

Performance & Results Measurement System

Starting PRMS

Open the PRMS Welcome screen in an internet browser at

[\[http://www.nrcs.usda.gov/prms\]](http://www.nrcs.usda.gov/prms)

Note: If you use bookmarks, mark this page rather than the login page. The login page is associated with particular machines that may be reassigned.



On the left of the screen, the *menu bar* provides access to PRMS tasks.

The *tool bar* contains buttons from major PRMS activities.

The Welcome screen has the following topic buttons:

- ◆ *What's New* - provides information on new functions, check routinely for updates that require action
- ◆ *About PRMS* - provides a general overview of PRMS
- ◆ *EEO Statement* - USDA NRCS Equal Opportunity Statement
- ◆ *Login* - allows you to enter your login and password

About PRMS

PRMS activities are grouped into 3 categories:

- ◆ *Account Management* - manage and change user profile, update password, and add new users
- ◆ *Data Entry* - input performance records (field, state, or national option)
- ◆ *Product Generation* - access reports, maps and data

Using Help

Click **Help** on the toolbar to open a separate browser window for displaying help topics. The help system contains screen level help, choice lists, definitions, and procedures.

Click the Contents button in the help system to see a listing of topics. You can obtain print documentation or print help topics, such as the choice lists.

Getting Started

Obtaining a PRMS login:

To obtain a login and password, contact your registrar or PRMS Coordinator (National, Regional or State). Your login and password are assigned by the system and sent to you in an e-mail. If you have any other questions, contact

NRCS Hotline: 1-888-311-1444

From the PRMS Home Page, click **Login** on the menu bar. Login as shown below.



Enter the login and password you receive from the PRMS Coordinator.

Click *Login* to access PRMS. Note: Do not hit the enter key on your keyboard.

Even without a user login, you can obtain information from PRMS including:

- ◆ View basic reports
- ◆ Use PRMS help system
- ◆ View new developments
- ◆ Write us with your comments

Navigating the tool bar:

After logging in, the tool bar changes to include a variety of options. Highlighted text indicates that the option selected is active.



Get on-line help

Send e-mail to PRMS staff

Display user profile, registration, and password maintenance options

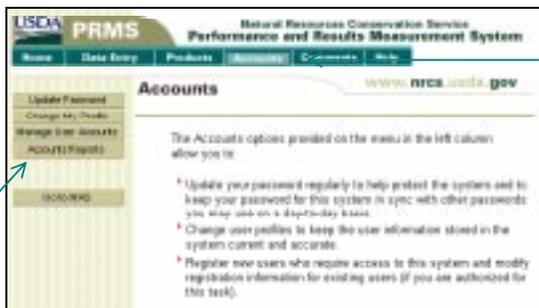
View PRMS reports, charts, and data

Data entry is by user type, your menu may contain field, state or national buttons for data entry access

Return to welcome screen

Setting your user profile:

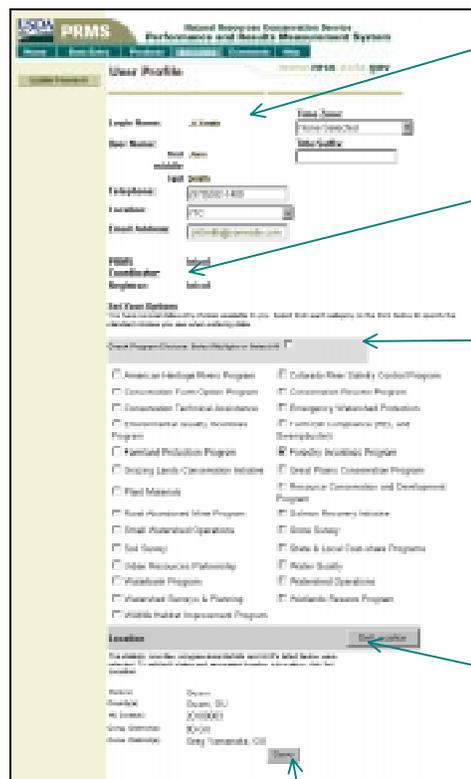
Before entering data records for the first time, you should set up your user profile. Your user profile customizes screens for your data entry. Click **Accounts** on the tool bar.



