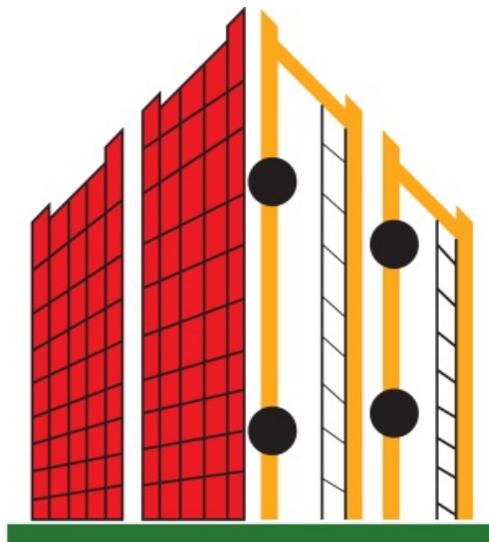


STATE OF ARKANSAS

**DIVISION OF PUBLIC SCHOOL
ACADEMIC FACILITIES and TRANSPORTATION**

ACADEMIC FACILITIES MASTER PLAN PROGRAM

GUIDELINES for 2013 Master Plan Report



**Arkansas Division of
Public School Academic
Facilities and Transportation**

SUBMITTAL DEADLINE FEBRUARY 1, 2013

**TO UPDATE THE DISTRICT MASTER PLAN USE THE FOLLOWING
WEBSITE:**

<http://arkansasfacilities.arkansas.gov/>

I. Purpose

A.C.A. §6-21-806 (a)(6)

- (a) “The Academic Facilities Master Plan Program shall require each school district to:
- (6) Submit a report to the Division by February 1 of each odd-numbered year that includes a description of all projects completed in the school district since the submission of the most recent facilities master plan, the school district’s current enrollment projections, new or continuing needs of the school district with regard to academic facilities and equipment, and an accounting of any changes in the school district’s insurance coverage from the most recent submission.”

II. Odd-Year Master Plan Report

Step 1. Use the Master Planning Tool Web Based Application.

Districts will use the web based tool to revise district information, to indicate life cycle deficiencies and facility projects that have been completed. Appendix A of these Guidelines contains instructions on how to use this tool. The district can access the tool by accessing the Division’s web site at <http://arkansasfacilities.arkansas.gov/> going to the link for the Master Plan, selecting “Master Planning Tool” and signing in using the districts log-in information. The following instructions and Appendix A references should be followed when using this application.

- a. **Revise District Information:** The district must enter a point of contact for Master Plan coordination with the Division [Appendix A, page 6]. Revise other data as appropriate. If entering a new school campus, please enter all buildings for the campus. Districts should review & correct building sizes, uses and year opened. If there are any building additions, they should be entered as separate buildings with a name, description, and date opened. For example, if Building A has a classroom addition opened in 1974 the name should be Building A classroom addition 1974. Building wings should be separated if possible as above. Districts may enter a Change Note to explain any requested changes. Indicate facilities that have been demolished, repurposed, or are no longer property of the district and enter a Change Note to explain requests to delete any school or building from the district’s inventory. [Appendix A, page A-9].
- b. **Review and update deficiency lists:** Districts should review the deficiency lists for all schools and buildings. Mark deficiencies that have been corrected as “completed”. Mark deficiencies that the district does not believe need to be resolved as “suspended [Appendix A, pages A-11 through A-13]

c. Completed Projects

Include “a description of all projects completed in the school district”. Change the Status field on existing Master Plan projects to Complete.

Information should be included for academic and non-academic, locally funded and Partnership Program projects that exceed \$20,000.00.

Step 2. School District’s Current Enrollment Projection Changes.

If there has been any change in the school district’s enrollment projection since the most currently approved Master Plan, provide the Division the district’s current enrollment projections for the next ten years by grade. The district should also provide their current enrollment changes and the district’s justification for their revised projections. If no changes are submitted by **February 1, 2013**, the Division will utilize the enrollment projections from the most recently approved Master Plan. Districts may upload enrollment projection changes to **Tab 4** of the Master Plan Documents of the Master Planning Tool.

