



Virginia's Real Estate & Assets
Management System

COVA Trax Web Portal User Guide

Department of General Services
Division of Real Estate Services



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COVA Trax Web Portal User Guide

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**Department of General Services
Division of Real Estate Services**



COVA TRAX WEB PORTAL SUMMARY

In 2016, DGS replaced the dated IREMS real estate management software with COVA Trax, the agency's new integrated workplace management system. COVA Trax is used to manage the Commonwealth's real estate portfolio and efficiently maintain its real estate records.

One benefit of COVA Trax is the ability to streamline the Commonwealth agencies' annual real estate reporting requirements. The new COVA Trax Web Portal, which will be accessible to users on August 1, 2016, allows agencies to review and update their existing real estate records, and add new records directly into the COVA Trax Web Portal. This simplified system allows for more consistent and accurate reporting to the General Assembly, while also cutting down on everyone's administrative duties.

REPORTING REQUIREMENTS

Recognizing that the consolidation of real estate records into one database helps DGS better manage the Commonwealth's real estate portfolio, the General Assembly has mandated through the Code of Virginia and the Appropriations Act chapters that agencies that possess, have under their control or lease, report certain information to DGS on an annual basis. DGS presents this information to the General Assembly as mandated by the Code of Virginia.

Non-Administered Leases (NAL)

Section 4-8.01e.2 of the Appropriations Act requires each agency that controls leased property, where such leased property is not under the DGS lease administration program, to report to DGS on each leased facility. Specific data included in the report shall identify at a minimum, ***the number of square feet occupied, the number of employees and contractors working in the leased space, if applicable, and the cost of the lease.*** This information is due to DGS each year by **October 1st**.

Land Use Plans (LUP)

The Code of Virginia Section § 2.2-1153 requires each department, agency and institution to submit to DGS a land use plan for state-owned property it possesses or has under its control showing present and planned uses of such property. The land use plan must include ***a recommendation on whether any property should be declared surplus*** by the controlling department, agency or institution. This information is due to DGS each year by **September 1st**.

Inmate Labor for Demolished Buildings

In 2016, the General Assembly included in the Appropriations Act (Chapter 780, Item 80.B1g) language directing DGS, in consultation with other agencies, to evaluate the feasibility and cost-effectiveness of using inmate labor to assist in the demolition of vacant buildings on state property. DGS must develop a plan that includes an inventory of vacant buildings on properties owned by the Commonwealth that could be considered for demolition using inmate labor, and an estimated cost of demolition using inmate labor. DGS must report its findings by November 1, 2016. As a result, a question regarding the demolition of buildings was added to the land use plan reporting requirements this year.



ACCESSING THE COVA TRAX WEB PORTAL

Those employees of Commonwealth agencies, who previously were responsible for submitting annual reports for Land Use Plans and Non-Administered Leases to DGS, will be given access to the new COVA Trax Web Portal. If someone else in your agency needs access, please send the request to DGS at DRES-info@dgs.virginia.gov.

Web Portal Training/Questions

DGS appreciates your agency using the COVA Trax Web Portal to submit your required annual report(s) by the following deadlines:

- **Land Use Plans:** Wednesday, August 31, 2016
- **Non-Administered Leases:** Friday, September 30, 2016

We realize new systems can be intimidating and we want to make this change as easy as possible. We will provide you with many ways for your questions to be answered.

In addition to this user guide, the following tools can provide additional help in using the new COVA Trax Web Portal:

- **Online Videos:** View the COVA Trax Web Portal training videos at:
 - <http://dgs.virginia.gov/DivisionofRealEstateServices/RecordsManagementSystem/tabid/929/Default.aspx>
- **Webinar:** tune in to a training webinar where DGS staff can answer your questions:
 - **LUP:** 10 a.m. on Wednesday, August 17, 2016
 - Please register for the LUP Webinar by emailing DRES-info@dgs.virginia.gov by close of business on Friday, August 12, 2016
 - **NAL:** 10 a.m. on Wednesday, September 14, 2016
 - Please register for the NAL Webinar by emailing DRES-info@dgs.virginia.gov by close of business on Friday, September 9, 2016
- **Hotline Day:** call (804) 225-1808 on the following dates/times to speak to a DGS staff member:
 - **LUP:** Wednesday, August 24, 2016 from 10 a.m. to 4 p.m.
 - **NAL:** Wednesday, September 21, 2016 from 10 a.m. to 4 p.m.
- **Email:** at any time you may send your questions to DRES-info@dgs.virginia.gov
- **Call:** You may leave DGS staff a voice mail message at (804) 225-1808 from August 1, 2016 – September 30, 2016. We will return your call within 24 hours to provide assistance.



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COVA Trax Web Portal Land Use Plan Agency User Instructions

Step 1: Log in

You will receive an email from DRES-info@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click **“Reset.”** If you forget your password, you can reset it by clicking **“Forgot Your Password?”** on the **COVA Trax Web Portal** login page.

Step 2: Select “Land Use Plans” on the COVA Trax Portal welcome page

Step 3: Review your agency’s existing Land Use Plans (site records)

Each of your agency’s existing Land Use Plans (LUP) [or site records, formally known as tracts] can be viewed on the Land Use Plan Summary page. You must review and update **each site record individually** in the COVA Trax Web Portal. You can export the data into Excel by clicking **“Export”** to review all data before making changes in the COVA Trax Web Portal.

COVA Trax Web Portal
Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Land Use Plan Summary

Name:

City:

FIPS Code:

Rec Mgmt User Status:

Agency Code:

Site To Include:

Agency User Status:

Summary - Double click row to Edit. Export Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status	Rec Mgmt Status
07/22/16	S-001335	TESTSITEDEX1ST	TESTSITEDEX1ST	TESTSITEDEX1ST	ACCOMACK COUNTY - 001		
07/22/16	S-001249	DCR PICKETTS HARBOR NATURAL AREA PRESERVE	PICKETTS HARBOR DR	NORTHAMPTON COUNTY	NORTHAMPTON COUNTY - 131		
07/22/16	S-001227	DCR ELKO HENRICO COUNTY	RTE 156	HENRICO COUNTY	HENRICO COUNTY - 087		
07/22/16	S-001220	DCR MAGOTHY BAY NAP NORTHAMPTON COUNTY	OFF BULLS DR	NORTHAMPTON COUNTY	NORTHAMPTON COUNTY - 131		
07/22/16	S-001219	DCR BISCUIT RUN SP ALBEMARLE CO	BISCUIT RUN CREEK	ALBEMARLE COUNTY	ALBEMARLE COUNTY - 003		
07/22/16	S-001213	DCR CAPE CHARLES COASTAL HABITAT NAP NORTHAMPTN	CHESAPEAKE BAY	CAPE CHARLES	NORTHAMPTON COUNTY - 131		
07/22/16	S-001207	DCR UNTHANKS CAVE NAP LEE CO	BEECH GOE RD	JONESVILLE	LEE COUNTY - 105		
07/22/16	S-001206	DCR OGDENS CAVE NAP FREDERICK CO	OGDEN LN	FREDERICK COUNTY	FREDERICK COUNTY - 069		
07/22/16	S-001202	DCR CYPRESS BRIDGE NAP SOUTHAMPTON CO	RES 58 AND 742	SOUTHAMPTON COUNTY	SOUTHAMPTON COUNTY - 175		
07/22/16	S-001194	DCR RAKES STATE PARK HENRY CO	OFF S SIDE RTE 823 PRATT RD	HENRY COUNTY	HENRY COUNTY - 089		
07/22/16	S-001193	DCR CROWS NEST NAP STAFFORD CO	BROOKE RD	STAFFORD COUNTY	STAFFORD COUNTY - 179		
07/22/16	S-001183	DCR HIGH BRIDGE TRAIL SP PRINCE EDWARD CO	6888 GREEN BAY RD	PRINCE EDWARD COUNTY	PRINCE EDWARD COUNTY - 147		
07/22/16	S-001166	DCR SOUTH QUAY SANDHILLS NAP CITY OF SUFFOLK	QUAY RD	SUFFOLK	SUFFOLK CITY - 800		
07/22/16	S-000225	DCR OCCONEECHE SP MECKLENBURG CO	1192 OCCONEECHEE PARK RD	CLARKSVILLE	MECKLENBURG COUNTY - 117		
07/22/16	S-000224	DCR CHESTNUT CREEK WETLANDS NAP FLOYD CO	RTE 771	FLOYD COUNTY	FLOYD COUNTY - 063		
07/22/16	S-000223	DCR FERRUM STRATTON TRACT CHESTERFIELD CO	5700 JESSUP RD	CHESTERFIELD	CHESTERFIELD COUNTY - 041		
07/22/16	S-000222	DCR FALLING SPRINGS FALLS ALLEGHANY CO	RTES 220 AND 640	ALLEGHANY COUNTY	ALLEGHANY COUNTY - 005		
07/22/16	S-000221	DCR WIDEWATER STATE PARK STAFFORD CO	RTE 658 BRAINT POINT RD	STAFFORD COUNTY	STAFFORD COUNTY - 179		
07/22/16	S-000220	DCR MIDDLE PENINSULA SP GLOUCESTER CO	RTE 632 ABERDEEN CREEK RD	GLOUCESTER COUNTY	GLOUCESTER COUNTY - 073		
07/22/16	S-000219	DCR MUTTON HUNK FEN NAP ACCOMACK CO	BAKER RD	ACCOMACK COUNTY	ACCOMACK COUNTY - 001		

