

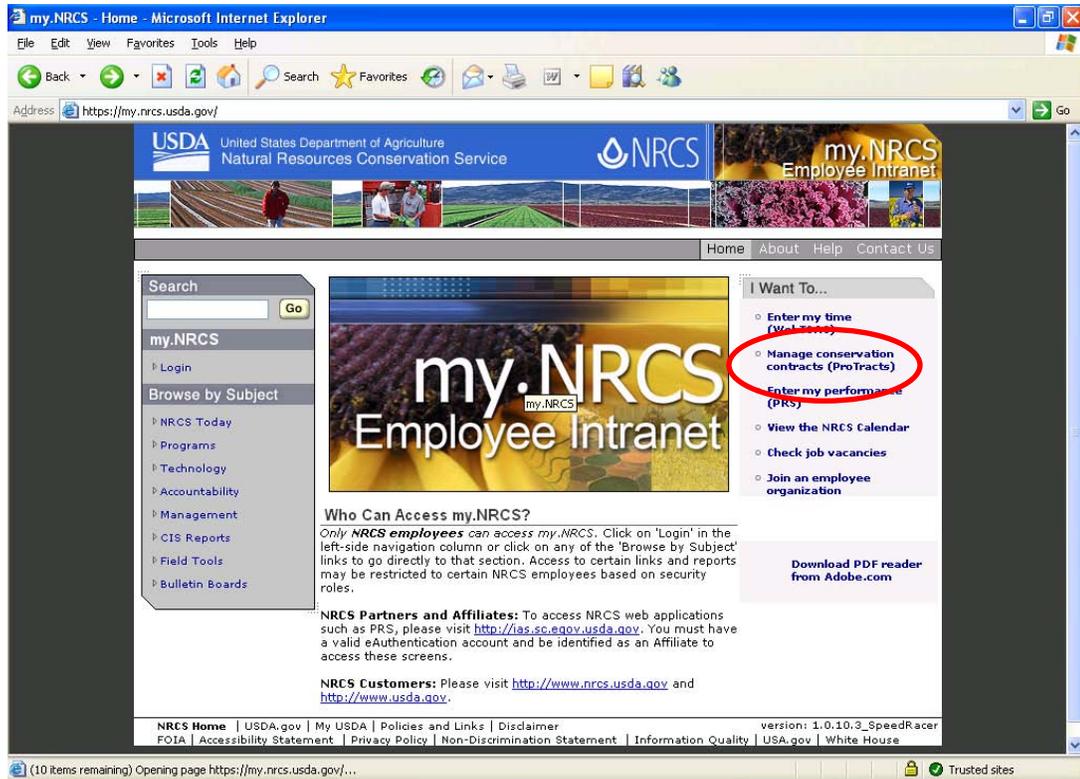
ProTracts – Hints & Tips

4. Creating Reports - “Manage Contracts/Practices”

The following instructions may assist in creating reports by:

- Practices planned by Program,
- Field Office, Fiscal Year,
- Practices Planned,
- Practices Applied or
- Practices Planned and Applied.

