

The update process starts on the Switchboard.

Make sure that the correct hat (profile) is selected.

Under Business Function select Recreation and under Available Forms and Reports, that the Data Input Forms button is checked.

Then select the REC – ANNUAL UPDATE and click on the launch button.

**District POCs: A new profile has been created for you Recreation Mid-Level which will allow you to make corrections during the November review.**



### Annual Update

Project Site: CHEATHAM LOCK AND DAM  
Fiscal Year: 2017

Step	Launch Form	Status	Progress	% Complete
Step 1:	Project Site Update	Completed	<div style="width: 100%; height: 10px; background-color: green;"></div>	100.00% Complete
Step 2:	Project Site Areas Update	Completed	<div style="width: 100%; height: 10px; background-color: green;"></div>	100.00% Complete
Step 3:	Corps Managed Recreation Update	Completed	<div style="width: 100%; height: 10px; background-color: green;"></div>	100.00% Complete
Step 4:	Interpretive Contacts Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 5:	Special Events Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 6:	Facilities Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 7:	Partnerships Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 8:	Law Enforcement Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 9:	Leases/Licenses Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 10:	Boat Ramp Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete
Step 11:	Annual Project Data Update	Not Started	<div style="width: 0%; height: 10px; background-color: white;"></div>	.00% Complete

No Corps Managed Recreation Areas  
 No Interpretive Contacts  
 No Special Events  
 No Facilities  
 No Partnership Agreements  
 No Law Enforcement Agreements  
 No Leases/Licenses Agreements

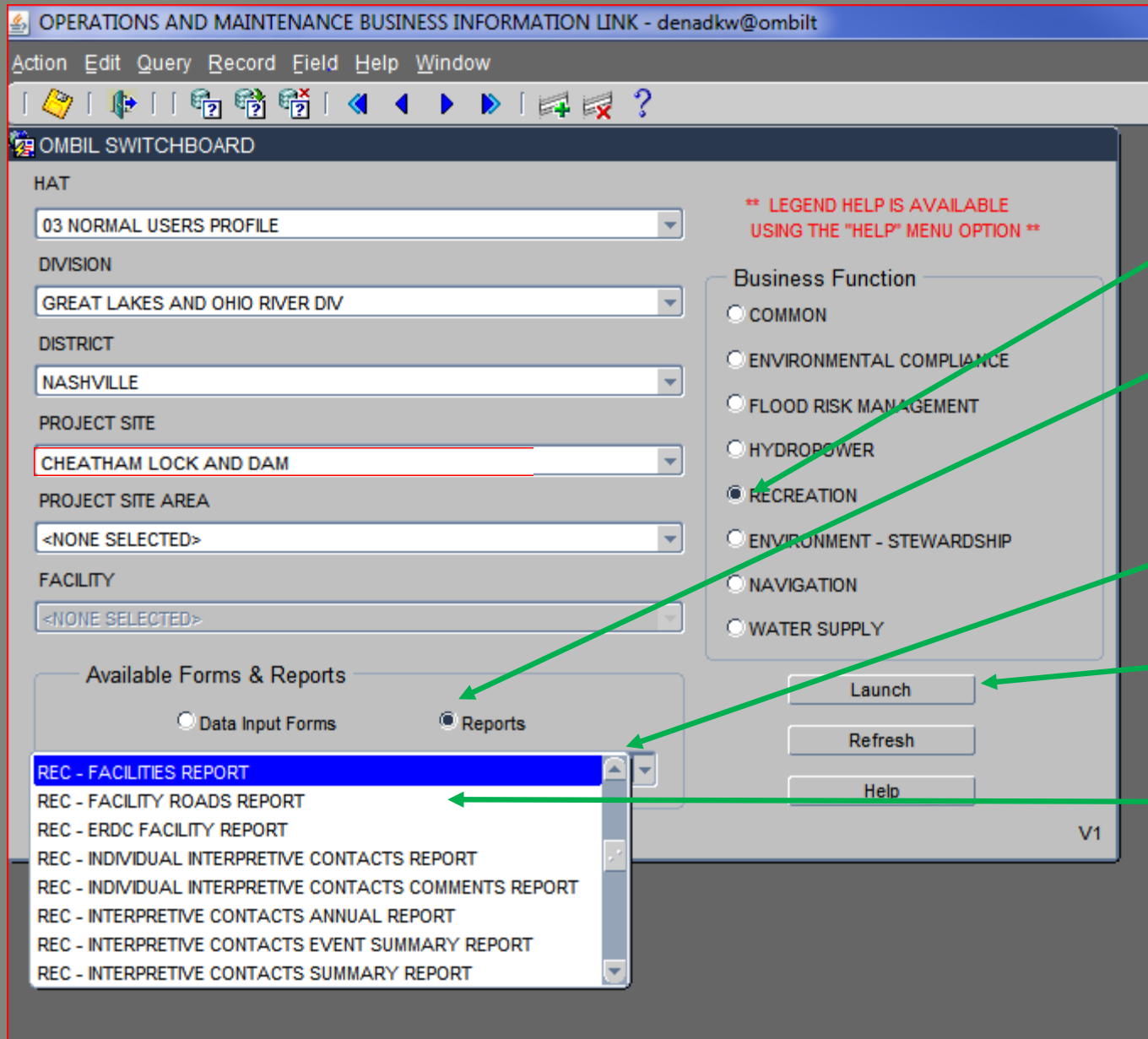
Do not click "Submit" until all steps are completed. Clicking this button will save the Annual Update form. Clicking this button if this button has been clicked will result in an error.

