

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.

Site Record

What is the address of your Backyard Habitat? *

9333 N Bristol Ave

Property Type

Single-Family Residential ▼

Lake Oswego Demo Site?

Outstanding Example - Garden or Yard Tour Worthy?

Property Neighborhood

St Johns

Property County

Multnomah

Outside Program Area

1 Acre or Smaller

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!

Initial Site Assessment

Assessment Date
2018-08-19

Technician
Catherine Goode

Watershed
Johnson Creek

Total Lot Size
8322

SQ FT plantable area
6096

SQ FT Naturescaped
40

Percentage Naturescaped
1

Onsite Natural Water Source, Slope or Resource Concerns?
i.e. stream, flooding, erosion. No man-made water features.

Cats (assessment and certification)

Indoor/Enclosure Only

Indoor/Outdoor

None

New Term + Manage

Oakscaping (assessment and certification)
No oak tree(s) present.

Canopy Layers (assessment and certification)

1. Ground Cover/Grass/Bulb

2. Small - Medium Shrub

3. Large Shrub

4. Small - Medium Tree

5. Large Tree

New Term + Manage