



Premises Registration

Data Management Center User Guide

Version 3.1a

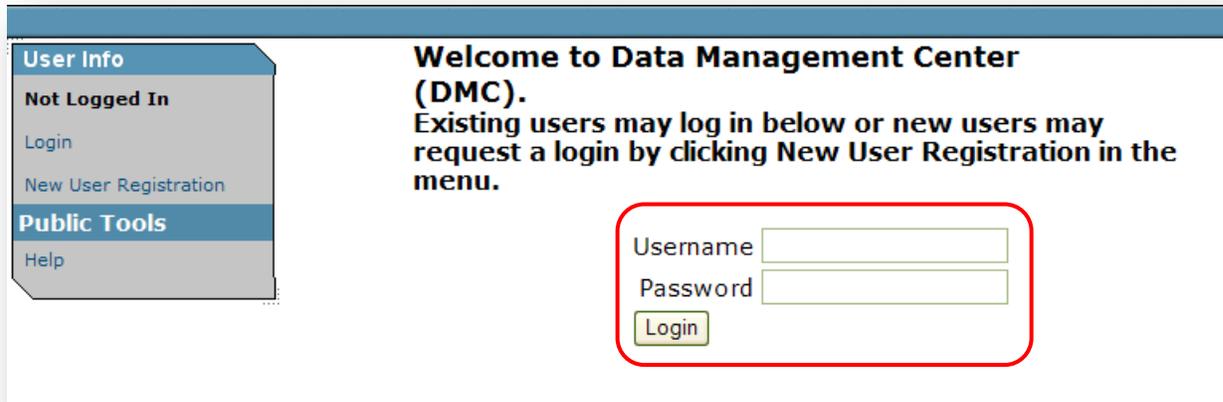
2/10/2010

DATA MANAGEMENT CENTER USER GUIDE

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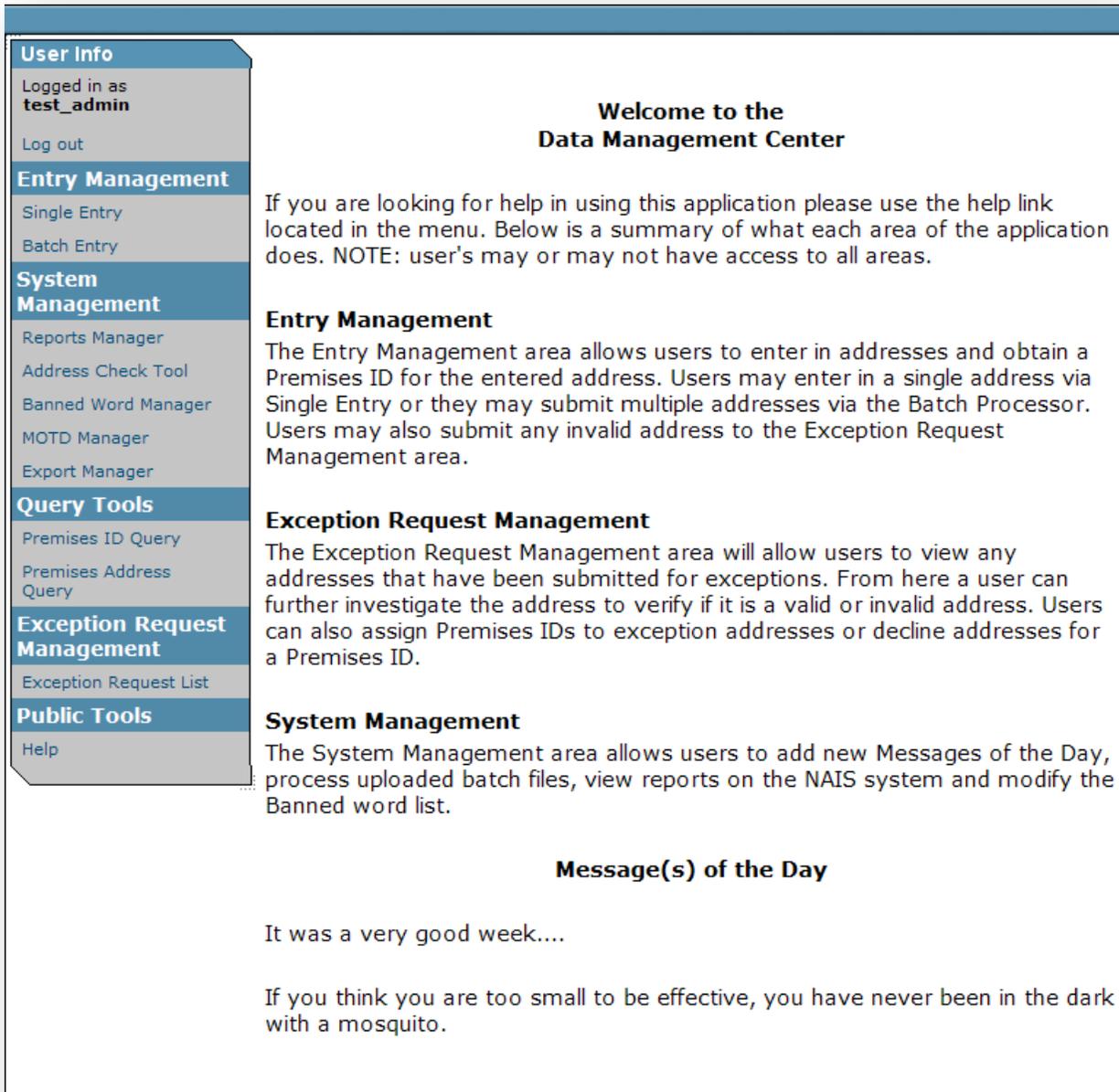
1 User Info

1.1 Login



The screenshot shows the Data Management Center (DMC) login interface. On the left is a navigation menu with the following items: 'User Info' (highlighted), 'Not Logged In', 'Login', 'New User Registration', 'Public Tools' (highlighted), and 'Help'. The main content area features a blue header bar at the top. Below it, the text reads: 'Welcome to Data Management Center (DMC). Existing users may log in below or new users may request a login by clicking New User Registration in the menu.' To the right of this text is a login form enclosed in a red rounded rectangle. The form contains two input fields: 'Username' and 'Password', each with a corresponding text label to its left. Below these fields is a 'Login' button.

To log into the Data Management Center, type in your authorized Username and Password. Then click on the button.



User Info
 Logged in as
test_admin
 Log out

Entry Management
 Single Entry
 Batch Entry

System Management
 Reports Manager
 Address Check Tool
 Banned Word Manager
 MOTD Manager
 Export Manager

Query Tools
 Premises ID Query
 Premises Address Query

Exception Request Management
 Exception Request List

Public Tools
 Help

**Welcome to the
Data Management Center**

If you are looking for help in using this application please use the help link located in the menu. Below is a summary of what each area of the application does. NOTE: user's may or may not have access to all areas.

Entry Management
 The Entry Management area allows users to enter in addresses and obtain a Premises ID for the entered address. Users may enter in a single address via Single Entry or they may submit multiple addresses via the Batch Processor. Users may also submit any invalid address to the Exception Request Management area.

Exception Request Management
 The Exception Request Management area will allow users to view any addresses that have been submitted for exceptions. From here a user can further investigate the address to verify if it is a valid or invalid address. Users can also assign Premises IDs to exception addresses or decline addresses for a Premises ID.

System Management
 The System Management area allows users to add new Messages of the Day, process uploaded batch files, view reports on the NAIS system and modify the Banned word list.

Message(s) of the Day

It was a very good week....

If you think you are too small to be effective, you have never been in the dark with a mosquito.

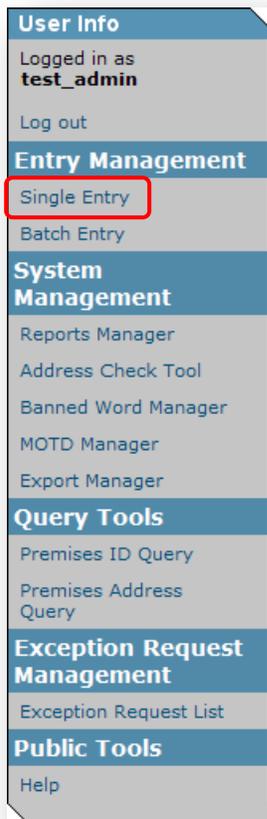
Upon successful login, the DMC Home screen is displayed.

The menu on the left side of the screen will allow the user to perform various functions, based on assigned roles and permissions. Only those menu items which are permitted by the user's assigned role are displayed.

2 Entry Management

2.1 Single Address Entry

2.1.1 Address Entry



To validate an address and register a premises, click on [Single Entry](#) in the **Entry Management** section of the main menu.

You are here: [DMC Home](#) / [Single Entry](#)

STEP 1

Address Number

Pre Directional --

Street Name(*)

Street Suffix --

Post Directional --

Secondary Address Identifier --

Secondary Address Range

City

State or Territory --

Zip (*) -

Tribal Code --

Validation Method

The **STEP 1** (Address Entry) screen is displayed. Step 1 for Single Entry address validation consists of properly entering the premises address.

As a minimum, Street Name and ZIP are required fields and must be filled in. In general, City and State data may be entered instead of ZIP. Be aware, however, that there are cases where several communities may share a single delivery Post Office and ZIP code. If the premises uses the local community name, but the USPS database lists the delivery address under the Post Office name, no match will be found, and the premises address will not be validated.

While Street Name and ZIP are required fields, they probably will not furnish enough data in themselves to find a match in the USPS database. The more completely you enter the address data, the more likely it is that a match for the premises address will be found.

In most forms, you are able to enter addresses in a single field. In this form, each address element is entered in a separate field. This is to eliminate ambiguity and to make sure that the various elements are treated properly in the validation process. Here are some examples:

- N Street – “N” is the name of the street, not an abbreviation for “North.” Therefore, N is entered in the Street Name field, not the Pre Directional field.
- Old Mill Road Avenue – “Old Mill Road” is the street name, and “Avenue,” not “Road,” is the street suffix.
- North Fork Drive – Is “North” a pre-directional indicator, or is “North Fork” the street name? Make sure that it is entered correctly.

- North West Boulevard – Again, is “North” a pre-directional indicator, or is “North West” the street name?

The variations on addresses are endless, and it is important to identify each element individually to ensure that a premises is accurately identified.

Note: Since the purpose of animal identification is to trace animal movement in the event of a disease outbreak, premises address information must identify a physical location. It cannot merely be a mail delivery address, such as a post office box number, since a post office box does not identify a verifiable location. The Premises Number Allocator will not validate post office box numbers as premises addresses.

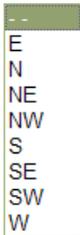
The address delivery line is entered into up to seven separate address fields: For example, 1234 S MAIN ST NW APT 20. Populate the address fields as follows:

1. Address Number – The alphanumeric identifier for a particular location on a roadway.

1234 S MAIN ST NW APT 20

2. Pre Directional – Select from the drop-down menu.

1234 **S** MAIN ST NW APT 20

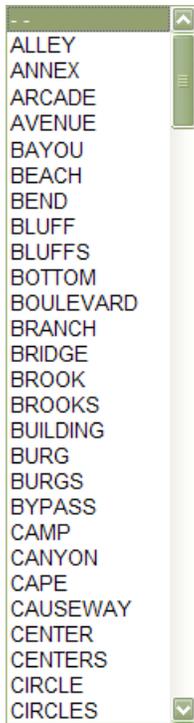


3. Street Name – A required field. The name of the roadway for the premises. Take care to separate the street name from other elements. Examples: “N” or “North” may be either a street name or a pre-directional. “Road” may be either part of a street name or a street suffix. “1234” may be either an address number or a highway (street) name. Placing elements in the wrong fields can cause validation failure for an address.

1234 S **MAIN** ST NW APT 20

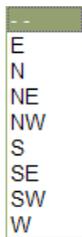
4. Street Suffix – Select from the drop-down menu.

1234 S MAIN **ST** NW APT 20



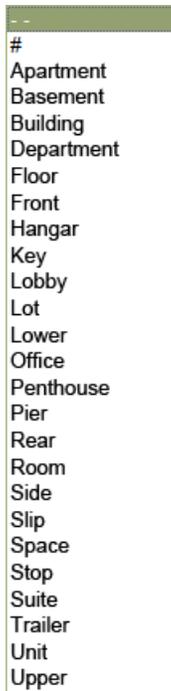
5. Post Directional – Select from the drop-down menu.

