



USAID
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TraiNet/VCS Newsletter

April 19, 2007

Volume 4 No. 2

PRODUCED UNDER CONTRACT BY USAID/EGAT/ED

News

TraiNet Gets a New Look and Feel!

On April 10th, version 1.21 of TraiNet Web was released. Following are the features released in this version:

Site Preferences: A new item has been added to allow Site Administrators in TraiNet Web to manage (configure) preferences. The Manage Shared Data link has been removed and replaced with Manage Site Preferences.

Site preferences now include the ability to Show Health and Accident Coverage information for U.S. participants. When this option is chosen, users for this site will be able to enter HAC fields in the US program wizard and edit these fields on the Manage Participant Information screen.

In cases where the site has opted to show and collect HAC information, HAC fields will be present in the US wizards and on the manage participant screen.

HAC fields collected are:

- Plan
- Insurance provider
- Start Date
- End Date
- Medical Certificate on File?
- Waivers on File?

For those sites that have opted to show and collect HAC information, an additional link will be available to run a simple HAC report from the Manage Program Participants screen. This will print out a report in MS Excel for all participants that are not cancelled within the program. The Excel report format is derived from the format used to submit HAC information to the USAID insurance provider, Highway to Health.

You can still Manage Shared Data, but now you will find this option in the Site Preferences.

Manage multiple participant address edits: When you edit a US participant address, you will see a list that has a checkbox next to the name of each participant on the program. You can choose to automatically copy the address change to any other participant in the program by checking the box next to one or more names. This will save TraiNet users the time it takes to make the same address change to each individual record.

Report Changes:

New Report - Trainees Grouped by Activity: This report is available to all sites and accessible via the Participant Reports section.

Location (IC/TC/US) added to all Program Reports: The location of the program is now visible next to the program name column on all program reports.

Hints & Tips

TraiNet Web Password Resets

TraiNet Web users, if you forget your password you can go directly to the TraiNet web site and reset your password yourself. There is no need to email the Help Desk. Go to <http://trainetweb.usaid.org> and click the login link. 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. TraiNet will email you a new temporary password. Once you receive it you will be required to change it 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.

[VCS users (i.e. Verifiers and Approvers) must email Ed Pramuk, the VCS User Manager, to request password resets. Ed's email is epramuk@usaid.gov.]

Remove Old TraiNet Web Users

TraiNet Web Site Administrators, please do not forget to remove the TraiNet Web 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 after an individual leaves your organization.

To remove an account, follow these steps:

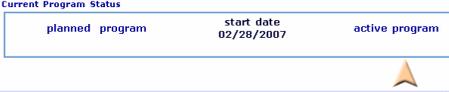
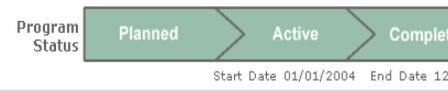
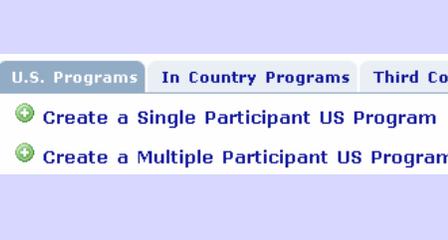
- Log into TraiNet Web;
- Click on the Manage Users hyperlink on the lower left side of the screen;

Find the user you need to remove and click the Remove hyperlink at the far right of their row.

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

User Interface Update: Major changes were made to each manage screen in Trainet Web. The screen image, below, shows some of the major updates to the interface. The left side of the screen displays the “old” TraiNet Web; the right side of the page displays its equivalent in the “new” TraiNet Web.

Old	New
	
	
<p>Create U.S. Programs</p> <ul style="list-style-type: none"> ▶ Create a Single Participant US P ▶ Create a Multiple Participant US 	
<p>System Tasks</p> <ul style="list-style-type: none"> Return to Program List Program Information Funding Information Logout 	
<p>System Tasks</p> <ul style="list-style-type: none"> Logout 	<p>User: user@devis.com Site: USXTST Logout</p>

The goal of this user interface upgrade was to increase the visual appeal, make it easier for the user to find their way around TraiNet and easier to navigate through and between screens.

Exchange Visitor Compliance and TraiNet Workshops

There will not be any formal TraiNet/VCS workshops for the next few months at the Ronald Reagan Building in Washington DC; however, if you are interested in scheduling any individual or group sessions, please contact Chris Kagy at ckagy@devis.com so arrangements can be made.

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.

Don’t forget to update RETURN STATUS. 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. Don’t forget to make this important update in order to prevent your Exchange Visitor from being reported to the Department of Homeland Security as a non-returnee.

Remember to Send Help Desk Requests to jvisa@devis.com

In the last newsletter we announced the implementation of a new ticket tracking system for technical support requests. The system itself requires little change on your part; however, we now ask that you please send all requests for assistance to one email address: jvisa@devis.com. Please do not email Chris, Patricia, Steve or Marina directly. They will still be working individually and collectively to respond directly to your needs, but the communication will take place through one email account managed in the background by our new system. Respond to the email by not changing the “TO:” line.

You will also notice some other minor changes. The message subject line may now look different and the body of the text may include some additional tracking information. Thank you for helping us help you!

TraiNet/VCS Help Desk

jvisa@devis.com * phone 703.527.4340 * <http://trainet.usaid.org>

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