United States Department of Agriculture

Animal and Plant Health Inspection Service

Veterinary Services

Mobile Information Management (MIM) --- File Repository Management Tool

User Guide for Michigan

This tool enables Federal and State partners to manage their data received from Mobile Information Management devices, resulting in improved data integrity, availability, security, and processing time.

USDA APHIS VS OCIO
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CONTENTS

Revision History **2**

1. Introduction **3**

2. Preparation **4**

3. First Screen **4**

4. Queue Management **4**

4.1. Filter 5

4.2. Refresh 6

4.3. Status Breakdown 6

4.4. Columns 7

4.5. File Details 7

5. Reports **11**

6. Lock Activity **13**

REVISION HISTORY

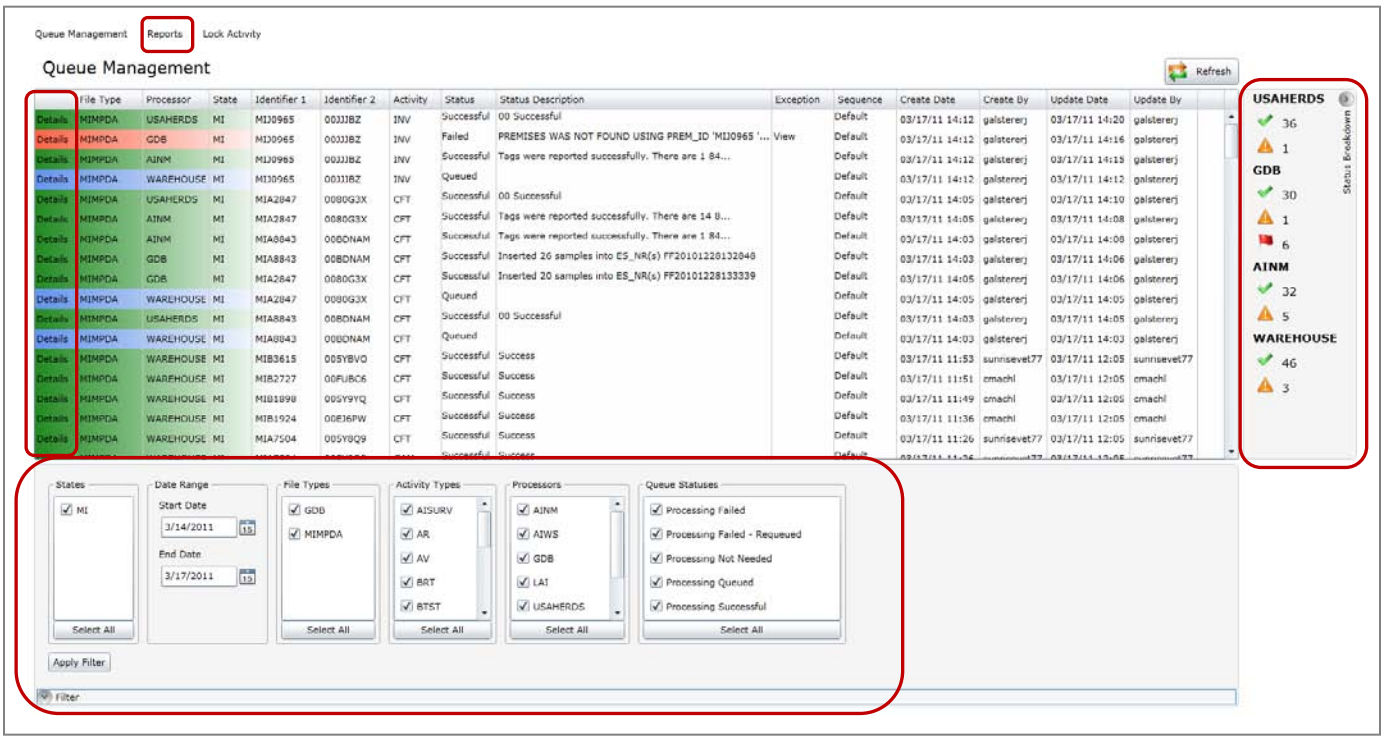
Revision	Date	Description of Changes	Author	Approved by
A	3/22/11	Initial Release	S. Vogt	MIM Team
B	4/27/11	Added instructions to change queue status	S. Vogt	MIM Team

1. INTRODUCTION

The browser-based Mobile Information Management (MIM) - File Repository Management Tool allows Federal and State partners to manage data they receive from MIM devices. The data management can be performed anywhere there is Internet connectivity and includes monitoring data flow through the repository, identifying movement problems with specific files, and editing & re-queuing files. This new approach to data management will lead to improved data integrity, availability, security, and processing time.

There are several helpful components of the tool:

- **Filter** – Allows users to customize the Queue Management screen to see specific information based on their needs.
- **Status Breakdown** bar and the associated color-coded Queue Management rows - Present a visual picture of all file statuses, making it easy to find files with problems.
- **Details** – Provides a summary of the file that includes attributes, pertinent remarks, queue activity, file revisions, and lock history information. The lock history gives you a sense of the health of the data movement process; are some files taking a long time to process? This could indicate network or database problems specific to your State. Also, files can be downloaded and corrected from here if necessary.
- **Reports** – Provides a summary of activities and animal sightings for analysis, discussion, and decision-making purposes.



2. PREPARATION

Obtain access to the MIM File Repository Management Tool and its functionality.

- Create an **eAuthentication Level 1 account** (minimum requirement). A Level 2 account works as well.
- Complete an **APHIS 513** (User Account Control form) ✳
  Request the following two roles:
  - **MIM_DATA_ADMIN**
  - **GDB_DATA_ADMIN**
- Install the free Microsoft® plug-in, **Silverlight**, in order to use the robust GUI.

