

Sacramento/Amador Water Quality Alliance

A Program of the Amador and Lower Cosumnes Resource Conservation Districts
 Providing assistance to our members in meeting the requirements of the Irrigated Land
 Regulatory Program
www.AmadorRCD.org

Management Tool Instructions






Version 2

Created:11/19/2019

Please note we are continuing to upgrade our Sacramento/Amador Water Quality Alliance (SAWQA) 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.

STEP-BY-STEP GUIDE

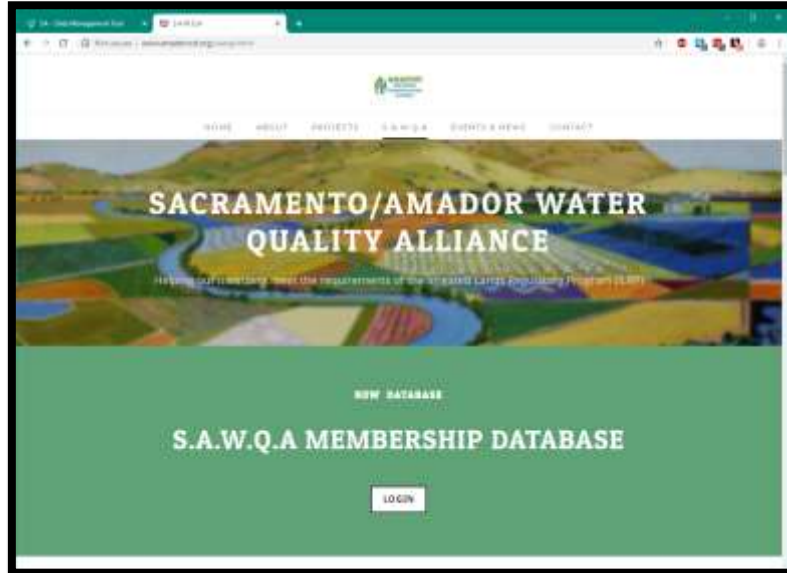
	This orange SAVE button, is important! Click it prior to leaving pages where new information is entered.
	This orange SELECT button allows you to choose the Account you would like to access.
	This red arrow button is seen on many of the table headers. This button may organize the columns by number or alphabetical order depending on the data in that column.
	This green “+” button is for adding Field(s) to your Parcel(s).
	This red “X” button is for deleting Field(s) in your Parcel(s).

Get started... Login to the Data Management Tool



Visit the Amador Resource Conservation District Website at www.AmadorRCD.org/SAWQA

>>> Click the “LOGIN” button



You will be redirected to the **Sacramento-Amador Water Quality Alliance Data Management Tool Login Page**. Enter your Username and Password, as provided in your SAWQA Cover Letter.

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

>>> Click the “Sign In” button

If you forgot your password, click ‘Forgot Password?’

An email will be sent to the email address that is registered to the account with your membership. If you do not have an email address associated with your membership email: SAWQA@AmadorRCD.org

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

Identifies Account Selected

Owner: JOHN DOE | Reporter: JOHN DOE | Year: 2020 | Size: 100000

1. Review Account Status and Select Account

- Select account, print report, request account deactivation, view completion status and balance due here.
- Select an account by clicking on the "select" button on the corresponding account row. This will advance you to the next step in the process.
- Print a copy of the completed reporting to retain on-farm by clicking on "Print Report."
- Request account deactivation by clicking on "Deactivate."
- Accounts that have not completed the reporting process will be identified with **NOT COMPLETE**.
- Accounts that have completed the reporting process will have a **COMPLETE**.
- Any balance due for the account will be displayed in the Balance Due column.
- At the conclusion of data reporting, you will be brought back to this page to review completion status.

	Owner ID	Owner Name	Reporter ID	Reporter Name	Total Irrigated Acres	Overall Completion Status?	Erosion?	RMP?	Training?	Part A?	Part B? (Optional)	Part C? (Optional)	Part D? (Optional)	Balance Due
SELECT	SA9999	JOHN DOE	SA9999	JOHN DOE	0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

You can print a report for your records

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

Note: Our former system was organized that each member had a separate Member ID. Now each member has an owner and an operator that can be 2 separate Member IDs.

Each account represents a unique relationship between an Owner and a Reporter.

The account example is SA9999SA9999; the owner is also the reporter.

