



# TAILS

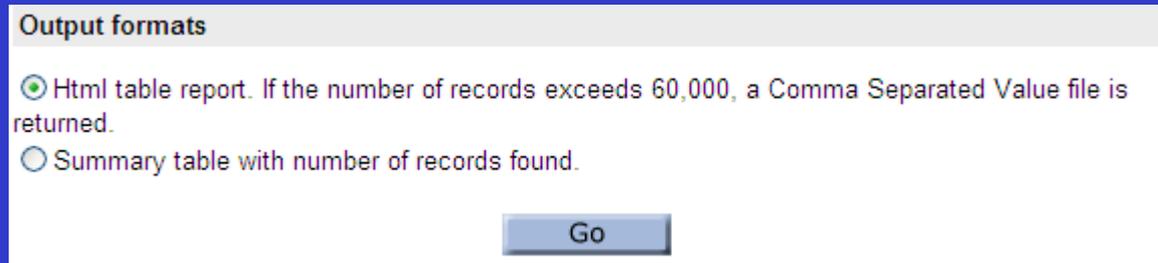
## Introduction to Reporting

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# Introduction to Reporting

## What's new with TAILS reports?

- ◆ Many more Office Reports (the simplest way to retrieve data for most common reporting needs)
- ◆ Expanded options for queries in Ad-Hoc Reports, including:
  - ◆ ARRA Funding
  - ◆ CBRIS
  - ◆ CBRA
- ◆ Easier-to-use output options in Ad-Hoc Reports
- ◆ New output formats



Output formats

Html table report. If the number of records exceeds 60,000, a Comma Separated Value file is returned.

Summary table with number of records found.

Go

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## Office Reports

- ◆ Often referred to as “canned reports”
  - ◆ Query can be modified to focus report
  - ◆ Report itself is pre-formatted without options
  - ◆ Wide variety of reports to meet most common reporting needs
1. Click Reports tab, then Office Reports link
  2. Click on the desired report, for example: Activities by Species
  3. Use the Query Definition fields to refine the scope of the report.
    - ◆ Don't need to select anything
    - ◆ The more selections, the fewer records returned and the more focused the report
  4. Select the Output Format, and click the Go button.

## Output Formats

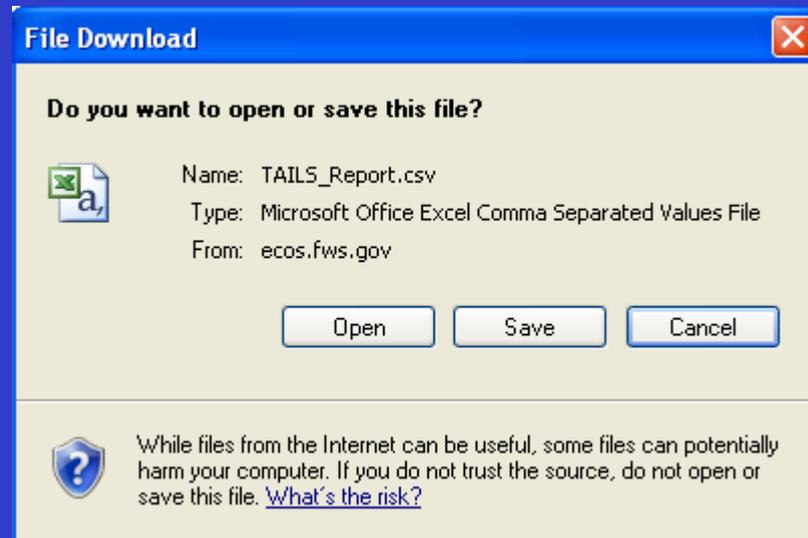
- ◆ **HTML Table report most commonly used**
  - ◆ Can be exported to a variety of formats including Excel and PDF
  - ◆ Links back to individual Activities are maintained
  - ◆ Opens in a separate window; just close to return to TAILS Reports
- ◆ **CSV (comma separated value) File**
  - ◆ Automatic for large reports (over 60,000 records)
- ◆ **Summary Table**
  - ◆ Shows total # of records returned
  - ◆ Compared to total # of unique Activities
  - ◆ May be the same or quite different depending on query

```
Number of records returned: 5319
Number of unique Activity Codes returned: 2004

Query: Lead Region=1
AND
Fiscal Year=2008
AND
Activity Type=S7
```

