

## Hunter Walk-In Access Enrollment Information System (WIAEIS) User Guide

### Accessing the application

---

The following requirements are necessary for accessing the application:

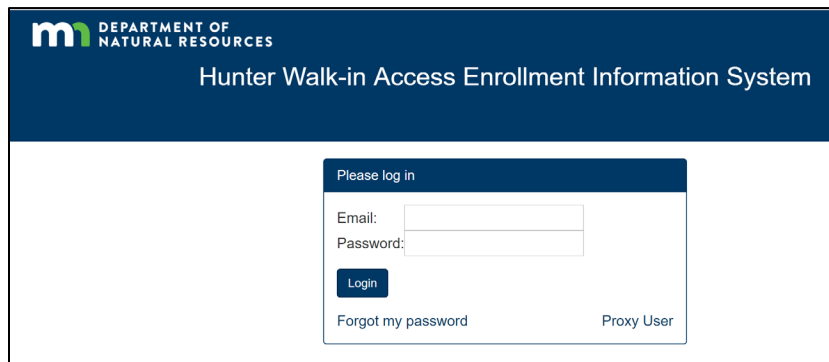
- Internet connection
- Approved access to the application via the DNR's Extranet.

Web app URL:

- [WIAEIS web app \(https://webapps15.dnr.state.mn.us/walk\\_in\\_access\\_enrollment\)](https://webapps15.dnr.state.mn.us/walk_in_access_enrollment)
- [WIAEIS Help and Supporting Documents](#)

Login:

- DNR Staff will use their DNR credentials to log into the application.
- External users, SWCD and PF staff, will log in with their DNR Extranet account credentials. New users should contact the DNR WIA Coordinator to be added as user of the system.



### Using the application

---

Each agreement consists of three components:

- Cooperator
- Site
- Contract

All new or renewal agreements will start with the Cooperator information. After logging in, the application will open to a Cooperator listing.

**Find Cooperators** New Cooperator

Last name  Land owner  County

First name  Swift vendor ID  Show inactive cooperators? ☐

446 cooperators match selected criteria

Last name	First name	Land owner	Swift vendor ID	Address	County
Abel	Heidi	Marie Cosh Trust	0000343784	22220 Hwy 27 Herman, MN 56248	Grant <a href="#">show</a>
Ackerson	David	David Ackerson	0000383042	6826 180th St. S. Barnesville, MN 56514	Clay <a href="#">show</a>
Alberts	Richard	Richard Alberts	0001064066	715 Chestnut St Mantorville, MN 55955	Dodge <a href="#">show</a>
Alder	Terry	Terry Alder	0000863733	31626 US Highway 59 Callaway, MN 56521	Becker <a href="#">show</a>
Altheide	Amber	Amber Altheide	0001066204	2648 240th St. Marshall, MN 56258	Lyon <a href="#">show</a>

## Cooperators List

- Use the filter boxes to search for a cooperator. If you find a match, see the [Existing Cooperators and Renewals section](#)
- If you cannot find a match in the list, see the [New Cooperator section](#)

## New Cooperator

Use this workflow for creating a new agreement with a cooperator that is not already in the WIAEIS.

### Adding a new Cooperator

1. Click the New Cooperator button in the upper right of the Cooperators List screen
2. Fill in the boxes for your new cooperator. Note: data entry boxes with an asterisk are required. If the owner of the land is an entity (Trust/Corporation/LLC/Partnership) enter the name of the entity in the Landowner box. An entity still needs a First and Last name entered, which should be the main representative or contact of the entity you are working with to create the agreement.
3. After all data is filled in, click the Create Cooperator button.

**New Cooperator** Cancel

Land owner

Swift vendor ID

Contact Salutation

\* Contact First Name

\* Contact Last Name

Contact Middle Initial

\* Address 1

Address 2

\* City

\* State

\* Zip code

\* County

Notes

Active?

Phone number

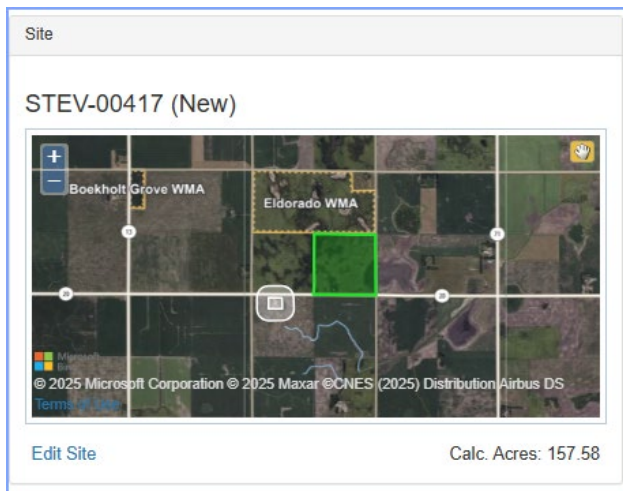
Alternate phone number

Email address

## Create a WIA Site

Once a Cooperator is created the web page will refresh and display the Cooperator Information page. This page has three sections: Cooperator, Sites, and Contracts. Click the New Site button to launch the Site Mapper window. See [Appendix A](#) for detailed instructions to create the site.

