Australian Government
Department of Agriculture, Water and the Environment

National Introduced Marine Pest Information System (NIMPIS)

Manual — general user

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Version 1, 2020

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1 Introduction

1.1 Purpose

The National Introduced Marine Pest Information System (NIMPIS) is a web-based information system and the central repository for Australia's marine pest information.

The objectives of NIMPIS are to serve as:

- a repository of compiled information on introduced and exotic marine species of relevance to Australia (including biology, management options and identification tools) necessary for use in responses and management
- a national archive for surveillance information on introduced marine species in Australia, provided by the jurisdictions, to enhance access to that surveillance information and to allow managers to rapidly visualise surveillance data and predicted current and potential distributions for marine pest species
- an easily accessible web-based system that allows interested researchers and marine stakeholders (including the general public) ready access to accurate, up-to-date summary information on introduced and exotic marine species of relevance to Australia.

In 2018, the Department of Agriculture, Water and the Environment commissioned Spatial Intelligence Pty Limited to redevelop NIMPIS to ensure it continues to provide a valuable service and meets national marine pest information system requirements.

NIMPIS currently contains profiles with the biological, ecological and distributional data of over 100 marine species either established or considered a risk of future introduction to Australia.

Species can be searched based on names (with autofill options for species in NIMPIS), invasion status (cryptogenic, native or non-native), Taxonomic group (such as ascidian, barnacle or crab) and/or by State or Territory (detected in).Information on each species profile is grouped into general, similar species, habitat, reproduction and growth, feeding, competitors, predators, vectors, impacts and controls.

NIMPIS also provides information on the presences of introduced marine pests species detected in Australian waters. These records have been obtained from port surveys and reports to the Consultative Committee on Introduced Marine Pest Emergencies (CCIMPE) provided by the State/Territories. NIMPIS contains 114 data points of 62 species known to occur in Australia's marine environments, from 44 port surveys and 71 CCIMPE reports . A series of port surveys were conducted by the CSIRO Centre for Research into Introduced Marine Pests (CRIMP) between 1995-2003. A series of port surveys were also conducted in accordance with the National System for Prevention for the Prevention and Management of Marine Pest Incursions (National System) in 2007-2013. NIMPIS now receives surveillance information provided through state and territory biosecurity representatives (members of the Marine Pest Sectoral Committee and the Consultative Committee on Introduced Marine Pest Emergencies) in accordance with the Marine Pest Surveillance National Minimum Data Standards (2018).

Surveillance information can be searched based on the unique identifier, species, or State or Territory (Jurisdiction) as well as when the date the surveillance was perfomed. Each surveillance record will provide in formation on the location of the surveillance, who it was performed by, the species that were detected, by what means.

2 Getting started

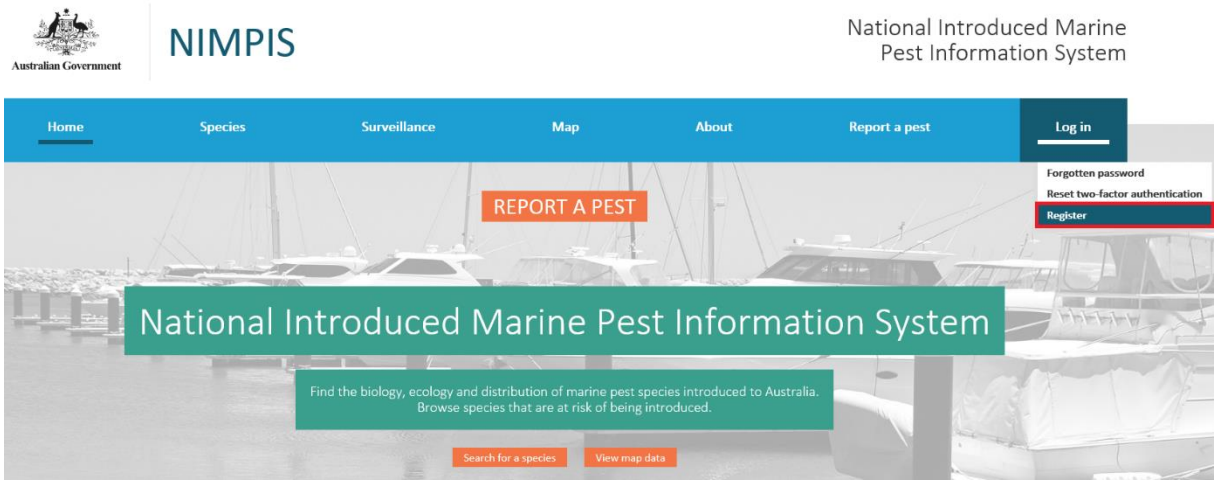
The core data and functionality of the NIMPIS application, including listing and viewing species and surveillance information, can be accessed without a need for registration. Advanced features, including notifications via email of new and updated data, requires a registered user account. A registered user can nominate to receive alerts on changes to species profiles, addition of new species profiles, or new surveillance information in selected jurisdictions. If you wish to create a registered account, please see the Registration section.

Additional features of NIMPIS are available. These include submitting surveillance data or editing a species profile. These can only be granted by the Administrator. Please contact us if you have any questions.

3 Registration

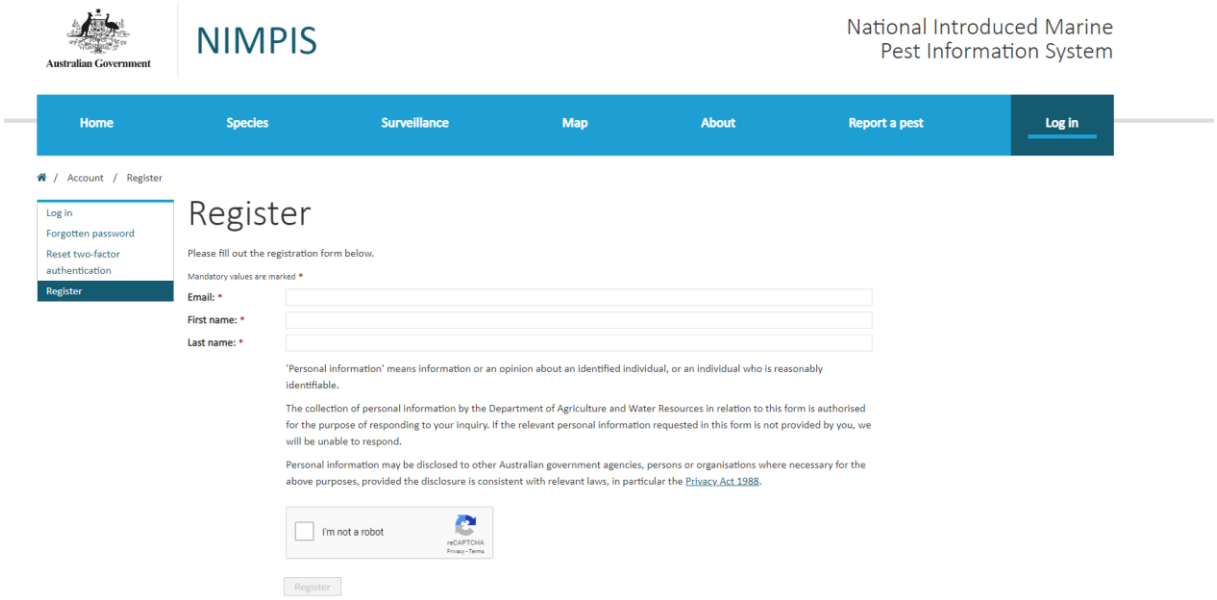
To request a user account, visit the **Log in/Register** page.

Some data and functionality provided by the NIMPIS application requires a registered user account for access.

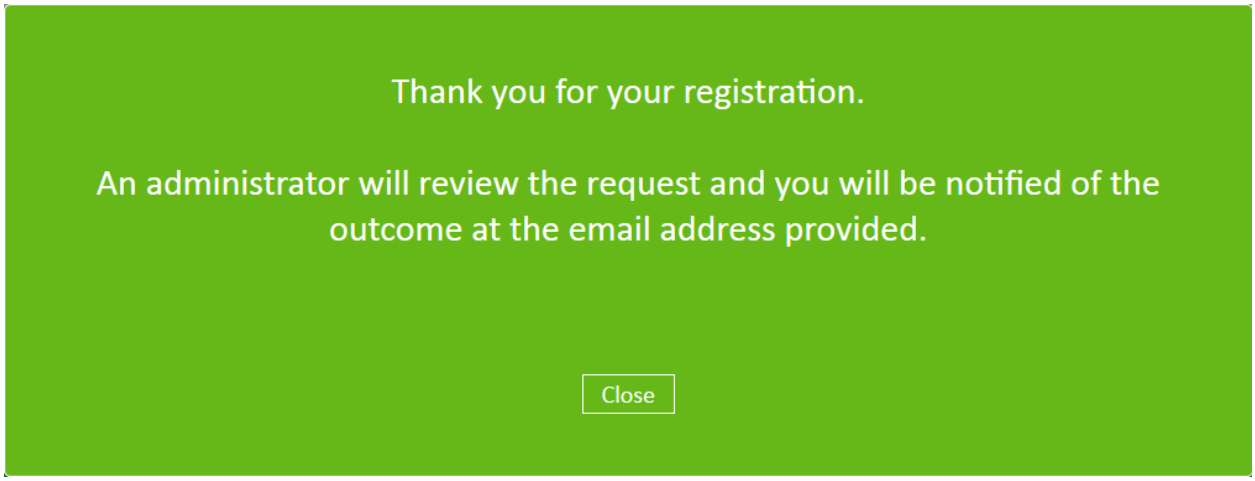


3.1 Registration page

On the registration page, you must provide your email address and your first and last name. The email address provided will be used as the account login name and cannot be changed afterwards. If your email changes a new account will need to be set up.



After entering the appropriate information, tick the reCAPTCHA box (you may also be required to solve a puzzle) and click the **Register** button to submit the registration. A notification of the successful registration and further instructions will be sent to your email.



