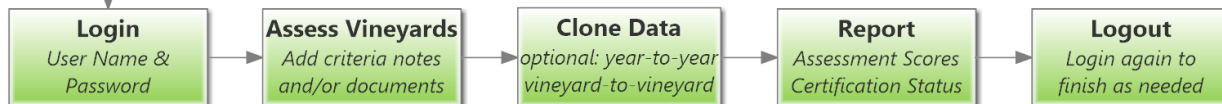


LODI RULES Assessment Application Users Guide

<http://lodirules.protectedharvest.org>



This document will help you navigate and use the Lodi Rules certification assessment application. All data in the system is confidential and you can only see your company's data.

Login

Go to the following Web location:

<http://lodirules.protectedharvest.org>



Enter your user name and password and click Login. If you are a first time user, you will be asked to change your password. If you have lost your username or password, try retrieving your password by username or contact support@sureharvest.com or call (831) 477-7797.



Home

2nd EDITION LODI RULES FOR SUSTAINABLE WINEGROWING

ATTENTION:

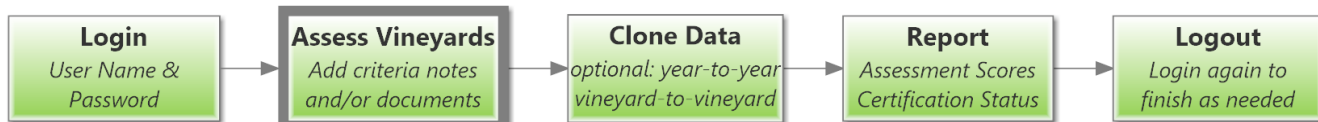
Welcome to the new Second Edition Self-Assessment System.

You can complete a current certification self-assessment with the second edition of the Lodi Rules for Sustainable Winegrowing by logging in here.

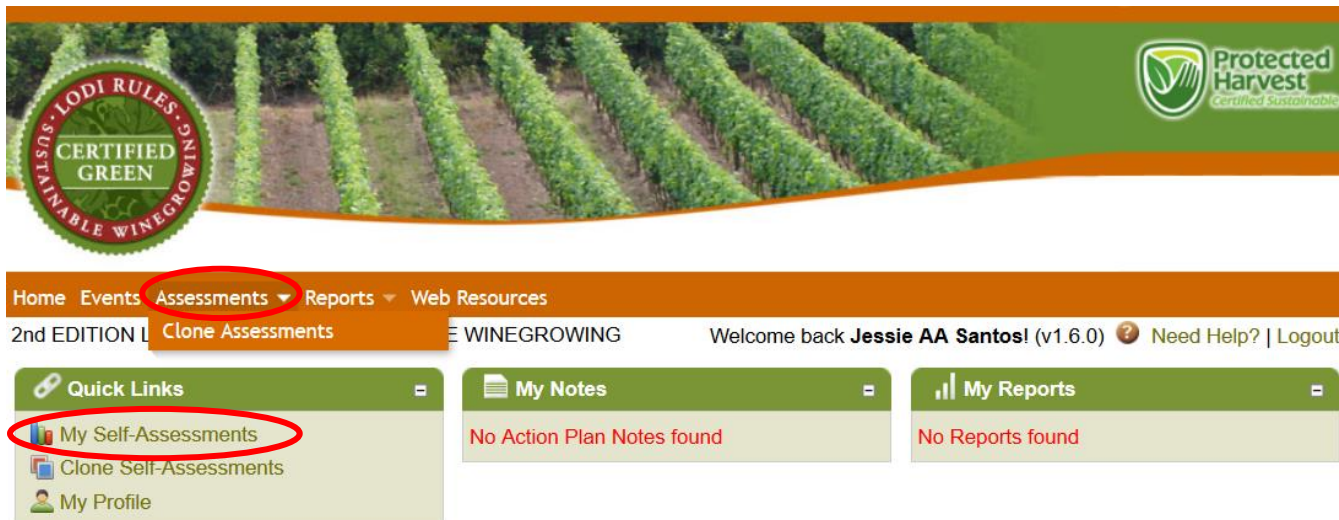
(If you completed a certification self-assessment in previous years, you can access the historical self-assessment data from years 2006-2012 by going to: lodirulesv1.protectedharvest.org and using the same username and password. This will take you to the First Edition self-assessment system.)