After a site has been created it will show up under the Sites section users can edit and Destroy (delete) the site at this point.



## Create a Contract

1. Click the New Contract button.
2. Select the Site to use for the contract and hit Create Contract and click Initialize Contract.
3. Enter the Base Data. Note as you enter data the Per-Acres Payment box will update.
4. Once all your data is entered and you have proofed the information, click the Create Contract button.

The screenshot shows a web application window titled "Contract". It contains several sections:

- Site:** Displays "ITAS-00503 (Preliminary)" and a map showing a green rectangular area selected on a satellite image. Below the map are buttons for "Edit Site", "Destroy Site", and "Calc. Acres: 98.12".
- Base Data:** Contains input fields for "Start year" (2018), "End year" (2020), "Site acres" (98), "Per acre payment" (\$ 12), "PO #", "Contract #", and "Comments".
- Per-Acre Payment Criteria:** A table showing payment criteria and their values.
- Status Tracking:** A section for tracking the status of the contract.
- Documents:** A section for uploading documents.

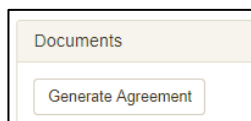
At the bottom left, there is a "Create Contract" button.

Per-Acre Payment Criteria	
Base Payment:	10
> 140 Acre Incentive:	0
Near Public Hunting Incentive:	1
Multi-year Incentive:	1
<b>Total</b>	<b>12</b>

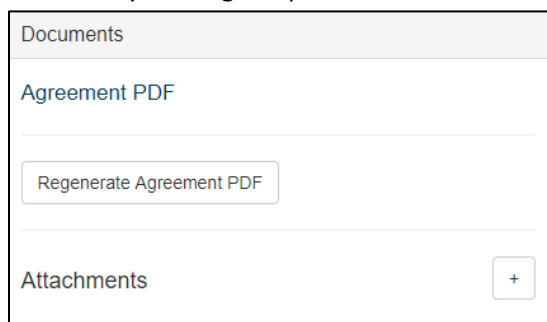
Status Tracking	
Agreement generated on	
Agreement mailed to dnr	

5. After the contract is created, the Generate Agreement button, in the Documents box, will become active. *NOTE: the contract information should be reviewed again before generating the agreement for*

*signatures.*



6. Once the Agreement has been generated, an Agreement PDF link will appear. Click this link to open the Agreement PDF for printing.
7. Attachments – after an agreement is generated, users can upload supporting documents related to the contract by clicking the plus button in the Documents box.



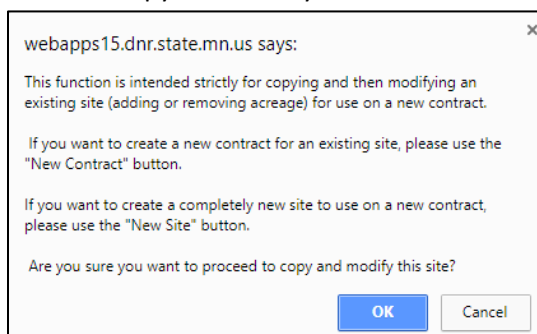
## Existing Cooperators and Renewals

---

### Sites for renewals

1. Click the Show button next to the Cooperator for which you are creating a renewal or new contract.
2. Verify that the Cooperator information is still correct, if not you can click the Edit button to update the data.
3. In the Sites section, verify that the site in the system is what will be used for the contract. You have three options for Site representations in the system:
  - a. **Reuse an existing site** – uses the posted boundary polygons – use this option when there have been no acres added or removed from the agreement e.g. no boundary change to the site.
    - i. Go to the Contracts section on the page and click New Contract.
    - ii. On the next screen, select the existing site you want on the new contract and click Initialize Contract.
    - iii. Complete the Contract info as described in the [Create a Contract section](#) above.
  - b. **Copy and Modify** – uses an existing posted boundary polygon in the app BUT allows modifications – use this option when an existing site in the system has acres added or removed to it's boundary from a previous year's contract.

- i. Click the Copy and Modify button in the Sites section of the page.



Clicking OK on the popup screen will launch the Site Mapper. See [Appendix A](#) for how to modify a site.

- c. **New Site** – creates a completely new polygon in the system – use this option when the site needed for the contract has no representation in the WIAEIS.
  - i. Follow the instructions in [Appendix A](#) for creating a new Site.

**Note: Preliminary Sites and Posted Sites** - when a site is created in the system it will have (Preliminary) next to its unique identifier. This indicates that this is a brand-new site that is not posted as WIA on the ground and an existing site would be. Existing sites in the system from previous years are labeled as (Posted). All renewals will utilize the Posted GIS boundary of a site for consistency and ease of data management.

