USDA NRCS
Natural Resources Conservation Service

natural resources
conservation service

integrated accountability system

IAS Next Generation

Screen Builder (Version 1.0 2-6-2004)

February 2004

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Errata Sheet

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

- Initial draft prepared as part of PRS manual (11/14/2003).
- First posted draft (2/6/2004)

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.

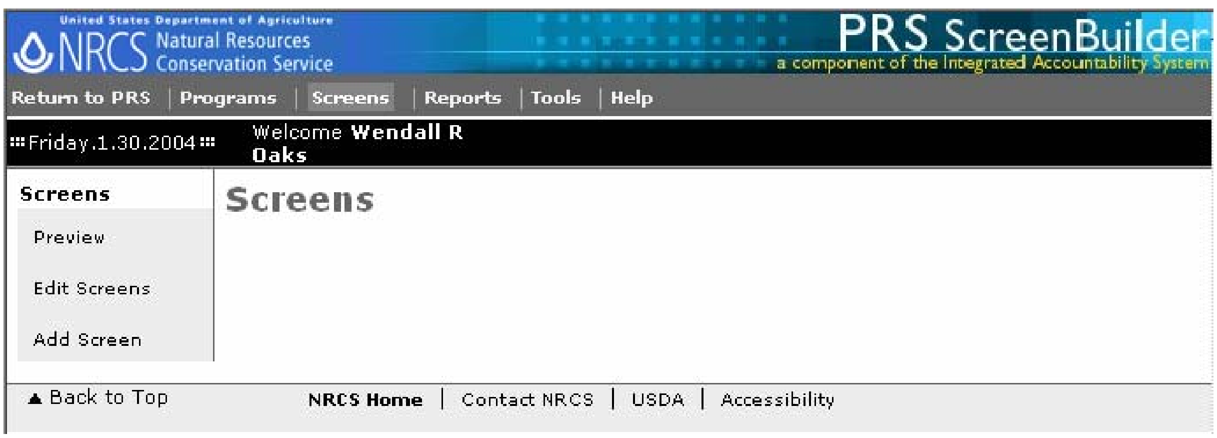
Related Applications

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.
- **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.

PRS Screen Builder



The PRS Screen Builder is used to create data entry screens for state and local programs that will report data to PRS.

- Only users with State Coordinator access and above can create and activate screens.
- Screen builder lets you build screens consisting of *standard attributes, single elements*, and *grid elements*.
- *Standard attributes* are items, such as Land Use and County, which appear in a common format on all screens and may be associated with other records.
- *Single elements* are items that appear once on the screen and are unique to the screen being built, such as Amount of AMA Financial Assistance.
- *Grid elements* are used for creating data collection arrays, such as count and value for contracts, agreements, modifications, and plans.
- The three main options are **Preview**, **Edit Screen**, and **Add Screen**. Each option is discussed below.

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.

