NSW GOVERNMENT | Department of Primary Industries

WIDX User Guide

Weeds Information Database (WID) External

v3.121

Invasive Plants & Animals Unit
Biosecurity & Food Safety
March 2019
https://widx.dpi.nsw.gov.au

Introducing WIDX

WIDX is a website that allows weeds professionals in NSW to login and access subsystems of the NSW DPI Weeds Information Database (the system that also drives the NSW WeedWise smart phone app and website).

There are a number of subsystems currently at different stages of development, and other subsystems may be added in future:

NSW Weed Risk Management System (WRM) (now available) - this subsystem allows users to search and view existing Weed Risk Assessments done by other users, copy those assessments or create and submit new ones. WRM is the first WIDX subsystem to be released.

Biosecurity Information System - Weeds (BIS Weeds) (coming soon) - this subsystem will allow users to upload spreadsheets outputted from their own systems (such as their mapping programs or inspection recording apps) to be included in the central Biosecurity Information System used by NSW DPI to monitor compliance, extension, control and inspection activities.

NSW WeedWise Plus (coming soon) - this subsystem will allow weeds professionals to customise print outputs from NSW WeedWise and add localised text, logos and images.

Most subsystems have at least two types of users:

Affiliates - can generally only **search** and **view** records (cannot create or modify any records).

Contributors - can **search**, **view** and **create** records, and **modify** records they have created.

Users may have different levels of access to different subsystems. *Mary, for example, might be an affiliate for WRM (only able to search and view WRM assessments) but might be a contributor to the BIS Weeds (able to upload her council's spreadsheet outputs and search and view all records previously submitted by her council)*.

Each subsystem has one or more administrators, who are responsible for maintenance and granting user access.

As well as subsystems, WIDX also has several *functions*, these are available to all WIDX users and are detailed at the end of this guide.

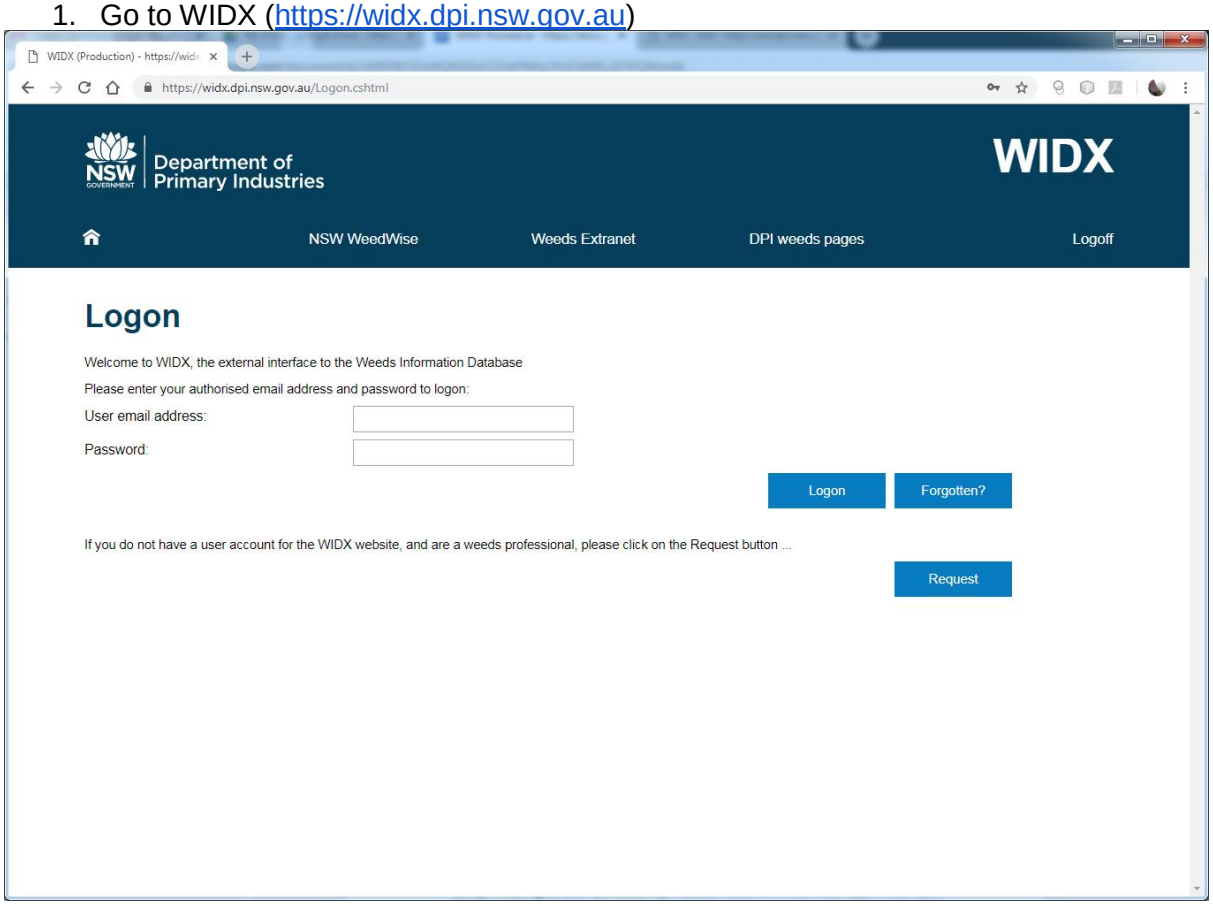
Where is WIDX found?

