



State of Florida

Department of Environmental Protection

**Conservation Lands, Easements and Recreation
(CLEAR)**

CLEAR User Guide



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Owned Lands Inventory (BSOLI)

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I. SCOPE

The objective of this User Guide is to acquaint users with the Conservation Lands, Easements and Recreation (CLEAR) module of the Florida State Owned Land and Records Information System Land Inventory Tracking System (FL-SOLARIS). Using the information in this volume, users should become familiar with the following:

- The functionality of the CLEAR module.
- The relationship between CLEAR and the other FL-SOLARIS components.
- General CLEAR system concepts such as system security, user role and screen navigation.
- Requesting access to CLEAR.
- Use of the CLEAR screens and screen features.

II. INTRODUCTION

This guide is intended as an overview and primer for using Conservation Lands, Easements and Recreation, (CLEAR). It provides instruction for logging into, successfully navigating, and competently using the CLEAR system.

A. Background

Legislation that went into effect July 1, 2016 contained language that expanded the scope of the current land inventory maintained by the Florida Department of Environmental Protection (FDEP). Florida Statute (F.S.) Chapter 253.87, sections (1) and (2) required FDEP to add conservation lands and easements within the state of Florida that are owned by federal government, counties, municipalities and the Florida Department of Transportation to its existing database.

The Florida State Owned Lands and Records Information System (FL-SOLARIS) serves as the foundation for the CLEAR system. FL-SOLARIS was developed and implemented by FDEP in collaboration with the Florida Department of Management Services (FDMS) in response to F.S. 253.0325. This Florida Statute mandated that FDEP and FDMS maintain a database of all state-owned and leased real property and all land that is owned, leased or otherwise occupied by the state.

FL-SOLARIS consists of four major components:

- Facility Inventory Tracking System (FITS)
- Land Inventory Tracking System (LITS)
- Public Lands Inventory (PLI)
- Conservation Lands, Easements and Recreation (CLEAR)

The CLEAR module enables FDEP to include conservation lands and easements owned by Federal agencies, Florida counties, Florida municipalities, and the Florida Department of Transportation in FL-SOLARIS. Together LITS and CLEAR provide a single source of conservation land data, governed by standards to ensure accurate and consistent data and reporting.

The following diagram illustrates the framework used by FL-SOLARIS to maintain its land inventory database.

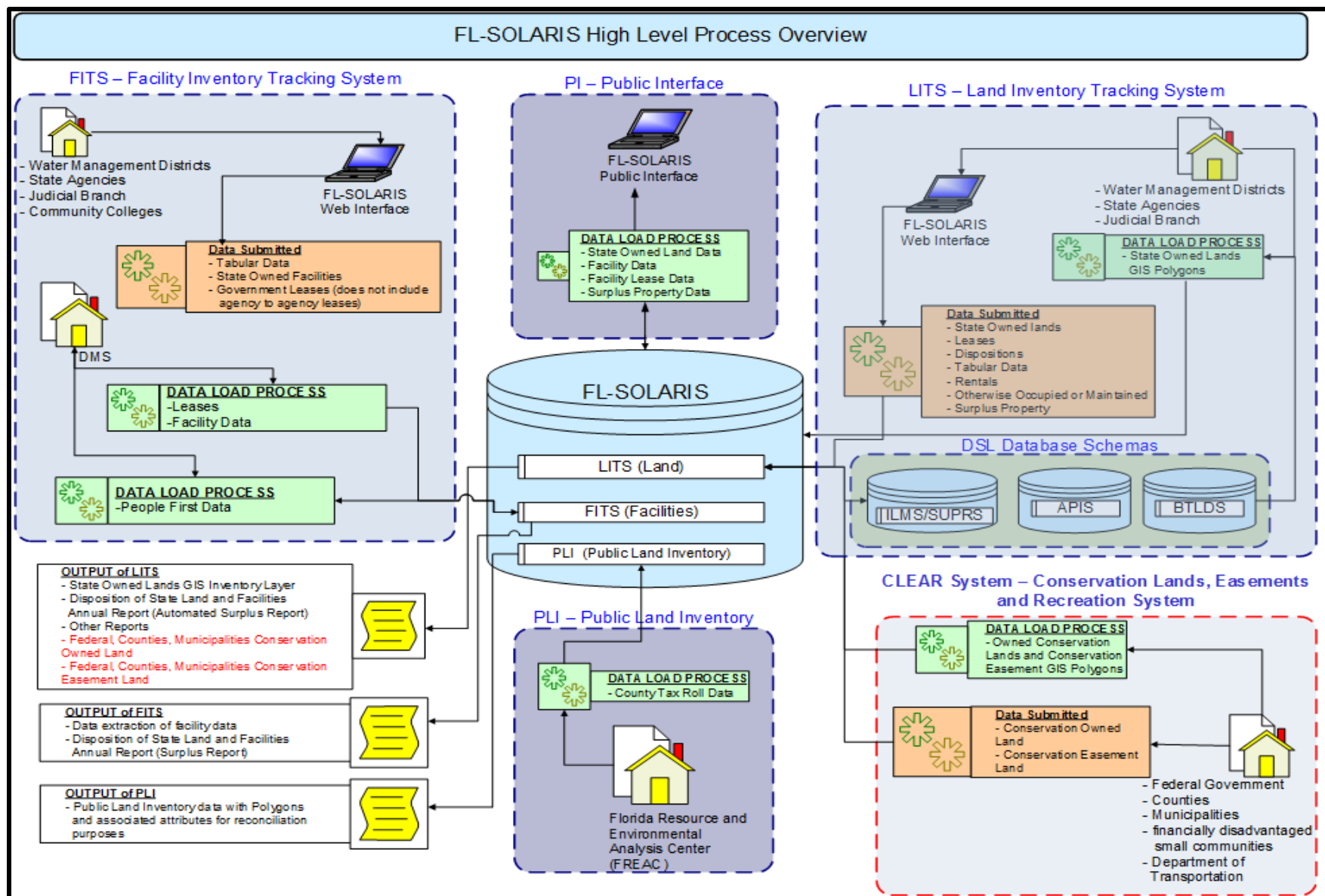


Figure 1: FL-SOLARIS High Level Process Overview

B. Development Considerations

The development of CLEAR was required by the Legislature. A summary of the CLEAR history and legislative requirements is provided in the [Background](#) section.

The Florida Department of Environmental Protection (FDEP) was tasked with system development and is the owner/manager of the CLEAR application. Some of the key underlying system design paradigms are noted below:

- By legislative direction, the conservation land and conservation easements reported in CLEAR by the federal government, counties, municipalities and the Florida Department of Transportation are subject to different requirements for updating and reporting than those reported by the state agencies in LITS. Consequently, LITS and CLEAR maintains separate land inventories within the FL-SOLARIS database.
- The system has role-based access rights with agency level user access administration.
- The application was built upon the FDEP Portal with its security policies and infrastructure.
- State land data is reported in LITS by the Florida agencies that own, lease, dispose or otherwise occupy or manage the land. The Florida Department of Transportation is the only Florida agency that was not required by legislature to report its land in LITS.
- Florida conservation land and easements that are owned by the federal government, counties, municipalities and the Florida Department of Transportation are reported in CLEAR.
- CLEAR is designed to be a single source of data for all conservation land and conservation easements within the state of Florida. To accomplish this objective, conservation owned land and conservation easements that are reported in LITS are included in searches and reports in CLEAR. CLEAR users have read only access to these records. Changes to the data must be made using LITS.
- LITS users automatically have the View Only role in CLEAR.
- Users can run custom data extracts porting or downloading the data into Microsoft Excel formatted (.xlsx) files that can be further massaged and manipulated for analysis.
- While the LITS system was designed as a repository of tabular data relating to each land inventory and to store and analyze spatial data (i.e., geographical representation) for the land, CLEAR only maintains tabular data in its inventories.

C. FL-SOLARIS User Guides

Information on the use of the other FL-SOLARIS components may be found in the following User Guides.

- *Land Inventory Tracking System (LITS) User Guide*
- *Facility Inventory Tracking System (FITS) User Guide*
- *Public Lands Inventory (PLI) User Guide*

III. GETTING STARTED WITH CLEAR

This section covers the basic information for using CLEAR. It begins with how to get access to the system, and then describes some of its basic concepts.

A. Requesting Access to CLEAR

If you currently have access to FL-SOLARIS (LITS), you automatically have View Only access to the data in CLEAR. You will be able to view land belonging to any organization and run reports without requesting access to the CLEAR application. The Request Access screen will not be presented to you upon logging into the system.

If you do not have an active FL-SOLARIS (LITS) User ID, requesting access is a two-step process:

1. Register in the DEP Business Portal
2. Request access to CLEAR

The following instructions provide a detailed description of these two steps. If you are already using a DEP application (e.g., FL-SOLARIS (FITS) or FL-SOLARIS (LITS)) you will already be registered in the DEP Business Portal. If this is the case, you only need to request access to CLEAR and may proceed to [Step 2](#). Otherwise, both steps must be performed for you to get access to CLEAR.

Step 1: Register in the DEP Business Portal

Use your browser to navigate to the link provided below. If you are reading this User Guide online, you may click on the link. If you are typing the link in the browser, you must enter upper and lower-case letters as shown.

<https://prodenv.dep.state.fl.us/DepMyPortal>

You might want to bookmark this web page. This is the same page you will be going to in the next step and every time you want to use the CLEAR application.

The DEP Business Portal screen will be displayed. If you have already used one of the FDEP applications and are registered with the DEP Business Portal, skip to [Step 2](#).

Otherwise, click on Register.

Figure 2: Register with DEP Business Portal

The Register screen will be displayed. Please complete the required fields and click Register.

Figure 3: DEP Business Portal Registration Screen

After you complete the registration, a message will be displayed asking that you check your email for instructions on how to verify your email address.

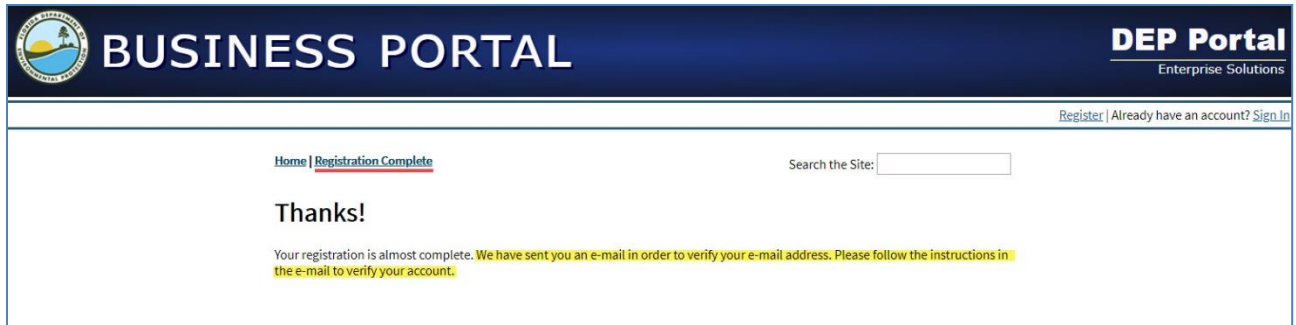


Figure 4: Registration Complete – Check Email

If you do not find the email in your Inbox, check your Spam mail folder.

Once you find the email, open it and click the link included in your email.

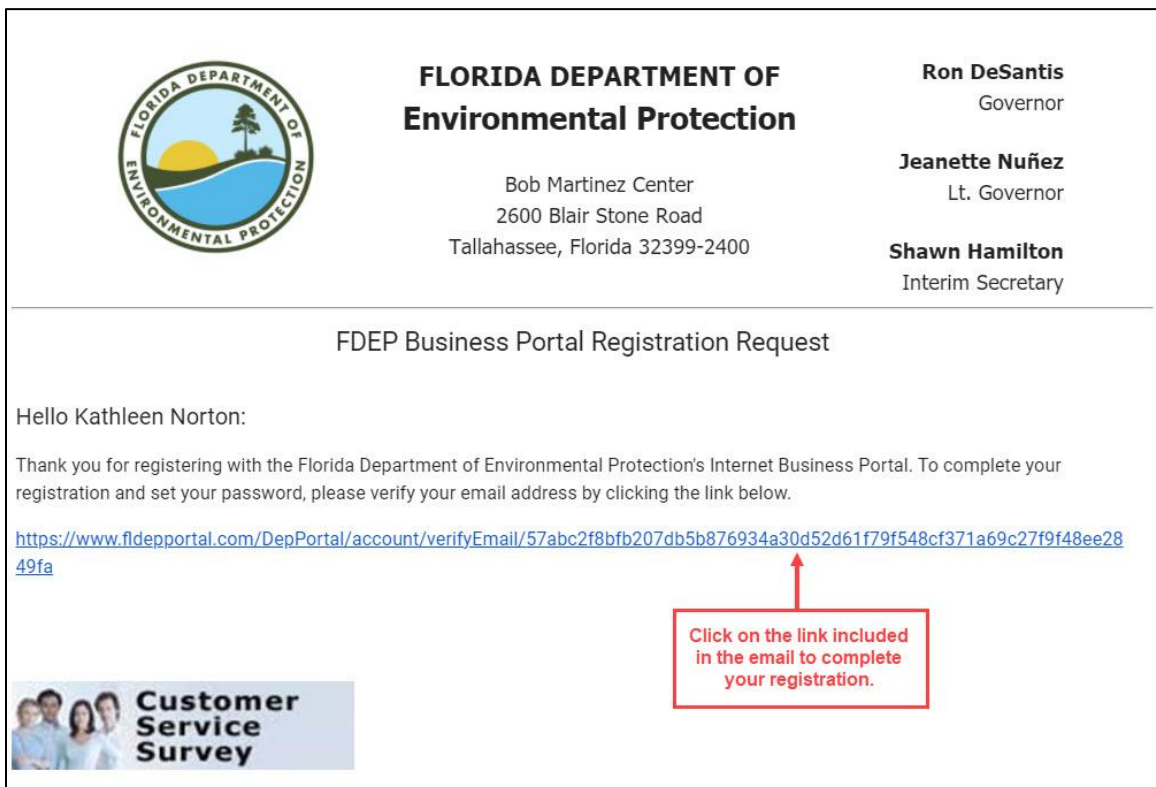


Figure 5: FDEP Business Portal Registration Request Email

This will verify your email address. The Verify E-mail screen will be displayed. The security question that you choose on the Register screen will be displayed along with boxes for entering/confirming your password. Complete the form and click Create Password.

Remember your password. You will use it the next time you sign into the FDEP Portal.

Figure 6: DEP Business Portal Verify Email

You have completed step 1 and are now registered in the DEP Business Portal. You will be sent an 'FDEP Business Portal Registration Complete' email.

Step 2: Requesting Access to CLEAR

Once you are registered in the DEP Business Portal, you must request access to CLEAR.

Click on the link below, use the bookmark you set in Step 1, or enter the link in your browser.

<https://prodenv.dep.state.fl.us/DepMyPortal>

The Sign In Screen will be displayed. Sign in here using your email address and the password you created when you registered.

Figure 7: DEP Business Portal Sign In

Once you have signed in, the My Applications screen will be displayed. Click on *FL-SOLARIS-CLEAR (Conservation Lands, Easements, and Recreation)* link on the right side of the page.

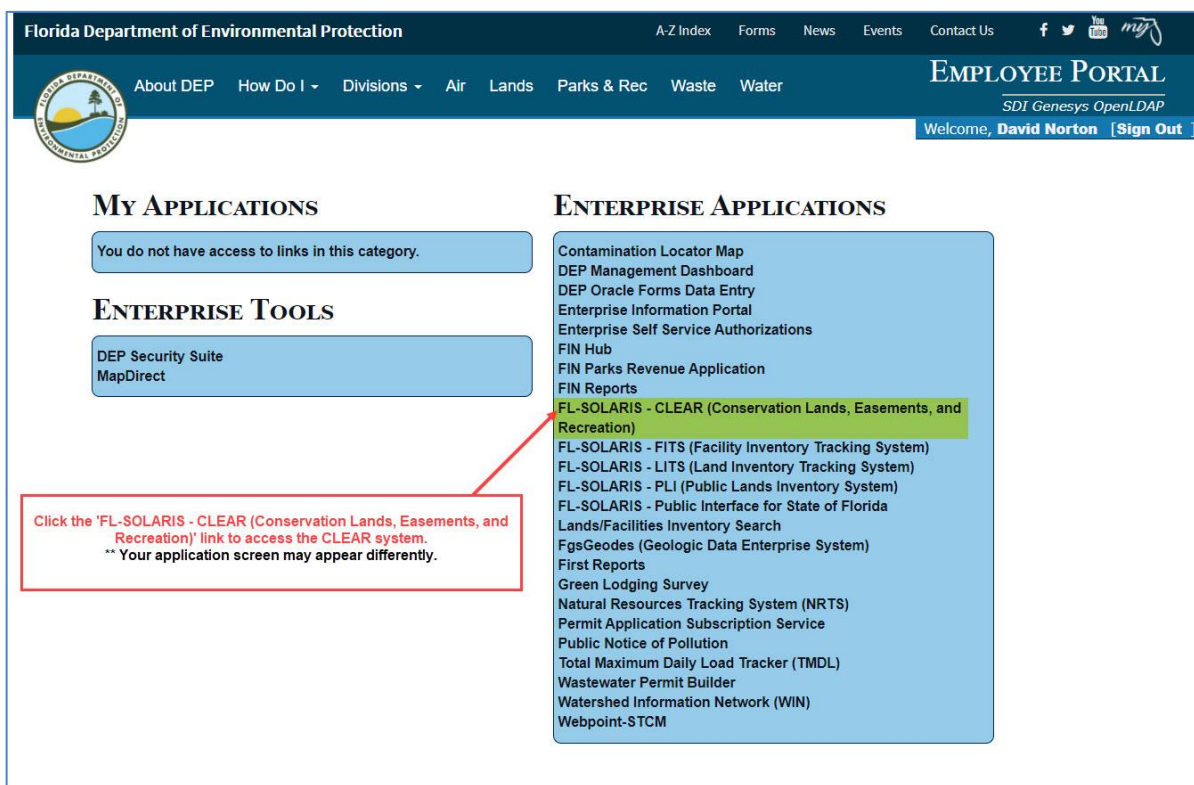


Figure 8: Choosing CLEAR from the DEP Portal

*If the My Application screen is not displayed, please sign out, close your browser completely and then use the link below to sign back in. I do recommend bookmarking this page for ease of access.

<https://prodenv.dep.state.fl.us/DepMyPortal>

If you are not currently a registered CLEAR user, you will be taken directly to the Request Access screen. If you are already an active LITS user, the Request Access screen will not be presented to you.

The Request Access screen will require you fill in three key information fields, Your Organization Type, Organization, and Requested Role. The other fields—Manager Name, Manager Phone and Comments—are optional and for informational purposes only. All of these fields are described in greater detail in the following sections.

Request Access

Mandatory fields are marked with *

Your Organization Type: * Please Select

Organization: * Please Select

Requested Role: * Please Select

Manager Name:

Manager Phone: () _ _ _

Comments:

Request Access Reset

At a minimum, you must enter this information.

Figure 9: CLEAR Request Access screen

Your Organization Type & Organization

The first two required fields are 'Your Organization Type' and 'Organization'. These fields are linked; the list that appears in the Organization drop-down box changes depending on the selection in the Your Organization Type dropdown. The following table lists the Organization Types and provides a brief description of each as it relates to the use of the Request Access screen, including the roles that may be selected. A description of the roles in the CLEAR system and their capabilities is described in [CLEAR Roles](#).

Table 1: CLEAR Organizations

<i>Organization Type</i>	<i>Description</i>
Agency	<ul style="list-style-type: none"> • Select this Organization Type if you work for a Florida state agency. • When you select this Organization Type, the Organization drop-down box will be populated with the names of all Florida state agencies. • If you select an agency that is not already reporting its land in LITS, you will have the option of selecting either the 'View Only' or 'Edit Admin' role from the Requested Role drop-down box. • If you select an agency that is already reporting its land in LITS, you will only be able to select the 'View Only' role from the Requested Role drop-down box.
County	<ul style="list-style-type: none"> • Select this Organization Type if you work for one of Florida's counties. • When you select this Organization Type, the Organization drop-down box will be populated with the names of the Florida counties. • You will be able to select either the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.
Federal	<ul style="list-style-type: none"> • Select this Organization Type if you work for a federal agency. • When you select this Organization Type, the Organization drop-down box will be populated with the names of the federal agencies that are responsible for acquiring or managing land. • You will be able to select either the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.
Judicial	<ul style="list-style-type: none"> • Select this Organization Type if you work for the Florida judicial system. • When you select this Organization Type, the Organization drop-down box will be populated with 'State Courts System'. • The only role you may select in the Requested Role drop-down box is 'View Only'.
Municipal	<ul style="list-style-type: none"> • Select this Organization Type if you work for a city, township, village or other municipality. • When you select this Organization Type, the Organization drop-down box will be populated with the names of Florida municipalities. • You will be able to select either the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.
Non-Governmental	<ul style="list-style-type: none"> • Select this Organization Type if you work for a Non-Governmental agency. • When you select this Organization Type, the Organization drop-down box will be populated with the names of the Non-governmental agencies. • You will be able to select either the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.
Special District	<ul style="list-style-type: none"> • Select this Organization Type if you work for a special district. • When you select this Organization Type, the Organization drop-down box will be populated with the names of the Florida Special Districts. • You will be able to select either the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.
University	<ul style="list-style-type: none"> • Select this Organization Type if you work for a Florida college or university. • When you select this Organization Type, the Organization drop-down box will be populated with names of the Florida colleges and universities. • The only role you may select in the Requested Role drop-down is 'View Only'.

<i>Organization Type</i>	<i>Description</i>
WMD	<ul style="list-style-type: none"> • Select this Organization Type if you work for one of the Florida Water Management Districts. • When you select this Organization Type, the Organization drop-down box will be populated with the Water Management District names. • The only role you may select in the Requested Role drop-down box is 'View Only'.

You should see your organization in one of these listings. If you do not see your organization, please use the [Contact Us](#) link in the footer of the screen to send an email to the CLEAR System Administrators.

CLEAR Roles

The third required field is 'Requested Role'. All the CLEAR roles are listed in the following table. However, you will only be able to select the 'View Only' or 'Edit Admin' role in the Requested Role drop-down box.

Table 2: CLEAR Roles

CLEAR Role Information	
<i>Role</i>	<i>Role Responsibility</i>
View Only	This role allows the user to view CLEAR data from all organizations and run reports. Any user within any organization can be assigned the View Only role.
Edit Admin	<p>This role is for use by an agency that is not already reporting its land in LITS, federal, county or municipal organizations that own conservation land and/or have conservation easement agreements. Users assigned this role are able to:</p> <ul style="list-style-type: none"> • View information on land from all agencies • Edit information associated with their organization's conservation land and easements.
CLEAR Super Admin	The CLEAR Super Admin role cannot be requested on the Request Access screen. This role allows the user to view and change any editable data for any organization. It is used for maintaining system integrity and is assigned to a limited number of users. This role is set by a CLEAR System Administrator in the DEP Security Portal as needed. For more information on how this role is assigned see the section, The Manage Users Screen .
Users with any LITS Role	Active LITS users with any role are automatically able to view CLEAR data from all organizations and run reports. There is no need for users who have LITS roles to request access to CLEAR.

Submitting Your Access Request

The three remaining fields—Manager Name, Manager Phone and Comments—are optional and for informational purposes only. Although these fields are not required; in larger or geographically dispersed organizations, the manager information may be especially helpful to or required by the organization’s assigned CLEAR Super Admin. Consequently, it is recommended that you fill in this information. Your manager information is typically equivalent to your supervisor information.

If, for any reason, you want to start over when you are completing the Request Access form you can click the **Reset** button. All the fields on the screen will be cleared.

Once data has been entered in the required fields, the **Request Access** button will be enabled and you will be able to click on it after completing the applicable optional fields on the Request Access screen. When you click the **Request Access** button, a message indicating that the request was successful will be displayed. An email will be sent to the CLEAR Administrator(s) for your organization. Once an Administrator approves your access request, you will receive an email confirming your access to the system.

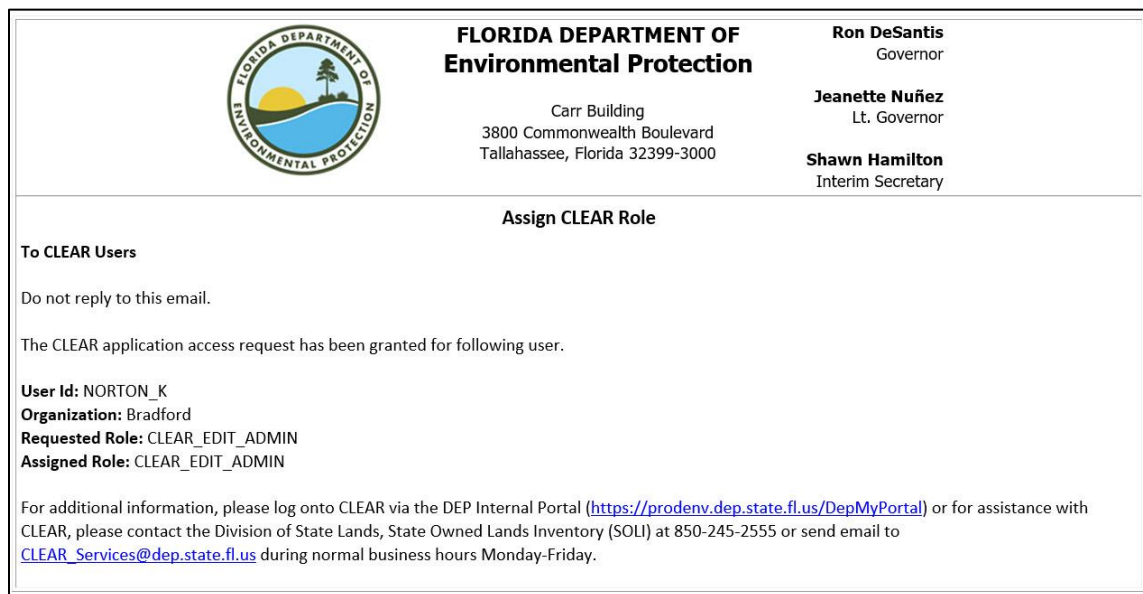


Figure 10: Assign CLEAR Role Email

Once you receive the email you may click on the web address in the email or use the bookmark you set up in Step 1 to access the system. Follow the same process you did in Step 2. This time, when you get to the My Applications screen and click on 'Conservation Lands, Easements and Recreation', the Welcome screen will be displayed and you will be able to access all screens to which your assigned role gives you access.

If you do not receive an email indicating you have been given access to CLEAR, first check your Spam mail folder. If you still do not see the email, please use the [Contact Us](#) link in the footer of the screen to send an email to the CLEAR System Administrators. Do not try to request access again as a message will be displayed indicating that you have already requested access.

B. CLEAR System Overview

The Conservation Lands, Easements, and Recreation (CLEAR) module is used to maintain an online inventory of conservation land and conservation easements that are owned by the federal government, counties, municipalities and the Florida Department of Transportation. The background of the CLEAR module was provided in the section, [Background](#).

The CLEAR application was designed to track two categories of land, each with its own inventory:

1. Conservation Owned Land Inventory – Land owned by the federal government, counties, municipalities and the Florida Department of Transportation.
2. Conservation Easements Inventory – Land managed for easements by federal government, counties, municipalities and the Florida Department of Transportation.

C. CLEAR and FL-SOLARIS Land Identifiers

Each land record in CLEAR is assigned unique identifier (ID) when it is entered into the system. These identifiers are unique across all FL-SOLARIS components. IDs are sequentially assigned and prefixed by characters which indicate the inventory category to which the record belongs.

The chart below describes the prefixes for the inventory categories that are included in CLEAR screens and reports.

Table 3: CLEAR Land Record ID Prefixes

Land ID Prefix	Inventory Category	Description
CL	Conservation Land Inventory	The record is part of the Conservation Land Inventory in CLEAR.
CE	Conservation Easement Inventory	The record is part of the Conservation Easement Inventory in CLEAR.
A	Owned Land Inventory	The record is part of the Owned Land Inventory in LITS.
N	Otherwise Occupied Land Inventory	The record refers to an easement that is part of the Otherwise Occupied Land Inventory in LITS.

Notice that the Owned Land Inventory and Otherwise Occupied Land Inventories from the LITS component are included in the chart. This is because CLEAR was designed to be the single source of data on for all conservation land and conservation easements within the state of Florida. Data for the owned land and easements is reported by the Florida agencies in LITS and subject to legislative requirements for updating and reporting. Legislative mandates for data on conservation land and conservation easements owned by the federal government, counties, municipalities and the Florida Department of Transportation are different than for LITS, consequently the CLEAR database is separate from LITS. To establish itself as the single source of data for all conservation land and conservation easements CLEAR must draw from both inventories.

Records that are included in the results of CLEAR search screens or reports that begin with an 'A' or an 'N' are maintained in LITS. The data in these records will be displayed on CLEAR screens as read-only. The data may only be changed by the owner of the record in LITS.

The land identifiers in FL-SOLARIS, commonly referred to as the FL-SOLARIS Inventory Number, have been incorporated into the systems used by many of the Florida state agencies and districts. Use of the FL-SOLARIS Land Inventory Number provides a means of obtaining information on any parcel of land from any agency using this common identifier.

IV. CLEAR SYSTEM FUNDAMENTALS

The CLEAR screens have been designed to have a common look and feel so that once you learn to use the basic screen functions you can easily use the remaining screens. This section briefly describes the common screen features and provides some tips for using them effectively.

A. Web Browser Support

CLEAR is a web-based application and will require the use of a web browser. It is designed for use with Microsoft Internet Explorer (IE) version 11. Although the system may be accessed by other browsers, results may differ from the descriptions in this User Guide and use is not warranted.

B. The Welcome Screen

When logging in to the CLEAR system, the Welcome to CLEAR Message Dashboard is the first screen that will be displayed. This screen is updated regularly and contains Welcome Messages and Action Items that are important to you, as a CLEAR user.

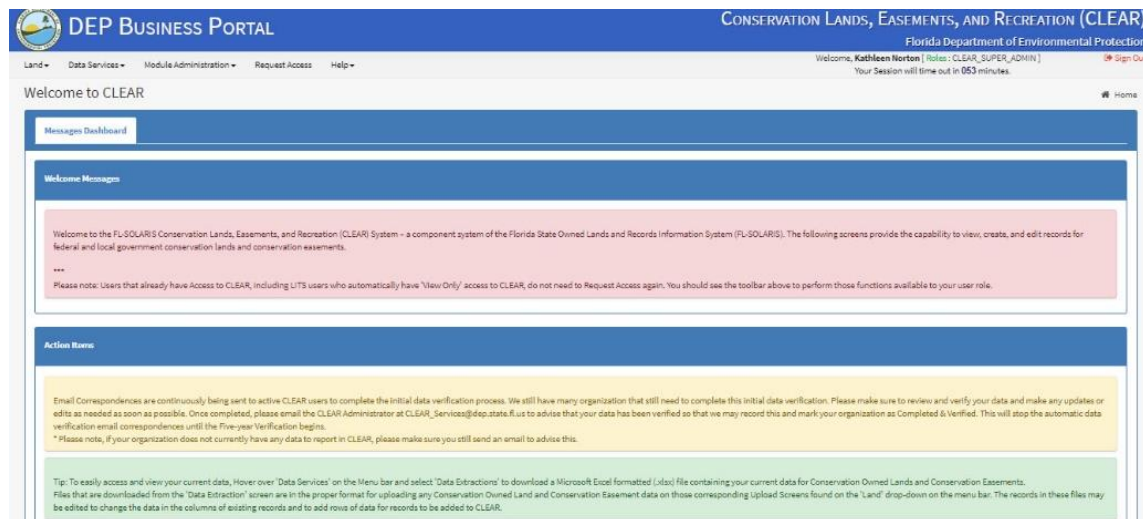


Figure 11: Example of the Welcome Screen with Messages and Action Items

C. Navigating the System

System functionality, screens and roles were overviewed in the previous section, [CLEAR System Overview](#). This chapter provides a brief description of how to select the menu items to move from screen to screen while performing the land inventory activities that CLEAR was designed to support.

1. Main Menu

The main menu is the primary means of navigating CLEAR screens. This menu is horizontal. It is displayed across the page as opposed to a vertical menu which runs down the page. (A vertical menu option will be described in the [Site Map](#) section.)

When an option on the main menu is selected by the mouse, a submenu opens. Selecting a submenu displays a list of screens. When the mouse hovers over one of the screen names the cursor changes from an arrow to a finger. The finger indicates that you are now selecting a hyperlinked option.

Remember, only those menu items that are available to you (contingent upon your organization and role) will be displayed.

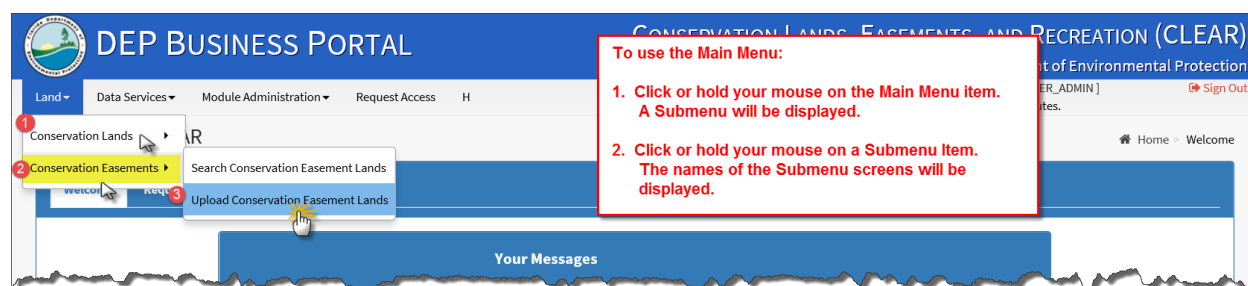


Figure 12: The CLEAR Main Menu

This main menu, with the submenus and screen names will be displayed on each screen, no matter where you are within the CLEAR application.

2. Breadcrumbs

The CLEAR system maintains a record of the progression of menu items that you have selected and screens that you have used in the form of bread crumbs. Bread crumbs are displayed at the top of the screen and can be used to quickly return to a screen.

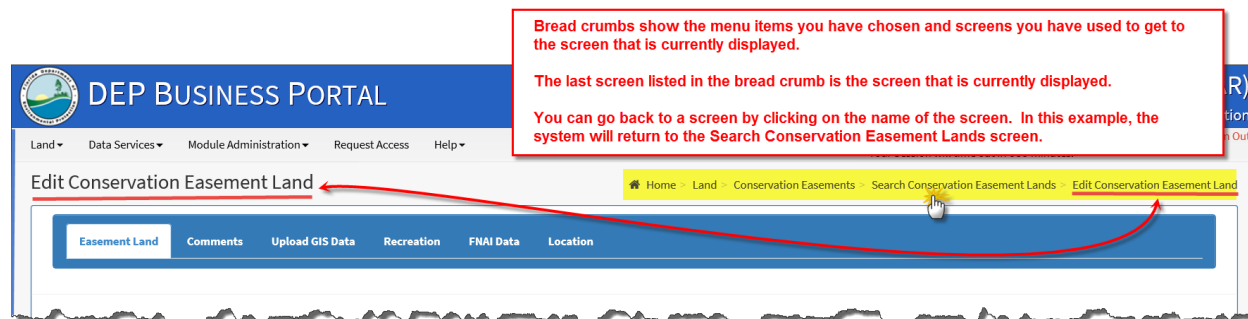


Figure 13: Breadcrumbs in CLEAR

Return to a screen in the bread crumbs by clicking on the name of the screen. You will not be able to click on the menu names in the bread crumbs, only on-screen names. When you use the breadcrumbs to return to Search screen, the screen will be displayed with default search criteria and no search results.

3. Navigating Between Tabs

Data displayed for conservation owned land and conservation easements is organized by tabs, like tabs in a notebook. Navigate between tabs by clicking on the tab you would like displayed. The lettering on the current tab is shown in white.

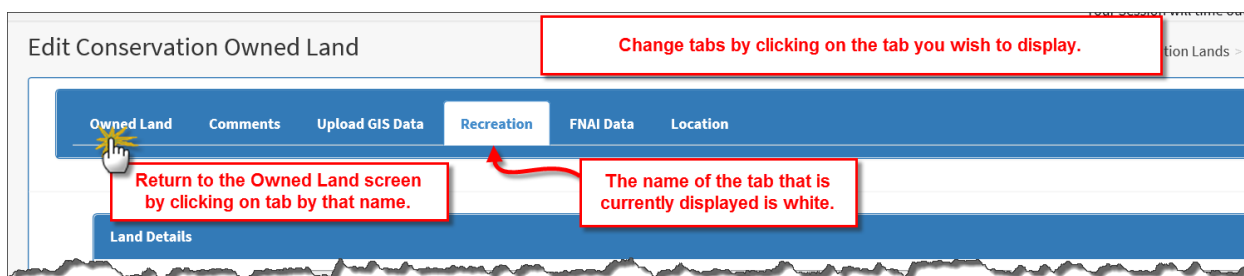


Figure 14: Navigating Between Tabs

4. Changing Screens

For best results, as you move through the CLEAR screens, it is important that you use the menu, buttons, bread crumbs, tabs and action icons on the CLEAR screens to navigate from one screen to another. Use of the **Back** button on the browser or the **Backspace** button on your keyboard could result in erroneous results as the data displayed on the screen may not reflect recent changes.

D. Footer Reference Options

Two hyperlinks are provided on the bottom of every screen for quick and easy reference: Site Map and Contact Us.

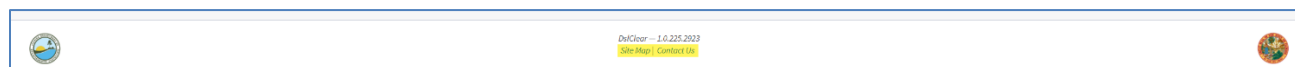


Figure 15: CLEAR Footer with Site Map and Contact Us Hyperlinks

E. Site Map

The CLEAR Site Map provides the option of displaying the menu in a vertical (hierarchical) display. This allows you to see the entire system map in one page with all starting points, branches and hyperlinks. As in the Main Menu, only those menu items to which you have access will be displayed.

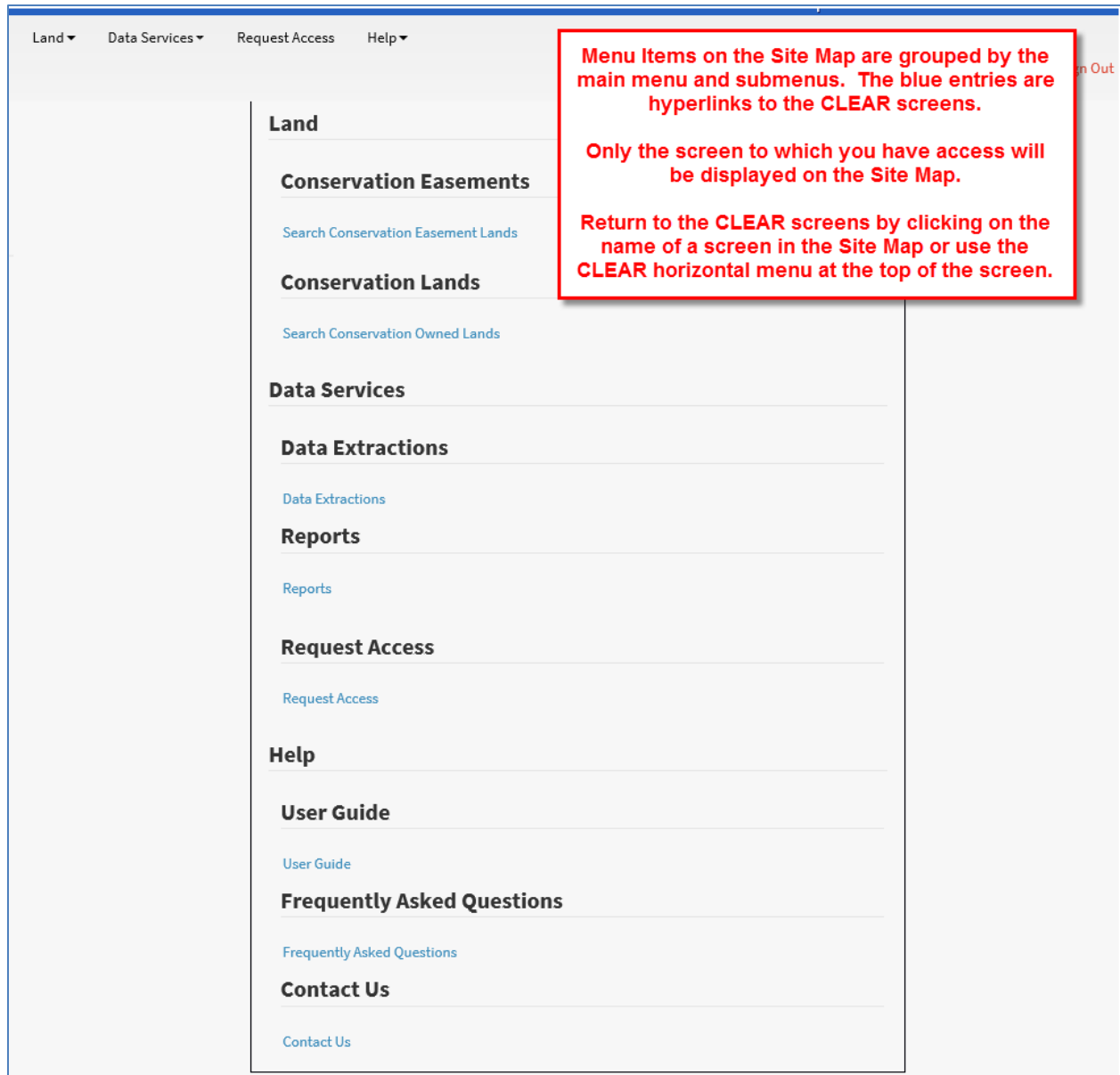


Figure 16: CLEAR Site Map

F. Contact Us

The Contact Us hyperlink provides you with a form which you may complete to send an email to the CLEAR System Administrators.

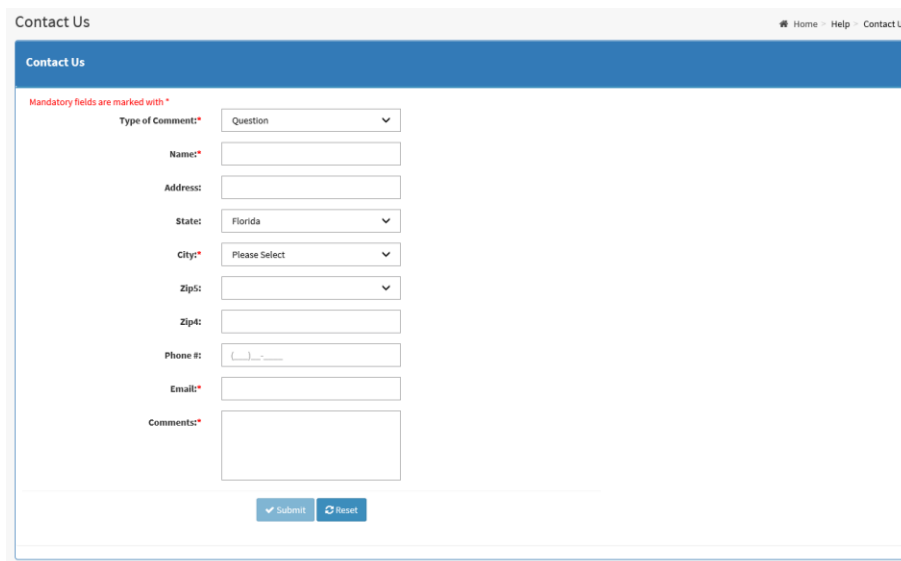


Figure 17: Contact Us Form

The first field on the Contact Us form is the 'Type of Comment' drop-down box. This drop-down box is important because it helps the CLEAR administrators to direct your email to the person best equipped to respond. Your choice in this drop-down box categorizes the purpose of your email as a question, a problem, a suggestion or a compliment.