The screenshot shows a web browser window with the title 'Login'. It contains two input fields: 'Username:' with the placeholder text 'Your Username' and 'Password:' with the placeholder text 'Your Password'. Below these fields is a 'Login' button. Under the button is a checkbox labeled 'Remember Login'. At the bottom of the form is a link that says 'Retrieve Password'.

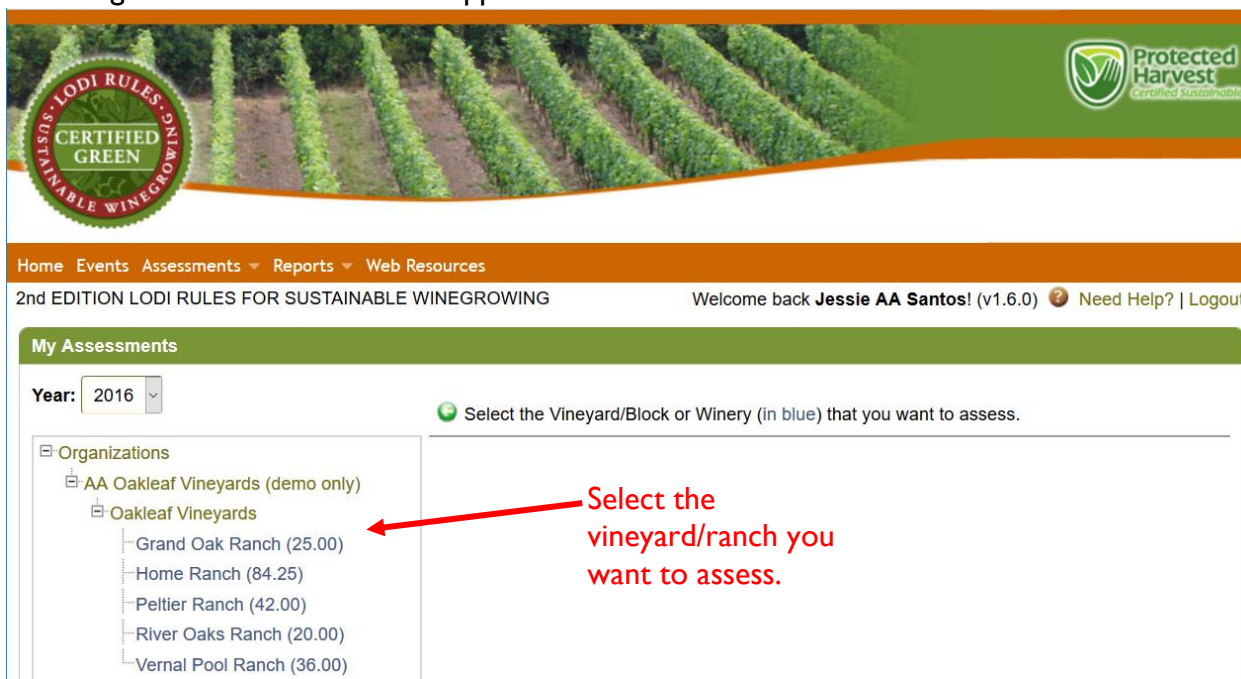
Assessment Data Entry



To enter an assessment for one of your certification units (i.e., ranch or vineyard or block), click Assessments on the navigation bar or My Self-Assessments from the Quick Links.



Your organization's structure will appear on the left.



Select a vineyard/ranch you want to assess and the LODI RULES standards chapters will appear on the right.

Home Events Assessments Reports Web Resources

2nd EDITION LODI RULES FOR SUSTAINABLE WINEGROWING

Welcome back Jessie AA Santos! (v1.6.0) Need Help? | Logout

Chapter

Year: 2016

Organizations

- AA Oakleaf Vineyards (demo only)
 - Oakleaf Vineyards
 - Grand Oak Ranch (25.00)
 - Home Ranch (84.25)
 - Peltier Ranch (42.00)
 - River Oaks Ranch (20.00)
 - Vernal Pool Ranch (36.00)

Ch 1. Business Mgmt Ch 2. Human Resources Mgmt Ch 3. Ecosystem Mgmt Ch 4. Soil Mgmt Ch 5. Water Mgmt Ch 6. Pest Mgmt

1. Business Management

Chapter Information

Open	Criteria	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision			
	1-2	Succession Plan			
	1-3	Management Planning Meetings			
	1-4	Risk Management Plan			

Assess your vineyard by selecting the most appropriate answer for each of the criteria in each chapter.