1. At the My NRCS webpage (<https://my.nrcs.usda.gov/>), click on “**Manage conservation contracts (ProTracts)**”.

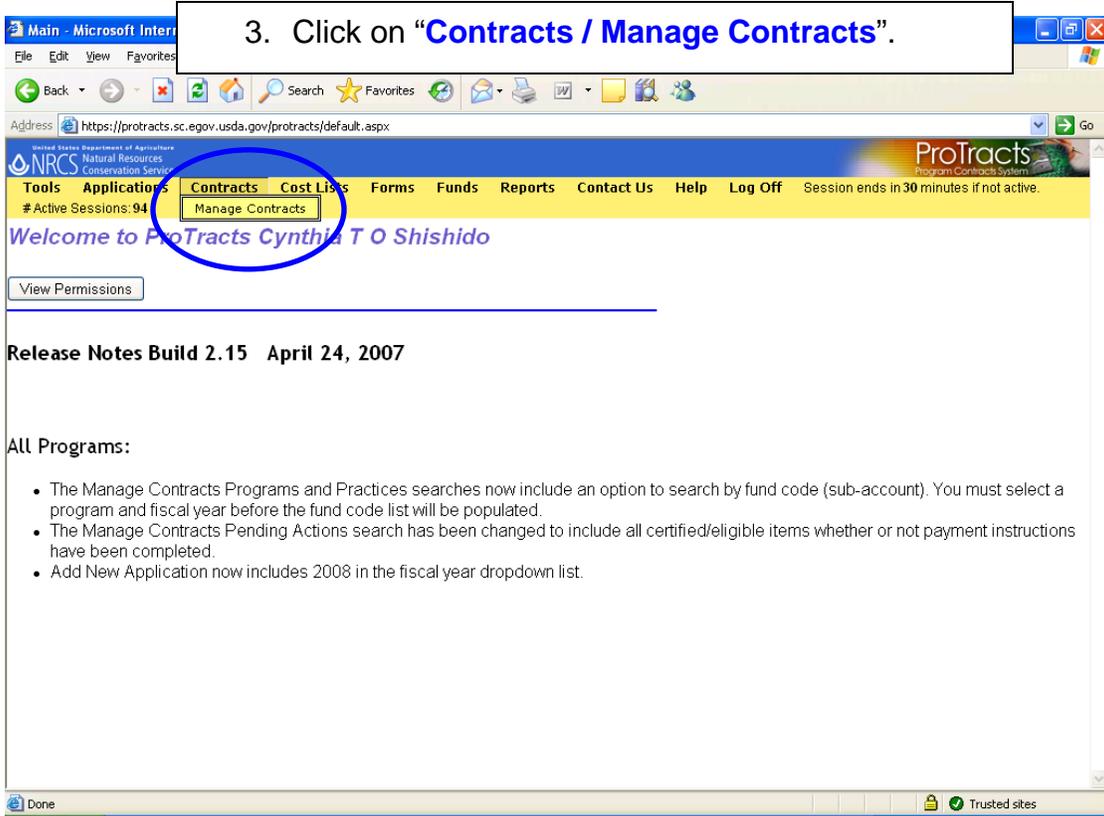


2. Click on **Login**.



4. Manage Contracts/Practices

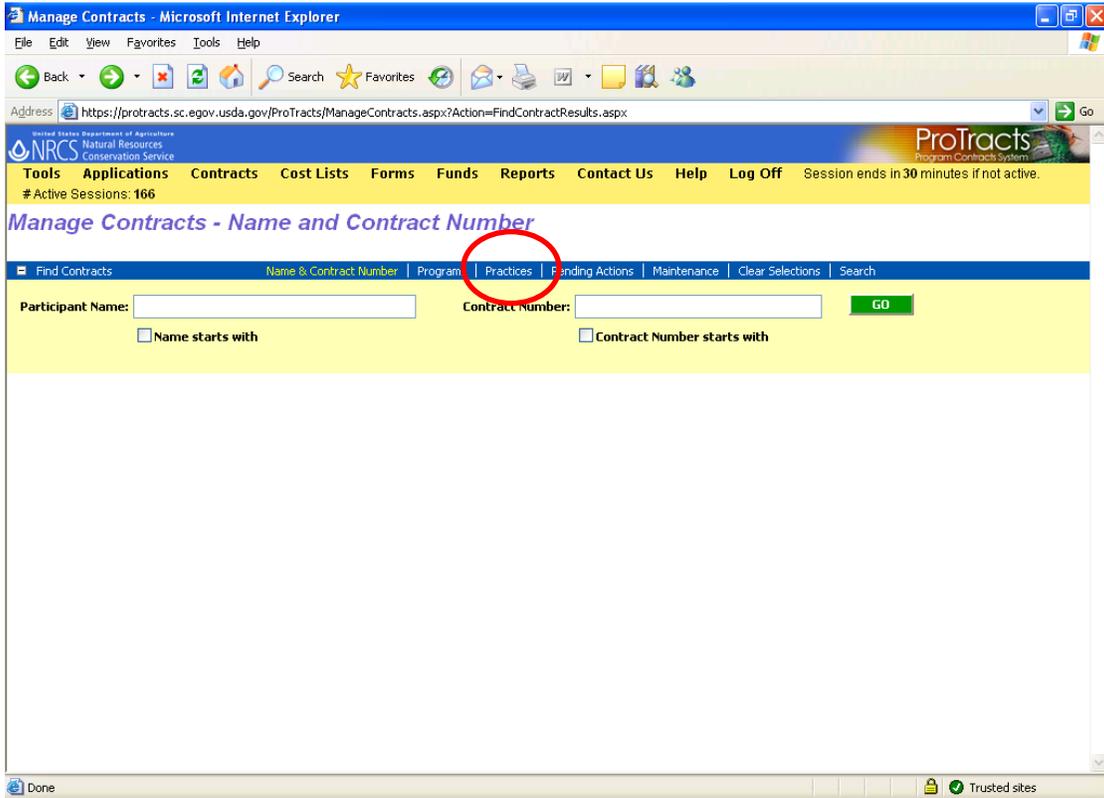
3. Click on **“Contracts / Manage Contracts”**.



