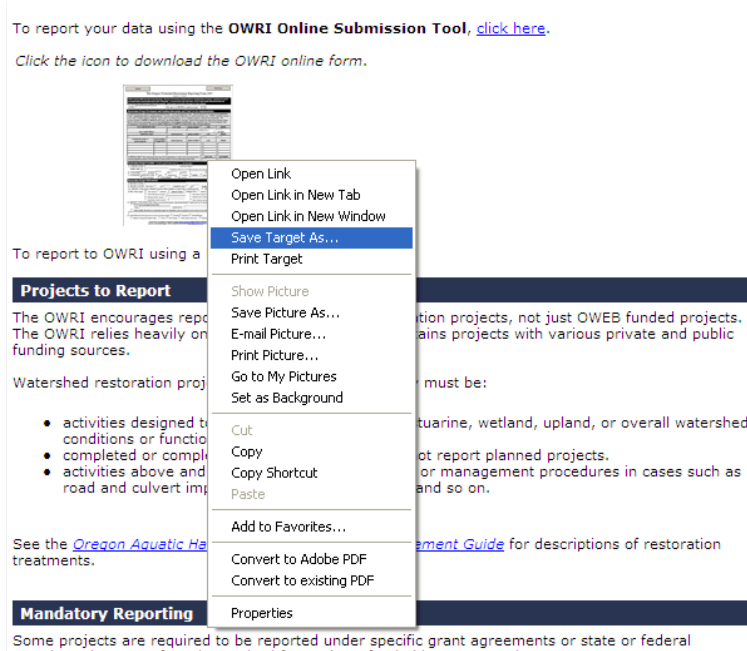


GUIDANCE FOR OWRI ONLINE SUBMISSION

Online Submission Form for the Oregon Watershed Restoration Inventory (OWRI)

DOWNLOAD THE FORM

To obtain the electronic form, visit <http://www.oregon.gov/OWEB/MONITOR/OWRI.shtml>. Open the form by right-clicking your mouse on the hotlink (see below). From the list of actions, select "Save Target As..."



You then will be asked to select a folder location on your local computer to save the file in and for a file name. **Please rename the file with a name that relates to your organization and/or restoration project.** After saving the file on your computer, launch Adobe Reader 7 and use this program to open the file.

GET ADOBE READER

TO USE THE ONLINE SUBMISSION FORM, YOU MUST INSTALL ADOBE READER (VERSION 9 is recommended), WHICH CAN BE DOWNLOADED AT http://www.adobe.com/products/acrobat/readstep2_allversions.html.

If you have limited ability to download software because of a dial-up connection, please contact Bobbi Riggers (503-986-0059, bobbi.riggers@state.or.us) to request a CD of the Adobe Reader software.

Be sure to install the software on your computer before working with the PDF form. Depending on your computer and/or network environment, you may have to request permission from your organization's Information Technology (IT) staff for administrative permissions to install programs.

BEFORE FILLING OUT THE FORM

You CANNOT use the OWRI online submission form if a project has:

- More than two landowners
- More than eight participants
- Multiple Instream Water Rights Transfers/Leases
- Voluntary Tree Retention (related to timber harvest) and there are more than 5 treatments to report

Visit http://www.oregon.gov/OWEB/Monitor/OWRI_hardcopy.shtml to access the Hard Copy Form and Instructions for submitting to OWRI.

1. **Download the most current version of the electronic or paper form for reporting from the OWEB website.**
2. **Check with your project partners to make sure the project has not already been reported.** If you are updating a previously reported project, only report new information, such as this year's accomplishments or additional costs/contributions that occurred since the previous report.
3. **For projects funded by OWEB or the ODFW Restoration and Enhancement Programs, be ready to write the grant number on the form (for cross referencing purposes).**
4. **If you are updating a previously reported project, report new information only (new cost, new treatments, etc.)**
5. **Read the Step-by-Step Instructions for the OWRI Form (PDF) for completing the reporting form.** Download these instructions for more detailed information about how to fill out individual fields in the OWRI form.

NOTE TO OWEB GRANTEES

Reporting to OWRI is a requirement of the Terms and Conditions of your restoration grant agreement with OWEB. At the end of your grant, please complete the necessary OWRI form(s) to account for all aspects of your restoration project.

