

LANDSCAPE MOBILE 3 APP



USER GUIDE FOR VOLUNTEERS

This guide was created by The Couchiching Conservancy



March 14, 2024

Notes

Table of Contents

Precautions..... 4

Getting Started..... 5

 Step 1: Download and Login to the App 5

 Step 2: Familiarize Yourself with the Controls..... 6

Prepare Before Monitoring Visit..... 8

 Step 1: Sync..... 8

 Step 2: Navigate to your Site in the App 8

 Step 3: Download Map for Offline Use 9

 Step 4: Select Visible Map Layers10

 Step 5: Familiarize Yourself with the Site..... 11

In the Field 12

 Step 1: Start a Site Visit..... 12

 Step 2: Fill out preliminary info on your monitoring form 13

 Step 3: Create Photopoints.....14

 Step 4: Filling out the monitoring form.....16

 Step 5: End the visit18

Submit Your Monitoring Visit Report.....19

 Sync your visit19

 If You Need to Edit or Continue an Existing Visit... ..19

Using Landscape Online (Optional) 21

Precautions

Battery

Running this app can cause the battery to drain faster than usual. It is wise to bring a portable charger pack with you while monitoring. Very hot and cold weather can also drain your phone battery quickly. You can prolong the battery life by limiting your devices' exposure to the elements.

GPS

The Landscape app uses your devices built-in GPS (works off triangulation for satellites and cell towers). All phones have GPS capabilities but only some tablets do.

Technical Issues

If you run into a technical issue, here are some things to try:

- Sync the app
- Log-out and the log back in
- Close the app and the open it again
- Contact a Couchiching Conservancy staff member for assistance
- Check for answers on the [Landscape Knowledge Base Website](#):



Getting Started

Step 1: Download and Login to the App



1.1 Search for "Landscape Mobile 3" in the App store or Google Play store:

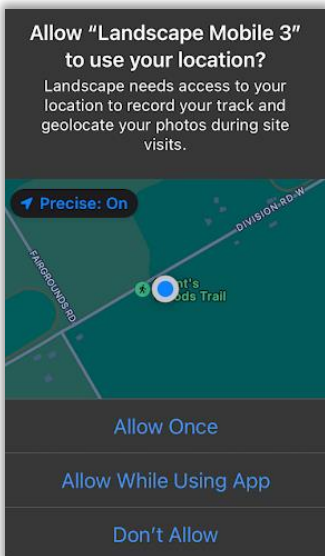


[Android](#)



[Apple](#) (need iOS 13 or later)

1.2 Open the app once downloaded. Set the Permissions:



Location permission pop-up:

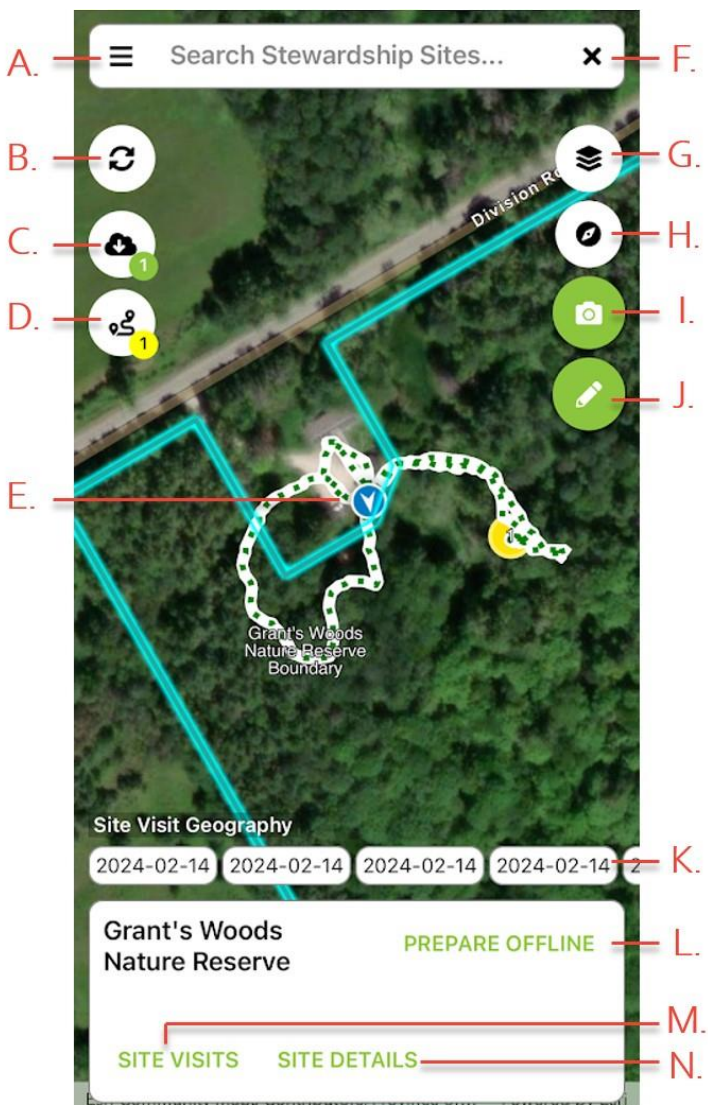
It will ask if you want to give Location permissions. Choose **Allow While Using App**. If the option is available, set location accuracy to **Precise** rather than Approximate.

