OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

OMBIL SWITCHBOARD

10g Test System
** LEGEND HELP IS AVAILABLE
USING THE "HELP" MENU OPTION **

HAT
01 ADMIN REC HAT

DIVISION
SOUTHWESTERN DIVISION

DISTRICT
FORT WORTH

PROJECT SITE
BARDWELL LAKE

PROJECT SITE AREA
BARDWELL LAKE

FACILITY
BARDWELL DAM

Business Function
- COMMON
- ENVIRONMENTAL COMPLIANCE
- FLOOD RISK MANAGEMENT
- HYDROPOWER
- ● RECREATION
- ENVIRONMENT - STEWARDSHIP
- NAVIGATION
- WATER SUPPLY

Available Forms & Reports
- ● Data Input Forms   ○ Reports

REC - ANNUAL UPDATE

[Launch]

[Refresh]

[Help]

Annotations:

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

Make sure the Recreation Button is highlighted

Select the REC - ANNUAL UPDATE FORM

Click on Launch

You begin from the Switchboard, where you first select your Project, then check the Recreation button, then select the REC – ANNUAL UPDATE (Wizard) and click the Launch button.

Select a form or report to launch
Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Project Site

BARDWELL LAKE

2011
2010
<SELECT YEAR>

Annual Update

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

	Launch Form	Status		Progress	% Complete	Start Date	End Date
Step 1:	Annual Project Data Update						
Step 2:	Corps Managed Recreation Update		No Corps Managed Recreation Areas ☐				
Step 3:	Interpretive Contacts Update						
Step 4:	Special Events Update						
Step 5:	Facilities Update						
Step 6:	Partnerships Update		No Partnership Agreements ☐				
Step 7:	Law Enforcement Update		No Law Enforcement Agreements ☐				
Step 8:	Leases/Licenses Update		No Leases/Licenses Agreements ☐				

This is the opening screen for the Overarching wizard and the first step would be to select the Fiscal Year. This example is for FY2011.

Select the appropriate report Fiscal Year for the current update.

Record: 1/1   <OSC>

From the Overarching Wizard, click on the Partnerships Update button to begin the update process.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type	Organization	Organization Type
ALL TYPES	ALL ORGANIZATIONS	ALL TYPES

Show Selected   Create New   Annual Data

Project Site

BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintain	...	☐	View/Edit
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNER	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit

This opening screen displays all agreements listed in OMBIL for the Project Site (PS). The user can filter what is shown on the screen by selecting an Agreement Type, an Organization (Name), or an Organization Type. Once a filter is selected, click on the "Show Selected" button and the screen will refresh and only show those agreements the user selected. If there are known agreements that don't show up in this list, the user must click on the "Create New" button and work through the screens to create a new agreement. If no new agreements need to be created, then click on the "Annual Data" button to start the update process or the "View/Edit " button to review and/or update basic partnership information.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type

ALL TYPES
CCS - CHALLENGE PARTNERSHIP
CNT - CONTRIBUTIONS PROGRAM
COA - COOPERATIVE AGREEMENT
COP - COOPERATING ASSOCIATION
ECA - ECONOMY ACT PARTNERSHIP
HCP - HANDSHAKE CHALLENGE PARTNER

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

Annual Data

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintai	...	☐	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDINC	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDINC	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

In this example, we have selected Cooperating Association as a filter so that only those type agreements will be displayed.

Select from list to filter partnerships by "Type" of partnership.
Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Agreement Type
COP - COOPERATING ASSOCIATION

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

[Show Selected]   [Create New]   [Annual Data]

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintair	...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit

Once the "Show Selected" button is clicked, the screen will refresh and only display the Agreements meeting the criteria specified in the filter.

Display of the Organization Name for this partnership.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS
BOY SCOUTS OF AMERICA
Cabellas
First Baptist Church
GIRL SCOUTS OF AMERICA
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION
Trail Dogs
U.S. FISH & WILDLIFE SERVICE

Organization Type
ALL TYPES

Show Selected   Create New

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintai	...	☐	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNER	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

In this example, we have re-set the Agreement Type to "All Types" and are now filtering On Organization Name. This will limit the display to specific organizations. Click "Show Selected".

Select from list to filter partnerships by "Type" of partnership.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION

Organization Type
ALL TYPES

[Show Selected]   [Create New]   [Annual Data]

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintai	...	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDIN(	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit

As you can see, by filtering on the Organization Name, the display shows all agreements for that organization, regardless of the type of agreement.

Display of the Organization Name for this partnership.
Record: 1/2   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES
LOC - LOCAL GOVERNMENTAL AGENCY
CON - BUSINESS (CONCESSIONAIRE, COMPANY, SOLE PROPRIETORSHIP)
EDU - EDUCATIONAL INSTITUTIONS (SCHOOLS, UNIVERSITIES)
OTH - OTHER
MIL - MILITARY ORGANIZATION
NPO - NONPROFIT, QUASI PUBLIC, OR COMMUNITY ORGANIZATION
FED - FEDERAL AGENCY (OTHER THAN CORPS AND MILITARY)

Show Selected   Create New   Annual Data

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintai	...	☐	View/Edit
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNER	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

In this example, we have re-set the Agreement Type to "All Types" , the Organization To "All Organizations" and are now filtering on Type of Organization. This will limit the display to a specific Type of Organization. Click "Show Selected".

Select from list to filter partnerships by organization name.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type	Organization	Organization Type
ALL TYPES	ALL ORGANIZATIONS	CON - BUSINESS (CONCESSIONAIRE, COMPANY, S...

Show Selected   Create New   Annual Data

Project Site

BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	View/Edit
Owen Consultants	CCS	CHALLENGE PARTNERSHIP	29-JUL-2010	Upgrade Group Shelters	...	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit
					...	View/Edit

By filtering on Business, we now see only a list of those businesses that have agreements at the PS. In order to proceed with the update process, we will re-set the screen one more time to display all agreements.

Display of the Organization Name for this partnership.

Record: 1/3   ...   <OSC>

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

[Show Selected]   [Create New]   [Annual Data]

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintair	...	☐	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

If you want to see more detailed information about any of the agreements or make corrections to the basic agreement and/or organization information, click on "View/Edit".

Display of the Organization Name for this partnership.
Record: 1/9   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

Show Selected   Create New   Annual Data

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description			Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14 MAR 2003	TETRA will will develop, operate and maintain	...	☐		View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	M			tallation1188 hrs	...	☐		View/Edit
Wal-Mart	C				...	☑		View/Edit
U.S. FISH & WILDLIFE SERVICE	E				...	☐		View/Edit
BOY SCOUTS OF AMERICA	H				...	☐		View/Edit
Trail Dogs	C				...	☐		View/Edit
First Baptist Church	M				...	☐		View/Edit
Cabellas	C				...	☐		View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐		View/Edit
					...	☐		View/Edit

Edit Records Enabled ✕

The Edit and Delete capabilities are active. Edits will only be made permanent on save. Deletions are permanent as soon as the delete record button is pressed.

OK

Display of the Organization Name for this partnership.
Record: 1/9   <OSC>

The system advises that in the "View/Edit" screen, you can make certain edits and deletions, but if you make an error, you can always exit without saving.

In this screen, you can make changes to the "Description", "Partnership Type", "Primary Organization", "Primary Purpose", or Co-Partners; however, you can only change the effective date if the agreement was created during the current update year (FY11 in this example), i.e. if the agreement has data for prior Fiscal Years, then you cannot change the effective date. You also cannot edit the "Terminated" box in this screen. Note that those fields are grayed out for this example. You can also delete an agreement, but only if it was created during the current update year, i.e. you can not delete this record shown, because it was created in FY10. You cannot make changes to any of the FY data in the bottom half of the screen. Note that they are also grayed out. Changes to the FY data will be described later in this presentation.

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Project Site

BARDWELL LAKE

Description

Water Safety Supplies

Partnership Type

CONTRIBUTIONS PROGRAM

Primary Organization

Cabellas

Primary Purpose

Recreation

Date Effective

31-AUG-2010

Terminated

Co-Partners

In the View/Edit screens, the user can not edit the FY data in the bottom half of the screen. This must be edited through the Annual Update screens.

Cannot Delete Record ✕

Partnerships with effective dates outside
the current FY update period must be deleted by the rec manager.

OK

Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Total Corps Value	Additional Investments	Total Amount
2010	0	0	$20.85	$0	$0	$0	$250
2011			$21.36	$0	$0	$0	$0

When you click on the red X, in order to delete the record, the system will tell you if the agreement year and the current year are the same. If they are not, you will get the message above. This is simply a safety check by the system to let the user know if they are trying to delete an agreement that is outside of the current update year. Click on "OK".

Double click on this datafield to select the type of agreement for this partnership.

Record: 1/1   ...   List of Valu...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Project Site
BARDWELL LAKE

Description
Water Safety Supplies

Partnership Type
CONTRIBUTIONS PROGRAM

Primary Organization
Cabellas

Primary Purpose
Recreation

Date Effective
31-AUG-2010

Terminated ☐

Co-Partners

In the View/Edit screens, the user can not edit the FY data in the bottom half of the screen. This must be edited through the Annual Update screens.

					Partner Value				Corps Value					
Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Additional Investments	Total Amount
2010	0	0	$20.85	$0	$0	$0	$250	$250	$0	$0	$0	$0	$0	$250
2011			$21.36	$0				$0				$0		$0

You can change or edit the "Description" by simply typing in the box above. If you need to change the "Partnership Type" due to an error in the original data entry, simply double click on the datafield.

Record: 1/2   <OSC>

In this example, we will change the "Partnership Type" from a Contributions Program to a Cooperating Association so you can easily see the differences in the screen.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Project Site
BARDWELL LAKE

Description
Water Safety Supplies

Partnership Type
COOPERATING ASSOCIATION

Primary Organization
Cabellas

Primary Purpose
Recreation

Date Effective
31-AUG-2010

Terminated ☐

Co-Partners

In the View/Edit screens, the user can not edit the FY data in the bottom half of the screen. This must be edited through the Annual Update screens.

					Partner Value						**Corps Value**					
Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Value of Sales	Number of Paid Staff	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
2010	0	0	$20.85	$0			$0	$0	$250	$250	$0	$0	$0	$0	$0	$250
2011			$21.36	$0						$0				$0		$0

As you can see, the datafields on the bottom half of the screen have changed to match the requirements for the Cooperating Association, i.e. there are two more datafields to Complete – "Value of Sales" and "Number of Paid Staff"; however,

Double click on this datafield to select the type of agreement for this partnership.