The remaining fields are self-explanatory. Once you complete them, click the **Submit** button to send the email to the CLEAR system administrators. You will receive a copy of the email.

If, for any reason, you want to start over when you are completing the Contact Us form you can click the **Reset** button. All the fields on the screen will be cleared.

G. CLEAR Functionality by Role

CLEAR functionality is divided into six categories, each category represented by a main menu item. These categories or main menu items are further divided into screens that are used to perform the CLEAR functions.

CLEAR functionality varies depending on the organization and role within the organization. For this reason, all menu options are not available to all users. The following table describes the functionality, menu items, and screens available to the various CLEAR user roles.

Table 4: CLEAR Functionality, Menus and Access to Menus

Overview of CLEAR Functionality, Menus and Access to Menus									
For more information see the section, Your Requested Role , and the descriptions of the individual screens.									
Main Menu	Submenu 1	Submenu2	Screen	Tab	Description	Capability by Role*			
						View Only	Edit Admin	Super Admin	All LITS Roles
Land	Conservation Lands	Search Conservation Owned Lands	Search Conservation Owned Lands		Search for conservation owned land records based on entered search criteria.	Search	Search	Search	Search
			Add Conservation Owned Land		Add new conservation owned land records	n/a	Edit	Edit	n/a
			Edit/View Conservation Owned Land	Owned Land	View and/or edit data from a selected conservation owned land record.	View	View, Edit	View, Edit	View
				Comments	View, edit or add comments about the selected conservation owned land.	View	View, Edit	View, Edit	View
				Map	Opens a map window using Map Direct which may be used to view conservation land polygons.	View	View, Edit	View, Edit	View
				Upload GIS Data	View a history of uploaded GIS Files for the selected conservation owned land. Upload shape files containing GIS data for the selected conservation owned land.	View	View, Edit	View, Edit	View
				Recreation	View and update links between the selections conservation owned land and recreation points in FORI.	View	View, Edit**	View, Edit	View
				FNAI Data	View and update links between the selected conservation owned land and managed conservation land in FNAI.	View	View, Edit**	View, Edit	View
		Location	Map view of the conservation owned land and linked recreation points in FORI and managed conservation land in FNAI. Provides the ability to add FORI and FNAI links and Latitude /Longitude coordinates for the selected conservation owned land.	View	View, Edit**	View, Edit	View		
		Upload Conservation Owned Lands	Upload Conservation Owned Lands	Upload shape files containing GIS data for multiple conservation owned land records.	n/a	View, Edit	View, Edit	n/a	

* 'View' capability means that users with this role can view the contents of the screen but cannot enter data to save into the database.

'Edit' capability means that users with this role can enter and modify data in the database.

'Search' capability means that users can enter search criteria to obtain a list of records matching the entered criteria.

'n/a' means that the screen is not available to users with this role.

** FORI Link/Unlink Capability is required to change links to FORI recreation points. FNAI Link/Unlink Capability is required to change links to FNAI managed conservation land records.

Table 4: CLEAR Functionality, Menus and Access to Menus (continued)

Overview of CLEAR Functionality, Menus and Access to Menus (continued)									
For more information see the section, Your Requested Role , and the descriptions of the individual screens.									
Main Menu	Submenu 1	Submenu2	Screen	Tab	Description	Capability by Role*			
						View Only	Edit Admin	Super Admin	All LITS Roles
Land	Conservation Easements	Search Conservation Easement Lands	Search Conservation Easement Lands		Search for conservation easement records based on entered search criteria.	Search	Search	Search	Search
			Add Conservation Easement Lands		Add new conservation easement land records	n/a	Edit	Edit	n/a
			Edit/View Easement Land	Easement Land	View and/or edit data from a selected conservation easement record.	View	View, Edit	View, Edit	View
				Comments	View, edit or add comments about the selected conservation easement.	View	View, Edit	View, Edit	View
				Map	Opens a map window using Map Direct which may be used to view conservation easement polygons.	View	View, Edit	View, Edit	View
				Upload GIS Data	View a history of uploaded GIS Files for the selected conservation easement. Upload shape files containing GIS data for the selected conservation easement.	View	View, Edit	View, Edit	View
				Recreation	View and update links between the selections conservation easement and recreation points in FORI.	View	View, Edit**	View, Edit	View
				FNAI Data	View and update links between the selections conservation easement and managed conservation easements in FNAI.	View	View, Edit**	View, Edit	View
				Location	Map view of the conservation easement land and linked recreation points in FORI and managed conservation easement land in FNAI. Provides the ability to add FORI and FNAI links and Latitude /Longitude coordinates for the selected conservation easement.	View	View, Edit**	View, Edit	View
		Upload Conservation Easement Lands	Upload Conservation Easement Lands	Upload shape files containing GIS data for multiple conservation easement records.	n/a	View, Edit	View, Edit	n/a	

* 'View' capability means that users with this role can view the contents of the screen but cannot enter data to save into the database.

'Edit' capability means that users with this role can enter and modify data in the database.

'Search' capability means that users can enter search criteria to obtain a list of records matching the entered criteria.

'n/a' means that the screen is not available to users with this role.

** FORI Link/Unlink Capability is required to change links to FORI recreation points. FNAI Link/Unlink Capability is required to change links to FNAI managed conservation land records.

Table 4: CLEAR Functionality, Menus and Access to Menus (continued)

Overview of CLEAR Functionality, Menus and Access to Menus (continued)									
For more information see the section, Your Requested Role , and the descriptions of the individual screens.									
Main Menu	Submenu 1	Submenu2	Screen	Tab	Description	Capability by Role*			
						View Only	Edit Admin	Super Admin	All LITS Roles
Data Services	Data Extractions		Data Extraction		Choose to download a snap shot of CLEAR records from the previous night or a subset of the current data records.	View	View	View	View
	Reports		Reports		Use one of the predefined report templates to create a report from current CLEAR data.	View	View	View	View
	Data Verification		Data Verification		Complete the data verification for your organization. You can Verify and Un-Verify your data from this screen	n/a	View, Edit	View, Edit	n/a
Module Administration	Manage DEP Security				Go to the DEP Security Portal to set or change user roles in CLEAR.	n/a	n/a	View	n/a
	Manage Users		Manage Users		Manage user organization assignments and activate or inactivate User IDs in CLEAR.	n/a	n/a	Edit	n/a
	Manage Reports		Manage Reports		Add predefined report templates to CLEAR for use on the CLEAR Reports screen. Manage existing report templates.	n/a	n/a	Edit	n/a
	Manage CLEAR Agencies		Manage CLEAR Agencies		Search, edit and create CLEAR Agencies	n/a	n/a	View, Edit	n/a
	Welcome Messages		Welcome Messages		Change the messages displayed on the Welcome screen.	n/a	n/a	Edit	n/a
	Five Year Verification Reminder		Five Year Verification Reminder		Create and send emails reminding users to update their data every five years.	n/a	n/a	Edit	n/a
	Delete Inventory Polygon		Delete Inventory Polygon		Allows CLEAR administrators to permanently delete all GIS polygons with an associated CLEAR record.	n/a	n/a	View, Edit	n/a
Request Access	Request Access				Allows new users to request access to CLEAR (This is only used when you first login to the system and you have <u>not</u> yet requested CLEAR access).	n/a	n/a	n/a	n/a
Help	User Guide				Displays the contents of this (CLEAR) User Guide.	View	View	View	View
	Frequently Asked Questions				Directs you to the DEP webpage that gives more information about CLEAR.	View	View	View	View
	Contact Us				Enables users to communicate with CLEAR System Administrators by email.	Edit	Edit	Edit	Edit

H. CLEAR Screen Flow

CLEAR functionality is available using the following screens:

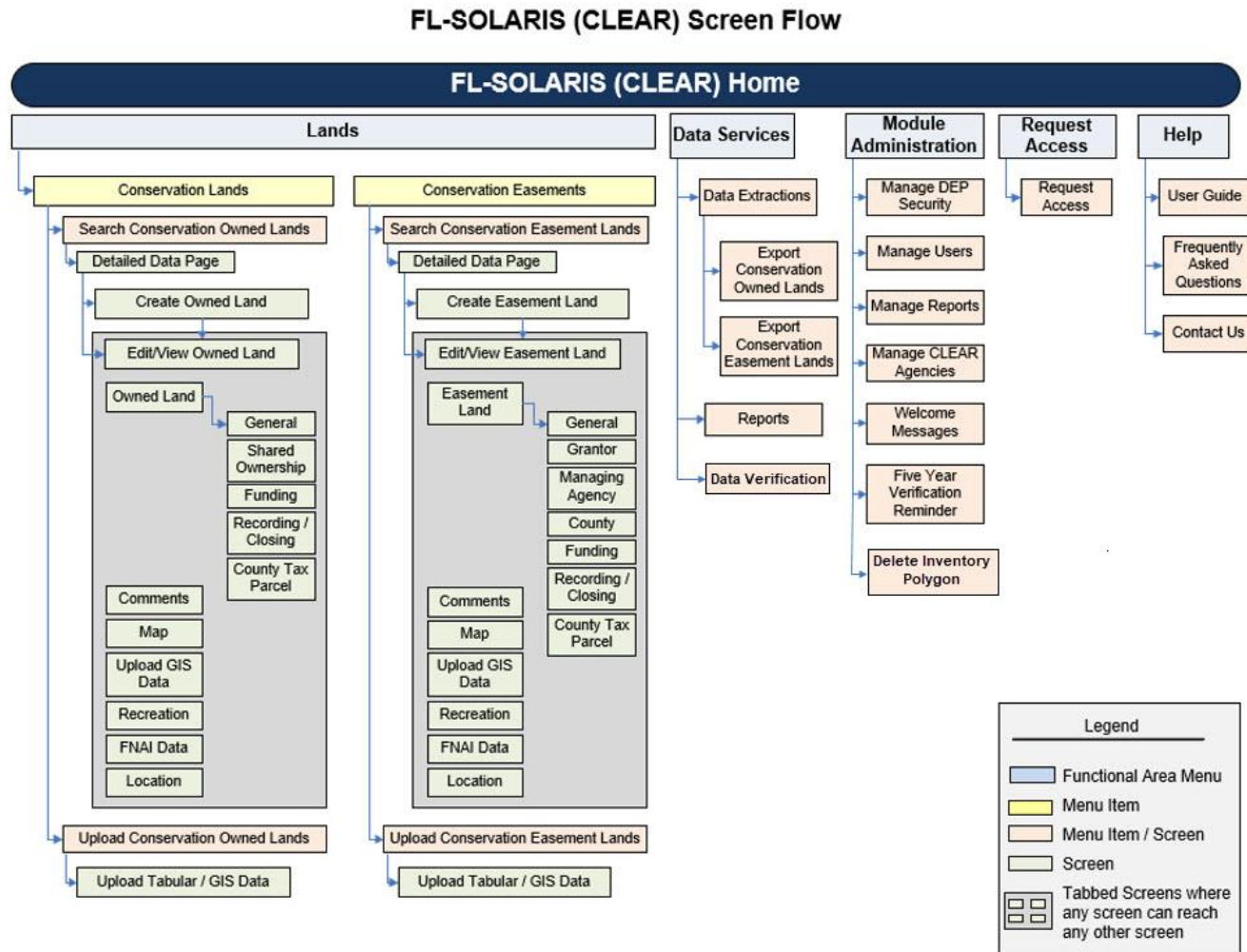


Figure 18: CLEAR Screen Flow

I. Tips for Efficient System Use

The CLEAR screens have been designed to have a common look and feel so that once you learn to use the basic screen functions you can easily use the remaining screens. This chapter briefly describes the common screen features and provides some tips for using them effectively.

1. Screen Field Types

There are several different field types and features on the CLEAR screens: drop-down boxes, free text data entry fields, read-only fields, required fields, radio button fields and grid sort header fields. This section describes their use.

Text Box Fields

A text box allows you to enter any text in the field. The only limitations are the character type and the field length.

If the field is character field, you may enter letters, numbers or a combination of letters and numbers. If the field is defined as a numeric-type field, it will only accept numbers. For example, the field, Acreage, is used to designate the number of acres for a conservation land record. The field is defined as numeric. Consequently, you must enter a number; the field will not accept a letter.

Text boxes are also defined by a field length. You may not enter more characters than the defined length of the field. For example, if the field length of the field is 20 characters, you may not type in 21 characters.

The screenshot shows a web form titled "Search Conservation Owned Lands". The form is divided into two main columns of input fields. Red arrows labeled "Text Box" point to the following fields: Conservation Land ID, Project Name, Inventory Acres From, Inventory Acres To, Managing Institution, Funding Source - Other, Section, Township, and Range. Other fields include Owner Type, Owner Name, Internal ID, County Tax Parcel, County, OR Books, OR Page, Instrument #, Funding Source, Inventory Status, and Mitigation Status, which are either dropdown menus or radio button groups. At the bottom, there are buttons for "Search", "Reset", and "Add Conservation Owned Land".

Figure 19: Text Box Field Examples

Read Only Fields

Read only field contents may not be changed. Although some fields allow you to place your cursor in the field, you will not be able to enter data in a read only field. In CLEAR, you will see read only fields on editable screens when the contents of the field are displayed for reference or come from another system or, if the screen is displayed as view only, all the fields on the screen will be read-only.

Drop-down Boxes

Drop-down boxes contain a list of preset values from which you may select one or more values depending on the type of drop-down box. Drop down boxes are identified by the down pointing arrow in the box. The arrow is usually preceded by 'Please Select' or a default value.

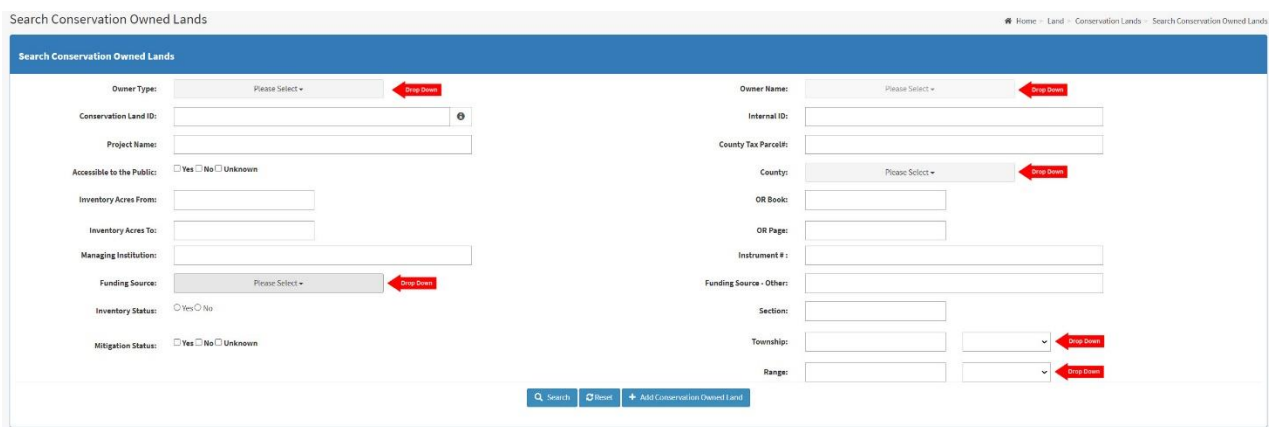
The screenshot shows a web form titled "Search Conservation Owned Lands". The form is divided into two main columns of fields. On the left column, there are fields for "Owner Type:" (a drop-down menu with "Please Select" and a red arrow), "Conservation Land ID:" (a text field with a magnifying glass icon), "Project Name:" (a text field), "Accessible to the Public:" (radio buttons for Yes, No, and Unknown), "Inventory Acres From:" (a text field), "Inventory Acres To:" (a text field), "Managing Institution:" (a text field), "Funding Source:" (a drop-down menu with "Please Select" and a red arrow), "Inventory Status:" (radio buttons for Yes and No), and "Mitigation Status:" (radio buttons for Yes, No, and Unknown). On the right column, there are fields for "Owner Name:" (a drop-down menu with "Please Select" and a red arrow), "Internal ID:" (a text field), "County Tax Parcel ID:" (a text field), "County:" (a drop-down menu with "Please Select" and a red arrow), "GIR Book:" (a text field), "GIR Page:" (a text field), "Instrument #:" (a text field), "Funding Source - Other:" (a text field), "Section:" (a text field), "Township:" (a drop-down menu with a red arrow), and "Range:" (a drop-down menu with a red arrow). At the bottom of the form, there are three buttons: "Search", "Reset", and "+ Add Conservation Owned Land".

Figure 20: Drop Down Examples

Drop down boxes work differently depending on whether you can select a single value or multiple values and the number of possible selections in the drop down. If the drop down contains many values, it may provide the ability to search and/or autocomplete. Use of the single-selection and multi-selection drop-down boxes are described in the following paragraphs.

If you are on a search screen and entering search criteria, you may not want to select a value from the drop-down box. If the drop-down box has been pre-populated with a default value, select the tool tip (i.e., 'Please Select') to remove the field from the search criteria. For a more detailed description of how unselected drop-down boxes are used as search criteria, please see the section, ['Please Select' As a Search Criteria](#).

Some drop downs are dependent on the selections in the previous drop down. For example, the Owner Name drop down will not be populated until the Owner Type has been selected.

Single-Selection Drop-Down Boxes

Single-selection drop-down boxes only allow you to select one value from the list of selections.

If the list of selections is short, the entire list will be displayed when you click on the drop-down box. Choose a selection from the list and click on it. The value for the field will be set to the value you selected in the drop-down box.

Completing a single-selection drop-down box with few selections:

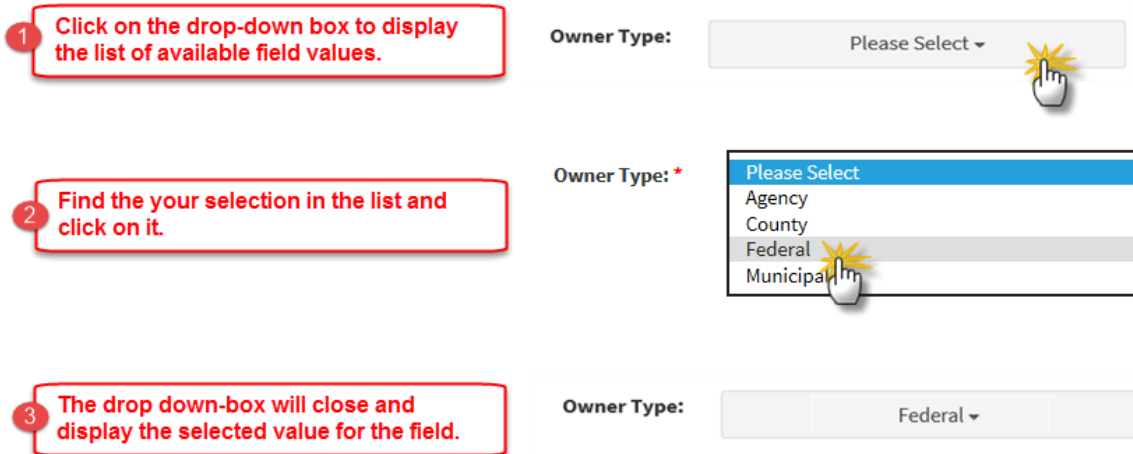


Figure 21: Completing a Single-Select Drop-down Box (Short List)

If the list of selections is long, you may not see the value you are looking for in the list when you click on the drop-down box. You can either use the scroll bar to move down the list or you can search the list. To help you find your selection when you are scrolling through the drop-down box, selections will be in ascending alphabetical order. Alternatively, you can type some of the letters that you know are in the selection you want. The system will display only those selections that contain the string of letters that you typed. If you want to start over with different letters, use the 'x' in the box to quickly delete what you have typed. When you find the value that you are looking for click on it. The drop-down box will close and display the selected value for the field.

Completing a single-selection drop-down box with many selections:

1 Click on the drop-down box to display the list of available field values.

Owner Name: *

2 Use the slider to scroll up and down the list to find your selection. Values are displayed in ascending alphabetical order.

Owner Name: *

- Alachua County Property Appraiser
- Broward
- City of Alachua
- City of Altamonte Springs
- City of Anna Maria
- City of Apalachicola

Or, enter the some of the letters from the value you want. The content of the drop-down will be limited to only values that contain those letters.

Click on the value you want when you find it.

Owner Name: *

al

- Alachua County Property Appraiser
- City of Alachua
- City of Altamonte Springs
- City of Apalachicola
- City of Auburndale
- City of Callaway

3 The drop down-box will close and display the selected value for the field.

Owner Name: *

Figure 22: Completing a Single-Select Drop-down Box (Long List)

Multi-Selection Drop-down Boxes

Multi-selection drop-down boxes allow you to select more than one value for a field. These are used for fields for which there are more than one value for a record (i.e., one-to-many fields); for example, land that spans two or more counties. Multi-selection drop-down boxes are also used on search screens and enable you to search for records that have one of many values for a field; for example, land that resides in Alachua or Baker counties.

Multi-selection drop-down boxes look somewhat different than the single-selection drop-down boxes, but essentially work the same. You can use the scroll and search functions to find your selection in the list. Search functionality is performed using a search field. The feature that is different in the multi-selection drop-down box are the checkboxes in front of the selections and the ability to select or unselect all the checkboxes.

Checkboxes are used to select field values from the content of the list in the drop-down box. Click the 'Select/Unselect All' check box to select all values in the list. Once all the checkboxes

are checked, you may remove the checks in some of them by clicking the checkboxes for those values. Uncheck the 'Select/Unselect All' to remove the checks from the entire list.

As you click on checkboxes, the boxes will be checked and the values will be displayed above the drop-down list. When there are too many values to display, the content will change to indicate the number of selections that have been checked.

When you finish making your selections click anywhere on the screen outside of the drop-down box to close the drop-down list.

If you need to change your selections, check on the drop-down box. The content of the drop-down box will be displayed with the selected values checked. Change your selection(s) and click outside the drop-down box.

Example of multi-selection drop-down boxes with values selected:

The completed field:

Example of multi-selection drop-down boxes with 4 values selected:

The completed field:

Figure 23: Use of a Multi-Select Drop Down

Interdependent Drop-Down Boxes

Some drop-down boxes will not be populated with values until a value is selected in another drop down. The following table provides a list of interdependencies between drop-down boxes.

Table 5: CLEAR Interdependent Drop-Down Boxes

<i>This drop-down box...</i>	<i>...must be selected before this drop-down box is populated.</i>
Your Organization Type	Organization
Owner Type	Owner Name
Grantee Type	Grantee Name

One-to-Many Field Sets

For some of the land records in the CLEAR land inventories there is more than one values or set of values for the record. Funding information, county, county tax parcel, location information, and recording/closing information are examples. For all, but county, the information is made up of more than one data field. For example, the Location Information field set is made up of the Section, Township and Range fields. A one-to-many relationship exists between the land record and field set.

The figure below shows how these fields sets appear on the CLEAR screens.

Funding Information	
Funding Source Name	Contribution Amount
Alachua County	\$0.00
Baker County	\$0.00

County Information	
County Name	
Clay	
Citrus	

County Tax Parcel Information	
County Tax Parcel	County Name
10474-000-000	Alachua
10475-000-000	Alachua

Location Information			
Section	Township	Range	
21	11S	20E	
22	15 SE	22 SW	
21	11S	20 SE	

Recording/Closing Information			
County Name	OK Book #	OK Page #	Instrument #
Alachua	5865	2364	
Alachua	1	1	
Alachua			1111

Figure 24: One-to-Many Field Set Example

The [User Action Icons](#) in the bottom left of the one-to-many grid allow you to add, edit or delete data fields for the field set. If required, you can use the [paging buttons](#) to view all the entries in the grid.

When you click on the Add user action icon, a pop-up window will open with the data fields included in the field set. Enter the values in the fields and click the **Submit** button, the new data will be listed in the grid.

Adding a field set for a record:

1 Click the Add (+) icon

2 The Add Record pop-up will be opened with the fields for the that field set.

3 Enter data in the fields and click the Submit button.

4 The pop-up will close and the new field set will be displayed in the grid.

Figure 25: Adding a New One-to-Many Field Set

The process of editing the data in a field set is like the add. Select the row that you want to update by clicking anywhere within the row then click the Edit user action icon. The Edit Record pop-up window will open and the data fields will be populated with current values for the selected field set. Change the value(s) as needed and click the **Submit** button.

The entire field set (row) within in a grid may be deleted by clicking anywhere within the row then clicking the Delete user action icon. A pop-up window will be opened with the message 'Delete selected record(s)?'. Click the Delete **button** to confirm. The field set will be deleted from CLEAR and removed from the grid display. Be aware that deleted field sets cannot be restored, the data must be manually re-entered.

Date Fields

Date fields are defined to only hold dates. In CLEAR, date fields will include the word 'Date' in the name of the field. There are two ways to enter a date in the date field:

1. Enter the date by typing it in. Dates must be entered in month, day and year order and use slashes, "/", in between. For example, the following are both valid formats: 11/3/12, 3/12/2013. To type the date in the date field, click in the box following the date field label, type in the date, then press the Enter key or move to the next field by pressing the tab or clicking on another field with your mouse.

2. Use the calendar drop-down boxes and calendar to enter date, as shown in the figure below.

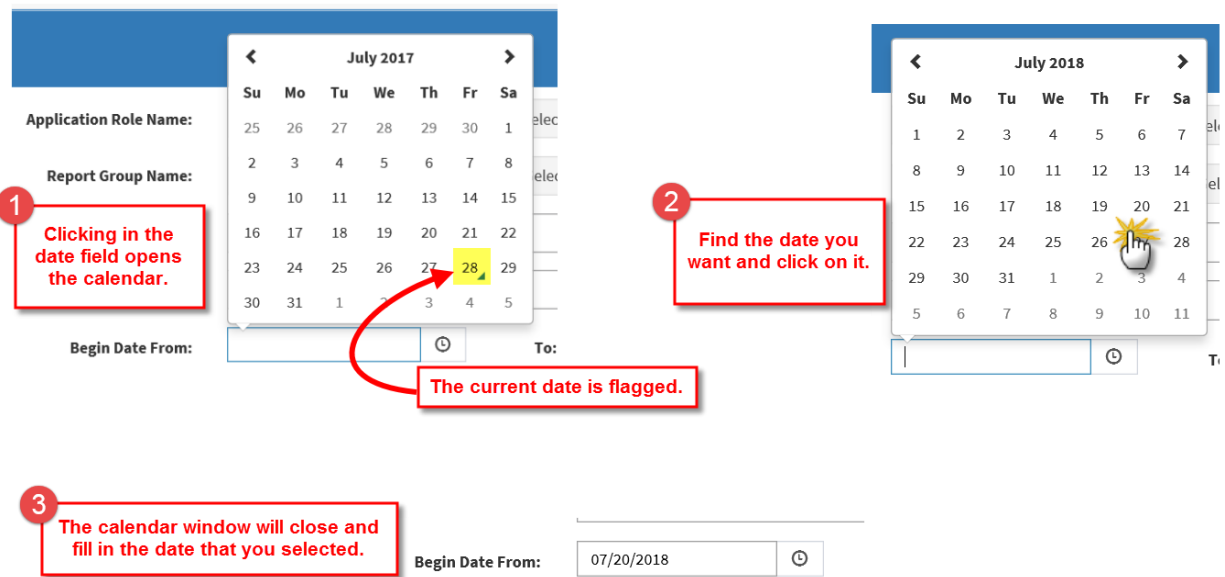


Figure 26: Using the Calendar to Enter a Date

The date you wish to enter will not always be in the current month. You can change months by clicking on the arrows on either side of the current month to move a month forward or backward. If you need to select a day further in the future, you can use the headings to change years, decades or centuries.

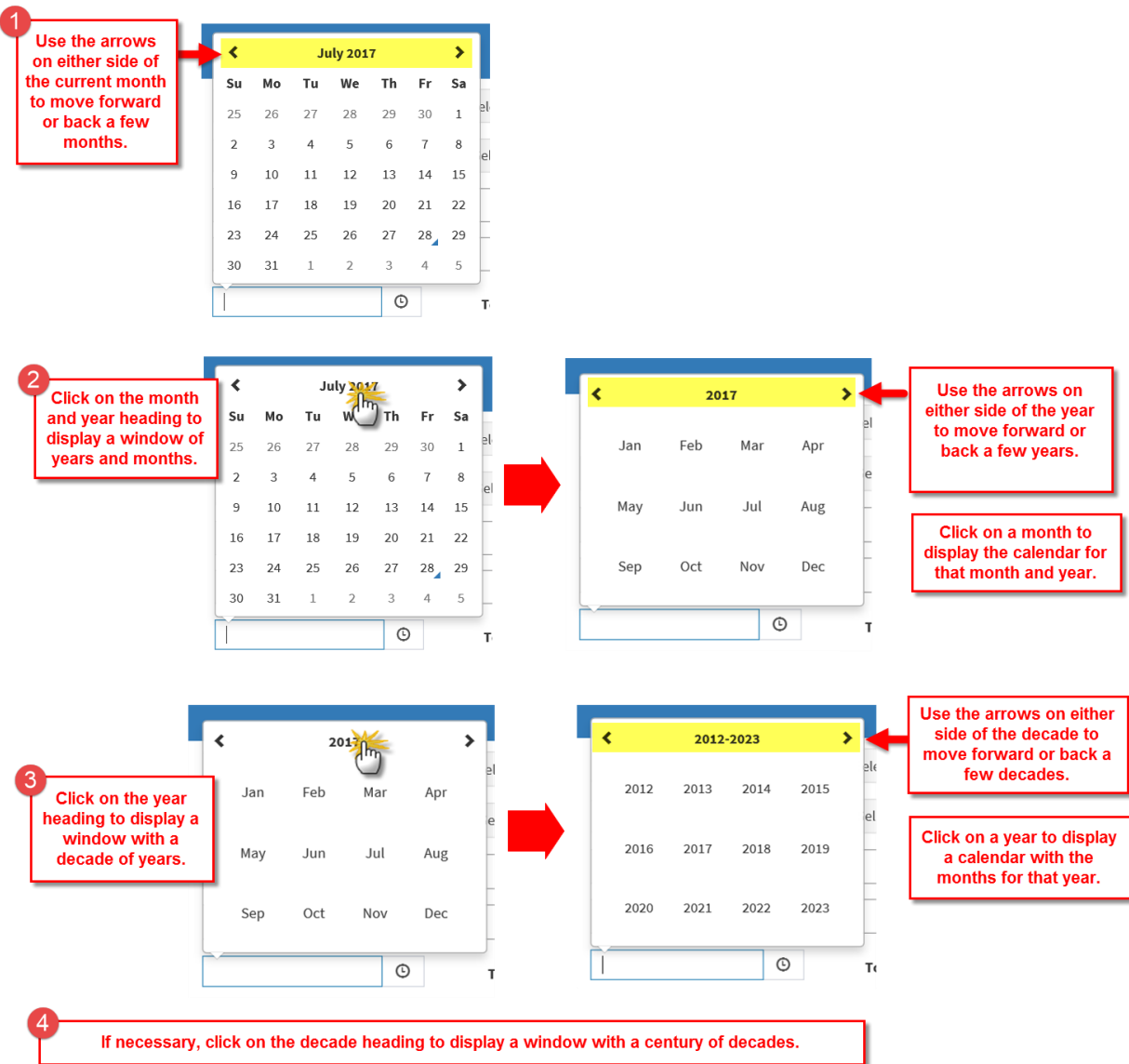



Figure 27: Drilling Down to a Calendar Date

If you try to click on a date that is not valid for the field, finger pointer will be changed  and you will not be able to click on that date. If you type in a date and it is not valid for the field, the date will not be retained in the field when you click the **Save** button.

Radio Buttons

A radio button is a special field that provides a choice of values of which only one may be selected. Radio buttons look like check boxes, but are circular. On data entry screens, one circle will always be filled in (i.e., selected). When you click on a different value, the old value will be deselected and the new value will be selected. You cannot select more than one option, nor can you leave them all blank.

On search screens, the radio button may not be filled in. Blank radio buttons provide the ability to search for records in which any of the radio button values are selected. Once you select a radio button, the radio buttons will behave as previously described; only one may be selected and clicking on another radio button will toggle the value of the radio button field to the new value. You need to use the **Reset** button to clear the value in the radio button.

Figure 28: CLEAR Radio Buttons

Required Data Fields

Screens that have required fields will display the following message at the top of the screen:

Mandatory Fields are marked with *

As indicated by the message required fields are identified by a red asterisk after the field name. The button at the bottom of the screen (e.g., the **Create**, **Save** or **Update** buttons) will be disabled until all the required fields have been completed. In addition, as you enter data in the fields on the screen, messages may be displayed near the required fields reminding you that values are required in these fields.

Add Conservation Owned Land

Home > Land > Conservation Lands > Search Conservation Owned Lands > Add Conservation Owned Land

Add Conservation Owned Land

Mandatory fields are marked with *

General

Owner Type: * County x

Owner Name: * Please Select Owner Name is a required attribute.

Internal ID: *

Project Name: *

Acreage:

Inventory Acres:

Shared Ownership Information

Shared Ownership: ☐ Yes ☒ No

Co-owners:

The Create button is disabled until all required fields have been completed.

Create Reset

Figure 29: Required Field Reminders

2. Tool Tips

For some fields, the name of the field alone may not provide enough information to describe the contents of the field. Tool tips are available for these fields and provide a more detailed description of the data in that field. When you hover the mouse over the field, the tool tip will appear in a box adjacent to the selected field.

Reset form to original values

Create Reset

Figure 30: CLEAR Tool Tip Example

3. The Reset Button

Many screens contain a **Reset** button. Clicking the **Reset** button restores the contents of the fields on the screen to their saved or default values.

If the **Reset** button is on a screen that contains search criteria and search results, clicking the **Reset** button will set all the search fields back to their default value and remove any search results that are displayed.

If the **Reset** button is on a screen that provides the ability to change the content of a record stored in the CLEAR application, clicking the **Reset** button will return all fields to the value that

was last saved to the CLEAR database. Any values that were changed or entered on the screen will be removed and replaced with the corresponding values in the database.

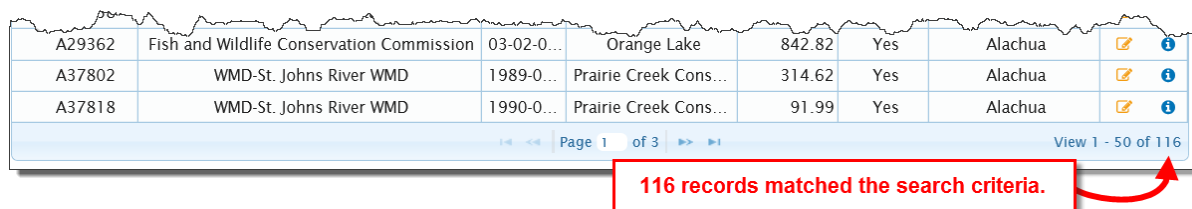
4. Tips for Successful Searches

Many of the screens in CLEAR require you to enter search criteria and perform a search. For example, viewing or editing a particular parcel of owned land will first require a search for that record. The following techniques for setting search criteria and examining search results may be helpful in finding the record(s) you are looking for.

General Guidelines for Searching

In general, the searches on all screens will conform to the following guidelines unless otherwise noted.

- You must select at least one field to use to filter the data. If you do not complete at least one of the fields to use as your search criteria, an error message will be displayed indicating that at least one search criterion must be entered.
- If the search is successful, a grid containing a list of the records matching the search criteria will be displayed. The bottom of the grid will contain the number of records that were returned because of your query/search. For example:



A29362	Fish and Wildlife Conservation Commission	03-02-0...	Orange Lake	842.82	Yes	Alachua		
A37802	WMD-St. Johns River WMD	1989-0...	Prairie Creek Cons...	314.62	Yes	Alachua		
A37818	WMD-St. Johns River WMD	1990-0...	Prairie Creek Cons...	91.99	Yes	Alachua		

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116 records matched the search criteria.

Figure 31: The Number of Records Matching Search Criteria Example

- If the query returns no records, the system will display the following message at the top of the screen:

No records match the selected search criteria.

Refer to the section, [Combining Search Fields](#), for help in broadening the search.

‘Please Select’ as a Search Criteria

If you are on a search screen and entering search criteria, you may not want to select values in all of the drop-down boxes in the search criteria. When entering search criteria, the value ‘Please Select’ is the equivalent of “any value” in that field. If a value is already displayed in the drop-down box, you will need to change the value to ‘Please Select’ to remove that field from the search criteria.

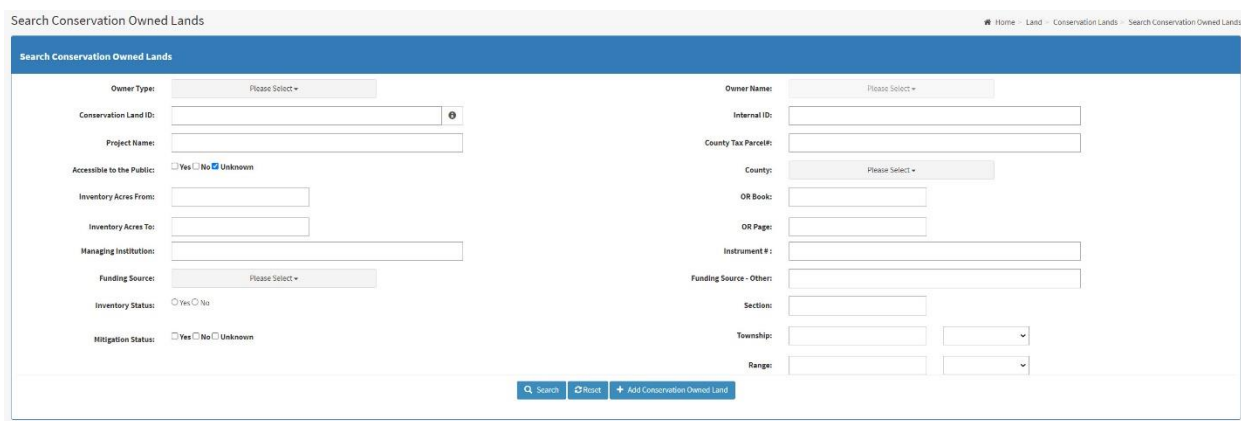


Figure 32: ‘Please Select’ as a Search Criteria

For example, in the figure above, leaving the Owner Type, Owner Name and County as ‘Please Select’ and setting Accessible to the Public to ‘Unknown’ will produce a list of all owned conservation land for which Accessible to the Public is ‘Unknown’. The search will not be limited to a specific owner or county.

Wildcard Searches

A wildcard search is performed using the content of the County Tax Parcel identifier. This means that you do not have to enter the County Tax Parcel identifier. You may type in any characters and the system will search for County Tax Parcel identifiers that include the characters you entered. For example, if you type in ‘267’ in the County Tax Parcel field, your results will return records for **267**00834737, 56635 **267**0 000, 4199970800**267**, and any other records where the County Tax Parcel identifier contained ‘267’.

Searching on Numeric and Date Ranges

When a search criterion, such as Acres, contains a numeric range with a From and To field you may enter a value in either one or both fields. Search criterion will be interpreted as described in the following table.

Table 6: The Application of To and From Search Criteria

<i>Date From</i>	<i>Date To</i>	<i>Search Criteria</i>
Provided	Blank	All records where the values for that field are <i>equal to or greater than</i> the number provided in the From field will match the search criterion.
Blank	Provided	All records where the values for that field are <i>equal to or less than</i> the number provided in the To field will match the search criterion.
Blank	Blank	A numeric range is not included in the search criterion. All records will match the search criterion.
Provided	Provided	<p>The contents of the From field must be less than the contents of the To field.</p> <p>All records where the values for that field are <i>equal to or greater than</i> the number provided in the From field and <i>equal to or less than</i> the number provided in the To field will be included in the search results.</p>

Date fields that include a From and To range will adhere to the same search criteria rules.

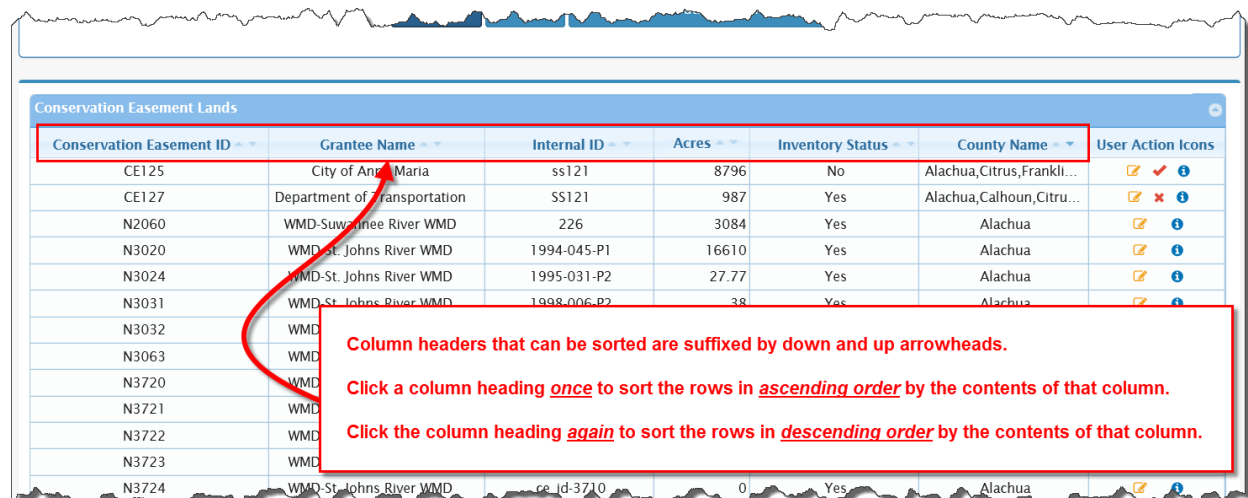
Combining Search Fields








































Each field in the search criteria is performing the function of filtering out records. Once you enter or select a value in a search criterion field, each additional field that you enter or select a value for is the equivalent of adding the statement “and where this field equals my entered /selected value” to the search criteria. In the case of multi-selection drop down boxes you are adding the equivalent of the statement “and where this field equals my selected values”.

If the result of your search is “No records match the selected search criteria”, you may need to broaden your search criteria by using fewer fields in the search criteria.

Sorting Search Results

When you search for records, depending on your criteria, you may have one or hundreds of records returned. The records in the search results are displayed in a table with rows and columns. You can sort the contents of the table by clicking on any column heading in the table, except for the User Action Icons column. When you click on a column heading, the data in the table will be sorted by that field in an ascending fashion. Clicking a second time on the same column heading will sort the data in a descending manner. You cannot sort by two fields at a time. Clicking a column heading clears the first sort and sorts the data by the column heading that was just clicked.



Conservation Easement ID	Grantee Name	Internal ID	Acres	Inventory Status	County Name	User Action Icons
CE125	City of Anna Maria	ss121	8796	No	Alachua,Citrus,Frankli...	  
CE127	Department of Transportation	SS121	987	Yes	Alachua,Calhoun,Citru...	  
N2060	WMD-Suwannee River WMD	226	3084	Yes	Alachua	  
N3020	WMD-St. Johns River WMD	1994-045-P1	16610	Yes	Alachua	  
N3024	WMD-St. Johns River WMD	1995-031-P2	27.77	Yes	Alachua	  
N3031	WMD-St. Johns River WMD	1998-006-P2	38	Yes	Alachua	  
N3032	WMD					  
N3063	WMD					  
N3720	WMD					  
N3721	WMD					  
N3722	WMD					  
N3723	WMD					  
N3724	WMD-St. Johns River WMD	ce id-3710	0	Yes	Alachua	  

Column headers that can be sorted are suffixed by down and up arrowheads.

