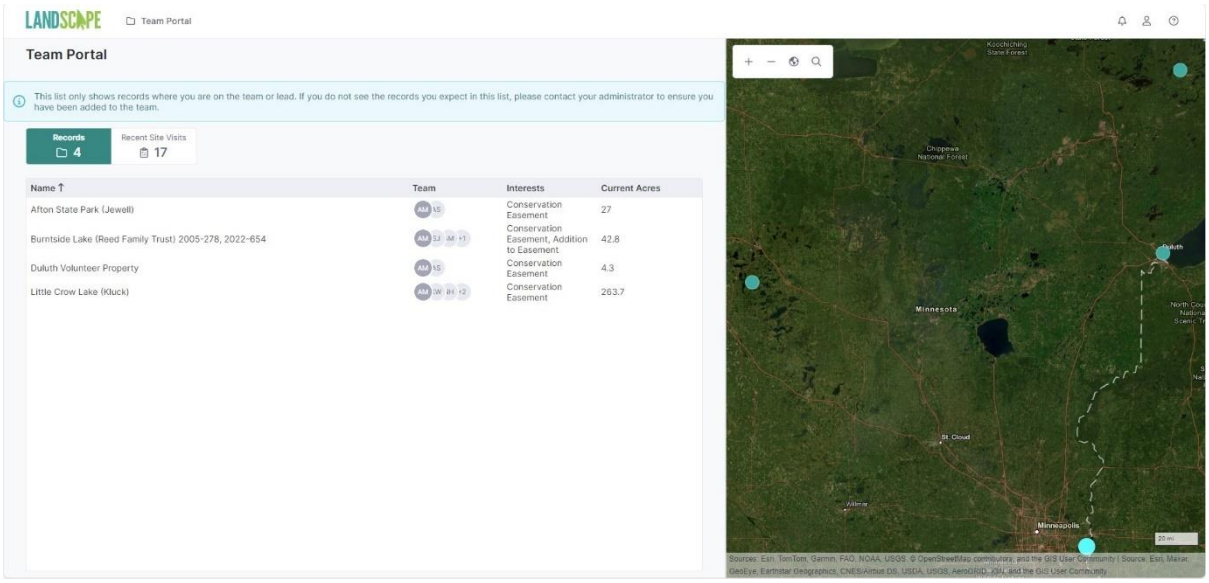
Minnesota Land Trust

Monitoring with Landscape Conservation Software

BEFORE THE VISIT:

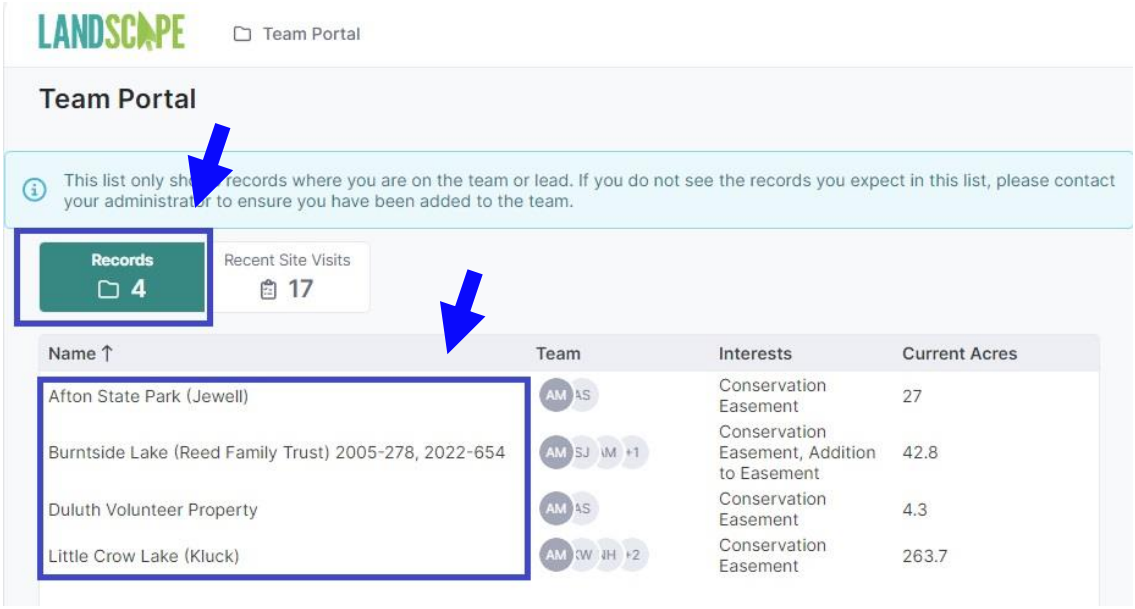
1. Login into **Landscape Desktop** (https://app.landconservationsoftware.com/) on your computer. Please let the Stewardship Team know if you need help remembering your username or resetting your password. You can also change your password by using the "Forgot Password?" button, entering your username, and filling out the remaining prompts.

