



STATE COORDINATOR USER GUIDE

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INTRODUCTION

WeedScan is an Australia-wide priority weed identification, recording and alert system that connects people managing weeds in their local area.

WeedScan is free and available as either a web app or mobile app (Android and iOS). For general instructions on how to use WeedScan to identify and record weeds, please refer to the WeedScan web app and WeedScan mobile app public user guides.

The information provided in this guide is specific to WeedScan users with a **State Coordinator account**. The State Coordinator is an essential administrative role in WeedScan.

An individual appointed as a State Coordinator should be authorised by their state or territory jurisdiction to act on its behalf. Each jurisdiction may appoint multiple State Coordinators. The responsibilities associated with the WeedScan State Coordinator role are detailed below.

STATE COORDINATOR RESPONSIBILITIES

A State Coordinator has the authority in WeedScan to act on behalf of their own state or territory jurisdiction. Acting on behalf of a different state or territory jurisdiction is not permitted.

As a State Coordinator account holder, your responsibilities include:

1. Providing and updating contact information for your state or territory jurisdiction to WeedScan Administrator
2. Managing the weed profiles for your state or territory jurisdiction
3. Appointing and managing the WeedScan Biosecurity Officer users for your state or territory jurisdiction
4. Approving requests for WeedScan groups for your state or territory jurisdiction.

GETTING STARTED

ACCESS THE WEEDSCAN WEB APP

The WeedScan web app is available online at <https://weedscan.org.au/> and is best suited for use on a desktop computer. The WeedScan web app is not optimised for viewing on mobile devices. For instructions on how to use the WeedScan web app to identify and record weeds, please refer to the WeedScan web app public user guide.

ACCESS THE WEEDSCAN MOBILE APP

A free mobile-friendly version of WeedScan (WeedScan mobile app) is available to download from the Android or Apple app store. For instructions on how to use the WeedScan mobile app to identify and record weeds please refer to the WeedScan mobile app public user guide.

The State Coordinator administration tasks detailed in this guide can be accessed only with the WeedScan web app. The mobile app does not support these functions.

However, the WeedScan mobile app can be used to receive personalised weed notifications – once set up via the WeedScan web app.



PRIVACY POLICY AND TERMS & CONDITIONS

A link to the Privacy Policy and Terms & Conditions is located at the bottom of every page.

OBTAIN A WEEDSCAN STATE COORDINATOR ACCOUNT

To get a State Coordinator account you must first register for a WeedScan account. Then a WeedScan State Coordinator from your state or territory or the WeedScan National Coordinator must promote your account to a State Coordinator account. Instructions for requesting account promotion will be provided by a State Coordinator from your jurisdiction or the WeedScan National Coordinator.

To register for a State Coordinator WeedScan account:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Click **Register** on the top right of the page.
3. Enter the requested information (email, name, phone number, state, and password). Your password must have at least 8 characters and include at least one upper-case letter and one number.
4. Read and accept the Privacy Policy and Terms & Conditions.
5. Click the green **Register** button.
6. Request for your account to be promoted to a State Coordinator account. Refer to instructions provided by another State Coordinator from your jurisdiction or the WeedScan National Coordinator.
7. Once your account is promoted, the envelope icon and the **Administration** tile/button will appear on the homepage as indicated below. The name in the banner will be your first name, not 'State Coordinator'.



[Home](#) [About](#) [Identify](#) [Search](#) [Groups](#) [Weeds](#) [Resources](#)

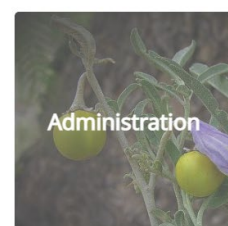
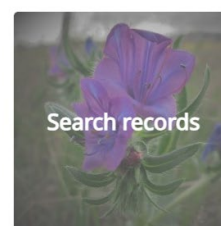
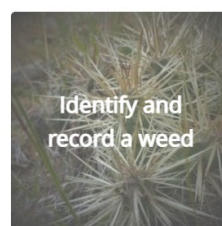
State
coordinator 93

[Logout](#)

Record priority weeds in your local area to protect the environment, farms and communities

WeedScan is a free community priority weed identification, alert, recording and communication system that supports cooperative weeds action Australia-wide. WeedScan uses artificial intelligence to identify priority weeds. Users can create, view and share records through groups to improve weed control. WeedScan links users to weed biology and management information relevant to their location and allows them to notify state and local government of new weed incursions.

The WeedScan website and smartphone app will be officially launched in the second half of 2023.



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When registered as a State Coordinator, your status will be shown here.

LOG IN

To log in to your WeedScan account:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Click **Login** on the top right of the page.
3. Enter the email and password for your WeedScan account.
4. Click the green **Log in** button. Your name should now appear at the top right of the page.

LOG OUT

To log out of your WeedScan account, click **Logout** at the top right of the page. The message 'You have successfully logged out of the application' should be displayed.

MANAGE YOUR ACCOUNT

To manage your WeedScan account:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your WeedScan account.
3. Click on **your name** at the top right of the page to open the **Manage your account** portal. From here you can update your profile, email and password settings.

Update your profile

To update your name, phone number or home state:

1. Open the Manage your account portal.
2. Select **Profile** on the left of the page.
3. Edit the name, phone number or home state and click the **Save** button.

Update email address

To update the email address for your WeedScan account:

1. Open the Manage your account portal.
2. Select **Email** on the left of the page.
3. Enter your preferred email address in the **New email** field and click the **Change email** button.
4. The email fields will display your old email until the new email address is confirmed. WeedScan sends a confirmation link to the new email address. Check your email and click the link to confirm the email change. Your email will now be updated.

Update password

To update the password for your WeedScan account:

1. Open the Manage your account portal.
2. Select **Password** on the left of the page.
3. Complete the **Current password**, **New password** and **Confirm new password** fields then click the **Update** button.
4. The message 'Your password has been changed' should appear.

Forgotten password

To reset your password for your WeedScan account:

1. Click **Login** on the top right of the page.
2. Click **Forgot your password?**
3. Enter your WeedScan account email and click **Submit**.
4. Check your email for instructions to reset your password.
5. Follow the instructions in the email to reset your password.
6. Provide your WeedScan email and new password then click **Reset**. Your password must have at least 8 characters and include at least one upper-case letter and one number.
7. Your password is now reset. Please log in with your updated password.

Troubleshooting

Need help?

If you need help, contact the WeedScan State Coordinator or National Coordinator via email weeds@invasives.com.au

WEEDS THAT WEEDSCAN CAN IDENTIFY

A list of the priority weed species that WeedScan can identify and record is available at <https://weedscan.org.au/Weeds> or by clicking **Weeds** at the top of the WeedScan web app homepage.

If using the WeedScan mobile app, open the main **Menu** and tap **Weed list**.

WEEDSCAN ADMINISTRATION FOR STATE COORDINATORS

STATE OR TERRITORY JURISDICTION CONTACT DETAILS

When high priority weeds are recorded, WeedScan sends a notification via email to your state or territory. It is essential that your jurisdiction's contact information is provided and kept up to date so that high priority weed notifications are received.

Please provide the email address for your jurisdiction to receive WeedScan's high-priority weed notifications to weeds@invasives.com.au

MANAGE STATE PROFILES

About State profiles and high priority status

The State profile allows each jurisdiction to customise WeedScan's behaviour for individual weed species.

You can provide URL links to your jurisdiction's web-based weed-information resources. These links are automatically given to users when a priority weed is identified in your state or territory – ensuring that WeedScan users are provided with relevant, location-specific weed-management and biosecurity information. URL links to webpages are preferred. Avoid using URL links to PDF documents as they are difficult to open using the WeedScan mobile app (the user will have to download the PDF to their device and then find the relevant information in the document).

The State profile is also where you indicate if a weed species is a high priority in your jurisdiction. This means that WeedScan encourages users in your state or territory to make a record when high priority weeds are identified. Also, WeedScan sends a high priority weed notification via email to your nominated state or territory email address when high priority weeds are recorded in your jurisdiction.

It is the responsibility of the State Coordinator to ensure that your jurisdiction's State profiles are kept up to date. State profiles may be updated at any time.

Add a new State profile

For a worked example, we will add a new State profile for NSW to African boxthorn. NSW also wants to nominate African boxthorn as a high priority weed.

To add a new State profile for a weed species:

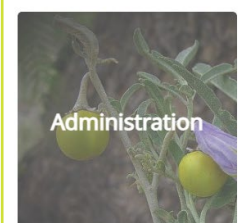
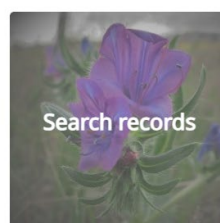
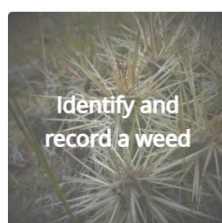
1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your WeedScan State Coordinator account.
3. Click the **Administration** button on the homepage.