The screenshot shows the ProTracts web application interface. The navigation menu at the top includes: Tools, Applications, **Contracts** (circled in blue), Cost Lists, Forms, Funds, Reports, Contact Us, Help, and Log Off. The 'Contracts' menu is expanded, showing 'Manage Contracts' highlighted in yellow. The page title is 'Welcome to ProTracts Cynthia T O Shishido'. Below the title is a 'View Permissions' button. The page content includes 'Release Notes Build 2.15 April 24, 2007' and a section titled 'All Programs:' with a bulleted list of updates.

- The Manage Contracts Programs and Practices searches now include an option to search by fund code (sub-account). You must select a program and fiscal year before the fund code list will be populated.
- The Manage Contracts Pending Actions search has been changed to include all certified/eligible items whether or not payment instructions have been completed.
- Add New Application now includes 2008 in the fiscal year dropdown list.

4. Click on **“Practices”**.



The screenshot shows the 'Manage Contracts - Name and Contract Number' search page. The 'Practices' tab is circled in red. The page includes a search form with the following fields and options:

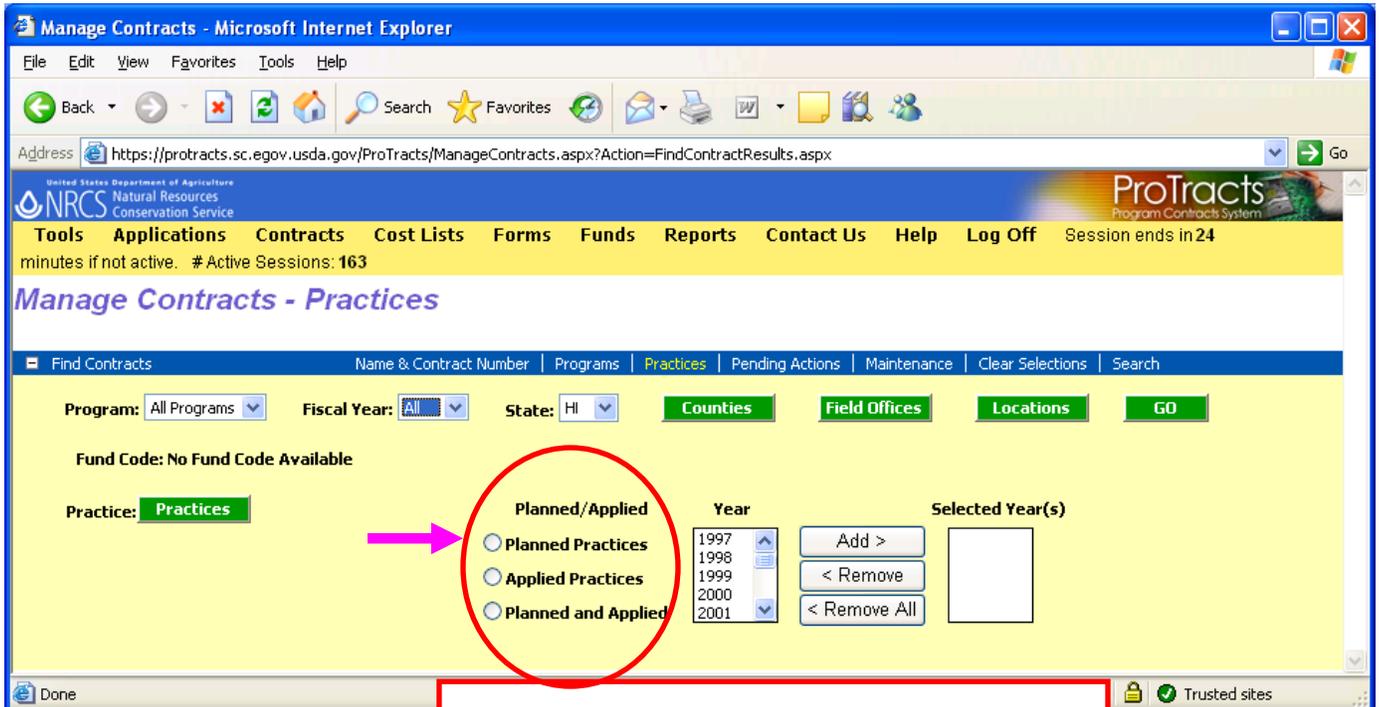
- Participant Name:
- Contract Number:
- Name starts with
- Contract Number starts with
-

