

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

Prepared For

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January 6, 2010

Table of Contents

1	Introduction.....	3
2	First Time User’s Guide	3
3	Overview	4
	3.1 Browser	4
	3.2 Support	5
	3.3 Connecting to the Application.....	6
	3.4 Home page.....	6
	3.5 Help page.....	7
4	County Data Steward.....	8
	4.1 Overview of County Data Steward Functions	8
	4.1.1 MRTWI Menu.....	8
	4.2 Adding a County.....	9
	4.3 Listing Counties.....	12
	4.3.1 Specifying County Selection Criteria	12
	4.3.2 Sorting the County List	14
	4.3.3 Displaying a County	15
	4.4 Viewing a County.....	15
	4.5 Changing County Information.....	18
	4.6 Dissolving a County	21
	Appendix A: Messages	26
	A.1 Home Page.....	26
	A.2 Help Page.....	26
	A.3 Add County	26
	A.4 County List	27
	A.5 View County.....	28
	A.6 Change County	29
	A.7 Dissolve County	31
	A.8 Absorbing County List	31
	Appendix B: Acronyms and Abbreviations	32
	Appendix C: Terms.....	33
	Appendix D: Users Types	39

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 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
 - Cheryl Pallas at 816-926-1965; cheryl.pallas@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 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 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.
- Validation of user input against business rules.

The MRT Data Steward Application Website provides users with ease of navigation and the convenience of data entry. The “MRTWI Menu” section allows the user to easily navigate though the Website 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 county data steward role.

The website validates user’s input against business rules. Invalid entries will not make it into the MRTdatabase. For example, a business rule exists which states “If the value of the Standard Code Indicator is ‘Yes’, then ‘FIPS County Code’ is required and it should contain the same value as the ‘County Code’”. 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 Website 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



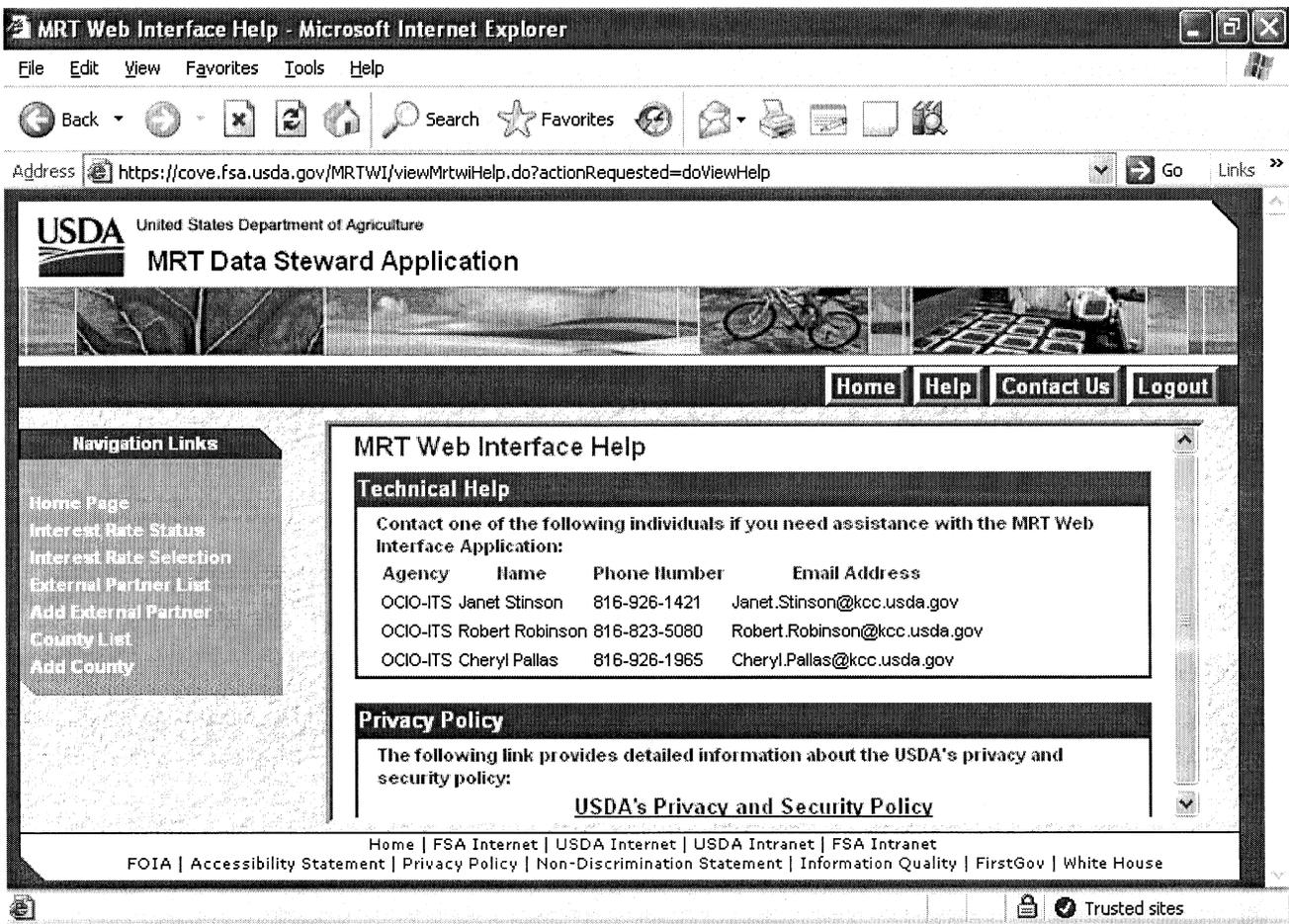
All functionality will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- 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.
- 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 County Data Steward

4.1 Overview of County Data Steward Functions

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

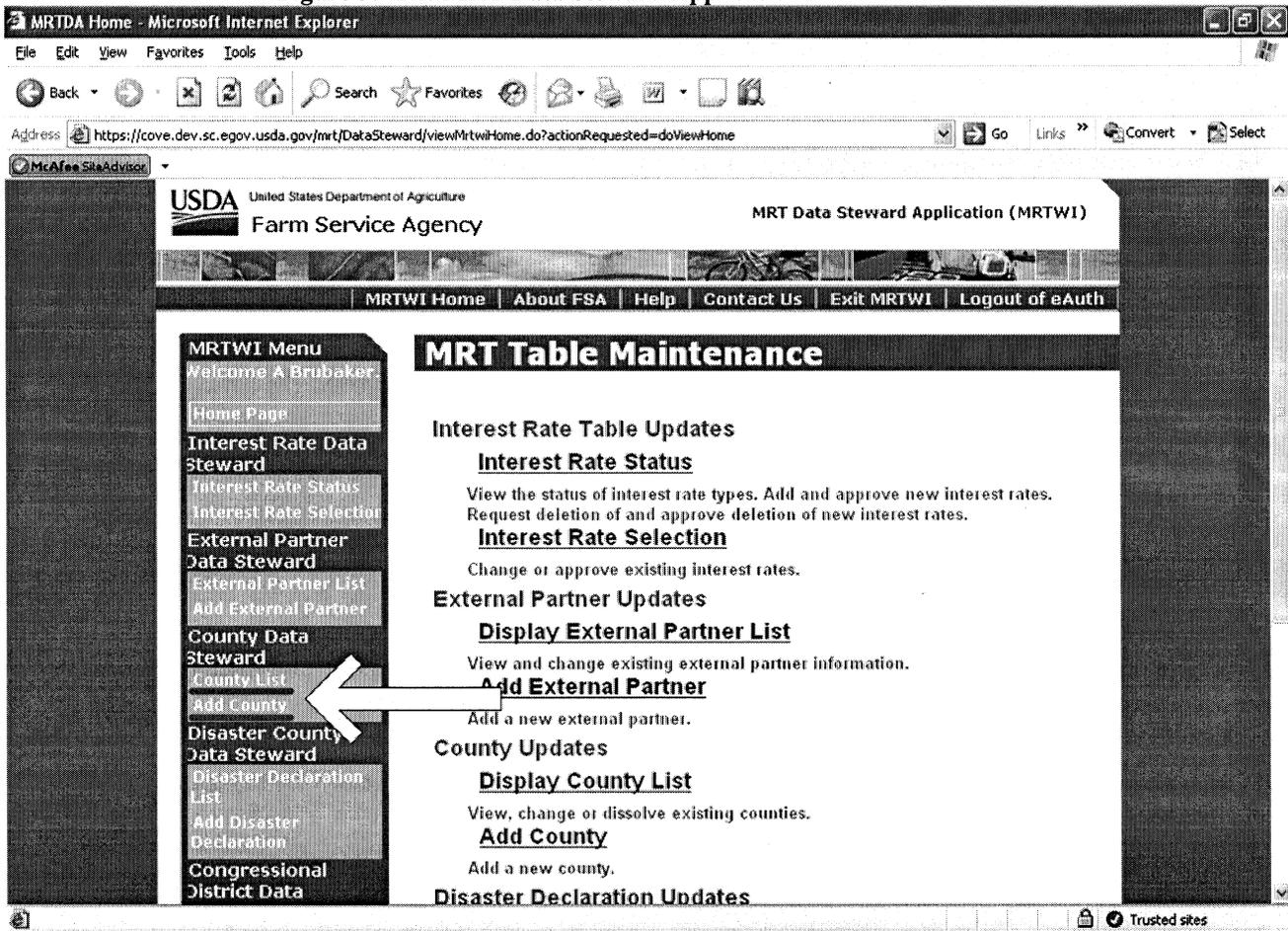
4.1.1 MRTWI Menu

The “MRTWI Menu” section allows the user to easily navigate to ‘County List’ and ‘Add County’ page.

- **County List:**
This option allows the user to view, change or dissolve existing counties.
- **Add County:**
This option allows the user to add a new county.

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

Figure 3: The MRT Data Steward Application MRTWI Menu Section



4.2 Adding a County

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

The basic flow follows:

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

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

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

(See Figures 4a – 4d which follow.)

