Accomplishment Reporting System

State Wildlife Management Plan

Quick User's Guide

State Wildlife Management Plan Specific Guidance on Page 7.

U.S. Fish & Wildlife Service
Region 3 External Affairs Office
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System Requirements

What You'll Need to Operate the ARS:
If you can access the World Wide Web, you can access the Accomplishment Reporting System (ARS). While most Web browsers can access the ARS, only the Service Information Technology Architecture (SITA)-approved browser, **Microsoft Internet Explorer** is recommended.

Word Processing and Spreadsheet Software
The ARS reports are viewable in HTML on the screen. HTML reports can be saved as text files (.txt) to any word processing application. Reports are also downloadable in text formats for both WordPerfect and Microsoft Word. While reports can be read in both applications, the reports seem to like Microsoft Word better.

Reports are also easily downloadable into Microsoft Excel.

To Use the Accomplishment Report System You Need:

- **Internet Access**

- **A Service Active Directory User ID and Password**

- **Internet Explorer 6.0 or higher**

> *The PUBLIC side of the ARS system has been renamed "Fish & Wildlife Journal."*

Getting Started

1. Go to the ARS Web Page

1. Enter the address: **http://ars.fws.gov**

> *TIP: When you get to the ARS page, you can place a shortcut on your computer's desktop by placing your mouse pointer anywhere on the page, click the right mouse button and select: CREATE SHORTCUT.*

2. You are now on the ARS HOME page. This is the page everyone sees, employees and public alike. Accomplishments from all Service Regions can be posted here.
To view reports:
     Select a Region from the map and click on it.
     Or,
     Click on the VIEW ACCOMPLISHMENTS icon on the upper left side of the screen.

Employee Log-in Icon

View Accomplishments Icon

Figure 5.1. The HOME screen includes a map of all Service Regions. To view accomplishment report summaries from a particular region, click on that Region, or select the VIEW ACCOMPLISHMENTS icon on the left side of the screen.

Figure 5.2. Select continue to the ARS or get a Service Active Directory ID and password.

Figure 5.3. The Log-in screen is where you enter your Service Active Directory user ID and password.

Enter Service Active Directory User ID and password here.

Figure 5.4. You have successfully logged into the ARS.

2. Employee Access to ARS
Employees must log-in to enter reports or view reports that are not included on the "Public" site.

1. To sign in, click on the U.S. FWS Employee Log-in icon.

UPDATE: Previous ARS User IDs and passwords are no longer needed. Your User ID and password for ARS is the same as your Service Active Directory User ID and password.

2. If you have a Service Active Directory ID and password, click on the "continue to ARS" button.

> If you need to get a Service Active ID and password, click on the **"Get Active Directory ID and password"** button. Follow the directions on screen.
>
> Contact your regional computer support group if you have trouble getting your ID and password.
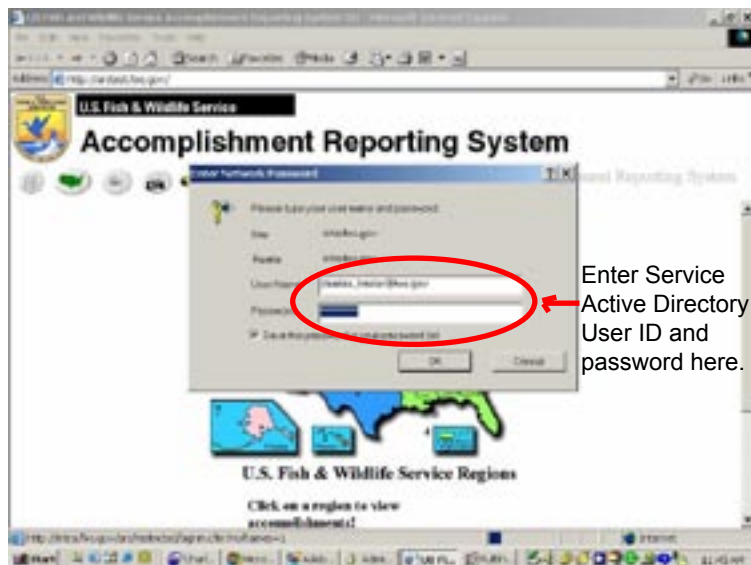
3. A pop-up screen will ask for your Service Active Directory User ID and password.
   a. Your User ID is always your full Service email address. e.g. fname_lname@fws.gov
   b. Enter your password