Login permission pop-up:

The app "talks to" the Landscape website so that you can login and share your monitoring data with the Couchiching Conservancy. Choose **Continue**.

1.3 Login. Fill in your login information. If you do not know your password, select **Forgot Password?** to set up a new one.

Step 2: Familiarize Yourself with the Controls




- A. **Menu** – open menu for settings and signing out
- B. **Sync** – synchronize your app with the Landscape website
- C. **Offline Data** – see pg. 9 for more info
- D. **Return to Monitoring Form** – this symbol is only visible while making a site visit. It brings you back to the monitoring form. To **Return to Map** from the monitoring form, press ← at the top of the page (see pg. 13 for more info)
- E. **You!** – the blue circle represents you
- F. **Search bar** – search for your assigned sites
- G. **Map Layers** – select which map layers are visible.
- H. **Compass** – toggle between north-up and heading-up map orientation. Centers the map on your current position.
- I. **Create Photopoint** – see pg. 14 for more info
- J. **Create Point** – another way to create a point on the map. (Photopoint is the preferred method)

This menu will come up once you select a site:

- K. **Site Visit Geography** – points and tracks from previous visits
- L. **Prepare Offline** – download site data for offline use (pg. 9)
- M. **Site Visits** - start a new site visit (pg. 12) or view an old one (see pg. 19)
- N. **Site Details** – bring up info about the site such as size, description, address, contacts, documents, and reported issues.

Prepare Before Monitoring Visit

 Make sure to do this while connected to Wi-Fi so that you don't use up your data.

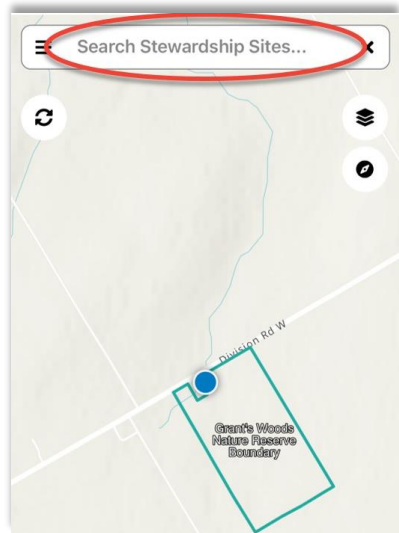
Step 1: Sync

Press the sync button. It is important to sync your device before your visit so you have the most up to date maps.

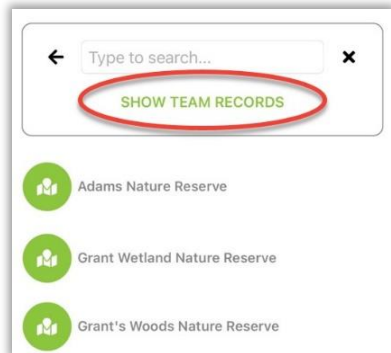
Step 2: Navigate to your Site in the App

If already at your site, you can skip to Step 3

2.1 To get to your stewardship site, press on **Search Stewardship Sites** at the top of the page



2.2. Filter the list to your assigned site(s) by pressing **SHOW TEAM RECORDS**. These are the only sites that you have permissions to view. Press the name of your site. The map will pan to the correct site.



