

**MRT Web Interface**  
**Data Steward Application**  
**Help Manual for Mailing Address**  
**Data Stewards v1.0**

**Prepared For**

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# 1 Introduction

This manual provides information and instructions for using the Master Reference Table (MRT) Data Steward Application Website. Screen shots are included in this manual for clarity in describing the MRT Data Steward Application Website functions.

## 2 First Time User's Guide

The MRT Data Steward application allows Data Stewards to maintain data in a particular Enterprise MRT. MRTs are based on authoritative data sources and are the primary data source for the information they contain.

The MRT Data Steward Application supports Data Stewards who have been assigned responsibility for MRT data utilized by OCIO-ITS and the Service Center Agencies, which consist of the Farm Service Agency (FSA), Rural Development (RD), and Natural Resource Conservation Service (NRCS). Currently, the Rate, External Partner (CMA, LSA and DMA), County, Disaster County, Office Mailing Address, Service Center (Office Mappings) and Congressional District MRTs can be maintained through the MRT Data Steward Application.

The steps you will need to take to gain access and begin using the MRT Data Steward Application follow. **If you already have a Level 2 eAuthentication id, you can skip Steps 1 and 2:**

### 1. Use the Internet to obtain a USDA eAuthentication Level 2 account:

#### **If you are a government employee:**

1. You will need copies of your latest AD-334 (Earnings and Leave Statement) and SF 50-B (Notification of Personnel Action) forms to answer questions during the registration process.
2. From your internet browser go to the USDA eAuthentication site at <http://www.eauth.egov.usda.gov/EmployeeAccount>
3. Follow the registration process as described.

#### **If you are a contractor:**

1. From your internet browser, go to the USDA eAuthentication site at <https://eai.sc.egov.usda.gov/eauthentication/>
2. Follow the Level 2 Access registration process as described.

### 2. Complete Activation Process:

#### **If you are a government employee:**

1. Within 24 hours, you will receive an email from the USDA eAuthentication Help Desk containing an activation link.
2. Click on the activation link in the confirmation email to activate your USDA eAuthentication Level 2 account.

#### **If you are a contractor:**

1. Within 24 hours, you will receive a confirmation email from the eAuthentication Help Desk containing an activation link.
2. Within 7 days, click on the confirmation link in the confirmation email and follow all instructions provided.
3. Go to the eAuthentication web site at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) Click on the "Update Your Account" link, login and review your account information for accuracy. Your first and last name must match your government issued photo ID (e.g., state issued driver's license).
4. Take your government issued ID to your Local Registration Authority (LRA) for activation of your account with Level 2 access. Contact your local Information Security Office to determine who your LRA is. Until your LRA activates your account, you will not have Level 2 access.

### 3. Obtain access to MRTs:

1. Contact the MRT team:

- MRT team group email: ug-mokansasc2-MRT
  - Zahir, Pardiwala at 816-926-6423, Zahir.Pardiwala@kcc.usda.gov
  - Paul, Sperling at 816-926-2148, Paul.Sperling@kcc.usda.gov
2. Work with the MRT team to determine what MRTs you are authorized to maintain. To gain access to the MRT data you are authorized to maintain, you will need to submit a FSA-13A form to FSA Security requesting that the appropriate EAS role(s) be assigned to your eAuthentication Level 2 ID. The MRT team will assist you with the completion of this form.
  3. Provide the MRT team with your eAuthentication Level 2 ID. To provide you with access to the application, the MRT team will assign the appropriate IdentityMinder role to your eAuthentication Level 2 ID.

#### 4. Login to the MRT Data Steward Application:

1. Use your Internet browser to locate the Customer Statement site:  
<https://intranet-apps.fsa.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome>
2. Click the Continue button on the USDA eAuthentication page.
3. Enter your USDA eAuthentication Level 2 Account User ID and password on the eAuthentication Login page and click the “Login” button.
4. Select an MRT for maintenance from the Master Reference Data Steward Application Home page.

#### 5. Logout of the MRT Data Steward Application:

For security purposes you should always logout after each session. There are two logout button options located in the header portion of any MRT Data Steward application page:

- “Exit MRTWI” – Chose this option to logout of the MRT Data Steward application and remain logged onto eAuthentication.
- “Logout of eAuth” – Chose this option to logout of both eAuthentication and the MRT Data Steward application.

## 3 Overview

The MRT Data Steward Application is a web application that provides MRT Data Stewards with the ability to view and update MRT data. Major features of this application include but are not limited to:

- Limits the access to the application according to the role of the user.
- Provides selection criteria so that user can select certain records from the MRT database.
- Displays detailed information for the selected MRT record.
- Provides ability to add new MRT data and change or delete existing MRT data.
- Validation of user input against business rules.

The MRT Data Steward Application provides users with ease of navigation and the convenience of data entry. The “MRTWI Menu” section allows the user to easily navigate through the application by giving the user different options to access different types of MRT data depending on the current user’s assigned data steward role.

The MRT Data Steward Home page provides an entry point for managing different types of MRT Data. Users are able to navigate to pages that manage MRT data through the “Home” page provided they have the appropriate data steward role. This Help Guide provides information pertaining to users assigned the county data steward role.

The website validates user’s input against business rules. Invalid entries will not make it into the MRT database. For example, a business rule exists which states “If the value of the Standard Code Indicator is ‘Yes’, then ‘FIPS County Code’ is required and it should contain the same value as the ‘County Code’”. If an attempt is made to enter data that violates this business rule, an error message will be displayed.

### **3.1 Browser**

The MRT Data Steward Application should be accessed using Internet Explorer 6 or above. There is no guarantee that the display will be correct using other web browsers.

### **3.2 Support**

If you are having problems with the MRT Data Steward Application, please contact the MRT group by email at [ug-mokansasc2-MRT](mailto:ug-mokansasc2-MRT) or contact one of the individuals listed in the “Technical Help” section of the “Help” page.

