Iowa's County Conservation System

mycountyparks .com **PORTAL**

Statewide Intranet Initiative

Contacts
(Enhanced IACCB Personnel Directory)

Module

Administrative
Training Manual

Prepared by MyCountyParks.com

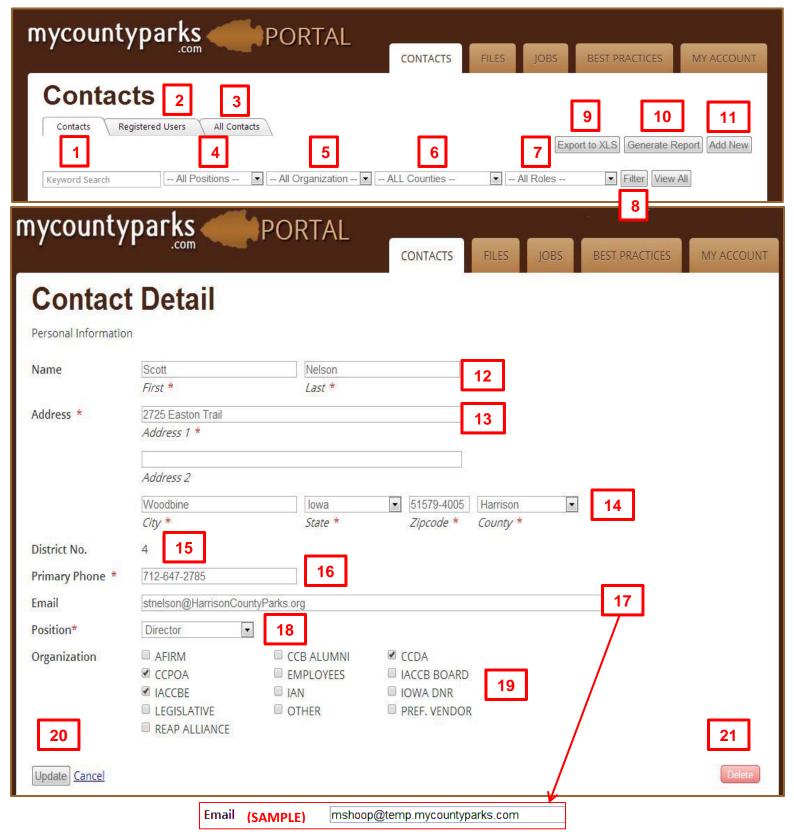*System Administration*

December 2013

mycountyparks .com

GENERAL INFORMATION:

The **IACCB Personnel Directory** has been a staple resource for communications since our very beginning in1959. Keeping tabs on all the contact data for nearly 600 Employees, 500 Conservation Board members, and 40 Preferred Vendors has been an annual challenge – then to get it printed off and distributed (in the "old days"). The new **IACCB Contact Portal** now places Iowa's County Conservation System in the enviable ownership of a "virtual" directory – always up-to-date, online, sortable and printable.

It is, however, only as good and accurate as each of 99 counties make it – along with the support and enhancement from our IACCB Office. Going forward, each county conservation board will be responsible for keeping their own data accurate – for ALL employees, and ALL conservation board members. The nice feature is – once you have it all uploaded – tweaking it as needed is a snap! ☺ Initially, our primary concern/mission is to get all of our employees and current board members loaded into the contact module. This is where IACCB will harvest email addresses for our electronic communications, legislative alerts, newsletter distribution, etc. From this point forward – there is no reason for ANYONE to miss out on electronic communiques from IACCB, OR be able to locate contact information for all employees & county conservation board members – thanks!