Record: 1/1   ...   List of Valu...   <OSC>

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Project Site

BARDWELL LAKE

Description

Water Safety Supplies

Partnership Type

COOPERATING ASSOCIATION

Primary Organization

Cabellas

Primary Purpose

Recreation

Date Effective

31-AUG-2010

Terminated

Co-Partners

In the View/Edit screens, the user can not edit the FY data in the bottom half of the screen. This must be edited through the Annual Update screens.

| | | | | | Partner Value | | | | | | | Corps Value | | | | | |
Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Value of Sales	Number of Paid Staff	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
2010	0	0	$20.85	$0			$0	$0	$250	$250	$0	$0	$0	$0	$0	$250
2011			$21.36	$0						$0				$0		$0

If you try to make changes to the FY data in the bottom half of the screen, you will get the message seen below that the field is protected against update. Updating the FY data will be discussed later. If you need to change or edit the name of the organization, double click on the "Primary Organization" datafield.

FRM-40200: Field is protected against update.

Record: 1/2   ...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Project Site

BARDWELL LAKE

Description

Water Safety Supplies

Partnership Type

COOPERATING ASSOCIATION

Primary Organization

Cabellas

Primary Purpose

Recreation

Date Effective

31-AUG-2010

Terminated

Co-Partners

In the View/Edit screens, the user can not edit the FY data

How would you like to change the Organization   ✕

You can either find a new Organization on the Organization finder to replace the current Organization or Edit the actual Organization record. Please select your choice.

Find   Edit   Cancel

Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
2010	0	0	$20.85	$0	$0	$0	$0	$0	$250
2011			$21.36	$0			$0		$0

You will get this system generated message telling you that you can either find a new organization (using the Organization finder or wizard) , or you can edit the current organization. First let's look at the Edit function.

Double click on this datafield in order to select or create a primary organization for this agreement.

Record: 1/1   ...   List of Valu...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ORGANIZATIONS

Name
Cabellas

○ Local   ○ National

Organization Type
BUSINESS (CONCESSIONAIRE, COMPANY, SOLE PROPRIETORSHI

○ National Partner   ○ National Business

Parent Organization

Federal Organization Code   Industry Category Code

☐ 8A Small Business

Phone   Fax

Description
Business - Sporting goods

Address

In the Edit screen, you can change (correct) the Name of the organization, the Organization Type, Phone, Description, and Address, but you cannot change the Local or National indicator buttons or the Parent Organization. That function is reserved for administrators of the system.

Enter Organization Name (60 Characters)
Record: 1/1   ...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ORGANIZATIONS

Name
Cabellas

○ Local   ○ National

Organization Type
BUSINESS (CONCESSIONAIRE, COMPANY, SOLE PROPRIETORSHI

Parent Organization

| Federal Organization Code | Industry Category Code |
| | |

☐ 8A Small Business

Phone   Fax

Description
Business - Sporting goods

Address

Organization Types   ✕

Find %

Code	Description
MIL	MILITARY ORGANIZATION
STA	STATE AGENCY(OTHER THAN MILITARY)
LOC	LOCAL GOVERNMENTAL AGENCY
COE	CORPS OF ENGINEERS
CON	BUSINESS (CONCESSIONAIRE, COMPANY, SOLE PROPRIETOR...
NPO	NONPROFIT, QUASI PUBLIC, OR COMMUNITY ORGANIZATION
FED	FEDERAL AGENCY (OTHER THAN CORPS AND MILITARY)

Find   OK   Cancel

If you need to update (correct) the Name (see *Note below), Phone, or Description, just click on those datafields and type in the correct data. If you need to change the Organization Type, then click on that datafield to bring up the pick list shown above. Then just select the correct description. To update the Address, click on Address to bring up that screen. *NOTE – Do not use this function to change the Name of the Organization to a different Organization. This function is only to correct spelling errors, etc. The process to select a different Organization, or create a new one, will be explained in the next few slides.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ORGANIZATION ADDRESSES

Organization

CABELLAS

Street Address 1

Street Address 2

City   State   Zip Code   Zip Ext

Fort Worth   TX   76102   -

Mailing and Shipping

In the Address screen, you can edit any of the datafields as needed, then click on the "Exit" door.

Enter street information or first line of address. (60 Characters)

Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ORGANIZATIONS

Name

Cabellas   ● Local   ○ National

Organization Type

BUSINESS (CONCESSIONAIRE, COMPANY, SOLE PROPRIETORSHI   ○ National Partner   ○ National Business

Parent Organization

| Federal Organization Code | Industry Category Code | ☐ 8A Small Business |

Phone   Fax

Description

Business - Sporting goods

Address

When you exit the Address screen, it takes you back to the Edit Name screen. We don't want to edit the name, but we do want to select a different organization (by name), so exit this screen.

Enter Organization Name (60 Characters)

Record: 1/1   <OSC>

This takes you back to the View/Edit screen. If you don't need to edit the Primary Organization, but instead need to change it to another entity (because of previous error, i.e. the wrong organization is listed for the agreement), then double click on the Primary Organization datafield once again.

In order to change the organization selection (to one either existing in the system already or to create a new one) you would click on the "Find" button. This would take you to the Organization Wizard which will be discussed in length later in the presentation, so keep that in mind until we get to that section. For now we will click on "Cancel" in order to proceed with the exercise.

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Project Site

BARDWELL LAKE

Partnership Type

COOPERATING ASSOCIATION

Description

Water Safety Supplies

Primary Organization

Cabellas

Primary Purpose

Recreation

Date Effective

31-AUG-2010

Terminated ☐

Co-Partners

In the View/Edit screens, the user can not edit the FY data in the bottom half of the screen. This must be edited through the Annual Update screens.

| | | | | | **Partner Value** | | | | | | | **Corps Value** | | | | |
Fiscal Year	Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Value of Sales	Number of Paid Staff	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
2010	0	0	$20.85	$0			$0	$0	$250	$250	$0	$0	$0	$0	$0	$250
2011			$21.36	$0						$0				$0		$0

To change the "Primary Purpose", double click on the datafield.

FRM-40200: Field is protected against update.

Record: 1/2   <OSC>

This list will pop-up and allow you to make the proper selection.

You can also add Co-Partners to the agreement by clicking on the Co-Partner button located right under the Primary organization.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Project Site
BARDWELL LAKE

Description
Water Safety Supplies

Partnership Type
COOPERATING ASSOCIATION

Primary Organization
Cabellas

Primary Purpose
Recreation

Date Effective
31-AUG-2010

Terminated

Co-Partners

In the View/Edit screens, ... Update screens.

Corps Value

Fiscal Year	Number of Volunteers	Volu Hou	...lue	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
2010	0		50	$0	$0	$0	$0	$0	$250
2011				$0				$0	$0

CLOSE

A pop-up screen appears that provides the capability to add Co-Partners to the agreement. If you double click on the first line, it will launch the Organization Wizard that allows you to either select an existing organization or add a new organization. This wizard will be discussed later in this presentation. While the screen only shows 5 lines, if you have more than 5 Co-Partners, all you have to do it click on the Green + in order to add additional entries. Click on "Close" for now.

When you exit the "View/Edit" screen, the system will notify you that changes have been made and you should only select Yes if you are certain you want to keep the changes. Since this was just an exercise, we will click "NO".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type	Organization	Organization Type
ALL TYPES	ALL ORGANIZATIONS	ALL TYPES

Show Selected   Create New   Annual Data

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintair	...	☐	View/Edit
TEXAS EQUISTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDINC	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNEF	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDINC	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

When you exit the "View/Edit" screen, you will be returned to this screen. If you discover that you need to add a new agreement, simply Click on the "Create New" button.

Display of the status of the agreement, checked if terminated.
Record: 1/9   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

WIZARD

WHAT - Basics of the Parnership Agreement

Partnership Agreement Type

Partnership Agreement Type Description

Primary Purpose

Primary Purpose Description

Description

[Cancel]   [Next >>]

This is the first of several screens that must be completed in order to add a new Agreement to the PS. We will start by clicking on the datafield below Partnership Agreement Type.

Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

CCS - CHALLENGE PARTNERSHIP
CNT - CONTRIBUTIONS PROGRAM
COP - COOPERATING ASSOCIATION
ECA - ECONOMY ACT PARTNERSHIP
HCP - HANDSHAKE CHALLENGE PARTNERSHIP
MOA - MEMORANDUM OF UNDERSTANDING/MEMORANDUM OF AGREEM

Partnership Agreement Type Description

Primary Purpose

Primary Purpose Description

Description

Cancel   Next >>

This will display a list of the seven types of Partnership Agreements that are available for selection. For this exercise, we will select "Economy Act Partnership".

Please select the type of partnership agreement
Record: 1/1   <OSC>

Action Edit Query Record Field Help Window

WIZARD

WHAT - Basics of the Parnership Agreement

Partnership Agreement Type

ECA...-...ECONOMY. ACT. PARTNERSHIP

Partnership Agreement Type Description

Agreements for services and/or supplies with other federal agencies. Congress authorized government agencies to enter into agreements for goods and services when it is in the best interests of each agency and cost savings will result. This kind of agreement requires a determinations and findings approval form that documents verification and approval of legal

Primary Purpose

Primary Purpose Description

Description

Cancel   Next >>

Once the Partnership Agreement Type has been selected, the description box to the right will auto-populate with a pre-formatted description that cannot be changed by the user. Now Click on the datafield below Primary Purpose.

Please select the type of partnership agreement

Record: 1/1   <OSC>

This will display the five broad categories available for selection under Primary Purpose. For this example we will use Environmental Stewardship.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHAT - Basics of the Parnership Agreement

Partnership Agreement Type

ECA - ECONOMY ACT PARTNERSHIP

Partnership Agreement Type Description

Agreements for services and/or supplies with other federal agencies. Congress authorized government agencies to enter into agreements for goods and services when it is in the best interests of each agency and cost savings will result. This kind of agreement requires a determinations and findings approval form that documents verification and approval of legal

Primary Purpose

PEN - ENVIRONMENTAL STEWARDSHIP

Primary Purpose Description

A partnership agreement, formal or informal, entered into for the benefit of project environmental stewardship activities.

Description

Cancel   Next >>

Once the Primary Purpose has been selected, the description box to the right will auto-populate with a pre-formatted description that cannot be changed by the user.

Please select the primary purpose of the partnership agreement

Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHAT - Basics of the Parnership Agreement

Partnership Agreement Type

ECA... - ECONOMY. ACT. PARTNERSHIP

Partnership Agreement Type Description

Agreements for services and/or supplies with other federal agencies. Congress authorized government agencies to enter into agreements for goods and services when it is in the best interests of each agency and cost savings will result. This kind of agreement requires a determinations and findings approval form that documents verification and approval of legal

Primary Purpose

PEN - ENVIRONMENTAL STEWARDSHIP

Primary Purpose Description

A partnership agreement, formal or informal, entered into for the benefit of project environmental stewardship activities.