## Additional Help

For technical assistance or to report an issue with the application, contact [Bruce J Anderson](#) (218-328-8931)

## Appendix A: WIAEIS Site Mapper Instructions

---

### Search:

1. Type descriptive text to return a list of matching places.
2. Click on the name of a place, in the search results box, to zoom to that location on the map.


Search for locations by name.

Place: <input type="text" value="Vining"/>	Type: <input type="text" value="-- any --"/>	<input type="button" value="go"/>
--	--	-----------------------------------

#### Search Tips:

- Search on County name to get you close.
- Search on T R S ex: T120 R42 S21
- Search on known adjacent features: WMAs, WPAs, towns, water bodies

### Navigation:

- Zoom in/out – use the “+” to zoom in and “-” to zoom out. In addition, you can use the scroll wheel on your mouse to zoom in/out.
- Draw rectangle zoom – hold Shift key down while holding left mouse key and drag your rectangle of interest.
-  Pan “hand” button

### Digitizing: Refer to [Appendix B](#) for details on Digitizing WIA Features

*Note – your edits are not saved until you click the Save Edits button. This applies to all editing tasks. E.g., the Cancel Editing button DOES NOT save your edits.*

#### Creating your site:

1. Create farmstead buffer(s) first, if present within 500 ft. of proposed WIA. Click the “Buffer Farmsteads” button to get to the Farmstead Buffer Edit Screen.
  - a. Search around the perimeter of the WIA boundary at least 500 feet, including across roads and water features (See [Appendix B](#) for details).

Use the polygon tool to digitize farmstead boundaries. Click 'Generate Buffers' to create buffers for your digitized farmsteads.

Clear Farmsteads


Generate Buffers

Clear Buffers

Save Edits Cancel Edits

Google map  
Bing map


Cooperator


- i. Select the Draw Farmstead Polygons tool 
- ii. Left click to start drawing a polygon around the building footprints as well as livestock corrals. One polygon per farmstead should work in most cases. For each corner of buildings or livestock corrals, continue to left click until you get to the final corner, then double left click to complete the Farmstead Polygon.
- iii. Click Save Edits button after completing your first Farmstead polygon. This will add two additional options to the interface allowing you to view the area in Google Maps or Bing Maps, which have much more detailed imagery to confirm building areas and livestock corrals.
- iv. Go back into the Buffer Farmsteads Edit Screen and draw additional Farmstead Polygons as needed.
- v. Once finished creating Farmstead Polygons, Click the Generate Buffers button to create 500 ft. buffers around each Farmstead polygon.
- vi. When finished creating buffers, click the Save Edits button.

## 2. Click Edit Features

- a. Select the Edit Mode Option depending on your editing needs. The appropriate tools will become active on the map interface for each mode.

### i. Add Mode

1. Choose the Snap Layer as Posted WIA Parcels if the new site is adjacent to an existing posted WIA site. Select the Draw Site Polygons tool to digitize the WIA boundary. 

2. Digitize site snapping to adjacent features as appropriate. Note that the circle with bullseye dot  to the left of the arrow cursor is the source from which the actual point of each vertex will be placed. *Tip: if you make a mistake while digitizing your site, press Ctrl+Z on your keyboard to undo your last edit, Ctrl+Y to redo, and Esc to delete the current feature.*

3. Double click to close (end) your site polygon.



Select Edit Mode:

☐ Add

☐ Modify

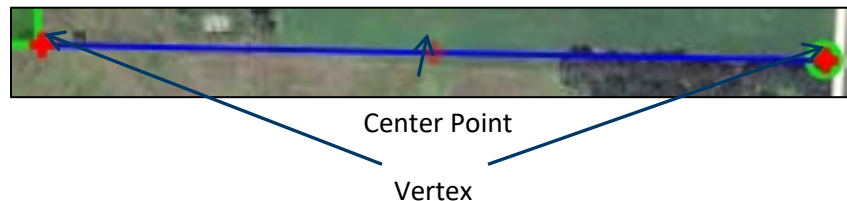
☐ Delete

Save Edits Cancel Edits

4. You may create more than one polygon for your site, however if sites are not adjacent to each other, it may be more appropriate to create a separate contract for it. See [Appendix B](#) for details.
5. For each site polygon, ensure that access is available from a public road either directly to the WIA or via other public hunting lands. Use the Draw Access Points tool  to identify a location along a public road from which WIA users may access the WIA. Note it is possible to identify more than one access point to a site, but not necessary unless the site contains multiple polygons which are not coincident. See [Appendix B](#) for details.
6. If the site polygon needs to identify an access trail for users to gain access to the site, use the Draw Access Trails tool  to locate the trail from the Access Point to the WIA site. Note it is possible to identify more than one access trail to a site, but not necessary unless the site contains multiple polygons which are not coincident and lack defined public access corridors. See [Appendix B](#) for details.
7. Click Save Edits when finished adding features.

