USER GUIDE

SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)

SNPLMA's Web-Based Quarterly Reporting Database
Version 11

August 2024

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ACCESSING THE “SMART” APPLICATION

The preferred browser to use is Microsoft Edge. Chrome is acceptable but it does sometimes have issues with how it displays things. The data is there it just may not line up and be linear or look “pretty”.

Currently when you login to SMART “Authentication” of you as a user is controlled by either login.gov or by “Active Directory”. ***IF*** you are on the Department of The Interior (DOI) network Active Directory Federation Services (ADFS) is used, otherwise SMART is programmed to use login.gov. Both methods of authentication rely on your email address so it is extremely important that SNPLMA has the exact email address for the account you will be using to access SMART.

If you are teleworking, you will need to be connected to your network via VPN for ADFS to work.

SMART should be accessed through the SNPLMA Website located here: [SNPLMA | Bureau of Land Management (blm.gov)]

Once you login, most of you will automatically be into SMART, and see the Main Screen as below:

If you have more than one role or more than one distribution group, you have access to, you will have choices when logging in and will have to make a choice. This how this may look:

Account Selection

User Name	Role Type	Distribution Code	Email	Entity Contact	Actions
ACKD			dackerman@blm.gov	No	Select
ACKDEB			dackerman@blm.gov	Yes	Select
ACKREADE			dackerman@blm.gov	Yes	Select
DACKERMAN			dackerman@blm.gov	No	Select
DEBSNAP			dackerman@blm.gov	No	Select
PMDMA			dackerman@blm.gov	No	Select

Each of these usernames relate to a different role and allow for the testing of all the various roles that we have. Example Sysadmin, Program Manager, Entity, Program Manager (Read Only) role, etc.

➢ **SMART Main Screen**

The first screen you will see is a Welcome Screen, which didsplays as shown below:

This screen has some information that can be very helpful. It shows you your User ID, Role, and what application you are in, and you can also see the current period you are reporting on. In this example, you are entering your financial needs for FY2025 Q1 (October, November, December) and entering your quarterly status updates for work accomplished in FY2024 Q3. This display is at the top of every screen so you will always know what is being required of you from any screen within the application.

BROWSER RECOMMENDATION

The recommended browser to use is MS Edge with Chrome as a secondary browser choice.

***Please Note:** The SMART application will "time-out" after 15 minutes of inactivity. This will require you to login again. This is a DOI security requirement and cannot be adjusted. So it is very important that you hit the SAVE buttons often. Once additional item to note is that what is interpreted as inactivity may not be what you think it is so again I cannot stress the importancce of hitting that SAVE button. Example you may be typing in your Annual Accomplishment and may enter some data then step away from the screen and come back and what you entered will be gone and you will have to login again and start over. Just typing in something is not considered an activity, the program does not pick up on what you are entering as activity.*

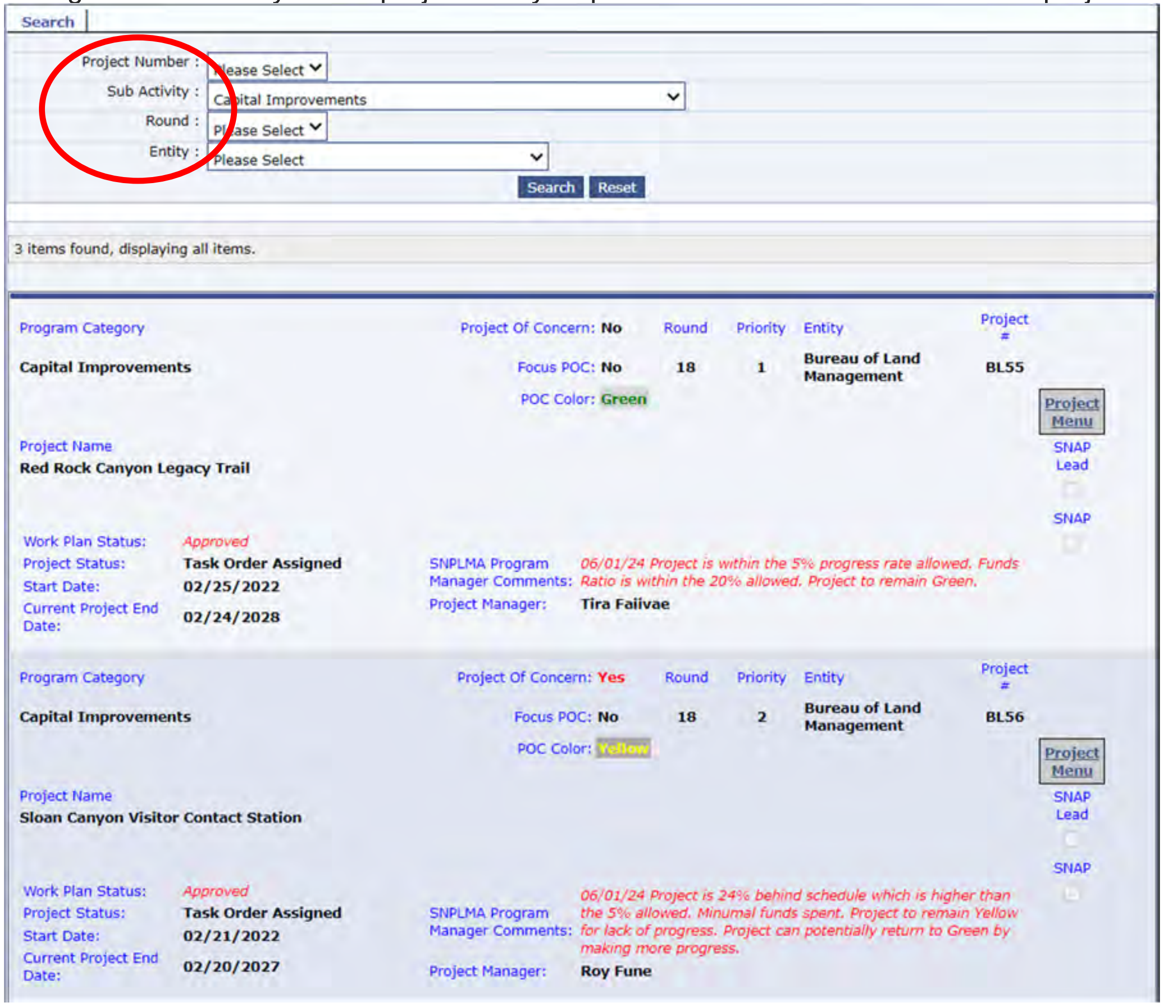
LOCATING YOUR PROJECTS

There are two ways to access your active projects.

<u>Method 1 (Recommended) Project Search:</u> Use the "Project" selection in the top menu bar to search using several additional selection parameters to further narrow the search.

➢ **Clicking on Search** . Making no additional selections will give you a complete list of all your Active Projects.

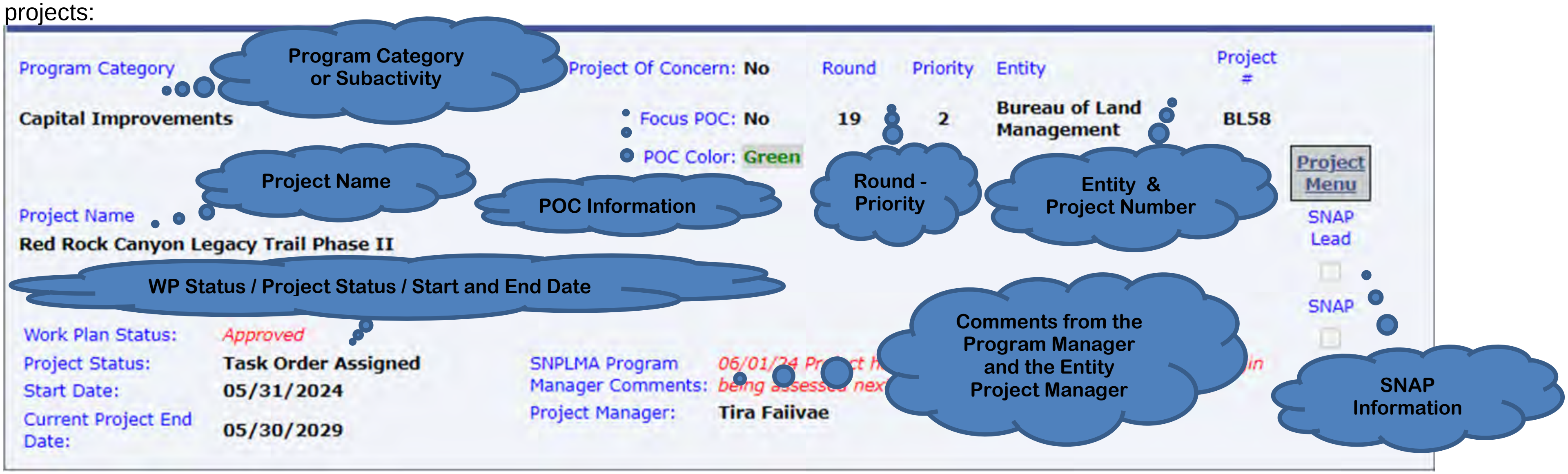
➢ **Clicking on the desired Sub Activity, Round, etc**. This will narrow the list of active projects being shown within the category (those not yet closed or terminated). The screen shot below shows the active BLM projects for the Capital Improvements category. Categories with many active projects may require use of the scroll bar to see all projects.



This method is preferred for locating a project because it narrows the results so you can find the project you're looking for without having to scroll through multiple screens. You can also just type in a "Project Number" if you know it and just Search for that one project. If you're only looking for Round 16 projects select 16 from the Round option and then search.

Method 2 Dropdown List Search: Select the desired project from the category dropdown list on the left side of the Welcome Screen.

Once your selections are made and your list of projects displays this is a “Snapshot” of information that you see for each of your active projects:

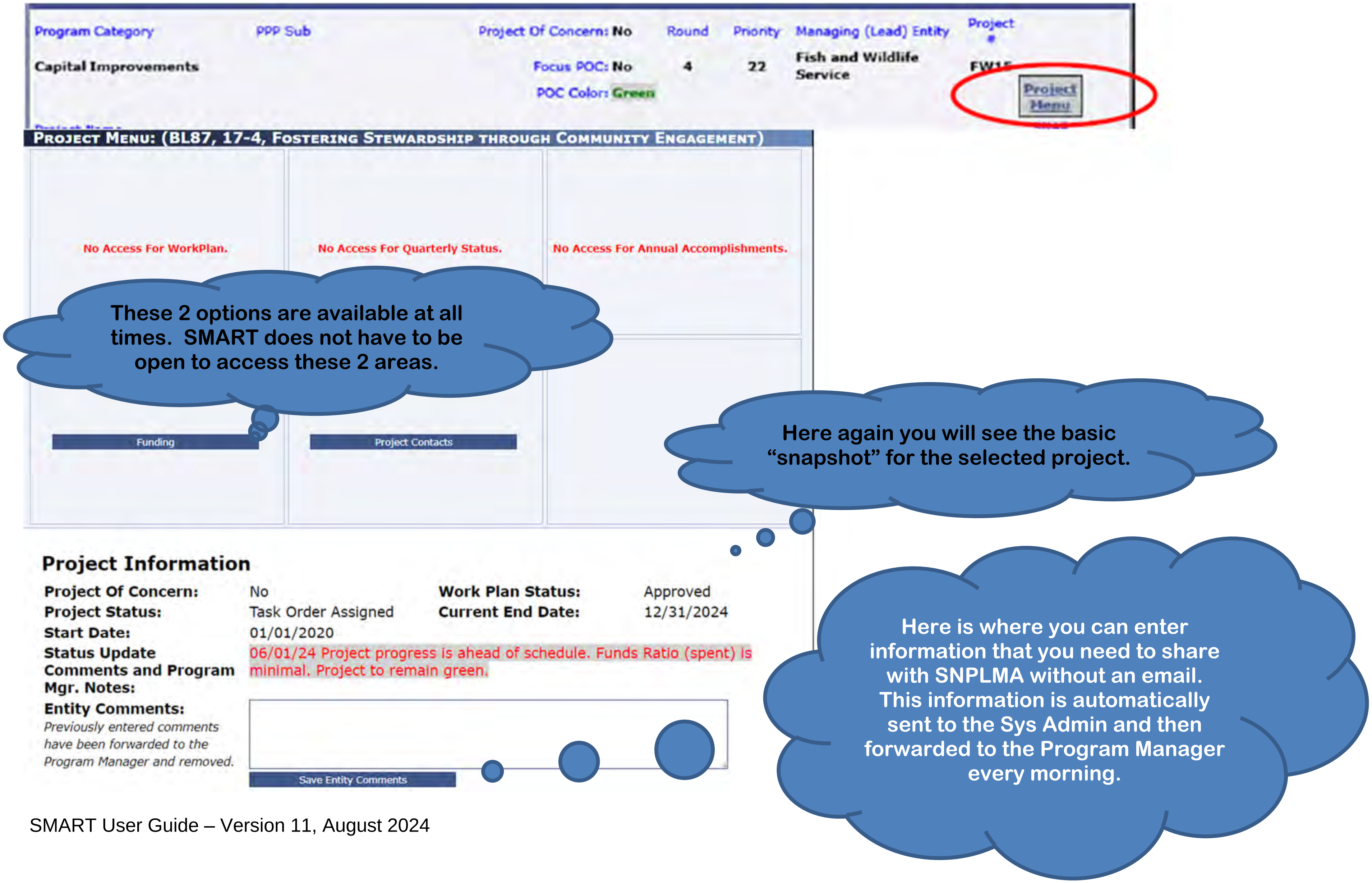


ACCESSING PROJECT MENU SELECTIONS

After locating the project you want to update, you need to access the Project Menu this is where updates and changes are made..

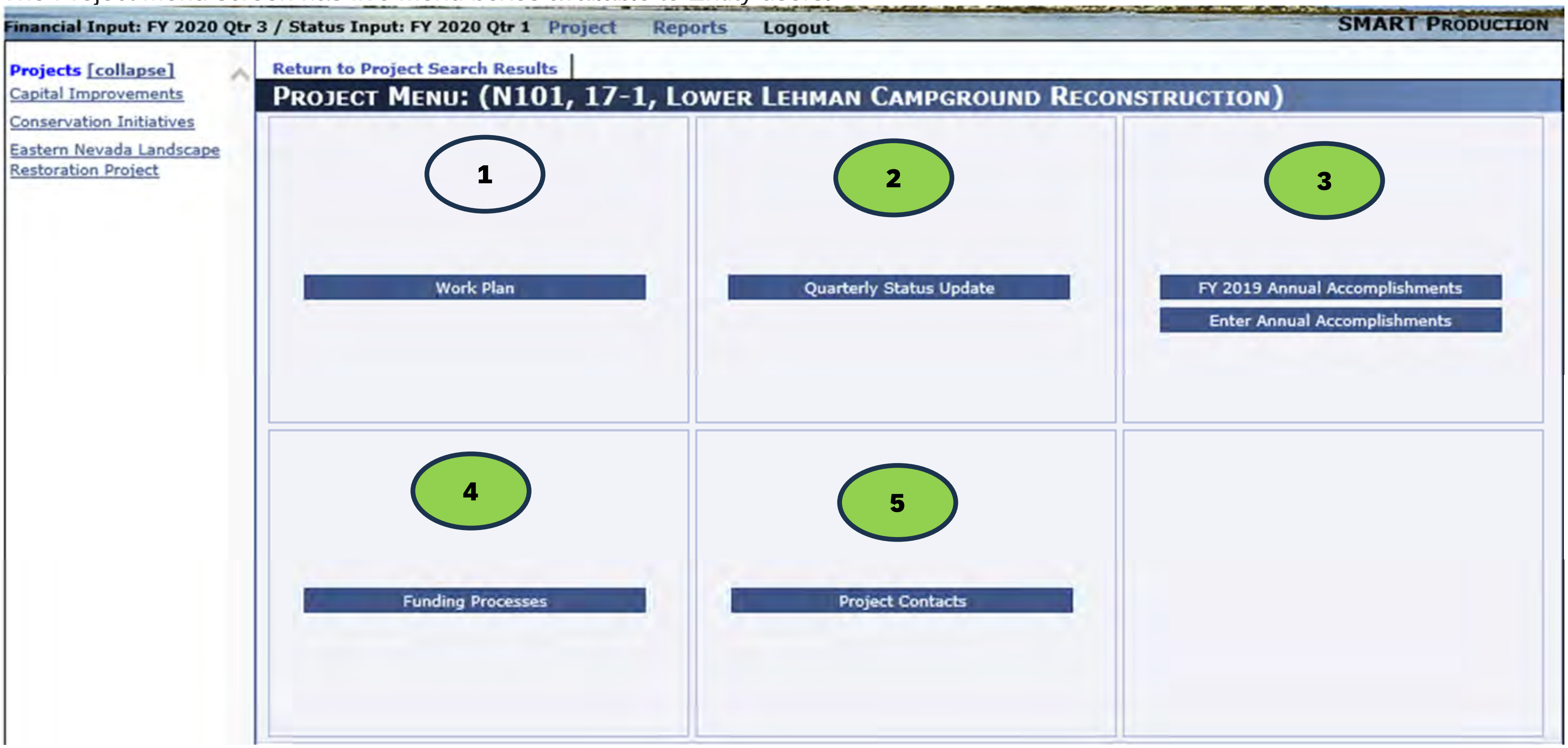
- **Click on the "Project Menu"** 

box located to the right of the Project # to access the area where updates are made.



The Project Menu screen that will be displayed when SMART is open looks like this. The sample below is for a Capital Improvements Project Round 17-1.

The Project Menu screen has five menu boxes available to Entity users.



From top left to right, the menu boxes are:

1. Work Plan: The Work Plan menu box is only available when a new workplan is required for a new project or if the Program Manager (PM) has indicated that updates to the Workplan are needed.

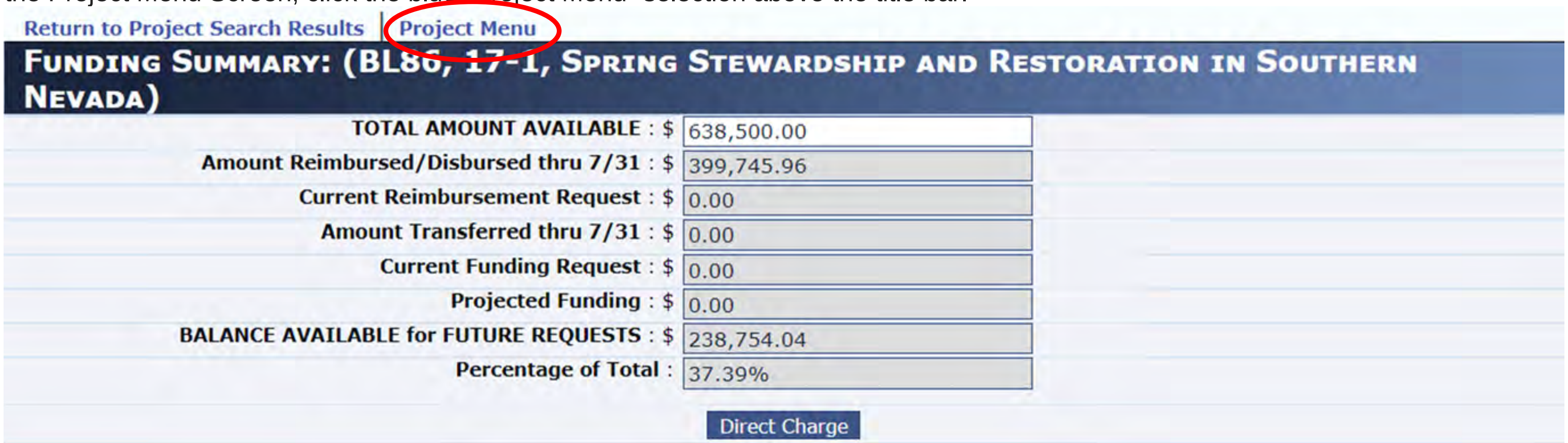
2. Quarterly Status Update: This menu box provides access to enter all quarterly status information: overall percent complete, percent complete by deliverable, actual start and end dates for deliverables, and narrative status comments.

3. Annual Accomplishments: This menu box has two selections. The top selection is to display the previous year's annual accomplishment for reference only and is not available to be edited unless it was not previously entered. The second selection is for entering the current fiscal year's annual accomplishment's and where you enter your Performance Measures when closing a project. There is also a checkbox labeled "Final Overall Accomplishment" to indicate that the information entered is the overall project accomplishment description required upon closeout of the project.

4. Funding Processes: This menu box allows you to enter the current funding needs for your projects and where you go to and enter the amount of expended/obligated dollars. Not a requirement for those projects funded through ASAP. This shows your current “Funding Summary” regardless of whether SMART is open or not.

5. Project Contacts: This menu box allows you to verify or update project contact information. Please confirm each quarter that this information (names, email addresses, phone numbers) are correct. This choice is available regardless of whether SMART is open or not. Note: You can only have one Project Manager if you are entering a new one delete the old one first.

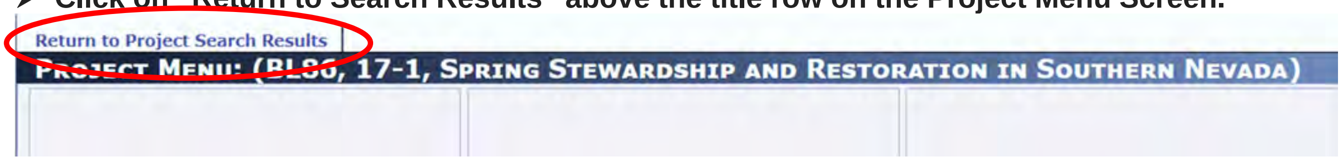
Navigating the Project Menu Screen: In the example below, the “Funding Processes” menu box has been accessed. To return to the Project Menu Screen, click the blue “Project Menu” selection above the title bar.



