

## Purpose

The purpose of this work instruction is to offer a review of Portal Main menu tabs and functionality.

## Trigger

Perform this procedure when working in the MIDAS Portal.

## Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

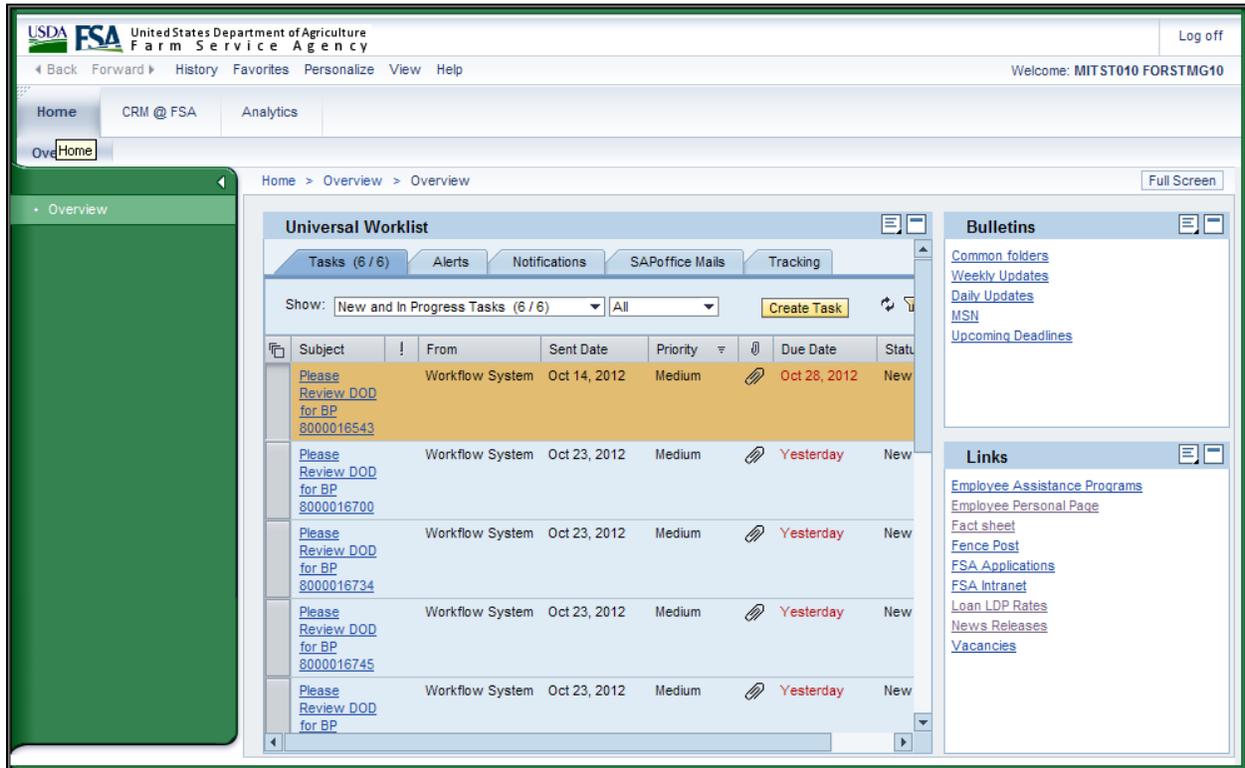
Note type	Icon	Description
A <b>general</b> note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A <b>cautionary</b> note		Use this note to communicate to the end-user of something that <b>MUST</b> be completed or another trigger that should be started and is related to the procedure.
A <b>critical</b> note		Use this note to specify something that <b>MUST NOT</b> be done during the procedure.
<b>Contact</b> someone		Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the procedure.