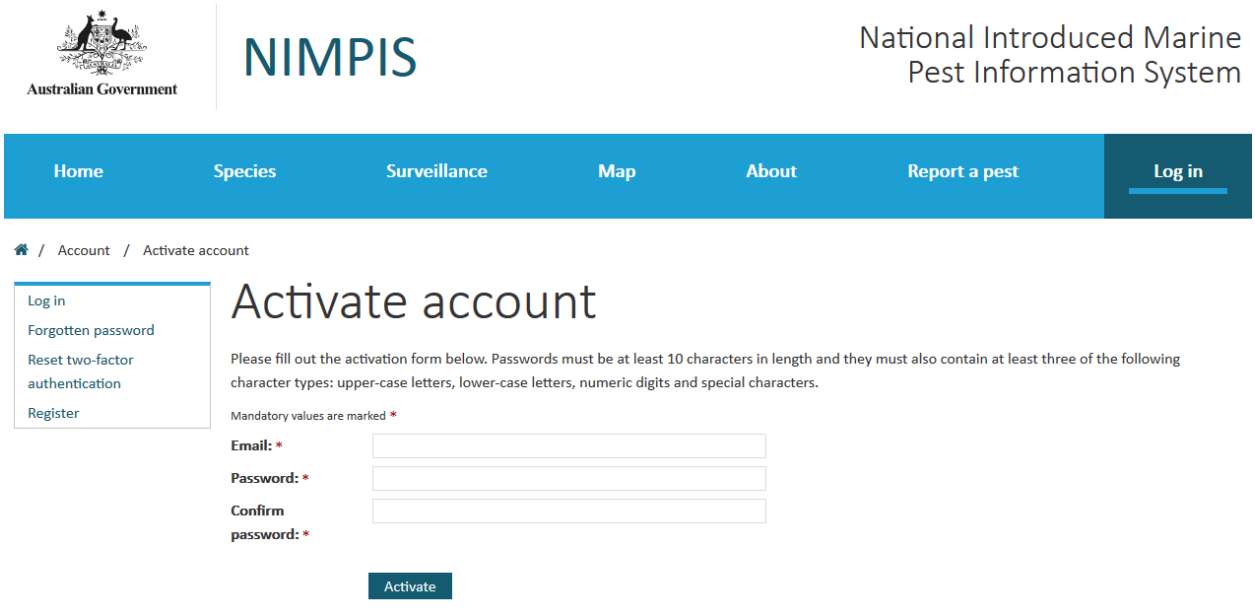
3.2 Account approval

The system administrators will either approve or reject your registration request. An email will be sent to the email address you have provided , notifying you of the result. If your request is approved, the email will provide a link to the account activation page. If the request was rejected, the email will likely include a reason.

If you have not pre-arranged a higher access level, you will likely be granted access to the 'Notifications' role, allowing you to receive email notifications when new species are published or existing species are updated.

3.3 Account activation page

On the account activation page, provide the email address used at registration and a password for the account.

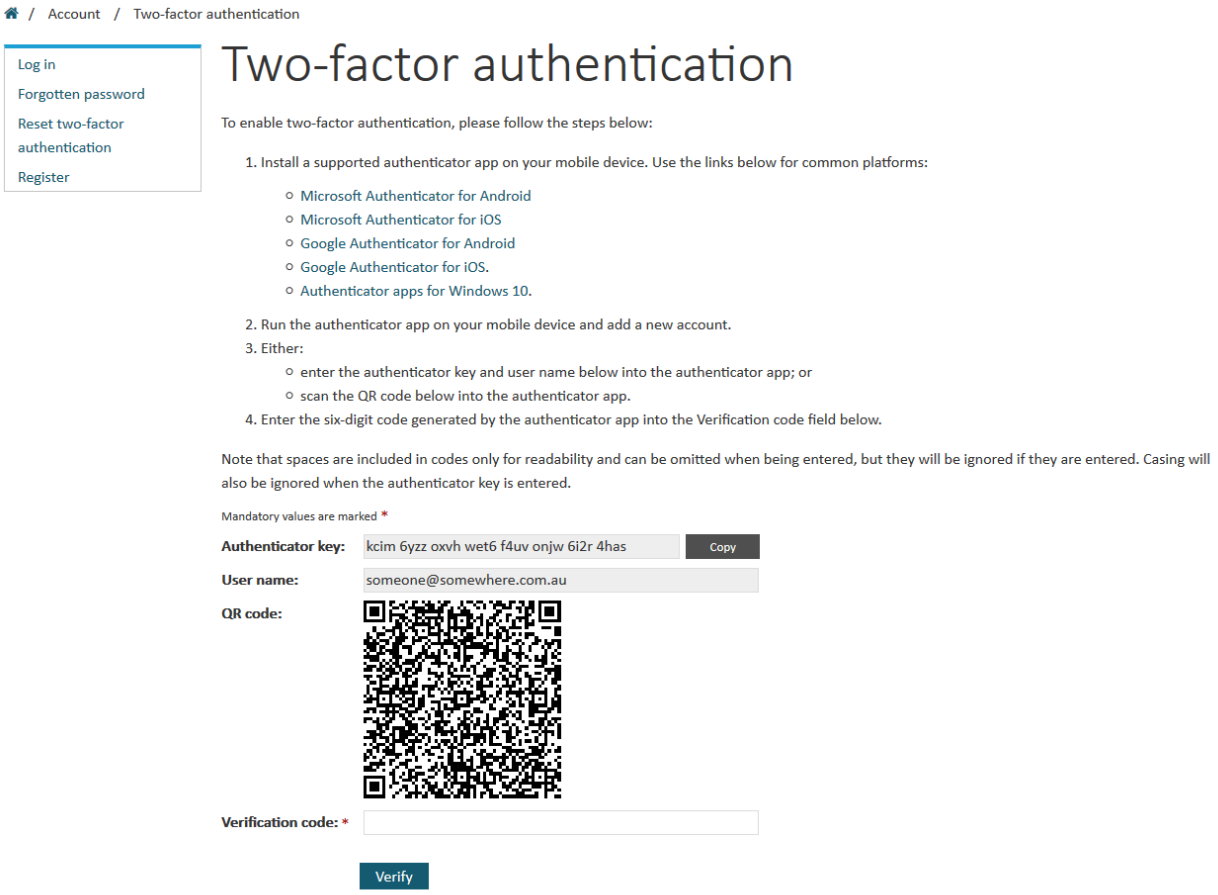


The account will not be activated if you do not provide the same email address used for account registration. The password must satisfy the complexity requirements detailed on the account activation page.

After successfully activating your account, you will be logged in automatically and taken to the two-factor authentication page.

3.4 Two-factor authentication

Upon successful login, you will be prompted for a verification code from an authenticator app. Your first successful login will take you to a page that prompts you to set up such an app. Links are provided to pages that can from which you can download common authenticator apps. You will need access to a phone suitable for downloading the app.



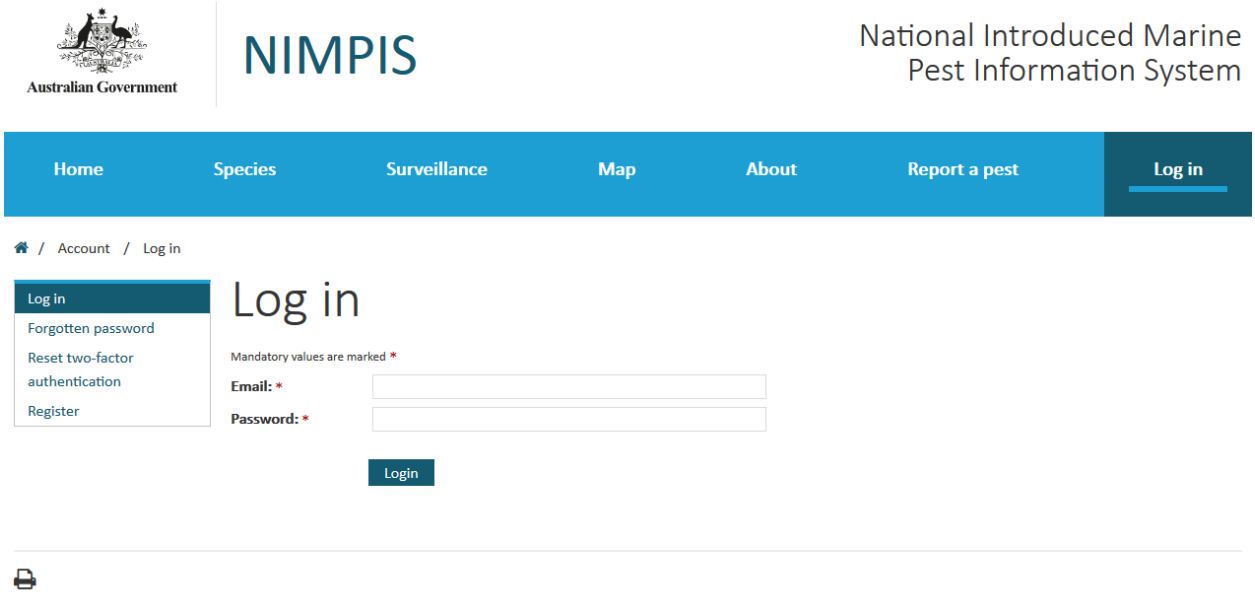
Once an appropriate app has been installed on your device (computer, phone, etc.) you will be able to add an account by either typing in the user name and authenticator key values provided or by scanning the QR code displayed on the page. Once setup, the app account will generate a numeric code whenever you open it that needs to be used immediately to enter the NIMPIS application.

The generated code is based on the current time, so it is critical that the time set on your device is accurate. It is recommended that the time on your device be set automatically from an internet time server.

4 Login

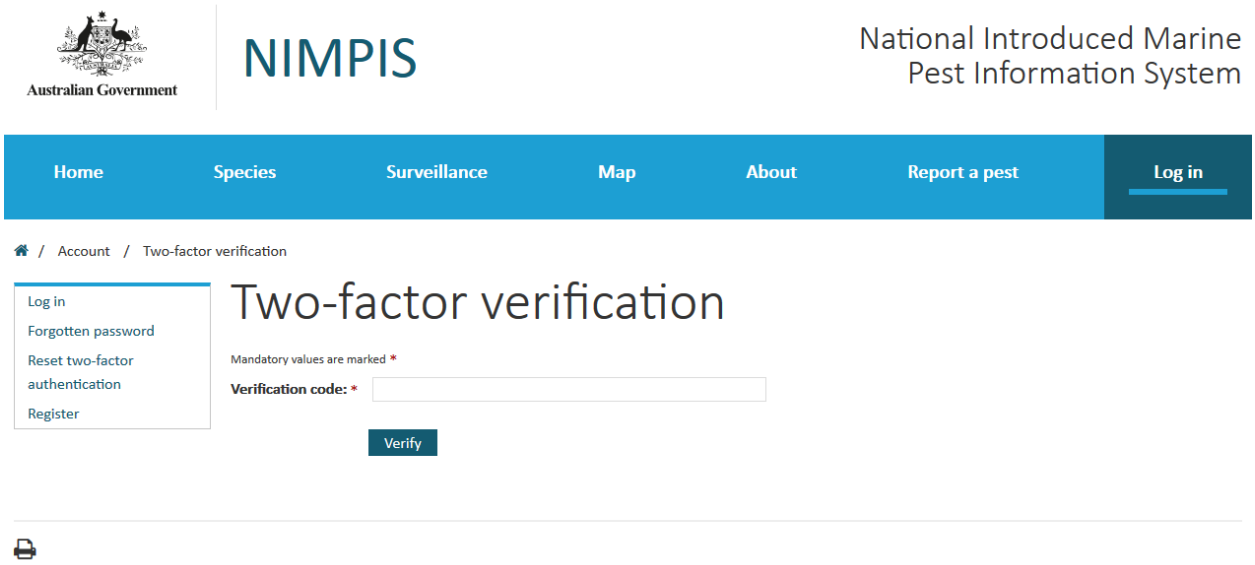
4.1 Login page

On the login page, enter the email address provided during registration and the password provided during activation.



