

September 26, 2007

## Performance Results System (PRS) Kansas Task Guide #8

### Editing Individual PRS Profile

#### Purpose

An individual PRS profile allows the employee to access data for locations specified within the profile. Each employee has the ability to edit one's own profile to access data for other locations due to relocations or new responsibilities.

#### Instructions

1. Access the PRS Web site either through links from the Kansas NRCS Web site, my.NRCS Field Tools, or by going to <http://ias.sc.egov.usda.gov/prshome/>.
2. Click on the **Tools** link.

The screenshot shows the PRS web interface. At the top, there is a navigation menu with links: Home, Data Entry, Reports, **Tools** (highlighted with a red box), What's New, FAQ, Help, and Contact Us. Below the menu, the page is divided into two columns. The left column contains a 'Home' link. The right column contains a 'Welcome' message, a 'What is the Performance Results System (PRS)?' section, 'PRS Training Materials' with several links, and a 'PRS Reports Update' section.

**Home**  
Home

**Welcome**

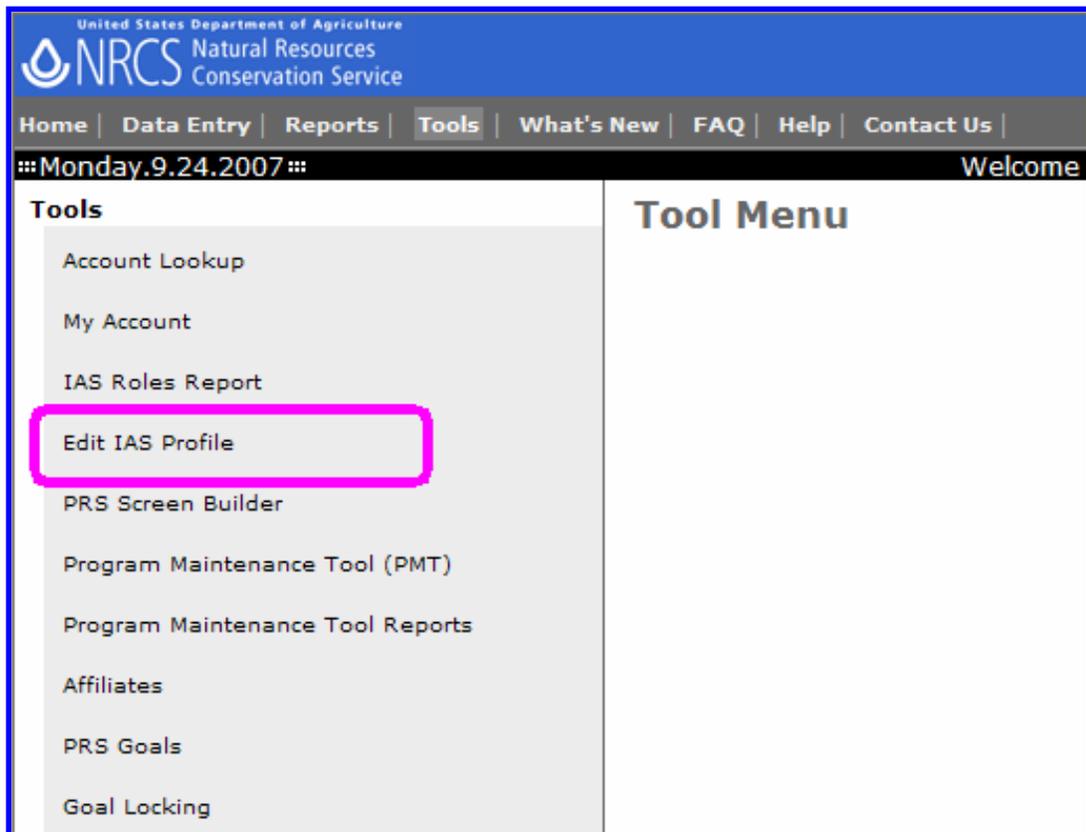
**What is the Performance Results System (PRS)?**  
The Performance Results System uses direct entry and data extracted from other systems to consolidate performance results.

