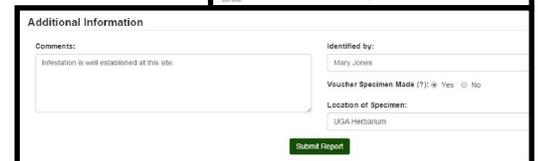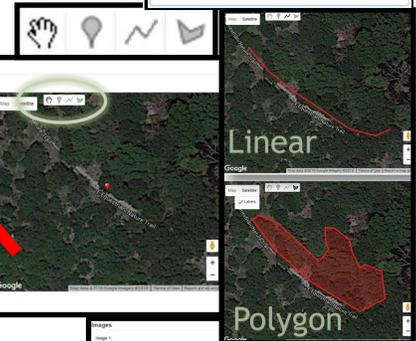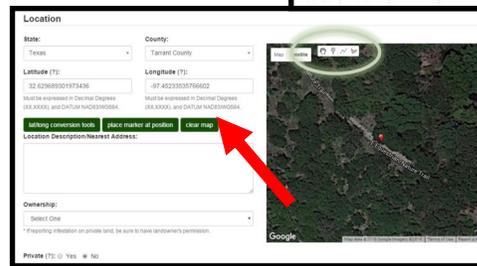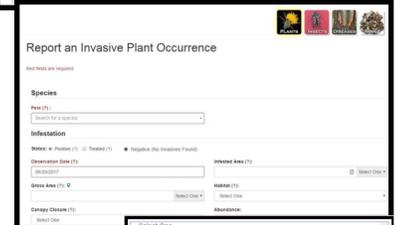**Entering Negative data to EDDMapS-** EDDMapS Training for Reporting Negative data, both online and in the smartphone apps. Report Negative data showing which pest species were **NOT** found in the surveyed area.

1. Sign into EDDMapS, click on Report Sightings, then select State/Area where to invasive is located. Set Status to Negative.

2. First enter information on the species you are surveying for. Begin typing the name of the pest, using the scientific or common name. When the drop down box appears, click on the correct species. You only need to fill in fields that apply to your negative data.

3. Record information for the Date. The Date default is the day you enter the data, but use the actual date the information was collected. Gross Area (this is the area surveyed); and Habitat. Click for a drop down menu of choices for Habitat. The other fields will apply when you are reporting Positive data.

4. Enter the GPS coordinates or zoom in to the site with the Google map.

5. Two choices for mapping the surveyed site online. (1) A linear infestation. Click on the line icon to drop points along a roadway, fence line, river or shoreline. (3) A polygon - Click on the polygon icon to drop points and create a site with three or more sides, for example an old field. Every click of the mouse drops a point on the map. For the linear and polygon shaped sites, double click the mouse to end the drawing, and you can create multiple linear and polygon sites on the same map. Click Clear Map to delete the drawing and start again.

6. In Location/Description add information to help in relocating the site later.

7. Five images can be uploaded with a report. Use Caption to identify the main feature in the image, such as flower, vine, leaf, or fruit. If someone other than the reporter took the picture, then add their name in the field, Photo by. Be sure to submit clear images for verification purposes.

8. In the Comment field add information that may be useful later. Remember to click Submit Report to save your work.

Smartphone App - Negative Data

1. Click on Negative Survey in the main menu. Click Edit next to List of species to click on species not found. Click Edit next to Area Surveyed to map the area you are reporting. You can also document the time you spend for each survey and add notes in the text box.

2. Zoom in to your location. Report as a Point, Freeform polygon or a polygon drawn from Vertices. Point, drop the marker and click Done. Freeform polygon, draw the infestation right on the touch screen, click Done. Vertices, touch points and the Polygon will be drawn, click Done. Finally hit Save.