1234 S MAIN ST **NW** APT 20



6. Secondary Address Identifier – An identifier for a part of a building, such as apartment or suite. Select from the drop-down menu.

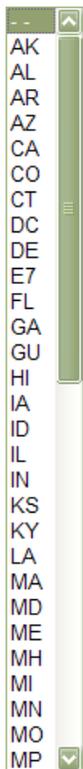
1234 S MAIN ST NW **APT** 20



- 7. Secondary Address Range – The alphanumeric identifier for a particular secondary address identifier, such as the apartment or suite number.

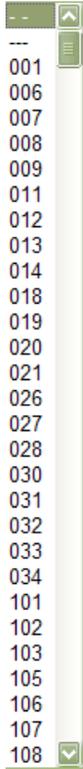
1234 S MAIN ST NW APT **20**

- 8. City – The delivery post office for the premises.
- 9. State or Territory – Select from the drop-down menu.



10. ZIP- A required field. Must be 5 digits; may optionally be 9 digits.

11. Tribal Code - The ID Code for a Native American Tribe. Select from the drop-down menu.



12. Validation Method - The database used for validating the entered address. Select from the drop-down menu.



The screenshot shows a web application interface for address validation. On the left is a vertical navigation menu with categories: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area is titled 'You are here: DMC Home / Single Entry' and 'STEP 1'. It contains a form with the following fields: Address Number (2150), Pre Directional (dropdown), Street Name (*) (Centre), Street Suffix (AVENUE dropdown), Post Directional (dropdown), Secondary Address Identifier (Building dropdown), Secondary Address Range (B), City (Fort Collins), State or Territory (CO dropdown), Zip (*) (80526), Tribal Code (dropdown), and Validation Method (Allocator dropdown). A 'Validate' button is located below the form.

Enter the address data for the premises. Then click on the  button to request address validation by the Premises Number Allocator.

2.1.2 Address Validation – Match Found

The Premises Number Allocator attempts to validate the address by comparing it to existing postal delivery addresses in the USPS database.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Single Entry](#)

STEP 2

Address Validation

Please verify the address you entered below. If the address is validated you may retrieve its Premises ID from the National Repository. If the address is invalid please use the provided tools to correct the address or request an exception premises id.

Input Address 2150 Centre AVENUE Building B
Fort Collins CO 80526

Validated Address 2150 CENTRE AVE BLDG B
FORT COLLINS , CO 80526

Get Premises ID

Get Premises ID Read Only

Validate Another Address

If a match is found for the submitted address, the Premises Number Allocator returns the normalized postal delivery address as it is found in the USPS database. A “normalized” address has elements such as directional indicators, street suffixes, and secondary address identifiers formatted according to USPS standards. Examples include N for North, ST for Street, and APT for Apartment.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: DMC Home / Single Entry

STEP 2

Address Validation

Please verify the address you entered below. If the address is validated you may retrieve its Premises ID from the National Repository. If the address is invalid please use the provided tools to correct the address or request an exception premises id.

Input Address 2150 Center STREET
Ft Collins CO 805

Validated Address 2150 CENTRE AVE
FORT COLLINS , CO 80526

Get Premises ID

Get Premises ID Read Only

Validate Another Address

The validation process attempts to find a match in the USPS database, even if there are minor errors in the submitted address data. If there is not an exact match, the Premises Number Allocator returns the closest match it has been able to determine from the submitted information. Examples include substituting AVENUE for STREET, or correcting City/State-ZIP mismatches.

Note that, in the example above, several address elements were entered incorrectly. These minor errors were corrected by the Premises Number Allocator. Center was returned as CENTRE (misspelling corrected), Street was returned as AVE (street suffix corrected and normalized), Ft Collins was returned as FORT COLLINS (normalized), and the ZIP Code was completed.

Since the returned address may vary from the submitted address, either through normalization or through a “best match” process, you must decide either to accept or reject the returned data.

If you reject the returned address data, you will need to click on the button and submit corrected address information, or request an exception premises ID number, just as though a “No matches found” error message was returned (see below).

2.1.3 Premises ID Retrieval

If you confirm the returned address as correct, click on the button to request a premises ID number.

The screenshot displays the Data Management Center interface. On the left is a navigation sidebar with the following sections: **User Info** (Logged in as test_admin, Log out), **Entry Management** (Single Entry, Batch Entry), **System Management** (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), **Query Tools** (Premises ID Query, Premises Address Query), **Exception Request Management** (Exception Request List), and **Public Tools** (Help). The main content area shows the breadcrumb "You are here: DMC Home / Single Entry" and the heading "STEP 3 Premises ID Retrieval". Below the heading, a message states: "The Premises ID has been retrieved below. Please use this for unique identification of premises within USDA." The validated address is "2150 CENTRE AVE BLDG B FORT COLLINS, CO 80526". A red-bordered box highlights the "Premises ID 0034P2K" and the message "An existing premises ID was retrieved." Below this box is a button labeled "Validate Another Address".

The address is checked against the National Premises Information Repository (NPIR). If the premises was already registered and a Premises ID Number was previously allocated to the submitted address, the original premises ID number is returned.

User Info
You are here: DMC Home / Single Entry

Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

STEP 3

Premises ID Retrieval

The Premises ID has been retrieved below. Please use this for unique identification of premises within USDA.

Validated Address 2150 CENTRE AVE BLDG B
FORT COLLINS, CO 80526

Premises ID 0034P2K
A new premises ID was generated.

Validate Another Address

If the premises was *not* previously registered and a Premises ID Number was *not* previously allocated to the submitted address, a premises ID number is generated and returned.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: DMC Home / Single Entry

STEP 3

Premises ID Retrieval

Validated Address 2150 CENTRE AVE BLDG B
FORT COLLINS, CO 80526

No premises ID was found for this address.

Validate Another Address

You can check to see whether the premises was previously registered without generating a new Premises ID Number. Click on the [Get Premises ID Read Only](#) button. If the premises was previously registered, the existing Premises ID Number will be returned (see above). If the premises was *not* previously registered, a message indicating that no Premises ID Number was found will be displayed.

2.1.4 Address Validation – No Matches Found

The screenshot shows the 'Address Validation' step in the DMC system. The user is logged in as 'test_admin'. The input address is '2150 CENTRE AVE BLDG B, FORT COLLINS, CO 80526'. A red box highlights the message: 'Validated Address no matches found'. Below this, there are four buttons: 'Address Investigation Toolkit', 'Close Match', 'Validate Another Address', and 'Request Exception Premises ID'. The left sidebar contains navigation menus for User Info, Entry Management, System Management, Query Tools, Exception Request Management, and Public Tools.

If no match for the premises address is found in the USPS database, the Premises Number Allocator indicates that no match was found.

Review the entered address. If you find that the address as originally submitted was incorrect, click on the button, enter the corrected address information, and click on the button to resubmit it to the Premises Number Allocator.

On occasion, an address may be entered according to local custom, but it may differ from the address as found in the USPS database. You can research the address by using the DMC Address Investigation Toolkit, which gives you access to several other address databases. Click on the button to open the toolkit. (Refer to section XX.)

A second option is to conduct a Close Match search. Click on the button to perform this type of search. (Refer to section XX.)

If you find that the address was entered correctly but still could not be validated, then the address will need to be processed as an exception. Click on the button to begin the exception process. (Refer to section XX.)

2.2 Batch Processing

2.2.1 Creating Batch Processing Files

In addition to requesting Premises ID Numbers one at a time, State/Tribe Premises ID Systems can generate batch files for processing. This is useful if a State or Tribe wishes to collect data on many premises and process all the requests on a periodic basis, such as once a day or once a week.

States and Tribes which already have a Premises ID System in place and which have already assigned Premises ID Numbers to premises within the State or Tribe will need to convert to national Premises ID Numbers. Premises data can be submitted by e-mail to the Data Management Center (DMC) for batch processing.

Each record in a batch file will need to contain the address data of the premises, using the format in the following table. This is the same data that is entered from the Single Entry screen. An additional field, the Unique Record Identifier, can be used by the State or Tribe for an existing Premises ID Number or some other record identifier, and is not required for the batch processing.

The batch file is a simple text file. However, each record in the batch file is to be a string of 101 characters. Data is parsed according to its position within the string. Null fields and unused portions of fields are filled with spaces. Records are separated by pressing the Enter key, creating an EOL (CR/LF) character.

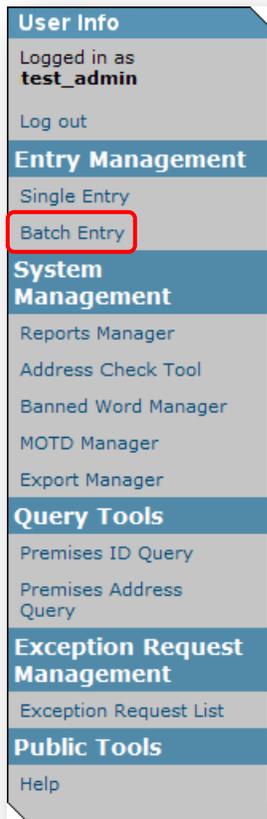
Batch File Format for Obtaining Premises ID Numbers					
Description	Length	Begin	End	Reqd.	Comments
Unique Record Identifier	10	1	10	N	Unique identifier for record. Not used in batch processing. For client use only.
Address Line	60	11	70	Y	Requested address line.
City	20	71	90	Y	Requested city.
State	2	91	92	Y	Requested state abbreviation.
Zip5	5	93	97	Y	Requested zip5
Zip4	4	98	101	N	Requested zip4

Example: (• = space)

```
AD3456M890.....1776•Independence•Drive
.....South•FreedomMO640591776
AD3456M891.....1812•Spanish•Main•Boulevard•SE
.....South•FreedomMO64059....
AD3456M892.....1945•Allied•Avenue
.....South•FreedomMO640591945
```

After the Batch File is created, save it as a text file (.txt extension). There are no naming conventions or requirements for the text file, but it is advisable to name it in such a way as to identify your state, and when the file was created.

2.2.2 Submitting Batch Processing Files



To submit a batch file for processing, select [Batch Entry](#) from the **System Management** section of the main menu.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: DMC Home / Batch Entry

Viewing Batch Uploads by **status** Filter by:
Pending

Upload File for Batch Processing

Currently viewing batch uploads by status			
Created Date	Filename	Creator	Status
No batch jobs found			

The Batch Entry screen is displayed. To submit a batch file for processing, click on the  button.

The screenshot shows the 'Batch File Upload' page in the Data Management Center. The left sidebar contains the following navigation menus:

- User Info**
 - Logged in as **test_admin**
 - Log out
- Entry Management**
 - Single Entry
 - Batch Entry
- System Management**
 - Reports Manager
 - Address Check Tool
 - Banned Word Manager
 - MOTD Manager
 - Export Manager
- Query Tools**
 - Premises ID Query
 - Premises Address Query
- Exception Request Management**
 - Exception Request List
- Public Tools**
 - Help

The main content area displays the breadcrumb trail: **You are here: DMC Home / Batch Entry / Batch File Upload**. Below this, the form includes:

- File (*)**: A text input field followed by a **Browse...** button.
- Notification Email**: A text input field.
- Submitter Comments**: A text input field with a character limit of 500, accompanied by up and down arrow icons.
- Upload** and **Cancel**: Two buttons at the bottom of the form.

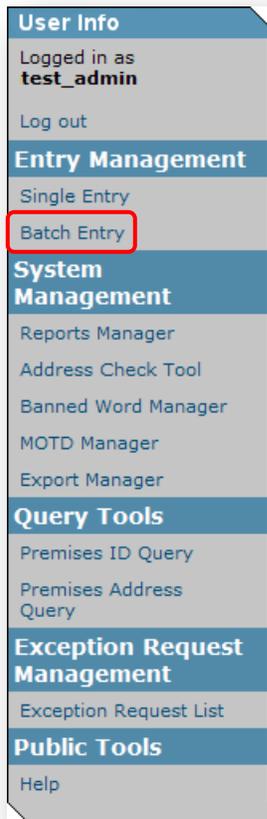
Click on the **Browse...** button to locate the file for processing.

In the **Notification Email** field, enter the email address of the person who submitted the batch file. This is the person to whom the results of the batch processing will be sent.

