

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - reecenelson@ombilt

Action Edit Query Record Field Help Window

OMBIL SWITCHBOARD

HAT

MILFORD LAKE KANSAS PROFILE

DIVISION

NORTHWESTERN DIVISION

DISTRICT

KANSAS CITY

PROJECT SITE

PERRY LAKE KANSAS

PROJECT SITE AREA

ADMINISTRATION/ VISITOR CENTER

FACILITY

ADMINISTRATION AREA OVERLOOK

Available Forms & Reports

Data Input Forms

Reports

REC - ANNUAL UPDATE

** LEGEND HELP IS AVAILABLE USING THE "HELP" MENU OPTION **

Business Function

COMMON

ENVIRONMENTAL COMPLIANCE

FLOOD RISK MANAGEMENT

HYDROPOWER

RECREATION

ENVIRONMENT - STEWARDSHIP

NAVIGATION

WATER SUPPLY

Launch

Refresh

Help

V1

Select the Project Site, if it's not already the default.

Select Recreation button

Select Data Input Forms

Select the REC – ANNUAL UPDATE

Select Launch

Begin at the Switchboard. Select your Project, select the Recreation button, select Data Input Forms, then select the REC – ANNUAL UPDATE. Click the Launch button.

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Action Edit Query Record Field Help Window

ANNUAL UPDATE

Project Site
PERRY LAKE KANSAS

Fiscal Year
<SELECT YEAR>

Annual Update

Do not click "Submit" until all steps below have been completed. Clicking this button will disable all steps on the Annual Update form. Contact ombilt@usace.army.mil if this button has been clicked in error.

Submit

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

Version 38

Annual Update Wizard Home screen. Select Current FY. Previous FY data can be viewed within each individual Step (Wizard). Other year's data can be viewed using the reports available on the switchboard.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - reecenelson@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Project Site
PERRY LAKE KANSAS

Fiscal Year
2017

Annual Update

Do not click "Submit" until all steps below have been completed. Clicking this button will disable all steps on the Annual Update form. Contact ombilt@usace.army.mil if this button has been clicked in error.

Submit

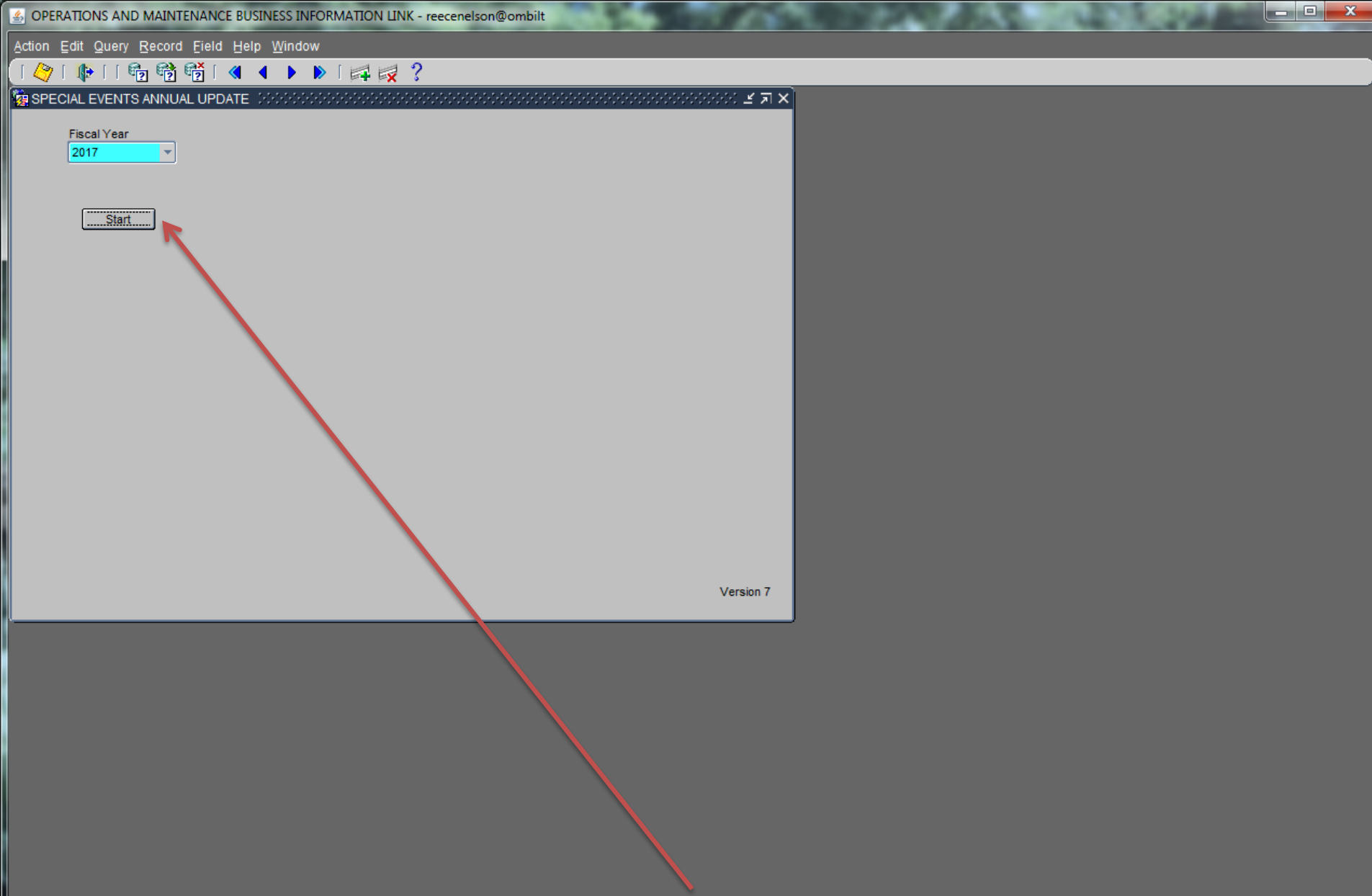
Step	Launch Form	Status	Progress	% Complete	Start Date	End Date
Step 1:	Project Site Update	In Progress < 100%	<div><div></div></div>	66.66% Complete	01-JUN-2017	31-DEC-2017
Step 2:	Project Site Areas Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Corps Managed Recreation Areas <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 3:	Corps Managed Recreation Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Interpretive Contacts <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 4:	Interpretive Contacts Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Special Events <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 5:	Special Events Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Facilities <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 6:	Facilities Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Partnership Agreements <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 7:	Partnerships Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Law Enforcement Agreements <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 8:	Law Enforcement Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
		No Leases/Licenses Agreements <input type="checkbox"/>	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 9:	Leases/Licenses Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 10:	Boat Ramp Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 11:	Annual Project Data Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017

