## GENERAL PRS REPORTING

Q. I entered a bogus conservation plan record into the database. Can I edit or delete that record?

A. Capability to delete conservation plan records is under development and is not currently available. Ignore the record and do not check any boxes to report progress on the record.

Q. Can you show on-screen how to capture RMSs planned and applied?

A. Management system guide sheets will contain the level of plan (RMS or other) necessary to address the resource concern and the applicable practices. If RMS is not specified in a guide sheet, then the plan is assumed to be progressive. RMS designations will not be goaled or reported in PRS. The Agency policy on RMS planning remains unchanged, however.

Q. How are annual management-type practices, irrigation water management for example, to be reported?

A. Traditionally, these practices are not reported as applied each year as annual progress. NHQ will refine business rules within the PRS Business Definitions document and distribute guidance.

Q. How much progress reporting is necessary?

A. Employees should report progress on practices planned and installed as much as possible. Recent changes (3/04) have been made to minimize field workload associated with reporting progress as outlined in a PRS Newsflash dated March 16, 2004. NRCS is still responsible for reporting impacts of conservation practices to the Department on a quarterly basis.

Q. Who adds SWCD employees to the database since there is no SCIMS link for them? Is there a trigger for informing LRA to complete the last part of the data entry for an affiliate?

A. The affiliate must complete online registration process. An LRA must grant the level 2 permissions to the web account and assign the NRCS_ALM_AFFILIATE role to the web account. Finally, anyone at the field office can complete the link to an affiliate record which includes the data entry process for background information. The affiliate will be responsible for letting the LRA know that they want to get the level 2 upgrade and the affiliate role as well as asking someone at the field office to link their account to an affiliate record.

Q. We have groups/organizations that are members of our state technical committee that do not have a specific, appointed representative. How are we to reflect group members?

A. Enter the lead person working with the state technical committee.

**Performance Reporting System**
**Frequently Asked Questions**

Q. Will user profiles from PRMS migrate to PRS?
A. They will migrate for NRCS employees but not for affiliates. Affiliates will be asked to enter a PRS profile the first time they login to PRS.

Q. What does SDE web service not available mean?
A It means the spatial data engine (SDE) is not available. The network may be timing out because there is too much traffic at your site and not enough bandwidth to carry it all and provide the maps you need.

Q. Why can I see a map but no pins for any plans even though latitude and longitude data have been entered?
A. Your web browser (Internet Explorer) options need to be modified. From the main menu, select "Tools," then select "Internet Options and go to the "Security" tab. Select "Custom Level" then scroll down until you see "Miscellaneous" on the list. Enable the "Access data sources across domains." Once enabled, the pins should appear.

Q. Why doesn't my lat/long data import from Toolkit?
A. Make sure that UTM NAD 83 projection is used. This is the base for Toolkit imagery. If your state uses another projection, State Plane for example, then the location will not scan correctly. The lat/long calculation can be disabled in step 1, "Set Up in the Check In Wizard," and then manually set up in step 3 "Add Customer and Land Unit Information (user's guide pages 9-15).

Q. Why doesn't a map appear with my plan?
A. If there is no lat/long data attached to the land unit, the PRS application takes location information from the customer data. This location may not be in the same county or state. If there is no customer location data, the map of the United States is brought up.

Q. Why don't practices I've reported show up in PRS reports?
A. All criteria for reporting must be met. For applied practices, users must check "Applied PRS Status" and the applied date must be in FY 2004. For planned practices, users must check “Planned PRS Status” and the service date must be in FY 2004.

Q. The practice code [for Incinerator] doesn’t match between PRS and Toolkit. PRS has the cost-share code used by FSA, Toolkit and the FOTG have 192 as the code. How can this be corrected?
A. The code is for an interim practice. Currently, PRS does not recognize interim practices. Leadership is looking into ways to incorporate these types of practices into the system.

Q. I used the PRS check mark on a conservation plan uploaded from Toolkit to indicate all practices have been applied. The data was saved to PRS, however the customer plan remains in the worklist. Why isn't it removed?
A. PRS takes the plan off the worklist when the search criteria are set to items not reported. If you click "show all," it will still show up.