GENERAL GUIDELINES:

1. **ADMINISTRATIVE PRIVILEGES** – You must have **County Administrator** security level privileges in order to update/modify your section of the **CONTACT** database. If you do not have a County Administrator in your county, please contact the System Administrator. You MUST be a County Administrator to work within the portal. Definitions follow:

   - **County Administrator** – Authority to work on ALL county-specific portions of MyCountyParks.com AND within all county-specific aspects of the IACCB Portal (ie: Ability to add and view your county **CONTACTS and REGISTERED USERS** only; Ability to view other counties **JOBS**, but not add or edit other counties jobs) *(Designated by Conservation Directors or System Admin.)*

   - **Portal User** – within the secure IACCB Portal: Full access to the **FILES Module** (add, edit, delete); access to "view only" in the **JOBS Module**; no access to the **BEST PRACTICES Module**; no access to **the CONTACTS Module**; ability to edit their profile. There is no access to any administrative privileges for MyCountyParks.com. This category is available to ALL CCB employees and conservation board members. *(Designated by County or System Administrators)*

2. **RESTRICTIONS** – Certain portions and aspects of the Portal will be restrictive inasmuch as you can only work on items that may be specific to your county. *(As outlined above)*

3. **GENERAL OVERSIGHT** – The System Administrator has exclusive authority over all material and data uploaded to MyCountyParks.com and the IACCB Portal. Should an occasion arise where the System Administrator deems material is controversial, offensive or inappropriate in any manner – it may be removed from either the Portal or MyCountyParks.com. The System Administrator will work with individual County Administrators to correct any such situations.

MyCountyParks.com & IACCB Portal System Administrator

Thomas F. Hazelton - IACCB@mycountyparks.com (515) 963-9582

mycountyparks.com PORTAL

CONTACTS | FILES | JOBS | BEST PRACTICES | MY ACCOUNT

Contacts

| **2** | **3** | | **9** | **10** | **11** |

Contacts | Registered Users | All Contacts

1
Keyword Search | **4** -- All Positions -- | **5** -- All Organization -- | **6** -- ALL Counties -- | **7** -- All Roles -- | Filter | View All

Export to XLS | Generate Report | Add New

8

---

mycountyparks.com PORTAL

CONTACTS | FILES | JOBS | BEST PRACTICES | MY ACCOUNT

Contact Detail

Personal Information

Name
Scott | Nelson | **12**
First * | Last *

Address *
2725 Easton Trail | **13**
Address 1 *

Address 2

Woodbine | Iowa | 51579-4005 | Harrison | **14**
City * | State * | Zipcode * | County *

District No. 4 | **15**

Primary Phone *
712-647-2785 | **16**

Email
stnelson@HarrisonCountyParks.org | **17**

Position*
Director | **18**

Organization
- ☐ AFIRM | ☐ CCB ALUMNI | ☑ CCDA
- ☑ CCPOA | ☐ EMPLOYEES | ☐ IACCB BOARD
- ☑ IACCBE | ☐ IAN | ☐ IOWA DNR | **19**
- ☐ LEGISLATIVE | ☐ OTHER | ☐ PREF. VENDOR
- ☐ REAP ALLIANCE

20
Update | Cancel

21
Delete

Email **(SAMPLE)** mshoop@temp.mycountyparks.com

If you leave the "**Email**" field blank *(which you may do for employees that use the same email address, or contacts with no email),* the PORTAL will automatically insert a random false address which will appear as "N/A" in either a GENERATE REPORT or EXPORT to XLS.

AFIRM – Members of Assoc. for Integrated Roadside Management
CCB ALUMNI – Any alumni – employee or board member
CCDA – Members of the County Conservation Directors Association
CCPOA – Members of the County Cons. Peace Officers Assoc.
EMPLOYEES – Employees of a county conservation board
IACCB BOARD – IACCCB State Board of Directors members only
IACCBE – Members of the IACCBE Executive/Planning Committee

IAN– Members of the Iowa Association of Naturalists
IOWA DNR – Any Iowa DNR Staff or Administrators
LEGISLATIVE – Any elected legislators
OTHER – Not assignable to any other classification
PREF. VENDOR – Any IACCB Preferred Vendors (Sys. Admin. Only)
REAP ALLIANCE – Any REAP Alliance Member (Sys. Admin. Only)

