July 12, 2011

MOBILE INFORMATION MANAGEMENT (MIM)

Basic Data-Management Steps for Animal Export Activities

Get files ready

1 Create a directory structure & move files

Go to Page 2

2 Open and edit Excel spreadsheets from the CSV folder

Go to Page 3

Get MIM Manager ready

3 Open MIM Manager

DO NOT have PDA connected.

4 Create and save New Database
The MIM Manager screen is displayed.

Click, *Create new database file*.
Name it appropriately.
Save to ExportName (shortcut) on desktop / DB directory .

5 Add New Premises

Click, *Add New Premises* & enter *Nat'l Prem Id*.
Click, *Verify/Download Premises Details*.
Enter *username*, *password*, and *State* > *Continue*.
Add *Description*, *Operation Type*, & *Species* > *Save*.

6 Add New Activity

Click, *Add New Activity*
Select *Export* as the Activity Type.
Select activity date range (start/end) – Adjust times.
Select *YES* – for Final Inspection of animals...*Save*.

Save prem& activity data

7 Generate XML for premises & activity

View Forms and Reports >*MIM Master XML*.
Name file *Prem.xml*
Save to ExportName (shortcut) on desktop /XML directory .

Import CSV file into MIM Manager
(can import one right after another)

8 Import CSV

Click, *Import CSV*.
Import one file at a time from your ExportName (shortcut) on desktop /CSV directory.

9 Match columns as necessary
(refer to page 4 for ID mapping info)

Select *Not Mapped* for columns not for import.
Select *Note* for misc.column info to import.
Don't change any options (displayed at bottom of screen).
Verify all columns are mapped correctly > *Accept*.

10 Review Import Results
(match expected results listed on your notes - see page 4 for an example)

Check the number of animals imported (top) and number of animals created (bottom). Do they match? Are they correct? Review issues, if any – *Accept* or *Cancel Import*.

11 Edit Animals & Results (last chance to review/verify)

Click, *Edit Animals & Results* > *All animals associated with premises* to view imported data.
Can *Filter and Replace*, *Sort*, *Set Visible Columns (Notes & Am.ID)*…in order to verify data.
Click *Cancel* when done reviewing.

Save animal group data

12 Generate XML for animal group

View Forms and Reports >*MIM Master XML*.
Name file something meaningful (e.g. StateAbbrev_ ExportName_ # of animals.xml).
Save to ExportName (shortcut) on desktop /XML directory .

Perform Final MIM Manager Steps

13
- **Import all animal group XML files, one at a time**
- **Generate final pre-inspection XML for all animals** (file to load into PDA)

- Click, *Import* > *Import MIM XML File*.
- Click, *View Forms and Reports* > *MIM Master XML*.

File > Save as > Give it an appropriate name, Save as XML file to ExportName (shortcut) on desktop /XML directory .

- Verify correct # of animals is imported (refer to notes)

14 Generate GBR Report

Click, *View Forms and Reports* > *Group by Result*.
Save to ExportName (shortcut) /Reports directory on desktop.
Print to use as a backup for inspection using PDA.

15 Exit MIM Manager

-- Optional loop for exports with multiple (3 or 4) animal groups --
Delete premises to get rid of animals, import prem XML file that you created in step 7...

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DATA STRUCTURE SHOWING DIRECTORIES (FOLDERS)

File prep steps

1. Create the directory structure shown on this page.
2. Create a shortcut from the ExportName directory to your desktop
   (The desktop is a convenient location to access information.)
3. Store all files you receive from the States of origin in the Original Data directory
   Note: If you receive a zip file, save it to this directory & extract the files.
4. In the Original Data directory:
   a) Excel files – copy, or open & save as, to the CSV directory.
   b) Certificate files (.pdf) – open and write down:
   - Health Certificate number
   - Ship name
   - Number of animals

   This step is very important – You will need the information from the certificates later in the process!!! **Refer to the checklist on page 4.**

My Documents

- **MIM**
  - **Exports**
    - **Uploaded Data**
      (for archiving ExportName directories after you are through with them…)
    - **ExportName**
      (If including a date in the file name, use the expected export date.)
      This directory is for files you have recently received for a specific export that you are currently working on.
      - **CSV**
        Content:
        - Excel files (.xls or .xlsx) that were copied from the Original Data directory. These are the files you work on!
        - CSV files (.csv) saved from the Excel files that were manipulated
      - **DB (database)**
        Content:
        - DB files (.db) that were made when you created a new database in MIM Manager.
      - **Original Data**
        Content: Files sent to you by the States of origin.
        - Excel files (xls or .xlsx) that contain export info
        - PDF files (.pdf) that contain certificates
        - Zip files (.zip) if you received any
      - **Reports (optional)**
        Content:
        - Excel files (.xls) generated from MIM Manager reports (e.g. Group by Result report).
      - **XML**
        Content:
        - MIM XML files containing premises/activity data and, in most cases, animal information
          Note: You can create multiple .xml files, at regular intervals in this process. This practice may save you a considerable amount of work if problems arise.
        - The final XML file for ALL animals

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EDIT EXCEL SPREADSHEETS in the CSV DIRECTORY

Repeat steps 1-11 for all Excel spreadsheet files.

