MDWFP XtraNet

1) What is the Agency XtraNet
   a) The MDWFP XtraNet is an Internet based computer program that has a private Intranet set of applications accessible only to agency employees, but provides access to the public information through the Internet. The XtraNet can be accessed from any computer that has Internet connectivity whether from your home, district office, library or even your hotel room; users do not have to be located in the Jackson or district office. The XtraNet is best viewed with Internet Explorer. The following applications are currently running on the XtraNet:
      i) Time management including the ability to print your TAL sheet, monthly report, daily activity log, and technical guidance (XtraNet SOP Section 3)
      ii) Deer Management Assistance Program (DMAP) data entry and reporting (XtraNet SOP Section 5)
      iii) Internet customer service management (XtraNet SOP Section 6)
      iv) Creating and managing Draw Hunts (XtraNet SOP Section 7)
      v) Magnolia Records Reports (XtraNet SOP Section 8)
2) Getting Started with the Agency XtraNet
   a) Setup and Access the MDWFP XtraNet

i) Request an account from Jason Price by emailing him at jasonp@mdwfp.state.ms.us with the following information:
First name:
Middle initial:
Last name:
Email address:
Agency phone number:
Division:
FLSA Status: Exempt or Non-Exempt
MDWFP Network username if applicable: (normally First Name plus last digit of your last name)

ii) Obtain username and password from Jason Price. Jason will assign this to you and email you the information

iii) Connect to http://www.mdwfp.com/xNet and enter your Username and Password

3) TAL Instructions

   a) Log on to the MDWFP XtraNet as per 2 a) iii) above

   b) Enter your personal information

      i) Drag your mouse pointer over "Time Management" and single click "Settings"

      ii) Enter your social security number as XXX-XX-XXXX

      iii) Enter your agency PIN number

      iv) Enter your assigned vehicle number. If you do not have an assigned vehicle, enter 0

      v) Enter your base project code. (You will be able to code to any project when you fill out your TAL, but this will be the default)

      vi) Enter Agency code (460 for MDWFP)

      vii) Enter you default ORG code

      viii) Select your default location. You will be able to code to any location on your TAL sheet, but this will be the default.

      ix) Click "Submit"

   c) Entering daily activities
NOTE: If this is the first time you use the program to enter your TAL you will need to fill out the first week in its entirety. For example, if you begin using the program in December 2004, the 1st is on a Wednesday so you will need to fill out the full week going back to November. This has to be done the first time you use the program so that your balance forward can be calculated.

      i) Move your mouse pointer over "Time Management" and single click on "View Calendar". This will display the current month.

      ii) Single click on the numeric value of the day you want to add information to view the data entry form for recording your time. **NOTE**: **It is best if you use your TAB or ENTER key to navigate between fields so the values you enter can be check for valid codes**.

         (1) Default values will be entered for ORG, PROJECT, and VEHICLE. You can change these values at this time if you need to.

         (2) Enter the number of hours for the task your are recording

(3) Click (or use the space bar) to check the box for Major Accomplishment if this tasks is to be recorded on your Monthly Summary. If you check Major Accomplishment, the notes you type in the NOTES section of the form will be added as a bulleted item in your monthly summary

(4) Enter your Odometer – Begin of Day and End of Day

(5) Enter Sub-Org. Single click on "All" to view a list of All sub-org codes in the TAL book. Single click on "Mine" to view codes that you have previously used in this program. (This list will be blank the first time you use the program and will build up as you use it)

(6) Enter Location. "Mine and All" works the same as in (5)

(7) Enter Activity Code. "Mine and All" works the same as in (5)

(8) Enter notes for the task you did. Notes will be printed on your monthly summary if you checked "Major Accomplishment". If your enter notes and do not check Major Accomplishment whatever you write will be printed on your daily activity report. **NOTE**: If you have several tasks in the same day that are coded to the same TAL line, but want to enter notes for each one simply divide your day into hour segments. The program will lump each entry together on the TAL sheet, but you will have separate notes for each item.

(9) If the tasks entered is not Technical Guidance as defined in the Technical Guidance SOP, you are finished with this record and can click "Submit" at the bottom of the form. If the task is Technical Guidance you need to fill out the remainder of the form.