✳ *Return the APHIS 513 to Dr. Randy Munger mailto:randy.d.munger@aphis.usda.gov – He will send the MIM File Repository Management Tool URL to you once your account is setup.*

3. FIRST SCREEN

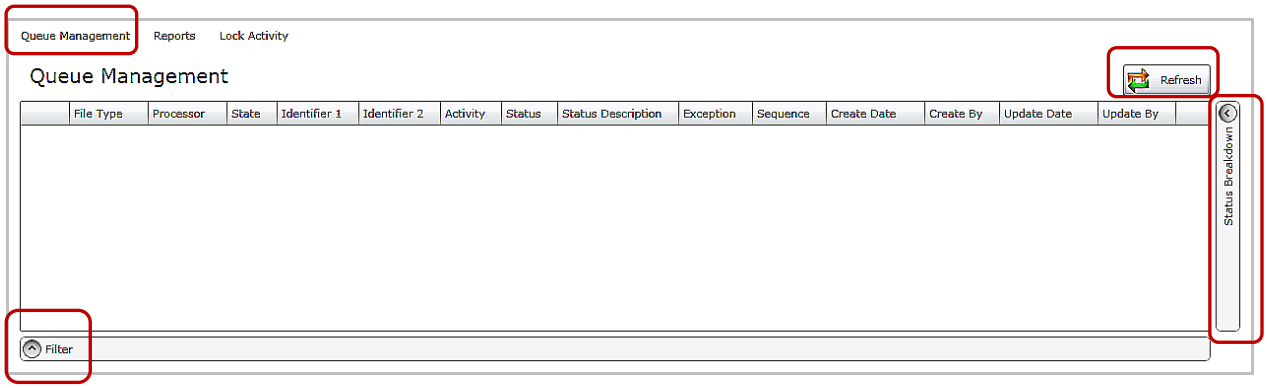
Once you obtain access to the tool, you are presented with three options to explore:

- **Queue Management** – Most of your work in the tool is performed in this module. It provides several views and functions to help you resolve any issues you encounter.
- **Reports** – A few reports provide insight regarding activities and animal sightings; you can view or print the reports.
- **Lock Activity** – Look at this view to get an idea of how efficiently the processors (and network) are operating.

Note: Your access to the MIM File Repository Management Tool, via eAuthentication, is set for a specific amount of time per session. If you "time-out" and the tool is not responding, you must close the tool and login again to continue your work.

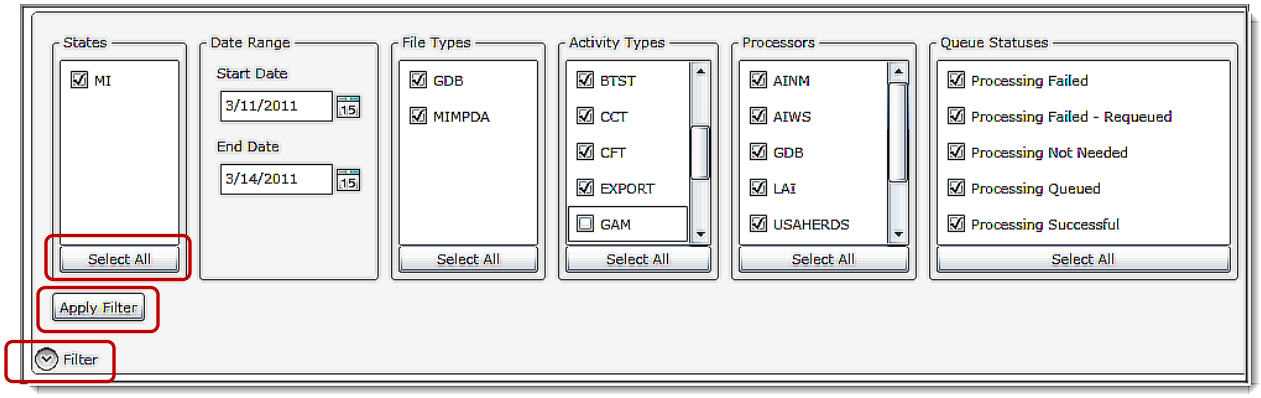
4. QUEUE MANAGEMENT

Click *Queue Management*, to display the screen shown below. To populate information under the column headings that are displayed, click the *Refresh* button. Data then populates the column fields, based on the *Filter* selections. To view the number of files that successfully processed, as well as the number of files that failed to process during the timeframe specified in the filter, click *Status Breakdown*.



4.1. FILTER

Click Filter located in the lower-left corner of the screen to view the filter options.
If necessary, change the selections in order to display the queue information you want to see.



*Notes: Click the **Select All** button to toggle between selecting all choices, and selecting none.*

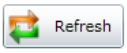
- *To select just one item in a list, click Select All until none of the items are selected, then click in the box next to the desired item.*
- *To select most of the items in a list, click Select All until all of the items are selected, then click in the boxes next to the undesired items.*

Click Apply Filter *to save changes made to the filter and refresh the queue information.*