Step 3: Download Map for Offline Use

This will allow the app to track the events of your visit without the use of your cellular data. This step is optional if your site has consistent cell service.

If you already
downloaded your
site data, skip to
Step 4

3.1 Bring up site options by tapping on the site boundary line (blue).

3.2 Check that you are connected to Wi-Fi then tap **PREPARE OFFLINE**.

3.3 A pop-up will appear asking if you would like to continue. Select **Yes**. It will continue to download the site data in the background.



The cloud icon displays the status of your downloads.

If you need to free up space on your phone after a site visit, press the cloud button and then the trash can symbol.

Step 4: Select Visible Map Layers

Review the data for your site before heading out so that you can get a good idea of where you will be monitoring (ex. location of trails, monitoring stations, issues, etc.)

4.1 Press on the Map Layers  symbol to bring up the list of layers

4.2. (Optional) Change your Basemap. You can select between Topographic (default) and aerial imagery.

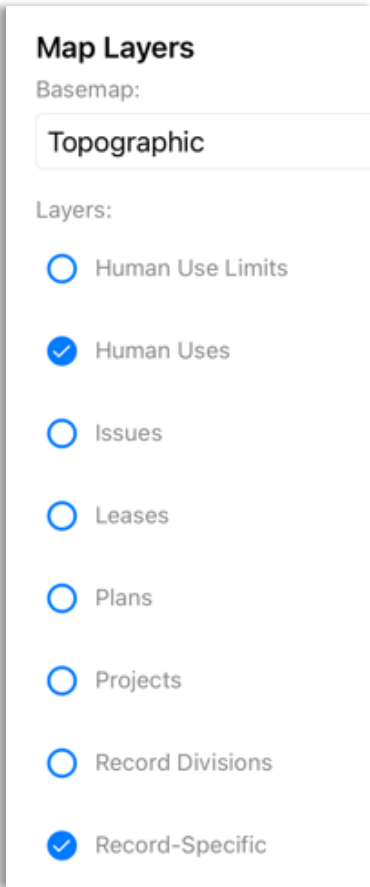
4.3. Choose the layers you want to see. Here is a guide:

Human Uses – trails, bridges, benches

Issues –tree-on-trail, broken infrastructure, etc.

Record-Specific – monitoring stations, salamander boards, milkweed patches, etc.

Species Observations – invasive species data



The screenshot shows a mobile application interface for selecting map layers. At the top, the title "Map Layers" is displayed. Below it, the "Basemap:" section has a button labeled "Topographic". Under the "Layers:" section, there is a list of seven items, each with a radio button: "Human Use Limits", "Human Uses" (which is selected with a blue checkmark), "Issues", "Leases", "Plans", "Projects", and "Record Divisions". At the bottom of the list, "Record-Specific" is also selected with a blue checkmark.

Basemap:
Topographic

Layers:
<input type="radio"/> Human Use Limits
<input checked="" type="radio"/> Human Uses
<input type="radio"/> Issues
<input type="radio"/> Leases
<input type="radio"/> Plans
<input type="radio"/> Projects
<input type="radio"/> Record Divisions
<input checked="" type="radio"/> Record-Specific

Step 5: Familiarize Yourself with the Site

5.1 Press the boundary line again to bring up info about the site.

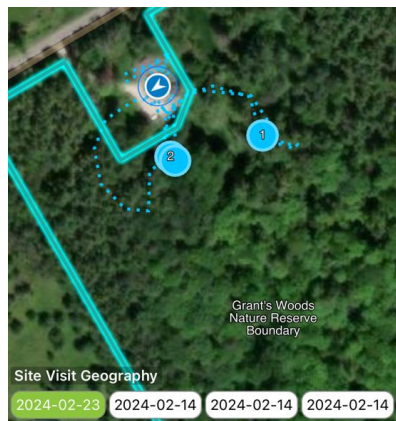
5.2 Press on **Site Details** to bring up info about the site such as size, description, address, contacts, documents, and reported issues.

