

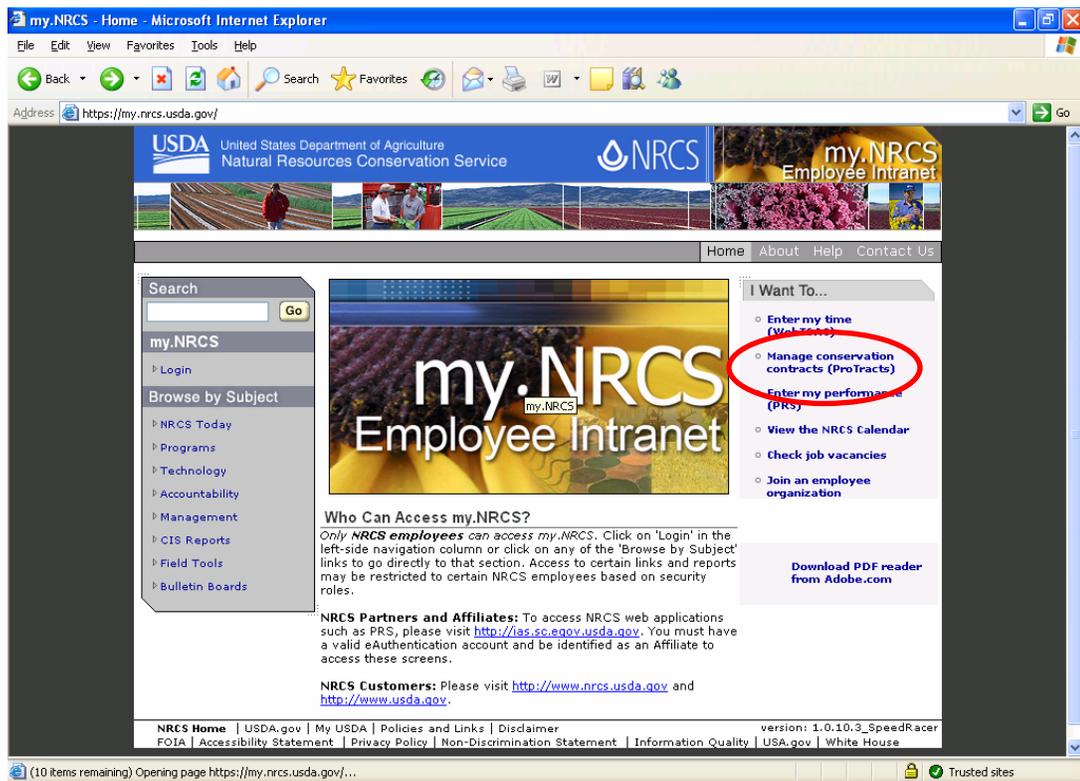
ProTracts – Hints & Tips

2. “Manage Contracts/Pending Actions”

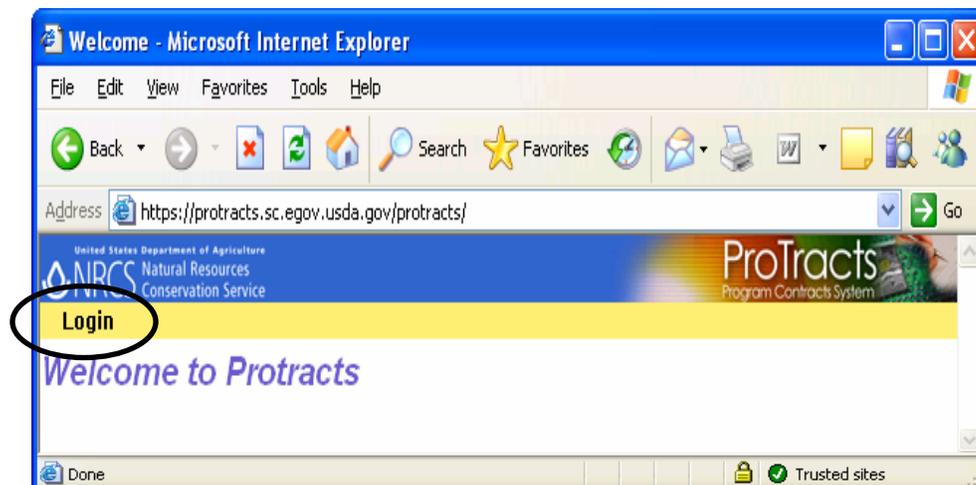
Listed below are instructions to create reports for:

1. Contract Modifications waiting for Approval,
2. Contract Modifications in Progress (not yet Submitted for Approval),
3. Payments waiting for Approval, and
4. Exporting Data into an Excel Spreadsheet

