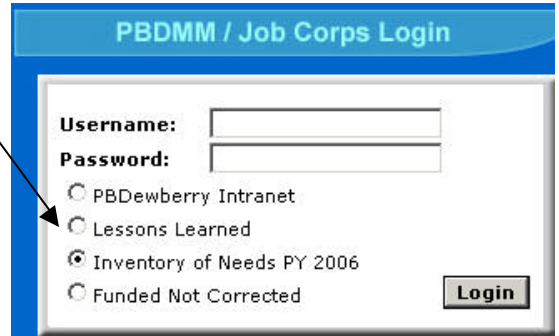# ION Website Instructions
Part 1 – Centers
Instructions for PY 2006 Inventory of Needs Website

Access to the Inventory of Needs Web site
1. Go to www.pbdewberry.com.
2. Click "FNC/ION Login". This will take you to the ION login page; see below.
3. Enter your username and password *(see below)
4. Select "Inventory of Needs PY 2006"
5. Click Login

Note: The Inventory of Needs (ION) Web site
is only available from the JCDC network
or the DOL network.

PBDMM / Job Corps Login

Username: [   ]
Password: [   ]
○ PBDewberry Intranet
○ Lessons Learned
◉ Inventory of Needs PY 2006
○ Funded Not Corrected   [Login]

General Instructions
Once you have logged into the Inventory of Needs
Web site, selecting and submitting your proposed
regional projects is a four-step process:

1. Selecting and ranking deficiencies
2. Providing justification comments
3. Reviewing
4. Submitting

Deadlines
Centers: Wednesday **February 1, 2006**
Regions: Wednesday **March 8, 2006**

*Usernames and Passwords
Usernames and passwords will be assigned that are unique for each
center and region. These will provide you access to the Inventory of
Needs Web site for your specific center or region.

If you have ION Web site questions, please
contact Mark Campbell at (703) 516-2261.

ION Website Instructions
Part 1 – Centers
# Specific Instructions for Centers

Preparation Steps

It is recommended that you print out and review the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies and those that are linked to national projects). Those linked to national projects have been included to permit you to recommend that they be funded sooner, even though they are planned to be corrected as part of your long-range plan.

This is the most important part of your ION process, making an informed decision about your recommendations to the region.

Steps to complete your ION submission
1. Rank up to five deficiencies for input to the region
2. Provide justification comments
3. Review
4. Submit to the region
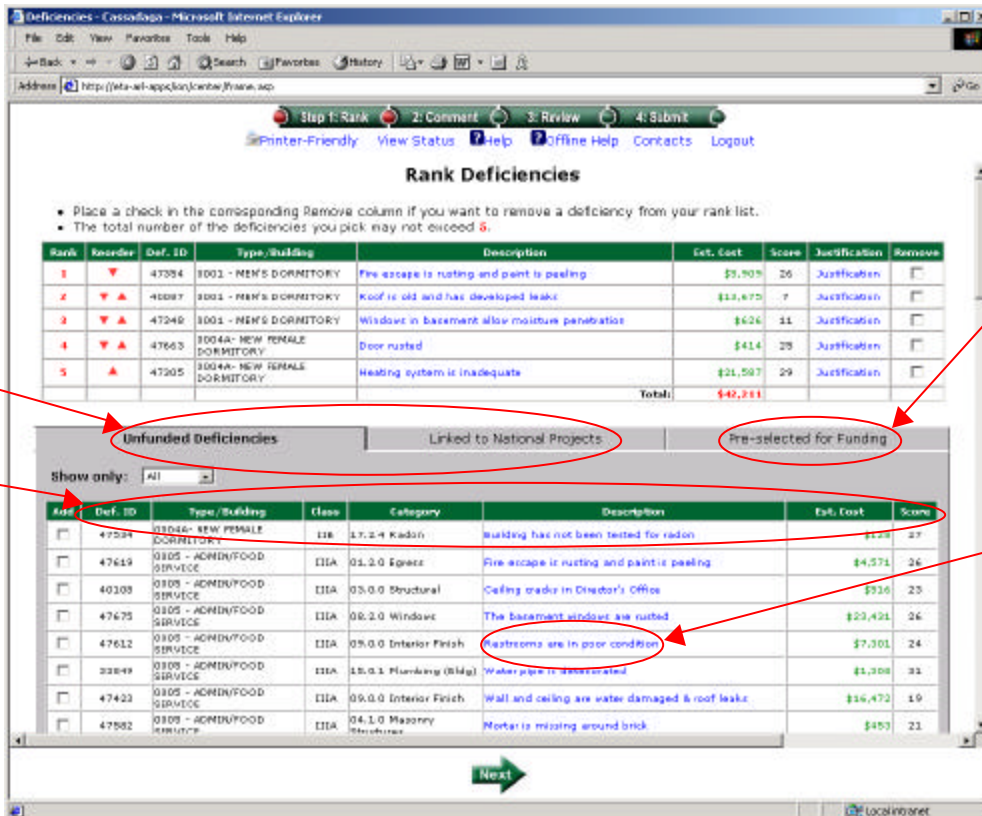
Unfunded and **eligible** to be ranked

