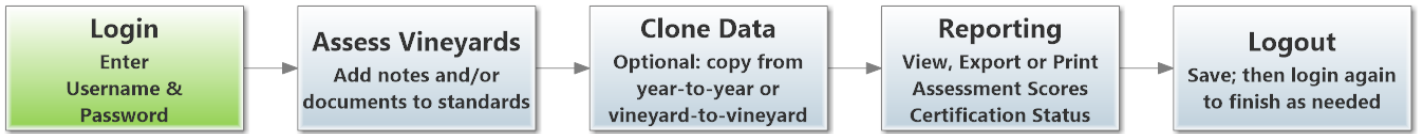


# LODI RULES Online Self-Assessment User Guide

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](http://lodirules.protectedharvest.org).

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) 706-2097.



Home  
4th EDITION LODI RULES FOR SUSTAINABLE WINEGROWING

**ATTENTION:**  
Welcome to the new Fourth Edition Self-Assessment System. You can complete a current certification self-assessment with the fourth 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 crop years 2013-2021 by going to: [lodirulesv2.protectedharvest.org](http://lodirulesv2.protectedharvest.org) and using the same username and password. This will take you to the Third Edition self-assessment system.)

Username:

Password:

Login

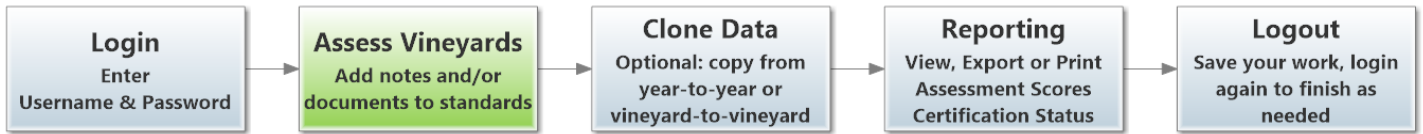
Remember Login

[Retrieve Password](#)

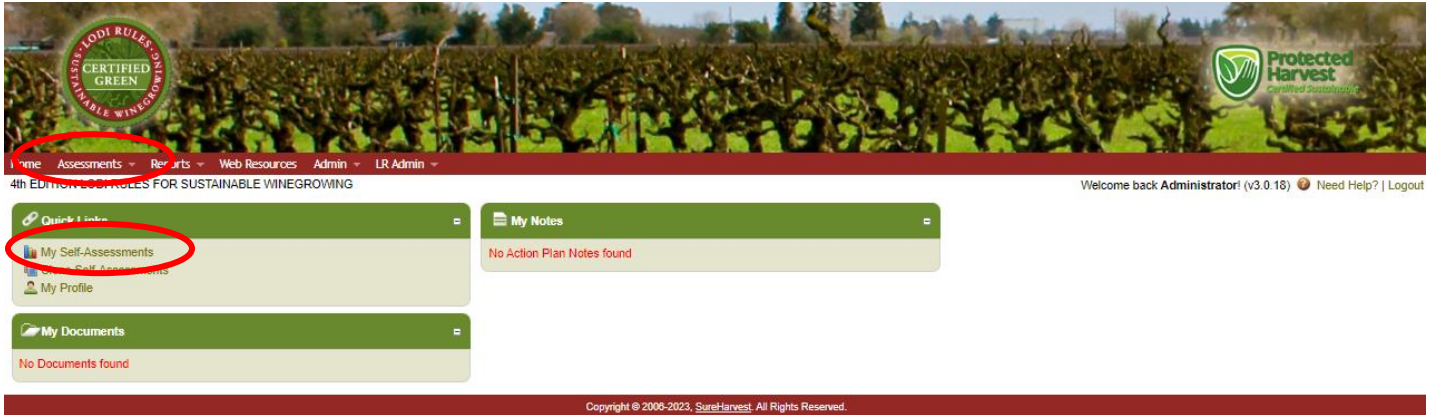
Copyright © 2006-2023, SureHarvest. All Rights Reserved.



