

RSPO HCV App User Manual

[VER 1.5]



RSPO HCV
RSPO

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Web Dashboard

Group Manager Adding Data Collectors

The group manager can log in to the dashboard via <https://hcv-sh-apps.rspo.org/dashboard/login> using the username and password obtained from the RSPo Secretariat (i.e. the admin).

Once logged in as a group manager, navigate to “Manage Data Collectors” in the left side menu.

The screenshot shows the RSPo dashboard interface. At the top, there is a navigation bar with the RSPo logo and a 'Group Manager (Sign Out)' button. The left sidebar contains various menu items, with 'Manage Data Collectors' selected. The main content area is titled 'Manage Data Collectors' and features a '+ Create' button highlighted with a red box. Below this, there is a section for the selected group 'ZZHILI (-)', showing it was created on 7 Oct 2022. There is an 'INVITE DATA COLLECTORS' section with an 'Upload Excel' option and a 'Choose File' button. Below that, there is a text input field for 'Insert email' and an 'ADD EMAIL' button. At the bottom, there is a 'LIST OF DATA COLLECTORS' section with a 'Show 10 entries' dropdown and a search bar.

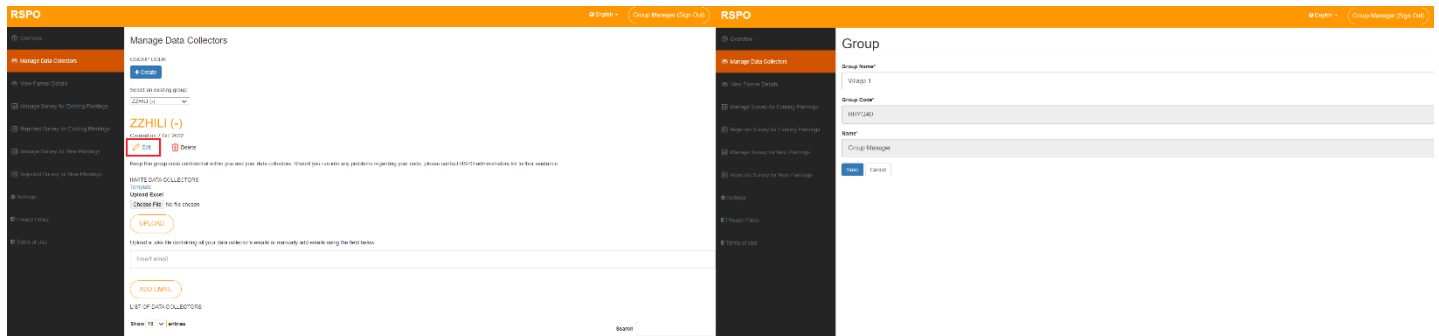
Here the group manager has an overview of the list of data collectors added to the group. A group manager may add, edit, and delete data collectors here.

Clicking on +Create button will launch a screen where the group manager can add a new group.

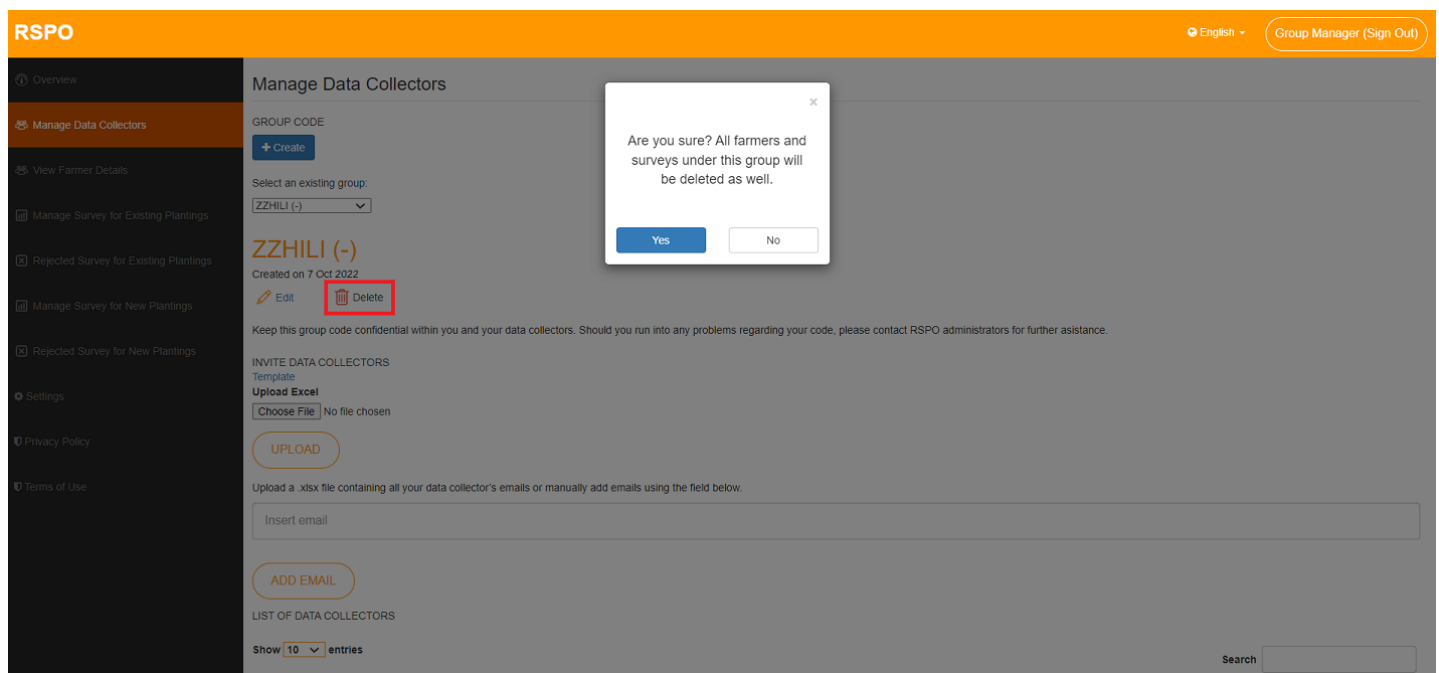
The screenshot shows the RSPo dashboard with a modal window open for creating a new group. The modal has a title bar 'Group' and a 'Group Name' field containing 'Village 1'. Below the field is a 'Save' button. The background shows the 'Manage Data Collectors' page, which is dimmed. The main content area of the dashboard is visible, showing the 'Manage Data Collectors' page with the '+ Create' button highlighted in a red box.

Once the group name is entered and the save button is clicked, the dashboard will redirect to Manage Data Collectors where the newly added group can be selected.

Clicking on the Edit button will redirect the group manager to the edit group section where the group manager can edit the group name.



Once the group name is edited and the save button is clicked, the dashboard will redirect to Manage Data Collectors where the newly edited group can be selected, with the newly updated group name being displayed.

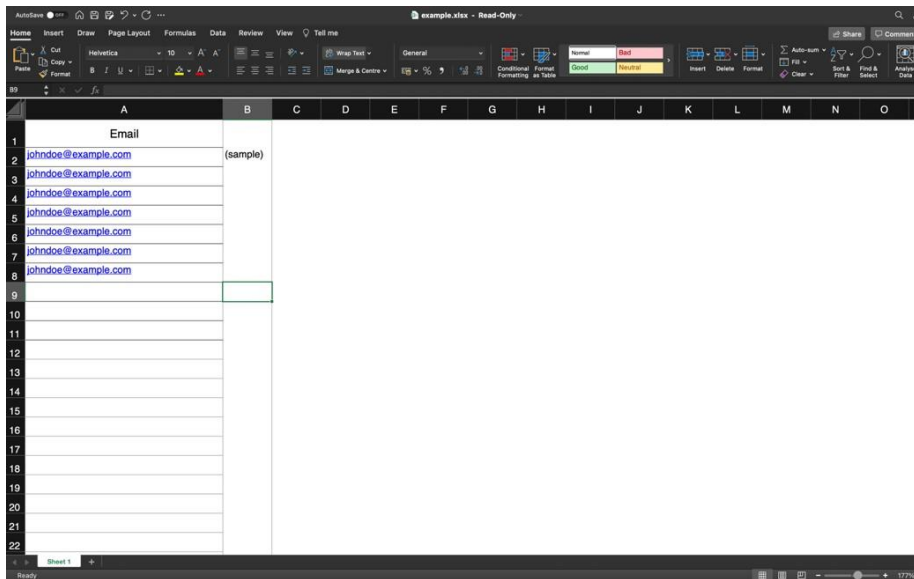


Clicking on the Delete button will open a prompt with an error warning stating 'Are you sure? All farmers and surveys under this group will be deleted as well' with the option of 'Yes' and 'No'. Selecting 'Yes' will delete the account and return group manager to Manage Data Collectors.

There are 2 methods to add data collectors:

1. Uploading a .csv file containing data collectors' information,

- Group managers can download the template .csv file by clicking on **“Template”**.
- The .csv file can then be edited and filled with the relevant emails.
- Upload the filled .csv file and the data collectors will be added accordingly.



Note that invalid email formats and duplicate emails will not be included into the system.

2. Manual entry on the dashboard,

- Group managers may add data collectors manually by using the email text field in the dashboard.
- * Note that invalid email formats and duplicate emails will not be included into the system.

Viewing/Managing Data Collectors

Group managers may view all registered data collectors and their status under “Manage Data Collectors”.

RSPO English Group Manager (Sign Out)

ZZHILI (-)
Created on 7 Oct 2022

Manage Data Collectors

View Farmer Details

Manage Survey for Existing Plantings

Rejected Survey for Existing Plantings

Manage Survey for New Plantings

Rejected Survey for New Plantings

Settings

Privacy Policy

Terms of Use

Keep this group code confidential within you and your data collectors. Should you run into any problems regarding your code, please contact RSPO administrators for further assistance.

INVITE DATA COLLECTORS
Template

Upload Excel

Choose File No file chosen

UPLOAD

Upload a .xlsx file containing all your data collector's emails or manually add emails using the field below.

Insert email

ADD EMAIL

LIST OF DATA COLLECTORS

Show 10 entries

Search

First Name	Last Name	Email	Status
Jin Min	Lee	jln0@hotmail.com	Verified
--	--	kar.mun@rspo.org	Unverified

Showing 1 to 10 of 311 entries

Previous 1 2 3 4 5 ... 32 Next

All newly added data collectors will have a status of “**Unverified.**” Only after logging in through the mobile app with the correct group code and email will their status be updated to “**Verified**”.