4.2 Two-factor authentication

From the second login, you will be prompted for a verification code without the additional setup information.



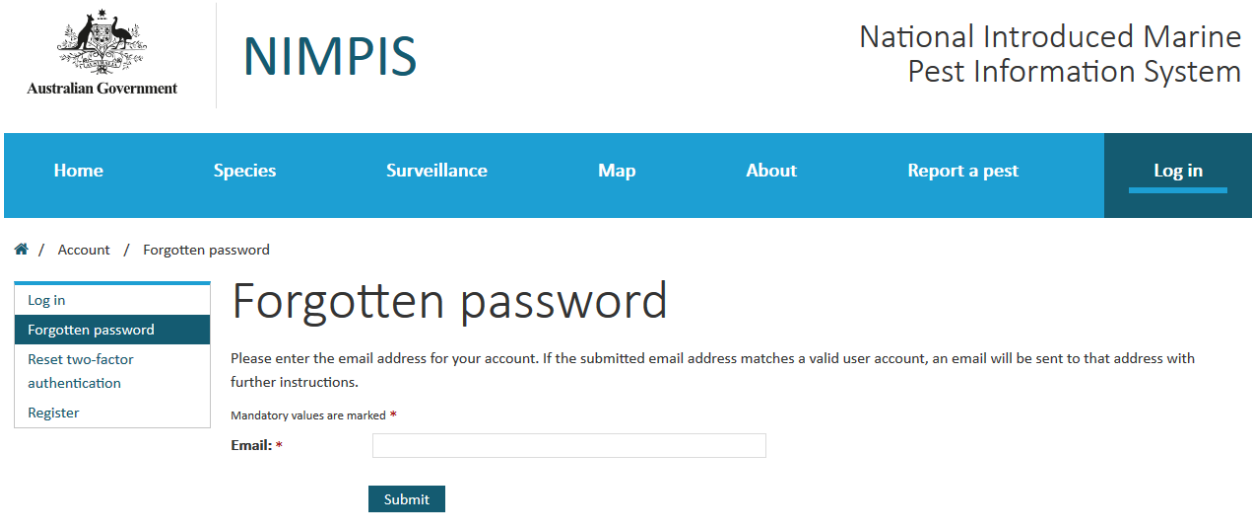
4.3 Forgotten password

If you cannot remember your password, you can reset it yourself via the application.

An account will be temporarily locked out after three unsuccessful login attempts and resetting a password via the forgotten password feature will unlock it. An account can also be unlocked by an administrator without resetting the password.

4.3.1 Forgotten password page

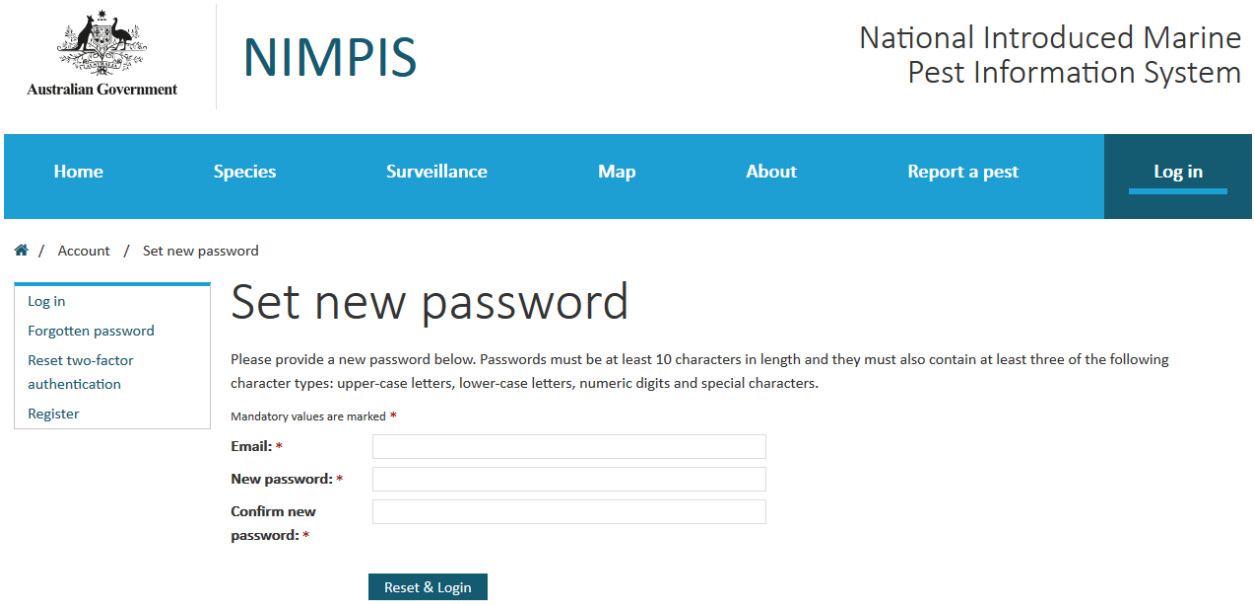
On the forgotten password page, enter the email address that serves as the user name for the account.



Upon submission, receipt will be acknowledged and, if the email address corresponds to a valid account, an email message will be sent with further instructions. Those instructions will include a link to a page on which you can set a new password.

4.3.2 Set new password page

On the set new password page, enter the email address for the account and provide a new password.

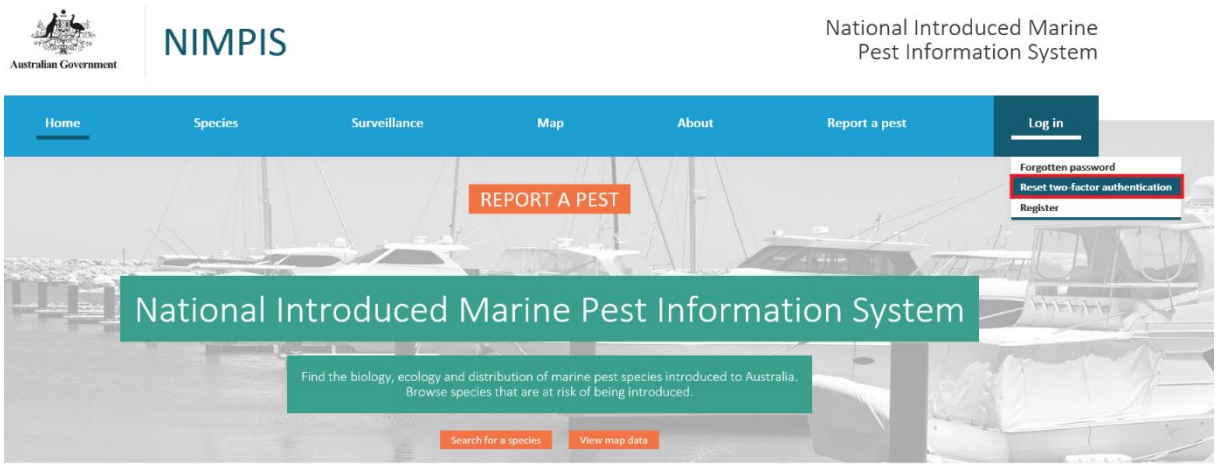


The password must satisfy the requirements detailed on the page.

After successfully resetting your password, you will be logged in automatically and be required to provide two-factor verification.

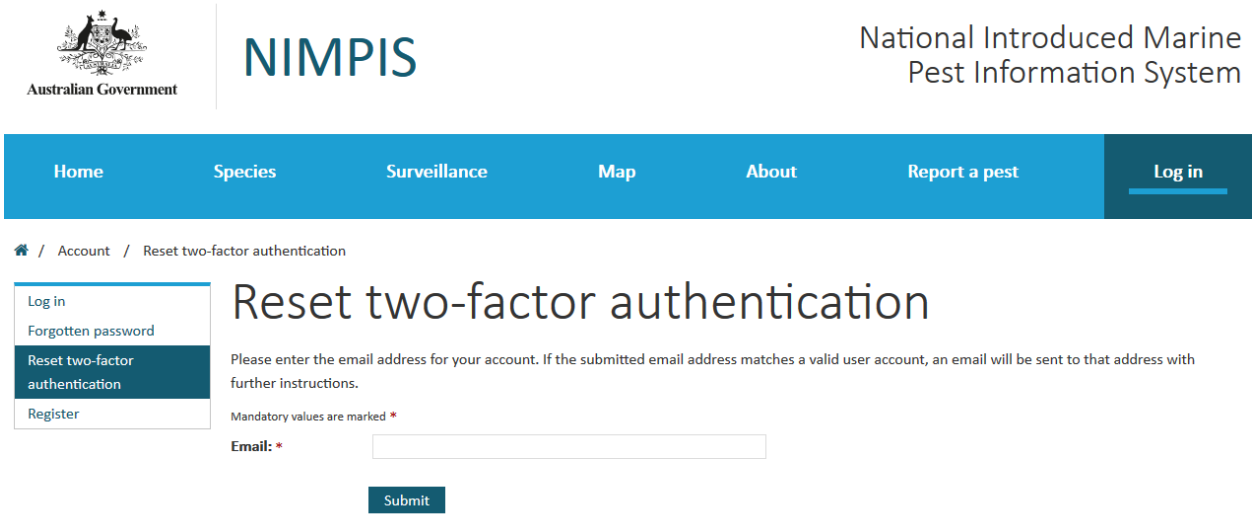
4.4 Reset two-factor authentication

If you lose access to your authenticator app or you suspect that it may have been compromised, you can reset your two-factor authentication.