Click a column heading once to sort the rows in ascending order by the contents of that column.

Click the column heading again to sort the rows in descending order by the contents of that column.

Figure 33: Sorting Search Results by Column Header

Paging Buttons

If your search returns only a few records, your results will be displayed on one page. However, if your search returns many records, your results will be spread across multiple pages. Use the paging buttons to page through all the returned land records or enter additional criteria to narrow your search.

Paging buttons allow you to work through the numerous pages of your search results. You can page through a list of results one page at a time using the next/previous page buttons or you can go directly to the last page or first page. Additionally, you can enter a specific page number and press Enter.

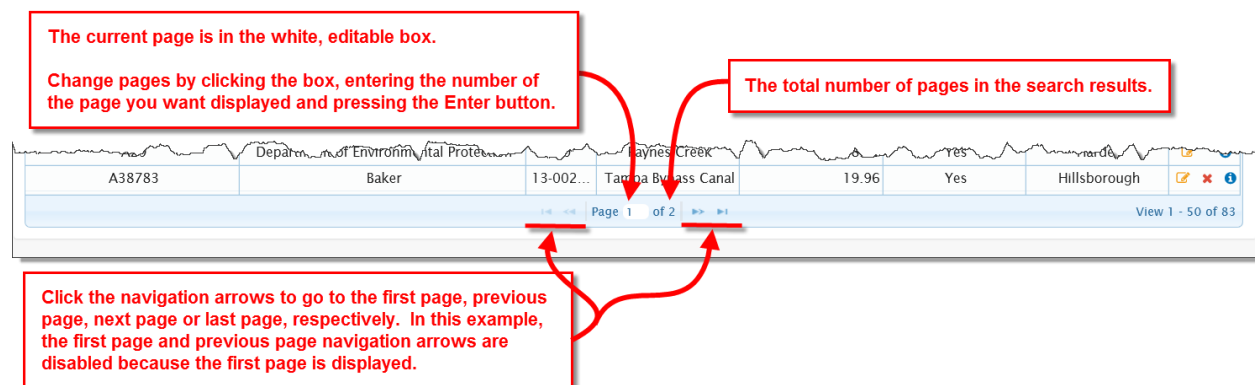









Figure 34: CLEAR Paging Buttons

5. User Action Icons

When viewed in Edit mode, many CLEAR screens display a grid with a list of field values or records. The last column in these grids will be the User Action Icons column. This column contains icons that enable you to perform various actions on the records in the CLEAR database. The following table identifies and describes the User Action Icons that are used on the CLEAR screens.

Table 7: CLEAR User Action Icons

<i>Action Icon</i>	<i>Action</i>	<i>Description</i>	<i>Screens using Action Icon</i>
	View	Navigates to the view screen for the record which will display the various fields as read-only. This Action is available for users with any role.	<ul style="list-style-type: none"> • Search Conservation Owned Land • Search Conservation Easement Land
	Edit	Navigates to the edit screen for the record which will display the various fields. The content of these fields may be edited unless field updates are limited to users with a specific role or capability (see the description of the individual screens for further detail). This Action is available for users with the Edit Admin and Super Admin roles.	<ul style="list-style-type: none"> • Search Conservation Owned Land • Search Conservation Easement Land • Manage Reports • Welcome Messages • Manage CLEAR Agencies • Manage Users
	Inactivate	<p>Marks the record as deleted. This Action will only be displayed for users with roles that have been provided the ability to delete records.</p> <p>For land records, deleted records are not physically deleted from the inventory. They are marked as inactive (i.e., the Inventory Status is set to 'No').</p>	<ul style="list-style-type: none"> • Search Conservation Owned Land • Search Conservation Easement Land
	Reactivate	If a land record has been inactivated (i.e., the Inventory Status for the record was set to 'No' using the Delete Action)	<ul style="list-style-type: none"> • Search Conservation Owned Land • Search Conservation Easement Land
	Unlink	Unlinks FORI or FNAI records that have been linked to conservation land or conservation easement records.	<ul style="list-style-type: none"> • Conservation Land Recreational Tab • Conservation Easement Recreational Tab
	Assign	Activates the User ID with the requested agency and assigned role.	<ul style="list-style-type: none"> • Manage Users
	Inactivate	Unassigns the User ID from the currently assigned role. This removes the user's access to CLEAR and changes the status of the User's ID to 'inactive'.	<ul style="list-style-type: none"> • Manage Users

If you forget the name of an Action icon, you may hover your mouse over the icon to display the [tool tip](#) for the Action icon.

6. Downloading Files

Several screens in CLEAR invoke the Windows download utility to download, open and/or save files. The Data Extraction screens download CLEAR data to a Microsoft Excel formatted (.xlsx) file. The Upload Conservation Owned Land and Upload Conservation Easement Land screens download an Adobe Portable Document Format (PDF) file that describes any errors that occurred while uploading GIS data files.

Download utilities vary by operating system and web browser. CLEAR is designed for use with Microsoft Internet Explorer (IE) version 11. Use of the IE version 11 download utility is described in this section.

When a file is available for download, a window like the one shown below will be displayed at the bottom of the screen.

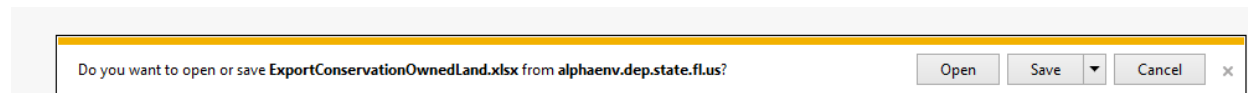


Figure 35: The File Download Window in Internet Explorer 11

If you click the **Open** button, Windows will open the file in the correct application for that file (i.e., Excel files will be opened in Microsoft Excel and PDF files will be opened in Adobe Acrobat).

If you click the **Save** button, the file will be saved to the Downloads folder on your PC. Use the Save drop down to elect to choose a folder where the file will be saved or to save the file to your Downloads folder and automatically open it.

If you click on the **Cancel** button, the window will close without opening or saving the file.

7. Session Time Outs

To ensure security, CLEAR will time out your session based on inactivity. Activity is registered when you change screens. Changing tabs does not count as changing screens. To prevent being logged out of CLEAR you need to change screens (not just tabs) at least once every 60 minutes.

V. CLEAR LAND INVENTORY CONCEPTS

This section describes the data that is maintained in CLEAR for the Conservation Lands and Conservation Easements Inventories and describes the legislative requirement for updating this data.

A. Conservation Land Data Fields

The following table lists data fields that are used on the CLEAR Conservation Lands Inventory screens and provides instructions for entering data into these fields.

Table 8: Conservation Land Data Fields

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
General Information Fields		
Conservation Land ID	Unique identifier for a record in the Conservation Land Inventory.	This identifier is system generated when the record for the conservation land is created. It begins with 'CL' and is followed by a number that is incremented for each new record. On CLEAR screens, this field is always displayed as read-only.
GIS Shape File Exists	Used to facilitate FORI integration	The value of this field is system generated. The value will be 'Yes' if a GIS shape file has been submitted for the conservation land record or 'No' if a GIS shape file has not been submitted. On CLEAR screens, the field is always displayed as read-only.
Owner Type	Describes the category for the governmental agency that owns the Conservation land. For example, State, Federal, City, etc.	The Owner Type is entered by selecting the Owner Type from a drop-down box containing a list of governmental agency categories. This field is required for all conservation land records. On most screens, the field value will default based on the organization for which the user is registered. For example, if the user is a city employee the Owner Type will default to 'City'.
Owner Name	The name of the governmental agency that owns the land	The Owner Name is entered by selecting the name of the organization that owns the land from the Owner Name drop-down box. The names listed in the drop-down box will be filtered by the contents of the Owner Type field. For example, if 'Federal' was selected in the Owner Type, the Owner Name list will only include the names of Federal organizations. This field is required for all conservation land records. On most screens, the field value will default to the name of the user's organization.
Internal ID	The transaction key that the land owner uses to identify the land internally	The Internal ID refers to the identifier that is used by the owner organization to identify the land within the organization identified in the Owner Name field. The Internal ID must be unique within the organization. This field is required for all conservation land records.
Project Name	The Project Name(s) of a conservation area with established boundaries	The Project Name does not have to be unique. This field is required for all conservation land records. If there is no Project Name, enter 'None'.

Table 8: Conservation Land Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
General Information Fields (continued)		
Acreage	Land area of the property in acres, if available.	The field definition allows for two decimal places.
Inventory Acres	Land area of the property in acres as calculated from the submitted GIS polygon.	If a GIS shape file has been submitted, the system will automatically calculate the acreage from shape file and will display it in the Inventory Acres field. On CLEAR screens, the field is always displayed as read-only.
Mitigation Status	Indicates whether land is used for mitigation.	The Mitigation Status Indicator defaults to 'No'. If the land used for mitigation purposes, select 'Yes'. If you are not sure that the land is used for mitigation purposes, select 'Unknown'.
Public Restrictions	Describes why the land is not accessible to the public.	If Accessible to the Public is 'No', a comment must be entered in this field indicating why there is no public access.
Accessible to the Public	Indicates whether there is public access to the land.	The Accessible to Public Indicator defaults to 'Yes'. If the land is not accessible to the public, select 'No'. If you are not sure that the land is accessible to the public, select 'Unknown'. This field is used to facilitate FORI integration. If there is public access, it is assumed that recreational opportunities exist and are recorded in FORI.
Reverters	Answers the question, "Are there any reverter clauses in the vesting deed?"	The value of Reverter field defaults 'No'. If there is a reverter, select 'Yes'.
Document Web Link	A web link to the submitting agency's system or the County Public Records where the vesting deed can be viewed, if available.	Up to 2,500 characters may be entered in the Document Web Link text box.
Legal Description	The text of the description defining the legal location of the property, if available.	Up to 4,000 characters may be entered in the Legal Description text box.
Managing Institution	The name of the organization that is responsible for managing the land for conservation.	Up to 4,000 characters may be entered in the Managing Institution text box.
Latitude	The latitude for the land location, if available.	
Longitude	The longitude for the land location, if available.	
Shared Ownership Information Fields		
Shared Ownership Y/N	Indicates whether there is shared ownership of the conservation land	The value of Shared Ownership field defaults 'No'. If the land owner shares ownership with another organization, select 'Yes'.
Co-owners	Co-owners of the land, if ownership is shared.	If the value of Shared Ownership is 'Yes', enter the names of the other organizations that with whom ownership is shared in the Co-owners field. This field is only editable when 'Yes' has been selected in the Shared Ownership field.

Table 8: Conservation Land Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
Funding Information Fields		This field set is one-to many.
Funding Source Name	The source of funding that the Governmental Agency used to purchase the land, if available.	
Contribution Amount	The dollar amount provided by the funding source toward the acquisition, if available.	
County Information Fields		This field set is one-to many.
County Name	County(ies) in which the land is physically located, if available.	
County Tax Parcel Information Fields		This field set is one-to many.
County Tax Parcel	The tax parcel number assigned to the parcel by the county property appraiser, if available.	
County Name	County in which the County Tax Parcel number was assigned.	
Location Information Fields		This field set is one-to many.
Section	The section identifier for the location of the land, if available.	The Section, Township and Range fields are optional. However, a value cannot be entered in just one of these fields. The system will accept values in all the fields or none of the fields.
Township	The township identifier for the location of the land, if available. The Township is made up of a numerical number and a directional drop-down box containing 'N' and 'S'.	
Range	The range identifier for the location of the land, if available. The Range is made up of a numerical number and a directional drop-down box containing 'E' and 'W'.	
Recording/Closing Information Fields.		This field set is one-to many.
County Name	The County in which the deed was recorded, if available.	The county field is always required if entering Recording/Closing information as well as a minimum of either both the OR BOOK # and OR Page # or just the Instrument #.
OR Book #	The Official Records Book number where the deed is recorded in the County's Public Records, if available.	
OR Page #	The beginning page number of the deed in the Official Records Book in the County's Public Records, if available.	
Instrument #	The instrument number for the deed in the County's Public Records, if available.	

Table 8: Conservation Land Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
Comments		
Date Created	The date the comment was entered.	The Date Created is system generated.
Created By	The User ID of the person who entered the comment.	Created By is system generated.
Last Modified By	The User ID of the person who last modified the comment.	Last Modified By is system generated.
Last Modified Date	The date the comment was last modified.	The Last Modified Date is system generated.
Comment Text	Any additional information relevant to the conservation land record.	Maintained on the Comments tab.
Spatial Data		
Shape files	GIS geospatial vector data and attributes associated with the parcel, if available.	Shape files are uploaded on the Upload GIS Data tab or on the Upload Conservation Owned Lands screen.
Recreation Information Fields		The data in these data fields resides in FORI and is read-only in CLEAR.
FORI ID	The unique ID of the FORI record.	
Unit Name	Formal name of managed area.	
Primary Agency	The name of the agency that manages the area.	
Category	Type of provider the primary agency falls under.	
Site Name	The name of a recreation area within another recreation area.	
Site County	The county where the site is located.	
Location Name	Additional information on the physical location of the area.	
FNAI Information Fields		The data in these data fields resides in FNAI and is read-only in CLEAR.
Managed Area ID	The unique identifier for the managed area (i.e., conservation land) within FNAI.	
Managed Area Name	The official name of the managed area, as determined by the managing agency.	
Managing Agency	The name of the managing agency	
Owner Name	The name of the main owner of the managed area.	

Table 8: Conservation Land Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
CLEAR Internal Fields		
Inventory Status	This internal indicator is used to determine whether the land represented by the record is currently part of the Conservation Land Inventory.	If the land represented by the record is an active part of the Conservation Land Inventory, its Inventory Status will be 'Yes'. If the record has been deleted, the Internal Status will be set to 'No'. The record may be returned to the active Conservation Land Inventory by using the Search Owned Conservation Land screen to search for the land, then clicking the Reactivate Action Icon for that record.

B. Conservation Easement Data Fields

The following table lists data fields that are used on the CLEAR Conservation Easements Inventory screens and provides instructions for entering data into these fields.

Table 9: Conservation Easement Data Fields

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
General Information Fields		
Occupied Category	The category of use for the parcel.	The Occupied Category is system generated and is always set to 'Easement'. On CLEAR screens, this field is always displayed as read-only.
Occupied Type	The type of easement.	The Occupied Type is system generated and is always set to 'Conservation'. On CLEAR screens, this field is always displayed as read-only.
Conservation Easement ID	Unique identifier for a record in the Conservation Easement Inventory.	This identifier is system generated when the record for the conservation easement is created. It begins with 'CE' and is followed by a number that is incremented for each new record. On CLEAR screens, this field is always displayed as read-only.
GIS Shape File Exists	Used to facilitate FORI integration	The value of this field is system generated. The value will be 'Yes' if a GIS shape file has been submitted for the conservation easement record or 'No' if a GIS shape file has not been submitted. On CLEAR screens, the field is always displayed as read-only.
Grantee Type	The category for the entity that has been granted a conservation easement on the property.	The Grantee Type is entered by selecting the Grantee Type from a drop-down box containing a list of grantee agency categories. This field is required for all conservation easement records. On most screens, the field value will default based on the organization for which the user is registered. For example, if the user is a city employee the Grantee Type will default to 'City'.

Table 9: Conservation Easement Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
General Information Fields (continued)		
Grantee Name	Entity that has been granted a conservation easement on the property.	The Grantee is entered by selecting the name of the organization that has been granted the easement from the Grantee drop-down box. The names listed in the drop-down box will be filtered by the contents of the Grantee Type field. For example, if 'Federal' was selected in the Grantee Type, the Grantee list will only include the names of Federal organizations. This field is required for all conservation easement records. On most screens, the field value will default to the name of the user's organization.
Easement Acres	Land area of the conservation easement in acres, if available.	The field definition allows for two decimal places.
Calculated GIS Acreage	Land area of the property in acres as calculated from the submitted GIS polygon.	If a GIS shape file has been submitted, the system will automatically calculate the acreage from shape file and will display it in the Calculated GIS Acreage field. On CLEAR screens, the field is always displayed as read-only.
Mitigation Status	Indicates whether land is used for mitigation.	The Mitigation Status Indicator defaults to 'No'. If the land used for mitigation purposes, select 'Yes'. If you are not sure that the land is used for mitigation purposes, select 'Unknown'.
Accessible to the Public	Indicates whether there is public access to the land. If there is public access, it is assumed that recreational opportunities exist and are recorded in FORI. Used to facilitate FORI integration	The Accessible to Public Indicator defaults to 'Yes'. If the land is not accessible to the public, select 'No'. If you are not sure that the land is accessible to the public, select 'Unknown'. This field is used to facilitate FORI integration. If there is public access, it is assumed that recreational opportunities exist and are recorded in FORI.
Public Restrictions	Describes why the land is not accessible to the public.	If Accessible to the Public is 'No', a comment must be entered in this field indicating why there is no public access.
Document Web Link	A web link to the submitting agency's system or the County Public Records where the easement document can be viewed, if available.	Up to 2,500 characters may be entered in the Document Web Link text box.
Location Name	A description of the location of the easement, if available.	Up to 2,500 characters may be entered in the Location text box.
Latitude	The latitude for the easement, if available.	
Longitude	The longitude for the easement, if available.	

Table 9: Conservation Easement Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
Grantor Information Fields		This field set is one-to many.
Grantor Organization Type	Describes the entity that held, or holds, title to the land, and granted the conservation easement	The Owner Type is entered by selecting the Owner Type from a drop-down box containing a list of non-governmental agency categories. This field is required for all conservation easement records.
Grantor Type Name	A name of the entity that granted the conservation easement, if available.	
Grantor Name	A contact within the grantor organization, if available.	
Managing Agency Information Fields		This field set is one-to many.
Managing Agency	The name of the governmental agency responsible for managing the land, if available.	
Funding Information Fields		This field set is one-to many.
Funding Source Name	The source of funding that the governmental agency used for the acquisition of the easement interest, if available.	
Contribution Amount	The dollar amount provided by the funding source toward the acquisition of the easement, if available.	
County Information Fields		This field set is one-to many.
County Name	County(ices) in which the land subject to the easement is located, if available.	
Location Information Fields		This field set is one-to many.
Section	The section identifier for the location of the land, if available.	The Section, Township and Range fields are optional. However, a value cannot be entered in just one of these fields. The system will accept values in all the fields or none of the fields.
Township	The township identifier for the location of the land, if available. The Township is made up of a numerical number and a directional drop-down box containing 'N' and 'S'.	
Range	The range identifier for the location of the land, if available. The Range is made up of a numerical number and a directional drop-down box containing 'E' and 'W'.	

Table 9: Conservation Easement Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
Recording/Closing Information Fields		This field set is one-to many.
County Name	The County in which the deed was recorded, if available.	The county field is always required if entering Recording/Closing information as well as a minimum of either both the OR BOOK # and OR Page # or just the Instrument #.
OR Book #	The Official Records Book number where the easement document is recorded in the County's Public Records, if available.	
OR Page #	The beginning page number of the easement document in the Official Records Book in the County's Public Records, if available.	
Instrument #	The instrument number for the easement document in the County's Public Records, if available.	
County Tax Parcel Information Fields		This field set is one-to many.
County Tax Parcel #	The tax parcel number assigned to the parcel encumbered by the conservation easement by the county property appraiser, if available.	
County Name	County in which the County Tax Parcel number was assigned.	
Comments		
Comment Text	Any additional information relevant to the conservation easement record.	Maintained on the Comments tab.
Date Created	The date the comment was entered	The Date Created is system generated.
Created By	The User ID of the person who entered the comment	Created By is system generated.
Last Modified By	The User ID of the person who last modified the comment.	Last Modified By is system generated.
Last Modified Date	The date the comment was last modified.	The Last Modified Date is system generated.
Spatial Data		
Shape files	GIS geospatial vector data and attributes associated with the easement parcel, if available.	Shape files are uploaded on the Upload GIS Data tab or on the Upload Conservation Easement Lands screen.
Recreational Information Fields		The data in these data fields resides in FORI and is read-only in CLEAR.
FORI ID	The unique ID of the FORI record.	
Unit Name	The name of the unit as entered in FORI.	
Location Name	Additional information on the physical location of the area.	

Table 9: Conservation Easement Data Fields (continued)

<i>Field Name</i>	<i>Description</i>	<i>Notes</i>
Recreational Information Fields (continued)		The data in these data fields resides in FORI and is read-only in CLEAR.
Primary Agency	The name of the agency that manages the area.	
County	The county where the site is located.	
Site Name	The name of a recreation area within another recreation area.	
FNAI Information Fields		The data in these data fields resides in FNAI and is read only in CLEAR.
Managed Area ID	The unique identifier for the managed area (i.e., conservation easement) within FNAI.	
Managing Agency	The name of the managing agency	
Managed Area Name	The official name of the managed area, as determined by the managing agency.	
Owner Name	The name of the main owner of the managed area.	
CLEAR Internal Fields		
Inventory Status	This internal indicator is used to determine whether the easement represented by the record is currently part of the Conservation Easements Inventory.	If the easement represented by the record is an active part of the Conservation Easements Inventory, its Inventory Status will be 'Yes'. If the record has been deleted, the Internal Status will be set to 'No'. The record may be returned to the active Conservation Easements Inventory by using the Search Conservation Easements Lands screen to search for the land, then clicking the Reactivate Action Icon for that record.

C. Legislative Requirements for CLEAR Inventory Updates

Florida Statute (F.S.) Chapter 253.87 requires the data maintained in the CLEAR Conservation Lands and Easement Land Inventories to be updated at least every five years. Prior to the end of each five-year cycle, notifications are posted on the CLEAR Welcome screen and emails are sent to users with the Edit Admin role to remind CLEAR users that it is time to update their data. Instructions for using the [Welcome Alerts screen](#) and [Five-Year Verification Reminder screen](#) which facilitate these reminders are found in the CLEAR Administration section of this User Guide.

VI. THE CLEAR CONSERVATION LAND INVENTORY

A. Overview

The Conservation Land Inventory is maintained by a set of screens designed to allow users to:

- Search for properties within the conservation land inventory.
- View information about the land from the CLEAR Conservation Land Inventory, the Florida Outdoor Resources Inventory (FORI) and the Florida Natural Areas Inventory (FNAI).
- Add conservation land to the inventory.
- Maintain information about:
 - The land acquisition
 - How the land acquisition was funded
 - Who owns the land
 - Who manages the land
- Add comments about the land.

All CLEAR users can view conservation land information. Rules for changing land information are discussed in the sections describing [conservation owned land data fields](#) in CLEAR and the use of the individual screens.

By statutory mandate, all owned land that is owned by federal, county and municipal government agencies and the Florida DOT and is used for conservation must be entered in the CLEAR Conservation Land Inventory. The following definitions are provided for clarification:

Conservation Land - Lands that were acquired for conservation or are currently managed for conservation, outdoor resource-based recreation, or archaeological, cultural or historical resources, geologic or natural features and native ecosystems. Lands may have facilities for public use or have biological communities that are managed for preservation.

Owned Land – Land that is purchased with Fee Simple interest.

Conservation land is reported in CLEAR by the governmental agency that holds title to the land.

B. The Search Conservation Owned Lands Screen

The Search Conservation Owned Lands screen allows users to search for a land in the Conservation Land Inventory based on a specific set of criteria. Once a search has been performed, users can drill down to specific information about that parcel of land to view or modify the land information.

The Search Conservation Owned Lands screen is found under the Lands menu. Clicking on the Land menu option will display the link to the Search Conservation Owned Lands screen.

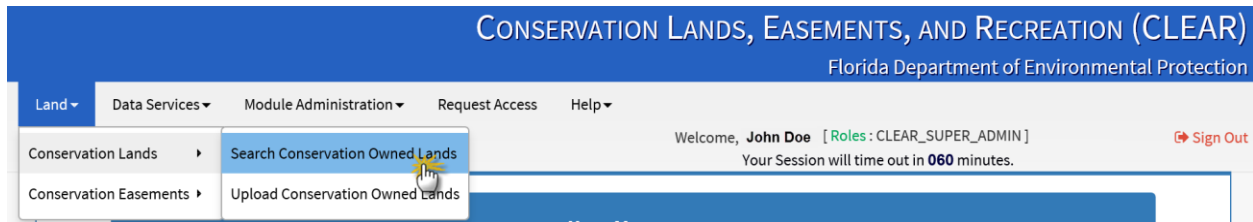


Figure 36: Navigating to the Search Conservation Owned Lands Screen

1. Searching for Conservation Owned Lands

When first displayed, the Search Conservation Owned Lands screen only displays search criteria. Once you decide on and enter search criteria for specific conservation land record(s), click on the **Search** button to retrieve the record(s) from the Conservation Land Inventory that match the search criteria. Refer to the [Conservation Land Data Fields](#) description and [Tips for Successful Searches section](#) in this User Guide if you have questions about using search criteria to find a conservation land record.

Search Conservation Owned Lands

1 Enter the values in the search criteria fields for the conservation land record(s) you are seeking.

Owner Type:

Owner Name:

Conservation Land ID:

Internal ID:

Project Name:

County Tax Parcel#:

Accessible to the Public: ☐ Yes ☐ No ☐ Unknown

County:

Inventory Acres From:

OR Book:

Inventory Acres To:

OR Page:

Managing Institution:

Instrument #:

Funding Source:

Funding Source - Other:

Inventory Status: ☐ Yes ☐ No

Section:

Mitigation Status: ☐ Yes ☐ No ☐ Unknown

Township:

Range:

Search Reset Add Conservation Owned Land

2 Click the Search button to display the record(s) that match the search criteria

Conservation Owned Lands

Conservation Land ID	Agency Name	Internal ID	Project Name	Inventory Acres	Inventory Status	Mitigation Status	County Name	User Action Icons
CL13	Alachua County	18105-001-000	Phifer Flatwoods Preserve		Yes	No	Alachua	
CL15	Alachua County	17644-000-000	Balu Forest		Yes	No	Alachua	
CL17	Alachua County	16301-000-000	Paynes Prairie Preserve State Park		Yes	No	Alachua	
CL22	Alachua County	16812-000-000	Barr Hammock Preserve		Yes	No	Alachua	
CL31	Alachua County	05298-000-000	Santa Fe River Preserve		Yes	No	Alachua	
CL45	Alachua County	02878-000-000	Mill Creek Nature Preserve		Yes	No	Alachua	
CL48	Alachua County	00156-000-000	McCall Park		Yes	No	Alachua	
CL76	Alachua County	18376-001-000	Lake Alto Preserve - North		Yes	No	Alachua	
CL79	Alachua County	16824-001-000	Barr Hammock Preserve		Yes	No	Alachua	
CL99	Alachua County	16844-001-000	Barr Hammock Preserve		Yes	No	Alachua	
CL106	Alachua County	05923-009-000	Turkey Creek Hammock Preserve		Yes	No	Alachua	
A690	Department of Environmental Protection	712	Dudley Farm	72.30	Yes	No	Alachua	
CL9752	City of Gainesville	10862-001-000	Morningside Nature Center		Yes	No	Alachua	
CL9766	City of Gainesville	06467-000-000	Loblolly Woods Nature Park		Yes	No	Alachua	
CL9767	City of Gainesville	06515-000-000	Green Acres Park		Yes	No	Alachua	
CL9769	City of Gainesville	10888-000-000	Cone Park SW Property		Yes	No	Alachua	
CL9782	City of Gainesville	07883-010-005	Hogtown Creek Headwaters Na...		Yes	No	Alachua	
CL9783	City of Gainesville	06435-000-000	Loblolly Woods Nature Park		Yes	No	Alachua	
CL9785	City of Gainesville	15699-060-001	Bivens Arm Nature Park		Yes	No	Alachua	
CL9804	City of Hawthorne	19315-007-000	Little Orange Creek Nature Park		Yes	No	Alachua	
CL9809	City of Hawthorne	19315-006-000	Little Orange Creek Nature Park		Yes	No	Alachua	
A12767	Department of Environmental Protection	13651	Dudley Farm	71.20	Yes	No	Alachua	
A17560	Department of Environmental Protection	18928	Paynes Creek	91.62	Yes	No	Alachua	
A21567	Department of Environmental Protection	23386	M.K. Rawlings	48.56	Yes	No	Alachua	
A26561	Department of Environmental Protection	30656	San Felasco	77.40	Yes	No	Alachua	
A27502	Department of Environmental Protection	32100	Lake Santa Fe	31.50	Yes	No	Alachua; Brad...	
A28459	Department of Environmental Protection	33183	Lake Santa Fe	27.00	Yes	No	Alachua; Brad...	
A38423	WMD-Suwannee River WMD	261	Santa Fe	60.00	Yes	No	Alachua	
A47165	Department of Environmental Protection	40552	Paynes Prairie	83.47	Yes	No	Alachua	
A48044	Department of Environmental Protection	41431	Non-Project Acquisition		Yes	No	Alachua	

Page 1 of 1 View 1 - 30 of 30

Figure 37: Searching for Conservation Land

A few notes on using the Search Conservation Owned Lands screen to find conservation land within the CLEAR Conservation Land Inventory:

- The following fields in the search criteria are [multi-selection drop-down boxes](#). When you select more than one value in the drop-down boxes the system will retrieve records that have any of the selected values for those fields. See the section, [Combining Search Fields](#),

for information how combining multi-selection drop-down boxes will affect your search results.

- Owner Type
 - Owner Name
 - County
- The contents of the Owner Name drop-down box will not be populated until a selection has been made in the Owner Type drop-down box. Once you have selected one or more Owner Types, the Owner Names associated with the selected Owner Type(s) may be found in the Owner Names drop-down.
- Inventory Status indicates whether the land is currently a part of the active Conservation Land Inventory. Records with Inventory Status equal to 'Yes' are considered part of the Conservation Land Inventory. When records are deleted, the Inventory Status is set to 'No'. See [Deleting and Reactivating Land in the Conservation Land Inventory](#) for more information.
- When first displayed, no value is set for the Inventory Status in the search criteria. If a value is not selected, search results will include both active and inactive conservation land records. If you only want to retrieve active conservation land records, click 'Yes' for the Inventory Status. If you want to retrieve only inactive conservation land records, click 'No' for the Inventory Status. Once you have set the Inventory Status to either 'Yes' or 'No' you may change the Inventory Status to either 'No' or 'Yes'. If you wish to remove the Inventory Status from the search criteria (i.e., remove the setting for the Inventory Status), you must click the **Reset** button.
- When the Section, Township, and/or Range fields are included in the search criteria, you must, at minimum, enter the Township and Range.

The search results include columns that should help you to identify the specific conservation land records within the search results. You can use the [column headings](#) to change the order in which the records are displayed and [page through the search results](#) as described in the [Tips for Successful Searches section](#) of this User Guide. If the search criterion does not match any records in the Conservation Land Inventory, the search results will contain the message "No records match the selected search criteria".

The User Action Icons column display the action icons that are available to you depending on your assigned user role. Use of these action icons is described in the [Action Icons section](#) of this User Guide. Action icons are described in additional detail in the following paragraphs.

The View and Edit action icons are the most commonly used. The View action icon is displayed for all users. Click on it to display the View Conservation Owned Lands screen which shows all

the available data for the selected conservation land record. All fields will be displayed as read-only.

The Edit action icon is only displayed for users with the Edit Admin role for the organization that owns the conservation land record and for users with the Super Admin role. Click on the Edit action icon to display the Edit Conservation Owned Land screen with editable fields.

Search results will include conservation land records from the LITS Owned Land Inventory that match the search criteria as well as from the CLEAR Conservation Land Inventory. You will be able to identify LITS owned land records by looking at the identifier in the Conservation Land ID column of the search results. Conservation land from LITS start with 'A'. Conservation land from CLEAR start with 'CL'.

Most LITS conservation land fields may only be viewed in CLEAR and must be changed in LITS. The only LITS conservation land data that may be changed in CLEAR are the comments, the links to FORI recreation sites and the links to FNAI managed land.

2. Deleting and Reactivating Land in the Conservation Land Inventory

Land is never really deleted from the CLEAR Land Inventory. Instead, when you elect to delete (or inactivate) a land record, it is internally flagged within the database as inactive. Land can be restored to the inventory (i.e., 'undeleted') at any time by including Inventory Status equal to blank or 'No' in the search criteria for the land, then clicking on the Reactivate action icon.

The Inactivate user action icon will only be displayed in the User Action Icons column for users with the Edit Admin role for the organization that owns the conservation land record and for all users with the Super Admin role. When you click the Inactivate action icon, the Inventory Status is changed from 'Yes' to 'No'. If the search criteria include the Inventory Status, the record may be removed from the search results. For example, if the Inventory Status is 'No' the record will be removed from the search results when it is inactivated.

After a land record has been inactivated, it will only be included in the search results if Inventory Status is blank or 'No' in the search criteria. The Reactivate action icon will only be displayed in the User Action Icons column for users with the Edit Admin role for the organization that owns the conservation land record and for users with the Super Admin role. Clicking on the Reactivate action icon will change the Inventory Status to 'Yes'.

C. The Add Conservation Owned Land Screen

The Add Conservation Owned Land screen is used to:

- Create a new conservation owned land record.

The Add Conservation Owned Land screen is only available to users with the Edit-Admin or Super Admin role. It is displayed when you click on the **Add Conservation Owned Land** button on the Search Conservation Owned Land screen. The **Add Conservation Owned Land** button is also only displayed on the Search Conservation Owned Lands Screen for users with the Edit-Admin or Super Admin role.

The image shows two screenshots of a web application. The top screenshot is the 'Search Conservation Owned Lands' screen, which has a blue header and a search bar. It contains various input fields for searching, including Owner Type, Conservation Land ID, Project Name, Accessible to the Public, Inventory Acres From/To, Managing Institution, Funding Source, Inventory Status, Mitigation Status, Owner Name, Internal ID, County Tax Parcel#, County, OR Book, OR Page, Instrument #, Funding Source - Other, Section, Township, and Range. At the bottom of the search screen, there are buttons for 'Search', 'Reset', and 'Add Conservation Owned Land'. A red arrow points from the 'Add Conservation Owned Land' button to the bottom screenshot. The bottom screenshot is the 'Add Conservation Owned Land' screen, which has a blue header and a form for adding a new record. It includes a note 'Mandatory fields are marked with *'. The form is divided into sections: General (Owner Type, Internal ID, Acreage, Mitigation Status, Accessible to the Public, Reverters, Legal Description, Managing Institution, Latitude), Public Restriction, Document Web Link, Longitude, Shared Ownership Information (Shared Ownership, Co-owners), and a 'Create' button at the bottom.

Figure 38: Navigating to the Create Conservation Owned Land Screen

Create a new conservation land record by completing the fields on the Add Conservation Owned Land screen. Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

After you have completed the required fields at a minimum, click the **Create** button. Required fields are indicated by the asterisk (*). The **Create** button will not be enabled until you complete all the required fields.

If, when you click the **Create** button, the completed fields conform to the required format(s) the system will:

1. Create a new conservation land inventory record.
2. Assign a Conservation Land ID to the new conservation land record.
3. Set the Inventory Status to 'Yes'.
4. Display the Conservation Owned Land tabs for the newly created conservation land record.

D. Conservation Owned Land Tabs

The Conservation Owned Land screen has tabs 7 running across the top.

Table 10: Conservation Owned Land Tabs

Tab	Description of Contents
Owned Land	General information about the conservation land.
Comments	Used to view and enter comments and other useful information about the conservation land.
Map	Opens a map window which may be used to view conservation land polygons.
Upload GIS Data	Used to upload the GIS data associated with the record in shape file format.
Recreation Link	Displays the list of FORI records that have been linked to the conservation land record. Allows the content of linked FORI records to be displayed. Allows users with FORI Link/Unlink capability to maintain the list of linked FORI records.
FNAI Link	Displays the list of FNAI records that have been linked to the conservation land record. Allows the content of linked FNAI records to be displayed. Allows users with FNAI Link/Unlink capability to maintain the list of linked FNAI records.
Location Link	Displays the location of the conservation land on the map with FORI points and FNAI managed land polygons. Allows users with the FNAI or FORI Link/Unlink capability to change the FORI points and FNAI land on the map. This tab also allows the Latitude and Longitude to be set using the map for non-DEP managed land.

1. Common Screen Components

Each of the Conservation Owned Land tabs following the Owned Land tab displays a Land Detail section at the top of the screen which contains information identifying the conservation land to which the remainder of the screen applies.

The screenshot shows the 'View Conservation Owned Land' interface. At the top, there is a breadcrumb trail: Home > Land > Conservation Lands > Search Conservation Owned Lands > View Conservation Owned Land. Below this is a tabbed interface with 'Owned Land' selected. The 'General' section contains two input fields: 'Conservation Land ID' with the value 'CL1' and 'GIS Shape File Exists' with the value 'Y'.

Figure 39: Example of the Land Details Section

2. The Owned Land Tab

The Owned Land tab is used to:

- View the information about selected conservation land that is stored in the CLEAR Conservation Land Inventory.
- Update the data, when necessary.
- Navigate to the other conservation land tabs.

The Owned Land tab is displayed when you click on the Edit or View action icon for Conservation Land Inventory record listed in the Search Conservation Owned Land screen search results.

The screenshot shows the 'Search Conservation Owned Land' interface. At the top, there is a search bar with a 'Range' dropdown and buttons for 'Search', 'Reset', and '+ Add Conservation Owned Land'. Below the search bar is a table titled 'Conservation Owned Lands'. The table has columns for 'Conservation Land ID', 'Agency Name', 'Internal ID', 'Project Name', 'Inventory Acres', 'Inventory Status', 'Mitigation Status', 'County Name', and 'User Action Icons'. The table contains five rows of data. Red arrows point to the 'Edit Icon' and 'View Icon' in the 'User Action Icons' column of the first row.

Conservation Land ID	Agency Name	Internal ID	Project Name	Inventory Acres	Inventory Status	Mitigation Status	County Name	User Action Icons
CL1	Alachua County	16474-000-000	Barr Hammock Preserve		Yes	No	Alachua	Edit View
CL2	Alachua County	16825-000-000	Barr Hammock Preserve		Yes	No	Alachua	Edit View
CL3	Alachua County	05923-005-000	Turkey Creek Hammock Preserve		Yes	No	Alachua	Edit View
CL4	Alachua County	06375-007-000	Cofrin Nature Park		Yes	No	Alachua	Edit View
CL5	Alachua County	06375-007-000	Cofrin Nature Park		Yes	No	Alachua	Edit View

Figure 40: Navigating to the Conservation Owned Lands tab

The Owned Land tab shows information about the land acquisition, ownership and its location. Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

Edit Conservation Owned Land

Home > Land > Conservation Lands > Search Conservation Owned Lands > Edit Conservation Owned Land

Owned Land | Comments | Map | Upload GIS Data | Recreation Link | FNAI Link | Location Link

General

Conservation Land ID: CL1

Owner Type: County

Internal ID: 16474-000-000

Acreage: 2.94

Mitigation Status: ☒ Yes ☐ No ☐ Unknown

Accessible to the Public: ☒ Yes ☐ No ☐ Unknown

Reverters: ☐ Yes ☒ No ☐ Unknown

Legal Description: 3 ACRES IN NW COR OF FRAC OR 3

Managing Institution: Alachua County Parks and Conservation Lands

Latitude: 29.5229746364

GIS Shape File Exists: Y

Owner Name: Alachua County

Project Name: Barr Hammock Preserve

Inventory Acres: 2.94

Public Restriction:

Document Web Link:

Longitude: -82.3213523027

Shared Ownership Information

Shared Ownership: ☐ Yes ☒ No

Co-owners:

The highlighted buttons are only displayed if you are editing the record.

Update **Reset**

Funding Information

Funding Source Name	Contribution Amount
No records to view	

Other Funding Source

Other Funding Source Name	Contribution Amount
No records to view	

County Tax Parcel Information

County Tax Parcel	County Name
16474-000-000	Alachua

Location Information

Section	Township	Range
21	11S	20E

Recording/Closing Information

County Name	OR Book #	OR Page #	Instrument #
Alachua	3855	2364	

DLClear - 1.0.225.2923
Site Map | Contact Us

Figure 41: Owned Land Tab

The fields in CLEAR records will be editable if you used the Edit action icon to display the screen. You may modify field contents and, when you have finished, click the **Update** button. None of the fields will be editable for LITS owned land records. Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields. You may also find the [Screen Field Types](#) section, especially the section on [One-to-Many and Multi-Select Fields](#) helpful in using the screen to add, delete or edit the content of these fields.

Each night the [PLI Data Link Script](#) automatically populates the content of the Recording/Closing Information fields for conservation easement land records in CLEAR and in LITS for which GIS data has been provided. This information may be manually added or updated on the Conservation Easement tab. Information that has been manually added or updated will not be changed by the PLI Data Link Script, when it runs.

3. The Comments Tab

The Conservation Land Comments tab is used to:

- View comments made for the selected conservation land.
- Modify or add comments for the selected conservation land.

The Conservation Land Comments tab shows information about the land acquisition, ownership and its location. Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

The screenshot displays the 'Conservation Land Comments' tab interface. At the top, a navigation bar includes tabs for 'Owned Land', 'Comments' (which is selected), 'Map', 'Upload GIS Data', 'Recreation Link', 'FMA Link', and 'Location Link'. Below this, the 'Land Details' section contains several input fields: 'Conservation Land ID' (CL1), 'Project Name' (Barr Hammock Preserve), 'GIS Shape File Exists' (Y), 'Internal ID' (16474-000-000), 'Accessible to the Public' (Y), 'County' (Alachua), 'Owner Name' (Alachua County), 'Acreage', and 'Inventory Acres' (2.94). Underneath is the 'Comments List' table, which has columns for 'Date Created', 'Created By', 'Last Modified By', 'Last Modified Date', 'Comment Text', and 'User Action Icons'. A single comment is listed: 'This record was deactivated because it is a duplicate of CL2'. Below the table is a 'Create CLEAR Comments' section featuring a large text area for entering comments and 'Create' and 'Reset' buttons. A red box highlights the 'Create CLEAR Comments' section and the 'User Action Icons' column in the 'Comments List'. A red arrow points from the text box to the 'User Action Icons' column.

The Create CLEAR Comments section and User Action Icons in the Comments List are only displayed if you are editing the record.

Figure 42: Conservation Land Comments Tab

The Comments List will contain the first line of each comment associated with the selected conservation land record. If the entire comment is not displayed the '...more' link will be displayed. If you click on the link a pop-up window containing the entire comment will be displayed.

If you displayed the screen by clicking on the Edit action icon from the Search Conservation Lands screen, you will be able to add comments and modify or delete existing comments. Users may only edit or delete their own comments. Users with the Super Admin role may edit or delete any comments.

Add a comment by entering the comment in the Comments text box in the Create Comments block. Use the **Reset** button to start over by deleting the content in the Comments text box. When you are finished click the **Create** button. The comment will be added to the Comments List. The system will automatically populate the Date Created and Created By fields with appropriate values.

Comments may be edited by clicking on the Edit action icon in the User Action Icons column. The Edit Comment block will be displayed with the existing comment displayed in the Comments text box. Change the content of the Comments text box as required. Use the **Reset** button, if necessary, to restore the content of the Comments text box to the saved value. When you have finished modifying the comment click on the **Save** button. The system will update the contents of the Comments List and automatically populate the 'Date Modified' and 'Modified By' fields with appropriate values.

Comments may be entered and edited for LITS records, that is, records for which the Conservation Land ID starts with 'A'. The comments entered in CLEAR should pertain to conservation. They will reside in CLEAR and will not be available in LITS.