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

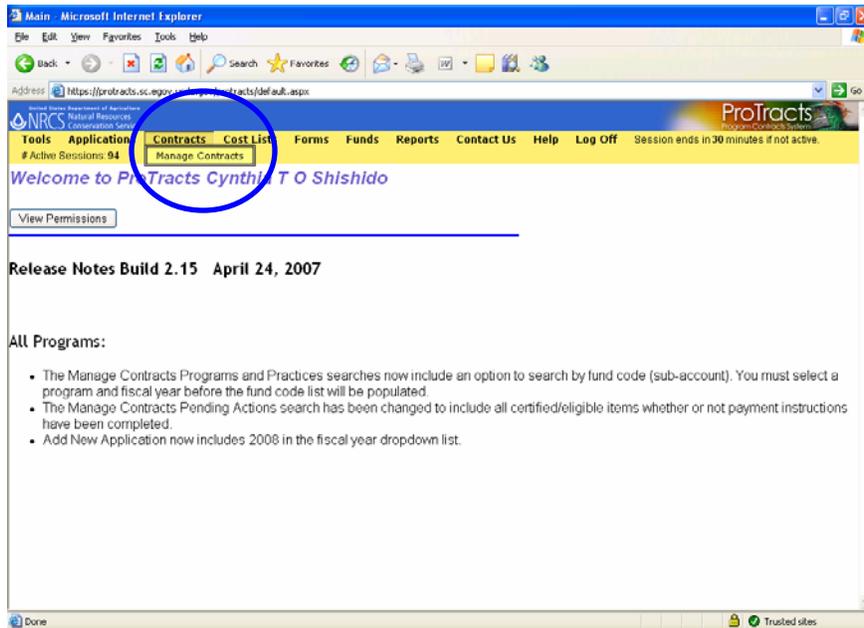


- b. Click on **Login**.

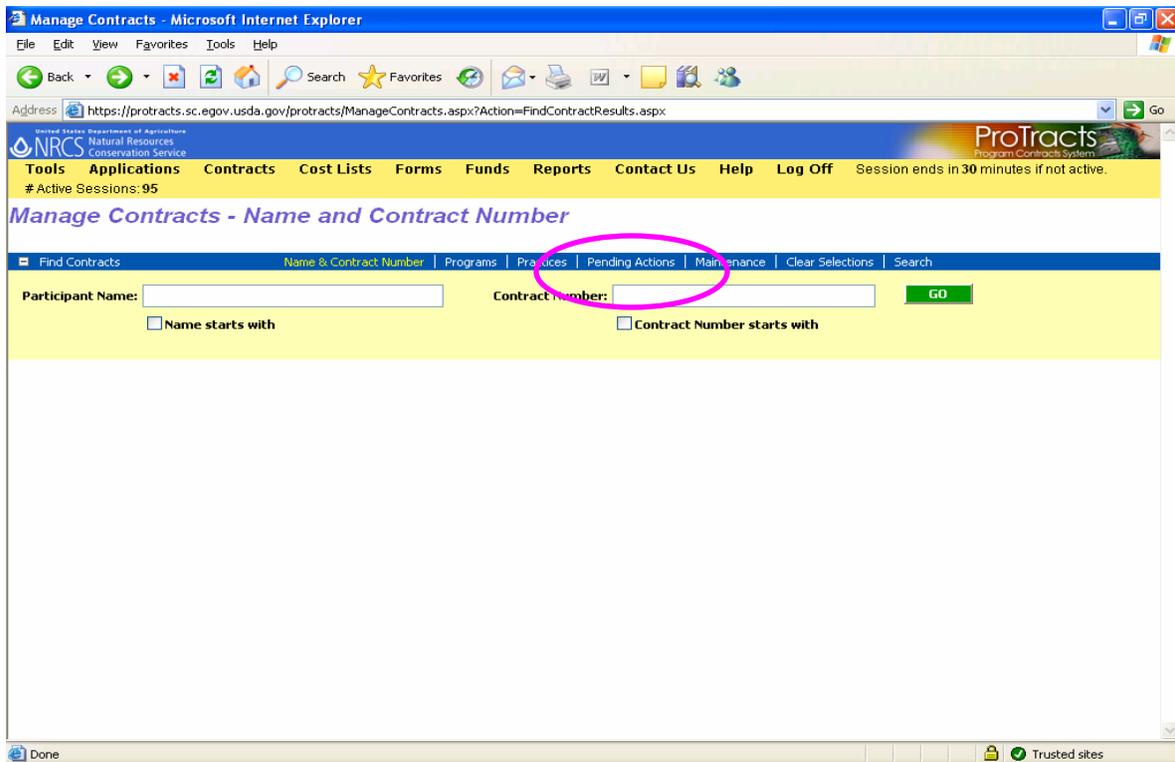


2. Manage Contacts/Pending Actions

c. Click on **Contracts \ Manage Contracts**.



