

Entering US Training Data

Participants Attending US Programs

Introduction

This document provides instruction on how to use the TraiNet/Web system, USAID's internet-based tool for reporting USAID-funded training programs and maintaining visa compliance. It is divided into a number of sections describing different common scenarios, with each section explaining what you will need to get started, coupled with step-by-step data entry instructions.

This document is not a policy document. For information concerning policy and requirements related to USAID-sponsored training, please refer to ADS Chapters 252 (<http://www.usaid.gov/policy/ads/200/252.pdf>) and 253 (<http://www.usaid.gov/policy/ads/200/253.pdf>). For more information on how to utilize VCS please reference The Complete Guide to USAID Visa Compliance Systems (VCS).

To Get An Account

To obtain an account on TraiNet/Web, you must first contact the TraiNet/VCS Helpdesk either by phone at +1.703.879.8611 or by email at trainet-vcs@sraprod.com. You will need to provide your full name, organization, USAID-funded program or project you are implementing, email address, and contact information for your USAID AOTR/COTR.

With this information, the Helpdesk will seek confirmation from your USAID AOTR/COTR that your organization is an active USAID implementing partner and will then create a site ID for your organization and corresponding user accounts in TraiNet.

Getting Started in TraiNet/Web

This section describes the information you will need, as well as the steps you must take, in order to utilize TraiNet in managing the information for a participant attending a training course in the USA.

Following the steps below will begin the process of requesting a DS-2019 form to enable the participant to gain J-1 Visa eligibility. Without this approved DS-2019 form and visa interview, the participant will not be able to gain entry to the US for to attend their training program. You must use the TraiNet system to keep the participant information up-to-date throughout the time period of his or her program.

What you will need:

Before you begin to enter information about your participant, you should have the following information at hand:

- A copy of the participant's passport (at least the face page of the passport);
- The participant's employment position (job title and sector of employment);
- Address where the participant will stay in the U.S.;
- Training provider name and address of the training location;
- The estimated budget for the USAID funded portion of the training program;
- The dates of training;

- The subject/field of training (also known as the field of study); and
- Finally, the visa category for the participant. You can find this information with the ADS253.

Note that for J-1 visa requests, TraiNet data must be submitted to the VCS. If the participant will attend USAID-funded training while using an A or B visa, the data about the training must still be entered into TraiNet, however there is no need to submit the information to the VCS as no visa is being requested.

It is very important to collect all the above information before to begin entering in actual program and participant information in TraiNet!

Step 1: Logging in to TraiNet

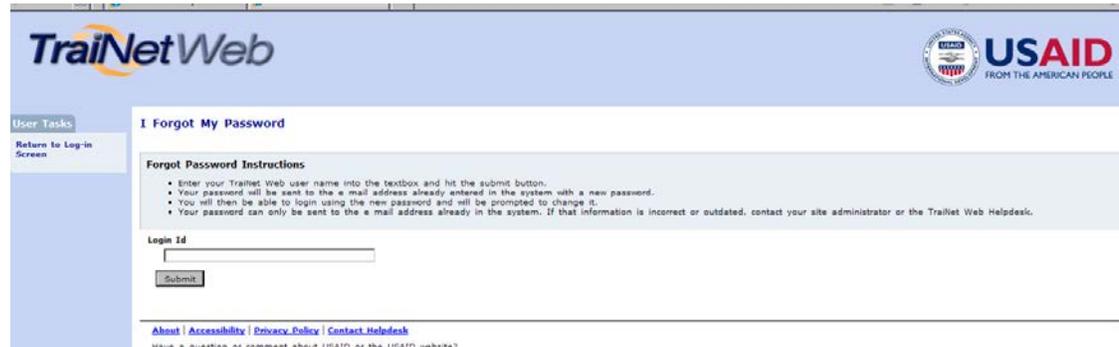
The first screen you will see is the TraiNet/Web “Welcome” screen, which provides introductory information in using the system. This screen also includes important dates for TraiNet and VCS training events held at the USAID offices in Washington, DC.

To login into the system, click on the **Login** link located on the left side of the navigation.

Next, enter your case-sensitive **Login ID** and **Password** that were assigned to you and click on the **Submit** button in order to login into the system.

1.1 Forgotten your Password?

If you have misplaced or forgotten your password, you can always reset your password by selecting the “I forgot my password” link located on the left side of the screen. This link will display the following password reset page:



To reset your password, you must first enter your **Login ID** and press the **Submit** button. This will automatically generate a new password that will be sent to your email address. If you do not receive your new password or experience problems with this functionality, contact the TraiNet/VCS Helpdesk for follow up and resolution at email: trainet-vcs@sraproduct.com.

1.2 Initial Screen

Understanding the TraiNet Web Page Interface

The TraiNet/Web system runs in your internet browser and follows the same navigation logic familiar to web-users. Each of the web pages in the system is structured similarly, and understanding this structure can help you fully utilize all the features of the system.

