

Colusa Glenn

Subwatershed Program

P.O. Box 1205, Willows, California 95988 - Phone (530) 934-8036 - Email info@cgsubwatershed.com

Member Online Data Management Tool

Instruction Handbook









**V3-Condensed
(2018 Reporting Year)**

Member Online Data Management Tool

Instructions

*Please note we are continuing to upgrade our Colusa Glenn Subwatershed Program Data Management Tool to make this process as easy as possible for our Members.
This Instruction Handbook may not reflect every process or step as it is upgraded.*

QUICK GUIDE

	This orange SAVE button, is important! Click it prior to leaving pages where new information is entered.
	This orange SELECT button allows you to choose the Account you would like to access.
	This red arrow button is seen on many of the table headers. This button may organize the columns by number or alphabetical order depending on the data in that column.
	This blue button is seen on many of the table rows. This button will bring you to the MAP for the Parcel in the row. A new MAP Window will open.
	This green “+” button is for adding Field(s) to your Parcel(s).
	This red “X” button is for deleting Field(s) in your Parcel(s).
	MAP Window: Click the TRIANGLE button to “open” or “close” layer lists.
	MAP Window: Click the EYE button “on” or “off” to see associated layer.

My Notes:

Get started... Login to the Data Management Tool



Visit the Colusa Glenn Subwatershed Program's Website at www.cgsubwatershed.com

>>> Click the "Member Online Data Management Tool" button

You will be redirected to the **Colusa Glenn Subwatershed Program's Data Management Tool Login Page**. Enter your Username and Password, as provided in your CGSP Cover Letter.



Example: Enter Username: **CGSP#####**
Enter Password: _____

>>> Click the "Sign In" button

Note: The "I forgot my password" button is currently not active. Keep your password in a safe place where you will not lose it. For now, if you lose your password call the CGSP office. It is anticipated this upgrade will be finished by spring 2019.

Once logged in you will see your Member Information and your unique Owner and Reporter Account(s):

Identifies Account Selected

CGSP|DMT Colusa Glenn Subwatershed Program - Data Management Tool

Owner: DOE JOHN | Reporter: DOE JOHN | Year: 2017 | User: CGSP99999

MEMBER DATA FARM EVALUATION NMP MAPS & REPORTS

1 Account 2 Account Contacts 3 Parcels 4 Cropping

PREVIOUS 1. Review Account Status and Select Account NEXT

- View overall account work completion status here.
- For details on an individual account, click the 'Select' button in the corresponding account row in the table below to select it.
- This will also advance you to the next step in the data entry process, which is a review of contact information for this account.

	Owner ID	Owner Name	Reporter Name	Active Account?	Completion Status?
SELECT	CGSP99999	DOE JOHN	DOE JOHN	ACTIVE	NOT COMPLETE

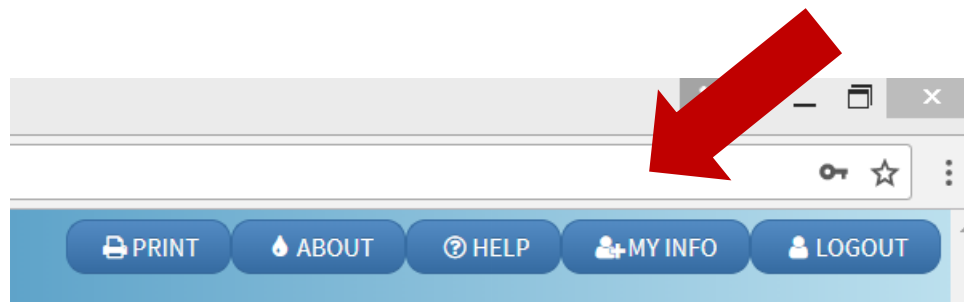
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Note: If you have multiple Reporters **OR** Report for multiple Owners, you will see each Account listed as a unique row.

IMPORTANT! Select the Account you would like to access or report for by clicking the **orange SELECT** button.

