

### Self-Assessment Tutorial

1. Open the CSWA web site at [www.sustainablewinegrowing.org](http://www.sustainablewinegrowing.org)
2. Using your user name and password sign in as you normally do to access your assessment.
3. Once in find the "Quick Links" box on the upper left side of the Home page.
4. There find and click on "Clone Assessment". At the top of the page that opens you will see two boxes labeled Source and Target.
5. In the Source box click on one the listed vineyard you want to copy answers from, and then in the year box that appears at the bottom of the box, pick 2014.
6. In the Target box pick the same vineyard and then pick 2015.
7. At the very bottom of the page click the "clone" button and then click OK in the pop-up that appears.
8. Mission accomplished, your answers for the selected vineyard are copied forward to the next assessment year. Repeat for each vineyard item in your hierarchy until all are copied forward.
9. This same process can be used to copy answers for one vineyard to another. Proceed as before; in the Source box pick the vineyard that has the assessment answers you want to copy then pick the year on the drop down list; in the target box pick the vineyard the answers will be copied to and then pick the same year. Click clone and then click OK in the pop up box. Done and done.