natural resources
conservation service

integrated accountability system

IAS Next Generation

Performance Results System (Version 1.1 4-1-2004)

April 2004

Table of Contents

Errata Sheet

The PRS guide is in initial draft form. Revisions will be noted as it progresses:

- Initial draft prepared (11/14/2003)
- First posted draft (12/2/2003)
- Updated draft (2/6/04)
- Updated draft (2/11/04)
- Updated draft (2/24/04)
-

General

The Performance Results System (PRS) is related to other applications that collect data on conservation practices. This includes Conservation Journal, POINTS, WebTCAS, Toolkit, and ProTracts. The goal is to use data from all of these sources in a national database to measure the results of the conservation practices.

PRS resembles PRMS in tracking:

- Performance data
- County/state/national contributions
- Brief technical assistance
- Board membership
- Cultural resources
- Customer-centric (i.e., most info that it tracks is tied to specific customers)

PRS differs from PRMS in:

- Extracting info from Toolkit and ProTracts. (This is done by the new Toolkit Check In Wizard.)
- Generating outcomes based on a logic model (to be added second quarter)
- Generating practice-based information, as per what it extracts from Toolkit (and ProTracts in future).
- Using SCIMS as the source of customer information

Features:

- Permits users to establish and maintain user profiles
- Permits users to do account set up and role assignment
- Customer information management
- Shares info with other service centers.
- User works with own customer list instead of list for entire site.
- Data entry helps catch errors
- Generates impact information from practice data (second quarter)

Related Applications

As part of using PRS, you may also use these related web applications. (Which applications are available to you depend on the role defined for your PRS log-in identity.)

- **State and Local Programs**—Lets PRS Coordinators to add programs for PRS and WebTCAS reporting.
- **Screen Builder**—Lets PRS Coordinators create custom screens for gathering reporting data for state and local programs.
- **Affiliates**—Lets you identify various types of boards and associate people with these boards. This lets PRS track an individual's board affiliations for reporting purposes.

To minimize download times, the NRCS has given these programs their own user manuals or quick-start guides.

Accessing PRS and other IAS applications

Currently, the PRS program is used by NRCS employees and partners to record performance. Technical Service Providers use an alternative application, TechPRS.

There are some requirements for setting your browser (IE6) correctly to run PRS. Do the following:

1. Select **Tools** on the browser window.
2. Select **Internet Options**.
3. Click the **Security Tab**.
4. Choose **Custom Level** and then **Miscellaneous**.
5. Find "Access data sources across domains."
6. Set it to **Enable**.
7. Click **OK**, and then **OK** to save settings.

After making these browser adjustments, you can access PRS through a link at the "Accountability" tab at my.nrcs. This page also links to the PRS training site, which lets you familiarize yourself with the system without using real data.

Obtaining an eGov account through eAuth

You must have an e-Government Account to access PRS. If you do not have an account, you can obtain instructions for requesting one at **http:// www.eauth.egov.usda.gov**

PRS Data Entry

Practice data is mined from Toolkit practice information, which customers must check in with the new Toolkit Check In Wizard. Users are encouraged to fill in as much Toolkit and ProTracts information as possible before uploading. (Later plans call for ProTracts information becoming a data source for PRS.)

The Toolkit Check In Wizard (http**://www.itc.nrcs.usda.gov/toolkitng/** or **https://web-review.sc.egov.usda.gov/itc/toolkitng/**) takes Toolkit data and processes it for PRS to work on.

PRS Data Entry lets you add practice data directly into PRS or complete and submit practice data uploaded from Toolkit. This feature lets you meet the following situations:

1. Entering data not available from Toolkit or ProTracts such as:
   - Brief Contacts
   - State, Local or National Contributions
   - Cultural Resources
   - Board or Committee Membership and Status

2. Entering practices planned before Toolkit requirements that you do not plan to enter into Toolkit.

PRS also allows direct entry of plan records, land units, practice information, and customer information. With the next generation Toolkit and Protracts, the intent is to create a seamless information path between the field applications and reporting applications, such as PRS.

Adding a PRS Practice Record

Although the typical process is to upload records from Toolkit and then complete them for submission in PRS, this manual also covers the full process of creating and adding a plan, land units, and practices in PRS first. Reading this information will help you understand all PRS components in addition to those used only to complete Toolkit records.

Adding a practice record consists of follow three procedures. They are:

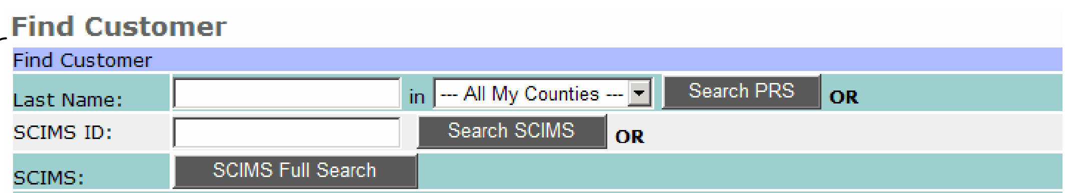
- Locating the customer for whom you wish to enter or edit a record.
- Completing all parts of the practice record.
- Submitting the record.

Locating a Customer

When you begin Practice Data Entry, the first thing you must do is identify the customer for whom you are creating a record.

1. Login with WebCAAF login and password.
2. Select the **Data Entry** tab.
3. Select **Practice Data Entry** on the left-side menu. The *Find Customer* screen is displayed.

Locate a customer in the PRS database, by SCIMS ID or by a full SCIMS Search



4. Enter any available data (**Last Name**, **County**, or **SCIMS ID**) to search the customer. See below for more information on each type of search.
5. Click the appropriate search button (**Search PRS**, **Search SCIMS**, or **SCIMS Full Search**). A list of matches (if any) are displayed at the bottom of the screen.

About the Last Name/County Search:

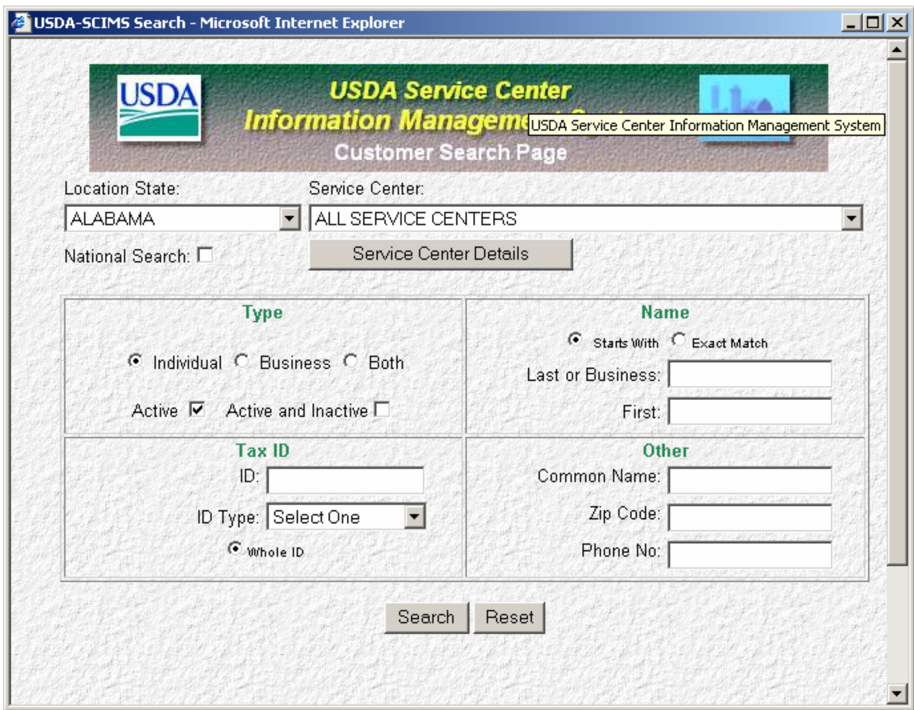
- Enter any starting letters from the customer's last name and click **Search PRS** to search PRS on the Common Last Name. Try to be as complete as possible to narrow the search.
- (Optional) Choose a county from the drop-down list to speed up the search. You can search all counties in your profile or a single county.

- The county searched for is defined as the county associated with the conservation plan. Plans with land in more than one county will not appear if the county associated with the plan differs from the county you select.

About the SCIMS ID Search:
This is the fastest search if you know a customer's SCIMS ID, which is unique. Enter the SCIMS ID and then click the **Search SCIMS** button.

About the SCIMS Full Search

A SCIMS Full Search is the most comprehensive. You can locate a customer by State, service center, customer type (individual vs. business), last or first name (complete or partial), zip code, tax id, or other information.



Initially, you will find a limited number of customers in the PRS database except those brought in from Toolkit. Consequently, you may need to locate customers in SCIMS. You can speed up the search by providing as much search information as possible. You can choose any combination of State, Location, Customer Type, Name, Tax ID, Common Name, Zip code, or Phone number.

NOTE: In SCIMS, a customer frequently has entries both as an individual record (has an associated social security number) and a business record (has an associated Business Tax ID). In this event, ask the customer how he or she is doing business with FSA for the farming operation in question and use the same SCIMS customer record used by FSA.

6. If the customer you seek does not already exist in SCIMS, you must **enter the new customer into SCIMS**. If you do not have the authority

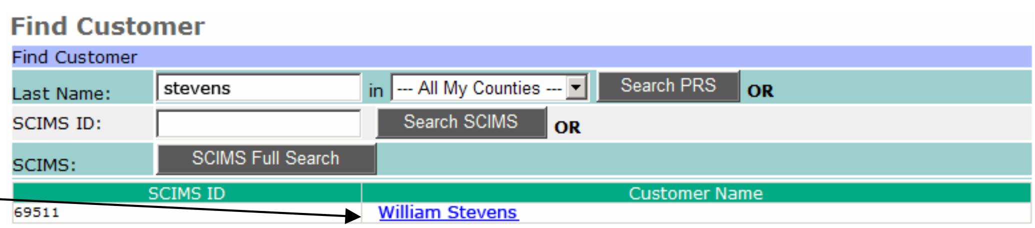
to enter customers in SCIMS, check at your local office. Each office should have someone certified to enter records in SCIMS.

Note: The plan names in the list link to individual conservation plans. If you think a plan is already in the system, simply click on the plan name, view plan details, and verify that the plan you are about to create is not a duplicate.

Adding Plan Records

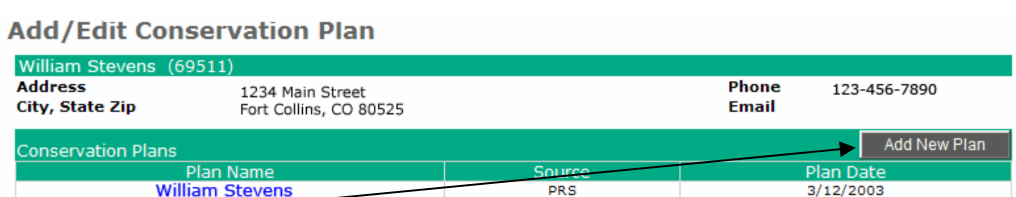
1. Locate the customer from the list of possible customers.
2. Once a list of customers that match your search criteria is displayed, click the customer name.

   NOTE: Some customers may have multiple entries because in SCIMS a customer frequently has entries both as an individual record (has an associated social security number) and a business record (has an associated Business Tax ID). In this event, ask the customer how he or she is doing business with FSA for the farming operation in question and use the same SCIMS customer record used by FSA.



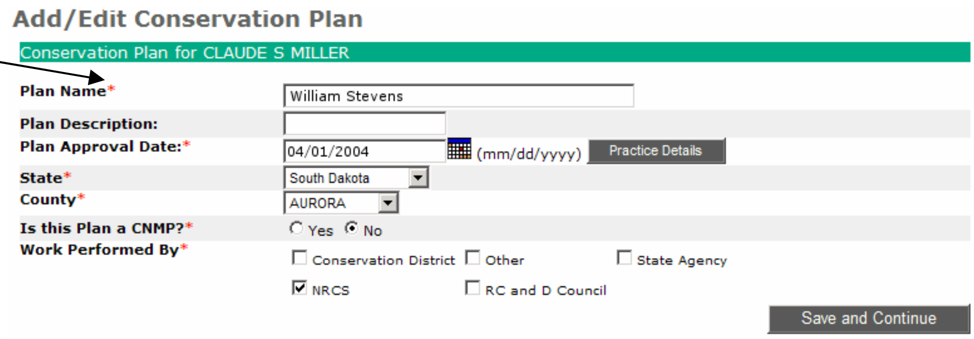
Customer names are links to the Conservation Plans in the database for each customer.

3. Click **Add New Plan**.



Click the Add New Plan button to create a new plan.

Items with asterisks are required data fields.



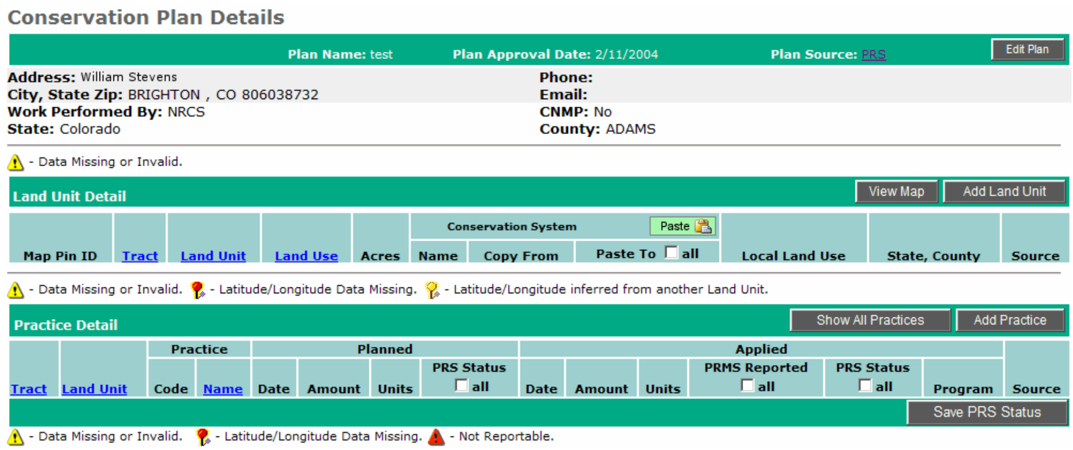
4. (Required) Enter a **Conservation Plan Name.**
5. (Optional) Enter a **Conservation Plan Description**.
6. Enter the approval date in the **Plan Approval Date** field. Use MM/DD/YYYY format or click on the calendar icon to select one from a pop-up window. A new date is entered each time new decisions are made (or previous decisions are revised) and practices are recorded as planned. This field must be updated for planning accomplishments to be credited for the current fiscal year.

