



Department of
Primary Industries

WIDX User Guide

Weeds Information Database (WID) External



v3.121

**Invasive Plants & Animals Unit
Biosecurity & Food Safety
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<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.

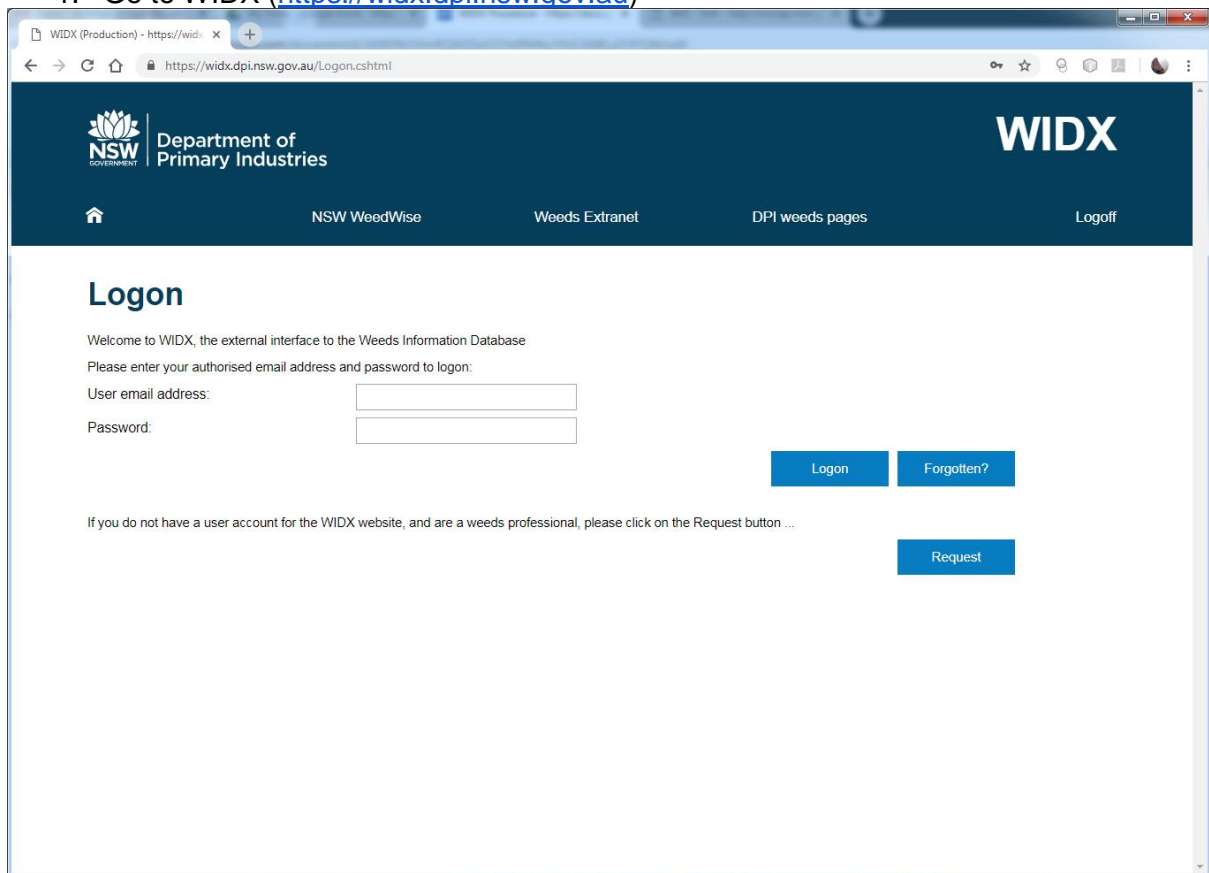
Where is WIDX found?

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.

