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## **What is the Engineering Job Approval Authority (EJAA) Database and Why Do I Need It?**

Engineering job approval authority (EJAA) is delegated to individuals who have demonstrated the expertise to plan, design, and provide construction technical assistance for various conservation practices. The EJAA provides NRCS and the public assurance that only individuals with appropriate EJAA can approve planning, design and construction technical assistance. The National Engineering Manual (NEM), Part 501.4 and NEM Florida Amendment FL501.4 describe the procedures for delegating engineering job approval authority (EJAA) to individuals. To assist in this process, Florida NRCS developed a Microsoft Access<sup>®</sup> database that provides users a simpler and streamline process to manage EJAA. The Florida NRCS EJAA database provides a more efficient method to delegate and/or concur on an individual's EJAA and to maintain and/or update an individual's EJAA.

The Florida NRCS EJAA Database was developed in conformance with the approved Florida EJAA chart (See NEM, FL501.9, Exhibit 2). The database eliminates the need of updating Microsoft Excel<sup>®</sup> spreadsheets for each individual when changes are made to a conservation practice (i.e., name change or change in the controlling factors, etc.). An individual's EJAA can easily be checked and reviewed and the user will only need to update the database for the individual's new or revised EJAA.

Reports can be quickly generated for from the EJAA Database (i.e., can print reports for everyone in an Administrative Area). This will be useful to users in finding individuals with appropriate EJAA for checking, reviewing, or approving designs or provide construction check out.

The EJAA Database is split into a front-end and back-end database. The concept of a front-end and back-end database means that there is only one (1) source for all of the data which is the back-end database which only the database administrator has direct access. The one back-end database is stored on the server in the State Office (flgainesv2c057). Every user will have a front-end database program installed on their desktop where data is entered by the EJAA

delegator, individual concurring on the recommended level of EJAA, and the individual approving the EJAA. The EJAA data for all Florida individuals delegated EJAA is stored on this back-end database.

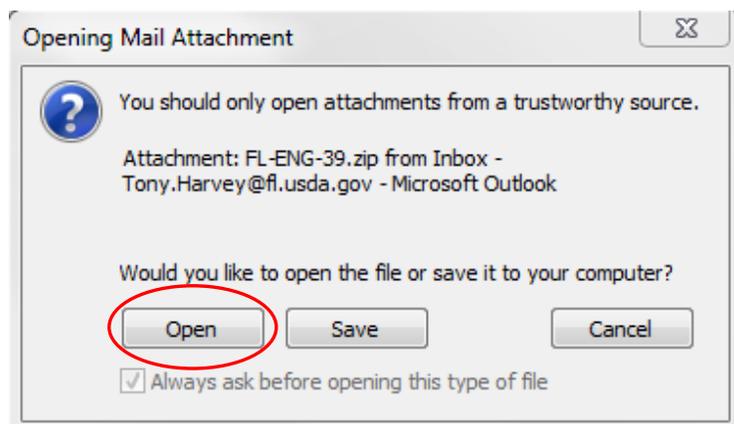
The front-end is the connection to all EJAA saved in the back-end database. The front-end is a Microsoft Access<sup>®</sup> database with forms and reports. The forms will be used to enter/update/approve/delete data from the database and used to print reports from the database. The user will **need a local copy of this file (FL-ENG-39.mdb) stored on his/her Desktop.** The user can copy and save the front-end document on their computer by following Step 1 of the instructions.

Below are instructions for how to implement the database. If changes are made in the database, users will be sent by email a new front-end and will be asked to delete the front-end from their desktop and replace it with the new one. It is important that the new front-end is replaced when sent in order to be able to access the latest updates to the forms and reports.

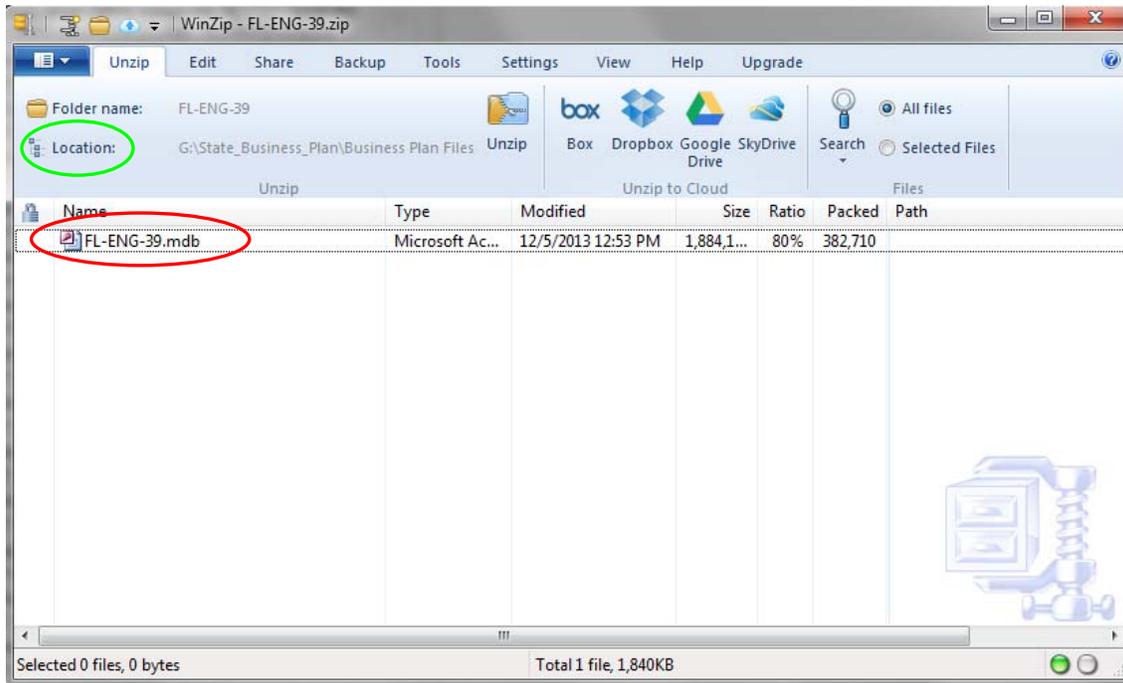
### Step 1: Download / Unzip Front-end Database and Copy to Desktop

A copy of the front-end database will be sent by email from the EJAA database manager (State Conservation Engineer or his/her designee). The database will be received via email in a zip file. Extract this file and save the extracted file to the computer desktop.