   NOTE: The plan approval date is the date that the customer confirms the decisions now being recorded as planned practices or systems. (Generally this is the date when the plan is signed.) The conservation planning decisions might reflect progressive planning or attainment of a system defined in section 3 of FOTG.

   NOTE: Use the actual date of decision as entered for plans in which the decision date is a prior year. This avoids double reporting of prior year accomplishments.
7. Enter the **State** in which this conservation plan unit exists. If the unit includes multiple states, enter the state where the land unit is predominantly located. This may be different from the state in which the plan is stored or managed administratively.
8. Enter the **County** in which this conservation plan unit exists. If the unit includes multiple counties, enter the county where the land unit is predominantly located. This may be different from the county in which the plan is stored or managed administratively.

   NOTE: The county to which the conservation plan is associated is used when "county" is indicated in a search for conservation plans. This associated county is credited when PRS determines the number of plans reported for a specific county. (Most other reporting is attributed to the latitude/longitude coordinates of the land unit or practice reported.)
9. Click one of the **Is this plan a CNMP?** Click **Yes** if all required CNMP components have been scheduled for implementation. ("No" is the default choice.)
10. Click appropriate check-boxes for **Work Performed By**.
11. Click **Save**. This displays a plan with the high level details only. Each of the sections is completed separately. (Click **Close** to close dialog without saving.)

    After saving, the Conservation Plan Details page is displayed. Initially, it will show only the Plan information you just entered.

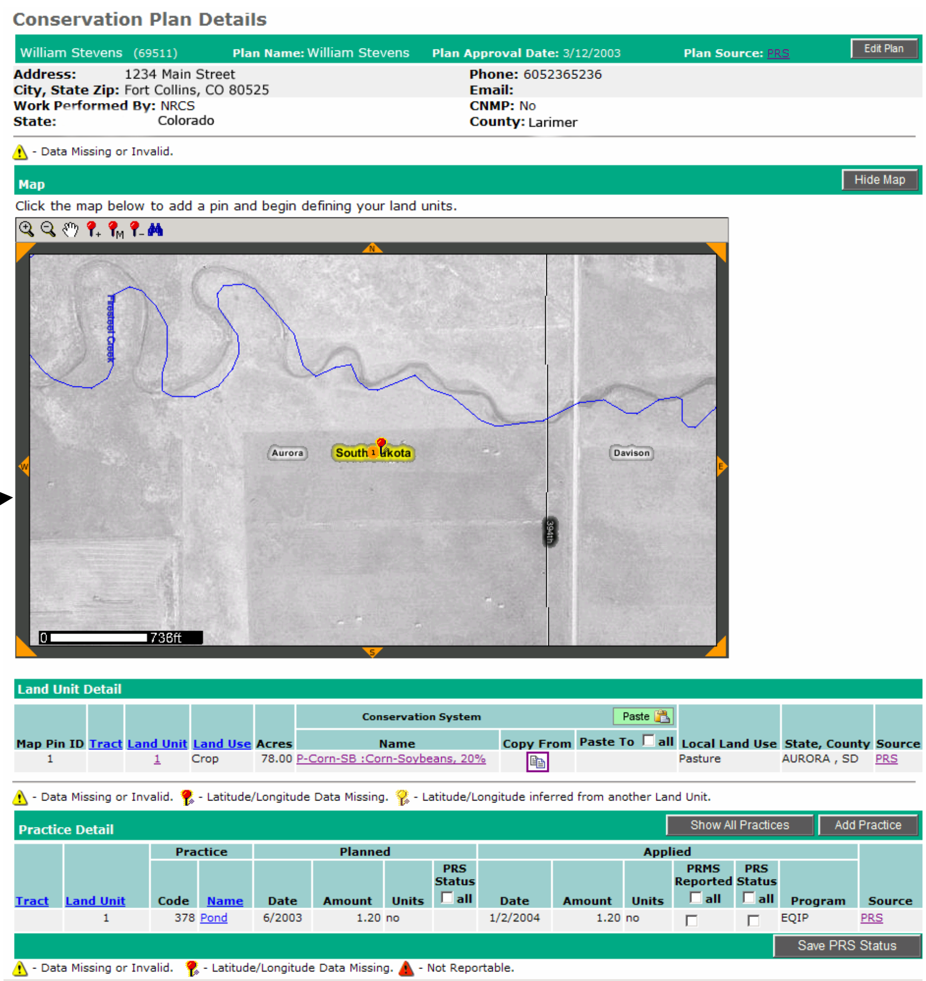


Adding a Land Unit

The next step is to add the Land Units that are a part of the plan.

1. Click **Add Land Unit**.

On initial selection, the county map is displayed. Until land units are entered, the specific area is unknown. Do not be concerned about approximating the position; you can modify your selection later.

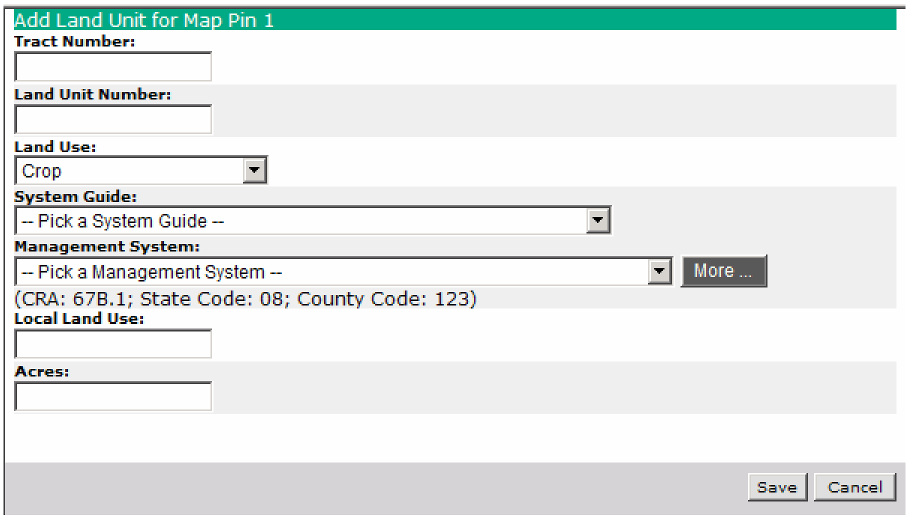


To approximate the location

1. Click the map pin icon with the plus symbol in the toolbar above the map.
2. Click the approximate location on the map. The Add Land Unit dialog appears.

To locate the land unit before inserting a pin

1. Click the Zoom icon and then click the map in the approximate location of the land unit.
2. Use the Zoom and arrows on the border of the map to find the land unit.
3. Click the map pin icon. (If you move your cursor over the row of icons, their labels will display one at a time.)
4. Click the land unit on the map.
   The Add Land Unit dialog will pop up.



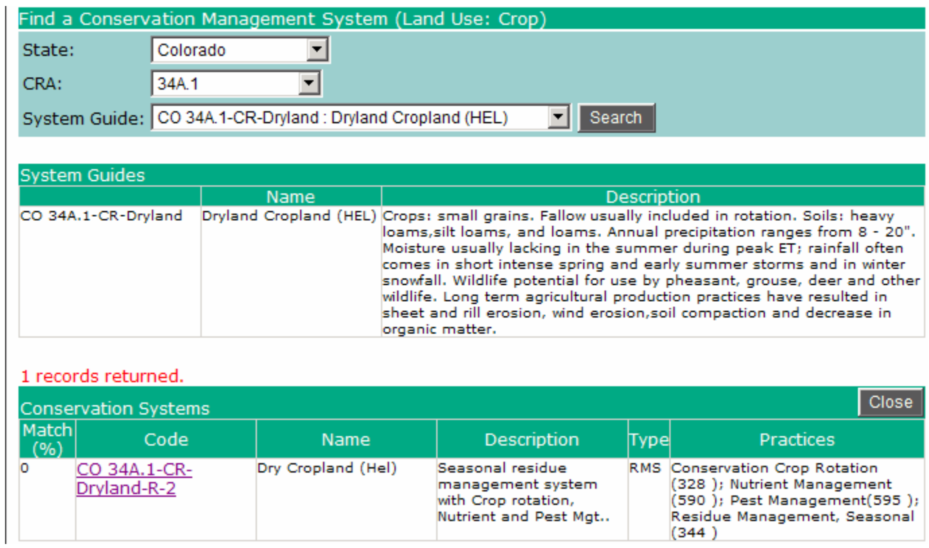
Completing the Add Land Unit dialog

Although only the acres are required to save the screen, several other fields are required to submit a record in PRS. Therefore, it is recommended that you fill out the dialog as completely as possible.

1. Enter the **Tract** number.
2. Enter a land unit number (required).
3. Select a **Land Use** from the drop-down list (required) (defaults to cropland).
4. (optional) Select a **System Guide and Management System** from the drop-down lists. The drop-down lists contains *active* systems appropriate for the specified state, CRA, and land use. If you are unsure of correct System Guide, want more details, or want to change the predetermined CRA, click the “More:” button.

   NOTE: The CRA is derived from the latitude/longitude of the map pin, and indicated in parenthesis to the right of the management system field. The system allows you to expand search criteria and select a different CRA if site specific conditions require.

a. Select the state from the drop down list to which you want to search CRA and System Guide information from.
b. Select the CRA from the drop down list to which you want to search for a System Guide from. If unsure, click the search button.
c. Select the System Guide from the drop down list. If unsure, click the search button.
d. Click the search button to see details of all System Guides within the parameters you established. Select the system guide from list.



The "Search" dialogue box allows the user to see more detail about the management system descriptions they may with to select. Be as selective as you can in your seach criteria to limit the number of Guides appearing, easing your selection process.

Match %: The system further assists in selection of the appropriate System Guide by comparing the practices within the plan to the active System Guides. Those System Guides most closely resembling the planned practices will appear at the top of the list, similar to a match percentage with an internet search engine.

5. Enter the **Local Land Use**.
6. Enter the **Acres** (required).
7. Click **Save**.

After saving, the map will zoom to an area closer to the pin location. At this time, you can move the map pin to a more precise location.

1. Click the move pin icon on the toolbar.
2. Click and drag the pin you wish to move to the new location.
3. Add another pin or click **Hide Map** to continue to another section.

To add another land unit

1. Click the map pin icon with the plus symbol in the toolbar above the map.
2. Click the approximate location on the map. The Add Land Unit dialog appears.
3. Fill out the dialog for the new pin.
   Note: Each time you add a pin, the map changes to encompass the new land unit. A completed map shows all pins associated with a conservation plan.

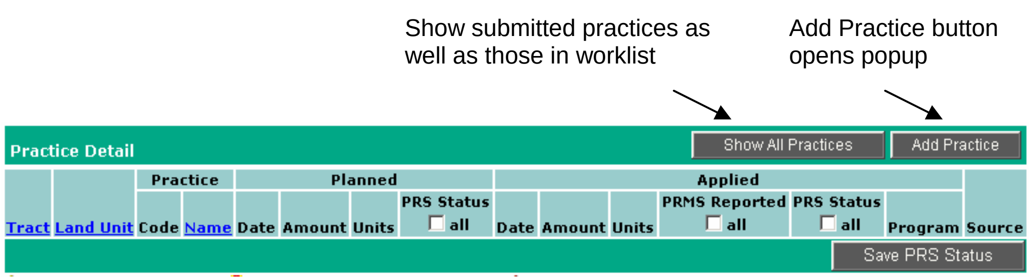
NOTE: Land Units established without a System Guide associated will have “add/edit impact” in the System Guide “name” field. You can enter impacts for a unique system by clicking this field and entering data.

Pre-Populated Practices for newly established land units

When a system guide is identified for a newly established land unit PRS will prepopulate the practices identified with that system guide in the practice detail table. You can edit this table by clicking on the practice name and entering needed information or deleting the practice if it doesn’t pertain.

Adding a Practice

The Add Practice screen is accessed from the Plan Detail screen.



1. Click **Add Practice** on the Plan Detail Screen.
2. Select the Land Unit Number from the land units entered in the previous section that the practice is associated with.
3. Select the practice from the drop-down list.
4. Enter a practice description.
5. Check the box, if the plan decisions data are to be reported immediately to PRS. Planning accomplishments are reported by PRS if the plan approval date (at the top of the plan details page) is in the current fiscal year and at least one practice was added to the plan during the current fiscal year. The acres of that land unit are then considered as having been “planned” during that fiscal year.

6. Enter the planned date. The planned date is the scheduled practice application date.
7. Enter the planned amount.
8. Check the box, if the applied data is to be reported to PRS. Applied data should be reported to PRS when that practice meets the practice standards and specifications consistent with the FOTG. Document only those practices that meet required specifications.
9. Enter the applied date. The applied date is the date the practice is certified as meeting the practice standards and specifications. All applied systems and practices will be reported within the fiscal year of completion to reflect agency's progress is meeting annual performance goals – 340-GM, Part 403.12(a & b).

   Practices applied in previous years should have the actual application date entered in this field (that of a previous year) and should not be reported into PRS. Revision of, or emphasis on, operations and maintenance of the practice does not constitute reason to re-report a practice.

   For recurring annual practices—such as residue, pest, or nutrient management—report the application only one time for a specific field and client unless there is a significant change in the equipment or techniques used to meet the practice requirements. (Such changes generally involve a significant amount of new technical assistance provided to the client.) Additional reporting will not be based on a practice being required two or more years in a contract or equivalent document.

