

# 2021 Monitoring Notes

- Workbooks – returning volunteers will have workbooks mailed directly (or pick up at St. Paul office). You may begin scheduling visits anytime after you receive your workbooks.
- Visit Guidance - Continuing with contactless visits as default, however meeting with LO is OK if you are both comfortable meeting outdoors, distancing, etc.
- General refresher – Review the “Monitoring Procedure Summary” in front jacket of workbooks. Still OK to complete paper monitoring report if preferable

## Monitoring with Landscape – Before the Visit

1. Login to Landscape Desktop  
– User Name = email address;  
Password = whatever you  
chose during account set up.  
Use “I Forgot My Password”  
if necessary, to reset

Land conservation software  
**LANDSCAPE**

Please Sign In

User Name  
amoe@mnland.org

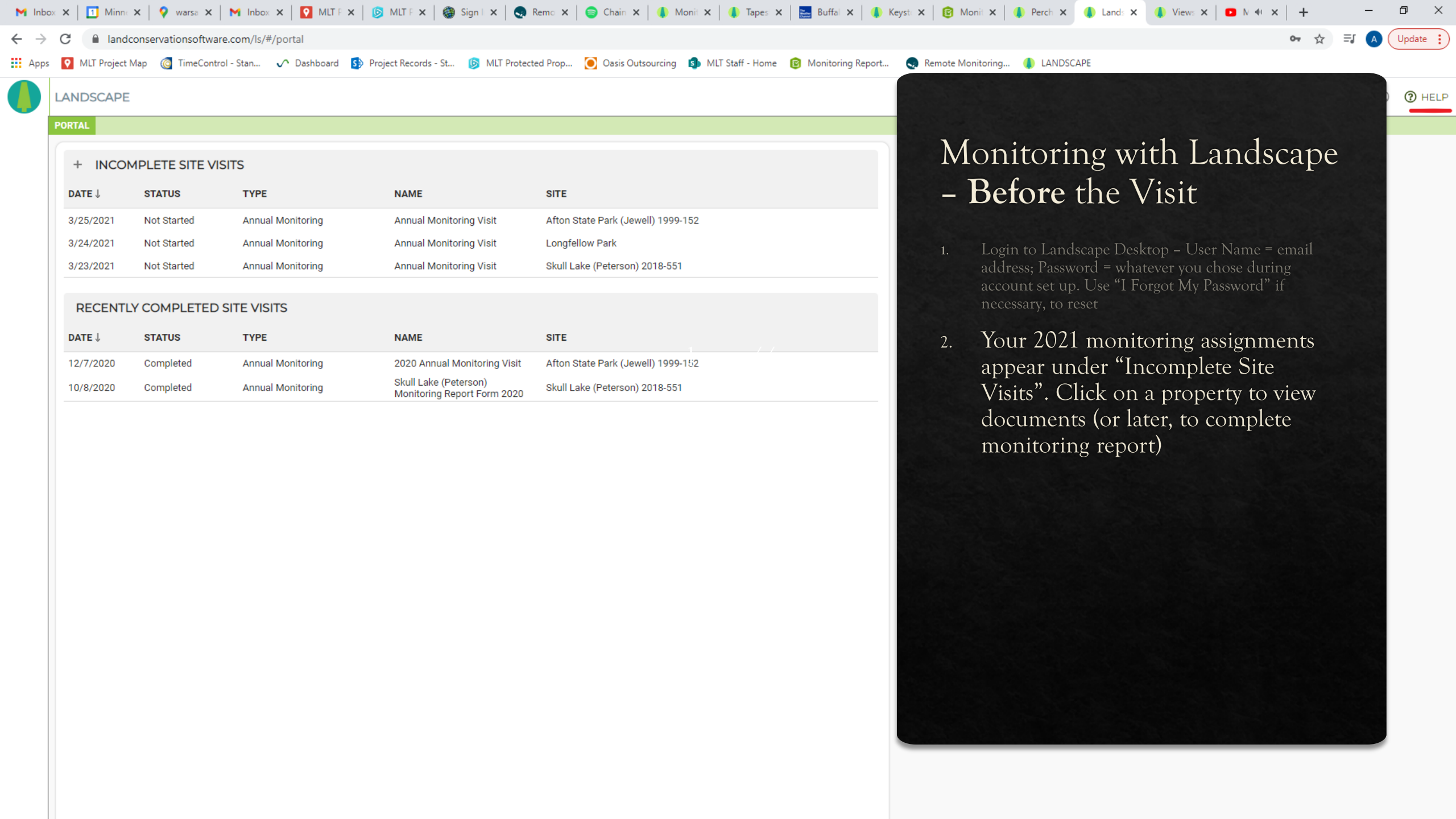
Password  
.....

[I FORGOT MY PASSWORD](#)

[SIGN IN](#)

If you don't have a subscription, [sign up to try LANDSCAPE free for 30 days.](#)

<https://landconservationsoftware.com/ls/#/signin>



+ INCOMPLETE SITE VISITS

DATE ↓	STATUS	TYPE	NAME	SITE
3/25/2021	Not Started	Annual Monitoring	Annual Monitoring Visit	Afton State Park (Jewell) 1999-152
3/24/2021	Not Started	Annual Monitoring	Annual Monitoring Visit	Longfellow Park
3/23/2021	Not Started	Annual Monitoring	Annual Monitoring Visit	Skull Lake (Peterson) 2018-551

RECENTLY COMPLETED SITE VISITS

DATE ↓	STATUS	TYPE	NAME	SITE
12/7/2020	Completed	Annual Monitoring	2020 Annual Monitoring Visit	Afton State Park (Jewell) 1999-152
10/8/2020	Completed	Annual Monitoring	Skull Lake (Peterson) Monitoring Report Form 2020	Skull Lake (Peterson) 2018-551

## Monitoring with Landscape – Before the Visit

1. Login to Landscape Desktop – User Name = email address; Password = whatever you chose during account set up. Use “I Forgot My Password” if necessary, to reset
2. Your 2021 monitoring assignments appear under “Incomplete Site Visits”. Click on a property to view documents (or later, to complete monitoring report)

DOCUMENT LIBRARY
DISPLAY NAME
Afton State Park (Jewell) 2016 baseline update (compressed)
Afton State Park (Jewell) Baseline
Afton State Park (Jewell) Exhibit Map 3
Afton State Park (Jewell) Monitoring Plan
Afton State Park (Jewell) Recorded Easement
Afton State Park (Jewell) 2017 Report
Afton State Park (Jewell) Monitoring Report Form 2019
Afton State Park (Jewell) 2017 Monitoring Letter
Afton State Park (Jewell) 2019 Monitoring Map
afton state park (jewell) 2018 mon photos
Afton State Park (Jewell) 2020 Monitoring Letter.pdf
Afton State Park (Jewell) 2019 Monitoring Letter .pdf