Go back. ←

5.3 View geography from previous site visits by pressing on the dates displayed under the text **Site Visit Geography**.



This will bring up points of Interest (blue circles), and tracks (blue dashed-line) from past monitoring visits. Point may have a picture attached to it or maybe a sentence or two describing what they saw. Some visits may not have any geography so don't be alarmed if nothing appears.



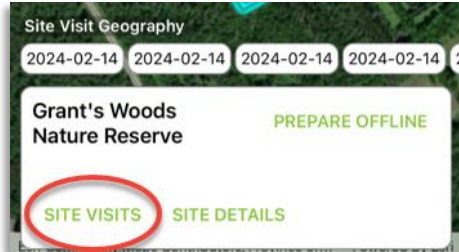
In the Field

! Remember to press the sync button while on Wi-Fi, **before** you go out for monitoring. This will ensure you have the most up-to-date info for your site.

Step 1: Start a Site Visit

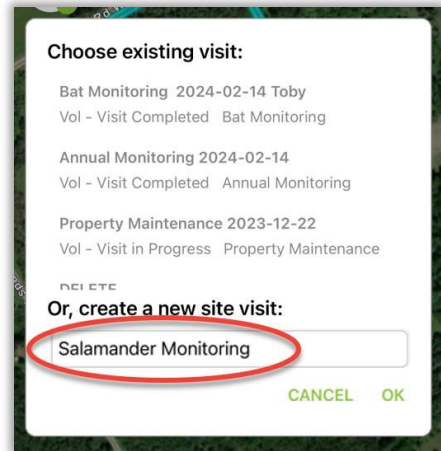
1.1 Press on **Site Visits**.

If you don't see this, press on the site boundary to bring up the property options

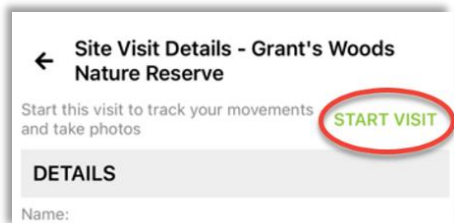


1.2 Select what type of visit you are conducting, some examples are: reptile monitoring, frog monitoring and bat monitoring. Press **OK**.


If you see the words *"There is no form assigned to this site visit"* press **Add From** and select the type of visit to add the form.



1.3 Press **START VISIT** (top right corner) to begin your visit. A **pop-up** will appear asking if you want to update the start time. Say **Yes**.



Step 2: Fill out preliminary info on your monitoring form

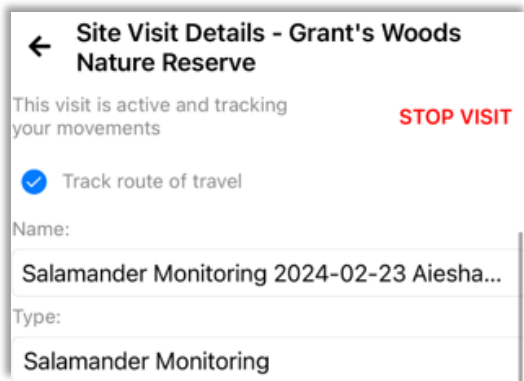
2.1  Track route of travel should be checked

2.2 Add your name to the end of the auto generated Name. This will make it easier to find your report later.

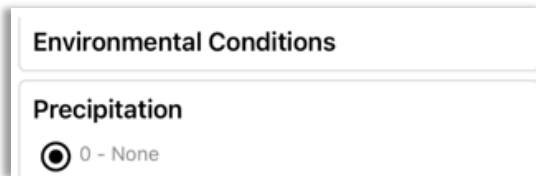
2.3 Volunteer hours are tracked in the TIME SPENT section. Press **ADD TIME** to add the names of all people who are monitoring.

