

# Fish & Wildlife Services

## Operational Plan



FWS Enterprise Planning Tool (EP)  
Operational Plan  
August 2006

# Navigating Enterprise Planner For the Operational Plan by Region

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## ***Where can I find Enterprise Planner?***

Go to [www.fws.gov](http://www.fws.gov) and select Planning/ABC located in the left column.



Next, simply mouse over the “Performance Planning and Goal Tracking” button located across the top of the page and then select “Enter Targets In Enterprise Planning”.



## What you need before logging in to Enterprise Planner

Before logging in to Enterprise Planner, you need to have a FWS Active Directory ID, administrator rights on your computer, and an Enterprise Planner User ID.

- **A FWS Active Directory ID.** An Active Directory ID is now needed to access the Service Intranet where you will find the link to Enterprise Planner. Additional information about the Operational Plan will also be at this site ([http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html)). If you don't have an Active Directory ID, you're not sure, go to <https://myaccount.fws.gov> and follow these steps below
1. Enter your user id (your FWS email in the format [firstname.lastname@fws.gov](mailto:firstname.lastname@fws.gov)) and your password. If you don't know your password, click no, and the system will send you an email with instructions for setting your password.
- **Administrator rights on your computer.** Enterprise Planner requires that your user profile has administrator rights on the local computer at least for the initial logon. After logging in, Enterprise Planner will attempt to download certain components through your Internet Explorer browser. If you do not have administrator rights, this attempt will be blocked and the application will hang or you will receive an error message (a "Page Initialization Error"). Ask your local IT administrator to check and set your user profile. Also, be sure your browser is not blocking pop-ups as this affects your ability to see the help menus (In IE, go to the top menu: Tools > Pop-up Blocker)
  - **An Enterprise Planner User ID.** You must use the User ID assigned to you located on the Enterprise Planner web site. This is your current Enterprise Planner User ID. In the near future, Enterprise Planner will implement Active Directory and the station name will no longer be used. You will set your password the first time you log in.

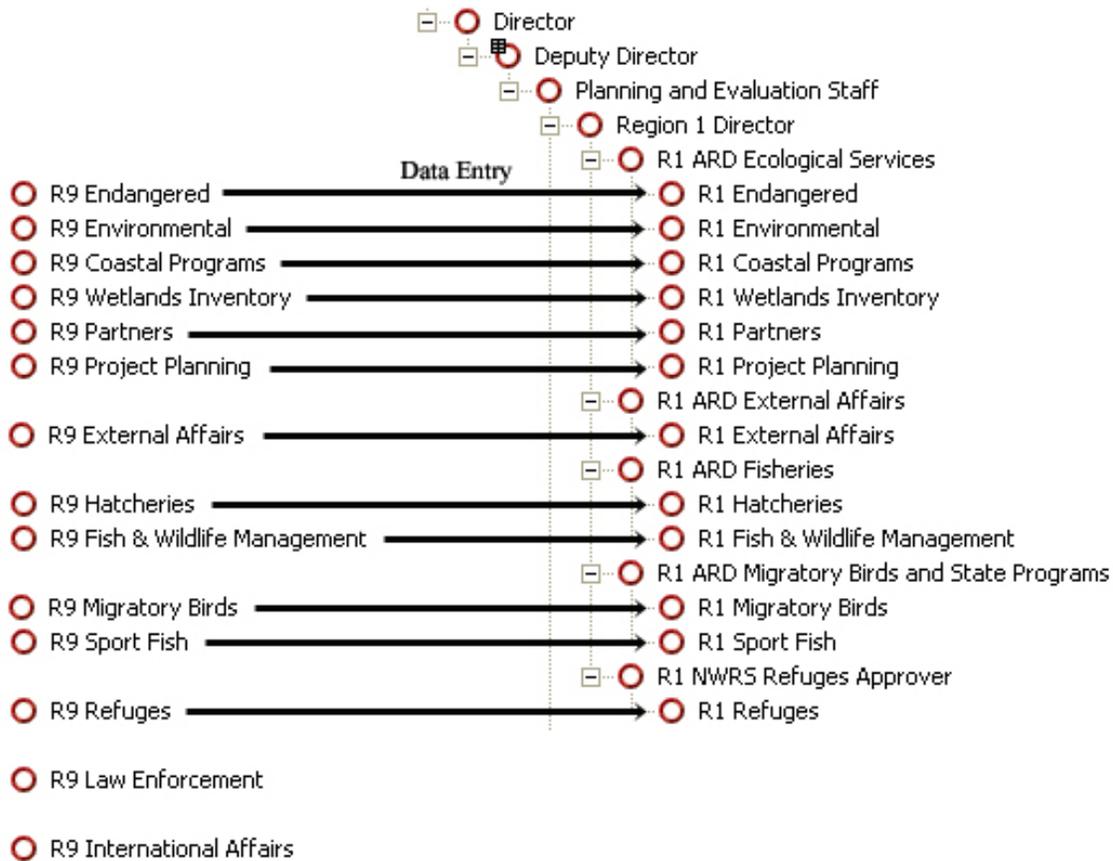
## Types of Users—Contributors and Reviewers

What you are allowed to see and what you can do depends on whether you are a Contributor or Reviewer. Contributors enter data and submit their final results to Reviewers. Reviewers can view all contributions from the Washington Office for regional ARDs (see Diagram)

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## Contributors

## Reviewers



***Region 9 (WO) are “Contributors.” A Contributor can enter and edit data.***

Reviewers will review performance measures under their responsibility.

### **Quick Start for opening your worksheet**

Step 1. Go to the Enterprise Planner home page:

[http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html) (you need your Active Directory ID to access this page) and click on the link “Log In to Enterprise Planner.”

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, skip the Password field and click “Log On.”

***You will be prompted for a new password. Again, skip over the Current***

Password (it should be blank), and enter a new password twice (once to confirm). If you can't log in, check the troubleshooting guide on the Enterprise Planner home page.

Step 3. An "Application List" is displayed showing the "Operational Plan Regions", and "Operational Plan WO".

Step 4. You will see a Welcome screen with two frames. Look to the left frame. If you are a Director, Deputy Director, AD, PES, Regional Director, or ARD your worksheet name will be preceded by "+" sign. Click the "+" to expand the tree. The tree on the left helps you navigate if you have a long list of contributing worksheets. Click on the name to show the status information on the right frame. If you are entering data from the WO or reviewing from the lowest level of the hierarchy, you will not see the "+" sign. NOTE: If you get a blank screen or error message, see the troubleshooting guide on the Enterprise Planner Home Page.

Step 5. To start entering data into Enterprise Planner (or to view a worksheet), click the station name link on the right frame under the "Name" column. The worksheet will open. WO may go to "Actions">"Take Ownership" to enter data.

**Step-by-Step Instructions for the Washington Office Contributor**

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

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User ID:

Password:

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click "Log On." You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can't log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

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**Current password:**

**New password:**

**Verify password:**

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

**IMPORTANT:** The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page ([https://http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](https://http://www.fws.gov/planning/Help/ep_opsplanweb.html)).

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**Application list**

[Operational Plan Regions](#)

[Operational Plan WO](#)

[Refuges Field Station Measures](#)

[Refuges Regional Office](#)

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

Step 4. **To start working, Click on the “All” tab to submit to several sheets at once.** This opens the worksheet where you can view and enter data. It may take a few moments for the application to load. A worksheet will appear.

