

Reporting Practices

Abstract

The purpose of this guide is to show what can be found under the *Reporting* tab and explain how to report practices.

Steps: Click on the Reporting Tab, select plan area, date and work performed by, select fields, click Report after Upload, Save.

Details

1. **Click on the Reporting tab.**

Tract Number	Land Unit	CRA	Lat/Lon	Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)
12014	1	105.1	✓	612	8/1/2005 R	1	ac	1	ac	2005
12014	1	105.1	✓	645	5/1/2006	1	ac	1	ac	2005
12014	2	105.1	✓	612	8/1/2005 R	10.5	ac	10.5	ac	2005
12014	2	105.1	✓	645	5/1/2006	10.5	ac	10.5	ac	2005

2. Below is an overview of what is included under the reporting tab.

- The *Plan* can be **selected** using the drop-down arrow (see graphic – 2).
- The *Plan Approval Date* should be the date you write or update the plan (see graphic – 3). This needs to be completed in order for progress to be captured.
- The *Work performed by* area allows the user to indicate which agency the work was performed by (see graphic – 4).
- The *Land Units* area lists all of the tracts and fields for the customer (see graphic – 5). **Check** the fields for which you would like to report progress on.
- The *Reportable Practices* area shows all of the information connected to the tracts and land units you checked (see graphic – 6). The first land units you will see are the ones that do not have all information needed for the fields to be reported.

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3. If all information is complete, you will see an overview showing the land unit's *Land Use, Guide*, and *System* selected (see graphic – 3).
 - Below that is the list of conservation practices that may be reportable. If the practice has been reported in PRS in either 2004 or 2005, the year will be listed under the *PRS (FY)* column (see graphic – 4).
 - If the practice has not been reported and is now reportable, there will be a check mark in the box under the *PRS (FY)* column.

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Tract Number	Land Unit	CRA	Lat/Lon	Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)
12014	1	105.1	✓	612	8/1/2005 R	1	ac	1	ac	2005
12014	1	105.1	✓	645	5/1/2006	1	ac	1	ac	2005
12014	2	105.1	✓	612	8/1/2005 R	10.5	ac	10.5	ac	2005
12014	2	105.1	✓	645	5/1/2006	10.5	ac	10.5	ac	2005

4. **Slide** the scroll bar to the right to see the *Applied* information. If the practice has been applied in the current fiscal year, you will see a check box in the *PRS (FY)* column.

Report Amt	Report Units	PRS (FY)	Applied Date	Applied Amt	Applied Unit	Report Amt	Report Units	PRS (FY)	Program
1	ac	2005					ac	<input type="checkbox"/>	CRP
1	ac	2005					ac	<input type="checkbox"/>	CRP
10.5	ac	2005					ac	<input type="checkbox"/>	CRP
10.5	ac	2005					ac	<input type="checkbox"/>	CRP

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5. After verifying that all reportable data is checked, **click** on the **Report After Check In** button at the bottom right of the screen (see graphic – 5).
6. **Click** the **Save** button. The check boxes will change to the current year and the date will be shown in italics (i.e. 2006). After the file is checked back into the National Database, these dates will be shown in regular font. (i.e. 2006).