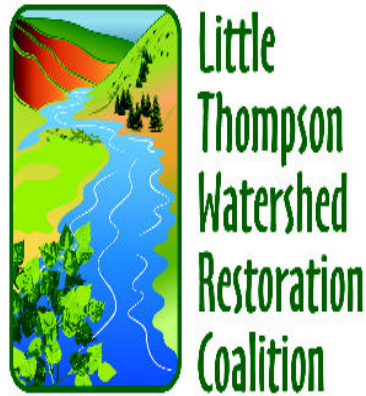




Little Thompson Watershed Restoration Coalition

A Landowner Driven Restoration Project

Instructions for Updating Landowner Records



Sponsored By the
Big Thompson
Conservation District



Click on the Facebook icon
to go to our Facebook page.

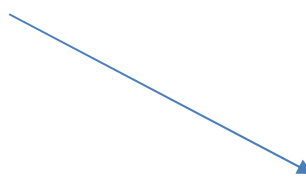


Support river restoration work
with a King Soopers gift card.
Click on logo to learn how.

Click on logo above for full map
of Little Thompson River

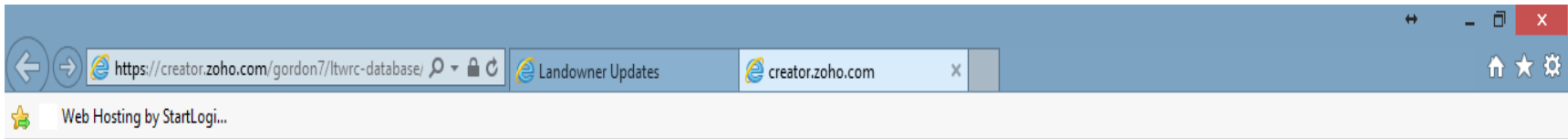
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Your next step is to
click on this sentence.



Click here to see a slide show on how to access and update
information on your property.

Click here to go to the LTWRC database and start updating
your information



ZOHO
Creator **LTWRC Database**

Sign In

Email Address:

Password:

[Forgot Password?](#)

Keep me signed in

In the Email Address type in:

owner@ltwrc.org

DO NOT ENTER YOUR PERSONAL EMAIL ADDRESS.

In the Password field type in:

Land2014

BEWARE THAT IT MUST BE CAPITALIZED AS SHOWN.

After you have typed in the Email Address and the Password, click on Sign In





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TIME TO REVIEW WHAT INFORMATION YOU CAN UPDATE

- There are two files that you can update:
 - Loss Estimates
This file contains information about things lost or damaged in the flood that you needed to replace or repair. You can also indicate the value of things that can't be replaced such as antiques, artwork, etc. You usually only enter one Loss Estimate record for all losses.
 - Landowner Work
This file contains information about the time and money you and other people have spent doing recovery work on your property. You may want to enter new records in this file weekly or monthly as you do more work and incur more expenses.

You will automatically be directed to the Loss Estimates input screen once you log in.



LTWRC Database

If you want to see what's in the database, click on this tab.

Landowner Reports **Landowner Data**

Landowner Work **Loss Estimates**

Loss Estimates

HINT: If you want to update time and expenses, click here.

ID *	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
AG	<input type="checkbox"/>
Home	<input type="text"/> USD
Home Describe	<input type="text"/>
Landscaping	<input type="text"/> USD
Landscape Describe	<input type="text"/>
Land Lost - Acres	<input type="text"/>
Land Lost - Value	<input type="text"/> USD
Land Damage	<input type="text"/> USD
Land Damage Describe	<input type="text"/>

WHAT DO I DO ON THIS SCREEN?

Record the estimated costs of replacing or repairing flood damaged property. You can also record the estimate of costs for property that can't be replaced.

HOW DO I USE THIS SCREEN?

- First, never use the ENTER key. Move between fields using the TAB key or the arrow keys or your mouse.
- Type your unique user ID into the ID field and then press the TAB key. Your last name and first name should appear in the appropriate fields. If your name doesn't come up, exit the program and call Jenny at 303-532-7922.
- If your name appears okay, fill out the fields that apply to your situation. You can hover the cursor over a field to get help on what should be entered in it.
- When you have typed in all the data, scroll down to the bottom of the screen and click on "SUBMIT".