Delete existing comments by clicking the Delete action icon in the User Action Icons column. A pop-up window will be displayed asking you to confirm deletion of the action. Once you confirm, the system will remove the comment from the Comments List.

4. The Map Tab

The Conservation Land Map tab is used to:

- View GIS polygons for the selected conservation land.

The Conservation Land Map tab shows polygon data for the land acquisition, if available. When you first enter the Map tab it will load the map with the polygons associated with the selected conservation land record already selected and will zoom in to them. You may then freely maneuver the map by clicking and dragging anywhere in the map window. If you click on a polygon on the map it will identify the record that polygon is tied to, providing basic information on that record.

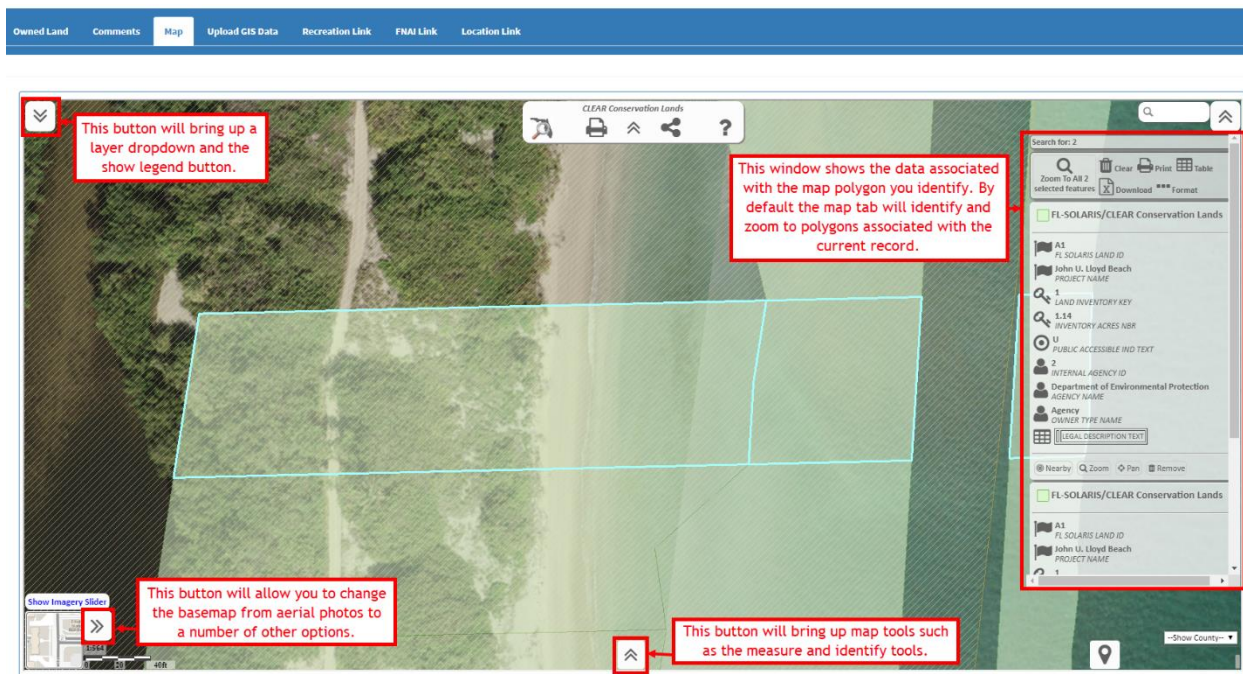


Figure 43: Conservation Land Map Tab

5. The Upload GIS Data Tab

The Conservation Land GIS Data tab is used to:

- View whether the polygons have been uploaded for the selected owned conservation land and, if so, when and by whom.
- Allow users with the Edit Admin or Super Admin role to upload a GIS shape for the selected owned conservation land:

Figure 44: Conservation Land Upload GIS Data Tab

This tab will be view only for LITS records, that is, records for which the Conservation Land ID starts with 'A'. GIS data for LITS records must be uploaded in LITS.

To upload data in shape file format, you must have clicked the Edit action icon from the Search Conservation Owned Lands screen. Click on the **Browse** button for the Shape File Upload field. A pop-up window will be displayed that will enable you to browse the files available from your PC and select the shape file that you would like to upload. When you select the shape file, the system will populate the Shape File Upload field with the pathname for the file. Click the **Upload** button to upload the shape file.

The system will validate the uploaded shape file as follows:

- Shape files must include the following fields. Additional fields may not be included.
 1. **Shape**: The shape must be "Polygon". "Polygon-Z", "Polygon-M", etc. will not be accepted.
 2. **CN_LAND_ID**: The Conservation Land ID field should be a text field.
 3. **INT_ID**: The Internal ID field should be a text field.
- The file must include either the Conservation Land ID or Internal ID for the selected CLEAR record.
- The Conservation Land ID and/or Internal ID must match the Conservation Land ID and/or Internal ID, respectively, for the selected owned conservation land record.
- Shapes must use Albers projection. The polygons will be stored in Albers projection.
- Polygon data must be valid.

If the shape file does not pass validation appropriate message(s) will be displayed and the shape file will be rejected. The system will not upload polygons that only partially pass verification.

The system does not perform any overlay analysis when uploading polygon data. If polygon(s) have already been loaded for the record, they will be replaced.

6. The Recreation Link Tab

The Conservation Land Recreation Link tab is used to:

- View a list of Florida Outdoor Recreation Inventory (FORI) recreation site records that are linked to the selected conservation land record. (Available to all users).
- Access the FORI site. (Only available to users with the FORI Link/Unlink capability and Super Admin).
- Link FORI records to the selected conservation land record. (Only available to users with the FORI Link/Unlink capability and Super Admin.)
- Unlink FORI records that have been linked to the selected conservation land record. (Only available to users with the FORI Link/Unlink capability and Super Admin.)

Owned Land **Comments** **Map** **Upload GIS Data** **Recreation Link** **FNAI Link** **Location Link**

Land Details

Conservation Land ID: Project Name: GIS Shape File Exists:

Internal ID: Accessible to the Public: County:

Owner Name: Acreage: Inventory Acres:

FORI Linked List

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name	User Action Icons
101539	JOSHUA DAVIS HOUSE	GADSDEN COUNTY	JOSHUA DAVIS HOUSE	GADSDEN	8757 Blue Star Highway, Quincy, FL...	

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Search Florida Outdoor Recreational Inventory (FORI)

Unit Name: Primary Agency:

Category: County:

Location Name: Site Name:

The Search Florida Outdoor Recreational Inventory (FORI) section and User Action Icons in the FORI Linked List are only displayed if you are editing the record.

Figure 45: Conservation Land Recreational Link Tab

The FORI records that have been linked to the selected record are displayed in the FORI Linked List. If no records have been linked the grid will be blank and the message 'No records to view' will be displayed in the lower right corner of the grid.

Each night the [FORI Data Link Script](#) automatically updates links to FORI records for conservation owned land records in CLEAR and in LITS for which GIS data has been provided. The Recreational tab may be used to manually add or correct these links. Links that are manually added or updated will not be changed by the FORI Data Link Script, when it runs.

CLEAR users with the FORI Link/Unlink capability and Super Admin users can access the FORI application by clicking the View action icon in the User Action Icon column. Clicking the View action icon will open a new browser tab for the FORI application.

Users who have FORI Link/Unlink capability will see Unlink action icons in the User Action Icons column of the FORI Linked List and have access to the Search Florida Recreational Inventory (FORI) block of the screen when they access the tab by clicking the Edit action icon from the Search Conservation Land screen.

FORI records that have been linked to the selected conservation land record may be unlinked by clicking the Unlink action icon in the User Action Icons column of the FORI Linked List. A pop-up window will be displayed asking you to confirm unlinking the record. If you indicate that you do want the record unlinked, the system will unlink the record in the database and update the contents of the FORI Linked List to show that the record is no longer linked to the conservation land.

To use the Search Florida Recreational Inventory (FORI) block of the screen to link an existing FORI record to the selected conservation land record:

1. Enter search criteria for the FORI record(s) you wish to link and click the **Search** button.
2. In the resulting Search FORI Result grid, select the record(s) that you want to link by clicking on the box(as) in the first column.
3. Click the **Link** button. The system will link the record(s) that you selected to the conservation land record and update the contents of the FORI Linked List to show that the records are linked to the conservation land.

The screenshot illustrates the process of linking a FORI record to a conservation land record. It is divided into two main sections: the 'Search FORI Result' grid and the 'FORI Linked List'.

Search FORI Result Section:

- Search Criteria:**
 - Unit Name:** (Empty text box)
 - Category:** (Dropdown menu showing 'Please Select')
 - Location Name:** (Empty text box)
 - Primary Agency:** (Text box containing 'Fish & Wildlife Conservation Commission')
 - County:** (Dropdown menu showing 'ALACHUA')
 - Site Name:** (Empty text box)
- Buttons:** 'Search' (highlighted with a red box and 'Click Search.' label) and 'Reset'.
- Search FORI Result Grid:**

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name
<input checked="" type="checkbox"/> 27823	LOCHLOOSA WILDLIFE MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSI...	LOCHLOOSA WILDLIFE MANAGEMENT AREA	ALACHUA	19511 US-301, Hawthorne, FL 32640
<input type="checkbox"/> 28055	NEWMANS LAKE FISH MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSI...	NEWMANS LAKE FISH MANAGEMENT AREA	ALACHUA	5910 SE Hawthorne Rd, Gainesville, FL 32...
<input type="checkbox"/> 28057	ORANGE LAKE FISH MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSI...	ORANGE LAKE FISH MANAGEMENT AREA	ALACHUA	
- Buttons:** 'Link' (highlighted with a red box and 'Click Link.' label) and 'Unlink'.

FORI Linked List Section:

- Message:** 'A message indicating that the link was successful will be displayed and the linked record will be added to the FORI Linked List' (highlighted with a red box and '5' label).
- FORI Linked List Grid:**

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name	User Action Icons
27823	LOCHLOOSA WILDLIFE MANAGEMENT A...	FISH & WILDLIFE CONSERVATION COMBI...	LOCHLOOSA WILDLIFE MANAGEMENT A...	ALACHUA	19511 US-301, Hawthorne, FL 32640	[Link] [Unlink]
200009	DRY TORTUGAS NATIONAL PARK	NATIONAL PARK SERVICE	DRY TORTUGAS NATIONAL PARK	MONROE	Accessible by ferry. Refer to managing a...	[Link] [Unlink]

Figure 46: Linking a FORI record to Conservation Land

7. The FNAI Link Tab

The Conservation Land FNAI Link tab is used to:

- View a list of Florida Natural Areas Inventory (FNAI) records that are linked to the selected conservation land record. (Available to all users).
- Link FNAI records to the selected conservation land record. (Only available to users with the FNAI Link/Unlink capability and Super Admin.)
- Unlink FNAI records that have been linked to the selected conservation land record. (Only available to users with the FNAI Link/Unlink capability and Super Admin.)

Figure 47: Conservation Land FNAI Link Tab

The FNAI records that have been linked to the selected record are displayed in the FNAI Linked List. If no records have been linked the grid will be blank and the message 'No records to view' will be displayed in the lower right corner of the grid.

Each night the [FNAI Data Link Script](#) automatically updates links to FNAI records for conservation owned land records in CLEAR and in LITS for which GIS data has been provided. The FNAI tab may be used to manually add or correct these links. Links that are manually added or updated will not be changed by the FNAI Data Link Script, when it runs.

Users who have FNAI Link/Unlink capability will see Unlink action icons in the User Action Icons column of the FNAI Linked List and have access to the Search Florida Natural Areas Inventory (FNAI) block of the screen when they access the tab by clicking the Edit action icon from the Search Conservation Land screen.

FNAI records that have been linked to the selected conservation land record may be unlinked by clicking the Unlink action icon in the User Action Icons column of the FNAI Linked List. A pop-up window will be displayed asking you to confirm unlinking the record. If you indicate that you do want the record unlinked, the system will unlink the record in the database and update the contents of the FNAI Linked List to show that the record is no longer linked to the conservation land.

To use the Search Florida Natural Areas Inventory (FNAI) block of the screen to link an existing FNAI record to the selected conservation land record:

1. Enter search criteria for the FNAI record(s) you wish to link and click the **Search** button.
2. In the resulting Search FNAI Result grid, select the record(s) that you want to link by clicking on the box(is) in the first column.
3. Click the **Link** button. The system will link the record(s) that you selected to the conservation land record and update the contents of the FNAI Linked List to show that the records are linked to the conservation land.

The screenshot illustrates the process of linking an FNAI record to a conservation land record. It shows the 'FNAI Linked List' table, the 'Search Florida Natural Areas Inventory (FNAI)' form, the 'Search FNAI Result' grid, and the 'Link' button. Red callouts with numbers 1 through 5 provide step-by-step instructions.

1 Enter search criteria for the FNAI record.

2 Click Search.

3 Select the record(s) you want to link in the Search FNAI Result grid.

4 Click Link.

5 A message indicating that the link was successful will be displayed and the linked record will be added to the FNAI Linked

FNAI Linked List

Managed Area ID	Managed Area Name	Managing Agency	Owner Name	User Action Icons
747	Dry Tortugas National Park	US Dept. of the Interior, National Park Service	US Dept. of the Interior, National Park Service	

Search Florida Natural Areas Inventory (FNAI)

Managed Area ID: Managed Area Name:

Managing Agency: Owner Name:

Search FNAI Result

Managed Area ID	Managed Area Name	Managing Agency	Owner Name
<input checked="" type="checkbox"/> 1854	NOAA/Northwest Martinez Pineland	US Dept. of Commerce	US Dept. of Commerce

FNAI Linked List

Managed Area ID	Managed Area Name	Managing Agency	Owner Name	User Action Icons
1854	NOAA/Northwest Martinez Pineland	US Dept. of Commerce	US Dept. of Commerce	
747	Dry Tortugas National Park	US Dept. of the Interior, National Park Service	US Dept. of the Interior, National Park Service	

Search Florida Natural Areas Inventory (FNAI)

Figure 48: Linking a FNAI Record to Conservation Land

8. The Location Link Tab

The Conservation Land Location Link tab is used to:

- View FORI points and FNAI land that are linked to the selected conservation land record on a map. (Available to all users.)

- Locate and link FORI and FNAI records to conservation land records in CLEAR using a spatial (i.e., map display). (Only available to users with the FORI Link/Unlink and/or FNAI Link/Unlink capabilities and Super Admin.)
- Locate and populate the latitude and longitude coordinates for CLEAR conservation land records, that is those for which the Conservation Land ID starts with 'CL'. (Only available to users with the FORI Link/Unlink and/or FNAI Link/Unlink capabilities and Super Admin.)

Edit Conservation Owned Land

Home > Land > Conservation Lands > Search Conservation Owned Lands > Location

Owned Land Comments Map Upload GIS Data Recreation Link FNAI Link Location Link

Land Details

Conservation Land ID:	CL105	Project Name:	Lake Alto Preserve - North	GIS Shape File Exists:	Y
Internal ID:	18377-001-000	Accessible to the Public:	Y	County:	Alachua
Owner Name:	Alachua County	Acreage:		Inventory Acres:	104.97

Map Data

This screen may be used to link conservation land in the Florida Natural Areas Inventory (FNAI) and recreation points that are in the Florida Outdoor Recreation Inventory (FORI) to the currently selected conservation owned land record. To do this, use MapDirect to search for the land or recreation point(s) that you wish to link, once they are displayed in the MapDirect window, click on them to select them, then click on the Save button.

This screen may also be used to set the Lat/Long coordinates for the selected conservationland record. To do this, select the Place Marker icon in the upper left section of the map, click on the map where the land is located and click on the Save button.

Save

Figure 49: The Conservation Owned Land Location Link Tab

When the screen is displayed, the FORI points and FNAI land that are linked to the selected conservation owned land will be displayed on the map. These users will not see the Map Direct search options or the **Save** button.

Users with the FORI Link/Unlink capability can use the search capabilities provided in Map Direct to search for additional FORI point(s) that should be linked to the selected conservation owned

land record. Once the point(s) are found, they may be selected. Clicking the **Save** button will link them to the conservation owned land record.

Similarly, users with the FNAI Link/Unlink capability can use the search capabilities provided in Map Direct to search for additional FNAI lands(s) that should be linked to the selected conservation owned land record. Once the land(s) are found, they may be selected. Clicking the **Save** button will link them to the conservation owned land record.

FORI and FNAI records may be linked to LITS records, that is, records for which the Conservation Land ID starts with 'A'. However, the latitude and longitude coordinates may not be set in CLEAR as they reside in LITS.

E. The Upload Conservation Owned Lands Screen

The Upload Conservation Owned Lands screen is used to facilitate updating existing conservation owned land records and/or adding new conservation owned land records to CLEAR. While the Conservation Owned Land screen may be used to modify or add data one owned land record at a time, the Upload Conservation Owned Lands Screen allows you to use a tabular data file to make changes to many records at once or add multiple new records. In addition, the Upload Conservation Owned Lands screen is used to perform mass uploads of spatial data to CLEAR.

This screen is only available with to users with the Edit Admin or Super Admin roles.

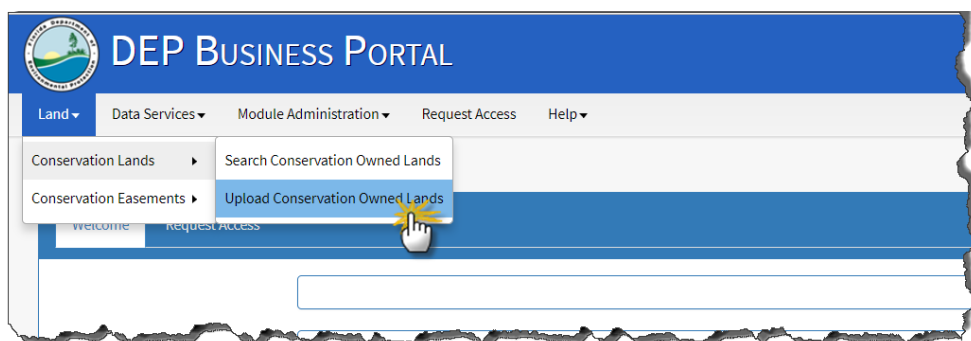


Figure 50: Navigating to the Upload Conservation Owned Lands Screen

1. The Tabular Data File

In order to modify or add records to CLEAR using the Upload Conservation Owned Lands screen, your changes and/or additions must be available in a properly formatted Microsoft Excel file with the '.xlsx' file type. A file template is available by clicking on the CLEAR Conservation Land Template.xlsx link on the screen.

FL-SOLARIS CLEAR will not retain a copy of the Excel file used for upload. In the event a copy is desired for historical reference or to share with other agency users, a copy should be made and retained by you. Please note, depending on the volume of the file being uploaded, the system may take a considerable amount of time to complete the upload process.

Please use "Browse" to select the Conservation Land Excel file on your computer. Pressing the "Upload" button will initiate the upload process and start updating valid land data.

Mandatory fields are marked with *

Owner Type: *

Owner Name: *

Tabular Data File Upload:

GIS Shape File Upload:

Conservation Land Template.xlsx

Download the Conservation Land Template by clicking on the link.

It is important to note when using template, all columns within each tab must be completely filled out with information to ensure the system is correctly updated.

If a data field is left blank, the system will clear the existing information and set the value of the field to null.

Acceptable file type is .xlsx. Please note that each file has a size limitation of 15 MB.

Tabular Data File Upload (or) GIS Shape File Upload are required fields.

Shape files need to be in a compressed .zip folder with the only following fields: FID, Shape, CN_LAND_ID, and INT_ID. Either INT_ID or CN_LAND_ID needs to be filled in.

Figure 51: The Upload Conservation Owned Lands Screen with Template Link

When completing the template, it is important that all columns have data, especially when changing existing records. Columns without data will be entered in CLEAR as null values. This means that, if the record had data in a field and the corresponding column is blank, the existing data will be deleted for that field.

Another method for creating the file is to use the Data Extraction screens to download a Microsoft Excel formatted (.xlsx) file containing CLEAR data for the records to be modified. Files that are downloaded from the Data Extraction screens are in the proper format for upload using the Upload Conservation Owned Land screen. The records in these files may be edited to change the data in the columns of existing records and to add rows of data for records to be added to CLEAR.

2. Shape Files

Shape files to be uploaded must conform to the following:

- Shape files must include the following fields. Additional fields may not be included.
 1. **Shape:** The shape must be "Polygon". "Polygon-Z", "Polygon-M", etc. will not be accepted.
 2. **CN_LAND_ID:** The Conservation Land ID field should be a text field.
 3. **INT_ID:** The Internal ID field should be a text field.
- The file must include either the Conservation Land ID or Internal ID for the selected CLEAR record.
- The Conservation Land ID and/or Internal ID must match the Conservation Land ID and/or Internal ID, respectively, for the selected conservation land record.

- Shapes must use Albers projection. The polygons will be stored in Albers projection.
- Polygon data must be valid.

3. Uploading Files

Once the upload file has been created, it may be uploaded from the Upload Conservation Owned Lands screen by selecting the Organization Type and Owner Name from the drop-down boxes and using the **Browse** button to enter the location of the tabular data and/or shape files. If you have the Edit Admin role, the Organization Type and Owner Name will automatically default to those assigned to your User ID. You will only be able to update records associated with your organization.

Clicking on the **Browse** button will open a pop-up window that will enable you to browse files available from your PC and select the file that you would like to upload. When you select the file, the system will populate the Tabular Data File Upload field or the Shape File Upload field for the appropriate **Browse** button with the pathname for the file.

Click the **Upload** button to upload the file and apply the changes.

The screenshot shows the 'Upload Conservation Owned Lands' interface. At the top, there is a breadcrumb trail: Home > Land > Conservation Lands > Upload Conservation Owned Lands. Below the title bar, a disclaimer states: 'FL-SOLARIS CLEAR will not retain a copy of the Excel file used for upload. In the event a copy is desired for historical reference or to share with other agency users, a copy should be made and retained by you. Please note, depending on the volume of the file being uploaded, the system may take a considerable amount of time to complete the upload process.' A note below this says: 'Please use "Browse" to select the Conservation Land Data file on your computer. Pressing the "Upload" button will initiate the upload process and start updating valid land data.' The form contains several fields: 'Owner Type' and 'Owner Name' (both with 'Please Select' dropdowns and marked with an asterisk), 'Tabular Data File Upload' (with a 'Browse...' button), and 'GIS Shape File Upload' (with a 'Browse...' button). Annotations with red numbers and arrows point to specific elements: 1 points to the 'Owner Type' and 'Owner Name' dropdowns; 2 points to the 'Browse...' button for the Tabular Data File Upload; 3 points to the 'Browse...' button for the GIS Shape File Upload; 4 points to the 'Upload' button; and 5 points to the 'Cancel' button. Text boxes provide additional instructions: 'Mandatory fields are marked with *', 'Complete the "Owner Type" and "Owner Name" drop downs.', 'Use the "Browse" button(s) to select the file(s) to upload.', 'It is important to note when using template, all columns within each tab must be completely filled out with information to ensure the system is correctly updated. If a data field is left blank, the system will clear the existing information and set the value of the field to null.', 'Acceptable file type is xls. Please note that each file has a size limitation of 15 MB.', 'Tabular Data File Upload (or) GIS Shape File Upload are required fields.', and 'Shape files need to be in a compressed .zip folder with the only following fields: FID, Shape, CH_LAND_ID, and INT_ID. Either INT_ID or CH_LAND_ID needs to be filled in.'

Figure 52: Using the Upload Conservation Owned Lands Screen

A few notes on how data is updated from the files uploaded using the Upload Conservation Owned Lands screen:

- Tabular (i.e., record) data:
 - Internal IDs must be unique within the entity that is submitting the data (Owner Type, Owner Name, and Internal ID must be a unique combination).
 - When a conservation owned land record is added, the system will generate a Conservation Land ID starting with "CL" followed by one more than the number of the most recently created Conservation Land ID.
 - When records are submitted:
 - If the Internal ID does not exist in CLEAR, a new record will be created in CLEAR for the submitted data.

- If the Internal ID exists in CLEAR, the data in CLEAR will be replaced with the submitted data.
 - If a data field is blank, the contents of the data field in CLEAR will be changed to null.
- If two records are submitted with the same Internal ID, both records will be rejected.
- If a required field is missing a value, the record will be rejected.
- All records in the upload that pass validations will be saved. All records will not be rejected for one failed record.
- A PDF containing the record number, field number and a brief description of the errors in the upload file will be created and will be available for download. It will not be stored on the system.
- Shape files:
 - If a shape file is submitted for a conservation owned land record that already has a polygon associated with it, the contents of the shape file will replace the existing polygon.
- Maximum file size for the tabular and shape files is 15 megabytes (MB).
- Uploading tabular data file and shape files are independent processes, i.e., the outcome of one upload is not dependent upon the other.
- The CLEAR system does not maintain a record or copy of uploaded files. It is up to the users to maintain copies of these files, if required.

VII. THE CONSERVATION EASEMENT INVENTORY

A. Overview

The Conservation Easement Inventory is maintained by a set of screens designed to allow users to:

- Search for conservation easements within the CLEAR Conservation Easement Inventory.
- View information about the easements from the CLEAR Conservation Easement Inventory, the Florida Outdoor Resources Inventory (FORI) and the Florida Natural Areas Inventory (FNAI).
- Add conservation easements to the inventory.
- Maintain information about:
 - How the easement was funded.
 - Where the easement is located.
 - Who manages the easement.
- Add comments about the land.

All CLEAR users can view conservation easement information. Rules for changing easement information are discussed in the sections describing [conservation easement data fields](#) in CLEAR and the use of the individual screens.

By statutory mandate, all federal, county and municipal government agencies and Florida DOT easements that are used for conservation must be entered in the CLEAR Conservation Easement Inventory. The following definitions are provided for clarification:

Conservation: Maintaining this state's unique natural resources; protecting air, land, and water quality; promoting water resource development to meet the needs of natural systems and citizens of this state; promoting restoration activities on public lands; and providing lands for natural resource based recreation.

Permanent Conservation Easement: A permanent "conservation easement" is a perpetual right or interest in real property which is appropriate to retaining land or water areas predominantly in their natural, scenic, open, agricultural, or wooded condition; retaining such areas as suitable habitat for fish, plants, or wildlife; retaining the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance; or maintaining existing land uses and which prohibits or limits certain identified (often detrimental) activities.

Conservation easements are reported in CLEAR by the governmental agency that manages the conservation easement.

B. The Search Conservation Easement Lands Screen

The Search Conservation Easement Lands screen allows users to search for an easement in the Conservation Easement Inventory based on a specific set of criteria. Once a search has been performed, users can drill down to specific information about that parcel of land to view or modify the easement information.

The Search Conservation Easement Lands screen is found under the Land menu. Clicking on the Land menu option will display the link to the Search Conservation Easement Lands screen.

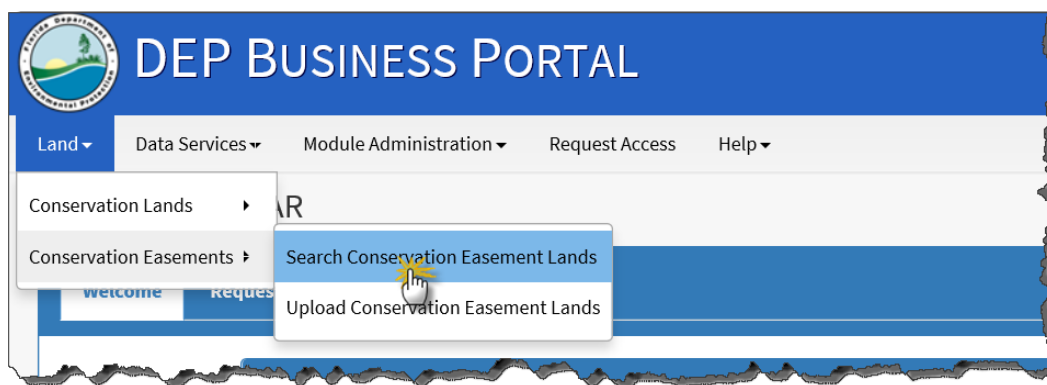


Figure 53: Navigating to the Search Conservation Easement Lands Screen

1. Searching for Conservation Easement Lands

When first displayed, the Search Conservation Easement Lands screen only displays search criteria.

Once you decide on and enter search criteria for specific conservation easement record(s), click on the **Search** button to retrieve the record(s) from the Conservation Easement Inventory that match the search criteria. Refer to the [Conservation Easement Data Fields](#) description and [Tips for Successful Searches section](#) in this User Guide if you have questions about using search criteria to find a conservation easement record.

Search Conservation Easement Lands

Home > Land > Conservation Easements > Search Conservation Easement Lands

1 Enter the values in the search criteria fields for the conservation land record(s) you are seeking.

Search Conservation Easement Lands

Grantee Type:

Grantee Name:

Conservation Easement ID:

Internal ID:

Location Name:

County Tax Parcel#:

Grantor Name:

County:

Acres From:

OR Book:

Acres To:

OR Page:

Managing Agency:

Instrument #:

Inventory Status: ☐ Yes ☐ No

Section:

Township:

Range:

Accessible to the Public: ☐ Yes ☐ No ☐ Unknown

2 Click the Search button to display the record(s) that match the search criteria in the search results below the search criteria.

Conservation Easement Lands

Conservation Easement ID	Grantee Name	Internal ID	Acres	Inventory Status	County Name	User Action Icons
N3076	WMD-St. Johns River WMD	ce_id-3157	0	Yes	Baker	
N3077	WMD-St. Johns River WMD	ce_id-3158	0	Yes	Baker	
N3078	WMD-St. Johns River WMD	ce_id-3159	0	Yes	Baker	
N7381	WMD-St. Johns River WMD	ce_id-9099	0	Yes	Baker	
N7550	WMD-St. Johns River WMD	ce_id-9268	17.39	Yes	Baker	
N7566	WMD-St. Johns River WMD	ce_id-9284	13.69	Yes	Baker	
CE121	US Forest Service	CE121		Yes	Baker,Bradford,Escambia	
CE204	National Park Service	599	8554	Yes	Baker,Bay	
CE216	Bradford	b7658		Yes	Baker,Charlotte	

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Figure 54: Searching for Conservation Easements

A few notes on using the Search Conservation Easement Lands screen to find conservation easements within the CLEAR Conservation Easement Inventory:

- The following fields in the search criteria are [multi-selection drop-down boxes](#). When you select more than one value in the drop-down boxes the system will retrieve records that have any of the selected values for those fields. See the section, [Combining Search Fields](#), for information how combining multi-selection drop-down boxes will affect your search results.
 - Grantee Type
 - Grantee Name
 - County
- The contents of the Grantee Name drop-down box will not be populated until a selection has been made in the Grantee Type drop-down box. Once you have selected one or more Grantee Types, the Grantee Names associated with the selected Grantee Type(s) may be found in the Grantee Names drop-down.

- Inventory Status indicates whether the easement is currently a part of the active Conservation Easement Inventory. Records with Inventory Status equal to 'Yes' are considered part of the Conservation Easement Inventory. When records are deleted, the Inventory Status is set to 'No'. See [Deleting and Reactivating Land in the Conservation Easement Inventory](#) for more information.
- When first displayed, no value is set for the Inventory Status in the search criteria. If a value is not selected, search results will include both active and inactive conservation easement records. If you only want to retrieve active conservation easement records, click 'Yes' for the Inventory Status. If you want to retrieve only inactive conservation easement records, click 'No' for the Inventory Status. Once you have set the Inventory Status to either 'Yes' or 'No' you may change the Inventory Status to either 'No' or 'Yes'. If you wish to remove the Inventory Status from the search criteria (i.e., remove the setting for the Inventory Status), you must click the **Reset** button.
- When the Section, Township, and/or Range fields are included in the search criteria, you must, at minimum, enter the Township and Range.

The search results include columns that should help you to identify the specific conservation easement records within the search results. You can use the [column headings](#) to change the order in which the records are displayed and [page through the search results](#) as described in the [Tips for Successful Searches section](#) of this User Guide. If the search criterion does not match any records in the Conservation Easement Inventory, the search results will contain the message "No records match the selected search criteria".

The User Action Icons column display the action icons that are available to you depending on your assigned user role. Use of these action icons is described in the [Action Icons section](#) of this User Guide. Action icons are described in additional detail in the following paragraphs.

The View and Edit action icons are the most commonly used. The View action icon is displayed for all users. Click on it to display the View Conservation Easement Land screen which shows all the available data for the selected conservation easement record. All fields will be displayed as read-only.

The Edit action icon is only displayed for users with the Edit Admin role for the organization that owns the conservation easement record and for users with the Super Admin role. Click on the Edit action icon to display the Edit Conservation Easement Land screen with editable fields.

Search results will include conservation easement records from the LITS Otherwise Occupied Inventory that match the search criteria as well as from the CLEAR Conservation Easement Inventory. You will be able to identify LITS otherwise occupied records by looking at the identifier in the Conservation Easement ID column of the search results. Otherwise occupied land

(conservation easements) from LITS start with 'N'. Conservation easements from CLEAR start with 'CE'.

Most LITS conservation easement fields may only be viewed in CLEAR and must be changed in LITS. The only LITS conservation easement data that may be changed in CLEAR are the Grantee Name, comments, the links to FORI recreation sites and the links to FNAI managed land.

2. Deleting and Reactivating Easements in the Conservation Easement Inventory

Easements are never really deleted from the CLEAR Easement Inventory. Instead, when you elect to delete (or inactivate) an easement record, it is internally flagged within the database as inactive. Easements can be restored to the inventory (i.e., 'undeleted') at any time by including Inventory Status equal to blank or 'No' in the search criteria for the land, then clicking on the Reactivate action icon.

The Inactivate user action icon will only be displayed in the User Action Icons column for users with the Edit Admin role for the organization that owns the conservation easement record and for all users with the Super Admin role. When you click the Inactivate action icon, the Inventory Status is changed from 'Yes' to 'No'. If the search criteria included the Inventory Status, the record may be removed from the search results.

After an easement record has been inactivated, it will only be included in the search results if Inventory Status is blank or 'No' in the search criteria. The Reactivate action icon will only be displayed in the User Action Icons column for users with the Edit Admin role for the organization that owns the conservation easement record and for users with the Super Admin role. Clicking on the Reactivate action icon will change the Inventory Status to 'Yes'.

C. The Add Conservation Easement Land Screen

The Add Conservation Easement Land screen is used to:

- Create a new conservation easement land record.

The Add Conservation Easement Land screen is only available to users with the Edit-Admin or Super Admin role. It is displayed when you click on the **Add Conservation Easement Land** button on the Search Conservation Easement Lands screen. The **Add Conservation Easement Land** button is also only displayed on the Search Conservation Easement Lands screen for users with the Edit-Admin or Super Admin role.

Search Conservation Easement Lands

Home > Land > Conservation Easements > Search Conservation Easement Lands

Search Conservation Easement Lands

Grantee Type: <input type="text" value="Please Select"/>	Grantee Name: <input type="text" value="Please Select"/>
Conservation Easement ID: <input type="text"/>	Internal ID: <input type="text"/>
Location Name: <input type="text"/>	County Tax Parcel#: <input type="text"/>
Grantor Name: <input type="text"/>	County: <input type="text" value="Please Select"/>
Acres From: <input type="text"/>	OR Book: <input type="text"/>
Acres To: <input type="text"/>	OR Page: <input type="text"/>
Managing Agency: <input type="text"/>	Instrument #: <input type="text"/>
Inventory Status: <input type="radio"/> Yes <input type="radio"/> No	Section: <input type="text"/>
	Township: <input type="text"/> <input type="text"/>
	Range: <input type="text"/> <input type="text"/>
Accessible to the Public: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

Display the Create Conservation Easement Land screen by navigating to the Search Conservation Easement Lands screen and clicking the Add Conservation Easement Land button.

Add Conservation Easement Land

Home > Land > Conservation Easements > Search Conservation Easement Lands > Add Conservation Easement Land

Add Conservation Easement Land

Mandatory fields are marked with *

General

Occupied Category: * <input type="text" value="Easement"/>	Occupied Type: <input type="text" value="Conservation"/>
Grantee Type: * <input type="text" value="Please Select"/>	Grantee Name: * <input type="text" value="Please Select"/>
Internal ID: * <input type="text"/>	Easement Acres: <input type="text"/>
Accessible to the Public: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown	Public Restriction: <input type="text" value="Conservation Easement"/>
Document Web Link: <input type="text"/>	
Latitude: <input type="text"/>	Longitude: <input type="text"/>

Figure 55: Navigating to the Create Conservation Easement Land Screen

Create a new conservation easement record by completing the fields on the Create Conservation Easement Land screen. Refer to the [Conservation Easement Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

After you have completed the required fields at a minimum, click the **Create** button. Required fields are indicated by the asterisk (*). The **Create** button will not be enabled until you complete all the required fields.

If, when you click the **Create** button, the completed fields conform to the required format(s) the system will:

1. Create a new conservation easement inventory record.
2. Assign a Conservation Easement ID to the new conservation easement record.
3. Set the Inventory Status to 'Yes'.
4. Display the Conservation Easement Land tabs for the newly created conservation easement record.

D. Conservation Easement Land Tabs

The Conservation Easement Land screen has 7 tabs running across the top.

Table 11: Conservation Easement Land Tabs

Tab	Description of Contents
<u>Easement Land</u>	General information about the conservation easement.
<u>Comments</u>	Used to view and enter comments and other useful information about the conservation easement.
<u>Map</u>	Opens a map window which may be used to view conservation easement polygons.
<u>Upload GIS Data</u>	Used to upload the GIS data associated with the record in the form of a shape file.
<u>Recreation Link</u>	Displays the list of FORI records that have been linked to the conservation easement record. Allows the content of linked FORI records to be displayed. Allows users with FORI Link/Unlink capability to maintain the list of linked FORI records.
<u>FNAI Link</u>	Displays the list of FNAI records that have been linked to the conservation easement record. Allows the content of linked FNAI records to be displayed. Allows users with FNAI Link/Unlink capability to maintain the list of linked FNAI records.
<u>Location Link</u>	Displays the location of the conservation easement on the map with FORI points and FNAI managed land polygons. Allows users with the FNAI or FORI Link/Unlink capability to change the FORI points and FNAI land on the map. This tab also allows the Latitude and Longitude to be set using the map for non-DEP managed easements.

1. Common Screen Components

Each of the Conservation Easement Land tabs following the Easement Land tab displays a Land Detail section at the top of the screen which contains information identifying the conservation easement to which the remainder of the screen applies.

DEP BUSINESS PORTAL CONSERVATION LANDS, EASEMENTS, AND RECREATION (CLEAR)
Florida Department of Environmental Protection

Land • Data Services • Module Administration • Request Access • Help

Welcome, Kathleen Norton | Roles: CLEAR_SUPER_ADMIN | Your session will time out in 000 minutes. | Sign Out

Edit Conservation Easement Land

Home • Land • Conservation Easements • Search Conservation Easement Lands • Comments

Easement Land Comments Map Upload GIS Data Recreation Link FMA Link Location Link

Land Details

Conservation Easement ID: CF1 Accessible to the Public: U GIS Shape File Exists: N
Internal ID: Alachua_Co_2091 County: Alachua Managing Agency: Alachua County
Easement Acres: 224.36 Inventory Acres: 224.36

Figure 56: Example of the Easement Land Details Section

2. The Easement Land Tab

The Easement Land tab is used to:

- View the information about selected conservation easements that is stored in the CLEAR Conservation Easement Inventory.
- Update the data, when necessary.
- Navigate to the other conservation easement tabs.

The Easement Land tab is displayed when you click on the View or Edit action icon for Conservation Easement Inventory record listed in the Search Conservation Easement Lands screen search results.

Search Reset Add Conservation Easement Land

Conservation Easement ID	Grantee Name	Internal ID	Acres	Inventory Status	County Name	User Action Icons
N2060	WMD-Suwannee River WMD	226	3,084.00	Yes	Alachua	
N2067	WMD-Suwannee River WMD	314	951.00	Yes	Alachua	
N2069	WMD-Suwannee River WMD	355	40.00	Yes	Alachua	

Figure 57: Navigating to the Conservation Easement Lands Tab

The Easement Land tab shows information about the easement acquisition, management and location. Refer to the [Conservation Easement Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

Home > Land > Conservation Easements > Search Conservation Easement Lands > Edit Conservation Easement Land

Edit Conservation Easement Land

[Easement Land](#)
[Comments](#)
[Upload GIS Data](#)
[Recreation](#)
[FNAI Data](#)
[Location](#)

General

Occupied Category:
 Occupied Type:

Conservation Easement ID:
 GIS Shape File Exists:

Grantee Type:
 Grantee Name:

Internal ID:
 Easement Acres:

Accessible to the Public: ☐ Yes ☒ No ☐ Unknown
 Location Name:

Document Web Link:
 Public Restriction:

Latitude:
 Longitude:

The highlighted buttons are only displayed if you are editing the record.

Grantor Information

Grantor Organization Type	Grantor Type Name	Grantor Name
County	Alachua	county test grid
County	Alachua	county test gridsss
Federal	US Forest Service	grantor name test success grid
Federal	US Forest Service	grantor name test success grid Friday
Federal	National Park Service	national PARKXXXXXX grid
Federal	National Park Service	national PARKXXXXXX grids

Page 1 of 1 View 1 - 6 of 6

Managing Agency Information

Managing Agency
easement agency updated testing with create new agency

Page 1 of 1 View 1 - 2 of 2

Funding Information

Funding Source Name	Contribution Amount
uolpuou	\$7,890.00

Page 1 of 1 View 1 - 1 of 1

County Information

County Name
Alachua

Page 1 of 1 View 1 - 1 of 1

County Tax Parcel Information

County Tax Parcel	County Name
-------------------	-------------

Page 0 of 0 No records to view

Location Information

Section	Township	Range
---------	----------	-------

Page 0 of 0 No records to view

Recording/Closing Information

OR Book #	OR Page #	Instrument #
890	5654	54

Page 1 of 1 View 1 - 1 of 1

Figure 58: Easement Land Tab

The fields in CLEAR records will be editable if you used the Edit action icon to display the screen. You may modify field contents and, when you have finished, click the **Update** button. Only the Grantee Name will be editable for LITS otherwise occupied records. Refer to the [Conservation Easement Data Fields](#) description in this User Guide if you have questions about the content of any of the fields. You may also find the [Screen Field Types](#) section, especially the section on [One-to-Many and Multi-Select Fields](#) helpful in using the screen to add, delete or edit the content of these fields.

Each night the [PLI Data Link Script](#) automatically updates the content of the Recording/Closing Information fields for conservation easement records in CLEAR and in LITS for which GIS data has been provided. This information may be manually added or updated on the Conservation Easement tab. Information that has been manually added or updated will not be changed by the PLI Data Link Script, when it runs.

3. The Comments Tab

The Conservation Easements Comments tab is used to:



- View comments made for the selected conservation easement.
- Modify or add comments for the selected conservation easement.

The Conservation Easements Comments tab shows information about the easement acquisition, management and its location. Refer to the [Conservation Easement Data Fields](#) description in this User Guide if you have questions about the content of any of the fields.

Land Details

Conservation Easement: CE126
Internal ID: int11
Managing Agency: Bay Conservation Society
Accessible to the Public: U
Easement Acres:
GIS Shape Data Exists: N
County: Bay

Comments List

Date Created	Created By	Last Modified By	Last Modified Date	Comment Text	User Action Icons
8/2/2017	FONTENO...	FONTENO...	8/2/2017	This easement needs an updated management plan. T...more	 

Page 1 of 1 View 1 - 1 of 1

Create CLEAR Comments

Comments:*

Create Reset

The Create CLEAR Comments section and User Action Icons in the Comments List are only displayed if you are editing the record.