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Use the following search features, found at the top of the **Land Use Plan Summary** page, to search for a specific LUP:

- **Name:** COVA Trax site record name
- **City:** Site’s location
- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or locality code
- **Records Management User Status:** This field is for DGS use only
- **Site to Include:** Use this function to sort by “new” or “existing” site records
- **Agency User Status** - you can search two (2) ways using this field:
 - Empty Status – site records that need to be reviewed and updated by the Agency
 - Ready for REC MGMT (Records Management) – means the agency reviewed the site record and it is waiting for DGS Records Management staff to review

Click “**Search**” to view the site records or “**Reset**” to clear the fields and start a new search.

From the **Land Use Summary** page, double click on the Site Name listed in the summary grid to view an individual site record. The **Land Use Plan – Site Record Update** page (see below) for that record will open for you to make your annual updates.

COVA Trax Web Portal Non Administered Lease Land Use Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Land Use Plan - Site Record Update

COVA Trax ID: <input type="text" value="5-001249"/> Site Address: <input type="text" value="PICKETTS HARBOR DR"/> Zip: <input type="text" value="23310"/> FIPS Code: <input type="text" value="NORTHAMPTON COUNTY - 131"/>	Name: <input type="text" value="DCR PICKETTS HARBOR NATURAL AREA PRESERVE"/> City: <input type="text" value="NORTHAMPTON COUNTY"/> Total Acreage: <input type="text" value="89.96"/>
---	--

From your last land use submission, please update changes below

Land Use Plan Instructions

Cemeteries: <input type="text" value="-SELECT-"/> Employee Residence #: <input type="text"/> Building(s) Demolished/Planned?: <input type="text" value="-SELECT-"/> Number of existing buildings on this site?: <input type="text"/> Is each building fully occupied or utilized?: <input type="text" value="-SELECT-"/> Comments: <input style="width: 100%;" type="text"/>	Any Land Acquired?: <input type="text" value="-SELECT-"/> Any Land Disposed?: <input type="text" value="-SELECT-"/> Number of existing easements on this site?: <input type="text"/> Antenna?: <input type="text" value="-SELECT-"/> Any portion of the building being used or occupied by another entity or agency?: <input type="text" value="-SELECT-"/> Agency Surplus Designation: <input type="text" value="-SELECT-"/>
---	--

Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen



You will notice that you cannot make changes in the top section titled “**Land Use plan – Site Record Update.**”

The following information must be updated in the “**From your last land use submission, please update changes below**” section:

- **Cemeteries:** Answer whether there are any existing cemeteries on this site
- **Employee Residence #:** provide the number of residential units (single family residences) on this site
- **Building(s) Demolished/Planned:** Answer “yes” or “no” as to whether any buildings have been or will be demolished; *if the answer is yes, you will be prompted to enter information in the comments box Please provide the following information: 1) name of building, 2) FAACS number and/or building number, 3) date demolished, or planned date of demolition*
- **Number of existing buildings on site:** Key in the number
- **Is each building fully occupied or utilized:** Answer “yes” or “no”- *if you answer “no” and there is a vacant building on the site, please identify the building in the comments box and include the following information: 1) name of building, 2) size, and 3) use type (i.e. office building, dormitory, storage, etc.)*
- **Any land acquired:** Answer “yes” or “no” - *if you answer “yes,” a box will appear asking for the New Total Acreage after the acquisition (i.e. 101.23) - this information is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section*
- **Any land disposed:** Answer “yes” or “no” - *if you answer “yes,” a box will appear asking the New Total Acreage after the disposition (i.e. 101.23) - this information is stated in the deed, please upload a copy of the recorded deed in the Upload Documents section*
- **Number of existing easements on this site:** Provide the number of new easements in the last fiscal year (for the period of July 1, 2015 through June 30, 2016) - please upload the recorded deed of easement(s) in the Upload Documents section
- **Antenna:** Answer “yes” or “no” as to whether there is an antenna/tower on this site
- **Any portion of the building being used or occupied by another entity or agency:** Answer “yes” or “no”
- **Agency Surplus Designation:** Chose whether the property is **In Use, Future Use, Surplus-Entirety, Surplus-Portion, or Underutilization** - *if you identify the site as “Surplus-Portion,” please provide an updated land use site plan - please identify the portion of the property you consider to be the surplus portion and upload the updated land use site plan in the Upload Document section*
- **Repeat the review process for each existing site record listed for your agency**
- *****It is important that you click “Save” after updating each site record or your changes will be lost***

Step 4: Add a new land use plan

If a site record is not listed on your agency’s grid that means the site record does not exist in COVA Trax and must be added by your agency. If you need to add a new land use plan, click on “**Add New**” on the **Land Use Plan Summary** page.



COVA Trax Web Portal Non Administered Lease Land Use Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Land Use Plan New Site

COVA Trax ID:

Agency Code: 199-DCR

Name:

Site Address:

City:

Zip:

Number of existing buildings on this site:

Cemeteries: -SELECT-

Comments:

FIPS Code: -SELECT-

Total Acreage:

Latitude:

Longitude:

Employee Residence #:

Number of existing easements on this site:

Antenna? -SELECT-

Upload Documents

Site Plan is needed →
Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen

Once on the **Land Use Plan New Site** page, input the new site information. In addition to site location information, please include the following:

- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or locality code
- **Latitude/Longitude:** Key it in, if not known, click on the globe beside “Latitude” or “Longitude” - this takes you to an external website where you will enter the property address and click “Find” to identify those coordinates - copy and paste them into the COVA Trax Web Portal
 - **Note: Longitude should be a negative number (-)**
- **Employee Residence #:** Number of residential units (single family residences) on the site
- **Number of Existing Easements on this Site:** Number of easements for the site
- **Antenna:** Answer “yes” or “no” as to whether there is an antenna/tower on this site
- Be sure to attach any documents for the new site record in the “**Upload Documents**” section (recorded deed(s), land use site plan, etc.)
- ****It is important that you click “Save” after updating each record or your changes will be lost**

Step 5: Review, verify and update these site records and add any new site records by close of business on Wednesday, August 31, 2016

DGS must set a deadline in order to complete the mandatory reporting due to the General Assembly. Please update all site records by close of business on **Wednesday, August 31, 2016**. After that time, the COVA Trax Web Portal LUP access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.



DEPARTMENT OF
GENERAL SERVICES

Division of
**Real Estate
Services**



Virginia's Real Estate & Assets
Management System

COVA Trax Web Portal Land Use Plans (LUP) Screen Guide

**Department of General Services
Division of Real Estate Services**



User ID email from DGS



From: DRES-Info@dgs.virginia.gov
To: Davis, Georgiann (DGS)
Cc:
Subject: Confirm your COVA Trax Web Portal account

You or your manager have requested that a userid and password be created for you to access the COVA Trax Web Portal. This link is valid for 3 days and will not be valid after you have reset your password! To access the COVA Trax Web Portal, please confirm your account by clicking [here](#)



You will receive an email from DRES-info@dgs.virginia.gov to confirm your account and set up your password. Click on the word "here" and you will be directed to the **Reset Password** page.