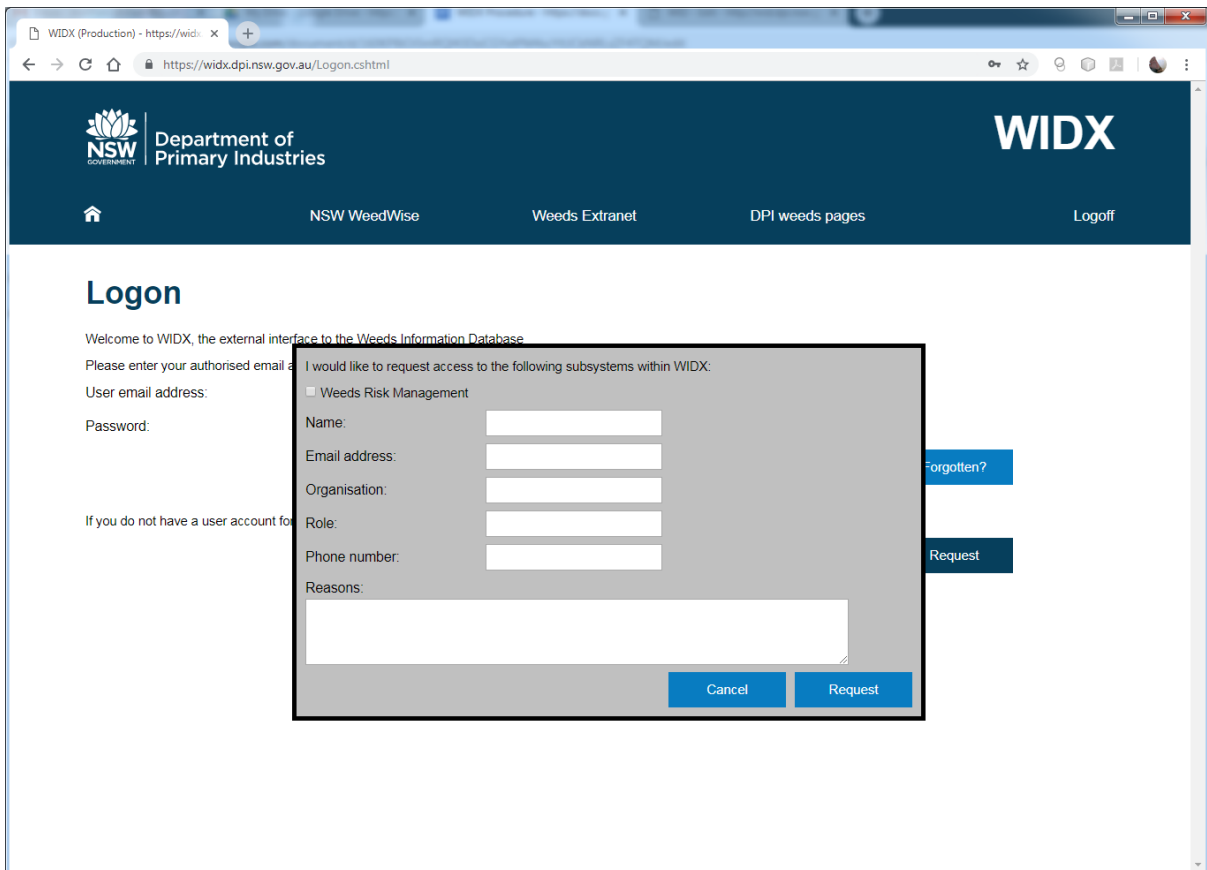
How do I become a user?

WIDX is available for any NSW weeds professional to use.

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

A screenshot of a web browser displaying the WIDX Logon page. The browser's address bar shows the URL 'https://widx.dpi.nsw.gov.au/Logon.cshtml'. The page header features the NSW Government logo and 'Department of Primary Industries' on the left, and 'WIDX' on the right. Below the header is a navigation menu with links for 'NSW WeedWise', 'Weeds Extranet', 'DPI weeds pages', and 'Logoff'. The main content area is titled 'Logon' and includes a welcome message: 'Welcome to WIDX, the external interface to the Weeds Information Database'. It asks the user to enter their authorized email address and password. There are two input fields: 'User email address:' and 'Password:'. To the right of these fields are three buttons: 'Logon', 'Forgotten?', and 'Request'. Below the input fields, there is a note: 'If you do not have a user account for the WIDX website, and are a weeds professional, please click on the Request button ...'.

