

MRT Web Interface
Data Steward Application
Help Manual for Interest Rate Data
Stewards v1.2

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 within the Service Center Agencies, which consist of the Farm Service Agency (FSA), Rural Development (RD), and National Resource Conservation Service (NRCS). Currently, the Interest Rate, External Partner (CMA, LSA and DMA), County, Disaster County 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 (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. 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 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
 - Norma Westbrook at 816-926-2688, norma.westbrook@kcc.usda.gov
 - Janet Stinson at 816-926-1421; janet.stinson@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

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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://northsea.sc.egov.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 a 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 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 interest rate data steward role.

The application 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 "A gap can not exist between a current interest rate's end date and a new interest rate's start date". 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.

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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 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 application is located at URL:

<https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome>

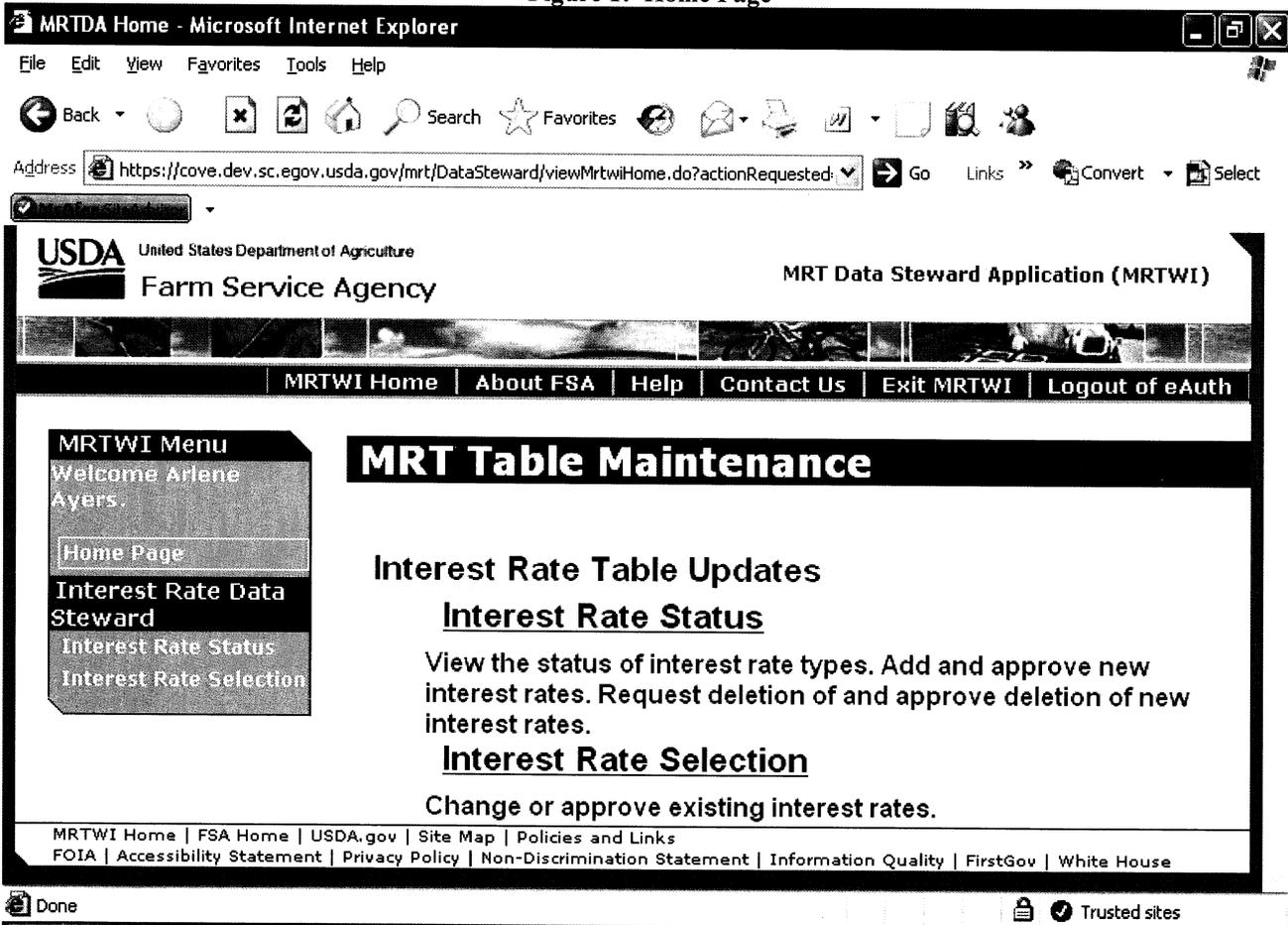
You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User ID and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

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: “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



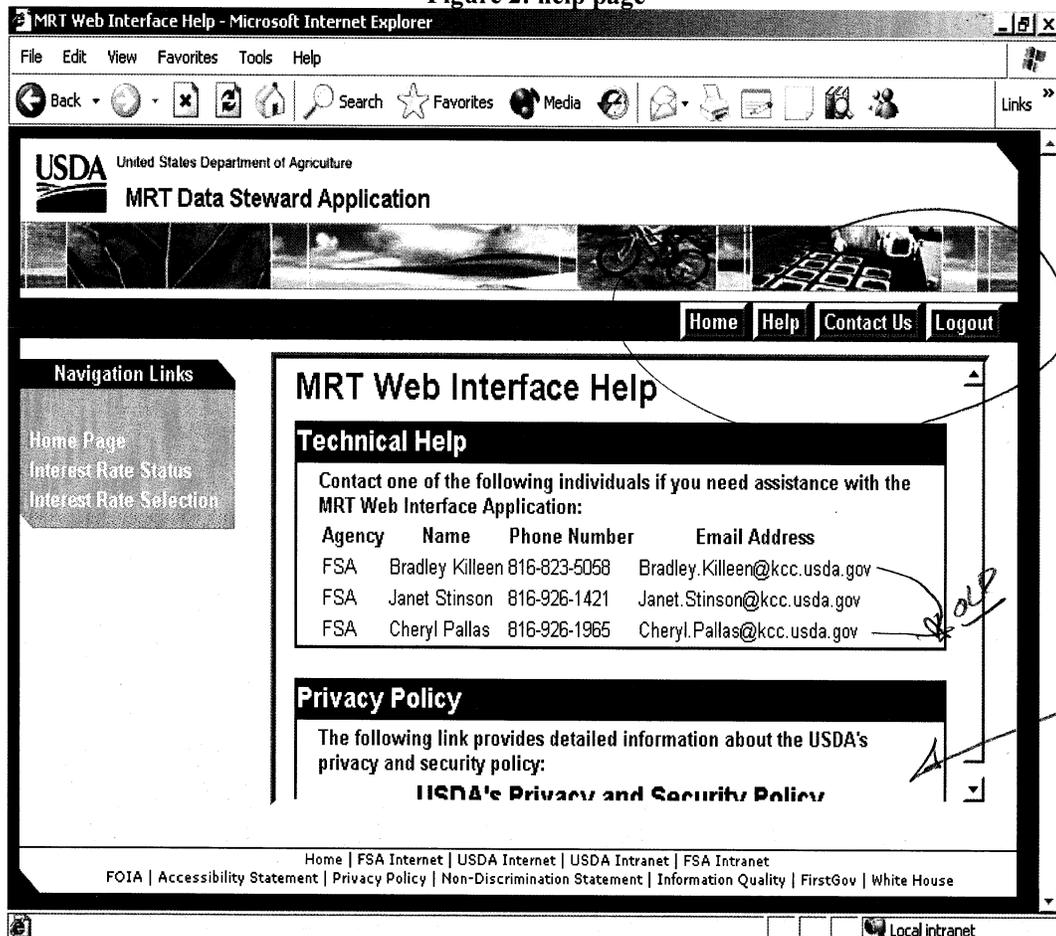
All the MRT data steward data will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- 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. For now there are only two interest rate links. And as you can see, the current page is highlighted in the MRTWI Menu Section. The content of the MRTWI Menu Section will not change through out 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 user will mainly operate in this part of the page in the application. All data display and input will be handled here.
- 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 Interest Rate Data Steward

4.1 Overview of Interest Rate Data Steward Functions

The MRT Data Steward Application provides users the ease of selecting, adding and updating interest rates hosted in the MRT database.

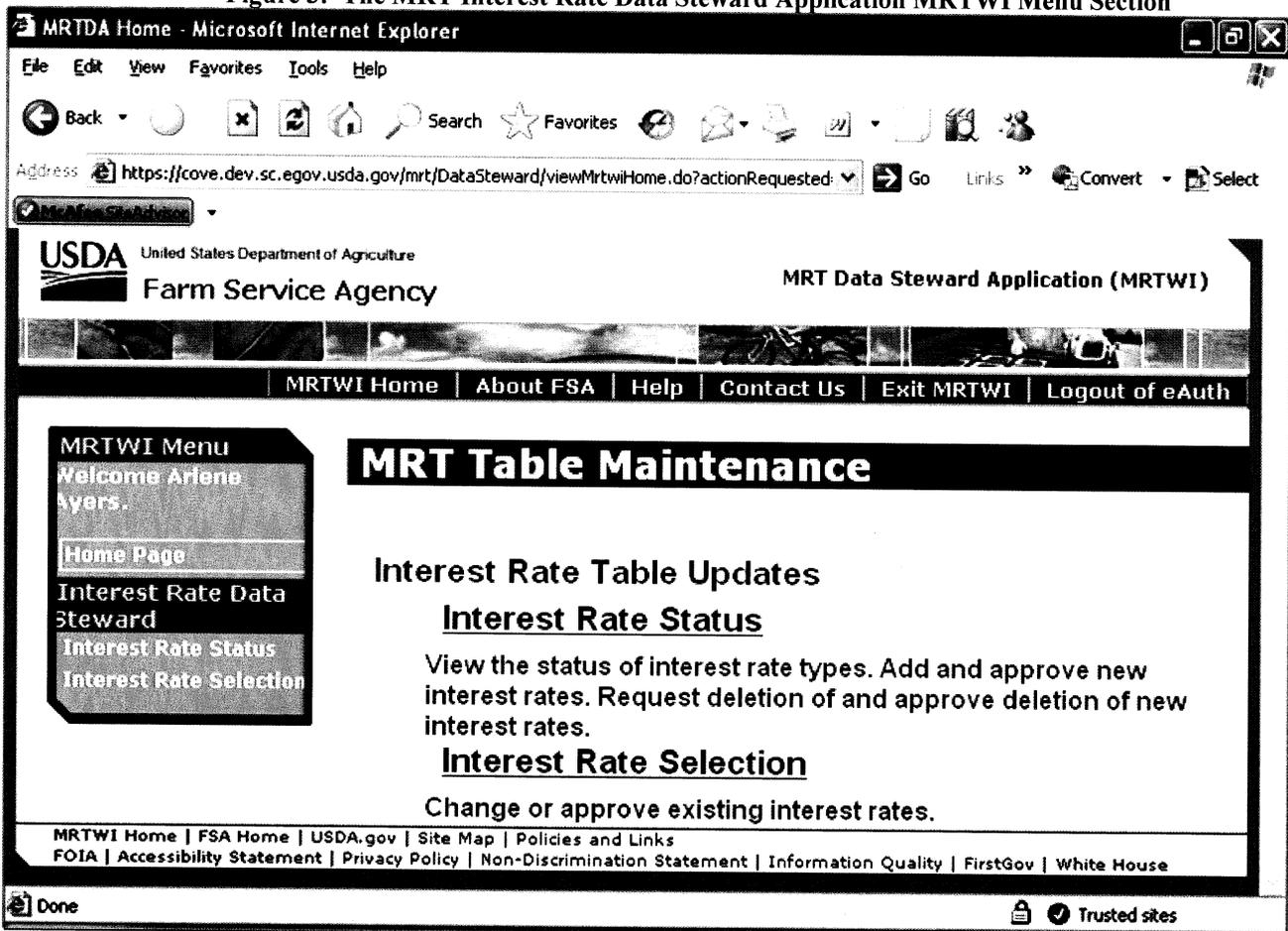
4.1.1 MRTWI Menu Section options for the Interest Rate Data Steward Application:

The MRTWI Menu Section allows the user to easily navigate to 'Interest Rate Status' and 'Interest Rate Selection' page.