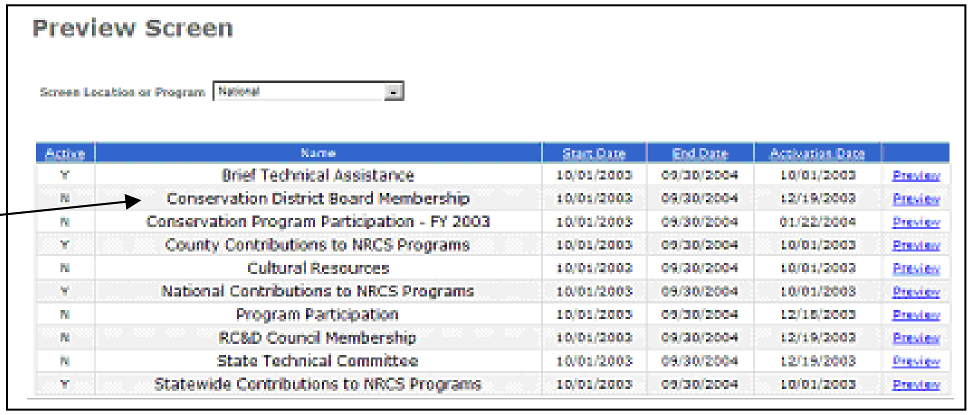
Obtaining an eGov account through eAuth

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

Previewing Existing Screens

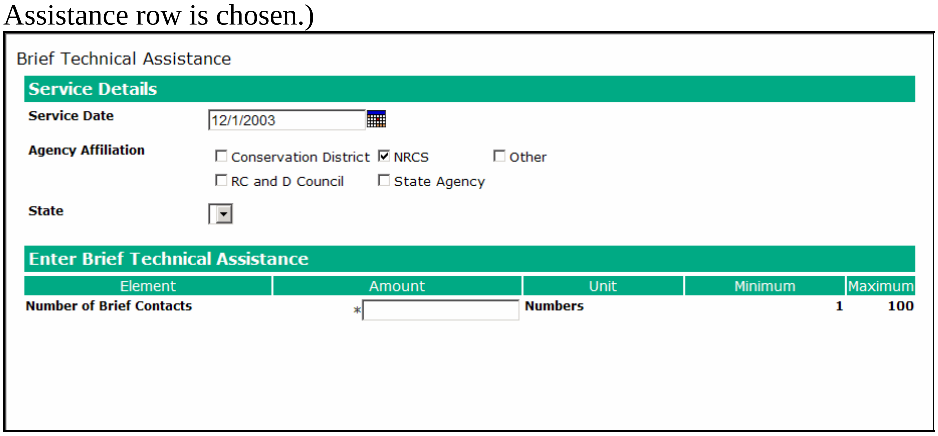
Preview lets you view previously developed screens.

List is displayed after you choose a Location or Program



Active	Name	Start Date	End Date	Activation Date	
Y	Brief Technical Assistance	10/01/2003	09/30/2004	10/01/2003	Preview
N	Conservation District Board Membership	10/01/2003	09/30/2004	12/19/2003	Preview
N	Conservation Program Participation - FY 2003	10/01/2003	09/30/2004	01/22/2004	Preview
Y	County Contributions to NRCS Programs	10/01/2003	09/30/2004	10/01/2003	Preview
N	Cultural Resources	10/01/2003	09/30/2004	10/01/2003	Preview
Y	National Contributions to NRCS Programs	10/01/2003	09/30/2004	10/01/2003	Preview
N	Program Participation	10/01/2003	09/30/2004	12/18/2003	Preview
N	RC&D Council Membership	10/01/2003	09/30/2004	12/19/2003	Preview
N	State Technical Committee	10/01/2003	09/30/2004	12/19/2003	Preview
Y	Statewide Contributions to NRCS Programs	10/01/2003	09/30/2004	10/01/2003	Preview

1. Select **Preview** from the left side options.
2. Select the **Screen Location** or **Program** from the drop-down list. This displays a list of matching screens. The programs, states, and scope of the screens listed depend on your profile. For example, State Coordinators typically can create screens for their state. The example screen above lists screens available to a National Program Manager.
3. Find the screen you wish to preview in the list.
4. Click the **Preview** link for the screen. (For this example, Brief Technical Assistance row is chosen.)



5. The Brief Technical Assistance screen is displayed without a submit button. In Preview mode, it cannot be used for data entry.
6. Click **Back** on the browser toolbar to return to the selection list.

Editing Screens

The Edit Screens option lets you change existing screens.

1. Select **Edit Screens** from the left side options.
2. Select the **Program** from the drop-down list. This displays a list of matching screens.
3. Click on a screen name in the list to edit the screen. (For the examples in this section, the Plant Materials screen is used.)
4. Edit each section of the screen definition as needed. Each section of the screen definition is discussed in more detail below).
5. Click **Save**.

