

Creating an iMapInvasives Email Alert

iMapInvasives allows any user with a Level 1 account or higher to set up automatic e-mail alerts.

These are notices about confirmed observations recently submitted to iMap (one year old or less). For example, you could create an e-mail alert that would send you an e-mail whenever someone recently reported (and confirmed) zebra mussel in Erie County. The alerts are checked nightly, so if people were reporting zebra mussel on a daily basis in Erie County, you would get a daily e-mail listing those observations, the day after the records were entered.

The screenshot shows the iMapInvasives Pennsylvania User Tools interface. At the top left is the iMapInvasives logo with the tagline "Sharing information for strategic management". To the right of the logo is the text "Pennsylvania User Tools" and a "Location: My iMapInvasives" dropdown. In the top right corner, there is a user greeting: "Welcome back, Amy (amystauffer2) 1:25" with "Home" and "Log Out" links. Below the header is a navigation bar with two tabs: "My iMapInvasives" (highlighted with an orange circle) and "Resources". The main content area is divided into four columns:

- Enter Data**: Contains a screenshot of the data entry interface and a link for "Observation".
- View the Map**: Contains a screenshot of the map interface and a link for "View the Map".
- View Table**: Contains a screenshot of a data table and a link for "All Observations".
- Query and Reports**: Contains a screenshot of the query interface and links for "Custom Observation Query" and "View Report for All Data".

At the bottom of the page is a "My Personal Information" section. It includes a "My Profile" subsection with links for "Edit My Profile" and "Change my Password". To the right is an "E-Mail Alerts" subsection with a link for "Manage my Alerts", which is highlighted with an orange circle.

To create or manage e-mail alerts, click the “Manage My Alerts” link from the My iMapInvasives page.

This will bring up a table of your current alerts, if any. To create a new alert, click the “Add New Alert” button.

The screenshot shows the iMapInvasives Pennsylvania User Tools interface. At the top left is the iMapInvasives logo with the tagline "Sharing information for strategic management". The main header is "Pennsylvania User Tools". On the right, a user is logged in as "Amy" with the email "(amy@staffer2)", and there are links for "Home" and "Log Out". Below the header, the breadcrumb "My iMapInvasives :: Alerts Table" is visible. The main content area is titled "Alerts Table" and features a circled "Add New Alert" button. A yellow note states: "Note: Alerts are only checked against confirmed observation records for most iMap users. Administrators will also received alerts for unconfirmed observations. Alerts are automatically run and sent nightly." Below the note is a search bar with a "Search" button and a result count of "0 - 0 of 0 results". A table with columns "ID", "Alert Type", "Geography", "Species", "Alerts Sent", "Username", and "Active" is shown, with the text "No records returned" below it. At the bottom left is a "Download Table as CSV" button, and at the bottom right is another "0 - 0 of 0 results" indicator.

There are two types of alerts currently available: Early Detection and Continual. We'll go through **Early Detection** first. This type of alert is active only for the first few confirmed reports in your area of interest as a way to notify you of a new species coming into your area. Once there are many confirmed reports, you will stop getting notices as this species would now be considered established rather than an early detection species.

Alert Information New Record

Note: Once an alert is created, it cannot be edited (but it can be deactivated)

Basic

Alert type	Early Detection	?
Geography Type	County	?
Geography Name	York	?
Buffer Distance (meters)	1000	?
Species By	Species Name	
Species Name	Hydrilla verticillata	
Alerts requested	3 (Number of observations that will trigger alert. Limit 10)	?
# of Observations	0	
Additional Email Contact	additional_email@gmail.com	
Active	True	

Create Alert

The process for setting up an alert is similar to creating a custom query. Under the **Basic** data section, choose the parameters for your alert based on your chosen species of interest and geography. At this time, you *must* choose a specific geography (e.g., state, county, watershed, CWMA) for each alert. For Early Detection alerts, you *must* also choose a specific species.

Alert Information

New Record

Note: Once an alert is created, it cannot be edited (but it can be deactivated)

Basic

Alert type

Early Detection

?

Geography Type

County

?

Geography Name

York

?

Buffer Distance (meters)

1000

?

Species By

Species Name

?

Species Name

Hydrilla verticillata

?

Alerts requested

3

(Number of observations that will trigger alert. Limit 10)

?

of Observations

0

Additional Email Contact

additional_email@gmail.com

Active

True

Create Alert

Buffer Distance allows you to get reports for observations that fall within a set distance from your chosen area. For example, in the screen shot above, I have chosen a 1000 meter buffer, so I will be alerted if anyone reports *Hydrilla verticillata* (Hydrilla) in York County, or within 1000 meters of York County.