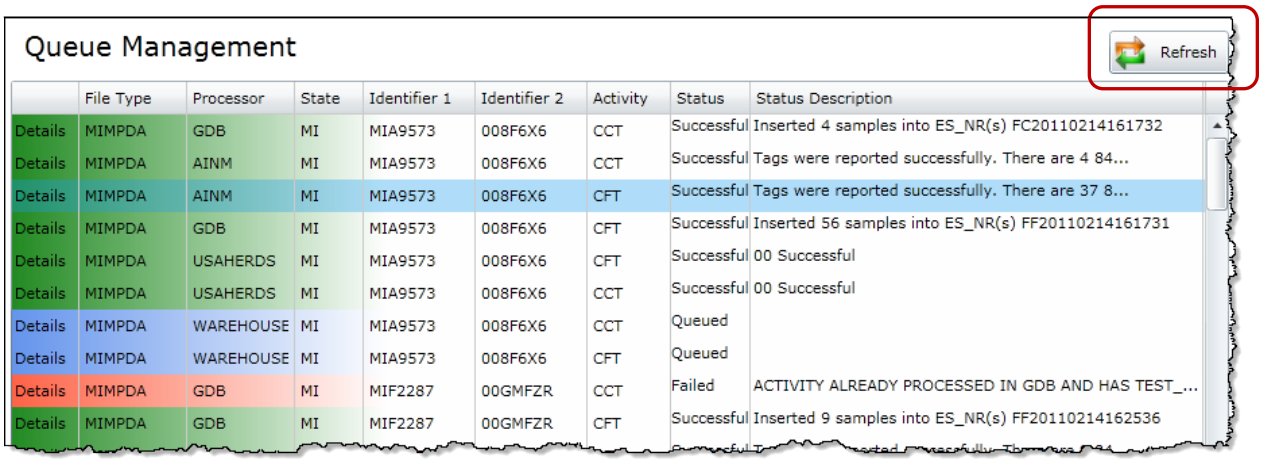
Filter categories

States	Data for the State selected will be displayed in Queue Management. Only States you have permission for will appear as an option.
Date Range	Time period for data displayed in Queue Management (defaults to the last 3 days).
File Types	Examples: Select MIMPDA for files from MIM to Michigan GDB, USAHERDS, and AINM; select GDB for files from USAHERDS to Michigan GDB.
Activity Types	Types of files, based on activity, that you want displayed in Queue Management. Examples: • **BTST** -Brucellosis Test • **CCT** - Comparative Cervical Tuberculin • **CFT** - Caudal Fold Tuberculin test • **MKT -** Market • **Other** – Used for files associated with moving files from USAHERDS to GDB.
Processors	Movers of data (named by destination, such as USAHERDS, GDB, AINM…)
Queue Statuses	Current choices for file statuses displayed in Queue Management (plan to add more statuses in the future). • **Processing Failed** – File did not move to the intended destination. • **Processing Failed (Requeued)** – File processing failed, was fixed, and put into the queue again. • **Processing Not Needed** – (e.g.National premises identifier is missing… no 840 tags…) Note: Michigan does not accept "GAM" or OCV files; these files are assigned Processing Not Needed status. • **Processing Queued** – File is waiting to move to the intended destination. • **Processing Successful** – File moved to the intended destination.

4.2. REFRESH

Click 

located at the top-right corner of screen, to display queue files based on the settings in the filter. If new files become available while you are working in Queue Management, clicking on Refresh again will display them as well.



	File Type	Processor	State	Identifier 1	Identifier 2	Activity	Status	Status Description
Details	MIMPDA	GDB	MI	MIA9573	008F6X6	CCT	Successful	Inserted 4 samples into ES_NR(s) FC20110214161732
Details	MIMPDA	AINM	MI	MIA9573	008F6X6	CCT	Successful	Tags were reported successfully. There are 4 84...
Details	MIMPDA	AINM	MI	MIA9573	008F6X6	CFT	Successful	Tags were reported successfully. There are 37 8...
Details	MIMPDA	GDB	MI	MIA9573	008F6X6	CFT	Successful	Inserted 56 samples into ES_NR(s) FF20110214161731
Details	MIMPDA	USAHERDS	MI	MIA9573	008F6X6	CFT	Successful	00 Successful
Details	MIMPDA	USAHERDS	MI	MIA9573	008F6X6	CCT	Successful	00 Successful
Details	MIMPDA	WAREHOUSE	MI	MIA9573	008F6X6	CCT	Queued	
Details	MIMPDA	WAREHOUSE	MI	MIA9573	008F6X6	CFT	Queued	
Details	MIMPDA	GDB	MI	MIF2287	00GMFZR	CCT	Failed	ACTIVITY ALREADY PROCESSED IN GDB AND HAS TEST_...
Details	MIMPDA	GDB	MI	MIF2287	00GMFZR	CFT	Successful	Inserted 9 samples into ES_NR(s) FF20110214162536

Note: Selected information presented in spreadsheet format can be copied (Ctrl-C) and pasted (Ctrl-V) into an Excel spreadsheet.

4.3. STATUS BREAKDOWN

Click *Status Breakdown*, located at the top-right corner of the screen, to view the status of files displayed in Queue Management. The statuses are grouped by processor name (GDB, USAHERDS, AINM…) and the quantity of files in each status category is displayed to the right of the status symbol. See example below.

	Successful file processing	Indicated by a green-highlighted row in Queue Management
	Failed file processing	Indicated by a red-highlighted row in Queue Management
	Warning, file has not progressed as expected	File may have made it to one or more of the destinations, but perhaps not all of them. Reasons could be file is not needed, file is in queue, or the file processing failed, and the file is now re-queued. • Blue-highlighted rows in Queue Management indicate file is in queue. • Yellow-highlighted rows in Queue Management indicate file is not needed or it failed and is now re-queued.

4.4. COLUMNS

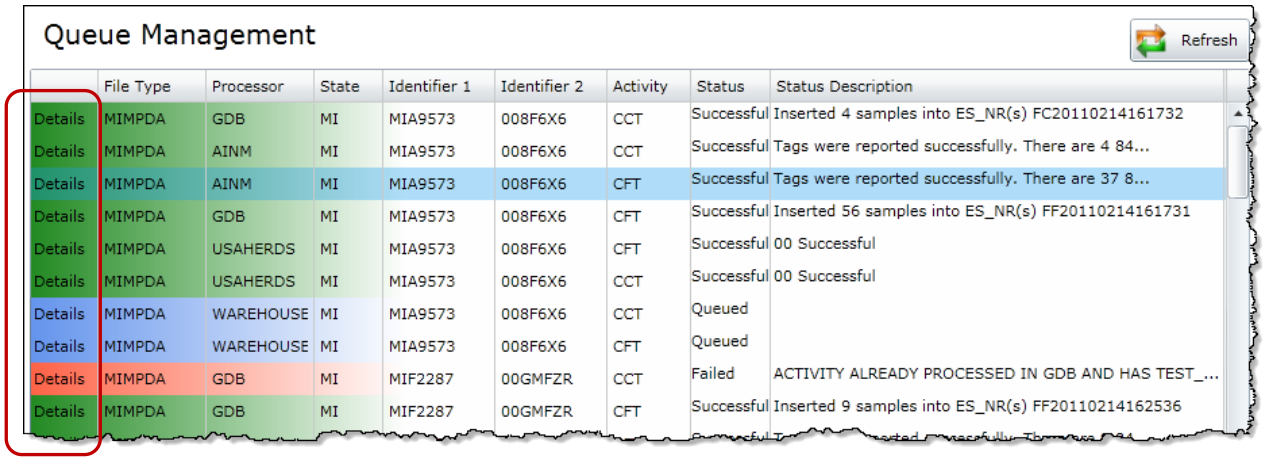
The Queue Management table contains 14 columns of information.

Column content descriptions

Details	Click on Details to view the file summary (file attributes, remarks, queue activity, file revisions, and lock history. Also, from this view, you can download the file (to edit) and replace the file with the new version.
File Type	Source of the file (MIMPDA, LAI, WSAI…) **MIMPDA** are files from MIM to Michigan GDB, USAHERDS, and AINM.
Processor	Movers of data (named by destination, such as USAHERDS, GDB, AINM…)
State	Abbreviation of the State that "owns" the data.
Identifier 1	Primary premises identification (State or GDB ID).
Identifier 2	Secondary premises identification (National Premises ID).
Activity	Type of activity the file data supports. Examples: • **BTST** -Brucellosis Test • **CCT** - Comparative Cervical Tuberculin • **CFT** - Caudal Fold Tuberculin test • **MKT -** Market • **Other** - Used for files associated with moving files from USAHERDS to GDB.
Status	Status of the file processing (successful, failed, queued, not needed, failed and re-queued)
Status Description	Remarks concerning the status. If an ellipsis (…) is displayed at the end of the status description, click on it to display the entire remark.
Sequence	Sequence numbers in a file. The default is related to GDB sequence; GDB does not accept duplicate sequence numbers.
Create Date	Date and time the file was uploaded to the Repository.
Create By	Name of individual who uploaded the file.
Update Date	Date and time a queue item was modified.
Update By	Name of individual who modified a queue item.

