

MRT Web Interface
Data Steward Application
Help Manual for Congressional
District 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 congressional district 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 “Congress Number must be a three digit numeric value.” 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>

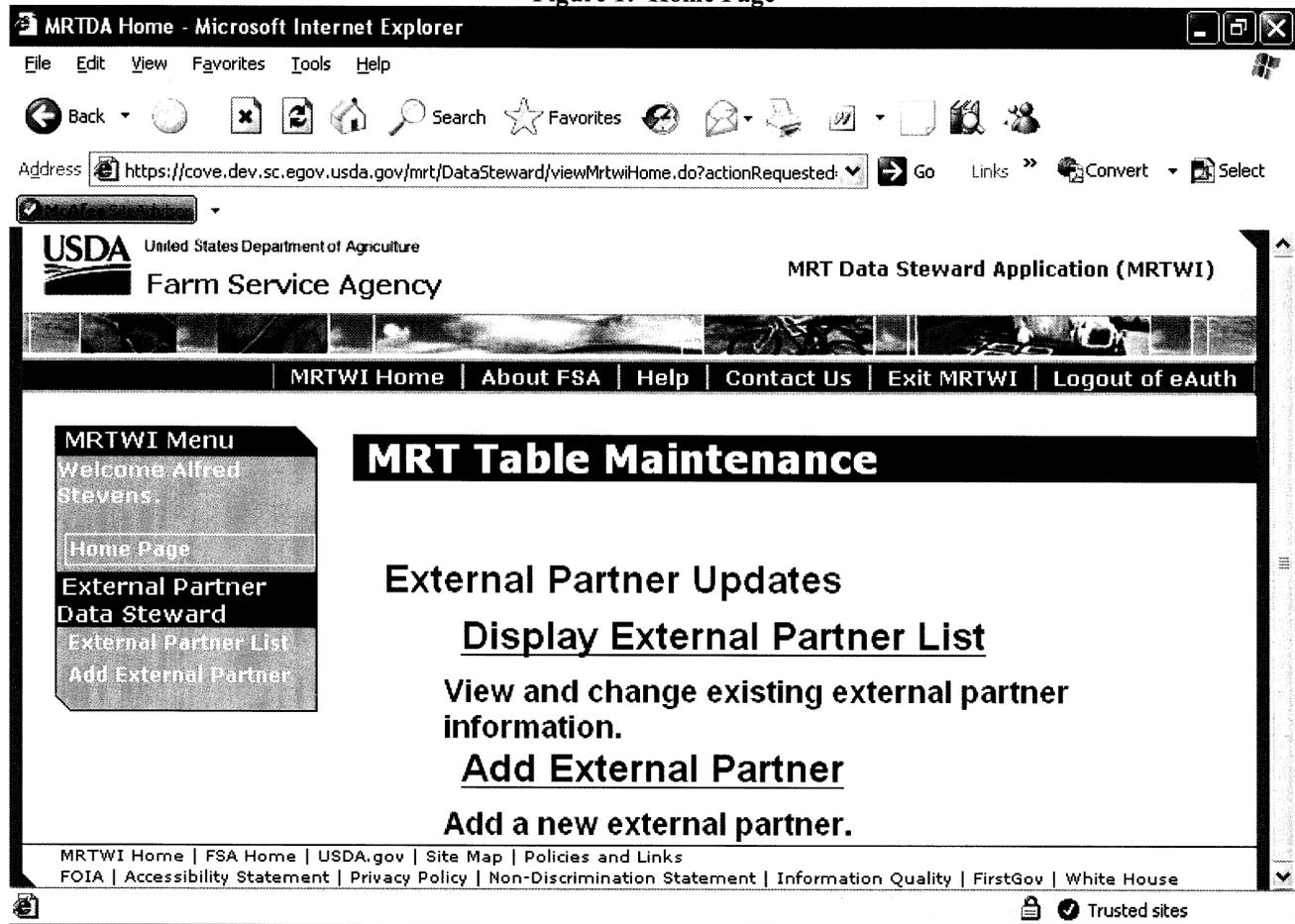
You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User ID and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

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



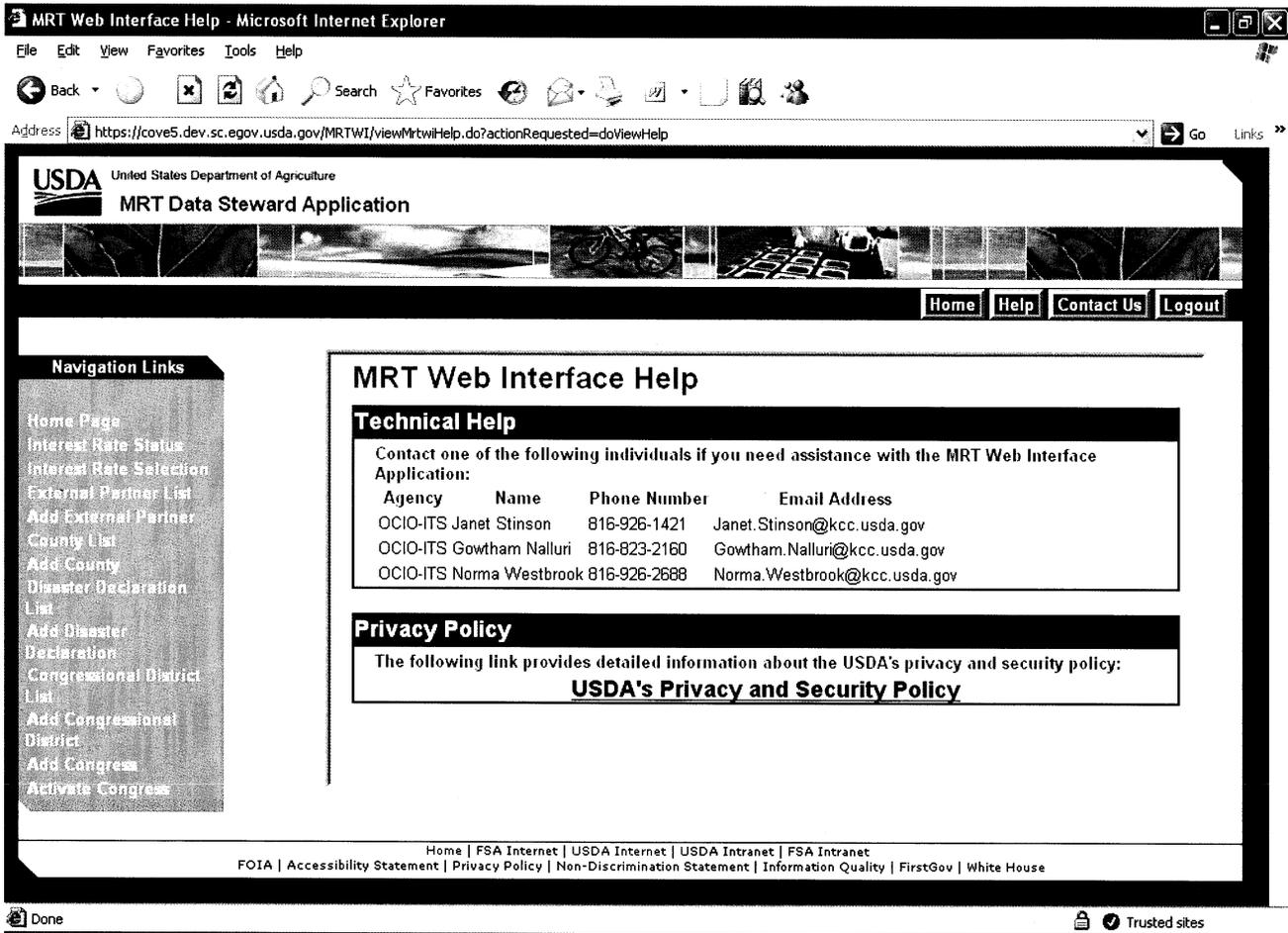
All functionality will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- The “MRTWI Menu” section displays a welcome message 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. There is also the welcome message on the top which confirms the user has correctly logged in.
- 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 Congressional District Data Steward

4.1 Overview of Congressional District Data Steward Functions

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

4.1.1 MRTWI Menu

The “MRTWI Menu” section allows the user to easily navigate to “Congressional District List”, “Add Congressional District”, “Add Congress” and “Activate Congress” pages.

- **Display Congressional District List:**
This option allows the user to view or change existing congressional district, including representative information.
- **Add Congressional District:**
This option allows the user to add a new congressional district.
- **Add Congress**
This option allows the user to add representatives for a new congress.
- **Activate Congress**
This option allows the user to activate a new congress.

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

MRTDA Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

USDA United States Department of Agriculture
Farm Service Agency

MRT Data Steward Application (MRTWI)

MRTWI Home | About FSA | Help | Contact Us | Exit MRTWI | Logout of eAuth

MRTWI Menu

Welcome A Brubaker.

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

MRT Table Maintenance

Interest Rate Table Updates

Interest Rate Status
View the status of interest rate types. Add and approve new interest rates. Request deletion of and approve deletion of new interest rates.

Interest Rate Selection
Change or approve existing interest rates.

External Partner Updates

Display External Partner List
View and change existing external partner information.

Add External Partner
Add a new external partner.

County Updates

Display County List
View, change or dissolve existing counties.

Add County
Add a new county.

Disaster Declaration Updates

Display Disaster Declaration List
View and change disaster declaration information.

Add Disaster Declaration
Add a new disaster declaration.

Congressional District Updates

Display Congressional District List
View or change existing congressional districts, including representative information.

Add Congressional District
Add a new congressional district.

Congress
Add Representatives for a new congress.

Activate Congress

4.2 Adding a Congressional District

The functions available through the “Add Congressional District” link will be explained here.

