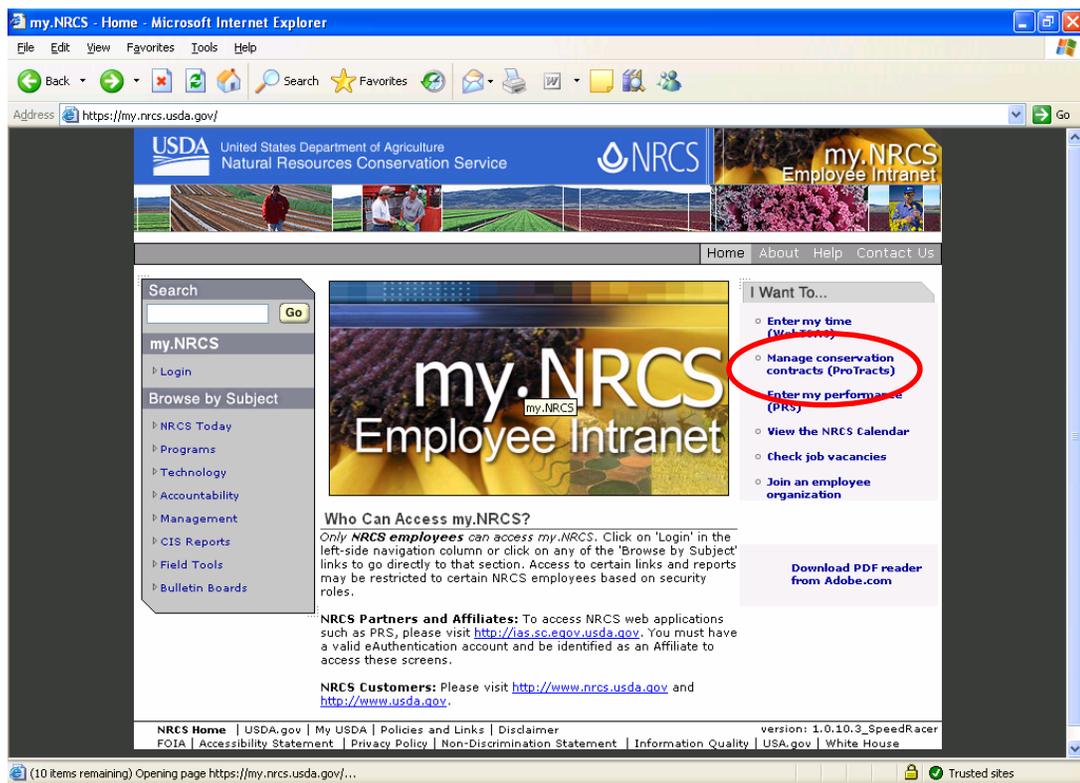


ProTracts – Hints & Tips

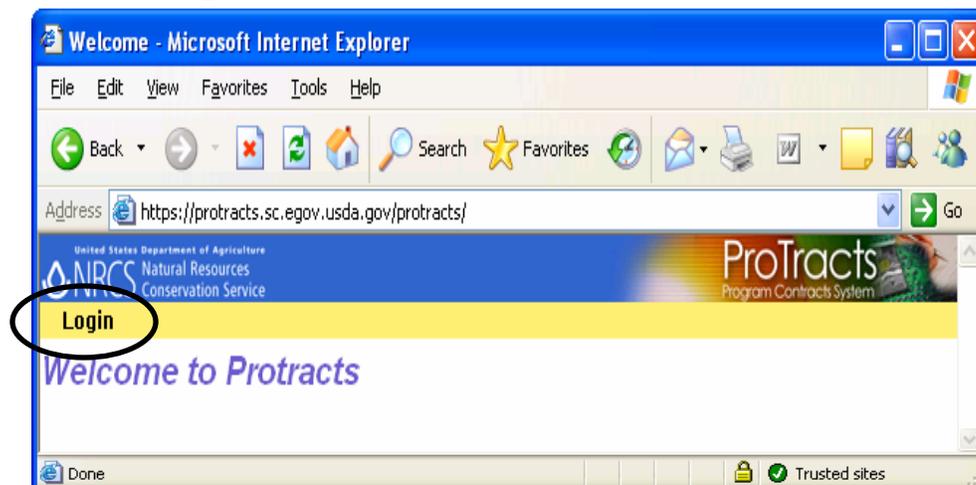
1. “Manage Contracts/Maintenance”

