

**MANAGEMENT INFORMATION DISTRIBUTION  
AND ACCESS SYSTEM (MIDAS)  
ON THE WEB**

**TRAINING MANUAL**

1/02/02

**INTRODUCTION TO MIDAS:**

The Management Information Distribution and Access System (MIDAS) was developed to provide a single access point to the complete DAISY inventory and to the key transactions providing an audit trail of the property/scrap movement.

As a general "rule of thumb" the MIDAS database is current as of "close of business" the previous workday. The data flows from each DRMO Accountable Record in their evening batch, loading into MIDAS during typical non-production hours. The database starts with FY95 data, or a transaction date of October 1, 1994.

The MIDAS database error rate is less than .01% for usable inventory and transactions. The scrap receipt transactions also fall within the same low error rate range. To maintain this high standard, the MIDAS Team implemented a weekly comparison of the MIDAS Database to the DRMO Accountable Record. A routine review of these outputs, coupled with keeping abreast of the daily System Status Meeting reports, positions the Team to take immediate corrective action when required.

MIDAS has provided two levels of access. First the use of an ad hoc query tool, Oracle Data Query. Second, two interactive reports and a group of static reports were made available via the Web.

The MIDAS means of access has undergone a significant advancement with the introduction of new tools in late FY 2000. The ad hoc query tool has been converted to Oracle Discoverer, with initial training to start in early October, FY 2001.

The capabilities via the Web have taken a dramatic leap forward, with the introduction of Oracle Discoverer 3i Viewer. DRMS staff now has immediate access to MIDAS data, without the burden of learning the ad hoc query tool. Users can select from a large number of pre-defined reports, tailoring them to their specific data needs, i.e.,

a Zone, DRMO, FSC, DTID Number, FSC, NIIN, hazardous versus non-hazardous, etc.

By following the steps outlined in this Training Manual, you will be able to:

- Utilize the pre-defined queries on the Web,
- Tailor them to your needs, and
- Export the results to spreadsheet for further analysis and refinement.

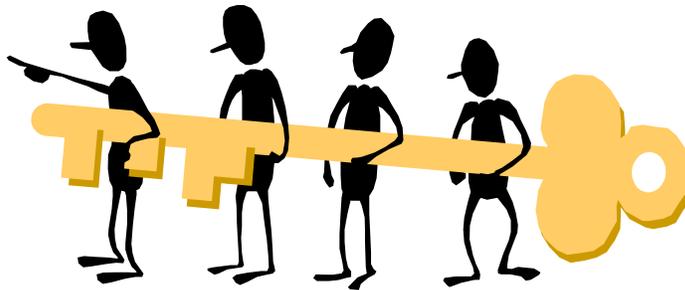
Access has also been provided to our generators and Reutilization Customers. In addition to the DTID History they have previously used, they will be able to generate reports, based on their DoDAACs, listing what they have turned in to or received from disposal.

Any questions or problems encountered with a report or its content may be directed to the Functional Analyst listed below. Requirements for additional report formats may also be directed to the same analyst.

Vernetta Hughes      DRMS-CA      (DSN) 932-7207

Problems related to connectivity or hardware should be directed to the DRMS Systems Help Desk (DSN) 932-4999.

The key to any successful organization includes immediate access to its management data and the flexibility to utilize that data in the day to day decision making process. The steps outlined in this manual will help provide the "Key" to DRMS Management Data.



## ACCESSING MIDAS ON THE WEB:

Either Internet Explorer or Netscape Communicator may be used to access the MIDAS application on the Web. However, if you plan on converting report data to Microsoft Excel or another external file format, you **must** use Netscape Communicator.

The following steps outline the path to the pre-defined MIDAS reports on the WEB:

- Click on the "Netscape Communicator" button on your PC Desk Top



- Utilize the following path:
  - DRMS Internal
  - General/Links
  - CIO: MIDAS Reports and Queries
  - Interactive Queries/Preformatted Reports
- Single click on the "Workbook" you wish to open. See Attachment 1 for a listing of the pre-defined reports available. NOTE: For this example scroll down to, and select, the "Workbook" "URTDTRN".



