



## Monitoring with Landscape

### BEFORE THE VISIT:

1. Login in to [Landscape](#) on your computer. User name is your e-mail address (the one you provided to Andrew!). You can change your password using “I Forgot My Password”, if necessary, to reset.
2. Once logged in, you will see your monitoring assignments under “Incomplete Site Visits”. As visits are completed, they will drop into a new category called “Recently Completed Site Visits”.

The screenshot shows the Landscape portal interface. At the top, there is a green header with the word "LANDSCAPE" and a "PORTAL" tab. Below this, there are two main sections: "INCOMPLETE SITE VISITS" and "RECENTLY COMPLETED SITE VISITS". Each section contains a table with columns for DATE, STATUS, TYPE, NAME, and SITE.

+ 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

3. Click on a property you wish to monitor in order to access contact information and property documents. **Contact Info** is accessed via the “dog-eared page” icon:

The screenshot shows the Landscape portal interface for a specific property, "Valley Creek (Belwin) 1994-08". The page has a green header with "STEWARDSHIP SITE" and the property name. Below this, there is a "GENERATE REPORT" button and a "Site Visit Reports" section. The "Site Visit Reports" section contains a list of report types, each with a "dog-eared page" icon. A red arrow points to the "MONITORS: Contact Information" option.

Home

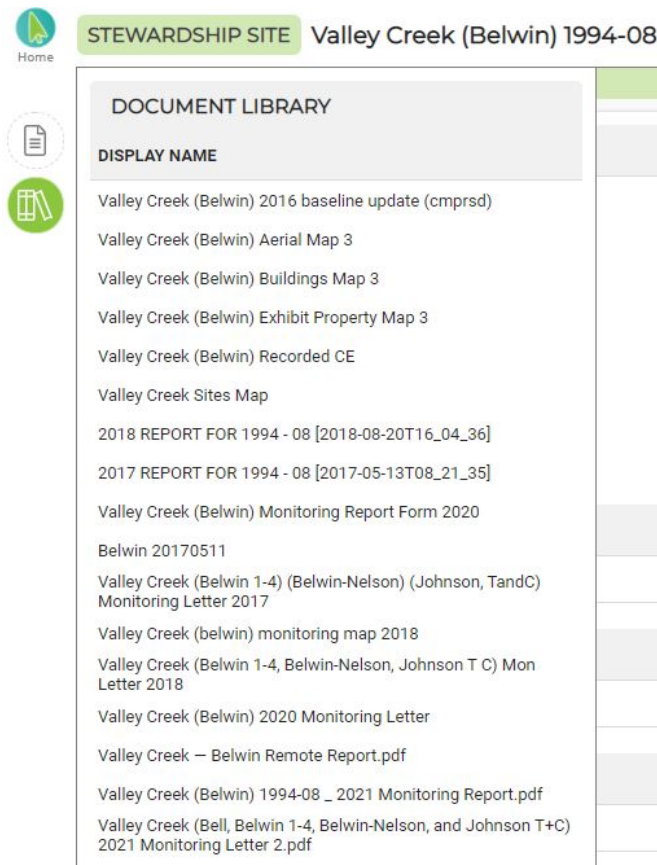
STEWARDSHIP SITE Valley Creek (Belwin) 1994-08

GENERATE REPORT

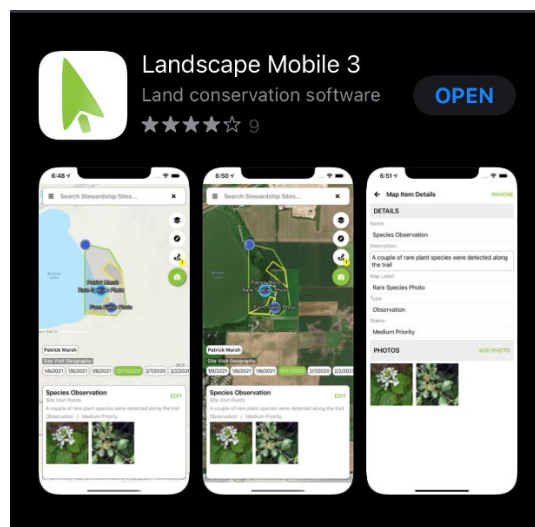
Site Visit Reports

- Broken Report: Contact Information
- MONITORS: Annual Monitoring Report
- MONITORS: Contact Information
- Site Visit Photos
- STAFF: Satellite Standard Monitoring Letter
- STAFF: Updated Satellite Monitoring Report
- Standard Monitoring Letter -Version for CCs or Several Owners