### **3.3 Connecting to the Application**

The application can be accessed through the Intranet using Microsoft Internet Explorer. The Website is located at URL:

<https://intranet-apps.fsa.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome>

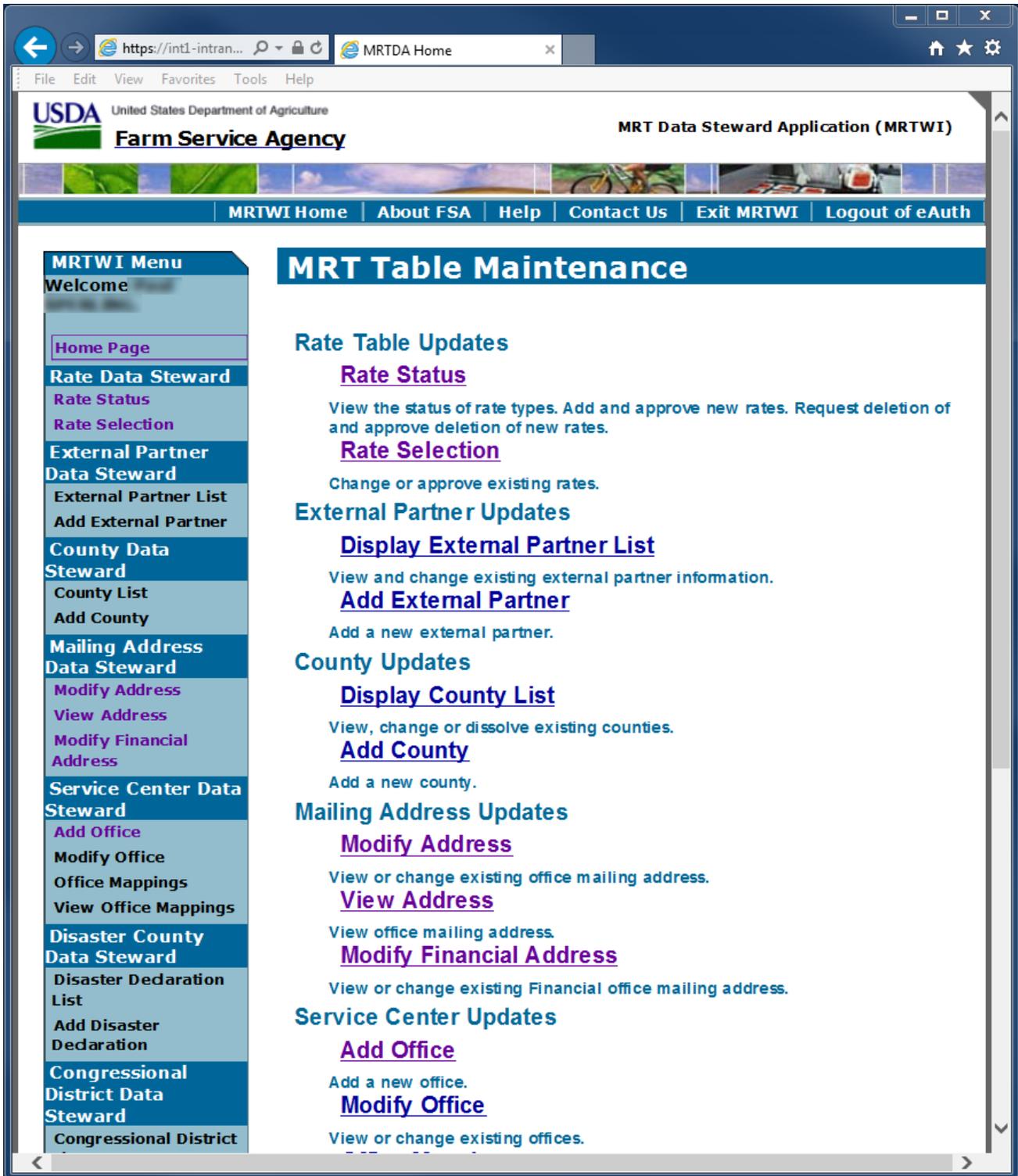
You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User ID and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

Note: If your access setup is not complete you may experience one of the following situations:

- eAuthentication denies access to the home page. In this case, contact the MRT Team to verify that the proper IdentityMinder role has been assigned to your eAuthentication User ID.
- You are able to access the Home Page but the following error message displays: “An Error has occurred. The current user does not have authority to access the MRT Data Steward Application. Internal Error - Unrecoverable Application Error”. In this case, FSA security should be contacted to verify that your requested EAS role has been assigned.