4.5. FILE DETAILS

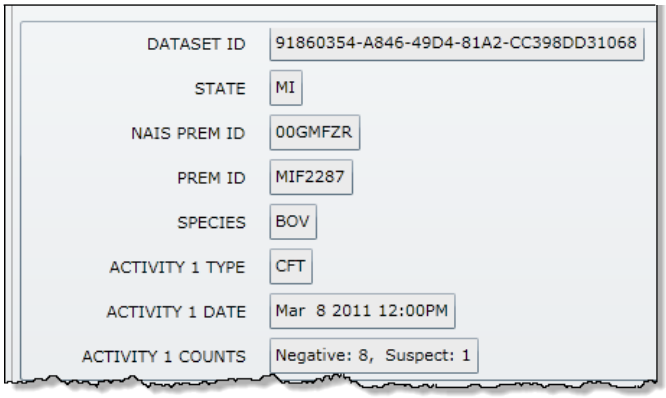
Click *Details* in a file row, to look at that file's summary (attributes, remarks, queue activity, file revision, and lock history). To close the file summary, click located in the top-right corner of the screen.

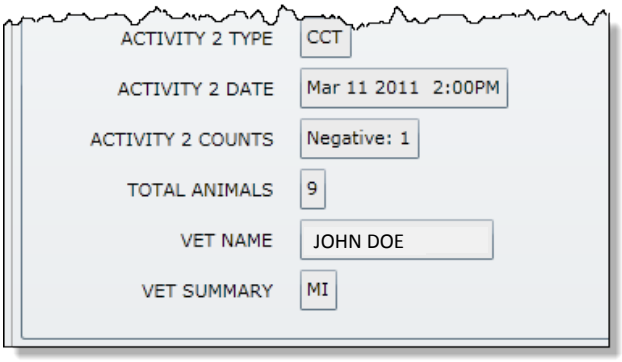


	File Type	Processor	State	Identifier 1	Identifier 2	Activity	Status	Status Description
Details	MIMPDA	GDB	MI	MIA9573	008F6X6	CCT	Successful	Inserted 4 samples into ES_NR(s) FC20110214161732
Details	MIMPDA	AINM	MI	MIA9573	008F6X6	CCT	Successful	Tags were reported successfully. There are 4 84...
Details	MIMPDA	AINM	MI	MIA9573	008F6X6	CFT	Successful	Tags were reported successfully. There are 37 8...
Details	MIMPDA	GDB	MI	MIA9573	008F6X6	CFT	Successful	Inserted 56 samples into ES_NR(s) FF20110214161731
Details	MIMPDA	USAHERDS	MI	MIA9573	008F6X6	CFT	Successful	00 Successful
Details	MIMPDA	USAHERDS	MI	MIA9573	008F6X6	CCT	Successful	00 Successful
Details	MIMPDA	WAREHOUSE	MI	MIA9573	008F6X6	CCT	Queued	
Details	MIMPDA	WAREHOUSE	MI	MIA9573	008F6X6	CFT	Queued	
Details	MIMPDA	GDB	MI	MIF2287	00GMFZR	CCT	Failed	ACTIVITY ALREADY PROCESSED IN GDB AND HAS TEST_...
Details	MIMPDA	GDB	MI	MIF2287	00GMFZR	CFT	Successful	Inserted 9 samples into ES_NR(s) FF20110214162536

a. File Attributes

A list of metadata associated with the file is displayed. It helps you learn the file contents without having to download it and load it into an application such as MIM Manager.



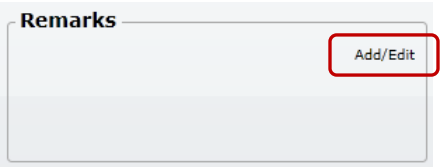


Possible attribute fields and associated content descriptions

Dataset ID	Unique number assigned to the file, typically used for troubleshooting purposes.
State	State that "owns" the data (premises State).
NAIS PREM ID	National premises identification number.
PREM ID	Primary premises identification (State or GDB ID).
SPECIES	Animal that is the focus of the file (e.g. BOV = Bovine).
ACTIVITY 1 TYPE	The first activity addressed in the file (e.g. CFT = Caudal Fold Tuberculin).
ACTIVITY 1 DATE	Start date and time of the first activity.
ACTIVITY 1 COUNTS	Results of the first activity with associated number of animals for each result.
ACTIVITY 2 TYPE	The second activity addressed in the file (e.g. CCT = Comparative Cervical Tuberculin).
ACTIVITY 2 DATE	Start date and time of the second activity.
ACTIVITY 2 COUNTS	Results of second activity with associated number of animals for each result.
ACTIVITY 3 TYPE	The third activity addressed in the file (e.g. INV = Inventory).
ACTIVITY 3 DATE	Start date and time of the third activity.
ACTIVITY 3 COUNTS	Results of third activity with associated number of animals for each result.
TOTAL ANIMALS	Total number of animals involved in all activities – a single animal is only counted once.
VET NAME	Name of veterinarian who performed activities.
VET SUMMARY	The veterinarian's address and email, entered into the file by the veterinarian.

b. Remarks

Click *Add/Edit* to display the *Enter Remarks* box. If appropriate, add remarks for the file itself (not for any particular queue item), and click *OK*.



*Note: When a file is marked as **Not Needed**, a different box pops up; you must enter a reason into this box. It is then stored as part of the queue item record.*

c. Queue Activity

The Queue Activity view displays all of the processing details for the file. In the example below, the same file was sent to the following destinations: Warehouse, AINM, USAHERDS, and GDB.

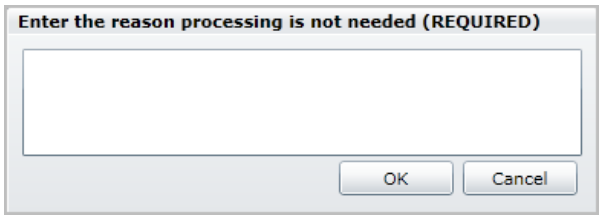
Note: This file contains two different activities occurring on two different dates… Each activity is submitted separately.

