



California Almond Stewardship Platform Handler How-To Guide

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Introduction

The purpose of this document is to outline the functions of the California Almond Stewardship Platform (CASP) online platform for handlers. Using the CASP is free and voluntary.

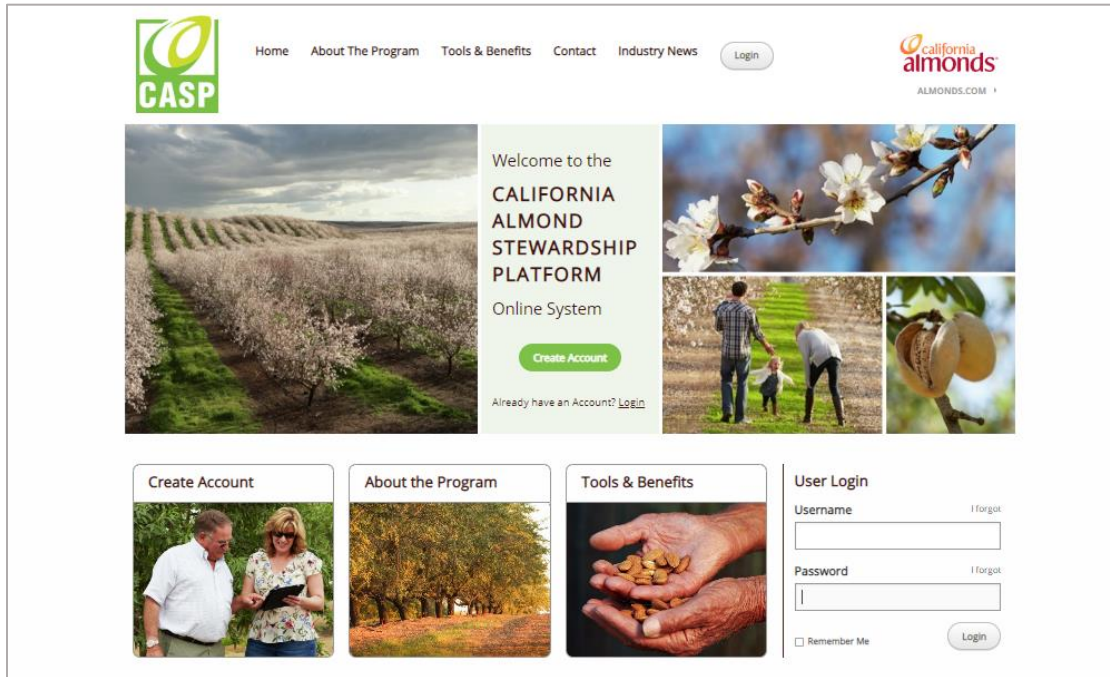
Help is a click away:

- In this document, click on a topic in the table of contents to jump to that section.
- Use online chat. CASP support typically responds in less than one day.



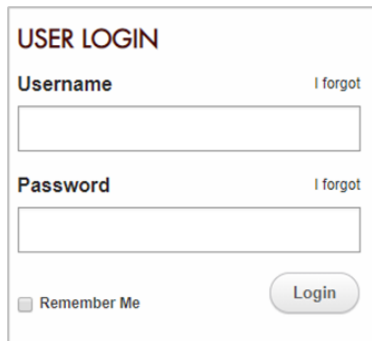
Access and User Login

The homepage can be accessed here: <https://www.almondstewardship.org>



The screenshot shows the homepage of the California Almond Stewardship Platform. At the top, there is a navigation bar with links: Home, About The Program, Tools & Benefits, Contact, Industry News, and a Login button. The CASP logo is on the left, and the California Almonds logo is on the right. The main content area features a large image of an almond orchard on the left, a central text box with the welcome message and a 'Create Account' button, and a collage of three smaller images on the right showing almond blossoms, people in an orchard, and a close-up of almonds. Below this, there are four columns: 'Create Account' with a photo of two people, 'About the Program' with a photo of an orchard, 'Tools & Benefits' with a photo of hands holding almonds, and 'User Login' with input fields for Username and Password, 'I forgot' links, a 'Remember Me' checkbox, and a 'Login' button.