Alerts Requested sets the number of alerts you'd like to receive, or in other words, how many new observations will trigger an alert before the alert becomes inactive. For this alert the number is 3, meaning I will receive an alert for the first three Hydrilla observations found in or within 1000 meters of York County. The fourth and subsequent observations will not generate an alert.

 **iMapInvasives**
Sharing information
for strategic management

Pennsylvania User Tools

Welcome back, **Amy** (amy@state.pa.gov)
Home Log Out 1.96

My iMapInvasives :: Alerts :: Alert Information

Alert Information New Record

Note: Once an alert is created, it cannot be edited (but it can be deactivated)

Basic

Alert type	Early Detection	?
Geography Type	County	?
Geography Name	York	?
Buffer Distance (meters)	1000	?
Species By	Species Name	
Species Name	Hydrilla verticillata	
Alerts requested	3 (Number of observations that will trigger alert. Limit 10)	?
# of Observations	0	
Additional Email Contact	additional_email@gmail.com	
Active	True	

Create Alert

Additional Email Contact allows you to input a second contact e-mail address for the alert to be sent to. (The default e-mail is the address associated with your iMapInvasives profile).

Click **“Create Alert”** once you have chosen the parameters for your Early Detection alert.

Take note of the message in the top yellow bar saying that once an alert has been created, it cannot be edited (only deactivated).

Alert Information

ID: 1

Basic

Alert type	Early Detection	?
Geography Type	County	?
Geography Name	York	?
Buffer Distance (meters)	1000.0	?
Species By	Species Name	?
Species Name	Hydrilla verticillata	?
Alerts requested	3 (Number of observations that will trigger alert. Limit 10)	?
# of Observations	0	?
Additional Email Contact	additional_email@gmail.com	?
Active	True	?
Last Alert Run Date	July 8, 2013, 10:24 a.m.	?
User	amystauffer2	?

[Check Alert Now](#)[Deactivate Alert](#)

Once the alert has been created, you can click the “Check Alert Now” button to test if your alert conditions are true (if an e-mail will be generated from your alert). If you no longer want this alert to be active, click the “Deactivate Alert” button. You can reactivate the alert at any time.

Here is an example of what an email alert will look like when sent to your inbox. Click on the various hyperlinks to:
1) See the specific email alert, 2) Show the observation matching the alert criteria, and 3) Deactivate this alert.

From: imapinvasives@gmail.com Sent: Tue 7/16/2013 9:25 AM
To: Stauffer, Amy
Cc:
Subject: iMap Invasives - PA - Invasive Species Alert - Egeria densa

An alert has been triggered by 1 new observation(s) matching your criteria for Alert ID: 14 (<http://imapinvasives.org/paimi/alert/14>)

There are 1 observation(s) that match your alert criteria. 

PA-329U (<http://imapinvasives.org/paimi/observation/PA-329U>) Egeria densa | Brazilian Waterweed | Confirmed

Alert Information 

Alert Type: Early Detection
Alerts Sent: 1 Alerts Requested: 3
Geography Type: Coordinate
Longitude (X): 74584.33263566671
Latitude (Y): 4499883.680692901
Projection: EPSG:4326
Buffer Distance: 3200.0
Species: Egeria densa (Brazilian Waterweed)

To discontinue email messages from this alert, deactivate the alert at <http://imapinvasives.org/paimi/alert/14> 

Do not reply to this email. Please address questions to paimapinvasives@gmail.com.

To create another alert, click the “**Alerts**” link located at the top of the page (below the Pennsylvania User Tools title), or go back to the “My iMapInvasives page and click “Manage My Alerts”.

The screenshot displays the iMapInvasives Pennsylvania User Tools interface. At the top left is the iMapInvasives logo with the tagline "Sharing information for strategic management". The main title is "Pennsylvania User Tools". A breadcrumb trail shows "My iMapInvasives :: Alerts :: Alert Information". A user notification in the top right corner says "Welcome back, Amy (amystauffer2)" with "Home" and "Log Out" links. A yellow banner at the top of the main content area states "No new alerts sent". Below this is a blue header for "Alert Information" with a sub-header "Basic" and an "ID: 1" button. The alert configuration is shown in a table-like format with various fields and their values:

Alert type	Early Detection	?
Geography Type	County	?
Geography Name	York	?
Buffer Distance (meters)	1000.0	?
Species By	Species Name	?
Species Name	Hydrilla verticillata	?
Alerts requested	3 (Number of observations that will trigger alert. Limit 10)	?
# of Observations	0	
Additional Email Contact	additional_email@gmail.com	
Active	True	
Last Alert Run Date	July 08, 2013, 10:29 am	?
User	amystauffer2	?