Column heads which can be clicked to change the sort order in which they are displayed

Pre-selected for funding and **not eligible** to be ranked

Each description is linked; you can click on the link to bring up in a separate window a full text description of the deficiency

ION Website Instructions
Part 1 – Centers
Specific Instructions for Centers

Step 1 - Rank

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

- Click the "Add" checkbox in the bottom half of the screen to select that deficiency as one of your five picks. You can "Add" deficiencies from either the "Unfunded Deficiencies" tab or the "Linked to National Projects" tab.
- Click the "Reorder" arrows in the top half of the screen to change the rank of your picks.
- Click the "Remove" checkbox in the top half of the screen to remove that deficiency as one of your picks.

When finished, click the "Next" arrow at the bottom.

Reorder arrows

Remove checkbox

Add checkbox

Next arrow

ION Website Instructions
Part 1 – Centers
Specific Instructions for Centers

Step 2 - Comment

Once you have selected and ranked your five picks, provide a justification comment for each deficiency. This is your opportunity to explain to your region your reasons for recommending these deficiencies. Since there is a limited amount of funds your region has available from which to make its recommendations to the National Office, clear justification comments are essential.

When finished, click the "Next" arrow at the bottom.
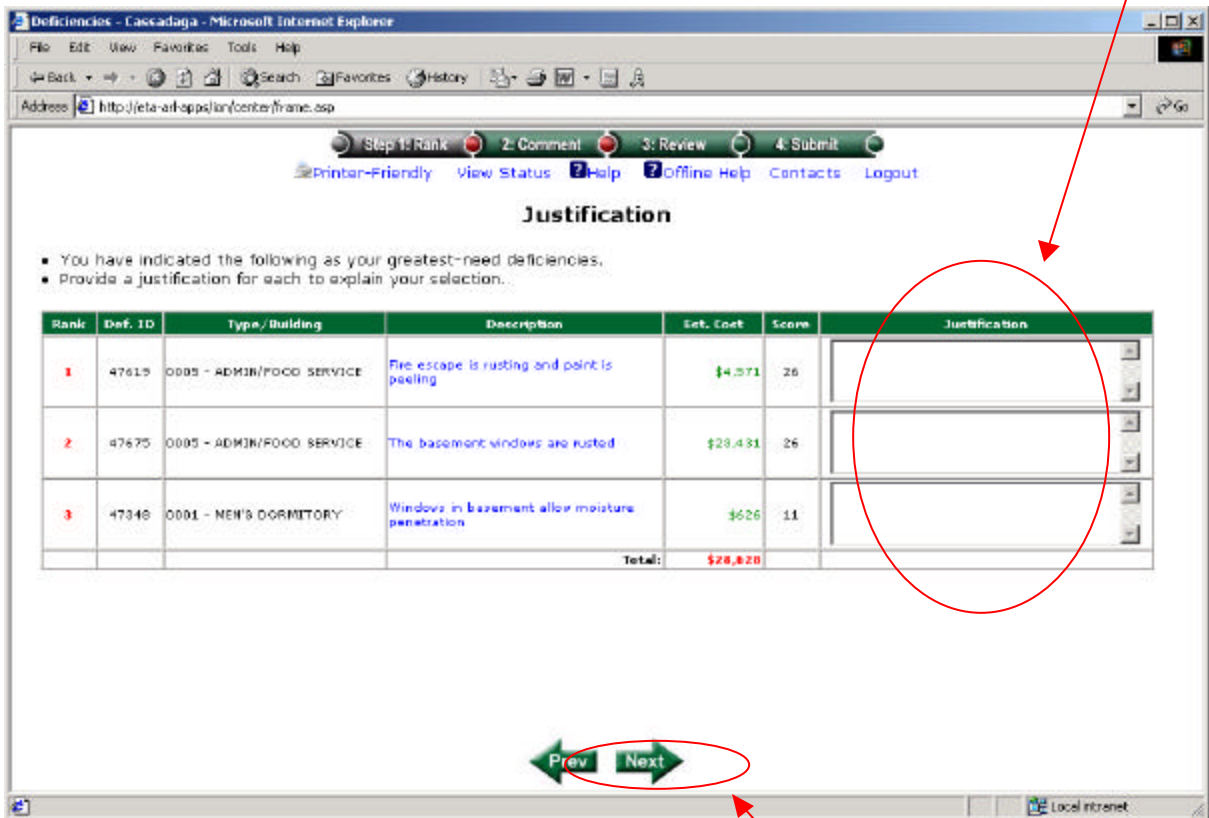
Justification
Comments

Next arrow

ION Website Instructions
Part 1 – Centers
Specific Instructions for Centers

Step 3 - Review

Once you have provided your justification comments, please review your selections, rankings, and comments.

When finished, click the "Next" arrow at the bottom.
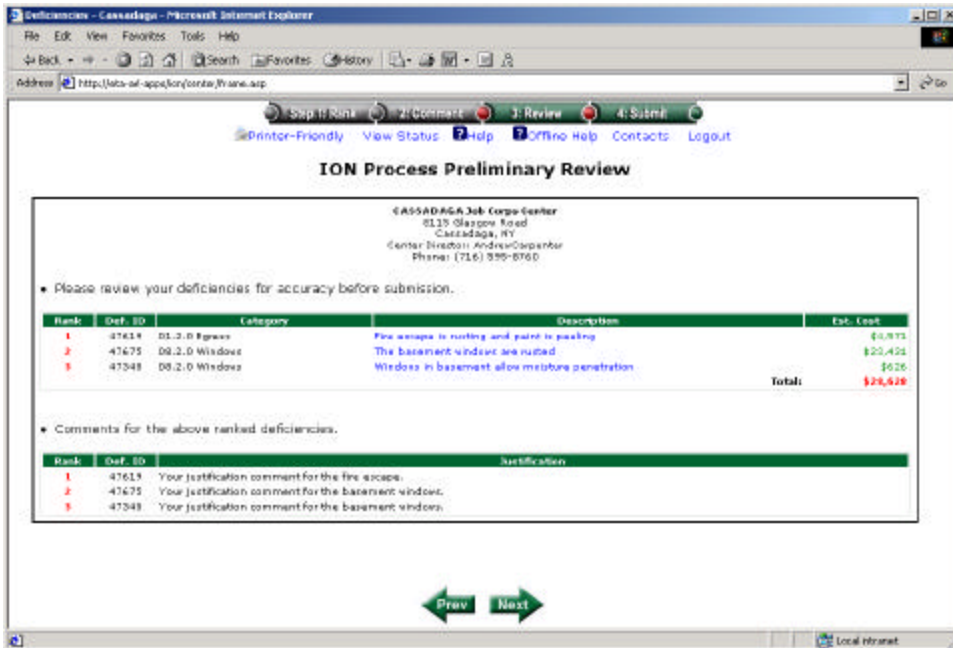
Step 4 - Submit