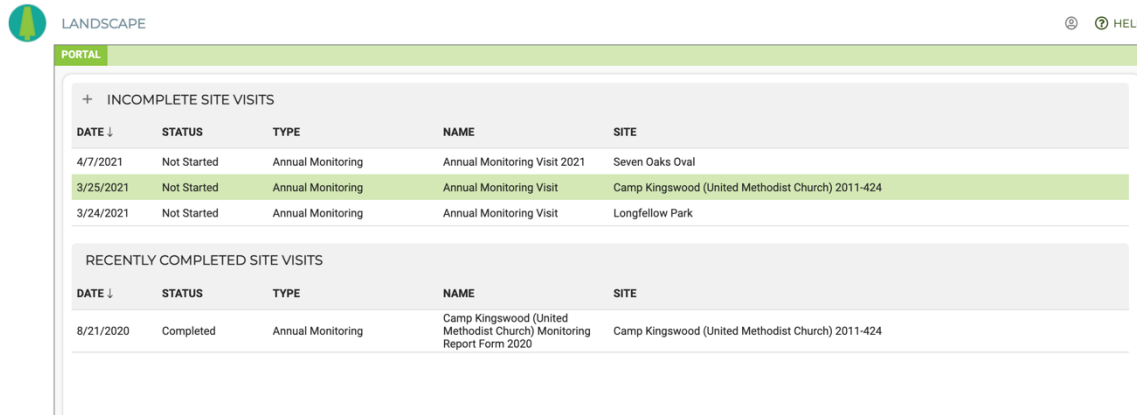
DISPLAY NAME
Nothing to display
Nothing to display
Nothing to display
Nothing to display
Nothing to display
Nothing to display
Nothing to display

# Monitoring with Landscape – Before the Visit

1. Login to Landscape Desktop – User Name = email address; Password = whatever you chose during account set up. Use “I Forgot My Password” if necessary, to reset
2. Your 2021 monitoring assignments appear under “Incomplete Site Visits”. Click on a property to view documents (or later, to complete monitoring report)
3. Click on the “Books” button to access document library. Review any or all. Print if desired.
4. See separate instructions for accessing Contact Information on next “slides”

## How to get Contact Information

From your list of incomplete site visits, click the site visit you are monitoring:



The screenshot shows the LANDSCAPE PORTAL interface. At the top, there is a header with the LANDSCAPE logo and a HELP icon. Below the header, there is a section titled "INCOMPLETE SITE VISITS" with a table of data. The table has columns for DATE, STATUS, TYPE, NAME, and SITE. The second row is highlighted in green, indicating the selected site visit.

DATE ↓	STATUS	TYPE	NAME	SITE
4/7/2021	Not Started	Annual Monitoring	Annual Monitoring Visit 2021	Seven Oaks Oval
3/25/2021	Not Started	Annual Monitoring	Annual Monitoring Visit	Camp Kingswood (United Methodist Church) 2011-424
3/24/2021	Not Started	Annual Monitoring	Annual Monitoring Visit	Longfellow Park

Below the incomplete site visits, there is a section titled "RECENTLY COMPLETED SITE VISITS" with a table of data. The table has columns for DATE, STATUS, TYPE, NAME, and SITE.

DATE ↓	STATUS	TYPE	NAME	SITE
8/21/2020	Completed	Annual Monitoring	Camp Kingswood (United Methodist Church) Monitoring Report Form 2020	Camp Kingswood (United Methodist Church) 2011-424

Next, click the button for reports in the upper-left corner. The icon looks like a piece of paper.

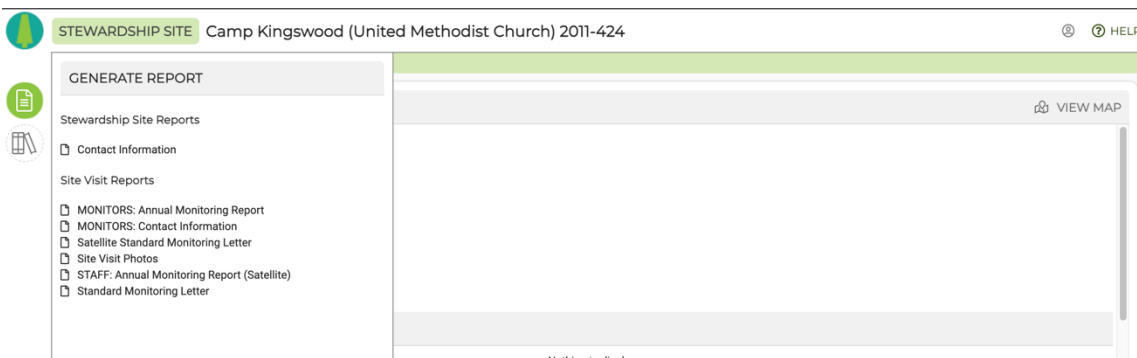


The screenshot shows the STEWARDSHIP SITE page for Camp Kingswood (United Methodist Church) 2011-424. The page is titled "EDITING SITE VISIT" and has a "VIEW MAP" button in the upper right corner. On the left side, there is a sidebar with a "GENERATE REPORT" button. The main content area shows the details of the site visit, including Name, Type, Status, Date, Methods, and Summary. Below the details, there is a section for "PERSONNEL (0 HOURS)" which is currently empty.

Name: Annual Monitoring Visit  
Type: Annual Monitoring  
Status: Not Started  
Date: 3/25/2021  
Methods: No data  
Summary: No data

+ PERSONNEL (0 HOURS)  
Nothing to display

The Generate Report panel will fly out from the left. In this panel, choose: MONITORS: Contact Information



The screenshot shows the STEWARDSHIP SITE page for Camp Kingswood (United Methodist Church) 2011-424. The "GENERATE REPORT" panel is open on the left side, showing a list of reports. The "MONITORS: Contact Information" report is selected. The main content area is currently empty.

GENERATE REPORT


- Stewardship Site Reports
  - Contact Information
- Site Visit Reports
  - MONITORS: Annual Monitoring Report
  - MONITORS: Contact Information
  - Satellite Standard Monitoring Letter
  - Site Visit Photos
  - STAFF: Annual Monitoring Report (Satellite)
  - Standard Monitoring Letter

Nothing to display

This will create a report containing all the active contact information for the property as well as the address of the property, directions, and any access instructions.

STEWARDSHIP SITE Camp Kingswood (United Methodist Church) 2011-424 © HELP

Site: Camp Kingswood (United Methodist Church) 2011-424  
County: Hennepin

 MINNESOTA LAND TRUST

### Contact Information

#### Current Landowners & Contacts

**Three Rivers Park District: Owner**  
*Contact John Moriarty and David Thill*

Three Rivers Park District, 12615 County Road 9  
Plymouth, MN 55441

Phone:  
(763) 694-7842 (District Ofc)

**John Moriarty: Primary Contact**

12615 County Road 9  
Plymouth, MN 55441

Phone:  
763-694-7842 (Business)

Email:  
john.moriarty@threeriversparks.org ()

#### Other Contacts

**Hennepin County: Co-Holder, Contact**  
*Monitor should invite the county on the monitoring visits. Contacts are:*

*Kristine Maurer*  
*(612) 235-1251, Kristine.Maurer@hennepin.us*

*Matt Stasica (backup)*  
*matthew.Stasica@hennepin.us, 612-348-4659*

701 Fourth Avenue South, Suite 700  
Minneapolis, MN 55415

**Kelly Grissman: Contact**

3000 Xenium Ln N  
Plymouth, MN 55441

Phone:  
763.694.7635 (Business)

Email:  
kelly.grissman@threeriversparkdistrict.org ()

There are several buttons in the upper-left of this view:



Will close the report so you can go back to the site visits in Landcape.