Enter any special instructions or comments about the batch file in the **Submitter Comments** field.

Click on the **Upload** button to submit the batch file for processing. Once a batch process request is submitted, its status is set to Pending.

2.2.3 Processing Batch Files in the DMC



To select a batch file for processing, select [Batch Entry](#) from the **System Management** section of the main menu.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: DMC Home / Batch Entry

Viewing Batch Uploads by **status** Filter by:
Pending

Upload File for Batch Processing

Currently viewing batch uploads by status			
Created Date	Filename	Creator	Status
2006-04-03	PDA060403c_r.txt	test_admin	Pending

The Batch Entry screen is displayed. By default, the Status is set to Pending, and all pending batch files (files which have not yet been processed) are displayed. Each batch file will be identified by the **Created Date**, including time, when the file was submitted. The original **Filename** for the batch file is displayed in the second column.

To select a batch file for processing, click on the Created Date for the file.

The screenshot displays the 'Batch Entry / Batch Details' page. On the left is a navigation menu with sections: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Batch Entry / Batch Details' and 'Viewing batch with ID: 32'. Under 'Submitted Information', it lists: Uploaded By test_admin, Uploaded On 2006-04-03, Notification Email shwillis@aphis.usda.gov, and Uploaded File Name PDA060403c_r.txt. Below this is a 'Comments' section and a 'Process Information' section where the 'Status' is 'Pending' (highlighted with a red box). A 'Process Comments' text area (limit to 500 characters) is present, followed by buttons for 'Decline', 'Process', 'Save', and 'Close'.

The **Submitted Information** for the batch file is displayed, with the **Status** of **Pending**.

Additional comments can be entered into the **Process Comments** field. Click on the button to attach these comments to the batch file.

Click on the button to begin processing the batch file.

Each address in the batch file will be validated, one at a time, and additional data will be appended to each record in the file.

If an address is successfully validated and the premises has not previously been registered, a new premises ID number will be generated and appended to the record. If the premises has already been registered, the existing premises ID number will be appended to the record. In either case, the normalized address data will be appended to the record.

If no match for an address is found in the USPS database, a Premises Not Found error message will be appended to the record.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Batch Entry](#) / [Batch Details](#)

Viewing batch with ID: 32

Submitted Information

Uploaded By test_admin
Uploaded On 2006-04-03
Notification Email shwillis@aphis.usda.gov
Uploaded File Name PDA060403c_r.txt

Comments

Process Information

Status In-Process

Process Comments
(limit to 500 characters)

Save Close

Once processing has begun, the batch file is assigned the **Status** of **In-Process** until the processing of each record in the uploaded batch file has been completed.

The screenshot displays the 'Batch Details' page for batch ID 48. On the left is a navigation menu with categories: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Batch Entry / Batch Details' and 'Viewing batch with ID: 48'. The 'Submitted Information' section lists: Uploaded By test_admin, Uploaded On 2006-04-03, Notification Email shwillis@aphis.usda.gov, and Uploaded File Name PDA060403c_r.txt. The 'Download Information' section lists: First Downloaded by shwillis, First Download Date 2006-04-07, Last Downloaded by shwillis, and Last Download Date 2006-04-12. The 'Process Information' section shows: Status Processed (highlighted with a red box), Processed by rysmith, and Processed on 2006-04-04. Below this is a 'Process Comments' text area (limit to 500 characters) and three buttons: Download, Save, and Close.

After all records in the batch file have been processed, the **Status** of the file is changed to **Processed**.

The Processed status does not indicate whether the records in the file have been successfully validated or not. It only indicates that the processing has been completed.

Once all the records in the batch file have been processed, the updated file will be made available for downloading by the authorized user of the State Premises ID System. Authorized users can download the processed batch file by clicking on the button.

It will be the States' responsibility to address any exceptions. If an address is not validated because it has been entered incorrectly, the State will need to enter corrected address data and resubmit the address for validation. If it is determined that the invalid address does in fact identify a premises location, it will be the States' responsibility to request exception processing to generate a valid premises ID number.

2.2.4 Declining a Batch File

The screenshot displays the 'Batch Details' page in the Data Management Center. On the left is a navigation menu with categories: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Batch Entry / Batch Details' and 'Viewing batch with ID: 32'. The 'Submitted Information' section lists: Uploaded By test_admin, Uploaded On 2006-04-03, Notification Email shwillis@aphis.usda.gov, and Uploaded File Name PDA060403c_r.txt. The 'Process Information' section shows Status Pending and a text area for Process Comments (limit to 500 characters). At the bottom are buttons for Decline, Process, Save, and Close. The Decline button is highlighted with a red rectangular box.

To terminate processing of a batch file, click on the button.

The screenshot shows a web application interface for the Data Management Center. On the left is a vertical navigation menu with sections: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area has a breadcrumb trail: 'You are here: DMC Home / Batch Entry / Batch Details'. Below this, it says 'Viewing batch with ID: 32'. The 'Submitted Information' section lists: 'Uploaded By test_admin', 'Uploaded On 2006-04-03', 'Notification Email shwillis@aphis.usda.gov', and 'Uploaded File Name PDA060403c_r.txt'. The 'Process Information' section shows 'Status Declined' in a red-bordered box. Below that is a 'Process Comments' text area (limit to 500 characters) and three buttons: 'Download', 'Save', and 'Close'.

The **Status** is changed to **Declined**, and processing for the batch file is ended.

2.2.5 Batch File Errors

The screenshot displays the 'Batch Details' page in the Data Management Center. On the left is a navigation menu with sections: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Batch Entry / Batch Details' and 'Viewing batch with ID: 32'. Under 'Submitted Information', it lists: Uploaded By test_admin, Uploaded On 2006-04-03, Notification Email shwillis@aphis.usda.gov, and Uploaded File Name PDA060403c_r.txt. The 'Comments' section is empty. Under 'Process Information', the 'Status' is 'Error', which is highlighted with a red box. Below this is a 'Process Comments' text area (limit to 500 characters) and three buttons: Download, Save, and Close.

If an unexpected error occurs while a batch file is being processed, the **Status** will be changed to **Error**, and the processing for the batch file is ended.

Again, comments can be entered in the **Process Comments** field. Click on the **Save** button to attach these comments to the batch file.

2.2.6 Retrieving Batch Processing Files

Batch File Format for Obtaining Premises ID Numbers

<i>Description</i>	<i>Length</i>	<i>Begin</i>	<i>End</i>	<i>Reqd.</i>	<i>Comments</i>
Unique Record Identifier	10	1	10	N	Unique identifier for record. Not used in batch processing. For client use only.
Address Line	60	11	70	Y	Requested address line.
City	20	71	90	Y	Requested city.
State	2	91	92	Y	Requested state abbreviation.
Zip5	5	93	97	Y	Requested zip5
Zip4	4	98	101	N	Requested zip4

Once processed, the following will be appended to each line in the file.

<i>Description</i>	<i>Length</i>	<i>Begin</i>	<i>End</i>	<i>Reqd.</i>	<i>Comments</i>
IsSuccessful	1	102	103	-	NOT successful = 0 Successful = 1
Short Message	30	103	132	-	Error message=PremisesNotFound
Long Message	60	133	192	-	Error message description
Address Line (<i>normalized</i>)	60	193	252	-	Normalized address line
City (<i>normalized</i>)	20	253	272	-	Normalized city
State (<i>normalized</i>)	2	273	274	-	Normalized state abbreviation
Zip5 (<i>normalized</i>)	5	275	279	-	Normalized zip5
Zip4 (<i>normalized</i>)	4	280	283	-	Normalized zip4
Coounty (<i>normalized</i>)	20	284	303	-	Normalized county
County Code (<i>normalized</i>)	5	304	308	-	Normalized county code
Premises ID	6	309	314	-	Premises ID Number
Check Sum	1	315	315	-	Premises ID check sum digit
Is Premises New	1	316	316	-	Existing premises ID returned = 0 New premises IDcreated = 1

As each record in the batch file is processed, 215 characters will be appended indicating:

- If the premises address was validated
- The reason if the address was not validated
- The normalized address for the premises
- The national Premises ID Number and checksum digit
- Whether the Premises ID Number already exists in the NPIR (If a Premises ID Number already exists, it will be returned; a new Premises ID Number will not be created.)

Example: (. = space) (Compare to the text file example above.)

```

AD3456M890.....1776·Independence·Drive
.....South·FreedomMO6405917761.....
.....1776·N·Independence·Drive.....South·FreedomMO640591
776.....Washington·790K5678LQ1
AD3456M891.....1812·Spanish·Maine·Boulevard·SE
.....South·FreedomMO64059.....1.....1812·
Span-
ish·Maine·Boulevard·SE.....South·FreedomMO640591812.....Washing
ton·790987M54K0
AD3456M892.....1945·Allied·Avenue
.....South·FreedomMO6405919450.....PremisesNotFound.....
.....OperationValidateAddress:Missing·address·(null).....
.....

```

In order for the State/Tribe Premises ID System to incorporate the data, the returned text file will need to be parsed according to the Batch File Format in the table above.

It will be the States' and Tribes' responsibility to address any exceptions. The most likely exceptions will be that an address is invalid, or that multiple Premises ID Numbers have been previously allocated to the same address. States and Tribes will need to merge recorded information associated with duplicate Premises ID Numbers to resolve the exceptions.

3 System Management

3.1 Reports Manager

The Reports Manager allows you to create a report on the number of registered premises or exceptions.



To open the Reports Manager, select [Reports Manager](#) from the **System Management** section of the main menu.

The screenshot displays the 'Reports Manager' interface. On the left is a vertical navigation menu with the following sections: 'User Info' (logged in as test_admin, Log out), 'Entry Management' (Single Entry, Batch Entry), 'System Management' (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), 'Query Tools' (Premises ID Query, Premises Address Query), 'Exception Request Management' (Exception Request List), and 'Public Tools' (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Report Management'. Below this, there is a 'Reports:' dropdown menu currently set to 'Exceptions By State & Status'. To the left of the dropdown are 'Start Date:' and 'End Date:' fields, both containing '08/18/2009' and accompanied by calendar icons. A 'Generate Report' button is positioned below the date fields.

The Reports Manager screen is displayed. From this screen you can select the kind of report you want, and the date range to be included in the report.



Select the kind of report you want from the **Reports** drop-down menu. Enter a date range where required. Click on the  button.

User Info

Logged in as **test_admin**

[Log out](#)

Entry Management

[Single Entry](#)

[Batch Entry](#)

System Management

[Reports Manager](#)

[Address Check Tool](#)

[Banned Word Manager](#)

[MOTD Manager](#)

[Export Manager](#)

Query Tools

[Premises ID Query](#)

[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

You are here: [DMC Home](#) / Report Management

Reports: Exceptions By State & Status

Start Date: 01/01/2008

End Date: 12/31/2008

[Generate Report](#)

Report Results

State	Status	Total
AK	APPROVED	5
	APPROV_MOD	3
AK Total:		8
AL	APPROVED	138
	APPROV_MOD	31
	DECLINED	1
AL Total:		170
AR	APPROVED	18
	APPROV_MOD	4
	DECLINED	1
AR Total:		23
AZ	APPROVED	57
	APPROV_MOD	79
	DECLINED	4
	PENDING	5
	AZ Total:	
VI	APPROVED	4
	APPROV_MOD	1
	DECLINED	1
	PENDING	3
VI Total:		9
WA	APPROVED	6
	APPROV_MOD	2
WA Total:		8
WI	APPROVED	78
	APPROV_MOD	21
	DECLINED	4
WI Total:		103
WV	APPROVED	49
	APPROV_MOD	43
WV Total:		92
WY	APPROVED	25
	APPROV_MOD	6
	DECLINED	2
WY Total:		33
Grand Total:		6156

Export options: [CSV](#) | [Excel](#) | [XML](#)

If Exceptions by State and Status was selected, the Report Results will list the number of exceptions processed within the date range for each state, grouped by Status.

To export the report results, click on the link for the export type you want (CSV, Excel, XML). Create a file name and save the report.