**PRS Training Materials**  
Several documents have been developed for training. Access them from the links below or from the PRS Help System (button on menu bar).

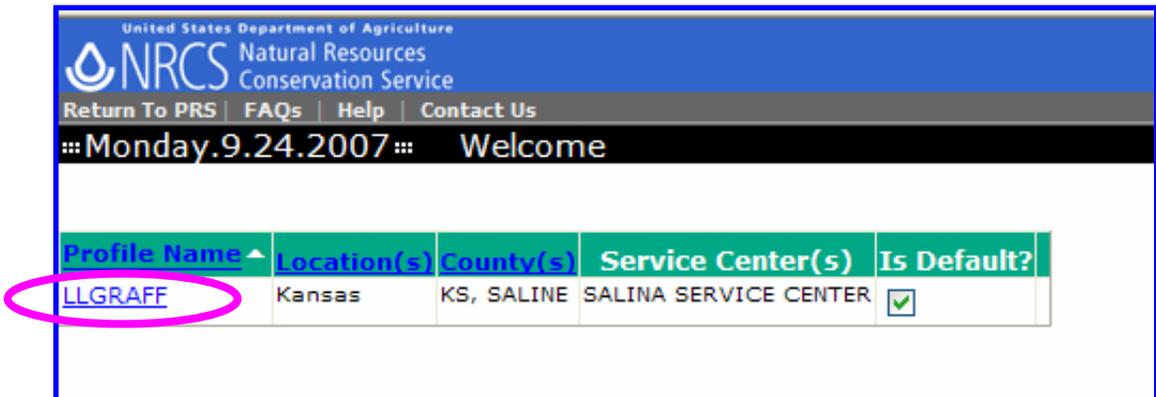
- [FY 2007 Performance Measure Business Definitions - 3/28/2007 NEW!](#)
- [Performance Results System Manual \(Updated 2/17/2007\)](#)
- Note: The manual is very large, print only those pages you need.
- [PRS Online Help \(updated 2/16/2007\)](#)
- [PRS FY2007 Performance Measure Progress Calculations \(Updated 7-17-2007\)](#)

**PRS Reports Update**  
Today's date is Monday, September 24, 2007.  
The PRS reports were updated as of Sep 24 2007 2:44AM.

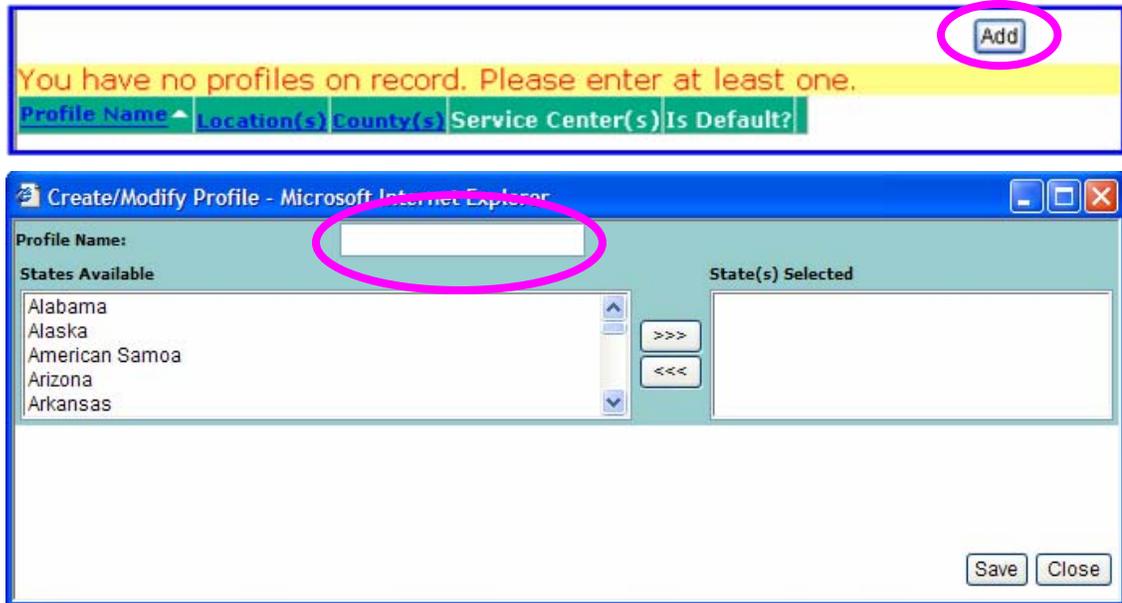
3. Along the left-hand side of the **Tools** Menu, click on the **Edit IAS Profile** link.