Figure 4a: Add County – Name Section

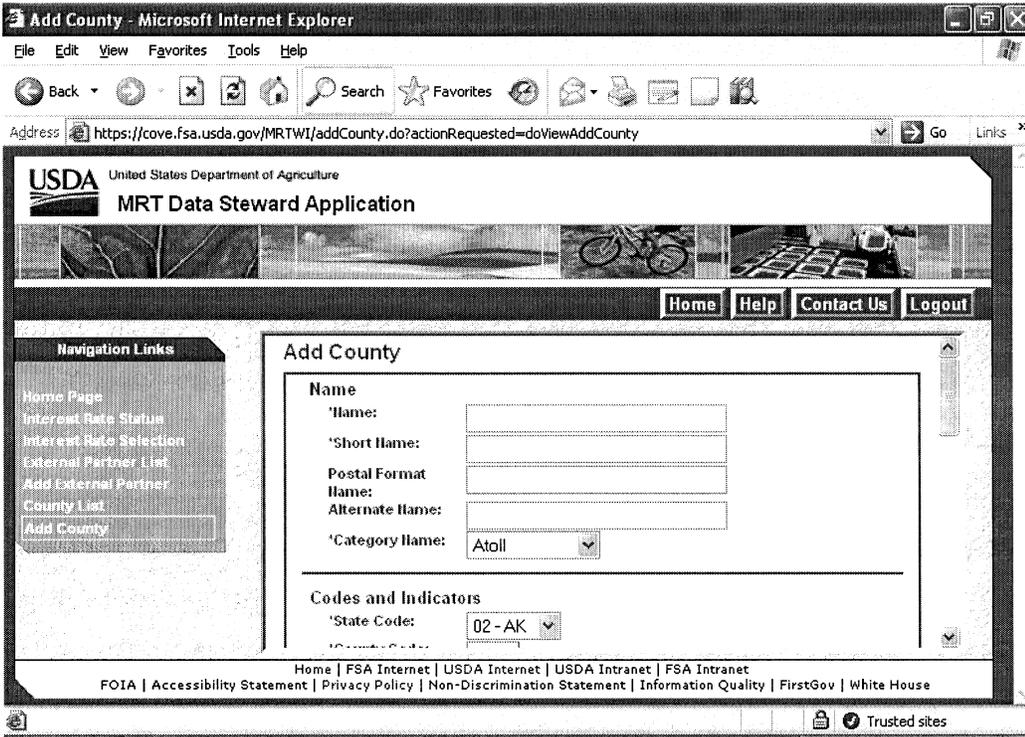


Figure 4b: Add County - Codes and Indicators Section

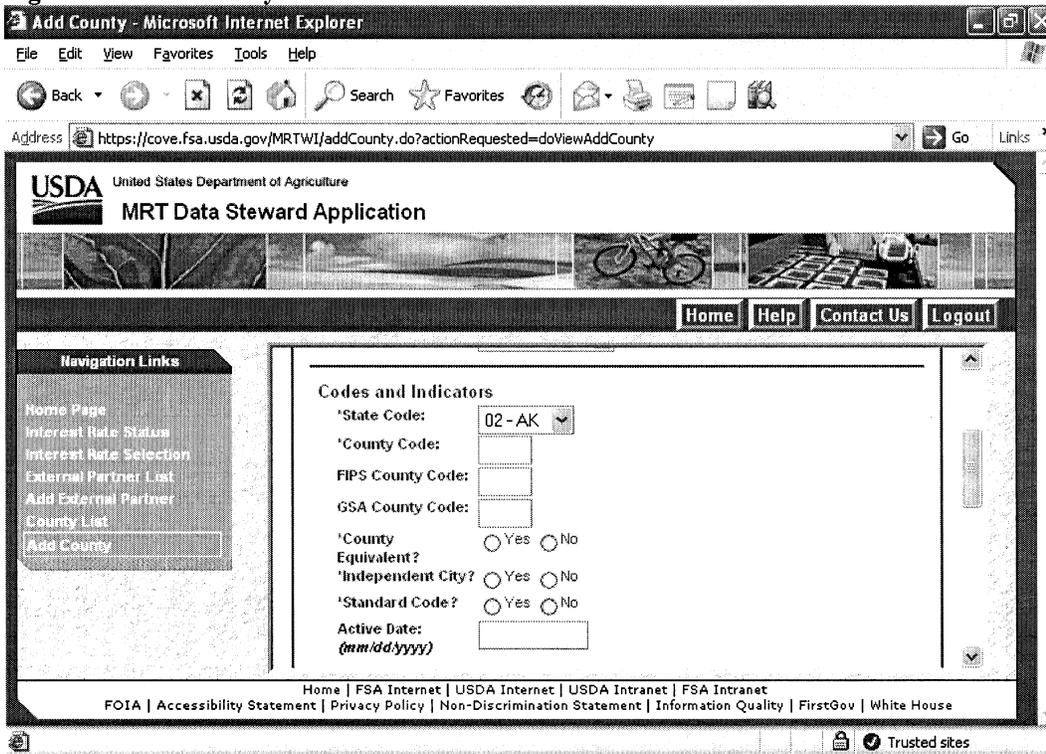


Figure 4c: Add County – Geospatial Section

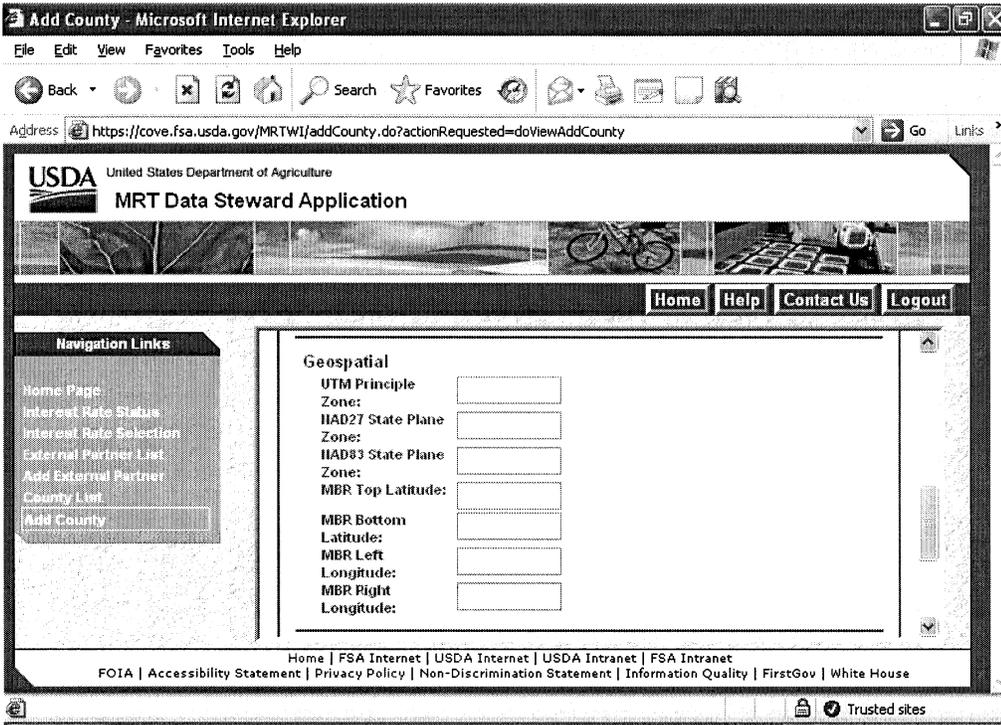
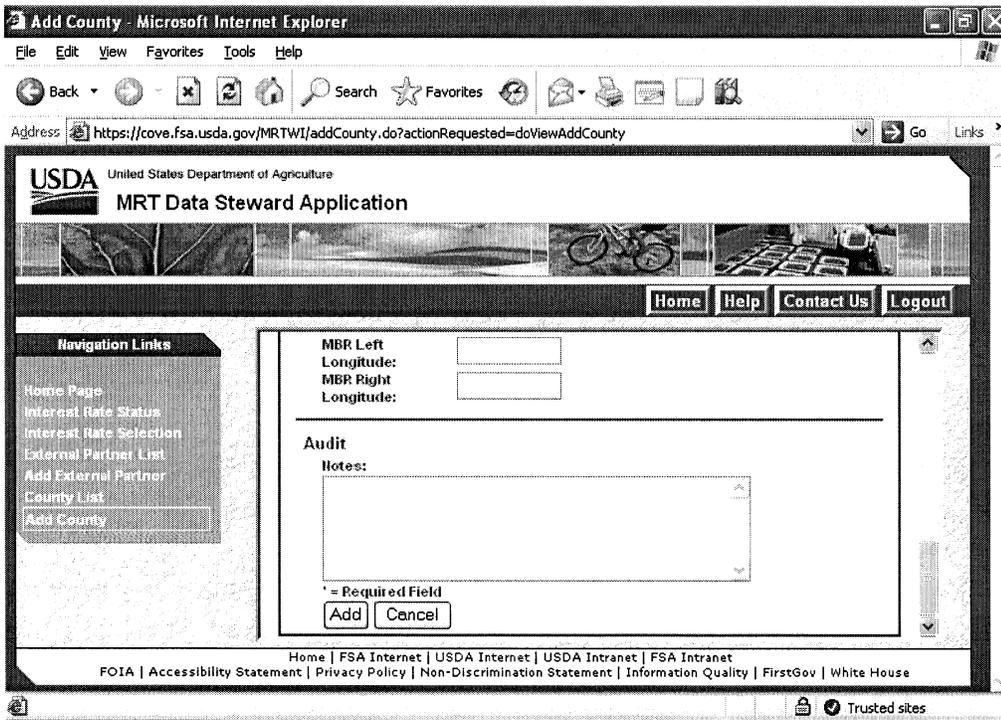


Figure 4d: Add County – Audit Section



4.3 Listing Counties

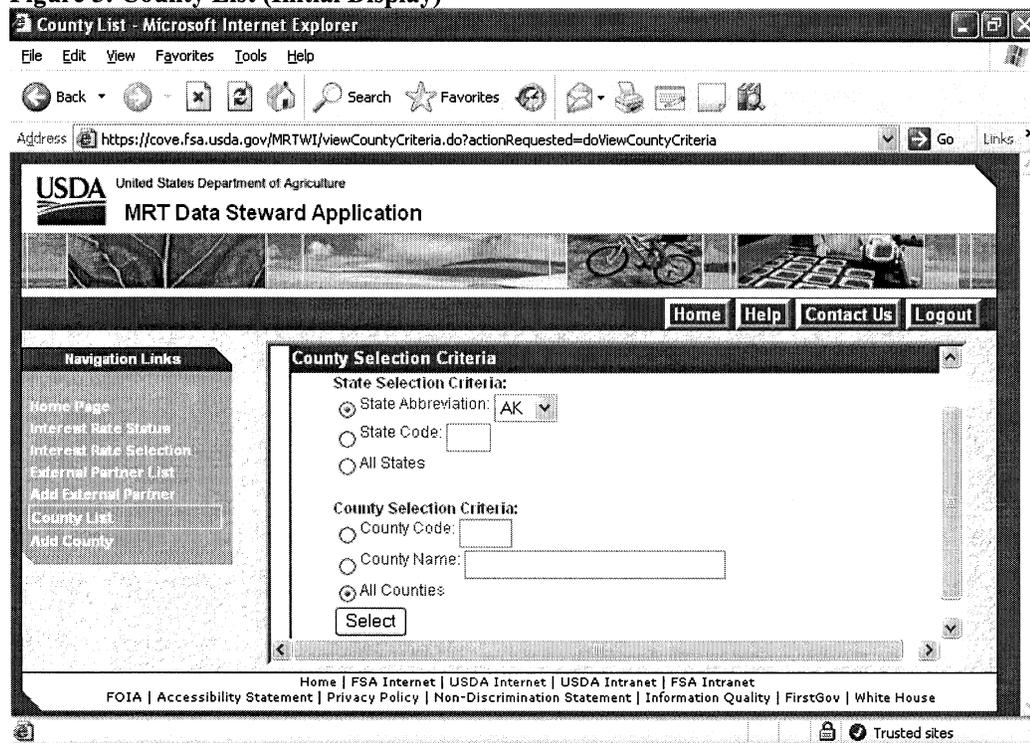
The functions available through the “County List” link will be explained here.

The “County List” page displays identifying information for a selected group of counties. Several functions can be initiated from the “County List” page:

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

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

Figure 5: County List (Initial Display)



4.3.1 Specifying County Selection Criteria

You may select the counties to be displayed by specifying a combination of selection criteria contained in the “County Selection Criteria” section displayed of the “County List” page. There are two groups of selection criteria. One group is for specifying state selection criteria and the other is for specifying county criteria. You must make a selection from both groups. Note: The default selection criteria are “State Abbreviation”/“All Counties”.

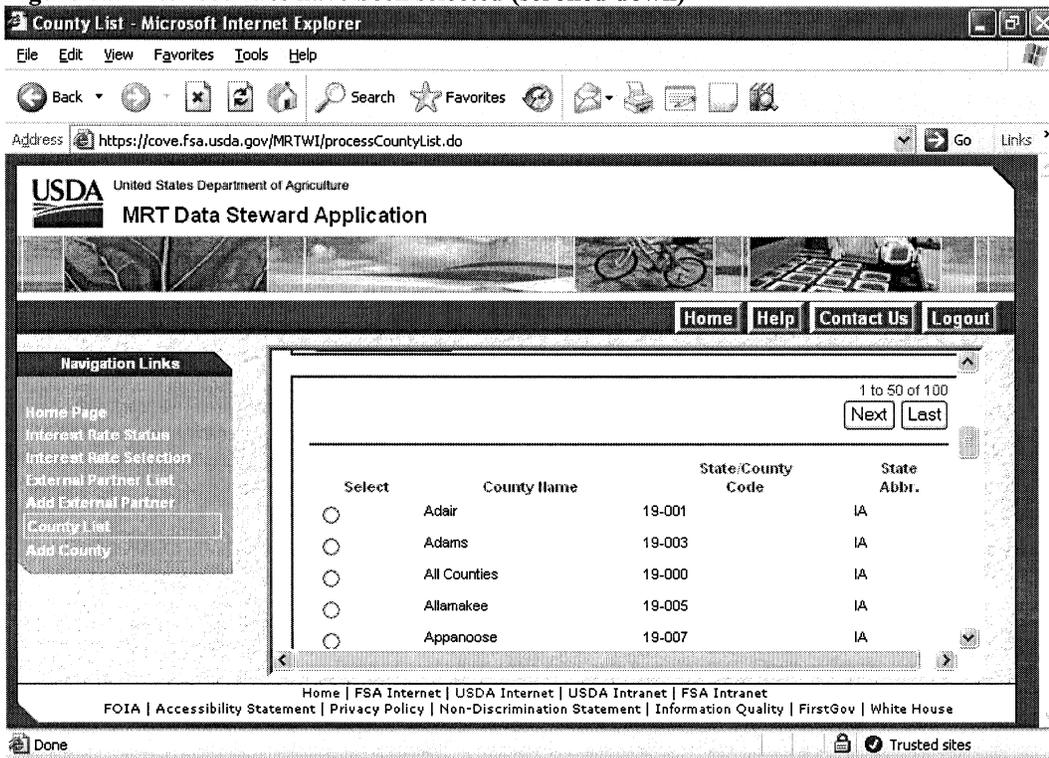
To specify selection criteria and select counties:

- Specify State Selection Criteria: Click the radio button to the left to choose one of the three state selection criteria options: “State Abbreviation” (default), “State Code” or “All States”. The “State Abbreviation” option requires you to select a state abbreviation from the dropdown list. The “State Code” option requires you to enter a two-digit state code.
- Specify County Selection Criteria: Click the radio button to the left to choose one of the three county selection criteria options: “County Code”, “County Name” or “All Counties” (default). The “County Code” option requires you to enter a three-digit county code. The “County Name” option requires you

to enter a full or partial county name. A match will occur if the characters entered in the “County Name” occur anywhere within a county’s name.