The Accounts button provides access to change password and user profiles.

Select **Change My Profile** from the menu bar. Note: **Manage User Accounts** and **Accounts Reports** are only available for PRMS Coordinators.

Once the Accounts menu has been selected, click **Change My Profile** on the menu bar. When the User Profile screen appears, you can define default choices to display on your data entry screens. Limiting the programs and locations you choose will help the data entry screens load more quickly.



This section describes the user.

Set Your Options allows you to customize choice lists.

Select frequently used programs.

Set Location displays a series of screens for identifying the state, county, congressional district, 8-digit hydrologic units, and conservation districts where you most frequently work.

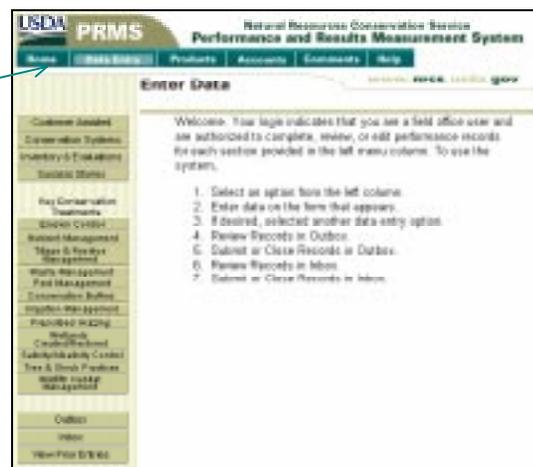
Click Save after completing all the screens.

After you have selected the program choices, click the **Set Location** button and specify the counties, congressional districts, and 8-digit hydrologic units in which you work most commonly. Select **Submit** to accept the information and click on **Save** when the initial user profile screen returns.

You are ready to begin entering performance data.

Entering Data

Performance data in PRMS is entered at National, State, and Field office levels. Below, we describe the typical Field office screen. National and State screens are similar in operation.



Select Data Entry

Click on one of the performance measures to display the data entry screen.

The menu bar lists the data entry forms for each performance measure. The five performance measures are:

1. Customers Assisted
2. Conservation Systems
3. Inventory and Evaluations
4. Success Stories
5. Key Conservation Treatments

From here you can select the performance measure that you want to input. The example shows the data entry form for the *Nutrient Management Systems* performance measure.

NOTE: PRMS Coordinators and registrars have additional options. General users can use the methods discussed here for completing the forms, selecting from choice lists, getting additional information, submitting performance records, and managing the in and out boxes.

Completing Entry Screens

Several sections of the screen (such as, Customer Information, Programs, and Location) are similar on most of the data entry screens.

The data entry fields unique to a performance measure are accented with a shaded box in a different color.

Click arrows on scrollable lists and dropdown boxes to view other options.

Save (keep defaults) or (clear defaults) once you have completed the form. If you do not wish to save or submit the data entered, you may select another performance measure from the menu bar, or click the browser **Back** button to return to a previous screen.

Customer Status: Select the boxes that identify the racial origin, gender, and ethnicity of a person.

First Service to Customer During the Fiscal Year: No default value is assigned to this required field. You must select yes or no for each record you enter.

3 Performance Measures

This data entry area varies for each performance measure depending on the information being collected. The performance measure sections appear in a contrasting shaded box.

4 Select Programs

The program section lists only those programs you selected when setting up your user profile. If a performance measurement applies to another program, select it from the full list in the “More” box. You may indicate multiple programs.

5 Identify Location

Indicate where the activity was performed. If the activity was performed in more than one location, select the location where the majority of the effort took place. If you wish to divide the activity between locations, separate entries must be made.

If you are not sure what to do, click on help from any screen for more information. Choice lists for the fields are available through help. Click contents, then click on Choice lists. You can view or print the topic.

When you are ready to save the file, you have two choices: Save (keep defaults) or Save (clear defaults). Keep defaults displays the customer, program, and location information you just entered on the next performance record you enter.