All other documents you need are accessed via the “books” icon:

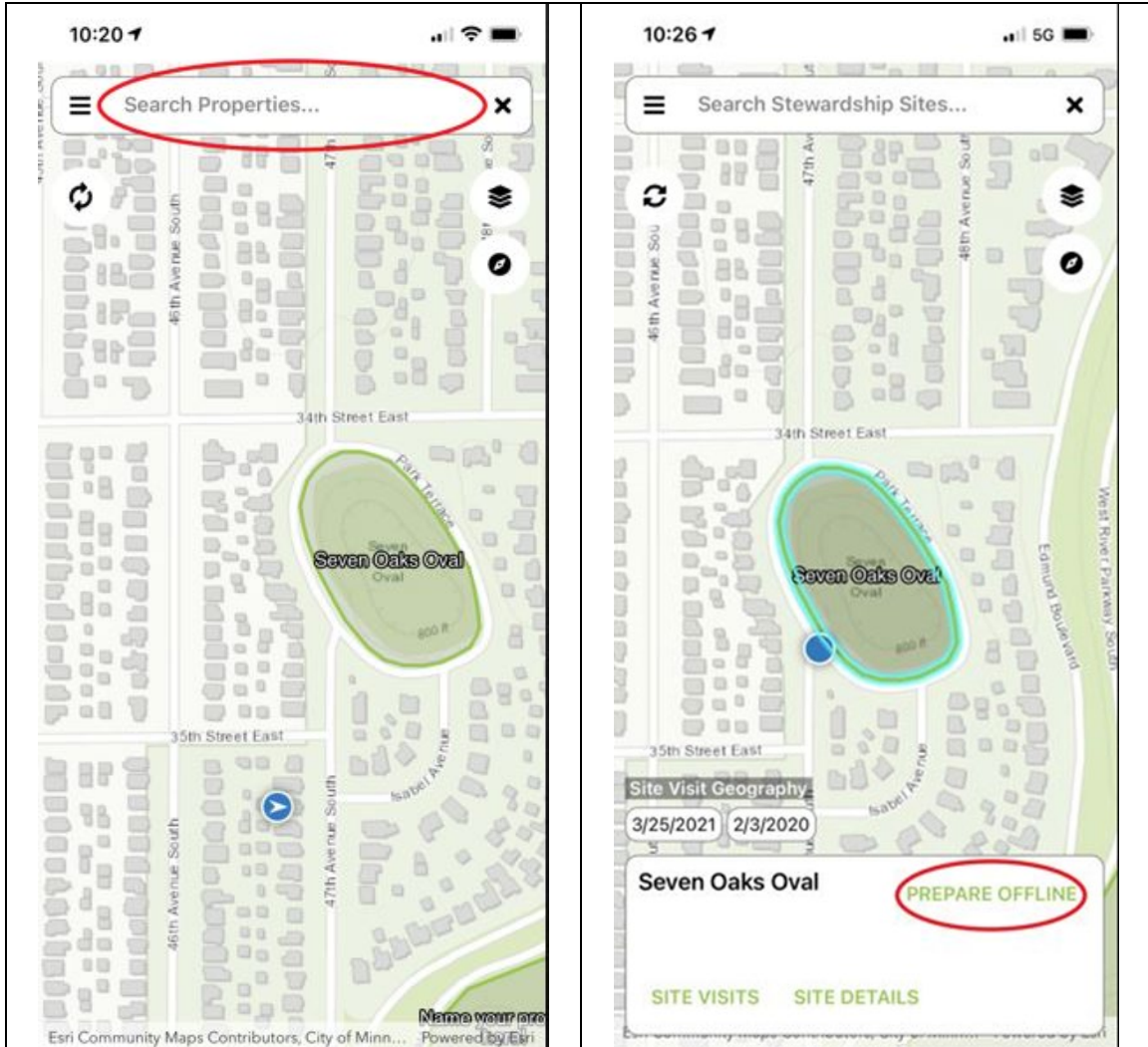


4. While connected to Wifi, make sure you have the Landscape Mobile App downloaded to your phone. Search “Landscape Mobile 3” in your App Store/Play Store. The app you want looks like this:



Once downloaded, log in to the mobile app using the same user