Step 3. Changes in the School District’s Insurance Coverage.

If there have been any changes in the school district’s insurance coverage the district shall provide the Division with a Statement of Values from their insurance provider (i.e. ASBA, Arkansas Insurance Department) or any other provider of insurance for district school buildings. The information shall include coverage amounts, types of coverage, identification of buildings covered, policy renewal dates, and all riders. Districts shall upload insurance coverage changes to **Tab 7** of the Master Plan Documents of the Master Planning Tool. (See Appendix A, Page A-10)

Each district shall provide the stated insurance requirements under the Public School Academic Facilities and Transportation rules governing property insurance requirements.

Additionally, districts shall abide by the Arkansas Fire Prevention Code (Fire Code) Volume 1, Section 311 Vacant Premises, regarding abandoned buildings. For further information about the Fire Code contact the Arkansas State Fire Marshal’s office at 501-618-8604

III. Submission Requirements

Districts must complete all steps electronically using the Master Planning Tool located on the Division’s web site. All information must be submitted electronically on or before 4:30 PM February 1, 2013. The Master Plan Report Guidelines are meant to be a quick reference to assist districts in processing the Master Plan Report. Districts should review the appropriate rules located on the division’s web site www.arkansasfacilities.arkansas.gov under the Documents link.

Appendix A

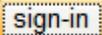
Arkansas Master Planning Tool

Table of Contents

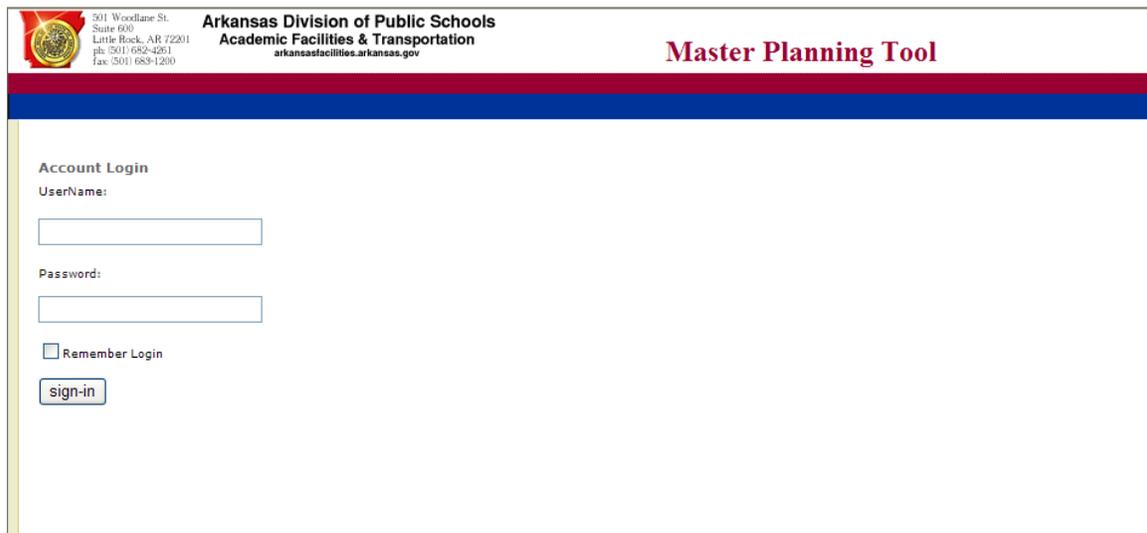
Log in	A-2
Main Screen	A-3
Planning Tree and General Information	A-4 thru A-9
Insurance.....	A10
Deficiencies	A-11 thru A-13
General District Project Information.....	A-14
Editing Projects and Sign Off	A-14 thru A15

Log in

To Log in to the Arkansas Master Planning Tool, go to the Division web site at <http://arkansasfacilities.arkansas.gov/MasterPlan2008.aspx> find the Master Plan link on the left side, click, then click on “Master Planning Tool”

Enter the appropriate credentials in the 'UserName' and 'Password' fields and click the  button.