Information below corresponds with the like numbers in the [   ] *boxes on page two.*

1. **Contacts Tab** – this tab selects the Personnel Directory database from the Portal only.
2. **Registered Users Tab** – this tab selects the Registered Users database from MyCountyParks.com. You will see all the site users that have created a profile and selected your county as a preference.
3. **All Contacts Tab** – this tab will show all of the profiles in both (1) and (2) above.
4. **Positions Drop-Down** – This allows you to sort the Contact database by one of the eight (8) job titles available: Director, Board Member, Park Ranger, Admin. Staff, Naturalist, Office/Clerical, Recreation Person and Other. These are also the selections you have when creating a Contact profile in (18) below.
5. **Organizations Drop-Down** – This allows you to sort Contact profiles (primarily employees / board members) via affiliate organizations & other categories. Individual may belong to more than one organization – which is selectable during profile creation. (See #19 below)
6. **County Drop-Down** – This allows you to sort the database you are in by an individual county. Most likely you will be surprised how few you have (ie: Adams has 20; Polk has 8,723 – due primarily to their online reservations of facilities and programs). Each county will have to build this database going forward, transfer their other databases to MCP.com, etc. (Additional information in #14 below)
7. **Roles Drop-Down** – this allows sorting of the various administrative privilege roles for the IACCB Portal and MycountyParks.com – County Administrator, Park Administrator, Park Ranger, Portal Administrator, and Portal User. These roles are assigned by either the System Administrator or a County Administrator.
8. **Filter** – This button is selected to cause the previous selections on this line to activate the sorting.
9. **Export to XLS** – This selection will export the sorted profiles to and EXCEL spreadsheet which will further allow you to manipulate and sort the data, load it into other email systems, etc. (See sample included)
10. **Generate Report** – This selection will cause a directory to be created that is similar to the historic IACCB Personnel Directory. The report cannot be manipulated as it is produced in a PDF format that is automatically sorted alphabetically by county. (See sample included with this document)
11. **Add New** – this button is selected to add a new contact, and opens the Contact Detail page to upload new contact information.
12. **Name** – first and last name of how you wish the contact to be listed in all reports.
13. **Address** – The mailing address for the contact. **In the case of a county conservation Director** – please enter the main mailing address for that particular county conservation board. The Portal system will automatically place the Director information in the top position of each county listing. **It is important that you list the home/preferred mailing address for each individual conservation board member.** For employees, it is O.K. to use one general address.
14. **City, State, Zip, County** – for the contact. Your county name will automatically be inserted
15. **District No**. – This number is automatically put in place when you save a newly created contact.
16. *Primary Phone* – this would be the best phone number to get in touch with this contact. It can be cell, land line, etc. **In the case of a county conservation Director** – this should be the main telephone number for the particular county conservation board as it will be listed in the top line for each CCB in reports, etc. **PHONE NUMBERS MUST BE ENTERED AS: 000-000-0000** *(No parenthesis or extensions – this causes the reports to spill into the next line)*
17. *Email* – this will be the email address which is the best one with which to contact this contact. **In the case of a county conservation Director** – this should be the main published email address for that CCB. **This is NOT REQUIRED field** to allow for listings of people without email addresses OR for multiple employees that may have the same email address. **YOU CANNOT HAVE DUPLICATE EMAIL ADDRESSES** or the system will prohibit the creation of that contact. *(See sample included as an example of what occurs when the Email field is left blank)*
18. **Position** – these are the same positions as itemized in #4 above. You will need to classify each of your employee and board member entries into one of these positions – do your best to fit specialized job titles into one of these 8 position classifications.
19. **Organization** – Each contact can have several or NONE of these organizations checked. Please note, some of the selections are "member" organizations, and please only check the appropriate boxes for which the particular person is an active member of. Some organizations may utilize this portal module for their membership rosters.
20. **Update** – when you are satisfied with your contact detail entries, click **Update** to save your information; or click **Cancel** to erase the information and close the Contact Detail template.
21. **Delete** – select this button to remove the contact from the portal database. This is a permanent deletion. To re-enter a contact, you will need to start a new template by selecting **Add New** (#11 above).