- OWRI encourages reporting of activities on a yearly basis when a particular phase of a project is completed or when restoration by an individual landowner or at a specific time is done. At the end of a multi-year project, please do not submit a summary report form to OWRI that recaps work that has previously been reported. Instead, we ask that you report only the last of the work completed as part of the project and which has not yet been reported. **Please alert OWRI staff that this is the last form we will receive and which OWEB grant it closes.**
- Be sure to review [Defining Your Project](#) guidance to ensure that you are properly reporting your project. Note: projects that cover a large geographic area should be reported at a subbasin level, no larger than an 8-digit HUC.
- Do not report post-implementation status or monitoring related to closed OWEB grants to OWRI. The post-implementation status reports to OWEB should not be submitted on OWRI forms.

FILLING OUT THE FORM

Highlighting fields

Near the top of the Adobe Reader window, you can choose to highlight only those areas on the form that are required or you may highlight all of the fields on the form (see below). If highlighting all, fields are shaded blue. If highlighting only required fields, these are outlined in

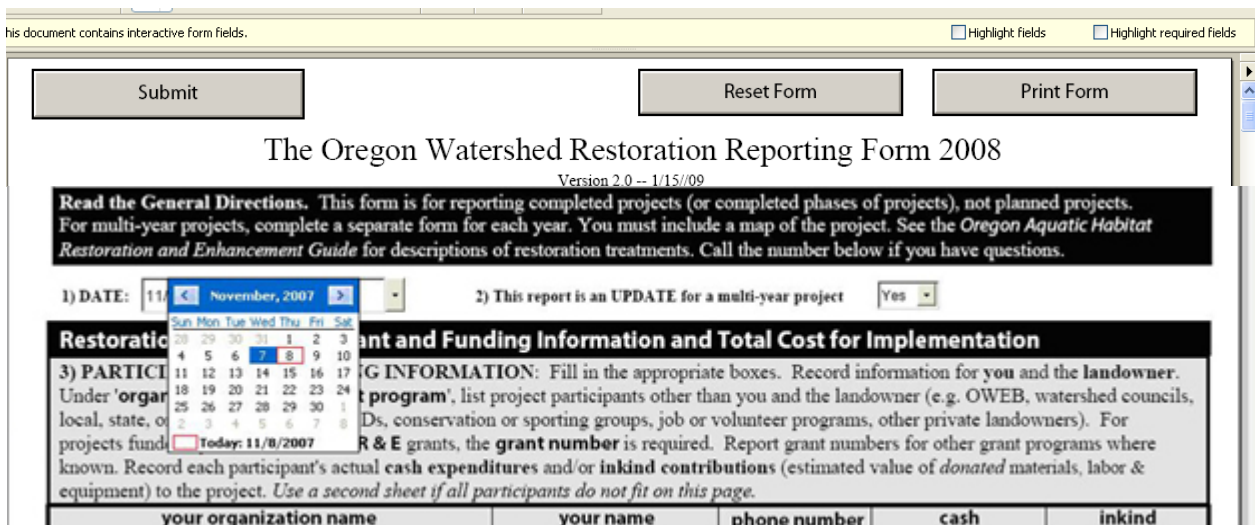
red. **We recommend that you highlight the required fields to ensure that the necessary fields are completed.**



Please note that, in addition to the required fields that are highlighted, you also must 1) select a Dominant Land Use type (p. 1, #7) and 2) complete additional required fields on the Activity pages 2-10 that correspond to your project (i.e., pages 2-10). If you fail to complete one of these additional required features, you will be notified by an error message that appears after internal pre-checking of errors is completed during the submission process (see "Submit the Form" section below).

Drop-down menus

Several fields in the PDF form include a drop-down component. The drop-downs help ensure you enter correct information in the field by giving you a pre-selected list from which to choose. Examples of drop-down fields are the Date field and the Subbasin Name field on page 1 of the PDF version of the Adobe Form (see examples below).



4) TOTAL COST: This should equal the sum of all contributions as well as the sum of restoration activities reported in sections A-H of the form. Do not include costs for monitoring on this form.		total cash	total inkind
		\$ 0	\$ 0

Restoration Project Location - Attach a project location map. Highlight treatment areas and label activities.