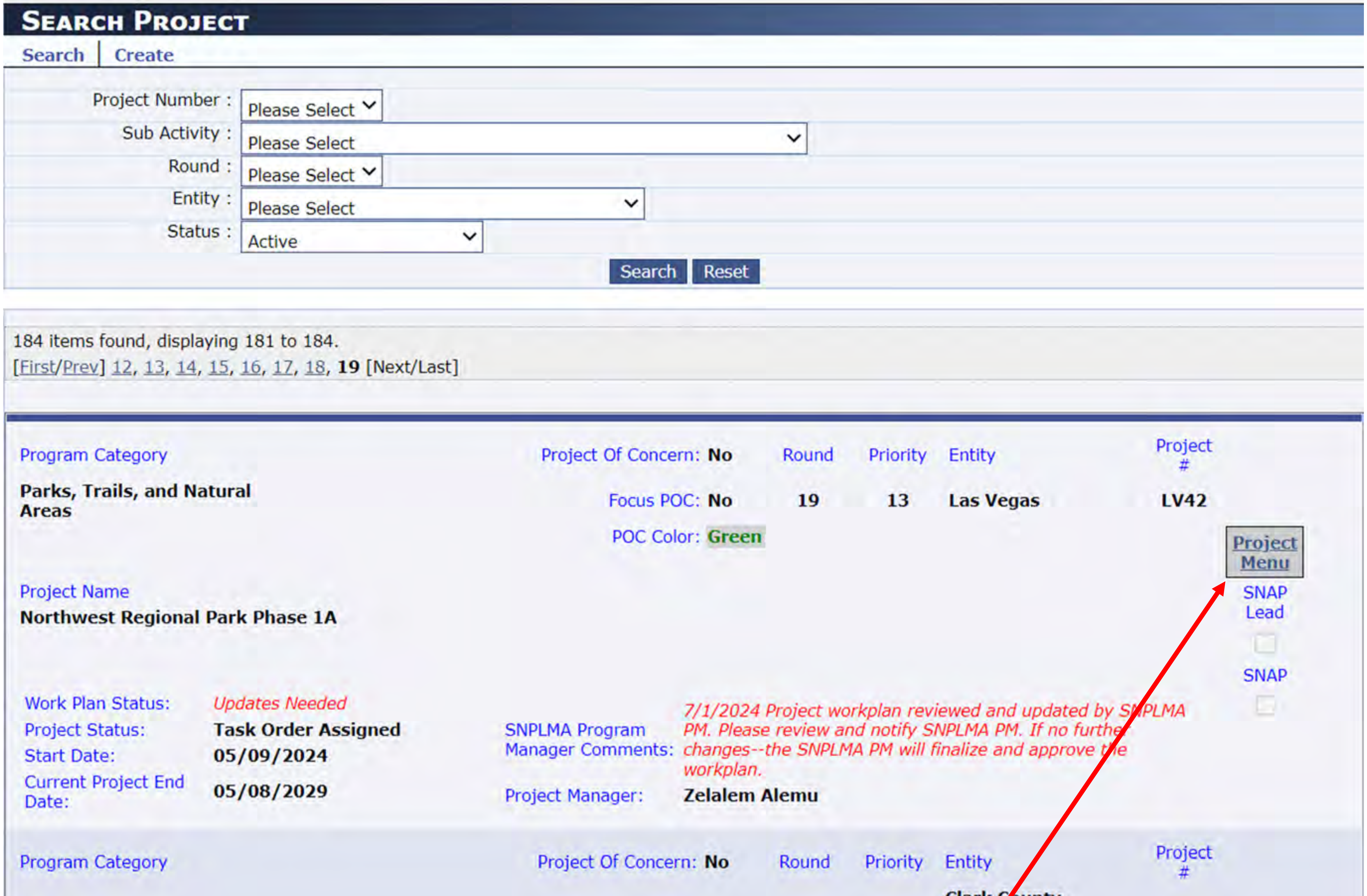
If the Project Menu Screen was accessed using the “Project” menu and selected parameters, you can move to another project in the same search. Whereas if you used this 

to make your selections you cannot you will have to begin from the beginning.

➢ **Click on “Return to Search Results” above the title row on the Project Menu Screen.**



This will return you to your original search results (see below) based on the parameters that had been previously entered.

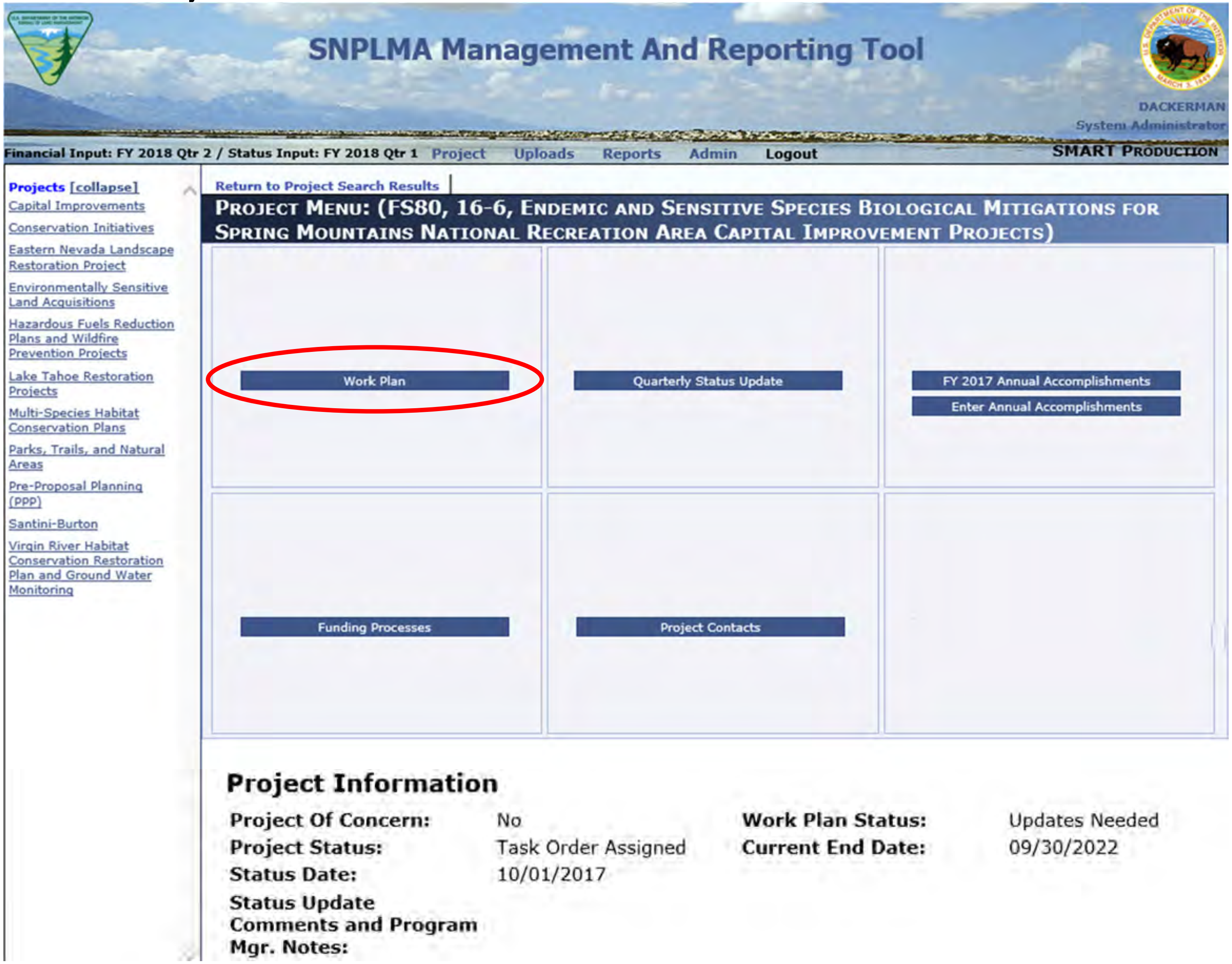


The user can now select another project to update from the original search by selecting “Project Menu” or locate a new project by entering new search parameters.

STEP 1: CREATING A WORKPLAN FOR NEW PROJECTS

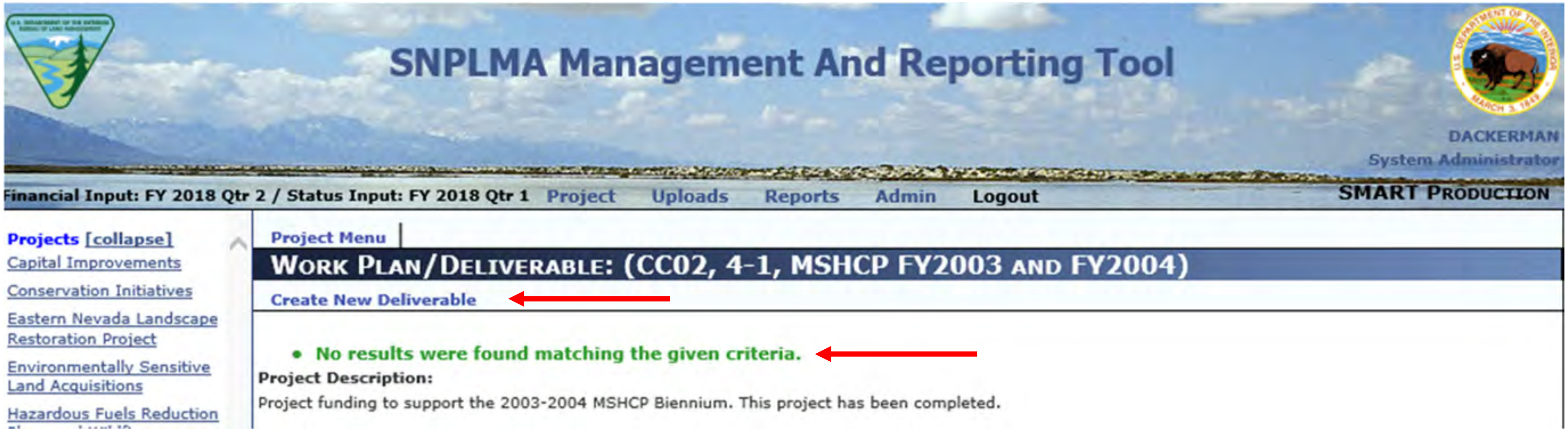
Locate the project for which a workplan is needed.

➢ **Click on "Project Menu" then on the "Work Plan" menu box.**



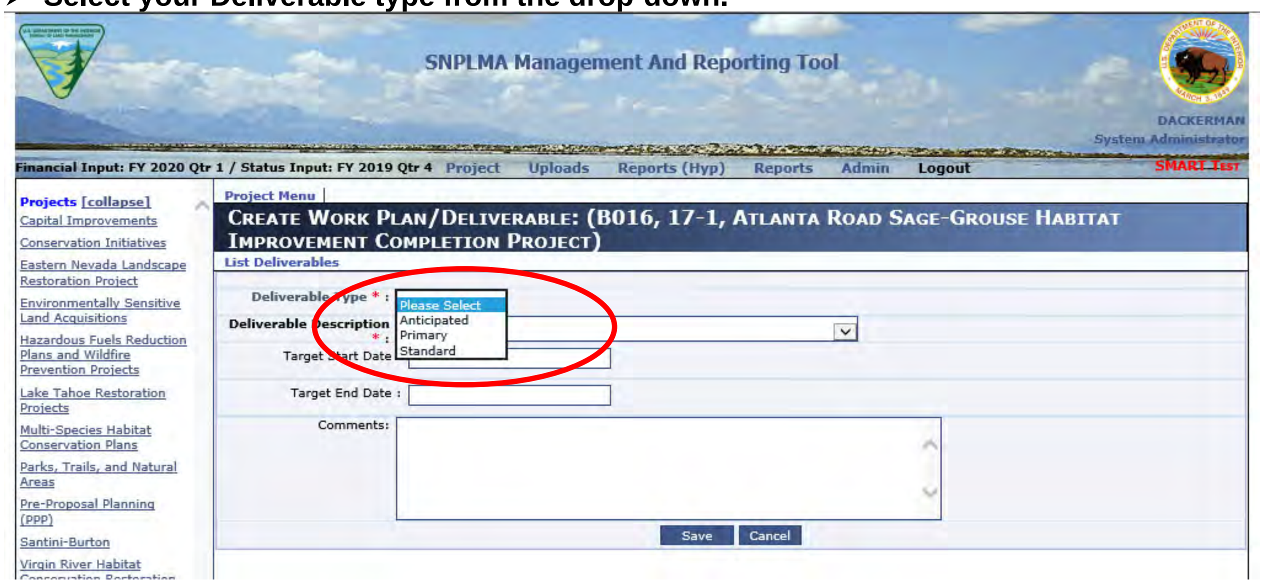
The following screen displays with the message that no results were found because no deliverables, tasks, or subtasks have yet been entered.

➢ **Click on Create New Deliverable**

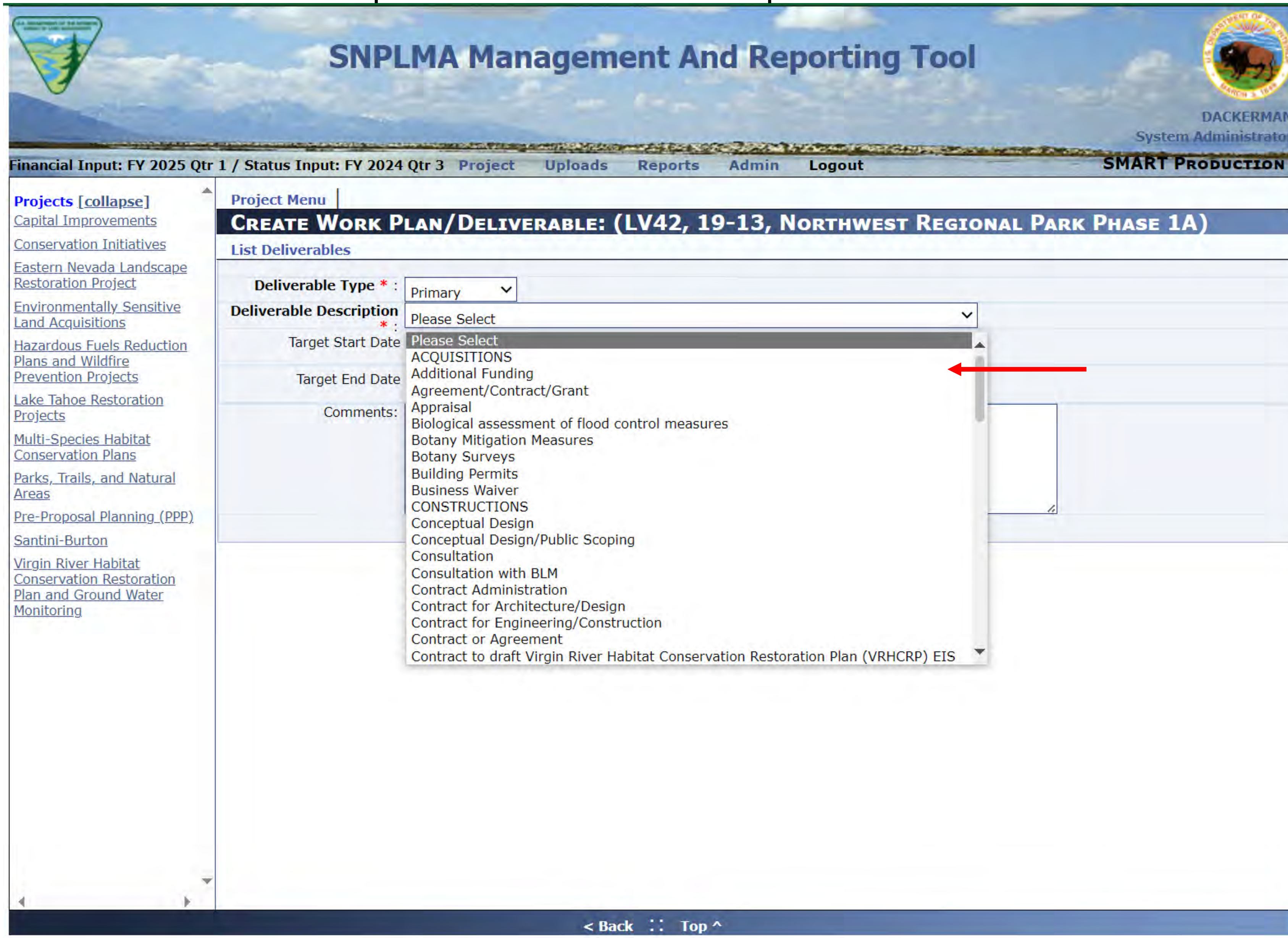


In the Implementation Agreement Section IX item (a)-I indicates that Deliverables (in the Work Plan) are to be identified as primary/anticipated/standard. This is a mandatory selection and is now the first thing to do when creating your deliverables. Any changes to older Work Plans now require this entry to made when any changes are made now.

➢ **Select your Deliverable type from the drop-down.**



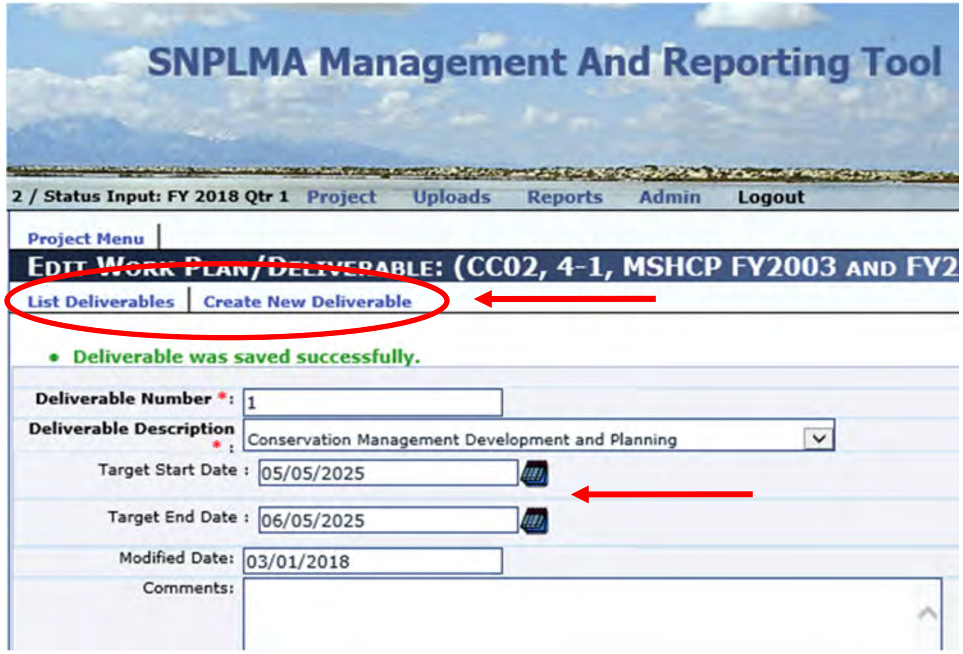
➤ **Select a deliverable from the drop-down menu for “Deliverable Description.”**



➤ **Enter the Target Start and Target End Dates; Comments if needed.** ➤ **Click “Save”**

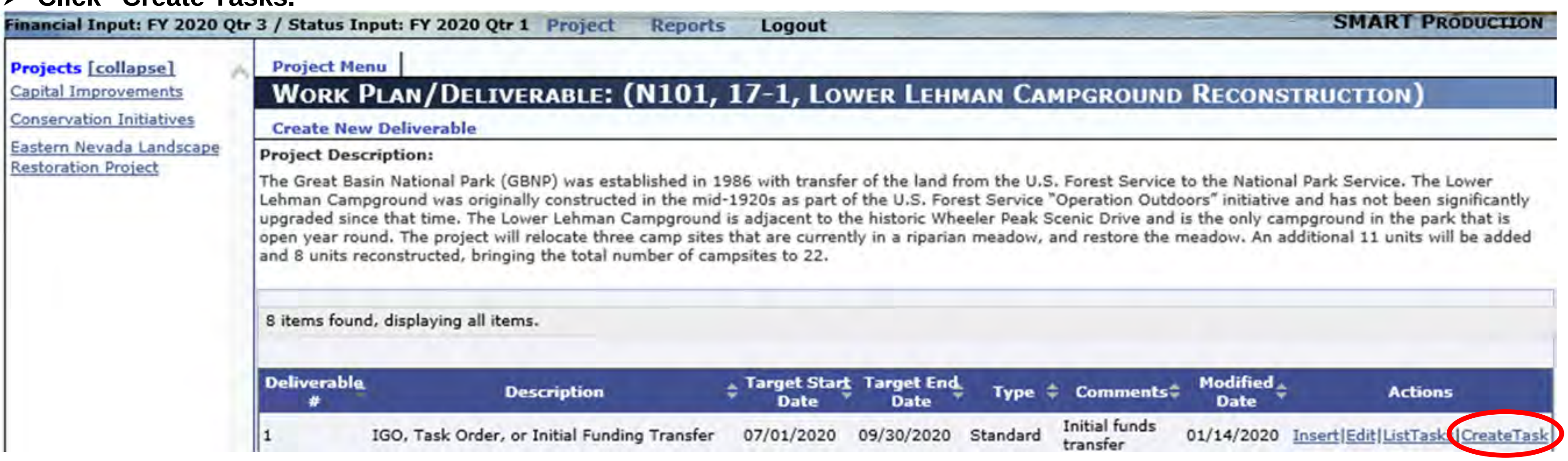
A message will be displayed that the deliverable has been saved successfully, and the date modified will display.

- Click on “List Deliverables” to enter tasks or subtasks for the deliverable.
- Click on “Create New Deliverable” to enter the next deliverable.

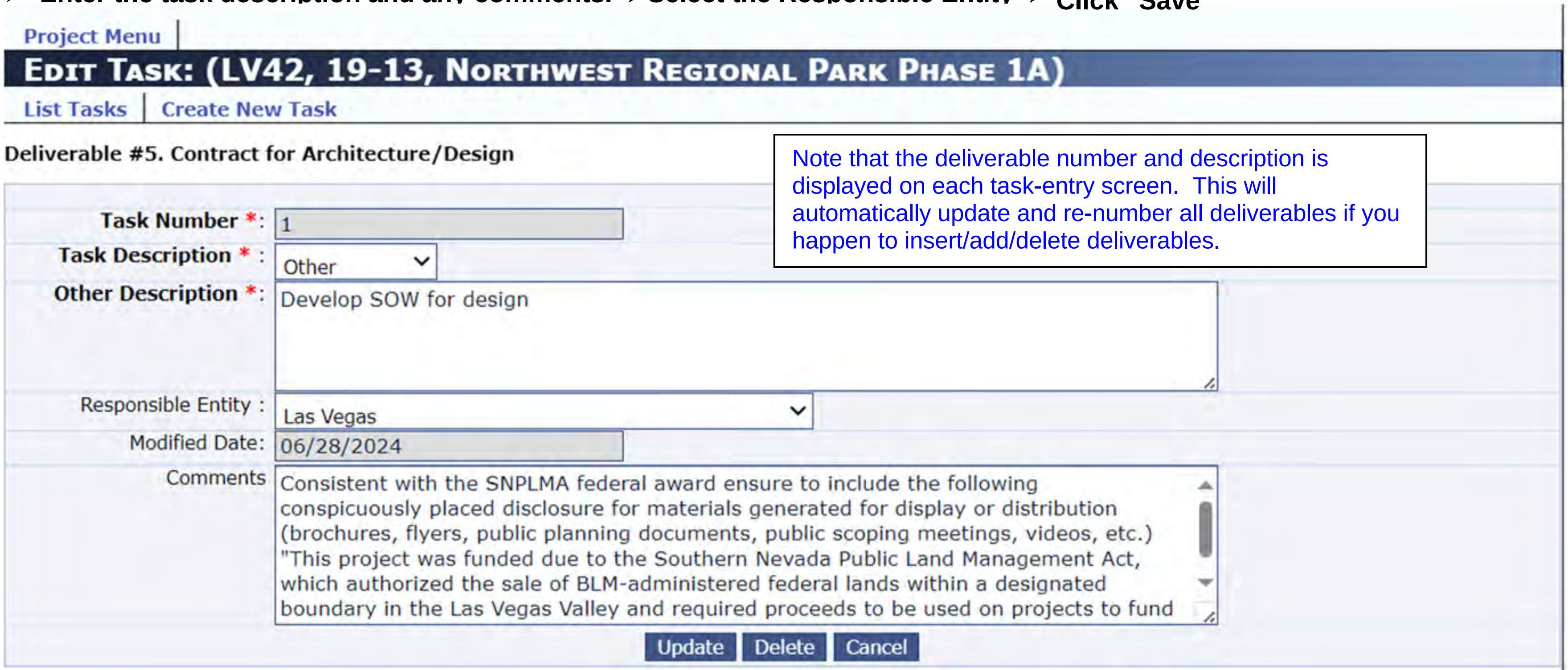


Review your entry. If you need to make a change to the entered dates or comments, do so and then click update. When you are satisfied with the deliverable entry, you can move on to entering tasks/subtasks for this deliverable or enter a new deliverable.