Sample of "Export to XLS" Selection

	A	B	D	E	F	G	H	I	J	K	L
1	Name	Address1	City	State	Zip	County	Phone	Email	Position	District	Organization
2	Amy Bouska	1049 Briar Drive	Iowa City	IA	52240	Johnson	319-358-6380	apbouska@mchsi.com	Board Member	6	
3	William Waldie	1564 Iroquois Dr. NE	Solon	IA	52333	Johnson	319-848-3221	williamwaldiejr@gmail.com	Board Member	6	
4	Larry Wilson	308 Koser Avenue	Iowa City	IA	52246	Johnson	319-339-0976	larry-wilson@uiowa.edu	Board Member	6	
5	Alice Atkinson	219 Lee St.	Iowa City	IA	52246	Johnson	319-337-4866	amatkinson@mchsi.com	Board Member	6	
6	Larry Gullett	2048 Hwy. 6 NW	Oxford	IA	52322	Johnson	319-645-2315	lgullett@co.johnson.ia.us	Director		CCDA
7	Jeremy Rieck	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	jrieck@co.johnson.ia.us	Nat. Res./Veg. Tech	6	
8	Dave Wehde	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	dwehde@co.johnson.ia.us	Nat. Res./Veg. Tech	6	
9	Brad Freidhof	2048 Hwy. 6 NW	Oxford	IA	52322	Johnson	319-645-1011	bfreidhof@co.johnson.ia.us	Naturalist	6	IAN
10	Rose Grace	2048 Hwy. 6	Oxford	IA	52322	Johnson	319-645-2315	rgrace@co.johnson.ia.us	Office/Clerical	6	
11	Dory Kjosa	2048 Hwy. 6 NW	Oxford	IA	52322	Johnson	319-645-2315	dkjosa@co.johnson.ia.us	Office/Clerical	6	
12	Wade Schultz	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	wschultz@co.johnson.ia.us	Operations Supvr.	6	
13	Ed Kringle	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	ekringle@co.johnson.ia.us	Other	6	
14	Gary Pidgeon	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	gpidgeon@co.johnson.ia.us	Other	6	
15	Terry Kinney	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	tkinney@co.johnson.ia.us	Other	6	
16	Jon Harvey	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	jharvey@co.johnson.ia.us	Other	6	
17	Dave Gustafson	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	dgustafson@co.johnson.ia.us	Other	6	
18	Dan Campbell	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	dancampbell@co.johnson.ia.us	Park Ranger	6	CCPOA
19	Charlie Bray	2048 Highway 6 NW	Oxford	IA	52322	Johnson	319-645-2315	cbray@co.johnson.ia.us	Park Ranger	6	CCPOA

Once your selection is exported to an Excel file, it becomes sortable and you can manipulate as you wish.