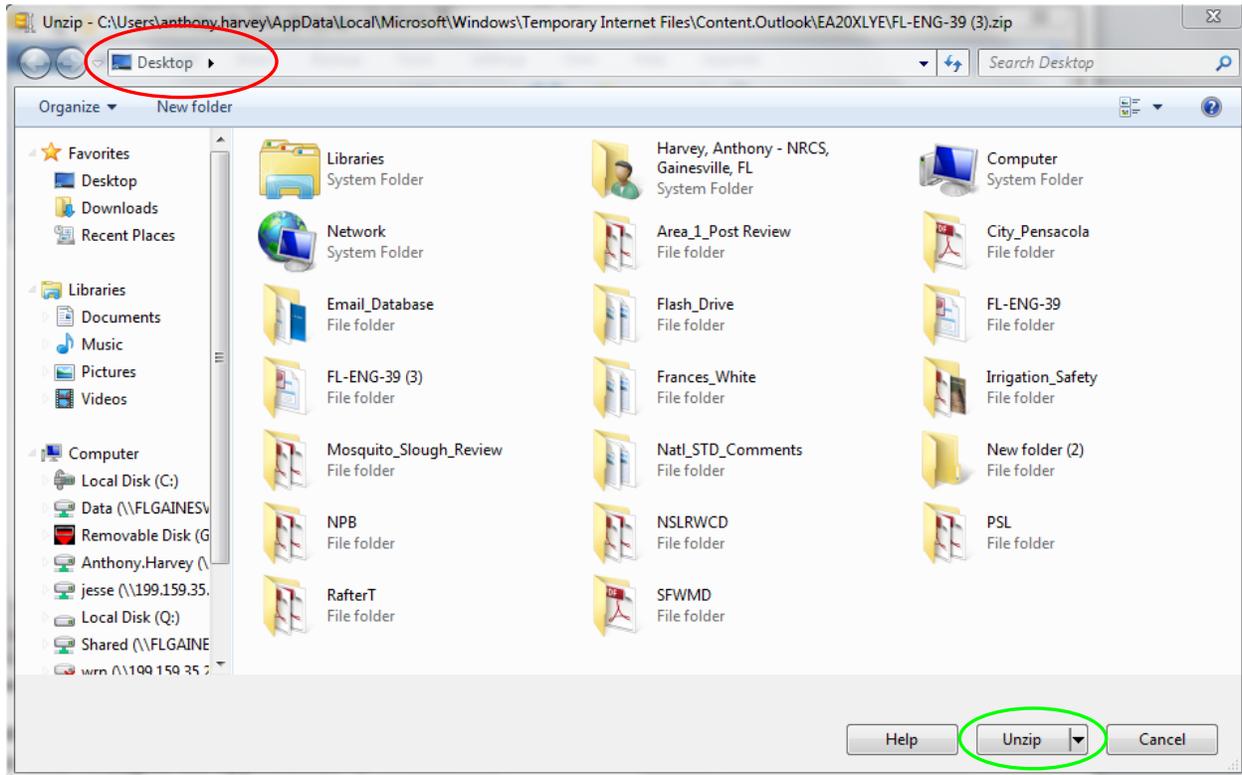
1. There is no need to save the zip file but it will need to be opened. From the email, double click the \*.zip file attachment to open it. The computer screen will look similar to the graphic below and the *Open* button will need to be clicked.



2. WinZip will open as shown below. Click the file name so that it is highlighted as shown below in the red oval. Then click the Location button as shown in the green circle to select the computer's Desktop as the unzip location.



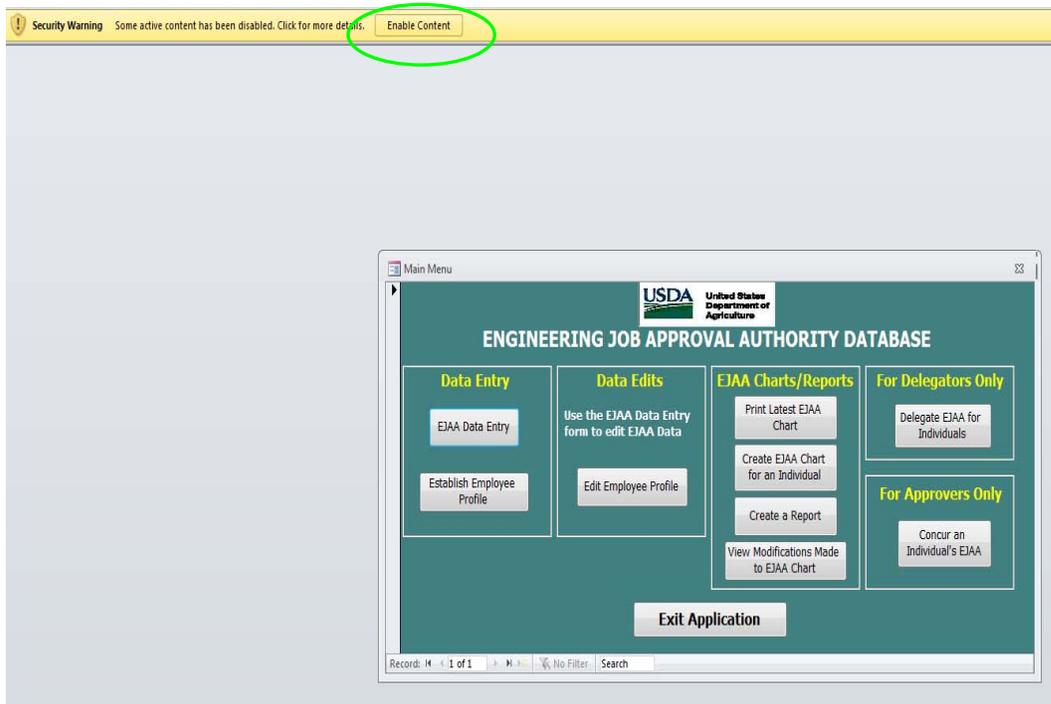
3. Navigate to the computer's *Desktop* so that it appears as shown in the red oval in the graphic below and then click *Copy* as shown in the green oval in the graphic below.



4. This file will now be saved on the computer's desktop. Close down WinZip. There will be an icon on the desktop. Double clicking this icon will open the application.



5. A warning message will appear every time the application is opened. See screen shot in the graphic below for the Security Warning message. To avoid seeing this message every time, follow these instructions in Step 6. This will only need to be performed once.



6. This is a standard warning message from Microsoft when a custom application is open. Click the *Enable Content* button and the application will open.