- Click “Create Tasks.”



- Enter the task description and any comments. ➢Select the Responsible Entity ➢ Click “Save”



A message will be displayed that the task has been saved, and the date modified will display.
Review your entry. If you need to make a change in the description or comments, do so and then click update. When you are satisfied with the task entry, you can move on to entering subtasks for this task or enter a new task for the displayed deliverable.

- **Click on “List Tasks” to enter subtasks or to create an additional new task for the deliverable.**

WORK PLAN/DELIVERABLE: (LC19, 19-16, ALAMO SPORTS COMPLEX)

Create New Deliverable

Project Description:

Lincoln County will construct a 1-acre outdoor sports complex on county-owned land north of Box Canyon Road and west of Joshua Tree Street in Alamo, Lincoln County, Nevada. The complex will consist of a basketball court, tennis court, two pickleball courts, lighting for after dark use, and a parking lot. Each court will be divided by fencing for safe enjoyable uses. The Alamo Sports Complex will promote community engagement and outdoor recreation.

10 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date	Type	Comments	Modified Date	Actions
1	Cooperative Agreement with BLM SNPLMA	12/01/2023	08/01/2024	Standard		11/01/2023	Insert|Edit|ListTasks|CreateTask
2	Other: Project Reporting: Performance and Financial Status	12/01/2023	11/30/2028	Standard		11/01/2023	Insert|Edit|ListTasks|CreateTask
3	National Historic Preservation Act Analysis (Section 106 Consultation)	12/01/2023	08/01/2024	Standard		11/01/2023	Insert|Edit|ListTasks|CreateTask
4	Federal Environmental Law Compliance (NEPA, Endangered Species Act, etc.)	12/01/2023	12/31/2024	Standard		08/01/2024	Insert|Edit|ListTasks|CreateTask
5	SNPLMA Notice to Proceed	12/01/2023	10/31/2024	Standard		08/01/2024	Insert|Edit|ListTasks|CreateTask

- **After clicking on “List Tasks” if you get this screen you will need to enter your task.**

Projects [collapse]

Capital Improvements

Conservation Initiatives

Eastern Nevada Landscape Restoration Project

Environmentally Sensitive Land Acquisitions

Hazardous Fuels Reduction Plans and Wildfire Prevention Projects

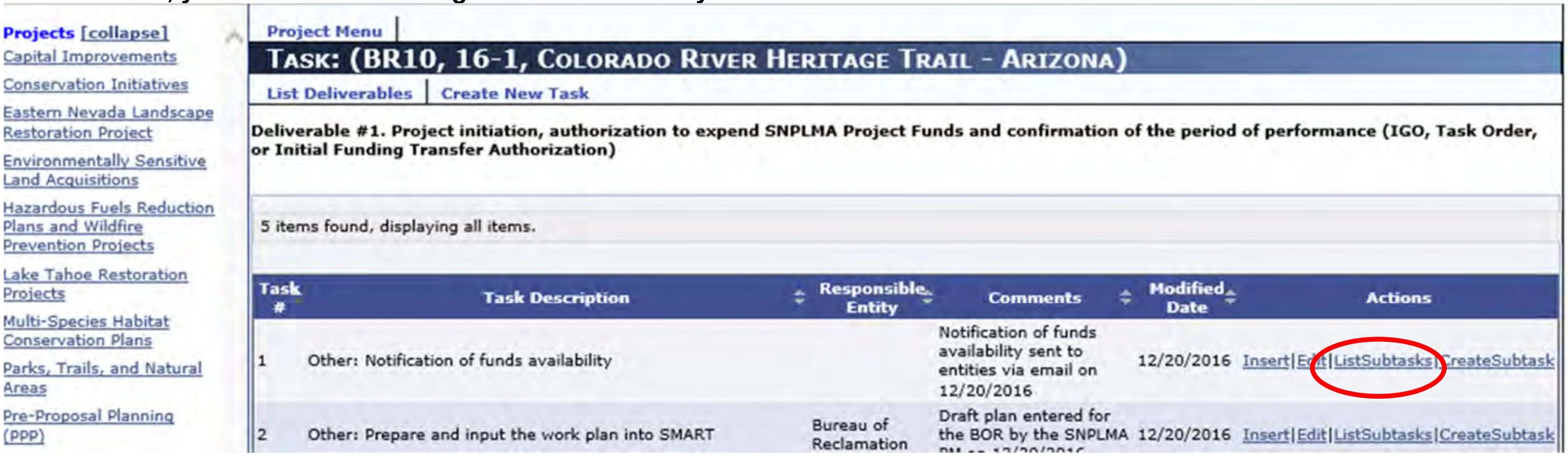
Project Menu

TASK: (BL03, 1-6, LOCKES RANCH)

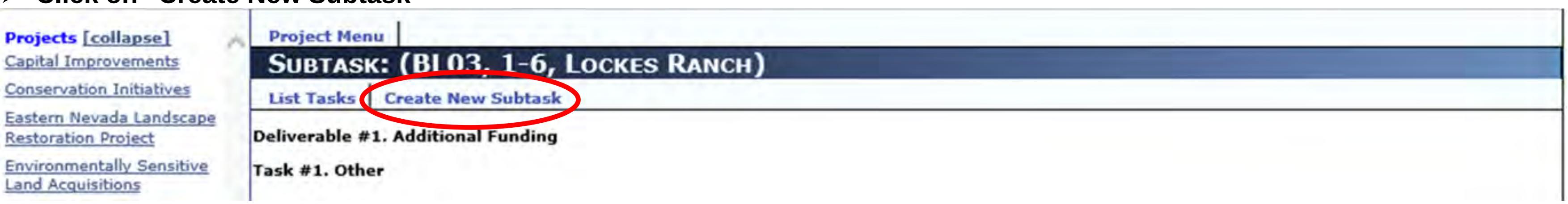
List Deliverables | Create New Task

Deliverable #1. Additional Funding

➢ **Otherwise, you will see something like this and here you will click on “List Subtasks”**

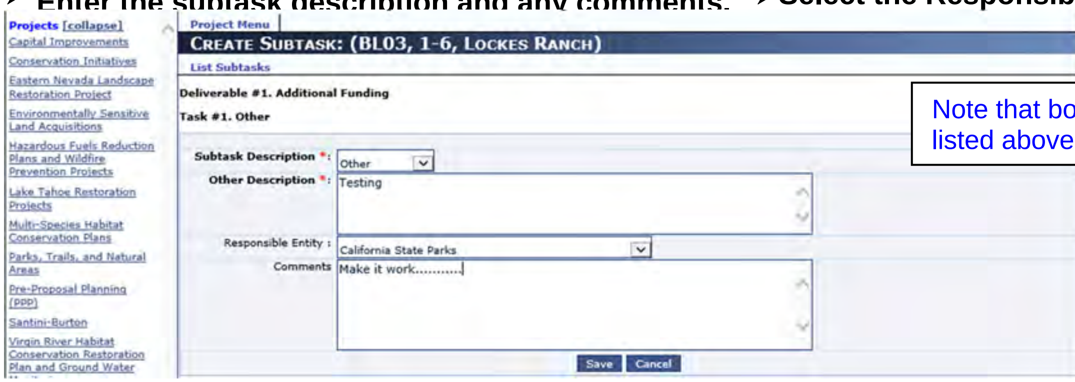


➢ **Click on “Create New Subtask”**



This screen will show you all the tasks, this sample only has one and you can see what the Deliverable is and the Task #.

➢ **Enter the subtask description and any comments.** ➢**Select the Responsible Entity** ➢ **Click “Save”**



Note that both the applicable Deliverable and Task are listed above the Subtask Description Field.

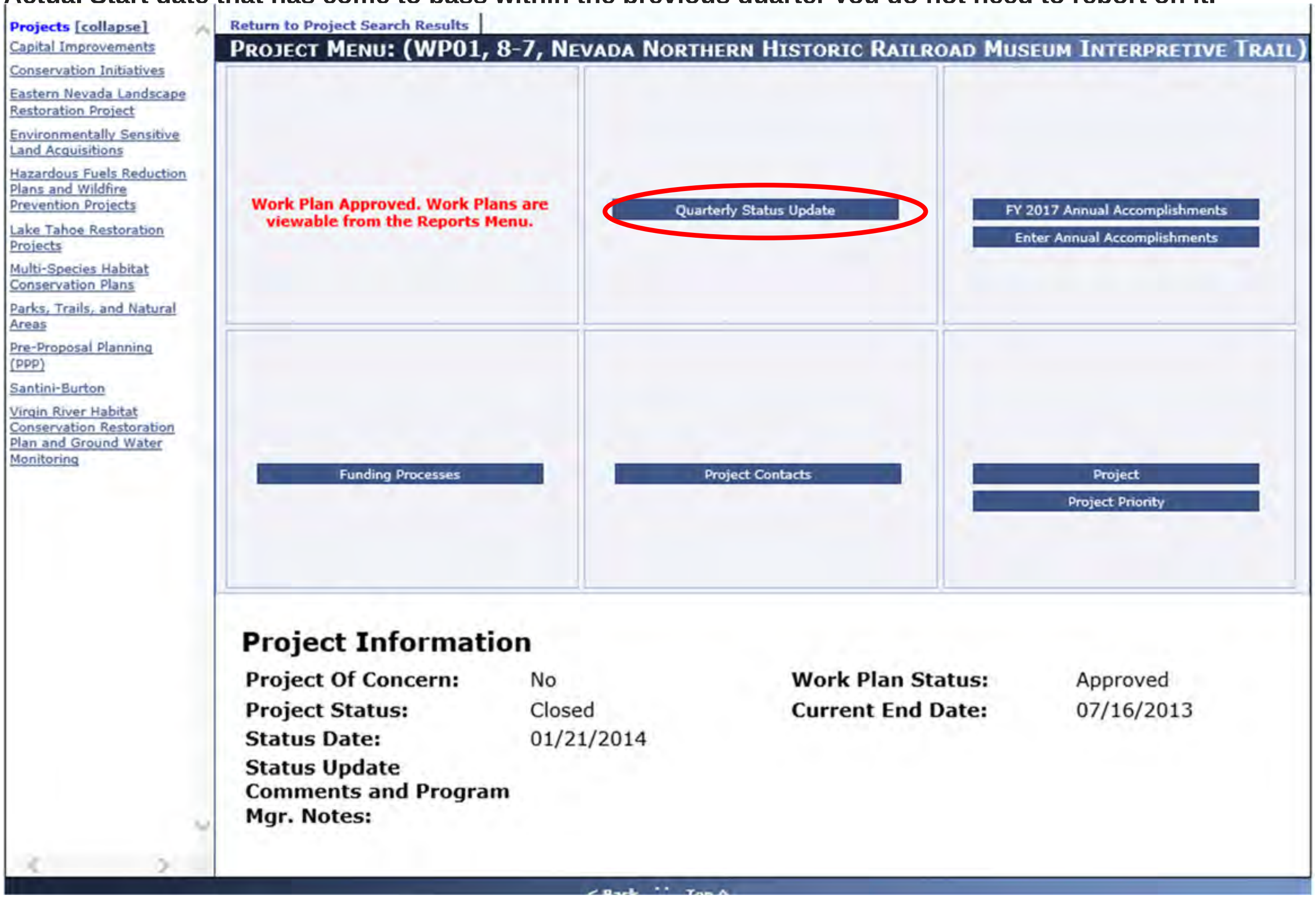
As with the deliverables and tasks, a message will be displayed that the subtask has been saved after clicking on Save. You can review, edit if needed, and click update before moving to enter the next subtask, task, or deliverable.

➢ **To enter a new Deliverable, back out of the subtask screen by clicking "List Subtasks," "List Tasks," and "List Deliverables."** This sequence will take you back to the "Create New Deliverable" screen with the project description.

STEP 2: UPDATING QUARTERLY STATUS

➢ **Click on the "Project Menu" box of the project to be updated**.

➢ **Click on the "Quarterly Status Update" menu box to get to the project deliverables. Remember you are only reporting on Deliverables that you have started working on that are not 100% complete. If the deliverable is at 100% or does not have an Actual Start date that has come to pass within the previous quarter you do not need to report on it.**



QUARTERLY STATUS: (HN47, 18-10, THERAPEUTIC RECREATION AND INCLUSION CENTER)

Create New Quarterly Status

Current Statuses

Please enter Overall Project Complete Percentage (Copied to the Financial DB each quarter)

Overall Project Complete Percentage: 45 % Save

9 items found, displaying all items.

Deliverable #: 1
Type: Standard
Cooperative Agreement with BLM SNPLMA

Target Start Date	Target End Date	Actual Start Date	Actual End Date
02/01/2022	12/31/2022	02/01/2022*	12/30/2022*

Tasks:
#1: Other: Receive Special Accounts Funds Notice
#2: Other: Receive Notice of Funding Opportunity
#3: Other: Initial project site/virtual meeting
#4: Other: Acceptable Work Plan in SMART
#5: Other: Submit SF424A Application Package via Grant Solutions
#6: Other: Request to Initiate Project transmittal to BLM SNPLMA Division
#7: Other: Obtain Federal financial award (cooperative agreement) from BLM GMO

Current Quarterly Status **Percent Complete:** 100% Add

FY/Qtr Entry Date: 2024 Q4

Previous Quarterly Status Add/Edit
SNPLMA financial assistance agreement awarded 12/30/2022 with a 5-year period of performance ending 12/29/2027.

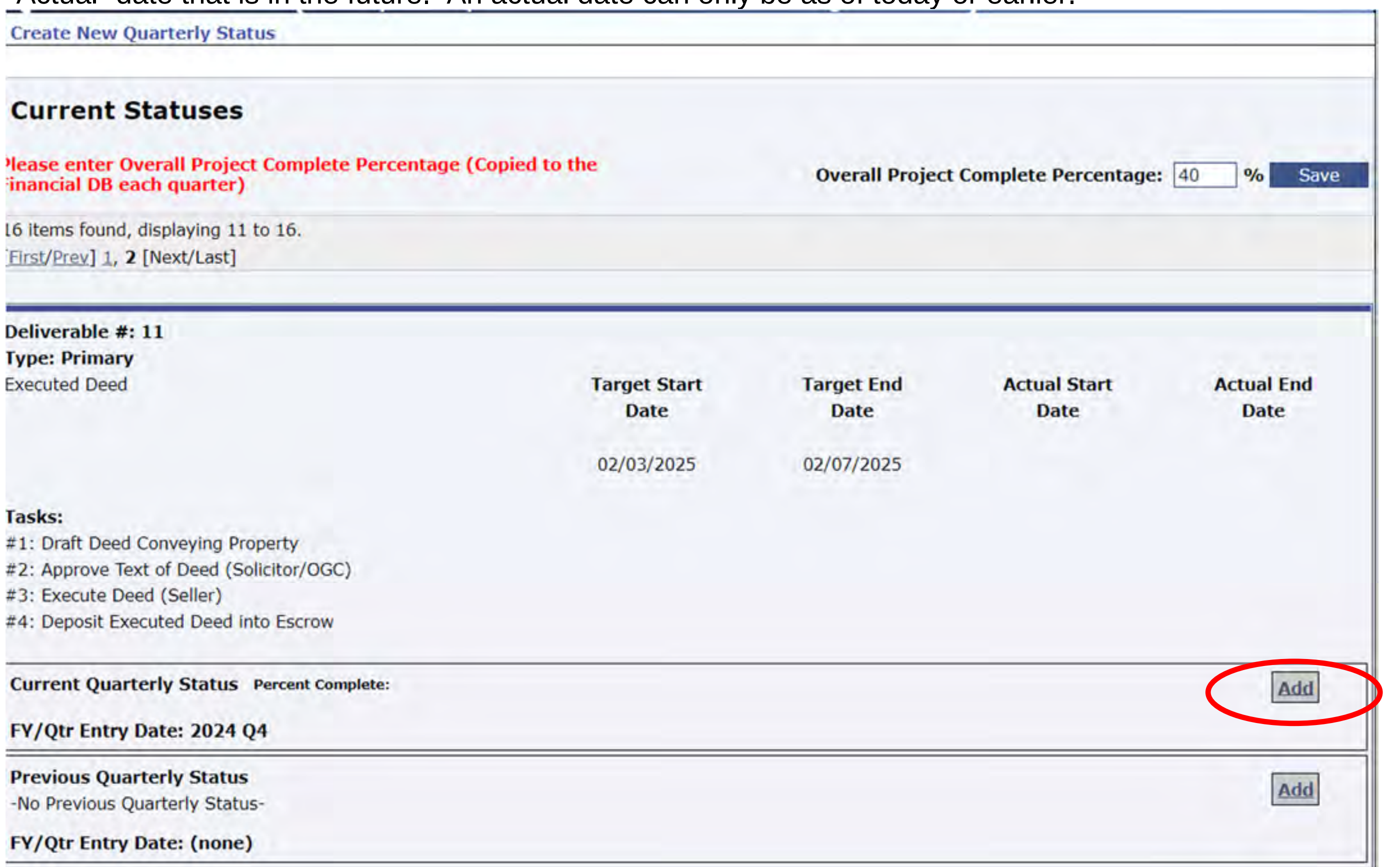
FY/Qtr Entry Date: 2024 Q1

- You can see the Deliverable Type
- You see the List of Tasks for the Deliverable
- The list of deliverables will display the previous quarter's status comments and percent complete if previously entered and when it was entered.
- It will also display actual start and end dates if entered as well as the overall project complete percentage.
- If there are more deliverables than can be displayed on a single page, additional deliverables are available on additional pages.

- ➢ **Click on the “[First/Prev] page number or Next/Last” to navigate through the deliverables.**

- ➢ **Click “Add” to update the status of the desired deliverable.**

  - Actual Start Date and Percent Complete are required in order to enter/update the status for a deliverable. You cannot enter an “Actual” date that is in the future. An actual date can only be as of today or earlier.



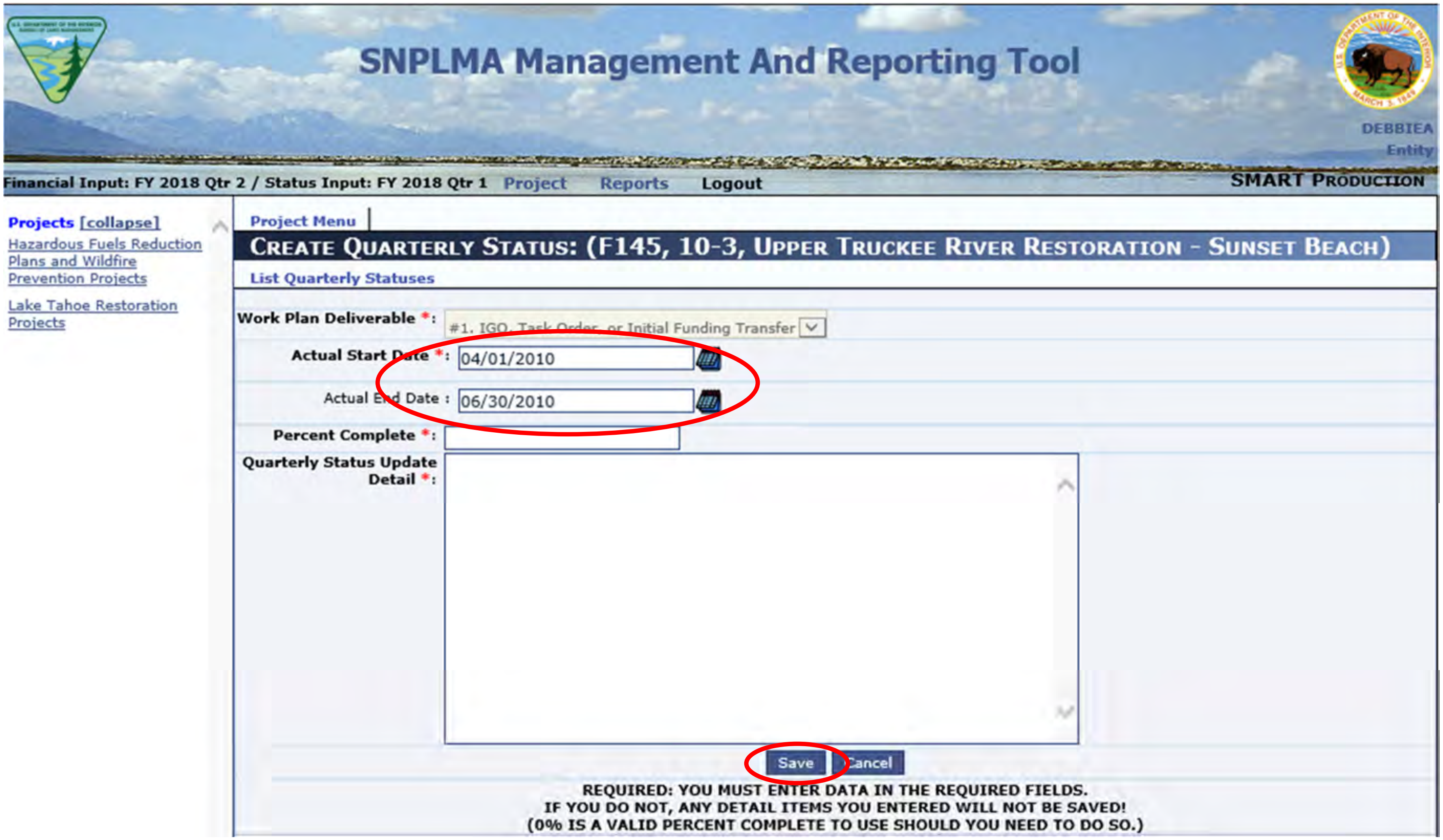
Note the Calendar icon; click on this to select the date from a calendar by month and year.

Please by sure to enter only “ACTUAL” Start and End Dates in the Actual Start Date and Actual End Date buckets. A guess as to what those dates will be are just that, a guess, an actual date cannot be in the future it has to have come to pass already. Program and Project Managers do have the ability to update and change this information so contact them should you need to make a change here.

0% is also a valid Percent Complete to use here.