2. Once logged in, you should see the **Landscape Desktop - Team Portal**. This is essentially the homepage for all your MLT monitoring needs. This view splits the screen in half, showing a list of the properties (Records) you are assigned to monitor this year and an easy to view list of recent site visits for each of your assigned properties on the left side of the screen, and a map showing the location of your assigned properties overlaid on an aerial map on the right side of the screen.



Landscape Desktop Team Portal View- Property/ site visit info on the left and the map showing assigned proeprties on the right.

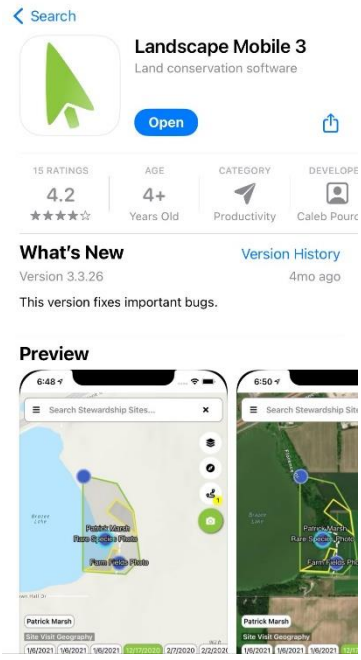
3. As you prepare for your monitoring visits, you can view information for each individual property including: a summary of property details, documents, contact info, and notes by clicking on the property name within the Records tab on the Team Portal homepage. You can also click on a property outline in the map screen, which will bring you to the same place.



View of the Records tab (blue square, top left) and assigned property names (blue square, bottom left) which can be individually clicked to view monitoring information for individual assigned properties.

While reviewing these documents, consider printing hard copies of any documents you might want to bring with you on your visit, such as monitoring maps or copies of contact information. (This is all dependent on personal preference – documents will also be viewable on the Landscape mobile app.)

