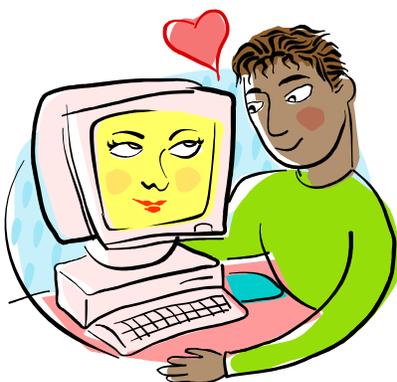


**Federal Lands Highway Program
Park Roads and Parkways (PR&P) Web Site**

User's Manual



Prepared by Dawn Foy

Systems Administrator for PR&P Web Site

505-988-6711 or Dawn_Foy@nps.gov

November 2003

Access to PR&P system

From a web browser enter: <http://www.dtec.com/flhp/>

You will see the following Login Screen



You are required to change your initial password. Passwords are Case SenSiTiVe and must be at least 8 characters with alpha and numeric characters.



If you type the wrong password you will see the following screen.



Once you click on the OK you have another chance to try logging in. If you forget your password, you can contact System Administrator, Dawn Foy at 505-988-6711 or Dawn_Foy@nps.gov.

PR&P Home Page

Welcome to the Home Page for the Park Roads and Parkways (PR&P) Web site. From this page you can see most of the basic information for managing your PR&P projects. Any time you see an item in **RED** you can click on that item to move around in the PR&P web site. Down arrows indicate further information and up arrows indicate you can hide details (information) on the screen. For example clicking on the up arrow next to Regional Allocation By Category hides the table information from the screen. The arrow next to the page number (1) indicates more pages, click on the down arrow to see the list of all available pages.

Park Roads and Parkways
National Park Service

Home My Account Reports Elibrary Logout Help

Welcome: Kent Cochran V 1.4232002: 11/20/2003

CUSTOMIZE THIS PAGE
You can customize this page to better meet your needs. Filter your custom project list by region, park, category or by date modified. This site uses cookies to store your customized preferences.

Project Filter is ON.
Park(s):
There are **769** project(s) in your list.
Showing 1 - 40.

Update PR&P from PMIS

COLOR KEY

- WASO Action Required.
- New Park Project
- Regional Action Required.
- DSC Action Required.
- Park Action Required.
- FHWA Action Required.

NOTE: The stats originally on the bottom of the home page has being moved to the reports page. (click here to see the stats)

Regional Allocations By Category

Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)
AKR	166.0	0.0	0.0	0.0	0.0
IMR	4,331.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0

PMIS Quick Search

My Project List Page: 1

Action	PAR / PA	Reg.	Unit	FHWA #	Project	PE (000)	CE (000)	CN (000)	PL (000)	AD (000)	TOTAL (000)
	YES N	NER	ACAD	102(1)	ACAD 102(1)-Reconstruction/drainage improvements Duckbrook Rd. (79564)	0.0	0.0	0.0	0.0	0.0	0.0

Across the banner are several **RED** items:

Home – is a common Web term for returning to the start or initial web page. You can click on this option anytime to go to the Home Page.

My Account – your PR&P “power” is based on your user account. Select this option to view your rights and to change your password. Different options are available throughout the web site based on your user type. For more information on user accounts, see Appendix A. If you have any questions about your account, call your friendly system administrator.

MBS User Account Form

First Name John

Last Name Gentry

Email / Username John_Gentry@nps.gov Your internet email address (dawn_foy@nps.gov)

Password Your password must be at least 8 characters with alpha and numeric characters.

Access Scope Park wide
This value determines if a user can edit projects just in their park, their entire region or servicewide.

User Group BLRT
Pick a region code or alpha code that represents the organizational group to which this user belongs.

Category Access None

Rights	SYS. Admin	User Mgmt	Budget	Apprv. Proj	Edit Recs.	Proj Agr Mgmt
	No	No	No	No	Yes	No

Save Changes Cancel Delete User on Save

Reports - takes you to the report feature in PR&P. See the review in the Reports section.

Elibrary – provides access to the PR&P document storage system, presently used to store Project Agreements on-line.

Logout – select this option when you are done with your current PR&P session. This ends your session.

Help – Help Screens are available through out the site.

CUSTOMIZE THIS PAGE – screen allows you to decide what projects you want to view on the Home Page. Be sure to play with the Customize Home Page options to best meet your PR&P management needs.

To see only the projects in the SER that requires an action by Region or WASO, check the following boxes:

Personalize Your Home Page
Select from the following options to filter the projects displayed on your home page.

Show Projects in this Region list: AKR IMR MWR NCR NER PWR SER WAS

Park:(enter park alphas separated with commas and **no spaces**)

If you enter alphas then the region must match or be empty.

Show only these categories: (leave blank for all) I/3R I/4R II III NA SFTY

Number of rows to show at one time: [10] [20] [40] [50]

Show only these states:
AK
AL
AR

Show projects only in a specific FLH Division
 FLH:Western Division
 FLH:Central Division
 FLH:Eastern Division
clear or fill checkboxes to see all divisions

Show Regional Balances on Home Page

Show Projects Modified Since this Date (mm/dd/yyyy)

Show projects order by Category first Park first

Show projects that require action by REGION WASO DSC PARK FHWA

On the Home Page you will see in the box Project Filter is ON the options selected and the number of projects matching the criteria used in Customize This Page.

CUSTOMIZE THIS PAGE
You can customize this page to better meet your needs. Filter your custom project list by region, park, category or by date modified. **This site uses cookies to store your customized preferences.**

Project Filter is ON.
Region(s):SER
Park(s):
Action Required by: REGION,WASO

There are 7 project(s) in your list.
Showing 1 - 40.

Regional Allocations By Category					
Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)
AKR	166.0	0.0	0.0	0.0	0.0
IMR	4,331.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0

The Regional Allocations By Category table is completed by a WASO user with budget rights to reflect the current fiscal year ceilings for each Region. A WASO user clicks on **Edit** under the table.

