



# TRACS Quick Reference Guide

## Course 4: Performance Reporting

### Lesson 4b: Reporting on Real Property Acquisition

Step	Action
1	<p>This lesson covers the steps to complete the “activity report” for an objective strategy of “Real Property Acquisition”, which requires linking to a Real Property Record that was previously created and approved in the Inventory Module. For more information on how to create and manage real property record(s), refer to “Course 7: Real Property Inventory”.</p> <p>Navigate to the Activity Report page for the objective strategy of “Real Property Acquisition” (refer to Lesson 4a for the steps to navigate to this page). On the Activity Report page, fill out the “Report on Objective” box with the # of acres for the Real Property Acquisition.</p> <p>a. Alternately, you can opt to leave the # of acres box blank and add one or more Real Property records first. Then you will have the option to select “copy acreage to activity” after adding the real property record(s) to the table. This will copy the “deeded acres” from the Real Property Record to the activity.</p>
2	In the Real Properties section, click on the “Search for Property” button.
3	<p>The Real Property search window opens in a pop-up window.</p> <p>a. Search for the property by name. Filters on the side can narrow the search by interest type.</p> <p>b. Click the plus sign to add the property to your “basket”. Continue adding properties if applicable until they are all in the basket (items listed in the upper right).</p> <p>c. Then click “Add to List”.</p>
4	<p>The Real Property Record(s) will display in the “Real Property Acquired” table.</p> <p>a. Optional - Select “Copy Acreage to Activity” to copy the acreage from the Real Property Record(s) to the # Acres in the Report table.</p>
5	Update the Species Tags if needed.
6	Enter “Activity Report Comments” or check the “Not Applicable” box.
7	Then select “Finished with Activity” at the bottom of the page.
8	Refer to “Lesson 4a Performance Report” for the rest of the performance reporting workflow.