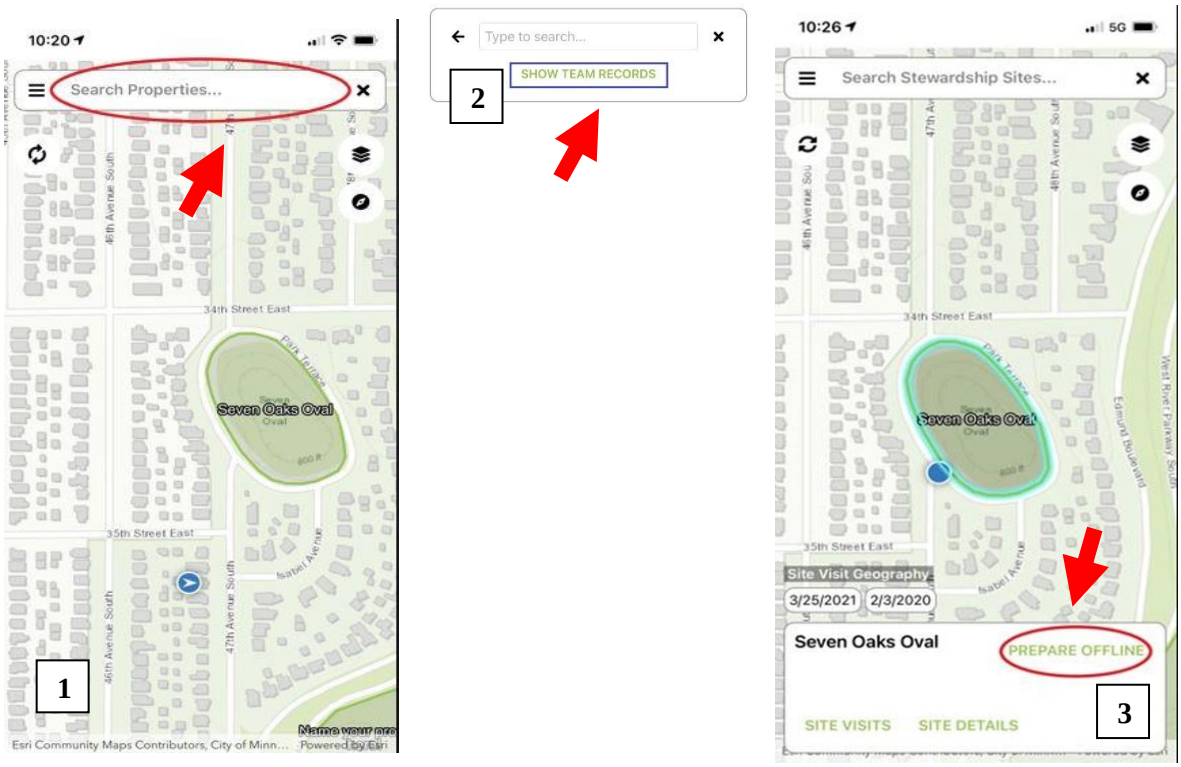
4. This is also a good time to check to make sure the **Landscape Mobile App** is downloaded to your phone (easiest to download while connected to wifi). The app is available for free on both the Apple App Store and the Google Play Store. You can find it by searching "Landscape Mobile 3". The correct app is subtitled "Land conservation software" and is developed by Caleb Pourchot (who also created Landscape Desktop).



Once downloaded, log into the **Landscape Mobile App** using your same username/ password combo from step 1. Logging in can sometimes take several minutes, especially the first time - so be patient!

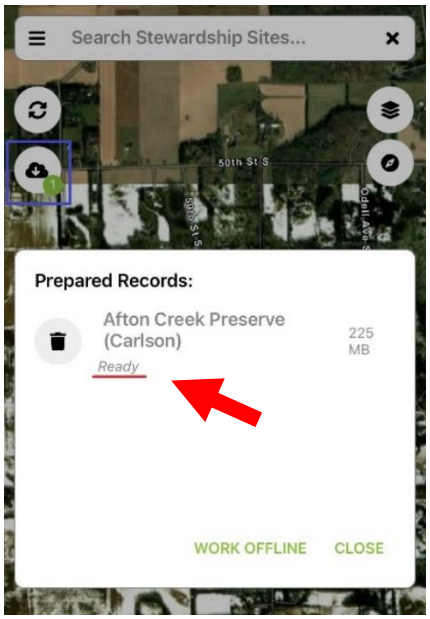
5. Once logged into the **Landscape Mobile App** (and again, while connected to wifi), prepare your monitoring sites for offline use. Note that this step will take up additional memory on your phone, so you *could* do it prior to each visit if you're running low on phone storage.

   Completing this step will download documents, property information, and some map info locally onto your phone so Landscape can still be used in settings when you don't have cellular data. Start by selecting the search bar at the top of the screen (1).