#### ii. Modify Mode

1. Click the WIA site polygon, access point, or access trail you wish to edit. The WIA feature will highlight in blue and red crosses will show up at each vertex and center point for line and polygon features.



2. Click and drag a vertex to modify the shape. Clicking and moving a center point will turn it into a vertex and add additional center points on each side of that new vertex for further detail.
3. Hover over a vertex and press the Delete button on your keyboard to delete a vertex on your feature.
4. Click Save Edits when finished modifying shapes.

#### iii. Delete Mode

1. Click the feature you wish to delete. A popup window will appear to confirm your edit. Click OK to delete the feature.
  2. Click Save Edits when finished deleting features.
3. Exit the Site Mapper – Click the Cooperator link.



### Upload Existing shapefile:

- a. Click the Upload Site Shapefile button.
- b. Follow the on-screen instructions for uploading an existing shapefile. Note: uploading a shapefile is similar to creating a new one, even though the polygon is on the map, it is not saved until you save your edits.

### Site Shapefile Upload

- Any existing site geometry will be overwritten.
- All shapefile components ( *.shp*, *.shx*, *.dbf* and *.prj* ) must be included in a .zip archive file
- Only POLYGON and MULTIPOLYGON geometries are imported – POINT or LINE geometries will cause an error.
- No attributes other than the shape(s) will be saved to the database.

Choose File No file chosen

Upload Shapefile Cancel

### Reviewing the WIA boundary area for occupied buildings or cattle yards in Google Maps and Bing Maps

- a. Once the first farmstead or WIA polygon is created, the Google maps and Bing maps links will become active on the WIAEIS Site Mapper Page.
- b. Open each link to review the area around the WIA boundary to identify any potential occupied buildings or cattle yards that may not be showing up in the WIAEIS, paying close attention to wooded areas, which may be shading or covering up roof outlines.



- c. Create additional buffers if necessary in WIAEIS Site Mapper and edit the WIA boundary.

- d.** If a building is determined as not occupied/abandoned, please include a comment in the contract section.

## Appendix B: Delineating WIA Site Boundaries and Access Features

---

### Habitat Requirements, Size and Locations Restricting Firearm Discharge or Hunting

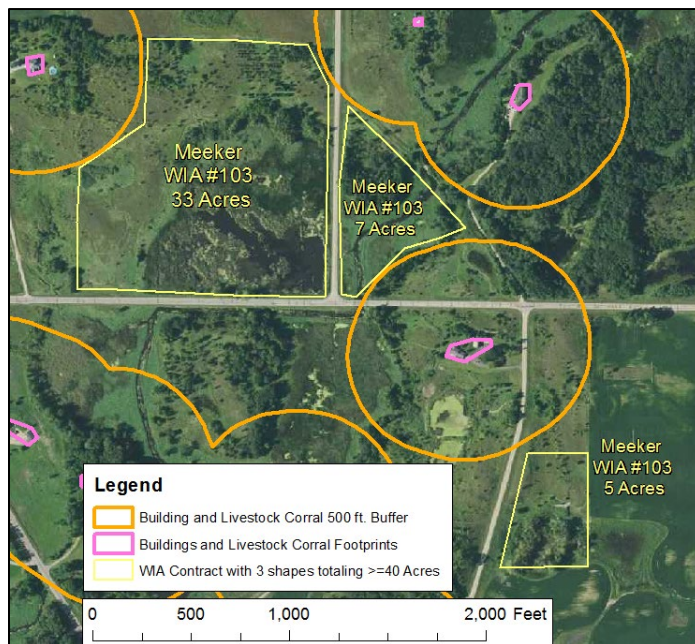
The first steps in working with the cooperator is to determine if their property fits into the WIA program. Although part of the benefits to the program are to protect habitat through additional monetary incentives to the landowner, the bottom line is the property needs to be suitable for hunting and reasonable for ease in sign posting.

**Habitat Requirements:** The main emphasis of the program has been to provide quality grassland and wetland habitats for places to hunt, however as the program has expanded, more wooded properties especially along riparian corridors have been enrolled in the program. Parcels that are entirely composed of plantation forest, such as hybrid poplar or coniferous forest, will most likely be rejected from the program. Other naturally forested parcels should be considered as long as they have some defined edges for the sign crews to post and for hunters to follow. Other habitat types that have been rejected in the past are parcels that are entirely made up of public water wetlands that already have public access via road right-of-way or where access to a public water wetland is currently controlled by multiple private parties.

Please inform the cooperator that they need to inform the DNR of habitat maintenance or upgrade activities that will alter the cover. DNR uses this information to post on the [WIA Status website](#) that the cover has been compromised, informing hunters there may be limited to no habitat to hunt for that year.

**WIA Parcel Size:** Only parcels meeting the following description for size will be accepted in the program.

1. Isolated parcels 40 acres or greater in size (some wiggle room maybe down to 35 acres if buffers are added)



2. Parcels smaller than 40 acres but immediately adjacent to other public hunting lands including WMAs, WPAs

and other currently enrolled WIAs.