Version 38

Select the appropriate report Fiscal Year for the current update.

Record: 1/1

From the Wizard Home screen, Click on the "Special Events Update" button to begin the update process.



Opening screen should default to current FY. You can look at other years that are available; however, you can only make changes to the update FY. Click "Start" to begin the update process.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

Special Event Location
PERRY LAKE KANSAS

Retrieve Records

		FY 2016			FY 2017			
Event Type		Event/ Activity	Events	Participants	Fees Collected	Events	Participants	Fees Collected
Fishing Tournaments	?	Activity						
Fishing Tournaments	?	Event						
Boat Regattas	?	Activity						
Boat Regattas	?	Event						
Festivals	?	Activity						
Festivals	?	Event						
Dramatic Presentations	?	Activity						

FINISH

Version 7

Beside each type of Event is a ? Mark. Click on it to see a description of each type of Event.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

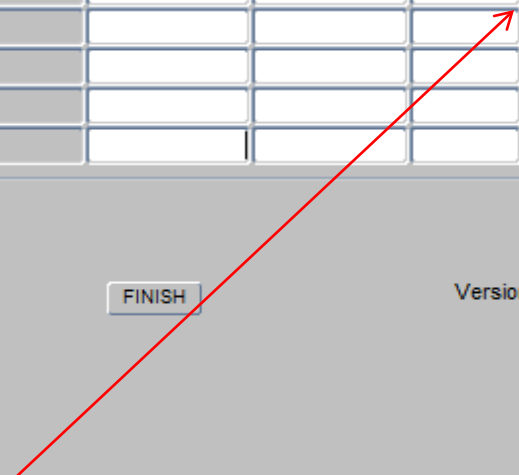
Special Event Location
PERRY LAKE KANSAS

Retrieve Records

		FY 2016			FY 2017		
Event Type	Event/ Activity	Events	Participants	Fees Collected	Events	Participants	Fees Collected
Fishing Tournaments	? Activity						
Fishing Tournaments	? Event						
Boat Regattas	? Activity						
Boat Regattas	? Event						
Festivals	? Activity						
Festivals	? Event						
Dramatic Presentations	? Activity						

FINISH

Version 7



Please note the scroll bar on the right side of the screen. There are more Event/Activity Types than will fit on one screen, so you must scroll down in order to complete the update process.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