> **Multiple ID Entries and Warning Screens**
> Depending on the version of Windows you are using, you may need to enter your AD User ID and password several times on each new screen. *(You will only need to do this the first time you enter ARS, on subsequent entries to the ARS, you will only need to enter your ID and password once).*
>
> You may also encounter several Windows screens warning you about security certificates. Simply click "OK" and continue.

> **FIRST TIME ARS USERS:** First-time ARS users must request access to the system. Follow on-screen instructions.

4. After you have logged in, a welcome screen will provide you with any updated ARS information. Click the "Continue" button.

Figure 6.1. NEW USER REQUEST. Select the your office. Offices are listed alphabetically by 2-letter state abbreviation.

Figure 6.2. Enter new user information. Enter your name, email and phone information. The ARS manager will review your request and send you notification via email when your account is activated.

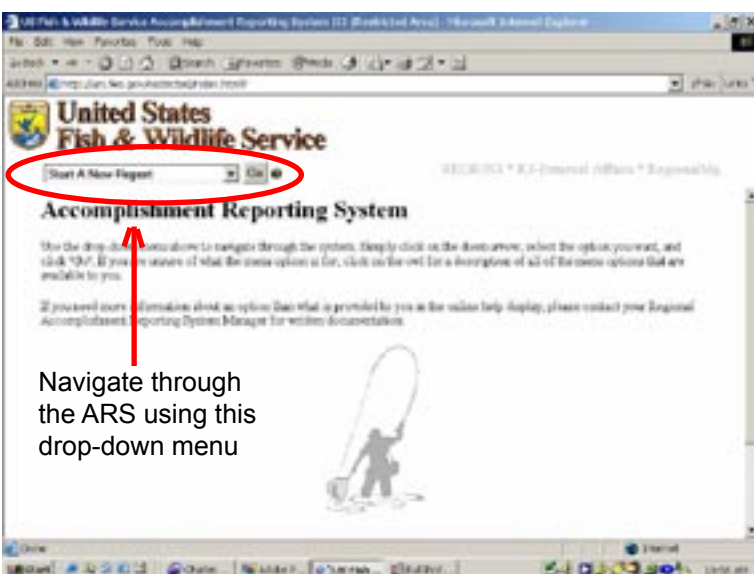Navigate through the ARS using this drop-down menu

Figure 6.4. Once you have successfully logged in, you can navigate through the system with the Navigation Menu located in the upper left corner of the screen.

New ARS User Access:

If you have never logged in as an ARS user, you will be asked for basic information after you enter your Service User ID and password.

You will be asked to select your office name (offices are listed by state); then enter your name, full email address (fname_lname@fws.gov) and your office phone number.

** If your office is not included in the list, please contact your regional ARS manager.

After completing the new user registration, an email is sent to the Regional Manager informing him/her that your application has been sent. The Regional Manager will then review your "application" and approve your access to the ARS. You will be notified by email that you have been granted access to the ARS. You then log on to the system using your Service Active Directory User ID and Password.
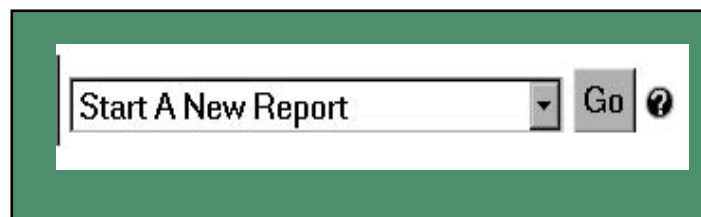
Once you are Logged In on ARS
3. On-Screen Help

You can find help on most any screen by clicking your mouse on the yellow help icon. The help text appears in a pop-up frame.

