Landscape Database Portal How-To Guide

LEGACY Land Conservancy

Protecting and Preserving Southern Michigan

1. Go to: app.landconservationsoftware.com & Log in using your personal Landscape login credentials:

Email/Username:	Password:
______________________________	________________________________

This will take you directly to the Team Portal. To select & edit your recent site visit(s) scroll down to select the name of the property in question OR click on the Recent Site Visits tab to find your recent site visit(s).

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, sometimes by vehicle.
   - **Summary:** Ramblings about the visit go here including any notes about missed photo points, challenges, interesting wildlife, etc.
     - You should *NOT* say things like "No violations observed" or make any other judgements about compliance with the conservation easement
   - **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 to add other team members. The time for the user logged into the device used for monitoring should be automatically logged, but this only captures the time spent actually monitoring a property, and not any preparation or follow-up work you do.
     - To accurately represent the time you devoted to the **entire** visit, including travel, background data gathering, conversations with the landowners, questions to Clint and reporting, you must manually add these hours.
   - **Notes:** Document every time you contact the landowner, noting the date, the method (phone or email), and the reason why (scheduling site visit, answering monitoring form questions, following up on ___, etc.)
3. Scroll down to FORM QUESTIONS. Select yes or no for each question and provide detail for any "yes" response.
   - **Copy of Monitoring Report**: Does the landowner want Legacy to send them a copy of their monitoring report?
   - **Landowner Plans**: Does the landowner have any plans for the coming year concerning conservation, construction or forestry?
   - **Property Ownership**: Does the landowner have any plans to sell or otherwise transfer ownership of their property?
   - **Landowner Questions**: Does the landowner need resources concerning conservation issues such as managing invasive species or controlled burns?
   - **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.?
   - **Follow Up:** Does Legacy need to contact the landowner to answer a question, go check out an issue etc.?
   - **Notes About Visit:** This is a catch-all for everything that is not captured by the previous questions – please note anything that should be reviewed by Legacy staff not mentioned elsewhere on the form.
4. Send Clint an email (cmcgill@legacylandconservancy.org) to let him know you completed your visit. Please include any concerns about the property & note if the Landowner(s) had any questions.

FINISHED!!!