If you wish to print this report and bring it with you.



You can also download a pdf of the report of you wish to save it on your computer to view later.

landconservationsoftware.com/ls/#/stewardships/5fa9809c0fd07002ccb2df3/work

STEWARDSHIP SITE Ann Lake (Killeen) 2018-543

DETAILS WORK STATUS USE DOCUMENTS

← EDITING SITE VISIT

Name: Annual Monitoring Visit 2021

Type: Annual Monitoring

Status: Not Started

Date: 3/25/2021

Methods: No data

Summary: No data

+ PERSONNEL (0 HOURS)  
Nothing to display

+ EXPENSES  
Nothing to display

+ DOCUMENTS  
Nothing to display

+ NOTES  
Nothing to display

FORM QUESTIONS (0 OF 23 ANSWERED)

1. Did you note anything on the visit?

I noted nothing of concern

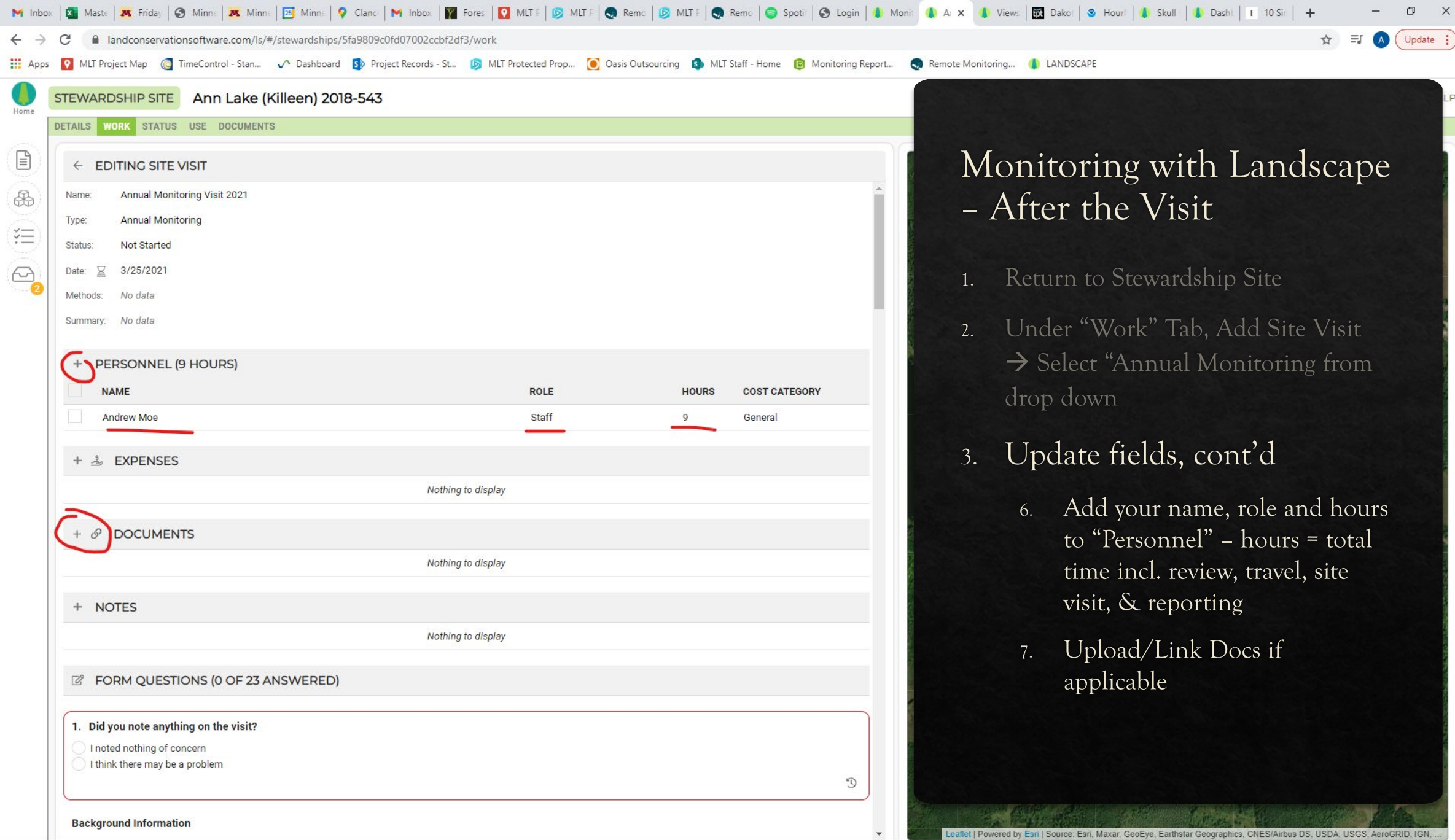
I think there may be a problem

Background Information

2. Is the contact information provided correct?

# Monitoring with Landscape – After the Visit

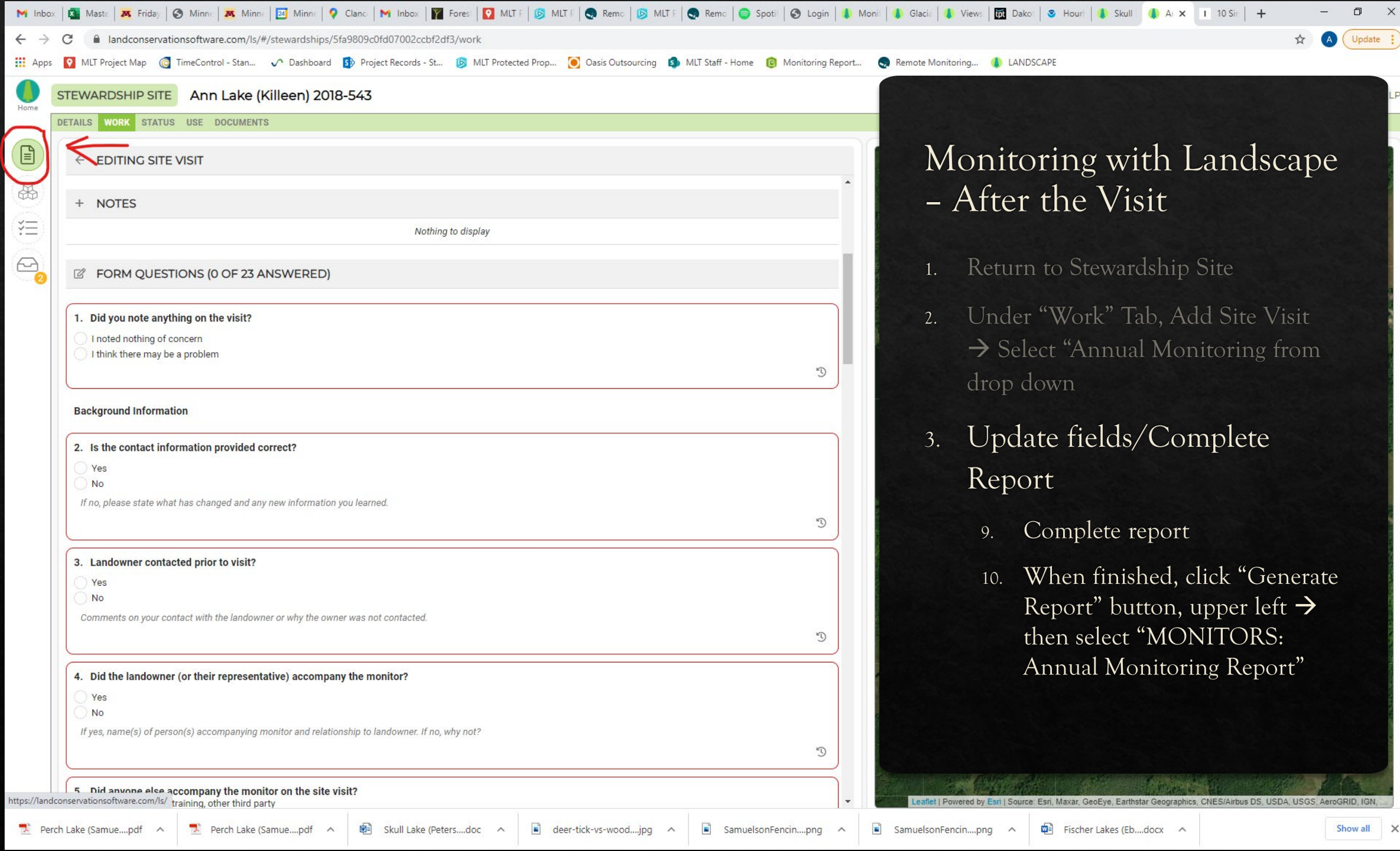
1. Return to Stewardship Site
2. Under “Work” Tab, Add Site Visit → Select “Annual Monitoring from drop down
3. Update fields
  1. Name – add year of visit
  2. Date = monitoring date
  3. Status – don’t update yet
  4. Select method of travel from dropdown, multiple OK
  5. Summary = add’l info that doesn’t fit in the report, e.g., rampant poison ivy along W boundary or LO was acting erratically and I didn’t feel comfortable



# Monitoring with Landscape – After the Visit

1. Return to Stewardship Site
2. Under “Work” Tab, Add Site Visit → Select “Annual Monitoring from drop down
3. Update fields, cont’d
  6. Add your name, role and hours to “Personnel” – hours = total time incl. review, travel, site visit, & reporting
  7. Upload/Link Docs if applicable





landconservationsoftware.com/ls/#/stewardships/5fa9809c0fd07002ccb2df3/work

STEWARDSHIP SITE Ann Lake (Killeen) 2018-543

19. Did you observe excavation?  
 No  Yes

20. Did you observe changes to water courses?  
 No  Yes

21. Did you observe erosion?  
 No  Yes

22. Did you observe evidence of off-road vehicle usage?  