- **Interest Rate Status:**
This option allows the user to view current and prior interest rate information for all interest rate types. For each type of interest rate, the user can add new rates, approve current rates, request deletion of current rates or approve deletion of current rates.
- **Interest Rate Selection:**
This option allows the user to view all rate information of all interest rate types the user has access to by selecting rate type and date range. For each rate, the user can change rate information or approve the rate.

Note: The MRTWI Menu Section is included on every Webpage in the MRT Data Steward application.

Figure 3: The MRT Interest Rate Data Steward Application MRTWI Menu Section



4.2 Interest Rate Status

All functions available through “Interest Rate Status” link will be explained here. All the functions apply to the current rate of a certain interest rate type. There is a “Cancel” button on “Add New Rate”, “Approve Rate”, “Request Delete” and “Approve Delete” pages. Use this button to return to “Interest Rate Status” page without making the intended change. The basic flow follows:

- The user will first select a group of rates through “Interest Rate Status Selection” page.
- A list of interest rate status information will be returned.
- Then user can select one of the interest rates and choose to perform “Add New Rate”, “Approve Rate”, “Request Delete” or “Approve Delete” by clicking the corresponding button.
- After addition, approval or deletion of the rate is done or canceled, the browser will return to the previous “Interest Rate List” page where the rate was selected from. The user can repeat the above process again, or use the MRTWI Menu to go to other parts of the application.

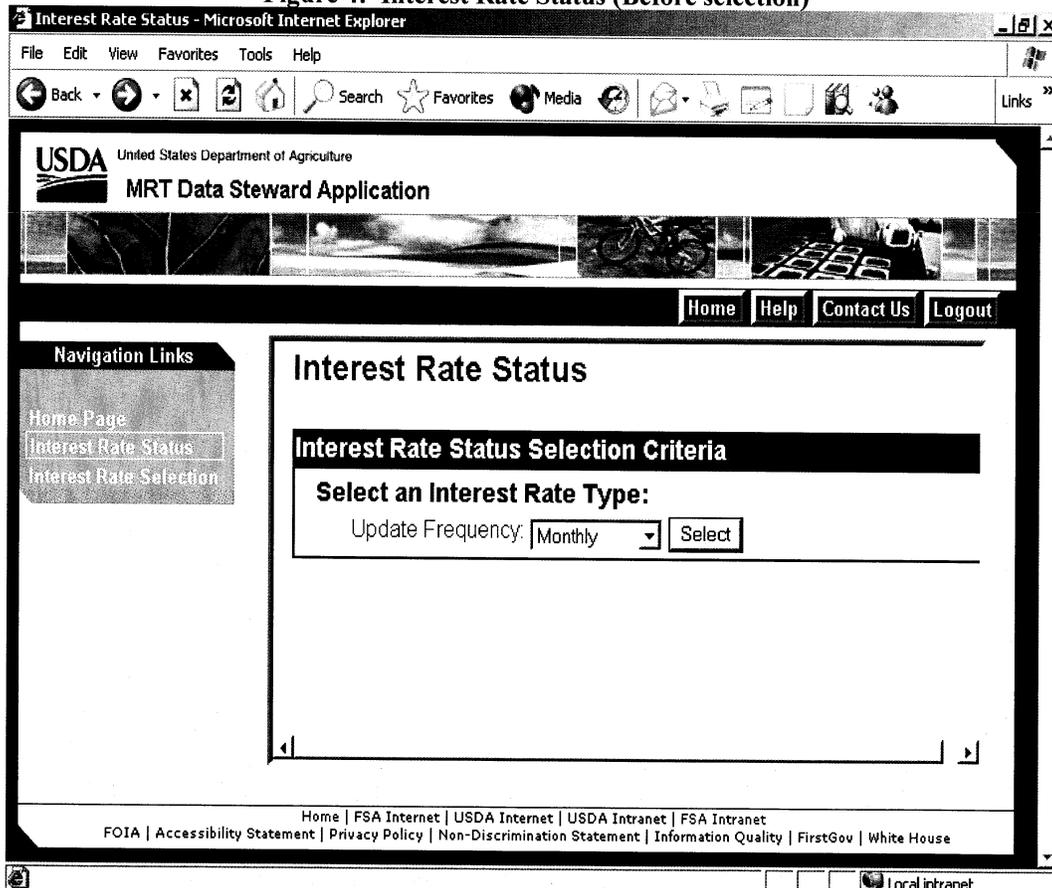
4.2.1 View Interest Rate Status

To view interest rate status by update frequency,

- Select the “Interest Rate Status” option in the MRTWI Menu Section or the link in “Interest Rate Table Updates” on the Home page. The “Interest Rate Status” screen should appear.
- From this page, select the update frequency from the drop down list.
- Click the ‘Select’ button in ‘Interest Rate Status Selection Criteria’ .

(Please see Figure 4 below)

Figure 4: Interest Rate Status (Before selection)



After the user clicks on the 'Select' button, the "Interest Rate Status" page will redisplay with the interest rate types and the statuses for the selected update frequency provided there are interest rate types in that group. The Interest Rate Selection Criteria will still display the user-selected update frequency. Below that, the page will contain a list of all interest rate types and associated status for the selected update frequency displayed by page. Please see Figure 5 and Figure 6.

Figure 5: Interest Rate Status

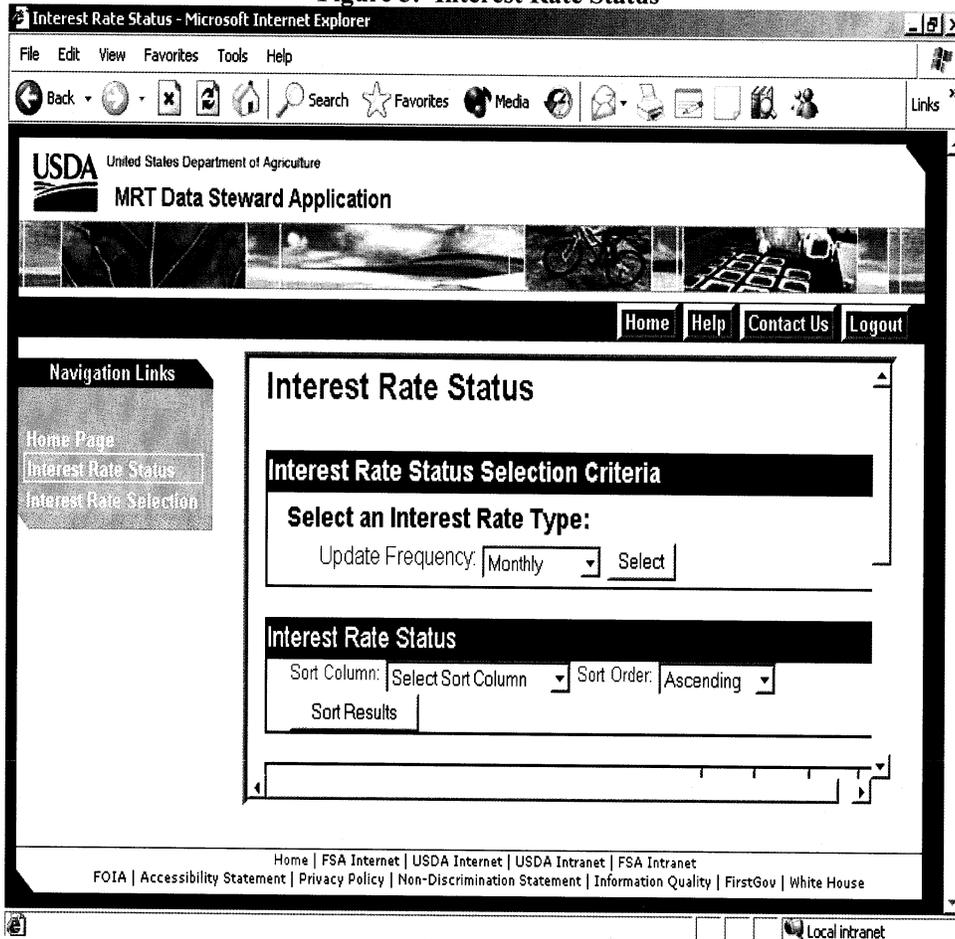
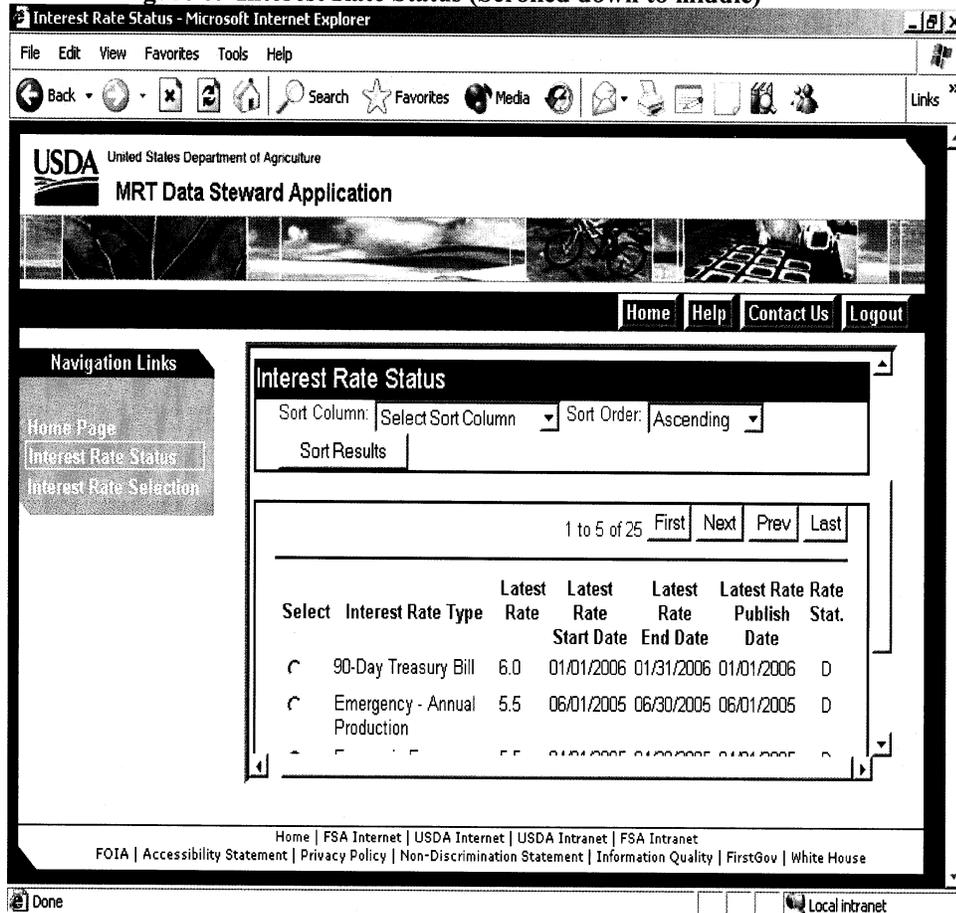


Figure 6: Interest Rate Status (Scrolled down to middle)



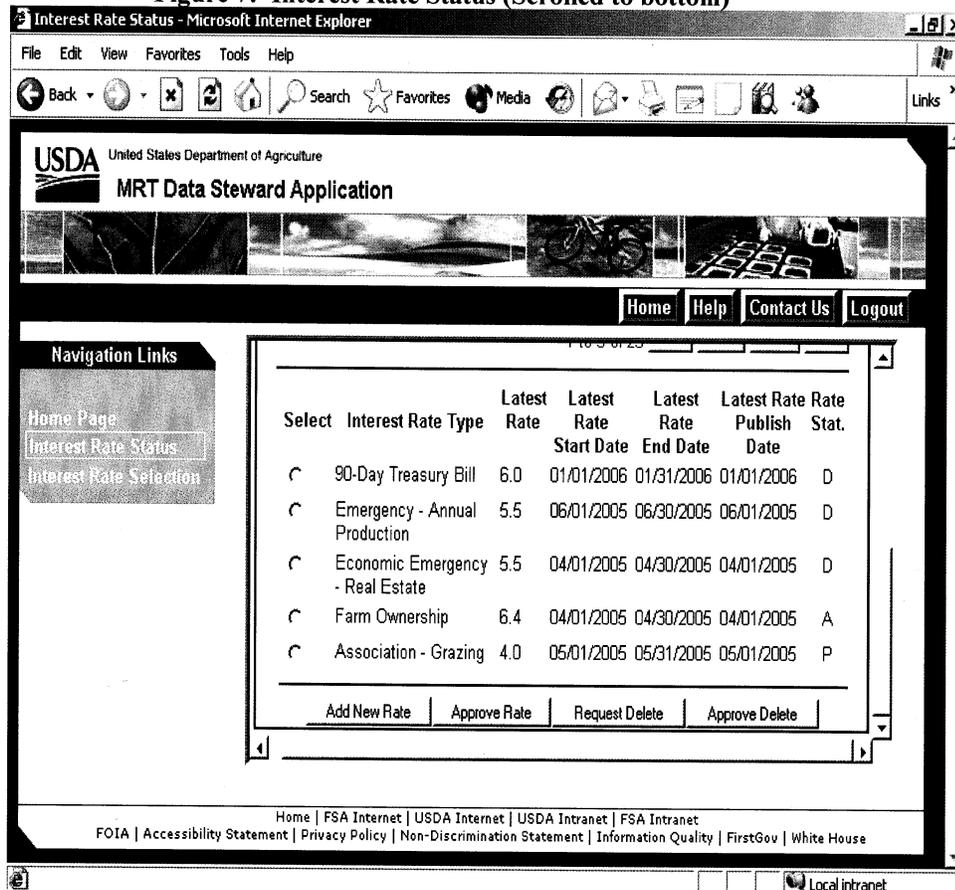
Now displaying on the page, there are two more sections besides “Interest Rate Status Selection Criteria”.