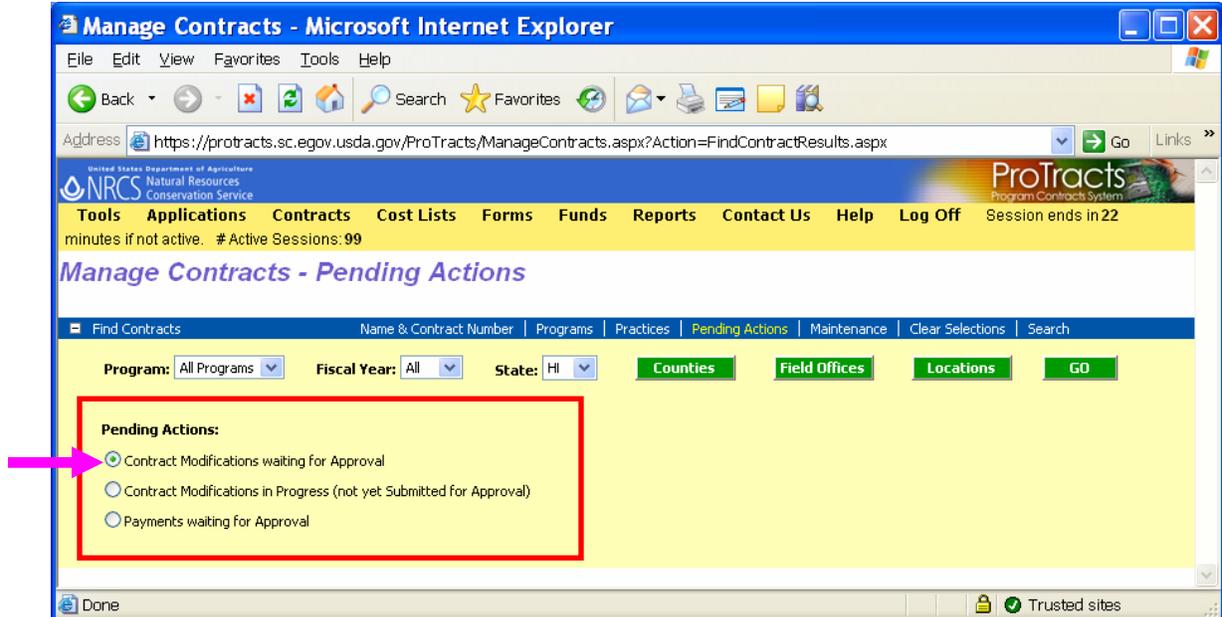
d. Click on **“Pending Actions”**.



2. Manage Contacts/Pending Actions

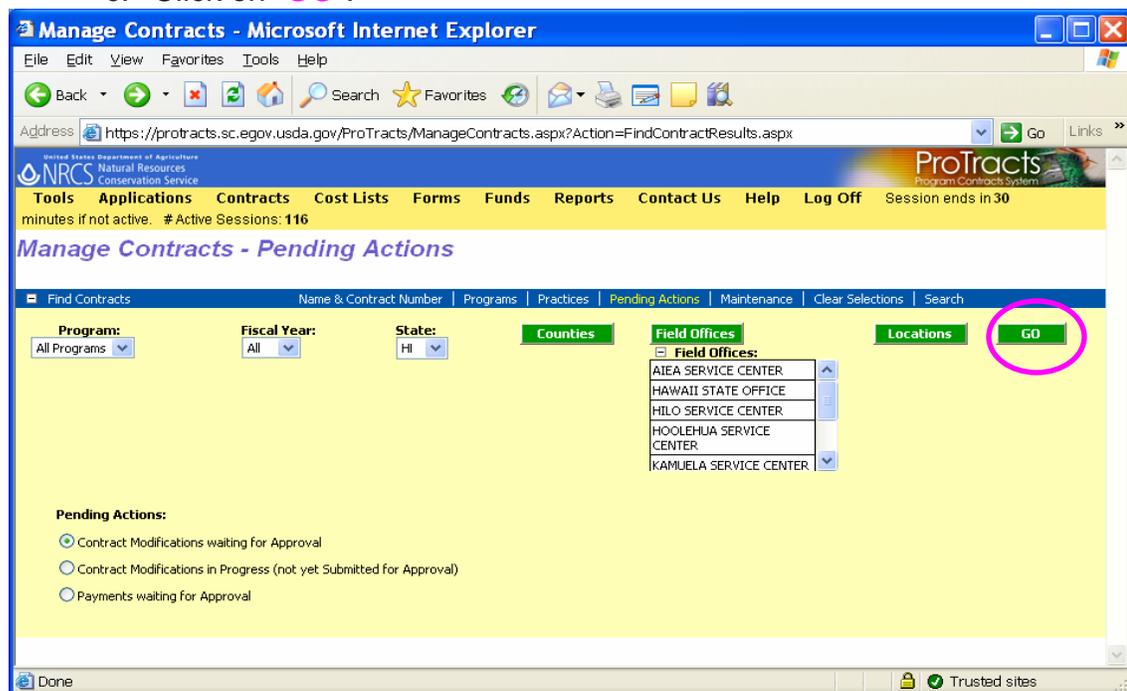
There are three options under **Pending Actions**:

1. Contract Modifications waiting for Approval.
2. Contract Modifications in Progress (not yet Submitted for Approval).
3. Payments waiting for Approval.



1. Contract Modifications waiting for Approval.

- a. Select "**Contract Modifications waiting for Approval**".
- b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your permissions)
- c. Click on "**GO**".



2. Manage Contacts/Pending Actions

d. Resulting in one contract modification waiting for approval.

