CSIMS V2.0 & V2.1 Menu Navigation

1. Open the CSIMS V2.0 training application link.
   a. E-mail link to Conservation Districts on March 19, 2018.
2. Login to CSIMS Training Site.
3. First time Login.
4. CSIMS V2.0 User Update Profile.
5. CSIMS V2.0 User Logout.
6. Calendar function.
      i. Ranking Worksheet Groups – Under Construction.
      ii. Ranking Worksheet for Individuals – Under Construction.
      iii. Move Ranking Worksheet Form – Under Construction
   d. Landowner Information Table.
   e. Landowner Report.
   f. Contracts function.
      i. Contract Setup and Payment.
      ii. Encumbered Contract Setup and Payment.
      iii. County Contract and Payment Read Only.
10. Buffer
   a. Employee Forms
   b. Employee Reports
   c. Supervisor Forms
   d. Supervisor Reports
   e. Kansas Conservation Districts
      i. District Information Form.
      ii. District Conservationist Form.

f. Annual Meeting Form.
g. Annual Meeting Report.


   i. Chapter 1 – Programs Overview.
   iii. Chapter 3 – Local Program and Contract Procedures.
   iv. Chapter 4 – Practices and Components.
   vi. Chapter 6 – NPS Pollution Control Special Provisions.
   viii. Chapter 8 – Riparian and Wetland Protection Program.
   ix. Chapter 9 – Kansas Water Quality Buffer Incentive

c. Kansas Conservation District Handbook
   i. Administrative Section
      1) Division of Conservation Overview.
      2) Preface.
      3) Chapter 1 – State Conservation Commission and Conservation Districts.
      4) Chapter 2 – Conservation District Supervisors.
      5) Chapter 3 – Board Meetings.
      6) Chapter 4 – Conservation District Annual Meetings.
      7) Chapter 5 – Financial Management.
      8) Chapter 6 – District Operations.

   ii. Personnel Section
      1) Chapter 1 – Personnel Management Responsibilities.
      4) Chapter 4 – Qualification Standards.
5) Chapter 5 – Position Description and Performance Appraisals.
6) Chapter 6 – Employee Compensation
7) Chapter 7 – Employee Training.
8) Chapter 8 – Employee Relations.
9) Chapter 9 – Personnel Services.
10) Bibliography.

iii. QuickBooks for Conservation Districts.
iv. District Employee Guide – Under Review may not be in CSIMS.
vi. NRCS/Electronic Field Office Technical Guide (eFOTG).
vii. NRCS Practice Cost Data.
viii. Helpful Links.
1. Open the CSIMS 2.0 training application link provided in the March 19, 2018 e-mail.
2. First time Login:
   a. Use the work email address and your CSIMS password.
   b. You will be directed to setup the security questions and new password.

The screens will look like this:
3. Forgot Password Function.
The screens will look like this:
4. User Password Change Function. This can be performed after successful login to CSIMS. The screen will look like this:
5. User Update Profile function. This can be performed after successful login to CSIMS. All security questions or password can also be updated here.

The screens will look like this:

![Profile Update Screen]

6. User Logout function. This can be performed after successful login to CSIMS.

The screen will look like this:

![Logout Screen]
7. New Calendar function. This can be performed after successful login to CSIMS. All events are entered by Division of Conservation (DOC) staff and can be displayed on the Home Page for three months (Previous month, Current month and Next month) period only. Click the Important Dates to see full year calendar and previous year events also.

The screens will look like this:
8. Home Page Charts function. This can be performed after successful login to CSIMS. All allocations for three years data will be displayed by Program and can be drilled down to details level. County Ledger report will also be available here. Data can be view as table or chart level.

The screens will look like this:

![Image of charts and calendar]

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9
Clicking on the Project Type will give a list of contracts.

The screen will look like this:
Click on the NPS County Ledger Report and the County Ledger will open in a pop-up.

The screen will look like this:


The screen will look like this:


The screen will look like this:
The screen will look like this:

The screen will look like this:

The screen will look like this:
15. Landowner Information Table – Search can be performed from here and New Landowner can also be added from here.

The screen will look like this:

![Landowner Information Table](image)

16. Landowner Report – Provides the landowner information that has been entered in CSIMS by your district.

The screen will look like this:

![Landowner Report](image)

The screen will look like this:

![Contract Navigation Screen]

18. Contract Setup and Payment – New Contracts starting with Fiscal Year 2019 will be created from the Ranking Worksheet Report. Amendments, Cancellations and Payments will be created here.