### 3.4 Home page

Figure 1: Home Page



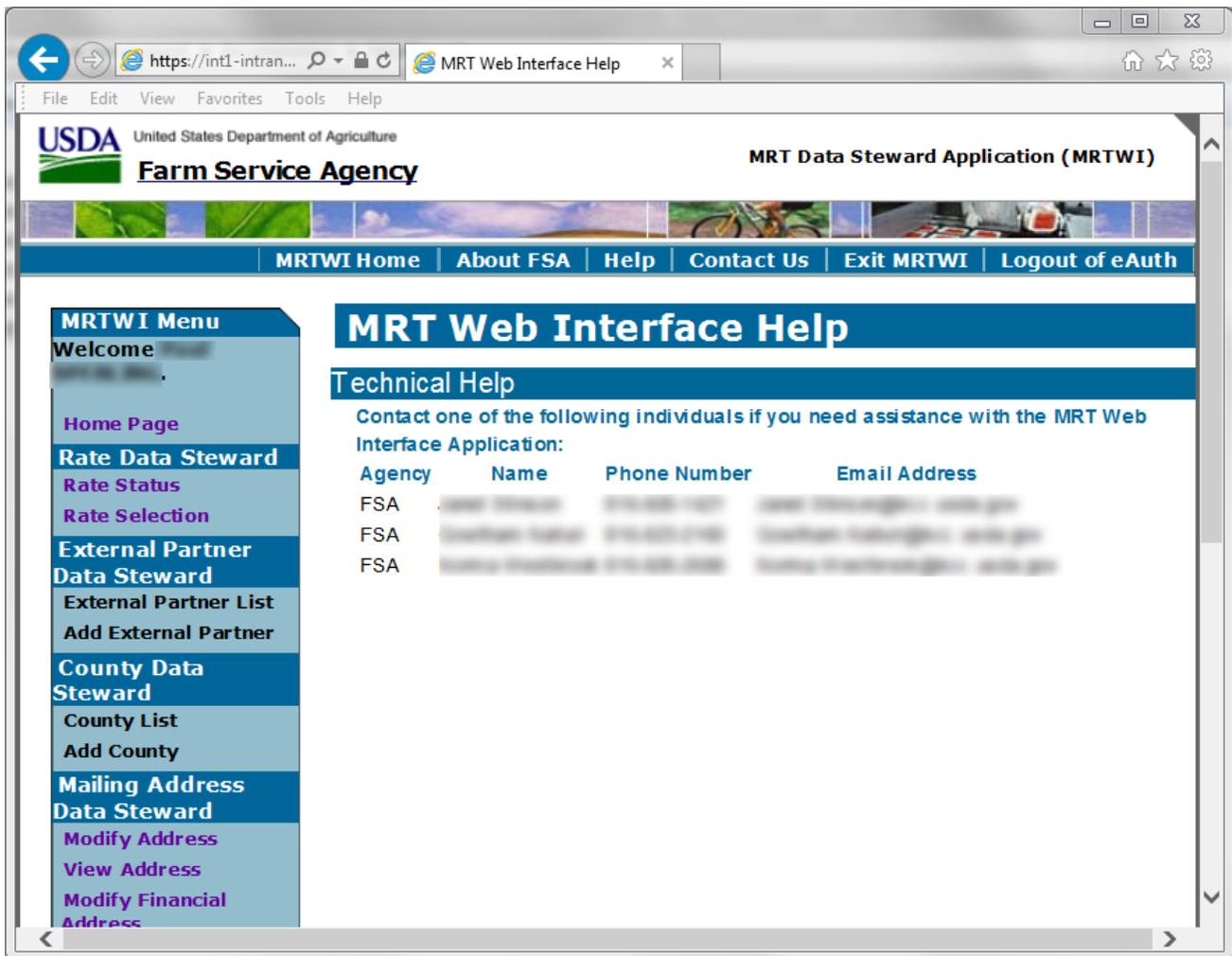
All functionality will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- The “MRTWI Menu” section displays a welcome message which confirms the user has correctly logged in. It also lists all data steward functions for which the current user has been authorized. As you can see, the current page is highlighted in the MRTWI Menu Section. The content of the MRTWI Menu Section will not change throughout the application. It provides the user shortcuts to each function without having to go back to the Home page.
- The same links will also appear in the “MRT Table Maintenance” section of the main window with descriptions for each function and are grouped by each type of MRT data.
- The header has 6 useful links: MRTWI Home, About FSA, Help, Contact Us, Exit MRTWI and Logout of eAuth. *For security purposes the user should always log out after each session by either selecting Exit MRTWI or Logout.*
- The footer contains more links to general FSA, USDA and web site information.

### 3.5 Help page

On the help page, the user can find contact information (See Figure 2).

Figure 2: help page



## 4 Mailing Address Data Steward

### 4.1 Overview of Mailing Address Data Steward Functions

The MRT Data Steward Application provides users with the ability to view and update office and finance office mailing address information hosted in the MRT database.

To access the mailing address functions the data stewards are required to have zero or more of the following EAS roles in addition to the FSA\_MRT\_USER role which in eAuth.

- app.fsa.mrtda.ad.address.ad
- app.fsa.mrtda.ad.financeco.ad

Depending on the role and the employee type the access level varies.

#### Office Mailing Addresses:

Mailing Address Data Stewards that just have the eAuth role FSA\_MRT\_USER depending on the employee type can use the MRT Data Steward application to

- Federal Employee:
  - Update FSA office name, mailing address line, city name, state abbreviation, zip code of the office mailing address for the offices assigned to the employee in EAS.
  - View all office mailing addresses in the nation.
- State Employee:
  - Update FSA office name, mailing address line, city name, state abbreviation, zip code of the office mailing address for all the offices in the state(s). The state(s) are identified by the offices assigned to the employee in EAS.
- District Employee:
  - Update FSA office name, mailing address line, city name, state abbreviation, zip code of the office mailing address for the offices assigned to the employee in EAS.
- County Employee:
  - Update FSA office name, mailing address line, city name, state abbreviation, zip code of the office mailing address for the offices assigned to the employee in EAS.

In addition to the accesses provided by the above, the Mailing Address Data Stewards that also have the *app.fsa.mrtda.ad.address.ad* role can use the MRT Data Steward application to:

- Update FSA office name, mailing address line, city name, state abbreviation, zip code of the office mailing address for all offices nationwide.

#### Finance Office Mailing Addresses:

Mailing Address Data Stewards that have the *app.fsa.mrtda.ad.financeco.ad* role can use the MRT Data Steward application to:

- Modify office name, mailing address line, mailing address info, notes of the finance office mailing address for the finance offices assigned in the EAS.
- Each finance office is associated to an office. For the user to get access to modify finance office address the user should have both the finance office and the corresponding office assigned to the user in EAS.

The MRT Data Steward Application menu provides users with the ability to view and update mailing addresses.