Listed below are instructions on how to create ProTracts reports that list:

- Active contracts that are past expiration date,
 - Active contracts that expire in the current calendar year,
 - Active contracts that expire in selected calendar year(s), and
 - How to export them into Excel spreadsheets
- a. At the My NRCS webpage (<https://my.nrcs.usda.gov/>), click on “**Manage conservation contracts (ProTracts)**”.

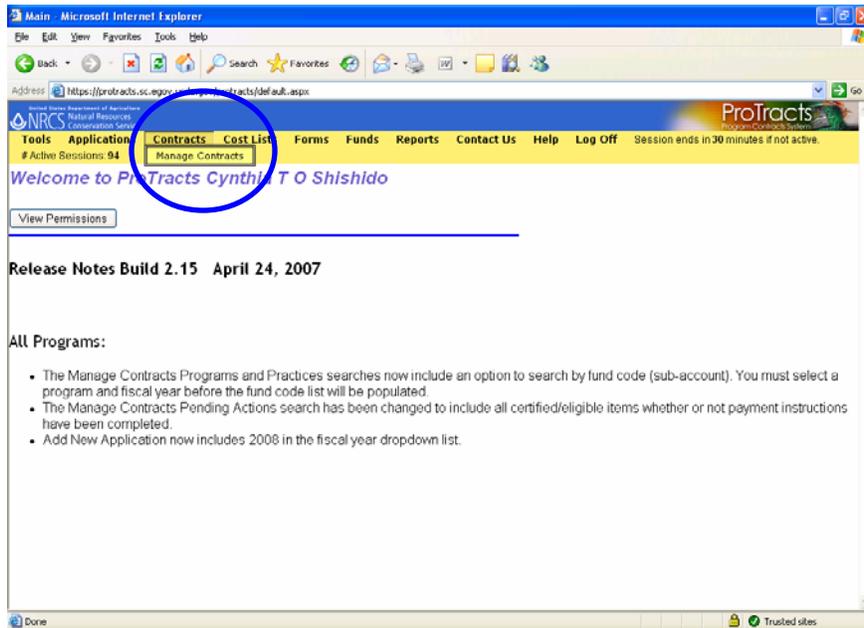


- b. Click on **Login**.