- **Username:** <username>
- **Password:** <your password>



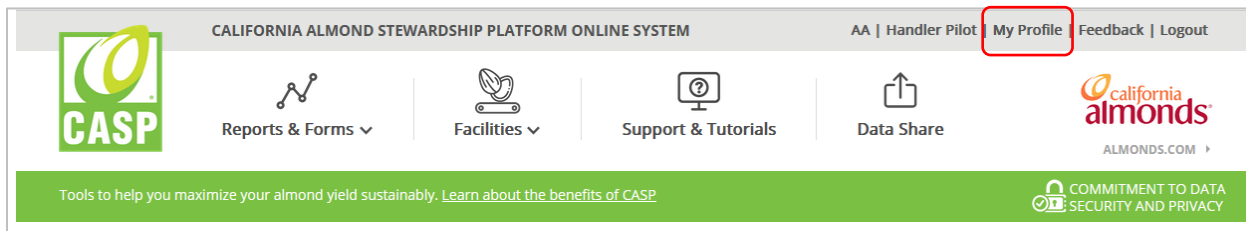
This is a close-up of the 'USER LOGIN' form. It includes a title 'USER LOGIN' in red. Below it are two input fields: 'Username' and 'Password'. Each field has a link 'I forgot' to its right. At the bottom, there is a 'Remember Me' checkbox and a 'Login' button.

- Use **I Forgot** to recover your Username or Password via email. *Username and passwords are sent to the email address on file.*
- To create a handler account, **send this completed form** to CASP@sureharvest.com.

My Profile Information – Contact, Username and Password

Now that you've created an account, here's how to update or change your profile information, proceed with the following:

- Click the **My Profile** tab at the top of your CASP online dashboard.



Edit your profile information:

- | | |
|---|-----------------------------------|
| ☐ First Name [†] | ☐ Address |
| ☐ Last Name [†] | ☐ City |
| ☐ Title | ☐ State |
| ☐ Email [†] | ☐ Postal Code |
| ☐ Phone Number [†] | |

[†]Growers see the business names for all enrolled handlers. The name, phone number and email address appear for the primary contact.

- Consider setting your **Username** to something meaningful, such as your email address:
 - Enter in your new Username twice to confirm.
- Change your **password** information:
 - Enter in your old password and new password (twice to confirm).
Passwords must be at least 6 characters.
- When you are finished updating or changing your Profile Information, click **Save**

Edit a Facility or Organization Information

To edit a facility or the Organization Information associated with a facility:

- Click any of these buttons to get to Facilities page:
 - **Facilities** in the top menu
 - **Edit Facilities** in the Resources and Quick Links panel

CALIFORNIA ALMOND STEWARDSHIP PLATFORM ONLINE SYSTEM

Handler | My Profile | Feedback | Logout

CASP Reports & Forms **Facilities** Support & Tutorials Data Share **california almonds** ALMONDS.COM

Tools to help you maximize your almond yield sustainably. [Learn about the benefits of CASP](#) COMMITMENT TO DATA SECURITY AND PRIVACY

Resources and Quick Links

- Edit Facilities**
- [View Reports](#)
- [Guides, tutorials, and feedback](#)
- [Start a Conversation with Support](#)

Grower Data

110 Orchards and **15,435** Acres shared with you. [Grower Data Detail](#)

Industry News

The Almond Board offers the California almond industry and its diverse group of stakeholders timely [news](#) that keeps the industry informed and helps guide future

Recent Activity

07/04/2024 - 2023 Crop Report Accepted Successfully

- A summary table of the **Facility information** is shown:
 - Enterprise and Facility Name
 - Pounds Handled In This Crop Year

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AA | Handler Pilot | My Profile | Feedback | Logout

CASP Reports & Forms **Facilities** Support & Tutorials Data Share **california almonds** ALMONDS.COM

Facilities

Manage Orchard or Facility

Contact the help-desk at CASP@sureharvest.com to delete a facility. Provide a reason and the facility name.