At the Annual Update Wizard, click on Step 6: Facilities Update.

Note: For Step 6 to become active, Step 3 must be 100% complete.

Before beginning Step 6, it is highly recommended to run a facilities report and update the facilities on the report before proceeding.

To Run reports, Exit the annual update through the door  .



Starting at the Switchboard.

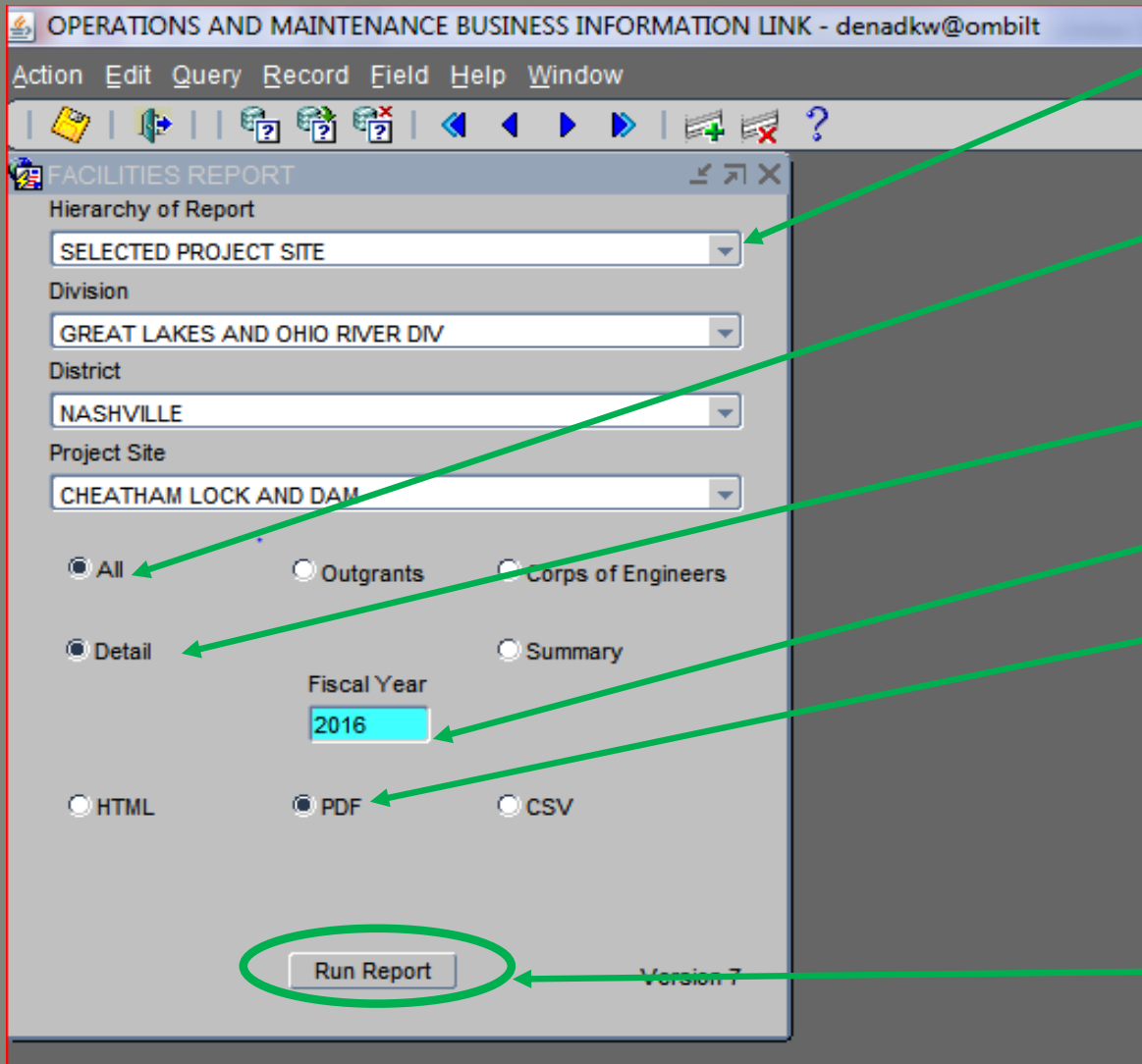
Under Business Function select Recreation