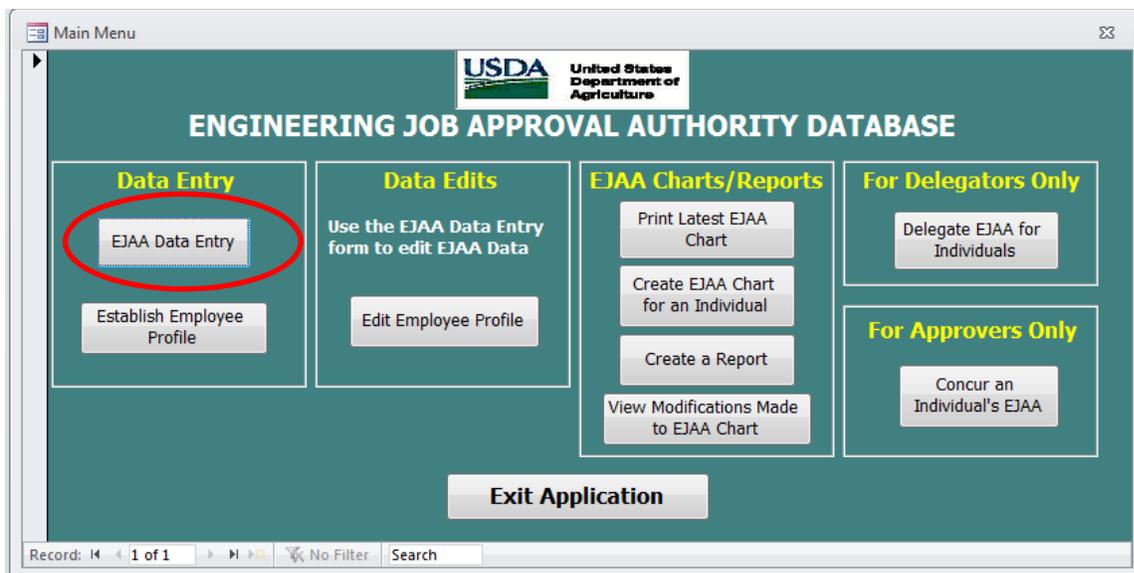
## Step 2: Entering Data into the EJAA Database

Steps 2a, 2b and 2c are to be used for those who are responsible for delegating an individual's EJAA.

### Step 2a: Entering Profile Data

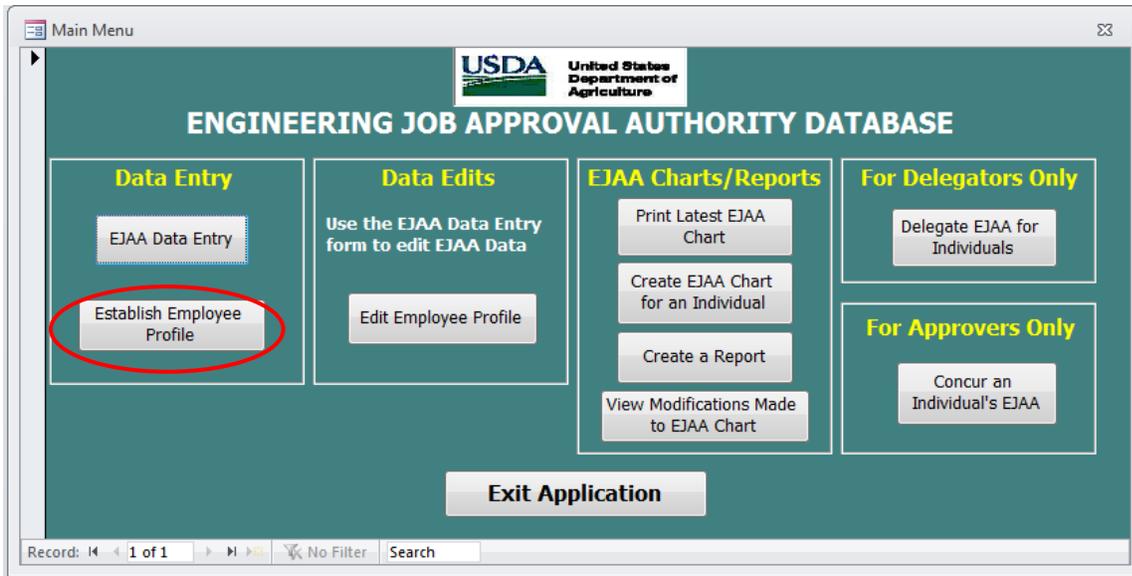
For individuals who will be delegated EJAA, the database requires entering the individual's Name, Email, Title, Grade, Area, Team, Location, and Supervisor in data entry fields. Drop down lists have been added in several data entry fields to make it easier to access and enter data. The various data entry fields also allow for querying data for reports.

The names and profile data of several Florida District Conservationists, Soil Conservationists, Soil Conservation Technicians, Civil Engineering Technicians, and Engineers are included in the initial distribution of the EJAA database. To determine if an individual is listed in the data file, click on the *EJAA Data Entry* button and view the names from the Name drop down list. If the individual is listed in the data file go to Step 2b. The individual's EJAA must be checked and updated using the *Edit Employee Profile* button under **Data Edits** in the Main Menu. See instructions in Step 3.



If the individual is not listed in the data file, follow the procedures in Sept 2a:1 below.

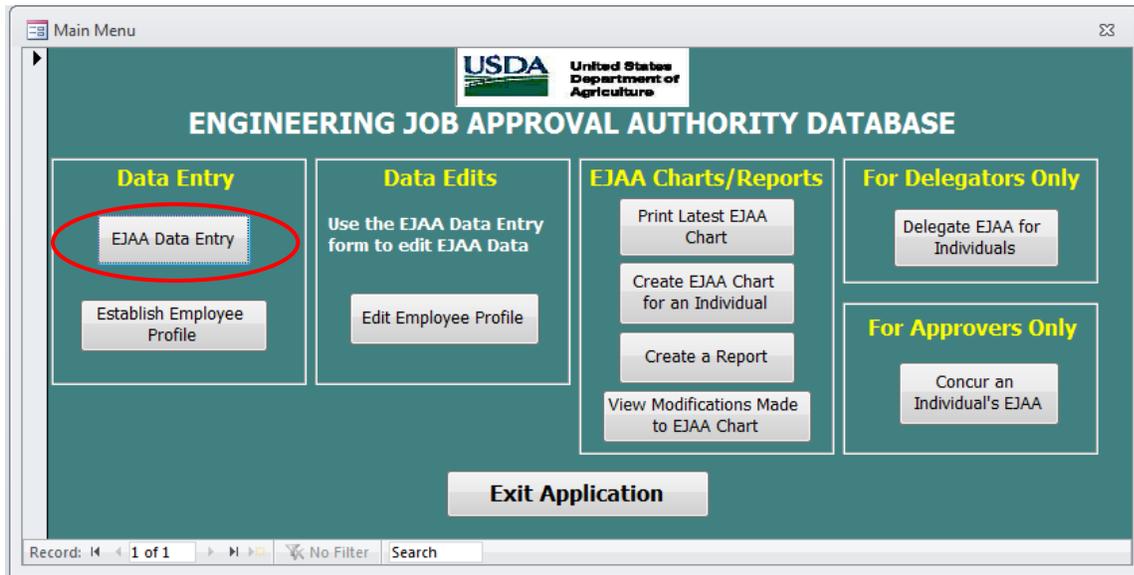
1. If the individual (NRCS Employee or Partner) profile information is not in the database their profile will need to be entered. To add an individual to the database, click the *Establish Employee Profile* button as shown in the graphic below:



2. Enter data into the fields on the form as shown in the graphic below and click the *Save* button. Continue this step to add additional individuals to the database. When finished, click the *Return to Main Menu* button.