A sample TraiNet/Web page is presented below, with boxes highlighting the important sections of a typical screen. Note: some pages may not contain all the screen elements presented below.

Program Name	Program Status	Start Date	End Date
Anesthetic Research	Active	1/1/2010	10/20/2013
Anesthetic Research clone	Active	1/1/2010	10/20/2013
Anesthetic Research II	Planned	10/21/2010	6/8/2011
Anesthetic Research III	Cancelled	1/1/2011	10/20/2011
BRDH Program	Active	6/23/2010	6/8/2011
Child Health Research	Completed	11/9/2009	4/23/2010
Disaster Regulation Development	Planned	8/1/2011	8/8/2011
Disaster Regulation Development Bishop	Planned	8/1/2011	8/8/2011
Disaster Regulation Development - Martinez	Planned	8/1/2011	8/8/2011
Disaster Regulation Development MSM	Planned	8/1/2011	8/8/2011

Additional information about these elements, as follows:

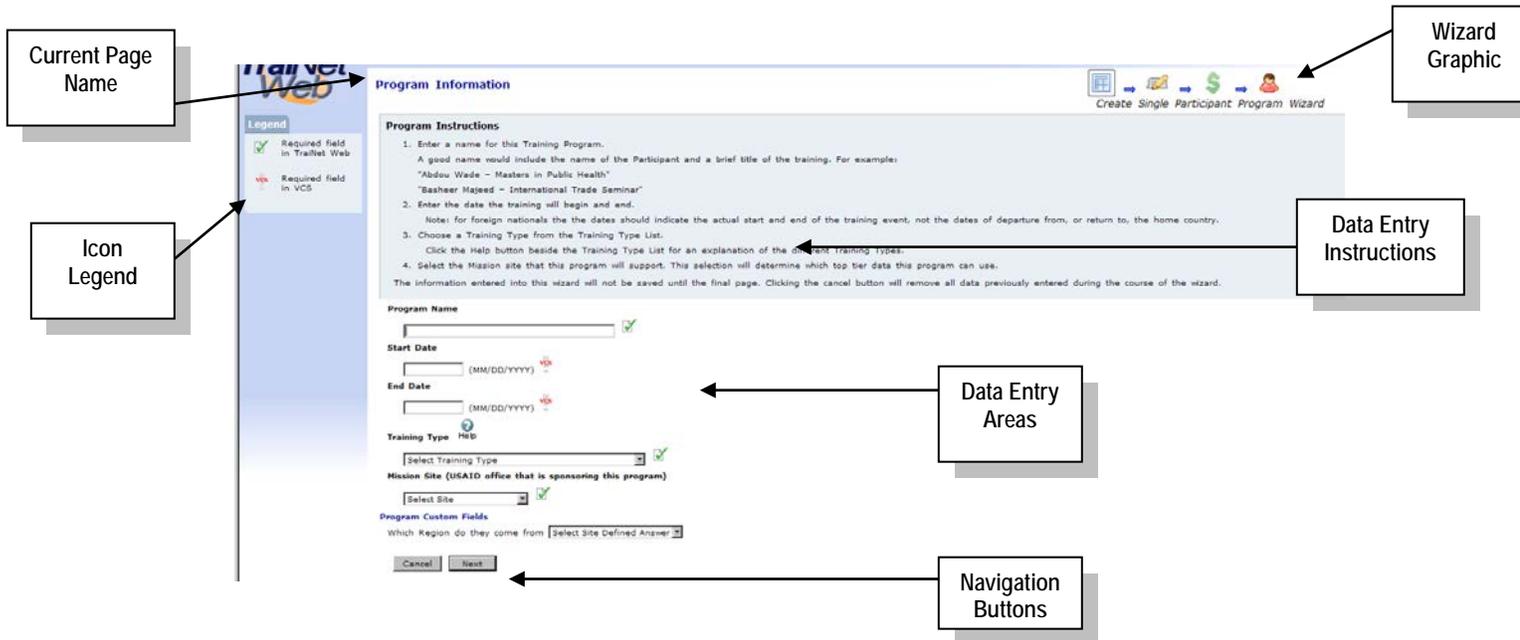
- **Logged In User Information** - This area provides information about you (your log-in/user ID), and lists the TraiNet site ID that you have been granted access to. You should contact the help desk if any of this information appears incorrectly in the system. The Help Desk may ask you to provide the information in this area if you are experiencing a problem, particularly if you have access to more than one organizational site ID.
- **Searches/Reports** - This area provides a list of actions that are available for Administrators and Users. By clicking on one of the listed actions will open a new web page and provide instructions on how to complete the selected action.
- **Icon Legend** - This informational area provides a quick reference on the icons that are presented on the web page.
- **Program Tabs** - These links allow you to switch between the different programs that your organization has entered in the TraiNet system: in-country, third country or trainings conducted in the U.S.
- **Program Options** - Selecting one of these links will initiate the type of program specified within that program tab.
- **Programs** - This area provides a listing of all the programs that have been entered in TraiNet. By clicking on a program icon, a page will display detailed information about the item that you selected.
- **Admin Tasks List** - This section is only available to Site Administrators. Selecting a link will create custom fields, view shared data, and manage the site preferences.

