

Appendix 1-2: Consolidated Project Report Database User Guide

Topics in this Document:

- Opening the Consolidated Project Report Database
- Viewing the Project Data
- Navigating Through the Projects in the Data Entry Form
- Printing a Project or Process Description
- Closing the Data Entry Form
- Printing Reports
- Printing an Existing Report
- Filtering Projects by Selected Criteria
- List of Fields for Data Entry Statistics Reports

Opening the Consolidated Project Report Database:

Note: Microsoft Access 2002, or newer, is required to open the file.

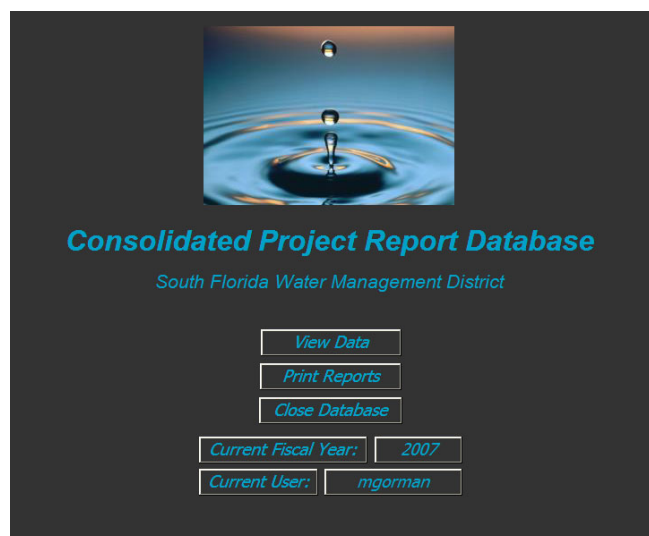
There are two methods for opening the Consolidated Project Report Database:

Option 1. Once the CD is inserted into the CD-Drive, a window containing a link labeled “**Appendix 1-3 Consolidated Project Report Database**” will automatically appear. Click this link to view the database.

Option 2. Using Windows Explorer, browse the contents of the CD. Double-click the file named “**cpr_database.mdb**” to view the database.

Viewing the Project Data:

Step 1. Upon opening the database, the following main screen will appear:



Step 2. Click “View Data” on the main page to open the following data entry form.

Note: The data entry form is locked on the disc, but may be viewed and used for data sorting procedures.

The screenshot shows a Microsoft Access application window titled "Microsoft Access - [Data Entry Form]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a header section with the following fields: Ref No: 3, Project Name: Lake Okeechobee Construction Project Phase I, Project ID: 11, Updated by: pserrano, Last Update: 12/20/2006, and an "Add a New Record" button. Below the header are four tabs: Project Details (selected), Milestones, Financial Information, and Miscellaneous. The main form area contains several sections: Activity Type (Project), Project Manager (Gray, Susan and Unsell, Dave), Mgr TBD Explanation (Other Manager), Project Objective (The objective of this project is to improve the hydrology and water quality of Lake Okeechobee and downstream receiving waters.), Project Description (This project involves the design and construction of the Lake Okeechobee Critical Restoration Project, Tributary Sediment Removal Pilot Test, and the Taylor/Creek/Nubbin), Historical Background/Project Need (Phosphorus load reductions to the tributaries in the watershed will reduce Phosphorus loads to Lake Okeechobee.), Lead Program (Lake Okeechobee), Related Program (Comprehensive Everglades Restoration Plan), Lead Agency (South Florida Water Management District), Other Lead Agency (Other Lead Agency), Lead Organization (440/4430 LAKE OKEECHOBEE), State Reporting Category (2.3 Surface Water Projects), Street Address (3301 Gun Club Road, West Palm Beach, Florida), Counties (Okeechobee), Project Counties (Okeechobee), Regions (Kissimmee Basin, Lower East Coast, Lower West Coast), Project Type (Water Quality Improvement, Construction), and Other Project Type (Other Project Type). At the bottom, there is a record navigation bar showing "Record: 1 of 373" and a "Form View" label.