Record priority weeds in your local area to protect the environment, farms and communities

WeedScan is a free community priority weed identification, alert, recording and communication system that supports cooperative weeds action Australia-wide. WeedScan uses artificial intelligence to identify priority weeds. Users can create, view and share records through groups to improve weed control. WeedScan links users to weed biology and management information relevant to their location and allows them to notify state and local government of new weed incursions.

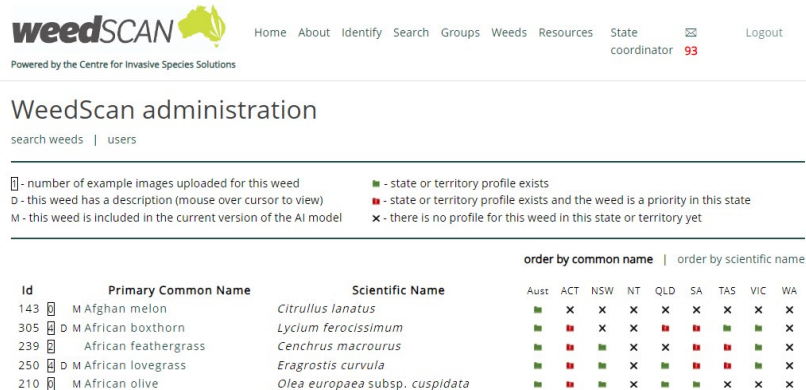
The WeedScan website and smartphone app will be officially launched in the second half of 2023.




4. The WeedScan **Administration** page summarises all the State profiles for every priority weed species in WeedScan. It indicates if there is a State profile available and if the weed is a high priority for every jurisdiction. You can choose to order the weeds list by common or scientific name.

Looking at African boxthorn, we can see that:

- NSW, NT, and WA do not have a State profile available for African boxthorn (black X icon)
- Aust (national-level profile, e.g. Weeds Australia), Tas and Vic have a State profile for African boxthorn, but the weed is not a high priority (green folder icon).
- ACT, Qld and SA have a State profile for African boxthorn and these jurisdictions consider the weed a high priority (red folder icon).



weedSCAN  Home About Identify Search Groups Weeds Resources State coordinator 93 Logout

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WeedScan administration

search weeds | users

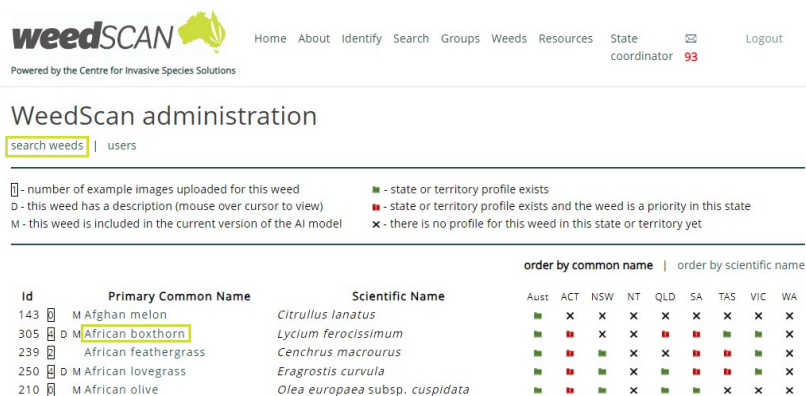
■ - number of example images uploaded for this weed
D - this weed has a description (mouse over cursor to view)
M - this weed is included in the current version of the AI model


■ - state or territory profile exists
■ - state or territory profile exists and the weed is a priority in this state
X - there is no profile for this weed in this state or territory yet

| Id | Primary Common Name | Scientific Name | order by common name order by scientific name | | | | | | | | |
|-----|-----------------------|--|---|-----|-----|----|-----|----|-----|-----|----|
| | | | Aust | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
| 143 | M Afghan melon | <i>Citrullus lanatus</i> | ■ | X | X | X | X | X | X | X | |
| 305 | D M African boxthorn | <i>Lycium ferocissimum</i> | ■ | ■ | X | X | ■ | ■ | ■ | X | |
| 239 | African feathergrass | <i>Cenchrus macrourus</i> | ■ | ■ | ■ | X | X | ■ | ■ | X | |
| 250 | D M African lovegrass | <i>Eragrostis curvula</i> | ■ | ■ | ■ | X | ■ | ■ | ■ | X | |
| 210 | M African olive | <i>Olea europaea</i> subsp. <i>cuspidata</i> | ■ | ■ | ■ | X | ■ | ■ | X | X | |

Clicking on a red or green folder icon will open a jurisdiction's nominated URL information resource.

5. Open the weed profile for the species that you want to add to a State profile. To do this, either click on the common name of the weed or enter keywords into the Search weeds function to search the weeds list.



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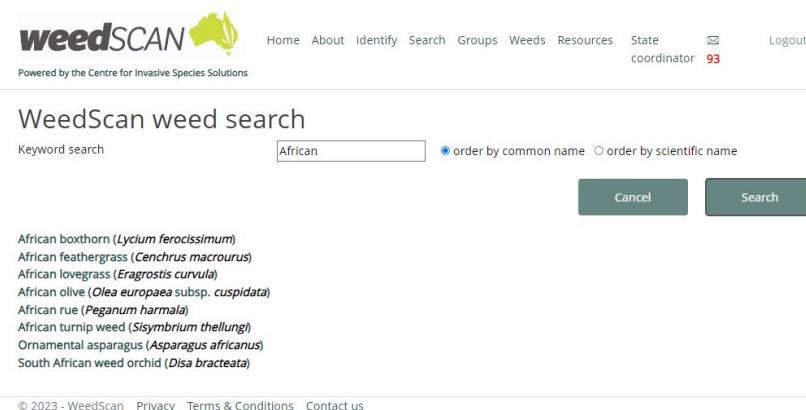
WeedScan administration


search weeds | users

■ - number of example images uploaded for this weed
D - this weed has a description (mouse over cursor to view)
M - this weed is included in the current version of the AI model

■ - state or territory profile exists
■ - state or territory profile exists and the weed is a priority in this state
X - there is no profile for this weed in this state or territory yet

| Id | Primary Common Name | Scientific Name | order by common name order by scientific name | | | | | | | | |
|-----|-----------------------|--|---|-----|-----|----|-----|----|-----|-----|----|
| | | | Aust | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
| 143 | M Afghan melon | <i>Citrullus lanatus</i> | ■ | X | X | X | X | X | X | X | |
| 305 | D M African boxthorn | <i>Lycium ferocissimum</i> | ■ | ■ | X | X | ■ | ■ | ■ | X | |
| 239 | African feathergrass | <i>Cenchrus macrourus</i> | ■ | ■ | ■ | X | X | ■ | ■ | X | |
| 250 | D M African lovegrass | <i>Eragrostis curvula</i> | ■ | ■ | ■ | X | ■ | ■ | ■ | X | |
| 210 | M African olive | <i>Olea europaea</i> subsp. <i>cuspidata</i> | ■ | ■ | ■ | X | ■ | ■ | X | X | |



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WeedScan weed search


Keyword search ☒ order by common name ☐ order by scientific name

African boxthorn (*Lycium ferocissimum*)
African feathergrass (*Cenchrus macrourus*)
African lovegrass (*Eragrostis curvula*)
African olive (*Olea europaea* subsp. *cuspidata*)
African rue (*Peganum harmala*)
African turnip weed (*Sisymbrium thellungi*)
Ornamental asparagus (*Asparagus africanus*)
South African weed orchid (*Disa bracteata*)

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6. The State profile section is located at the bottom of the page. Any existing State profiles are listed. To create a new profile, click the **Add** button.
7. Enter the following details, then click the **Save** button:
 - a. State.
 - b. Information resource name – a short descriptive name for your weed-information resource (e.g. NSW WeedWise).
 - c. Information resource URL – the URL link to a weed-information resource produced by your state or territory government.
Avoid using URL links to PDF documents as these are difficult to view on the WeedScan mobile app.
 - d. Preferred name (optional) – only supply this if the weed is widely known by a different common name than the one listed on WeedScan. Only one preferred common name can be provided per jurisdiction.
 - e. Is this weed a high priority here? Tick the checkbox if the weed is a high priority and you want to trigger a high priority notification when the weed is recorded in your state or territory.
 - f. Comments (optional) – not disclosed to public WeedScan users.

You may indicate a high priority weed even if your jurisdiction does not have URL information resources available. In this situation, select the high priority checkbox but leave the name and URL for the information resource blank when you complete the State profile.



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Primary common name

Family

Genus

Epithet

Is cross

Subspecies

Variety

Other

Description

African boxthorn

Solanaceae

Lycium

ferocissimum

☐

****Plant Form**** Upright spiny shrub. ****Size**** Up to 6 m tall. ****Stem**** Woody, rigid, branched, with thorns up to 15 cm long. ****Leaves**** Oval with rounded tip, fleshy, bright green, 10-40 mm long. ****Flowers**** White to purple with 5 petals, 1 cm diameter. ****Fruit and Seeds**** Round berries, green when unripe and red when ripe, 5-10 mm diameter, 20-70 seeds per fruit. ****Habitat**** Dry, sandy woodlands, rangelands, roadsides and waterways. ****Distinguishing Features**** Larger berries and stamens extending outside of the flower compared to the native Australian boxthorn (****Lycium australe****). ****Impacts**** Forms dense impenetrable thickets blocking land, harbours pests and diseases, outcompetes and replaces native vegetation.