Queue Activity

File Type	Processor	Activity	Status	Status Description	Exception	Sequence	Create Date
MIMPDA	GDB	CFT	Successful	Replaced 9 samples into ES_NR(s) FF20110214162536		Default	03/21/11 13
MIMPDA	USAHERDS	CFT	Failed	03 Duplicate Accession Found		Default	03/21/11 13:
MIMPDA	AINM	CFT	Successful	Tags were reported successfully. There are 9 84...		Default	03/21/11 13:
MIMPDA	AINM	CCT	Successful	Tags were reported successfully. There are 1 84...		Default	03/21/11 13:
MIMPDA	GDB	CCT	Failed	ACTIVITY ALREADY PROCESSED IN GDB AND HAS TEST_...	View	Default	03/21/11 13:
MIMPDA	WAREHOUSE	CFT	Queued			Default	03/21/11 13:
MIMPDA	USAHERDS	CCT	Failed	03 Duplicate Accession Found		Default	03/21/11 13:
MIMPDA	WAREHOUSE	CCT	Queued			Default	03/21/11 13:
MIMPDA	WAREHOUSE	CFT	Successful	Success		Default	03/14/11 14:
MIMPDA	WAREHOUSE	CCT	Successful	Success		Default	03/14/11 14:
MIMPDA	WAREHOUSE	CCT	Successful	Success		Default	03/14/11 14:
MIMPDA	GDB	CFT	Queued			Default	03/14/11 14:
MIMPDA	GDB	CCT	Failed - Requeued	Previously Failed - Requeued Mar 21 2011 1:34P...	View	Default	03/14/11 14

If you need to change a queue status for a file, perform the following steps:

- Select the file by left-clicking on the Status (can also click on File Type, Processor, State, IDs, or Activity).
- Right-click on the Status.
- Select the status you want displayed, from the drop-down menu. Choices are: Queued, Not Needed, Successful, Failed, or Requeued.
- Enter the reason for changing the status, if presented with that option > Click **OK** (see image below).



*Note: In the example to the left, the status is being changed to **Not Needed**. A reason is always required when changing to this status.*

d. File Revisions

This view displays the file revision number, date and time file was created, name of individual who created file, and size of file.

In the example below, the size of Revision 1 is zero. This indicates that no changes (revisions) have been made to the original file. If you click **Download**, the original file downloads. Once changes are made to the file (revisions 2, 3, and 4), clicking on Download in the Revision 4 row downloads the current file that contains all of the changes made to the file.

Revision Number	Created	Created By	Size	
4	03/15/11 10:00	JOHN DOE	553	Download
3	03/15/11 09:05	JOHN DOE	1979	Download
2	03/15/11 07:39	JANE DOE	577	Download
1	03/14/11 14:26	JANE DOE	0	Download

e. Lock History

This view displays the date and time the file was locked for processing, the processor that was performing the processing, the date and time the file was unlocked (released), and the duration of the lock on the file.

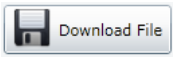
The lock history gives you an idea of how healthy the repository is; are some files taking a long time to process? This could indicate network or database problems specific to your State.

Locked	Lock Remarks	Released	Duration
03/21/11 13:46	GDB processing	03/21/11 13:46	0:00:08.164
03/21/11 13:45	USAHerds processing	03/21/11 13:45	0:00:03.513
03/21/11 13:40	AINM PROCESSING	03/21/11 13:40	0:00:00.58
03/21/11 13:40	AINM PROCESSING	03/21/11 13:40	0:00:04.52
03/21/11 13:36	GDB processing	03/21/11 13:36	0:00:03.146
03/21/11 13:36	GDB processing	03/21/11 13:36	0:00:09.016
03/21/11 13:35	USAHerds processing	03/21/11 13:35	0:00:03.374
03/15/11 09:49	Warehouse processing	03/15/11 09:49	0:00:00.1

f. Download File and Replace File

Note: The following instructions apply to MIMPDA files only.

Download a file, if you need to change the content:

- Click 

to download the XML file.
- Close the Details window.
- Open **MIM Manager** > **Import > Import MIM XML File**.
- Select appropriate file.
- Make changes to the file, such as **Edit Activity > Save**.
- Click **View Forms and Reports** > Click **MIM Master XML**
- **File > Save As** (select same file name to overwrite downloaded file).
- **Save** (overwrite and update links).

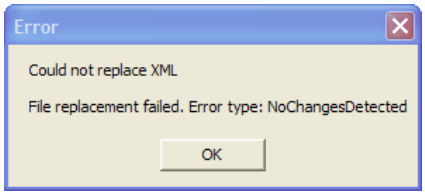
Replace the file in the repository after you change its content:

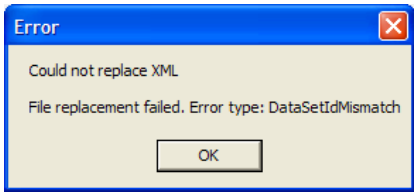
- In the **File Repository Tool**, go back to the same file – Click **Details**.
- Click

.
- Navigate to the appropriate XML file (select same file name)
- Open (file imports)
- Add **Remarks**, to document the changes.
- Right-click on the **Status** of the file (in Queue Activity)
- Click **Queue** (to re-queue the file).

Note: The File Repository Tool checks the dataset before importing a new file.

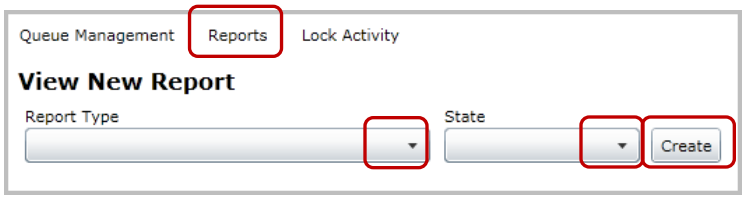
The error messages shown to the right illustrate that the file was not replaced because no changes were made to the file or it was the wrong file (DataSetId Mismatch).





5. REPORTS

Click *Reports*, to display the *View New Report* screen shown below.



