

Purpose

The purpose of this Work Instruction is to introduce and navigate key areas, links and buttons in the MIDAS Portal.

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 general 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 cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact 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.

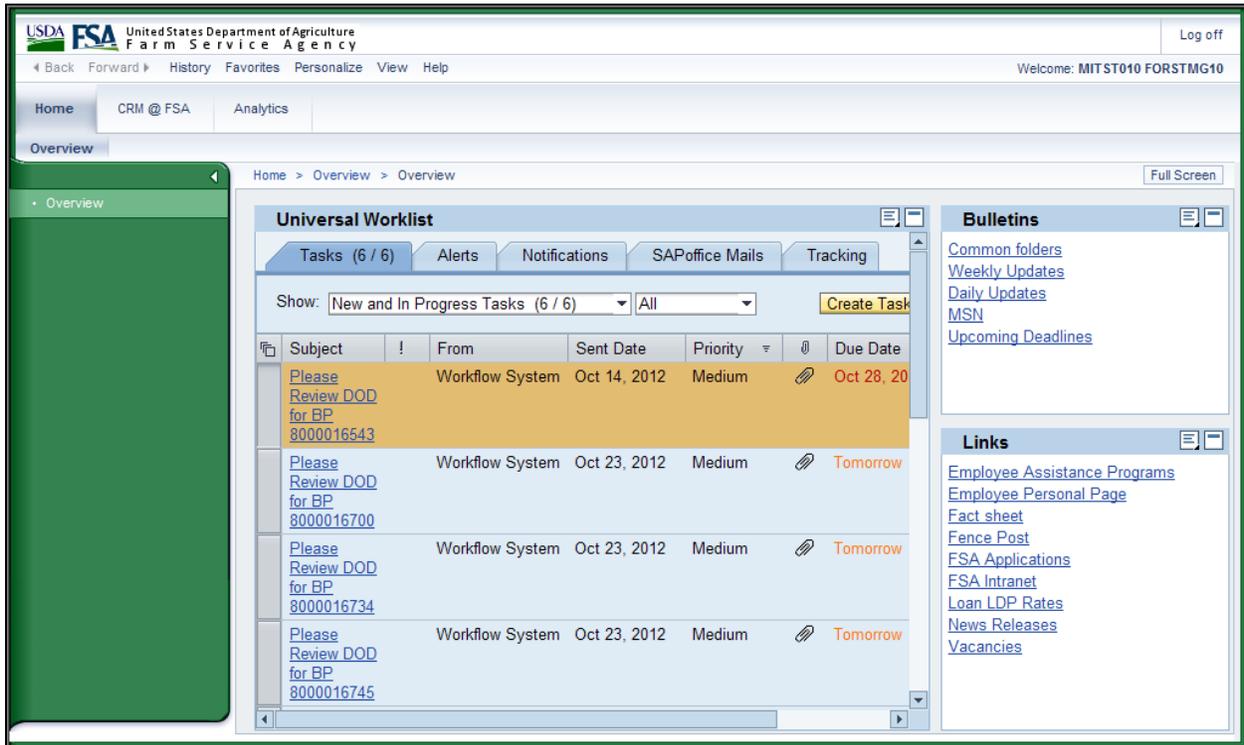


<p>A reference is available</p>		<p>Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.</p>
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Procedure

1. Log in to the MIDAS Portal using your eAuthentication

Overview - Farm Service Agency - Windows Internet Explorer



The screenshot shows the MIDAS Portal interface. At the top, there is a header with the USDA FSA logo and the text 'United States Department of Agriculture Farm Service Agency'. Below the header is a navigation bar with tabs for 'Home', 'CRM @ FSA', and 'Analytics'. The main content area is titled 'Overview' and contains a 'Universal Worklist' section. This section has tabs for 'Tasks (6 / 6)', 'Alerts', 'Notifications', 'SAPoffice Mails', and 'Tracking'. Below these tabs is a table of tasks. The table has columns for 'Subject', 'From', 'Sent Date', 'Priority', and 'Due Date'. The first task is 'Please Review DOD for BP 8000016543' with a due date of 'Oct 28, 2012'. Other tasks have due dates of 'Tomorrow'. To the right of the worklist are sections for 'Bulletins' and 'Links'.