Step 2: Creating a Single Participant US-based Program

The TraiNet/Web system provides a step-by-step interface to simplify the task of entering data in the system, known as wizards. This organizes the task of entering data into logical subsets, and provides detailed instructions on the screen about how you will need to enter data. Data is saved only when you complete all screens provided; however, you may cancel your session at any time. Note: the system will “time out” if it is not used in a timely basis. Once the system has logged you off, you will have re-log into TraiNet.

It is highly recommended that you use a Single Participant Program versus a Multiple Participant Program, particularly if it is a long program, or if there is any chance that one or more of the participants will either be cancelled or arrive later or leave earlier than the rest of the group.

A sample wizard interface is presented below:



Additional information on the above sections:

- **Current Page Program Name** - [In the Program Name field, enter a very descriptive name for the . This area allows you to access the specific area you selected This name .](#)
- **Icon Legend** - This informational area provides a quick reference to the meaning of the icons that are presented on the web page.
- **Wizard Graphic** - This graphical element and text identifies the Icon and area you are currently entering data for.
- **Data Entry Instructions** - The area on each page will provide detailed instructions on how to enter information related to the area you are currently working on.
- **Data Entry Areas** - This is the area where your data will be entered according to the instructions provided.
- **Navigation Buttons** - The buttons at the bottom of the screen will allow you to navigate to the next web page when the current one is complete or navigate backward to modify the previous screen, or even to cancel all the data entry from this wizard entry.

2.1 Understanding Top Tier Data

All projects or programs that are funded by USAID must be associated with the specific USAID Mission/Office or Bureau that is funding the project/program. This is known as top tier data.

When you request a site ID to be created in TraiNet for your USAID-funded program, the Helpdesk will ask you which USAID Mission/Office or Bureau is funding your program so that they can link your organization to the correct top tier data of the specific USAID Mission/Office or Bureau. The top tier data not only involves linking your organization to the correct USAID funding entity, but also allows you to select the appropriate Activity and Strategic Objective.

Note that there exists an alternate structure to Top Tier Data called the Foreign Assistance Model (FAM) which consists of Program Elements and Subelements.

Top Tier Data

The screenshot shows the 'Top Tier Data' wizard in TraiNet Web. The interface includes a legend on the left with 'Required field in TraiNet Web' (green checkmark) and 'Required field in VCS' (red X). The main content area has a title bar with 'User: JuneTrainings | Site: USMTR6 | Logout' and a 'Create Single Participant Program Wizard' button. Below the title bar is the 'Top Tier Data Instructions' section, which lists three steps: 1. Select an activity from the dropdown for this Training Program. 2. Select a strategic objective from the list for this Training Program. Use the button to view a list of intermediate results for the selected strategic objective. 3. Select an intermediate result from the list or select No Intermediate Result if there is not one for this Training Program. A note states: 'The information entered into this wizard will not be saved until the final page. Clicking the cancel button will remove all data previously entered during the course of the wizard.' The 'Activity' section has a dropdown menu with 'Select Activity' and a green checkmark. The 'Strategic Objective' section has a dropdown menu with 'Select Strategic Objective' and a green checkmark. Below these are three buttons: 'Display Intermediate Results', 'Previous', 'Cancel', and 'Next'. At the bottom, it shows 'Program Name: Anesthetic Research | Start Date: 02/01/2012 | End Date: 02/20/2012' and a footer with 'About | Accessibility | Privacy Policy | Contact Helpdesk'.

You will now be asked about the **Top Tier Data** and specifically for which Activity and Strategic Objective you wish to choose. Once this has been completed select the **Next** button to continue to the next screen. Click the **Cancel** button to abort data entry for this program and close the wizard. Click the **Previous** button to return to the prior screen.

Activity - Select the Activity from the dropdown list. If your activity or strategic objective is not found, you will need to contact the helpdesk to get this information added to your site ID.

Strategic Objective - Select the Strategic Objective using the list displayed by the dropdown menu.

Display Intermediate Results - Select the button to display any Intermediate Results that are associated with the strategic objectives above. Note that there may not be any information to choose from.

2.2 Entering Training Provider Data

The screenshot shows the 'Training Provider Address' screen in the TraiNet Web application. The page header includes the user 'JuneTraining1' and site 'USXTR6'. A legend on the left indicates required fields. The main content area has 'Training Location Instructions' and a 'Training Provider Name' section with a dropdown menu, radio buttons for 'Add new Training Provider address' and 'Search previous Training Provider addresses for the selected provider', and 'Previous', 'Cancel', and 'Next' buttons. A 'Create Provider' button is also present. At the bottom, it shows 'Program Name: Anesthetic Research' and dates.

