



USDA Forest Service State & Private Forestry

COOPERATIVE FORESTRY

P*erformance*

M*easurement*

A*ccountability*

S*ystem*

Technical User Manual

Revised October 2001

USING THIS MANUAL

To fully understand the PMAS program, the User should become familiar with the following terms:

Link –In the main frame of the Program, a Link is text which is blue and underlined when the User first logs into the Program. When the User moves the cursor over such text, the lettering will turn red. In the left-hand navigation frame there is no underlining; the text is white and turns beige when the cursor is placed over the lettering. At the time the text has changed color, if the User clicks the mouse button, the view of the screen will be changed. In the main frame, when the User returns to the original screen from which he or she linked, the underlining on the text will be gone, although the text will still change color when the cursor is placed over the text.

NOTE: Following standard Internet convention, lack of underlining under text signifies that the User has visited that linked document at a previous time. The User can return to the same screen or page any number of times for viewing or editing. Simply having visited a specific link does not “lock out” the User based on previous activity.

Update – refers to saving the data that has been input by the User. Updating in the program can be done by pressing the Update button located at the bottom of each page. Moving to another page (clicking on one of the page numbers at the top or bottom of the screen) also updates any data entered on the page where the User is currently working.

IMPORTANT: If the User exits a page of a Question Set by clicking one of the links in the left-hand frame BEFORE clicking the Update button, all information on that page will be lost.

Text Box– this is a small box into which a limited amount of numeric data must be typed. All data typed in the Text Boxes is visible when the User enters the “View” Format. The data requested for each Text Box is explained on the screen and in the Desk Guide.

Text area – this is a large empty box that will accommodate a great deal of text (whole sentences and paragraphs). Much more text can be entered in a Text area than actually shows at a given time while the editing screens are up. All data in the Text area is visible in its entirety when the User enters the “View” Format. Important information on Text areas is included below.

IMPORTANT: For lengthy entries into a Text area, the User should compose the text in a word processing document, then “cut and paste” the narrative into the appropriate Text area in the form. The software does not “see” the typing of text in a Text area as “active” use of the system; therefore, lengthy composing within a Text area may be lost due to the system “timing out” after 30 minutes due to perceived lack of “active” use.

Page or Screen – a Screen is meant to convey a specific area of viewing data. The areas of the Data Entry where the User fills in data are divided into numbered Pages.

Submit – When the State User has completed all the data entry for his or her state for the fiscal year, he or she clicks on the “Submit” link located on the end of the row of page numbers at the beginning and end of each Data Entry page for approval (or rejection) by the appropriate Regional person, who, in turn, can reject and send back the data for further editing or submit the data for national review. Only data that has been submitted for Regional or National review can be included in Reporting.

IMPORTANT: THE USER MUST BE CAREFUL NOT TO CONFUSE THE “UPDATE” AND “SUBMIT” FUNCTIONS.

All of the illustrations used in this Manual show how the program looks while using the Performance Measurement Accountability System on Microsoft Internet Explorer 5.5™. This program is specifically designed (and recommended) for use with Internet Explorer 4.0 and higher. The text of this program has a different appearance on Netscape Communicator. A high end of Netscape (4.7 or higher) is recommended for use if Internet Explorer is unavailable.

Unless otherwise noted, all examples in this Manual are specifically for the benefit of a State-level user who is using the PMAS 2001 Program. In PMAS, only the State-level Users do data entry.

IMPORTANT NOTE ON TEXT AREAS

The User can enter much more text in Text areas than is actually shown on the screen at a given time while the Edit screens are open. All of the data will be visible in its entirety when the “View” Format is selected.

VERY IMPORTANT:

The User should not compose large amounts of text while actually logged on to PMAS. If more than a sentence or two is being input, the User should do the typing in a word processing program to save or store the text for backup, do a spell check and copy the text and paste it into the appropriate Text area. The User must press the UPDATE button or move to another screen in order to save the information.

If the Program does not detect system activity (i.e., data “updates”) within a set 30-minute period, the User is automatically logged off and any information that has not been updated will be lost. Typing data directly into a Text area is not an activity the system recognizes until the data is updated by pressing the “Update” button at the bottom of the page.

The computer gives no warning when the 30 minutes of timed activity is over. An error message will appear ONLY AFTER the User attempts to update when the 30 minutes is up.

LOGGING IN

The Internet address (URL) of the PMAS program is <http://ocdx.usda.gov/cf/>. Note that “www” and “.com” are not part of this URL.



Figure 1

Username/Password

The Username/Password system provides identification based on the specific State Office in which the data is being entered. Usernames/Passwords are assigned to the State Offices, not individual users.

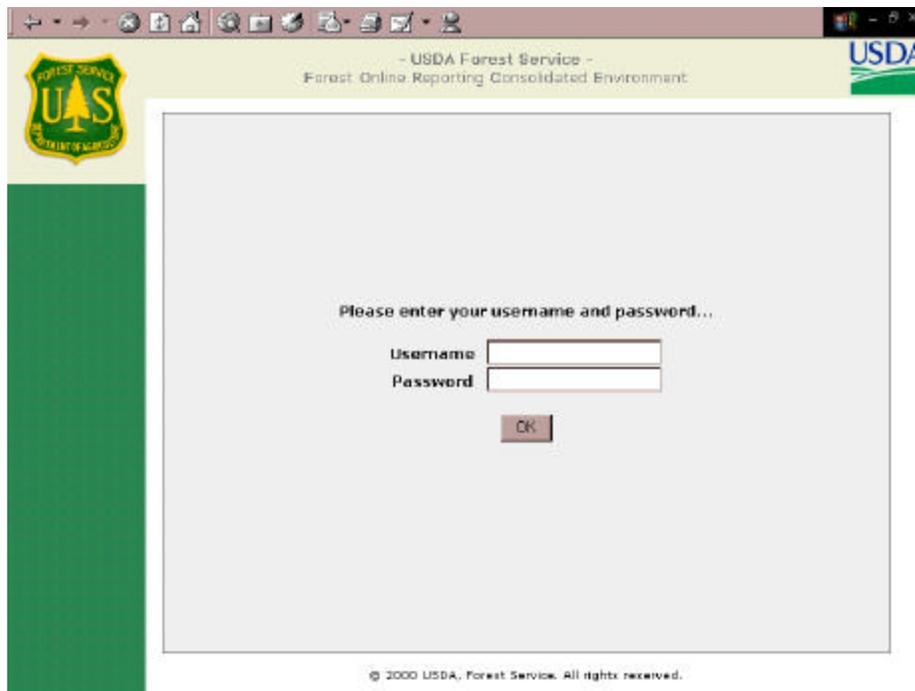


Figure 2



Figure 3

Figure 3 shows the full-screen view of the initial screen the User will see upon logging on. The User must first select the desired program from the list shown. When PMAS 2001 has been selected, the following screen will appear (Figure 4):

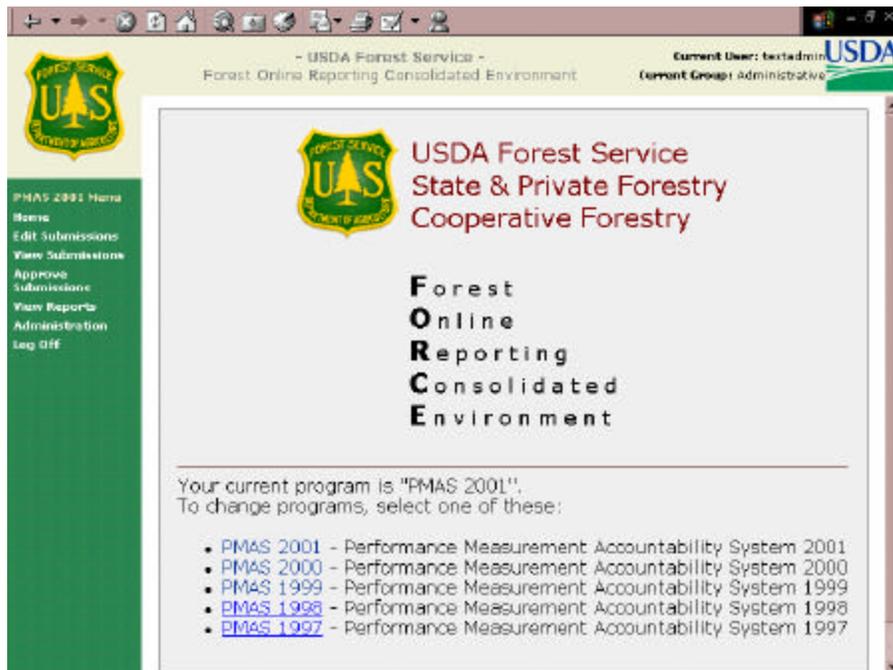


Figure 4

The screen is divided into several frames, some of which contain information that will be visible to the User at all times when using the program.