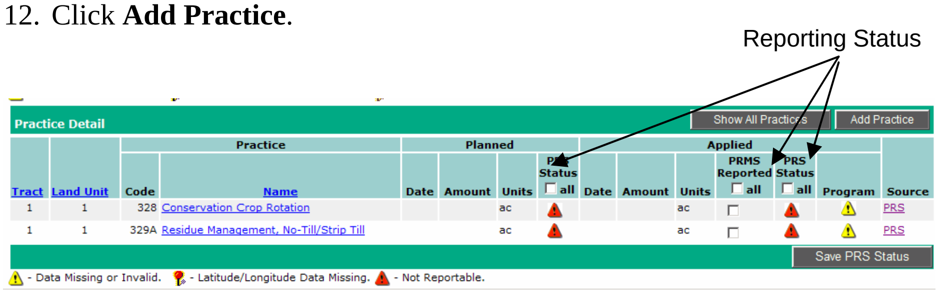
   Practices requiring re-application, such as a waterway washing out before becoming fully established, will not be reported a second time when repairs are made. Generally, practices will be reported once during the anticipated life span of the practice.

10. Enter the applied amount, using the units requested in PRS. Enter the actual amount applied as documented in the case file.

    Note: If you are creating a plan and the practice has not been applied, leave the applied data blank. It will be added when the practice is applied.

11. Select the program from the drop-down list. Select the National NRCS program that is responsible for the implementation of this practice. If the practice is cost shared or FA provided then the correct program would be the program that is providing the cost share assistance. In the case of management or supporting practices that are not cost shared, the program that should be selected is the program that is primarily responsible for their planning and installation, usually CTA. Changes to the program selection should be made within Toolkit, until the next generation of toolkit is available, then the program selection can be made within PRS. If a record is being added within PRS and not uploaded, then the user must select the appropriate national NRCS program.

12. Click **Add Practice**.



Selecting the Reporting Status

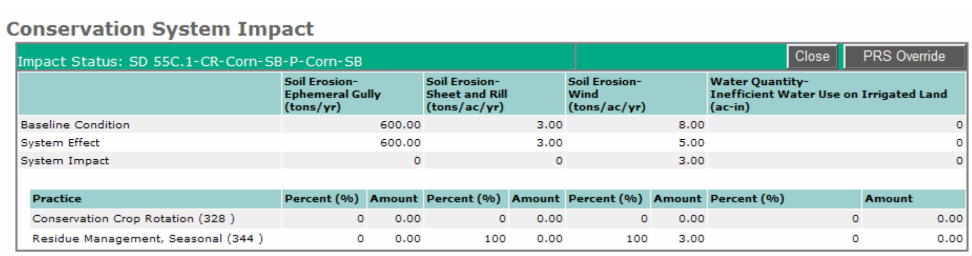
1. **Planned, PRS Status:** Check this block (Planned, PRS Status) if the <u>decision to install</u> the practice was made during the current fiscal year. This confirms that step 7 of the planning process (make decisions) was completed this fiscal year. Check the **All** box to report all reportable items below.
2. **Applied, PRMS Reported:** Check this block (**Applied**, **PRMS Reported**) if a listed practice was previously reported in PRMS, or a previously used reporting system. This confirms that the listed practice was installed and reported in a previous fiscal year. Check the **All** box to report all reportable items below.
3. **Applied, PRS Status**: Check this block (Applied, PRS Status) if the listed practice has been applied and meets NRCS standards and specifications during the current fiscal year. Check the all block to report all reportable items below.

Adding Impact Information

The Conservation Plan Details screen lets you add or edit impact data to measure conservation efforts.

To add impact data:

1. Open the Conservation Plan Details screen by locating an existing plan or by creating a new plan and adding a land unit.
2. Locate the land unit for which you want to add the impact measurements.
3. Click the **Add/Edit Impact** link for the land unit, or click the identified Conservation System Guide link and then the PRS Override button. This opens the Conservation System Impact screen.


Conservation System Impact

Impact Status: SD 55C.1-CR-Corn-SB-P-Corn-SB — Close — PRS Override

	Soil Erosion-Ephemeral Gully (tons/yr)	Soil Erosion-Sheet and Rill (tons/ac/yr)	Soil Erosion-Wind (tons/ac/yr)	Water Quantity-Inefficient Water Use on Irrigated Land (ac-in)
Baseline Condition	600.00	3.00	8.00	0
System Effect	600.00	3.00	5.00	0
System Impact	0	0	3.00	0

Practice	Percent (%)	Amount	Percent (%)	Amount	Percent (%)	Amount	Percent (%)	Amount
Conservation Crop Rotation (328)	0	0.00	0	0.00	0	0.00	0	0.00
Residue Management, Seasonal (344)	0	0.00	100	0.00	100	3.00	0	0.00

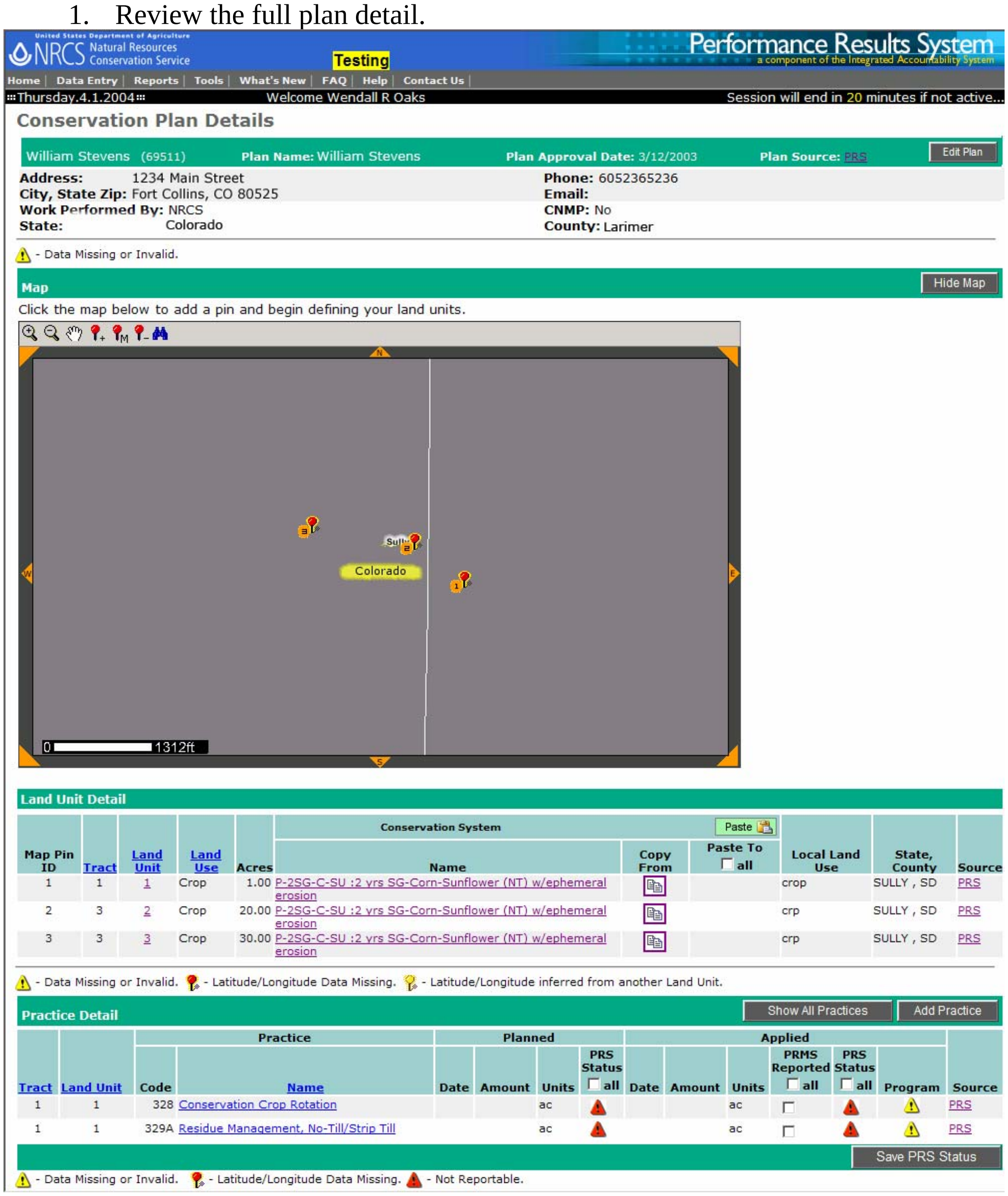
4. Enter the impact measurements for the conservation system in the top row.
5. Enter the percent of conservation of the resource for each practice in the rows on the lower part of the screen.

6. Click **Save** to save the information and close the screen.
7. Click **Close** to close the screen without saving.

Submitting Records

Once all land units and practices have been entered, it is time to submit the records.

1. Review the full plan detail.



2. Check for icons indicating missing data:

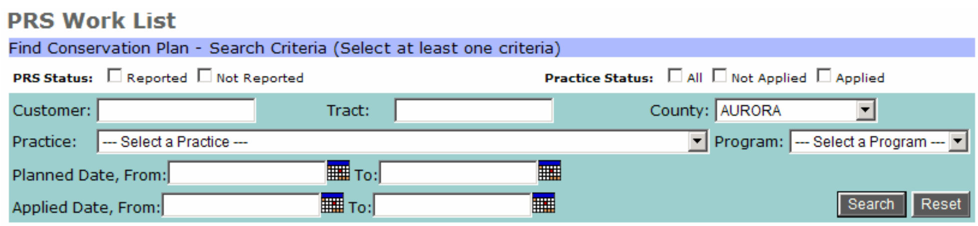
- Data Missing or Invalid. - Latitude/Longitude Data Missing. - Not Reportable.

3. Click the Data Missing or Invalid icon to open a dialog that lets you fill in the missing information.
4. Click the Latitude/Longitude Missing icon to view a map that lets you locate the land unit and provide the missing or invalid data or latitude/longitude data.
5. Click the Not Reportable icon to open a dialog that gives the reason the data is not reportable.
6. Click the **Continue** button on the dialog to open the Add Plan Record dialog.
7. Revise the plan record to include the required information.
8. Click **Continue** to return to the Conservation Plan Details screen.
9. Click **Save PRS Status**.

Using the PRS Worklist

The worklist is intended to provide a quick method of finding and completing records uploaded from Toolkit for reporting in PRS.

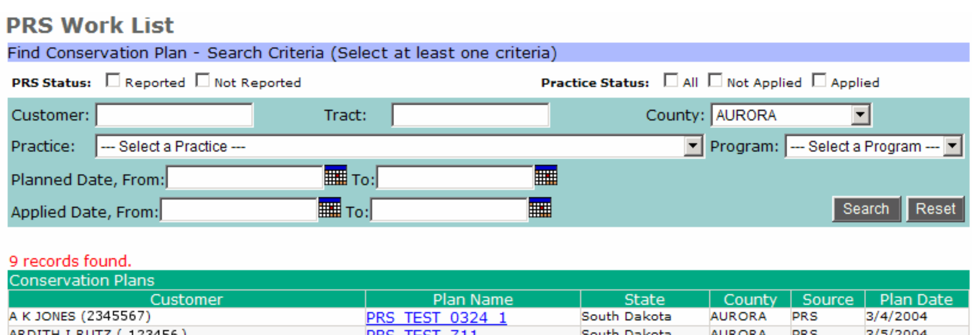
1. On the Data Entry menu, select **PRS Worklist**.
2. Select at least one criterion to narrow your list.



- **PRS Status** – Select either records that have been reported in PRS or those that have not.
- **Practice Status** – Select All, Not Applied, or Applied.

In addition to the above criteria, you can select other criteria to reduce the length of the list.

3. Click **Search**. In this case, one record is returned.

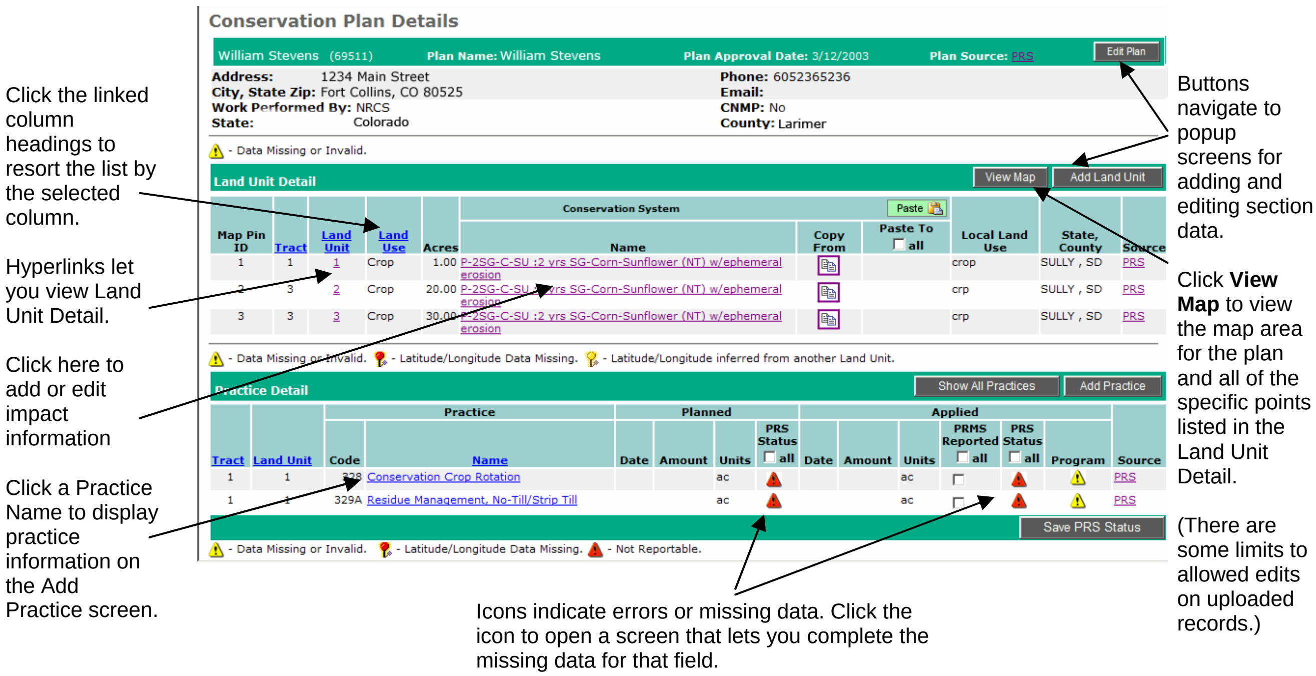


Click to view Plan Detail.