Figure 6.3. On-Screen Help Icon

4. Navigating the ARS

Use the drop down menu in the upper left corner of the screen to navigate through the Accomplishment Reporting System. Click on the down arrow with your mouse and select the desired option and hit the "GO" button.
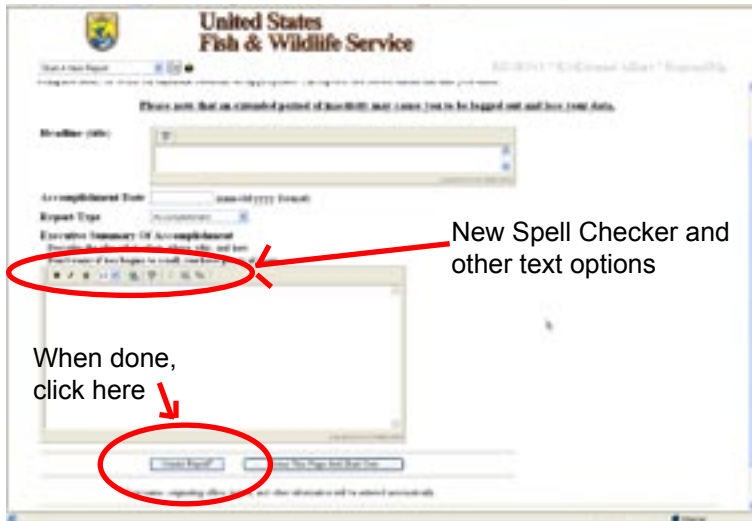
Figure 7.1. To start a new report select START A NEW REPORT from the navigation menu. Enter the headline, accomplishment date, report type and executive summary.

NEW FEATURE: This version of ARS includes a "Spell Checker." Once you have completed entering data in a text box, click the "Check Spelling" icon.

You can also insert hyperlinks and change fonts attributes.

After you have entered that data and checked your spelling, click "Create Report."

Sign-On Timeout

For security reasons, users may lose their connection (timed-out) after a few minutes of inactivity. You've been "timed-out" when the sign-in screen appears. Re-enter your user ID and password. Upon signing in, select the option you want from the Navigation Menu and click go.

5. Start a New Report

To start a new report:

■ **Select START A NEW REPORT from the navigation menu.**

This version of the ARS completes the accomplishment report by completing a series of screens that help organize your report. Personal data, such as your name, office, email address and telephone number are entered automatically. The first screen (Primary Information) prompts you to enter the:

Headline
(Use verbs and adjectives. Emphasize the impact to the Resource, people or partners)

Accomplishment Date
(Date of activity, not date you are reporting it.)

Report Type

Accomplishment: An event or activity that has already occurred.

Initiative: An event or activity that was initiated by you or your organization. Generally, not constrained to time. (Ex: Field Office to Study Wolf Mortality)

Upcoming Event: Report important work group or partnership meetings, workshops, or other noteworthy events that are scheduled in the near future. Often, preparations and information gathering for these events may be accomplishments in themselves.

Executive Summary:
(Narrative summary of report, be sure to include the who, what, when, where, why and how. DON'T FORGET TO SAY WHY the activity was accomplished.) The executive summary is what the public/media/Congressional Members will read when the report is posted to the web site or sent to them in a media advisory.

Completing the Primary Information screen creates your report "form." It will be saved with the headline you give it. You can edit any portion of this and any other sections at any time before you file it with the Regional Manager.

TIP: Some people have a hard time sitting down and writing a good narrative report. If you regularly experience writer's block here, try this: Do the narrative first in MS Word or other word processing application. You can take your time, get it right, then cut and paste the text into the Executive Summary block! It will save you time, keep you from getting timed out of the system, and help you file a better report!

