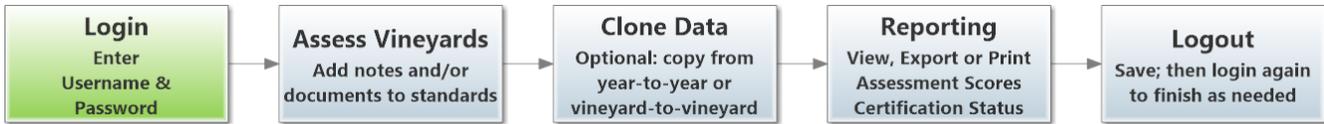


# LODI RULES Online Self-Assessment User Guide

To login, go to <http://lodirules.protectedharvest.org>



This document will help you navigate and use the LODI RULES Online Self-assessment System - also known as the [Protected Harvest assessment website](#).

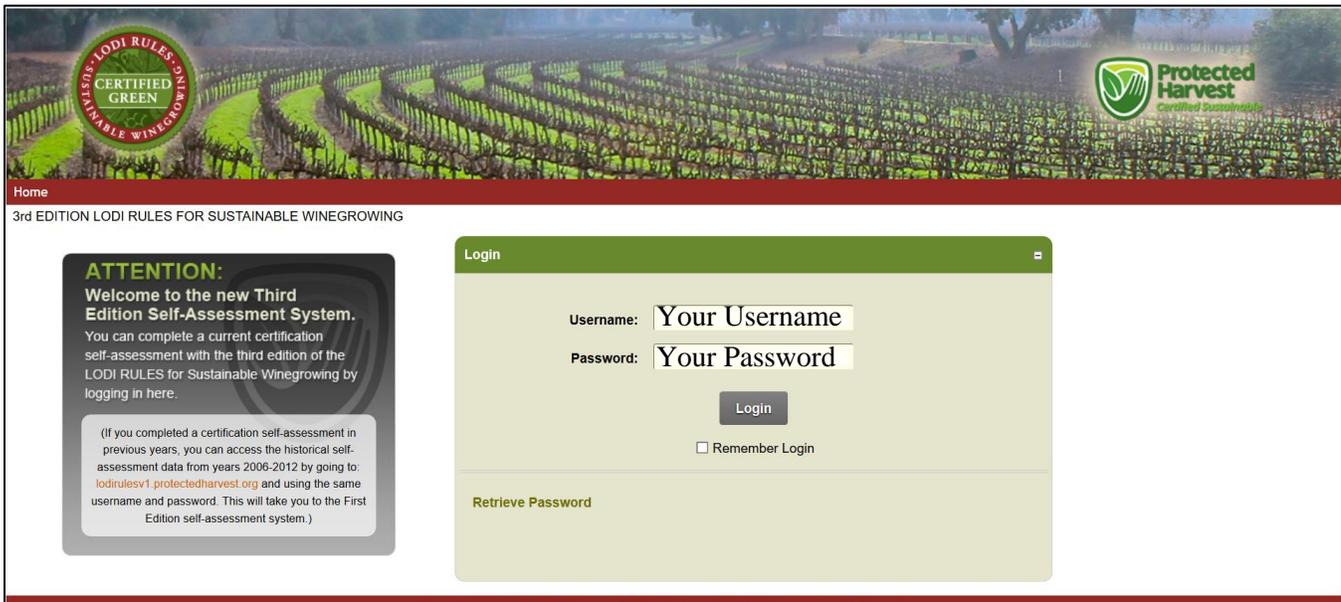
All data in the system is confidential and you can only see your company's data.

## Login

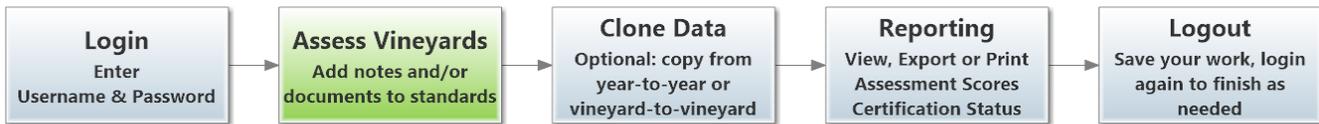
Go to the following web location:

<http://lodirules.protectedharvest.org>

Enter your username and password and click **Login**. If you are a first-time user, you will be asked to change your password. If you have lost or forgotten your username or password, click on the "Retrieve Password" link on the screen to retrieve your password by username, or contact support by email [certification@protectedharvest.org](mailto:certification@protectedharvest.org) or by phone (831) 477-7797.



## Assessment Data Entry



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

The screenshot shows the Protected Harvest web application interface. At the top, there are logos for 'LODI RULES CERTIFIED GREEN SUSTAINABLE WINEGROWING' and 'Protected Harvest Certified Sustainable'. Below the logos is a navigation bar with 'Home', 'Assessments', 'Reports', and 'Web Resources'. The 'Assessments' menu is open, showing '3rd EDITION Lodi Rules for Sustainable Winegrowing' and 'Clone Assessments'. Below the navigation bar, there are three main sections: 'Quick Links' (with 'My Self-Assessments' circled in red), 'My Notes' (showing 'No Action Plan Notes found'), and 'My Documents' (showing 'No Documents found'). The user is logged in as 'Jessie AA Santos!'.