name/password you created. Logging in can take several minutes, especially the first time - be patient!

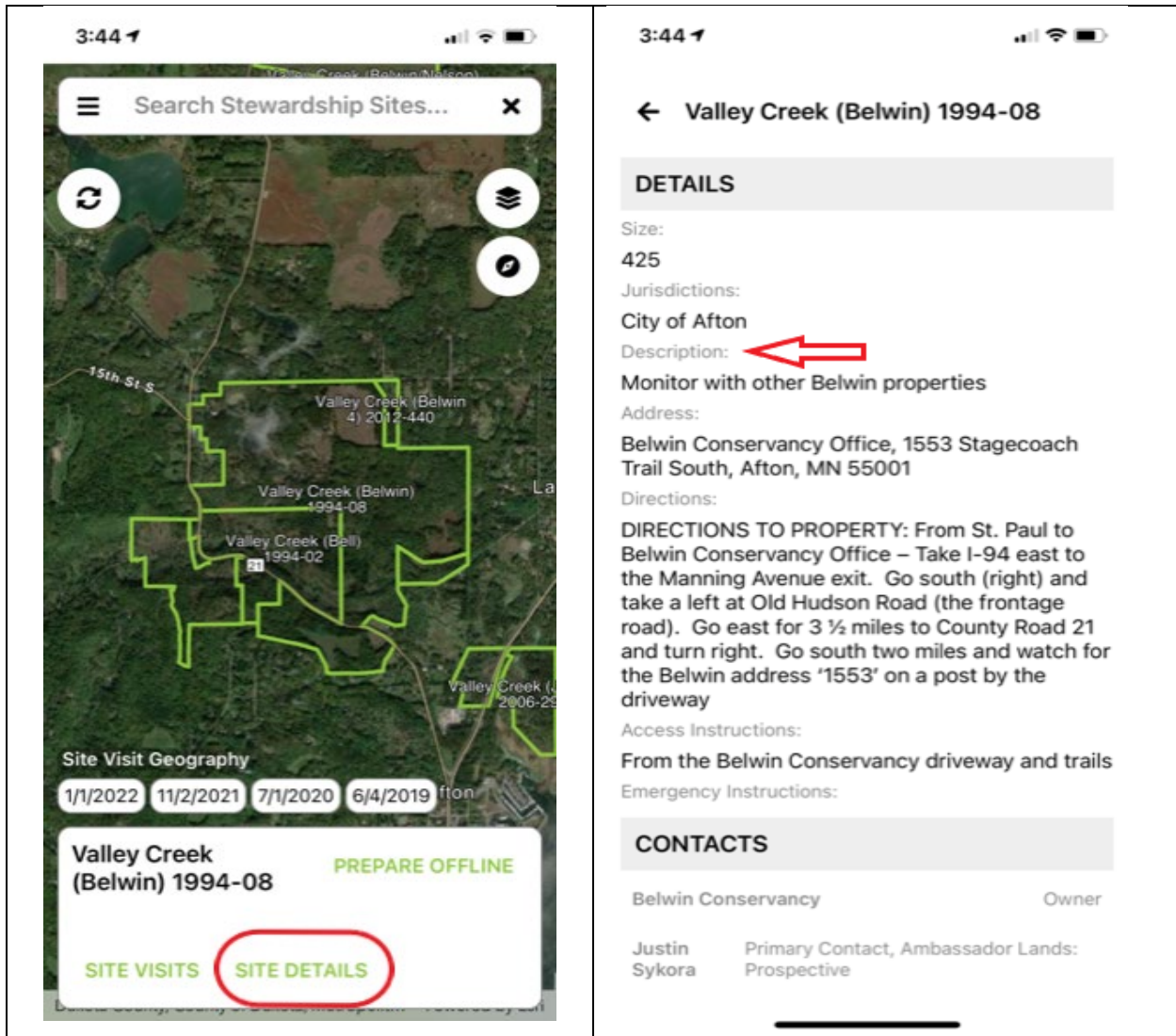
- Once logged in (and again, while on Wifi), prepare your site for offline use. This will allow for access to documents in settings without cellular data. Find your property by using the search bar at the top.