- **Enter the Actual Start Date**
- **Enter the Percent complete as a whole number (e.g., 5, , 25, 50 75, 97, etc.) and do not include a percent sign**
- **Enter the Actual End Date** **only if the deliverable is 100 percent complete**
- **Enter the narrative describing the status of the project.**

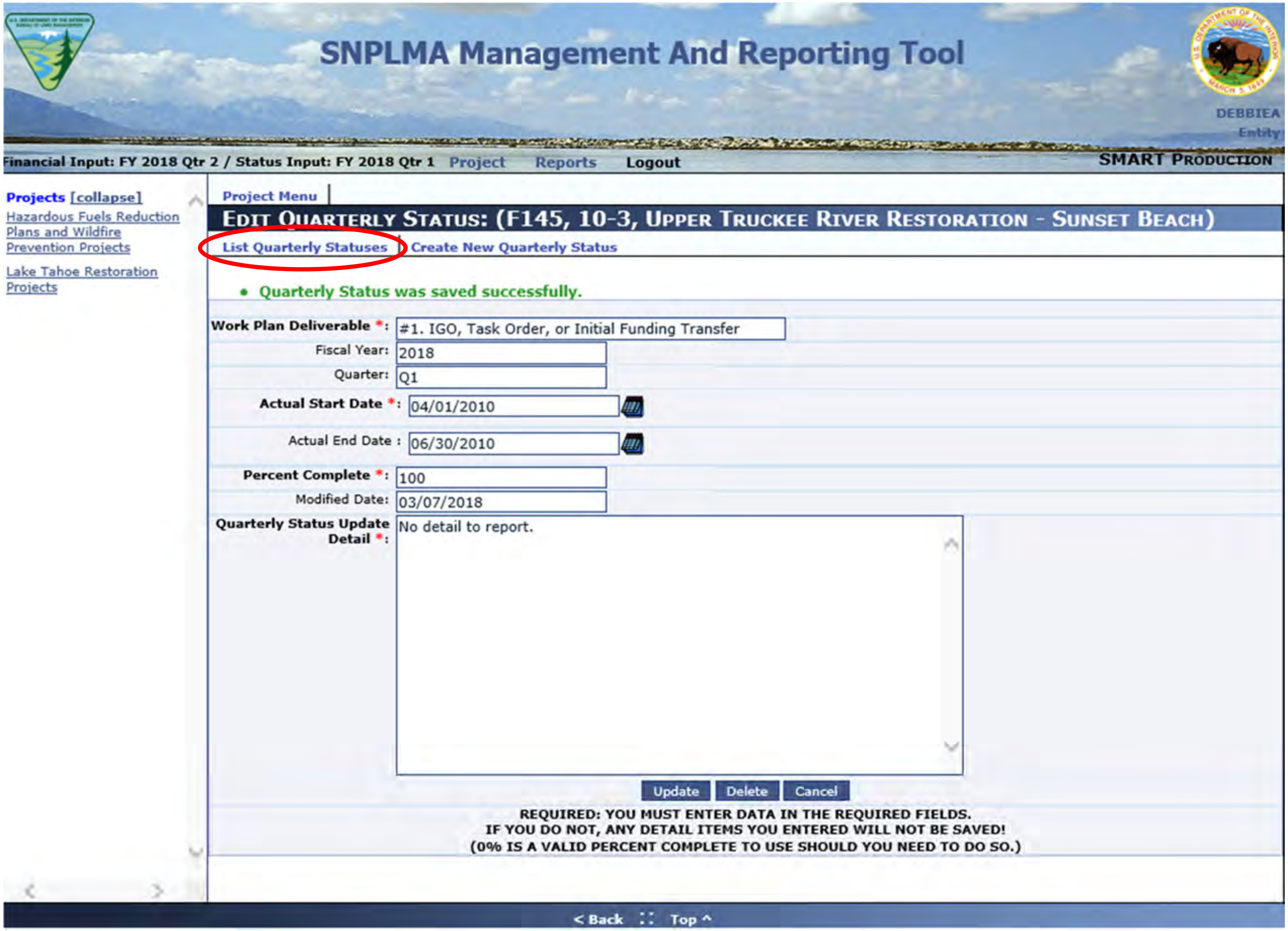
(Status can include work that has been done, issues that are being addressed and the status of resolution, as well as work that is anticipated to be done in the upcoming quarter.)



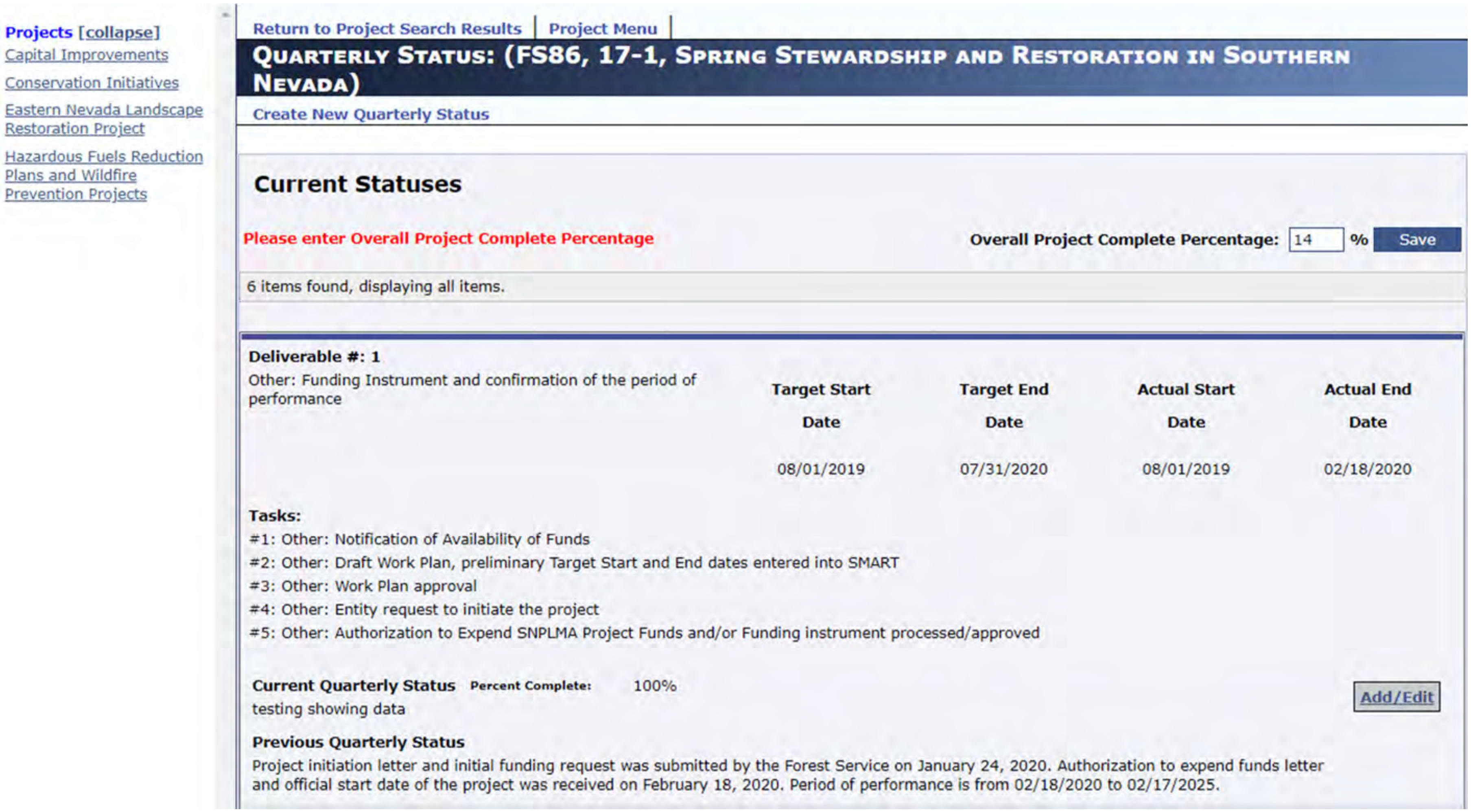
➢ **Click "Save" when done entering current status information.**

After completing the entry and clicking "Save" the screen will display a message that the "Quarterly Status was saved successfully." It is recommended that the user review the entry to ensure that it's correct before moving on the the next deliverable.

➢ **Click "List Quarterly Statuses" to return to the list of deliverables.**



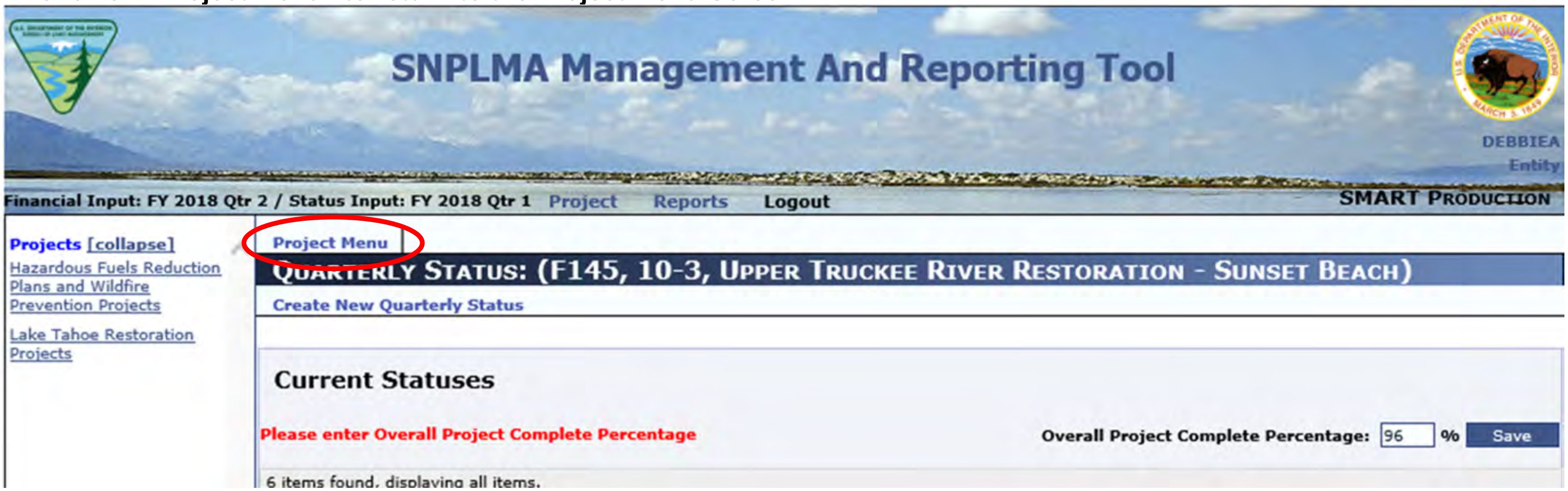
The updated information is now reflected under the deliverable(s) that have been updated. Note that instead of an "Add" button, there is now an "Add/Edit" button; this indicates the deliverable has been updated and provides a means to edit the entry if needed.



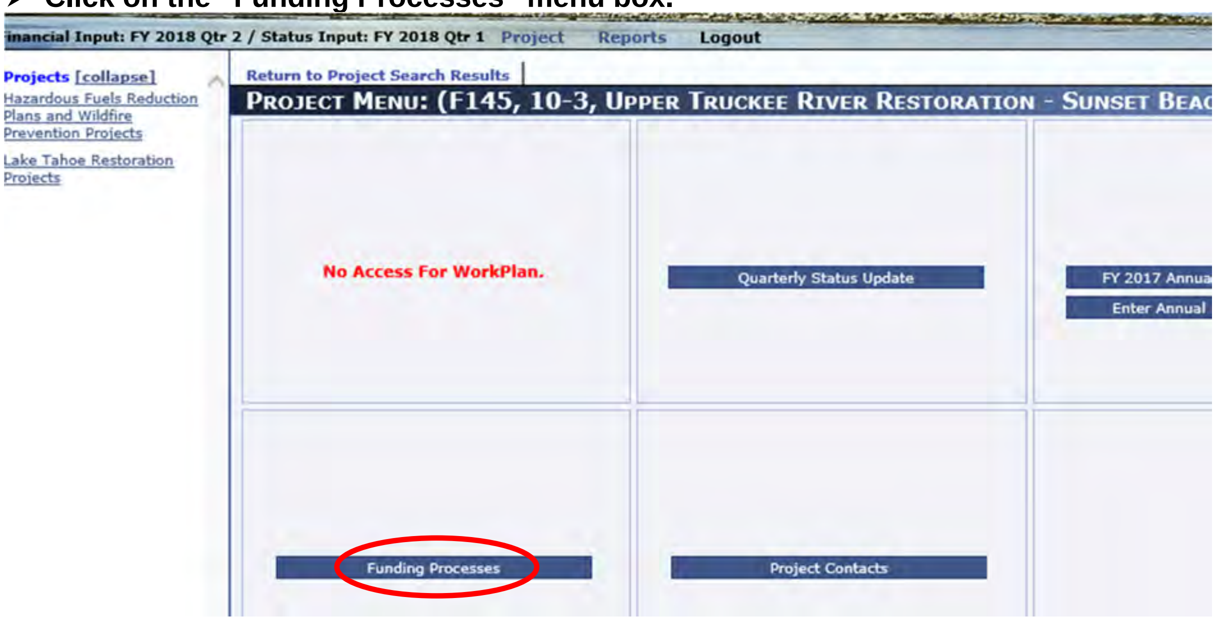
Repeat this process until all deliverables that have been started for the project have been updated.

STEP 3: FUNDING REQUESTS

➢ **Click on "Project Menu" to return to the Project Menu Screen.**



➢ **Click on the "Funding Processes" menu box.**

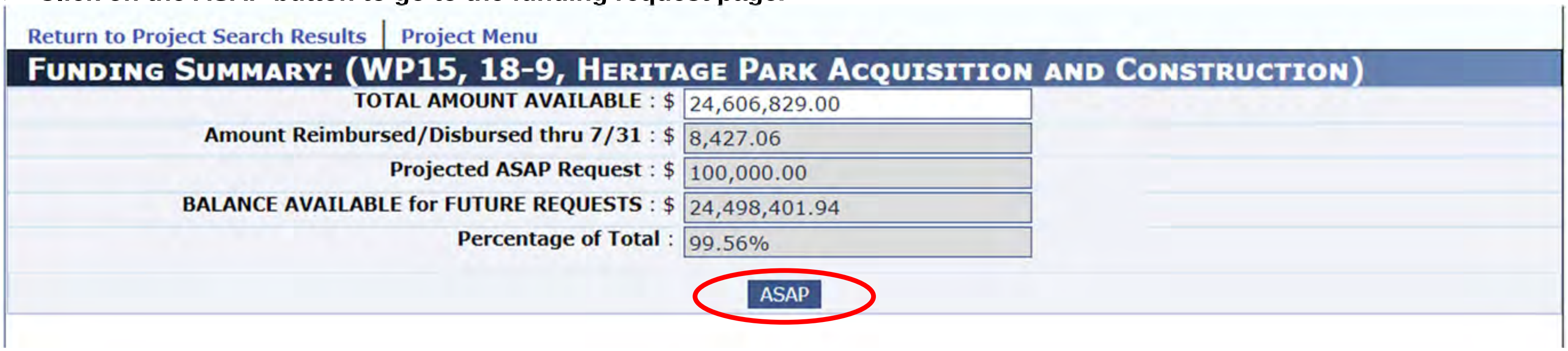


Note: Funding Requests can be edited until SMART closes. After saving, entity users will see an "update" button. Changes can be made or additional information can be added and then click the "update" button. IF the Program Manager has already "Approved" your request you will not be ale to make changes even if SMART is still open.

ASAP Funding Request

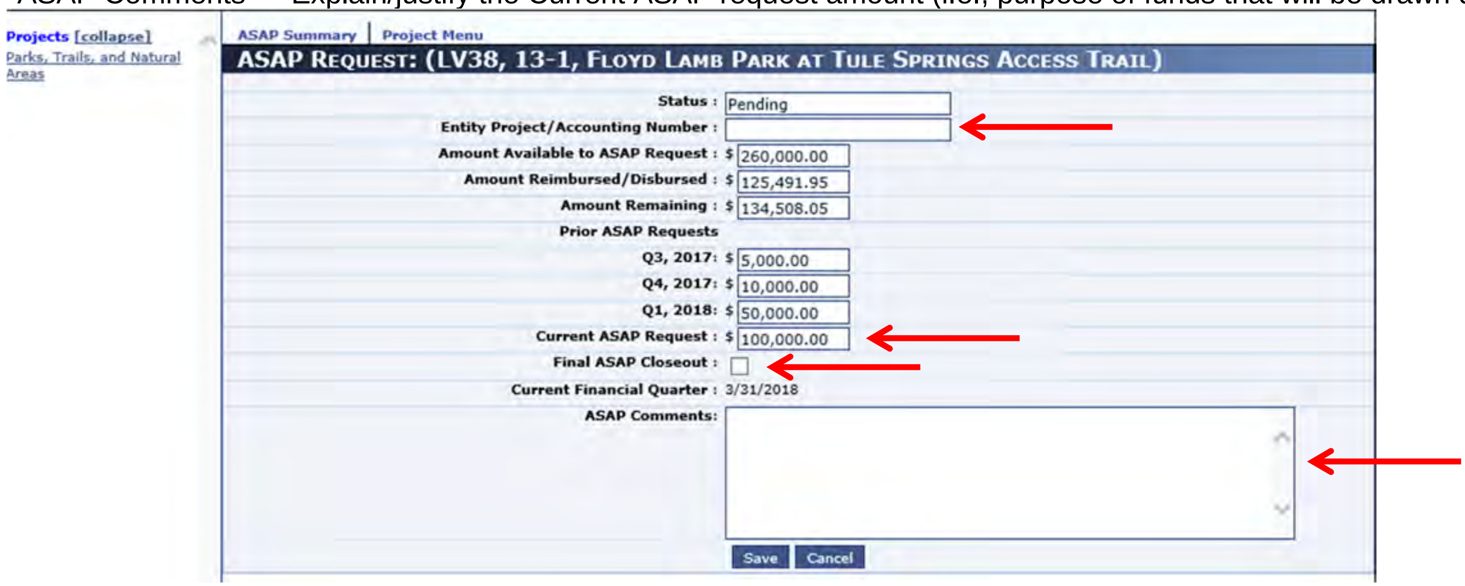
This first screen is the “Funding Summary” page. No entries are made on this page. This your “snapshot” of where your funding is currently at.

- **Click on the ASAP button to go to the funding request page.**



Users can enter information into four fields on the ASAP fund request page:

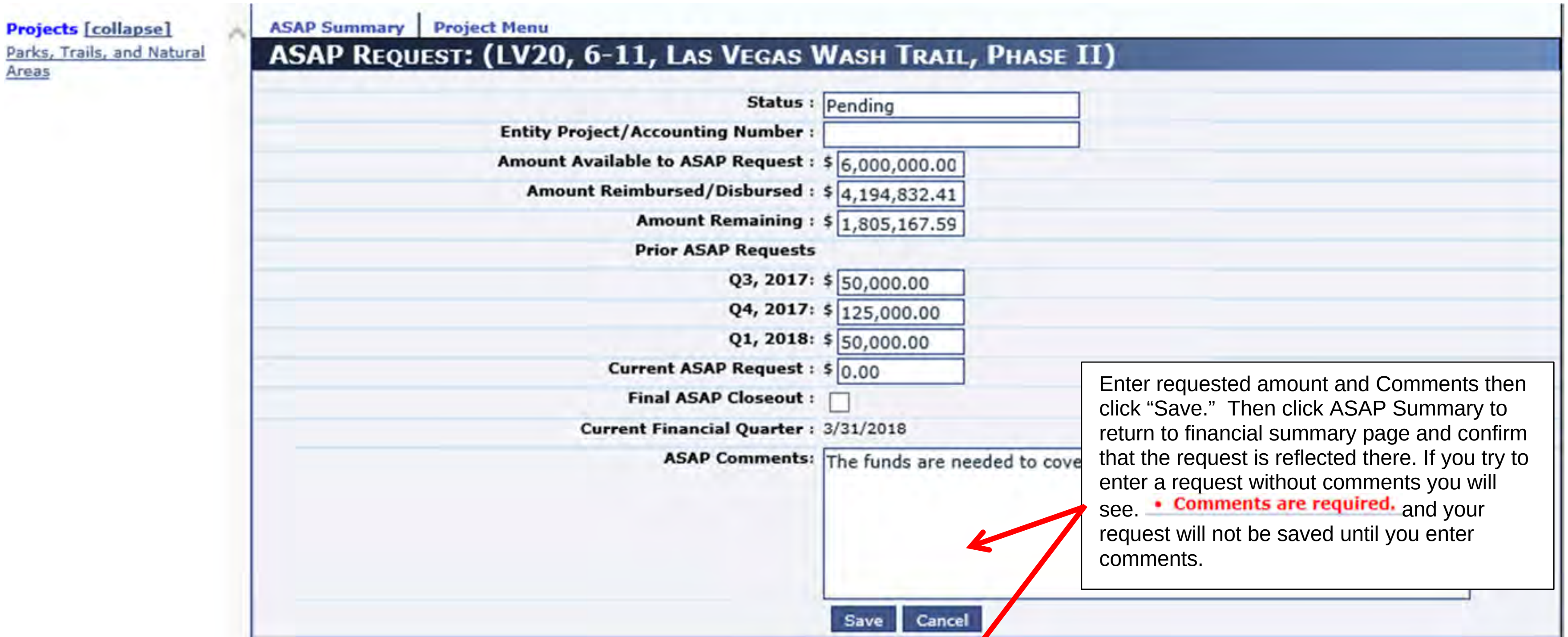
- “Entity Project/Accounting Number” – Completing this field is optional
- “Current ASAP Request” – This amount will be reflected on the financial summary page after
- “Final ASAP Closeout” – Click this box when making your last funding request. Not necessarily always at closeout.
- “ASAP Comments” -- Explain/justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down).



If there is a dollar figure entered for the Current ASAP Request you will be required to enter ASAP Comments.

In the example below, the “Current ASAP Request” is $0.00 (entered without symbols or commas) and the purpose of the request to purchase materials has been entered in “ASAP Comments.”

- **Click Save after entering the request amount, justification comments, and other appropriate information.**



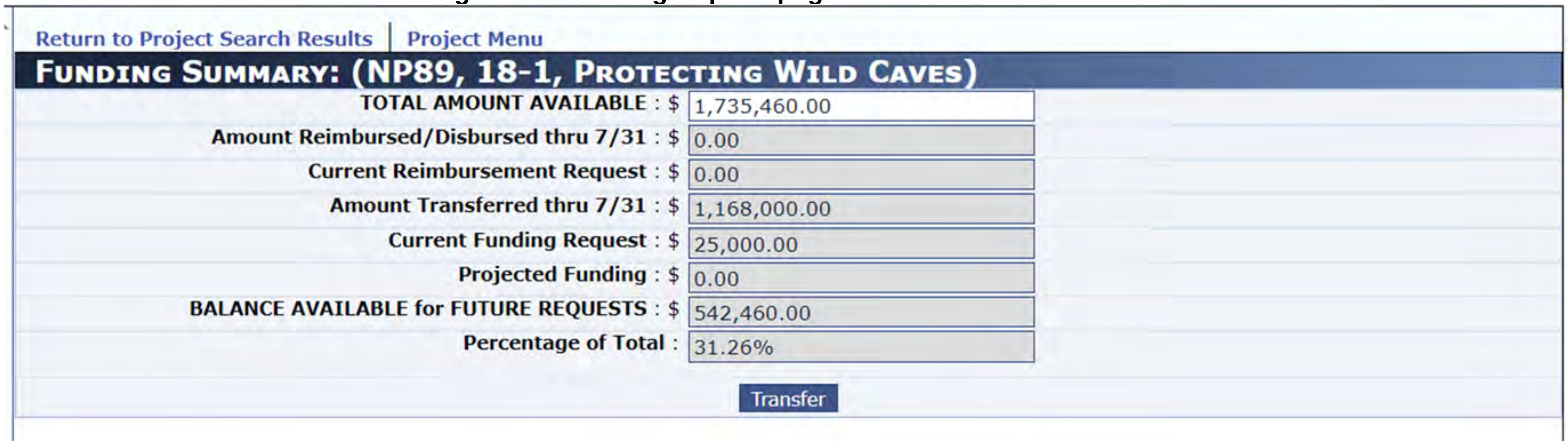
After clicking “save,” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen.