Welcome: Dawn Foy

CUSTOMIZE THIS PAGE
You can customize this page to better meet your needs. Filter your custom project list by region, park, category or by date modified. **This site uses cookies to store your customized preferences.**

Project Filter is ON.
Region(s):SER
Park(s):
Action Required by: REGION,WASO

There are 7 project(s) in your list.
Showing 1 - 40.

COLOR KEY

WASO Action Required.

New Park Project

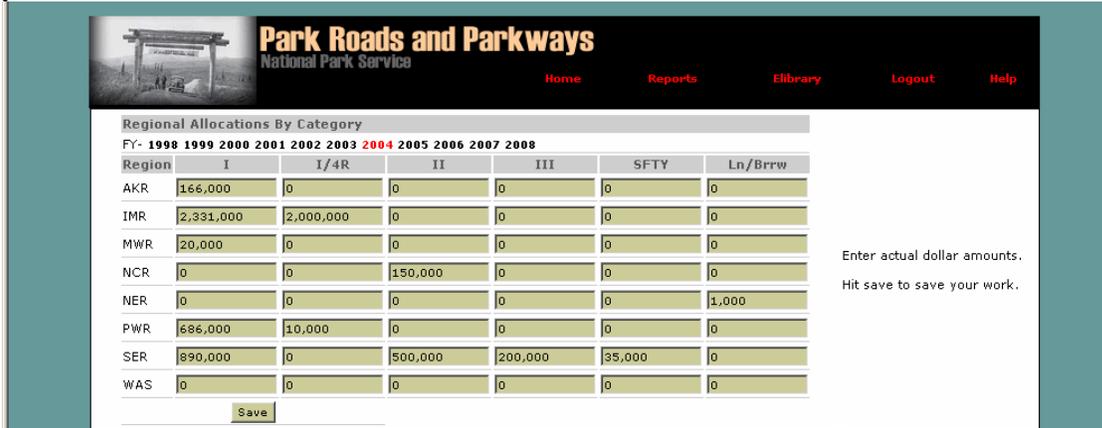
Regional Action Required.

V 1.4232002: 11/20/2003

Regional Allocations By Category					
Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)
AKR	166.0	0.0	0.0	0.0	0.0
IMR	4,331.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0

Edit
Show Regional Balances

He/She can then input the regional allocations by category for prior, current, and future years.



Park Roads and Parkways
National Park Service

Home Reports Elibrary Logout Help

Regional Allocations By Category

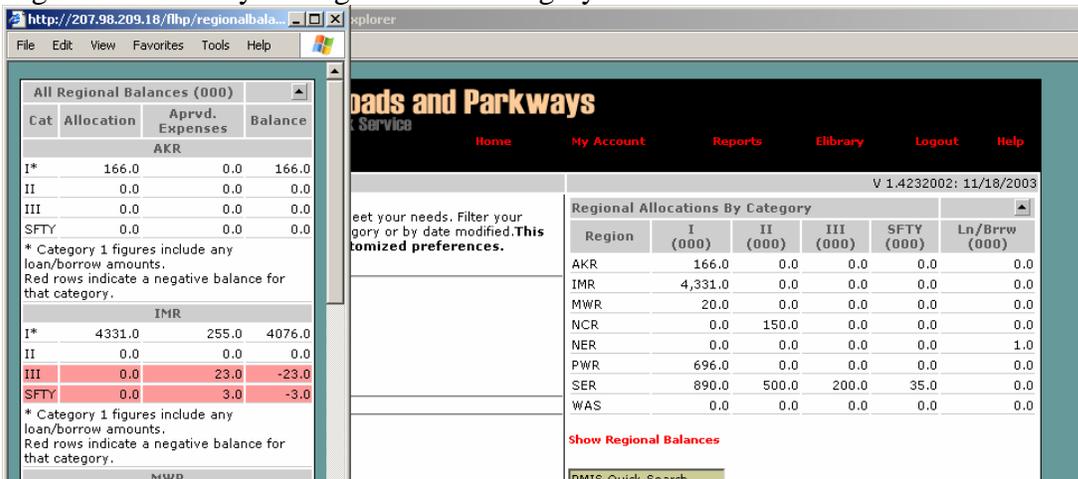
FY- 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008

Region	I	I/4R	II	III	SFTY	Ln/Brrw
AKR	166,000	0	0	0	0	0
IMR	2,331,000	2,000,000	0	0	0	0
MWR	20,000	0	0	0	0	0
NCR	0	0	150,000	0	0	0
NER	0	0	0	0	0	1,000
PWR	696,000	10,000	0	0	0	0
SER	890,000	0	500,000	200,000	35,000	0
WAS	0	0	0	0	0	0

Save

Enter actual dollar amounts.
Hit save to save your work.

To view the current balance for regions to which you have access, click on **Show Regional Balances**. You can have this feature appear on the Home Page by clicking on the Show Regional Balances on Home Page box under Customize Home Page. Park users do not have access to the Regional Balances table. Lines highlighted in red indicate a negative balance by the region in that category.



Park Roads and Parkways
National Park Service

Home My Account Reports Elibrary Logout Help

V 1.4232002: 11/18/2003

Regional Allocations By Category

Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)
AKR	166.0	0.0	0.0	0.0	0.0
IMR	4,331.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0

Show Regional Balances

PMIS Quick Search

To find a single project, use the PMIS Quick Search box to type in the PMIS number.

WASO and Region users with approve rights have the **Update PR&P from PMIS** option on the Home Page. Selecting this option pulls new or changed projects from the PMIS database into the PR&P database. You will see the following screen when the update is complete. This screen gives information on the number of projects changed or inserted (added) in the PR&P database.

<http://pfmd.nps.gov/pmisddev/backlog/npsquery.cfm> - Microsoft Internet Explorer

PMIS XML WELL FORMED

Calling IP:165.83.183.143
Status:200 Success
MBS Response: MBS NOT WELL FORMED XML
Trying DECODE
MBS WELL FORMED XML
Results:
INSERTED:0
UPDATED:666

To view statistics on the projects currently selected in the Customize This Page option, click on the red section of the NOTE. In this example the Project Filter shows NATR park projects in SER have been selected for a total of 24 projects.