Figure 59: Conservation Easements Comments Tab

The Comments List will contain the first line of each comment associated with the selected conservation easement record. If the entire comment is not displayed the '...more' link will be displayed. If you click on the link a pop-up window containing the entire comment will be displayed.

If you displayed the screen clicking on the Edit action icon from the Search Conservation Easements screen, you will be able to add comments and modify or delete existing comments. Users may only edit or delete their own comments. Users with the Super Admin role may edit or delete any comments.

Add a comment by entering the comment in the Comments text box in the Create Comments block. Use the **Reset** button to start over by deleting the content in the Comments text box. When you are finished click the **Create** button. The comment will be added to the Comments List. The system will automatically populate the 'Date Created' and 'Created By' fields with appropriate values.

Comments may be edited by clicking on the Edit action icon in the User Action Icons column. The Edit Comment block will be displayed with the existing comment displayed in the Comments text box. Change the content of the Comments text box as required. Use the **Reset** button, if necessary, to restore the content of the Comments text box to the saved value. When you have finished modifying the comment click on the **Save** button. The system will update the contents of the Comments List and automatically populate the 'Date Modified' and 'Modified By' fields with appropriate values.

Comments may be entered and edited for LITS records, that is, records for which the Conservation Easement ID starts with 'N'. The comments entered in CLEAR should pertain to conservation. They will reside in CLEAR and will not be available in LITS.

Delete existing comments by clicking the Delete action icon in the User Action Icons column. A pop-up window will be displayed asking you to confirm deletion of the action. Once you confirm, the system will remove the comment from the Comments List.

4. The Map Tab

The Conservation Easement Map tab is used to:

- View GIS polygons for the selected conservation Easement.

The Conservation Easement Map tab shows polygon data for the easement, if available. When you first enter the Map tab it will load the map with the polygons associated with the selected conservation easement record already selected and will zoom in to them. You may then freely maneuver the map by clicking and dragging anywhere in the map window. If you click on a polygon on the map it will identify the record that polygon is tied to, providing basic information on that record.

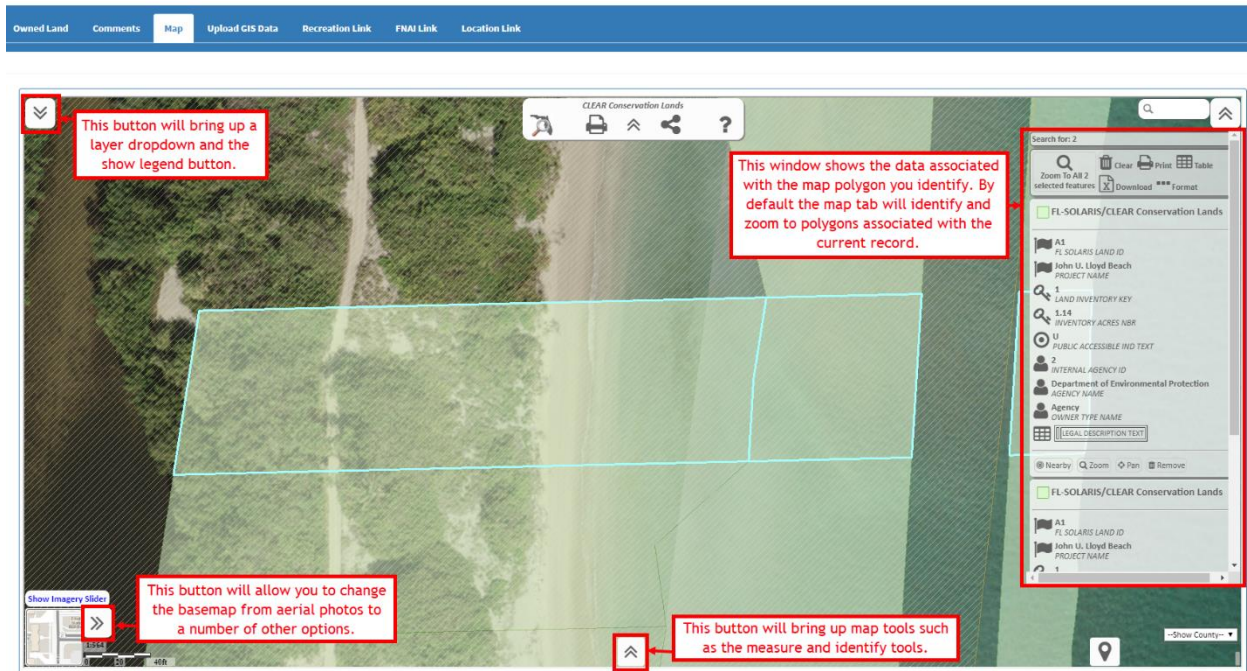


Figure 60: Conservation Easement Map Tab

5. The Upload GIS Data Tab

The Conservation Easement GIS Data tab is used to:

- View whether the polygons have been uploaded for the selected conservation easement and, if so, when and by whom.
- Allow users with the Edit Admin or Super Admin role to upload a GIS shape for the selected conservation easement:

Figure 61: Conservation Easement Land Upload GIS Data Tab

This tab will be read-only for LITS records, that is, records for which the Conservation Easement ID starts with 'N'. GIS data for LITS records must be uploaded in LITS.

To upload a GIS shape file, you must have clicked the Edit action icon from the Search Conservation Easement Lands screen. Click on the **Browse** button for the Shape File Upload field. A pop-up window will be displayed that will enable you to browse the files available from your PC and select the shape file that you would like to upload. When you select the shape file, the system will populate the Shape File Upload field with the pathname for the file. Click the **Upload** button to upload the shape file.

The system will validate the uploaded shape file as follows:

- Shape files must include the following fields. Additional fields may not be included.
 1. **Shape:** The shape must be "Polygon". "Polygon-Z", "Polygon-M", etc. will not be accepted.
 2. **CN_LAND_ID:** The Conservation Easement ID field should be a text field.
 3. **INT_ID:** The Internal ID field should be a text field.
- The file must include either the Conservation Easement ID or Internal ID for the selected CLEAR record.
- The Conservation Easement ID and/or Internal ID must match the Conservation Easement ID and/or Internal ID, respectively, for the selected conservation easement record.
- Shapes may use Albers Projection. The polygons will be stored in Albers projection.
- Polygon data must be valid.

If the shape file does not pass validation appropriate message(s) will be displayed and the shape file will be rejected. The system will not upload polygons that only partially pass verification.

The system does not perform any overlay analysis when uploading polygon data. If polygon(s) have already been loaded for the record, they will be replaced.

6. The Recreation Link Tab

The Conservation Easement Recreation Link tab is used to:

- View a list of Florida Outdoor Recreation Inventory (FORI) recreation site records that are linked to the selected conservation easement record. (Available to all users).
- Access the FORI site. (Only available to users with the FORI Link/Unlink capability and Super Admin).
- Link FORI records to the selected conservation easement record. (Only available to users with the FORI Link/Unlink capability and Super Admin.)
- Unlink FORI records that have been linked to the selected conservation easement record. (Only available to users with the FORI Link/Unlink capability and Super Admin.)

Edit Conservation Easement Land



Home > Land > Conservation Easements > Search Conservation Easement Lands > Recreation

Land Details

Conservation Easement: CE126
Internal ID: Int11
Managing Agency: Bay Conservation Society

Accessible to the Public: U
Easement Acres:
GIS Shape Data Exists: N
County: Bay

FORI Linked List

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name	User Action Icons
304052	MADDOX FIELD	ARCHER	MADDOX FIELD	ALACHUA	421 WEST US HIGHWAY 24 ARC...	 

Page 1 of 1

Search Florida Outdoor Recreational Inventory (FORI)

Unit Name:
Category: Please Select
Location Name:
Primary Agency:
County: Please Select
Site Name:
Search Reset

The Search Florida Outdoor Recreational Inventory (FORI) section and User Action Icons in the FORI Linked List are only displayed if you are editing the record.

Figure 62: Conservation Easement Land Recreational Tab

The FORI records that have been linked to the selected record are displayed in the FORI Linked List. If no records have been linked, the grid will be blank and the message 'No records to view' will be displayed in the lower right corner of the grid.

Each night the [FORI Data Link Script](#) automatically updates links to FORI records for conservation easement records in CLEAR and in LITS for which GIS data has been provided. The Recreational tab may be used to manually add or correct these links. Links that are manually added or updated will not be changed by the FORI Data Link Script, when it runs.

CLEAR users with the FORI Link/Unlink capability and Super Admin user can access the FORI application by clicking the View action icon in the User Action Icon column. Clicking the View action icon will open a new browser tab for the FORI application.

Users who have FORI Link/Unlink capability will see Unlink action icons in the User Action Icons column of the FORI Linked List and have access to the Search Florida Recreational Inventory (FORI) block of the screen when they access the tab by clicking the Edit action icon from the Search Conservation Easement Lands screen.

FORI records that have been linked to the selected conservation easement record may be unlinked from by clicking the Unlink action icon in the User Action Icons column of the FORI Linked List. A pop-up window will be displayed asking you to confirm unlinking the record. If you indicate that you do want the record unlinked, the system will unlink the record in the database and update the contents of the FORI Linked List to show that the record is no longer linked to the conservation easement.

To use the Search Florida Recreational Inventory (FORI) block of the screen to link an existing FORI record to the selected conservation easement record:

1. Enter search criteria for the FORI record(s) you wish to link and click the **Search** button.
2. In the resulting Search FORI Result grid, select the record(s) that you want to link by clicking on the box(as) in the first column.
3. Click the **Link** button. The system will link the record(s) that you selected to the conservation easement record and update the contents of the FORI Linked List to show that the records are linked to the conservation easement.

1 Enter search criteria for the FORI record.

2 Click Search.

3 Select the record(s) you want to link in the Search FORI Result grid.

4 Click Link.

5 A message indicating that the link was successful will be displayed and the linked record will be added to the FORI Linked

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name
27823	LOCHLOOSA WILDLIFE MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSION	LOCHLOOSA WILDLIFE MANAGEMENT AREA	ALACHUA	19511 US-301, Hawthorne, FL 32640
28055	NEWMANS LAKE FISH MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSION	NEWMANS LAKE FISH MANAGEMENT AREA	ALACHUA	5910 SE Hawthorne Rd, Gainesville, FL 32609
28057	ORANGE LAKE FISH MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSION	ORANGE LAKE FISH MANAGEMENT AREA	ALACHUA	

FORI ID	Unit Name	Primary Agency	Site Name	Site County	Location Name	User Action Icons
27823	LOCHLOOSA WILDLIFE MANAGEMENT AREA	FISH & WILDLIFE CONSERVATION COMMISSION	LOCHLOOSA WILDLIFE MANAGEMENT AREA	ALACHUA	19511 US-301, Hawthorne, FL 32640	
200009	DRY TORTUGAS NATIONAL PARK	NATIONAL PARK SERVICE	DRY TORTUGAS NATIONAL PARK	MONROE	Accessible by ferry. Refer to managing a...	

Figure 63: Linking a FORI record to a Conservation Easement

7. The FNAI Link Tab

The Conservation Easement FNAI Link tab is used to:

- View a list of Florida Natural Areas Inventory (FNAI) records that are linked to the selected conservation easement record. (Available to all users).
- Link FNAI records to the selected conservation easement record. (Only available to users with the FNAI Link/Unlink capability and Super Admin.)
- Unlink FNAI records that have been linked to the selected conservation easement record. (Only available to users with the FNAI Link/Unlink capability and Super Admin.)

Easement Land
Comments
Upload GIS Data
Recreation
FNAI Data
Location

Land Details

Conservation Easement

CE126

Accessible to the Public

Unknown

GIS Shape Data Exists

N

Internal ID

5626

Easement Acres

County

Bay

Managing Agency

Bay Conservation Society

FNAI Linked List

Managed Area ID	Managed Area Name	Managing Agency	Owner Name	User Action Icons
2155	Bok Tower Gardens Preserve	Bok Tower Gardens Foundation, Inc.	Green Horizon Land Trust	
2832	Idols Aside Conservation Easement	US Dept. of the Interior, Fish and Wildlife Service	Private Individual(s)	

Page 1 of 1

Search Florida Natural Areas Inventory (FNAI)

Managed Area ID

Managed Area Name

Managing Agency

Owner Name

Search

Reset

The Search Florida Outdoor Recreational Inventory (FORI) section and User Action Icons in the FORI Linked List are only displayed if you are editing the record.

Figure 64: Conservation Easement Land FNAI Tab

The FNAI records that have been linked to the selected record are displayed in the FNAI Linked List. If no records have been linked the grid will be blank and the message 'No records to view' will be displayed in the lower right corner of the grid.

Each night the [FNAI Data Link Script](#) automatically updates links to FNAI records for conservation easement records in CLEAR and in LITS for which GIS data has been provided. The FNAI tab may be used to manually add or correct these links. Links that are manually added or updated will not be changed by the FNAI Data Link Script, when it runs.

Users who have FNAI Link/Unlink capability will see Unlink action icons in the User Action Icons column of the FNAI Linked List and have access to the Search Florida Natural Areas Inventory (FNAI) block of the screen when they access the tab by clicking the Edit action icon from the Search Conservation Easement Lands screen.

FNAI records that have been linked to the selected conservation easement record may be unlinked by clicking the Unlink action icon in the User Action Icons column of the FNAI Linked List. A pop-up window will be displayed asking you to confirm unlinking the record. If you indicate that you do want the record unlinked, the system will unlink the record in the database and update the contents of the FNAI Linked List to show that the record is no longer linked to the conservation easement.

To use the Search Florida Natural Areas Inventory (FNAI) block of the screen to link an existing FNAI record to the selected conservation easement record:

1. Enter search criteria for the FNAI record(s) you wish to link and click the **Search** button.
2. In the resulting Search FNAI Result grid, select the record(s) that you want to link by clicking on the box(is) in the first column.
3. Click the **Link** button. The system will link the record(s) that you selected to the conservation easement record and update the contents of the FNAI Linked List to show that the records are linked to the conservation easement.

The screenshot shows a web interface for linking FNAI records. At the top, there are input fields for 'Owner Name' (Jefferson) and 'Acreage' (123). Below this is the 'FNAI Linked List' table:

Managed Area ID	Managed Area Name	Managing Agency	Owner Name	User Action Icons
747	Dry Tortugas National Park	US Dept. of the Interior, National Park Service	US Dept. of the Interior, National Park Service	

Below the table is the 'Search Florida Natural Areas Inventory (FNAI)' section. It contains input fields for 'Managed Area ID', 'Managed Area Name', 'Managing Agency', and 'Owner Name'. A red callout '1' points to the search criteria area with the text 'Enter search criteria for the FNAI record.' A red callout '2' points to the 'Search' button with the text 'Click Search.' Below the search section is the 'Search FNAI Result' table:

Managed Area ID	Managed Area Name	Managing Agency	Owner Name
<input checked="" type="checkbox"/> 1854	NOAA/Northwest Martinez Pineland	US Dept. of Commerce	US Dept. of Commerce

A red callout '3' points to the selected record with the text 'Select the record(s) you want to link in the Search FNAI Result grid.' A red callout '4' points to the 'Link' button with the text 'Click Link.' Below the search results is a red callout '5' with the text 'A message indicating that the link was successful will be displayed and the linked record will be added to the FNAI Linked List'. At the bottom, the 'FNAI Linked List' table is updated to include the new record:

Managed Area ID	Managed Area Name	Managing Agency	Owner Name	User Action Icons
1854	NOAA/Northwest Martinez Pineland	US Dept. of Commerce	US Dept. of Commerce	
747	Dry Tortugas National Park	US Dept. of the Interior, National Park Service	US Dept. of the Interior, National Park Service	

Figure 65: Linking a FNAI Record to Conservation Easement

8. The Location Link Tab

The Conservation Easement Location tab is used to:

- View FORI points and FNAI land that are linked to the selected conservation easement record on a map. (Available to all users.)

- Locate and link FORI and FNAI records to conservation easement records in CLEAR using a spatial (i.e., map display). (Only available to users with the FORI Link/Unlink and/or FNAI Link/Unlink capabilities and Super Admin.)
- Locate and populate the latitude and longitude coordinates for CLEAR conservation easement records, that is those for which the Conservation Easement ID starts with 'CE'. (Only available to users with the FORI Link/Unlink and/or FNAI Link/Unlink capabilities and Super Admin.)

Edit Conservation Easement Land
Home > Land > Conservation Easements > Search Conservation Easement Lands > Location

Easement Land
Comments
Upload GIS Data
Recreation
FNAI Data
Location

Land Details

Conservation Easement: CE126

Internal ID: 5626

Managing Agency: Bay Conservation Society

Accessible to the Public: Unknown

Easement Acres:

GIS Shape Data Exists: N

County: Bay

Map Data

This screen may be used to link conservation land in the Florida Natural Areas Inventory (FNAI) and recreation points that are in the Florida Outdoor Recreation Inventory (FORI) to the currently selected conservation owned land record. To do this, use MapDirect to search for the land or recreation point(s) that you wish to link, once they are displayed in the MapDirect window, click on them to select them, then click on the Save button.

This screen may also be used to set the Lat/Long coordinates for the selected conservation land record. To do this, select the Add Marker icon in the lower right section of the map, click on the map where the land is located and click on the Save button.

Place Marker

No Search Results

Save

Figure 66: The Conservation Easement Land Location Tab

When the screen is displayed, the FORI points and FNAI land that are linked to the selected conservation easement will be displayed on the map. These users will not see the Map Direct search options or the **Save** button.

Users with the FORI Link/Unlink capability can use the search capabilities provided in Map Direct to search for additional FORI point(s) that should be linked to the selected conservation easement record. Once the point(s) are found, they may be selected. Clicking the **Save** button will link them to the conservation easement record.

Similarly, users with the FNAI Link/Unlink capability can use the search capabilities provided in Map Direct to search for additional FNAI land(s) that should be linked to the selected conservation easement record. Once the land(s) are found, they may be selected. Clicking the **Save** button will link them to the conservation easement record.

FORI and FNAI records may be linked to LITS records, that is, records for which the Conservation Easement ID starts with 'N'. However, the latitude and longitude coordinates may not be set in CLEAR as they reside in LITS.

E. The Upload Conservation Easement Lands Screen

The Upload Conservation Easement Lands screen is used to facilitate updating existing conservation easement records and/or adding new conservation easement records to CLEAR. While the Conservation Easement Lands screen may be used to modify or add data one easement record at a time, the Upload Conservation Easement Lands Screen allows you to use a tabular data file to make changes to many records at once or add multiple new records. In addition, the Upload Conservation Easement Lands screen is used to perform mass uploads of spatial data to CLEAR.

This screen is only available to users with the Edit Admin or Super Admin roles.

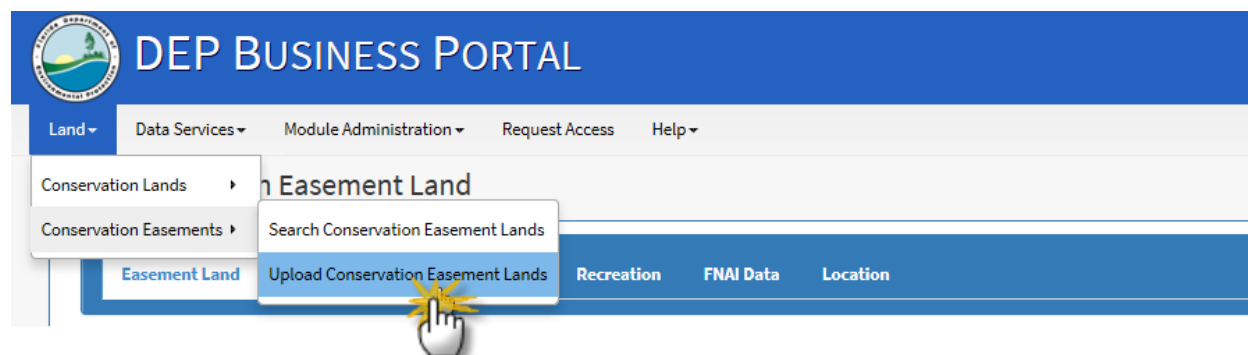


Figure 67: Navigating to the Upload Conservation Easement Lands Screen

1. The Tabular Data File

To modify or add records to CLEAR using the Upload Conservation Easement Lands screen, your changes and/or additions must be available in a properly formatted Microsoft Excel file with the '.xlsx' file type. A file template is available by clicking on the CLEAR Conservation Easement Land Template.xlsx link on the screen.

Upload Conservation Easement Lands

Home > Land > Conservation Lands > Upload Conservation Easement Lands

Upload Conservation Easement Lands

FL-SOLARIS CLEAR will not retain a copy of the Excel file used for upload. In the event a copy is desired for historical reference or to share with other agency users, a copy should be made and retained by you. Please note, depending on the volume of the file being uploaded, the system may take a considerable amount of time to complete the upload process.

Please use "Browse" to select the Conservation Land Excel file on your computer. Pressing the "Upload" button will initiate the upload process and start updating valid land data.

Mandatory fields are marked with *

Tabular Data File Upload (or) GIS Shape File Upload are required fields.

Grantee Type: * Please Select

Grantee Name: * Please Select

Conservation Easement Land Template.xlsx

Download the Conservation Easement Template by clicking the link

It is important to note when using template, all columns within each tab must be completely filled out with information to ensure the system is correctly updated.

If a data field is left blank, the system will clear the existing information and set the value of the field to null.

Acceptable file type is xlsx. Please note that each file has a size limitation of 15 MB.

Tabular Data File Upload: Browse ...

GIS Shape File Upload: Browse ...

Upload Reset

Figure 68: The Upload Conservation Easement Lands Screen with Template Link

When completing the template, it is important that all columns have data, especially when changing existing records. Columns without data will be entered in CLEAR as null values. This means that, if the record had data in a field and the corresponding column is blank, the existing data will be deleted for that field.

Another method for creating the file is to use the Data Extraction screens to download a Microsoft Excel formatted (.xlsx) file containing CLEAR data for the records to be modified. Files that are downloaded from the Data Extraction screens are in the proper format for upload using the Upload Conservation Easement Lands screen. The records in these files may be edited to change the data in the columns of existing records and to add rows of data for records to be added to CLEAR.

2. Shape Files

Shape files to be uploaded must conform to the following:

- Shape files must include the following fields. Additional fields may not be included.
 1. **Shape:** The shape must be "Polygon". "Polygon-Z", "Polygon-M", etc. will not be accepted.
 2. **CN_LAND_ID:** The Conservation Easement ID field should be a text field.
 3. **INT_ID:** The Internal ID field should be a text field.

- The file must include either the Conservation Easement ID or Internal ID for the selected CLEAR record.
- The Conservation Easement ID and/or Internal ID must match the Conservation Easement ID and/or Internal ID, respectively, for the selected conservation easement record.
- Shapes must use Albers projection. The polygons will be stored in Albers projection.
- Polygon data must be valid.

3. Uploading Files

Once the upload file has been created, it may be uploaded from the Upload Conservation Easement Lands screen by selecting the Grantee Type and Grantee Name from the drop-down boxes and using the **Browse** button to enter the location of the tabular data and/or shape files. If you have the Edit Admin role, the Organization Type and Owner Name will automatically default to those assigned to your User ID. You will only be able to update records associated with your organization.

Clicking on the **Browse** button will open a pop-up window that will enable you to browse files available from your PC and select the file that you would like to upload. When you select the file, the system will populate the Tabular Data File Upload field or the Shape File Upload field for the appropriate **Browse** button with the pathname for the file.

Click the **Upload** button to upload the file and apply the changes.

The screenshot shows the 'Upload Conservation Easement Lands' interface. At the top, there is a breadcrumb trail: Home > Land > Conservation Lands > Upload Conservation Easement Lands. The main heading is 'Upload Conservation Easement Lands'. Below this, a disclaimer states: 'FL-SOLARIS CLEAR will not retain a copy of the Excel file used for upload. In the event a copy is desired for historical reference or to share with other agency users, a copy should be made and retained by you. Please note, depending on the volume of the file being uploaded, the system may take a considerable amount of time to complete the upload process.' A note below says: 'Please use "Browse" to select the Conservation Land Excel file on your computer. Pressing the "Upload" button will initiate the upload process and start updating valid land data.' There are two sections for file uploads: 'Tabular Data File Upload (or) GIS Shape File Upload are required fields.' and 'Conservation Easement Land Template.xlsx'. The 'Tabular Data File Upload' section has a 'Browse...' button. The 'GIS Shape File Upload' section has a 'Browse...' button. At the bottom, there are 'Upload' and 'Reset' buttons. Three red annotations with arrows point to specific elements: 1. 'Complete the Grantee Type and Grantee Name drop downs.' points to the 'Grantee Type' and 'Grantee Name' dropdown menus. 2. 'Use the Browse button(s) to select the file(s) to upload.' points to the 'Browse...' buttons for both file upload sections. 3. 'Click the Upload button when you are ready to upload the file(s).' points to the 'Upload' button.

Figure 69: Using the Upload Conservation Easement Lands Screen

A few notes on how data is updated from the files uploaded using the Upload Conservation Easement Lands screen:

- Tabular (i.e., record) data:

- Internal IDs must be unique within the entity that is submitting the data (Grantee Type, Grantee Name, and Internal ID must be a unique combination).
- When a conservation easement land record is added, the system will generate a Conservation Easement ID starting with “CE” followed by one more than the number of the most recently created Conservation Easement ID.
- When records are submitted:
 - If the Internal ID does not exist in CLEAR, a new record will be created in CLEAR for the submitted data.
 - If the Internal ID exists in CLEAR, the data in CLEAR will be replaced with the submitted data.
 - If a data field is blank, the contents of the data field in CLEAR will be changed to null.
- If two records are submitted with the same Internal ID, both records will be rejected.
- If a required field is missing a value, the record will be rejected.
- All records in the upload that pass validations will be saved. All records will not be rejected for one failed record.
- A PDF containing the record number, field number and a brief description of the errors in the upload file will be created and will be available for download. It will not be stored on the system.
- Shape files:
 - If a shape file is submitted for a conservation easement land record that already has a polygon associated with it, the contents of the shape file will replace the existing polygon.
- Maximum file size for the tabular and shape files is 15 megabytes (MB).
- Uploading tabular data file and shape files are independent processes, i.e., the outcome of one upload is not dependent upon the other.
- The CLEAR system does not maintain a record or copy of uploaded files. It is up to the users to maintain copies of these files, if required.

VIII. CLEAR DATA SERVICES

The CLEAR system provides two mechanisms for creating reports and also functionality to complete data verification.

1. Data Extraction: Extracting data fields and records from the conservation land and conservation easement data based on criteria you have entered and making it available in a Microsoft Excel formatted (.xlsx) file that may be manipulated to create the desired report. These files are in the same format that is required when you use the [Upload Conservation Owned Lands](#) or [Upload Conservation Easements Lands](#) screen to upload a file containing changes to records in CLEAR.
2. CLEAR Reports: Creating a report using a predefined report template that was designed using a report generation application (e.g., Crystal Reports) and made available in CLEAR.
3. Data Verification: Completing Data Verification for your organization (initial data verification and Five-year verification)

This section describes how to use these reporting mechanisms and data verification screen.

A. Data Extraction

The Data Extraction screen allows any CLEAR user, regardless of role, to download conservation owned lands and conservation easement lands data in the form of a Microsoft Excel formatted (.xlsx) file. You may either download all of the information about conservation owned lands or conservation easement lands or you may select criteria for the records that will be included in the file. Records will include conservation owned lands and conservation easement lands from CLEAR, as well as the conservation owned lands and conservation easement lands in LITS. Use of the Excel files gives you greater flexibility in the reports you can create than you would have if reporting were limited to predefined or canned reports.

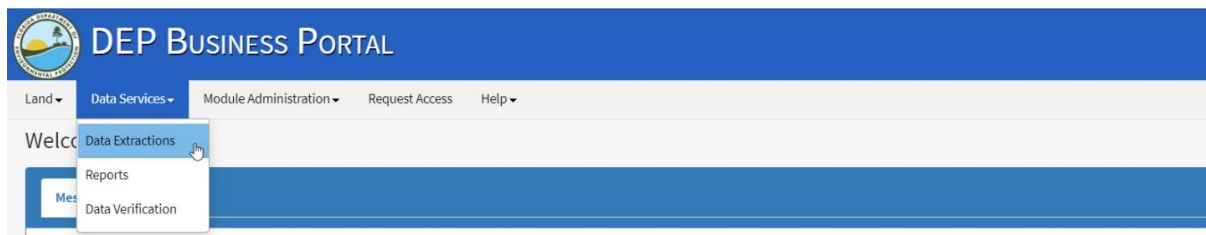


Figure 70: Navigating to the Data Extraction screen

The Data Export Request block on the Data Extraction request allows you to choose between:

- Downloading 'All Data', that is:

- All conservation owned land records for all organizations that have reported conservation owned land, or
 - All conservation owned land records for a specific organization that has reported conservation owned land, or
 - All conservation easement land records for all organizations that have reported conservation easement land, or
 - All conservation easement land records for a specific organization who has reported conservation easement lands.
- Downloading a 'Subset of Data', that is:
 - Selected conservation owned lands records based on criteria that you have specified, or
 - Selected conservation easement land records based on criteria that you have specified.

You select the download method by answering the question 'What data are you requesting?' in the Data Export Request block. The following sections describe the process for downloading the Excel file based on your answer to the question.

Figure 71: Data Export Request with 'All Data' Selected

You will want to choose 'All Data' when you need to retrieve more than 2,500 records from the CLEAR inventory. When this is required, you may download all the records for that inventory category (i.e., conservation owned lands or conservation easement lands) from an archived copy of the database that was created the night before. You may choose to download all the conservation owned land records for all organizations or you may choose to download all the conservation owned land records for a specified organization. Similarly, you may elect to download all conservation easement land record for all organizations or only those from a specific organization.

Choose 'Subset of Data' when the data required represents less than 2,500 records from the CLEAR inventory. When this is required, you may select the records you need and export them from the current CLEAR database.

1. The 'All Data' Option

A snapshot of the Conservation Owned Lands or Conservation Easement Lands data in CLEAR can be quickly downloaded by choosing 'All Data' in answer to the question, 'What data are you requesting?'. After you select 'All Data' you may select the Organization Type and Organization Name for the data that you wish to download. By default, Microsoft Excel formatted (.xlsx) files containing all the data are available for download from the screen.

The screenshot shows the 'Data Extractions' page. At the top, there's a header 'Data Extractions' with a navigation bar containing 'Home', 'Data Services', and 'Data Extraction'. Below the header, a form asks 'What data are you requesting?' with two radio buttons: 'All Data' (selected) and 'Subset of Data'. There are also dropdown menus for 'Organization Type' and 'Organization Name', both currently set to 'Please Select'. 'Submit' and 'Reset' buttons are at the bottom of the form. A red callout box points to the table below, stating: 'By default, files containing all the conservation land and all the conservation easements are available. Click on the row containing the data that you wish to download.' The table has two columns: 'Type' and 'File Name'. It lists two rows: 'Conservation Easement Lands' with file name '07-31-2017_ClearAllData_ConservationEasementLand.xlsx' and 'Conservation Owned Lands' with file name '07-31-2017_ClearAllData_ConservationOwnedLand.xlsx'. The table footer shows 'Page 1 of 1' and 'View 1 - 2 of 2'.

Figure 72: Using the 'All Data' Data Extraction

File names follow the following naming convention:

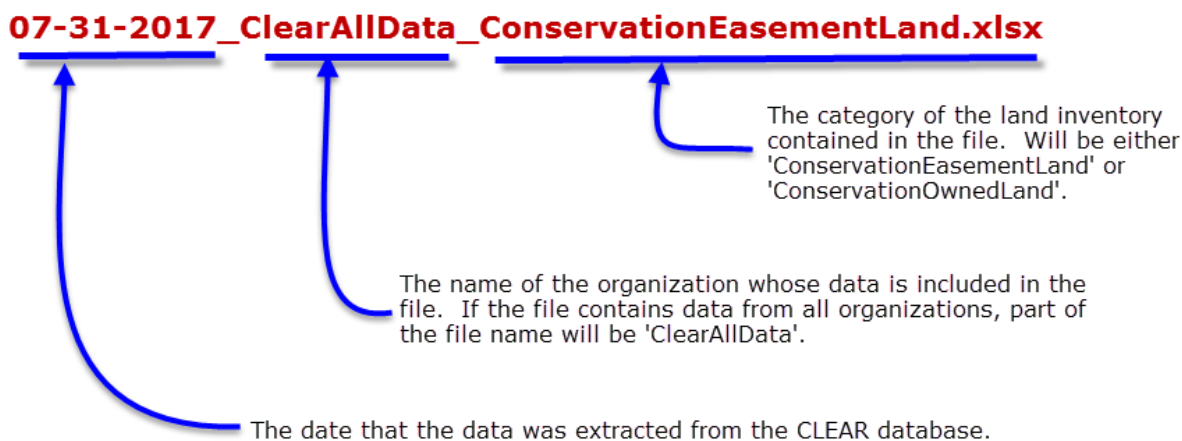


Figure 73: Export Data Files Naming Convention

Files containing data for a specific organization will be made available for download when you select entries in the Organization Type and Organization Name drop downs, then click the **Submit** button. If you select an Organization Type without selecting an Organization Name, all available files for that Organization Type will be displayed when you click the **Submit** button.

Data Extractions Home > Data Services > Data Extraction

Data Extractions

What data are you requesting? ☒ All Data ☐ Subset of Data

Organization Type:

Organization Name:

Type	File Name
Conservation Easement Lands	07-31-2017_Bay_ConservationEasementLand.xlsx
Conservation Easement Lands	07-31-2017_Bradford_ConservationEasementLand.xlsx
Conservation Easement Lands	07-31-2017_Calhoun_ConservationEasementLand.xlsx
Conservation Owned Lands	07-31-2017_Brevard_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Glades_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Gulf_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Jefferson_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Putnam_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Bay_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Alachua_ConservationOwnedLand.xlsx
Conservation Owned Lands	07-31-2017_Bradford_ConservationOwnedLand.xlsx

View 1 - 11 of 11

Figure 74: Data Extraction Screen for the Organization Type, County

If you select both an Organization Type and an Organization Name, only the Conservation Owned Lands and Conservation Easement Lands files will be displayed when you click the Submit button.

2. Extracting a Subset of Data

You may select the records to be downloaded from the current CLEAR conservation land or easement inventories by choosing ‘Subset of Data’ in answer to the question, ‘What data are you requesting?’. When you select ‘Subset of Data’ you must select either ‘Conservation Owned Land’ or ‘Conservation Easement Land’ in the Select Land Category drop down box. Clicking the **Submit** button will display the Export Conservation Owned Lands screen or the Export Conservation Easement Lands screen depending on the selected land category.

DEP BUSINESS PORTAL CONSERVATION LANDS, EASEMENTS, AND RECREATION (CLEAR)

Florida Department of Environmental Protection

Welcome, Kathleen Horton [Roles: CLEAR_SUPER_ADMIN] Your Session will time out in 057 minutes. Sign Out

Land Data Services Module Administration Request Access Help

Data Extractions

What data are you requesting? ☐ All Data ☒ Subset of Data

Select Land Category: Conservation Owned Lands

Submit Cancel

Type	File Name	Date
Conservation Easement Lands	06-13-2021_ClearAllData_ConsevationEasementand.xlsx	06-13-2021
Conservation Owned Lands	06-13-2021_ClearAllData_ConsevationOwnedLand.xlsx	06-13-2021

Page 1 of 1 View 1 - 2 of 2

Figure 75: Choosing To Request a Subset of Data

The Export Conservation Owned Lands and the Export Conservation Easement Lands screens allow users to set the criteria for the records that will be included in the extracted file.

Export Conservation Owned Lands

Home Data Services Data Extraction Export Conservation Owned Lands

Owner Type: Please Select

Conservation Land ID:

Project Name:

Accessible to the Public: ☐ Yes ☐ No ☐ Unknown

Acres From:

Acres To:

Managing Institution:

Inventory Status: ☐ Yes ☐ No

Owner Name: Please Select

Internal ID:

County Tax Parcel#:

County: Please Select

OR Book:

OR Page:

Instrument #:

Section:

Township:

Range:

Export To Excel Reset

Figure 76: Export Conservation Owned Lands Screen

Export Conservation Easement Lands

Home Data Services Data Extraction Export Conservation Easement Lands

Grantee Type: Please Select

Conservation Easement ID:

Location Name:

Grantor Name:

Acres From:

Acres To:

Managing Agency:

Inventory Status: ☐ Yes ☐ No

Accessible to the Public: ☐ Yes ☐ No ☐ Unknown

Grantee Name: Please Select

Internal ID:

County Tax Parcel#:

County: Please Select

OR Book:

OR Page:

Instrument #:

Section:

Township:

Range:

Export To Excel Reset

Figure 77: Export Conservation Easements Screen

The search criteria on the Export Conservation Owned Land and Export Conservation Easements screen work the same as their [Search Conservation Owned Lands](#) and [Search Conservation Easements](#) screen counterparts. After entering search parameters for the CLEAR records that you would like to download, click the **Export to Excel** button. The records matching the search criteria in the CLEAR and LITS conservation inventories will be included in the downloaded file, one row for each record. All data fields will be included in the file, one column for each data field.

3. Downloaded Files

The data that you download from CLEAR when you use the Data Extraction screens will be contained in Microsoft Excel formatted (.xlsx) file.

The Excel file will contain either data from conservation owned land records or conservation easement records, depending on which you have elected to download. Each row in the file represents a land inventory record and each column contains a data field from that record. Files will contain a row for each record in the field. Separate tabs will be provided for information fields for which there may be more than one value or set of values for each land inventory record.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Conservation	Internal	Project		Accessible	Public		Legal	Document	Managing	Shared	Co			Inventory
1	Land ID	ID	Name	Reverters	to the	Restriction	Acreage	Description	Web Link	Institution	Ownership	Owners	Latitude	Longitude	Status
2	A19	20	River Rise	N	Unknown		4192.83		http://alpha	NSA-Private	Board of Trustees (BOT)				Yes
3	A23	24	San Felasc	N	Unknown						Board of Trustees (BOT)				Yes
4	A24	25	San Felasc	N	Unknown						Board of Trustees (BOT)				Yes
5	A25	26	San Felasc	N	Unknown						Board of Trustees (BOT)				Yes
6	A26	27	San Felasc	N	Unknown						Board of Trustees (BOT)				Yes
7	A32	34	San Felasc	N	Unknown						Board of Trustees (BOT)				Yes
8	A37	39	Paynes Cre	N	Unknown						Board of Trustees (BOT)				Yes
9	A38	41	Paynes Pr2	N	Unknown						Board of Trustees (BOT)				Yes
10	A167				Unknown		164.41		http://alpha	DEP	Board of Trustees (BOT)				Yes
11	A174				Unknown		9235.84		http://alpha	DEP	Board of Trustees (BOT)				Yes
12	A433				Unknown		8.39		http://alpha	DEP	Board of Trustees (BOT)				Yes
13	A475				Unknown		866.5		http://alpha	DEP	Board of Trustees (BOT)				Yes
14	A476	488	Dudley Far	N	Unknown						DEP	Board of Trustees (BOT)			Yes
15	A533	547	San Felasc	N	Unknown						DEP	Board of Trustees (BOT)			Yes
16	A677	699	Dudley Far	N	Unknown						DEP	Board of Trustees (BOT)			Yes
17	A690	712	Dudley Far	N	Unknown						DEP	Board of Trustees (BOT)			Yes
18	A1063	1095	Rails to Tri	N	Unknown		626.13		http://alpha	NSA-City;DEP	Board of Trustees (BOT)				Yes
19	A1102	1134	San Felasc	N	Unknown		1.23		http://alpha	DEP;FWCC	Board of Trustees (BOT)				Yes

Figure 78: Excerpt of the General Tab of a Downloaded Conservation Land File

Conservation owned land files will contain the following tabs for one-to-many fields:

- General
- Funding Information
- Location Information
- Recording Closing Information
- Comments
- County
- County Tax Parcel

Conservation easement land files will contain the following tabs for one-to-many fields:

- General
- Funding Information
- Location Information
- Recording Closing Information
- Comments
- County
- County Tax Parcel
- Grantor Information
- Managing Agency Information

The first column in each tab contains the Internal ID for the associated record in the General tab.

	A	B	C	D	E	F	G	H	I	J
1	Internal ID	OR Book Number	OR Page Number	Instrument Number						
2	20	330	497							
3	20	330	497							
4	24	907	278							
5	25	907	350							
6	26	907	280							
7	27	908	858							
8	34	912	573							
9	181	663	282							
10	39	932	384							
11	41	932	380							
12	174	801	201							
13	547	1646	2019							
14	35128	1747	563							
15	35623	724	444							
16	36591	792	596							
17	36599	804	62							
18	37614	932	388							
19	40439	940	250							
20	41431	994	676							

The Internal ID in the first column of each tab is used to associate the records in the tab with a record in the General tab.

◀ ▶ ...
Funding Information
Location Information
Recording Closing Information
Comments

Figure 79: Example of an One-To-Many Tab

Downloaded files may be used to upload changes to existing CLEAR records using the [Upload Conservation Owned Lands](#) or [Upload Conservation Easement Lands](#) screen. Simply make the required changes to the data in the file. Do not change data that you do not want changed in CLEAR. After you have made your changes, save them and upload the file to CLEAR.

When viewing file content in Microsoft Excel, some fields (e.g., Public Restrictions) may exceed the 1,024-character default display length for cell contents. For these fields, Excel will display the first 1,024 characters in the cell. To see the entire contents of the cell, you will need to select the cell by clicking on it. The entire cell contents of a selected cell will be displayed in the Excel Formula Bar.

B. CLEAR Reports

CLEAR allows custom predefined reports to be created by CLEAR System Administrators, then made available for use by CLEAR users. Data for the reports may be extracted from both CLEAR and LITS. This section describes how to use the CLEAR Reports screen to run the custom reports.

Super Admin users: For information on managing the reports and making them available in CLEAR, please see the section, [The Manage Reports Screen](#).

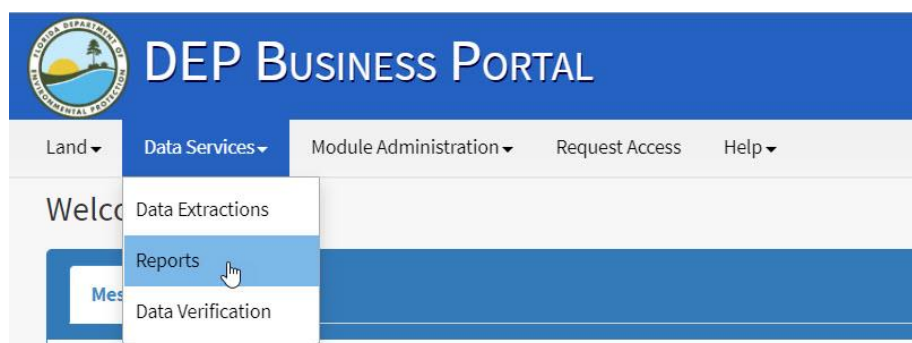


Figure 80: Navigating to the CLEAR Reports screen

The reports shown on the CLEAR Reports screen are categorized by Conservation Owned Land and Conservation Easement Land to make it easier to find the type of report to meet your needs. Create the report by clicking on the name of the report you wish to view.

Reports		Home > Data Services > Reports
Reports		
Conservation Owned Land		
Report Name	Report Description	
Conservation Owned Land Acres by County	Summary of the total of conservation acres in each Florida county.	
Conservation Easement Land		
Report Name	Report Description	
Conservation Easements by Managing Agency	List of Easements grouped by the agency that manages them.	
Easement Land by Funding	Analysis of the funding provided for conservation easements.	

Figure 81: The CLEAR Report Screen

C. Data Verification

The CLEAR system allows for users with the 'Edit-Admin' role to complete the data verification for Conservation Owned Lands and Conservation Easement Lands. This is used for organizations initial verification of data and for the Five-year verification. This section describes how to use the CLEAR Data Verification screen to complete this data verification.