Assessments open in summary-mode, to see the detailed information for each criterion, click the open/edit icon to the left of the criterion number.

Home Events Assessments Reports Web Resources

2nd EDITION LODI RULES FOR SUSTAINABLE WINEGROWING

Welcome back Jessie AA Santos! (v1.6.0) Need Help? | Logout

Chapter

Year: 2016

Organizations

- AA Oakleaf Vineyards (demo only)
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 - Grand Oak Ranch (25.00)
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Ch 1. Business Mgmt Ch 2. Human Resources Mgmt Ch 3. Ecosystem Mgmt Ch 4. Soil Mgmt Ch 5. Water Mgmt Ch 6. Pest Mgmt

1. Business Management

Chapter Information

Open	Criteria	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision			
	1-2	Succession Plan			
	1-3	Management Planning Meetings			

You will now see the details of the criterion questions and answers. Choose the radio button below the appropriate answer and either click Save at the bottom of the page or click the Next/Save button in the upper right corner of the page to go to the next criterion.

Ch 1. Business Mgmt Ch 2. Human Resources Mgmt Ch 3. Ecosystem Mgmt Ch 4. Soil Mgmt Ch 5. Water Mgmt Ch 6. Pest Mgmt

1. Business Management > 1-1. Sustainability Vision

Expand All Collapse All

Previous/Save 1 of 12 Next/Save

My Assessment

Criteria	Yes	No	N/A
1-1. Sustainability Vision	I have attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm <u>AND</u> I have a written vision statement. (6 points)	I have <u>not</u> attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm <u>AND</u> I <u>do not</u> have a written vision statement. (0 points)	
Your Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Repeat for all criteria in all chapters. On the last question of each chapter, instead of clicking “next,” scroll to the bottom of the screen and click “save.”

Adding Notes to a Criterion

You may want to add a note for an individual criterion for future reference or to communicate with the auditor. Examples of notes might be the approach that was taken for prescriptive spraying or a brief description of a Teambuilding for Sustainability activity that you held. The notes will appear on the chapter summary page.

Chapter

Year: 2016

Organizations

- AA Oakleaf Vineyards (demo only)
 - Oakleaf Vineyards
 - Grand Oak Ranch (25.00)
 - Home Ranch (84.25)
 - Peltier Ranch (42.00)
 - River Oaks Ranch (20.00)
 - Vernal Pool Ranch (36.00)

Ch 1. Business Mgmt Ch 2. Human Resources Mgmt Ch 3. Ecosystem Mgmt Ch 4. Soil Mgmt Ch 5. Water Mgmt Ch 6. Pest Mgmt

1. Business Management

Notes appear here

Chapter Information

Open	Criteria	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision	Yes		These notes are written in the Criterion using "OPEN" and are summarized here.
	1-2	Succession Plan			
	1-3	Management Planning Meetings			
	1-4	Risk Management Plan			
	1-5	Operating Budget			

To add a note, go to the My Notes area of the criterion edit screen and enter appropriate text and then click **save** at the bottom of the page.

My Assessment

Criteria	Yes	No	N/A
1-1. Sustainability Vision	I have attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm AND I have a written vision statement. (6 points)	I have <u>not</u> attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm AND I <u>do not</u> have a written vision statement. (0 points)	
Your Assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2014	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

My Notes

These notes are written in the Criterion using "OPEN" and are summarized here.

My Documents

+ Add

Download Action Plan Template

No Documents found

Storing Documents for a Criterion

You will want to store documents in the Lodi Rules system that are pertinent to a specific criterion. Storing documents serves two purposes: the auditor will be able to view your supporting documentation online and you create an electronic record of supporting documentation that could be viewed at a later date. In essence you would have an electronic certification filing cabinet. An example of a document might be your scouting records or sprayer calibration log.