Your organization's structure will appear on the left.

The screenshot shows the 'My Assessments' page in the Protected Harvest web application. The page has a header with the same logos and navigation bar as the previous screenshot. Below the navigation bar, there is a 'My Assessments' section with a 'Year' dropdown set to '2018'. A green instruction icon says 'Select the Vineyard/Block or Winery (in blue) that you want to assess.' On the left, there is a tree view of the organization structure under 'Organizations': 'AA Oakleaf Vineyards (demo only)' > 'Oakleaf Vineyards' > 'Grand Oak Ranch (25.00)'. A red arrow points to 'Grand Oak Ranch' with the text 'Select the vineyard/ranch you want to assess.' Other ranches listed include 'Home Ranch (84.25)', 'Peltier Ranch (42.00)', 'River Oaks Ranch (20.00)', and 'Vernal Pool Ranch (36.00)'.



Select a certification unit (vineyard/ranch/block) that you want to assess; the LODI RULES chapters and Standards will automatically load on the right.

Chapter

Year: 2018

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	Standard	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision	Yes		
	1-2	Succession Plan	No		
	1-3	Management Planning Meetings	A		

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

Assessments open in Summary-mode. If you have already completed the assessment in print-form, the summary-mode streamlines online data entry. To access all the detailed information for each standard, click the **Open** icon to the left of the standard number.

Chapter

Year: 2018

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	Standard	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision	Yes		
	1-2	Succession Plan	No		
	1-3	Management Planning Meetings	A		

You will see the Expanded-mode with details of the questions and answers as they appear in [The LODI RULES for Sustainable Winegrowing Certification Standards, Third Edition binder](#).



Choose the radio button below the appropriate answer and either click **Save** at the bottom of the page or the **Next/Save** button in upper right of the page to go to the next Standard.

**Navigate using Next/Save button to go to next Standard**

**Select your answer**

Expand All | Collapse All

Previous/Save Next/Save

Standard	Yes	No	N/A
1-1. Sustainability Vision	A farming operation representative attended a Lodi Winegrape Commission workshop for developing and writing a sustainable management vision plan for the farm <b>AND</b> the farming operation has a written vision statement. (6 points)	A farming operation representative <i>has not attended</i> a Lodi Winegrape Commission workshop for developing and writing a sustainable management vision plan for the farm <b>AND/OR</b> the farming operation <i>does not have</i> a written vision statement. (0 points)	
Your Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Repeat for all Standards in all chapters. For the last question of each chapter, either click **Next/Save** or scroll to the bottom of the screen and click **Save**. Navigate between chapters by clicking on the Chapter tabs. When complete, the progress indicators become green checks. Answer N/A if not applicable to ensure a complete assessment.

### Adding Notes to a Standard

You may want to add a note for an individual Standard for future reference or to communicate with your auditor. Examples of notes might be the approach that was taken for prescriptive spraying or a brief description of a Teambuilding Sustainability activity that you held. The notes will appear on the chapter summary page. Notes can be duplicated from one year or location to another year or location using the **Clone**-feature.

Chapter

Year: 2018

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)

1. Business Management

Chapter Information

Open	Standard	Name	Score	Percent	Notes
<input type="checkbox"/>	1-1	Sustainability Vision	Yes		These notes are written within the Standard using OPEN and are displayed here
<input type="checkbox"/>	1-2	Succession Plan	Yes		
<input type="checkbox"/>	1-3	Management Planning Meetings	A		

To add a note, you must be in the Expanded-mode, then navigate down to the **My Notes** section to enter text, then click **Save** at the bottom of the page.

My Assessment

Standard	Yes	No	N/A
1-1. Sustainability Vision	A farming operation representative attended a Lodi Winegrape Commission workshop for developing and writing a sustainable management vision plan for the farm <b>AND</b> the farming operation has a written vision statement. (6 points)	A farming operation representative <i>has not attended</i> a Lodi Winegrape Commission workshop for developing and writing a sustainable management vision plan for the farm <b>AND/OR</b> the farming operation <i>does not have</i> a written vision statement. (0 points)	
Your Assessment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

My Notes

These notes are written within the Standard using OPEN and are displayed here



## Storing Documents for a Standard

You may want to store documents in the LODI RULES system that are pertinent to a specific Standard. 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 have an electronic certification filing cabinet. An example of a document might be your scouting records or sprayer calibration logs by vineyard. Documents are not duplicated from one year/location to the next when using the **Clone-feature**.

To add a document, **Open** to the Expanded-mode and navigate to **My Documents**.

The screenshot shows the 'My Assessment' section with a table for '1.1. Sustainability Vision' and a 'My Documents' section below it. The 'My Documents' section has an 'Add' button circled in red. The 'My Assessment' table has columns for 'Standard', 'Yes', 'No', and 'N/A'. The 'My Documents' section also has a 'Download Action Plan Template' link.