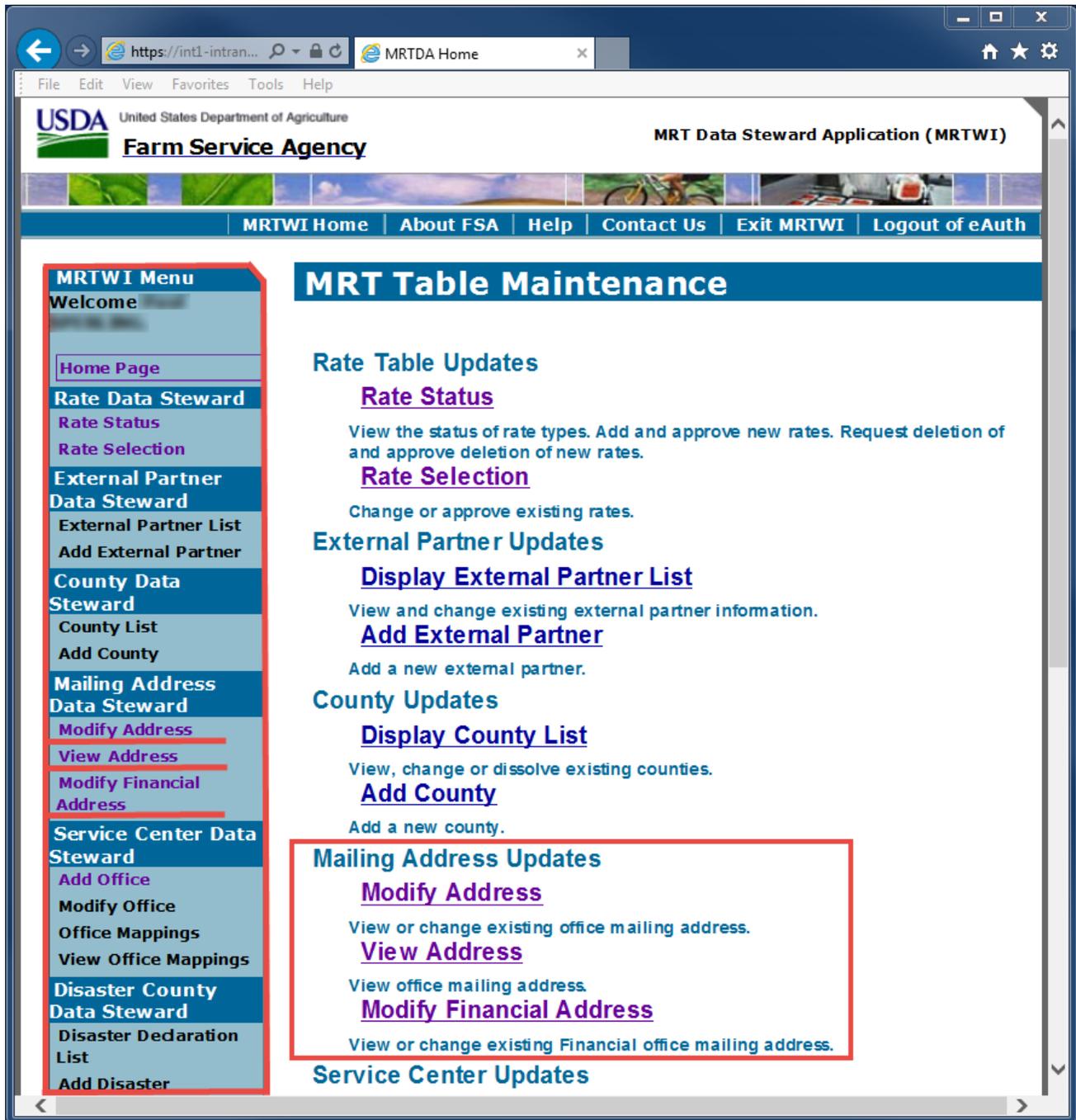
### **4.1.1 MRTWI Menu**

The “MRTWI Menu” section allows the user to easily navigate to ‘Modify Address’, ‘View Address’ and ‘Modify Financial Address’ page.

- **Modify Address:**  
This option allows the user to view or change existing office mailing address.
- **View Address:**  
This option allows the user to view existing office mailing address.
- **Modify Financial Address:**  
This option allows the user to view or change existing financial office mailing address.

*Note: The MRTWI Menu Section is included on every page in the MRT Data Steward Application.*

Figure 3: The MRT Data Steward Application MRTWI Menu Section



## 4.2 Modify Address

The functions available through the “Modify Address” link will be explained here.

The basic flow follows:

- Select the “Modify Address” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Modify Address” page displays. See Figure: 4a. Note: required fields will be marked with an asterisk.
- The page displays a list of states to select. Select a ‘State’ from the drop down list. This field is only visible for the users who have multiple state access.
- The page displays a list of offices located in the selected state. Select ‘Office’ from the drop down list to update the data. This field is only visible for the users who have multiple office access.
- Enter the ‘FSA Office Name’, ‘Mailing Address Line’, ‘City Name’, ‘State Abbreviation’ and ‘Zip Code’.
- Once all the information for the office address has been specified, click the “Change” button to submit the information entered.
- The browser will display the “Modify Address” confirmation page (Figure: 4b) where you will be able to view the information entered.
- Click “Done” button to take you to home page.

Note: There is a “Cancel” button on the “Modify Address” page. Use this button to return to the “MRT Data Steward Application Home” page without updating an office address.

Please refer to “Appendix A: Messages – Modify Address” should you encounter any errors while updating office mailing address. Error messages and remedies are listed there.

(See Figures 4a and 4b which follow.)

Figure 4a: Modify Address

The screenshot shows a web browser window with the URL <https://intl-intran...> and the page title "Modify Address". The browser's address bar shows the URL and the page title. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The page header features the USDA logo and the text "United States Department of Agriculture" and "Farm Service Agency". To the right of the header is the text "MRT Data Steward Application (MRTWI)".

The navigation bar includes links for "MRTWI Home", "About FSA", "Help", "Contact Us", "Exit MRTWI", and "Logout of eAuth".

