

PRMS STORYBOARD



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INTRODUCTION

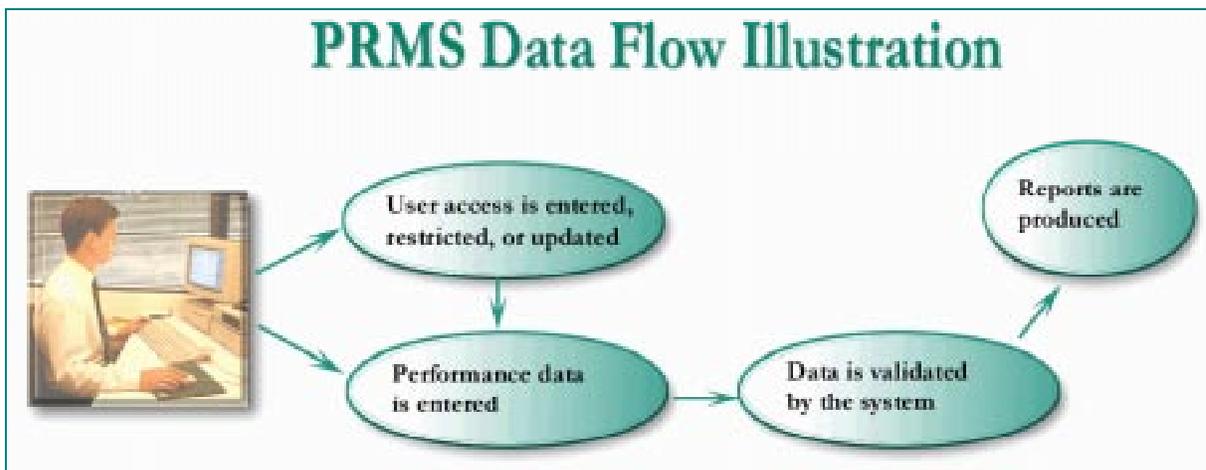
The Performance and Results Measurement System (PRMS) is a World Wide Web application that enables NRCS and its partners to capture and report accomplishments nationally, by state, county, HU code, and by congressional district (SWCD). The reports generated from PRMS will be used by NRCS management and strategic planners to monitor progress toward meeting the performance goals in the Agency strategic plan, and fulfilling the requirements of the Government Performance and Results Act (GPRA).

This information will also be useful for budget allocation, workload analysis, fund integrity, and workforce planning. The data also will enable state and local NRCS and its partners to view their progress, as well as progress across all parts of the country. Many reports will be available to the general public demonstrating the importance of conservation program delivery on the state of the land.

PRMS works by allowing users to:

- Manage user access
- Collect performance data
- Produce reports

Below is an overview of the PRMS System and some of its components.





ENTERING THE PRMS HOME PAGE

Open the PRMS Home Page in an internet browser at <http://www.nrcs.usda.gov/prms>

The screenshot shows the PRMS Home Page interface. At the top, there is a navigation bar with 'Home', 'Products', 'Comments', and 'Help'. Below this is a 'Welcome!' message and the URL 'www.nrcs.usda.gov'. The main content area features a collage of images related to agriculture and conservation. On the left side, there is a sidebar with buttons for 'What's New', 'About PRMS', 'PRMS Demo', and 'Login'. A callout box points to the 'Products' button with the text 'Products Select for Product Reports'. Another callout box points to the 'Login' button with the text 'Login Select Login to navigate to the Login screen'. At the bottom of the sidebar, there is an 'EEO Statement' button.

The PRMS interface has a **menu bar** and a **tool bar**. Select options from the menu bar located in the left column under the tool bar, or select options from the tool bar located at the top of the screen for higher level functions.

The PRMS Home Page has the following topic buttons.

- ♦ *What's New* - provides information on new features or changes made to PRMS
- ♦ *About PRMS* - provides a general overview of PRMS
- ♦ *EEO Statement* - takes you to the USDA NRCS Equal Opportunity Statement
- ♦ *Login* - takes you to the login screen where you can enter your login and password

PRMS activities can be grouped into 3 categories:

- ♦ Account Management
- ♦ Data Entry
- ♦ Product Generation

To enter data and obtain access to secured NRCS reports, you need to obtain a login and password. Your local registrar or State PRMS Coordinator will set you up as a new user, and the system automatically will send you an e-mail containing your login and password.

If you have not received an e-mail, notify the registrar at your location, or go to the PRMS login prompt screen and click on **contact your State PRMS Coordinator**. A list of states will appear that will allow you to access the coordinator e-mail and phone number for your location. Contact the coordinator by phone or click their hyperlink e-mail address, and a browser window will appear that will allow you to send a request for a login and password.

Once you have received your password, you will need to change it the first time you log into PRMS.

If you are a PRMS coordinator and need to request more coordinators for your location, contact the NRCS Hotline at **1-888-311-1444**.

You are ready for setting up accounts





SETTING UP ACCOUNTS

Select the **Accounts** tab. The following screen is displayed.

Account options
Only Registrars
and PRMS
Coordinators
have the
**Manage User
Accounts,
Accounts
Reports, and Go
to MAS** tabs

The Accounts options provided on the menu in the left column allow you to:

- Update your password regularly to help protect the system and to keep your password in sync with other passwords you may use on a day-to-day basis.
- Change user profiles to keep the user information stored in the system current and accurate.
- Register new users who require access to this system and modify registration information for existing users (if you are authorized for this task).

There are 3 options under the Accounts tab. General users will have access to the first 2 options, while registrars and PRMS Coordinators will have access to all 3 options.

- ♦ **Update Password** - Update your user password regularly to help protect the system and to keep your password consistent with other passwords you may use often.
- ♦ **Change My Profile** - Change your user profile options for customized data entry screens and to keep your user information current.
- ♦ **Manage User Accounts** - Allows registrars and PRMS Coordinators to register new users who require access to this system, and modify registration information for existing users.
- ♦ **Accounts Reports** - Allows registrars and PRMS Coordinators to view and print user profile reports for users whose profiles they created.
- ♦ **Mobile Access System** – Allows registrars and PRMS Coordinators to switch to the Mobile Access System.