4. Click the hyperlinked text in the Plan Name column. The plan detail screen for the selected plan is displayed.

Note: The yellow and red warning icons indicate incomplete, missing, or unreportable data. You must resolve these data problems before you submit the records.

- The yellow warning icons indicate that the PRS records are missing data.
- The red icons indicate that the PRS records are unreportable.
- The red pins indicate missing latitude/longitude information.
- The yellow pins indicate an inferred latitude/longitude is being used for this land unit. Inferred locations are established in PRS at the location of the first land unit identified for that tract.



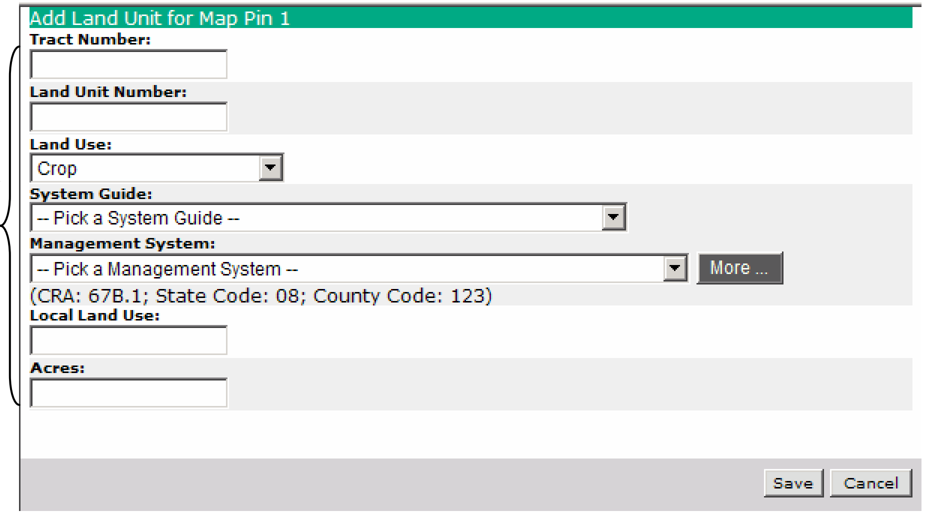
5. Click the icons to resolve issues that prevent data submission. (See the following sections for more information.)
6. Add or edit plan information, land units, practices, impacts or reporting status, as described in previous sections:
   - Adding a land unit: see page 13.
   - Adding a practice: see page 13.
   - Selecting the reporting status: see page 14.
   - Adding impact information: see page 15.
   - Submitting records: see page 16.

NOTE: In the conservation plan details page, the source is hyperlinked for the plan, land units, and practices. They are linked to a page called Record History on which is displayed the record history for the item.

Correcting Missing or Invalid Data

7. For example, clicking a yellow triangle in the Land Unit Detail Section would open the Add Land Unit dialog. There is currently no data in the Land Use field.

When updating a Toolkit record, only the Local Land Use can be added or edited. Land Use, Tract and Acres cannot be changed.



8. Select a **Land Use** from the drop-down list.
9. Adjust other fields as appropriate.
10. Click **Save**. This resolves problems with the missing concern, but other triangular icons remain on the page.

Copy and Paste Function

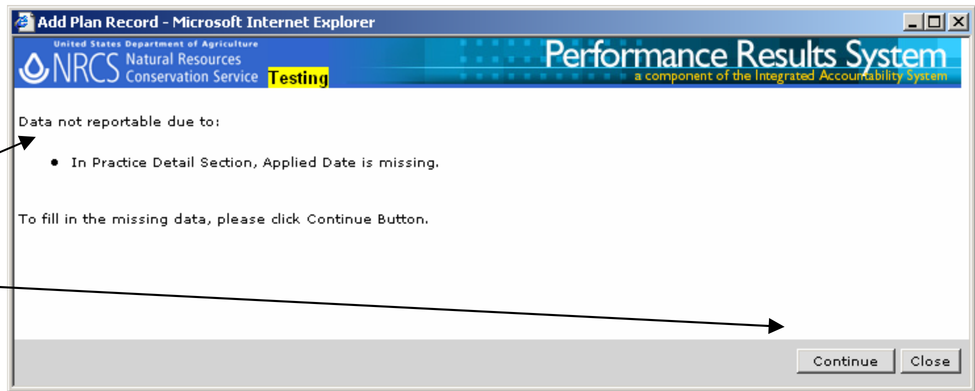
After selecting one conservation system, a user may use the copy paste feature to link the same conservation system to any other land units in the plan that have the same land use. To use the copy paste feature, first link a conservation system to any land unit, then select the copy key (it will turn green when selected) then paste it to the other land units, as applicable. To accomplish this, check all appropriate boxes in the "paste to" column (or check all) and click the green "paste" button at the top of column.

Correcting Unreportable Data

11. Click one of the red triangular icons in the Practice Detail Section. This time, you are presented with a list of issues that prevent the record from being reportable.
    Note: The red icons, which indicate that a record is unreportable, are in the PRS Status columns. If the color is not apparent to you, simply click one of the icons in either of those columns.

Identifies issues that must be resolved to achieve reportable status.

Click **Continue** to correct issues.



Note: All of the errors are in the Practice Detail Section. Click the Continue button to open the Add Practice dialog to complete the missing data.

12. Click **Continue**. The Add Practice Screen is displayed.

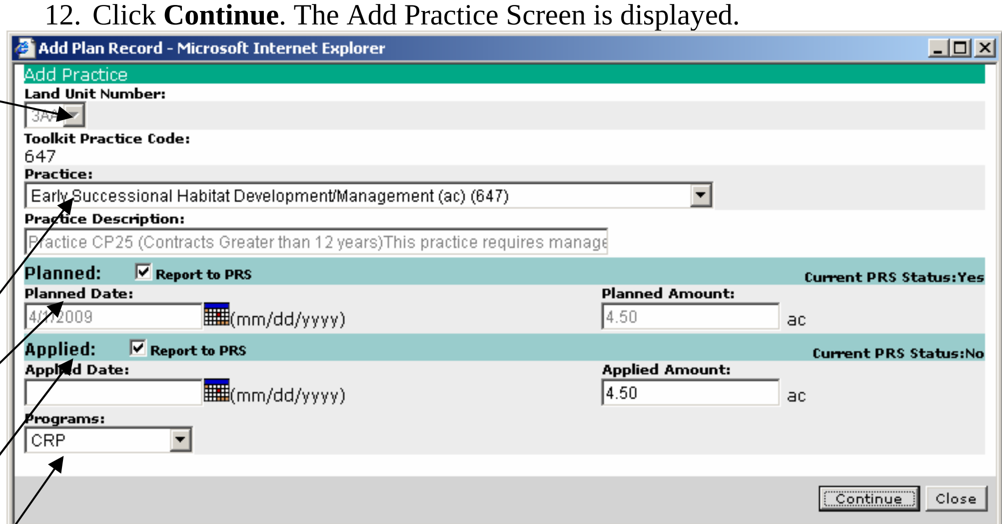
Land Unit number cannot be changed on a record uploaded from Toolkit.

Practice can be added or edited.

Planned data cannot be changed.

Applied data can be added or edited.

Program can be added or edited.



13. Complete the **Applied Date**.
14. Complete the **Applied Amount**.
15. Select the **Program** from the drop-down list.
    - Choose the National NRCS program that is responsible for the implementation of this practice.

- If the practice is cost-shared or FA-provided, choose the program that is provides the cost share assistance.
- If management or supporting practices are not cost shared, choose the program that is primarily responsible for their planning and installation, usually CTA.
- You must make changes to the program selection in Toolkit. (The next generation of Toolkit will permit program selection within PRS.)
- If you add a record in PRS (i.e., it was not uploaded from Toolkit), then you must select the appropriate national NRCS program.

16. Click **Save**.

Adding Brief Technical Assistance Information

Definition

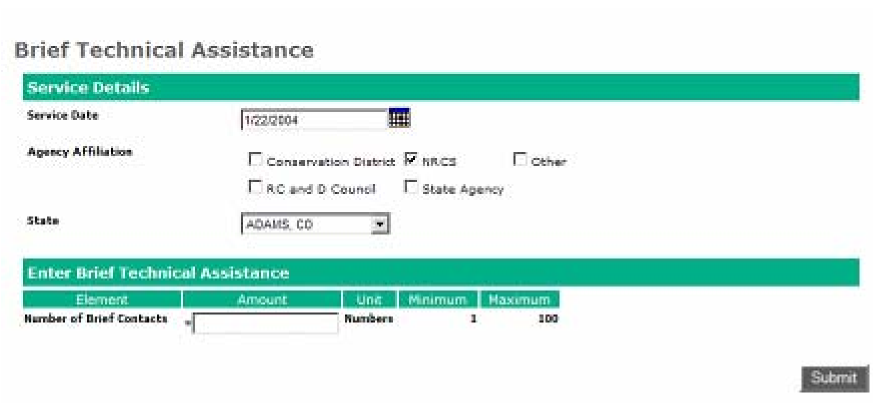
Direct request for natural resource information, data, or technical products received through office visits, phone calls, or written/electronic communication. Products requested may include maps, resource information, printed materials, analytical products, and data. Products may be delivered to an external customer directly, through the mail, or electronically. Assistance is generally a single transaction or related to a specific site. Assistance may include a brief site visit and the preparation of an inventory and evaluation for the customer. This does not include ongoing technical assistance to regular customers for which a case file or plan exists.

Customer status data is not required when reporting brief technical assistance.

To reduce the reporting burden, you can aggregate individual Brief Technical Assistance customers and reported them as a single entry.

Note: Brief Technical Assistance replaces the two previously reported items for "Brief Contacts" and "Inventory and Evaluation".

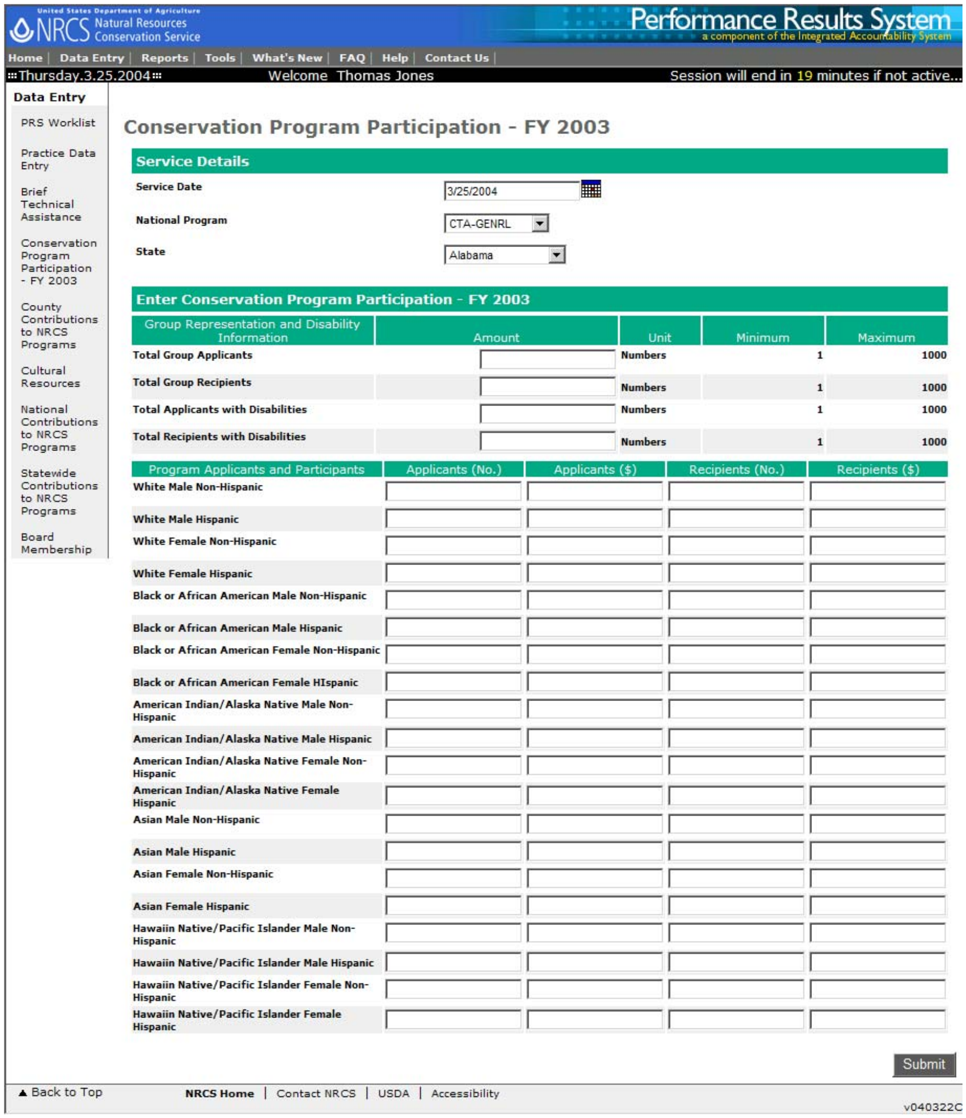
To Record Brief Technical Assistance



1. Login in to PRS.
2. Select **Data Entry** from the top menu bar.
3. Select **Brief Technical Assistance** from the left-side options.
4. Enter the **Service Date** in MM/DD/YYYY format by selecting it from the calendar.
5. Checkmark the appropriate Agency Affiliation box(es). NRCS is the default value.
6. Select the County from the drop-down list. Use the county in which this conservation plan unit exists. If the plan unit includes multiple counties, use the county in which the the land unit is predominantly located. (This may be different from the county in which the plan is stored or managed administratively.)
7. Enter the number of contacts.

8. Click **Submit**.
   Note: You can locate submitted records through **View Prior Entries** (not yet available).

Adding or Editing Conservation Program Participation



PRS allows you to enter demographic data for Farmbill programs reporting purposes. These programs include:

- EQIP
- EQIP-GSWC
- EQIP-KLAMATH
- WF-08
- WHIP
- WRP

To do this, you enter information directly into a PRS data entry system screen, accessible through the PRS Data Entry menu tab. Within the data entry screen, you can enter numbers of applicants and participants and dollars of contracts applied for and dollars received. This information is by program and by State.

