

## MEMORANDUM FOR RECORD

SUBJECT: Visitation Estimation & Reporting System Workshop

1. It has been several years since the last VERS workshop and many things have changed over that period of time. We are introducing a Windows Upgrade Patch for VERS. OMBIL has replaced the NRMS. Many VERS coordinators and rangers are new to the program and have never received adequate training. The need for VERS training has never been greater.
2. The proposed workshops will concentrate on eight areas:
  - a. VERS terms, definitions, files, data fields, and reports
  - b. VERS setup and maintenance
  - c. Using the Windows Patch to input data and print reports
  - d. Uploading VERS to OMBIL and an understanding of the data that is being uploaded
  - e. Visitation reporting differences in NRMS/OMBIL and the roll VERS plays
  - f. Installation and moving VERS system from one computer to another
  - g. Networking and file transfer
  - h. Technical support (how and why - what's covered and what's not)
3. A workshop covering these items will take approximately 24 hours of classroom time, a three day workshop. Classes will be taught Tuesday through Thursday with Monday and Friday being travel days. The cost of each workshop will be \$250 per person per day or \$750 per person. This includes prep time and renting a computer classroom. To ensure adequate feedback between the instructors and the students, the classes will be limited to between 12 and 16 people. The location of the workshops will be determined according the feedback we receive and the availability of computer classrooms. The attached agenda describes information that will be discussed in the workshop.
4. If you or any of your employees are interested in attending one of the VERS workshops, please let us know by COB 30 April 2001.

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## **VERS WORKSHOP AGENDA**

### **Day one - Tuesday**

8:00 Opening remarks

8:15 Introduction of the original VERS program and the VERS Window Patch

9:00 The original VERS files and file structure

10:00 Break

10:20 VERS data files, their format, fields, and definitions

11:45 Lunch

12:45 Review

1:00 Installation and set up of the original VERS program

1:45 The Season, Area, and Site Review

2:15 Editing Load Factors

3:00 Break

3:15 Inputting meter readings and printing reports (Generate Monthly Visitation Reports)

3:45 An understanding of program warnings and errors

4:00 Practice Session

4:30 Review

### **Day two – Wednesday**

8:00 Review

8:15 Understanding and analyzing the Meter Report, the Monthly Visitation Report, and the Activities Report.

9:00 Preview of the VERS Windows Patch

9:30 File Structure from the original VERS program needed for the VERS Patch to work

10:00 Break

10:20 Installation of the VERS Window Patch

10:45 VERS Patch Main Menu

11:30 Review

11:45 Lunch

12:45 Review

1:00 VERS Patch OMBIL Setup

1:20 Main Menu Commands (Project Subdirectory, Seasons, Area and Site Review, Backup Reporting Files, Restore Reporting Files, and Reset Meters)

2:00 Generate Monthly Visitation Report

2:30 Practice Session

3:00 Break

3:15 Practice Session

3:45 OMBIL Export

4:15 Review

### **Day Three- Thursday**

8:00 Review

8:15 Comparison of Reports from the original VERS program and the new VERS Window Patch

9:00 The new VERS data files, their structure and fields

10:00 Break

10:20 Installing the VERS Windows Patch in multiple directories on your computer

11:00 Installing the VERS Windows Patch on networks

11:45 Lunch

12:45 Review

1:00 The OMBIL update in detail. (includes how to do a manual check to verify that data was received at the OMBIL ftp site.)

2:00 The printer and printer related problems (Stand alone, networked, print orientation and font selection)

2:20 Creating "pdf" reports for Emailing visitation reports to district offices

2:40 Break

3:00 Moving VERS from one computer to another. (With and without Windows and DOS zip programs.

3:30 Correcting incorrect meter readings (including updating OMBIL with the corrected data)

4:00 VERS technical support (What's covered and what's not and how to get support for items that aren't covered.)

4:15 Course Comments

4:30 Final Questions and Answers