

How to Use Landscape for Monitoring

2025 Annual Monitoring Program



What is Landscape?

- The purpose of the annual monitoring program is keep track of what is going on at T3C owned and managed properties
- Landscape is a software program that T3C uses to monitor properties and keep track of issues that need to be addressed
- Landscape is available in both a mobile and desktop version

The logo for Landscape, featuring the word "LANDSCAPE" in a bold, sans-serif font. The letters "LAND" are teal, and "SCAPE" is green. A white mouse cursor arrow is positioned over the letter "A" in "SCAPE".

Signing Into the Mobile App

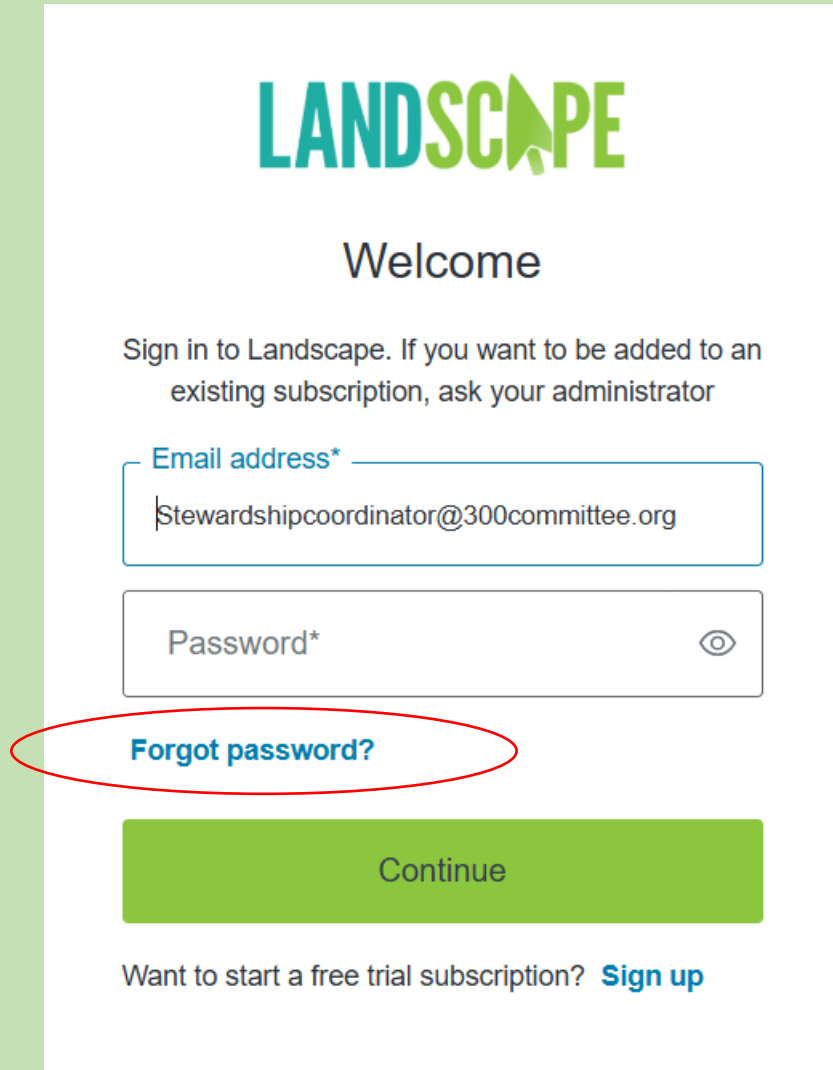


- Download Landscape Mobile 3 on your cellular device
- The app is available for both iPhone and Android (version IOS 13 or later)
- If you already have an account, open the app and enter your username and password if prompted

For New Users:

- You will receive an email invitation to sign up that includes a temporary password
- Click the link in the email and sign in with your username (email) and temporary password
- Follow the instructions to change your password
- Note your new username and password – You will need this information to log into your account in the future (both desktop and mobile versions)

Changing Your Password




The image shows the Landscape login page. At the top is the 'LANDSCAPE' logo. Below it is a 'Welcome' heading and a sign-in instruction: 'Sign in to Landscape. If you want to be added to an existing subscription, ask your administrator'. There are two input fields: 'Email address*' containing 'Stewardshipcoordinator@300committee.org' and 'Password*' with a toggle icon. A red circle highlights the link 'Forgot password?'. Below the fields is a green 'Continue' button and a link to 'Sign up' for a free trial subscription.

LANDSCAPE

Welcome

Sign in to Landscape. If you want to be added to an existing subscription, ask your administrator

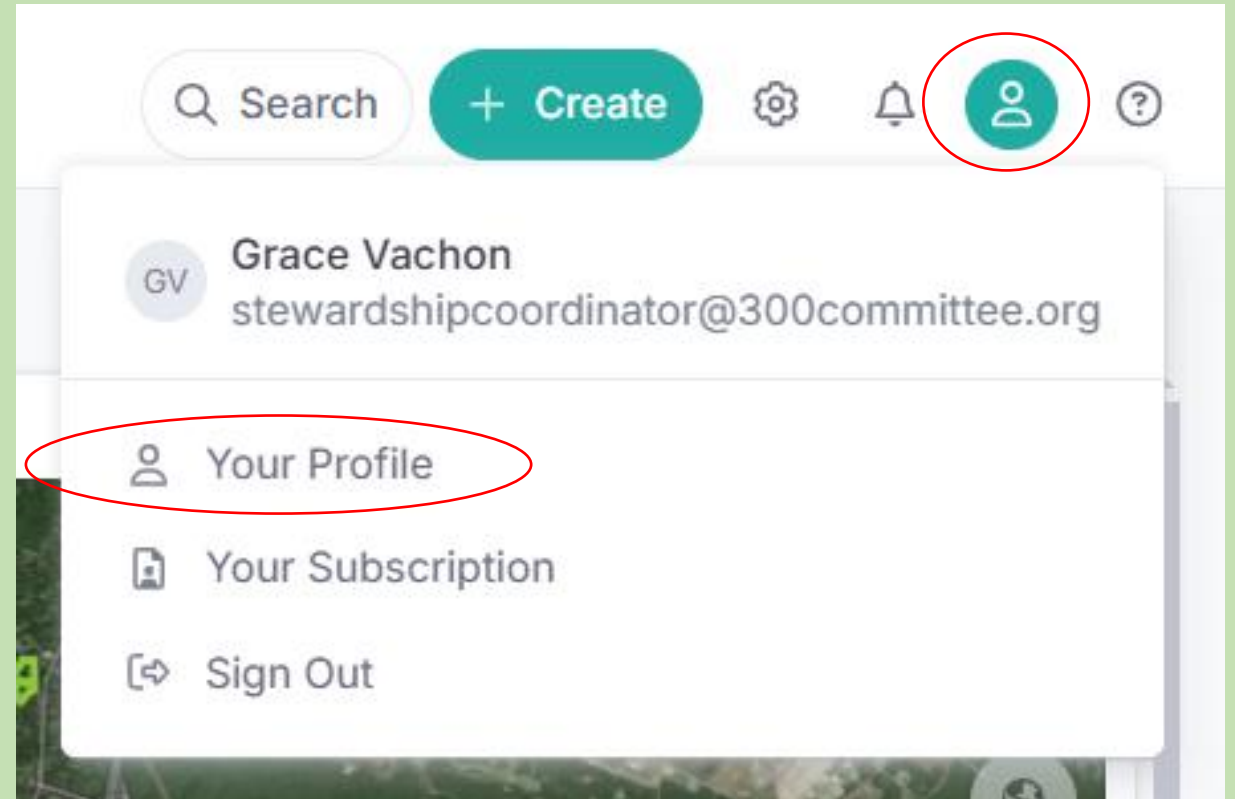
Email address*
Stewardshipcoordinator@300committee.org

