


At-Home/In-Office Prep with Landscape Mobile 3 App - Before You Leave for Your Site Visit

1. With tablet or device connected to wifi open the Landscape Mobile 3 App

(Tap the icon () found in the bottom menu bar on the left of Legacy's tablets). If using a shared Legacy iPad, you will need to log in with your username and password.


Username: _____

Password: _____

Note : if you are using your own device, make sure you have the most up-to-date version of the app installed


2. To prepare for your site visit, tap inside the search bar at the top of the screen.
3. Tapping inside the search bar will open a list of all Legacy's stewardship sites. Begin typing in the name of your assigned Conservation Easement property to search for the site you will be monitoring and tap on the name when it pops up in the list of results.
4. After tapping on the name of the site you will be monitoring, the map will zoom to the property and display another small window at the bottom of the screen.
5. To prepare the property data for your visit, tap on "Prepare Offline" (top right corner of menu at the bottom of the screen). A new window will pop up - select "Yes"

You can prepare multiple sites for use offline if you plan to monitor multiple easements in the same day!

6. Another window will then pop up confirming that the map is being prepared for offline use - tap "OK"
7. When you begin preparing a map for offline use, an icon () of a black cloud with a white down arrow and a green dot will appear on the left side of the screen. *[[It may take a few minutes for the map to download]]*

IMPORTANT: To confirm the map is ready for offline use before you head out to the field for your monitoring visit, tap on the cloud icon along the left side of the screen to ensure that it says "Ready".

8. 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 zoom to the aerial map view of your property. When you are at the site, you will see yourself as a blue dot with a halo around it. Photopoints are represented by green dots in Landscape.

This typically won't be necessary, but you can change what layers are visible on the map by selecting the layer icon  in the upper right corner of the screen. We recommend selecting: **Property Specific** and **Stewardship Site-Specific**.

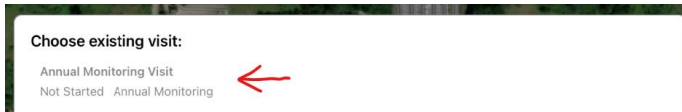
Make sure the **Basemap** (at the top of the Map Layers screen) is set to the Aerial Imagery setting. When you tap a dot, it will fill in with a check mark (on). Press CLOSE at the bottom right of the screen to return to the map. Note: turning all other options off will help to declutter your screen.

*If your **Basemap** did not load AND you have checked to confirm you have selected the appropriate Basemap & Layers, you can try to re-download. Be sure to turn off wifi/data after downloading. If wifi is on it can make viewing the map a bit slow or glitchy when you come within range of a wireless network during your monitoring visit.

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

Onsite Data Collection with Landscape Mobile 3 – When 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 (if not, just search for your monitoring property again). Tap within the boundary of your property, and you will again see a menu pop-up in the bottom of your screen.
2. a) Officially begin your monitoring visit by tapping **SITE VISITS** (near the bottom-left corner of the screen).
b) To start your site visit, tap on the “Not Started Annual Monitoring Visit” in grey text below “Choose existing visit:” to highlight the visit and tap “OK”.



If no existing site visit is present, after you tap **SITE VISITS** tap in the box that says “Select a Visit Type...” then select “Annual Monitoring” and tap “OK.”

3. This will open a new screen called “Site Visit Details” – this is also where you will find the monitoring form. Select “START VISIT” in the upper right-hand corner to begin your visit, then select “Yes” to Update Start Time. Tap the arrow in the upper left corner to return to the map and begin walking the property to conduct your visit.
4. **Use the map as a guide while walking the property.** The property map includes green waypoints. These are baseline photopoints to use as a **guide** for picture locations.


*Taking photos at the photopoints each year helps us to establish a clear record for the property, but you can and should take photos to document anything of note between or not visible from the photopoints!

5. When you reach a photopoint or see something that should be documented, take a picture!
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 should 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 – just tap **DESCRIBE** before you select **KEEP**.
7. **IMPORTANT:** When you have finished photo monitoring, tap the site visit button  on the left side of the map screen. Tap under “Methods” to select 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.

**You can access & edit the monitoring form responses & site visit details before, during, and after a visit.*

Uploading your Data with Landscape Mobile 3 – After You Have Completed Your Site Visit:

1. **Data for your visit will not sync automatically when your device is reconnected to wifi.** To upload your site visit data, you must connect to wifi, and then click the sync icon with two arrows in a circle  to ensure your data is uploaded. When you have connected to wifi and pressed the  icon after your site visit, the arrows will spin, indicating that the device has begun uploading your data—this may take some time. Tap  icon again to verify your data has been successfully uploaded. After confirming the upload, tap the black cloud arrow icon  (), visible just below  icon on the map screen, tap the trash can next to your site, and then “Yes.” This will delete the prepared data and the data you collected from the device.
2. If you did not fill out the monitoring form on the mobile app before deleting the site visit from your device, or you prefer to fill out or edit the monitoring form from your computer, you can do so through the Landscape Portal View at app.landconservationsoftware.com using the same personal login information as you did to sign into the Landscape Mobile 3 app. Please see the **Landscape Database Portal How-To** guide for guidance.


Troubleshooting

Problem - You accidentally close the Landscape app or it crashes while you're in the middle of a site visit.

Fix - Reopen the app, tap on the cloud icon, then tap the prepared site record you need (this gets you back to step 2a). Tap on “Site Visits” – you should see the site visit you already started underneath “Choose existing visit:”, select your visit, then tap “OK”, tap “START VISIT” (you don't need to update start time to now in this case), then tap on the arrow in the top left corner of the screen and continue your site visit.

NOTE It's possible that there may be more than one existing visit for a property, if so, please look closely at the dates for the existing visits and be sure to pick the one you started that day.

Problem - App crashes repeatedly during site visit

Fix - If you are close to residences or offices, pull down the menu from the top right corner of the screen (on Legacy iPads) and turn on airplane mode or turn off wifi  for the device. If you are using your own device that has a data plan, turning off wifi will stop your device from trying to connect to any nearby networks, but you will still be able to send and receive calls using cellular data.

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



Landscape Mobile 3 How-To Guide

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.