To find the WIDX website click on this link or copy and paste the URL: https://widx.dpi.nsw.gov.au into your web browser (or click on the link). The Google Chrome browser has been fully tested with WIDX. Other browsers such as Internet Explorer, Edge, Safari and Firefox should also work.

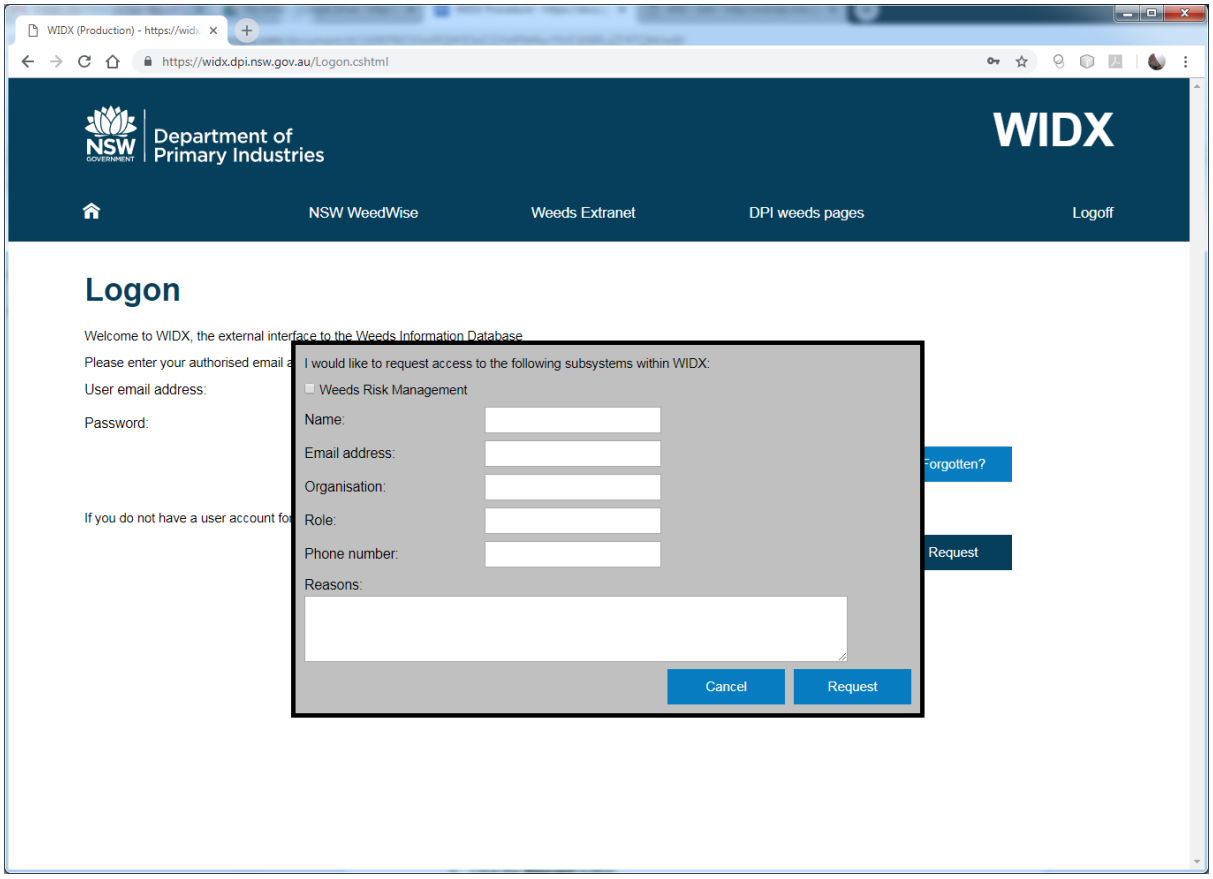
How do I become a user?

WIDX is available for any NSW weeds professional to use.

1. Go to WIDX (https://widx.dpi.nsw.gov.au)



2. At the Logon screen, click on the **Request** button.



3. Select the WIDX subsystem/s you would like to have access to (such as WRM).
4. Enter your details (name, email address, organisation, role in organisation and contact phone number and the reason for why you would like access to WIDX).
5. Click the **Request** button.

An email of your request will be sent to the WIDX Administrators (a copy will also be sent to the email address you have provided).

Once your WIDX account has been created, you will receive a notification email.