Setting up your password

COVA Trax Web Portal

Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

Reset

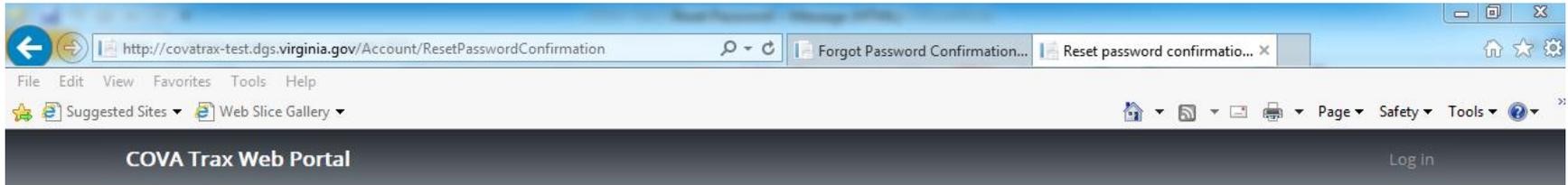
Cancel

Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

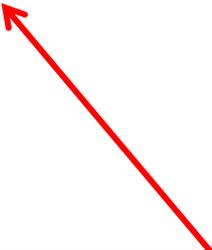
Please enter your email address twice; then set up your new password and then re-enter your new password again; and then hit the “**Reset**” button. You will then be directed to the **Reset Password Confirmation** page.

Password Confirmation



Reset password confirmation.

Your password has been reset. Please [click here to log in](#)



Your password has been set up
and you can now **“Click Here to
log in”** to the COVA Trax Web
Portal.



Division of
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Log In Page



Virginia.gov Agencies | Governor Search Virginia.Gov

COVA Trax Web Portal

Enter your user name (your email address) and password then click **Login**

User Name:
Password:
Remember me
[Forgot your password?](#)

If you forget your password, Click **Forgot your password** to reset it



Division of
Real Estate
Services

Land Use Plans (LUP) welcome page



COVA Trax Web Portal

Non Administered Lease Land Use

Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

COVA Trax Portal

Welcome to the Non-Administered Lease and Land Use Plans Portal

Non-Administered Lease

Land Use Plans

Select Land Use Plans

COVA Trax Web Portal Non Administered Lease Land Use Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Land Use Plan Summary

Name:

City:

FIPS Code:

Rec Mgmt User Status:

Agency Code:

Site To Include:

Agency User Status:

Summary - Double click row to Edit... Export Add New

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status	Rec Mgmt Status
07/20/16	S-001334	TEST SITE FOR CL	1234 ABC ST	RICHMOND	RICHMOND CITY - 760		
07/20/16	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		
07/20/16	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		
07/20/16	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		
07/20/16	S-001097	DOC DINWIDDIE CU 27 DINWIDDIE CO	13510 COX RD	DINWIDDIE	DINWIDDIE COUNTY - 053		
07/20/16	S-001096	DOC HALIFAX CU 23 HALIFAX CO	1200 FARM RD	SOUTH BOSTON	HALIFAX COUNTY - 083		
07/20/16	S-001095	DOC CENTRAL VIRGINIA CU 13 CHESTERFIELD CO	6900 COURTHOUSE RD	CHESTERFIELD	CHESTERFIELD COUNTY - 041		
07/20/16	S-001094	DOC BASKERVILLE CU 4 MECKLENBURG CO	4150 HAYES MILL RD	BASKERVILLE	MECKLENBURG COUNTY - 117		
07/20/16	S-001070	DOC MECKLENBURG CC MECKLENBURG CO	960 PRISON RD	BOYDTON	MECKLENBURG COUNTY - 117		
07/20/16	S-001057	DOC BRUNSWICK WORK CENTER BRUNSWICK CO	1147 PLANTERS RD	LAWRENCEVILLE	BRUNSWICK COUNTY - 025		
07/20/16	S-001048	DOC SOUTHAMPTON CC SOUTHAMPTON CO	14380 TERRAPIN DR	CAPRON	SOUTHAMPTON COUNTY - 175		
07/20/16	S-000146	DGS LIBRARY OF VIRGINIA ARCHIVES HENRICO CO	1998 CHARLES CITY RD	RICHMOND	HENRICO COUNTY - 087		
07/20/16	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		
07/20/16	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061		
07/20/16	S-000142	DGS 10.7789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700		
07/20/16	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139		
07/20/16	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760		

Search by **Site Name**, **City**, **FIPS Code**, **Site to Include** (i.e. a new or existing site) or by **Agency User Status** ("Empty Status" are site records that need to be reviewed and updated by the Agency and "Ready for REC Mgmt" are records that have been updated by your agency and are ready for DGS Records Management review)

Click **Search** to see the lease that matches your search criteria. Hit **Reset** to clear any previous search criteria and start again.

Reviewing/exporting existing sites

COVA Trax Web Portal Non Administered Lease Land Use Hello suzie.gleason@dgs.virginia.gov

Land Use Plan Summary

Name: Agency Code: 194-DGS
 City: Site To Include: -SELECT-
 FIPS Code: -SELECT- Agency User Status: -SELECT-
 Rec Mgmt User Status: -SELECT-

Summary - Double click row to Edit...

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status
07/20/16	S-001334	DGS MONROE PLACE	1245 OLD 14TH STERREET	RICHMOND	RICHMOND COUNTY - 159	READY FOR REC MGMT
07/20/16	S-001334	TEST SITE FOR CL	1234 ABC ST	RICHMOND	RICHMOND CITY - 760	
07/20/16	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650	
07/20/16	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101	
07/20/16	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087	READY FOR REC MGMT
07/20/16	S-001097	DOC DINWIDDIE CU 27 DINWIDDIE CO	13510 COX RD	DINWIDDIE	DINWIDDIE COUNTY - 053	
07/20/16	S-001096	DOC HALIFAX CU 23 HALIFAX CO	1200 FARM RD	SOUTH BOSTON	HALIFAX COUNTY - 083	
07/20/16	S-001095	DOC CENTRAL VIRGINIA CU 13 CHESTERFIELD CO	6900 COURTHOUSE RD	CHESTERFIELD	CHESTERFIELD COUNTY - 041	
07/20/16	S-001094	DOC BASKERVILLE CU 4 MECKLENBURG CO	4150 HAVES MILL RD	BASKERVILLE	MECKLENBURG COUNTY - 117	
07/20/16	S-001070	DOC MECKLENBURG CC MECKLENBURG CO	960 PRISON RD	BOYDTON	MECKLENBURG COUNTY - 117	
07/20/16	S-001057	DOC BRUNSWICK WORK CENTER BRUNSWICK CO	1147 PLANTERS RD	LAWRENCEVILLE	BRUNSWICK COUNTY - 025	
07/20/16	S-001048	DOC SOUTHAMPTON CC SOUTHAMPTON CO	14380 TERRAPIN DR	CAPRON	SOUTHAMPTON COUNTY - 175	
07/20/16	S-000146	DGS LIBRARY OF VIRGINIA ARCHIVES HENRICO CO	1998 CHARLES CITY RD	RICHMOND	HENRICO COUNTY - 087	
07/20/16	S-000145	DGS DARBYTOWN RD. SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087	
07/20/16	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061	
07/20/16	S-000142	DGS 10.7789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700	
07/20/16	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139	
07/20/16	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760	
07/20/16	S-000137	DGS BROAD ST STATION RICHMOND CITY	2400 W LEIGH ST	RICHMOND	RICHMOND CITY - 760	
07/20/16	S-000136	DGS JAMES MONROE TOMB RICHMOND CITY	412 S CHERRY ST	RICHMOND	RICHMOND CITY - 760	

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To view your agency sites, scroll down the list. Double click on the site name that you want to edit (view).

The screen shows 20 records at a time. Click on the left or right arrows to view more records.