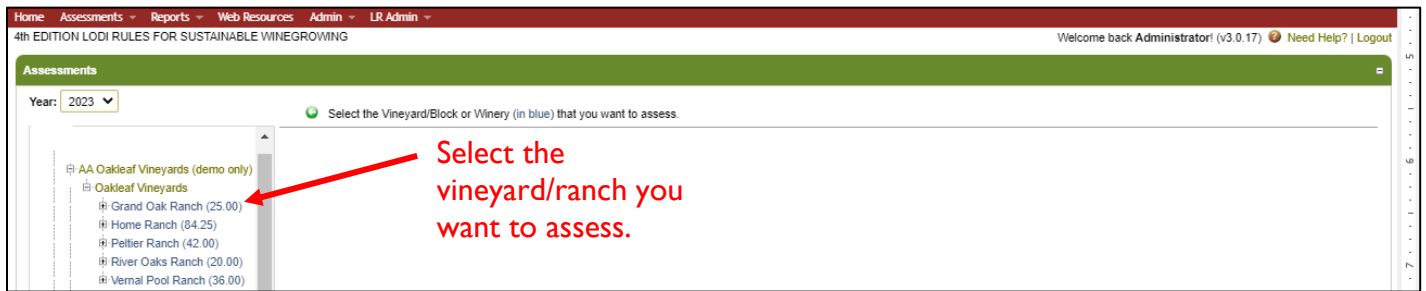
# Assessment Data Entry



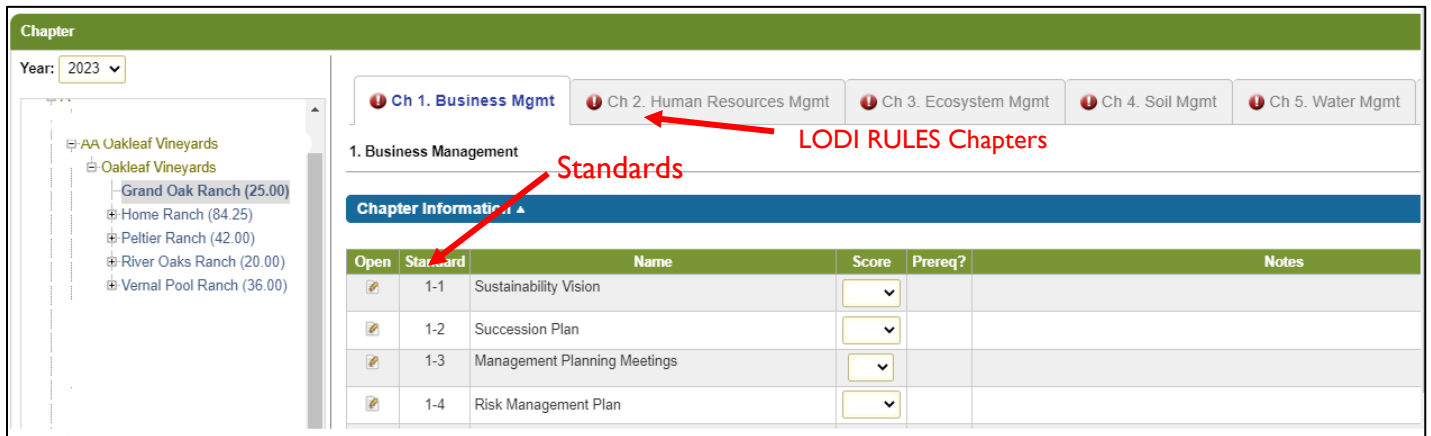
To enter an assessment for one of your certification units (i.e., ranch, vineyard or block), click **Assessments** on the navigation bar or **My Self-Assessments** from the Quick Links.



Your organization's structure will appear on the left.



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



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

Chapter

Year: 2023

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

1. Business Management

Click Open icon.

Chapter Information

Open	Standard	Name	Score	Prereq?	Notes
	1-1	Sustainability Vision	<input type="text"/>		
	1-2	Succession Plan	<input type="text"/>		
	1-3	Management Planning Meetings	<input type="text"/>		
	1-4	Risk Management Plan	<input type="text"/>		

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, Fourth 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.

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 21 | Next/Save

Select your answer.

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

My Assessment

Standard	Yes	No
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 AND the farming operation has a written vision statement. (6 points)	6 points	0 Points
Your Assessment	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2022	<input checked="" 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: 2023

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

1. Business Management

Notes appear here:

Chapter Information

Open	Standard	Name	Score	Prereq?	Notes
<input type="checkbox"/>	1-1	Sustainability Vision	<input type="text"/>		
<input type="checkbox"/>	1-2	Succession Plan	<input type="text"/>		
<input type="checkbox"/>	1-3	Management Planning Meetings	<input type="text"/>		
<input type="checkbox"/>	1-4	Risk Management Plan	<input type="text"/>		

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.