The screenshot shows the ProTracts web application interface. The browser title is "Manage Contracts - Microsoft Internet Explorer". The address bar shows the URL: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContracts.aspx?Action=FindContractResults.aspx>. The page header includes the NRCS logo and navigation links: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. The page title is "Manage Contracts - Pending Actions". Below the title, there are filters for Program (All Programs), Fiscal Year (All), and State (HI). There are buttons for Counties, Field Offices, and Locations, along with a GO button. A dropdown menu for Field Offices is open, showing a list of service centers: AIEA SERVICE CENTER, HAWAII STATE OFFICE, HILO SERVICE CENTER, HOOLEHUA SERVICE CENTER, KAMUELA SERVICE CENTER, and KEAIA SERVICE CENTER. Under the "Pending Actions:" section, three radio buttons are visible: "Contract Modifications waiting for Approval" (selected), "Contract Modifications in Progress (not yet Submitted for Approval)", and "Payments waiting for Approval". Below this, a table shows "Contracts Returned: 1 - 1 of 1". The table has columns: Program, State, County, Field Office, Participant, Contract Number, Obligation, Submitted On, and Pending Note. The first row contains: WHIP, HI, HONOLULU, AIEA SERVICE CENTER, [redacted], [redacted], \$143,400.00, 4/11/2007, [redacted].

2. Contract Modifications in Progress (not yet Submitted for Approval)

a. Select "Contract Modifications in Progress (not yet Submitted for Approval)".

This screenshot is similar to the one above, showing the ProTracts web application interface. The browser title is "Manage Contracts - Microsoft Internet Explorer". The address bar shows the URL: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContracts.aspx?Action=FindContractResults.aspx>. The page header includes the NRCS logo and navigation links: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. The page title is "Manage Contracts - Pending Actions". Below the title, there are filters for Program (All Programs), Fiscal Year (All), and State (HI). There are buttons for Counties, Field Offices, and Locations, along with a GO button. A dropdown menu for Field Offices is open, showing a list of service centers: AIEA SERVICE CENTER, HAWAII STATE OFFICE, HILO SERVICE CENTER, HOOLEHUA SERVICE CENTER, KAMUELA SERVICE CENTER, and KEAIA SERVICE CENTER. Under the "Pending Actions:" section, three radio buttons are visible: "Contract Modifications waiting for Approval", "Contract Modifications in Progress (not yet Submitted for Approval)" (selected, indicated by a red arrow), and "Payments waiting for Approval".

2. Manage Contacts/Pending Actions

- b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your permissions)
- c. Click on **“GO”**.
- d. Resulting in 6 contracts in 4 different offices not yet submitted for approval.

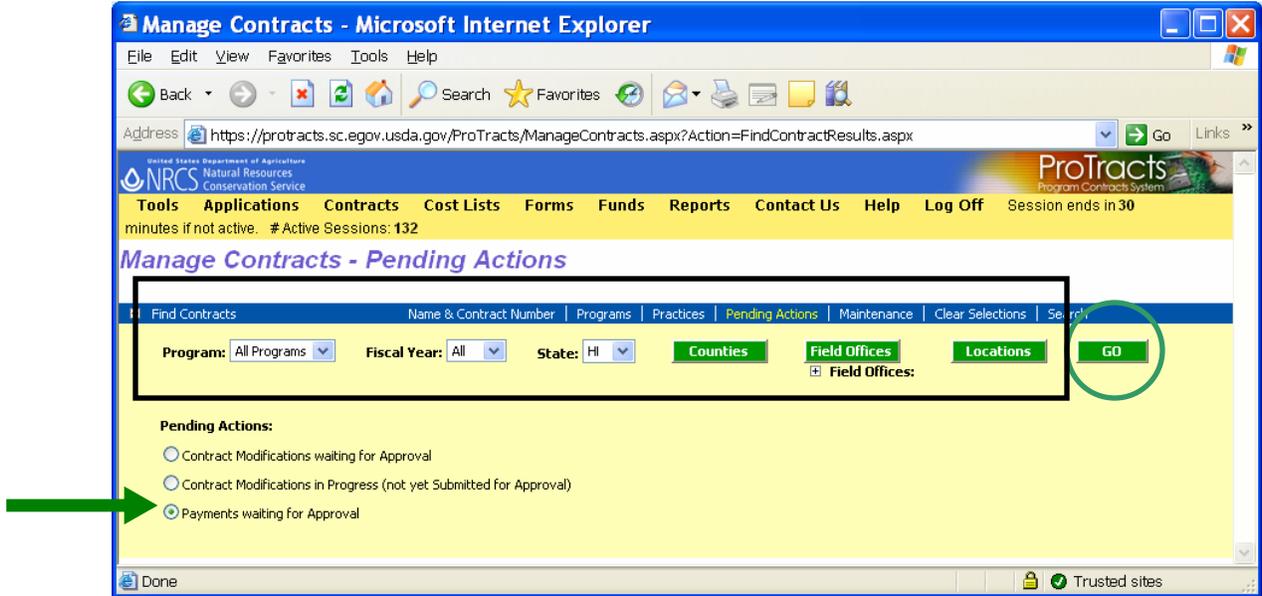
The screenshot shows the ProTracts web application interface. The browser title is "Manage Contracts - Microsoft Internet Explorer". The address bar shows the URL: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContracts.aspx?Action=FindContractResults.aspx>. The page header includes the NRC's logo and navigation links: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. The main heading is "Manage Contracts - Pending Actions". Below this, there are search filters for Program (All Programs), Fiscal Year (All), and State (HI). There are buttons for "Counties", "Field Offices", "Locations", and "GO". Under "Pending Actions", there are radio buttons for "Contract Modifications waiting for Approval", "Contract Modifications in Progress (not yet Submitted for Approval)", and "Payments waiting for Approval". A table titled "Contracts" is displayed, showing 6 results. The table has columns for Program, State, County, Field Office, Participant, Contract Number, Obligation, and Pending Note. The Participant and Contract Number columns are redacted with a white box. The table data is as follows:

Program	State	County	Field Office	Participant	Contract Number	Obligation	Pending Note
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER	[Redacted]	[Redacted]	\$85,831.00	
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER	[Redacted]	[Redacted]	\$80,036.00	
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER	[Redacted]	[Redacted]	\$15,000.00	
EQIP 2002	HI	HAWAII	KEALAKEKUA SERVICE CENTER	[Redacted]	[Redacted]	\$11,640.00	
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER	[Redacted]	[Redacted]	\$61,300.00	
WHIP	HI	MAUI	WAILUKU SERVICE CENTER	[Redacted]	[Redacted]	\$55,636.00	

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

3. Payments waiting for Approval

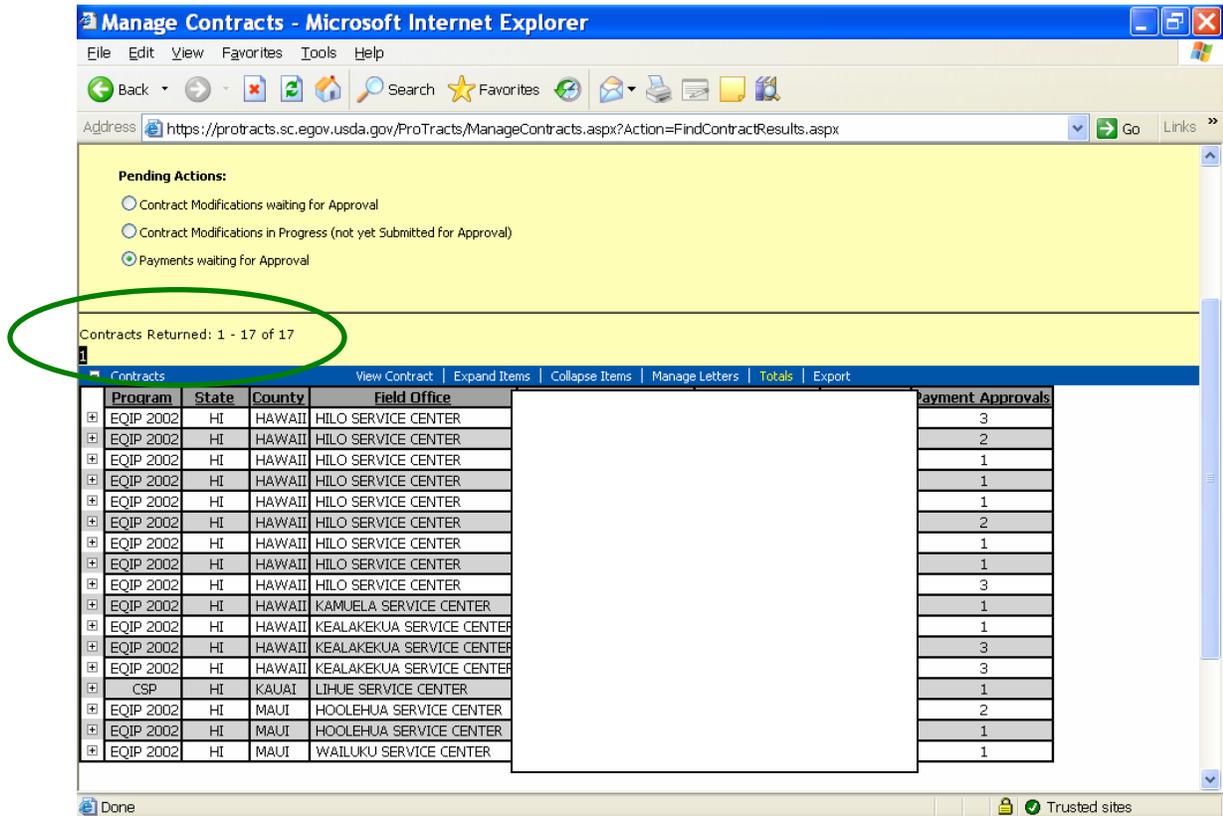
a. Select "Payments waiting for Approval".



b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your permissions)