2.4 Ignore the section of the form that says "OFFICE ONLY"

2.5 Environmental conditions precipitation, wind, air temperature



TIME SPENT		ADD TIME
Volunteer Test		0.55
*Aiesha Aggarwal (Conservation Analyst)		0.55



To go back to the map, press  at the top of the page.

To return to the monitoring form, press: 

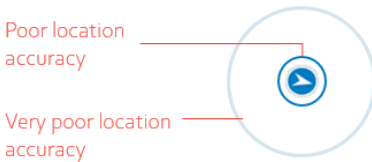
Step 3: Create Photopoints

Use Photopoints to document observations during your visit. The coordinates for the point come from your devices' built in GPS. We encourage volunteers to take photos of each other doing fieldwork as well.

3.1 Press the camera symbol on the top right of the screen to open the camera for creating a photopoint.

The point will be made at your current location.

If the map shows a blue ring around you, wait a few seconds for the GPS signal to improve and for the ring to disappear.



The first time using the camera, you may receive these pop-ups:

- Would like to give Landscape access to the Camera? **Yes**
- Landscape would like to access your photo library. **Allow Full Access.**

3.2 The in-app camera will open.

Press this big white circle at the bottom to take the photo.

The GPS number tells you the accuracy of the coordinates tied to the photo. Try to have this number close to 5 m.



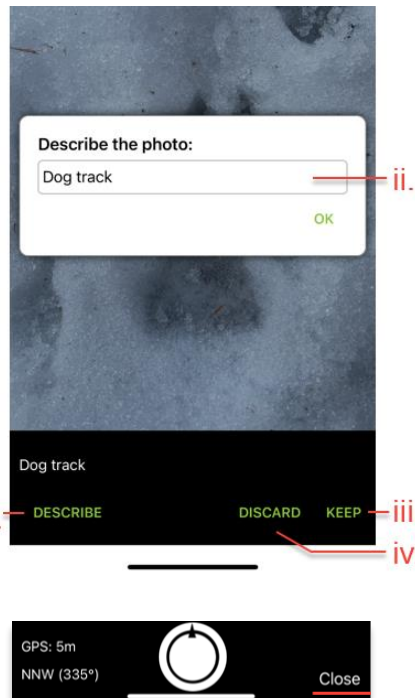
3.3 Once you take the photo,

If you are satisfied with the image:

- i. Press **DESCRIBE**.
- ii. Describe the photo. Include names of any people in the photo. Press **OK**.
- iii. Press **KEEP** to save the photo

If you want to discard the image:

- iv. Press **DISCARD**



3.4 Press **Close** to continue visit and prevent map errors.

Step 4: Filling out the monitoring form

To return to the monitoring form from the map, press:



As you are going, or at the end of the visit, complete the monitoring form.

Status – Set to '**Vol – Visit Completed**' once done your visit.

Methods – choose between foot, paddle, vehicle

Summary – a short description of your visit (optional)

DETAILS

Name:

Salamander Monitoring 2024-02-23 Aiesha...

Type:

Salamander Monitoring

Status:

Vol - Visit Completed

Started On:

Feb-23 4:40 PM

Ended On:

Feb-23 5:42 PM

Methods:

Foot

Summary:

No salamanders found during visit

Additional Volunteer Hours – Fill in any volunteer hours that weren't accounted for automatically by the landscape app. This would include time spent driving or organizing and submitting data at home. Please include additional hour information for each person who was out with you for the monitoring (see pg. 18 for example).

Form Section— Some types of monitoring (such as water, monarchs, and frogs) have fields specific to that type of monitoring to fill in.

Additional Species — At the bottom of most forms is a section to fill in about your additional observations. You may record additional observations using Photopoints in Landscape, using iNaturalist, eBird, or by listing them in this section. If listing, please include species name, count, and coordinates or description of the location.

Example of a frog monitoring form and additional observations:

FORM

Site Name

Site 1: bridge

Background Noise Level

☒ 1 - Slight

☐ 2 - Moderate

☐ 3 - High

☐ 4 - Excessive

Source

Cars driving by

AUDITORY Start Time

2:01 pm

AUDITORY End Time

2:16 pm

Additional Observations

Add any Species at Risk, Invasive Species, or Species of note as points in landscape with a description and photos

Did you observe any species-at-risk?