Password* 



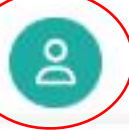

[Forgot password?](#)

[Continue](#)




Want to start a free trial subscription? [Sign up](#)



The image shows a user profile dropdown menu. At the top, there are navigation icons: a search bar, a '+ Create' button, a settings gear, a notification bell, a user profile icon (circled in red), and a help icon. The dropdown menu lists the user's name 'Grace Vachon' and email 'stewardshipcoordinator@300committee.org'. Below this, three options are listed: 'Your Profile' (circled in red), 'Your Subscription', and 'Sign Out'.

Search + Create    

GV **Grace Vachon**
stewardshipcoordinator@300committee.org

-  **Your Profile**
-  Your Subscription
-  Sign Out



Using The Mobile App: The Landscape Interface

What Will I See When I Open Landscape?

The screenshot shows the Landscape app interface with the following annotated features:

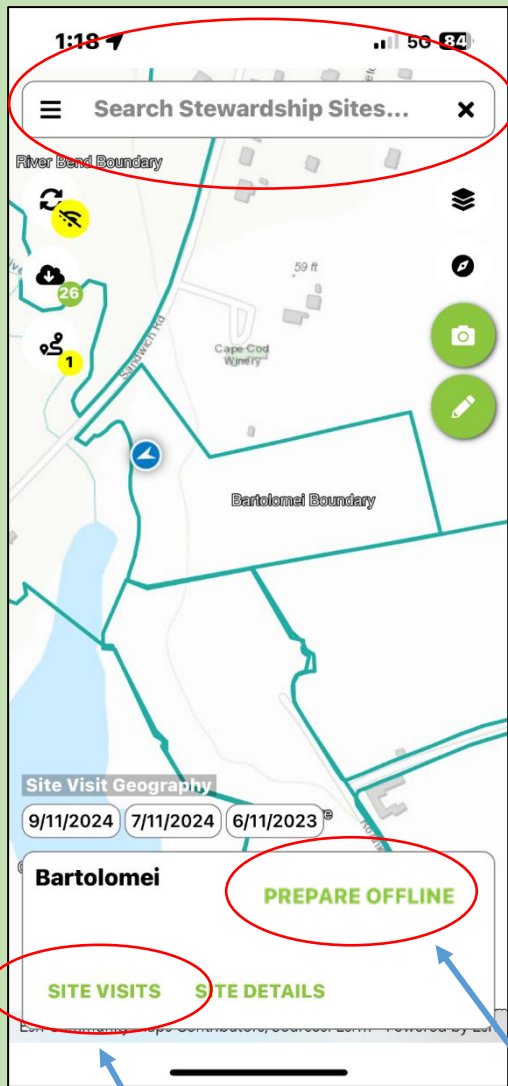
- Search for sites:** A search bar at the top with the text "Search Stewardship Sites..." and a close button (X).
- Sync Your Visit:** A yellow circular icon with a refresh symbol.
- View downloaded data:** A circular icon with a download symbol and the number "26".
- Edit visit details:** A circular icon with a person symbol and the number "1".
- Take a Picture:** A green circular icon with a camera symbol.
- Site Visit Path:** A blue dotted line on the map representing the path of a site visit.
- Photo Points:** Blue circular markers with numbers (1, 2, 3, 4, 5, 7) indicating where photos were taken.
- Your Location:** A blue location pin icon on the map.
- Site Name:** A label "Bartolomei" at the bottom of the map.
- View Previous Visits:** A series of date buttons: "10/3/2024", "9/11/2024", "7/11/2024" (highlighted in green), and "6/11/2023".
- Additional Info About the Site:** A pop-up window titled "Bartolomei" with tabs for "SITE VISITS" and "SITE DETAILS".
- Begin a New Site Visit:** A yellow circular icon with a plus sign.

A lush green forest with tall trees and dense foliage. The scene is filled with vibrant green leaves and tree trunks, creating a serene and natural background.