Description

Test of System

Cancel   Next >>

Next is the description box, where the user gives a detailed explanation of the purpose of the agreement. This is limited to 255 characters, so be concise. Click "Next".

Please select the type of partnership agreement

Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHEN - Time Period of the Partnership

Date Effective

[   ]

Cancel   << Back   Next >>

On this screen, you simply provide the effective date for the agreement by either double clicking on the datafield, which will bring up a calendar, or by typing the date in the correct format – dd-mon-yyyy.

Enter the date the current agreement became effective

Record: 1/1   ... | List of Valu... | <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

WIZARD

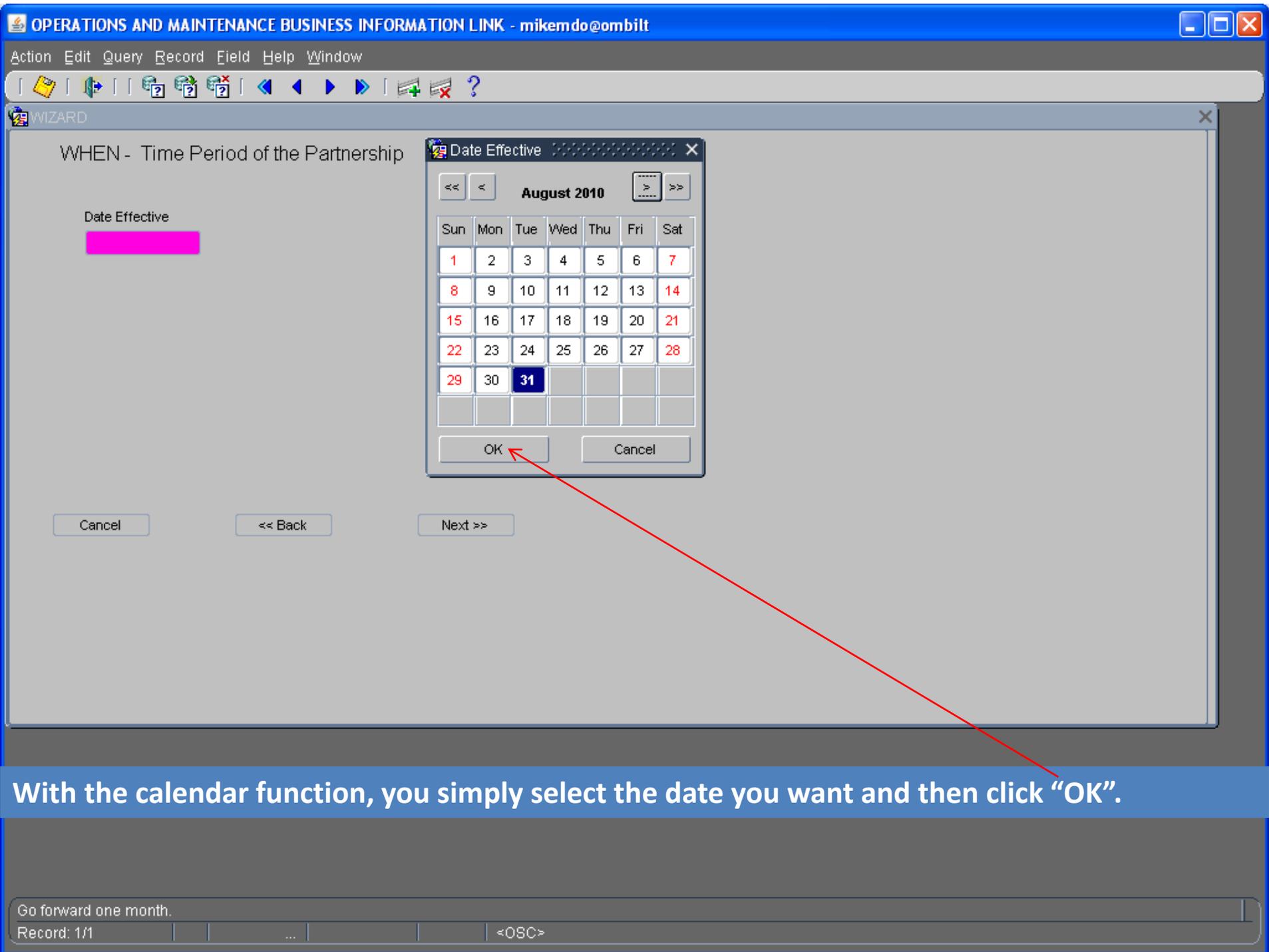WHEN - Time Period of the Partnership

Date Effective

Date Effective

| << | < | August 2010 | > | >> |

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OK   Cancel

Cancel   << Back   Next >>

With the calendar function, you simply select the date you want and then click "OK".

Go forward one month.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHEN - Time Period of the Partnership

Date Effective

31-AUG-2010

Cancel   << Back   Next >>

When you click OK on the Calendar (previous screen), the date will auto-populate the datafield. Once the date has been entered correctly, simply Click "Next".

Enter the date the current agreement became effective

Record: 1/1   ...   List of Valu...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window
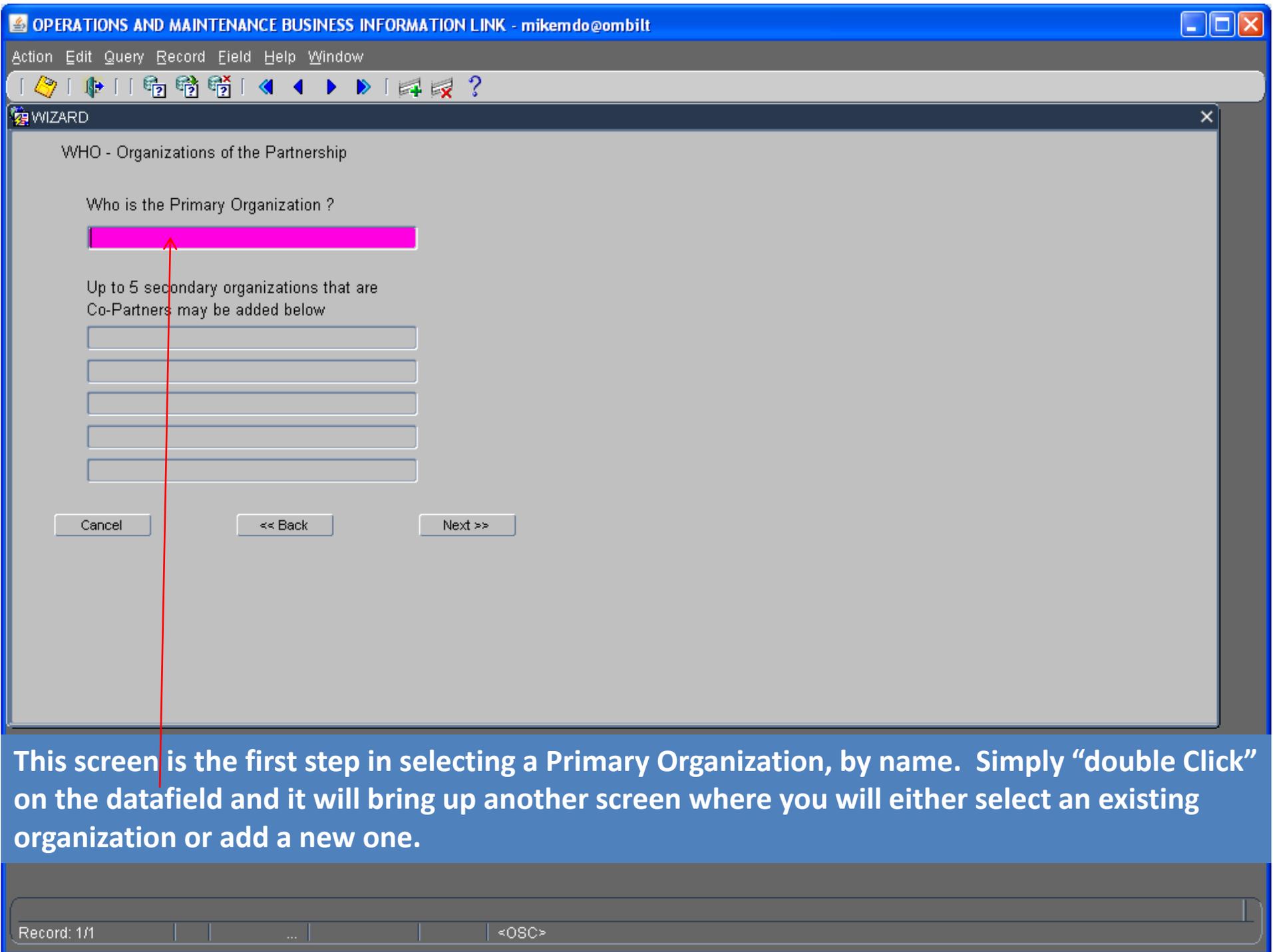
WIZARD

WHO - Organizations of the Partnership

Who is the Primary Organization ?

Up to 5 secondary organizations that are
Co-Partners may be added below

Cancel   << Back   Next >>

This screen is the first step in selecting a Primary Organization, by name. Simply "double Click" on the datafield and it will bring up another screen where you will either select an existing organization or add a new one.