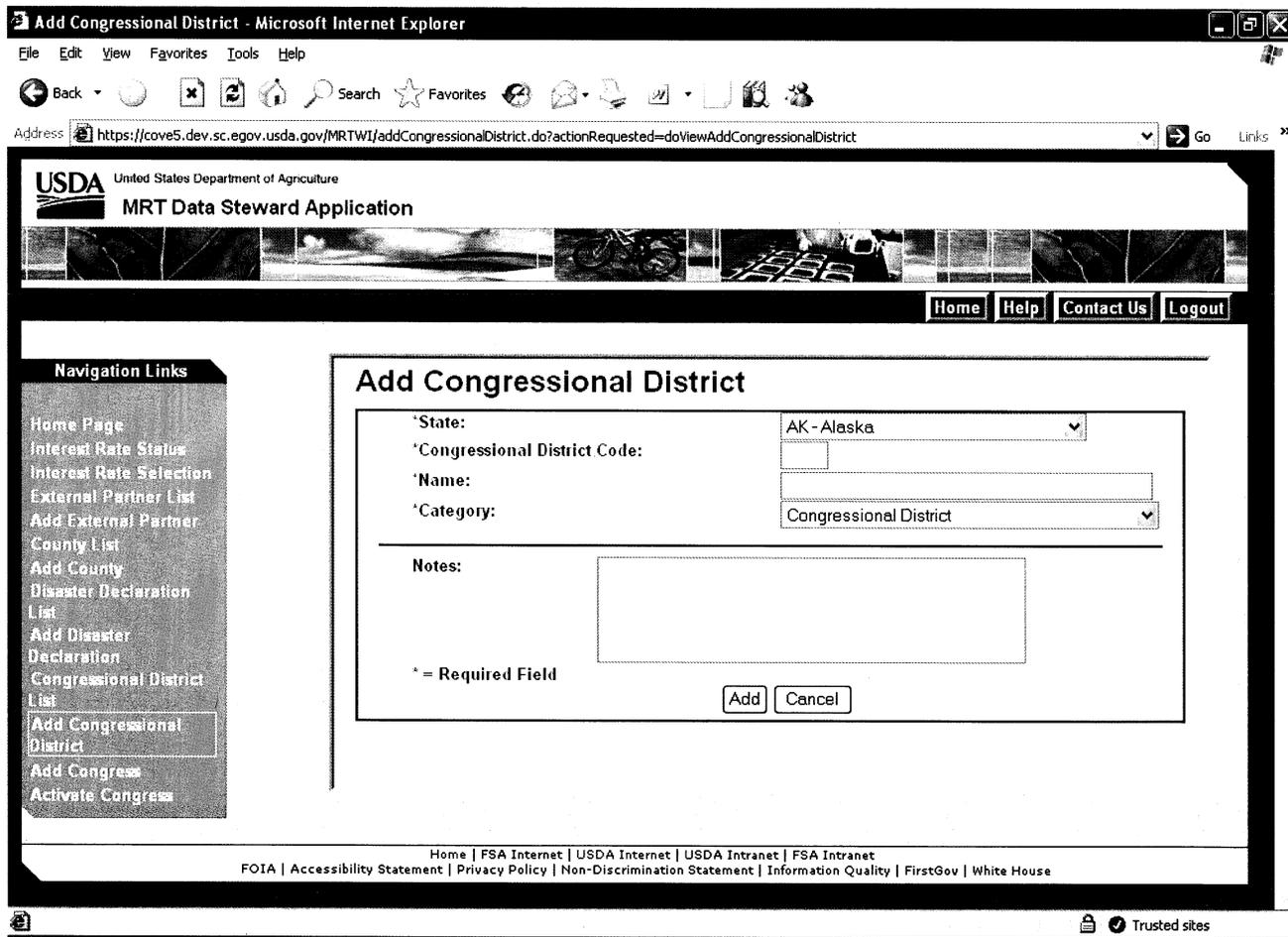
The basic flow follows:

- Select the “Add Congressional District” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Add Congressional District” page displays. Enter the appropriate information. Note: required fields will be marked with an asterisk.
- Once all the information for the congressional district has been specified click the “Add” button to submit the information entered.
- The browser will display the “View Congressional District” page where you will be able to view the information entered.

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

Please refer to “Appendix A: Messages – Add Congressional District” should you encounter any errors while adding a congressional district. Error messages and remedies are listed there.

Figure 4: Add Congressional District



4.3 Adding a Congress and Representative Information

Adding a new congress is a process that consists of adding a new pending status congress, adding the congressional representative information for each state and activating the congress. The “Add Congress” page is used to both add the new congress and enter the associated congressional representative information. The “Activate Congress” page is used to activate the new congress.

4.3.1 Adding a Congress

Use the “Add Congress” page to create a pending congress.

The basic flow follows:

- Select the “Add Congress” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Add Congress” page displays. When there is no congress in pending status, the Congress Number field will be empty and the “Add Congress” button will be displayed. (See Figure 5a below.)
- To add the new pending congress, click the “Add Congress” button.
- The “Add Congress” page redisplay showing the state selection section. (See Figure 5b below.)
- Note: Prior to adding a new congress, be sure to first make updates to congressional districts if necessary. As determined by the 10-year U.S. Census, a state may gain a congressional district due to an increase in population or it may lose a congressional district due to a decrease in the state’s population. In the case where a state gains a congressional district, add the congressional district using the “Add Congressional” page (reference Section 4.2). In the case where a state loses a congressional district, inactivate the congressional district using the “Inactivate Congressional District” page (reference Section 4.5.2).

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

Figure 5a: Add Congress – Initial Display

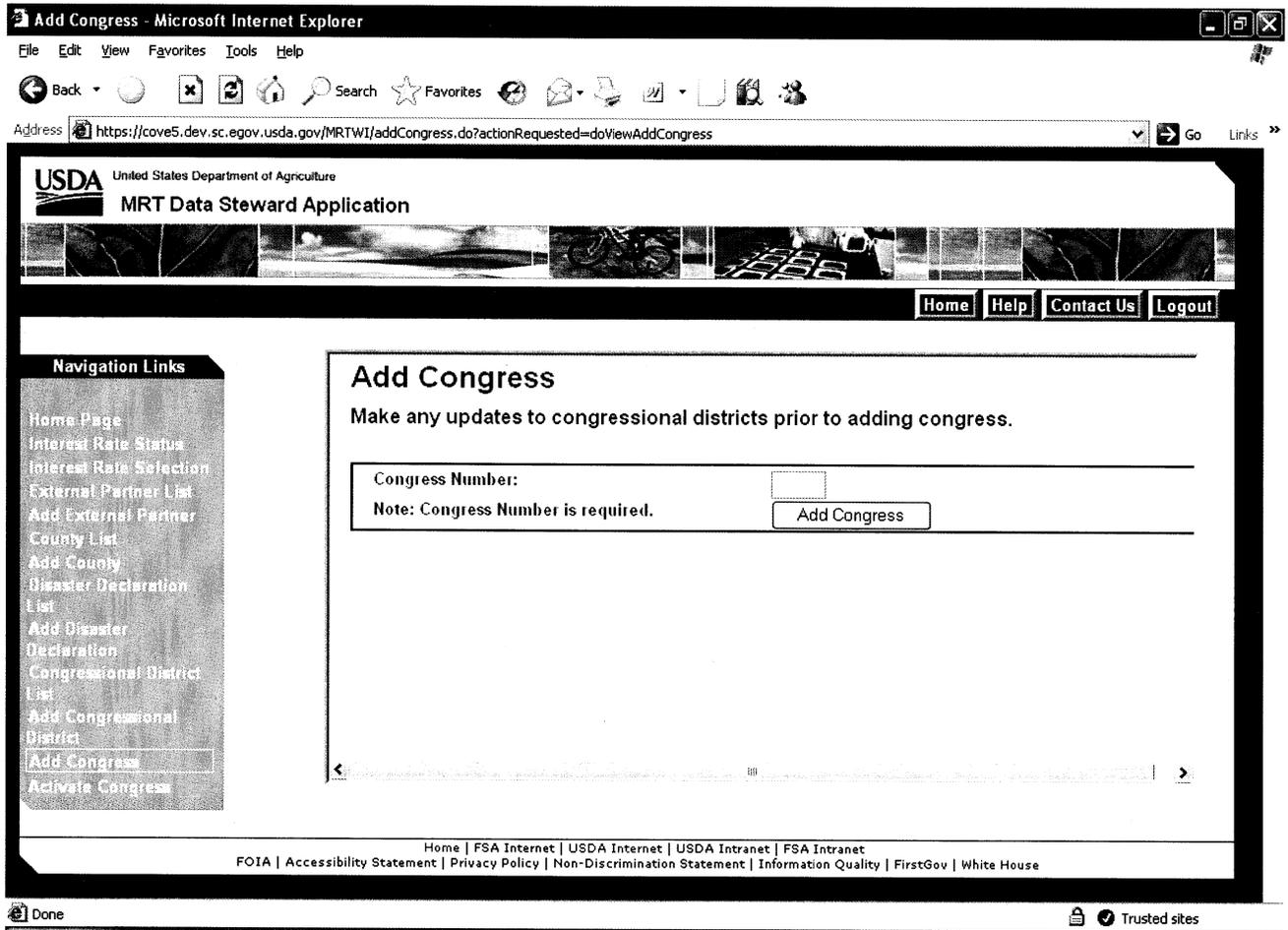
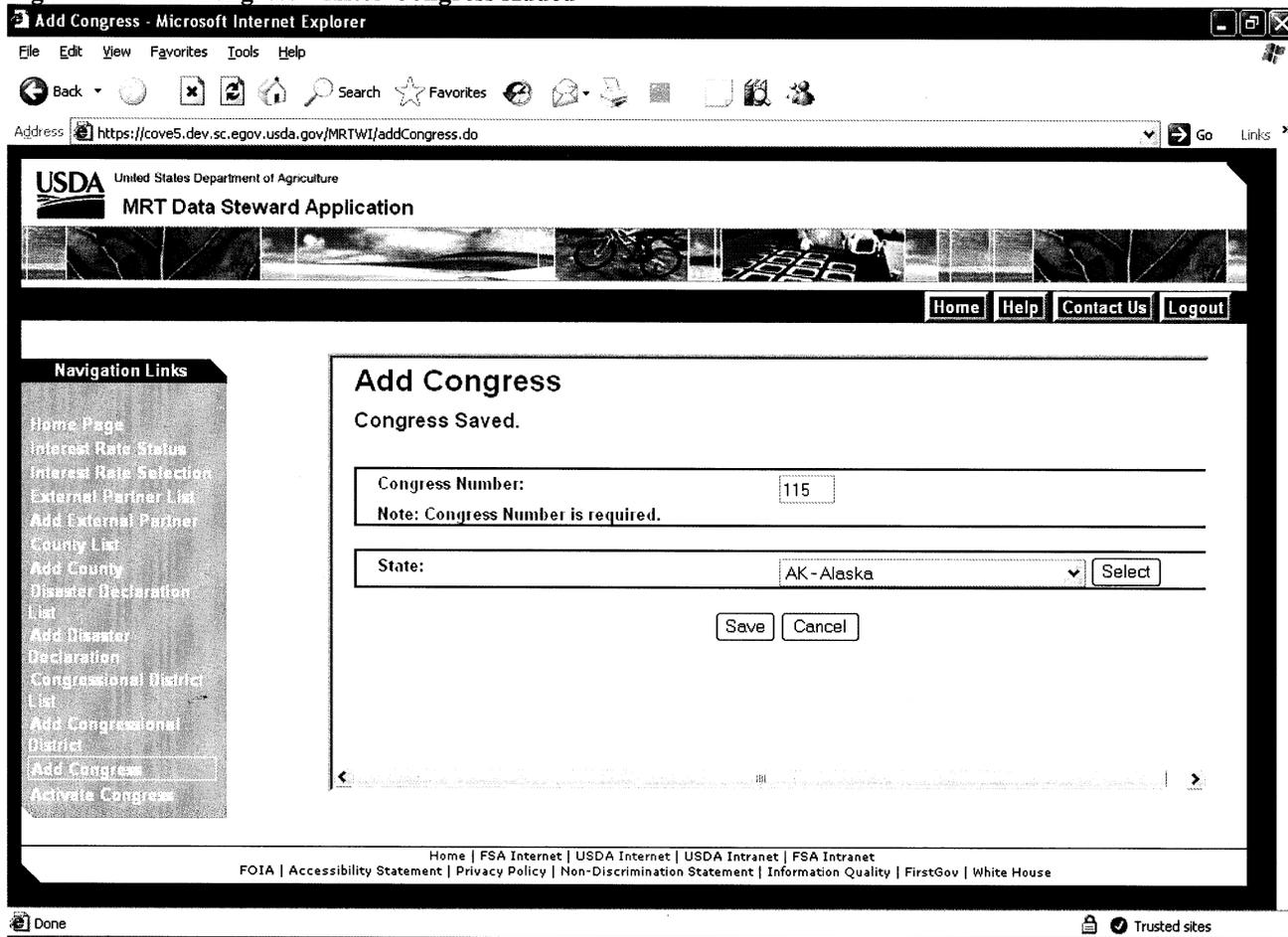