## R9 Habitat Conservation Coastal Programs

**Welcome - Cognos Enterprise Planning System**  
Driving effective performance planning.

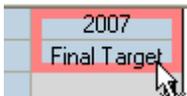
**Contributions**

- R1 Coastal Programs
- CNO Coastal Programs
- R2 Coastal Programs
- R3 Coastal Programs
- R4 Coastal Programs
- R5 Coastal Programs
- R6 Coastal Programs
- R7 Coastal Programs
- R9 Coastal Programs

You are a contributor for:

Name	State	Ownership	Reviewer
<a href="#">(All)</a>		<a href="#">Email All</a>	
<a href="#">R1 Coastal Programs</a>	<input type="radio"/> Not Started	<input type="button" value="None"/>	<a href="#">Email All</a>
<a href="#">CNO Coastal Programs</a>	<input type="radio"/> Not Started	<input type="button" value="None"/>	<a href="#">Email All</a>
<a href="#">R2 Coastal Programs</a>	<input type="radio"/> Not Started	<input type="button" value="None"/>	<a href="#">Email All</a>

When the worksheet opens it will look similar to an Excel spreadsheet. Notice the Swap Rows and Columns Icon to the left of the "Total" drop down menu . Click and drag this dimension over the 2007 until you see a red box around the rows like this:



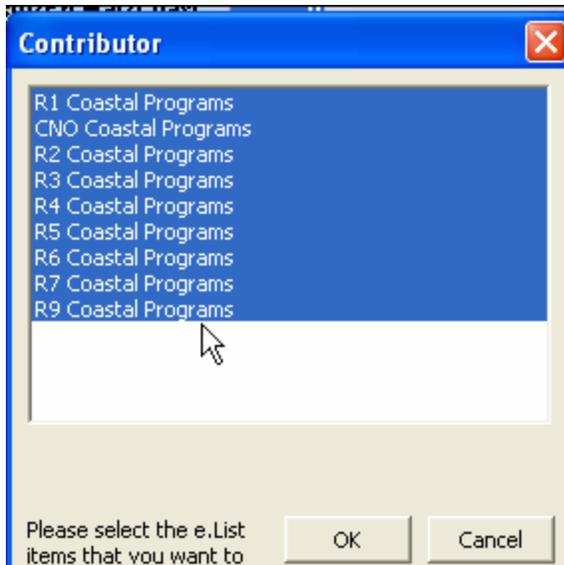
**Now your sheet should look like this**

Operational Plan				
2007 Final Target				
	Total	R1 Coastal Programs	CNO Coastal F	
CSF 1.4 Wetland/Upland/Rip Acres Rstd/En Mar/Coast	0	0		
1.4.1 # Marine/CoastWet Acre Rstd/En w/ Vol Ptnr	0	0		
1.4.2 # Marine/CoastUp Acre Rstd/En w/ Vol Ptnr	0	0		

**Step 5. Take Ownership.** If this is the first time, the screen will be all gray (gray cells cannot be modified). Go to Actions on the menu bar and select Take Ownership. The cells that can be modified change to white.



Select all then Click "OK". (Note if you already have ownership then you will not get this prompt.)



Step 6. Now you are ready to input your numbers.

**Step 8. Enter Accomplishment Data for FY 2006 and Planning targets for FY 2007.** FY06 accomplishment measures are entered in the column labeled 2006 Actuals. You can only enter data in white cells corresponding to the numbered measures. You may enter 2007 targets at this time as well or they can be entered later.

Numbers appear green prior to using the Enter key (if you use the arrow keys to move).



Using the Enter key activates any calculation fields in the worksheet (e.g., totals) and the numbers turn blue.



Use File > Save (or save icon) at top of worksheet to save your data to the server. The numbers will turn black. You can save as many times as you like.

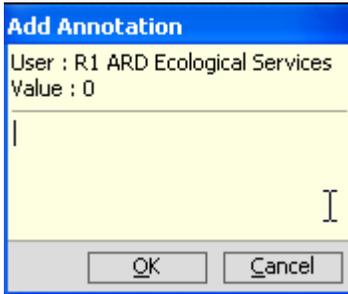
You may quit after saving and return another time to finish the worksheets.

**Step 9. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



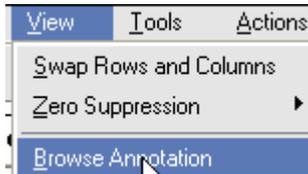
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



**Step 10. Submit when you are finished with all Goals and Measures.** When you are completely done, Select Actions > Submit. This will lock your data  as it currently stands and let your Reviewer know you are finished.



## Step-by-Step Instructions for Regional ARD Reviewers

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

---

User ID:

Password:

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

---

Current password:

New password:

Verify password:

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

**IMPORTANT: The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page**

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the “R# ARD Program Name” Worksheet.**

R1 ARD Ecological Services

Welcome - Cognos Enterprise Planning Series 7  
Driving effective performance planning.

**Reviews**

- [-] R1 ARD Ecological Services
  - R1 Endangered
  - R1 Environmental
  - R1 Coastal Programs
  - R1 Wetlands Inventory
  - R1 Partners
  - R1 Project Planning

You are a reviewer for:

Name	State	Ownership	Reviewer
<a href="#">R1 ARD Ecological Services</a>	Ready	Email All	Email All

Which is made up of:

Name	State	Ownership
<a href="#">R1 ARD Ecological Services (All)</a>		Email All

**Now your sheet should look like this**

		2007
		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	<b>0</b>
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAAs (cum)	5
	12.1.3 # Species Covered By CCAAs (cum)	0
	12.1.4 # Acres Covered By CCAAs (cum)	9
	12.1.5 # Acres Covered By CCAAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	<b>0</b>
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spcs Ben Pri Stew Grnt (cum)	0
	<b>CSF 12.3 # Spcs Assess Under Candidate Assess Proc</b>	<b>7</b>
	12.3.1 # Spcs Assessed Under Candidate Assess Proc	7
	<b>CSF 13.1 % Spcs Lst 2.5+ Yrs w/ Approved Recov Pln</b>	<b>0</b>
	13.1.1 # Species List 90 Days w/ Recovery Outlines	0
	13.1.2 # Spcs List 2.5 Yr w/ Approved Recovery Pln	0
	13.1.2.1 Total # U.S. Species List 2.5 Yrs or More	0
	<b>CSF 13.2 # FWS-Led Recovery Actions Initiated</b>	<b>0</b>

Scroll down through the program measures to review what has been input by the Washington Office.

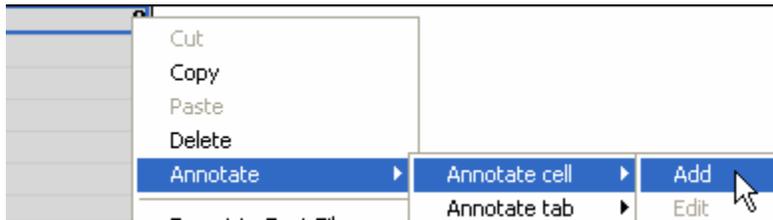
**Step 5. Press Submit to approve the numbers.** 

**OR**

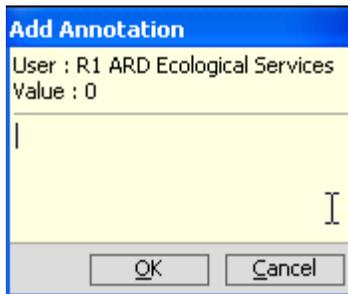
**Press Reject**  **to send the file back to the Washington Office**

**Step 6. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



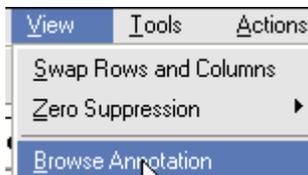
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



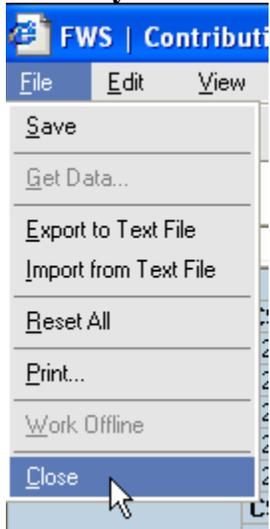
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



You may exit Enterprise Planning by closing the browser window “File/Close”.



## Step-by-Step Instructions for AD Reviewers

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

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**User ID:**

**Password:**

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

---

**Current password:**

**New password:**

**Verify password:**

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

**IMPORTANT: The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page**

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the “AD Endangered” Worksheet.**

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AD Endangered Species

Welcome - Cognos Enterprise Planning Series 7  
Driving effective performance planning.

Name	State	Ownership	Reviewer
<a href="#">AD Endangered</a>	<span style="color: green;">●</span> Ready	▼ <a href="#">AD Endangered Species</a>	▼ <a href="#">Email All</a>

**Reviews**

- AD Endangered
- R9 Endangered

**Now your sheet should look like this**

		2007
		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	<b>0</b>
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAAs (cum)	5
	12.1.3 # Species Covered By CCAAs (cum)	0
	12.1.4 # Acres Covered By CCAAs (cum)	9
	12.1.5 # Acres Covered By CCAAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	<b>0</b>
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spcs Ben Pri Stew Grnt (cum)	0
	<b>CSF 12.3 # Spcs Assess Under Candidate Assess Proc</b>	<b>7</b>
	12.3.1 # Spcs Assessed Under Candidate Assess Proc	7
	<b>CSF 13.1 % Spcs Lst 2.5+ Yrs w/ Approved Recov Pln</b>	<b>0</b>
	13.1.1 # Species List 90 Days w/ Recovery Outlines	0
	13.1.2 # Spcs List 2.5 Yr w/ Approved Recovery Pln	0
	13.1.2.1 Total # U.S. Species List 2.5 Yrs or More	0
	<b>CSF 13.2 # FWS-Led Recovery Actions Initiated</b>	<b>0</b>

Scroll down through the program measures to review what has been input by the Washington Office.