## Step 2b: Populating an Individual's EJAA

1. The next step is to enter the individual's EJAA in the database. Click the *EJAA Data Entry* button as shown in the graphic below. Also, edits can be made to an individual's EJAA chart in the EJAA Data Entry form. Any changes to existing EJAA during this step will remove the delegation from the individual's EJAA and will require the changes to be re-delegated and concurred using procedures in Step 2c.



2. From the Name drop down list, click the individual's *Name* and start entering EJAA data into the fields on the form. This screen can be left open to enter multiple conservation practices either by using the drop down on the Practice Code or Practice Name. After entering a Practice Code or Practice Name, Controlling Factor and Max Approval Authority for a practice, click the *Save* button. Clicking the *Save* button is necessary in order for the fields on the screen to be saved in the database. The items are saved if the form resets itself making it ready for another entry. Continue this step for each conservation practice added to the individual's EJAA.

**Add Data to EJAA**

Name:  Area:  Date: 1/7/2014

Title:  Team:

Location:  Grade Level:

Practice Code:  Practice Name:

Select ControllingFactor:

Job Class	Units =
I	<input type="text"/>
II	<input type="text"/>
III	<input type="text"/>
IV	<input type="text"/>
V	<input type="text"/>

**Make selection for requested Max Approval Authority**  
if Max Approval Authority Category does not apply, please leave it 0

I and E:  0

Design:  0

Const:  0

Comments:

### Step 2c: Delegating EJAA for Individuals

1. When finished entering all the data for a particular individual's EJAA, it will need to be approved in the database. Return to the main menu and click the *Delegate EJAA for Individuals* button as shown in the graphic below.

**USDA** United States Department of Agriculture

**ENGINEERING JOB APPROVAL AUTHORITY DATABASE**

**Data Entry**

EJAA Data Entry

Establish Employee Profile

**Data Edits**

Use the EJAA Data Entry form to edit EJAA Data

Edit Employee Profile

**EJAA Charts/Reports**

Print Latest EJAA Chart

Create EJAA Chart for an Individual

Create a Report

View Modifications Made to EJAA Chart

**For Delegators Only**

Delegate EJAA for Individuals

**For Approvers Only**

Concur an Individual's EJAA

Record: 1 of 1 No Filter Search

- Using the drop down lists to filter down to the individual by making selections for Area, Team, Location, and Name as shown in the graphic below. Once an individual's name is selected click the *View Records* button.

The screenshot displays a software window titled "Grant Approvals" with a close button in the top right corner. The main content area has a light green background and is titled "Select an Individual". It contains four dropdown menus: "Area" (selected: Area 1), "Team" (selected: Team B), "Location" (selected: Blountstown), and "Name" (selected: Johnny Walker). To the right of the "Name" dropdown is a "Last Updated:" label in red text next to a text box containing "11/22/2013". Below these fields are three buttons: "Close", "Reset Form", and "View Records". The "View Records" button is circled in red. At the bottom of the window is a status bar with the text "Record: 1 of 1", navigation arrows, a "No Filter" indicator, and a "Search" input field.

- All of the entries that match the filter will be available for approval by scrolling through the rows of the database using the database form shown below. Notice in this example, the filter returned 3 records in the database. The information from these records is displayed by clicking the arrow keys to scroll. If an entry needs approval, place a *check* in the box next to “I Delegate the Job Approval Authority As Shown Above.” See graphic below.

**Scroll through Records and Approve EJAA**

If you need to Delegate EJAA for a practice that has not been entered for an individual, you need to go back to the Main Menu and click the button "EJAA Data Entry", enter data, and then come back to this screen to Delegate

Area:   
 Team:   
 Location:   
 Name:  EJAA Last Updated by Individual On:   
 Practice Code:  Practice:   
 ControllingFactor:

**Current Value is Displayed**      **Type New Value (if applicable) to the box next to Current Value**

**I and E:**        **Design:**        **Const:**

Comments:   
 NEW Comments:   
*NEW Comments will completely replace original comments. If you want to keep original comments AND type NEW Comments, copy and paste original comments into NEW Comments and then type additional comments*

Concurred By:       Delegated By:   
 Concurred By Title:       Delegated By Date:   
 Concurred By Date:

**I Delegate the Job Approval Authority As Shown Above**  
 Type your name: First Last (ie., Jesse Wilson)  
 Delegated By:   
 Delegated By Date (MM/DD/YYYY)\*:   
*if date field is left blank, today's date will automatically be used*

If not already populated, select the Supervisor that will need to concur this EJAA:   Please send an email to the chosen Supervisor indicating this update. NOTE: Make sure outlook is running (you may have to activate outlook in order to send the message)

Record: 14    2 of 2    Filtered    Search

This displays the number of EJAA records for an individual. In this example there are two (2) records for this individual.

4. Type the Delegator's name in the "Delegated By" field and click the *Save* button. Continue to scroll through the records and populate the "Concurred By" field when necessary. If the filling in the "Delegated By" is based on a paper copy and the date of the EJAA is known, then fill in that date for the "Concurred By Date" field. Otherwise, the "Concurred By Date" will automatically be populated with the current date.
5. On the last record requiring approval, check the box to send the individual's supervisor an email notifying him/her that they must concur on their subordinate's recently delegated EJAA then click the *Save* button.
6. The individual's supervisor will receive an email as follows.

