



USAID/EGAT/ED, Participant Training Team

TraiNet/VCS Newsletter

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NEWS

Postponed Programs

There has been a little confusion recently on how to correctly postpone a US training program so that new DS-2019 forms get created.

When you postpone a program, all that you have to do is update the program and component start & end dates in TraiNet and send your data to HCDTRN. You do not have to cancel the participants or void the original DS-2019 forms. If you have DS-2019 forms that will not be used, please return them to Marina Gelles along with a cover memo stating the reason you are returning the forms.

Search the VCS

In early November a new feature was added to the VCS that allows Verifiers and Approvers to search the system for participants based on name and/or country of residence.

A new menu item on the left of the VCS screen, Participant Search, takes you to a form in which you can enter all or part of a participant's name and/or select a country of residence. For instance, if you enter "Chr" in the First Name field, the VCS will search for any name containing the letters "Chr." It would return any participants named "Chris," "Christine," "Christopher," etc.

When you click the Search button, the VCS will return a list of your participants that match the criteria you have specified. You can then click on a name in the list to drill down to find that participant's specific information. The list of names you get back will only contain participants who could be in your Verifier or Approver queue.

Academic Participants in TraiNet

HINTS & TIPS

Reduce VCS Errors - The most common errors in the VCS over the last several weeks have been missing budgets and training provider addresses. These have to be entered in TraiNet before participants can be processed in the VCS.

TraiNet Users - Make the names of your training programs unique so they are easier to find when you look at lists in the system.

Activity vs. Program - In TraiNet, an Activity is like a project in that it can fund training programs. A Program is when participants and training providers get together either in the US, in a third country, or in-country. Be careful not to confuse Activities and Programs.

VCS Users - Remember that dependents have their own set of screens in the VCS. Don't forget to check the Dependent links on the left of your VCS screen periodically.

Flash! TraiNet User Survey
Beginning in CY 2004 USAID will begin developing a web-based version of TraiNet that can be used in conjunction with the VCS. This web version will incorporate all of the features of the current desktop version of TraiNet, but will require web access to use. The current desktop software will still be available and sites will be able to use either the web or desktop version of the software. To use the web version of

Each academic participant you enter into TraiNet should get a training program of his or her own. For instance, do not enter 2, 3 or more Masters students on the same training program, even if they are going to the same school.

For each student, create an individual training program named something like "Paul Goodstudent, MBA, Florida State University" (or use whatever naming scheme you have settled on). This way, you can maintain separate budgets, fields of study, dates of training and so on for each student. This best practice represents a little more work at the outset of a student's program, but it reduces the likelihood of data management difficulties down the road.

TraiNet you will need Internet Explorer version 6.0 or a compatible alternative.

We would like to ask TraiNet users to fill out a brief survey, located at:

http://websurveyor.net/wsb.dll/12486/tnet_survey_nov03.htm

to provide us with some additional information which will be fed into the development process.

Regards, Chris

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