- Once the selection criteria are entered, click the “Select” button and you will be presented with a list of counties matching the criteria (See figure 6a). Otherwise, a message stating no counties were found will display.

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

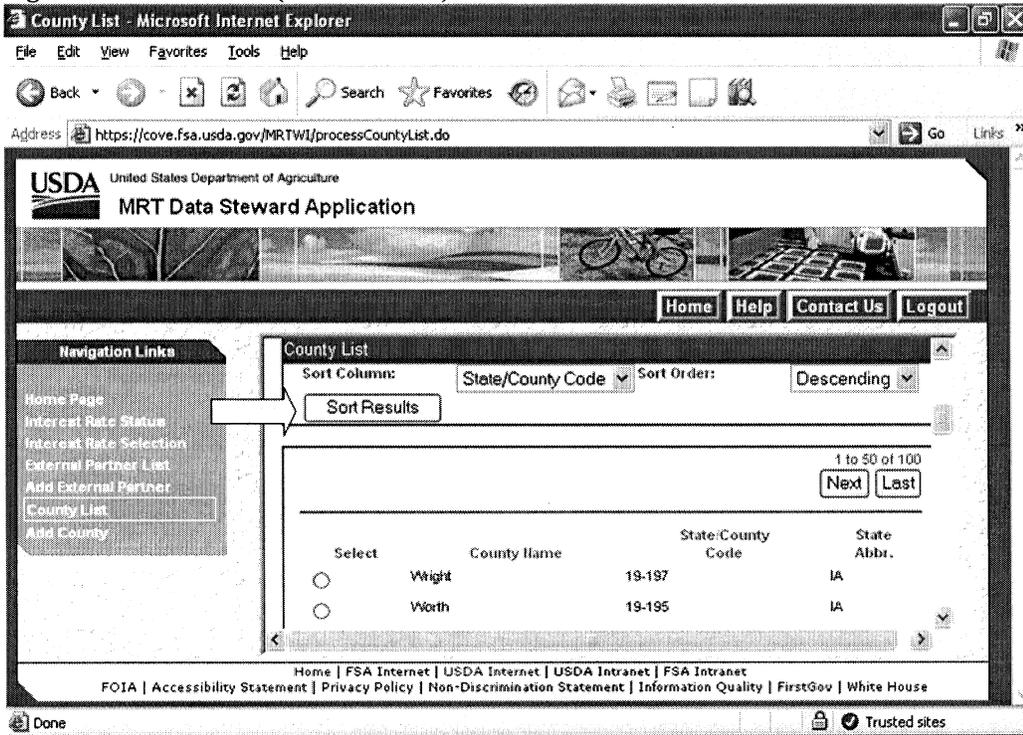


4.3.2 Sorting the County List

To sort the County list:

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

Figure 6b: Sort criteria (scrolled down)

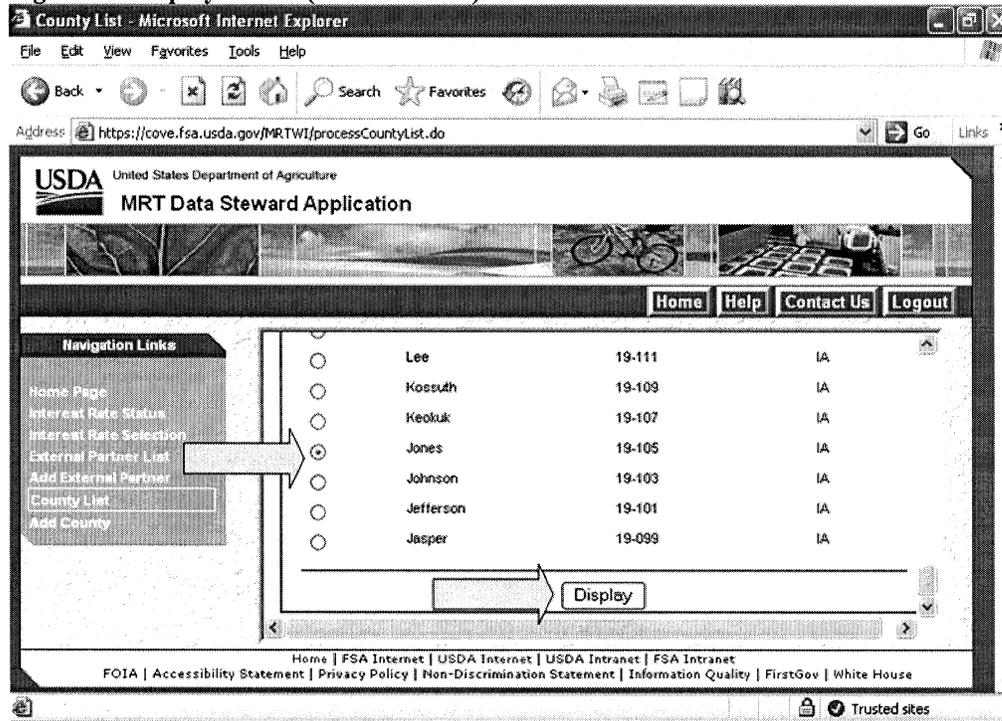


4.3.3 Displaying a County

To display detail information about a county:

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

Figure 6c: Display button (scrolled down)



4.4 Viewing a County

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

- Change county information - initiated by clicking on the “Change” button on the “View County” page. (Reference Section 4.5)
- Dissolve county – initiated by clicking on the “Dissolve” button on the “View County” page. (Reference Section 4.6)

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

- On the “County List” page select a county from the list and click the “Display” button (Reference Section 4.3.3)

The “View County” page displays the following sections:

- Names (See figure 7a)
- Codes and Indicators (See figure 7b)
- Geospatial (See figure 7b)
- Dissolve Information (See figure 7c)
- Audit (See figure 7c)

Note: Clicking the “Done” button on the “View County” page will display the “County List” page. (Reference Section 4.3)

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

Figure 7a: View County (Names Section)

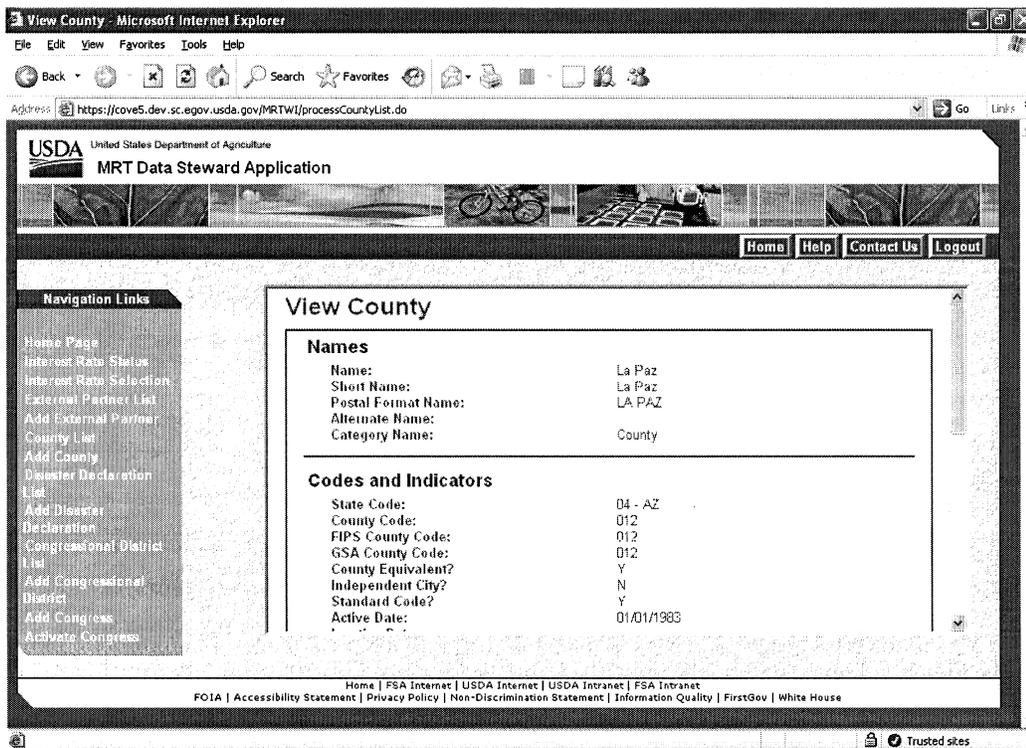


Figure 7b: View County (Codes and Indicators and Geospatial Sections – scrolled down)

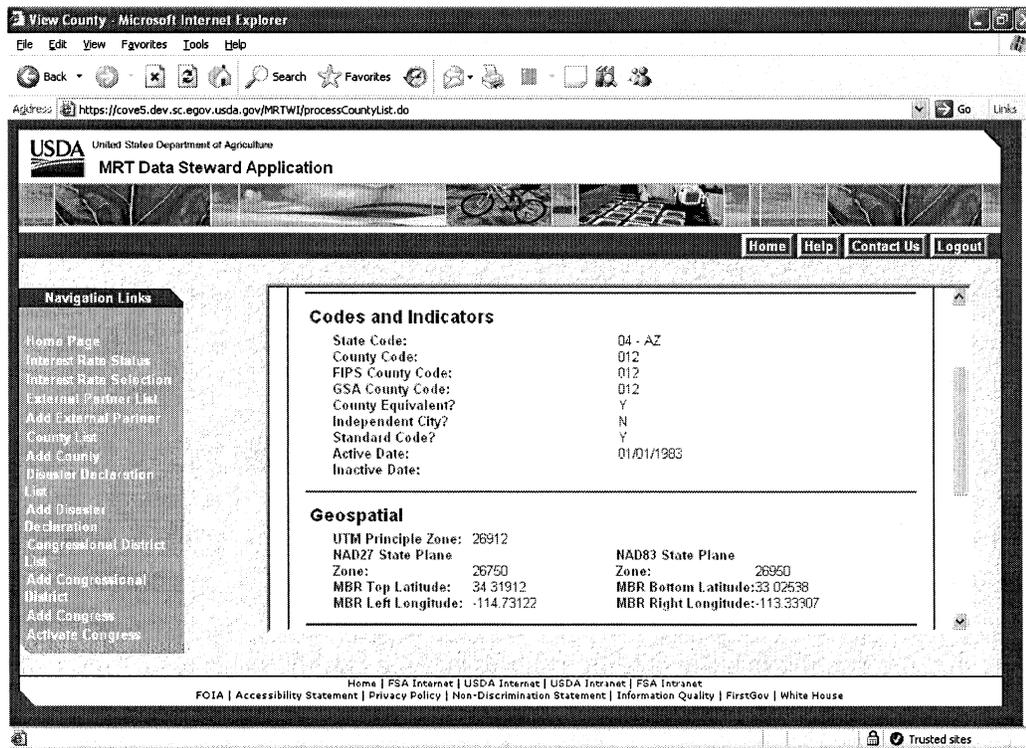
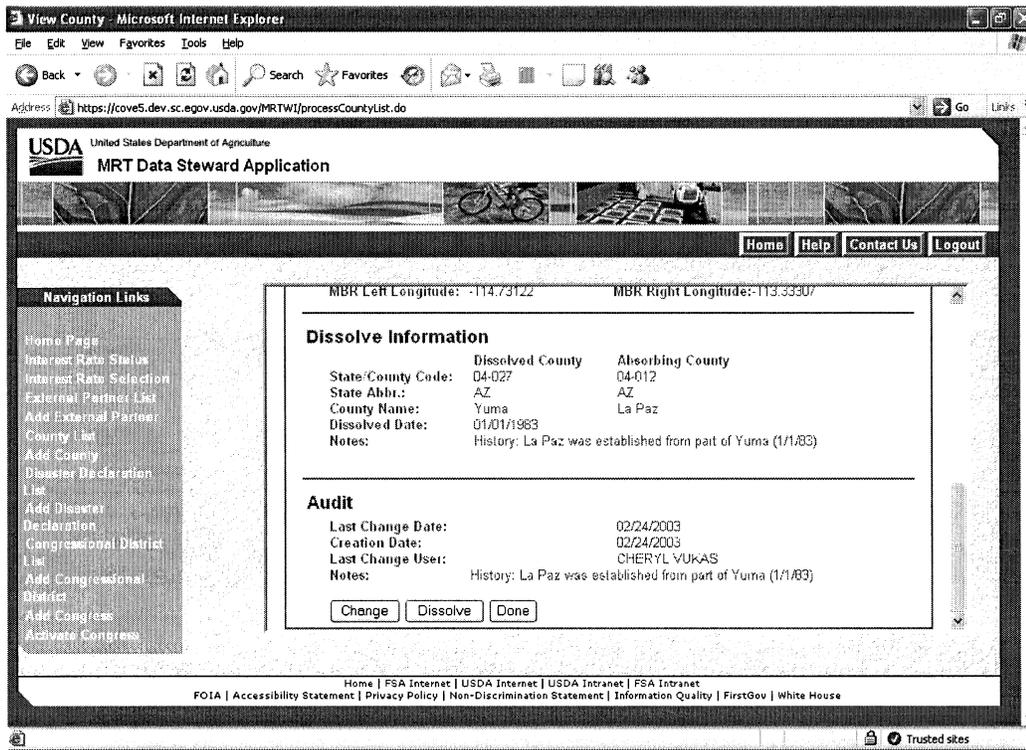