- Select the "Worksheet" you wish to run. NOTE: For this example, the "Worksheet" "RTD NIIN HIST" is used. This example used the following parameters:

NIIN(s): 002614770

DRMO RIC: Leave all entries blank

RIC SFX: Leave all entries blank

**USE OF PARAMETER OPTIONS:** See Attachment 2 for a detailed explanation of parameters and expected values used in this application.

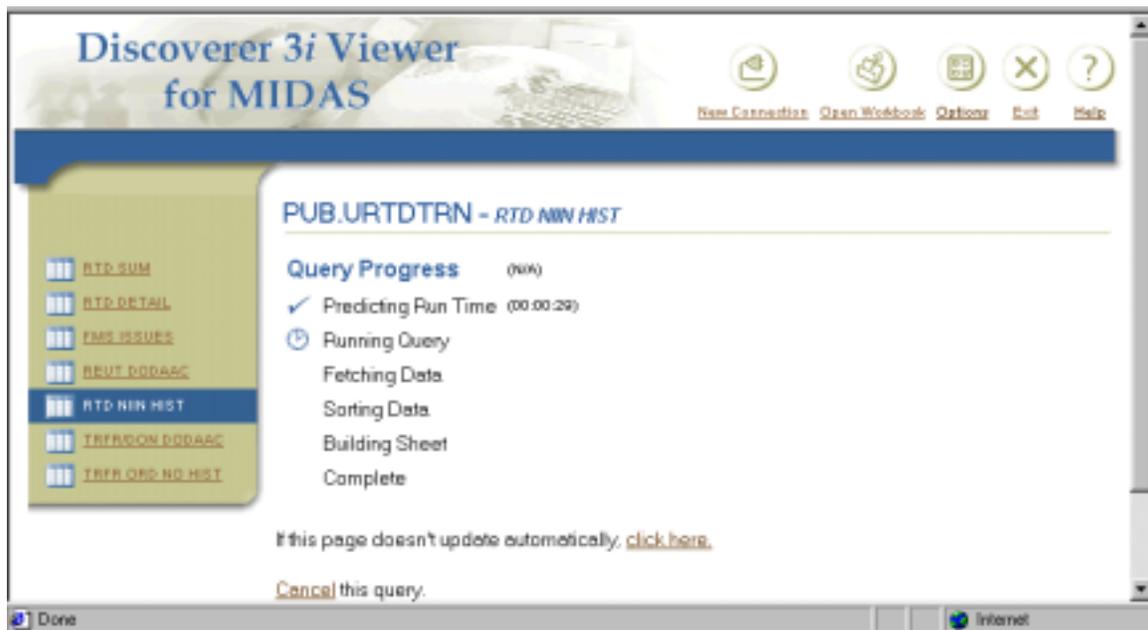
**Exact:** Enter the exact data value on which you want to base your query. As an example, by entering SVX, the results would return all sites who's RIC/SFX starts with "SVX". In combination with the RIC SFX equaling "A", the results would return data pertaining to only DRMO Columbus.

**Starts with:** Enter one or more of the first positions of the data value on which you want to base your query. If you entered only the letter S for DRMO RIC, the results would return data for all sites since all RICs start with that letter.

**Contains:** Enter any continuous string of the data value on which you want to base your query. If you entered the letters VX for DRMO RIC, the results would return all sites that contain those letters.

**NOTE:** By utilizing the above options, wildcards are not required!

- Click the "Apply Parameters" button to execute the query. As shown in the following screen, the system will provide a "Query Progress" until your query has completed.



**DEALING WITH THE QUERY RESULTS:** Discoverer 3i Viewer returns the requested data in a report format. There are two key options available in preparing an output product. 3i Viewer has a "Printer Friendly Version" or you may choose to "export" the data into an external file, i.e., Microsoft Excel. Both options are discussed below.