Using The Mobile App: Starting Your Visit

Starting a Landscape Visit Quick Guide

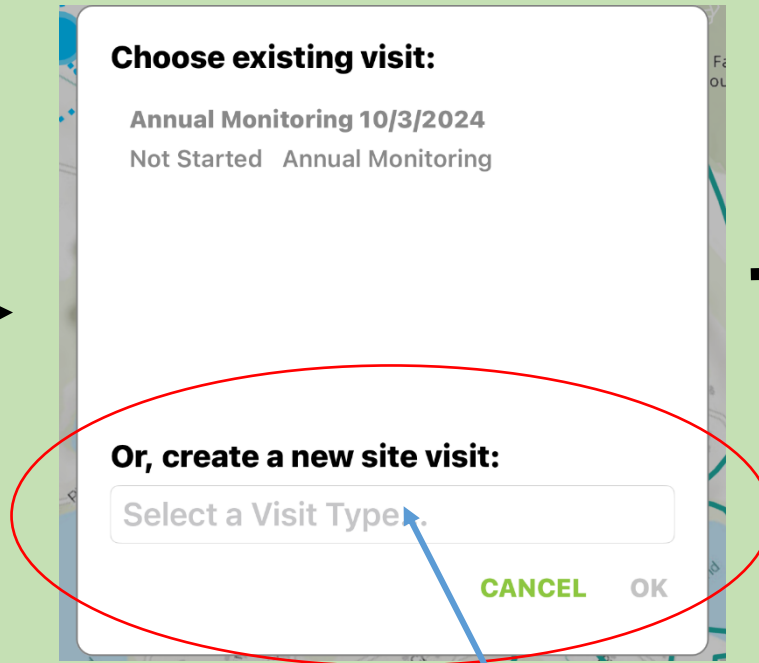
1. Open the Landscape mobile app and sign in
2. Search for the site that you will be monitoring using the search bar
3. Select “**Prepare Offline**” to download the parcel’s map data for offline use
4. Select “**Site Visits**” to begin a new one
5. Under “**Create a new site visit**” select “**Annual Monitoring**” and then “**Ok**”
6. Complete the following once the form pops up . . .
 - Give the visit a unique name (i.e. Annual Monitoring 7/12/2025)
 - Select “**Annual Monitoring**” for visit type
 - Select “**In-person**” for methods
7. Select “**Start Visit**” at the top right hand corner of the page to start the visit.
8. Select “**Yes**” to update the start time to the current time



1. Search for the site

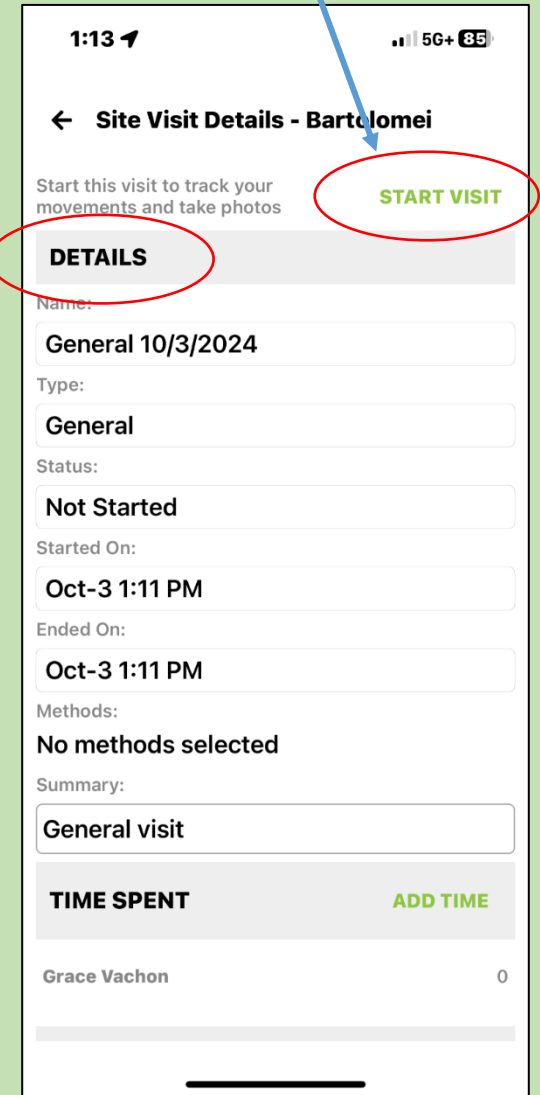
2. Select "Prepare Offline"

3. Select "Site Visits"



4. Choose "Annual Monitoring" as the visit type

5. Fill in the information under "Details"




6. Select "Start Visit"

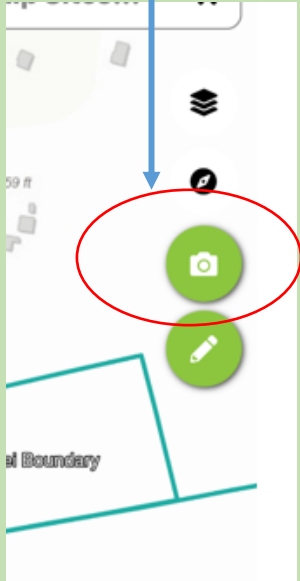
A lush green forest with tall trees and dense foliage. The scene is filled with vibrant green leaves and tree trunks, creating a serene and natural background.

Using the Mobile App: Taking Pictures

Quick Guide to Taking Pictures with Landscape

1. Select the **green camera icon**  on the map screen to pull up the camera.
2. Take the picture using the white shutter button
3. Make sure that the picture is clear and not blurry. Select “**Discard**” to delete the image if necessary.
4. Select “**Describe**” to give the picture a caption. **All pictures that you take for your annual monitoring report should have captions!!**
5. Select “**Keep**” when you are happy with the picture that you have taken
6. Select “**Close**”

1. Select the camera icon to take a picture



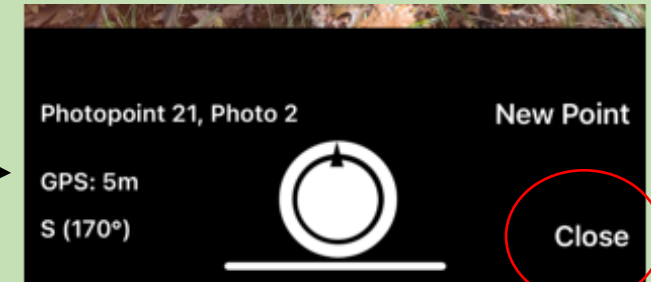
2. Take a picture using the shutter button