To add a document, go to the My Documents area of the criterion edit screen.

My Assessment

Criteria	Yes	No	N/A
1-1. Sustainability Vision	I have attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm <u>AND</u> I have a written vision statement. (6 points)	I have <u>not</u> attended an LWC workshop for developing and writing a sustainable management vision (plan) for my farm <u>AND</u> I <u>do not</u> have a written vision statement. (0 points)	
Your Assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2014	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

My Notes

These notes are written in the Criterion using "OPEN" and are summarized here.

My Documents

[Add](#) [Download Action Plan Template](#)

No Documents found

Click the Add button to add a document. The following page will come up. Enter a Name for the document (e.g., 2016 Conservation Plan). Use the Browse button to locate the document on your local computer. Click Favorite if you want to see the document title on your LODI RULES home page. (Ignore the Public checkbox - it is not applicable to the Protected Harvest application.) Click the Save button.

Year: 2016

Ch 1. Business Mgmt Ch 2. Human Resources Mgmt

1. Business Management > 1-1. Sustainability Vision > My Document

Chapter: 1. Business Management
Criteria: 1-1. Sustainability Vision

Name:

Type: Action Plan

Document: [Browse...](#) No file selected.

Public: ☐
Favorite: ☐

[Save](#) [Close](#)

The document now appears in your My Documents list.

My Documents

[Add](#) [Download Action Plan Template](#)

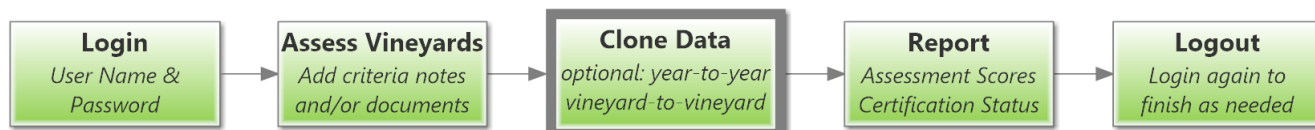
Name	Type	Public	Document
2016 Sustainability Vision Plan	Action Plan	No	Update

To update the document once it has been saved, click the document name and it will open in the appropriate application (e.g., PDF, MS Word, etc.). Make modifications and save the file. Click the Update link and use Browse to find the modified document and then use the Save button to store the updated document.

Assessment Use Cases

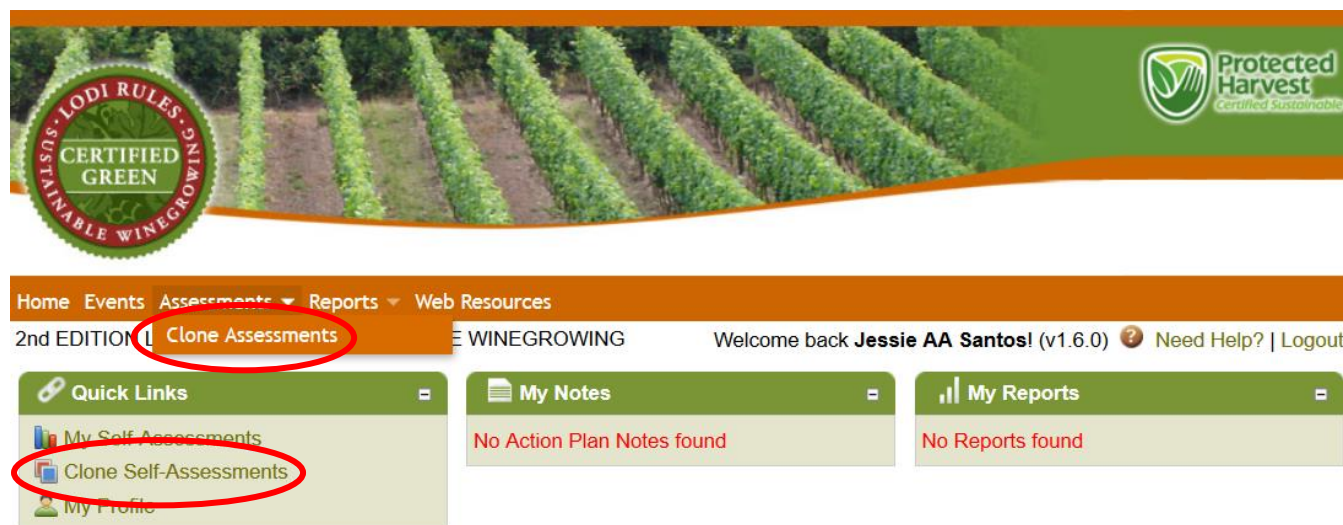
- You do not have to complete a chapter in one sitting. You can complete as many criteria as you want, log out, and then continue by logging in again to continue where you left off.
- Look for instructional notes under the green Criteria bar when answering the criteria.
- There will occasionally be instructions to answer N/A if the question is not applicable to your ranch/vineyard. For example, Ch. 2 Human Resources Mgmt, if you don't have employees, you are instructed to answer all questions with N/A.
- In the event that you selected the wrong answer for a criterion, you can modify your answers after you have entered them the first time. **You should not modify answers within a week of your scheduled audit!**

