

For: State Offices

Software Installation Tracking Report MEGA02-R001

Approved by: Acting Executive Director for State Operations



1 Overview

A

Background

Timely software release installation is necessary to properly conduct program activities at all agency levels. Recently, numerous program file uploads and reports have been very dependent on County Office software releases.

A program has been developed for State Offices to track the installation of software on FSA's System 36 computer systems.

B

Purpose

This notice provides State Offices with the following:

- instructions in preparing Report MEGA02-R001
 - explanation of Report MEGA02-R001
 - follow up actions to be taken for continued delays in software installations.
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Disposal Date	Distribution
December 1, 2000	State Offices

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2 Software

A

**State Office
Action**

State Offices shall:

- install State Release No. 340 containing the tracking software reports program
 - execute Report MEGA02-R001 as necessary to ensure prompt installations in County Offices
 - follow up with County Offices that are consistently delaying installations by using:
 - letter of caution
 - Opportunity to Improve
 - or further disciplinary actions as warranted.
-

B

**Selecting Report
MEGA02-R001**

State Offices shall select Report MEGA02-R001 according to this table.

Step	Action	Result
1	On Primary Selection Menu FAX250, ENTER "4", "Application Processing".	Menu FAX09002 will be displayed.
2	Select the State Office.	Menu FAX07001 will be displayed.
3	On Menu FAX07001, ENTER "9", "Common Provisions".	Common Management Provisions Menu MAH000 will be displayed.
4	ENTER "6", "Release Installation Reporting System".	Release Installation Reporting System Menu MEGA00 will be displayed.
5	ENTER "1", "Display counties and release levels".	The screen will display Report MEGA02-R001.
6	ENTER "2", "Print county release report".	The printed report will be generated on the system printer.

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**C
Example of
Report
MEGA02-R001**

The following is an example of Report MEGA02-R001.

South Dakota		USDA-FSA	Prepared: 10-18-1999
Report ID: MEGA02-R001		Release Installation Reporting System County Release Report	Page: 1
State	County	Current Release	Date Loaded
46-SD	000-State Office county	416	09-10-1999
	003-Aurora	416	09-09-1999
	005-Beadle	416	09-08-1999
	* 007-Bennett	415	09-02-1999
	011-Brookings	416	09-09-1999
	* 013-Brown	No Data	
	015-Brule	416	09-08-1999
	* 019-Butte	No Data	
	* 021-Campbell	415	09-01-1999
	023-Charles Mix	416	09-10-1999
38-ND	085-Sioux	416	09-10-1999
*Counties not current on release installations.			

**D
Generating
Report
MEGA02-R001**

State Offices shall generate Report MEGA02-R001 according to this table.

Step	Action	Result
1	County Office installs County Office software release.	The T.FC.RUF file on System 36 will update with new release information.
2	County Office properly completes end-of-day procedures on System 36.	Release tracking software compares the T.FC.RUF file with information in the x.ME.XXM file, which reflects the last installation information transmitted from the County Office. Note: If the T.FC.RUF file is different than the x.ME.XXM file, the x.ME.XXM file is updated with current information from the T.FC.RUF file and is transmitted to the State Office by means of end-of-day procedures on System 36.
3	State Office completes start-of-day procedures on System 36.	Transmission files will be processed.
4	State Office runs Report MEGA02-R001 according to steps in subparagraph A.	Report MEGA02-R001 will be generated.

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2 Software (Continued)

E

**Report
Explanation**

This table explains the different fields of Report MEGA02-R001.

Field	Explanation
State	Physical State the county is located, but is administered by the State generating Report MEGA02-R001.
asterisk (*)	County is not as current as at least 1 County Office in the State.
County	Lists all County Offices administered by State generating Report MEGA02-R001.
Current Release	Lists the release level the County Office has installed.
No Data	Indicates the County Office has not loaded any software since the Release Installation Reporting System software was available. This will not appear once a release is installed.
Date Loaded	The actual date the release was installed on the County Office System 36.

Note: The State Office site listed under the “County” column represents the State Office production system and the county release level installed on it.
