Landowner Communication Database Training Manual

Landowner Communication Database (LCD)

- LCD can be accessed via the project TecHub site home page menu, or at the following link: Landowner Communication Database

- All the data received from EI, Idaho Power and Tetra Tech is stored in the project TecHub site at the following link: 14.1 Parcels.

- HDR has a dedicated email address to submit communications for system uploading: B2H ROW MANAGER@hdrinc.com

Map Tool

- Hovering over each map icon will provide a description of what the tool function is.

- Mapping functions include a house icon in the top left corner , this button will zoom map to the project route. Users can also select the plus/minus buttons to zoom in or out.

- The parcel search 

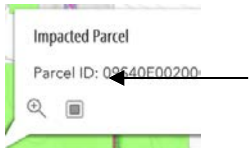
is in the upper right corner of the map. Users can search by parcel owner name or county parcel ID's (if copying and pasting data, remove any spaces after the last letter or number of data to eliminate delayed or empty search results).

- The legend icon  expands to view the data layers available on the map.

- Select the eyeball icon to open or close each section of layers on the map.

Parcel Details

- When user enters parcel number or name and click the search magnify, if a parcel is located. The map will zoom to the parcel and the Parcel ID box will be displayed. In this box Users will select the box icon that is next to the zoom in/out tool (see clip below). On the right, the parcel detail window will show allowing the user to add, edit, and review parcel and landowner communications and contacts.



- Parcel Details pane is broken into five sections;

    1) ROE/ROW status bar

    2) Owner and contacts details

    3) Agent logs/communication logs

    4) Documents

    5) ROW compensation tracking

1. ROW/ROE status bar:

    - The status will be updated automatically based on the initial contacts and the types of documents be uploaded.

    - The users, agents, or IPC representatives will create the contact logs, upload documents, which will intern set the parcel status.

    - The users will use "Edit ROE Status" to change the detailed ROE status: ROE in process, ROE obtained, ROE obtained with condition, or ROE denied.

2. Owner Details:

    - Each parcel has owner information, as from county assessor, which will become the primary contact by default. The user can update owner information by click on owner name.

    - The pencil edit icon  will be selected to update the owner/primary contacts information.

- Users are able to update Name, select if contact is still primary or deselect if this has changed, relationship, street address, email address, home/work/cell phone numbers.

- Once information has been updated, the User will select the save button.

- Users are able to add multiple contacts by selecting the Add new contact button. 

- Users will update the same data that is listed in the primary contact update steps above, and changing the relationship from the drop down menu to the appropriate type. The drop down menu options are Self, Spouse, Child, Tenant, Attorney, and Other, If you select "Other" please be sure and describe the nature of the "Contact" in the text section provided

- Once updates have been made Users will need to go out of the Owner Details pane to further use the tool.

3. Agent Logs:

- Users who are reviewing existing landowner communications that have been made can select the hyperlink to the communication for review.

- Users who are adding new logs to document communications with landowner's will select the Add log button. 

- The Add Contact Log will pop up to update and generate the new communication log that will be listed in the Agent Log Section.

- Users will update all fields in the form and provide notes describing the communication.

    - Date

- Title (document/communication purpose title). The current title for many of the contacts is the same and very generic in description. As users open the file to see what it is, the file name should be updated to be more useful/descriptive. HDR recommends that IPC determines a naming convention for all communications.

- Agent - dropdown list of who is entering the communication log

- Contact type – dropdown menu list

- Purpose of Contact – dropdown menu list

- Landowner Granted Indicator (RGI) – likeliness to grant ROE scoring

- Notes

- File to Upload – Browse button to select document to attach to communication. The browse function will display individual Users files for document selection.

- Add a Map Snapshot – This function attaches a snapshot of the LCD map that User have made mark ups on and attaches to the communication log. 

- Related contacts – if multiple contacts are listed for parcel, Users are able to select which contact this communication log is related to.

- Related parcels – if multiple parcels are related through the same owner/contact, Users will be able to select as many of the parcels the communication log is related to.

- Add markup button 

will enable the mark up tools to the LCD map. Users will be able to make notes of requested changes (geographic locations) during communications with landowners.

- Mark up tool has a line or dot tool to create a point or line on the map  and provide a description. If User chooses to discard markup they will select the garbage can icon.
- The user will need to Add Agent log accordingly with all the requirement information save the mark up in the database.
- The mark up data will show on the map.

4. Documents:
   - This section lists all the documents uploaded with the parcel, the files from communication log that user attach to, and the screenshot generated when add the communication log.
   - Users will select the document they want to review by clicking on the title and the document will be open or saved for viewing.
   - The documents are also automatically saved in Techub within each parcel folder. Depending on the document type, the document is saved in corresponding subfolders.
5. Compensation:
   - This section allows Users to document the compensation process during ROW/ROE. At this time, this function will not be utilized.

Reports:

- From the LCD home page, Users will be able to run the report by clicking the Report in the upper right corner of page 

to open the report panel. In the report panel, there are 4 different reports listed for users to export.

- The reports available are ROE status, Activity Log/ROW to be Granted Indicator, Documents List, and Contacts List.
- Users will select the report by clicking the report title hyperlink, and the report will automatically be generated.
- Users will be able to save reports to their local drives if they prefer. The reports will generate real time status and data.

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