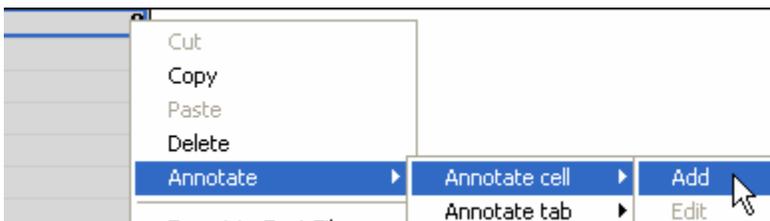
**Step 5. Press Submit to approve the numbers.** 

**OR**

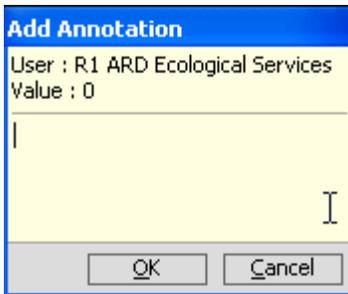
**Press Reject**  **to send the file back to the Washington Office**

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To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



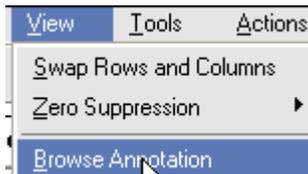
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



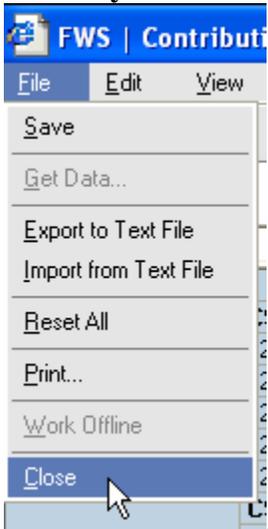
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



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## Step-by-Step Instructions for Regional Director Reviewers

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screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

---

**User ID:**

**Password:**

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

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---

**Current password:**

**New password:**

**Verify password:**

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

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**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the “Region # Director” Worksheet.**

Region 1 Director

Welcome - Cognos Enterprise Planning Series 7  
Driving effective performance planning.

You are a reviewer for:

Name	State	Ownership	Reviewer
<a href="#">Region 1 Director</a>	Ready	Email All	Email All

**Reviews**  
 Region 1 Director  
 R.1 ARD Ecological Services  
 R.1 ARD External Affairs  
 R.1 ARD Fisheries  
 R.1 ARD Migratory Birds and State Proc  
 R.1 NWRS Refuges Approver

**Now your sheet should look like this**

		2007
		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	0
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAs (cum)	5
	12.1.3 # Species Covered By CCAs (cum)	0
	12.1.4 # Acres Covered By CCAs (cum)	9
	12.1.5 # Acres Covered By CCAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	0
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spcs Ben Pri Stew Grnt (cum)	0
	<b>CSF 12.3 # Spcs Assess Under Candidate Assess Proc</b>	7
	12.3.1 # Spcs Assessed Under Candidate Assess Proc	7
	<b>CSF 13.1 % Spcs Lst 2.5+ Yrs w/ Approved Recov Pln</b>	
	13.1.1 # Species List 90 Days w/ Recovery Outlines	0
	13.1.2 # Spcs List 2.5 Yr w/ Approved Recovery Pln	0
	13.1.2.1 Total # U.S. Species List 2.5 Yrs or More	0
	<b>CSF 13.2 # FWS-Led Recovery Actions Initiated</b>	0

Scroll down through the program measures to review what has been input by the Washington Office. .

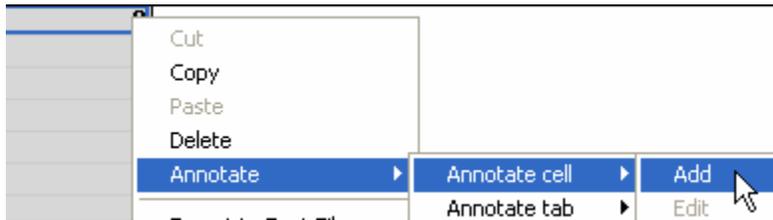
**Step 5. Press Submit to approve the numbers.** 

**OR**

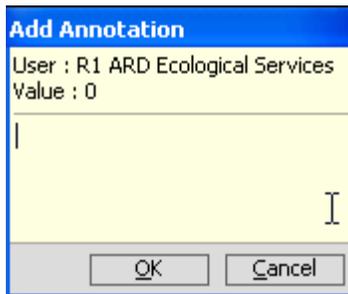
**Press Reject**  **to send the file back to the ARD**

**Step 6. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



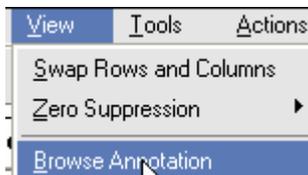
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



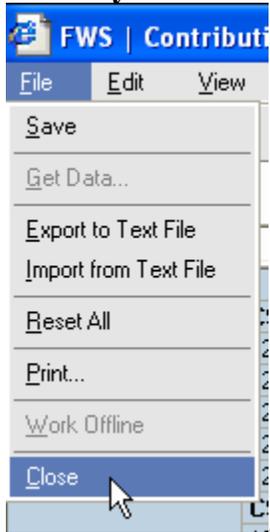
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



**You may exit Enterprise Planning by closing the browser window “File/Close”.**



### **Step-by-Step Instructions for Planning and Evaluation Staff Reviewers**

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

---

**User ID:**

**Password:**

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

Current password:

New password:

Verify password:

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

**IMPORTANT: The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page**

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the "Planning and Evaluation Staff" Worksheet.**

PES

Welcome - Cognos Enterprise Planning Series 7  
Driving effective performance planning.

Reviews

- Planning and Evaluation Staff
- Region 1 Director
- CNO Director
- Region 2 Director
- Region 3 Director
- Region 4 Director
- Region 5 Director
- Region 6 Director
- Region 7 Director
- AD Endangered
- AD Fisheries & Habitat Conservation

You are a reviewer for:

Name	State	Ownership	Review
Planning and Evaluation Staff	Work In Progress	Email All	Depu

User Instructions

For detailed instructions, please refer to the overview and instructions for Enterprise Planner found

If you are at a the Washington Office, click on your program above to begin entering or editing p browser is set to allow "pop-ups." In Internet Explorer, go to Tools > Pop-Up Blocker and click If v

**Now your sheet should look like this**

		2007
		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	<b>0</b>
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAs (cum)	45
	12.1.3 # Species Covered By CCAs (cum)	0
	12.1.4 # Acres Covered By CCAs (cum)	81
	12.1.5 # Acres Covered By CCAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	<b>0</b>
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spcs Ben Pri Stew Grnt (cum)	0
	<b>CSF 12.3 # Spcs Assess Under Candidate Assess Proc</b>	<b>63</b>
	12.3.1 # Spcs Assessed Under Candidate Assess Proc	63
	CSF 12.4 # Spcs Assess Under Candidate Assess Proc	0
	CSF 12.5 # Spcs Assess Under Candidate Assess Proc	0

Scroll down through the program measures to review what has been input by the Washington Office. .

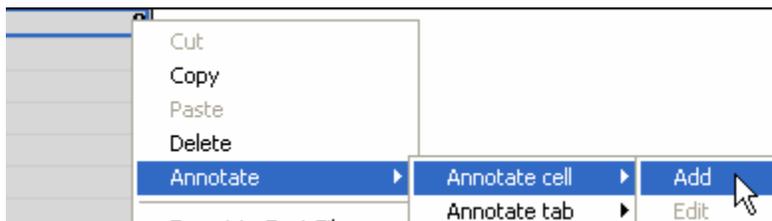
**Step 5. Press Submit to approve the numbers.** 

**OR**

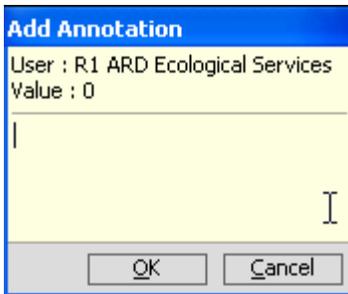
**Press Reject**  **to send the file back to the Regional Director**

**Step 6. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



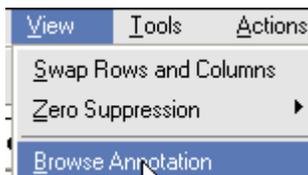
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



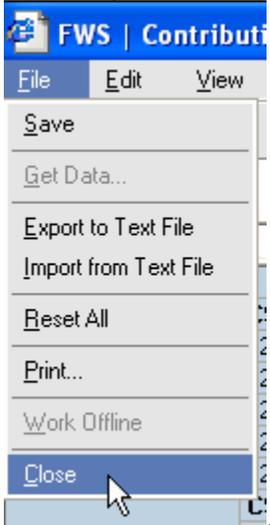
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



You may exit Enterprise Planning by closing the browser window “File/Close”.