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 21 Next/Save

My Assessment

Standard	Yes	No
1-1. Sustainability Vision	6 points	0 Points
A farming operation representative attended a Lodi Winegrape Commission workshop for developing and writing a sustainable management vision plan for the farm AND the farming operation has a written vision statement. (6 points)		
Your Assessment	<input type="radio"/>	<input type="radio"/>
Previous Assessment 2022	<input type="radio"/>	<input checked="" type="radio"/>

My Notes

Save

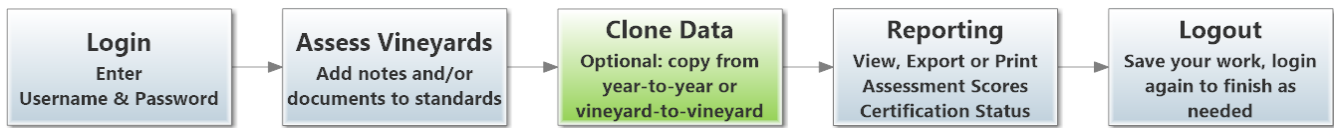


## Useful Tips for Completing the Assessment

- 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 Management, 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.**
- If you selected the wrong answer for a Standard, you can modify your answers after you have entered them the first time.
- If the audit is scheduled early, **you should not modify answers within a week of your scheduled audit.**

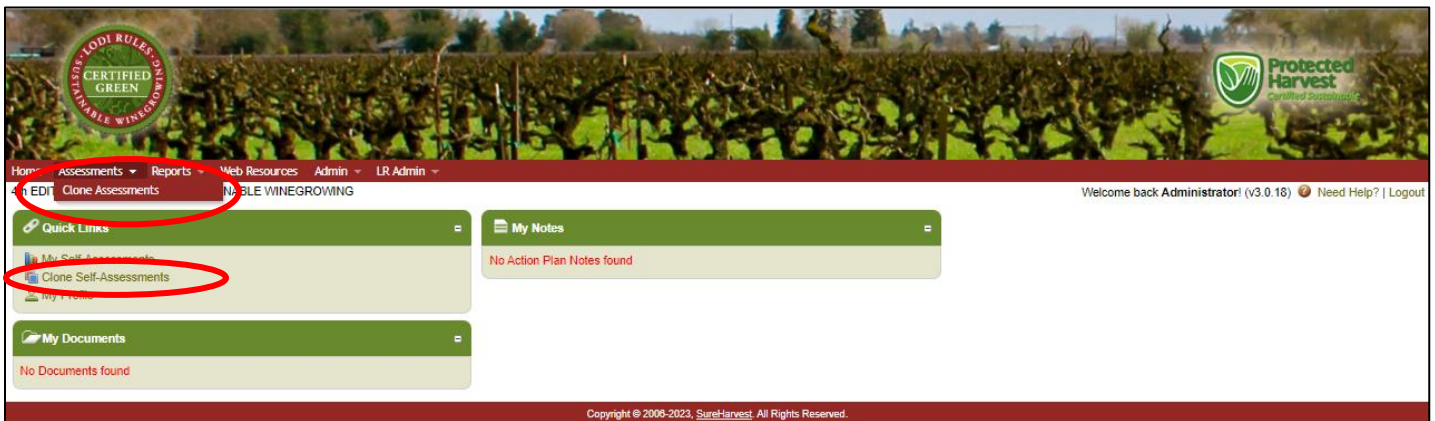


## Clone Data – Part I



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.**

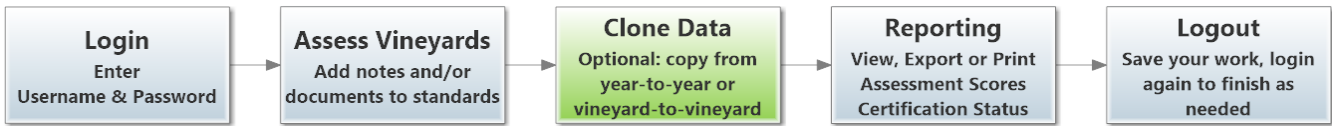
After you have cloned assessment data to a new vineyard block, you should make any necessary edits to your responses on that vineyard for Standards that are different based upon differences in farming practices, geography, or infrastructure (e.g., irrigation systems). To clone assessment data from one 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 should be edited to reflect any changes from the previous year.