Note that you can tap “Show Team Sites” to display the filtered down list of properties that you assigned to monitor. Tap on the property you plan to monitor. When the map pans to the property, tap inside the property to highlight it. A window will pop up on the bottom of the screen with the option to “**Prepare Offline**”. Confirm that you want to download the site by selecting ‘Yes’, then tap “OK”.

If you are preparing multiple visits for the same day, you can repeat this step to prepare each property.

- You can also prepare by accessing easement-related documents, directions, and contact information in the mobile app by tapping on the “**Site Details**” button:



In particular though, I’d like to call your attention to the field called “Description” within Site Details. This is a field that will be populated with monitoring notes or potentially useful information about the property.

Also make note of the fact that you can tap on the records in “Contacts”, and it will open the record with phone, email, etc. Tapping on a phone number will place a call, so if you’re on the road a will be late or need to reach the landowner for some reason while you’re in the field, that can be done from the mobile app if you have cell service.



## DURING THE VISIT:

1. Starting a visit. When you get to the property and are ready to begin your visit, open the mobile app. If you are on/near the property, you should your location identified with a blue dot in relation to the property boundary. Tap inside the boundary to highlight the property, then tap “**Site Visits**”:



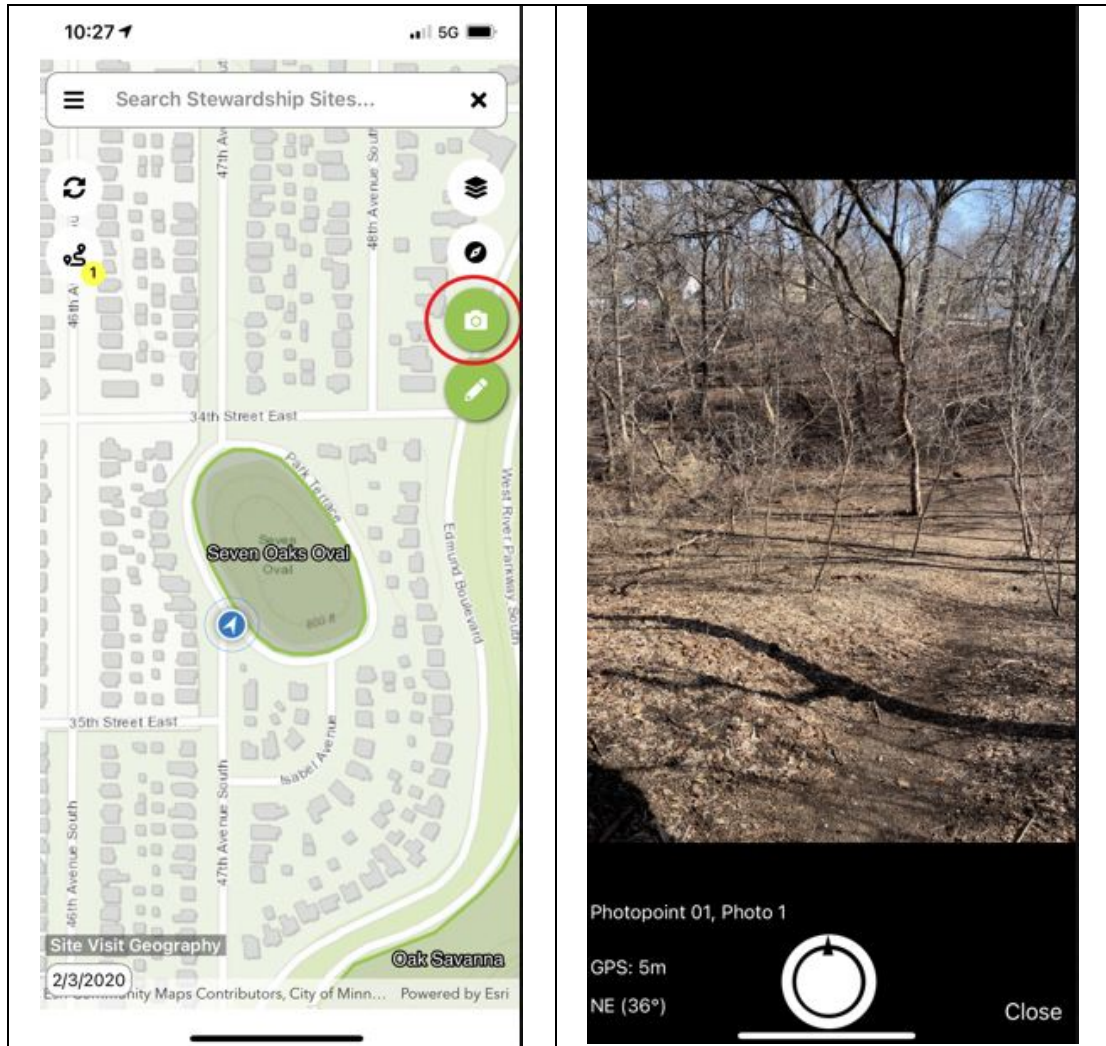
Select the **existing visit** and tap ‘OK’. If no existing visit is available, create a new site visit by selecting “Annual Monitoring Visit” as the visit type in the drop-down.

Now tap 'Start Visit' in the upper right corner. The app will ask you if you'd like to update the start time of the visit. Choose 'Yes'.

The screenshot shows a mobile application interface for managing site visits. At the top, the time is 10:27 and the signal strength is 5G. The title bar reads 'Site Visit Details - Seven Oaks Oval'. Below the title, there is a prompt: 'Start this visit to track your movements and take photos'. A green button labeled 'START VISIT' is circled in red. The form below is divided into sections: 'DETAILS', 'PERSONNEL', and 'FORM'. Under 'DETAILS', there are fields for Name (Annual Monitoring Visit), Type (Annual Monitoring), Status (Not Started), Started On (Mar-25 10:03 AM), and Ended On (Mar-25 10:03 AM). The 'Methods' section shows 'No methods selected'. The 'Summary' field is empty. The 'PERSONNEL' section has an 'ADD PERSON' button and a message: 'There are no Personnel in this Site Visit'. The 'FORM' section is currently empty.

The app is now tracking your location. Return to the map view by tapping the “back arrow” in the upper left.

2. Taking photographs. To take a photo, tap the camera icon. The app may ask permission to access your camera, which you will need to grant.

