



USAID
FROM THE AMERICAN PEOPLE

TraiNet/VCS Newsletter

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News

TraiNet and VCS URL Updates!!

USAID has established new URLs for TraiNet Web and the Visa Compliance System. The changes are as follows:

Old: <https://vcs.usaid.org>

New: <https://vcs.usaid.gov>

Old: <http://trainetweb.usaid.org>

New: <http://trainetweb.usaid.gov>

We will have both of these URLs active by Monday, May 21st. The old URLs will be kept available for a few weeks to give everyone ample time to adjust and switch over to the new URLs. Please note that we have not yet received a new security certification for the new VCS URL. When you navigate to the new VCS URL you will receive a warning that the certification does not match the site address. You can accept this warning and continue to the site. We are hoping to have the new certification in a few weeks.

More TraiNet Web Updates Released

This latest update to TraiNet Web - update number 22! - introduces many new reports and some further changes to the look and feel of the application screens. Here is a summary of those changes:

New Reports:

In-Country Participants by Activity:

Category: Participant reports

This report is similar to the existing Participants Grouped by Activity report, but its focus is on in-country (IC) programs and group level information.

Mission Defined Data: Programs by Site Pie Chart

Category: Mission reports (only available to the Missions)

This is a program report containing additional/customized information some missions have set up in TraiNet. It displays the number of programs for each answer in a pie chart. This report is broken down by contractor site, one pie chart for each site and each question.

Mission Defined Data: Programs Pie Chart

Category: Mission reports (only available to the Missions)

This is a program report containing additional/customized information some missions have set up in TraiNet. It displays the number of programs for each answer in a pie chart. This report is a summary of all the programs that have answered that question. There is one pie chart per question.

Mission Defined Data: Programs by Activity Pie Chart

Category: Mission reports (only available to the Missions)

This is a program report of mission-defined data. It displays the number of programs for each answer in a pie chart. This report is broken down by activity, one pie chart for each activity and each question.

Hints & Tips

Adding new R1 TraiNet Operators to TraiNet Web

When a new site in TraiNet Web is set up by the Help Desk there is at least one person who is assigned the role of TraiNet Site Administrator. This person not only has the ability to add, edit and delete data on training programs and participants, but also has the ability to carry out certain administrative tasks within the software. One of those tasks is the ability to add and remove TraiNet R 1 Operators.

If your site needs to add a new TraiNet Operator, your Site Administrator can do this for you. Here are the steps you should follow:

1. After logging into TraiNet, click on the [Manage Users](#) link under [Admin Tasks](#) on the lower left side of the main TraiNet page.
2. Click on the [Add User](#) link under the TraiNet Web Users tab.
3. Enter the users full name, email address and login ID. Login ID should be the same as the email address. We recommend all letters in the email address be entered in lower case.
4. Select the user role from the drop down list. A TraiNet User and Site Administrator have the same ability to add, edit and delete data. The Site Administrator has the additional option of being able to manage users and the sharing of site data.
5. Click the <Save> button when you are finished.

The user will be sent an email from the TraiNet system indicating user name, temporary password - which must be changed upon first logging into TraiNet - and the web address where TraiNet is located.

Gender Goals

TraiNet Web users can easily see if you are approaching your gender goals. To see this,

Mission Defined Data: Participants by Site Pie Chart

Category: Mission reports (only available to the Missions)

This is a participant report containing additional/customized information some missions have set up in TraiNet. It displays the number of participants for each answer in a pie chart. This report is broken down by contractor site, one pie chart for each site and each question.

Mission Defined Data: Participant Pie Chart

Category: Mission reports (only available to the Missions)

This is a participant report containing additional/customized information some missions have set up in TraiNet. It displays the number of participants for each answer in a pie chart. This report is a summary of all the participants that have answered that question. There is one pie chart per question.

Mission Defined Data: Participant Detail

Category: Mission reports (only available to the Missions)

Grouped by Activity and Site, this report shows program name, training dates, location, status, trainee name, gender and the mission-defined question/answer.

Mission Defined Data: Group Detail

Category: Mission reports (only available to the Missions)

Grouped by Activity and Site, this report shows program name, training dates, location, status, group name, number of men and women and the mission-defined question/answer.

Mission Defined Data: Program Detail

Category: Mission reports (only available to the Missions)

Grouped by Activity and Site, this report shows program name, mission-defined question/answer, location, status, training dates, number of men, number of women and totals for each

Updated Reports:

Participants Sorted by Name

New Name: Participants Sorted by Name with Contact Address Info.

New Columns: Contact information, middle name

Participants grouped by Activity / Participants Grouped by Site / Participant List

New Column: Middle name

Programs Sorted By SO with Budget

New Name: Programs Sorted by SO with Funding

New columns: Actual funding, Difference between budgeted and actual.

Programs Sorted By Activity with Budget

New Name: Programs Sorted by Activity with Funding

New columns: Actual funding, Difference between budgeted and actual.

do the following:

1. Login to TraiNet Web and click on [Program Reports](#).
2. Choose to run the [Program List](#) and click <Next>.
3. Choose CSV as the output format and click <Next>.
4. Click <Run the Report>. Open the Excel file and scroll to the columns with Total Males and Total Females.

Compare these two columns to determine the ratio of men to women. As a TraiNet Web user you can easily see if you are approaching your project's or Mission's gender targets.

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.

TraiNet/VCS Help Desk

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