Project Filter is ON.
Region(s):SER
Park(s):natr

There are 24 project(s) in your list.
 Showing 1 - 40.

Update PR&P from PMIS

COLOR KEY

WASO Action Required.

New Park Project

Regional Action Required.

DSC Action Required.

Park Action Required.

FHWA Action Required.

NOTE: The stats originally on the bottom of the home page has been moved to the reports page. [\(click here to see the stats\)](#)

IMR	4,331.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0

Edit
Show Regional Balances

PMIS Quick Search

My Project List												
Action	PAR / PA	Reg.	Unit	FHWA #	Project	PE (000)	CE (000)	CN (000)	PL (000)	AD (000)	TOTAL (000)	Delete
YES C	SER	NATR	3G23		NATR 3G, Parkway Rehabilitation (54502)	0.0	0.0	0.0	0.0	0.0	0.0	delete
YES P	SER	NATR	3S10,T7,W11		NATR 3S,T,U, Parkway Rehabilitation (54117)	0.0	0.0	0.0	0.0	0.0	0.0	delete
YES P	SER	NATR	3W11		NATR 3W11, Parkway Rehabilitation (54122)	0.0	0.0	0.0	0.0	0.0	0.0	delete

The statistics for these projects are as follow:

Park Roads and Parkways
National Park Service

[Home](#) [Reports](#) [Elibrary](#) [Logout](#) [Help](#)

Project Filter is ON.
Region(s):SER
Park(s):natr

Category totals for the projects in your project list. Cat I = 0.0 Cat II = 0.0 Cat III = 0.0 SFTY = 0.0

	PE	CE	CN	PL	AD	TOTAL
Totals are for all projects in your list and reflect current fiscal year only.	0.0	0.0	0.0	0.0	0.0	20,367,930.8
% Totals are for all projects in your list and reflect percentage of CN for current fiscal year only.	0%	0%	0%	0%		

Working with Individual Projects

To work on an individual project, click on the project title from the Home Page (or enter the PMIS number in the Quick Search). For this example, I have selected the NATR project PMIS # 54122. A pencil in a box indicates an area you can edit. There are two new options on the banner of the Detail page:

- Print – allows you to print a copy of the detail page
- Change Log – shows all changes made to this individual record

Only the System Administrator has the option to Delete a project and a fund detail record. If you need a project or fund detail record deleted give me a call or drop me an email.

System Administrator, Region and WASO users with edit rights have the archive option. There projects will be removed from the active database and placed in the archive database.

The Project Detail page has a table of running totals at the bottom. The Table shows all prior, current and future funds in the individual project.

National Park Service

Home Change Log Print Reports Elibrary Logout Help

NATR 3W11, Parkway Rehabilitation delete

Archive
Yes | No

PMIS Number: 54122 NPS Package Number: Region: SER Park: NATR Program Year: 2005 State(s): MS

Work Category: I/3R FLH Division: Eastern FHWA Project #: 3W11 FHWA State: MS Net Construction: (000) 2,520.0 Length: 12 Unit: Miles

Project Agreement Required: Yes Project Agreement Code: C Upload Project Agreement

Agmt. Date: 11/24/03 Date:
DAB Approval Required: N/A Date Modified in PR&P: 11/24/2003

Date copied from PMIS: 10/03/2001 TAG Req'd: NO

Compliance Req'd: No Compliance Status: None TAG Date:
TAG Code: TAGDate:

Comments:
Description: Contact: Stennis Young 662-680-4020
 Start:
 This project is to rehabilitate approximately 12 miles of parkway between mileposts 8 and 20. This work will include drainage repairs on shoulders and ditches, base repair, milling, and resurfacing on this section of parkway. The work will be contracted by FHWA.

All Attached documents: (0)

File name	Upload time	Note
No document		

Prior Obligations

Activity/Category	DSC (000)	Park (000)	Reg (000)	FLHD (000)	Total (000)
PROJECT TOTALS	5.3	0.0	0.0	0.0	5.3

FY 2004 Budget Open Approval Form

Activity/Category	DSC (000)	Park (000)	Region (000)	FLHD (000)	Total (000)
PROJECT TOTALS	0.0	0.0	0.0	0.0	0.0

Future Budget

Activity/Category	DSC (000)	Park (000)	Reg (000)	FLHD (000)	Total (000)
CN					
Revegetation-	0.0	12.0	0.0	0.0	12.0
CN TOTALS	0.0	12.0	0.0	0.0	12.0
PROJECT TOTALS	0.0	12.0	0.0	0.0	12.0

Totals

Activity/Category	DSC (000)	Park (000)	Reg (000)	FLHD (000)	Total Reqstd (000)	Total Reg Apprvd (000)	Total Apprvd (000)	% of Net Const.
PE								
Design- (2002)	1.3	0.0	0.0	0.0	1.3	1.3	1.3	
Design- (2003)	4.0	0.0	0.0	0.0	4.0	4.0	4.0	
PROJECT PE TOTALS	5.3	0.0	0.0	0.0	5.3	5.3	5.3	0.2
CN								
Revegetation- (2005)	0.0	0.0	0.0	0.0	12.0	0.0	0.0	
PROJECT CN TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PROJECT TOTALS	5.3	0.0	0.0	0.0	17.3	5.3	5.3	0.2

Click on the edit pencil next to the project title to edit the project header information.

NATR 3W11, Parkway Rehabilitation

Park: NATR Region: SER Program Year: 2005 State: MS

PMIS Number: 54122 NPS Package #: FHWA Project #: 3W11 FHWA State: MS

Fund Category: I/3R I/3R Net Construction: 2520000

FLH Division: Eastern Length: 12 Unit: Mile

Project Agreement required: YES Project Agreement: N Project Agreement Date: 02/15/2001 DAB Approval Required: N/A Date:
Compliance Req'd: None Compliance Status: None TAG Req'd: No TAG Date:
Comments:
Description:
 Contact: Stennis Young 662-680-4020
 Start:
 This project is to rehabilitate approximately 12 miles of parkway between mileposts 8 and 20. This work will include drainage repairs on shoulders and ditches, base

Save Cancel

Items with boxes are available for editing. Some fields are mandatory and must be filled in before the header can be saved. Remember to click on the Save button when you are done editing.