Figure 7c: View County (Dissolve Information and Audit Sections – scrolled down)



4.5 Changing County Information

The “Change County” page is reached by clicking the “Change” button located on the “View County” page (Reference Section 4.4).

To change county information:

- On the “View County” page, click the “Change” button located on the bottom of the page. (See Figure 7e).
- The “Change County” page appears displaying the county’s information as editable fields (See Figures 8a – 8d).
- Once all the desired changes have been entered, click the “Change” button.
- The “View County” page redisplay with the updated information.

Note: There is a “Cancel” button on the “Change County” page. Use this button to return to the “View County” page without changing the county.

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

Figure 8a: Change County (Name Section)

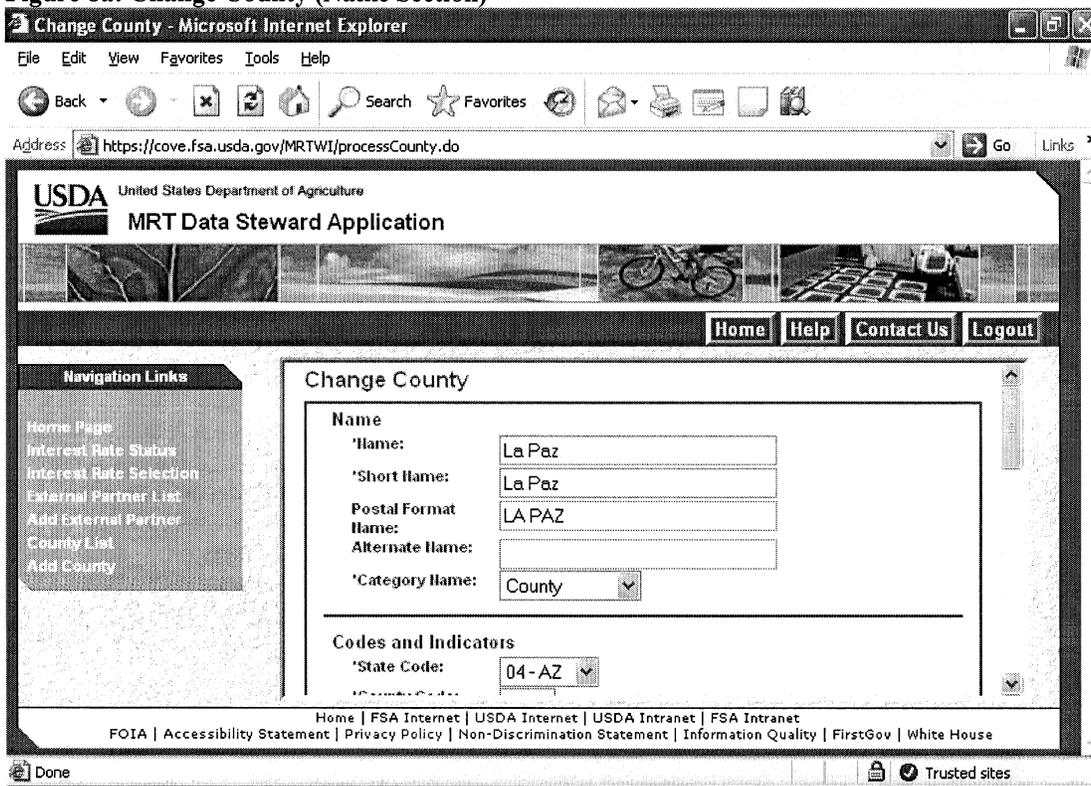


Figure 8b: Change County (Codes and Indicators Section - scrolled down)

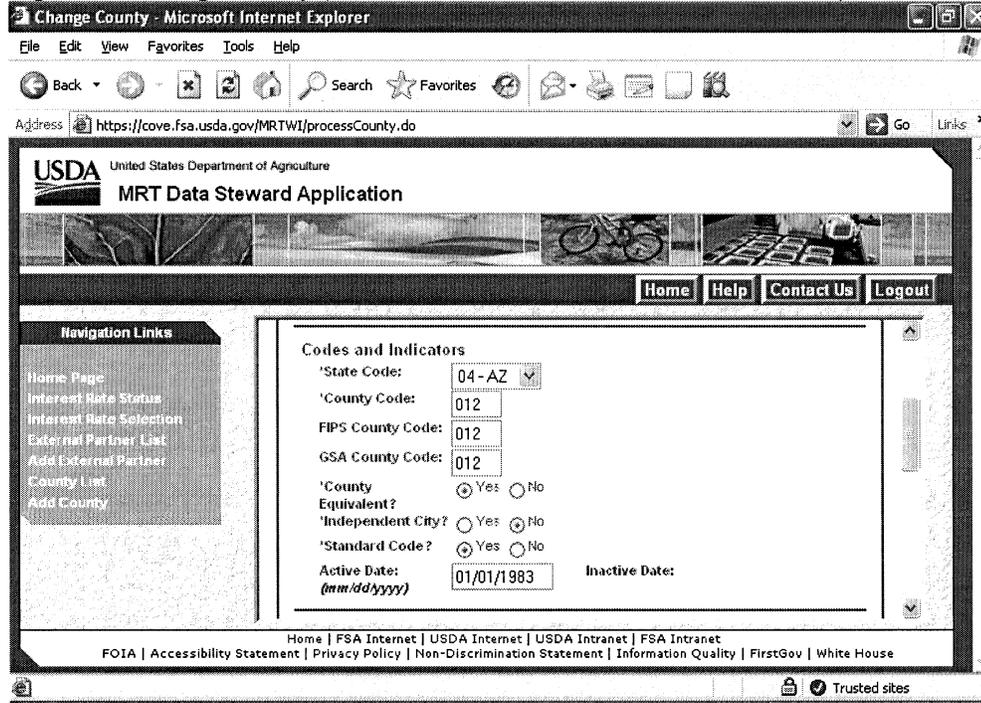


Figure 8c: Change County (Geospatial Section - scrolled down)

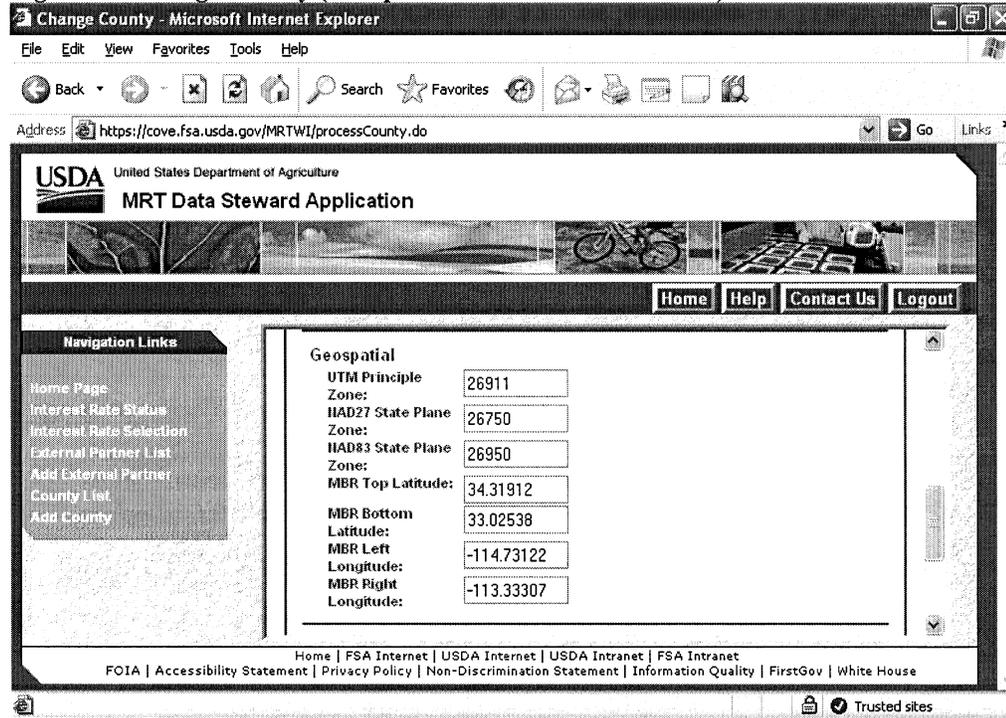
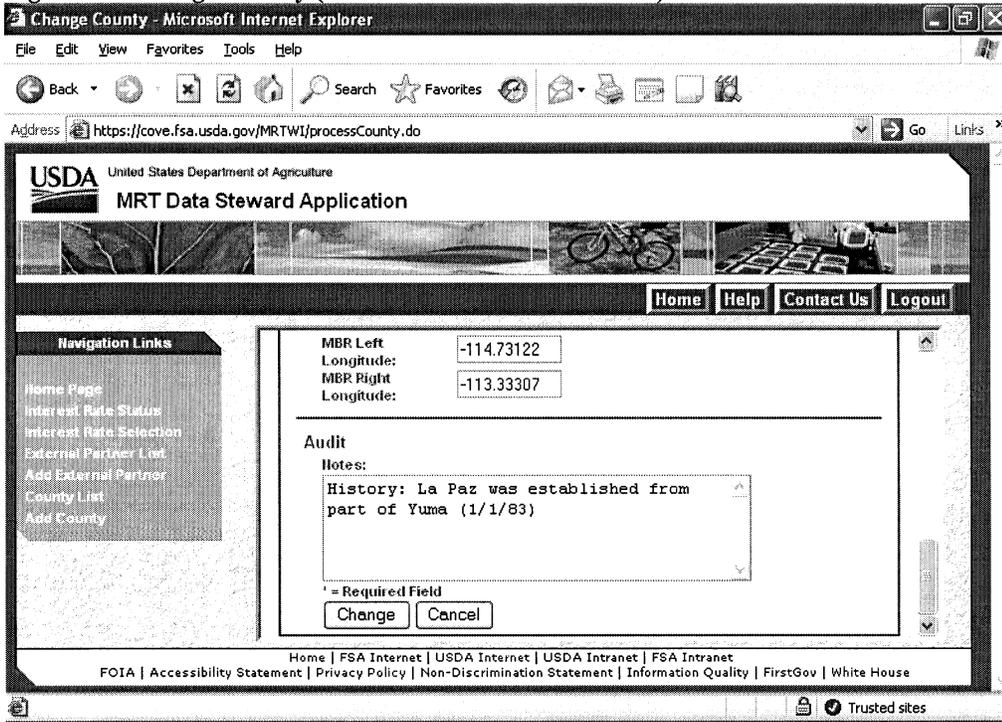


Figure 8d: Change County (Audit Section - scrolled down)



4.6 Dissolving a County

The “Dissolve County” page is reached by clicking the “Dissolve” button located on the “View County” page (Reference Section 4.4).