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

2. Click Home  tab.
 -  There are five main areas of the MIDAS Portal: Portal Navigation Bar, Content Area, Bulletins, Links and the Header
3. Click Overview  tab to proceed.
 -  The Portal Navigation bar navigates information displayed in the Content area



Overview - Farm Service Agency - Windows Internet Explorer

Universal Worklist

Tasks (6 / 6) | Alerts | Notifications | SAPoffice Mails | CorTracking

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

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

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](#)

4. Click Universal Worklist **Universal Worklist** to proceed.



The Content Area is the center of the screen. The Universal Worklist (UWL) is displayed on the home page.



Overview - Farm Service Agency - Windows Internet Explorer

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
Please Review DOD for BP 8000016543		Workflow System	Oct 14, 2012	Medium	Oct 28, 2012
Please Review DOD for BP 8000016700		Workflow System	Oct 23, 2012	Medium	Tomorrow
Please Review DOD for BP 8000016734		Workflow System	Oct 23, 2012	Medium	Tomorrow
Please Review DOD for BP 8000016745		Workflow System	Oct 23, 2012	Medium	Tomorrow

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](#)

5. Click Links **Links** to proceed.



Portal Links are shortcuts to FSA related web sites

6. Click Bulletins **Bulletins** to proceed.



Bulletins display updates, messages and deadlines relative to FSA employees.



Overview - Farm Service Agency - Windows Internet Explorer

The screenshot displays the FSA Overview page. At the top, there is a header with the USDA FSA logo and the text 'United States Department of Agriculture Farm Service Agency'. Below the header is a navigation bar with links for 'Home', 'CRM @ FSA', and 'Analytics'. The main content area is titled 'Overview' and features a 'Universal Worklist' with four tasks. The first task is highlighted in orange and reads 'Please Review DOD for BP 8000016543' with a due date of 'Oct 28, 2012'. The other three tasks are 'Please Review DOD for BP 8000016700', 'Please Review DOD for BP 8000016734', and 'Please Review DOD for BP 8000016745', all with due dates of 'Tomorrow'. To the right of the worklist are sections for 'Bulletins' and 'Links', each containing several hyperlinks.

7.



Click Home



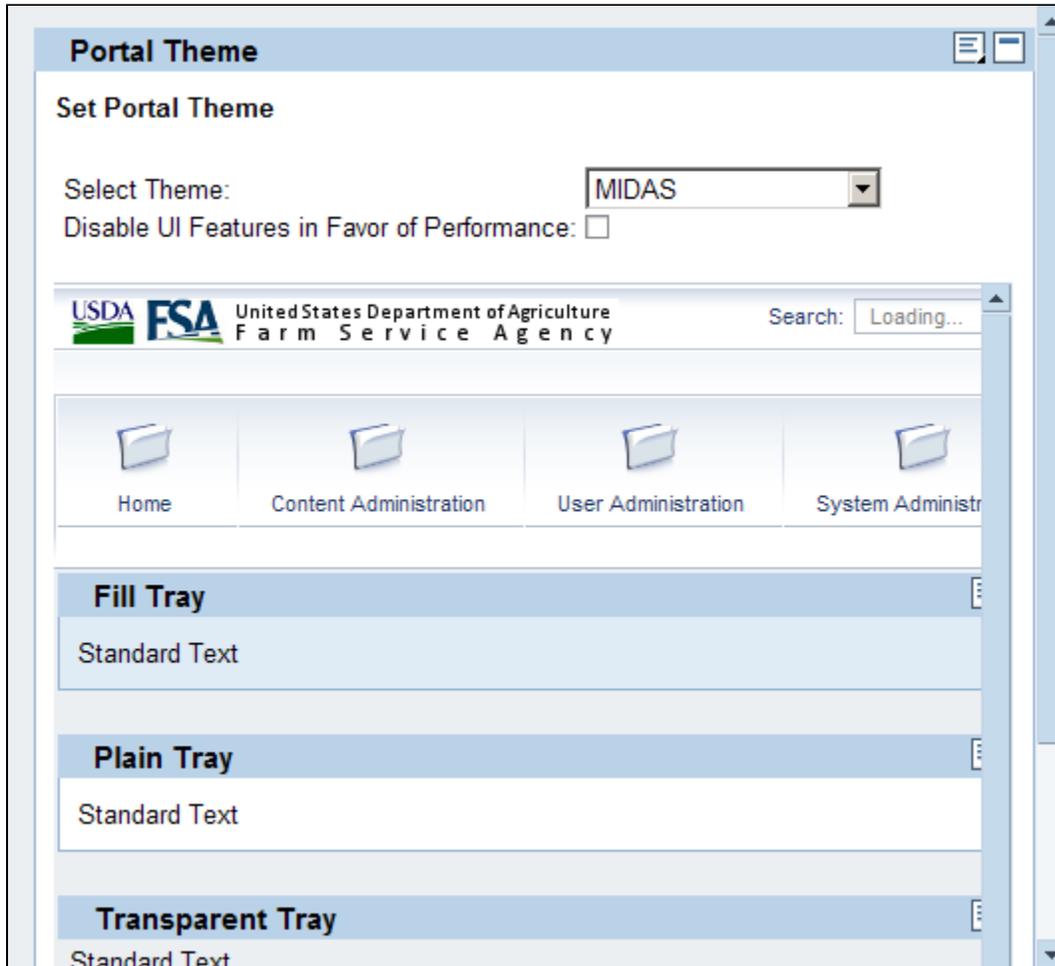
The Header consists of the Masthead, the top Navigation bar and the Main Menu tabs