Figure 5b: Add Congress – After Congress Added

4.3.2 Adding Representative Information

Once a new pending status congress is created, the “Add Congress” page is used to complete the congressional representative information for the new congress.

The basic flow follows:

- Select the “Add Congress” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Add Congress” page displays. When there is a congress in pending status, the state selection section will be displayed.
- To complete congressional representative information, select a state from the dropdown and press the “Select” button. (See figure 6a below.)
- Congressional representative records for the state displays with editable fields.
- Enter the congressional representative information and click the “Save” button. (See figure 6b below.)
- Repeat the process of selecting a state from the dropdown list and entering the congressional representative information for the selected state until all the congressional representative information for all states has been entered.
- Note: If a new state is selected from the dropdown and the “Select” button is clicked when there is unsaved congressional representative information on the page, the message “Warning: unsaved information will be lost.” will display. Press the “Save” button to save the changes, otherwise if the “Select” button is pressed again, the changes will be lost.

Note: Use the “Cancel” button to return to the MRT Data Steward Application Home page without updating the representative information for a state.

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

Figure 6a: Add Congress – Select a State

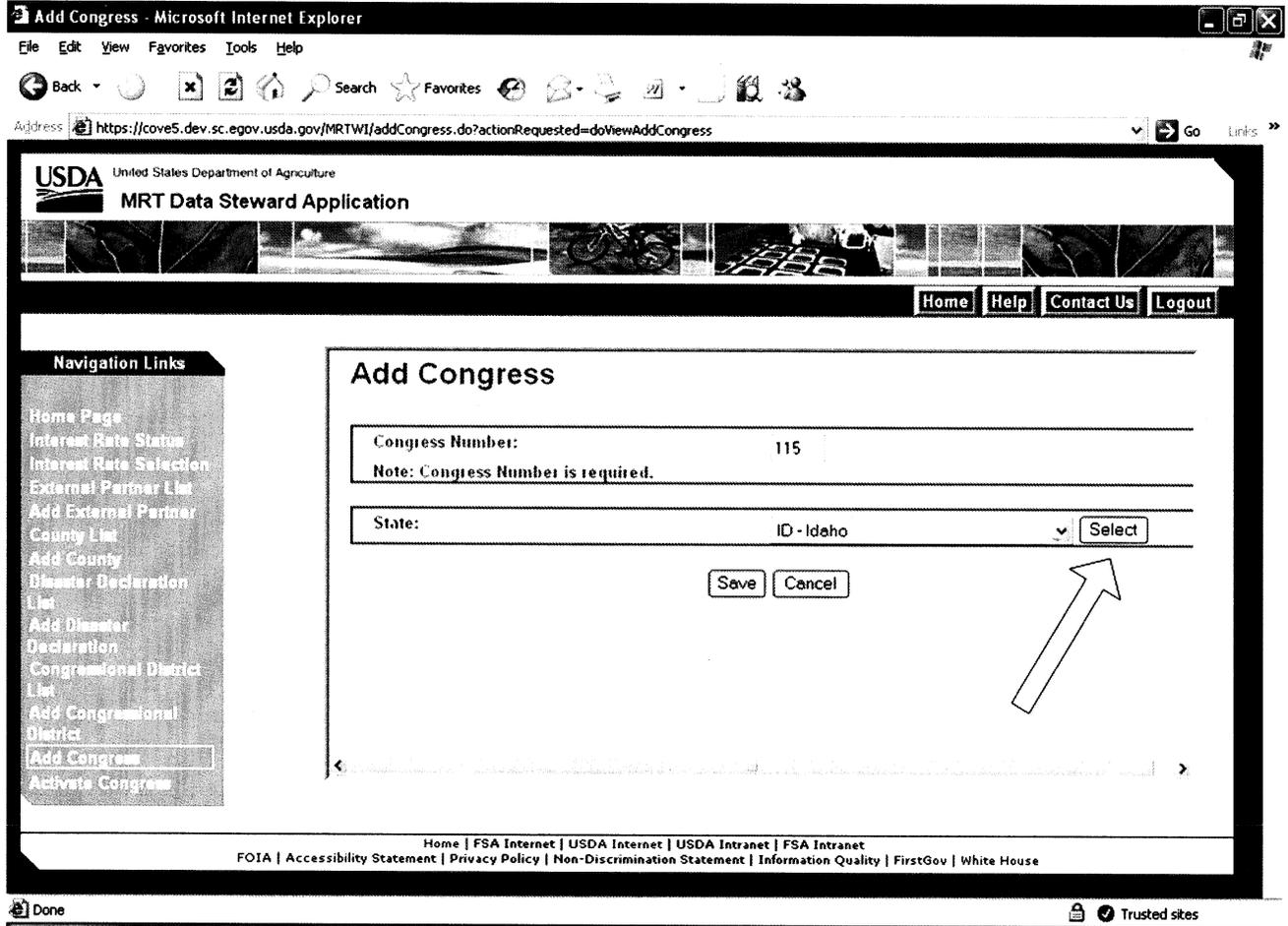


Figure 6b: Add Congress – Save Representative Information for a State

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
- District Declaration List
- Add District Declaration
- Congressional District List
- Add Congressional District
- Add Congress**
- Activate Congress

Add Congress

Congress Number: 115
Note: Congress Number is required.

State: ID - Idaho [Select]

State	Cong Abbr.	Cong Dist.	Cong. Representative Name	Cong. Representative URL	Party
ID	01		Jane Doe	http://www.house.gov/jane-doe/	R
ID	02		Joe Dotz	http://www.house.gov/jane-doe/	D

Save 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

4.3.3 Activating a Congress

The “Activate Congress” page is used to activate a pending congress once it has been added and all of its congressional representative information has been entered. (Reference Figure 7 below)

The basic flow follows:

- Select the “Activate Congress” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Activate Congress” page displays.
- Click the “Yes” button on the “Activate Congress” page to activate the congress.
- The message “Congress activation successful” will display, and the “Yes” and “No” buttons will do longer display.

Note: The “No” button can be used to return to the MRT Data Steward Application Home page without activating the congress.

Figure 7: Activate Congress

The screenshot shows a web browser window titled "Activate Congress - Microsoft Internet Explorer". The address bar contains the URL: <https://cove5.dev.sc.egov.usda.gov/MRTWI/activateCongress.do?actionRequested=doViewActivateCongress>. The page header features the USDA logo and the text "United States Department of Agriculture" and "MRT Data Steward Application". A navigation menu on the left lists various actions, with "Activate Congress" highlighted. The main content area displays the title "Activate Congress" and the question "Do you really want to activate this congress?". Below this, a form shows "Congress Number: 114" and two buttons: "Yes" and "No". The footer contains 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.