Please make sure to review the organizations data before completing this process. This verification indicates that the data has been verified for accuracy and completion.

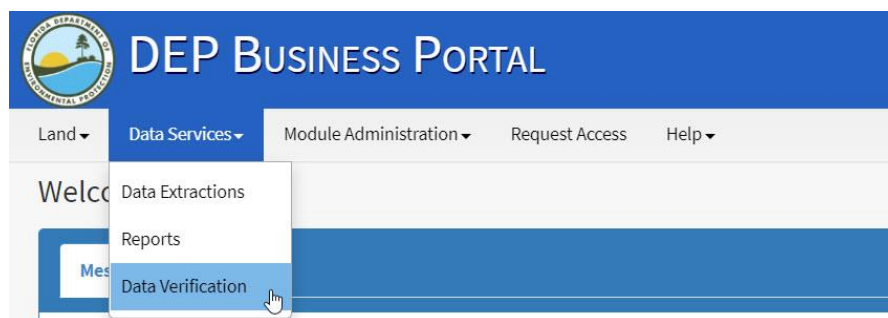
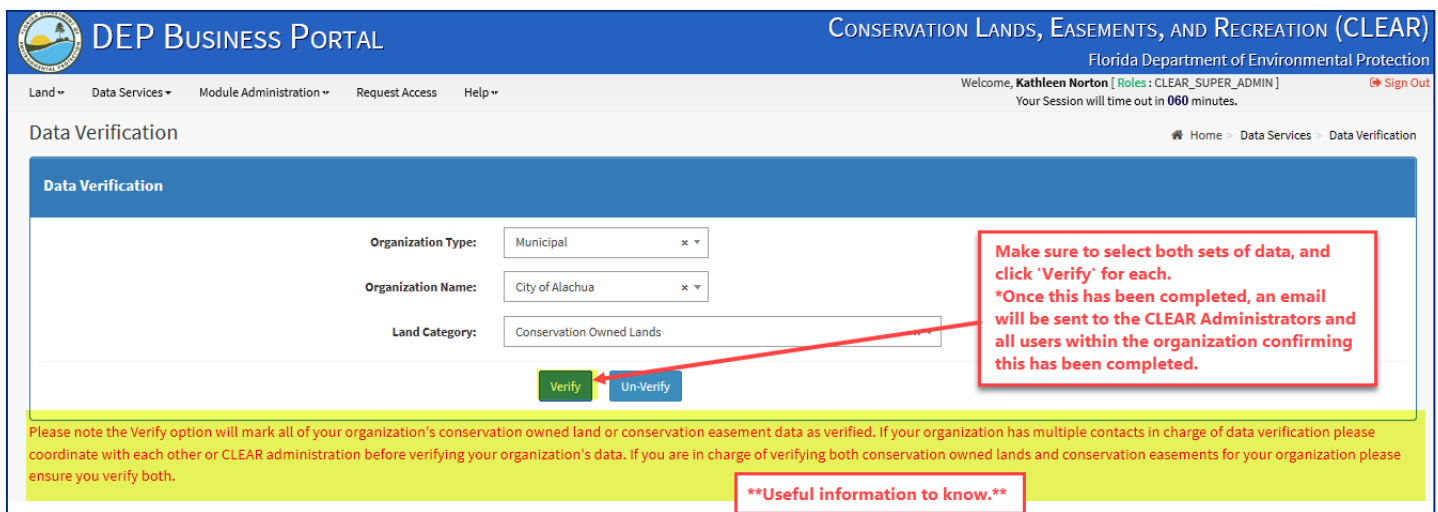


Figure 82: Navigating to the CLEAR Data Verification screen

Once on the 'Data Verification' screen, you will need to verify both 'Conservation Owned Lands' and 'Conservation Easement Lands' separately.

The image shows the 'Data Verification' screen within the CLEAR system. The header is blue with the DEP logo and 'DEP BUSINESS PORTAL' text. Below the header, there's a navigation bar with links: 'Land', 'Data Services', 'Module Administration', 'Request Access', and 'Help'. The main content area is titled 'Data Verification' and contains a form with three fields: 'Organization Type' (set to 'Municipal'), 'Organization Name' (set to 'City of Alachua'), and 'Land Category' (set to 'Please Select'). Below the 'Land Category' field, there are two radio buttons: 'Conservation Owned Lands' and 'Conservation Easement Lands'. A red callout box with white text points to the 'Organization Type', 'Organization Name', and 'Land Category' fields, stating: 'On the 'Data Verification' screen, select your 'Organization Type' and 'Organization Name'. You will then need to select the 'Land Category' that you want to verify first. *Please note, you will need to make sure to verify both, whether or not you have the data. Even for those that do not have any data, please verify both.' Below the form, there is a note: 'Please note the Verify option will mark all of your organization's conservation lands and conservation easements for verification. If you are in charge of verifying both conservation owned lands and conservation easements for your organization please ensure you verify both.'

Figure 83: Completing Data Verification-Selecting Fields



DEP BUSINESS PORTAL CONSERVATION LANDS, EASEMENTS, AND RECREATION (CLEAR)
Florida Department of Environmental Protection

Welcome, **Kathleen Norton** [Roles: CLEAR_SUPER_ADMIN] Sign Out
Your Session will time out in 060 minutes.

Land ▾ Data Services ▾ Module Administration ▾ Request Access Help ▾

Data Verification Home > Data Services > Data Verification

Data Verification

Organization Type: Municipal ▾
Organization Name: City of Alachua ▾
Land Category: Conservation Owned Lands ▾

Verify Un-Verify

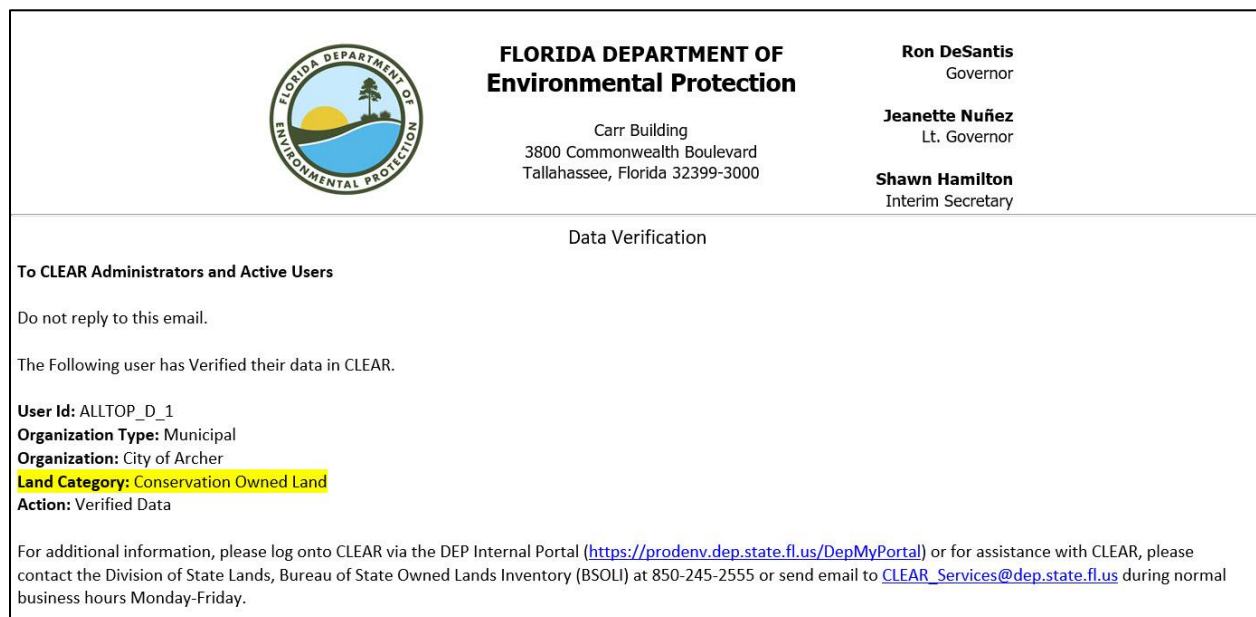
Please note the Verify option will mark all of your organization's conservation owned land or conservation easement data as verified. If your organization has multiple contacts in charge of data verification please coordinate with each other or CLEAR administration before verifying your organization's data. If you are in charge of verifying both conservation owned lands and conservation easements for your organization please ensure you verify both.


****Useful information to know.****

Figure 84: Completing Data Verification- Verifying

Once you have verified the data for both 'Conservation Owned Lands' and 'Conservation Easement Lands' the CLEAR Administrator(s) and Active User(s) for the Organization will receive automated confirmation of this and your Data Verification will be marked as complete.

Please note: The verification needs to be completed for both 'Conservation Owned Lands' and 'Conservation Easement Lands'. A separate email notification will be sent to the CLEAR Administrator(s) and Active User(s) for the organization when both land categories have been marked as 'Verified'.



 **FLORIDA DEPARTMENT OF Environmental Protection**

Carr Building
3800 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Interim Secretary

Data Verification

To CLEAR Administrators and Active Users

Do not reply to this email.

The Following user has Verified their data in CLEAR.

User Id: ALLTOP_D_1
Organization Type: Municipal
Organization: City of Archer
Land Category: Conservation Owned Land
Action: Verified Data

For additional information, please log onto CLEAR via the DEP Internal Portal (<https://prodenv.dep.state.fl.us/DepMyPortal>) or for assistance with CLEAR, please contact the Division of State Lands, Bureau of State Owned Lands Inventory (BSOLI) at 850-245-2555 or send email to CLEAR_Services@dep.state.fl.us during normal business hours Monday-Friday.

Figure 85: Automated Email Correspondence for Data Verification (Owned Land)

	FLORIDA DEPARTMENT OF Environmental Protection	Ron DeSantis Governor
	Carr Building 3800 Commonwealth Boulevard Tallahassee, Florida 32399-3000	Jeanette Nuñez Lt. Governor
		Shawn Hamilton Interim Secretary

Data Verification

To CLEAR Administrators and Active Users

Do not reply to this email.

The Following user has Verified their data in CLEAR.

User Id: ALLTOP_D_1
Organization Type: Municipal
Organization: City of Archer
Land Category: Conservation Easement Land
Action: Verified Data

For additional information, please log onto CLEAR via the DEP Internal Portal (<https://prodenv.dep.state.fl.us/DepMyPortal>) or for assistance with CLEAR, please contact the Division of State Lands, Bureau of State Owned Lands Inventory (BSOLI) at 850-245-2555 or send email to CLEAR_Services@dep.state.fl.us during normal business hours Monday-Friday.

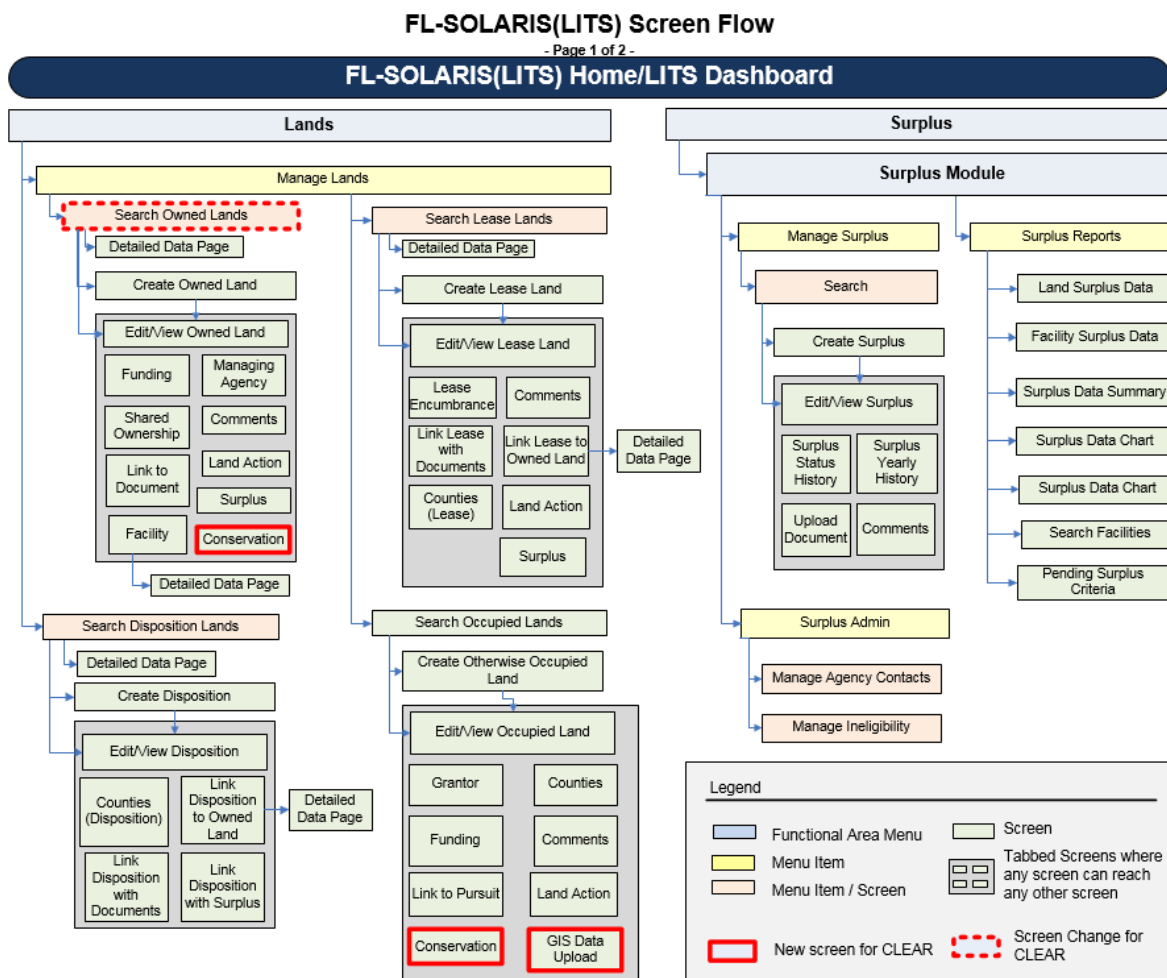
Figure 86: Automated Email Correspondence for Data Verification (Easement Land)

IX. CHANGES MADE TO LITS FOR CLEAR

Changes to the existing FL-SOLARIS (LITS) were necessary to accomplish the goal of establishing CLEAR as the comprehensive inventory for all conservation land and conservation easements in Florida. Land that is owned and managed by the state agencies (except for the Florida Department of Transportation), the Water Management Districts and the colleges and universities is reported LITS. Land and easements in the LITS Owned Land and LITS Otherwise Occupied Land Inventories are included in the CLEAR search results, data extract and report screens. Changes, in the form of new screens and additional fields on existing screens, were made to clearly identify conservation owned land and easements within the LITS inventories. This section describes the changes that were made to the existing LITS screens and the use of the new LITS screens.

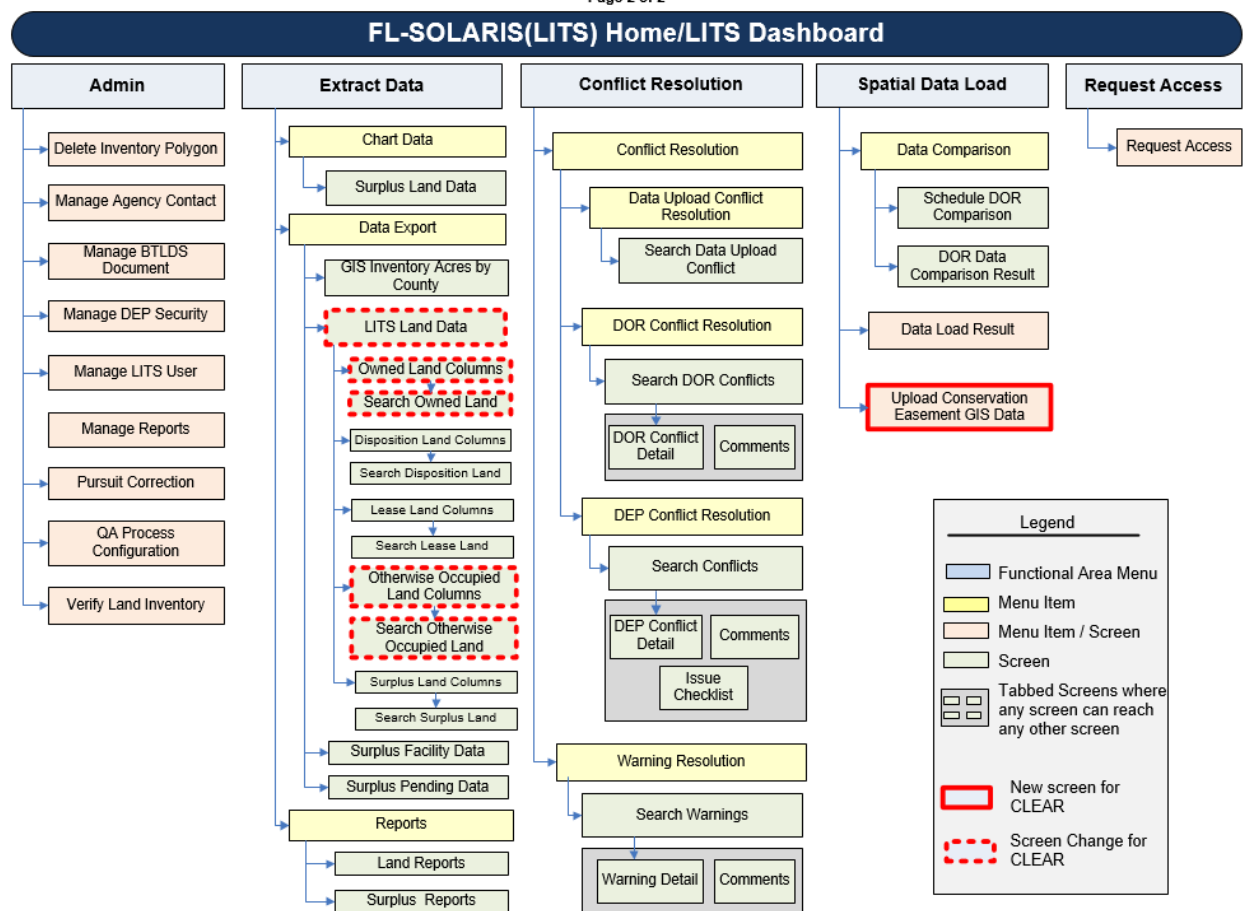
A. Overview of Changes

The following figures show the LITS screens that were modified and screens that were added.



FL-SOLARIS(LITS) Screen Flow

- Page 2 of 2 -



B. Changes to Existing LITS Screens

1. Owned Land Screens

The Search Owned Land Screen

The following fields were added to the search criteria on the FL-SOLARIS LITS Search Owned Land screen:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Section
- Township (with directional drop-down box)

- Range (with directional drop-down box)

Use of these fields is consistent with the rest of the fields in the search criteria with a few notes:

- Wildcard searches will be performed on the contents of the County Tax Parcel field.
- The Section/ Township / Range fields are optional for edits, but if one is entered, they all must be entered including the Township and Range Directional fields. Searches that include the Section / Township / Range fields require at least the Township and Range (with Directional) fields, if the fields are included in the search criteria.

New Conservation Tab

The Conservation tab was implemented to show the fields that were added for CLEAR. This tab is discussed in detail in the section, [Owned Land Screen – Conservation Tab](#).

2. Otherwise Occupied Land Screens

New Land Input Status for the Otherwise Occupied Land Inventory

LITS was modified to accept GIS shape files for conservation easements in the Otherwise Occupied Land Inventory. The addition of these shape files made it necessary to add appropriate Land Input Statuses for these records. See the sections, [Otherwise Occupied Land Screen – Upload GIS Data Tab](#) and [Upload Conservation Easement GIS Data screen](#), of this User Guide for a description of how GIS shape files are added for conservation easements.

The following new Land Input Statuses were added to FL-SOLARIS LITS for the Otherwise Occupied Lands. These two new statuses will only apply to conservation easements (i.e., if the Used for Conservation Purpose is “Yes”).

Completed – No GIS Polygon Submitted: Used for conservation easement records for which data has been entered but no GIS polygon(s) have been submitted.

Completed – GIS Polygon Submitted: Used for conservation easement records for which data has been entered and GIS polygon(s) have been submitted.

The function of the Verify Land Inventory screen has been modified to return the Land Input Status to either of these two statuses, as applicable, when the land data is verified via the Verify Land Inventory screen.

The Search Otherwise Occupied Land Screen

The following fields were added to the search criteria on the FL-SOLARIS LITS Search Otherwise Occupied Land screen:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Conservation Land (drop-down box)
- Section
- Township (with directional drop-down box)
- Range (with directional drop-down box)

Use of these fields is consistent with the rest of the fields in the search criteria with a few notes:

- Wildcard searches will be performed on the contents of the County Tax Parcel field.
- A County must be selected when the County Tax Parcel is included in the search criteria.
- The Section/ Township / Range fields are optional for edits, but if one is entered, they all must be entered including the Township and Range Directional fields. Searches that include the Section / Township / Range fields require at least the Township and Range (with Directional) fields, if the fields are included in the search criteria.
- The Conservation drop down contains the values 'Yes', 'No' and 'Both'. Use of 'Both' will search for occupied land records that with either 'Yes' or 'No'.

In addition, the column, Conservation, has been added to the Search Results.

New Screens

The following tabs were added to the Otherwise Occupied data screens to show the fields that were added for CLEAR and to provide a mechanism uploading polygons. These tabs are discussed in detail in the section, New LITS Screens.

- [Conservation Tab](#)
- [Upload GIS Data Tab](#)

In addition, the [Upload Conservation Easement GIS Data](#) screen was implemented to provide the ability to perform mass uploads of GIS data for conservation easements.

3. Owned Land Data Extract Screens

The Data Export Request Screen

The following fields were added to the Current and Archive Summary files for the 'Acquisition' (owned land) Data Category:

- Accessible to the Public

- Public Restrictions
- Legal Description

The following fields were added to the Current and Archive Detail files for the 'Acquisition' (owned land) Data Category:

- Accessible to the Public
- Public Restrictions
- Legal Description
- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Section
- Township
- Range

The Subset of Data: Owned Land Extract Data Screen

The following column selections were added to the exported file for the 'Acquisition' (owned land) Data Category:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Section
- Township
- Range

The Subset of Data: Search Owned Land Screen

The following fields were added to the search criteria for the 'Acquisition' (owned land) Data Category:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Section
- Township
- Range

Use of these fields is consistent with the rest of the fields in the search criteria with a few notes:

- Wildcard searches will be performed on the contents of the County Tax Parcel field.
- The Section/ Township / Range fields are optional for edits, but if any are entered, the Township and Range are required. Searches that include the Section / Township / Range fields also require at least the Township and Range fields, if the fields are included in the search criteria.

4. Otherwise Occupied Data Extract Screens

The Data Export Request Screen

The following fields were added to the Current and Archive Summary files for the 'Otherwise Occupied' Data Category:

- Accessible to the Public
- Public Restrictions
- Legal Description
- Use for Conservation Purpose

The following fields were added to the Current and Archive Detail files for the 'Otherwise Occupied' Data Category:

- Accessible to the Public
- Public Restrictions
- Legal Description
- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Use for Conservation Purpose
- Section
- Township
- Range

The Subset of Data: Otherwise Occupied Land Extract Data Screen

The following column selections were added to the exported file for the 'Otherwise Occupied' Data Category:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Use for Conservation Purpose
- Section
- Township

- Range

The Subset of Data: Search Otherwise Occupied Land Screen

The following fields were added to the search criteria for the 'Otherwise Occupied' Data Category:

- OR Book #
- OR Page #
- Instrument #
- County Tax Parcel
- Use for Conservation Purpose (drop-down box)
- Section
- Township (with directional drop-down box)
- Range (with directional drop-down box)

Use of these fields is consistent with the rest of the fields in the search criteria with a few notes:

- Wildcard searches will be performed on the contents of the County Tax Parcel field.
- A County must be selected when the County Tax Parcel is included in the search criteria.
- The Section/ Township / Range fields are optional for edits, but if any are entered, the Township and Range are required. Searches that include the Section / Township / Range fields also require at least the Township and Range fields, if the fields are included in the search criteria.
- The Use for Conservation Purpose drop-down box contains the values 'Yes', 'No' and 'Both'. Use of 'Both' will search for occupied land records that with either 'Yes' or 'No'.

C. New LITS Screens

This section describes the screens that were added to LITS in order to make the conservation data consistent to the data provided in CLEAR.

1. Owned Land Screen – Conservation Tab

The Conservation tab has been added for owned land in LITS that has been designated as used for conservation, that is, the Conservation Land field is equal to 'Yes'. The Conservation tab will not be displayed for owned land in the LITS Owned Land Inventory if the Conservation Land field has been set to 'No' or 'Unknown'.

The Conservation tab is used to:

- View conservation information about conservation land that in the LITS Owned Land Inventory.

- Update the data, when necessary.

The Conservation tab contains conservation data that was added to LITS to make it consistent with CLEAR conservation data. When the owned land is viewed using the edit screens, the information on the tab may be updated. The screen appears slightly different when the Agency Name is 'Department of Environmental Protection' than when another Florida agency is selected in the Agency Name field.

FL State Owned Lands and Records Information System - (Land Inventory Tracking System)

Land Funding (1) Managing Agency (2) Ownership (1) Comment (0) Link to Document (1) Land Action (1) Facility (0) Surplus (0) Conservation

Mandatory Fields are marked with *.

General

Agency Name: Department of Environmental Protection FL-SOLARIS Land Inventory #: A1

Internal Agency ID: 2 Project Name: John U. Lloyd Beach

Closed Purchase Price: 220,000.00 Inventory Acres: 0.79

Land Input Status: Completed-Partial GIS Polygon Submitted

Conservation

Accessible to the Public*: ☐ Yes ☒ No ☐ Unknown

Public Restriction: Only accessible by boat

Legal Description:

Save Reset Back to Search Owned Land

Recording/Closing Information

DM ID	OR Book #	OR Page #	Instrument #
2181	5533	294	

Location Information

Section	Township	Range
25	50S	42E

County Tax Parcel Information

County Name	County Tax Parcel	Action
Broward	504225010110	Delete
Broward	504225000020	Delete
Alachua	111111	Delete
Baker	1244567	Delete
Bradford	44468811167	Delete

Page: 1/1

[Add County Tax Parcel](#)

Figure 87: LITS Owned Land Conservation Tab for DEP Owned Land

The difference between the two screens is in the Recording/Closing Information and Location blocks. All fields in these blocks reside in BTLDS and are shown on the Conservation tab as read-only. In addition, the DM ID column will only be populated for DEP managed land. The DM ID is the identifier for the corresponding land record that resides in the Board of Trustees Land Documentation System (BTLDS). The field is displayed as a hyperlink. Clicking on the DM ID will open a pop-up window showing a scanned image of the acquisition document for the land.

FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)

Land Funding (1) Managing Agency (0) Ownership (1) Comment (0) Land Action (1) Facility (0) Surplus (0) Conservation

Mandatory Fields are marked with *.

General

Agency Name: WMD-South Florida WMD FL-SOLARIS Land Inventory #: A29663
 Internal Agency ID: 04TCT-09258 Project Name: Pal Mar
 Closed Purchase Price: 0.00 Inventory Acres: 0.50
 Land Input Status: In Progress

Conservation

Accessible to the Public*: ☐ Yes ☐ No ☒ Unknown
 Public Restriction:
 Legal Description:

Save Reset Back to Search Owned Land

Recording/Closing Information

OR Book #	OR Page #	Instrument #	Action
3345	122		Delete Edit

Add Recording Information

Location Information

Section	Township	Range	Action
	20S	30E	Delete Edit

Add Location Information

County Tax Parcel Information

County Name	County Tax Parcel	Action
Alachua	1230004888	Delete

Add County Tax Parcel

Figure 88: LITS Owned Land Conservation Tab for Land not Owned by DEP

Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields. A few notes on updating the data fields on the Conservation tab:

- If the 'No' radio button is selected for Accessible to the Public, an explanation about access to the land for the public is required in the Public Restriction text box.
- Use the **Save** button in the Conservation block to save changes made to the Accessible to the Public, Public Restriction and Legal Description fields. Use the **Back to Search Owned Land** button to return to the Search Owned Land screen without saving changes to these fields.
- If a polygon has already been linked to the owned land record, the system will perform an overlay analysis with the Public Land Inventory (PLI) to populate the fields in the County Tax Parcel Information block.
- Data within the County Tax Parcel Information blocks may be added or deleted but may not be edited.
- Data may be added to the Recording/Closing Information, Location Information, and County Tax Parcel blocks, by clicking on the **Add** button for that block. A pop-up screen

will open with the fields in the grid. Enter the field values and click the **Save** button. After the data is saved you will need to click the **Close** button to close the window and return to the Conservation tab.

- Data in the Recording/Closing Information and Location Information blocks, by clicking on the 'Edit' Action for the record requiring change. A pop-up screen will open with fields populated from the values in the grid. Change the field values as required and click the **Save** button. After the data is updated you will need to click the **Close** button to close the window and return to the Conservation tab.
- Data may be deleted from the Recording/Closing Information, Location Information, and County Tax Parcel blocks, by clicking on the 'Delete' Action for the record to be deleted. A pop-up will be displayed asking you to confirm the delete, click the **Delete** button in the window to delete the record.

2. Otherwise Occupied Land Screen – Conservation Tab

The Conservation tab has been added for otherwise occupied land in LITS that has been designated as used for conservation, that is, the Occupied Type field is equal to 'Conservation' or 'Mitigation'. The Conservation tab will not be displayed for land in the LITS Otherwise Occupied Land Inventory if the Occupied Type field value is not 'Conservation' or 'Mitigation'.

The Conservation tab is used to:

- View conservation information about conservation land that in the LITS Otherwise Occupied Land Inventory.
- Update the data, when necessary.

The Conservation tab contains conservation data that was added to LITS to make it consistent with CLEAR conservation data. When the otherwise occupied land is viewed using the edit screens, the information on the tab may be updated. The screen appears slightly different when the Agency Name is 'Department of Environmental Protection' than when another Florida agency is selected in the Agency Name field.

FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)

Occupied Land Grantor Counties Funding Comments Link to Pursuit Land Action **Conservation** Upload GIS Data

Mandatory Fields are marked with *.

General

Agency Name: Department of Environmental Protection FL-SOLARIS Land Inventory #: N3
Land Input Status: Completed-No GIS Polygon Submitted Internal Agency ID: 21971

Conservation

Accessible to the Public*: ☒ Yes ☐ No ☐ Unknown
Public Restriction:
Legal Description: Legal Doc

Save Reset Back To Search Otherwise Occupied Land

Managing Agency

Managing Agency	Action
Federal Wildlife Commission	Delete Edit
Conservation Consortium	Delete Edit

Page: 1/1

[Add Managing Agency](#)

Recording/Closing Information

DM ID	OR Book #	OR Page #	Instrument #
21971	1566	1528	

Location Information

Section	Township	Range
29	48S	25E

County Tax Parcel Information

County Name	County Tax Parcel	Action
Alachua	00002 1333	Delete
Baker	44468811167	Delete

Page: 1/1

[Add County Tax Parcel](#)

Figure 89: LITS Otherwise Occupied Land Conservation Tab for DEP Managed Land

The difference between the two screens is in the Recording/Closing Information block:

- The DM ID field is included. The DM ID is the identifier for the corresponding land record that resides in the Board of Trustees Land Documentation System (BTLDS). The field is displayed as a hyperlink. Clicking on the DM ID will open a pop-up window showing a scanned image of the document authorizing the BOT to management of the land.
- The following information resides in BTLDS and is displayed as read-only:
 - OR Book and Page Numbers
 - Instrument

FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)

Occupied Land Grantor Counties Funding Comments Land Action **Conservation** Upload GIS Data

Mandatory Fields are marked with *.

General

Agency Name: WMD-South Florida WMD FL-SOLARIS Land Inventory #: N7584
Land Input Status: Completed-GIS Polygon Submitted Internal Agency ID: 04TCT-02286

Conservation

Accessible to the Public*: ☒ Yes ☐ No ☐ Unknown
Public Restriction:
Legal Description:

Save Reset Back To Search Otherwise Occupied Land

Managing Agency

Managing Agency	Action
Federal Conservation Commission	Delete Edit

Add Managing Agency

Recording/Closing Information

OR Book #	OR Page #	Instrument #	Action
		436457	Delete Edit

Add Recording Information

Location Information

Section	Township	Range	Action
	08S	20E	Delete Edit

Add Location Information

County Tax Parcel Information

County Name	County Tax Parcel	Action
DeSoto	2333 00025 4469	Delete

Add County Tax Parcel

Figure 90: LITS Otherwise Occupied Land Conservation Tab for Land not Managed by DEP

Refer to the [Conservation Land Data Fields](#) description in this User Guide if you have questions about the content of any of the fields. A few notes on updating the data fields on the Conservation tab:

- If the 'No' radio button is selected for Accessible to the Public, an explanation about access to the land for the public is required in the Public Restriction text box.
- Use the **Save** button in the Conservation block to save changes made to the Accessible to the Public, Public Restriction and Legal Description fields. Use the **Back to Search Owned Land** button to return to the Search Owned Land screen without saving changes to these fields.
- If a polygon has already been linked to the otherwise occupied land record, the system will perform an overlay analysis with the Public Land Inventory (PLI) to populate the fields in the County Tax Parcel Information block.
- Data may be added to the Managing Agency Information, Recording/Closing Information, Location Information, and County Tax Parcel blocks, by clicking on the **Add** button for that

block. A pop-up screen will open with the fields in the grid. Enter the field values and click the **Save** button. After the data is saved you will need to click the **Close** button to close the window and return to the Conservation tab.

- Data in the Managing Agency Information, Recording/Closing Information and Location Information blocks, by clicking on the 'Edit' Action for the record requiring change. A pop-up screen will open with fields populated from the values in the grid. Change the field values as required and click the **Save** button. After the data is updated you will need to click the **Close** button to close the window and return to the Conservation tab.
- Data may be deleted from the Managing Agency Information, Recording/Closing Information, Location Information, and County Tax Parcel blocks, by clicking on the 'Delete' Action for the record to be deleted. A pop-up will be displayed asking you to confirm the delete, click the **Delete** button in the window to delete the record.

3. Otherwise Occupied Land Screen – Upload GIS Data Tab

The Upload GIS Data tab is only displayed when otherwise occupied land in LITS has been designated as used for conservation, that is, the Occupied Type field is equal to 'Conservation' or 'Mitigation'. The screen allows Edit Admin and Super Admin users to:

- View whether the polygons have been uploaded for the otherwise occupied conservation land and, if so, when and by whom.
- Upload shape files containing graphical informational system (GIS) data associated with the otherwise occupied land to LITS.

Polygons were not included for otherwise occupied land in the LITS original design. The ability to add polygons for otherwise occupied used for conservation was added during the development of the CLEAR system. The Upload GIS Data tab and the Upload Conservation Easement GIS Data screen were added as a result. The Upload GIS Data tab allows you to upload a single shape file for the otherwise occupied conservation land that is identified by the fields at the top of the screen. The [Upload Conservation Easement GIS Data screen](#) allows you to perform a mass upload of many shape files for many otherwise occupied conservation land records at once.

FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)

Occupied Land Grantor Counties Funding Comments Land Action Conservation **Upload GIS Data**

The FL-SOLARIS will not retain a copy of this upload shape file. In the event a copy is desired for historical reference or to share with other agency users, copies should be made and retained within your own data/computer systems. Please note depending on the volume of the file being uploaded, system may take considerable amount of time. Please use "Browse/Choose File" button to select GIS shape file on your computer that you wish to upload, and before clicking "Upload" button make sure to select agency information from the pick box available on the screen. Pressing "Upload" button will initiate the upload process and start updating valid polygon data.

General

Agency Name: WMD-South Florida WMD FL-SOLARIS Land Inventory #: N7584
Land Input Status: Completed-GIS Polygon Submitted Internal Agency ID: 04TCT-02286

GIS Data Upload

GIS Shape Data Exist	Last Uploaded By	Last Uploaded Date
Yes	FONTENOT_C	08/01/2017

Page: 1/ 1,

Upload GIS Data

GIS Shape File: * : Browse...

Upload Reset

Figure 91: LITS Otherwise Occupied Land Upload GIS Data Tab

To upload a GIS shape file, you must have clicked the Edit action icon from the LITS Search Otherwise Occupied Land screen. On the Otherwise Occupied Upload GIS Data screen, click on the **Browse** button for the Shape File Upload field. A pop-up window will be displayed that will enable you to browse the files available from your PC and select the shape file to be uploaded. When you select the shape file, the system will populate the Shape File Upload field with the pathname for the file. Click the **Upload** button to upload the shape file.

The system will validate the uploaded shape file as follows:

- Shape files must include the following fields. Additional fields may not be included.
 1. **Shape:** The shape must be "Polygon". "Polygon-Z", "Polygon-M", etc. will not be accepted.
 2. **CN_LAND_ID:** The FL-SOLARIS Land Inventory Number field should be a text field.
 3. **INT_ID:** The Internal ID field should be a text field.
- The file must include both the FL-SOLARIS Land Inventory Number (CN_LAND_ID) and Internal ID (INT_ID) for the selected owned land record.
- The FL-SOLARIS Land Inventory Number and/or Internal ID must match the FL-SOLARIS Land Inventory Number and/or Internal ID, respectively, for the selected otherwise occupied land record.
- Shapes must use Albers projection. The polygons will be stored in Albers projection.
- Polygon data must be valid.

If the shape file does not pass validation an appropriate message will be displayed and the shape file will be rejected. The system does not perform any overlay analysis when uploading polygon data. If a polygon already exists, it will be replaced with the most recently uploaded polygon.

4. Upload Conservation Easement GIS Data Screen

The Upload Conservation Easement GIS Data for GIS Data screen is only available to users with the Edit Admin or Account Manager role. The screen is used to:

- Upload shape files containing GIS data for one or more otherwise occupied land records that has been designated for conservation.

The screen is located under the Spatial Data Load menu item.

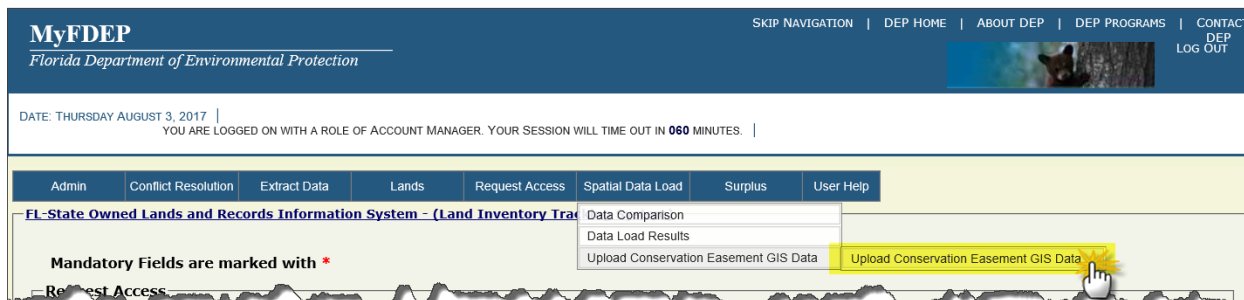


Figure 92: Navigating to the Upload Conservation Easement GIS Data Screen

As previously indicated, polygons were not included for otherwise occupied land in the original LITS design. The ability to add polygons for otherwise occupied designated as used for conservation was added during the development of the CLEAR system. The Upload GIS Data tab and the Upload Conservation Easement GIS Data screen were added as a result. The [Upload GIS Data tab](#) allows you to upload a single shape file for the otherwise occupied conservation land that is identified by the fields at the top of the screen. The Upload Conservation Easement GIS Data screen allows you to perform a mass upload of many shape files for many otherwise occupied conservation land records at once.

A screenshot of the "Upload Conservation Easement GIS Data" screen. The title bar reads "FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)". The main content area contains a warning message: "The FL-SOLARIS will not retain a copy of this upload shape file. In the event a copy is desired for historical reference or to share with other agency users, copies should be made and retained within your own data/computer systems. Please note depending on the volume of the file being uploaded, system may take considerable amount of time. Please use 'Browse/Choose File' button to select GIS shape file on your computer that you wish to upload, and before clicking 'Upload' button make sure to select agency information from the pick box available on the screen. Pressing 'Upload' button will initiate the upload process and start updating valid polygon data." Below the warning, there are two input fields: "Agency Name" with a dropdown menu showing "-- Please Select --" and "GIS Shape File" with a "Browse..." button. At the bottom, there are two buttons: "Upload" and "Reset".

Figure 93: The Upload Conservation Easement GIS Data Screen

Shape Files

Shape files to be uploaded must conform to the following:

- Shape files must include the following fields. Additional fields may not be included.

4. **Shape:** The shape must be “Polygon”. “Polygon-Z”, “Polygon-M”, etc. will not be accepted.
 5. **CN_LAND_ID:** The FL-SOLARIS Land Inventory Number field should be a text field.
 6. **INT_ID:** The Internal ID field should be a text field.
- The file must include both the FL-SOLARIS Land Inventory Number (CN_LAND_ID) and Internal ID (INT_ID) for the selected LI record.
 - The FL-SOLARIS Land Inventory Number and Internal ID must match the FL-SOLARIS Land Inventory Number and Internal ID, respectively, for the selected otherwise occupied land record.
 - Shapes must use Albers projection. The polygons will be stored in Albers projection.
 - Polygon data must be valid.
 - The record in FL-SOLARIS identified by the Conservation Land ID and/or Internal ID must be used for conservation.

Uploading Files

Once the upload file has been created, it may be uploaded using the Upload Conservation Easement GIS Data screen by selecting the Agency Name from the drop-down boxes and using the **Browse** button to enter the location of the tabular data and/or shape files. If you have the Edit Admin role, the Agency Name will automatically default to the agency assigned to your User ID. You will only be able to update records associated with your agency.

Clicking on the **Browse** button will open a pop-up window that will enable you to browse files available from your PC and select the file that you would like to upload. When you select the file, the system will populate the Shape File Upload field with the pathname for the file.

Click the **Upload** button to upload the file and apply the changes.

The screenshot shows the 'FL-State Owned Lands and Records Information System - (Land Inventory Tracking System)' interface. At the top, a warning states: 'The FL-SOLARIS will not retain a copy of this upload shape file. In the event a copy is desired for historical reference or to share with other agency users, copies should be made and retained within your own data/computer systems. Please note depending on the volume of the file being uploaded, system may take considerable amount of time. Please use "Browse/Choose File" button to select GIS shape file on your computer that you wish to upload, and before clicking "Upload" button make sure to select agency information from the pick box available on the screen. Pressing "Upload" button will initiate the upload process and start updating valid polygon data.' Below this, there are two main input fields: 'Agency Name' with a dropdown menu and 'GIS Shape File' with a 'Browse...' button. At the bottom right are 'Upload' and 'Reset' buttons. Three red callout boxes with numbers 1, 2, and 3 provide instructions: 1 points to the Agency Name dropdown with the text 'Complete the Agency drop down.'; 2 points to the 'Browse...' button with the text 'Use the Browse button to select the file to upload.'; 3 points to the 'Upload' button with the text 'Click the Upload button when you are ready to upload the file.'

Figure 94: Using the Upload Conservation Easement GIS Data Screen

A few notes on how data is updated from the files uploaded using the Upload Conservation Owned Lands screen:

- If a shape file is submitted for an otherwise occupied land record that already has a polygon associated with it, the contents of the shape file will replace the existing polygon.
- Maximum file size is 15 megabytes (MB).

- LITS does not maintain a record or copy of uploaded files. It is up to the users to maintain copies of these files, if required.