Group managers may edit a data collector’s First Name, Last Name and Email.

- * First Name and Last Name can only be edited once the data collector updates their status to “**Verified**”.

Viewing Farmer Details

To view farmer details, group managers need to navigate to “**View Farmer Details**” in the left side menu.

The screenshot shows the 'View Farmer Details' page in the RSPO web dashboard. The page title is 'View Farmer Details'. Below the title, there is a section for 'LIST OF FARMERS'. A dropdown menu shows 'Show 10 entries'. A search bar is located on the right side of the list. The table below has the following columns: First Name, Last Name, Farmer ID, and Total Size of Survey Plot. The table contains one entry: Jin Min, Lee, TESTING, 44.5685 ha. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. A blue notification banner at the bottom reads: 'The size of an individual plot or cumulative plots exceed 50 ha*'. The left sidebar contains the following menu items: Overview, Manage Data Collectors, View Farmer Details (highlighted), Manage Survey for Existing Plantings, Rejected Survey for Existing Plantings, Manage Survey for New Plantings, Rejected Survey for New Plantings, Settings, Privacy Policy, and Terms of Use. The top right of the dashboard shows 'English' and 'Group Manager (Sign Out)'.

Here group managers can view the list of farmers and sort them according to First Name, Last Name, Farmer ID or Total Size of Survey Plot.

The Search function can also be used to filter the list.

- * Note that farmers can only be added through the app and not from the dashboard.

Managing Existing Plantings Surveys

To manage Existing Plantings surveys, group managers need to navigate to “**Manage Survey for Existing Plantings**” in the left side menu.

The screenshot shows the 'Manage Survey for Existing Plantings' interface. At the top, there is a search bar labeled 'Select date range to export'. Below it are three buttons: 'EXPORT EXISTING PLANTINGS REPORT', 'SHAPE FILES', and 'VIEW MAP OF EXISTING PLANTINGS OVERVIEW'. The main content area is titled 'Manage Survey for Existing Plantings' and includes a filter dropdown set to 'ALL' and a 'Show 10 entries' indicator. A table displays the following data:

Submitted By/Updated At	Farmer	Plot Name	Size	Group Code	Action
2022-10-07 9:05:30 am	Jin Min Lee	Test	3.2 ha	WFOYAA	
2022-07-05 9:06:33 am	Jin Min Lee	Testing	0.034 ha	WFOYAA	

Below the table, there is a search bar and pagination controls showing 'Showing 1 to 2 of 2 entries' with 'Previous', '1', and 'Next' buttons. A blue banner at the bottom contains the following text:

- The size of an individual plot or cumulative plots exceed 50 ha*
- This is communal land

* national definition of smallholders may differ

All submitted Existing Plantings surveys will be displayed here for review, by default sorted by Submission date and time.

Group managers can click the “**Plot Name**” to view more details for a particular survey.

The group manager can export Shape Files or an Existing Plantings Report by selecting the date range of the surveys to be included in the report, using the text field above.

Group managers can delete Existing Plantings surveys.

- * Note that deleting a survey is irreversible and the data collector will have to resubmit a new survey.
- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

Existing Plantings Survey Details

Clicking on an Existing Plantings Survey will allow the group manager to view all details submitted.

RSPO English - Group Manager (Sign Out)

Test

[< BACK TO SURVEY LIST](#)

FARMER NAME (ID) Jin Min Lee (TESTING)	SUBMITTED BY Jin Min Lee	COMMUNAL LAND STATUS No
DATE OF REGISTRATION 7 Oct 2022	AGE OF PALM TREES 4-10	YEAR OF FIRST PLANTING 2014

LOCATION OF ESTABLISHED PLOT

Size of established plot: 3.2

At the top, the general details of the farmer and data collector are displayed.

RSPO English - Group Manager (Sign Out)

Does the farmer plan to use land for new plantings of palm?
-

Does the farmer plan any new plantings for this or next year?
-

If not next year, by when does farmer plan new plantings?
-

Evidence of ownership

Reason for not uploading evidence of use/ ownership rights
-

Start date
19 Aug 2022, 5:10AM (UTC)

End date
7 Oct 2022, 1:05AM (UTC)

Please enter a reason for rejection so that your data collector knows what to fix in his/her survey.

Enter reject reason

REJECT SURVEY UPLOAD EVIDENCE DOCUMENTS

All the plot related information is displayed below.

RSPO
English ▼ Group Manager (Sign Out)

Overview
Manage Data Collectors
View Farmer Details
Manage Survey for Existing Plantings
Rejected Survey for Existing Plantings
Manage Survey for New Plantings
Rejected Survey for New Plantings
Settings
Privacy Policy
Terms of Use

Testing

< [BACK TO SURVEY LIST](#)

FARMER NAME (ID) Jin Min Lee (TESTING)	SUBMITTED BY Jin Min Lee	COMMUNAL LAND STATUS No
DATE OF REGISTRATION 31 Oct 2022	AGE OF PALM TREES 4-10	YEAR OF FIRST PLANTING 2017

Map of the plot was not provided. Please upload the map of the plot.

Update location of established plot

Choose File
No file chosen

Does the farmer have any other land available not under palm?
Yes

Does the farmer plan to use land for new plantings of palm?
Yes

Does the farmer plan any new plantings for this or next year?
No

If the Existing Planting Survey does not contain the map of the plot, an error message will be shown and the group manager is required to upload a location of established plot.

To update the location of an established plot, click on “**Choose file**” under “**Update location of established plot**” and upload the KMZ file* for the established plot. The uploaded KMZ file will be saved automatically.

* To successfully upload your KMZ file, the format of the KMZ file must follow the specifications set by Google. You can refer to the following links for more information:

<https://developers.google.com/kml/documentation>

<https://developers.google.com/kml/documentation/kmlreference>

Rejecting Existing Plantings Surveys

To reject an Existing Plantings Survey, the group manager has to fill out the “**Reject Reason**” field at the bottom of the survey details.

The screenshot displays the RSPO web dashboard interface. The top navigation bar is orange and contains the RSPO logo on the left and 'English' and 'Group Manager (Sign Out)' on the right. A dark sidebar on the left lists navigation items: Overview, Manage Data Collectors, View Farmer Details, Manage Survey for Existing Plantings (highlighted in orange), Rejected Survey for Existing Plantings, Manage Survey for New Plantings, Rejected Survey for New Plantings, Settings, Privacy Policy, and Terms of Use. The main content area shows survey details for an existing planting survey. It includes several questions: 'Does the farmer plan to use land for new plantings of palm?', 'Does the farmer plan any new plantings for this or next year?', and 'If not next year, by when does farmer plan new plantings?'. Below these is a section for 'Evidence of ownership' with a placeholder image. Further down, there are fields for 'Reason for not uploading evidence of use/ ownership rights', 'Start date' (19 Aug 2022, 5:10AM (UTC)), and 'End date' (7 Oct 2022, 1:05AM (UTC)). A red rectangular box highlights the 'Reject Reason' section, which contains the instruction 'Please enter a reason for rejection so that your data collector knows what to fix in his/her survey.' and a text input field labeled 'Enter reject reason'. At the bottom of the main content area, there are two buttons: 'REJECT SURVEY' and 'UPLOAD EVIDENCE DOCUMENTS'.

Please provide clear feedback as to why the survey was rejected, so that the data collector may amend the issues before resubmission.

Managing Rejected Existing Plantings Surveys

To view/manage Rejected Existing Plantings Surveys, group managers need to navigate to “Rejected Survey for Existing Plantings”.

Group managers can click on individual surveys to view more details.

Should the need arise, the group manager may reverse rejection by clicking on “**Approve Survey**”, which will move the survey back to the “**Manage Survey for Existing Plantings**” list.

- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

Managing New Plantings Surveys

To manage New Plantings surveys, group managers need to navigate to “**Manage Survey for New Plantings**” in the left side menu.

The screenshot shows the RSPO web dashboard. The top navigation bar is orange and contains the RSPO logo, the language 'English', and a 'Group Manager (Sign Out)' button. The sidebar menu on the left is dark grey and lists various options, with 'Manage Survey for New Plantings' highlighted in orange. The main content area is titled 'Manage Survey for New Plantings' and features a filter for 'Low Level (2)', 'Medium Level (2)', and 'High Level (0)'. Below this is a date range selector and three buttons: 'EXPORT LOW LEVEL REPORT', 'SHAPE FILES', and 'VIEW LOW LEVEL MAP OVERVIEW'. A 'Filter by Group Code' dropdown is set to 'ALL', and a 'Show 10 entries' option is visible. The main table displays survey data with columns for 'Submitted By/Updated At', 'Farmer', 'Plot Name', 'Size of Survey Plot', 'Group Code', and 'Action'. Two entries are shown, both for 'Jin Min Lee' with a group code of 'WFOYAA'. The first entry has a size of 0.126 ha and is labeled 'Low Level'. The second entry has a size of 0.178 ha and is labeled 'No Coordinate'. A red flag icon is present in the 'Action' column for both entries. Below the table, there is a 'Showing 1 to 2 of 2 entries' indicator and a pagination control showing '1' of 1 pages. A light blue banner at the bottom contains two messages: a red flag icon with the text 'The size of an individual plot or cumulative plots exceed 50 ha*' and a blue flag icon with the text 'This is communal land. * national definition of smallholders may differ'.

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	Group Code	Action
2022-10-07 9:18:41 am	Jin Min Lee	Low Level	0.126 ha	WFOYAA	
2022-10-07 9:17:06 am	Jin Min Lee	No Coordinate	0.178 ha	WFOYAA	

All submitted New Plantings Surveys will be displayed here for review, by default sorted by Submission date and time.

The Search function can also be used to filter the list. Group managers can click the “**Plot Name**” to view more details for that survey. Group managers can delete a plot here.

- * Note that deleting a survey is irreversible and the data collector will have to resubmit the details for that plot.
- If a New Plantings Survey contains more than 1 plot, deleting a plot will only delete the details for that single plot, and will not affect the other plots.
- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

New Plantings Surveys - Low

Under the **Low Level** tab, group managers can export a low level survey report from a selected range, using the text field above, and by clicking the **“Export Low Level Report”** button.