1 Record Reference/Assistance Date

Record Reference: You can choose to enter a name or comment in this field to help reference your record. This record reference appears in the Inbox and Outbox to help you remember what has been entered.

Assistance Date: This field defaults to the current date when entering a record. If you wish to record a different date you may enter it here.

2 Enter Customer Information

Customer Type: Required field that identifies the customer type such as landowner/operator, units of government, congress, tribal government, etc. Select from drop-down list.

Managing Performance Records

Saving to the Outbox

The following records are waiting for transmission. Click Submit List to clear the Outbox by sending all the records to the system for processing. Edit a record by clicking on the record. This moves the record from the Outbox and displays the data entry screen for the record.

Record Number	Service Date	Performance Measure	Record Reference	Customer Type
1	1999-1-13	Erosion Control Systems		Agricultural landowner/operator

Submit

Click to **Submit** records to PRMS database.

Click on the performance measure to display the data entry screen. You can edit or delete the record. Click on **Save to Outbox** after edits have been made.

Note: Deleted records cannot be recovered.

Monitoring the Inbox

The following records have been rejected or abandoned in a previous session. Edit a record by clicking on the record. This moves the record from the Inbox and displays the data entry screen for the record.

Record type	Entry date	Performance Measure	Record Reference	Customer Type
Rejected	1998-12-14 15 18:42:000	Erosion Control	bad	Agricultural group
Abandoned	1998-12-18 12:41:54.000	Conservation Systems	dig	Agricultural group

Click on rejected or abandoned records to edit for resubmission.

If your connection is lost during a session, any records you have saved to your Outbox will be placed in your Inbox as "Abandoned" records. The system may take a few minutes to

Viewing Prior Entries

You can view prior entries based on a date range, a user ID, a state or county, or any combination of these criteria. If you select based on multiple criteria, the fields are joined by logical ANDs in the resulting query.

Enter a **User ID**. If you do not want User ID as part of the selection criteria, then leave this field blank.

User ID:

Enter a **Service Date**, or a range of Service Dates. If you do not want to include the service date as part of the selection criteria, then leave this field blank.

Service Dates Between: and

Choose a **state** to select all counties within a given state. If you do not wish to select by state, choose the None Selected option.

State:

Or, choose a **county** from the the counties listed in your user profile.

County:

Reset Search

Selected records must meet all of your search criteria

Enter a date range

Search to view previously entered records.

Select **Products** from the tool bar to allow fast, easy access to PRMS information. Product categories are listed in the menu bar. Click on the desired category. A Report Options screen is displayed with more options to customize the requested report.

Select the performance measure for which product is desired. A Report Options screen will be displayed for more options such as the customer, location, and date range information.

The National Resources Conservation Service (NRCS), an agency of the U.S. Department of Agriculture, provides technical assistance, information, and training to conserve the land, water, air, and soil resources on private lands. Employees at NRCS, cooperating agencies and groups, the conservation partnerships, and local partners deliver services to customers through 100 County Offices (COs) (Service Centers). NRCS maintains and manages information on [Public Law 96-389/96-489](#) to determine how effective the agency and conservation partnerships are in accomplishing their mission.

Select the report, then the report options from the screens that follow:

Customized and Generate a Report

Nutrient Management

Instructions:

Customize this report by selecting the area and location from the choices below. Click Generate Report to provide the report with the selected options.

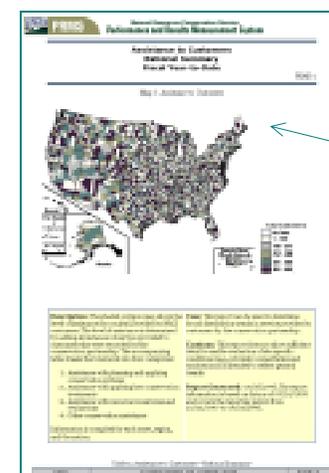
Report Options:

Select the area:

Select the period:

Generate Report

When the product displays in the browser window, you may view it and print it.



The PRMS system provides maps, data, and reports for performance measure accomplishments based on current data in the PRMS system.

Accessing PRMS Products