Click the **Add** button to add a document. Enter a Name for the document (e.g., 2018 Soil 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. Click the **Save** button.

The 'Edit My Document' form shows fields for 'Year' (2018), 'Chapter' (1. Business Mgmt), 'Criteria' (1-1. Sustainability Vision), 'Name' (Example Document), 'Type' (Action Plan), 'Document' (Browse... Example Document.txt), 'Public' (checkbox), and 'Favorite' (checkbox). The 'Save' button is circled in red. Red arrows point to the 'Name', 'Type', 'Browse', and 'Favorite' fields with explanatory text.

- ← Name the document
- ← Select a document **Type**
- ← **Browse** to upload from your computer
- ← Check **Favorite** for document to appear on Home Page

Favorited documents appear on your **My Documents** list on the home page. All documents appear on the year and Standard that they were saved.

The 'My Documents' list shows a table with columns for 'Name', 'Type', 'Public', and 'Document'. A document titled '2016 Sustainability Vision Plan' is listed with 'Action Plan' as the type, 'No' for public, and an 'Update' link.

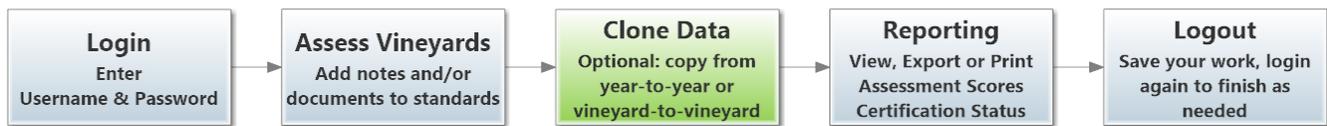
To update the document once it has been saved, click the document name and it will open in the appropriate application (e.g., PDF, MS Word, etc.). Make modifications and save your changes. Click the **Update** link and use **Browse** to find the newly saved document and then use the **Save** button to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



## Useful Tips for Completing the Assessment

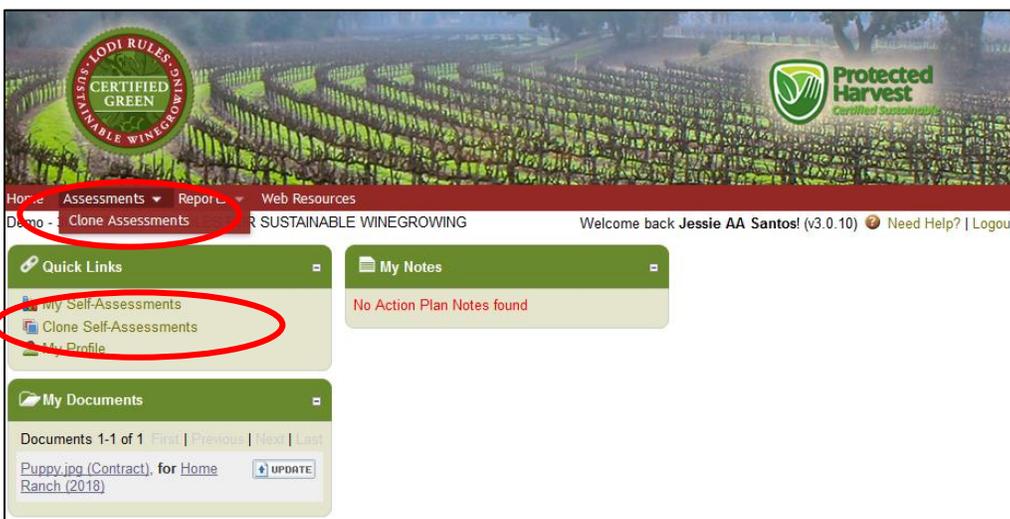
- You do not have to complete a chapter in one sitting. You can complete as many Standards as you want, log out, and continue by logging in again to continue where you left off.
- Look for instructional notes under the green Standards bar when responding.
- There will occasionally be instructions to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

## Clone Data



Once you have completed an assessment on one of your vineyard blocks, you can copy answers with the clone-feature. This will copy saved assessment data to other vineyard blocks to minimize the amount of data entry in subsequent assessments. **Note: Your first assessed vineyard block should be the most representative of your growing practices.**

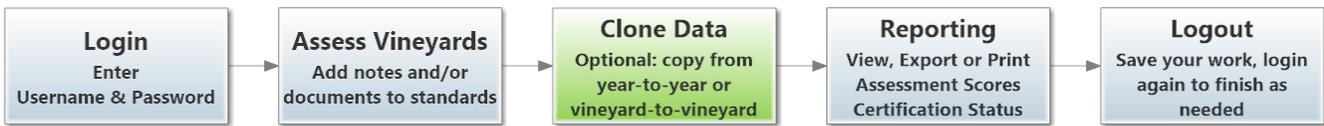
After you have cloned assessment data to a new vineyard block, you can edit your responses on that vineyard for Standards that are different based upon differences in farming practices, geography or infrastructure (e.g., irrigation systems). To clone assessment data from one vineyard to another, click on **Clone Assessments** under Assessments on the navigation bar or **Clone Self-Assessments** from the Quick Links.