4. Give the picture a caption!



3. Examine the picture quality and "Discard" it if necessary

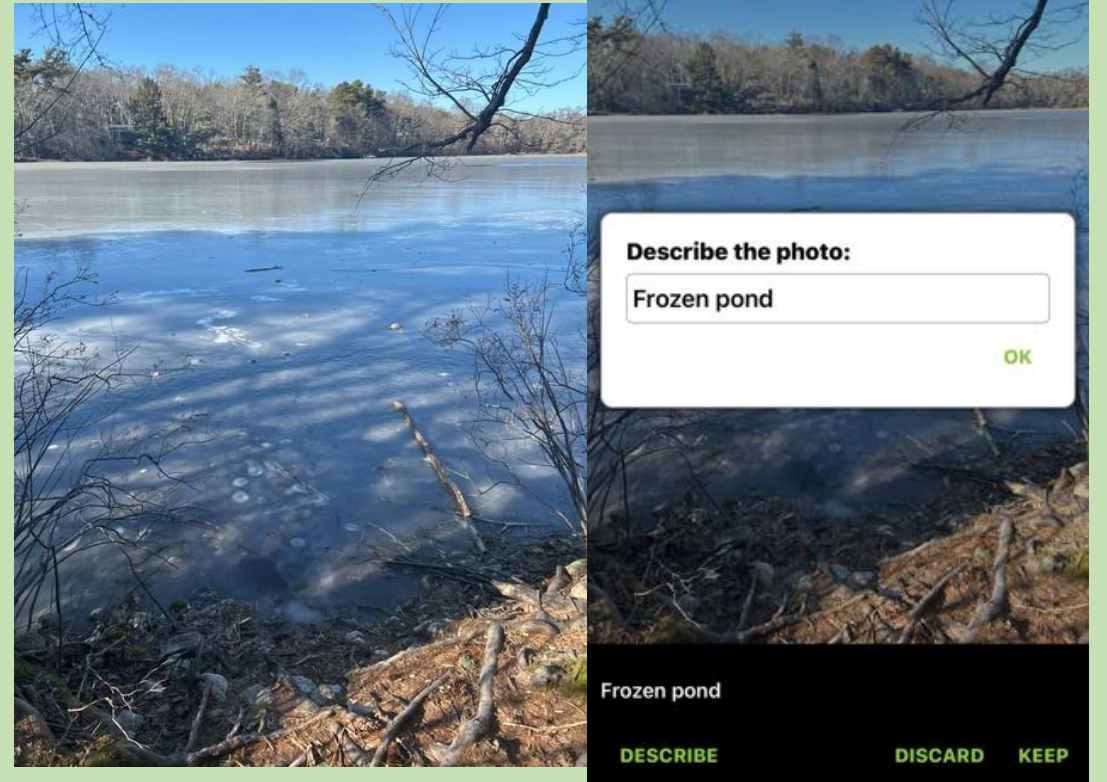
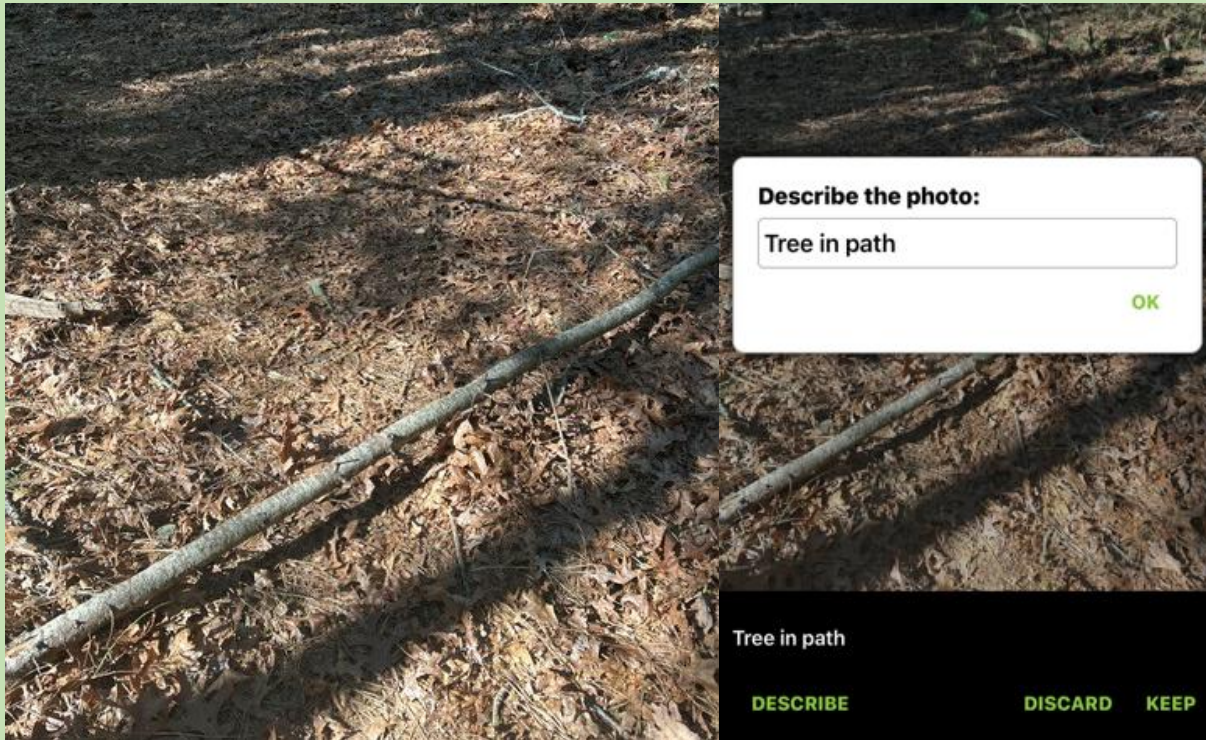


6. Select "Close"

5. Select "Keep" when you are happy with the image

Writing Photo Captions

- Every photo must have a caption!
- Write a few words about what is in the photo
- **It is okay for photos to have similar captions (ex. multiple downed trees).**
 - **If known, can use location to specify (i.e. “south side of trail”)**