Area Managers-Planning will provide school districts with their User Name and Password information. If districts would like their “UserName” and “Password” credentials changed, districts are welcome to contact their Area Manager for Planning.



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: 501.682-4261
fax: 501.683-1200

Arkansas Division of Public Schools
Academic Facilities & Transportation
arkansasfacilities.arkansas.gov

Master Planning Tool

Account Login

UserName:

Password:

Remember Login

Main Screen

The initial screen is comprised of three separate components (or frames): The Planning Tree, The Information Pane, and The Help and Instruction Pane. These three frames are indicated by the red arrow in the following three graphics.

The Planning Tree

Arkansas Division of Public Schools
Academic Facilities & Transportation
ArkansasFacilities@arkansas.gov

Master Planning Tool

501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 682-1200

[WWW.ARKANSAS FACILITIES.COM](http://www.arkansasfacilities.com)

Master Plan
Feb. 1, 2013 (Odd-year Preliminary Master Plan Submission)
<http://masterplan.arkansasfacilities.arkansas.gov>
Web Based Tool is available to Districts for purpose of updating Master Plan information.
School Districts must complete Preliminary Master Plans/Update by February 1st, 2013

The following links may be useful:

- a. [Downloadable Form documentation spreadsheets](#)
- b. [Master Plan and Partnership 2012 Guidelines](#)

Signoff Status	Responsible Party	Help
	Close Date	By
Tab 1		SignOff
Tab 2		SignOff
Tab 3		SignOff
Tab 4		SignOff
Tab 5		SignOff
Tab 6		SignOff
Tab 7		SignOff
Tab 8		SignOff
Tab 9		SignOff
Tab 10		SignOff
Tab 11		SignOff
Tab 12		SignOff
Tab 13		SignOff
Tab 14		SignOff
Tab 15		SignOff
Legacy Partnership		SignOff

The Information Pane



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Arkansas Division of Public Schools
Academic Facilities & Transportation
arkansasfacilities.arkansas.gov

Master Planning Tool

Organization Reports

★ New Item ★ Changed Item ✖ Marked for Deletion

- 9999 - Demo District
- General Information (Tab 1)
- Deficiencies
- Insurance Coverage (Tab 7)
- Custodial and Maintenance (Tabs 9/10/11)
- Projected Replacement Schedule (Tab 12)
- District Projects (Tabs 13 & 14)
- Master Plan Documents (Tabs 1-15)



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Master Plan

Feb. 1, 2013 (Odd-year Preliminary Master Plan Submission)

<http://masterplan.arkansasfacilities.arkansas.gov>

Web Based Tool is available to Districts for purpose of updating Master Plan information.

School Districts must complete Preliminary Master Plans/Update by February 1st, 2013

The following links may be useful.

- a. [Partnership Program documentation spreadsheets](#)
- b. [Master Plan and Partnership 2013 Guidelines](#)



Signoff Status	Responsible Party		Help
	Close Date	By	
Tab 1			SignOff
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff
Legacy Partnership			SignOff

The Sign-off Status, Responsible Party and Help Pane



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Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Arkansas Division of Public Schools
Academic Facilities & Transportation
arkansasfacilities.arkansas.gov

Master Planning Tool

Organization Reports

★ New Item ★ Changed Item ✖ Marked for Deletion

- 9999 - Demo District
- General Information (Tab 1)
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- Insurance Coverage (Tab 7)
- Custodial and Maintenance (Tabs 9/10/11)
- Projected Replacement Schedule (Tab 12)
- District Projects (Tabs 13 & 14)
- Master Plan Documents (Tabs 1-15)



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4261
fax: (501) 683-1200

Master Plan

Feb. 1, 2013 (Odd-year Preliminary Master Plan Submission)

<http://masterplan.arkansasfacilities.arkansas.gov>

Web Based Tool is available to Districts for purpose of updating Master Plan information.

School Districts must complete Preliminary Master Plans/Update by February 1st, 2013

The following links may be useful.