The Clone Assessments page will appear. Select the vineyard block 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. You will see a confirmation alert with **Yes** or **Cancel** options. When you return to the assessment page and select the target vineyard, you will see that it has been populated from the source data and can be edited.



## Clone Data - part 2



In the following example, all chapters of the 2017 data for the Grand Oak Ranch will be cloned/copied to the Peltier Ranch for 2018. The data can also be cloned to the same (or new) blocks for other years by changing the year beneath 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. Always start by selecting a **Source**.

**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: 2017  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: 2018

**Chapters**

- 1. Business Management
- 2. Human Resources Management
- 3. Ecosystem Management
- 4. Soil Management
- 5. Water Management
- 6. Pest Management

Click **Clone** after selections have been made.

Check **Clone Assessment Notes** to copy notes.

The Clone Function copies the assessment answers and notes (if selected) from one location and year to another location and year. Note: Documents are not copied.

Example 1. Copy data from one year to the next year.

**Source** Location: Grand Oaks Ranch Year: 2017  
**Target** Location: Grand Oaks Ranch Year: 2018

Assessment from Grand Oaks Ranch 2017 is copied to 2018

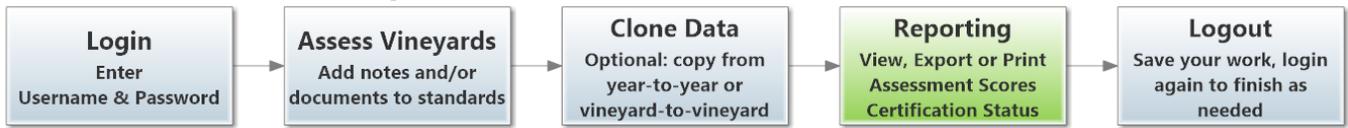
Example 2. Copy data from one location to another.

**Source** Location: Grand Oaks Ranch Year: 2018  
**Target** Location: Home Ranch Year: 2018

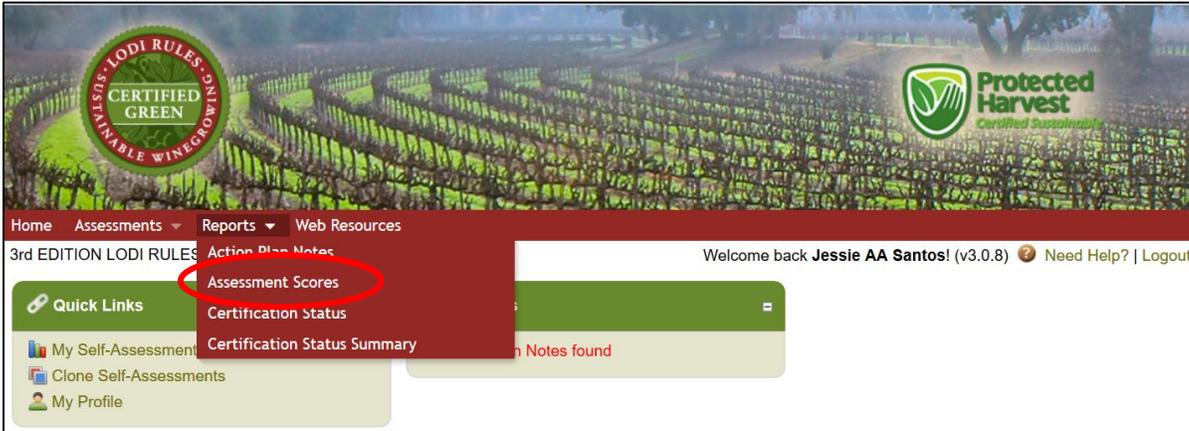
Assessments from Grand Oaks Ranch 2018 is copied to Home Ranch 2018