<p>A <b>reference</b> is available</p>		<p>Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.</p>
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## Procedure

1. {Start the transaction from the MIDAS CRM Home Page.}

## MIDAS Portal



The screenshot displays the MIDAS Portal interface. At the top, it shows the USDA FSA logo and the text "United States Department of Agriculture Farm Service Agency". The user is logged in as "MITST010 FORSTMG10". The main navigation bar includes "Home", "CRM @ FSA", and "Analytics". The "Home" tab is selected, and a sub-menu is visible with "Overview" highlighted. The central area is titled "Universal Worklist" and shows a table of tasks. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status. The tasks listed are:

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Please Review DOD for BP 8000016543</a>	Workflow System	Oct 14, 2012	Medium	Oct 28, 2012	New
<a href="#">Please Review DOD for BP 8000016700</a>	Workflow System	Oct 23, 2012	Medium	Yesterday	New
<a href="#">Please Review DOD for BP 8000016734</a>	Workflow System	Oct 23, 2012	Medium	Yesterday	New
<a href="#">Please Review DOD for BP 8000016745</a>	Workflow System	Oct 23, 2012	Medium	Yesterday	New
<a href="#">Please Review DOD for BP</a>	Workflow System	Oct 23, 2012	Medium	Yesterday	New

On the right side, there are sections for "Bulletins" (with links for Common folders, Weekly Updates, Daily Updates, MSN, and Upcoming Deadlines) and "Links" (with links for Employee Assistance Programs, Employee Personal Page, Fact sheet, Fence Post, FSA Applications, FSA Intranet, Loan LDP Rates, News Releases, and Vacancies).

2. Select the Home  tab from the Portal Main Menu.
3. Select the Fact Sheet [Fact sheet](#) from the Portal Links.



## Fact Sheets

The screenshot shows the USDA FSA Newsroom page for Fact Sheets. At the top, it displays the USDA FSA logo and the text 'United States Department of Agriculture Farm Service Agency'. Below this is a banner with various agricultural images. A navigation menu includes links for Home, About FSA, State Offices, Newsroom, Online Services, Forms, Help, Contact Us, and En Español. The main content area is titled 'Newsroom' and 'Fact Sheets'. It includes a search box on the left, a 'Browse by Audience' section, and a 'Browse by Subject' section with a list of topics like Aerial Photography, Commodity Operations, Conservation Programs, etc. The central 'Fact Sheets' section has a 'Sign up to receive FSA Fact Sheets email updates' link and instructions: 'To view all Fact Sheets select 'ALL' for the Language, Topic, and Year fields.' Below this are filters for Language (set to ALL), Topic (set to ALL), Year (set to 2012), and Sort by (set to Title). A 'Go' button is present. A 'Related Topics' sidebar on the right lists various news categories like Fact Sheets, News Releases, Emergency Designation News Releases, Spotlights, Fence Post, Media Relations Contacts, Public Service Announcements, Meetings & Events, County Committee Elections, Speeches and Presentations, Media Gallery, and Subscriptions.

4. Fact Sheet Link will open a minimized web browser.



**Fact Sheet Link will open a minimized web browser.**



## Fact Sheets - Windows Internet Explorer

The screenshot shows a Windows Internet Explorer browser window displaying the FSA Fact Sheets page. The browser title is "Fact Sheets - Windows Internet Explorer". The address bar shows the URL: <http://www.fsa.usda.gov/FSA/newsReleases?area=newsroom&subject=landing&...>. The page content includes the USDA FSA logo, navigation menu, search bar, and filters for Fact Sheets by Language, Topic, Year, and Sort by.

**Search FSA**

[Search Tips](#)

**Browse by Audience**

Information For...

**Browse by Subject**

- ▶ Aerial Photography
- ▶ Commodity Operations
- ▶ Conservation Programs
- ▶ Direct and Counter-Cyclical Program/ACRE
- ▶ Disaster Assistance Programs
- ▶ Economic and Policy Analysis

You are here: [FSA Home](#) / [Newsroom](#) / [Fact Sheets](#)

### Newsroom

#### Fact Sheets

[Sign up to receive FSA Fact Sheets email updates](#)

To view all Fact Sheets select 'ALL' for the Language, Topic, and Year fields.

**View Fact Sheets by**

**Language:**

**Topic:**

**Year:**

**Sort by:**

[Click here for Fact Sheets Keyword search](#)

**Related Topics**

- [Fact Sheets](#)
- [News Releases](#)
- [Emergency Designation News Releases](#)
- [Spotlights](#)
- [Fence Post](#)
- [Media Relations Contacts](#)
- [Public Service Announcements](#)
- [Meetings & Events](#)
- [County Committee Elections](#)
- [Speeches and Presentations](#)
- [Media Gallery](#)
- [Subscriptions](#)

Local intranet 100%

5. Select the Close  button.



## MIDAS Portal

The screenshot displays the MIDAS Portal interface. At the top, it shows the USDA FSA logo and the text "United States Department of Agriculture Farm Service Agency". The user is logged in as "MITST010 FORSTMG10". The main content area is titled "Universal Worklist" and shows a table of tasks. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first task is highlighted in orange and has a due date of "Oct 28, 2012".