At the top left-hand side of the screen is the Forest Service Logo and beneath it, in beige lettering, is the title of whichever program the User is currently using (in this case "PMAS 2001"), along with the menu items available to the User in white lettering.

The top frame shows the name of the Program (**F**orest **O**nline **R**eporting **C**onsolidated **E**nvironment), the USDA logo, and the current User's name and User Group (National, Regional, State). The User should be advised to be sure that the name listed here is the correct one for his or her State or Regional Office.

In the main frame (the one taking up the most space on the screen), the User has a choice of working with a number of PMAS programs from previous years or the current one. The data from previous years is no longer available for editing, but may be viewed.

The Left Navigation Frame

As mentioned briefly on the previous page, there is a set of links that make traveling through the PMAS Program very fast and easy. From any place within the PMAS program, the User can easily navigate to any other part of the Program at any time.



The lettering in beige is the title of the specific Program in which the User is currently working. It is always visible.

Clicking on “Home” takes the User to the screen displayed in Figure 4, offering the User a chance to move into another PMAS Program.

Clicking on “Data Entry” takes the Data Entry Forms for the project whose name is displayed at the top of the navigation bar.

“View Submissions” takes the User to a list of States and Territories and their individual job status.

“View Reports” takes the User to the Introductory Screen for the Reporting Tool.

When “Log Off” is clicked, the User is returned to the Login Screen (Figure 2).

CAUTION: Any data entered that was not updated will be lost when navigating between screens.

Figure 5



Figure 6

A pop-up box appears when the cursor is placed over any link in the Left Navigation frame (Figure 6).

PROGRAM GROUPS

There are five (5) Program Groups in the 2001 PMAS Program:

- Forest Stewardship, Forest Resource Management/Seedlings, Nursery, Tree Improvement
- Forest Legacy
- Urban and Community Forestry
- Forest Products Conservation & Recycling
- Wood in Transportation

The content and purpose of these Program Groups are thoroughly explained in the PMAS Desk Guide (June 2001 Revision).

FILLING IN THE FORMS

THE FIRST USE

When a User enters a PMAS program for the first time, they are often met with the following error message:

ADODB.Recordset error '800a0e78'

The operation requested by the application is not allowed if the object is closed.
/cf/pmas.asp, line 19

This error message means that there is no information in the Database at that time for this User. If the User presses either the "Refresh" button on the Standard Toolbar Set located at the top of the Internet Explorer Window or the "F5" soft key on the keyboard, the screen will then appear as in Figure 4 and the error should not appear again for the User in that particular Program.

DATA ENTRY

THE DATA ENTRY SCREEN

When in Data Entry mode, a row of numbers that refers to the page numbers (see Figure 7) of the Program is displayed along the top and bottom of every page. These numbers are useful for navigation to the individual pages in the Program and allow the User to access any specific page from any other page within the Data Entry area. The current page number is black instead of blue and is noticeably larger than the other numbers.

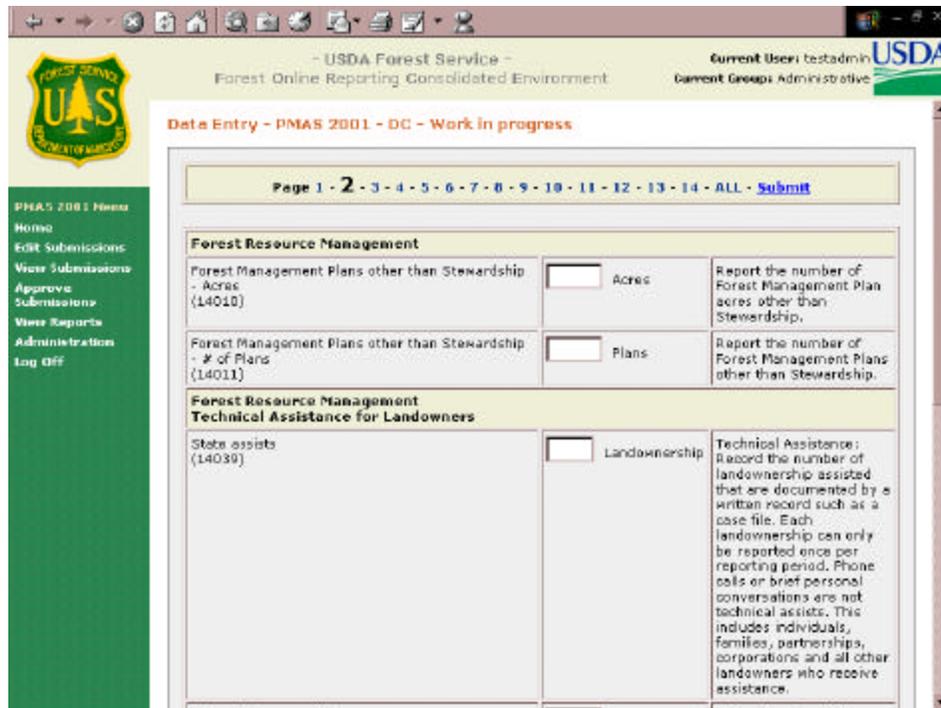


Figure 7

The User can exit the Data Entry area itself at any time by clicking on the labels in the Navigation Frame on the left-hand side of the screen. If the User has data that is needed on the individual page being worked on, the "Update" button at the bottom of the page must be pressed before exiting the program as the information is ONLY updated if specifically requested to do so or going to another page within the Data Entry area.

DATA ENTRY

In the PMAS 2001 Program, data is entered in three (3) different formats: Text Boxes for numerical data, Text areas for Text data, and *Repeating Rows* (explained below).

Text Boxes

To enter data in the text boxes, click on the text box and type in the applicable numerical information. To save User-entered data, scroll to the bottom of the page, click on the Update button or go to another page within the Data Entry area. In the PMAS 2001 Program, ONLY numerical information is to be entered into the text boxes. The Reporting Tool will be adding commas where appropriate (see Figure 8). The program will reject data that is not numeric, such as dollar signs and decimals.

The screenshot shows a web browser window with the USDA Forest Service logo and navigation menu on the left. The main content area is titled "Data Entry - PMAS 2001 - DC - Work in progress". It features a table with the following data:

Forest Stewardship/Forest Resource Management/Seedlings, Nursery, Tree Improvement		
Tree Planting including seeding on Nonindustrial Private Forest Lands (14071)	<input type="text" value="22000"/> Acres	
Seeding on Nonindustrial Private Forest Lands Acres (14072)	<input type="text" value="1500"/> Acres	This is a subset of 14071
Tree Planting including seeding on forest industry lands (14074)	<input type="text" value="200000"/> Acres	
Seeding on Forest Industry Lands (14075)	<input type="text" value="50"/> Acres	This is a subset of 14074
Tree Planting including seeding on Other Industry Lands (14077)	<input type="text"/> Acres	Private companies other than forest industry (investment trusts, mining, railroad, utilities, etc.)
Seeding on Other Industry Lands Acres (14078)	<input type="text"/> Acres	This is a subset of 14077
Tree Planting including seeding on State Forest Lands (14080)	<input type="text"/> Acres	
Seeding on State Forest Lands (14081)	<input type="text"/> Acres	This is a subset of 14080
Tree Planting including seeding on	<input type="text"/> Acres	

Figure 8

Text areas

At the end of each Program Group in the PMAS 2001 Program, is a page with five (5) or more Text areas. In the Text area, the User may enter large amounts of Text, as Success Stories or Narrative Analysis in that particular Program Group for their State. Much more text can be entered in a Text area than actually shows at a given time while the editing screens are up. All data in the Text area is visible in its entirety when the User enters the "View" Format.