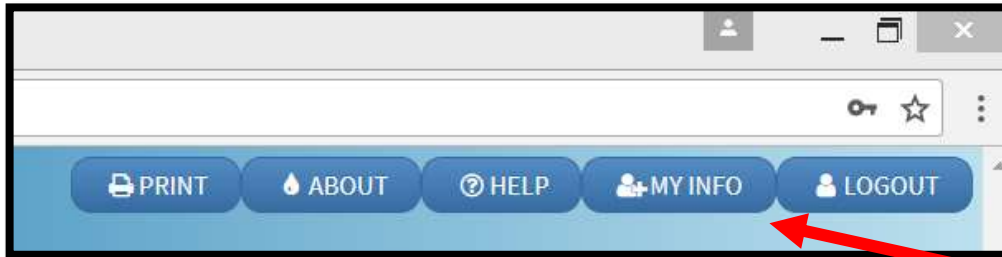
Note: This page also has the completion status of the account's farm reporting requirements. As you (the Owner or the Reporter) complete sections, the status will update to "complete"

Because of a reduced reporting year only some of the sections are required. Part B-D of the Farm Evacuation Plan Are Optional this year.

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.

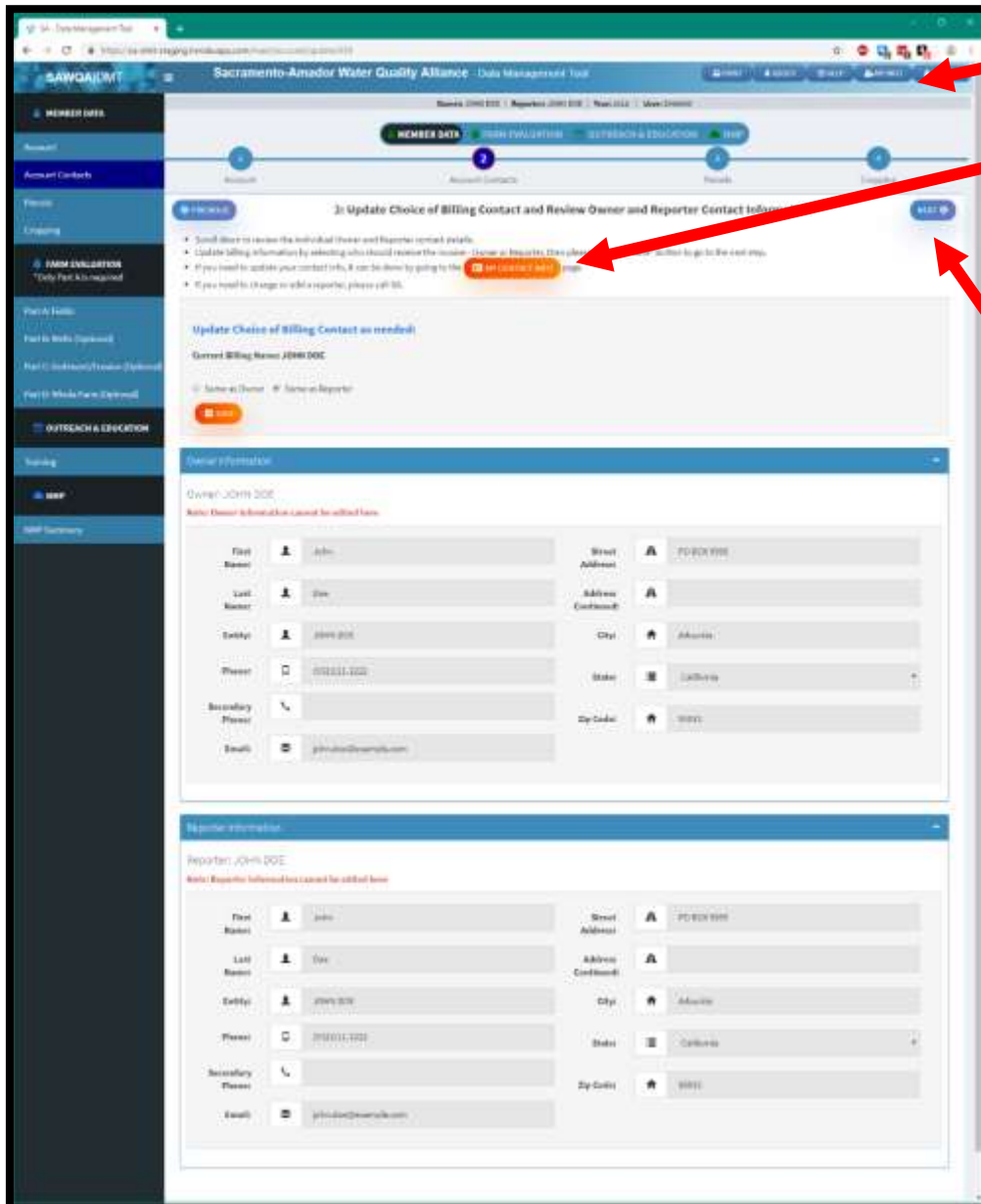


Updating Contact information is a membership requirement.

