

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

**Prepared For**

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## 1 Introduction

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

## 2 First Time User's Guide

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

The MRT Data Steward application supports Data Stewards who have been assigned responsibility for MRT data utilized by OCIO-ITS and within the Service Center Agencies, which consist of the Farm Service Agency (FSA), Rural Development (RD), and National Resource Conservation Service (NRCS). Currently, the 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](http://www.eauth.egov.usda.gov) Click on the "Update Your Account" link, login and review your account information for accuracy. Your first and last name must match your government issued photo ID (e.g., state issued driver's license).
4. Take your government issued ID to your Local Registration Authority (LRA) for activation of your account with Level 2 access. Contact your local Information Security Office to determine who your LRA is. Until your LRA activates your account, you will not have Level 2 access.

### 3. Obtain access to MRTs:

1. Contact the MRT team:
  - MRT team group email; [ug-mokansasc2-MRT](mailto:ug-mokansasc2-MRT)
  - Norma Westbrook at 816-926-2688, [norma.westbrook@kcc.usda.gov](mailto:norma.westbrook@kcc.usda.gov)
  - Janet Stinson at 816-926-1421; [janet.stinson@kcc.usda.gov](mailto: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 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 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 cannot exist between a current rate's end date and a new 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.

#### **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>

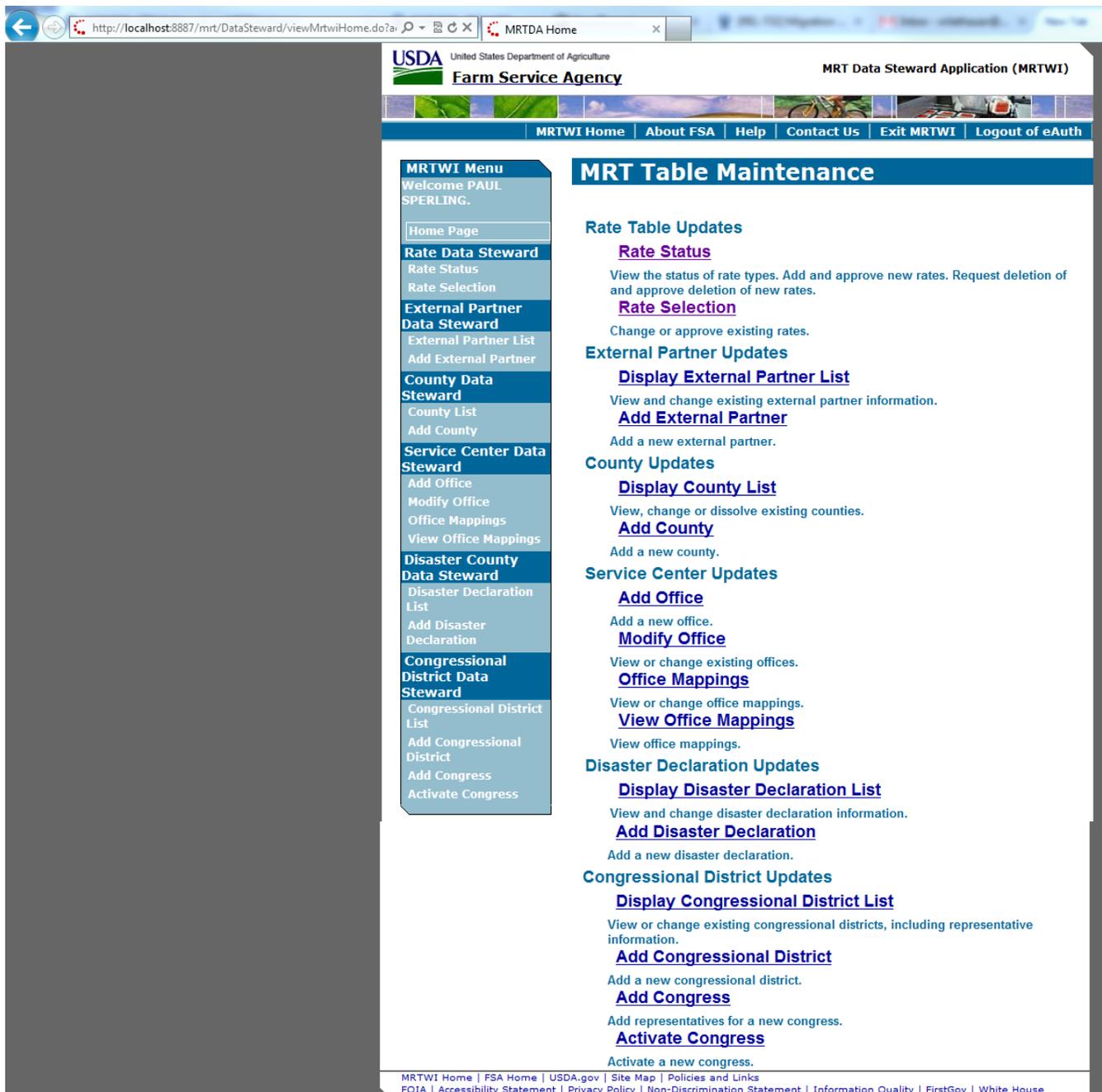
You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User ID and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

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**

**Figure1: MRT Table Maintenance**



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

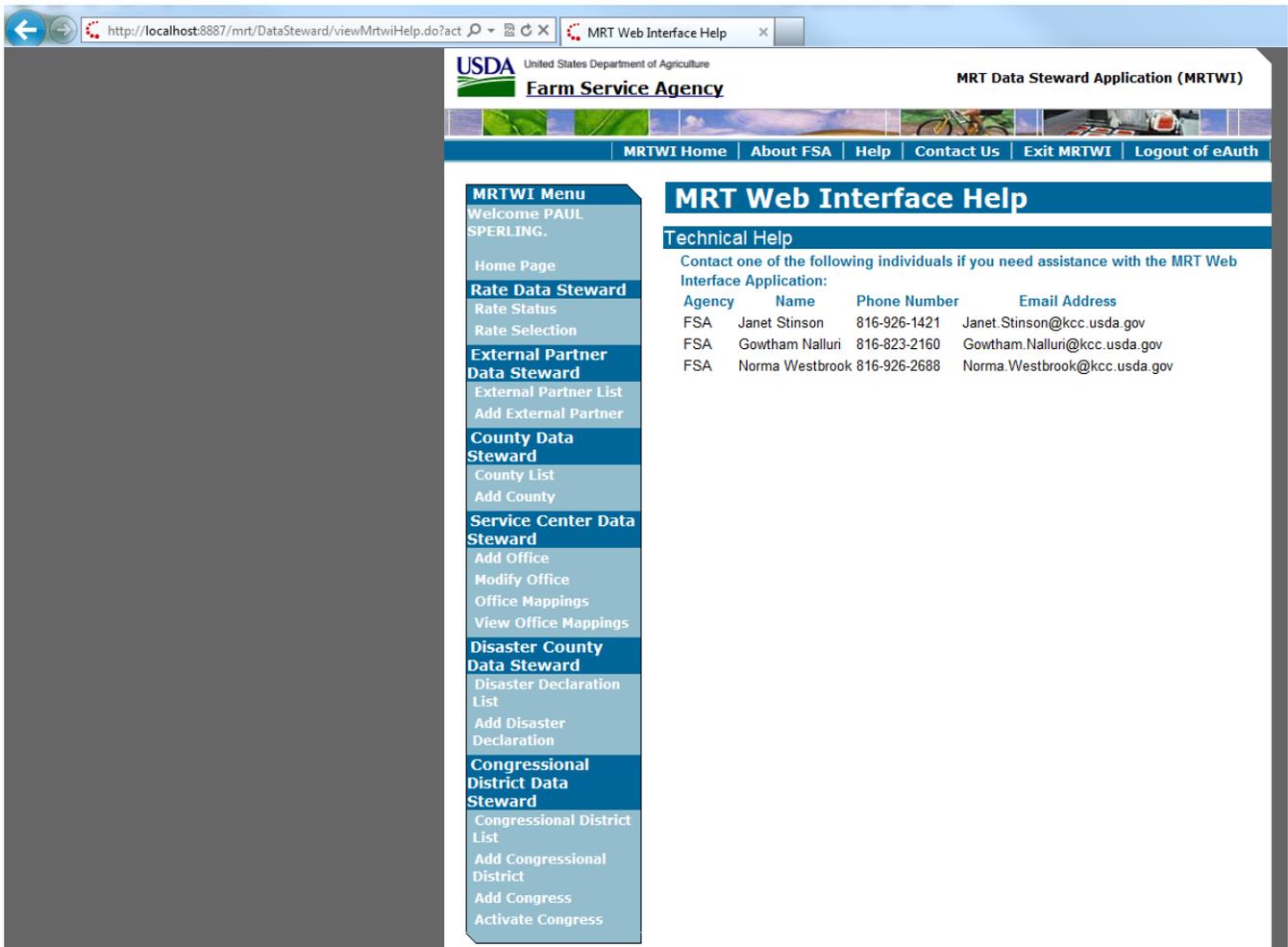
- The "MRTWI Menu" section displays a welcome message which confirms the user has correctly logged in. It also list all data steward functions for which the current user has been authorized. For now there are only two rate links. And as you can see, the current page is highlighted in the MRTWI Menu Section. 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).