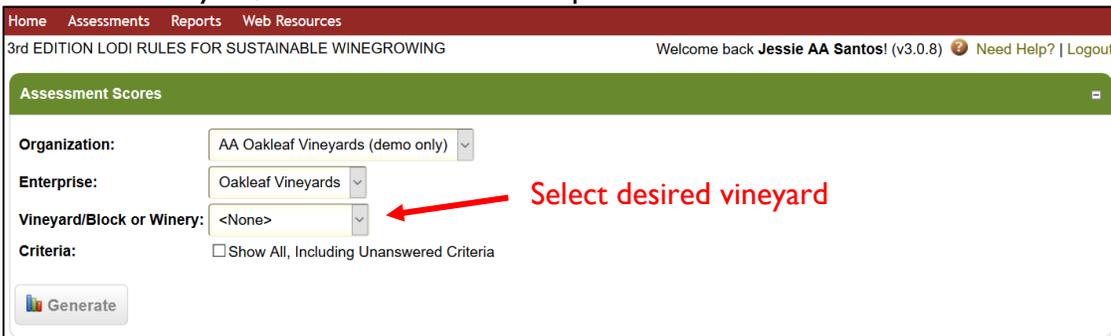
# Assessment Scores Report



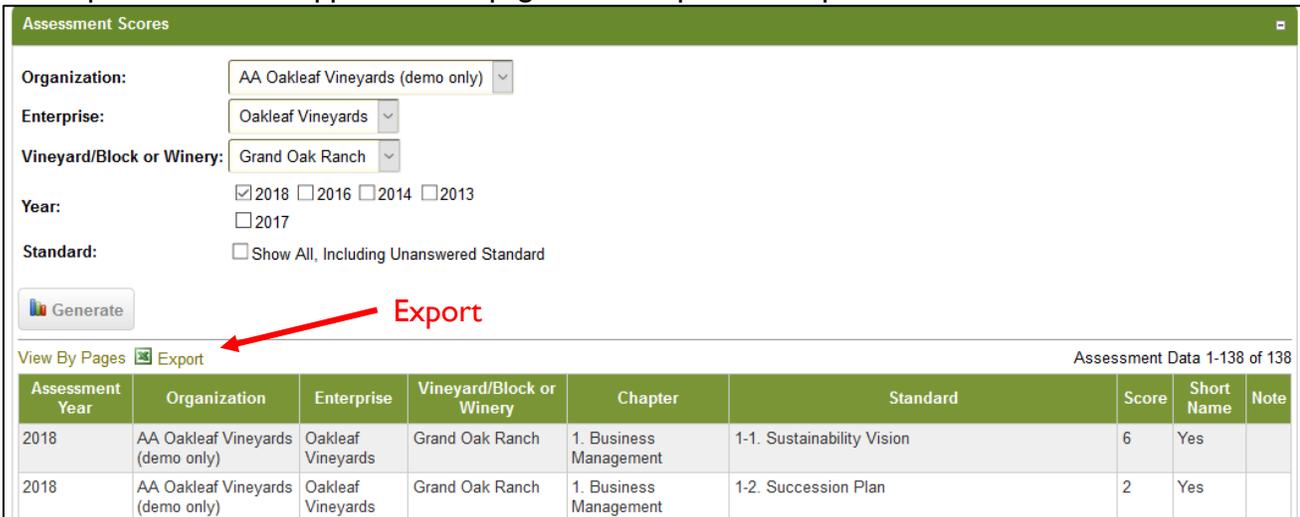
You may want to view, print or download a report that shows your assessment scores for an individual vineyard. To run an **Assessment Scores report**, hover over the **Reports** option on the navigation bar and select the **Assessment Scores** option.



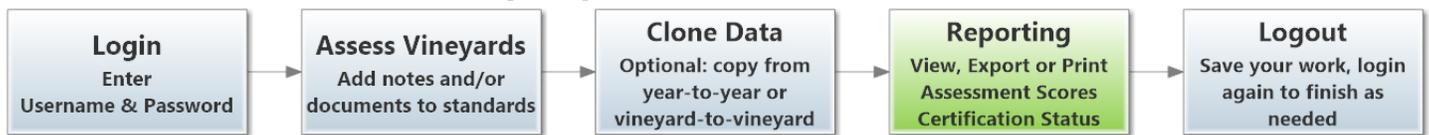
The following page will appear. Using the dropdown list, select the vineyard you would like to create a report for. Select the year, click the **Generate Report** button.



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

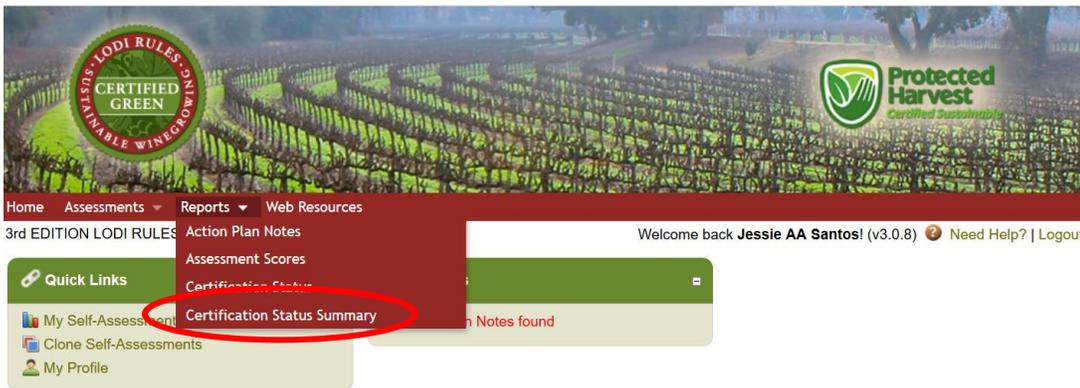


## Certification Status Summary Report



Once you have completed your assessment, you will be able to determine if your vineyards' scores pass the certification requirements. The Certification Summary Report lists all vineyards within an Enterprise and shows the points awarded and points possible, the awarded percentage and whether or not a vineyard has passed or failed the certification criteria.

To view, export or print the **Certification Status Summary** report, hover the mouse over the **Reports** menu and select the **Certification Status Summary** option.



