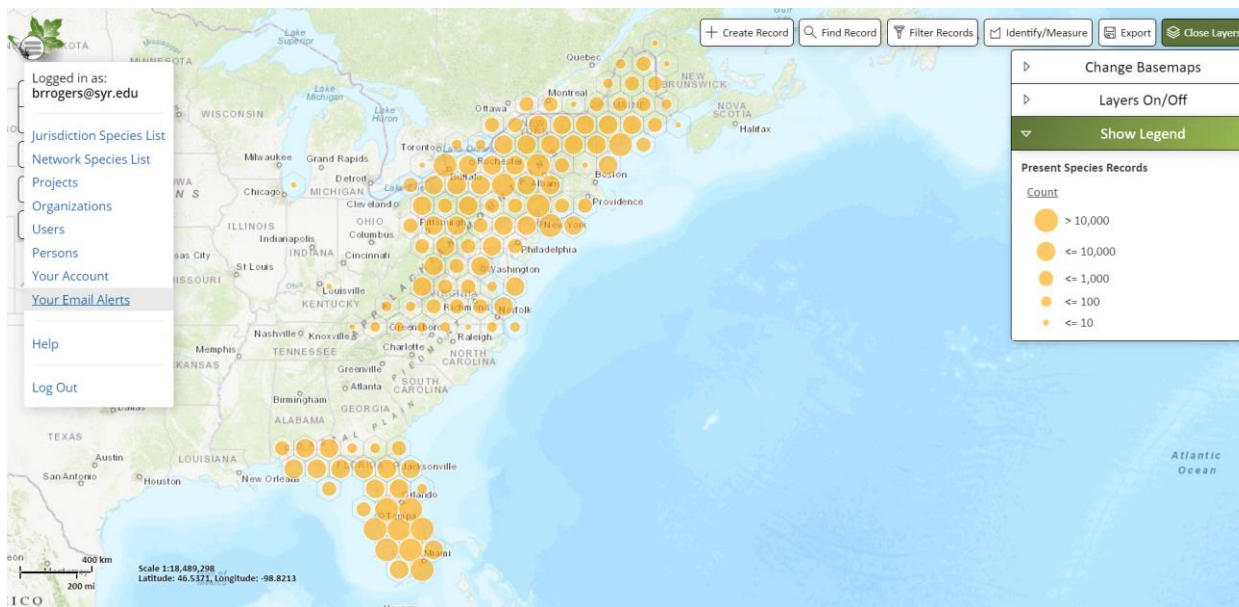



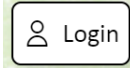



iMapInvasives Email Alerts

[Draft v. 06/23/19]





iMapInvasives.NatureServe.org

- **Access Login page:** Click the  button OR Click the  button located at the top of the Map page.
- **First log in to iMapInvasives with your email address and password**
- **If you have not logged in yet, see “Logging in to iMapInvasives” pdf**
- **Click the menu bar at the top left-hand side of the map**
- **Select email alerts**



Email Alerts (editing)

 Save
 Cancel

General: _____

- Alert me when a record I created has been updated
- Alert me when a presence record I created is the first of its species recorded in the region
- Alert me when a record is added in an organization I am part of
- Alert me when a record is added in a project I am part of

0 Custom Alerts: _____

[Add an Alert +](#)

No Email Alerts Listed

GENERAL ALERTS

This includes general alerts that have been created for iMapInvasives users. Click the [Add/Edit Alerts](#) link at the top right-hand side of your screen, to edit the alerts you'd like to receive. Select or unselect the "General" alerts you wish to receive.

- Alert me when a record I created has been updated
- Alert me when a presence record I created is the first of its species recorded in the region
- Don't alert me when a record is added in an organization I am part of
- Don't alert me when a record is added in a project I am part of

CUSTOM ALERTS

EMAIL SETTINGS:

To create your own custom alert, click the link "Add an Alert" on the right-hand side of your screen

1 Custom Alert: [Add an Alert +](#)

New Alert Active

Email Settings:

required field
Alert Name*:

required field
Frequency*:

Criteria:

please enter a species or location filter
Species: Location:

Customize the Alert Name to anything you'd like. The Frequency of the alert can be customized to immediate, daily or weekly. Alerts can be sent as soon as the observation has been submitted.

required field
Frequency*:

Criteria:

Alert on:

Immediate
Daily
Weekly

Alerts can be sent each day at a specific time.

Frequency*: Daily
required field

Send an email digest every day at*: 07:30

Alerts can be sent on specific days of the week at specific times.

Frequency*: Weekly
required field

Send an email digest every*: Select... *required field* at*: 07:30

Criteria:

Alert on: New/modified records

Species: Any

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday

Now that you've got the frequency of your email digest decided, you can continue by selecting the customized criteria you'd like to designate for your email alert. There are two main categories for email alerts, Species and Location, and multiple combinations within each.

Species

Species Name (page 4)

Genus (page 5)

Species Type (page 6)

Legal Status (page 7)

Location

Any (page 8)

Geography Type (page 8)

Radius from Point (page 9)

First Time in Region (page 10)

Don't forget to save your changes! Once you've saved your changes you can go back in and edit your alerts to add additional alerts, criteria, make alerts inactive or even delete them.