Information is not collected on an individual customer nor individual contract nor County basis.

NRCS reports Farmbill 2002 program participation demographics to Congress and others. All participants (contracts) and applications need to be counted. Therefore, use the primary operator definition in PRMS business definitions for defining demographic information for business and group customer program participation.

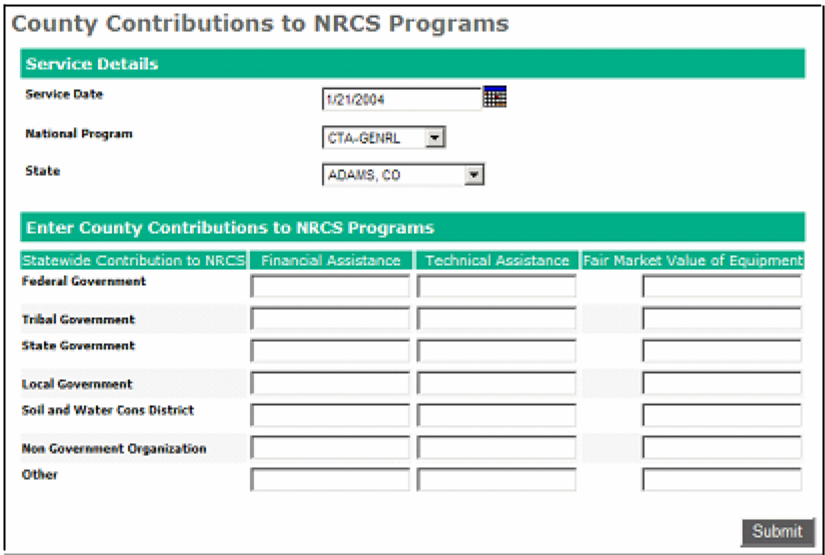
Data entered in Program Participation Summary does not require the service date to match the program year. Program year is the important data element.

Accessing Program Participation

1. From the PRS Home, click the "Data Entry" menu item. The Data Entry screen appears and displays the "Practice Data Entry Screen".
2. On the Data Entry side menu, click the "Program Participation" menu item. The Add/Edit Board Members screen will appear:
3. You must select program year, conservation program, and State. By default, the state will be selected based on the state listed in your profile, but you may choose any state.
4. Enter the number of applicants and recipients by race, gender, and ethnicity. Use care to enter only numbers in the numbers of applicants or recipients fields and only dollars in dollars of applicants or recipients fields.
5. To save your changes, click the "Save" button.
   NOTE: If you leave this screen without first clicking the "Save" button, your record will **not** be saved to the PRS database.

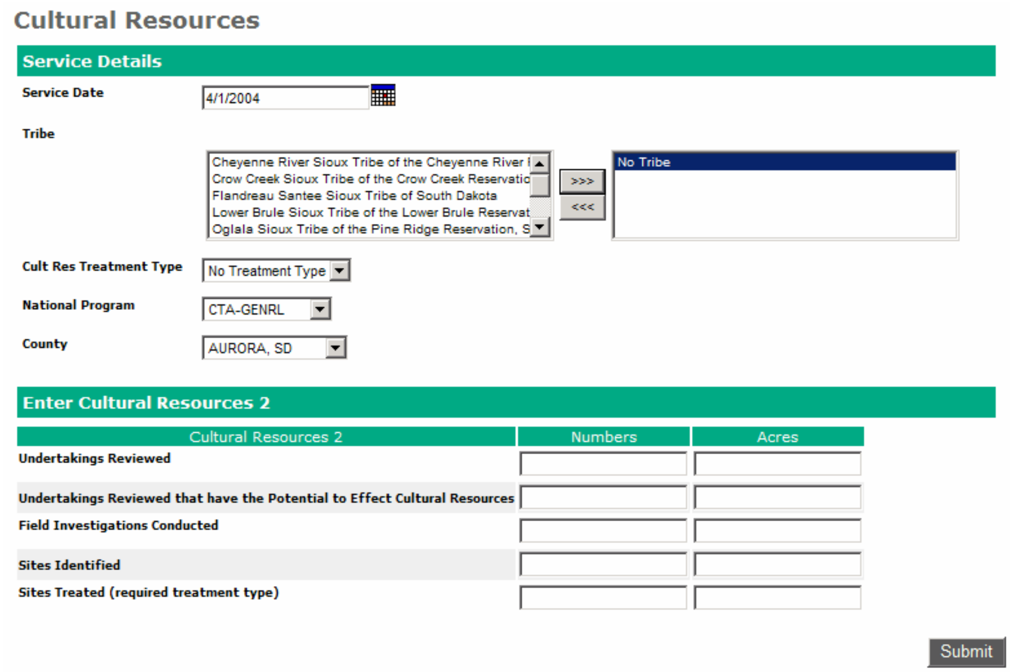
Adding or Editing County Contributions to NRCS Programs Information

The County Contributions screen records contributions to NRCS Conservation Programs on a county-basis.



1. Select the **Data Entry** menu.
2. Click **County Contributions to NRCS Conservation Programs**.
3. Enter the Service Date in MM/DD/YYYY format by selecting it from the calendar.
4. Select the appropriate county and state from the drop-down list. Use the state and county in which this conservation plan unit exists. If the plan unit includes multiple states or counties, choose the state and county in which the land unit is predominantly located. (This may be different from the state or county in which the plan is stored or managed administratively.)
5. Select the **National Conservation Program** from the drop-down list.
6. For each of the funding sources, enter the dollar value of the Financial Assistance, Technical Assistance, or Fair Market Value of Equipment or Materials.
7. Click **Submit**.

Adding or Editing Cultural Resources Information



1. Select the **Data Entry** menu.
2. Click **Cultural Resources**.
3. Enter the service date using the calendar.
4. Select **Tribe(s)**, if any, by highlighting tribe name(s) in left-hand column.
5. Click the >>> button to transfer tribe names to selected list.
6. Select the **Cultural Resource Treatment Type** from the drop-down list.
7. Select the **National Program** from the drop-down list.
8. Select the **County** drop-down list. Choose the county in which the resource exists. If the resource includes multiple counties, choose the county in which the resource is predominantly located.
9. Enter the number and acres for:
   - Undertakings Reviewed
   - Undertakings reviewed that have the potential to effect the cultural resources
   - Field Investigations Conducted
   - Sites Identified
   - Sites Treated

10. Click **Submit**.

Definitions

Undertakings Reviewed – Review of project, activity, or program under the direct or indirect jurisdiction of NRCS that is an undertaking as defined in NRCS' Cultural Resources Handbook. Undertakings are recorded both as numbers of undertakings and acres of undertakings.

Undertakings Reviewed that have the Potential to Effect Cultural Resources-Review of project, activity, or program under the direct or indirect jurisdiction of NRCS that is an undertaking that can result in changes in the character or use of National Register listed or eligible historic properties or cultural resources, if any such resources are located in the Area of Potential Effect (APE). Undertakings are recorded both as numbers of undertakings and acres of undertakings. This item should always be reported in numbers equal to or less than "Undertakings Reviewed" (above).

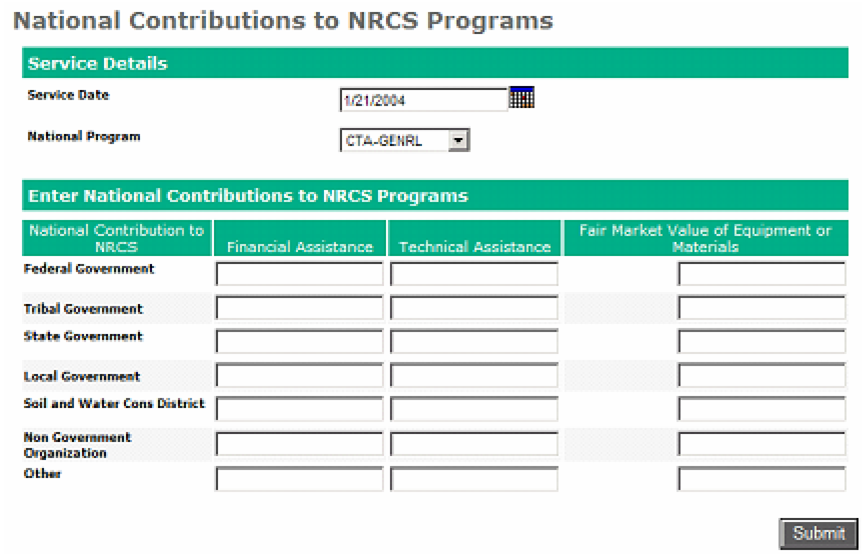
Field Investigations Conducted –Examinations of areas that may be impacted (a project's APE) by undertakings. Field investigations are designed to locate and document the presence or absence of cultural resources. Multiple visits to one APE constitute one field investigation. Field investigations are recorded both as the number of field investigations conducted and acres covered by field investigations.

Sites Identified- Historic or prehistoric sites, buildings, structures, objects, cultural landscapes or traditional cultural places, identified by NRCS field investigations or record searches that are within the APE. Sites identified are recorded both as number of properties and acres of properties.

Sites Treated – National Register-listed or -eligible historic or prehistoric sites, buildings, structures, objects, cultural landscapes or traditional cultural places, identified by NRCS field investigations or record searches, and treated (this includes avoidance) to protect the values that qualified the identified site, building, structure, object, or place as eligible for protection. Sites treated are recorded both as number of properties and extent (acres) of properties.

Adding or Editing National Contributions to NRCS Programs Information

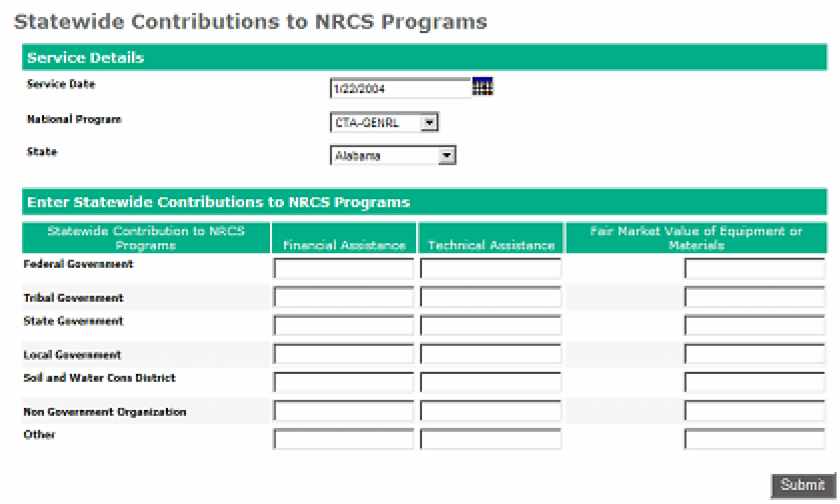
The National Contributions to NRCS Programs screen records contributions to NRCS Conservation Programs by funding source type and contribution type.



1. Select the **Data Entry** menu.
2. Click **National Contributions to NRCS Conservation Programs**.
3. Enter the **Service Date** in MM/DD/YYYY format by selecting it from the calendar.
4. Select the **National Conservation Program** from the drop-down list.
5. For each of the funding sources, enter the dollar value of the Financial Assistance, Technical Assistance, or Fair Market Value of Equipment or Materials.
6. Click **Submit**.

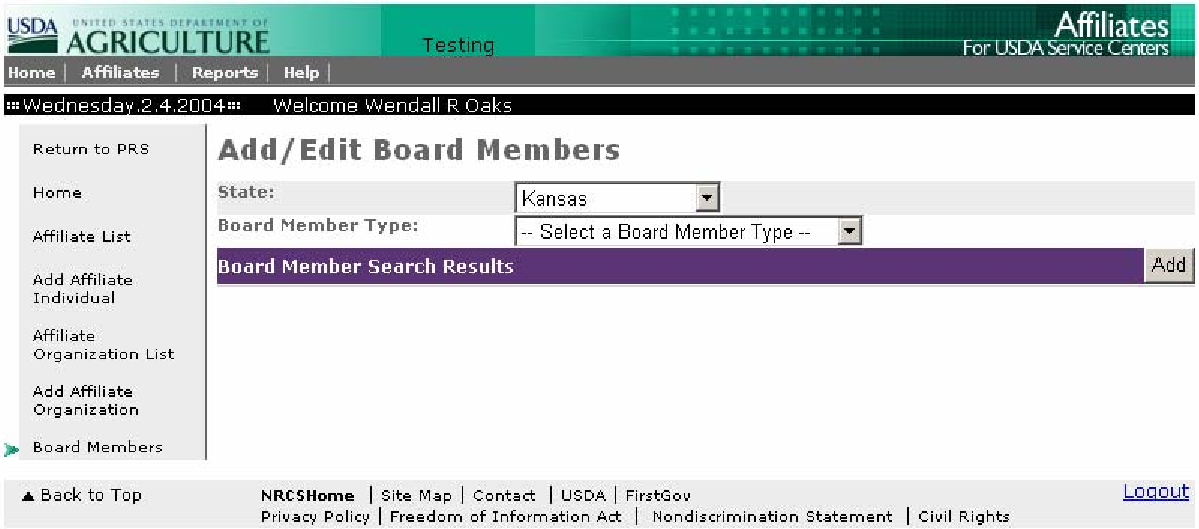
Adding or Editing Statewide Contributions to NRCS Programs Information

The Statewide Contributions to NRCS Conservation Programs screen records contributions on a State-basis.



1. Select the **Data Entry** menu.
2. Click **Statewide Contributions to NRCS Programs**.
3. Enter the **Service Date** in MM/DD/YYYY format by selecting it from the calendar.
4. Select the appropriate **State** from the drop-down list.
5. Select the **National Conservation Program** from the drop-down list.
6. For each of the funding sources, enter the dollar value of the Financial Assistance, Technical Assistance, or Fair Market Value of Equipment or Materials.
7. Click **Submit**.