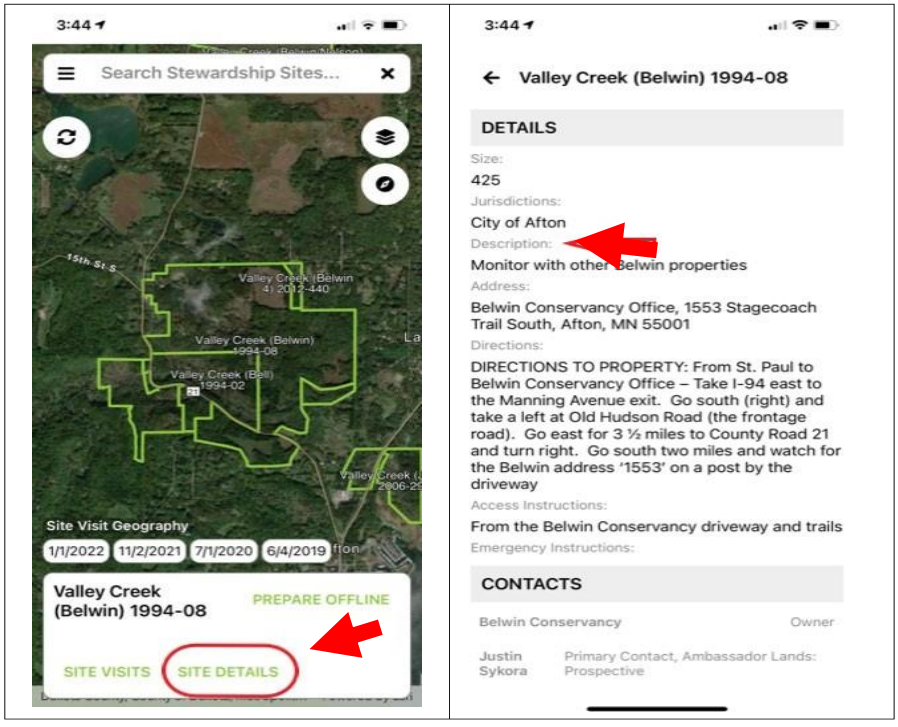
   Once the search bar is selected, you can further select the "Show Team Sites" button to display a list of your assigned properties (2). Next, select the property you would like to p r e p a r e . When the map pans to the property, tap inside the property boundaries to highlight it. A window will pop up on the bottom of the screen with the option to "Prepare Offline" (3). Confirm the download by selecting 'Yes', then "OK".

   If you are downloading information for multiple properties, repeat this step to prepare each property separately. You can check to see which properties you have downloaded by selecting the Prepared Records button (looks like a cloud, second circular button down on the left side). Make sure your records say "Ready" before heading out into the field.



When your visit is complete and your visit info has been synced, you can select this button again to open your list of prepared (downloaded) records. Then, you can select the trash can button to clean up the prepared records, removing them from your phone.

6. You can also prepare for your visit using the **Landscape Mobile App** by reviewing easement-related documents, directions, and contact information, all of which can be accessed via the "Site Details" button:



Pay special attention to the "Description" field located under the Site Details heading. In the **Landscape Desktop Portal View**, this field is called "Stewardship Description". The "Description/ Stewardship Description" Field is one that the stewardship team uses to communicate/ summarize important monitoring notes, items that need follow up, information about recent interps/ approvals/ denials, or other useful information about the property.

Please note that you can select/ view landowner and contact information in the **Landscape Mobile App** under "Site Details". Tapping on a phone number within the listed contact info will place a call if you have cell service (ie you can make a call from within the **Mobile App**.

DURING THE VISIT:

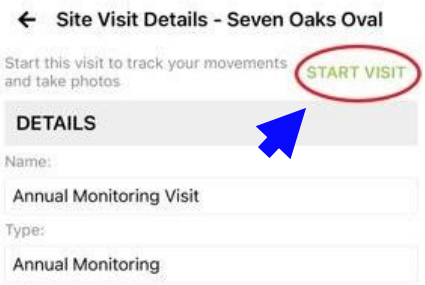
1. Starting the visit:

When you arrive to your assigned property and are ready to start a monitoring visit, open the **Landscape Mobile App** on your phone. If you are on/near the property, your location will be identified with a blue dot on or near property boundary.

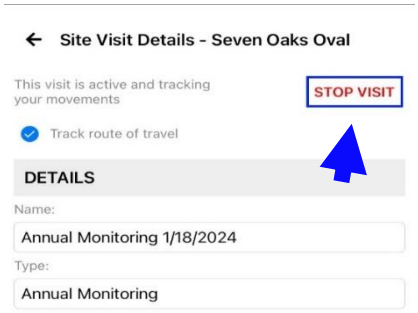
Tap inside the property boundary to highlight the property, and then select "Site Visits**".**

Select the **preloaded Annual Monitoring Visit** and tap 'OK'. If a preloaded visit is NOT visible, create a new site visit by selecting "Annual Monitoring Visit" in the drop-down menu.