4.4.1 Reset two-factor authentication page

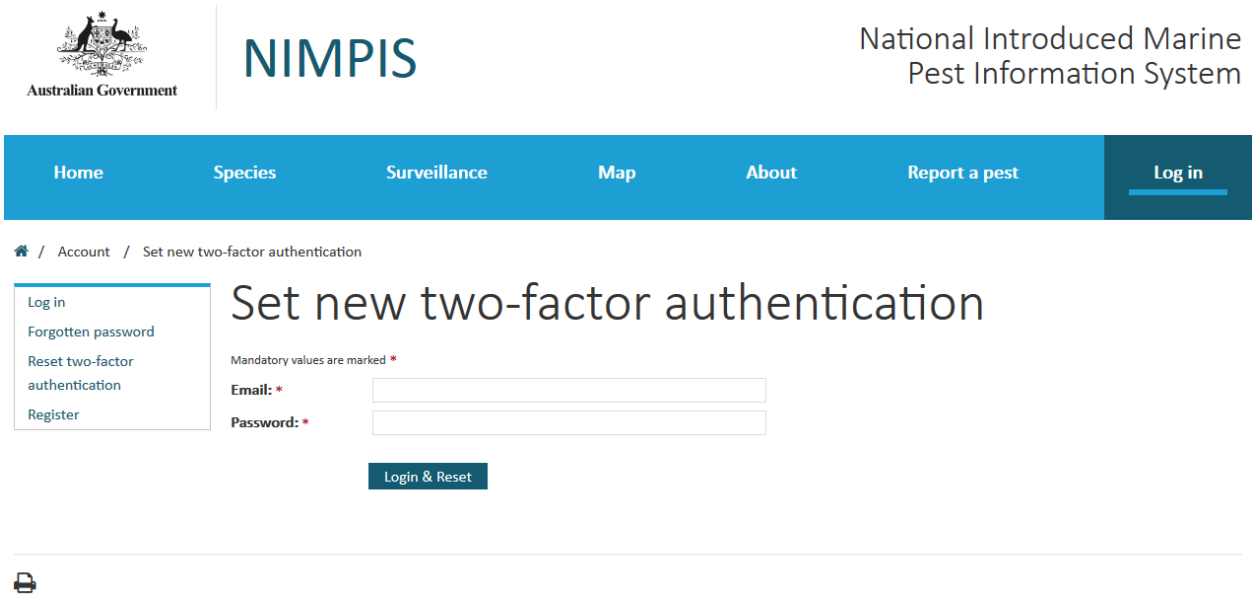
On the reset two-factor authentication page, enter the email address used to log into NIMPIS.



Upon submission, receipt will be acknowledged and, if the email address corresponds to a valid account, an email message will be sent with further instructions. Those instructions will include a link to a page on which you can setup new two-factor authentication.

4.4.2 Set new two-factor authentication page

On the set new two-factor authentication page, enter the email address for the account and the current password.

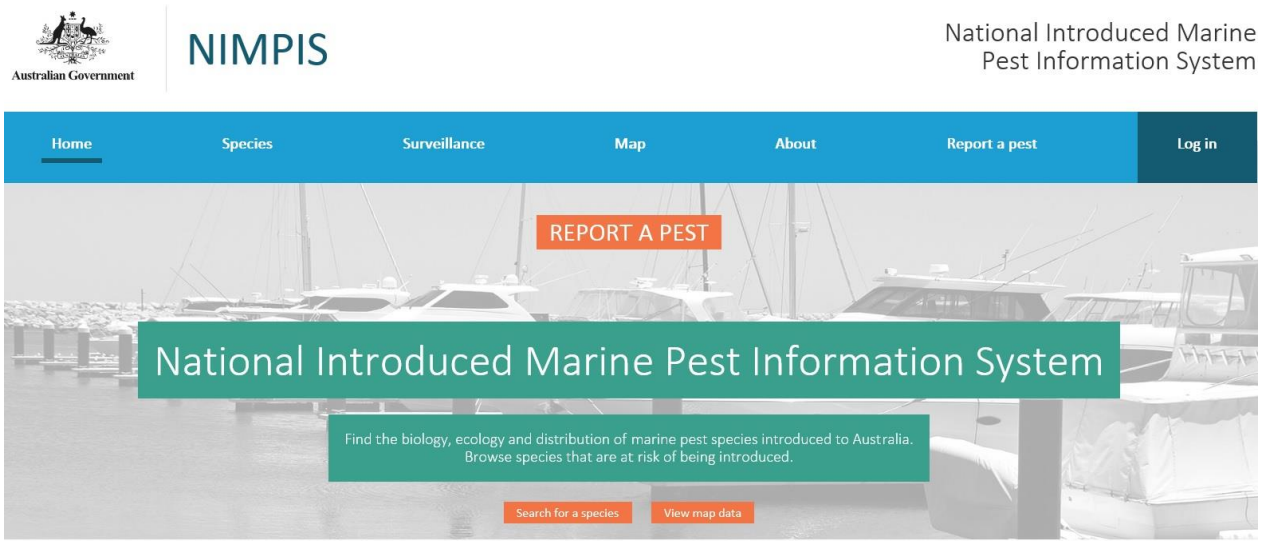


You will be logged in and taken to the same two-factor authentication setup page used during account activation.

5 User features

5.1 Home page

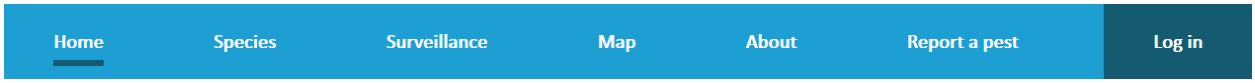
The home page is an introduction to the site, with direct links for providing and viewing information.



5.2 Menus

5.2.1 Main menu

The main menu is displayed across the top of each page in the NIMPIS application. When the screen is wide enough, all items in the main menu will be displayed.

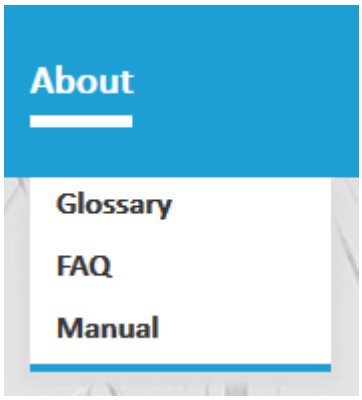


On narrower screens or windows, only the menu item for the current section is displayed.

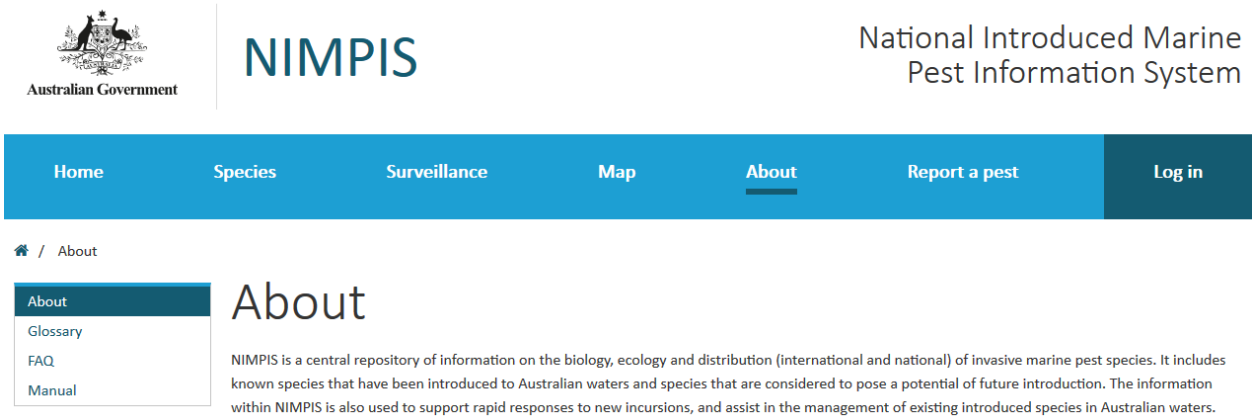
Clicking on the menu bar reveals all items with the current item highlighted.

5.2.2 Sub-menus

When the main menu is wide enough to display all items, placing the mouse pointer over some items will reveal a sub-menu of related items.

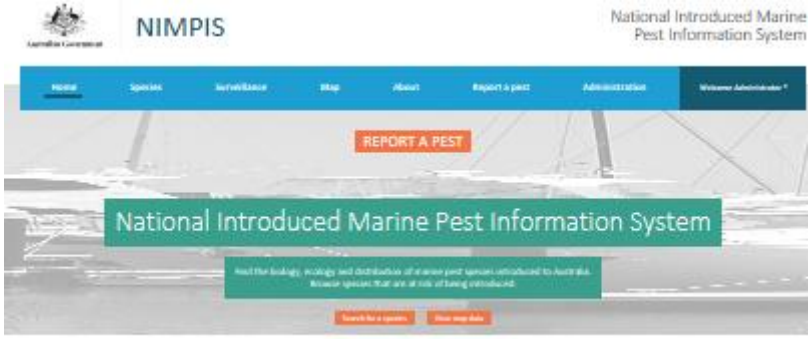


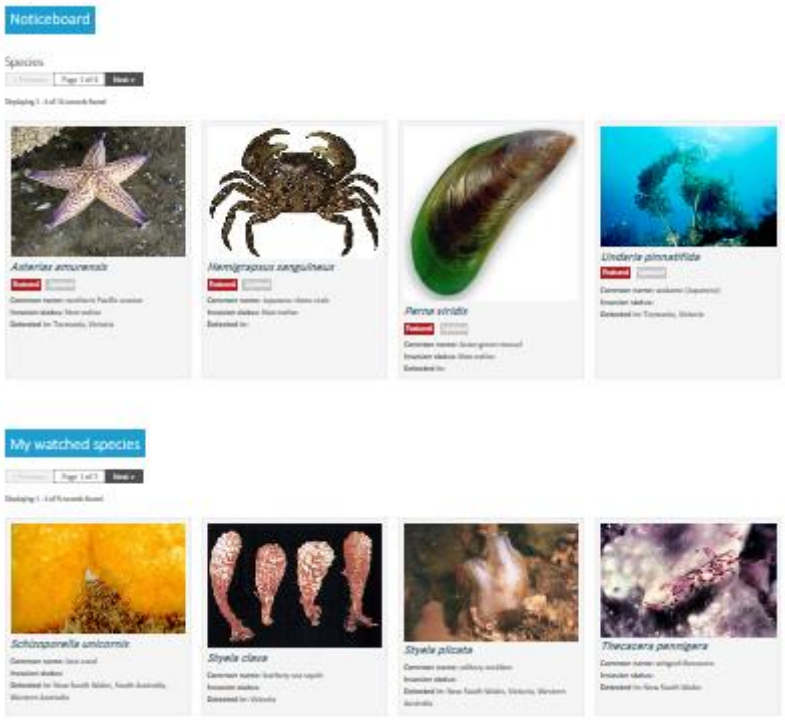
The current main item and sub-items will be displayed on the left-hand side of the page when the main menu is showing all items.



They will be displayed across the top of the page when the menu is displaying only the current section.

5.3 Noticeboard





5.3.1 Species

The Species section displays a card for each species that is flagged as featured or has been published or edited in the last 30 days. Each card displays the first image for the species, if there is one, and a summary of important information. Clicking the name of the species will open the full record for viewing.

