

Landscape Guide for frog monitors

May 15, 2023

3 ways to use Landscape

OPTION 1: collect data on the app while in the field [jump to instructions](#)

OPTION 2: collect data on paper form in field then put into online portal later [jump to instructions](#)

OPTION 3: combination of collecting data on the app and updating later [jump to instructions](#)


Key terms:

Landscape mobile app: The phone app that we use for navigation and data submission in the field. Used for on-site data collection only. To submit or review data from home, you will need to use the online portal.

Landscape online portal: the Landscape website is used to review/edit your submissions and to create new submissions through the online form. Accessed on your computer.

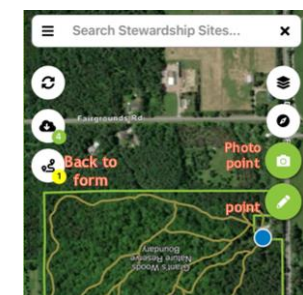
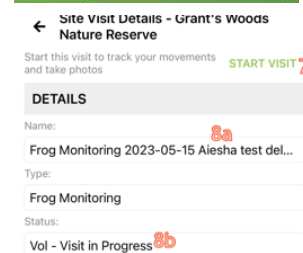
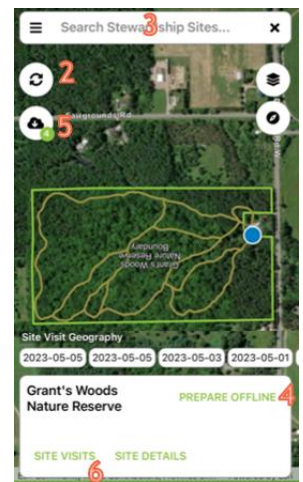
OPTION 1: app in the field

At home

1. At home, open the Landscape mobile app on your phone
2. Press the sync button  to get the most current information
3. Search for your property that you monitor at by going to Search Stewardship Sites > SHOW TEAM SITES > then select the name of the property
4. Press 'Prepare Offline'


Once in the field:

5. (optional) turn off data to preserve battery. Press the cloud button and select your site to work offline.
6. Press SITE VISITS, then select Frog Monitoring form the drop-down menu. Press 'OK'.
7. Press 'Start Visit' to start recording your track and hours
8. Fill out the monitoring form as you go:
 - a. Edit the *Name* of the report to include your first name so that it is easy to identify your data later when you log onto the online portal
 - b. Set the *Status* to 'Vol – Visit in Progress'
 - c. Fill in the Additional Hours section with travel time (there and back) to the site.
 - d. Incidental observations: list them in the *Additional Observations* section on the form, or you can record them as points on your map by taking a photo with the photo point button (camera symbol) or pressing the point (pencil) button. Click on the point you made to edit it with details about what you observed. You can get back to the form by pressing the squiggly line symbol on the left hand side.





9. When you are done your visit, before driving home, scroll to the top of the form and set the *Status* to 'Vol – Visit Completed' and then press 'Stop Visit' in the top right corner. This will stop your tracks and close the form.

At home:

10. Press the sync button  to send your data to the online portal. If you do not do this step, we will not receive your data

11. Let us know that you completed your visit by:

- a. Email Aiesha (aiesha@couchconservancy.ca) to let her know that you submitted your monitoring data
or
- b. - Login to the [Landscape online portal](#) on your web browser to review your monitoring data. You should be able to identify your form by the date and the name.
- Press the report button on the left hand side:
- Select 'Frog Monitoring Report' 
- Click 
- Select 'Aiesha Aggarwal' as the reviewer

OPTION 2: Online portal only

You can skip using the phone app and submit your data directly through the online portal:



1. Collect data on paper monitoring form in the field
2. When you get home, log into the [Landscape online portal](#) on your web browser on your computer
3. Press the + symbol to create a new site visit
4. Type the name of the property that you monitor at in the *Site* section and select 'Frog Monitoring' as the *Type*. Press 'OK'
5. Fill out the form:

- a. Edit *Name* to include your name and your monitoring partners name so that it is easy to identify the report as yours in a list
- b. Set the *Status* to 'Vol – Visit Completed' once you are done filling out the form
- c. Press the sand timer symbol to input the start and end time
- d. To add in volunteer hours, press the + beside *PERSONNEL*
- e. Add any additional volunteer hours (including drive time and data entry time) in the Additional Volunteer Hours section
- f. Scroll down to fill out rest of the frog monitoring info

You do not need to press Save or anything like that. Your edits to the form will save automatically

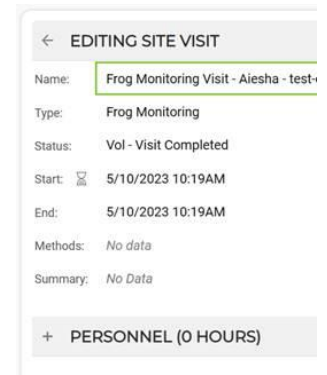
6. Let us know that you completed your form by:
 - a. Email Aiesha (aiesha@couchconservancy.ca) to let her know that you submitted your monitoring data

or

- b. - Press the report button on the left hand side: 
- Select 'Frog Monitoring Report'
- Click 
- Select 'Aiesha Aggarwal' as the reviewer



DATE ↓	STATUS	TYPE
Vol - Visit in		



← EDITING SITE VISIT

Name: **Frog Monitoring Visit - Aiesha - test-**

Type: Frog Monitoring

Status: Vol - Visit Completed

Start: 5/10/2023 10:19AM

End: 5/10/2023 10:19AM

Methods: No data



Summary: No Data

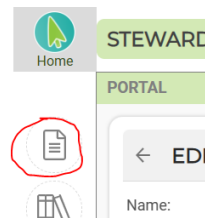
+ PERSONNEL (0 HOURS)

OPTION 3: Combination of App and Online Portal

1. Follow the steps for 1 – 8 in [OPTION 1](#). The difference with this method is you do not have to fill in all of the information while you are in the field. Use a paper monitoring form in the field to keep track of data that you may want to add to the online form once you get home. You can add photos to the online form later as well.
2. When you are done your visit, before driving home, scroll to the top of the form and then press 'Stop Visit' in the top right corner. This will stop your tracks and close the form.

At home:

3. Press the sync button  to send your data to the online portal. If you do not do this step, you will not be able to see your data in the portal later.
4. On your computer, login to the [Landscape online portal](#) on your web browser to check over and add to your monitoring form. You should be able to identify your form by the date and the name
5. When you are done updating your form, scroll to the top of the form and set the *Status* to 'Vol – Visit Completed'
6. Let us know that you completed your visit by:
 - a. Email Aiesha (aiesha@couchconservancy.ca) to let her know that you submitted your monitoring data
 - or
 - b. - Press the report button on the left hand side:
 - Select 'Frog Monitoring Report'
 - Click 
 - Select 'Aiesha Aggarwal' as the reviewer



If you have any questions about any of these steps, please email aiesha@couchconservancy.ca

Thank you!