

MRT Web Interface
Data Steward Application
Help Manual for Disaster County
Data Stewards v1.1

Prepared For

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1 Introduction

This manual provides information and instructions for using the Master Reference Table (MRT) Data Steward Application. Screen shots are included in this manual for clarity in describing the MRT Data Steward Application 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 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 (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 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 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 MRT Data Steward Application 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 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.
- Validates 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 though 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 disaster county 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 “Disaster Declaration Numbers are unique across all years.”. 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 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>

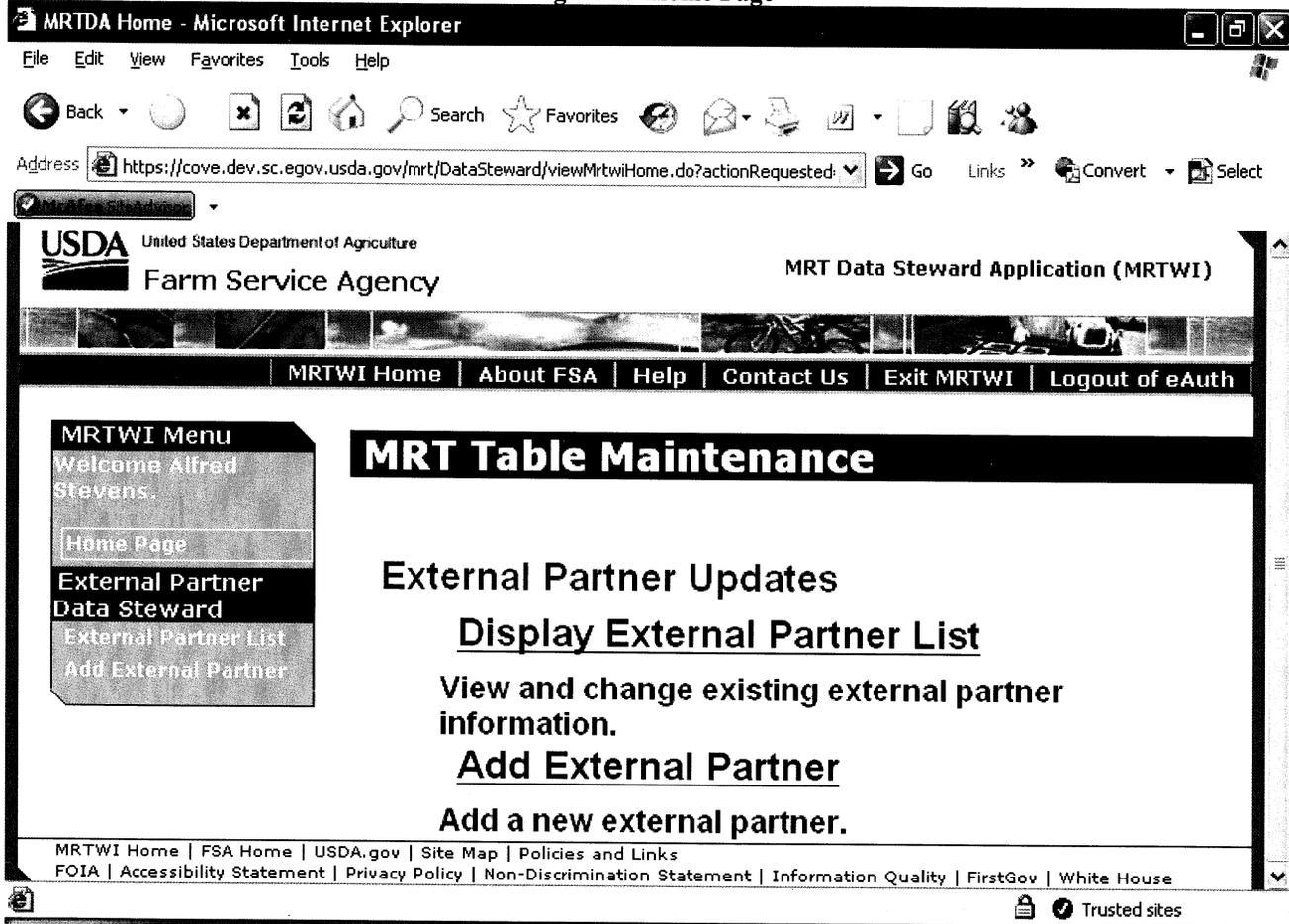
You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User ID and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

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: “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



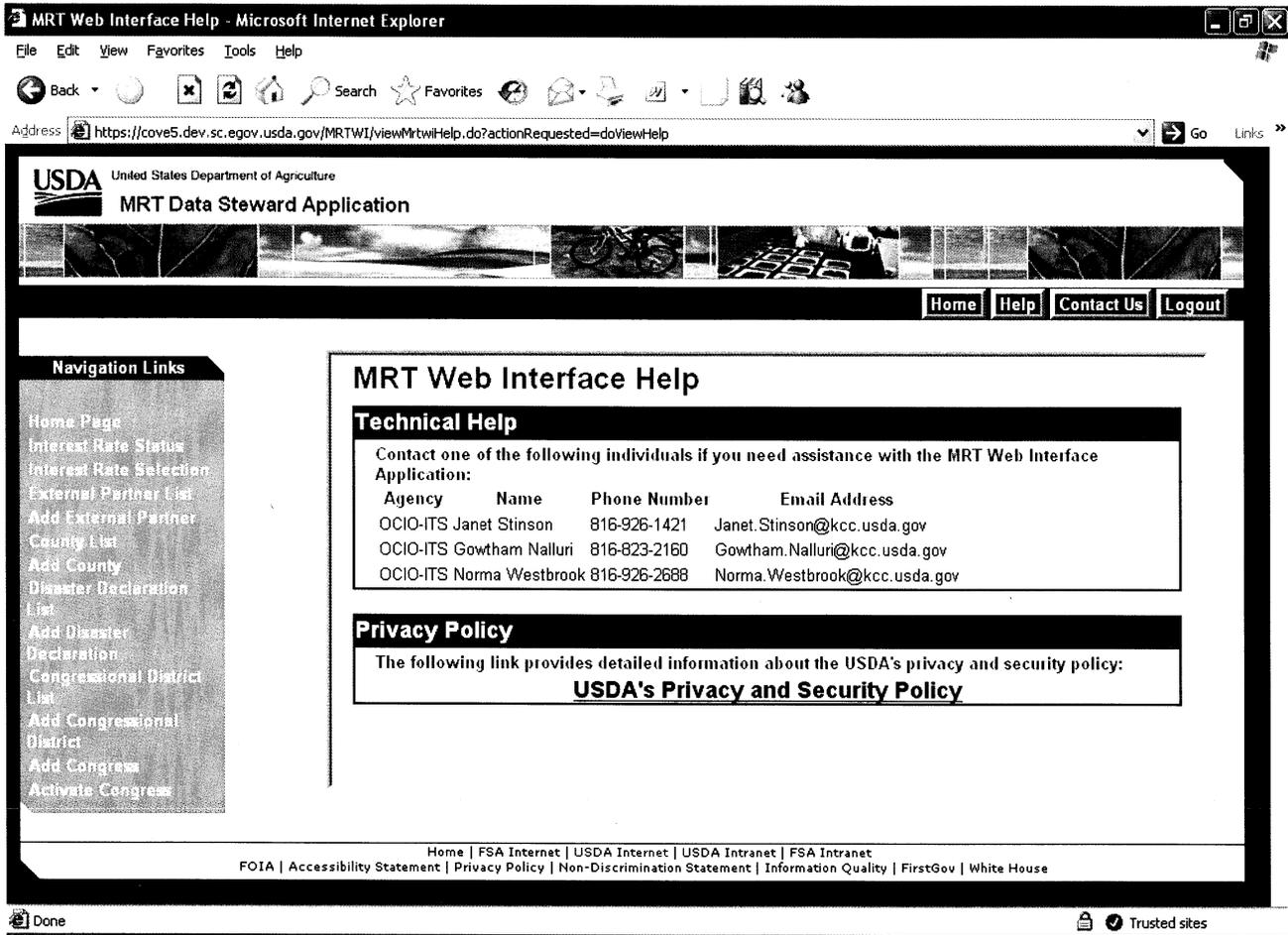
All functionality will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- The “MRTWI Menu” section displays a welcome message on the top 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 Disaster County Data Steward

4.1 Overview of Disaster County Data Steward Functions

The MRT Data Steward Application provides users with the ability to view, add and update disaster county information hosted in the MRT database.

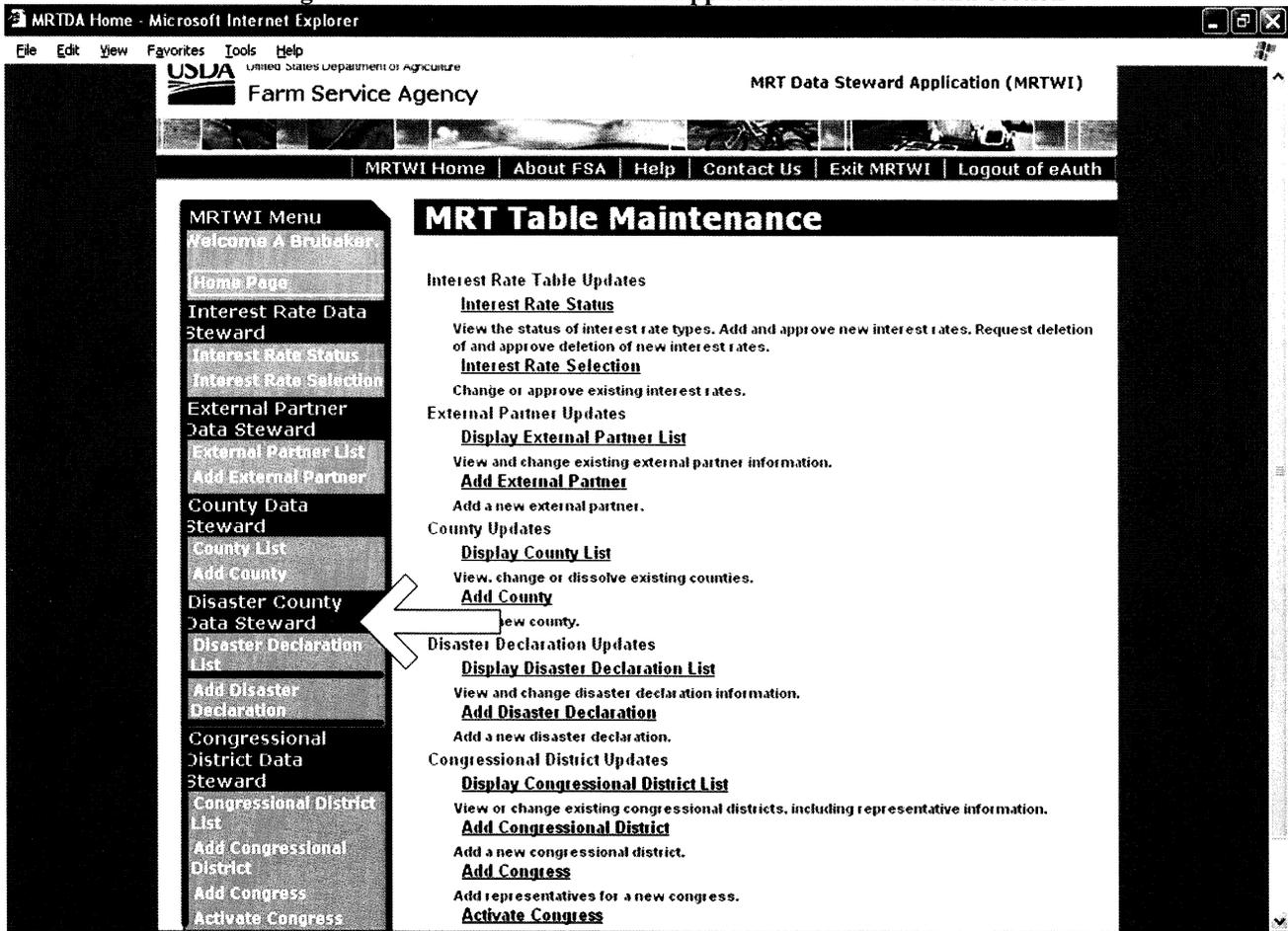
4.1.1 MRTWI Menu

The “MRTWI Menu” section allows the user to easily navigate to ‘Disaster Declaration List’ and ‘Add Disaster Declaration’ pages.