Under Available Forms and Reports, that the Reports button is checked.

Then select the REC – FACILITIES REPORT first.

Click Launch button.

After running the facilities report, select REC – FACILITY ROAD REPORT for specific roads information.



Select the Hierarchy of the Report.

Then Select All to run both outgrants and Corps of Engineers managed PSAs.

Then select Detail.

Enter the Fiscal Year.

Select Type of Report.

Note: For printing purposes and to take into the field, the PDF version may work best.

Click Run Report. Report opens in a pop up window.

After the report runs, click the Exit Door  to return to the switchboard.

# Recreation Facilities Annual Report For FY: 2016

Version 11

Division	GREAT LAKES AND OHIO RIVER DIV			District:	NASHVILLE		
Project Site	CHEATHAM LOCK AND DAM			PSA:	ASHLAND CITY PARK		
Sanitary	Corps	Outgranted	Total	Land Based	Corps	Outgranted	Total
Bath Change House	0	0	0	Amphitheater	0	0	0
Dump Station	0	0	0	Building, Interpretive	0	0	0
Restroom, Biological	0	0	0	Building, Laundry	0	0	0
Restroom, Chemical	0	0	0	Court, Basketball	0	0	0
Restroom, Vault	0	0	0	Court, Multiple Purpose	0	1	1
# of Restrooms with Showers	0	0	0	Court, Tennis	0	0	0
Restroom, Waterborne	0	1	1	Court, Volleyball	0	1	1
# of Restrooms with Showers	0	0	0	Field, baseball	0	0	0
Shower House	0	0	0	Field, soccer	0	0	0
Overnight				Fish cleaning station	0	0	0
Building, Entrance Station	0	0	0	Frisbee/Disc Golf Course	0	0	0
Cabin	0	0	0	Golf course	0	0	0
Campsite Total	0	0	0	Group picnic area	0	1	1
20/30 Amp Outlet	0	0	0	# of Picnic Sites	0	5	5
20/30/50 Amp Outlet	0	0	0	Group picnic shelter	0	1	1
No Electrical	0	0	0	Life Jacket Loaner Board	0	0	0
Water	0	0	0	Picnic site	0	15	15
Sewer	0	0	0	Playground/playground equipment	0	1	1
Gate/Park Attendant Site (pad)	0	0	0	Trail, ATV	0	0	0
Group Camp area	0	0	0	Miles	0	0	0
# of Campsites	0	0	0	Trail, bicycle	0	0	0



ANNUAL UPDATE

Project Site  
CHEATHAM LOCK AND DAM

# Annual Update

Do not click "Submit" until all reports are completed. Clicking this button will return you to the Annual Update form. Clicking this button if this button has been clicked will result in an error.