The main content area is titled "Modify Address". It contains the following form fields:

- \*State: AZ-Arizona (dropdown menu)
- \*Office: ARIZONA STATE FARM SERVICE AGENCY (dropdown menu)
- FSA Office Name: Arizona Farm Service Agency (text input)
- Mailing Address Line: 230 N. 1ST AVENUE, SUITE 506 (text input)
- City Name: PHOENIX (text input)
- State Abbreviation: AZ (text input)
- Zip Code: 85003 (text input)

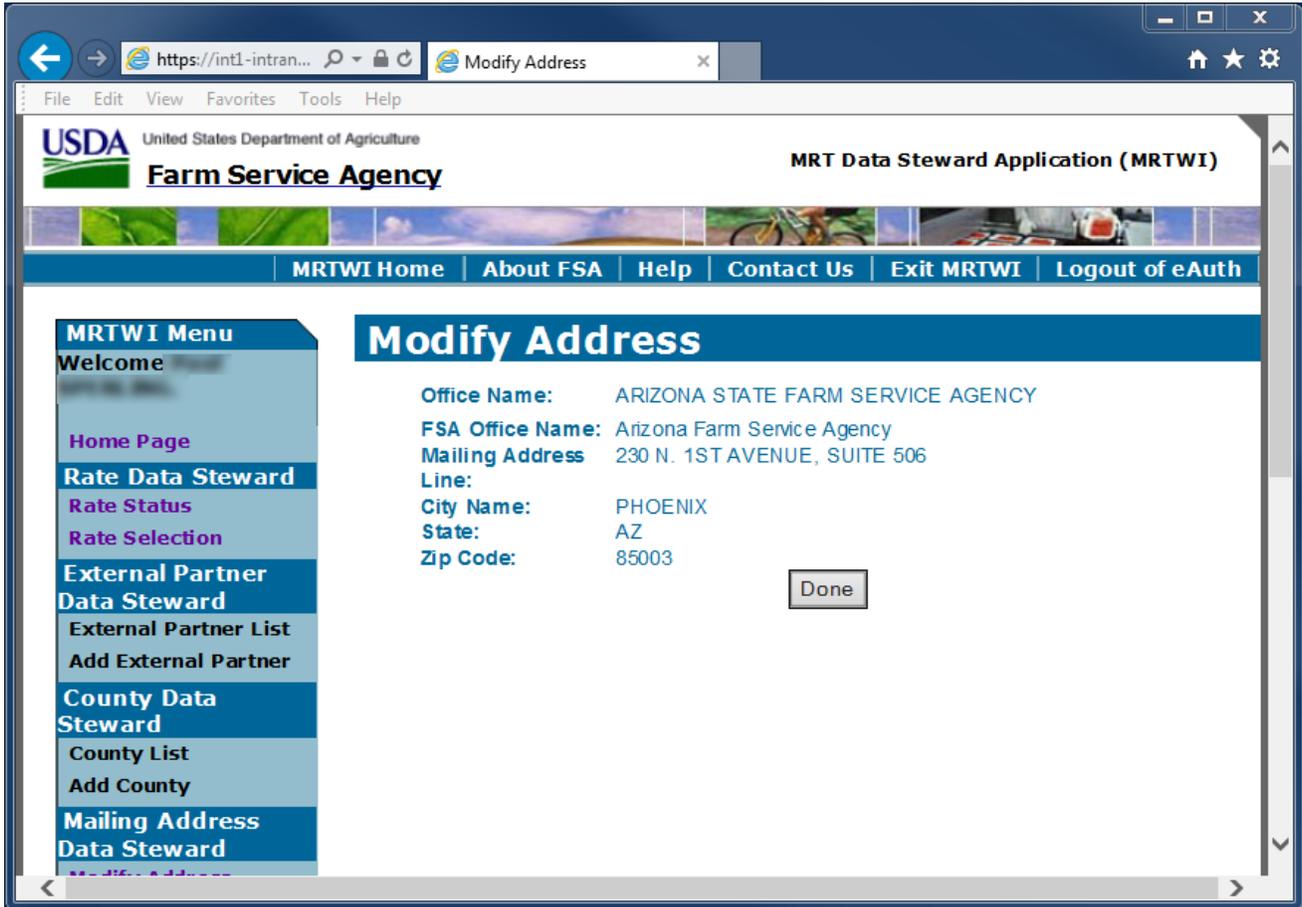
A legend below the fields states: "\* = Required Field".

At the bottom right of the form are two buttons: "Change" and "Cancel".

On the left side of the page is a "MRTWI Menu" with the following items:

- Welcome
- Home Page
- Rate Data Steward
- Rate Status
- Rate Selection
- External Partner Data Steward
- External Partner List
- Add External Partner
- County Data Steward
- County List
- Add County
- Mailing Address Data Steward
- Modify Address

Figure 4b: Modify Address – Confirmation Page



### 4.3 View Address

The functions available through the “View Address” link will be explained here.