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.

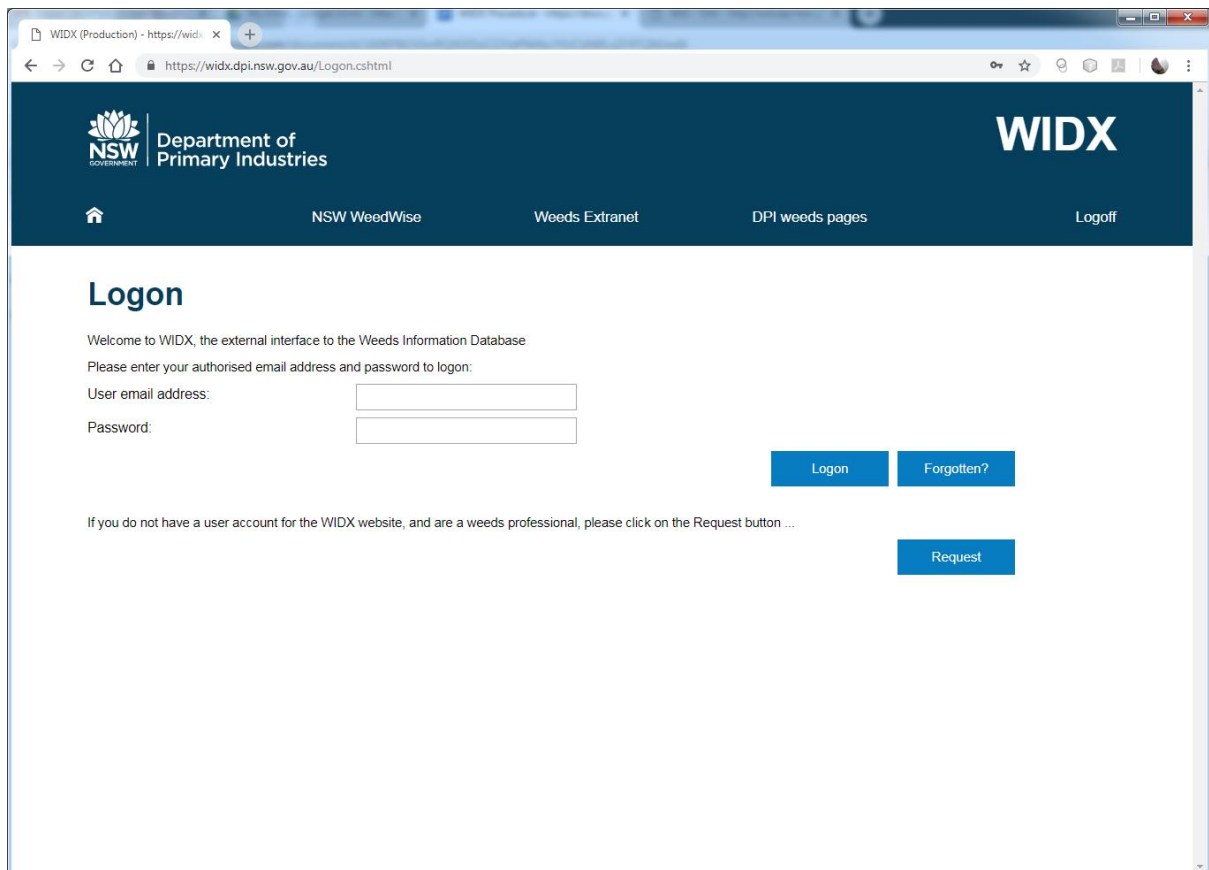
An email of your request will be sent to the WIDX Administrators (a copy will also be sent to the email address you have provided).

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

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).