User Info

Logged in as **test_admin**

[Log out](#)

Entry Management

[Single Entry](#)

[Batch Entry](#)

System Management

[Reports Manager](#)

[Address Check Tool](#)

[Banned Word Manager](#)

[MOTD Manager](#)

[Export Manager](#)

Query Tools

[Premises ID Query](#)

[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

You are here: [DMC Home](#) / [Report Management](#)

Reports: Premises ID By State

Start Date: 01/01/2008

End Date: 12/31/2008

[Generate Report](#)

Report Results

State	Operation	Total	Hits
AK	Exhibition	4	
	Nonproducer Participant	1	
	Production Unit	21	
	UNKNOWN	3	
		AK Total: 29	3
AL	Clinic	9	
	Exhibition	5	
	Nonproducer Participant	12	
	Production Unit	2020	
	Rendering	1	
		AL Total: 2283	158
AR	Market / Collection Point	10	
	Production Unit	135	
	Slaughter Plant	2	
	UNKNOWN	932	
		AR Total: 1079	2667
WI	Clinic	2	
	Exhibition	22	
	Laboratory	1	
	Market / Collection Point	11	
	Nonproducer Participant	12	
	Production Unit	1634	
	Slaughter Plant	5	
		WI Total: 1724	565
WV	Clinic	2	
	Exhibition	15	
	Market / Collection Point	2	
	Nonproducer Participant	38	
	Production Unit	339	
	Rendering	1	
	Slaughter Plant	2	
		WV Total: 440	248
		Grand Total: 52017	30563

Export options: [CSV](#) | [Excel](#) | [XML](#)

If Premises ID By State was selected, the Report Results will list the number of premises registered within the state within the date range in each state, grouped by Operation Type.

To export the report results, click on the link for the export type you want (CSV, Excel, XML). Create a file name and save the report.

User Info

Logged in as **test_admin**

[Log out](#)

Entry Management

[Single Entry](#)

[Batch Entry](#)

System Management

[Reports Manager](#)

[Address Check Tool](#)

[Banned Word Manager](#)

[MOTD Manager](#)

[Export Manager](#)

Query Tools

[Premises ID Query](#)

[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

You are here: [DMC Home](#) / Report Management

Reports: All Approved Exceptions By State

Report Results

State	Status	Total
+D	APPROV_MOD	1
		+D Total: 1
AK	APPROVED	21
	APPROV_MOD	12
		AK Total: 33
AL	APPROVED	344
	APPROV_MOD	179
		AL Total: 523
AR	APPROVED	545
	APPROV_MOD	227
		AR Total: 772
AZ	APPROVED	210
	APPROV_MOD	299
		AZ Total: 509
CA	APPROVED	513
	APPROV_MOD	62
		CA Total: 575
CO	APPROVED	456
	APPROV_MOD	233
		CO Total: 689
VT	APPROVED	2
	APPROV_MOD	1
		VT Total: 3
WA	APPROVED	102
	APPROV_MOD	33
		WA Total: 135
WI	APPROVED	1026
	APPROV_MOD	138
		WI Total: 1164
WV	APPROVED	487
	APPROV_MOD	274
		WV Total: 761
WY	APPROVED	305
	APPROV_MOD	73
		WY Total: 378
		Grand Total: 33257

Export options: [CSV](#) | [Excel](#) | [XML](#)

If All Approved by State was selected, the Report Results will list the number of all approved and approved-modified exceptions for each State. (No date range is required for this report.)

To export the report results, click on the link for the export type you want (CSV, Excel, XML). Create a file name and save the report.

User Info

Logged in as **test_admin**

[Log out](#)

Entry Management

[Single Entry](#)

[Batch Entry](#)

System Management

[Reports Manager](#)

[Address Check Tool](#)

[Banned Word Manager](#)

[MOTD Manager](#)

[Export Manager](#)

Query Tools

[Premises ID Query](#)

[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

You are here: [DMC Home](#) / [Report Management](#)

Reports: All Premises ID By State ▼

[Generate Report](#)

Report Results

State	Operation	Total
AK	Clinic	27
	Exhibition	15
	Laboratory	1
	Nonproducer Participant	3
	Production Unit	59
	Slaughter Plant	3
	UNKNOWN	12
AK Total:		120
AL	Clinic	35
	Exhibition	37
	Laboratory	7
	Market / Collection Point	33
	Nonproducer Participant	76
	Production Unit	8024
	Quarantine Facility	1
	Rendering	2
	Slaughter Plant	40
	Tagging Site	5
UNKNOWN	443	
AL Total:		8703
WV	Clinic	132
	Exhibition	62
	Laboratory	1
	Market / Collection Point	30
	Nonproducer Participant	194
	Production Unit	8521
	Rendering	1
	Slaughter Plant	21
UNKNOWN	288	
WV Total:		9255
WY	Clinic	3
	Nonproducer Participant	18
	Production Unit	524
	UNKNOWN	1306
WY Total:		1854
Grand Total:		586423

Export options: [CSV](#) | [Excel](#) | [XML](#)

If All Premises ID by State was selected, the Report Results will list the number of all premises for each State, grouped by Operation Type. (No date range is required for this report.)

To export the report results, click on the link for the export type you want (CSV, Excel, XML). Create a file name and save the report.

3.2 Banned Word Manager

Premises ID Numbers are created as a 7-character series of letters and numbers. New ID numbers are checked against the Banned Word list to prevent an offensive word being contained in it. The Banned Word Manager allows the addition of words to the Banned Word list.



To open the Banned Word Manager, select [Banned Word Manager](#) from the **System Management** section of the main menu.

The screenshot displays the Banned Word Management interface. On the left is a navigation menu with sections: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Banned Word Management', a 'New' button, and a table of banned words.

Banned Word	Create User	Create Date	Last Update User	Last Update Date
AWFUL	admin	2008-11-03		
BAD	admin	2008-10-14		
DORK	admin	2008-09-02	admin	2008-10-14
KOOK	admin	2009-08-04		

The **Banned Word Management** screen is displayed. The Banned Word Manager lists all of the words and letter combinations that will be prevented from becoming part of a Premises ID Number. To add a word or letter combination to the list, click on the [New](#) button.

User Info
Logged in as test_admin
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Banned Word Management](#)

New Banned Word

Banned Word(*)

Comments

The **New Banned Word** screen is displayed.

The screenshot shows the 'New Banned Word' form in the Data Management Center. The sidebar on the left contains the following sections:

- User Info**: Logged in as test_admin, Log out
- Entry Management**: Single Entry, Batch Entry
- System Management**: Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager
- Query Tools**: Premises ID Query, Premises Address Query
- Exception Request Management**: Exception Request List
- Public Tools**: Help

The main content area shows the breadcrumb trail: You are here: DMC Home / Banned Word Management. Below this is the title 'New Banned Word'. The form contains two input fields: 'Banned Word(*)' with the value 'SCHMOE' and 'Comments' with the value 'A stupid or obnoxious person, from schmuck.'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Type the word or letter combination you wish to add to the list in the **Banned Word** field. If it is not obvious why the word should be banned, enter an explanation in the **Comments** field.

Click on the button to add the word to the Banned Word list. To return to the Banned Word list without adding the word, click on the button.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / Banned Word Management

[New](#)

Banned Word	Create User	Create Date	Last Update User	Last Update Date
AWFUL	admin	2008-11-03		
BAD	admin	2008-10-14		
DORK	admin	2008-09-02	admin	2008-10-14
KOOK	admin	2009-08-04		
SCHMOE	admin	2009-10-11		

Clicking on the [Save](#) button will add the word to the Banned Word list.

To edit the comments for a Banned Word, or to remove a Banned Word from the list, click on the word in the **Banned Word** column.

The screenshot displays the 'Banned Word Edit' interface. On the left is a navigation menu with categories: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / Banned Word Management' and the title 'Banned Word Edit'. Below the title, the word 'DORK' is listed. Metadata includes 'Created User: admin', 'Created Date: 2009-09-02', 'Last Updated User: admin', and 'Last Updated Date: 2009-04-18'. A 'Comments' field is present, followed by 'Save', 'Delete', and 'Cancel' buttons.

The **Banned Word Edit** screen is displayed when you click on a word in the Banned Word list. The screen displays the Banned Word, who added the word to the list and when, and, if the entry has been updated, who last modified the comments and when.

To update the comments for this word, make any changes in the **Comments** field. Then click on the **Save** button to save the changes.

To remove the word of the Banned Word list, click on the **Delete** button.

To return to the Banned Word list without modifying the comments for the word, click on the **Cancel** button.

3.3 Message of the Day



To open the Message of the Day Manager, select [MOTD Manager](#) from the **System Management** section in the main menu.

The screenshot shows the MOTD Management interface. On the left is a navigation menu with sections: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area shows the breadcrumb 'You are here: DMC Home / MOTD Management', a 'New Message' button, and a table of MOTD entries.

Created Date	Author	Date Start	Date End	Priority	Message
2009-05-01	admin	2009-05-01	2009-05-10	1	The Data Management Center will be undergoing scheduled Maintenance beginning on Saturday May 9, 2009 at 6:00 pm and ending on Sunday May 10, 2009 at 1:00 pm. During this maintenance window the the system may appear to be available but should not be accessed. Thank you for your patience.

The **MOTD Management** screen displays all MOTDs, including those which have already been posted and those which will be posted at a later date. The table lists the details for the MOTDs.

Created Date – MOTDs are identified by the creation date. This is not a unique field, since several MOTDs can be created on the same date. Click on the created date to edit the MOTD.

Author – The user who created the MOTD.

Date Start – The first day that the MOTD is to be displayed.

Date End – The last day that the MOTD is to be displayed. If the MOTD is to be displayed for only one day, this will be the same as the Date Start.

Priority – The importance of the MOTD. A priority 1 message will be displayed before a priority 2 message.

Description – The text of the MOTD.

Click on the  button to create a new MOTD.

You are here: [DMC Home](#) / [MOTD Management](#)

New MOTD

Author admin
Date Created 08/18/2009

Date Start (MM/DD/YYYY) (*) 

Date End (MM/DD/YYYY) (*) 

XML Include(*)

Priority(*) 1 

Message(*)
(1000 characters max.)

Updated By admin
Update Date 08/18/2009

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

On the **New MOTD** screen, the logged-in user is designated as the **Author**, and the current date is designated as the **Date Created**.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [MOTD Management](#)

New MOTD

Author admin
Date Created 08/18/2009

Date Start (MM/DD/YYYY) (*) 09/01/2009

Date End (MM/DD/YYYY) (*) 09/15/2009

XML Include(*)

Priority(*) 1

Message(*)
(1000 characters max.)

Message text.

Updated By admin
Update Date 08/18/2009

Type in the date range you want the message to be displayed in the **Date Start** and **Date End** fields.

Check the **XML Include** box to include the MOTD in the XML response from the Premises Number Allocator when a request is made for a Premises ID Number or other data.

1
2
3

Set the **Priority** of the MOTD by selecting from the drop-down menu. A priority 1 message will be displayed before a priority 2 message.

Type the text for the MOTD in the **Message** field.

Click on the button to post the MOTD.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [MOTD Management](#)

Verify MOTD Edit

Author naistest_admin
Date Created 08/18/2009
Date Start 09/01/2009
Date End 09/15/2009
XML Include FALSE
Priority 1
Message Message text.

To accept the MOTD, click on the button. To reject the changes, click on the button to return to the New MOTD screen.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [MOTD Management](#)

[New Message](#)

Created Date	Author	Date Start	Date End	Priority	Message
2009-05-01	admin	2009-05-01	2009-05-10	1	The Data Management Center will be undergoing scheduled Maintenance beginning on Saturday May 9, 2009 at 6:00 pm and ending on Sunday May 10, 2009 at 1:00 pm. During this maintenance window the the system may appear to be available but should not be accessed. Thank you for your patience.

Click on the **Created Date** to edit the MOTD.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [MOTD Management](#)

MOTD Edit

Author admin
Date Created 08/18/2009

Date Start (MM/DD/YYYY) (*) 09/01/2009

Date End (MM/DD/YYYY) (*) 09/15/2009

XML Include(*) FALSE

Priority(*) 1

Message(*)
(1000 characters max.)

Message text.

Updated By admin
Update Date 08/18/2009

As on the **New MOTD** screen, the **MOTD Edit** screen displays the Author and Date created. In addition, the logged-in user who is making the changes is designated in the **Updated By** field, and the current date when the changes are made is designated as the **Updated Date**.

Each of the other fields can be edited, allowing you to change the message date range, the priority, and the contents of the message.

After making the desired changes, click on the button to save the changes to the MOTD.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / MOTD Management

Verify MOTD Edit

Author naistest_admin
Date Created 08/18/2009
Date Start 09/01/2009
Date End 09/15/2009
XML Include FALSE
Priority 1
Message Message text.