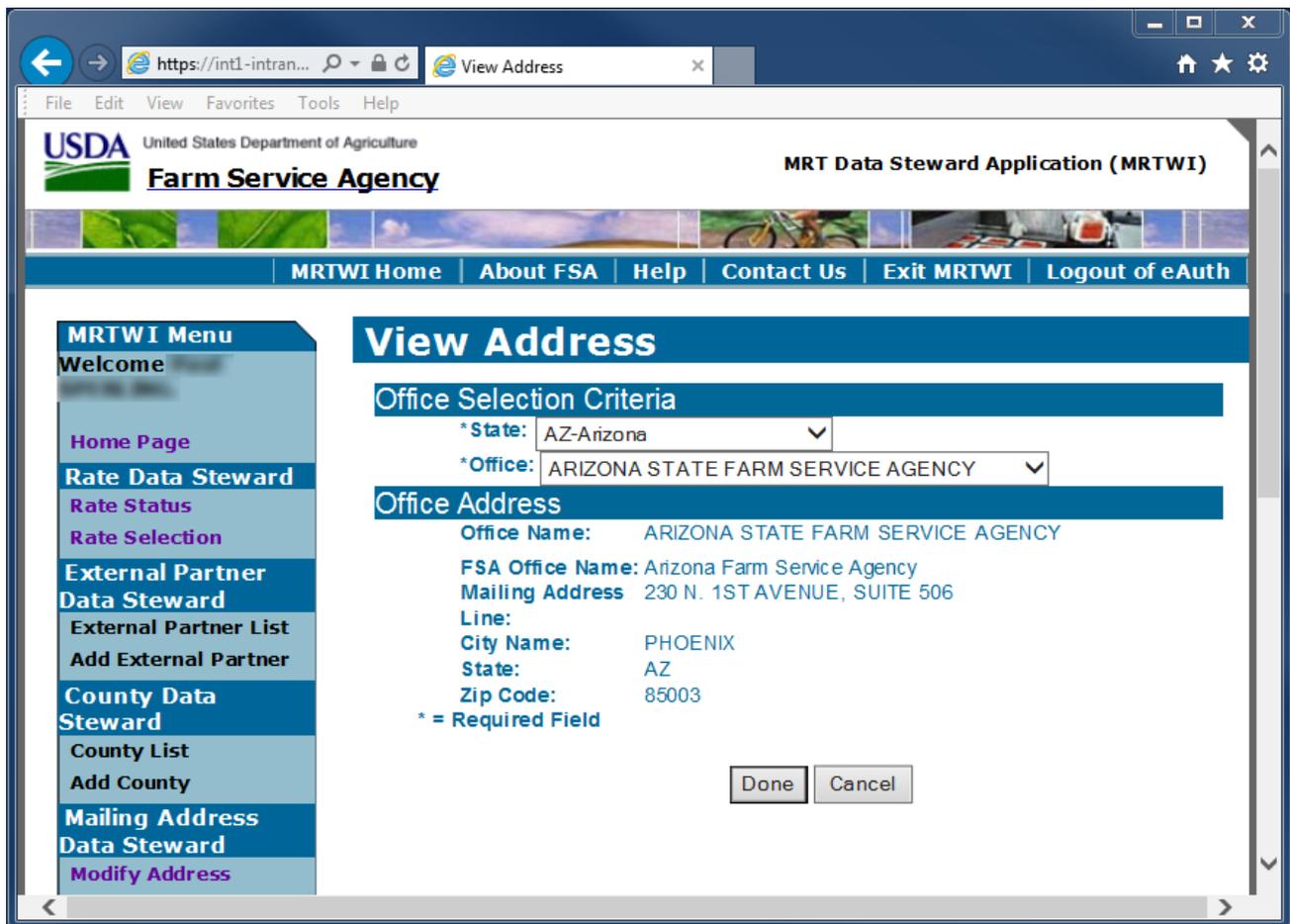
This process can be used by users who can only view the office mailing addresses nationwide.

The basic flow follows:

- Select the “View Address” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “View Address” page displays. See Figure: 5. Note: required fields will be marked with an asterisk.
- The page displays a list of states to select. Select a ‘State’ from the drop down list.
- The page displays a list of offices located in the selected state. Select ‘Office’ from the drop down list to view the data.
- The browser will display the Office mailing address.
- Click “Done” button to take you to home page.

Note: There is a “Cancel” button on the “View Address” page. Use this button to return to the “MRT Data Steward Application Home” page without viewing an office address.

Figure 5: View Address



## 4.4 **Modify Financial Address**

The functions available through the “Modify Financial Address” link will be explained here.

The basic flow follows:

- Select the “Modify Financial Address” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Modify Financial Address” page displays. See Figure: 6a. Note: required fields will be marked with an asterisk.
- The page displays a list of finance offices. Select ‘Office’ from the drop down list to update the data.
- Enter the ‘Office Name’, ‘Mailing Address Line’, ‘Mailing Address Info’ and ‘Notes’.
- Once all the information for the finance office mailing address has been specified, click the “Change” button to submit the information entered.
- The browser will display the “Modify Financial Address” confirmation page (Figure: 6b) where you will be able to view the information entered.
- Click “Done” button to take you to home page.

Note: There is a “Cancel” button on the “Modify Financial Address” page. Use this button to return to the “MRT Data Steward Application Home” page without updating an office address.

Please refer to “Appendix A: Messages – Modify Financial Address” should you encounter any errors while updating office mailing address. Error messages and remedies are listed there.

(See Figures 6a and 6b which follow.)

