DATA ENTRY FOR ASSESSMENT VISITS

These are the fields you should verify/change/enter when doing the data entry for site assessment visits:

On the profile page of the property assessed:

1. Select the Property Type.

2. Is this property and participant “above average” and worthy of being in the yard tour? If so, check the box.

3. Check that the neighborhood and county fields are not blank or misspelled.

4. Change Site Status to In Progress.

5. Erase any text from the Next Follow-up Assigned To field.

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Site Record

What is the address of your Backyard Habitat? *

9333 N Bristol Ave

Property Type

Single-Family Residential

Property Neighborhood

St Johns

Property County

Multnomah

Site Status

In Progress

Certification Visit Assigned To

Certification Level

Next Follow-up

Next Follow-up Year

Next Follow-up Assigned To
6. On the right panel, select the Watershed.

7. Enter the data for the Total Lot Size.

8. Enter the data for the SQ FT plantable area.

9. Enter the data for the SQ FT Naturescaped.

10. Enter the data for the Percentage Naturescaped without decimals or % sign.

11. Enter the data for the Onsite Natural Water Source, Slope or Resource Concerns field (if applicable. Leave blank if not).

12. Click the answer for Cat(s) in the property.

    NOTE: NEVER use the blank field or Manage hyperlink to add a new term to the options.

13. Select the Oakscaping answer.

14. Click the answer(s) for Canopy Layers in the property.

    NOTE: NEVER use the blank field or Manage hyperlink to add a new term to the options.

15 through 19 – Repeat the process for the sections:

• Invasive Weeds Present (Assessment),
• Pesticide Use (Assessment),
• Wildlife Stewardship (Assessment),
• Stormwater Management (Assessment), and
• Pesticide Use (Assessment)

    NOTE: NEVER use the blank field or Manage hyperlink to add a new term to the options.

20. Save the profile!