- **Disaster Declaration List:**
This option allows the user to view and change existing disaster declaration information.
- **Add Disaster Declaration:**
This option allows the user to add a new disaster declaration.

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 Adding a Disaster Declaration

The functions available through the “Add Disaster Declaration” link will be explained here.

The basic flow follows:

- Select the “Add Disaster Declaration” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Add Disaster Declaration” page displays. Enter the appropriate information. Note: required fields will be marked with an asterisk.
- Manage the declaration’s disaster area information in the following ways:
 - Add a Disaster Area: Click the “Add Area” button and enter information on the “Add Disaster Area” page
 - View a Disaster Area: Select a previously added disaster area and click the “View Area” button to view the area’s information using the “View Disaster Area” page
 - Change a Disaster Area: Select a previously added disaster area and click the “Change Area” button to modify the area’s information using the “Change Disaster Area” page
 - Delete a Disaster Area: Select a previously added disaster area and click the “Delete Area” button to delete the area’s information from the disaster declaration using the “Delete Disaster Area” page
- Once all the information for the disaster declaration and associated disaster areas, has been specified, click the “Save” button to save the information entered.
- The browser will display the “View Disaster Declaration” page where you will be able to view the information entered.

Note: There is a “Cancel” button on the “Add Disaster Declaration” page. Use this button to return to the “MRT Data Steward Application Home” page without adding a Disaster Declaration.

Please refer to “Appendix A: Messages – Add Disaster Declaration” should you encounter any errors while adding a disaster declaration. Error messages and remedies are listed there.

(See Figures 4a – 4c which follow.)

*7/25/10 to count
2010*

*Last Disaster ID In Count
1942*

Figure 4a: Add Disaster Declaration – Top Portion of Page

Add Disaster Declaration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Refresh Search Favorites

Address: <https://cove5.dev.sc.gov.usda.gov/MRTWI/addDisasterDeclaration.do?actionRequested=doViewAddDisasterDeclaration> Go Links

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
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration**
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

Add Disaster Declaration

'Declaration Number:

'State:

'FEMA Disaster Type:

'Declaration Date:(mm/dd/yyyy)

Period Start Date:(mm/dd/yyyy)

Period End Date:(mm/dd/yyyy)

Federal Coordinating Officer:

'Description:

Notes:

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FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

<https://cove5.dev.sc.gov.usda.gov/MRTWI/addDisasterDeclaration.do?actionRequested=doViewAddDisasterDeclaration#navskip> Trusted sites

Figure 4b: Add Disaster Declaration – Bottom Portion of page (no areas added yet)

Add Disaster Declaration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address: https://cove5.dev.sc.egov.usda.gov/MRTWI/addDisasterDeclaration.do?actionRequested=doViewAddDisasterDeclaration

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
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration**
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

'FEMA Disaster Type: Major Disaster Declaration

'Declaration Date: (mm/dd/yyyy)

Period Start Date: (mm/dd/yyyy)

Period End Date: (mm/dd/yyyy)

Federal Coordinating Officer:

'Description:

Notes:

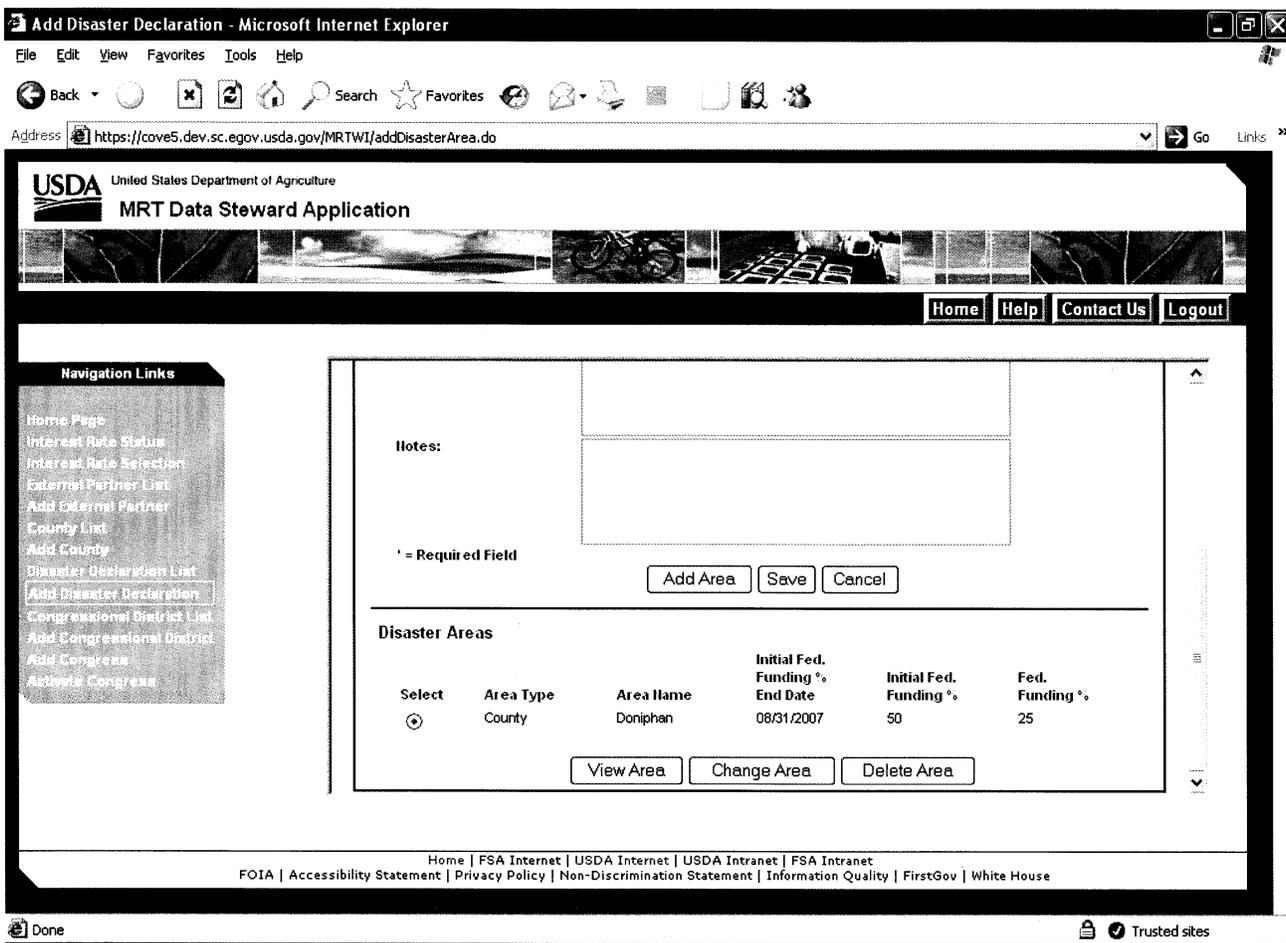
* = Required Field

Add Area Save Cancel

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Trusted sites

Figure 4c: Add Disaster Declaration – Bottom Portion of page (after area has been added)



4.3 Listing Disaster Declarations

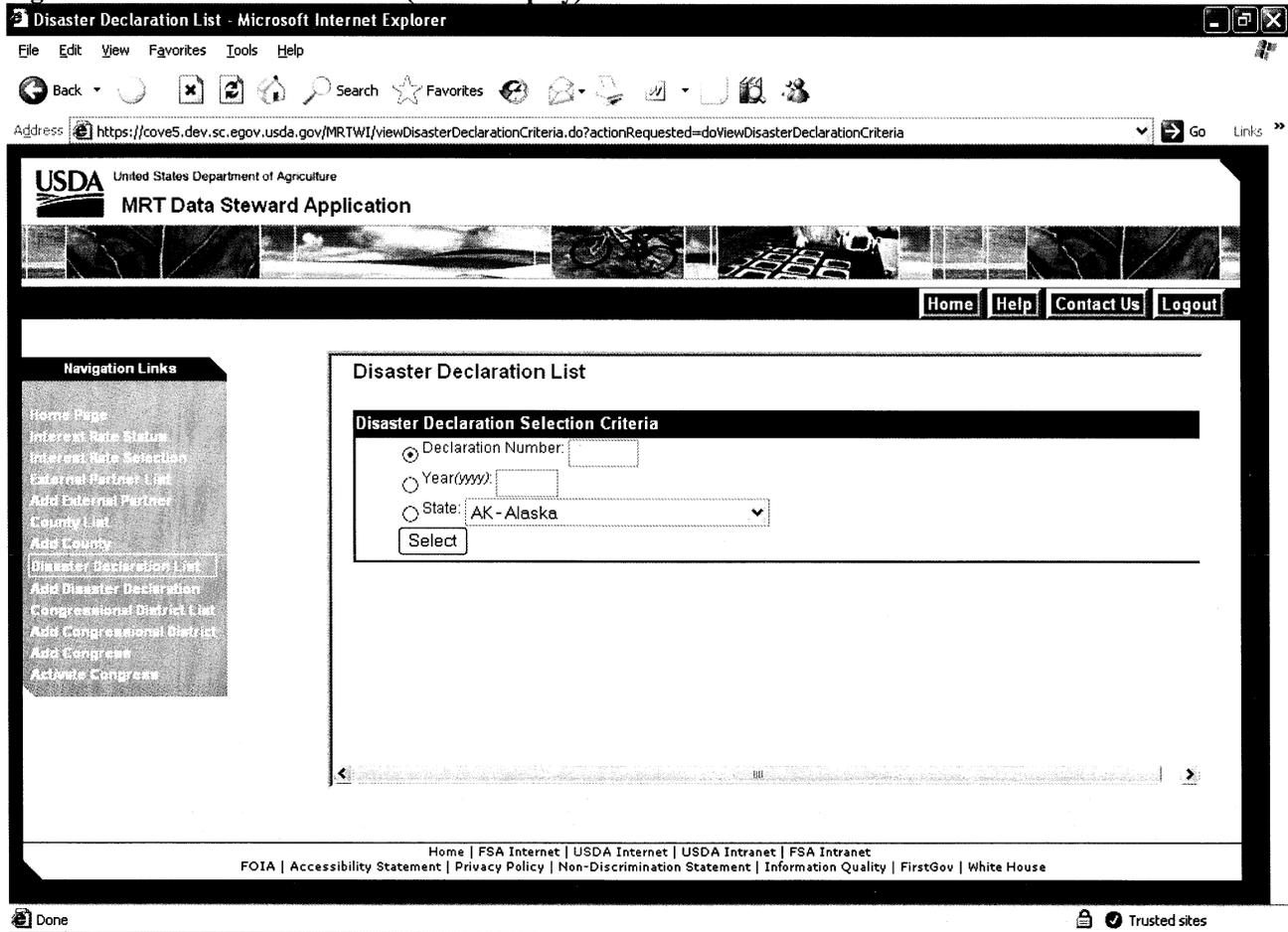
The functions available through the “Disaster Declaration List” link will be explained here.