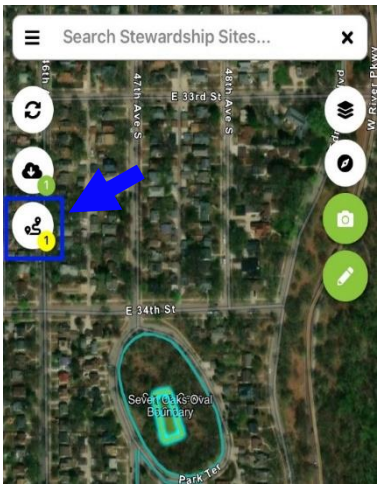
Next, select "Start Visit" in the upper right corner. The app will ask you if you'd like to update the start time of the visit. Choose 'Yes'.



Once the "Start Visit" button changes to a red "Stop Visit" button, the app has successfully started tracking your location. Return to the map view by tapping the "back arrow" in the upper left corner.



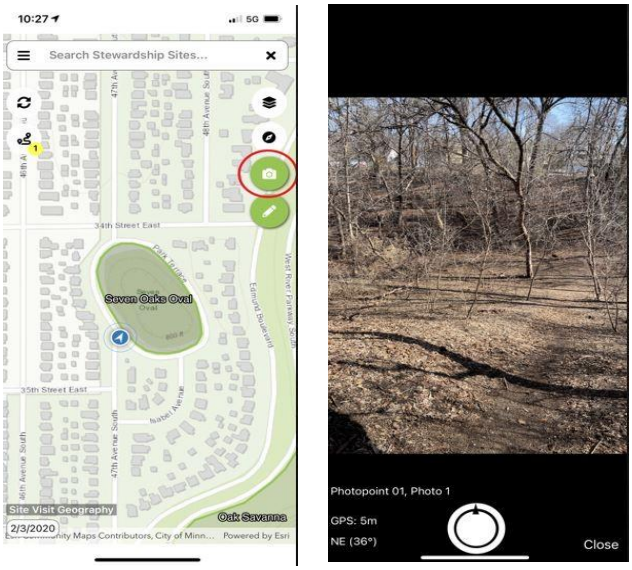
***If you DO NOT see the red "Stop Visit" button on the site visit details screen (see screenshot above), OR the "Visit Active" button on the map screen (see screenshot to the right, looks like a trail icon with a yellow badge), **you ARE NOT tracking your location** (when you try to sync your visit track information or any photos later on, no information will be present to transfer…)



Another way to double check, is looking for a teal/ dashed visit track following in your footsteps on the map as you move around the property (some zooming may be needed to see your track…)

2. Taking photographs.

To take a photo, tap the camera icon on the map screen. 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 circle button at the bottom center of the screen to take a photo. After you take a photo, Landscape will display the captured photo along with the option to describe it, discard it, or keep it.

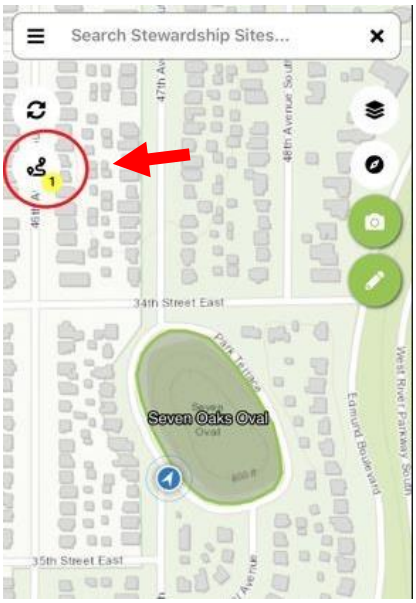
Please let us know if you are having issues taking photos in Landscape. A common issue we've seen, is when camera/ Landscape location services are been turned off (so photos captured are not associated with GPS location information).

When you're done taking / describing your photo(s), select 'Close' and return to the map. If you keep the camera view open and walk to a different location, the app will associate your photo with your old location (aka, close and re-open the photo button every time you want to take a photo in a new location.)

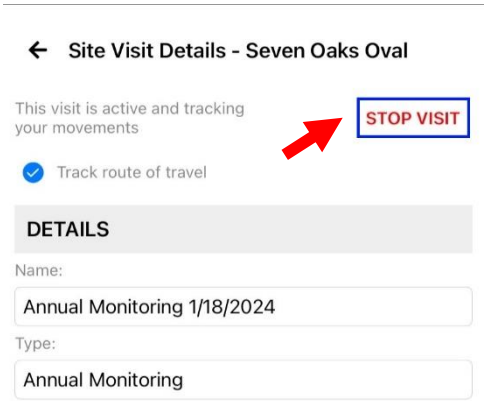
Some helpful things to take photos of might be items for follow up, things you may have questions about, changes in vegetation or new/ altered structures, MLT signs, potential violations, etc.