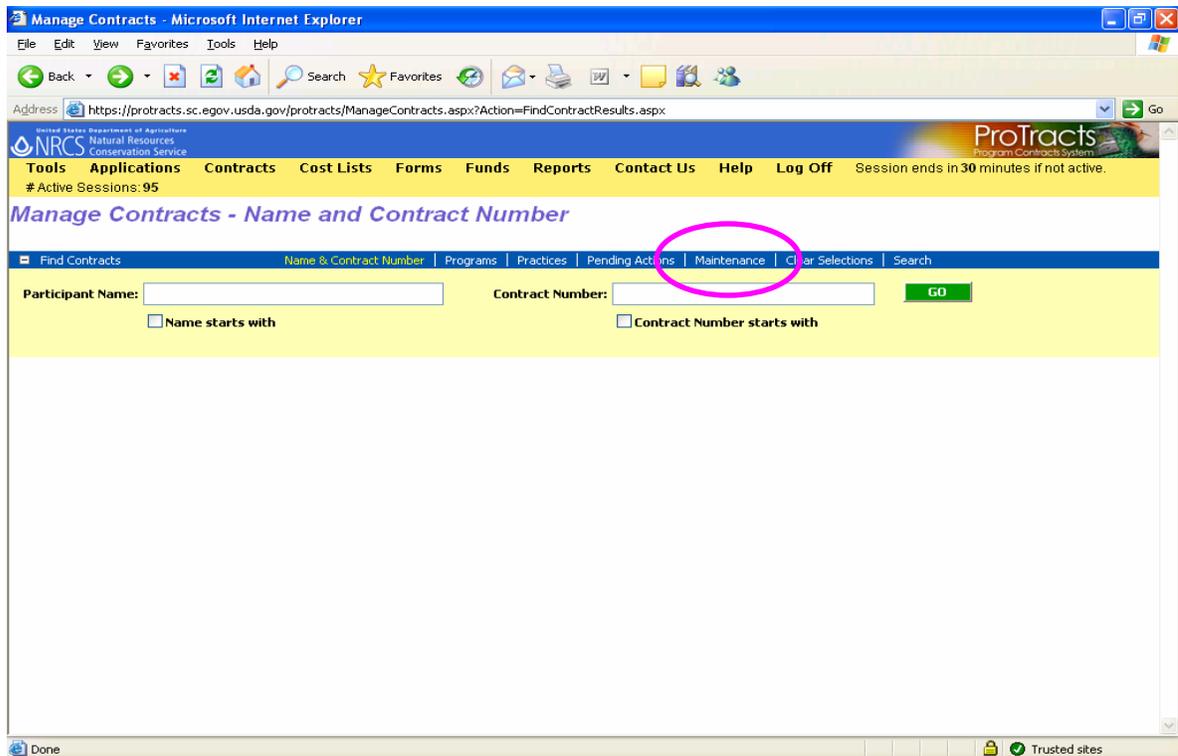


1. Manage Contracts/Maintenance

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



