

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 1

Created:1/1/2019

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

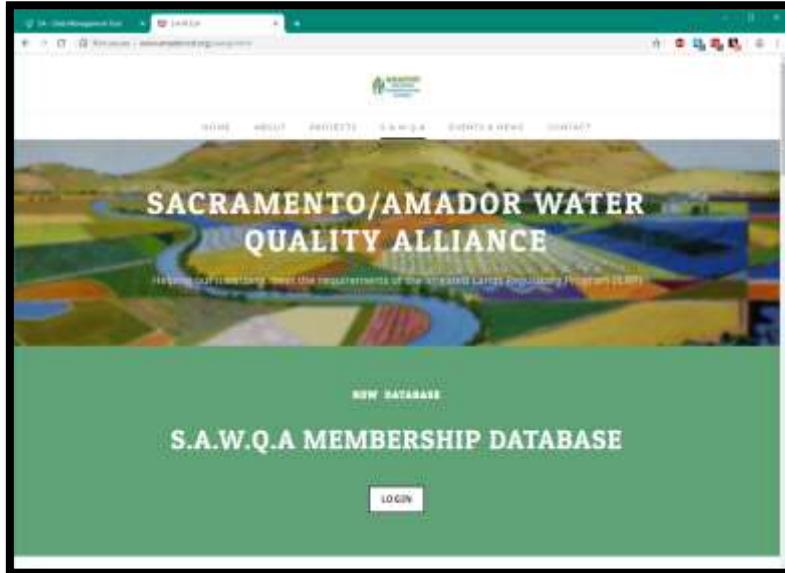
	<p>This orange SAVE button, is important! Click it prior to leaving pages where new information is entered.</p>
	<p>This orange SELECT button allows you to choose the Account you would like to access.</p>
	<p>This red arrow button is seen on many of the table headers. This button may organize the columns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

Get started... Login to the Data Management Tool



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

>>> Click the “LOGIN” button

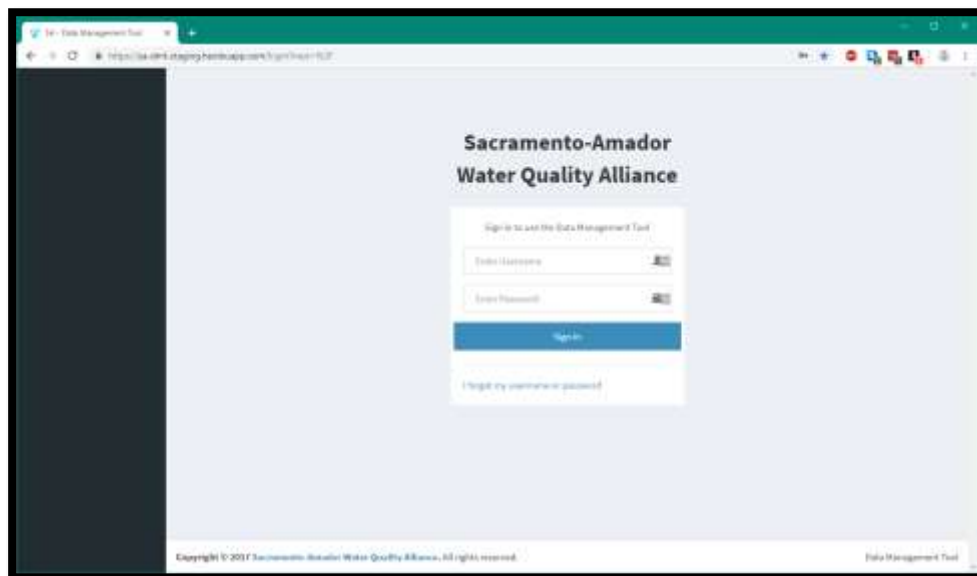


You will be redirected to the **Sacramento-Amador Water Quality Alliance Data Management Tool Login Page**. Enter your Username and Password, as provided in your SAWQA Cover Letter.

