Local Maintaining Agency Reporting System – User Guide

In 2008, DWR developed a web application to facilitate reporting of Local Maintaining Agencies (LMAs) on their levee maintenance activities as per California Water Code 9140-9141. Now, in 2019, the LMA reporting system has been completely revised and is available online through a web browser. This user guide will act as a reference for LMAs on the new reporting system.

For information on the 5-Part reporting process, please visit:
http://cdec.water.ca.gov/lma.html, and click on the link Instructions and Forms for Hardcopy Reporting.

Note: To use the other portions of the original Web Application (i.e., the Utility Crossing Inventory Program (UCIP) and the USACE Inspections and Encroachment Records), you still must access the existing Local Maintaining Agency Annual Report (Web Application) link at:
http://cdec.water.ca.gov/lma.html.
1. Accessing the LMA Reporting System (LMARS)

The LMA reporting tool can be accessed through a web browser* by typing cdecapps.water.ca.gov/LMARS (case-sensitive) in the address bar. The following screen appears:

Enter your username and password and click the *Login* button. If you don’t know your login information or would like to create a new account, please send an email to flood.webmaster@water.ca.gov.

To reset your password, click the *Forgot Password* button (below the *Login* button), enter your email address that is associated with the account, and click the *Submit Request* button. An email will be sent to you with a link. Click the link and type a new password, as shown in the figure below. Then click the *Change Password* button.

*Note*: You can reuse passwords; the only requirement is the password length MUST be a minimum of eight characters.

**IMPORTANT**: If you have an account and this is your first time using the new reporting system, you **MUST** use the Password Reset function to activate your account.

*Recommended browsers are Google Chrome and Microsoft Edge*
2. Navigating the Reporting System Menu

After logging in, the Home screen displays (see figure below). The user can update contact information or choose an option from the Menu:

- enter information for Parts 1 to 5
- create summary reports
- respond to DWR inspection items
- log out

Each option is explained in detail in the subsequent sections.

On the right-hand side, a district map is displayed (aerial view). To change to a plat version, click the image.
3. LMA Contact Information

The user can view, add, edit, or delete contact information directly from the Home screen.

![Personnel Information Table]

**Note:** Users with access to multiple LMAs can select the desired LMA by clicking the search symbol under Local Maintaining Area Selection.

- To **view** an existing contact, click on the search symbol under Contact Selection and select the desired name from the drop-down list.
- To **add** a contact, click New, fill in the Personnel* and Address information, and click Save.
- To **edit** a contact, select the name of the contact to be edited under Contact Selection, update the information, and click Save.
- To **delete** a contact, select the name of the contact to be deleted under Contact Selection and click Delete.

*One of the LMA contacts MUST be assigned Annual Report Contact as the Contact Type. The name, address, and phone number of the Annual Report Contact will be published in the Annual Inspection and Local Maintaining Agency Report.*
4. Reporting

Each part is accessed individually from the *Menu* on the left side of the screen.

The interfaces of each part are organized by 1) Form, 2) Calendar settings, 3) Record table, and 4) Part summary (see figures below).
### Eastern Honcut Creek

#### Annual Report (01/01/2019 - 07/02/2019)

<table>
<thead>
<tr>
<th>PART #</th>
<th>UNIT #</th>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
<th>BLM</th>
<th>ELM</th>
<th>COMMENTS</th>
<th>COST ESTIMATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Barren Area/No Cover or Sod</td>
<td>TEST3: Barren areas on levee crown</td>
<td>0</td>
<td>0.7</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Barren Area/No Cover or Sod</td>
<td>TEST4: Barren areas on levee crown</td>
<td>0</td>
<td>0.7</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Barren Area/No Cover or Sod</td>
<td>TEST5: Barren areas on levee crown</td>
<td>0</td>
<td>0.7</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Barren Area/No Cover or Sod</td>
<td>TEST6: Barren areas on levee crown</td>
<td>0</td>
<td>0.5</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Vegetation</td>
<td>Overgrown vegetation. Test.</td>
<td>0</td>
<td>2.3</td>
<td>Test.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit No. 01 Van Treas</td>
<td>Vegetation</td>
<td>Overgrown vegetation. Test.</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>1</td>
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<td>Vegetation</td>
<td>Overgrown vegetation. Test.</td>
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<td>Test.</td>
<td></td>
</tr>
</tbody>
</table>

4) **Part summary**
(opens in separate tab)
Parts 1, 2, and 5

Parts 1, 2, and 5 share the same functionality and therefore are explained together.

Data Entry

Select the desired part (Part 1, Part 2, or Part 5) from the Menu options.

To add a new entry, choose a particular levee unit or All Levee Units under Unit Selection by clicking the search symbol . Select the appropriate category under Category/Item Selection. Enter location information (levee miles or coordinates) and provide a description in the Feature/Condition Description box. For any additional information, use the Additional Comments box.

When done, click the Add Record button and the report entry will display in the record table at the bottom of the screen. Use the Cancel button to cancel a current data entry.
If you would like to minimize or maximize any of the main fields in the screen, use the arrows as shown below.