Updating your Password

Select **Update Password** to change an existing password. The following screen is displayed.

The screenshot shows the 'Update Password' page of the PRMS system. At the top, there is a navigation menu with 'Home', 'Data Entry', 'Products', 'Accounts', 'Comments', and 'Help'. The page title is 'Update Password' and the URL 'www.nrcs.usda.gov' is visible. The main content area contains the following text: 'Enter your old password, then enter your new password and confirm it by entering it a second time. When you have finished, click **Submit**.' Below this text are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A 'Submit' button is located at the bottom. Two callout boxes provide instructions: one for the password fields stating 'Update Password: Enter your existing password, then type your new password and re-type to confirm', and another for the 'Submit' button stating 'Submit: Select to save new password'.

Changing your password will provide system protection and allow you to have a common password with other application passwords. After changing your password, select **Submit** to save and go back to the Accounts screen.

Changing the User Profile

Select **Change My Profile** to edit your User Profile. The following screen is displayed.

The screenshot shows the PRMS User Profile page. At the top, there is a navigation bar with links for Home, Data Entry, Products, Accounts, Comments, and Help. The page title is "User Profile" and the URL is "www.nrcs.usda.gov".

User Profile
 Add or edit your user information here (Note: you cannot change your user name once you have been registered)

Set Your Options
 You have several data entry choices available to you. Select from each category on the form below to specify the standard choices you see when entering data.

Program Choices
 Enter applicable programs to have commonly used programs appear in data entry screens

Set Location
 Select to display a series of screens on which you specify defaults for your state, county, hydrologic units, Congressional District, and conservation district

Save
 After all options have been entered, select to save

Form Fields:
 Login Name: jburgchart
 User Name: first Jill, middle, last Burgchart
 Telephone: (970)282-2478
 Location: Fort Collins, CO
 Email Address: jburgchart@itc.nrcs.us
 Time Zone: Mountain Standard Time
 Title/Suffix: [Empty field]
 PRMS Coordinator: Inicol
 Registrar: Inicol

Check Program Choices: Select Multiple or Select All

- American Heritage Rivers Program
- Conservation Farm Option Program
- Conservation Technical Assistance
- Environmental Quality Incentives Program
- Farmland Protection Program
- Grazing Lands Conservation Initiative
- Plant Materials
- Rural Abandoned Mine Program
- Small Watershed Operations
- Soil Survey
- Urban Resources Partnership
- Waterbank Program
- Watershed Surveys & Planning
- Wildlife Habitat Improvement Program
- Colorado River Salinity Control Program
- Conservation Reserve Program
- Emergency Watershed Protection
- Farm Bill Compliance (HEL and Swampbuster)
- Forestry Incentives Program
- Great Plains Conservation Program
- Resource Conservation and Development Program
- Salmon Recovery Initiative
- Snow Survey
- State & Local Cost-share Programs
- Water Quality
- Watershed Operations
- Wetlands Reserve Program

Location [Set Location]
 The state(s), counties, congressional districts and HUC's listed below were selected. To add/edit states and associated location information, click Set Location.

State(s) Colorado
 County(s) Larimer, CO
 HU Code(s) 10180001; 10180002; 10180010; 10190004; 10190005; 10190006; 10190010; 10190011
 Cong. District(s) 01-CO; 02-CO; 03-CO; 04-CO; 05-CO; 06-CO
 Cons. District(s) Fort Collins SCD, CO

[Save]

In the User Profile, you can edit your user information, and more importantly, can customize which locations and programs always appear on your data entry screens. Limiting your

choices to only the locations and programs you frequently use will help the data entry screens load more quickly, and will keep you from scrolling through a long list of non-applicable choices. For example, if work is performed in only one state, you can select that state on the User Profile, and it will be the only state displayed in the choice list on the data entry screens.

To begin customizing your user options, select applicable programs under Program Choices to display commonly used programs in your data entry screens. Then, select **Set Location** to display a new screen with state choices. The following screen is displayed.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products Accounts Support Comments Help

Location: States www.nrcs.usda.gov

Set Location

You are required to select at least one state. Select the desired state(s), then click **Submit**

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas
<input type="checkbox"/> California	<input checked="" type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware
<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input type="checkbox"/> Hawaii
<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa
<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine
<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska
<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico
<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio
<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota	<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas
<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming	<input type="checkbox"/> American Samoa
<input type="checkbox"/> Federated States of Micronesia	<input type="checkbox"/> Guam	<input type="checkbox"/> Marshall Islands	<input type="checkbox"/> Northern Mariana Islands
<input type="checkbox"/> Palau	<input type="checkbox"/> Puerto Rico	<input type="checkbox"/> Virgin Islands of the U.S.	

Location: States
 Select one or more states where work is most frequently performed. These state choices will appear in your data entry screens

Select one or more states where work is most frequently performed, and these locations will always appear in your data entry screens.

Select **Submit** to save your state options, and the following screen will allow you to customize which counties, congressional districts, soil and water conservation districts (SWCDs), and hydrologic unit codes (HU codes) will appear in your data entry screens.