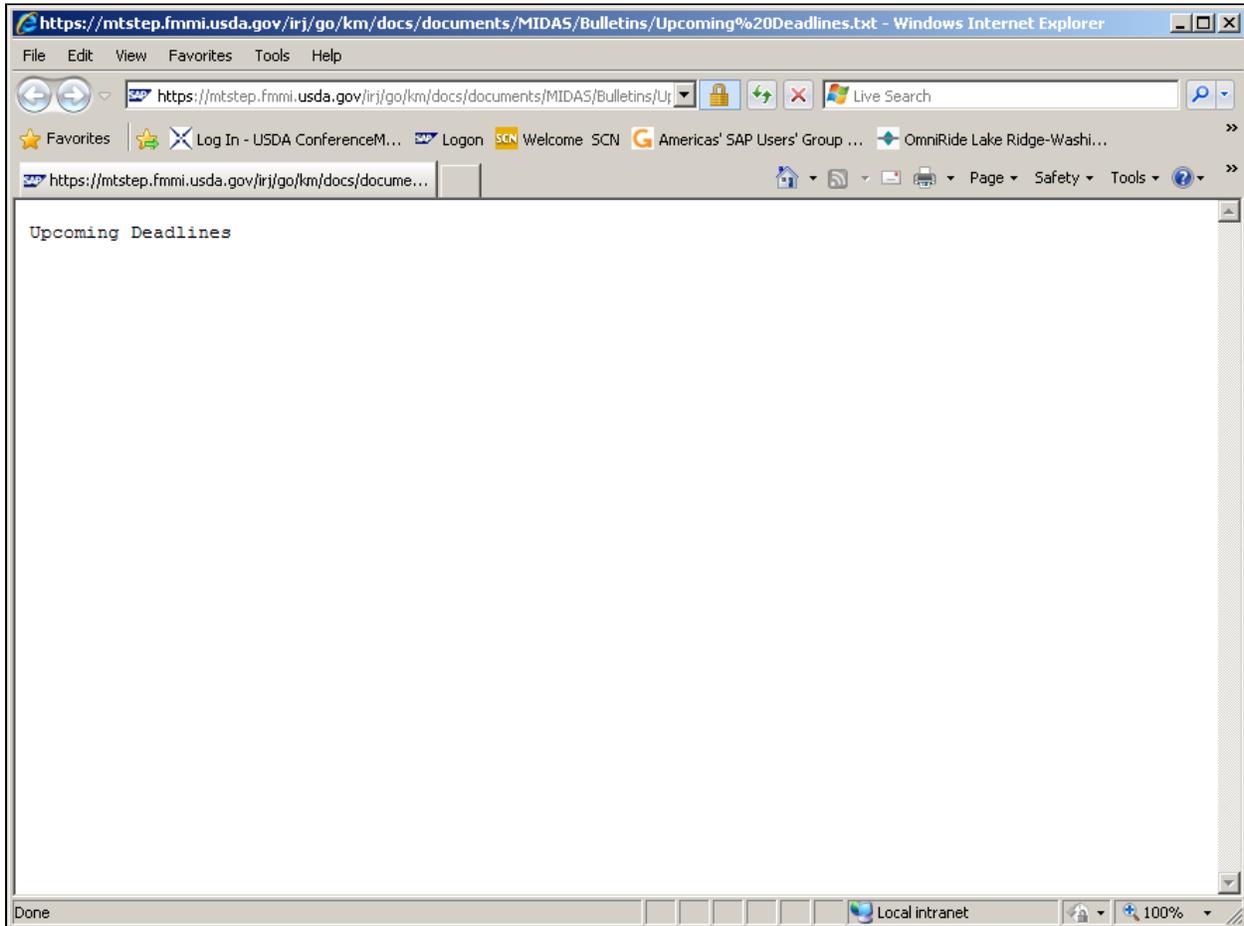
Subject	From	Sent Date	Priority	Due Date	Status
Please Review DOD for BP 8000016543	Workflow System	Oct 14, 2012	Medium	Oct 28, 2012	New
Please Review DOD for BP 8000016700	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP 8000016734	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP 8000016745	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP	Workflow System	Oct 23, 2012	Medium	Yesterday	New

