

# ProTracts – Hints & Tips

## 3. “Manage Contracts/Programs”

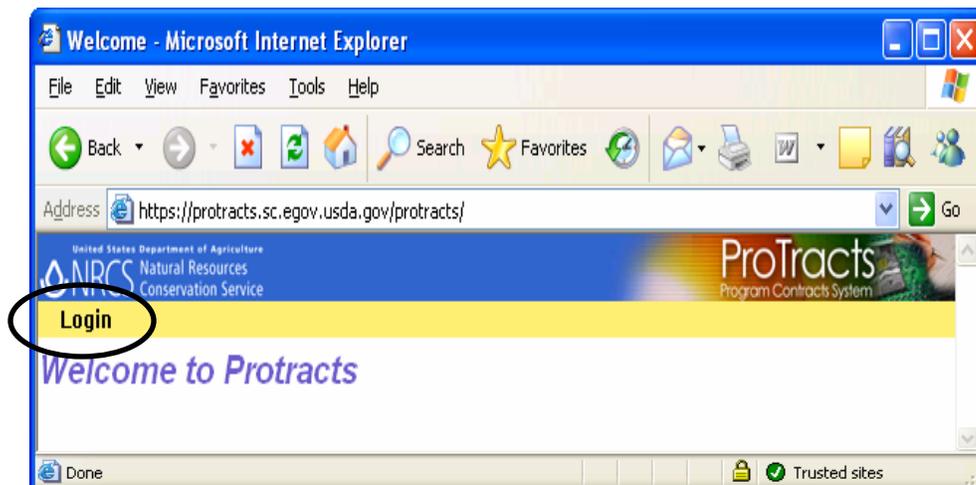
The following instructions may assist in creating reports by:

- o Farm Bill Program
- o Fiscal Year
- o Field Office(s)
- o Location
- o Contract Status
- o Contract Amount
- o Limited Resource
- o Farmer/Rancher
- o Beginning Farmer/Rancher

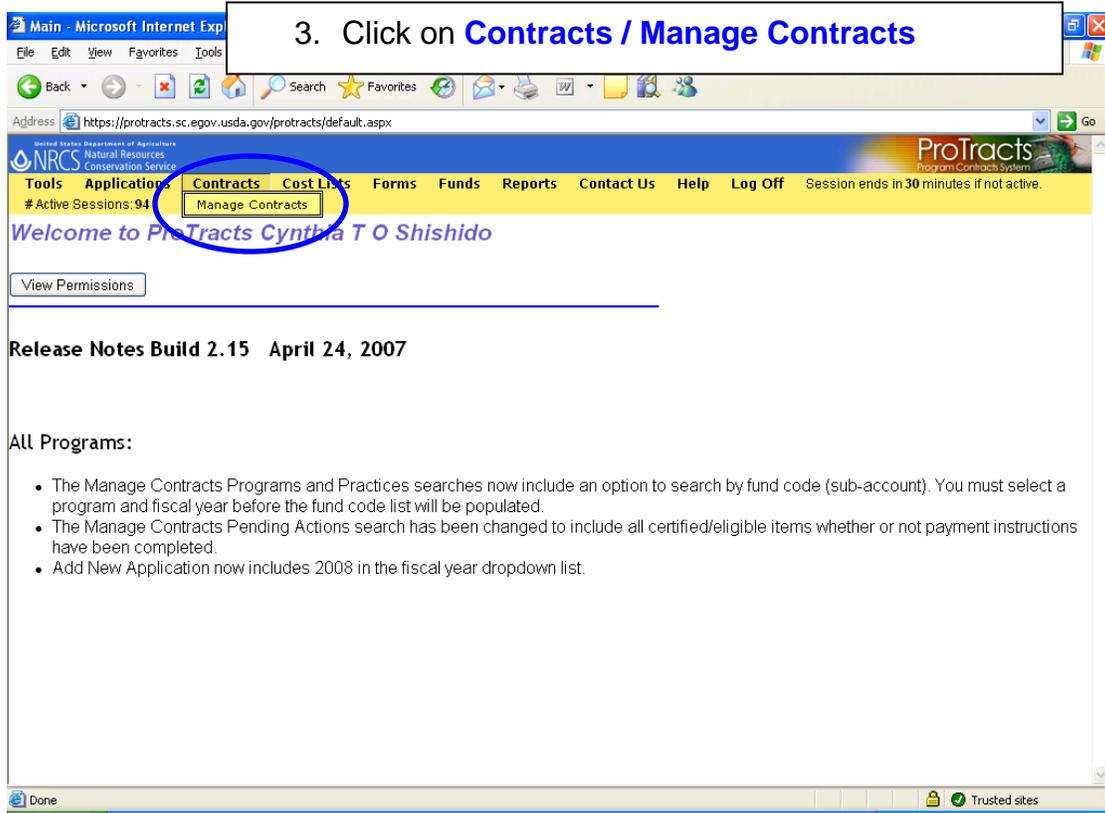
1. At the My NRCS webpage (<https://my.nrcs.usda.gov/>), click on “**Manage conservation contracts (ProTracts)**”.



