User Guide

NSW Weeds Action Program (WAP) sub-system in WIDX

V2.0

Invasive Species Biosecurity Unit
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https://widx.dpi.nsw.gov.au

NSW Weeds Action Program (WAP) sub-system

The NSW Weeds Action Program (WAP) sub-system in WIDX (the Weeds Information Database External) is Program partners can create, edit and submit sub-programs, NSW DPI can accept or request revision of sub-programs, and all users can report on their sub-programs.

Lead agency contact – this is the WIDX user who requests that the WAP sub-program be created and has full rights to update and modify all activities and activity details for the WAP sub-program.

Constituent organisations – this term is used for all users that belong to an organisation that's parent organisation is the lead agency of the WAP sub-program. Many of the WAP sub-programs will have Local Land Services (LLS) lead agencies and councils that align to that LLS region are considered a constituent organisation within WAP.

For example, if the lead agency for a WAP sub-program is North Coast LLS then users that belong to Rous County Council are considered to belong to a constituent organisation of North Coast LLS. These WAP users may have permissions to create and update activity details for their organisation but only if the sub-program is "unlocked".

Reviewer – the administrator within DPI who has the responsibility to check that the sub-program is correct and may request a revision from the lead agency contact if there are discrepancies.

User types

Within the sub-system, there are three types of users:

- **Affiliates** who cannot change sub-programs, but may (if they belong to the lead agency or a constituent organisation):
  - View the sub-program
  - Report against the sub-program

- **Contributors** who (if they belong to the lead agency or a constituent organisation) can also:
  - Request a new sub-program
  - Update the sub-program

- **Administrators** can:
  - Create a new sub-program
  - Review a sub-program
  - Update WAP reference data
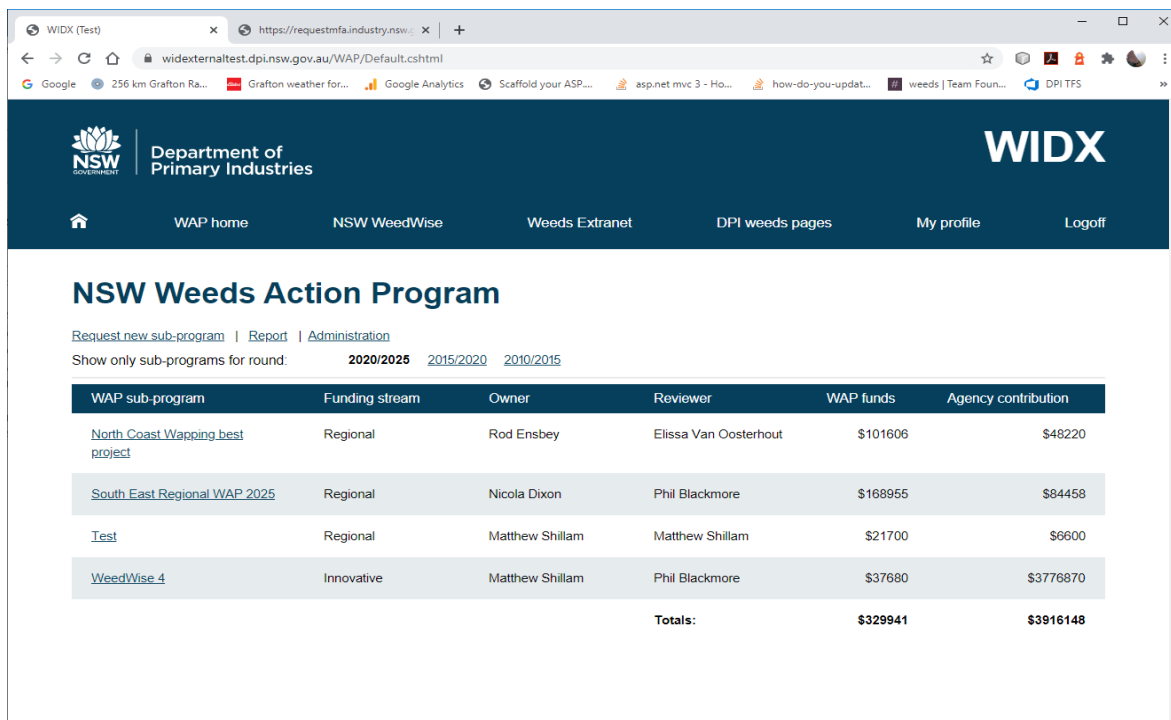
How do I access the sub-system?