5.3.2 My watched species [registered users only]

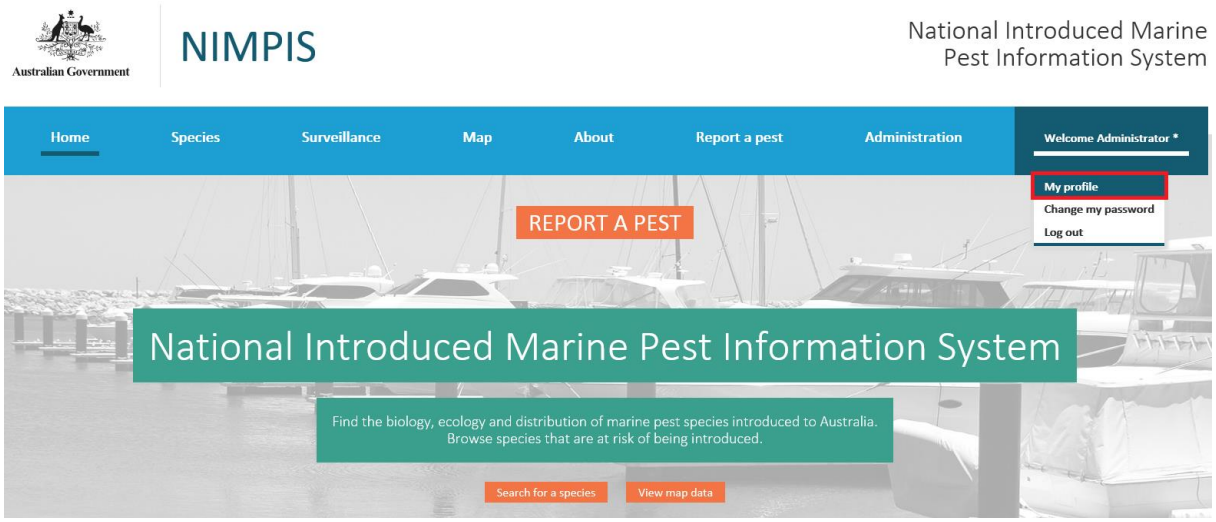
The ‘My Watched Species’ section displays a card for each species that is flagged as watched by the current user. Each card displays the first image for the species, if there is one, and a summary of important information. Clicking the name of the species will open the full record for viewing.

This section is only displayed for registered users. For further information on how to select to watch a species please see section 6.1 Species search.

5.4 My profile [registered users only]

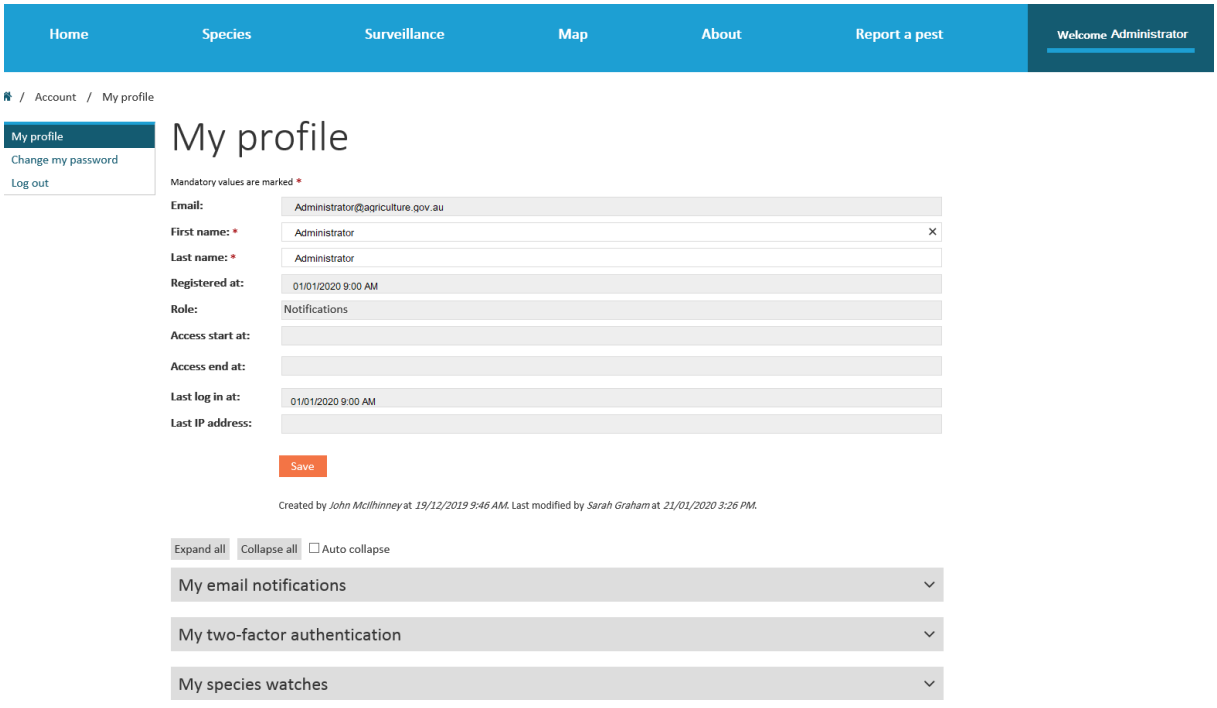
Users with a registered account are able to receive notifications via email on:

- new species profiles
- updates to existing species profiles
- new detections on marine pest species in Australia
- new surveillance records within Australia
- range extensions of established species.



5.4.1 My profile

The My profile section will display your personal information. You can edit your name but your email cannot be changed and the role allocated to you is determined by the Administrator. If you have any question regarding this please contact us.



5.4.2 My email notification

Frequency notification

Registered users can select if they would like to receive notifications by selecting the **Frequency** (daily, weekly or monthly) of notifications on updates to species detections within Australia or updates to new or existing species profiles.

Species notifications

You can select to receive notification on updates to NIMPIS species profiles. You may wish to receive notification when there are **Changes to** all NIMPIS species profiles (*any published species*) or only species that you currently watch (*any watched species*). You may wish to receive these notifications on the **initial publish** of a species profile (*Yes*), or only subsequent updates (*No*).

For further information on watched species please see section 6.1 Species search to selected which species you would like to watch.

Surveillance notifications

You can select to receive notifications on updates to new detections of any NIMPIS species (*any published species*) or only species you want to watch (*any watched species*). You many also select to restrict these notifications according to detections in a specific **Jurisdiction** (State/Territory).

For further information on watched species please see section 6.1 Species search to selected which species you would like to watch.

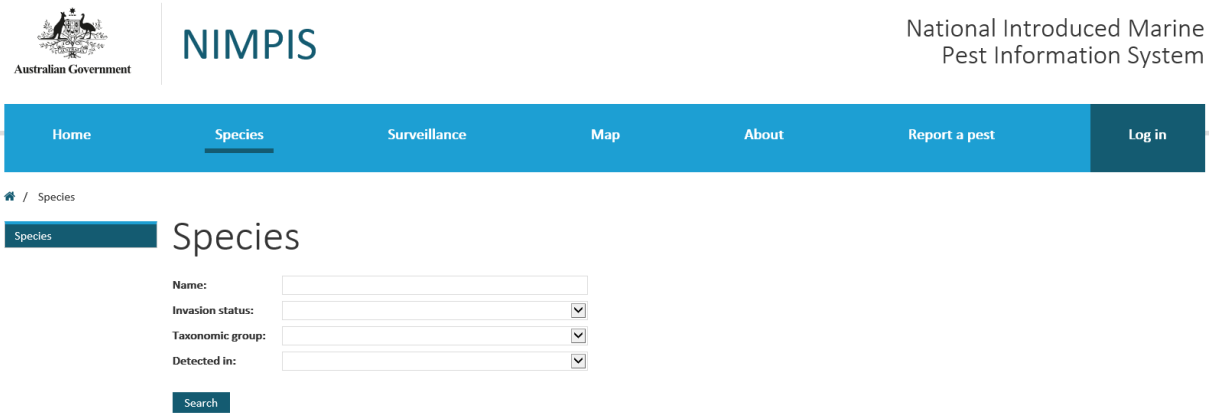
5.4.3 My two-factor authentication

Registered users can see additional information regarding their two-factor authentication information.

5.4.4 My species watches

Registered users can view their selected watch species.

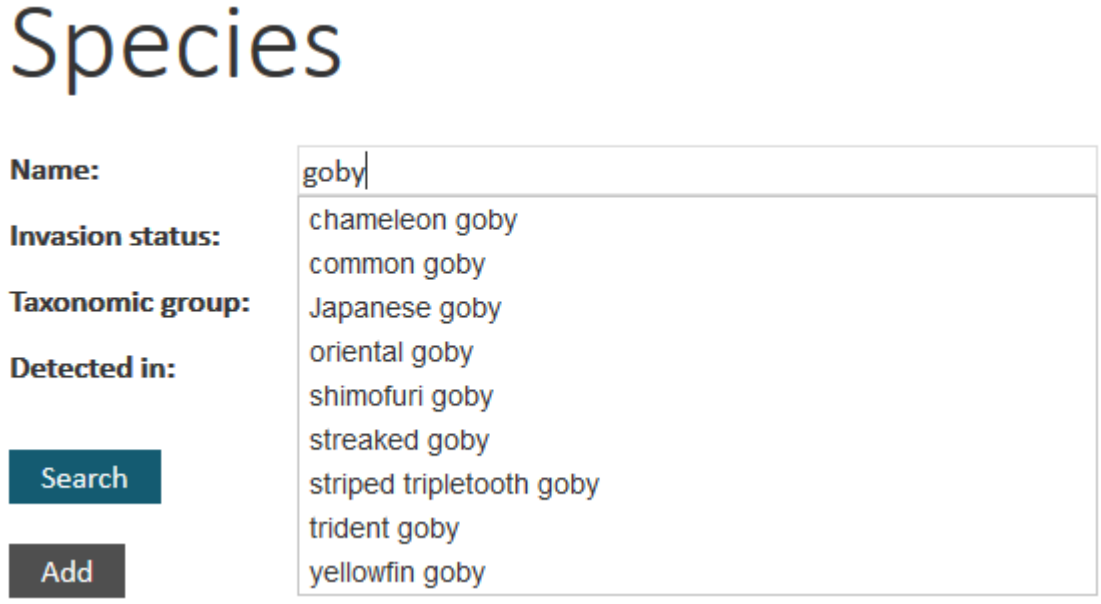
6 Species



6.1 Species search

To search for a species, fill in the search fields with information that you know. Click the Search button or press Enter to display the search results.

Click the Open button for a species record to open that species in read-only mode.