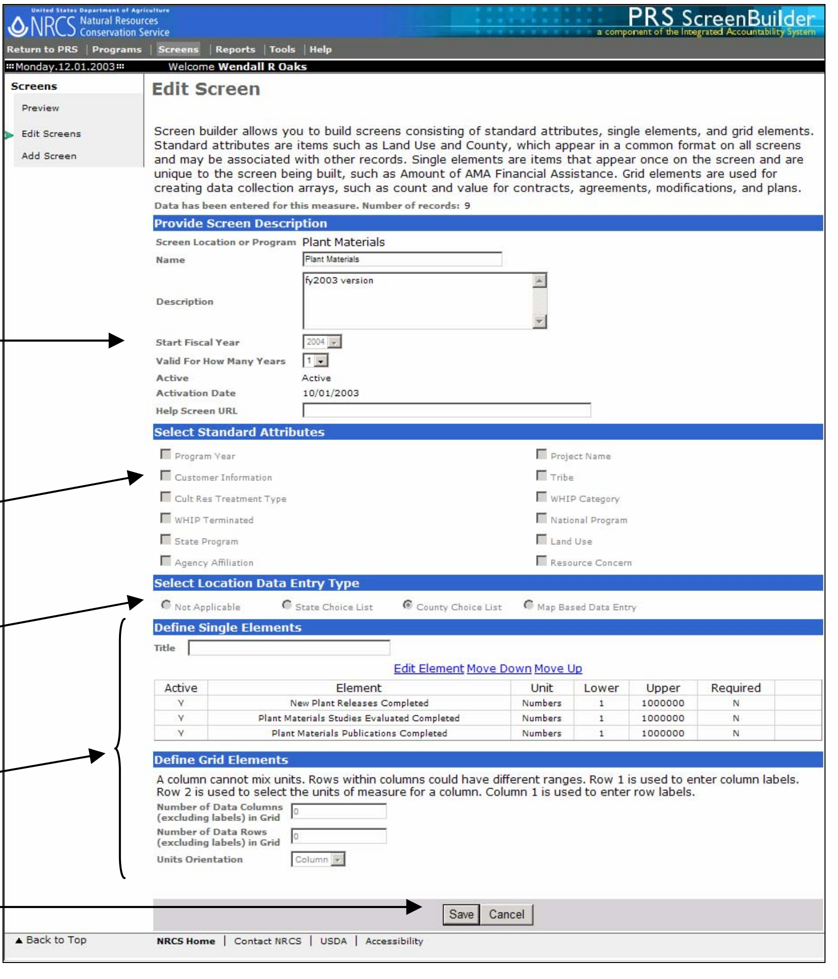
The valid fiscal years, Active status, and Activation Date are critical. Unless the screen is active and the current date falls within the active date range, it will not show on any screens.

Standard attributes are data collected in many screens. Where collected, they are collected in the same format to enable reporting.

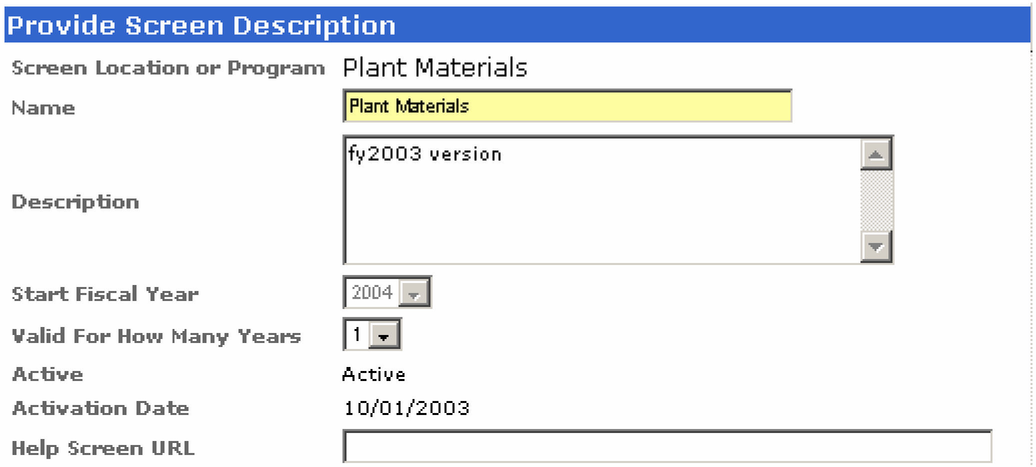
Location data type determines how location is selected on a screen.

Create and edit custom information for the screen in this section.