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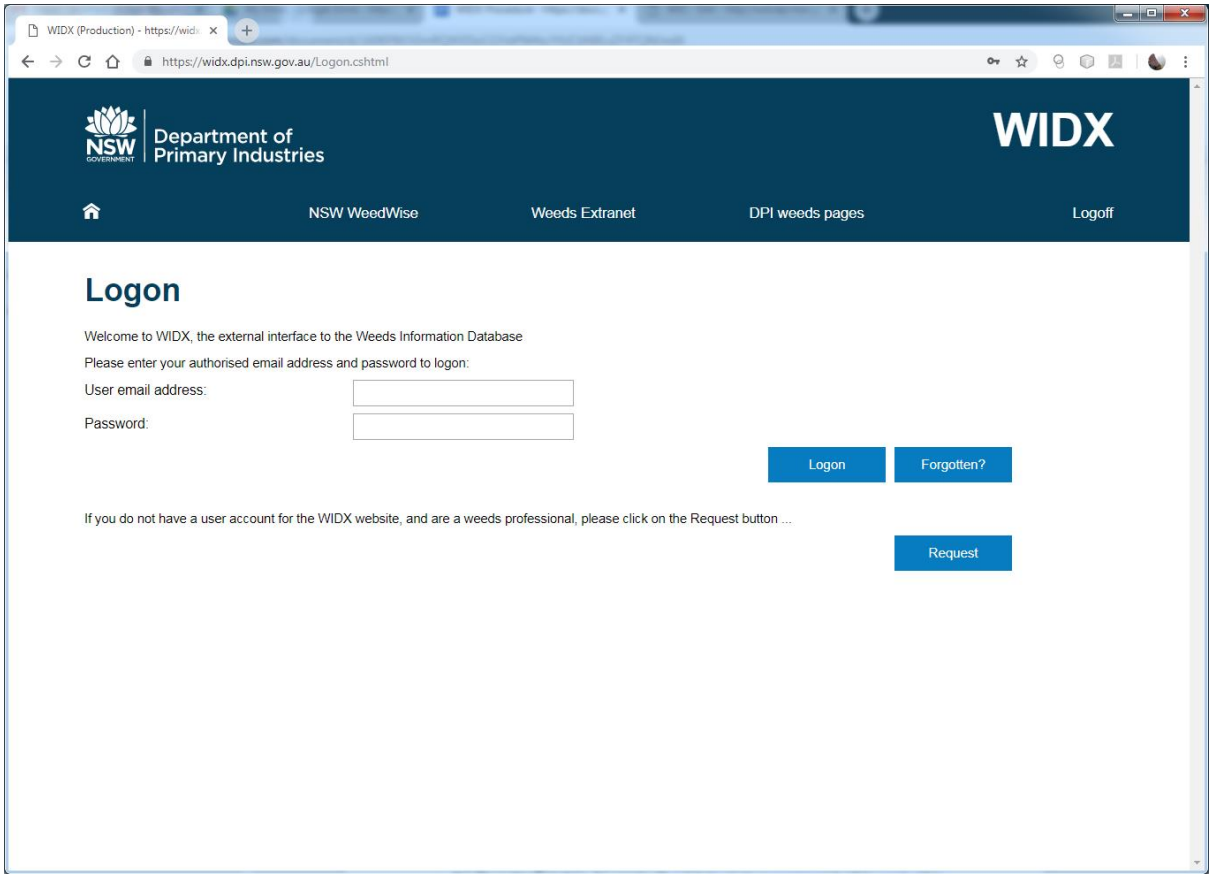
How do I logon to WIDX?

To logon to WIDX, go to https://widx.dpi.nsw.gov.au/ and use the email address specified in your user request form.

The first time you logon you must leave your password blank. Enter your email address and click the **Logon** button. You will then be prompted to create a password, and re-enter it to confirm. There are no special needs for your password, any combination of letters and numbers between 6 and 10 characters long will be accepted. (You will not be asked to update your password, but you can change it in your profile).



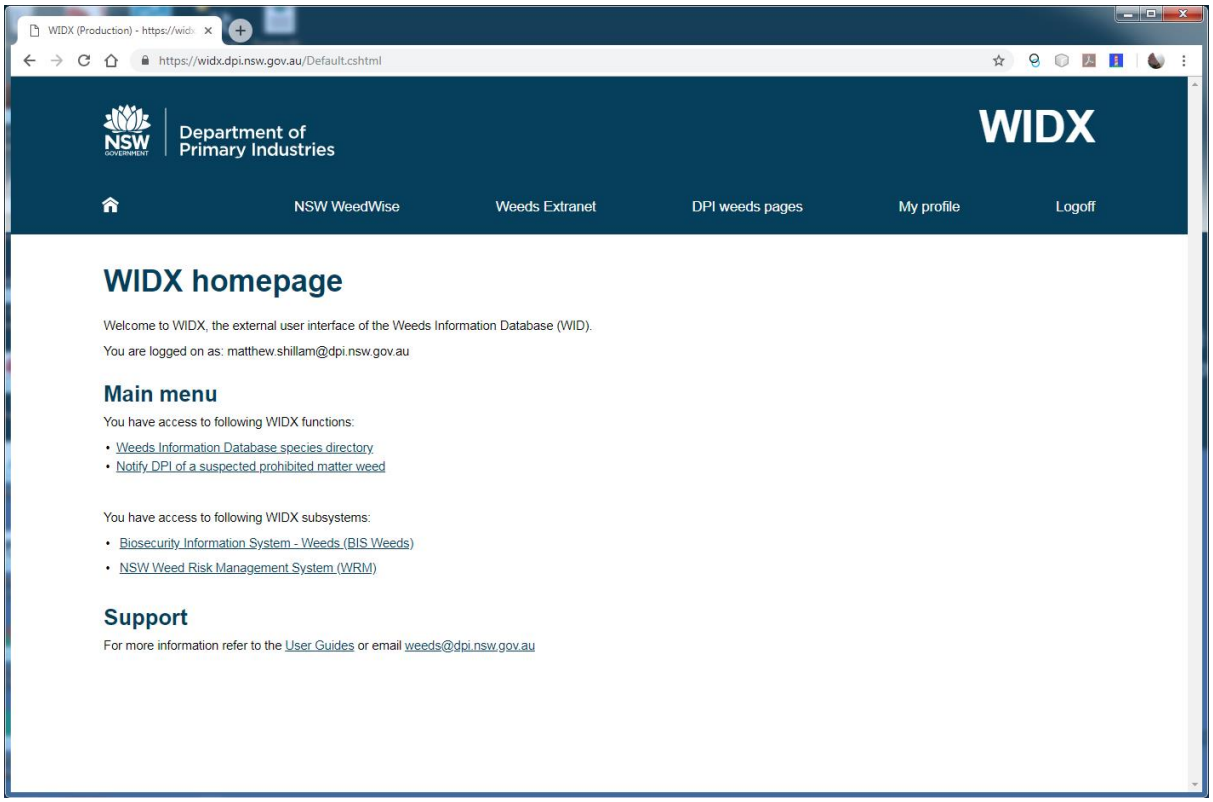
If you have problems logging on:

1. Check your email address is correct and the same one you used to request access to WIDX.
2. Check your password is correct.
3. If you have forgotten your password, make sure your email address is correct and click the **Forgotten?** button. An email with a link to reset your password will be sent within the next minute. Check your email and follow the instructions.
4. If you are still having problems accessing WIDX, email the WIDX Administrators using the weeds@dpi.nsw.gov.au address.

NOTE - *For security reasons, WIDX server sessions timeout after a hour if not used. This means that after an hour of no server activity (e.g. clicking a save, search or submit button), you may be prompted to log back on to WIDX. Any unsaved work will be lost. When working on screens that require a large amount of data input (such as Create/Edit a WRM assessment) please save your work regularly.*

The WIDX homepage

The WIDX homepage will list the subsystems that you have access to.



The WIDX Homepage shows a menu bar across the top of the screen that lets you navigate WIDX and link to other weeds-related resources:

Home icon - returns you to this screen (the *WIDX homepage*).

<Subsystem> Home (not shown) - once you are in a WIDX subsystem this link returns you to that subsystem's homepage.

NSW WeedWise - a link to the NSW WeedWise website (weeds.dpi.nsw.gov.au)

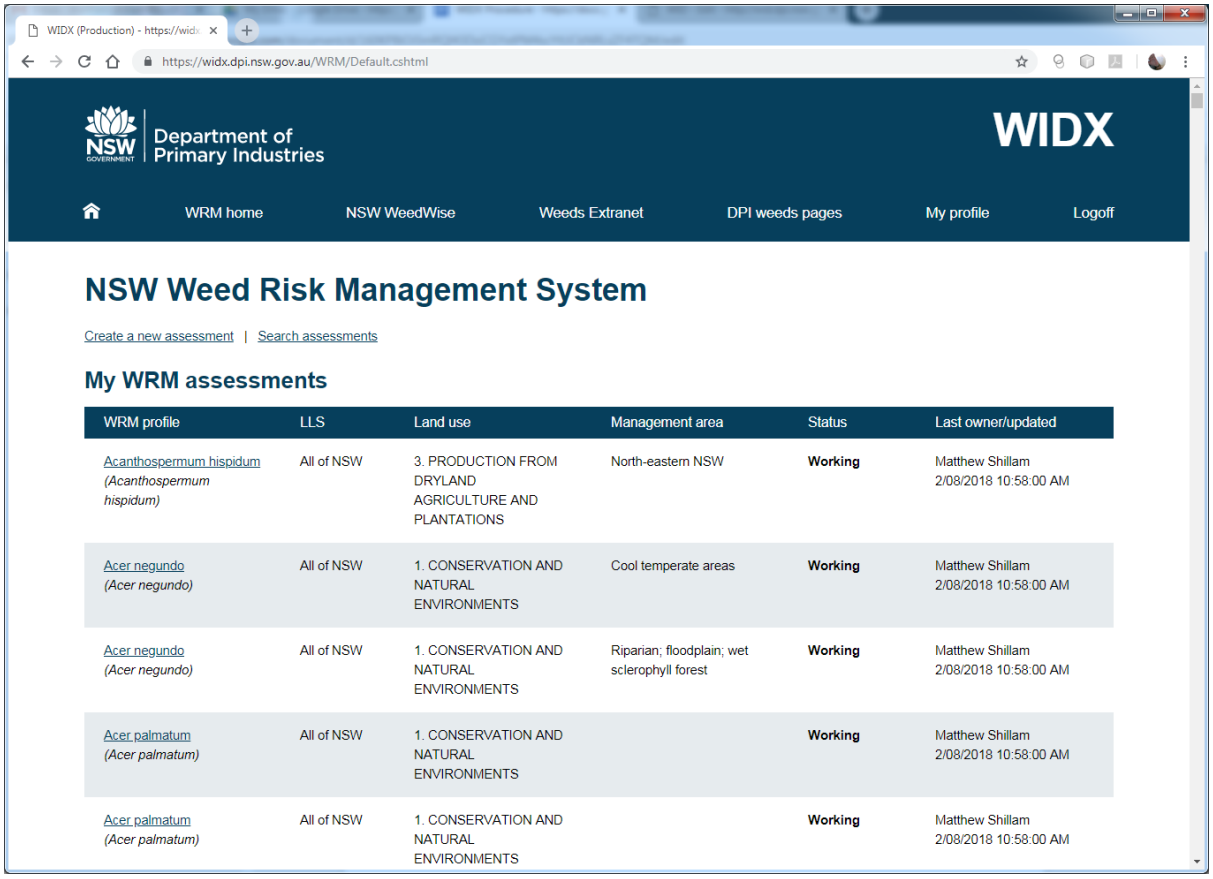
Weeds Extranet - a link to the Weeds Extranet (extranet.dpi.nsw.gov.au/weeds)

