action we are all taking to address invasive species in Ireland.

The Actions on Invasives initiative is managed by the National Biodiversity Data Centre <https://biodiversityireland.ie/>

### 2. Can other people view my mapped site(s) and the details I include on my form?

Yes, this is an open system, your polygon/site location and the information you include on the form will be accessible by the general public. Please do not include any personal information or any information you do not wish to share publicly.

### 3. The plant/animal species I am taking action on is not listed on the drop-down menu – how can I log the actions that I am taking on it?

You can add any plant or animals species by entering the species name in the free text box under the drop down menu. Drop down menu listing species that are of EU concern and National Concern

### 4. I have added invasive species records to the Biodiversity Data Capture App/ online form will this information be linked to my Actions on Invasives account?

No records from the National Biodiversity Data Centre distribution maps will not be linked with the Actions on Invasives system as they are separate mapping systems. However, you can include details on your form to show that you are actively recording/uploading invasive species data to the National Biodiversity Data Centre distribution maps.

### 5. What kind of actions can I log?

You can map any kind of action you are taking to tackle invasive species – from raising awareness to controlling an invasive species on your site(s), or even supporting research. As you add your site(s) on the system you will be directed to 'Central Government/State Agencies' form which are designed with the invasive species management hierarchy which follows a set of progressive steps for the effective management of invasive species. These steps are relevant and can be applied to all group and site types from our gardens to central government actions to local community actions. Following these steps in order is the best way to address invasive species.

1. Prevention
2. Early detection
3. Rapid response/eradication
4. Containment and control
5. Impact management

You will be able to select and provide details on a range of actions across these key categories. Where an action you are taking has not been listed you can add details of your specific actions to section 'F. Other'.

## 6. Where can I find ideas for taking action?

Through the 'Actions on Invasives' system you can select 'Central government/State Agencies' when adding your site(s) to the mapping system and a form will automatically appear. The form lists a range of actions under key categories.

In addition to these suggested actions our website provides details on how you can take action – from reporting invasive species, raising awareness, managing invasive species on your site(s) to limiting invasive species impacts.

The **'What can I do?'** section of this website provides information on how you can:

1. [Report Sightings](#)
2. Guiding principles on [Control & Management](#) of invasive species
3. How you can get involved in [Invasive Species Week](#) to raise awareness

**The Biosecurity & prevention** section of this website provides details of a range of actions you can take to reduce the risk of introducing and spreading invasive species. Three biosecurity campaigns provide details on the steps you can take to reduce the risk of spreading invasive species:

1. [Check, Clean, Dry](#)
2. [Be Plant Wise](#)
3. [Be Pet Wise](#)

The [Resources](#) section of our website provides a range of resources to help improve knowledge and awareness of invasive species, their impacts and management.

1. [Identification guides](#)
2. [Good Practice Management Guides](#)
3. [Check, Clean, Dry](#) awareness raising materials (outdoor signs, posters, templates, thank you signs, leaflets, logos, banners and more).

## 7. I'm having trouble estimating the area of my site?

Once you have drawn a polygon around your site and saved the site form the area of your site will be automatically calculated and displayed on the 'Manage my Sites' page. However, if your site is less than 1 square kilometre, it may show up as 0 on the system. Don't worry-the area of your site is still being captured in our system and reporting!

When it comes to the area of each specific action, your answers don't have to be exact. If the text box next to an action you've taken asks you to provide details on the size/area being managed, just give a realistic best estimate.

## 8. Where can I get help with the website/system?

If you have any difficulty using 'Actions on Invasives' system, you can contact the National Biodiversity Data Centre's Invasive Species Team: [invasives@biodiversityireland.ie](mailto:invasives@biodiversityireland.ie)