Click **Save** when done.



Provide the Screen Description



1. Modify the **Description** by typing in the box.
2. Choose the **Start Fiscal Year** from the drop-down list.
3. If one is available, enter the URL for a help screen that will be tied to the screen you are editing.

NOTE: The screen will not be visible to users unless it has a valid fiscal year, Active status, and a valid Activation Date. Unless the screen is active and the current date falls within the active date range, it will not show on any screens. You cannot change the fiscal year's validity or the activation date to dates that would invalidate records already entered on this screen. For example, if FY 2004 was valid as of November 30, 2003 and a record was entered for December 2, 2003, you cannot change the start fiscal year to FY 2005.

Select the Standard Attributes

Standard attributes are data collected in many screens. Where collected, they are collected in the same format to enable reporting.

Select the Location Entry Types

Location data type determines how location is selected on a screen.

Select Location Data Entry Type

( ) Not Applicable ( ) State Choice List (•) County Choice List ( ) Map Based Data Entry

Define Single Elements

Create and edit custom data elements for the screen in this section.

Define Single Elements

Title: Management Data Elements

Add Element Edit Element Delete Element Move Down Move Up

Active	Element	Unit	Lower	Upper	Required	
Y	Contract Status (Active?)	Yes/No	N/A	N/A	Y	
Y	Contract Status (Completed?)	Yes/No	N/A	N/A	Y	
Y	# of Contracts	Numbers	1	1000000	Y	
Y	# of Applications	Numbers	1	1000000	Y	
Y	Total FA & TA Dollars	Dollars	1	1000000	N	

Define Grid Elements

Edit the grid elements in this section.

Define Grid Elements

A column cannot mix units. Rows within columns could have different ranges. Row 1 is used to enter column labels. Row 2 is used to select the units of measure for a column. Column 1 is used to enter row labels.

Number of Data Columns (excluding labels) in Grid: 3

Number of Data Rows (excluding labels) in Grid: 4

Units Orientation: Column

Generate Grid Remove Grid

Title: WRP Program Elements

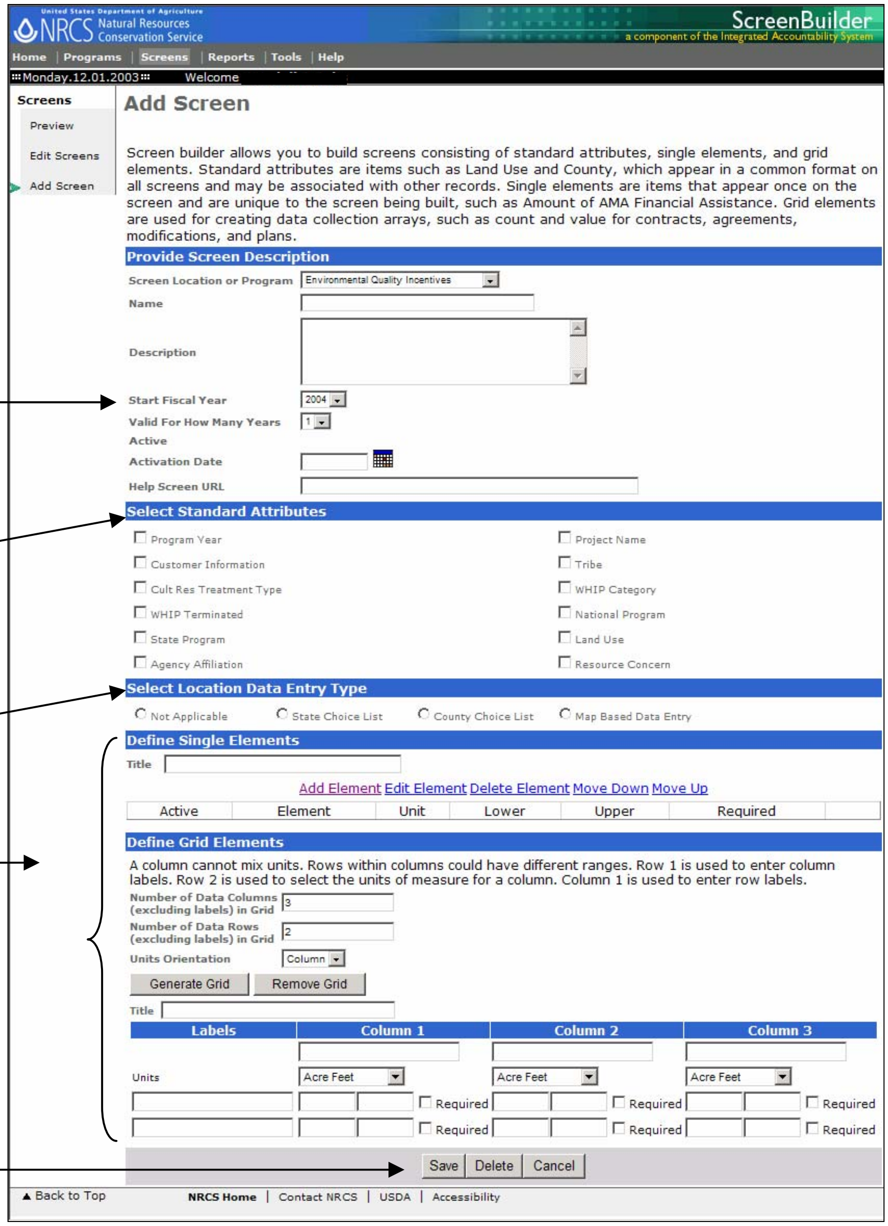
Labels	Column 1	Column 2	Column 3
	Number	Dollars	Acres
Units	Numbers	Dollars	Acres
Applications Received	0 100 [x] Required	0 1000000 [ ] Required	0.00 5000000.0 [x] Required
Applications Approved	0 100 [x] Required	0 1000000 [x] Required	0.00 5000000.0 [ ] Required
Active Applications	0 100 [x] Required	0 1000000 [x] Required	0.00 5000000.0 [ ] Required
Easments Perfected	0 100 [x] Required	0 1000000 [x] Required	0.00 5000000.0 [ ] Required

