



USAID

FROM THE AMERICAN PEOPLE

TraiNet/VCS Newsletter

January 25, 2008

Volume 5 No. 1

PRODUCED UNDER CONTRACT BY USAID/EGAT/ED

News

TraiNet Web Version 1.24 Released

TraiNet Web update #24 has just been released. This very important release introduces the new Foreign Assistance Model of Program Areas and Elements, as well as some other features:

Important Changes for US Events:

- The submission of the Return Status is replaced by departure date. The new field for departure date is available on the completion page of the participant status wizard when a participant's status is achieved or not achieved.
- TraiNet and VCS now check that budget amounts are greater than \$1 per participant. When a user submits a program to VCS, if the budget amount per participant is less than \$1 an error will be thrown and the submission will fail. This corrects the problem of empty budgets being sent to the VCS.
- **SPECIAL CONSIDERATION FOR TRAINET DESKTOP USERS:** When submitting a completed program and achieved status for a participant to the VCS, Desktop users now need to fill out the Return to Work Date under the Trainee Information, Detail Tab.

User Preferences:

- There is now a new [Edit My User Information](#) link on the left side of the menu on the Manage Programs page. This section allows users to edit some of their personal information, such as full name and email address.

This section also allows users to set a preference for a default tab to be shown when they log into the application. Users can select from US, Third Country, In Country and Regional (for regional missions and their partners only).

Reports & Search:

- The Program Status filter has been added to all program reports. This now provides the functionality of filtering on program status for all reports.
- New Participant Report - List non-returnees by program. This will now provide greater functionality for tracking non-returnees.
- New Program Report - List all programs with participant status warnings. This will provide greater functionality for tracking the status of participants throughout the course of their program.
- New Program Report - List all programs associated with the foreign assistance data grouped by goals. This allows missions that use the new Foreign Assistance Model to see programs grouped by goals.
- In the Participant Search section, residence country has been added to the participant search results. This is particularly helpful for regional missions and US-based contractors who work with residents of

Hints & Tips

Procedure for Resetting R1 TraiNet Passwords

Follow this simple procedure to reset your TraiNet password if you have forgotten it:

1. Go directly to the TraiNet web site at <http://trainetweb.usaid.gov> and click the login link.
2. Notice, on the left of the screen, the link that says **I Forgot My Password**; click this link and enter your user ID when requested (your user ID should be your email address).
3. TraiNet will email you a new temporary password. Look for an email from jvisa@devis.com.
4. Once you receive it you will be required to change your temporary password upon logging in for the first time. Go to <http://trainet.usaid.org/TNWebFAQ/> and follow the instructions for the first FAQ to change your password.

NOTE: If you still cannot access TraiNet Web after following this procedure, please feel free to contact us at jvisa@devis.com.

Procedure for Resetting R2 and R3 VCS Passwords

If your VCS account is locked, or if you have forgotten your password, please contact Ms. Linda Walker at walker@usaid.gov.

Don't Forget! Remove Old TraiNet Web Users:

TraiNet Web Site Administrators, please do not forget to remove the TraiNet Web login account when a TraiNet Initiator leaves your organization or mission. Unlike TraiNet Desktop, which is accessible only from one PC or an organization's internal network, TraiNet Web can still be accessed over the internet

multiple countries.

Administrative Features:

- The main TraiNet login page will now contain important announcements. Before logging in, please make sure you read over the list of announcements in order to keep up-to-date with any important new information relating to TraiNet.

Clone Participants Feature:

- On the multiple participant US and TC programs, users will be given the option to clone (copy) a previously entered participant. This copies the existing participant but does not link the two records together. A change to one copy will not change the other. The following information will be copied forward:
 - Bio Data (not including address)
 - Passport information (for US participants)

No information regarding Return Status, End Reason, Dependents and HAC will be carried forward. This will reduce data entry time in creating participant records.

Other Fixes:

- Program start and end dates will now appear on the Program confirmation screen after you've entered all program data.
- Instructions about the new password requirements have been added to the password reset screen.

TraiNet/VCS Technical Support Web Site Redesign

The TraiNet/VCS support site is currently being redesigned to make it easier for you to find the technical information you need to answer your questions and increase your knowledge of TraiNet, VCS and data collection in support of USAID training. Web statistics indicate that in December 2007 there were 725 visitors to the site. Knowing how often it is accessed, it is our goal to make finding what you are looking for easier, and, once you find it, making sure that information is accurate, concise and easily understood.

Stay tuned for a new look sometime in March or April.

Exchange Visitor Compliance and TraiNet Workshops

USAID will continue to sponsor one-day workshops in Washington, DC on J visa compliance, using TraiNet Web and the Visa Compliance System (VCS). Dates are January 28th, February 11th and March 10th. The workshops are held in the Ronald Reagan Building from 9:00 AM to 3:30 PM and are offered at no cost to USAID and partner staff. Contact Chris Kagy at ckagy@devis.com to register.

after an individual leaves your organization.

To remove an account, follow these steps:

- Log into TraiNet Web;
- Click on the [Manage Users](#) hyperlink on the lower left side of the screen;
- Find the user you need to remove and click the [Remove](#) hyperlink at the far right of their row.
- Contact the Service Desk at jvisa@devis.com so we can remove this user from our files.

R1s, Remember Status Updates!

For U.S.-based programs it is very important to maintain the status fields in a timely manner. When an Exchange Visitor arrives in the U.S., the TraiNet Operator should change Participant Status from Planned to In-Training within three days of the start date and submit this change to the VCS. The Verifier should validate this update immediately upon notification. The TraiNet Operator should update Participant Status from In-Training to Completed within three days of the Exchange Visitor's program end date.

For TraiNet Web users, don't forget to update DEPARTURE DATE. TraiNet Web forces the TraiNet Operator to update this field when changing Participant Status to Completed. TraiNet Desktop users must remember to make this change, too. But in the Desktop version you update RETURN TO WORK DATE.

REMEMBER: Also SUBMIT or Transfer those updates to the VCS. It is not good enough to just make those updates in TraiNet. They must be submitted to the VCS so the status change gets recorded in the Department of Homeland Security's SEVIS system.

TraiNet/VCS Help Desk

jvisa@devis.com

* phone 703.527.4340 *

<http://trainet.usaid.org>

[Click here for a printable PDF version of the newsletter](#)