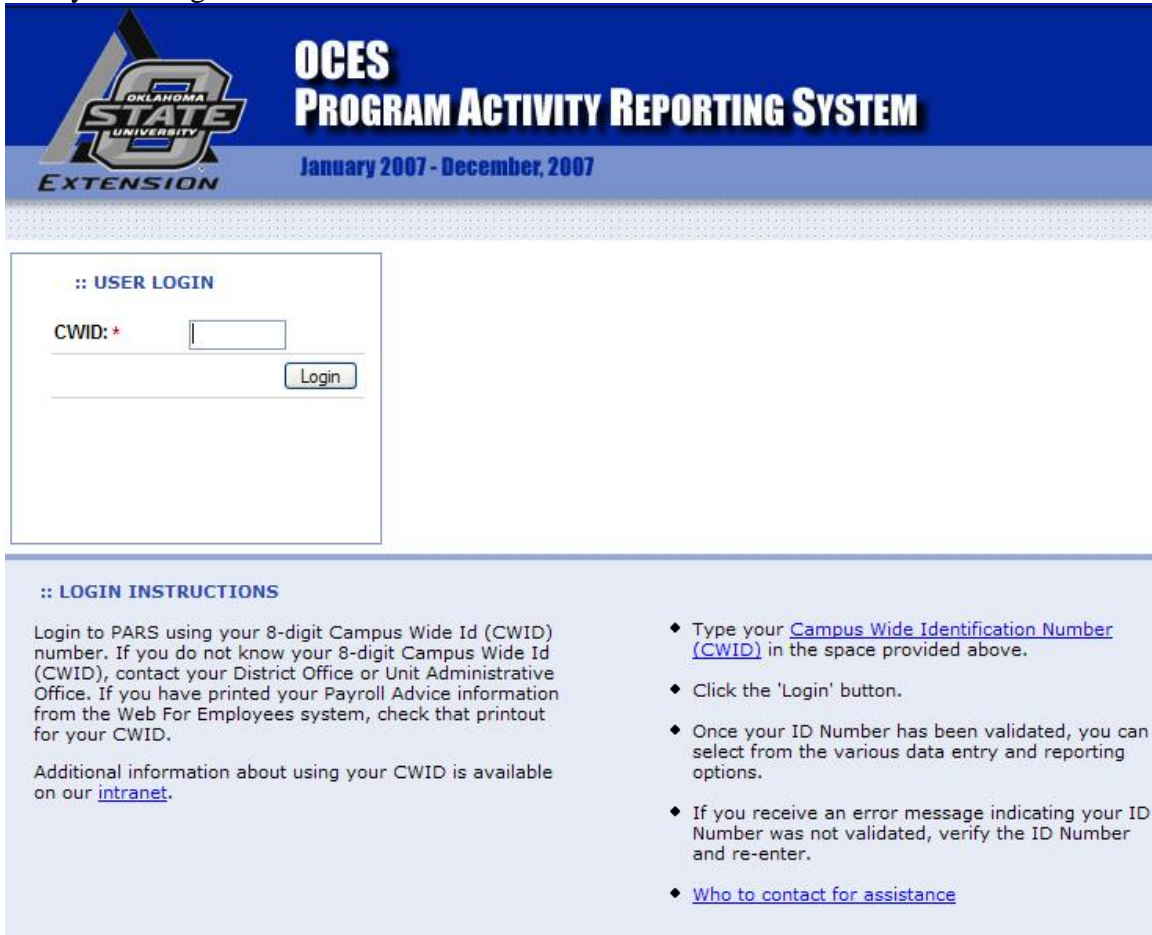


OCES Program Activity Reporting System (PARS)

PARS is a web-based data entry system that has been designed for use by county, area, district, and departmental personnel. Activity and contact information may be reported by either an individual or a support staff. Access to PARS is available at:

<http://pars.dasnr.okstate.edu>

1. System Login



OCES PROGRAM ACTIVITY REPORTING SYSTEM
January 2007 - December, 2007

:: USER LOGIN

CWID: *

:: LOGIN INSTRUCTIONS

Login to PARS using your 8-digit Campus Wide Id (CWID) number. If you do not know your 8-digit Campus Wide Id (CWID), contact your District Office or Unit Administrative Office. If you have printed your Payroll Advice information from the Web For Employees system, check that printout for your CWID.

Additional information about using your CWID is available on our [intranet](#).

- ◆ Type your [Campus Wide Identification Number \(CWID\)](#) in the space provided above.
- ◆ Click the 'Login' button.
- ◆ Once your ID Number has been validated, you can select from the various data entry and reporting options.
- ◆ If you receive an error message indicating your ID Number was not validated, verify the ID Number and re-enter.
- ◆ [Who to contact for assistance](#)

To view records: By default, the activity list shows 10 records per page. You can use the page navigation button to view other pages. If you want to see all records, click on the link "show all records".