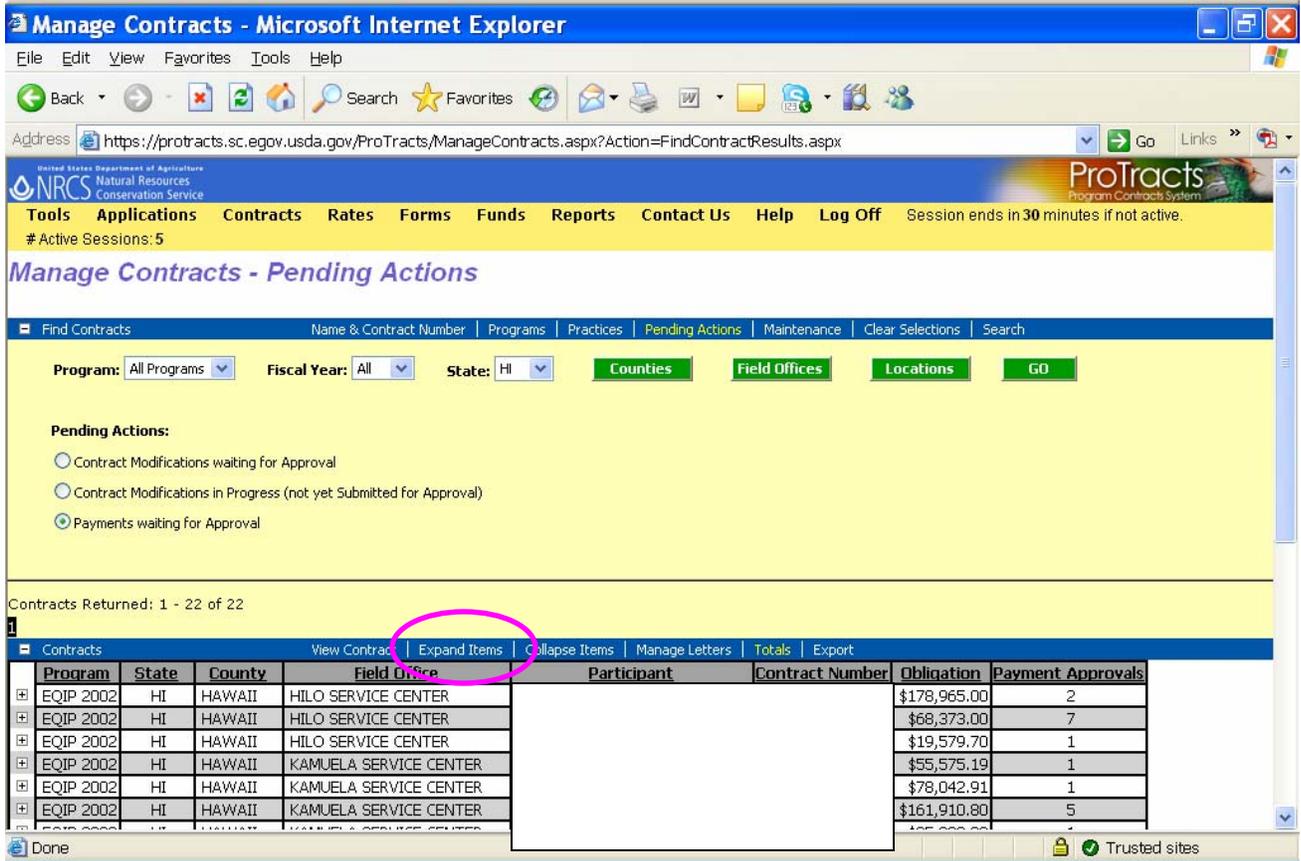
c. Click on "GO".

d. Resulting in 17 contracts waiting for approval.