## 4 Rate Data Steward

### 4.1 Overview of Rate Data Steward Functions

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

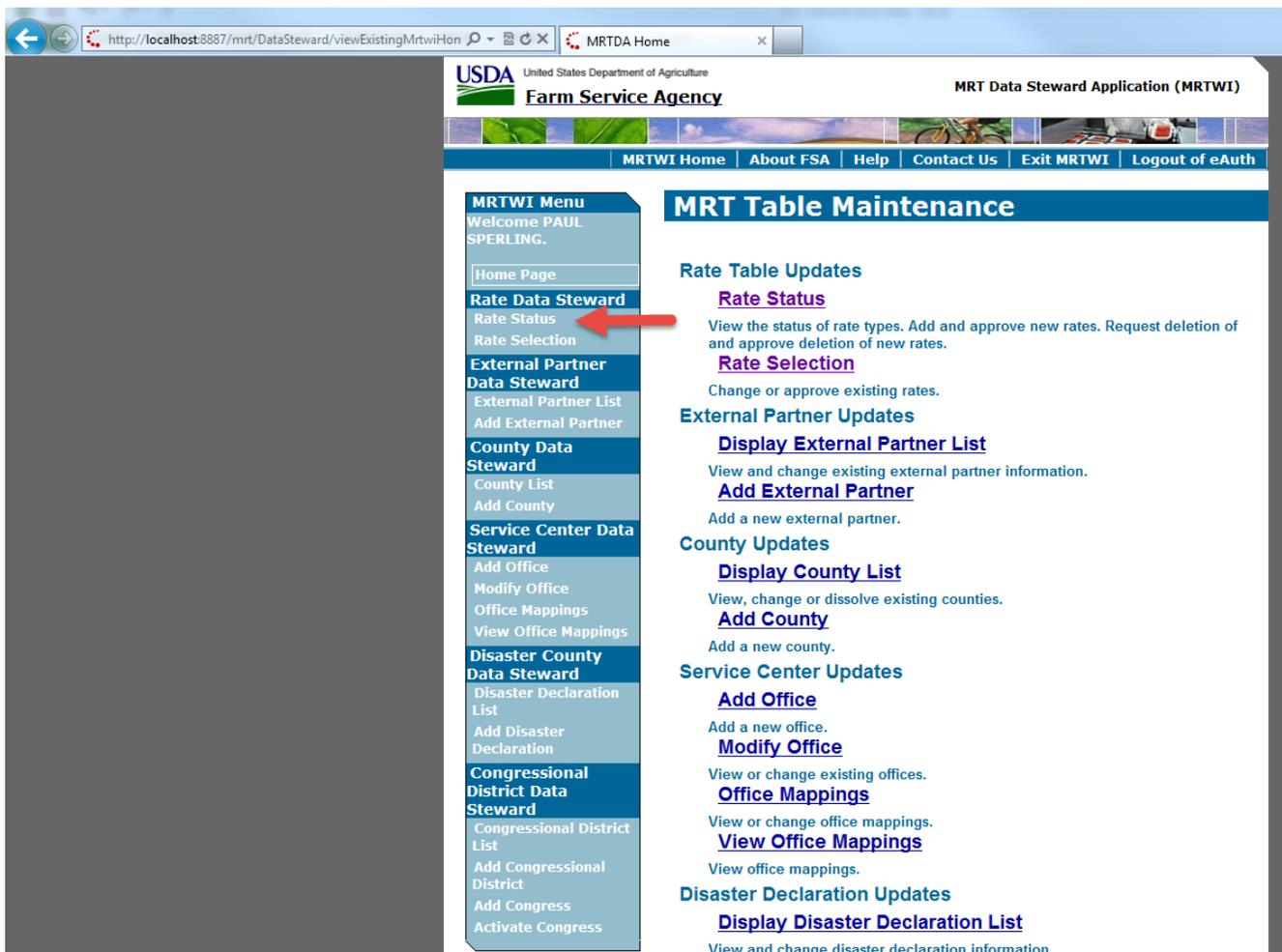
#### 4.1.1 MRTWI Menu Section options for the Rate Data Steward Application:

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

- **Rate Status:**  
This option allows the user to view current and prior rate information for all rate types. For each type of rate, the user can add new rates, approve current rates, request deletion of current rates or approve deletion of current rates.
- **Rate Selection:**  
This option allows the user to view all rate information of all 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 Rate Data Steward Application MRTWI Menu Section**



## 4.2 Rate Status

All functions available through "Rate Status" link will be explained here. All the functions apply to the current rate of a certain 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 "Rate Status" page without making the intended change. The basic flow follows:

- The user will first select a group of rates through "Rate Status Selection" page.
- A list of rate status information will be returned.

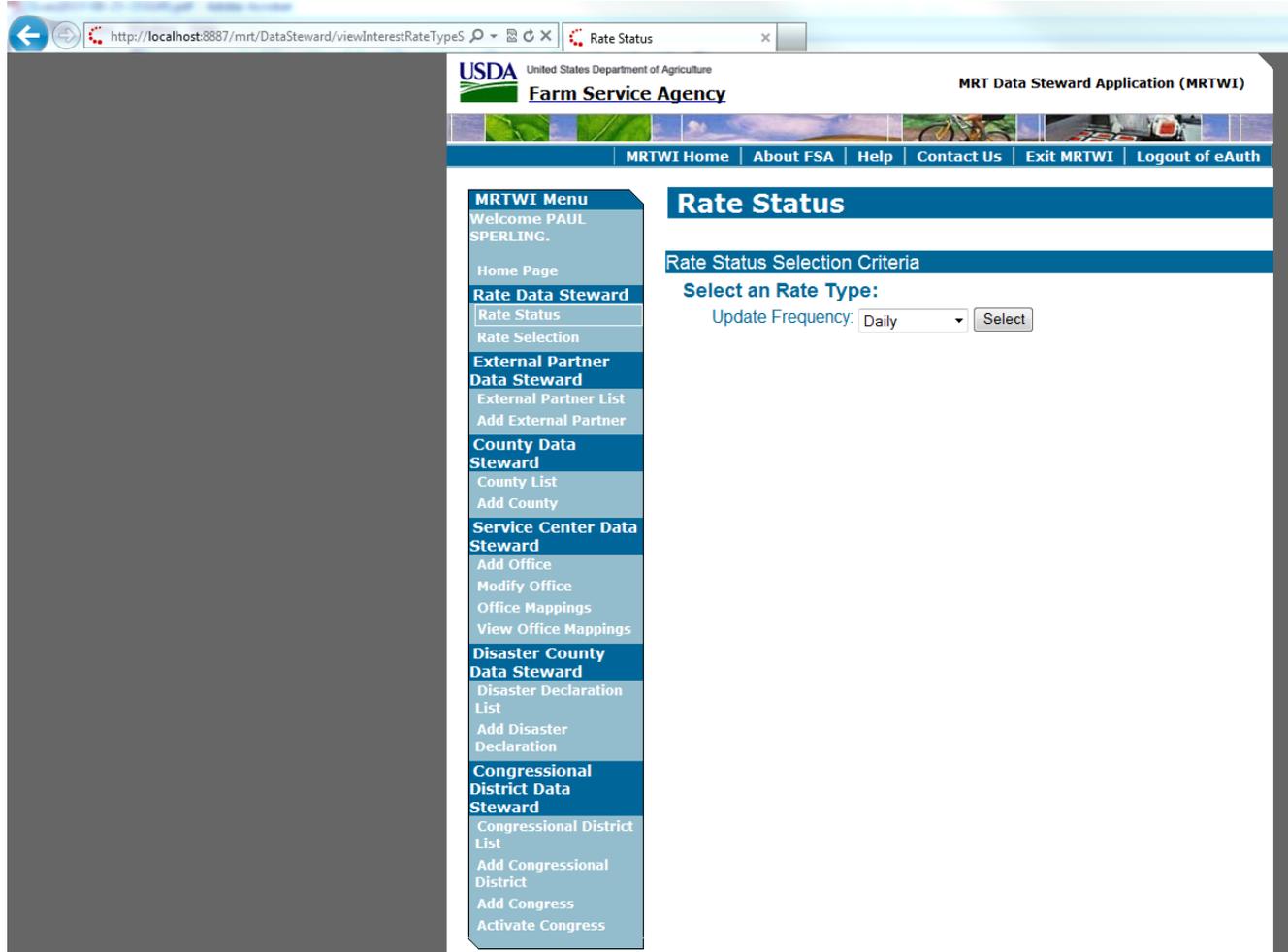
- Then user can select one of the rates and choose to perform "Add New Rate", "Approve Rate", "Request Delete" or "Approve Delete" by clicking the corresponding button.
- After addition, approval or deletion of the rate is done or canceled, the browser will return to the previous "Rate List" page where 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 Rate Status

To view rate status by update frequency,

- Select the "Rate Status" option in the MRTWI Menu Section or the link in "Rate Table Updates" on the Home page. The "Rate Status" screen should appear.
- From this page, select the update frequency from the drop down list.
- Click the 'Select' button in 'Rate Status Selection Criteria'. (Please see Figure 4 below)

Figure 4: Rate Status (Before Selection)