At the bottom of the page, there are two buttons: "Check Alert Now" (grey) and "Deactivate Alert" (red).

Next let's talk about a **Continual** alert.

This type of alert will send you an e-mail whenever its conditions are met, until the alert is deactivated.

The screenshot shows the 'Alert Information' form in the iMapInvasives Pennsylvania User Tools interface. The form is titled 'Alert Information' and includes a 'New Record' button. A note states: 'Note: Once an alert is created, it cannot be edited (but it can be deactivated)'. The form is divided into a 'Basic' section. The fields are as follows:

Field	Value
Alert type	Continual
Geography Type	Waterbody
Geography Name	Conneaut Lake
Buffer Distance (meters)	
Species By	Species Name
Species Name	Potamogeton crispus
Alerts requested	∞ (You must manually deactivate the alert to stop receiving emails)
# of Observations	0
Additional Email Contact	additional_email@gmail.com
Active	True

In the example above, I will receive an e-mail whenever a newly confirmed observation of *Potamogeton crispus* (curly-leaf pondweed) is reported in Conneaut Lake, until I deactivate the alert. When this alert is activated, I will immediately get a report of any *Potamogeton crispus* observations currently shown in Conneaut Lake that were observed within the past year.

The next time I get an e-mail, it will be for a newly confirmed observation meeting these particular criteria.

Alert Information

New Record

Note: Once an alert is created, it cannot be edited (but it can be deactivated)

Basic

Alert type	<input type="text" value="Continual"/>	?
Geography Type	<input type="text" value="Waterbody"/>	?
Geography Name	<input type="text" value="Conneaut Lake"/>	?
Buffer Distance (meters)	<input type="text"/>	?
Species By	<input type="text" value="Species Name"/> Species Name Taxonomic Family Taxonomic Class Kingdom Assessment Type	
Species Name		
Alerts requested	∞ <i>(You must manually deactivate the alert to stop receiving emails)</i>	?
# of Observations	0	
Additional Email Contact	<input type="text" value="additional_email@gmail.com"/>	
Active	True	

Continual alerts can be created for species name, taxonomic family, taxonomic class, kingdom, and assessment type (e.g., terrestrial plant, aquatic animal, insect).

Species By	<input type="text" value="Species Name"/>	
Species Name	<input type="text" value="Species Name"/> <input type="text" value="Taxonomic Family"/> <input type="text" value="Kingdom"/> <input type="text" value="Assessment Type"/>	
Alerts requested	∞ <i>(You must manually deactivate the alert to stop receiving emails)</i>	<input type="button" value="?"/>
# of Observations	0	
Additional Email Contact	<input type="text" value="additional_email@gmail.com"/>	
Active	True	
Advanced		
Is common	<input type="text" value="....."/>	<input type="button" value="?"/>
Is featured	<input type="text" value="Yes"/>	<input type="button" value="?"/>
Is significant record	<input type="text" value="....."/>	<input type="button" value="?"/>
Legal status	<input type="text" value="b) Regulated"/>	
<input type="button" value="Create Alert"/>		

With a Continual alert, you also have **Advanced** alert options to choose from. These options include selecting for common species, featured species, significant records, and a particular legal status.

In the example below, I have a continual alert set up for Hydrologic Unit Code 12 (HUC), specifically looking at the Susquehanna River to alert me of any new observations found of **common species**. A common species in iMap is determined by the state administrator. In Pennsylvania, species that are widely distributed and reported are designated as common invasive species. Examples include garlic mustard and Japanese knotweed.

iMapInvasives Pennsylvania User Tools

Welcome back, **Amy** (amystauffer2) 1/85
[Home](#) [Log Out](#)

Alert Information [New Record](#)

Note: Once an alert is created, it cannot be edited (but it can be deactivated)

Basic

Alert type	Continual	?
Geography Type	HUC12	?
Geography Name	Susquehanna River	?
Buffer Distance (meters)		?
Species By	Species Name	?
Species Name	Any Species	?
Alerts requested	∞ (You must manually deactivate the alert to stop receiving emails)	?
# of Observations	0	
Additional Email Contact	additional_email@gmail.com	
Active	True	

Advanced

Is common	Yes	?
Is featured	-----	?
Is significant record	-----	?
Legal status	-----	?

[Create Alert](#)

Reference: You can view a list of common species found in Pennsylvania by using the Custom Observation Query tool (available on the My *iMapInvasives* page). Click on the Common Invasive Species tab at the top of the query tool, and then click View Report.