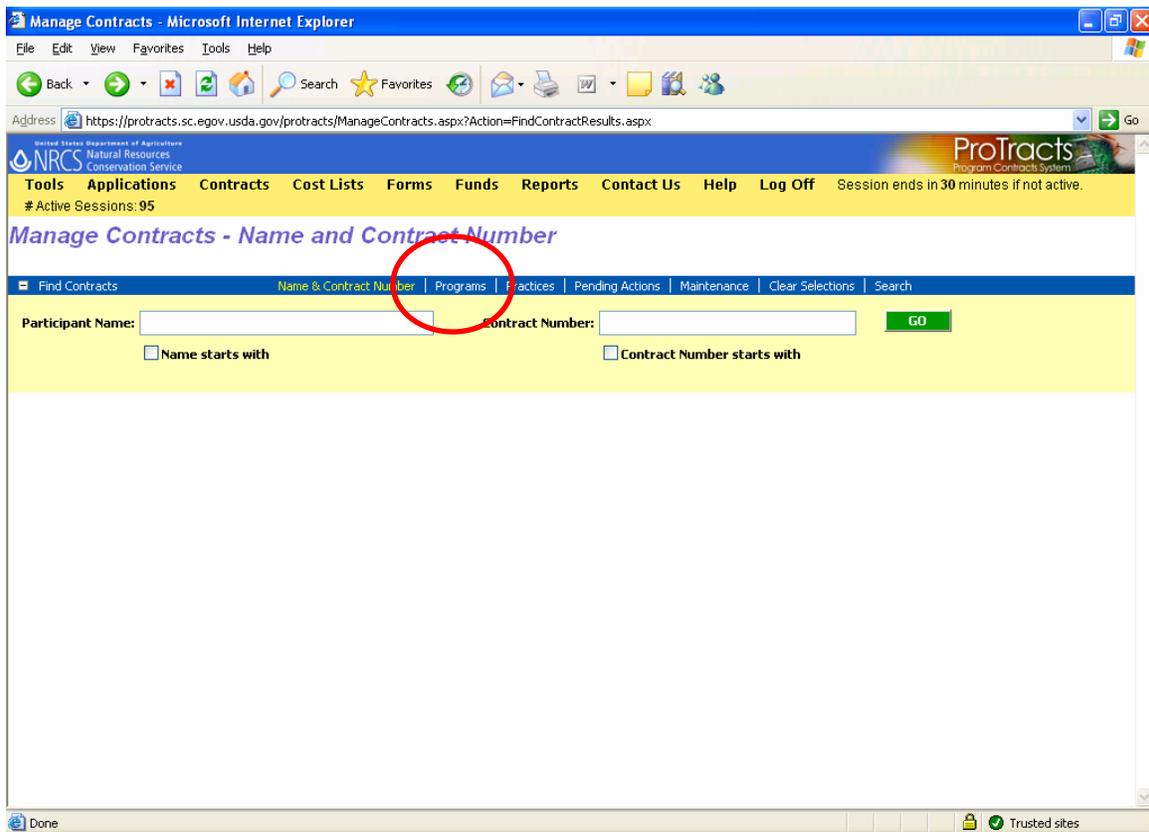
2. Click on **Login**.