Insert site visit points at the locations of the observations and include descriptions and photos.

☐ Yes

☒ No

Did you observe any new invasive species locations?

Insert site visit points at the locations of the observations and include descriptions and photos.

☒ Yes

☐ No

How did you make your additional observations?

☐ No additional observations

☒ As points in Landscape

How did you make your additional observations?

☐ No additional observations

☒ As points in Landscape

☐ iNaturalist

☐ eBird (share with CouchichingConservancy)

☒ See list below

Additional observations list

Species name, location, count
If you observed a species-at-risk or invasive species, please include coordinates or a description of the location

Western Chorus Frog, 3 heard, at the bird blind

Garlic mustard, patch with over 20 stems, at frog monitoring station 1

Beaver, 1, in pond

Mallard, 2, flyover

Step 5: End the visit

When you are done your visit and ready to head home, make sure to stop the visit.

5.1 In the monitoring form, select **STOP VISIT** to complete and stop your active visit.

5.2 A pop-up will appear asking if you want to Update the end time. Choose **Yes**.

Site Visit Details - Grant's Woods Nature Reserve

← This visit is active and tracking your movements

STOP VISIT

☒ Track route of travel

Additional volunteer hours

Time spent driving, additional work done at home (entering data, researching ID, organizing photos, etc.).
Please include hours for all participants.
Format: Name, hours

Aiesha: 20 min driving total

Toby: 1 hr driving total

Harvey Corbel (didn't see name in Landscape user list): 30 min driving + 1 hour site visit = 1.5 hr total

Environmental Conditions

Precipitation

☒ 0 - None

☐ 1 - Trace/Fog/Mist

☐ 2 - Rain

☐ 3 - Snow

☐ 4 - Other

Right now, the data you collected is only stored on your phone or tablet. To send the data to the Couchiching Conservancy, you need to sync (see pg. 19). This is the last and most important step. Make sure to do this over Wi-Fi so that the photos will upload.

Submit Your Monitoring Visit Report

Sync your visit

After you have completed your visit, press the sync button. In the **pop-up** that appears, choose **sync now**. This needs to be done on Wi-Fi, or it will use your cellular data and not allow photos to upload.

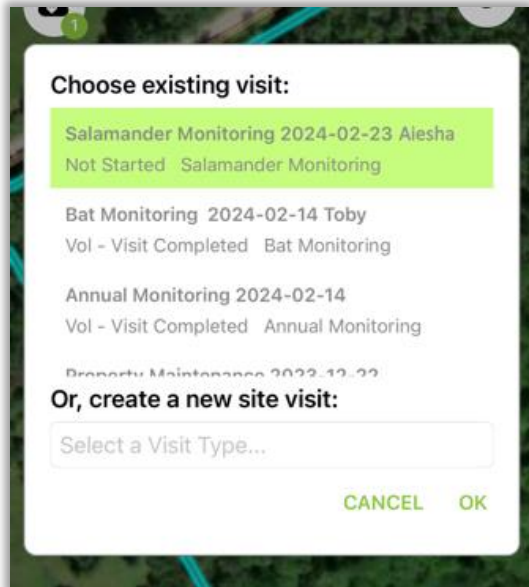
If You Need to Edit or Continue an Existing Visit...

Need to get back into your monitoring report? If the app crashes, or you decide you want to make updates to your monitoring data after finishing the visit –Don't Fret! Follow these steps:

1. **Navigate to your** site and click on the boundary to bring up the site options. See pg. 8-9 if you need help with this.
2. Select **SITE VISIT**. Then, locate your previous site visit from the options.

(This is where adding your name to the title of the visit is handy!). Please do not select a visit made by another volunteer or staff person.


Once you locate and select your visit, press **OK**.



3. The next step depends differs depending on whether or not you are at your monitoring site:

If at your monitoring site: press **START VISIT** to keep recording tracks. When asked if you'd like to update your start time, select **NO**. This will keep your previous start time active and allow you to pick up where you left off.

