

OMBIL USER TIPS FOR ENVIRONMENTAL COMPLIANCE USERS - 2/5/03

Users should use Internet Explorer rather than Netscape for data entry. If you are going to be pulling reports from the Executive Information System (EIS, also known as "the cube"), use Internet Explorer. Netscape works better for running the ASCII type reports. Use what works best on your PC. Some brands work better with one browser than the other.

Information: The information in the EIS of OMBIL is a general photo – "a snapshot of information", not information in real time.

Security Questions: If asked any questions about security issues during your first login, always answer YES.

Equipment:

- Computers should be equal to the latest standards being used by IM and in good working condition. The better the connection speed, the better OMBIL will perform.

Logging In:

- Login is your CEFMS login (ex: G5COX___)
- Password is your oracle password
- Database is OMBIL

Authorization:

- You will only be authorized for the Environmental Compliance business function unless you are involved with OMBIL for recreation and natural resource programs. At the switchboard screen, the ones you are authorized for are in bold type. Select Environmental Compliance.

Switchboard:

- Make sure you are on the correct Project Site (PS) & Project Site Area (PSA), if applicable. Below that, select data input or report boxes, and click the launch button.

Common Forms:

- District level ECCs have access to make limited changes to the common forms in terms of Project Site Areas. Project level ECCs cannot make changes to common forms.

Exiting:

- To exit any form screen, use the "little door" at the top of the screen unless it has a "close button" at the bottom right corner of the screen. The "X" at the top right corner won't work (until you exit the switchboard form)!

Keys to Use:

- Alt/Tab - Using the Alt & Tab keys in sequence allows you to toggle between different applications running in windows, i.e., use Alt/Tab to toggle between the data entry screen and the help screen.

- Up/down arrow keys – are used to navigate between records, i.e., to go from previous/next record.
- The blue arrow keys at the top of the screen are also used to navigate within the records, i.e., 1st record, previous record, next record, last record.
- Arrows (45 degree) at the top-right corner of the screen will enlarge or reduce your screen.

List of Values (LOV) fields:

- Do not manually type in entries in pink colored LOV boxes even though you may know what to put there. You must always double click in pink color LOV boxes and select from the list, then hit OK. OMBIL sometime doesn't recognize manually entered information from these areas.

Mistakes:

- If you exit the switchboard by mistake you don't have to get completely out of the program, just hit the "Refresh" button to log back in.

Data Entry:

- Check at the top and bottom of the screens to confirm which assessment and which record you are on. Sometimes you come in on the last record and need to click on the far left arrow at the top of the screen to go to the first record. If you want to find out how many records you have, click on the last record and it will show the total number of records.
- Records are not always in the same order as they are entered when you leave and re-enter the system. Records are automatically re-sorted when re-entering access to them.

Deletions:

- Information cannot be deleted and will have to be submitted through your district ECC coordinator, to be forwarded to the OMBIL User's Group committee division representative for correction.

Reports:

- If doing multiple reports, shrink the browser screen, don't close it.
- You need Adobe Acrobat Reader to run PDF reports.
- The ANSI reports work better in Netscape. They can be saved to an excel file where the data can be manipulated.

Help Buttons:

- Help? will provide the most complete definition of fields that exists. The other methods of assistance are the floating tool tip (when hovering over a box) and the toolbar definition found at the bottom of the screen (when you click on a specific field).
- Clicking on "Help" at the top of the screen will show definitions of the screen colors (purple and light blue are required fields).

Miscellaneous Quick Tips:

- Remember to use your District acronym in front of your Assessment Team name (e.g. NWK External ERGO Team, NWW McNary Internal ERGO Team).
- Include the year the assessment was done in the description block of the Assessment Form (e.g. FY03 Internal Assessment, FY03 External Assessment).
- Keep in mind the business rules when entering data. Enter only one Assessment for all findings (not one assessment for each finding).
- An Assessment, both External and Internal, must still be entered into the system even if you don't have any findings.
- When you enter findings, always enter a finding date on the Findings Form. It is an optional field but if you don't enter a date the reports will be blank.
- Do not use carriage returns (the enter button) in the description and comments blocks.
- Use the % for the wildcard when doing queries. Example: if looking up an assessment team name you would click the 'enter a query' button and then type in your District acronym followed by a % sign. You would then click the 'execute a query' button and all of the teams for your District would be available for viewing.
- The help screens have been updated. You no longer need to exit OMBIL to access the help.
- Recommend District ECCs use the Assessments by District Report as a preliminary screening tool. The report indicates the assessment description, the dates, and if there are any findings. If an assessment doesn't show up on the report it either hasn't been entered or it has not been locked. If findings have not been entered or are not locked the report will say no. This is an excellent tool for ensuring your District's information is in the system for rollup!
- Use Corrective Action Request reports to request initial corrective action plans for findings. Use Corrective Action Update reports for future follow-ups on uncorrected actions. The "Update" reports, however, won't show findings that don't have some kind of data entered on the corrective action page for individual findings. After you enter data anywhere on the corrective actions page, the findings will no longer show up on the "Request" reports.
- Use "Save" often when entering findings. Most screens won't let you exit or move on until you do save! Also, be sure and save after locking files. Once you lock a finding, only your District ECC can unlock them if you need to make a change.