As an example, Figure 9 shows a page of Text areas that are filled out from the 2000 PMAS Report.

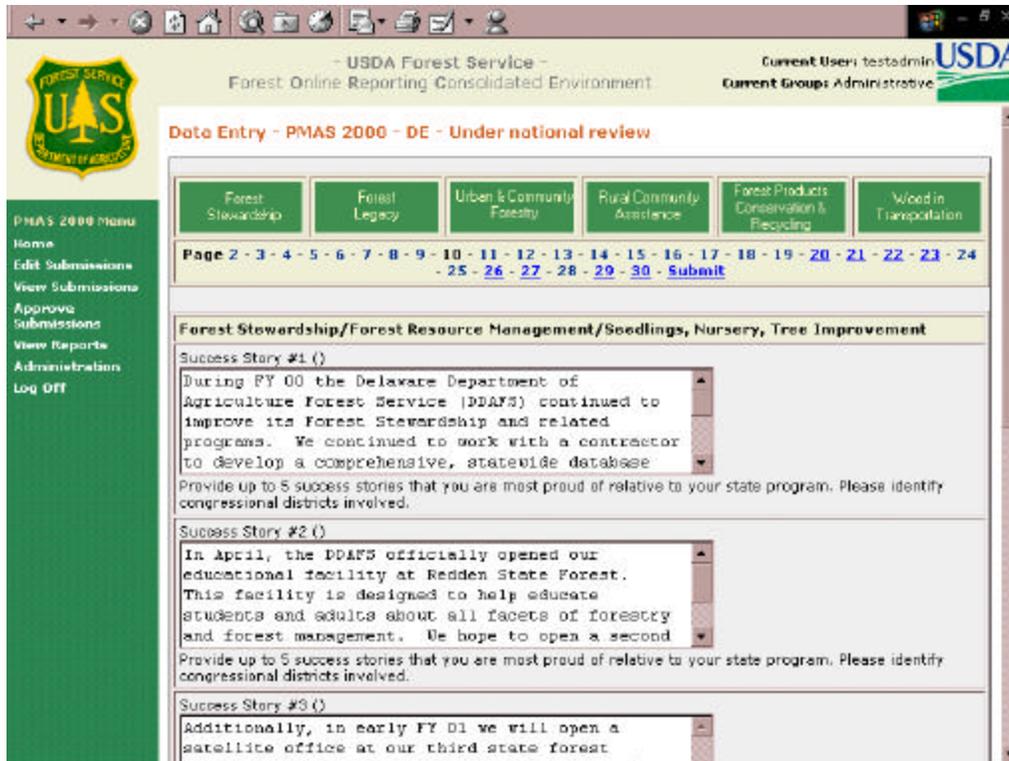


Figure 9

Figure 10 shows the same data in the “View Submissions” mode. Note that even though a limited amount of the data is visible in the Data Entry area, the same data is available in its entirety when in this mode.

For more on the “View Submissions” mode, see the section beginning on page 14 of this Manual.

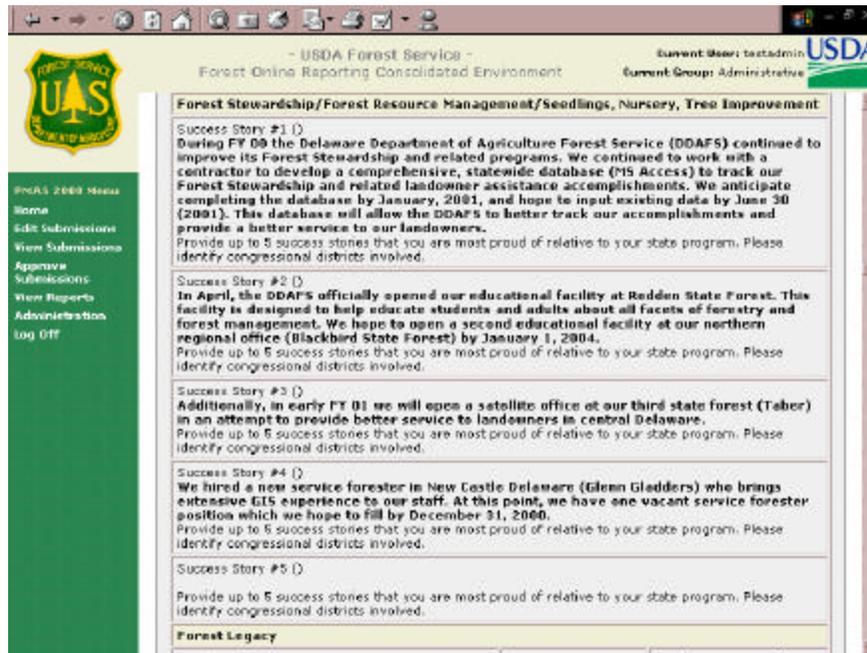


Figure 10

Repeating Rows – Category 1 Watersheds

Repeating Rows only appear once in the PMAS 2001 Program, at the bottom of the first page of Data Entry. In this case, the instructions for the Data to be entered appear as a number of blank spaces on page 2 of the PMAS Desk Guide. On the Data Entry form (bottom of page 1), only one blank row appears that can be filled in (Figure 11).

USDA Forest Service - Forest Online Reporting Consolidated Environment

Current User: testadmin
Current Group: Administrative

PMAS 2001 Home
Home
Edit Submissions
View Submissions
Approve Submissions
View Reports
Administration
Log Off

Forest Stewardship Plans - Acres (14008)	<input type="text"/>	Acres	Report the number of acres funded by the Forest Stewardship program and approved by the State Forester.
Forest Stewardship Plans - # of Plans (14009)	<input type="text"/>	Plans	Report the number of plans funded by the Forest Stewardship program and approved by the State Forester.
Revised Forest Stewardship Plans - Acres (14014)	<input type="text"/>	Acres	Report the number of acres covered by approved Revised Forest Stewardship Plans. Revised plan is a material change or update in all or part of the plan requiring field time.
Revised Forest Stewardship Plans - # of Plans (14015)	<input type="text"/>	Plans	Record the number of revised plans approved by the State Forester.

REA Projects associated with one or more of the following resources. Any single project should not show up in more than three categories listed below

Level 4 watersheds have been identified for all states. Codes have been assigned for each level 4 watershed. For each state within each level 4 watershed report Forest Stewardship Program plans and acres that were accomplished with clean water action plan funding. This information is a subset of information included under Forest Stewardship Plans output numbers 14008 - 14009.

#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres
NEW	<input type="text"/>	<input type="text"/>	<input type="text"/>
#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres

Page 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - ALL - [Submit](#)

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Figure 11

The User most likely has a number of items to enter into this space. The first row of data is to be filled in (Figure 12).

USDA Forest Service - Forest Online Reporting Consolidated Environment

Current User: testadmin
Current Group: Administrative

PMAS 2001 Home
Home
Edit Submissions
View Submissions
Approve Submissions
View Reports
Administration
Log Off

Forest Stewardship Plans - Acres (14008)	<input type="text"/>	Acres	Report the number of acres funded by the Forest Stewardship program and approved by the State Forester.
Forest Stewardship Plans - # of Plans (14009)	<input type="text"/>	Plans	Report the number of plans funded by the Forest Stewardship program and approved by the State Forester.
Revised Forest Stewardship Plans - Acres (14014)	<input type="text"/>	Acres	Report the number of acres covered by approved Revised Forest Stewardship Plans. Revised plan is a material change or update in all or part of the plan requiring field time.
Revised Forest Stewardship Plans - # of Plans (14015)	<input type="text"/>	Plans	Record the number of revised plans approved by the State Forester.

REA Projects associated with one or more of the following resources. Any single project should not show up in more than three categories listed below

Level 4 watersheds have been identified for all states. Codes have been assigned for each level 4 watershed. For each state within each level 4 watershed report Forest Stewardship Program plans and acres that were accomplished with clean water action plan funding. This information is a subset of information included under Forest Stewardship Plans output numbers 14008 - 14009.

#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres
NEW	101905	1	160
#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres

Page 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - ALL - [Submit](#)

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Figure 12

When the “Update” button is pushed, a new blank line for more data appears (Figure 13). This procedure can be repeated as many times as needed by the User.