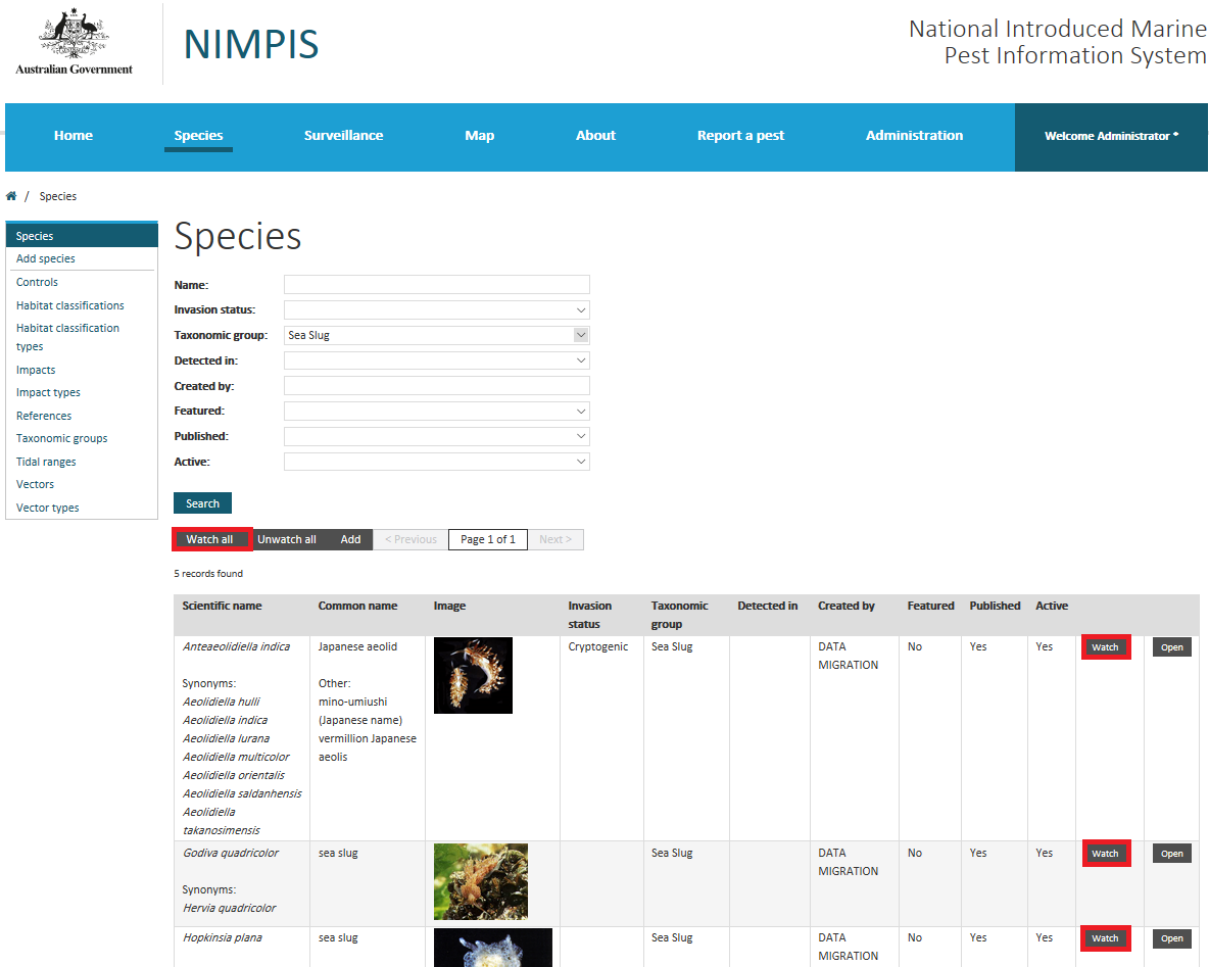


Click the Watch or Unwatched button (registered users only) for a species record to watch or unwatch that species.

6.1.1 Tool bar [registered user view]

- Navigation tools: Navigate forward, back or to a specific page in a multi-page result set.
- Watch/Unwatch all (registered users only): Watch all species matching the search criteria.

Registered users can select to Watch individual species or to Watch all species (in red box).

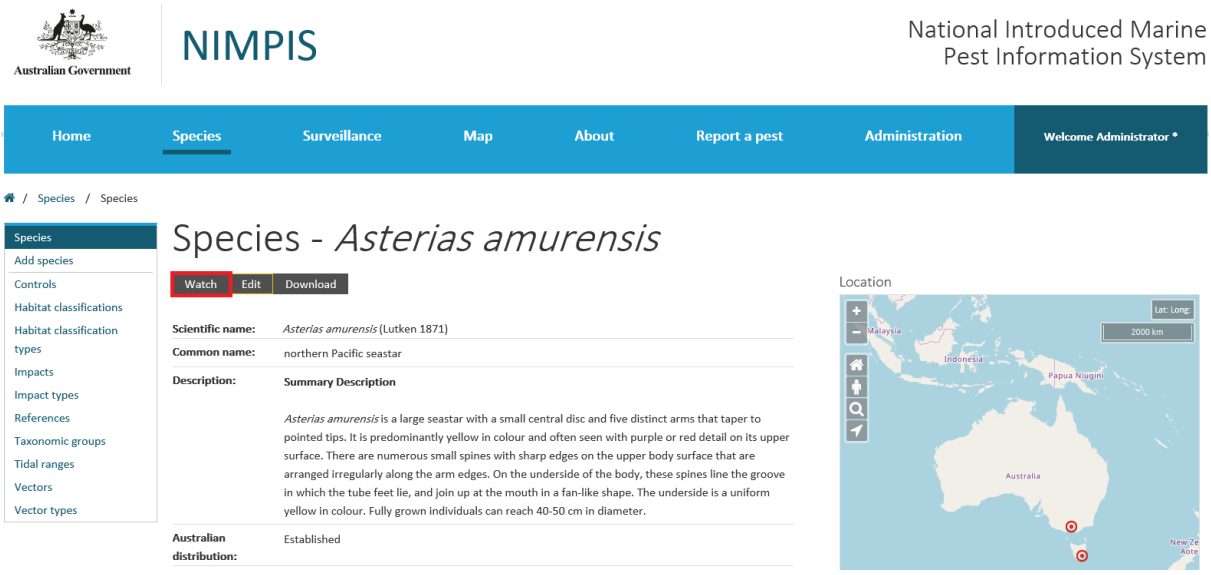


6.2 Viewing species [registered user view]

Each species listed in NIMPIS has a profile.

6.2.1 Tool bar

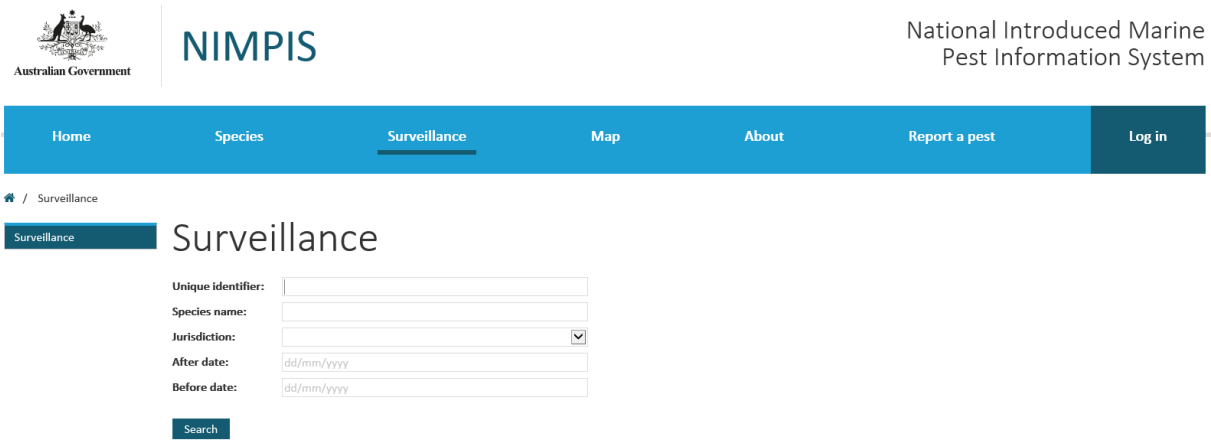
- Download: Download the current species data in an Excel file.
- Watch/Unwatch (registered users only): Watch or unwatch the current species (red box).



6.2.2 Map

See the main Map section for instructions on using map tools.