Record: 1/1   ...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

Filter on Organization Type?	Type of Organization	Search Results
○ No ○ Yes	< NOT SELECTED >	2678

Filter on National Organizations?	National Organizations	
● No ○ Yes	< NOT SELECTED >	2678

Filter on State?	States	
● No ○ Yes	< NOT SELECTED >	2678

Has Partnership at Project Site?	Project Site	
● No ○ Yes	BARDWELL LAKE	2678

Total number of Organizations that will be returned by above selections: 2678

Organizations

Load List >>>   [   ]   Use This One

Recomendation

New Organization

Cancel

Record: 1/1   <OSC>

This is the Organization Wizard (which was mentioned earlier when we discussed entering Co-partners to an agreement) and is basically a search engine, with filters, used to find existing Organizations (partners), or create new ones, if the one you are looking for does not exist. In this example we are going to search for the US Fish & Wildlife Service.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

WIZARD

Filter on Organization Type?   Type of Organization   Search Results

○ No   EDU - EDUCATIONAL INSTITUTIONS (SCHOOLS, UNIVERSITIES)   0
        FED - FEDERAL AGENCY (OTHER THAN THE CORPS)
Filter   LOC - LOCAL GOVERNMENTAL AGENCY
● No   NPO - NON-PROFIT   0
        OTH - OTHER
Filter   RAO - RELIGIOUS AFFILIATION
● No   STA - STATE AGENCY   0
        < NOT SELECTED >
Has P
● No   ○ Yes   BARDWELL LAKE   0

Total number of Organizations that will be returned by above selections: 0

                        Organizations
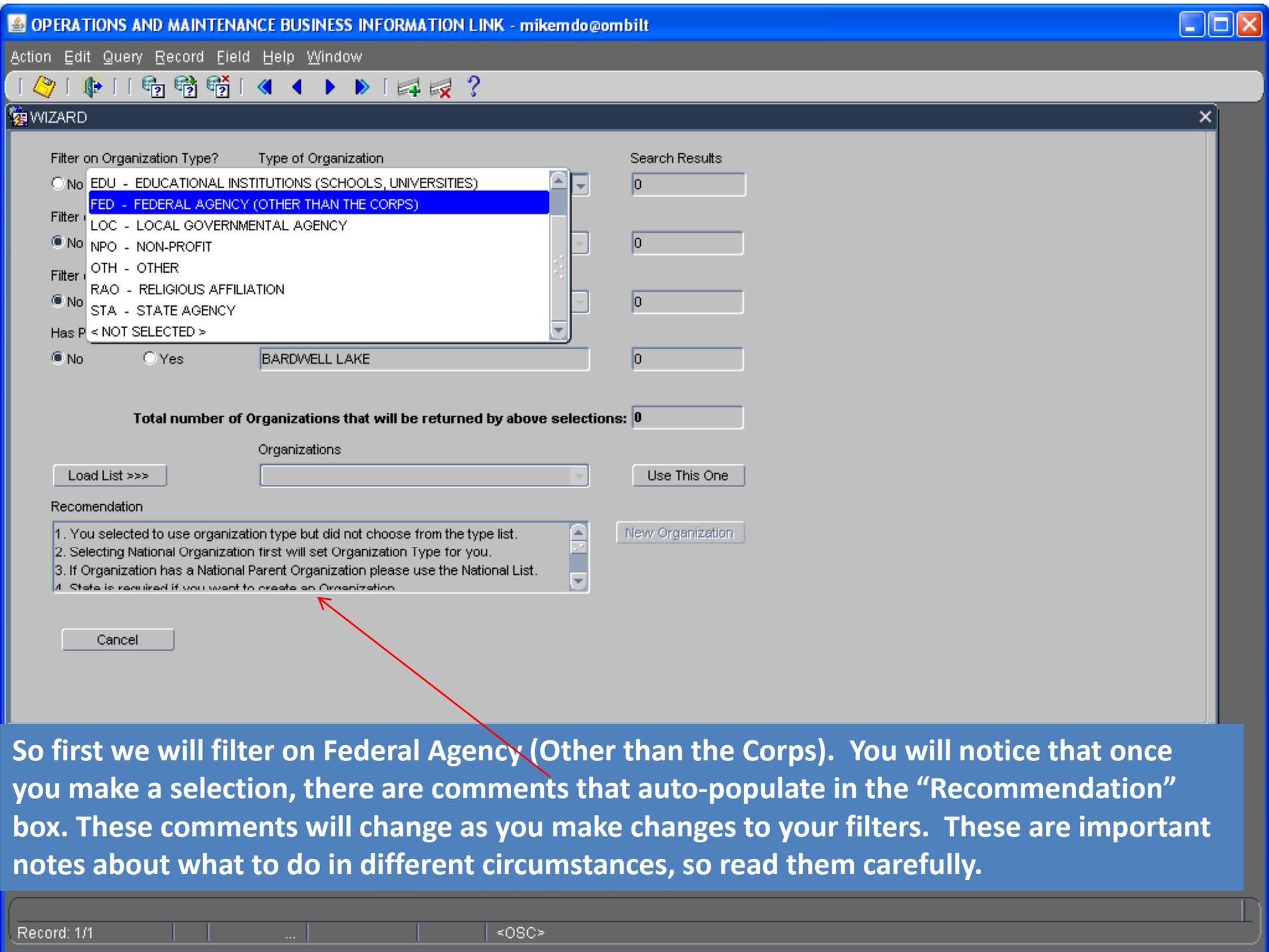Load List >>>   [   ]   Use This One

Recomendation

1. You selected to use organization type but did not choose from the type list.
2. Selecting National Organization first will set Organization Type for you.
3. If Organization has a National Parent Organization please use the National List.
4. State is required if you want to create an Organization

        Cancel

Record: 1/1   ...   <OSC>

So first we will filter on Federal Agency (Other than the Corps). You will notice that once you make a selection, there are comments that auto-populate in the "Recommendation" box. These comments will change as you make changes to your filters. These are important notes about what to do in different circumstances, so read them carefully.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

Filter on Organization Type?   Type of Organization   Search Results
○ No   ● Yes   FED - FEDERAL AGENCY (OTHER THAN THE C....▼   64

Filter on National Organizations?   National Organizations
● No   ○ Yes   < NOT SELECTED >   64

Filter on State?   States
● No   ○ Yes   < NOT SELECTED >   53

Has Partnership at Project Site?   Project Site
● No   ○ Yes   BARDWELL LAKE   53

Total number of Organizations that will be returned by above selections: 53

Organizations

[Load List >>>]   [_____ ▼]   [Use This One]

Recomendation   [New Organization]
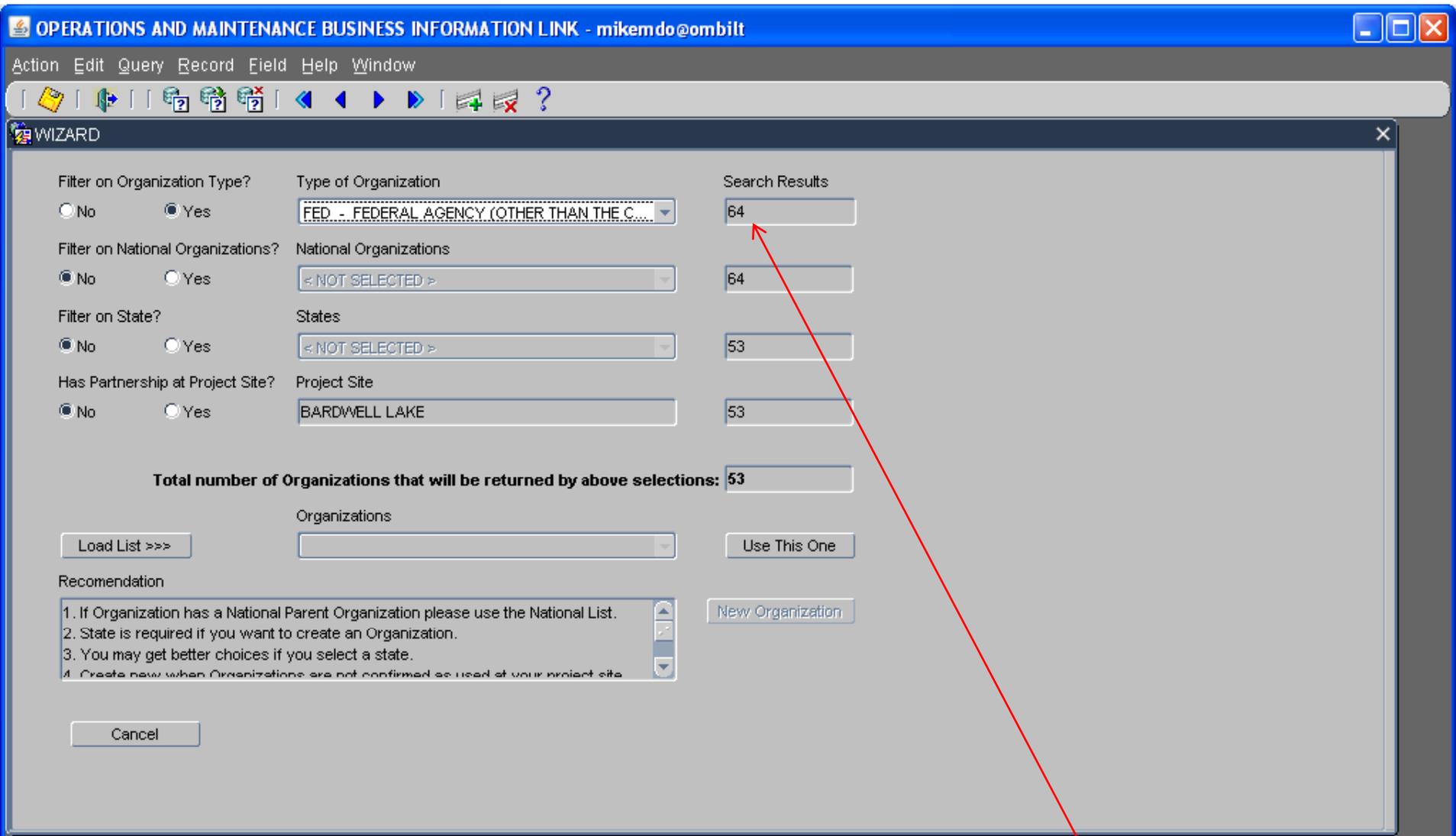
1. If Organization has a National Parent Organization please use the National List.
2. State is required if you want to create an Organization.
3. You may get better choices if you select a state.
4. Create new when Organizations are not confirmed as used at your project site.

[Cancel]

Record: 1/1   ...   <OSC>

When you select a Type of Organization, then the Search results display how many listings there are for whatever type you specified. In this case, it shows there are 64 Federal Agencies (Other than the Corps) listed in the system.

Next, we will filter on National Organizations, looking specifically for US Fish & Wildlife Service. Under Search Results, it now shows there are 16 possible matches and please note that the comments in the "Recommendation" box have changed accordingly.

Since Bardwell Lake is in Texas, we will now filter on Texas. As shown, there are currently no matches in Texas for US Fish & Wildlife Service. Again, note the changes in the "Recommendation" box comments.