The “Disaster Declaration List” page displays identifying information for a selected group of disaster declarations. Several functions can be initiated from the “Disaster Declaration List” page:

- Specifying Disaster Declaration Selection Criteria (Reference Section 4.3.1)
- Sorting the Disaster Declaration List (Reference Section 4.3.2)
- Displaying a Disaster Declaration (Reference Section 4.3.3)

Please refer to “Appendix A: Messages – Disaster Declaration List” should you encounter any errors while working with the “Disaster Declaration List” page. Error messages and remedies are listed there.

Figure 5: Disaster Declaration List (Initial Display)



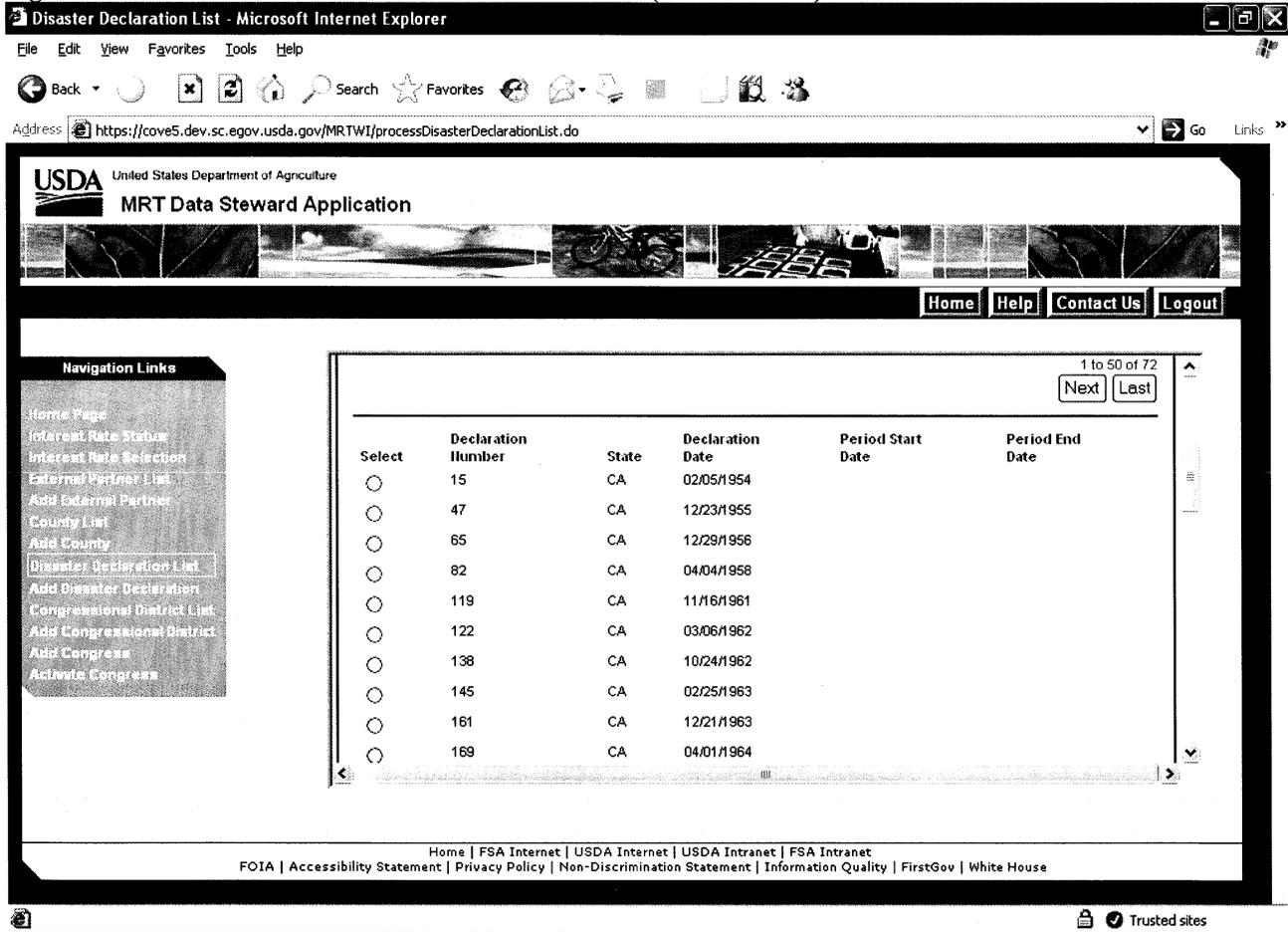
4.3.1 Specifying Disaster Declaration Selection Criteria

You may select the disaster declaration to be displayed by specifying a combination of selection criteria contained in the “Disaster Declaration Selection Criteria” section displayed on the “Disaster Declaration List” page.

To specify selection criteria and select disaster declarations:

- Click the appropriate radio button to choose one of the three selection criteria options:
 - “Declaration Number” (default), “Year” or “State”.
 - The “Declaration Number” option requires you to enter a numeric declaration number.
 - The “Year” option requires you to enter a 4-digit year.
- Once the selection criteria are entered, click the “Select” button and you will be presented with either a list of Disaster Declarations matching the criteria (See figure 6a) or the “View Disaster Declaration” page if the criteria uniquely matches one disaster declaration. Otherwise, a message stating no disaster declarations were found will display.

Figure 6a: After disaster declarations have been selected (scrolled down)



4.3.2 Sorting the Disaster Declaration List

To sort the Disaster Declaration List:

- Choose a sort field from the “Sort Column” dropdown list.
- Choose sort order from the “Sort Order” dropdown list.
- Click on the “Sort Results” button (See figure 6b below).

Figure 6b: Sort criteria (scrolled down)

The screenshot shows a web browser window displaying the 'Disaster Declaration List' application. The browser's address bar shows the URL: <https://cove5.dev.sc.egov.usda.gov/MRTWI/processDisasterDeclarationList.do>. The application header includes the USDA logo and the text 'United States Department of Agriculture' and 'MRT Data Steward Application'. Navigation links include Home, Help, Contact Us, and Logout. A 'Navigation Links' sidebar is visible on the left. The main content area features a 'Disaster Declaration List' section with sorting controls: 'Sort Column:' set to 'Declaration Date' and 'Sort Order:' set to 'Descending'. A 'Sort Results' button is present. Below the controls, a table displays the results, showing columns for Select, Declaration Number, State, Declaration Date, Period Start Date, and Period End Date. The table contains six rows of data. 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.

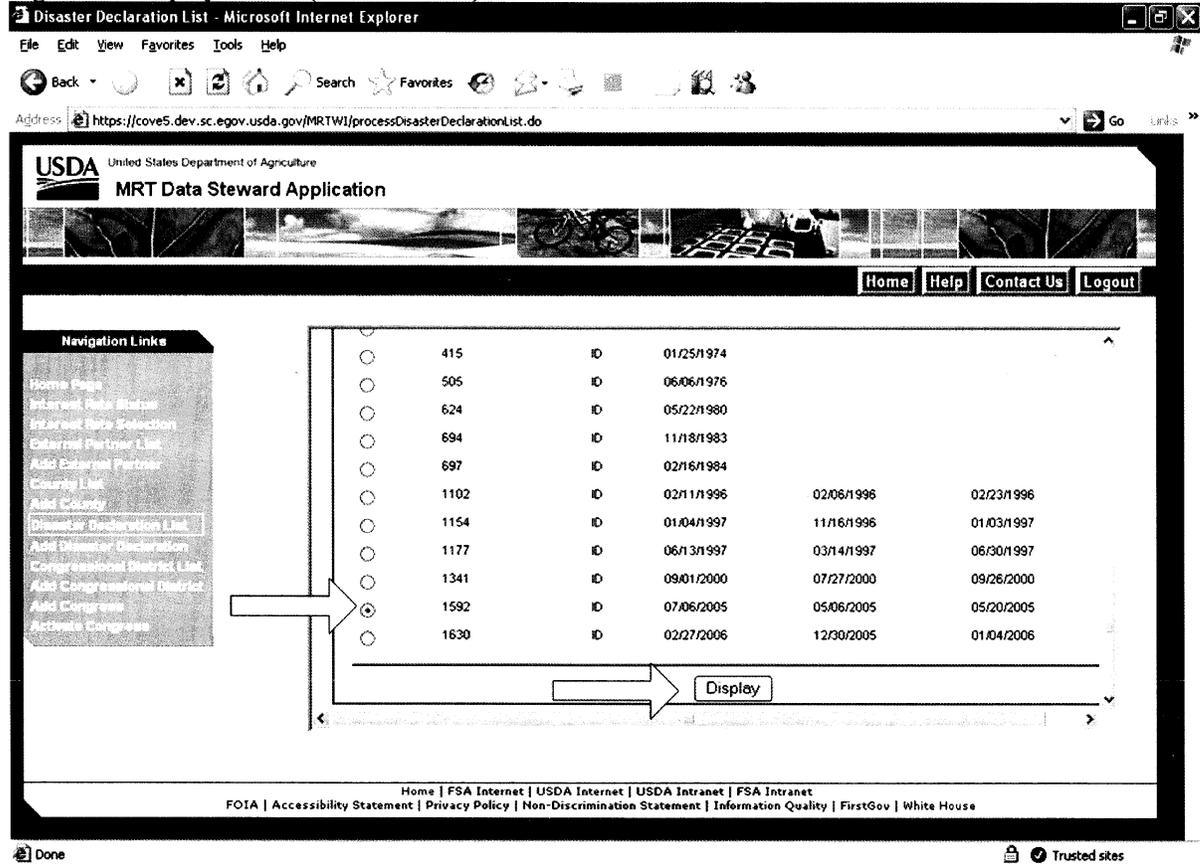
Select	Declaration Number	State	Declaration Date	Period Start Date	Period End Date
<input type="radio"/>	1689	CA	03/13/2007	01/11/2997	01/17/2007
<input type="radio"/>	1646	CA	06/05/2006	03/29/2006	04/16/2006
<input type="radio"/>	1628	CA	02/03/2006	12/17/2005	01/03/2006
<input type="radio"/>	1585	CA	04/14/2005	02/16/2005	02/23/2005
<input type="radio"/>	1577	CA	02/04/2005	12/27/2004	01/11/2005
<input type="radio"/>	1529	CA	06/30/2004	06/03/2004	07/12/2004

4.3.3 Displaying a Disaster Declaration

To display detail information about a disaster declaration:

- Choose a disaster declaration by clicking on the radio button next to the desired disaster declaration.
- Click the “Display” button. (See Figure 6c below).
- The “View Disaster Declaration” page displays showing detail information for the disaster declaration.

Figure 6c: Display button (scrolled down)



4.4 Viewing and Managing a Disaster Declaration

The “View Disaster Declaration” page is a centralized place for viewing and maintaining a disaster declaration’s information. The following functions can be initiated from the “View Disaster Declaration” page:

- Change disaster declaration information - initiated by clicking the “Change Declaration” button. (Reference Section 4.4.2)
- Add Amendment – initiated by clicking the “Add Amendment” button. (Reference Section 4.4.3)
- View Amendment – initiated by selecting an amendment from the “Amendments” section and clicking the “View Amendment” button. (Reference Section 4.4.4)
- Add Disaster Area – initiated by clicking the “Add Area” button. (Reference Section 4.4.6)
- Change Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “Change Area” button. (Reference Section 4.4.7)
- Delete Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “Delete Area” button. (Reference Section 4.4.8)
- View Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “View Area” button. (Reference Section 4.4.9)

4.4.1 Viewing a Disaster Declaration

The “View Disaster Declaration” page can be reached the following ways:

- On the “Disaster Declaration List” page select a disaster declaration from the list and click the “Display” button (Reference Section 4.3.3).
- On the “Disaster Declaration List” page, enter selection criteria that uniquely match a disaster declaration and click the “Select” button (Reference Section 4.3.3).