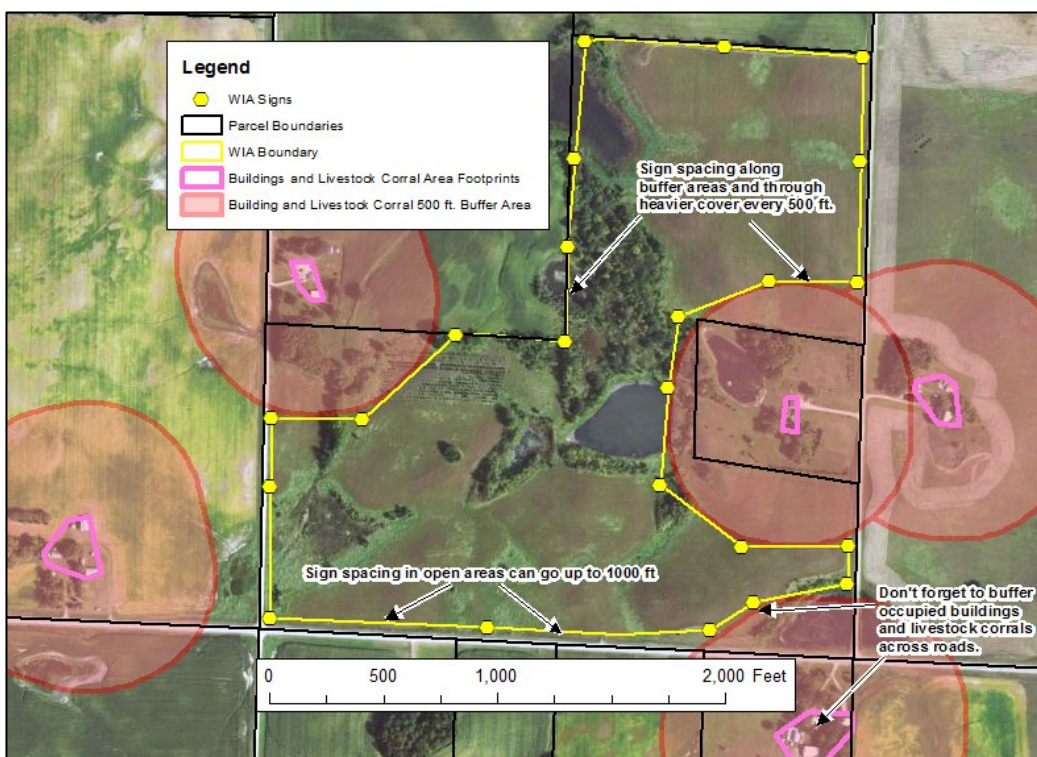
3. Isolated parcels smaller than 40 acres but within 1/2 mile of another parcel enrolled by the same cooperator (all cooperator parcels should add up to 40 acres).

**Areas that Prohibit Firearm Discharge or Hunting:** Parcels will not be accepted if they are within city limits where ordinances restrict discharge of a firearm. WIA sites will also be rejected where they may otherwise be too close to numerous homes and other areas where people gather such as parks. The State of MN also has refuges designated across the state which limit hunting. Some refuges only limit hunting certain wildlife such as waterfowl. If a parcel for example is within a waterfowl refuge and composed of mostly open water wetland, it likely won't be allowed in the program.

### Guidance for creating no firearm discharge zones around buildings and cattle yard

When delineating WIA boundaries, make sure to identify all potential occupied buildings and livestock corrals within 500 feet of the cooperator parcel, including those across the road from the cooperator's property. DNR staff will look for additional occupied buildings and livestock corrals when reviewing and posting WIA boundaries, but to reduce revisions to contracts, it's best to give the proposed WIA boundary a good review for these no firearm discharge zones while working with the cooperator. After the first WIA polygon or farmstead polygon is delineated in the WIAEIS Site Mapper page, a Google Map and Bing Map link will become active. Please use these links with the more recent and detailed imagery to review locations of potential occupied buildings and livestock corrals within 500 ft of the WIA boundary before generating the contract.

The example below identifies how a WIA boundary would be posted to ensure that the 500 ft zone requirement and sign posting guidelines are met. WIA sign posting crews follow the posting requirements identified by state law. "Post along boundaries every 1000 ft or less, or in wooded areas where boundaries are less clear, at intervals of 500 feet or less. At the primary corners of each parcel of land and at access roads and trails at points of entrance to each parcel." Using the 500 ft and 1000 ft requirements for legally posting property can help guide where to identify boundary