4.4 Listing Congressional Districts

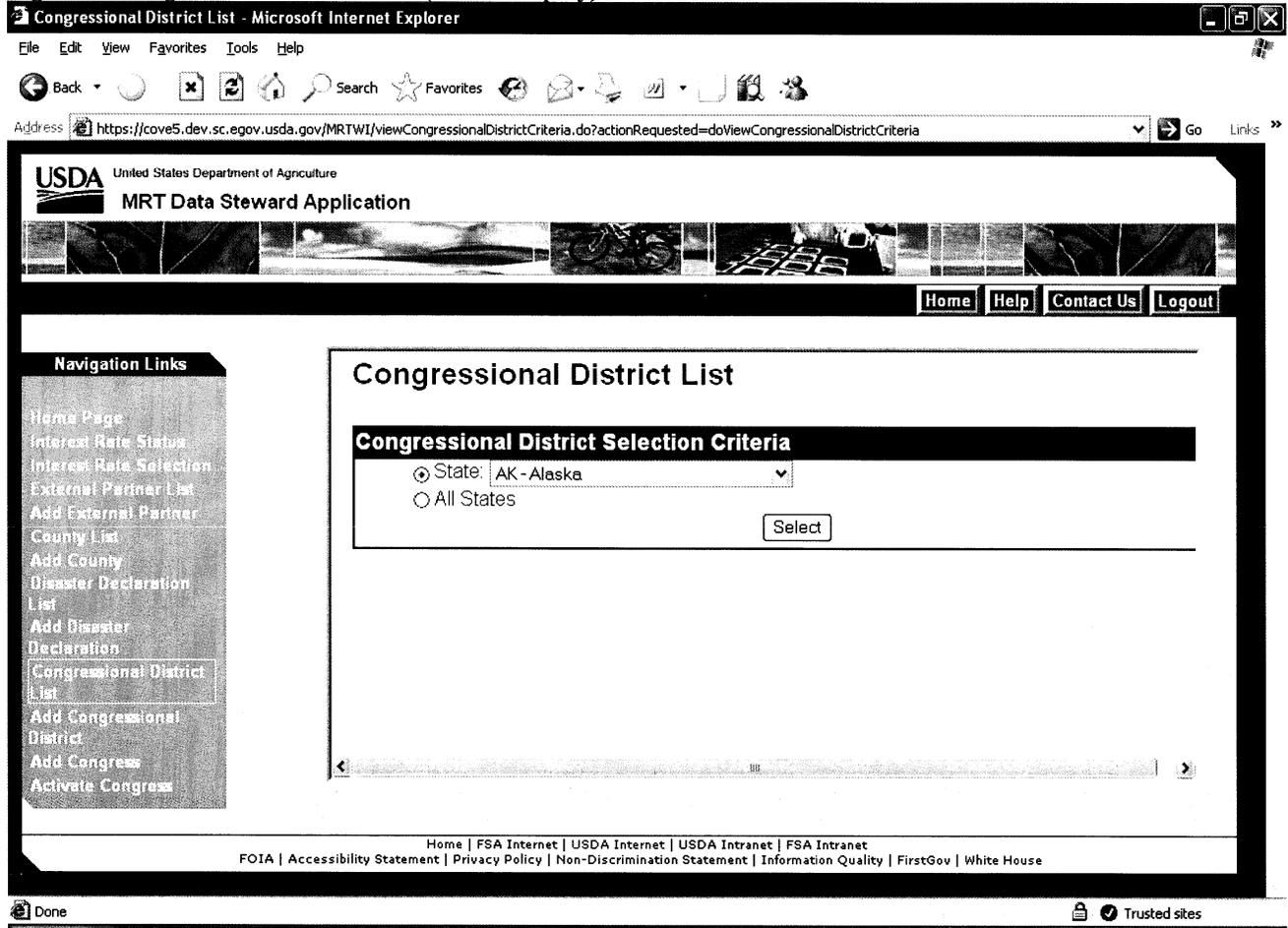
The functions available through the “Congressional District List” link will be explained here.

The “Congressional District List” page displays identifying information for a selected group of congressional districts. Several functions can be initiated from the “Congressional District List” page:

- Specifying Congressional District Selection Criteria (Reference Section 4.4.1)
- Sorting the Congressional District List (Reference Section 4.4.2)
- Displaying a Congressional District (Reference Section 4.4.3)

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

Figure 8: Congressional District List (Initial Display)



4.4.1 Specifying Congressional District Selection Criteria

You may select the congressional district to be displayed by specifying selection criteria contained in the “Congressional District Selection Criteria” section displayed on the “Congressional District List” page.

To specify selection criteria and select congressional districts:

- Click the radio button to the left to choose one of the selection criteria options: either “State Abbreviation” (default) or “All States”.
 - The “State Abbreviation” option requires you to select a state from the dropdown list.

- Once the selection criteria are entered, click the “Select” button and you will be presented with either a list of congressional districts matching the criteria (See Figure 9a) or the “View Congressional District” page if the criteria uniquely match one congressional district. Otherwise, a message stating no congressional districts were found will display.

Figure 9a: After congressional districts have been selected (scrolled down)

The screenshot shows a web browser window displaying the 'Congressional District List' page. The browser's address bar shows the URL: https://cove5.dev.sc.egov.usda.gov/MRTWI/processCongressionalDistrictList.do. The page header includes the USDA logo and the text 'United States Department of Agriculture' and 'MRT Data Steward Application'. A navigation menu at the top right contains links for 'Home', 'Help', 'Contact Us', and 'Logout'. On the left side, there is a 'Navigation Links' sidebar with various options, including 'Congressional District List' which is highlighted. The main content area displays a table of congressional districts with columns for 'Select', 'State Abbr.', 'Cong. Dist. Code', 'Cong. Dist. Name', and 'Active?'. The table lists several districts, including Alaska at Large, Test To Inactivate, Alaska 88th Congressional District, Alaska 77th Congressional District, Testin the change of an active, Test Alaska Congressional District inactive, Testing re-adding an inactive CD, Alabama 1st Congressional District, and Alabama 2nd Congressional District. The 'Active?' column shows 'Y' for active and 'N' for inactive. At the top right of the table, it indicates '1 to 50 of 446' records, with 'Next' and 'Last' 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', and 'White House'. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

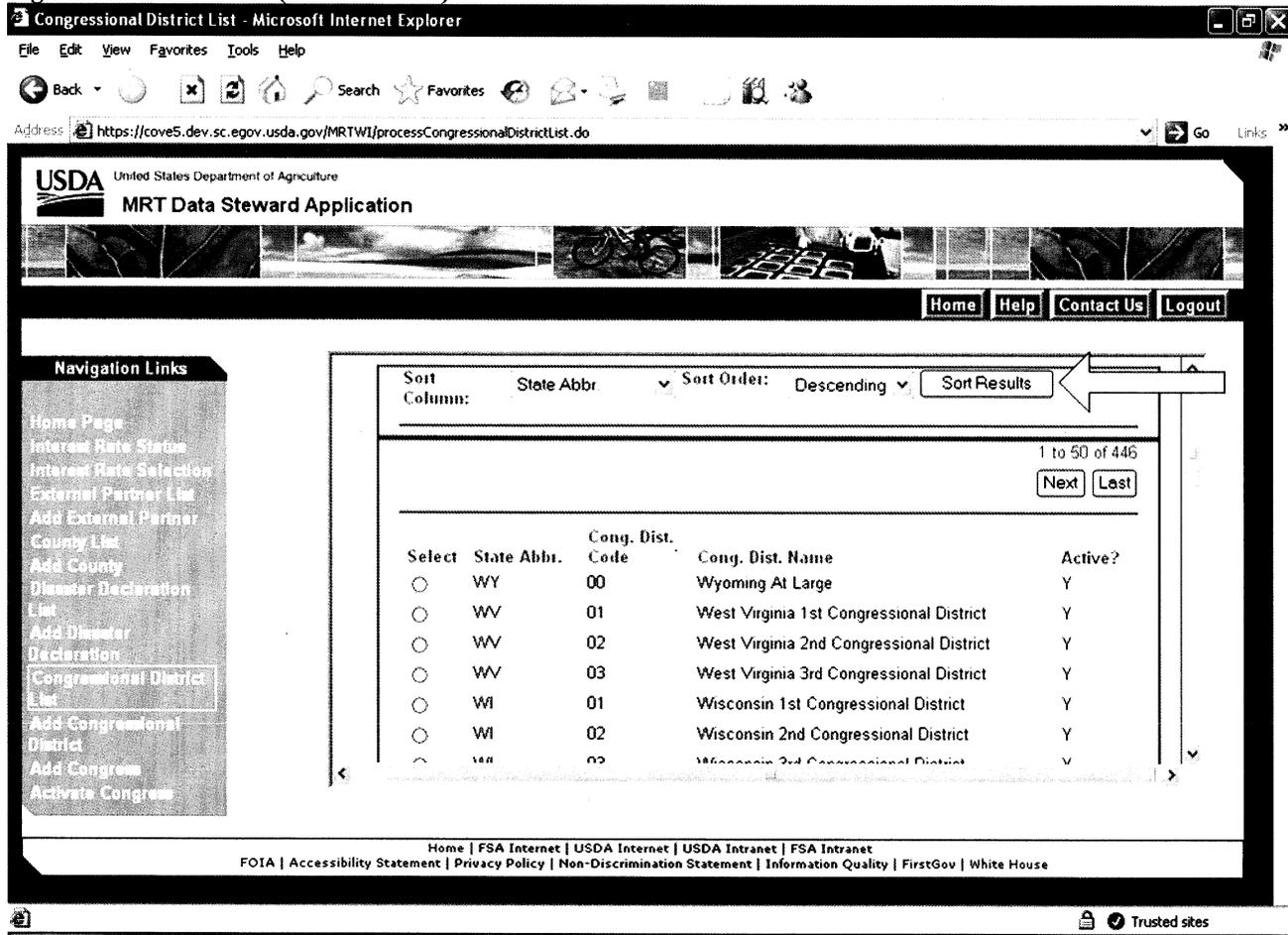
Select	State Abbr.	Cong. Dist. Code	Cong. Dist. Name	Active?
<input type="radio"/>	AK	00	Alaska at Large	Y
<input type="radio"/>	AK	55	Test To Inactivate	Y
<input type="radio"/>	AK	77	Alaska 88th Congressional District	N
<input type="radio"/>	AK	77	Alaska 77th Congressional District	Y
<input type="radio"/>	AK	88	Testin the change of an active	Y
<input type="radio"/>	AK	99	Test Alaska Congressional District inactive	N
<input type="radio"/>	AK	99	Testing re-adding an inactive CD	Y
<input type="radio"/>	AL	01	Alabama 1st Congressional District	Y
<input type="radio"/>	AL	02	Alabama 2nd Congressional District	Y

4.4.2 Sorting the Congressional District List

To sort the Congressional District List:

- Choose a sort column from the “Sort Column” dropdown list.
- Choose sort order from the “Sort Order” dropdown list.
- Click on the “Sort Results” button (See Figure 9b below).