Location

State(s) Selected: Wyoming

Counties: Select Multiple or Select All

<input type="checkbox"/> None Selected	<input type="checkbox"/> Albany, WY	<input type="checkbox"/> Big Horn, WY
<input type="checkbox"/> Campbell, WY	<input type="checkbox"/> Carbon, WY	<input type="checkbox"/> Converse, WY
<input type="checkbox"/> Crook, WY	<input type="checkbox"/> Fremont, WY	<input type="checkbox"/> Goshen, WY
<input type="checkbox"/> Hot Springs, WY	<input type="checkbox"/> Johnson, WY	<input type="checkbox"/> Laramie, WY
<input type="checkbox"/> Lincoln, WY	<input type="checkbox"/> Natrona, WY	<input type="checkbox"/> Niobrara, WY
<input type="checkbox"/> Park, WY	<input type="checkbox"/> Platte, WY	<input type="checkbox"/> Sheridan, WY
<input type="checkbox"/> Sublette, WY	<input type="checkbox"/> Sweetwater, WY	<input type="checkbox"/> Teton, WY
<input type="checkbox"/> Uinta, WY	<input type="checkbox"/> Washakie, WY	<input type="checkbox"/> Weston, WY

Congressional District: Select Multiple or Select All

<input type="checkbox"/> None Selected	<input type="checkbox"/> CD-WY
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HU Codes: Select Multiple or Select All

<input type="checkbox"/> None Selected	<input type="checkbox"/> 10020007	<input type="checkbox"/> 10020008
<input type="checkbox"/> 10070001	<input type="checkbox"/> 10070002	<input type="checkbox"/> 10070006
<input type="checkbox"/> 10080001	<input type="checkbox"/> 10080002	<input type="checkbox"/> 10080003
<input type="checkbox"/> 10080004	<input type="checkbox"/> 10080005	<input type="checkbox"/> 10080006
<input type="checkbox"/> 17040103	<input type="checkbox"/> 17040104	<input type="checkbox"/> 17040105
<input type="checkbox"/> 17040202	<input type="checkbox"/> 17040203	<input type="checkbox"/> 17040204

Conservation District: Select Multiple or Select All

<input type="checkbox"/> None Selected	<input type="checkbox"/> Big Sandy CD, WY
<input type="checkbox"/> Croky CD, WY	<input type="checkbox"/> Converse County CD, WY
<input type="checkbox"/> Devils Tower CD, WY	<input type="checkbox"/> Dubois Crowheart CD, WY
<input type="checkbox"/> Sublette County CD, WY	<input type="checkbox"/> Teton County CD, WY
<input type="checkbox"/> Uinta County CD, WY	<input type="checkbox"/> Washakie County Conserv, WY
<input type="checkbox"/> Weston County NRCD, WY	<input type="checkbox"/> Wyoming Association Of CDs, WY

Location
 Select counties for states already selected, congressional districts, soil and water conservation districts (SWCDs), and hydrologic codes to further streamline data entry screens

Select counties, congressional districts, HU codes, and conservation districts for where work is most frequently performed. The choices here will be updated to reflect the selected states. Select **Submit** at the bottom of this screen to accept your options, and you will be taken back to the initial user profile screen. You can continue to edit your choices, or you can select **Save** to update all your user profile options and will be taken back to the Accounts entry screen.

You may modify any of these initial choices in the user profile as needed.

Managing User Accounts

If you are a registrar or a PRMS Coordinator, you can select **Manage Users Account** from the menu bar to register new users or edit existing users registered by you. The following screen is displayed.

The screenshot shows the PRMS Accounts page. At the top, there is a navigation bar with links for Home, Data Entry, Products, Accounts, Comments, and Help. The main heading is "Accounts" and the URL "www.nrcs.usda.gov" is displayed. The page contains two paragraphs of instructions and a form with a "User ID" input field, a "New Account" checkbox, and a "Submit" button. Two callout boxes on the left provide additional guidance: one for the "User ID" field and one for the "New Account" checkbox.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home Data Entry Products **Accounts** Comments Help

Accounts www.nrcs.usda.gov

To register a new user, enter a **User Id** for a new user, check the **New Account** box and then click **Submit**.

To edit registration information for an existing user, enter the assigned **User Id** and then click **Submit**. (**NOTE:** You can only edit registration information for users that you registered. If someone else registered the user, their account information will not be available to you.)

User Id

New Account

Submit

User Id
Enter a User Id for a new user

New Account
Check this box if user is a new account

To register a new user, enter a User Id for the new user. You will need to check the **New Account** box and select **Submit** to save the user information. You must establish an initial profile for each user that you authorize, and each user must have a separate account. Users have the ability to edit this profile as needed when they access **Change My Profile**.

Once you have submitted a new user, the following screen is displayed.

The screenshot shows the 'New User Account' form in the PRMS system. The form includes the following fields and options:

- Login Name:** Text input field containing 'kfrog'.
- User Name:** Three text input fields for 'first', 'middle', and 'last' names.
- Telephone:** Text input field.
- Location:** Dropdown menu with 'AK' selected.
- Email Address:** Text input field.
- Time Zone:** Dropdown menu with 'None Selected'.
- Title/Suffix:** Text input field.
- Check here to give this user permission to register new users:** (highlighted by a callout box).
- Security Level:** Radio buttons for 'General' (selected) and 'Leadership' (highlighted by a callout box).
- Check here to deactivate this user account:**
- Does this user need a mobile or dial-up access to NRCS's 1-800 access at Kansas City?** (Note: Only one Unixware account is needed per field office but windows 3.1/95/NT users should have individual accounts) Yes

Callout boxes provide additional context:

- User Permission:** Only the PRMS Coordinator access level and above can give a user registrar privileges.
- Security Level:** This option determines whether users have access to secured reports.

The user permission option can only be viewed and checked by a PRMS Coordinator, and will give the user registrar status, allowing them to register new users.

Registrars and PRMS Coordinators both have access to the Security level option. General and Leadership are options that determine what access a user will have for manager restricted reports. PRMS Coordinators can also request other coordinators for their state by calling the NRCS Hotline at [1-888-311-1444](tel:1-888-311-1444).

You can edit user accounts only if you are listed as the user's registrar or are a PRMS coordinator. By default, you are the registrar or Coordinator for any user you add. To edit an existing user, do not check the new account box. Enter the User Id and select **Submit**. The following Account Summary screen is displayed.