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

Figure 5: Rate Status

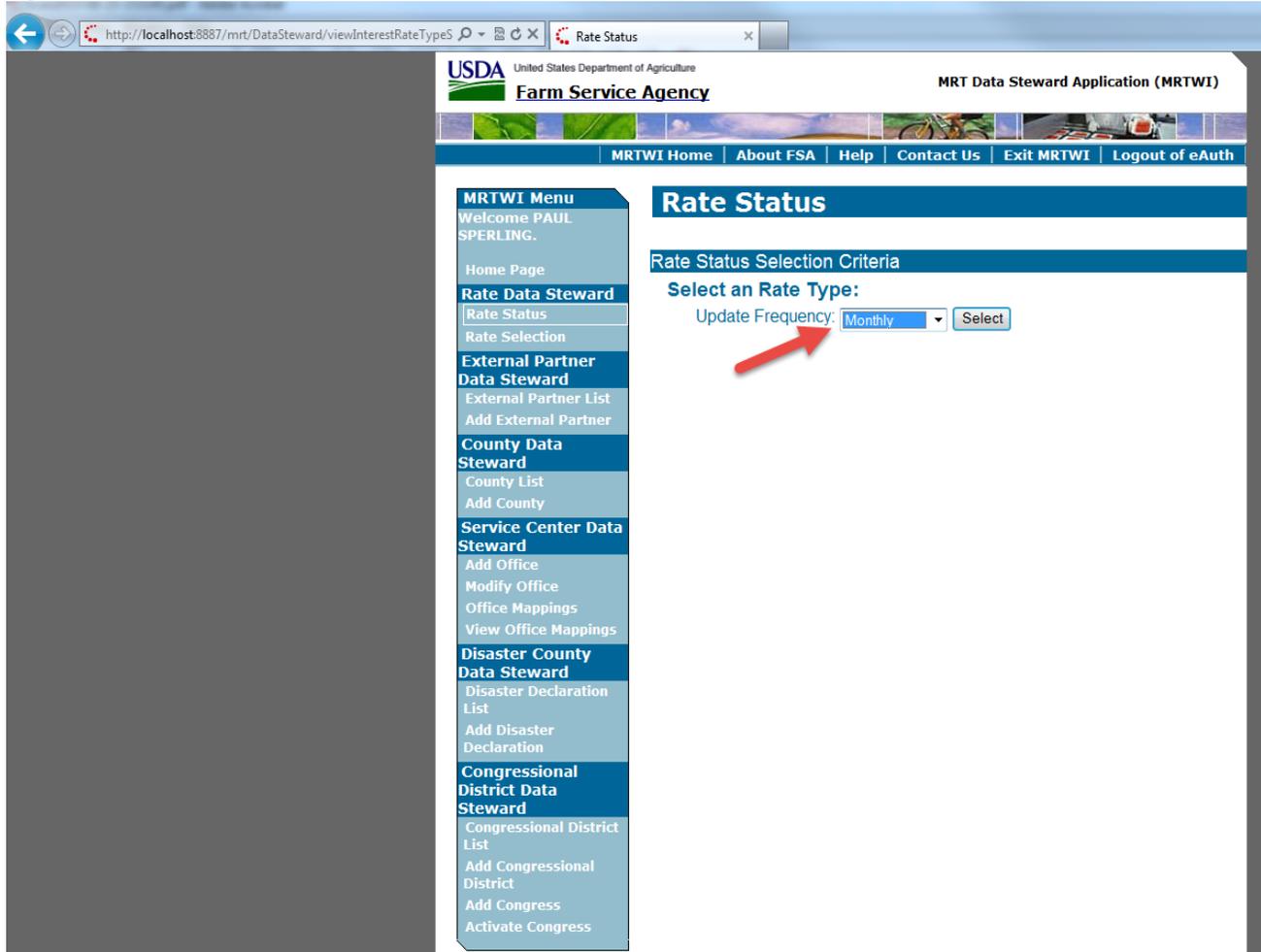
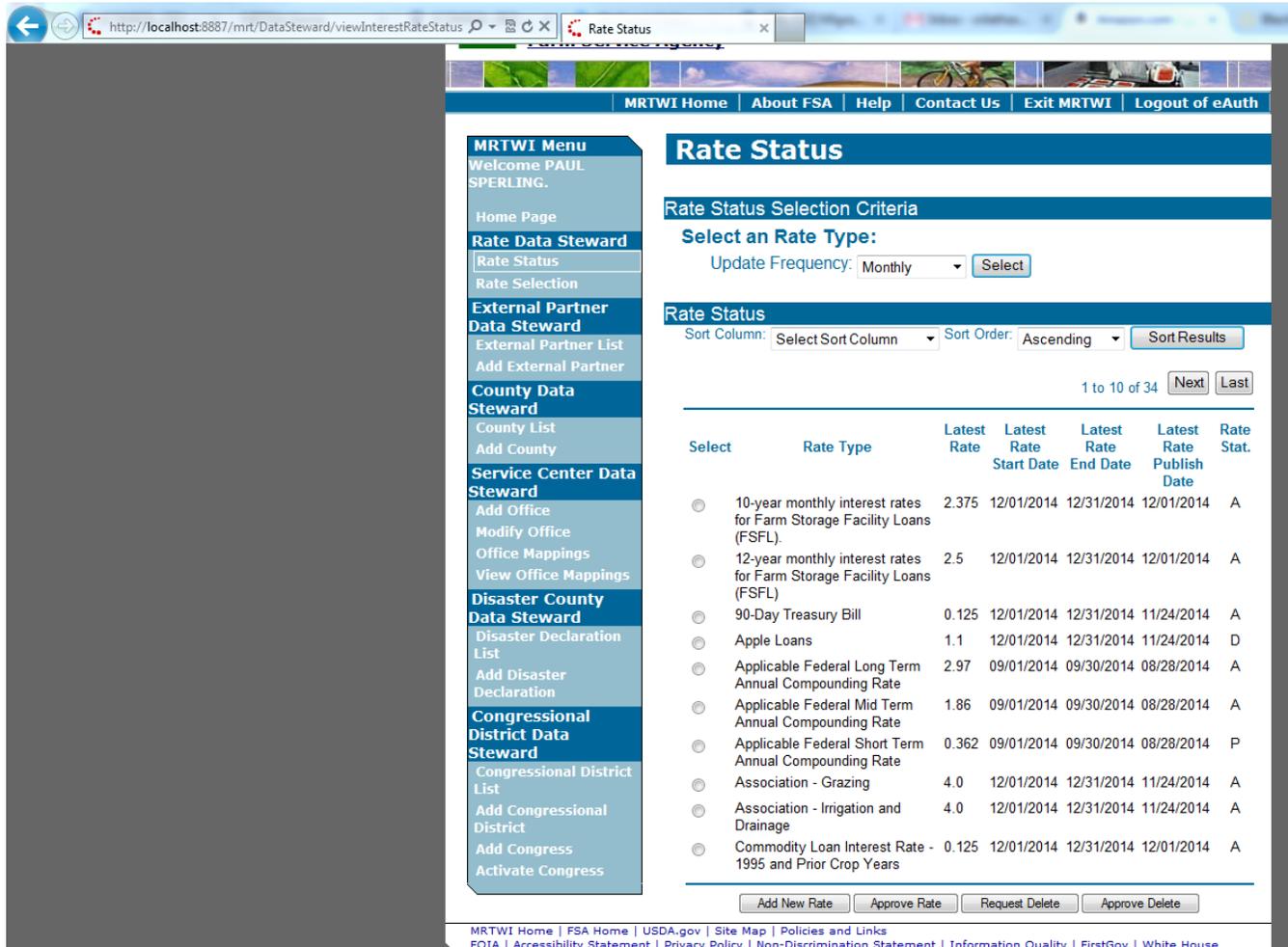


Figure 7: Rate Status



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

"Rate Status Selection Criteria" allows the user to select rate status information for display by update frequency.

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

"Rate Status List" shows the rate status information. The information for 5 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 rates (Figure 6). For each rate type shown, there is a radio button for selecting the rate. At the bottom of the rate status list, there are 4 buttons available for the user to perform different actions for the rate type selected. Only one 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).

From this point, the user can choose to sort the 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 Rate Status List**

To sort the 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 a rate:

- Choose a rate type by clicking on the radio button next to the rate type desired.
- Click on the "Add New Rate" button (See Figure 7). The page will go to "Add Rate" page (See Figure 8).
- On "Add New Rate" page, input all the information needed for a new rate. Input fields are rate, publish date, start date, end date and notes. 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 "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

The screenshot displays the 'Add Rate' interface within the MRT Data Steward Application. The browser address bar shows the URL: `http://localhost:8887/mrt/DataSteward/processInterestRateSta`. The page header includes the USDA logo and 'Farm Service Agency' branding, along with the application title 'MRT Data Steward Application (MRTWI)'. A navigation bar contains links for 'MRTWI Home', 'About FSA', 'Help', 'Contact Us', 'Exit MRTWI', and 'Logout of eAuth'.

