

Interpretive Contacts Data Entry Definitions

This form records the number and nature of interpretive contacts. Lewis and Clark entries should be updated by the 5th of each month.

The screenshot shows a software window titled "INTERPRETIVE CONTACTS". The form contains the following fields and controls:

- 1** points to the "Interpretive Contact Location" text box containing "BARKLEY DAM AND LAKE BARKLEY".
- 2** points to the "Contact Date" date picker showing "03-NOV-2001".
- 3** points to the "Number Contacts" text box.
- 4** points to the "Interpretive Contact Type" dropdown menu showing "Water Safety".
- 5** points to the "Comments" text area.
- 6-9** points to a group of four radio buttons: "Direct On-Site", "Direct Off-site", "Indirect", and "Lewis and Clark".

1. INTERPRETIVE CONTACT LOCATION. The current project site.

2. CONTACT DATE. Select the date the interpretive Lewis and Clark contact was made.

3. NUMBER CONTACTS. If the type of contact is direct (either on-site or off-site), enter the actual number of people contacted during the interpretive effort. If the type of contact is indirect, enter each Lewis and Clark related interpretive PSA, bulletin board announcements, radio and TV interviews, and imprinted messages sponsored by the project during the previous month. NOTE: In the indirect category, do NOT report numbers of people or the number of times a message is run, but rather, the total number of different messages or events. Enter in whole numbers

4. INTERPRETIVE CONTACT TYPE. Select the type of interpretive contact from the list of available values. Programs with Lewis and Clark themes may be cultural/historical, but could also be environmental in nature or promote the Corps Mission. Choose the type that best describes the overall theme of your program. Lewis and Clark can be used as a tool to promote any of the types of interpretive contacts.

5. **COMMENTS.** Enter a descriptive comment about the interpretive effort, if desired. Examples could include the age of attendees, location if an off-site contact, presenter, topic or title of the presentation, etc.

6. **DIRECT ON-SITE INDICATOR.** Check this box to indicate that the current interpretive contact is considered a "direct on-site" Lewis and Clark exposure. Direct Interpretive Contacts include presentations within the boundaries of your project including, but not limited to, guided walks, campfire programs, programs on out grants conducted by Corps employees, facility tours, talks, roving interpretation, living history, public meetings that include a substantial interpretative message, and individual contacts, if the contact is focused on an interpretive message. Simple dissemination of written information should not be considered an interpretive contact.

7. **DIRECT OFF-SITE INDICATOR.** Check this box to indicate that the current interpretive contact is considered a "direct off-site" Lewis and Clark theme. Direct Off-Site Interpretive Contacts will include school programs, youth and civic groups programs, career days, and cooperating associating programs occurring at a location off the project. Direct Off-Site Interpretive Contacts may be included from exhibits or booths an at large event, if substantial contact is made with the staff and the contact is focused on an interpretive message.

8. **INDIRECT INDICATOR.** Check this box to indicate that the current interpretive contact is considered an "indirect" exposure with a Lewis and Clark theme. Indirect Interpretive Contacts will include interpretive PSA's bulletin board announcements, radio and TV interviews, and imprinted messages sponsored by the project during the previous month. Exhibits or booths at large events such as boat shows and fairs where no or very brief contact was made with the exhibit or staff should also be considered. NOTE: In the indirect category, do NOT report numbers of people or the number of times a message is run, but rather, the total number of different messages or events.

9. **LEWIS AND CLARK INDICATOR.** Check this box to indicate that the current interpretive contact is related to the Lewis and Clark Bicentennial Commemoration.

To create a report for your project, district, division, or the nation:

Lewis and Clark Commemoration reports can be generated by anyone in the Corps of Engineers with access to the Internet. A username and password are not required to generate reports through the OMBIL Homepage.

Instructions for generating a report for Lewis and Clark Commemoration interpretive contacts:

1. Access the OMBIL Homepage at <https://ombil.usace.army.mil/>.
2. Click on the “Business” button at the top of the page.
3. Choose “recreation” from the list of green words along the left side of the page.
4. Choose the “Business Functions Reports” button in the middle of the page.
-This will engage the Java Initiator. A smaller screen will pop-up as it engages. It might take some time for it to start, depending on how the system is running that day. If you need to install this program, there is a link below the buttons.
5. A gray and green screen will appear with a heading of Oracle Developer Forms Runtime – Web.
6. Select “Recreation” from the Business Function list.
7. Select “REC- LEWIS AND CLARK COMMEMORATION REPORT” from the list of available reports.
8. Press the “Launch” button from the right side of the screen.
9. A “LEWIS AND CLARK COMMEMORATION REPORT” screen will pop up.
10. **Hierarchy of Report:** This section allows you to choose if you want to generate a report for the Corps as a whole, a report for your division or district, or a report for your project site. The choices below will change accordingly based on the level of report you plan to generate.
11. The “begin” and “end” dates are fully programmable by double clicking on the colored space. A calendar will pop-up and you may simply click on the dates you are interested in for your report.
12. Choose the output format of report and hit the “run report” button.
13. A separate window will open with the generated report. You may print your report, save it, or send it other by clicking on the mail button in the tool bar. The e-mail it to someone, click on the “send a link” choice and fill in their e-mail address.
14. When you are finished with generating the needed reports, make sure that you use the door in the tool bar to exit all functions.