[Export to PDF](#)

Enterprise	Facility Name	Pounds Handled In This Crop Year	Orchard Setup Status	Actions
AA Pilot Test Handler	Acme Processing		In Progress	Edit

- You will see the existing information in the system about your Facility.
 - Update information as you see fit.

Processor Profile Information

Name*:

Acme Processing

(to delete an Orchard, please contact the help-desk at CASP@sureharvest.com. Provide a reason and the orchard name(s)).

Pounds handled in most recent harvest year*:

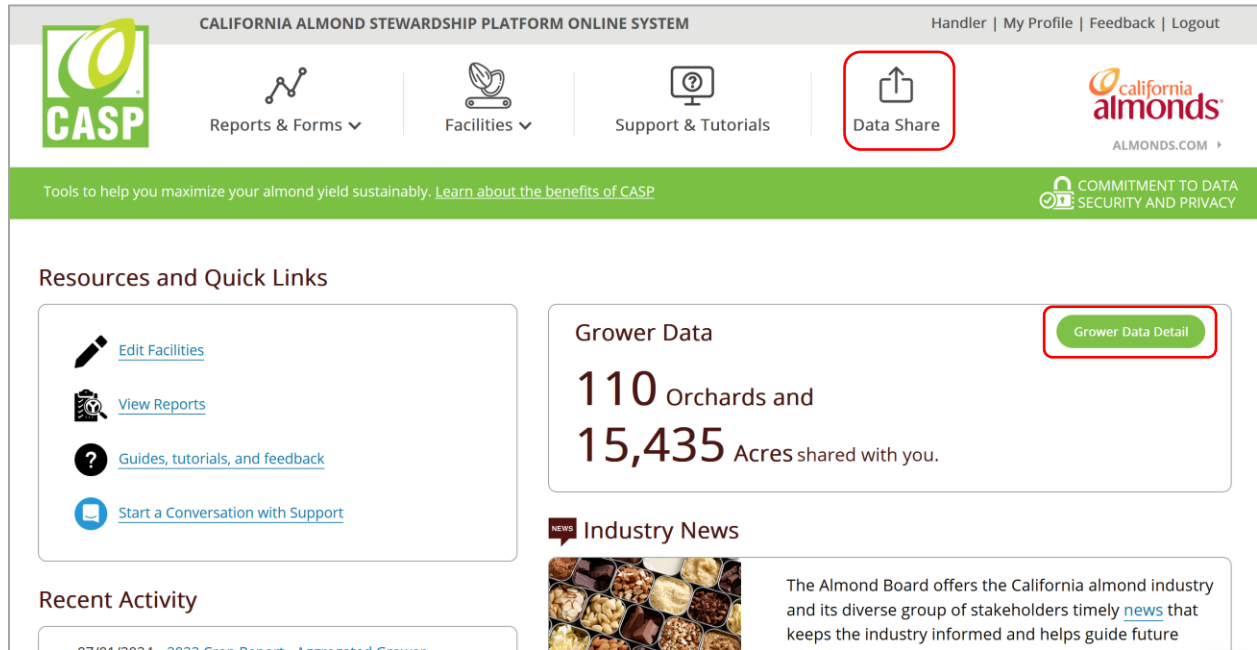
123123

- Scroll down to the **Organization Information** section.
Note: Organization information is repeated for all facilities.
- Edit the following information for the Organization:
 - **Address**
 - **City**
 - **County**
 - **State**
 - **Postal Code**
 - **Key Contact**
 - **Phone**
- **Contact help-desk to change the Organization name, CASP@sureharvest.com.**
- Click **Save** when you are finished editing.