5) STREAM NAME Subbasin Name

TRIBUTARY OF If Subbasin unknown

6) TOWNSHIP RANGE SEC COUNTY

7) DOMINANT LANDUSE TYPE: forest range/pasture cropland urban residential rural residential other (specify)

Restoration Project Information

8) PROJECT NAME:

9) PROJECT DATES: Start (mo) (yr) Completion (mo) (yr) do not report planned projects

10) SPECIES:

Auto-Complete feature

This feature remembers information that you have typed and re-enters the same characters when typing similar information (see below). **While this feature can be useful, be sure that if you turn it on, it does not result in incorrect information being mistakenly entered in fields.**

1) DATE: 2) This report is an UPDATE for a multi-year project

Restoration Project Participant and Funding information and Total Cost for Imp

3) PARTICIPANTS AND FUNDING INFORMATION: Fill in the appropriate boxes. Record information for each participant. Under 'organization name or grant program', list project participants other than you and the landowner (local, state, or federal agencies, SWCA, etc.). Record each participant's contribution (cash or in-kind equipment) to the project. Use a second page for additional participants.

your organization name	your e-mail address	landowner name	organization name or grant program (if applicable)	contact person	phone number	cash	inkind
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	\$

Note: A red circle highlights the form fields and an Adobe Reader dialog box. The dialog box contains the following text: "The Auto-Complete feature can remember entries you type and can help save time when filling out similar forms. Turning on this feature may not be appropriate for computers in a public setting (e.g., a library or Internet cafe) because previously entered information could be displayed. Would you like to turn on this feature? Preferences for the Auto-Complete feature are found on the Forms panel of the Edit > Preferences dialog." Buttons: Yes, No.

Formatted fields

Some fields within the PDF form will be formatted already; that is, they pre-define how you can enter information. For example, the Cash and Inkind fields on page 1 require numeric entries. If you enter text, the field will remain empty.

entries do not fit on this page.

your name	phone number	cash	inkind
<input type="text"/>	<input type="text"/>	\$ 111	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> no email	<input type="text"/>
contact person	phone number	cash	inkind
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
contact person	phone number	cash	inkind
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto-calculate fields

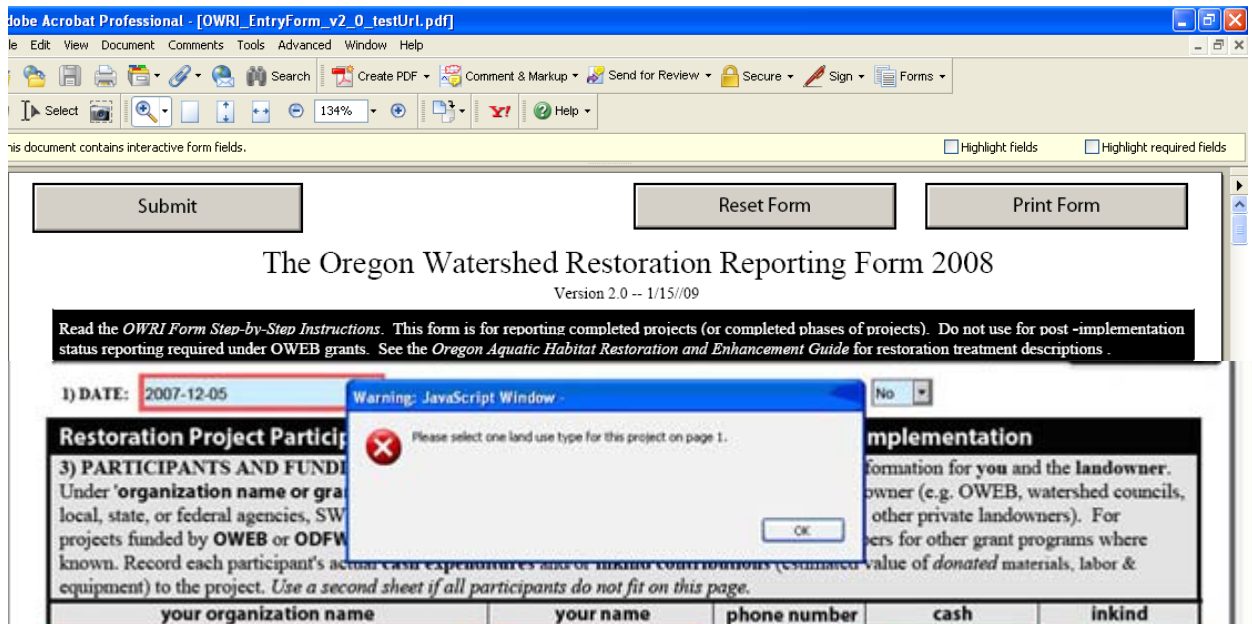
Certain fields within the form will automatically calculate sums. For example, the Total cash and Total inkind fields on page 1 include this feature to reduce the potential for miscalculations.