RSPO English - Group Manager (Sign Out)

Manage Survey for New Plantings

Low Level (2) Medium Level (2) High Level (6)

Select date range to export

EXPORT LOW LEVEL REPORT SHAPE FILES VIEW LOW LEVEL MAP OVERVIEW

Filter by Group Code

ALL

Show 10 entries

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	Group Code	Action
2022-10-07 9:18:41 am	Jin Min Lee	Low Level	0.136 ha	WFOYAA	
2022-10-07 9:17:06 am	Jin Min Lee	No Coordinate	0.178 ha	WFOYAA	

Submitted By/Updated At Farmer Plot Name Size of Survey Plot Group Code Action

Show 1 to 2 of 2 entries

Previous 1 Next

The size of an individual plot or cumulative plots exceed 50 ha*

This is communal land.

* national definition of smallholders may differ

“View Low Level Map Overview” will display an overview of all plotted areas. The zoom level will be adjusted to ensure that all plots are visible.

RSPO English - Group Manager (Sign Out)

New Plantings Map Overview

< BACK TO SURVEY LIST

Satellite

- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

New Plantings Surveys - Low Details

Each Low Level Survey will display the farmer/data collector details, size of expansion and HCV level up at the top.

RSPO English - [Group Manager \(Sign Out\)](#)

Low Level

[← BACK TO SURVEY LIST](#)

FARMER NAME (ID) Jin Min Lee (TESTING)	SUBMITTED BY Jin Min Lee	COMMUNAL LAND STATUS No
DATE OF REGISTRATION 7 Oct 2022	SIZE OF EXPANSION 0.136 hectares	HCV LEVEL Low

LOCATION OF PROPOSED EXPANSION SLOT

Screenshot Satellite

mapbox Mapbox OpenStreetMap Improve this map

Update location of established plot
 No file chosen

Are there steep slopes (>25°) in (or within 20m of) the proposed expansion plot?
No

Are there moderate slopes (>9°) in (or within 20m of) the proposed expansion plot?
No

Information about the relevant plot will be displayed below. Various notices will be displayed depending on the state of the plot. (Notices refer to the “No-Go areas and the proper practices.”)

New Plantings Surveys - Medium

Under the **Medium Level** tab, group managers can export a medium level survey report from a selected range, using the text field above, and by clicking the **“Export Medium Level Report”** button.

Note that HCV 5-6 Unverified plots will not be included in the exported medium level report. Plots need to be individually verified before they are included.

The screenshot displays the 'Manage Survey for New Plantings' page. At the top, there are tabs for 'Low Level (2)', 'Medium Level (2)', and 'High Level (0)'. Below the tabs is a date range selector and two buttons: 'EXPORT MEDIUM LEVEL REPORT' and 'SHAPE FILES'. A 'VIEW MEDIUM LEVEL MAP OVERVIEW' button is located on the right. The main area shows a filter dropdown set to 'ALL' and a note: 'This report must be submitted to HCVRN for mandatory independent review.' Summary statistics are shown: 2 total HCV 1-4 plots, 2 total HCV 5-6 plots, and 2 total HCV 5-6 unverified plots. A table lists two survey plots with columns for Submitted By/Updated At, Farmer, Plot Name, Size of Survey Plot, HCV 1-4 or 5-6 status, Group Code, and Action. The first plot is 'Test' (0.065 ha) with status '1-4' and '5-6 Unverified'. The second plot is 'High Level Test' (0.39 ha) with status '1-4' and '5-6 Unverified'. A search bar and pagination controls are also visible.

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	HCV 1-4 or 5-6	Group Code	Action
2022-10-07 9:14:37 am	Jin Min Lee	Test	0.065 ha	1-4 5-6 Unverified	WF0YAA	
2022-10-07 9:14:13 am	Jin Min Lee	High Level Test	0.39 ha	1-4 5-6 Unverified	WF0YAA	

Showing 1 to 2 of 2 entries

Previous 1 Next

The size of an individual plot or cumulative plots exceed 50 ha*
 This is communal land.
 * national definition of smallholders may differ

“View Medium Level Map Overview” will display an overview of all plotted areas. The zoom level will be adjusted to ensure that all plots are visible.

- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

New Plantings Surveys - HCV 5-6 Surveys Filter

The group manager may view HCV 5-6 unverified surveys using the “View HCV 5-6 Surveys Only”.

The screenshot shows the RSPO web dashboard interface for managing new plantings surveys. The main content area is titled "Manage Survey for New Plantings" and features several key elements:

- Filters:** At the top, there are tabs for "Low Level (2)", "Medium Level (2)", and "High Level (0)". Below this is a "Select date range to export" field.
- Action Buttons:** There are two buttons: "EXPORT HCVS-6 REPORT" (highlighted with a red box) and "SHAPE FILES". On the right side, there is a button "VIEW MEDIUM LEVEL MAP OVERVIEW".
- Summary Statistics:** A summary bar shows: "2 total HCV 1-4 plots", "2 total HCV 5-6 plots", and "1 total HCV 5-6 unverified plots". A button "VIEW HCV 5-6 SURVEYS ONLY" is highlighted with a red box.
- Table:** A table displays survey data with columns: Submitted By/Updated At, Farmer, Plot Name, Size of Survey Plot, HCV 1.4 or 5-6, Group Code, and Action.

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	HCV 1.4 or 5-6	Group Code	Action
2022-10-11 11:43:49 am	Jin Min Lee	High Level Test	0.39 ha	1-4 5-6 Verified	WF0YAA	[Trash Icon]
2022-10-07 9:14:37 am	Jin Min Lee	Test	0.065 ha	1-4 5-6 Unverified	WF0YAA	[Trash Icon]
- Footer:** A blue banner at the bottom contains a warning: "The size of an individual plot or cumulative plots exceed 50 ha*", "This is communal land.", and "national definition of smallholders may differ".

Group managers may export an HCV 5-6 Report for their own reference, using the “Export HCV 5-6 Report” button above, after selecting a date range.

New Plantings Surveys - Uploading Evidence Documents

Within each HCV 5-6 Unverified survey, there will be an **“Upload Evidence Documents”** button, where group managers may upload photos of the relevant documents.

Once uploaded, they can click **“Verify Survey”** for it to be included within the Medium Level Report.

The screenshot displays the RSPO web dashboard interface. On the left is a dark sidebar with navigation options: Overview, Manage Data Collectors, View Farmer Details, Manage Survey for Existing Plantings, Rejected Survey for Existing Plantings, **Manage Survey for New Plantings** (highlighted), Rejected Survey for New Plantings, Settings, Privacy Policy, and Terms of Use. The main content area shows a survey form with the following fields:

- Is the use/ownership of the land in the proposed expansion plot contested? n/a
- If there are sites of cultural or spiritual importance to people other than the group member or family members in the proposed expansion area, have they consented to the proposed new oil palm planting? n/a
- Evidence of ownership: A blurred image placeholder.
- Reason for not uploading evidence of use/ownership rights: -
- Start date: 19 Aug 2022, 5:06AM (UTC)
- End date: 19 Aug 2022, 5:10AM (UTC)

At the bottom of the form, there is a text input field labeled "Enter reject reason". Below this field are three buttons: "REJECT SURVEY" (circled in red), "VERIFY SURVEY" (circled in green), and "UPLOAD EVIDENCE DOCUMENTS" (circled in red).

New Plantings Surveys - High

Under the **High Level** tab, group managers can export a high survey report from a selected range, using the text field above, and by clicking the **“Export High Level Report”** button.

RSPO English - Group Manager (Sign Out)

Manage Survey for New Plantings

Low Level (0) Medium Level (2) **High Level (1)**


Select date range to export

[EXPORT HIGH LEVEL REPORT](#) [SHAPE FILES](#) [VIEW HIGH LEVEL MAP OVERVIEW](#)


Filter by Group Code
ALL


Please contact an ALS-licensed assessor to conduct HCV assessment on the proposed plot/plots.

Show 10 entries Search

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	Group Code	Action
2022-11-14 2:55:10 pm	Jin Min Lee	Test Photo Point	9.236 ha	WF0YAA	
Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	Group Code	Action

Showing 0 to 0 of 0 entries Previous Next

 The size of an individual plot or cumulative plots exceed 50 ha*

 This is communal land.
* national definition of smallholders may differ


“View High Level Map Overview” will display an overview of all plotted areas. The zoom level will be adjusted to ensure that all plots are visible.

- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

Managing Rejected New Plantings Surveys

To view/manage Rejected New Plantings Surveys, group managers need to navigate to “Rejected Survey for New Plantings”.

The screenshot shows the 'Rejected Survey for New Plantings' page in the RSPO web dashboard. The page features a navigation menu on the left with options like 'Overview', 'Manage Data Collectors', 'View Farmer Details', 'Manage Survey for Existing Plantings', 'Rejected Survey for Existing Plantings', 'Manage Survey for New Plantings', and 'Rejected Survey for New Plantings' (which is highlighted). The main content area includes a header with 'RSPO' and 'Group Manager (Sign Out)', a filter section for 'Medium Level (1)' surveys, and a table of survey entries. The table has columns for 'Submitted By/Updated At', 'Farmer', 'Plot Name', 'Size of Survey Plot', 'HCV 1.4 or 5-6', 'Group Code', and 'Action'. A red flag icon is visible next to the 'Action' column for the first entry, indicating a plot size exceeding 50 ha. A blue flag icon is also present, indicating communal land. A search bar and pagination controls are also visible.

Submitted By/Updated At	Farmer	Plot Name	Size of Survey Plot	HCV 1.4 or 5-6	Group Code	Action
2022-10-11 11:57:05 am	Jim Min Lee	Test	0.055 ha	1-4 5-6 Unverified	WF0YAA	

Group managers can click on individual surveys to view more details.