To access, you first need to become a WIDX user and opt to use the sub-system (see the *WIDX User Guide*). If you already have a WIDX user account, please email weeds@dpi.nsw.gov.au directly and request access to NSW Weeds Action Program (WAP).

Once you have a WIDX account with access to WAP:

1. Go to https://widx.dpi.nsw.gov.au/ from your web browser (Chrome is recommended).
2. Enter the email address and password of your WIDX account and click the **Logon** button.
3. From the *WIDX homepage*, click on the **NSW Weeds Action Program (WAP)** link.
4. The *sub-system homepage* will appear (as below).

The homepage

The homepage lists all the current sub-programs for the program rounds that you have access to, e.g. 2020/2025.

From here you can view or edit a sub-program by selecting it or request that a new sub-program be created.

From any page in WIDX WAP you can click on the **WAP Home** link in the banner to return to this page.

How do I create a new WAP sub-program?

To request a new WAP sub-program select the Request new sub-program link at the top of the page on the WAP homepage. This will open the Request new sub-program page.

1. Select a funding stream (Innovative, State or Regional)
2. Type in the full name of the new sub-program.

3. The lead agency, contact and contact phone fields will be derived from your WIDX account.
   *Note: if your contact phone number is not set, please select the **My profile** link in the banner and update your phone number, and then restart this request.*
4. Enter the postal address (including suburb and postcode) to receive future contracts and paperwork relating to this sub-program in the mail.
5. Select the program round (currently 2020/2025).
6. Select the years of this round that this sub-program will be active for. If your sub-program will run for the full five years, tick all of the year boxes.
7. Click on the **Submit** button (the **Cancel** button will return you to the WAP homepage).

Your request for a new sub-program will be emailed to WAP administrators (you will also receive a copy in your inbox).

You will receive another email when the sub-program has been created and setup. You should then see your sub-program listed on your homepage.

How do I update a sub-program?
When you select a sub-program from the homepage you will see the WAP sub-program page.

A WAP sub-program consists of one or more **activities** (which describe the activity and its type of targets) and each activity consists of one or more **activity details** (which state which organisations will achieve how many targets, contribute how much, require so much WAP funds and for year/s of the sub-program).

For the WAP sub-program as whole there are several actions the user can perform:

- **Close** – closes the sub-program page and returns the user to the WAP homepage.
- **Print/PDF** – presents a read-only summarised version of the WAP sub-program from which you can print or save to PDF (see section below).

- **Save** – saves any changes to the executive summary or FTE fields for the sub-program.

Each year of a sub-program there are three different stages, *each* of which goes through five different statuses throughout its lifecycle.

Stages

1. **Submission** – this is the sub-program as it is first planned, usually gathered together in the year before the WAP round starts.
2. **Post-allocation** – once a budget has been accepted for a sub-program for a year, then the sub-program is re-opened for the activities for that year to be edited.
3. **Annual report** – at the end of the year, the sub-program is re-opened so the actual targets and project funds used are updated for the activities.

The DPI Admin progresses the stage for a year in a sub-program and an email is automatically generated to inform the Lead agency contact that a year for their sub-program has moved from Submission to Post-allocation, or from Post-allocation to Annual report.

Statuses

1. **Unlocked** – when a sub-program is first created it is set to unlocked. When a sub-program is unlocked the lead agency contact can:
    - Update the sub-program fields (namely Executive summary and Staff funded by sub-program).
    - Add and edit activities for this sub-program
    - Add and edit activity details for any activity of this sub-program.