3. Finish your visit.

When you are done with your visit, navigate back to the Site Visit Details page by tapping the active visits badge (trail icon with the yellow badge):



In the “Site Visit Details View”, tap ‘Stop Visit.’ This will turn off the location tracking and update the end time of your visit.



If you’d like, you can start filling out some of the Monitoring Report information in the mobile app in the Site Visit Details page as well. *This is optional, most people prefer doing this step on the computer when you’re back home*

If you do fill out any of the fields on your phone in the **Landscape Mobile App**, that information will be transferred over to **Landscape Desktop** via a manual sync, which you’ll do in a later step.

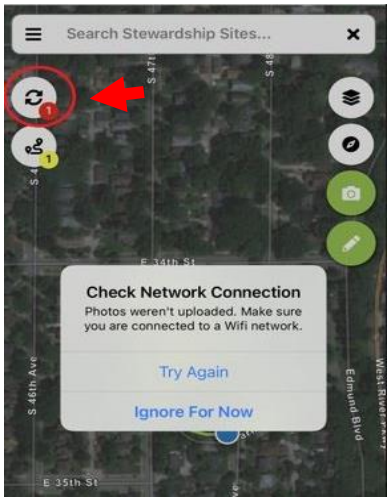
AFTER THE VISIT:

1. Syncing your data.

   In order for **Landscape Desktop** to upload the track, photos, and any reporting you

collected during your visit, you will need to manually sync any data you collected using the **Landscape Mobile App.** You can do this by re-opening the mobile app when you are connected to WiFi and selecting the "refresh arrows" on the left side of the monitoring

screen to force the sync. Sometimes, the app will autosync the data (when the app is open and you are connected to WiFi,) but forcing the sync is the best way to ensure it gets pushed to Landscape Desktop.



Please note that you may need to run the sync several times to successfully transfer your monitoring visit data onto **Landscape Desktop.

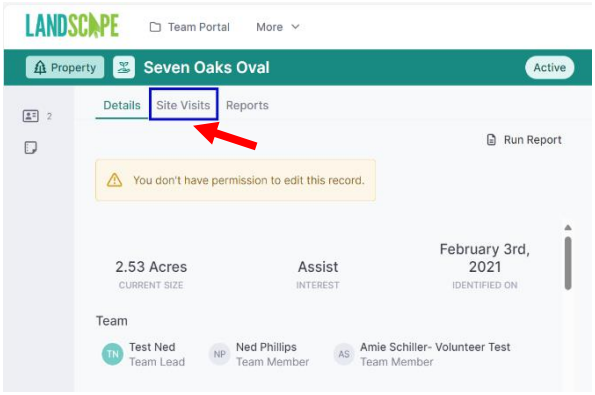
The best way to check if your data has successfully transferred over, is to check **Landscape Desktop** to see if any visit lines/ photos are visible in the site visit on your computer. It's important to also click on any photos taken within the site visit to make sure they are visible/ fully synced (sometimes the point will have synced, but not the photo itself).

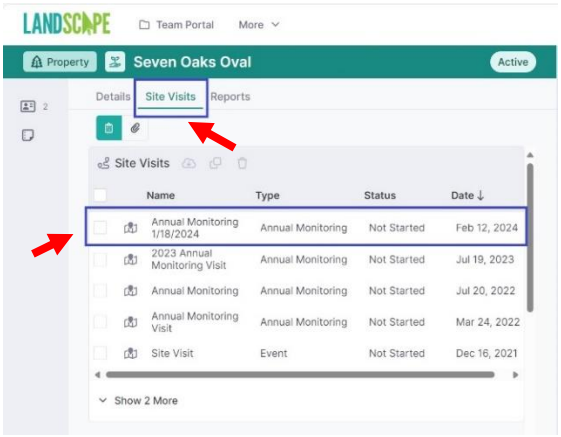
If you are not connected to WiFi, the sync will not be completed, and you will receive an error message similar to the one above.