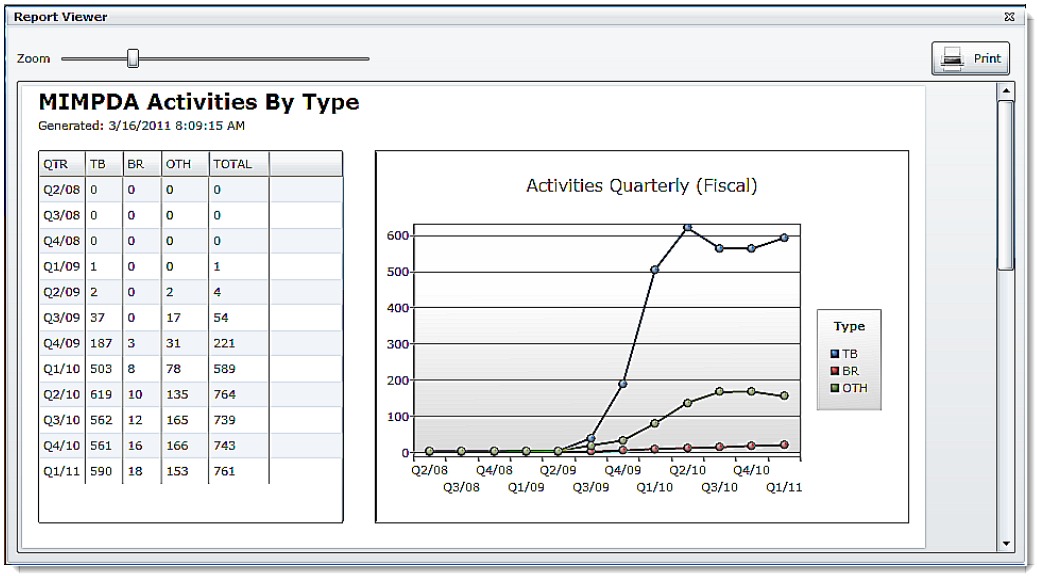
Report fields and associated actions

Report Type	Click the down-arrow in the field to view a list of available reports. Currently, there are two reports: • Activities Report (MIMPDA) • Sightings Report (MIMPDA)
State	Click the down-arrow in the field to view a list of States for which you have permission to run reports.

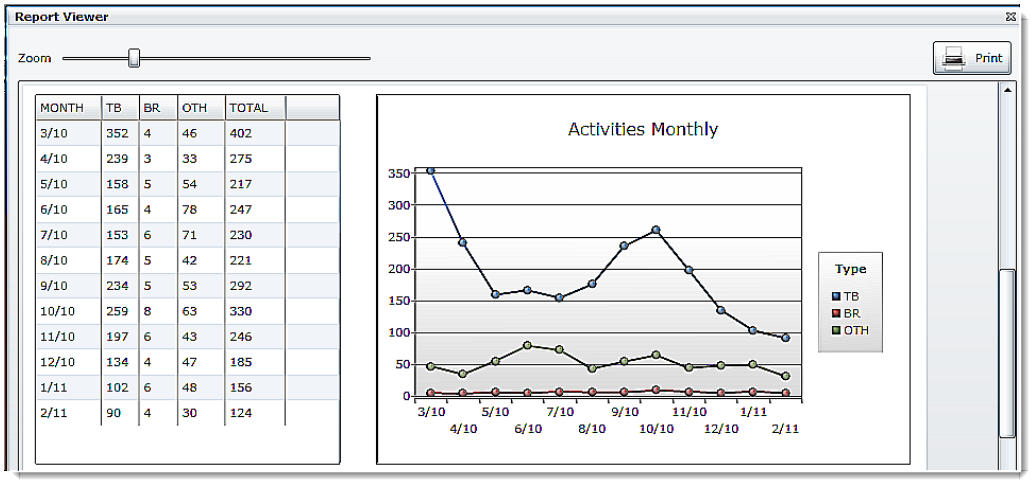
Click Create to run the report.

a. Activities Report (MIMPDA)

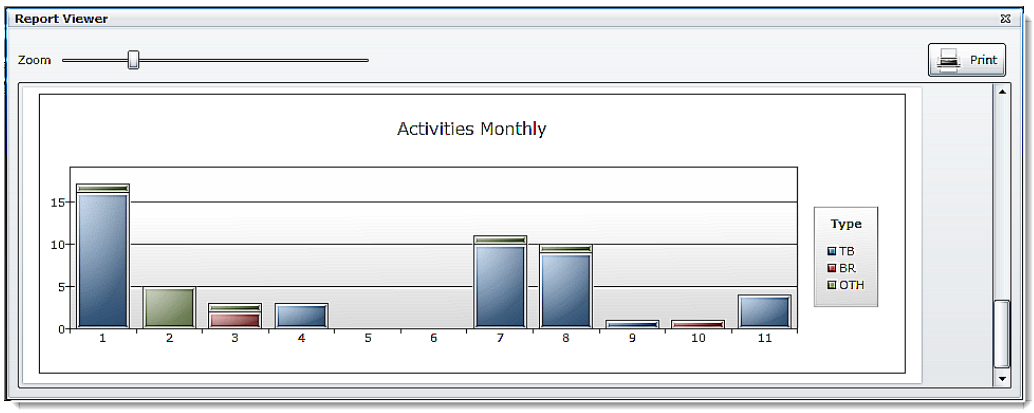
This report displays the number of activities (TB, BR, and Other) per quarter in fiscal years, and the number of activities per month for the last 12 months. You can use the zoom sliding-tool to zoom in and out, click *Print* to print the report, and click to close the report.



QTR	TB	BR	OTH	TOTAL
Q2/08	0	0	0	0
Q3/08	0	0	0	0
Q4/08	0	0	0	0
Q1/09	1	0	0	1
Q2/09	2	0	2	4
Q3/09	37	0	17	54
Q4/09	187	3	31	221
Q1/10	503	8	78	589
Q2/10	619	10	135	764
Q3/10	562	12	165	739
Q4/10	561	16	166	743
Q1/11	590	18	153	761