Cloning Assessments



Once you have completed an assessment on one your vineyards, you can “clone” the assessment data to other vineyards to minimize the amount of data entry in subsequent assessments. **Note: Your first assessed vineyard should be the most representative of your growing practices.**

After you have cloned assessment data to another vineyard, you can click on that vineyard to modify any answers for criteria that are different based upon differences in farming practices, geography or infrastructure (e.g., irrigation systems). To clone assessment data from one vineyard to another, click on Clone Assessments under Assessments on the navigation bar or Clone Self-Assessments from the Quick Links.



The Clone Assessments page will now appear. Select the vineyard you want to clone (source) on the left side of the page and the vineyard you want to clone to (target) on the right side of the page. Click the chapter titles you want to clone (usually all chapters) on the lower portion of the page. Click the Clone button. When you return to the assessment page and click on the target vineyard, you will see that it has been populated with data.

In the following, all chapters of the 2014 data for the Grand Oak Ranch will be cloned to the Peltier Ranch for 2016. The data can also be cloned to the same (or new) blocks for other years by changing the year underneath the block names. Start with the Source Vineyard and then select the target. You may clone from one year to another year or from one vineyard to another vineyard in any combination.

Clone Assessments

Source Vineyard/Block or Winery

Organizations

AA Oakleaf Vineyards (demo only)

Oakleaf Vineyards

Grand Oak Ranch (25.00)

Home Ranch (84.25)

Peltier Ranch (42.00)

River Oaks Ranch (20.00)

Vernal Pool Ranch (36.00)

Year: 2014 ☐ Clone Assessment Notes

Target Vineyard/Block or Winery

Organizations

AA Oakleaf Vineyards (demo only)

Oakleaf Vineyards

Grand Oak Ranch (25.00)

Home Ranch (84.25)

Peltier Ranch (42.00)

River Oaks Ranch (20.00)

Vernal Pool Ranch (36.00)

Year: 2016

Chapters

☒ 1. Business Management

☒ 4. Soil Management

☒ 2. Human Resources Management

☒ 5. Water Management

☒ 3. Ecosystem Management

☒ 6. Pest Management

Clone

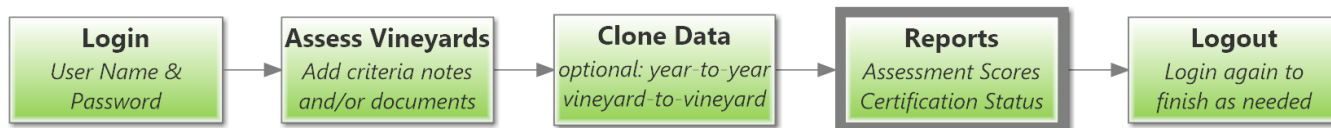
Click Clone button once selections have been made

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LODI RULES Getting Started Guide - September, 2016

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Assessment Scores Report



You may want to print a report that shows your assessment scores for an individual vineyard or export that data to another application such as Excel for analysis.

To print an Assessment Scores report, hover over the Reports option on the navigation bar and you and select the Assessment Scores option.



The following page appears. Using the dropdown list, select the vineyard you would like to create a report for. Select the year, click the Generate Report button.