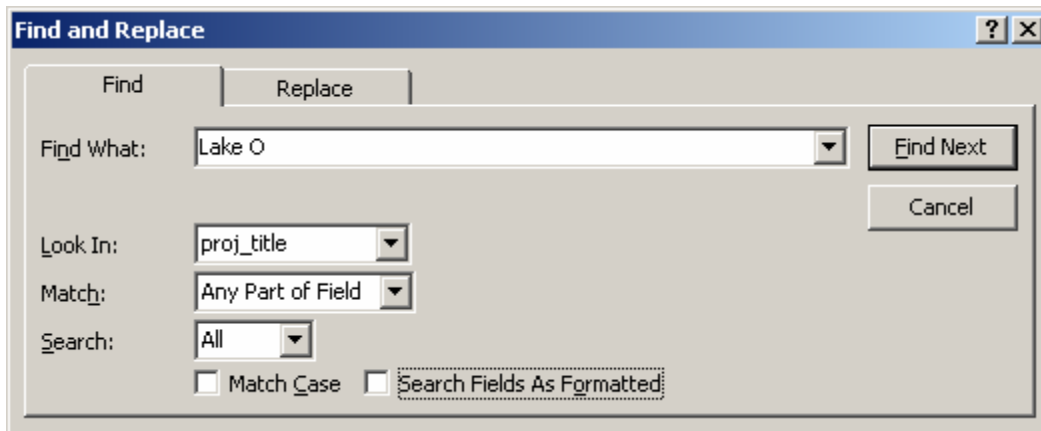
Navigating through the Projects in the Data Entry Form:

Users can navigate through each of the projects and processes in the database by one of the following methods:

Method 1: *By Project/Process Name.*

You can search by the name (full or partial) of the project or process.

- a. Click on the project title that appears at the top, so that your cursor is on that field.
- b. Click “Edit,” “Find” in the main toolbar at the top of the window.
- c. Type the name (full or partial) that you are searching for.
- d. Verify the following:
 - i. The drop down menu next to the words “Look In” is set to “proj_title.”
 - ii. The drop-down menu next to the word “Match” is set to “Any Part of Field.”
 - iii. The drop-down menu next to the word “Search” is set to “All.”
 - iv. The check boxes for “Match Case” and “Search Fields As Formatted” are unchecked.
- e. Click the “Find Next” button. This will take you to the first project that has an occurrence of the text you typed into the “Find” field.



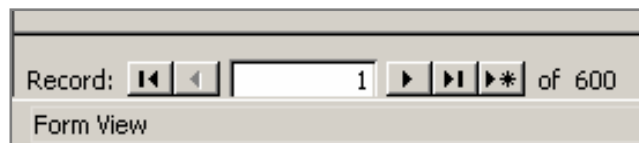
Method 2: *By Reference Number.*

You can search by the reference number of the project or process. Obtain a list of the projects and their respective reference numbers from the reports menu (see instructions below for the reports section).

- a. Click on the reference number that appears at the top, so that the blinking cursor is on that field.
- b. Click “Edit,” “Find” in the main toolbar at the top of the window.
- c. Type the reference number that you are searching for.
- d. Verify the following:
 - i. The drop-down menu next to the words “Look In” is set to “ref_no.”
 - ii. The drop-down menu next to the word “Match” is set to “Whole Field.”
 - iii. The drop-down menu next to the word “Search” is set to “All.”
 - iv. The check boxes for “Match Case” and “Search Fields As Formatted” are unchecked.
- e. Click the “Find Next” button. This will take you to the project assigned to that reference number.

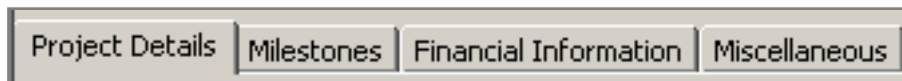
Method 3: *By scanning through all records.*

You can scan through all of the projects and processes by using the navigation buttons located at the bottom of the form (see picture, below).



The image shows a navigation control bar for a data entry form. It includes a label 'Record:' followed by a set of navigation buttons: a double left arrow, a single left arrow, a text input field containing the number '1', a single right arrow, a double right arrow, and a right arrow with an asterisk. To the right of these buttons is the text 'of 600'. Below the navigation buttons, the text 'Form View' is displayed.

All of the information stored for each project can be viewed from this data entry form. Because there is so much of it, it has been spread across four tabs, as shown below. Click on each tab to see the information stored.



The image shows a horizontal tabbed interface with four tabs. From left to right, the tabs are labeled 'Project Details', 'Milestones', 'Financial Information', and 'Miscellaneous'. Each tab has a vertical line on its right side, indicating it is a clickable element.

Printing a Project or Process Description:

To create a printout of a project directly from this window, click the “Print” button that is located at the bottom of the data entry form (as seen below, in red). You may have to scroll down to the bottom of the data entry form to see this button.