- USDA Forest Service -
Forest Online Reporting Consolidated Environment

Current User: testadmin
Current Group: Administrative



PMAS 2001 Menu
Home
Edit Submissions
View Submissions
Approve Submissions
View Reports
Administration
Log Off

Forest Stewardship Plans - # of Plans (14009)	<input type="text"/> Plans	Report the number of plans funded by the Forest Stewardship program and approved by the State Forester.
Revised Forest Stewardship Plans - Acres (14014)	<input type="text"/> Acres	Report the number of acres covered by approved Revised Forest Stewardship Plans. Revised plan is a material change or update in all or part of the plan requiring field time.
Revised Forest Stewardship Plans - # of Plans (14015)	<input type="text"/> Plans	Record the number of revised plans approved by the State Forester.

RCA Projects associated with one or more of the following resources. Any single project should not show up in more than three categories listed below

Level 4 watersheds have been identified for all states. Codes have been assigned for each level 4 watershed. For each state within each level 4 watershed report Forest Stewardship Program plans and acres that were accomplished with clean water action plan funding. This information is a subset of information included under Forest Stewardship Plans output numbers 14008 - 14009.

#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres
1	<input type="text" value="101905"/>	<input type="text" value="1"/>	<input type="text" value="160"/>
NEW	<input type="text"/>	<input type="text"/>	<input type="text"/>
#	Level 4 Hydro Unit Code	Number of Plans	Number of Acres

Page 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - ALL - [Submit](#)

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Figure 13

Any entry placed in a Repeating Row in error may be edited or deleted by clicking in the appropriate box, editing or deleting the data and pressing the “Update” button. If the User deletes all the data in any row, that row is deleted upon updating, with a new blank row at the end.

PAGE ALL

A new feature in PMAS 2001 is the inclusion of an “ALL” page, the link to which is on the right-hand side of the row of page numbers that appears at the top and bottom of each of the Data Entry pages. “Page All” is a single-page compilation of pages 1-14, which is convenient for quick reference or printing without having to “flip through” a number of screen pages for that purpose.

Data Entry or quick revisions may be performed on “Page All”, and any changes may be updated by either clicking on the “Update” button at the bottom of the page or by clicking onto another page number.

Page 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - **ALL** - [Submit](#)

Forest Stewardship		
Forest Stewardship Plans - Acres (14008)	<input type="text"/> Acres	Report the number of acres funded by the Forest Stewardship program and approved by the State Forester.
Forest Stewardship Plans - # of Plans (14009)	<input type="text"/> Plans	Report the number of plans funded by the Forest Stewardship program and approved by the State Forester.
Revised Forest Stewardship Plans - Acres (14014)	<input type="text"/> Acres	Report the number of acres covered by approved Revised Forest Stewardship Plans. Revised plan is a material change or update in all or part of the plan requiring field time.
Revised Forest Stewardship Plans - # of Plans (14015)	<input type="text"/> Plans	Record the number of revised plans approved by the State Forester.

RCA Projects associated with one or more of the following resources. Any single project should not show up in more than three categories listed below

Level 4 watersheds have been identified for all states. Codes have been assigned for each level 4 watershed. For each state within each level 4 watershed report Forest Stewardship Program plans and

Figure 14

SUBMISSION OF DATA/VIEW SUBMISSIONS

At the end of every listing of the page numbers in Data Entry is a label marked “Submit”. Pressing this link closes the User out of the Data Entry mode and forwards the data for that state to the appropriate Regional Office, where the Regional person will either submit the data forward to the National Office or return it to the State Office for further editing. Only data that has been submitted for Regional or National review can be included in Reporting.

The State user can view current submissions by clicking on the “View Submissions” link in the Left Navigation Frame (Figure 5). This action takes the User to a list of States and Territories currently in the system and the status of their respective programs. Figure 15 shows the completed PMAS list for PMAS 2000.



State	Status
Alabama	Under national review
Alaska	Under national review
American Samoa	Under national review
Arizona	Under national review
Arkansas	Under national review
California	Under national review
Colorado	Under national review
Commonwealth of the Northern Mariana Islands	Under national review
Connecticut	Under national review
Delaware	Under national review
District of Columbia	Under national review
Federated States of Micronesia	Under national review
Florida	Under national review
Georgia	Under national review
Guam	Under national review
Hawaii	Under national review
Idaho	Under national review
Illinois	Under national review
Indiana	Under national review
Iowa	Under national review
Kansas	Under national review
Kentucky	Under national review
Louisiana	Under national review
Maine	Under national review
Marshall Islands	Work in progress
Maryland	Under national review

Figure 15

When one of the names of the states (on the left) is accessed, a one-page view of that state’s completed Data Entry is shown to the User as a read only screen that lists on one page all the questions and all areas where the User has made entries, including the complete text from all Text areas (Figure 10).

Clicking one of the links in the “Status” column, on the right hand side takes the User to a “submission” history if the status is “Under national review” or “Under regional review” (Figure 16). If the status is “Work in Progress”, a screen that says, “Initial data entry is taking place” appears and the User cannot access a view of the data for that entity.

USDA Forest Service - Forest Online Reporting Consolidated Environment

Current User: testfrstusa
Current Group: testfr

View Submissions

Status	Date	By	Notes
Submitted	6/9/00 10:05:02 AM	testadmin	Submitted
Approved	10/2/01 12:02:48 PM	testadmin	Approved By Regional Level
Rejected	10/4/01 11:22:04 AM	testadmin	This program was entered for test purposes only.
Rejected	10/4/01 11:22:37 AM	testadmin	
Submitted	11/21/00 3:05:34 PM	fsctfso	Submitted
Approved	11/28/00 8:07:22 AM	fsctfo24	Approved By Regional Level
Rejected	1/31/01 12:08:21 PM	fsctfo01	reject per request of area...enter roa/eaop data
Submitted	2/1/01 11:23:55 AM	fsctfso	Submitted
Approved	2/1/01 11:31:06 AM	fsctfo24	Approved By Regional Level

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Figure 16

PRINTING IN PMAS

A year after the release of PMAS 2000, a large number of questions and suggestions for improvement centered around the printing of this program. To begin with, PMAS is an Internet program and is optimized for screen display. While it is possible to print web pages, much of the Internet is not specifically designed with printing in mind. In order to satisfy some of the questions that were asked, an overhaul of the Internet itself would be needed. What I am including here are a few tips for printing.

NOTE: All tips provided for printing are applicable when the program is being used in Internet Explorer 5.5. Different browsers and versions may vary.

To print copies of the individual Data Entry pages without the top and left-hand frames, go to the desired page, right-click the mouse anywhere other than in Text boxes or Text areas, select “Print” among the options that appear, and select “Only the selected frame” from the menu as shown in Figure 17.