The Training Provider Address screen will allow you to enter in any training provider you require by selecting from a list of preloaded providers by using the drop-down list. Once a provider has been selected, you may search for an existing address or add a new address for that provider. If you do NOT see your provider in the list, then select the Create Provider button. You may Note: All new providers will need to have an address initially entered in TraiNet.

To Create a new Provider if the Provider Does Not Already Exist in the List:

Training Provider Address - Use this drop-down menu to display the list of providers. If the provider is not listed, select the "Create Provider" button to display the next Screen. *If you have selected a provider from the existing list, then the next few paragraphs do not apply.*

The screenshot shows the 'Create New Training Provider' screen in the TraiNet Web application. The page header includes the user 'JuneTraining1' and site 'USXTR6'. A legend on the left indicates required fields. The main content area has 'Training Provider Information Instructions' and a 'Training Provider Name' section with a text input field and a 'Training Provider Type' section with a dropdown menu and 'Cancel' and 'Next' buttons.

The Create New Training Provider screen is a 40-character field that will allow you to enter in any description for a provider name you wish. Once the information has been entered into the Training Provider Name, select the Training Provider Type drop-down menu to select the type of provider you are putting in.

Training Provider Name - Enter the name of the entity that is providing the training for your participants.

Training Provider Type - Use this drop-down menu to display the list of types that best describe your provider. Select the most appropriate from the drop-down list and then select the "next" button to go to the "Training Provider Validation" screen.

The Training Provider Validation screen allows you to select the provider you just entered and then save this provider to your site ID list. Once you select the provider you have just entered, you can then select the **Save Provider** button to go back to the Training Provider screen to add in the address for this provider.

Use a Similar Provider Already in TraiNet - Select a provider that is similar to the one that you have just entered.

Create A New Provider - Select the provider name that you have just entered into the system, and then select the **Save Provider** button to move back to the "Training Provider Address" web page above. Once on this web page, select the **Add new Training Provider address** option and then click on the **Next** button to move onto the Training Provider Address screen below.

This Training Provider Address screen allows you to enter in the specific address for your new provider. Once you have finished entering in the required fields, select the **Next** button to go on to the Program Subject screen below.

Address Line 1 - This is a required field and allows a maximum of 40-characters to be entered. Note: The address line 2 is not required.

City - Enter in the name of the city where the participant will take the initial training session.

State - Select the state that participants will be training by using the drop-down list.

Postal Code - Enter in the 5-digit postal code for the address of the training session that participants will attend. Once this has been done, select the **Next** button to move

on to the **Program Subject Fields** below. Note: The phone number is not requirement and is optional.

2.2 Program Subject Field Code

The **Next** screen will allow you to select the **Program Field Code Category** by using the drop-down menu. Once you have selected the appropriate category, you can use the **Display Subject Field Codes** button to select the most appropriate code for the training that you are conducting. Note: Both of these fields are predefined selections approved by USAID and are not subject to change in any way. Simply select the most appropriate code for your program.

The screenshot shows the TraiNet Web interface for the 'Program Subject' step. At the top, it displays the user 'JuneTraining1' and site 'USXTR6'. A legend on the left indicates that green checkmarks represent required fields in TraiNet Web and red 'vib' icons represent required fields in VCS. The main content area has a 'Subject Instructions' section with three numbered steps: 1. Select a Subject Field Category from the Subject Field Category dropdown. 2. Click the Display Subject Field Codes button. A list of relevant Subjects will be displayed for the selected Subject Field Category. 3. Select the appropriate Subject from the list. Below the instructions is a dropdown menu labeled 'Select Subject Category' with a red 'vib' icon. A 'Display Subject Field Codes' button is positioned below the dropdown. Underneath is a 'Subject' field with a red 'vib' icon. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. The footer shows 'Program Name: Anesthetic Research | Start Date: 01/01/2011 | End Date: 01/20/2011'.

Select the most appropriate **Subject Field Code Category** and then click **Display Subject Field Codes** for your training. Select the one that best applies. Click the **Next** button to continue onto the funding screen.

Subject Field Code Category - Subject Field Codes are arranged in categories. You can select the most appropriate **Subject Field Code** from the drop-down list after you have selected the category. Select the category that is most similar and appropriate to the program that you are implementing.

Display Subject Field Codes - Once the appropriate **Subject Field Code Category** has been entered, selecting the **Display Subject Field Codes** button will allow you to further define the type of training that you are associating the program with. Note: The list used by TraiNet has been revised and adopted by the Department of Education and the State Department and can not be modified. You therefore must choose from options available on this list!

2.3 USAID Funding

USAID Funding Instructions:

1. Enter the amount of money budgeted for this Program that comes from USAID funding sources. Enter the amounts in U.S. Dollars. The total budget from USAID funding sources must be greater than 0.00.

Budget amounts must be identified using the following expense types:

Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:

- Books, equipment, supplies, course handouts;
- Seminar/Conference/Workshop registration fees;
- Published academic tuition and fees.

Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:

- Per diem, medical examinations, visa fees;
- Health and accident insurance premium;
- Federal, state and local income taxes.

Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

Funding format example: 1400.00 Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.