Fiscal Year  
2017

	Launch Form	Status		Progress	% Complete
Step 1:	Project Site Update	Completed			100.00% Complete
Step 2:	Project Site Areas Update	Completed			100.00% Complete
Step 3:	Corps Managed Recreation Update	Completed	No Corps Managed Recreation Areas <input type="checkbox"/>		100.00% Complete
Step 4:	Interpretive Contacts Update	Not Started	No Interpretive Contacts <input type="checkbox"/>		.00% Complete
Step 5:	Special Events Update	Not Started	No Special Events <input type="checkbox"/>		.00% Complete
Step 6:	Facilities Update	Not Started	No Facilities <input type="checkbox"/>		.00% Complete
Step 7:	Partnerships Update	Not Started	No Partnership Agreements <input type="checkbox"/>		.00% Complete
Step 8:	Law Enforcement Update	Not Started	No Law Enforcement Agreements <input type="checkbox"/>		.00% Complete
Step 9:	Leases/Licenses Update	Not Started	No Leases/Licenses Agreements <input type="checkbox"/>		.00% Complete
Step 10:	Boat Ramp Update	Not Started			.00% Complete
Step 11:	Annual Project Data Update	Not Started			.00% Complete

After running the reports, return to Switchboard and then open the Annual Update Wizard.

Click on Step 6: Facilities Update to launch the form.









OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

FACILITIES ANNUAL UPDATE

Fiscal Year: 2017 Copy FY Data

Project Site Area: ASHLAND CITY PARK

Managing Agency: Local Government Agency

Facility Category: Water Based

Primary Area Sub-type: DAY USE AREA

Facility Type Name	Corps	FY 2016		FY 2017	
		Corps	Outgranted	Corps	Outgranted
Boat Mooring	?	0	0	0	0
Boat Ramp	?	0	1	0	1
Launch Lanes	?	0	2	0	2
Dock, courtesy fishing	?	0	0	0	0
Dock, courtesy loading	?	0	1	0	1
Dock, courtesy swimming	?	0	0	0	0
Fishing pier	?	0	1	0	1
Marina	?	0	0	0	0
Dry Storage Slips	?	0	0	0	0
Wet Slips	?	0	0	0	0
Transient Slips	?	0	0	0	0
Boat Rentals	?	0	0	0	0
Gas Available	?	0	0	0	0
Swimming Beach	?	0	0	0	0
Swimming pool	?	0	0	0	0
Trail, Water	?	0	0	0	0
Miles	?	0	0	0	0
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				

<<PREVIOUS NEXT>>

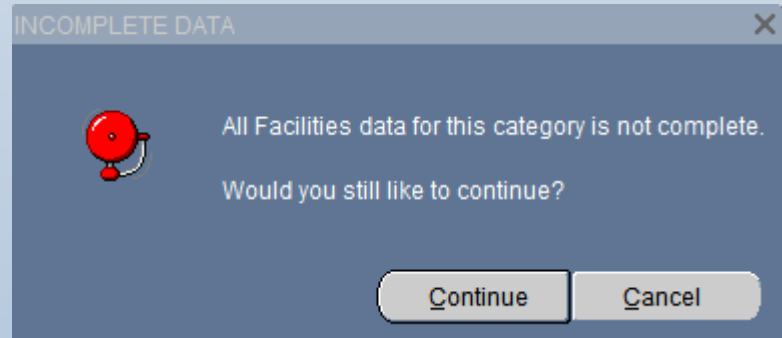
Version 27

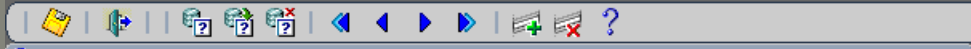
# Water Based Facility Category

Correct as needed.