Data Sharing Handler view

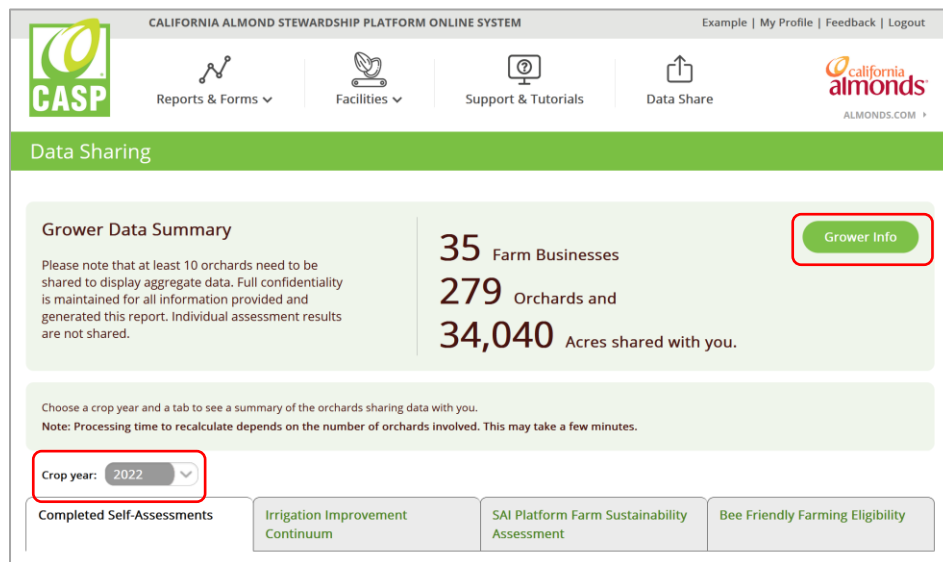
Once you have created an account, and at least 10 orchards have shared data with you, you the home page will display how many orchards and acres have been shared.

- Click **Data Share** or **Grower Data Detail** to view the handler Data Sharing screen.



The screenshot shows the CASP (California Almond Stewardship Platform) Home Page. The header includes the CASP logo, navigation links for Reports & Forms, Facilities, Support & Tutorials, and Data Share (highlighted with a red box). The main content area features a green banner with the text "Tools to help you maximize your almond yield sustainably. Learn about the benefits of CASP" and a "COMMITMENT TO DATA SECURITY AND PRIVACY" icon. Below this, the "Resources and Quick Links" section lists links for Edit Facilities, View Reports, Guides, tutorials, and feedback, and Start a Conversation with Support. The "Recent Activity" section shows a list of activities. The "Grower Data" section displays "110 Orchards and 15,435 Acres shared with you." and a "Grower Data Detail" button (highlighted with a red box). The "Industry News" section features a headline about the Almond Board's commitment to data security and privacy.