 No  Yes

23. Any additional concerns, on- or off-site, which may threaten the conservation of the property?  
 No  Yes

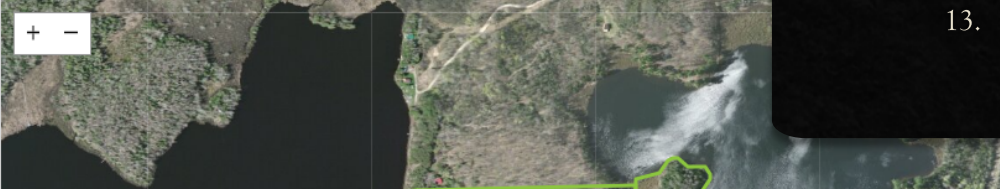
This is test text.

I attest that this report is a fair and accurate representation of the conditions of the property at the

**Click to Sign**

Printed Name, Title  
Date by user: User Name  
*Page Break*

**Visit Map**



Perch Lake (Samue....pdf) Perch Lake (Samue....pdf) Skull Lake (Peters....doc) deer-tick-vs-wood....jpg SamuelsonFencin....png SamuelsonFencin....png Fischer Lakes (Eb....docx)

## Monitoring with Landscape – After the Visit

1. Return to Stewardship Site
2. Under “Work” Tab, Add Site Visit  
→ Select “Annual Monitoring” from drop down
3. Update fields/Complete Report
  11. Review report for accuracy, if all looks good, “Click to Sign” and add name/title
  12. Click “Send for Review” (paper airplane) → select Andrew Moe as Reviewer, click OK
  13. Click “X” to close report

landconservationsoftware.com/ls/#/stewardships/5fa9809c0fd07002ccbf2df3/work

STEWARDSHIP SITE Ann Lake (Killeen) 2018-543

DETAILS WORK STATUS USE DOCUMENTS

← EDITING SITE VISIT

Name: Annual Monitoring Visit  
Type: Annual Monitoring  
Status: Completed  
Date: Not Started  
Methods: Completed  
Summary: No data

+ PERSONNEL (9 HOURS)

<input type="checkbox"/>	NAME	ROLE	HOURS	COST CATEGORY
<input type="checkbox"/>	Andrew Moe	Staff	9	General

+ EXPENSES  
Nothing to display

+ DOCUMENTS  
Nothing to display

+ NOTES  
Nothing to display

FORM QUESTIONS (0 OF 23 ANSWERED)

1. Did you note anything on the visit?  
 I noted nothing of concern  
 I think there may be a problem

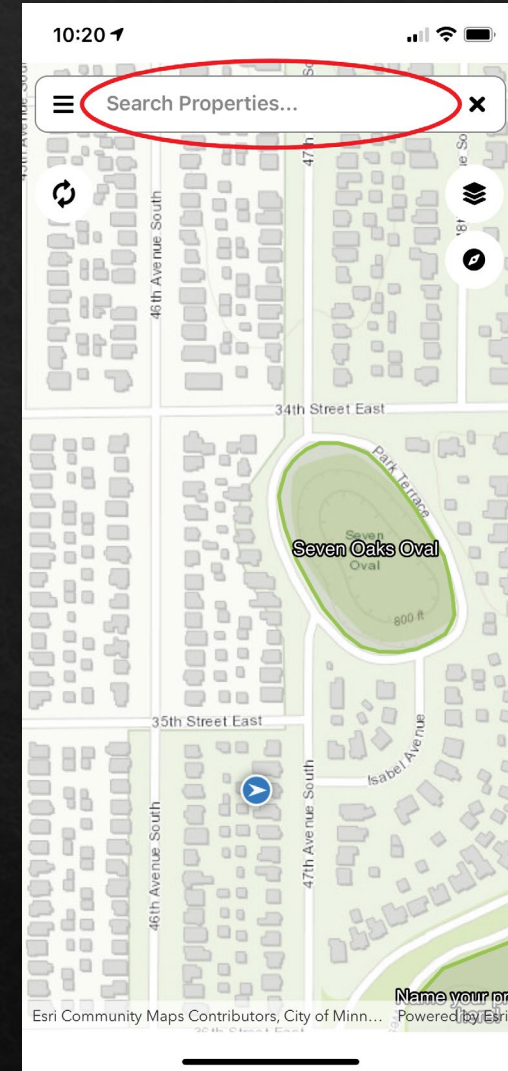
Background Information  
https://landconservationsoftware.com/ls/

# Monitoring with Landscape – After the Visit

1. Return to Stewardship Site
2. Under “Work” Tab, Add Site Visit  
→ Select “Annual Monitoring from drop down
3. Update fields/Complete Report
  14. Update “Status” to “Completed”
  15. You did it!