Name	Amount
USAID Instruction	<input type="text"/>
USAID Trainee	<input type="text"/>
USAID Travel	<input type="text"/>

Previous Cancel Next

Program Name: Anesthetic Research | Start Date: 02/01/2012 | End Date: 02/20/2012

This screen will ask you about USAID funding. *Note:* Do not use commas or dollar signs (\$) when entering amounts (and decimals are optional). The amount that is indicated will only serve as budgeted information. To enter actual amounts, you will have to enter the program funding tab for your program, and then select the most appropriate edit command. Also, note that you only need to enter a monetary amount for one of the three categories to continue on to the **Non-USAID Funding** screen.

Enter **USAID Funding** Amounts as follows:

USAID Instruction - Enter the USAID-funded amount in US dollars for all costs of instruction, such as an instructor or instruction materials.

USAID Trainee - Enter the USAID-funded amount in US dollars for all costs that meet the personal needs and requirements for the participant such as per diem or insurance costs.

USAID Travel - Enter the USAID-funded amount in US dollars for costs associated with travel related items, such as taxi or airfare.

2.4 Non-USAID Funding

Non-USAID Funding Instructions:

Programs may be funded by sources other than USAID. If your program is funded by any of the sources listed below, please answer Yes to the question on this page. Otherwise, please answer No to the question on this page. Clicking the Next button on this page will take you to the next appropriate screen based on your answer.

- Host Country Government funding is money made available by the Participant's government;
- Private funding is money made available from private sources (such as the Participant's employer);
- Other funding is made available by other non-USAID sources that do not fit in another category.

Is this program also funded by Non-USAID sources?

Yes

No

Previous Cancel Next

Program Name: Anesthetic Research | Start Date: 02/01/2012 | End Date: 02/20/2012

This screen will seek information about non-USAID funding costs, for example if the training is funded by sources other than USAID.

You will have to answer the following question: **Is this program funded by Non-USAID sources** (this may include personal expenses, host government or private contributions)- If so, select the option "Yes" and follow the below steps that focus deal on "other" funding sources. If there your program is not being funded by "other sources", select the "No" option. This is only if USAID is the sole funding source for the program.

Select **Next** to continue to the screen below, to identify funding details for the Non-USAID sources.

Details for Non-USAID Funding

You will only see this screen if you selected the “Yes” option to enter non-USAID funding for the program. This will allow you to enter in the non-USAID funding source details. Note: Do not use commas or dollar signs (\$) when entering amounts (decimals are also optional).

Non-USAID Funding

1. Enter the amount of money budgeted for this Program that comes from non-USAID funding sources. Enter the amounts in U.S. Dollars.

Non-USAID funding sources can be:

- Host Country Government funding is money made available by the Participant's government;
- Private funding is money made available from private sources (such as the Participant's employer);
- Provider funding is money made available by the entity providing the training;
- Other funding is made available by other non-USAID sources that do not fit in another category.

Budget amounts must be identified using the following expense types:

Instruction expenses include those costs directly incurred to convey knowledge or impart training, such as:

- Books, equipment, supplies, course handouts;
- Seminars/Conferences/Workshop registration fees;
- Published academic tuition and fees.

Trainee expenses include those costs directly incurred to meet the personal needs and Program requirements of the individual Participant, such as:

- Per diem, medical examinations, visa fees;
- Health and accident insurance premium;
- Federal, state and local income taxes.

Travel expenses include those costs directly incurred transporting the Participant from the home country to the training country and back, as well as costs related to travel within the training country.

Funding format example: 1400.00 Please note that commas and dollar signs are not allowed, and decimal places are not required. Negative funding amounts are not permitted and the maximum funding amount for each line item is 4000000.

Name	Amount
Host Country Government Instruction	<input type="text"/>
Host Country Government Trainee	<input type="text"/>
Host Country Government Travel	<input type="text"/>
Private Instruction	<input type="text"/>
Private Trainee	<input type="text"/>
Private Travel	<input type="text"/>
Provider Instruction	<input type="text"/>
Provider Trainee	<input type="text"/>
Provider Travel	<input type="text"/>
Other Instruction	<input type="text"/>
Other Trainee	<input type="text"/>
Other Travel	<input type="text"/>

Previous Cancel Next

Program Name: Anesthetic Research | Start Date: 01/01/2011 | End Date: 01/20/2011

The non-USAID funding options, as follows:

Host Country Government Instruction, Participant, and Travel - Enter the amounts funded in each category by the government of the participant's country.

Private Instruction, Participant, Travel - Enter the amounts funded in each category by private sources.

Provider Instruction, Participant, and Travel - Enter the amounts funded in each category by provider sources.

Other Instruction, Participant, Travel - Enter the amounts funded in each category by any sources other than those identified above.

Note: None of these categories are mandatory. Select the **Next** button to continue to the Participant Biographical Information screen below.

2.5 Participant Biographical Data

The Participant screen allows you to enter biographical information about the participant that is scheduled to attend the program.