## Step-by-Step Instructions for the Deputy Director Reviewer

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

---

User ID:

Password:

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

---

Current password:

New password:

Verify password:

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

**IMPORTANT: The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page**

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the “Deputy Director” Worksheet.**

Deputy Director

Welcome - Cognos Enterprise Planning Series 7  
Driving effective performance planning.

You are a reviewer for:

Name	State	Ownership	Review
Deputy Director	Work In Progress	Deputy Director	

User Instructions

**Now your sheet should look like this**

Operational Plan

Deputy Director

		2007
		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	<b>0</b>
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAs (cum)	45
	12.1.3 # Species Covered By CCAs (cum)	0
	12.1.4 # Acres Covered By CCAs (cum)	81
	12.1.5 # Acres Covered By CCAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	<b>0</b>
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spcs Ben Pri Stew Grint (cum)	0
	<b>CSF 12.3 # Spcs Assess Under Candidate Assess Proc</b>	<b>63</b>
	12.3.1 # Spcs Assessed Under Candidate Assess Proc	63
	<b>CSF 13.1 % Spcs Lst 2.5+ Yrs w/ Approved Recov Pln</b>	

Scroll down through the program measures to review what has been input by the Washington Office. .

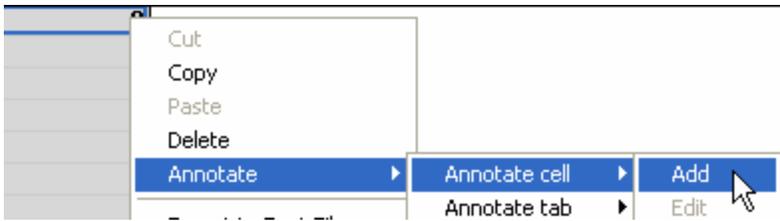
**Step 5. Press Submit to approve the numbers.** 

**OR**

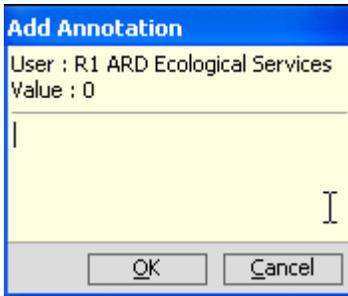
**Press Reject  to send the file back to PES**

**Step 6. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



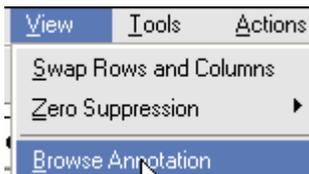
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



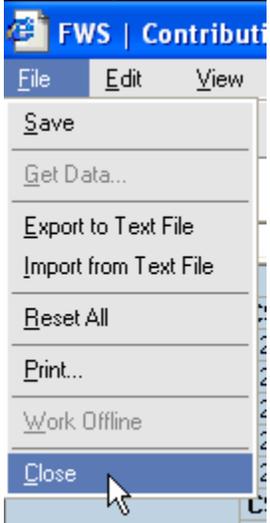
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program's Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



**You may exit Enterprise Planning by closing the browser window "File/Close".**



## Step-by-Step Instructions for the Director Reviewer

Step 1. Open your web browser (Internet Explorer). Go to [http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html). If you know your User-ID, click on the link to Log On to Enterprise Planner. You will be re-directed to the Cognos Server (Cognos is the company that sells the Enterprise Planner software). A logon screen appears. If this is your first time, **look up your User-ID** on the Ops Plan Web page.

---

User ID:

Password:

Step 2. You are prompted for your user ID and password. If this is your first log-in, enter your User ID only, **skip the Password field** and click “Log On.” You will be prompted for a new password. Again, skip over the Current Password (it should be blank), and enter a new password twice (once to confirm). If you can’t log in, contact the Data Administrator (there will be an email link on the Ops Plan home page).

There are no restrictions on your password. Keep it easy to remember and **be sure to keep a personal record of your password**. Remember, you have only one User ID and Password per program (this will change when Active Directory is implemented)

---

Current password:

New password:

Verify password:

After log-in, The Welcome Screen appears with your user id in the upper left corner. You will see an application list **Select Operations Plan Region**.

The first time you log on, Cognos application will attempt to download 50 components to your computer. This is normal and will take a minute or more to complete depending on your connection. You must have administrator rights on your local computer profile or the download will be refused (see page 1).

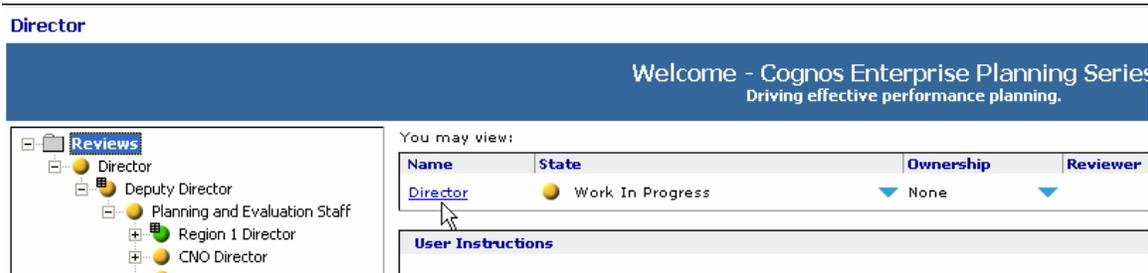
**IMPORTANT: The first time Enterprise Planner is used on a computer it may take several minutes for the application to load. If you are not able to log on after several minutes then please see the Troubleshooting tips at the Operational Plan Home Page**

Step 3. The next Welcome screen shows the name of your Program under your responsibility and several status indicators. You can click on the blue triangles for more information on each.

**Ownership:** Shows the user who last made changes. Currently, only the WO can make changes to the data.

**Reviewer:** Shows who reviews submissions. When active directory is implemented, the email function can be used to send emails to and from the reviewers.

**Step 4. To start reviewing, Click on the “Director” Worksheet.**



**Now your sheet should look like this**

Operational Plan		2007
Director		Final Target
Endangered Species	<b>CSF 12.1 # Cand Spcs List Unnecessary Con Act/Agmt</b>	<b>0</b>
	12.1.1 # Cand Spcs List Unnecessary Con Act/Agmt	0
	12.1.2 # Species Covered By CCAAs (cum)	45
	12.1.3 # Species Covered By CCAAs (cum)	0
	12.1.4 # Acres Covered By CCAAs (cum)	81
	12.1.5 # Acres Covered By CCAAs (cum)	0
	<b>CSF 12.2 # Cand Spcs Bnefit Endgrd Spcs Grant Prgs</b>	<b>0</b>
	12.2.1 Increase # Cand Spcs Ben Nontra Sec 6 (cum)	0
	12.2.2 Increase # Cnd Spocs Ben Pri Stew Grnt (cum)	0

Scroll down through the program measures to review what has been input by the Washington Office. .

**Step 5. Press Submit to approve the numbers.** 

**OR**

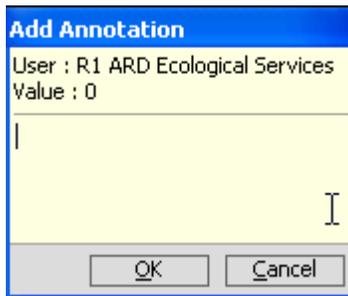
**Press Reject  to send the file back to Deputy Director**

**Step 6. Using Annotation.** You can use annotation to ‘post notes’ to the worksheet. Annotation is associated with a particular cell. Use Annotation if you want to send a note to the reviewer about a particular measure.

To annotate, right-click while in the cell of interest. Click Annotate>Annotate Cell>Add.



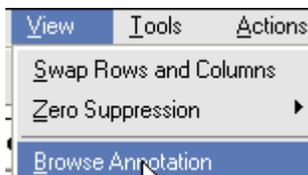
A small window pops up where you can write a note to explain a measure. Different users, including the reviewers, can add annotation to the same worksheet.