Project Agreements and Elibrary

Project Agreements (PA) are extremely important to the status of a project. Only WASO users with approve rights have direct access to change PA information in the Project Header. When requesting new funds, the project Category and PA status determines which activities can be approved by region (see Appendix B).

NATR 3W11, Parkway Rehabilitation	
PMIS Number: 54122	NPS Package Number: Region: SER Park: NATR Program Year: 2005 State(s): MS
Work Category: I/3R FLH Division: Eastern FHWA Project #: 3W11 FHWA State: MS Net Construction: (000) 2,520.0 Length: 12 Unit: Miles	
Project Agreement Required: YES	Project Agreement Code: N Upload Project Agreement
Agmt. Date: 02/15/01	Date:
DAB Approval Required: N/A	Date Modified in PR&P: 11/20/2003
Date copied from PMIS: 10/03/2001	Compliance Req'd: No Compliance Status: None
Compliance Req'd: No	TAG Req'd: NO
TAG Code:	TAG Date:
Comments:	
Description: Contact: Stennis Young 662-680-4020	
Start: This project is to rehabilitate approximately 12 miles of parkway between mileposts 8 and 20. This work will include drainage repairs on shoulders and ditches, base repair, milling, and resurfacing on this section of parkway. The work will be contracted by FHWA.	
All Attached documents: (0)	
File name	Upload time
No document	

Use the **Upload Project Agreement** option on the project header to file PA's into the Elibrary system. A PA must be either a Word document or a document scanned into a PDF file and be available from the user's computer. Do not use special characters in your PA file name or you will get an error when uploading. The error message on the screen below lists the special characters not allowed.

The screenshot shows the 'Elibrary-Upload File' form in Microsoft Internet Explorer. The form fields include: File (C:\TEMP\PA Test {web}.doc), Project agreement type (Preliminary), Document Name (Preliminary Project Agreement), PMIS number(s) (54122), Author Name (dawn foy), project agreement date (2003/11/24), and Notes (Project Agreement uploaded by Kent_Cochran@nps.gov). An error dialog box is displayed over the form, stating: 'The following characters @ \$ % ^ & * # () [] \ { } ` ~ = | are not allowed in file name field!'.

A PA upload requires you to indicate if the PA type is Preliminary or Comprehensive by using the drop down menu next to Project Agreement Type. What you select here will update the Project Agreement Code field in the Project Header and determine which activity fund requests Region can approve (see Appendix B).

Also complete the Author Name and Project Agreement Date fields. You can add additional comments to the Notes field if desired. Be sure to click on the Save button when you are done.

Once your PA is saved, you are returned to the project detail page, notice the PA Code has been changed to Preliminary and there is now an attached document. At the time of the save, an email message is sent to the WASO Project Agreement coordinator with the PMIS number and type of PA uploaded. This allows the coordinator to review any changes to a project's agreement status.

Park Roads and Parkways
National Park Service

Home Change Log Print Reports Elibrary Logout Help

NATR 3W11, Parkway Rehabilitation

PMIS Number: **54122** NPS Package Number: Region: **SER** Park: **NATR** Program Year: **2005** State(s): **MS**

Work Category: **I/3R** FLH Division: **Eastern** FHWA Project #: **3W11** FHWA State: **MS** Net Construction:(000) **2,520.0** Length: **12** Unit: **Miles**

Project Agreement Required: **Yes** Project Agreement Code: **P** [Upload Project Agreement](#)

Agmt. Date: **11/20/03**

DAB Approval Required: **N/A** Date:

Date copied from PMIS: **10/03/2001** Date Modified in PR&P: **11/20/2003**

Compliance Req'd: **No** Compliance Status: **None** TAG Req'd: **NO**

TAG Code: TAGDate:

Comments:

Description: Contact: Stennis Young 662-680-4020
Start:
This project is to rehabilitate approximately 12 miles of parkway between mileposts 8 and 20. This work will include drainage repairs on shoulders and ditches, base repair, milling, and resurfacing on this section of parkway. The work will be contracted by FHWA.

All Attached documents: (1)

File name	Upload time	Note
Preliminary Project Agreement	11/20/03	Project Agreement uploaded by Stennis_Young@nps.gov.

To view or edit the document, click on the red highlighted file name, in this example **Preliminary Project Agreement**.

Untitled - Microsoft Internet Explorer

File abstract :

File Title	Preliminary Project Agreement
File Name	PA_test.doc
Size	24064KB
Date Uploaded	11/20/03 10:30:00
Category:	I/3R
Region:	SER
Author Name:	Dawn Foy
PMIS Number:	54122
Document Description:	Project Agreement uploaded by Stennis_Young@nps.gov.

File Access rights:

	READ	WRITE
Owner	Yes	Yes
Group	Yes	No
Global	Yes	No

View PDF View Original Check Out Original

View log Edit Help Quit Elibrary

Any user will see the View PDF and View Original options to look at the file. Only you, as the person who uploaded the document, will have the Check Out Original option unless you use the Edit option to grant WRITE access rights to Group and/or Global. You can Check Out the document to edit and then save the file back to Elibrary. Be sure to read the notice that appears about checking out a file. It is very important to check the document back into Elibrary.

You will be prompted to Save or Open the file. Save the document to an area on your computer, complete your changes and return to the project detail page. From the project

header click on the filename (in red) to return to the Elibrary screen. Click on Check In, Browse to select the file name you saved, click the Start File Upload button.

You will return to the Elibrary screen when the uploaded is complete, you can Quit Elibrary to return to the project detail screen.

Requesting Activity Funds

From the Project Detail page, click on the edit pencil next to the current fiscal year budget, FY 2004 Budget in this example.

