



# BIOSECURITY OFFICER 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 a web app or mobile app (Android and iOS).

The information provided in this guide is specific to WeedScan users with a **Biosecurity Officer account**.

A WeedScan Biosecurity Officer account type is for individuals who are involved in weed management or weed biosecurity and employed by local or state governments in Australia.

The Biosecurity Officer account allows you to:

1. Receive notifications when priority weeds of interest are recorded in your local area
2. Access the contact information of the person who sighted the weed (unless anonymous)
3. View any comments the recorder made about their weed observation
4. Access the exact non-generalised location of recorded weeds
5. Verify records submitted by users and confirm field validation.

The WeedScan web app must be used to set up your Biosecurity Officer account and manage your weed notifications. Once notifications are set up the WeedScan mobile app can be used to receive weed notifications.

## GETTING STARTED

### ACCESSING THE WEEDSCAN WEB APP

The WeedScan web app is available online at <https://weedscan.org.au/> and is most suited to use on a desktop computer.

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*.

The WeedScan web app is not optimised for viewing on mobile devices.

### ACCESSING THE WEEDSCAN MOBILE APP

For a mobile-friendly version download the free WeedScan mobile app 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*.

Once notifications are set up, the WeedScan mobile app can be used to receive weed notifications.



### PRIVACY POLICY AND TERMS & CONDITIONS

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

## REGISTER FOR A WEEDSCAN BIOSECURITY OFFICER ACCOUNT

To get a Biosecurity Officer account, you must first register for a WeedScan account. Then a WeedScan State Coordinator from your state or territory must promote your account to a Biosecurity Officer account. While the marketing of WeedScan is a state responsibility, we encourage Biosecurity Officers to work with their State Coordinators when wanting to initiate regional promotion.

To register for a Biosecurity Officer 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 Biosecurity Officer account. Refer to instructions provided by your State Coordinator, or reach out to [weeds@invasives.com.au](mailto:weeds@invasives.com.au)

## 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** on 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 account portal. From here you can update you profile, email and password settings.

### Update your profile

To update your name, phone number or home state:

1. Open the manage 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 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 account portal.
2. Select **Password** to 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** at 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](mailto: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**.

## WEED NOTIFICATIONS

### MANAGE YOUR WEED NOTIFICATIONS

The Biosecurity Officer account type lets you receive notifications when priority weeds of interest are recorded in your local area. Your local area is a set of local government areas (LGAs) that was assigned to your account by your State Coordinator. Please contact your State Coordinator to request any changes to your assigned LGAs.

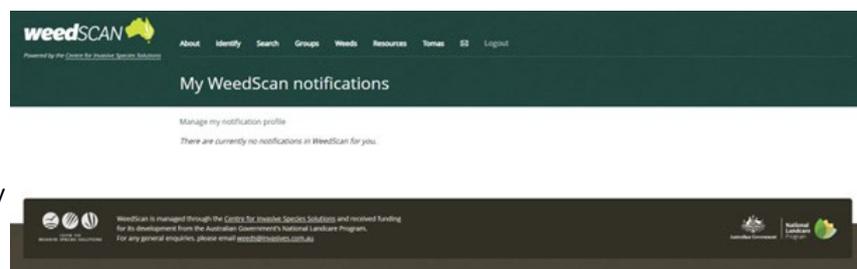
As WeedScan is a national tool, there is no prescribed weed species list for notifications. It is up to each Biosecurity Officer to nominate the weed species they should or want to be notified about. Biosecurity Officers can choose an 'AI confidence score threshold' for each nominated species, below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

WeedScan allows people 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 must use the WeedScan web app to set up and manage weed notifications. **This is not available on the mobile app.** You can update your weed notification settings at any time.

To set up or manage your weed notifications:

1. Go to the WeedScan web app at <https://weedscan.org.au/>
2. Log in to your Biosecurity Officer 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 to Biosecurity Officer.
4. Click **Manage my notification profile**.



If the **Manage my notification** button is not showing, please advise your State Coordinator.

5. Check that state/territory and listed LGA's are correct. Contact your State Coordinator to request any changes.

You must be a Biosecurity Officer attached to a Local Government Authority to select your LGA area.