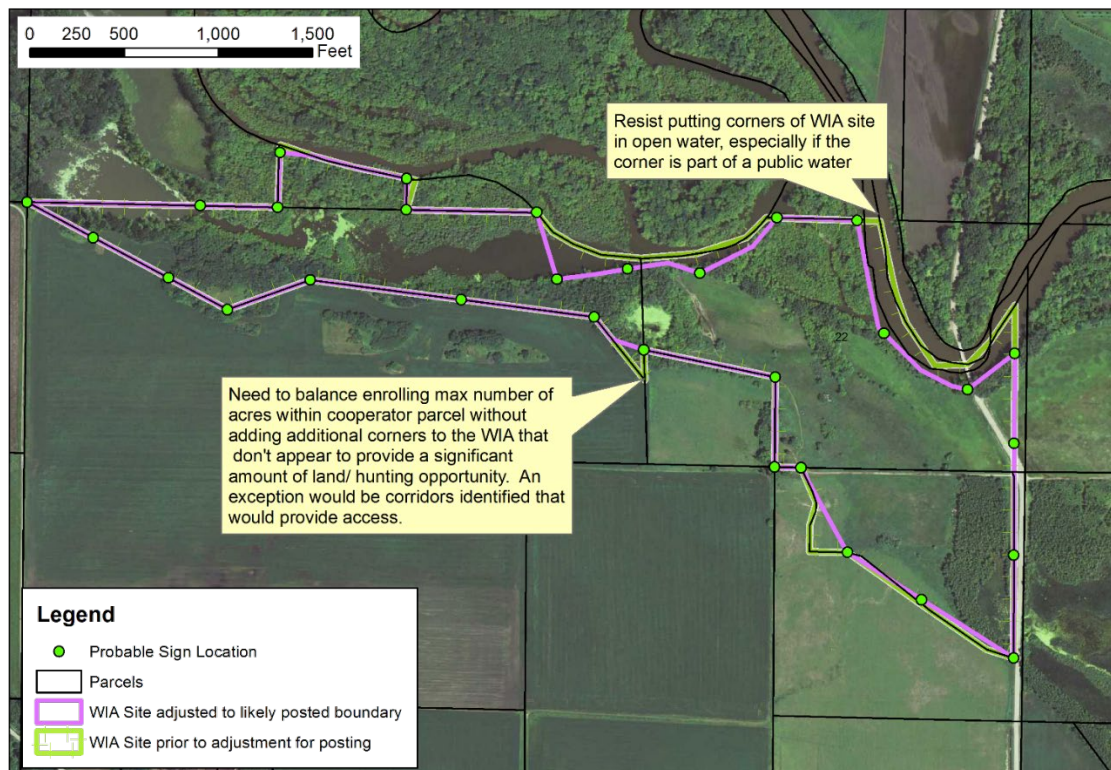


corners around the 500 ft no firearm discharge zone. Imagine that you are posting around the no firearm discharge area yourself and identify where you'd have to post the next sign based on cover and existing edges to follow.

## Guidance for Maximizing Enrolled Acres without Adding Lands that Provide Little to No Hunting Opportunity

Many parcel boundaries in the farmland zone are rectangular in nature, making them easy to follow and add as part of a WIA boundary given that habitat and no firearm discharge zone requirements are met. As WIAs are enrolled more around public waters and more in the transition zone of the state, parcel boundaries tend to be irregular in nature presenting challenges for DNR Sign Crews to post without resulting in "Sign Pollution". It can also make it a challenge for hunters to follow the posted boundary with irregular boundaries.

Again, using the posting requirements mentioned in the no-firearm discharge zone guidance section, imagine you are posting the WIA. Utilize parcel boundaries but identify where sign placement would be much less than 500 feet while reviewing habitat and access to determine if certain portions of the cooperators parcel should be left out of the WIA posted boundary. Remember that WIA signs will only be placed where they are not difficult to get to (ex. not placed in open water). Since these are contracts currently limited to three years and may be canceled or allowed to lapse, neither the DNR Sign Crew nor the cooperator should have to go through great effort in posting and retrieving the signs. Nor should we expect that the users of the WIA should need GPS or detailed photo maps to follow the WIA boundary.

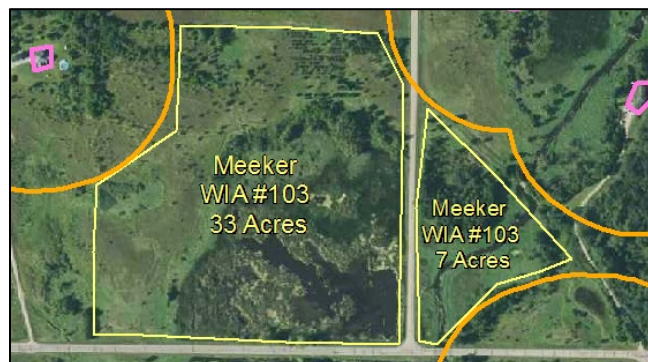


**Abandoned farmsteads and other areas where there may be increased risk to WIA users:** Some abandoned farmstead areas can provide great hunting opportunities especially when mixed with woody cover for pheasant and deer cover, however, left over farm equipment, abandoned wells, dilapidated buildings and old dump areas can pose as hazards to WIA users and their dogs, especially when these features are covered up by over grown vegetation. Although the cooperator is afforded liability protection, it's also important that potential hazard areas are considered to help ensure WIA users have a safe and enjoyable experience. Discuss these areas with the cooperator when enrolling to determine if these areas pose enough risk and limited hunting opportunity where they should be delineated out of the WIA boundary.