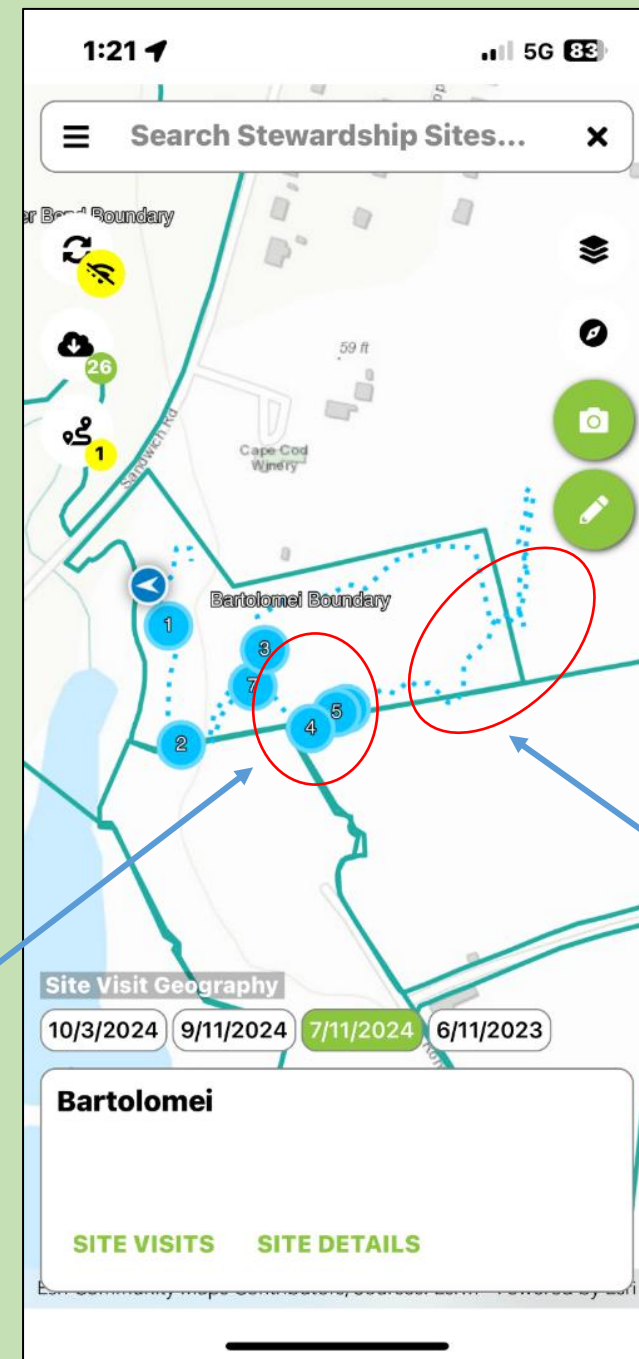


What are Photo Points?

- Photo points are points on the map that contain information about a particular location, including photos
- Your photo points (blue numbered circles) and walking path (dotted blue line) will appear on the map
- **Photos and photo points are not the same thing**
- **One photo point can contain multiple photos**
- **To create a new photo point, select “Close” after taking a picture before going back to the map view. If you don’t do this, the photo will be added to the previous photo point!**
- “New Point” does the same thing

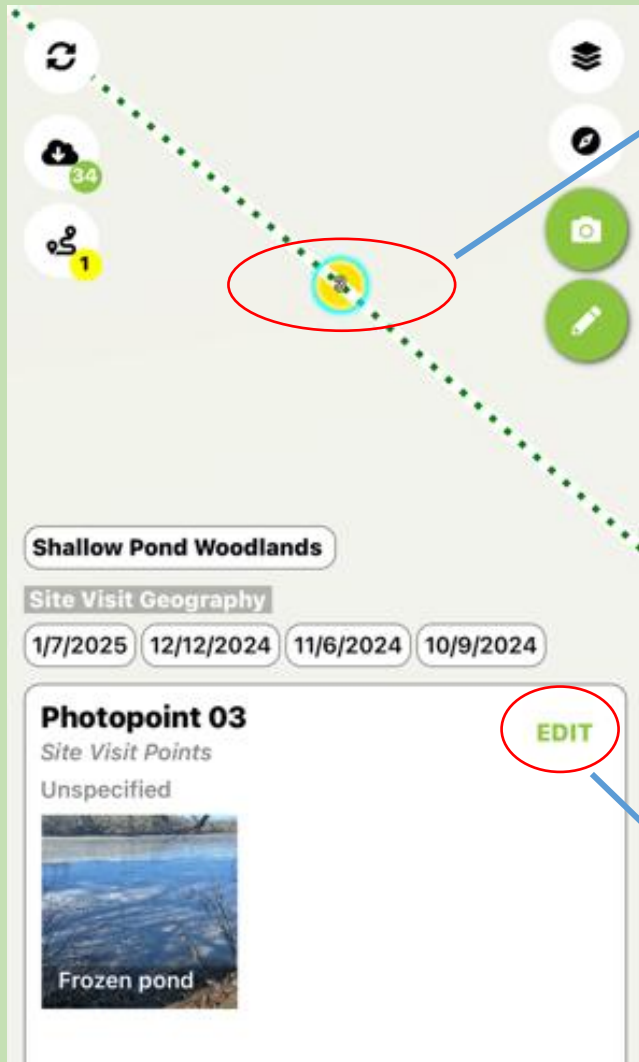
Photo Points

Walking Path



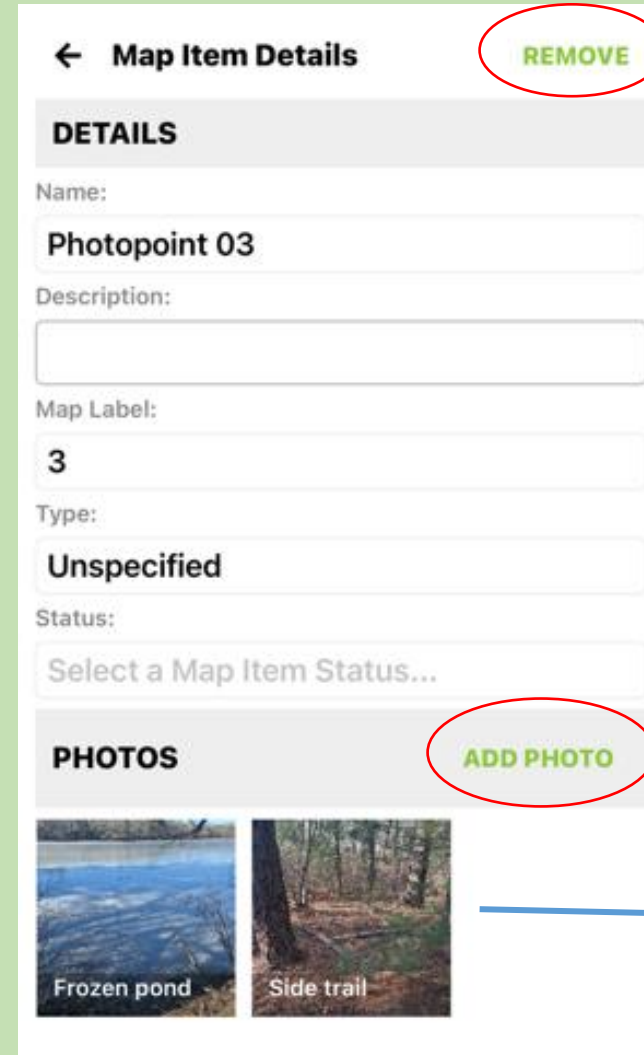
Editing Photo Points

- Can select individual photo points on map to edit/remove



Select photo point on map

Edit photo point



Delete Photo Point



Add additional photos to photo point. Selecting this will pull up the camera view

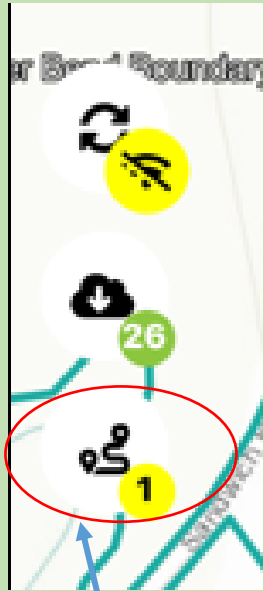
Can have multiple photos within a photo point

A lush green forest with tall trees and dense foliage. The scene is filled with vibrant green leaves and tree trunks, creating a serene and natural background.