4. After the **Edit IAS Profile** link is selected, the following screen will open that indicates your profile name and locations currently selected within your profile. To modify your profile, click on your profile name designated by the blue link.



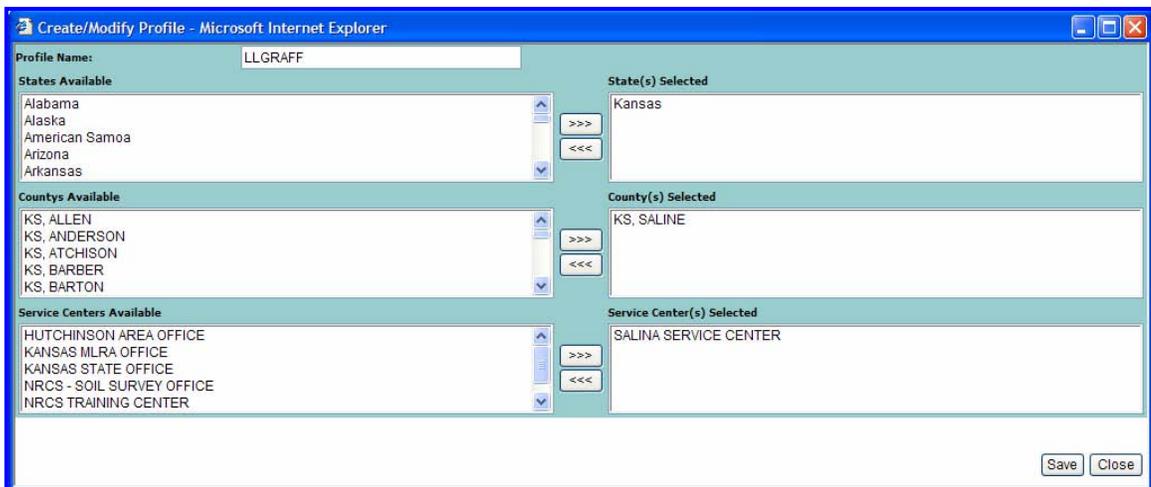
**Note:** If you have not yet entered a profile, the screen will look similar to the one below. To add a profile, click the **Add** button in the upper right-hand corner of the screen. The next screen will allow you to enter a unique Profile Name. After entering a name, continue with step #5 below.



5. The following window will open when you click on your name link. To make changes, you will just move information between the twin-pick lists.

**To Add Locations** - Highlight the specific state, county, or service center on the left-hand side. Use the right arrow button to move the location data to boxes on the right side.

**To Remove Locations** – Highlight the specific state, county, or service center on the right-hand side. Use the left-hand arrow to move the location data to the boxes on the left side.



- In the example below, Ellsworth County and the Ellsworth Service Center were added to the profile. When changes are complete, click the **Save** button in the bottom right-hand corner of the window.

**Note:** It is recommended to only select those locations for which you will regularly work. The more locations selected, the longer the drop-down menus will be while accessing data in PRS. This will reduce your efficiency while using PRS.

- The selected locations should now appear on the profile screen. You can select the **Return to PRS** link to go back to PRS. You should now be able to access information for the newly selected locations.

| Profile Name | Location(s) | County(s)                 | Service Center(s)                               | Is Default?                         |
|--------------|-------------|---------------------------|---|-------------------------------------|
| LLGRAFF      | Kansas      | KS, ELLSWORTH; KS, SALINE | ELLSWORTH SERVICE CENTER; SALINA SERVICE CENTER | <input checked="" type="checkbox"/> |