8. Select History link **History** to view Portal navigation history
9. Select Favorites link **Favorites** to add and organize Portal favorites
10. Select the Personalize link. Select Portal link **Portal** from the menu



Select Personalize to manage your visual display

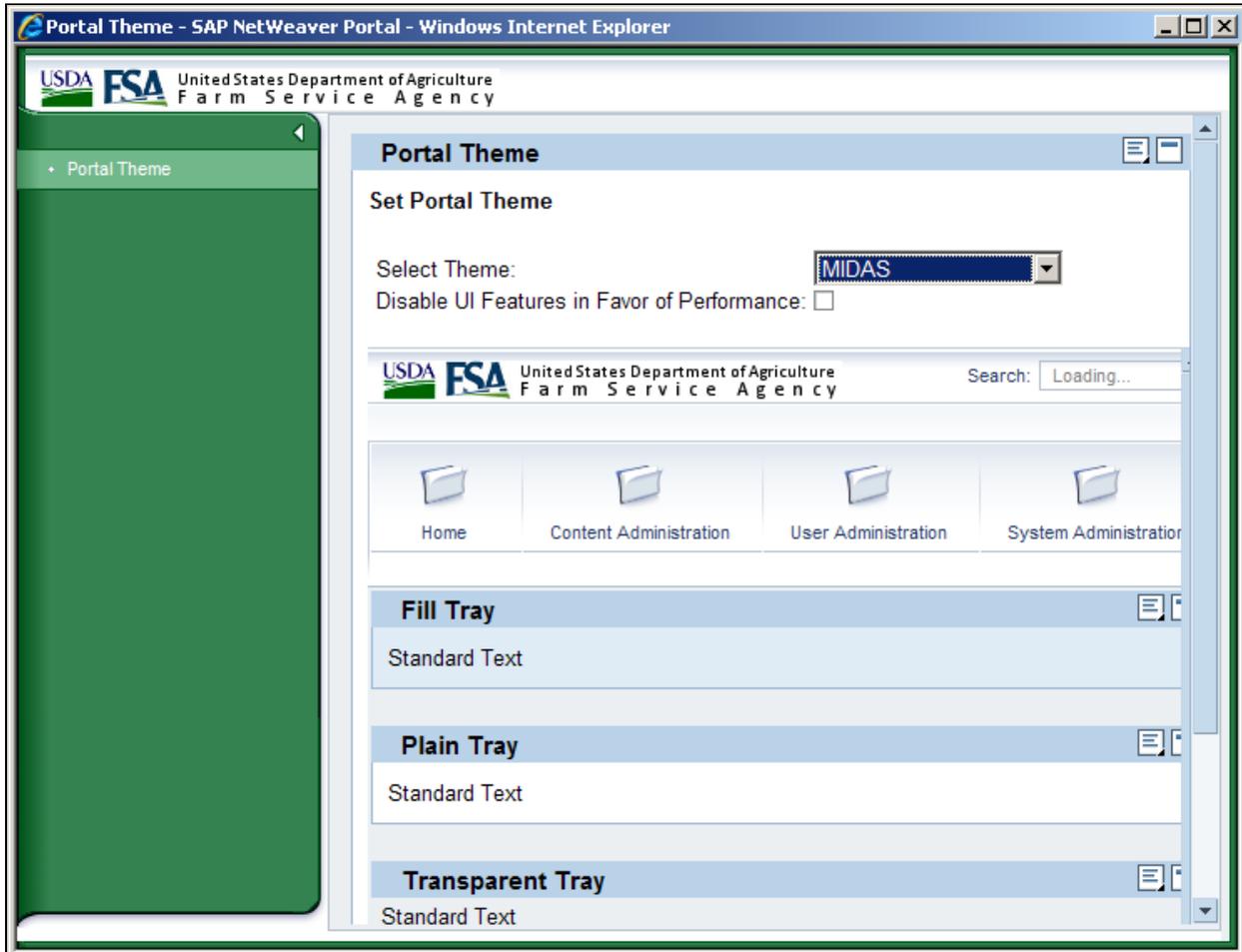
Portal Theme - SAP NetWeaver Portal - Windows Internet Explorer



11. Click Select Theme: dropdown list .
12. Select MIDAS High Contrast list item  to adjust the visual display
13. Select MIDAS High Contrast  from the drop down list
 Close the window to Save the change
14. Click MIDAS list item .

