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## WELCOME TO WebVERS

The Corps of Engineers will soon be shutting down the WinVERS FTP site that uploads your exported monthly visitation reports to OMBIL. The replacement program will be WebVERS, a real-time, browser-based (Internet Explorer) program for entering monthly meter readings.

WebVERS is driven by OMBIL. Areas setup in OMBIL and assigned a 3-digit NRMS Area Number automatically become a line item in WebVERS. Three-digit NRMS Area Numbers are used only for *recreation* areas (not for Dispersed Use Areas--because they use 800-999 numbers, or for Visitor-Center-only areas).

### What You Can Do in WebVERS

- Edit meter information.
- Edit meter readings for several months in the past, working from the previous month to the oldest month. In WinVERS, you worked from the oldest month forward.
- Reset meter readings from the month of your choice forward. In WinVERS, you had to reset the entire year.
- Edit load factors. When a change is made, you document why in the NOTES section.
- Change seasons. When a change is made, you document why in the NOTES section.
- Delete an area. You simply uncheck the IS ACTIVE box. The area remains in the system for historical purposes.

### Tips for Using WebVERS

Screen Setting. To view data in WebVERS, reset your computer screen setting to 1024 x 768 pixels.

SAVE. Tap *Save* as you enter meter readings in case you have to leave your desk and come back later to finishing entering meter readings.

GENERATE REPORT. Click to display the 3-page monthly visitation report in PDF.

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## ACCESSING WebVERS

1. Access WebVERS from Internet Explorer. URL address is <http://134.164.101.97/vers>.
2. In the upper left corner of the WebVERS screen, click on Login.
3. For both the User Name and Password, enter your 5-digit NRMS project number, and click Login.

### Viewing Data

The links on your screen will vary depending on if you or your district office visitation coordinator has first reviewed the data for accuracy.

1. Possible links displayed: **Projects, Home, Settings or Project Settings, Edit Profile, Support, Logout, Select.**

a. Projects. For district office visitation coordinators with field offices setup on their computers. This link displays all the projects in your district. If you are a field office, only your project will display.

b. Home. Returns you to the previous menu.

c. Settings or Project Settings. Takes you to the Project Settings page. Refer to #2 below for detailed information.

d. Edit Profile. User Name and Password is your 5-digit NRMS field office number. [For Seattle District, DO NOT CHANGE THIS. It allows the district office visitation coordinator to access monthly information.] Enter the field office visitation coordinator's information in the remaining fields. [For Seattle District, this has already been completed.]

e. Support. Email, Gateway and F@Q.

f. Logout. Click to logout of WebVERS and return to the WebVERS home page.

g. Select. Click to go to the functions for your project—Meter Readings (Edit and Reset Meter Readings), Reports, Project Settings, Edit Profile, Support, and Logout.

2. **Project Settings.** When Project Settings is first accessed, the screen displays five items to choose from—Configure Months, Edit Load Factors, Edit Area Information, Manage Dispersed Use Areas, and Edit Meter Information.

a. Configure Months. Each month shows the seasonal load factors that will be applied when entering meter readings. If changes are needed, notify your district office visitation coordinator so your changes are documented. [For Seattle District, these months have been confirmed and no changes are needed.]

b. Edit Load Factors. These are your load factors by season for each of your areas. Columns displayed are Area NRMS number (ANRMS), area and site names for that NRMS area, seasons for which there are load factors, when the area was surveyed or when load factors were created, and the Load Factor Summary Report (View Report). Column widths can be enlarged by dragging the column width bar left or right at the top of the column.

Boxes in blue can be selected to view detailed data:

- Clicking on the season will display the load factors being used for that area for that season. This is where you would change your load factors.
- Clicking on View Report will display a PDF of the Load Factor Summary Report, for that area and season, when the factors were created.
- Clicking on All Load Factors Report at the bottom of the screen will bring up a PDF file of all your Load Factor Summary Reports for each area by season. It is good reference to have a printout of these pages for documentation in your project's VERS notebook.

c. Edit Area Information and Manage Dispersed Use Areas. These pages display only those areas designated in WinVERS as "Designated Areas" or as "Dispersed Use Areas." Refer to footnote 1 for the definition of these types of areas.<sup>1</sup>

- "Show Inactive Areas" box should have a checkmark. You want to be able to see what recreation areas in OMBIL used to have a 3-digit NRMS area number that (1) have since had the number removed in OMBIL, or (2) are designated in OMBIL as a closed area. Areas in OMBIL without a 3-digit NRMS area number have had their number removed by the field office OMBIL coordinator for one reason or another. It could be because the individual area has been merged with another NRMS area number, it doesn't qualify as a recreation area, or the area has been closed (of which the NRMS area could remain in OMBIL but be designated as "closed").
- "Zip code" for each area should reflect the zip code closest to the town where that area is located (which could be 30 miles upstream from the dam).
- "Active" boxes that have a checkmark reflect those areas in OMBIL that have a 3-digit NRMS area number assigned and are active recreation areas.