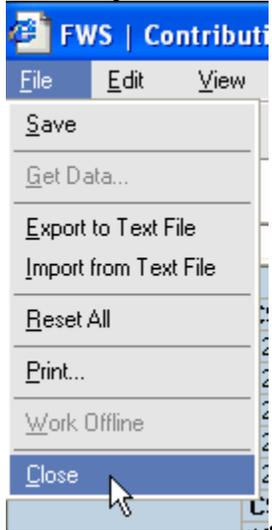
A cell that is annotated will show a small red triangle in the upper right corner.



**View and Print a Program’s Annotation.** Select View>Browse annotation to see all annotation notes submitted by a program or reviewers. You can see annotation from a single sheet or annotation from all sheets.



You may exit Enterprise Planning by closing the browser window “File/Close”.



## Terminology

The following terms and their meanings will help to eliminate any misunderstandings. Additional details about each of the terms will be described throughout this document where appropriate.

**Login** – The procedure used to gain access to the application

User ID:

Password:

***Cognos Contributor*** – Part of the Cognos Enterprise Planning Suite of software, Contributor is the name of the software that is used to collect data to populate reports.

 **Cognos Planning - Contributor**

**Application** – The custom designed application used to collect data

**Application list**

[Operational Plan Regions](#)

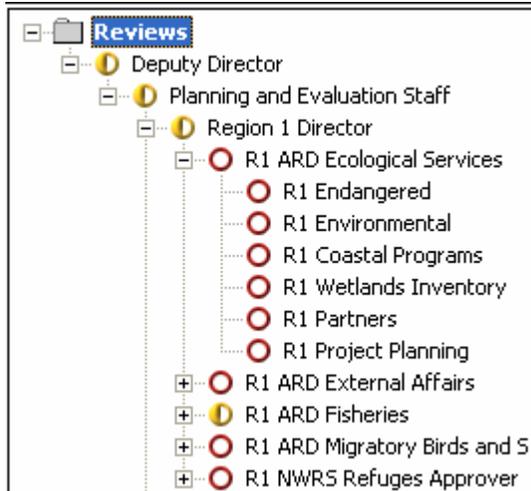
[Operational Plan WO](#)

[Refuges Field Station Measures](#)

[Refuges Regional Office](#)

[RM CSF by Program with Performance](#)

**Tree** – A structure to group items together



**e.List Items** – An item that appears in a Tree

...○ R1 Project Planning

**Table** – A space that contains items that are related to each other

**User Instructions** – Administrator provided guidance for the application

[User Instructions](#) [About Help](#)

**Help** – Cognos-provided online help for Contributor functionality

[User Instructions](#) [About Help](#)

**Default Screen** – The screen(s) that are displayed when the application is opened

**Cube(s)** – A multidimensional object containing rows and columns

**Operational Plan**

**Tabs** – Cubes appear as tabs for easier navigation within the application

**Operational Plan**

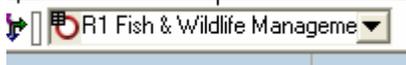
**Web-client Grid** – The user input area within each cube

Operational Plan

R1 Fish & Wildlife Management

	2005	2006		2007
	Actual	Estimated Actual	Actual	Final Target
<b>CSF 7.1 % Spcs Mgt Concern Mngd To Self-Sus Level</b>				
<b>7.1.1 % Specie Mgt Concern Are Mgd To Self-Sus Lvl</b>				
7.1.1.1 # Species Mgt Concern At Self-Sus Levels	0	0	0	0
7.1.1.2 Total # Species Management Concern	0	0	0	0
7.1.2 # Pop Mgd For Subsistence Fishery Harvest	0	0	0	0
7.1.6 # Fish Pass/Barrier Remvd/Bypsd Hep Pop Mgt	0	0	0	0
7.1.7 # Miles Reopened To Fish	0	0	0	0
7.1.8 # Acres Reopened To Fish	0	0	0	0
7.1.8 # of populations managed for subsistence fishery harvest.	0	0	0	0
<b>7.1.11 Restore/Enhance X Acres Habitat In U.S.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7.1.11.1 Rstd/Enhncd X Acre/Wlland Hab Pop Mgt US	0	0	0	0
7.1.11.2 Rstd/Enhncd X Acre/Upland Hab Pop Mgt US	0	0	0	0
7.1.12 # Mile Stream/Shoreline Restored US Pop Mgt	0	0	0	0
7.1.16 # Habitat Assessments Completed	0	0	0	0
7.1.17 # Miles Instrm/Shorline Hab Benefit Pop Mgt	0	0	0	0
<b>7.1.18 % Fish Pop Mgt Cnrm w/ App Wtrshd Mgt Plan</b>				
7.1.18.1 # Fish Pop Mgt Cnrm w/ Wtrshd Mgt Plan	0	0	0	0
7.1.18.2 Total # Fish Populations	0	0	0	0
<b>7.1.19 % Aquatic Pop Mgt Cnrm Sus Lvl In Mgt Pln</b>				
7.1.19.1 # Aquatic Pop Mgt Concern Lvl In Mgt Pln	0	0	0	0
7.1.19.2 Total # Aquatic Populations Mgt Concern	0	0	0	0
<b>CSF 7.2 % Pop Mgt Concern Condition &amp; Trend Known</b>				
7.2.0.1 # Pop Mgt Cnrm w/ Known Condition & Trend	0	0	0	0
7.2.0.2 Total # Populations Mgt Concern	0	0	0	0
7.2.1 # Assessments Completed For Pop Mgt Concern	0	0	0	0
7.2.2 # Mgt Plans In Development/Completed/Revised	0	0	0	0
<b>7.2.5 % Pop Mgt Concern w/ Approved Mgmt Plans</b>				
7.2.5.1 # Populations Mgt Concern w/ Approved Mgt	0	0	0	0
7.2.5.2 Total # Populations Mgt Concern	0	0	0	0
7.2.6 # Mgt Plans In Dev During FY Pop Mgt Concern	0	0	0	0
7.2.7 # Mgt Plans Completed FY Pop Mgt Concern	0	0	0	0
7.2.8 % Other Fishery Mgt Plan Tasks Pop Mgt Cnrm				

**Dimension** – A list of items that are used to create a multidimensional cube



**Drop-down** – A list that expands when a down-arrow is clicked on



**Input Cells** – Located within a grid for data entry

Estimated	Actual
	0
	0
	0
	0
	0
	0

**Rights** – Permissions assigned to a user within the application

**Save** – A mode to save and store input data



**Submit** – A mode to submit saved input data to an approver

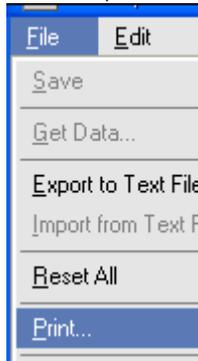


**Reject** – A mode for an approver to send an analyst back rights to re-enter data



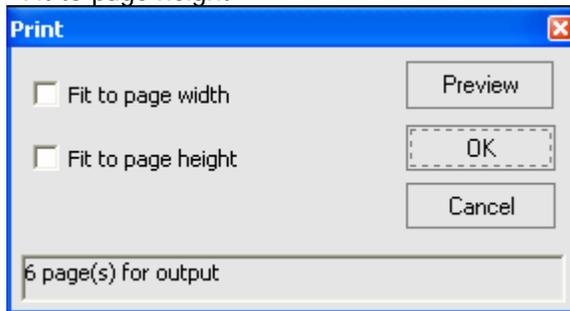
**Print** – You can print data either using Excel Print, if enabled by your administrator, or using Contributor Print. Using Excel Print, you can print the current view of Contributor

data using the Microsoft Excel print formatting and preview features. For more information, click online **Help at the Cognos Welcome Page** (not the Help button while in the worksheet). In Contributor print, only the current tab is printed. To print, click **File, Print**.



You can set the following print options:

- Fit to page width
- Fit to page height

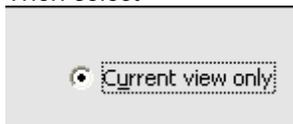


Then Click OK

**Export To Excel** – To export the Enterprise Planner data to an Excel spread sheet, simply go to Tools/Excel

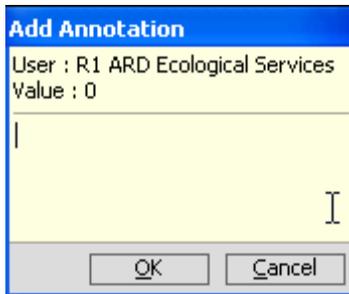


Then select



Excel will then launch with the EP data displayed.