Activity/Category	DSC (000)	Park (000)	Reg (000)	FLHD (000)	Total (000)
PROJECT TOTALS	5.3	0.0	0.0	0.0	5.3

Activity/Category	DSC (000)	Park (000)	Region (000)	FLHD (000)	Total (000)
PROJECT TOTALS	0.0	0.0	0.0	0.0	0.0

If this is the first fund request in the current fiscal year, then the only options are **Add New** and **Finished**. Click on Add New to make a request.

The fields available to you depend on your user account. In this example, I am using a Park User with edit rights, he has access to the Park dollar amount and Park Acct fields. Click on the down arrow next to AD:Program Coordination to see the entire list of valid activities. Select the desired Activity code, enter the dollar amount and account number (if known) and click the Save button.

Continue to use the **Add New** option until all your fund requests for this project are entered, then click the **Finished** option. In this example, I added an AD: Program Coordination and CN: Awards park request.

Activity/Category	DSC (000)	Park (000)	Region (000)	FLHD (000)	Total (000)
CN					
Awards-		5050-ec46-577			
	0.0	50.0	0.0	0.0	50.0
Region (Pending)	0.0	0.0	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0
CN TOTALS	0.0	0.0	0.0	0.0	0.0
AD					
Program Coordination-		5050-ec46-577			
	0.0	50.0	0.0	0.0	50.0
Region (Pending)	0.0	0.0	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0
AD TOTALS	0.0	0.0	0.0	0.0	0.0
PROJECT TOTALS	0.0	0.0	0.0	0.0	0.0

Use the edit pencil next to Future Budget to add projected requests for five years beyond the current fiscal year.

NATR 3W11, Parkway Rehabilitation						
PMIS Number: 54122	NPS Package Number:	Region: SER	Park: NATR	Program Year: 2005	State(s): MS	
Work Category: I/3R	FLH Division: Eastern	FHWA Project #: 3W11	FHWA State: MS	Net Construction: (000) 2,520.0	Length: 12 Miles	
Project Agreement Required: Yes			Project Agreement Code: P Agrmt. Date: 11/20/03			
DAB Approval Required: N/A			Date:			
Date copied from PMIS: 10/03/2001			Date Modified in PR&P: 11/20/2003			
Compliance Req'd: No Compliance Status: None			TAG Req'd: NO			
TAG Code:			TAGDate:			

ADDING future Obligations						
FY	Activity/Category	DSC	Park	Reg	FLHD	
2005	CN:Revegetation				12000	Enter whole dollar amounts.
2006						
2007						
2008						
2009						
Save Cancel						

Future Obligations						
FY	Activity/Category	DSC (000)	Park (000)	Reg (000)	FLHD (000)	Total (000)
Click on the RED activity name to edit amounts.						
Add New Finished						
Future PROJECT TOTALS		0.0	0.0	0.0	0.0	0.0

At the start of a new Fiscal Year, any data entered in the Future Obligations for the new current fiscal year will roll into the current year budget detail. The requests are treated as requests and flagged Region Action Required on the Home Page.

In this example, on October 2005 the CN:Revegetation park request for \$12,000 will appear in the current fiscal year and be flagged for Regional action on the Home Page.

Once fund requests are entered, the Home Page is updated to reflect which office must now act on the project. In this case a park user requested AD and CN funds, the Home Page shows a yellow flag in the Action column to indicate Region must act on this project. For a complete diagram of project approval logic, please refer to Appendix B

Welcome: Stennis Young		V 1.4232002: 11/20/2003								
CUSTOMIZE THIS PAGE You can customize this page to better meet your needs. Filter your custom project list by region, park, category or by date modified. This site uses cookies to store your customized preferences.		Regional Allocations By Category								
Project Filter is ON. Region(s):SER Park(s):natr There are 24 project(s) in your list. Showing 1 - 40.		Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)			
COLOR KEY WASO Action Required. New Park Project Regional Action Required. DSC Action Required. Park Action Required. FHWA Action Required.		AKR	166.0	0.0	0.0	0.0	0.0			
NOTE: The stats originally on the bottom of the home page has being moved to the reports page. (click here to see the stats)		IMR	4,331.0	0.0	0.0	0.0	0.0			
		MWR	20.0	0.0	0.0	0.0	0.0			
		NCR	0.0	150.0	0.0	0.0	0.0			
		NER	0.0	0.0	0.0	0.0	1.0			
		PWR	696.0	0.0	0.0	0.0	0.0			
		SER	890.0	500.0	200.0	35.0	0.0			
		WAS	0.0	0.0	0.0	0.0	0.0			
		PMIS Quick Search								
My Project List										
Action	PAR / PA	Reg. Unit	FHWA #	Project	PE (000)	CE (000)	CN (000)	PL (000)	AD (000)	TOTAL (000)
	YES C	SER	NATR 3G23	NATR 3G, Parkway Rehabilitation (54502)	0.0	0.0	0.0	0.0	0.0	0.0
	YES P	SER	NATR 3S10,T7,W11	NATR 3S,T,U, Parkway Rehabilitation (54117)	0.0	0.0	0.0	0.0	0.0	0.0
	YES P	SER	NATR 3W11	NATR 3W11, Parkway Rehabilitation (54122)	0.0	0.0	0.0	0.0	0.0	0.0

Approval Actions

Region and WASO users with approve rights can select the project flagged from the Home Page. In this example the Southeast Region Coordinator will click on PMIS #54122 to access the project detail record. From there, click on **Open Approval Form**.

FY 2004 Budget		Open Approval Form			
Activity/Category	DSC (000)	Park (000)	Region (000)	FLHD (000)	Total (000)
CN					
Awards-		5050-ee46-577			50.0
	0.0	50.0	0.0	0.0	
Region (Pending)	0.0	0.0	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0
CN TOTALS	0.0	0.0	0.0	0.0	0.0
AD					
Program Coordination-		5050-ee46-577			50.0
	0.0	50.0	0.0	0.0	
Region (Pending)	0.0	0.0	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0
AD TOTALS	0.0	0.0	0.0	0.0	0.0
PROJECT TOTALS	0.0	0.0	0.0	0.0	0.0

The Approval screen will appear, to approve a request, click on the box in the Region (Pending) line. Click on **Approve All** to check all boxes or **Disapprove All** to uncheck all boxes. Be sure to click the Save button when you are done. Grayed out boxes are for requests that are not eligible for Region approval. In this example, the project is a Category I with a Project Agreement code of P, therefore CN is not eligible for Regional approval until a Comprehensive PA is uploaded into elibrary (see Appendix B).