Figure 9b: Sort criteria (scrolled down)

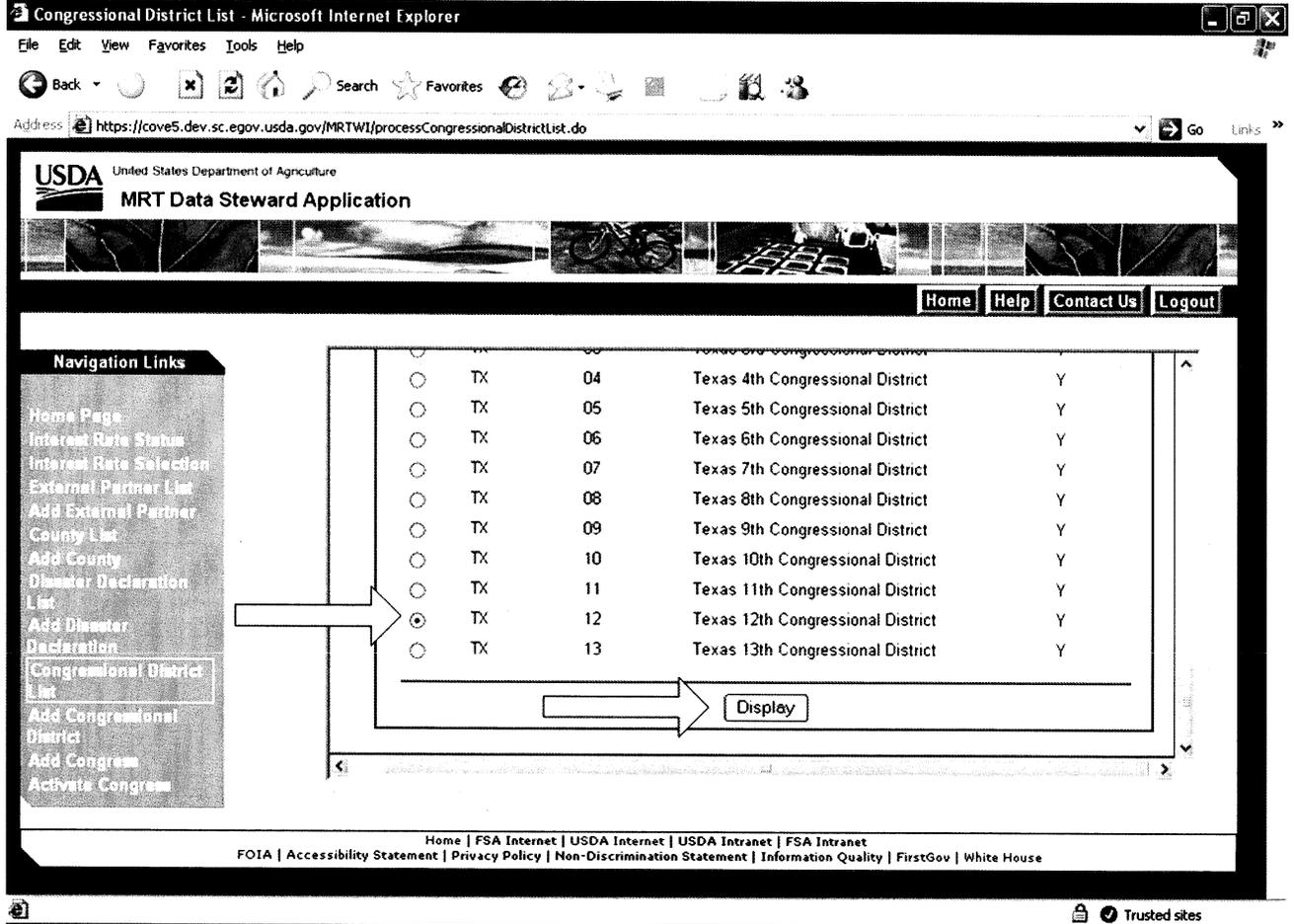


4.4.3 Displaying a Congressional District

To display detail information about a congressional district:

- Choose a congressional district by clicking on the radio button next to the desired congressional district.
- Click the “Display” button. (See Figure 9c below).
- The “View Congressional District” page displays showing detail information for the congressional district.

Figure 9c: Display button (scrolled down)



4.5 Viewing and Managing a Congressional District

The “View Congressional District” page is a centralized place for viewing and maintaining congressional district information. The following functions can be initiated from the “View Congressional District” page:

- Inactivate a congressional district – initiated by clicking the “Inactivate” button. (Reference Section 4.5.2).
- Change congressional district information - initiated by clicking the “Change” button. (Reference Section 4.5.3)
- View congressional representative information – initiated by selecting a congressional representative from the “Representative Information” section and clicking the “View” button. (Reference Section 4.5.4).
- Change congressional representative information –initiated by selecting a congressional representative from the “Representative Information” section and clicking the “Change Rep.” button. (Reference Section 4.5.5).

4.5.1 Viewing a Congressional District

The “View Congressional District” page can be reached the following way:

- On the “Congressional District List” page select a congressional district from the list and click the “Display” button (Reference Section 4.4.3)

The “View Congressional District” page displays the following sections:

- Congressional District Information (See Figure 10a)
- Representative Information (See Figure 10b)

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

Figure 10a: View Congressional District (Congressional District Information Section)

The screenshot shows a web browser window titled "View Congressional District - Microsoft Internet Explorer". The address bar shows the URL: <https://cove5.dev.sc.egov.usda.gov/MRTWI/processCongressionalDistrictList.do>. The page header includes the USDA logo and "United States Department of Agriculture" and "MRT Data Steward Application". A navigation bar contains links for Home, Help, Contact Us, and Logout. A "Navigation Links" sidebar on the left lists various application functions. The main content area is titled "View Congressional District" and displays the following information:

State: Texas
Congressional District Code: 12
Name: Texas 12th Congressional District
Category: Congressional District
Active?: Y
Last Change Date: 01/20/2005
Creation Date: 01/20/2005
Last Change User: med556
Notes:

Below the details are two buttons: "Change" and "Inactivate".

The "Representative Information" section contains the following table:

Select	Congress	Representative name	Party
<input type="radio"/>	110	Kay Granger	R
<input type="radio"/>	109	Kay Granger	R

At the bottom of the page, there is a footer with links: Home | FSA Internet | USDA Internet | USDA Intranet | FSA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House. The browser status bar at the bottom shows "Done" and "Trusted sites".

Figure 10b: View Congressional District (Representative Information Section – scrolled down)

The screenshot shows a web browser window titled "View Congressional District - Microsoft Internet Explorer". The address bar shows the URL: <https://cove5.dev.sc.egov.usda.gov/MRTWI/processCongressionalDistrictList.do>. The page header includes the USDA logo and "United States Department of Agriculture" and "MRT Data Steward Application". Navigation links include Home, Help, Contact Us, and Logout. A left sidebar contains "Navigation Links" such as Home Page, Interest Rate Status, and Add Congressional District. The main content area displays details for a Congressional District with the following information:

Congressional District Code:	12
Name:	Texas 12th Congressional District
Category:	Congressional District
Active?	Y
Last Change Date:	01/20/2005
Creation Date:	01/20/2005
Last Change User:	med556
Notes:	

Buttons for "Change" and "Inactivate" are located below the details. Below this is the "Representative Information" section, which contains a table with the following data:

Select	Congress	Representative name	Party
<input type="radio"/>	110	Kay Granger	R
<input type="radio"/>	109	Kay Granger	R
<input type="radio"/>	108	Kay Granger	R

Buttons for "View Rep." and "Change Rep." are located below the table. The footer contains links for FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House. A "Trusted sites" icon is visible in the bottom right corner.

4.5.2 Inactivating a Congressional District

The “Inactivate Congressional District” page is reached by clicking the “Inactivate” button located on the “View Congressional District” page (Reference Section 4.5.1).

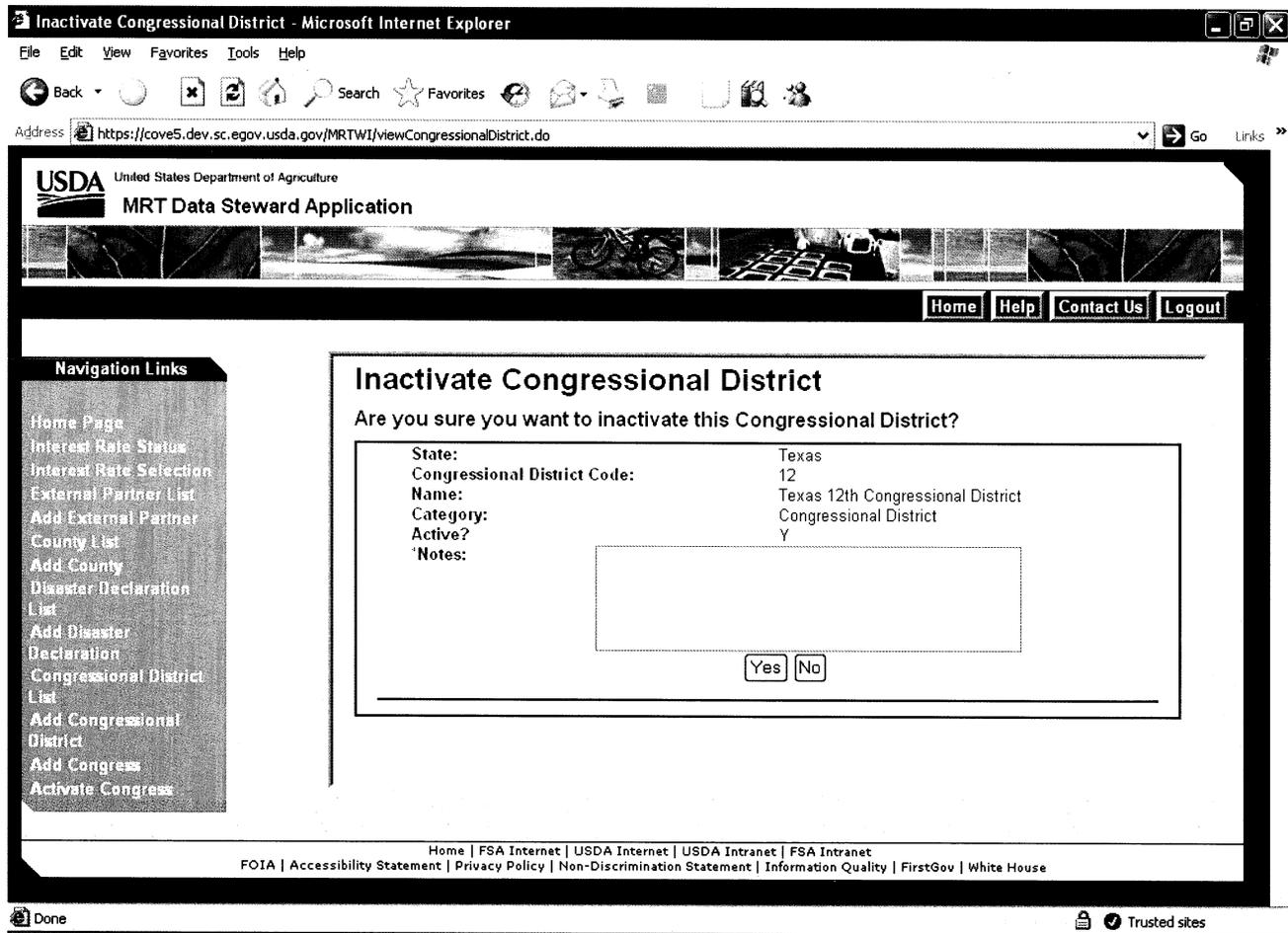
To inactivate a congressional district:

- On the “Inactivate Congressional District” page, click the “Yes” button. (See Figure 11 below).
- The “View Congressional District” page redisplay showing the congressional district in inactive status.

