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## TraiNet/VCS Newsletter

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### News

#### New TraiNet Web Version, 1.26

TraiNet Web, version 1.26, was released on June 19<sup>th</sup>. Version 1.26 will automate certain processes that are currently being handled manually. The goal with these exciting new features is to isolate the impact of individual participant changes that previously affected all participants in a U.S. program. A brief description of these features can be found below.

##### Relocate a participant to a new program when his or her information differs from the rest of the group

In the past, problems arose when the start or end date of one participant in a group had to be changed independently of the other participants. TraiNet now provides an option to move a participant out of the current program and into his or her own program where you can update any information without affecting the rest of the group. When you do this, you will be prompted to adjust the original program's budget so that the subtraction of one or more participants does not alter the funding amounts in VCS for the other participants.

##### Update funding when a participant has been added to a U.S. program

Currently, when a program has already been submitted to the VCS and a new participant is added, the change in the number of participants causes VCS to recalculate the per participant funding amounts, and as a result, all participant records in VCS are updated and queued for the Verifier. Using the new process, TraiNet users will be prompted to adjust the funding for the program to keep the original values in the VCS.

##### Update funding when a participant has been cancelled from a U.S. program

Currently, when a program has already been submitted to VCS and one or more participants are cancelled, the new number of active participants causes VCS to recalculate the per participant funding amounts and as a result all participant records in VCS are updated and queued for the Verifier. Using the new process, TraiNet users will be prompted to adjust the funding for the program to keep the original values in the VCS.

##### Other Changes and Additions

- Users may now clone (copy) IC, TC and U.S. programs.
- Birth city may not be longer than 34 characters. TraiNet will automatically check for maximum length.
- Adjustments to several reports

### Hints & Tips

#### Removing Old TraiNet Web Users

Site Administrators for TraiNet Web, please remember to remove the accounts of users who have left your organization. Users who leave your organization, but retain their accounts, can still access the system. To remove users, follow these steps:

1. Log into TraiNet Web
2. Click Manage Users on the menu on the left side of the screen.
3. Find the inactive user.
4. Click the Remove link.
5. Click the <Delete> button.
6. Email the Help Desk at [jvisa@devis.com](mailto:jvisa@devis.com) with the user information so we can update our records from our end.

#### Adding New TraiNet Web Users

Your site administrator can add a new TraiNet operator if needed. Here are the steps you should follow:

1. After logging into TraiNet, click on the Manage Users link on the left side of the screen.
2. Click on the Add User link under the TraiNet Web Users tab.
3. Enter the users name, email and login ID. Login ID should be the same as the email address, as it is easy to remember. We recommend all letters in the email address be entered in lower case.
4. Select the user role from the drop down list. TraiNet Users and Site Administrators can add, edit and delete data. The Site Administrator has the additional option to manage users and share site data.
5. Click the <Save> button.

TraiNet will send the user an email that contains the user name, temporary password and the web address where TraiNet is located.

TraiNet/VCS Help Desk

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