The screenshot shows the 'Account Summary' page in the PRMS system. The page includes a navigation bar with 'Home', 'Data Entry', 'Products', 'Accounts', 'Support', 'Comments', and 'Help'. The main content area displays user information such as Login Name (kfrog), User Name (first: karmt, middle: , last: Frog), Telephone, Location (AK), and Email Address (AJLoren@nrcs.itc.usda.gov). There are several callout boxes with arrows pointing to specific features:

- Account Summary:** You can add new user information or edit an existing user. (Points to the user information fields)
- User Permission:** Only the PRMS Coordinator can access this option, which will give the user registrar privileges. (Points to the 'Check here to give this user permission to register new users' checkbox)
- Security Level:** This option determines whether users have access to secured reports. (Points to the 'Security Level' radio buttons for General and Leadership)
- Edit the User Options:** You can edit the user options as before in the user profile by selecting other programs and locations. (Points to the 'Set Your Options' section with a list of programs and a 'Set Location' button)
- Save:** Select to save user information. (Points to the 'Save' button at the bottom of the page)

The Account Summary screen will display a summary of the current user options. You can edit the user options as before in the user profile, or you can deactivate the user by selecting the **deactivate user account** box. Deactivating a person does not mean the user history has been deleted. The system must keep this information to track users who have entered data.

After editing or deactivating the user, select **Save** to accept any changes and you will be taken back to the Accounts screen. The user is now ready to begin entering data or accessing secured reports.

You are ready for logging into PRMS





LOGGING INTO PRMS

Select **Login** on the PRMS Home Page. The following screen is displayed.

The screenshot shows the PRMS login interface. At the top, there is a navigation menu with 'Home', 'Products', 'Comments', and 'Help'. Below the menu, the page title reads 'Natural Resources Conservation Service Performance and Results Measurement System' and the URL 'www.nrcs.usda.gov' is displayed. The main heading is 'Login'. A prominent 'Update Notice!' section contains text about profile updates. Below this, instructions for logging in are provided, including a 'Login' button. Two callout boxes are present: one pointing to the 'Update Notice!' section and another pointing to the 'User ID' and 'Password' input fields and the 'Login' button.

Update Notices
Notice of major updates will appear on the login screen. You may need to update your user profile to run updated versions.

Login and Password
Type in user ID and password and select Login (do not hit the enter key on your keyboard)

Type in the login and password that was e-mailed to you and select **Go**. A screen will appear prompting you to change your password. First time users must now update their password.

The menu below is an example of some of the functions available to you with a valid login and password. Again, some options will only be available to registrars or PRMS Coordinators.

The screenshot shows the PRMS main menu with the following items: 'Home', 'Data Entry', 'Products', 'Accounts', 'Comments', and 'Help'. The 'Accounts' menu item is highlighted. Callout lines connect each menu item to a description of its function.

- Home**: Return to PRMS Home Page
- Data Entry**: Display data entry options.
- Products**: Display reports, maps and charts
- Accounts**: Change your password, update your user profile
- Comments**: Send e-mail to PRMS staff
- Help**: Get on-line help

You are ready to begin entering performance data





ENTERING DATA

Select the **Data Entry** tab. The following screen is displayed.

USDA PRMS Natural Resources Conservation Service
Performance and Results Measurement System

Home | **Data Entry** | Products | Accounts | Comments | Help

www.nrcs.usda.gov

Enter Data

Welcome. Your login indicates that you are a field office user and are authorized to complete, review, or edit performance records for each section provided in the left menu column. To use the system,

1. Select an option from the left column.
2. Enter data on the form that appears.
3. If desired, selected another data entry option.
4. Review Records in Outbox.
5. Submit or Close Records in Outbox.
6. Review Records in Inbox.
7. Submit or Close Records in Inbox.

Performance Measures
Select a performance measure to begin entering performance data

The data entry screen will indicate your security level. This will determine which performance measure topics are displayed in the menu bar for you to complete, edit or review.

The data entry forms for each performance measure listed are located in the menu bar. The five field level performance measures are:

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

A different list of performance measures will appear if you are registered as a State or National level user. For example, select **Erosion Control** and the following screen is displayed.



Natural Resources Conservation Service
Performance and Results Measurement System

Home
Data Entry
Products
Accounts
Comments
Help

Erosion Control

Record Reference (optional) Assistance Date

Enter Customer Information

Select Customer Type

Enter Customer Status
 Race, Gender & Ethnicity

	Male Non-Hispanic	Female Non-Hispanic	Male Hispanic	Female Hispanic
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First Service to Customer During this Fiscal Year? Yes No

Select Land Use

Cultivated Cropland (including CRP land)
 Grazed Land
 Other Land

Forest Land
 Non-cultivated Cropland/Hayland
 Urban and Built Up Land

Enter Erosion Control Systems

Performance Measure	Amount	Unit of Measure
Erosion Control Applied	<input type="text"/>	Acres
T Value for Acres Treated	<input type="text"/>	n/a
Soil Loss Before Practice/System Application	<input type="text"/>	T/A/Y
Soil Loss After Practice/System Application	<input type="text"/>	T/A/Y

HEL Yes No (complete if land use is cultivated cropland)

Select Programs (One or more)

American Heritage Rivers Program
 Farm Bill Compliance (HEL and Swampbuster)

Colorado River Salinity Control Program
 Conservation Farm Option Program
 Conservation Reserve Program
 Conservation Technical Assistance
 Emergency Watershed Protection

Identify Location and Staff Providing Service

State

County Larimer, CO

HU Code 10180002 10180010

Congressional District 03-CO

Conservation District Fort Collins SCD, CO

Staff Providing Service
 NRCS State Agency RC and D Council
 Conservation District Other

Last revised 01/13/99 9:04 PM

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The data entry screens display the customized program and location information that has been entered in your user profile. For more programs or locations, use the **More** scrollbar for other options, or go to your user profile to select other options that always appear as default choices. The data entry screens are similar for each performance measurement. The following describes common sections of the data entry screen.

1 *What is the Record Reference and Assistance Date?*

A screenshot of a data entry form showing two input fields. The first field is labeled "Record Reference (optional)" and is currently empty. The second field is labeled "Assistance Date" and contains the text "1999-1-13".