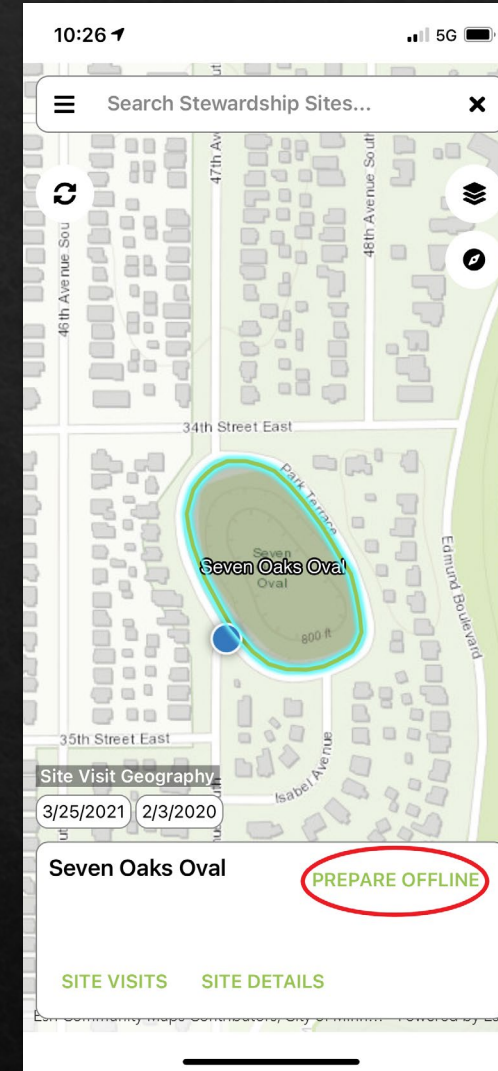
# Monitoring with the Landscape Mobile App

1. While on wifi, download site(s) for offline use
  1. Login to app (username = email address; password is whatever you chose during set up - can be changed via desktop login)
  2. Find the Stewardship Site by using the search bar at the top of the screen. Note that you can tap 'Show Team Sites' to display a list of the Stewardship Sites to which you belong as a team member. When the map pans to the correct site, tap on it.



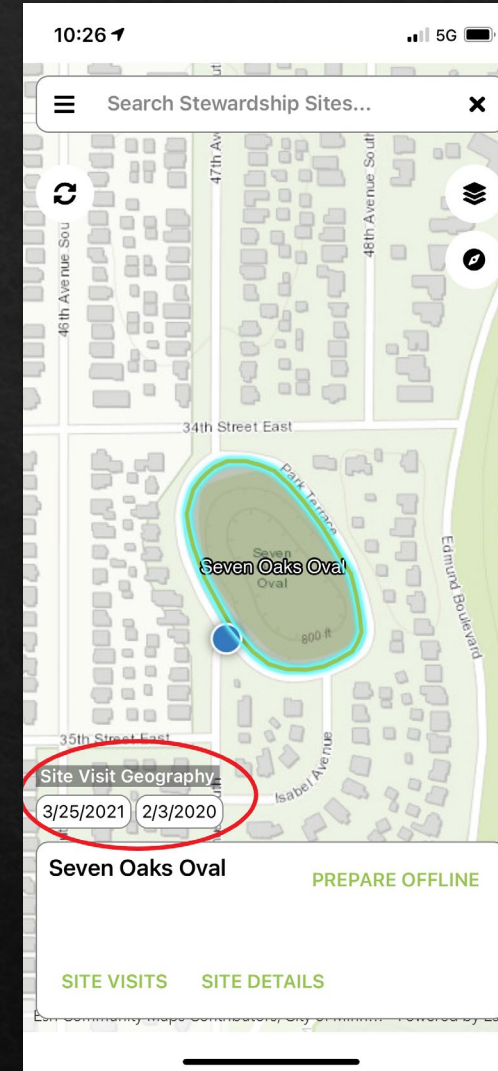
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  2. Find the Stewardship Site by using the search bar at the top of the screen. Note that you can tap 'Show Team Sites' to display a list of the Stewardship Sites to which you belong as a team member. When the map pans to the correct site, tap on it.
  3. Tap 'Prepare Offline' in the window that opens. Confirm that you want to download the site by selecting 'Yes', then tap 'OK'.
  4. The cloud icon now displays the status of your downloads. Tap it to review the process. Once it's done, you're ready to go! The number in the green circle shows how many sites you've downloaded.



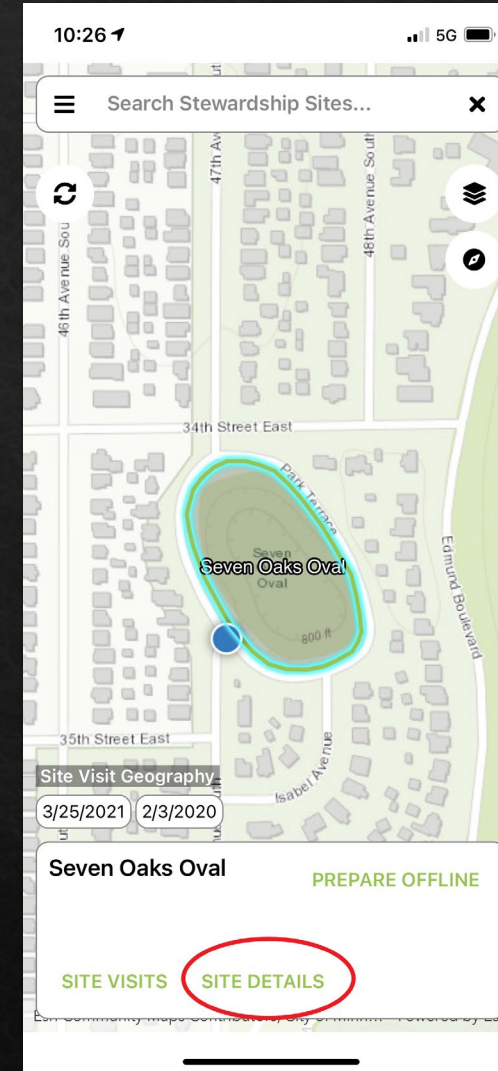
# Monitoring with the Landscape Mobile App

2. Review Past Site Geography
  1. If there is any previous site visit geography data associated with the Stewardship Site, it will appear as pill-shaped buttons above the Stewardship Site name. Toggle these buttons on and off by tapping on them. The photo points and tracks of previous visits will be turned on and off. You can tap on photo points to see the photos that were taken, and tap on the photos themselves to see captions. \*Note: until the App becomes widely used, there may not be any site visit geography to view.