The following page appears. Confirm the **Organization, Enterprise and Year**, then click **Generate** or **Export as PDF**.

**Certification Status Summary**

Organization: AA Oakleaf Vineyards (demo only) ▾

Enterprise: Oakleaf Vineyards ▾

Year: 2018 ▾

Confirm the Organization, Enterprise and Year then click Generate or Export as PDF.

For each vineyard the report shows:

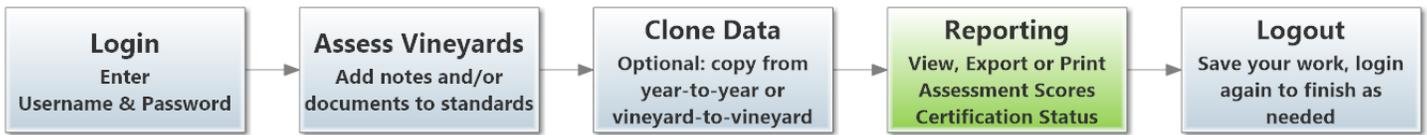
- Points awarded/possible
- Awarded %
- Pass/fail status

[Generate](#) [Export as PDF](#)

This report includes all the information found previously on **Certification Status Report**. Once you have completed your assessment and have green completion checks for all chapters, you can use this report to determine the vineyards' scores and certification status. The onscreen instructions explain how to run the report.



# Certification Status Summary Report



**Certification Status Summary**

Organization: AA Oakleaf Vineyards (demo only) ▾  
 Enterprise: Oakleaf Vineyards ▾  
 Year: 2018 ▾

Confirm the Organization, Enterprise and Year then click Generate or Export as PDF.  
 For each vineyard the report shows:

- Points awarded/possible
- Awarded %
- Pass/fail status

[Generate](#) [Export as PDF](#)



**Certification Status Summary**  
LODI RULES For Sustainable Winegrowing

Organization: AA Oakleaf Vineyards (demo only)  
 Enterprise: Oakleaf Vineyards  
 Year: 2018

	1. Business Management	2. Human Resources Management	3. Ecosystem Management	4. Soil Management	5. Water Management	6. Pest Management	Bonus Points	Total
Grand Oak Ranch	24/27	27/29	25/31	39/51	30/38	50/98	10	195/274
	88.9%	93.1%	80.6%	76.5%	78.9%	51%		Total score 71.2%
	Pass	Pass	Pass	Pass	Pass	Pass		Pass
Home Ranch	14/27	0/-1	20/56	0/51	0/38	0/98	0	34/269
	51.9%	0%	35.7%	0%	0%	0%		Total score 12.6%
	Pass	Pass	Fail*	Fail*	Fail*	Fail*		Fail*

\*Possible reasons for a Fail:

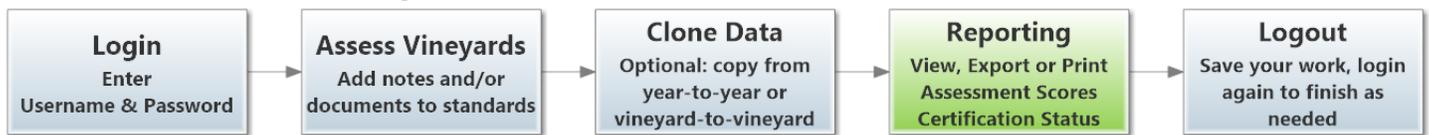
- Earned less than minimum of 50% of total possible points per chapter. Note that the total number of points possible varies depending on vineyard and business characteristics.
- Earned less than minimum of 70% of total possible points over all six chapters or fail one or more chapters.
- Responded "0" to any of the mandatory criteria; 2.1 / 3.3 / 4.1 / 5.6, 5.7.1-4, 5.9 / 6.2, 6.3, 6.4, 6.20, 6.22, 6.25
- Did not pass all chapters.

The possible reasons for a **Fail** are:

- Earned less than the minimum of 50% of total possible points per chapter. Note that the total number of points possible varies depending on vineyard and business characteristics.
- Earned less than the minimum of 70% of total possible points over all six chapters or fail one or more chapters.
- Responded "0" to any of the mandatory criteria; 2.1 / 3.3 / 4.1 / 5.6, 5.7.1-4, 5.9 / 6.2, 6.3, 6.4, 6.20, 6.22, 6.25
- Did not pass all chapters.