The screens will look like this:

![Contract Setup and Payment Screen]
### Practices

<table>
<thead>
<tr>
<th>Practice</th>
<th>UOM</th>
<th>Units</th>
<th>Computed Cost</th>
<th>Cost Share</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site Wastewater System (110)</td>
<td>Each</td>
<td>1.00</td>
<td>$4,000.00</td>
<td>$2,400.00</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

### Components

<table>
<thead>
<tr>
<th>Component</th>
<th>UOM</th>
<th>Fat. Units Req'd</th>
<th>CAC</th>
<th>Computed Cost</th>
<th>Cost Share Rate</th>
<th>Cost Share</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete System - Infiltration Chambers</td>
<td>Each</td>
<td>1.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>1.00</td>
<td>$2,400.00</td>
<td></td>
</tr>
</tbody>
</table>

### Project Information

- On-Site Wastewater System eligibility criteria number: - (Number Only)
- Biogas Worksheet Total Score - (Number Only)
- Project Completion Date - (mm/dd/yyyy)
- Project Completion Date: 06/01/2018

### Landowner Contract(s) and Limit

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Funds under Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS-2018-1</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>NPS-2018-11</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

- Landowner Total Funds under Contract: $2,500.00
- Landowner Limit: $4,000.00
- Landowner Available Funds: $0.00
- Project Limit: $2,000.00
- Project Limit Available Funds: $0.00

### Contract Fund Allocation

<table>
<thead>
<tr>
<th>Fund Source Code</th>
<th>TMDL</th>
<th>Supplemental?</th>
<th>Allocation</th>
<th>Committed</th>
<th>Paid</th>
<th>Pending Approval</th>
<th>Pending Saved</th>
<th>Uncommited</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS_NPS</td>
<td>No</td>
<td>No</td>
<td>$19,170.00</td>
<td>7,438.00</td>
<td>6,00</td>
<td>$174.00</td>
<td>0.00</td>
<td>$0.00</td>
<td>$2,557.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>73.19%</td>
<td>6.81%</td>
<td>1.71%</td>
<td>0.00%</td>
<td>26.14%</td>
<td>26.14%</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>
19. **Encumbering Contract Setup and Payment.** Prior Fiscal Year Contracts will be accessible here.

The screens will look like this:
### Landowner Contracts and Limit

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Funds under Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS-2017-6</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

- Landowner Total Funds under Contract: $500.00
- Landowner Limit: $4,000.00
- Landowner Available Funds: $3,000.00
- Project Limit: $500.00
- Project Limit Available Funds: $3,000.00

### Practices

<table>
<thead>
<tr>
<th>Practice Description</th>
<th>UOM</th>
<th>Units</th>
<th>Committed Cost</th>
<th>Committed Share</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrient Management</td>
<td>Tmt</td>
<td>10,000</td>
<td>$522.00</td>
<td>$522.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

#### Contract Fund Allocation

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS_NPS</td>
<td>No</td>
<td>No</td>
<td>113,476.00</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>11.53%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
20. County Contract and Payment Read Only – This function can be used to access current status of each contract. However, once a Fiscal Year Program has been encumbered, this is used only to view and/or print Cancellation Approved and/or Final Paid status contracts.

The screens will look like this:

The screen will look like this:

22. Conservation Districts Menu.

The screen will look like this:

23. Employee Forms – Conservation District employee database to provide the district an employee record keeping tool and to generate a printable employee oath to be completed by each new employee.

The screens will look like this:

25. Supervisor Forms - A conservation district database to provide the district a supervisor record keeping tool for Supervisor Information, Supervisor Election Results and Oath of Office forms.
The screens will look like this:

The screen will look like this:

27. Kansas Conservation Districts is used to generate the Kansas Conservation Districts Directory.

The screen will look like this:
28. Annual Meeting Form the function is used to enter the Annual Meeting Information annually by December 15th.

The screen will look like this:


The screen will look like this:

![Reports Menu](image1)


The screen will look like this:

![Resources Menu](image2)


33. Programs Manual. Starting in Fiscal Year 2019 the Programs Manual will be one single document.

The screen will look like this:

![Programs Manual](image3)

34. Kansas Conservation District Handbook. Starting in Fiscal Year 2019 the Kansas Conservation District Handbook will be one single document.
35. QuickBooks for Conservation District – Clicking on the link will open document in a separate window.

36. District Employee Guide – Under Construction, however further discussion may remove this resource from CSIMS.


38. NRCS/Electronic Field Office Technical Guide (eFOTG) – Clicking on link will open in a new window.

39. NRCS Practice Cost Data – Under Construction. The link will be updated to NRCS Programs Financial Assistance Information and clicking the link will open in a new window.