Once you have completed your review and are ready to submit, click the "Submit Now" button. Note: If you wish to change your submission, you may do so at any time up to your deadline of February 1, 2006, by simply repeating steps 1-4.
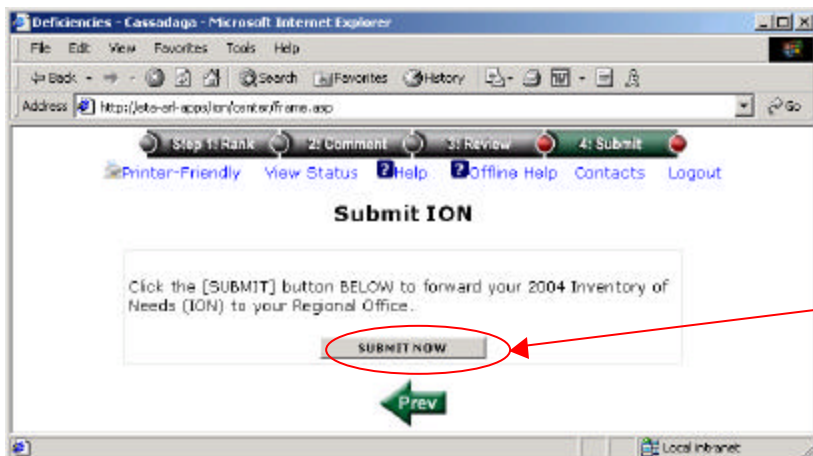
Submit Now button

ION Website Instructions
Part 2 – Regions
Specific Instructions for Regions

Steps to complete your ION submission

(Review the deficiencies pre-selected for funding)

(Review the unfunded deficiencies, including those linked to national projects)

1. Rank up to the dollar limit for deficiencies for input to National Office
2. Rank up to three projects
3. Provide justification comments
4. Review
5. Submit to National Office

Preparation Steps

It is recommended that you print out and review the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies — those that have been picked in the top five by each center and those that did not make the top five — and those that are linked to national projects). Those linked to national projects have been included to permit you to recommend that they be funded sooner, even though they are planned to be corrected as part of a center's long range plan.

There is no numeric limit to the number of deficiencies that you can select. You are only limited by the available funds for your region, i.e., that portion of the $3M that has been allocated to you based on your region's contract strength.

This is the most important part of your ION process, making an informed decision about your recommendations to the National Office.

Unfunded and **eligible** to be ranked

Pre-selected for funding and **not eligible** to be ranked

You may select up to three National Office projects to be considered for funding

Column heads which can be clicked to change the sort order in which they are displayed