Then click "Next" to move to the next facility category.

If you have not populated all fields, then an incomplete message will appear after clicking the "Next" button.





Fiscal Year

2017

Copy FY Data

Project Site Area

ASHLAND CITY PARK

Managing Agency

Local Government Agency

Facility Category

Other

Primary Area Sub-type

DAY USE AREA

Facility Type Name		FY 2016		FY 2017	
		Corps	Outgranted	Corps	Outgranted
Building, Activity Center	?	0	0	0	0
Building, Admin. or Maintenance	?	0	1	0	1
Grocery store	?	0	0	0	0
Gas Available	?	0	0	0	0
Hydropower Plant	?	0	0	0	0
Lock	?	0	0	0	0
Restaurant	?	0	0	0	0
Snack bar	?	0	1	0	1
Traffic Counters	?	1	0	1	0
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				
	?				

<<PREVIOUS

NEXT>>

# Other Facility Category

After clicking the "Copy FY Data", the new FY fields are populated with the previous year's facility data.

Correct as needed.

Then click "Next" to move to the next facility category.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilit

Action Edit Query Record Field Help Window

FACILITIES ANNUAL UPDATE

Fiscal Year: 2017 Copy FY Data

Project Site Area: ASHLAND CITY PARK

Managing Agency: Local Government Agency

Facility Category: Land Based

Primary Area Sub-type: DAY USE AREA

Facility Type Name	FY 2016		FY 2017	
	Corps	Outgranted	Corps	Outgranted
Amphitheater	0	0	0	0
Building, Interpretive	0	0	0	0
Building, Laundry	0	0	0	0
Court, Basketball	0	0	0	0
Court, Multiple Purpose	0	1	0	1
Court, Tennis	0	0	0	0
Court, Volleyball	0	1	0	1
Field, baseball	0	0	0	0
Field, soccer	0	0	0	0
Fish cleaning station	0	0	0	0
Frisbee/Disc Golf Course	0	0	0	0
Golf course	0	0	0	0
Group picnic area	0	1	0	1
# of Picnic Sites	0	5	0	5
Group picnic shelter	0	1	0	1
Life Jacket Loaner Board	0	0	0	0
Picnic site	0	15	0	15
Playground/playground equipment	0	1	0	1
Trail, ATV	0	0	0	0
Miles	0	0	0	0
Trail, bicycle	0	0	0	0
Miles	0	0	0	0
Trail, cross country skiing	0	0	0	0
Miles	0	0	0	0
Trail, equestrian	0	0	0	0

<<PREVIOUS    NEXT>>

Version 27

# Land Based Facility Category

Correct as needed.

Then click "Next" to move to the next facility category.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

FACILITIES ANNUAL UPDATE

Fiscal Year: 2017

Project Site Area: ASHLAND CITY PARK

Managing Agency: Local Government Agency

Facility Category: Roads

Primary Area Sub-type: DAY USE AREA

\*\* The number of miles should be entered into the condition categories under Public and Service Roads for both Centerline Miles Paved and Centerline Miles Unpaved. \*\*

Facility Type Name	FY 2016		FY 2017		Percent
	Corps	Outgranted	Corps	Outgranted	
Count of Public Roads	0	1	0	1	
Centerline Miles Paved Public	0	2	0	2	
Centerline Miles Unpaved Public	0	0	0	0	
Excellent (mi)	0	0	0	0	
Good to Excellent (mi)	0	0	0	0	
Good (mi)	0	0	0	0	
Fair to Good (mi)	0	0	0	0	
Fair (mi)	0	0	0	0	
Poor to Fair (mi)	0	0	0	0	
Poor (mi)	0	0	0	0	
Count of Service Roads	0	1	0	1	
Centerline Miles Paved Service	0	.5	0	.5	
Centerline Miles Unpaved Service	0	0	0	0	
Excellent (mi)	0	0	0	0	
Good to Excellent (mi)	0	0	0	0	
Good (mi)	0	0	0	0	
Fair to Good (mi)	0	0	0	0	
Fair (mi)	0	0	0	0	
Poor to Fair (mi)	0	0	0	0	
Poor (mi)	0	0	0	0	
Count of Parking Lots	0	2	0	2	
Camping Car Spaces	0	0	0	0	
Camping Trailer Spaces	0	0	0	0	
Day-use Car Spaces	0	50	0	50	
Day-use Trailer Spaces	0	30	0	30	

<<PREVIOUS 

# Roads Facility Category

Correct as needed.