You can use the "MY INFO"

or the

"MY CONTACT INFO" button.



Remember to push SAVE after making changes then click NEXT.

Verify information is correct. Make updates as needed.

We request that all accounts have emails which helps reduce program costs.

If you need to change the owner contact info please contact Jill Damskey to assist in changing this information.

SAWQA@AmadorRCD.org

(209) 730-3150

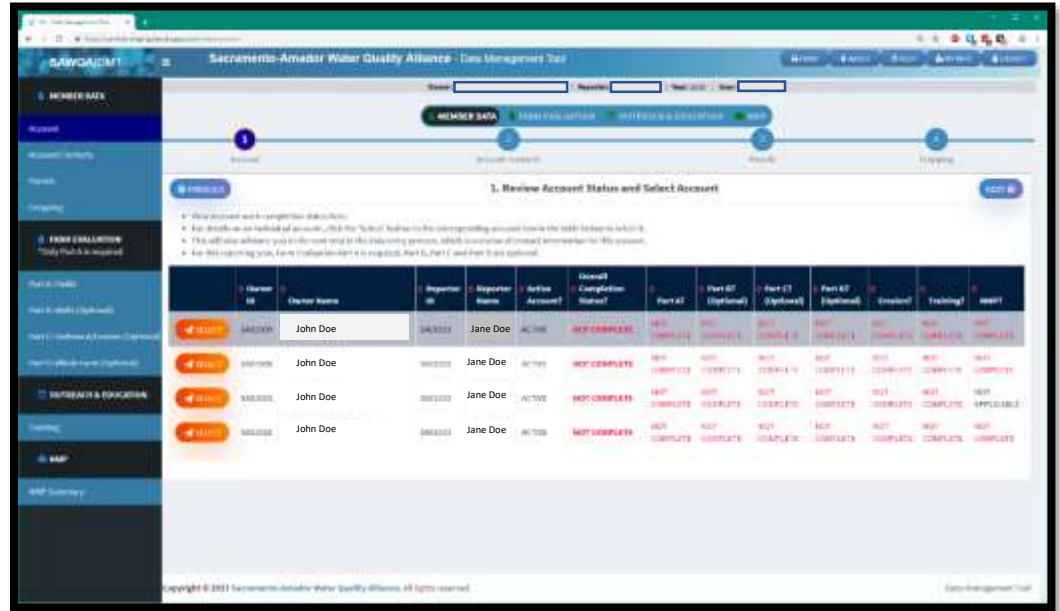
SECTION 1: MEMBER DATA

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:

If you have more than one account, like in this example, you will need to select each account one at a time and complete the reporting process.



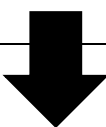
Each of these columns needs the following sections verified:

- Account Contacts
- Parcels
- Cropping
- Training
- NMP Summary (if applicable)



- **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	TO DEACTIVATE PARCEL
Select the orange  button on the left-hand side of the screen. You will be prompted with this screen: 	If you would like to deactivate a Parcel, you will be required to choose a reason for deactivating that Parcel. Note: <i>Deactivating Parcels do not remove them completely. They will remain as inactive in your Account.</i> 




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 **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)

High Vulnerability Parcel Check.

This section is where you can check to see if any of your parcels require certified plans. The Membership Database will let you know if any of your parcels are in a High Vulnerability area and need certified plans.

The screenshot shows the '3: Review and Update Parcels enrolled in the current Account' section. The table below displays the following data:

Del	County	TRS	APN	N Vulnerability	Erosion Plan Required	In Delta	Total Parcel Acres	Add Parcel Reason	Active?	Deactivation/Reactivation Reason
*	Sacramento	Empty	06000000000000	None	None	True	10.00	Newly Irrigated	Yes	N/A

If the Column "N Vulnerability" reads "HIGH" that parcels requires a certified Nitrogen Management Plan.

If any of your parcels are high vulnerability the database will prompt you to enter the required information in the NMP section.

Members with parcels in Groundwater HVA are required to certify their Nitrogen Management Plans, For more information about training check out: www.SAWQA.org/membership-assistance

If the Column "Erosion Plan Required" reads "Yes" that parcels requires a certified Sediment & Erosion Control Plan. This plan is kept on site and must be certified.