Comments

For internal use only

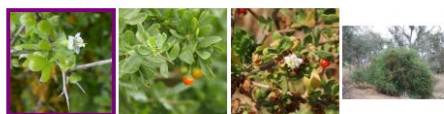
Last updated by tomasmittchellstorey@gmail.com at 1/02/2023 1:39:15 AM

Close

Delete

SAVE


Example images for this weed



State profiles for this Weed

| State | URL | Preferred name | Source | High priority? |
|-------|---|----------------|--|----------------|
| All | https://profiles.ala.org.au/opus/weeds-australia/profile/Lycium%20ferocissimum | | Weeds Australia | No |
| VIC | https://agriculture.vic.gov.au/biosecurity/weeds/weeds-information/african-boxthorn | | Agriculture Victoria | No |
| QLD | https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/biosecurity/plants/invasive/restricted/african-boxthorn | | DAF Qld | Yes |
| SA | https://pir.sa.gov.au/biosecurity/weeds/controlling-weeds/african_boxthorn | | PIRSA Website | Yes |
| TAS | https://nre.tas.gov.au/invasive-species-site/Pages/African-Boxthorn.aspx | | Department of Natural Resources and Environment Tasmania | No |
| NT | | | | Yes |
| ACT | https://weeds.dpi.nsw.gov.au/Weeds/AfricanBoxthorn | | NSW WeedWise | Yes |

Add



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State profile for African boxthorn

State

Information resource name

Information resource URL

Preferred name

Is this weed a high priority here?

Comments

New South Wales

NSW WeedWise

<https://weeds.dpi.nsw.gov.au/Weeds/AfricanBoxthorn>

☒

Please leave empty/blank/unselected if creating a National profile

High priority status in WeedScan will email every record of that weed in that state to a state administration email address. It also encourages users in that State/Territory to make a record after identification.

Last updated by tomasmittchellstorey@gmail.com at 1/02/2023 1:39:15 AM

Cancel


Delete

SAVE

8. The State profile you just created should now be listed in the **State profiles for this weed** section. Click the **Close** button (above weed example images) to return to the WeedScan Administration page.

Close Delete SAVE

Example images for this weed



State profiles for this Weed

| State | URL | Preferred name | Source | High priority? |
|-------|---|----------------|--|----------------|
| All | https://profiles.ala.org.au/opus/weeds-australia/profile/Lycium%20ferocissimum | | Weeds Australia | No |
| NSW | https://weeds.dpi.nsw.gov.au/Weeds/AfricanBoxthorn | | NSW WeedWise | Yes |
| VIC | https://agriculture.vic.gov.au/biosecurity/weeds/weeds-information/african-boxthorn | | Agriculture Victoria | No |
| QLD | https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/biosecurity/plants/invasive/restricted/african-boxthorn | | DAF Qld | Yes |
| SA | https://pir.sa.gov.au/biosecurity/weeds/controlling-weeds/african_boxthorn | | PIRSA Website | Yes |
| TAS | https://nre.tas.gov.au/invasive-species-site/Pages/African-Boxthorn.aspx | | Department of Natural Resources and Environment Tasmania | No |
| NT | | | | Yes |
| ACT | https://weeds.dpi.nsw.gov.au/Weeds/AfricanBoxthorn | | NSW WeedWise | Yes |

Add

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9. The new State profile should also appear on the WeedScan Administration page. Clicking on a red or green folder icon will open a jurisdiction's nominated URL information resource.

WeedScan administration

search weeds | users

📁 - number of example images uploaded for this weed
D - this weed has a description (mouse over cursor to view)
M - this weed is included in the current version of the AI model

■ - state or territory profile exists
■ - state or territory profile exists and the weed is a priority in this state
✕ - there is no profile for this weed in this state or territory yet

| | | | order by common name order by scientific name | | | | | | | | | |
|-----|--|--|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|
| Id | Primary Common Name | Scientific Name | Aust | ACT | NSW | NT | QLD | SA | TAS | VIC | WA | |
| 143 | <div><div></div><div>M Afghan melon</div></div> | <i>Citrullus lanatus</i> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | |
| 305 | <div><div></div><div>M African boxthorn</div></div> | <i>Lycium ferocissimum</i> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | |
| 239 | <div><div></div><div>African feathergrass</div></div> | <i>Cenchrus macrourus</i> | <div></div> | <div></div> | <div></div> | <div>X</div> | <div>X</div> | <div></div> | <div></div> | <div></div> | <div>X</div> | |
| 250 | <div><div></div><div>M African lovegrass</div></div> | <i>Eragrostis curvula</i> | <div></div> | <div></div> | <div></div> | <div>X</div> | <div></div> | <div></div> | <div></div> | <div></div> | <div>X</div> | |
| 210 | <div><div></div><div>M African olive</div></div> | <i>Olea europaea</i> subsp. <i>cuspidata</i> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div>X</div> | <div>X</div> | |
| 207 | <div><div></div><div>M African rue</div></div> | <i>Peganum harmala</i> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | |
| 106 | <div><div></div><div>African turnip weed</div></div> | <i>Sisymbrium thellungi</i> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | |
| 221 | <div><div></div><div>M Aleppo pine</div></div> | <i>Pinus halepensis</i> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | |
| 5 | <div><div></div><div>M Alisma</div></div> | <i>Alisma lanceolatum</i> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | |
| 191 | <div><div></div><div>M Alkali sida</div></div> | <i>Malvella leprosa</i> | <div></div> | <div>X</div> | <div>X</div> | <div>X</div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | |
| 8 | <div><div></div><div>M Alligator weed</div></div> | <i>Alternanthera philoxeroides</i> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div>X</div> | |
| 93 | <div><div></div><div>M Amsinckia</div></div> | <i>Amsinckia</i> species | <div>X</div> | <div>X</div> | <div>X</div> | <div>X</div> | <div></div> | <div></div> | <div></div> | <div></div> | <div>X</div> | |
| 273 | <div><div></div><div>Anchored water hyacinth</div></div> | <i>Eichhornia azurea</i> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | |

Edit a State profile

To edit an existing State profile for a weed species:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your WeedScan State Coordinator account.
3. Click the **Administration** button on the homepage to open the WeedScan Administration page.
4. Open the weed profile for the species of interest. To do this, either click on the common name of the weed from the list or use **Search weeds** to search for your weed by a keyword.
5. The **State profile** section is located at the bottom of the page, with the existing State profiles listed. Click on the state or territory that you want to edit.
6. Amend the State profile as required and click the **Save** button.
7. Check that your changes have been applied.

Delete a State profile

To delete a State profile for a weed species:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your WeedScan State Coordinator account.
3. Click the **Administration** button on the homepage to open the WeedScan Administration page.
4. Open the weed profile for the species of interest. To do this, either click on the common name of the weed from the list or use **Search weeds** to search for your weed using a keyword.
5. The **State profile** section is located at the bottom of the page, with the existing State profiles listed. Click on the state or territory that you want to delete.
6. Click Delete to remove the State profile.
7. Check that the State profile is no longer listed for the weed.

MANAGE BIOSECURITY OFFICERS

About Biosecurity Officers

'Biosecurity Officer' is an account type in WeedScan designed for individuals who work in weed management/ biosecurity for local or state government.

Biosecurity Officers can:

1. Receive notifications of weeds recorded in their local area
2. Access contact information of the person who recorded a weed
3. Access precise weed-location data.

'Biosecurity Officer' is a loose descriptive term: it is for each jurisdiction to define and decide who can be appointed as a WeedScan Biosecurity Officer. As WeedScan collects sensitive information (personal information and weed-location data), it is recommended to restrict this account type to approved and verified local or state government employees.

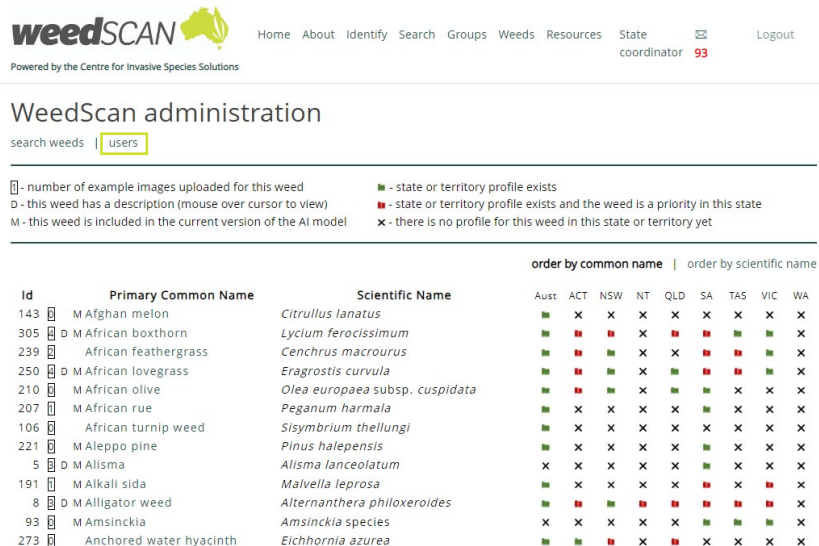
Please use your existing communication systems to provide any instructions to potential Biosecurity Officers.