“**Interest Rate Status Selection Criteria**” allows the user to select interest rate status information for display by update frequency.

“**Interest Rate Status**” allows the user to sort the interest rate status list by interest rate type, latest rate, latest interest rate start date, latest interest rate end date, latest interest rate publish date or rate status. The sort order also can be specified: ascending or descending.

“**Interest Rate Status List**” shows the interest rate status information. The information for 5 interest rates types can be shown on one page. There are “First”, “Next”, “Prev” and “Last” buttons for the user to get to different pages to view the status information for any additional interest rates (Figure 6). For each interest rate type shown, there is a radio button for selecting the interest rate. At the bottom of the interest rate status list, there are 4 buttons available for the user to perform different actions for the interest rate type selected. Only one interest rate type can be selected at a time, and only one action can be performed. Each action will be explained later in this manual (Figure 7).

Figure 7: Interest Rate Status (Scrolled to bottom)



From this point, the user can choose to sort the Interest Rate Status list, add a new rate, approve a current rate, request deletion of a current rate or approve deletion of a current rate. These operations will be explained in the following sections.

4.2.2 Sort Interest Rate Status List

To sort the Interest Rate Status list:

- Choose a sort field from the sort column drop down list.
- Choose sort order from sort order dropdown list.
- Click on “Sort Results” button (See Figure 6).

4.2.3 Add New Rate

To add an interest rate:

- Choose an interest rate type by clicking on the radio button next to the interest rate type desired.
- Click on the “Add New Rate” button (See Figure 7). The page will go to “Add Interest Rate” page (See Figure 8).
- On “Add New Rate” page, input all the information needed for a new rate. Input fields are interest rate, publish date, start date, end date and notes. Interest rate, start date and end date are required. Publish date if not input will default to start date (See Figure 9).
- After input of the new rate information is complete, click on the “Add” button (See Figure 9).

Two outcomes are possible:

- If there is any input not passing the validation, an error message will appear on the top describing the problem (Reference Appendix 1: Messages). The user can correct the problem and continue the add process.
- If the rate is added successfully, the page will return to the “Interest Rate Status List” page with a message confirming the success of adding the new rate (See Figure 10). The user can also check that the new rate information is updated on this page. The new rate will have a Pending Approval (“P”) status.

Figure 8: Add New Rate

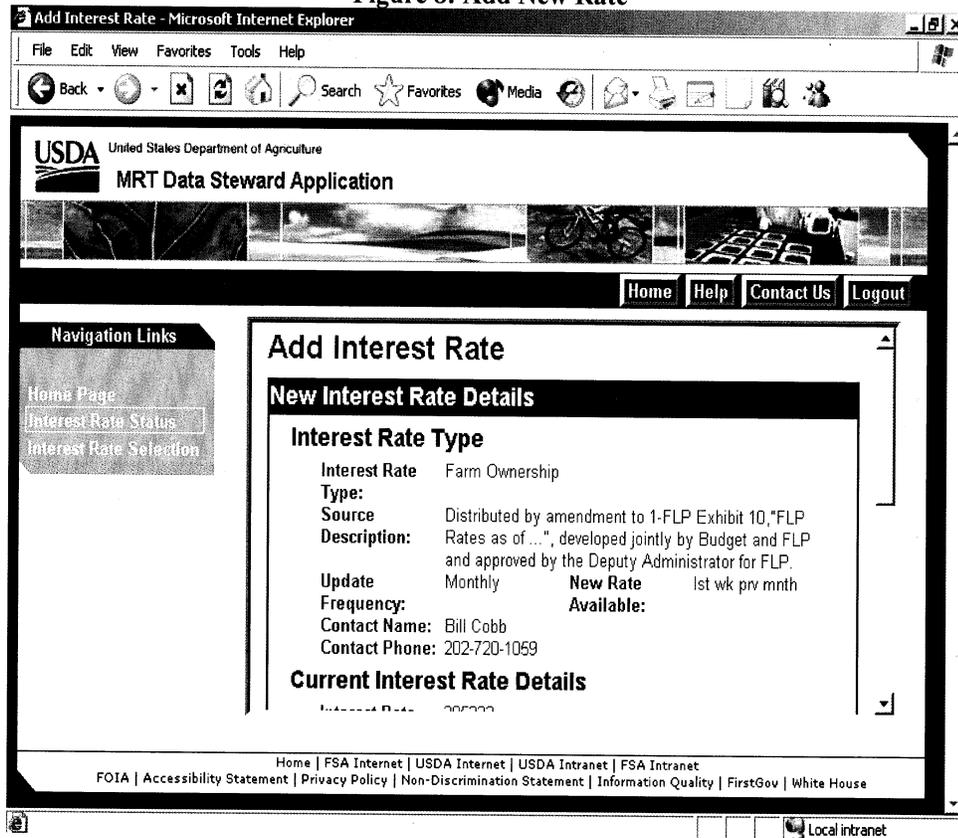


Figure 9: Add New Rate (Scrolled down)

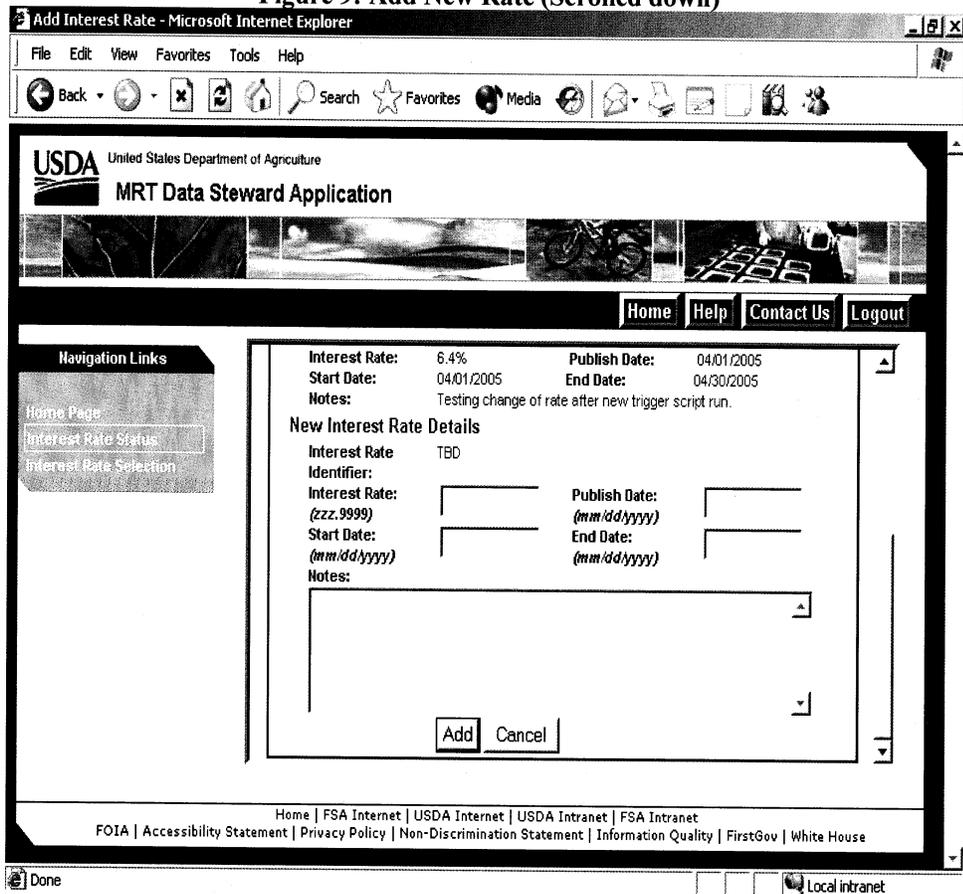
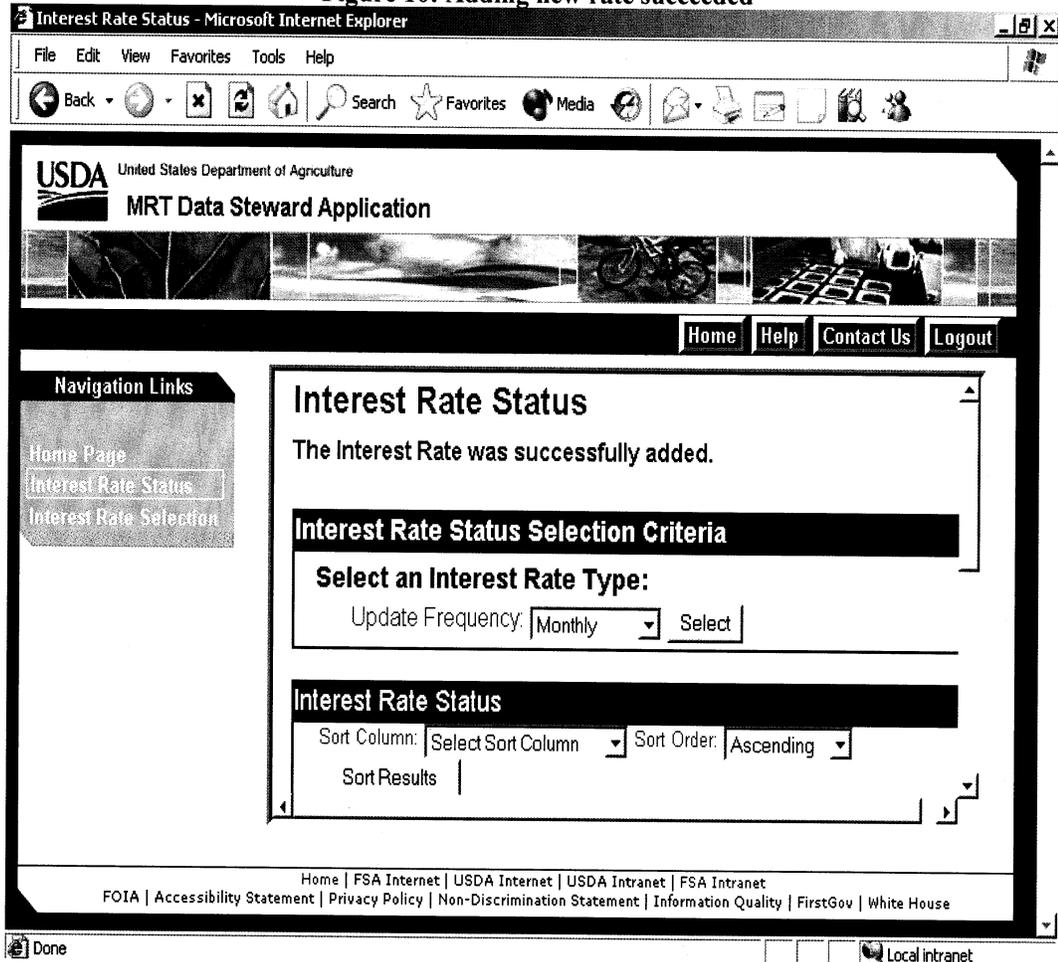


Figure 10: Adding new rate succeeded



4.2.4 Approve Current Rate

Approving a current rate follows a process similar to adding a new rate.