    WAP users from a constituent organisation (if any) can only:
    - Add and edit activity details for their organisation only for any activity in this sub-program.
    - They cannot add or edit activity details for other organisations nor can they add or edit other activities for this sub-program.
2. **Locked** – when a sub-program is locked, only the lead agency contact can update any of the activities and activity details.
3. **Submitted** – when a sub-program is submitted no changes can be made until the sub-program is reviewed by DPI.
4. **Accepted** – when a sub-program has been accepted by DPI no changes can made unless the sub-program is varied.
5. **Revise** – when a reviewer requests that the sub-program be revised, the sub-program is set to Unlocked.

A yearly summary table in the sub-program illustrates the current stage and current status of each year. The detail for each year, and available action buttons, can be viewed below by clicking on the tab for the year.

To move a year in its current stage of a sub-program from one status to another, a number of actions, represented as buttons at the bottom of each year tab of the WAP sub-program page.

- **Lock** – (only available to the Lead agency contact when the sub-program is unlocked) This sets the sub-program's status to *Locked*.
- **Unlock** – (only available to the Lead agency contact when the sub-program is locked) This action sets the sub-program's status to *Unlocked*.
- **Submit** – (only available to the Lead agency contact when the sub-program is locked or unlocked) this action sets the sub-program's status to *Submitted*. An email to the reviewer is generated alerting them that there is a sub-program that they need to review.
- **Accepted** – (only available to the Reviewer if the sub-program is Submitted) this action sets the sub-program's status to *Accepted*.
- **Revise** - (only available to the Reviewer if the sub-program is Submitted) this action sets the sub-program's status to *Unlocked*. A reason for revision is required before a sub-program be revised.

Sub-program status	Action buttons					
	Lock	**Unlock**	**Submit**	**Accepted**	**Revise**	**Vary**
Unlocked	LAC	X	LAC	X	X	X
Locked	X	LAC	LAC	X	X	X
Submitted	X	X	X	R	R	X
Accepted	X	X	X	X	X	LAC

Table key:

LAC – only the Lead agency contact can see/use this action
R – only the Reviewer can see/use this action
X – this action is not available to anyone if the sub-program has this status.

The WAP sub-program screen also has several "tabs" of further information about the WAP sub-program that you can access from the floating side menu on the right side of the screen.

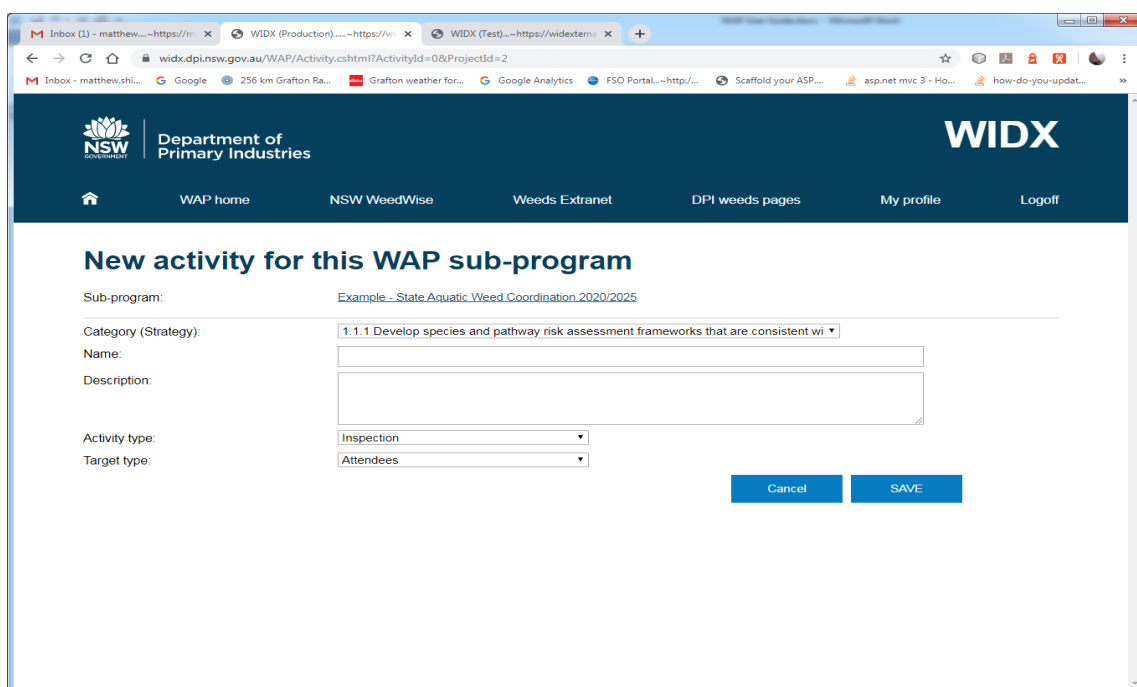**Sub-program** – this page. You can click on this button from any of the other pages to return to the WAP sub-program page.