The page also features a navigation bar with tabs: Find Contracts, Name & Contract Number, Program, **Practices** (circled in red), Pending Actions, Maintenance, Clear Selections, and Search.

4. Manage Contracts/Practices

5. Make selections on pull down menus or choice lists:

- a. Programs
- b. Fiscal Year
- c. State
- d. Field Offices
- e. Location
- f. Practices
- g. Planned/Applied
- h. Year

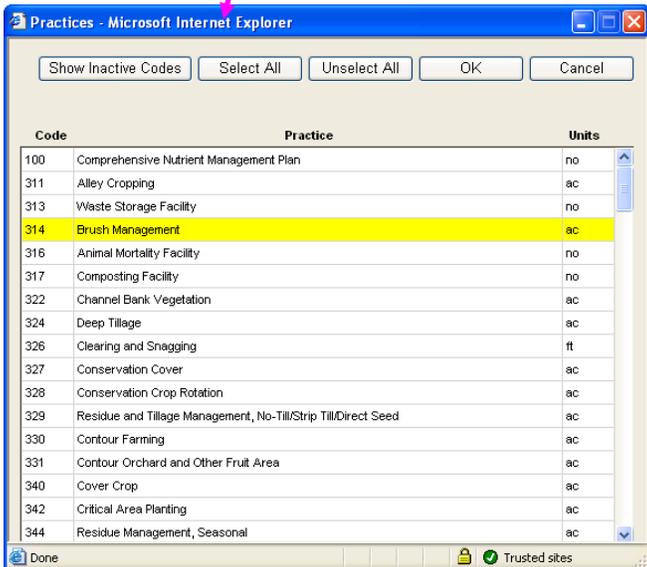
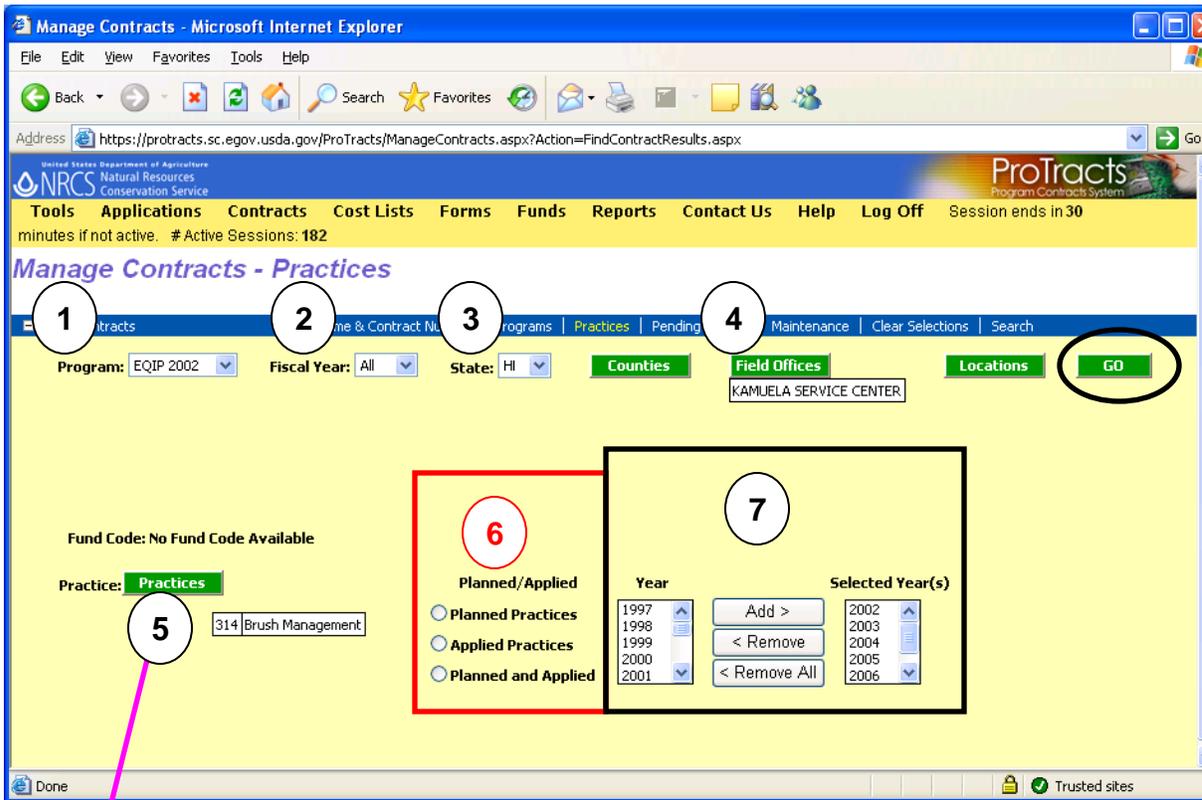