It is the responsibility of the State Coordinator to appoint approved users to the Biosecurity Officer account and assign appropriate local government areas (LGAs) to their account. These LGAs are used to define the Biosecurity Officer's local area for receiving weed notifications in WeedScan.

Add a Biosecurity Officer

To appoint a Biosecurity Officer:

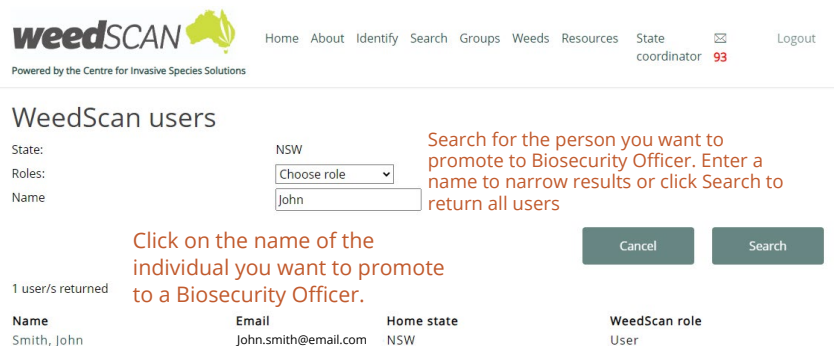
1. Identify a Biosecurity Officer candidate and instruct them to register for a WeedScan account (instructions for this are provided in the WeedScan Biosecurity Officer user guide). The candidate must have a WeedScan account before they can be promoted to a Biosecurity Officer.
2. Log in to the WeedScan web app with your State Coordinator account.
3. Click the **Administration** button on the homepage to open the WeedScan Administration page.
4. Click on **users** near the top of the page under the heading **WeedScan Administration**.



The screenshot shows the WeedScan Administration page. At the top, there's a navigation bar with links: Home, About, Identify, Search, Groups, Weeds, Resources, State coordinator (93), and Logout. Below the navigation bar, the page title is "WeedScan administration". There's a search bar with "users" entered. A legend explains the icons: a square with a number of images for example images uploaded, a 'D' for weeds with descriptions, an 'M' for weeds in the current AI model, a green square for state/territory profile existence, a red square for state/territory profile existence and priority, and an 'X' for no profile. The main table lists weeds with columns for Id, Primary Common Name, Scientific Name, and a grid of state/territory profiles (Aust, ACT, NSW, NT, QLD, SA, TAS, VIC, WA). The table is sorted by common name.

| Id | Primary Common Name | Scientific Name | Aust | ACT | NSW | NT | QLD | SA | TAS | VIC | WA |
|-----|-------------------------|---------------------------------------|------|-----|-----|----|-----|----|-----|-----|----|
| 143 | M Afghan melon | <i>Citrullus lanatus</i> | | X | X | X | X | X | X | X | X |
| 305 | D M African boxthorn | <i>Lycium ferocissimum</i> | | | X | X | X | X | X | X | X |
| 239 | African feathergrass | <i>Cenchrus macrourus</i> | | | X | X | X | X | X | X | X |
| 250 | D M African lovegrass | <i>Eragrostis curvula</i> | | | X | X | X | X | X | X | X |
| 210 | M African olive | <i>Olea europaea subsp. cuspidata</i> | | | X | X | X | X | X | X | X |
| 207 | M African rue | <i>Peganum harmala</i> | | X | X | X | X | X | X | X | X |
| 106 | African turnip weed | <i>Sisymbrium thellungi</i> | | X | X | X | X | X | X | X | X |
| 221 | M Aleppo pine | <i>Pinus halepensis</i> | | X | X | X | X | X | X | X | X |
| 5 | D M Alisma | <i>Alisma lanceolatum</i> | | X | X | X | X | X | X | X | X |
| 191 | M Alkali sida | <i>Malvella leprosa</i> | | X | X | X | X | X | X | X | X |
| 8 | D M Alligator weed | <i>Alternanthera philoxeroides</i> | | X | X | X | X | X | X | X | X |
| 93 | M Amsinckia | <i>Amsinckia species</i> | | X | X | X | X | X | X | X | X |
| 273 | Anchored water hyacinth | <i>Eichhornia azurea</i> | | X | X | X | X | X | X | X | X |

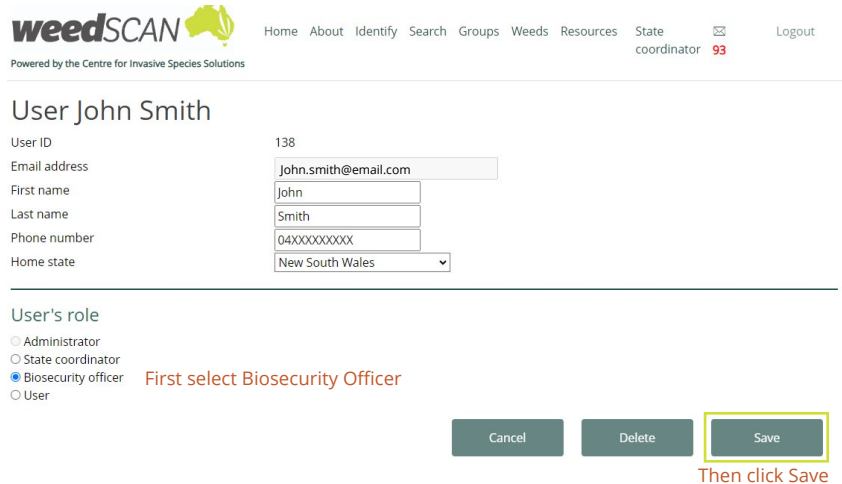
5. Search for the individual you want to promote to a Biosecurity Officer, then click on their name. You can filter results by name, WeedScan role or just click Search to return all the WeedScan users in your jurisdiction.




The screenshot shows the WeedScan users search page. At the top, there's a navigation bar with links: Home, About, Identify, Search, Groups, Weeds, Resources, State coordinator (93), and Logout. Below the navigation bar, the page title is "WeedScan users". There's a search bar with "NSW" entered. A legend explains the icons: a square with a number of images for example images uploaded, a 'D' for weeds with descriptions, an 'M' for weeds in the current AI model, a green square for state/territory profile existence, a red square for state/territory profile existence and priority, and an 'X' for no profile. The main table lists users with columns for Name, Email, Home state, and WeedScan role. The table is sorted by name.

| Name | Email | Home state | WeedScan role |
|-------------|----------------------|------------|---------------|
| Smith, John | John.smith@email.com | NSW | User |

6. Change the user's role to **Biosecurity Officer** and click the **Save** button.



weedSCAN  Home About Identify Search Groups Weeds Resources State coordinator 93 Logout

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User John Smith

User ID: 138

Email address: John.smith@email.com

First name: John

Last name: Smith

Phone number: 04XXXXXXX

Home state: New South Wales

User's role

☐ Administrator

☐ State coordinator

☒ Biosecurity officer

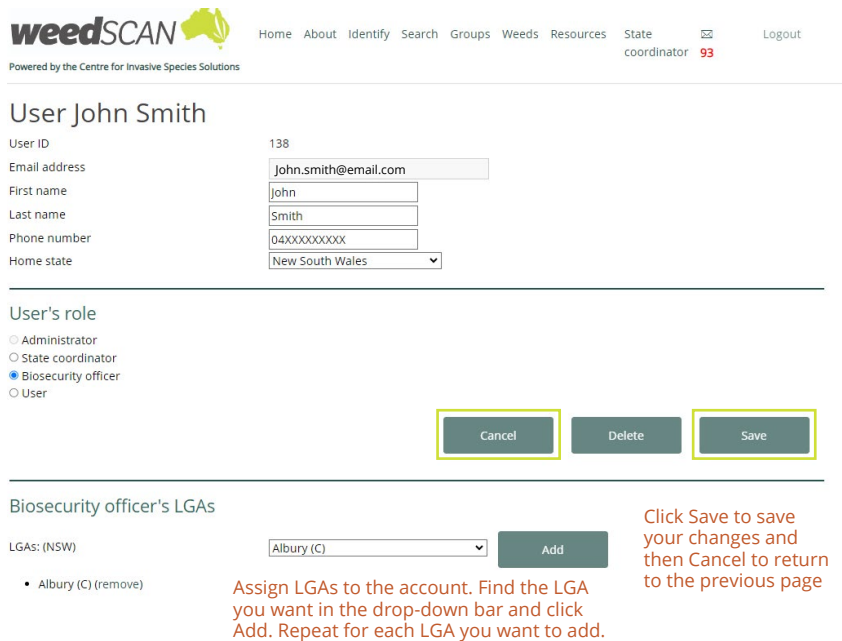
☐ User


First select Biosecurity Officer

Cancel Delete Save

Then click Save

7. To enable local area weed notifications, you must assign local government areas (LGAs) to the Biosecurity Officer's account. Under the **Biosecurity officer's LGAs** section, select an LGA from the drop-down bar and click the **Add** button. If needed, multiple LGAs can be added – just repeat this step for each LGA required. To remove an LGA, click **remove** next to the LGA name. Once finished, click the **Save** button and then **Cancel** to return to the previous page.