The **Verify MOTD Edit** screen will be displayed, showing the changes you have made to the MOTD. To accept the MOTD changes, click on the button. To reject the changes, click on the button to return to the MOTD Edit screen.

3.4 Export Manager



To open the Export Manager, select [Export Manager](#) from the **System Management** section of the main menu.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Export Management](#)

Export

From the drop-down boxes below, choose the data type, month, year and state that you would like to view.

CSV -- -- -- Go

The **Export** screen is displayed.



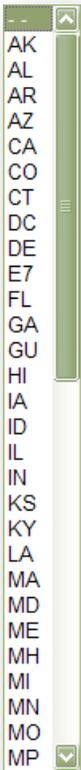
Select the export type from the drop-down menu.



Select the month for which you want data from the drop-down menu.



Select the year for which you want data from the drop-down menu.



Select the state for which you want data from the drop-down menu.

After selecting the report parameters from the drop-down menus, click on the **Go** button to export the data.

You will be asked whether you want to Open the report file, or Save it.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	US_PREM	ADDRESS	CITY	PREMISE	ZIP5	ZIP4	COUNTY	COUNTY	VALIDATI	PREMISE	CONTACT	CONTACT	CONTACT	CONTACT	CONTACT	CONTACT	CONTACT
2	002G40S	32428 CO	STERLING	CO	80751	8852	LOGAN	75			Justin	Niccoli	32428 CR	STERLING	CO	80751	
3	002G41Q	30984 CO	GILL	CO	80624	9009	WELD	123			Kirt	Espenson	30985 WC	GILL	CO	80624	
4	002G43M	3480 COU	CAMPO	CO	81029	9526	BACA	9			Jess	Perkins	19304 CR	CAMPO	CO	81029	
5	002G44K	5725 HIGH	WOODRO	CO	80757	9666	WASHING	121			Mark	Frazier	5725 HIGH	WOODRO	CO	80757	
6																	

If you choose to open the report file, the CSV file will open in an Excel spreadsheet, and will contain all records within the specified parameters. If you choose to save the report file, it will be saved as a .csv file.

```
<?xml version="1.0" encoding="UTF-8" ?>
<premiseList>
  <ExportWrapper>
    <address>32428 COUNTY ROAD 10</address>
    <city>STERLING</city>
    <contact_address>32428 CR 10</contact_address>
```

```

<contact_city>STERLING</contact_city>
<contact_email />
<contact_first_name>Justin</contact_first_name>
<contact_last_name>Niccoli</contact_last_name>
<contact_phone>970-521-9798</contact_phone>
<contact_state>CO</contact_state>
<contact_update_date>2004-12-14 13:53:06.0</contact_update_date>
<contact_zip4 />
<contact_zip5>80751</contact_zip5>
<county_code>075</county_code>
<county_name>LOGAN</county_name>
<creation_date>2004-12-14 12:49:35.0</creation_date>
<date_activated />
<date_retired />
= <geocode>
  = <GeoCode>
    <createDate>0</createDate>
    <latitude>40.629</latitude>
    <longitude>-103.218</longitude>
    <source>CLEANADDRESS</source>
    <updateDate>0</updateDate>
  </GeoCode>
</geocode>
<operation_type>C</operation_type>
<premisesId>002G40S</premisesId>
<premises_name />
<premises_state>CO</premises_state>
<reason_retired />
<update_date>2004-12-14 13:53:05.0</update_date>
<validation />
<zip4>8852</zip4>
<zip5>80751</zip5>
</ExportWrapper>
...
[additional records]
...
</premiseList>

```

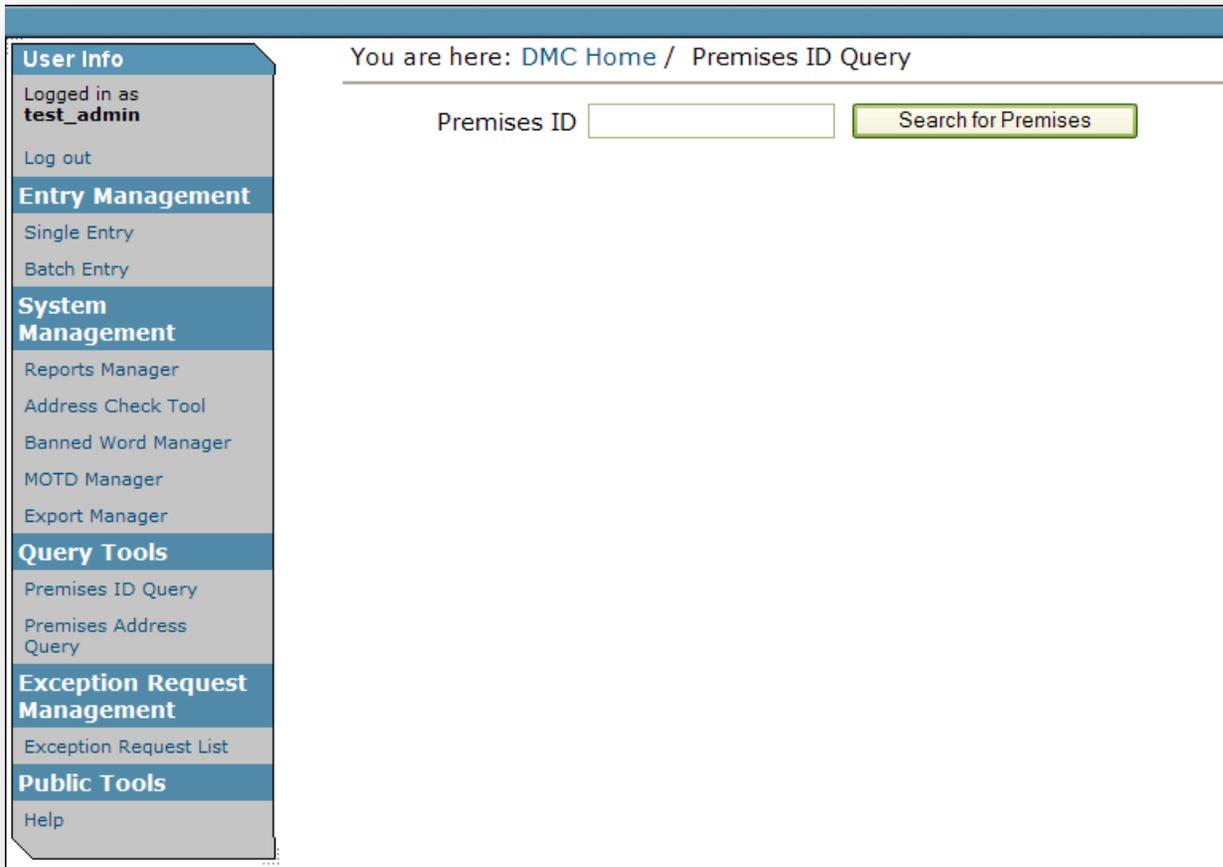
The XML file will open in your browser. The file will contain all records within the specified parameters. If you choose to save the report file, it will be saved as an .xml file.

4 Query Tools

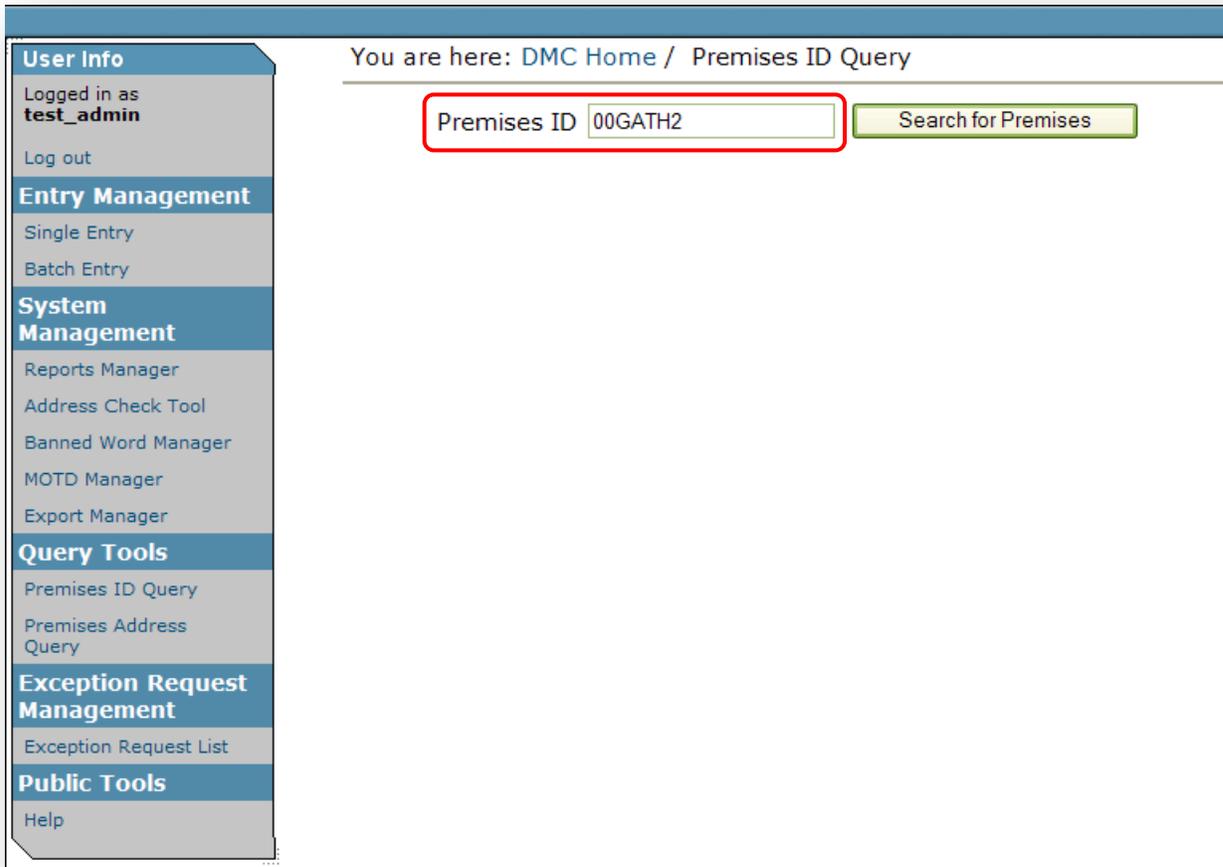
4.1 Premises ID Query

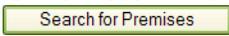


To search for information on a specific premises, select [Premises ID Query](#) from the menu.



The **Premises ID Query** screen is displayed. From this screen, you can view premises and contact information for a specific Premises ID Number.



Type the Premises ID Number for the premises you wish to view in the **Premises ID** field. Then click on the  button.

You are here: [DMC Home](#) / [Premises ID Query](#)

Premises ID

Premises Information

Premises ID: 00GATH2 Creation Date: 2008-07-11
Street Address: 5397 TAFT AVE Update Date: 2008-07-11
City: LOVELAND
State: CO Premises Name:
Zip: 80538-1421 Premises Operation Type:
County: Created Via: false
County Code: Exception Request:
Voluntary Ind:

Contact

First Name: Street Address:
Last Name: City:
Phone: State:
Email: Zip:

Geocoding

1 Latitude: 40.447972 Longitude: -105.096423 Source: TELEATLAS

Exception Information

Transaction ID: n/a
Approver Name: n/a

The premises and contact information for the entered Premises ID Number is displayed.

4.2 Premises Address Query



To search for information on premises for which you do not have a Premises ID Number, select [Premises Address Query](#) from the menu.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / Premises Address Query

Street Address:

City:

State:

Zip: -

Fuzzy: Results per Page: 10

The **Premises Address Query** screen is displayed. From this screen, you can view premises and contact information for premises matching the entered address criteria.

The screenshot shows the 'Premises Address Query' page in the Data Management Center. On the left is a navigation menu with categories: User Info (logged in as test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area has a breadcrumb 'You are here: DMC Home / Premises Address Query'. Below this are input fields for 'Street Address', 'City' (pre-filled with 'Loveland'), 'State' (pre-filled with 'CO'), and 'Zip' (pre-filled with '80538'). There is a 'Fuzzy' checkbox and a 'Results per Page' dropdown set to '10'. A 'Search for Address' button is located below the form.