Figure 6a: Modify Financial Address

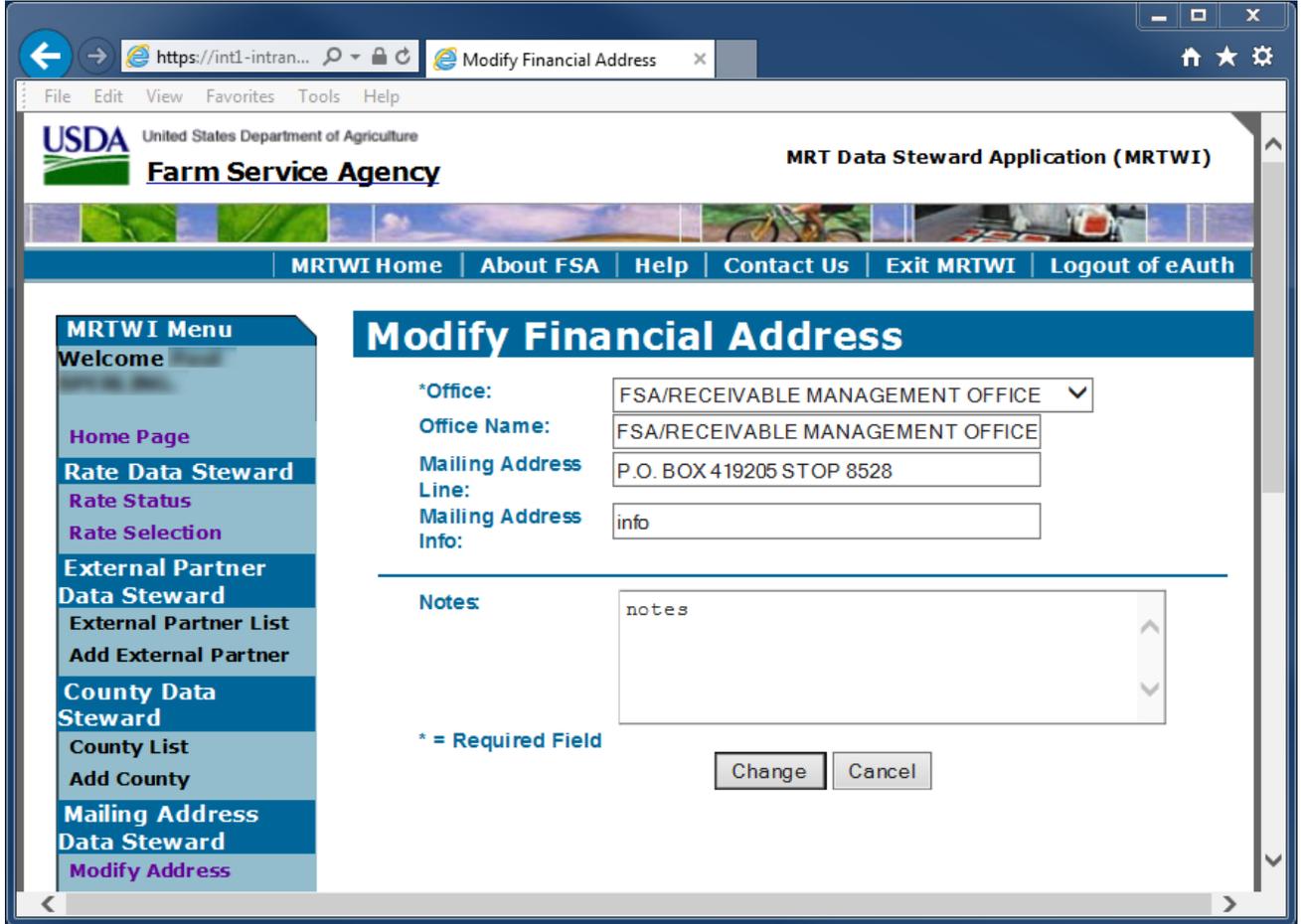
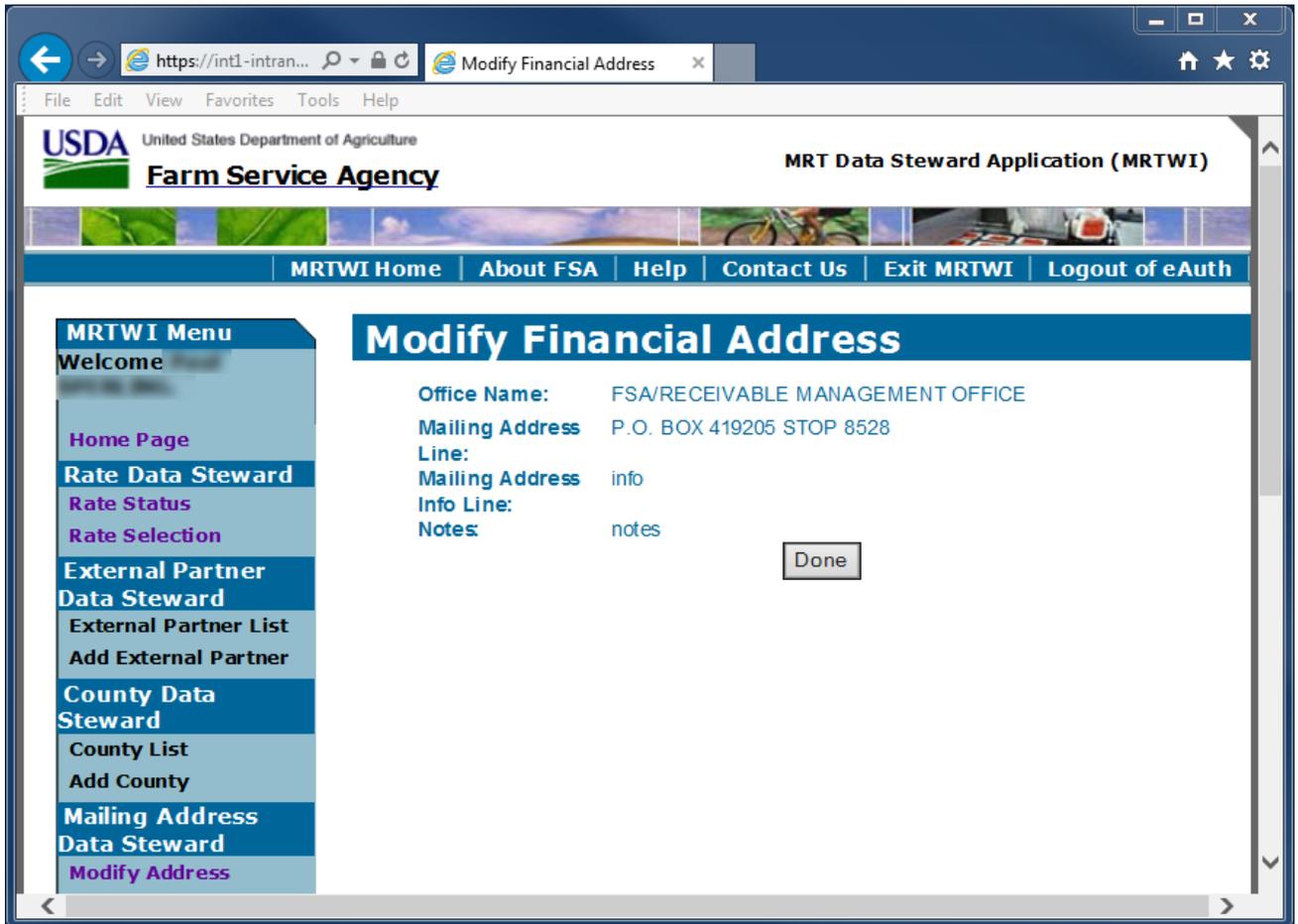