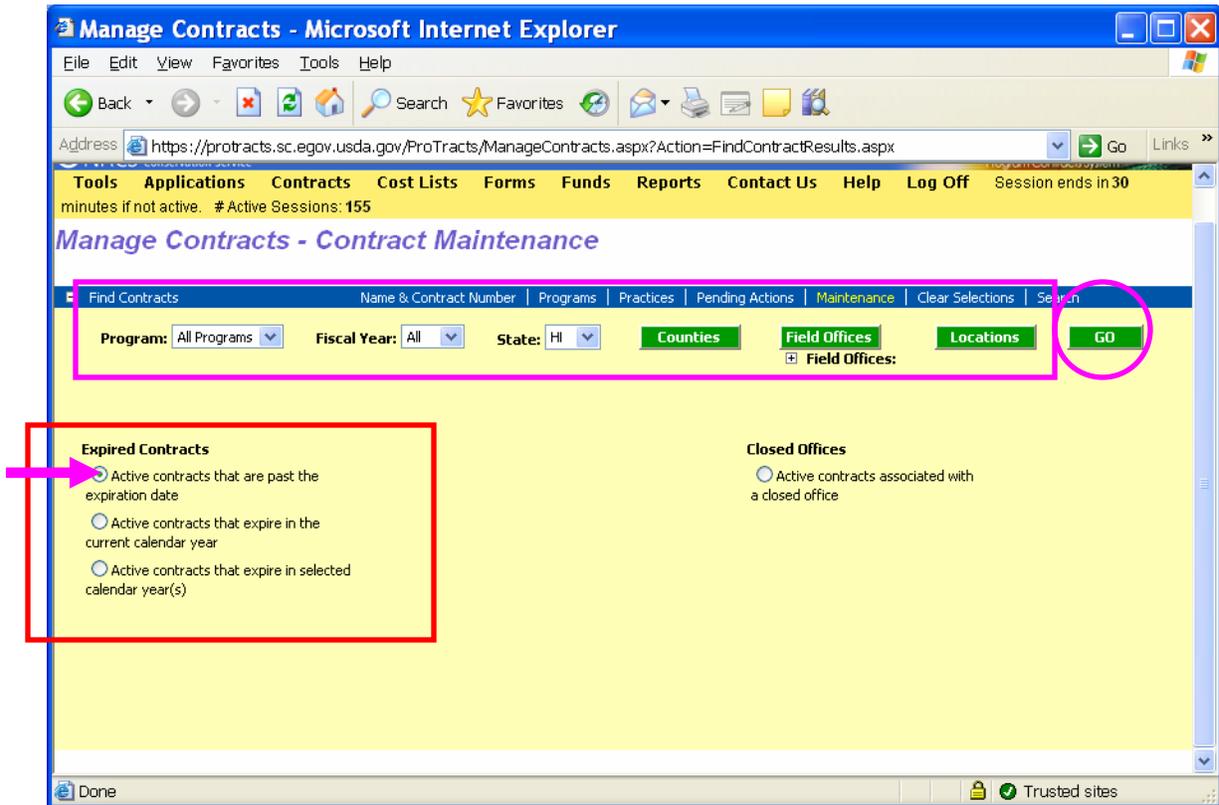
d. Click on **"Maintenance"**.



