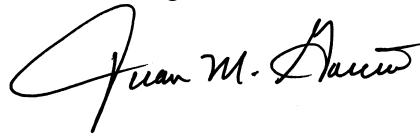


For: State and County Office Employees

**MIDAS Simulations and Work Instructions for
Business Partner and Farm Records With GIS Integration**

Approved by: Deputy Administrator, Farm Programs



1 Links to Training Simulations and Work Instructions

A Background

In preparation for the FSA, ITSD, MIDAS Project implementation and deployment, the MIDAS training team has developed a comprehensive training plan. The training plan consists of 3 components, as follows:

- foundational learning sessions
- web based training
- instructor-led training.

Foundational learning sessions are available for review on the MIDAS Training Connect site at <https://connections.usda.gov> Web-based training remains available in AgLearn.

In addition, materials were created to support end users in using MIDAS. The materials are in the form of simulations that provide a visual step-by-step view of how MIDAS will behave. Work instructions were created from the simulations that provide step-by-step actions for processes in a PDF document.

B Purpose

This notice provides State and County Office employees the links to training and support documents for Business Partner and Farm Records With GIS Integration.

Disposal Date	Distribution
December 1, 2013	State Office employees; State Offices relay to County Office Employees

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1 Links to Training Simulations and Work Instructions (Continued)

C Contacts

The following table provides contacts for questions about this notice.

IF question is about...	THEN contact by e-mail...
Business Partner	Michelle Ontiveros at michelle.ontiveros@az.usda.gov .
Farm Records With GIS Integration	any of the following: <ul style="list-style-type: none">• Rick Blackwood at rick.blackwood@wdc.usda.gov• Steve Stark at steve.stark@ne.usda.gov• Dan Culli at dan.culli@wdc.usda.gov.
using simulations and work instructions	Julie Pena at julie.pena@ok.usda.gov .

D Catalogs of Simulations and Associated Links

The catalog of simulations and associated links for:

- Business Partner are provided in Exhibit 1
- Farm Records With GIS Integration is provided in Exhibit 2.

Business Partner Simulations and Work Instruction Links

The following provides Business Partner link information.

Name of Simulation	Simulation Link	Work Instruction Link
BP Create a Conservatorship	https://www.fsa.usda.gov/Internet/FSA_MIDAS/02_BP_Crte_Cnsrvtr/02_Crte_Cnsrvtr/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/02_WI_Create_Conservatrshp.pdf
BP Create a Contact with Associate Business Partners	https://www.fsa.usda.gov/Internet/FSA_MIDAS/11_BP_Crte_Ct_Asc_Prt/11_Cte_Cnt_Prt/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/11_WI_Create_Contact_w_Assoc_Bus_Prtnr.pdf
BP Create a Customer-to-Employee Family Relationship	https://www.fsa.usda.gov/Internet/FSA_MIDAS/08_BP_Crt_Cst_Emp_Rel/08_Crt_Cst_Rel/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/08_WI_Create_Cust_Employ_Family_Rel.pdf
BP Create a Guardianship	https://www.fsa.usda.gov/Internet/FSA_MIDAS/05_BP_Crte_Grdnshp/05_Crte_Grdnshp/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/05_WI_BP_Create_a_Guardianship.pdf
BP Create a Spousal Signature	https://www.fsa.usda.gov/Internet/FSA_MIDAS/06_BP_Crte_Spsl_Sign/06_Crt_Spsl_Sig/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/06_WI_Create_Spousal_Sign.pdf
BP Create an FSA Power of Attorney	https://www.fsa.usda.gov/Internet/FSA_MIDAS/03_BP_Crte_FSA_POA/03_BP_Crte_POA/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/03_WI_Create_FSA_Power_Atty.pdf
BP Create Contact	https://www.fsa.usda.gov/Internet/FSA_MIDAS/10_BP_Crte_Cntct/10_Crte_Cntct/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/10_WI_Create_A_Contact.pdf
BP Display a Representative Capacity	https://www.fsa.usda.gov/Internet/FSA_MIDAS/01_BP_Dspy_Rep_Cap/01_Dsply_Rep_Cap/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/01_WI_BP_Display_Rep_Capac.pdf
BP End a Fiduciary Relationship (Spousal Signature)	https://www.fsa.usda.gov/Internet/FSA_MIDAS/07_BP_End_Fid_Rel_Sps/07_End_Fid_Sps/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/07_WI_BP_End_Fiduciary_Relation.pdf
BP Perform Death Master File Verification with Worklist	https://www.fsa.usda.gov/Internet/FSA_MIDAS/9_PM_Prfd_Srch/CT_Perf_Prfd_Srch/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Mstr_File_Verif_WrklistV2.pdf
BP Signature and Attachments for FSA Power of Attorney	https://www.fsa.usda.gov/Internet/FSA_MIDAS/16_BP_Fidy_POA_Atth/16_BP_Sign_POA_Atth/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/04_WI_Sign_Attach_for_FSA_POA.pdf

Farm Record With GIS Integration Simulations and Work Instruction Links

The following provides Farm Record With GIS Integration link information.

Name of Simulation	Simulation Link	Work Instruction Link
Allocate CRP Acreage	https://www.fsa.usda.gov/Internet/FSA_MIDAS/31_Alloc_CRP_Wfl/Alloc_CRP_Wfl/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_31_Allocate_CRP_Acre_Wrkflw.pdf
Split CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/32_Split_CLU/Split_CLU/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_32_Split_CLU.pdf
Create Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/37_Create_Farml/Create_Farml/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_37_Create_Farm.pdf
Delineate CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/38_Delin_New_CLU/Delin_New_CLU/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_38_Delineate_New_CLU.pdf
Display Farm Hierarchy	https://www.fsa.usda.gov/Internet/FSA_MIDAS/30_Farm_Hierarch/30_Farm_Hierarch/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_30_Display_Farm_Hierarchy.pdf
Edit Tract	https://www.fsa.usda.gov/Internet/FSA_MIDAS/26_Edit_Tract/26_Edit_Tract/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_26_Edit_Tract.pdf
Farm Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/27_Ex_Farm_Comb/27_Ex_Farm_Comb/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_27_FR_Execute_Farm_Comb.pdf
Farm Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/36_Div_Farm/Div_Farm/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_36_Execute_Farm_Div.pdf
Farm Transfer	https://www.fsa.usda.gov/Internet/FSA_MIDAS/28_Xfr_Farm/28_Xfr_Farm/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_28_Execute_Farm_Transfer.pdf
Merge CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/34_Merge_CLU/Merge_CLU/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_34_Merge_CLU.pdf
Search for Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/33_Srch_for_FarmRec/Srch_FarmRec/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_33_Search_Farm_Rec.pdf
Tract Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/29_Ex_Tract_Comb/Ex_Tract_Comb/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_29_Tract_Comb.pdf
Tract Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/35_Divide_Tract/Divide_Tract/sim/html/index.htm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_35_Execute_Tract_Div.pdf