DPI Weeds pages - a link to the Weeds web pages on the NSW DPI website.

My profile - a link to your WIDX profile page (see below).

Log out - clicking here logs you out of WIDX, returning you to the *Logon* page. Another user may log on to WIDX at this point.

To use one of the WIDX subsystems, click on the link listed in the Main Menu and you will be taken to the homepage for that subsystem, which may look something like this (for WRM):


WIDX (Production) - https://wid
https://widx.dpi.nsw.gov.au/WRM/Default.cshtml
Department of Primary Industries
WIDX
WRM home
NSW WeedWise
Weeds Extranet
DPI weeds pages
My profile
Logoff
NSW Weed Risk Management System
Create a new assessment | Search assessments
My WRM assessments
WRM profile
LLS
Land use
Management area
Status
Last owner/updated
Acanthospermum hispidum (Acanthospermum hispidum)
All of NSW
3. PRODUCTION FROM DRYLAND AGRICULTURE AND PLANTATIONS
North-eastern NSW
Working
Matthew Shillam 2/08/2018 10:58:00 AM
Acer negundo (Acer negundo)
All of NSW
1. CONSERVATION AND NATURAL ENVIRONMENTS
Cool temperate areas
Working
Matthew Shillam 2/08/2018 10:58:00 AM
Acer negundo (Acer negundo)
All of NSW
1. CONSERVATION AND NATURAL ENVIRONMENTS
Riparian; floodplain; wet sclerophyll forest
Working
Matthew Shillam 2/08/2018 10:58:00 AM
Acer palmatum (Acer palmatum)
All of NSW
1. CONSERVATION AND NATURAL ENVIRONMENTS
Working
Matthew Shillam 2/08/2018 10:58:00 AM
Acer palmatum (Acer palmatum)
All of NSW
1. CONSERVATION AND NATURAL ENVIRONMENTS
Working
Matthew Shillam 2/08/2018 10:58:00 AM

My WIDX profile page

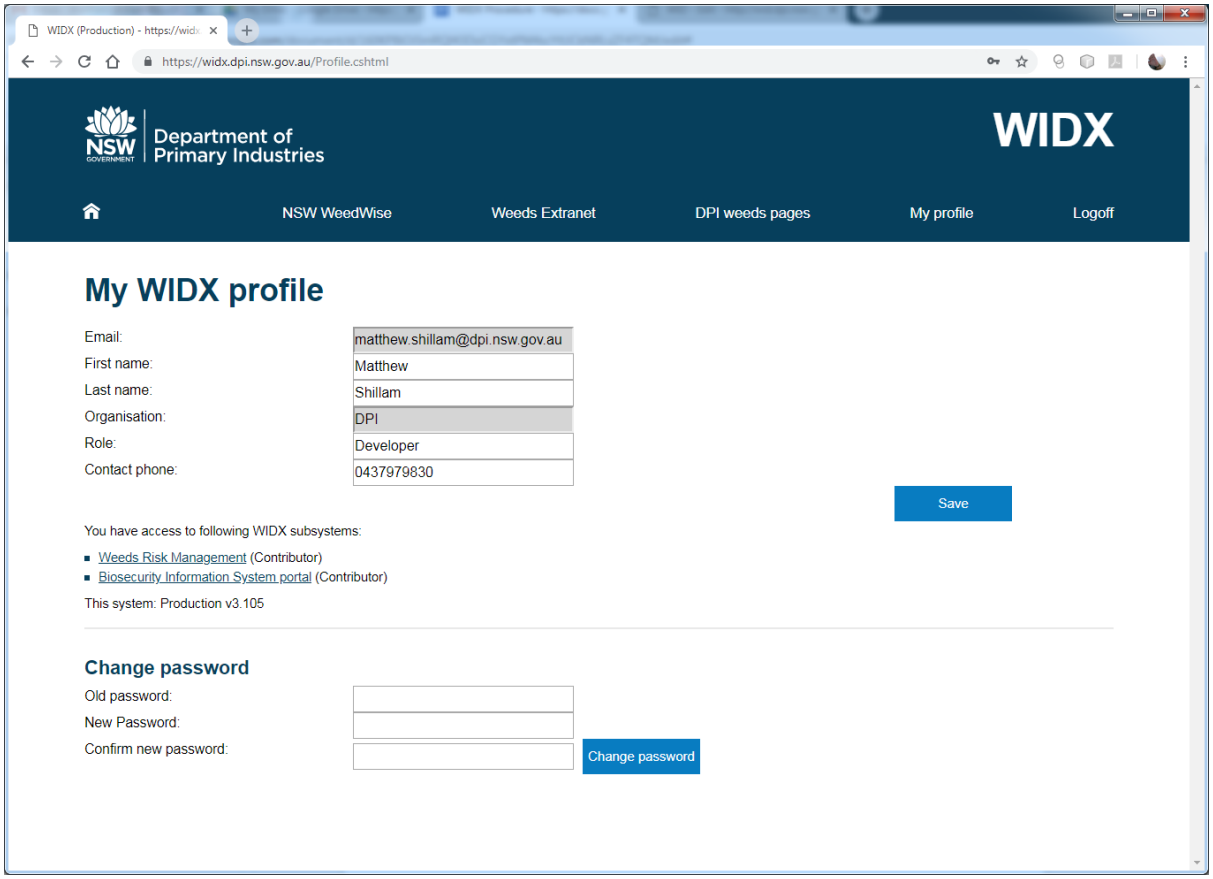
From the “My profile” link on the menu bar, you can view and modify your WIDX profile.