Saving or Deleting Changes

- Click the **Save** button at the bottom of the Edit screen to save your work.
- Click **Delete** to delete the entire screen. (Delete is only possible if no records have been submitted for screen.)

Adding Screens

Adding a screen consists of completing the same information as in the edit screen. The custom information at the bottom of the screen requires additional explanation.



The valid fiscal years, Active status, and Activation Date are critical. Unless the screen is active and the current date falls within the active date range, it will not show on any screens.

Standard attributes are data collected in many screens. Where collected, they are collected in the same format to enable reporting.

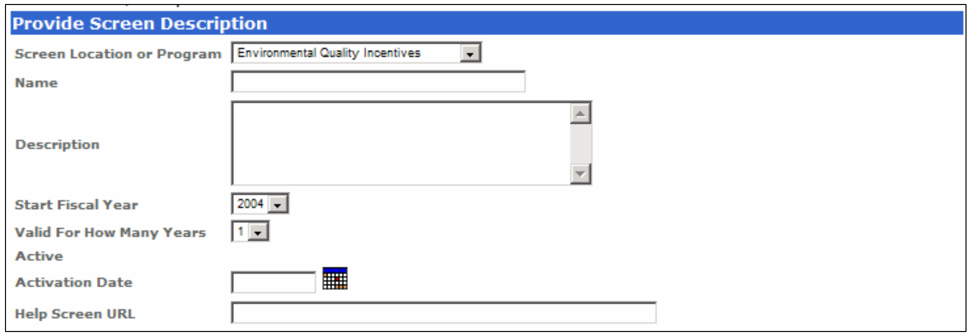
Location data type determines how location is selected on a screen.

Create and edit custom information for the screen in this section.

Click Save when done. If you wish to delete a screen, it cannot have any records submitted for it. If a record has been submitted, deactivate it instead.

Entering Screen Descriptions

Every screen created in screen builder must have an associated description.