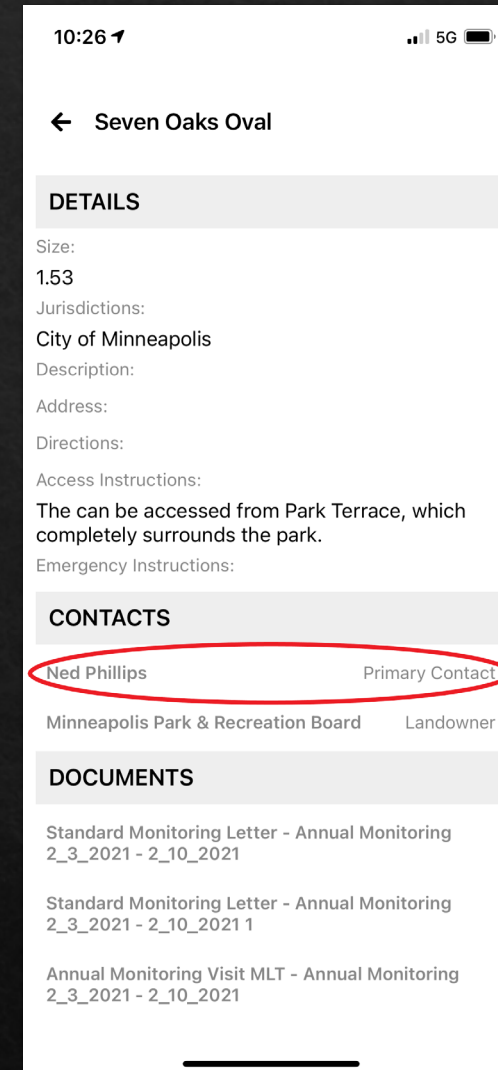
# Monitoring with the Landscape Mobile App

3. Review Stewardship Site Details: Contacts, Access, Directions & Documents
  1. Tap 'Site Details' to see details associated with the Stewardship Site, including directions, access instructions, contacts and their associated contact information, documents that have been made available to the app, and issues.



# Monitoring with the Landscape Mobile App

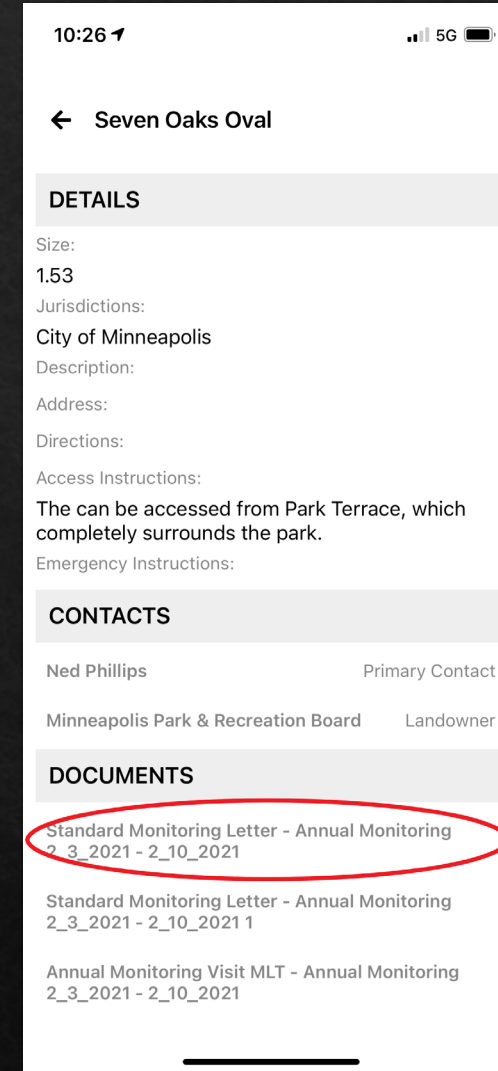
3. Review Stewardship Site Details: Contacts, Access, Directions & Documents
  1. Tap 'Site Details' to see details associated with the Stewardship Site, including directions, access instructions, contacts and their associated contact information, documents that have been made available to the app, and issues.
    - Tap on a contact to bring up their associated contact record





# Monitoring with the Landscape Mobile App

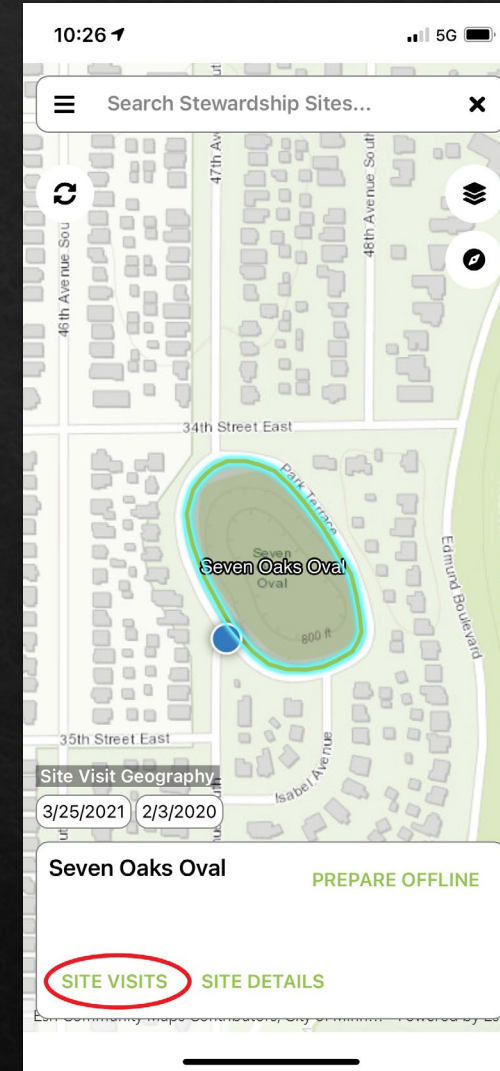
3. Review Stewardship Site Details: Contacts, Access, Directions & Documents
  1. Tap 'Site Details' to see details associated with the Stewardship Site, including directions, access instructions, contacts and their associated contact information, documents that have been made available to the app, and issues.
    - Tap on a contact to bring up their associated contact record
    - Tap on any document – to view, save to your phone and open in preferred document viewer



