Westlands Water District
Customer Web Page Crop Report Data Entry Help Notes

Enter your account number and select Crop Report from the selection menu on your private customer web page. You will be presented with a current list of fields based on the District's records.

Edit: Click the pencil at the far left of each field, or double-click the row you wish to edit. When the record is activated a green check mark and a red x will appear in place of the pencil. When all information for a given field is entered, you must click the green check mark to update the record. To cancel the entry, click the red X. If you have not accounted for all of the CFSA acres for a given field, a new row for that field will be created for you until all acres are accounted for.

Crop Acres: Enter the applicable acres for the crop grown

Crop Name: Select crop name or fallow. With the exception of alfalfa seeds, all other seed crops will be reported as Seed Crop-Misc. All types of peppers are reported as Peppers - Misc.

Irrigation Type: Refer to the Legend shown on the Crop Report web page and check the appropriate boxes in the form to indicate the type(s) of irrigation systems used. If the crop selected is fallow, do not select an irrigation type.

Other Field Characteristics: Check the appropriate boxes to indicate other conditions applicable to that field. Such as E for Tailwater reused from other field, or R for Tailwater reused on same field. Other choices include NB for Non-Bearing (permanent crops or vines) and NH for Not Harvested (as in the case of nursery crops).

Entering a Double Crop: Select the (+) from the column titled Add Double Crop on the row of the field where you grew more than one crop during the year. Enter Crop Acres, Crop Name, Irrigation Type and other field characteristics as appropriate and save the record.

Status: The Status column should have the word Saved for each field that has been accurately updated. If you have a status message other than Saved, additional entries or corrections are required.

Delete Row: To remove an added row, click on the trash can in the far right column of the screen and the record will be deleted.

Sorting: You can sort by any column header by clicking the column title. The first click will sort the data ascending. Another click will sort the data descending. A third click will put the data back in default sort order.

Searching: You can search or filter data by entering characters in the blank boxes under the column headers and then click the filter icon.

Verify Report is Complete: If you filter out any records that have a Saved status, the remaining rows require additional entries or corrections.

Reports: Click the Report Options button on the bottom left of the Crop Report Data Entry screen.

Due Date: Your Crop Report data will be available for online edit by you until the due date. After the due date you may view but not edit the data.

Call Customer Accounting at (559) 241-6250 for additional help.