ORGANIZATION ADMINISTRATION IN IMAPINVASIVES
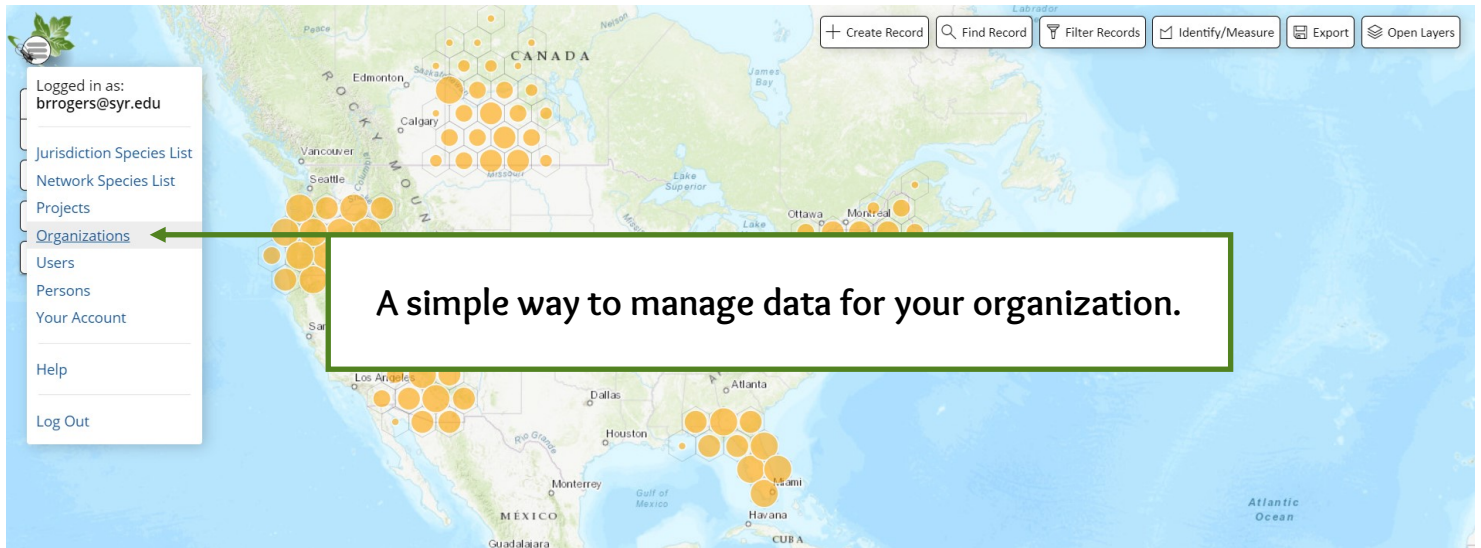
Here's everything you need to know when deciding to create or manage an organization in iMapInvasives.

A simple way to manage data for your organization.

What are the benefits of having my organization in iMapInvasives?

Organizations in iMapInvasives have many benefits. This includes allowing project and organization members to affiliate their invasive species observations with your organization by submitting presence, not-detected and treatment records to iMapInvasives. Organization administrators have editing privileges and can add, edit and delete observations submitted through their organizations. Organizations are also able to export all data into different file types for further analyses or reporting purposes.

How do I add my organization?

If you have searched for, and could not find your organization, it may need to be added to our database. To create new organizations or request to become the administrator for your organization, contact your jurisdiction administrators via our contact us page: **www.imapinvasives.org/contact-us**

Who should be members for my organization?

Members of your organization have additional privileges, including being able to see treatment record details and report treatment records to your organization. We suggest that members of organizations consist of staff, while members of projects associated with your organization can be volunteers and the public.

How do members collect data for my organization?

- Encourage organizational members to edit their account and set your organization as their "primary organization" so when they submit observations, it is automatically affiliated with your organization.
- Observations that are submitted to projects where your organization is listed as the "primary organization" will automatically affiliate those records to your project.

MANAGING YOUR ORGANIZATION IN IMAPINVASIVES

✏ Edit   (editing)   💾 Save   ✖ Cancel

To change the name of your organization, contact your jurisdiction administrator.

Name: **Name of organization**

This indicates if the organization is still active. ← | Active |

Jurisdiction: **Primary Jurisdiction for organization**

Search or sort member lists

Members

🔍 Search Members   Add Member ➕

Sort by: Role ✖ ▲

- First Name
- Last Name
- Role

Member Name—ID number
Email address for member

Member Name—ID number   **Admin**
Email address for member

Member Name—ID number   **Member**
Email address for member

Organization Administrator
Role assigned by jurisdictional administrators or by other organization administrators.
Administrators have all permissions as other members. Administrators can also assign and approve member join requests, designate additional administrators, create organizational projects, and edit/delete records and export all organizational data including unconfirmed observations and treatment records.

Organization Member
Role assigned when initially joining an org.
Members can view other members, contribute data to the organization, create treatments in jurisdiction, view treatment details and download treatment records. Organizational members are typically staff or very involved in invasive species work.

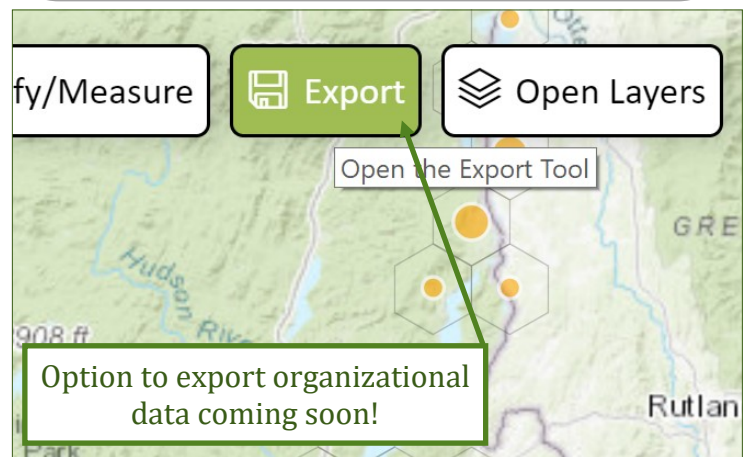## Search or sort projects

Projects

🔍 Search Members   Sort by: Select... ▲

- Name

Name of Project   Primary Org

Name of Project   **Primary Org**

Name of Project   **Partner Org**

Primary Organization
Organizational administrators have access to all projects within their organization to edit members, project information, confirm data points etc., the same as a project administrator.

Partner Organization
This option allows projects to recognize partner organizations, funders, etc.

fy/Measure   💾 Export   ▤ Open Layers

Open the Export Tool

Option to export organizational data coming soon!

908 ft   Hudson Riv   GRE   Rutlan   Park

Don't forget to **save your edits.** If you have any questions or issues, contact your jurisdictional administrator.

NatureServe.   *i*MapInvasives