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 *Who is the customer?*

A screenshot of a form titled "Enter Customer Information". At the top, there is a dropdown menu labeled "Select Customer Type" with the text "-Select One-". Below this is a section titled "Enter Customer Status Race, Gender & Ethnicity". It contains a table with four columns: "Male Non-Hispanic", "Female Non-Hispanic", "Male Hispanic", and "Female Hispanic". The rows represent racial and ethnic categories: "White", "Black", "American Indian/Alaskan Native", "Asian/Pacific Islander", and "Other". Each cell in the table contains an empty input box. At the bottom of the form, there is a question "First Service to Customer During this Fiscal Year?" followed by radio buttons for "Yes" and "No".

Customer Type: A required field that identifies the customer type, such as agricultural land owner/operators, units of government, Congress, tribal governments, etc. Select from drop-down list. You may only select 1 customer type for each performance record.

Enter Customer Status: At least one of these boxes must contain a number indicating the racial origin, gender and ethnicity of the customers served.

First Service Indicate by marking yes or no whether this is first service to customer during fiscal year. Required.

3 *What Land Use is associated with the performance measure?*

Select Land Use

<input type="radio"/> Cultivated Cropland (including CRP land) <input type="radio"/> Grazed Land <input type="radio"/> Other Land	<input type="radio"/> Forest Land <input type="radio"/> Non-cultivated Cropland/Hayland <input type="radio"/> Urban and Built Up Land
---	---

Not all performance measures ask for you to record a land use. However, when they are, you are required to select only one land use.

4 *What are the specific performance measures?*

Enter Erosion Control Systems

Performance Measure	Amount	Unit of Measure
Erosion Control Applied	<input style="width: 100%;" type="text"/>	Acres
T Value for Acres Treated	<input style="width: 100%;" type="text"/>	n/a
Soil Loss Before Practice/System Application	<input style="width: 100%;" type="text"/>	T/A/Y
Soil Loss After Practice/System Application	<input style="width: 100%;" type="text"/>	T/A/Y

HEL Yes No (complete if land use is cultivated cropland)

This data entry area varies for each performance measure depending on the information being collected. The data entry fields unique to a performance measure are accented with a shaded box in a different color.

5 *What programs are being used to implement the conservation activity?*

Select Programs (One or more)

<input type="checkbox"/> American Heritage Rivers Program	<input type="checkbox"/> Farm Bill Compliance (HEL and Swampbuster)
---	---

More

Colorado River Salinity Control Program
 Conservation Farm Option Program
 Conservation Reserve Program
 Conservation Technical Assistance
 Emergency Watershed Protection

Program defaults
Defaults selected in user profile listed with checkboxes

More options
Select other programs from scrollable list

Indicate which program(s) is/are being used. The programs selected in your user profile will be displayed, while other program options are available in the **More** scroll-field.

6 *Where are you implementing the conservation activity?*

Identify Location and Staff Providing Service	
State	Colorado
County	<input type="radio"/> Larimer, CO
HU Code	<input type="radio"/> 10180002 <input type="radio"/> 10180010
Congressional District	<input type="radio"/> 03-CO
Conservation District	<input type="radio"/> Fort Collins SCD, CO
Staff Providing Service	<input checked="" type="checkbox"/> NRCS <input type="checkbox"/> State Agency <input type="checkbox"/> RC and D Council <input type="checkbox"/> Conservation District <input type="checkbox"/> Other

Indicate the state, county, congressional district, and 8-digit hydrologic units where the conservation activity is being implemented. If more than one location is applicable, select the location where the majority of the activity occurred. Only the locations that you selected in your user profile will be displayed. You must change your user profile to display other location options.

7 *What action will be performed with entered data?*

Select **Save to Outbox** and the Outbox: Current Session screen is displayed.

Note: You must save your changes before choosing another performance measure or your current record could be lost.

Save to Outbox

After saving to your outbox, you may edit the record from the outbox, or if all data has been entered the next step is transmitting your data.

You are ready for transmitting your records





TRANSMITTING YOUR RECORDS

Once you have saved your data entry, the Outbox screen is displayed.

The screenshot shows the PRMS interface. At the top, it says "USDA PRMS Natural Resources Conservation Service Performance and Results Measurement System" with navigation tabs for Home, Data Entry, Products, Accounts, Comments, and Help. The URL "www.nrcs.usda.gov" is visible. The main heading is "Outbox: Current Session". Below this, a message states: "The following records are waiting for transmittal. Click Submit List to clear the Outbox by sending the records to the system for processing. Edit a record by clicking on the record. This removes the record from the Outbox and displays the data entry screen for the record." A table lists records with columns: Record Number, Service Date, Performance Measure, Record Reference, and Customer Type. One record is shown with Record Number 1, Service Date 1999-1-13, Performance Measure "Erosion Control Systems", and Customer Type "Agricultural landowner/operator". A "Submit" button is located below the table. On the left, a sidebar menu lists various conservation treatments, with "Outbox" highlighted. Three callout boxes provide instructions: "Editing a Record" points to the "Erosion Control Systems" link in the table; "Submit List" points to the "Submit" button; and three boxes on the left describe "Outbox", "Inbox", and "View Prior Entries" menu items.

Editing a Record
To edit a record, click on the performance measure to display the data entry screen

Submit List
Select to transmit records

Outbox
Select to view records ready for transmittal in the Outbox screen

Inbox
Select to view the Inbox screen to edit abandoned or rejected records

View Prior Entries
Select to view prior entries within the date range that they were entered

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

The Outbox screen displays a list of records ready to be transmitted to PRMS. All transmitted data are sent to a Data Warehouse for collection and business rule validation.

Edit or delete your records by clicking on the performance measure record, and the data entry screen for that record is displayed. You may now modify the data and Save to Outbox, or choose to delete the record. **Note: Deleted records cannot be recovered.**

If your records are ready for transmittal, transmit your records for processing by selecting **Submit List**. This will clear your Outbox and the following message screen is displayed.