equipment) to the project. <i>Use a second sheet if all participants do not fit on this page.</i>					
your organization name		your name	phone number	cash	inkind
				\$ 111	\$
your e-mail address:			<input type="checkbox"/> no email		
landowner name		contact person	phone number	cash	inkind
				\$	\$
organization name or grant program	grant number (if applicable)	contact person	phone number	cash	inkind
				\$	\$
				\$ 786	\$
				\$	\$
				\$	\$
				\$	\$
4) TOTAL COST: This should equal the sum of all contributions as well as the sum of restoration activities reported in sections A-H of the form. Do not include costs for monitoring on this form.				total cash	total inkind
				\$ 897	\$ 0

SUBMIT THE FORM

1. **Save the form before submitting** – We recommend resaving the form before submitting it to OWEB. If an error occurs, you will still have a copy and not lose all of your work.
2. **Submit the form** – Once you are ready to submit the OWRI form, click the “Submit” button.

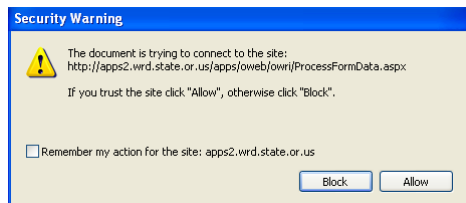
As part of the submittal process, the form will be pre-checked for obvious errors. Any problems will generate an error message and stop the submission process. You will need to fix all errors before the OWRI form can be successfully submitted (see example below).



The program will look for errors such as:

- Required fields being completed
- Land use type selected
- And many more....

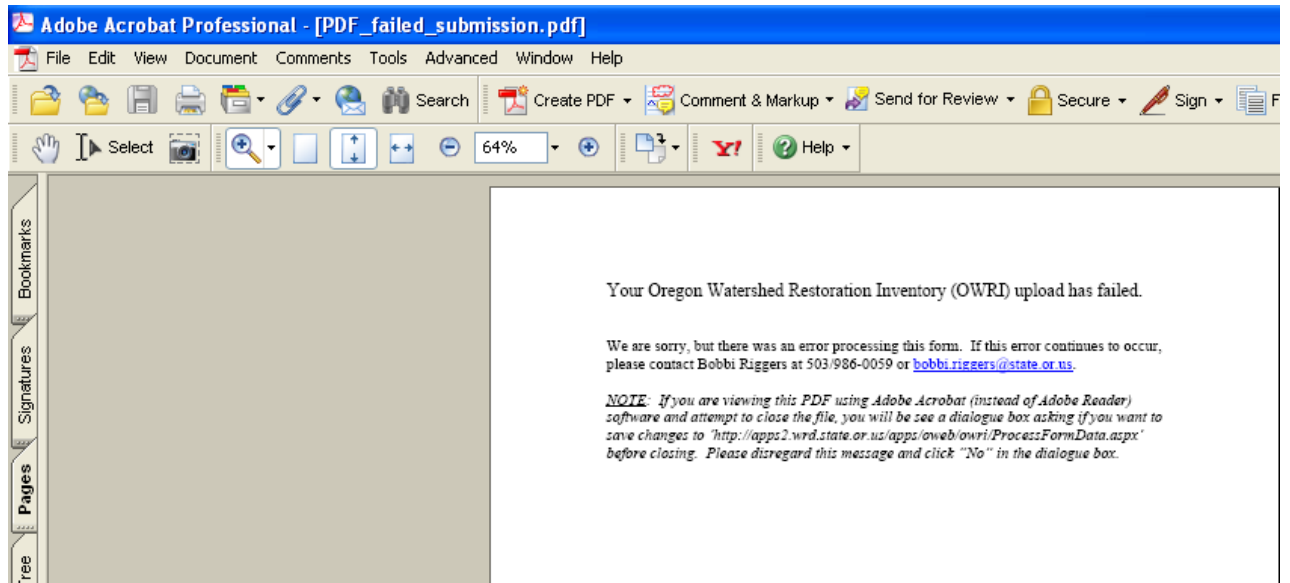
3. **Version and error checking at the OWEB server** – After correcting all errors identified by Step 2 above, click the “Submit” button again. The Adobe form will access the Internet to upload the form for processing on the OWEB server. Before an Internet connection is established, you may see a security warning asking for permission to connect to the OWEB server (see below).