Using the Mobile App: Ending Your Visit

Quick Guide to Ending Your Visit

1. If you are in the map view, select this icon  to return to the “**Site Visit Details**” page
2. Select “**Stop Visit**” in the top right hand corner
3. Say “**Yes**” to updating the end time to the current time
4. Select the sync icon  to sync your visit so that it appears on the desktop as well
5. Scroll down to “**Form**” and complete the questions. If the questions are not there, select “**Add Form**” to add them
6. Notify me of your completed visit via email so I can run + file the monitoring report



1. Select this icon

1:17 5G 84

← Site Visit Details - Bartolomei

This visit is active and tracking your movements

STOP VISIT

Track route of travel

DETAILS

Name:
Grace 10/3/2024

Type:
General

Status:
Not Started

Started On:
Oct-3 1:17 PM

Ended On:
Oct-3 1:17 PM

Methods:
In-person

Summary:
General visit

TIME SPENT [ADD TIME](#)

3. Select "Yes" to update end time to current time

2. Select "Stop Visit"

10:34 100

← Site Visit Details - Bartolomei

Start this visit to track your movements and take photos [START VISIT](#)

FORM

Is parking available?

Yes
 No
 Other

Please type any additional info here (condition of parking areas, needing repairs?, etc)

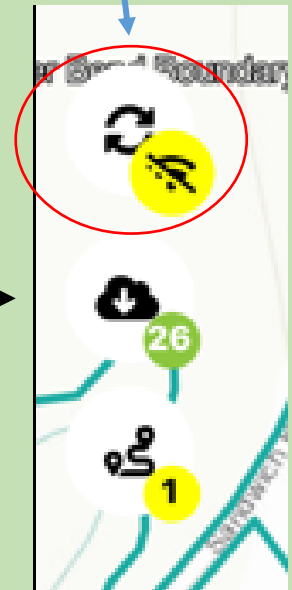
Are there adequate boundary markers?

Yes
 No
 Somewhat

If 'Somewhat' please explain. Add any additional notes here.

4. Complete the form questions

5. Select the sync icon



Using Landscape on Your Desktop



Step 1: Login in With Your Account Information

Login here

The screenshot shows the Landscape software website. The browser address bar displays 'landconservationsoftware.com'. The navigation menu includes 'About Us', 'Features', 'Pricing', 'Blog & News', 'Support', 'Login', and a 'Get Started' button. The 'Login' link is circled in red, with an arrow pointing to it from the text 'Login here'. Below the navigation, the main content area features the 'LANDSCAPE' logo, the text 'Welcome', and a sign-in prompt: 'Sign in to Landscape. If you want to be added to an existing subscription, ask your administrator'. There are two input fields: 'Email address*' containing 'grace.vachon23@gmail.com' and 'Password*' with masked characters. An eye icon is next to the password field. A 'Forgot password?' link is below the password field. A green 'Continue' button is at the bottom. A white callout box with black text says 'Enter your email and password', with arrows pointing to both input fields. On the left side of the page, there is a 'Get Started' button and a note: 'Access your information from anywhere with the integrated web and mobile app'. At the bottom left, another white callout box with black text says '**This demo shows the portal view**'.

Get Started

Access your information from anywhere with the integrated web and mobile app

****This demo shows the portal view****

Enter your email and password

Continue

Step 2: Accessing The Stewardship Site

Select the correct site from the list of those you are assigned

The screenshot displays the LANDSCAPE Team Portal. At the top left is the LANDSCAPE logo and a 'Team Portal' breadcrumb. Below the header, there's a 'Team Portal' title and 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 are two buttons: 'Records' (with a folder icon and '1') and 'Recent Site Visits' (with a clipboard icon and '5'). A white callout box with the text 'View all previous site visits' has an arrow pointing to the 'Recent Site Visits' button. Below the buttons is a table with columns: 'Name ↑', 'Team', 'Interests', and 'Current Acres'. The first row shows 'Millstone Farm' under 'Name', 'A 3G CP +7' under 'Team', 'Fee Simple' under 'Interests', and '2.8' under 'Current Acres'. A red circle highlights 'Millstone Farm' in the table, and another red circle highlights the 'Recent Site Visits' button. A black arrow points from the text 'Select the correct site from the list of those you are assigned' to the 'Millstone Farm' entry.

Name ↑	Team	Interests	Current Acres
Millstone Farm	A 3G CP +7	Fee Simple	2.8

****On the portal view you can only view stewardship sites that you are assigned to monitor****

Step 3: Finding the Site Visit

Property **Millstone Farm** 21 06 007 002 Current Holding

Details
Site Visits
Reports
Attachments
Contacts
Notes

Work

Site Visits + [Icons]

Annual Monitoring 3/13/2025 Annual Monitoring	Completed Mar 13, 2025
Annual Monitoring 2/21/2025 Annual Monitoring	Completed Feb 21, 2025
Annual Monitoring 2/20/2025 Annual Monitoring	In Progress Feb 20, 2025
Annual Monitoring 2/20/2025 Annual Monitoring	In Progress Feb 20, 2025
Annual Monitoring 10/8/2024 Annual Monitoring 1 1	Completed Oct 8, 2024

Select "Site Visits" to view list of started visits

Select your site visit from the list

Step 4: Editing Your Site Visit

← Editing Site Visit Completed Run Report

Warning: You don't have permission to edit this work item. Your permission level only allows editing of work items you have created yourself.

NAME	Annual Monitoring 10/8/2024
TYPE	Annual Monitoring
SCHEDULED	No data
START	10/08/2024 12:53PM
END	10/08/2024 1:46PM
METHODS	No data
SUMMARY	Annual monitoring visit

Add Data

Linked Reports

Make sure visit details are filled out and correct



Your photo points and walking path will be visible on the map

Step 4 Continued: Editing Your Site Visit

Property Millstone Farm 21 06 007 002

Editing Site Visit Completed Run Report

You don't have permission to edit this work item. Your permission level only allows editing of work items you have created yourself.