1) Click the arrow to fully expand or minimize a field
2) To partially expand or minimize fields, hover over the bar that separates the fields until the cursor turns into a double arrow (see above). Then left-click your mouse and drag the bar up or down to the desired location.
Data Display

Each time a record is added, it displays at the top of the record table (see below). By default, all data entries from the current calendar year are shown. Use the calendar settings to display entries from a particular date range: Either type the date in the box using the specified format (dd/mm/yyyy) or click the calendar symbol to select a date. Click the Search button.

To return to the default calendar settings, click the Reset button. Alternatively, you can click the Reload Records button to display all entries from the current calendar year without changing the calendar settings.

The table can be sorted by clicking on an individual heading. For example, clicking on Report Date changes the order from “newest” to “oldest” or vice versa, and clicking on Category changes the alphabetical order.

Additionally, you can customize the table by changing the column width:
Edit Entries

To edit entries, check the box on the left side of the record table to select an entry and then click the *Edit* button. The entry data will display in the form above the table, and “*Editing Record: #*” will appear above the form. Edit the information and save it by clicking *Update Record*.

**Note**: Only entries from the current calendar year can be edited, and only one record can be edited at a time.

Reuse/Duplicate Entries

To reuse an entry, select it and click the *Duplicate* button. A new entry has been created with the current date and the same contents as the original one. Use the *Edit* function if you wish to update the record.

**Note**: Only one record can be duplicated at a time.

Delete Entries

Select one or more entries that you wish to delete and click the *Delete* button. You will be asked to confirm deleting the record(s). *TAKE CAUTION WHEN DELETING RECORDS*
Part Summary

A summary of each part’s entries can be generated by clicking the Part Summary button.

A new tab will open in your browser displaying the report, which can be downloaded and/or printed. The report includes only the entries from the time period specified in the calendar settings.
Part 3

Select Part 3 from the Menu options and indicate whether you are reporting on a project or non-project levee by using the radio button (as shown):

Choose the appropriate category by clicking the search symbol under Category/Item Selection. Enter the cost (in whole numbers) that was spent on the maintenance activity in the Estimated Cost field (optional) and provide a description in the Feature/Condition Description box. For any additional information, use the Additional Comments box.
DWR Inspection Items

Select *Inspection/Corrective Action* from the *Menu* options. If you have access to multiple LMAs, you first must select the appropriate LMA from *Maintained Area Selection*.

Choose a particular levee unit or *All Levee Units* under *Unit Selection* by clicking the search symbol . From the table at the bottom of the screen, select the issues(s) to which you would like to respond by checking the box on the left side of the table. Select the appropriate response under *Select a Response* and click the *Submit Response* button.

For each response to an inspection item, a record is created and displayed at the top of the record table of *Part 3*.
Part 4

There are two ways of submitting information in Part 4: In Option 1, data is entered manually (similarly as in Part 3). In Option 2, you can upload a document (i.e., a district’s budget).

Option 1 – Data Entry

Select Part 4 from the Menu options and, similar to Part 3, indicate whether you are reporting on a project or non-project levee by using the radio button. Choose the appropriate category by clicking the search symbol under Category/Item Selection. Enter the cost that you are planning to spend on the maintenance activity in the Estimated Cost field (required) and provide a description in the Feature/Condition Description box. For any additional information, use the Additional Comments box.

Option 2 - Attachments

If you have a budget or other document that clearly lists a district’s statement of work and estimated cost per maintenance category, you can simply upload it by clicking the Attach Document button. Use Option 1 to provide more detailed cost information, if necessary. You may use any of the following file types: Word Document, Excel, pdf, and images. The following window appears (see below):
Type a brief description of the document and click the Attach File (Max. 5Mb) button. Navigate to the file you wish to upload on your computer and click Open at the bottom right of the popup window. Then click the Upload File button to complete the process. The following message appears to notify you that the upload was successful:

![Attachment Saved Alert]

*Repeat this step if you wish to upload more than one document.*

To view the list of attached documents or to download an attachment, click the Attach Document button again. Then click on the Download File tab and a list of all attachments appears.

![Attachment List]

Click the symbol to download a file and the if you wish to delete a file.
5. Summary Report

This option provides a quick way of generating summary reports. Select Summary Report from the Menu option. The following screen appears:

If you are a user with access to multiple LMAs, select the desired LMA by clicking the search symbol under Local Maintaining Area Selection.

Select the parts for which you would like a summary report by checking the appropriate boxes at the top of the screen. Then use the calendar settings to define a date range and click the Search button. By default, data entries from the current calendar year are shown. Use the calendar settings to display entries from a particular date range.

Click the Reset button to return to the default calendar settings. Alternatively, you can click the Reload Records button to display all entries from the current calendar year without changing the calendar settings.

Click the Generate Summary button. A new tab will open in your browser displaying the report, which can be downloaded and/or printed. The report includes only the entries from the time period specified in the calendar settings. See below for an example of a Summary Report.
6. Logout

Please make sure to fill out **ALL** parts by the **September 30** deadline. **If there is no information to report for a particular part, please state that in the description field.**

Select *Logout* from the *Menu* options on the left side of the screen to log out.