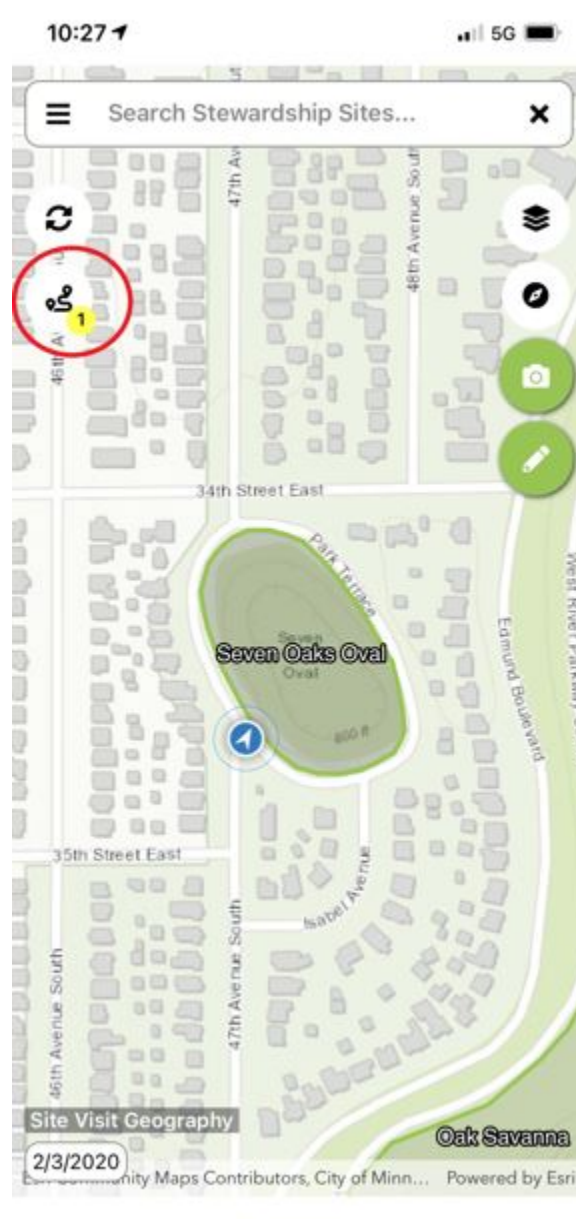


A camera view will open. 'GPS' is the GPS accuracy of your device. The heading is displayed below the GPS information.

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.

When you're done taking your photo(s), select 'Close' and return to the map. If you keep the camera open and walk another 100 yards without closing the camera, it will lump the next photo into the same photopoint as the previous.

3. Finishing your visit. When you are done with your visit, navigate back to the Site Visits Details page by tapping the active visits badge (icon with the squiggly line that will have a yellow number):



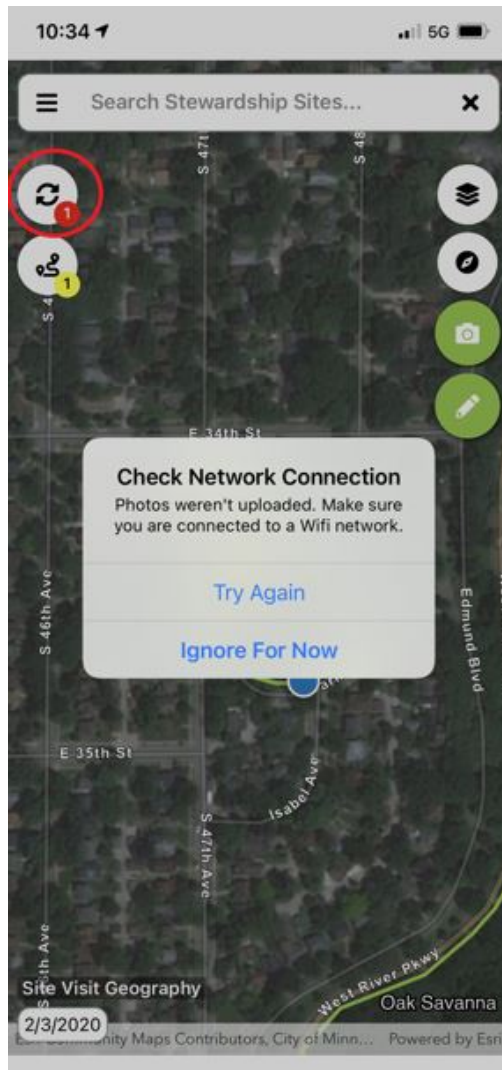
In the Site Visit Details, tap ‘Stop Visit’ – same location as the ‘Start Visit’ was in the upper right. This will turn off the location tracking and update the end time of your visit.

It’s possible to start filling out some of the report information in this page as well. That is optional – I prefer completing the entirety of the report back at home or office on a desktop computer.



