Module 1.1: An Introduction

In this module, you will learn:

- Why this guide was developed;

- What you will learn by using this guide;

- Who this guide is intended for;

- What icons are used in this guide; and,

- How this guide is structured.

Why was this guide developed?

This Reference Guide should be used to support learners in understanding the business tasks relevant to the inventory, treatment, and monitoring of Invasive Alien Plants (IAP) as well as data entry and query in the Invasive Alien Plant Program and navigation and query in the Invasive Alien Plant Program - Map Display.

What will I learn?

Upon completion of this guide learners will be able to:

- explain why the Invasive Alien Plants Program exists and provide an overview of the program;
- identify applicable legislation related to invasive plants in BC;
- understand the various tasks involved in the inventory, treatment and monitoring of invasive plants including manual, chemical, and biological treatments;
- understand how to use the IAP Program – Data Entry to enter and query data for inventory, treatment and monitoring invasive plants including manual, chemical, and biological treatments; and,
- understand how to navigate, query, and display invasive plants and their treatments in B.C. in the IAP Program - Map Display.

Who is this guide for?

This guide is intended for organizations and individuals who are interested in invasive alien plant management.

It is important to note that the Reference Guide will be targeted to new program users but will also be a useful "on-the-job" resource to all individuals managing invasive plants.

What icons are in this guide?

The following icons are used in this guide to draw attention to important information and details.

This symbol denotes a tip. This is an important point that you should pay close attention to.

This symbol denotes a warning or caution.

This symbol highlights a reference to key legislation that you should be aware of.

How is this guide structured?

This guide is made up of the following parts:

- Part I: Understanding the Business
- Part II: Using the IAP Program – Data Entry
- Part III: Using the IAP Program – Map Display
- Part IV: Appendices

This guide is structured to be a useful "on-the-job" resource. Modules, in Part I of the guide, can be removed for field use if required.

Guide Structure	
Part I: Understanding the Business	This part of the guide is useful for learners requiring information about the business processes and tasks performed within the IAP Program. This part focuses on: • Program overview and intent • Preventative measures • Treatment guidelines • Analysis of sites and setting of priority • Inventory and monitoring • Understanding treatment methods and data collection The key intention of this part is to describe the business of invasive plant management and the accompanying field activities that take place. Field activities and the subsequent data they generate need to be consistent in order to have consistent, comparable data in the IAP Program – Data Entry & Map Display.
Part II: Using the IAP Program – Data Entry	The primary focus of this part is the use of the IAP Program – Data Entry. In this part, explicit instructions are provided on how to use the program to enter, query, and extract attribute data. The IAP Program – Data Entry functions are to: • Co-ordinate/share information generated by various agencies and non-government organizations involved in invasive plant management. • Receive, store, supply, and co-ordinate data for invasive plant management.
Part III: Using the IAP Program - Map Display	The objective of this part of the guide is to explain how to use the IAP Program - Map Display. The focus is on: • Access – available to the general public through the internet. • Explanation of data that is displayed. • Explanation of the program's features. • Step-by-step instructions for obtaining different data/views & queries.
Part IV: Appendices	The appendices include: • Useful code tables and forms. • Additional reference material.

How to access the IAP Program – Data Entry & Map Display

What is an Agency?

The IAP Program – Data Entry & Map Display is designed to co-ordinate and manage invasive plant data in B.C. This has been accomplished by assigning records (data) to individual agencies. Each agency must assign an individual responsible for:

- Registering its agency for access to the IAP Program Data Entry & Map Display.
- Maintaining a current list of users from its agency whom have access to the application (i.e. individual's name and user role).
- Each agency must manage and keep current the IDIR's & BCeID's of the individuals working for them.
- Ensuring the integrity of the data its agency enters into the application

Sample Agencies:
- Ministry of Forests and Range
- Cariboo Regional District
- Thompson Nicola Regional District
- Ministry of Transportation and Highways
- North East Invasive Plant Council

What if I am a member of more than one Agency?
If you work for more than one Agency then you would have more than one BCeID for access (see below). Upon logon, you will be prompted to select the agency you wish to work under for that session in the application.

How do I access the IAP Program - Data Entry & Map Display?

To gain access to the IAP Program – Data Entry & Map Display, you must either be a staff member or contractor of MoFR or be part of a registered agency. Follow the steps outlined in the table below:

Employer	Step 1: Obtain an ID	Step 2: Request access to the application
Provincial Government Agency (Ministry) - staff or contractor	You must have an IDIR ID	Submit your IDIR ID to forhisp.apphelp@gov.bc.ca and request access to IAP Program – Data Entry & Map Display. If you are responsible for a program compile all IDIR accounts and submit as a batch for your section to forhisp.apphelp@gov.bc.ca.
Other Agency	You must have a BCeID (also known as a "username"). This ID is provided to you by your Agency. Note: If you are a new Agency, navigate to: http://www.for.gov.bc.ca/his/esd/ & select the link titled "If your company does not have a BCeID please see BCeID Enrollment Process"	Now that you have a BCeID, you must request access to the application. Navigate to: http://www.for.gov.bc.ca/his/esd/ & select "If your company has a BCeID you can request access to Ministry of Forests and Range applications here". Note: It is the responsibility of the Agency to ensure each IDIR / BCeID account and password are accurate and up to date. To assist with this, please refer to the instructions and suggestions outlined in the MoFR IAP web site at: http://www.for.gov.bc.ca/hfp/invasive/index.htm