



USAID

FROM THE AMERICAN PEOPLE

TraiNet/VCS Newsletter

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USAID/EGAT/ED, PARTICIPANT TRAINING TEAM

News

New Versions of TraiNet Web and VCS Deployed

Recent updates of the participant training information systems include the following updates:

TraiNet Web (note: these updates will be released in the next week):

○ Reports:

When you choose to produce either a Program or Participant report, you now will begin a 3-page wizard.

- Page 1: Select your report (required);
- Page 2: Select from the available (optional) filters and choose your report output type;
- Page 3: Confirm and run the report applying the filters you have selected. Options on this page are to run the report, start over, go to the previous screen or cancel the process.

Changes to Current Reports:

- Program reports no longer include cancelled participants. Participant reports still include them but users have the option to exclude them using the participant status filter;
- Field of study added to Trainee List report;
- Totals added to Training Program Sorted by Name report;
- Total participant counts split into Male/Female counts in Programs Grouped by SO report;
- Program dates and status information added to Trainees Grouped by Site report.
- You can now filter both Program and Participant reports by date, status and location (IC, TC, US). Choosing options in more than one filter returns results matching all criteria. Choosing multiple options from the same filter returns results matching any of the selected items in the filter

New reports:

- Program List: Same as Program List report, but no component information. This allows an accurate count of how many programs match the filter criteria;
- Programs Grouped by Activity with Budget and Participant information;
- Missions can now report on site-defined data.

○ Other Changes:

Site-defined fields, previously only available to individual

Hints & Tips

R2 Verifiers - Using the Approver List in the VCS:

The Visa Compliance System interface for Verifiers has a feature on the left side of the main screen that provides a list of all presence and non-presence country Approvers. The link is titled [List of Approvers](#). Should you need to contact one of the Approvers on an issue of J visa processing you may use this link to find the appropriate contact.

After clicking on the link you will see four columns - Last Name, First Name, Email and Country. By default, the list is sorted by Last Name. You may change the sort of this list by clicking on any of the column headings. You may then use the [First](#), [Prev 20](#), [Next 20](#), or [Last](#) links to move through the list.

R3 Approvers - Residence vs. Citizenship Country:

Does an Approver in VCS see a resident of their country or a citizen of their country? The way USAID's Visa Compliance System is currently programmed, the R3 Approver role is set up to approve for residents of their country, not citizens.

When is the actual Start and End Date for a U.S. Training Program?

When entering the start and end dates for U.S.-based training programs, the dates should indicate the actual start and end of the training event, not the dates of departure from, or return to, the home country.

Change Trainee Status to "In-Training" and submit this update to the VCS for verification when the Exchange Visitors (EV) arrives in the U.S., to ensure that they are validated in SEVIS. Immediately update Trainee and Return status and submit these changes when the EV returns home. USAID requirements and VCS programmed timelines to reinforce these requirements provide the flexibility to update all statuses in a timely manner without violating USAID reporting guidelines if statuses are

participants, now apply to groups for in-country training.

All sites will now have the ability to filter the list of shared data by Site Code, Program Name, Program Status, and Program Location. Missions that have access to the Linked Programs by Top Tier section will have the same filter capabilities as the Shared Programs tab.

Visa Compliance System:

○ Remarks Required when Terminating an Exchange Visitor:

The VCS now requires that all terminated EVs have the Remarks field filled in with the information regarding the termination and the US contact information for the EV. The Verifier will not be able to verify terminated participants if the Remarks field is empty.

○ Termination Reason of “Other”:

The termination reason entered in TraiNet will be displayed in the VCS. If the reason is ‘Other’ the contents of the Remarks field will be sent to SEVIS.

○ Updates to Emails and Processing:

The emails have been reformatted in a tabular layout which makes the emails look cleaner and easier to use.

The calculated Grace Period for non returnees is now 3 business days, not 3 calendar days. Business days are defined as Monday through Friday excluding U.S. Federal holidays.

The Importance of Maintaining All Status Fields

TraiNet Web and TraiNet Desktop contain three status fields: Program Status, Participant (or Current Trainee) Status, and Return Status. In TraiNet Desktop all three of these fields need to be maintained manually; in TraiNet Web, you only maintain Participant and Return statuses.

For U.S.-based programs it is very important to maintain the status fields in a timely manner. When an EV arrives in the U.S., the TraiNet Operator should change Participant (or Current Trainee) Status from Planned to In-Training within three business days and submit this change to the VCS. The Verifier should validate this update immediately upon notification. The TraiNet Operator should update Participant (or Current Trainee) Status from In-Training to Completed within three business days of the EV’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. The Return Status requirement enforced in TraiNet Web is not enforced in TraiNet Desktop. 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.

submitted and verified at the time an EV both arrives in the U.S. and back to their home country.

Don’t Forget to Submit your TraiNet Web Data:

There are many similarities and differences when comparing TraiNet Web and Desktop versions. This particular Tip explores one major similarity and one major difference:

Similarity: When processing U.S. Exchange Visitors, both systems - Web and Desktop - require a “transfer” or “submission” of their data in order for it to get to the VCS for verification, approval and eventual submittal to SEVIS. In TraiNet Web, after you’ve completed data entry, don’t forget to Submit your data to the VCS. Your data is available to your top tier or mission site upon entry, but it is not automatically available to the VCS until you click the Submit button -  - next to the name of the program on the main program page.

Difference: When data is entered into the Desktop version of TraiNet the data is local to that installation until the data is transferred to another site, such as the USAID mission or the central repository in Washington DC. When data is entered into TraiNet Web the data is immediately available to the USAID mission or the central reporting mechanism in Washington DC. No data transfer is necessary.

Feedback on TraiNet Web Reports Requested!

The TraiNet/VCS Help Desk would like feedback on the new reports from its TraiNet Web users. The newest version of TraiNet Web will be released in the next week. Please provide any and all feedback on whether you find these reports useful, what you would suggest changing, or what it is you still feel needs to be added to the reporting mechanism. Email jvisa@devis.com, or enter it as a suggestion in the Suggestions section of our technical support web site at <http://usaidtraining.devis.com/Suggestions/>.

TraiNet/VCS Help Desk

jvisa@devis.com * phone 703.527.4340 * <http://usaidtraining.devis.com>

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