Adding or Editing Board Membership Information

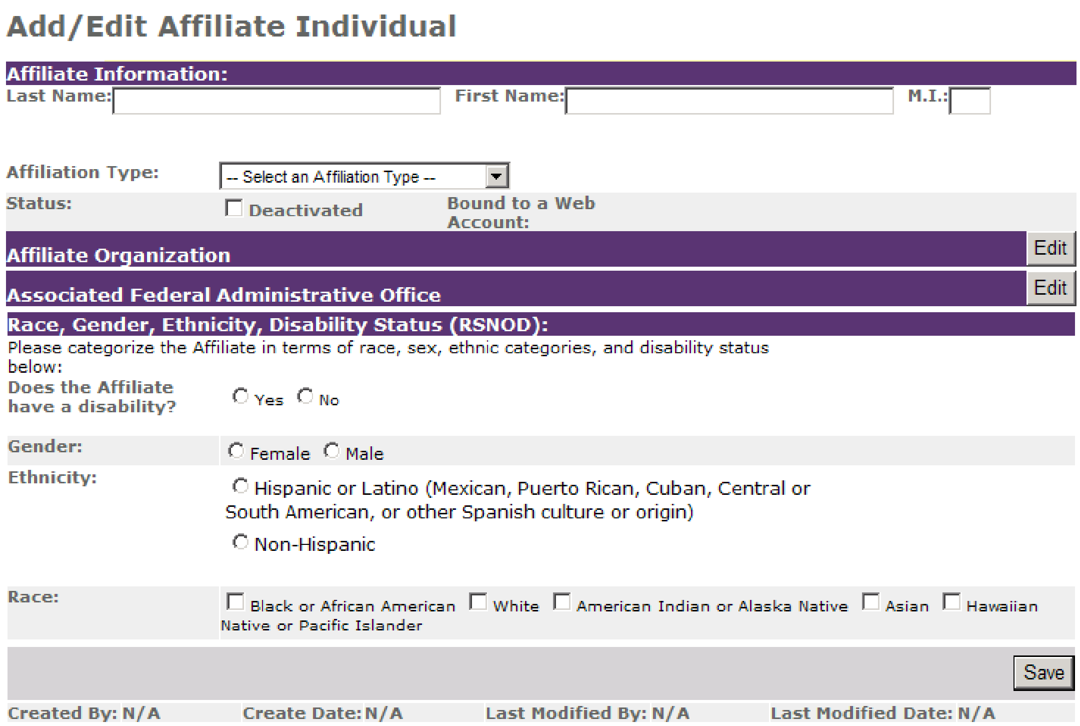


PRS allows you to track individual's board affiliations for reporting purposes. To do this, you access a customized version of the "Affiliates" web-application. From here you can identify various types of boards and associate people with these boards.

1. From the PRS Home, click the "Data Entry" main menu item. The Data Entry screen appears and displays the "Practice Data Entry Screen".
2. On the Data Entry side menu, click on the "Board Membership" menu item. The Add/Edit Board Members screen will appear:
3. You must first pick a state and board member type. By default, the state will be selected based on the state listed in your profile, but you may choose any state. There are three board member types: Conservation District Board Member, RC&D Board Member, and State Technical Committee Member. For Conservation District and RC&D boards, you must further select the office associated with the board.
   NOTE: Offices for Conservation Districts and RC&D boards are maintained in the OIP system. If there is a problem with this data, you must contact your local state OIP coordinator to resolve this.
4. Once you have selected the state, type, and offices (if necessary), a list of board members will be displayed.

Adding a Board Member

1. Select the state, type, and office as described above.
2. Then click on the "Add" button. The "Add/Edit Affiliate Individual" screen appears:



3. You must fill in the last name, first name, and the RSNOD1 data fields in order to save the record. The Affiliate Organization and Associated Federal Administrative Office data is pre-filled based on how you selected records on the Board Members screen, but you can change these data items by clicking on the appropriate "Edit" button.
4. To save your changes, click on the "Save" button.

   NOTE: If you leave this screen without first clicking on the "Save" button, your record will not be saved to the affiliates database.

   NOTE for STC membership: Make sure that, if the group/organization does not specify an appointed representative, the person entered is the lead person working with the state technical committee. If there is no regular representative, enter the name of the organization's leader.

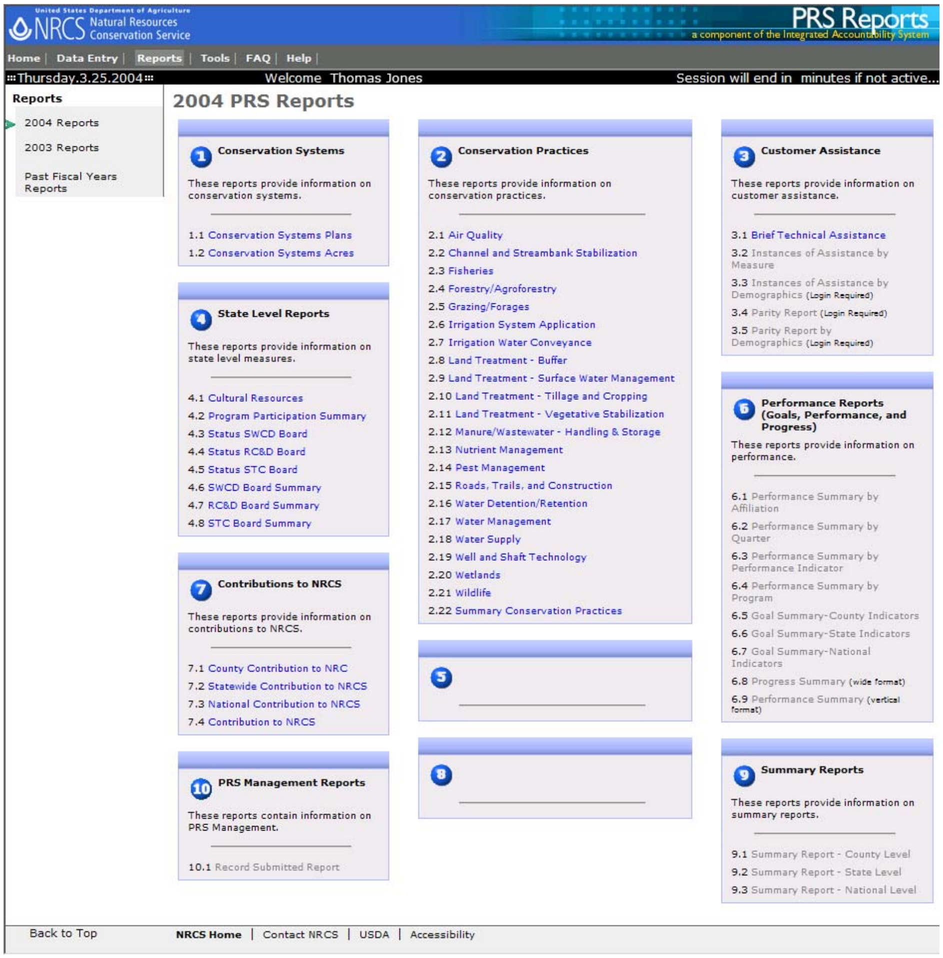
Editing and Removing a Board Member

1. To edit a board members' information or to remove an individual from the board, first select the state, type, and office as described above.
2. Then click on the name of the person you want to edit or remove. Once a person is added to a board, you cannot edit their name, but you can edit their Affiliate Organization, Associated Federal Administrative Office and RSNOD data.

3. To remove a person from a board, click on the "Delete" button on the Add/Edit Board Members screen.

   Note for STC membership: Make sure that, if the group/organization does not specify an appointed representative, the person entered is the lead person working with the state technical committee. If there is no regular representative, enter the name of the organization's leader.

Reports



2004 PRS Reports

Conservation Systems

1.1 Conservation Systems Count
1.2 Conservation Systems Acres
1.3 RMS Applied
1.4 Land Benefited
1.5 Conservation Systems Summary

Conservation Practices

2.1 All Conservation Practices
2.2 Air Quality
2.3 Channel and Streambank Stabilization
2.4 Fisheries
2.5 Forestry/Agroforestry
2.6 Grazing/Forages
2.7 Irrigation System Application.
2.8 Irrigation Water Conveyance

2.9 Land Treatment - Buffer
2.10 Land Treatment - Surface Water Management
2.11 Land Treatment - Tillage and Cropping
2.12 Land Treatment - Vegetative Stabilization
2.13 Manure/Wastewater - Handling & Storage
2.14 Nutrient Management
2.15 Pest Management
2.16 Roads and Trails
2.17 Water Detention/Retention
2.18 Water Management
2.19 Water Supply
2.20 Well and Shaft Technology
2.21 Wetlands
2.22 Wildlife

Customer Assistance

3.1 Instances of Assistance by Measure Summary
3.2 Instances of Assistance by Measure
3.3 Instances of Assistance by Demographics (Login Required)
3.4 Parity Report (Login Required)
3.5 Parity Report by Demographics (Login Required)

State Level Reports

4.1 Cultural Resources
4.2 Status SWCD (Login Required)
4.3 Status RC&D (Login Required)
4.4 Status Technical Committee (Login Required)
4.5 SWCD Summary (Login Required)
4.6 RC&D Summary (Login Required)
4.7 Technical Committee Summary (Login Required)

Performance Reports (Goals, Performance, and Progress)

6.1 Performance Summary by Affiliation
6.2 Performance Summary by Quarter
6.3 Performance Summary by Performance Indicator
6.4 Performance Summary by Program
6.5 Goal Summary-County Indicators
6.6 Goal Summary-State Indicators
6.7 Goal Summary-National Indicators
6.8 Progress/Impacts Summary (wide format)
6.9 Performance Summary and Impacts Summary (vertical format)

Contributions to NRCS

7.1 County Contribution to NRCS
7.2 Statewide Contribution to NRCS

7.3 National Contribution to NRCS
7.4 Contribution to NRCS

Summary Reports

9.1 Summary Report – Erosion Control
9.2 Summary Report – Irrigation Systems
9.3 Summary Report – CORE 4

PRS Management Reports

10.1 Record Submitted Report

Use of PRS Field Data Entered

The data entered within PRS will be used along with conservation system guide documents to determine agency accomplishments for the following performance measures:

Contributing Conservation Practices Applied, units specified in FOTG. All conservation practices must meet FOTG standards substantiated with technical assistance provided by NRCS, a parthnering entity or third party vendor – 180 – GM Part 409.3(b).

Agricultural Wetlands Created or Restored, acres. This performance measure records the total number of acres of wetlands created or restored. It applies to structural and nonstructural practices used to establish or restore wetlands, drained wetlands, or sites that are hydro-geologically suitable for the development of a wetland. It includes wetland areas created around dams and other structures, in addition to those wetlands created or restored as a project purpose. This data element includes all acres treated to the FOTG standard for practices 657, and 658. All management systems or practices reported must be applied per state standard and documented in the case file per NRCS policy.

Buffers Applied, acres. Acres of conservation buffers applied.

Comprehensive Nutrient Management Plans Applied, number. This performance measure tracks comprehensive nutrient management plans (CNMP) applied. A CNMP, a conservation plan for an animal feeding operation, is a grouping of conservation practices and management activities that, when implemented as part of a conservation system, help ensure that production and natural resource protection goals are achieved. CNMPs are planned and applied in accordance with CNMP Technical Guidance. CNMPs will, as a minimum, document the AFO owner's/operator's consideration of the six CNMP elements. It is recognized that a CNMP may not contain all six elements; however, they need to be considered by the AFO owner/operator during development of the CNMP, and the owner's and/or operator's decisions regarding each must be documented.

Comprehensive Nutrient Management Plans Written, number. This performance measure tracks comprehensive nutrient management plans (CNMP) written. A CNMP, a conservation plan for an animal feeding operation, is a grouping of conservation practices and management activities that, when implemented as part of a conservation system, help ensure that production and natural resource protection goals are achieved. CNMPs are planned and applied in accordance with CNMP Technical Guidance. CNMPs will, as a minimum, document the AFO owner's or operator's consideration of the six CNMP elements. It is recognized that a CNMP may not contain all six elements; however, they need to be considered by the AFO owner/operator during development of the CNMP, and the owner's and/or operator's decisions regarding each must be documented.

Conservation Plans for Cropland Written, acres. This performance measure is categorized as acres of cropland (cultivated and non-cultivated) for which conservation plans (RMS or progressive) have been written.

Conservation Plans for Grazing land Written, acres. This performance measure is categorized as acres of grazing land for which conservation plans (including both progressive plans and RMS level plans, as defined below) have been written.

Conservation systems applied to address flooding concerns, acres. This performance measure tracks the acres of land for which conservation systems have been applied to address flooding concerns. This includes both RMS level and land benefited, but excludes land benefited that was previously reported. This measure is reported daily at the field level when an applied practice is identified as having a resource consideration of “Water Quantity” and a resource concern of “Excessive Runoff, Flooding, or Ponding.”

Conservation Systems Applied to address Water Supply Concerns, acres. Acres of land for which conservation systems have been applied to address water supply concerns. This includes both RMS level and land benefited, but excludes land benefited that was previously reported. This measure is reported when an applied practice is identified as having a resource consideration of “Water Quantity” and a resource concern of either “Inefficient Water Use on Non-Irrigated Land” or “Aquifer Overdraft.”

Cropland Protected from Damage Under Permanent Vegetative Cover, acres. The number of acres of cropland protected from damage (wind or water erosion) by planting to permanent vegetative cover.

Forestland where the stand was Reestablished or Improved, acres. This performance measure records the acres on which tree stands have been established or improved, as measured by adding acres of practice 666 to acres of practice 612.

Grazing lands with Practices Applied, acres. Acres of grazing land on which conservation practices have been applied. For any acres of grazing land on which conservation practices are applied, eFOTG, Section 3, will determine whether this application resulted in an RMS applied on grazing land or in land benefited on grazing land

Land where Measures to Improve Habitat for Wildlife were applied, acres. This performance measure records the total number of acres managed for wildlife habitat. This includes: 1) creating, restoring, maintaining, or enhancing areas for food, cover, and water for upland wildlife and species which use upland habitat for a portion of their life cycle and 2) retaining, developing, or managing habitat for wetland wildlife. All management systems or practices reported must be applied according to State standard and documented in the case file as required by NRCS policy. This performance measure may be applied to any land use allowed by the State standard. Two separate categories are reported one for acres where wildlife management is the primary purpose and one where the acres are a secondary or collateral purpose.