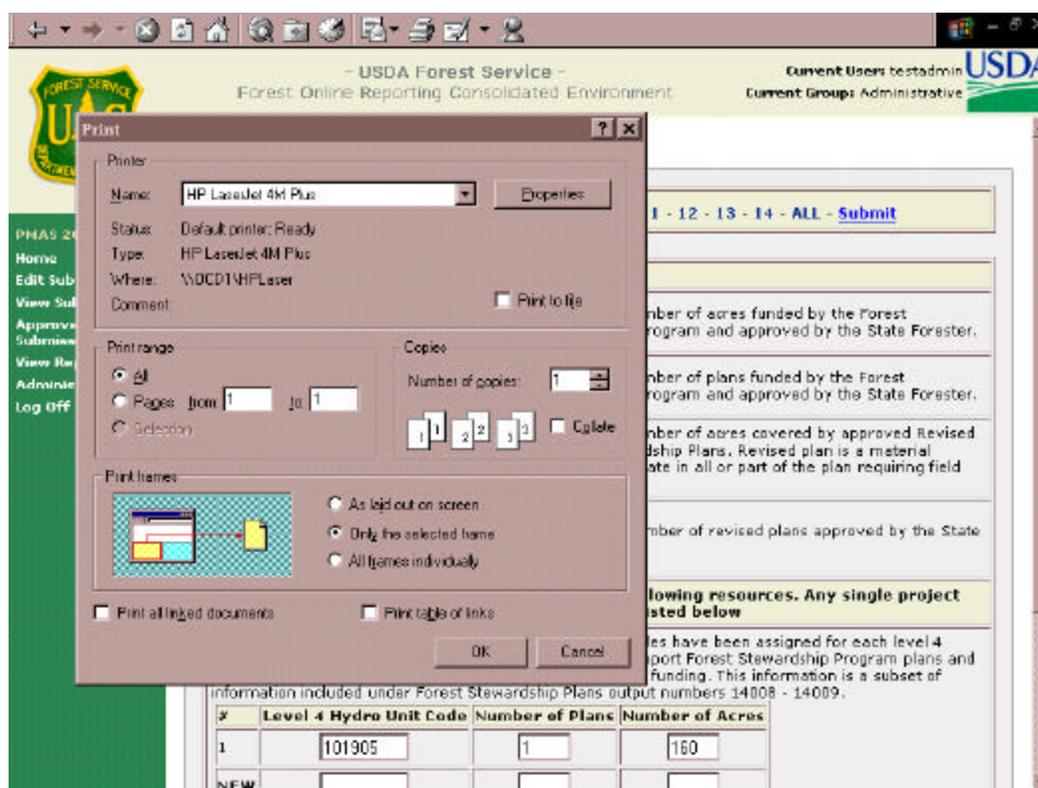


Figure 17

Each page must be individually printed out this way; all pages cannot be printed at once (for that use the “ALL” Page). Once the page has been submitted for approval, the View screen can be printed in its entirety.

PRINTING THE VIEW SCREEN

The View Screen can be printed directly from the Web. However, simply selecting the “Print” option from right clicking the mouse or using the drop-down menu (File – Print) yields a printout with no control over the length of pagination and has the possibility of a line of text being split horizontally. The User may not even want the whole document printed.

To print only part of the screen:

- Highlight the area you want to print.
- Use the drop-down menu from the menu bar. Select File – Print.
- When the Print window appears (as in Figure 17), click on the radio button marked “Selection”.
- Only the highlighted part will print.

Again, this option gives the User no control over pagination and is good only for a **continuous** selection; the User may still have a great deal of info that was neither needed nor wanted.

Manipulating Data

If only some of the areas are needed for printout and the User wants control over the printed copy, the following is recommended:

- Access the “View” screen (if available)
- Highlight the areas of the screen that are wanted for printing and copy the data (“Control + C” works in most programs).
- Open a Word Processing program (Microsoft Word is recommended, although Word Perfect works similarly) and paste (“Control + V”) the copied information into this program.

The advantages to copying the information into a word processing program are as follows:

- Most word processing programs automatically paginate and allow the User control over how data on pages is presented.
- As the info most often copied as a table, there are numerous “table” options in most word processing programs that allow for sizing of the column, deletion of specific unwanted rows of data, and keeping data together on specific pages.
- The User can ascertain more easily how many pages would be required for printing. At this time, only Internet Explorer 5.5 offers a “Print Preview” where this information is available.

MORE ON PRINTING

Problems with printing any Internet pages are specific to the individual browser, the specific version of that browser and the individual Windows program that is being used. There are numerous sites on the Internet that offer a number of tips and tutorials. What is recommended is to access a search engine, such as Google (<http://www.google.com>), Yahoo! (<http://www.yahoo.com>), or AltaVista (<http://www.altavista.com>). In the Text box the Search Engine provides, enter the name and version of your browser and the word “Print” or “Printing”. There will be a large number of sites from which to choose.

Some of the best sites include the following:

- <http://www.windows-help.net>
- <http://www.cpol.army.mil/help/printtips.html>
- http://nfdp.ccfm.org/cp95/text_e/tips/exptipe.htm

The last link on this list is a service of the National Forestry Database Program from Canada.

REPORTING

Report Tool

Gathering data is only one function of the PMAS 2001 program; another is compiling the data into a report which details progress or lack thereof. Along with the ability to “View” one’s own data, the User can also view the results of a number of entities at one time as well.

How To Get There

The way to access the Reporting Tool is from the Left Navigation Frame. At any time after logging on, the User can click on the label “View Reports” and will be taken to the screen depicted as Figure 18.

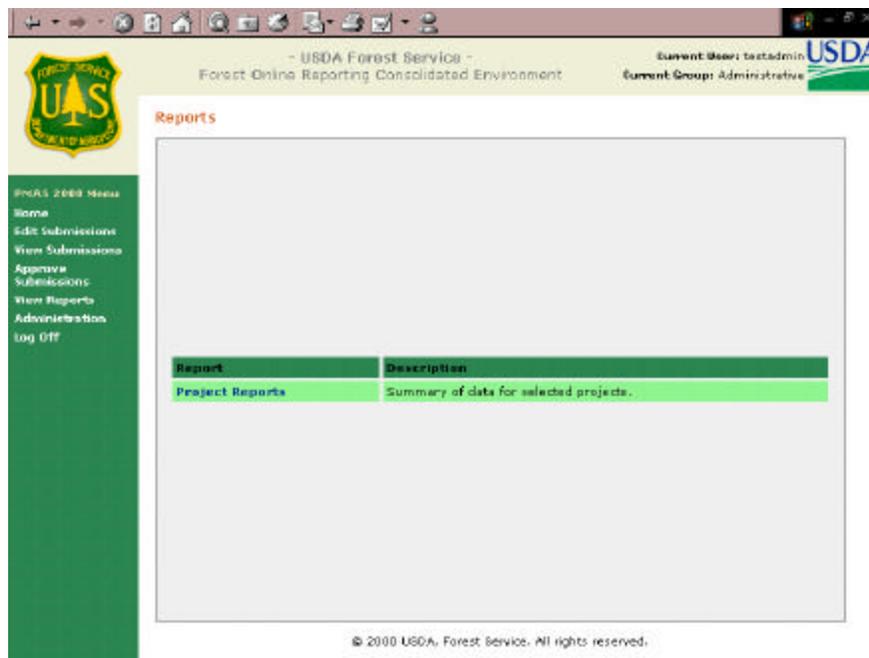


Figure 18

This screen is a reminder that the user is going into the Reports section of the Program and gives the User an opportunity to choose a different link if this was not the one they initially had in mind.

Clicking on the blue lettering “Project Reports” takes the User to the screen depicted in Figure 19.

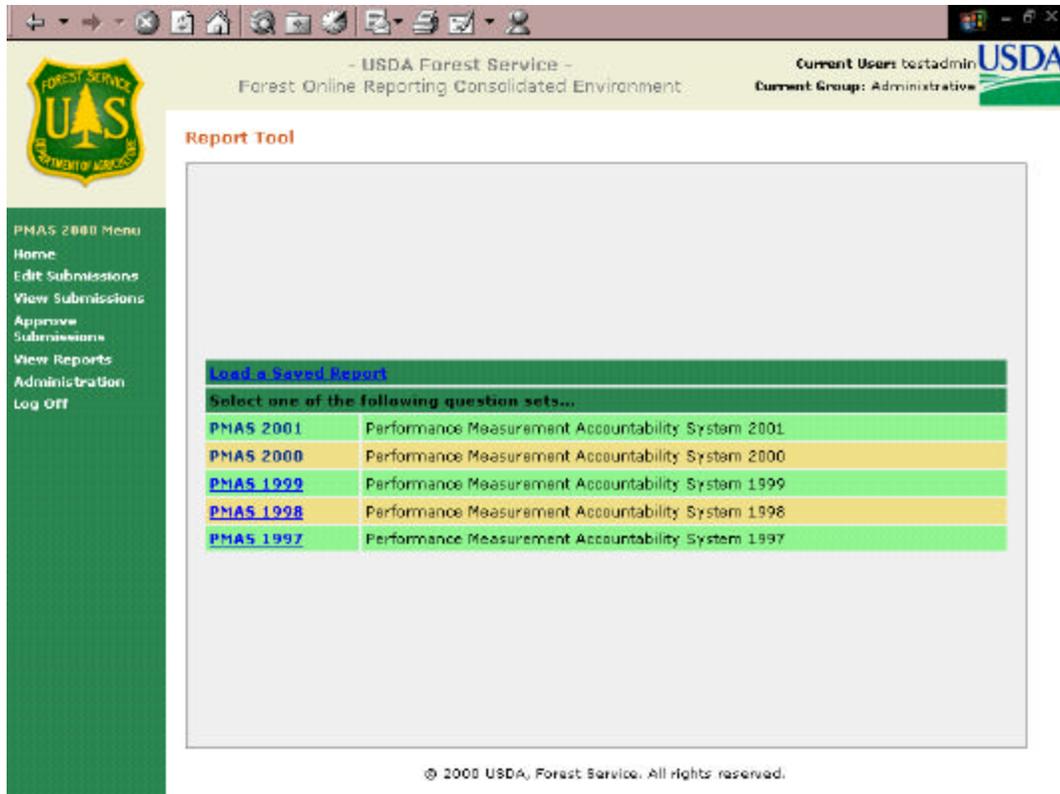


Figure 19

This screen is the gateway to the Reporting Tool for this program. The User has a choice of which year’s report to access (by clicking on the corresponding year’s link) or to view a Report that has been previously saved (by clicking on the label “Load a Saved Report” at the top of the page).