# Monitoring with the Landscape Mobile App

## 3. Start Your Site Visit

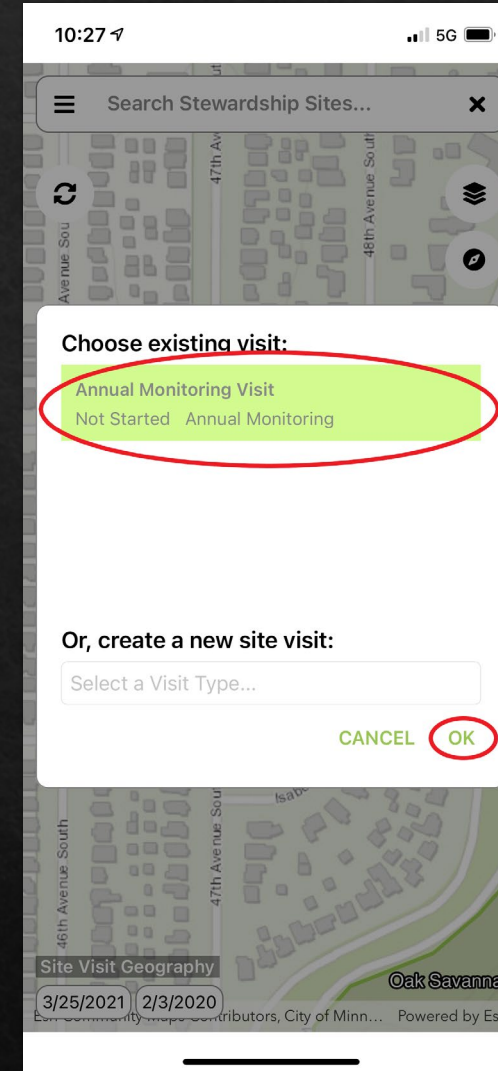
1. Tap 'Site Visit'



# Monitoring with the Landscape Mobile App

## 3. Start Your Site Visit

1. Tap 'Site Visit'
2. Select "Annual Monitoring Visit" from the "Choose existing visit:" field. Tap OK.



# Monitoring with the Landscape Mobile App

3. Start Your Site Visit
  1. Tap 'Site Visit'
  2. Select "Annual Monitoring Visit" from the "Choose existing visit:" field. Tap OK.
  3. You're brought into a site visit record, where you can fill out site visit details, start and stop tracking and the time of your visit, and fill out the site visit form. Select 'Start Visit', and choose 'Yes' when it asks you if you'd like to reset the start time of the visit. The app is now tracking your location.
  4. Return to the map by clicking on the back arrow in the upper left hand corner of the screen.

10:27 5G

← Site Visit Details - Seven Oaks Oval

Start this visit to track your movements and take photos **START VISIT**

**DETAILS**

Name:  
Annual Monitoring Visit

Type:  
Annual Monitoring

Status:  
Not Started

Started On:  
Mar-25 10:03 AM

Ended On:  
Mar-25 10:03 AM

Methods:  
No methods selected

Summary:

**PERSONNEL** [ADD PERSON](#)

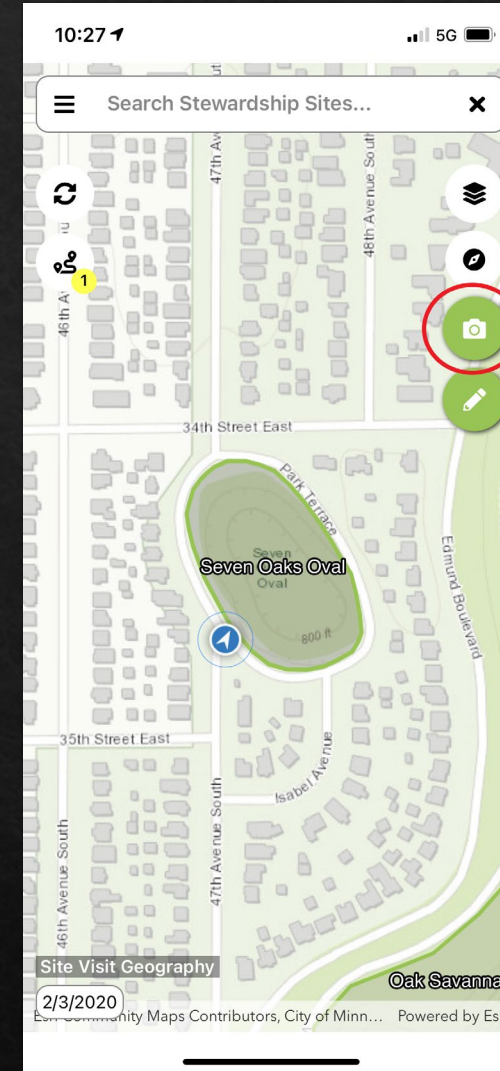
*There are no Personnel in this Site Visit*

**FORM**

# Monitoring with the Landscape Mobile App

## 4. Taking Photos

1. Tap the camera icon to create a photopoint and take a photo. The camera will open.



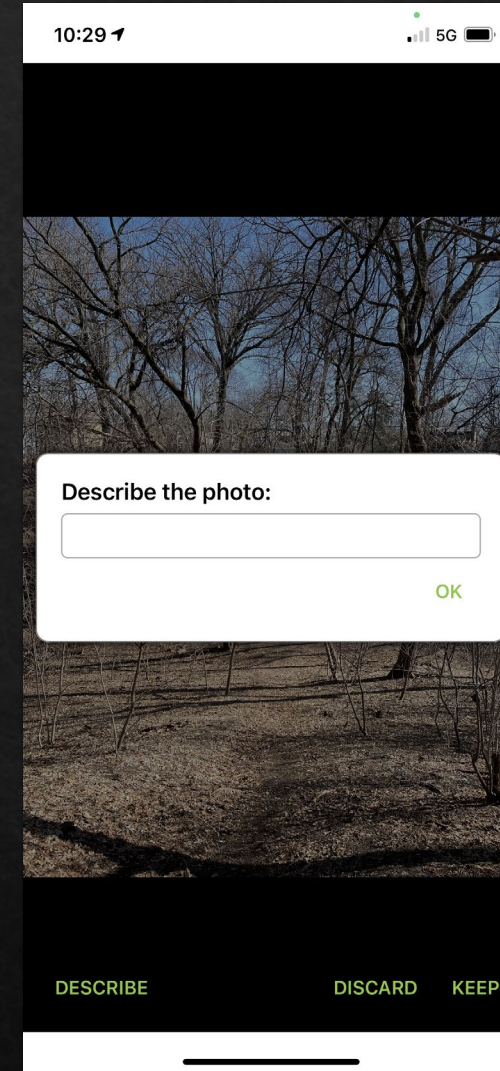
# Monitoring with the Landscape Mobile App

4. Taking Photos
  1. Tap the camera icon to create a photopoint and take a photo. The camera will open.
  2. By default, your photopoint and the accompanying photo are numbered automatically. 'GPS' is the GPS accuracy of your device. The heading is displayed below the GPS information.