Type the address information for the premises you wish to view in the appropriate fields.

Street – Enter the address for the premises you would like to access. This may be a physical address, GPS coordinates, or a TRS designation. To view the premises information, the address must be entered exactly as it has been registered with the National Premises Information Repository.

City – Enter the city where the premises is located. If this is the only field used, every premises within the city will be returned.

State – Enter the abbreviation for the state where the premises is located. If this is the only field used, every premises within the state will be returned.

ZIP – Enter the ZIP code where the premises is located. If this is the only field used, every premises within the ZIP code will be returned.

Fuzzy – Clicking on the Fuzzy checkbox allows you to perform wildcard searches, using the % character. For example, selecting the Fuzzy checkbox and entering 555%% in the ZIP field will return every premises located in any ZIP code which begins with 555.

After you have entered the desired search criteria, click on the  button.

You are here: [DMC Home](#) / Premises Address Query

Street Address:

City:

State:

Zip: -

Fuzzy: Results per Page:

Premises ID	Address	City	State	Zip
00GSQUJ	4021 GLADE RD	LOVELAND	CO	80538
00GPTWR	2351 ULMUS DR	LOVELAND	CO	80538
00GBC58	3429 N COUNTY ROAD 27	LOVELAND	CO	80538
00GATH2	5397 TAFT AVE	LOVELAND	CO	80538
00G4SL7	4498 THELMA LN	LOVELAND	CO	80538
00G3YPM	4605 NORWOOD AVE	LOVELAND	CO	80538
00G3PY1	7252 W COUNTY ROAD 24H	LOVELAND	CO	80538
00G1KAD	2517 GLADE RD	LOVELAND	CO	80538
00FZHJ6	6302 W 32ND ST	LOVELAND	CO	80538
00FUA7K	6401 W 32ND ST	LOVELAND	CO	80538

47 premises found, displaying 1 to 10. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#) [\[Next/Last\]](#)

A list of all premises which meet the entered search criteria is returned.

Click on the ID for the premises you wish to view.

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Premises ID Query](#)

Premises ID

Premises Information

Premises ID: 00GATH2	Creation Date: 2008-07-11
Street Address: 5397 TAFT AVE	Update Date: 2008-07-11
City: LOVELAND	
State: CO	Premises Name: <input type="text"/>
Zip: 80538-1421	Premises Operation Type: <input type="text" value="Production Unit"/>
County:	Created Via: false
County Code:	Exception Request: <input type="text"/>
	Voluntary Ind: <input type="text" value="--"/>

Contact

First Name: <input type="text" value="Carrie"/>	Street Address: <input type="text" value="5397 TAFT AVE"/>
Last Name: <input type="text" value="Keirns"/>	City: <input type="text" value="LOVELAND"/>
Phone: <input type="text"/>	State: <input type="text" value="CO"/>
Email: <input type="text" value="keirns05@comcast.net"/>	Zip: <input type="text" value="80538"/>

Geocoding

1	Latitude: 40.447972	Longitude: -105.096423	Source: TELEATLAS
---	---------------------	------------------------	-------------------

Exception Information

Transaction ID: n/a
Approver Name: n/a

The premises and contact information for the selected premises is displayed.

5 Exception Request Management

5.1 Exception Request List



Once a new address exception has been created, it is entered into the Exception Request List and is made available for exception processing. To view which requests are available for processing, select Exception Request List from the **Exception Request Management** section of the menu.

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:
 Exclude By:
 Results per page:

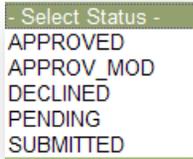
Transaction ID	Date	Address	Contact	Status
OK-34750	09/10/2009	123 APACHE AVE GERONIMO, OK 73543	Bart Maverick bart@maverick.com 123-456-7891	Submitted by test_admin
NV-34751	09/10/2009	5867 WARPETH DR STAGECOACH, NV 89429	Beau Maverick beau@maverick.com 123-456-7892	Submitted by test_admin
SD-34752	09/10/2009	13 CEMETERY ST DEADWOOD, SD 57732	Brent Maverick brent@maverick.com 123-456-7893	Submitted by test_admin
CO-34753	09/10/2009	2345 S GUNBARREL RD LARIAT, CO 81144	Brad Maverick brad@maverick.com 123-456-7894	Submitted by test_admin
AZ-34754	09/10/2009	450 SADDLEBACK RD TOMBSTONE, AZ 85638	Bert Maverick bert@maverick.com 123-456-7895	Submitted by test_admin

5 premises found, displaying all premises.

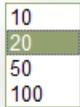
The Exception Request List displays which exception requests are ready for processing and which ones are at some stage of processing. In addition to **Address** and **Contact** information, the **Date** the exception was submitted and the **Transaction ID** for the request is displayed. Note that the first two characters in the **Transaction ID** indicate the state where the premises is located. Finally, the **Status** of the exception request is displayed.

View Exceptions: Filter By:
 Exclude By:
 Results per page:

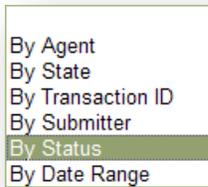
The Exception Request List initially displays all exceptions by status and with the status of Submitted.



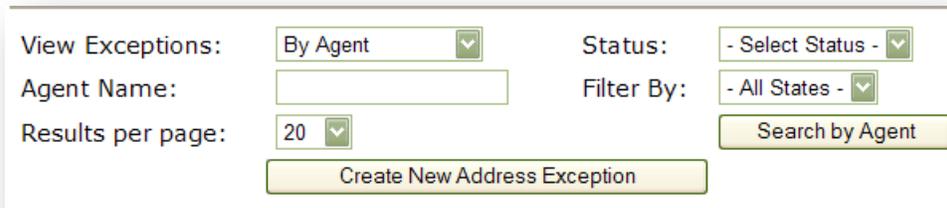
To display exceptions with other statuses, select the status from the Filter By drop-down menu. alternately, you can select which status to exclude from the list by selecting the status from the Exclude By drop-down menu. After making your selection, click on the button.



Select how many exceptions you want to display at a time from the Results Per Page drop-down menu.



To search for exceptions by other criteria, select the search parameter from the View Exceptions drop-down menu.



To view the exceptions for a particular agent, select By Agent from the View Exceptions drop-down menu and enter the agent’s name in the Agent Name field. You may refine your search by selecting the Status from the Status drop-down menu and/or the State from the Filter By drop-down menu. Click on the button to display the exceptions.

View Exceptions:	<input type="text" value="By State"/>	Filter By:	<input type="text" value="- Select State -"/>
Results per page:	<input type="text" value="20"/>	Exclude By:	<input type="text" value="- Select State -"/>
		<input type="button" value="Search by State"/>	
<input type="button" value="Create New Address Exception"/>			

To view the exceptions for a particular state, select By State from the View Exceptions drop-down menu. Select the State whose exceptions you wish to view from the Filter By drop-down menu, or select the State whose exceptions you wish to exclude from the Exclude By drop-down menu. Click on the button to display the exceptions.

View Exceptions:	<input type="text" value="By Transaction ID"/>	Filter By:	<input type="text"/>
Results per page:	<input type="text" value="20"/>	filter by format	
		<input type="button" value="Search by Transaction Id"/>	
<input type="button" value="Create New Address Exception"/>			

To view an exception for a particular Transaction ID, select By Transaction ID from the View Exceptions drop-down menu and enter the Transaction ID number in the Filter By field. It is not necessary to enter the two-letter State prefix for the Transaction ID. Click on the button to display the exception.

View Exceptions:	<input type="text" value="By Submitter"/>	Start Date:	<input type="text"/>	<input type="button" value="Calendar"/>
Submitter:	<input type="text"/>	End Date:	<input type="text"/>	<input type="button" value="Calendar"/>
Results per page:	<input type="text" value="20"/>	Date format:	mm/dd/YYYY	
		<input type="button" value="Search by Submitter"/>		
<input type="button" value="Create New Address Exception"/>				

To view the exceptions for a particular submitter, select By Submitter from the View Exceptions drop-down menu and enter the submitter's name in the Submitter field. You may refine your search by entering a date range in the State Date and End Date fields. Click on the button to display the exceptions.

View Exceptions: Start Date: 

End Date: 

Date format: mm/dd/YYYY

Results per page:

To view the exceptions for a particular date range, select **By Date Range** from the View Exceptions drop-down menu and enter the date range in the State Date and End Date fields. Click on the button to display the exceptions.

5.2 Create New Address Exception

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Request Management](#) / List

View Exceptions: Filter By:

Exclude By:

Results per page:

Transaction ID	Date	Address	Contact	Status
OK-34750	09/10/2009	123 APACHE AVE GERONIMO, OK 73543	Bart Maverick bart@maverick.com 123-456-7891	Submitted by test_admin
NV-34751	09/10/2009	5867 WARPETH DR STAGECOACH, NV 89429	Beau Maverick beau@maverick.com 123-456-7892	Submitted by test_admin
SD-34752	09/10/2009	13 CEMETERY ST DEADWOOD, SD 57732	Brent Maverick brent@maverick.com 123-456-7893	Submitted by test_admin
CO-34753	09/10/2009	2345 S GUNBARREL RD LARIAT, CO 81144	Brad Maverick brad@maverick.com 123-456-7894	Submitted by test_admin
AZ-34754	09/10/2009	450 SADDLEBACK RD TOMBSTONE, AZ 85638	Bert Maverick bert@maverick.com 123-456-7895	Submitted by test_admin

5 premises found, displaying all premises.

To create a new address exception, click on the button.

You are here: [DMC Home](#) / [Exception Request Management](#) / [New](#)

New Address Exception

Address (*)

City (*)

State (*) --

Zip (*)

Tribal Code --

Latitude

Longitude

Owner First Name

Owner Last Name

Premises Phone

Submitter First Name (*)

Submitter Last Name (*)

Submitter Email (*)

Submitter Phone (*)

Comments/
Driving Directions (*)
limit 500 characters

The **New Address Exception** screen is displayed.

The following address information is required:

- Address of the premises
- City where the premises is located
- State where the premises is located
- ZIP code where the premises is located

The following submitter information is required:

- The submitter's first and last names
- The submitter's email address
- The submitter's phone number
- Driving directions to the premises

You are here: [DMC Home](#) / [Exception Request Management](#) / [New](#)

New Address Exception

Address (*)	<input type="text" value="1201 Horsethief Rd"/>
City (*)	<input type="text" value="Roundup"/>
State (*)	<input type="text" value="MT"/>
Zip (*)	<input type="text" value="59072"/>
Tribal Code	<input type="text" value="--"/>
Latitude	<input type="text"/>
Longitude	<input type="text"/>
Owner First Name	<input type="text"/>
Owner Last Name	<input type="text"/>
Premises Phone	<input type="text"/>

Submitter First Name (*)	<input type="text" value="Bret"/>
Submitter Last Name (*)	<input type="text" value="Maverick"/>
Submitter Email (*)	<input type="text" value="bret@maverick.com"/>
Submitter Phone (*)	<input type="text" value="123-456-7890"/>
Comments/ Driving Directions (*) limit 500 characters	<input type="text" value="From intesection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd. Go 2 1/2"/>

When all required premises and submitter information has been entered, click on the button to submit the address exception for processing.

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: By Status Filter By: Exclude By:

Results per page:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Submitted by test_admin
OK-34750	09/10/2009	123 APACHE AVE GERONIMO, OK 73543	Bart Maverick bart@maverick.com 123-456-7891	Submitted by test_admin
NV-34751	09/10/2009	5867 WARPETH DR STAGECOACH, NV 89429	Beau Maverick beau@maverick.com 123-456-7892	Submitted by test_admin
SD-34752	09/10/2009	13 CEMETERY ST DEADWOOD, SD 57732	Brent Maverick brent@maverick.com 123-456-7893	Submitted by test_admin
CO-34753	09/10/2009	2345 S GUNBARREL RD LARIAT, CO 81144	Brad Maverick brad@maverick.com 123-456-7894	Submitted by test_admin
AZ-34754	09/10/2009	450 SADDLEBACK RD TOMBSTONE, AZ 85638	Bert Maverick bert@maverick.com 123-456-7895	Submitted by test_admin

6 premises found, displaying all premises.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

The address exception is displayed with the status of **Submitted**.