**Annotations** – An application function that allows users to enter comments into the application at the cell level

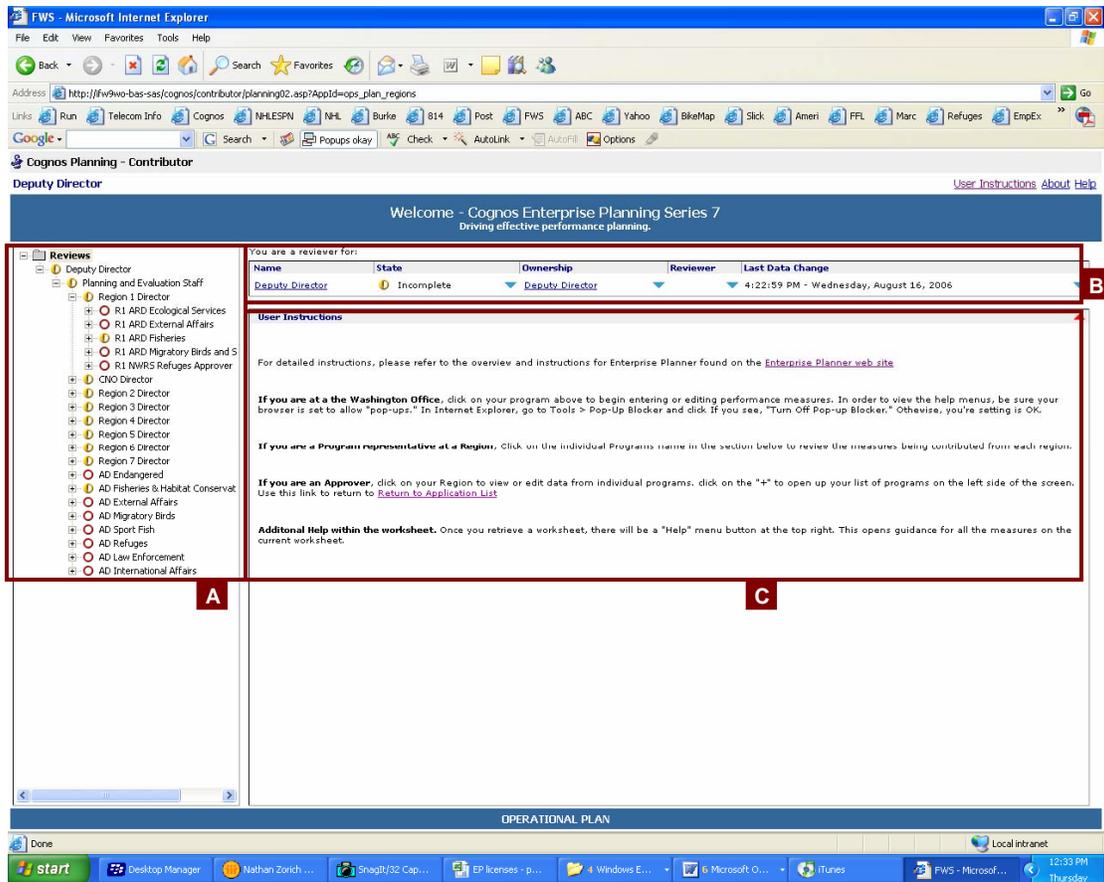


**Toolbar** – A collection of actions the user is permitted to perform within the application where the actions are in words across the top of the application as well as corresponding icons located under the words



## Terminology In Full Screen Context

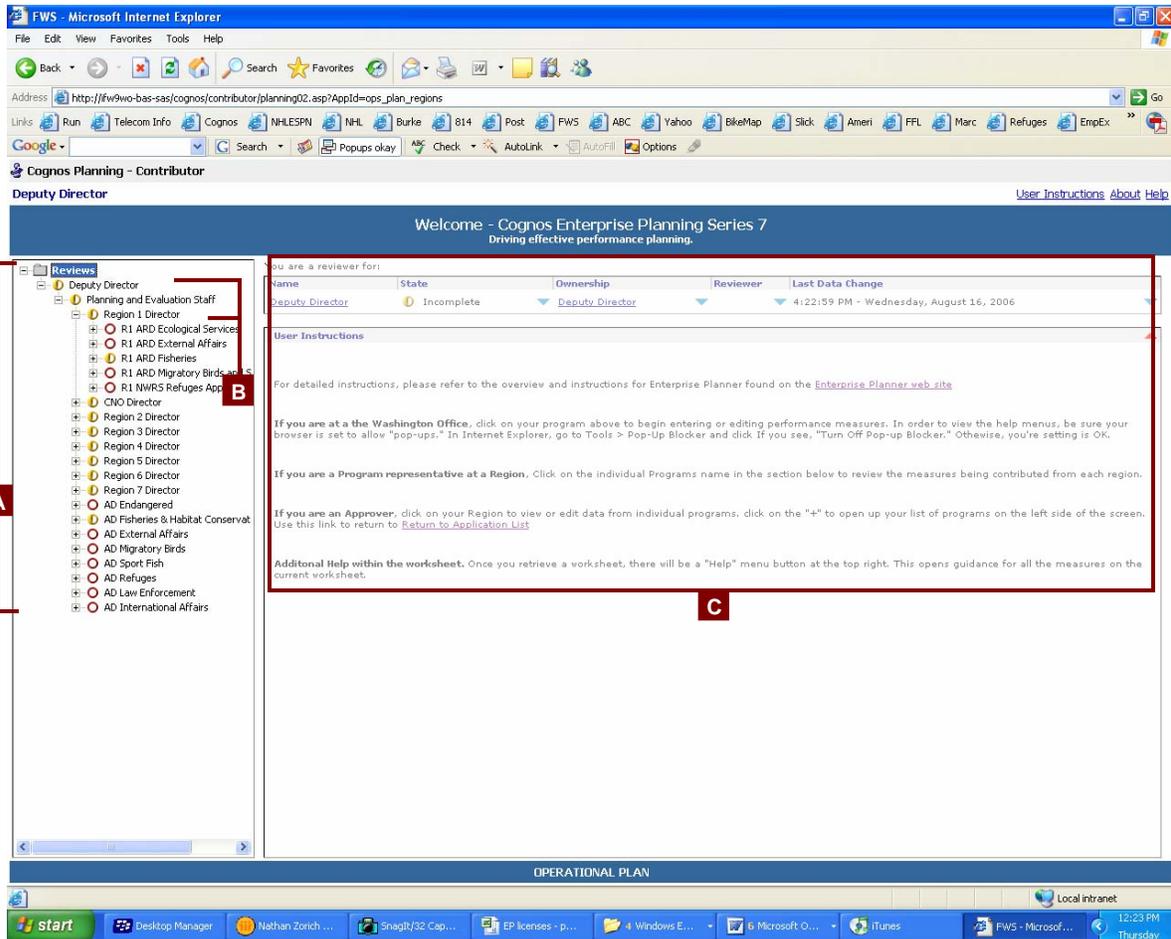
- When you log on to Contributor, you will see the Workflow Screen which includes **A.)** all the areas you are responsible for, and **B.)** the status of the data.
- Notice the area **c.)** where User Instructions are displayed. These User Instructions are maintained by the EP Administrator to post important information for Users.



## The Contributor Web Interface

### Workflow Screen

The Workflow Screen appears when you log on to Contributor. It consists of a Tree, e.List items, and the Table.



### A Tree

The Tree on the left side of the screen shows the areas that you are responsible for contributing to (Contributions) and reviewing (Reviews) in a hierarchical form. Depending on your rights, you may see Contributions, Reviews, or both. When you click an item in the Tree, a Table with the details for the item appears on the right side of the screen.

### B e.List Items

An item in the Tree or Table is known as an e.List item. Users will click the name of the e.List item in the Tree or Table to open a web-client grid (data input screen) in a new window.

### C Table

The Table on the right side of the screen gives information such as the Workflow State of the item, the current Owner, the Reviewer, and when the item last changed. To show more information about an item, click the blue down arrow. This opens a details panel that you can close by clicking either of the arrows. If you are a Reviewer of an e.List item, you can reject a submitted item from this screen by clicking the reject button.

### Table

- To show more information about a particular item within the Table, click on the A.) blue down arrow associated with it. This opens a B.) Details panel specific to that item.

- To send E-Mail, click on the c.) Name of the person in the Ownership column in the table.
- To begin the approval process, click the d.) Name of the e.List item in the table. This will open a web-client grid specific to the e.List item plan in a new window.