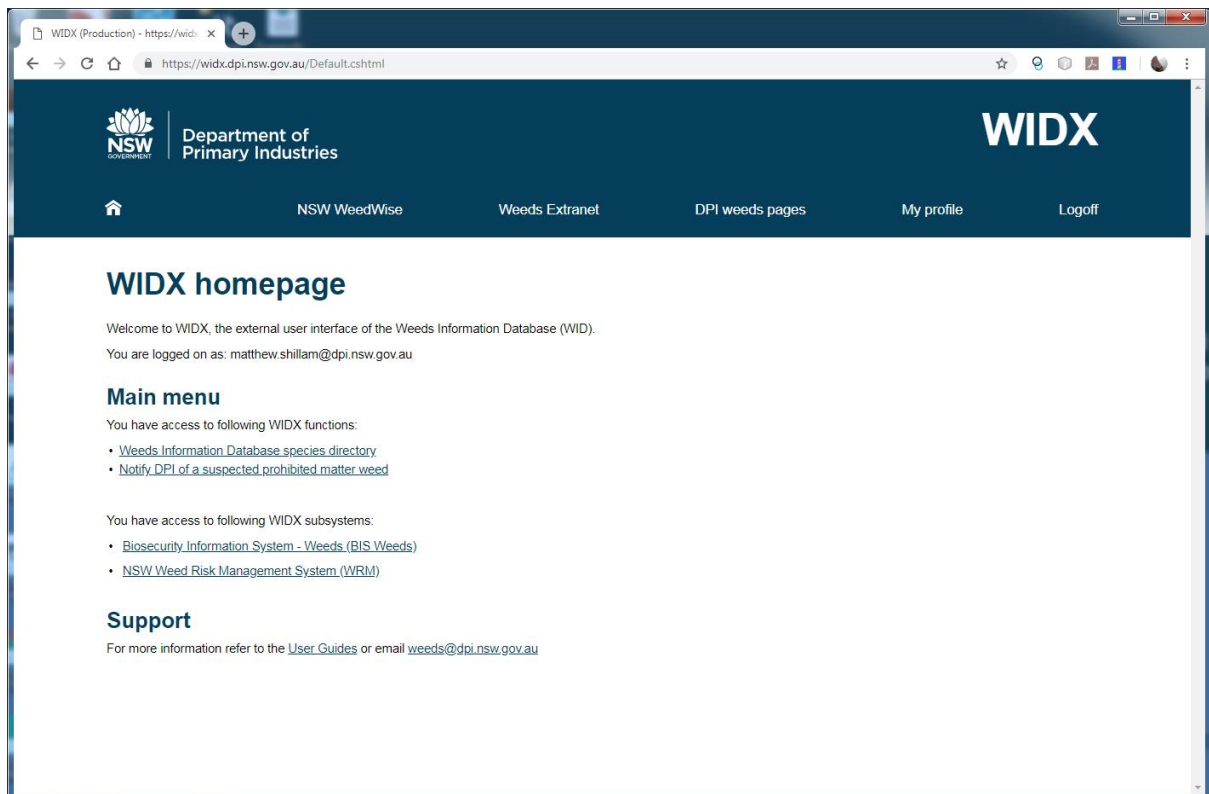
If you have problems logging on:

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... x
 https://widx.dpi.nsw.gov.au/WRM/Default.cshhtml

NSW GOVERNMENT 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 (<i>Acanthospermum hispidum</i>)	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 (<i>Acer negundo</i>)	All of NSW	1. CONSERVATION AND NATURAL ENVIRONMENTS	Cool temperate areas	Working	Matthew Shillam 2/08/2018 10:58:00 AM
Acer negundo (<i>Acer negundo</i>)	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 (<i>Acer palmatum</i>)	All of NSW	1. CONSERVATION AND NATURAL ENVIRONMENTS		Working	Matthew Shillam 2/08/2018 10:58:00 AM
Acer palmatum (<i>Acer palmatum</i>)	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.