The “View Disaster Declaration” page displays the following sections:

- Disaster Declaration Information (See figure 7a)
- Disaster Areas (See figure 7b)
- Amendments (See figure 7c)

Please refer to “Appendix A: Messages - View Disaster Declaration Information” should you encounter any errors while working with the “View Disaster Declaration” page. Error messages and remedies are listed there.

Figure 7a: Disaster Declaration Information Section

View Disaster Declaration

Declaration Number: 1102
State: ID
FEMA Disaster Type: Major Disaster Declaration
Declaration Date: 02/11/1996
Period Start Date: 02/06/1996
Period End Date: 02/23/1996
Federal Coordinating Officer: Douglas Gore
Description: Storms/Flooding
Last Change User: Gloria Roth-Robinson
Last Change Date: 11/09/2006
Notes: Initial incident end date was "continuing"

Disaster Areas

	Init. Fed. Fund. %	Init. Fed. Fed.

Figure 7b: Disaster Areas section (scrolled down)

View Disaster Declaration - Microsoft Internet Explorer

Address: https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewDisasterDeclarationList.do

Buttons: Add Area, Change Declaration, Add Amendment

Disaster Areas

Select	Area Type	Area Name	Assist. Type	Init. Fed. Fund. %	End Date	Init. Fed. Fund. %	Fed. Fund. %
<input type="radio"/>	County	Benewah	Public Category B	100			
<input type="radio"/>	County	Bonner	Public Category B	100			
<input type="radio"/>	County	Boundary	Public Category B	100			
<input type="radio"/>	County	Clearwater	Public Category B	100			
<input type="radio"/>	County	Kootenai	Public Category B	100			
<input type="radio"/>	County	Latah	Public Category B	100			
<input type="radio"/>	County	Lewis	Public Category B	100			
<input type="radio"/>	County	Nez Perce	Public Category B	100			
<input type="radio"/>	Tribal Land	Nez Perce Indian Reservation	Individual	02/14/1996	100	75	
<input type="radio"/>	County	Shoshone	Public Category B	100			

Buttons: View Area, Change Area, Delete Area

Figure 7c: Disaster Amendments section (scrolled down)

Declaration

- [Congressional District Data Steward](#)
- [Congressional District List](#)
- [Add Congressional District](#)
- [Add Congress](#)
- [Activate Congress](#)

<input type="radio"/>	County	Clearwater	Public Category B	100
<input type="radio"/>	County	Kootenai	Public Category B	100
<input type="radio"/>	County	Latah	Public Category B	100
<input type="radio"/>	County	Lewis	Public Category B	100
<input type="radio"/>	County	Nez Perce	Public Category B	100
<input type="radio"/>	Tribal Land	Nez Perce Indian Reservation	Individual	02/14/1996 100 75
<input type="radio"/>	County	Shoshone	Public Category B	100

[View Area](#) [Change Area](#) [Delete Area](#)

Amendments

Select	Number	Amendment Date	Period Start Date	Period End Date
<input type="radio"/>	1	02/13/1996		
<input type="radio"/>	2	02/20/1996		
<input type="radio"/>	3	02/27/1996		02/23/1996

[View Amendment](#)

MRTWI Home | FSA Home | USDA.gov | Site Map | Policies and Links
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

4.4.2 Changing Disaster Declaration Information

The “Change Disaster Declaration” page is reached by clicking the “Change Declaration” button located on the “View Disaster Declaration” page (Reference Section 4.4.1).

To change disaster declaration information:

- On the “View Disaster Declaration” page, click the “Change Declaration” button located in the “Disaster Declaration Information” section of the page. (See Figure 7a).
- The “Change Disaster Declaration” page appears displaying the disaster declaration’s information as editable fields (See Figures 8a and 8b).
- Once all the desired changes have been entered, click the “Change” button.
- The “View Disaster Declaration” page redisplay with the updated information.

Note: There is a “Cancel” button on the “Change Disaster Declaration” page. Use this button to return to the “View Disaster Declaration” page without changing the disaster declaration.

Please refer to “Appendix A: Messages – Change Disaster Declaration” should you encounter any errors while working with the “Change Disaster Declaration” page. Error messages and remedies are listed there.

Figure 8a: Change Disaster Declaration - Top Portion of Page

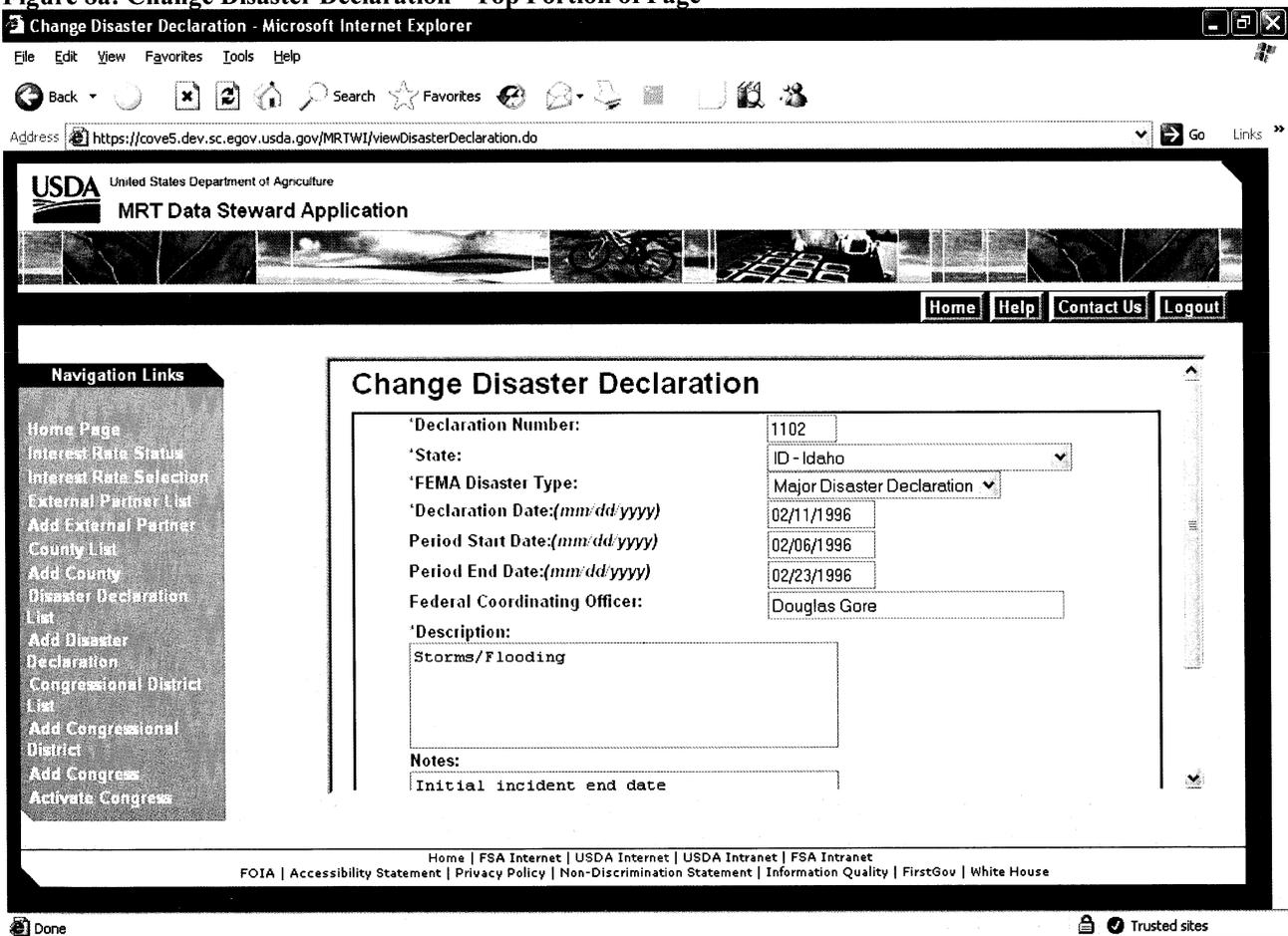


Figure 8b: Change Disaster Declaration – Bottom Portion of Page

Change Disaster Declaration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://cove5.dev.sc.egov.usda.gov/MRTWI/viewDisasterDeclaration.do Go Links

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
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

Declaration Date:(mm-dd-yyyy) 02/11/1996

Period Start Date:(mm-dd-yyyy) 02/06/1996

Period End Date:(mm-dd-yyyy) 02/23/1996

Federal Coordinating Officer: Douglas Gore

Description:
Storms/Flooding

Notes:
Initial incident end date was "continuing"

* = Required Field

Change Cancel

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

Trusted sites

4.4.3 Adding a Disaster Amendment

The “Add Disaster Amendment” page is reached by clicking the “Add Amendment” button located in the “Disaster Declaration Information” section of the “View Disaster Declaration” page (Reference Section 4.4.1).

To add an amendment:

- On the “View Disaster Declaration” page, click the “Add Amendment” button located on in the “Disaster Declaration Information” section of the page (See Figure 7a).
- The “Add Disaster Amendment” page displays (reference Figures 9a and 9b below). Enter the appropriate information. Note: required fields will be marked with an asterisk.
- Manage the amendment’s disaster area information in the following ways (reference Figure 9c below):
 - Add a Disaster Area: Click the “Add Area” button and enter information on the “Add Disaster Area” page
 - View a Disaster Area: Select a previously added disaster area and click the “View Area” button to view the area’s information using the “View Disaster Area” page
 - Change a Disaster Area: Select a previously added disaster area and click the “Change Area” button to modify the area’s information using the “Change Disaster Area” page
 - Delete a Disaster Area: Select a previously added disaster area and click the “Delete Area” button to delete the area’s information from the disaster declaration using the “Delete Disaster Area” page
- Once all the information for the disaster amendment, including disaster areas, has been specified, click the “Save” button to submit the information entered. Note: If non-blank values are entered for Period Start Date, Period End Date or Federal Coordinating Officer, the corresponding fields will also be updated on the disaster declaration.
- The browser will display the “View Disaster Amendment” page where you will be able to view the information entered.

Note: There is a “Cancel” button on the “Add Disaster Amendment” page. Use this button to return to the “View Disaster Declaration” page without adding a Disaster Amendment.

Please refer to “Appendix A: Messages – Add Disaster Amendment” should you encounter any errors while adding a disaster amendment. Error messages and remedies are listed there.

Figure 9a: Add Disaster Amendment - Initial Display

Add Disaster Amendment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://localhost:8888/MRTWI/viewDisasterDeclaration.do> Go Links

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
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

Add Disaster Amendment

Note: Entering a value for Period Start Date, Period End Date or Federal Coordinating Officer will update corresponding fields on the declaration.

Declaration Number:	1102
State:	ID
<hr/>	
*Amendment Number:	<input type="text"/>
*Amendment Date:(mm-dd-yyyy)	<input type="text"/>
Period Start Date:(mm-dd-yyyy)	<input type="text"/>
Period End Date:(mm-dd-yyyy)	<input type="text"/>
Federal Coordinating Officer:	<input type="text"/>
Notes:	<input type="text"/>

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 9b: Add Disaster Amendment - Initial Display – Scrolled Down

Address: http://localhost:8888/MRTWI/viewDisasterDeclaration.do

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
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

Select and update corresponding fields on the declaration.