Sample of "Generate Report" Selection

mycountyparks .com

CONTACT REPORT

Johnson County - District 6

Position	Full Name	Email	Phone	Full Address
Director	Larry Gullett	lgullett@co.johnson.ia.us	319-645-2315	2048 Hwy. 6 NW, Oxford, IA, 52322
Board Member	Alice Atkinson	amatkinson@mchsi.com	319-337-4866	219 Lee St., Iowa City, IA, 52246
Board Member	Amy Bouska	apbouska@mchsi.com	319-358-6380	1049 Briar Drive, Iowa City, IA, 52240
Board Member	William Waldie	williamwaldiejr@gmail.com	319-848-3221	1564 Iroquois Dr. NE, Solon, IA, 52333
Board Member	Larry Wilson	larry-wilson@uiowa.edu	319-339-0976	308 Koser Avenue , Iowa City, IA, 52246
Nat. Res./Veg. Tech.	Jeremy Rieck	jrieck@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Nat. Res./Veg. Tech.	Dave Wehde	dwehde@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Naturalist	Brad Freidhof	bfreidhof@co.johnson.ia.us	319-645-1011	2048 Hwy. 6 NW, Oxford, IA, 52322
Office/Clerical	Rose Grace	rgrace@co.johnson.ia.us	319-645-2315	2048 Hwy. 6, Oxford, IA, 52322
Office/Clerical	Dory Kjosa	dkjosa@co.johnson.ia.us	319-645-2315	2048 Hwy. 6 NW, Oxford, IA, 52322
Operations Supvr.	Wade Schultz	wschultz@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Park Ranger	Charlie Bray	cbray@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Park Ranger	Dan Campbell	dancampbell@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Other	Dave Gustafson	dgustafson@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Other	Jon Harvey	jharvey@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Other	Terry Kinney	tkinney@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Other	Ed Kringle	ekringle@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322
Other	Gary Pidgeon	gpidgeon@co.johnson.ia.us	319-645-2315	2048 Highway 6 NW, Oxford, IA, 52322

ALL counties will appear similar to this Johnson CCB example when the GENERATE REPORT button is selected. The Director *(and his/her information)* is the primary contact for each CCB and will appear first in the listing, followed by all conservation board members *(listed alphabetically by last name).* Employees will then follow – listed alphabetically by their position title. This report will serve as our statewide **Personnel Directory**, and will print out as you see here. You are not able to manipulate this report, but may select only those portions of the report you wish to save, print, etc. *(Recommendation is to save it as the PDF on your P.C.)*

ADMINISTRATIVE NOTES CONCERNING THE CONTACTS MODULE

1. The **Contacts Module** was designed to produce certain products - primarily the IACCB Personnel Directory, affiliate membership rosters, and simplistic methods of harvesting sorted data from a uniquely maintained database.

2. It is presumed that all **County Administrators** with access to **the Contacts and Registered User** databases will respect the integrity and security of the system and will not share the digital information outside of its intended use.

3. **EVERY County Conservation Board shall have at least one County Administrator** that is responsible for the maintenance of their county's portion of the Contacts database. IACCB will utilize this database as the exclusive resource to produce the annual Personnel Directory, Affiliate Membership Rosters, Preferred Vendor Member Listing and other listings as need. This database will also be the **exclusive database for harvesting email addresses** for ALL of IACCB's electronic communications to both employees AND conservation board members. **This data will only be as accurate as you maintain it.** (*For the initial upload, IACCB may assist local CCBs upon request – but only under the premise that a County Administrator is established for that county, and a commitment is made for future maintenance*)

4. IACCB intends to share the **Personnel Directory** as it has in the past with all CCB staff and board members, Preferred Vendors *(listing of Directors/primary contact for each CCB only)*, affiliate organizations and other partners in our industry (IDNR, INHF, etc.)

5. As we move forward with this new tool, we (& you) have the ability to select certain interest groups from within the Registered User database, and utilize the E-Blast tool within MyCountyParks.com for news alerts and other marketing efforts. **County Administrators** will have access to only those users that have selected your county from which to receive additional information. IACCB will have the ability to do the same with all 33,000+ registered users. To further these possibilities, IACCB – in the not-too-distant future, will be E-blasting to ALL registered users to encourage them to revisit their **MCP.com Profiles** to check areas of interest, and to select counties of interest that they wish to learn more about. *(NOTE: Newer versions of MCP.com now require that the user select at least one county of interest, and now they may select any number of counties for additional information. These selections will place them into your harvestable digital database. Early versions of MCP.com did not have this requirement or option – approx. 50% of the 33,000 current registered users most likely do not have selected counties of interest.)*