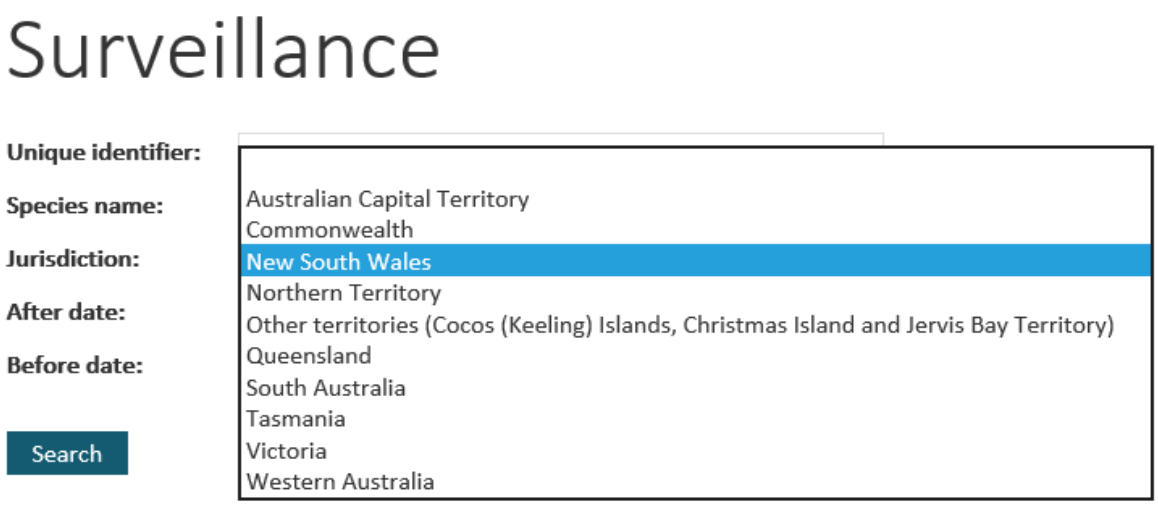
7 Surveillance



7.1 Surveillance search

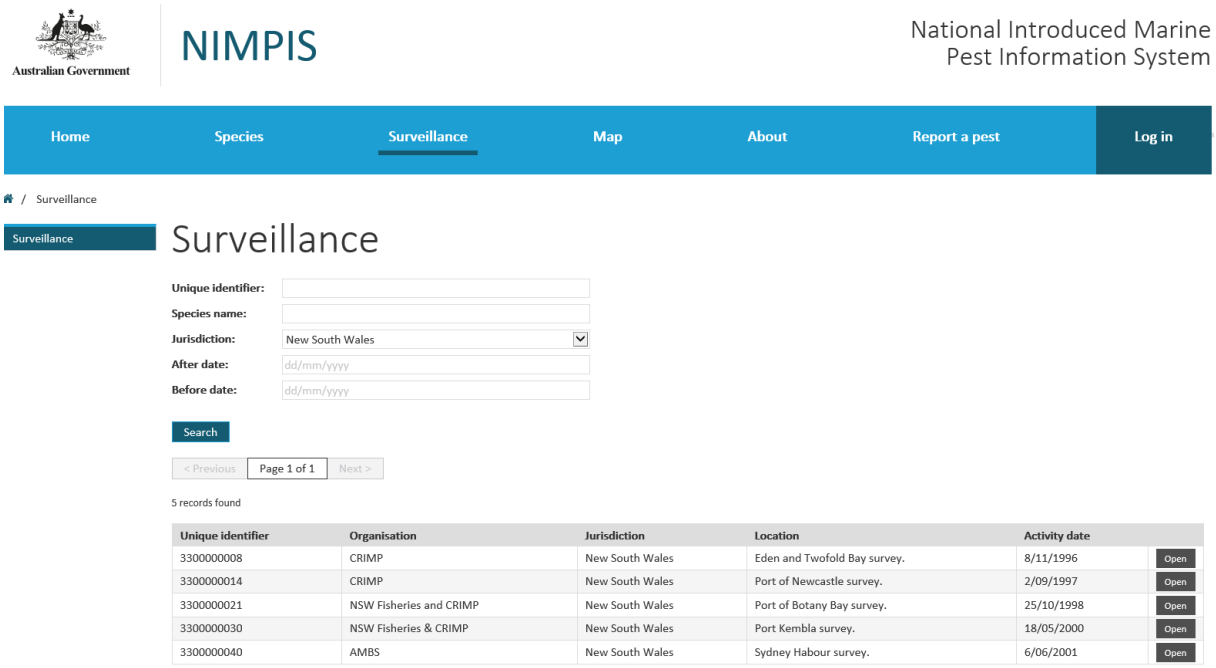
To search for surveillance records, fill in the fields with information that you know.. Click the Search button or press Enter to display the search results.

Click the Open button for a surveillance record to open that surveillance in read-only mode.



7.1.1 Tool bar

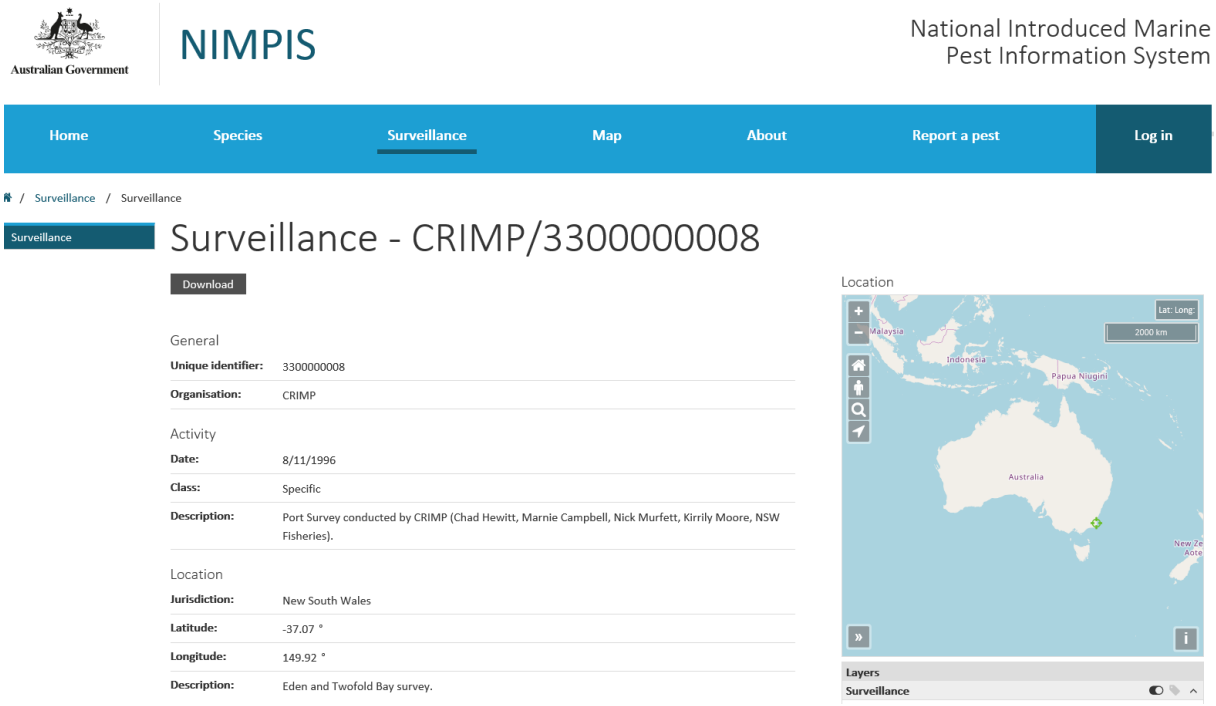
- Navigation tools: Navigate forward, back or to a specific page in a multi-page result set.



7.2 Viewing surveillance

7.2.1 Tool bar

- Download: Download the current surveillance data in an Excel file.

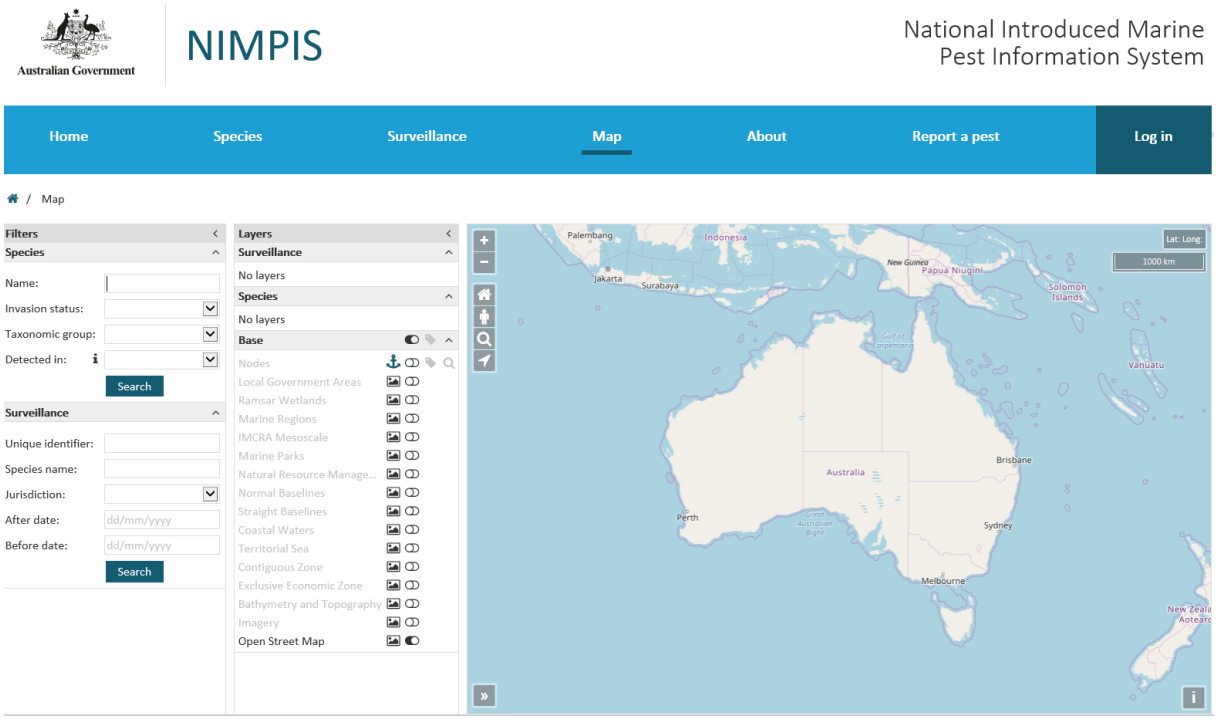


7.2.2 Map

See the main Map section for instructions on using map tools.

8 Map

The Map page displays location data for Species and Surveillance, as well as various other relevant features.



8.1 Filters

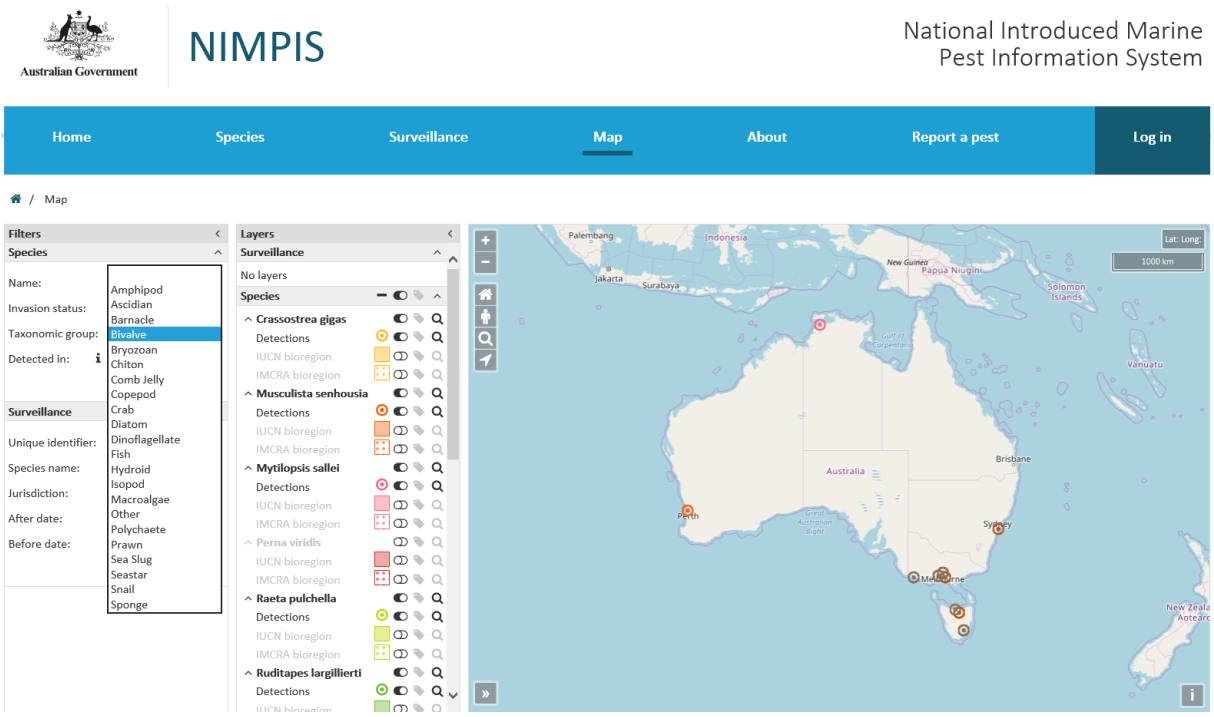
Click the arrow on the Filters header to collapse or expand the Filters section.