You can **Export** all of your agency's site records into Excel for review prior to updating each site record in the COVA Trax Web Portal



Editing an existing site record

Land Use Plan Summary

Name:

City:

FIPS Code:

Rec Mgmt User Status:

Agency Code:

Site To Include:

Agency User Status:

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status	Rec Mgmt Status
07/20/16	S-001334	TEST SITE FOR CL	1234 ABC ST	RICHMOND	RICHMOND CITY - 760		
07/20/16	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		
07/20/16	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		
07/20/16	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	1957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		
07/20/16	S-001097	DOC DINWIDDIE CU 27 DINWIDDIE CO	13510 COX RD	DINWIDDIE	DINWIDDIE COUNTY - 053		
07/20/16	S-001096	DOC HALIFAX CU 23 HALIFAX CO	1200 FARM RD	SOUTH BOSTON	HALIFAX COUNTY - 083		
07/20/16	S-001095	DOC CENTRAL VIRGINIA CU 13 CHESTERFIELD CO	6900 COURTHOUSE RD	CHESTERFIELD	CHESTERFIELD COUNTY - 041		
07/20/16	S-001094	DOC BASKERVILLE CU 4 MECKLENBURG CO	4150 HAYES MILL RD	BASKERVILLE	MECKLENBURG COUNTY - 117		
07/20/16	S-001070	DOC MECKLENBURG CC MECKLENBURG CO	960 PRISON RD	BOYDTON	MECKLENBURG COUNTY - 117		
07/20/16	S-001057	DOC BRUNSWICK WORK CENTER BRUNSWICK CO	1147 PLANTERS RD	LAWRENCEVILLE	BRUNSWICK COUNTY - 025		
07/20/16	S-001048	DOC SOUTHAMPTON CC SOUTHAMPTON CO	14380 TERRAPIN DR	CAPRON	SOUTHAMPTON COUNTY - 175		
07/20/16	S-000146	DGS LIBRARY OF VIRGINIA ARCHIVES HENRICO CO	1998 CHARLES CITY RD	RICHMOND	HENRICO COUNTY - 087		
07/20/16	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		

Double click on the site name to open the site record

Editing an existing site

COVA Trax Web Portal Non Administered Lease Land Use Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Land Use Plan - Site Record Update

COVA Trax ID: S-001211 Name: DGS PAMUNKEY TRIBE TRUST KING WM
Site Address: RTE 673 City: KING WILLIAM COUNTY
Zip: 23086 Total Acreage: 16.50
FIPS Code: KING WILLIAM COUNTY - 101

From your last land use submission, please update changes below

Land Use Plan Instructions

Cemeteries? -SELECT- Any Land Acquired? -SELECT-
Employee Residence #: Employee Residence # Any Land Disposed? -SELECT-
Building(s) Demolished/Planned? -SELECT- Number of existing easements on this site?
Number of existing buildings on this site? Antenna? -SELECT-
Is each building fully occupied or utilized? -SELECT- Any portion of the building being used or occupied by another entity or agency?
Comments: Agency Surplus Designation -SELECT-

Save Cancel

Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Choose File No file chosen
Document Upload

Enter the number of Employee Residences (SF houses) on the site

Demolition planned: If yes, enter specifics in the comments box (bldg name, FAACS #, and demo date)

Upload any supporting documents

Please remember to hit **Save** after making any changes or your changes will be lost

If land was acquired or disposed, enter total acreage

If Surplus-Portion selected, ID location on site and upload the updated site plan

Occupied or utilized: If no, enter vacant bldg # in comments box and provide bldg name, size and use type



Adding a new site

Land Use Plan Summary

Name:

City:

FIPS Code:

Rec Mgmt User Status:

Agency Code:

Site To Include:

Agency User Status:

Last Update Date	COVA Trax ID	Site Name	Site Address	City	FIPS Code	Agy. Status	Rec Mgmt Status
07/20/16	S-001334	TEST SITE FOR CL	1234 ABC ST	RICHMOND	RICHMOND CITY - 760		
07/20/16	S-001281	DGS FORT MONROE QUITCLAIM FROM USA	FORT MONROE	HAMPTON	HAMPTON CITY - 650		
07/20/16	S-001211	DGS PAMUNKEY TRIBE TRUST KING WM	RTE 673	KING WILLIAM COUNTY	KING WILLIAM COUNTY - 101		
07/20/16	S-001201	DGS WESTMORELAND PLAZA HENRICO CO	957 WESTMORELAND ST	HENRICO COUNTY	HENRICO COUNTY - 087		
07/20/16	S-001097	DOC DINWIDDIE CU 27 DINWIDDIE CO	13610 COX RD	DINWIDDIE	DINWIDDIE COUNTY - 053		
07/20/16	S-001096	DOC HALIFAX CU 23 HALIFAX CO	1200 FARM RD	SOUTH BOSTON	HALIFAX COUNTY - 083		
07/20/16	S-001095	DOC CENTRAL VIRGINIA CU 13 CHESTERFIELD CO	6900 COURTHOUSE RD	CHESTERFIELD	CHESTERFIELD COUNTY - 041		
07/20/16	S-001094	DOC BASKERVILLE CU 4 MECKLENBURG CO	4150 HAYES MILL RD	BASKERVILLE	MECKLENBURG COUNTY - 117		
07/20/16	S-001070	DOC MECKLENBURG CC MECKLENBURG CO	960 PRISON RD	BOYDTON	MECKLENBURG COUNTY - 117		
07/20/16	S-001057	DOC BRUNSWICK WORK CENTER BRUNSWICK CO	1147 PLANTERS RD	LAWRENCEVILLE	BRUNSWICK COUNTY - 025		
07/20/16	S-001048	DOC SOUTHAMPTON CC SOUTHAMPTON CO	14380 TERRAIN DR	CAPRON	SOUTHAMPTON COUNTY - 175		
07/20/16	S-000146	DGS LIBRARY OF VIRGINIA ARCHIVES HENRICO CO	1998 CHARLES CITY RD	RICHMOND	HENRICO COUNTY - 087		
07/20/16	S-000145	DGS DARBYTOWN RD SURPLUS WAREHOUSE HENRICO CO	1910 DARBYTOWN RD	RICHMOND	HENRICO COUNTY - 087		
07/20/16	S-000144	DGS WARRENTON TRACT FAUQUIER CO	NE OF FIFTH ST	WARRENTON	FAUQUIER COUNTY - 061		
07/20/16	S-000142	DGS 10,7789 ACRES NEWPORT NEWS	12050 JEFFERSON AVE	NEWPORT NEWS	NEWPORT NEWS CITY - 700		
07/20/16	S-000140	DGS LURAY DISTRICT LAB PAGE CO	77 COURT LN	LURAY	PAGE COUNTY - 139		
07/20/16	S-000138	DGS THE CARILLON RICHMOND CITY	1300 BLANTON AVE	RICHMOND	RICHMOND CITY - 760		

Click **Add New** to add a new site

New site information

COVA Trax Web Portal Non Administered Lease Land Use Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Land Use Plan New Site

COVA Trax ID: <input type="text"/>	FIPS Code: <input type="text" value="-SELECT-"/>
Agency Code: <input type="text" value="199-DCR"/>	Total Acreage: <input type="text"/>
Name: <input type="text"/>	Latitude: <input type="text"/>
Site Address: <input type="text"/>	Longitude: <input type="text"/>
City: <input type="text"/>	Employee Residence #: <input type="text"/>
Zip: <input type="text"/>	Number of existing easements on this site: <input type="text"/>
Number of existing buildings on this site: <input type="text"/>	Antenna? <input type="text" value="-SELECT-"/>
Cemeteries: <input type="text" value="-SELECT-"/>	
Comments: <input type="text"/>	

Upload Documents

Site Plan is needed →
Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen

Enter new site location information

Click on the globe to look-up longitude/latitude (longitude should be begin with "-")

Enter the number of Employee Residences (SF houses) on the site

Upload supporting documents (i.e. site plan, REPAs and deeds)

Please remember to hit **Save** after making any changes or your changes will be lost

Enter # of existing easements for this site



Contact and additional training resource information

DGS appreciates you using the COVA Trax Web Portal to submit your required Land Use Plan (LUP) annual report by the deadline: Wednesday, August 31, 2016 by close of business.