IMPORTANT NOTE:

g. Planned/Applied

- 1) To select **all planned practices**, select:
 - PLANNED PRACTICES
- 2) To select **all applied practices**, select:
 - APPLIED PRACTICES
- 3) To select **all practices planned and applied, leave blank.**
 - **Do not select any choice.**

6. After selections are made, click on **GO**.



CURRENT SELECTIONS:

1. Program: EQIP 2002
2. Fiscal Year: All
3. State: HI
4. Field Offices: Kamuela Service Center
5. Practices: 314 Brush Management
6. Planned/Applied: NOT SELECTED
Note: Leave unselected if report to include PLANNED AND APPLIED practices.
7. Year: 2002-2007

4. Manage Contracts/Practices

7. To export the file as an Excel Spreadsheet:

- a. Expand Items
- b. Export

Note:

Participant Names and Contract numbers have been “blocked” to secure Personally Identifiable Information (PII).

The screenshot shows the ProTracts web application interface. At the top, there is a navigation menu with options like Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, and Log Off. The main content area is titled "Manage Contracts - Practices" and includes search filters for Program (EQIP 2002), Fiscal Year (All), State (HI), and Counties (KAMUELA SERVICE CENTER). There are also options for Planned/Applied practices and Selected Year(s). Below the filters, a table lists contracts with columns for Program, State, County, Field Office, Participant, Contract Number, Status, Obligation, Payments, and Contract Acres. A note above the table states "Note: 3 contracts were returned." The table shows three contracts, all with "Active" status and "KAMUELA SERVICE CENTER" as the field office. A red box highlights the "Expand Items" and "Export" buttons in the table's header. A red box also highlights the "Participant" column, with a note stating "PII information blocked".

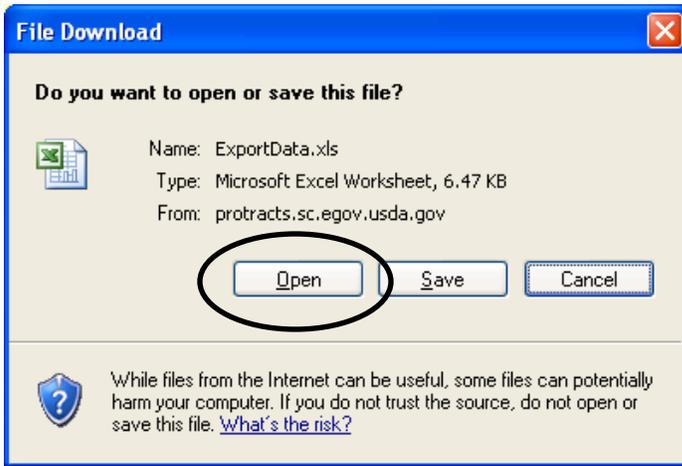
Program	State	County	Field Office	Participant	Contract Number	Status	Obligation	Payments	Contract Acres
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			Active	\$76,765.00	\$0.00	93.0
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			Active	\$29,748.00	\$0.00	100.0
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			Active	\$42,750.00	\$0.00	90.0