Partners – this page lists all the Organisations that have been entered into the activity detail for this sub-program and totals their agency contributions and their WAP funds they have asked for.

Statistics – this page gathers a break-down of BIS activity types for each constituent organisation that have been uploaded to BIS for the previous five year period and the current five year period. Note: for these statistics to be useful, BIS data needs to be uploaded through WIDX.

How do I add an activity to a sub-program?

Activities are the program's investment priorities that align to the goals of the NSW Invasive Species Plan.

1. Click on the sub-program from your WAP homepage.
2. Click on the **Create new activity** link under the sub-program action buttons.
   Note: You can only create a new activity or edit an existing activity if you are the Lead Agency Contact for that sub-program and one of the years has a status of Locked or Unlocked.
3. The *New activity for this sub-program* page will appear.

4. Fill in all the fields on the page:
   - **Category** – this a dropdown list of the available categories for this WAP round. For the 2020/2025 round, these categories are the strategies from the NSW Invasive Species Plan 2018-21. Select the most appropriate ISP strategy for your activity, e.g. 1.3.3
   - **Name** – the name of Activity to be implemented, e.g., "Implement high risk pathway inspections"

- **Description** – outline what the activity is about in some detail to enable project partners to undertake and report accordingly and must be at least 100 characters long.
- **Activity type** – a dropdown list of types that match the activity type of BIS records:
    i. Inspection – a visit to a property / location by an authorised officer to assess the presence and abundance of weed species
    ii. Compliance – a visit to a property by an authorised officer to enforce biosecurity obligations
    iii. Control – a visit to a property / location by an authorised officer to undertake weed treatment
    iv. Extension – a visit to a property / location by an authorised officer to provide education and best practice advice
    v. Regional co-ordination – Rod to complete
- **Target type** – a drop down list of the types that describe or measure all targets for this activity – for examples "Kilometres" if the activity is measuring the amount of distance the targets will apply to.

5. Click on the **Save** button (the **Cancel** button will return you to the *WAP sub-program* page and not save).
6. Your activity will now be saved to this sub-program, and you can continue to add activity details, as per step 3 in the section below.

How do I add an activity detail to an activity?

An activity detail is a further component of an activity that states which organisation will contribute funds and request WAP funds in return for a given year for the activity.

1. Click on the sub-program on the *WAP homepage* in WIDX.
2. In the list of activities at the bottom of the *WAP sub-program* page, under one of the year tabs, click on the activity you wish to add activity detail to.
3. The *Edit activity for this WAP sub-program* page will appear.
4. At the bottom of the page the activity details will be listed for each year for this activity. To add one, first go to the relevant year (you can use the "Jump to" sub-menu to quickly move to the year you want) and click on the **Add activity detail for Year #** link (to edit an existing activity detail, click on the link for the organisation responsible for the activity detail for that year).
   Note: you can only add or edit an activity detail linked to an activity if you are the Lead Agency Contact for that sub-program and the year for the sub-program has a status of Locked or Unlocked OR you are a user who belongs to a constituent organisation and the year for the sub-program is Unlocked.
5. The *New activity detail for Year #* page will appear.

6.   Fill in all the fields on the page (some fields will appear under the relevant stage that the year is in, e.g.: Submission, Post allocation or Annual report):

- **Partner** – Local control authority or sub-program partner
- **Year** – Year 1 2020/2021
- **Target** – number attending
- **Agency contribution** – The amount the local control authority will be contributing to the activity
- **WAP funds** – The amount the local control authority requests to implement the activity
- **Description** – What activities will be done eg attend NSW Weeds Conference, with details to support why. A minimum of 100 characters needs to be entered for each activity detail.
- **URL** – you may enter the link to a website that further describes or illustrates your activity detail. This field is optional and might be used to gather information and examples for reporting purposes.