Declaration Number: 1102
State: ID

*Amendment Number:

*Amendment Date:(mm-dd-yyyy)

Period Start Date:(mm-dd-yyyy)

Period End Date:(mm-dd-yyyy)

Federal Coordinating Officer:

Notes:

* = Required Field

Add Area Save 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 9c: Add Disaster Amendment – Bottom Portion of Page (after an area has been added)

United States Department of Agriculture
MRT Data Steward Application

Home Help Contact Us Logout

Navigation Links

- Home Page
- Interest Rate Status
- Interest Rate Selection
- External Partner List
- Add External Partner
- County List
- Add County
- Disaster Declaration List
- Add Disaster Declaration
- Congressional District List
- Add Congressional District
- Add Congress
- Activate Congress

Federal Coordinating Officer:

Notes:

* = Required Field

Add Area Save Cancel

Disaster Areas

Select	Area Type	Area Name	Initial Fed. Funding % End Date	Initial Fed. Funding %	Fed. Funding %
<input type="radio"/>	County	Gem	08/31/2007	25	75

View Area Change Area Delete Area

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

4.4.4 Viewing a Disaster Amendment

The “View Disaster Amendment” page can be reached the following way:

- On the “View Disaster Declaration” page select a disaster amendment from the “Amendments” section and click the “View Amendment” button (Reference Section 4.4.1)

The “View Disaster Amendment” page is a centralized place for viewing and maintaining disaster amendment information. The following functions can be initiated from the “View Disaster Amendment” page:

- View Declaration – initiated by clicking the “View Declaration” button. (Reference Section 4.4.1)
- Change disaster amendment information - initiated by clicking the “Change Amendment” button. (Reference Section 4.4.5)
- Add Disaster Area – initiated by clicking the “Add Area” button. (Reference Section 4.4.6)
- Change Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “Change Area” button. (Reference Section 4.4.7)
- Delete Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “Delete Area” button. (Reference Section 4.4.8)
- View Area – initiated by selecting a disaster area from the “Disaster Areas” section and clicking the “View Area” button (Reference Section 4.4.9)

Please refer to “Appendix A: Messages - View Disaster Amendment Information” should you encounter any errors while working with the “View Disaster Amendment” page. Error messages and remedies are listed there.

Figure 10a: View Disaster Amendment – Top Portion of Page

The screenshot shows a Microsoft Internet Explorer browser window titled "View Disaster Amendment - Microsoft Internet Explorer". The address bar contains the URL: <https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewDisasterDeclaration.do>. The page header includes the USDA logo and text: "United States Department of Agriculture Farm Service Agency" and "MRT Data Steward Application (MRTWI)". A navigation bar contains links: "MRTWI Home", "About FSA", "Help", "Contact Us", "Exit MRTWI", and "Logout of eAuth".

The main content area is titled "View Disaster Amendment" and displays the following information:

Declaration Number:	1102
State:	ID
Amendment Number:	1

Amendment Date:	02/13/1996
Period Start Date:	
Period End Date:	
Federal Coordinating Officer:	
Last Change User:	Gloria Roth-Robinson
Last Change Date:	11/09/2006

Notes:

Disaster Areas

	Init.	Fed.	Fund.	Init.	Fed.	Fund.

Figure 10b: View Disaster Amendment – Bottom Portion of Page (includes disaster area section)

View Disaster Amendment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Home Search Favorites

Address <https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewDisasterDeclaration.do> Go Links

Disaster Areas

Select	Area Type	Area Name	Assist. Type	Init. Fed. Fund. %	End Date	Init. Fed. Fund. %	Fed. Fund. %
<input type="radio"/>	County	Idaho	Individual	75			

View Area Change Area Delete Area

MRTWI Home | FSA Home | USDA.gov | Site Map | Policies and Links
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

4.4.5 Changing Disaster Amendment Information

The “Change Disaster Amendment” page is reached by clicking the “Change Amendment” button located on the “View Disaster Amendment” page (Reference Section 4.4.4).

To change disaster amendment information:

- On the “View Disaster Amendment” page, click the “Change Amendment” button (See Figure 10a).
- The “Change Disaster Amendment” page appears displaying the disaster amendment’s information as editable fields (See Figures 11a and 11b).
- Once all the desired changes have been entered, click the “Change” button to submit the changes. Note: Changes to Period Start Date, Period End Date or Federal Coordinating Officer will also update the corresponding fields on the disaster declaration provided the fields were not changed to blank on the amendment.
- The “View Disaster Amendment” page redisplay with the updated information.

Note: There is a “Cancel” button on the “Change Disaster Amendment” page. Use this button to return to the “View Disaster Amendment” page without changing the disaster amendment.

Please refer to “Appendix A: Messages – Change Disaster Amendment” should you encounter any errors while working with the “Change Disaster Amendment” page. Error messages and remedies are listed there.

Figure 11a: Change Disaster Amendment

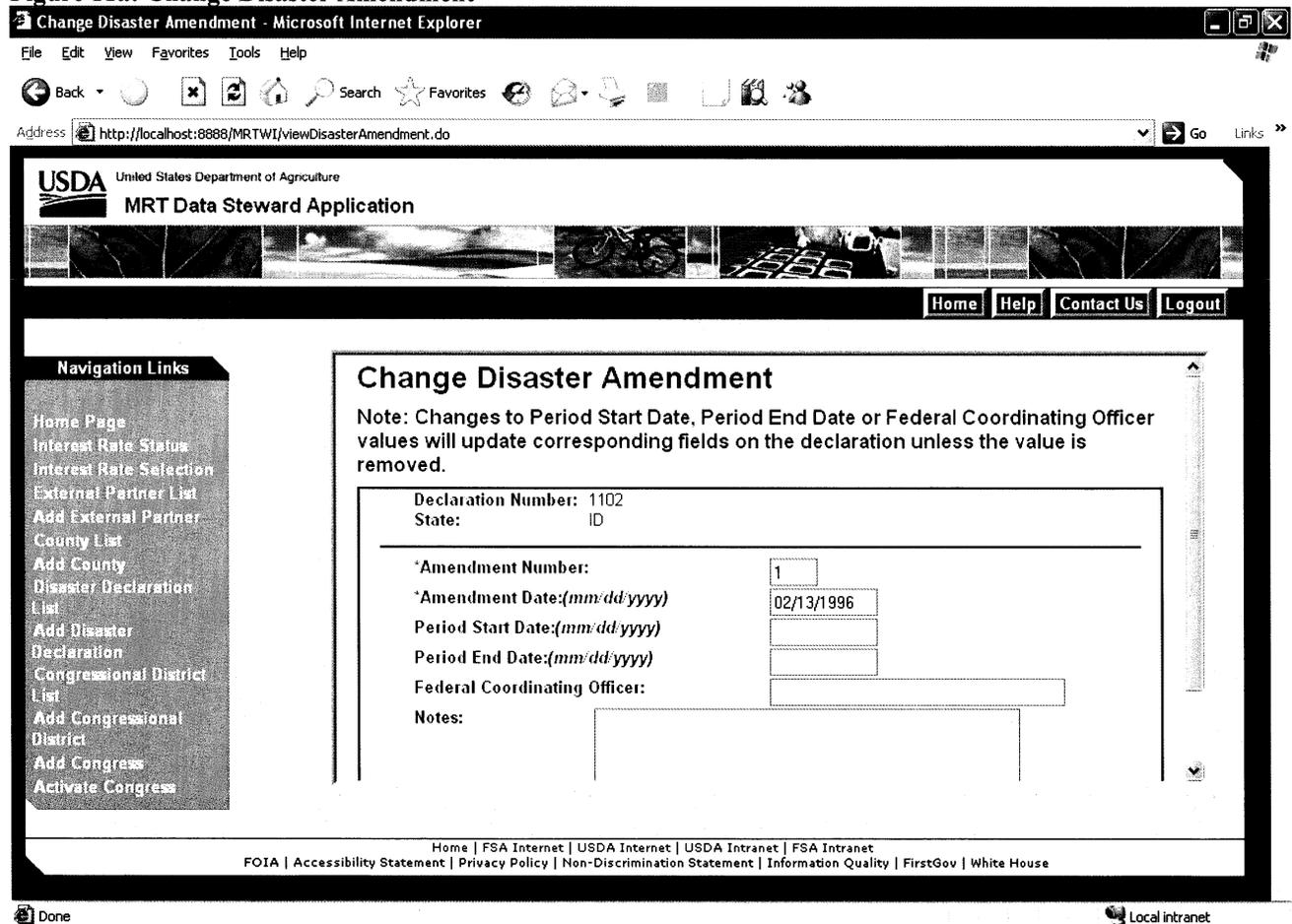


Figure 11b: Change Disaster Amendment – Scrolled Down

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Change Disaster Amendment' page. The browser's address bar shows the URL: `http://localhost:8888/MRTWI/viewDisasterAmendment.do`. The page header includes the USDA logo and the text 'United States Department of Agriculture' and 'MRT Data Steward Application'. A navigation bar at the top right contains links for 'Home', 'Help', 'Contact Us', and 'Logout'. On the left side, there is a 'Navigation Links' menu with various options such as 'Home Page', 'Interest Rate Status', 'Add External Partner', 'County List', 'Add County', 'Disaster Declaration List', 'Add Disaster Declaration', 'Congressional District List', 'Add Congressional District', 'Add Congress', and 'Activate Congress'. The main content area features a form titled 'removed.' with the following fields: 'Declaration Number: 1102', 'State: ID', '*Amendment Number:' (input: 1), '*Amendment Date:(mm/dd/yyyy)' (input: 02/13/1996), 'Period Start Date:(mm/dd/yyyy)', 'Period End Date:(mm/dd/yyyy)', 'Federal Coordinating Officer:', and 'Notes:'. A legend indicates '* = Required Field'. At the bottom of the form are 'Change' and 'Cancel' buttons. The footer of the page contains links for 'Home | FSA Internet | USDA Internet | USDA Intranet | FSA Intranet', 'FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House', and a 'Local intranet' logo.

4.4.6 Adding a Disaster Area

A disaster area may be added to either a disaster declaration or a disaster amendment. The “Add Disaster Area” page can be reached by clicking the “Add Area” button located on either the “Add Disaster Declaration”, “View Disaster Declaration”, “Add Disaster Amendment” or “View Disaster Amendment” page (Reference Sections 4.2, 4.4.1, 4.4.3 and 4.4.4).

To add a disaster area:

- When the “Add Disaster Area” page displays (see Figures 12a and 12b below), enter the appropriate information. Note: required fields will be marked with an asterisk.
- Two buttons are involved in selecting “Disaster Area Type” and “Disaster Area Name”:
 - Initially the “Disaster Area Type” dropdown list will be disabled and defaulted to County and the “Disaster Area Name” dropdown list will be populated with a list of county disaster areas. The “Change Area Type” button will display.
 - Note: Should you wish to change the “Disaster Area Type” from the default of County, click the “Change Area Type” button to obtain a list of area types. Select an area type from the “Disaster Area Type” dropdown and click the “Populate Area Names” button which now displays to obtain a list of area names that correspond to the selected area type.
 - Choose an area name from the “Disaster Area Name” dropdown list.
- Once all the information for the disaster area, has been specified, click the “Add” button to submit the information entered.
- Display will return to the page which requested the “Add Area” function.

Note: There is a “Cancel” button on the “Add Disaster Area” page. Use this button to return to the page that requested the “Add Area” function without adding a Disaster Area.

Please refer to “Appendix A: Messages – Add Disaster Area” should you encounter any errors while working with the “Add Disaster Area” page. Error messages and remedies are listed there.