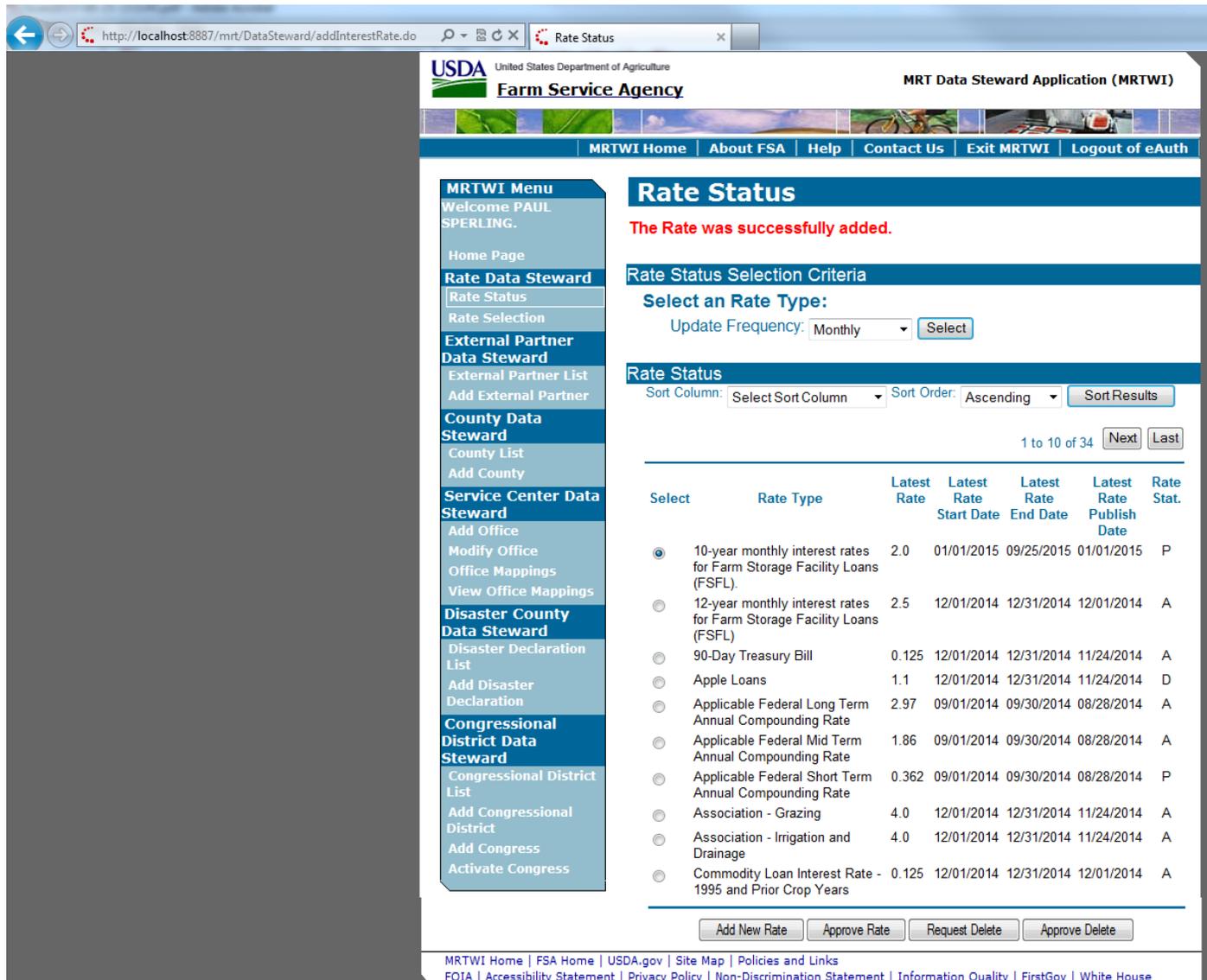
The left sidebar, titled 'MRTWI Menu', lists various navigation options: 'Welcome PAUL SPERLING.', 'Home Page', 'Rate Data Steward' (with sub-links for 'Rate Status' and 'Rate Selection'), 'External Partner Data Steward' (with sub-links for 'External Partner List' and 'Add External Partner'), 'County Data Steward' (with sub-links for 'County List' and 'Add County'), 'Service Center Data Steward' (with sub-links for 'Add Office', 'Modify Office', 'Office Mappings', and 'View Office Mappings'), 'Disaster County Data Steward' (with sub-links for 'Disaster Declaration List', 'Add Disaster Declaration'), and 'Congressional District Data Steward' (with sub-links for 'Congressional District List', 'Add Congressional District', 'Add Congress', and 'Activate Congress').

The main content area is titled 'Add Rate' and is divided into several sections:

- New Rate Details:** This section contains the following information:
  - Rate Type:** 10-year monthly interest rates for Farm Storage Facility Loans (FSFL).
  - Source:** Contained in a notice titled "CCC and Farm and Sugar Storage Facility Loan (FSFL/SSFL) Program Interest Rates". This notice is available at the following web site: <http://www.fsa.usda.gov/dam/forms/fsanotices.asp>
  - Description:** (Same as Source)
  - Update Frequency:** Monthly
  - New Rate Available:** list wk prv mnth
  - Contact Name:** Andy Diamond
  - Contact Phone:** 202-772-6010
- Current Rate Details:** This section shows:
  - Rate Identifier:** 354473
  - Rate:** 2.375%
  - Start Date:** 12/01/2014
  - Publish Date:** 12/01/2014
  - End Date:** 12/31/2014
  - Notes:** (Empty)
- New Rate Details (Form):** This section contains input fields for:
  - Rate Identifier:** TBD
  - Rate:** (Field with placeholder `{zzz.9999}`)
  - Publish Date:** (Field with placeholder `(mm/dd/yyyy)`)
  - Start Date:** (Field with placeholder `(mm/dd/yyyy)`)
  - End Date:** (Field with placeholder `(mm/dd/yyyy)`)
  - Notes:** (Large text area)

At the bottom of the form, there are 'Add' and 'Cancel' buttons.

Figure 9: Adding New Rate succeeded



#### 4.2.4 Approve Current Rate

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

- Choose a rate type which has a current rate in pending status by clicking on the radio button next to the rate type desired.
- Click on the "Approve Rate" button (See Figure 7). The page will go to "Approve Rate" page (See Figure 11).
- On the "Approve Rate" page, review all the rate information (See Figure 10).
- Click on the "Approve" button (See Figure 10).

Several outcomes are possible:

- If the rate selected is not pending approval, an error message will appear rather than the "Approve Rate" page.
- If the current user doesn't have the authority to approve the rate, an error message will appear when the user clicks on the "Approve" button on the "Approve Rate" page. The user can also click on "Cancel" button and return to the "Rate Status" page.

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- If the rate is approved successfully, the "Rate Status List" page will redisplay with a message confirming the approval of the rate. The rate status will have change from Pending Approval ("P") to Approved ("A").

Figure 10: Approve Rate

The screenshot displays the 'Rate Approval' interface within the MRT Data Steward Application (MRTWI). The browser address bar shows the URL: <http://localhost:8887/mrt/DataSteward/processInterestRateSta>. The page header includes the USDA logo and 'Farm Service Agency' branding, along with the application title 'MRT Data Steward Application (MRTWI)'. A navigation bar contains links for 'MRTWI Home', 'About FSA', 'Help', 'Contact Us', 'Exit MRTWI', and 'Logout of eAuth'.

**MRTWI Menu**

- Welcome PAUL SPERLING.
- Home Page
- Rate Data Steward**
  - Rate Status
  - Rate Selection
- External Partner Data Steward**
  - External Partner List
  - Add External Partner
- County Data Steward**
  - County List
  - Add County
- Service Center Data Steward**
  - Add Office
  - Modify Office
  - Office Mappings
  - View Office Mappings
- Disaster County Data Steward**
  - Disaster Declaration List
  - Add Disaster Declaration
- Congressional District Data Steward**
  - Congressional District List
  - Add Congressional District
  - Add Congress
  - Activate Congress

**Rate Details**

**New Rate Details**

**Current Rate**

Rate Identifier:	356458	Publish Date:	01/01/2015
Rate:	2.0%	End Date:	09/25/2015
Start Date:	01/01/2015	Notes:	

**Prior Rate**

Rate Identifier:	354473	Publish Date:	12/01/2014
Rate:	2.375%	End Date:	12/31/2014
Start Date:	12/01/2014		

**Rate Type**

Rate Type: 10-year monthly interest rates for Farm Storage Facility Loans (FSFL).

Source: Contained in a notice titled "CCC and Farm and Sugar Storage Facility Loan (FSFL/SSFL) Program Interest Rates". This notice is available at the following web site: <http://www.fsa.usda.gov/dam/forms/fsanotices.asp>

Update Frequency: Monthly      New Rate Available: 1st wk prv mnth

Contact Name: Andy Diamond  
Contact Phone: 202-772-6010

**Audit Information**

Last Change Date:	09/16/2015	Creation Date:	09/16/2015
Last Change User:	PAUL SPERLING		

Approve      Cancel

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

### 4.2.5 Request Delete

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

- Choose a rate type by clicking on the radio button next to the rate type desired.
- Click on the "Request Delete" button (See Figure 11). The "Request Delete Rate" page will display (See Figure 11).
- Enter some comments in the note input box
- After reviewing the rate information, click on the "Request Delete" button (See Figure 11). If the request for delete is successful, the "Rate Status List" page will redisplay with a message confirming that the rate status is changed to "Pending Deletion" (See Figure 12). The user can also check the updated status code of the rate. The status should now be Pending Deletion ("D")-

Figure 11: Request Delete

The screenshot displays the 'Request Delete' interface within the MRT Data Steward Application. The browser address bar shows the URL: `http://localhost:8887/mrt/DataSteward/processInterestRateSta`. The page header includes the USDA logo and 'Farm Service Agency' branding, along with the application title 'MRT Data Steward Application (MRTWI)'. A navigation menu on the left lists various administrative functions such as 'Rate Data Steward', 'External Partner Data Steward', 'County Data Steward', 'Service Center Data Steward', 'Disaster County Data Steward', and 'Congressional District Data Steward'. The main content area is titled 'Request Delete' and contains the following information:

**Rate Details**

**Rate Type**

- Rate Type: 10-year monthly interest rates for Farm Storage Facility Loans (FSFL).
- Source: Contained in a notice titled "CCC and Farm and Sugar Storage Facility Loan (FSFL/SSFL) Program Interest Rates". This notice is available at the following web site: <http://www.fsa.usda.gov/dam/forms/fsanotices.asp>
- Description: Contained in a notice titled "CCC and Farm and Sugar Storage Facility Loan (FSFL/SSFL) Program Interest Rates". This notice is available at the following web site: <http://www.fsa.usda.gov/dam/forms/fsanotices.asp>
- Update Frequency: Monthly
- New Rate Available: 1st wk prv mnth
- Contact Name: Andy Diamond
- Contact Phone: 202-772-6010

**Rate**

- Rate Identifier: 356458
- Rate: 2.0%
- Publish Date: 01/01/2015
- Start Date: 01/01/2015
- End Date: 09/25/2015
- Notes: (Empty text area)

**Audit Information**

- Last Change Date: 09/16/2015
- Creation Date: 09/16/2015
- Last Change User: PAUL SPERLING

At the bottom of the main content area, there are two buttons: 'RequestDelete' and 'Cancel'. The footer of the page contains a list of links: 'MRTWI Home | FSA Home | USDA.gov | Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House'.