- Choose an interest rate type which has a current rate in pending status by clicking on the radio button next to the interest rate type desired.
- Click on the “Approve Rate” button (See Figure 7). The page will go to “Approve Interest Rate” page (See Figure 11).
- On the “Approve Rate” page, review all the interest rate information (See Figure 11).
- Click on the “Approve” button (See Figure 11).

Several outcomes are possible:

- If the rate selected is not pending approval, an error message will appear rather than the “Approve Interest Rate” page.
- If the current user doesn’t have the authority to approve the interest rate, an error message will appear when the user clicks on the “Approve” button on the “Approve Interest Rate” page. The user can also click on “Cancel” button and return to the “Interest Rate Status” page.
- If the rate is approved successfully, the “Interest Rate Status List” page will redisplay with a message confirming the approval of the rate (See Figure 12). The rate status will have change from Pending Approval (“P”) to Approved (“A”).

Figure 10: Approve Rate

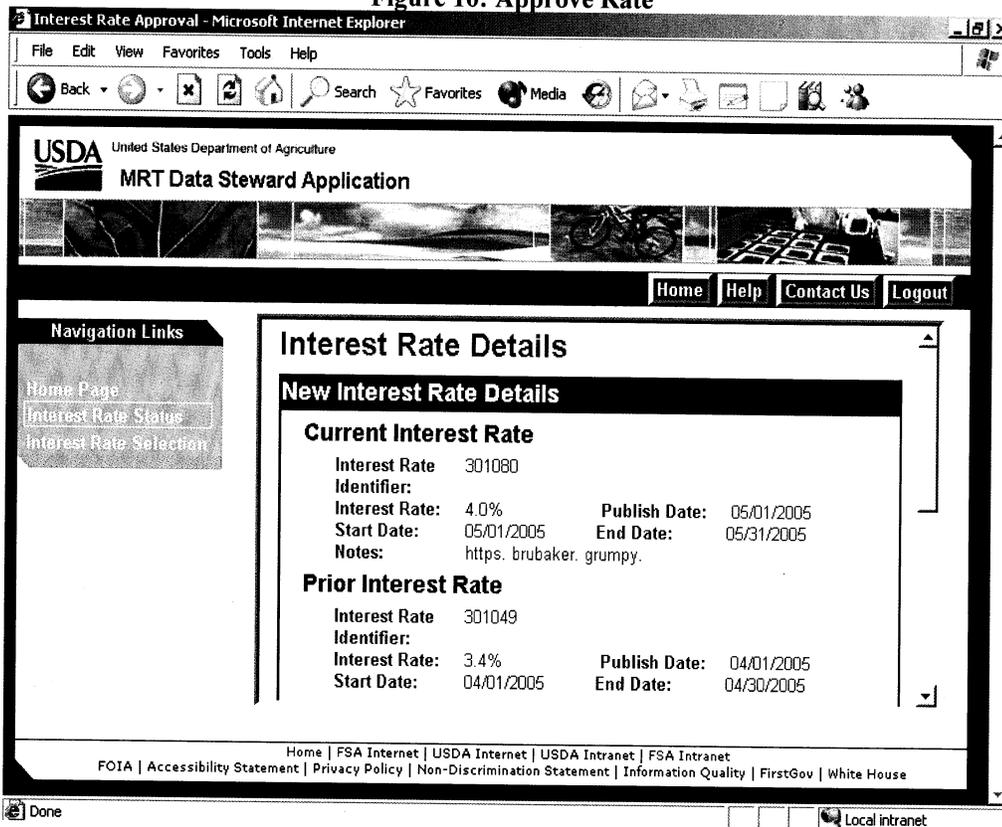


Figure 11: Approve Rate (Scrolled down)

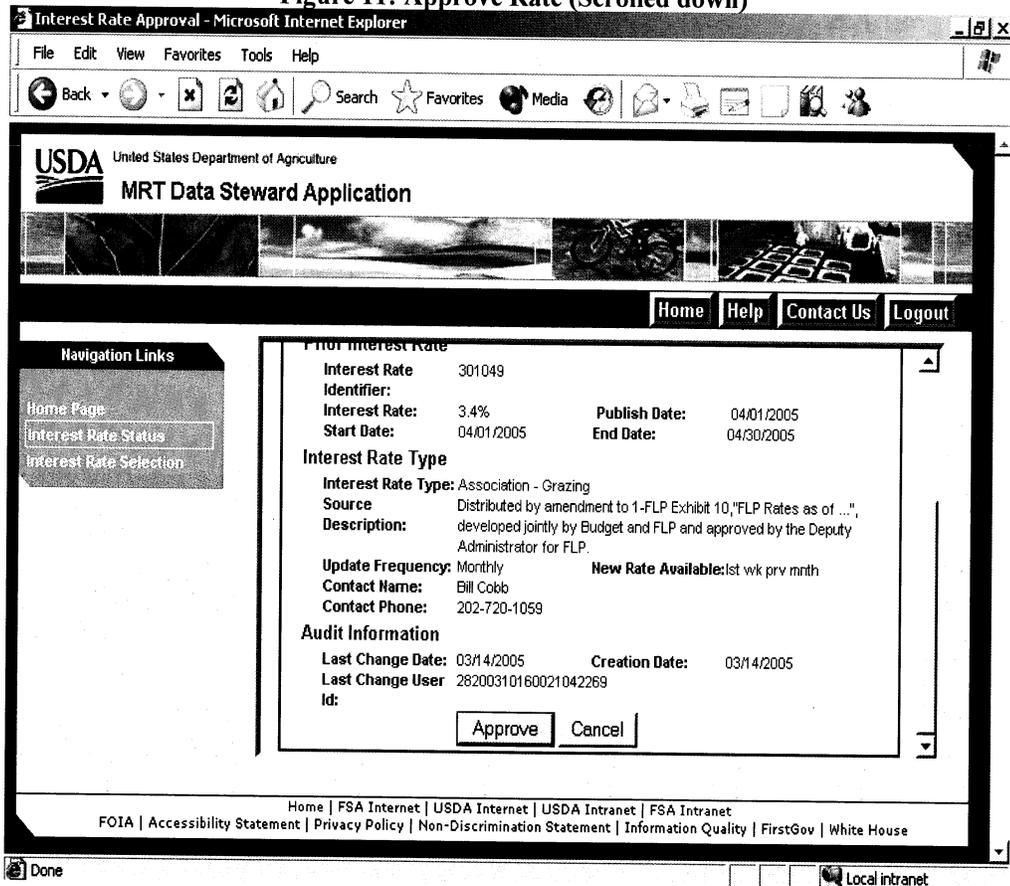
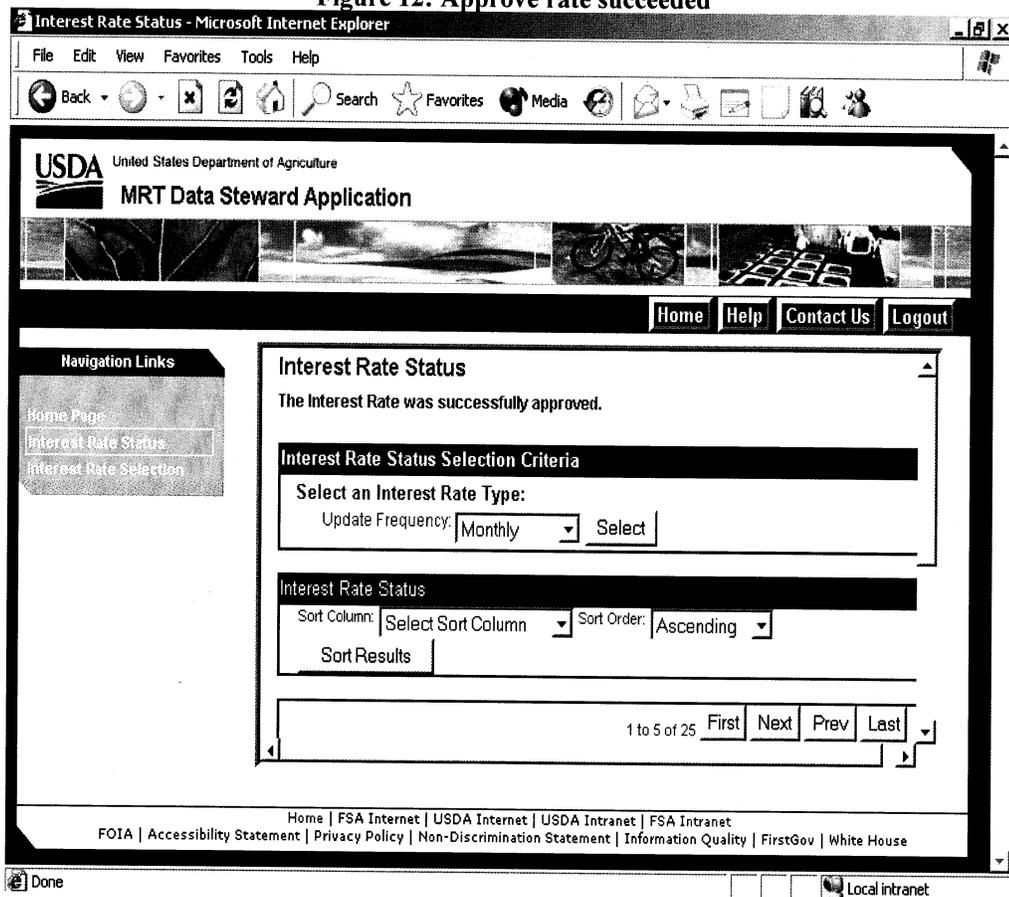


Figure 12: Approve rate succeeded



4.2.5 Request Delete

Request Delete is the first step of a two step process of deleting a current interest rate. The second step is Approve Delete. To request a delete of the current rate:

- Choose an interest rate type by clicking on the radio button next to the interest rate type desired.
- Click on the “Request Delete” button (See Figure 7). The “Request Delete Interest Rate” page will display (See Figure 13).
- Enter some comments in the note input box (See Figure 14).
- After reviewing the interest rate information, click on the “Request Delete” button (See Figure 14).

If the request for delete is successful, the “Interest Rate Status List” page will redisplay with a message confirming that the rate status is changed to “Pending Deletion” (See Figure 15). The user can also check the updated status code of the interest rate. The status should now be Pending Deletion (“D”).

Figure 13: Request Delete

The screenshot shows a web browser window titled "Request Delete - Microsoft Internet Explorer". The page header includes the USDA logo and "United States Department of Agriculture" with the title "MRT Data Steward Application". Navigation links for "Home", "Help", "Contact Us", and "Logout" are present. A "Navigation Links" sidebar contains "Home Page", "Interest Rate Status", and "Interest Rate Selection".

The main content area is titled "Request Delete" and contains "Interest Rate Details":

Interest Rate Type

- Interest Rate Type:** Farm Ownership
- Source:** Distributed by amendment to 1-FLP Exhibit 10, "FLP Rates as of ...", developed jointly by Budget and FLP and approved by the Deputy Administrator for FLP.
- Description:** developed jointly by Budget and FLP and approved by the Deputy Administrator for FLP.
- Update Frequency:** Monthly
- New Rate Available:** 1st wk prv mnth
- Contact Name:** Bill Cobb
- Contact Phone:** 202-720-1059

Interest Rate

- Interest Rate Identifier:** 305223
- Interest Rate:** 6.6%
- Start Date:** 05/01/2005
- Publish Date:** 05/01/2005
- End Date:** 05/30/2005

Notes:
Demo in help manual

At the bottom of the page, there are links for "Home | FSA Internet | USDA Internet | USDA Intranet | FSA Intranet" and "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House". The taskbar shows the time as 2:02 PM.