Example: Enter Username: **SA#####**

Enter Password: _____

>>> Click the “Sign In” button



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

Identifies Account Selected

The screenshot shows the 'Review Account Status and Select Account' page in the SAWQA DMT system. The page includes a navigation menu on the left with sections like MEMBER DATA, FARM EVALUATION, OUTREACH & EDUCATION, and RMP. The main content area displays a table of accounts with columns for Owner ID, Owner Name, Reporter ID, Reporter Name, Active Account?, Overall Completion Status?, and various farm reporting requirements (Part A, B, C, D, Erosion?, Training?, NMP?). A red circle highlights the user information at the top of the page, and a red arrow points to the 'SELECT' button in the first row of the table.

	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?	NMP?
SELECT	SA9999	JOHN DOE	SA9999	JOHN DOE	ACTIVE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT APPLICABLE

Owner and Reporter Account(s)

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.

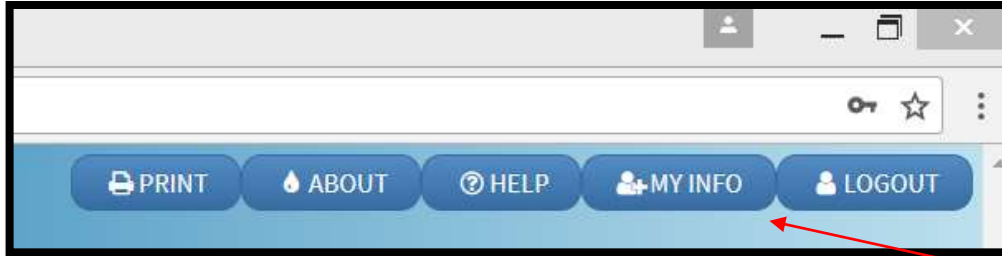
Note: This page also has the completion status of the account's farm reporting requirements. As you (the Owner or the Reporter) complete sections, the status will update to "complete"

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.