Time Tracking 0.88 hours +

GV Grace Vachon No Data 0.88 Oct 8, 2024

Show file attachments

Attachments +

General Photos

View other attachments View site visit photos

Try clearing the filter to see results.

Clear Filters

Time tracking shows who conducted the visit and how long it took

Site Visit Photos Will Show Up Here

Step 5: Completing the Site Visit Form

Change visit status to
"Complete" once form
is filled out

The screenshot shows a web application interface for editing a site visit form. At the top, there is a teal header with 'Property' and 'M' icons, and a status bar showing '21 06 007 002' and 'Current Holding'. Below the header, the page title is 'Editing Site Visit'. A green button labeled 'Completed' with a dropdown arrow is circled in red, and a red arrow points from the text box above to it. To the right of the 'Completed' button are 'Run Report' and a menu icon. A yellow warning box contains the text: 'You don't have permission to edit this work item. Your permission level only allows editing of work items you have created yourself.' Below the warning box is a 'Show file attachments' button. The main content area is titled 'Form Questions (11 of 38 Remaining)' and includes the subtitle 'Questions are from the global forms: Annual Monitoring Visit'. The first question is 'Is parking available?' with radio buttons for 'Yes', 'No', and 'Other' (which is selected). The second question is 'Please type any additional info here (condition of parking areas, needing repairs?, etc)' with a text input field containing 'Parking at T3C office'.

****Complete questions to the best of your ability and be as complete as you can**

Can fill out online or on your phone**

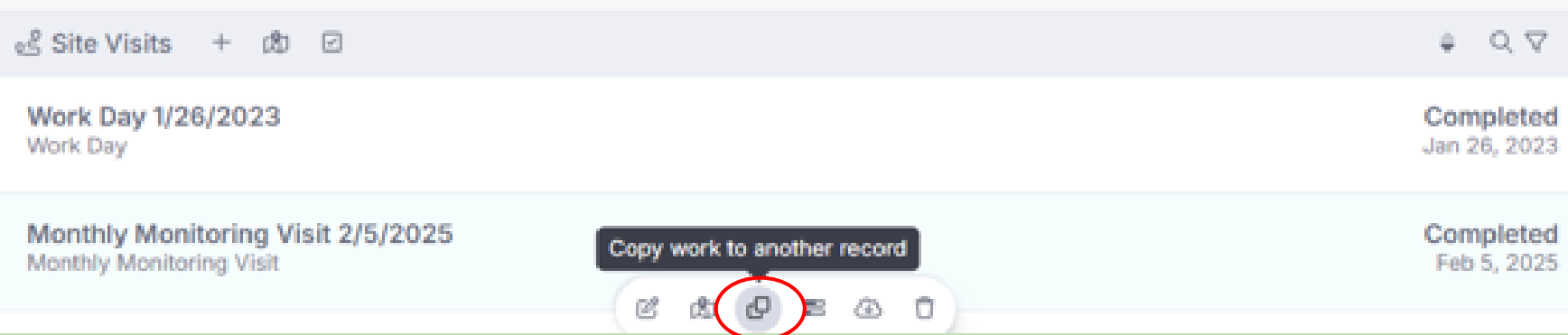
Wrap Up Topics



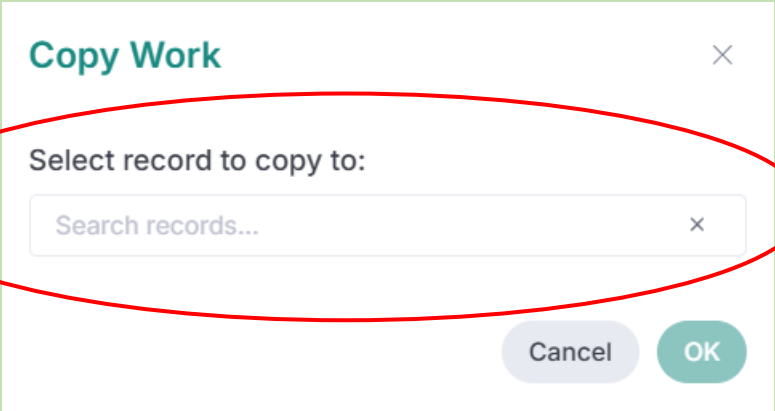
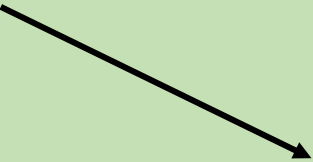
Copying Site Visit to Another Record

- 1. Hover over site visit and select copy icon
- 2. Choose the parcel that you want to copy the visit to

****We can do this for you if you have the portal view****



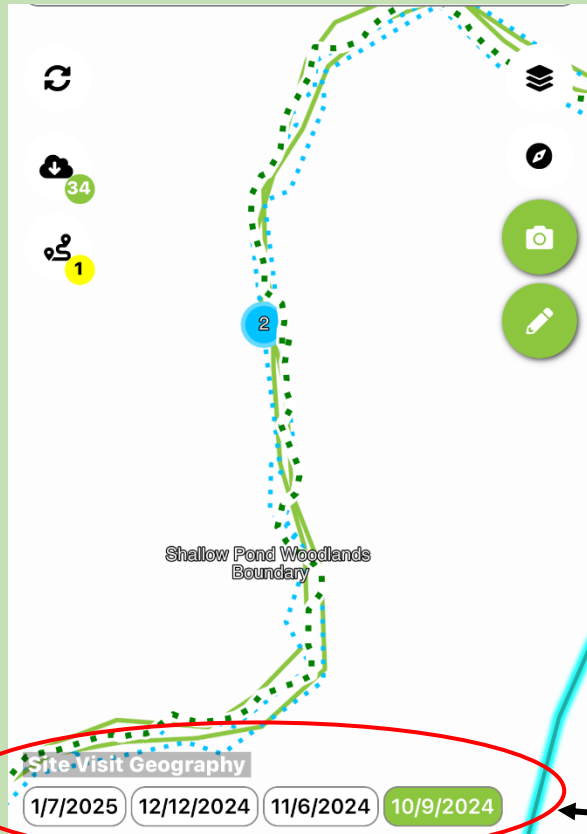
1. Find visit and hover over it to copy



2. Select the property from the list

Taking Photos at Points from Previous Visits

- Select a prior visit under “Site Visit Geography.”
- Click on each photo point to find the one where you want to take the new photo
- Walk to that point on the map and take the photo