## Clone Data - Part 2



In the following example, all chapters of the 2022 data for the Grand Oak Ranch will be cloned/copied to the Peltier Ranch for 2023. 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

- [-] 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)

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

Year: 2022  Clone Assessment Notes

#### Target Vineyard/Block or Winery

- [-] 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: 2023

### 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.

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.

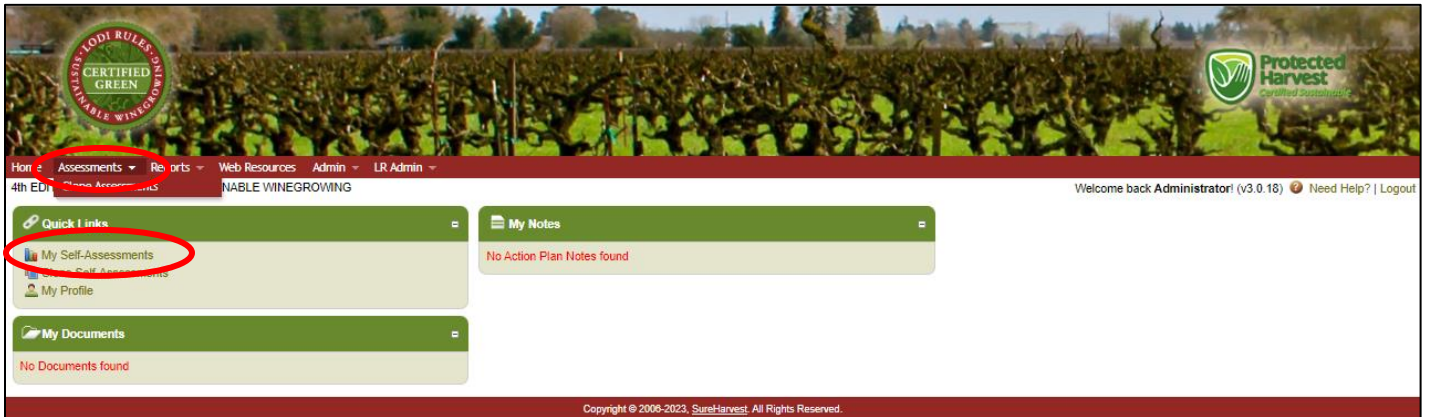
**Source** Location: Grand Oaks Ranch Year: 2018

**Target** Location: Home Ranch Year: 2018

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

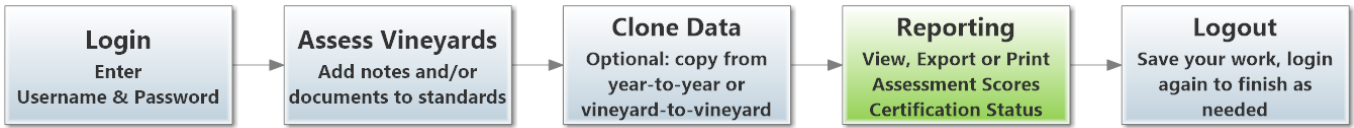
## Check for Completed Assessment

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.