Note: To cancel the inactivation, click the “No” button on the “Inactivate Congressional District” page. The “View Congressional District” page will redisplay without changing the congressional district.

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

Figure 11: Inactivate Congressional District



4.5.3 Changing Congressional District Information

The “Change Congressional District” page is reached by clicking the “Change” button located on the “View Congressional District” page (Reference Section 4.5.1).

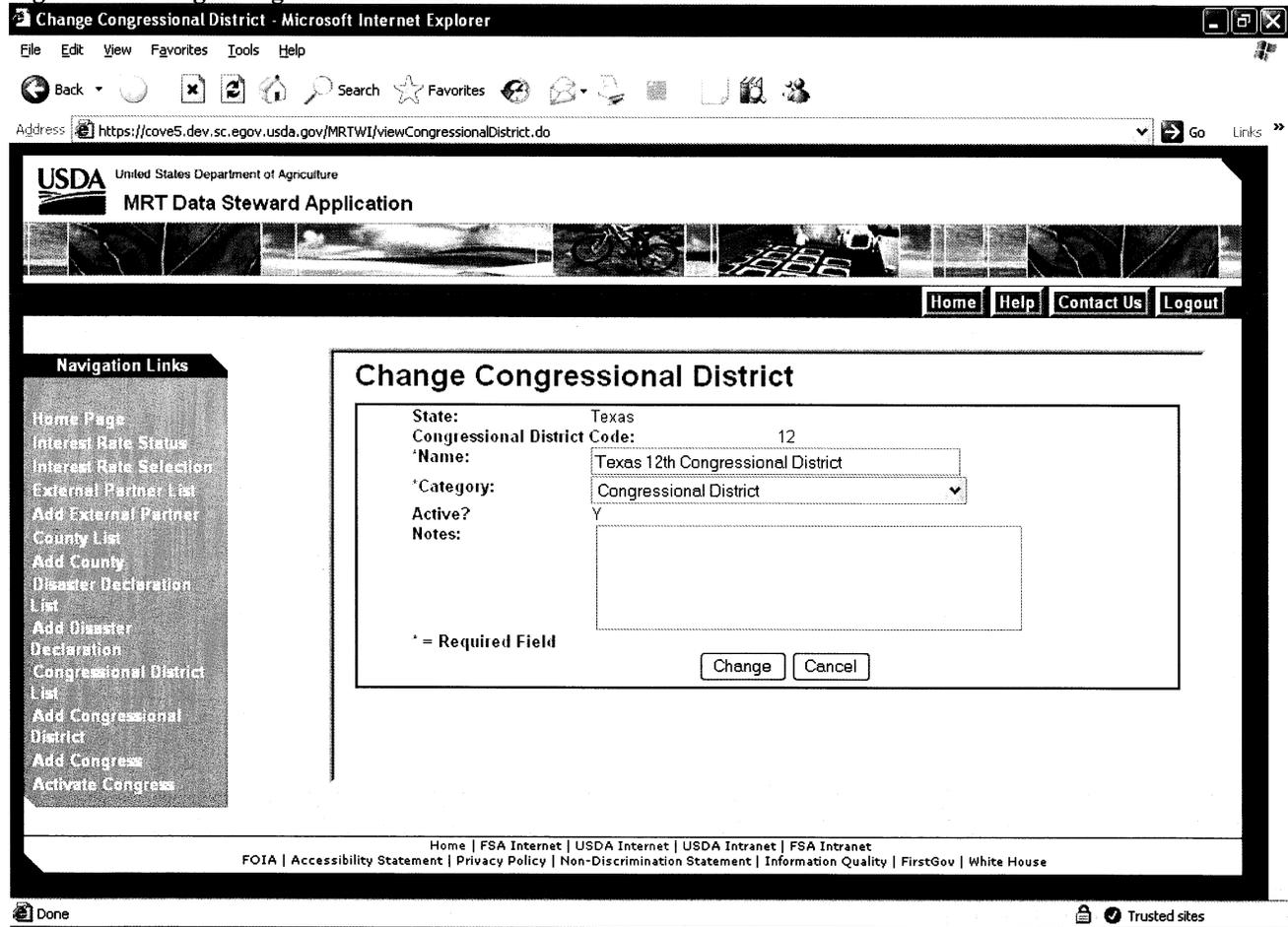
To change congressional district information:

- On the “View Congressional District” page, click the “Change” button. (Reference Section 4.5.1).
- The “Change Congressional District” page appears displaying the congressional district’s information as editable fields (See Figure 12 below).
- Once all the desired changes have been entered, click the “Change” button.
- The “View Congressional District” page redisplay with the updated information.

Note: There is a “Cancel” button on the “Change Congressional District” page. Use this button to return to the “View Congressional District” page without changing the congressional district.

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

Figure 12: Change Congressional District



4.5.4 Viewing Congressional Representative Information

The “View Congressional Representative” page is reached by selecting a congressional representative from the “Representative Information” section of the “View Congressional District” page and clicking the “View” button (Reference Section 4.5.1).

The “View Congressional Representative” page displays the following sections:

- Congressional Representative Information
- Audit Information

The change congressional representative function can be initiated from the “View Congressional Representative” page by clicking on the “Change” button to display the “Change Congressional Representative” page. (Reference Section 4.5.5).

Note: There is a “Cancel” button on the “View Congressional Representative” page. Use this button to return to the “View Congressional District” page.

Figure 13: View Congressional Representative

View Congressional Representative

Congress Number:	110
State:	Texas
Congressional District Code:	12

Representative Name:	Kay Granger
Representative URL:	http://kaygranger.house.gov/
Political Party:	Republican

Audit

Last Change Date:	01/05/2007
Creation Date:	01/05/2007
Last Change User:	med556
Notes:	

[Home](#) | [FSA Internet](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Intranet](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

4.5.5 Changing Congressional Representative Information

The “Change Congressional Representative” page can be reached in two ways:

- By selecting a congressional representative from the “Representative Information” section of the “View Congressional District” page and clicking the “Change Rep.” button. (Reference Section 4.5.1)

To change congressional district information:

- Access the “Change Congressional Representative” page by either:
 - Clicking the “Change” button located on the “View Congressional Representative” page (Reference Section 4.5.4).
 - Selecting a congressional representative from the “Representative Information” section of the “View Congressional District” page and clicking the “Change Rep.” button (Reference Section 4.5.1)
- The “Change Congressional Representative” page appears displaying the congressional representative’s information with editable fields (See Figure 14 below).
- Note: To specify a vacant seat, enter “Vacant” in the Representative Name field, leave the Representative URL field blank and select “N/A” from the Political Party dropdown.
- Once all the desired changes have been entered, click the “Change” button.
- The page that requested the “Change Representative” function redisplay showing the updated information.

Note: There is a “Cancel” button on the “Change Congressional Representative” page. Use this button to return to the page that requested the “Change Congressional Representative” function without changing the congressional representative information.

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

Figure 14: Change Congressional Representative

Change Congressional Representative - Microsoft Internet Explorer

Address: https://cove5.dev.sc.egov.usda.gov/MRTWI/viewCongressionalRepresentative.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

Change Congressional Representative

Congress Number: 110
State: Texas
Congressional District Code: 12

'Representative Name: Kay Granger
Representative URL: http://kaygranger.house.gov/
Political Party: Republican

Note: if a congressional seat is vacant, enter "Vacant" in the Representative Name, leave the Representative URL blank, and select "N/A" for Political Party.

Notes:

* = 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

Done Trusted sites

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 Congressional District

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Congressional District Code is a required field.	Blanks are entered in the Congressional District Code field and 'Add' is pressed.	Don't leave Congressional District Code blank. Enter a two digit numeric value and click 'Add' again.
Error	Name is a required field	Blank Congressional District Name is entered and 'Add' button is pressed.	Don't not leave Congressional District blank. Enter Congressional District Name and click the 'Add' button again.
Error	Congressional District Code must be two-digit numeric with a leading zero if necessary	A value other than two digit numeric is entered in the Congressional District Code field and 'Add' is pressed.	Enter a two digit numeric value in the Congressional District Code field and click the 'Add' button again.
Error	An active Congressional District with this code already exists for this state.	A Congressional District Code and State are entered that match an existing active record and 'Add' is pressed.	Enter a two digit numeric value that does not already exist for the State and press 'Add' again.

A.4 Add Congress

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	More than one Congress is in Pending State	The page is displayed and more than one Congress is in pending status.	Contact the MRT team for assistance. This situation must be corrected manually.
Error	Congress Number is a required field.	Add Congress button is pressed and congress number is blank.	Do not leave Congress Numer Blank. Enter a valid 3 digit numeric value.
Error	Congress Number must be a three digit numeric value	Add Congress button is pressed and Congress Number contains a value other than a three digit numeric.	Enter a valid 3 digit numeric value.
Info	Warning: unsaved information will be lost.	Select button is pressed and unsaved information exists on	Click the 'Save' button to save the representative information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		page.	displayed on the page.
Info	Make any updates to congressional district prior to adding congress.	Displays on Add Congress page when there is no Congress pending.	Be sure to inactivate or add new congressional districts as necessary prior to adding a new congress..