To sort activities by the table header, click on the associated table header.

To see explanation for a table header, put your mouse on that table header

View- filter the records

OCES PROGRAM ACTIVITY REPORTING SYSTEM
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ACTIVITY MANAGEMENT NARRATIVE MANAGEMENT REPORTS USER GUIDE SYSTEM LOGOUT

CWID:00000000 - ACTIVITY LIST - 1 to 9 of 9

Navigation: << < > >>

Links: [Show all records](#) [Reset filter](#)


| No. | <input type="checkbox"/> Mth | T E A M | K A | Aud 1 | Aud 2 | Seg Step | Hrs Actl | C h e c k | Activity | Demo | Conf |
|-----|------------------------------|------------------|-----|----------|----------|-------------|-------------|-------------------------------------|----------|------|------|
| 1 | <input type="checkbox"/> 01 | 0 | 903 | 11 | | N | | <input checked="" type="checkbox"/> | | | |
| 2 | <input type="checkbox"/> 02 | 8 | 124 | 10 | 11 | N | | <input checked="" type="checkbox"/> | | | |
| 3 | <input type="checkbox"/> 03 | 1 | 306 | 11 | 11 | N | | <input checked="" type="checkbox"/> | | | |
| 4 | <input type="checkbox"/> 04 | 1 | 306 | 11 | 11 | N | | <input type="checkbox"/> | | | |
| 5 | <input type="checkbox"/> 05 | 0 | 111 | 12 | 11 | N | | <input type="checkbox"/> | | | |
| 6 | <input type="checkbox"/> 06 | 1 | 304 | 10 | 12 | D | | <input checked="" type="checkbox"/> | | | |
| 7 | <input type="checkbox"/> 07 | 0 | 102 | 10 | 11 | N | | <input type="checkbox"/> | | | |
| 8 | <input type="checkbox"/> 08 | 0 | 112 | 11 | | N | | <input type="checkbox"/> | | | |
| 9 | <input type="checkbox"/> 09 | 30 | 806 | 10 | | N | | <input type="checkbox"/> | | | |

Navigation: << < > >>

Buttons:

To search some activity records, click on the ' Show filter' link and define your searching criteria, click on the 'filter' button to generate your searching results.

Edit



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[ACTIVITY MANAGEMENT](#) [NARRATIVE MANAGEMENT](#) [REPORTS](#) [USER GUIDE](#) [SYSTEM LOGOUT](#)

CWID: 00000000 - ACTIVITY/ACTION FORM - Update

| Record | MONTH: * | TEAM: * | KA: * | AUD1: * | AUD2: | Check: * | ACTIVITY: |
|--------|----------|---------|-------|---------|---------------|---|-----------|
| 1 | 01 | 8 | 124 | 10 | 11 | <input type="radio"/> Uncomplete <input checked="" type="radio"/> Complete | |
| 2 | 01 | 1 | 306 | 11 | 11 | <input type="radio"/> Uncomplete <input checked="" type="radio"/> Complete | |
| 3 | 12 | 30 | 806 | 10 | Select one... | <input checked="" type="radio"/> Uncomplete <input type="radio"/> Complete | |

To edit activities: Put checkmarks in the boxes next to these activities, then click on the 'edit' button.

- Add an Unplanned Activity



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CWID: 00000000 - ACTIVITY/ACTION FORM - Insert

| | |
|--------------------|---|
| MONTH: * | <input type="text" value="01"/> |
| TEAM: * | <input type="text" value="0"/> |
| KA: * | <input type="text" value="102"/> |
| AUD1: * | <input type="text" value="13"/> |
| AUD2: | <input type="text" value="11"/> |
| Check: * | <input type="radio"/> Uncomplete <input checked="" type="radio"/> Complete |
| ACTIVITY: | <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |
| SEQ STEP: * | <input type="text" value="N"/> |

| | |
|------------------|--|
| HRS ACTL: | Sequential Steps |
| DEMO: | N: Needs Assessment refers to the advisory, needs assessment, and Plan of Work addressed by the program activity(ies). |
| CONF: | D: Delivery and Implementation refers to the time spent in the design, development, marketing, promotion, and delivery of an activity(ies). |
| NEWS: | E: Evaluation and Impact Assessment refers to time spent on developing an evaluation plan, developing an evaluation instrument, conducting an evaluation or assessment, collecting and summarizing data, and writing reports, impact statements, case studies, etc. in relation to the program activity(ies). |
| MAIL: | |
| VISIT: | S: Staff Development and In-Service Education: various forms of inservice training and education received. |
| PUBS: | <input type="text"/> (Positive Whole Number) |
| DIST ED: | <input type="text"/> (Positive Whole Number) |
| M WHITE: | <input type="text"/> (Positive Whole Number) |
| F WHITE: | <input type="text"/> (Positive Whole Number) |

When you have completed the entry of your activities, press the "Insert" button. Some error checking will take place to make sure the data is reasonable. If all data is correctly entered, you will be redirected to the "View/Edit/Delete Activities" page.