To dissolve a county:

- On the “View County” page, click the “Dissolve” button located on the bottom of the page (See Figure 7e).
- The “Dissolve County” page appears (See Figures 9a and 9b).
- Build the Absorbing Counties list as follows:
 - Click the “Add County” button and the “Absorbing County” List page will display showing selection criteria options. (See Figure 9c).
 - Enter valid selection criteria. Click the “Select” button. (Note: the Absorbing County List functions much the same as the “County List” page. Please refer to Sections 4.3.1 and 4.3.2 for instruction on specifying county selection criteria and sorting the county list.
 - A list of counties matching the selection criteria displays.)
 - Select one or more counties from the list by clicking the checkbox to the left of the desired county and click the “Add Checked” button (See Figure 9d).
 - Display returns to the “Dissolve County” page showing the selected counties (See Figure 9e).
 - Should you wish to remove a county from the Absorbing County list, select the county’s check box and press the “Delete Checked” button on the “Dissolve County” page. The Selected county will be removed from the list.
- Enter the dissolve information which includes Dissolved Date, whether or not the county will be completely dissolved and Notes.
- Click the “Save” button.
- The “Dissolve County” page in read-only mode appears requesting confirmation of the dissolve county operation. (See Figures 9f and 9g). There are two options at this point:
 - Click the “Yes” button to confirm the dissolve county operation. If this option is chosen, display returns to the “View County” page showing the updated dissolve information.
 - Click the “No” button if for some reason the dissolve should not be confirmed. Display returns to the “Dissolve County” page in edit mode were corrections and additional information can be entered.

Note: There is a “Cancel” button on the bottom of the “Dissolve County” page. Use this button to return to the “View County” page without dissolving a county.

Please refer to “Appendix A: Messages – Dissolve County” should you encounter any errors while working with the “Dissolve County” page. Error messages and remedies are listed there. If you encounter any errors while building the absorbing county list, please refer to Appendix A: Messages – Absorbing County List.

Figure 9a: Dissolve County (Top portion)

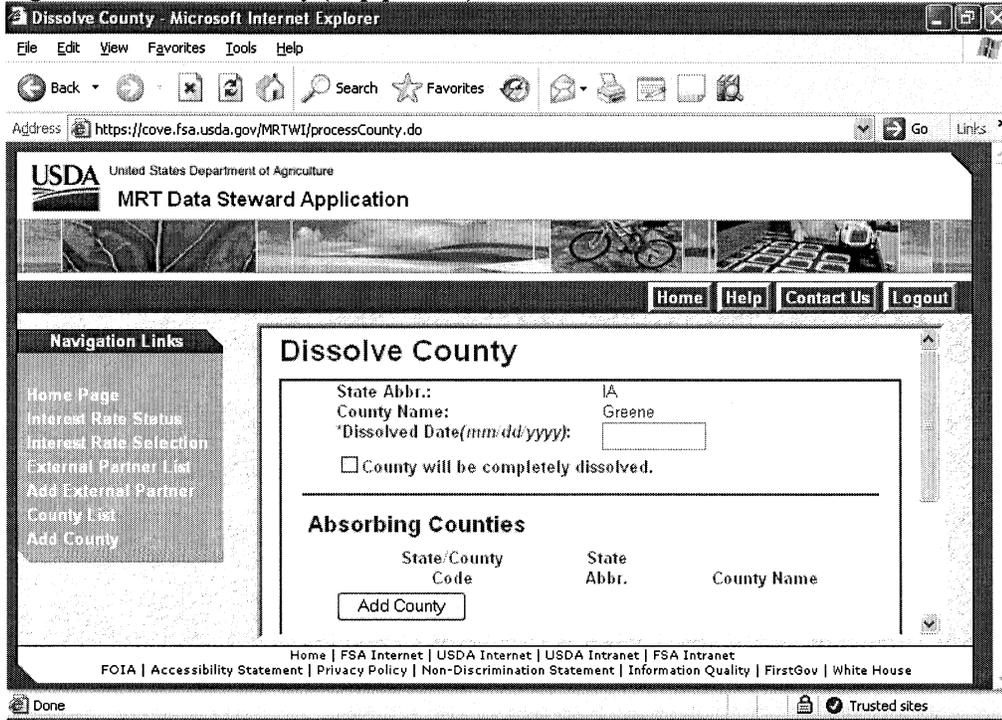


Figure 9b: Dissolve County (Audit portion – scrolled down)