1. Manage Contracts/Maintenance

There are three options under **Expired Contracts**:

1. Active contracts that are past expiration date
2. Active contracts that expire in the current calendar year
3. Active contracts that expire in selected calendar year(s)



1. Active contracts that are past expiration date

- a. Select "**Active contracts that are past the expiration date**".
- b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your ProTracts permissions)
- c. Click on "**GO**".

1. Manage Contracts/Maintenance

d. The search recovered one contract.

The screenshot shows the ProTracts web application interface. At the top, there is a navigation menu with options: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, and Log Off. Below the menu, there is a search bar and several filter buttons: Program (set to All Programs), Fiscal Year (set to All), State (set to HI), Counties, Field Offices, Locations, and GO. There are also radio button options for 'Expired Contracts' and 'Closed Offices'. A table below shows the search results, with one contract listed. The table has columns for Program, State, County, Field Office, Participant, Contract Number, Status, and Expiration Date. The contract listed is for EQIP 1996 in HI, MAUI, at the HOOLEHUA SERVICE CENTER, with an expiration date of 9/30/2006. The Participant and Contract Number fields are redacted with a white box.

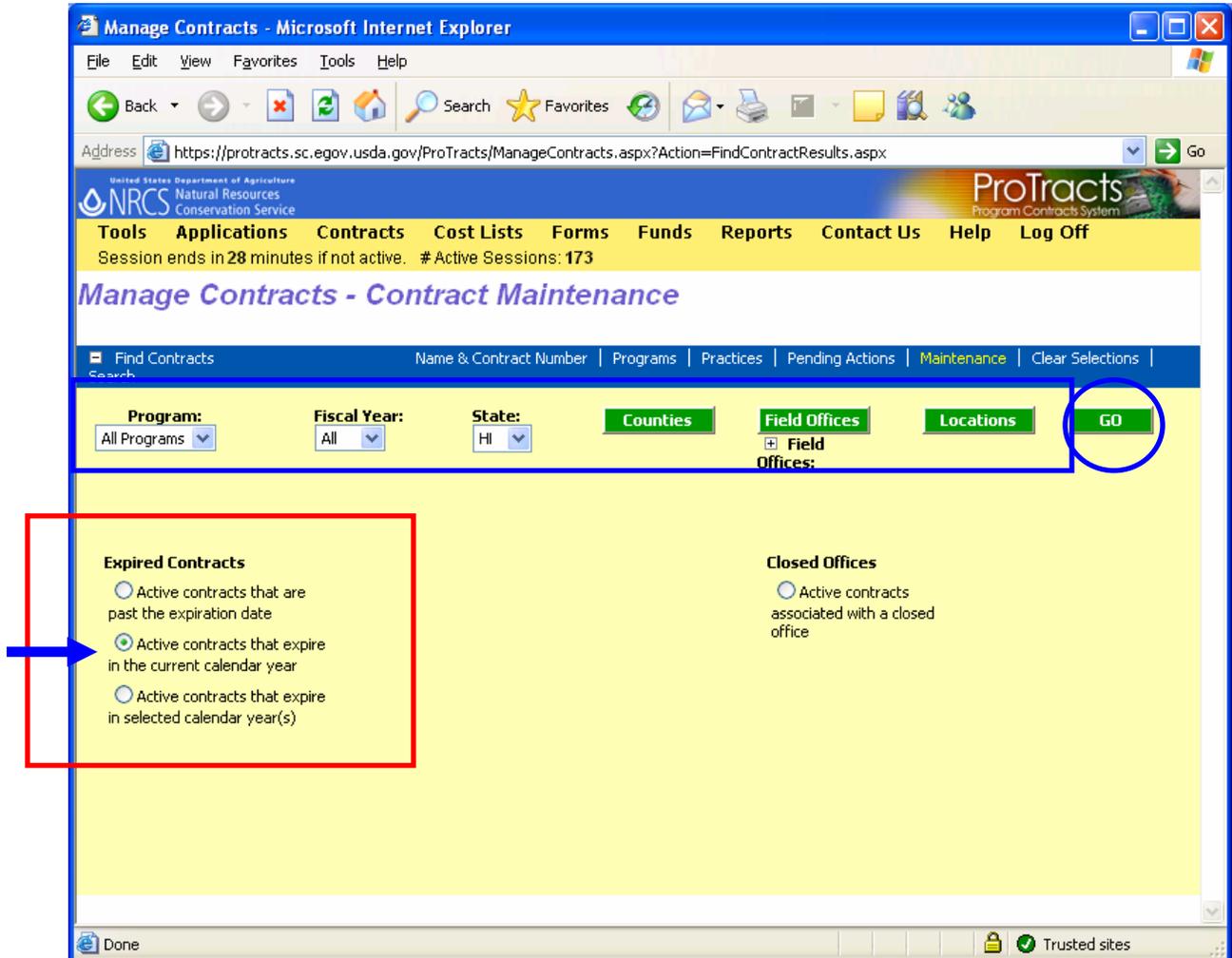
Program	State	County	Field Office	Participant	Contract Number	Status	Expiration Date
EQIP 1996	HI	MAUI	HOOLEHUA SERVICE CENTER	[REDACTED]	[REDACTED]		9/30/2006

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

1. Manage Contracts/Maintenance

2. Active contracts that expired in the current calendar year

- a. Select “**Active contracts that expire in the current calendar year**”.
- b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your permissions)
- c. Click on “**GO**”.



1. Manage Contracts/Maintenance

d. Search recovered 11 contracts.