Note: The detailed instructions below reflect the use of the Microsoft Office 2010 **Ribbon** user interface. Use this method, or your preferred method, to complete all of the steps. All work must be performed in **Normal** View. Go to *View* tab > *Normal.*

1	**Remove formatting** It's important to do this step before the other steps!!!	Select All > go to *Home* tab > *Editing* section > *Clear Formats.* ■ This removes spaces, borders, colors, bold font, etc...
2	**Unhide columns**	Select All > go to *Home* tab > *Cells* section > *Format* >*Hide & Unhide* > *Unhide columns*
3	**Delete extra heading rows**	Select extra heading rows > go to *Home* tab > *Cells* section > *Delete Sheet Rows.* ■ MIM Manager will only import one heading row.
4	**Reformat data in columns as needed**	Select a column that needs to be reformatted, for example: **AIN:** If the number looks odd, go to *Home* tab > *Number* section > *Number* > *Number AIN*. Get rid of decimal numbers by clicking on *Decrease Decimal* icon. **Age** (in yrs, months, or days)**:** If the age looks odd, go to *Home* tab > *Number* section > *Number (Age)*. Get rid of decimal numbers by clicking on *Decrease Decimal* icon. **Date of Birth** (date)**:** If the date looks odd, go to *Home* tab > *Number* section > Select *Short Date (month/day/year)* from the drop-down menu. Note: If the file has both an age and date of birth column, remove the age column. **Breed:** Use either the entire name of the breed, or the two-letter code. **Sex:** Refer to MIM PDA for acceptable formats.
5	**Delete unnecessary columns**	Select unnecessary columns > Delete. ■ An example of an unnecessary column is test results. The most important columns are useful IDs, Age, Sex, Breed, and Health Certificate Number. This information appears on the primary PDA screen.
6	**Rename column headings as appropriate**	MIM Manager will import any columns containing additional information under the heading **Note**. ■ Examples of additional information: owner, buyer/purchaser, importer, count of animals, accession #, etc.
7	**Add Tattoo column**	Add **Tattoo** as a column heading (or change heading to Tattoo). ■ Insert into the first row of the column the certificate number, or other group identifier to associate an animal with an export certificate or origin. ■ Copy to all appropriate rows – use the copy > drag > paste technique.
8	**Review**	Review the information in the spreadsheet to verify it is ready to save. ■ Verify # of animals is correct. ■ Check the health certificate numbers – sometimes a number sequence accidently replaces the certificate number during the cut & paste process.
9	**Save**	Click on the icon, or *File* > *Save*. ■ This saves all of your changes as an Excel spreadsheet.
10	**Save As CSV (MS-DOS)**	Save As > Other Formats > Save as type CSV (MS-DOS) (*.csv) ■ Click OK (also click *Yes*, if prompted). ■ This is the CSV file that will be imported into MIM Manager.
11	**Close file**	When you close the file, click *Don't Save*, when prompted.

REFERENCE INFORMATION AND CHECKLIST

Keeping track of the number of animals you import into MIM Manager,
as you import them (csv and xml files), is a critical task in this process.

Reference Information (info from health certificate)			**File Importing Checklist** (usually handwritten)				
Certificate #	Origin State	# of Animals	Data file (original name)	MIM Import Report… Animals created	✓	MIM Manager… Premises Inventory (running total)	✓
41-12-3456-TR-BOV	MN	412	John Doe's spread sheet cattle on Turkey Cert 41-12-3456-TR-BOV 412hd 5-26-2011	412		412	
OH123456	OH	190	OH123456_aaBAB Listing 6-1-11	190		602	
OH789101	OH	296	OH789101_aaCattle for Mirage June 2011 shipment Tuketime AT	296		898	
		Total for Export 898					

Verify that the total number of animals listed on the health certificates matches the total number of animals imported into MIM Manager.

ANIMAL IDENTIFICATION CHART

The chart below shows the new identification categories used by MIM,
and how the old categories map to them.

New MIM ID Choices		Old MIM ID Choices	
Mixed Ids	Management ID	Management Id	Mixed Ids
		Management Id2	
	All Other ID	AIN	
		American Id	
		USDA Metal1	
		USDA Metal2	
Barcode			
Tattoo			