

United State Department Interior

BUREAU OF LAND MANAGEMENT

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To: All District Managers and Field Managers

From: Deputy State Director for Resource Planning, Use and Protection

Subject: Newly Available Self-Directed Training for Aquatic Resources Information Management System (ARIMS) Users

The ARIMS trainer has developed a procedure and package of instructions for self-directed ARIMS training. Self-directed training is intended to support new users or users who need a refresher on any of the ARIMS modules. Likely candidates for this type of training are those who are comfortable training at their own desk with less support than in a classroom, those who have already had the Intro to ARIMS module and want to learn additional modules, and those who need a refresher. This will supplement, but not replace, periodic scheduled training classes and will add increased flexibility to train resource specialists in how to use the application.

The process is summarized as follows. The district ARIMS data steward sponsors the trainee or identifies a local mentor to support the trainee, and contacts the ARIMS trainer to set up a training log-on for a specified period of time, generally two weeks and no more than four weeks. The local system administrator uses information from the Geographic Information System (GIS) website to load ARIMS on the trainee's machine and set up access to the training datasets. This information is located at <http://www.or.blm.gov/gis/support/documents.asp> under System Administration. The trainee can get the ARIMS Training Manual and User Guide from the GIS website at: <http://www.or.blm.gov/gis/support/documents.asp>. The trainee takes the course using the training materials located at <http://www.or.blm.gov/gis/support/documents.asp> under Training Documentation, working with their local mentor as needed for help. The ARIMS trainer (and back-up contacts) will be available for a beginning orientation launch of the training session, and follow-up help as needed if the local mentor can not help, via telephone/net meeting and/or email during the period of time allocated for the training process. After the training is completed, the trainee/district data steward will contact the trainer to close out the training log-on, and the training files will be cleaned up. More detail on this process is attached and is also located at <http://www.or.blm.gov/gis/support/documents.asp> under Training Documentation.

Further questions can be addressed to the ARIMS Trainer, Jeremy Hruska, Titan Trainer, at 503-808-6433; GeGe Coleman, Titan Project Lead, at 503-808-6326; Al Doelker, ARIMS Fish Data Steward, at 503-808-6067; Rosy Mazaika, ARIMS Hydrology Data Steward, at 503-808-6076; or Janis VanWyhe, ARIMS Project Manager, at 503-808-6296.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations

Specialist can provide you assistance in this matter.

Signed by
Al Doelker (Acting)

Authenticated by
Heather Gisch
Computer Specialist

1 Attachment

1 - [Remote ARIMS Training](#) (1p)

Distribution

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OR AQUA email group
OR GIS email group

Remote ARIMS Training
V. 1.0 April 28, 2004

ARIMS users wishing to complete the training requirements for ARIMS can now do so remotely from their district office by downloading the training material from the internet and completing the class on their own schedule. The following is a list of steps that need to be taken, in order to get access to the training database and also to make sure that the right people are available for any questions or support that is needed while going through the training material:

1. Trainee will contact District Data Steward informing them that they want to go through the class.
2. Data steward or other trained ARIMS user will be trainees "mentor" throughout the class, if the trainee has any questions they will go to the mentor first before contacting the State Office.
3. Trainee will contact Jeremy Hruska or GeGe Coleman at the State Office and let them know that they plan on taking the class, dates they plan to start and finish (recommend 2 weeks and no more than four weeks) and who their mentor is.
4. State Office will assign trainee a training login, password and stream to use for the class.
5. Trainee should contact the local district SA to schedule a time that the local SA can set up ARIMS_train on trainee's machine using VDD from internet listed below.
6. Trainee can download complete training manual online or use an existing hardcopy manual that may be available in the district.
7. When trainee logs in for the first time they will be prompted to change their CORP password. They will also need to telnet to or3031 and change their UNIX password. When AV_ARIMS is run for the first time, the trainee will update their UNIX password stored in ODBC.
8. If the mentor is unable to answer questions during training, State Office contacts are as noted below. If the trainee must contact the State Office with questions during training, please do so with the local mentor present also in order to assure that the mentor can also learn the answers.

Jeremy Hruska----- 503-808-6433
Gege Coleman----- 503-808-6326
9. After the trainee has completed the class please contact the State Office, and the training tracking table can be updated to document the completion of the class.
10. If the trainee has difficulty completing the course within the two to four weeks, please notify the State Office contracts so that a new completion date can be established and the files associated with the completed work are preserved for the additional time needed.

Reference Materials:

- Training Manual: <ftp://ftpint.or.blm.gov/gisweb/pdf/Release3training.pdf>
- ARIMS 3.5 XP Training VDD:
ftp://ftpint.or.blm.gov/gisweb/pdf/ARIMS_VDD_R3.5_XP_TRAIN_12704.pdf