7.   Click on the **Save** button (the **Cancel** button will return you to the *Edit activity for this WAP sub-program* page).

How do I edit an activity detail?

When a Year for sub-program moves to the Post-allocation or Annual report stage, it may need to have its activity details updated.

1.   Click on the sub-program on the *WAP homepage* in WIDX.

2. In the list of activities at the bottom of the *WAP sub-program* page, under one of the year tabs, click on the activity you wish to add activity detail to.
3. The *Edit activity for this WAP sub-program* page will appear.
4. At the bottom of the page the activity details will be listed for each year for this activity. To edit an existing activity detail, click on the link for the organisation responsible for the activity detail for that year.
   Note: you can only add or edit an activity detail linked to an activity if you are the Lead Agency Contact for that sub-program and the year for the sub-program has a status of Locked or Unlocked OR you are a user who belongs to an constituent organisation and the year for the sub-program is Unlocked.
5. The *Edit activity detail for Year #* page will appear.

6. Update the fields on the page (fields will appear under the relevant stage that the year is in, e.g. Submission, Post allocation or Annual report).

7. Click on the **Save** button (the **Cancel** button will return you to the *Edit activity for this WAP sub-program* page).

How do I print a WAP sub-program?

To print a WAP sub-program or save it as a PDF follow these steps:

1. Click on the sub-program on the WAP homepage.
2. Click on the **Print/PDF** button at the bottom of the WAP sub-program page (the **Close** button will return you to the *WAP sub-program* page).
3. The *Print preview* page will appear displaying the sub-program like it will appear on your print-out.

4. Click on the **Print** link on the top of the page. Depending on the web browser you are using the print dialog box will appear and take you through your normal printing process. If you would like to convert the printout to a PDF, select the PDF option as your printer.
   *Note: the print out should automatically be set to Landscape (best layout for the WAP sub-program), but depending on your browser you might have to set this option manually.*
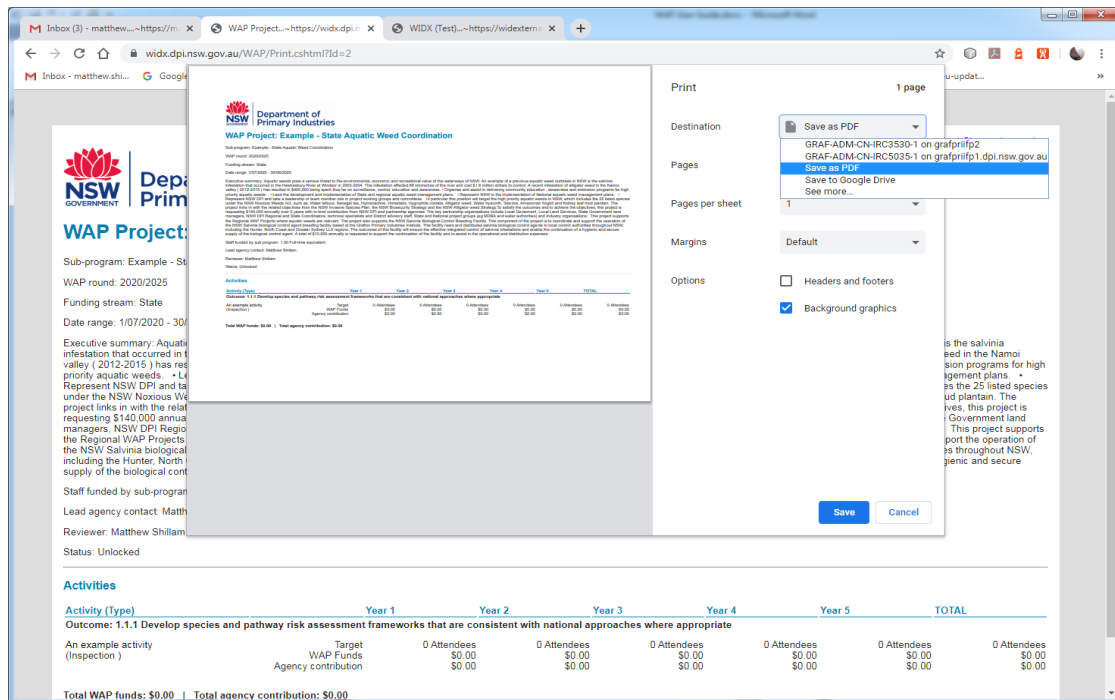
How do I report on figures in my WAP sub-program?