- **Click “ASAP Summary” to return to the financial summary page**. Review the fund summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested.

Transfer Funding Request

Each funding request method works essentially the same with only slight differences. The screen shot below is the Financial Summary page for a project funded by 1151 direct transfer. No entries are made on this page.

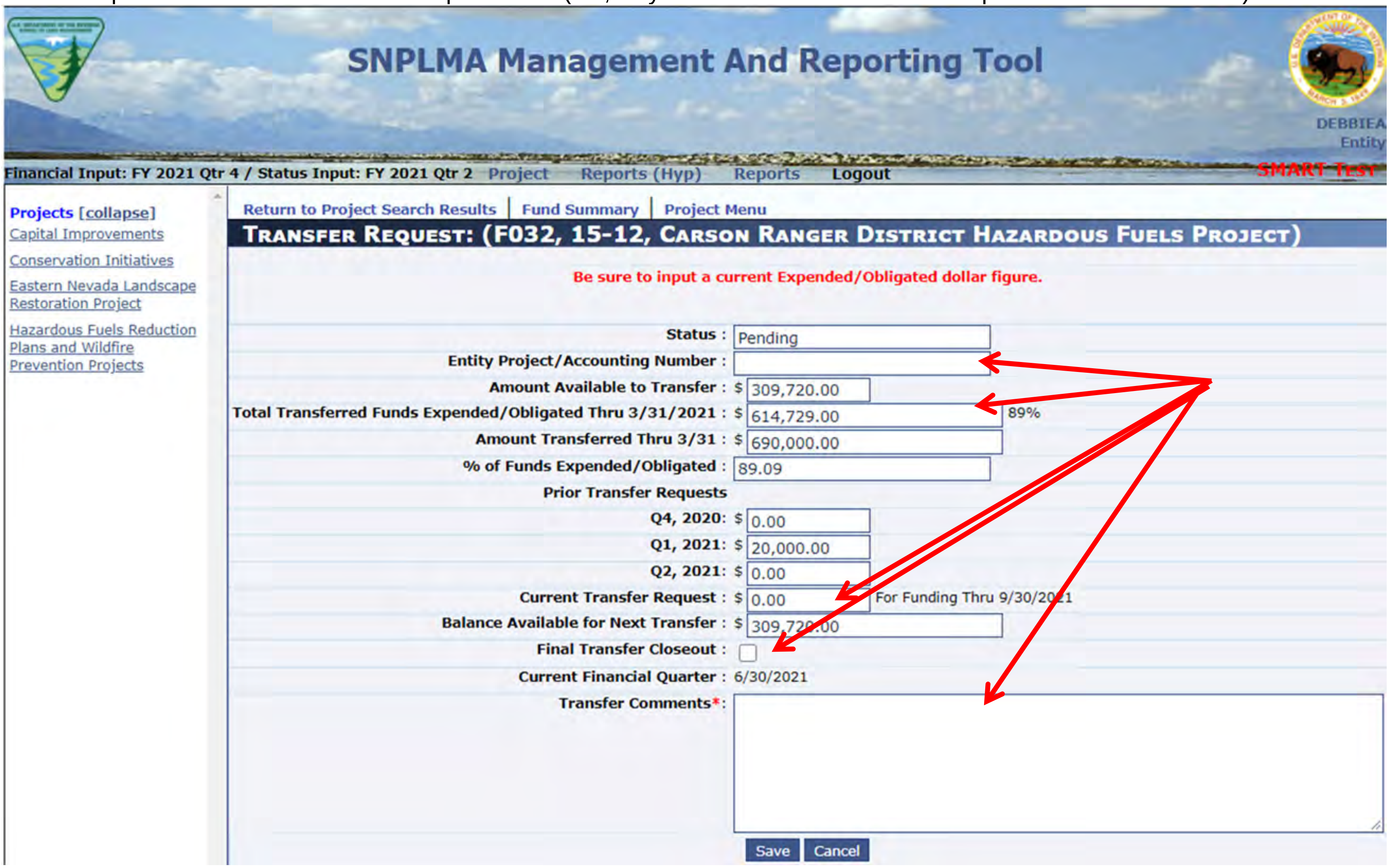
➢ **Click on the "Transfer" button to go to the funding request page.**



(Note: Although there are fields for "Current Reimbursement Request" and "Current Direct Charge" as well as "Current Transfer Request," only the appropriate type of funding for the selected project will be available. In this NP89 example, as in many other Federal projects, the sole method of funding is direct transfer. However, some older projects were funded first by reimbursement and then by direct transfer, so more than one funding method button may appear. If this occurs, only the current funding method should be selected.

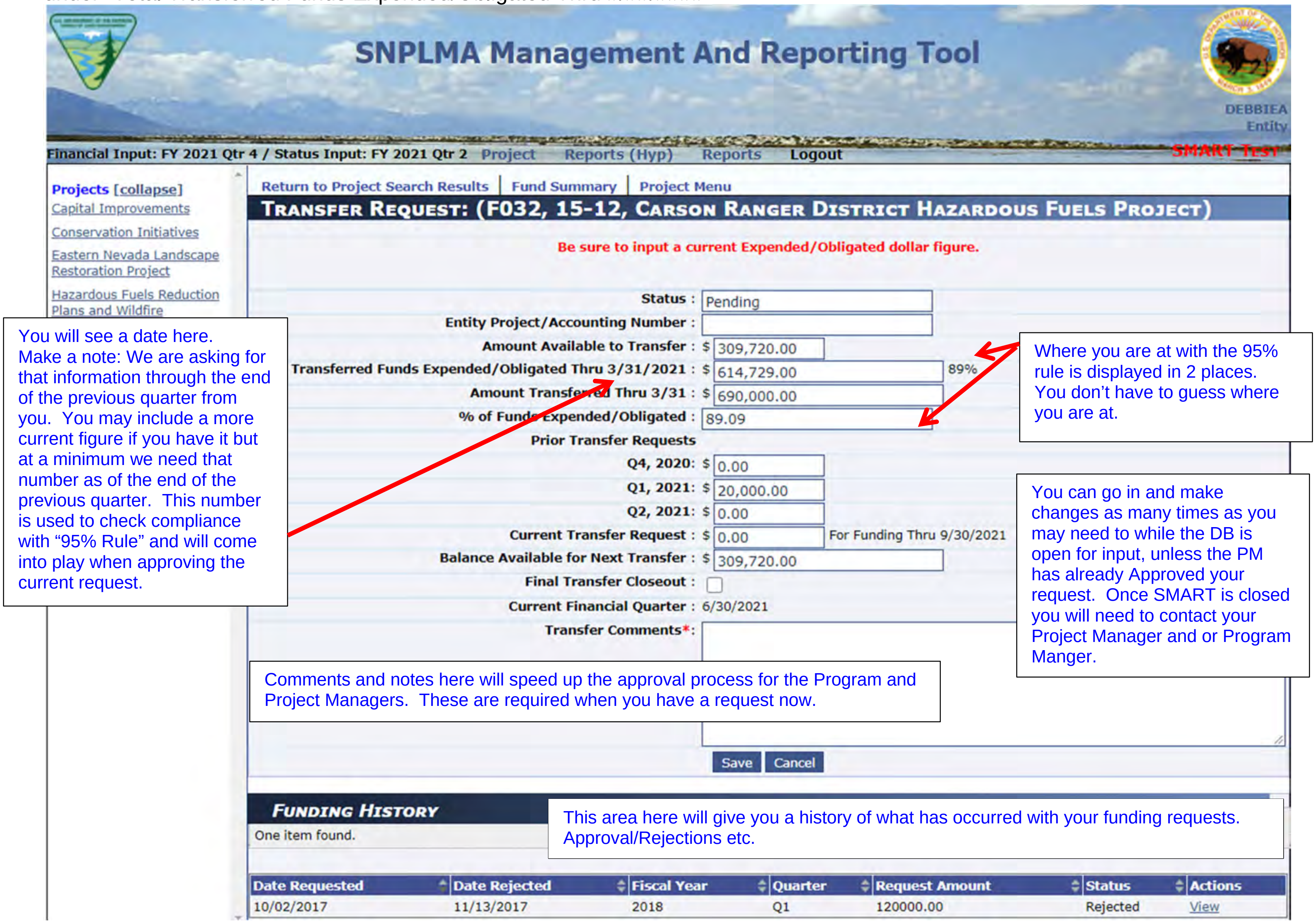
Entities can enter information in five fields on the Transfer fund request page:

- "Entity Project/Accounting Number" – Completing this field is optional
- "Total Transferred Funds Expended/Obligated Thru …" – This information is required.
- "Current Transfer Request" – This amount will be reflected on the financial summary page after
- "Final Transfer Closeout" – Click this box when making your last funding request. Not necessarily always at closeout.
- "Transfer Comments" – Explain/justify the Current Transfer request amount, this is a mandatory entry if there is an amount requested in Current Transfer Request box. (i.e., why the funds are needed in this quarter vs. at a later time).

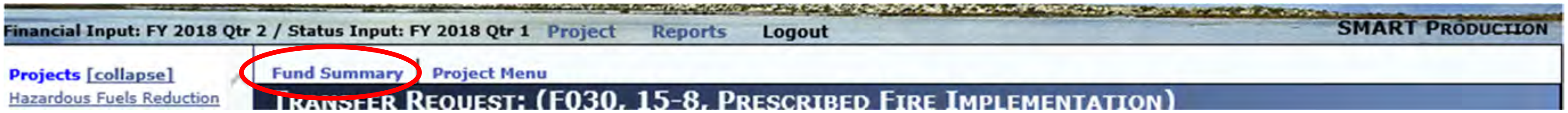


➢ **Click "Save" after entering the required information.**

The example below has entries under “Total Transferred Funds Expended/Obligated Thru #/##/####,” “Current Transfer Request” and explanation/justification under “Transfer Comments” for the $50,000 transfer request. After clicking “update” the “**Financial Request was saved successfully”** message appears and the “% of Funds Expended/Obligated” is automatically calculated based on the entry under “Total Transferred Funds Expended/Obligated Thru #/##/####”



➢ **Click on "Fund Summary" to return to the financial summary page.**

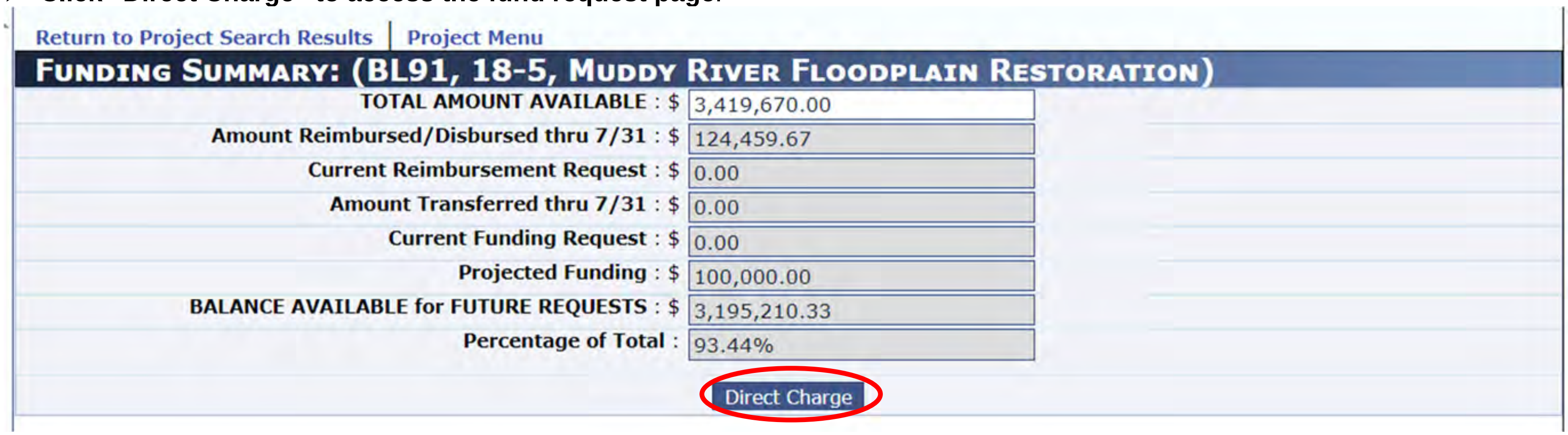


It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the "Balance Available for Future Requests" reflects a reduction to include the previous transfers and the new request.

Direct Charge Funding Request

LM projects are now funded by direct charge. The direct charge Financial Summary has the same fields as projects funded by Transfer.   As with all funding methods, no entries are made on this page.

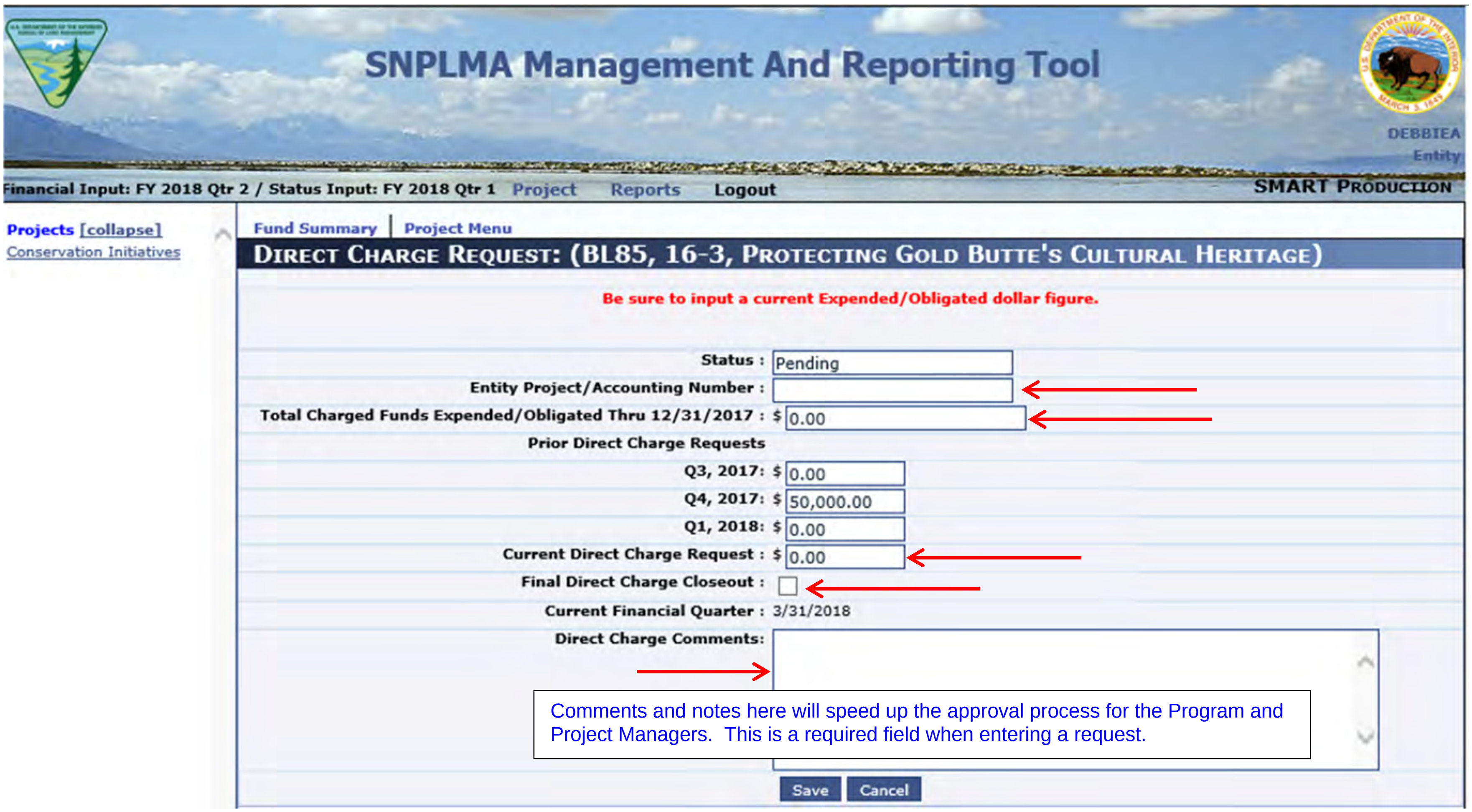
➢ **Click “Direct Charge” to access the fund request page**.



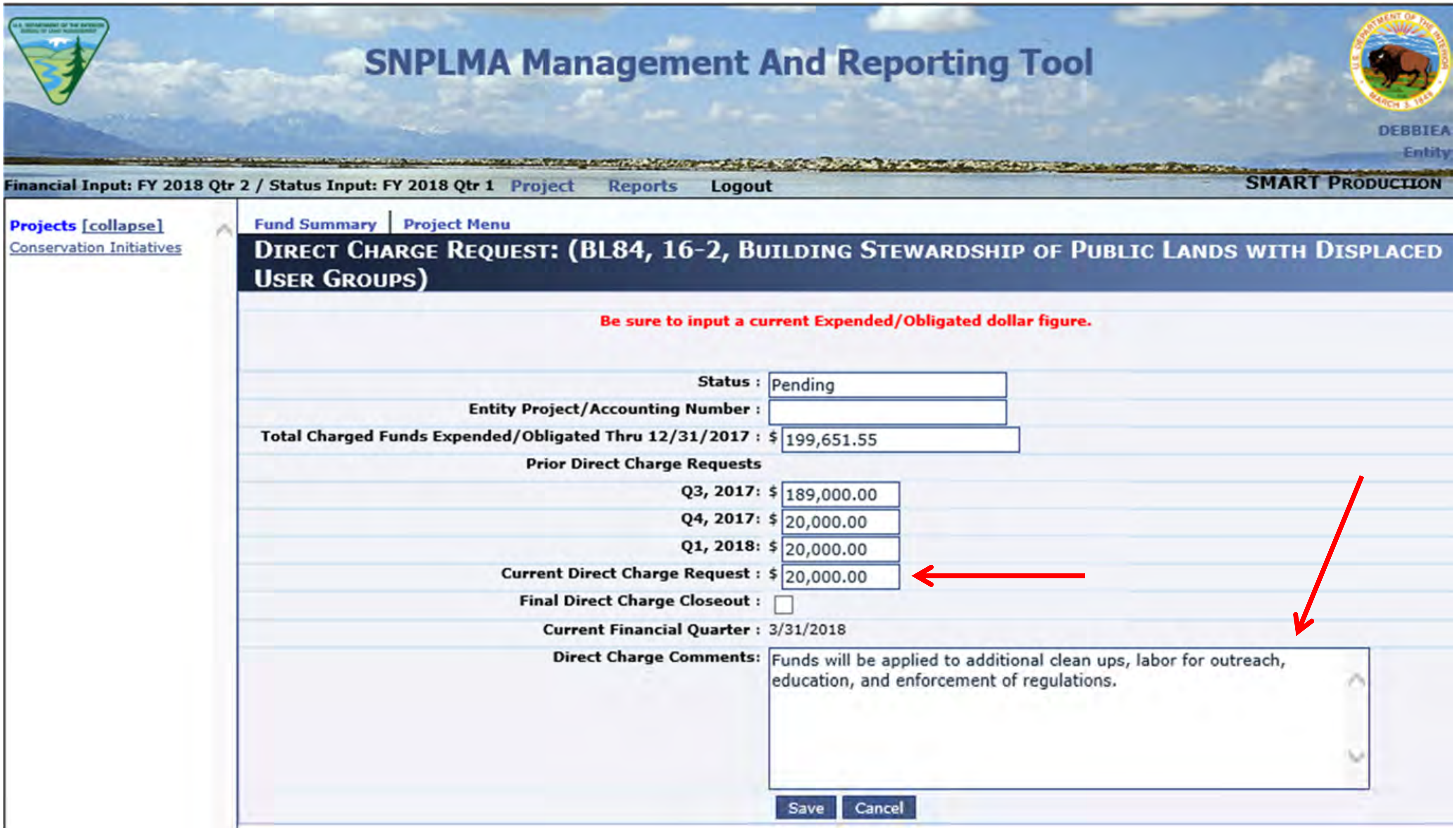
For projects funded by Direct Charge, the amount is reflected as “Amount Reimbursed/Disbursed through ##/##/####” this is the amount that has been paid and does not include amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations).

Entities can enter information in five fields on the Direct Charge fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Charged Funds Expended/Obligated Thru ##/##/####” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Direct Charge Request” – This amount will be reflected on the financial summary page after
- “Final Direct Charge Closeout” – Click this box when making your last funding request. Not necessarily always at closeout. “Direct Charge Comments” – Explain/justify the Current Transfer request amount (i.e., why the funds are needed in this quarter vs. at a later time).



In this example, $199,651.55 has been entered as “Total Charged Funds Expended/Obligated” – this figure includes amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations). In this example, the current direct charge request of $20,000 is entered as is the explanation/justification for why the funds will be needed this quarter.



➢ **Click “Save”**

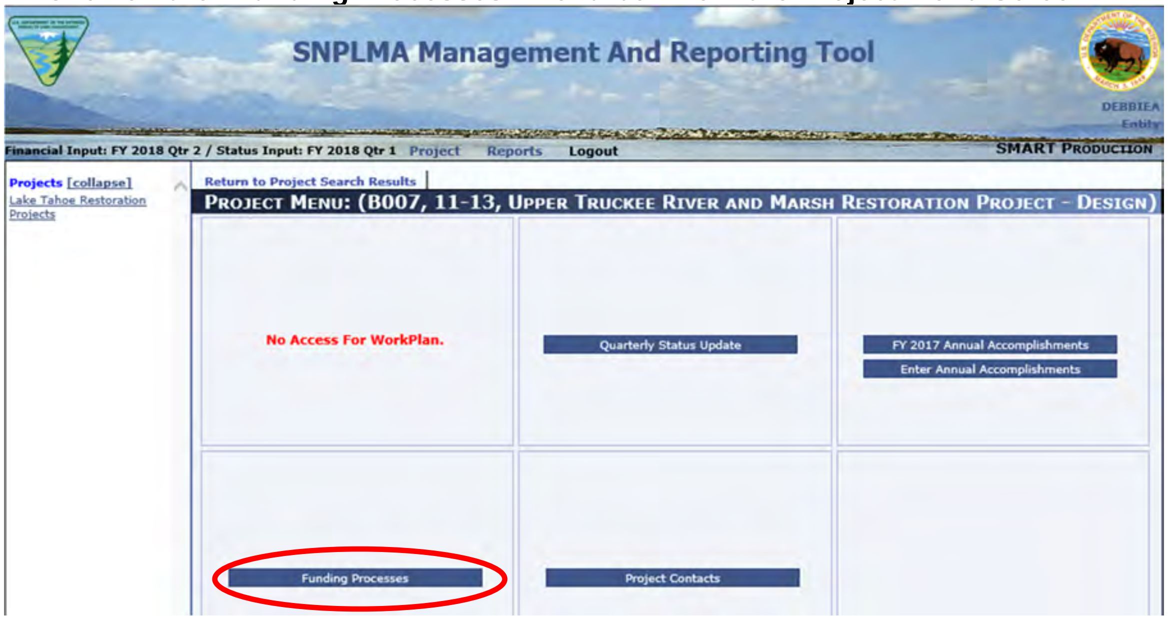
After clicking “save,” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen. (See below.)