Figure 8.1. Edit Menu Screen. This screen appears after you've entered the Primary Information (when starting a new report) and also allows you to select specific sections of the report to edit when working on a saved report.

Figure 8.2. Attach Photos. This screen allows you to attach photos and caption information directly to your report.

Photos must be .jpg format and not larger then 2mb in size. For each photo, include caption information that explains: who or what is in the photo, when, where and by whom the photo was taken, and what is going on in the photo.

6. Completing the Report

After entering the Primary Information screen, you will be presented with the EDITING MENU. This menu displays all the components of an Accomplishment Report. Select the portion of the report you would like to work on by pressing the appropriate button. To proceed to the next step in completing the Accomplishment Report, click on LOCATION. You will then have the option of completing the report in order, or saving the information and working on different sections, depending on how you like to work.

The EDITING MENU allows you to work on different segments of the report:

PRIMARY:
Headline, date, report type and executive summary.

LOCATION:
Geographic region, counties, Congressional districts, and ecosystems involved.

RESULTS:
Resource outputs and outcomes, dollars spent, and manager's notepad.

PROGRAMS:
Programs, partners, and other service offices involved.

CONTACTS:

Media and Congressional contacts and address book.
(If applicable)

NEW ATTACH PHOTOS:
Add photos to your report.

VIEW:
Preview your report form.

FILE REPORT:
You can select either "For General Public" or "For FWS Employees Only" depending on the type of report you have submitted.
- Your selection should be based on if you think the general public would be interested in the report. The Regional ARS Manager will still make the final decision if a report is made available to the public or not.

TIP: Always VIEW your report before filing it with the Regional ARS Manager. This allows you to proof-read the report to ensure all the data is entered in the right place and also helps prevent incomplete reports from being sent before you're done with them.
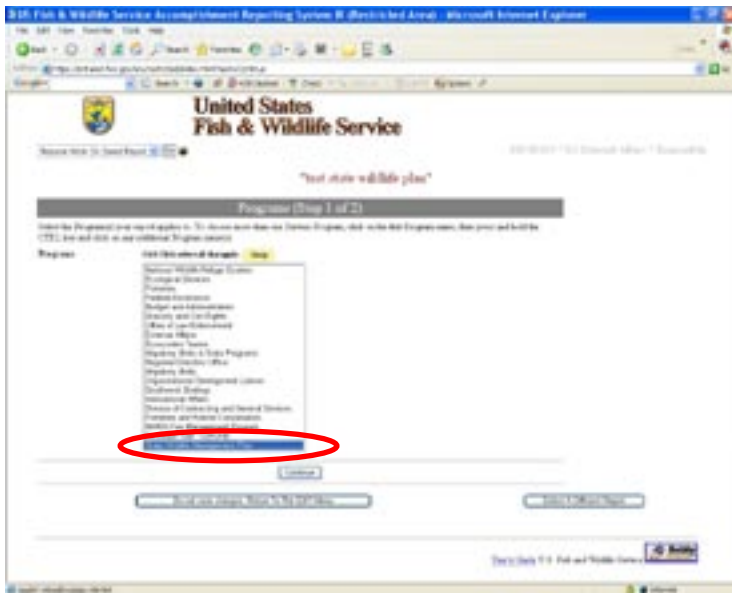
Figure 9.1. PROGRAM MENU. Ensure you select STATE WILDLIFE MANAGEMENT PLAN in this section. Also select any other programs that were involved in the accomplishment.

7. SWMP Specific Report Entries

In the PROGRAM section of the report, you will find a specific program titled "State Wildlife Management Plan."

When entering a report that pertains to these plans, ensure you select this program -- IN ADDITION to any other programs that are involved in the accomplishment.

