

LANDSCAPE DATABASE PORTAL HOW-TO GUIDE

Accessing the Portal

- Visit the Landscape web portal at app.landconservationsoftware.com
- Log in using your assigned credentials provided by Legacy's Stewardship Team.
- After logging in, you'll be taken directly to the Team Portal. Scroll to select your property or click on the 'Recent Site Visits' tab to view or edit a recent visit.
- If you experience login issues or cannot locate your property, contact the Stewardship Team.

Entering Data into Landscape (entries automatically save as you work)

- **Status:** The default is 'Property Visited.' Confirm or update as needed.
- **Date:** Displays the date and time of the monitoring visit automatically.
- **Method(s):** Select how you traveled the property (typically on foot; sometimes by vehicle).
- **Summary:** Add general observations, including missed photo points, site conditions, challenges, or notable wildlife. Avoid compliance language such as 'No violations observed.'
- **Personnel:** List everyone involved in the visit and total time spent. Use the '+' sign next to 'Personnel' to add names. Include all time related to the visit – travel, prep, and follow-up – in addition to on-site monitoring time.
- **Notes:** Document all landowner communications (date, method, and reason). Example: scheduling, follow-up, or information requests.

Form Questions (answer each question and provide details for any 'Yes' responses)

- **Copy of Monitoring Report:** Did the landowner request a copy of the report?
- **Landowner Plans:** Any upcoming projects related to conservation, construction, or forestry?
- **Property Ownership:** Plans to sell or transfer ownership?
- **Landowner Questions:** Any resource requests about invasive species, controlled burns, etc.?
- **Alterations/Concerns:** Note any major changes since last year or potential concerns about property or neighboring activity.
- **Follow Up:** Identify if Legacy staff should contact the landowner or revisit to address an issue.
- **Notes About Visit:** Record anything else that may require staff review not covered elsewhere.

After Your Visit

- Review your notes and photos in Landscape portal for accuracy. Ensure all fields are complete.
- Send an email to the Stewardship Team confirming your visit is complete. Include any concerns or landowner questions.