Figure 14: Request Delete (Scrolled down)

Request Delete - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Stop Refresh Home Search Favorites Media

USDA United States Department of Agriculture
MRT Data Steward Application

Home Help Contact Us Logout

Navigation Links

- Home Page
- Interest Rate Status
- Interest Rate Selection

Interest Rate

Interest Rate: 305223

Interest Rate Identifier: 305223

Interest Rate: 6.6% Publish Date: 05/01/2005

Start Date: 05/01/2005 End Date: 05/30/2005

Notes:

Demo in help manual

Audit Information

Last Change Date: 06/29/2005 Creation Date: 06/29/2005

Last Change User: 12345678901234560000

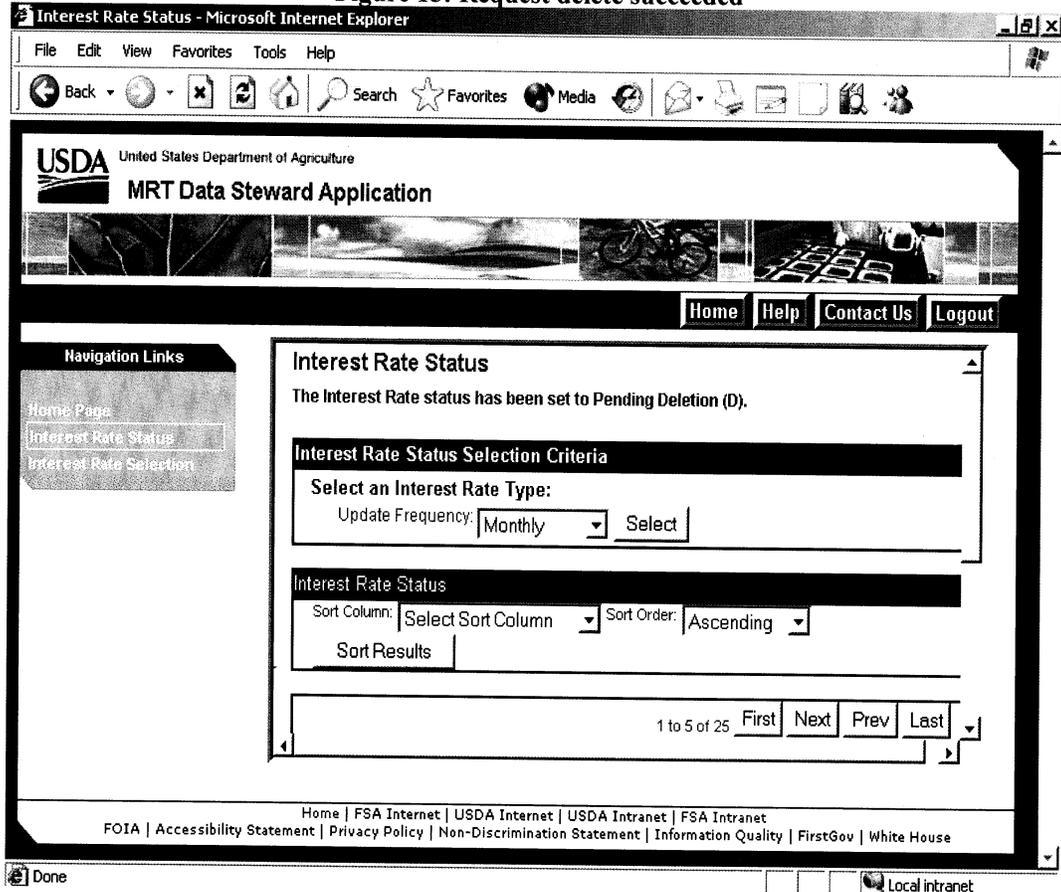
Id:

Request Delete Cancel

Home | FSA Internet | USDA Internet | USDA Intranet | FSA Intranet
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Local intranet

Figure 15: Request delete succeeded



4.2.6 Approve Delete

Approve Delete finalizes the deletion of a current interest rate:

- Choose an interest rate type where the current rate is in “Pending Deletion” status by clicking on the radio button next to the interest rate type desired.
- Click on the “Approve Delete” button (See Figure 7). The “Approve Delete Interest Rate” page will display (See Figure 16).
- After reviewing the interest rate information, click on the “Approve Delete” button (See Figure 17).

If the rate is deleted successfully, the “Interest Rate Status List” page will redisplay with a message confirming that the rate has been deleted (See Figure 18).

Figure 16: Approve Delete

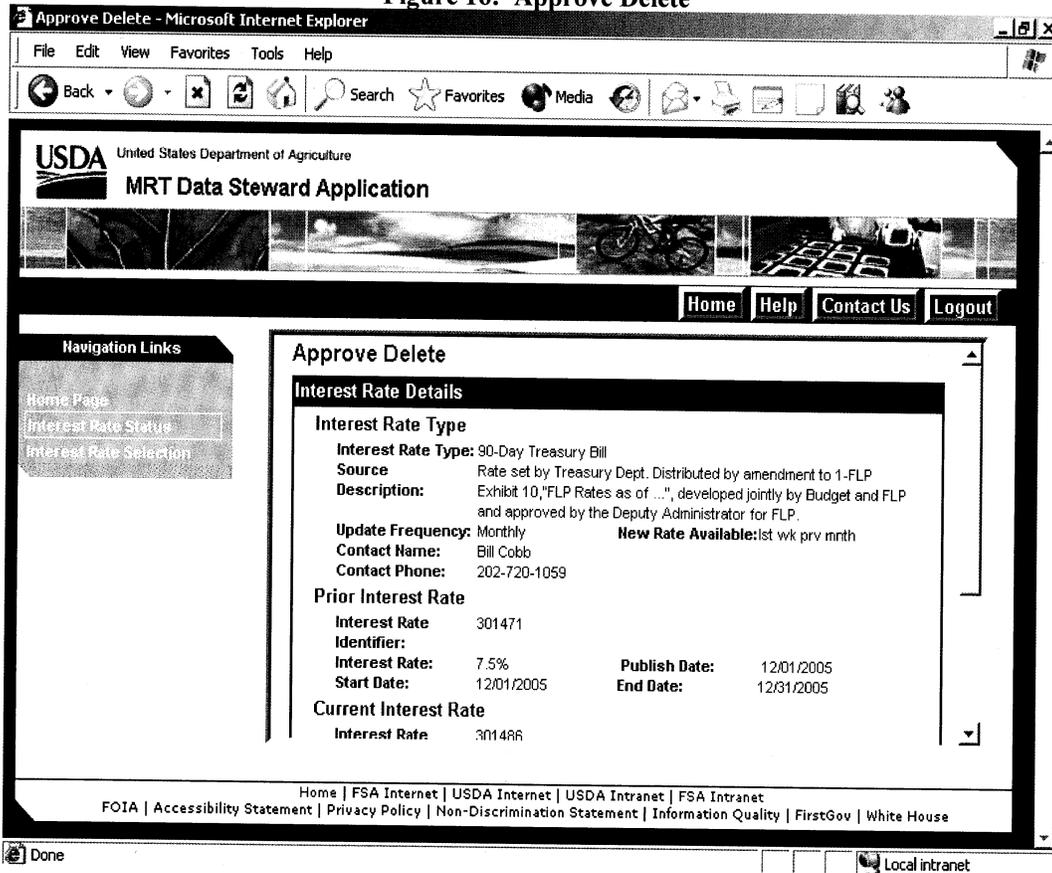


Figure 17: Approve Delete (Scrolled down)

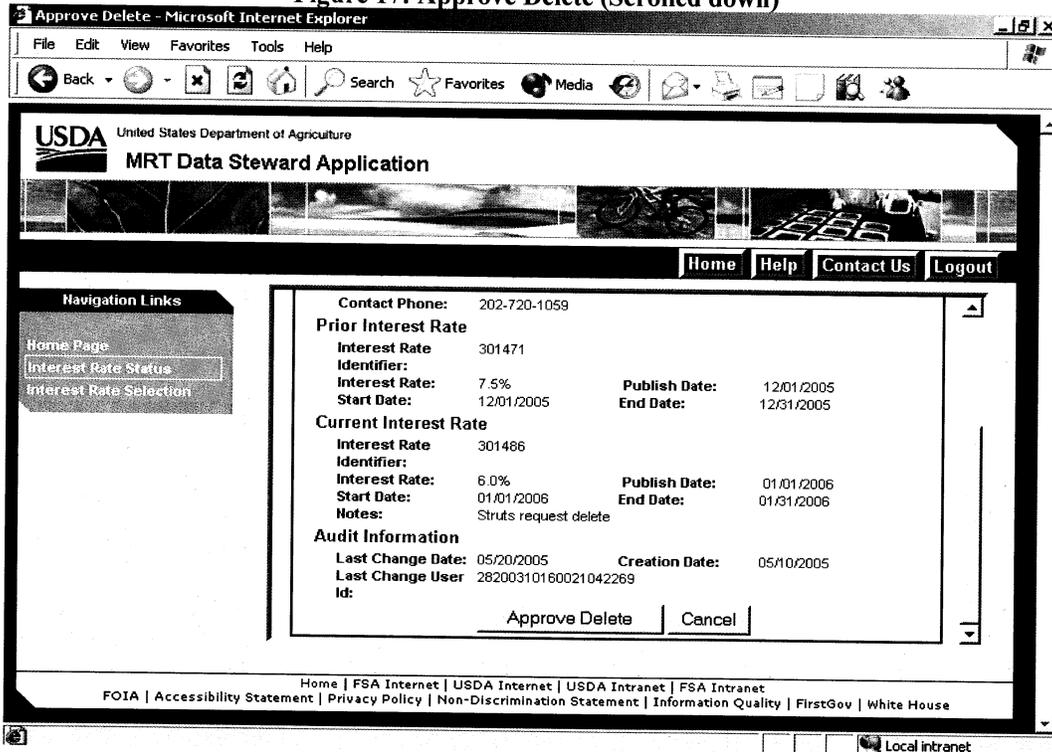
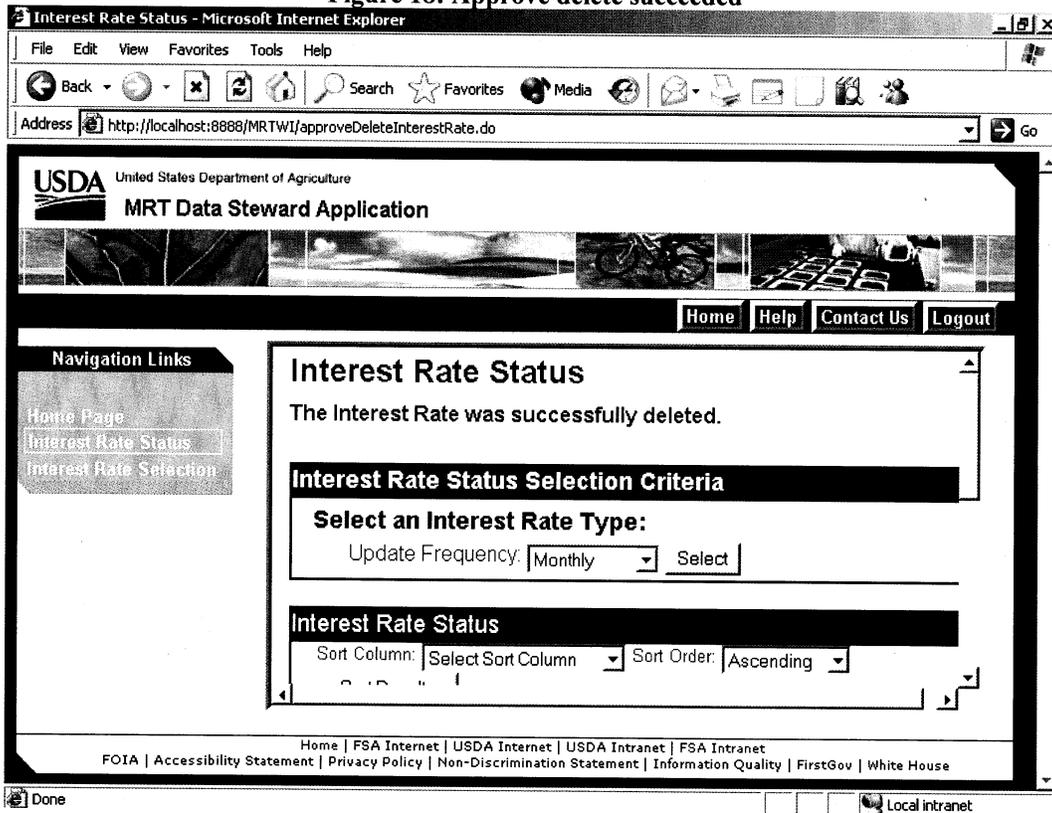


Figure 18: Approve delete succeeded



4.3 Interest Rate Selection

In this section, all functions accessed through “Interest Rate Selection” will be explained in detail. All the functions operate on any individual interest rate, rather than only current rates. There is a “Cancel” button on “Add New Rate”, “Change Rate”, “Approve Rate” page. Use this button to return to the “Interest Rate List” page without making the intended change. The basic flow follows:

- The user will first input selection criteria on the “Interest Rate Selection” page and click the “Select” button.
- A list of rates will be returned on the “Interest Rate List” page.
- Then user can select one of the interest rates and choose either “Change Rate” or “Approve Rate” by clicking the corresponding button.
- After change or approval of the rate is complete or canceled, the browser will return to the previous “Interest Rate List” page where the rate was selected from. Then user can repeat the above process or use the MRTWI Menu to go to other parts of this application.