**Need to concur with Engineering Job Approval Authority delegated for Jesse**

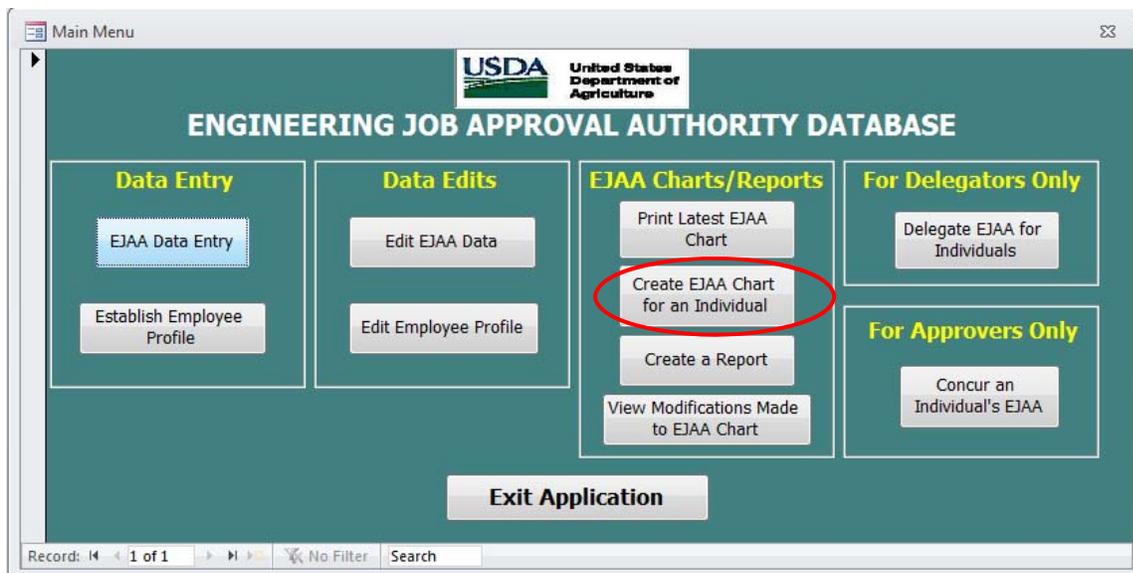
Harvey, Anthony - NRCS, Gainesville, FL  
 You forwarded this message on 3/27/2014 3:48 PM.  
 Sent: Thu 3/27/2014 3:48 PM  
 To: Harvey, Anthony - NRCS, Gainesville, FL

Jesse was recently delegated EJAA by Tony Harvey. A pdf copy of Jesse's EJAA Chart will be emailed to you by Tony Harvey for your review, concurrence, and digital signature. If you concur with the delegated EJAA please electronically or hand sign Jesse's EJAA Chart and obtain Jesse's digital signature or handwritten signature and email or fax a signed copy to me. If you do not receive a copy of Jesse's EJAA chart within 3 business please contact Tony Harvey. Thank you and have a fantastic day.

### Step 2d: Printing Reports for Individuals

The individual's administrative supervisor shall concur in the individual's EJAA and discuss the responsibilities and limits of the EJAA with the individual. The EJAA shall be signed by the supervisor and the individual receiving the EJAA. Copies of the individual's EJAA chart shall be maintained by the individual, the individual's administrative supervisor, and by the engineer delegating the individual's EJAA chart. See NEM Part 501 – Authorizations, Subpart A Review and Approval, FL501.4.

1. The delegator will click the *Create Report for an Individual* button as shown below.



- For a complete EJAA report for an individual, select a name from the Name drop down list as shown below then click the View Report button to see a report of the EJAA for all the practices delegated to the individual. The report can be narrowed down by making more restrictions on the data. The *Help* button provides guidance on the different kinds of queries that can be created.

Make Selections to Create a Report for an Individual

### Filter Data for an Individual EJAA Chart

Select a name, continue making one or more selections to narrow amount of data returned in report

Name:

Last Updated:

Practice Code:  Practice Name:

**Max Approval Authority**

I and E:

Design:

Const:

Concurred By:

Concurred By Title:

Concurred By Date:

**OR, Specifically**  Concurred By is populated

**OR, Specifically**  Concurred By field is blank

Delegated By:

Delegated By Date:

**OR, Specifically**  Delegated By is populated

**OR, Specifically**  Delegated By field is blank

Record: 1 of 1 | No Filter | Search

NEM Part 501 AUTHORIZATIONS												
FL501.5		Engineering Job Approval Authority (EJAA) Chart							FL-ENG-39			
Employee Name: Ha Nguyen			Title: Agricultural Engineer				Location: Gainesville State Office					
Concurred by: Jesse Wilson			Title: State Conservation Engineer				Date: 3/24/2014					
<b>ETHICS STATEMENT</b>												
In exercising Engineering Job Approval Authority as shown below, I agree to utilize my assigned technical approval authority only for work that I am competent and qualified to perform. Economic, social, cultural and environmental impacts will be considered before a conservation practice is recommended. I will seek assistance from others when complicating factors warrant. I also understand that conservation practices can have negative effects on some resources. I agree to consider the impacts of practices on all resources before recommending their use.												
<b>Employee signature:</b>						<b>Date:</b>						
Conservation Practice	Controlling Factor	Units	Job Class					Max. EJAA			Delegated By	Date
			I	II	III	IV	V	I and E	Design	Const		
-- Any Practice	Hazard Potential as Defined in NEM Part 503	class	Low	Low	Low	Low	Low	4	4	5	Jesse Wilson	12/9/2013
	Alters the visual resources of beaches and shorelines on oceans	---	None	None	None	None	None	4	4	5	Jesse Wilson	12/9/2013
2/ Dams and Structures	Drainage Area	acres	160	320	640	1,320	12,800	4	4	5	Jesse Wilson	12/9/2013
	3/ Effective Height	feet	10	15	25	30	35	4	4	5	Jesse Wilson	12/9/2013
	Embankment over active fault	---	None	None	None	None	None	4	4	5	Jesse Wilson	12/9/2013
	Open Channel Spillways - slope > 0.5%	acres	40	80	640	960	12,800	4	4	5	Jesse Wilson	12/9/2013
	Open Channel Spillways - slope < 0.5%	sq. mi.	0.25	1	5	10	20	4	4	5	Jesse Wilson	12/9/2013
	Principal Spillway Prefabricated Conduit (Single) - Inside Diameter	inches	12	24	36	48	All	4	4	5	Jesse Wilson	12/9/2013
Wednesday, March 26, 2014			Ha Nguyen				Page 1 of 12					

3. Once the complete EJAA report has been created for an individual, the delegator will print the report to a pdf format and email the delegated EJAA to the supervisor for his/her concurrence.
4. The supervisor will provide the concurred EJAA chart to the individual who will then sign (electronic signature or handwritten signature) the EJAA chart his/her EJAA and send it to the supervisor and delegator. The individual will also file a hard copy of the EJAA in the files. The hardcopy is the official copy.