LTWRC Database

If you want to see what's in the database, click on this tab.

Landowner Reports | **Landowner Data**

Landowner Work | Loss Estimates

Landowner Work

HINT: If you want to update Loss Estimates, click here.

ID	<input type="text"/>
Start Date	<input type="text"/> 31 [MM-dd-yyyy]
End Date	<input type="text"/> 31 [MM-dd-yyyy]
Work Done	<input type="text"/>
My Hours	<input type="text"/>
Helper Hours	<input type="text"/>
Helper Names	<input type="text"/>
Total Non-Equipment Expenses	<input type="text"/> USD

WHAT DO I DO WITH THIS SCREEN?

This screen is used to update the time and money you (and helpers) have spent doing recovery work on your property.

HOW DO I USE THIS SCREEN?

- First, never use the ENTER key. Move between fields using the TAB key or the arrow keys or your mouse.
- Type your unique user ID into the ID field and then press the TAB key. Your last name and first name should appear in the appropriate fields. If your name doesn't come up, exit the program and call Jenny at 303-532-7922.
- If your name appears okay, fill out the fields that apply to your situation. You can hover the cursor over a field to get help on what should be entered in it.
- When you have typed in all the data, scroll down to the bottom of the screen and click on "SUBMIT".



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OH NO!!! I MADE A MISTAKE AND SUBMITTED THE RECORD

- The Landowner's Reports capability lets you review your records and edit them if you find an error.
 - Click on the LANDOWNER REPORTS tab that appears just below the LTWRC DATABASE caption.
 - Click on either Landowner Work or Loss Estimates
 - Click on the Search button, type in your unique ID and then click on Search again.
 - The program will now display only your records.
 - Move the cursor to the record you want to update. The program will highlight that record and the word "Edit" will appear next to the ID.
- > Click on the word "Edit" and the whole record will be brought up so that you can make changes.
- After you have made corrections, scroll down to the bottom of the page and click on "SUBMIT".

Click here to enter new data.

Landowner Work Report

Click here to find your specific record(s).

Add | Duplicate | Search | 1 - 3 of 3

ID	AG	Start Date	End Date	Work Done	My Hours	Helper Hours	Helper Names	Total Expenses	Expense Description	Equipment Used	Total Equip Expense
<input type="checkbox"/> 486779	NO	09-13-2013	06-05-2014	Debris removal, fencing, cleanup of house	1518	5144	Mormon Church 2000 Terry 1360 Bob 122 Larry 16 Wes 32 UMCOR Roger 80 Chuck 8	\$ 12,500.00	Heavy equipment and labor 4225 SJS Enterprises 8255	Purchase Tractor 21100 Fuel 1200 Tractor repair 4000	\$ 26,300.00
<input type="checkbox"/> 618208	NO	09-12-2013	05-31-2014	Tree cutting, cleaning debris & sediment, Sandbags	284	488	Louisiana State Univ. - 8-12 people 1 week AmeriCorps 4 days Church groups	\$ 1,500.00	Dump fees	Bobcat rental	\$ 300.00
<input type="checkbox"/> 410832	YES	09-12-2013	06-05-2014	Gutted/cleaned house and shop - 700 hrs, retrieved and cleaned equipment - 1000 hrs, FEMA work to remove debris - 10 days, mitigation, rebuild milking	1200	1700	XLink - 40 people LDS youth groups Myra and Ben Spence Boulder and Longmont church groups				



LTWRC Database

Landowner Reports Landowner Data

Click here to enter new data.

Landowner Work Report Loss Estimates Report

Landowner Work Report

Click here to find your specific record(s).

Add Duplicate Search

Type in your unique ID here and click Search to bring up just your records.

1 - 3 of 3

ID	AG	Start Date	End Date	Work Done	My Hours	Helper Hours	Helper Names	Total Expenses	Expense Description	Equipment Used	Total Equip Expense
410832											
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