Now we check the "Yes" button for the PS and since there are no matches to our filters, the "New Organization" button has now become activated. Based on the results of our search, we know there is no match for this PS, so click the "New Organization" button.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

Filter on Organization Type?   Type of Organization   Search Results   Organization Type
○ No   ● Yes   FED - FEDERAL AGENCY (OTHER THAN THE C...   64   FEDERAL AGENCY (OTHER THAN THE CORPS)

Filter on National Organizations?   National Organizations   National Parent Organization
○ No   ● Yes   US FISH AND WILDLIFE SERVICE   16   US Fish and Wildlife Service

Filter on State?   States   City   State Zip   Zip-Ext
○ No   ● Yes   TX TEXAS   0   TX

Has Partnership at Project Site?   Project Site   Street Address 1
○ No   ● Yes   BARDWELL LAKE   0

                                                                                       Street Address 2

Total number of Organizations that will be returned by above selections: 0
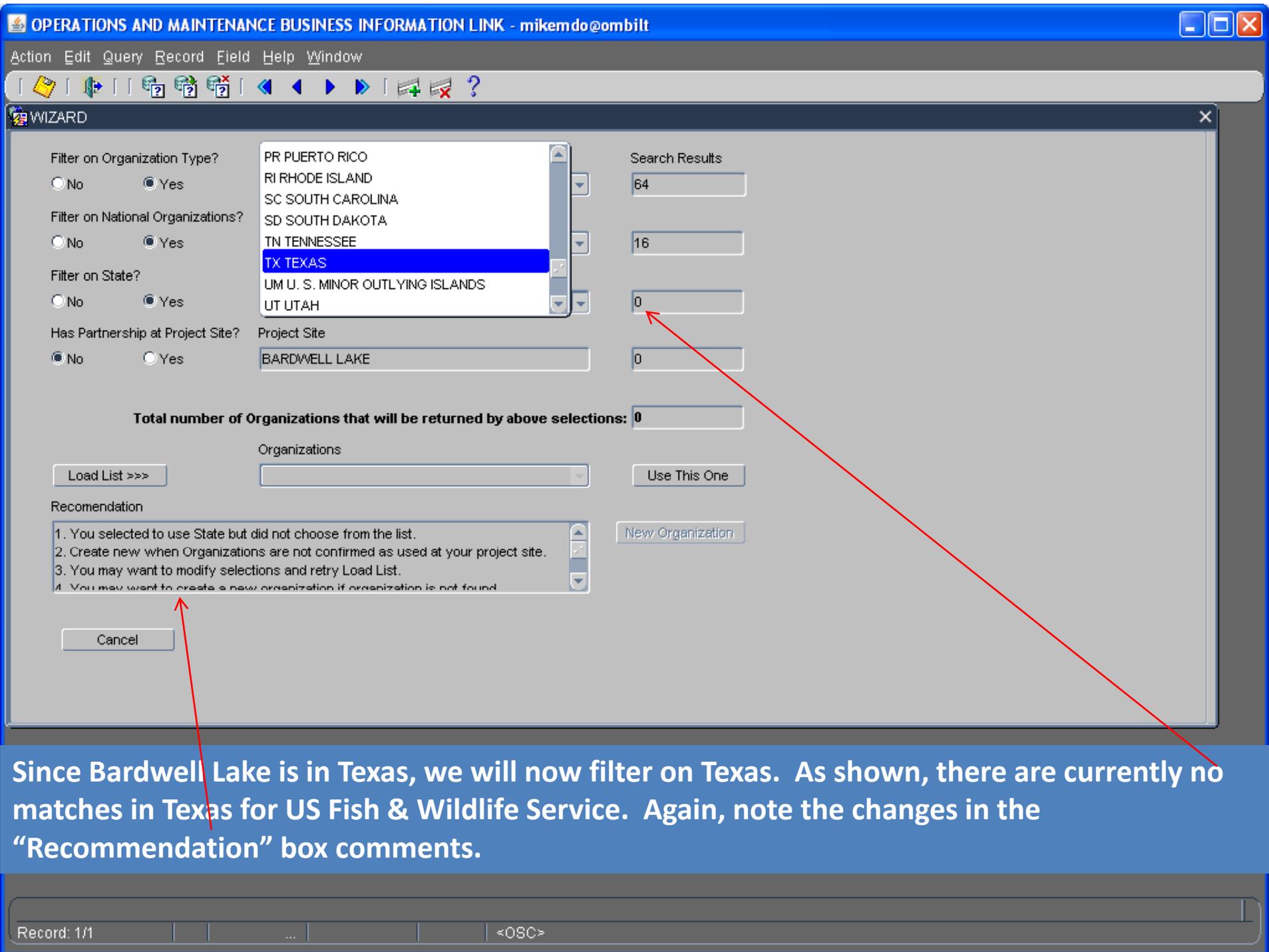
                Organizations   Organization Name
[Load List >>>]   [Use This One]

Recomendation   Organization Description
1. You may want to modify selections and retry Load List.   [New Organization]
2. You may want to create a new organization if organization is not found.

[Cancel]   [Use Above]   [Clear Above]

When you click the "New Organization" button, the right hand side of the screen opens up to reveal the datafields necessary to create a new Organization listing.

Record: 1/1   ...   <OSC>

Action   Edit   Query   Record   Field   Help   Window

WIZARD

Filter on Organization Type?	Type of Organization	Search Results	Organization Type
○ No ● Yes	FED - FEDERAL AGENCY (OTHER THAN THE C... ▼	64	FEDERAL AGENCY (OTHER THAN THE CORPS)

Filter on National Organizations?	National Organizations		National Parent Organization
○ No ● Yes	US FISH AND WILDLIFE SERVICE ▼	16	US Fish and Wildlife Service

Filter on State?   States

			City	State	Zip	Zip-Ext
○ No ● Yes	TX TEXAS ▼	0	Ennis	TX		

Has Partnership at Project Site?   Project Site

○ No   ● Yes   BARDWELL LAKE   0   Street Address 1

Total number of Organizations that will be returned by above selections: 0

Street Address 2

Organizations

[Load List >>>]   [Use This One]

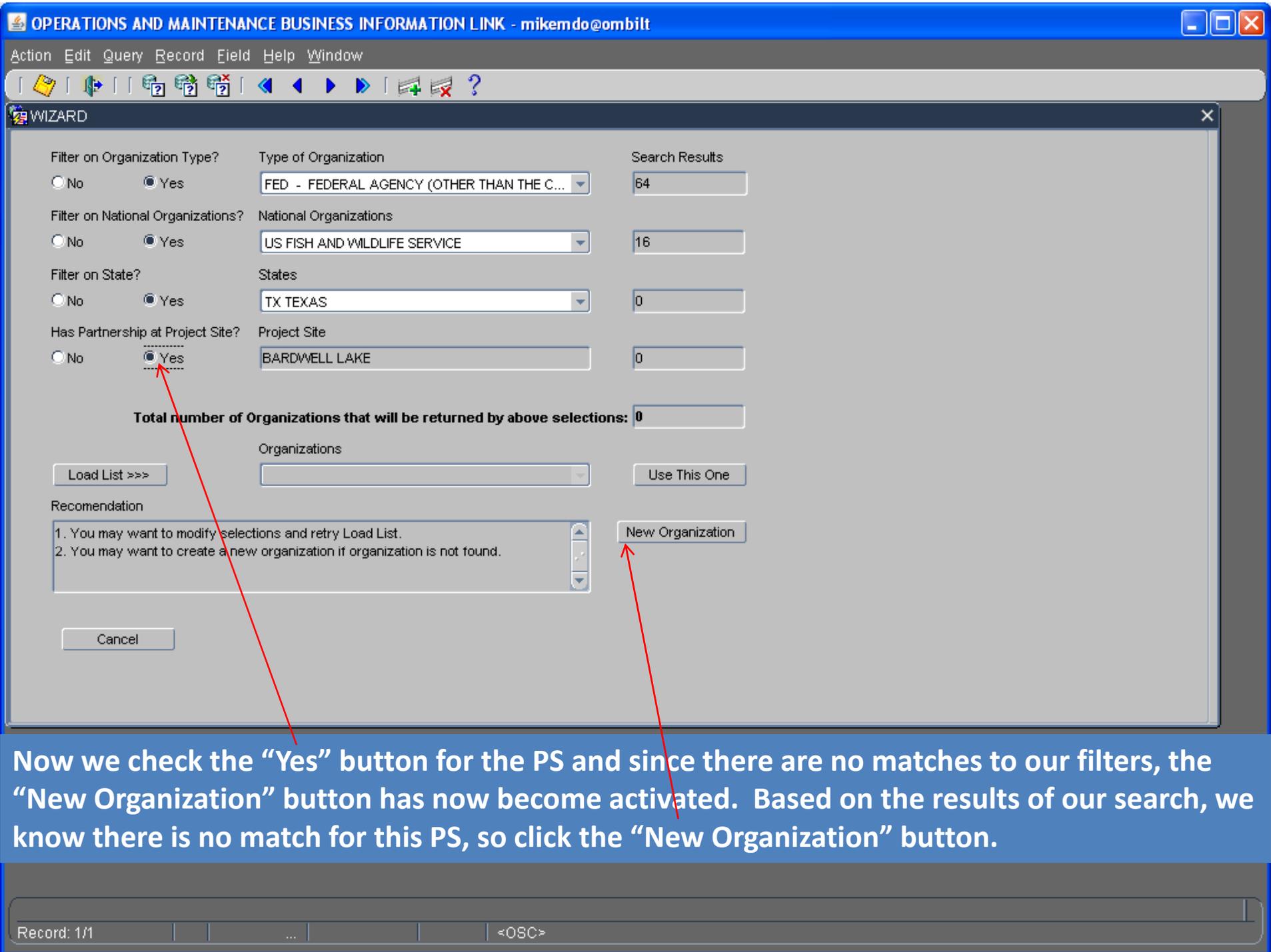Organization Name

US Fish and Wildlife Service

Recomendation

1. You may want to modify selections and retry Load List.
2. You may want to create a new organization if organization is not found.

[New Organization]

Organization Description

Federal Agency, local office

[Cancel]   [Use Above]   [Clear Above]

Simply fill in the applicable datafields (the colored fields must be filled in in order to complete the process). If you make a mistake, or realize you are using the wrong organization, just click the "Clear Above" button and you can start over. Once you have the correct data entered, click on the "Use Above" button to accept this organization.

Enter the description for the organization (255 Characters)

Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHO - Organizations of the Partnership

Who is the Primary Organization ?

US Fish and Wildlife Service

Up to 5 secondary organizations that are
Co-Partners may be added below

Cancel   << Back   Next >>

This automatically takes you back to the Primary Organization screen, and populates the datafield with the organization you created. If there are Co-Partners, they can be added now (up to five) by double clicking on the yellow/green line and going through the same process you used for the Primary Organization. Click "Next" to proceed to the next screen.