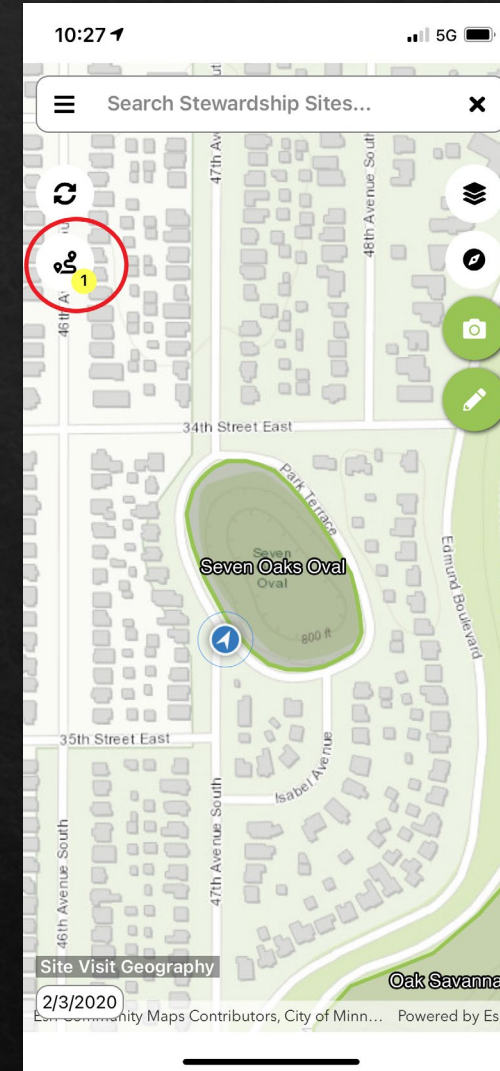
# Monitoring with the Landscape Mobile App

4. Taking Photos
  1. Tap the camera icon to create a photopoint and take a photo. The camera will open.
  2. By default, your photopoint and the accompanying photo are numbered automatically. 'GPS' is the GPS accuracy of your device. The heading is displayed below the GPS information.
  3. Click on the white button to take a photo. It will display the photo you just took. Add a description to the photo by selecting 'Describe'. 'Discard' discards the photo so you can take another one, and 'Keep' saves the photo when you're done.
  4. When you're done taking photos, select 'Close'



# Monitoring with the Landscape Mobile App

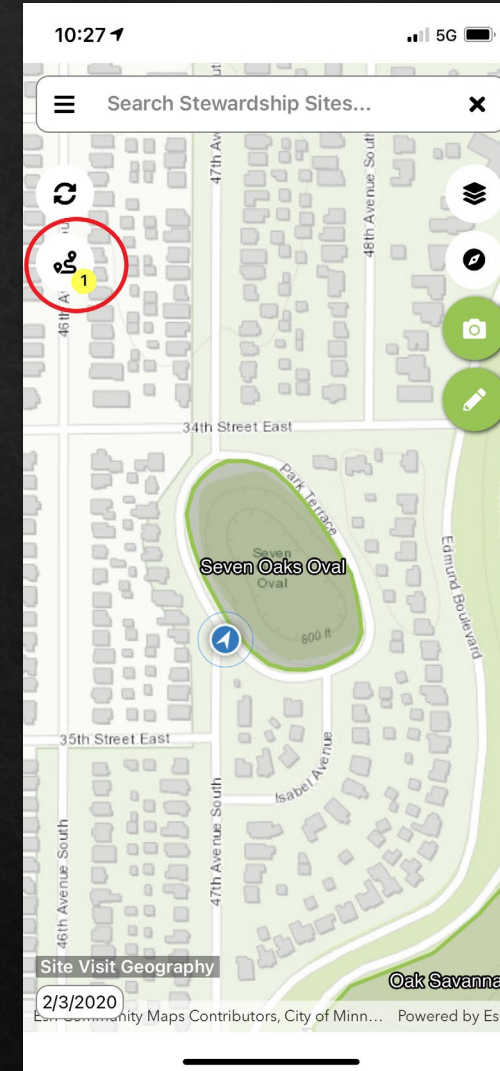
5. Finishing your visit and uploading data
  1. When you are done with your visit, navigate back to the Site Visit Details page by clicking on the active visits badge (with the yellow number).





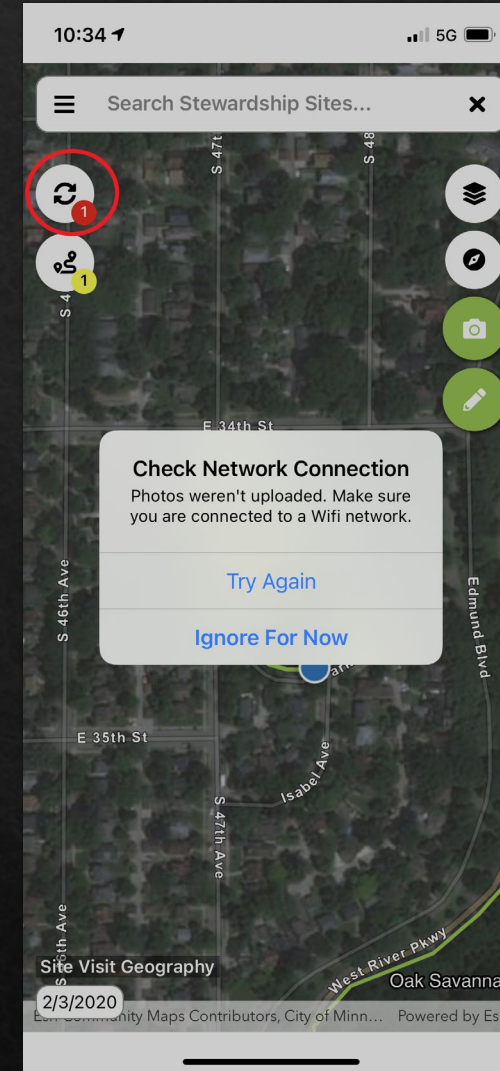
# Monitoring with the Landscape Mobile App

5. Finishing your visit and uploading data
  1. When you are done with your visit, navigate back to the Site Visit Details page by clicking on the active visits badge (with the yellow number).
  2. Click 'Stop Visit'. This will turn off location tracking and will update the end time of your visit
  3. Optional: fill out the report form and other fields. NOTE: If you fill out the report form using the App, you will still need to finalize report submission (sign & send for review) in office using Landscape Desktop following the steps described earlier



# Monitoring with the Landscape Mobile App

5. Finishing your visit and uploading data
  1. When you are done with your visit, navigate back to the Site Visit Details page by clicking on the active visits badge (with the yellow number).
  2. Click 'Stop Visit'. This will turn off location tracking and will update the end time of your visit
  3. Optional: fill out the report form and other fields now, or complete in office using Landscape Desktop
  4. **When you return to wifi**, open the app. It should synchronize automatically and upload all of the site visit data, including photos, to their correct location in Landscape. If you want to force a new sync, click 'Sync Now'
  5. Log in to Landscape Desktop to complete and submit your monitoring report
  6. You did it!



# Questions?

- ◆ Feel free to practice! We have publicly accessible properties throughout the state if you'd like to try using the mobile app before monitoring. Let Andrew know and he'll assign a nearby property for you to give it a whirl.
- ◆ Contact Andrew with monitoring-related questions/issues:  
[amoe@mnland.org](mailto:amoe@mnland.org) / (651) 917-6293
- ◆ Contact Ned with Landscape technical issues  
[nphillips@mnland.org](mailto:nphillips@mnland.org) / (651) 917-6291