For additional help using the COVA Trax Web Portal for the LUP annual reporting:

- **Training Videos:** view the COVA Trax training videos at:
 - <http://dgs.virginia.gov/DivisionofRealEstateServices/RecordsManagementSystem/tabid/929/Default.aspx>
- **Webinar:** tune in to a training webinar where DGS staff can answer any questions you may have about using the COVA Trax Web Portal or data that you are required to report:
 - Wednesday, August 17, 2016 at 10 a.m.
 - Please email DRES-info@dgs.virginia.gov to register for the webinar by the close of business on Friday, August 12, 2016
- **Hotline Day:** Call (804) 225-1808 from 10 a.m. to 4 p.m. on Wednesday, August 24, 2016 to speak to a DGS staff member
- **Email:** at any time send your questions to DRES-info@dgs.virginia.gov
- **Call:** You may leave DGS staff a voice mail message at (804) 225-1808 from August 1, 2016 – August 31, 2016. We will return your call within 24 hours to provide assistance.



Virginia's Real Estate & Assets
Management System

Non-Administered Lease

**User Instructions
Screen Guide**

Department of General Services
Division of Real Estate Services



COVA Trax Web Portal Non-Administered Lease Agency User Instructions

Step 1: Log in

You will receive an email from DRES-info@dgs.virginia.gov with the link to the COVA Trax Web Portal, which will prompt you to set up your password. Your user name is your email address. Once you have keyed in your password, click "Reset." If you forget your password, you can reset it by clicking "Forgot Your Password?" on the **COVA Trax Web Portal login page**.

Step 2: Select "Non-Administered Lease" on the COVA Trax Web Portal Welcome Page

Step 3: Review your Agency's list of existing Non-Administered Leases

Each of your agency's existing Non-Administered Leases (NAL) can be viewed on the **Leases Summary Search** page. You must review and update **each lease record individually** in the COVA Trax Web Portal. You can export your agency's list of NALs into an Excel spreadsheet by clicking "Export" to review all data before making the changes in the COVA Trax Web Portal.

COVA Trax Web Portal
Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Leases Summary Search

Agency Code:

COVA Trax ID:

Agency User Status:

Property City:

Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Summary Export Add New

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agy. Status	Rec. Mgmt Status
07/22/16	L-000481	DCR	DCR 962 AC NEW RIVER TRAIL SP PULASKI	RT 693	HIWASSEE	24301	09/01/04	12/01/41		
07/22/16	L-000486	DCR	DCR ASST MGR RESIDENCE SHENANDOAH SP FRONT ROVAL	4939 STONEMALL JACKSON RD	FRONT ROVAL	22610	10/01/15	02/04/16		
07/22/16	L-000490	DCR	DCR OCCONEECHEE STATE PARK MECKLENBURG	1192 OCCONEECHEE PARK RD	CLARKSVILLE	23927	07/01/93	06/30/43		
07/22/16	L-000494	DCR	DCR STAFF RESIDENCE HUNGRY MOTHER SP	321 WASSONA CIRCLE	MARION	24354	10/01/15	09/30/16		
07/22/16	L-000497	DCR	DCR STAUNTON RIVER STATE PARK HALIFAX	STAUNTON RIVER SP	HALIFAX	24588	01/01/98	12/31/23		
07/22/16	L-001882	DCR	TTA DOF TO DCR CHARLOTTESVILLE	900 NATURAL RESOURCES DR	CHARLOTTESVILLE	22903	12/01/14	05/31/16		
07/22/16	L-001883	DCR	TTA DOF TO DCR NEW KENT FORESTRY CENTER STORAGE	11301 POCAHONTAS TRL	PROVIDENCE FORGE	23140	05/01/13	04/30/16		
07/22/16	L-001884	DCR	TTA DOF TO DCR STORAGE SALEM	210 RIVERLAND DR	SALEM	24153	02/01/13	01/31/16		
07/22/16	L-001900	DCR	TTA VDACS TO DCR EASTERN SHORE	18451 GAREY ROAD	MELFA	23410	12/01/13	11/30/15		
07/22/16	L-001904	DCR	TTA VDOT TO DCR IRLONTO SUB-AHQ	N FORK RD	IRLONTO	24087	12/01/13	11/30/28		
07/22/16	L-001905	DCR	TTA VDOT TO DCR STORAGE BLDG 4 RICHMOND	2430 PINE FOREST DR	COLONIAL HEIGHTS	23834	10/01/15	09/30/16		
07/22/16	L-001906	DCR	TTA VDOT TO DCR VERONA	194 LAUREL HILL RD	VERONA	24482	09/01/13	08/31/14		
07/22/16	L-003277	DCR	TESTLEASEIDEXIST	TESTLEASEIDEXIST	TESTLEASEIDEXIST	23219	06/01/16	06/30/16		
07/22/16	L-001302	DCR	IL DCR FORT WOOL HAMPTON	1-64 AT HAMPTON RDS BRIDGE TUNNEL	HAMPTON	23661	04/09/10	03/31/20		
07/22/16	L-001395	DCR	IL DCR STRATTON FERRUM JESSUP RD CHESTERFIELD	5700 JESSUP RD	CHESTERFIELD	23234	08/25/06	08/24/36		
07/22/16	L-001306	DCR	IL DCR SMITH MTN LAKE GILLS CREEK FRANKLIN	GILLS CREEK	HUDDLESTON	24104	02/13/02	02/13/33		
07/22/16	L-001305	DCR	IL DCR LITTLE MTN TRACT CHESTNUT CREEK NAP	RTE 771	FLOYD COUNTY	00000	08/24/14	08/23/15		
07/22/16	L-001304	DCR	IL DCR HOLLAND HUNT CLUB S. QUAY SANDHILLS SUFFOLK	QUAY RD	SUFFOLK	23851	12/21/12	01/31/16		
07/22/16	L-001301	DCR	IL DCR FIRST LANDING SP VA BEACH	2500 SHORE DR	VIRGINIA BEACH	23451	11/01/10	06/01/20		
07/22/16	L-001327	DCR	IL DCR SP EE DOWDY BEAR CREEK LAKE	923 OAK HILL RD	CUMBERLAND	23040	01/10/16	01/09/17		

Page 1 of 6
View 1 - 20 of 111



Use the following search features, found at the top of the **Leases Summary Search** page, to search for a specific NAL:

- **COVA Trax ID:** Each lease has a COVA Trax ID (i.e. L-000001), which replaces the former IREMS Lease ID number
- **Property City:** Lease property location city
- **Current Term Start Date and End Date:** Enter the date or choose the start and end date on the drop-down calendar of the lease you are trying to locate
- **Agency User Status** - you can search three (3) ways using this field:
 - Empty Status – lease records that need to be reviewed and updated by the Agency
 - No change needed – means Agency opened the record, had no changes from the previous Fiscal Year and the Agency saved the lease record
 - Ready for REC MGMT (Records Management) – are records that have been updated by your agency with at least one (1) change and are ready for DGS Records Management review
- **Rec Mgmt User Status**, which will be utilized by DGS only

Click **“Search”** to view the leases or **“Reset”** to clear the fields and start a new search.

Step 4: Review, verify and update each of your agency’s non-administered lease records

From the **Leases Summary Search** page, double click on the Lease Name in the summary grid to view an individual lease record. The **Update an Existing Non-Administered Lease** page (see below) for that lease will open for you to make your annual updates.