weedSCAN  Home About Identify Search Groups Weeds Resources State coordinator 93 Logout

Powered by the Centre for Invasive Species Solutions

User John Smith

User ID: 138

Email address: John.smith@email.com

First name: John

Last name: Smith

Phone number: 04XXXXXXX

Home state: New South Wales

User's role

☐ Administrator

☐ State coordinator

☒ Biosecurity officer

☐ User

Cancel Delete Save

Biosecurity officer's LGAs

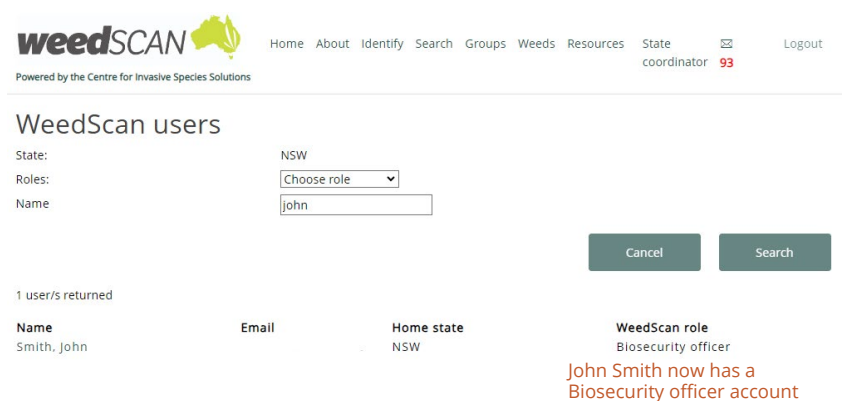
LGAs: (NSW) Albury (C) Add


• Albury (C) (remove)

Assign LGAs to the account. Find the LGA you want in the drop-down bar and click Add. Repeat for each LGA you want to add.

Click Save to save your changes and then Cancel to return to the previous page

8. Search for the user again to confirm the account changes have been applied.



weedSCAN  Home About Identify Search Groups Weeds Resources State coordinator 93 Logout

Powered by the Centre for Invasive Species Solutions

WeedScan users

State: NSW

Roles: Choose role

Name: John

Cancel Search

1 user/s returned

| Name | Email | Home state | WeedScan role |
|-------------|-------|------------|---------------------|
| Smith, John | | NSW | Biosecurity officer |

John Smith now has a Biosecurity officer account

Edit a Biosecurity Officer's assigned LGAs

To edit a Biosecurity Officer's assigned LGAs:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click the **Administration** button on the homepage to open the WeedScan Administration page.
3. Click on **users** near the top of the page under the heading **WeedScan Administration**.
4. Search for the Biosecurity Officer of interest, then click on **their name**. You can filter results by name, WeedScan role (select Biosecurity Officer) or just click **Search** to return all the WeedScan users in your jurisdiction.
5. Go to the **Biosecurity Officer's LGAs** section near the bottom of the page. **Add** or **remove** LGAs as required. Once finished click the **Save** button. To return to the previous page, select **Cancel**.

Remove a Biosecurity Officer

In some situations, it may be necessary to remove a Biosecurity Officer, for example, if a person has left their job and no longer qualifies for this account type.

To change an account from a Biosecurity Officer to a normal registered WeedScan user:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click the **Administration** button on the homepage to open the WeedScan Administration page.
3. Click on **users** near the top of the page under the heading **WeedScan Administration**.
4. Search for the Biosecurity Officer of interest, then click on **their name**. You can filter results by name, WeedScan role (select **Biosecurity Officer**) or just click **Search** to return all the WeedScan users in your jurisdiction.
5. In the **User's role** section select **User** and then click **Save**.
6. Search for the person again to confirm that the WeedScan role is now listed as 'User' rather than 'Biosecurity Officer'.

MANAGE STATE COORDINATORS

Each jurisdiction can have multiple State Coordinators. State Coordinators can add or remove other State Coordinators as required.

Add a State Coordinator

To appoint a State Coordinator:

1. Check that the candidate has a WeedScan account. If not, direct them to register for a WeedScan account – they must have an account to be promoted to a State Coordinator.
2. Log in to the WeedScan web app with your State Coordinator account.
3. Click the **Administration** button on the homepage to open the WeedScan Administration page.
4. Click on **users** near the top of the page under the heading **WeedScan Administration**.
5. Search for the person of interest, then click on **their name**. You can filter results by name, WeedScan role or just click **Search** to return all the WeedScan users in your jurisdiction.
6. In the **User's role** section select **State Coordinator** and then click the **Save** button.
7. Search for the person again to confirm that the WeedScan role is now listed as 'State Coordinator'.

Remove a State Coordinator

To remove a State Coordinator:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click the **Administration** button on the homepage to open the WeedScan Administration page.
3. Click on **users** near the top of the page under the heading **WeedScan Administration**.
4. Search for the person of interest, then click on **their name**. You can filter results by name, WeedScan role (select **State Coordinator**) or just click **Search** to return all the WeedScan users in your jurisdiction.
5. In the **User's role** section select either **Biosecurity Officer** (if applicable) or **User** and then click the **Save** button.
6. Search for the person again to confirm that the desired role change has been applied.

DELETE A WEEDSCAN USER'S ACCOUNT

To delete a WeedScan user's account:

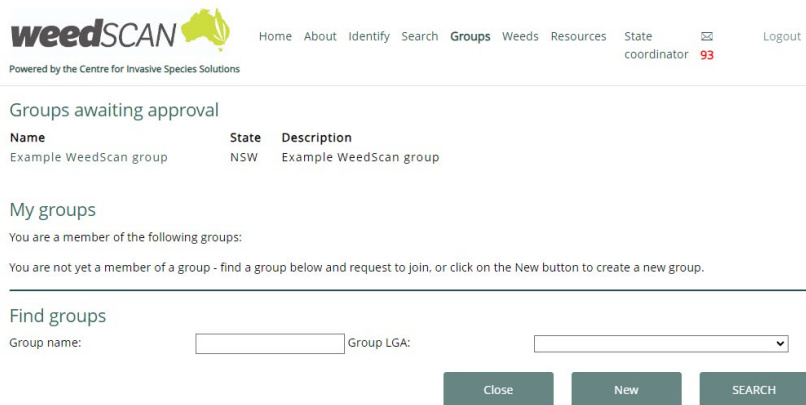
1. Log in to the WeedScan web app with your State Coordinator account.
2. Click the **Administration** button on the homepage to open the WeedScan Administration page.
3. Click on **users** near the top of the page under the heading **WeedScan Administration**.
4. Search for the person of interest, then click on **their name**. You can filter results by name, WeedScan role or just click **Search** to return all the WeedScan users in your jurisdiction.
5. Click **delete** to permanently delete the account.

WEEDSCAN GROUP ADMINISTRATION

WeedScan has a group feature that allows WeedScan users to create a private group and share non-generalised weed observations with each other. All new WeedScan groups must be approved by a State Coordinator to ensure that the group information does not contain any offensive content. You are only responsible for the WeedScan groups within your own jurisdiction.

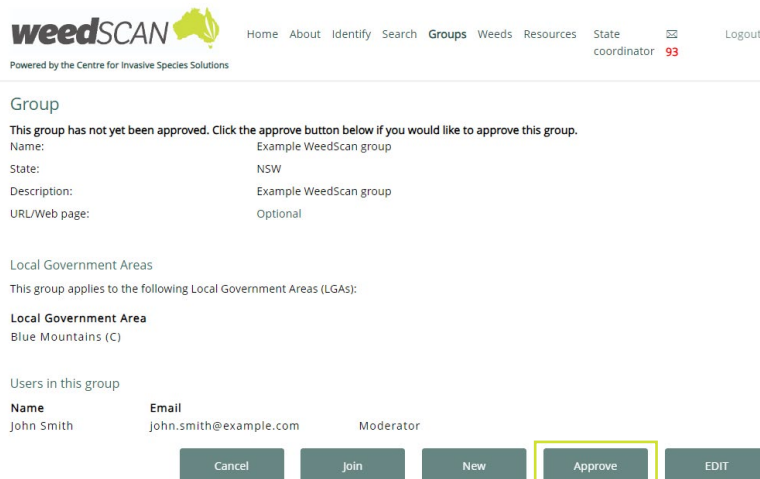
Approve a WeedScan group

1. You will be notified by email when there is a new WeedScan group that needs approval.
2. Log in to the WeedScan web app with your State Coordinator account.
3. Click on **Groups** at the top of the page.
4. Groups that need approval are listed near the top of the page under **Groups awaiting approval**. Click on the **group name** to open the group's profile page.



