

## *Guide to the ITS System*

### **GETTING STARTED**

#### ***Gaining Access***

- ❖ go to the ITS website <http://www.comap.ca/its/>
- ❖ request a username and password
- ❖ verify your e-mail address
- ❖ log in and have a look around

To request a username and password, click on the *Sign up now* link in the top right hand corner of the page. Enter all of the required information on the *General* tab, which displays by default. Additionally, you can enter extra information on the *Profile Info* tab, which will show up on your user profile in the community network. Please note, you can return to this page and alter the information at any time by clicking on the *OPTIONS* link in the top right hand corner.

After you have registered, you will receive an e-mail with an activation code. In order to use the system report sightings, you **must first** verify your e-mail address. You can either verify your e-mail address by clicking on the link provided in the e-mail or by clicking on *Activate your e-mail address* in the navigation menu and entering your code on the page presented. If you do not receive an e-mail with an activation code within a few minutes, or you have lost your activation code, you can request a new one on the *Activate your e-mail address* page by clicking on the *user options* link, verifying your e-mail address, and clicking the *Update* button.

#### ***Reporting Sightings***

As soon as you have an account **and have verified your e-mail address**, you are able to report sightings of invasive species. To report a sighting, go to the *Report a Sighting* tab. From there, you can select the species type and hit the *Search* button. Doing so will present you with a list of species. Images and the common names for the species are presented to help you identify what you saw.

## Invasive Species Sighting










Look through the list of species below and click on the "Report a sighting" link  if you have seen any of these. On that form you'll be asked to provide as many details as possible about the sighting.

**Report a sighting - choose a species type**

You can select a species type from the following list and press "Search" to show only the species of that type. If you are unsure of which species type to select, you can select "(Choose one)," press "Search" and all possible reportable species will be shown.

Species type

Displaying Entries 1 to 18 of 18

Images	Type of Invasive 	Common name 	Other common name(s) 	Report a sighting 
	Fishes	<a href="#">Oscar (<i> Astronotus ocellatus</i>)</a>	tiger oscar, velvet cichlid, or marble cichlid	
	Fishes	<a href="#">Bighead Carp (<i>Hyposidlopteryx nobilis</i>)</a>	None	
	Fishes	<a href="#">Black Carp (<i>Mylopharyngodon piceus</i>)</a>	Black Amur, snail carp	

When you see the invasive species that you would like to report on, click on the binoculars icon on the right hand side. You will be brought to a page to fill out all of the information on the sighting. Included in this information is the location where the sighting took place. You can fill this in either by entering a longitude and latitude and using the *Zoom to Coordinates* button; entering a street address and using the *Geocode and Zoom to Address* button; or by manually zooming in on the map and plotting a point.

Latitude/Longitude

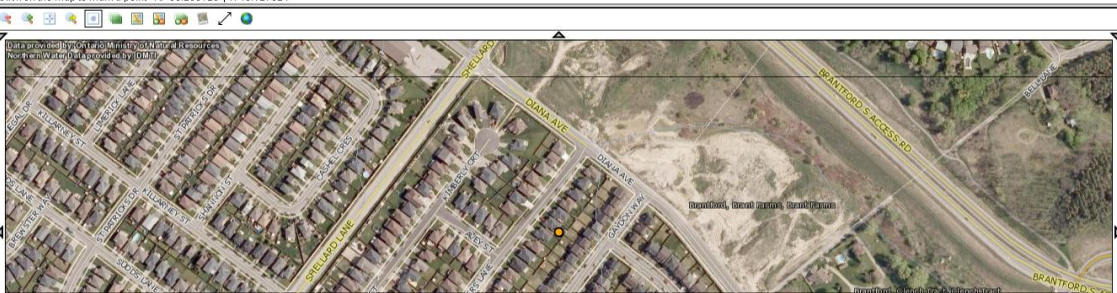
UTM X/Long  UTM Y/Lat (only used with "Zoom to Coordinates")

UTM Zone 17  [? Help](#)

[? Help](#)

Longitude  Latitude

Click on the map to mark a point - X: -80.288125°, Y: 43.127024°



When your point is plotted it will automatically fill in the 'Longitude' and 'Latitude' fields, and if you leave the checkbox below the map checked, it will also fill in the *County, Township, and MNR District*.

The remaining fields should be fairly self-explanatory. At the bottom of the form, you can also add up to five photos from your sighting. If you are ready to submit the sighting for review by an OFAH administrator, check the box at the bottom of the form. After you do this, you will no longer be able to update the sighting report.

If you need to edit your sighting later on, or when you are ready to submit your sighting, you can access your sighting under the *Sightings -> Manage My Sightings* menu.

## ***Community Networking<sup>1</sup>***

When you first join the system, the community network facility is unavailable. Once you have access to the community network, you can download a new guide to ITS that will help you navigate throughout the community network.

The community networking functionality in the system is easy to identify, as it is depicted by white tabs in the navigation menu, so it stands out from the blue tabs. Please note that when you first join the system, these tabs will not be visible to you immediately. In order for you to have access to the community network, you need to be a member of one of the community networking groups. Once you are added to a group by a group moderator, this functionality will become available.

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<sup>1</sup> We use the phrase ‘community network’ to imply a mediated secure facility for collaboration within a group. In contrast a ‘social network’ is an open system for individuals who wish to share their information with each other.