**Public Roads:** Although many ditches along public roads provide hunting opportunities, the WIA boundary itself should not go across public roads (note: does not include cooperator driveways). WIA boundary signs will be placed along both sides of a public road when splitting an enrolled parcel so it's best to identify that boundary along with other posted boundaries along non-cooperator parcels.

WIA boundary split by road



### Guidance for Properly Identifying Access Needs for WIAs

Many current WIAs have public roads along their boundaries making them easily accessible to users and posting crews, however, as this program has grown, we've found certain situations where WIA parcels don't have clear public access corridors leading to them. This is the main objective for identifying access points, access trails and

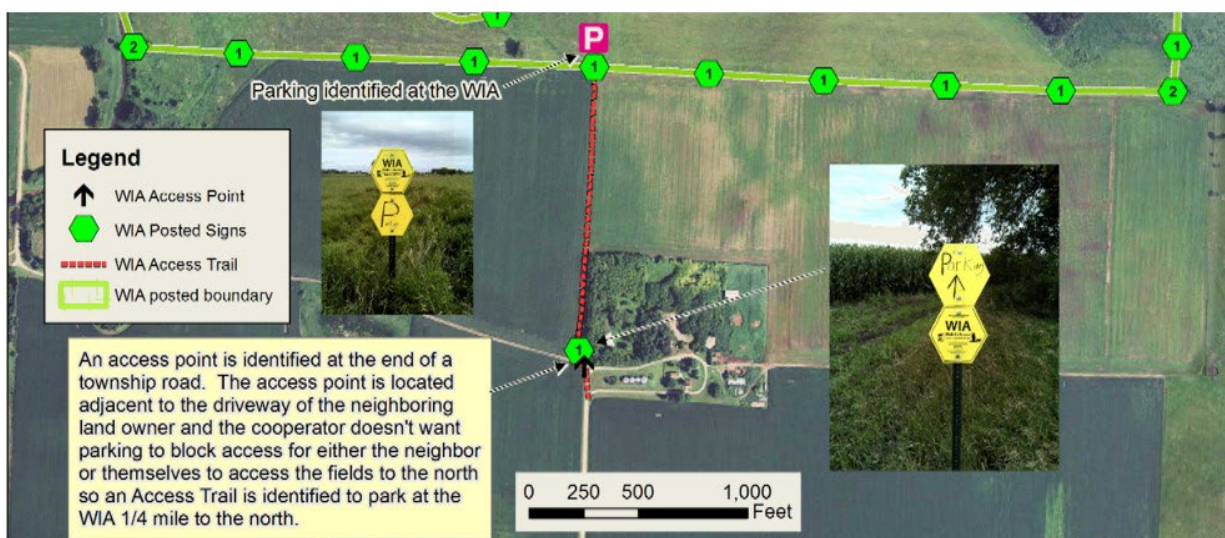


WIA boundary extensions to identify connections from the WIA to a public road. In many cases, access points may present locations for parking opportunities for WIA users along public roads, however they are not necessarily meant to identify parking sites and sometimes may not be preferred parking sites from the cooperator's stand point (ex. don't want to block a field approach which leads to the WIA for the farmer to get equipment into their field adjacent to the road). Below are some examples of how access points, access trails and WIA boundary extensions are used.

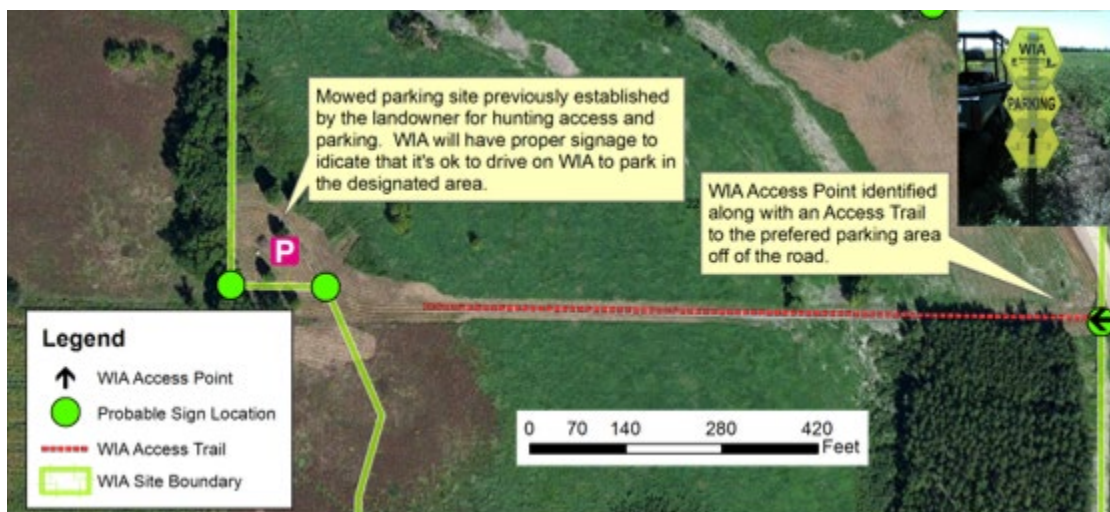
*Walk-in Access Boundary Extension to a public road. Property is owned by the cooperator and provides some hunting opportunity along a ditch, fence line or tree line.*