- a. [Partnership Program documentation spreadsheets](#)
- b. [Master Plan and Partnership 2013 Guidelines](#)

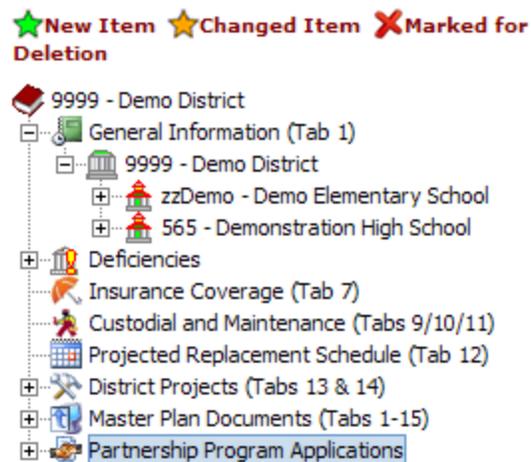


Signoff Status	Responsible Party		Help
	Close Date	By	
Tab 1			SignOff
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff
Legacy Partnership			SignOff

The Planning Tree and General Information Updates

Use the Planning Tree to navigate through the different tasks associated with the planning process. These tasks include General Information Updates (District, School, and Building), Assessment Deficiency Updates, District Project Creation, Projected Replacement Schedule, and Master Plan Documents.

Click on the '+' or '-' to either expand or collapse the General Information or Deficiencies levels of the tree.



As seen in the preceding image, the tree has been expanded down to the School level in the General Information level of the tree. With the tree expanded, the district user (user) can then click on the lower level '+' symbol to expand that level. This can be done until the tree has been expanded to the building level.

By clicking the '-' symbol that occurs after the tree is expanded, the user can collapse that particular level of the tree.

Green stars next to a level in the Planning Tree indicate New Item in that level. Orange stars indicate levels for which updates have been recorded. A red "X" indicates an existing School or building the district is asking to be deleted from inventory.

Upon expanding the General Information level of the tree to display the District Name, the user can then select the District name to generate the following update screen.

501 Woodlawn St.
 Suite 600
 Little Rock, AR 72201
 ph: 501-682-4201
 fax: 501-683-1200

Arkansas Division of Public Schools
Academic Facilities & Transportation
arkansasafacilities.arkansas.gov

Master Planning Tool

Organization
Reports
Log Off

New Item Changed Item Marked for Deletion

- 9999 - Demo District
 - General Information (Tab 1)
 - 9999 - Demo District
 - zzDemo - Demo Elementary School
 - 565 - Demonstration High School
- Deficiencies
- Insurance Coverage (Tab 7)
- Custodial and Maintenance (Tabs 9/10/11)
- Projected Replacement Schedule (Tab 12)
- District Projects (Tabs 13 & 14)
- Master Plan Documents (Tabs 1-15)
- Partnership Program Applications

District: 9999 - Demo District

Abbreviation: aaDEMO District

Planning Area: 18

Web Site: zcdemo.edu

Update Info **New School**

District Contact Detail

District Web Site: zcdemo.edu

Contacts: **Superintendent**

Salutation:	ms
First Name:	second
Middle Name:	
Last Name:	test 10-10-11
Street Address:	1234 Your Street
City:	Your town
State:	AR
Zip:	700000
Phone:	501 123 4567
Fax:	
Email:	zcdemo@email.com

Signoff Status
Responsible Party
Help

Person Responsible for District Information Up

Name:

Phone:

Email:

Fax:



In the District Update Screen above, the user is required to complete the information for the Responsible Party before any updates can be performed. By entering user name and contact information into the Responsible Party portion of the application, the user enables the Division to contact the district in order to clarify issues or concerns with the information being collected.

Upon entering the contact information into the Responsible Party text boxes, the user then clicks the **Save** button to save the information. The user is now allowed to make updates and edits to the information within the web-based Master Plan tool.

User can now update the District Contact information or enter information about a new school that is not in the tree.