Each description is linked, you can click on the link to bring up in a separate window a full text description of the deficiency
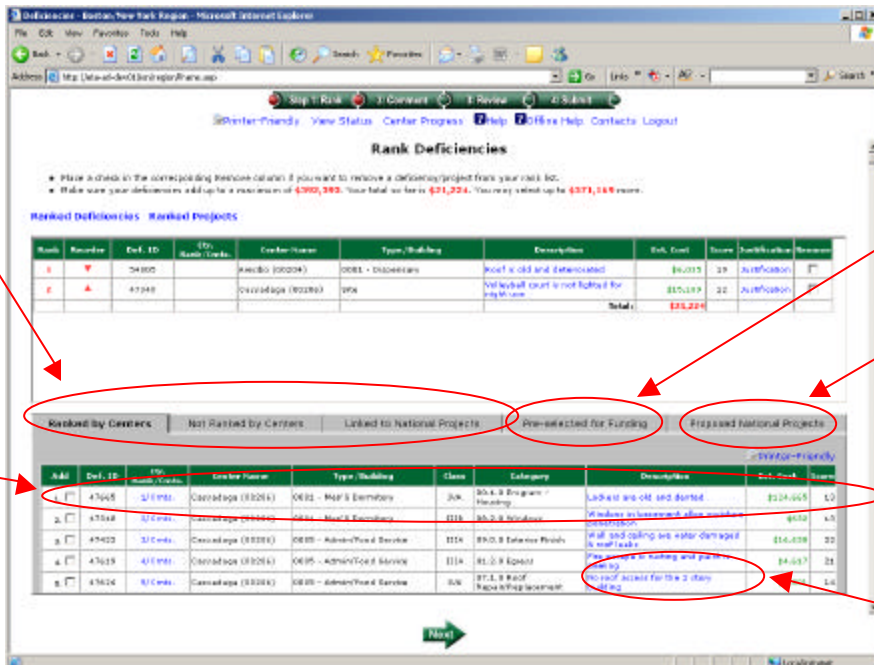
ION Website Instructions
Part 2 – Regions
Specific Instructions for Regions

Step 1 – Rank Deficiencies

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

• Click the "Add" checkbox in the bottom half of the screen to select that deficiency as one of your picks. You can "Add" deficiencies from either the "Ranked by Centers" tab or the "Not Ranked by Centers" tab or the "Linked to National Projects" tab.
• Click the "Reorder" arrows in the top half of the screen to change the rank of your picks.
• Click the "Remove" checkbox in the top half of the screen to remove that deficiency as one of your picks.

When finished, click the "Next" arrow at the bottom.

Reorder arrows

Remove checkbox

Add checkbox

Next arrow

ION Website Instructions
Part 2 – Regions
Specific Instructions for Regions

Step 2 – Rank Proposed National Projects

This is basically the same as ranking deficiencies except you may select up to three proposed projects from the list (the fifth tab). These projects are those that are currently in your long range plan.

If you wish to propose a new project, click the "Propose a New Project" link (see next page) where you will be directed to complete details of the new project. This new project will be evaluated for addition to the long-range plan, and, if approved, then that project will be added to the list. (It may take several days before it shows up on the list.)

When finished, click the "Next" arrow at the bottom.

Click here to propose a new project

Add checkbox

ION Website Instructions
Part 2 – Regions
Specific Instructions for Regions

Step 2 – Rank Proposed National Projects (cont.)

You may view previously submitted/saved new projects by clicking the "Open" link.

If you enter a new project, MAKE SURE you click SAVE and then SEND.

If you do not do this before closing this browser window, you will lose all work.

Suggestion: Type up your project description and justification separately (in Microsoft Word) and then copy and paste into this form.

ION Website Instructions
Part 2 – Regions
Specific Instructions for Regions

Step 3 – Justification Comments

Once you have selected and ranked your picks, provide a justification comment for each deficiency and project. This is your opportunity to explain to the National Office your reasons for recommending these deficiencies and projects. Clear recommendations are essential in effectively communicating why these are needed.

When finished, click the "Next" arrow at the bottom.