Below is a summary of the records you have just submitted. If you want to continue with data entry, click on [Continue](#). If you are finished with data entry, click on [Exit](#).

PaRMS Message
Message ID: sha:T2bsTuBiuPi1iPHnHvqDul/HAP4=
User: jburgchardt
Message Time: 1999-01-13 07:37 PM MST

Record 1	Key Conservation Practices
1999-01-13 07:37 PM MST	Service Date: 1999-1-13
Customer Type:	Agricultural landowner/operator
First Service?	Repeat
Service Staff Affiliation:	NRCS
Subcategory:	Erosion Control Systems
Customer Status:	White, Male, Non-Hispanic: 1
Land Use:	Cultivated Cropland (including CRP land)
Measures:	HEL: Y (Y/N) Soil Loss After Practice/System Application: 12 (T/A/Y) Soil Loss Before Practice/System Application: 30 (T/A/Y) T Value for Acres Treated: 12 (TValue) Erosion Control Applied: 120 (Acres)
Programs:	Farm Bill Compliance (HEL and Swampbuster)
Location:	County: Larimer, CO Cong Dist: 03-CO Conserv Dist: Fort Collins SCD, CO
HUC:	10180002

Continue or Exit
 Continue entering records or exit the PRMS system

This screen displays the records that were just transmitted to PRMS for processing and validation against business rules. To enter more data or access other information from PRMS, click on **relogin** and you will be taken back to the login screen where you can enter your login and password again.

You are ready to view prior entries





VIEWING PRIOR ENTRIES

View prior entries allows selection and display of previously submitted records.

PRMS

Natural Resources Conservation Service
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View 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 Date(s) 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.

Counties:

Select records
Select a narrow or wide range of records.
Each record selected must match all of the selection criteria

Reset or search
Reset to change entries or click search to locate records that match criteria

Selected records are listed.

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View Prior Entries

Record	User ID	Service Date	Performance Measure	Customer Reference	Customer Type	County
33668	Fayette	1999-01-04	Customer Assisted	johna mertz	Non-agricultural rural landowner/operator	Colorado, TX
33687	Fayette	1999-01-04	Customer Assisted	jack rainer, lcra	Private Business/Industry/Consultant	Colorado, TX
33689	Fayette	1999-01-04	Customer Assisted	alfred bohott	Agricultural group	Fayette, TX
29576	acolson	1999-01-04	Customer Assisted	Kim Gentry	Non-agricultural rural landowner/operator	Colleton, SC
31130	alovelace	1999-01-04	Customer Assisted	joyce ruch	Agricultural landowner/operator	Custer, OK
31328	amiranda	1999-01-04	Customer Assisted	1155	Agricultural landowner/operator	Cloud, KS
31327	amiranda	1999-01-04	Customer Assisted	0957	Agricultural landowner/operator	Cloud, KS
31329	amiranda	1999-01-04	Customer Assisted	0385	Agricultural landowner/operator	Cloud, KS
31330	amiranda	1999-01-04	Customer Assisted	1452	Agricultural landowner/operator	Cloud, KS
30908	athomas	1999-01-04	Customer Assisted	martin	Agricultural landowner/operator	Baltimore, MD

First Prev Next Last
 Row(s) 1 through 10

Record number
 Click the record number to view the full record

Select group
 Records display in groups of 10, use the buttons to move between groups



CORRECTING REJECTED OR ABANDONED RECORDS

The Inbox screen displays records that have been either rejected or abandoned in a previous session.

USDA PRMS Natural Resources Conservation Service Performance and Results Measurement System

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Inbox: Current Session

The following records have been rejected or abandoned in a previous session. Edit a record by clicking on the record. This removes 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	dfg	Agricultural group

Abandoned
If you connection is lost during a session, records in your Outbox will be place in your Inbox as "Abandoned" records. Click "Abandoned" to edit and resubmit.

Rejected
Records that are rejected after submission are returned to your Inbox. Click "Rejected" to edit for resubmission.

To edit records, click on a record in the column **Record Type**. This removes the record from the Inbox and displays the data entry screen for that record. Details on why the record has been rejected will be listed at the top in a different color. Enter the correct information and select **Save to Outbox** to re-transmit your record back to the Outbox, or you can select **Delete Inbox Record** to remove the record entirely.

Note: Deleted records cannot be recovered.

Obtaining Products





OBTAINING PRODUCTS

Currently, you may select the **Products** tab from any screen in PRMS to obtain a list of the current maps, charts and reports for each Performance Measure.

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PRMS

**Natural Resources Conservation Service
Performance and Results Measurement System**

www.nrcs.usda.gov

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Customers Assisted
Inventory & Evaluations
Conservation Systems
Conservation Treatments
Success Stories
PRMS Status
13 Key Questions

Data Reports
Products
Maps



Reports Maps Data

13 Key Questions

[The Natural Resources Conservation Service \(NRCS\)](#), an agency of the [US Department of Agriculture](#), provides technical assistance, information, and advice to citizens in their efforts to conserve soil, water, plant, animal, and air resources on private lands. Employees of NRCS, cooperating agencies and groups, the conservation partnerships, and local partners deliver services to customers through 2500 county offices (USDA Service Centers). NRCS managers and strategic planners ask [thirteen key questions](#) to determine how effective the agency and conservation partnerships are in accomplishing their mission.

Products

Select a performance measure product to view the Report Options screen for a display of options that will allow you to customize you report

Key Questions

Select to view a list of 13 questions that correlate to each performance measure product

Products are organized by specific performance measures, and by how they relate to 13 Key Questions.

To obtain a report, you may either select a **Performance Measure** product from the menu bar, or click on the **Key Questions** button to view products that correlate to 13 key questions. After selecting a product from either entry point, an intermediate screen is displayed where you can select the performance measure product.

