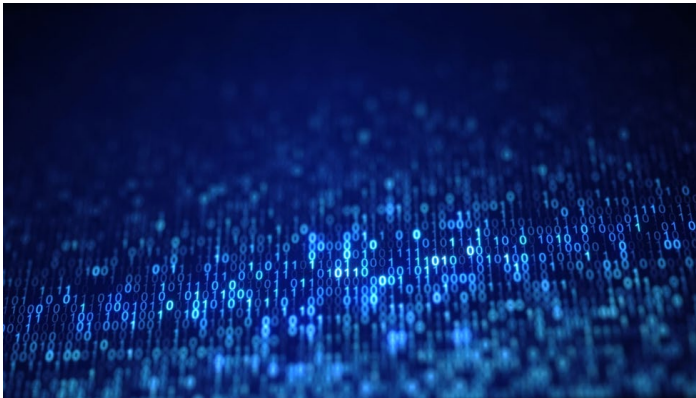☐

Wildlife TRACS

Quarterly Digest

What's New? Recent Updates to TRACS

Federal Award Reporting Dates: Added functionality for Federal Approvers to generate, edit, and manage Federal Award Reporting Due Dates for Performance Reporting, including budget and reporting cycles, waivers, and extensions (more information [here](#)).

Clear Questionnaire Button: New functionality added enabling TRACS users to clear the performance questionnaire responses.

2022 Wildlife Management Areas: Wildlife Management Areas (WMAs) are now available for selection. In the Geographic Location section, users have the option to "Select one or more detailed locations (optional)" and select from a list of U.S. WMAs. If a WMA is not listed, please contact the TRACS Help Desk.

TRACS Performance Matrix: The TRACS Performance Matrix has been updated to version 21 (updated on 4/8/2024). The current Matrix and related tools are available on the [TRACS Resources & Job Aids page](#).

- Updated program name from WSFR to Office of Conservation Investment.

	• Updated definitions for the Training/Education strategy pertaining to the Aquatic Ed and Hunter Ed activities.

Tips and Reminders from the TRACS Help Desk

Real Property Records: Users who are ready to submit or make corrections to legacy Real Property (Lands) records for ingestion into TRACS should contact the TRACS Help Desk to begin the process.

User Administration and Management: User Administrators should NOT click "Deny" if a user request is valid but incorrect roles/permissions were selected. Instead, approve the user, then select the appropriate roles. User Administrators can edit user permissions and roles by selecting "Manage Groups," then select the user and click the "Edit User Permissions" link. For more information, visit the course manual and review the video for Lesson 9c here.

Facility Records: If your report includes an objective for 'Facilities Construction, Renovation, or Acquisition,' a facility record must be created and approved in the Inventory Module. In the case of multi-year grants, the facility record(s) will need to be linked to the report for the period of performance when the facility was constructed, renovated, or acquired. For interim years when the facility has not yet been completed, the user should select "No" for quantifiable result to report and enter an explanation (i.e., Construction is underway).

Please reach out if you have any TRACS related questions. For technical support contact the TRACS Help Desk by email at tracs-helpdesk@fws.gov or call 1-844-408-7227 (1-844-40-TRACS).

TRACS Training Resources

We offer TRACS introductory webinars and in-depth webinars on an ongoing basis, as well as custom training sessions. Upcoming webinars through June 2024 are listed below:

TRACS Intro and Grant Entry Webinar: click here to register
- Wednesday June 5th, 2024 1:00 p.m. - 2:30 p.m. ET

TRACS Performance Reporting Webinar: click here to register
- Tuesday May 8th, 2024 1:00 p.m. - 2:30 p.m. ET
- Wednesday June 26th, 2024 1:00 p.m. - 2:30 p.m. ET

TRACS Facilities Webinar: click here to register
- Wednesday May 22nd, 2024 1:00 p.m. - 2:30 p.m. ET

For additional training opportunities, check out the self-paced TRACS eLearning courses and videos.

For additional guidance and resources, visit the TRACS Resources and Job Aids page, as well as our TRACS Best Practices and FAQs page.

What's Next?

The next TRACS production release is scheduled for May and will include revised PDF formats for real property and facilities, as well as several bug fixes. In addition, we are working on technical debt "back-end" updates that are invisible to users, but will improve the overall architecture and maintainability of the system.

For TRACS Working Group related questions or to opt out of these quarterly communications, contact the TRACS Working Group Chair by email at craig_kelling@fws.gov.