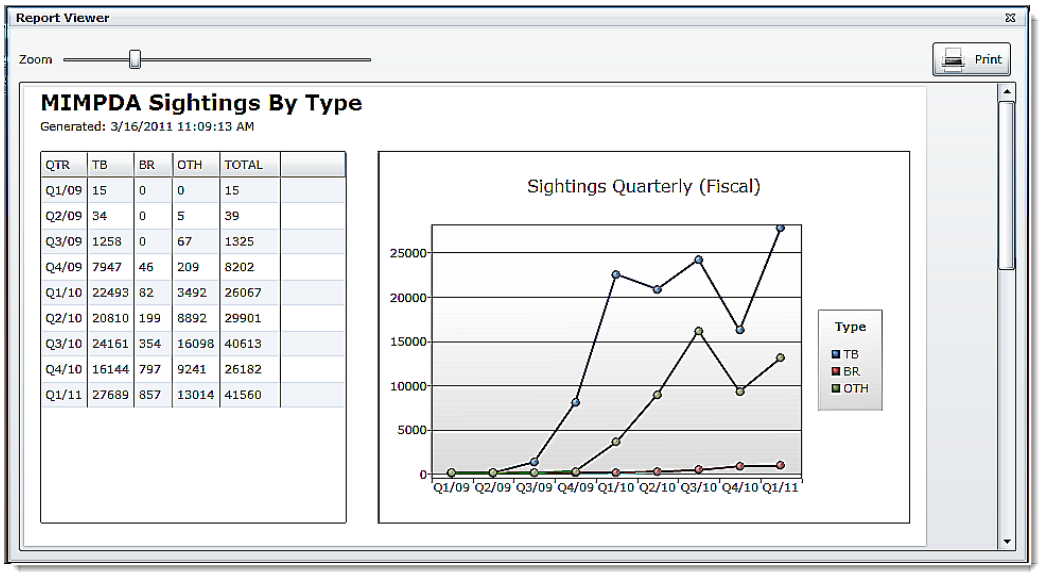


MONTH	TB	BR	OTH	TOTAL
3/10	352	4	46	402
4/10	239	3	33	275
5/10	158	5	54	217
6/10	165	4	78	247
7/10	153	6	71	230
8/10	174	5	42	221
9/10	234	5	53	292
10/10	259	8	63	330
11/10	197	6	43	246
12/10	134	4	47	185
1/11	102	6	48	156
2/11	90	4	30	124

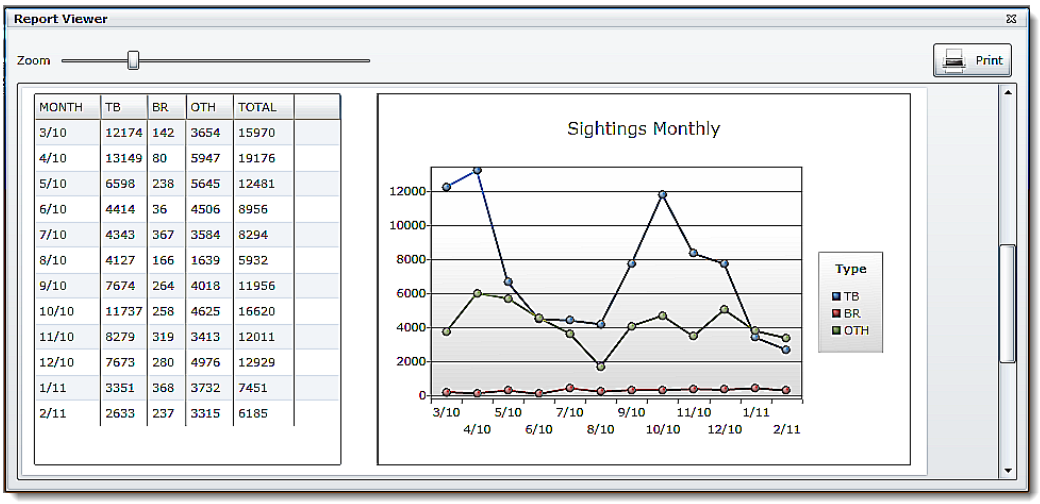


b. Sightings Report (MIMPDA)

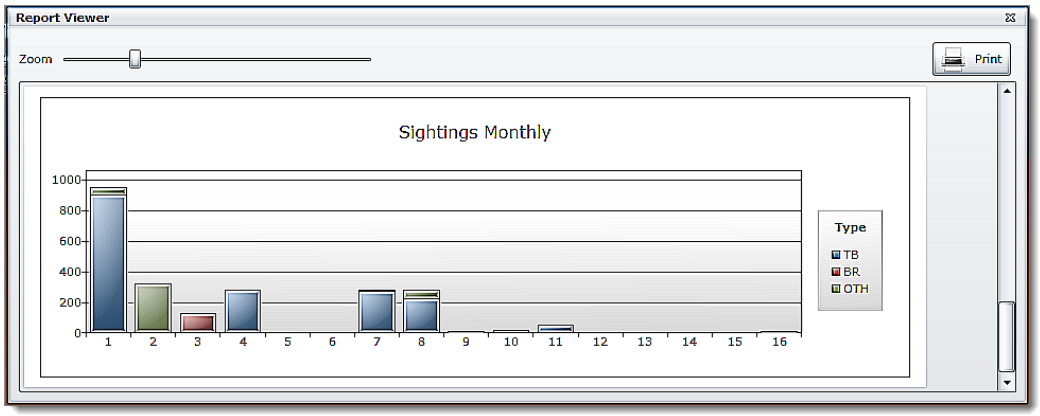
This report displays the number of animals sighted (during TB, BR, and Other activities) per quarter in fiscal years, and the number of animals sighted per month for the last 12 months. You can use the zoom sliding-tool to zoom in and out, click *Print* to print the report, and click to close the report.



QTR	TB	BR	OTH	TOTAL
Q1/09	15	0	0	15
Q2/09	34	0	5	39
Q3/09	1258	0	67	1325
Q4/09	7947	46	209	8202
Q1/10	22493	82	3492	26067
Q2/10	20810	199	8892	29901
Q3/10	24161	354	16098	40613
Q4/10	16144	797	9241	26182
Q1/11	27689	857	13014	41560



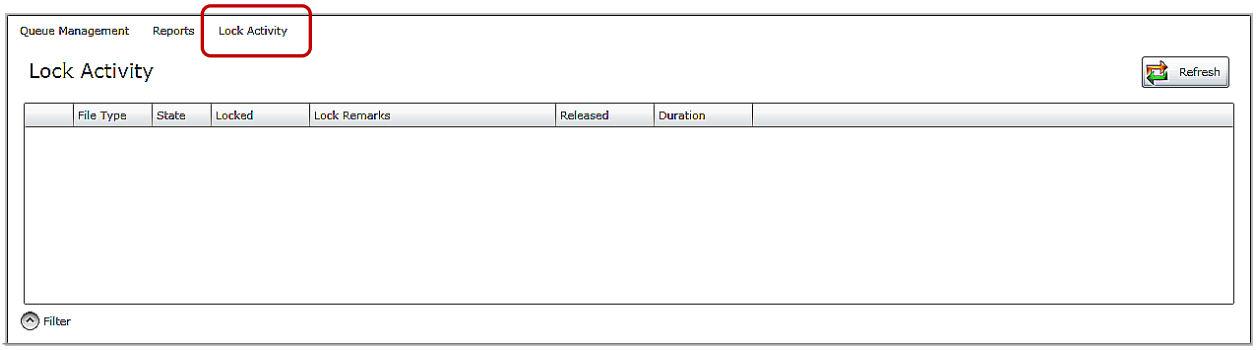
MONTH	TB	BR	OTH	TOTAL
3/10	12174	142	3654	15970
4/10	13149	80	5947	19176
5/10	6598	238	5645	12481
6/10	4414	36	4506	8956
7/10	4343	367	3584	8294
8/10	4127	166	1639	5932
9/10	7674	264	4018	11956
10/10	11737	258	4625	16620
11/10	8279	319	3413	12011
12/10	7673	280	4976	12929
1/11	3351	368	3732	7451
2/11	2633	237	3315	6185