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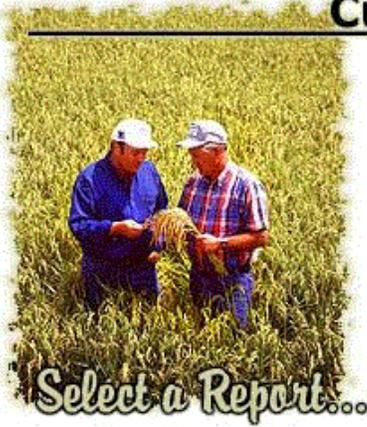
www.nrcs.usda.gov

Customers Assisted
Inventory & Evaluations
Conservation Systems
Conservation Treatments
Success Stories
PRMS Status

13 Key Questions

Customers Assisted

- [Assistance to Customers](#)



Select a Report...

Select the hyperlink performance measure product and the Customize and Generate a Report screen is displayed that allows you to customize any map, report, or chart being generated.

The Report Option screen allows you to populate the product data on either a National or State level by using the drop-down **Select the Area** menu and selecting any of the states or **Entire Nation**.

You can also use the **Select the Period** drop-down menu to select a reporting period. Currently, the period defaults to the fiscal year-to-date until more data is collected.

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Customize and Generate a Report

Customers Assisted
 Inventory & Evaluations
 Conservation Systems
 Conservation Treatments
 Success Stories
 PRMS Status

13 Key Questions

Assistance to Customers

Instructions:

Customize this report by selecting the area and period from the choices below. Click **Generate Report** to generate the report with the selected options.

Report Options:

Viewing Options:
[Detailed Version](#)

Select the area: Entire Nation

Select the period: Fiscal Year-to-Date

Generate Report →

Select the Period
 Use the pull-down menu to view reporting period selections. Currently it will default to the Fiscal Year-to-Date

Generate Report
 After choosing your options, select to view the finished product

Select the area
 Use the drop-down menu to select either a state or National view. This will determine how the data will be populated in your product

You can click on the underlined text under **Viewing Options** to alter the screen to a condensed version as shown, or can select the detailed version which will expand **the Select the area** drop-down field with all the states listed. The results are the same regardless of which viewing option you select.

The following is the detailed version.

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**Natural Resources Conservation Service
Performance and Results Measurement System**

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Customize and Generate a Report

- Customers Assisted
- Inventory & Evaluations
- Conservation Systems
- Conservation Treatments
- Success Stories
- PRMS Status

Assistance to Customers

Instructions:

Follow the numerical steps below to customize the area and period for this report. Click **Generate Report** to generate the report with the selected options.

Report Options:

Viewing Options:
[Condensed Version](#)

1. Select the area:

<input checked="" type="radio"/> Entire Nation	<input type="radio"/> Iowa	<input type="radio"/> New Mexico	<input type="radio"/> Washington
<input type="radio"/> Alabama	<input type="radio"/> Kansas	<input type="radio"/> New York	<input type="radio"/> West Virginia
<input type="radio"/> Alaska	<input type="radio"/> Kentucky	<input type="radio"/> North Carolina	<input type="radio"/> Wisconsin
<input type="radio"/> Arizona	<input type="radio"/> Louisiana	<input type="radio"/> North Dakota	<input type="radio"/> Wyoming
<input type="radio"/> Arkansas	<input type="radio"/> Maine	<input type="radio"/> Ohio	<input type="radio"/> American Samoa
<input type="radio"/> California	<input type="radio"/> Maryland	<input type="radio"/> Oklahoma	<input type="radio"/> Federated States of Micronesia
<input type="radio"/> Colorado	<input type="radio"/> Massachusetts	<input type="radio"/> Oregon	<input type="radio"/> Guam
<input type="radio"/> Connecticut	<input type="radio"/> Michigan	<input type="radio"/> Pennsylvania	<input type="radio"/> Marshall Islands
<input type="radio"/> Delaware	<input type="radio"/> Minnesota	<input type="radio"/> Rhode Island	<input type="radio"/> Northern Mariana Islands
<input type="radio"/> District of Columbia	<input type="radio"/> Mississippi	<input type="radio"/> South Carolina	<input type="radio"/> Palau
<input type="radio"/> Florida	<input type="radio"/> Missouri	<input type="radio"/> South Dakota	<input type="radio"/> Puerto Rico
<input type="radio"/> Georgia	<input type="radio"/> Montana	<input type="radio"/> Tennessee	<input type="radio"/> Virgin Islands of the U.S.
<input type="radio"/> Hawaii	<input type="radio"/> Nebraska	<input type="radio"/> Texas	
<input type="radio"/> Idaho	<input type="radio"/> Nevada	<input type="radio"/> Utah	
<input type="radio"/> Illinois	<input type="radio"/> New Hampshire	<input type="radio"/> Vermont	
<input type="radio"/> Indiana	<input type="radio"/> New Jersey	<input type="radio"/> Virginia	

2. Select the reporting period:

Fiscal Year-to-Date (Oct. 1, 1998 through Jan. 12, 1999) ▾

3. Click the following button to generate this report.

After selecting your options, select **Generate Report** to view the final product.

The following is an example of the first half of the **Assistance to Customers National Summary** report. The shaded polygon map shows the number of customers assisted (by county) by the conservation partnership.

[The level of assistance is determined by adding all instances of service provided to customers that were recorded by the conservation partnership.]



PRMS

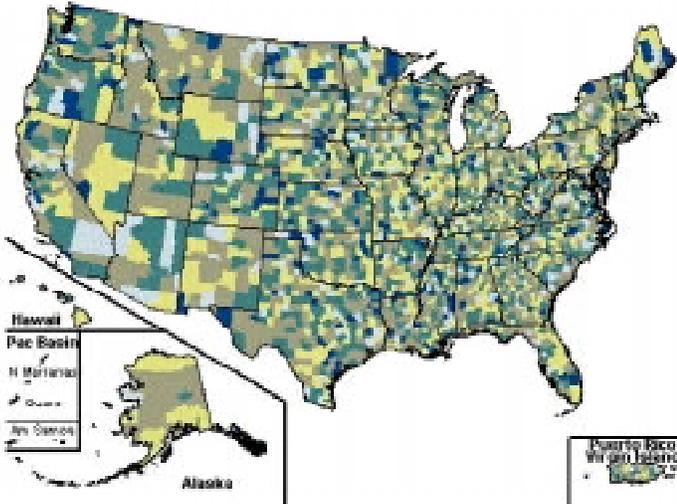
Natural Resources Conservation Service
Performance and Results Measurement System

**Assistance to Customers
National Summary
Fiscal Year-to-Date**

PRMS-1

This report is based on test data.
Actual PRMS data will be available soon.