On the right side of the portal, there is a "Bulletins" section with links for "Common folders", "Weekly Updates", "Daily Updates", "MSN", and "Upcoming Deadlines". Below that is a "Links" section with various resource links.

6. Select the Upcoming Deadlines [Upcoming Deadlines](#) link from the Portal Bulletins.



## Upcoming Deadlines

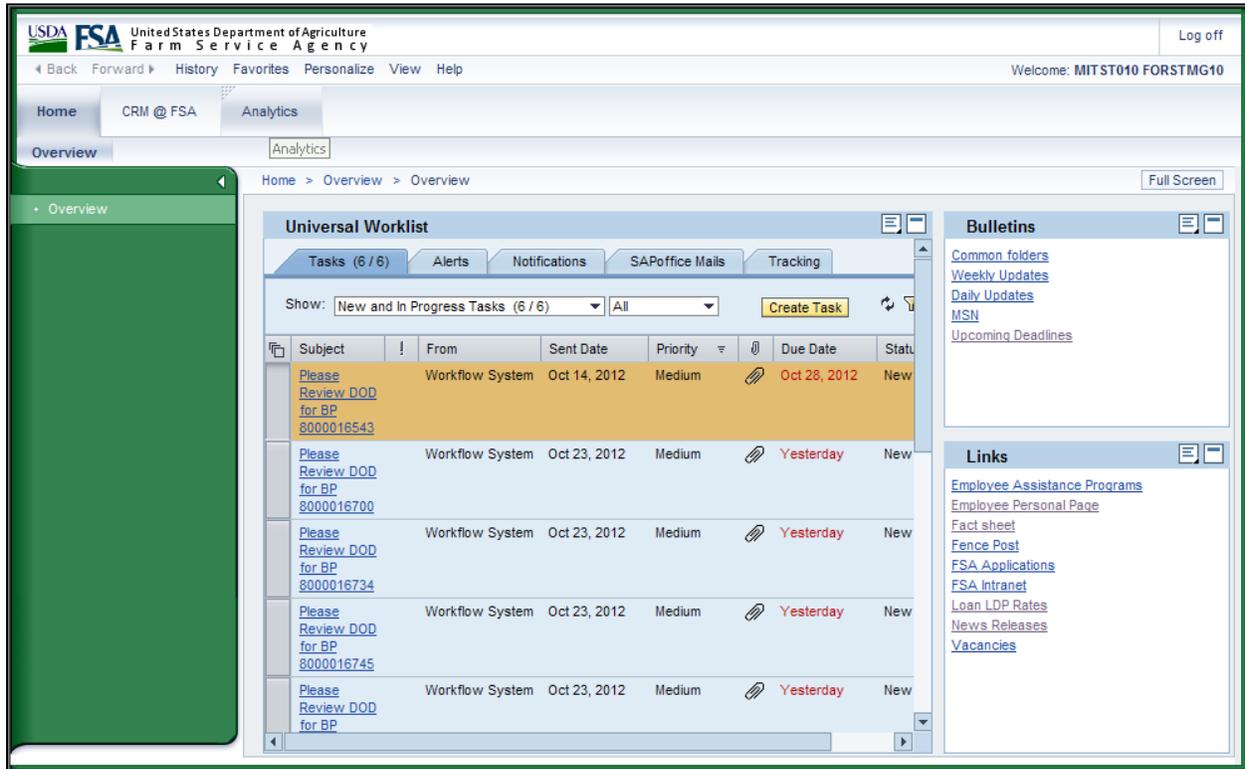


7. Select the Close  button.



**After selecting the "Close" button, the user will proceed to the "Analytics" Assignment block on the CRM homepage**

## MIDAS Portal - Analytics Tab



USDA FSA United States Department of Agriculture  
Farm Service Agency

Log off

Back Forward History Favorites Personalize View Help

Welcome: MITST010 FORSTMG10

Home CRM @ FSA Analytics

Overview Analytics

Home > Overview > Overview Full Screen

**Universal Worklist**

Tasks (6 / 6) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (6 / 6) All Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Please Review DOD for BP 8000016543	Workflow System	Oct 14, 2012	Medium	Oct 28, 2012	New
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Please Review DOD for BP 8000016734	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP 8000016745	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP	Workflow System	Oct 23, 2012	Medium	Yesterday	New