Name	State	Ownership	Reviewer	Last Data Change
<a href="#">(All)</a> <span style="border: 1px solid red; padding: 2px;">D</span> <a href="#">R1 Fish &amp; Wildlife Management</a>	<input type="radio"/> Not Started	<a href="#">C</a> <span style="border: 1px solid red; padding: 2px;">R9 Fish and Wildlife Management</span>	<a href="#">R1 ARD Fisheries</a>	3:06:31 PM - Wednesday, August 16, 2006 <span style="border: 1px solid red; padding: 2px;">A</span>

**User Instructions**

For detailed instructions, please refer to the overview and instructions for Enterprise Planner found on the [Enterprise Planner web site](#)

**If you are at a the Washington Office,** click on your program above to begin entering or editing performance measures. In order to view the help menus, be sure your browser is set to allow "pop-ups." In Internet Explorer, go to Tools > Pop-Up Blocker and click If you see, "Turn Off Pop-up Blocker." Othewise, you're setting is OK.

B

### **Web-client Grid (data input screen)**

A web-client grid is a compilation of cubes related to e.List item. A cube is a multidimensional object containing rows and columns. Cells within cubes can either contain user entered data or calculations. A grid is where users will enter, edit, annotate, review, and reject data specific to their organization(s) and assigned user privileges. Below is an example of what is known as the default input screen.

	2005		2006		2007	
	Actual	Estimated Actual	Actual	Final Target		
CSF 7.1 % Specs Mgt Concern Mngd To Self-Sus Level						
7.1.1 % Species Mgt Concern Are Mgd To Self-Sus Lvl						
7.1.1.1 # Species Mgt Concern At Self-Sus Levels	0	0	0	0	0	0
7.1.1.2 Total # Species Management Concern	0	0	0	0	0	0
7.1.2 # Pop Mgd For Subsistence Fishery Harvest	0	0	0	0	0	0
7.1.6 # Fish Pass/Barrier Remvd/Bypsd Hep Pop Mgt	0	0	0	0	0	0
7.1.7 # Miles Reopened To Fish Passage	0	0	0	0	0	0
7.1.8 # Acres Reopened To Fish Passage	0	0	0	0	0	0
7.1.11 Restore/Enhance X Acres Habitat In U.S.	0	0	0	0	0	0
7.1.11.1 Rstd/Enhncd X Acres Wetland Hab Pop Mgt US	0	0	0	0	0	0
7.1.11.2 Rstd/Enhncd X Acre Upland Hab Pop Mgt US	0	0	0	0	0	0
7.1.12 # Mile Stream/Shoreline Restored US Pop Mgt	0	0	0	0	0	0
7.1.16 # Habitat Assessments Completed	0	0	0	0	0	0
7.1.17 # Miles Instrm/Shotline Hab Benefit Pop Mgt	0	0	0	0	0	0
7.1.18 % Fish Pop Mgt Cnrm w/ App Wtrshd Mgt Plan						
7.1.18.1 # Fish Pop Mgt Cnrm w/ Wtrshd Mgt Plan	0	0	0	0	0	0
7.1.18.2 Total # Fish Populations	0	0	0	0	0	0
7.1.19 % Aquatic Pop Mgt Cnrm Sus Lvl In Mgt Pln						
7.1.19.1 # Aquatic Pop Mgt Concern Lvl In Mgt Pln	0	0	0	0	0	0
7.1.19.2 Total # Aquatic Populations Mgt Concern	0	0	0	0	0	0
CSF 7.2 % Pop Mgt Concern Condition & Trend Known						
7.2.0.1 # Pop Mgt Cnrm w/ Known Condition & Trend	0	0	0	0	0	0
7.2.0.2 Total # Populations Mgt Concern	0	0	0	0	0	0
7.2.1 # Assessments Completed For Pop Mgt Concern	0	0	0	0	0	0
7.2.2 # Mgt Plans In Development/Completed/Revised	0	0	0	0	0	0
7.2.5 % Pop Mgt Concern w/ Approved Mgmt Plans						
7.2.5.1 # Populations Mgt Concern w/ Approved Mgt	0	0	0	0	0	0
7.2.5.2 Total # Populations Mgt Concern	0	0	0	0	0	0
7.2.6 # Mgt Plans In Dev During FY Pop Mgt Concern	0	0	0	0	0	0
7.2.7 # Mgt Plans Completed FY Pop Mgt Concern	0	0	0	0	0	0
7.2.8 % Other Fishery Mgt Plan Tasks Pop Mgt Cnrm						
7.2.8.1 # Other Fishery Mgt Plan Task Pop Mgt Cnrm	0	0	0	0	0	0
7.2.8.2 Total # Populations Mgt Concern	0	0	0	0	0	0
CSF 8.1 % Marine Mammal w/ Optimal Sustainable Pop						
8.1.0.1 # Marine Mammal w/ Optimal Sustainable Pop	0	0	0	0	0	0
8.1.0.2 Total # Marine Mammal Populations	0	0	0	0	0	0
8.1.1 # Marine Mammal Stock w/ Vol Hvat Guideline	0	0	0	0	0	0
8.1.2 # Cooperative Agreement w/ AK Native Mar Mammal	0	0	0	0	0	0
8.1.3 # MM Stock w/ Incidntl Reg Mitgating Measure	0	0	0	0	0	0
8.1.4 # of current marine mammal stock assessments	0	0	0	0	0	0
8.1.5 % Species Mgt Self-Sus Lvl w/ Affect States						
8.1.5.1 # Marine Mammal w/ Optimal Sustainable Pop	0	0	0	0	0	0
8.1.5.2 Total # Marine Mammal Populations	0	0	0	0	0	0
8.1.6 % Pop Mgd By MM Program Cnrm Pop Trend Known						
8.1.6.1 # Marine Mammals w/ Known Population Trend	0	0	0	0	0	0
8.1.6.2 Total # of Marine Mammal Populations	0	0	0	0	0	0
CSF 12.5 % Aquatic Cand Spc FWMA Conducts Cnsvrtn Act						
12.5.0.1 # Aquatic Candidate Species FWMA Con Act	0	0	0	0	0	0
12.5.0.2 Total # Aquatic Candidate Species	0	0	0	0	0	0
12.5.1 % Aquatic Candidate Species FWMA Con Act						

### A Cubes

Are multidimensional objects containing rows and columns. Cells in cubes can either contain entered data or calculations. A cube corresponds to a tab on the web client grid.

### B Dimensions

The rows, columns, and pages of a cube are created from dimensions. Dimensions are lists of related items such as Program Types, Years, and Phases.

### C Input Cells

Input cells are located within the grid. Users will enter data into the cells in the grid area. Users can also enter and edit data using various commands such as, copy, paste. For more information on entering data, refer to the Contributor Browser User Guide which can be accessed by clicking on the Help link located on the Workflow Screen.

## State Icons and Descriptions

Icon	State and description
	<p>Not started</p> <p>No changes have been saved to the data, although the contribution may have been opened for editing.</p>
	<p>Work in progress</p> <p>The data was saved but not submitted. You can change and submit data in this state.</p>
	<p>Locked</p> <p>The data was submitted and the e.List item was locked. Data can only be viewed in this state. If an e.List item is rejected, its state returns to Work in progress.</p>
	<p>Incomplete</p> <p>At least one item belonging to this item is Not started, and at least one other item is in a state of Work in progress, Locked, or Ready. Data in this state was aggregated. The Incomplete state applies only to review e.List items.</p>
	<p>Ready</p> <p>All e.List items belonging to the reviewer e.List item are locked. The data is ready to be submitted to the next level in the hierarchy.</p>
	<p>Currently being edited or annotated</p> <p>The e.List item was opened for editing or annotating. An edit session is ended by the user closing the grid, or by submitting the e.List item.</p>
	<p>Out of date</p> <p>Data in the e.List item needs restructuring to reflect changes in the application, or system data must be imported.</p>
	<p>Currently being edited or annotated and is out of date.</p>

## List of User IDs

user IDs are posted on the Ops Plan web site

[http://www.fws.gov/planning/Help/ep\\_opsplanweb.html](http://www.fws.gov/planning/Help/ep_opsplanweb.html)

## Phase Definitions

These definitions explain the terms used in the Enterprise Planning columns shown here.