The screenshot shows the 'iMapInvasives Pennsylvania User Tools' interface. At the top left is the logo with the text 'iMapInvasives Sharing information for strategic management'. The main title is 'Pennsylvania User Tools' with a breadcrumb 'My iMapInvasives :: Custom Query'. A user notification in the top right says 'Welcome back, Amy (amystauffer2) 1:96' with 'Home' and 'Log Out' links. The interface is divided into three main sections: '1 Type', '2 Criteria', and '3 Results'. In the '1 Type' section, there are two buttons: 'Full Data Query' and 'Common Invasive Species', with the latter being highlighted by an orange oval. The '2 Criteria' section has a 'Geography' header and a 'Geography Type' dropdown menu currently set to 'All'. The '3 Results' section contains four buttons: 'View Table', 'View Report' (highlighted by an orange oval), 'View On Map', and 'Clear All Queries'. The footer includes navigation links for 'Home', 'Contact', 'Legal Disclosure and Terms of Use', 'Privacy Policy', and 'Financials', along with the copyright notice 'Copyright © 2013 The Nature Conservancy.'

Advanced email alert tools continued...

Featured Species are those species for which the public can view county distributions without having an iMap account. (The general public can view the distributions on the map, but not the specific observation locations).

Advanced

Is common Yes

Is featured Yes

Is significant record No

Legal status c) Unregulated

a) Prohibited

b) Regulated

c) Unregulated

Create Alert

Reference: If you click **View Report for All Data** from the My iMapInvasives page, you can scroll through the **Species Found** list to see what species are Featured in Pennsylvania (look for a tan box labeled Featured Species).

Cabomba caroliniana Carolina Fanwort, Fanwort 11 observations 2-146971	3	Neogobius melanostomus Round Goby 116 observations 2-100501 Featured Species	19
Callitriche stagnalis Pond Water-starwort 5 observations 2-128613	4	Persicaria hydropiper Marshpepper Knotweed, Smartweed 120 observations 2-150995	20
Channa argus Northern Snakehead 3 observations 2-856894	5	Polygonum cuspidatum, Fallopia japonica var. japonica Japanese Knotweed 11 observations 2-135872	21
Cipangopaludina japonica Japanese Mysterysnail 1 observation 2-115096	6	Potamogeton crispus Curly Pondweed, Crisped Pondweed, Curly-leaf pondweed, Curlyleaf pondweed, Crispy-leaved pondweed 81 observations 2-145742	22
Corbicula fluminea Asiatic Clam 77 observations 2-109333 Featured Species	7	Proterorhinus marmoratus Tubenose Goby 3 observations 2-102659	23

Advanced

Is common Yes ?

Is featured Yes ?

Is significant record No ?

Legal status

- c) Unregulated
- a) Prohibited
- b) Regulated
- c) Unregulated

Create Alert

Significant Record is the first record of a species to be reported in a county. For example, if you created an alert for County =Allegheny, Species Name = Any Species, Significant Record = Yes, you would receive a report anytime an observation is submitted for a species not previously reported in Allegheny County.

Legal Status refers to any regulations imposed on a particular species. Options for this category include prohibited, regulated, and unregulated. In Pennsylvania, some examples of aquatic invasive species that are prohibited (banned) include zebra mussel, rusty crayfish, round goby, and bighead carp.

When all information has been selected for the Continual alert, click “Create Alert”.

The screenshot shows the 'Advanced' section of a web form. It contains four dropdown menus: 'Is common' (set to 'Yes'), 'Is featured' (set to 'Yes'), 'Is significant record' (set to 'No'), and 'Legal status' (set to 'c) Unregulated'). The 'Legal status' dropdown is open, showing options 'a) Prohibited', 'b) Regulated', and 'c) Unregulated'. The 'c) Unregulated' option is highlighted in blue. At the bottom left, a grey button labeled 'Create Alert' is circled in orange.

Before the continual alert is created, a message appears (see below) reminding you that with the creation of this alert, you will receive e-mails EVERY time an observation occurs that fits the alert’s criteria. To stop receiving emails for this alert, you must deactivate it. Click OK to proceed with creating the alert.

The screenshot shows a confirmation dialog box overlaid on the alert configuration form. The dialog box has a black background with white text that reads: "You will receive emails EVERY time an observation occurs for your alert. You must manually deactivate this alert to stop receiving emails. Click ok to create this alert." Below the text are two buttons: a red button labeled "Cancel" and a grey button labeled "OK". The background form is partially visible, showing the 'Species Name' dropdown set to 'Potamogeton crispus' and the 'Is common' and 'Is featured' dropdowns.