Figure 12a: Add Disaster Area – Top Portion of Page

4.4.7 Changing a Disaster Area

A disaster area may be associated with either a disaster declaration or a disaster amendment. The “Change Disaster Area” page can be reached by selecting a disaster area from the “Disaster Areas” section and clicking the “Change Area” button located on the “Add Disaster Declaration”, “View Disaster Declaration”, “Add Disaster Amendment” or “View Disaster Amendment” page. (Reference Sections 4.2, 4.4.1, 4.4.3 and 4.4.4)

To change disaster area information:

- When the “Change Disaster Area” page displays (reference Figures 13a and 13b below), enter the appropriate information. Note: required fields will be marked with an asterisk.
- Once all the information for the disaster area has been specified, click the “Change” button to submit the information entered.
- Display will return to the page which requested the “Change Area” function.

Note: There is a “Cancel” button on the “Change Disaster Area” page. Use this button to return to the page that requested the “Change Area” function without modifying the disaster area information.

Please refer to “Appendix A: Messages – Change Disaster Area” should you encounter any errors while working with the “Change Disaster Area” page. Error messages and remedies are listed there.

Figure 13a: Change Disaster Area – Top Portion of Page

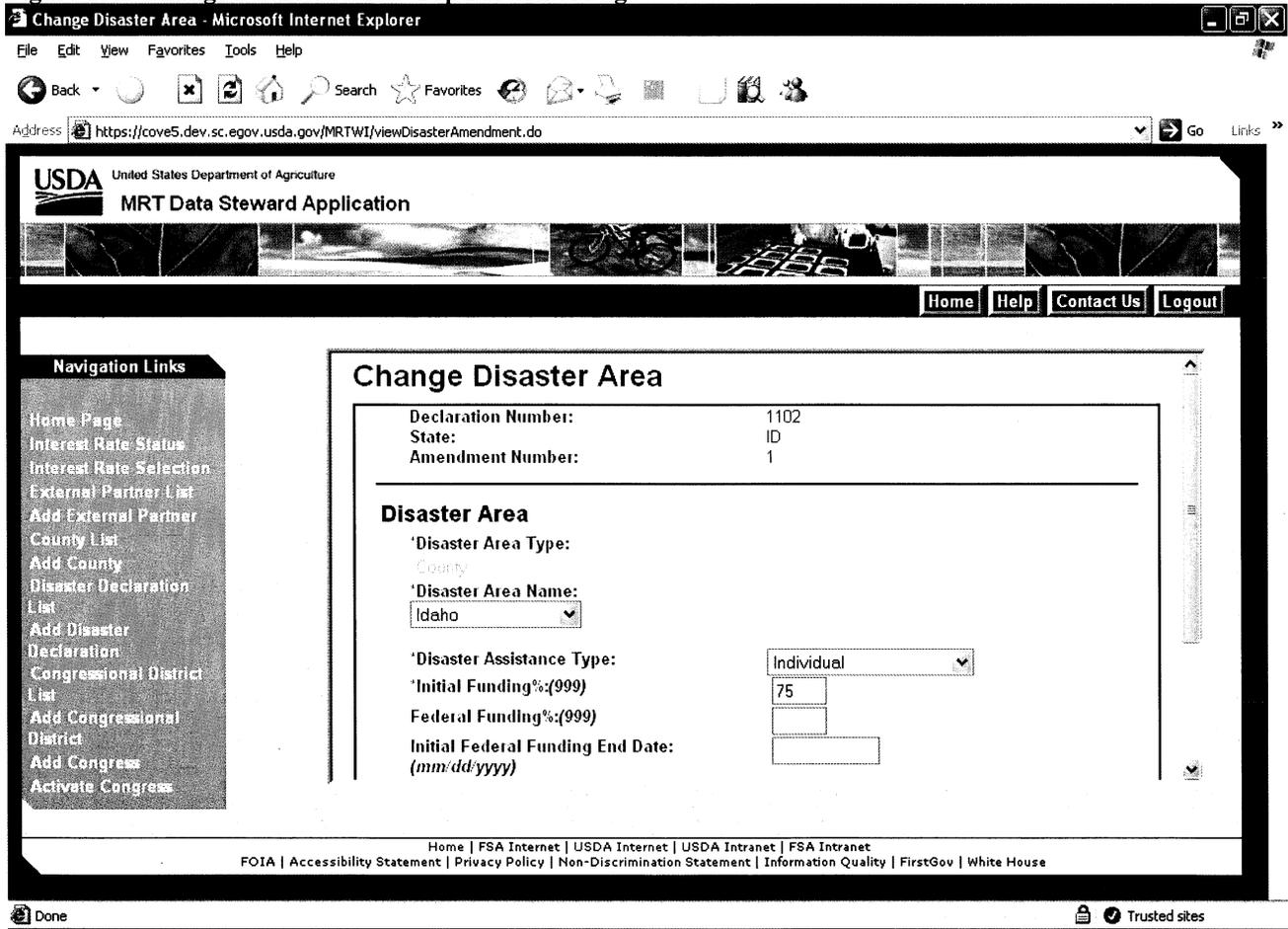


Figure 13b: Change Disaster Area – Bottom Portion of Page

The screenshot shows a web browser window titled "Change Disaster Area - Microsoft Internet Explorer". The address bar shows the URL: <https://cove5.dev.sc.egov.usda.gov/MRTWI/viewDisasterAmendment.do>. The page header includes the USDA logo and "United States Department of Agriculture" with the application title "MRT Data Steward Application". Navigation links include Home, Help, Contact Us, and Logout. A sidebar on the left lists "Navigation Links" such as Home Page, Interest Rate Status, External Partner List, Add External Partner, County List, Add County, Disaster Declaration List, Add Disaster Declaration, Congressional District List, Add Congressional District, Add Congress, and Activate Congress. The main content area contains a form for editing disaster area details:

- *Disaster Area Type:** Required
- *Disaster Area Name:**
- *Disaster Assistance Type:**
- *Initial Funding%:(999)**
- Federal Funding%:(999)**
- Initial Federal Funding End Date: (mm/dd/yyyy)**
- Notes:**

* = Required Field

Buttons:

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

Trusted sites icon

4.4.8 Deleting a Disaster Area

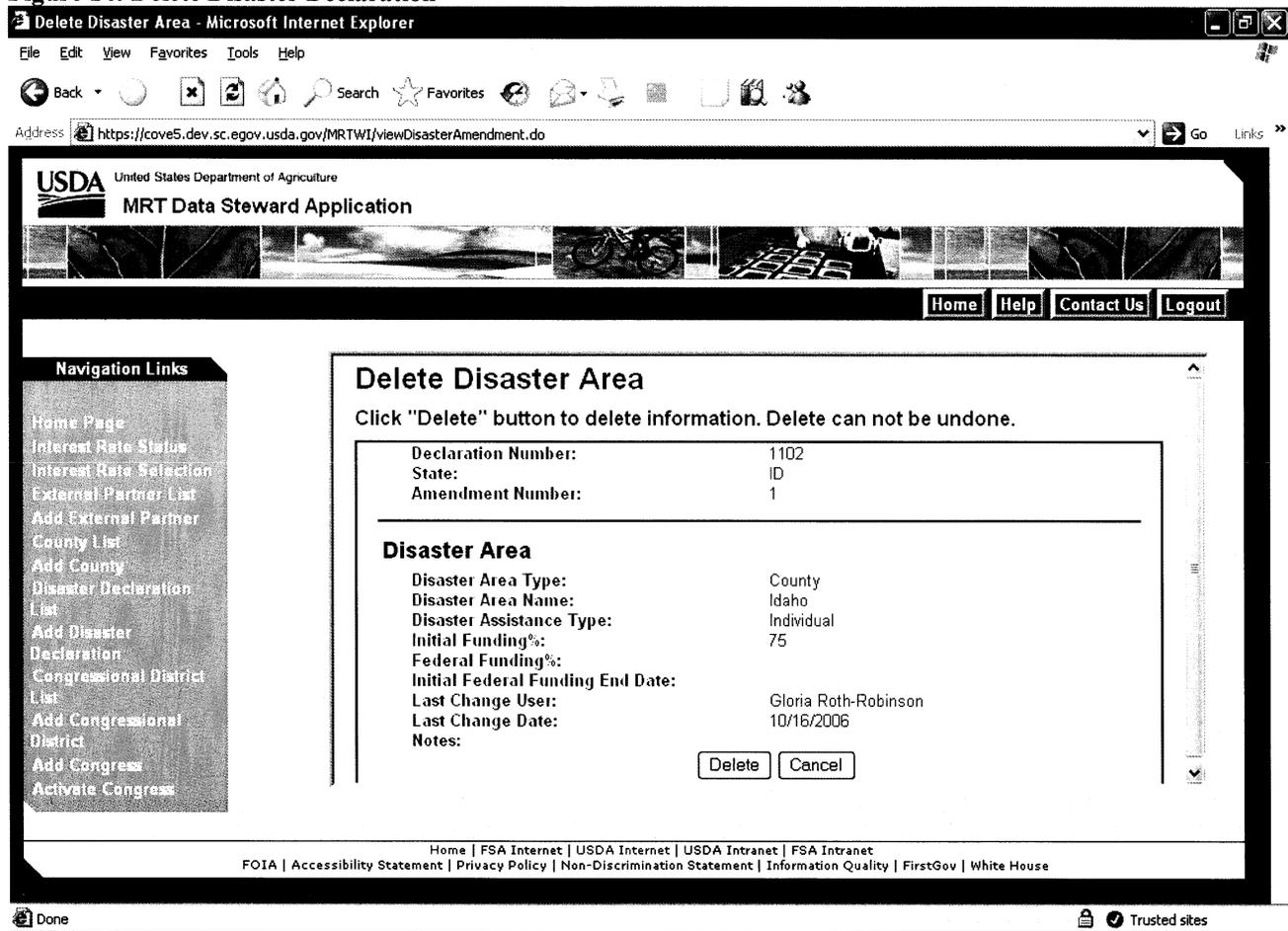
A disaster area may be deleted from either a disaster declaration or a disaster amendment. The “Delete Disaster Area” page can be reached by selecting a disaster area from the “Disaster Areas” section and clicking the “Delete Area” button located on the “Add Disaster Declaration”, “View Disaster Declaration”, “Add Disaster Amendment” or “View Disaster Amendment” page. (Reference Sections 4.2, 4.4.1, 4.4.3 and 4.4.4).

To delete disaster area information:

- When the “Delete Disaster Area” page displays (reference Figure 14 below), click the “Delete” button.
- Display will return to the page which requested the “Delete Area” function.

Note: There is a “Cancel” button on the “Delete Disaster Area” page. Use this button to return to the page that requested the “Delete Area” function without deleting the disaster area information.