COVA Trax Web Portal Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Update an Existing Non-Administered Lease

COVA Trax ID: Agency Code: 194-DGS

Tenant ID: Property Address: 1910 DARBYTOWN ROAD

Lease Name: SURPLUS DARBYTOWN Property City: RICHMOND

Lease Type: PAYABLE Postal Code: 23239

← Previous Fiscal Year | Revised Fiscal Year

Previously Reported Tenant Name: SURPLUS PROPERTY	Revised Tenant Name: <input type="radio"/> SURPLUS PROPERTY
Previously Reported Landlord Name: JOHN SMITH	Revised Landlord Name: <input type="radio"/> JOHN SMITH
Previously Reported Square Footage: 70000.00	Revised Square Footage: <input type="radio"/> 70000.00
Previously Reported Head Count: 25	Current Head Count: <input type="radio"/> 25
Previous Annual Rent: 54000.00	Current Annual Rent: <input type="radio"/> 54000.00
Commencement Date: 08/01/2016	Original Lease End Date: 08/31/2020
Current Commencement Date: 08/01/2016	Revised Current Commencement Date: <input type="radio"/> 08/01/2016
Current Lease End Date: 08/31/2020	Revised Current Lease End Date: <input type="radio"/> 08/31/2020
Has the lease been terminated? Yes <input type="radio"/> No <input checked="" type="radio"/>	Current Annual Rent covers: (7/1/2016 - 6/30/2017)

Comments:

Agency User Status: [READY FOR REC MGMT] 7/19/2016 1:19:02 PM by SUZIE.GLEASON@DGS.VIRGINIA.GOV

Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen



You will notice on the **Update an Existing Non-Administered Lease** page that you cannot make changes in the shaded fields in the top section or middle section, titled "Previous Fiscal Year 2016 II Revised Fiscal Year 2017." The following information must be updated:

- **Fiscal Year 2017 data:**
 - If all or most of the information for Fiscal Year 2016 is the same for Fiscal Year 2017, click **"Copy"** to copy the information on the left into the boxes on the right for Fiscal Year 2017, and then make any necessary updates
 - **Current Annual Rent** must be updated for Fiscal Year 2017. Enter the annual rent cost for Fiscal Year 2017, to the decimal point, from July 1, 2016 through June 30, 2017 (i.e. 7600.00 or 20346.79)
 - If the information for Fiscal Year 2017 has changed dramatically, simply key in the new information in the right side of the middle section. Upload any supporting documents (amendments, option letters, etc.)
- **Lease termination information:** Please answer the question **"Has the lease been terminated?"** question on the left side of the middle section. If you click **"Yes,"** a box will appear on the right side titled, **"Lease Termination Date."** Enter lease termination date or choose the date from the drop-down calendar. On the bottom of the page in the **"Upload Documents"** section, please upload the corresponding document (i.e. termination letter, agreement, etc.). **Please do not change the "Revised Current Commencement Date."**
- ***It is important that you click "Save" after updating each lease record or your changes will be lost.*

Step 5: Repeat step 4 for each NAL listed for your agency

Step 6: Add new NAL

If a lease is not listed on your agency's grid that means the lease record does not exist in COVA Trax and must be added by your agency. If you need to add a new lease, click on **"Add New"** on the **Lease Summary Search** page.

COVA Trax Web Portal Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Leases Summary Search

Agency Code: 194-DGS Property City:

COVA Trax ID: Current Term Start Date: From To

Agency User Status: READY FOR REC MGMT Rec Mgmt User Status: -SELECT- Current Term End Date:

Summary - Double click row to Edit...

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agcy. Status	Rec. Mgmt Status
07/20/16	L-001909	DGS	TTA VDOT TO DGS VDC HENRICO	1910 DARBYTOWN RD	RICHMOND	23231-5312	08/09/01	08/08/16		



Once on the **New Non-Administered Lease** page (below), input the new lease information. In addition to the leased property location information, please include the following:

- **FIPS Code:** Federal Information Processing Standard Code (FIPS) or locality code
- **Payable/Receivable Type:** If your agency pays the rent for this new lease, choose **“Payable;”** if your agency receives rent for the new lease, choose **“Receivable”**
- **Latitude/Longitude:** Key it in, if not known, click on the globe beside **“Latitude”** or **“Longitude”** - this takes you to an external website where you will enter the property address and click **“Find”** to identify those coordinates - copy and paste them into the COVA Trax Web Portal
 - **Note: Longitude should be a negative number (-)**
- **Annual Rent:** Enter the annual rent cost for Fiscal Year 2017, to the decimal point, from July 1, 2016 through June 30, 2017 (i.e. 7600.00 or 20346.79)
- **Head Count:** This information, which is required by Code, refers to the actual current population in your office and does not need to be a whole number if you have part-time employees in addition to full-time staff (i.e. 22.25)
- Be sure to attach any documents for the new NALs in the **“Upload Documents”** section (leases, amendments, etc.)
- ***It is important that you click “Save” after entering each new NAL record or your changes will be lost*

COVA Trax Web Portal Non Administered Lease Land Use Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

New Non-Administered Lease

Agency Code: 199-DCR	Agency Lease ID: <input type="text"/>
Lease Name: <input type="text"/>	Payable/Receivable Type: -SELECT-
FIPS Code: -SELECT-	Tenant Name: <input type="text"/>
Property Address: <input type="text"/>	Landlord Name: <input type="text"/>
City: <input type="text"/>	Latitude: <input type="text"/>
Zip Code: <input type="text"/>	Longitude: <input type="text"/>
Lease Square Footage: <input type="text"/>	Annual Rent: <input type="text"/>
Current Commencement Date: <input type="text"/>	Head Count: <input type="text"/>
	Current Lease End Date: <input type="text"/>

Upload Documents

Click **Browse(Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

No file chosen

Step 7: Review, verify and update of existing lease records and adding any new lease records must be completed by close of business on Friday, September 30, 2016

DGS must set a deadline in order to complete the mandatory reporting due to the General Assembly. Please update all site records by close of business on **Friday, September 30, 2016**. After that time, the COVA Trax Web Portal NAL access will be closed. DGS is required to report on behalf of all agencies; therefore, non-responses will be noted in the report.

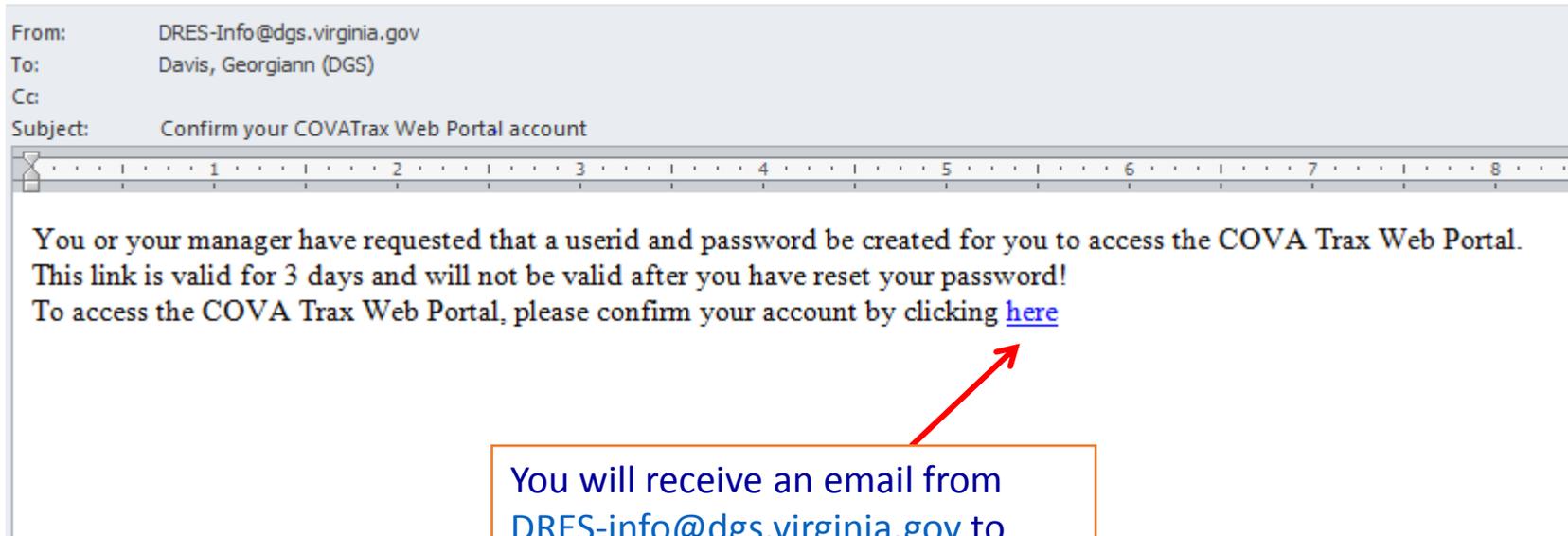


COVA Trax Web Portal Non-Administered Lease(NAL) Screen Guide

**Department of General Services
Division of Real Estate Services**



User ID email from DGS



You will receive an email from DRES-info@dgs.virginia.gov to confirm your account and set up your password. Click on the word "here" and you will be directed to the **Reset Password** page.