Click “Allow” to begin the form processing. The program will first check to ensure that you have used the correct version of the OWRI online form. If you attempt to submit data to OWRI using an older version of the form, you will see the following error window and be directed to a URL for downloading the most current version:

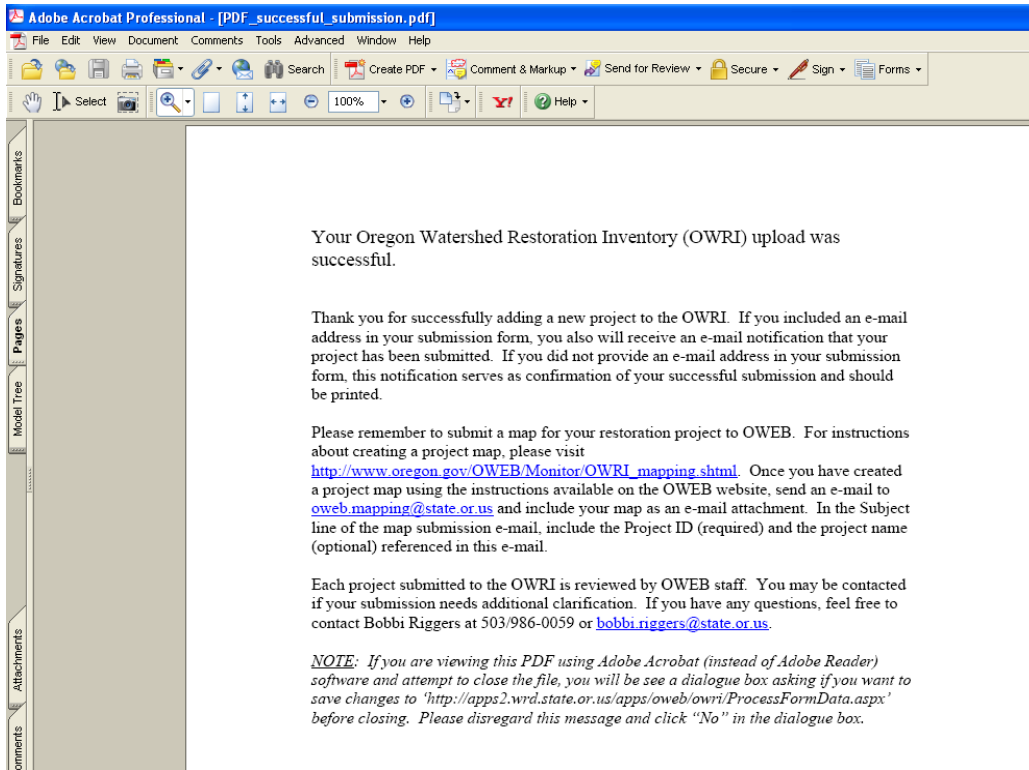


If your submission uses the most current version of the OWRI form, the program will run through another set of error checks. Errors detected at this point could include incomplete restoration activity or treatment information. If an error occurs, you will receive a notification that your submission failed (see below).