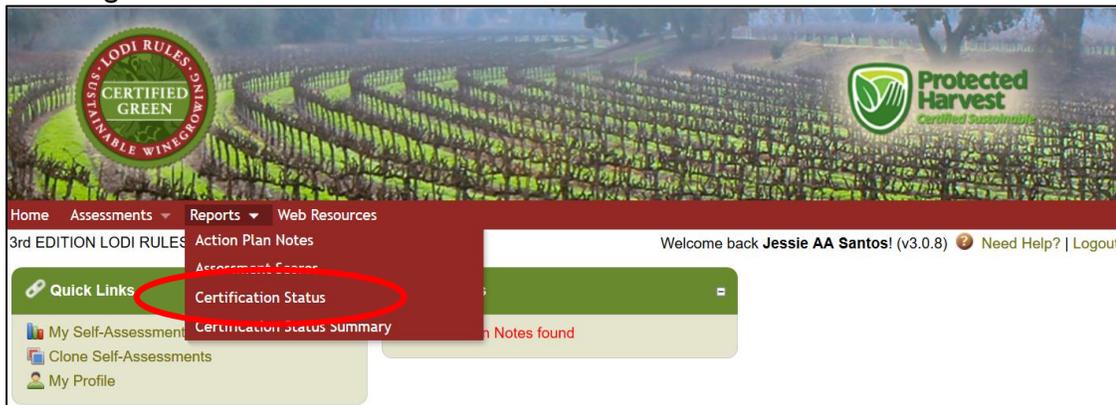
## Certification Status Report



This report is no longer recommended, because the **Certification Status Summary** shows all the information on one screen. However, if you prefer this legacy report, it is still available. Once you have completed your assessment and have green completion checks for all chapters, you can use this report to determine if your vineyards' scores are passing the certification based upon your scores. There are four views of the assessment data that can be selected. The report lists all vineyards within a business and you can select from:

- **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.

To view, export or print the **Certification Status report**, hover the mouse over the **Reports** option on the navigation bar and select **Certification Status**.



The following page appears. Choose the version you are interested in:

**Certification Status**

**Report:** Points Available

**Organization:** Points Available

**Enterprise:** Points Needed for Certification

**Year:** [Year]

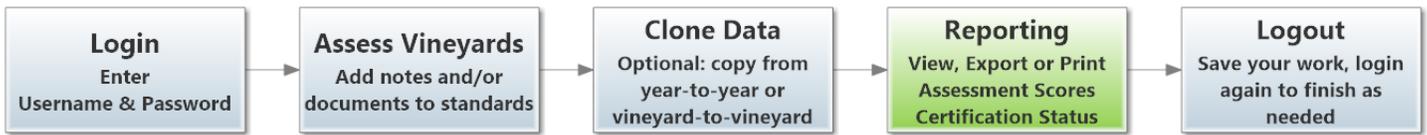
Points Awarded During Self-Assessment

Certification Status by Self-Assessment

**Generate** **Export as PDF**



## Certification Status Report



Using the dropdown lists, select the **Enterprise** you would like to create a report for. (Note: most organizations will have only one enterprise,) Click the **Generate** or **Export as PDF** to generate your custom report.

### Certification Status 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:

Organization:

Enterprise:

Year:



**Points Available**  
LODI RULES For Sustainable Winegrowing

Organization: AA Oakleaf Vineyards (demo only)  
Enterprise: Oakleaf Vineyards  
Year: 2018

	Ch. 1	Ch. 2	Ch. 3	Ch. 4	Ch. 5	Ch. 6	TOTAL
Grand Oak Ranch	27	29	56	51	38	98	299
Home Ranch	27	29	56	51	38	98	299

← chapter numbers

### Certification Status Report - 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.



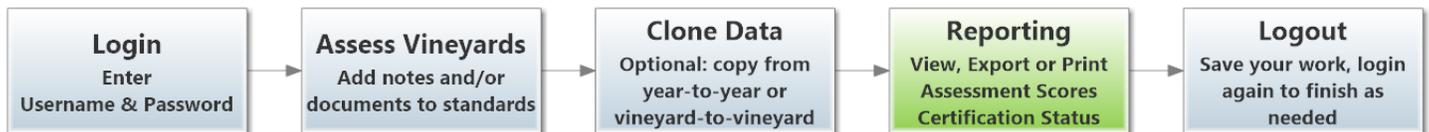
**Points Needed for Certification**  
LODI RULES For Sustainable Winegrowing

Organization: AA Oakleaf Vineyards (demo only)  
Enterprise: Oakleaf Vineyards  
Year: 2018

	Ch. 1	Ch. 2	Ch. 3	Ch. 4	Ch. 5	Ch. 6	TOTAL
Grand Oak Ranch	14	15	28	26	19	49	212
Home Ranch	14	15	28	26	19	49	212



## Certification Status Report



### Certification Status Report - 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. Bonus Points show all bonus points awarded from all chapters.



**Points Awarded During Self-Assessment**  
LODI RULES For Sustainable Winegrowing

**Organization:** AA Oakleaf Vineyards (demo only)  
**Enterprise:** Oakleaf Vineyards  
**Year:** 2016

	Ch. 1	Ch. 2	Ch. 3	Ch. 4	Ch. 5	Ch. 6	TOTAL	BONUS
Grand Oak Ranch	16	18	27	39	30	50	180	4
Home Ranch	0	0	0	0	0	0	0	0

### Certification Status Report - 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 hence 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](#) [Export as PDF](#)