REMEMBER: In addition to selecting "State Wildlife Management Plan" as a program, you will also want to select any additional programs that are involoved, e.g. Migratory Birds, NWRS, etc. Hold the Control key to select as many programs as you need.
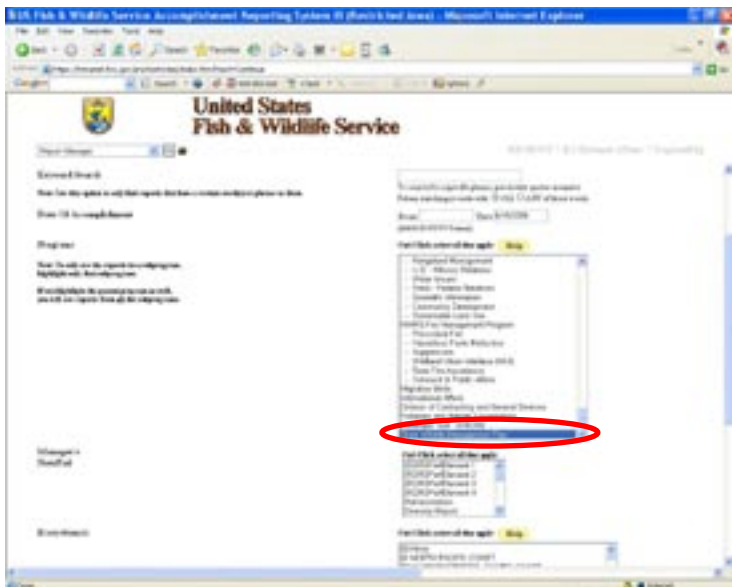

Figure 9.2. SEARCH FOR STATE WILDLIFE MANAGEMENT PLAN REPORTS. To find SWMP reports that have been entered by field stations, select "State Wildlife Management Plan" in the PROGRAMS section.

8. SWMP Specific Report Queries

To search for State Wildlife Management Plan reports that have been entered in to the system, you will need to log in to the ARS and select "REPORT MANAGER" from the navigation menu.

If you would like to limit your search to a specific state or other data limiter select those on the first page (usually none are selected.)

On the second page of report manager, you will find other data fields you can search by, such as keyword or date range.

To find reports on the State Plans, ensure you select "State Wildlife Management Plan" in the program section and then select "Generate Report."

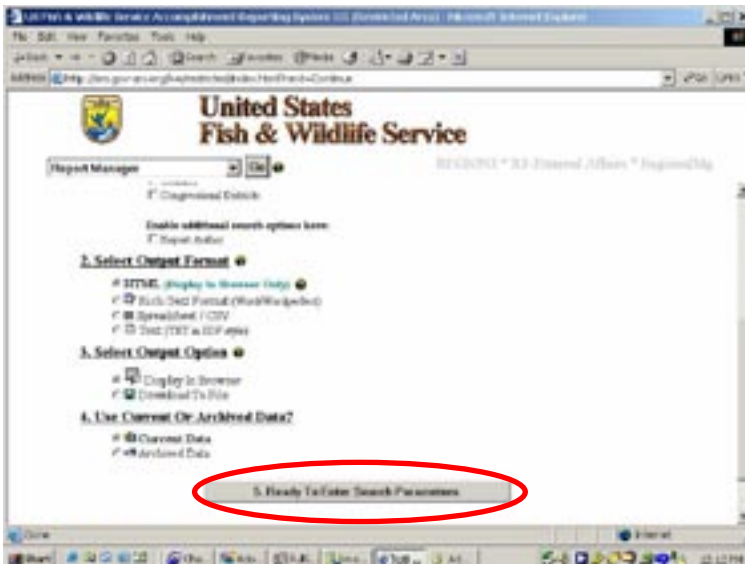Figure 12.1. By selecting "Report Manager" you can search and view all reports submitted by Service employees.

Figure 12.2. Most users will use the default settings for Steps #1-4. Select "5. Ready to Enter Search Parameters" to continue.

Tip

The best way to get better at searching for reports is by experimentation. Try selecting different options and searching for information until you find a search that works for you.

9. Searching for Reports in "Report Manager"

The Accomplishment Reporting System allows you to search for data submitted via reports. You can perform keyword searches by program, report author, state, county and/or Congressional District.