District Information Update

To edit the District Contact information, the user clicks on the **Update Info** button as depicted in the following image:

District:	9999 - Demo District
Abbreviation:	zzDemo District
Planning Area:	18
Web Site:	zzdemo.edu

Update Info	New School
--------------------	-------------------

District Contact Detail ★ District Data Changed

District Web Site: zzdemo.edu

Contacts	Superintendent
Salutation:	Ms.
First Name:	Marsha
Middle Name:	
Last Name:	Demo
Street Address:	1234 Your Street
City:	Your town
State:	AR
Zip:	700000
Phone:	501 123 4567
Fax:	
Email:	zzdomo@email.com

By clicking on the Update Info button the user generates the following update screen:



501 Woodlane St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4251
fax: (501) 689-1200

District Detail

District: 9999 - Demo District

District Contact Detail

★ District Data Changed

District Web Site:

Contacts:

Salutation:

First Name:

Middle Name:

Last Name:

Street Address:

City:

State:

Zip:

Phone:

Fax:

Email:

User can then update the District Contact information directly into the text boxes provided and save it to the database by clicking the **Save** button. If changes are made that are not accurate or if the user does not need to update the information, the window can be closed without saving these changes by hitting the **Cancel** button. The user is returned to the District Information screen.

If the District has recently built or acquired a new school that is not listed with the other schools in the Planning Tree, the user can add the school to the system by clicking on the **New School** button. This will generate the following screen where the user can then enter the appropriate information into the text boxes and save it to the database by hitting the **Save** button. *Entering a new school requires the district to also enter any building(s) associated with the new school.* If information that is entered is inaccurate or not necessary, hitting the **Cancel** button will close the Update School Information screen without saving the changes to the database. The user will be returned to the District Update screen.

School Update - Windows Internet Explorer
http://masterplan.arkansasfacilities.com/Update/UpdateSchool.aspx?&districtid=638&schoolid=0&waschoolid=0&updateType=new

WWW.ARKASIA FACILITIES.COM
501 Woodlawn St.
Suite 600
Little Rock, AR 72201
ph: (501) 682-4903
fax: (501) 683-1200

Update School Information

School: ★-New School-

School Detail Information

Number: Short Name:
Long Name:
Type: Year opened: Enrollment:
Grades: Staff: Local Number:

Principal

Salutation:
Principal Name:
Street Address 1:
City:
State:
Zip:
Phone:
Fax:
Email:
Website:

Notes

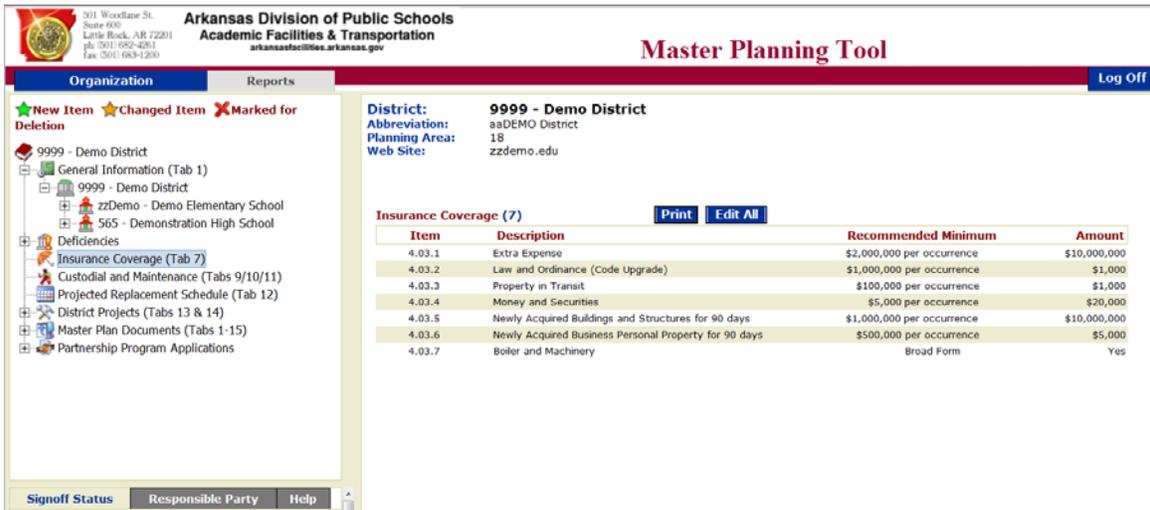
Delete School:
Change Note:

Save **Cancel**

In order to edit the General Information related to both Schools and Buildings, the user should follow the same instructions outlined above for the District Update. At the School level, the user can update the School information or enter a new building. At the building level, the information associated with buildings can only be updated.