### 3. Manage Contracts/Programs



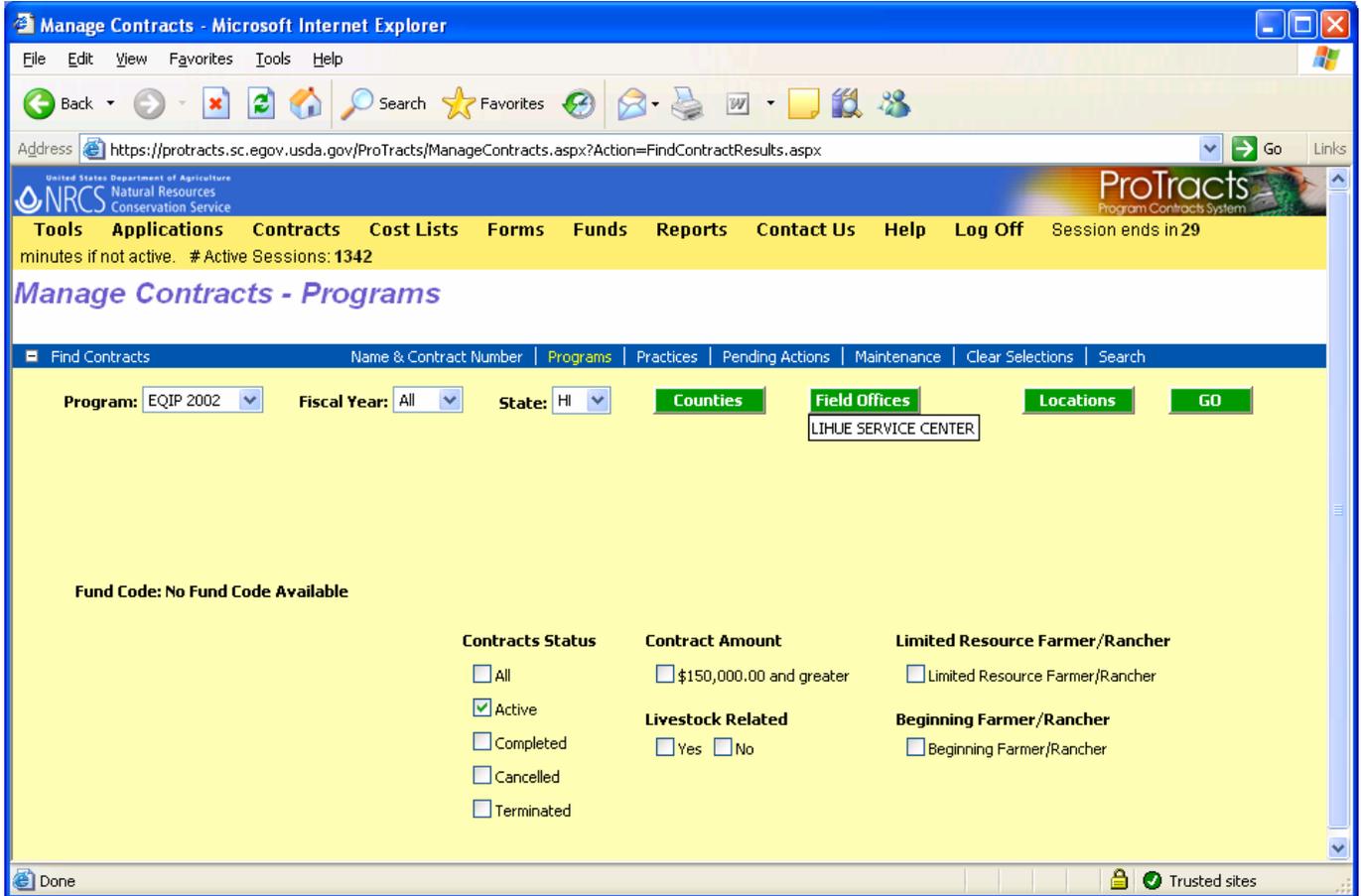
### 4. Select **Programs**.



### 3. Manage Contracts/Programs

5. Make selections on pulldown menus or choice lists :

- a. Programs
- b. Fiscal Year
- c. State
- d. Field Offices
- e. Locations
- f. Contract Status
- g. Contract Amount
- h. Limited Resource Farmer/Rancher
- i. Beginning Farmer/Rancher



#### **CURRENT SELECTIONS:**

1. Programs: EQIP 2002
2. Fiscal Year: ALL
3. Counties: Blank
4. Field Offices: Lihue Service Center
5. Locations: Blank
6. Contracts Status: Active
7. Contract Amount: Blank
8. Livestock Related: Blank
9. Limited Resource Farmer/Rancher: Blank
10. Beginning Farmer/Rancher: Blank

### 3. Manage Contracts/Programs

#### 6. Search resulted in 36 contracts.

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, Log Off, and Session ends in 28 minutes. The main content area is titled "Manage Contracts - Programs" and includes search filters for Program (EQIP 2002), Fiscal Year (All), State (HI), and a dropdown for Field Offices (LIHUE SERVICE CENTER). Below the filters, there are checkboxes for Contracts Status (All, Active, Completed, Cancelled, Terminated) and a "Contracts Returned: 1 - 36 of 36" indicator. A table of contracts is displayed with columns for Program, State, County, Field Office, Participant, Contract Number, Status, Obligation, Payments, and Contract Acres. The table contains six rows of contract data. A note is overlaid on the table stating: "Note: Participant Names and Contract numbers have been 'blocked' to secure Personally Identifiable Information (PII)." A callout box points to the "Expand Items" and "Export" buttons in the table's toolbar.

7. To export the data to an Excel Spreadsheet, select:

- Expand Items
- Export

Program	State	County	Field Office	Participant	Contract Number	Status	Obligation	Payments	Contract Acres
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$31,026.00	\$0.00	9.0
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$80,468.00	\$0.00	772.4
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$8,430.00	\$0.00	2.0
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$48,851.28	\$12,938.28	137.2
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$71,389.13	\$17,539.13	17.0
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	\$58,287.50	\$3,355.50	118.0

8. At the “**ProTracts Export to Excel**” window, select:
  - a. **All contracts returned**
  - b. **Hierarchical (Items grouped beneath contracts)**
  - c. **EXPORT**.