NOTE: For purposes of this Manual, we will be looking at test data for the District of Columbia and Virginia as well as PMAS 2000.

SELECTING STATES FOR REPORTING

Upon clicking on the name of the Report, the user is taken to a screen listing all of the regions in the United States and its territories (Figure 20). The right-hand column lists the number of states in each region.

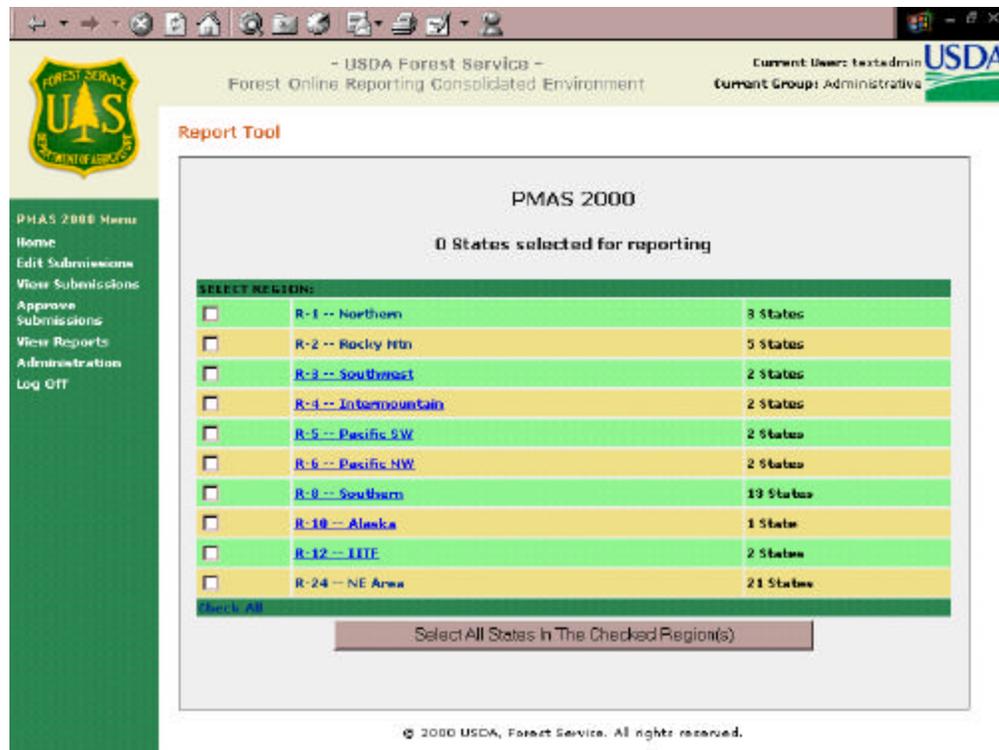


Figure 20

From this screen, the User has a number of options:

- Clicking in one of the checkboxes in the left-hand column will automatically choose all of the States listed in that region for reporting.
- The User can select “Check All” in the bottommost area of the table to avoid having to click in each region for a Report on the entire country.
- Clicking on the name of the individual region will take the User to another list, which enables individual State(s) to be chosen (Figure 21). From this screen, the User may choose all, any combination of individual State(s) or return to the listing of Regions by clicking on the name of the Region at the top of the table.



Figure 21

When first entering these screens, the label “0 States selected for reporting” will also appear at the top of the screen. After selecting any State(s), the number of states that have been selected for reporting is shown at the top of the frame, along with links to the two (2) different kinds of reports available through this program: Summary Report and Detail Report. For demonstration purposes, the five states in the Rocky Mountain Region are chosen here.



Figure 22

At this point, additional States for reporting can be selected by checking the names of other Regions or States. If a State is selected that is already included in the number shown at the top of the screen, the computer will ignore the subsequent choices of that State and count it only once.

SUMMARY REPORT

As stated earlier, there are two kinds of reports that can be generated in PMAS: a Summary Report or a Detail Report. A Summary Report does not generate the contents of any of the text areas or repeating rows, only the numerical data. The questions for text areas and repeating rows are not listed in the choices offered for a Summary Report.

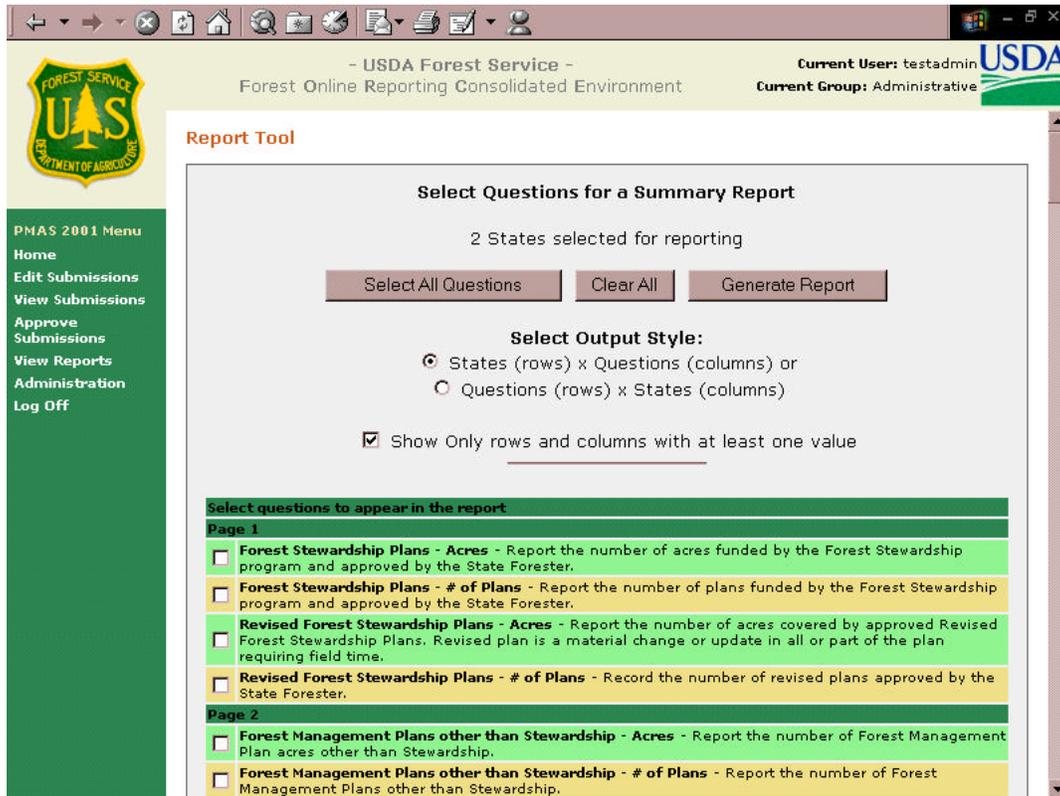


Figure 23

In Figure 23, the User is given a number of options for output: States as Rows with Questions as Columns or vice versa, and the program defaults for omitting any completely empty rows and columns.

The User may select all of the Questions by clicking on the gray button labeled “Select All Questions” or choose any combination from the list of all of the questions from the specific Question Set, along with any explanation, all taken directly from that Question Set. These questions are listed in the same order as the Question Set and are separated by the page number in which they are listed on the Data Entry screens.