5.3 Approve Address Exception

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:

Exclude By:

Results per page:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Submitted by test_admin
OK-34750	09/10/2009	123 APACHE AVE GERONIMO, OK 73543	Bart Maverick bart@maverick.com 123-456-7891	Submitted by test_admin
NV-34751	09/10/2009	5867 WARPETH DR STAGECOACH, NV 89429	Beau Maverick beau@maverick.com 123-456-7892	Submitted by test_admin
SD-34752	09/10/2009	13 CEMETERY ST DEADWOOD, SD 57732	Brent Maverick brent@maverick.com 123-456-7893	Submitted by test_admin
CO-34753	09/10/2009	2345 S GUNBARREL RD LARIAT, CO 81144	Brad Maverick brad@maverick.com 123-456-7894	Submitted by test_admin
AZ-34754	09/10/2009	450 SADDLEBACK RD TOMBSTONE, AZ 85638	Bert Maverick bert@maverick.com 123-456-7895	Submitted by test_admin

6 premises found, displaying all premises.

Click on the **Transaction ID** number for an exception request to begin processing it.

You are here: [DMC Home](#) / [Exception Request Management](#) / [Details](#)

Exception Information

Submitted by test_admin on 2009-09-10

Transaction Id	34747	Status	SUBMITTED
Address	1201 HORSETHIEF RD	City	ROUNDUP
State	MT	Zip	59072
Latitude	0	Longitude	0

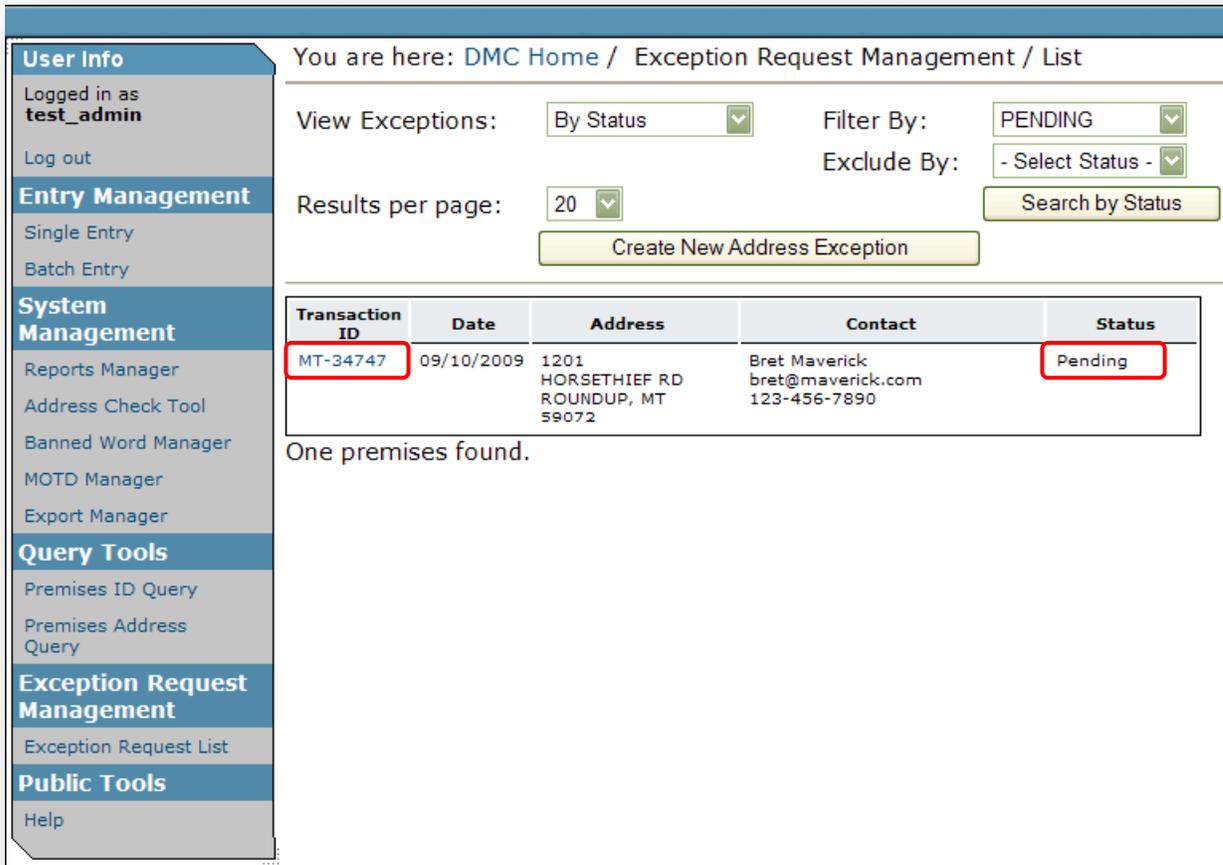
Owner First Name: _____ Owner Last Name: _____
Premises Phone: _____

Submitter First Name: Bret Submitter Last Name: Maverick
Submitter Email: bret@maverick.com Submitter Phone: 123-456-7890

Submitter Comments/
Driving Directions:

The **Exception Information** screen is displayed. The screen displays the information which has been submitted for the exception request, including the **Transaction ID** number and the **Status** (**SUBMITTED**, in this case). The **Submitter Comments** are also displayed. These comments are necessary for making a decision about the exception request.

At this point, the address and submitter information has been entered for the exception request, but no decision has been made about the request. Click on the button to take action on the exception request.



User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:
Exclude By:

Results per page:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Pending

One premises found.

The status of the exception request has been changed to **Pending**. Click on the **Transaction ID** number to begin the investigation of the address exception.

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

User Info

Logged in as **test_admin**

[Log out](#)

Entry Management

[Single Entry](#)

[Batch Entry](#)

System Management

[Reports Manager](#)

[Address Check Tool](#)

[Banned Word Manager](#)

[MOTD Manager](#)

[Export Manager](#)

Query Tools

[Premises ID Query](#)

[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

Submitted Information

Transaction Id: MT- 34747	Status: PENDING
Address: 1201 HORSETHIEF RD	City: ROUNDUP
State: MT	Zip: 59072
Latitude: 0	Longitude: 0
Premises Phone:	
Owner First Name:	Owner Last Name:
Submitter First Name: Bret	Submitter Last Name: Maverick
Submitter Email: bret@maverick.com	Submitter Phone: 123-456-7890

Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd.
 Driving Directions: Go 2 1/2 miles to premises.

Administration Information

Please use the investigative tools to attempt to validate address.

Address Investigation Toolkit

Map Validated Address

Validated Address:	<input type="text" value="1201 HORSETHIEF RD"/>
Validated City:	<input type="text" value="ROUNDUP"/>
Validated State or Territory:	<input type="text" value="MT"/>
Validated Zip:	<input type="text" value="59072"/>
Tribal Code:	<input type="text" value="---"/>
Validated Latitude: (*)	<input type="text" value="0"/>
Validated Longitude: (*)	<input type="text" value="0"/>
Validation Method: (*)	<input type="text" value="-none-"/> <ul style="list-style-type: none"> <input type="checkbox"/> 911 Coordinator <input type="checkbox"/> Census 2000 <input type="checkbox"/> Google Earth

Local Contact:

Validation Comments: (*)
 limit 500 characters

Administrator Comments:
 limit 500 characters

The **Submitted Information** screen is displayed. All the submitted information is displayed in the Submitted Information section.

The **Administration Information** section is where the results of the investigation are entered. The submitted address is entered into the address fields, but this information may be changed, based on the results of the investigation.

Enter information obtained as the result of research of the address exception. Required information includes:

- GPS coordinates (latitude and longitude for the premises location)
- The method of obtaining the coordinates
- Validation Comments, which describe what research has been conducted in the investigation

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

Submitted Information

Transaction Id: MT- 34747	Status: PENDING
Address: 1201 HORSETHIEF RD	City: ROUNDUP
State: MT	Zip: 59072
Latitude: 0	Longitude: 0
Premises Phone:	
Owner First Name:	Owner Last Name:
Submitter First Name: Bret	Submitter Last Name: Maverick
Submitter Email: bret@maverick.com	Submitter Phone: 123-456-7890

Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd.
Driving Directions: Go 2 1/2 miles to premises.

Administration Information

Please use the investigative tools to attempt to validate address.

[Address Investigation Toolkit](#)

[Map Validated Address](#)

Validated Address:

Validated City:

Validated State or Territory:

Validated Zip:

Tribal Code:

Validated Latitude: (*)

Validated Longitude: (*)

Validation Method: (*)

Local Contact:

Validation Comments: (*)
 limit 500 characters

Administrator Comments:
 limit 500 characters

[Save and Continue](#)

[Approve](#) [Decline](#)

[Cancel](#)

If additional research must be conducted in the investigation, click on the [Save and Continue](#) button to save the exception request as Pending. Further research may be conducted later.

If, after investigation, the submitted address has been verified, click on the [Approve](#) button.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: DMC Home / Exception Request Management / List

View Exceptions: By Status Filter By: APPROVED
Exclude By: - Select Status -

Results per page: 20

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Approved

One premises found.

The status of the exception request has been changed to **Approved**. Click on the **Transaction ID** number to display the exception information.

You are here: [DMC Home](#) / [Exception Request Management](#) / [Details](#)

Exception Information

Submitted by test_admin on 2009-09-10

Transaction Id	34747	Status	APPROVED
Address	1201 HORSETHIEF RD	City	ROUNDUP
State	MT	Zip	59072
Latitude	46.442345	Longitude	-108.570432

Owner First Name	Owner Last Name
Premises Phone	

Submitter First Name	Bret	Submitter Last Name	Maverick
Submitter Email	bret@maverick.com	Submitter Phone	123-456-7890

Submitter Comments/
Driving Directions

From intersection of
US12 and US87, go 1/2
mile NE. Turn NW onto
Horsethief Rd. Go 2 1/2

Administrator Information

Approved by naistest_admin on 2009-09-10

Validated Address	1201 HORSETHIEF RD	Validated City	ROUNDUP
Validated State	MONTANA	Validated Zip	59072
Validated Latitude	46.442345	Validated Longitude	-108.570432
Validation Method	Google Earth		

Validation Comments

Validated via Google
Earth.

US Premises ID *0GTQ9M

A Premises ID Number is generated, the **Status** of the request is changed to **APPROVED** and an e-mail is to be sent notifying the Submitter that the exception request has been approved.

Click on the button to return to the Exception Request List.

5.4 Approve Address Exception with Modifications

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:

Results per page: Exclude By:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Submitted by test_admin
OK-34750	09/10/2009	123 APACHE AVE GERONIMO, OK 73543	Bart Maverick bart@maverick.com 123-456-7891	Submitted by test_admin
NV-34751	09/10/2009	5867 WARPETH DR STAGECOACH, NV 89429	Beau Maverick beau@maverick.com 123-456-7892	Submitted by test_admin
SD-34752	09/10/2009	13 CEMETERY ST DEADWOOD, SD 57732	Brent Maverick brent@maverick.com 123-456-7893	Submitted by test_admin
CO-34753	09/10/2009	2345 S GUNBARREL RD LARIAT, CO 81144	Brad Maverick brad@maverick.com 123-456-7894	Submitted by test_admin
AZ-34754	09/10/2009	450 SADDLEBACK RD TOMBSTONE, AZ 85638	Bert Maverick bert@maverick.com 123-456-7895	Submitted by test_admin

6 premises found, displaying all premises.

Click on the **Transaction ID** number for an exception request to begin processing it.

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

Submitted Information

Transaction Id: MT- 34747	Status: PENDING
Address: 1201 HORSEBACK RD	City: ROUNDUP
State: MT	Zip: 59072
Latitude: 0	Longitude: 0
Premises Phone:	
Owner First Name:	Owner Last Name:
Submitter First Name: Bret	Submitter Last Name: Maverick
Submitter Email: bret@maverick.com	Submitter Phone: 123-456-7890
Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horseback Rd.	
Driving Directions: Go 2 1/2 miles to premises.	

Administration Information

Please use the investigative tools to attempt to validate address.