A reporting tool is available in WAP to help you retrieve figures for your WAP sub-program. To access this tool:

1. From the WAP homepage, click on the Report link at the top of the page. The WAP Reports page should appear.
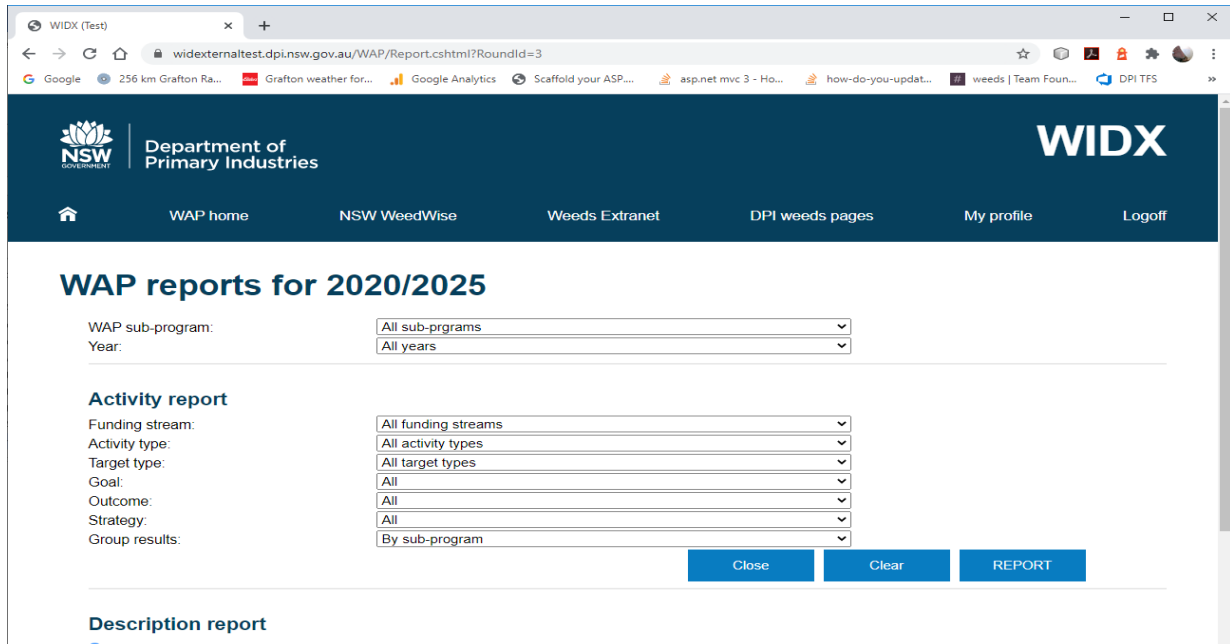
2. Choose your WAP sub-program and Year (choose All years to get a report across all the years of your WAP sub-program).
3. In the Activity report section, you can choose to the filter the results so that only the details of certain activities are returned (Activity types, target types, goals, outcomes and strategies).
4. You can also group the results to display by either activity types, target types, goals, outcomes and strategies.
5. Once you have chosen, click the Report button in the Activity report section, and you report will displayed underneath.

How do I get a descriptive list of Activities and Activity details for my WAP sub-program?

The WAP reporting tool can also return all the descriptions for the activities and activity details for your WAP sub-program.

1. From the WAP homepage, click on the Report link at the top of the page. The WAP Reports page should appear.

2. Choose your WAP sub-program and Year (choose All years to get a report across all the years of your WAP sub-program).
3. In the Description report section, you can choose to return the descriptions for the original submission, the post-allocation revision or the annual report.
4. Click on the Report button in the Description report section and the results should display underneath.