SPECIES

ANY:

You have the option to leave species as any, and only elect criteria based on Location.

SPECIES NAME:

Criteria:

Species: Species Name Location: Any

Species Name

Genus

Species Type

Legal Status

Criteria:

Species: Species Name Location: Any

select one or more

Species Names*: adel

Balsam Woolly Adelgid (Adelges piceae)

Hemlock Woolly Adelgid (Adelges tsugae)

Circassian Bean (Adenantha pavonina)

GENUS:

Criteria:

please enter a species or location filter

Species: Any Location: Any

- Any
- Species Name
- Genus
- Species Type
- Legal Status

Criteria:

Species: Genus Location: Any

select one or more

Genus Names*: Adel

- (Adelges)
- (Adenantha)
- pampas grass (Cortaderia)
- (Gadellia)
- (Gymnadenia)
- (Oeceoclades)

SPECIES TYPE:

Criteria:

Species: Species Type ▲ Location: Any ▼

Species Type: Any

Species Type: Species Name

Species Type: Genus

Species Type: Species Type

Species Type: Legal Status

Habitat Type*: Select... ▼

Criteria:

Species: Species Type ▼ Location: Any ▼

Species Type*: Select... ▲ Habitat Type*: Select... ▼

Species Type*: Plant

Species Type*: Animal ←

Species Type*: Microorganism

Criteria:

Species: Species Type ▼ Location: Any ▼

Species Type*: Select... ▼ Habitat Type*: Select... ▲

Species Type*: Aquatic

Species Type*: Terrestrial ←

Species Type*: Semiaquatic

Species Type*: Marine

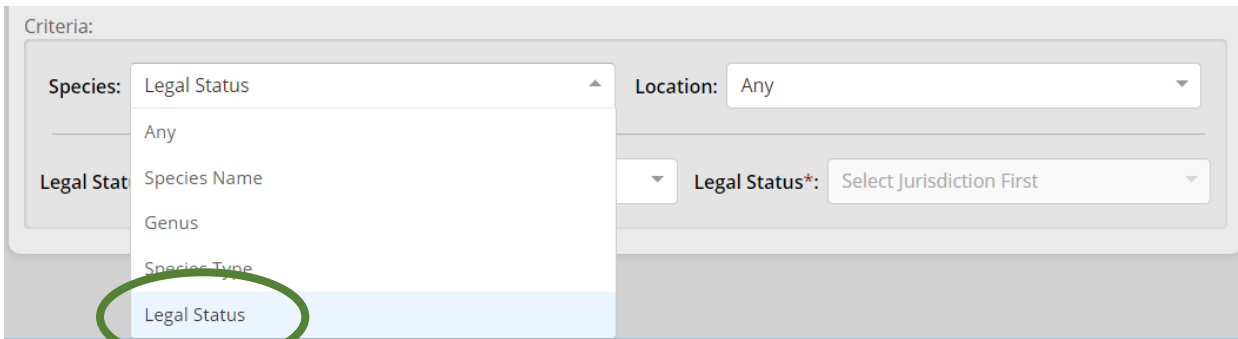
LEGAL STATUS:

Criteria:

Species: Legal Status Location: Any

Legal Status's Jurisdiction*: Legal Status*: Select Jurisdiction First

- Any
- Species Name
- Genus
- Species Type
- Legal Status

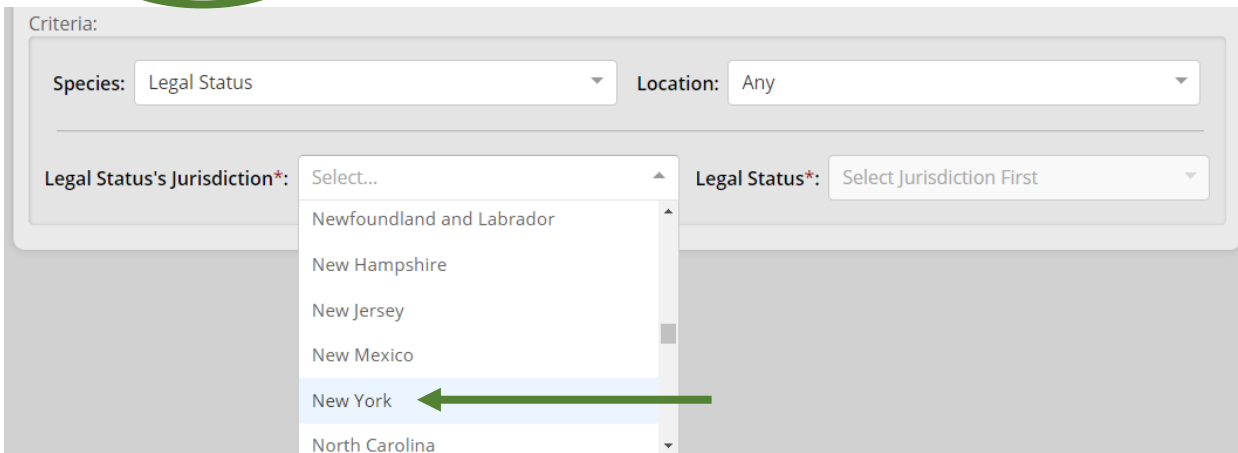


Criteria:

Species: Legal Status Location: Any

Legal Status's Jurisdiction*: Select... Legal Status*: Select Jurisdiction First

- Newfoundland and Labrador
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina

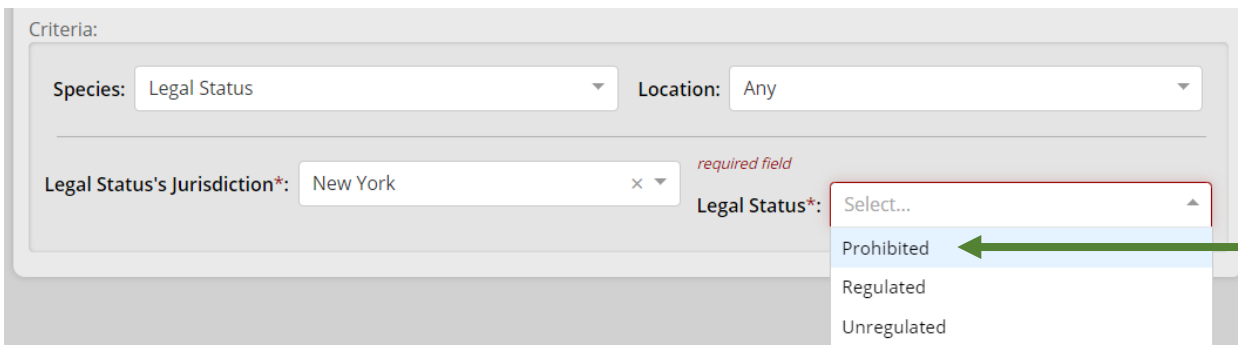


Criteria:

Species: Legal Status Location: Any

Legal Status's Jurisdiction*: New York required field Legal Status*: Select...

- Prohibited
- Regulated
- Unregulated



LOCATION

ANY:

You have the option to not create alerts by location and only based on species criteria.

GEOGRAPHY TYPE:

Criteria:

Species: Any Location: Geography Type

Geography Type*: Select...

Buffer Size: Units

Any
Geography Type
Radius From Point
First Time in Region

Criteria:

Species: Any Location: Geography Type

Geography Type*: County/District

County/District's: State/Province
County/District
Waterbody
Conservation Land
USGS Topographic Quad
Regional Management Partnership

Buffer Size: Select...

Criteria:

Species: Any Location: Geography Type

Geography Type*: County/District

County/District's Jurisdiction*: New York required field

County/District*: Albany
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua

Buffer Size: Units

Buffer Size: Units

Meters
Kilometers
Feet
Miles

Although optional, you may want to select a specific buffer size for your custom alert.

RADIUS FROM POINT:

Criteria:

Species: Any Location: Radius From Point

Radius*: Kilometers x

Latitude*: 48.35 Longitude*: -99.95

Any
Geography Type
Radius From Point
First time in Region

Radius*: Units

Latitude*: 48.35 Longitude*: -99.95

Meters
Kilometers
Feet
Miles

FIRST TIME IN REGION:

Criteria:

Species: Any

Location: First Time in Region

County/District's Jurisdiction: New York

County/District: Geography Type

Radius From Point

First Time in Region

Criteria:

Species: Any

Location: First Time in Region

County/District's Jurisdiction: New York

County/District: Any

Bronx

Broome


Cattaraugus

Cayuga

Chautauqua

Chemung

Chenango

 **Email Alerts** (editing) Save Cancel

Alert me when a presence record I created is the first of its species recorded in the region
 Alert me when a record is added in an organization I am part of
 Alert me when a record is added in a project I am part of

7 Custom Alerts: Add an Alert +

Inactive - "Hemlock Woolly Adelgid" Daily Alert ⊘

Active

Email Settings:

Alert Name*: Hemlock Woolly Adelgid

Frequency*: Daily

Send an email digest every day at*: 07:30 AM

Criteria:

Species: Species Name Location: Any

Species Names*: x Hemlock Woolly Adelgid (Adelges tsugae)

"First Time Invasive in Cayuga County" Weekly Alert ⊘

Active

Email Settings:

Alert Name*: First Time Invasive In Cayuga County

Frequency*: Weekly

Send an email digest every*: Monday at*: 07:30 AM

Criteria:

Species: Any Location: First Time in Region

County/District's Jurisdiction: New York County/District: Cayuga

"Adelges Alert" Immediate Alert ⊘

Active

Email Settings:

Alert Name*: Adelges Alert

Frequency*: Immediate

Criteria:

Species: Genus Location: Any

Genus Names*: x (Adelges)

"Cayuga County Alert Digest" Weekly Alert ⊘

Active

Email Settings:

Alert Name*: Cayuga County Alert Digest

Frequency*: Weekly

Send an email digest every*: Wednesday at*: 02:00 PM

Don't forget to save your changes! Once you've saved your changed you can go back in and edit your alerts to add additional alerts, criteria, make alerts inactive or even delete them.