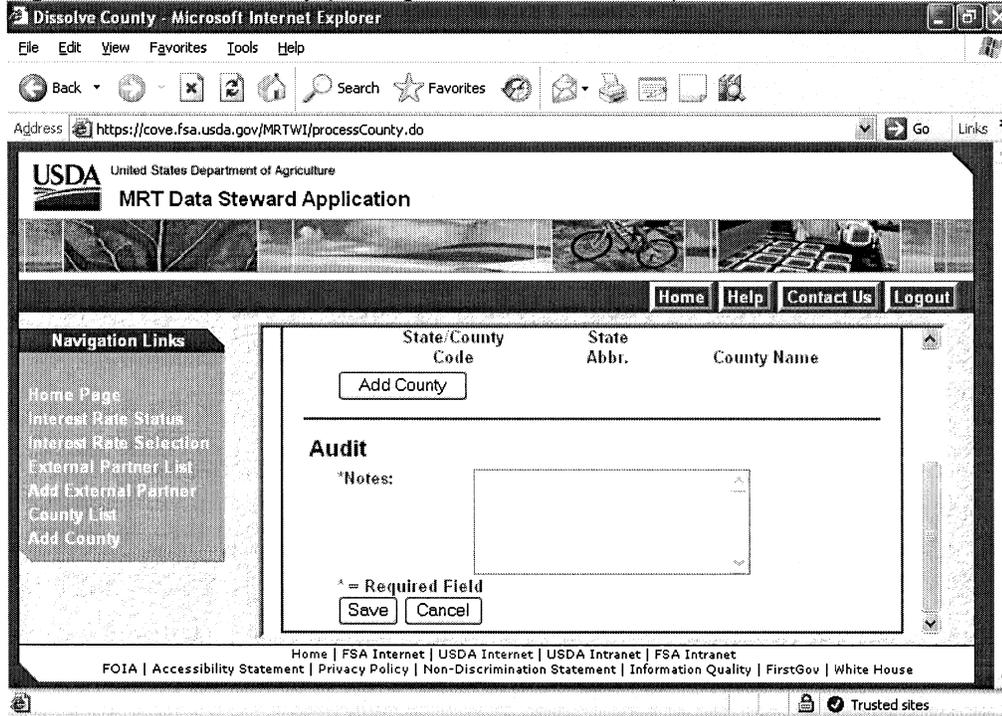


Figure 9c: Absorbing County List Selection Criteria – scrolled down slightly

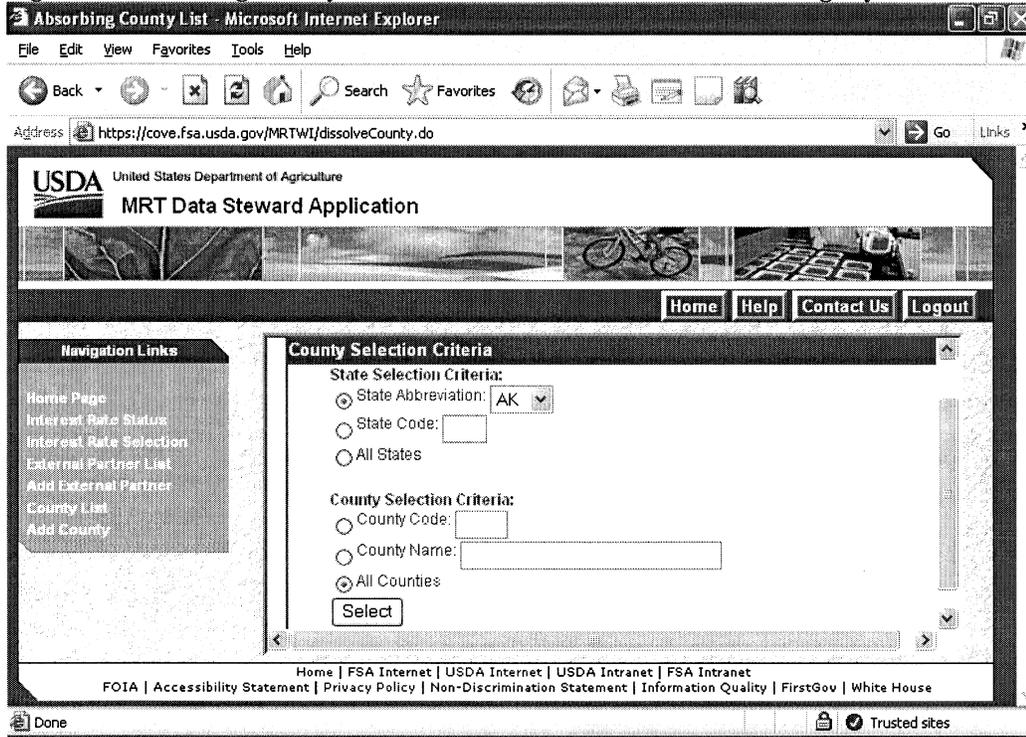


Figure 9d: Absorbing County List with Selected Counties – scrolled down

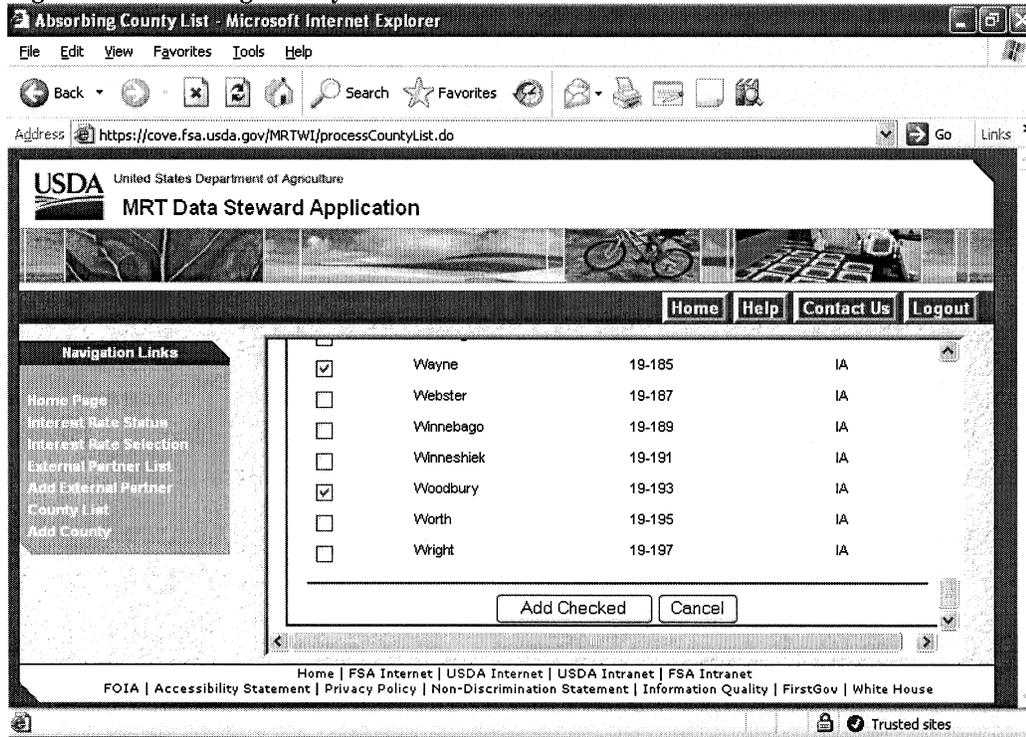


Figure 9e: Dissolve County showing Selected Absorbing Counties

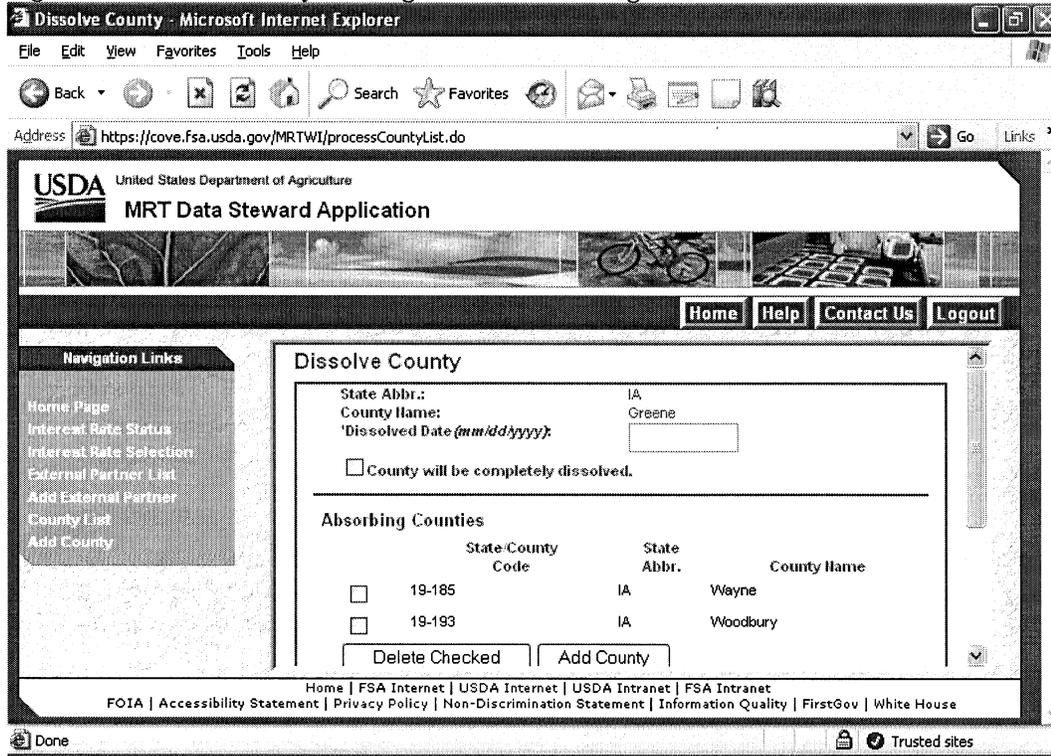


Figure 9f: Dissolve County in Read-Only Confirmation Mode - (top portion)

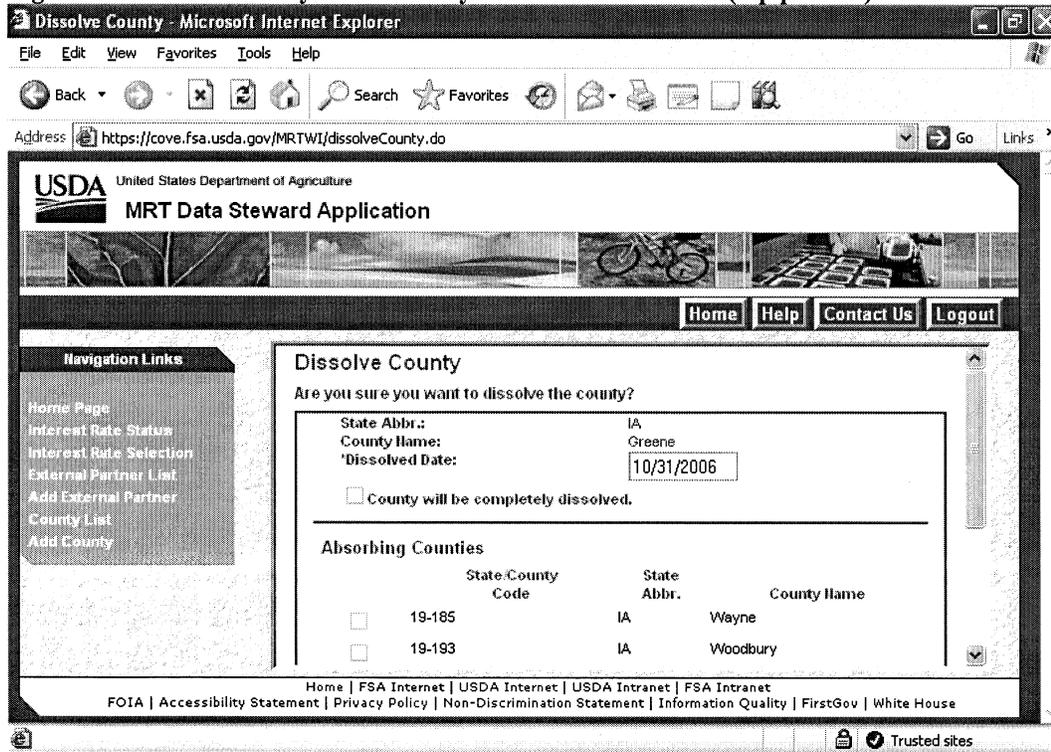
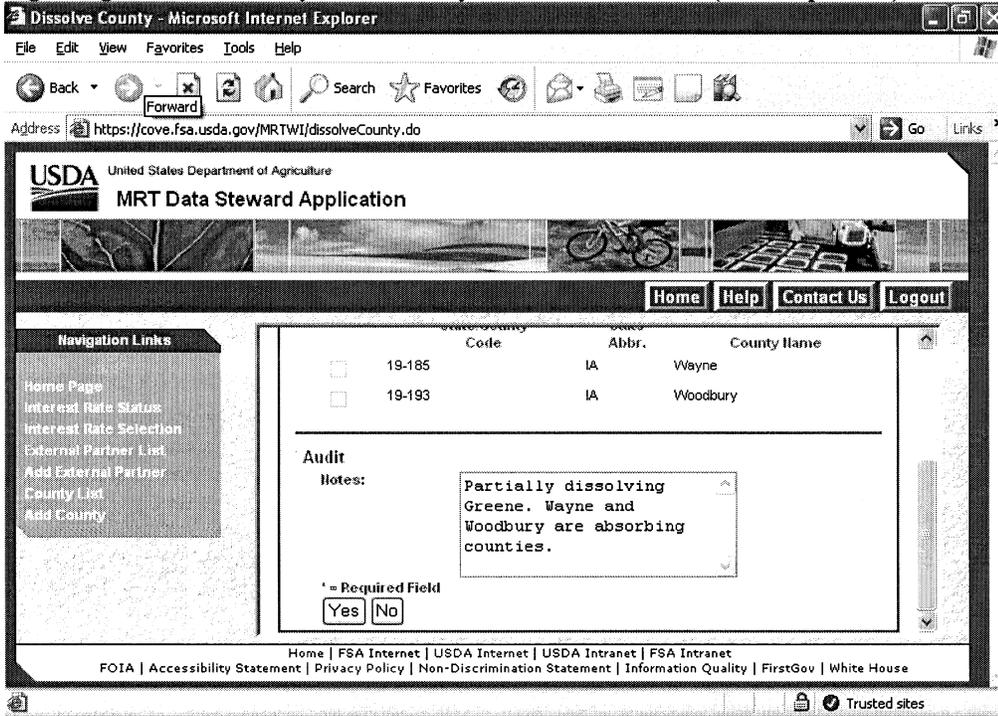


Figure 9g: Dissolve County in Read-Only Confirmation Mode (bottom portion)



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 County

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	County Name is a required field.	Blanks are entered in the Name field and 'Add' is pressed.	Do not leave Name blank.
Error	Short Name is a required field.	Blanks are entered in the Short Name field and 'Add' is pressed.	Do not leave Short Name blank.
Error	County Code is a required field.	Blanks are entered in the County Code field and 'Add' is pressed.	Do not leave County Code blank.
Error	Invalid value entered for County Code.	A value other than a 3-digit number or a blank is entered in the County Code field and 'Add' is pressed.	Enter a valid 3-digit number in the County Code field.
Error	County Code and FIPS County Code should match when Standard Code Indicator is true.	The values in the County Code and FIPS County Code fields do not match, 'Standard Code' equals 'Yes' is selected and 'Add' is pressed.	Enter the same 3-digit number in the County Code and FIPS County Code fields.
Error	Invalid value entered for FIPS County Code.	A value other than a 3-digit number or a blank is entered in the FIPS County Code field and 'Add' is pressed.	Enter a valid 3-digit number in the FIPS County Code field.
Error	FIPS County Code should not be entered when the Standard Code Indicator is false.	A value is entered for FIPS County Code, Standard Code equals 'No' is selected and 'Add' is pressed.	Leave FIPS County Code blank.
Error	Invalid value entered for GSA Code.	A value other than a 3-digit number or a blank is entered in the GSA County Code field and 'Add' is pressed.	Enter a valid 3-digit number in the GSA County Code field.
Error	GSA County Code should not be entered when the Standard Code Indicator is false.	A value is entered for GSA County Code, Standard Code equals 'No' is selected and 'Add' is pressed.	Leave GSA County Code blank.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Invalid value entered for UTM Principle Zone.	A non-numeric value other than blank is entered in the UTM Principle Zone field and 'Add' is pressed.	Enter a numeric value in the UTM Principle Zone field.
Error	Invalid value entered for NAD83 State Plane Zone.	A non-numeric value other than blank is entered in the NAD83 State Plane Zone field and 'Add' is pressed.	Enter a numeric value in the NAD83 State Plane Zone field.
Error	Invalid value entered for NAD27 State Plane Zone.	A non-numeric value other than blank is entered in the NAD27 State Plane Zone field and 'Add' is pressed.	Enter a numeric value in the NAD27 State Plane Zone field.
Error	Invalid value entered for MBR Bottom Latitude.	A non-numeric value other than blank is entered in the MBR Bottom Latitude field and 'Add' is pressed.	Enter a numeric value in the MBR Bottom Latitude field.
Error	Invalid value entered for MBR Top Latitude.	A non-numeric value other than blank is entered in the MBR Top Latitude field and 'Add' is pressed.	Enter a numeric value in the MBR Top Latitude field.
Error	Invalid value entered for MBR Right Longitude.	A non-numeric value other than blank is entered in the MBR Right Longitude field and 'Add' is pressed.	Enter a numeric value in the MBR Right Longitude field.
Error	Invalid value entered for MBR Left Longitude.	A non-numeric value other than blank is entered in the 'MBR Left Longitude' field and 'Add' is pressed.	Enter a numeric value in the MBR Left Longitude field.
Error	Invalid value entered for Active Date.	Incorrectly formatted date is entered in the Active Date field and 'Add' is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Active Date blank,
Error	Notes field must be completed when Active Date has a future value.	Valid Active Date occurring in the future was entered but no Notes were entered.	Do not leave Notes blank.
Error	Equivalent indicator is a required field.	No value is selected for the County Equivalent indicator and 'Add' is pressed.	Select either 'Yes' or 'No'.
Error	Independent City indicator is a required field.	No value is selected for the Independent City indicator and 'Add' is pressed.	Select either 'Yes' or 'No'.
Error	Standard Code indicator is a required field.	No value is selected for the Standard Code indicator and 'Add' is pressed.	Select either 'Yes' or 'No'.
Error	FIPS County Code must be unique within a state.	A FIPS County Code that previously exists within a State is entered.	Enter a FIPS County Code that is not already being used for another county within the state.
Error	County Code must be unique within a state.	A County Code that previously exists within a State is entered.	Enter a County Code that is not already being used for another county within the state

A.4 County List

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
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MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	No Counties were found for this request	No counties matching the selection criteria entered could be found.	Enter different selection criteria.
Error	Please select a County	The 'Display' button was pressed but a County was not selected.	Select a County appearing on the list by clicking on the radio button to the left of it. Click the 'Display' button again.
Error	State Code required.	State Code was selected in the State Selection Criteria section but State Code field was left blank and the 'Select' button was pressed.	Do not leave the State Code field blank. Enter a valid 2-digit State Code and click the 'Select' button again.
Error	Invalid State Code. State Code must be a 2 digit number.	Value other than two numeric characters or blanks was entered and the 'Select' button was pressed.	Enter a valid 2-digit number in the State Code field and click the 'Select' button again.
Error	Invalid County Code. County Code must be a 3 digit number.	County Code was selected in the County Selection Criteria section but a value other than three numeric characters or blanks was entered and the 'Select' button was pressed.	Enter a valid 3-digit number in the County Code field and click the 'Select' button again.
Error	County Name required.	County Name was selected in the County Selection Criteria section but County Name field was left blank and the 'Select' button was pressed.	Do not leave the County Name field blank. Enter a value in the County Name field and click the 'Select' button again.
Error	County Code required.	County Code was selected in the County Selection Criteria section but County Code field was left blank and the 'Select' button was pressed.	Do not leave the County Code field blank. Enter a valid 2-digit number in the County Code field and click the 'Select' button again.