TAB 7 – Insurance Recommended Minimums

To update the districts insurance coverage click  **Insurance Coverage (Tab 7)** in the planning tree (at left), then select **Edit All** button.



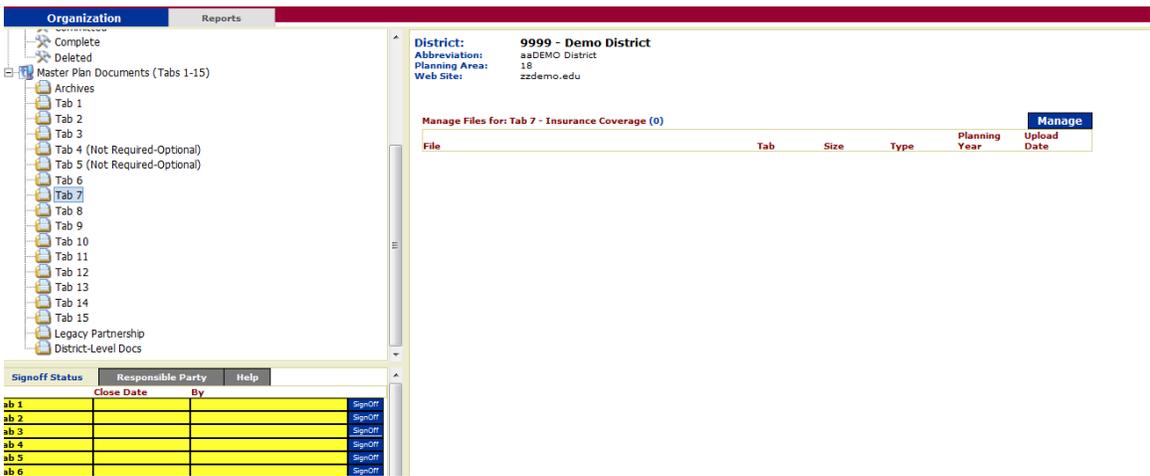
The screenshot shows the 'Master Planning Tool' interface for the 'Arkansas Division of Public Schools Academic Facilities & Transportation'. The left sidebar shows a tree view with 'Insurance Coverage (Tab 7)' selected. The main content area displays the following information:

District: 9999 - Demo District
Abbreviation: aaDEMO District
Planning Area: 18
Web Site: zzdemo.edu

Insurance Coverage (7) [Print](#) [Edit All](#)

Item	Description	Recommended Minimum	Amount
4.03.1	Extra Expense	\$2,000,000 per occurrence	\$10,000,000
4.03.2	Law and Ordinance (Code Upgrade)	\$1,000,000 per occurrence	\$1,000
4.03.3	Property in Transit	\$100,000 per occurrence	\$1,000
4.03.4	Money and Securities	\$5,000 per occurrence	\$20,000
4.03.5	Newly Acquired Buildings and Structures for 90 days	\$1,000,000 per occurrence	\$10,000,000
4.03.6	Newly Acquired Business Personal Property for 90 days	\$500,000 per occurrence	\$5,000
4.03.7	Boiler and Machinery	Broad Form	Yes

District must also upload statement of values, riders, etc. by clicking the  **Master Plan Documents (Tabs 1-15)** heading in the Planning Tree. Click on  **Tab 7**, then click on the **Manage** button to upload the document(s) as shown below.



The screenshot shows the 'Master Plan Documents (Tabs 1-15)' section. The left sidebar shows a tree view with 'Tab 7' selected. The main content area displays the following information:

District: 9999 - Demo District
Abbreviation: aaDEMO District
Planning Area: 18
Web Site: zzdemo.edu

Manage Files for: Tab 7 - Insurance Coverage (0) [Manage](#)

File	Tab	Size	Type	Planning Year	Upload Date
(0 files listed)					

Below the table, there is a 'Signoff Status' section with columns for 'Close Date' and 'By'. It lists six items (ab 1 through ab 6) with 'Signoff' buttons next to each.