Once the sync has been successfully completed, you can complete the rest of your monitoring report in **Landscape Desktop**.

2. Completing your report.

Log back into **Landscape Desktop** on your computer and select the property you'd like to complete the Report for. Next, toggle over to the "Site Visits" tab, and select the monitoring visit you started/ synced using the **Landscape Mobile App.**





Completing the Report- Part 1: Site Visit Information Fields:

Name: *[Year]* Annual Monitoring Visit (should be pre-loaded but ok to update if necessary)

Type: Annual Monitoring (should be pre-loaded but ok to update if necessary)

Scheduled: Feel free to this field to track the date you scheduled the site visit (not strictly required)

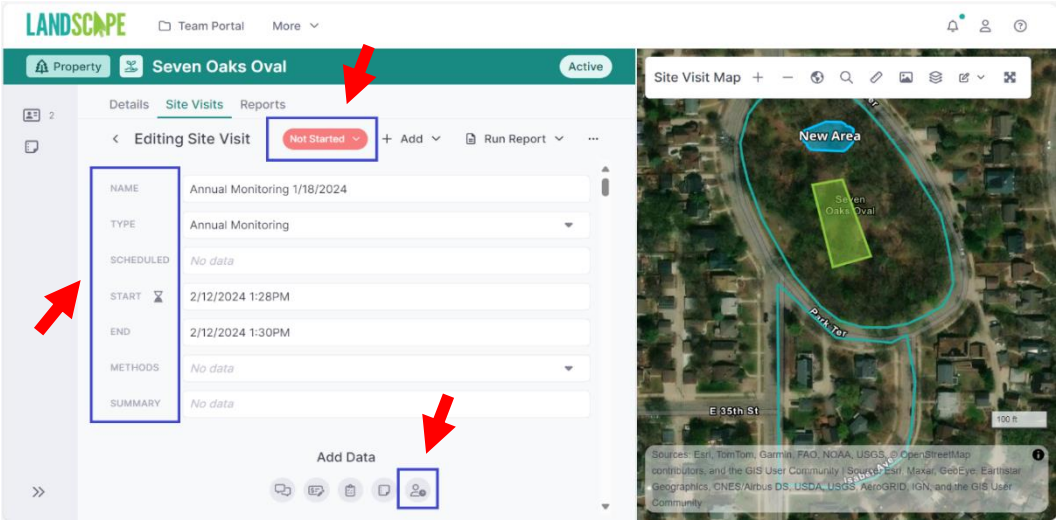
Status: Update from 'Not Started' to 'Completed' when you've completed the report

Start:
End: Updated by **Landscape Mobile App**. Ok to update if necessary.

Methods: Update using drop-down menu. More than one method can be selected (ex. vehicle and foot).

Summary: Use this field to succinctly summarize any "big takeaway(s)" observed during 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 were no noteworthy observations, landowner questions, etc.

Personnel: (Should be pre-loaded if you used the **Landscape Mobile App**.) If it isn't, select the "Add Time Tracking" button on the far right, add select your name from the drop-down list, indicate your role as "Volunteer", and track the number of hours you spent on monitoring, visit prep, travel, etc. Then select "ok". Landscape will ask if you'd like to record an expense for this time, select "no". (We're not currently using this feature to track reimbursement requests. Please submit mileage or other expense requests via a paper expense reimbursement form, let us know if you need a copy.)



Completing The Report- Part 2: Documents, Notes, Form Questions, & Final Instructions…

Documents & Notes: The documents and notes fields exist as locations to upload additional items as needed.

For instance, if you did not/were unable to use the mobile app during the visit, but took pictures or have a scanned monitoring map with notes, you might upload the map/ photos separately under the 'Documents' section. The 'Notes' field could be used to capture informal info like something that made you uncomfortable during the visit, or information that would be helpful for future monitors to be aware of when visiting the property.

Form Questions: After you've uploaded any documents or notes, work through the rest of the monitoring report, skipping questions indicated "For Staff Monitors Only", answering all questions and as much detail as possible.

When you've reached the end of the questions, please finalize and submit your monitoring report by following the noted directions (also copied below:)

When you have completely filled out this monitoring report form, please finalize, sign, and submit it for review.