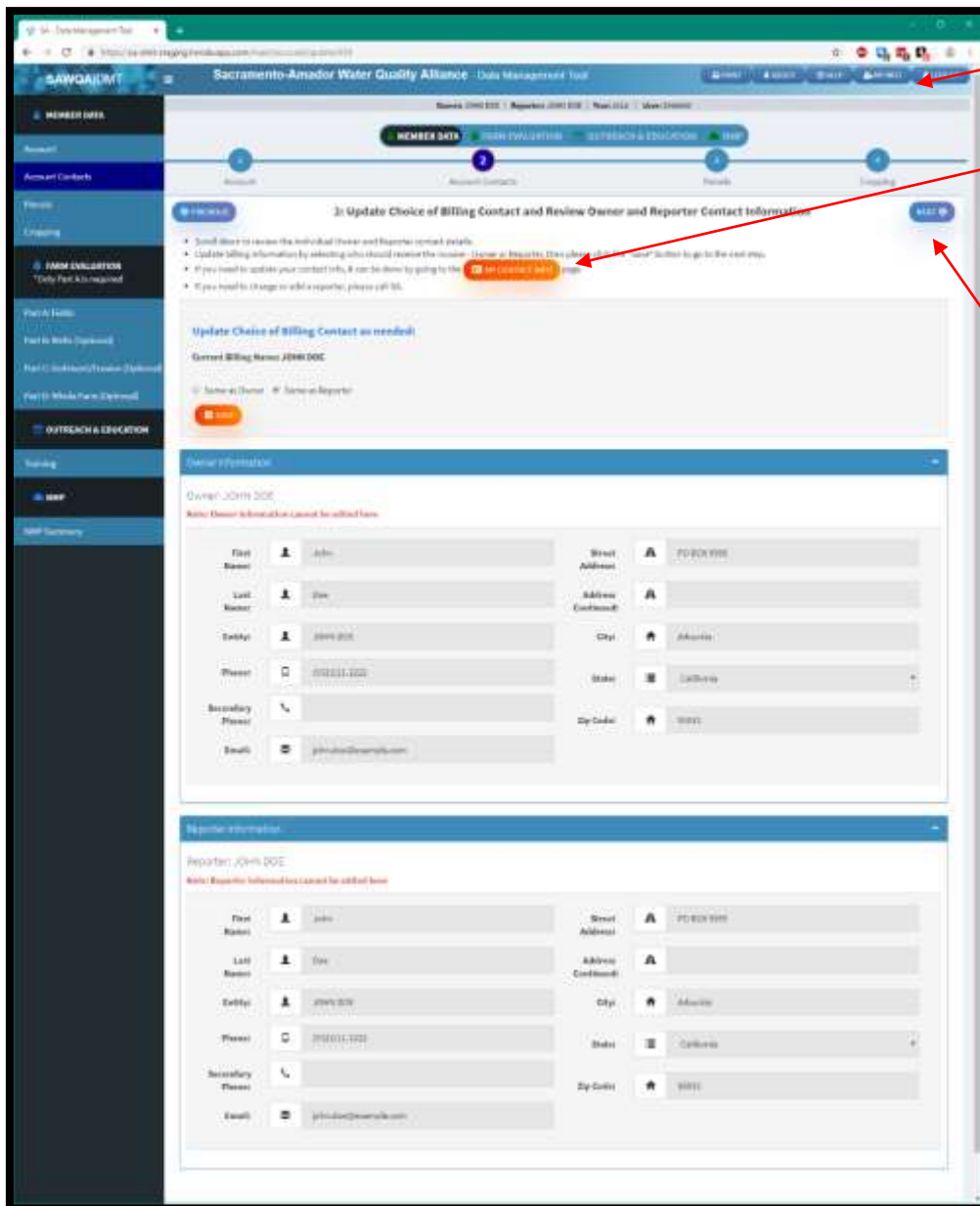


Updating Contact information is a membership requirement.

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

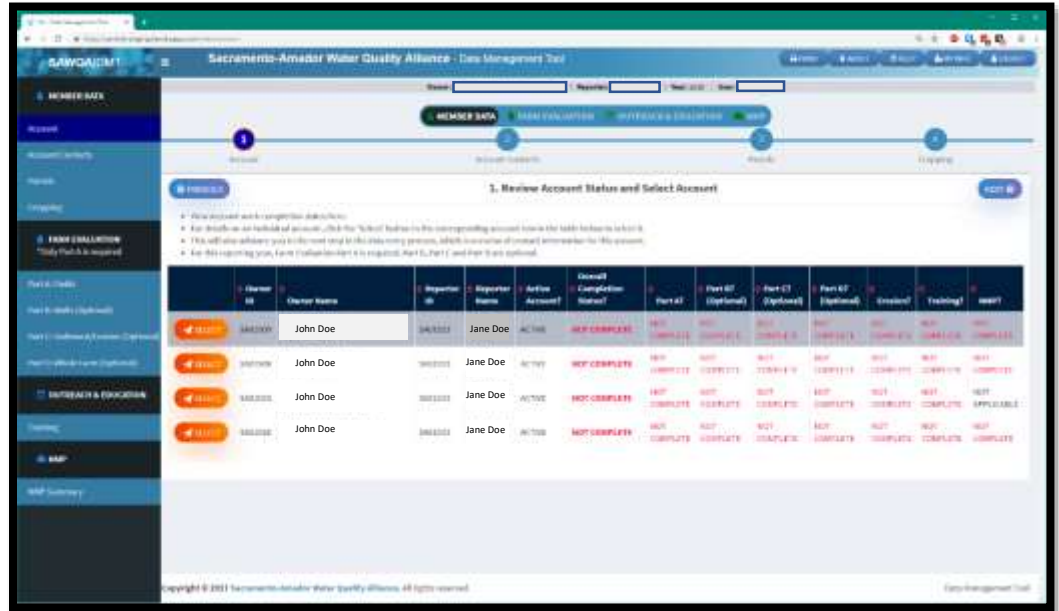
SECTION 1: MEMBER DATA

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:

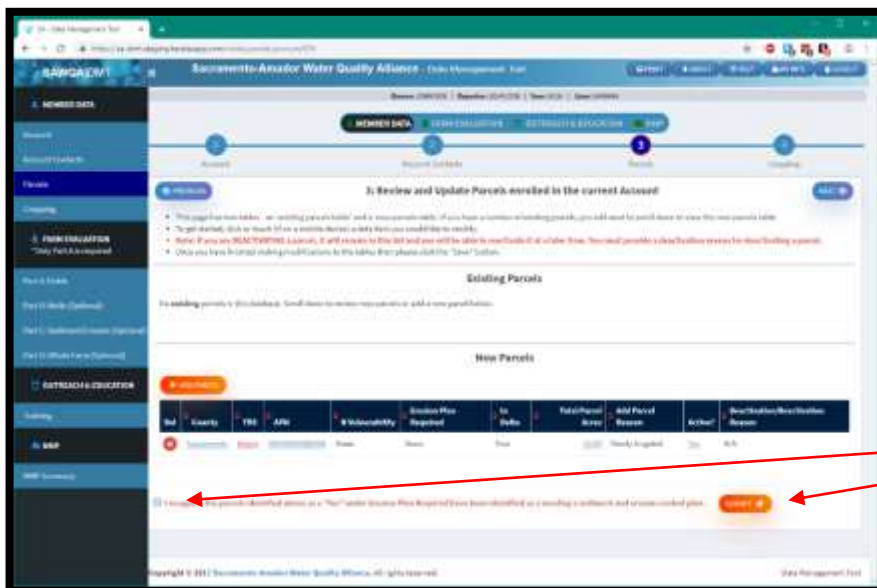
If you have more than one account, like in this example, you will need to select each account one at a time and complete the reporting process.

Each of these columns needs the following sections verified:



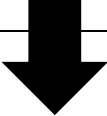
- Account Contacts
- Parcels
- Cropping
- Training
- NMP Summary (if applicable)



- **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.



Make sure to confirm that you have reviewed each parcels potential to need a Sediment and Erosion Control Plan

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)

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 3: OUTREACH & TRAINING

SAWQA/DMT Sacramento-Amador Water Quality Alliance - Data Management Tool

Member: JOHN DOE | Register: JOHN DOE | Year: 2018 | User: STARRS

MEMBER DATA FARM EVALUATION **OUTREACH & EDUCATION** RMP

1 Training

MEMBER DATA

Advanced

Advanced Defaults

Parcels

Outreach and Training

MEMBER DATA

FARM EVALUATION
Only Part A is required

Part A: Fields

Part B: Wells (Optional)

Part C: Sediment (Optional)

Part D: Whole Farm (Optional)

OUTREACH & EDUCATION

Training

RMP

RMP Summary

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Confirm attendance to an education outreach event, click "Submit" then click "Next"

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:

MEMBER DATA FARM EVALUATION **RMP** MAPS & REPORTS

1 RMP Summary

RMP Summary for the Current Account

Nitrogen Management Plan - High Vulnerability Management Units

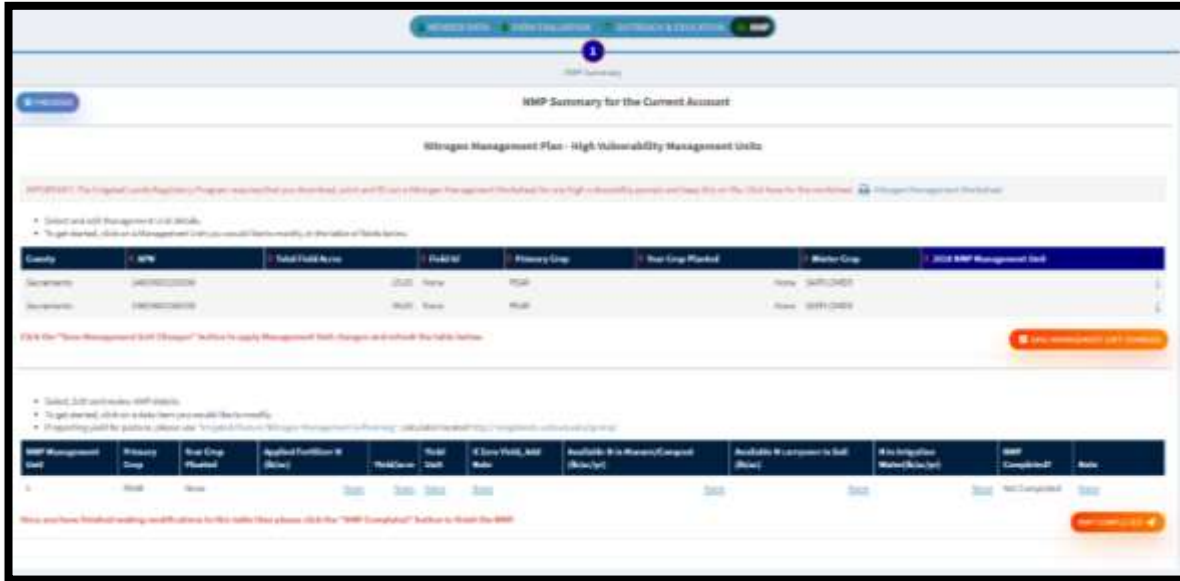
IMPORTANT! The original Federal Regulatory Program requires that you download, print and fill out a Nitrogen Management Worksheet for any high vulnerability parcels and keep it on file. Click here for the worksheet: [Nitrogen Management Worksheet](#)

No high vulnerability parcels exist in the database for this account.

- Select, edit and review RMP 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.

No high vulnerability parcels exist in the database for this account. To get started, please contact support or select a different account.

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

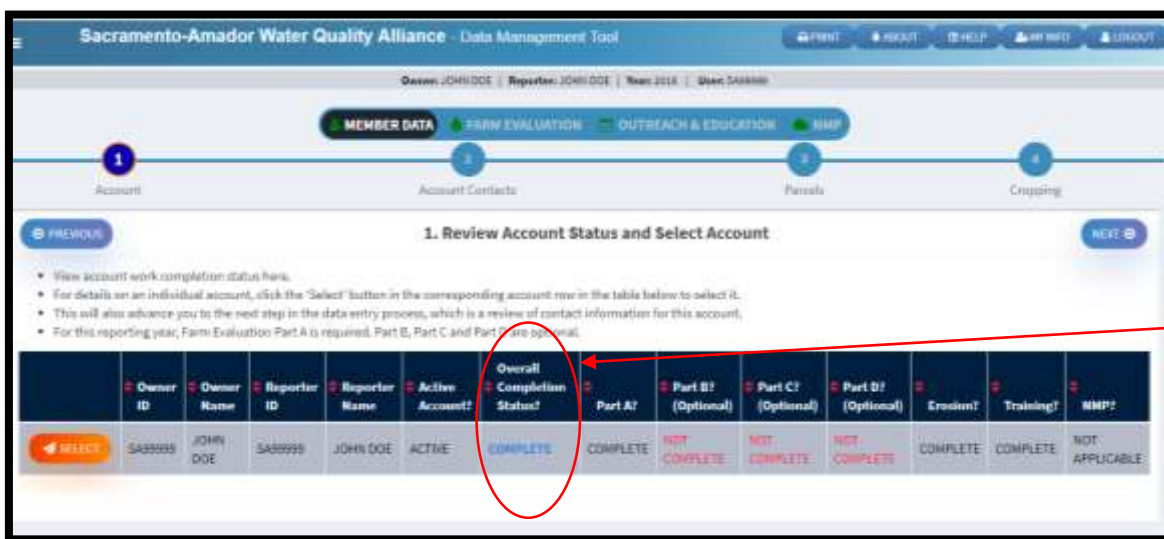


If you do have **High Vulnerability Area (HVA) Parcel(s)**, in the top table create new Management Units, if necessary, by selecting the next available Unit number. For example, if you only see Unit 1 and need to create a new Unit, select 2 in the dropdown box.

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.

OVERALL COMPLETION STATUS



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.