If at home: do not press Start visit, and simply scroll through the form to make changes where needed.

4. When you are done, Press Sync: 

The Couchiching Conservancy staff will check for incoming monitoring reports throughout the monitoring season. If there is anything requiring immediate attention, please contact our office.

Using Landscape Online (Optional)

This is not required, but may be of interest to some volunteers. Monitoring forms can be created, edited and viewed on the Landscape Website. For best results, access the website on your computer or tablet.

! The website saves edits made to the monitoring form automatically, so there is no SAVE button.

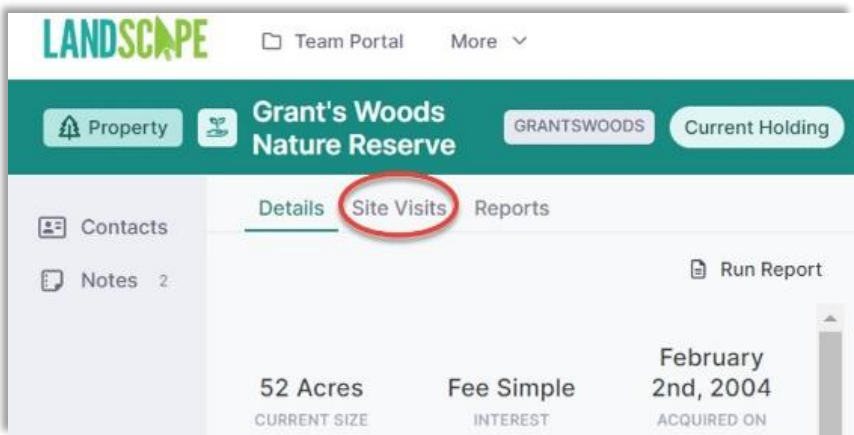
! There is also no DELETE button for volunteers. If needed, write in the summary that you would like the visit deleted. A Couchiching Conservancy staff person will delete it for you.

1. Go to <https://app.landconservationsoftware.com>
2. Login.
3. In the **Team Portal**, You will see a list of your assigned sites and a map. Click on the name of the site where you did a site visit. This will bring you to a page with details about that site.

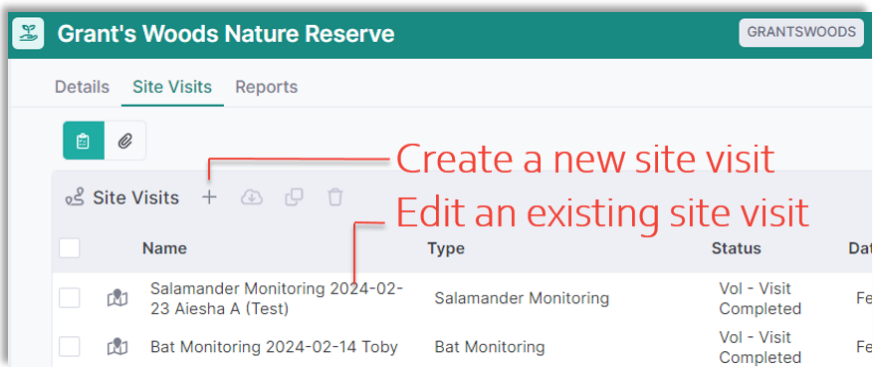
The screenshot shows the 'Team Portal' interface of the Landscape software. The browser address bar displays 'app.landconservationsoftware.com/#/portal'. The page header includes the 'LANDSCAPE' logo, a 'Team Portal' dropdown menu, and a 'More' dropdown. On the right side of the header are icons for notifications, user profile, and a settings gear. The main content area is titled 'Team Portal' and contains a light blue informational box stating: 'This list only shows records where you are on the team or lead. If you do not see the records you expect in this list, please contact your administrator to ensure you have been added to the team.' Below this box are two summary cards: 'Records' with a count of 2 and 'Recent Site Visits' with a count of 432. A table lists the assigned sites with columns for Name, Team, Interests, and Current Acres. The table contains two entries: 'Grant's Woods Nature Reserve' and 'McDarker Wetland Nature Reserve', both with 'Fee Simple' interests and 52 and 53 acres respectively. To the right of the table is a map showing a geographical area with a red rectangle highlighting a specific site. The map includes a scale bar for 500 meters.