Assessment Scores

Organization: AA Oakleaf Vineyards (demo only)

Enterprise: Oakleaf Vineyards

Vineyard/Block or Winery: <None> ← Select desired vineyard

Criteria: ☐ Show All, Including Unanswered Criteria

Generate

The report results will appear on the page with an option to Export to Excel.

Assessment Scores


Organization: AA Oakleaf Vineyards (demo only) ▾


Enterprise: Oakleaf Vineyards ▾

Vineyard/Block or Winery: Grand Oak Ranch ▾

Year: ☐ 2016 ☐ 2014 ☒ 2013

Criteria: ☐ Show All, Including Unanswered Criteria

 **Generate**

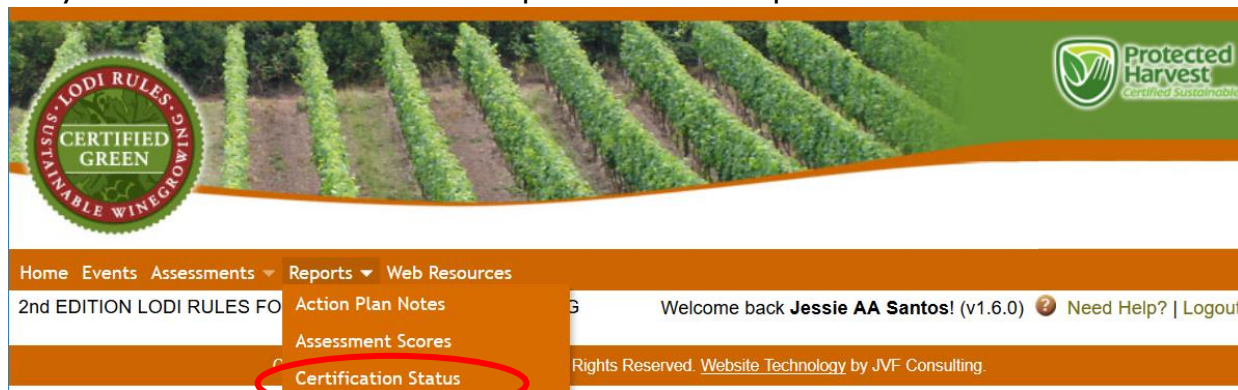
View By Pages  **Export** Assessment Data 1-136 of 136

Assessment Year	Organization	Enterprise	Vineyard/Block or Winery	Chapter	Criteria	Score	Short Name	Note
2013	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-1. Sustainability Vision	6	Yes	
2013	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-2. Succession Plan	0	No	
2013	AA Oakleaf	Oakleaf	Grand Oak	1. Business	1-3. Management Planning	0	C	

Printing a Certification Status Report

Once you have completed your assessment, you will be able to determine if your vineyards' scores are passing the certification based upon your scores. There are various views of the assessment data that can be selected. The report will list all your vineyards and whether or not they have passed or failed the certification criteria.

To print a Certification Status report, hover the mouse over the Reports option on the navigation bar and you will see a Certification Status option. Select this option.



The following page appears. The Report dropdown list has several options:


Certification Status

Report: Points Available ▾

Organization: **Points Available**

Enterprise: Points Needed for Certification
Points Awarded During Self-Assessment
Certification Status by Self-Assessment

Year: 2016 ▾

 **Generate**

- **Points Available** – The points available per chapter based upon your site characteristics (e.g., presence of a riparian area).
- **Points Needed for Certification** – The minimum number of points needed for certification by chapter based on your site characteristics.
- **Points Awarded During Self-Assessment** – The total number of points you scored per chapter when you completed your self-assessment.
- **Certification Status by Assessment** – The status (i.e., Pass or Fail) by chapter based upon the comparison of Points Awarded During Self-Assessment to Points Needed for Certification.

Select the Report option you would like. Using the Enterprise dropdown list, select the Enterprise you would like to create a report for. (Note: most organizations will have only one enterprise,) Click the Generate Report button to generate your custom report.

Points Available

This report view shows the total points available for each vineyard for each chapter based upon your responses. The total for all chapters is also shown for each vineyard.