Special Event Location
PERRY LAKE KANSAS

Retrieve Records

		FY 2016				FY 2017		
Event Type		Event/ Activity	Events	Participants	Fees Collected	Events	Participants	Fees Collected
Fishing Tournaments	?	Activity						
Fishing Tournaments	?	Event						
Boat Regattas	?	Activity						
Boat Regattas	?	Event						
Festivals	?	Activity						
Festivals	?	Event						
Dramatic Presentations	?	Activity						

Special Events can be entered in OMBIL in two different ways. The original method is to enter each individual Event/Activity (throughout the year) as a separate record, which is described in the Recreation Data Update manual:

<https://ombil.usace.army.mil/systems/RefLinks/RecreationFiles/RECDataInput.pdf>. If you use this method, then all you have to do to complete this portion of the Annual Update is click on the "Retrieve Records" button.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

Special Event Location
PERRY LAKE KANSAS

Retrieve Records

Event Type		Event/ Activity	Events
Fishing Tournaments	?	Activity	
Fishing Tournaments	?	Event	
Boat Regattas	?	Activity	
Boat Regattas	?	Event	
Festivals	?	Activity	
Festivals	?	Event	
Dramatic Presentations	?	Activity	

Nothing to change

There is nothing to aggregate at this time.

OK

FINISH

Version 7

If there are no individual records to retrieve, you will get this message. You will then manually enter the summary totals for the FY for each Event/Activity Type.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

Special Event Location
PERRY LAKE KANSAS

Retrieve Records

		FY 2016				FY 2017		
Event Type	Event/ Activity	Events	Participants	Fees Collected	Events	Participants	Fees Collected	
Fishing Tournaments	? Activity				14	875,251	\$100	
Fishing Tournaments	? Event				0			
Boat Regattas	? Activity				0			
Boat Regattas	? Event				20	25,412	\$500	
Festivals	? Activity				0			
Festivals	? Event				0			
Dramatic Presentations	? Activity				0			

FINISH

Version 7

Scroll down to input the remainder of the Event Types and the associated data

You must have an entry for the number of Events, even if it is a zero, but the number of Participants and Fees Collected can be blank if there are no events. However, the number of Participants and Fees Collected cannot be blank if the number of events is greater than 0.

* NEW – No separate screen between For Profit/Not for Profit. Aggregate both groups into one row.

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Action Edit Query Record Field Help Window

