



Updated Landscape Version 3 Mobile App How To

At-Home/In Office Preparation via NEW Landscape Mobile 3 App

before you leave for the monitoring visit

1. **With tablet or device connected to wifi** open the **NEW Landscape App** ( found in the bottom menu bar on the left of Legacy's tablets). You may need to login. Login: volunteerlegacy2018@gmail.com Password: !thebest!
Note: if you are using your own device, make sure you have the most up-to-date version installed.
2. Search for the property you plan to monitor in the bar on the top of the screen. When the property pops up, click on it's name and the map will scroll over to it's location.
3. After the map has scrolled over to the property you plan to monitor, tap within the boundary of the property. A small menu will pop up in the bottom of the screen with options for that property.
4. To download the visit, touch "Prepare Offline" in the top right corner of the pop-up menu.
 - a. A box will pop up that says, "Prepare for offline use"
 - b. Select "yes"
5. *Allow a few minutes* for the map to download. You will know the download is complete when a black cloud with white down arrow () appears on the left side of the screen.
6. To double check that your site has downloaded, tap the cloud icon. A menu will pop up. If the site is ready for offline use it will have the site's name next to a trash can, and under the name it will say "Ready."
7. If you would like to look at an aerial map of your site before heading out, follow the previous step and then tap the "Ready" offline site. This will bring up the aerial map of your property. When you are at the site, you will see yourself as a blue dot with a halo around it, the halo is the degree of accuracy. Photopoints are shown as colored dots with numbers in them (P5, P6 etc.).



You can change what is seen on the map by selecting the layer icon in the upper right corner of the screen. Recommended to have selected are: **Property Specific and Stewardship Site-Specific**. Make sure the **Basemap** is set to the Aerial Imagery setting. When you tap a dot, it will fill in with a check mark (on). Press CLOSE at the bottom right of the screen to return to the map. Note: turning all other options off will help to declutter your screen.

*If your **Basemap** did not load AND you have checked to make sure the correct option is set, you can try to re-download. Be sure to turn off wifi/data after downloading. If wifi is on it will make viewing the map quirky when you are in range.

Once your map is visible and options are all set the device is now ready to monitor without data usage and you can sleep or turn off the device. Your property will stay downloaded in the Landscape App.

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Onsite Data Collection via Landscape App – Once you have arrived at the property:

1. Turn on or wake up your tablet. If you shut the device down before you left home, open the app and make sure you are looking at your monitoring property on the map. Tap within the boundary of your property, and you will again see a menu pop-up in the bottom of your screen.
2. Officially kick off your monitoring visit by clicking “**Site Visits**” and from the Create a new Site Visit Window select “**Annual Monitoring**” and click **OK**.
3. Now you will have a new window pop up, the Site Visit Details window. Select **Start Visit** in the upper right hand corner to begin. Once you have started the visit, click the arrow in the upper left corner to return to the map and conduct your visit.
4. **Use the map as a guide while walking the property.** The property map includes green waypoints. These are baseline photo points to use as a **guide** for picture locations.
5. To **take a picture**: tap the camera icon on the right side of your screen.  This will activate the camera. Frame your shot and tap the white button at the bottom of screen. If you like the picture, tap “keep”, then take another picture or tap “close”. You do not need to name the individual photos. Direction taken is automatically recorded.
Note: Hold the tablet in portrait mode when you open up the camera. Once the camera is opened you can take the photo in portrait or landscape mode, but you need to hold the tablet vertically initially to ensure directional accuracy in the photo.
6. Continue this process for each set of photos. You may take a picture at any location you think appropriate, not just at the photo points. For example: to document a brush pile in the woods you would take the photo and put in a description of what it is from the photo screen menu.
7. **IMPORTANT:** When you have finished photo monitoring, hit the site visit button  on the map screen. Enter the site visit methods, fill out the monitoring form with information collected from the landowner, and then select **STOP VISIT** in red in the upper right corner. This will conclude your monitoring visit and prepare the data for upload.
8. **Data for your visit will sync when your device is reconnected to wifi. With that in mind remember to turn on wifi when you get home/back to the office.** After connecting to wifi open the mobile app and click the icon with two arrows in a circle. This will tell you when the last time data was synchronized. If it was most recently synchronized **after** your site visit, you can click the black cloud arrow icon from the map screen, select the trash can next to your site, and then **Yes**. This will delete the offline data from your tablet.
9. If you did not fill out the monitoring form on the mobile app before ending the site visit, or prefer to fill out the monitoring form from your desktop, look to the **Landscape Instructions 2021** for guidance.


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Troubleshooting

Problem: **App crashes** repeatedly during site visit

Fix: If you are close to residences or offices, try turning Wifi  off in the pull down menu from the top of the screen. If you are on your own device also turn off your mobile data in the phone settings.

Problem: **Accuracy** is poor

Fix: From the pull down menu at the top of the screen, make sure GPS is enabled. 

Problem: I can't **select** the point, it keeps selecting something else

Fix: Try zooming the map in a bit to put some distance between what you are selecting and the features around it. Try walking a few feet to a new location, then try again. Try turning off "show your location" in the three-dot menu in the top blue bar on the right.