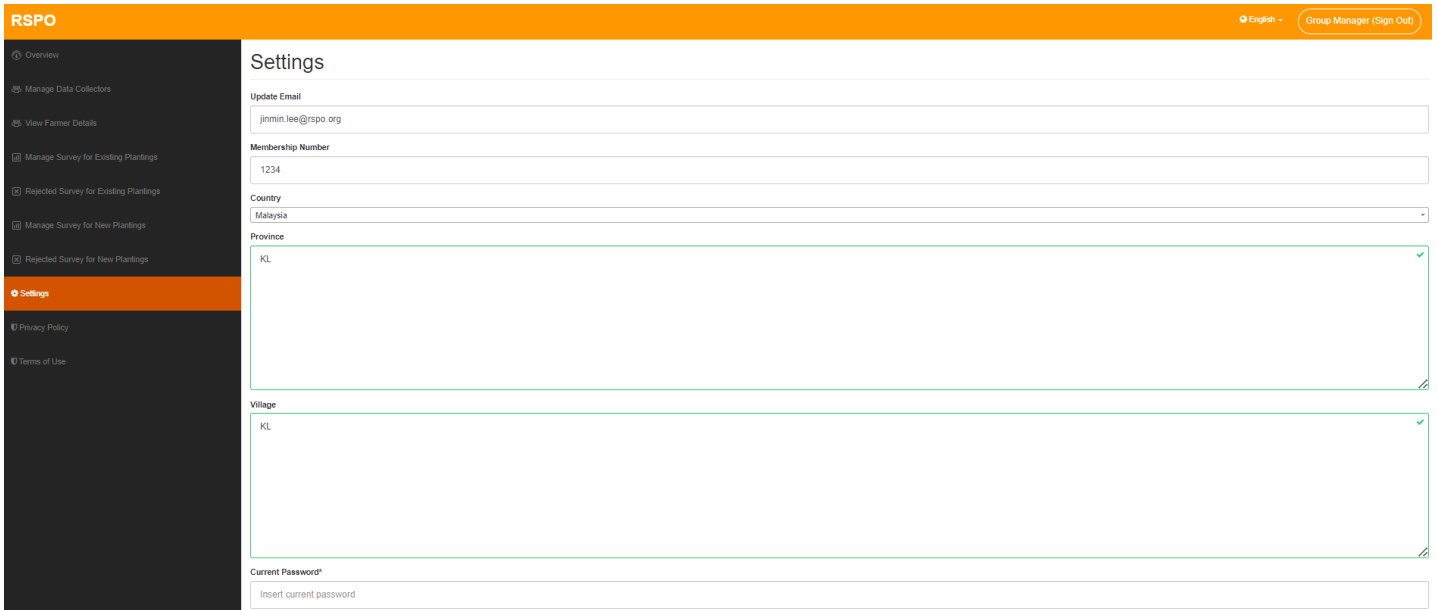
The Low, Medium, High level tabs work the same as in “Manage Survey for New Plantings”.

Should the need arise, the group manager may reverse rejection by clicking on “Approve Survey”, which will move the survey back to the “Manage Survey for New Plantings” list.

- A red flag is visible when the plot of a particular farmer exceeds the 50 ha threshold (or specific threshold based on the country’s national interpretation). This applies for both Existing Plantings and New Plantings surveys.
- A blue flag represents a plot that is communal land.

Settings

To edit their email/password, group managers need to navigate to “**Settings**” in the left side menu.



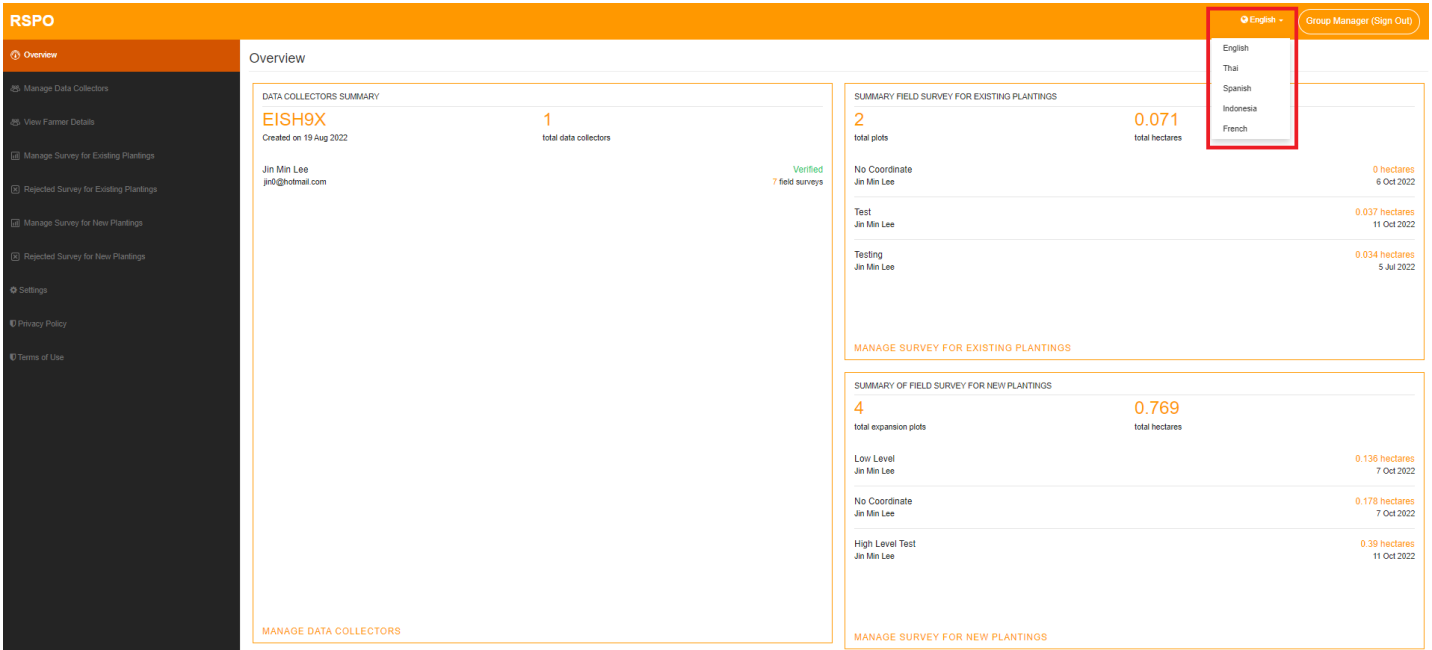
The screenshot displays the 'Settings' page in the RSPO web dashboard. The page has an orange header with the RSPO logo on the left and 'English' and 'Group Manager (Sign Out)' on the right. A dark sidebar on the left contains a menu with 'Settings' highlighted in orange. The main content area is titled 'Settings' and contains several input fields: 'Update Email' (text input with 'jimmin.lee@rspo.org'), 'Membership Number' (text input with '1234'), 'Country' (dropdown menu with 'Malaysia'), 'Province' (text input with 'KL'), 'Village' (text input with 'KL'), and 'Current Password*' (text input with 'Insert current password'). Each of the Province, Village, and Current Password fields has a green checkmark in the top right corner, indicating they are required or validated.

Once all relevant information is updated, clicking on the “**Update**” button will update the group manager’s details.

Group managers are required to fill in the country, province, and village fields before proceeding with generating reports.

Language

To change the preferred language, group manager can click on the “Language Dropdown” button, located next to the username in the top right corner of the screen.



Overview

The Overview panel can be accessed by click on “Overview” in the left side menu.

The screenshot shows the RSPO Overview dashboard. On the left is a dark sidebar menu with options like 'Manage Data Collectors', 'View Farmer Details', and 'Manage Survey for Existing Plantings'. The main content area is titled 'Overview' and contains three summary cards:

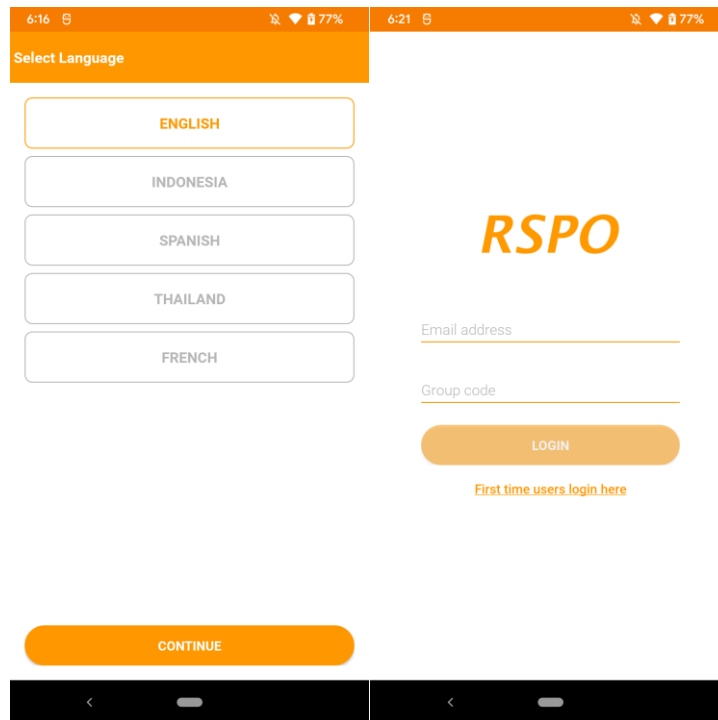
- DATA COLLECTORS SUMMARY:** Shows 1 total data collector for group 'EISH9X' (created 19 Aug 2022). The collector is 'Jin Min Lee' (verified, 7 field surveys).
- SUMMARY FIELD SURVEY FOR EXISTING PLANTINGS:** Shows 2 total plots for 0.071 total hectares. Categories include 'No Coordinate' (0 hectares), 'Test' (0.037 hectares), and 'Testing' (0.034 hectares).
- SUMMARY OF FIELD SURVEY FOR NEW PLANTINGS:** Shows 4 total expansion plots for 0.769 total hectares. Categories include 'Low Level' (0.135 hectares), 'No Coordinate' (0.178 hectares), and 'High Level Test' (0.39 hectares).

Here group managers can have a quick glimpse of all their latest data collector details, Existing Plantings and New Plantings Surveys.

Mobile App

First App Launch

Download the HCV app into your mobile device via the Google Play Store. On first launch, you will need to select your preferred language.



After selecting a language, you will be taken to the main login screen. If you are a first time user, you will need to log in via the “**First time users login here**” button.

For existing users, you need your email and group code to log in to the app.

First Time Login

To set up your account, you need to input your **Group Report Code**. You can obtain this code from your respective group managers.

The image displays two screenshots of a mobile application interface for a first-time login process.

Left Screenshot: Group Report Code

- Time: 6:22, Battery: 77%
- Header: < Group Report Code
- Text: "Every field report will be reported to its appropriate manager. Please get the group report code from your manager/admin and input it below:"
- Input: A 6-digit numeric input field with empty boxes.
- Button: A large orange button labeled "CONTINUE".