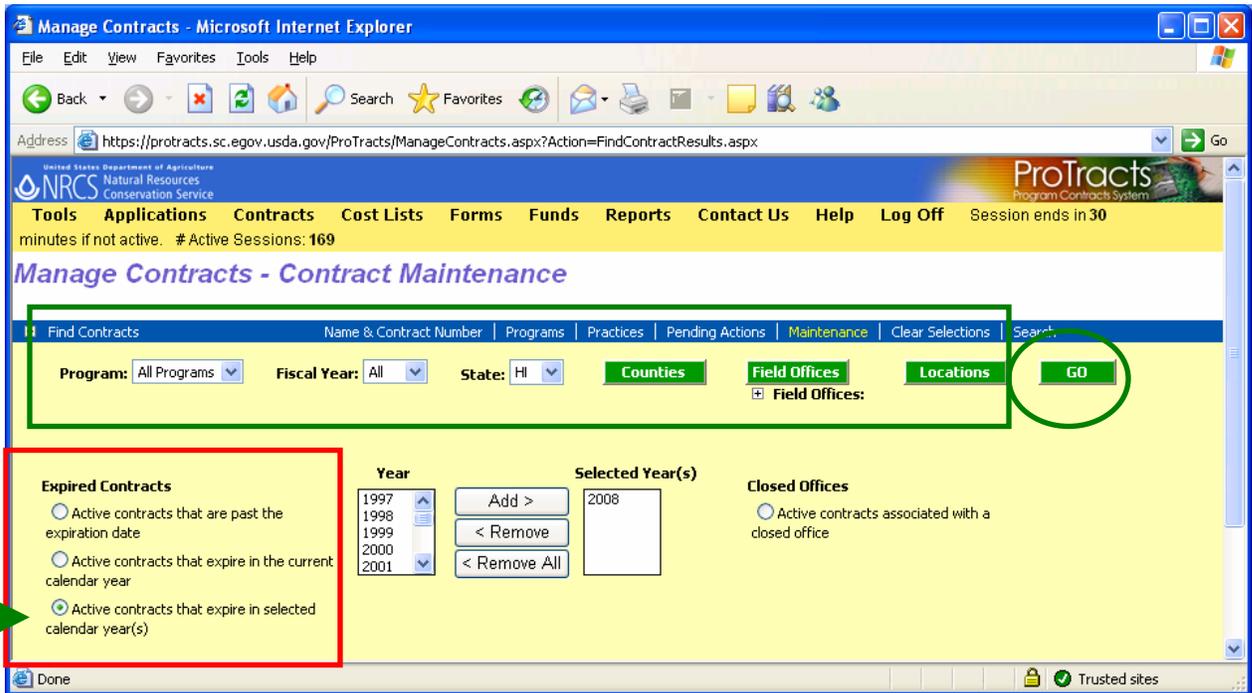
The screenshot shows the ProTracts web application interface. At the top, there is a navigation menu with options: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. Below the menu, there are search filters for Program (All Programs), Fiscal Year (All), and State (HI). There are also buttons for Counties, Field Offices, and Locations, along with a GO button. The search results are displayed in a table with columns: Program, State, County, Field Office, Participant, Contract Number, Status, and Expiration Date. The table shows 11 contracts, all with a status of 'Active' and an expiration date of 9/30/2007. The contracts are listed by program (EQIP 2002 and EQIP 1996) and field office (HILO SERVICE CENTER, KAMUELA SERVICE CENTER, KEALAKEKUA SERVICE CENTER, AIEA SERVICE CENTER, LIHUE SERVICE CENTER, HOOLEHUA SERVICE CENTER, and WAILUKU SERVICE CENTER).

Program	State	County	Field Office	Participant	Contract Number	Status	Expiration Date
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	9/30/2007
EQIP 1996	HI	MAUI	HOOLEHUA SERVICE CENTER			Active	9/30/2007
EQIP 1996	HI	MAUI	HOOLEHUA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	MAUI	WAILUKU SERVICE CENTER			Active	9/30/2007

1. Manage Contracts/Maintenance

3. Active contracts that expire in selected calendar year(s)

- a. Select “**Active contracts that expire in selected calendar year(s)**”.
- b. Make your selections by **Program, Fiscal Year, County, Field Office and/or Location**. (Note: Choices limited by your permissions)
- c. Click on “**GO**”.



4. Exporting Data in Excel Spreadsheets

a. Click on “Expand Items”

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. Below the navigation menu, there are search filters for Program, Fiscal Year, and State. The main content area displays a table of contracts. The table has columns for Program, State, County, Field Office, Participant, Contract Number, Status, and Expiration Date. The 'Expand Items' button is highlighted with a pink circle.