FY 2004 Budget		Approve All / Disapprove All			
Activity/Category	DSC (000)	Park (000)	Region (000)	FLHD (000)	Total (000)
CN					
Awards-		5050-ee46-577			
	0.0	50.0	0.0	0.0	
Region (Pending)	0.0	<input type="checkbox"/>	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0
AD					
Program Coordination-		5050-ee46-577			
	0.0	50.0	0.0	0.0	
Region (Pending)	0.0	<input checked="" type="checkbox"/>	0.0	0.0	0.0
WASO	0.0	0.0	0.0	0.0	0.0

Once the request is approved by Region (for a Category I project) then the approved amount is shown on the Home Page. In this example, the AD request was approved but the CN request could not be approved since the PA Code is only a P. The yellow flag for Regional Action Required stays on the project until the Comprehensive PA is uploaded and the CN request is acted on by Region.

Welcome: Kent Cochran V 1.4232002: 11/21/2003

CUSTOMIZE THIS PAGE
You can customize this page to better meet your needs. Filter your custom project list by region, park, category or by date modified. **This site uses cookies to store your customized preferences.**

Project Filter is ON.
Region(s):SER
Park(s):natr

There are 24 project(s) in your list.
Showing 1 - 40.

Update PR&P from PMIS

COLOR KEY

- WASO Action Required.
- New Park Project
- Regional Action Required.
- DSC Action Required.
- Park Action Required.
- FHWA Action Required.

NOTE: The stats originally on the bottom of the home page has being moved to the reports page. (click here to see the stats)

Regional Allocations By Category						
Region	I (000)	II (000)	III (000)	SFTY (000)	Ln/Brrw (000)	
AKR	166.0	0.0	0.0	0.0	0.0	0.0
IMR	4,331.0	0.0	0.0	0.0	0.0	0.0
MWR	20.0	0.0	0.0	0.0	0.0	0.0
NCR	0.0	150.0	0.0	0.0	0.0	0.0
NER	0.0	0.0	0.0	0.0	0.0	1.0
PWR	696.0	0.0	0.0	0.0	0.0	0.0
SER	890.0	500.0	200.0	35.0	0.0	0.0
WAS	0.0	0.0	0.0	0.0	0.0	0.0

Show Regional Balances

PMIS Quick Search

My Project List											
Action	PAR / PA	Reg.	Unit	FHWA #	Project	PE (000)	CE (000)	CN (000)	PL (000)	AD (000)	TOTAL (000)
	YES C	SER	NATR	3G23	NATR 3G, Parkway Rehabilitation (54502)	0.0	0.0	0.0	0.0	0.0	0.0
	YES C	SER	NATR	3S10,T7,W11	NATR 3S,T,U, Parkway Rehabilitation (54117)	0.0	0.0	0.0	0.0	0.0	0.0
	YES P	SER	NATR	3W11	NATR 3W11, Parkway Rehabilitation (54122)	0.0	0.0	0.0	0.0	50.0	50.0

Reports

The reports screen allows you to create customized reports to better manage your PR&P projects. There are an infinite number of combinations you can use to create your reports. This section covers a few of the options. Practice and experience are needed to be familiar with most of the available options.

Standard Reports have been created that are useful to many users. Click on the Report Title in red to run the standard reports.

Park Roads and Parkways
National Park Service

Home Reports Library Logout Help

Saved Reports: test7/18
 Send Saved Report to Excel
 Budget Detail Format

Standard Reports
Multi-year report If you have any question about this, Please contact **paul handly**
PROJECT AGREEMENT REPORT
Regional Summary REPORT
Funding Advice REPORT
Summary REPORT

Custom Reports

Step 1:
Select search parameters for your report.
Pick single options from the drop down boxes or type in **Comma separated** lists in the text boxes to the right of the drop down boxes.

Step 2:
Select output options including report columns. To select a report column click on the column name in the *Report Columns* box. Only those fields that are highlighted will be shown in the report. Use the **Ctrl** key to highlight more than one column item.
What are highlighted will be shown in the report. Use the **Ctrl** key to highlight more than one column item.

Search Parameters

Alpha: OR
Region: OR
FLH Division:
State: ? OR
Fiscal Year:
 Project Programmed Year ?
 Obligation Year ?
Title:
(Use % as Wildcard)
Package #:
(Use % as Wildcard)
PMIS #:
(Use % as Wildcard)
FHWA #:
(Use % as Wildcard)
FHWA state:
Category:

Project Agreement:
Project Status:
Compliance Required:
Compliance Status:
WASO Approved:
Show Archived projects:
Show projects type:

Output Options

Report Fields:
Highlight the fields you want to include in the report.

Alphacode
Region
Package #
FHWA No.
Project Title
Net Const.
Proj. Agmt. Date
Proj. Agmt. Req.
Proj. Agmt. Code
DAB Apprv. Date
Description
Comments

Dollar format
decimal
Round

Order by:

Group Output By 1st Order By Column
 Send Custom Report to Excel
 Budget Detail Format

To create a report, select your search criteria from the first column. You can use either the drop down boxes or type multiple criteria using a comma to separate. Next select output options, what data you need in the report, from the second column. Click on the fields you want to appear, use the CTRL key to highlight more than one item. In the example below, I've selected BLRI, NATR parks with Obligation Fiscal Year = 2004. I selected Alphacode, Project Title, Category, Total WASO Approved, CN Requested, CN Approved.

Search Parameters

Alpha: OR

Region: OR

FLH Division:

State: ? OR

Fiscal Year:

Project Programmed Year ?
 Obligation Year ?

