

# Landscape Database

## How To 2022

1. Go to: <https://landscape.landconservationsoftware.com/#/>  
Email Address: [monitors@legacylandconservancy.org](mailto:monitors@legacylandconservancy.org)  
Password: Protect!Land!50  
This will take you directly to the STEWARDSHIP PORTAL  
Choose your property from the list of INCOMPLETE SITE VISITS. The resulting screen will be titled EDITING SITE VISIT. If the map does not show on the right of the screen, click the view map icon at the top right if you would like to view it.
2. Enter data for the following: (entries are automatically saved)
  - **Status: the default should be set as “Property Visited”**
  - **Date:** This should automatically show the date when you actually did the monitoring. The start and end times will also be shown.
  - **Method(s):** Enter how you got around on the property, typically on foot.
  - **Summary:** Ramblings about the visit go here including any notes about missed photo points, challenges, interesting wildlife, etc.
  - **Personnel:** Document who was on the visit, their roles and total time devoted to the visit. Click the plus sign next to PERSONNEL to add a person. Then check the box and start typing the monitor’s name. When the name pops up select it from the list. Select Type of Volunteer (unless you are staff). Enter the hours devoted to the **entire** visit, including travel, background data gathering, conversations with the landowners, questions to Kyler and reporting. Delete entries for personnel who were not on your monitoring visit by clicking on the box next to the name and clicking the trash icon above.
3. Scroll down to FORM QUESTIONS. Select yes or no for each question and provide detail for any “yes” response.
  - Alterations/concerns: Does anything look significantly different from last year, or look like it has recently changed? Is there anything concerning about this property, the landowner, the neighbors etc.
  - Landowner Plans: Does the landowner have any plans for the coming year concerning conservation, construction or forestry?
  - Landowner Questions: Does the landowner need resources concerning conservation issues such as managing invasive species or controlled burns?
  - Follow Up: Does Legacy need to contact the landowner to answer a question, go check out an issue etc.
4. Send Clint an email ([cmcgill@legacylandconservancy.org](mailto:cmcgill@legacylandconservancy.org)) to let him know you completed your visit. Include any concerns about the property if you had any.

### **FINISHED!!!**

S:\Stewardship\Easement Stewardship (non site-specific)\How To's\Landscape Mobile How-To 2022\Landscape Database How-To 2022.docx