The screenshot shows a web browser window displaying the 'My WIDX profile' page. The browser's address bar shows the URL 'https://widx.dpi.nsw.gov.au/Profile.cshtml'. The page header includes the NSW Government logo and 'Department of Primary Industries' on the left, and 'WIDX' on the right. A navigation menu below the header contains links for 'NSW WeedWise', 'Weeds Extranet', 'DPI weeds pages', 'My profile', and 'Logoff'. The main content area is titled 'My WIDX profile' and contains a form with the following fields:

Email:	matthew.shillam@dpi.nsw.gov.au
First name:	Matthew
Last name:	Shillam
Organisation:	DPI
Role:	Developer
Contact phone:	0437979830

A blue 'Save' button is located to the right of the form. Below the form, a section titled 'You have access to following WIDX subsystems:' lists two items:

- [Weeds Risk Management](#) (Contributor)
- [Biosecurity Information System portal](#) (Contributor)

Below the list, it states 'This system: Production v3.105'. A horizontal line separates this section from the 'Change password' section. The 'Change password' section includes three input fields: 'Old password:', 'New Password:', and 'Confirm new password:'. A blue 'Change password' button is positioned to the right of the 'Confirm new password' field.

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.

Primary common name (Scientific name)	Alternate common name – WID redirect	NSW WeedWise profile	State biosecurity duties	Regional biosecurity duties
African boxthorn (<i>Lycium ferocissimum</i>)			MM, GBD	CT, NW, W
African feather grass (<i>Cenchrus macrourus</i>)			GBD	
African lovegrass (<i>Eragrostis curvula</i>)			GBD	SE
African olive (<i>Olea europaea</i> subspecies <i>cuspidata</i>)			GBD	CT, GS, H, NW
African sumac – WID uses Willow rhus				
African turnip weed - eastern (<i>Sisymbrium thellungii</i>)			GBD	
African turnip weed - western (<i>Sisymbrium runcinatum</i>)			GBD	
Aleman grass (<i>Echinochloa polystachya</i>)			GBD	NC, NW

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.

The screenshot shows a web browser window with the URL <https://widx.dpi.nsw.gov.au/WIDX/WeedRequest.cshtml>. The page header includes the NSW Government logo and the Department of Primary Industries, along with the WIDX logo. A navigation menu contains links for Home, NSW WeedWise, Weeds Extranet, DPI weeds pages, My profile, and Logoff.

Request a new species in WID

Primary common name:

Scientific name:
Please check for correct spelling of scientific name.

Entry required for:

- NSW WeedWise profile
- BIS Weed
- WRM profile

Entry already in WID? I have checked that this weed is not already catalogued in WID
Please use the [WID species directory](#) to see if your weed is already catalogued.

[Return to WID Species directory](#)

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.

The screenshot shows the top portion of a web browser window displaying the WIDX report form. The browser address bar shows the URL <https://widx.dpi.nsw.gov.au/WIDX/Report.cshhtml>. The page header includes the NSW Government logo, the Department of Primary Industries name, and the WIDX logo. A navigation menu contains links for Home, NSW WeedWise, Weeds Extranet, DPI weeds pages, My profile, and Logoff. The main heading is "Notify DPI of a suspected prohibited matter weed". Below this is a section titled "About the suspected prohibited matter weed" with the following fields: "Suspected prohibited matter weed:" (dropdown), "Plant growth stage:" (dropdown), "Suspected source of infestation:" (dropdown), "Number of plants:" (dropdown), "Owner name, phone and address of infestation:" (text area), "Latitude:" (text input), "Longitude:" (text input with a "Use this location" link), and "Description of location:" (text area). A section titled "Your details" contains "Officer name:" (text input with "Matthew Shillam") and "Officer phone number:" (text input with "0437979830").

This screenshot shows the lower portion of the WIDX report form. It includes the "Description of location:" text area. The "Your details" section is repeated, showing "Officer name:" (Matthew Shillam) and "Officer phone number:" (0437979830). Below this is a section titled "Procedure to date" with "Date of inspection:" (text input) and "How did you become aware of this infestation?" (text area). A note states: "It is important to have a specimen of the suspected prohibited matter weed identified by a Herbarium. Specimens MUST be marked 'For urgent ID suspected Prohibited Matter in NSW'." This is followed by a checkbox "A marked specimen has been sent?" (unchecked) and a "Name of Herbarium and recipient:" text area. At the bottom, there is an "Other comments:" text area and two buttons: "Clear" and "Submit".

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.