Q. Is there a way to correct errors once a practice has been entered in PRS?
A. Practices cannot be deleted. Make the changes in Toolkit, then upload to PRS. If the plan name does not change, the corrected version should overwrite to old one.

Q. I hit a snag when trying to add a program in PRS. I don't know what the sequence number is. Also, what is the Reporting Category?
A. Users who want to add a program in PRS should first get the job number set up in the NRCS financial system (FFIS), otherwise timesheets using that program will be thrown out as invalid. The TCAS contact (POI) at the State Office should contact NHQ to get the job code (sequence) number for a new program code. Normally POIs start numbering sequentially at 0001. By the end of the day, usually the number will have entered the into FFIS at the national level.
Q. For practice 442 Irrigation System, Sprinkler, the practice reporting units are both number and acres on the national standard. In Toolkit we are planning number of sprinklers. In PRS the reporting units are acres. How do we resolve these inconsistencies?
A. For many of the conservation practices there are at least two measurement units, frequently number and some other unit. We have standardized the list for PRS to the simplest form, usually number. However as you know, in Toolkit the user can choose either one. Where the user has chosen to use a different measurement unit, it will be necessary to make the conversion.

## TOOLKIT and CHECK-IN WIZARD

Q. Can you clarify that the customer service toolkit is mandatory? When should you use PRS to enter plan data?
A. All planning should be done in toolkit. It is more efficient if planning is done in toolkit and uploaded into PRS.

Q. Is the toolkit wizard capability available only on “toolkit central” or on any machine?
A. The wizard can be installed on any machine with access to a server. It is recommended that the toolkit check in wizard be installed only on one machine in each field office at this time. The next generation toolkit will have the capability to communicate with the National Conservation Practice Database from any web enabled machine.

Q. Hardware needs to be upgraded before toolkit wizard can be installed remotely.

A. The issue could be one of priority setting versus technical. Guidance to your ITC personnel for the upgrades has been provided.

Q. Why is it a problem for more than one person to run the check-in wizard?

A. The reason for this is version control. Several people can run the Toolkit Check-In Wizard, but since there is no locking mechanism on the customer folders and files, there is a risk that older files could overwrite newer ones.

## CONSERVATION MANAGEMENT GUIDE SHEETS

Q. Why does "Add/Edit Impacts" show up in the land unit detail?

A. This option appears when there is no conservation management system selected for the land unit. The user can save his/her own impact data. The information in the conservation management systems describes practice effects.

Q. We have inconsistent access to our guide sheets on the production site. Sometimes they are available, and sometimes they are not.

A. Make sure there is a CSG for the land use and CRA selected. Not all states have created guides for every CRA and land use. Use the “more” button to search the CSG system for guides in another location.

Q. Can more than one resource concern be identified for a plan?

A. The primary resource concern is no longer required on the PRS land units. It is necessary for calculating effects, but all resource concerns on a land unit will be recorded in the plan based on the physical effects recorded in the CSG for the other resource concerns.

## OTHER TOPICS: GOALS, CUSTOMER SERVICE TOOLKIT, PROTRACTS, TRAINING, ETC.

Q. What is the timeline for submitting goals? Can you review the online goal setting process?

A. States will probably not use the online goal setting process this fiscal year. States will initially be able to goal by practices. Practice impacts will be converted to national results. The methodology for converting practices and physical impacts of those practices for computing national performance measures is included in the description of the national performance measures. These descriptions are available within the PRS business rules document located on the PRS training site. When these calculations, relationships and algorithms are final, states will then eventually be able to set goals for environmental impacts.

Q. Net replay is an excellent tool. Can it be available for more than 30 days?

A. The training sessions are available in Windows Media Player (.wmv) file format on an ftp server provided by Fort Collins. Six files, one for each of the five individual sessions plus one containing all sessions, are on the server. Go to: ftp://ftp-fc.sc.egov.usda.gov/ITC/IAS/PRS/