**DATA ENTRY FOR TECHNICIAN CERTIFICATIONS**

These are the steps to process the data of an initial site visit turned certification:

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| 1. Login to Presspoint using the link, username, and password provided.

This will take you to your dashboard. What your dashboard will look like: 1. Find the property that you are looking for in the dashboard area, and click on the property address’ hyperlink.
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| In the Property Profile: 1. Check that the **city**, **state**, **postal code**, **neighborhood,** and **county** fields are not blank or misspelled.
2. Select the **Watershed** and **Property Type**.
3. Change **Site Status** to Certified.
4. Change the **Next Task** to Renewal.
5. Change the **Task Date** to 3 years in the future.
6. Make the **Next Task Assigned** fields blank.
7. Click the **Save** button.

**NOTE:** If you find out during the site visit that the site is a business or organization, enter the name of the organization into the “Address Organization” field. |  |
| **NOTE:** If you haven’t entered the initial visit data, follow the instructions in the **Data Entry for Initial Visits** training guide before proceeding to the next steps. 1. Click the **Actions** button (top right corner) and select **Certification**.
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| 1. In the panel that opens on the right, enter the data from the site visit:
	1. **Certification Date**
	2. **Certification Performed By** (your name)
	3. **Certification Level** achieved
	4. **SQ FT Naturescaped**
	5. **Percentage Naturescaped**
	6. **Native Trees Planted**
	7. **Native Shrubs & Groundcovers Planted**
	8. **ALL remaining fields** in the form (if applicable).
2. Check Outstanding Example if the yard was yard tour worthy.

**NOTE:** **NEVER** check the boxes under the Certification Level field. **NOTE 2: NEVER** use the blank field or Manage hyperlink to add a new term to the choices.1. Click the Save button.

**NOTE:** You can easily edit the Certification Form by going to the History tab of the Property profile and clicking on the Certification hyperlink. You will be back at step 13.1. Upload a photo and their “Facebook blurb” by following the steps on the **Uploading Facebook Picture and Text to PressPoint** manual.
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