Deficiencies

This Planning tool allows the user to update the status of deficiencies identified during the 2004 Facility Condition Assessment, as well as life cycle deficiencies added after the 2004 Assessment. The user can edit deficiencies to be either “Complete” or “Suspended” based on the current status of the deficiency with regards to the district’s planning process.

Use the following definitions. “Complete”, indicates districts have addressed a deficiency completely. Do not mark as “Complete” if only partially completed and further work is necessary. “Suspended”, indicates deficiencies that the district does not intend to address at any point in time.

In order to edit deficiency status, the user will need to expand the Planning Tree below the Deficiencies level to reveal the School level. At the school level of the tree, the user can edit the status of those deficiencies that are specific to the site or campus for that school. The user should also expand the school level of the tree to find the buildings associated with that campus. Clicking on a building will generate a list in the information pane of all the deficiencies associated with that building for updating..

Below is a view of the school level deficiencies:

The screenshot displays the 'Master Planning Tool' interface. On the left is an 'Organization' tree with a 'Deficiencies' section expanded to show '1701002 - 1701 - Alma High School'. The main pane shows 'School: 1701002 - 1701 - Alma High School' and 'Building Area (GSF): 368,333'. Below this is a table of 'School Deficiencies (4)' with columns for System, Deficiency, ID, Priority, Qty, UoM, Repair Cost, Status, and Edit. The table lists four deficiencies: HVAC (Computer room lacks independent AC), Specialties (School lacks an appropriate surveillance system), Site (ADA - Handicap parking spaces are not fully compliant), and Site (ADA - Existing curb ramps are not fully compliant).

System	Deficiency	ID	Priority	Qty	UoM	Repair Cost	Status	Edit
HVAC	Computer room lacks independent AC.	110352	4	1	Ea.	11,655	Estimated	
Specialties	School lacks an appropriate surveillance system.	112876	1	1	Ea.	17,445	Estimated	
Site	ADA - Handicap parking spaces are not fully compliant	329082	2	1	LS	600	Estimated	
Site	ADA - Existing curb ramps are not fully compliant.	340068	2	1	LS	800	Estimated	

Below is a view of the building level deficiencies:

Master Planning Tool

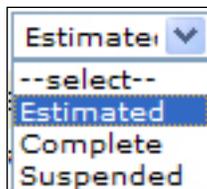
District: 1701000 - Alma School District
 School: 1701002 - 1701 - Alma High School
 Building: 170100204 - Senior High School
 Use: Combination of Uses
 Type: Permanent
 Year: 1962
 Area (GSF): 90502
 Floors: 1

Room	System	Deficiency	Assess ID	Priority	Qty, UoM	Repair Cost	Status	Edit
Fire & Safety	End of Life: Emergency Lighting - Standby Battery Lighting System requires replacement	289678	1	50 Ea.	\$17,200	Estimated		
HVAC	End of Life: Cooling Packaged Units - Roof Top Units require replacement	309437	2	90502 SF	\$648,887	Estimated		
Specialties	End of Life: Public Address and Intercom - Communications require replacement	289683	3	80502 SF	\$77,247	Estimated		
Electrical	GFI Receptacle requires replacement	64602	1	80 Ea.	\$9,272	Estimated		
Exterior	ADA - Accessible Doorways are not fully compliant	313718	2	1 LS	\$14,480	Estimated		
Fire & Safety	Emergency Lighting (Fluorescent - 2'x4') is missing and is needed	64603	1	20 Ea.	\$7,946	Estimated		
Fire & Safety	Security System is missing and is needed	64606	2	90502 SF	\$106,214	Estimated		
Interior	ADA - Door Hardware is not fully compliant	313721	2	1 LS	\$1,448	Estimated		
Interior	ADA - Accessible toilet rooms are not fully compliant	313725	2	1 LS	\$2,896	Estimated		
Interior	ADA - Room dimension to create accessible toilet room is not fully compliant	325909	2	1 LS	\$18,100	Estimated		
Plumbing	ADA - Lavatory is not fully compliant	317768	2	1 LS	\$1,158	Estimated		
Plumbing	ADA - Shower Stall is not fully compliant	317771	2	1 LS	\$1,250	Estimated		
Specialties	ADA - Grab Bars are not fully compliant	313728	2	1 LS	\$579	Estimated		
B3 Interior	Classroom door lacks appropriate hardware.	196206	2	1 Ea.	\$375	Estimated		
B4 Technology	Room lacks telephone wiring.	165465	4	1 Ea.	\$143	Estimated		
E3 Specialties	Room lacks the appropriate PA equipment.	171636	4	1 Ea.	\$518	Estimated		