A.5 View County

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	County update successful.	County information was updated on the 'Change County' page and display has returned to the 'View County' page to display the updated information.	
Info	County add successful.	County information was added on the 'Add County' page and display has returned to the 'View County' page to display the newly added county.	
Info	County dissolve successful.	Dissolve was confirmed on the 'Dissolve County' page and display has returned to the 'View County' page to display the updated information Info.	

A.6 Change County

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	County Name is a required field.	Blanks are entered in the Name field and 'Change' is pressed.	Do not leave Name blank.
Error	Short Name is a required field.	Blanks are entered in the Short Name field and 'Change' is pressed.	Do not leave Short Name blank.
Error	County Code is a required field.	Blanks are entered in the County Code field and 'Change' is pressed.	Do not leave County Code blank.
Error	Invalid value entered for County Code.	A value other than a 3-digit number or a blank is entered in the County Code field and 'Change' is pressed.	Enter a valid 3-digit number in the County Code field.
Error	County Code and FIPS County Code should match when Standard Code Indicator is true.	The values in the County Code and FIPS County Code fields do not match, 'Standard Code' equals 'Yes' is selected and 'Change' is pressed.	Enter the same 3-digit number in the County Code and FIPS County Code fields.
Error	Invalid value entered for FIPS County Code.	A value other than a 3-digit number or a blank is entered in the County Code field and 'Add' is pressed.	Enter a valid 3-digit number in the FIPS county Code field.
Error	FIPS County Code should not be entered when the Standard Code Indicator is false.	A value is entered for FIPS County Code, Standard Code equals 'No' is selected and 'Change' is pressed.	Leave FIPS County Code blank.
Error	GSA County Code should not be entered when the Standard Code Indicator is false.	A value is entered for GSA County Code, Standard Code equals 'No' is selected and 'Change' is pressed.	Leave GSA County Code blank.
Error	Invalid value entered for UTM Principle Zone.	A non-numeric value other than blank is entered in the UTM Principle Zone field and 'Change' is pressed.	Enter a numeric value in the UTM Principle Zone field.
Error	Invalid value entered for NAD83 State Plane Zone.	A non-numeric value other than blank is entered in the NAD83 State Plane Zone field and 'Change' is pressed.	Enter a numeric value in the NAD83 State Plane Zone field.
Error	Invalid value entered for NAD27 State Plane Zone.	A non-numeric value other than blank is entered in the NAD27 State Plane Zone field and 'Change' is pressed.	Enter a numeric value in the NAD27 State Plane Zone field.
Error	Invalid value entered for MBR Bottom Latitude.	A non-numeric value other than blank is entered in the MBR Bottom Latitude field and 'Change' is pressed.	Enter a numeric value in the MBR Bottom Latitude field.
Error	Invalid value entered for MBR Top Latitude.	A non-numeric value other than blank is entered in the MBR Top Latitude field and 'Change' is pressed.	Enter a numeric value in the MBR Top Latitude field.
Error	Invalid value entered for MBR Right Longitude.	A non-numeric value other than blank is entered in the MBR Right Longitude field and 'Change' is pressed.	Enter a numeric value in the MBR Right Longitude field.
Error	Invalid value entered for MBR	A non-numeric value other than	Enter a numeric value in the

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	Left Longitude.	blank is entered in the 'MBR Left Longitude' field and 'Change' is pressed.	MBR Left Longitude field.
Error	Invalid value entered for Active Date.	Incorrectly formatted date is entered in the Active Date field and 'Change' is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave Active Date blank,
Error	Notes field must be completed when Active Date has a future value.	Valid Active Date occurring in the future was entered but no Notes were entered.	Do not leave Notes blank.
Error	Equivalent indicator is a required field.	No value is selected for the County Equivalent indicator and 'Change' is pressed.	Select either 'Yes' or 'No'.
Error	Independent City indicator is a required field.	No value is selected for the Independent City indicator and 'Change' is pressed.	Select either 'Yes' or 'No'.
Error	Standard Code indicator is a required field.	No value is selected for the Standard Code indicator and 'Change' is pressed.	Select either 'Yes' or 'No'.
Error	FIPS County Code must be unique within a state.	A FIPS County Code that previously exists within a State is entered.	Enter a FIPS County Code that is not already being used for another county within the state.
Error	County Code must be unique within a state.	A County Code that previously exists within a State is entered.	Enter a County Code that is not already being used for another county within the state
Error	FIPS Code cannot be change if the county did not previously have a future active date.	FIPS Code is changed on a non-future county.	FIPS Code can only be changed on a future county. Do not change the FIPS Code.
Error	County Code cannot be change if the county did not previously have a future active date.	County Code is changed on a non-future county.	County Code can only be changed on a future county. Do not change the County Code.
Error	State Code cannot be change if the county did not previously have a future active date.	State Code is changed on a non-future county.	State Code can only be changed on a future county. Do not change the State Code.
Error	Notes are required when a county is inactive	Notes deleted on an inactive county.	Add notes on the screen and click 'Change' button.
Error	Inactive Date can not be removed.	Inactive date removed or not exists on a county that has past inactive date.	Do not remove the inactive date. Enter the inactive date in format mm/dd/yyyy.
Error	Inactive Date can not be a future date.	Inactive date changed past to future on a county that has past inactive date.	Do not change the inactive date or enter a past inactive date in format mm/dd/yyyy.
Info	No County data is modified. User may have clicked the Change button without modifying data.	User clicked the 'Submit' button without changing any data on the screen.	If needed User can change the value of any field on the screen and click 'Submit' button.
Error	Location area data for county data is not found. Can't update county data.	No cross-reference exists been County and Location Area data for active county.	Contact application support using 'Contact Us' button to send an email or contact one of the individual's listed under 'Technical Help' on the 'Help' page. The error will need to be researched.

A.7 Dissolve County

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Please add at least one value to the Absorbing Counties list prior to selecting 'Dissolve County'.	'Save' button is selected without any Absorbing Counties being listed. A county can not be dissolved without selecting at least one absorbing county.	Click the 'Add County' button to display the 'Absorbing County List' page and select at least one absorbing county.
Error	'Dissolved Date' is a required field.	'Save' button is pressed and no value is in the Dissolved Date field.	Do not leave Dissolved Date blank. Enter a date in the format mm/dd/yyyy.
Error	'Dissolved Date' is invalid.	'Save' button is pressed and a date other than in the format mm/dd/yyyy is entered.	Enter a Dissolved Date in the format mm/dd/yyyy.
Error	'Note' is a required field.	'Save' button is pressed and no value is in the Note field.	Do not leave the Notes blank. Enter some notes.
Error	Absorbing County not selected for deletion from the list.	'Delete Checked' button is pressed but no Absorbing County was selected.	For at least one of the absorbing counties, click the check box to the left of the county. Click the 'Delete Checked' button again.
Error	Dissolution is not allowed because dissolved county cannot be absorbed by the same county more than once.	User is trying to perform partial dissolve on a county which is already partially dissolved. County can't absorb itself more than once.	County needs to be completely dissolved by checking the 'Completely Dissolved' check box.
Info	You must click 'Add Checked' prior to paging or selections will be lost.	User selected one or more absorbing counties and clicked 'First' or 'Last' or 'Next' or 'Prev' button without clicking 'Add Checked' button.	User should click 'Add Checked' button before moving to the next page of absorbing counties otherwise selections will be lost.
Info	You must click 'Add Checked' prior to sorting or selections will be lost.	User selected one or more absorbing counties and clicked 'Sort Results' button without clicking 'Add Checked' button.	User should click 'Add Checked' button before clicking 'Sort Results' button of absorbing counties otherwise selections will be lost.
Info	Are you sure you want to dissolve the county?	System expecting the user to verify the information on the screen and confirm.	User should either confirm by clicking 'Yes' button or modify dissolve information by clicking 'No' button.

A.8 Absorbing County List

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	No Counties were found for this request	No counties matching the selection criteria entered could be found.	Enter different selection criteria.
Error	Please select a County	The 'Display' button was pressed but a County was not selected.	Select a County appearing on the list by clicking on the radio button to the left of it. Click the 'Display' button again.
Error	State Code required.	State Code was selected in the	Do not leave the State Code

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		State Selection Criteria section but State Code field was left blank and the 'Select' button was pressed.	field blank. Enter a valid 2-digit State Code and click the 'Select' button again.
Error	Invalid State Code. State Code must be a 2 digit number.	Value other than two numeric characters or blanks was entered and the 'Select' button was pressed.	Enter a valid 2-digit number in the State Code field and click the 'Select' button again.
Error	Invalid County Code. County Code must be a 3 digit number.	County Code was selected in the County Selection Criteria section but a value other than three numeric characters or blanks was entered and the 'Select' button was pressed.	Enter a valid 3-digit number in the County Code field and click the 'Select' button again.
Error	County Name required.	County Name was selected in the County Selection Criteria section but County Name field was left blank and the 'Select' button was pressed.	Do not leave the County Name field blank. Enter a value in the County Name field and click the 'Select' button again.
Error	County Code required.	County Code was selected in the County Selection Criteria section but County Code field was left blank and the 'Select' button was pressed.	Do not leave the County Code field blank. Enter a valid 2-digit number in the County Code field and click the 'Select' button again.
Error	Please Select a County	The 'Add Checked' button was pressed but a county was not selected.	Select at least one County from the list by clicking the check box to the left of it.

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 Publication
FIPS PUB	Federal Information Processing Standards Publication
FSA	Farm Service Agency
GSA	General Services Administration
ITSD/OTC/ DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office

ACRONYM/ABBREVIATION	TERM
MBR	Minimum Bounding Rectangle
MRT	Master Reference Table
MRTWI	MRT Web Interface
NAD27	North American Datum of 1927
NAD83	North American Datum of 1983
NRCS	Natural Resource Conservation Service
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services
RD	Rural Development
TIA	Technical Information Advisory
UTM	Universal Transverse Mercator

Appendix C: Terms

TERM	DEFINITION
Absorbing County	This is the county that is absorbing a dissolved county. A county is dissolved when the county is split, renamed or a part of the county is dissolved.
Agency Database	MRT SQL Server 2005 database located on each agency's Web Farm. It is created by replicating the changes applied to the ITS-Managed Database. The Agency Database is where data is de-normalized for application efficiency. No updates are applied directly to the Agency Database through the MRT Data Steward Application.
Architecture and Management Center / Architecture Office	FSA office which provides enterprise system architecture oversight by providing common policies and standards, system reviews and walk-throughs, and addressing common IT issues.
Architecture and Management Center / Common Information Technology Solutions Office	FSA office which provides common technology solutions for IT issues. EAS is one of the systems sponsored by the Common Information Technology Solutions Office.
Country Division Active Date	The date that a Country Division becomes active as an administrative unit. In cases where the Country Division existed before management information was collected, there is no Country Division active date. If the Country Division has absorbed all or part of another Country Division, the Country Division active date will not change.
Country Division Active Indicator	Indicates whether a Country Division is active or inactive according to the Country Division source. An example of when a Country Division becomes inactive is when it is dissolved or absorbed by another Country Division and becomes historical

TERM	DEFINITION
	information.
Country Division Alternate Name	An alternate name used by an agency to identify a country division. This name is used rather than the standard name.
Country Division FIPS Code	<p>A code defined within the numeric Federal Information Processing Standards (FIPS PUB) 5-2 and 10-4 for a state within the United States, a United States possession, freely associated area of the United States, or combination thereof.</p> <p>Example:</p> <p>US Codes: 01 = Alabama, 02 = Alaska, 04 = Arizona, 20 = Kansas, 29 = Missouri, 51 = Virginia, 66 = Guam</p>
Country Division GSA Code	<p>The pure General Service Administration (GSA) code that uniquely identifies a state within the United States, a United States possession, freely associated area of the United States, or combination thereof as defined within GSA.</p> <p>Example:</p> <p>01 = Alabama, 02 = Alaska, 04 = Arizona, 20 = Kansas, 29 = Missouri, 51 = Virginia</p>
Country Division Inactive Date	<p>The date a Country Division becomes inactive as an administrative unit.</p> <p>An example of when a Country Division becomes inactive is when it is dissolved or absorbed by another Country Division and becomes historical information. If only part of the Country Division has been dissolved or absorbed by another Country Division, then Country Division inactive date will not change.</p>
Country Division MRT Code	<p>A superset of various code systems used to identify a Country Division. In the United States of America, its possessions, and associated areas these codes are defined within Federal Information Processing Standards Publication (FIPS PUB) 10-4 and 5-2, and include those in use by individual agencies within the United States Department of Agriculture.</p> <p>As a superset, duplicate code values can be found within Country Division Management Code when more than one code system uses the same value for a separate administrative unit area.</p>
Country Division MRT Code Source Acronym	<p>The acronym for the source name of the Country Division MRT Code information.</p> <p>Example:</p> <p>FIPS - Federal Information Processing Standards NRCS - Natural Resources Conservation Service FSA - Farm Service Agency RD - Rural Development GSA - General Services Administration</p>
Country Division Standard Agency Usage Indicator	<p>Indicates a standard Country Division (State) record to be used by the service center agencies. Standard records are defined by the Information Technology Working Group (ITWG). Standard agency records include FIPS records and the "00" all States summary record.</p> <p>In general a code is considered standard if it is sourced from the Federal Information Processing Standards publication (FIPS PUB) 5-2 or the GSA locator code tables. FIPS takes precedence where the FIPS tables and the GSA tables do not agree. GSA is a source of codes for foreign locations, i.e. embassies where USDA has agricultural attaches. GSA Locator Codes are standard codes, but only in cases where there is not a</p>