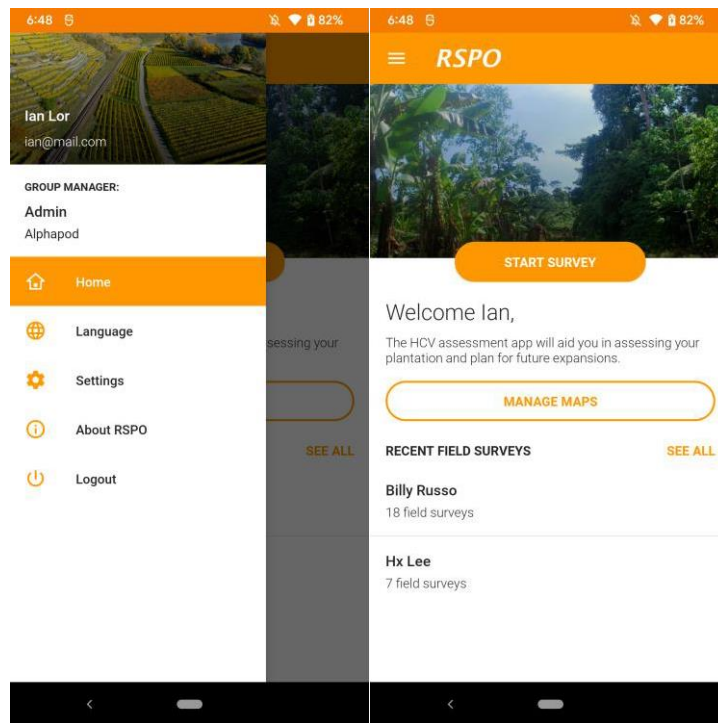
Right Screenshot: Profile Setup

- Time: 6:25, Battery: 78%
- Header: < Profile Setup
- Text: "You are currently setting up to be a data collector under the group manager below:"
- Group Manager: Admin Alphapod
- Link: [Not your group manager? Click here](#)
- Form Fields:
 - First name: Daniel
 - Last name: Alphapod
 - Email address: daniel@alphapod.com
- Button: A large orange button labeled "CONTINUE".

To setup your profile, you need to input your “**First name**,” “**Last name**” and the “**Email address**” that your group manager registered you as on the Dashboard.

Home Screen

Once logged in, you will land on the Home Screen; here you can access the side menu, “**Start Survey**,” “**Manage Maps**” and view “**Recent Field Surveys**”.



Tapping on “**Start Survey**” will bring you to the survey setup screen where you can select either an Existing Plantings or New Plantings survey. Farmer profiles will also be created/ selected here.

To prepare for offline usage, navigate to “**Manage Maps**”. Here you can download specific areas of the map to be saved into your device to be available offline.

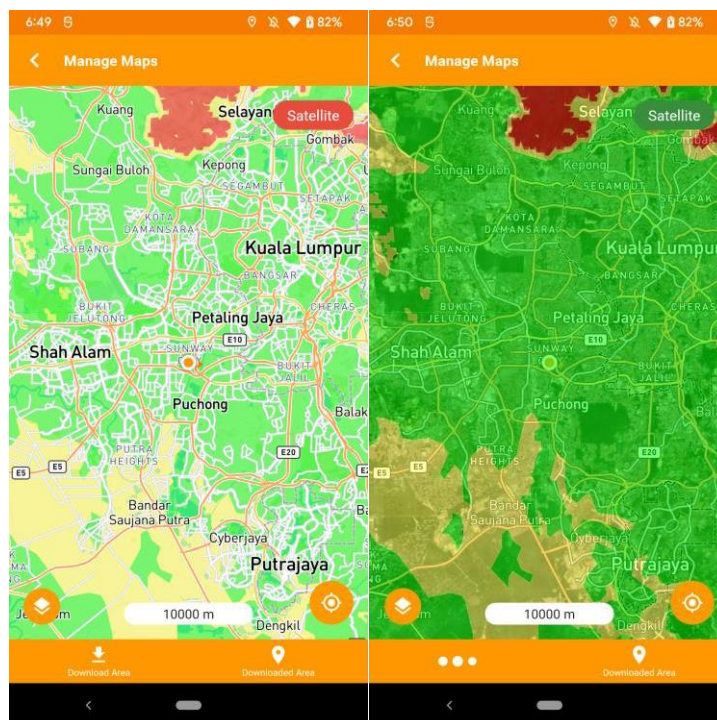
- * Note that in the scenario of having multiple offline maps, the app will automatically select the offline map closest to your current location to be loaded when attempting to plot while offline.

Users can also tap on “**See all**” to view a list of all farmers and their respective surveys.

Manage Maps

Here, you can navigate the map to view your surroundings. You may also download an area around your current location to be saved to your device for offline use later.

Note that, depending on your current zoom level, the map size to download will vary. It is recommended to zoom in to a specific area, rather than download and store a larger map that covers a wider area.



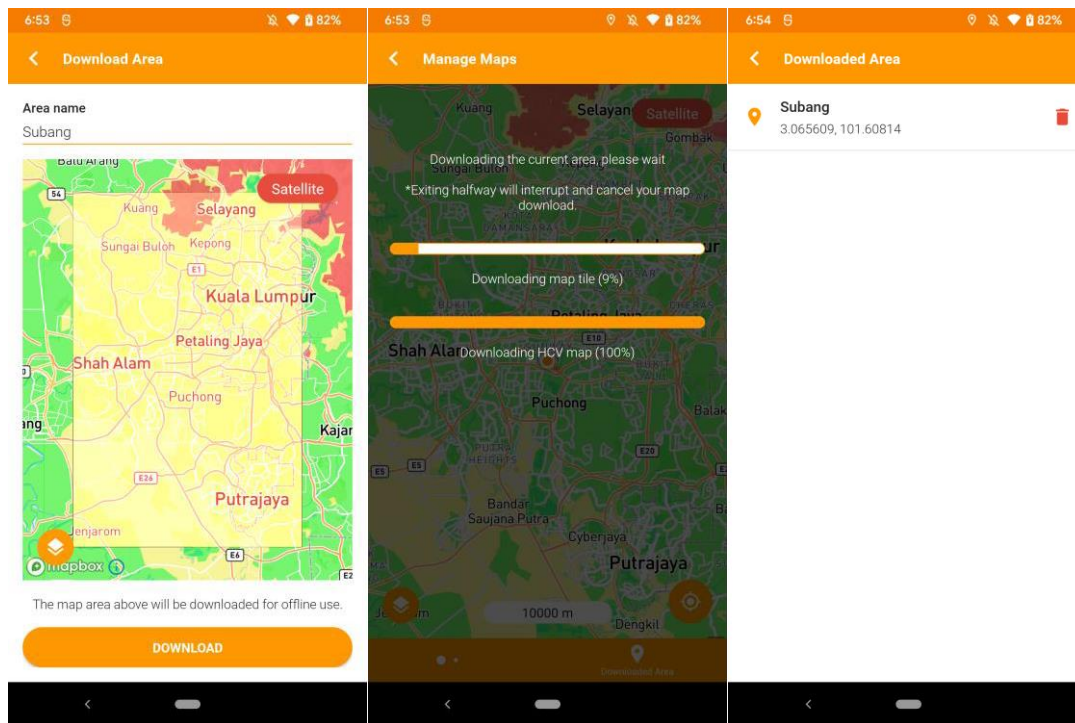
You may switch to “**Satellite**” mode to view satellite imagery overlaid on the map or view the regular map (as shown above).

The HCV probability maps are represented by the following colour codes:

- Green - Low HCV 1-3 Probability
- Yellow - Medium HCV 1-3 Probability
- Red - High HCV 1-3 Probability

Download Area

When selecting “**Download Area**”, you first need to enter an “**Area name.**” Here you can also preview a rough outline of the area you will be downloading.

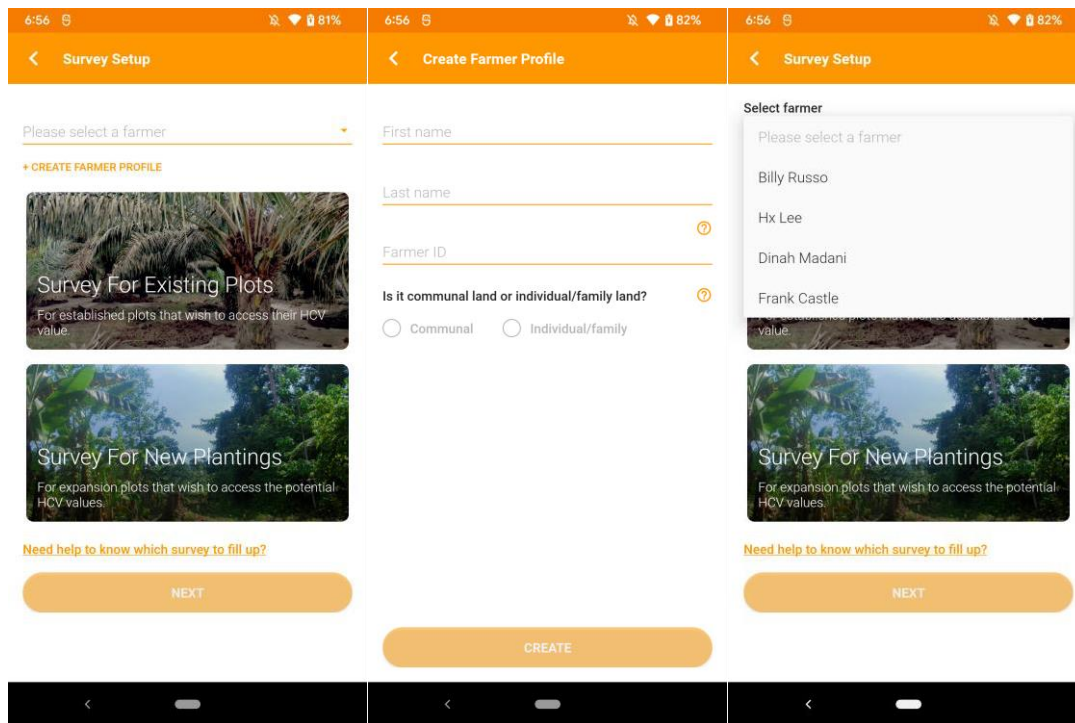


While downloading, the progress bar will be overlaid on the map. All other map actions will be unavailable until your download is complete. Should you need to exit, you may press the “Back” button.