(10)   Enter technical Guidance

    (a) Actions: Select the item from the pull down menu that best describes the action taken for this task

    (b) # Contacts: Enter the number of actual people that you provided technical guidance to. If you give a Public Talk (and it meets the guidelines in the Technical Guidance SOP) with an audience of 50 you would enter 50 here. If you visit a DMAP club and you visit with 5 members during the visit, enter 5.

    (c) User Group: Select an item from the pull down menu that best describes who the technical guidance was provided to.

    (d) Other Type: If the "who" is not listed in (c) then enter it here.

    (e) Task: select the task performed from the pull down menu

    (f) Cooperator Name: Enter the actual name of the group that you provide technical guidance to. If you choose a DMAP club then you do not need to fill out this item.

    (g) Contact First/Last Name: Enter the first and last name of the contact you made (this is for your information only and is not required for technical guidance reporting)

    (h) Contact Phone: Enter the phone number of the contact. This is not required.

    (i) Acres: Enter the approximate acres affected. At this time the program does not enter the DMAP acres from the database so you will have to enter acres manually. This will be a future upgrade.

     (j) Single click "Submit" to record your task.
 d) Editing Daily Activities
   i) Click on the entry for the day you want to edit (Daily entries in the calendar view are marked with Sub-Org and Hours)
   ii) Make appropriate changes to each item that is incorrect.
   iii) Click on the small blue disk icon in the upper left corner of the form to save your changes.
   iv) Click on the large X in the upper right corner of the form to close the form.
 e) Deleting Daily Activities
   i) Click on the entry for the day you want to delete
   ii) Click on the small red x (third icon from the left in the upper left section of the form)
 f) Printing Reports
   i) TAL Sheet
    (1) Current Month
     (a) Move your mouse over "Time Management" and then over "Generate Reports" and single click on "TAL". This will generate a TAL sheet for the current month.
    (2) Previous Month or Current Month
     (a) Move your mouse over "Time Management" and single click on "View Calendar"
     (b) Select the month you want to generate a TAL sheet for by single clicking on the left or right arrow in the upper left corner of the calendar. I.e. (<-- MONTH Year -->)
     (c) Single Click on "Tal Sheet" in the top row of the calendar.
   ii) Monthly Summary and Daily Activity Log
    (1) Current Month
     (a) Move your mouse over "Time Management" and then over "Generate Reports" and single click on "Monthly Report" or "Daily Report". This will generate a bulleted monthly report or Daily Activity Log in Microsoft Word format for the current month.
    (2) Previous Month or Current Month
     (a) Move your mouse over "Time Management" and single click on "View Calendar"
     (b) Select the month you want to generate a Monthly Summary or Daily Activity Log for by single clicking on the left or right arrow in the upper left corner of the calendar. I.e. (<-- MONTH Year -->)
     (c) Single Click on "Monthly Summary" or "Daily Summary" in the top row of the calendar.
4) Tal for the Palm Pilot NOTE: Only Palm OS is supported
 a) Installation Instructions
   i) Email or Call Jason Price (jasonp@mdwfp.state.ms.us, (601) 432-2123); give him your XtraNet Username (from XtraNet SOP 2 (a)) and request to be added to the Palm Group.
   ii) Change your Palm User Name to match your XtraNet username. To do this launch Palm Desktop, click on Tools, users and select your existing user name

and click Rename. It doesn't matter if you use the palm desktop for your information manager or not (If you are using Outlook you will also need to change your Username in Outlook).

iii) Download the installer:
   http://www.mdwfp.com/pifdownloads/pifclient.zip(1.9MB)

iv) Run the **pifclient.zip** program and follow the prompts.

v) You will be prompted for your Pendragon Forms Enterprise Edition account name and password.
   Note, your Personal Settings:

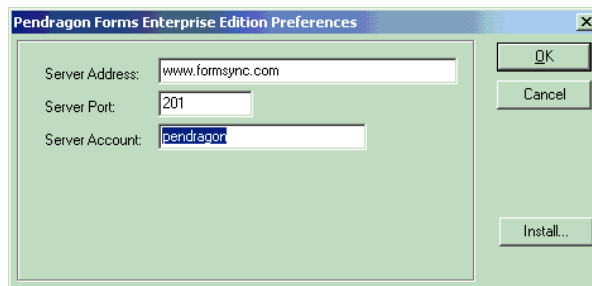   (1) **Server Address**:**www.mdwfp.com**
   (2) **Server Port**: **443**
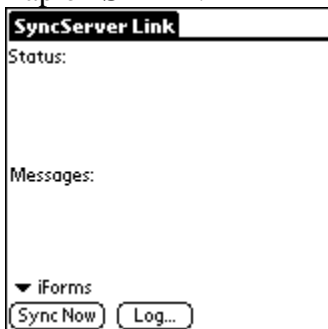   (3) **Server Account**: **pendragon**

vi) Click the **OK** button.

vii) Restart your PC.

viii)   Your next HotSync operation will install the Forms Enterprise Edition (iForms) application icon on your handheld. It will also install the S-Link application on your handheld.

ix) On the handheld, go to the **Applications** screen:

   (1) Tap on **S-Link**:

   (2) Using the pull down menu, go to server options

(3) Enter your **Account** name (pendragon), your **Password** (from XtraNet SOP 2 (a)) by tapping the Unassigned box, then tap **Done**:

x) The subsequent HotSync operation will synchronize with the XtraNet Forms Enterprise Edition server.

b) How to Use TAL on the Palm Pilot
  i) Launch the "iForms" application on your Palm Pilot
  ii) Add a new time record
    (1) Select the form "TAL"
    (2) Tap New
    (3) Fill out the form. Be sure to tap Next as there are 4 pages to the form.
    (4) Tap End to save the record
  iii) Delete a record:
    (1) Select the form "TAL"
    (2) Tap Delete...
    (3) Select the Records tab (just to the left of the Delete Button)
    (4) Select the record you want to delete
    (5) Tap Delete
    (6) **NOTE**: After you hot-sync records, you will not be able to permanently delete a record from within the palm. You will need to delete it first using the XtraNet form, see 3 (d) and then from your Palm.
  iv) Review all time records
    (1) Select the form "TAL"
    (2) Tap Review
    (3) Search and Sort
    (4) Tap Done when you are finished
    (5) **TIP**: In the Review or Delete views on the Palm you can show different fields of information by tapping on the line just below "TAL" and selecting the field you want to show.

5) Deer Management Assistance Program (DMAP)
6) Web based customer service questions
  a) Log on to the MDWFP XtraNet as per 2 a) iii) above
  b) Answering Questions
    i) A link with the number of unanswered questions will be available to the right of your name. Click this link if there are new questions.
    ii) New questions will be displayed in a table with contact information.
      (1) Click on "reply to this message" to answer a specific question

(2) If this question is generic and would be useful to display to the general public, click the radio button for "yes" and enter a short title. This will be the title of the Frequently Asked Questions (FAQ) as it appears on the web. WARNING: If you click yes the response will be viewable by the general public. If in doubt, leave the default NO checked.
(3) Type your message in the message text box
(4) Single click "Send Message"
(5) The answer you typed is sent along with a link to rate how well you answered the question. See 6) d) i) (5) for the question and rating scale
(6) You will be sent back to the unanswered questions where you can continue answering.

c) Referring questions to another division
   i) Review new questions; see 6 b) above
   ii) If the question goes to another division click on the box at the bottom of the question 'Refer message to', highlight the division and click on go to send to that division.

d) Reviewing answered questions within your division
   i) Single click on the link to questions from the initial log on screen 6 a) above.
      (1) Choose the month to review or leave on "all" to view all months (in the green area in the upper right corner of the questions table)
      (2) Choose the year (using the pull down menus next to Date).
      (3) Click on the "Answered" radio button
      (4) Single Click on "Go"

      (5) Answered questions will appear in the questions table. NOTE: Customers have the opportunity to rate your questions and send a follow up comment. The question is as follows:

      Please RATE the following statements from 1 to 5:

      a) The question was answered to my satisfaction.
      Agree   Disagree
      ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

      b) I received a timely response to my question.
      Most timely   Least timely
      ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

      c) The reply to my question was friendly and courteous.
      Most friendly   Least friendly
      ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5