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### News

## TraiNet Web Version 1.23 Released

TraiNet Web update #23 has just been released. This very important release introduces several important new features pertaining to security, how lists are displayed, program and participant statuses, funding and the interface with the Visa Compliance System for U.S. programs. A detailed list is provided below:

### New Security Features:

- The user password will now be required to have at least 1 numeric character.
- When a user's password is changed, the new password cannot equal the existing password.
- Users will now be required to accept the rules of behavior once a year instead of every time they log in to the application.
- If a logged-in user has been inactive for more than 30 minutes they will be logged out of the system.

### Pagination Changes:

All paginated lists, such as the number of programs displayed under the U.S., IC, TC and Regional tabs, will now have a page size selector. This allows you to choose how many programs you wish to see on a page. Once you set this value, it applies to all other paginated lists (Ex: If you choose to see 50 U.S. programs on a page, you will also see 50 In-Country programs when you change tabs).

### Program-Participant Status Features:

- When a program's status is out of sync with its participants' status, a different participant icon will be shown on the program list screen.
- For U.S. participants, when changing the participant status, TraiNet will automatically direct you to submit the update to the VCS.

### Changes to the Trainee Categories:

- When creating new U.S. programs, Trainee-Specialty and Trainee-Non-Specialty will no longer be available as options.
- When editing U.S. program participants, Trainee-Specialty and Trainee-Non-Specialty will be available in the drop down lists for any historical programs that may have used them before this time; however, these values will appear as follows in the drop down list:
  - Trainee-Specialty (No longer a valid SEVIS category)
  - Trainee-Non Specialty (No longer a valid SEVIS category)

If your participant was originally submitted under any of those two categories, do NOT change it. Categories cannot be updated for existing DS-2019 forms.

### Hints & Tips

## Print a Report *and* Monitor Your U.S. Exchange Visitors

TraiNet Web makes it easy to print a variety of program and participant-related reports. The menu to access the report area is located on the left side of the main TraiNet page under Reports.

#### Reports

Program Reports

Participant Reports

Program reports provide more detail on program-related data. Participant reports provide more information on participant-related data. Once you select a report category (program or participant) you are taken through a wizard to:

1. Choose your filters, such as:
  - a. Participant or Program Status
  - b. Gender
  - c. Training Location
  - d. Date Ranges
  - e. Report Type
2. Review your filters
3. Run your report
4. View it, save it and/or print it

Keep in mind that the number and types of filters you see depends on whether you're a mission or partner organization, and the category of the report you choose to run. There are six different program reports:

Programs Grouped by SO with Funding  
 Programs Grouped by Activity with Funding  
 Programs Sorted By Name  
 Programs with Country, Participant, and Funding Information  
 Program List  
 Program List (No Component Information)

There are six participant reports:

Participants Grouped by Site  
 Participants Grouped by Activity  
 In-Country Participants by Activity  
 Participants Sorted by Name With Contact Address Information  
 Participants by Country with Per Participant Funding  
 Participant List

Most reports can be printed to a PDF file or to a

## VCS-related Changes:

- U.S. participants will now have an optional DS-2019 remarks field. This can be used to indicate Fulbright Scholars.
- When submitting a U.S. program to the VCS without any participants, you will receive an error message.
- When a training provider is submitted to the VCS with a name longer than 60 characters, any characters beyond 60 will be removed.

## Funding Features:

- “Provider” will now be a type available when adding non-USAID funding line items.
- IC and TC programs will have the ability to fill-in Actual Funding amounts when initially creating the programs.
- Non-USAID funding will now be sent to VCS. - Trainet sends the HC Gov funding amounts to VCS as part of the exchange visitor government amounts. It also adds up all the other funding (Provider, Private, Other) and sends those over to the Other Org amounts.

For Example, there are two participants in a program and the program has the following non-USAID funding Line Items:

Line Item Name	Amount
Other Funding contribution	100.00
Private contribution	400.00
Provider contribution	500.00

This would appear in VCS for one participant as:

*Other Organization Funds: 500.00 Other Funding contribution, Private contribution, Provider contribution* (Total other organization amount divided by the number of participants in the program)

## New Foreign Assistance Model:

This feature is still under development and is expected to be released in the next version of the software. This important update will provide missions with the ability to track training programs by Goals, Program Areas, Program Elements and Program Sub-Elements. Partner sites that work with different missions will be able to link their programs with either the new model, or continue to link to the old Strategic Objective/Activity model if the mission has not yet made the transition.

If you are a mission that has an interest in having this new model rolled-out and you would like to volunteer to do some testing, please contact the USAID Trainet/VCS Help Desk at [jvisa@devis.com](mailto:jvisa@devis.com).

## 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 28<sup>th</sup>, February 11<sup>th</sup> and March 10<sup>th</sup>. 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](mailto:ckagy@devis.com) to register.

CSV file (a format compatible with most spreadsheet or database software). Report output for List reports only goes to a CSV file.

But what use, you may ask, do I have for a report? For those of you doing U.S. training, a Trainet report is very useful for helping you to monitor the status of your programs and participants. REMEMBER, it's \*very\* important to update the status of your participants from Planned to In-Training within three days of the program start date, and from In-Training to Achieved within three days of the program end date. You must also remember to SUBMIT these status updates to the VCS. Print a report showing your “Planned” programs and keep the report by your desk so you can be reminded to log into Trainet and update your participant statuses according to USAID regulations. Follow these simple steps:

1. Click on the Participant Reports hyperlink on the left side of the main Trainet Web page.
2. Select one of the first five reports listed on the *Select a Report* drop down list.
3. In the Participant Status filter box, select *Planned*.
4. For Training Location, select *U.S.*
5. Select the PDF button under Report Type.
6. Click the <Next> button.
7. Click <Run Report>, then click <Open>.
8. View your Planned participants and click the Print button in the PDF file to get a print-out.

The steps are essentially the same when running a program report; however, not all of the reports have a report filter for program status. Either choose to run the Programs Sorted by Name report, which does contain the status filter, or, alternatively, use the date filters to view a range of programs.

Refer to the document, *Trainet Web-How to Use Date Filters*, at

<http://trainet.usaid.org/Documents/> for step-by-step details on effectively using date filters.

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<http://trainet.usaid.org>

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