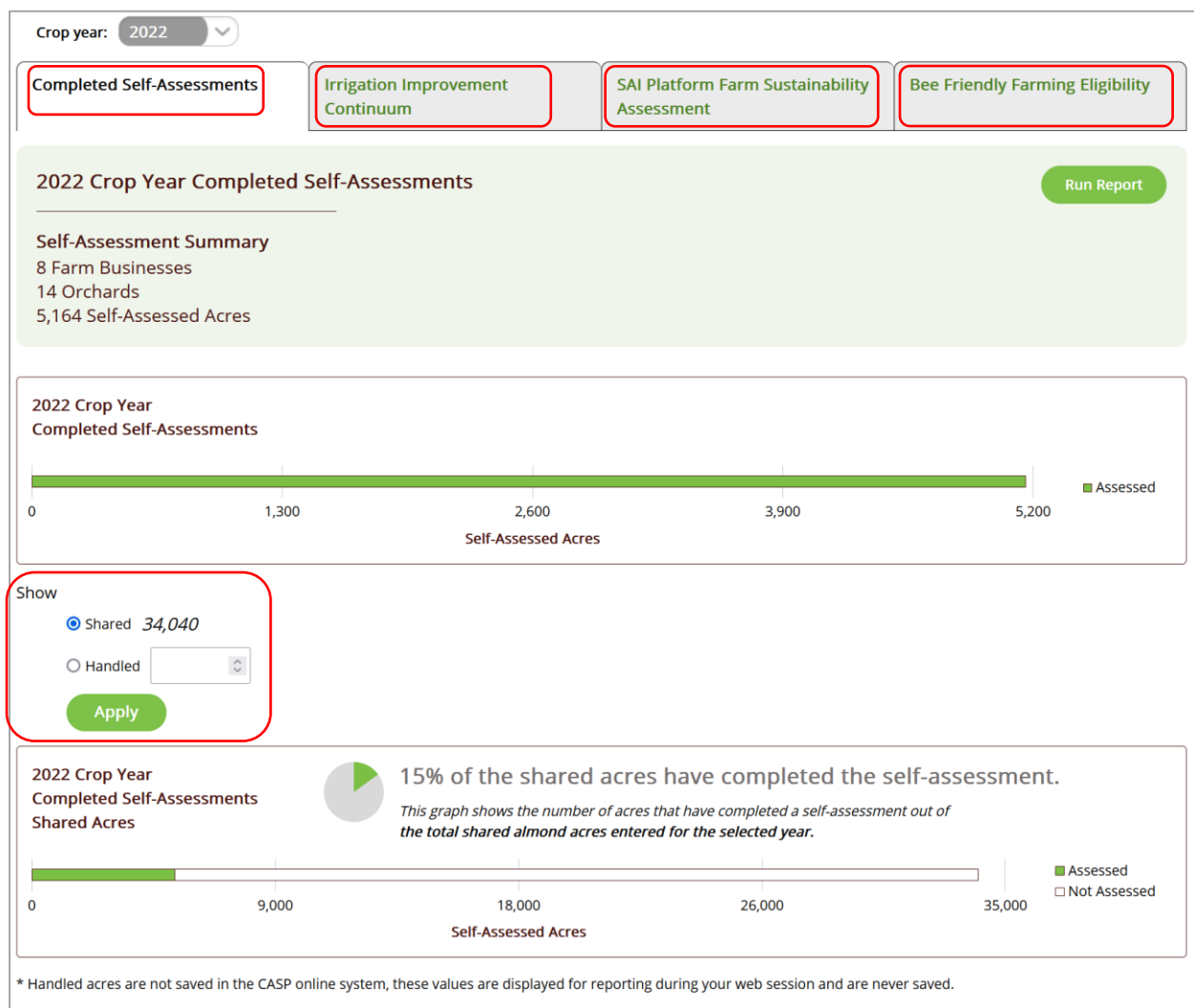
- Select a **Crop Year**, Details are available after 10+ orchards have submitted self-assessments for a year.
- Grower Info** shows growers that enrolled in data sharing and agreed to share their details with you.



The screenshot shows the CASP Data Sharing Handler View. The header includes the CASP logo, navigation links for Reports & Forms, Facilities, Support & Tutorials, and Data Share. The main content area features a green banner with the text "Data Sharing". Below this, the "Grower Data Summary" section displays "35 Farm Businesses", "279 Orchards and 34,040 Acres shared with you." and a "Grower Info" button (highlighted with a red box). A note states: "Please note that at least 10 orchards need to be shared to display aggregate data. Full confidentiality is maintained for all information provided and generated this report. Individual assessment results are not shared." Below the summary, a section for "Choose a crop year and a tab to see a summary of the orchards sharing data with you." includes a "Crop year: 2022" dropdown menu (highlighted with a red box) and a note: "Note: Processing time to recalculate depends on the number of orchards involved. This may take a few minutes." At the bottom, there are four tabs: "Completed Self-Assessments", "Irrigation Improvement Continuum", "SAI Platform Farm Sustainability Assessment", and "Bee Friendly Farming Eligibility".

Navigate by tab to see aggregated grower results.

- **Self-Assessments** shows the number and acreage of growers who completed and submitted their self-assessment for the year selected
 - **Irrigation Improvement Continuum** is a system to categorize orchards along 5 topics of irrigation management.
 - **SAI Platform Farm Sustainability Assessment** shows how orchards are categorized by a 3rd party tool, benchmarked to CASP.
 - **Bee Friendly Farming Eligibility** shows orchard counts and acres based on a benchmarked report to Pollinator Partnership's BFF program. BFF certificates are handled by Pollinator Partnership and the CASP self-assessment is used to help grower-applicants only.
- Results are available by total grower enrollment or by **Acres Handled**.