In order to edit the status of a deficiency, click on the button. The Status field will change to appear like the example below:

Room	System	Deficiency	Assess ID	Priority	Qty, UoM	Repair Cost	Status	Edit
Exterior	Joint Sealant requires replacement	83047	2	360 LF	\$1,520	Estimate:		
Interior	Wood Door/Frame (Single Hung) requires replacement	83048	3	67 Ea.	\$112,851	Estimated		
Electrical	GFI Receptacle is missing and is needed	83050	1	10 Ea.	\$1,159	Estimated		
Fire & Safety	Emergency Lighting (Fluorescent - 2'x4') is missing and is needed	83051	1	50 Ea.	\$19,865	Estimated		
Site	Traffic Sign is missing and is needed	104618	2	4 Ea.	\$237	Estimated		
Technology	End of Life: Telephones - School Wide Telephones require replacement	303445	3	42504 SF	\$17,894	Estimated		

The user can now select the drop-down arrow next to the repair cost and generate the following list:



At this point the user may change the deficiency status to either Complete, Suspended, or Once the status has been changed, the user will click the  button to save the change. Changing the status of the deficiency to Complete or Suspended will remove the deficiency's cost from the database of needs for that particular site or building. The user can edit as many of the existing deficiencies as necessary.

To cancel and edit, the user can click the  button.

District Projects

The last level on the Planning Tree is used for updating District projects. When the District Projects level has been selected in the tree, the user is presented with a list of projects in the Information Pane. To update project status, click the pencil. User is then presented with the appropriate screen to update the status of a project. Status options include planned, committed, completed, and deleted. Selecting the deleted option will change the status to deleted while not erasing the project from the web tool. Should the district wish to complete the project at a later date, project status can be changed to reflect an active project.

Sign-off Process

Once each tab of the Master Plan has been completed to the satisfaction of the user, the District should then “Sign-Off” on this information. This allows the system to know where changes have been made.

In the Sign-off pane on the lower left-hand corner of the page, there is a  button associated with each Tab, as it corresponds to the Master Plan. The tool populates the Status, By and Date fields. See below:



Signoff Status	Close Date	By	SignOff
Tab 1			SignOff
Tab 2			SignOff
Tab 3			SignOff
Tab 4			SignOff
Tab 5			SignOff
Tab 6			SignOff
Tab 7			SignOff
Tab 8			SignOff
Tab 9			SignOff
Tab 10			SignOff
Tab 11			SignOff
Tab 12			SignOff
Tab 13			SignOff
Tab 14			SignOff
Tab 15			SignOff
Partnership			SignOff

Full Tab Text

User: Alma District User

Tab 5 (Not Required-Optional)
 Tab 6 (Not Required-Optional)
 Tab 7
 Tab 8

Signoff Status	Responsible Party	Help
	Close Date	By
Tab 1	11/10/2008	Alma District User
Tab 2		SignOff
Tab 3		SignOff
Tab 4		SignOff
Tab 5		SignOff
Tab 6		SignOff
Tab 7		SignOff
Tab 8		SignOff
Tab 9		SignOff
Tab 10		SignOff
Tab 11		SignOff
Tab 12		SignOff
Tab 13		SignOff
Tab 14		SignOff
Tab 15		SignOff
Partnership		SignOff

Full Tab Text

User: Alma District User

City:
 State:
 Zip:
 Phone:
 Fax:
 Email:

After signing off, the tab line will show green.