Figure 14: Delete Disaster Declaration

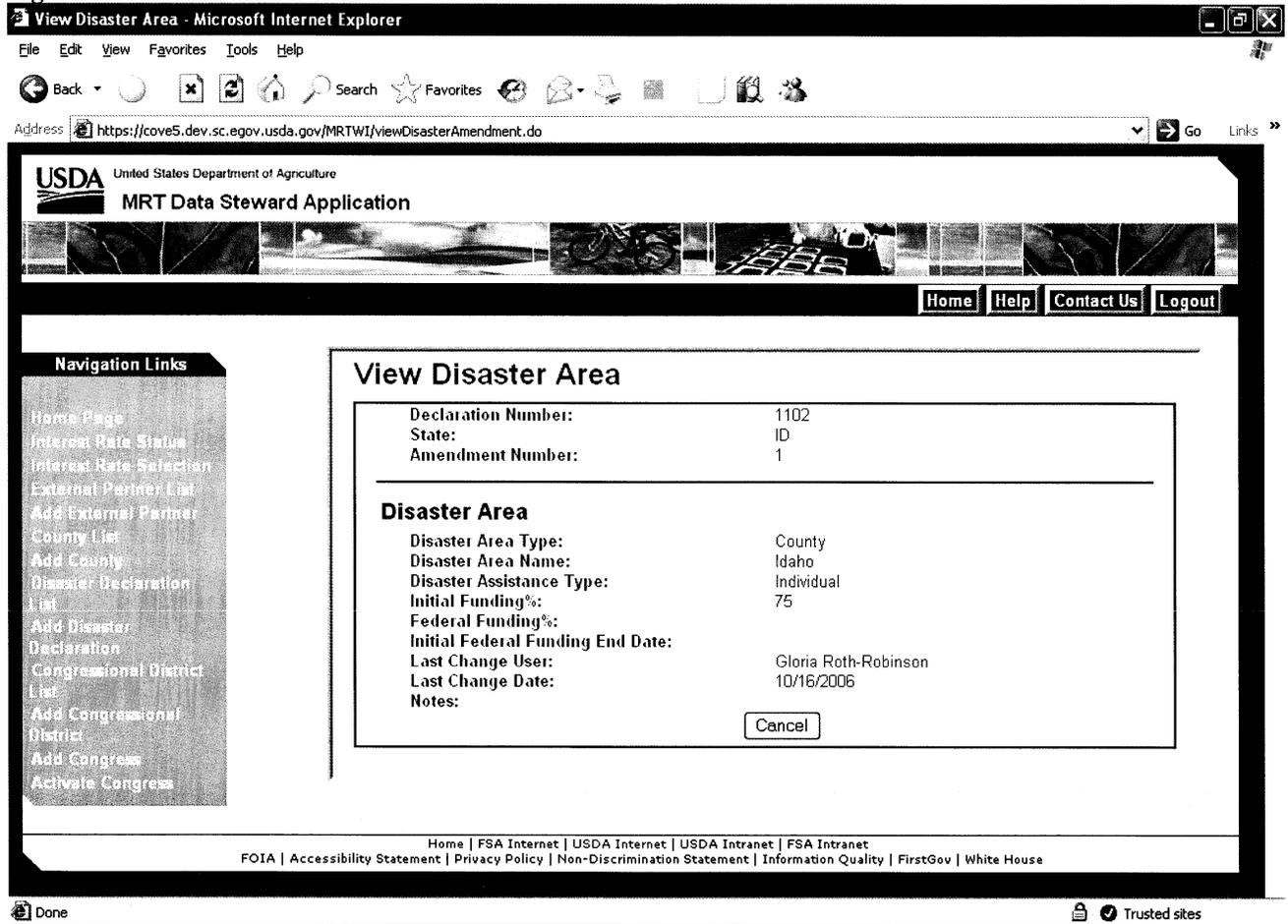


4.4.9 Viewing a Disaster Area

A disaster area may be associated with either a disaster declaration or a disaster amendment. The “View Disaster Area” page can be reached by selecting a disaster area from the “Disaster Areas” section and clicking the “View Area” button located on the “Add Disaster Declaration”, “View Disaster Declaration”, “Add Disaster Amendment” or “View Disaster Amendment” page. (Reference Sections 4.2, 4.4.1, 4.4.3 and 4.4.4).

Note: There is a “Cancel” button on the “View Disaster Area” page. Use this button to return to the page that requested the “View Area” function.

Figure 15: View Disaster Declaration



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 Add Disaster Declaration

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Declaration Number is a required field.	Blanks are entered in the Declaration Number field and the 'Save' button is pressed.	Do not leave Declaration Number blank.
Error	Declaration Date is a required field.	Blanks are entered in the Declaration Date field and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' .
Error	Description is a required field.	Blanks are entered in the Description field and the 'Save' button is pressed.	Do not leave Description blank.
Error	Declaration Number must be numeric.	A non-numeric value is entered in the Declaration Number field and the 'Save' button is pressed.	Enter a numeric Declaration Number.
Error	Invalid value entered for Declaration Date.	Incorrectly formatted date is entered in the Declaration Date field and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' .
Error	Invalid value entered for Period Start Date.	Incorrectly formatted date is entered in the Period Start Date field and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Period Start Date blank.
Error	Invalid value entered for Period End Date.	Incorrectly formatted date is entered in the Period End Date field and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Period End Date blank.
Error	Declaration Number already exists.	A Declaration Number that already exists is entered and the 'Save' button is pressed.	Enter a Declaration Number that is unique for the year in which the disaster occurred.
Error	Period End Date cannot be prior to Period Start Date.	The Period End Date entered is prior to the Period Start Date and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' that is prior to the date entered for Period Start Date.
Error	Please Select a Disaster Area.	No Disaster Area is selected and the 'View Area', 'Change Area' or 'Delete Area' button is pressed.	Select a Disaster Area by clicking the radio button next to it and click the button again.
Error	All Disaster Areas must be located in the same state as the	Disaster areas from a different state are added and "Save" button is	Cancel the declaration and start over again. A declaration can not

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	Declaration. Cancel and recreate the Declaration.	pressed.	include more than one state. Do not change the state once disaster areas have been added to the declaration.
Error	Initial Funding % cannot be greater than 100%	A value greater than 100 was entered in the Disaster Area Initial Funding Percentage field and the 'Save' button is pressed.	Correct the disaster area with a Initial Funding % greater than 100%; enter a value 100% or less.
Error	Federal Funding % cannot be greater than 100%	A value greater than 100 was entered in the Disaster Area Federal Funding Percentage field and the 'Save' button is pressed.	Correct the disaster area with a Federal Funding % greater than 100%; enter a value 100% or less.
Error	State must be selected.	No state is selected from the drop down and the "Add Area" button is pressed.	Select a state from the drop down and then click the "Add Area" button again.
Error	State must be selected.	No state is selected from the drop down and the "Save" button is pressed.	Select a state from the drop down and then click the "Save" button again.
Warning	State should not be changed without deleting all Disaster Areas.	Disaster area added while adding a disaster declaration.	A declaration can not include more than one state. To change the state, first delete all the disaster areas from the declaration.

A.4 Disaster Declaration List

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	No Disaster Declarations were found for this request.	Valid selection criteria is entered.	Enter different selection criteria.
Error	Declaration Number must be entered.	The Declaration Number option was selected but no Declaration Number was entered. The 'Select' button was pressed.	Do not leave Declaration Number blank. Enter a numeric Declaration Number and click the 'Select' button again.
Error	Declaration Number must be numeric.	The Declaration Number option was selected but a non-numeric value was entered in the Declaration Number field and the 'Select' button was pressed.	Enter a numeric DeclarationNumber and click the 'Select' button again.
Error	Year must be entered.	The Year option was selected but no Year was entered. The 'Select' button was pressed.	Do not leave Year blank. Enter a 4-digit numeric year and click the 'Select' button again.
Error	Year is invalid.	The Year option was selected but a value other than a 4-digit numeric was entered. The 'Select' button was pressed.	Enter a 4-digit numeric year and click the 'Select' button again.
Error	Please Select a Disaster Declaration	No Disaster Declaration is selected and the 'Display' button is pressed.	Select a Disaster Declaration appearing on the list by clicking on the radio button to the left of it. Click the 'Display' button again.

A.5 View Disaster Declaration

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
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MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Please select a Disaster Area.	A Disaster Area is not selected and the 'View Area', 'Change Area' or 'Delete Area' button was clicked.	Select a disaster area by clicking on the radio button next to and click the button again.
Error	Please select an Amendment	An Amendment is not selected and the 'View Amendment' button was clicked.	Select an amendment by clicking on the radio button next to it and click the 'View Amendment' button again.

A.6 Change Disaster Declaration

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Declaration Number is a required field.	Blanks are entered in the Declaration Number field and the 'Change' button is pressed.	Do not leave Declaration Number blank.
Error	Declaration Date is a required field.	Blanks are entered in the Declaration Date field and the 'Change' button is pressed.	Enter a date in the format 'mm/dd/yyyy' .
Error	Description is a required field.	Blanks are entered in the Description field and the 'Change' button is pressed.	Do not leave Description blank.
Error	Declaration Number must be numeric.	A non-numeric value is entered in the Declaration Number field and the 'Change' button is pressed.	Enter a numeric Declaration Number.
Error	Invalid value entered for Declaration Date.	Incorrectly formatted date is entered in the Declaration Date field and the 'Change' button is pressed.	Enter a date in the format 'mm/dd/yyyy' .
Error	Invalid value entered for Period Start Date.	Incorrectly formatted date is entered in the Period Start Date field and the 'Change' button is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Period Start Date blank.
Error	Invalid value entered for Period End Date.	Incorrectly formatted date is entered in the Period End Date field and the 'Change' button is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Period End Date blank.
Error	Declaration Number already exists.	A Declaration Number that previously exists is entered and the 'Change' button is pressed.	Enter a Declaration Number that is unique for the year in which the disaster occurred.
Error	Period End Date cannot be prior to Period Start Date.	The Period End Date entered is prior to the Period Start Date and the 'Save' button is pressed.	Enter a date in the format 'mm/dd/yyyy' that is prior to the date entered for Period Start Date.
Error	State can not be changed without deleting all Disaster Areas on Declaration and all Amendments.	The state is changed on a declaration with associated disaster areas or amendments with disaster areas and the 'Change' button is pressed.	A disaster declaration can not include more than one state. To change the state, first delete the disaster areas from the declaration and all amendments.

A.7 Add Disaster Amendment

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Amendment Number is a required field.	Blanks are entered in the Amendment Number field and the 'Save' button is pressed.	Do not leave Amendment Number blank. Enter a numeric value.
Error	Amendment Date is a required field.	Blanks are entered in the Amendment Date field and the 'Save' button is pressed.	Do not leave Amendment Date blank. Enter a valid date in the format 'mm/dd/yyyy'.
Error	Amendment Number must be numeric.	A non-numeric value was entered in the Amendment Number field and the 'Save' button is pressed.	Enter a numeric value.
Error	Invalid value entered for Amendment Date.	Incorrectly formatted date is entered in the Amendment Date field and the 'Save' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy'.
Error	Invalid value entered for Period Start Date.	Incorrectly formatted date is entered in the Period Start Date field and the 'Save' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period Start Date blank.
Error	Invalid value entered for Period End Date.	Incorrectly formatted date is entered in the Period End Date field and the 'Save' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period End Date blank.
Error	Period End Date cannot be prior to Period Start Date.	The Period End Date entered is prior to the Period Start Date and the 'Save' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period Start Date blank,
Error	Disaster Amendment already exists for the Disaster Declaration	An Amendment Number that previously exists for the Disaster Declaration is entered and the 'Save' button is pressed.	Enter an amendment number that is unique for the disaster declaration.
Error	Please select a Disaster Area.	A Disaster Area is not selected and the 'View Area', 'Change Area' or 'Delete Area' is pressed.	Select a disaster area by clicking on the radio button to the left of it.
Error	Initial Funding % cannot be greater than 100%	A value greater than 100 was entered in the Initial Funding Percentage field and the 'Save' button is pressed.	Correct the disaster area with a Initial Funding % greater than 100%; enter a value 100% or less.
Error	Federal Funding % cannot be greater than 100%	A value greater than 100 was entered in the Federal Funding Percentage field and the 'Save' button is pressed.	Correct the disaster area with a Federal Funding % greater than 100%; enter a value 100% or less.