Either re-clicking the individual checkboxes or clicking the button in the center labeled “Clear All” can correct errors in selection.

Once all the choices for reporting are made, the report is generated when the button labeled “Generate Report” is clicked. In this instance (Figure 24), we have selected all of the questions on page 1 of Data Entry for the District of Columbia and Virginia, which are in different regions. The States are listed as rows, with the questions as columns.

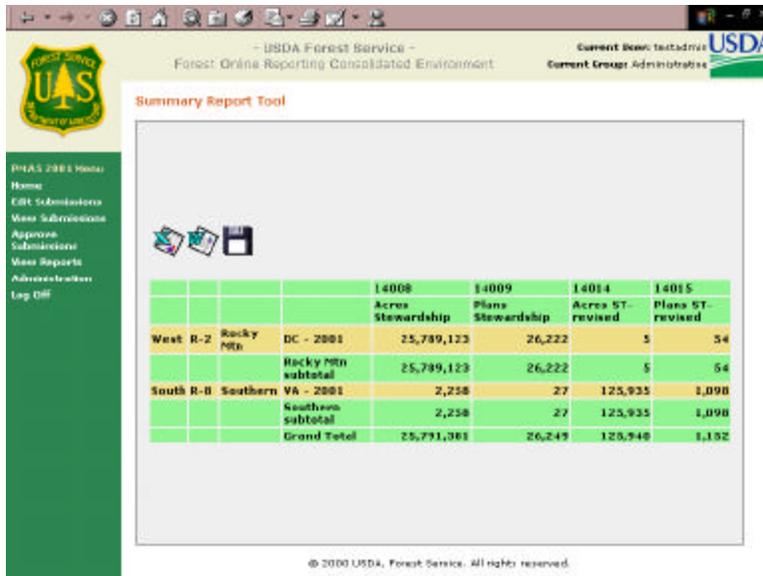


Figure 24

In the initial output, the three-region listing (North, West and South) is given, along with the individual Region Code, the name of the Region and the State and Fiscal Year for identification and further reporting and sorting if needed. The columns are listing the 5-digit output number and a brief one-or two-word summary of what the individual numerical values represent.

The same data with the Questions as rows and States as columns appears in Figure 25.

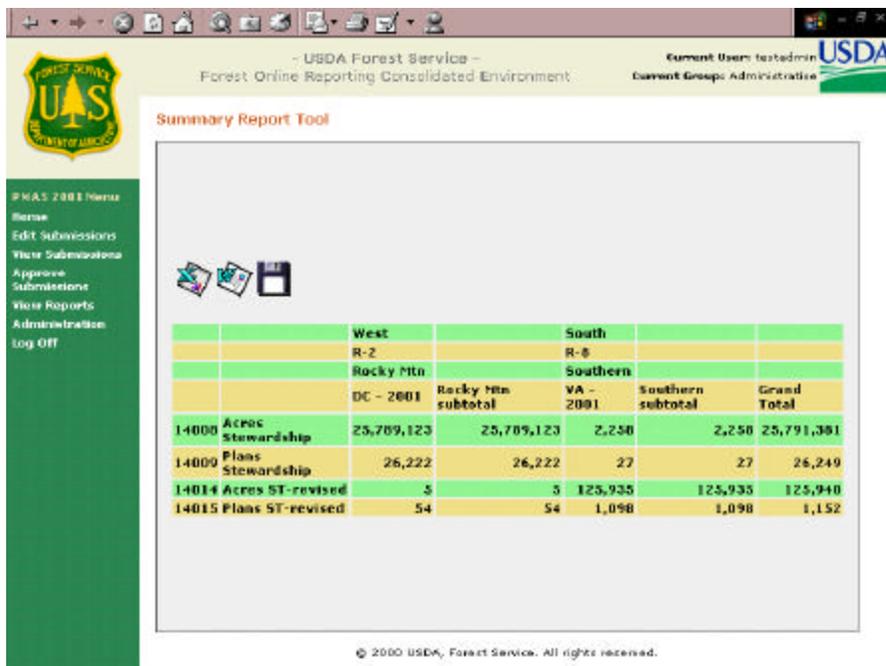


Figure 25

Detail Report

Unlike the Summary Report, the Detail Report displays the Repeating Rows and Text area entries from the Question Sets in addition to all the information that would be displayed in the Summary Report.

To run a Detail Report, the User enters the Program the same way as for the Summary Report and does all the program functions exactly the same way (through selection of individual states or regions) until the User reaches the screen shown in Figure 22, only the User then chooses the link to “Detail Report”, which takes him to the screen shown in Figure 26.

The screenshot shows a web browser window with the USDA Forest Service logo and navigation menu on the left. The main content area is titled "Report Tool" and "Select Questions for a Detail Report". It indicates "2 States selected for reporting" and has buttons for "Select All Questions", "Clear All", and "Generate Report".

Select questions to appear in the report

Page 1

- Forest Stewardship Plans - Acres**
Report the number of acres funded by the Forest Stewardship program and approved by the State Forester.
- Forest Stewardship Plans - # of Plans**
Report the number of plans funded by the Forest Stewardship program and approved by the State Forester.
- Revised Forest Stewardship Plans - Acres**
Report the number of acres covered by approved Revised Forest Stewardship Plans. Revised plan is a material change or update in all or part of the plan requiring field time.
- Revised Forest Stewardship Plans - # of Plans**
Record the number of revised plans approved by the State Forester.
- Clean Water Action Plan Accomplishments**

Page 2

- Forest Management Plans other than Stewardship - Acres**
Report the number of Forest Management Plan acres other than Stewardship.
- Forest Management Plans other than Stewardship - # of Plans**

Figure 26

For example, to obtain the results of all of the input entered on Page 1 of Data Entry, with an addition to the Summary Reports shown in Figure 24 and Figure 25, this User clicked on the link for “Detail Report” at the top of the screen in Figure 22 and checked all of the fields for page 1, which includes the Repeating Rows for the Clean Water Action Plan. The results are displayed as Figure 27.

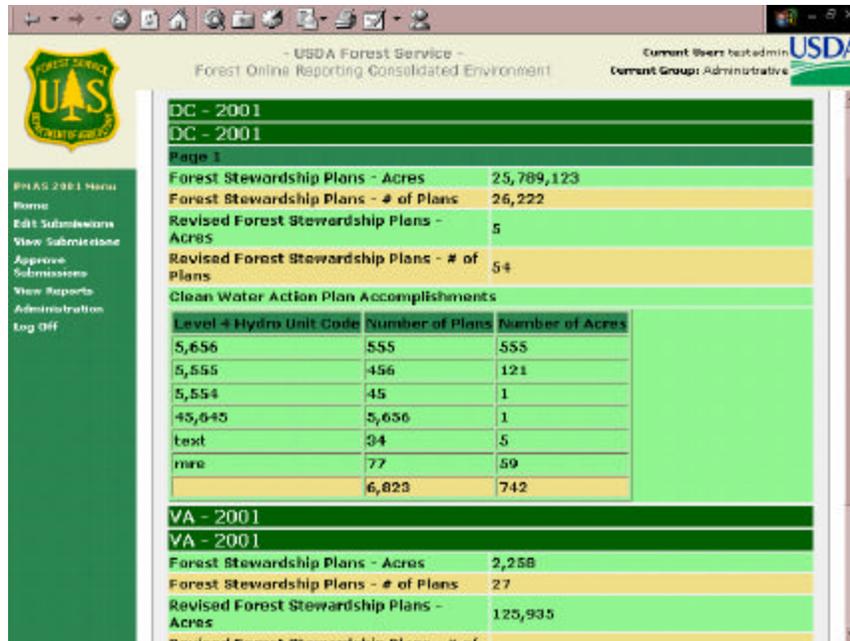


Figure 27

In addition to providing the data included in Repeating Rows and text areas, the Detail Report also includes a more complete description of the data provided, rather than the abbreviation provided in the Summary Report.

Note that the Number of Plans and Number of Acres for the State are added at the bottom of this entry. In a Detail Report, since the User might be working with large amounts of text, the outcome data of one State is listed above the other, unlike the side-by-side graphical results as shown in a Summary Report. Figure 28 depicts how the longer text entries are displayed in the Detail Report. Note that while a lengthy text entry only occupies a small area when viewed in Data Entry, the entire text is displayed in a Detail Report.