## AFTER THE VISIT:

1. Syncing your data. In order for the Landscape database to automatically upload the track, photos, and any reporting from your visit, you need to **re-open then mobile app when you have access to WiFi**. Syncing should occur automatically but you can tap the 'Chasing Arrows' icon to force a sync:



If you are not connected to WiFi, the sync will not occur and you will receive an error message like the one above.

Once the sync has taken place, you can move on to the next step of completing your monitoring report online.

2. Completing your report. Log back into Landscape on your computer and select the property you are reporting on.

← EDITING SITE VISIT

Name: 2022 Annual Monitoring Visit  
Type: Annual Monitoring  
Status: Not Started  
Start: 4/12/2022 10:30AM  
End: 4/12/2022 10:34AM  
Methods: No data  
Summary: No Data

+ PERSONNEL (0.07 HOURS)

NAME	ROLE	HOURS	COST CATEGORY
Andrew Moe	No data	0.07	No data

+ EXPENSES  
Nothing to display

+ DOCUMENTS Only if applicable  
Nothing to display

+ NOTES Only if applicable  
Nothing to display

Instructions for completing site visit detail fields:

Name: 2022 Annual Monitoring Visit (should be pre-loaded but update if necessary)  
Type: Annual Monitoring (should be pre-loaded but update if necessary)  
Status: Update from ‘Not Started’ to ‘Completed’  
Start: Pre-loaded if you used the mobile app. Update if necessary.  
End: Pre-loaded if you used the mobile app. Update if necessary.  
Methods: Update using drop-down. More than one method can be selected.  
Summary: Use this field to succinctly summarize “big takeaway(s)” from visit, e.g., “Landowner plans to sell”, “New trail created from house to the pond”, “Landowner has a question about solar panels” or simply “No issues observed” is fine if there was no noteworthy observations, landowner questions, etc.

Personnel: Your name should be pre-loaded, but type or select your name from drop-down if not. Under ‘Role’ add “Volunteer”. The hours field will be populated already if you used the mobile app, calculating based on ‘Start Visit’ to ‘End Visit’, however, I would like all volunteers to **update the ‘Hours’ field with the total time spent on the visit, including prep time, travel time, monitoring time, and reporting time.**

## 2. Completing your report, continued.

Expenses: We are not using this field. If you have expenses to report, please use the hard copy expense reimbursement for provided to you, or contact Andrew if you need one.

Documents & Notes: Use these only if applicable. For instance, if you did not/were unable to use the mobile app during the visit but took pictures or have a scanned map with notes, you may upload those individually under in 'Documents'. The 'Notes' field could be used to capture something not necessarily related to the monitoring per se, such as something that made you uncomfortable during the visit, or something that would be helpful for future monitors to be aware of when visiting the property.

Report Form: Except for question #6, fill out all report questions, providing elaboration on observations, landowner questions, etc. where appropriate.