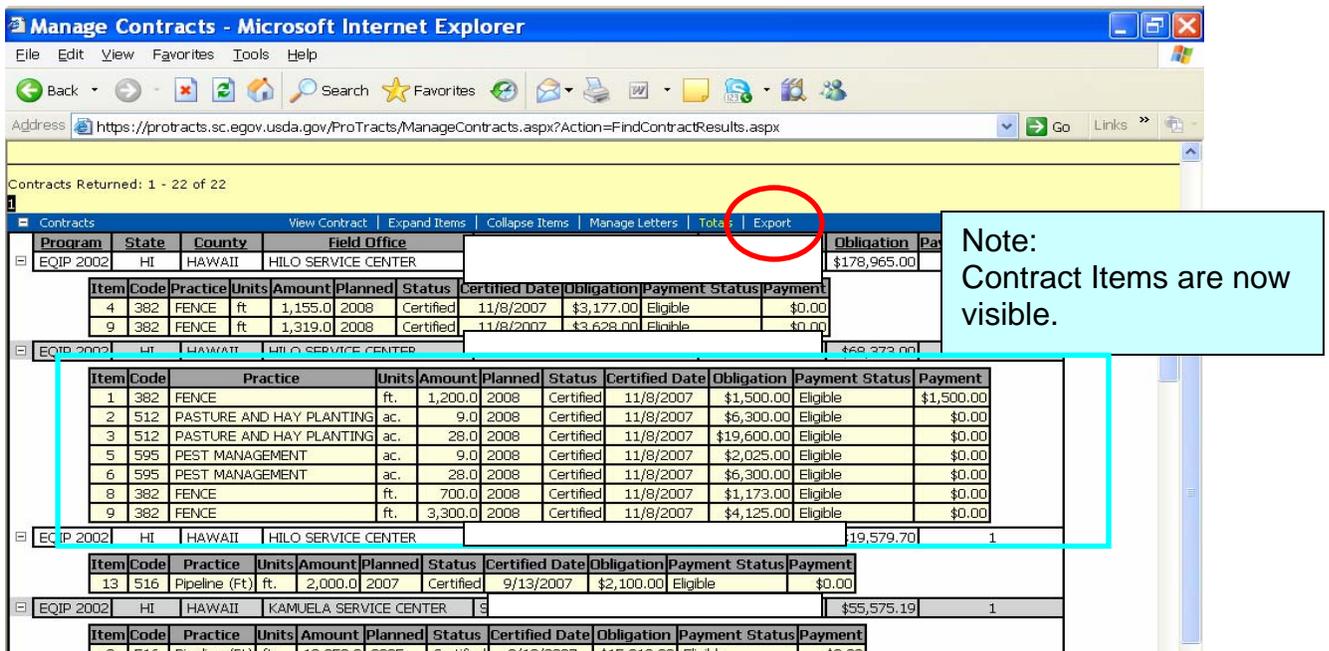


4. Exporting Data into an Excel Spreadsheet

- a. To export each contract and it's Contract Item Numbers (CINS) into an Excel spreadsheet, select "Expand Items", then select "Export"



- b. Next select "Export"



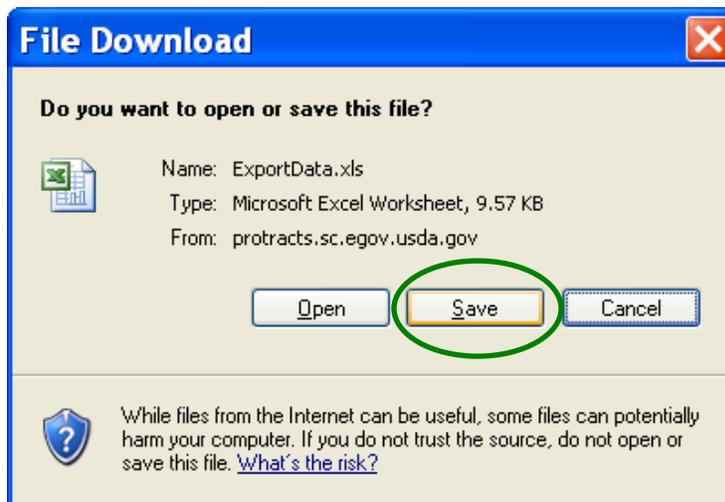
2. Manage Contacts/Pending Actions

Note the defaults:

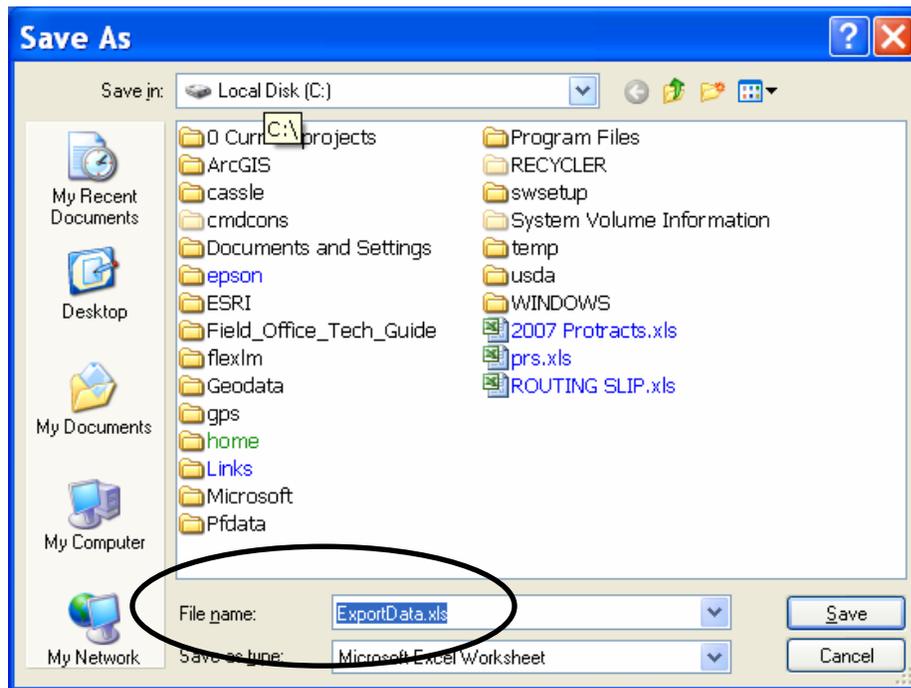
- “All contracts returned” and
- “Hierarchical (Items grouped beneath contracts)”



d. In the “File Download” window, select “**SAVE**”