The screenshot shows a web interface for entering participant biographical data. On the left, there is a 'Logout' button and two status indicators: a green checkmark for 'Required field in Trailist Web' and a red 'x' for 'Required field in VCS'. The main area is titled 'Participant Bio Instructions' and contains a numbered list of 9 steps for data entry. Below the instructions is a link: 'Search for an Existing Participant and Add to Program'. The form fields include: 'Status' (Planned), 'Title' (text input), 'First Name' (text input), 'Last Name' (text input), 'Middle Name' (text input), 'Gender' (radio buttons for Female and Male), 'Birthdate' (text input with format MM/DD/YYYY), 'City of Birth' (text input), 'Country of Birth' (text input), 'Country of Residence' (dropdown menu), 'Country of Citizenship' (dropdown menu), and 'Position' (dropdown menu). Red 'x' icons are placed next to several fields to indicate they are required.

Note: you can select a participant that is already in your US programs tab by clicking on the “Search for an Existing Participant and Add to Program” link. Otherwise, entering biographical data about the participant for this program as follows:

First Name, Last Name, Middle Name, Gender, Birthdate, City of Birth, and Country of Birth - Note: The last name is the only required field for the ‘name’ portion. Any passport that contains only one name should be entered on this line. The gender and birth information from the passport needs to be entered exactly as they appear on the participant’s passport.

Country of Residence - This is the participant’s country of legal permanent residence. In most cases, it will be the same as their country of citizenship; however, be careful to differentiate between the permanent and temporary residence. For example, a Moroccan student studying for two years in Egypt may be a temporary resident of Egypt, but he is still a legal permanent resident of Morocco.

Country of Citizenship - The country of citizenship is the country where the participant is a citizen and is likely the country that issued the passport. Choose the appropriate country from the country drop-down menu.

Position - Select the closest option to the participant’s current position from the drop-down menu.

US Contact Information

Participant Address Instructions

1. Enter the address where the Participant can be contacted while in the U.S.
2. You must enter a street address. Post office boxes or other address types are not allowed.
3. Enter the City name.
4. Select the State from the dropdown list.
Note: If the address is Washington D.C., enter "Washington" as the City and select "District of Columbia" from the State dropdown list.
5. Enter a postal code (zip code in the U.S.).
6. Optionally, enter the telephone number where the Participant can be contacted while in the U.S.

Address Line 1 VIS

Address Line 2 VIS

City VIS

State VIS

Select State VIS

Country VIS

United States

Postal Code VIS

Phone VIS

Visa Information

Enter in the Contact Address located in the U.S. for the participant. If another address is not known at the time of entry, you should enter in the address of the organization or where the training will be held. Once the permanent address is identified, you should update the participant's record to reflect their real-time address.

Participant Address - Enter at least one Address Line, City, State, and Postal Code for the location the participant will be staying and can be contacted, while in the U.S.
Note: Post office boxes are not allowed to be listed in the address field. If you do not know where the participant will be staying, enter in the organizational or university address.

Visa Information

Visa Information

Participant Visa Instructions

1. Select the Visa Type for the Participant. Only those participants with a J Visa will be processed in VCS.
2. Select the Visa category for the Participant.
Click the Help button beside the Visa Category List for an explanation of the different Visa Categories.
3. Enter the Participant's complete passport number.
4. DS-2019 Remarks are a way to include additional information on a participant's DS-2019. An example of this field would be to indicate that a participant is a 'Fulbright Scholar' on their DS-2019.

WARNING - Changing the Visa Category can make the selected Training Type for a component incorrect. Please double check to ensure the Training Type is still valid with the newly selected Visa Category.

Visa Type VIS

Select Visa Type VIS

Visa Category Help VIS

Select Visa Category VIS

Passport Number VIS

DS-2019 Remarks VIS

Previous Cancel Finish

Program Name: Anesthetic Research II | Start Date: 01/01/2011 | End Date: 01/20/2011

- **Visa Type**- Click on the drop-down menu to select the appropriate Visa Type. The following choices will appear: J-1, A-2, B1/B2, and Other. Participants in U.S.-based programs will fall into any of these visa categories. Select the Visa that the participant will be using to attend USAID-funded training in the U.S. If travelling on a B or A visa, there is no need to submit the participant to VCS, only to record the training in TraiNet.
- **Visa Category** - Select the drop-down menu for the Visa Category. Review USAID's policy directive *ADS 253* in order to select the correct visa category for your participant. This is important so as to ensure that they have the necessary time allotted to obtain their visa.
- **Passport Number** - Enter the passport number exactly as it appears on the participant's passport.

- DS 2019 Remarks - This is a 40-character line that can be used to attach a note for the participant. Note that this information is not passed to VCS.

Click **Finish** to complete entry of the participant and save all data entered.