TERM	DEFINITION												
	FIPS source.												
Country Division Standard Code Indicator	Indicates whether the Country Division Code is a standard code as defined by the source of code information.												
County	Refer to section 3.1 "General Terms".												
County Active Date	The date that a county, equivalent entity, or combination thereof, is formed or becomes active as an administrative unit. In cases where the county existed before management information was collected, there is no county active date. If the county has absorbed all or part of another county, the county active date will not change.												
County Active Indicator	Indicates whether a county, equivalent entity, or combination thereof, is active or inactive according to the county source. An example of when a county becomes inactive is when it is dissolved or absorbed by another county and becomes historical information.												
County Alternate Name	An alternate name used by an agency to identify a county. This name is used rather than the standard name.												
County Category Name	A category name used to describe a county, equivalent entity or combination thereof. Examples: Atoll, Borough, Census Area, City, Island, County, District, Municipals, Parish, Program Area, State, Summary, Territory												
County Equivalent Indicator	Indicates the primary legal subdivision of most states not necessarily an official county. In Louisiana, these subdivisions are known as parishes. In Alaska, which has no counties, the county equivalents are boroughs, a legal subdivision, and census areas, a statistical subdivision. In four states (Maryland, Missouri, Nevada and Virginia), there are one or more cities that are independent of any county and thus constitute primary subdivisions of their states. The District of Columbia has no primary divisions, and the entire area is considered equivalent to a county for statistical purposes. In Puerto Rico, municipios are treated as county equivalents.												
County FIPS Code	County code defined within Federal Information Processing Standards Publication (FIPS PUB) 6-4 to identify a county or equivalent entity within the United States, its possessions, and associated areas. A County FIPS Code is unique only when associated with a state or equivalent entity of the United States. Examples: <table border="0" data-bbox="560 1560 1153 1707"> <thead> <tr> <th>County FIPS Code</th> <th>State</th> <th>County Name</th> </tr> </thead> <tbody> <tr> <td>153</td> <td>Iowa</td> <td>Polk</td> </tr> <tr> <td>155</td> <td>Iowa</td> <td>Pottawattamie</td> </tr> <tr> <td>003</td> <td>Maine</td> <td>Aroostook</td> </tr> </tbody> </table>	County FIPS Code	State	County Name	153	Iowa	Polk	155	Iowa	Pottawattamie	003	Maine	Aroostook
County FIPS Code	State	County Name											
153	Iowa	Polk											
155	Iowa	Pottawattamie											
003	Maine	Aroostook											
County GSA Code	Pure General Service Administration (GSA) code that identifies a county or equivalent entity within the United States, its possessions, and associated areas as defined within GSA. A County GSA Code is unique only when associated with a state or equivalent entity of the United States. Specific values can be viewed at: http://www.gsa.gov/glc												

TERM	DEFINITION															
	<p>Examples:</p> <table border="1" data-bbox="558 268 1162 487"> <thead> <tr> <th>County GSA Code</th> <th>State</th> <th>County Name</th> </tr> </thead> <tbody> <tr> <td>153</td> <td>Iowa</td> <td>Polk</td> </tr> <tr> <td>155</td> <td>Iowa</td> <td>Pottawattamie</td> </tr> <tr> <td>003</td> <td>Maine</td> <td>Aroostook</td> </tr> <tr> <td>500</td> <td>Missouri</td> <td>Independent City/s</td> </tr> </tbody> </table>	County GSA Code	State	County Name	153	Iowa	Polk	155	Iowa	Pottawattamie	003	Maine	Aroostook	500	Missouri	Independent City/s
County GSA Code	State	County Name														
153	Iowa	Polk														
155	Iowa	Pottawattamie														
003	Maine	Aroostook														
500	Missouri	Independent City/s														
County Inactive Date	<p>The date a county, equivalent entity, or combination thereof, becomes inactive as an administrative unit.</p> <p>An example of when a county becomes inactive is when it is dissolved or absorbed by another county and becomes historical information. If only part of the county has been dissolved or absorbed by another county, then county inactive date will not change.</p>															
County MRT Code	<p>A superset of various codes systems used to identify a county, equivalent entity, or combination thereof within the United States, its possessions, and associated areas. A County MRT Code is unique only when associated with a state or equivalent entity of the United States.</p>															
County MRT Code Source Acronym	<p>The acronym for the source name of the county MRT code information.</p> <p>Example:</p> <p>FIPS - Federal Information Processing Standards NRCS - Natural Resources Conservation Service FSA - Farm Service Agency RD - Rural Development GSA - General Services Administration</p>															
County Name	<p>The full name of the county equivalent entity, or combination thereof, that is unique within a state of the United States, a United States possession, freely associated area of the United States, or a combination thereof.</p> <p>Examples:</p> <p>Douglas Vigo Suffok Carroll St. John the Baptist Prince of Wales-OuterKetchikan All Counties (which is a summary of counties)</p>															
County Name Soundex Code	<p>The Soundex code of the name of the county, equivalent entity, or combination thereof. Soundex is a methodology that converts an alpha string to a four-character code to find similar sounding words. The first character is the first character of the alpha string and the second through the fourth characters are numbers. Soundex conversion's performed by SQL Server 2000 SOUNDEX function.</p> <p>Example:</p> <p>A452 – Allamakee A452 – Alamosa P420 – Polk</p>															

TERM	DEFINITION
County Postal Format Name	<p>The formatted name used specifically by the post office for a county, equivalent entity or combinations thereof. The name is in all capital letters.</p> <p>Example:</p> <p>AUTAUGA</p> <p>POTTAWATTAMIE</p> <p>AROOSTOOK</p> <p>WEST FELICIANA</p> <p>TANGIPAHOA</p>
County Short Name	A County name that may be shorter in length than the full County Name in order to fit more conveniently on reports and displays.
County Standard Agency Usage Indicator	<p>Indicates a standard County record to be used by the service center agencies. Standard records are defined by the Information Technology Working Group (ITWG). Standard agency records include FIPS records, FSA split county records, and "000 all counties" summary records.</p> <p>In general a code is considered standard if it is sourced from the Federal Information Processing Standards publication (FIPS PUB) 6-4 or the GSA locator code tables. FIPS takes precedence where the FIPS tables and the GSA tables do not agree. GSA is a source of codes for foreign locations, i.e. embassies where USDA has agricultural attaches. GSA Locator Codes are standard codes, but only in cases where there is not a FIPS source.</p>
County Standard Code Indicator	Indicates whether the County Code (county FSA code, county NRCS code, county RD code) is a standard code as defined by the source of the code information.
Dissolved County	A county is dissolved when the county is split, renamed or a part of the county is dissolved. A county can then be absorbed by another county.
Dissolved Date	The date a county was dissolved. A county is dissolved when a county is split, renamed or a part of a county is dissolved.
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.
Independent City Indicator	<p>Indicator that identifies whether a city is a formally designated "Independent City". An Independent City is an incorporated place that is not legally part of a county or county equivalent, therefore the independent city serves as a county equivalent.</p> <p>Example:</p>

TERM	DEFINITION
	St. Louis, Missouri
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.
MBR Bottom Latitude	Designates the bottom of the Minimum Bounding Rectangle (MBR) for each land area, as represented by latitude in terms of degrees to the 5 th decimal.
MBR Left Longitude	Designates the left of the Minimum Bounding Rectangle (MBR) for each land area, as represented by a longitude in terms of degrees to the 5 th decimal.
MBR Right Longitude	Designates the right of the Minimum Bounding Rectangle (MBR) for each land area, as represented by a longitude in terms of degrees to the 5 th decimal.
MBR Top Latitude	Designates the top of the Minimum Bounding Rectangle (MBR) for each land area, as represented by latitude in terms of degrees to the 5 th decimal.
Minimum Bounding Rectangle	A rectangle that surrounds a geographic feature, in this case the complete land area of a county. It is represented by two geospatial points, the lower left point and the upper right point. North is represented by a positive value and South is represented by a negative value. East is represented by a positive value and West is represented by a negative value.
NAD27 State Plane Zone	Geographic zone as defined under the NAD27 State Plane System derived from the North American Datum of 1927 (NAD27). Some smaller states use a single state plane zone, while larger states are divided into several zones. NADCON is the Federal standard for NAD 27 to NAD 83 datum transformations – www.ngs.noaa.gov .
NAD83 State Plane Zone	Geographic zone as defined under the NAD83 State Plane System derived from the North American Datum of 1983 (NAD83). Some smaller states use a single state plane zone, while larger states are divided into several zones. NADCON is the Federal standard for NAD 27 to NAD 83 datum transformations – www.ngs.noaa.gov
National Resource Conservation Service	A USDA agency that is also know as a Service Center agency.
Office	An office is recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. FSA applications commonly refer to an office as a Service Center, County, County Office, Headquarters County, etc.
Office of the Chief Information Officer – Information	Information Technology Services is an organization within the Office of the Chief Information Officer that incorporates the infrastructure roles of the

TERM	DEFINITION
Technology Services	Farm Service Agency, the Natural Resources Conservation Service and Rural Development mission area.
North American Datum of 1927	The datum used on most large scale USGS topographic maps.
North American Datum of 1983	A newer datum than the NAD27.
Rural Development	A USDA agency that is also know as a Service Center agency.
Service Center Agencies	There are 3 USDA Agencies that are known as Service Center agencies: Rural Development, Farm Service Agency and National Resource Conservation Service.
Technical Information Advisory	Bulletins issued by USDA/FSA/AMC/AO to advise the FSA software development community.
Universal Transverse Mercator	A standardized coordinate system based on the metric system and a division of the earth into sixty 6-degree-wide zones. Each zone is projected onto a transverse mercator projection, and the coordinate origins are located systematically.
UTM Principle Zone	<p>The Universal Transverse Mercator (UTM) principle zone for each land area. A land area can straddle UTM zone boundaries, so part of the land area is in one zone and part in another. To make mapping easier, the land area usually picks one zone to represent the whole land area, and in essence extends that zone to cover the complete land area. Most states fall within two zones. However, Alaska has seven.</p> <p>The zones for a UTM grid are used for large scale maps such as U.S. Geological Survey. The UTM grid makes plotting precise locations easier than with the complex degrees, minutes and seconds of latitude and longitude. The actual UTM Principle Zone number is the last two digits, but all of the GIS systems, including ArcView, expect the full 5-digit number.</p> <p>Example: Tangipahoa, Louisiana = 26915</p> <p>269 represents the first three digits from the NAD83 State Plane Zone</p> <p>15 represents the last 2 digits from the UTM Principle Zone Grid</p> <p style="text-align: center;">UTM Principle Zone Values are '01' to '60'</p>

Appendix D: Users Types

USER	DEFINITION
Congressional District Data Steward	A person identified as being responsible for maintaining congressional district data within the MRT Web Interface application
County Data Steward	A person identified as being responsible for maintaining county data within the MRT Web Interface application.
Data Steward	A general term for a person identified as being responsible for maintaining a specific set of data within the MRT Web Interface application. This term is interchangeably with MRT Data Steward.
Disaster County Data Steward	A person identified as being responsible for maintaining disaster county data within the MRT Web Interface application
External Partner Data	A person identified as being responsible for maintaining external partner

USER	DEFINITION
Steward	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