8. At the “ProTracts Export to Excel” window, select:

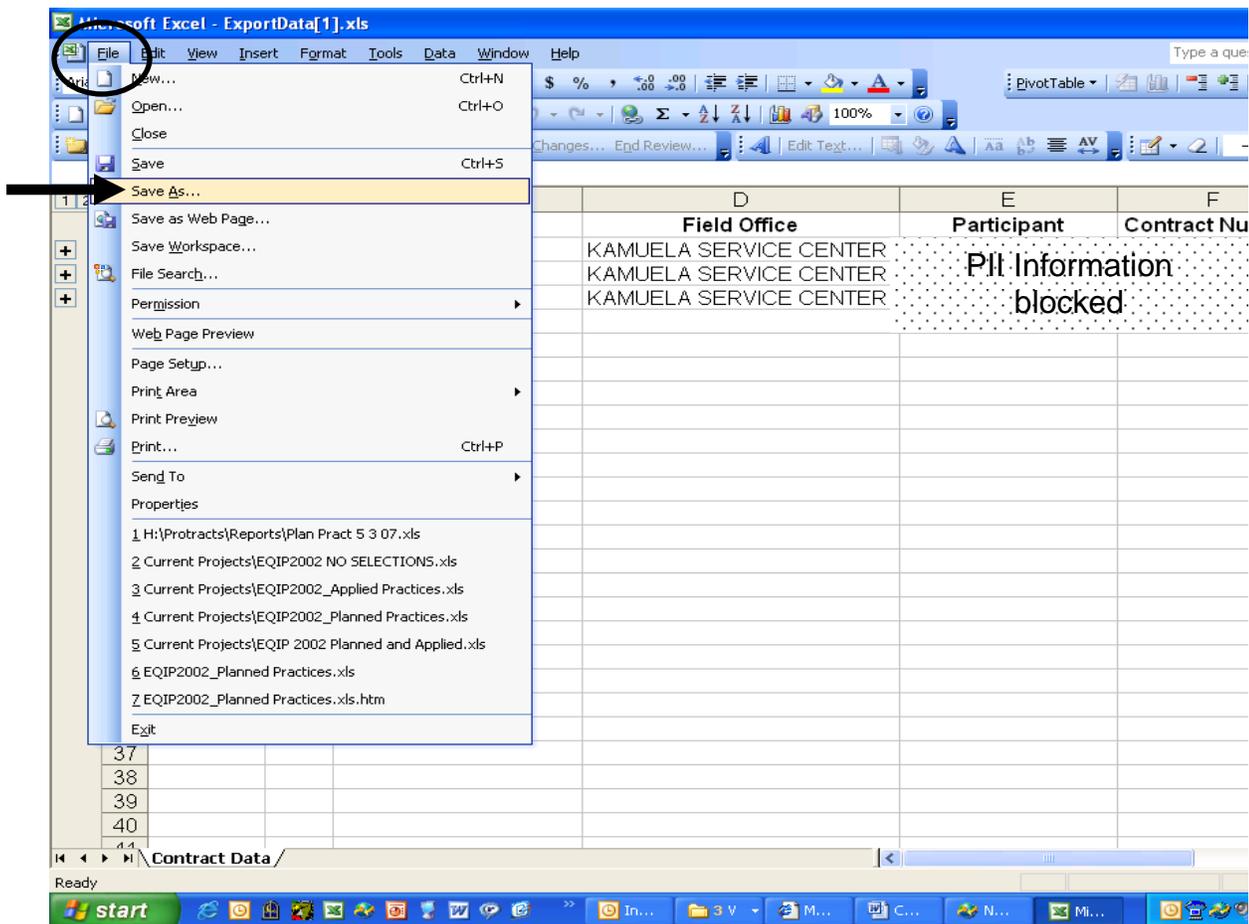
- a. “All contracts returned”
- b. “One line per contract and item (To allow sorting by items)”
- c. **EXPORT.**

The screenshot shows the "ProTracts Export to Excel" dialog box. It has a title bar with the text "ProTracts Export to Excel". The main content area contains two sections of radio button options. The first section is titled "I want to export:" and has three options: "All contracts returned" (selected), "Contracts appearing on this page only", and "Selected (highlighted) contract only". The second section is titled "With the data in this format:" and has two options: "Hierarchical (Items grouped beneath contracts)" and "One line per contract and item (To allow sorting by items)" (selected). At the bottom of the dialog box, there are two buttons: "Export" and "Cancel". Red arrows point to the selected radio buttons in both sections. The "Export" button is circled in red.