SPECIAL EVENTS ANNUAL UPDATE

Fiscal Year
2017

Start

Special Event Location
PERRY LAKE KANSAS

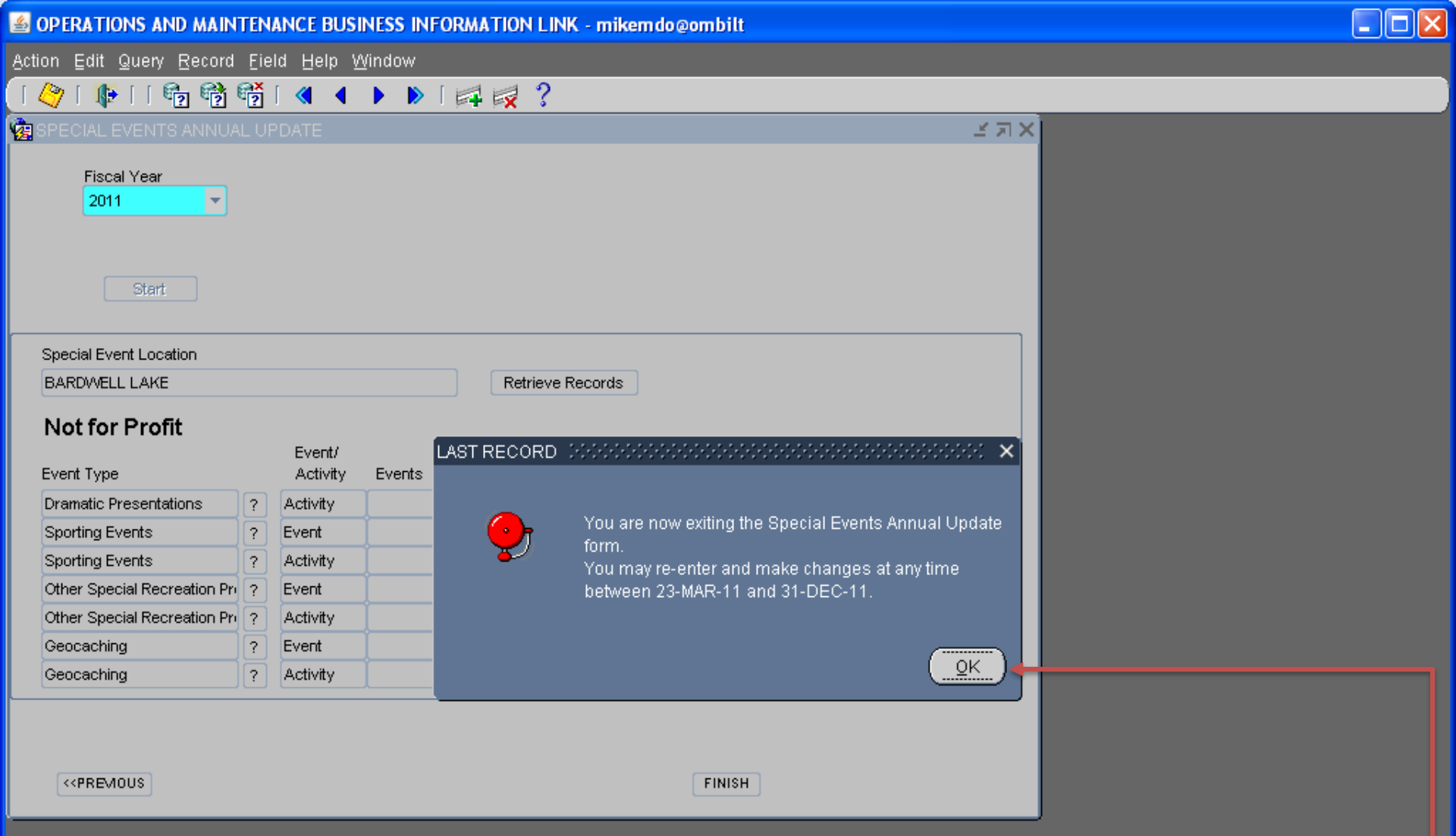
Retrieve Records

		FY 2016			FY 2017			
Event Type		Event/ Activity	Events	Participants	Fees Collected	Events	Participants	Fees Collected
Dramatic Presentations	?	Event				0		
Sporting Events	?	Activity				0		
Sporting Events	?	Event				12	5,800	\$500
Other Special Recreation Pr	?	Activity				0		
Other Special Recreation Pr	?	Event				0		
Geocaching	?	Activity				0		
Geocaching	?	Event				85	987,546	\$2,500

FINISH

Version 7

Once you have scrolled down to the last Event Type and made sure the numbers that were retrieved are correct and/or have manually entered the correct data, then Click on the "Finish" button.



You will get a system generated message letting you know you are exiting the Special Events Annual Update and it will also give you the dates during which any additional corrections can be made. Click “OK”.

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Action Edit Query Record Field Help Window

ANNUAL UPDATE

Project Site: PERRY LAKE KANSAS

Fiscal Year: 2017

Annual Update

Do not click "Submit" until all steps below have been completed. Clicking this button will disable all steps on the Annual Update form. Contact ombil@usace.army.mil if this button has been clicked in error.

Submit

	Launch Form	Status	Progress	% Complete	Start Date	End Date
Step 1:	Project Site Update	In Progress < 100%	<div><div></div></div>	66.66% Complete	01-JUN-2017	31-DEC-2017
Step 2:	Project Site Areas Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 3:	Corps Managed Recreation Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 4:	Interpretive Contacts Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 5:	Special Events Update	Completed	<div><div></div></div>	100.00% Complete	01-JUN-2017	31-DEC-2017
Step 6:	Facilities Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 7:	Partnerships Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 8:	Law Enforcement Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 9:	Leases/Licenses Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 10:	Boat Ramp Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017
Step 11:	Annual Project Data Update	Not Started	<div><div></div></div>	.00% Complete	01-JUN-2017	31-DEC-2017

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You will be returned to the Annual Update Wizard home screen. Status has updated to 100%. If any data is missing, the completion Status would be less than 100%, go back and make corrections in order to complete the data update process. At this point, you can proceed to any of the other Steps or Exit if you are ready to quit the Annual Update.

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Action Edit Query Record Field Help Window

OMBIL SWITCHBOARD

HAT

MILFORD LAKE KANSAS PROFILE

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Available Forms & Reports

☒ Data Input Forms ☐ Reports

REC - ANNUAL UPDATE

** LEGEND HELP IS AVAILABLE USING THE "HELP" MENU OPTION **

Business Function

☐ COMMON

☐ ENVIRONMENTAL COMPLIANCE

☐ FLOOD RISK MANAGEMENT

☐ HYDROPOWER

☒ RECREATION

☐ ENVIRONMENT - STEWARDSHIP

☐ NAVIGATION

☐ WATER SUPPLY

Launch

Refresh

Help

V1

When you exit the Annual Update, you will be returned to the Switchboard where you can exit the system, select another function or return to the Annual Update.