A.5 Activate Congress

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	More than one Congress is in Pending State.	Page is displayed and more than one Congress is in pending state.	Contact the MRT team for assistance. This situation must be corrected manually.
Error	Congress cannot be activated because one or more representatives are missing a representative name. Please check Add Congress page to complete the information for the following state(s): xx, xx, xx.	A representative record associated with this congress is missing representative name.	Assure Congressional Representative Name has been entered for each district.
Info	No Pending Congress exists.	Page is displayed and no Congress is in a pending state.	Congress must be added prior to activating it. Add a congress using the "Add Congress" page.

A.6 Congressional District List

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	No Congressional Districts were found for this request	There were no Congressional Districts found matching the selection criteria entered.	Enter different selection criteria.
Error	Please select a Congressional District to display.	Display button pressed without selecting a Congressional District.	Select a Congressional District appearing on the list by clicking on the radio button to the left of it. Click the 'Display' button again.

A.7 View Congressional District

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Please select a Congressional Representative.	"Display Rep." or "View Rep." button pressed without selecting a Congressional Representative.	Select a Congressional Representative by clicking on the radio button next to it and Click the "Display Rep." or "View Rep." button again.

A.8 Inactivate Congressional District

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Notes are required to inactivate a Congressional District	Notes are blank and the 'Yes' button is pressed.	Don't not leave Notes blank. Enter Notes and click the 'Yes' button again.

A.9 Change Congressional District

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Name is a required field	Blank Congressional District Name is entered and 'Change' button is pressed.	Don't not leave Congressional District blank. Enter Congressional District Name and click the 'Change' button again.

A.10 Change Congressional Representative

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Representative Name is a required field	Blank Representative Name is entered and 'Change' button is pressed.	No not leave Representative Name blank. Enter a Representative Name and click the 'Change' button again.

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
FIPS	Federal Information Processing Standards
FIPS PUB	FIPS Publication
FSA	Farm Service Agency
GSA	General Services Administration
ITSD/OTC/DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office
MRT	Master Reference Table
MRTWI	MRT Web Interface
NRCS	Natural Resources Conservation Service
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services
RD	Rural Development
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.

TERM	DEFINITION
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.
At large	A Representative that is designated "at large" is the single representative for a U.S. state, and represents the entire state.
Congress	<p>The combined group of 440 elected representatives formed when congressional elections are conducted every two years. Each new congress is represented by a Congress Number, such as 109 for the 109th Congress.</p> <p>A congress is different than a congressional session. A congressional session occurs every calendar year, so there are two sessions to each Congress; a first session that begins around January following a Congressional election cycle until the following November or December, and then a second session that begins the following January until the next November, when another election is held.</p>
Congress Number	The number of a U.S. congress. The Congress Number increased to three digits with the 100 th Congress (1987-1988). Accordingly, the code representing this number has been expanded from two to three digits. Codes representing previous congresses, when used in conjunction with this three digit code, must have leading zero(s) where appropriate.
Congressional District	<p>Congressional districts are legislatively defined subdivisions of a state for the purpose of electing representatives or delegates to the House of Representatives of the United States Congress.</p> <p>Source: FIPS 9-1</p>
Congressional District Abbreviation	This is a short name for the U.S. Congressional District. It is created by concatenating the State Abbreviation and Congressional District Code with a hyphen in between.
Congressional District Code	The code representing a territorial division of a state from which a member of the United States House of Representatives is elected. Each district is based on population.
Congressional District Name	<p>This is a descriptive name for the U.S. Congressional District.</p> <p>Example:</p> <p>Arizona 1st Congressional District Arizona 4th Congressional District</p>
Congressional District Status	Another name for Congressional District Category Name.
Congressional District Category Name	<p>Describes what type of representation is assigned to this U.S. Congressional District or entity.</p> <p>Per Federal Information Processing Standards document 9-1, the Congressional District Category Name is associated with the value in the Congressional District</p>

TERM	DEFINITION
	<p>Code.</p> <p>The Congressional District Code and Congressional District Category Name data elements are related. For districts with a status of Congressional District (At Large), the Congressional District is designated as '00'. For an entity with a status of Nonvoting delegate—the District of Columbia, American Samoa, Guam, and the U.S. Virgin Islands—or Nonvoting Delegate (Resident Commissioner)—Puerto Rico—the representational area is designated as '98'. For those entities with no representation in the Congress—the Northern Mariana Islands, Palau, and the several U.S. minor outlying islands—the area is designated as '99'.</p>
Congressional Representative Name	The full name of the Congressional Representative elected from the U.S. Congressional District.
Congressional Representative URL	This is the address of a representative's page on the World Wide Web.
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 Information Processing Standards Publication	<p>Under the Information Technology Management Reform Act (Public Law 104-106), the Secretary of Commerce approves standards and guidelines that are developed by the National Institute of Standards and Technology (NIST) for Federal computer systems. These standards and guidelines are issued by NIST as Federal Information Processing Standards (FIPS) for use government-wide. NIST develops FIPS when there are compelling Federal government requirements such as for security and interoperability and there are no acceptable industry standards or solutions. See background information for more details. FIPS documents are available online through the FIPS home page: http://www.itl.nist.gov/fipspubs/</p>
IdentityMinder	The role management component of eAuthentication.
Information Technology Services Division / Operations and Testing Center / Database Management Office	FSA Office that designs, implements and monitors major OCIO-ITS and Service Center data bases, supports the enterprise model through repository technology, and provides system life cycle development standards.
Internal Database	MRT SQL Server 2005 database located on the Kansas City FSA Web Farm. The Internal Database is where MRT data is managed and normalized. All updates made through the MRT Data Steward Application occur to the Internal Database.
Master Reference Table	An enterprise-wide data source that feeds both transaction systems and data warehouse systems.
MRT Functional Area	Represents a group of functionally related data for which MRT maintenance functions are performed, for example Interest Rate functional area or External Partner functional area.
National Resource Conservation Service	A USDA agency that is also known as a Service Center agency.
Nonvoting Delegate	A member of the House from American Samoa, Guam, Virgin Islands, or Washington, D.C. The Constitution prohibits delegates from voting on the House floor, but permits them to vote in Committee.
Office of the Chief Information	Information Technology Services is an organization within the Office of the Chief

TERM	DEFINITION
Officer – Information Technology Services	Information Officer that incorporates the infrastructure roles of the Farm Service Agency, the Natural Resources Conservation Service and Rural Development mission area.
Political Party Affiliation Abbreviation	The single-character abbreviation of a political party.
Political Party Affiliation Name	The name of a political party. Example: Democrat Independent Republican Vacant Note: The above examples are the most commonly used political parties. These may be augmented by other parties as they may become more prominent.
Resident Commissioner	The Resident Commissioner of Puerto Rico is a nonvoting member of the United States House of Representatives elected by the voters of the Commonwealth of Puerto Rico every four years. The Commissioner is allowed to serve on congressional committees, and functions in every respect as a Representative except being denied a vote on the final disposal of legislation (a "floor vote").
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.
State Congressional District Code	This is created by concatenating the State Code and U.S. Congressional District Code. Examples: 0102 0403
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.

USER	DEFINITION
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

Master Reference Table

Data Steward Web Application

Requirements Summary

Maintenance

Release 6

Version 0.2

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1. High Level Requirements

This document defines the various Master Reference Table (MRT) Data Steward Application high level requirements for Maintenance Release 6. Release 6 fulfills many requirements:

- Conformance with various Information Bulletins
- Correction of user reported defects
- Addition of user requested enhancements

The details of the individual requirements and how Maintenance Release 6 fulfilled these requirements follows.

1.1 Transition from RSA to Eclipse

FSA is setting a target date of October 1, 2010 to transition all Java Platform Enterprise Edition (J2EE) development work to the Eclipse development environment. Effective immediately, Eclipse (as part of the software distribution package) is considered the recommended tool for developing Web application. To fulfill this requirement the following actions were taken:

1.1.1 Develop Code and Perform Unit Testing Using Eclipse (FES 3.0)

Code development and unit testing for the Maintenance Release 6 was done under the Eclipse (FES 3.0) IDE using the Subversive plug-in for version control.

1.2 Migrate from ClearCase to SubVersion (SVN) Source Control Technology

Per IB-174 – Source Code Repository, September 30, 2010 is the target date for all applications to be migrated to Subversion. To fulfill this requirement the following actions were taken:

1.2.1 Manually Copy MRT Data Steward Code Base from ClearCase to SubVersion(SVN)

The MRT development team will create a project in SVN following the Maven project structure and then manually copy the MRT Data Steward code base from ClearCase into the project created in SVN.

1.3 Adopt FSA Build Process and Associated Technologies

The FSA build process automates application builds and formalizes the management of source code in order to ensure build repeatability and minimize the chances for human error. To ensure application quality the automated build process provides for automated testing and quality report frameworks. To fulfill the requirement of adopting the FSA build process the following technologies and processes were adopted:

1.3.1 Maven

Maven is an industry standard tool used in the FSA Build Process. It builds the EAR file and provides dependency management. Dependencies are managed by a pom.xml file. The MRT Data Steward application project was first reorganized following the Maven standard directory layout. pom.xml files were then created for the MRT Data Steward application and used in the build process.

1.3.2 Junit /EMMA

Junit tests which mainly test the business layer of the MRT Data Steward application were created in the previous maintenance release. These test cases were relocated to the appropriate test directories and are executed as part the build process with the results appearing on EMMA reports. Although the application is currently below the target coverage level of 70%, no additional test cases were created in this release. Further test case development will take place in a subsequent release.

1.3.3 PMD

The PMD tool is incorporated into the FSA Automated Build process. The tool scans source code for coding violations and assigns a severity code to them on a scale of 1 to 5. Level 1 and 2 violations are considered critical. Quality reports produced by the build process initially identified 19 level 2 violations for the MRT Data Steward application. The violations mainly pertain to unnecessary instantiation of Boolean values and operations on objects that could potentially be null. These violations will be cleaned up as part of this release. Level 3 through level 5 violations will be addressed in a subsequent release.

1.3.4 Hudson

Build and release jobs were created in Hudson for the MRT Data Steward application. Hudson will be used to monitor builds and create MRT Data Steward application releases.

1.3.5 Review and Apply IB-0105 – Application Build Naming Standards

The naming and deployment standards described in IB-0005 – Application Build Naming Standards will be adhered to for maintenance release 6. The procedures for creating TCO releases using Maven will be followed.