The screenshot shows the WeedScan web app interface. At the top, there is a navigation bar with links: Home, About, Identify, Search, Groups, Weeds, Resources, State coordinator, and Logout. The 'Groups' link is highlighted. Below the navigation bar, there is a section titled 'Groups awaiting approval'. This section contains a table with columns: Name, State, and Description. The table has one row: 'Example WeedScan group', 'NSW', 'Example WeedScan group'. Below this table, there is a section titled 'My groups' which states 'You are a member of the following groups:' and 'You are not yet a member of a group - find a group below and request to join, or click on the New button to create a new group.' At the bottom, there is a 'Find groups' section with a search bar for 'Group name:' and a dropdown for 'Group LGA:'. There are three buttons: 'Close', 'New', and 'SEARCH'.

5. Review the information and decide if the group is appropriate and should be approved. If so, click the **Approve** button to approve the group. If not, you can delete the group – you can find instructions for this later in this guide.
6. A message will appear to confirm the group's creation.



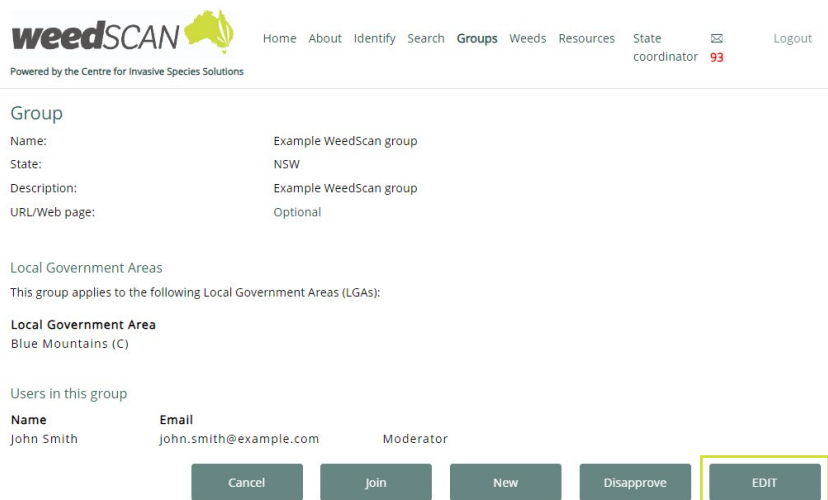
The screenshot shows the WeedScan web app interface for a specific group. At the top, there is a navigation bar with links: Home, About, Identify, Search, Groups, Weeds, Resources, State coordinator, and Logout. The 'Groups' link is highlighted. Below the navigation bar, there is a section titled 'Group'. This section contains a message: 'This group has not yet been approved. Click the approve button below if you would like to approve this group.' Below this message, there is a table with columns: Name, State, Description, and URL/Web page. The table has one row: 'Example WeedScan group', 'NSW', 'Example WeedScan group', 'Optional'. Below this table, there is a section titled 'Local Government Areas' which states 'This group applies to the following Local Government Areas (LGAs):'. Below this section, there is a table with columns: Local Government Area, Name, and Email. The table has one row: 'Blue Mountains (C)', 'John Smith', 'john.smith@example.com'. Below this table, there is a section titled 'Users in this group' which states 'John Smith' and 'john.smith@example.com'. At the bottom, there are five buttons: 'Cancel', 'Join', 'New', 'Approve', and 'EDIT'. The 'Approve' button is highlighted with a yellow border.

Disapprove a WeedScan group

Approval for a group can be withdrawn if required.

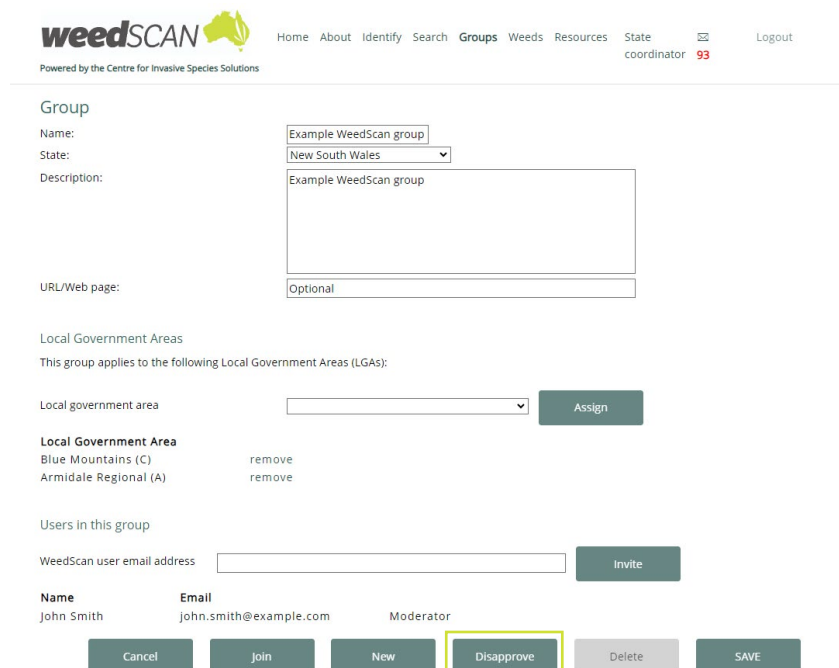
To disapprove a WeedScan group:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click on **Groups** at the top of the page.
3. Search for the group you want to disapprove. Under the **Find groups** section of the page, you can search for a group by name or LGA, or click **Search** to return all groups. Click on the **name of the group** to open the group's profile page.
4. Click the **Edit** button.



The screenshot shows the 'weedSCAN' web app interface. The top navigation bar includes 'Home', 'About', 'Identify', 'Search', 'Groups', 'Weeds', 'Resources', 'State coordinator', and 'Logout'. The 'Groups' section is active. The main content area displays the profile for a group named 'Example WeedScan group' in 'NSW'. It includes fields for 'Name', 'State', 'Description', and 'URL/Web page'. Below this, it lists 'Local Government Areas' (Blue Mountains (C)). A table shows 'Users in this group' with columns for 'Name' and 'Email'. At the bottom, there are buttons for 'Cancel', 'Join', 'New', 'Disapprove', and 'EDIT' (highlighted with a yellow box).

5. Click the **Disapprove** button to withdraw approval for this group.
6. A message will appear saying that approval for the group has been rescinded. The group name will now be listed under the **Groups awaiting approval** section. You can also delete the group – instructions for this are in the next section of this guide.



The screenshot shows the 'weedSCAN' web app interface. The top navigation bar includes 'Home', 'About', 'Identify', 'Search', 'Groups', 'Weeds', 'Resources', 'State coordinator', and 'Logout'. The 'Groups' section is active. The main content area displays the profile for a group named 'Example WeedScan group' in 'New South Wales'. It includes fields for 'Name', 'State', 'Description', and 'URL/Web page'. Below this, it lists 'Local Government Areas' (Blue Mountains (C), Armidale Regional (A)). A table shows 'Users in this group' with columns for 'Name' and 'Email'. At the bottom, there are buttons for 'Cancel', 'Join', 'New', 'Disapprove' (highlighted with a yellow box), 'Delete', and 'SAVE'.

Delete a WeedScan group

To delete a WeedScan group:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click on **Groups** at the top of the page.
3. Locate the group you want to delete. Under the **Find groups** section of the page, you can search for a group by name or LGA or click **Search** to return all of WeedScan's groups. If the group you want to delete has not been approved, it will be listed at the top of the page under **Groups awaiting approval**. Click on the **name of the group** to open the group's profile page.
4. Click **Edit**.
5. Remove all the LGAs and members (except the Moderator) associated with the group. The **Delete** button will be greyed out until this is completed. Then click the **Delete** button.
6. A message will appear to confirm that the group has been deleted.

Appoint a new WeedScan group Moderator

Each WeedScan group has a Moderator who is responsible for administrative tasks for their group, such as approving new member requests.

If a Moderator decides to resign from the role, they may choose to appoint another group member as Moderator. However, it is possible for the State Coordinator to appoint a new Moderator on behalf of the group.

To appoint a new Moderator:

1. Log in to the WeedScan web app with your State Coordinator account.
2. Click on **Groups** at the top of the page.
3. Locate the group of interest. Under the **Find groups** section of the page you can search for a group by name or LGA or click **Search** to return all WeedScan groups. Click on the **name of the group** to open the group's profile page.
4. Click the **Edit** button at the bottom of the page.
5. Go to the **Users in this group** section. Identify the member you want to make the Moderator, then click **make Moderator** next to the member's name.
6. That member should now be listed as a Moderator.