MY INFO

Each time you login, or as necessary, go to your **MY INFO** button to update your Membership Contact Information. The button is in the upper right-hand corner of the screen.





SECTION 1: MEMBER DATA

In this section you will follow the steps on the top of the screen - **Member Data Section**. This section has 4 Steps and is set up as follows:

Section 1: Member Data

Step 1: Account


Step 2: Account Contacts

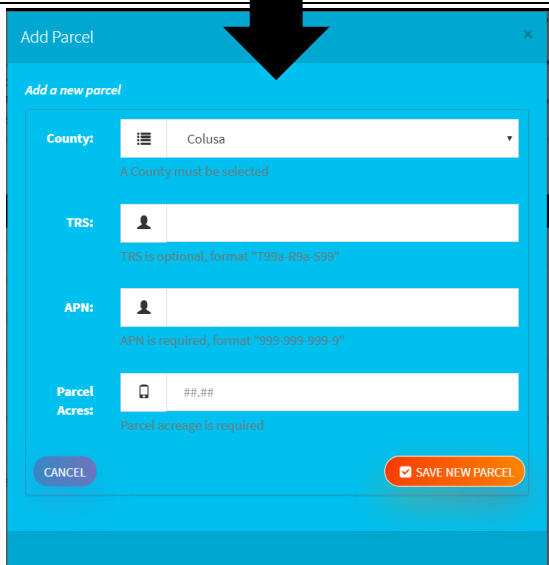
Step 3: Parcels

Step 4: Cropping

- **Step 1: Account** – Select the Account you would like to access by clicking the **orange SELECT** button.
- **Step 2: Account Contacts** – Update choice of Billing Contact. Choices are either “Same as Owner” or “Same as Reporter”. Once finished, select the **orange save** button.
- **Step 3: Parcels** – Under **Step 3: Parcels**, you will see a list of Parcels for this Account. Review and update Parcel(s) as necessary. Follow the instructions on the screen.

TO ADD PARCEL

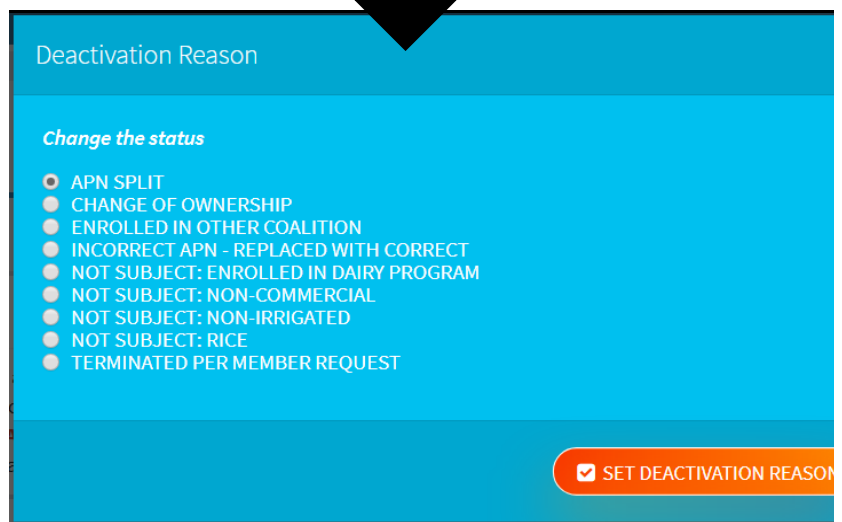
Select the **orange**  button on the left-hand side of the screen. You will be prompted with this screen:



The 'Add Parcel' screen is a light blue form with a title bar. It contains several input fields: 'County' with a dropdown menu showing 'Colusa' and a warning 'A County must be selected'; 'TRS' with a person icon and a warning 'TRS is optional, format "T99a-R9a-S99"'; 'APN' with a person icon and a warning 'APN is required, format "999-999-999-9"'; and 'Parcel Acres' with a warning 'Parcel acreage is required'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE NEW PARCEL'.