Setting up your password

COVA Trax Web Portal

Log in

Reset Password

Email:

Confirm Email:

Password:

Confirm password:

Reset

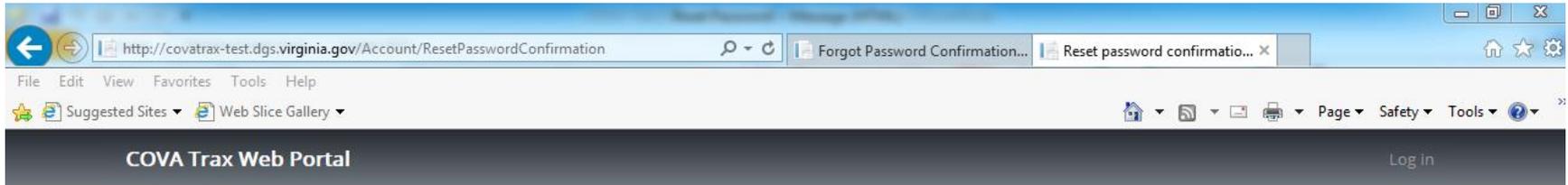
Cancel

Password Policy

1. Passwords must be at least **8 characters long**.
2. Passwords must include the following 4 categories:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
3. Password must be changed every **90 days**.

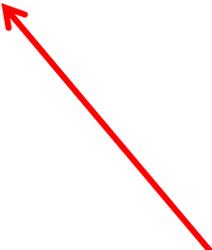
Please enter your email address twice; then set up your new password and then re-enter your new password again; and then hit the “**Reset**” button. You will then be directed to the **Reset Password Confirmation** page.

Password confirmation



Reset password confirmation.

Your password has been reset. Please [click here to log in](#)



Your password has been set up and you can now **“Click Here to log in”** to the COVA Trax Web Portal.



Division of
**Real Estate
Services**

Log in page



Virginia.gov Agencies | Governor Search Virginia.Gov

COVA Trax Web Portal

Enter your user name (your email address) and password then click **Login**

User Name:
Password:
Remember me
[Forgot your password?](#)

If you forget your password, Click **Forgot your password** to reset it



Division of
Real Estate
Services

Non-Administered Lease (NAL) welcome page



COVA Trax Web Portal

Non Administered Lease Land Use

Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

COVA Trax Portal

Welcome to the Non-Administered Lease and Land Use Plans Portal

Non-Administered Lease

Land Use Plans

Select Non-Administered Lease

Search options

Search by property city

Search by
COVA Trax ID

COVA Trax Web Portal Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Leases Summary Search

Agency Code: 194-DGS Property City:

COVA Trax ID:

Agency User Status: READY FOR REC MGMT Rec Mgmt User Status: -SELECT-

Current Term Start Date: From To

Current Term End Date:

Summary - Double click row to Edit...

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agy. Status	Rec. Mgmt Status
07/20/16	L-001909	DGS	TTA VDOT TO DGS VDC HENRICO	1910 DARBYTOWN RD	RICHMOND	23231-5312	08/09/01	08/08/16		
07/20/16		DGS	MAIN STREET STATION	2120 WINN ROAD	HENRICO	23228	07/01/16	03/31/18	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/19/16		DGS	SURPLUS DARBYTOWN	1910 DARBYTOWN ROAD	RICHMOND	23239	08/01/16	08/31/20	READY FOR REC MG	

Agency User Status = "Empty status" are lease records that need to be reviewed and updated by the Agency; "No change needed" means Agency had no changes from the previous FY and saved the lease record; and "Ready for REC Mgmt" are records that have been updated by your agency with at least one change and are ready for DGS Records Management review

Search by current lease term start date or end date

Click **Search** to see the lease that matches your search criteria. Hit **Reset** to clear any previous search criteria and start again.

Reviewing/exporting existing leases

COVA Trax Web Portal Non Administered Lease Land Use Hello Georgjann.Davis@dgs.virginia.gov | version: 1.0.1.0

Leases Summary Search

Agency Code: 194-DGS Property City: Current Term Start Date: From To
 COVA Trax ID: Agency User Status: -SELECT- Rec Mgmt User Status: -SELECT- Current Term End Date: From To

Search Reset

Summary - Double click row to Edit. Export

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agy. Status	Rec. Mgmt Status
07/25/16	L-001909	DGS	TTA VDOT TO DGS VDC HENRICO	1910 DARBYTOWN RD	RICHMOND	23231-5312	08/08/16	08/10/16	READY FOR REC MGM	
07/22/16	L-002302	DGS	WCH LYNCHBURG ML	307 ALLEGHANY AVE	LYNCHBURG	24501	08/01/15	07/31/25	READY FOR REC MGM	
07/26/16		DGS	TEST	XBNMHX	AHG	23220	08/01/16	09/01/19	READY FOR REC MGM	
07/26/16		DGS	DGS PATRICK HENRY BLDG	1111 EAST BROAD ST	RICHMOND	23219	08/01/16	09/03/18	READY FOR REC MGM	

Page 1 of 1 20 View 1 - 4 of 4

To view lease, scroll down the grid and double click on lease to edit (view)

Screen view shows 20 records at a time. Click left or right arrows to view additional leases

All lease data may be exported into Excel to ease review of all leases prior to updating each individual lease record in COVA Trax



View an existing lease



Leases Summary Search

Agency Code: Property City:

COVA Trax ID:

Agency User Status: Rec Mgmt User Status:

Current Term Start Date:

Current Term End Date:

Summary - Double click row to Edit...

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agy. Status	Rec. Mgmt Status
07/20/16	L-001909	DGS	TTA VDOT TO DGS VDC HENRICO	1910 DARBYTOWN RD	RICHMOND	23231-5312	08/09/01	08/08/16		
07/20/16		DGS	MAIN STREET STATION	2120 WINN ROAD	HENRICO	23228	07/01/16	03/31/18	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/19/16		DGS	SURPLUS DARBYTOWN	1910 DARBYTOWN ROAD	RICHMOND	23239	08/01/16	08/31/20	READY FOR REC MG	

Double click on the lease name to open a individual lease record

Updating an existing lease

Click **Copy** to move FY 2016 information from left to right fields. Update fields as needed for FY 2017.

Upload any supporting documents (amendments, option letters, etc.)

Enter annual rent total for 7/1/16 to 6/30/17 (i.e. 124521.78 or 12500.00)

Please remember to hit **Save** after making any changes or your changes will be lost

COVA Trax Web Portal Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Update an Existing Non-Administered Lease

COVA Trax ID:	<input type="text"/>	Agency Code:	194-DGS
Tenant ID:	<input type="text"/>	Property Address:	1910 DARBYTOWN ROAD
Lease Name:	SURPLUS DARBYTOWN	Property City:	RICHMOND
Lease Type:	PAYABLE	Postal Code:	23239

Previous Fiscal Year	Revised Fiscal Year
Previously Reported Tenant Name:	Revised Tenant Name:
Previously Reported Landlord Name:	Revised Landlord Name:
Previously Reported Square Footage:	Revised Square Footage:
Previously Reported Head Count:	Current Head Count:
Previous Annual Rent:	Current Annual Rent:
Commencement Date:	Original Lease End Date:
Current Commencement Date:	Revised Current Commencement Date:
Current Lease End Date:	Revised Current Lease End Date:
Has the lease been terminated?	Current Annual Rent covers:
Comments:	

Agency User Status: [READY FOR REC MGMT] 7/19/2016 1:19:02 PM by SUZIE.GLEASON@DGS.VIRGINIA.GOV

Copy **Save** **Cancel**

Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Choose File No file chosen

Document Upload

Terminating a lease

COVA Trax Web Portal Non Administered Lease Land Use Hello Dena.Potter@dgs.virginia.gov | version: 1.0.0.0

Update an Existing Non-Administered Lease

COVA Trax ID: L-000486 Agency Code: 199-DCR
 Tenant ID: T-000301 Property Address: 4939 STONEWALL JACKSON RD
 Lease Name: DCR ASST MGR RESIDENCE SHENANDOAH SP FRONT ROYAL Property City: FRONT ROYAL
 Lease Type: PAYABLE Postal Code: 22610

Previous Fiscal Year 2016 || Revised Fiscal Year 2017

Previously Reported Tenant Name: DCR	Revised Tenant Name: ●
Previously Reported Landlord Name: MCLARIN	Revised Landlord Name: ●
Previously Reported Square Footage: 6028.00	Revised Square Footage: ●
Previously Reported Head Count: 15	Current Head Count: ●
Previous Annual Rent: 21480.00	Current Annual Rent: ●
Commencement Date: 08/01/2005	Original Lease End Date: 07/31/2008
Current Commencement Date: 10/01/2015	Revised Current Commencement Date: ●
Current Lease End Date: 02/04/2016	Revised Current Lease End Date: ●
Has the lease been terminated? Yes <input checked="" type="radio"/> No <input type="radio"/>	Lease Termination Date: ●
Comments: <input type="text"/>	Current Annual Rent covers: (7/1/2016 - 6/30/2017)

Copy

Save **Cancel**

Upload Documents

Click **Browse (Choose File)** button to select a file from your computer, and then click **Document Upload** button to upload.