Members can self-certify after taking a training, trainings are offered online. For more information about training check out: www.SAWQA.org/membership-assistance

SECTION 2: EROSION CONTROL

The screenshot shows the 'Erosion Control' section of the SAWQA DMT web application. The interface includes a sidebar with navigation options like 'MEMBER DATA', 'EROSION CONTROL', and 'FARM EVALUATION'. The main content area displays a 'Previous' button, a 'Save & Next' button, and a checkbox labeled 'I have read and understood the requirements explained below.' A red arrow points to this checkbox, and a red box highlights it along with the 'save' button. Below the checkbox, there is a detailed text block explaining the requirements for developing a Sediment and Erosion Control Plan (SECP) for parcels determined to be prone to erosion.

Check box to confirm that some parcels require you develop a Sediment and Erosion Control Plan, click the 'save' button.

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: **ONLY 'PART A' IS REQUIRED THIS YEAR.**

Section 2: Farm Evaluation

Part A: Fields

Part B: Wells (NOT REQUIRED)

Part C: Sediment/Erosion (NOT REQUIRED)

Part D: Whole Farm (NOT REQUIRED)

- **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.

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.

These different Unit buttons allow you to complete each Part of the Farm Evaluation, for each Management Unit created.



Scroll down to complete questions.

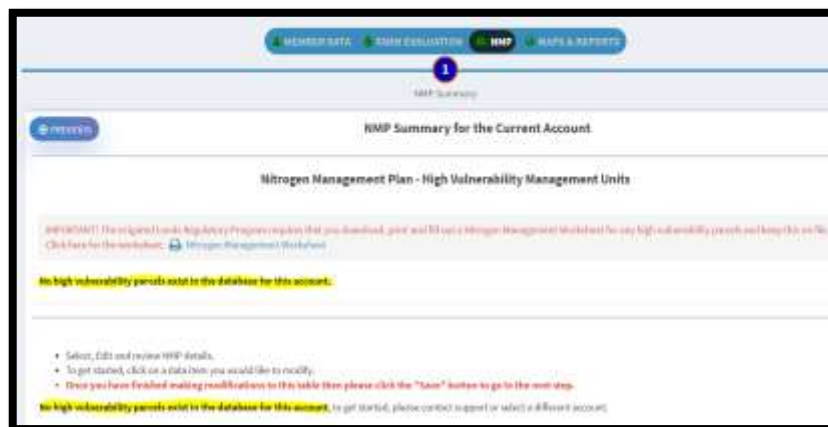
PARTS B – D ARE OPTIONAL – Press the “NEXT” Button to bypass these sections.

SECTION 4: NITROGEN MANAGEMENT PLAN

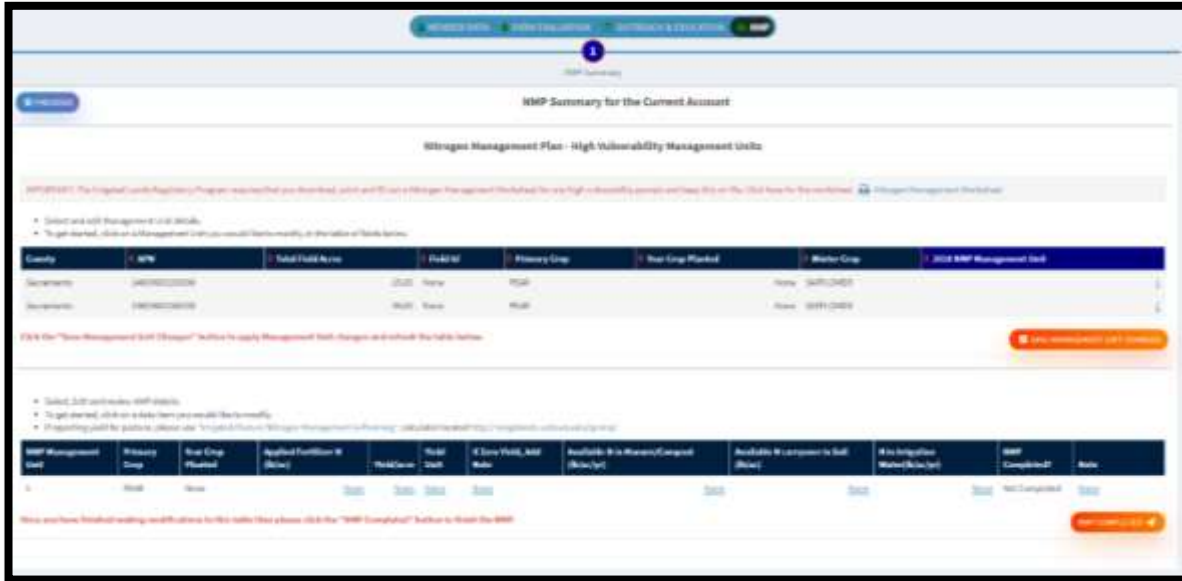
This section will only apply to you if you have **High Vulnerability Area (HVA) Parcel(s)**. How will you know if you do?