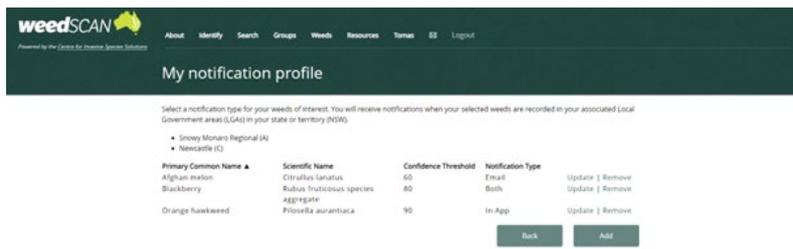
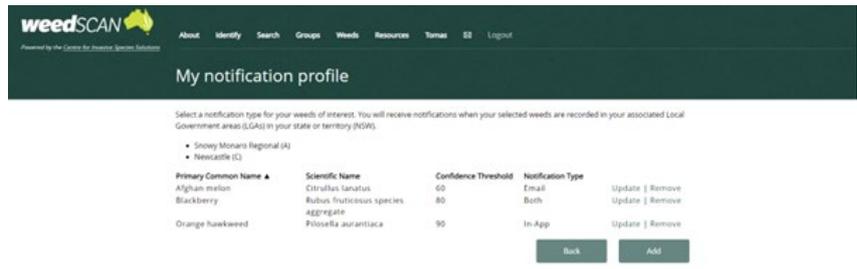
- Choose which weeds you want to be notified about and how you would like to receive notifications. Type in a confidence threshold, you will receive notifications for records submitted with an AI confidence score above this threshold.

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 Biosecurity Officer 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

- Once you have completed your selections, click the **Back** button at the bottom of the page to return to the **My WeedScan Notifications** page. Notifications will now be generated based on your notification profile settings.



## ACCESSING YOUR WEED NOTIFICATIONS

### Email notifications

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 on the WeedScan web app. You should have access to the non-generalised weed record. This includes the exact weed location and contact information of the person who observed the weed (unless they were anonymous). If these details are missing, you are not logged into your account and need to log in and then reopen the email link.



## In-app notifications – WeedScan web app

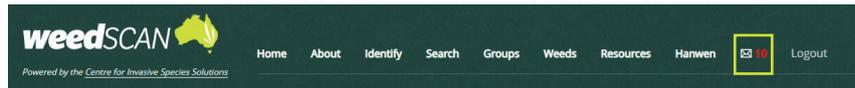
Notifications will appear on the WeedScan web app when weeds with in-app notifications enabled are observed in your local area.

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 Biosecurity Officer 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.



### 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.

You have reached WeedScan during the Beta Testing period. Please explore the app and try out its capability to use AI to recognise some of Australia's most significant weeds. The WeedScan website and smartphone app will be officially launched in the second half of 2023.

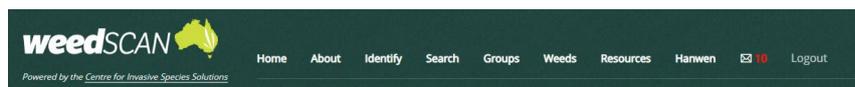
If you would like to share any comments, please contact our National Coordinator via [weedscan@invasives.com.au](mailto:weedscan@invasives.com.au).



### 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)



### 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](#)

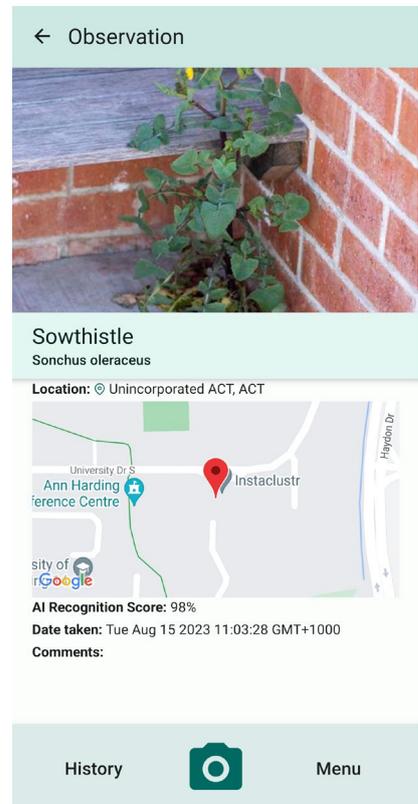
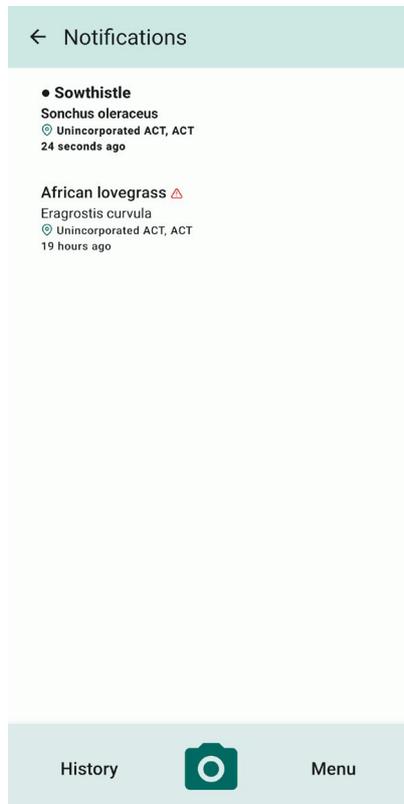


## In-app notifications – WeedScan mobile app

Notifications will appear on the WeedScan mobile app when weeds with in-app notifications enabled are observed in your local area. 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 Biosecurity Officer 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.