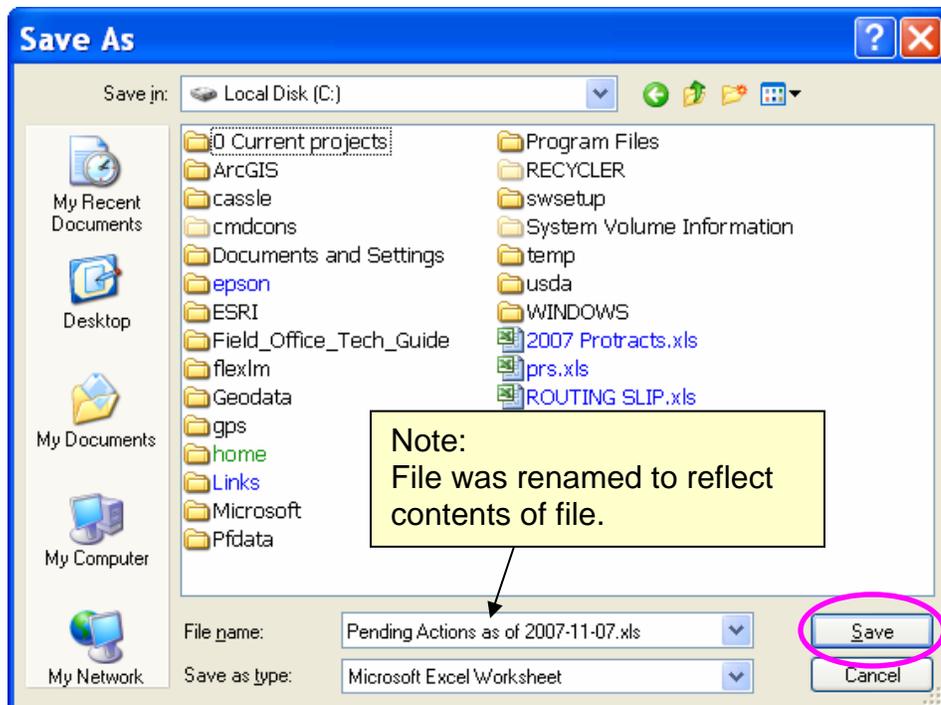


e. Rename the “File Name”.



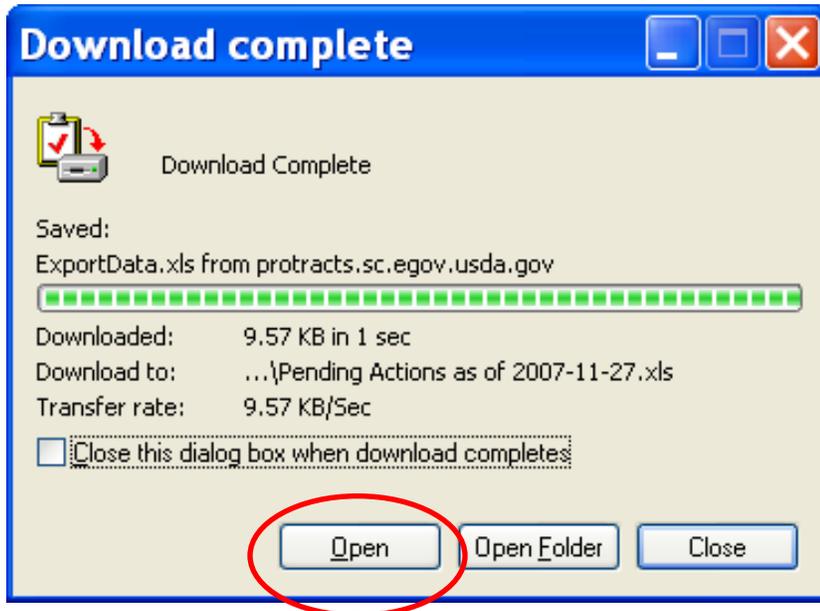
f. **Save.**

Make sure the document is saved to a location that you can locate once saved. In this case, the document is saved directly in the c drive.



2. Manage Contacts/Pending Actions

- g. The “Download complete” window opens. To review the document or to print the file, click on “**OPEN**” or select “**CLOSE**”.



- h. Below is the downloaded document.

- Note: Clicking on the “+” sign, displays the CINs (Contract Item Numbers) pending approval.

Microsoft Excel - Pending Actions as of 2007-11-27.xls

Program	State	County	Field Office	Participant	Contract Number	Obligation
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			\$178,965.00
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			\$68,373.00
Item	Code	Practice	Units	Amount	Planned	Status
1	382	FENCE	ft.	1,200.0	2008	Certified 11
9	512	PASTURE AND HAY PLANTING	ac.	9.0	2008	Certified 11
10	512	PASTURE AND HAY PLANTING	ac.	28.0	2008	Certified 11
11	595	PEST MANAGEMENT	ac.	9.0	2008	Certified 11
12	595	PEST MANAGEMENT	ac.	28.0	2008	Certified 11
13	382	FENCE	ft.	700.0	2008	Certified 11
14	382	FENCE	ft.	3,300.0	2008	Certified 11
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			\$19,579.70
Item	Code	Practice	Units	Amount	Planned	Status
13	516	Pipeline (Ft)	ft.	2,000.0	2007	Certified 9/
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			\$55,575.19
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			\$78,042.91
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			\$161,910.80
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			\$25,239.32
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			\$48,452.85
EQIP 2002	HI	HAWAII	CENTER			\$37,731.75
WHIP	HI	HAWAII	CENTER			\$69,787.39
EQIP 2002	HI	HAWAII	CENTER			\$51,065.68