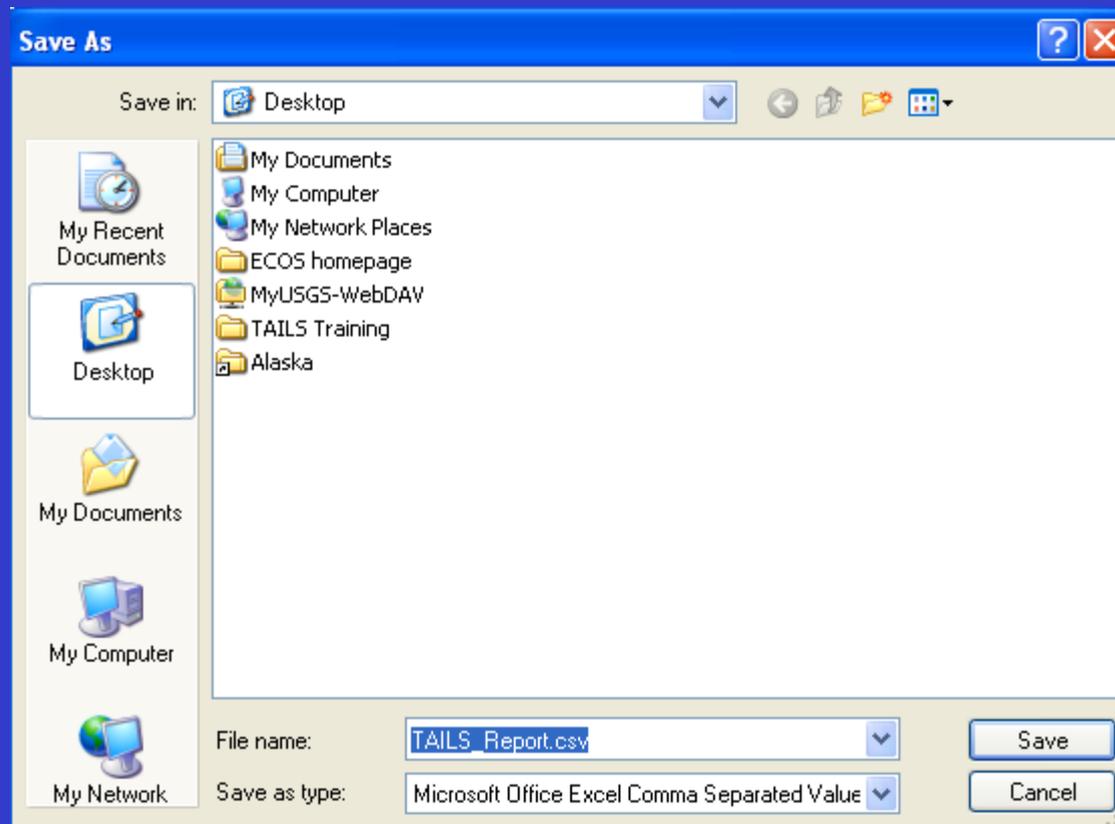
## Working with CSV Output

After clicking the Go button, you get this message:



Click the Save button.

## Working with CSV Output



Browse to the correct location, then click the Save button.

## Exporting Reports

- ◆ **Variety of popular formats**
  - ◆ **CSV**
  - ◆ **Excel**
  - ◆ **PDF**
  - ◆ **ArcMap (click on Map Results)**

Export options:  CSV |  Excel |  PDF |  ArcMap

[Map Results](#) (only results with point locations are mappable)

# EOY Reporting

- ◆ **Logging Activities in TAILS required**
  - ◆ **For CPA (formerly Federal Activities) since 2007**
  - ◆ **For Section 7 consultations since 2008**
- ◆ **Accuracy and completeness essential**
- ◆ **FY for reporting purposes**
  - ◆ **Endangered Species = September 1, 2008 through August 31, 2009**
  - ◆ **CPA (FA) = October 1, 2008 through September 30, 2009**
- ◆ **No adjustments for measures related to S7 consultations EXCEPT in TAILS**

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## EOY Reporting

- ◆ **Performance Reporting**
  - ◆ **Preview Reports**
  - ◆ **Transparency Reports**
  - ◆ **A/W Types Mapping**
    - ◆ **Retained in TAILS for reference**
    - ◆ **Replaced by Performance Reporting System (PRS) in ECOS**