NEM Part 501 AUTHORIZATIONS																																																																												
FL501.5		Anthony Harvey						EJAA Chart			FL-ENG-39																																																																	
Name: Anthony Harvey				Title: Agricultural Engineer				Location: Gainesville State Office																																																																				
Concurred by:				Title:				Date:																																																																				
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Employee signature: tony.harvey@usda.gov						Date:																																																																						
<table border="1"> <thead> <tr> <th rowspan="2">Conservation Practice</th> <th rowspan="2">Controlling Factor</th> <th rowspan="2">Units</th> <th colspan="5">Job Class</th> <th colspan="3">MAX APPR AUTHORITY</th> <th colspan="2">Approved</th> </tr> <tr> <th>I</th> <th>II</th> <th>III</th> <th>IV</th> <th>V</th> <th>I and E</th> <th>Design</th> <th>Const</th> <th>By</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>320</td> <td>Irrigation Canal or Lateral</td> <td>Design Capacity</td> <td>cfs</td> <td>10</td> <td>25</td> <td>100</td> <td>300</td> <td>500</td> <td>4</td> <td>4</td> <td>5</td> <td>Tony Harvey</td> <td>11/15/2013</td> </tr> <tr> <td>360</td> <td>Waste Facility Closure</td> <td>2) Surface Area</td> <td>acres</td> <td>0.5</td> <td>1</td> <td>5</td> <td>10</td> <td>All</td> <td>4</td> <td>4</td> <td>5</td> <td>Tony Harvey</td> <td>11/15/2013</td> </tr> <tr> <td>560</td> <td>Access Road</td> <td>2) Length of Road</td> <td>feet</td> <td>2,000</td> <td>5,000</td> <td>10,000</td> <td>20,000</td> <td>All</td> <td>3</td> <td>4</td> <td>5</td> <td>Tony Harvey</td> <td>11/15/2013</td> </tr> </tbody> </table>												Conservation Practice	Controlling Factor	Units	Job Class					MAX APPR AUTHORITY			Approved		I	II	III	IV	V	I and E	Design	Const	By	Date	320	Irrigation Canal or Lateral	Design Capacity	cfs	10	25	100	300	500	4	4	5	Tony Harvey	11/15/2013	360	Waste Facility Closure	2) Surface Area	acres	0.5	1	5	10	All	4	4	5	Tony Harvey	11/15/2013	560	Access Road	2) Length of Road	feet	2,000	5,000	10,000	20,000	All	3	4	5	Tony Harvey	11/15/2013
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Friday, November 15, 2013 <span style="float: right;">Page 1 of 2</span>																																																																												

### Step 2e: Concurring with an Individual's EJAA

The individual's supervisor is responsible for concurring with the individual's EJAA. See NEM Part 501 – Authorizations, Subpart A Review and Approval, FL501.4.

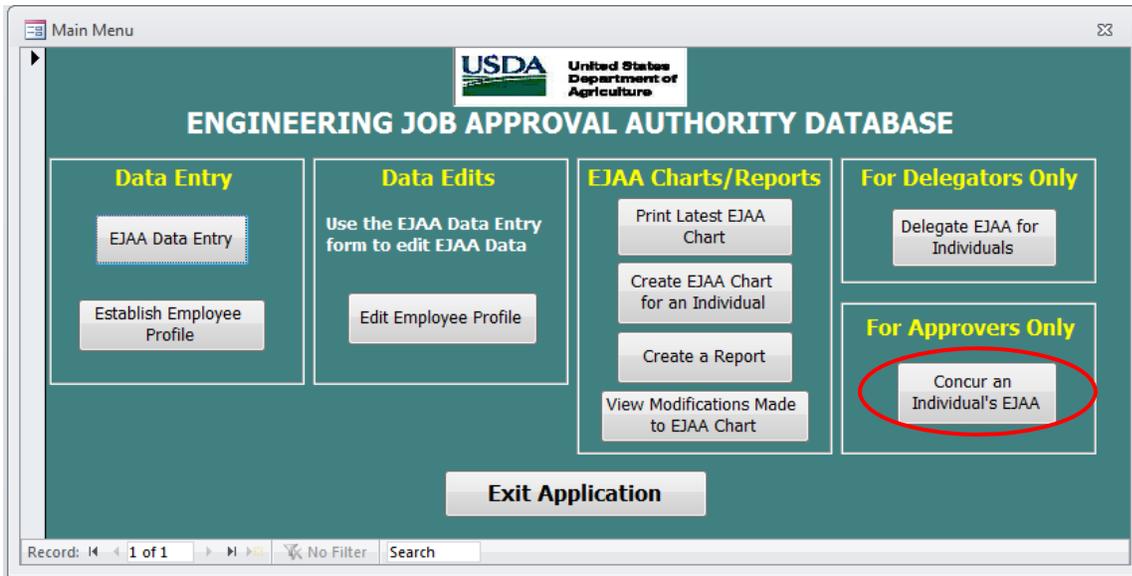
The delegator will send the recently delegated EJAA chart to the individual's supervisor for concurrence and obtain the signature of the supervisor.

If the supervisor does not concur with the individual's delegated EJAA, the supervisor and delegator will meet to discuss the necessary course of action that must be taken to reach an agreement on the EJAA of the employee.

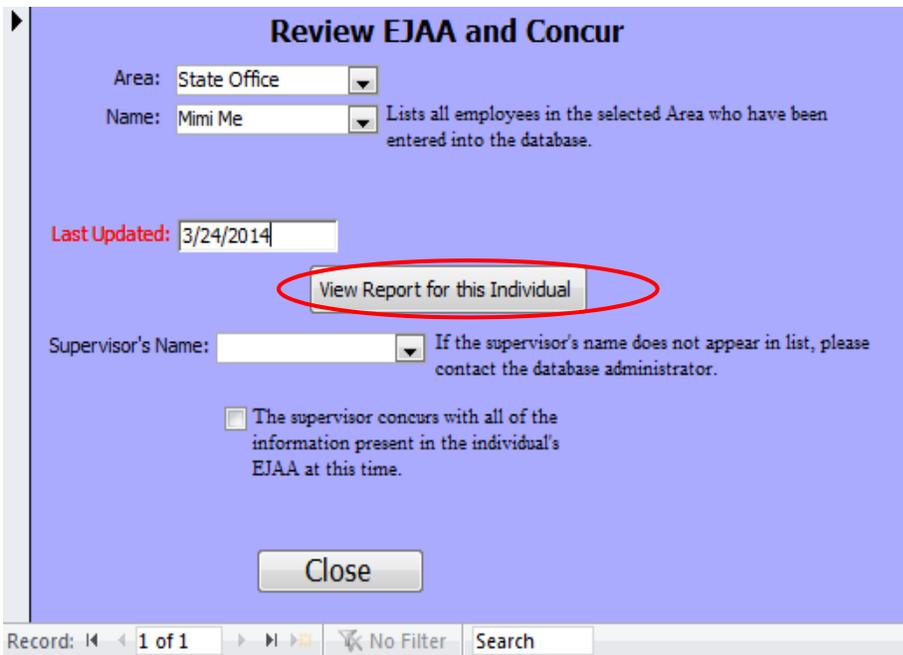
If the supervisor concurs with the individual's delegated EJAA, he/she will sign (digital signature or handwritten signature) the EJAA chart acknowledging concurrence.