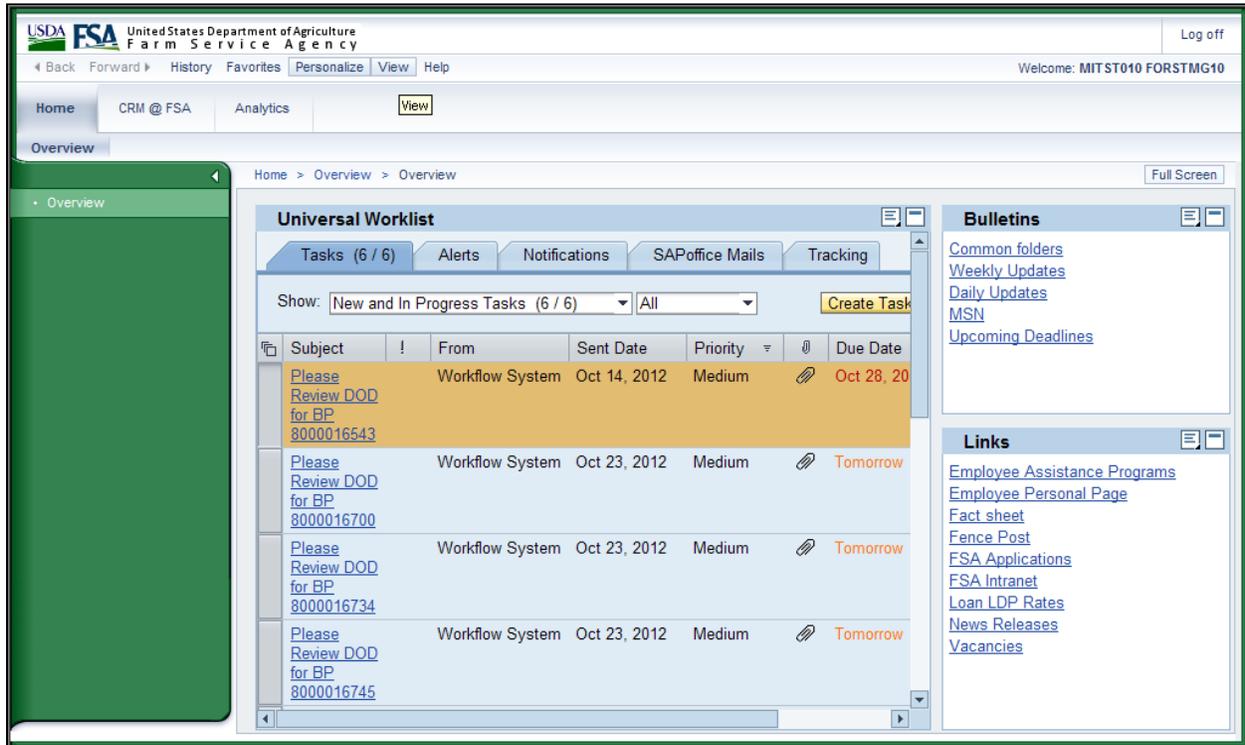


Portal Theme - SAP NetWeaver Portal - Windows Internet Explorer



15. Click Close button

Overview - Farm Service Agency - Windows Internet Explorer



The screenshot displays the USDA FSA Farm Service Agency Overview page. The top navigation bar includes 'Home', 'CRM @ FSA', 'Analytics', and 'View'. The 'View' link is highlighted. Below the navigation bar, the 'Overview' section is active. The main content area features a 'Universal Worklist' with four tasks, each with a 'View' link. The 'Full Screen' button is located in the top right corner of the content area.