4.3.1 Select Interest Rate

To view interest rate status by update frequency,

- Select the “Interest Rate Selection” option in the MRTWI Menu Section or the link in the “Interest Rate Updates” section of the Home page. The “Interest Rate Selection” screen should appear (See Figure 19).
- On the “Interest Rate Selection” page, select the interest rate type from the drop down list or select “All Interest Rate types”
- Next select a date range from 4 options: Current Rates, All Dates, Start Date and End Date. If Start Date or End Date is selected, then input a valid date in the corresponding input box.
- After specifying the above criteria, click the ‘Select’ button.

If there are any rates that match the selection criteria, the “Interest Rate List” page will display (See Figure 20). Otherwise, a message saying no rates were found will be displayed.

Figure 19: Interest Rate Selection

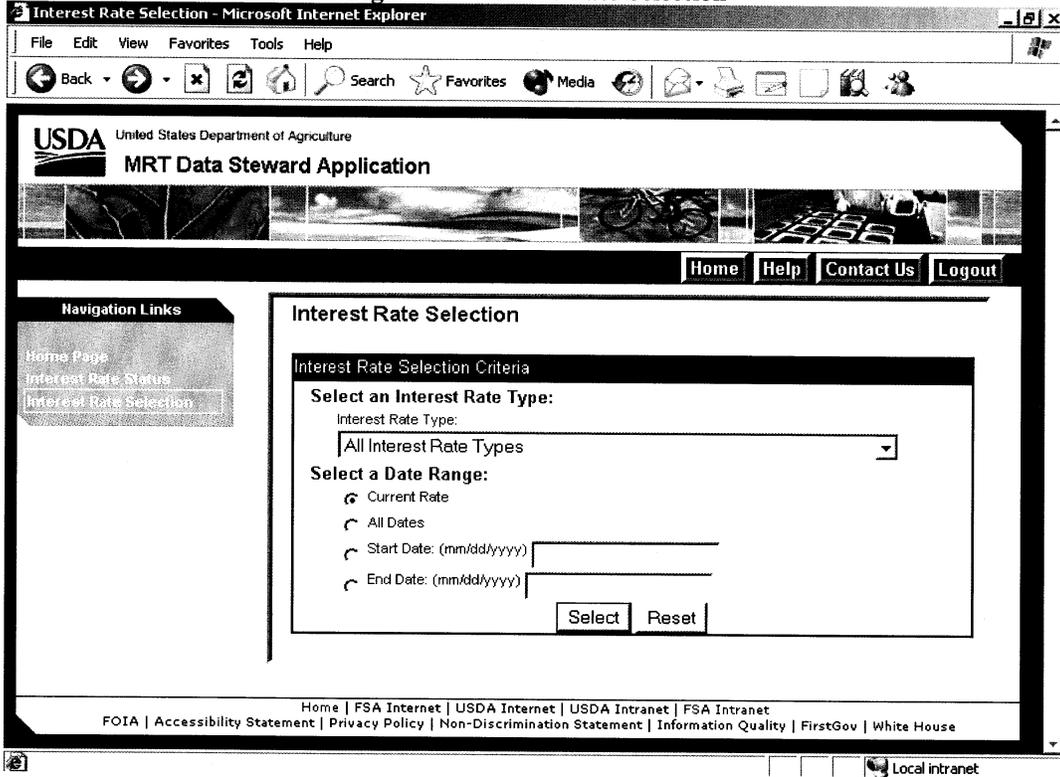


Figure 20: Interest Rate List

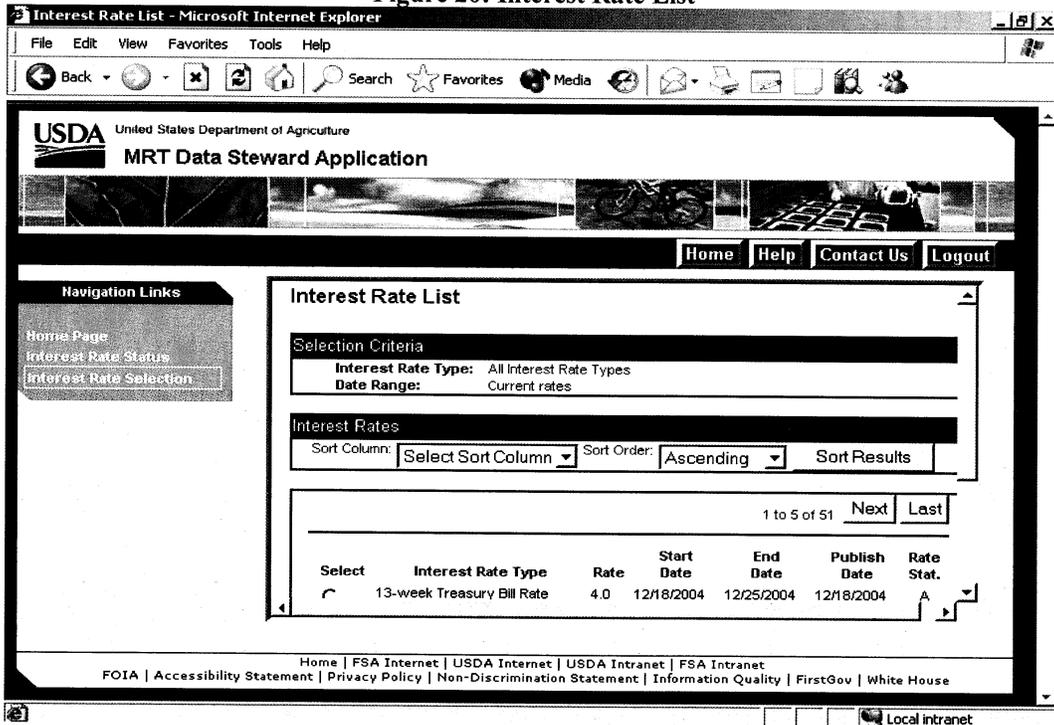
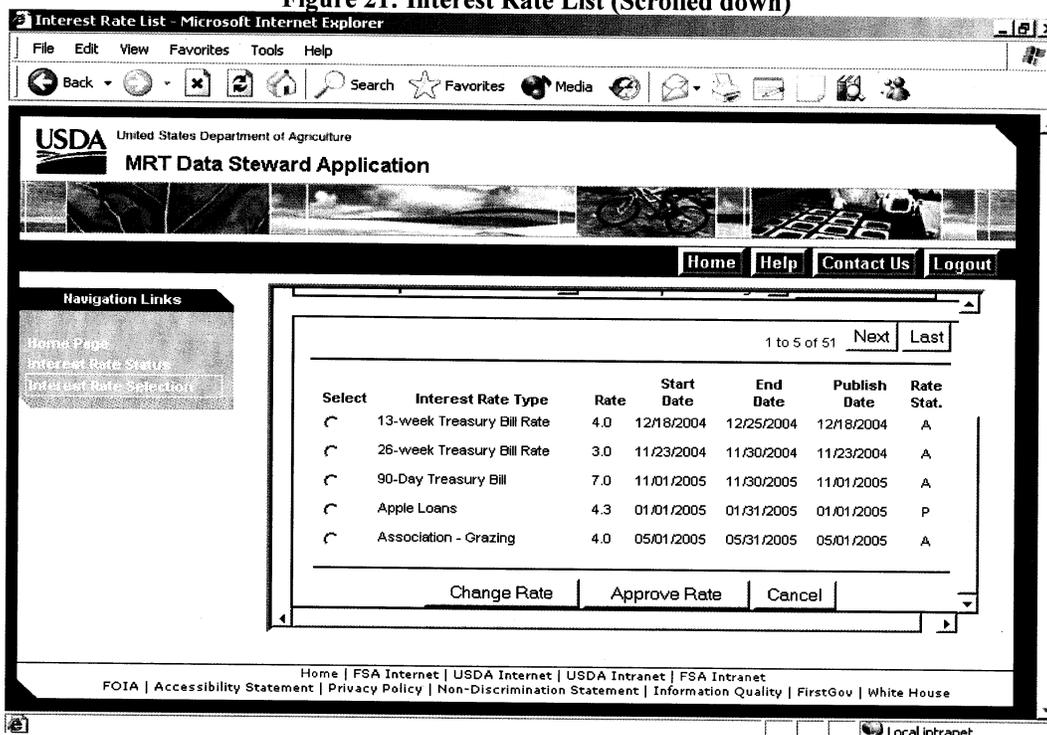


Figure 21: Interest Rate List (Scrolled down)



From this point, the user can choose to sort the Interest Rate list, change an interest rate or approve an interest rate. These operations will be explained in the following sections.

4.3.2 Sort Interest Rate List

To sort the Interest Rate list:

- Choose a sort field from sort column drop down list.
- Choose sort order from sort order dropdown list.
- Click on “Sort Results” button (See Figure 20).

4.3.3 Change Interest Rate

To change an interest rate:

- Choose an interest rate by clicking on the radio button next to the interest rate desired
- Click on the “Change Rate” button (See Figure 21). The “Change Interest Rate” page will display (See Figure 22).
- On the “Change Interest Rate” page, make the desired changes by changing values in the input boxes. The fields that can be changed are interest rate, publish date, end date and notes. Remember always to enter a note, when making changes (See Figure 23).
- After modifications to the information are complete, click on the “Change” button (See Figure 23).

Two outcomes are possible:

- If there is any input not passing the validation, an error message will appear on the top of the page to describe the problem (Reference Appendix 1: Messages). The user can correct the problem and continue the process.
- If the rate is changed successfully, the “Interest Rate List” page will redisplay with a message confirming the success of the rate information change (See Figure 24).