Title: (Use % as Wildcard)

Package #: (Use % as Wildcard)

PMIS #: (Use % as Wildcard)

FHWA #: (Use % as Wildcard)

FHWA state:

Category:

Project Agreement:

Project Status:

Compliance Required:

Compliance Status:

WASO Approved:

Show Archived projects:

Show projects type:

Output Options

Report Fields:
Highlight the fields you want to include in the report.

- Alphacode
- Region
- Package #
- FHWA No.
- Project Title
- Net Const.
- Proj. Agrmt. Date
- Proj. Agrmt. Req.
- Proj. Agrmt. Code
- DAB Apprv. Date
- Description
- Comments

Dollar format
decimal
Round

Order by:

Group Output By 1st Order By Column

Send Custom Report to Excel

Budget Detail Format

After selecting the search parameters and output options, click the Run Report button. You will see the following report on your screen. To save this report to run again, type in a title in the blank box and click the Save Report button.

Park Roads and Parkways

National Park Service

[Home](#)
[Reports](#)
[Library](#)
[Logout](#)
[Help](#)

Alphacode	Project Title	Category	PMISNUMBER	Total WASO Approved (0000)	CN Requested (000)	CN Approved (000)
BLRI	Critical Repair of Lickstone Tunnel, section "2Y" (MP458.7)	I/3R	54688	5.00		
BLRI	Critical Repair of Twin Tunnel #1 "2N" (MP344.5)	I/3R	54689	3.25		
BLRI	Critical Repair of Craggy Pinnacle Tunnel "2P" (MP364.39)	I/3R	54700	13.15		
BLRI	Rehabilitate Deteriorated Sim's Creek Bridge "2G" (MP295.33)	I/3R	54679	13.25		
BLRI	Critical Rehabilitation of Paved Waterways	I/3R	54599	4.15		
BLRI	Critical Repair of Deteriorating Big Pine Creek Bridge "2A" (MP225.01)	I/3R	54601	9.25		
BLRI	Critical Repair Needs Goshen Creek Bridge "2F"	I/3R	54411	4.00		
BLRI	Repair and Resurface Deteriorated Road Section "2D"	I/3R	54360	8.15		
BLRI	Resurface Deteriorated Parkway Road Section "2P"	I/3R	54310	18.03		
BLRI	Resurface Deteriorated Parkway Road Section 2V	I/3R	54134	2.70		
BLRI	Critical Repair of Big Witch Tunnel "2Y" (MP461.14)	I/3R	59585	9.15		
BLRI	Critical Repairs of Ferrin Knob Tunnel #1 "2S" (MP 400.68)	I/3R	59587	8.05		
BLRI	Repair and Resurface Deteriorated Road Section "2B"	I/3R	54374	6.00		
BLRI	Repair and Resurface Deteriorated Road Section	I/3R	54682	8.15		
BLRI	Repair Active Landslide (MP 270.3)	I/3R	82566	33.05		
BLRI	Repair/Resurface Deteriorated Road Section "2J & 2H" (MP 299.4 - 317.5)	I/3R	90447	9.05		
BLRI	Rehabilitate Deteriorated Price Park Campground/Picnic Area Loop Roads	I/3R	90581	54.05		
BLRI	Parkway Bridge and Tunnel Preventive Maintenance	I/3R	54634	55.00	50.00	50.00
BLRI	Rehabilitate Deteriorated Glade Creek Bridge "1M" (MP107.45)	I/3R	54626	18.15		
BLRI	Repair and Resurface Deteriorated Road Section "1D"	I/3R	54356	4.25		
BLRI	Repair and Resurface Deteriorated Road Section 1N	I/3R	54306	13.30		
BLRI	Resurface Deteriorated Parkway Road Section "1C"	I/3R	54372	8.25		
BLRI	Repair/Repave Deteriorated Road Section "1B" (MP 0 to 6.1)	I/3R	90479	8.05		

You will see a message that the report was saved. To run this report again, from the reports page, click on the down arrow next to Saved Reports, highlight you report name and click the Run Report button immediately below the report name.

Park Roads and Parkways
National Park Service

Home Reports Elibrary Logout Help

Saved Reports

After you run a custom report, you are offered the ability to save that report. Once a report is saved, it will appear in the **Saved Reports** list at right. Every user can see reports saved by all other users, so only save the ones that are really worth it.

BLRI and NATR Report

Send Saved Report to Excel

Budget Detail Format

Standard Reports

The report will appear with the **Delete** option. Be sure to delete any reports you no longer need to keep the list manageable.

Park Roads and Parkways
National Park Service

Home Reports Elibrary Logout Help

BLRI & NATR Report Delete

Alphacode	Project Title	Category	PMISNUMBER	Total WASO Approved (0000)	CN Requested (000)	CN Approved (000)
BLRI	Critical Repair of Twin Tunnel #1 "2N" (MP344.5)	I/3R	54689			

In the Saved Reports and Output Options area is a box to click to run reports using the Budget Detail Format. This format has pre-selected output fields to create a report with search parameters either selected from the list or from a Saved Report.

Search Parameters

Alpha: OR

Region: OR

FLH Division:

State: ? OR

Fiscal Year: ?

Project Programmed Year ?

Obligation Year ?

Title:

(Use % as Wildcard)

Package #:

(Use % as Wildcard)

PMIS #:

(Use % as Wildcard)

FHWA #:

(Use % as Wildcard)

FHWA state:

Category:

Output Options

Report Fields:
Highlight the fields you want to include in the report.

- Alphacode
- Region
- Package #
- FHWA No.
- Project Title
- Net Const.
- Proj. Agmt. Date
- Proj. Agmt. Req.
- Proj. Agmt. Code
- DAB Apprv. Date
- Description
- Comments

Dollar format
decimal

Round

Order by:

Group Output By 1st Order By Column

Send Custom Report to Excel

Budget Detail Format

Selecting Region of SER and clicking on Budget Detail Format provides the following report.