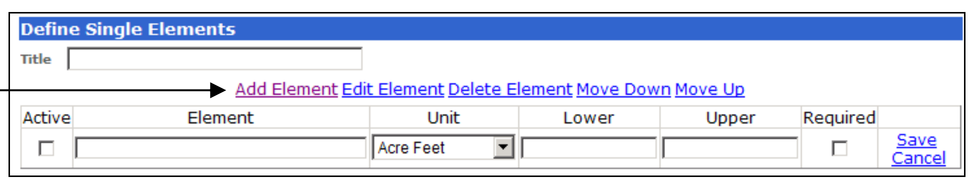


1. Change the location or program in the drop-down box, if necessary.
2. Enter a screen name. This will display at the top of the data entry page.
3. Enter a description of the screen's purpose.
4. Select the start fiscal year from the drop-down list.
5. Select the number of years for which the screen is expected to remain active.
6. Enter the activation date.
   Note: If the Start, Valid Years and Activation date encompass the current day, the screen will become active when saved. If you need time to review the screen, save the screen without an activation date and enter the date only when ready to publish the screen, or, set the Activation date to a future date.
7. Enter the URL where help for this screen is located.

Adding or Editing Custom Screen Information

To Define Single Elements

Action options for elements

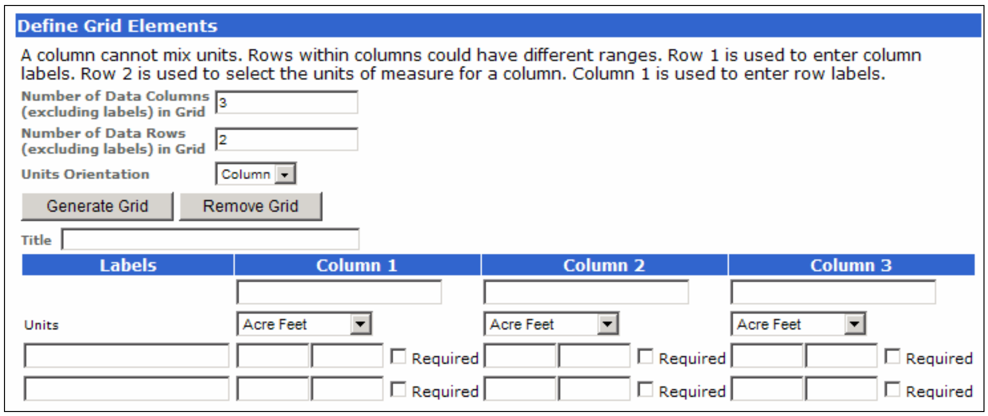


1. Enter the **Title**.
2. Click **Add Element** (a row opens below the element headings).
3. Enter the element name.
4. Indicate the units of measure.
5. Enter the number for the lower limit (minimum allowable value).
6. Enter the number for the upper limit (maximum allowable value).
7. Indicate whether data entry for the element is required (check only if this element is always required when doing data entry).
8. Mark **Active** if ready.
9. Click **Save** in the last column to save the row.
   Note: At this point you can add another element, or delete or edit this element.
10. Repeat steps 1-8 until all elements are created.
    Note: Change the order of element presentation on the screen by selecting **Move**

Up or **Move Down**.

To Define Grid Elements

A data grid can be created to collect data in a tabular format. The maximum size grid that you can create is five (5) columns by 20 rows (for a maximum of 100 data elements in the grid).



1. Determine whether the grid is best suited to a column or row layout. When a column layout is chosen, all elements in a single column must be in the same unit of measure. When a row layout is chosen, all elements in a single row must be in the same unit of measure.
2. Enter the number of data columns, excluding labels.
3. Enter the number of data rows, excluding labels.
4. Select the chosen units of measure orientation from the drop-down list.
5. Click **Generate Grid**.
6. Enter a title for the data grid.
7. Enter the column labels.
8. Enter the row labels.
9. Enter the units of measure for each column or row (depending on orientation).
10. Each data element (intersection of a row and a column) is shown with two fields. Use the two fields to enter the lower and upper values allowed for the data element. These are element specific and can vary within row or column.
11. Indicate whether the element is required (check only if this element is always required when doing data entry).
12. Click **Save** when the description and all single and grid elements have been entered.