The screenshot shows a Microsoft Access window titled "Microsoft Access - [Data Entry Form]". The window contains a data entry form with the following fields and values:

- Activity Type: Project
- Project Manager: Gray, Susan and Unsell, Dave
- Mgr TBD Explanation: (empty)
- Project Objective: The objective of this project is to improve the hydrology and water quality of Lake Okeechobee and downstream receiving waters.
- Project Description: This project involves the design and construction of the Lake Okeechobee Critical Restoration Project, Tributary Sediment Removal Pilot Test, and the Taylor/Creek/Nubbin
- Historical Background/Project Need: Phosphorus load reductions to the tributaries in the watershed will reduce Phosphorus loads to Lake Okeechobee.
- Lead Program: Lake Okeechobee
- Related Program: Comprehensive Everglades Restoration Plan
- Lead Agency: South Florida Water Management District
- Lead Organization: 440/4430 LAKE OKEECHOBEE
- State Reporting Category: 2.3 Surface Water Projects
- Street Address: 3301 Gun Club Road, West Palm Beach, Florida
- Counties: Okeechobee
- Regions: Kissimmee Basin, Lower East Coast, Lower West Coast
- Project Type: Water Quality Improvement

At the bottom of the form, there are two buttons: "Print" and "Close". The "Print" button is highlighted with a red box. Below the buttons, the status bar shows "Record: 1 of 373" and "Form View".

When you click this button, a report (see example that follows) will appear for the project or process that you are currently viewing in the data entry form. At this point, you can view, print, or close the print preview.

Consolidated Project Report	
<i>South Florida Water Management District</i>	
Ref# 3	Title Lake Okeechobee Construction Project Phase I
Completion Date: Dec. 2009 Last Updated: 12/20/06	
Activity Type Project	Manager Gray, Susan and Ursell, Dave
Mgr Explanation for TBD N/A	
Project Objective	Physical Description
The objective of this project is to improve the hydrology and water quality of Lake Okeechobee and downstream receiving waters.	Projects will be located within the four priority sub basins of Lake Okeechobee; Taylor Creek/Nubbin Slough (S-192), S-154, S-65D, S-65E.
Project History	Project Description
Phosphorus load reductions to the tributaries in the watershed will reduce Phosphorus loads to Lake Okeechobee.	This project involves the design and construction of the Lake Okeechobee Critical Restoration Project, Tributary Sediment Removal Pilot Test, and the Taylor Creek/Nubbin Slough RASTA.
<p style="text-align: left;"><i>Wednesday, January 03, 2007</i></p> <p style="text-align: right;"><i>Page 1 of 4</i></p>	

Closing the Data Entry Form:

To close the data entry form and get back to the main menu, click the “Close” button located at the bottom of the data entry form (as seen below, in red). You may have to scroll down to the bottom of the Data Entry Form to see this button.

The screenshot displays the Microsoft Access interface for a data entry form. The title bar reads "Microsoft Access - [Data Entry Form]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The form contains several fields and lists:

- Activity Type: Project
- Project Manager: Gray, Susan and Unsell, Dave (with an "Other Manager" button)
- Mgr TBD Explanation: (empty)
- Project Objective: The objective of this project is to improve the hydrology and water quality of Lake Okeechobee and downstream receiving waters.
- Project Description: This project involves the design and construction of the Lake Okeechobee Critical Restoration Project, Tributary Sediment Removal Pilot Test, and the Taylor/Creek/Nubbin
- Historical Background/Project Need: Phosphorus load reductions to the tributaries in the watershed will reduce Phosphorus loads to Lake Okeechobee.
- Lead Program: Lake Okeechobee
- Related Program: A list with "Comprehensive Everglades Restoration Plan" and an asterisk.
- Lead Agency: South Florida Water Management District (with an "Other Lead Agency" button)
- Lead Organization: 440/4430 LAKE OKEECHOBEE
- State Reporting Category: 2.3 Surface Water Projects
- Street Address: 3301 Gun Club Road, West Palm Beach, Florida
- Counties: A list with "Okeechobee" and an asterisk.
- Regions: A list with "Kissimmee Basin", "Lower East Coast", and "Lower West Coast".
- Project Type: A list with "Water Quality Improvement", "Construction", and "Restoration". (with an "Other Project Type" button)

At the bottom right, there are two buttons: "Print" and "Close". The "Close" button is highlighted with a red border. At the bottom left, there is a record navigation bar showing "Record: 1 of 373" and "Form View".

Printing Reports:

From the main menu, click the “Print Reports” button. The following window will appear:

Consolidated Project Report Database - Reports

Print Existing Report:

Project List

Projects by Chapter Reference, Missing Chapter Reference

Projects by Region, Recommendation Number, Title

Data Entry Statistics - Percent Data Entered, Per Project

Data Entry Statistics - Percent Data Entered, Per Project, by Program

Export Query

Filter Projects by selecting from the following criteria:

Project:

Activity Type:

Manager:

Completion Date Between (MM YYYY): And

Project Type:

State Rpt. Category:

County:

Region:

Fund Source:

Project Partner:

Cost Category:

Sort By:

Lead Agency:

Lead Organization:

Lead Program:

Related Program:

Affected Water Body:

Chapter Reference:

Area of Responsibility:

Clear Form Print Close

Printing an Existing Report:

The top portion of the window displays all of the production reports available for use. They are as follows:

1. **Project List**
Provides user with a list of all of the projects/processes in the database, and reference numbers.
2. **Projects by Chapter Reference**
Provides user with a list of all of the Chapter References and for projects and processes that have selected that Chapter Reference in the database.
3. **Projects by Region, Recommendation Number, Title**
Provides user with a list of all of the Recommendation Numbers/Titles by Region, and the Projects that have selected that Recommendation Number in the database.