Map 1: Assistance to Customers



Total Customers

No Data
67 - 186
187 - 267
268 - 348
349 - 429
430 - 580

National Map
At the national level, the shaded polygon map will show the levels of populated data for each product

Description: The shaded polygon map shows the level of assistance (by county) provided to NRCS customers. The level of assistance is determined by adding all instances of service provided to customers that were recorded by the conservation partnership. The accompanying table breaks the total level into four categories:

1. Assistance with planning and applying conservation systems
2. Assistance with applying key conservation treatments
3. Assistance with resource inventories and evaluations
4. Other conservation assistance

Information is compiled for each state, region, and the nation.

Uses: This report can be used to determine broad distribution trends in service provided to customers by the conservation partnership.

Cautions: This report does not show sufficient detail to enable evaluation of site specific conditions (e.g., privately-owned farms and ranches) and is intended to reflect general trends.

Report Generated: 10/14/1998. The report information is based on data as of 09/24/1998 and covers the reporting period from 10/01/1998 to 09/24/1998.

Description
This section describes how the product levels are distributed and gives information on the uses and cautions of the product

The second part of the **Assistance to Customer National Summary** report shows how the product breaks the total levels of assistance into four categories:

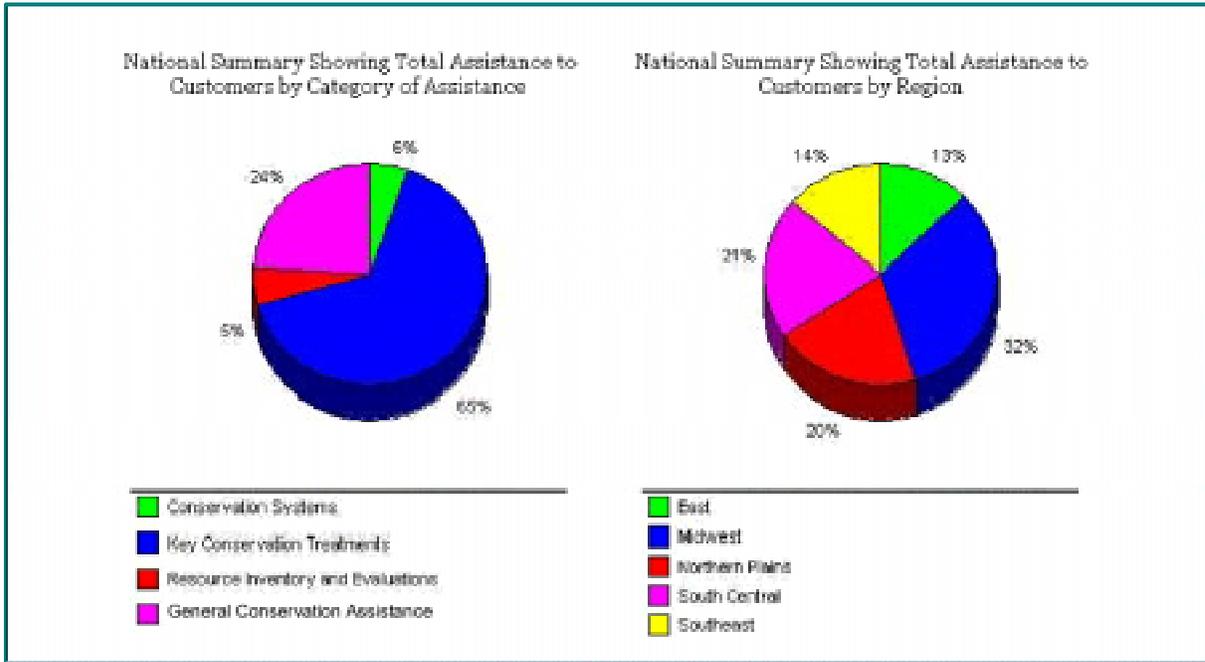
- 1.Assistance with planning and applying conservation systems
- 2.Assistance with applying key conservation treatments
- 3.Assistance with resource inventories and evaluations
- 4.General customer assistance

Table 1: Assistance to Customers– National Summary

AREA	CATEGORIES OF ASSISTANCE				TOTAL
	Conservation Systems	Key Conservation Treatments	Resource Inventory and Evaluations	Other Conservation Assistance	Assistance to Customers
National	11	29	16	641	697
Regions:					
East	0	2	0	12	14
Midwest	5	3	13	491	512
Northplains	2	14	2	90	108
Southcentral	4	10	1	30	45
Southeast	0	0	0	9	9
West	0	0	0	9	9
States:					
Alabama	0	0	0	4	4
Alaska	0	0	0	0	0
American Samoa	0	0	0	0	0
Arizona	0	0	0	0	0
Arkansas	3	6	0	20	29
California	0	0	0	0	0
Colorado	2	14	2	50	68
Connecticut	0	0	0	0	0
Delaware	0	0	0	0	0
District of Columbia	0	0	0	0	0
Florida	0	0	0	0	0

Note: This table is only a sample of how an actual table will appear. Some of the category titles and figures will be different in an actual report.

The third part of the report displays the data in full-color charts.



You can choose to view the finished product online and print it out to a full-color or black and white printer.

Conclusion



You now have the skills and information you need to effectively enter and edit data, change your user profile, generate product reports, and access other PRMS functions. If other complex needs arise or you need further clarification, please contact your registrar or PRMS Coordinator. You can also call the NRCS Hotline at **1-888-311-1444**.