Reduction in land that produces Excessive Sediment during Development, acres. This performance measure tracks the amount of urban and built up land that is protected from excessive erosion. This measure includes Practices PAM Erosion Control (450), Critical Area Planting (342), Grassed Waterway (412), Heavy Use Protection (561), and Mulching (484).

Reduction in Potential Nitrogen Delivery from Agricultural Operations, percent reduction. The reduction in tons of nitrogen associated with soil erosion, animal waste, fertilizers in runoff from farm fields.

Reduction in Potential Phosphorus Delivery from Agricultural Operations, percent reduction. The reduction in tons of phosphorous associated with soil erosion and animal waste in runoff from farm fields.

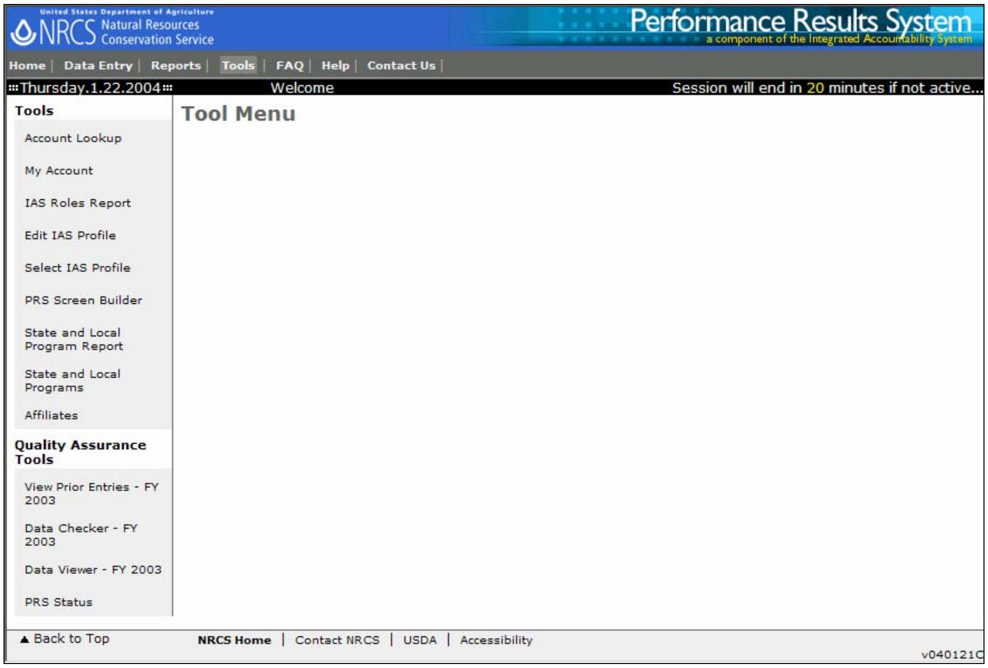
Reduction in Sediment Delivery from Farm Fields, tons. The reduction in tons of sediment from farm fields as a result of water-induced soil erosion.

Reduction in the Acreage of Cropland Soils Damaged by Erosion, acres. Cropland acres, either cultivated or non-cultivated cropland (as defined below), that were eroding above "T" prior to the application of conservation practices or land treatments, and are now eroding at or below "T" after application. This measure adds the qualifying acres of cultivated cropland to the qualifying acres of non-cultivated cropland.

Water conserved for Irrigation, Fish & Wildlife, Public water supply, etc., acre feet conserved. This performance measure records the total number of acres under an irrigation water management system. It also includes reporting any modifications or updating of an existing water management systems for enhanced water conservation. Results can include the following: promoting crop growth, minimizing soil erosion and loss of plant nutrients, controlling undesirable water loss, and protecting water quality.

Tools

The tools menu has several options for General Tools and Quality Assurance Tools. Not all options appear on all users menus. All options are discussed. If you need information from an application that you do not have access to, contact your state coordinator.

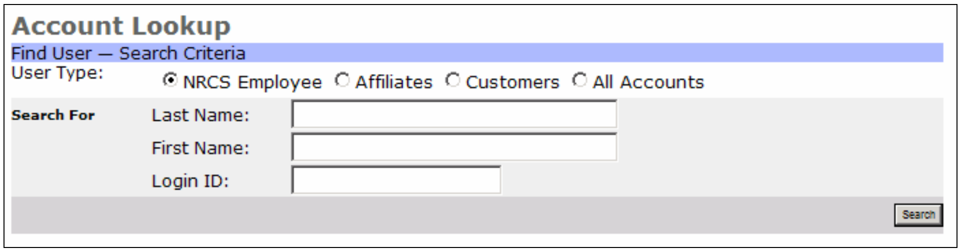


The table below indicates typical access:

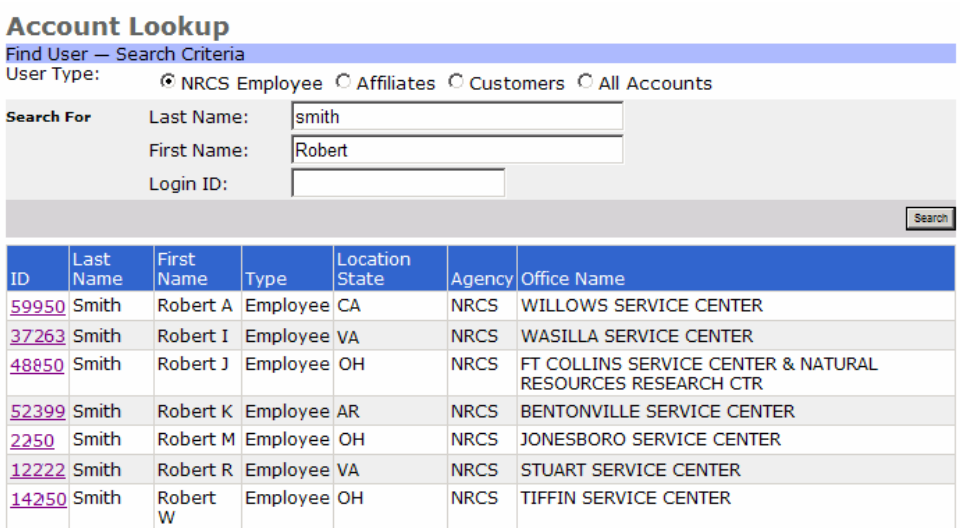
Account Lookup	Coordinators and Selected Management
My Account	All PRS Users
IAS Roles Report	Selected Management
Edit IAS Profile	Selected Management
Select IAS Profile	All PRS Users
PRS Screen Builder	State and National Coordinators
State and Local Program Report	State and National Coordinators
State and Local Programs	State and National Coordinators
Plan Summary	All PRS Users
Land Unit Summary	All PRS Users
Practice Detail Summary	All PRS Users
View Prior Entries—FY 2004	All PRS Users
View Prior Entries—FY 2003	All PRS Users
Data Checker—FY 2004	All PRS Users
Data Checker—FY 2003	All PRS Users

Account Lookup

The Account Lookup function lets coordinators and other managers locate users and resolve account discrepancies.


Account Lookup
Find User — Search Criteria
User Type: NRCS Employee / Affiliates / Customers / All Accounts
Search For
Last Name:
First Name:
Login ID:
Search

1. Select a **User Type** by selecting a single radio button. “NRCS Employee” is the default choice.
2. Complete at least one of the fields, **Last Name**, **First Name**, or **Logon ID**.
3. Click **Search**. This displays a list of matches at the bottom of the screen.


Account Lookup
Find User — Search Criteria
User Type: NRCS Employee / Affiliates / Customers / All Accounts
Search For
Last Name: smith
First Name: Robert
Login ID:
Search

ID	Last Name	First Name	Type	Location State	Agency	Office Name
59950	Smith	Robert A	Employee	CA	NRCS	WILLOWS SERVICE CENTER
37263	Smith	Robert I	Employee	VA	NRCS	WASILLA SERVICE CENTER
48850	Smith	Robert J	Employee	OH	NRCS	FT COLLINS SERVICE CENTER & NATURAL RESOURCES RESEARCH CTR
52399	Smith	Robert K	Employee	AR	NRCS	BENTONVILLE SERVICE CENTER
2250	Smith	Robert M	Employee	OH	NRCS	JONESBORO SERVICE CENTER
12222	Smith	Robert R	Employee	VA	NRCS	STUART SERVICE CENTER
14250	Smith	Robert W	Employee	OH	NRCS	TIFFIN SERVICE CENTER

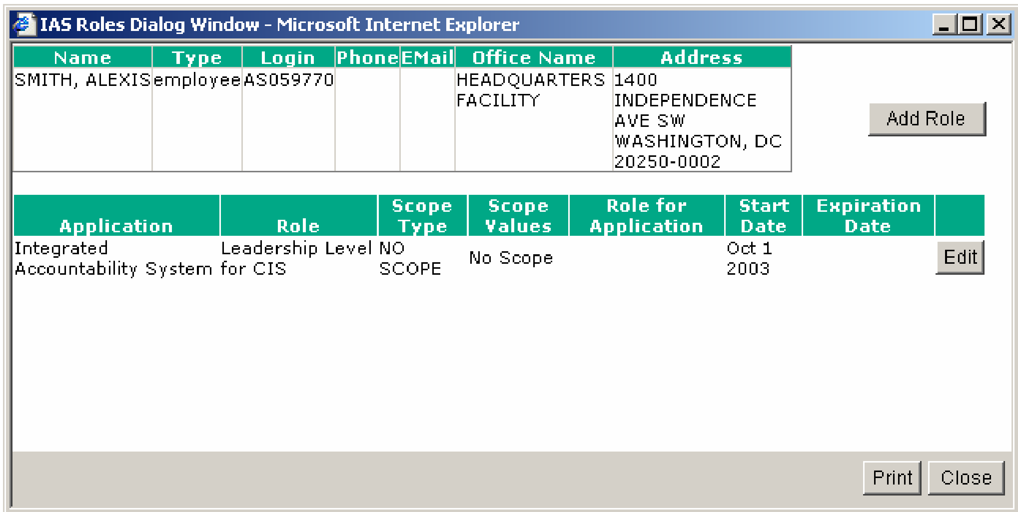
4. Click on an account’s ID number to open the IAS Roles dialog, which displays information for that account. This includes:
   - **Name**
   - **Login**
   - **Phone**
   - **Email address**
   - **Address**
   - **Role**
   - **Scope**
   - **Scope Value**
5. (Optional) Click **Print** to print the account information.
6. (Optional) State Coordinators or National Coordinators can click the **Edit Roles** button edit IAS Roles information. Refer to the following section.

Editing Roles

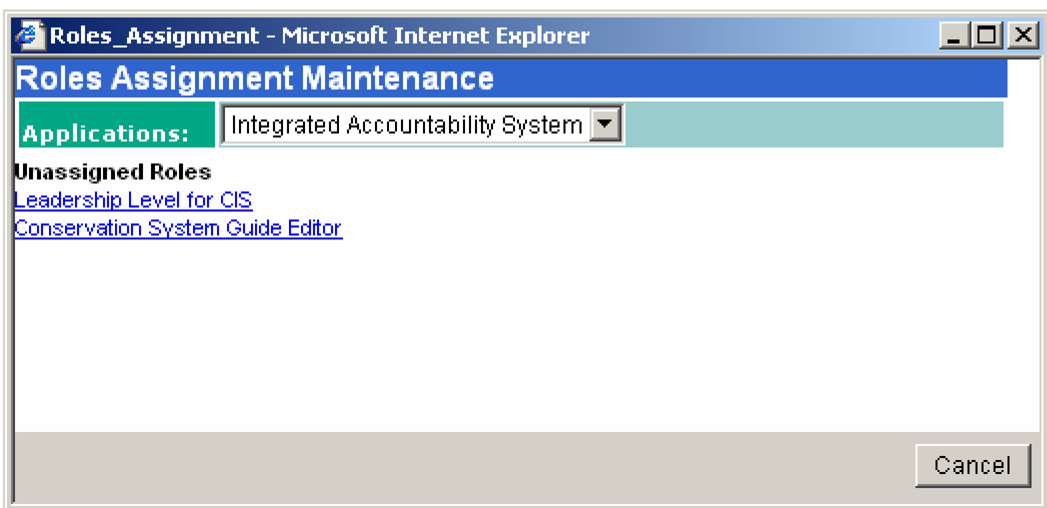
State Coordinators or National Coordinators can edit IAS Roles information.

To Add a New Role:

1. Look up an account and open the account information dialog as described in the previous section.
2. Click the **Edit Roles** button to open an editing dialog. This displays the current roles assigned to the user.

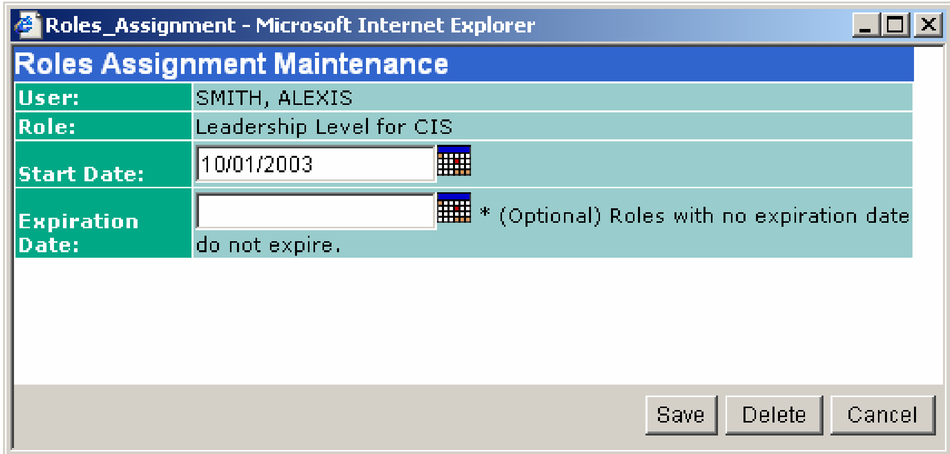


3. Click on **Add Role**. This opens the Roles Assignment dialog.



4. Choose an **Application** from the drop-down list. A list of Unassigned Roles for the user appears.

5. Click on the unassigned role for you wish to add for the user. (Note that State Coordinators can assign only the “Leadership Level” role or the “Conservation System Guide Editor” role.) This opens the Roles Assignment by Application dialog.