***** 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:



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

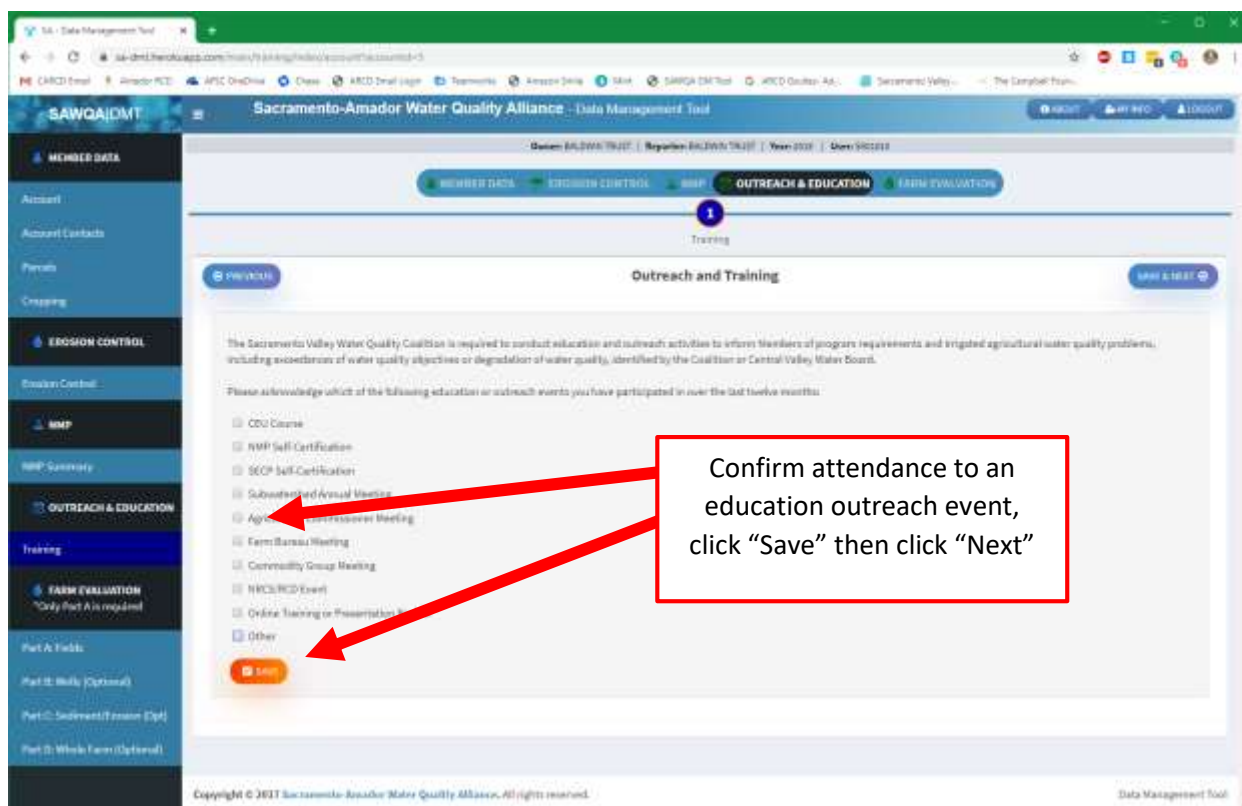


If you do have **High Vulnerability Area (HVA) Parcel(s)**, in the top table create new Management Units, if necessary, by selecting the next available Unit number. For example, if you only see Unit 1 and need to create a new Unit, select 2 in the dropdown box.

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.

SECTION 3: OUTREACH & TRAINING



OVERALL COMPLETION STATUS

1. Review Account Status and Select Account

- View 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.
- For this reporting year, Farm Evaluation Part A is required. Part B, Part C and Part D are optional.

	Owner ID	Owner Name	Reporter ID	Reporter Name	Active Account	Overall Completion Status	Part A?	Part B? (Optional)	Part C? (Optional)	Part D? (Optional)	Erosion?	Training?	MMP?
<input type="button" value="SELECT"/>	SAS0005	JOHN DOE	SAS0005	JOHN DOE	ACTIVE	COMPLETE	COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	COMPLETE	COMPLETE	NOT APPLICABLE

Check to see completion status.

You are finished!

Your overall completion status should read **“COMPLETE”**

The Optional Parts will only read completed if you did submit data.