Then click "Next" to move to the next facility category.

For more help on Roads and conditions, please contact Meredith Bridgers, IWR.



OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

FACILITIES ANNUAL UPDATE

Fiscal Year: 2017 Copy FY Data

Project Site Area: BLUFF CREEK Managing Agency: Corps of Engineers

Facility Category: Water Based Primary Area Sub-type: LAND ACCESS POINT

Facility Type Name	FY 2016		FY 2017	
	Corps	Outgranted	Corps	Outgranted
Boat Mooring	0	0	0	0
Boat Ramp	1	0	0	0
Launch Lanes	2	0	0	0
Dock, courtesy fishing	0	0	0	0
Dock, courtesy loading	1	0	0	0
Dock, courtesy swimming	0	0	0	0
Fishing pier	0	0	0	0
Marina	0	0	0	0
Dry Storage Slips	0	0	0	0
Wet Slips	0	0	0	0
Transient Slips	0	0	0	0
Boat Rentals	0	0	0	0
Gas Available	0	0	0	0
Swimming Beach	0	0	0	0
Swimming pool	0	0	0	0
Trail, Water	0	0	0	0
Miles	0	0	0	0

<<PREVIOUS NEXT>>

Version 27

Note: In Step 2: Project Site Area Review, this PSA was changed from a Day Use Subtype to a Land Access Subtype.

Once the “Copy FY Data” is clicked, the applicable fields are populated.

Ex: Land Access Points do not have Boat Ramps, so those fields are greyed out or inactive.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

FACILITIES ANNUAL UPDATE

Fiscal Year: 2017 Copy FY Data

Project Site Area: LOCK A Managing Agency: Corps of Engineers

Facility Category: Roads Primary Area Sub-type: CAMPGROUND

**\*\* The number of miles should be entered into the condition categories under Public and Service Roads for both Centerline Miles Paved and Centerline Miles Unpaved. \*\***

Facility Type Name	Corps	FY 2016		FY 2017		Percent
		Corps	Outgranted	Corps	Outgranted	
Count of Public Roads	?	1	0	1	0	
Centerline Miles Paved Public	?	2	0	2	0	
Centerline Miles Unpaved Public	?	0	0	0	0	
Excellent (mi)	?	2	0	2	0	100
Good to Excellent (mi)	?	0	0	0	0	0
Good (mi)	?	0	0	0	0	0
Fair to Good (mi)	?	0	0	0	0	0
Fair (mi)	?	0	0	0	0	0
Poor to Fair (mi)	?	0	0	0	0	0
Poor (mi)	?	0	0	0	0	0
Count of Service Roads	?	0	0	0	0	
Centerline Miles Paved Service	?	0	0	0	0	
Centerline Miles Unpaved Service	?	0	0	0	0	
Excellent (mi)	?	0	0	0	0	
Good to Excellent (mi)	?	0	0	0	0	
Good (mi)	?	0	0	0	0	
Fair to Good (mi)	?	0	0	0	0	
Fair (mi)	?	0	0	0	0	
Poor to Fair (mi)	?	0	0	0	0	
Poor (mi)	?	0	0	0	0	
Count of Parking Lots	?	1	0	1	0	
Camping Car Spaces	?	5	0	5	0	
Camping Trailer Spaces	?	25	0	25	0	
Day-use Car Spaces	?	0	0	0	0	
Day-use Trailer Spaces	?	0	0	0	0	

<<PREVIOUS FINISH

Version 27

## Last PSA in the List

At the Last active PSA in the project list, a “Finish” button appears.