Figure 12: Request Delete succeeded

The screenshot shows a web browser window with the URL `http://localhost:8887/mrt/DataSteward/requestDeleteInterestR`. The page title is "Rate Status". A navigation bar at the top includes links for "MRTWI Home", "About FSA", "Help", "Contact Us", "Exit MRTWI", and "Logout of eAuth".

On the left is a "MRTWI Menu" with categories:
 

- MRTWI Menu**: Welcome PAUL SPERLING., Home Page
- Rate Data Steward**: Rate Status (selected), Rate Selection
- External Partner Data Steward**: External Partner List, Add External Partner
- County Data Steward**: County List, Add County
- Service Center Data Steward**: Add Office, Modify Office, Office Mappings, View Office Mappings
- Disaster County Data Steward**: Disaster Declaration List, Add Disaster Declaration
- Congressional District Data Steward**: Congressional District List, Add Congressional District, Add Congress, Activate Congress

The main content area is titled "Rate Status" and displays a red message: "The Rate status has been set to Pending Deletion (D).". Below this is the "Rate Status Selection Criteria" section, which includes a "Select an Rate Type:" label and an "Update Frequency:" dropdown menu set to "Monthly" with a "Select" button.

The "Rate Status" section features a table with the following columns: "Select", "Rate Type", "Latest Rate", "Latest Rate Start Date", "Latest Rate End Date", "Latest Rate Publish Date", and "Rate Stat.". The table contains 10 rows of data, with the first row selected (radio button checked). Below the table are buttons for "Add New Rate", "Approve Rate", "Request Delete", and "Approve Delete".

At the bottom of the page, there is a footer with links: "MRTWI Home | FSA Home | USDA.gov | Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

Select	Rate Type	Latest Rate	Latest Rate Start Date	Latest Rate End Date	Latest Rate Publish Date	Rate Stat.
<input checked="" type="radio"/>	10-year monthly interest rates for Farm Storage Facility Loans (FSFL).	2.0	01/01/2015	09/25/2015	01/01/2015	D
<input type="radio"/>	12-year monthly interest rates for Farm Storage Facility Loans (FSFL)	2.5	12/01/2014	12/31/2014	12/01/2014	A
<input type="radio"/>	90-Day Treasury Bill	0.125	12/01/2014	12/31/2014	11/24/2014	A
<input type="radio"/>	Apple Loans	1.1	12/01/2014	12/31/2014	11/24/2014	D
<input type="radio"/>	Applicable Federal Long Term Annual Compounding Rate	2.97	09/01/2014	09/30/2014	08/28/2014	A
<input type="radio"/>	Applicable Federal Mid Term Annual Compounding Rate	1.86	09/01/2014	09/30/2014	08/28/2014	A
<input type="radio"/>	Applicable Federal Short Term Annual Compounding Rate	0.362	09/01/2014	09/30/2014	08/28/2014	P
<input type="radio"/>	Association - Grazing	4.0	12/01/2014	12/31/2014	11/24/2014	A
<input type="radio"/>	Association - Irrigation and Drainage	4.0	12/01/2014	12/31/2014	11/24/2014	A
<input type="radio"/>	Commodity Loan Interest Rate - 1995 and Prior Crop Years	0.125	12/01/2014	12/31/2014	12/01/2014	A

**Figure 13: Approve Delete**

**4.2.6 Approve Delete**

Approve Delete formalizes the deletion of a current rate:

- Choose a rate type where the current rate is in "Pending Deletion" status by clicking on the radio button next to the rate type desired.
- Click on the "Approve Delete" button (See Figure 7). The "Approve Delete Rate" page will display (See Figure 16).
- After reviewing the rate information, click on the "Approve Delete" button (See Figure 13). If the rate is deleted successfully, the "Rate Status List" page will redisplay with a message confirming that the rate has been deleted (See Figure 14).

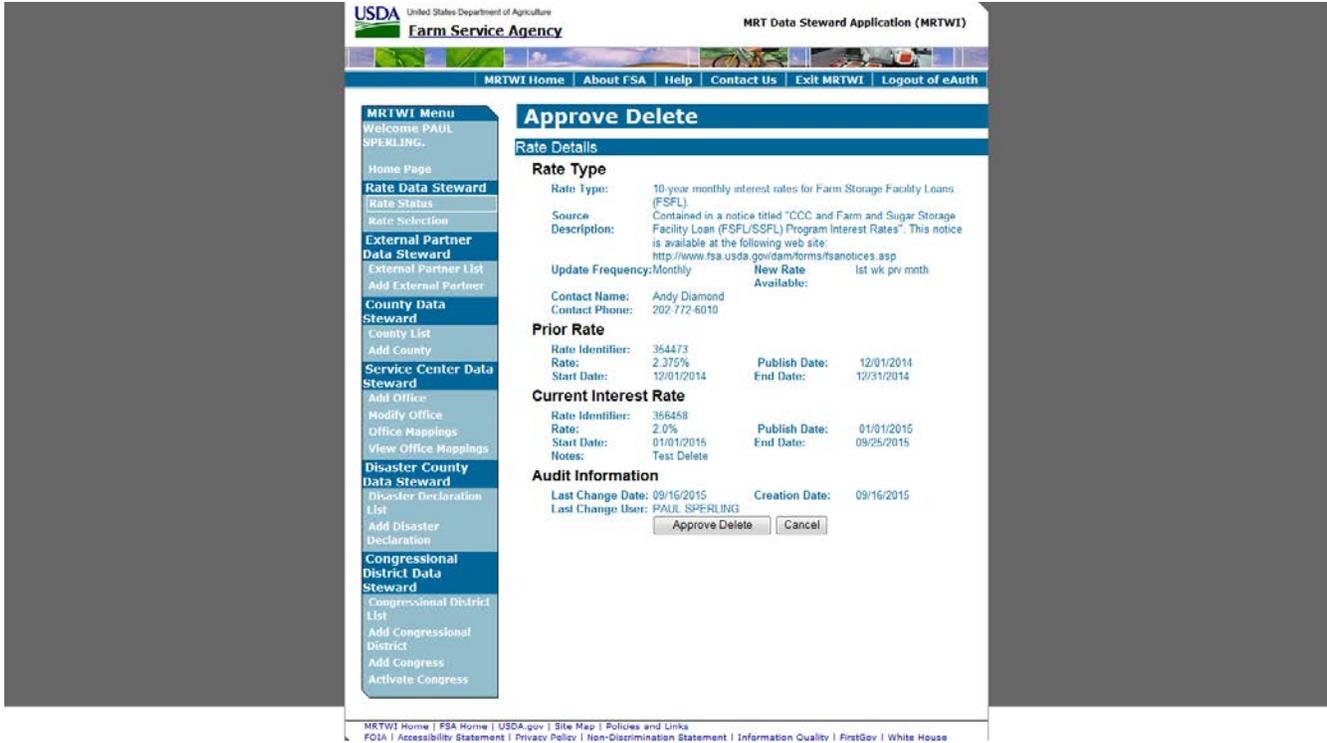
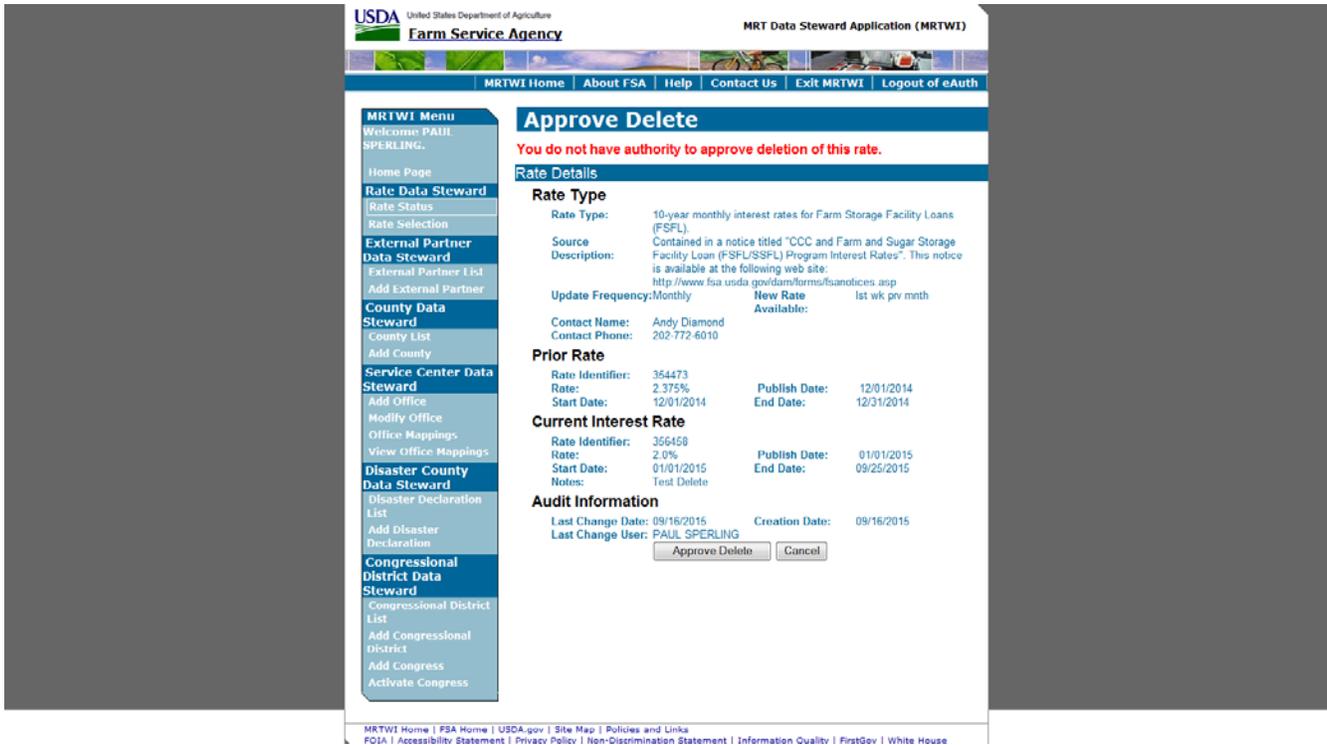