Choose File No file chosen

Document Upload

“Has the lease been terminated?” If Yes, enter lease termination date in the right column.

Upload the lease termination letter or supporting documents.

Red icon indicates required field when initially updating FY17 data for existing COVA Trax records. Once updated and saved, the red icon remains to show changes and alerts DGS.

Adding a new lease

COVA Trax Web Portal

Hello suzie.gleason@dgs.virginia.gov | version: 1.0.4.0

Leases Summary Search

Agency Code: 194-DGS Property City:

COVA Trax ID:

Agency User Status: READY FOR REC MGMT Rec Mgmt User Status: -SELECT-

Current Term Start Date: From To

Current Term End Date:

Search

Reset

Summary - Double click row to Edit... Export Add New

Last Update Date	COVA Trax Id	Agency Acronym	Lease Name	Address	City	Zip	Curr. Term Start	Curr. Term End	Agy. Status	Rec. Mgmt Status
07/20/16	L-001909	DGS	TTA VDOT TO DGS VDC HENRICO	1910 DARBYTOWN RD	RICHMOND	23231-5312	08/09/01	08/08/16		
07/20/16		DGS	MAIN STREET STATION	2120 WINN ROAD	HENRICO	23228	07/01/16	03/31/18	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/12/16		DGS	BELL TOWER SOUTH	2525 MOCKINBIRD LANE	HENRICO	23228	08/01/16	01/21/17	READY FOR REC MG	
07/19/16		DGS	SURPLUS DARBYTOWN	1910 DARBYTOWN ROAD	RICHMOND	23239	08/01/16	08/31/20	READY FOR REC MG	

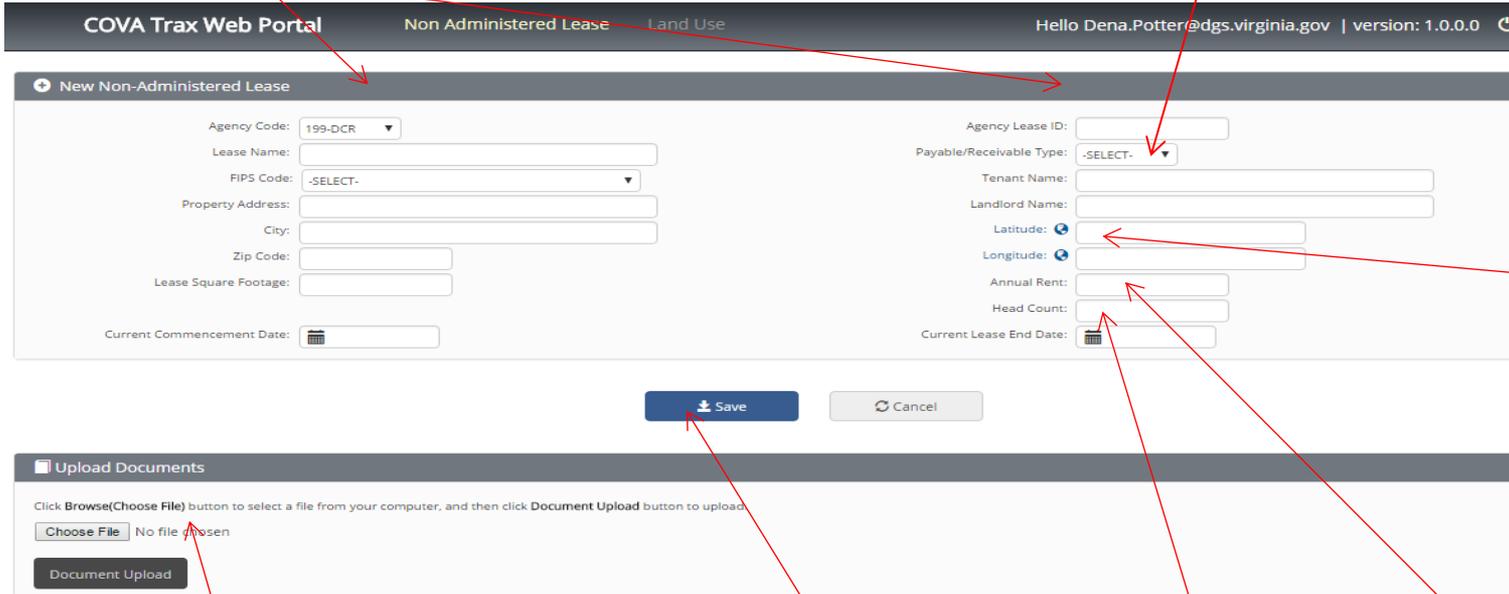
Click **Add New** to add a new lease

READY FOR REC MGMT = changes to lease record are ready for DGS review.

Adding a lease information

Enter lease information

Payable Lease = agency pays rent
Receivable Lease = agency receives rent



The screenshot shows the 'New Non-Administered Lease' form in the COVA Trax Web Portal. The form is divided into two main sections: 'Agency Information' and 'Lease Details'. The 'Agency Information' section includes fields for Agency Code (199-DCR), Lease Name, FIPS Code (-SELECT-), Property Address, City, Zip Code, and Lease Square Footage. The 'Lease Details' section includes Agency Lease ID, Payable/Receivable Type (-SELECT-), Tenant Name, Landlord Name, Latitude (with a globe icon), Longitude (with a globe icon), Annual Rent, Head Count, and Current Lease End Date. Below the form are 'Save' and 'Cancel' buttons. At the bottom, there is an 'Upload Documents' section with a 'Choose File' button and a 'Document Upload' button.

Click on the globe to look-up longitude/latitude (longitude should be begin with "-")

Upload any supporting documents (i.e. Lease, Amendments, Certificate of Lease Commencement, etc.)

Current # of staff at that location (i.e. 22.25)

Enter total annual rent for 7/1/16 – 6/30/17 (i.e. 7602.79)

Please remember to hit **Save** after making any changes or your changes will be lost



Contact and additional training resource information



DGS appreciates you using the COVA Trax Web Portal to submit your required Non-Administered Lease (NAL) annual report by the deadline: Friday, September 30, 2016 by close of business.

For additional help using the COVA Trax Web Portal for the NAL annual reporting:

- **Training Videos:** view the COVA Trax training videos at:
 - <http://dgs.virginia.gov/DivisionofRealEstateServices/RecordsManagementSystem/tabid/929/Default.aspx>
- **Webinar:** tune in to a training webinar where DGS staff can answer any questions you may have about using the COVA Trax Web Portal or data that you are required to report:
 - Wednesday, September 14, 2016 at 10 a.m.
 - Please email DRES-info@dgs.virginia.gov to register for the webinar by the close of business on Friday, September 9, 2016
- **Hotline Day:** Call (804) 225-1808 from 10 a.m. to 4 p.m. on Wednesday, September 21, 2016 to speak to a DGS staff member
- **Email:** at any time send your questions to DRES-info@dgs.virginia.gov
- **Call:** You may leave DGS staff a voice mail message at (804) 225-1808 from August 1, 2016 – September 31, 2016. We will return your call within 24 hours to provide assistance.