Park Roads and Parkways
National Park Service

Home Reports Elibrary Logout Help

Save Report

Activity/Category	DSC (000)	Park (000)	Park Acct	FLHD (000)	Reg (000)	Total Apprvd (000)	Net Construction	% of Net Const.	
ANJO	Resurface Cemetery Road and Visitor Center Parking Lot						79494		
PRA-ANJO 10(1)								10(1)	
PE									
Design- (2001)	0.0	0.0		0.00	0.0	0.0			
Design- (2002)	0.0	0.0		3.00	0.0	3.0			
PROJECT PE TOTALS	0.0	0.0		3.0	0.0	3.0		2.2	
CE									
Contract Administration- (2002)	0.0	0.0		30.0	0.0	30.0			
PROJECT CE TOTALS	0.0	0.0		30.0	0.0	30.0		22.4	
CN									
Awards- (2001)	0.0	0.0		0.0	0.0	0.0			
Awards- (2002)	0.0	0.0		18.1	0.0	18.1			
PROJECT CN TOTALS	0.0	0.0		18.1	0.0	18.1		13.5	
PROJECT TOTALS	0.0	0.0		51.1	0.0	51.1	134.0	38.1	
ANJO	Seal Coat and Re-stripe Two Roads and Three Parking Lots To Protect from Deterioration						90157		
								0000	
NO DATA									

Appendix A – User Rights

This is the screen used by the PR&P System Administrator for setting up a new user. It is important to provide your correct email address to use as your user name. The PR&P web site uses your user name to send email messages when necessary. I will provide you with a password which you must change the first time you access the site.

Park Roads and Parkways
National Park Service

Home Add User Manage Users My Account Reports Elibrary Logout Help

PR&P User Account Form

First Name

Last Name

Email / Username Your internet email address (dawn_foy@nps.gov)

Password Your password must be at least 8 characters with alpha and numeric characters.

Access Scope
This value determines if a user can edit projects just in their park, their entire region or servicewide.

User Group
Pick a region code or alpha code that represents the organizational group to which this user belongs.

Category Access None I II III Safety All
DSC FHWA WASO None
Check one of the above choices if the user is a DSC, FHWA or WASO employee.

SYS. Admin	User Mgmt	Budget	Apprv. Proj	Edit Recs.	Proj Agr Mgmt
<input type="text" value="No"/>					

Fields on the screen and their effect on your access to PR&P:

Access Scope determines the types of projects the user can access. Choices are:

- Parkwide – projects within the selected park
- Regionwide – projects within the region
- Servicewide – all projects
- FHWA Central – projects within the Central which include
- FHWA Western – includes
- FHWA Eastern - includes

User Group – works with the Access Scope to select which Region or Park the user is assigned. If a user has Parkwide access, than the user group must match their park name.

Category Access – can limit the person to accessing a specific project category, such as can only edit Cat III projects (if the edit right is Yes). Also select if the person is a member of DSC, FHWA, or WASO. These users have access to projects across the NPS depending on their rights.

Rights – six levels of user rights. You either have the right = Yes or do not = No.

- System Administrator – person that can add users, delete old projects, etc.
- User Manager – person that can add or modify users within their scope.
- Budget – person has rights to add prior year figures to a project.

Apprv Proj – person has rights to approve fund requests within their scope. If the SER FLHP coordinator has this right = Yes (which they must) than they can approve requests from DSC, park, FHWA users for fund requests.

Edit Records – person has rights to make changes to projects within their scope. Including the project header and requesting current and future fund requests.

Proj. Agr. Mgmt – person in WASO assigned to track project agreements. If this right is Yes, than you receive an email any time there is an upload of a PA to the Elibrary.

Examples of access rights using the **My Account** from PR&P Home Page

I. Regional FLHP Coordinator

PR&P User Account Form						
First Name	Kent					
Last Name	Cochran					
Email / Username	Kent_Cochran@nps.gov		Your internet email address (dawn_foy@nps.gov)			
Password	Your password must be at least 8 characters with alpha and numeric characters.					
Access Scope	Region wide					
<i>This value determines if a user can edit projects just in their park, their entire region or servicewide.</i>						
User Group	SER					
<i>Pick a region code or alpha code that represents the organizational group to which this user belongs.</i>						
Category Access	None					
Rights	SYS. Admin	User Mgmt	Budget	Apprv. Proj	Edit Recs.	Proj Agr Mgmt
	No	No	No	Yes	Yes	No
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Delete User on Save						

Kent has rights to edit and approve fund request for projects within the Southeast Region.

II FHWA

PR&P User Account Form						
First Name	Tom					
Last Name	Craig					
Email / Username	tom.craig@fhwa.dot.gov		Your internet email address (dawn_foy@nps.gov)			
Password	Your password must be at least 8 characters with alpha and numeric characters.					
Access Scope	FHWA eastern					
<i>This value determines if a user can edit projects just in their park, their entire region or servicewide.</i>						
User Group	FHWA					
<i>Pick a region code or alpha code that represents the organizational group to which this user belongs.</i>						
Category Access	None					
Rights	SYS. Admin	User Mgmt	Budget	Apprv. Proj	Edit Recs.	Proj Agr Mgmt
	No	No	Yes	No	Yes	No
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Delete User on Save						

Tom has rights to edit and input prior year budget information for projects in the eastern region of FHWA. He can not approve fund requests.

III Park

PR&P User Account Form						
First Name	John					
Last Name	Gentry					
Email / Username	John_Gentry@nps.gov		Your internet email address (dawn_foy@nps.gov)			
Password	Your password must be at least 8 characters with alpha and numeric characters.					
Access Scope	Park wide					
<i>This value determines if a user can edit projects just in their park, their entire region or servicewide.</i>						
User Group	BLRT					
<i>Pick a region code or alpha code that represents the organizational group to which this user belongs.</i>						
Category Access	None					
Rights	SYS. Admin	User Mgmt	Budget	Apprv. Proj	Edit Recs.	Proj Agr Mgmt
	No	No	No	No	Yes	No
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/> <input type="checkbox"/> Delete User on Save						

John Gentry has access to edit projects in Blue Ridge Parkway only.