Once downloaded, the area will be listed under the “**Downloaded Area**” section. Tapping on an area will lead you to that area on the map.

Survey Setup

Before filling in details for a survey, you need to specify the farmer profile for this survey, and select whether it is an Existing Plantings or New Plantings survey.



Create Farmer Profile

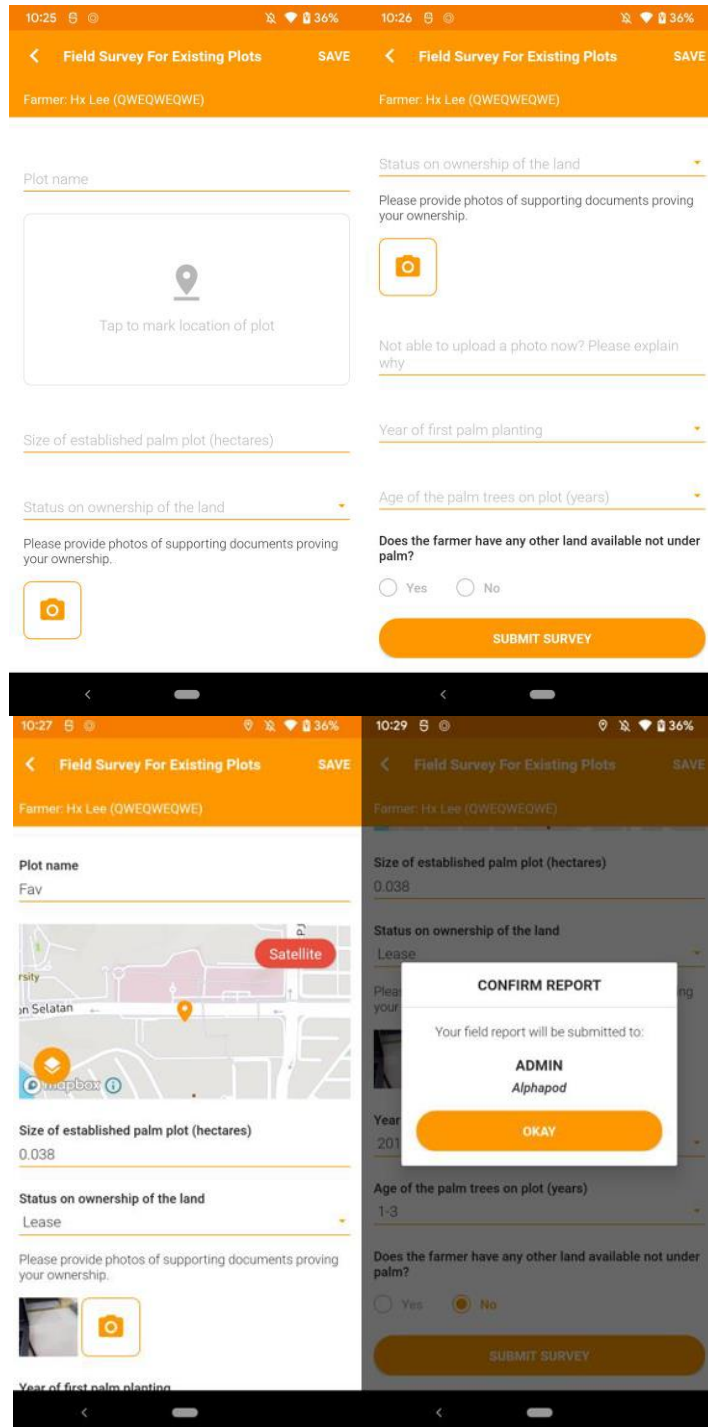
At least one farmer profile is required to begin filling in surveys. Tapping on the “**Create Farmer Profile**” will allow you to enter the relevant details for a farmer. Once created, you may select the relevant farmer profile from the dropdown list.

Selecting Survey Type

There are two survey types to be chosen, Existing Plantings or New Plantings. The selection will be highlighted with an orange border. You can click on “**need help to know which survey to fill up?**” if you need help to select which survey type suits your scenario.

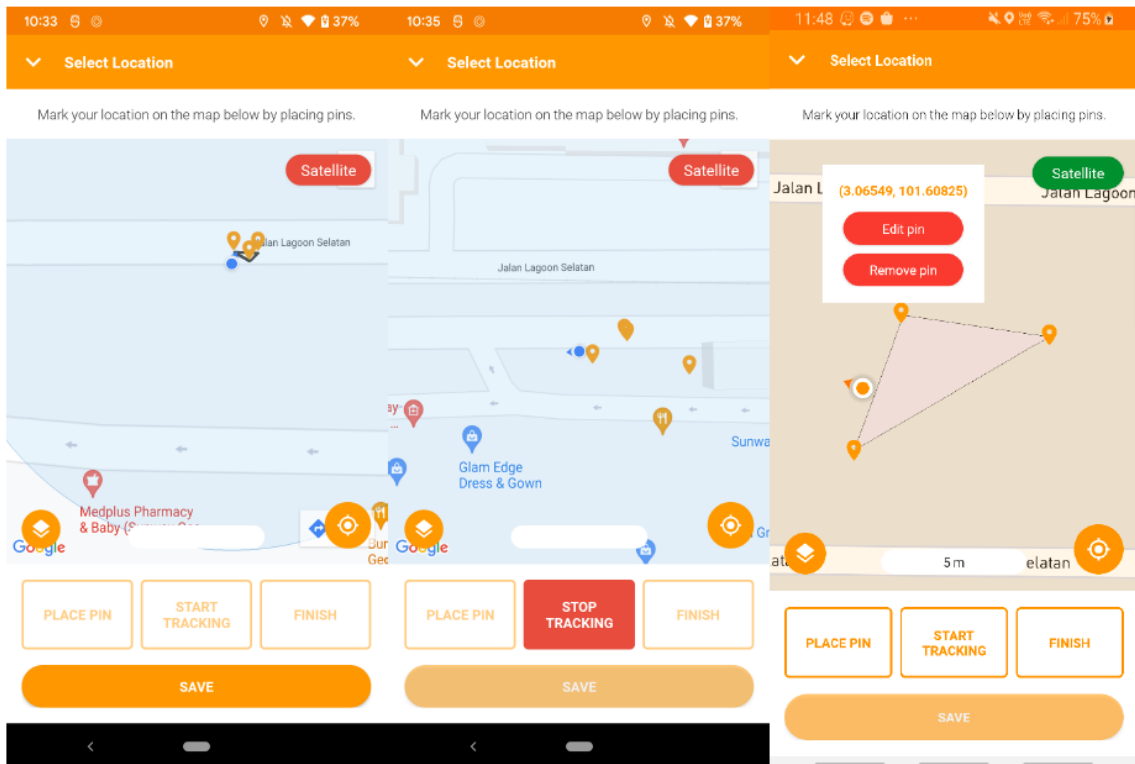
Existing Plantings Survey

All the survey details need to be filled in, except for **“Location of Plot”**, which is optional. The **“Save”** button is located on the top right; it is important to save frequently to avoid loss of data.



Plotting Guide

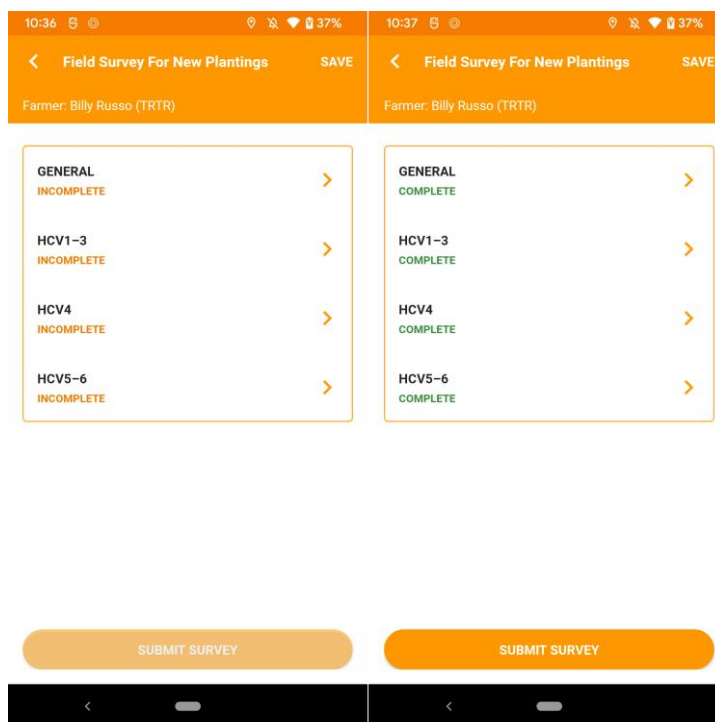
Your device's GPS needs to be enabled to access this function. Once enabled, you may begin to do the following:



- **“Place Pin”** manually one by one. (Each pin is placed on the user’s current location.)
- **“Remove Pin”** by tapping on a pin. (User will need to **“Stop Tracking”** before performing this action.)
- **“Start Tracking”** mode places pins automatically every 20m travelled. (The **“Place Pin”** function is disabled while in this auto mode. To manually place a pin, the user must **“Stop Tracking”** first.)
- **“Finish”** to link all pins together to plot out the shape of an area. (Once a user taps on **“Finish”**, pins cannot be removed. The user will have to re-plot the area if he/she wishes to edit the shape after tapping on **“Finish”**.) [Note: A minimum of 3 pins are needed to be placed at different locations to activate the **“Finish”** button.]
- **“Edit Pin”** by tapping on a placed pin on the map and moving it to a new location. Tap on the pin again to fix it in the new location.
- To re-plot an area, the user needs to **“Save”** the current plot and tap on the map again.