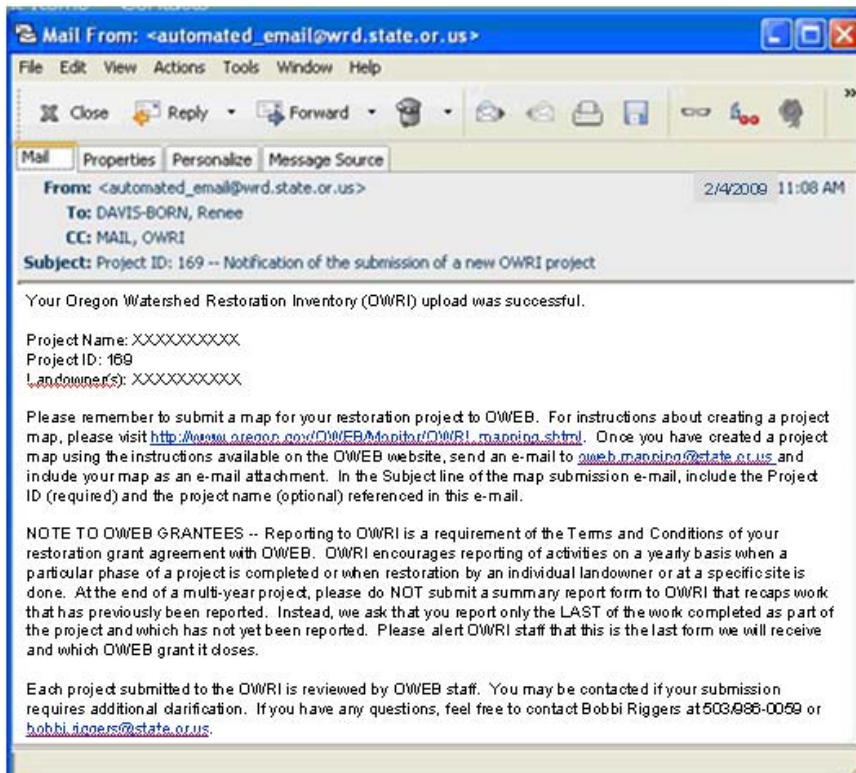


In addition, an e-mail will be automatically sent to OWRI staff at OWEB alerting them about your failed submission and outlining the problems encountered with the submission. OWEB staff will contact you within 7-10 business days with additional information about the likely cause for your failed submission.

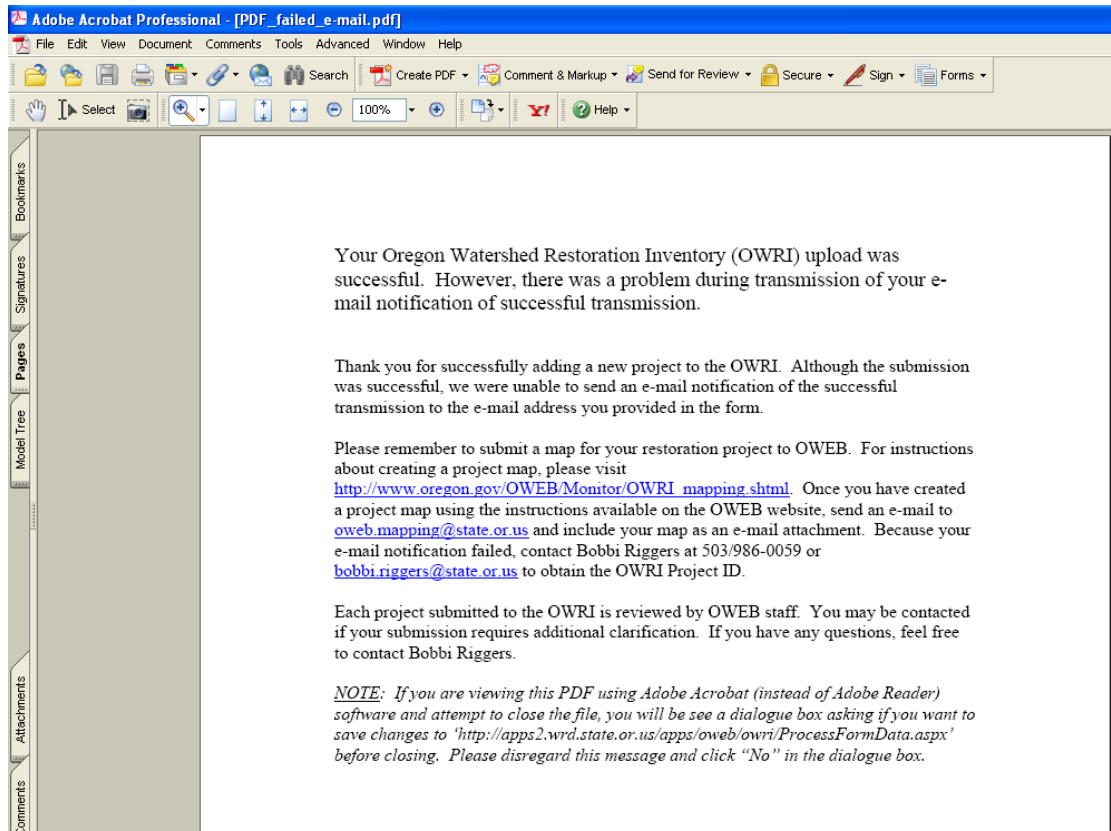
4. **Receiving notification of your successful submission** – If no errors occur, you will see a notification that your OWRI form submission was successful (see below).



You also will receive an e-mail message confirming your successful submission (see below). The Subject line of this message includes the Project ID assigned to your restoration project by the online database.



In the event that the e-mail message confirming your successful submission could not be delivered to your e-mail address, you will see a slightly different notification of your successful submission of the OWRI form (see below).



5. **Print and save the form before closing** – We recommend printing and saving the final PDF version of your OWRI form for your records. If an error occurs with your computer, you will still have a paper copy and avoid losing all of your work.
6. **Don't forget to submit a project location map** – Visit http://www.oregon.gov/OWEB/Monitor/OWRI_mapping.shtml for instructions on submitting a restoration project location map to OWRI.