Click “Finish” and this will return you to the Annual Update Wizard.

Note: Click on the Door icon  at the top of the page to exit the form.





ANNUAL UPDATE

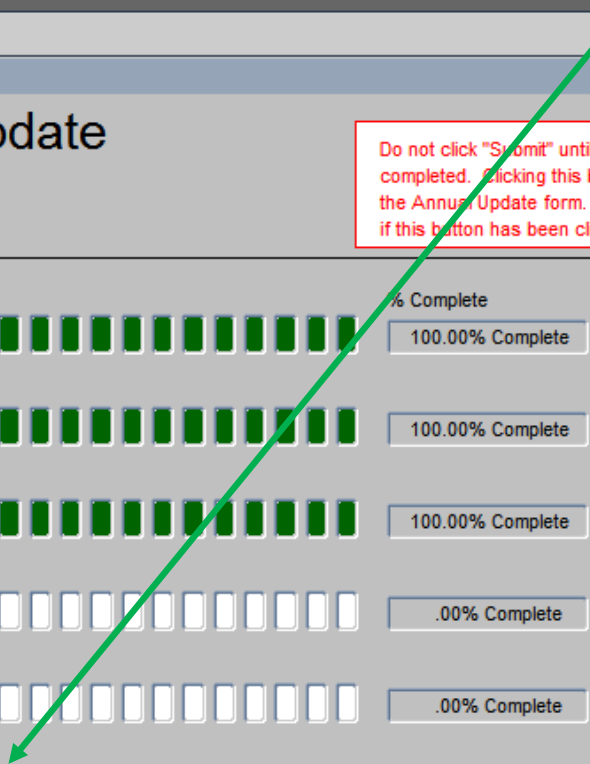
Project Site

Fiscal Year

# Annual Update

Do not click "Submit" until completed. Clicking this button will reset the Annual Update form. If this button has been clicked, you will need to re-enter all data.


Step	Launch Form	Status	Progress	% Complete
Step 1:	<input type="button" value="Project Site Update"/>	<input type="text" value="Completed"/>		100.00% Complete
Step 2:	<input type="button" value="Project Site Areas Update"/>	<input type="text" value="Completed"/>		100.00% Complete
Step 3:	<input type="button" value="Corps Managed Recreation Update"/>	<input type="text" value="Completed"/>		100.00% Complete
	No Corps Managed Recreation Areas <input type="checkbox"/>			
Step 4:	<input type="button" value="Interpretive Contacts Update"/>	<input type="text" value="Not Started"/>		.00% Complete
	No Interpretive Contacts <input type="checkbox"/>			
Step 5:	<input type="button" value="Special Events Update"/>	<input type="text" value="Not Started"/>		.00% Complete
	No Special Events <input type="checkbox"/>			
Step 6:	<input type="button" value="Facilities Update"/>	<input type="text" value="Completed"/>		100.00% Complete
	No Facilities <input type="checkbox"/>			
Step 7:	<input type="button" value="Partnerships Update"/>	<input type="text" value="Not Started"/>		.00% Complete
	No Partnership Agreements <input type="checkbox"/>			
Step 8:	<input type="button" value="Law Enforcement Update"/>	<input type="text" value="Not Started"/>		.00% Complete
	No Law Enforcement Agreements <input type="checkbox"/>			
Step 9:	<input type="button" value="Leases/Licenses Update"/>	<input type="text" value="Not Started"/>		.00% Complete
	No Leases/Licenses Agreements <input type="checkbox"/>			
Step 10:	<input type="button" value="Boat Ramp Update"/>	<input type="text" value="Not Started"/>		.00% Complete
Step 11:	<input type="button" value="Annual Project Data Update"/>	<input type="text" value="Not Started"/>		.00% Complete



Back at the Annual Update Wizard, notice that Step 6 is now 100% completed.

Note: Changes may be made at any time during the annual update period (October 1 – 31).

If change are made, this may impact the % complete on other steps and these may need revisiting.

Note: Click on the Door icon  at the top of the page to exit the form.