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# Performance Reporting System (PRS)

- ◆ Secure ECOS homepage
- ◆ All EOY reporting in one place
- ◆ Review and check all year long
- ◆ Replaces GPRA and old TAILS reports
- ◆ Currently includes all Endangered Species and CPA measures
  - ◆ More planned for 2010
  - ◆ TAILS + other ECOS modules like TESS and ROAR
  - ◆ Some data entered directly
- ◆ Transfer to Enterprise Planner (EP)
- ◆ Target setting planned for 2010

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# EOY Reporting

## Performance Reporting System (PRS)

After logging into secure ECOS, a customized version of PRS based on your office is available on the homepage.

Performance Measure Reporting

### 2009 Performance Reporting System

[National performance report](#)  
[Region 1 performance report](#)  
[Snake River Fish And Wildlife Office report](#)

### View Archived Reports

Archived Year

**About PRS:**

PRS is the new performance reporting module in ECOS. It replaces the old GPRA module, which will be used in the future only for viewing historical data. It is specifically designed to automate as much of performance reporting as possible. PRS pulls much of its initial values from other ECOS modules, including TAILS, TESS, and ROAR. Applicable data will be uploaded from PRS to Enterprise Planner (EP).

**Important:** Currently, only Endangered Species and Conservation Planning Assistance (from the TAILS Federal Activities module) performance measures are included in PRS but more are planned for the future.

For more information, [view the instructions here](#)

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# EOY Reporting

## Performance Reporting System (PRS)

The first time you use PRS, you set your preferences for which measures to display.

### Choose Programs Displayed In Reports

#### Endangered Species

- Candidate Information
- Critical Habitat
- Conservation Projects (GPRA)
- Grants
- Listing
- Petition Tracking
- Recovery
- Section 7 Consultation

#### Fisheries and Habitat Conservation

- Conservation Planning Assistance \*

\* Note: Federal Activities' name has changed to Conservation Planning Assistance(CPA).

If you would like to change these selections AFTER you have saved them, please click the Choose link on the Program column in the report.

Measure	Program	OP Target	EC
3.1.13 Number of non-FWS riparian (stream/shoreline) miles restored/enhanced through conservation planning assistance <a href="#">[learn more...]</a>	Federal Activity	757	
3.2.4 Number of non-FWS riparian instream miles	Federal	1,000	

# EOY Reporting

## Performance Reporting System (PRS)

In the future, you can change these preferences easily by clicking the **Choose** link under the Program title in the report.

Measure ▾	Program <a href="#">Choose</a>	OP Target
3.1.13 Number of non-FWS riparian (stream/shoreline) miles restored/enhanced through conservation planning assistance <a href="#">[learn more...]</a>	CPA (FA)	149

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# EOY Reporting

## Performance Reporting System (PRS)

- ◆ **Current ECOS Value**
  - ◆ **Accurate as of today's date**
  - ◆ **Linked to constituent elements**

ECOS value  
(Jun. 8, 2009)

[289.97](#)

List of Activities contributing to the Performance Measure Value of: 289.97 Miles

View ↕	Activity Code ↕	Title ↕	Shoreline Miles ↕	Riparian Miles ↕	Total Miles ↕
<a href="#">View</a>	52422-2008-FA-0375	FIMP Restoration Site Selection	83	0	83
<a href="#">View</a>	43910-2009-FA-0049	Tallahatchie Bridge Mitigation Bank	0	2.25	2.25
<a href="#">View</a>	43910-2009-FA-0048	Innovative Wetlands Bank	0	2.44	2.44
<a href="#">View</a>	43440-2008-FA-1198	East Marsh Island Marsh Creation (TV-21): Iberia parish	1.4	0	1.4

- ◆ **Click View to go to each Activity**
  - ◆ **May edit if TAILS user with edit access**
  - ◆ **Anyone can view**

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## Performance Reporting System (PRS)

- ◆ **Three levels of reports**
  - ◆ National
  - ◆ Regional
  - ◆ Field Office
- ◆ **FO reported values “roll up” to Region, then “roll up” to National**
- ◆ **Adjustments allowed in FY08**
  - ◆ Reporting deadline to EP = early Sept
  - ◆ Need to estimate until end of FY
- ◆ **No adjustments allowed for ES measures for FY09**
- ◆ **Check your office’s values in PRS throughout the year**

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