You can change your First name, Last name and Contact phone and click the **Save** button to save them.

Your email address and the organisation you represent can only be changed by an administrator.

The profile page also lists the WIDX subsystems you have access to, and your level of access to those subsystems.

To use the Profile page to change your password enter your old password and then your new password (twice) and click the **Change password** button. Your WIDX password will then be changed.



WIDX functions

WIDX functions are core functionality that is available to all WIDX Users, regardless of their subsystem access or user type. WIDX functions are listed at the top of the WIDX Main Menu.

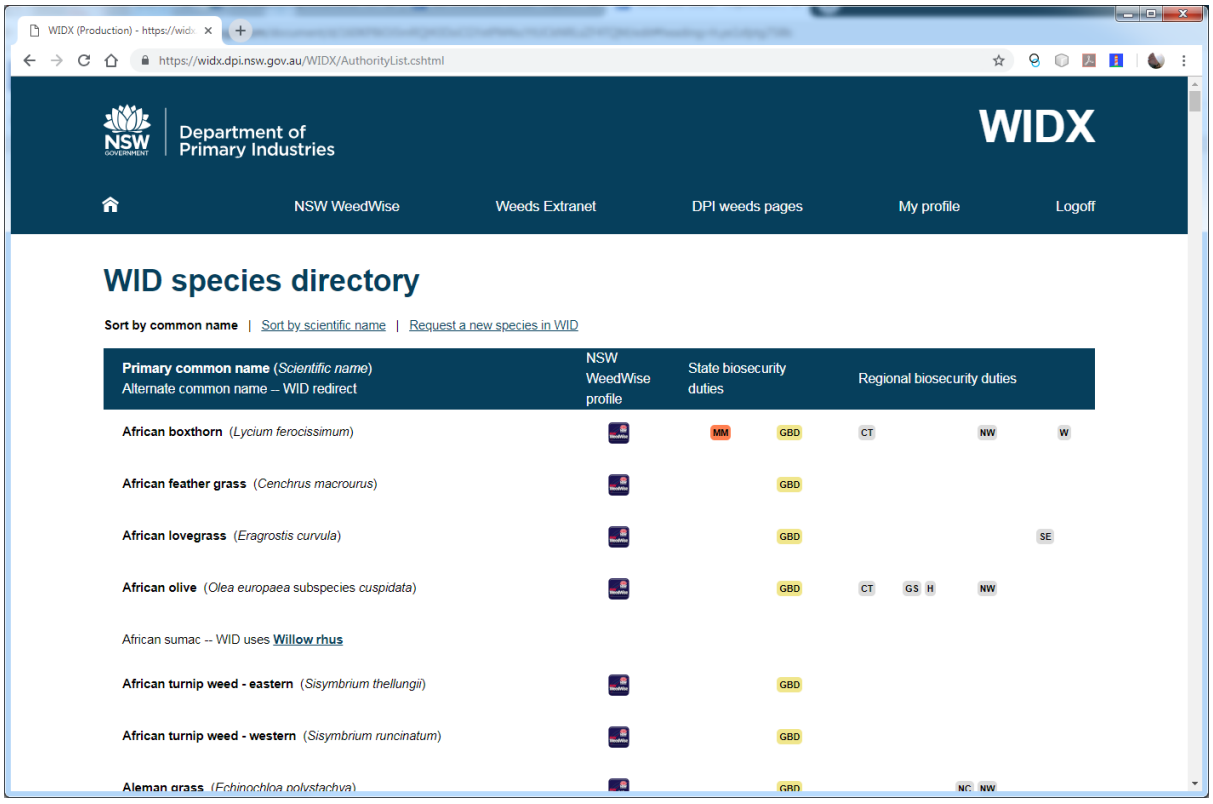
Currently there are two WIDX functions:

- *WID species directory*
- *Notify DPI of a suspected prohibited matter weed*

WID species directory

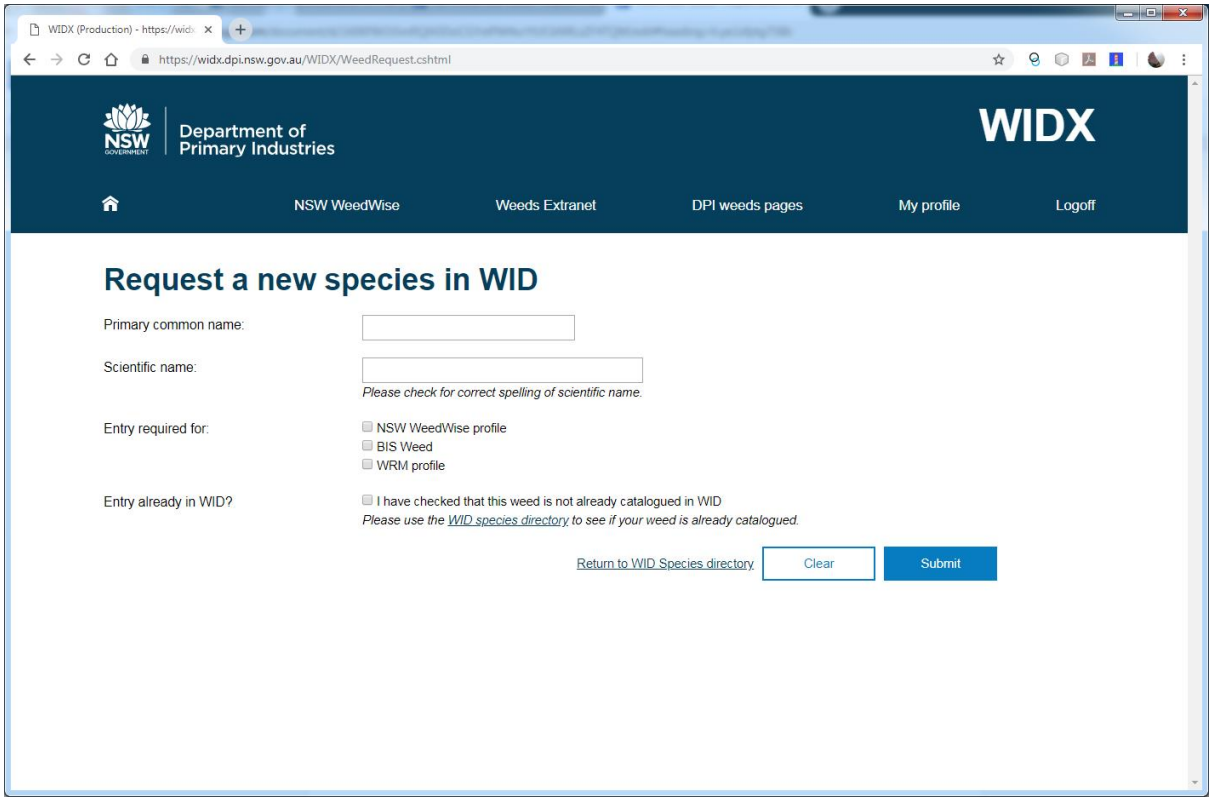
The WID species directory lists all weed species contained in the Weeds Information Database and indicates whether the weed has a profile in NSW WeedWise (with a link) and what Biosecurity duties apply.

The list can be sorted by common name or scientific name.



Alternate common names are also listed in the directory and indicate a link to the primary common name that is used in WID.

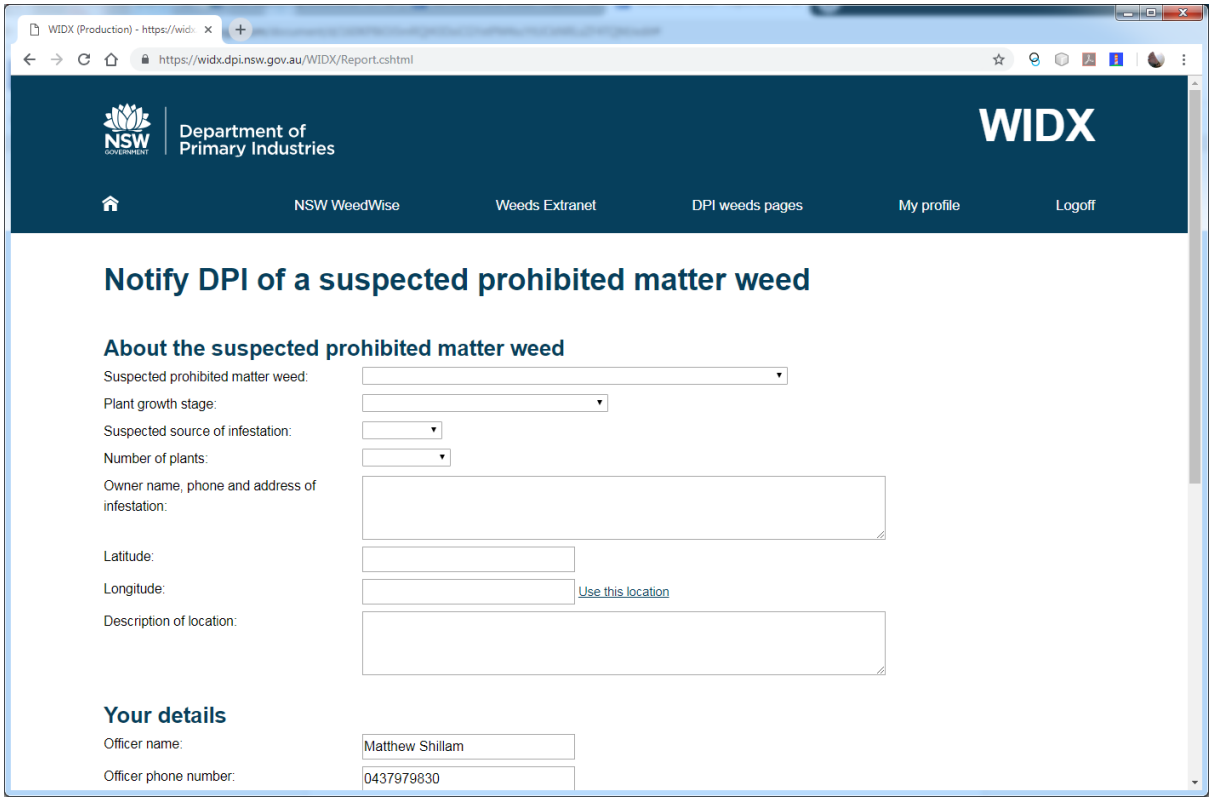
A WIDX user can use the *Request a New Species in WID* link where they believe a species needs to be added to one of the subsystems. The form allows them to enter the scientific name and common name for the new weed species and will email the request to the WIDX Admin, where it will be considered.