1.4 Automate Application Diagnostics per IB-0141

Effective July 1, 2009 any applications in the production WebSphere 6.1 environment shall adhere to the diagnostic standards outlined in “IB-0141 – J2EE Application Diagnostic Standards” or have an approved waiver. Currently the MRT Data Steward application has a waiver in place with July 31, 2010 listed as the compliance target date.

TCO recorded 2 defects for the previous maintenance release that are related to IB-0141.

- MRTWI Web MRTWI 00186002 - Diagnostic page missing per IB-141
- MRTWI Web MRTWI 00186006 - IB-141 compliance for URL's.

The following pages were added to bring the application up to full compliance with IB-0141, resolve the 2 previously recorded UAT defects and eliminate the need for the current waiver:

1.4.1 Diagnostic Page

A diagnostic page with detailed diagnostic information about the state of the MRT Data Steward application was added. This page is intended for review by operations personnel. Only USDA personnel that have the "FSA_Diagnostic_User" eAuth role will be able to access the diagnostic page.

Diagnostic page location: <domain name>/mrt/DataSteward/monitoring/test.

1.4.2 Health Check Page

A health check page was added. The health check page can be parsed by automated tools to determine if all checks on MRT Data Steward application resources succeed for a given server. Only USDA personnel that have the "FSA_Diagnostic_User" eAuth role will be able to access the health check page. Automated monitoring tools will be able to directly access the page bypass eAuth.

Health check page location: <domain name>/ mrt/DataSteward/monitoring/healthcheck

1.4.3 Connectivity Check Page

A connectivity check page was added. Automated tools will connect to the connectivity check page in order to ensure that external users can connect to the MRT application as expected. Monitoring tools will directly access this page vial a public URL so it will not be locked down via eAuth.

Connectivity check page location: <domain name>mrt/DataSteward/connectcheck/test.html

1.5 Implement Logging and Exception Handling Standards per IB-144

Effective December 1, 2009, any J2EE applications deployed to production must adhere to the standards outlined in IB-144, Logging and Exception Handling Standards, or have an approved waiver. The following modifications were made to bring the application into compliance with IB-144:

1.5.1 Convert from Properties File to XML

Per IB-144, the log4j configuration file should be an XML format file rather than a .properties file. To fulfill this requirement, the MRT Data Steward log4j.properties file was converted an XML format and relocated to the root of the EAR file.

1.5.2 Reconfigure Log File Sizes

Per IB-144, the log file should be no larger than 15 MB and the total combined size of all log files should not exceed 300 MB for an EAR file. To fulfill this requirement, the size of

the log file was reduced from 20 MB to 15 MB and the number of backup files, including the current log file, was reduced from 50 to 20 for a grand total of 300 MB.

1.6 Migrate to EAS 3.0 Shared Libraries

Currently the MRT Data Steward JNDI entry for EAS points to the EAS 3.0 web service endpoint; however the MRT Data Steward application still contains the old EAS 2 jars and does not reference the EAS 3.0 shared libraries. Removal of the EAS 2 jars and migration to the EAS 3.0 Shared Libraries needs to be done as part of Release 6.

1.6.1 Remove EAS 2 JARS and Replace with References to EAS Shared Libraries

Old (EAS 2.x) client JAR files were removed from the MRT Data Steward application. The application web.xml was then updated to reference the new AuthFilter initialization parameter eas.auth.client.servicetype. Upon deployment to the WebSphere environment, the application was configured to reference the EAS shared libraries:

- EASSERVICES-3.0
- CITSO_Shared-1.0

1.7 Resolve 508 Compliance Defects

TCO performed preliminary 508 compliance testing for maintenance release 5 and recorded several defects (MRTWI Web MRTW 00186330 - 508 Compliance Testing). A 508 compliance waiver was obtained listing July 31, 2010 as the compliance target date. To resolve the 508 compliance defects, the following actions were taken:

1.7.1 Correct Labeling and Id Failures

TCO's 508 compliance testing identified Paragraph N failures for non-unique ids and also for labels associated with more than one id. Research revealed that these errors were mainly typographical in nature and they were corrected.

1.7.2 Provide Unique Ids and Labels for Radio Buttons

The majority of Section 508 Paragraph A and N failures were caused by the radio buttons on the MRT list selection pages. These radio buttons are used to select a list item for display. Per 508 compliance guidelines, radio button selections require unique html labels and ids. This was not the case for the radio buttons on the MRT list pages. The MRT list pages were modified so that each radio button has a unique html label and id.

1.8 External Partner Enhancements and Defect Resolution

Implement External Partner enhancements and resolve outstanding defects in order to improve efficiency and make it easier for the users to enter External Partner information. The modifications include removing all persistent broker layer code and correcting the State

dropdown list sort order on the External Partner Address pages. To fulfill this requirement the following actions were taken:

1.8.1 Remove Persistent Broker Layer Code

Release 2a and prior of the application included a persistent broker layer, according to the previous FSA design standards. Per IB-0137 Reference Architecture 3.1 a persistent broker layer is no longer needed. The use of Plain Old Java Objects (POJOs) in persistent layer of the External Partner code can be eliminated to improve efficiency and better conform to FSA Reference Architecture standards. To fulfill this requirement the following actions were taken:

Removed the External Partner persistent broker layer of code and created a Hibernate session pool.

1.8.2 Correct State Dropdown List Sort Order

On the External Partner Address pages, the sort order of the State dropdown list is by state name rather than state abbreviation causing some of the abbreviations to be out of order. The sort order was changed to state abbreviation on the following pages to correct this situation:

- Add External Partner Address Information
- Change External Partner Address Information

1.9 Disaster County Enhancements and Defect Resolution

Implement Disaster County enhancements and resolve outstanding defects in order to improve efficiency and make it easier for the users to enter Disaster County information. The modifications include adding the Data Status Indicator fields and associated logic to the Disaster Declaration pages and changing the field name Initial Funding Percentage on the Disaster Area pages to the more business appropriate name of Initial Federal Funding Percentage.

1.9.1 Add Data Status Indicator to Disaster County Pages

The Data Status Indicator field was recently added to the Internal_Disaster_Declaration_MRT table. The field indicates whether a disaster is active or not. The Disaster County pages must allow the user to view and update the Data Status Indicator field. In order to fulfill this requirement, the following actions were taken:

1.9.1.1 Modify Add Disaster Declaration Logic

No visible changes were made to the Add Disaster Declaration page. However, the Data Status Indicator field will be set to the default value of "Y" when a Disaster Declaration is added.

1.9.1.2 Modify View Disaster Declaration Page

A field labeled "Active?" was added to the View Disaster Declaration Page to display the value of the Data Status Indicator.

1.9.1.3 Modify Change Disaster Declaration Page

A radio button field labeled "Active?" with "Yes" and "No" options was added to the Change Disaster Declaration Page. The field is used to display and modify the value of the Data Status Indicator.

1.9.2 Change Field Name to Initial Federal Funding Percentage

Currently the Disaster Area pages display the field name Initial Funding Percentage. The following actions were taken to implement the use of the more business appropriate field name of Initial Federal Funding Percentage:

1.9.2.1 Modify Disaster Area Pages

The Add, View, Change and Delete area pages were updated to display the field label as "Initial Federal Funding %".

1.9.2.2 Review and Modify Error Messages

Error messages were reviewed and updated to refer to the field as Initial Federal Funding Percentage.

1.10 Interest Rate Enhancements and Defect Resolution

Implement Interest Rate enhancements and resolve outstanding defects in order to improve efficiency and make it easier for the users to enter Interest Rate information. The modifications include displaying the name of the Latest Last Update User on the Interest Rate Pages and enhancing the sort on the Interest Rate Status page:

1.10.1 Display Name of Latest Last Update User on Interest Rate Pages

Currently the Interest Rate pages display the 23 digit eAuth id in the Last Update User field in all cases. The eAuth id should display only if the last update user's first and last name are unavailable in Business Party. Otherwise, the first and last name should display in the Last Update User field. When more than one database record is involved in the display, take the user name information from the record with the most recent last changed date. To fulfill these requirements the following action was taken:

1.10.1.1 Modify Interest Rate Pages

The Interest Rate Approval, Request Delete, Approve Delete, Change and Approve Change pages were modified to display last update user's first and last name if available.

1.10.2 Enhance Interest Rate Status Page Sort Function

The user friendliness of the Interest Rate Status Page sort function could be improved. The following deficiencies exist:

- Default sort order is Interest Rate Type Identifier rather than Interest Rate Type Name
- User selected Sort Column and Sort Order criteria do not redisplay after Interest Rate update
- The order of the list is not maintained after Interest Rate update functions are preformed

The following actions were taken to correct these deficiencies:

1.10.2.1 Establish Interest Rate Type Name as Default Sort Order

The default sort order for the initial display of the Interest Rate Status List was changed to the more user friendly Interest Rate Type Name ascending sort order.

1.10.2.2 Include Interest Rate Type Name as a Secondary Sort Field

In order to maintain a more constant and logical sort order, sorting logic was modified to include Interest Rate Type Name ascending as a secondary sort field when the user selects Latest Rate, Latest Rate Start Date, Latest Rate End Date, Latest Rate Publish Date or Rate Status as the Sort Column.

1.10.2.3 Maintain Sort Order after Interest Rate Update

The logic that redisplay the Interest Rate Status List after the Add, Approve, Request Delete and Approve Delete update functions was modified to redisplay the user selected Sort Column and Sort Order and to display the list in the order specified by the sort selection criteria.

1.11 Congressional District Defect Resolution

To resolve a defect involving the Change Congressional District function, the following action was taken:

1.11.1 Correct Change Congressional District Logic

Currently the Congressional District Name and Category fields do not update if the user attempts to change them on the Change Congressional District page when the Congressional District status is inactive. The change logic was modified to allow update of the fields regardless of the Congressional District's status.

Document Revision History

Date	Version	Summary of Change	Author
7/26/2010	1.0	Initial Creation	HP – Janet Stinson
10/7/2010	2.0	Updated to include: <ul style="list-style-type: none">• Disaster Declaration Enhancements and Defect Resolution• Correct Interest Rate Status Sort• Congressional District Defect Resolution	HP – Janet Stinson