Record: 1/1   <OSC>

Action Edit Query Record Field Help Window

WIZARD

<< Back ☑ Completed Required on WHAT

<< Back ☑ Completed Required on WHEN

<< Back ☑ Completed Required on WHO
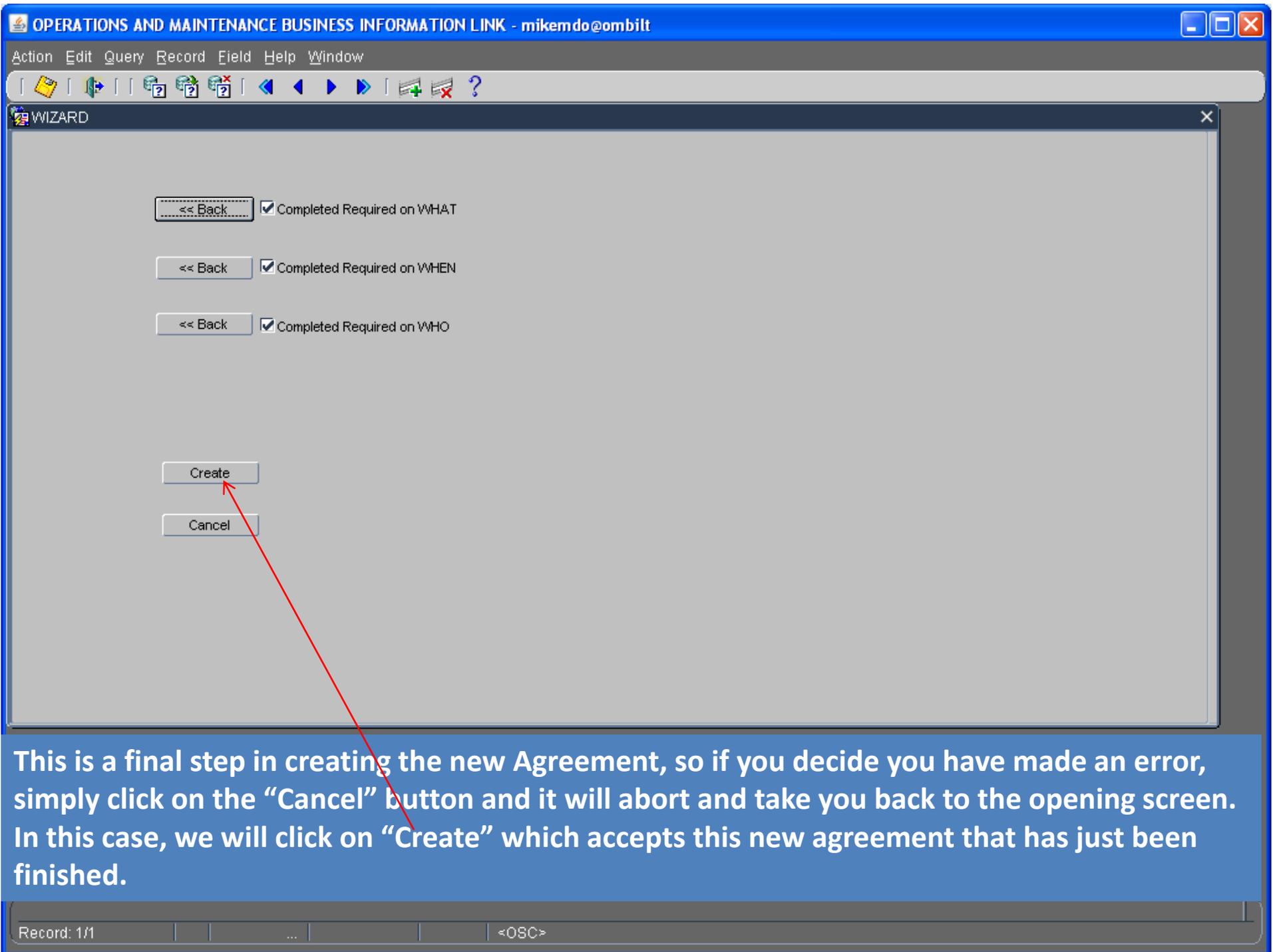
Create

Cancel

This is a final step in creating the new Agreement, so if you decide you have made an error, simply click on the "Cancel" button and it will abort and take you back to the opening screen. In this case, we will click on "Create" which accepts this new agreement that has just been finished.

Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

WIZARD

<< Back   ☑ Completed Required on WHAT

<< Back   ☑ Completed Required on WHEN

<< Back   ☑ Completed Required on WHO

Create

Cancel

Create Another Agreement

Would you like to create another agreement?

Yes   No

The system will now allow you to create another agreement if you need to do so. In this example we do want to create another agreement, so click on "Yes".

Record: 0/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

WIZARD

WHAT - Basics of the Parnership Agreement

Partnership Agreement Type

HCP - HANDSHAKE PARTNERSHIP

Partnership Agreement Type Description

These agreements are a subset of challenge partnership agreements. They are partially funded through seed money provided by HQ.

Primary Purpose

PRD - RECREATION

Primary Purpose Description

A partnership agreement, formal or informal, entered into for the benefit of the management, development or rehabilitation of Corps recreation areas or that encourages activities located within project recreation areas.

Description

Test of system

Cancel   Next >>

Enter descriptive text for more lengthy partnership agreement specifics. (255 Characters)

Record: 1/1   ...   <OSC>

This will take you back to the first screen of the "Create New Agreement" process. Here I have already selected a Handshake Partnership as the Agreement Type and Recreation as the Primary Purpose, and I have entered a purpose. Click "Next" to proceed.

As before, select the appropriate Effective Date of the agreement, then click "Next".

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHO - Organizations of the Partnership

Who is the Primary Organization ?

Up to 5 secondary organizations that are
Co-Partners may be added below

Cancel   << Back   Next >>

As before, you need to double click on the "Primary Organization" line.

Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

Filter on Organization Type?   Type of Organization   Search Results
○ No   ● Yes   NPO - NON-PROFIT   575

Filter on National Organizations?   National Organizations
○ No   ● Yes   BOY SCOUTS OF AMERICA, NATIONAL COUNCIL   36

Filter on State?   States
○ No   ● Yes   TX TEXAS   3

Has Partnership at Project Site?   Project Site
● No   ○ Yes   BARDWELL LAKE   3

Total number of Organizations that will be returned by above selections: 3

Organizations
[Load List >>>]   BOY SCOUTS OF AMERICA   [Use This One]

Recomendation
1. Create new when Organizations are not confirmed as used at your project site.   [New Organization]

[Cancel]

Record: 1/1   ...   <OSC>
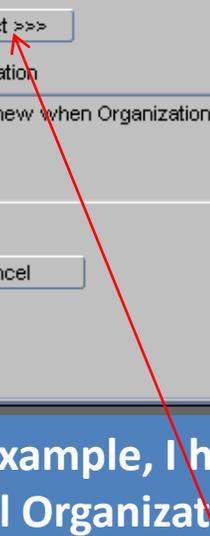
In this example, I have already selected as filters, the Type of Organization of Non-Profit, the National Organization of Boy Scouts of America, National Council, and Texas for State.   Then I clicked on the "Load List" button and it displays the three possible matches in the dropdown list.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

WIZARD

Filter on Organization Type? Type of Organization   Search Results
○ No   ● Yes   NPO - NON-PROFIT   574

Filter on National Organizations? National Organizations
○ No   ● Yes   BOY SCOUTS OF AMERICA, NATIONAL COUNCIL   36

Filter on State?   States
○ No   ● Yes   TX TEXAS   3

Has Partnership at Project Site? Project Site
● No   ○ Yes   BARDWELL LAKE   3

Total number of Organizations that will be returned by above selections: 3

Organizations

BOY SCOUTS OF AMERICA   Use This One
BOY SCOUTS OF AMERICA, NE TEXAS & SE OKLAHOMA TRAILS COUNCIL
BOY SCOUTS OF AMERICA, SHERMAN COUNCIL

Recon
1. Cre   New Organization

Cancel
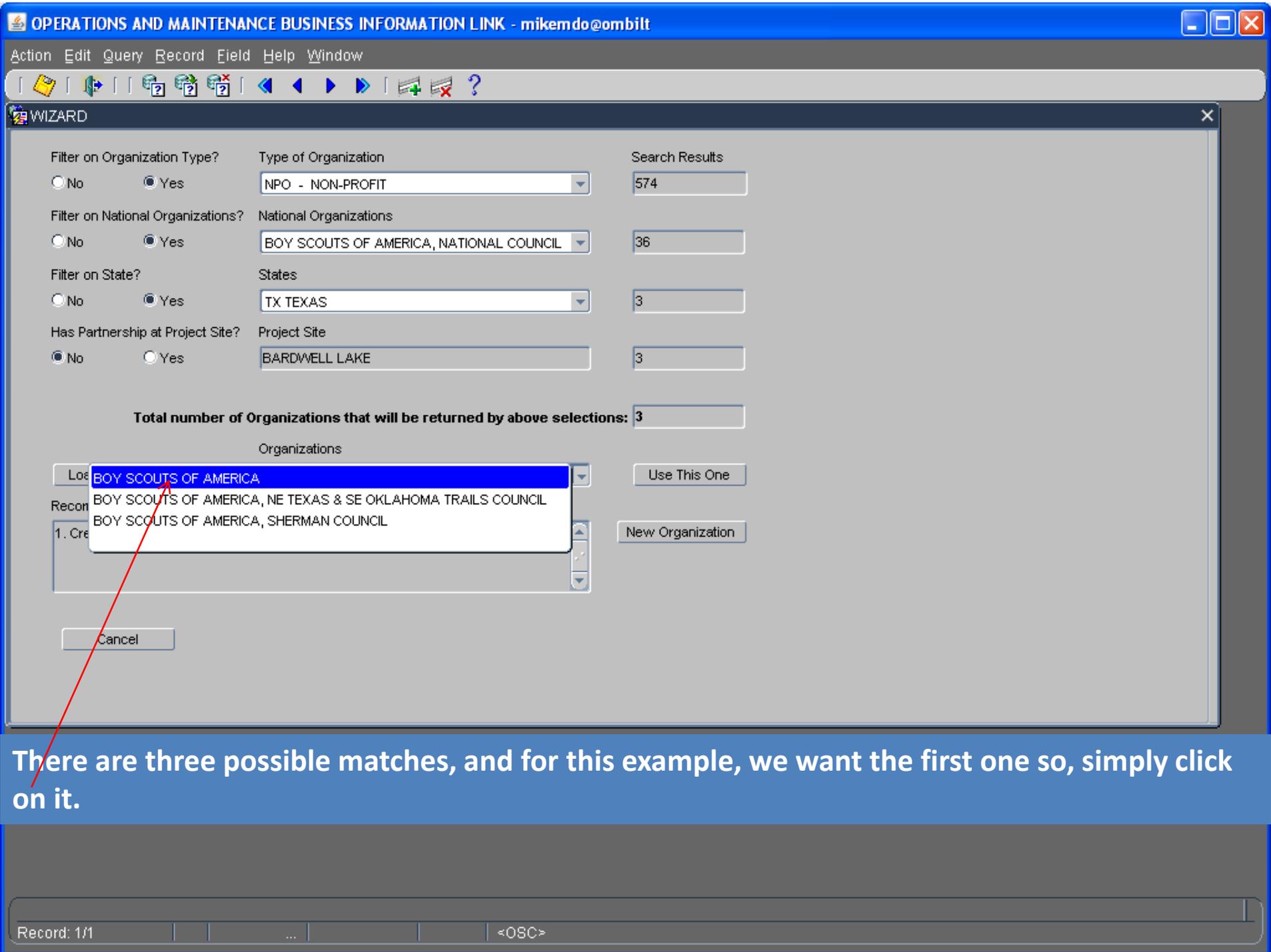
Record: 1/1   <OSC>

There are three possible matches, and for this example, we want the first one so, simply click on it.