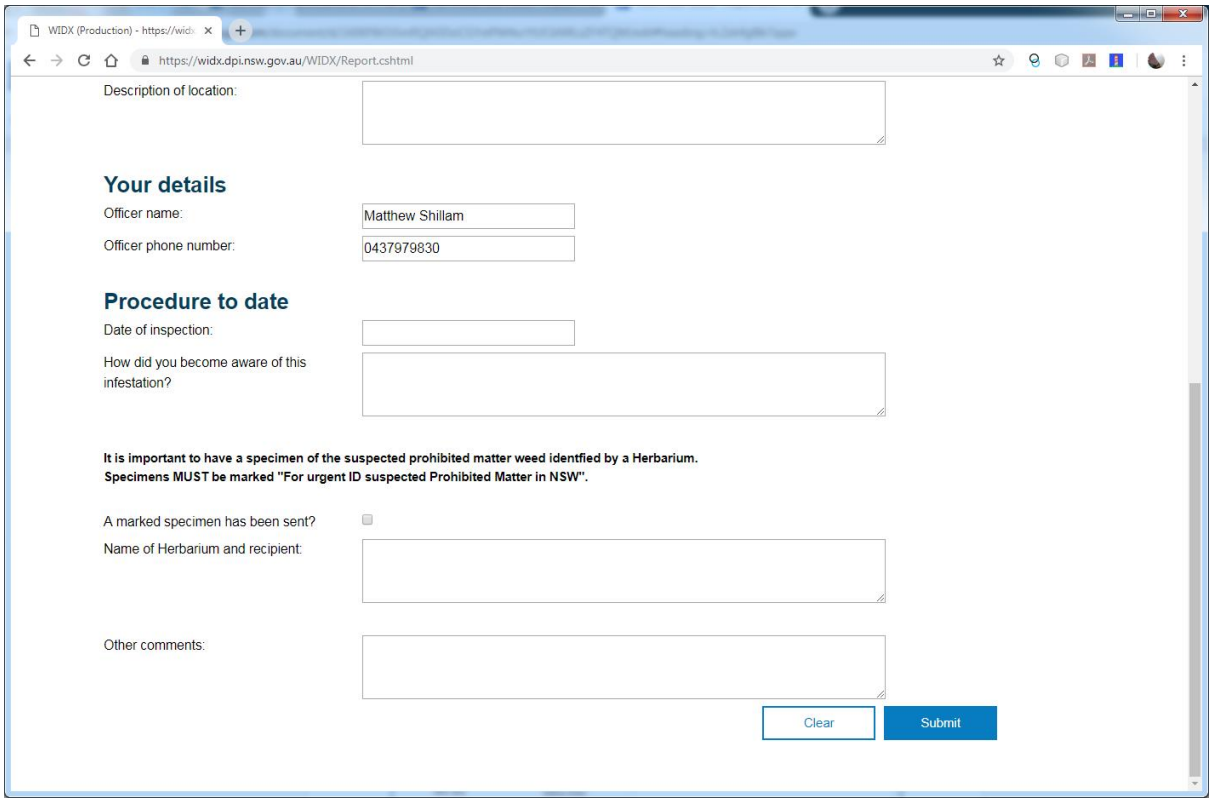


If the species is considered necessary, it will shortly be added to the WID.

Notify DPI of Suspected Prohibited Matter Weed

If a WIDX User discovered that a weed they believe is prohibited matter under the *Biosecurity Act 2015*, they are required to notify the DPI as soon as possible. This form in WIDX is one method they can use to notify.





DPI encourages the use of herbariums to confirm the identity of suspected prohibited matter weeds, and if correctly marked specimens have been sent to an herbarium then these details should be included on the form, as well as the details of where the weed was found, who found it, and other details of the process followed so far.

When complete, click the **Submit** button at the bottom of the page, and the form will be emailed to DPI for action. A copy of the email will also be sent to the WIDX User for their records.