**Certification Status by Self-Assessment**  
LODI RULES For Sustainable Winegrowing

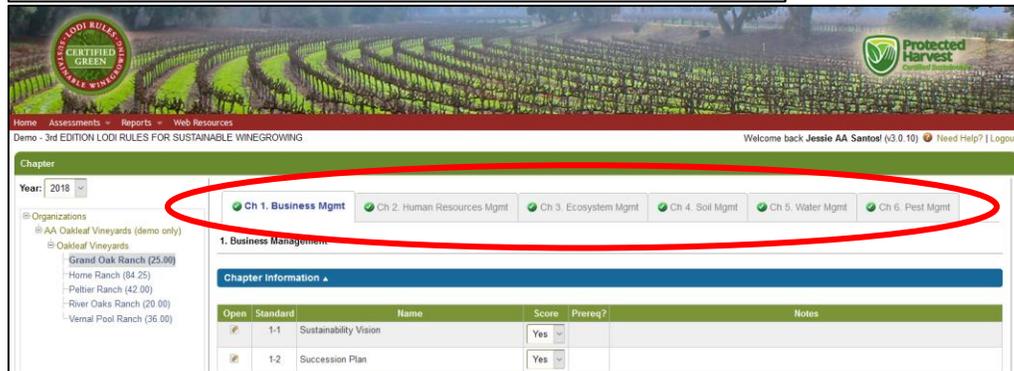
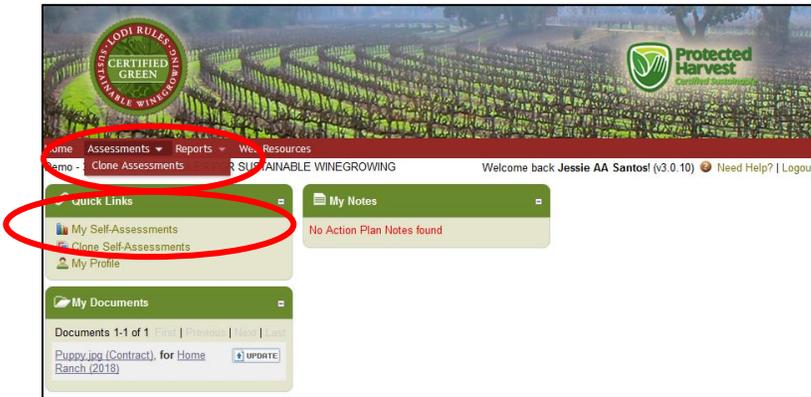
**Organization:** AA Oakleaf Vineyards (demo only)  
**Enterprise:** Oakleaf Vineyards  
**Year:** 2013

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



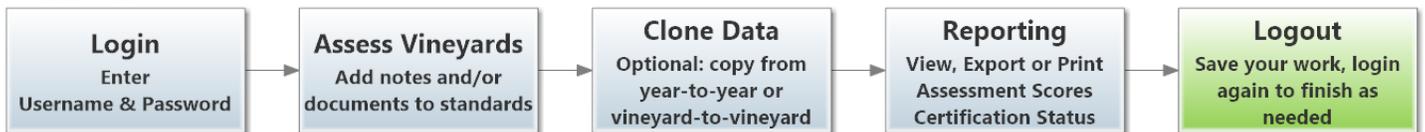
## Check for Completed Assessment

From the home screen, click **Assessments** from the menu or **My Assessments** from the Quick Links. Select the vineyard/ranch/block that you want to check. If all chapters have a green checkmark, then your assessment is complete, and your answers have been saved and will be available to your auditor. No further steps are needed to submit your assessment.

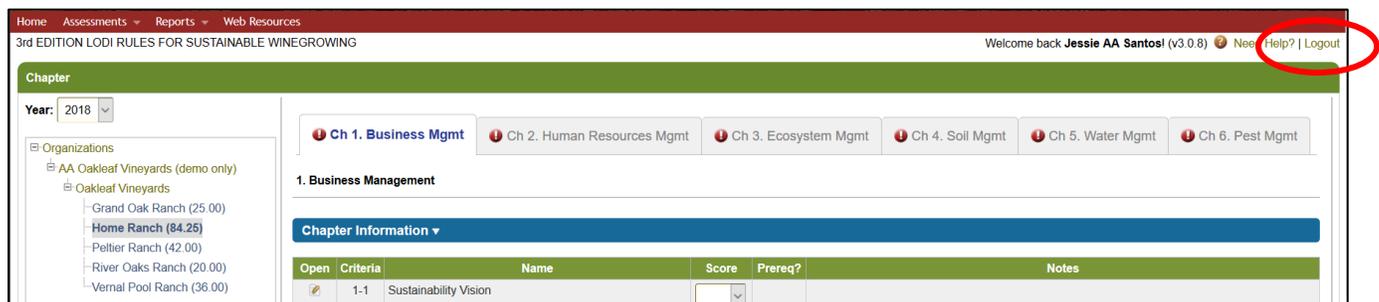


 Ch 1. Business Mgmt

## Logging Out



To logout of the application, click on the **Logout** link in the upper right corner.



## Questions or Comments

Please contact [certification@protectedharvest.org](mailto:certification@protectedharvest.org). or call (831) 477-7797 ext. 4.

The Online Self-Assessment System opens on March 1 and closes on May 1 when audits begin.