Once the supervisor has concurred on the individual's delegated EJAA, the supervisor will obtain the individual's signature (digital signature or handwritten signature) on the EJAA Chart and then send (email or FAX) a signed copy of the EJAA to the delegator. Both the individual and supervisor shall maintain a hard copy of the signed EJAA Chart on file. The signed hard copy is the official EJAA chart for the individual.

1. The delegator, upon receiving the signed copy of the EJAA chart, will document the supervisor's concurrence in the EJAA Database by clicking the *Concur an Individual's EJAA* button as shown in the graphic below.



2. Make selections for Area and Name for the individual that requires concurrence on their delegated EJAA. To view a report for this individual, click the *View Report for this Individual* button as shown in the graphic below.



Part 501 AUTHORIZATIONS

**FL501.5**
**Engineering Job Approval Authority (EJAA) Chart**
**FL-ENG-39**

Employee Name: Johnny Walker  
Concurred by:

Title: Civil Engineering Technidan  
Title:

Location: Blountstown  
Date:

**ETHICS STATEMENT**

In exercising Job Approval Authority as shown below, I agree to utilize my assigned technical approval authority only for work that I am competent and qualified to perform. Economic, social, cultural and environmental impacts will be considered before a conservation practice is recommended. I will seek assistance from others when complicating factors warrant.

I also understand that conservation practices can have negative effects on some resources. I agree to consider the impacts of practices on all resources before recommending their use.

**Employee signature:**

**Date:**

Conservation Practice	Controlling Factor	Units	Job Class					Max. EJAA			Delegated	
			I	II	III	IV	V	Land	E Design	Const	By	Date
317 Composting Facility (Std. Design)	Design Capacity	cu. ft.	1,000	2,000	3,000	5,000	All	3	3	3	TonyHarvey	11/22/2013
360 Waste Facility Closure	2) Surface Area	acres	0.5	1	5	10	All	3	3	4	TonyHarvey	11/22/2013
442 Sprinkler System - Center Pivot	1) System Area	acres	40	80	160	All	All	3	3	3	TonyHarvey	11/22/2013

Friday, November 22, 2013
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- Exit out of the report view and the *Review EJAA and Concur* screen appears. The names that shows up in the *Supervisor's Name* drop down list comes from a list of those individuals who have been identified as supervisors to concur EJAA that has been delegated to employees they administratively supervise. Select the name of the individual who's EJAA has been concurred by their supervisor. The delegator will need to select the appropriate supervisor's name and *check* the box that indicates the EJAA has been reviewed and concurred. Then click the *Save* button. Click the *Close* button to return to the main menu.

**Review EJAA and Concur**

Area: State Office

Name: Jesse Wilson Lists all employees in the selected Area who have been entered into the database.

Last Updated: 11/19/2013

View Report for this Individual

Supervisor's Name: Tony Harvey If the supervisor's name does not appear in list, please contact the database administrator.

The supervisor concurs with all of the information present in the individual's EJAA at this time.

Close SAVE

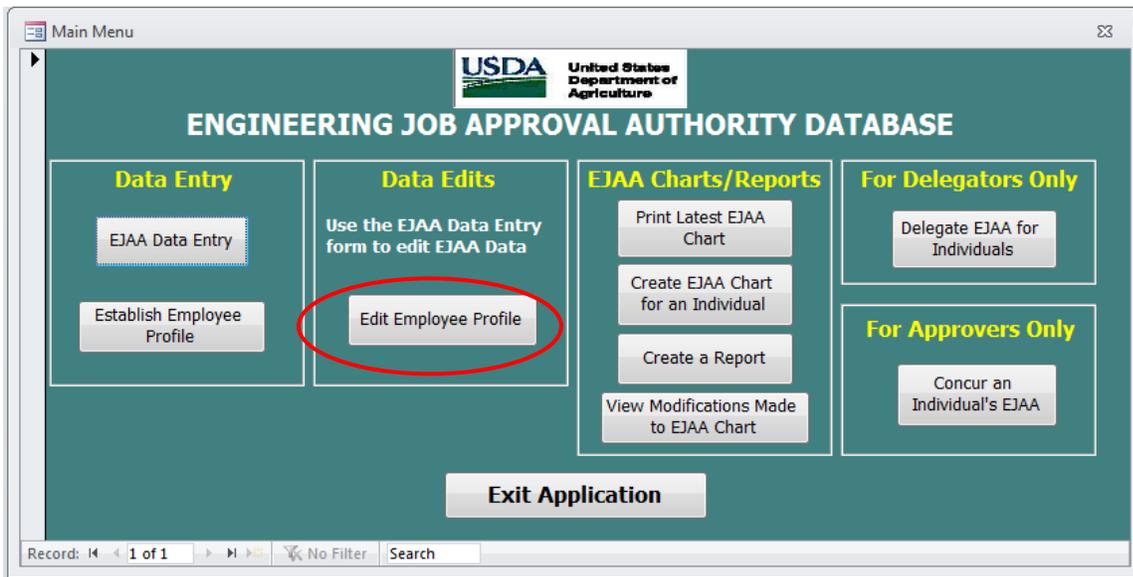
Record: 14 < 1 of 1 > No Filter Search

### Step 3: Editing Data in the Database

Step 3 is for the person responsible for delegating an individual's EJAA. See NEM Part 501 – Authorizations, Subpart A Review and Approval, FL501.4.

#### Step 3a: Editing Profile Data – Employee Profile

1. The person delegating EJAA may need to edit the individual's profiles if any of the following occur: name changes, location changes, supervisor changes, EJAA changes, etc. To make these changes without losing the current EJAA, click the *Edit Employee Profile* button from the Main menu as shown in the graphic.



2. Select the name from the drop down list and the remaining fields will automatically be populated. Make necessary changes and click *Save Changes* button. If an individual needs to be deleted from the database then simply click the *Delete Profile* button.