Justification
Comments

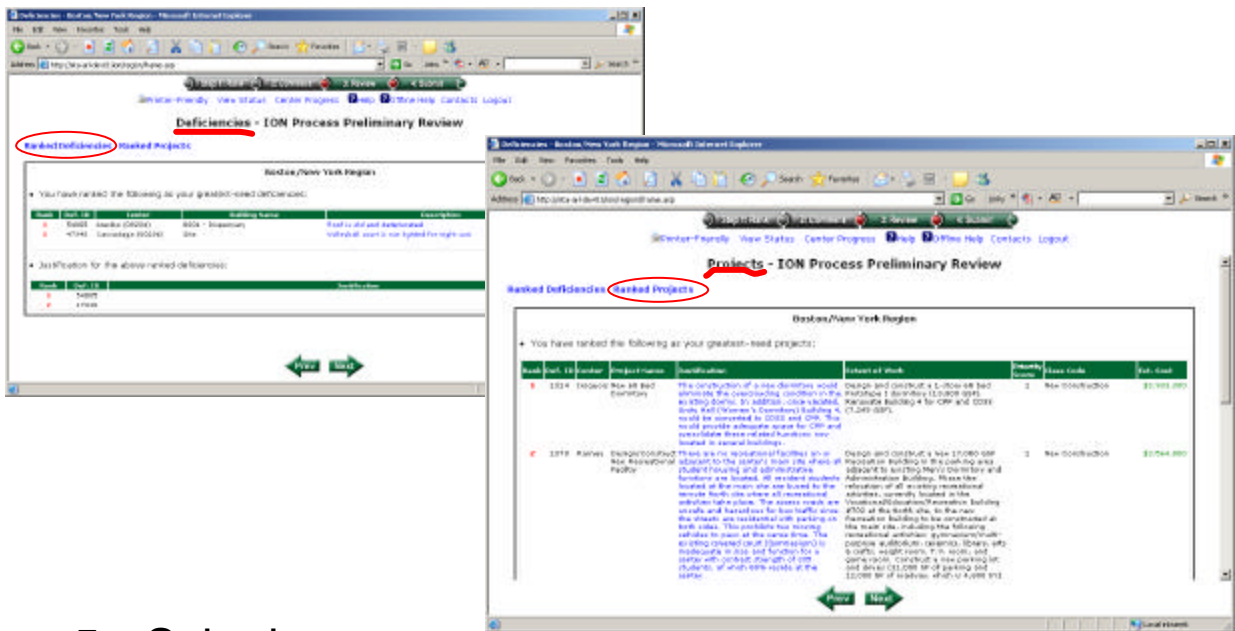Next arrow

ION Website Instructions
Part 2 – Regions
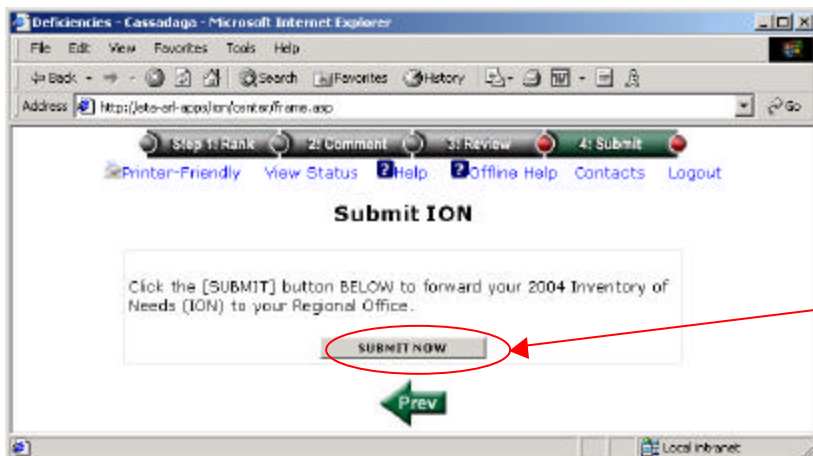# Specific Instructions for Regions

Step 4 - Review

Once you have provided your justification comments, please review your selections, rankings, and comments. Click on the appropriate link to review deficiencies and projects — they are shown separately.

When finished, click the "Next" arrow at the bottom.

Step 5 - Submit

Once you have completed your review, and are ready to submit, click the "Submit Now" button. Note: If you wish to change your submission, you may do so at any time up to your deadline of March 8, 2006, by simply repeating steps 1-4.

Submit Now button