



RCPP Tutorial – Multiple Fields
Great Lakes Watershed Management System
www.iwr.msu.edu/glwms

1. Login/Create an account
2. Upload Field Boundaries
3. Use RCPP Report Builder
4. Review RCPP Report
5. Update Practice Info

STEP 1a: Create an Account

Creating a GLWMS account allows you to save all the scenarios you run in the GLWMS and view or edit them at a later time. Reports can also be generated for your saved scenarios.

- Select at the top right of the page. Navigate to 'Create New Login' in the popup window that appears. Fill out the form with the requested information.
- Use the following naming convention for your username: First initial, last name, abbreviated organization code.
 - The Anderson (AND); Brown Milling (BM); Cooperative Elevator Company (CEC); Helena Chemical Company (HCC); Michigan Sugar (MS); County level NRCS (NRCS); Star of the West (SOW); Wilbur Ellis (WE). Example: JDoeNRCS
- Note that your password must be at least six characters long and include at least one letter and one number.
- Press 'Submit'. Green text will appear indicating you have successfully created an account.

STEP 1b: Login to your Account

- From the homepage, select Saginaw Bay Watershed Conservation Partnership under Customized Views. From the map menu, select and login to your account.

STEP 2: Upload Field Boundaries

- Prepare your shapefile for upload into the GLWMS. All fields must be saved within one shapefile and zipped.
- Select > Upload Your Fields. Select Start in the window prompt.
- Select Choose File and select the zipped shapefile on your computer. The system will indicate whether the file was successfully uploaded. Click Next.
- All of the fields you are uploading will be stored under one project in the GLWMS. Each field is stored as a simulation. To upload your fields, you must specify a project name - we recommend including the farm and tract number. For this exercise, select "Project" from the dropdown next to Project Column Name (Fig 1). You also need to specify which column in the shapefile contains a unique identifier for each field. The GLWMS will use these identifiers to name each simulation (i.e., field). Under Simulations, select "FieldName." Click Next.
- Finally, you need to provide additional information for the fields. Make sure Water Erosion is selected as a module for each simulation – this is auto-selected by default. Select SBW RCPP for Conservation Program and specify a referrer. Click Upload. The system will indicate whether the upload was successful.

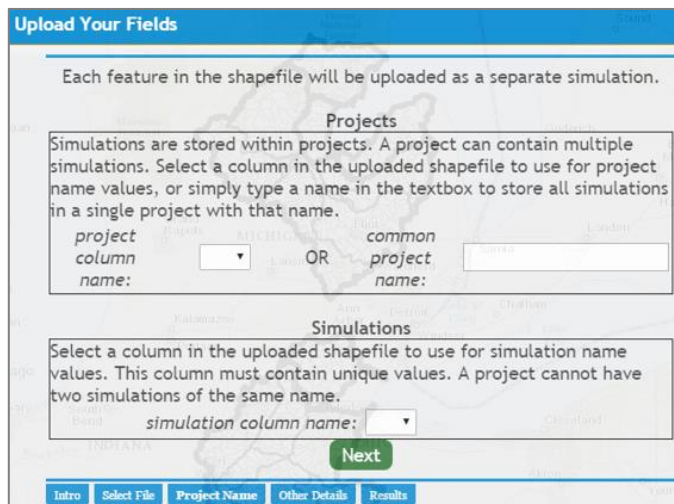


Fig 1: Selecting Project and Simulation Names

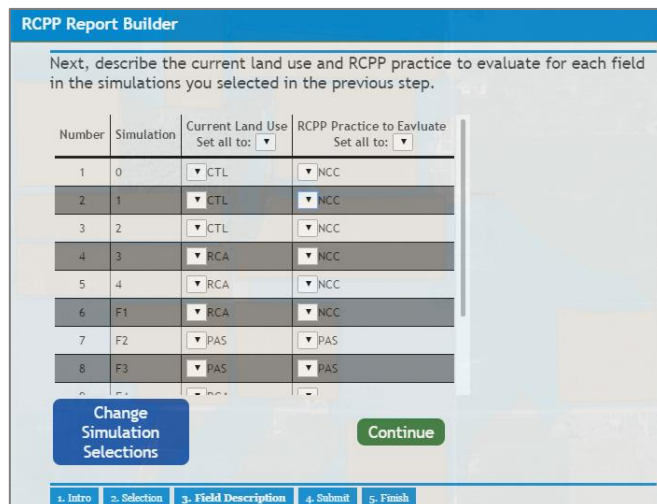


Fig 2: Populating the RCPP Report Builder


STEP 3: Use RCPP Report Builder

- Close out of the Upload Fields window. Select Analysis Wizards > RCPP Report Builder. Click Begin.
- Under Filter By Project, browse through the dropdown menu until you find your project and select that project. All of the fields associated with that project will be listed under Saved Simulations. Select them all in the menu and click Add Selected Simulations to the Report. Click Continue.
- Now, specify the current land use or management of the fields (Fig 2). For each simulation, select the option that best reflects the current land use/management. Then specify one RCPP eligible practice for each simulation. If the current management and/or the RCPP practice will be the same for all fields, use the “Set to All” feature at the top of the table to assign the same categories for each. When finished, click Continue.
- Specify a Report Name and provide an additional Location Description if needed. Then select Submit Report Request. The system will send results to the email listed for your account. This process may take 1 minute per field included in the report.

STEP 4: Review RCPP Report

- Look for an email from iwr@msu.edu with subject line: GLWMS RCPP Report. Open the email and click the link to open the report. Save the PDF to your computer and print the report. Note: the RCPP Report contains information only for fields with High or Medium priority ratings. To review information for any ineligible fields, review the spreadsheet in the email.
- The first page summarizes location and acreage information for eligible fields, as well as changes in erosion and sediment across these fields given the selected RCPP practices. It also reports RCPP pre-screening and scoring.
- The second page of the report contains a breakdown of all eligible fields and their associated information. Note: the RCPP Potential Payment column is based on total acreage for each field. If you selected a practice that is not typically applied on an entire field (e.g., Filter Strip), the payment will be overestimated.
- The remaining pages of the report include a map for each eligible field.
- Send the report to your local District Conservationist. Return to the GLWMS and close out of any open windows.

STEP 5: Update Practice Information

- Any practices that are eventually contracted through the RCPP must be marked as installed within the GLWMS. Select [My Projects](#) > View Uninstalled Practices.
- Search for your project by name and select  (the edit button) next to one of the simulations.
- Mark this simulation as installed under the SBW RCPP. Provide installation and contract end-dates and save.

Does this simulation refer to a currently installed BMP or land cover change?	<input type="radio"/> No (hypothetical) <input checked="" type="radio"/> Yes
Part of conservation program?	SBW RCPP