# RECORD VERIFICATION

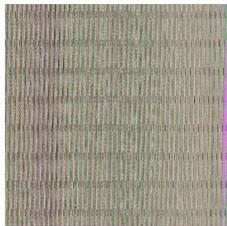
Observations submitted by the public can be verified or removed by administrators, state coordinators, biosecurity officers, and expert users.

# REMOVAL OF RECORDS

Records can be removed for a few reasons. The following categories cover almost all known scenarios which require a record to be deleted.

%" Corrupted records: records can be corrupted if the user has an outdated android phone (android version 10 or lower)

## Weed record edit



**Top AI Match (33.475% Confidence):** Scotch thistle (*Onopordum acanthium*)  
 1 NSW WeedWise  
 2 Weeds Australia

**Observation details:**  
 Record #: 7911  
 State/Territory: New South Wales  
 Local government area: Singleton (A)  
 Latitude: -32.56  
 Longitude: 151.16  
 Date observed: 11/06/2024  
 Date recorded: 11/6/2024 3:19:40 pm (AEST)  
 Density:

2" F YVtfxgi d'cUXYX'k ]h'ci h'Ub'ja U[ Y. 'U'Vi [ 'W]i gYg'Ub'ja U[ Y'hc' bchVY'i d'cUXYX'U'cb[ 'k ]h' h'Y' fYVtfx' ]bZc'fa Uh'cb

## Weed record edit

**Top AI Match (74.634% Confidence):** Mimosa bush (*Vachellia farnesiana*)  
 1 NSW WeedWise  
 2 ALA

**Observation details:**  
 Record #: 7936  
 State/Territory: New South Wales  
 Local government area: Warren (A)  
 Latitude: -30.87  
 Longitude: 147.41  
 Date observed: 13/06/2024  
 Date recorded: 13/6/2024 11:35:38 am (AEST)  
 Density:

3" No identifiable plants in the image: where either the image is too low resolution or blurry for identification, or the image is of something that is not a plant.

4" Other: Where none of the other conditions for deleting an image apply but the record should be removed, for example if it is a screenshot of a plant image from google.

# VERIFICATION OF RECORDS

All records uploaded to WeedScan can be verified by biosecurity officers. Please only verify records when you are confident of the identity. Species-level identification is preferred, however higher taxonomic ranks are acceptable when each species within that group has a similar weed/plant status.

To verify a record:

1. Open "Search Weeds" from the WeedScan home page
2. Apply filters, these example filters will display all records of Vinca major (Blue Periwinkle) in the ACT

## Search weed records

Weed:

State or territory:

Local government area:

Date observed from:

Only records from this group:

Include only my records:

Displays results as:  Map only  Table only  Both map and table

Cancel
Clear
Export
Search

3. Open the record by selecting the record number
4. Scroll down and select the edit button, once you are confident of the identity of the record

### Update weed observation

Weed:

Removed/Treated

Verified

Make this verification observable to all users

Consider for next model update

Officer field validation of priority weed

Make this validation observable to all users

Journal Entry

Note:

Note Visibility:

Cancel
Save

5. If the plant in the image matches the AI recommendation, select verified, preferably make the verification observable to users. Because this plant is in the current model, it does not need to be considered for the next model update.
6. If the plant in the image does not match the AI recommendation, but it is in the model, select the "Weed" dropdown menu, and select the correct species. You can type in the starting characters of the species name if you do not wish to scroll.

7. If the plant in the image does not match the AI recommendation, and is not in the model, scroll to the bottom of the list and select "Not in AI model (Other Weed)". Type in the species name (preferred), or another taxonomic name (please avoid common names which can be easily confused).
8. Select "Consider for next model update"
9. For priority weeds that have been validated in-person, please select "Officer field validation of priority weed" and select whether you would like this to be seen by users.
10. Leave a note if desired, select from the visibility options if you do not wish for the note to be seen by all users.
11. Select "Save"

Verified: No  
 Consider For Next Model Update: No  
 Comments:  
 Model version date: 30/10/2023 3:49:52 pm  
 Recorded by: John Doe  
 Recorder's email: #####@hotmail.com  
 Recorder's phone: 04#####

Reason for deletion:  Delete

Edit

Observation history

Journal Entry	Change Log	Date
Verified: True, Make this verification observable to all users: True		13/6/2024 10:51:04 am (AEST)

Close