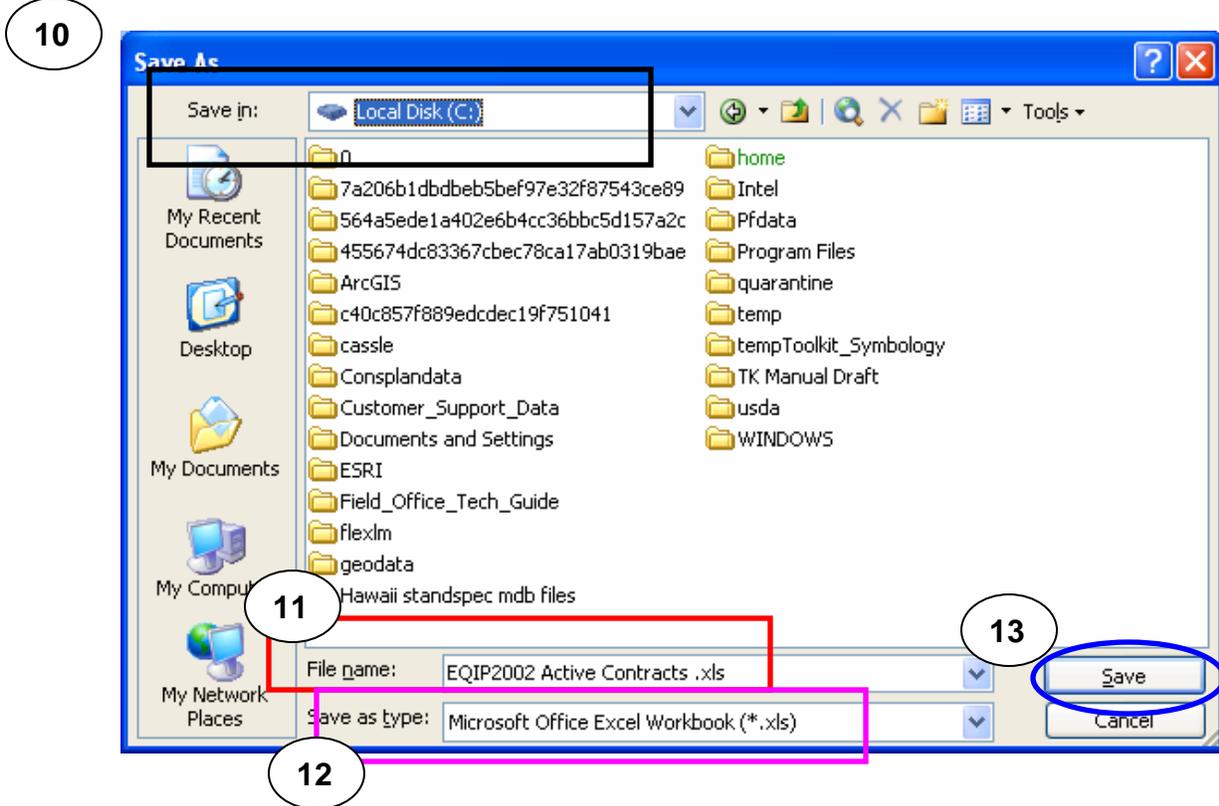


9. Click on **SAVE**.

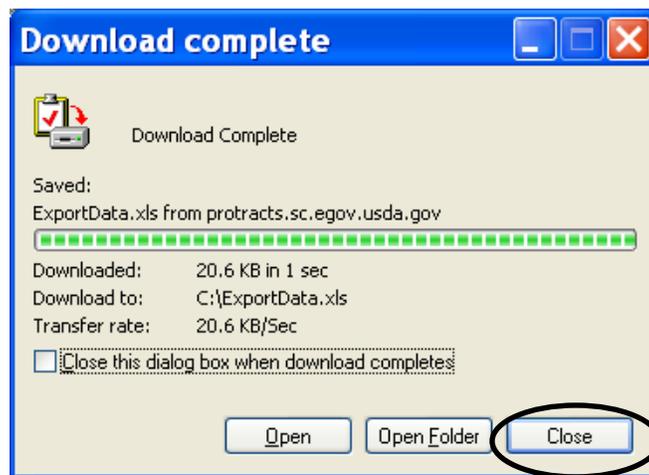


### 3. Manage Contracts/Programs

10. Select a drive to temporarily save the file in.
11. Rename “**File Name**”.
12. Select “**Save As type**” as an Excel Workbook.
13. **Save**.



14. Select **CLOSE**.



15. The spreadsheet is now saved onto your C drive.