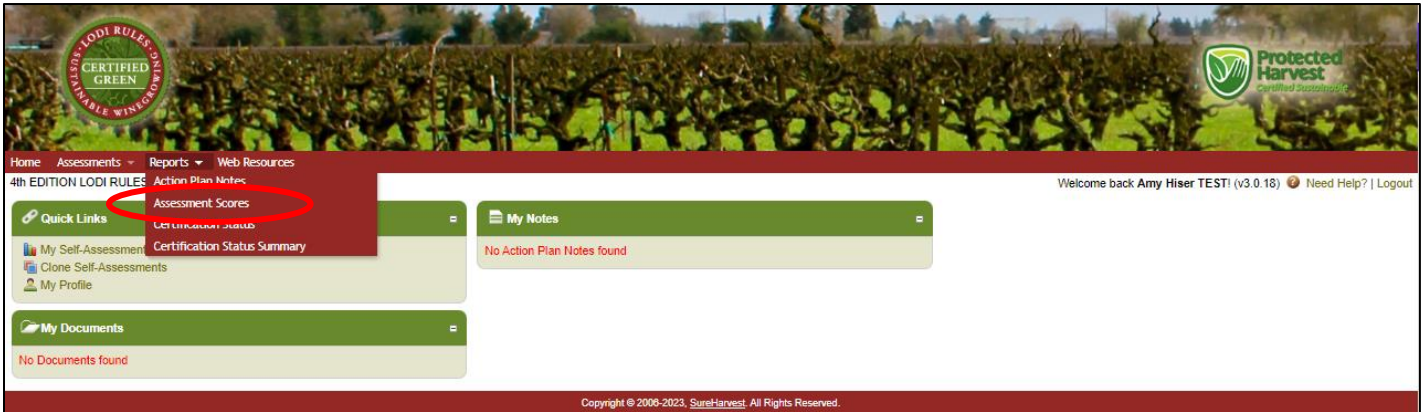




# Assessment Scores Report



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.

**Assessment Scores**

Organization:  Select desired vineyard.

Enterprise:

Vineyard/Block or Winery:

Year:  2022  2019  2017  2014  
 2020  2018  2016  2013

Standard:  Show All, Including Unanswered Standard

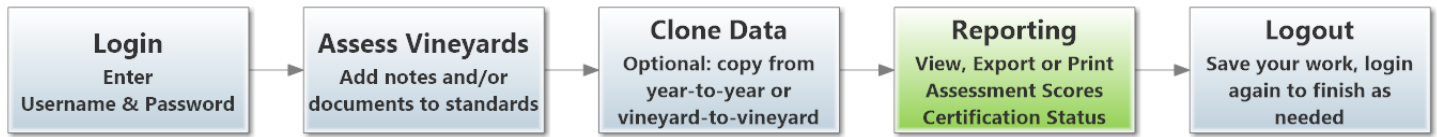
Export

View By Pages  Export Assessment Data 1-159 of 159

Assessment Year	Organization	Enterprise	Vineyard/Block or Winery	Chapter	Standard	Score	Short Name	Note
2022	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-1. Sustainability Vision	0	No	
2022	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-2. Succession Plan	0		
2022	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-3. Management Planning Meetings	0		
2022	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-4. Risk Management Plan	0		
2022	AA Oakleaf Vineyards (demo only)	Oakleaf Vineyards	Grand Oak Ranch	1. Business Management	1-5. Operating Budget	0		

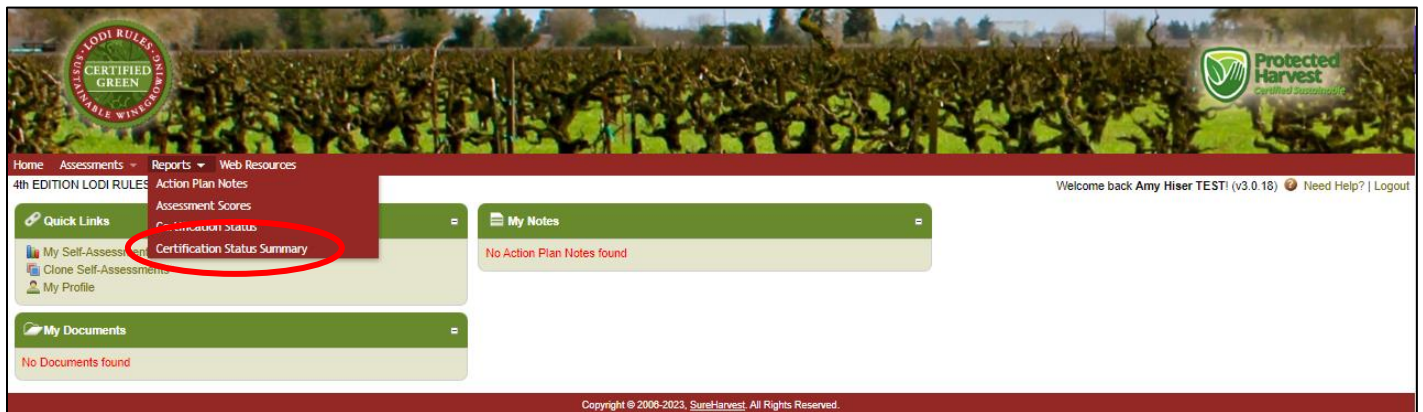


## Certification Status Summary Report



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: 2023 ▼

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

For each vineyard the report shows:

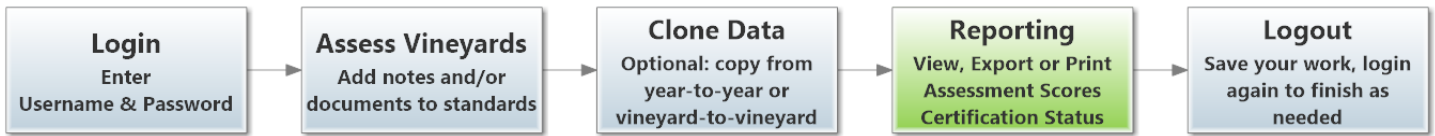
- Points awarded/possible
- Awarded %
- Pass/fail status

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

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: 2023 ▾

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: 2023

	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	34/36	19/30	27/56	49/58	33/38	91/117	7	253/335
	94.4%	63.3%	48.2%	84.5%	86.8%	77.8%		Total score 75.5%
	Pass	Pass	Pass	Pass	Pass	Pass		Pass
Home Ranch	26/36	18/30	25/60	39/58	30/40	51/117	6	189/341
	72.2%	60%	41.7%	67.2%	75%	43.6%		Total score 55.4%
	Pass	Pass	Fail*	Pass	Pass	Fail*		Fail*
Peltier Ranch	26/36	18/30	29/45	39/58	30/40	51/117	8	193/326
	72.2%	60%	64.4%	67.2%	75%	43.6%		Total score 59.2%
	Pass	Pass	Pass	Pass	Pass	Fail*		Fail*
River Oaks Ranch	26/36	18/30	29/45	39/58	30/40	51/117	8	193/326
	72.2%	60%	64.4%	67.2%	75%	43.6%		Total score 59.2%
	Pass	Pass	Pass	Pass	Pass	Fail*		Fail*
Vernal Pool Ranch	26/36	18/30	29/45	39/58	30/40	51/117	8	193/326
	72.2%	60%	64.4%	67.2%	75%	43.6%		Total score 59.2%
	Pass	Pass	Pass	Pass	Pass	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 failed one or more chapters.
- Responded "0" to any of the mandatory criteria: 2.1 / 3.3 / 4.1 / 5.1 / 5.6 / 5.7.1 / 5.7.2 / 5.7.3 / 5.7.4 / 5.9 / 6.1 / 6.2 / 6.3 / 6.4 / 6.11 / 6.20 / 6.22 / 6.25 / 6.33
- Did not pass all chapters.

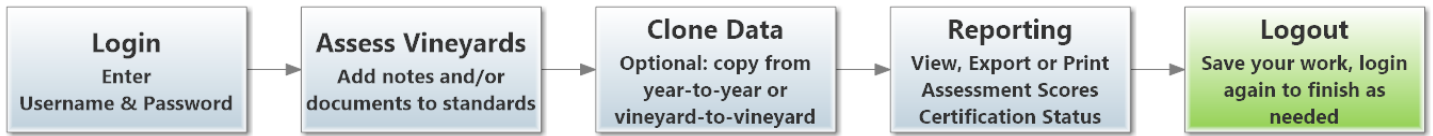
**\*Possible reasons for a Fail:**

- 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 failed one or more chapters.



- Responded "0" to any of the mandatory criteria: 2.1 / 3.3 / 4.1 / 5.1 / 5.6 / 5.7.1 / 5.7.2 / 5.7.3 / 5.7.4 / 5.9 / 6.1 / 6.2 / 6.3 / 6.4 / 6.11 / 6.20 / 6.22 / 6.25 / 6.33.
- Did not pass all chapters.

## Logging Out



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

Home Assessments Reports Web Resources Admin LR Admin

4th EDITION LODI RULES FOR SUSTAINABLE WINEGROWING Welcome back Administrator! (v3.0.17) Need Help? | Logout

Chapter

Year: 2023

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)

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	

## Questions or Comments

Please contact [certification@protectedharvest.org](mailto:certification@protectedharvest.org). or call Amy Hiser at (831) 706.2097

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

