



# USAID



The United States Agency for International Development

## TraiNet/VCS Help Desk Newsletter

Volume 1 No. 1, 21 March 2003

### Welcome

We'd like to welcome all TraiNet/VCS users to the TraiNet/VCS Help Desk Newsletter. These past few months have been a challenging and busy period while we completed finishing touches and deployed the new Visa Compliance System. Thanks to everyone for your understanding and patience during this phase of operations.

Our new Help Desk newsletter is an informal publication which will be distributed periodically, depending on the news and information we have for dissemination that will be of general interest to TraiNet/VCS users. *(If you have any ideas or experiences using TraiNet or VCS that you would like to share with us please send them in.)*

We now have new contact points for the Help Desk. If you have any questions (or suggestions) please send your email to TraiNet support: [trainet.usaid.org](mailto:trainet.usaid.org) and VCS support: [jvisa@devis.com](mailto:jvisa@devis.com), or direct your telephone inquiries to 1-703-525-6485.

### New Patch Released

**Enhanced TrainNet Functionality.** Users will be pleased to know that a new release patch for TraiNet will be issued on Friday, 21 March containing improved wizards to help users fill in the information needed for VCS.

### Fixing TraiNet Data

### Hints and Tips

In every issue some of the topics raised by users will be presented in order to help you use TraiNet and VCS more efficiently and effectively.

Here are several tips to help you reduce data entry errors:

1) **TraiNet: Training Component section:**  
(a) *Venue* is required and must be 'US' to be transferred to VCS (b) The *earliest* start and *latest* end dates of components with US Venues determine the program start/end dates. For example, Training Component A is a US Venue starting 6/1/2003 and ending 8/1/2003, and Training Component B is a US Venue starting 7/1/2003, ending 9/1/2003. In VCS, the program will have a *Start Date* of 6/1/2003 and *End Date* of 9/1/2003.

2) **TraiNet:** Make sure that every Training Provider in your programs has a valid U.S. address. Without an address, all participants attending programs with this provider will be incomplete.

3) **TraiNet:** Ensure that every Participant has a visa record entry. VCS will ignore participants without visa entries.

4) **TraiNet:** Ensure that every Participant has a valid US School Address in VCS. A correct

The heart of the VCS system is the precise set of business rules concerning data required for visa purposes. When your TraiNet data is sent to VCS, the data is validated to ensure that it is complete and does not contain errors. This early validation provides you with the opportunity to correct the data at the outset and thus avoid losing time by finding out about the errors later in the process.

If there are data validation issues, verifiers will see the message 'You have trainees with TraiNet Data Errors! Click on Correct Trainet Data.' Click on the menu link 'Correct TraiNet Data' to view your data errors. To see the erroneous records, click on the link "Fix TraiNet Errors". A list of participants with data validation problems will be provided. You can click on a participant's name to see a list of the validation errors in her/his record.

Participant records that have data validation problems must be corrected in TraiNet. After the record is corrected, transmit the TraiNet Data to 'HCDTRN'. Your corrected TraiNet records will replace old records in VCS. VCS will validate your new data: If the data is validated, it will show up ready to be verified. If there are still validation issues, then you can see the new or remaining errors using this method again.

**VCS Screen Shots for fixing TraiNet Data:**

address can be (a) the actual US Address of the participant, or (b) the implementer's address if it is short-term training with multiple locations, or (c) the implementer's address if the final address is not known in the planning stages.

5) **Verifiers and Approvers:** In VCS, The Ronald Reagan Building is NOT a valid default address. (In a future release, missing US School Address will no longer default to The Ronald Reagan Building and instead will produce a data error in VCS.) If this shows up on the verifier/approver screen, the record should be REJECTED and the correct US address entered into TraiNet. A correct address can be (a) the actual US Address of the participant, or (b) the implementer's address if it is short-term training with multiple locations, or (c) the implementer's address if the final address is not known in the planning stages.



**Verifier Screen: Click on Correct TraiNet data to see list of Participants with data errors that must be corrected in TraiNet.**

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http://sandbox.vcs.devts.com/Approval/viewErrors

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 **USAID Visa Compliance System**

**Correct TrainNet Data**  
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| <a href="#">Full Name</a>                     | <a href="#">Date of Birth</a> | <a href="#">Program Name</a>                                       | <a href="#">Program Start Date</a> | <a href="#">Trainnet Site</a>     |
|---|-------------------------------|--|------------------------------------|-----------------------------------|
| <a href="#">John Sokolov</a>                  | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Genadima</a>                 | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Phatsany</a>                 | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Makhmat Taxevsichov</a>      | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Makhmatov</a>                | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Mohammed</a>                 | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Muhammadov</a>               | 01/25/2003                    | THE WORLD'S LARGEST ELECTRONIC MEDIA SHOW                          | 07/03/2002                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Nuriddin Faziddinovichov</a> | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Takhirov</a>                 | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |
| <a href="#">John Vekhidov Madisoichov</a>     | 01/25/2003                    | Operational Hydrological Forecasting for National Hydrometeorology | 02/15/2003                         | AED Headquarters, DC - Kazakhstan |

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Done

Correct TrainNet Data Screen: Click on the Name of the Participant to view the related TrainNet Data errors

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http://sandbox.vcs.devic.com/Approval/ErrorTrainees/KZYAED004361/EditErrorTraineeForm

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 **USAID Visa Compliance System**

**Correct TrainNet Data for John Erdosov**

**TraiNet Data Irregularities**

The field(s) below contain errors that will need to be fixed before this trainee can be verified. Please notify your TraiNet Operator of these problems. The TraiNet operator will need to correct these in TraiNet and resubmit the data to Washington.

| Error Table  | Field                    | Error Description                   |
|--------------|--------------------------|-------------------------------------|
| birthcity    | This is a required field | Exchange Visitor (Participant)      |
| usaddr1      | This is a required field | Site of Activity (Training Partner) |
| usdby        | This is a required field | Site of Activity (Training Partner) |
| uspostalcode | This is a required field | Site of Activity (Training Partner) |
| usstate      | This is a required field | Site of Activity (Training Partner) |

**Visitor Information**

|                            |  |                          |            |
|----------------------------|--|--------------------------|------------|
| <b>VISA Type</b>           | J-1  | <b>First Name</b>        | John       |
| <b>Last Name</b>           | Erdosov  | <b>Date of Birth</b>     | 01/25/2003 |
| <b>Gender</b>              | M  | <b>Birth Country</b>     | Kazakhstan |
| <b>Birth City</b>          |  | <b>Residence Country</b> |            |
| <b>Citizenship Country</b> |  | <b>Position</b>          | OTHER      |
| <b>Position Code</b>       | 900  |                          |            |
| <b>US Address</b>          | 123 Main St<br>1300 Pennsylvania Ave, N.W.<br>Washington, District Of Columbia 12345 |                          |            |

Done

**Error Detail Screen: The top box of the screen displays all data errors for this person that must be corrected in TraiNet. After the data is corrected in TraiNet it should be re-sent to 'HCDTRN' and will be revalidated and imported to VCS.**