Figure 22: Change Interest Rate

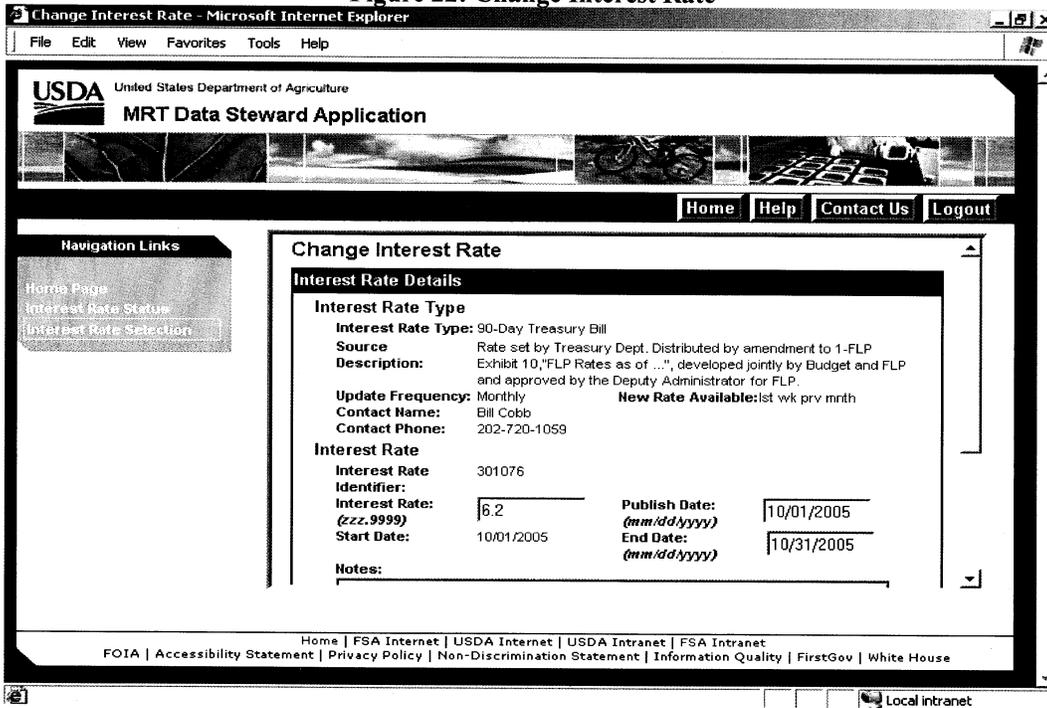


Figure 23: Change Interest Rate (Scrolled Down)

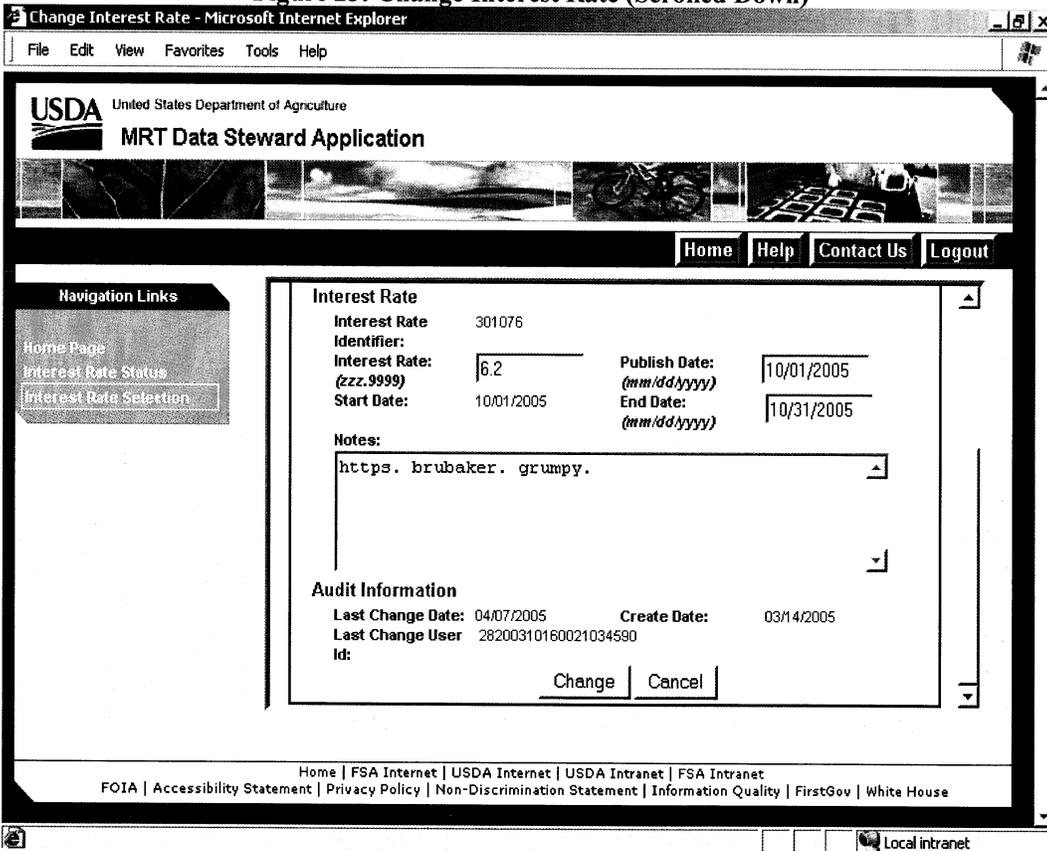
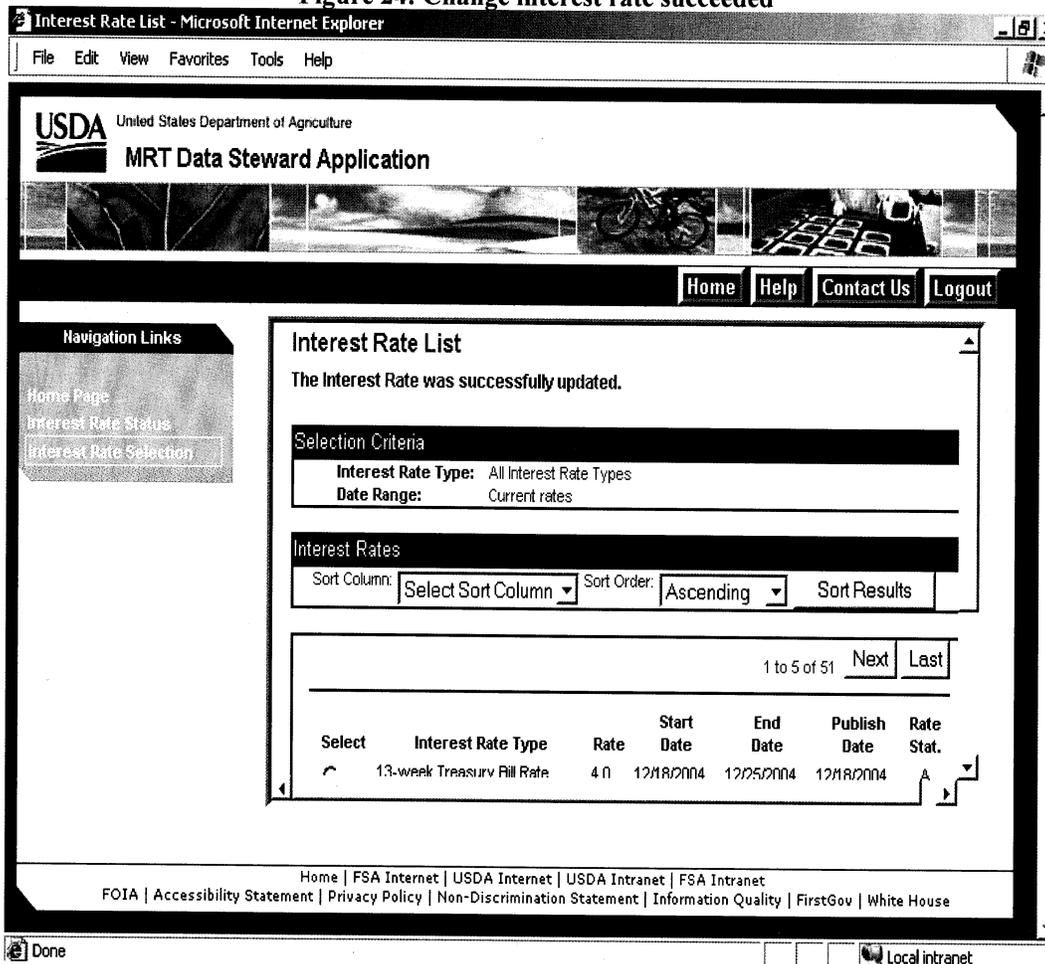


Figure 24: Change interest rate succeeded



4.3.4 Approve Interest Rate

To approve an interest rate,

- Choose an interest rate which is in pending status by clicking on the radio button next to the interest rate desired.
- Click on the “Approve Rate” button (See Figure 21). The “Approve Interest Rate” page will display (See Figure 25).
- On the “Approve Rate” page, review all the information (See Figure 26).
- Click on the “Approve” button (See Figure 26).

Several situations are possible:

- If the rate selected is not pending approval, rather than going to the “Approve Interest Rate” page an error message will appear.
- If the current user doesn’t have the authority to approve the interest rate, an error message will appear when the user clicks on the “Approve” button on the “Approve Rate” page.
- If the user does not wish to approve the rate, the user can click on the “Cancel” button and return to the “Interest Rate List” page.
- If the rate is approved successfully, the “Interest Rate List” page will redisplay with a message confirming the approval of the rate (See Figure 27).

Figure 25: Approve Rate

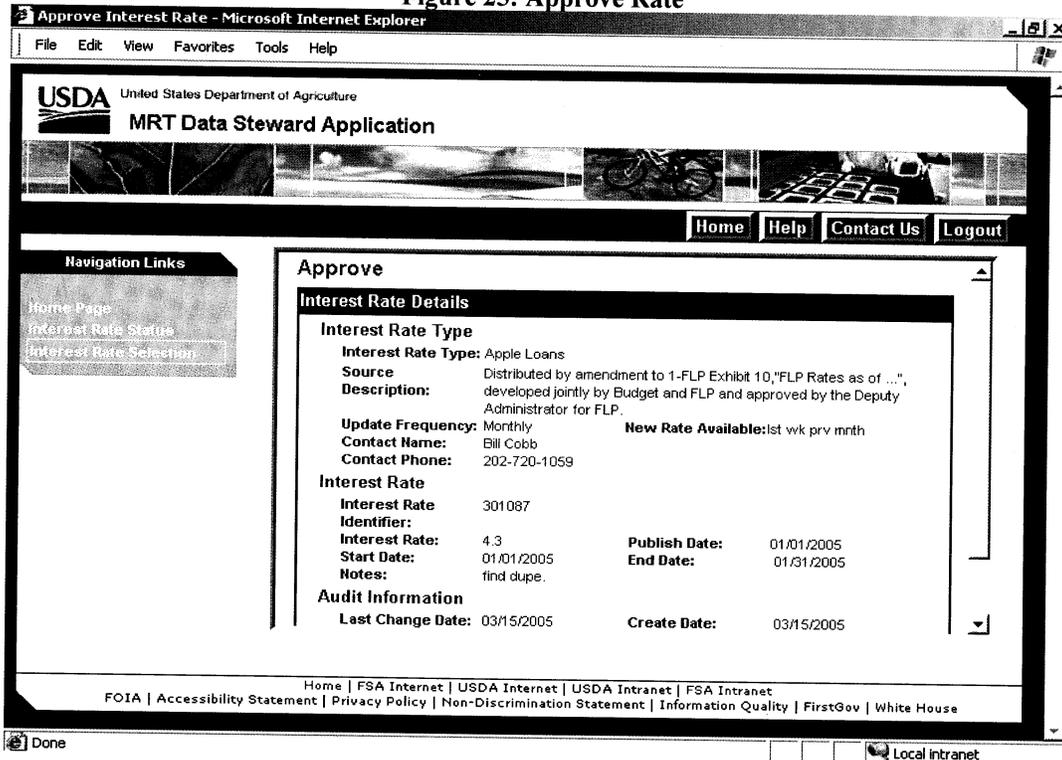


Figure 26: Approve Rate (Scrolled Down)

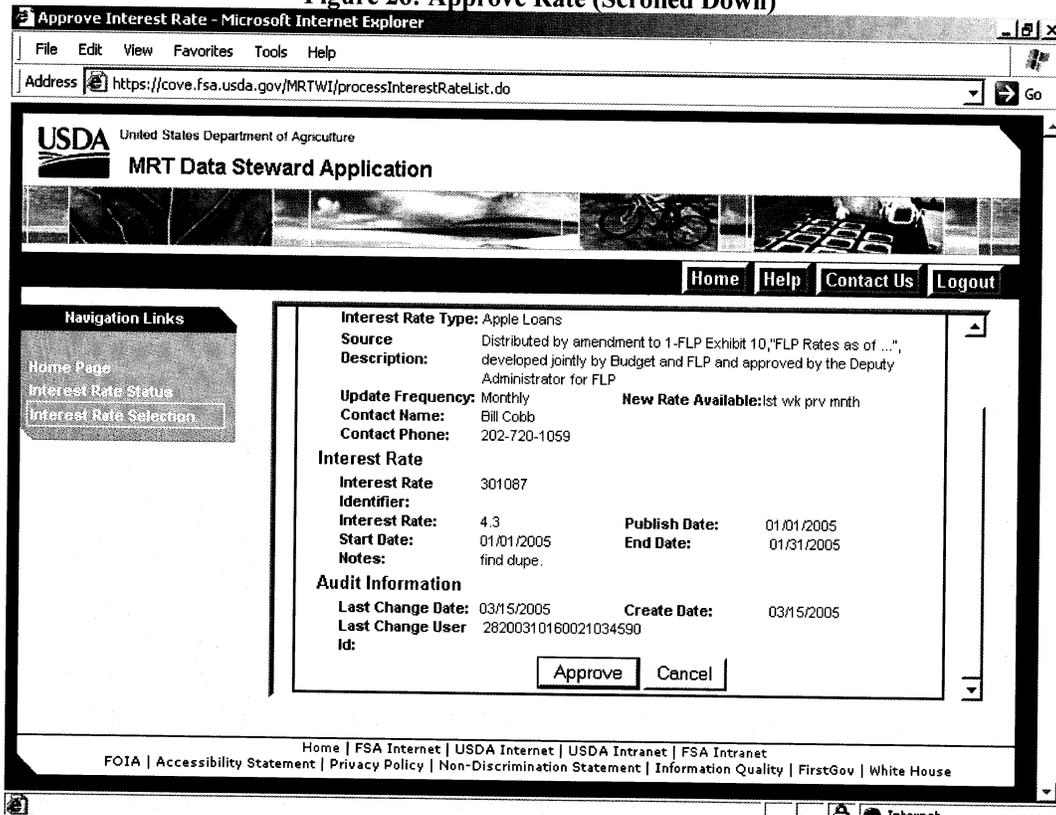


Figure 27: Approve rate succeeded

The screenshot shows a web browser window titled "Interest Rate List - Microsoft Internet Explorer". The page header includes the USDA logo and "United States Department of Agriculture". The main heading is "MRT Data Steward Application". Navigation links include Home, Help, Contact Us, and Logout. A "Navigation Links" sidebar contains Home Page, Interest Rate Status, and Interest Rate Selection.