Figure 14: After Approve Button clicked (Either successful message or error message if not approved)



### **4.3 Rate Selection**

In this section, all functions accessed through "Rate Selection" will be explained in detail. All the functions operate on any individual 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 "Rate List" page without making the intended change. The basic flow follows:

- The user will first input selection criteria on the "Rate Selection" page and click the "Select" button.
- A list of rates will be returned on the "Rate List" page.
- Then user can select one of the 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 "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 Rate**

To view rate status by update frequency,

- Select the "Rate Selection" option in the MRTWI Menu Section or the link in the "Rate Updates" section of the Home page. The "Rate Selection" screen should appear (See Figure 15).
- On the "Rate Selection" page, select the rate type from the drop down list or select "All 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 "Rate List" page will display (See Figure 16). Otherwise, a message saying no rates were found will be displayed.

Figure 15: Rate Selection

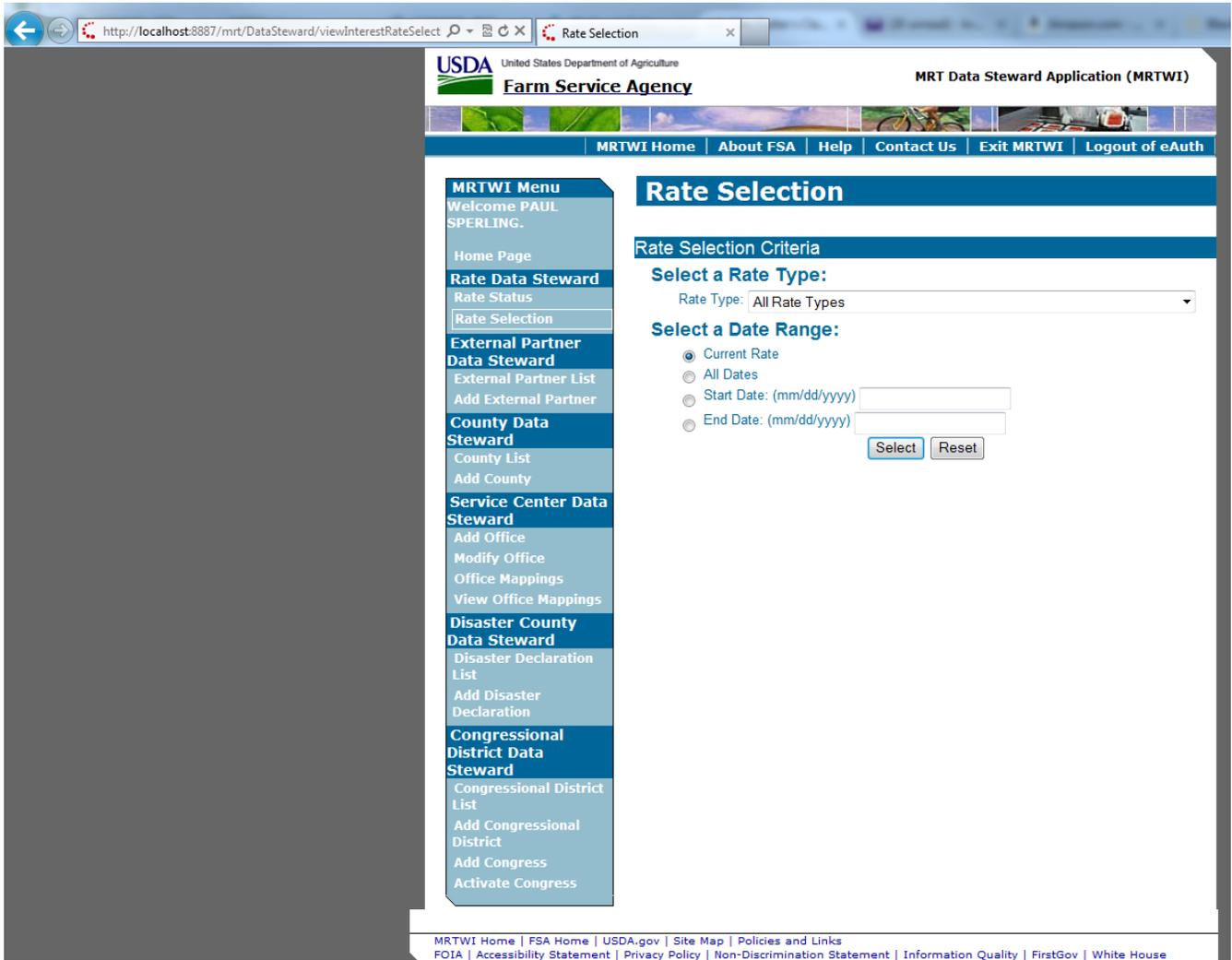
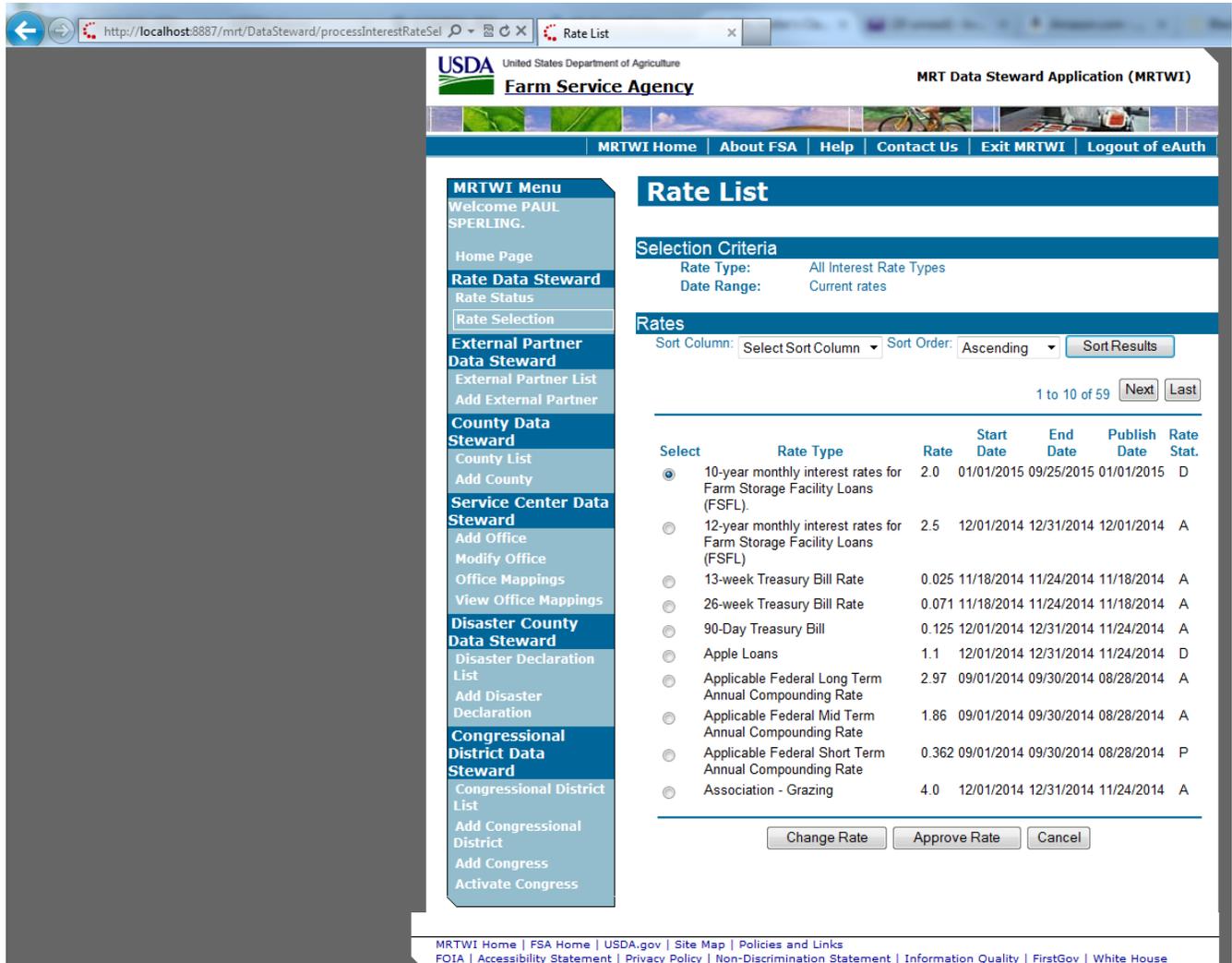