6. Select a state by clicking on a state in the States Available List and clicking on the >>> button to move it to the States Selected list.
   - Hold down the **Ctrl** key while clicking to make multiple selections from the lists.
   - Use the <<< buttons to deselect states/counties/service centers.
7. Type a **Start Date** in MM/DD/YYYY format or click on the calendar icon to select the start date from a calendar pop-up.
8. (Optional) Type an **Expiration Date** in MM/DD/YYYY format or click on the calendar icon to select the start date from a calendar pop-up. (Roles with no expiration date do not expire.)
9. Click **Save** to create the new role for the user.

To Edit or Delete an Existing Role:

1. Look up an account and open the account information dialog as described in the previous section.
2. Click the **Edit Roles** button to open an editing dialog. This displays the current roles assigned to the user.
3. Click on **Edit** for the role you want to edit. This opens the Roles Assignment dialog.
4. Edit the information for the role:

   - Use the <<< and >>> buttons to change the state selections. (Hold down the **Ctrl** key while clicking to make multiple selections from the lists.)
   - Change the **Start Date** or **Expiration Date** by typing a new date in MM/DD/YYYY format or by clicking on the calendar icon to select the start date from a calendar pop-up.
   - Click **Delete** to delete the role from the user’s profile. (You will be prompted to verify the deletion.)

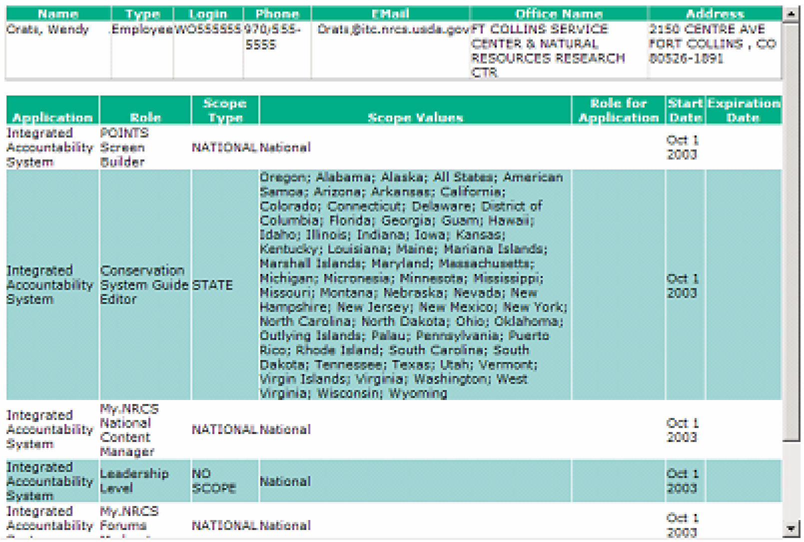
5. Click **Save** to save the new information for the user.

My Account

The My Account option gives you a read-only view of your account information in each IAS application. You cannot change anything. If your phone, office name or address information is incorrect, it must be changed in CAMS.

To display your account information:

1. Select **Tools** from the top menu bar.
2. Select **My Account** from the left side options.

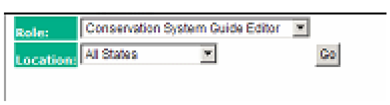


Name	Type	Login	Phone	EMail	Office Name	Address
Orati, Wendy	Employee	WO555555	970/555-5555	Orati@itc.nrcs.usda.gov	FT COLLINS SERVICE CENTER & NATURAL RESOURCES RESEARCH CTR	2150 CENTRE AVE FORT COLLINS , CO 80526-1891

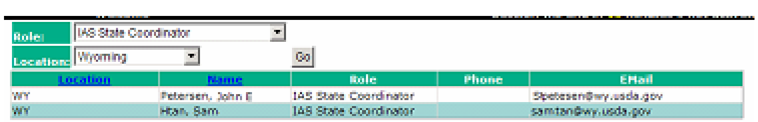
Application	Role	Scope Type	Scope Values	Role for Application	Start Date	Expiration Date
Integrated Accountability System	POINTS Screen Builder	NATIONAL	National		Oct 1 2003	
Integrated Accountability System	Conservation System Guide Editor	STATE	Oregon; Alabama; Alaska; All States; American Samoa; Arizona; Arkansas; California; Colorado; Connecticut; Delaware; District of Columbia; Florida; Georgia; Guam; Hawaii; Idaho; Illinois; Indiana; Iowa; Kansas; Kentucky; Louisiana; Maine; Mariana Islands; Marshall Islands; Maryland; Massachusetts; Michigan; Micronesia; Minnesota; Mississippi; Missouri; Montana; Nebraska; Nevada; New Hampshire; New Jersey; New Mexico; New York; North Carolina; North Dakota; Ohio; Oklahoma; Outlying Islands; Palau; Pennsylvania; Puerto Rico; Rhode Island; South Carolina; South Dakota; Tennessee; Texas; Utah; Vermont; Virgin Islands; Virginia; Washington; West Virginia; Wisconsin; Wyoming		Oct 1 2003	
Integrated Accountability System	My.NRCS National Content Manager	NATIONAL	National		Oct 1 2003	
Integrated Accountability System	Leadership Level	NO SCOPE	National		Oct 1 2003	
Integrated Accountability	My.NRCS Forums	NATIONAL	National		Oct 1 2003	

IAS Roles Report

1. Select **Tools** from the top menu bar.
2. Select **IAS Roles Report** from the left side options.
3. Select the IAS **Role** from the drop-down list.
4. Select the **State** from the drop-down list.



5. Click **Go**. Matching results appear in list at the bottom of the screen, listing the Location, Name, Role, Phone number, and Email of each assigned role that matches the search criteria.
6. (Optional) Click the column header for **Name** or **Location** to sort the profiles by that column.



Location	Name	Role	Phone	EMail
WY	Petersen, John E	IAS State Coordinator		Spetesen@wy.usda.gov
WY	Htan, Sam	IAS State Coordinator		samtan@wy.usda.gov

Editing the IAS Profile

Users with the correct permissions in their profiles can edit their IAS profile information.

::Wednesday.2.4.2004:: Welcome Wendall R Oaks

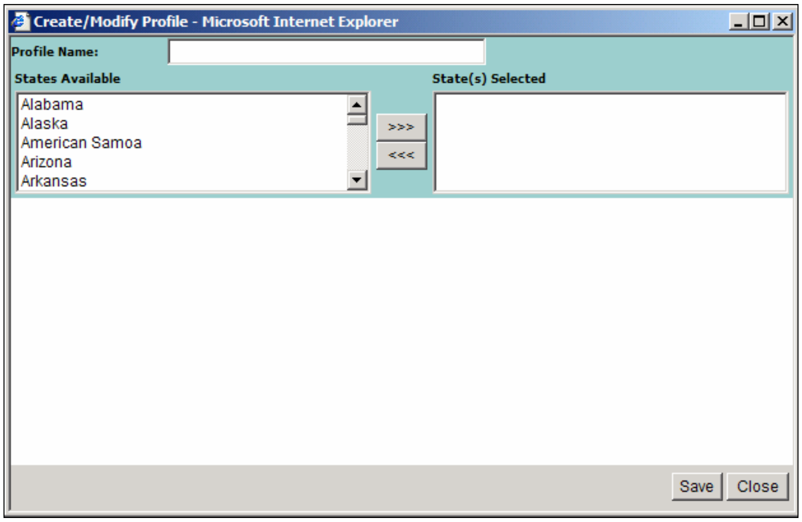
Add

Profile Name	Location(s)	County(s)	Service Center(s)	Is Default?	
WOAKS	Alabama; Colorado; District of Columbia; Kansas	CO, LARIMER; DC, DISTRICT OF COLUMBIA; KS, MIAMI	BIG THOMPSON CONSERVATION DISTRICTS; FORT COLLINS SERVICE CENTER; MIAMI COUNTY CONSERVATION DISTRICT; NATIONAL INFORMATION TECHNOLOGY CENTER	☐	Delete
WOAKS1	Alabama	AL, BARBOUR	AUBURN AREA OFFICE; BARBOUR CO SOIL & WATER CONSERVATION DISTRICT; CLAYTON SERVICE CENTER	☐	Delete
WOAKS2	Alaska; Idaho	ID, BANNOCK	OTHER NRCS; POCATELLO SERVICE CENTER; PORTNEUF SOIL & WATER CONSERVATION DISTRICT; THREE RIVERS RESOURCE CONSERVATION & DEVELOPMENT	☐	Delete
Kansas	Kansas	KS, CLAY; KS, DICKINSON; KS, ELLIS; KS, MIAMI	ABILENE SERVICE CENTER; HAYS SERVICE CENTER; PAOLA SERVICE CENTER	☑	
WOTest1	Alabama			☐	Delete

1. Select **Tools** from the top menu bar.
2. Select **Edit IAS Profile** from the left side options. This opens the IAS Profile Manager and lists the profiles for the current user.
3. Click the column header for **Profile Name**, **Location(s)**, or **County(s)** to sort the profiles by that column.
4. To set a profile as the default, click the **Is Default?** check-box for that profile.
5. To delete a profile, click the **Delete** button on the right side of the screen.
6. To add a profile, click the **Add** button at the top of the page. This opens the *Create/Modify Profile* dialog. (See "Adding or Editing a Profile" below.)
7. To edit an existing profile, click on the profile name. This opens the *Create/Modify Profile* dialog. (See "Adding or Editing a Profile" below.)
8. To return to PRS, select **Return to PRS** from the top menu bar.

Adding an IAS Profile

Users with the correct permissions in their profiles can create new IAS profiles. The *Create/Modify Profile* dialog lets you create new profiles or edit existing profiles. Access this dialog using the procedure to edit an IAS profile described above.



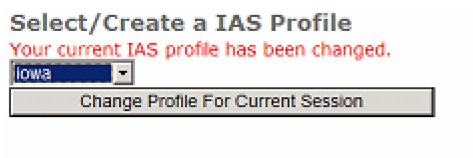
To add a new profile:

1. Click a state on the States Available List.
2. Click the >>> button to select the state. A selection list of counties available for that state appears below.
3. Click a county on the Counties Available list. Click the >>> button to select the county. A selection list of service centers available for that county appears below.
4. Click a service center on the Service Centers Available list.
5. Click the >>> button to select the service center.
6. Repeat this process for each state/county/service center that needs to be in the profile.
    - Hold down the **Ctrl** key while clicking to make multiple selections from the lists.
    - Use the <<< buttons to deselect states/counties/service centers.

To edit an existing profile, use the >>> and <<< buttons to add or delete states/counties/service centers from the selection lists for the profile.

Selecting the IAS Profile

This option changes your profile for current session.



1. Select **Tools** from the top menu bar.
2. Select **Select IAS Profile** from the left side options.
3. If you have more than one profile, you will have a drop-down list that contains the profile names. Select a profile from the available profiles in the drop-down list.
4. Click **Change Profile for Current Session**. A message will appear when the profile has been changed.

PRS Screen Builder

The PRS Screen Builder menu option links to an application that lets PRS Coordinators create custom screens for gathering reporting data for state and local programs. It works with the State and Local Programs application and has its own user guide. Click help on the application menu bar to locate a link to the guide.

State and Local Program Report

The State and Local Programs Report menu option links to the State and Local Programs application, which lets PRS Coordinators create reports about state and local programs. It works with the Screen Builder and has its own user guide. Click help on the application menu bar to locate a link to the guide.

State and Local Programs

The State and Local Programs menu option Report links to the State and Local Programs application, which lets PRS Coordinators create or edit state and local programs for PRS reporting. It works with the Screen Builder and has its own user guide. Click help on the application menu bar to locate a link to the guide.

Affiliates

The Affiliates menu option links to the Affiliates application, which lets users with correct permissions in their profiles identify various types of boards and associate people with these boards. This lets PRS track an individual's board affiliations for reporting purposes. The Affiliates application works has its own user guide. Click help on the application menu bar to locate a link to the guide.

Quality Assurance Tools

Viewing the Land Unit Summary

Not yet available.

Viewing the Plan Summary

Not yet available.

Viewing Practice Detail Summary

Not yet available.

Viewing Prior Entries for 2003

You can view prior entries for FY 2003 data with the PRMS application:

1. Select **Tools** from the top menu bar.
2. Select **View Prior Entries - FY 2004** from the left side options. This opens a PRMS log-in screen in a new window.
3. Log in to PRMS.
4. Select **View Prior Entries** from the left side options.
5. Choose search criteria to locate the entries you wish to view.
6. Click the **Search** button at the bottom of the screen.
7. Close the PRMS window when you finish viewing entries.

Checking Data for 2003

You can check data for FY 2003 with the PRMS application:

1. Select **Tools** from the top menu bar.
2. Select **Data Checker - FY 2003** from the left side options. This opens the PRMS Data Checker in a new window.
3. Type or use the pull-down menus to select any combination of search criteria to locate the data you want to check:
   - **User ID**
   - **Service Date**
   - **State**
   - **Location Type**
   - **Measure**
4. Click **Get Data**. This displays the results for the criteria you entered.
   - Use the Data Checker tools to examine the data.
   - Click the **Back** button at the bottom of the results list to return to the main Data Checker search screen.
5. Close the PRMS Data Checker window when you finish.

Viewing Data for 2003 (Data Viewer – FY 2003)

You can view data for FY 2003 with the PRMS application:

1. Select **Tools** from the top menu bar.
2. Select **Data Viewer - FY 2003** from the left side options. This opens the PRMS Data Viewer screen in a new window.
3. Select **Data Viewer** from the left side options.
4. Use the pull-down menus to select the data you want to view.
5. Click the **Transaction Data** button to display a screen with more detailed search criteria.
6. Close the PRMS window when you finish viewing entries.

PRS Status

This option lets you generate a PRS Status Report.

1. Login in to PRS.
2. Select **Tools** from the top menu bar.
3. Select **PRS Status** from the left side options (under the Quality Assurance Tools heading). This displays a PRS Status Report with current figures for general status and reporting status.