Program	State	County	Field Office	Participant	Contract Number	Status	Expiration Date
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HAWAII	KAMUELA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	HONOLULU	AIEA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	KAUAI	LIHUE SERVICE CENTER			Active	9/30/2007
EQIP 1996	HI	MAUI	HOOLEHUA SERVICE CENTER			Active	9/30/2007
EQIP 1996	HI	MAUI	HOOLEHUA SERVICE CENTER			Active	9/30/2007
EQIP 2002	HI	MAUI	WAILUKU SERVICE CENTER			Active	9/30/2007

1. Manage Contracts/Maintenance

b. Click on "Export"

The screenshot shows a web browser window titled "Manage Contracts - Microsoft Internet Explorer". The address bar displays the URL: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContracts.aspx?Action=FindContractResults.aspx>. The page content shows a table of contracts with columns for Program, State, County, Field Office, Status, and Expiration Date. The "Export" button in the top navigation bar is circled in red.

Program	State	County	Field Office	Status	Expiration Date				
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER	Active	9/30/2007				
Item	Code	Practice	Units	Amount	Planned	Status	Obligation	Payment Status	Payment
1	314	Brush management (Ac)	ac.	1.0	2005	Planned	\$225.00	Eligible	\$0.00
2	314	Brush management (Ac)	ac.	4.0	2004	Certified	\$900.00	Approved	\$900.00
3	512	Pasture & hay planting (Ac)	ac.	1.0	2005	Planned	\$1,260.00	Eligible	\$0.00
4	512	Pasture & hay planting (Ac)	ac.	4.0	2004	Certified	\$5,039.03	Approved	\$5,039.03
5	528A	Prescribed grazing (Ac)	ac.	4.6	2005	Planned	\$460.00	Eligible	\$0.00
6	528A	Prescribed grazing (Ac)	ac.	5.2	2004	Planned	\$520.00	Eligible	\$0.00
7	590	Nutrient management (Ac)	ac.	5.0	2005	Planned	\$500.00	Eligible	\$0.00
8	528A	Prescribed grazing (Ac)	ac.	4.6	2006	Planned	\$460.00	Eligible	\$0.00
9	528A	Prescribed grazing (Ac)	ac.	5.2	2005	Planned	\$520.00	Eligible	\$0.00

c. Select:

- All contracts returned
- Hierarchical (Items grouped beneath contracts)
- Click on "Export"

The screenshot shows a dialog box titled "ProTracts Export to Excel". It contains the following options:

I want to export:

- All contracts returned
- Contracts appearing on this page only
- Selected (highlighted) contract only

With the data in this format:

- Hierarchical (Items grouped beneath contracts)
- One line per contract and item (To allow sorting by items)

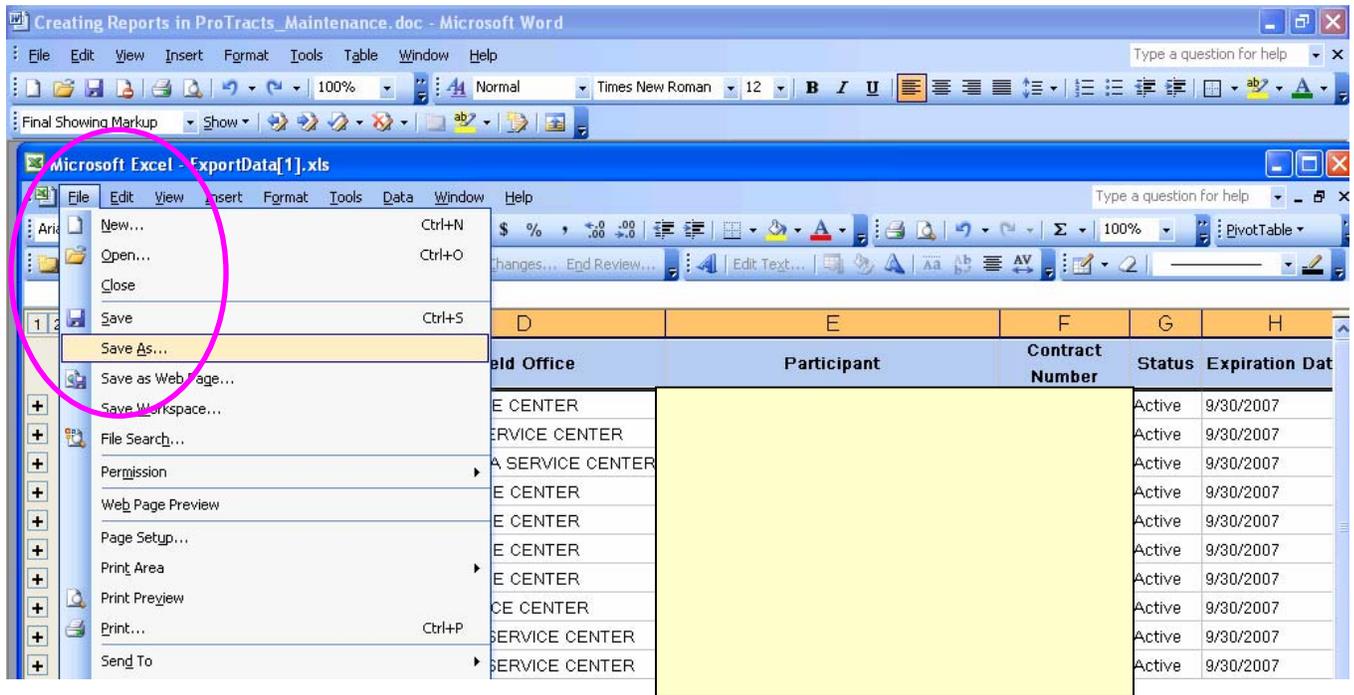
The "Export" button is circled in red.