The main content area is titled "Interest Rate List" and displays a success message: "The Interest Rate was successfully approved." Below this, the "Selection Criteria" section shows "Interest Rate Type: All Interest Rate Types" and "Date Range: Current rates". The "Interest Rates" section includes a "Sort Column" dropdown set to "Select Sort Column" and a "Sort Order" dropdown set to "Ascending", with a "Sort Results" button.

A table of interest rates is displayed, showing 1 to 5 of 51 results. The table has columns for Select, Interest Rate Type, Rate, Start Date, End Date, Publish Date, and Rate Stat. The first row shows a "13-week Treasury Bill Rate" with a rate of 4.00, a start date of 12/18/2004, an end date of 12/25/2004, and a publish date of 12/18/2004.

At the bottom of the page, there are links for Home, FSA Internet, USDA Internet, USDA Intranet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House. The browser status bar shows "Done" and "Local intranet".

Appendix A: Messages

A.1 Home Page

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
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.

A.2 Help Page

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
	NONE ANTICIPATED		

A.3 Interest Rate Status

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Info	No Interest Rate Types were found for this request	Valid selection criteria is entered	There were no Interest Rate Types found matching the selection criteria entered.
Info	The Interest Rate was successfully added.	Valid interest rate information is entered on IR 1_1 and the 'Add' button was pressed	The Interest Rate is successfully added to the system.
Info	The Interest Rate was approved.	The 'Approve' button was pressed on the IR1_2 page	The Interest Rate is successfully approved within the system.
Info	The Interest Rate was successfully deleted.	'Approve Delete' button was pressed on IR 1_4 Approve Delete page.	The Interest Rate was deleted from the system.
Info	The Interest Rate status has been set to Pending Deletion (D).	'Request Delete' button was pressed on IR 1_3 Request Delete page.	The Data Steward requested deletion of the Interest Rate. Its status has been set to pending deletion.
Error	Please select a Sort Column and then request Sort Results	The 'Sort Results' button was pressed without making a selection from the 'Sort Column' drop-down list.	
Error	Please select a different interest rate to approve. The one selected is not in Pending Approval status.	The 'Approve Rate' button was pressed and an Interest Type was selected.	The current rate for the Interest Type selected was already in Approved status or was in Pending Deletion status.
Error	Please select a different interest rate for deletion approval. The one selected is not in Pending Deletion status.	The 'Approve Delete' button was pressed and an Interest Type was selected.	The current rate for the Interest Rate Type selected was in Approved or Pending Approval status.
Error	'Rate Stat.' for the current rate of the selected interest rate type is in a Pending Approval or	The 'Add' button was pressed and an Interest Type was selected.	The current rate for the Interest Type selected was in Pending Approval status. The current

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
	Pending Delete status (P or D). To add a new interest rate the current rate must be approved.		rate must be in Approved status in order to add a new rate for the Interest Rate Type.
Error message	Please select an Interest Rate Type.	The 'Add Rate', 'Approve Rate', 'Request Delete', or 'Approve Delete' button was selected but an Interest Type was not selected.	

A.4 Add New Interest Rate

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	'Interest Rate' is a required field.	No value is entered in the Interest Rate field and 'Add' is pressed for all Interest Rate Types except 'No Update'.	
Error	'Interest Rate' is not a valid number.	Non-numeric interest rate is entered and 'Add' is pressed.	
Error	'Interest Rate' must not be greater than 25 percent.	An interest rate with a value greater than 25 percent was entered and 'Add' is pressed.	
Error	'Interest Rate Start Date' is a required field.	No value is entered in the Start Date field and 'Add' is pressed.	
Error	'Interest Rate Start Date' is not a valid date.	Incorrectly formatted Start Date is entered and 'Add' is pressed.	
Error	'Interest Rate End Date' is a required field.	No value is entered in the End Date field for a rate with an Update Frequency other than No Update and 'Add' is pressed.	
Error	'Interest Rate End Date' is not a valid date.	Incorrectly formatted End Date is entered and 'Add' is pressed	
Error	Please select an Interest Rate Type.	No value is selected for the Interest Rate Type and 'Add' is pressed.	
Error	'Interest Rate End Date' is not valid: it is before the start date.	Enter a valid Start Date and a valid End Date, but the Start Date occurs after the End Date entered and 'Add' is pressed	
Error	'Interest Rate Start Date' is not valid: there is a gap between the current rates end date and the new rates start date.	Enter a valid Start Date and 'Add' is pressed.	The End Date for the current rate in the system for the selected interest rate type is more than 1 day prior to the Start Date entered for the new rate.
Error	'Interest Rate Start Date' is not valid: there is an overlap between the current rates end date and the new rates start date.	Enter a valid Start Date and 'Add' is pressed.	The End Date for the current rate in the system for the selected interest rate type has an End Date that is greater than or equal to the Start Date entered for the new rate.
Error	'Publish Date' is not valid: it is after the start date.	Enter a valid Start Date and valid Publish Date, but the Publish Date occurs after the Start Date	

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
		entered and 'Add' is pressed.	
Error	'Publish Date' is not a valid date.	Incorrectly formatted Publish Date is entered and 'Add' is pressed	

A.5 Approve Current Interest Rate

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	You do not have authority to approve this rate.	The 'Approve' button is pressed.	The last change user id of the Interest Rate to be approved matches the id of the user logged in. (The user is trying to approve an interest that they have added or modified.)

A.6 Request Delete

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
	NONE ANTICIPATED		

A.7 Approve Delete

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	You do not have authority to approve deletion of this rate.	The 'Approve Delete' button is pressed.	The last change user id of the Interest Rate to be approved for deletion matches the id of the user logged in. (The user is trying to approve deletion of an interest rate for which they have requested a deletion.)

A.8 Interest Rate Selection

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	Please select a Date Range.	'Select' button is clicked, but no date range option is selected.	
Error	Please enter a Start Date.	The 'Start Date' option is selected, but no value is entered in the Start Date field and 'Select' is pressed.	
Error	Please enter a valid Start Date.	The 'Start Date' option is selected, but an incorrectly formatted Start Date is entered and 'Select' is pressed.	
Error	Please enter an End Date.	The 'End Date' option is selected, but no value is entered in the End Date field and 'Select' is pressed.	
Error	Please enter a valid End Date.	The 'End Date' option is selected,	

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
		but an incorrectly formatted End Date is entered and 'Select' is pressed.	
Info	No Interest Rates were found for this request.	Valid selection criteria is entered	There are no Interest Rates were found matching the selection criteria entered.

A.9 Interest Rate List

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	Please select a Sort Column and then request Sort Results.	No sort column is selected and 'Sort Results' button is pressed.	
Error	Please select an Interest Rate.	'Change Rate' or 'Approve Rate' button was selected but no Interest Rate was selected.	
Error	Please select a different interest rate to approve. The one selected is not in Pending Approval status.	The 'Approve Rate' button was pressed and an Interest Type was selected.	The current rate for the Interest Type selected was already in Approved status or was in Pending Deletion status.
Info	The Interest Rate was approved.	The 'Approve' button was pressed on the IR1_2 page	The Interest Rate is successfully approved within the system.
Info	The Interest Rate was successfully updated.	Valid interest rate information is entered and the 'Change' button was pressed on IR 2_2 Edit Interest Rate page.	The Interest Rate is successfully updated in the system.

A.10 Change Interest Rate

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	'Interest Rate' is required. <i>field.</i>	No value is entered in the Interest Rate field and 'Change' is pressed.	
Error	'Interest Rate' is not a valid number.	Non-numeric interest rate is entered and 'Change' is pressed.	
Error	'Interest Rate' value is not valid <i>number.</i>	Interest rate of 0 or a negative value is entered.	
Error	'Interest Rate' must not be greater than 25 percent.	An interest rate with a value greater than 25 percent was entered and 'Change' is pressed.	
Error	'Interest Rate End Date' is not a valid date.	Incorrectly formatted End Date is entered and 'Change' is pressed.	
Error	'Interest Rate End Date' is not valid: it is before the start date.	Enter a valid End Date, but the Start Date occurs after the End Date entered and 'Change' is pressed	
Error	'Interest Rate End Date' is not valid: end date begins after next rate's start date.	Enter a valid End Date and 'Change' is pressed.	The End Date for the selected interest rate has an End Date that is greater than or equal to the Start Date of the next rate.
Error	'End Date' is not valid: end date entered ends before	Enter a valid End Date and 'Change' is pressed.	The End Date for the selected interest rate has an End Date

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MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
	prior day of next rate's start date, leaving a gap in rates for each calendar date.		that is before the prior day of the next rate's Start Date.
Error	'Publish Date' is not a valid date.	Incorrectly formatted Publish Date is entered and 'Change' is pressed.	
Error	'Publish Date' is not valid: it is after the start date.	Enter a valid Publish Date and 'Change' is pressed.	
Error	'Notes' is required.	Nothing is entered in the Notes field and 'Change' is pressed.	

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
ICAMS	Internet Combined Administrative Management System
ITSD/OTC/ DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office
MRT	Master Reference Table
MRTWI	MRT Web Interface
NRCS	National Resource Conservation Service
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services
RD	Rural Development
TIA	Technical Information Advisory

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.
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 which 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.
Internet Combined Administrative Management System	Authoritative source of basic information on employees
Interest Rate	An individual percentage value that is in affect for a certain period of time, for example, "5.125%"
Interest Rate Type	The group of interest rates that applies to a specific business purpose, for example, "Captial Stock" or "Soil and Water – Direct"
Interest Rate Type Update Frequency	Identifies how often the Interest Rates of a given Interest Type are updated, for example: Weekly, Monthly, Yearly or Twice a year.
Interest Rate Status	The status of an individual interest rate; either Approved or Pending Approval.
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.
National Resource Conservation Service	A USDA agency that is also known as a Service Center agency.
Office	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.

TERM	DEFINITION
Office of the Chief Information Officer – Information Technology Services	Information Technology Services is an organization within the Office of the Chief Information Officer that incorporates the infrastructure roles of the Farm Service Agency, the Natural Resources Conservation Service and Rural Development mission area.
Rural Development	A USDA agency that is also known as a Service Center agency.
Service Center Agencies	There are 3 USDA Agencies that are known as Service Center agencies: Rural Development, Farm Service Agency and National Resource Conservation Service.
Technical Information Advisory	Bulletins issued by USDA/FSA/AMC/AO to advise the FSA software development community.

Appendix D: User Types

ACTOR	DEFINITION
Congressional District Data Steward	A person identified as being responsible for maintaining congressional district data within the MRT Web Interface application
County Data Steward	A person identified as being responsible for maintaining county data within the MRT Web Interface application.
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.
Disaster County Data Steward	A person identified as being responsible for maintaining disaster county data within the MRT Web Interface application
External Partner Data Steward	A person identified as being responsible for maintaining external partner data within the MRT Web Interface application.
Interest Rate Data Steward	A person identified as being responsible for maintaining assigned interest rate 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