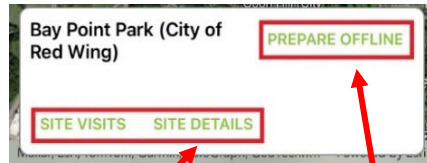


MLT Landscape Mobile App Quick Guide

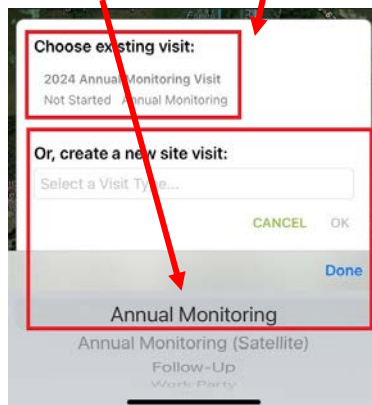
Prepare for your Visit:



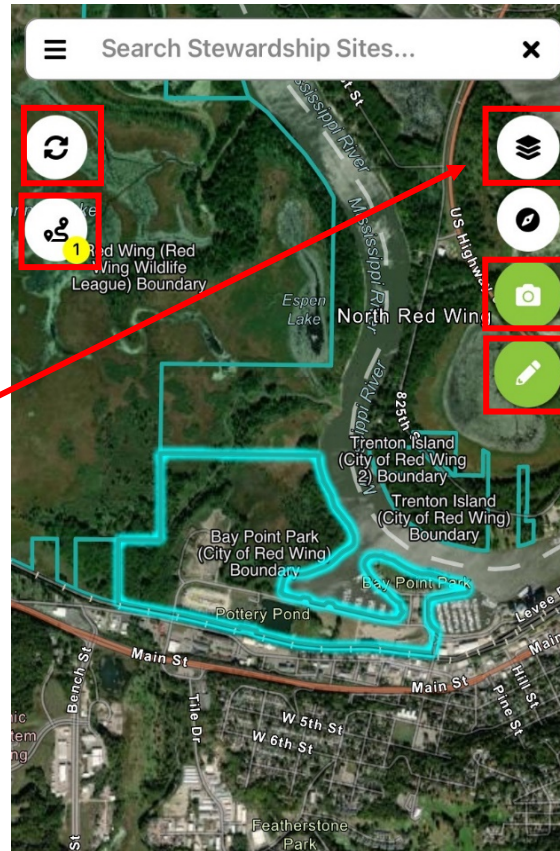
- Download property boundaries, documents, map info by using “Prepare Offline” button.
- Use “Site Details” button to view relevant documents, photos, contact, maps, and other info.
- Turn on the following map layers: Human Uses, Issues, Property Specific, Tracked Rights.

Begin a Monitoring Session:

1. Search for property/ or click on property boundaries in main map screen.
2. Select the “Site Visits” button (see above screenshot).
3. Choose the preloaded “existing visit” or create a new (Annual Monitoring) site visit.





4. Select the green “START VISIT” button in the top right corner.




Troubleshooting:

- My assigned sites aren't showing up? Try exiting the app and reopening it (may require logging off/ logging back on).
- I can't take photos in the Landscape app... (You might not be tracking your site visit. See the “Begin a monitoring session” section.)
- When in doubt, call Ned Phillips- MLT's Conservation Info Systems Manager (651-917-6291)


Document an Issue, Change, or Observation:

1. Select the camera button , to take a photo, and please describe! Select “keep” or “discard” accordingly. Exit the photo screen and take a new photo for each distinct photo location you want to document.
2. Select the pencil button  and drop a point or draw an area of interest, then please describe!

End a Monitoring Session:

5. To end the visit or return to the site visit form, select the “Active Visits” button  on the left side of the map screen (looks like a trail with a yellow circle in the corner).
***If you do not see this button activated in your main map screen, you are not tracking your monitoring route!**
6. Select the red “STOP VISIT” button to end your visit.

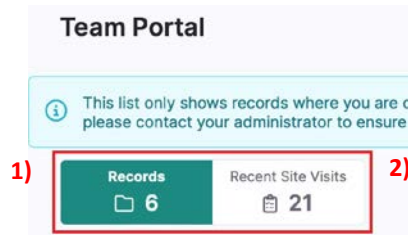
Post Visit:

7. When you're back and connected to WiFi, push the “Sync” button  (left side of the map screen, above the “Active Visits” button) a few times to send your visit data to **Landscape Desktop**.
8. Check that any photos you took transferred correctly into **Landscape Desktop** before deleting visit info from your phone.

MLT Landscape Desktop Quick Guide:

Completing Your Monitoring Report (Part 1):

1. Log into Landscape:
<https://app.landconservationsoftware.com/>
2. Once logged in, you should see the Team Portal view. Access your Site Visit information one of two ways (see below). **1)** Under the “Records” Tab, click your assigned property, select the “Site Visits” tab, and then select your synced site visit (which should be labeled “[Year] Annual Monitoring Visit”), or **2)** Under the “Recent Site Visits” Tab, expand your property and select your synced site visit.



3. When the Editing Site Visit view (right) is opened, you may begin filling out/ completing your monitoring report. If you used the **Landscape App**, “Start & End” time, & “Time Tracking” fields (+ any form questions answered and synced) should be filled out. If not, fill out these fields.
4. Fill out the remaining “Methods” and “Summary” Fields as well as the remaining “Form Questions”.

Finalizing and Sending Your Report for Review (Part 2):

5. Once you are done filling everything out, select the “Run Report” button in the upper right corner, then select the “Monitors: Annual Monitoring Report” to run.
6. Review your report in the resulting preview screen. Sign the report in the “Monitor Signature” section at the very bottom (just before the monitoring map). Leave the top signature box for Stewardship Staff Review please!
7. Scroll back up to the top of the report and select the “Save & Send” button.

Save And Send

Send the Report to Shalesa Johnson as your reviewer.

Congrats, you’re done with this Report! **THANK YOU!!**