**Bulletins**

Common folders  
Weekly Updates  
Daily Updates  
MSN  
Upcoming Deadlines

**Links**

Employee Assistance Programs  
Employee Personal Page  
Fact sheet  
Fence Post  
FSA Applications  
FSA Intranet  
Loan LDP Rates  
News Releases  
Vacancies

8. Select the Analytics **Analytics** Tab.



Once you select the Analytics Tab, you will view the navigation pane window to access dashboard reports (i.e. Business Partner, Farm Records, Acreage Reports) in the Portal Content Area.



## Acreage Status Dashboard

The screenshot displays the Acreage Status Dashboard for a county. The interface includes a top navigation bar with 'Home', 'CRM @ FSA', and 'Analytics'. A sidebar menu on the left lists various report categories, with 'Acreage Status Dashboard - County' highlighted. The main dashboard area contains three data visualizations: a line chart for 'Acreage Statuses' showing reported acres by county, a line chart for 'Acres by Status' showing total acres by status, and a pie chart for 'Acreage Percent by Status' showing the distribution of acres across four categories: Certified, Late Filed, Not Certified, and Pending Certification.

9. Select the Acreage Status Dashboard - County [Acreage Status Dashboard - ...](#) link.



## Acreage Status Dashboard

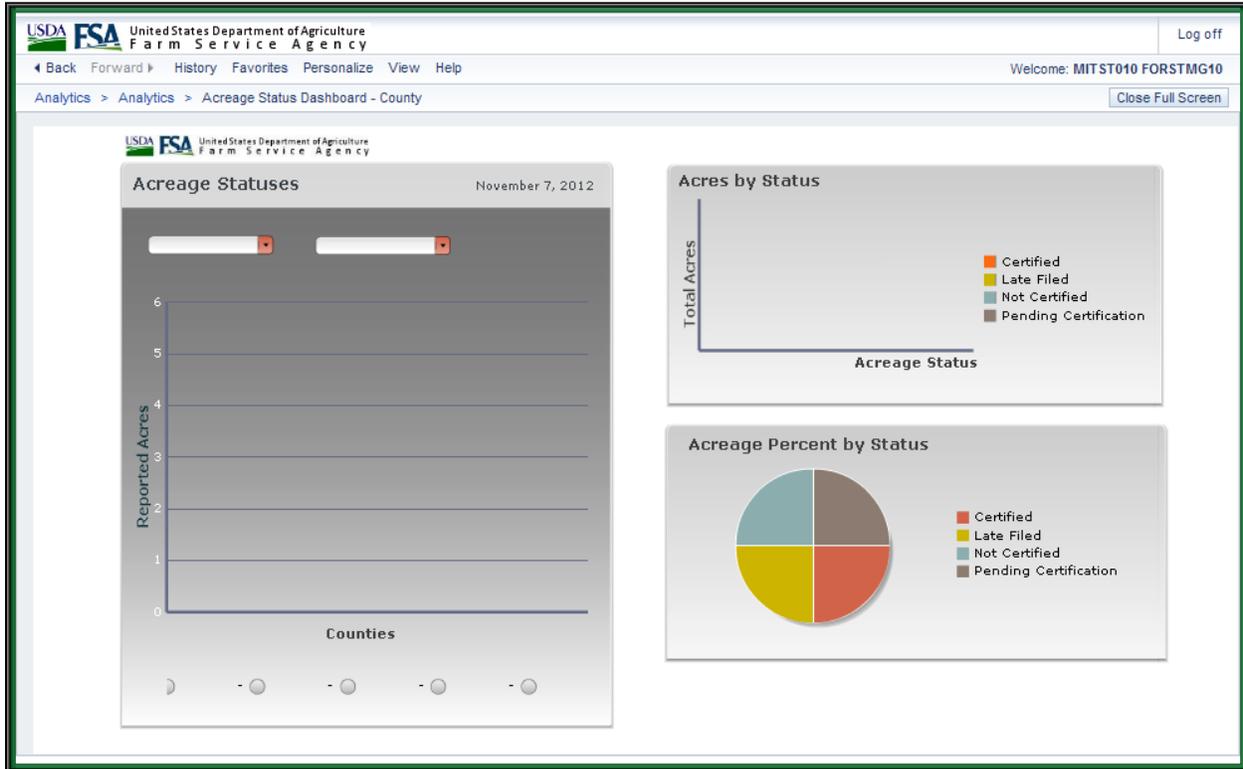
The screenshot displays the Acreage Status Dashboard within the USDA FSA web application. The interface includes a top navigation bar with 'Log off' and a breadcrumb trail: 'Analytics > Analytics > Acreage Status Dashboard - County'. A 'Full Screen' button is visible in the top right of the dashboard area. On the left, a green sidebar menu lists various report categories. The main content area features three charts:

- Acreage Statuses:** A line chart with 'Reported Acres' on the y-axis (0 to 6) and 'Counties' on the x-axis. It includes two dropdown menus at the top for filtering.
- Acres by Status:** A line chart with 'Total Acres' on the y-axis and 'Acreage Status' on the x-axis. The legend indicates four categories: Certified (orange), Late Filed (yellow), Not Certified (light blue), and Pending Certification (brown). The chart shows a flat line at zero.
- Acreage Percent by Status:** A pie chart showing the distribution of acres across the four status categories. The legend is the same as the 'Acres by Status' chart.

10. Select the Full Screen [Full Screen](#) link.



## Acreage Status Dashboard - County - Farm Service Agency - Windows Internet Explorer



11. Select the Close Full Screen [Close Full Screen](#) link.



## Acreage Status Dashboard

### 12. End of Analytics



Once the user selects the "Close Full Screen" link, the minimized Analytics page is still active in the content area.



## MIDAS Portal

The screenshot shows the MIDAS Portal interface. At the top, there is a navigation bar with 'Home', 'CRM @ FSA', and 'Analytics' tabs. The 'CRM @ FSA' tab is selected. Below the navigation bar, there is a 'Universal Worklist' section with a table of tasks. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first task is highlighted in orange and is due on Oct 28, 2012. The other tasks are due yesterday.

Subject	From	Sent Date	Priority	Due Date	Status
Please Review DOD for BP 8000016543	Workflow System	Oct 14, 2012	Medium	Oct 28, 2012	New
Please Review DOD for BP 8000016700	Workflow System	Oct 23, 2012	Medium	Yesterday	New
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Please Review DOD for BP 8000016745	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP	Workflow System	Oct 23, 2012	Medium	Yesterday	New

13. Select the CRM @ FSA **CRM @ FSA** Tab.



## SAP - [Home] - Windows Internet Explorer

14. Select the Close  button.



Welcome to the MIDAS CRM Homepage



## Overview - Farm Service Agency - Windows Internet Explorer

The screenshot displays the Farm Service Agency (FSA) Overview page. At the top, the USDA FSA logo and 'United States Department of Agriculture Farm Service Agency' are visible. The browser address bar shows 'Home > Overview > Overview'. The main content area is titled 'Universal Worklist' and contains a table of tasks. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first task is highlighted in orange and is due on Oct 28, 2012. The 'Bulletins' sidebar on the right lists links for Common folders, Weekly Updates, Daily Updates, MSN, and Upcoming Deadlines. The 'Links' sidebar on the right lists various resources like Employee Assistance Programs, Employee Personal Page, Fact sheet, Fence Post, FSA Applications, FSA Intranet, Loan LDP Rates, News Releases, and Vacancies.

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Please Review DOD for BP 8000016745	Workflow System	Oct 23, 2012	Medium	Yesterday	New
Please Review DOD for BP	Workflow System	Oct 23, 2012	Medium	Yesterday	New

15. End of Simulation.



## Result

You have successfully navigated the MIDAS Portal Main Menu Tabs



## Next Steps

You have %s.