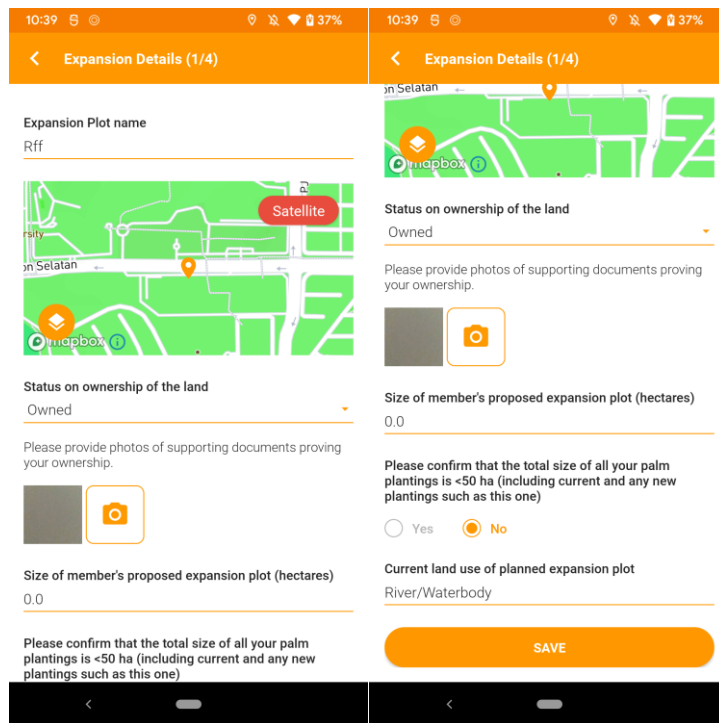
New Plantings Survey

All the survey details need to be filled in, except for “**Location of Plot**”, which is optional. The “**Save**” button is located on the top right; it is important to save frequently to avoid loss of data.



New Plantings Survey - General Section

It is recommended that data collectors fill in the General section first; entering the Expansion Plot name will help you label the different surveys.



Once all information is filled in, please proceed to the other sections.

New Plantings Survey - HCV 1-3 Section

Depending on the outcome of the plotting in the General section, there are different scenarios for proceeding with the survey.

The image displays two side-by-side screenshots of a mobile application interface for 'Expansion Details (2/4)'. Both screens show a top navigation bar with a back arrow and the title 'Expansion Details (2/4)'. The status bar at the top indicates the time (10:41 on the left, 10:40 on the right) and battery level (37%).

Left Screenshot (10:41):

- HCV 1-3 probability of expansion area: Low
- Are there forest/natural vegetation in the proposed expansion area? Yes No
- Is there peat in the proposed expansion area? Yes No
- SAVE button

Right Screenshot (10:40):

- HCV 1-3 probability of expansion area: Medium
- Are there forest/natural vegetation in the proposed expansion area? Yes No
- Does this cover the entire plot? Yes No
- Forest Area 1 (with a right arrow icon)
- + ADD FOREST AREA
- Is there peat in the proposed expansion area? Yes No
- Does this cover the entire plot? Yes No
- SAVE button

In the case of having Low HCV 1-3 Probability, the user can proceed to the next sections.

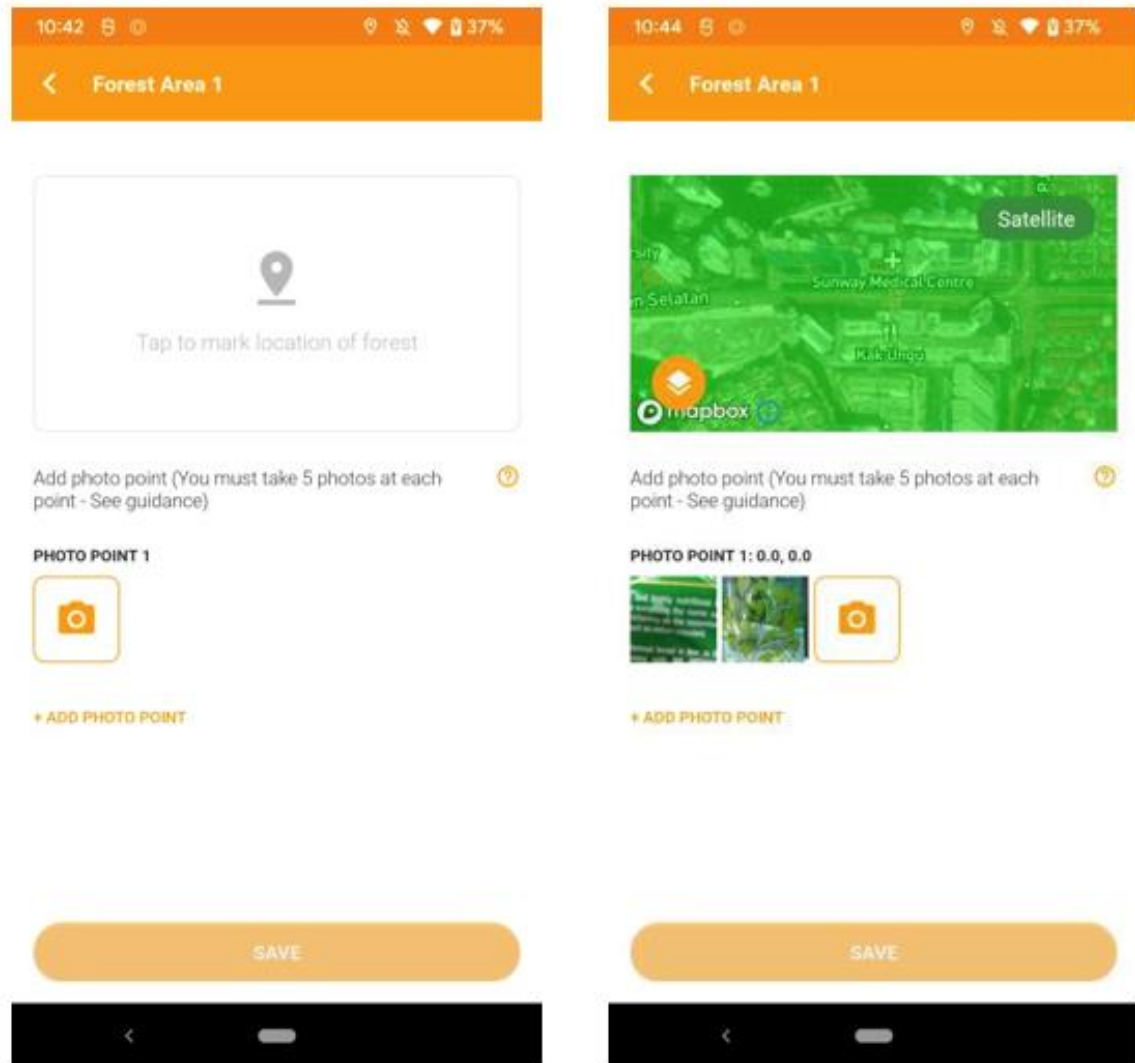
In the case of having Medium or High HCV 1-3 Probability, the user needs to answer a few extra questions and provide the necessary information.

Where forest/natural vegetation are present in the proposed expansion area, users can select whether the forest/natural vegetation covers the entire plot.

Users may delete Forest or Peat areas by tapping and holding the row that they wish to delete.

New Plantings Survey - HCV 1-3 Forest/Peat Areas

Plotting Forest or Peat areas is done the same as plotting regular plots. (Refer to Plotting Guide, page 31)



Should the need arise, the user may add more photo points. Each photo point needs to be accompanied by five ground truth photos.

- The user may view/delete each ground truth photos by tapping it.
- The user may also delete a photo point.
- * Note that deleting a photo point will also delete all ground truth photos within that photo point.

New Plantings Survey - HCV 4 and HCV 5-6 Sections

In this section, the user needs to answer questions by tapping Yes or No.

The image displays two side-by-side screenshots of a mobile application interface for a survey. Both screens have an orange header with a back arrow and the text 'Expansion Details (3/4)' on the left and 'Expansion Details (4/4)' on the right. The status bar at the top shows the time as 10:45 and 10:47, along with signal strength, Wi-Fi, and 37% battery icons.

Left Screenshot (Expansion Details 3/4):

- Question 1: "Are there steep slopes (>25°) in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes and No.
- Question 2: "Are there moderate slopes (>9°) in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes and No.
- Question 3: "Are there un-drained wetlands or peat in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes and No.
- Question 4: "Are there rivers or waterbodies in (or within 20m of) the proposed expansion plot? Including natural and artificial waterbodies, such as canals" with radio buttons for Yes and No.

Right Screenshot (Expansion Details 3/4):

- Question 1: "Are there steep slopes (>25°) in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes and No (selected).
- Question 2: "Are there moderate slopes (>9°) in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes and No (selected).
- Question 3: "Are there un-drained wetlands or peat in (or within 20m of) the proposed expansion plot?" with radio buttons for Yes (selected) and No.
- Question 4: "Are there rivers or waterbodies in (or within 20m of) the proposed expansion plot? Including natural and artificial waterbodies, such as canals" with radio buttons for Yes and No (selected).

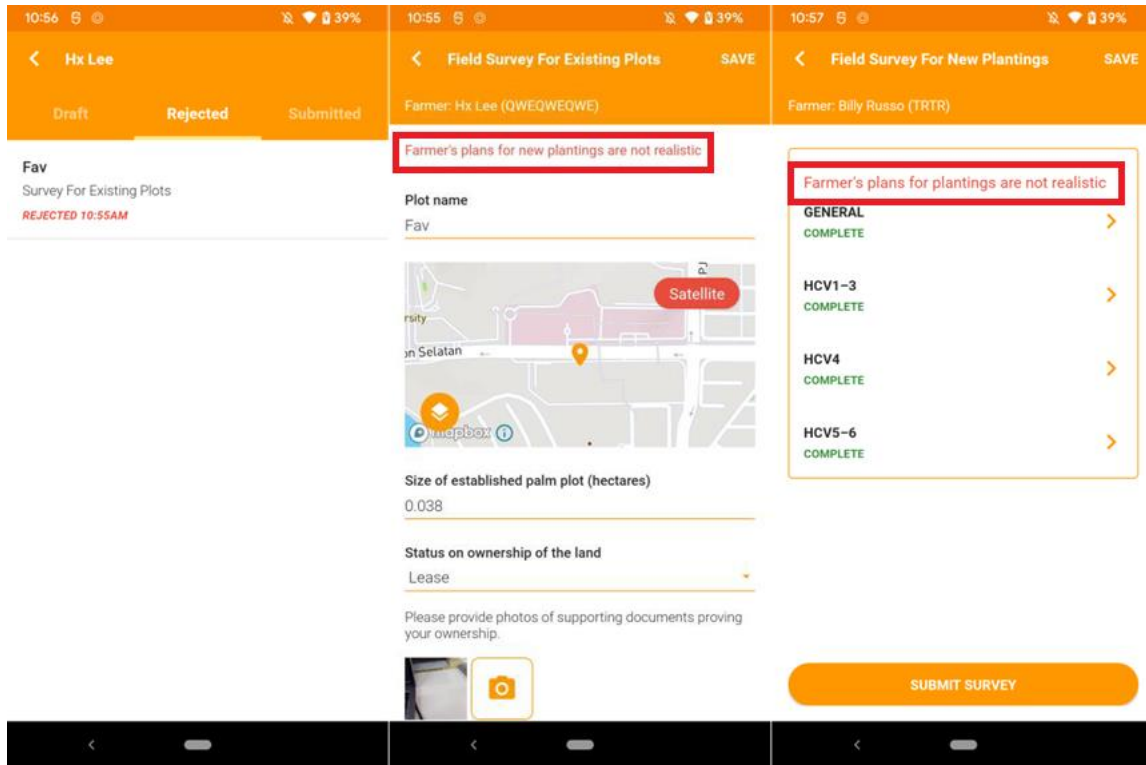
Bottom Screenshot (Expansion Details 4/4):

