

### To retrieve Environmental Compliance reports from OMBIL:

- Recommend closing all other running programs (not just minimize:)
- Go to Internet address <https://ombil.usace.army.mil>
- At top, click on "**Business**"
- On left, at Step 1 click on "**Environmental Compliance**"
- In middle of page, at Step 2 click on "**Business Function Reports.**" No password needed.
- If it stops you and says you need to install the Java Initiator, follow the instructions on the screen.
- At 1. Click on "**Environmental Compliance**".
- At 2. Select the Report you want by using the arrow. Reports are available on the following:
  - Assessments by District
  - Corrective Action Request Report
  - Corrective Action Update Report
  - Corrective Actions Summary Report
  - Findings by Assessment Report
  - Findings Summary Report
  - Performance Measures
  - Summary of Findings With Corrective Actions
  - Summary of Findings Without Corrective Actions
  - Tanks Report
- On right side, Click on "**Launch**"
- Info is available for all USACE projects, Division, District or Project.
  - At Hierarchy of Report dropdown – Select desired level by choosing either "**All USACE Assessments**", "**Selected Division**", "**Selected District**", "**Selected Project Site Assessment**", or "**Selected Assessment**".
  - At Division dropdown - click on **Your Division**
  - At District dropdown- click on **Your District**
  - At Project Site dropdown - click on desired **Project Site**
  - At Assessments box – if pink color, double click within to select desired **Assessment**
  - Select either **HTML** or **PDF** (preferred) format
  - Click on "**Run Report**"

#### If using Netscape:

Netscape will ask you to name and save the generated report. To open that report in Netscape, select "File", "Open Page", and "Choose File". Select the folder where you saved your report. On the "Files of Type" dropdown box on the bottom, select the format report was created in (HTML or PDF). If neither format is on that list, select "\*.\*". Then select your report file from the list and open it. Report may then be viewed and/or printed.

#### If using Internet Explorer:

Report will automatically open after selecting "Run Report". Report may be saved by clicking on the save (floppy disk) icon. Report may also be printed by clicking on printer icon.

#### To Exit:

Use "X" in the upper right hand corner to close the report and return to the parameters form. From there exit through the blue door to exit OMBIL. Remember, while in OMBIL interface, always exit or reverse your path by using the "blue door" icon. Never click on the "X" in the upper right hand part of the screen on any of the OMBIL screens to exit. This only works with browser pages.