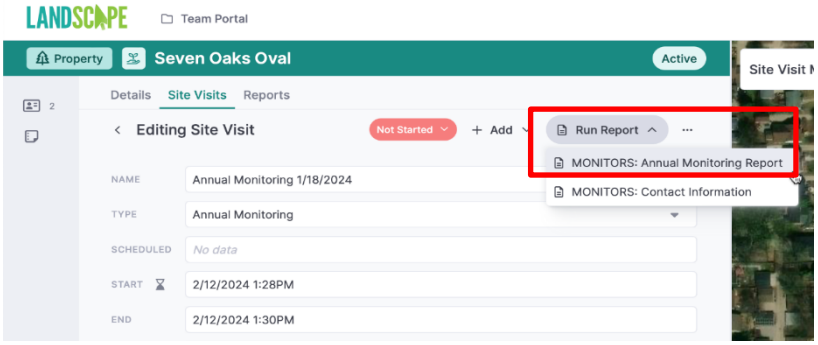
1. First, select the "Run Report" button in the upper-right corner (the button looks like a piece of paper with a drop-down arrow next to it). Next, select the: "MONITORS: Annual Monitoring Report" option from the list.

2. Review the report generated in the preview screen. If you need to make corrections, select the "X- Discard" button in the upper-left corner to go back and make changes.

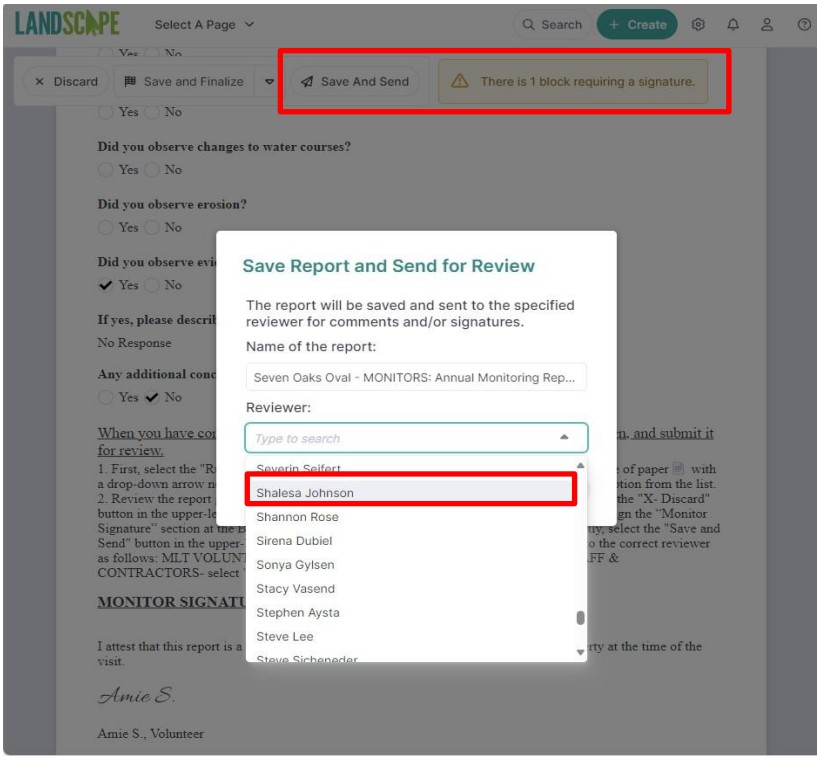
3. If everything looks correct, sign the "Monitor Signature" section at the BOTTOM of the Report (directly before the Visit Map).

4. Lastly, select the "Save and Send" button in the upper-left corner (looks like a paper airplane).

5. Send your Report to the correct reviewer as follows: **MLT VOLUNTEERS- select "Kalleigh Specht" as your reviewer.** MLT STAFF & CONTRACTORS- select "Amie Schiller" as your reviewer.



*Please note that Landscape may indicate that there's a block at the top of the report requiring a signature- please leave that space blank for MLT Stewardship Team (we use this area for report review). The report can be submitted for review **without** signing that section…



That's it! You've completed your monitoring visit – Congratulations! If you have any doubts about whether the report went through or have other Landscape or Monitoring related questions, please feel free to reach out to the Stewardship Team!

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Amie Schiller, Stewardship Program Manager (651-917-6288, aschiller@mnland.org)
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