Name	Team	Interests	Current Acres ↑
Grant's Woods Nature Reserve	MR TA HI IG	Fee Simple	52
McDarker Wetland Nature Reserve	MR TA HI IG	Fee Simple	53

4. Click on **Site Visits**



5. On the Site Visit page, you can either create a new site visit or edit/review an existing site visit.

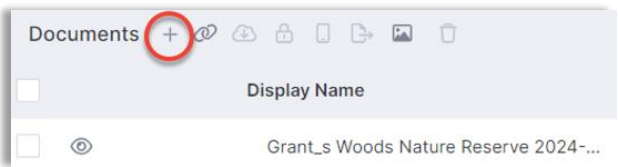


If creating a new visit: press the **+** beside Site Visits, select the visit type and give the visit a name. If the form that opens is empty, you can add the form manually by going to **+ Add** (top of page) > Form > then select form type and click **OK**.

If editing an old visit: Click on the name of the site visit that you want to edit. If your visit is not showing up, make sure that you pressed sync in the app.

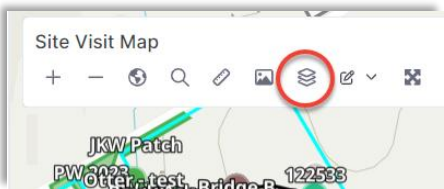
6. Fill in and make any required changes to the monitoring form. Be sure to update the **Additional Hours** section to include the extra time that you have spent updating the data on your computer.

7. If you took photos, you can add them by pressing the + in the DOCUMENTS section of the form.



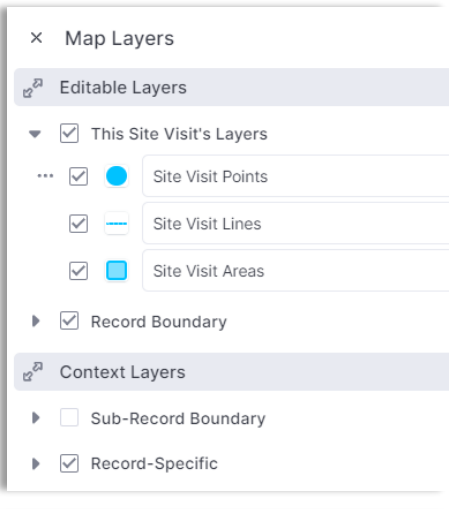
8. View, edit, and add data to the map of your monitoring visit:

8.1 In the toolbar at the top of the map, click the layers button

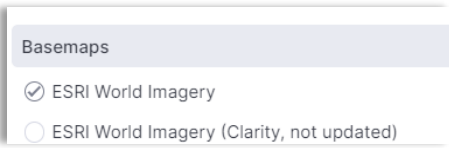


8.2 Map layer visibility - to make it easier to view your data, turn off all layers except **Site Visit's Layers**

Possibly useful layers to keep on: **Record Specific, Human Uses, Species observations,** and **Issues**



Scroll to the bottom of the list. Select **ESRI World Imagery** for aerial imagery background.



8.3. Zoom into the map so that you can see the points from your monitoring visit more easily.

8.4 Review site visit geography - Click on one of the site visit points to bring up the info that you recorded and any attached photos. Make any edits or add more photos if needed.

×

Editing Site Visits Geography

Copy To Work Item

NAME

Photopoint 01

MAP LABEL

1

MAP ITEM STATUS

Current

▼

MAP ITEM TYPE

Observation

▼

DESCRIPTION

Can put a more detailed description here


Photos

+

🗑

📷

✓



Feb 23, 2024

Dog track

1

Other Items Clicked

▼

Any changes made in the Landscape Online Portal (ie. on the computer website, NOT the app) will save automatically

Volunteers do not have permission to use some of the features (such as deleting photos). If you need something changed but cannot do it, please contact your volunteer program coordinator.