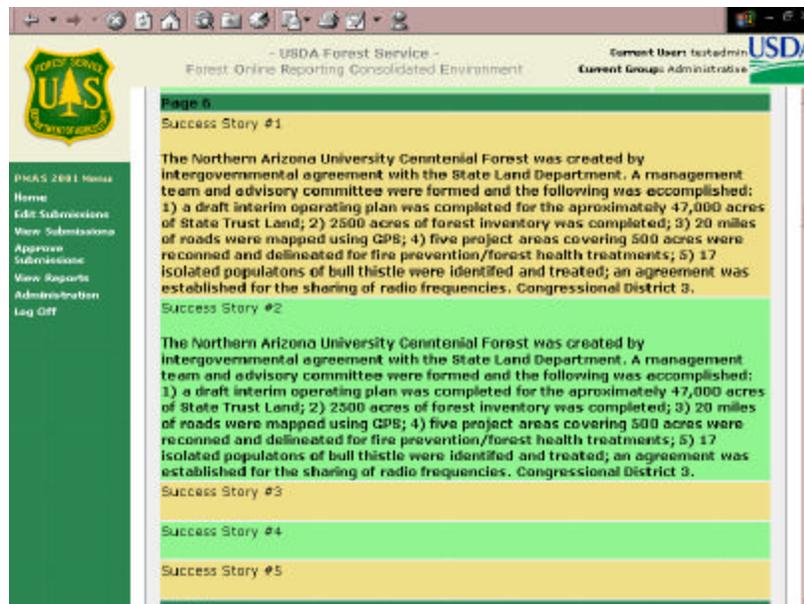


Figure 28

Saving Reports

Running a report and having it show up in a certain way on the computer monitor is only a small part of what the User can do with the data that is gathered. There are three ways of saving any report generated from PMAS: It can be saved to Microsoft Excel, Microsoft Word or to the System itself.

The report data is not automatically saved when the User accesses another screen. The User can save the Report for further viewing, which would eliminate the need to re-check the individual states, regions and/or data fields for which results are desired, and can be done a number of ways.

At the top of each of the PMAS Reports as they are run appear three icons, which may be familiar to most experienced computer users, see Figure 29. Left to right, they give the User the option of saving the report to Microsoft Excel, Microsoft Word, or the PMAS Database (depicted by the floppy disk). Saving to either Excel or Word allows the User to keep the Report that was just run on his or her own computer and make further edits to it; saving to the system does not allow for editing, but will maintain the data as it was at the time the Report was run, and this Report is then available to other Users.



Figure 29

The Summary Report generated and shown in Figure 24 is shown as saved in Excel in Figure 30.

	A	B	C	D	E	F	G	H
1					14008	14009	14014	14
2					Acres Stewardship	Plans Stewardship	Acres ST-revised	Plans ST-revis
3	West	R-2	Rocky Mtn	DC - 2001	25,789,123	26,222	5	
4				Rocky Mtn subtotal	25,789,123	26,222	5	
5	South	R-8	Southern	VA - 2001	2,258	27	125,935	1,
6				Southern subtotal	2,250	27	125,935	1,
7				Grand Total	25,791,381	26,249	125,940	1,
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Figure 30

The same data as saved in Word is shown as Figure 31.

Figure 31

With each of these Microsoft programs, note that the tool bar beneath the URL is that of the individual program, not the tool bar of the Internet browser. From each of these places, the User can save these files as specific Excel or Word files and work with the data from that place.

If the diskette icon is chosen, the User is shown the screen below in Figure 32. A title must be chosen and the gray button pushed or the Report is not saved to the System.

USDA Forest Service - Forest Online Reporting Consolidated Environment

Current User: testadmin Current Group: Administrative

Save Report Tool

Enter a title for the report -

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Figure 32

If the User attempts to save a Report using a previously chosen name, a screen such as the one in Figure 33 will appear.

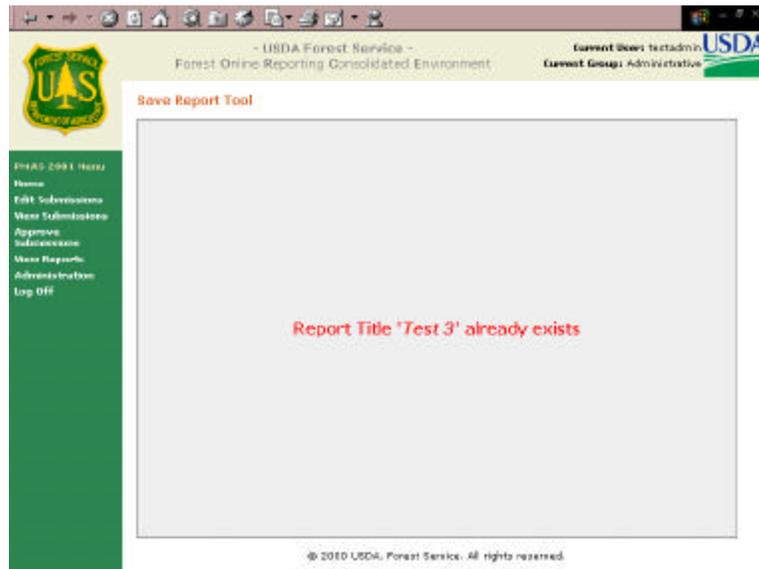


Figure 33

Saved reports can be accessed upon first entering the Report area. The topmost link of the screen shown in Figure 19 (the screen which lists the different PMAS programs available) reads, “Load a Saved Report” and takes the User to the screen shown below (Figure 34). The User can access a saved report by clicking on the title of the reports already saved.

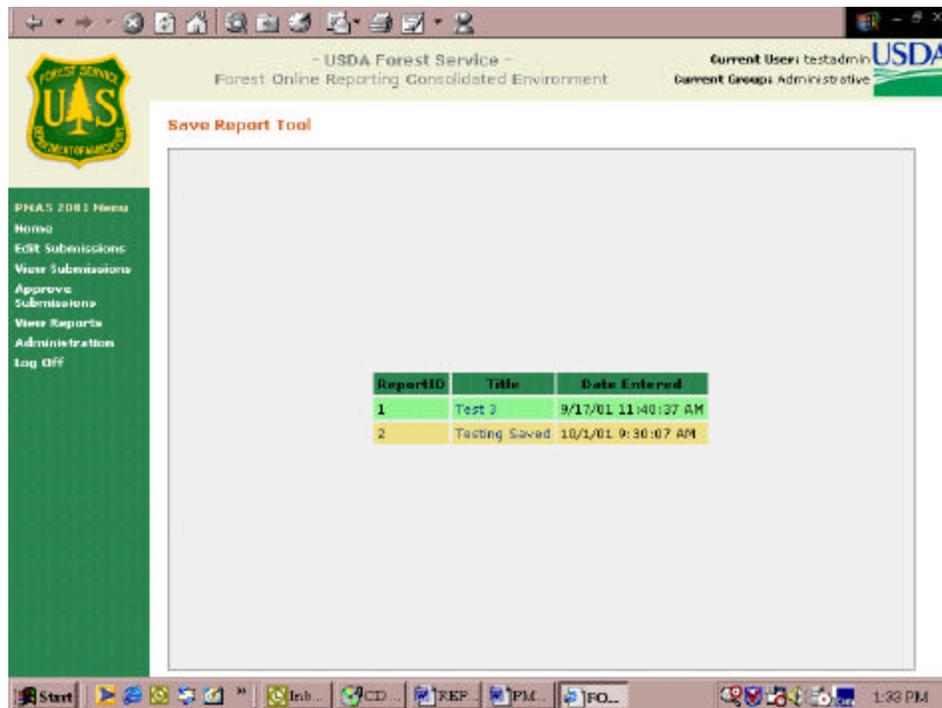


Figure 34

Note that once a report has been saved, it is in a “Read Only” format. Further editing or changing of data in the Data Entry area does not change the report, nor can the report itself be edited. The saved report can, however, be saved back to the system with a different name, or to Excel or Word for personal editing.