- **Click Fund Summary to return to the Financial Summary page.**

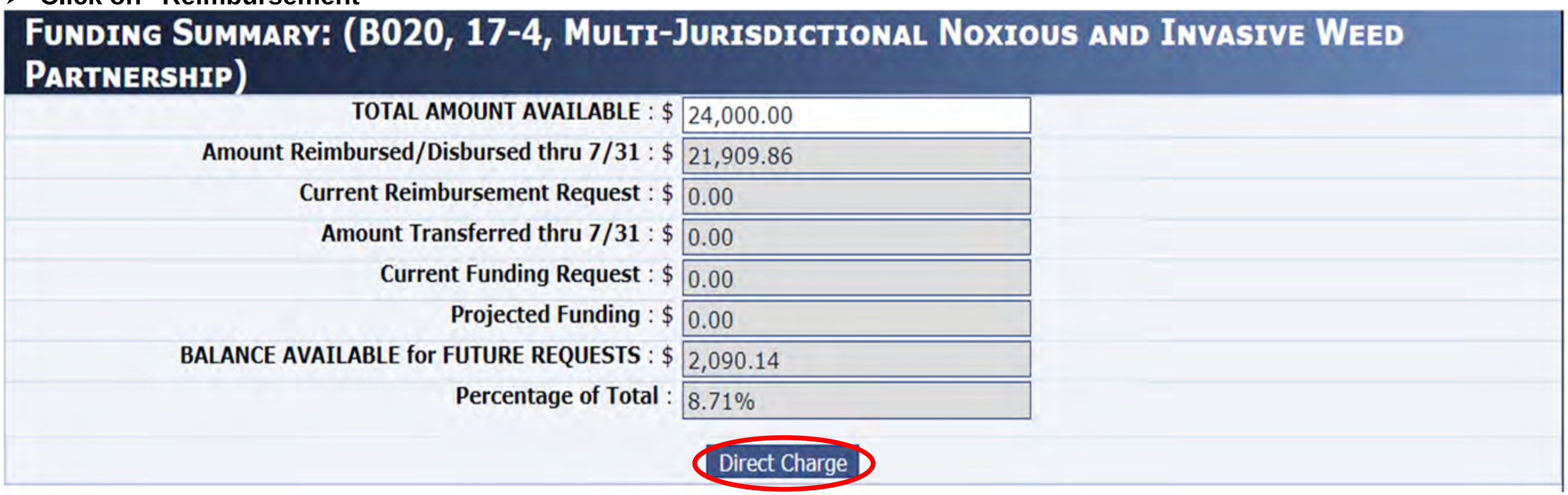
It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.

Reimbursement Funding Requests

➢ **Click on the “Funding Processes” menu box from the Project Menu Screen**



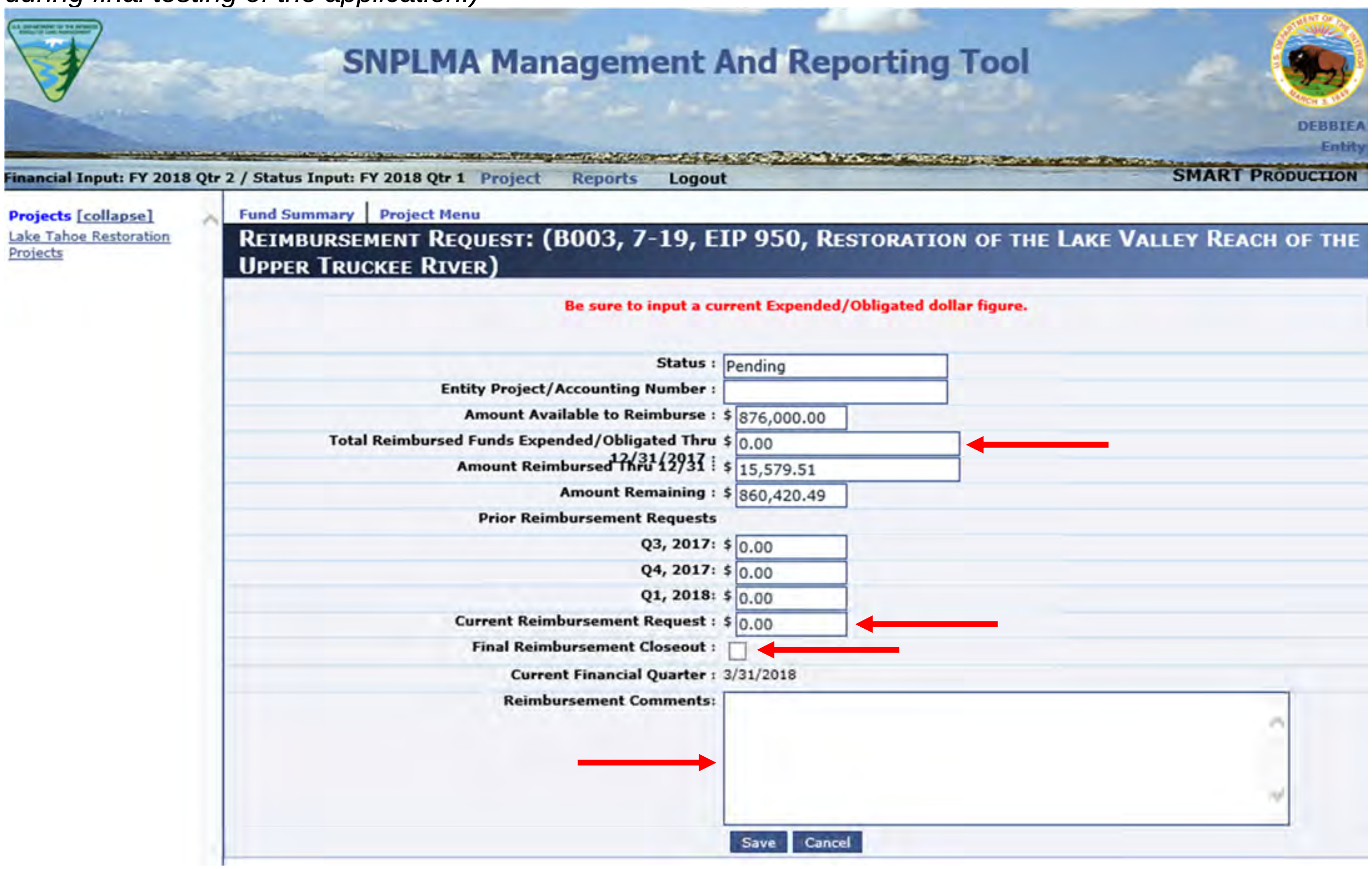
➢ **Click on “Reimbursement”**



Entities can enter information in five fields on the Reimbursement fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Reimbursed Funds Expended/Obligated Thru …” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Reimbursement Request” – This amount will be reflected on the financial summary page after saving/updating
- “Final Reimbursement Closeout” – Click this box when making your last funding request. Not necessarily always at closeout.
- “Reimbursement Comments” – Explain/justify the Current Reimbursement request amount (i.e., why the funds are needed in this quarter vs. at a later time).

➢ **Make the appropriate entries, then click “Save” or “Update”** *(The screen print below shows “update” because it was edited during final testing of the application.)*

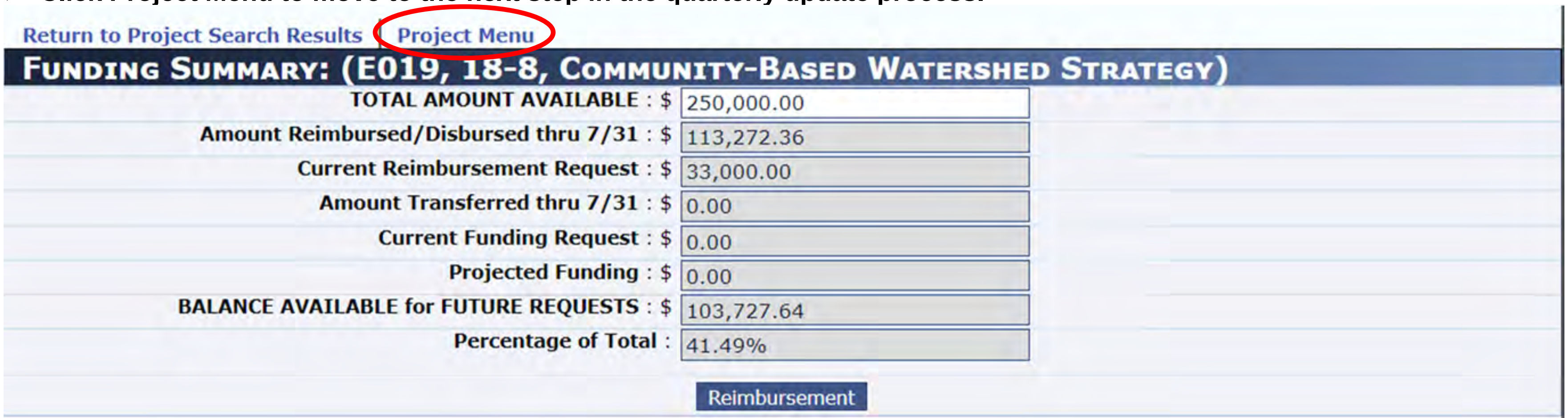


After clicking “Save” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen.

- **Click Fund Summary to return to the Financial Summary page.**

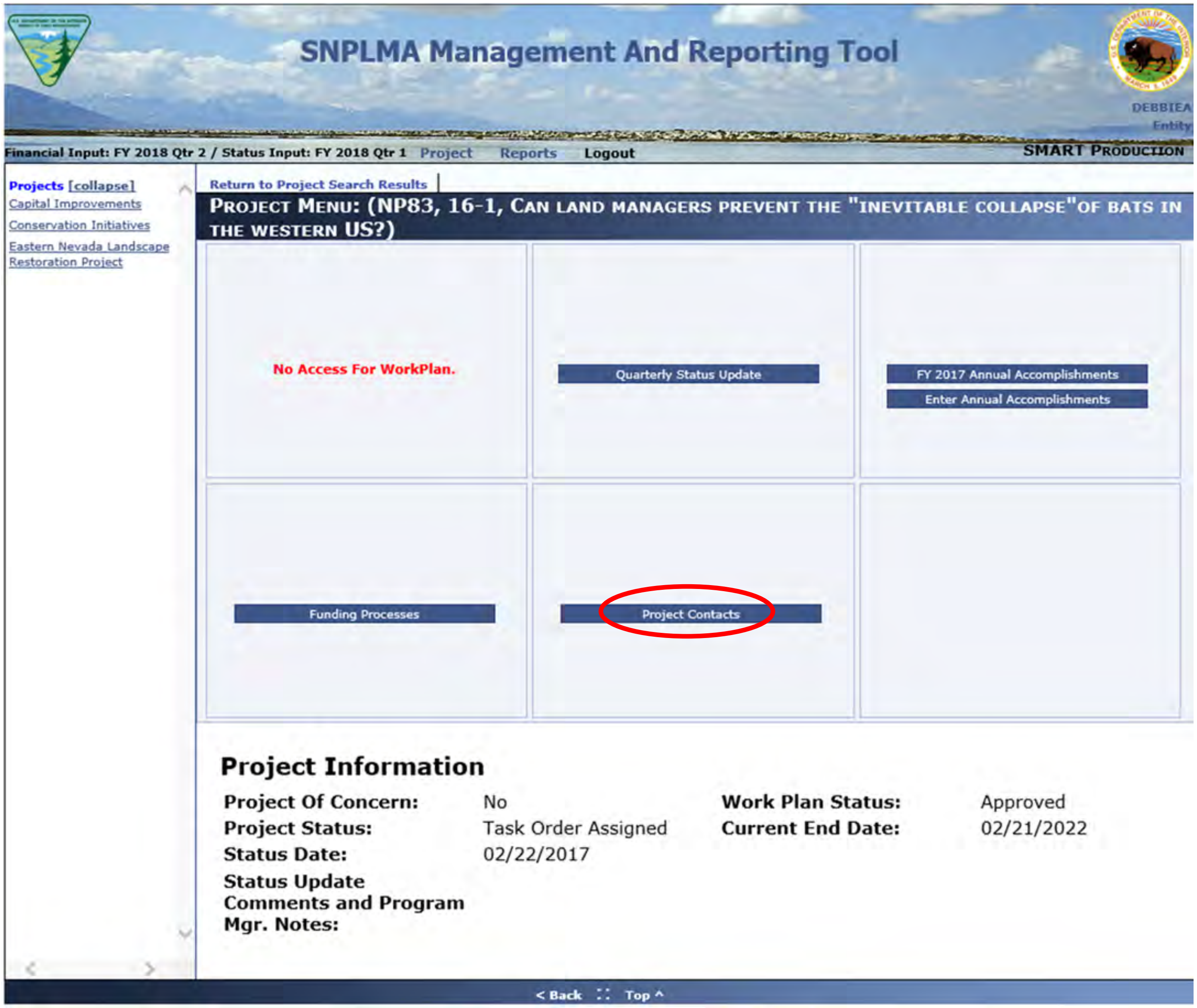
It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.

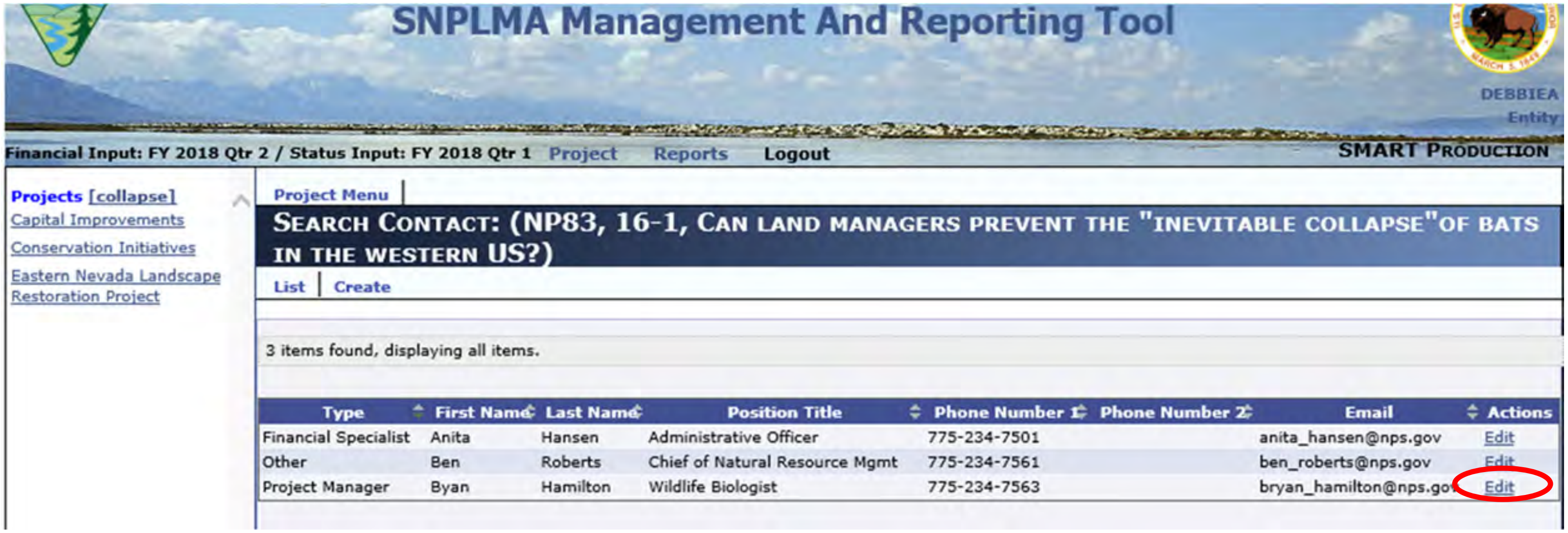
- **Click Project Menu to move to the next step in the quarterly update process.**



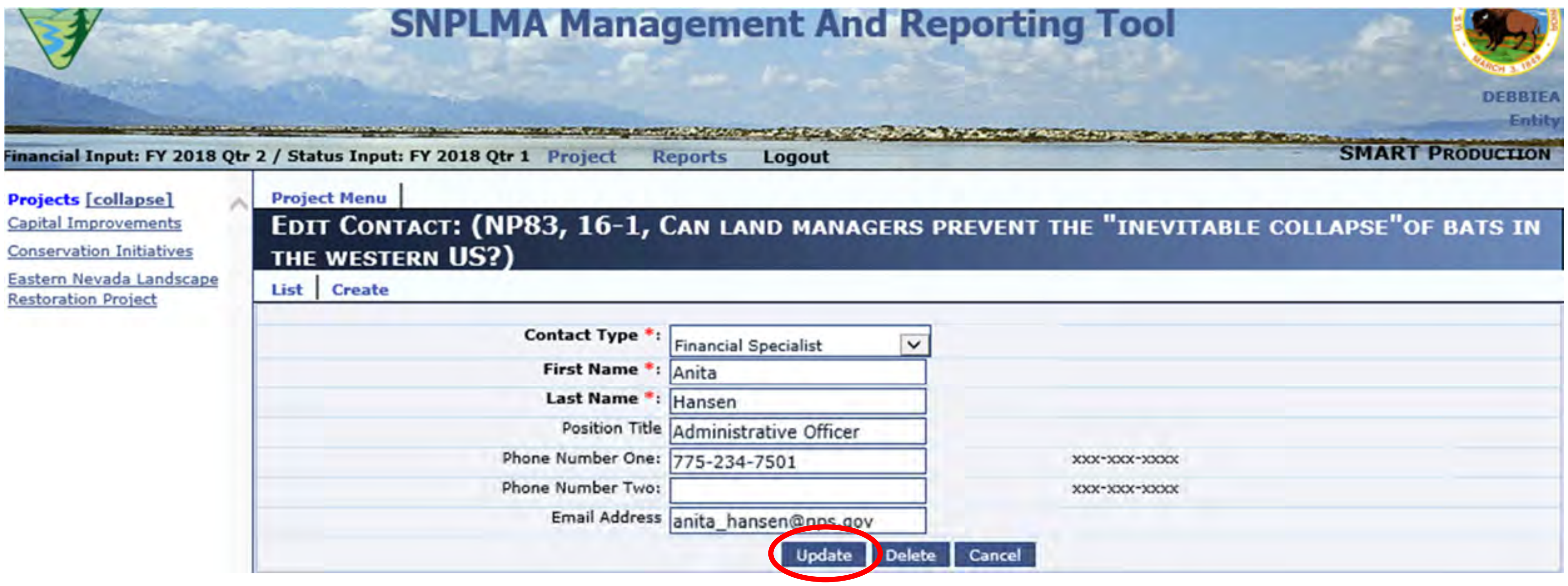
STEP 4: CONTACTS

➢ **Click the "Project Contacts" menu box.**





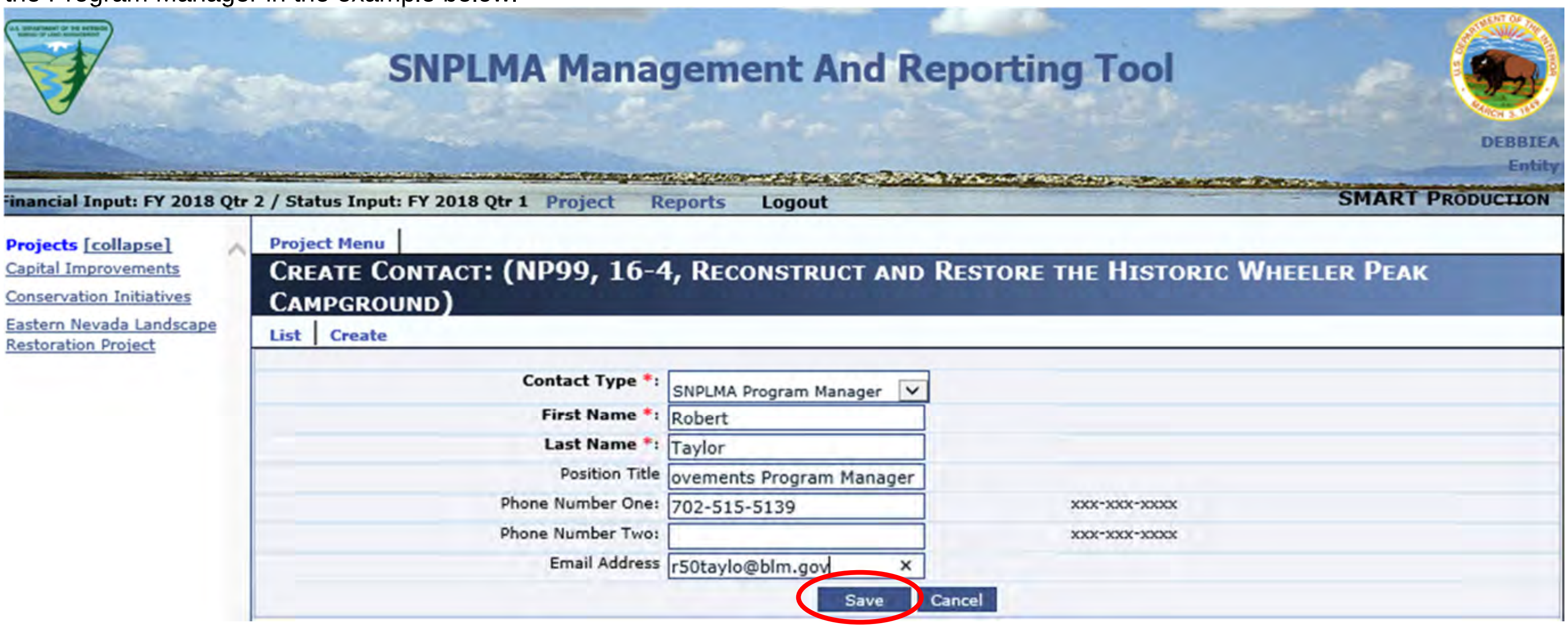
Review the contact information for accuracy (phone numbers, emails, etc.). ➢ **Click "Edit" to make needed changes**.