To search the report database:
■ **Select the "Report Manager" option from the navigation menu**

Tip

You do not need to select anything on the first report manager screen. Only select items on this screen if you want to limit your search parameters.

REPORT MANAGER (SCREEN #1)
■ **Step #1 Select Report** (Offices Involved, Origi-nating Office, Report Author, Originating Office State, County, Congressional District) for your particular search. By clicking on any of these options, you will be allowed to search by this field in the next screen.

Example

By selecting the "Originating Office" box on this screen, you will be allowed to search for accomplish-ment reports entered by a specific office.

■ **Step #2-4 Output Options** The ARS allows you to select various types of output files and view them on-screen or save them as files. **The default option is to view on-screen, this is what 99% of users will want.**

■ **Click "5. Ready to Enter Search Parameters"**

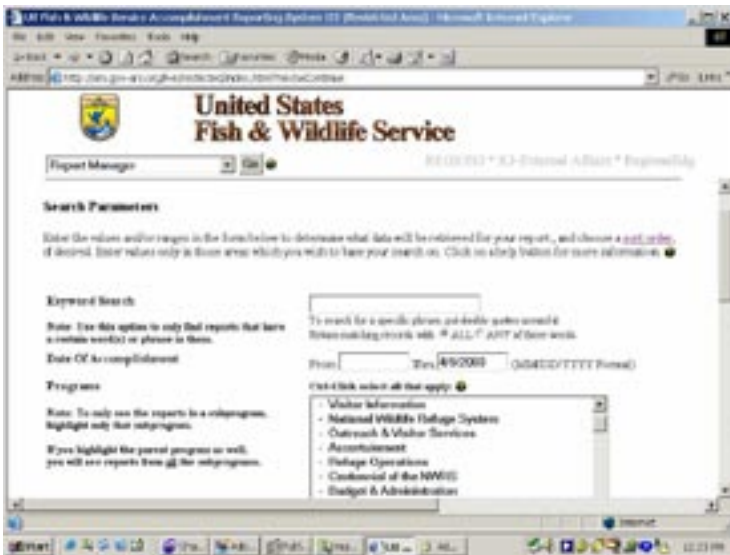The next screen allows you to specific the reports you want to search for.

Figure 13.1. Enter as many or as few search criteria as you want. The more specific your search, the less reports you will find.
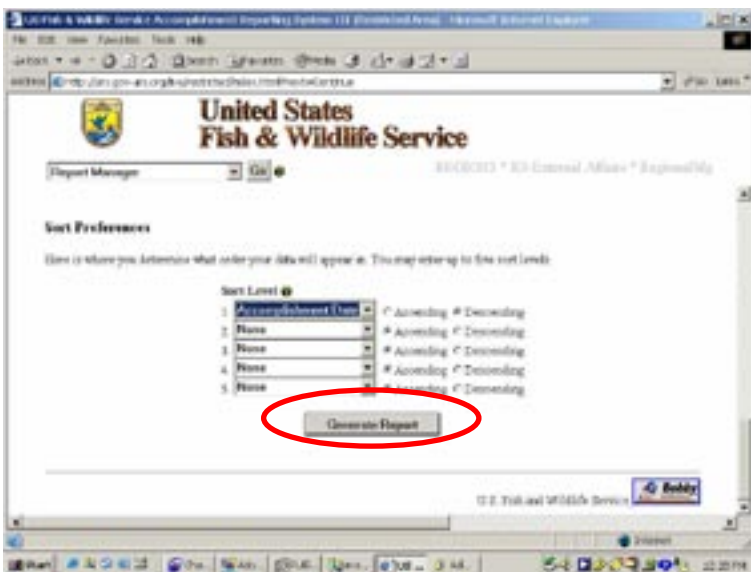

Figure 13.2. The most common (and default) sort option is "accomplishment date" "descending." Once you have entered all your search criteria, select "Generate Report."

