

RIPS_Reports

We have just discussed entering new projects and editing existing projects from the transactions home portion of RIPS. You'll notice on the menu bar on the left-hand side that you have your transactions home, which takes you to your project search screen. You can also select new project, which is where you enter a new project. When you're done with RIPS you can select log out or simply hit the red X in the upper right-hand corner of your screen. You can also select user preferences. From user preferences you can change your password by typing in the password, typing in the verify password, and hitting submit. If you have access to multiple offices, you can select change office and pick which office you would like to work with. The system help button has an E-mail link where you can E-mail Leon Pack a question, or it also has his contact information, or you can also contact me, the other RAS/RIPS user rep. There is a link for documentation. Here is the current addition of the RIPS user guide, and the final tab is the reports home. This takes you to the reporting environment. Most of the reports are available to anybody with access to the BLM intranet. In other words, you don't need a password for these reports. Selecting improvement master, you can come in, enter a project number, select display report, and it gives you all the information for the project you've selected. You can also select the print friendly version if you would like to print this to a hard copy. You can also select the PLS report. PLS stands for the public land statistic report. Select the year in which you're interested in. You can select the state, you can select if you want to see all new addition and reconstructions or individual projects, and select display. Remember, we're in the test training environment so the reports

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may not always be accurate, but this shows for the specific office for the state selected how many primary units of each of the project types were created for the given fiscal year.

The last report we'll talk about today is the assignment of range improvements. Now this report does require a log in. If you've already logged in through your transaction home page, you do not need to log in again. If you come to the assignment of range improvements directly from the reports home page, you will need to log in to the system. From here you'll enter the allotment, and if you're producing the assignment due to a transfer, you can enter the old authorization number and the new authorization number as well as the operator's name. Once you've entered the appropriate data, you can select the allotment. This first list shows all the projects that exist on the selected allotment. You'll notice some projects have boxes with green check marks in them under the include column while some don't. These boxes identify do we want to include them on the assignment of range improvements to assign to the livestock operator, or are they gonna show up on the supplementary form that just identifies that the project occurs on the allotment but the range operator is not responsible for the maintenance activity. Once you've selected all the appropriate range improvements, select generate report, select print preview, and you'll notice you have an assignment of range improvements report. If you've entered the appropriate authorization numbers and names, that information will automatically be entered on to the form. As you scroll down you'll see a list of all the projects

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that are responsibility of the livestock operator to maintain. You will also see the supplementary pages. This will show any projects that were not selected that occur on the allotment but are not the primary operator's responsibility for maintenance. Range of motion here, you'll notice we've generated the assignment of range improvements report. If you've selected to assign the authorization number and the name, those will be populated in these positions of the report. You can also scroll down and see all the projects that are the maintenance responsibility of the livestock operator. At the bottom of the report, there's the supplementary pages that show any projects that appear on the allotment but are not the maintenance responsibility of the livestock operator. To print the assignment of range improvements report, scroll too the top of the screen and select print preview. A new window will appear that shows a printer friendly version of the assignment of range improvements. From here, you can go to file and print and send this assignment of range improvements report to a printer to be sent to the appropriate livestock operators for signature. Although blank assignment of range improvement forms can be found at various locations throughout BLM field offices, these forms should not be used. When completing an assignment of range improvements, this form should be generated using the previous steps and should only be generated by using the RIPS system.