➢ **Click "Update" when changes are complete.**

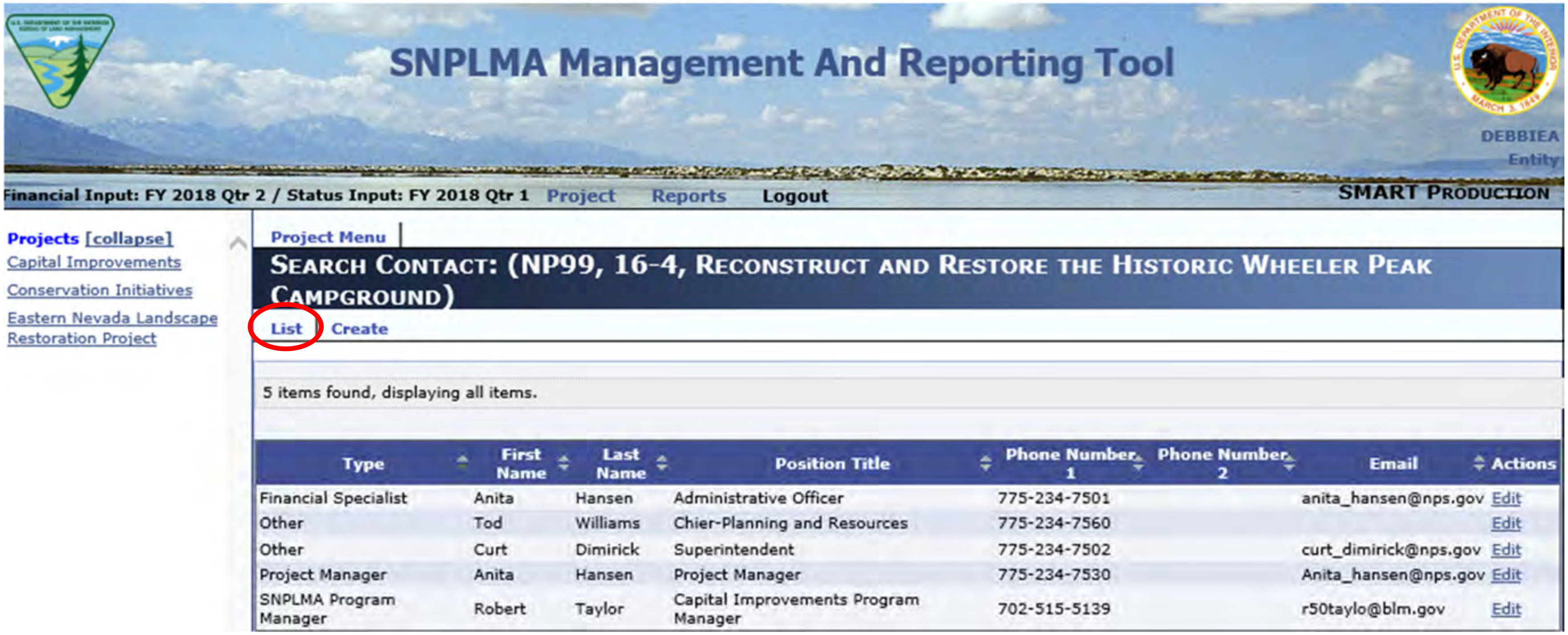
➢ **Click "Create" to add a new contact.**

There can be only one contact designated as the "Project Manager." If a project manager has already been designated, the "Project Manager" will not display as a choice in the drop-down for Contact Type. You will have to "Delete" the existing Project Manager". Other choices are financial specialist, SNAP, Other, and SNPLMA Program Manager. Robert Taylor has been entered as the Program Manager in the example below.



➢ **Click "Save" when done entering the information for the new contact.** A message will appear that the **"Contact was saved successfully."**

➢ **Click “List” to see the revised list of all contacts.**


SNPLMA Management And Reporting Tool

DEBBIEA
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]
Capital Improvements
Conservation Initiatives
Eastern Nevada Landscape Restoration Project

Project Menu

SEARCH CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)

List Create

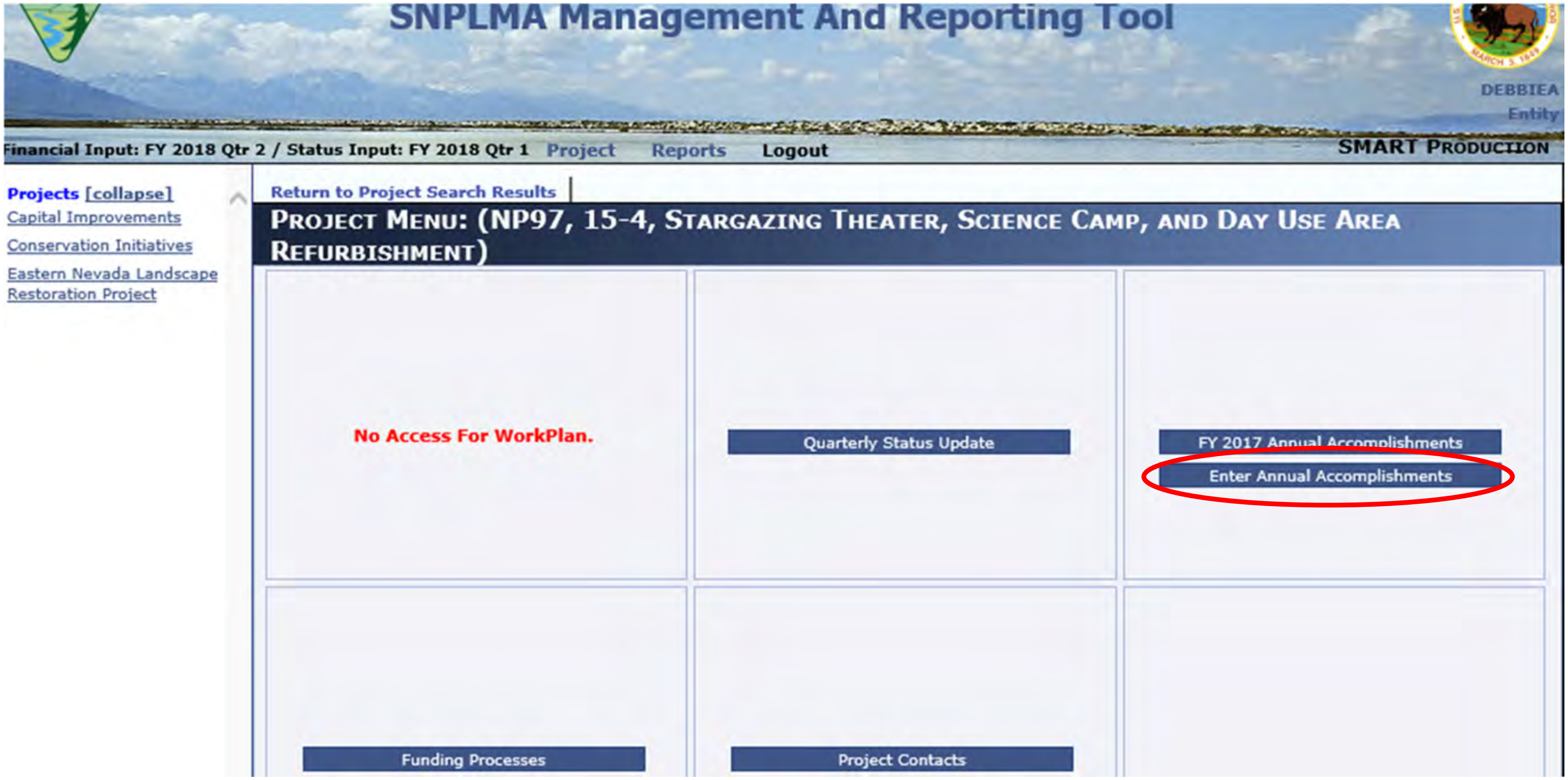
5 items found, displaying all items.

Type	First Name	Last Name	Position Title	Phone Number 1	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	Edit
Other	Tod	Williams	Chier-Planning and Resources	775-234-7560			Edit
Other	Curt	Dimirick	Superintendent	775-234-7502		curt_dimirick@nps.gov	Edit
Project Manager	Anita	Hansen	Project Manager	775-234-7530		Anita_hansen@nps.gov	Edit
SNPLMA Program Manager	Robert	Taylor	Capital Improvements Program Manager	702-515-5139		r50taylo@blm.gov	Edit

STEP 5: ANNUAL ACCOMPLISHMENTS

There are two times that partners must enter annual accomplishments. One time is in the first quarterly report of a new fiscal year for the previous fiscal year and the other is at project closeout.

Return to the Project Menu. ➢ **Click on "Enter Annual Accomplishments"**

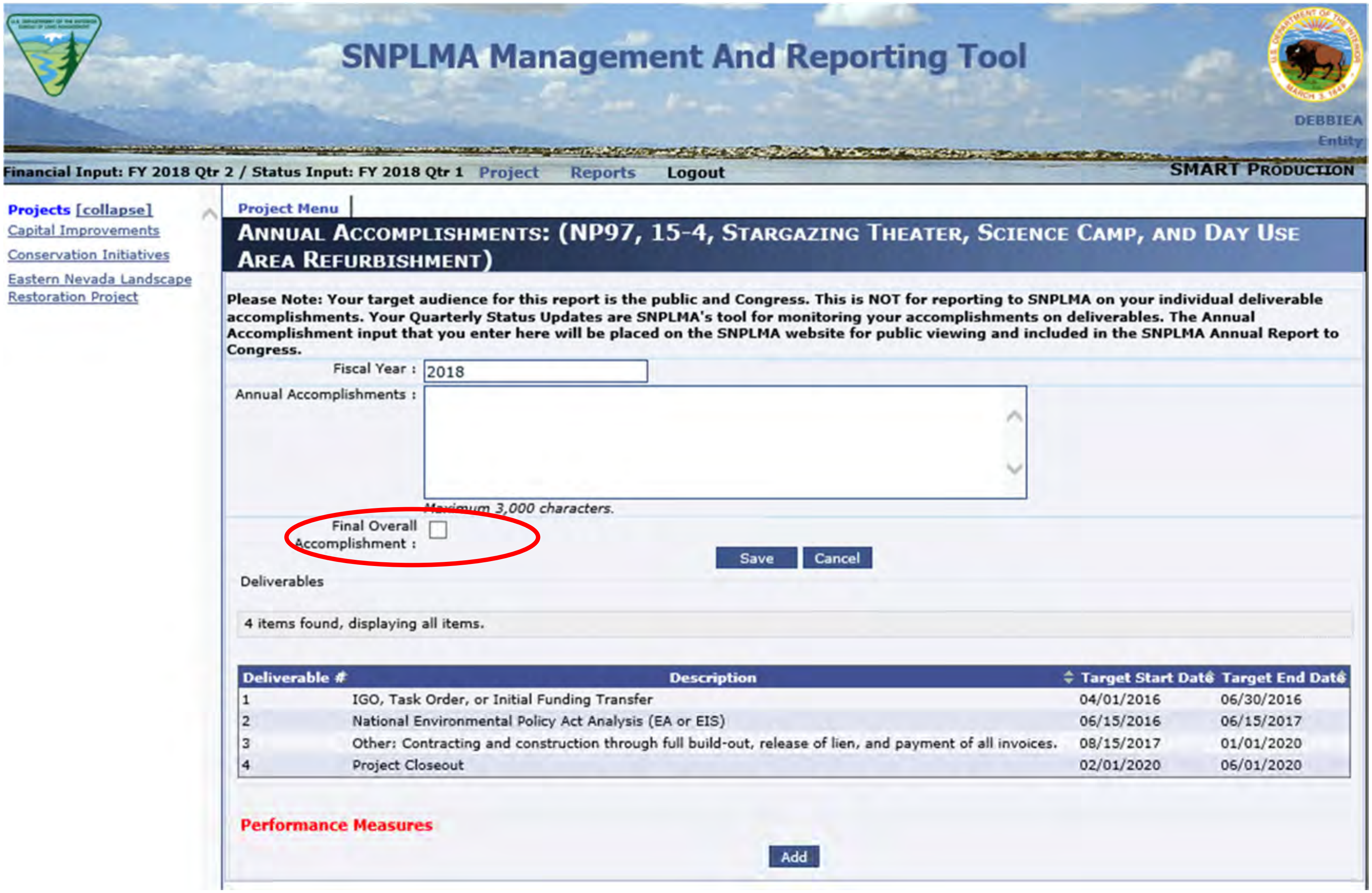


In Q1 of the New Fiscal Year describe the overall project accomplishments, progress, milestones achieved in the prior fiscal year. Double check with your Program Manager on specific requirements and needs.

Please Note: Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress.

Project Closeout: Summarize the overall project accomplishments from beginning through completion. Closeout accomplishments must include the SNPLMA performance measures with applicable numeric measurement accomplished by the project (see Appendix J-3 in the Implementation Agreement – Part II, dated February 5, 2013, for the performance measures).

➢ **Click the Checkbox for "Final Overall Accomplishment" if it is the last time you will be reporting and the project is going to be "Closed"**

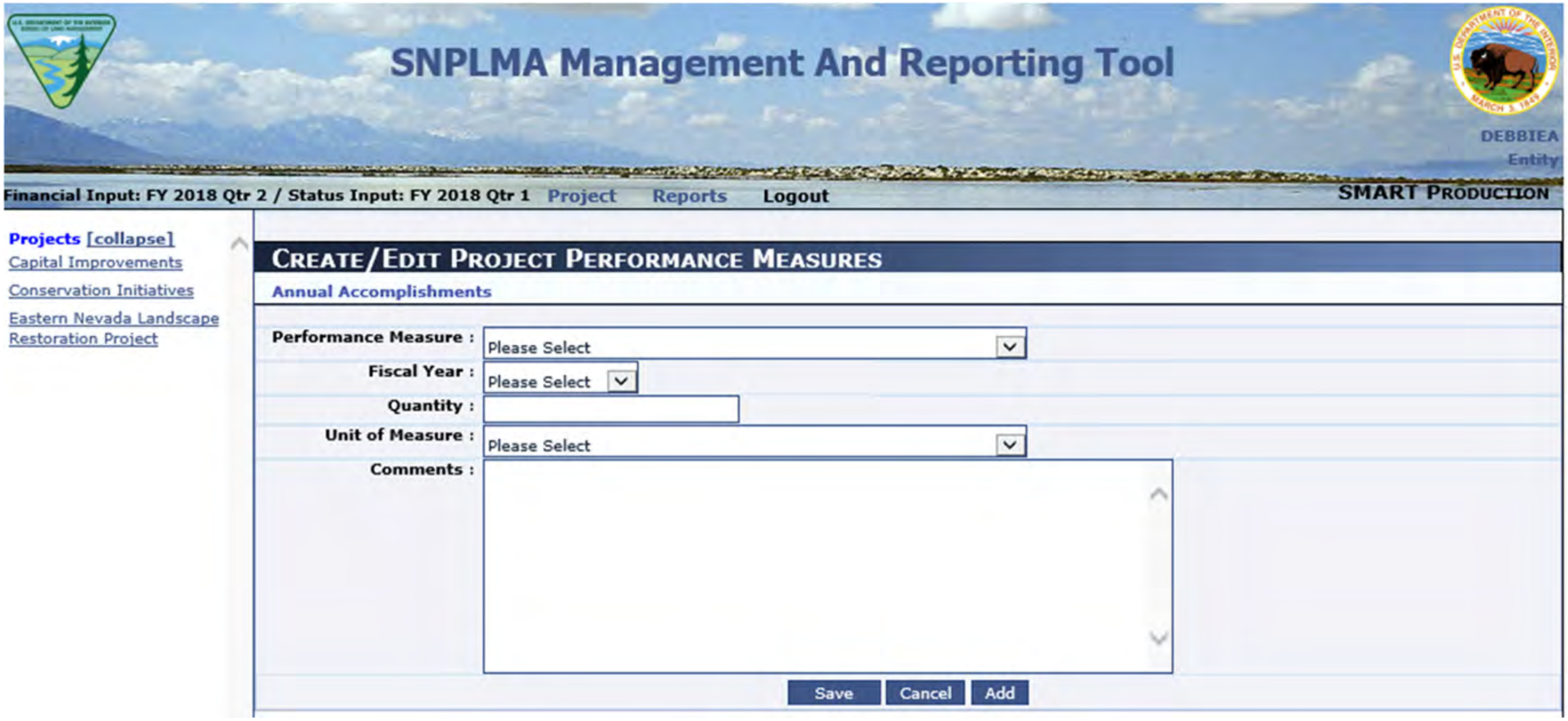


➢ **Click "Save" when done entering your Accomplishment.**

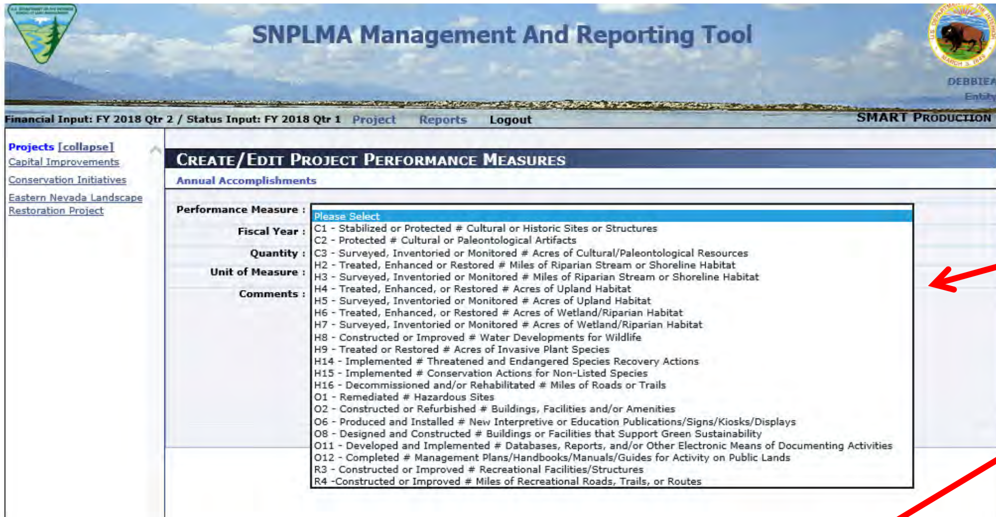
STEP 6: Performance Measures

Performance Measure can now be entered separate and no longer included with your Annual Accomplishment's Narrative. The choices available for you to choose from are customized to your particular program.

➢ **Click the "Add" button under the Deliverable list on the Annual Accomplishments page when you are ready to enter your Performance Measures.**

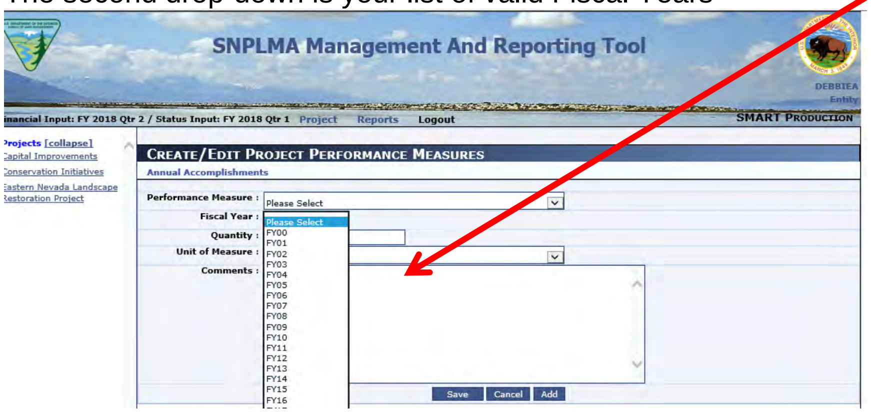


The first drop-down is your list of valid performance measures.

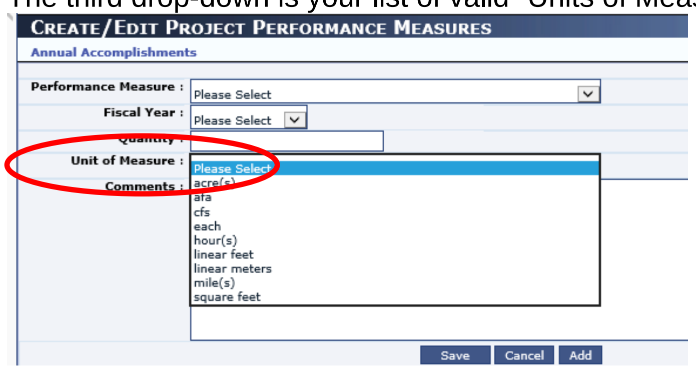


You will be entering each performance measure one at a time. You will only see the PM's that are relevant to your program. You only enter a performance measure one time. Do not enter duplicate PM's just combine everything in to one. Only enter and use the Fiscal year the project is being closed in and not when they were done.

The second drop-down is your list of valid Fiscal Years



The third drop-down is your list of valid "Units of Measure"



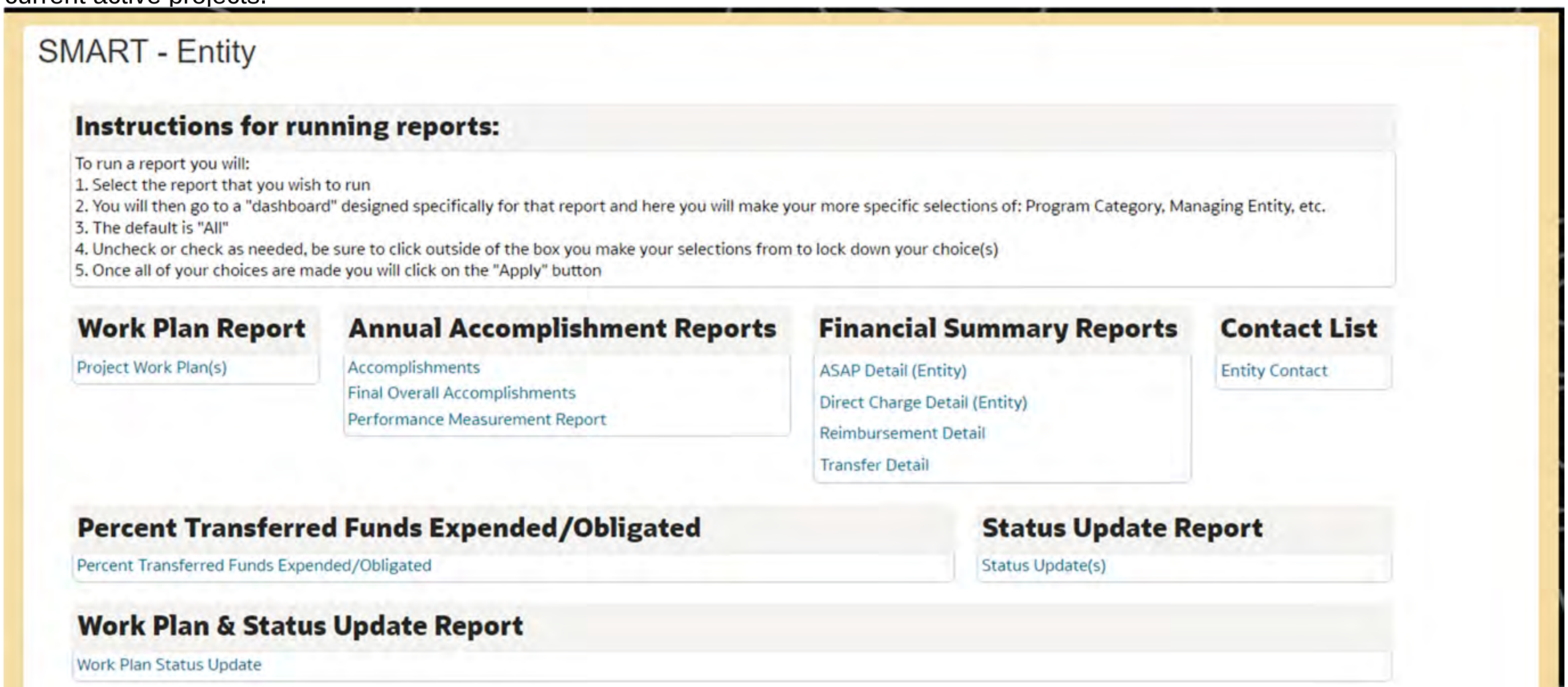
You may notice that there is not a “Delete” button. If you make a mistake contact your Program Manager and let them know. This entry here in SMART is only for gathering the data it is then taken from here and exported to the SNPLMA Financial DB where it can be used for reporting. There is a report you should run when you enter your PM’s and add to your files.

- **Click the Save when you are done entering your PM and then Add to enter the next one. You will back out of this screen by clicking on Annual Accomplishments.**

Step 7: ACCESSING REPORTS

➢ **Click on Reports from any page to get to the Report menu.** Reports are opened in a new window so closing reports will not close SMART.

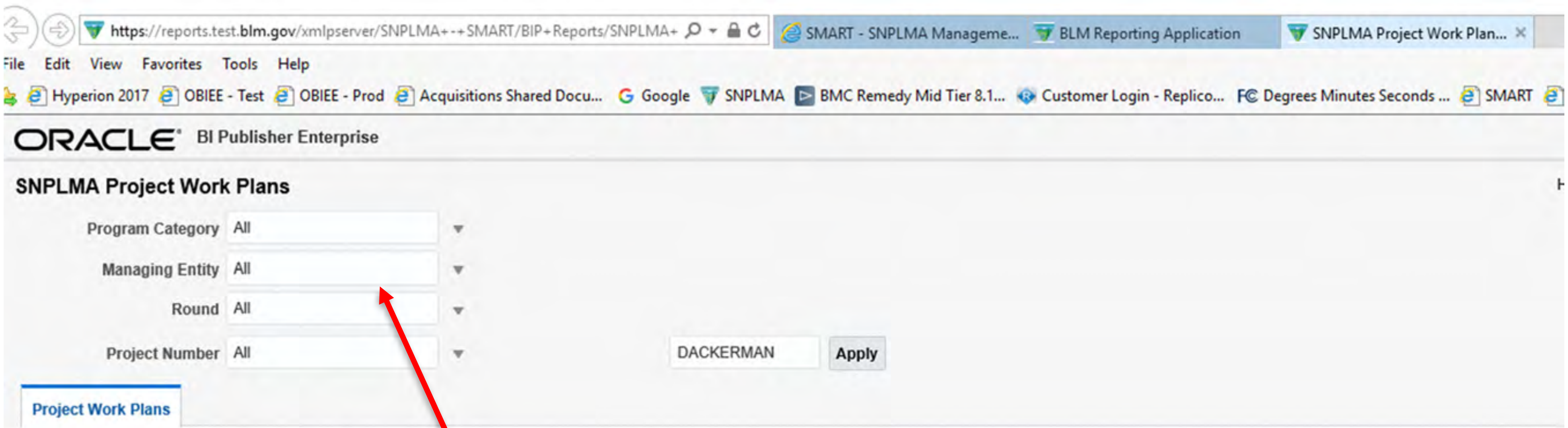
Reports can be run at any time. SMART does not have to be open. You can also run reports on all of your projects and not just the current active projects.



New instructions are included at the top of the screen to help you out. I will go though some of the quirks of using this new application here.

1st now you will select your report.

Example: Here is the “dashboard” for the Project Work Plan(s) Report

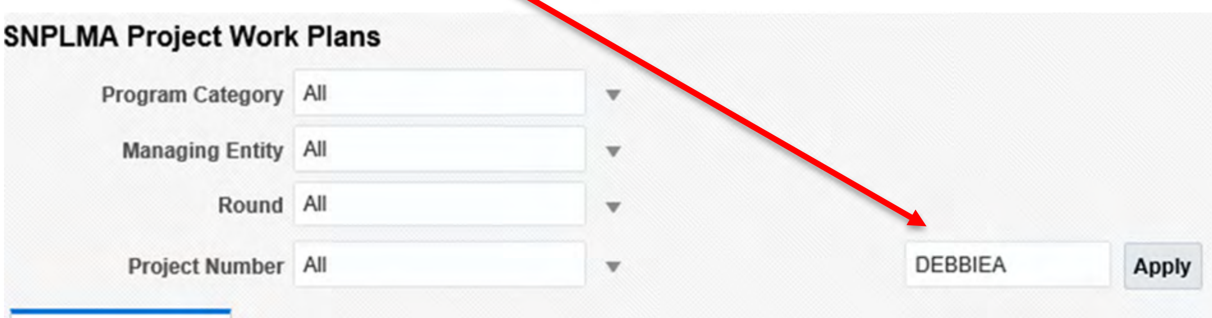


This will open up on a new Tab.

Note that the default parameters are “All”.

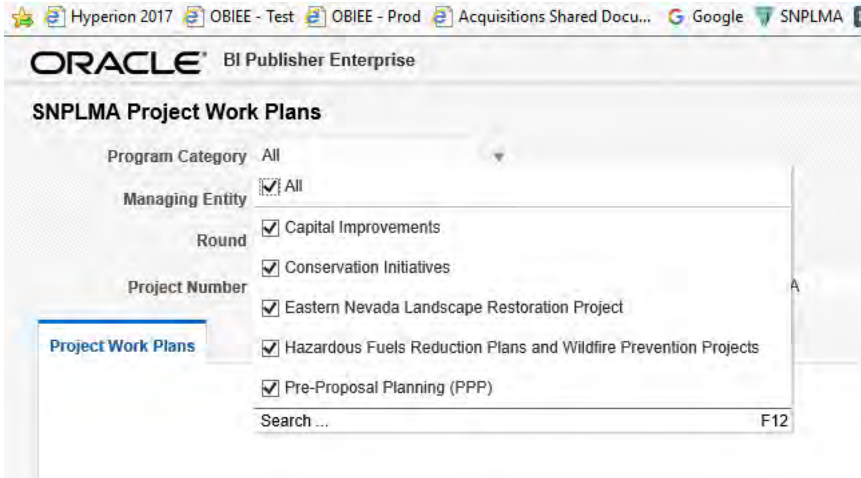
So be sure to make your parameter selections before running anything. Trying to run All will cause issues.

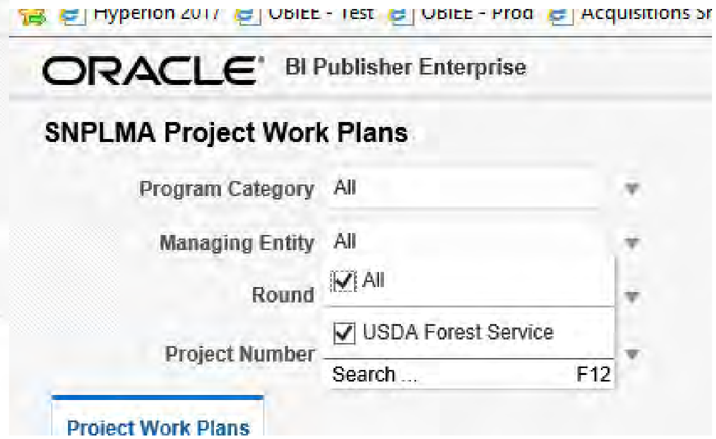
You also can see your login name displayed on the dashboard.

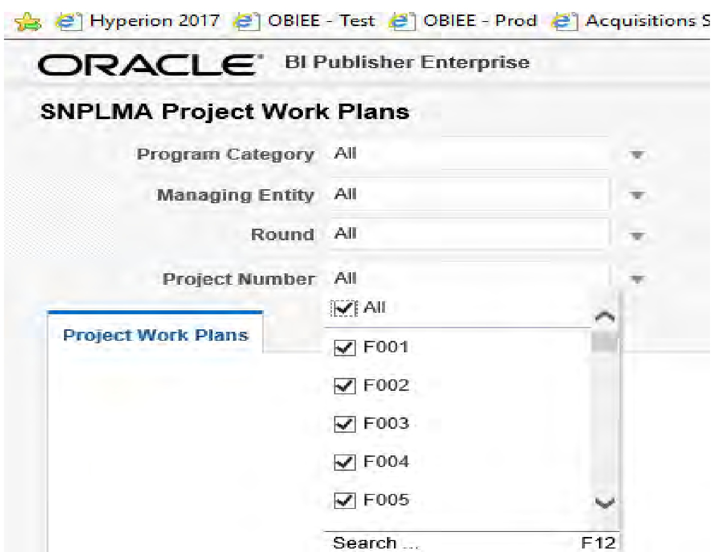


This is so that the application knows who you are and therefore knows what you can see and run reports tailored to the user.

The dropdowns for parameters will only display what you are authorized to view/see projects for.



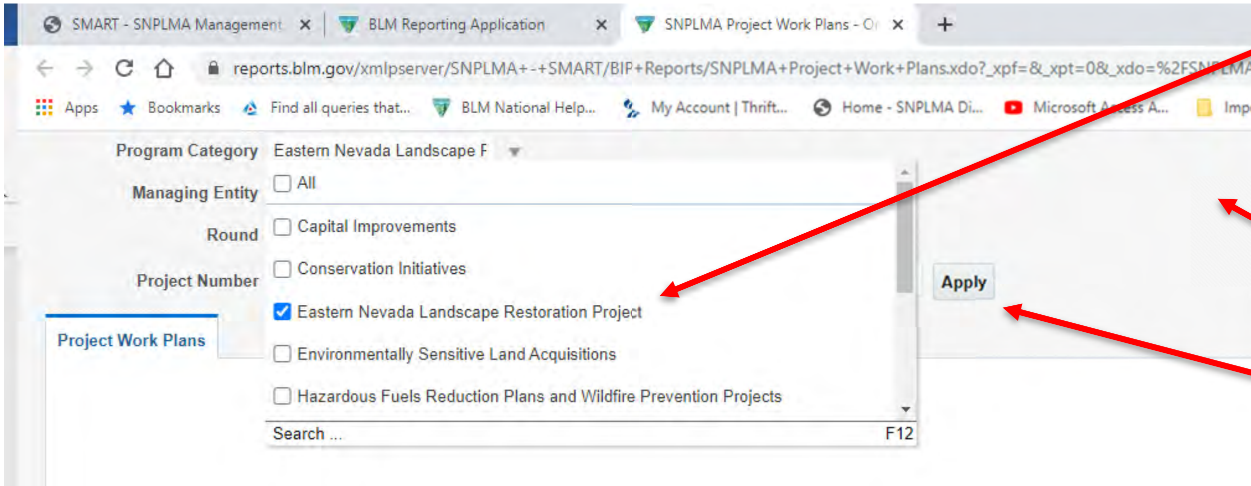




Note you can easily see the list of all your projects and not just the "Active" projects making easier to run reports for any project regardless of the status.

Please uncheck All and just run the report for the project you need the information for.

Making your selections is a little tricky now.



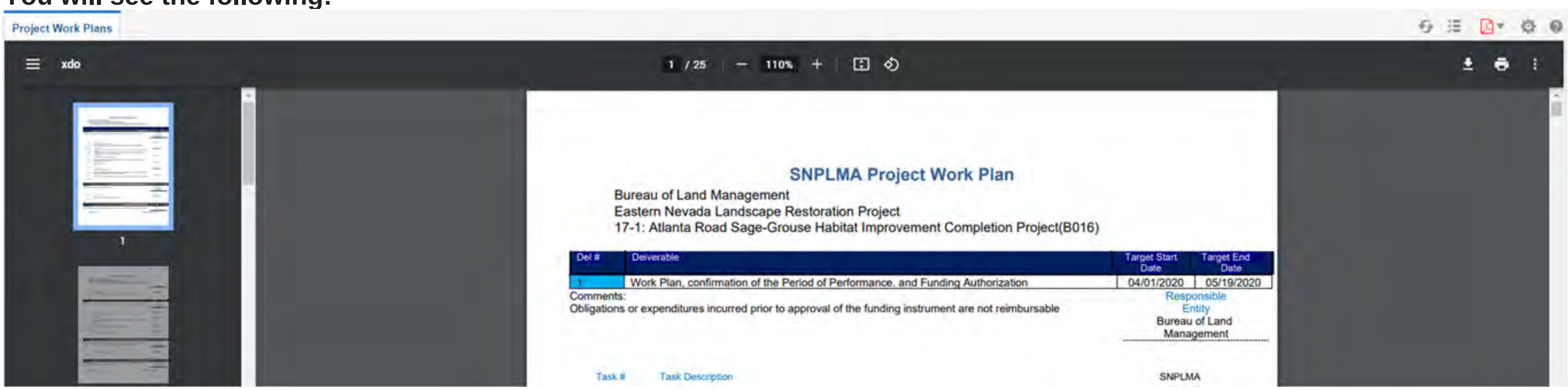
Once you make your initial selection, as I have here of ENLRP, you then need to "click" anywhere on the screen to lock that choice in. For example, click here.

Do not click on the Apply button as that will "run" the report.

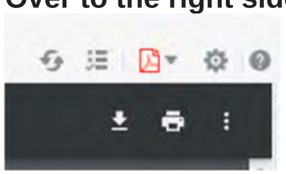
Make a selection and then "click" out on your desktop somewhere. Do not "click" on Apply yet. Do this for all of your selections until you have made them all.

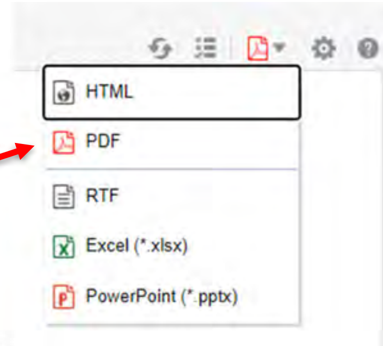
Once you have made <u>all</u> of your selections then click on Apply

You will see the following:



You can scroll through all the pages here but most likely you are going to want to print and or save the report you just ran. Over to the right side you will this:



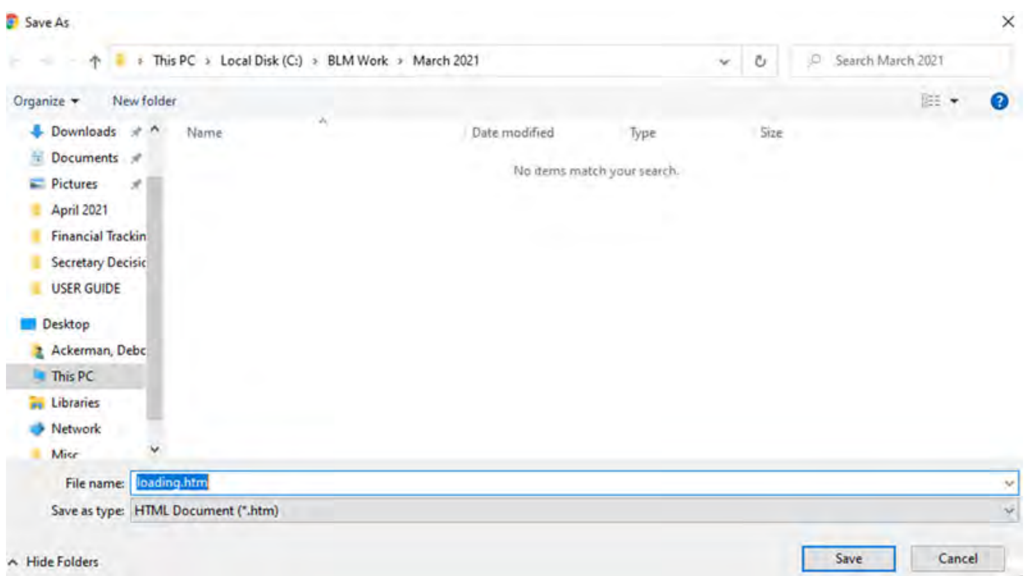


Clicking on this PDF Icon at the very top will get you this:

Doing anything from this menu will only change how the display is for you. It is recommended that you don't go this route.

It is recommened that click on the download or printer and go from there. 

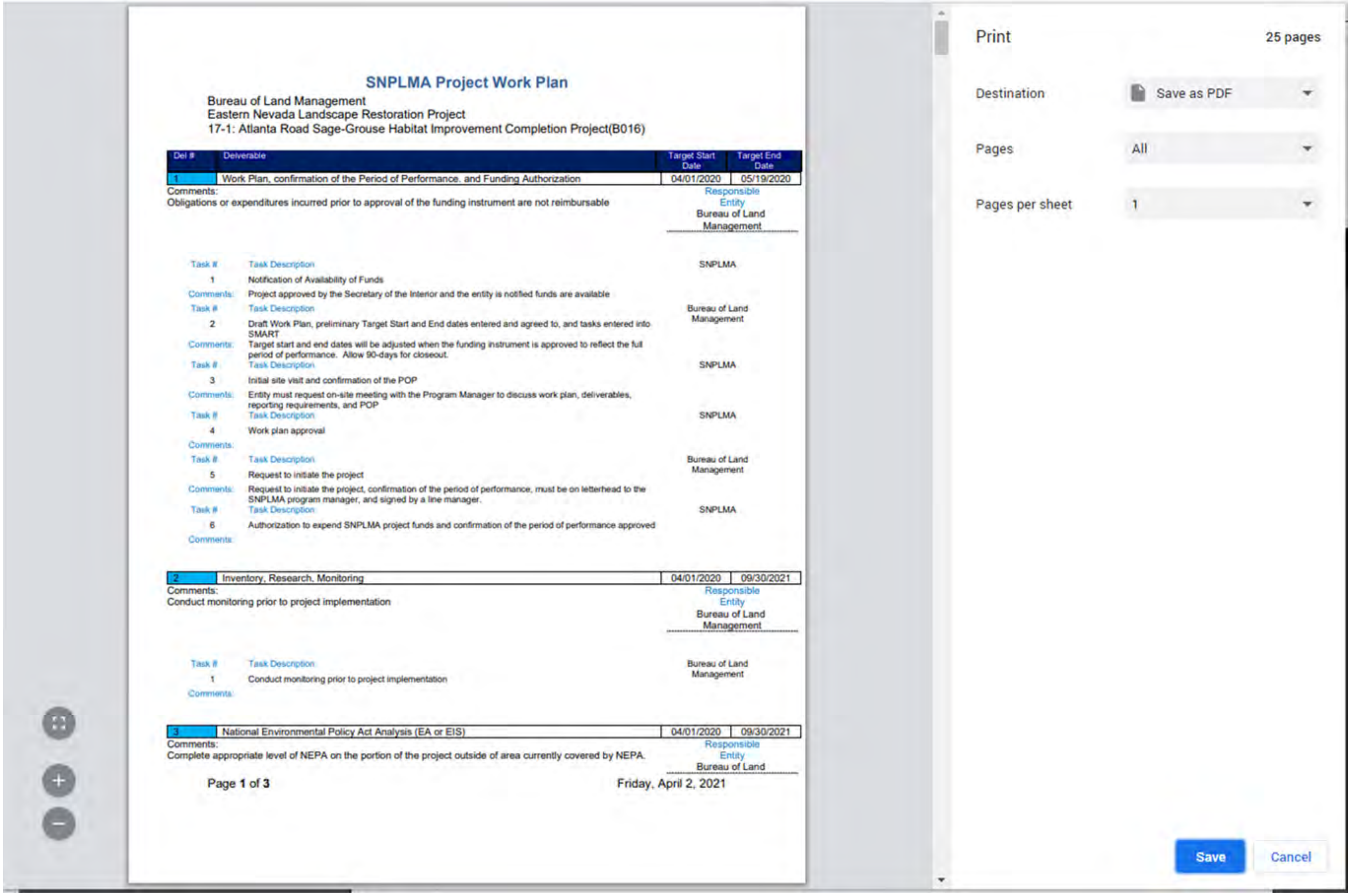
If I am looking at the PDF as shown above you can click on the "download" symbol: 

This dialog box will pop up: 

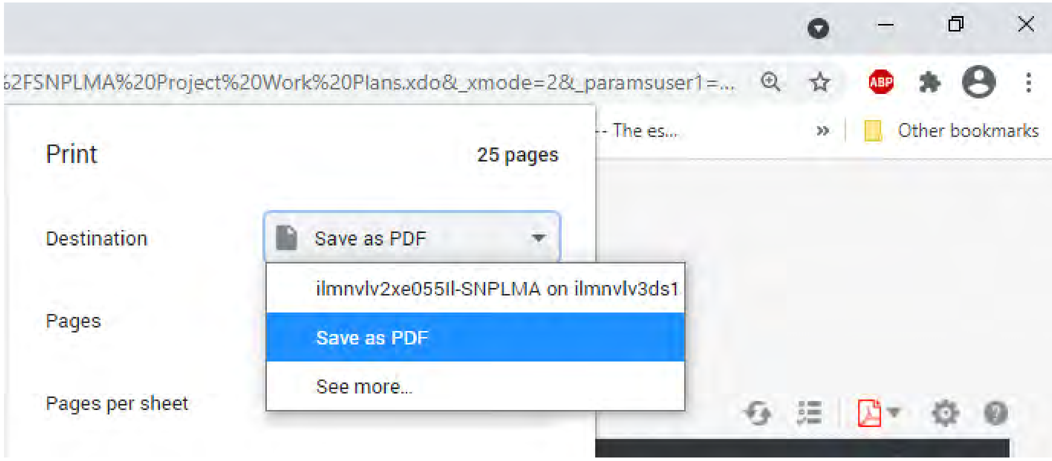
From here you can browse to where ever you want to save the pdf and name it what ever you would like.

But should you want to physically print the report, click on the little printer icon: 

When you do this you will see the more familiar Print Dialog Box:



From here you also save a pdf or print the report on any number of printers that are available to you.



Make your printer selection and then click on the Print Button: 

SUMMARY
The first step should be completed for all new projects. Steps two through six should be repeated for each project that is not either closed or terminated.

- Problems, issues, and errors should be reported by email to the System Administrator, Deb Ackerman at dackerman@blm.gov. If she cannot resolve the help request, she will submit a remedy ticket to the NOC.
- For questions on this manual or other “how to” questions related to SMART, you may email Deb Ackerman at dackerman@blm.gov or call her at 702-515-5130.
- As always, you may contact your Program and Project Managers for assistance with your SNPMA questions.