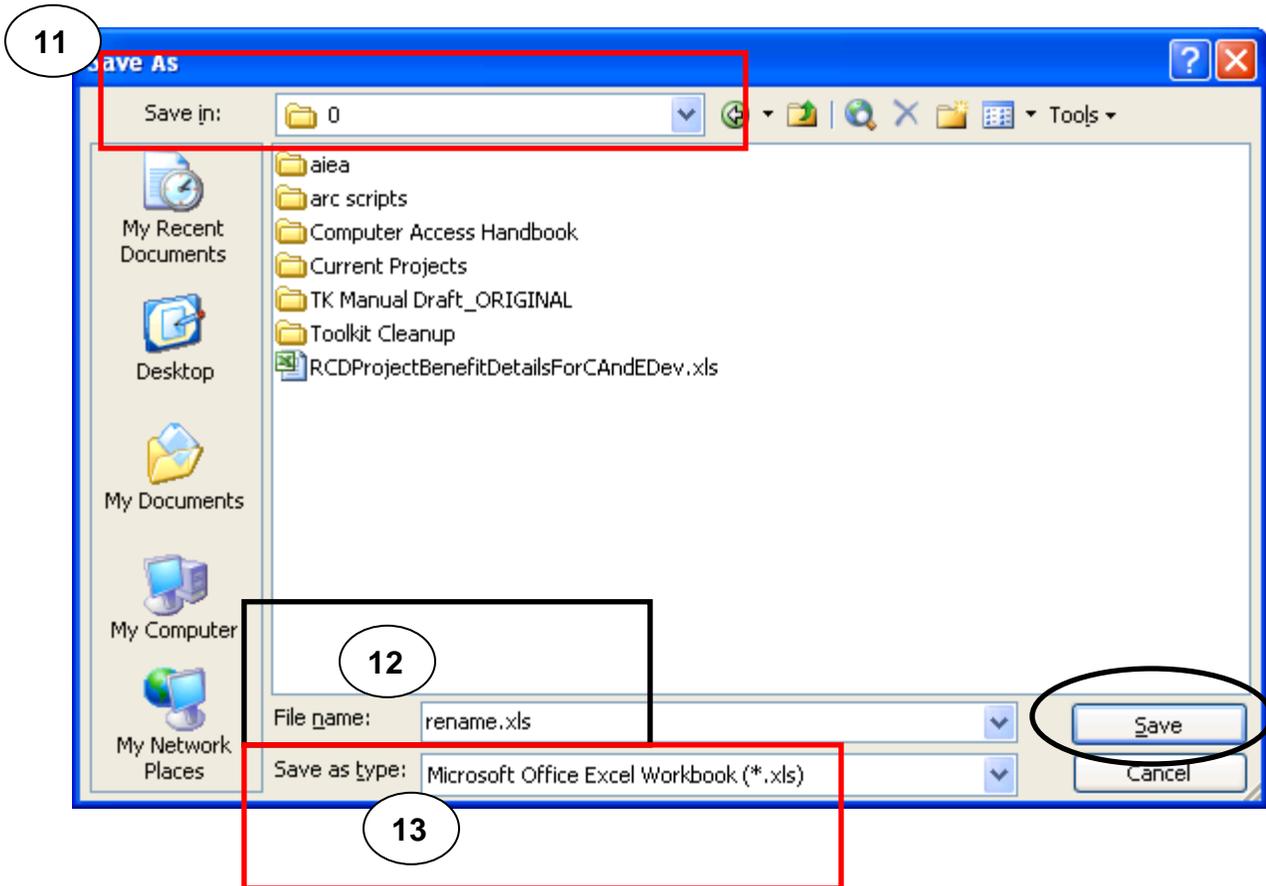
9. Click on OPEN.



10. Click on **File / Save As.**



11. Select drive to temporarily save file in
12. Rename “File Name”.
13. Select “Save as type” as an Excel Workbook.
14. Save.



15. Your file is now saved in the location you specified.