Data Sharing Grower view

Growers can choose to Share Data with their handler. Data Sharing is voluntary. The purpose is to reduce redundancy and simplify buyer requests for information. Growers are always in control of when to start or stop sharing and growers may stop sharing at any time.

Grower Set Up

For growers to allow data sharing they must:

- Click **Data Share** from the Menu or,
- Under the Grower Data Sharing panel on the Home page, click **Set Up**.
- Read the Terms and Conditions and click **Yes** to agree.

CASP – Grower home page

CALIFORNIA ALMOND STEWARDSHIP PLATFORM ONLINE SYSTEM

 Assessments ▾ Tools ▾ Reports ▾ Incentives **Data Share**  ALMONDS.COM >

Tools to help you maximize your almond yield sustainably. [Learn about the benefits of CASP](#)  COMMITMENT TO DATA SECURITY AND PRIVACY

Assessments

Complete, review or clone an assessment of orchard practices.

- ➔ Pick up where I left off: Orchard Setup
- ➔ Orchard Setup Summary
- ➔ Go to Assessments Dashboard
- ➔ Clone an assessment
- ➔ Learn about Assessments

Tools

Use these tools to improve farming practices.

- ➔ Calculate my nitrogen recommendations
- ➔ Calculate my irrigation recommendations
- ➔ Compare my orchards to the 2025 goals
- ➔ Create an Irrigation and Nitrogen Management Plan worksheet
- ➔ Learn about all the tools

Reports

Display your assessment progress and run compliance reporting.

- ➔ Run the Assessment Progress Summary Report
- ➔ Run the Bee Friendly Farming Eligibility Report
- ➔ Run compliance reports for Irrigation and Nitrogen Management Plans (INMP)
- ➔ Learn about all the reports

Assessment Overview

1
Orchard
(1 Acre)

Manage Orchards
Add or remove orchards from Setup.
0 out of 1
Assessments
Submitted
Orchard Setup

Grower Data Sharing

Set up the ability to securely and anonymously share self-assessment results with your handler. This is a strictly voluntary option. You will be able to share or stop sharing orchard data at any time.

Click SET UP to start the process of sharing data with one or more of your handlers.

SET UP

My Information

INSTRUCTIONS

1. Read the TERMS AND CONDITIONS
2. Click "YES" to accept the Terms and Conditions if you are interested in setting up sharing orchard-specific aggregated self-assessment data with your handler(s)
Note: you can share or stop sharing data any time

Terms and Conditions

Data Sharing in CASP offers a voluntary reporting platform to enable you as a grower to anonymously share aggregated CASP self-assessment data with your handler(s). No individual orchard self-assessment data will be shared at any time. Your voluntary participation requires you to share data by reading and agreeing to these terms and conditions. You can stop sharing data at any time. Successfully maintaining data in a secure and confidential manner is a hallmark of CASP since 2009.

I have read and agree to the data sharing terms and conditions.

YES

CLOSE

Clicking "YES" will then take you to the next page where you can share self-assessment data of one or more orchards with your handler(s).

Growers can choose which orchards may share data by handler.

Grower Data Sharing

Growers manage data sharing with one or more of your handlers, proceed with the following:

- Under the **Grower Data Sharing** panel, you can click **Manage Data Sharing**.
 - The Grower Data Sharing panel shows how many Orchards are enrolled in data sharing:

CASP – Grower Sharing Home

Grower Data Sharing

Securely and anonymously share self-assessment results with your handler(s). This is a strictly voluntary option. Share or stop sharing orchard data at any time.

0 out of **2**
Orchards Shared

[Manage Data Sharing](#)

- Growers are advised how to **Stop Sharing**:
 - Find the Orchard
 - Hover over **Sharing** and click **Stop Sharing**

CASP – Grower Sharing Detail

Data Sharing

Grower Data Sharing

Securely and anonymously share self-assessment results with your handler(s). This is a strictly voluntary option. Share or stop sharing orchard data at any time.