REPORT MANAGER (SCREEN #2)
This screen works like most other search engines. The more data you enter, the more specific your search is and the less results you will find. **You do not need to enter data in each field...only as much as you need to find the specific reports you are searching for.**

■ **Step #1 Keyword Search** You can enter a word or strings of words to find reports that contain those words in either their headline, executive summary, resource outputs, caption or partners field.

■ **Step #2 Accomplishment Date Range** By entering a date range in this field, you can search for reports on accomplishments that happened during a specific time period**.**

■ **Step #3 Program Search**
By selecting a specific program or sub-program in this field, you can limit your search to accomplishments that apply to a specific program.

■ **Step #4 Continue to Define Search Parameters**
You can continue to narrow your search by selecting options from each field.

■ **Step #5 Sort Options**
You can also choose to sort your searched reports by various fields. The most common is to select "accomplishment date" and descending. By selecting this option, you will get a list of reports that meet your selection criteria with the most current at the top of the list.

■ **Step #6 Generate Report**
After you select this option, the system will search for reports that meet your selection criteria and display

Click the headline to view the full report in a print-friendly format

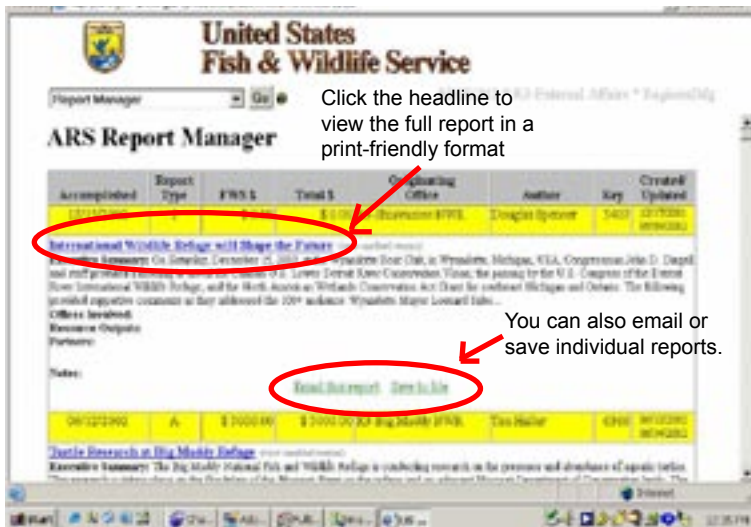You can also email or save individual reports.

Figure 14.1. Once the system has found your reports, you can print, copy-n-paste, email or save the reports.

Figure 14.2. When you click the headline, the entire report is shown in a print friendly format. You can print the entire report by simply clicking print in Internet Explorer.

Figure 14.3. If you select the email option, you will be prompted to enter an email address and a short note.

10. Viewing and Using Reports in "Report Manager"

The ARS system now displays the number of reports it has found in the format you selected.

For reports viewed on screen:

Printing Reports:
■ **You can print a specific report by clicking the headline and selecting print directly from Internet Explorer**
■ **You can also print all the reports by simply selecting "Print" directly from Internet Explorer**
The system will print all found reports.
**reports with longer executive summaries will not display the full text of the summary if you use this print option.

Cut-N-Paste into other applications:
■ **Highlight with mouse and select "Copy" directly from Internet Explorer.**
You can copy individual reports or portions of reports by highlighting the information you want and selecting "copy" from Internet Explorer. This text can then be pasted into most other applications. e.g. Lotus Notes, MS Word, etc..

Email or Save Reports:
■ **You can also choose to email or save individual reports.**
■ **Email a report**
When you choose to email a report, you will need to enter the email address(s) you want the report sent to and you can also include a note to the person you are sending the report to.
■ **Save to file**
When you choose to save the report to a file, a screen will appear that says "PLEASE CLICK HERE TO DOWNLOAD THIS FILE." After you click the link, you will be given the option to view the file or save it to your computer. The saved file can be opened with MS Word or other word processing software.