		2006	
		Actual	Substitute Actual
	<b>CSF 5.2 % NFHS Station Mtg Envrnmnt Reqs Effluent</b>		
	<b>5.2.1 % NFHS Envrnmnt Req Efflnt by Fed/Trbl/State</b>		
	5.2.1.1 # of NFHS NPDES permits in compliance	0	0
	5.2.1.2 Total # NFHS NPDES Permits	0	0
	<b>CSF 7.1 % Spcs Mgt Concern Mngd To Self-Sus Level</b>		
	<b>7.1.3 % DOI Wtshd Units w/ Wild Fish Health Srvys</b>		
	7.1.3.1 # DOI Wtrshd Unt (8# HUC) Wild Fish Srvy	0	0
Hatcheries Operations and Maintenance	7.1.3.2 Total # DOI Watershed Units (8-digit HUC)	0	0
	<b>CSF 7.3 % Pst-Stck Surv Trqt Met Htchry Dpltd Spcs</b>		

**President's Budget:** The national performance target set at the time the budget (Green Book) is delivered to the Congress in February.

**Long-term:** The long-term performance measure target planned to be achieved in a five-year period.

**DOI:** The national performance target set at the time the budget is delivered to the Secretary in May.

**OMB:** The national performance target set at the time the budget is delivered to OMB in September.

**Congressional:** The Regional performance targets set after Congressional appropriations.

**Final Target:** The final Regional performance targets set after Congressional appropriations.

**Actual:** The total actual performance reported as it occurred during the fiscal year covered by the report. Section 230.2 of OMB Circular A-11 states: "Actual performance is reported as it occurred during the fiscal year covered by the report. For some programs, this performance may have resulted from spending prior years monies during the fiscal year." Note: It is important to submit actual performance data when the request is issued. Note: after actual performance data is submitted, the data may not be changed.

**Substitute Actual:** If at the time a request for actual performance is issued and a program does not have actual data, the program may submit a "substitute actual" with a brief explanation of how the substitute was determined, i.e., substitute based on prior year trend data, or some type of statistical projection.

**Final Actual:** The final data reported for the substitute actual data that was previously submitted. After final actual data is submitted, the data may not be changed.

**Likely enacted:** An estimate of performance based on an estimated projection of a fiscal years funding prior to Congressional appropriations. The likely enacted funding projection is based on a funding target based on the funding targets from the house and senate committee hearings.

# Hierarchy / Timeline for Operational Plan WO

## Operational Plan WO



### Phase 1 DOI (4/1/YY-5/1/YY)

	Start Date	End Date
R9 Program	4/1/YY	4/14/YY
PES/ Deputy Director/ Director	4/17/YY	5/1/YY

### Phase 2 OMB (7/1/YY-9/1/YY)

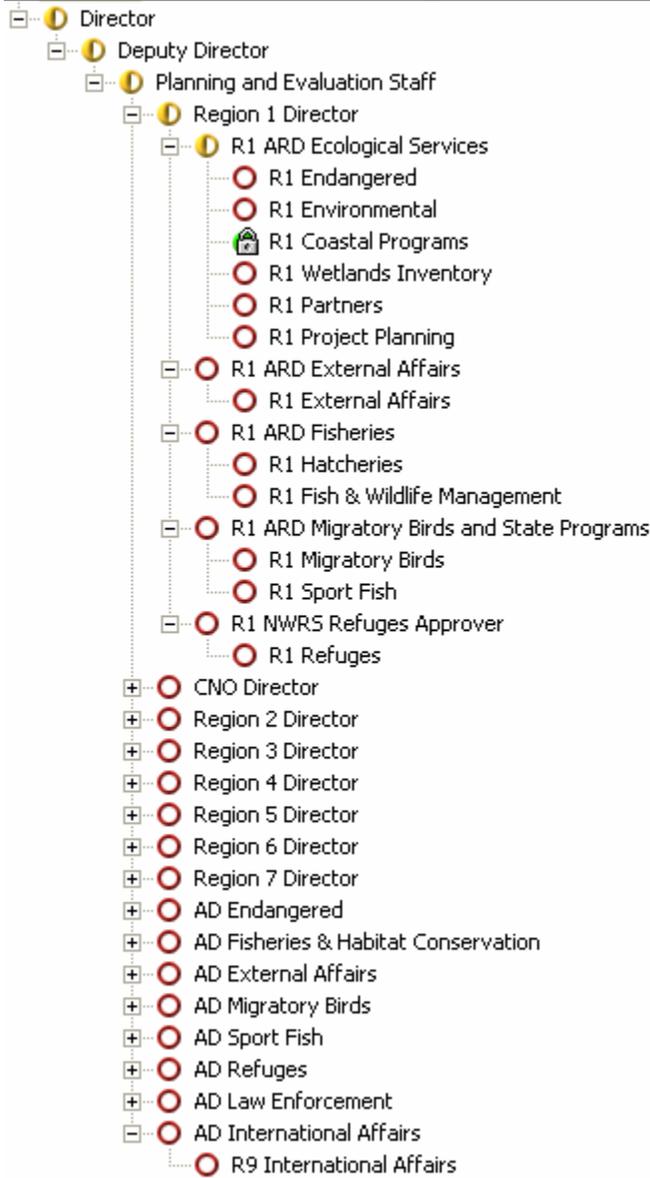
	Start Date	End Date
R9 Program	7/1/YY	7/31/YY
PES/ Deputy Director/ Director	8/1/YY	9/1/YY

### Phase 3 Congressional (12/1/YY-2/1/YY)

	Start Date	End Date
R9 Program	12/1/YY	1/13/YY
PES/ Deputy Director/ Director	1/16/YY	2/1/YY

# Hierarchy / Timeline for Operational Plan Regions

## Operational Plan Regions



Actuals / Substitute Actuals (9/15/YY-10/2/YY)

	Start Date	End Date
R9 Program	9/18/YY	10/02/YY
ARD /(RD/AD)	10/02/YY	10/05/06
PES/ Deputy Director/ Director	10/05/06	10/06/YY

Final Actuals / Next Year Targets (10/15/YY-12/1/YY)

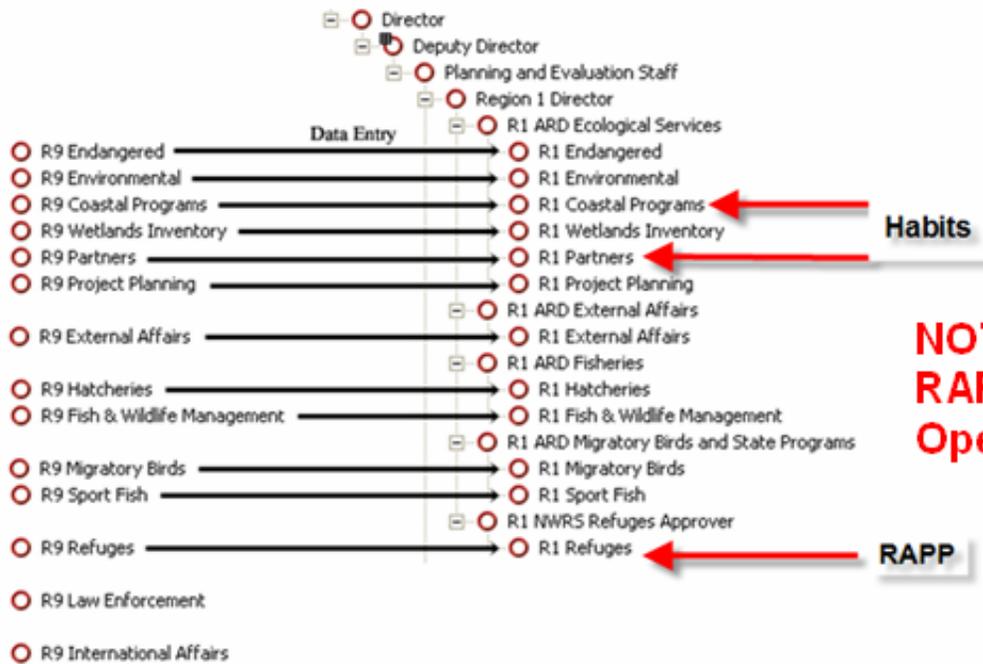
	Start Date	End Date
R9 Program	10/15/YY	10/31/YY
ARD /(RD/AD)	11/1/YY	11/13/YY
PES/ Deputy Director/ Director	11/30/YY	12/1/YY

## Data Submission

**R9 Contributors will submit their hand entered data to Regional ARDs for review.**  
 The data in the Operational Plan must agree with the data in the various program's databases, i.e., ECOS, TESS, FIS, Habits, Refuge Annual Performance Plan (RAAP), etc.

### Contributors

### Reviewers



**NOTE: Habits and RAPP will feed the Operational Plan**