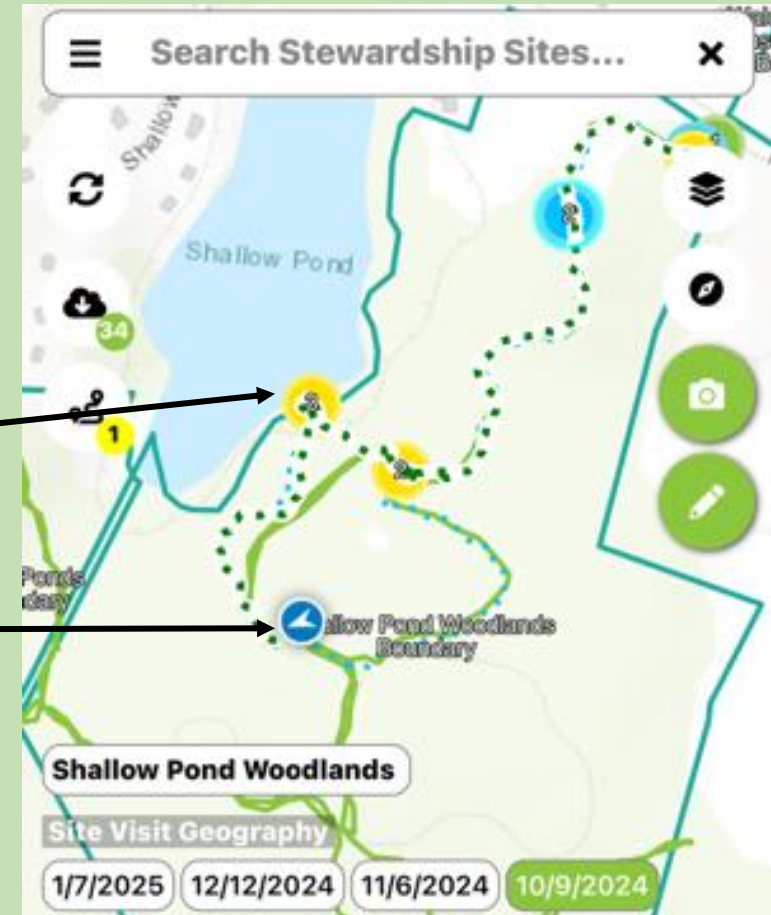


White/Green Dotted Path = Current Visit Path
Blue Dots = Photo points for previous visit
Blue Dotted Path = Previous Visit Path


Yellow Dots = Photo Points for Current Visits

Your Location

Select previous visit to see path



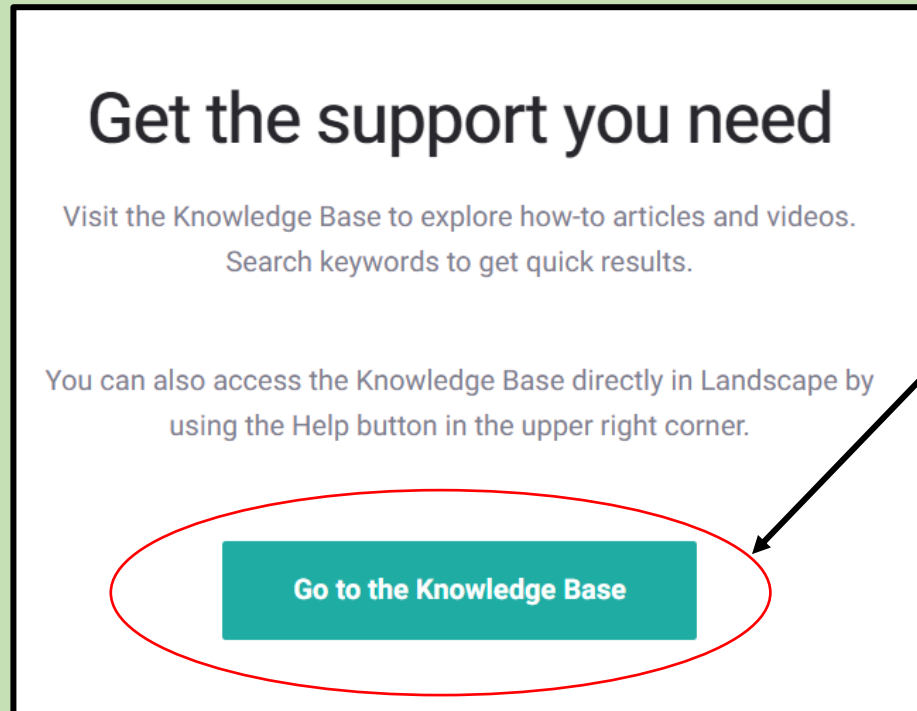
Important Things to Watch Out For

- Site Visit/site visit photos not showing up on desktop
 - **Please synch your visits and wait for synch to complete!**
- Pictures without captions
 - **Please write a caption after taking a photo!**
- Accidentally selecting the wrong site when starting your visit
 - **It is simple to copy visits between records – we can help you!**
- Incomplete form questions
 - **Provide an answer to as many of the questions as possible, can write N/A or “None”**
- Limitations within Landscape’s portal view
 - **Can only view parcels that you are assigned to as a team member**
 - **If a parcel that you are assigned to monitor is not visible to you, let us know and we can add you to that parcel**
- Forgetting to Stop/Start Visit ( icon lets you know that a site visit is in progress)
 - **We can fix this!**

Additional Resources

Thank you for taking the time to learn about Landscape! It is a great program!

If you would like to learn more, please view Landscape's support page and go to the "Knowledge Base" Take advantage of the wealth of information!



Get the support you need

Visit the Knowledge Base to explore how-to articles and videos.
Search keywords to get quick results.

You can also access the Knowledge Base directly in Landscape by
using the Help button in the upper right corner.

[Go to the Knowledge Base](#)

Go to the Knowledge Base to view a variety of helpful articles and videos about using Landscape



landconservationsoftware.com/support/

<https://landscape.helpscoutdocs.com/article/58-monitoring-with-the-landscape-mobile-app>

Contact

- For any questions about monitoring or using Landscape, please contact:
 - Will Poirier (Stewardship Director): wpoirier@300committee.org
 - Grace Vachon (Land Stewardship Coordinator):
stewardshipcoordinator@300committee.org
 - Liam Mertens-Harker (Land Conservation Coordinator):
conservationcoordinator@300committee.org