STEWARDSHIP SITE Valley Creek (Belwin) 1994-08

PORTAL

← EDITING SITE VISIT

21. Did you observe changes to water courses?  
 No  
 Yes  
*If yes, please describe.*

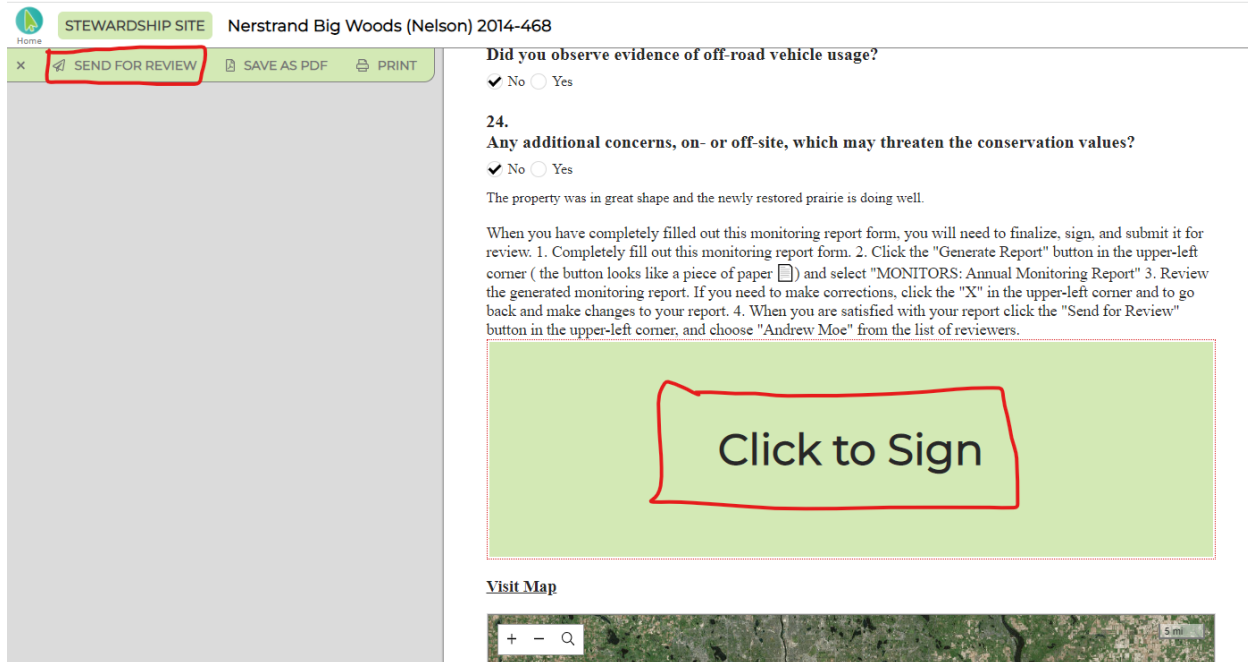
22. Did you observe erosion?  
 No  
 Yes  
*If yes, please describe.*

23. Did you observe evidence of off-road vehicle usage?  
 No  
 Yes  
*If yes, please describe.*

24. Any additional concerns, on- or off-site, which may threaten the conservation values?  
 No  
 Yes  
Everything looked in order and the newly restored prairie is looking great!

When you have completely filled out this monitoring report form, you will need to finalize, sign, and submit it for review. 1. Completely fill out this monitoring report form. 2. Click the "Generate Report" button in the upper-left corner ( the button looks like a piece of paper ) and select "MONITORS: Annual Monitoring Report" 3. Review the generated monitoring report. If you need to make corrections, click the "X" in the upper-left corner and to go back and make changes to your report. 4. When you are satisfied with your report click the "Send for Review" button in the upper-left corner, and choose "Andrew Moe" from the list of reviewers.

**Note that after filling out question 24, you're not done yet!** Follow the instructions provided below the report: 1. "Generate Report" by clicking the 'dog-eared page' icon highlighted above and selecting 'MONITORS: Annual Monitoring Report' from the options. 2. Review the generated report. If you need to make corrections, click the "X" in the upper-left, and return to report form to make necessary corrections.



Report instructions continued: 3. If, after review, everything in the generated report looks accurate and ready to finalize, look for the space to **add your signature at the end of the report**. There is another space to sign at the top, that is for staff only. I sign there after reviewing the report. 4. The final step is to 'Send For Review'. Once your report has been signed, look for the 'Send For Review' button with the paper airplane in the upper-left. Click, then select Andrew Moe from the lister of reviewers to send the report to.

That's it! You completed your monitoring visit – congratulations! If you have any doubts about whether the report went through or have other monitoring related questions, you can always contact Andrew.

Andrew Moe  
Stewardship Program Manager  
[amoe@mnland.org](mailto:amoe@mnland.org) / (651) 917-6293

If you are following the instructions in this document but are having technical difficulties with Landscape, contact Ned Phillips.

Ned Phillips  
Conservation Information Systems Manager  
[nphillips@mnland.org](mailto:nphillips@mnland.org) / (651) 917-6291