TO DEACTIVATE PARCEL

If you would like to deactivate a Parcel, you will be required to choose a reason for deactivating that Parcel. **Note:** *Deactivating Parcels **do not** remove them completely. They will remain as inactive in your Account.*

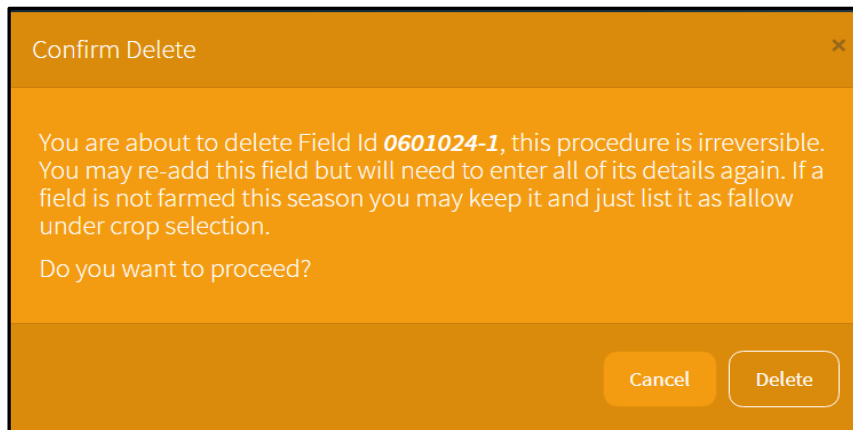


The 'Deactivation Reason' screen is a light blue form with a title bar. It contains a section titled 'Change the status' with a list of radio button options: 'APN SPLIT', 'CHANGE OF OWNERSHIP', 'ENROLLED IN OTHER COALITION', 'INCORRECT APN - REPLACED WITH CORRECT', 'NOT SUBJECT: ENROLLED IN DAIRY PROGRAM', 'NOT SUBJECT: NON-COMMERCIAL', 'NOT SUBJECT: NON-IRRIGATED', 'NOT SUBJECT: RICE', and 'TERMINATED PER MEMBER REQUEST'. At the bottom right, there is a button labeled 'SET DEACTIVATION REASON'.

Step 3: Parcels, is also the page you will see the Nitrogen (N) Vulnerability and Erosion Vulnerability for each Parcel.

- **Step 4: Cropping** – Under **Step 4: Cropping**, you will see a list of Fields for this Account. Review and update Field(s) as necessary. You may **MAP**, **ADD**, **DELETE** or **EDIT** existing data.

If you choose to **DELETE** a Field you will be prompted to confirm your deletion:



***** As the instructions state in the prompt, field deletion is irreversible. *****

To **EDIT** existing data, click on the items accordingly.

- ✓ **Field ID** (Your choice; type in the box)
- ✓ **Primary Crop** (Drop-down menu)
- ✓ **Year Crop Planted** (Drop-down menu)
- ✓ **Primary Crop Acres** (Numeric value)



SECTION 2: FARM EVALUATION

This section is very similar to the paper Farm Evaluation Survey. This section has 4 Parts and is set up as follows:

Section 2: Farm Evaluation

Part A: Fields

Part B: Wells

Part C: Sediment/Erosion

Part D: Whole Farm

Make sure you
answer all Farm
Evaluation Questions
before moving on!

- **Part A: Fields**

Under **Part A: Fields**, you will see a list of Management Units for this Account. Follow the instructions at the top of the screen. *[Management Units previously called Parcel Groups]*

Note: A Management Unit is a group of Parcel(s)/Field(s) with the same responses for the following: Crop Type, Irrigation Type and Nitrogen Management.

Create new Management Units, if necessary, by selecting the next available Unit number. For example, if you only see Unit 1 and need to create a new Unit, select 2 in the dropdown box.