DELETE RECORDS OF NON-PLANTS FROM WEEDSCAN DATABASE

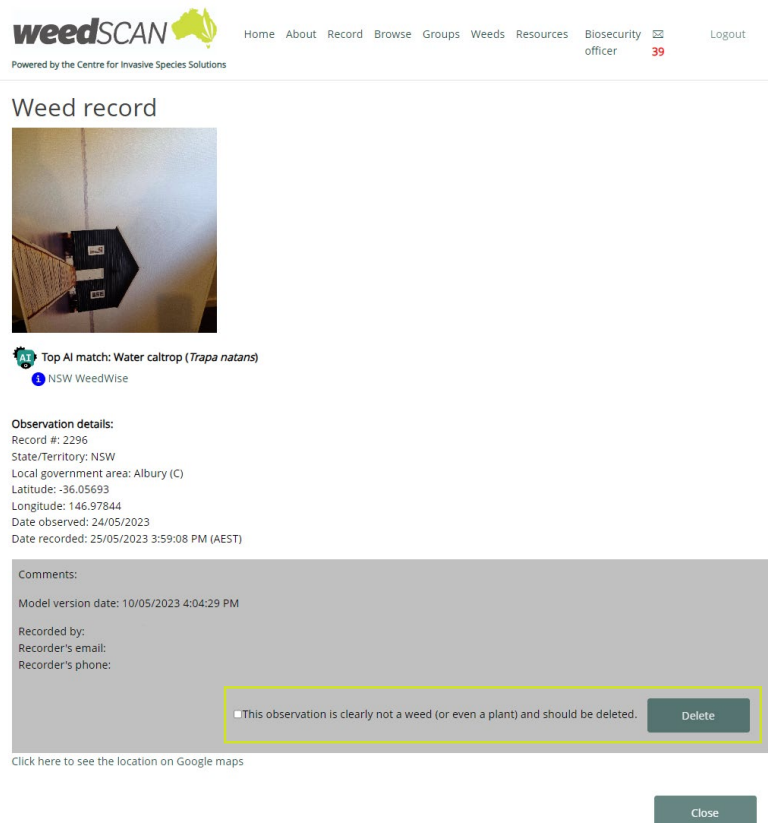
Records may be deleted from the WeedScan database if they have photos that are clearly not a plant. Deleting records should only be used to remove records that contain an image of something that is not a plant or is inappropriate.


This is not to be used to remove records where the weed has been misidentified.

At this stage, misidentified weed records are a useful diagnostic tool to identify problems with the WeedScan's weed identification algorithms. Once a system is established, misidentified weed records may be verified and corrected later.

To permanently delete a record from the WeedScan database:


1. Go to the WeedScan web app.
2. Log in to your State Coordinator account.
3. Open the full weed record (use **Search** or find via your email or in-app notifications).
4. Assess if the image in the record is not a plant or is inappropriate. If so, the record should be deleted.
5. To permanently delete the record from WeedScan, tick the checkbox next to **This observation is clearly not a weed (or even a plant) and should be deleted.** And then click the **Delete** button.



weedSCAN  Home About Record Browse Groups Weeds Resources Biosecurity officer 39 Logout

Powered by the Centre for Invasive Species Solutions

Weed record



Top AI match: Water caltrop (*Trapa natans*)
NSW WeedWise

Observation details:
Record #: 2296
State/Territory: NSW
Local government area: Albury (C)
Latitude: -36.05693
Longitude: 146.97844
Date observed: 24/05/2023
Date recorded: 25/05/2023 3:59:08 PM (AEST)

Comments:
Model version date: 10/05/2023 4:04:29 PM
Recorded by:
Recorder's email:
Recorder's phone:

☐ This observation is clearly not a weed (or even a plant) and should be deleted. **Delete**

[Click here to see the location on Google maps](#)

Close

PERSONAL WEED NOTIFICATIONS

MANAGE YOUR PERSONAL WEED NOTIFICATIONS

The State Coordinator account lets you receive personalised notifications when priority weeds of interest are recorded anywhere within your state or territory jurisdiction.

Personal weed notifications are separate to the **high priority weed notifications** that WeedScan will send to your nominated state or territory government email address when high priority weeds are recorded.

As WeedScan is a national tool, there is no prescribed weed species list for personal weed notifications. It is up to each individual to nominate the weed species they should or want to be notified about. State Coordinators can choose an 'AI confidence score threshold' for each nominated species, below which they will not receive notifications for.

When users record a weed, WeedScan allows them to nominate an alternative weed species if they disagree with the AI model's top weed match. In this situation, WeedScan will generate two separate notifications for the same record – one for the species that was the top AI match and one for the species that the user suggested. Depending on your settings, you may be notified about both weeds.

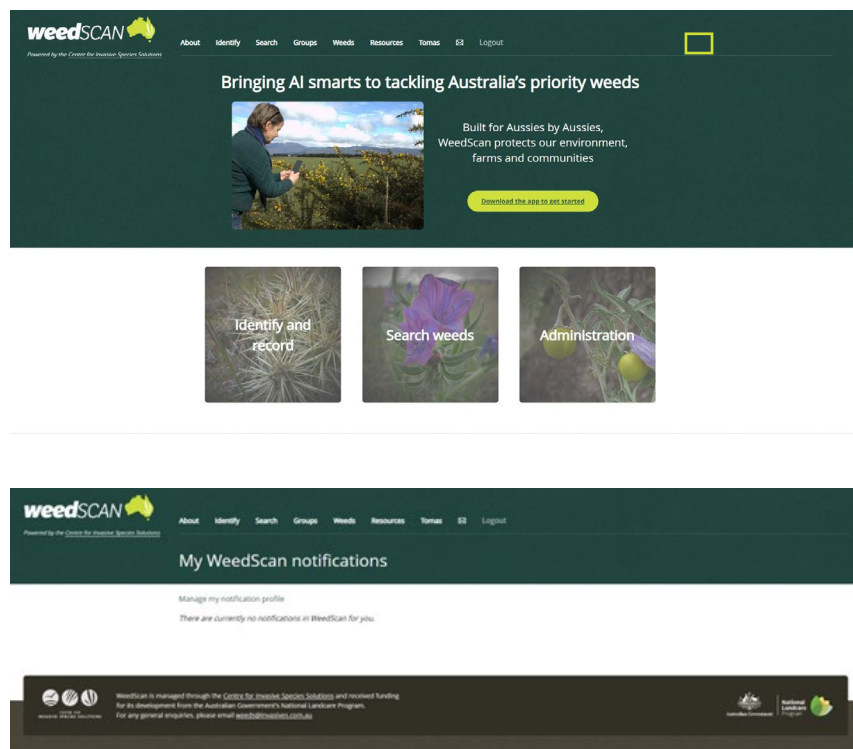
You can update your weed notification profile settings at any time. You must use the WeedScan web app to set up and manage your personal weed notifications. **This is not available on the mobile app.** However, once set up, you may view your notifications on the WeedScan mobile app (as explained later in this guide).

To set up or manage your personal weed notifications:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your State Coordinator account.
3. Click the message/envelope icon at the top of the page. (If this icon is not visible, then your account has not yet been promoted.)
4. Click **Manage my notification profile**.

(In order to change a notification profile, the user must be logged in to either a State Coordinator or Biosecurity Officer profile.)

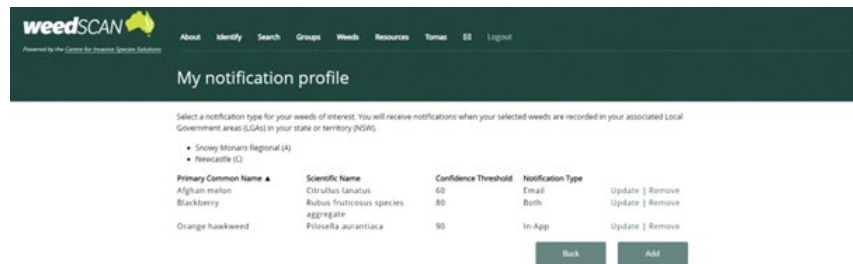
5. Choose which weeds you want to be notified about and how you would like to receive notifications. Type in a confidence threshold, you will receive



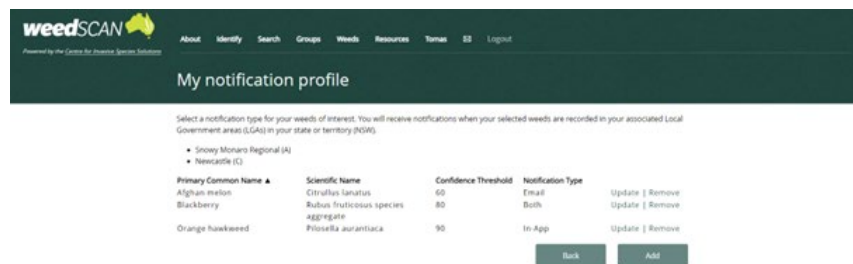
notifications for records submitted with an AI confidence score above this threshold. Notifications can be sent by email, in-app (web app and mobile app), both (email and in-app), or not at all (none). The priority weed species list can be ordered alphabetically by common or scientific name. From the example notification profile below, the State Coordinator will receive the following notifications for the Snowy Mountains Regional and Newcastle LGAs:

- email notifications for Afghan melon records over 60%
- both an email and in-app notifications for Blackberry records over 80%
- in-App notifications for Orange hawkweed records over 90%.