12 out of **13**
Orchards Shared

If your Handler is not on the list, please ask them to create an account or contact support at CASP@sureharvest.com. [View Profile](#)

Orchard Name	Acres Shared	Handler	Phone Number	Notes	Share Contact Info & Submission Status
AA TEST production - AAA # magic orchard (200 acres)	200	Acme Almond Handling (demo only)	(559) 555-1212		☒ Yes ☐ No SHARING Stop Sharing
AA TEST production - AAAA ddd orchard (12 acres)		Example Handler	(209) 555-1212		☐ Yes ☒ No

Reports

- To access reports, click **Reports & Forms**.
 - Note: Reports require at least 10 orchards that have enrolled in data sharing and 10 orchards with submitted data for the year selected.



CALIFORNIA ALMOND STEWARDSHIP PLATFORM ONLINE SYSTEM

Example | My Profile | Feedback | Logout



Reports & Forms ▼



Facilities ▼



Support & Tutorials



Data Share



ALMONDS.COM ▶

Reports

[Aggregated Grower Assessment](#)

This report shows the aggregated responses for each grower question as displayed in the online platform. Most responses are displayed as percent of orchards that answered Yes to the question. The orchard irrigation system question, IM-03, is multi-select. Rather than percent of orchards, this question shows the percent of each system.

[Data Sharing Summary](#)

This report provides a summary for a selected crop year about orchards sharing data with you, including information about Self-Assessment Completion, Irrigation Improvement Continuum, Bee Friendly Farming eligibility, and SAI Platform Farm Sustainability Assessment (FSA). You may optionally enter handled acres* to change the comparisons.

**Handled acres are not saved in the CASP online system, these values are displayed for reporting during your web session and are never saved.*

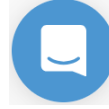
[Pest Management Summary](#)

This report shows pest management system adoption rates by acreage for orchards that opted-in to share data from the three most recent completed crop years*. Eight pest management systems are summarized based on the CASP grower self-assessment.

**Data will be updated in the late-fall for the most-recent crop year, e.g., 2022 crop year data will be available by mid-December 2023.*

Data Sharing Summary Report

This report is customizable and has many options. Reach out to support for assistance if needed. CASP@sureharvest.com or by chat feature.



Data Sharing Summary Report

Run Report For

Year:
2022

Reports (select one or more)

- ☒ Self Assessment Summary
- ☐ Irrigation Improvement Continuum Performance
- ☐ SAI Platform Farm Sustainability Assessment
- ☐ Bee Friendly Farming Eligibility

Acreage Options
Select an option below

☐ Assessed

☒ Shared

☐ Handled acres for selected years*

☒ Show non qualifying acres

* Handled acres are not saved in the CASP online system, these values are displayed for reporting during your web session and are never saved.

Note: Processing time to recalculate depends on the number of orchards involved. This may take a few minutes.

Generate Export as PDF

To use this report:

Select a year and at least one report. Each report will appear on a separate page.

The acreage options compare performance to:

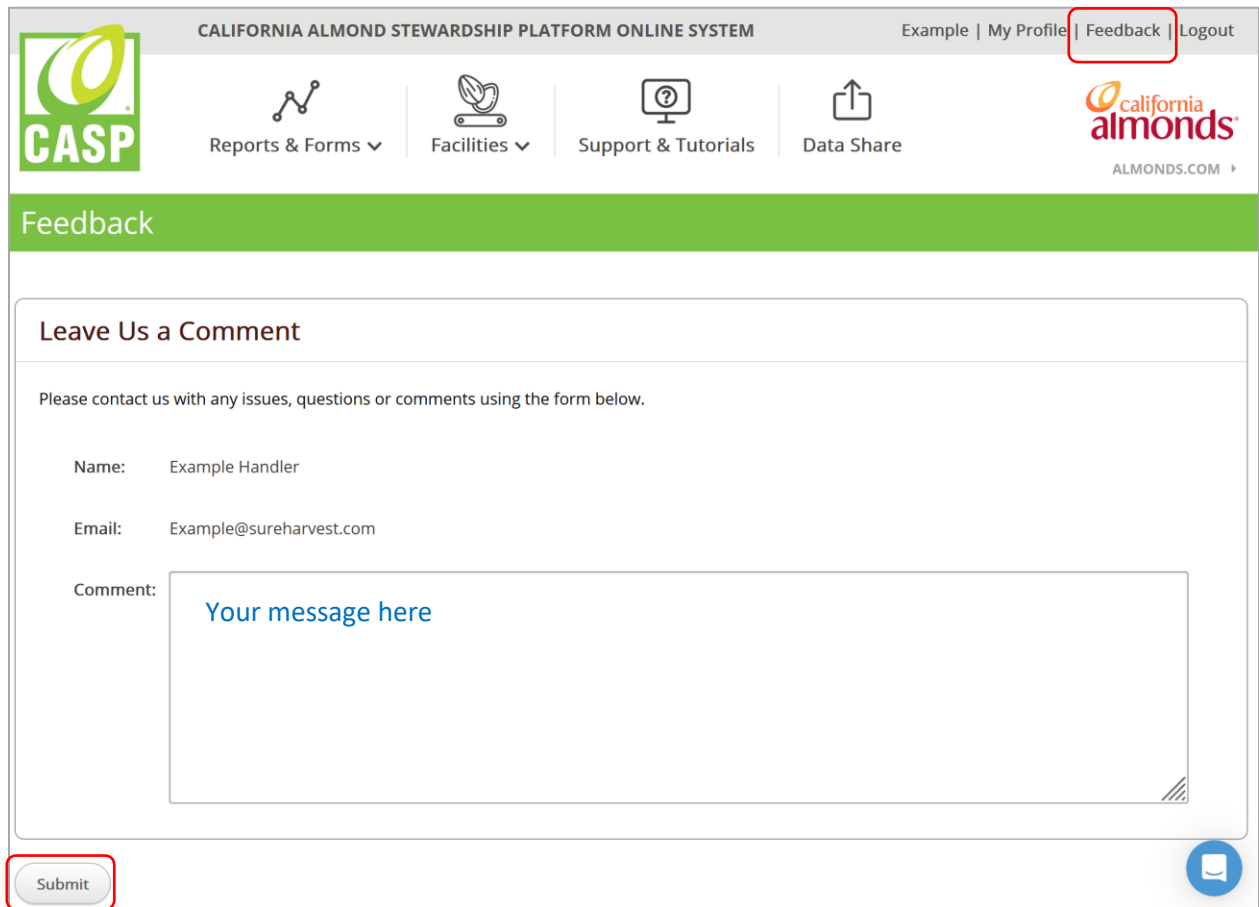
- Assessed acres for the year selected
- Shared acres, representing the total acres sharing data
- Handled acres, the acres entered for the year but cannot be smaller than assessed acres for the year.
- Check **Show non qualifying acres** to see acreage that was not assessed and acreage that did not meet the qualifying standard for the selected report. To hide these, uncheck.

Click **Generate** to see an on-screen preview, click **Export as PDF** to download a PDF.

Provide Feedback

Use the Feedback form to contact us with any issues, questions or comments.

- Click the **Feedback** tab at the top of your CASP online dashboard.
- **Enter** in your comment, question, or issue then click **Submit**.



The screenshot shows the top navigation bar of the CALIFORNIA ALMOND STEWARDSHIP PLATFORM ONLINE SYSTEM. The 'Feedback' tab is highlighted with a red box. Below the navigation bar, the 'Feedback' section is titled in a green bar. The main content area is titled 'Leave Us a Comment' and contains a form with fields for Name (Example Handler), Email (Example@sureharvest.com), and a large text area for the comment (labeled 'Your message here'). A 'Submit' button is at the bottom left, and a blue chat icon is at the bottom right.

Start a Conversation with Support

Use the “Start a Conversation with Support” feature to ask us any questions about CASP.

From any screen locate the icon:

