USER GUIDE

SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)

SNPLMA’s Web-Based Quarterly Reporting Database
Version 11

March 2023
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ACCESSING THE “SMART” APPLICATION

You will be provided a Username and granted access to SMART by the SNPLMA Division Management and Program Analyst. You will also need to have an account set-up with login.gov (www.login.gov). This is the application that now “Authenticates” every user. This is a 2 Factor authentication application. You will need to ensure that you set this account up and use the exact same email address that you have had your account set-up in SMART with. Your email address must be a work email address, personal email addresses will not be allowed. You will now manage your own passwords and any resets of those passwords via login.gov.

I can no longer help or reset any passwords.

“Active Directory” or ADFS is what is now used **IF** you are part of the Department of The Interior (DOI) network and if that email address matches what has been set up in SMART. To make this happen your Username for SMART and your email address needs to be the same as your Username and email used when logging into your agencies network. This will be coordinated when your account is initially set-up.

If you are teleworking, you will need to be connected to your agency network or be using VPN via Pulse or whatever your agency may be using to make the connections for this to work.

The URL to SMART:  SMART - SNPLMA Management and Reporting Tool (blm.gov)

You can always access SMART via the SNPLMA Website here: SNPLMA | Bureau of Land Management (blm.gov)

Once you are set you up as a user in SMART and login.gov using the same email address you will be good to go.

- Enter the above noted URL in Edge if you are set-up correctly everywhere, you need to be, you will log right in to SMART.
Edge is the recommended browser to use. Ensure that you are not using Edge in any type of emulation mode, you will encounter issues.

If by chance when you login you and are confronted with something like this:

![Account Selection Table]

This is an indication that you may have more than one Username and account and you will need to select which login you want to use then you will be taken directly to the SNPLMA SMART Home Screen.

![SNPLMA Home Screen]

If this does happen, please be sure to contact Deb Ackerman at dackerman@blm.gov and we will get it straightened out.

**Resetting your password.**

If you forget your password or it has expired go to the login.gov application and select “Forgot your password?” and follow those instructions.
This home screen has a lot of valuable information that can keep you focused and aware of what is currently being asked of you.

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 look up here to see the current period you are reporting on. In this example, you are entering your financial requests for your needs through FY2021 Q4 and entering your quarterly status updates for work accomplished in FY2021 Q2. This display is at the top for every screen so you will always know what is being required of you from within any screen within the application.

**BROWSER RECOMMENDATION**

- The recommended browser to use is now Edge. Ensure that you are not using Edge in any type of emulation mode, you will encounter issues.

You can use Chrome if you would like but, displays are “wonky” and may be hard to view. Reporting deinitely has issues. Edge does work best.

**Please Note:** The SMART application will “time-out” after 15 minutes of inactivity. Activity may not be what you consider “activity” so be sure to save often when making your entries. This will require you to login again, and you could lose what you were working on if this happens. This is a DOI security requirement and is not something that SNPLMA or even BLM can change.
LOCATING YOUR PROJECTS

There are two ways to access your active projects.

**Method 1 (Recommended) Project Search:** 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.

**IMPORTANT NOTES**

1. There are ways to narrow your search and get a smaller list to look at. For example, if you want to look at completed (CM) projects vs. (TO) (Active/Task Order Assigned projects”) you would choose “Completed” from the drop-down list to get a list of all the projects with CM status. (Note: Selection choices included on the drop-down list of status’ are all of the choices that are available. However, the Entity User role will not be able to select and view Closed(CL) or Terminated(TR) projects nor will the Active and Inactive selections function.)
Clicking on the desired Sub Activity, Round, etc. This will expand the category to show active projects within the category (those not yet closed or terminated). The screen shot below shows the active Forest Service projects in 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 individual 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.

*Remember you can see your “Role” in the upper right-hand part of the screen along with your Username...*
This is the screen you see when SMART is **not open** for input. Contact your Program Manager if you need to update and or enter anything outside of the normal period of entry.

### Project Information

<table>
<thead>
<tr>
<th>Project Of Concern:</th>
<th>Yes</th>
<th>Work Plan Status:</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC Status:</td>
<td>Orange</td>
<td>Focus POC:</td>
<td>No</td>
</tr>
<tr>
<td>Project Status:</td>
<td>Task Order Assigned</td>
<td>Current End Date:</td>
<td>08/31/2019</td>
</tr>
<tr>
<td>Status Date:</td>
<td>09/01/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments and Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mgr. Notes:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Number as the Sole Search Parameter: Selecting only a project number will result in a list of all active projects your access allows for you to see, regardless of category, with that project number. The sample below for FW15 resulted in two projects, one a Capital Improvements and one in Conservation Initiatives.
ACCESSING PROJECT MENU SELECTIONS

After locating the project, you want to update, you need to access the Project Menu. This is where you will be making all of you updates and entries for your projects.

➢ Click on the “Project Menu” box to the right next to the project number.
The Project Menu screen has five menu boxes and one box for making comments and notes to SNPLMA available to Entity users.

<table>
<thead>
<tr>
<th>Work Plan</th>
<th>Quarterly Status Update</th>
<th>FY 2022 Annual Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Processes</td>
<td>Project Contacts</td>
<td></td>
</tr>
</tbody>
</table>

**Project Information**

- **Project Of Concern:** No
- **Project Status:** Funds Available
- **Status Date:** 06/01/2023
- **Status Update Comments and Program Mgr. Notes:**
- **Entity Comments:**
  
  ![Comment Box]

  This box when updated, automatically generates a report that is shared with the Program and Project Managers daily.
From top left to right, the menu boxes are:

**Work Plan:** The Work Plan menu box (first block, top row) is only available when a workplan is required for a new project or if the Program Manager (PM) has indicated that updates to the Workplan are needed. Contact your Program Manager if you need to make changes to your Work Plan. Things such as Target Start and End Dates can be updated as the project progresses if need be.

**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. This is where you input your quarterly status updates for the previous quarter. Entries should be made for any deliverables that are past the Target Start Date and or not yet at 100% complete.

**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. 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 final overall project accomplishment required upon closeout of the project. This should be entered a closeout time and does not have to wait until the end of the FY.

**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 now shows your current “Funding Summary” regardless of whether SMART is open or not. There is a required element here to enter your Funding Comments. You will not be able to save any changes with entering those comments.

**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.

➤ 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 will now require this entry to made as well 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.

Note that the deliverable number and description is displayed on each task-entry screen. This will automatically update and re-number deliverables if you happen to insert/add/delete deliverables.
- Click on “List Tasks” to enter subtasks or to create an additional new task for the deliverable.

- After clicking on “List Tasks” if you get this screen you will need to enter your task.
Otherwise you will see something like this and here you will click on “List Subtasks”

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

Click on “Create New Subtask”
Enter the subtask description and any comments. Select the Responsible Entity. Click “Save”

As with the deliverables and tasks, a message will be displayed that the subtask has been saved. 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 and anything that is past its Target Start Date. If the deliverable is at 100% or is not past the Target Start Date you do not need to make an entry.
- You can see the Deliverable Type
- You see the List of Tasks for the Deliverable
- The list of deliverables will display a previous quarter’s status comments and percent complete that were previously entered. This may not be from last quarter.
- It will also display actual start and end dates if entered as well as the percent overall project completion. The Actual Start Date has to be today or earlier. You cannot enter a date in the future, it as to be an “Actual” date that has come to pass.
- 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.

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 to 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.

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The updated information that was entered and saved.

To edit the entry, until SMART closes, click on the “Add/Edit.”

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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 and if the Program Manager has not already approved an entry. 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.
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.
- “Final ASAP Closeout” – Click this box only when the project is being closed out.
- “ASAP Comments” -- Explain/justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down). This is a mandatory field and you cannot save if it is left blank.

If there is a dollar figure entered for the Current ASAP Request, you will be required to enter ASAP Comments. You can no longer request funds without entering 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 F145 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 only when the project is being closed out.
- “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 #/#/#/####”.

You will see a date here. Make a note: We are asking for that information through the end of the previous quarter from you. This number is used to check compliance with “95% Rule” and will come into play when approving the current request.

Comments and notes here will speed up the approval process for the Program and Project Managers. These are required when you have a request now.

This area here will give you a history of what has occurred with your funding requests. Approval/Rejections etc.

Where you are at with the 95% rule is displayed in 2 places. You don’t have to guess where you are.

You can go in and make changes as many times as you may need to while the DB is open for input, unless the PM has already Approved your request. Once SMART is closed you will need to contact your Project Manager and or Program Manager.
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 the “Balance Available for Current Requests” equal to the amount requested.
**Direct Charge Funding Request**

Most BLM 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 only when the project is being closed out.
- “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).

Comments and notes here will speed up the approval process for the Program and Project Managers. These are required when you have a request now.
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 only when the project is being closed out.
- “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.** Should be reviewed and updated quarterly.
- 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, SNPLMA Program Manager, and SNPLMA Staff. 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.
STEP 5: ANNUAL ACCOMPLISHMENTS
There are two times that partners must enter annual accomplishments. One time is in the first quarterly reporting period of a new fiscal year for the previous fiscal year and the other is at project closeout. For our partners who’s funding type is Cooperative Agreement you can use the information entered here and run the Annual Accomplishments report to use to help meet the additional requirements from the GMO side for reporting.

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.
Project Closeout: Summarize the overall project accomplishments from beginning through completion.

- Click the Checkbox for “Final Overall Accomplishment” if it is the last time, you will be reporting, and the project is going to “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.
The second drop-down is your list of valid Fiscal Years

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.

➢ 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.

Since you can select from and enter PM’s for any Fiscal Year you will only see the entry under Annual Accomplishments for the current FY. You will not see entry available at the bottom of the AA entry screen for the previous FY. Just enter any PM via the current FY screen.
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.

SMART - Entity

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. Previously you made your parameter selections prior to selecting your report. Now because of how OBIEE works there are individual “parameter selections” or “dashboards” for each 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.

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 for.

The dropdowns for parameters will only display what you are authorized to view/see projects for.
Making your selections is a little tricky now.

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.
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 all 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:

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

Do not click on the Apply button as that will “run” the report.
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 recommended 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.