Figure 6b: Modify Financial Address – Confirmation Page



## Appendix A: Messages

### A.1 Home Page

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	The current user does not have authority to access the MRT Data Steward Application.	The user attempted to access the MRT Web Interface application but does not have an appropriate role defined in EAS.	Contact the MRT team to obtain proper access to the MRT Data Steward Application

### A.2 Help Page

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	NONE ANTICIPATED		

### A.3 Modify Address

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	State is a required field.	The 'Change' button was pressed but a State was not selected.	Select a 'State' from the list.
Error	Office is a required field.	The 'Change' button was pressed but an Office was not selected.	Select an 'Office' from the list.
Error	Office mailing City name cannot exceed 20 characters	The value entered in 'City Name' field length exceeds 20 characters and 'Change' is pressed.	Office mailing City name should be less than 20 characters.
Error	State abbreviation is Invalid	The value entered in 'State' is not a valid abbreviation and 'Change' is pressed.	Enter a valid state abbreviation.
Error	Zip Code is invalid.	An incorrectly formatted 'Zip Code' was entered and 'Change' is pressed.	Enter a 5-digit zip code. Leave 'Zip+4' blank or enter 4-digits. (i.e. xxxxx or xxxxx-xxxx)
Error	Mailing address line cannot exceed 35 characters.	The value entered in 'Mailing Address Line' field length exceeds 35 characters and 'Change' is pressed.	Mailing Address Line should be less than 35 characters.
Error	FSA Office Name cannot exceed 35 characters.	The value entered in 'Mailing Address Line' field length exceeds 35 characters and 'Change' is pressed.	Mailing Address Line should be less than 35 characters.

### A.4 Modify Financial Address

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Office is a required field.	The 'Change' button was pressed but an Office was not selected.	Select an 'Office' from the list.
Error	Financial Office name cannot	The value entered in 'Office	Office name should be less than

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	exceed 35 characters.	Name' field length exceeds 35 characters and 'Change' is pressed.	35 characters.
Error	Mailing address line cannot exceed 35 characters.	The value entered in 'Mailing Address Line' field length exceeds 35 characters and 'Change' is pressed.	Mailing Address Line should be less than 35 characters.
Error	Mailing address info line cannot exceed 31 characters.	The value entered in 'Mailing Address Info' field length exceeds 31 characters and 'Change' is pressed.	Mailing Address Info should be less than 31 characters.
Error	Notes cannot exceed 255 characters	The value entered in 'Notes' field length exceeds 255 characters and 'Change' is pressed.	Notes should be less than 255 characters.

### A.5 View Address

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	State is a required field.	The 'Done button was pressed but a State was not selected.	Select a 'State' from the list.
Error	Office is a required field.	The 'Done button was pressed but an Office was not selected.	Select an 'Office' from the list.

## Appendix B: Acronyms and Abbreviations

ACRONYM/ABBREVIATION	TERM
AMC/AO	Architecture and Management Center / Architecture Office
AMC/CITSO	Architecture and Management Center / Common Information Technology Solutions Office
EAS	Extensible Authorization Service
eAuth	eAuthentication
FSA	Farm Service Agency
GSA	General Services Administration
ITSD/OTC/ DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office
MRT	Master Reference Table
MRTWI	MRT Web Interface
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services

## Appendix C: Terms

TERM	DEFINITION
Agency Database	MRT SQL Server 2005 database located on each agency's Web Farm. It is created by replicating the changes applied to the ITS-Managed Database. The Agency Database is where data is de-normalized for application efficiency. No updates are applied directly to the Agency Database through the MRT Data Steward Application.
Architecture and Management Center / Architecture Office	FSA office which provides enterprise system architecture oversight by providing common policies and standards, system reviews and walk-throughs, and addressing common IT issues.
Architecture and Management Center / Common Information Technology Solutions Office	FSA office which provides common technology solutions for IT issues. EAS is one of the systems sponsored by the Common Information Technology Solutions Office.
Office Name	An office is recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. FSA applications commonly refer to an office as a Service Center, County, County Office, Headquarters County, etc.
eAuthentication	USDA's centralized authentication service for USDA web services
Extensible Authorization Service	A role-based authorization service for use by various applications sponsored by USDA/FSA/AMC/CITSO
Farm Service Agency	A USDA agency that is also known as a Service Center agency.
IdentityMinder	The role management component of eAuthentication.
Information Technology Services Division / Operations and Testing Center / Database Management Office	FSA Office that designs, implements and monitors major OCIO-ITS and Service Center data bases, supports the enterprise model through repository technology, and provides system life cycle development standards.
Internal Database	MRT SQL Server 2005 database located on the Kansas City FSA Web Farm. The Internal Database is where MRT data is managed and normalized. All updates made through the MRT Data Steward Application occur to the Internal Database.
Master Reference Table	An enterprise-wide data source that feeds both transaction systems and data warehouse systems.
MRT Functional Area	Represents a group of functionally related data for which MRT maintenance functions are performed, for example Interest Rate functional area or External Partner functional area.
Note Text	A textual note in a free format.

## Appendix D: Users Types

USER	DEFINITION
Data Steward	A general term for a person identified as being responsible for maintaining a specific set of data within the MRT Web Interface application. This term is interchangeably with MRT Data Steward.
Mailing Address Data Steward	A person identified as being responsible for maintaining office mailing address data within the MRT Web Interface application
MRT Data Steward	A general term for a person identified as being responsible for maintaining a specific set of data within the MRT Web Interface application

## Revision History

<b>Version</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Author</b>	<b>Revision Marks (Yes/No)</b>
1.1	02/08/2016	Initial Revision	Sreeni Vunnama	
	03/03/2016	Updated screen shots after defects fix and business rules change	Sreeni Vunnama	