Since this is the organization we want to use in this example of a new Agreement, simply click on the "Use This One" button.

The pertinent information about this organization now appears on the right hand side of the screen. Since that is the one we want, click on the "Use Above" button.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

WIZARD

WHO - Organizations of the Partnership

Who is the Primary Organization ?

BOY SCOUTS OF AMERICA

Up to 5 secondary organizations that are
Co-Partners may be added below

Cancel   << Back   Next >>

As before, this takes you back to the Primary Organization screen and auto-populates the datafield. Click "Next".

Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

WIZARD

[<< Back]   ☑ Completed Required on WHAT

[<< Back]   ☑ Completed Required on WHEN

[<< Back]   ☑ Completed Required on WHO

[Create]

[Cancel]

Once again we are back at the final screen for creating a new Agreement. Click on the "Create" button.

Record: 1/1   <OSC>

Action Edit Query Record Field Help Window

WIZARD

<< Back ☑ Completed Required on WHAT

<< Back ☑ Completed Required on WHEN

<< Back ☑ Completed Required on WHO

Create

Cancel

Create Another Agreement

Would you like to create another agreement?

Yes   No

The system continues to give you opportunities to create new Agreements until you tell it that you don't need another one. Click "No".

Record: 0/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

Show Selected   Create New   Annual Data

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintai	...	☐	View/Edit
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNER	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

Display of the status of the agreement, checked if terminated.
Record: 1/9   <OSC>

The system returns you to the opening screen of the Wizard and as you can see, the two new agreements we created, one with the US Fish & Wildlife and one with the Boy Scouts are now displayed. Some might think that because you have now entered all of the leases/licenses, that you are through with the update; however, if you click on the "Exit" door:

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

PARTNERSHIP AGREEMENTS

Agreement Type	Organization	Organization Type
ALL TYPES	ALL ORGANIZATIONS	ALL TYPES

Show Selected   Create New   Annual Data

Project Site

BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	C...			erate and maintair	...	☐	View/Edit
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	M...			stallation1188 hrs	...	☐	View/Edit
Wal-Mart	Ch...				...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	EC...				...	☐	View/Edit
BOY SCOUTS OF AMERICA	Ho...				...	☐	View/Edit
Trail Dogs	Co...				...	☐	View/Edit
First Baptist Church	M...				...	☐	View/Edit
Cabellas	Ch...				...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

NOTICE!!! ✕

You must proceed to the Annual Data to update the financial information for each agreement. This can be done until 31-DEC-11. It must be completed in order to be 100% complete with the update.

OK

You will receive this message letting you know you still have to go through the "Annual Data" in order to complete the update process, so click on "OK".

Display of the status of the agreement, checked if terminated.

Record: 1/9   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

PARTNERSHIP AGREEMENTS

Agreement Type
ALL TYPES

Organization
ALL ORGANIZATIONS

Organization Type
ALL TYPES

Show Selected   Create New   Annual Data

Project Site
BARDWELL LAKE

Organization	Code	Agreement Type	Date Effective	Description		Terminated	
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	COP	COOPERATING ASSOCIATION	14-MAR-2003	TETRA will will develope, operate and maintain	...	☐	View/Edit
TEXAS EQUESTRIAN TRAIL RIDERS ASSOCIATION	MOA	MEMORANDUM OF UNDERSTANDING	01-OCT-2004	Horse Trail Maintenance, Installation1188 hrs	...	☐	View/Edit
Wal-Mart	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Test of System	...	☑	View/Edit
U.S. FISH & WILDLIFE SERVICE	ECA	ECONOMY ACT PARTNERSHIP	31-AUG-2010	test of System	...	☐	View/Edit
BOY SCOUTS OF AMERICA	HCP	HANDSHAKE CHALLENGE PARTNER	31-AUG-2010	Test of Sysytem	...	☐	View/Edit
Trail Dogs	CCS	CHALLENGE PARTNERSHIP	31-AUG-2010	Build Fitness trail	...	☐	View/Edit
First Baptist Church	MOA	MEMORANDUM OF UNDERSTANDING	31-AUG-2010	Maintain Fitness trail	...	☐	View/Edit
Cabellas	CNT	CONTRIBUTIONS PROGRAM	31-AUG-2010	Water Safety Supplies	...	☐	View/Edit
GIRL SCOUTS OF AMERICA	COA	COOPERATIVE AGREEMENT	01-APR-2011	Test	...	☐	View/Edit
					...	☐	View/Edit

This will take you back into the Partnership wizard and at this point we are ready to begin the update of the Annual Data, so click on the "Annual Data" button.

Display of the status of the agreement, checked if terminated.

Record: 1/9   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
<Select fiscal year>

Start

In order to begin the update process, you first have to select a FY, so click on <Select fiscal year>.

Please select the fiscal year.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
2011

Start

We will be updating data for FY 2011, so simply select it from the dropdown list and then click "Start". You will only be able to update data for the report FY. All others will be locked down and any changes to prior years will have to be requested through the District POC.

Please select the fiscal year.
Record: 1/1   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

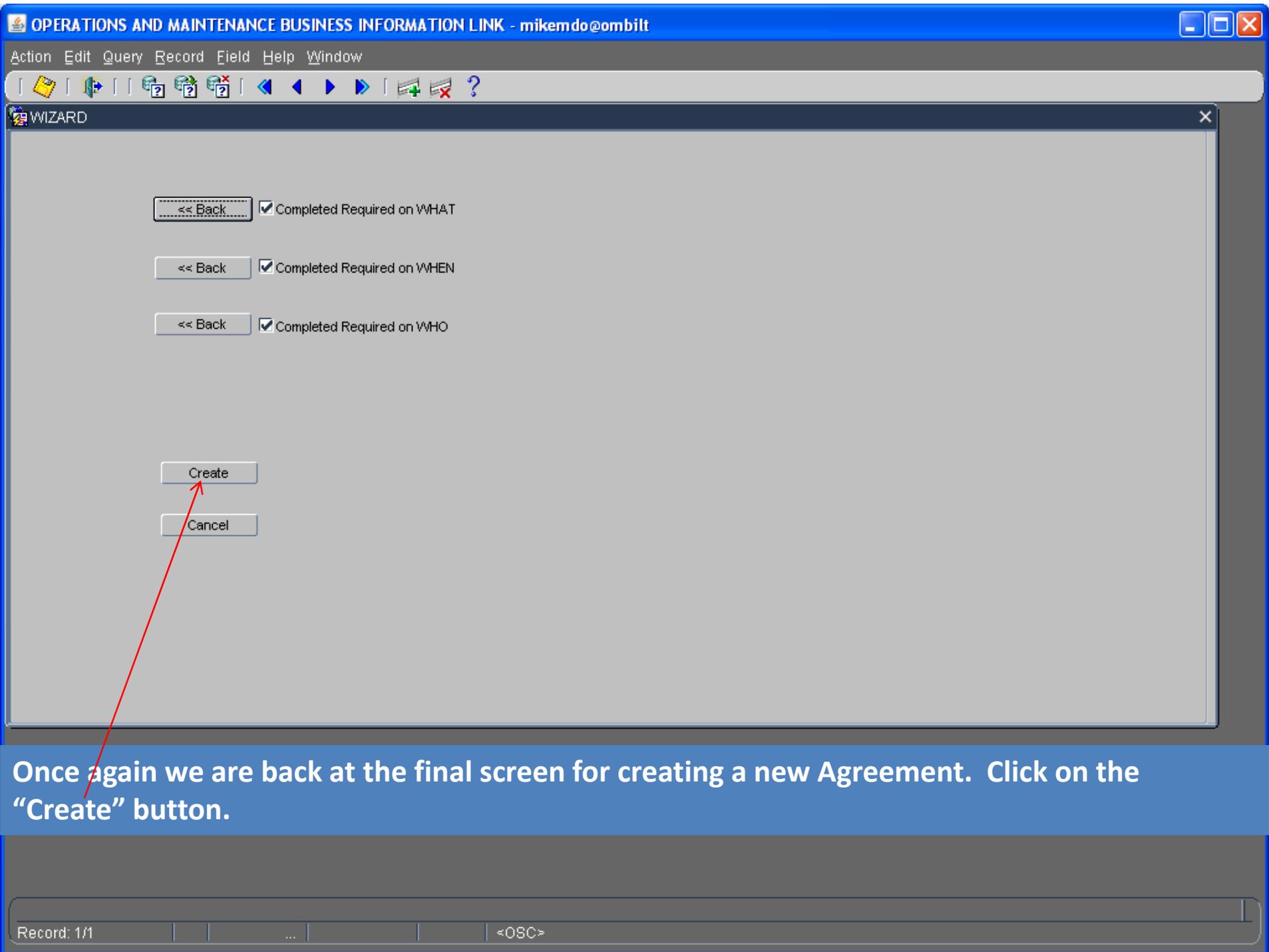Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
2011

Start

CHECK ALL PARTNERSHIPS WITH NO-ACTIVITY THIS FY

Organization	Partnership Type	Description		No Activity	Terminated
TEXAS EQUISTRIAN TRAIL R	COOPERATING ASSOCIATI	TETRA will will c	...	☐	☐
Trail Dogs	CHALLENGE PARTNERSHIF	Build Fitness tra	...	☐	☐
GIRL SCOUTS OF AMERICA	COOPERATIVE AGREEMEN	Test	...	☐	☐
First Baptist Church	MEMORANDUM OF UNDERS	Maintain Fitness	...	☐	☐
TEXAS EQUISTRIAN TRAIL R	MEMORANDUM OF UNDERS	Horse Trail Mair	...	☐	☐
Cabellas	CONTRIBUTIONS PROGRAI	Water Safety Su	...	☐	☐
BOY SCOUTS OF AMERICA	HANDSHAKE CHALLENGE	Test of Sysytem	...	☐	☐
U.S. FISH & WILDLIFE SERVI	ECONOMY ACT PARTNERS	test of System	...	☐	☐
			...	☐	☐
			...	☐	☐