Certification Status

Report: Points Available

Organization: AA Oakleaf Vineyards (demo only)

Enterprise: Oakleaf Vineyards

Year: 2016

 Generate

	Points Available						
	1	2	3	4	5	6	TOTAL
Grand Oak Ranch	27	30	56	51	38	98	300
Home Ranch	27	30	56	51	38	98	300

chapter numbers

Points Needed for Certification

This report view shows the points needed for certification per chapter for each vineyard. These values are 50% (rounded up to the nearest whole number) of the points available shown above. The TOTAL value is 70% of the TOTAL points available shown above.

Points Needed for Certification							
	1	2	3	4	5	6	TOTAL
Grand Oak Ranch	14	15	28	26	19	49	212
Home Ranch	14	15	28	26	19	49	212

Points Awarded During Self-Assessment

This report view shows the total number of points awarded by vineyard and chapter based upon your self-assessment selections. The TOTAL is the sum of the points for all chapters.

Note: Please disregard the EXTRA column. This will be used in the future to show bonus points awarded. This year, all bonus points are included in the chapter totals.


Certification Status

Report: Points Awarded During Self-Assessment

Organization: AA Oakleaf Vineyards (demo only)

Enterprise: Oakleaf Vineyards

Year: 2013

 **Generate**

	1	2	3	4	5	6	TOTAL	EXTRA
Grand Oak Ranch	8	0	39	50	54	67	218	2
Home Ranch	23	28	47	50	53	81	282	4

Certification Status by Assessment

This report view shows the certification status of each chapter and overall for each vineyard. In the example below, the Grand Oak Ranch passed each chapter and passed overall. If any chapter(s) had failed, a “Fail” would be shown. If a vineyard did not pass overall, a “Fail” would be shown in the TOTAL column.


Certification Status

Report: Certification Status by Self-Assessment

Organization: AA Oakleaf Vineyards (demo only)

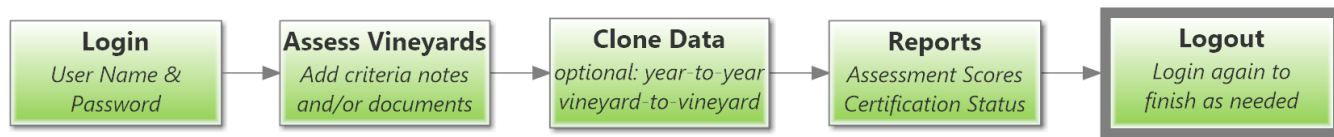
Enterprise: Oakleaf Vineyards

Year: 2013

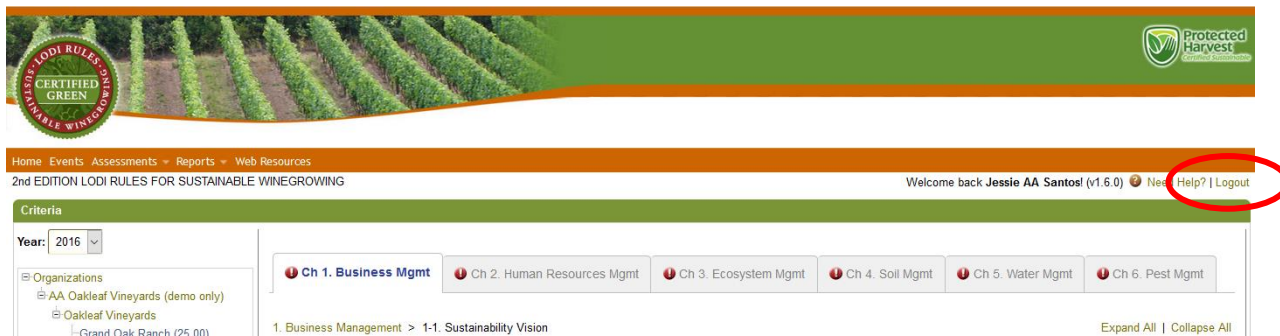
 **Generate**

	1	2	3	4	5	6	TOTAL
Grand Oak Ranch	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Home Ranch	Pass	Pass	Pass	Pass	Fail	Pass	Fail

Logging Out



To log out of the application, click on the Logout link in the upper right corner.



Questions or Comments

Please contact support@sureharvest.com or call (831) 477-7797.