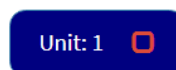
Next, scroll down and find **1.2 Select a Management Unit** and select the **orange**



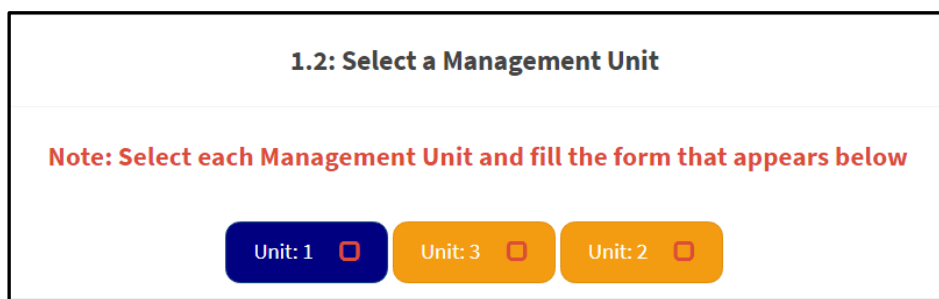
button, Unit 1.

This will be the start of the Farm Evaluation for your Management Unit(s), of this Account.

There will be two columns, the previous year and the current year. Check the appropriate responses to the questions in the current year column. Do not forget to select the **orange SAVE** button at the bottom of the page.



If you have multiple Management Units you will have more than one Unit button. These different Unit buttons allow you to complete each Part of the Farm Evaluation, for each Management Unit created.

A screenshot of a web form titled "1.2: Select a Management Unit". Below the title is a red note: "Note: Select each Management Unit and fill the form that appears below". At the bottom of the form are three buttons: "Unit: 1" (blue), "Unit: 3" (yellow), and "Unit: 2" (yellow). Each button has a small downward-pointing arrow icon.

Scroll down to complete questions.

- **Part B: Wells**

Under **Part B: Irrigation Well Information**, enter your current year responses for the top two questions.

Once the top two questions are complete, scroll down to see the Irrigation Well Information table. Please review this information and change as necessary, prior to clicking the orange SAVE button.

If changes are needed, click on the data item, or **blue** lettering, to edit. Clicking will take you to a selection box. Complete accordingly.

If there are wells not included in this list, you may add missing wells by selecting the **orange**

 button.

Follow the instructions on this page to add Ag Wells to your Parcel(s). You may repeat this step to add additional wells, if needed. If you add a well and want to delete it, click the **red DELETE**. Confirm deletion or cancel.

Select the **orange SAVE** button, similar to Part A.

- **Part C: Sediment / Erosion**

Under **Part C: Whole Farm Sediment and Erosion Control Practices**, check the appropriate responses to the questions in the current year column. Do not forget to select the **orange SAVE** button at the bottom of the page.

- **Part D: Whole Farm**

Final stage of the Farm Evaluation! Check the appropriate responses to the questions in the current year column. Do not forget to select the **orange SAVE** button at the bottom of the page.

At the bottom of the page you will be required to sign and certify the Farm Evaluation. Type and enter your name here, when you are finished click the **orange COMPLETE THE FARM EVALUATION** button.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel or represented Members properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment for violations.

Please read and print your name in the box below:

I understand that typing my name in this box constitutes a legal signature confirming that I acknowledge and agree to the above Certification.

Print name here ...

Today's Date: 11/7/2017

Congratulations! You have completed the Farm Evaluation!



SECTION 3: NITROGEN MANAGEMENT PLAN

This section will only apply to you if you have **High Vulnerability Area (HVA) Parcel(s)**. How will you know if you do?

***** Reporters, regardless of your vulnerability you are required to fill out the Nitrogen Management Plan Worksheet each year and keep it On-Farm. *****

If you **do not** have **High Vulnerability Area (HVA) Parcel(s)** your screen will look like this:

The screenshot shows the 'NMP Summary for the Current Account' page. At the top, there are tabs for MEMBER DATA, FARM EVALUATION, NMP (selected), and MAPS & REPORTS. Below the tabs, a message states: 'Nitrogen Management Plan - High Vulnerability Management Units'. An important note mentions the Irrigated Lands Regulatory Program. A yellow banner states: 'No high vulnerability parcels exist in the database for this account.' Below this, instructions are provided for selecting, editing, and reviewing NMP details, and a 'Save' button is visible.