2.6 Creating a Multiple Participant US Program

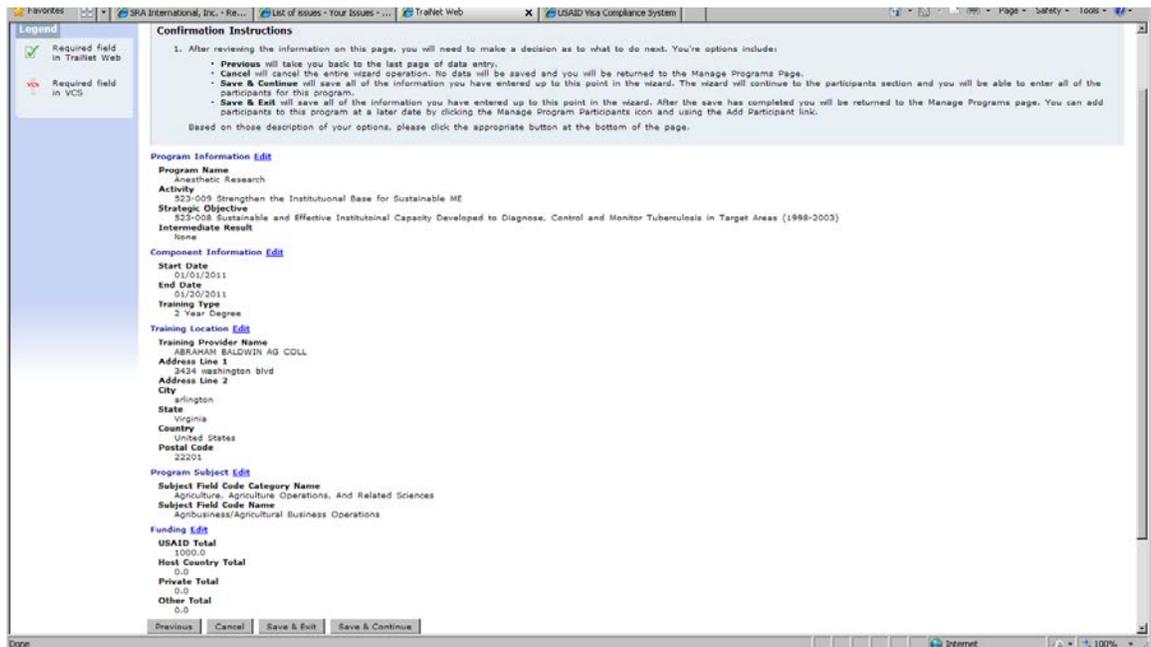
TraNet provides a step-by-step interface to simplify the task of entering data in the system. You can begin the process of entering a Multiple Participant US Program by selecting the link in the US Programs Tab. *Note:* Most of these screens will appear and work the same as a "Single US Program" entry.

The screenshot shows the 'Program Information' wizard interface. On the left, a sidebar contains a 'Legend' with two items: 'Required field in TraNet Web' (marked with a green check) and 'Required field in VCS' (marked with a red 'X'). The main content area is titled 'Program Information' and includes 'Program Instructions' with four numbered steps. Below the instructions are several data entry fields: 'Program Name' (text input), 'Start Date' (calendar icon), 'End Date' (calendar icon), 'Training Type' (dropdown menu), 'Mission Site (USAID office that is sponsoring this program)' (dropdown menu), and 'Program Custom Fields' (text input). At the bottom, there are 'Cancel' and 'Next' buttons. Callout boxes with arrows point to various elements: 'Current Page Name' points to the 'Program Information' title; 'Icon Legend' points to the legend in the sidebar; 'Wizard Graphic' points to the 'Create Single Participant Program Wizard' header; 'Data Entry Instructions' points to the numbered instructions; 'Data Entry Areas' points to the input fields; and 'Navigation Buttons' points to the 'Cancel' and 'Next' buttons.

This user guide skips the steps for creating a Multiple Participant US Program until the program data entry is complete. At that point, there is a slight difference in the screens as described below.

Confirmation Instructions

Note: This page is the first difference between the 'Single' and 'Multiple' participant program pages:

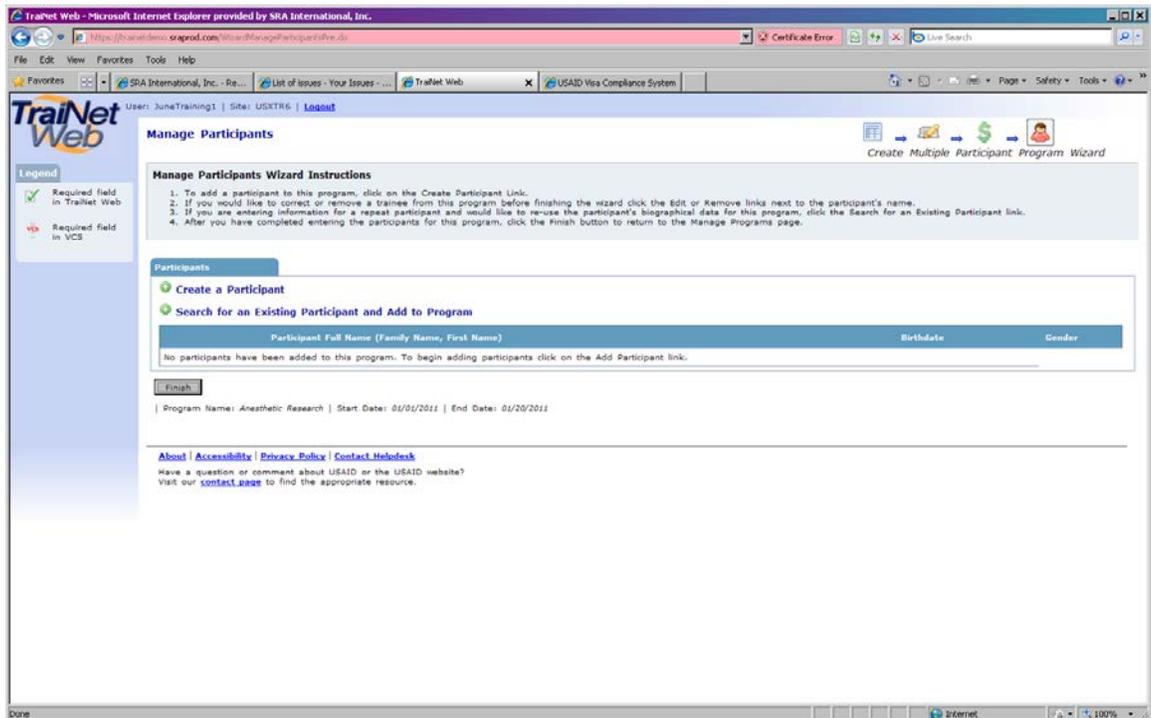


Program Information, Component Information, Training Location, Program Subject, Funding 'Edit' Commands - This screen allows R1 user to review the information that has been entered into the system for your program. In addition, the R1 can save the program without entering in the participant information by selecting the **Save & Exit** button, or continue on by selecting the **Save & Continue** button.

The 'Edit' command to the right of each of these headers will also allow the R1 to re-enter that particular area to 'edit' the information if it is not correct. Once finished, select the **Save & Continue** button to enter into the **Manage Participants** screen below.

Manage Participants

Note: This page is the second difference between the 'Single' and 'Multiple' participant program pages:



Create a Participant - This link will allow R1 user to move on to the participant biographical information screen below. This option is for participants who have not yet been entered. Once you have selected this option, you will need to proceed the

Participant Biographical Information screen - but will return to this page each time you have entered all the participants for your program.

Search for an Existing Participant and Add to the Program - This link will allow the R1 user to search for the participant who already exists in the US programs tab. Once you have selected this option, you will proceed to a screen that will allow you to query the specific participant (as indicated below) but will return to this page each time until you have selected the **Finished** button to complete entering all participants for this program.



Click **Finish** to complete entry and return to the **Manage Participants** screen above.

Entering / Submitting A Program

The screenshot shows the TrainNet Web interface. The top navigation bar includes 'U.S. Programs', 'In Country Programs', 'Third Country Programs', and 'Program Trash Can'. Below this is a table of US Programs with columns for Program Name, Program Status, Start Date, and End Date. The table lists several programs, including 'Disaster Regulation Development' and 'Resolution Program Bishop'. Callout boxes with arrows point to various icons in the table: 'Edit Programs Button' (calendar icon), 'Edit Funding Button' (dollar sign icon), 'Edit Participant Button' (person icon), 'Submit to VCS Button' (document with checkmark icon), and 'Trash Can Tab' (trash can icon). A 'Trash Can Button' callout points to a trash can icon in the table. The left sidebar contains navigation options like 'Search', 'Reports', 'Admin Tasks', and 'Personal Tasks'.

Editing Program Data

You can edit any of the information entered, for the Participant and/or Program, at any time after it has been input. There are five icon links that allow you different actions for each section of the US program data:

-  **Edit Programs Tab** - Program information including start/end dates, training provider, and provider location.
-  **Edit Funding Tab** - All funding information including USAID and non-USAID source funding.
-  **Edit Participants Tab** - Biographical information including name, birth and address information.
-  **Submit Information to the Visa Compliance System (VCS)** - The most essential button for US Programs. This button will allow the R1 to 'submit' program entries to the VCS system. See just below.
-  **Move To Program Trash Can**- This will allow any program NOT submitted to VCS to be moved to the Trash Can Tab.

Submitting to VCS

To submit a request for visa eligibility to the VCS system, click the Submit Request icon: . This will allow you to access the **Submit new information or updates to the Visa Compliance System (VCS)** screen. Select the **Submit Request** button to submit the application to VCS, otherwise, select **Cancel** to return to the US Programs screen without submitting the request.



The **Submit Request** button will validate that the Program meets all VCS validation rules. If you receive validation errors, you must return to the program to fix the errors before resubmitting. Or you will receive a message that the submission has successfully been sent to the VCS system. Click **OK** to continue.