- Question 1: "Does the member have use/ownership rights for the proposed expansion area?" with radio buttons for Yes and No (selected). A question mark icon is to the right.
- Question 2: "Is the use/ ownership of the land in the proposed expansion plot contested?" with radio buttons for Yes and No (selected). A question mark icon is to the right.
- Question 3: "If people other than the group member hunt or collect products (wood, food, medicines, clothing) from in the proposed expansion plot, have they consented to the proposed new oil palm planting?" with radio buttons for Yes, No, and Not Applicable (selected). A question mark icon is to the right.
- Question 4: "If there are sites of cultural or spiritual importance to people other than the group member in the proposed expansion area, have they consented to the proposed new oil palm planting?" with radio buttons for Yes, No, and Not Applicable (selected). A question mark icon is to the right.

Both screenshots feature a large orange 'SAVE' button at the bottom center and a black navigation bar at the very bottom with a back arrow.

Rejected Surveys

To view Rejected Surveys, you need to navigate into a farmer's survey list from the Home Screen.

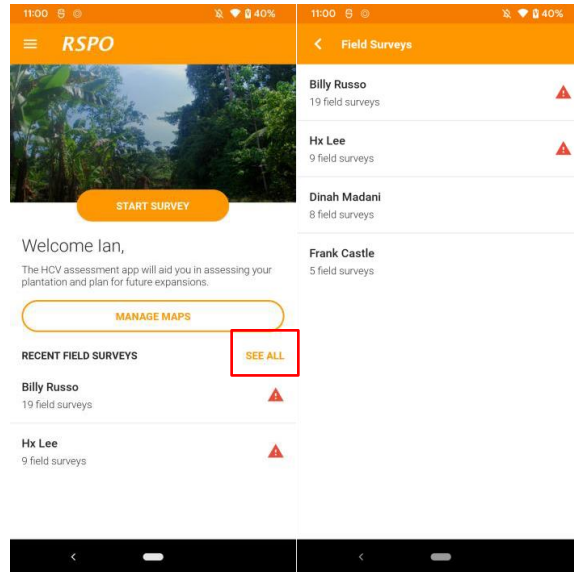


Tapping into the survey will reveal the Rejection Reason highlighted in red, as entered by the group manager. The user can now edit this survey and it will be saved as a draft before submitting it again to the group manager.

* For New Plantings Surveys, a separate Rejection Reason will be displayed for each plot.

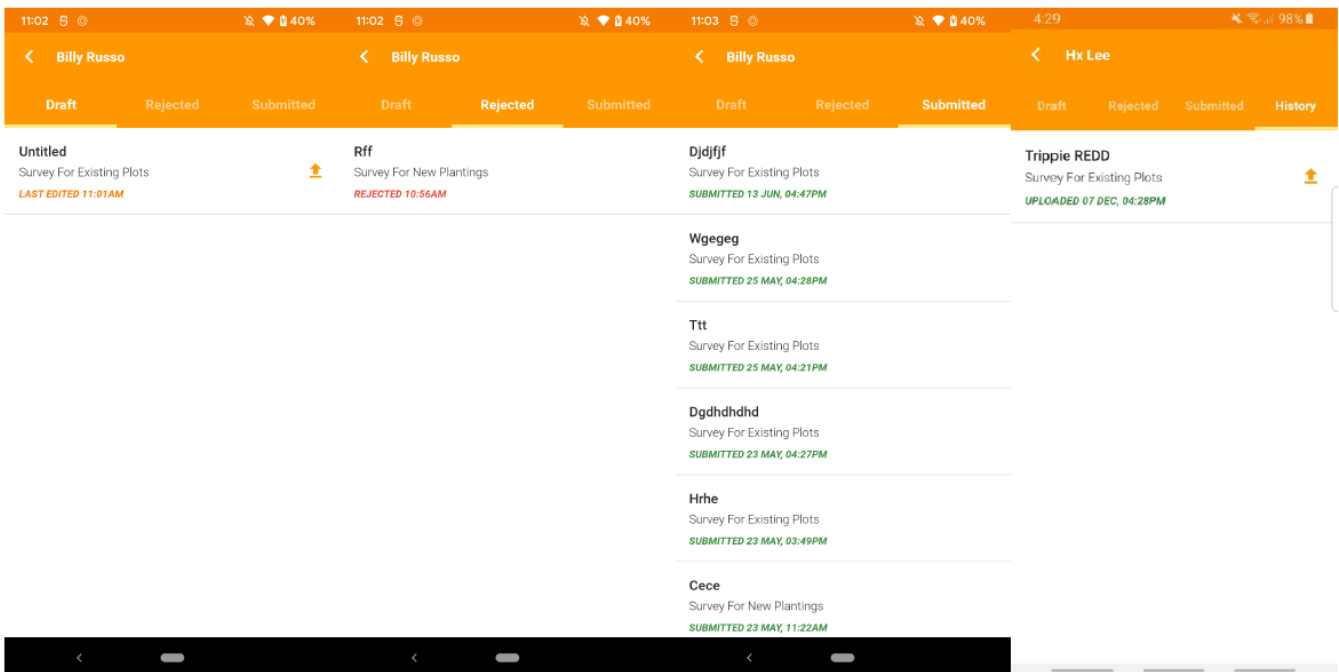
Recent Field Surveys

To view Recent Field Surveys, you need to tap on the farmer's name on the Home Screen. If you have 3 or more farmers, you can tap on the **"See All"** on the Home Screen to view the full list of field surveys belong to the farmers.



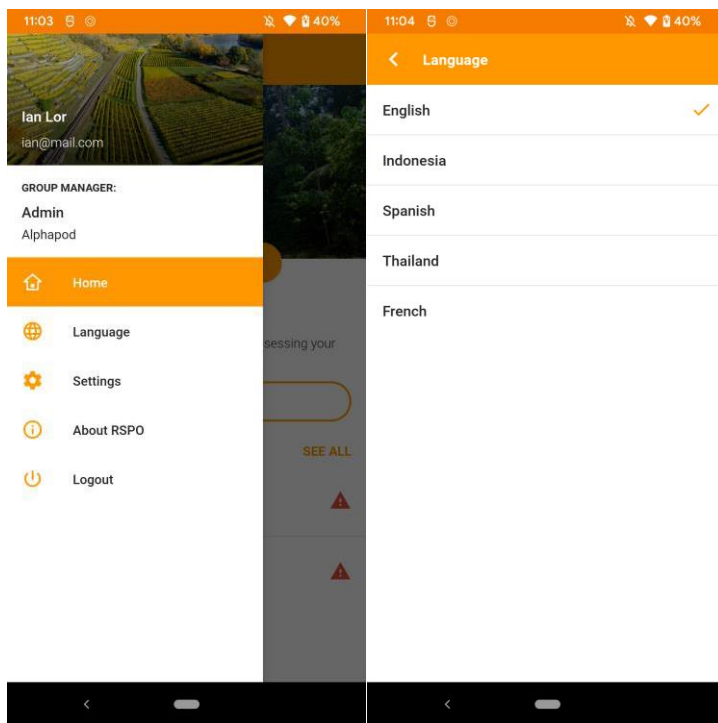
Farmers with the red alert icon are the ones with Rejected Surveys.

Tapping into a farmer will display his/her surveys under four tabs; Draft, Rejected, Submitted and History. Submitted surveys from Draft tab will be displayed under History tab. The History tab stores survey that are uploaded from device up to 3 months old. You can perform a reupload of the History survey if needed.



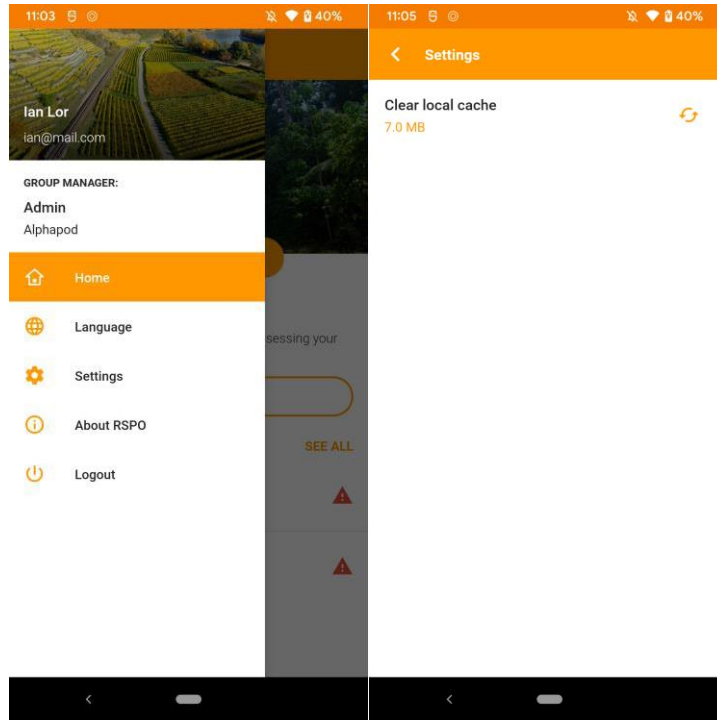
Language Selection

To change your current language, you can navigate to “**Language**” in the side menu from **Home**.



Settings

You can access the “**Settings**” from the side menu from **Home**.



Here you can clear your local device cache for the RSPO HCV App.

* Note that clearing the cache will clear all downloaded maps.

About RSPO

For more information about RSPO, users may access the “**About RSPO**” section in the side menu.