If you **do** have **High Vulnerability Area (HVA) Parcel(s)** your screen will look like this:

The screenshot shows the 'NMP Summary for the Current Account' page with a table of high vulnerability parcels. The table has columns: Map, County, APN, Total Parcel Acres, Field Id, Primary Crop, Year Crop Planted, Winter Crop, 2017 NMP Management Unit, and NMP Completed?. Two rows are shown, both with 'Not Completed' status. A 'SAVE' button is visible at the bottom right.

Map	County	APN	Total Parcel Acres	Field Id	Primary Crop	Year Crop Planted	Winter Crop	2017 NMP Management Unit	NMP Completed?
1	Glenn	007-070-006-0	8.75	0600206-525	WHEAT	None	None	1	Not Completed
2	Glenn	007-070-001-0	166.44	1100329-OLIVE	OLIVE	None	None	2	Not Completed

If you do have **High Vulnerability Area (HVA) Parcel(s)**, in the top table create new Management Units, if necessary, by selecting the next available Unit number. For example, if you only see Unit 1 and need to create a new Unit, select 2 in the dropdown box.

In the bottom table click on the data item, or **blue** lettering, to edit. Clicking will take you to a selection box where you may enter or select the data. Complete accordingly.

You may **EDIT** → Total Applied N, → Yield/Acre, → Yield Unit, → Available N in Manure/Compost, → Available N Carryover in Soil and → N in Irrigation Water. See example below.

NOTE: Applied / Yield (A/Y) self calculates. You may not input a numeric value yourself.

Secure | https://cgsp-test.herokuapp.com/main/nmp/index/account/5138

Part B: Wells
Part C: Sediment / Erosion
Part D: Whole Farm

NMP
NMP Summary
MAPS & REPORTS
Map
Invoice

Click here for the worksheet. [Nitrogen Management Worksheet](#)

Map	County	APN	Total Parcel Acres	Field Id	Primary Crop	Year Crop Planted	Winter Crop	2017 NMP Management Unit	NMP Completed?
	Glenn	007-070-006-0	8.75	0600206-525	WHEAT	None	None	1	Not Completed
	Glenn	007-070-001-0	166.44	1100329-OLIVE	OLIVE	None	None	2	Not Completed

[SAVE](#)

- Select, Edit and review NMP details.
- To get started, click on a data item you would like to modify.
- Once you have finished making modifications to this table then please click the "Save" button to go to the next step.

NMP Management Unit	Primary Crop	Year Crop Planted	Total Applied N (lb/ac)	Yield/acre	Yield Unit	A/Y (Calculated)	Available N in Manure/Compost (lb/ac/yr)	Available N carryover in Soil (lb/ac)	N in Irrigation Water (lb/ac/yr)
1	WHEAT	None	None	None	None	0.0000	None	None	None
2	OLIVE	None	None	None	None	0.0000	None	None	None

[SAVE](#)

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MAPS & REPORTS

Opening the **MAP** will open a new window on your screen. This is only your information and publicly available information. Click the **TRIANGLE** button to "open" or "close" layer lists. Click the **EYE** button "on" or "off" to see associated layer.

CGSP|DMT | Colusa Glenn Subwatershed Program, Data Management Tool - Mapping | 2D View 3D View

Success! Selected Parcel Found.
✓ The Selected Parcel (for this account) having the following APN, was mapped (and is highlighted in red): G0200500249

Basemaps
Hybrid

Layers

- Roads
- California Water Layers
- Account Parcels
- ☒ Individual Grower Map Layers
 - Parcels
 - High N Vulnerability Areas
 - Enrolled Fields
 - Previous Enrolled Fields
 - Parcel Vulnerability
 - Crop Type
 - California Counties

Legend
Roads
World Transportation