If the shape file does not pass validation an appropriate message will be displayed and the shape file will be rejected. The system does not perform any overlay analysis when uploading polygon data. Existing polygons will be replaced with the most recently uploaded polygons.

X. CLEAR ADMINISTRATION

The intended audience for this section are the CLEAR System Administrators, DEP users with the Super Admin role. It contains information on the use of the following administrative menu items and screens:

- Manage DEP Security
- Manage Users screen
- Manage Reports screen
- Manage CLEAR Agencies screen
- Welcome Messages screen
- Five Year Verification Reminder screen
- Delete Inventory Polygon screen

A. User Administration: The CLEAR Administration Screens

CLEAR Administration is performed by DEP users with the Super Admin role. These users have two responsibilities:

1. Managing all user access (for all agencies and entities) to the CLEAR system.
2. Maintaining the overall integrity of the data records within the CLEAR land inventories.

This section addresses the first responsibility which involves handling requests from new users for access to the CLEAR application and changing or removing access for existing users. It complements the section, [Requesting Access to CLEAR](#), which provides instruction to new users on how to request access to the system. Once the user has requested access, the CLEAR Administrators are responsible for providing access to CLEAR.

Overview of CLEAR Security

The CLEAR application uses a two-tiered approach to security. Access to data is controlled by agency and role.

A user's role defines what the user can do with the data in CLEAR. The roles and the capabilities associated with them were described in the section, [CLEAR Roles](#). For users with the Super Admin role who are responsible of managing users an additional role must be assigned, AGM Oversight.

User roles for the CLEAR application are controlled by the Florida Department of Environmental Protection Security Suite. Roles for new users must be assigned in the FDEP Security Suite before they can be assigned in the CLEAR application. The AGM Oversight role allows users to assign a role in the DEP Security Suite. Users with the Super Admin role who do not have the AGM

Oversight role have access to full functionality in LITS but are not able to make changes to user roles in the DEP Security Portal.

Once the appropriate role has been assigned to a user in the DEP Security Suite, the Agency can be assigned to the user using the Manage LITS Users screen in the CLEAR application.

A user's agency defines what data can be modified. All users with active CLEAR and LITS user IDs can view all information about land belonging to any agency or organization. Users with the View Only role cannot modify any data. Users with the Edit Admin role may make changes to the data records associated with their land if their user IDs are associated with a federal, county, or municipal agency or with the Florida Department of Transportation. Users with the Super Admin role can modify CLEAR data for any organization. More detailed descriptions of the capabilities that available for each role is described in the sections, [Your Organization Type and Organization](#), [CLEAR Roles](#) and [CLEAR Functionality by Role](#).

FL-SOLARIS (LITS) users request access to the application by following the instructions given in the section, [Requesting Access to CLEAR](#). After the user requests access, an email will be sent to the CLEAR Users with the Super Admin role.

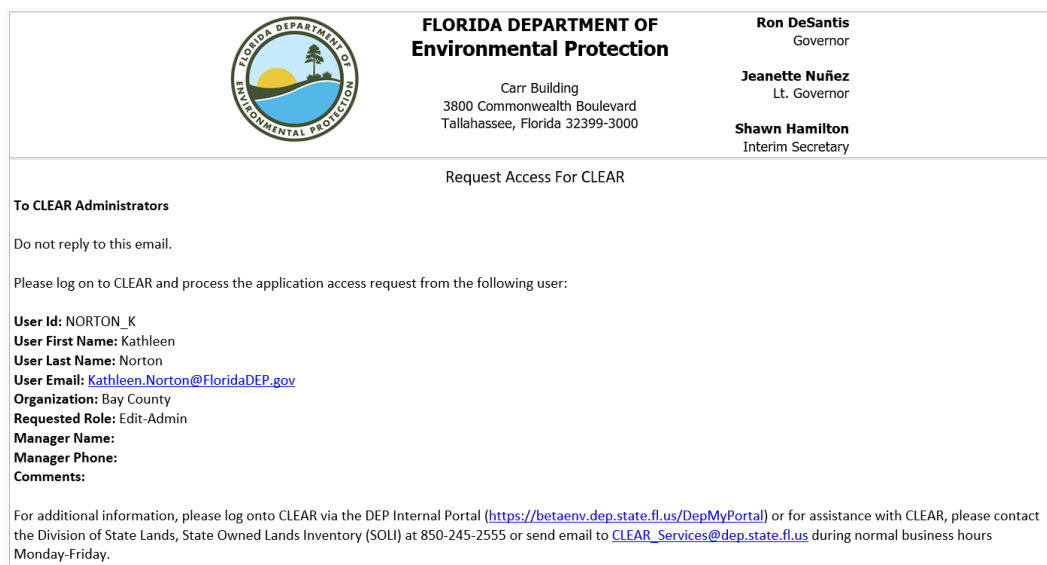


Figure 95: Request Access Email to the CLEAR Administrator

Upon receipt of an email requesting access, the Super Admin will need to take appropriate action.

Notes:

- To perform these steps the CLEAR Administrator needs to have been assigned the roles of Super Admin in CLEAR and AGM Oversight in the DEP Security Suite.

- New CLEAR Administrators (i.e., those to whom the Super Admin role will be assigned) will not request access to the CLEAR application, consequently no email will be received for these users. Access for these users are provided in the DEP Security Portal as needed.

1. The Manage DEP Security Menu Item

Once you log in to the CLEAR application, select Manage DEP Security from the CLEAR menu.



Figure 96: Selecting Manage DEP Security from the CLEAR Admin Menu

When you click on the Manage DEP Security Suite option, the DEP Security Suite Welcome page will be displayed.

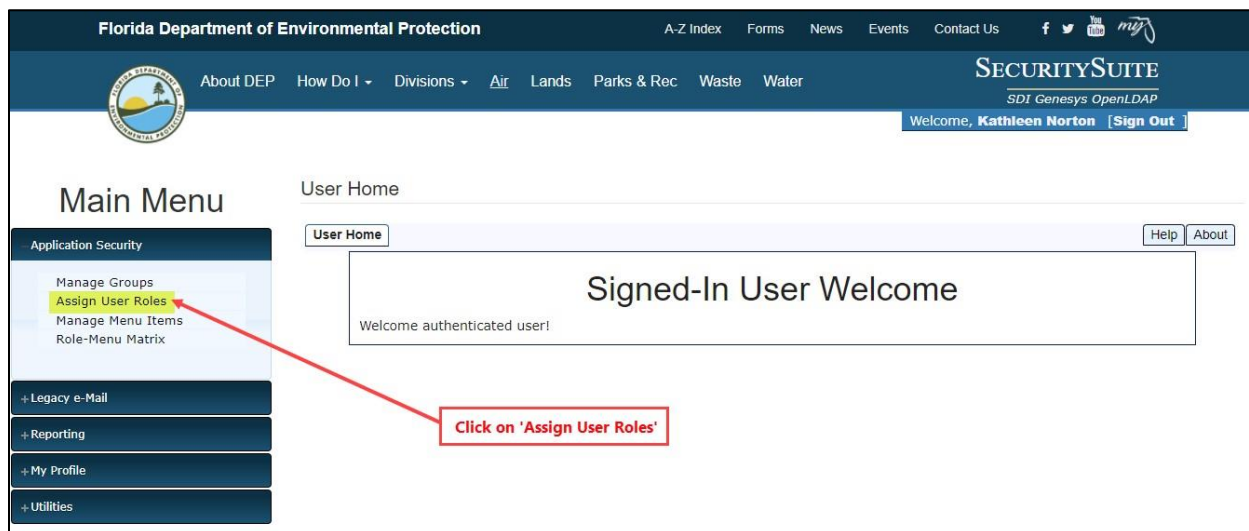


Figure 97: DEP Security Suite Welcome Screen

Part 1: Assigning User Roles (DEP Security Suite)

To begin assigning roles to users, click on *Assign User Roles* in the menu on the left side of the page. If you do not have the AGM Oversight role, the 'Application Security' options will not be available to you. You should see the screen below.

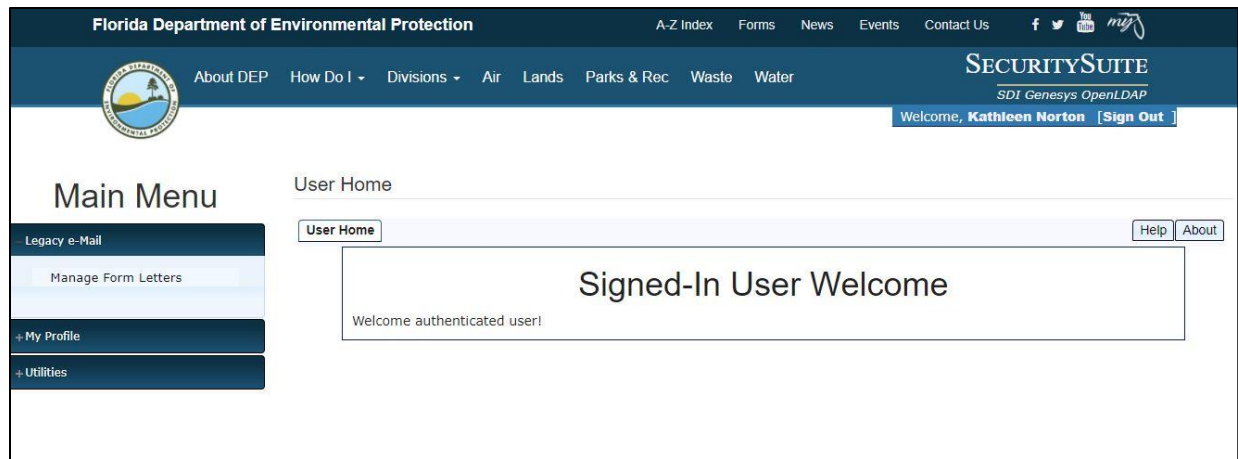


Figure 98: No AGM Oversight in DEP Security Suite

The DEP Security Suite will walk you through the four steps for assigning a user role:

Step 1 – Select the application and enter search criteria for the user ID.

Step 2 – Select the user from whom you received the email requesting access.

Step 3 – Assign the user role. You will generally be assigning the role the user has requested.

Step 4 – Confirm the changes you are making to the user role.

NOTE: If, for any reason, you decide that the user should be assigned a role different from the role that he or she has requested. Contact the user either via email or phone. There is no communication mechanism within either the DEP Security Suite or the CLEAR application for this discussion. It is recommended that you resolve any issues pertaining to which agency or role the user should be assigned prior to performing the steps outlined below.

Step 1 – Search for User

Clicking on **Assign User Roles** in the menu on the left side of the DEP Security Suite welcome page will bring you to *Assign the Roles* of the assign user roles process. This is where you will select the application for which you want to assign a role and enter a search criterion for finding the user ID.

The screenshot shows the 'Search for User' interface in the DEP Security Suite. The page has a dark blue header with the Florida Department of Environmental Protection logo and navigation links. A left sidebar contains a 'Main Menu' with 'Application Security' expanded, showing 'Manage Groups', 'Assign User Roles', 'Manage Menu Items', and 'Role Menu Matrix'. The main content area is titled 'Search for User' and includes a 'Search User:' field with a search icon. Below this is a 'Select Application:' dropdown menu with 'DsIClear' selected. A text box below the dropdown says 'Enter UserID (Coyote_WE)'. To the right of the dropdown is a 'Next' button. Red callout boxes provide instructions: 'Select "DsIClear" for CLEAR' points to the dropdown, and 'Enter search criteria for the UserID to the user to whom you want to assign a role. The system will perform partial matches on the User field.' points to the text box. A 'Click Next' callout points to the 'Next' button.

Figure 99: DEP Security Suite Search for User: Step 1

Select the application for which you are setting access in the Application drop down.

The Application drop down will be restricted to the applications for which you can assign user roles. The CLEAR application is named DsIClear in the drop down.

Enter search criteria for the name of the user who has requested access.

The DEP Security Suite will perform partial matches on the User field. Entering part of the user ID will match all the user IDs in the DEP Security Suite that contain the characters you entered in the User field. A list of all matching user IDs and information about the people associated with them will be displayed in the next step.

Click on the **Next >** button.

Step 2 –Select the User

The Select the User screen displays all the user IDs and associated information for the users in the DEP Security Suite whose user ids contain the characters entered in the User field of the Step 1 screen.

Application Security

Manage Groups
Assign User Roles
Manage Menu Items
Role-Menu Matrix

Legacy e-Mail
Reporting
My Profile
Utilities

Select the User

Select User

Application: DslClear
Select the user from the list below or press Back in your browser to search again.

User ID	Full Name	Email	Full DN
<input checked="" type="radio"/> Norton_J	Jessica N. Norton	Jessica.Norton@dep.state.fl.us	CN=Norton_J,OU=TERMINATED ACCOUNTS,DC=floridadep,DC=net
<input type="radio"/> Norton_K	Kathleen E. Norton	Kathleen.Norton@FloridaDEP.gov	CN=Norton_K,OU=DSL-State Lands,OU=DEP Users,DC=floridadep,DC=net
<input type="radio"/> Norton_M	Malik K. Norton	Malik.Norton@FloridaDEP.gov	CN=Norton_M,OU=TERMINATED ACCOUNTS,DC=floridadep,DC=net
<input type="radio"/> Norton_MJ	Matthew J. Norton	Matthew.J.Norton@FloridaDEP.gov	CN=Norton_MJ,OU=DISABLED ACCOUNTS,OU=DEP Users,DC=floridadep,DC=net
<input type="radio"/> Norton_R	Robin Norton	Robin.Norton@dep.state.fl.us	CN=Norton_R,OU=TERMINATED ACCOUNTS,DC=floridadep,DC=net
<input type="radio"/> Norton_S	Stuart N. Norton	Stuart.Norton@dep.state.fl.us	CN=Norton_S,OU=TERMINATED ACCOUNTS,DC=floridadep,DC=net
<input type="radio"/> Norton_W	Wanda E. Norton	Wanda.Norton@FloridaDEP.gov	CN=Norton_W,OU=ADM-Administrative Services,OU=DEP Users,DC=floridadep,DC=net
<input type="radio"/> Norton_WZ	William Z. Norton	William.Z.Norton@FloridaDEP.gov	CN=Norton_WZ,OU=Florida Conservation Corps,OU=DRP-Recreation and Parks,OU=DEP Users,DC=floridadep,DC=net
<input type="radio"/> NORTON_AR_1	Ahmadd a. Norton	heavenlymessenger77@yahoo.com	cn=NORTON_AR_1,ou=yahoo,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_B_1	Bruce Norton	bruce@datazine.com	cn=NORTON_B_1,ou=datazine,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_C_1	Chris Norton	cnorton@cutlerdb.com	cn=NORTON_C_1,ou=cutlerdb,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_C_2	Chuck Norton	chnorton2@live.com	cn=NORTON_C_2,ou=live,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_H_1	Heather Norton	heatherelsenorton@gmail.com	cn=NORTON_H_1,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_J_1	Jack Norton	construction@nortonbuilding.net	cn=NORTON_J_1,ou=nortonbuilding,ou=net,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_J_2	Jane Norton	jnorton@serenataclub.com	cn=NORTON_J_2,ou=serenataclub,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_KE_1	Kathleen Norton	ennis673@gmail.com	cn=NORTON_KE_1,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_KJ_1	Kelly e. Norton	Kellyjeannorton@gmail.com	cn=NORTON_KJ_1,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_M_1	Maureen Norton	mnorton@cphcorp.com	cn=NORTON_M_1,ou=cphcorp,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_M_2	Matthew Norton	mjnorton1212@gmail.com	cn=NORTON_M_2,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_RA_1	Roy I. Norton	roy.norton@browardschools.com	cn=NORTON_RA_1,ou=browardschools,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_RB_1	Ronald r. Norton	roadsport11@comcast.net	cn=NORTON_RB_1,ou=comcast,ou=net,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_R_1	Shena Violette	violette1@comcast.net	cn=NORTON_R_1,ou=aol,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_S_1	Sharon Norton	sharonnorton54@gmail.com	cn=NORTON_S_1,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov
<input type="radio"/> NORTON_T_1	Tamela Norton	nortondrycleaners4@gmail.com	cn=NORTON_T_1,ou=gmail,ou=com,ou=ExternalUsers,ou=People,dc=floridadep,dc=gov

Back Next

Click 'Next' after you have selected the user.

Figure 100: DEP Security Suite Select the User: Step 2

As described in Step 1, the User field supports partial matches, so searching on “norton” matched these users.

If you do not find any matches or the user you expected is not in the search results, press the **Back** button in your browser to go back to the previous page and specify different search criteria for the user ID.

When you find the user to whom you want to give access:

1. Select the radio button next to that user.
2. Click the **Next >** button.

Step 3 – Assign the Roles

The *Assign the Roles* screen displays the roles that may be assigned to the user.

The screenshot shows the 'Assign the Roles' interface. On the left is a 'Main Menu' sidebar with options like 'Application Security', 'Legacy e-Mail', 'Reporting', 'My Profile', and 'Utilities'. The main area is titled 'Assign the Roles' and shows details for user 'Norton, J'. It lists three categories of roles: 'Application User Roles (2 - 199)' containing 'CLEAR_EDIT_ADMIN' and 'CLEAR_VIEW_ONLY' (checked); 'Application Administrator Roles (200 - 249)' containing 'CLEAR_SUPER_ADMIN'; and 'Security Administrator Roles (250 - 255)' containing 'AGM Oversight'. Red callout boxes provide important notes: one states that only one CLEAR role should be assigned, and another explains that AGM Oversight is assigned by CLEAR administrators with the CLEAR_SUPER_ADMIN role. Navigation buttons 'Back', 'Next', and 'Click Next' are at the bottom right.

Figure 101: DEP Security Suite Assign the Roles: Step 3

Place a checkmark next to the role that you want to assign to the specified user.

- **AGM Oversight:** This role may be assigned in conjunction with the Super Admin role. It should be assigned to a Super Admin who will be responsible for assigning user access in the DEP Security Suite. This role cannot be requested in the Request Access screen. It is assigned by CLEAR Administrators when a user is appointed responsibilities that require the AGM Oversight role.
- **Super Admin:** This role should only be assigned to DEP users who are responsible for maintaining user access, data integrity (i.e., may be responsible for changing data reported by other agencies and organizations) and/or other administrative functions. This role cannot be requested in the Request Access screen. It is assigned by CLEAR Administrators when a user is appointed responsibilities that require the Super Admin role.

Note: CLEAR roles are displayed in the DEP Security Suite predicated with 'CLEAR_' and underscores are displayed instead of blanks.

- **Edit Admin and View Only:** These roles cannot be assigned with any other role.

To change an existing user role, uncheck the role currently assigned to the user and check the new role.

Once the role(s) have been assigned to the user, click on the **Next >** button.

Step 4 - Confirm the Changes to the User Role

The *Confirm Changes and Submit* screen displays changes that you are making to the user role for the specified user.

The screenshot shows the 'Confirm Changes and Submit' interface in the DEP Security Suite. The page header includes the Florida Department of Environmental Protection logo and navigation links. The left sidebar contains a 'Main Menu' with options like 'Application Security', 'Legacy e-Mail', 'Reporting', 'My Profile', and 'Utilities'. The main content area displays the 'Confirm Changes and Submit' screen for user 'Hall_C'. It shows a table of security roles and the actions being taken. A red box highlights the 'Submit' button with the instruction 'Click "Submit" to reflect the changes to the user's role.'

Action	Security Role
Add Role	CLEAR_VIEW_ONLY
Remove Role	AGM Oversight
No Change	CLEAR_EDIT_ADMIN
Remove Role	CLEAR_SUPER_ADMIN

Figure 102: DEP Security Suite Confirm Changes and Submit: Step 4

The table on the screen shows the available roles and the change, if any, that will be made to the user's role. The possible actions are:

- No Change – Indicates that no change will occur to this role. If the user had the role previously, they will keep it. If they did not have the role, the role will not be assigned.
- Add Role – Indicates that you are assigning the role to this user.
- Remove Role – Indicates that you are removing the user from this role.

If you need make a change, use the **Back** button to return to the Assign User Roles: Step 3 screen. Click the **Submit** button to save the changes.

Results

The *Results* screen indicates that the changes you made to the user role have been successful.

The Results screen confirms that the changes you made were successful. The user now has the role that was assigned.

Results: ✔✔✔✔✔

The security roles for the user (Hall_C) have been processed:
Roles are linked to user's Distinguished Name: CN=Hall_C,OU=DSL-State Lands,OU=DEP Users,DC=floridadep,DC=net

Element	Detail	Transaction Time	Status	Assignment Result
Assign Roles	Process	Tue Aug 31 09:56:10 EDT 2021 OK	OK	Initializing
Assign Roles	Application	Tue Aug 31 09:56:10 EDT 2021 OK	OK	For Application: DslClear
Assign Roles	Process	Tue Aug 31 09:56:10 EDT 2021 OK	OK	AGMO Kathleen Norton (NORTON_K) is performing actions.
Assign Roles	LDAP	Tue Aug 31 09:56:10 EDT 2021 OK	OK	LDAP Application Service ready.
Assign Roles	Process	Tue Aug 31 09:56:10 EDT 2021 OK	OK	Modifying 4 roles
Role: CLEAR_VIEW_ONLY	Hall_C	Tue Aug 31 09:56:10 EDT 2021 OK	OK	Added
Role: AGM Oversight	Hall_C	Tue Aug 31 09:56:11 EDT 2021 OK	OK	Removed
Role: CLEAR_EDIT_ADMIN	Hall_C	Tue Aug 31 09:56:11 EDT 2021 OK	OK	Unchanged
Role: CLEAR_SUPER_ADMIN	Hall_C	Tue Aug 31 09:56:11 EDT 2021 OK	OK	Removed
Assign Roles	Process	Tue Aug 31 09:56:11 EDT 2021 OK	OK	Completed

Manage Another User's Security Roles

Figure 103: DEP Security Suite Results

If you need to assign roles for additional users, press the **Manage Another User's Security Roles** button to return to Step 1.

2. The Manage Users Screen

When you are done assigning roles for users, you will need to log into the CLEAR application and assign those users to an organization. The exception is for Super Admin users as they do not need to be assigned an organization because, they have access to data for all organizations.

Part 2: Assigning the User Organization

After you assign a role to the user, if the user is not a Super Admin, the user will not have access to CLEAR until you go back to the application and assign an organization to that user.

Note: Users who have been assigned the Super Admin role in the DEP Security Portal will automatically be assigned the Super Admin role in CLEAR. Access does not have to be assigned in CLEAR using the Manage Users screen.

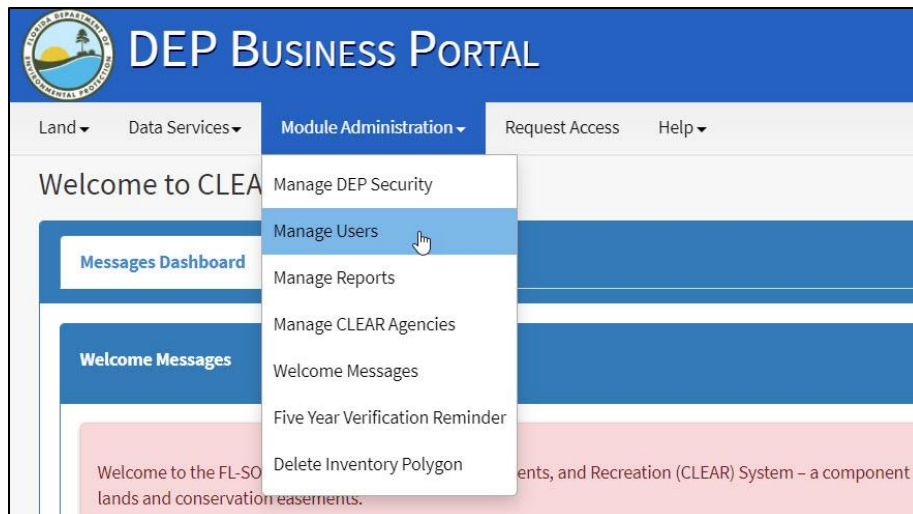


Figure 104: Navigating the Manage Users Screen

Clicking on Manage Users under the Module Administration menu option will display the Manage Users screen with the search criteria (Search Users block) displayed. This menu option is only available to users with the role of Super Admin.

 The image shows the 'Manage Users' screen. At the top, there's a breadcrumb trail: 'Home > Module Administration > Manage Users'. Below this, there's a blue header for the 'Search Users' section. The main content area contains several search criteria: 'User ID' with a text input field, 'Assigned Role' with a dropdown menu (Please Select), 'Organization Type' with a dropdown menu (Please Select), 'Organization' with a dropdown menu (Please Select), 'Status' with checkboxes for 'Active', 'Inactive', and 'Request Access', and 'Link/Unlink Access' with checkboxes for 'FNAI' and 'FORI'. At the bottom of the search criteria, there are two buttons: 'Search' and 'Reset'.

Figure 105: Manage Users Search Criteria

Searching for Users

In order to manage users, you must first find them. These instructions concentrate specifically on the use of the Search Users block of the Manage CLEAR Users screen. Please refer to the section, [Tips for Successful Searches](#), for additional instruction on using search criteria in general.

Use the following guidelines for completing the search criteria on the Manage LITS Users Screen. Once you have entered your search criteria, click the **Search** button or press the **Enter** key to perform the search.

- Use the Organization Type and Organization drop downs to search for users who have requested access or currently have access for a specific agency or organization. The Organization drop down will not be populated until an Organization Type has been selected. Once the Organization Type has been selected, the Organization drop down will be populated with the names of the organizations associated with the selected Organization Type.
- Use the Assigned Role drop down to search for users who have been assigned access for a specific role in the DEP Security Suite. This does not necessarily mean that the role has already been assigned in CLEAR. All CLEAR roles are displayed in the drop down.
- The Status field refers to the status of the User ID. Multiple statuses can be selected by clicking the desired checkboxes. The following User ID Statuses are available:
 - Active* – The User ID is currently active in the system. The associated user can log-in to the system and perform the activities associated with his/her role and organization. This defaulted value automatically checked when the screen is first opened.
 - Inactive* – The User ID is inactive in the system. The user may have requested access and it was denied or the user may have had access and it is no longer active. Users with inactive User IDs may also have a User ID under a different status. For example, if the user was given access to the system then changed his/her role or organization, the old access information will be displayed as having an inactive status and the new access information will be displayed as having active status.
 - Request Access* – A user has requested access and the User ID is waiting to be assigned or unassigned. When the User ID is assigned the User ID will become active. If the User ID is unassigned, the User ID will be inactivated. The next section describes the assign process in greater detail.

Manage User Search Results

After you enter the user search criteria, click on the **Search** button. This will display the Manage Users search results:

The screenshot shows the 'Manage Users' interface. At the top, there's a breadcrumb trail: Home > Module Administration > Manage Users. Below this is a 'Search Users' section with a blue header. The search criteria include: 'User ID' (text input), 'Assigned Role' (dropdown menu showing 'Edit Admin'), 'Organization Type' (dropdown menu showing 'Please Select'), 'Organization' (dropdown menu showing 'Please Select'), 'Status' (checkboxes for 'Active' (checked), 'Inactive', and 'Request Access'), and 'Link/Unlink Access' (checkboxes for 'FNAI' and 'FORI'). There are 'Search' and 'Reset' buttons. Below the search section is a table titled 'Manage Users' with the following data:

User ID	User Name	Requested Role	Assigned Role	Email	Organization Type	Organization	Status	FNAI Link/Unlink Access	FORI Link/Unlink Access	Inactive Date	User Action Icons
DURFEE_C	DURFEE_C	CLEAR_EDIT_AD...	CLEAR_SUPER_A...	Colleen.Durfee@...	Federal	US Forest Service	Active	N	N		
KERSHAW_L	KERSHAW_L	CLEAR_EDIT_AD...	CLEAR_EDIT_AD...	Laurie.Kershaw@...	County	Bradford	Active	N	N		
SEEMAKURTHY_S	SEEMAKURTHY_S	CLEAR_EDIT_AD...	CLEAR_EDIT_AD...	sudheer.seemak...	County	Calhoun	Active	N	N		

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 3 of 3'.

Figure 106: Manage Users Screen with Search Results









The search results include columns that should help you to find specific User ID within the search results. You can use the [column headings](#) to change the order in which the records are displayed and [page through the search results](#) as described in the [Tips for Successful Searches section](#) of this User Guide. If the search criterion does not match any Request Access records, the search results will contain the message “No record(s) found”.

Note: When you look at records for a user, the contents of the Assigned Role column will always indicate the role that the user currently has in the DEP Security Suite. This will be true even if the user has had different roles in the past.




The User Action Icons column will display the action icons that are available to you depending on the Status, Assigned Role (i.e., the role assigned in the DEP Security Portal) and Organization for the User ID as shown in the table below. User action icons were described in the [User Action Icons section](#) of this User Guide.

Table 12: Manage User Action Icons Based on User Status

User Action Icons when the requesting organization is a federal agency, county or municipality or the Florida Department of Transportation:

<i>Status</i>	<i>Assigned Role</i>	<i>User Action Icons</i>	
Request Access	{blank}	{none}	If the Assigned Role is blank, a role has not been defined in the DEP Security Portal. No User Action Icons will be displayed.
Request Access	View Only	 	
Request Access	Edit Admin	  	
Active	{blank}	{none}	The User ID was deleted from the DEP Security Portal before the User ID was inactivated. No User Action Icons will be displayed.
Active	View Only		
Active	Edit Admin	 	
Inactive	{blank}	{none}	Once the User ID has been unassigned, it cannot be reactivated. The user must request access. No User Action Icons will be displayed if the Status is 'Inactive'. If the Assigned Role is not blank, the User ID has been inactivated but the user has not been removed from the DEP Security Portal.

User Action Icons when the requesting organization is in LITS (i.e., a state agency other than the Florida Department of Transportation, a Community college, university or Water Management District) but the user does not have an active LITS User ID:

Request Access	{blank}	{none}	If the Assigned Role is blank, a role has not been defined in the DEP Security Portal. No User Action Icons will be displayed.
Request Access	View Only	 	
Active	View Only		

User Action Icon key:  – Assign  – Edit  – Inactivate

Note: Users with active LITS User IDs will automatically have 'View Only' access. Their User IDs are not managed in CLEAR and will not appear in the Manage Users search results.

The Edit action is only used to add or remove the FNAI Link/Unlink Access and FORI Link/Unlink Access described in the section, [Assigning FORI and FNAI Link/Unlink Access](#).

Assigning the Organization to a User

As described in the previous sections, the user role for the system is assigned in the DEP Security Suite. The user is assigned to the organization he or she requested in the Manage User Search Results of the Manage LITS User screen.

Typically, the Super Admin will search for users who have requested system access by searching for users with a Status of *Request Access*, but other search criteria may be used.

Once the user(s) requesting access are in the search results, click on the Assign action icon to provide access. The system will:

1. Assign the User ID to the organization that is identified in the Organization column.
2. Change the Status of the User ID to 'Active'.
3. Give the user access to the CLEAR application.
4. Update the User Action Icons in the search results grid as appropriate.

Once access is granted, requesting the user will receive an email with confirming FL-SOLARIS (LITS) access.

After the user has been provided access, if the user is going to be responsible for updating links between the land in CLEAR and FORI and/or FNAI information, you will need to edit the User ID record to add FORI Link/Unlink Access and/or FNAI Link/Unlink Access.

Assigning FORI and FNAI Link/Unlink Access

A select number of users will have the ability to link conservation land and conservation easements to records within the FORI and FNAI databases. These users will have edit access to the Recreation, FNAI Data and Location tabs on the Conservation Land and Conservation Easement screens.

Users with the Super Admin role automatically have the ability to link and unlink FORI and FNAI records from the conservation land and easement records in CLEAR. If required, Edit Admin users can be give the ability to link and unlink FORI records, FNAI records or both by setting the FNAI Link/Unlink Access and/or FORI Link/Unlink Access to 'Yes'.

Link/Unlink access is provided to Edit Admin users after they have been assigned access to CLEAR by clicking the Edit icon in the User Action Icons column. This will display the Edit Users block below the search results. The Edit Users block contains information for the User ID in read-only fields and check boxes for FNAI Link/Unlink Access and FOR Link/Unlink Access. These accesses are given by checking the checkbox for the desired access by clicking in the associated checkbox. If the checkbox is checked, the user will have access to the associated access. Save the changes to the Link/Unlink Access by clicking the **Update** button.

SEEMAKURTHY_S SEEMAKURTHY_S CLEAR_EDIT_AD CLEAR_SUPER_A studheer Seemak... County Calhoun Active View 1 - 8 of 8

Page 1 of 1

Edit Users

User ID: KERSHAW_L

Assigned Role: CLEAR_EDIT_ADMIN

Organization: Bradford

Status: Active

Perform Additional Operations: ☐ FNAI Link/Unlink Access ☐ FORI Link/Unlink Access

Update Reset

Figure 107: Mange Users Screen: Edit Users Block

Similarly, link/unlink access can be removed for a user by editing the user's User ID and unchecking the FORI Link/Unlink Access checkbox and/or the FNAI Link/Unlink Access checkbox.

Trouble Shooting User Access

You may encounter one of the following situations when you try to assign access for a user..

No Assign in the Action Column

If the Status is 'Assign' and the Assign action icon is not displayed in the User Action Icons column and, it is most likely because a User Role has not been assigned in the DEP Security Suite. You can verify that this is the case by checking the entry in the Assigned Role column. If the Assigned Role for the User ID is blank, the Assign action icon will not be displayed. Correct the problem by logging into the DEP Security Suite and assigning a role to the user.

Removing User Access

To remove a user's access to CLEAR, search for user in the Search User search criteria, then click the Inactivate action icon for that user.

When you click Inactivate for a User ID, the system will:

1. Change the status of the User ID to 'Inactive'.
2. Set the Inactive Date to today's date.
3. Send an email to the user indicating access has been removed for the User ID.

The Date Ended for will be displayed when 'Inactive' is selected in the Status drop down in the search criteria.

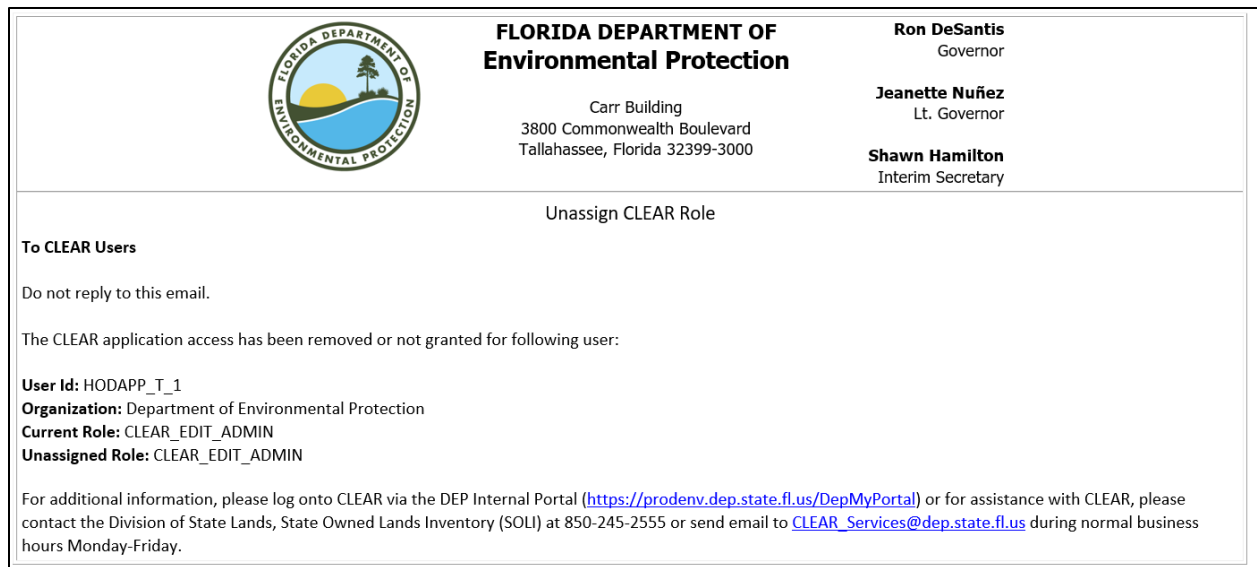


Figure 108: Email to an Unassigned User

After the user ID has been inactivated in the CLEAR application, go to DEP Security Suite to remove role. Please refer to [Assigning a Role to a User in the DEP Security Suite](#) if you need further instructions.

Managing Existing Users

This section describes various activities involved in the day-to-day management of user's once they have access to the CLEAR application. The following activities are covered:

- Changing access for an existing user.
- Determining when a user id was inactivated.

Changing Access for an Existing User

Should a user need to change access to the CLEAR application, as the CLEAR Administrator, you will need to:

1. Remove the user's access. (Please refer to [Removing User Access](#).)
2. Ask the user to Request Access. (Please refer to [Requesting Access to CLEAR](#)).
3. Give the user the access he or she requests. (Please refer to, [Assign Role to User DEP Security Portal](#) and [Assigning an Organization to a User](#))

Determining When a User ID was Inactivated

Should you need to determine when a User ID was inactivated, you can do so by checking the check box for the Inactive Status and clicking **Search**. (If the resulting Manage User search results list is too long, you may want to user all or part of the User ID instead.) The date that each User ID was made inactive will be shown in the Inactive Date column.

The contents of the Assigned Role column will always reflect the last role that the user was assigned. For example, if a user was assigned the View Only role and it was later changed to an Edit Admin role, both User ID records would be maintained in CLEAR for both the View Only Role and the Edit Admin role. However, the Assigned Role for both records for that user would be 'Edit Admin'.

3. The Manage Reports Screen

CLEAR Super Admins can create reports using report generating application such as Crystal Reports and make them available to users. The reports are available for use under the Data Services menu option, see the section [CLEAR Reports](#). The Manage Reports screen provides options to make a report available permanently, for a limited time frame (i.e., between two dates) or available only for users with a specified role (e.g., only available to Edit Admin users).

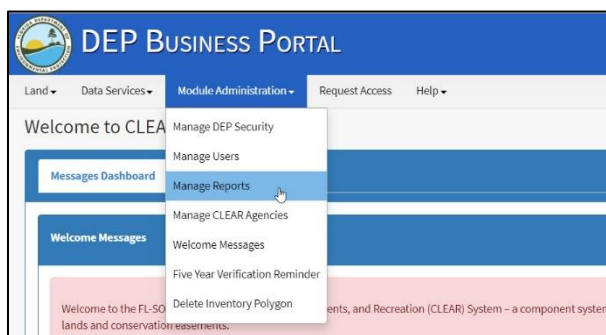


Figure 109: Navigating to the Manage Reports screen

The Manage Report screen has two sections:

- Search Reports – Used to manage existing reports in CLEAR.
- Create Report – Used to add new reports to CLEAR.

The screenshot displays the 'Manage Reports' interface. At the top, there is a breadcrumb trail: 'Home > Module Administration > Manage Reports'. Below this, the 'Search Reports' section contains several input fields: 'Application Role Name' (a dropdown menu with 'Please Select' as the selected option), 'Report Group Name' (a dropdown menu with 'Please Select' as the selected option), 'Report Name' (a text input field), 'Report Description' (a text input field), 'Begin Date From' (a date input field with a calendar icon), 'To' (a date input field with a calendar icon), 'End Date From' (a date input field with a calendar icon), and 'To' (a date input field with a calendar icon). Below these fields are 'Search' and 'Reset' buttons. A red callout box on the right side of the 'Search Reports' section states: 'Use the Search Reports block to search for reports that have already been added to CLEAR.'

Below the 'Search Reports' section is the 'Create Report' section. It starts with a note: 'Mandatory fields are marked with *'. The fields include: 'Application Role Name*' (a dropdown menu with 'Please Select' as the selected option), 'Report Group Name*' (a dropdown menu with 'Please Select' as the selected option), 'Report Name*' (a text input field), 'Report URL*' (a text input field), 'Report Description*' (a text input field), and 'Begin Date*' (a date input field with a calendar icon). Below these fields are 'Create' and 'Reset' buttons. A red callout box on the right side of the 'Create Report' section states: 'Use the Create Report block to make a new report available in CLEAR.'

Figure 110: The Manage Reports Screen

Adding a Report to CLEAR

For the report to be made available in CLEAR it must be created and be made available in the report generating software. For example, a Crystal Report must be created and defined in the DEP Crystal Reports Portal. Reports may be created using data from the CLEAR, LITS and/or FITS FL-SOLARIS component systems. Once the report is created, the Manage Reports screen is used to make it available to CLEAR users.

Reports are added to CLEAR in the Create Report section, located at the bottom of the Manage Reports screen.

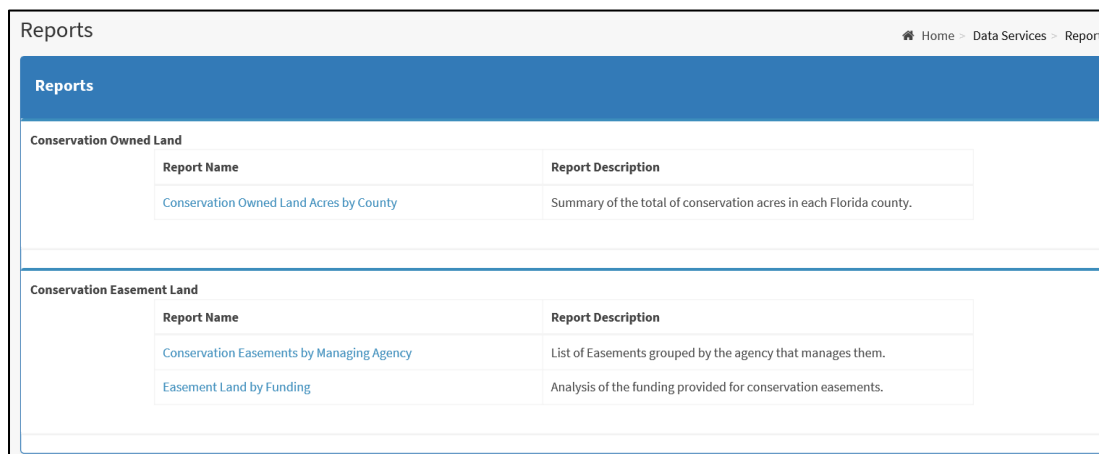
This screenshot shows a close-up of the 'Create Report' section of the 'Manage Reports' screen. It includes the same fields as Figure 110: 'Application Role Name*' (dropdown), 'Report Group Name*' (dropdown), 'Report Name*' (text input), 'Report URL*' (text input), 'Report Description*' (text input), and 'Begin Date*' (date input with calendar icon). The 'Create' and 'Reset' buttons are also visible at the bottom of the section.

Figure 111: The Manage Reports Screen: Create Report Block

The following information must be entered to make a report available in CLEAR:

Application Role Name: Select the user role(s) that may use the report in the drop down.

Report Group Name: Used to group the reports on the CLEAR Reports screen by Conservation Owned Land or Conservation Easement Land as shown in following figure.



Reports	
Conservation Owned Land	
Report Name	Report Description
Conservation Owned Land Acres by County	Summary of the total of conservation acres in each Florida county.
Conservation Easement Land	
Report Name	Report Description
Conservation Easements by Managing Agency	List of Easements grouped by the agency that manages them.
Easement Land by Funding	Analysis of the funding provided for conservation easements.

Figure 112: Example: The Report Screen with Reports Grouped by Report Group Name

Report Name: Name of report that will be displayed on the CLEAR Report Screen as shown in the preceding figure.

Report URL: The Uniform Resource Locator (URL) or web address where the report is stored.

Report Description: Description of the report that will be displayed on the CLEAR Report Screen as shown in the preceding figure.