8.1.1 Species

Under Filters, click the arrow on the Species header to collapse or expand the Species section.

Fill in the searchfields as desired and click the Search button to display matching Species on the map. The **Detected In** filter will match only species that have been detected in the specified jurisdiction but all detections of those species, regardless of jurisdiction, will be displayed on the map.

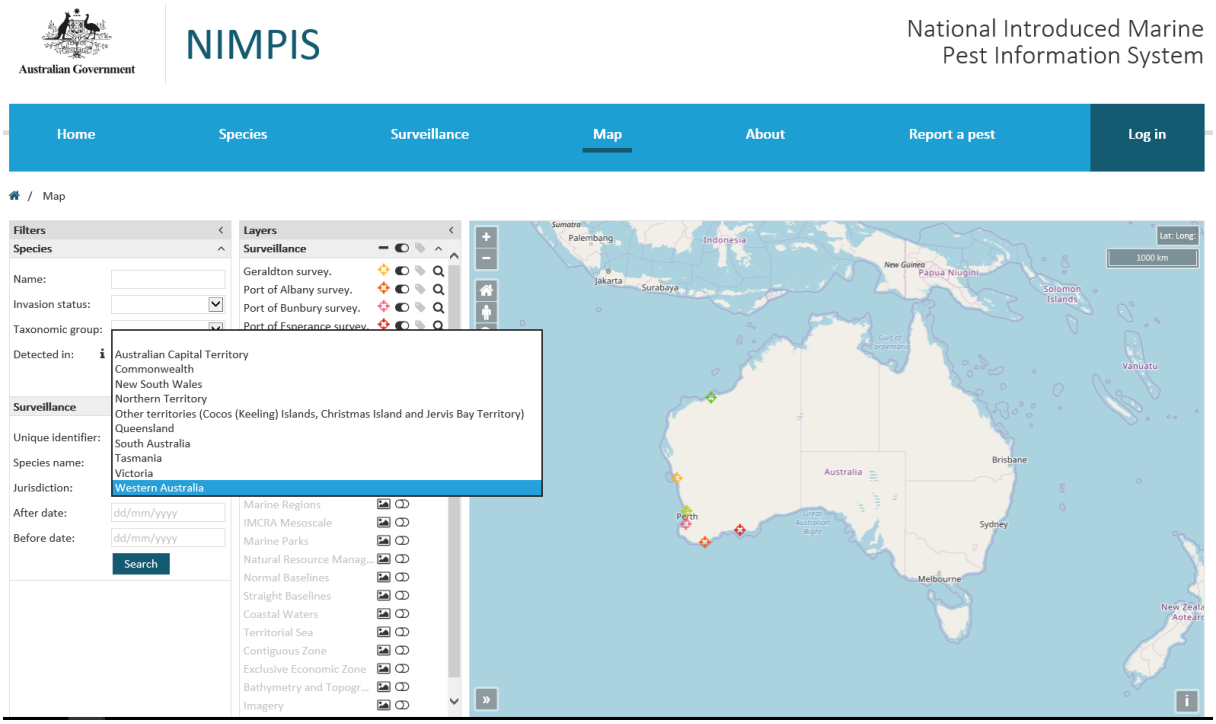
The **Detected In** field will match not only species that have been detected in the specified jurisdiction but also all detections of those species, regardless of jurisdiction, will be displayed on the map.



8.1.2 Surveillance

Under species, click the arrow on the **Surveillance** header to collapse or expand the Surveillance section.

Fill in the search fields as desired and click the search button to display matching species on the map.



8.2 Layers

Click the arrow on the **Layers** header to collapse or expand the Layers section.

Click the symbol for a layer to modify the appearance of that layer on the map. Click the symbol again to hide the editing tools.

Click the toggle button for a layer or group to hide or show those layers on the map. Click the label icon for a layer or group to hide or show text labels for those layers on the map. Click the magnifying glass icon for a layer or group to zoom the map into the extent of those layers.

8.2.1 Surveillance

Click the arrow on the Surveillance header to collapse or expand the Surveillance section.

One item is displayed per Surveillance entry.

8.2.2 Species

Click the arrow on the species header to collapse or expand the species section.

One group is displayed per species. The group will include Detections and, if they have been provided, IUCN Bioregion, IMCRA Bioregion and Predicted Range.

8.2.3 Base

Click the arrow on the species header to collapse or expand the species section.

9 About

9.1 About page

The About page is opened from the main menu. It displays general information about the NIMPIS application.

9.2 Glossary page

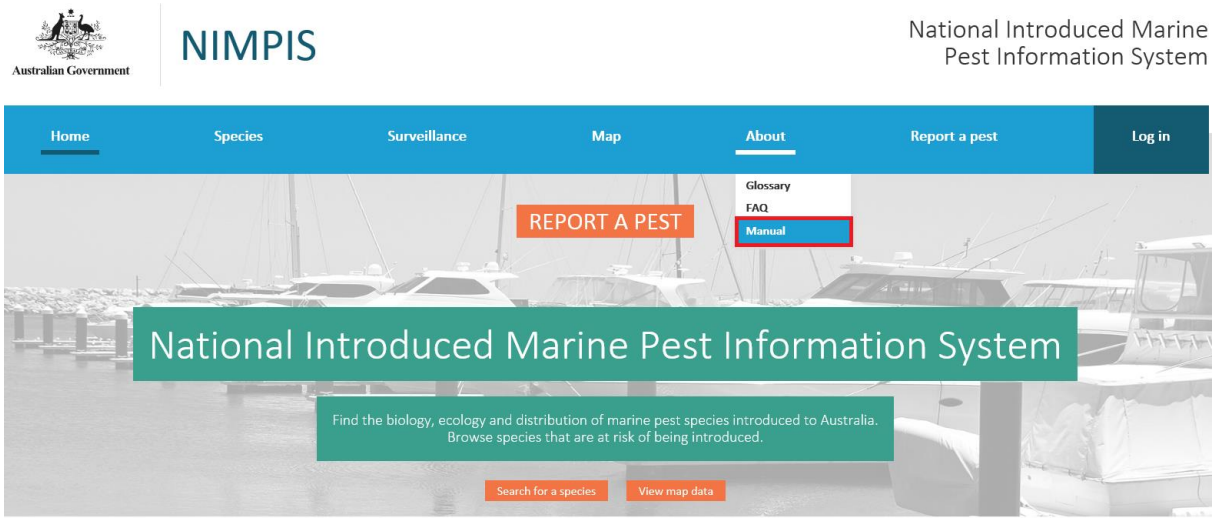
The Glossary page is opened from the **About** sub-menu. It displays information about key terms used in the NIMPIS application.

9.3 FAQ page

The FAQ page is opened from the **About** sub-menu. It displays answers to frequently asked questions about the NIMPIS application.

9.4 Manual

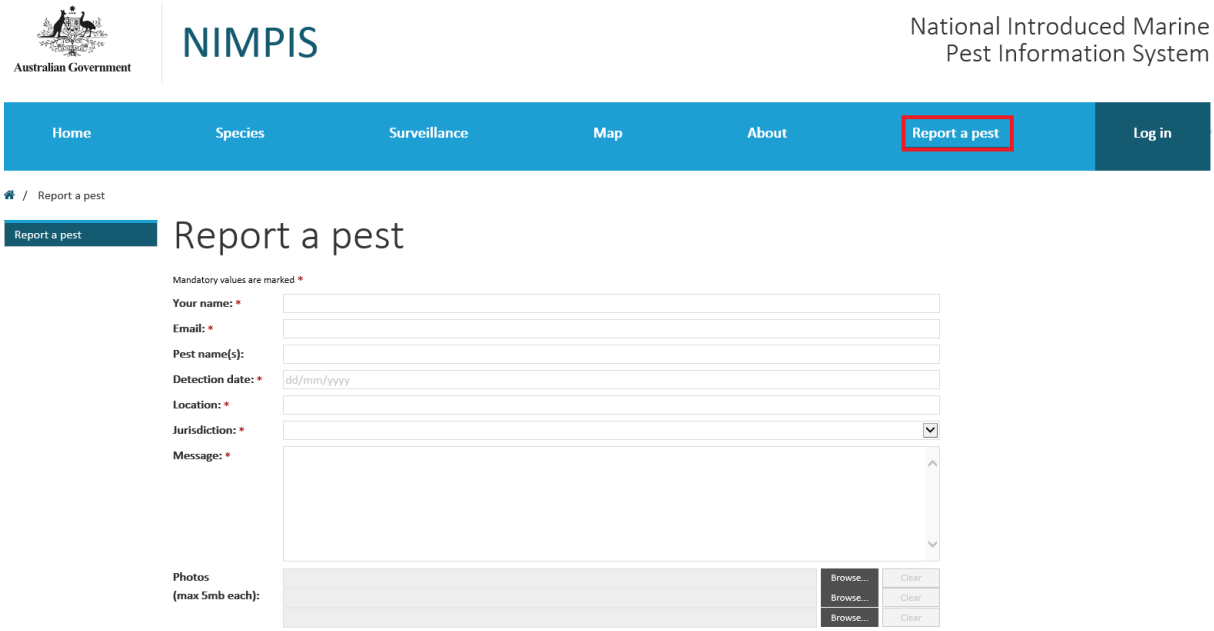
The NIMPIS manual for an anonymous user as well as registered users can be found here.



10 Report a pest

The Report a Pest page is opened from the main menu. You must provide at least your name, a contact email address, the date the pest was detected, the location of the detection, including the jurisdiction, and a message about the pest encountered. Up to three photos can also be uploaded by clicking a **Browse** button and selecting the desired image file.

After entering the appropriate information, tick the reCAPTCHA box and click the 'Submit' button to submit the report. You will get a notification on the successful submission of the report and a notification sent to the administrators, with a copy sent to the email address provided.



11 Miscellaneous

The footer displayed on every page includes links to additional internal and external pages.

11.1 Contact us

The Contact Us page allows anyone to ask a question or provide information relevant to the application.

After entering the appropriate information, tick the reCAPTCHA box and click the ‘Submit’ button to submit the contact. You will receive a notificationon the successful submission of the report and a notification send to the administrators, with a copy send to the email address provided.

11.2 Accessibility

The Accessibility page provides information about accessing the application for those needing assistance.

11.3 Disclaimer

The Disclaimer page is hosted external to NIMPIS by the Department of Agriculture, Water and the Environment.

11.4 Freedom of information

The Freedom of Information page is hosted external to NIMPIS by the Department of Agriculture, Water and the Environment.

11.5 Privacy

The Privacy page is hosted external to NIMPIS by the Department of Agriculture, Water and the Environment.

11.6 Sitemap

The Sitemap page provides a hierarchical view of the site structure. Click the name of any page to navigate to that page.