*Drive-in Access along a Cooperators Field Access, WIA Access Trail Identified*



*Drive-in Access along a Cooperators Field Access within the WIA Boundary (Limit parking along a busy road)*



*Walk-In Access to WIA through Adjacent Public Lands open to Hunting*



In summary, below is a description and the intended purpose for identifying access features to WIAs.

**WIA Access Point** - A point identified along a public road from which access to a WIA is permissible. No more than 1 access point is needed for a WIA unless its represented with multiple parts. In most cases, WIA signs are immediately next to or are in site from a WIA access point. WIA access points may be but are not necessarily good parking sites.

**WIA Access Trail** - A trail identified along the cooperator's private property or along an unmapped public road (ex. minimum maintenance road). Depending on ownership and trail conditions, may be drive in or walk in.

**WIA Boundary Extension** - A narrow extension (~10 ft wide) across the cooperator's property which allows WIA



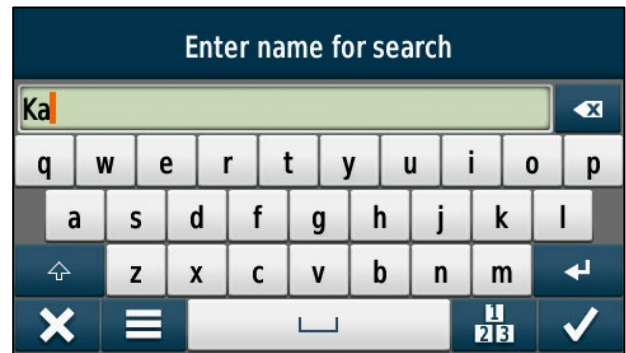
## Example of how WIA Access Points are utilized for Point of Interests for GPS Navigation



User selects Access Points from POI list in Extras  
Link



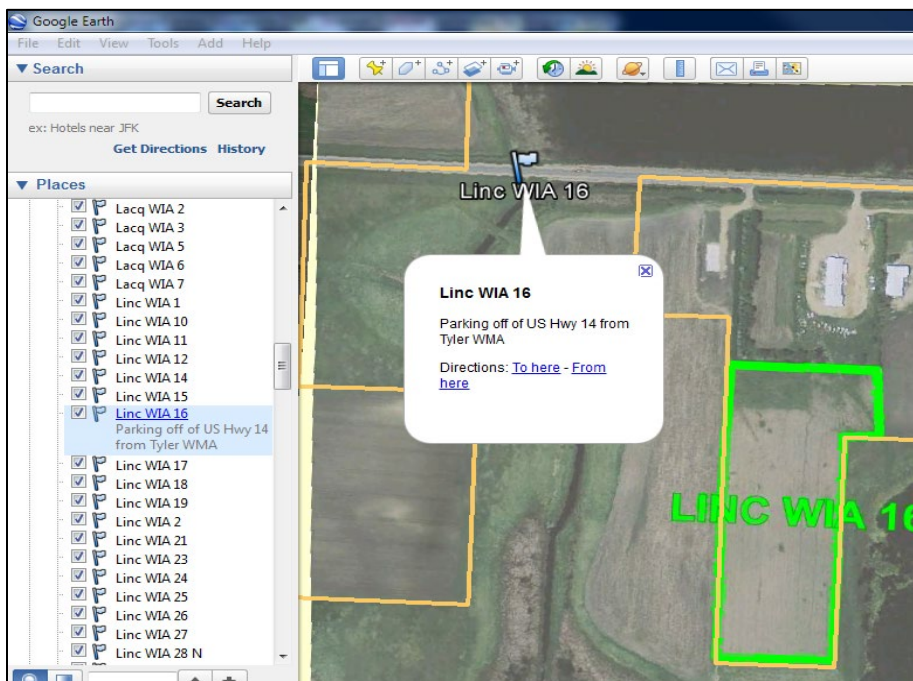
User selects desired WIA



User enters name of WIA



GPS computes driving directions to the WIA



### Example of using WIA Access Points in Google Earth to get driving directions to a WIA

It's best to identify an access point directly adjacent to a public road to ensure that the mapping program or GPS device will calculate accurate directions to that point of entry.

If a cooperators WIA parcels are more than 1/2 mile away from each other, please consider splitting them up into separate contracts so the WIA is easier to map and provide driving directions for users.