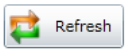


6. LOCK ACTIVITY

Click *Lock Activity* to view the screen shown below.

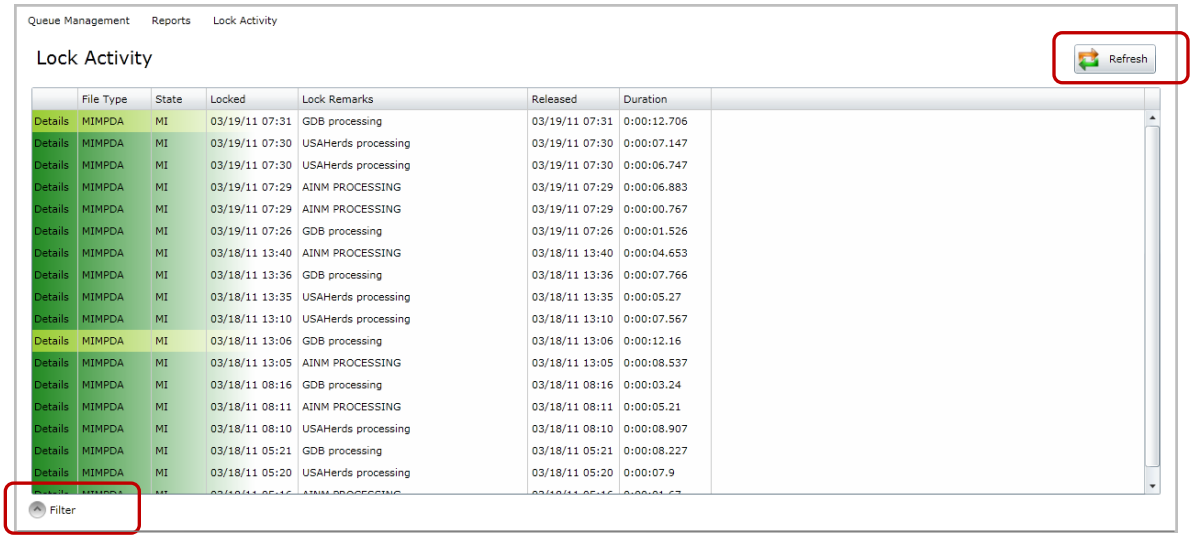
Files are locked during processing (by the processor) and are unlocked when the processing is complete. Occasionally, file locks are abandoned (usually due to network issues), which causes incomplete processing or no processing at all because files are not available.



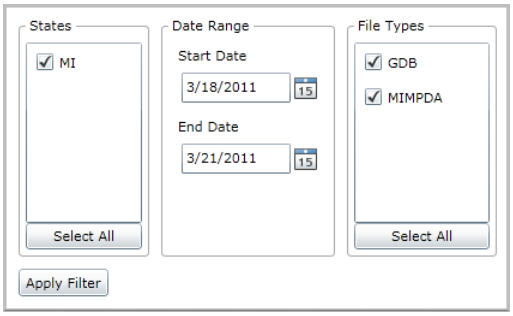
Click 

to display lock activity files based on the settings in the filter. If new files become available while you are working in Lock Activity, clicking on Refresh again will display them as well.

This view displays the date & time the file was locked for processing, the processor that was operating, the date & time the file was unlocked (released), and the duration of the lock on the file. You can also click **Details**, to access all of the information and functionality mentioned in section 4.5 File Details.



	File Type	State	Locked	Lock Remarks	Released	Duration
Details	MIMPDA	MI	03/19/11 07:31	GDB processing	03/19/11 07:31	0:00:12.706
Details	MIMPDA	MI	03/19/11 07:30	USAHerds processing	03/19/11 07:30	0:00:07.147
Details	MIMPDA	MI	03/19/11 07:30	USAHerds processing	03/19/11 07:30	0:00:06.747
Details	MIMPDA	MI	03/19/11 07:29	AINM PROCESSING	03/19/11 07:29	0:00:06.883
Details	MIMPDA	MI	03/19/11 07:29	AINM PROCESSING	03/19/11 07:29	0:00:00.767
Details	MIMPDA	MI	03/19/11 07:26	GDB processing	03/19/11 07:26	0:00:01.526
Details	MIMPDA	MI	03/18/11 13:40	AINM PROCESSING	03/18/11 13:40	0:00:04.653
Details	MIMPDA	MI	03/18/11 13:36	GDB processing	03/18/11 13:36	0:00:07.766
Details	MIMPDA	MI	03/18/11 13:35	USAHerds processing	03/18/11 13:35	0:00:05.27
Details	MIMPDA	MI	03/18/11 13:10	USAHerds processing	03/18/11 13:10	0:00:07.567
Details	MIMPDA	MI	03/18/11 13:06	GDB processing	03/18/11 13:06	0:00:12.16
Details	MIMPDA	MI	03/18/11 13:05	AINM PROCESSING	03/18/11 13:05	0:00:08.537
Details	MIMPDA	MI	03/18/11 08:16	GDB processing	03/18/11 08:16	0:00:03.24
Details	MIMPDA	MI	03/18/11 08:11	AINM PROCESSING	03/18/11 08:11	0:00:05.21
Details	MIMPDA	MI	03/18/11 08:10	USAHerds processing	03/18/11 08:10	0:00:08.907
Details	MIMPDA	MI	03/18/11 05:21	GDB processing	03/18/11 05:21	0:00:08.227
Details	MIMPDA	MI	03/18/11 05:20	USAHerds processing	03/18/11 05:20	0:00:07.9



Note: You can use the filter to display a different date range or file type if necessary.