The screenshot shows a web application window titled 'Establish User Profile'. The main content area is titled 'Edit Profile Data'. The form contains the following fields:

- Name: Johnny Walker (dropdown menu)
- New Name: (empty text field)
- Email: Johnny.walker@fl.usda.gov
- Title: Civil Engineering Technician
- Grade: 9
- Area: Area 1 (dropdown menu)
- Team: Team B (dropdown menu)
- Location: Blountstown (dropdown menu)
- SWCD Employee:
- Supervisor: Tony Harvey (dropdown menu)

At the bottom are three buttons: 'Return to Main Menu', 'Save Changes', and 'Delete Profile'.

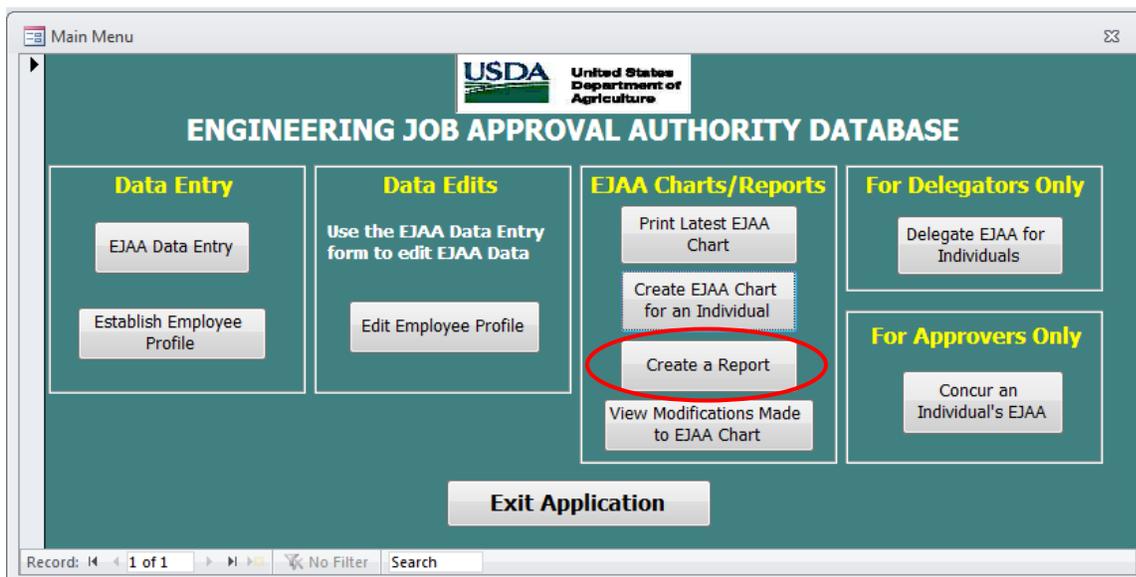
### Step 3b: Editing Profile Data – EJAA Data

The person delegating EJAA may need to edit the individual's EJAA to provide higher or lower engineering job approval authority. The procedures found in Step 2C should be followed when EJAA data edits are necessary.

Any changes to existing EJAA during this step will remove the delegation from the individual's EJAA and will require the changes to be re-delegated and concurred upon.

### Step 4: Querying the Database for Specific Reports

1. Select *Create a Report* as shown below. Click on the *Create a Report* form as shown below.



2. The database can be filtered using the form below. Make as many or as few selections from the data fields as needed in order to prepare a report for the data that is to be viewed (i.e., search by Area, Title, Team, Location, etc.). In the dotted boxes ( [ ] ) for I and E, Design, and Const, the math operators, such as  $<$ ,  $>$ , and  $=$ , will need to be entered. Click the *Help* button to view examples.

**Filter Data for Report**  
Make one or more selections in order to narrow amount of data returned in report

Area:  EmployeeTitle:   
 Team:   
 Location:   
 NRCS Partner:   
 EJAA Last Updated by Individual (Date):   
 Practice Code:  Practice Name:

**Max Approval Authority**  
 I and E:   
 Design:   
 Const:

Concurred By:  **OR, Specifically**  Concurred By is populated **OR, Specifically**  Concurred By field is blank  
 Concurred By Title:   
 Concurred By Date:

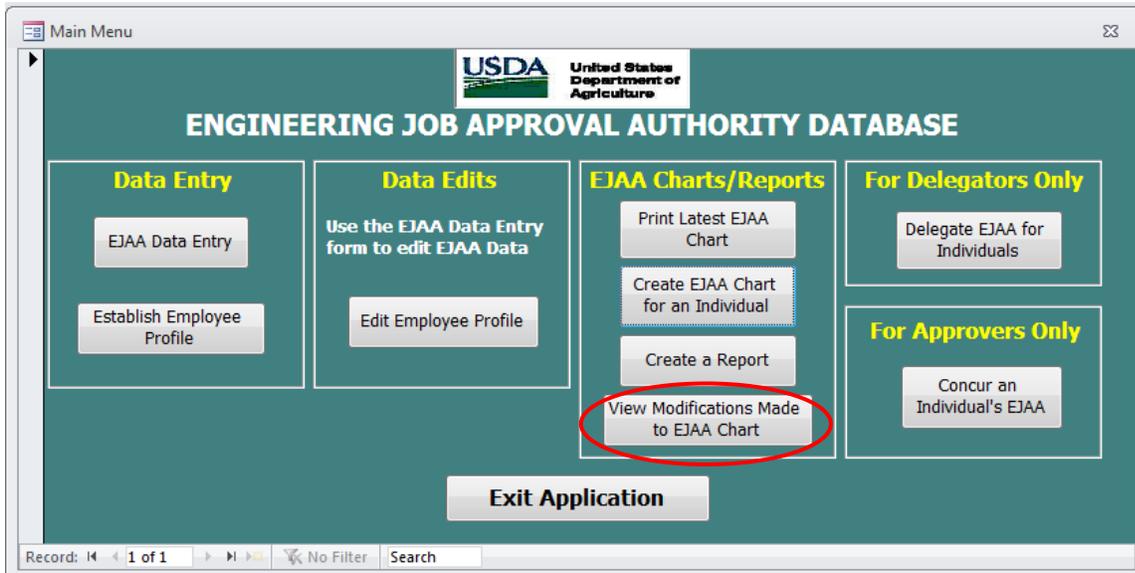
Delegated By:  **OR, Specifically**  Delegated By is populated **OR, Specifically**  Delegated By field is blank  
 Delegated By Date:

Record: 1 of 1 No Filter Search

Once the filters have been selected, click the *View Report* button to view and print the report.

## Step 5: View Updates that were Made to the EJAA Master Since the Last Updates

1. Click the *View Modification Made to EJAA Master* button as shown below.



2. Select a name from the drop down list. Select *View Report* and the Report will provide all the changes that were made to the database since the Last Updated Date. This is helpful to see all the new or revised conservation practices that were added to the EJAA Master and the report will detail any changes to current practices with an explanation of the changes.