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

16. Select the View [View](#) link.

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



The Full Screen button maximizes the Content Area

18. Select the View [View](#) link.

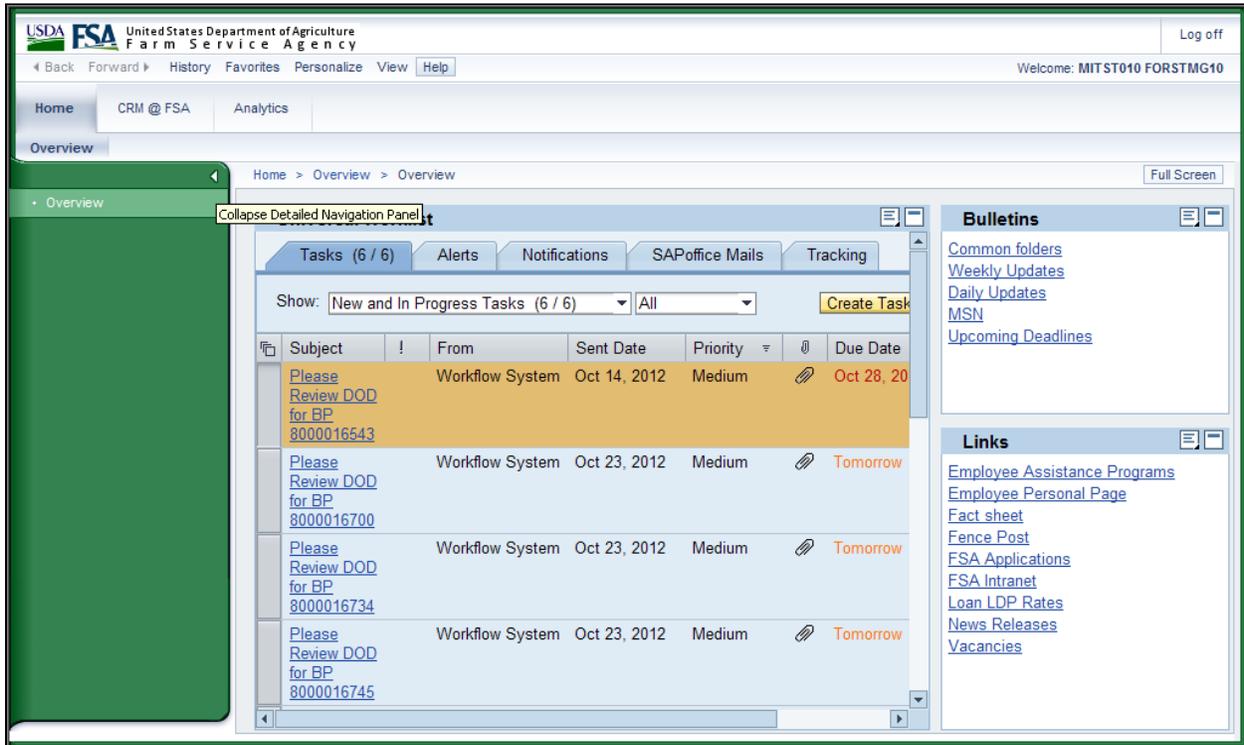
19. Select the Close Full Screen link [Close Full Screen](#) to return to normal screen size

20. Select the Help [Help](#) list.

21. Select the Open online help [Open online help](#) link to view MIDAS Portal help



Overview - Farm Service Agency - Windows Internet Explorer



22. Click Collapse Detailed Navigation Panel button .

23. Click Expand Detailed Navigation Panel button  to restore the screen to normal

 Notice the Portal Navigation bar has been hidden and the Content Area has expanded



Overview - Farm Service Agency - Windows Internet Explorer

The screenshot shows the Farm Service Agency Overview page. The main content area is titled "Universal Worklist" and displays a table of tasks. The table has columns for Subject, From, Sent Date, Priority, and Due Date. The first task is "Please Review DOD for BP 8000016543" with a due date of "Oct 28, 20". Other tasks have due dates of "Tomorrow". On the right side, there are sections for "Bulletins" and "Links".

Subject	From	Sent Date	Priority	Due Date
Please Review DOD for BP 8000016543	Workflow System	Oct 14, 2012	Medium	Oct 28, 20
Please Review DOD for BP 8000016700	Workflow System	Oct 23, 2012	Medium	Tomorrow
Please Review DOD for BP 8000016734	Workflow System	Oct 23, 2012	Medium	Tomorrow
Please Review DOD for BP 8000016745	Workflow System	Oct 23, 2012	Medium	Tomorrow

24. Click Full Screen label [Full Screen](#).
25. Click Close Full Screen label [Close Full Screen](#).
26.  Click Home label [Home](#).
27. Click Log off label [Log off](#).



Result

You have successfully accessed the MIDAS Portal.



Next Steps