Figure 16: Rate List



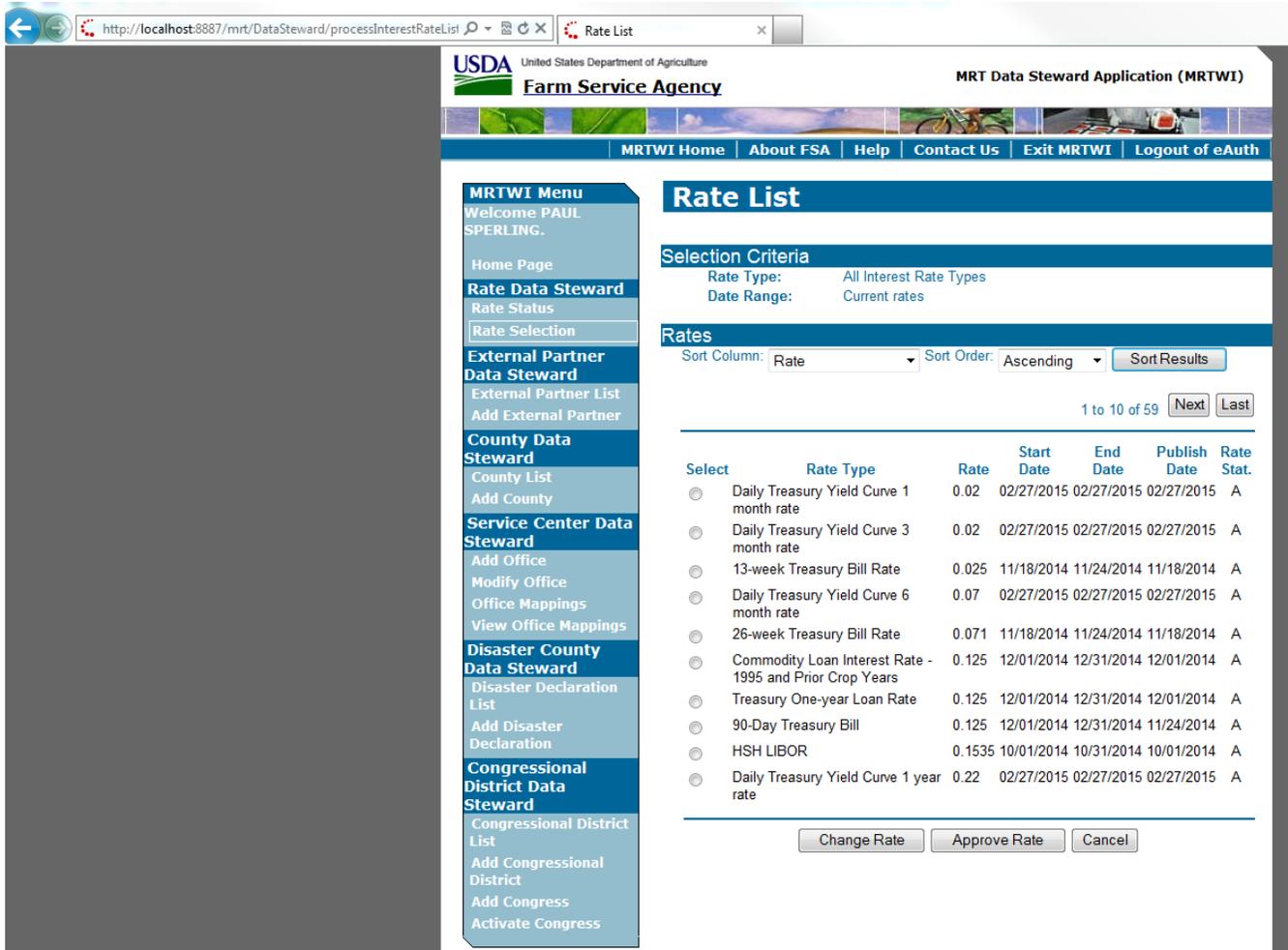
From this point, the user can choose to sort the Rate list, change a rate or approve a rate. These operations will be explained in the following sections.

#### 4.3.2 Sort Rate List

To sort the 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).

Figure 17: Sorted Rate List



### 4.3.3 Change Rate

To change a rate:

- Choose a rate by clicking on the radio button next to the rate desired
- Click on the "Change Rate" button (See Figure 21). The "Change Rate" page will display (See Figure 22).
- On the "Change Rate" page, make the desired changes by changing values in the input boxes. The fields that can be changed are 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 I: Messages). The user can correct the problem and continue the process.
- If the rate is changed successfully, the "Rate List" page will redisplay with a message confirming the success of the rate information change (See Figure 24).

Figure 18: Change Rate

The screenshot displays the 'Change Rate' interface within the MRT Data Steward Application. The browser address bar shows the URL: `http://localhost:8887/mrt/DataSteward/processInterestRateList`. The application header includes the USDA logo and 'Farm Service Agency' branding. A navigation menu on the left lists various functions such as 'Rate Data Steward', 'External Partner Data Steward', 'County Data Steward', 'Service Center Data Steward', 'Disaster County Data Steward', and 'Congressional District Data Steward'. The main content area is titled 'Change Rate' and contains the following information:

**Rate Details**

**Rate Type**

Rate Type: Daily Treasury Yield Curve 3 month rate  
 Source: Published daily by the US Department of Treasury Office of Debt Management. The rates are available from web site: <http://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/default.aspx>  
 Description:   
 Update Frequency: Daily  
 New Rate Available: COB Mon-Fri

Contact Name: Craig Loddeke  
 Contact Phone: 314-335-8526

**Rate**

Rate Identifier: 356446  
 Rate:(zzz.9999)   
 Start Date: 02/27/2015  
 Publish Date: (mm/dd/yyyy)   
 End Date: (mm/dd/yyyy)

Notes:

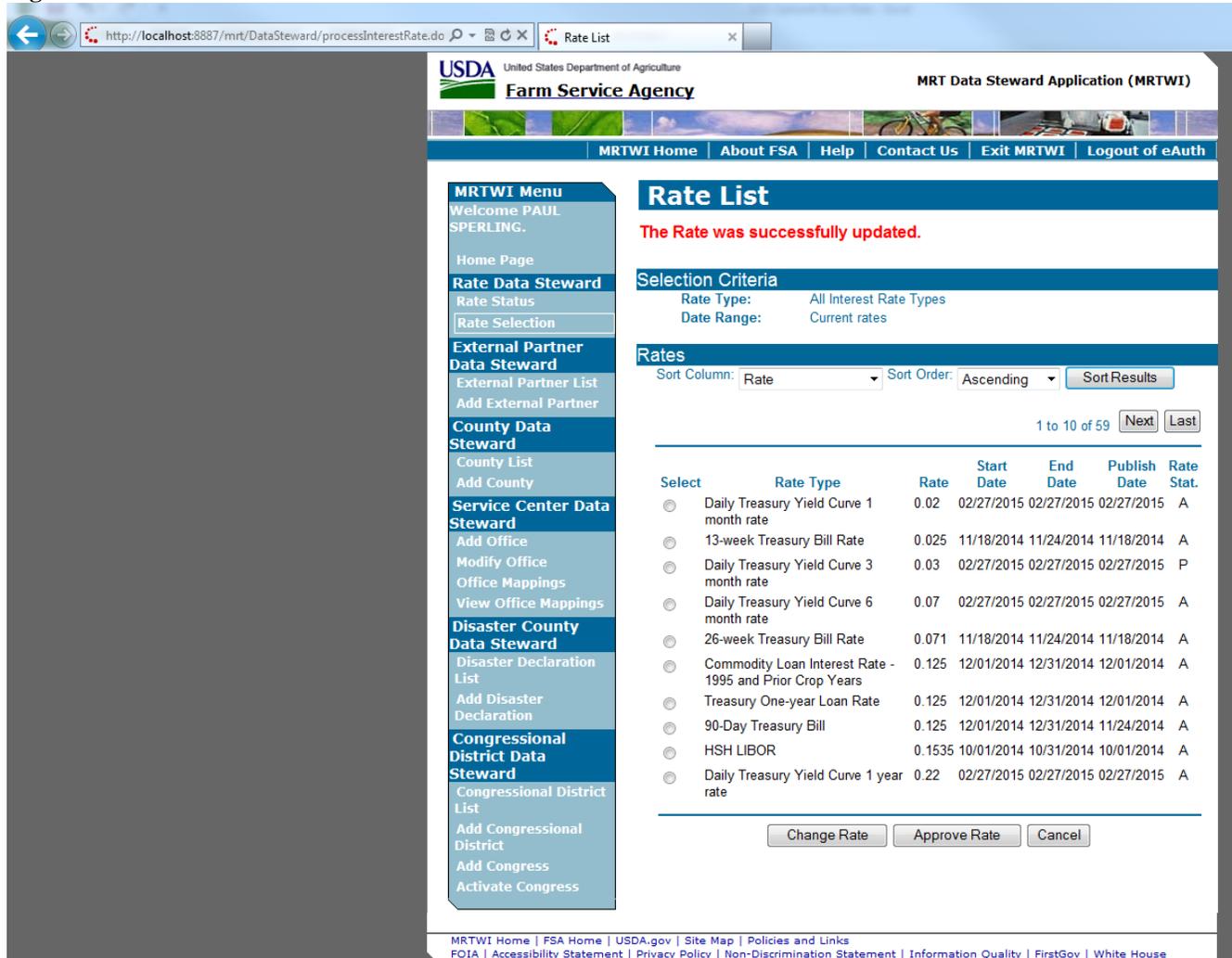
**Audit Information**

Last Change Date: 03/10/2015  
 Last Change User: 28201203090012248599707  
 Create Date: 03/10/2015

Buttons:

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

Figure 19: Rate list



### 4.3.4 Approve Rate

To approve a rate,

- Choose a rate which is in pending status by clicking on the radio button next to the rate desired.
- Click on the "Approve Rate" button (See Figure 21).The "Approve Rate" page will display (See Figure 25).
- On the "Approve Rate" page, review all the information (See Figure 20).
- Click on the "Approve" button (See Figure 20).