3. Narrative Management

- List

| MONTH | OPTION |
|-----------|-------------------------------|
| January | View Modify |
| February | View Modify |
| March | View Modify |
| April | View Modify |
| May | View Modify |
| June | View Modify |
| July | View Modify |
| August | View Modify |
| September | View Modify |
| October | View Modify |
| November | View Modify |
| December | Add |

To view or modify narrative, click on the 'View|Modify" link.
To add a new narrative, click on the "Add" link.

- Add

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CUID: 00000000 - NARRATIVE FORM - December

Insert record [Go Back](#)

NARRATIVE:

Normal Times New Roman, Times, serif Size... LINK **B** *I* U A

NEEDS ASSESSMENT

- line1
- line2

DELIVERY OR IMPLEMENTATION

Red Text, Blue Text

EVALUATION AND IMPACT ASSESSMENT

STAFF DEVELOPMENT AND IN-SERVICE EDUCATION RECEIVED

<P> Remove Tag

Property Inspector

Insert record [Go Back](#)

The Word-like interface enables you to write your narrative in a professional format. You can get help on each tool by clicking on the “?” icon and moving your mouse over the tool’s icon.

You can cancel this editing process at any time by clicking on the “Go Back” link.

You can copy text into the narrative from Word using the Edit/Copy within Word then Edit/Paste within the narrative form. If you notice Odd-looking characters or have problems printing the narrative, first save your Word document as a text file (from within Word, choose File->Save As. And choose .txt) then Edit/Copy and Edit/Paste.

- Modify

The screenshot displays the OCES Program Activity Reporting System interface. At the top, there is a blue header with the Oklahoma State University Extension logo and the text "OCES PROGRAM ACTIVITY REPORTING SYSTEM January 2007 - December, 2007". Below the header is a navigation bar with links for "ACTIVITY MANAGEMENT", "NARRATIVE MANAGEMENT", "REPORTS", "USER GUIDE", and "SYSTEM LOGOUT". A sub-header indicates the current record: "CWID: 00000000 - NARRATIVE UPDATE - October".

The main editing area is titled "NARRATIVE:" and contains a rich text editor. The editor's toolbar includes options for font style (Normal), font face (Times New Roman, Times, serif), font size, bold (B), italic (I), underline (U), and text color (A). The content of the narrative is as follows:

NEEDS ASSESSMENT

- line1
- line2
- line2

DELIVERY OR IMPLEMENTATION

EVALUATION AND IMPACT ASSESSMENT

STAFF DEVELOPMENT AND IN-SERVICE EDUCATION RECEIVED

At the bottom of the editor, there is a "Property Inspector" showing HTML tags: "<P> > > > Remove Tag".

Buttons for "Update record" and "Go Back" are located at the top right and bottom right of the editing area.

To modify content, enter your inputs and click on "Update record" button. You can cancel this editing process at any time by clicking on the "Go Back" link.

4. Report Generation

- Menu

New to PARS, or you need detailed instructions? [Click here.](#)
For information about your **Campus Wide Identification (CWID)**, click [here](#).
If you submitted information to your District Director or Department Head through the Plan of Work Timeline Builder, but not see all of the data that you entered into the Timeline Builder, contact your Director's office or Department Head's

Activity Management: Add new unplanned activities; view, edit, or remove existing activities.

Narrative Management: Add, view, or edit your monthly narrative statement.

Activity Reports: View, print, or save a report of your activities.

- Activity Report

Month: 01
Team Code : 1
KA Code : 304
Aud1: 10
Aud2: All
Activity Status: All
Seq_step: All

Include Narrative Statements in Report?
 Yes No

:: USER HELP
Define your searching criteria, click on the '**Submit**' button to see the result in a new opened browser.

Define your searching criteria, click on the "Submit" button to see the result in a new opened browser.

- Narrative Report

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CWID:00000000 - Narrative Report Generator

Month: All

- Print/view blank form

5. System Logout

Click on “System Logout”, if you finish using the system. PAR system can properly clean your session and direct you to the login page