4. **Data Entry Statistics – Percent Data Entered, Per Project**
Provides user with a list of all projects and their respective percentage of data entered. See the List of Fields (at the end of this user guide) upon which this percentage is based.
5. **Data Entry Statistics – Percent Data Entered, Per Project, by Program**
Provides user with a list of all projects and their respective percentage of data entered, grouped by Lead Program. See the List of Fields (at the end of this user guide) upon which this percentage is based.
6. **Export Query**
Provides user with a list of all of the projects, their Chapter Reference, Lead Program, and the percent of data entered, in a format that is easily exported into Microsoft Excel®. To export, when the report is displayed, select the “Tools,” “Office Links,” “Analyze It with Excel.”

Filtering Projects by Selected Criteria:

The bottom portion of the Print Reports window allows you to print a report for either all of the projects in the database or for just a subset of projects. By selecting values from the drop-down boxes in this portion of the window, you can narrow down what projects you will see in the report. For example, if you only want to see projects in the Kissimmee Basin Region, then you would select “Kissimmee Basin” from the “Region” drop-down list, and click the “Print” button (as shown below). The project report will then be displayed for all projects in that region.

Any combination of criteria can be selected. For instance, you could run the report for all projects in the Kissimmee Basin region, where the SFWMD is the Lead Agency, by selecting those two values from the appropriate drop-down menus and clicking the “Print” button.

To view the report for all projects in the database, leave the entire criteria fields blank, and click the “Print” button.

Consolidated Project Report Database - Reports

Print Existing Report:

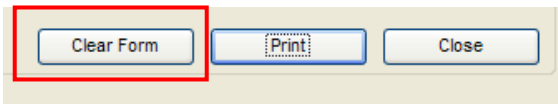
- Project List
- Projects by Chapter Reference, Missing Chapter Reference
- Projects by Region, Recommendation Number, Title
- Data Entry Statistics - Percent Data Entered, Per Project
- Data Entry Statistics - Percent Data Entered, Per Project, by Program
- Export Query

Filter Projects by selecting from the following criteria:

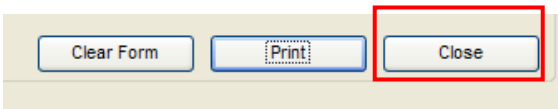
Project: [Dropdown]
Activity Type: [Dropdown] Lead Agency: [Dropdown]
Manager: [Dropdown] Lead Organization: [Dropdown]
Completion Date Between (MM YYYY): [Input] [Input] And [Input] [Input] Lead Program: [Dropdown]
Project Type: [Dropdown] Related Program: [Dropdown]
State Rpt. Category: [Dropdown] Affected Water Body: [Dropdown]
County: [Dropdown] Chapter Reference: [Dropdown]
Region: [Dropdown] Area of Responsibility: [Dropdown]
Fund Source: [Dropdown]
Project Partner: [Dropdown]
Cost Category: [Dropdown]
Sort By: [Dropdown]

Clear Form Print Close

To clear criteria selected, in order to enter new criteria, click the “Clear Form” button.



To exit the “Print Reports” window and return to the main menu, click the “Close” button.



List of Fields for Data Entry Statistics Reports:

There must be something selected or typed into these fields in order to get credit for it:

- a. Project Title
- b. Lead Agency
- c. Lead Organization
- d. Lead Program
- e. Activity Type
- f. Project Manager
- g. State Reporting Category
- h. Street Address
- i. Legislative References
- j. Physical Description
- k. Land Requirements
- l. Project Objective
- m. Project Description
- n. Project History
- o. End Products
- p. Completion Month (projects only)
- q. Completion Year (projects only)
- r. Associated Projects
- s. Milestones FY 2005
- t. Milestones FY 2006
- u. Expenditures FY 2005
- v. Total Project Cost (projects only)
- w. Project Performance Measures
- x. Resource Performance Measures
- y. Alternatives
- z. Major Uncertainties

There must be at least one selection in the following “one or many” option fields to get credit for these:

- a. Affected Water Bodies
- b. Areas of Responsibility
- c. Cost Type
- d. Counties
- e. Project Type
- f. Regions
- g. Fund Source
- h. Chapter References
- i. Project Partners
- j. Related Programs