A.8 View Disaster Amendment

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Please select a Disaster Area.	A Disaster Area is not selected and the 'View Area', 'Change Area' or 'Delete Area' is pressed.	Select a disaster area by clicking the radio button to the left of it.

A.9 Change Disaster Amendment

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Amendment Number is a required field.	Blanks are entered in the Amendment Number field and the 'Change' button is pressed.	Do not leave Amendment Number blank. Enter a numeric value.
Error	Amendment Date is a required	Blanks are entered in the	Do not leave Amendment Date

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	field.	Amendment Date field and the 'Change' button is pressed.	blank. Enter a valid date in the format 'mm/dd/yyyy'.
Error	Amendment Number must be numeric.	A non-numeric value was entered in the Amendment Number field and the 'Change' button is pressed.	Enter a numeric value.
Error	Invalid value entered for Amendment Date.	Incorrectly formatted date is entered in the Amendment Date field and the 'Change' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy'.
Error	Invalid value entered for Period Start Date.	Incorrectly formatted date is entered in the Period Start Date field and the 'Change' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period Start Date blank.
Error	Invalid value entered for Period End Date.	Incorrectly formatted date is entered in the Period End Date field and the 'Change' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period End Date blank.
Error	Period End Date cannot be prior to Period Start Date.	The Period End Date entered is prior to the Period Start Date and the 'Change' button is pressed.	Enter a valid date in the format 'mm/dd/yyyy' or leave Period Start Date blank,
Error	Disaster Amendment already exists for the Disaster Declaration	The Amendment Number was changed to one that already exists for the Disaster Declaration and the 'Change' button is pressed.	Enter an amendment number that is unique for the disaster declaration.

A.10 Add Disaster Area

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Area Name is a required field.	No value is selected from the Area Name dropdown and the 'Add' button is pressed.	Do not leave Area Name blank.
Error	Initial Funding % is a required field.	No value is entered in the Initial Funding Percentage field and the 'Add' button is pressed.	Do not leave Initial Funding % blank. Enter a numeric value.
Error	Initial Funding % must be numeric	A non-numeric value is entered in the Initial Funding Percentage field and the 'Add' button is pressed.	Enter a numeric value.
Error	Federal Funding % must be numeric	A non-numeric value is entered in the Federal Funding Percentage field and the 'Add' button is pressed.	Enter a numeric value or leave Federal Funding % blank.
Error	Initial Funding % cannot be greater than 100%	A value greater than 100 was entered in the Initial Funding Percentage field and the 'Add' button is pressed.	Enter a value less than or greater than 100 or leave Initial Funding % blank.
Error	Federal Funding % cannot be greater than 100%	A value greater than 100 was entered in the Federal Funding Percentage field and the 'Add' button is pressed.	Enter a value less than or greater than 100 or leave Federal Funding % blank.
Error	Invalid value entered for Initial Federal Funding End Date	Incorrectly formatted date is entered in the Initial Federal Funding End Date field and the 'Add' button is pressed.	Enter a valid date in 'mm/dd/yyyy' format or leave Initial Federal Funding End Date blank.
Error	Disaster Area already exists.	If the Disaster Area is being added to a Disaster Declaration, then a Disaster Area Name that already exists for the Disaster Declaration was selected. The 'Add' button was pressed.	Select a Disaster Area Name that is unique for the disaster declaration or disaster amendment.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		If the Disaster Area is being added to a Disaster Amendment, then a Disaster Area Name that already exists for the Disaster Declaration was selected. The 'Add' button was pressed.	
Error	Disaster Area Type must be selected prior to getting Disaster Area Names.	'Populate Area Names' button was pressed without selecting a Disaster Area Type.	Select an area type from the Disaster Area Type dropdown list and then click the 'Populate Area Names' button.
Info	No Disaster Area Names found for the selected Area Type.	A Disaster Area Type is selected and the 'Populate Area Names' button was pressed, however, no Disaster Area Names could be found for the Disaster Area Type selected.	Select a different Disaster Area Type and click the 'Populate Area Names' button.

A.11 Change Disaster Area

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Area Name is a required field.	No value is selected from the Area Name dropdown and the 'Change' button is pressed.	Do not leave Area Name blank.
Error	Initial Funding % is a required field.	No value is entered in the Initial Funding Percentage field and the 'Change' button is pressed.	Do not leave Initial Funding % blank. Enter a numeric value.
Error	Initial Funding % must be numeric	A non-numeric value is entered in the Initial Funding Percentage field and the 'Change' button is pressed.	Enter a numeric value.
Error	Federal Funding % must be numeric	A non-numeric value is entered in the Federal Funding Percentage field and the 'Change' button is pressed.	Enter a numeric value or leave Federal Funding % blank.
Error	Initial Funding % cannot be greater than 100%	A value greater than 100 was entered in the Initial Funding Percentage field and the 'Change' button is pressed.	Enter a value less than or greater than 100 or leave Initial Funding % blank.
Error	Federal Funding % cannot be greater than 100%	A value greater than 100 was entered in the Federal Funding Percentage field and the 'Change' button is pressed.	Enter a value less than or greater than 100 or leave Federal Funding % blank.
Error	Invalid value entered for Initial Federal Funding End Date	Incorrectly formatted date is entered in the Initial Federal Funding End Date field and the 'Change' button is pressed.	Enter a valid date in 'mm/dd/yyyy' format or leave Initial Federal Funding End Date blank.
Error	Disaster Area already exists.	If the Disaster Area is being added to a Disaster Declaration, then a Disaster Area Name that already exists for the Disaster Declaration was selected. The 'Change' button was pressed. If the Disaster Area is being added to a Disaster Amendment, then a Disaster Area Name that already	Select a Disaster Area Name that is unique for the disaster declaration or disaster amendment.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		exists for the Disaster Declaration was selected. The 'Change' button was 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
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing Standards
FIPS PUB	FIPS Publication
FSA	Farm Service Agency
ITSD/OTC/DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office
LSAD	Legal Statistical Area Description
MRT	Master Reference Table
MRTWI	MRT Web Interface
NRCS	Natural Resources Conservation Service
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services
RD	Rural Development
REAA	Regional Education Attendance Area
TIA	Technical Information Advisory
URL	Uniform Resource Locator

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 / 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.
Disaster Amendment	Amendment to information on a federally declared disaster. Notices of a disaster amendment are published in the Federal Register.
Disaster Amendment Date	Date of a disaster amendment.
Disaster Amendment Number	An amendment number associated with a disaster declaration. Notices of disaster amendments are published in the Federal Register.
Disaster Assistance Type Name	<p>Type of federal disaster assistance available from the Federal Emergency Management Agency (FEMA).</p> <p>Examples:</p> <p>Individual Assistance</p> <p>Public Assistance</p> <p>Public Assistance Category A</p> <p>Public Assistance Category E</p> <p>Hazard Mitigation Assistance</p>
Disaster Declaration	Federal disaster declaration made for disasters occurring in the United States when disaster damage is beyond the capabilities of the state and local governments, and federal assistance is needed. Notices of a disaster declaration are published in the Federal Register.
Disaster Declaration Date	Date a disaster declaration is made.
Disaster Declaration Number	Unique declaration number as established by the Federal Emergency Management Agency (FEMA) for a specific disaster.
Disaster Description	Description of a disaster. A disaster may be natural or man made.

TERM	DEFINITION
	<p>Examples:</p> <p>Severe Storms and Tornadoes</p> <p>Extreme Wildfire Threats</p> <p>Earthquakes</p>
Disaster Notification Type Code	<p>Code used to identify the type of disaster notification.</p> <p style="text-align: center;">D Declaration</p> <p style="text-align: center;">A Amendment</p>
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.
Federal Coordinating Officer Name	Name of the officer assigned by Federal Emergency Management Agency (FEMA) to coordinate a disaster effort. The officer can be changed by an amendment to the initial disaster declaration.
Federal Emergency Management Agency	<p>An agency in the U.S. Department of Homeland Security (DHS) that leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the National Flood Insurance Program.</p> <p>Source: www.fema.gov</p> <p>FEMA publishes federally declared disasters on their Disaster Declarations website (http://www.fema.gov/news/disasters.fema) whenever a disaster is declared.</p>
Federal Funding Percentage	Percentage of federal funding available after the initial federal funding period ends. It is typically 75%.
FEMA Disaster Type Name	Name of the disaster type.
FIPS Class Identifier	This is a system-generated, unique, internal identifier that identifies a FIPS Class.
FIPS Place Code	FIPS place code is a unique code in the Federal Information Processing Standard Publication (FIPS PUB) 55 for each listed populated place, primary county division, and other location entity in the 50 States, the District of Columbia, Puerto Rico and the Outlying Areas. A FIPS Place Code is unique only when associated with a state or equivalent entity of the United States.

TERM	DEFINITION
FIPS Place Name	Identifies the name of a populated place as defined in Federal FIPS 55-3.
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.
Initial Federal Funding Percentage	Percentage of federal funding available during the initial funding period.
Initial Federal Funding Percentage End Date	Date the initial federal funding percentage ends. This date can be extended by an amendment to the disaster declaration.
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.
LSAD Code	<p>A code that represents the description of legal and statistical entities.</p> <p>Examples:</p> <p style="padding-left: 40px;">78 Home Land</p> <p style="padding-left: 40px;">84 Pueblo</p>
Legal Entity	A geographic entity whose origin, boundary, name, and description result from charters, laws, treaties, or other administrative or governmental action.
Legal Statistical Area Description	The description of legal and statistical entities.
Major Disaster	<p>Could result from a hurricane, earthquake, flood, tornado or major fire which the President determines to warrant supplemental federal aid. The event must be clearly more than state or local governments can handle alone. If declared, funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.</p> <p>Source: www.fema.gov</p>
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.

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.						
Period End Date	The date the disaster period ends.						
Period Start Date	The date a disaster period starts.						
Presidential Major Disaster Declarations	<p>Puts into motion long-term federal recovery programs, some of which are matched by state programs, and designed to help disaster victims, businesses and public entities. Funding comes from the President's Disaster Relief Fund, which is managed by FEMA, and disaster aid programs of other participating federal agencies.</p> <p>Source: www.fema.gov</p>						
Regional Educational Attendance Area	Type of Location Area used to identify disaster area coverage in Alaska.						
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.						
Statistical Entity	A geographic entity that is specially defined and delineated so that the U.S. Census Bureau may tabulate data for it.						
Tribal Land Census Code	<p>A census code is assigned by the Census Bureau to identify a specific geographic entity. The Bureau uses census codes for geographic entities for which a Federal Information Processing Standards code either does not exist or is inadequate to identify and/or sequence a type of entity.</p> <p>Census codes are assigned for a variety of geographic entities, including American Indian area, Alaska Native village statistical area, Hawaiian home land, census division, census region, urbanized area, urban cluster, state legislative district, school district, and voting district. The structure, format, and meaning of census codes used in U.S. Census Bureau data products appear in the appropriate technical documentation.</p> <p>For tribal land (American Indian Areas, Alaska Native Areas, and Hawaiian Home Lands), a 4-character numeric census code is used.</p> <p>Examples:</p> <table data-bbox="662 1713 1084 1801"> <thead> <tr> <th>Tribal Land Census Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>0010</td> <td>Acoma</td> </tr> <tr> <td>1010</td> <td>Elk Valley</td> </tr> </tbody> </table>	Tribal Land Census Code	Name	0010	Acoma	1010	Elk Valley
Tribal Land Census Code	Name						
0010	Acoma						
1010	Elk Valley						
Technical Information Advisory	Bulletins issued by USDA/FSA/AMC/AO to advise the FSA software development community.						

Appendix D: Users Types

USER	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