Address Investigation Toolkit

Map Validated Address

Validated Address:	<input type="text" value="1201 HORSEBACK RD"/>
Validated City:	<input type="text" value="ROUNDUP"/>
Validated State or Territory:	<input type="text" value="MT"/>
Validated Zip:	<input type="text" value="59072"/>
Tribal Code:	<input type="text" value="---"/>
Validated Latitude: (*)	<input type="text" value="0"/>
Validated Longitude: (*)	<input type="text" value="0"/>
Validation Method: (*)	<input type="text" value="-none-"/> <ul style="list-style-type: none"> <input type="checkbox"/> 911 Coordinator <input type="checkbox"/> Census 2000 <input type="checkbox"/> Google Earth

Local Contact:

Validation Comments: (*)
limit 500 characters

Administrator Comments:
limit 500 characters

Save and Continue

Approve

Decline

Cancel

The **Submitted Information** screen is displayed. All the submitted information is displayed in the Submitted Information section.

The **Administration Information** section is where the results of the investigation are entered. The submitted address is entered into the address fields, but this information may be changed, based on the results of the investigation.

Enter information obtained as the result of research of the address exception. Required information includes:

- GPS coordinates (latitude and longitude for the premises location)
- The method of obtaining the coordinates
- Validation Comments, which describe what research has been conducted in the investigation

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

Submitted Information

Transaction Id: MT-34747
Address: 1201 HORSEBACK RD
State: MT
Latitude: 0
Premises Phone:
Owner First Name:
Submitter First Name: Bret
Submitter Email: bret@maverick.com
Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horseback Rd.
Driving Directions: Go 2 1/2 miles to premises.

Status: PENDING
City: ROUNDUP
Zip: 59072
Longitude: 0
Owner Last Name:
Submitter Last Name: Maverick
Submitter Phone: 123-456-7890

Administration Information

Please use the investigative tools to attempt to validate address.

[Address Investigation Toolkit](#)

[Map Validated Address](#)

Validated Address: 1201 HORSETHIEF RD
Validated City: ROUNDUP
Validated State or Territory: MT
Validated Zip: 59072
Tribal Code: ---
Validated Latitude: (*) 46.442345
Validated Longitude: (*) -108.570432
Validation Method: (*)
-none-
911 Coordinator
Census 2000
Google Earth

Local Contact:

Validation Comments: (*)
limit 500 characters
Validated via Google Earth.

Administrator Comments:
limit 500 characters

[Save and Continue](#)
[Approve](#) [Decline](#)
[Cancel](#)

In many cases, an address can be verified after investigation, but only after corrections have been made to the address. Make any necessary corrections and click on the [Approve](#) button.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:
Exclude By:
Results per page:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Approved (Modified)

One premises found.

The status of the exception request has been changed to **Approved (Modified)**. Click on the **Transaction ID** number to display the exception information.

You are here: [DMC Home](#) / [Exception Request Management](#) / [Details](#)

Exception Information

Submitted by test_admin on 2009-09-10

Transaction Id	34747	Status	APPROV_MOD
Address	1201 HORSEBACK RD	City	ROUNDUP
State	MT	Zip	59072
Latitude	46.442345	Longitude	-108.570432

Owner First Name	Owner Last Name
Premises Phone	

Submitter First Name	Bret	Submitter Last Name	Maverick
Submitter Email	bret@maverick.com	Submitter Phone	123-456-7890

Submitter Comments/
Driving Directions

From intersection of
US12 and US87, go 1/2
mile NE. Turn NW onto
Horsethief Rd. Go 2 1/2

Administrator Information

Approved by naistest_admin on 2009-09-10

Validated Address	1201 HORSETHIEF RD	Validated City	ROUNDUP
Validated State	MONTANA	Validated Zip	59072
Validated Latitude	46.442345	Validated Longitude	-108.570432
Validation Method	Google Earth		

Validation Comments

Validated via Google
Earth.

US Premises ID *0GTQ9M

A Premises ID Number is generated, the **Status** of the request is changed to **APPROVED_MOD** and an e-mail is to be sent notifying the Submitter that the exception request has been approved with modifications.

Click on the button to return to the Exception Request List.

5.5 Decline Address Exception

The screenshot shows a web application interface for 'Exception Request Management'. On the left is a navigation menu with categories: User Info (test_admin), Entry Management (Single Entry, Batch Entry), System Management (Reports Manager, Address Check Tool, Banned Word Manager, MOTD Manager, Export Manager), Query Tools (Premises ID Query, Premises Address Query), Exception Request Management (Exception Request List), and Public Tools (Help). The main content area has a breadcrumb 'You are here: DMC Home / Exception Request Management / List'. It includes filters for 'View Exceptions: By Status' (set to PENDING), 'Filter By: PENDING', and 'Exclude By: - Select Status -'. There is a 'Results per page: 20' dropdown and a 'Search by Status' button. A 'Create New Address Exception' button is also present. Below these is a table with the following data:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Pending

Below the table, it says 'One premises found.'

Click on the **Transaction ID** number for an exception request to begin processing it.

User Info

Logged in as **test_admin**
 Log out

Entry Management

Single Entry
 Batch Entry

System Management

Reports Manager
 Address Check Tool
 Banned Word Manager
 MOTD Manager
 Export Manager

Query Tools

Premises ID Query
 Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

Submitted Information

Transaction Id: MT- 34747	Status: PENDING
Address: 1201 HORSETHIEF RD	City: ROUNDUP
State: MT	Zip: 59072
Latitude: 0	Longitude: 0
Premises Phone:	
Owner First Name:	Owner Last Name:
Submitter First Name: Bret	Submitter Last Name: Maverick
Submitter Email: bret@maverick.com	Submitter Phone: 123-456-7890
Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd.	
Driving Directions: Go 2 1/2 miles to premises.	

Administration Information

Please use the investigative tools to attempt to validate address.

Address Investigation Toolkit

Map Validated Address

Validated Address:	<input type="text" value="1201 HORSETHIEF RD"/>
Validated City:	<input type="text" value="ROUNDUP"/>
Validated State or Territory:	<input type="text" value="MT"/>
Validated Zip:	<input type="text" value="59072"/>
Tribal Code:	<input type="text" value="---"/>
Validated Latitude: (*)	<input type="text" value="0"/>
Validated Longitude: (*)	<input type="text" value="0"/>
Validation Method: (*)	<input type="text" value="-none-"/> <input type="text" value="911 Coordinator"/> <input type="text" value="Census 2000"/> <input type="text" value="Google Earth"/>

Local Contact:

Validation Comments: (*)
limit 500 characters

Administrator Comments:
limit 500 characters

Save and Continue

Approve

Decline

Cancel

If, after research, the submitted address still cannot be verified, click on the Decline button to terminate the investigation.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [List](#)

View Exceptions: Filter By:
Exclude By:

Results per page:

Transaction ID	Date	Address	Contact	Status
MT-34747	09/10/2009	1201 HORSETHIEF RD ROUNDUP, MT 59072	Bret Maverick bret@maverick.com 123-456-7890	Declined

One premises found.

The status of the exception request has been changed to **Declined**. Click on the **Transaction ID** number to display the exception information.

User Info
Logged in as **test_admin**
Log out

Entry Management
Single Entry
Batch Entry

System Management
Reports Manager
Address Check Tool
Banned Word Manager
MOTD Manager
Export Manager

Query Tools
Premises ID Query
Premises Address Query

Exception Request Management
Exception Request List

Public Tools
Help

You are here: [DMC Home](#) / [Exception Request Management](#) / [Details](#)

Exception Information

Submitted by test_admin on 2009-09-10

Transaction Id 34747 **Status DECLINED**

Address 1201 HORSETHIEF RD City ROUNDUP
State MT Zip 59072
Latitude 0 Longitude 0

Owner First Name
Premises Phone

Owner Last Name

Submitter First Name Bret Submitter Last Name Maverick
Submitter Email bret@maverick.com Submitter Phone 123-456-7890

Submitter Comments/
Driving Directions
From intersection of
US12 and US87, go 1/2
mile NE. Turn NW onto
Horsethief Rd. Go 2 1/2

Close

The **Status** of the request is changed to **DECLINED**, the exception investigation is closed, and an e-mail is to be sent notifying the Submitter that the exception request has been declined.

Click on the button to return to the Exception Request List.

5.6 GPS Exceptions

User Info

Logged in as **test_admin**
[Log out](#)

Entry Management

[Single Entry](#)
[Batch Entry](#)

System Management

[Reports Manager](#)
[Address Check Tool](#)
[Banned Word Manager](#)
[MOTD Manager](#)
[Export Manager](#)

Query Tools

[Premises ID Query](#)
[Premises Address Query](#)

Exception Request Management

[Exception Request List](#)

Public Tools

[Help](#)

[You are here: DMC Home / Exception Req Mgmt / Process Pending](#)

Submitted Information

Transaction Id: MT- 34747 Address: 1201 HORSETHIEF RD State: MT Latitude: 0 Premises Phone: Owner First Name: Submitter First Name: Bret Submitter Email: bret@maverick.com Submitter Comments / Driving Directions: From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd. Go 2 1/2 miles to premises.	Status: PENDING City: ROUNDUP Zip: 59072 Longitude: 0 Owner Last Name: Submitter Last Name: Maverick Submitter Phone: 123-456-7890
---	---

Administration Information

Please use the investigative tools to attempt to validate address.

Address Investigation Toolkit

Map Validated Address

Validated Address:

Validated City:

Validated State or Territory:

Validated Zip:

Tribal Code:

Validated Latitude: (*)

Validated Longitude: (*)

Validation Method: (*)

- 911 Coordinator
- Census 2000
- Google Earth

Local Contact:

Validation Comments: (*)

Administrator Comments:

Save and Continue
Approve
Decline
Cancel

If the address cannot be verified as submitted, the premises can still be verified by means of GPS coordinates (latitude and longitude). When this is the case, the GPS coordinates are entered as the Validated Address. Enter the GPS coordinates into the **Validated Address** field, using this format:

N45 678 W123 456 (= latitude 45.678° N, longitude 123.456° W). (Note: No space between N or W and degrees; space between degrees and decimal degrees; decimal degrees to three decimal places; no decimal points.) Enter the city, state, and ZIP in the appropriate fields. Enter complete GPS coordinates (to at least four decimal places) in the **Validated Latitude** and **Validated Longitude** fields, even though abbreviated coordinates are entered in the **Validated Address** field. This is necessary to accurately pinpoint the premises in the event of a traceback. Click on the button to process the request.

5.7 TRS Exceptions

User Info

Logged in as **test_admin**

Log out

Entry Management

Single Entry

Batch Entry

System Management

Reports Manager

Address Check Tool

Banned Word Manager

MOTD Manager

Export Manager

Query Tools

Premises ID Query

Premises Address Query

Exception Request Management

Exception Request List

Public Tools

Help

You are here: [DMC Home](#) / [Exception Req Mgmt](#) / [Process Pending](#)

Submitted Information

Transaction Id: MT- 34747	Status: PENDING
Address: 1201 HORSETHIEF RD	City: ROUNDUP
State: MT	Zip: 59072
Latitude: 0	Longitude: 0
Premises Phone:	
Owner First Name:	Owner Last Name:
Submitter First Name: Bret	Submitter Last Name: Maverick
Submitter Email: bret@maverick.com	Submitter Phone: 123-456-7890
Submitter Comments / From intersection of US12 and US87, go 1/2 mile NE. Turn NW onto Horsethief Rd.	
Driving Directions: Go 2 1/2 miles to premises.	

Administration Information

Please use the investigative tools to attempt to validate address.

Address Investigation Toolkit

Map Validated Address

Validated Address: SIXTH PRINCIPAL MERID

Validated City: ROUNDUP

Validated State or Territory: MT

Validated Zip: 59072

Tribal Code: ---

Validated Latitude: (*) 46.442345

Validated Longitude: (*) -108.570432

Validation Method: (*) -none-

911 Coordinator
⌵

Census 2000
⌵

Google Earth
⌵

Local Contact:

Validation Comments: (*)
limit 500 characters

Validated via Google Earth.

Administrator Comments:
limit 500 characters

Save and Continue

Approve

Decline

Cancel

If the address cannot be verified as submitted, the premises can still be verified by means of TRS designations. TRS designations can only be accepted in the western states, where land parcels are

large enough to be accurately identified by this method, and the boundaries of the parcels are determined by section.

When this is the case, the TRS designation is entered as the Validated Address. Enter the TRS designation into the **Validated Address** field, using this format: MERIDIAN NAME T8N R8W SEC8. *(Note: Use spaces, not commas or periods, between meridian, township, range, and section designations.)* Enter the city, state, ZIP, and GPS coordinates in the appropriate fields. Click on the  button to process the request.