A notification panel will be provided if you are logged in as a Biosecurity Officer with an LGA assigned to you.



| Primary Common Name | Scientific Name | Confidence Threshold | Notification Type | |
|---------------------|------------------------------------|----------------------|-------------------|-----------------|
| Afghan melon | Citrullus lanatus | 60 | Email | Update Remove |
| Blackberry | Rubus fruticosus species aggregate | 80 | Both | Update Remove |
| Orange hawkweed | Pilosella aurantiaca | 90 | In-App | Update Remove |



| Primary Common Name | Scientific Name | Confidence Threshold | Notification Type | |
|---------------------|------------------------------------|----------------------|-------------------|-----------------|
| Afghan melon | Citrullus lanatus | 60 | Email | Update Remove |
| Blackberry | Rubus fruticosus species aggregate | 80 | Both | Update Remove |
| Orange hawkweed | Pilosella aurantiaca | 90 | In-App | Update Remove |


ACCESS YOUR PERSONAL WEED NOTIFICATIONS



Email

For weeds with email notifications enabled, WeedScan will send an email advising you when a weed has been observed in your local area.

To view the weed observation:

1. Open the email weed notification.
2. Click the link in the email to view the observation.
3. The weed observation will open in the WeedScan web app. You should have access to the non-generalised weed record, which includes the exact weed location and contact information of the person who observed the weed (unless they were anonymous).
4. If these details are missing, you are not logged into your account – log in and reopen the email link.

WeedScan: Arum lily (*Zantedeschia aethiopica*) has been observed 


 **WeedScan System** weeds@invasives.com.au 

WeedScan has recorded an observation of Arum lily (*Zantedeschia aethiopica*) in NSW - Albury (C) on 20/06/2023

To view this observation, [click here](#)


You have received this email because you have set up email notifications for this weed in WeedScan. You can configure your notification profile by logging onto the WeedScan website.


This is a system generated email, please do not reply.



weedSCAN  Home About Record Browse Groups Weeds Resources Biosecurity officer **41** Logout

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Weed record



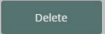
 **Top AI match: Arum lily (*Zantedeschia aethiopica*)**

-  NSW WeedWise
-  Weeds Australia


Observation details:
Record #: 2362
State/Territory: NSW
Local government area: Albury (C)
Latitude: -36.04942
Longitude: 146.92874
Date observed: 20/06/2023
Date recorded: 20/06/2023 9:31:22 AM (AEST)

Comments:
Model version date: 11/05/2023 2:04:29 AM

Recorded by:
Recorder's email:
Recorder's phone:

☐ This observation is clearly not a weed (or even a plant) and should be deleted. 

[Click here to see the location on Google maps](#)



In-app – WeedScan web app

Notifications will appear on the WeedScan web app when weeds with in-app notifications enabled are observed in your state or territory.

To access weed notifications on the WeedScan web app:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your State Coordinator account.
3. Click the message/envelope icon at the top of the page.
4. A summary of your notifications is displayed. To open an observation, click on the **Date seen**.

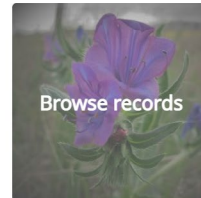
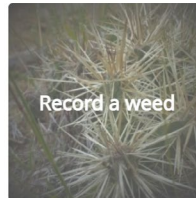
New or unopened observations are coloured grey.

5. A summary of the weed observation is displayed. Click the link to view more information about the observation (including the exact weed location and contact information of the person who observed the weed). To remove this notification, click **Delete** or click **Close** to return to the previous page.
6. View the full non-generalised weed observation details. Click **Close** when complete to return to the previous page.

Welcome to WeedScan Australia (prototype)!

WeedScan will be a free community weed identification, alert, recording and communication system that supports cooperative weeds action Australia-wide. WeedScan is in development with NSW DPI and CSIRO, together with a number of state agencies and the Centre for Invasive Species Solutions. WeedScan will identify weeds using artificial intelligence. Users will be able to create, view and share records and engage with others through groups to improve weed control. WeedScan will link users to weed biology and management information relevant to their location and allow them notify state and local government of new weed incursions.

The full versions of the WeedScan website and smartphone app will be launched in 2023.



Prototype considerations

- WeedScan uses web services from Geoservices Australia to determine the Local Government Area (LGA) of a reported weed from latitude and longitude data. This is also a prototype that is only available between the hours of 9 am to 5 pm Monday to Friday. To fully utilise the location features of WeedScan please record weeds this time frame.
- WeedScan is currently a prototype. Data in the prototype is for demonstration and testing purposes only, it will not be transferred to the live database when the full versions of the WeedScan website and smartphone app are launched. Any records made in the WeedScan prototype is not real and will not be reported to your local Weeds Officer or state government agency.
- If you would like to give feedback about the WeedScan prototype, please follow the link to this online survey.

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My WeedScan notifications

Manage my notification profile

| # | Date seen | LGA | Observation |
|------|------------|------------|--|
| 2362 | 20/06/2023 | Albury (C) | Arum lily (<i>Zantedeschia aethiopica</i>) uploaded on 20/06/2023 9:31:22 AM (AEST) |
| 2309 | 24/05/2023 | Albury (C) | Cabomba (<i>Cabomba caroliniana</i>) uploaded on 24/05/2023 3:47:49 PM (AEST) |
| 2299 | 24/05/2023 | Albury (C) | Devil's claw (<i>Martynia annua</i>) uploaded on 24/05/2023 12:20:18 PM (AEST) |
| 2122 | 8/05/2023 | Albury (C) | Cabomba (<i>Cabomba caroliniana</i>) uploaded on 8/05/2023 1:05:21 PM (AEST) |
| 2094 | 20/04/2023 | Orange (C) | Bellyache bush (<i>Jatropha gossypifolia</i>) uploaded on 20/04/2023 3:53:38 PM (AEST) |

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Arum lily has been observed (20/06/2023)



Observation details:
Observation #: 2362
Recorded: 19/06/2023 11:31:22 PM

[Click here to see the full observation record](#)

Close

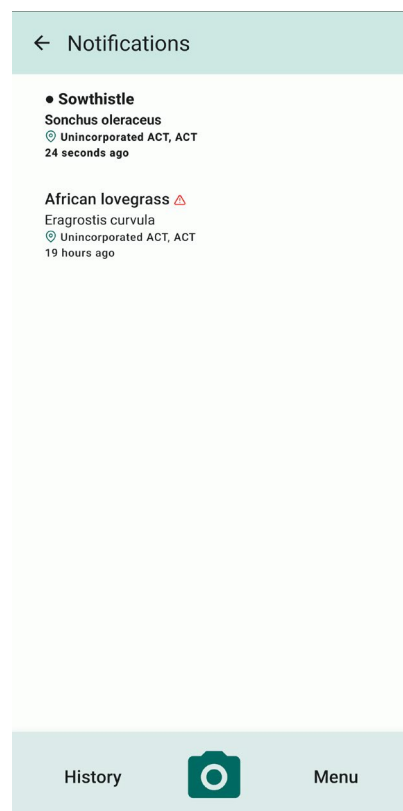
Delete

In-app – WeedScan mobile app

Notifications will appear on the WeedScan mobile app when weeds with in-app notifications enabled are observed in your state or territory. Notifications viewed using the WeedScan mobile app do not display the contact information of the person who observed the weed.

To access weed notifications on the WeedScan mobile app:

1. Open the WeedScan mobile app on your device (see the WeedScan mobile app guide for details on how to use the WeedScan mobile app).
2. Log in to your State Coordinator account (use the same login details you use for the web app).
3. Tap **Menu** to open the main menu.
4. Tap **Notifications** to view your notifications.
5. Tap on a notification to view more details. Tap and hold to delete a notification.



SEARCH WEEDSCAN RECORDS

If you want to know where a particular priority weed species has been recorded, or what priority weeds have been recorded in a specific location, you can explore the WeedScan records.

With a State Coordinator account, you can search non-generalised weed records. Access includes:

1. All records on the WeedScan database, including those marked as 'keep private'
2. Contact information of the person who sighted the weed (unless anonymous)
3. Any comments the recorder made about their weed observation
4. The non-generalised location of recorded weeds as a map or table.

To search non-generalised records on the WeedScan database:

1. Go to the WeedScan web app.
2. Log in to your State Coordinator account.
3. Click **Search** at the top of the page or the **Search records** button on the WeedScan homepage.
4. Apply your search preferences and click the **Search** button. Weed records can be filtered by priority weed species, state or territory, local government area or date range. At least one search filter must be applied. Results can be displayed as a map, table or both.
5. Explore the search results in the map and/or table. To open a record and view more information, click on a **map pin** (map display) or a **record number #** (table display).