Begin and End Dates: The dates that the report should be available on the CLEAR Reports screen. Reports will be available on or after the Begin Date and on or before the End Date. This capability allows you to set a report up for use in the future by setting the Begin Date for a future date. Once the report has been added to CLEAR, you will need to edit the report information (see the next section, Managing Existing Reports to set the End Date.

After the fields have been completed, click the **Create** button to add the report to CLEAR and make it available to the CLEAR Reports screen. A message will be displayed indicating that the report was successfully added to CLEAR.

Managing Existing Reports

Reports that have been defined in CLEAR are managed using the Search Reports block of the Manage Report screen. This block is used to search for and view information about a report after it has been added to CLEAR and to change the information about the report. If you wish to add an End Date to the report, you will need to edit the report information.

You may view information about report(s) entering search criteria that will match the report in the Search Reports block. A description of the fields has been provided in the preceding section, Adding a Report to CLEAR.

A note on searching for reports:

- Use of the Begin and End Dates in the search criteria follow the business rules described in the section, [Searching on Date Ranges and Numeric Ranges](#).

After the search criteria has been entered, click the **Search** button. The Manage Reports grid will be displayed and contain a list of reports that match the search criteria. The grid will include columns of information about the report. See the previous section for a description of the information in these columns.

The screenshot shows the 'Manage Reports' screen. At the top, there's a breadcrumb trail: Home > Module Administration > Manage Reports. Below this is the 'Search Reports' block, which contains several input fields: 'Application Role Name' (set to 'Super Admin'), 'Report Group Name' (set to 'Conservation Owned Land'), 'Report Name', 'Report Description', 'Begin Date From' (07/31/2017), 'Begin Date To', 'End Date From', and 'End Date To'. There are 'Search' and 'Reset' buttons at the bottom of this block. Below the search block is a table titled 'Manage Reports' with the following columns: Report Group Name, Report Name, Report Description, Report URL, Begin Date, End Date, Assigned Role, and User Action Icons. The table contains two rows of data. Below the table, there's a 'Create Report' block with an 'Application Role Name' field (marked as mandatory) and a dropdown menu showing 'All selected (3)'.

Report Group Name	Report Name	Report Description	Report URL	Begin Date	End Date	Assigned Role	User Action Icons
Conservation Owned Land	Conservation Owned Land Acres by Co...	Summary of the total of conservation acres in each Florida county.	http://www.crystalreports/Conservati...	08/01/2017		Super Admin,View Only	
Conservation Owned Land	Conservation Land Expenditure by Fundi...	Funds spent on the acquisition of conservation land categorized an...	http://www.crystalreports/Conservati...	08/03/2017		Edit Admin,Super Admin,View Only	

Figure 113: The Manage Report Screen: Search Reports Block with Search Results

The last column will be the User Action Icons column, which will contain the Edit action icon. When you click on the Edit action icon for a report, the Create Report block will be replaced with the Edit Report block. Fields in the Edit Report block will be populated with the report data. The Edit Report block also contains the End Date field.

Manage Reports

Report Group Name	Report Name	Report Description	Report URL	Begin Date	End Date	Assigned Role	User Action Icons
Conservation Owned Land	Conservation Owned Land Acres by Co...	Summary of the total of conservation acres in each Florida county.	http://www .crystalreports/Conservati...	08/01/2017		Super Admin,View Only	✕
Conservation Owned Land	Conservation Land Expenditure by Fundi...	Funds spent on the acquisition of conservation land categorized an...	http://www .crystalreports/Conservati...	08/03/2017		Edit Admin,Super Admin,View Only	✕

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Mandatory fields are marked with *

Edit Reports

Application Role Name: Super Admin, View Only

Report Group Name: Conservation Owned Land

Report Name: Conservation Owned Land Acres by County

Report URL: http://www .crystalreports/Conservation_Land_Acres_County

Report Description: Summary of the total of conservation acres in each Florida county.

Begin Date: 08/01/2017

End Date:

Update Reset Return To Create

Figure 114: The Manage Report Screen: Edit Reports Block

The End Date is the date after which the report will no longer be available on CLEAR Reports screen. Reports are added CLEAR without an End Date. If there is no End Date the report will be always be available. Entering an End Date will remove the report from the CLEAR Reports screen after that date.

Change the data and enter an End Date, if required. When you are done making changes click the **Update** button. This will save your changes, update the contents of the Manage Reports grid, and replace the Edit Report block with the Create Report block.

Should you decide that you do not want to edit the information about a report and want to create a new report instead, you may click on the **Return to Create** button. This will replace the Edit Report block with the Create Report block without making any changes to the message.

4. The Manage CLEAR Agencies Screen

The Manage CLEAR Agencies screen is used by Super Admins to maintain the contents of the Agency and Organization Name drop downs within CLEAR. Agencies and organizations (referred to as agencies for the remainder of this section) may be set up to be included in or removed from the drop downs after a given date.

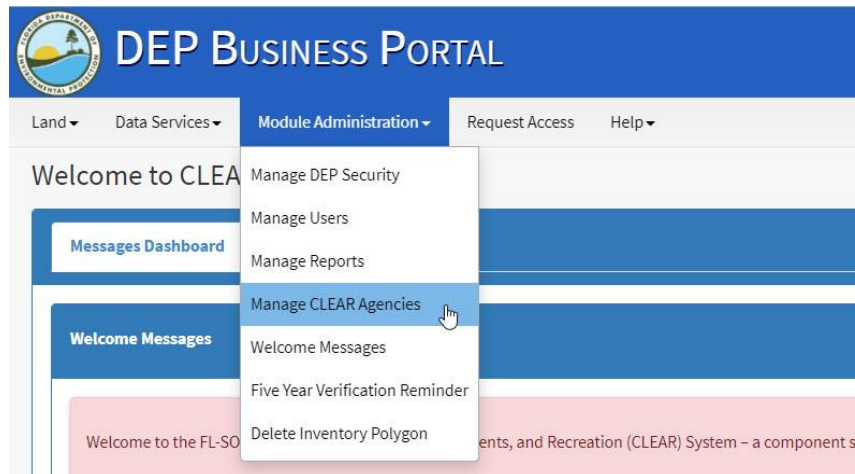


Figure 115: Navigating to the Manage CLEAR Agencies Screen

The Manage CLEAR Agencies screen has two blocks:

- Search CLEAR Agencies – Used to manage the list of existing agencies.
- Create CLEAR Agencies – Used to define new agencies.

 The image displays the 'Manage CLEAR Agencies' screen. It is divided into two main sections. The top section, titled 'Search CLEAR Agencies', contains several input fields: 'Organization Type' (a dropdown menu), 'Organization Name' (a dropdown menu), 'Organization Short Name' (a text field), 'Business Name' (a text field), 'Organization ID' (a text field), 'Begin Date From' and 'To' (date pickers), 'End Date From' and 'To' (date pickers), 'Owned Lands Verified' (radio buttons for Yes/No), and 'Essement Lands Verified' (radio buttons for Yes/No). A red callout box on the right side of this section says 'Use the Search CLEAR Agencies block to search for agencies that are currently in CLEAR.' Below the search fields are 'Search' and 'Reset' buttons. The bottom section, titled 'Create CLEAR Agencies', has a note 'Mandatory fields are marked with *'. It includes input fields for 'Organization Type*' (dropdown), 'Organization Name*' (text), 'Organization Short Name*' (text), 'Business Name*' (text), and 'Begin Date*' (date picker). A red callout box on the right side of this section says 'Use the Create CLEAR Agencies block to add a new agency in CLEAR.' Below the create fields are 'Create' and 'Reset' buttons.

Figure 116: The Manage CLEAR Agencies Screen

Managing Existing Agencies

Existing agencies in CLEAR may be updated or removed from the drop downs by searching for the agency in the Search CLEAR Agencies block at the top of the Manage CLEAR Agencies screen then editing the information for that agency.

Enter search criteria that will match the agency in the Search CLEAR Agencies block of the screen. A description of most of the fields has been provided in the preceding section, Defining a New Agency. The following fields are new to existing agencies:

A few notes on searching for Agencies:

- The End Date is the date that CLEAR removed or will remove the agency from the drop downs on the CLEAR screens.
- The Organization ID is an internal identifier generated by the CLEAR system when the agency is created.
- Use of the Begin and End Dates in the search criteria follow the business rules described in the section, [Searching on Date Ranges and Numeric Ranges](#).

After the search criteria has been entered, click the **Search** button. The Manage CLEAR Agencies grid will be displayed and contain a list of agencies that match the search criteria. The grid will include the columns for each of the data fields in the search criteria.

The screenshot shows the 'Manage CLEAR Agencies' interface. At the top, there's a 'Search CLEAR Agencies' section with various input fields: Organization Type (set to 'Federal'), Organization Name (a dropdown), Organization Short Name, Business Name, Organization ID, Begin Date From/To, End Date From/To, Owned Lands Verified (radio buttons), and Easement Lands Verified (radio buttons). Below these fields are 'Search' and 'Clear' buttons. The main part of the screen is a table titled 'Manage CLEAR Agencies' displaying search results. The table has columns for Organization Type, Organization Name, Organization Short Name, Business Name, Organization ID, Begin Date, End Date, Owned Lands Verified, Easement Lands Verified, and User Action Icons. The results list various federal agencies like National Aeronautics and Space Administration, National Park Service, US Bureau of Indian Affairs, etc.

Organization Type	Organization Name	Organization Short Name	Business Name	Organization ID	Begin Date	End Date	Owned Lands Verified	Easement Lands Verified	User Action Icons
Federal	National Aeronautics and Space Administration	NASA	NASA	F11	01/16/2018		N		[Edit]
Federal	National Park Service	NPS	National Park Service	F2	09/07/2017		Y	Y	[Edit]
Federal	US Bureau of Indian Affairs	US BIA		F6	01/12/2018		N		[Edit]
Federal	US Bureau of Land Management	USBLM	US Bureau of Land Management	F5	08/07/2017		Y	Y	[Edit]
Federal	US Coast Guard	USCG		F9	01/12/2018		N	N	[Edit]
Federal	US DOD Air Force	US DOD Air Force		F8	01/12/2018		Y	Y	[Edit]
Federal	US DOD Army Corps of Engineers	USACE		F10	01/12/2018		N	N	[Edit]
Federal	US DOD Navy	US DOD Navy		F7	01/12/2018		Y	Y	[Edit]
Federal	US Fish & Wildlife Service	USFWS	US Fish & Wildlife Service	F3	09/07/2017		Y	Y	[Edit]
Federal	US Forest Service	USFS	US Forest Service	F4	09/07/2017		N	N	[Edit]
Federal	USGS NMFS	USGS NMFS	USGS NMFS	F12	09/07/2017		Y	Y	[Edit]

Figure 117: The Manage CLEAR Agencies Screen: Search Reports Block with Search Results

The last column, User Action Icons, contains the Edit action icon. When you click on the Edit action icon for an agency, the Manage CLEAR Agencies block will be replaced with the Edit CLEAR Agencies block. Fields in the Edit CLEAR Agencies block will be populated with information about the selected agency. You may change the data as required.

A few notes about changing CLEAR agency data:

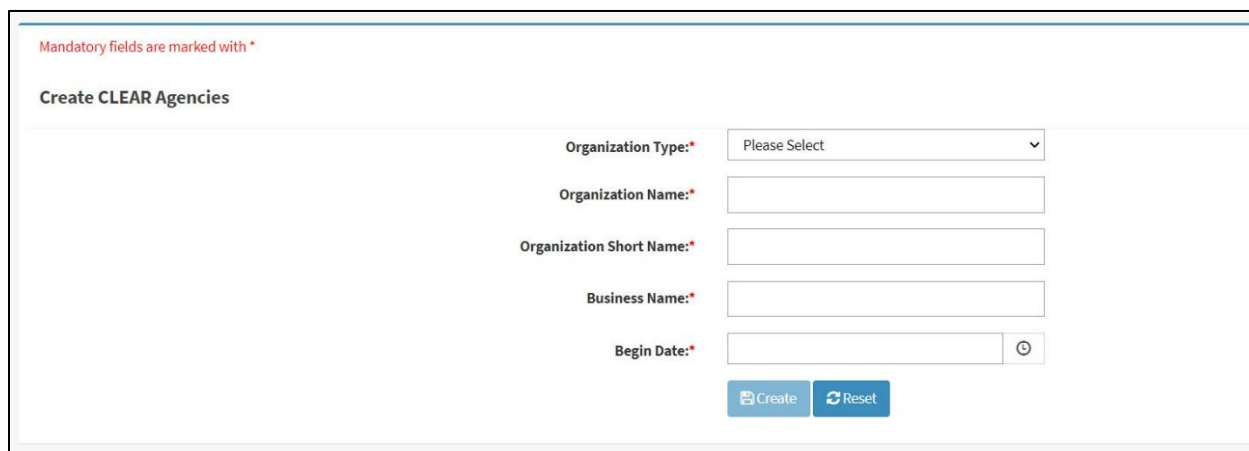
- Enter the End Date to remove an agency from the drop downs.
- Changes to an agency name will be reflected in all land and easements within CLEAR.
- Organization Names and Short Names must be unique within CLEAR.

When you are done making changes click the **Update** button. This will save your changes, update the contents of the Manage CLEAR Agencies grid, and replace the Edit CLEAR Agencies block with the Create CLEAR Agencies block. Changes to the contents of the Agency and Organization drop downs within CLEAR will be reflected immediately.

Should you decide that you do not want to edit the agency information and want to create a new agency instead, you may click on the **Return to Create** button. This will replace the Edit CLEAR Agencies block with the Create CLEAR Agencies block without making any changes to the agency information.

Defining a New Agency

New agencies are defined in the Create CLEAR Agencies block, located at the bottom of the Manage CLEAR Agencies screen.



Mandatory fields are marked with *

Create CLEAR Agencies

Organization Type:* Please Select

Organization Name:*

Organization Short Name:*

Business Name:*

Begin Date:*

Create Reset

Figure 118: The Manage CLEAR Agencies screen: Create CLEAR Agencies Block

The following information must be entered to create a new agency in CLEAR:

Organization Type: The category for the agency to be added. Select one of the Organization Types in the drop down.

Organization Name: The full name of the organization. This name must be unique within CLEAR.

Organization Short Name: The acronym or abbreviation for the organization. This name must be unique within CLEAR.

Business Name: Typically the full name of the Organization. Or any other name the agency goes by. This name must be unique within CLEAR.

Begin Date: The date that CLEAR should start including the agency in the drop downs on the CLEAR screens. An agency may be defined to take effect in the future by setting the Begin Date for a future date. The Begin Date is required.

After the fields have been completed, click the **Create** button to add the new agency to CLEAR. A message will be displayed indicating that the agency has been added.

If the Begin Date is not in the future, the agency will be included in the Organization Name drop downs when the associated Organization Type is displayed.

5. The Welcome Messages Screen

The Welcome Messages screen is used by Super Admins to manage the messages that are displayed on the Welcome screen that users encounter when they first log in to CLEAR. Messages may be set up to be displayed for a limited timeframe (e.g., between two dates) or only displayed for users with a specified role (e.g., only displayed for Edit Admin users).

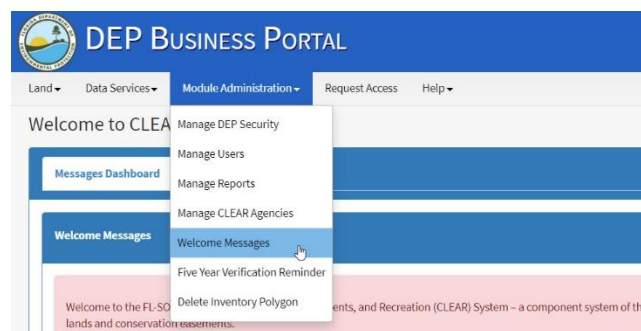


Figure 119: Navigating to the Welcome Messages screen

The Welcome Messages screen has four blocks:

- **Search Welcome Messages** – This is a collapsible search that allows you to search for specific welcome messages using specific attributes.
- **Welcome Messages Grid**- By default, displays all welcome messages in CLEAR or specific searches when performed
- **Create Welcome Message** – Used to set up new messages for display on the Welcome screen.

- Priority- Used to show the levels of priorities that can be applied to welcome messages and the color associated with each priority.

Manage Welcome Messages

Table:

Welcome Message	Priority	Begin Date	End Date	Message Only To	User Action Icons
Welcome to the FL SOLARIS Conservation Lands, Easements, and Records (CLEAR) System - a component system of the Florida State Owned Lands and Records Information System (FL SOLARIS). The following screens provide the capability to view, create, and edit records for federal and local government conservation lands and conservation easements.	1	09/07/2017		Super Admin, Edit Admin, View Only	
Please note: Users that already have Access to CLEAR, including LTS users who automatically have "View Only" access to CLEAR, do not need to Request Access again. You should use the toolbar above to perform these functions available to your user role.	3	05/03/2018		Super Admin, Edit Admin	
Final correspondence are continuously being used to achieve CLEAR "Edit Admin" users to complete the initial data verification process. We still have many organizations that still need to complete this initial data verification. Please make sure to review and verify your data and make any updates or edits as needed. Once completed and verified, you can email the CLEAR Administrator at CLEAR_administrator@fldnr.com to allow that your data has been verified.	5	08/01/2018		Super Admin, Edit Admin	
You can also select "Data Verification" from the above "Data Services" dropdown menu. From here you can choose your organization information and select both lands and easements (separate entry) to verify them both. Please note, you must verify both to mark your data verification as complete.	7	09/11/2019		Super Admin, Edit Admin	
Please note: If your organization does not currently have any data to report in CLEAR, please make sure you still complete the initial data verification for both lands and easements. Please verify verification of this data will begin in Jan 2022. A reminder will be sent when this is ready to be completed.	10	10/03/2017	03/08/2018	Super Admin, Edit Admin, View Only	
Tip: To easily access and view your current data, please use "Data Services" on the Menu Bar and select "Data Refreshment" to download a Microsoft Excel formatted (.xlsx) file containing your current data for Conservation, General Lands and Conservation Easements.	10	12/21/2017	01/29/2020	Super Admin, Edit Admin	

Create Welcome Message

Form Fields:

- Welcome Message:
- Priority:
- Begin Date:
- End Date:
- Message Only To: ☐ Super Admin ☐ Edit Admin ☐ View Only

Buttons: Create, Reset

Legend: Priority: 1-2 (red), 3-4 (yellow), 5-6 (green), 7-8 (blue), 9-10 (grey)

Figure 120: The Manage Welcome Messages Screen

Setting up a New Welcome Message

CLEAR Welcome screen messages are created in the Create Welcome Message block, located at the bottom of the Welcome Messages screen.

Create Welcome Message

Form Fields:

- Welcome Message:
- Priority:
- Begin Date:
- End Date:
- Message Only To: ☐ Super Admin ☐ Edit Admin ☐ View Only

Buttons: Create, Reset

Legend: Priority: 1-2 (red), 3-4 (yellow), 5-6 (green), 7-8 (blue), 9-10 (grey)

Figure 121: The Welcome Message screen: Create Welcome Message Block/Priority Block

The following information must be entered to make a welcome message available in CLEAR:

Welcome Message: The full message that will be displayed on the Welcome screen.

Priority: Applies a color and order of which the messages will appear on the Welcome screen.

Begin Date: The date that CLEAR will start displaying the message on the Welcome screen. You may define a message to be displayed in the future by setting the Begin Date for a future date. The Begin Date is required.

End Date: Messages will be displayed until after the date specified by the End Date. If no End Date is provided, the message will be displayed indefinitely.

Message Only To: Select the checkboxes for the user role(s) for whom the message should be displayed. If no user roles are selected, the message will be displayed for all users.

After the fields have been completed, click the **Create** button to add the message to CLEAR. A message indicating that the message was successfully created will be displayed. The new message will be included in the Welcome Messages grid.

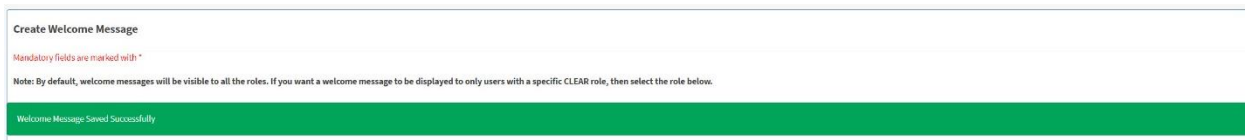


Figure 122: The Welcome Message Screen After a Message has been Created

If the Begin Date is not in the future, the message will be displayed on the Welcome screen immediately for all users or for the users with whose roles were specified in the 'Message Only To' field.

Managing Existing Welcome Messages

Using the Search Welcome Messages Block allows you to search specific attributes for a particular message. This search box is collapsed by default. By clicking the arrow to the side, you can expand this search block.

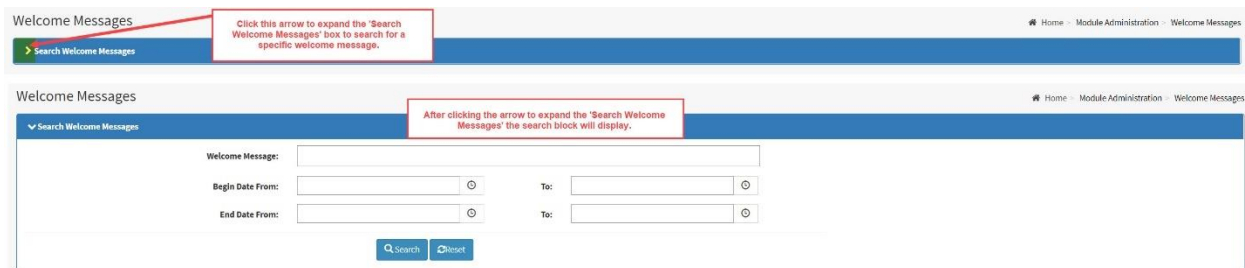


Figure 123: The Welcome Message Screen: Search Welcome Message Block

All welcome messages in CLEAR can be viewed and edited in the Welcome Messages grid below the Search Welcome Messages block. If no search is conducted, all welcome messages in CLEAR will be displayed. The grid will include the columns for each of the data fields that were

Search Welcome Message					
Welcome Messages					
Welcome Message					
Priority	Begin Date	End Date	Message (Only For ...)	User Action Items	
Welcome to the FUSQLARS Conservation Lands, Easements, and Recreation (CLEAR) System – a component system of the Florida State Owned Lands and Records Information System (FUSQLARS). The following screens provide the capability to view, create, and edit records for federal and local government conservation lands and conservation easements.					
1	09/07/2017		Super Admin, Edit Admin, View Only		
Please note: Users that already have access to CLEAR, including LTR users who automatically have "View Only" access to CLEAR, do not need to Request Access again. You should use the toolbar above to perform these functions available to your user role.					
Full correspondence are automatically being created to create CLEAR "Sub-admin" users to complete the initial data verification process. We will have many pages between that will need to complete this initial data verification. Please make sure to review and verify your data and make any updates or edits as needed. Once completed and verified, you can email the CLEAR sub-administrator to complete this CLEAR Sub-admin setup so that they can then take their work off.					
2	05/06/2018		Super Admins, Edit Admins		
You are due to take this workflow through the initial "Data Verification" steps from now. From here you can choose your organization information and select which lands and easements (optional) to verify them both. Please note: you are not really locked into your data verification to complete.					
Please note: If your organization does not currently have any data entered in CLEAR, please make sure you still complete the initial data verification for both lands and easements. The user verification step will end on Sept 1st at 12:00 PM. After that date we can use when this is ready to be completed.					
Fig. 1: Newly created and view your current data. Please enter your "Link between" in the Menu bar and select "View Information" to download a Microsoft Excel Formatted (.xlsx) file concerning your current data for Conservation Development Lands and Conservation Easements.					
3	06/01/2018		Super Admins, Edit Admins		
The files are downloaded from the "Data Verification" screen and are in the proper format for uploading any Conservation Development Lands and Conservation Easement data on the following upcoming screen found on the "Land" dropdown on the menu bar. The records in this file may be edited to change the data in the columns of missing records and to add new rows of data for records to be added to CLEAR.					
The primary contact we will be changing, please make sure to email the CLEAR administrator at CLEAR.Support@fla.gov so that we can update this information. Email address are only able to be used once in the DEP Security Policy, and we must make sure that the previous contact number changes to the information if the same email will need to be used for the new primary contact.					
4	08/01/2019		Super Admins, Edit Admins		
Please note: Users that already have access to CLEAR, including LTR users who automatically have "View Only" access to CLEAR, do not need to Request Access again. You should use the toolbar above to perform these functions available to your user role.					
5	12/21/2017	01/28/2020	Super Admin, Edit Admin		
We are still working to verify those organizations who have not confirmed their primary contacts for CLEAR and granting the necessary access to the CLEAR system so that the initial data verification can be completed.					

If a search is conducted, the Welcome Messages grid will contain a list of messages that match the search criteria only.

Welcome Messages

Home
Modular Administration
Welcome Messages

Search Welcome Messages

Welcome Message:

Begin Date From:

End Date From:

To:

Welcome Messages

Welcome Message:

Priority:
10

Begin Date:
16/05/2017

End Date:
05/05/2018

Message Only To:
Super Admin, Edit Admin, View Only

User Action Icons

Please note: Users that already have Access to CLEAR, including LTS users who automatically have 'View Only' access to CLEAR, do not need to Request Access again. You should see the toolbar above to perform those functions available to your user role.

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The last column, User Action Icons, contains the Edit action icon. When you click on the Edit action icon for a message, the Create Welcome Message block will be replaced with the Edit Welcome Message block. Fields in the Edit Welcome Message block will be populated with the full message text and information about when the message will be displayed and to whom. You may change the data as required. When you are done making changes click the **Update** button. This will save your changes, update the contents of the Welcome Messages grid, and replace the Edit Welcome Message block with the Create Welcome Message block. Changes to the messages displayed on the Welcome screen will be reflected immediately.

Figure 126: The Welcome Message Screen: Edit

Should you decide that you do not want to edit the message and want to create a new message instead, you may click on the **Return to Create** button. This will replace the Edit Welcome Message block with the Create Welcome Message block without making any changes to the message.

The last block contains the Priority levels that are applied to each welcome message. Each priority level has a color attributed to it. This will indicate the order in which welcome messages are displayed on the main Welcome Message Screen for users.

Figure 127: The Welcome Message Screen: Priority Key

6. The Five Year Verification Reminder Screen

By statute, the land and easement data in CLEAR must be verified and updated, if necessary, every five years. All Organizations data will be put back into an 'Un-Verified' status on June 30th. At the end of the five-year period, CLEAR Administrators will use the [Welcome Messages screen](#) to post messages on the Welcome screen and send Edit Admin users email messages to remind them that it is time to verify the data. The Five Year Verification screen facilitates sending the email by maintaining an email that is easily modified and sent to all users with an active Edit Admin role.



Figure 128: Navigating to the Five Year Verification Reminder Screen

Send the five-year verification reminder email from the Five Year Verification screen by updating or entering the email content in the Message field, then clicking the **Send Email** button. The email will be immediately sent to all CLEAR users with an active Edit Admin role. These emails will be sent from the CLEAR_Services email box.

Five Year Verification Reminder

Home > Module Administration > Five Year Verification Reminder

Five Year Verification Reminder

Mandatory fields are marked with *

This screen will be used to send a reminder email to all users with the CLEAR Edit-Admin role that the 5-year data verification deadline is approaching.

Message:*

Thank you for helping us meet the requirements of Florida Statute 253.87 (1) and (2). Per the language in that statute, it is necessary to verify the data every five (5) years. That deadline is now approaching. Please log in to the Conservation Lands, Easements, and Recreation (CLEAR) system and verify that the conservation land and easements for your organization is up to date.

A link to the CLEAR system is here.


If you have any questions or concerns, please use the CLEAR contact us screen or contact {name} at {phone} or {email address}.

Thank you for your assistance.

The Florida Department of Environmental Protection

Send Email

Figure 129: The Five Year Verification Reminder Screen with a Sample Email Message

 **FLORIDA DEPARTMENT OF
Environmental Protection**

Carr Building
3800 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Interim Secretary

CLEAR Verification Reminder

Thank you for helping us meet the requirements of Florida Statute 253.87 (1) and (2). Per the language in that statute, it is necessary to verify the data every five (5) years. That deadline is now approaching. Please log in to the Conservation Lands, Easements and Recreation (CLEAR) system and verify that the conservation land and easements for your organization is up to date.

A link to the CLEAR system is here.

If you have any questions or concerns, please use the CLEAR Contact Us screen or contact {name} at {phone} or {email address}.

Thank you for your assistance.

For additional information, please log onto CLEAR via the DEP Internal Portal (<http://prodenv.dep.state.fl.us/DepMyPortal>) or for assistance with CLEAR, please contact the Division of State Lands, State Owned Lands Inventory (SOLI) at 850-245-2555 or send email to CLEAR_Services@dep.state.fl.us during normal business hours Monday-Friday.

Figure 130: Sample of the Five Year Verification Email

7. The Delete Inventory Polygon Screen

The CLEAR Delete Inventory Polygons screen allows administrators to permanently delete all GIS polygons with an associated CLEAR record. This function only works on records that are not imported from LITS and should only be used as a last resort to deal with very specific situations, such as removing erroneously uploaded polygons for records with no available GIS data to replace the incorrect geometry or removing polygons with invalid geometry causing display issues. This function should not be used in place of record deactivation, which will preserve a hidden copy of the GIS data.

Delete Polygon Inventory

Home > Module Administration > Delete Polygon Inventory

Search Conservation Land

Land Type: ☐ Owned Land ☒ Easement Land

Conservation Land ID:

Conservation Easement ID	Grantee Name	Internal ID	Location Name	Acres	Inventory Status	Mitigation Status	County Name	User Action Icons
CE14	Alachua County	Alachua_Co_2...	Lochloosa Creek-Higginbotham ...	286.50	Yes	No		

Page 1 of 1 View 1 - 1 of 1

Figure 131: The Delete Inventory Polygon Screen

Once either owned land or easement land is selected and a Conservation Land ID is input the search box will generate a result with an additional user action icon. Clicking this icon will prompt a message box where a comment must be input to finalize the deletion of **all** GIS data associated with the selected record.

Warning!

The selected Easement Land record will have all GIS polygons deleted. Add a reason for the polygon deletion in the comment field below.

Do you wish to continue?

Figure 132: The Final Warning Message Box

B. CLEAR Background Processes

Several background processes, referred to as ‘scripts’ run behind the scenes of the CLEAR system. These scripts perform various functions as summarized in the following table.

CLEAR Background Processes		
<i>Script Name</i>	<i>Purpose</i>	<i>Run Time</i>
FORI Data Link Script	Performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the Florida Outdoor Resources Inventory (FORI) recreation points in the FORI database in order to link the conservation land and easements in CLEAR with the FORI recreation points. These links are used to populate the content of the Recreational Tabs for the Conservation Owned Land and Conservation Easements.	Daily at 5:00 a.m.
FNAI Data Link Script	Performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the polygons in the Florida Natural Areas Inventory (FNAI) database in order to link the conservation land and easements in CLEAR with the conservation land information maintained by FNAI. These links are used to populate the content of the FNAI Tabs for the Conservation Owned Land and Conservation Easements.	Daily at 5:00 a.m.
PLI Data Update Script	The PLI Data Link nightly script performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the polygons in the Public Land Inventory (PLI) database in order to populate the Recording/Closing Information fields in the CLEAR conservation land and easements records with data maintained by the Florida Department of Revenue.	Daily at 5:00 a.m.
Daily Extraction Script	Captures “snapshots” of the conservation land and easements in CLEAR and the owned conservation land in LITS and (otherwise occupied) conservation easements in LITS and stores them for use by the ‘All Data’ option on the CLEAR Data Extraction screen .	Daily at 5:00 a.m.
CLEAR GIS Layers Script	Creates the GIS layers, CLEAR_CONSERVATION_OWNED_LAYER and CLEAR_CONSERVATION_EASEMENT_LAYER.	Daily at 5:00 a.m.

Figure 133: CLEAR Background Processes

Each of these scripts is discussed in more detail in the following sections.

1. FORI Data Link Script

The FORI Data Link script performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the Florida Outdoor Resources Inventory (FORI) recreation points in the FORI database in order to link the conservation land and easements in CLEAR with the FORI recreation points. These links are used to populate the content of the Recreational Tabs for the Conservation Owned Land and Conservation Easements.

Each night the script identifies the conservation land or easement polygons in LITS and CLEAR that have been modified since the last time the script ran.

After identifying the polygons to be analyzed, the script performs an overlay analysis to determine the intersection between the LITS and CLEAR conservation owned or easement polygons and FORI Points as follows:

1. For State Conservation Owned lands, the overlay analysis is performed using the LITS State Conservation Land Layer and FORI points in the database to determine linkage between FORI Points and LITS State Conservation Lands layer.
2. For Federal, County, Municipal and FDOT conservation owned land, the overlay analysis is performed using the CLEAR Conservation Owned Lands layer and FORI points in the database to determine linkage between FORI Points and CLEAR Conservation Lands.
3. For State Conservation Easement lands, the overlay analysis is performed using the LITS Otherwise Occupied Conservation Easement layer and FORI points in the database to determine linkage between FORI Points and LITS Otherwise Occupied Conservation Easement.
4. For Federal, County, Municipal and FDOT Conservation Easement lands, the overlay analysis is performed using the CLEAR Conservation Easement layer and FORI points in the database to determine linkage between FORI Points and CLEAR Conservation Easement.

During the process, the script checks to ensure that no duplicate links between FORI and CLEAR data are created. Intersecting FORI fields are stored with the Conservation Land and Easement Inventory records. An automated connection indicator is maintained with these records and is set to 'Y' when the link is made indicating that the link is maintained by the automated process.

2. FNAI Data Link Script

The FNAI Data Link nightly script performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the polygons in the Florida Natural Areas Inventory (FNAI) database to link the conservation land and easements in CLEAR with the conservation land information maintained by FNAI. These links are used to populate the content of the FNAI Tabs for the Conservation Owned Land and Conservation Easements.

Each night the script identifies the conservation land or easement polygons in LITS and CLEAR that have been modified since the last time the script ran.

After identifying the polygons to be analyzed, the script performs an overlay analysis to determine the intersection between the LITS and CLEAR conservation owned or easement polygons and FNAI polygons as follows:

1. For State Conservation Owned lands, the overlay analysis is performed using the LITS State Conservation Land Layer and FNAI Conservation Lands layer to determine linkage between FNAI Conservation Lands (Managed Areas) and LITS State Conservation Lands layer.
2. For Federal, County, Municipal and FDOT conservation owned land, the overlay analysis is performed using the CLEAR Conservation Owned Lands layer and FNAI Conservation Lands layer to determine linkage between FNAI Conservation Lands (Managed Areas) and CLEAR Conservation Owned Lands layer.
3. For State Conservation Easement lands, the overlay analysis is performed using the LITS Otherwise Occupied Conservation Easement layer and FNAI Conservation Lands layer to determine linkage between FNAI Conservation Lands (Managed Areas) and LITS Otherwise Occupied Conservation Easement.
4. For Federal, County, Municipal and FDOT Conservation Easement lands, the overlay analysis is performed using the CLEAR Conservation Easement layer and FNAI Conservation Lands layer to determine linkage between FNAI Conservation Lands (Managed Areas) and CLEAR Conservation Easement.

During the process, the script checks to ensure that no duplicate links between FNAI and CLEAR data are created. The Managed Area ID(s) for intersecting FNAI polygon(s) are stored with the Conservation Land and Easement Inventory records. An automated connection indicator is maintained with these records and is set to 'Y' when the link is made indicating that the link is maintained by the automated process.

3. PLI Data Update Script

The PLI Data Link nightly script performs a spatial analysis between the LITS and CLEAR conservation land and easement polygons and the polygons in the Public Land Inventory (PLI) database in order to populate the Recording/Closing Information (i.e., County ID, County Name and County Tax Parcel ID fields) in CLEAR conservation land and easements records with data maintained by the Florida Department of Revenue.

Each night the script identifies the conservation land or easement polygons in LITS and CLEAR that have been modified since the last time the script ran.

After identifying the polygons to be analyzed, the script performs an overlay analysis to determine the intersection between the LITS and CLEAR conservation owned or easement polygons and Public Land Inventory (PLI) layer in FL-SOLARIS PLI.

1. For State Conservation Owned lands, the overlay analysis is performed using the LITS State Conservation Land Layer and Public Land Inventory layer in FL-SOLARIS PLI to determine linkage between Public Land Inventory layer and LITS State Conservation Lands layer.
2. For Federal, County, Municipal and FDOT conservation owned land, the overlay analysis is performed using the CLEAR Conservation Owned Lands layer and Public Land Inventory layer in FL-SOLARIS PLI to determine linkage between Public Land Inventory layer and CLEAR Conservation Owned Lands layer.
3. For State Conservation Easement lands, the overlay analysis is performed using the LITS Otherwise Occupied Conservation Easement layer and Public Land Inventory layer in FL-SOLARIS PLI to determine linkage between Public Land Inventory layer and LITS Otherwise Occupied Conservation Easement.
4. For Federal, County, Municipal and FDOT Conservation Easement lands, the overlay analysis is performed using the CLEAR Conservation Easement layer and Public Land Inventory layer in FL-SOLARIS PLI to determine linkage between Public Land Inventory layer and CLEAR Conservation Easement.

The County ID, County Name and County Tax Parcel ID of intersecting PLI records are used to update Conservation Land and Easement Inventory records. An automated connection indicator is maintained with these records and is set to 'Y' when the link is made indicating that the link should be maintained by the automated process.

4. Daily Extraction Script

Each morning the Daily Extraction Script captures “snapshots” of the conservation land and easements in CLEAR and the owned conservation land in LITS and (otherwise occupied) conservation easements in LITS and stores them for use by the ‘All Data’ option on the [Data Extraction screen](#).

Important! When information about conservation owned land or easements is accessed using a CLEAR screen, recently made changes will be reflected on the screen. Data in the Microsoft Excel (.xlsx) formatted files that are downloaded using the ‘All Data’ option of the Extract Data screen will be current as of the date and time of the nightly snapshot and will not reflect any changes made after the snapshot was taken.

The Daily Extraction Script creates the following Microsoft Excel (.xlsx) formatted files:

1. An extract of all Conservation Land records, named {MM-DD-YYYY}_ClearAllData_ConservationOwnedLand.xlsx.
2. An extract of all Conservation Easement records, named {MM-DD-YYYY}_ClearAllData_ConservationEasementLand.xlsx.
3. An extract of all Conservation Land records for each agency that has data, named {MM-DD-YYYY}_{Organization Short Name}_ConservationEasementLand.xlsx.

4. An extract of all Conservation Easement records for each agency that has data, named {MM-DD-YYYY}_{*Organization Short Name*}_ConservationEasementLand.xlsx

Each night, the Daily Extraction Script refreshes the files on the Data Extraction screen with new files. If, for some reason, the system is unable to create the files, the files from the previous night will remain in place. The file names shown on the Extract Data screen include the date the data was extracted.

5. CLEAR GIS Layers Script

The CLEAR GIS Layer script runs nightly and creates the following GIS layers:

- CLEAR_CONSERVATION_OWNED_LAYER
The process merges the three LITS Conservation Owned parcel layers (each one in a unique state plane map projection) and CLEAR Conservation Owned parcel layer to one CLEAR Conservation Owned Land layer in the Albers map projection.
- CLEAR_CONSERVATION_EASEMENT_LAYER
The process merges the three LITS BTLDS Conservation Easement parcel layers (BOT) (each one in a unique state plane map projection), LITS Conservation Easement parcel layer (Non-BOT) and CLEAR Conservation Easement parcel layer to one CLEAR Conservation Easement Land layer in the Albers map projection.

These GIS layers may be used by Map Direct and Data Miner for the CLEAR system.

XI. APPENDIX

A. Definitions and Acronyms

APIS: The Acquisition Process Information System. The system used to report acquisition data for the Florida Board of Trustees (BOT)

BOT: Board of Trustees of the Internal Improvement Trust Fund of the State of Florida.

BTLDS: (Florida) Board of Trustees Land Documentation System. An electronic archive for the Florida Internal Improvement Trust Fund State Lands Records archived with the Florida Department of Environmental Protection, Division of State Lands in Tallahassee, Florida.

CLEAR: Conservation Lands, Easements, and Recreation. A component of the Florida State Owned Lands and Records Information System (FL-SOLARIS) and the topic of this User Guide.

Conservation: Maintaining this state's unique natural resources; protecting air, land, and water quality; promoting water resource development to meet the needs of natural systems and citizens of this state; promoting restoration activities on public lands; and providing lands for natural resource-based recreation.

Conservation Land: Lands that were acquired for conservation or are currently managed for conservation, outdoor resource-based recreation, or archaeological, cultural or historical resources, geologic or natural features and native ecosystems. Lands may have facilities for public use or have biological communities that are managed for preservation.

DEP: Florida Department of Environmental Protection

DM ID Document Management ID. The identifier used to identify documents in the Board of Trustees Land Documentation System (BTLDS).

DOT: Florida Department of Transportation

FAQ: Frequently Asked Questions.

Financially Disadvantaged Small Community: F. S. 253.87 refers to the definition provided in F.S. 403.1838 (2): "...the term "financially disadvantaged small community" means a county, municipality, or special district that has a population of 10,000 or fewer, according to the attest decennial census, a per capita annual income less than the state per capita annual income as determined by the United States Department of Commerce."

FDEP: See DEP.

- FDOT:** See DOT.
- FITS:** Facility Inventory Tracking System. A component of the Florida State Owned Lands and Records Information System (FL-SOLARIS).
- FL-SOLARIS:** Florida State Owned Lands and Records Information System. An electronic land and facility inventory system made up of the Facility Inventory Tracking System (FITS), Land Inventory Tracking System (LITS), Public Land Inventory (PLI) and Conservation Lands, Easements, and Recreation (CLEAR) components.
- FNAI:** Florida Natural Areas Inventory.
- FORI:** Florida Outdoor Resources Inventory.
- F.S.:** Florida Statute.
- GIS:** Geographical Information Systems. A set of tools that captures, stores, analyzes, manages, and presents data that are linked to location(s).
- IE:** Refers to Microsoft Internet Explorer.
- ILMS:** The Integrated Land Management System. The system used to report lease and revenue information related to the management of land.
- LITS:** Land Inventory Tracking System. A component of the Florida State Owned Lands and Records Information System (FL-SOLARIS).
- Mixed Use Land:** Land that is used for both conservation and recreation.
- Instrument:** A legal land document such as a deed, lease, sublease, easement, conservation easement, dedications, use agreement, or release of reservations.
- Permanent Conservation Easement:** A permanent “conservation easement” is a perpetual right or interest in real property which is appropriate to retaining land or water areas predominantly in their natural, scenic, open, agricultural, or wooded condition; retaining such areas as suitable habitat for fish, plants, or wildlife; retaining the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance; or maintaining existing land uses and which prohibits or limits certain identified (often detrimental) activities.
- OR Book:** Official Records Book. Refers to the Official Records Book where the deed to owned land is recorded in the County’s Public Records.
- OR Page:** Official Records Page. Refers to the page number in the Official Records Book where the deed to owned land is recorded in the County’s Public Records.
- PDF:** Refers to a file formatted using the Adobe Portable Document Format.

Special District: A unit of local government created for a special purpose, as opposed to a general purpose, which has jurisdiction to operate within a limited geographic boundary and is created by general law, special act, local ordinance, or by rule of the Governor and Cabinet. The term does not include a school district, a community college district, a special improvement district created pursuant to s. 285.17, a municipal service taxing or benefit unit as specified in s. 125.01, or a board which provides electrical service and which is a political subdivision of a municipality or is part of a municipality.

B. FOR FURTHER ASSISTANCE

Should you find that you have a question that is not answered in this User Guide, please use the [Contact Us](#) link in the footer of the screen to send an email to the CLEAR System Administrators.

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