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<sup>1</sup> A *Designated Area* is a recreation area (not a visitor-center-only area or a dispersed use area). A *Dispersed Use Area* does not have a traffic counter. Many small dispersed use areas can be grouped together and assigned a single 3-digit 800-999 Dispersed Use NRMS area number. Dispersed Use Areas are only assigned 800-999 series numbers.

d. Edit Meter Information. This page allows you to add a new traffic meter, rename a site, and change an area from active to inactive. Columns show the Area NRMS number (ANRMS), name of the area and site, and whether it has a 3-digit NRMS area number assigned in OMBIL, meaning the area is active.

- “Creating a new meter” allows you to add a new recreation *site* to WebVERS *after* the *area* has been added to OMBIL and assigned a 3-digit NRMS area number. The area and site must be created in OMBIL first for you to designate which area the new site is to be under.
- Click Back or Settings to exit this page.

3. **Meter Readings** is broken into three parts—Meter Readings, Edit Meter Readings, and Reset Meter Readings.

a. Meter Readings allows you to enter meter readings for the monthly visitation report. Columns display the Area NRMS number (ANRMS), name of the area and site, counter type, base number, and current reading.

- “Enter meter readings for [month, year].” When you first enter WebVERS, this month defaults to the last month that was uploaded into WebVERS. You need to enter meter readings for this month forward to bring the program up-to-date. After this initial update, the month that appears will be the new month for which you need to enter meter readings.
- “Season” allows you to choose the proper load factors to be applied for the month you are entering meter readings. It defaults to the season programmed for each month at your project—spring, summer, fall, winter, holiday. [For Seattle District, this has been verified and no changes are needed.]
- “Type of Reporting Year” gives you the option of selecting Fiscal Year or Calendar Year for calculating Year-To-Date numbers on the monthly visitation report. WebVERS runs on a calendar year, but monthly visitation reports are calculated on a fiscal year. The program defaults to fiscal year.
- “Counter Type” gives you the option of selecting Zeroed or Continuous. Choose Zeroed if you reset traffic meters to zero each month when taking a meter reading. Choose Continuous if you take a meter reading without resetting the meter. [For Seattle District, choose Zeroed.]
- “Base #” is used when you *first* enter data into WebVERS. The program needs to know what the end of last month’s meter reading was so it can calculate the difference when you enter the current month’s meter reading. In subsequent month’s, the program will automatically bring over last month’s meter reading. Then, you only need to enter the end of the current month’s reading for which you are creating a visitation report.
- “Generate Report” tells the program to calculate a monthly visitation report. Three PDF windows will open displaying your 3-page report. You have the option to print each page individually.

- “Enter Next Month” allows you to enter meter readings for the next subsequent month.
- “Save” to save your data in WebVERS. This feature can also be used if you have to leave your desk or return to entering meter readings later.
- “Cancel” if you don’t want any meter readings to be saved.

b. Edit Meter Readings allows you to correct previously entered meter readings, working from the previous month backwards to the oldest month. *If this occurs, notify the district office visitation coordinator of the correction so district data can be corrected.*

- “Enter Month and Year to edit” allows you to select the proper month for correcting. Start from the most recent month and work backwards. **If the current month is August and you discover an error in July, start with August meter readings and then go to July to correct the error. If the error is further back, it is easier to Reset Meter Readings.** Refer to “c” below.
- All the other boxes are the same as for Meter Readings. Refer to “a” above for descriptions.
- “Edit Complete.” Select this when you are finished editing meter readings. Then click Save to save your data.

c. Reset Meter Readings allows you to reset the meter reading counter to zero for the any month and forward in the event incorrect data was entered. *If this occurs, notify the district office visitation coordinator of the correction so district data can be corrected.*

- “Select the Month and Year to reset the meters to.” Caution: The month and year you select will zero out the meter readings from that month forward. **You will then need to re-enter all meter readings from this point forward.**

4. **Reports.** This allows you to view and print the *Season, Area, and Site Review Report*; the *Monthly Meter Reading Report*; the *Monthly Visitation Report* for the fiscal or calendar year; and/or the *Activity Distribution Report* for the fiscal or calendar year.

- “Season, Area, and Site Review Report” displays a PDF showing which seasons have load factors. You have the option of selecting by month or for all seasons. The “all seasons” report is a good reference to have a printout of for documentation in your project’s VERS notebook.
- “Monthly Meter Reading Report” is page 1 of the 3-page monthly visitation report. You have the option of selecting any month and year to view as a PDF.
- “Monthly Visitation Report” is page 2 of the 3-page monthly visitation report. You have the option of selecting any month and year to view as a PDF as well as viewing original or current load factors.
- “Activity Distribution Report” is page 3 of the 3-page monthly visitation report. You have the option of selecting any month and year to view as a PDF as well as viewing original or current load factors.