Several situations are possible:

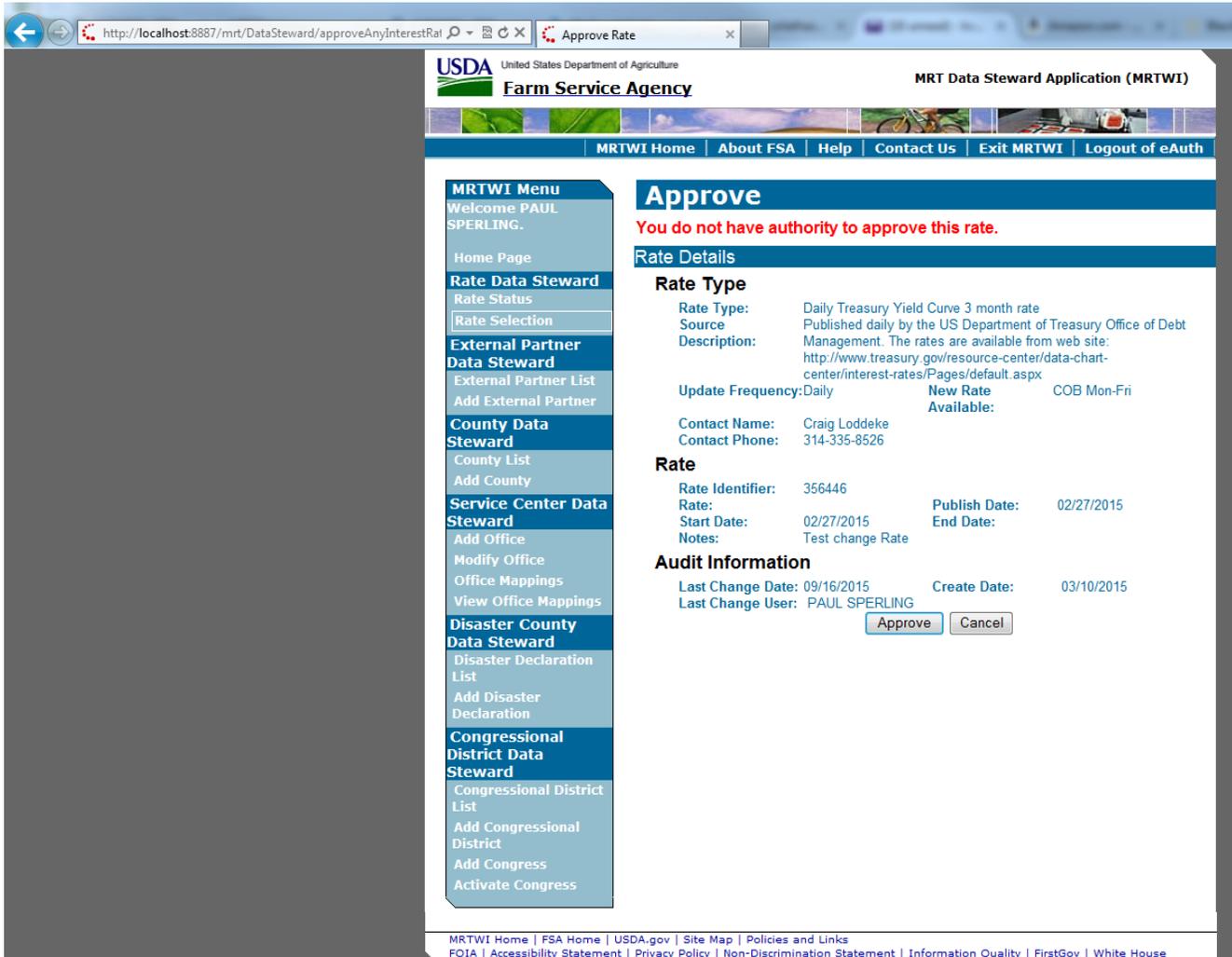
- If the rate selected is not pending approval, rather than going to the "Approve Rate" page an error message will appear.
- If the current user doesn't have the authority to approve the rate, an error message will appear when

- 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 "Rate List" page.
- If the rate is approved successfully, the "Rate List" page will redisplay with a message confirming the approval of the rate (See Figure 27).

Figure 20: Approve Rate Details



Figure 21: After Clicking Approve Button (either success message or error message if not approved)



## 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 Rate Status

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Info	No Rate Types were found for this request	Valid selection criteria is entered	There were no Rate Types found matching the selection criteria entered.
Info	The Rate was successfully added.	Valid rate information is entered on IR 1_1 and the 'Add' button was pressed	The Rate is successfully added to the system.
Info	The Rate was approved.	The 'Approve' button was pressed on the IR1 2 page	The Rate is successfully approved within the system.
Info	The Rate was successfully deleted.	'Approve Delete' button was pressed on IR 1_4 Approve Delete page.	The Rate was deleted from the system.
Info	The 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 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 rate to approve. The one selected is not in Pending Approval status.	The 'Approve Rate' button was pressed and a Type was selected.	The current rate for the Rate Type selected was already in Approved status or was in 'Pending Deletion' status.
Error	Please select a different rate for deletion approval. The one selected is not in Pending Deletion status.	The 'Approve Delete' button was pressed and a Type was selected.	The current rate for the Rate Type selected was in Approved or Pending Approval status.
Error	'Rate Stat.' for the current rate	The 'Add' button was pressed	The current rate for the Rate

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

### A.4 Add New Rate

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	'Rate' is a required field.	No value is entered in the Rate field and 'Add' is pressed for all Rate Types except 'No Update'.	
Error	'Rate' is not a valid number.	Non-numeric rate is entered and 'Add' is pressed.	
Error	'Rate' must not be greater than 25 percent.	A rate with a value greater than 25 percent was entered and 'Add' is pressed.	
Error	'Rate Start Date' is a required field.	No value is entered in the Start Date field and 'Add' is pressed.	
Error	'Rate Start Date' is not a valid date.	Incorrectly formatted Start Date is entered and 'Add' is pressed.	
Error	'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	'Rate End Date' is not a valid date.	Incorrectly formatted End Date is entered and 'Add' is pressed	
Error	Please select a Rate Type.	No value is selected for the Rate Type and 'Add' is pressed.	
Error	'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	'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 rate type is more than 1 day prior to the Start Date entered for the new rate.
Error	'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 rate type has an End Date that is greater than or equal to the Start Date entered for the new rate.

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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	
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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 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 Rate to be approved matches the id of the user logged in. {The user is trying to approve an rate that they have <u>added or modified.</u> }

### **A.6 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 Rate to be approved for deletion matches the id of the user logged in. (The user is trying to approve deletion of a rate for which they have requested a deletion.)

### **A.8 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.	

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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 Rates were found for this request.	Valid selection criteria is entered	There are no Rates were found matching the selection criteria entered.

### A.9 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 a Rate.	'Change Rate' or 'Approve Rate' button was selected but no Rate was selected.	
Error	Please select a different rate to approve. The one selected is not in Pending Approval status.	The 'Approve Rate' button was pressed and a Type was selected.	The current rate for the Rate Type selected was already in Approved status or was in Pending Deletion status.
Info	The Rate was approved.	The 'Approve' button was pressed on the IR1_2 page	The Rate is successfully approved within the system.
Info	The Rate was successfully updated.	Valid rate information is entered and the 'Change' button was pressed on IR 2_2 Edit Rate page.	The Rate is successfully updated in the system.

### A.10 Change Rate

MESSAGE TYPE	MESSAGE	TRIGGER	EVENT
Error	'Rate' is required.	No value is entered in the Rate field and 'Change' is pressed.	
Error	'Rate' is not a valid number.	Non-numeric rate is entered and 'Change' is pressed.	
Error	'Rate' value is not valid	Rate of 0 or a negative value is entered.	
Error	'Rate' must not be greater than 25 percent.	A rate with a value greater than 25 percent was entered and 'Change' is pressed.	
Error	'Rate End Date' is not a valid date.	Incorrectly formatted End Date is entered and 'Change' is pressed.	
Error	'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	

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Error	'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 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 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 Data 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-through, 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
Rate	An individual percentage value that is in affect for a certain period of time, for example, "5.125%"
Rate Type	The group of rates that applies to a specific business purpose, for example, "Capital Stock" or "Soil and Water - Direct"
Rate Type Update Frequency	Identifies how often the Rates of a given Rate Type are updated, for example: Weekly, Monthly, Yearly or Twice a year.
Rate Status	The status of an individual 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 Rate functional area or External Partner functional area.
National Resource Conservation Service	A USDA agency that is also known as a Service Center agency.

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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.
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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 team.

## 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.
Rate Data Steward	A person identified as being responsible for maintaining assigned 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