NEXT>>

This screen displays all of the Partnerships currently listed on the PS; however, some of them may not have had any activity during the report FY, so you can eliminate them from the update process by clicking on the "No Activity" box located at the end of each Agreement. There is also a column labeled "Terminated" so if any of the agreements have been terminated, i.e. there will never be any more activity under that agreement, then check that box. Note the scroll bar to the left. If you have more agreements than will display on one page, you will need to scroll down to see the remainder.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

CHECK ALL PARTNERSHIPS WITH NO-ACTIVITY THIS FY

Organization	Partnership Type	Description		No Activity	Terminated
TEXAS EQUISTRIAN TRAIL R	COOPERATING ASSOCIATI	TETRA will will c	...	☐	☐
Trail Dogs	CHALLENGE PARTNERSHIF	Build Fitness tra	...	☐	☐
GIRL SCOUTS OF AMERICA	COOPERATIVE AGREEMEN	Test	...	☐	☐
First Baptist Church	MEMORANDUM OF UNDERS	Maintain Fitness	...	☑	☐
TEXAS EQUISTRIAN TRAIL R	MEMORANDUM OF UNDERS	Horse Trail Mair	...	☐	☐
Cabellas	CONTRIBUTIONS PROGRAI	Water Safety Su	...	☐	☐
BOY SCOUTS OF AMERICA	HANDSHAKE CHALLENGE	Test of Sysytem	...	☐	☐
U.S. FISH & WILDLIFE SERVI	ECONOMY ACT PARTNERS	test of System	...	☐	☐
			...	☐	☐
			...	☐	☐

NEXT>>

Check the box beside each agreement that had no activity during this fiscal year.
Record: 4/8   <OSC>

In this example, we marked one of the agreements as having no activity during this report FY. Click "Next".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

CHECK ALL PARTNERSHIPS WITH NO-ACTIVITY THIS FY

Organization	Partnership Type	Description	No Activity	Terminated
TEXAS EQUISTRIAN TRAIL R	COOPERATING ASSOCIATI	TETRA will will c	☐	☐
Trail Dogs	CHALLENGE PARTNER			
GIRL SCOUTS OF AMERICA	COOPERATIVE AGREE			
First Baptist Church	MEMORANDUM OF UNI			
TEXAS EQUISTRIAN TRAIL R	MEMORANDUM OF UNI			
Cabellas	CONTRIBUTIONS PROC			
BOY SCOUTS OF AMERICA	HANDSHAKE CHALLEI			
U.S. FISH & WILDLIFE SERVI	ECONOMY ACT PARTN		☐	☐

Review Agreements ✕

⚠ Please review the agreements. If you need more than what is listed, click the create button.

OK

NEXT>>

The system once again gives you another chance to create a new Agreement if you notice that one is missing. Click the "OK" button.

Check the box beside each agreement that had no activity during this fiscal year.
Record: 0/1   ...   <OSC>

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

ACTIVE PARTNERSHIPS

Organization	Partnership Type	Description	
TEXAS EQUESTRIAN TRAIL R	COOPERATING ASSOCIATI	TETRA will will c	...
Trail Dogs	CHALLENGE PARTNERSHIP	Build Fitness tra	...
GIRL SCOUTS OF AMERICA	COOPERATIVE AGREEMEN	Test	...
TEXAS EQUESTRIAN TRAIL R	MEMORANDUM OF UNDERS	Horse Trail Mair	...
Cabellas	CONTRIBUTIONS PROGRAI	Water Safety Su	...
BOY SCOUTS OF AMERICA	HANDSHAKE CHALLENGE	Test of Sysytem	...
U.S. FISH & WILDLIFE SERVI	ECONOMY ACT PARTNERS	test of System	...
			...
			...
			...

<<BACK   CREATE   NEXT>>

The name of the primary organization responsible for this partnership agreement.
Record: 1/7   <OSC>

The screen refreshes and only displays those agreements that are active for the report FY. If you now see that an Agreement is missing, simply click the "Create" button and it will take you back through the creation process. Since we aren't missing any, we will proceed by clicking the "Next" button to begin the data update process.

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
2011

Start

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

COOPERATING ASSOCIATION

Organization	Description		Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Value of Sales	Number of Paid Staff	Partner Value Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Corps Value Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
TEXAS EQUISTRIAN TRAIL R	TETRA will will	...	20	1000	$21.36	$21360	$500	0				$0				$0		$21860
		...																
		...																
		...																
		...																
		...																
		...																
		...																
		...																

<<BACK   NEXT>>

Each type of agreement will be displayed on a separate screen and the process starts with Cooperating Association. All of the Cooperating Association Agreements that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and both the "Value of Services" and "Total Amount" are calculated by the system and cannot be changed by the user. Note the scroll bar to the left. If you have more agreements than will display on one page, you will need to scroll down to see the remainder. Click "Next".

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

CHALLENGE PARTNERSHIP

Organization	Description		Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Partner Value Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Corps Value Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
Trail Dogs	Build fitness trai	...	100	2000	$20.85	$41700	$500	$1000	$5000	$6500	$500	$5000	$1000	$6500	$5000	$59700
		...														
		...														
		...														
		...														
		...														
		...														
		...														
		...														

<<BACK   NEXT>>

All of the Challenge Partnership Agreements that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
2011

Start

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

MEMORANDUM OF UNDERSTANDING/MEMORANDUM OF AGREEMENT (MOU/MOA)

Organization	Description		Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
							Partner Value				Corps Value				
TEXAS EQUISTRIAN TRAIL R	Horse Trail Main	...	25	500	$20.85	$10425	$5000	$500	$1000	$6500	$500	$500	$500	$1500	$1000	$19425

<<BACK   NEXT>>

All of the MOUs and MOAs that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

CONTRIBUTIONS PROGRAM

Organization	Description		Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Partner Value — Funds Invested	Partner Value — Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Corps Value — Contract Funds	Corps Value — Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
Cabellas	Water safety su	...			$20.85	$0			$100	$100			$100	$100	$100	$300
Wal-Mart	Test of System	...	20	20	$20.85	$417	$100	$100	$100	$300	$100	$100	$100	$300	$100	$1117
		...														
		...														
		...														
		...														
		...														
		...														
		...														
		...														

<<BACK   NEXT>>

All of the Contributions Program Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement and then Click "Next". The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and on the bottom. Click "Next".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action Edit Query Record Field Help Window

ANNUAL UPDATE

Fiscal Year
2011

Start

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

HANDSHAKE PARTNERSHIP

Organization	Description		Number of Volunteers	Volunteer Hours	Volunteer Rate	Value of Services	Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	HQ Investment	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
BOY SCOUTS OF AMERICA	Test of system	...	50	100	$20.85	$2085	$100	$100	$100	$300	$100	$100	$100	$100	$400	$100	$2885

Partner Value — Corps Value

<<BACK   NEXT>>

All of the Handshake Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the numbers for each agreement. The "Volunteer Rate" is pre-set and the "Value of Services", "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and at the bottom. Click "Next".

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - mikemdo@ombilt

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

Fiscal Year
2011

Start

ECONOMY ACT

Organization	Description		Partner Value				Corps Value					
			Funds Invested	Professional Services Provided	Materials & Equipment Donated	Total Partner Value	Contract Funds	Services	Materials & Equipment	Total Corps Value	Amount Leveraged	Total Amount
US Fish and Wildlife Service	Test of System	...	$100	$100	$100	$300	$100	$100	$100	$300	$100	$700
		...										
		...										
		...										
		...										
		...										
		...										
		...										
		...										
		...										

<<BACK   NEXT>>

All of the Economy Act Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement. The "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left. Click "Next".

Record: 1/1   <OSC>

NOTE! This page has been compressed to fit on the screen. In the actual OMBIL program, you will have to use the Scroll bar across the bottom to see all of the datafields.

All of the Cooperative Agreement Partnerships that are active during the report FY will be displayed here. All the user needs to do is update the Numbers for each agreement. The "Total Partner Value", "Total Corps Value" and "Total Amount" are all calculated by the system and cannot be changed by the user. Remember the scroll bar on the left and across the bottom. Click "Next".

Action Edit Query Record Field Help Window

ANNUAL UPDATE

| | | Number of Volunteers | Volunteer Hours | Volunteer Rate | Value of Services | **Partner Value** Funds Invested | Professional Services Provided | Materials & Equipment Donated | Total Partner Value | **Corps Value** Contract Funds | Services | Materials & Equipment | Total Corps Value | Additional Investments | Total Amount |
|ription| ... | | | $21.36 | $0 | | | | $0 | | | | $0 | | $0 |

Finished

Congratulations! You are finished reviewing agreements!

OK

NEXT>>

Congratulation you are finished!! Assuming you have completed all of the datafields for all of the agreements, you are through with the update of the Partnership Agreements data.   Click "OK".

The name of the primary organization responsible for this partnership agreement.

Record: 1/1   <OSC>

Action   Edit   Query   Record   Field   Help   Window

ANNUAL UPDATE

| | | | | | Partner Value | | Materials & | | Corps Value | | | | | |
|ription| |Number of Volunteers|Volunteer Hours|Volunteer Rate|Value of Services|Funds Invested Services|Professional Services Provided|Equipment Donated|Total Partner Value|Contract Funds|Services|Materials & Equipment|Total Corps Value|Additional Investments|Total Amount|
| | ... | | | $21.36 | $(| | | | | | | | $0 | | $0 |

Records Saved ✕

You are now exiting the Partnership Agreements annual update form.
You may re-enter and make changes at any time between 23-MAR-11 and 31-DEC-11.

OK

NEXT>>

This is the next screen you see which simply says you are exiting the program and you may re-enter it and make changes only during the specified period. After that update period, the system will be locked down and any changes must be requested through the appropriate District POC. Click "OK".

The system brings you back to the Overarching wizard and updates the status to show that you are at 100% Complete for the Partnership Update. If you were anything less than 100%, you would be able to go back into the Partnership wizard and complete the update. Once you have finished, simply Exit this screen or proceed to another of the update wizards (any of the steps above).

Once you are back at the Switchboard, you can re-enter the Partnership Agreements wizard to make any last minute changes, exit the system or continue on with other phases of the Annual Update.