1. Manage Contracts/Maintenance

d. Select "Open"



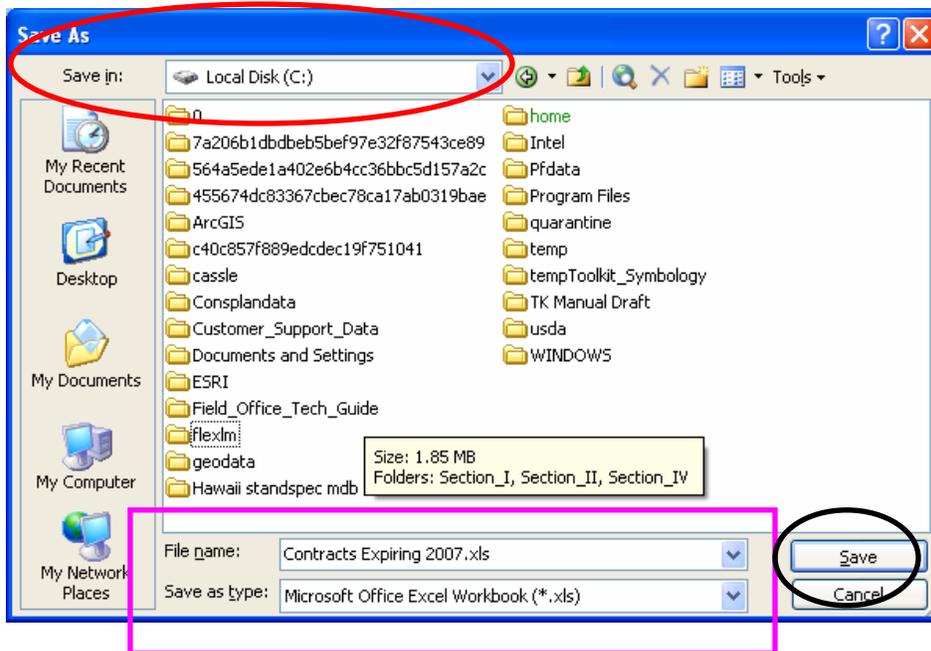
e. File / Save As



1. Manage Contracts/Maintenance

f. File / Save As

- Save to a selected folder
- Change **File Name** (Be sure to remove quotes)
- Change **Save as type**: to MS Office Excel Workbook
- Click **Save**.



- g. The data is now saved as an Excel Spreadsheet in your C drive titled "Contracts Expiring 2007"