Discoverer 3i Viewer for MIDAS

Home Connections Open Workbook Options Exit Help

PUB.URTDTRN - RTD NIIN HIST

Home Query | Edit Parameters | Printer Friendly Version | Export

Previous Page 1 of 1 Next 25 Rows Selected

RTD NIIN HISTORY FOR NIIN PARAMETER: 002614770

WORKBOOK: UNDTSTN WORKSHEET: RTD NIIN HIST  
 REPORT RUN DATE: 08-DEC-00 PAGE 1  
 (REPORT FOR PAST 770 DAYS FROM RUN DATE)

	ISSUE NAME	ISSN	TRX DT	TTC	DTID NO	RQS NO/TRFR ORG NO	RQS /TRFR LINE NO	RUN/LIN
1	UNDAVHEI	ZZKE	14-Nov-98	ZTR	80911282847801	82129703118444		8415602614770
2	COLUMBUS	SVDA	04-Apr-98	STD	0870983058009	268008830100	8001	8415602614770

Done Internet

- Printer Friendly Version:** By selecting this option the data will be converted to a full screen report. Within the Netscape print capabilities, the report can be produced into hard copy. See Attachment 3 for recommended print settings to best utilize this feature.

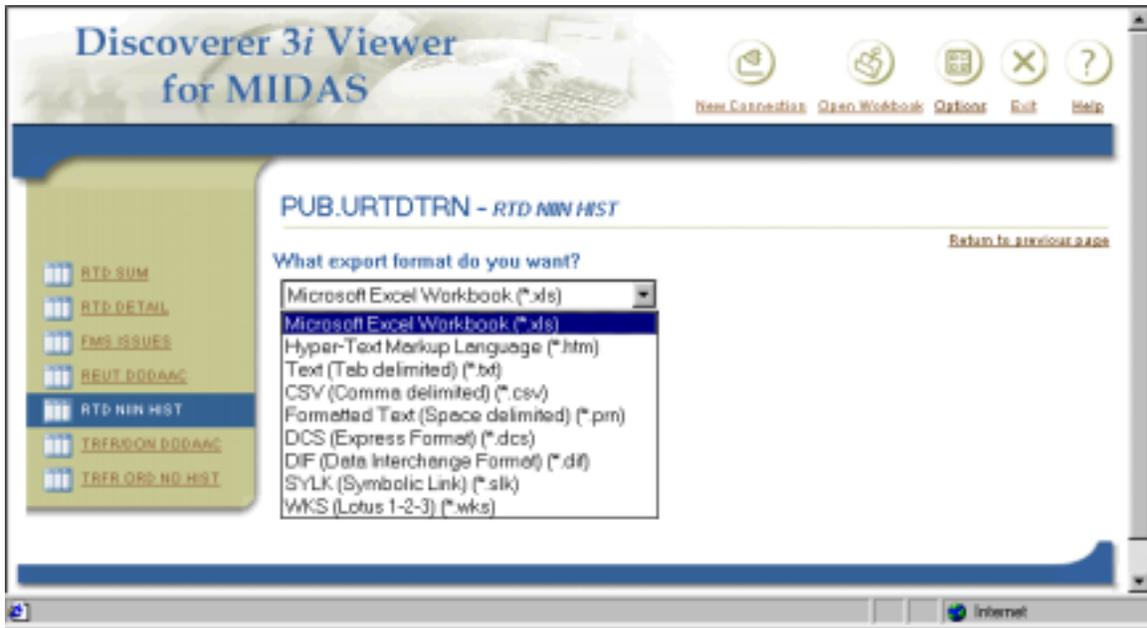
RTD NIIN HISTORY FOR NIIN PARAMETER: 002614770

WORKBOOK: UNDTSTN WORKSHEET: RTD NIIN HIST  
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 (REPORT FOR PAST 770 DAYS FROM RUN DATE)

	ISSUE NAME	ISSN	TRX DT	TTC	DTID NO	RQS NO/TRFR ORG NO	RQS /TRFR LINE NO	RUN/LIN	TRX QTY	CC	D E M
1	UNDAVHEI	ZZKE	14-Nov-98	ZTR	80911282847801	82129703118444		8415602614770	78	A4	A
2	COLUMBUS	SVDA	04-Apr-98	STD	0870983058009	268008830100	8001	8415602614770	92	E7	A
3	COLUMBUS	SVDA	28-Jan-98	ZTR	0870983028004	80980493430810		8415602614770	124	E7	A
4	COLUMBUS	SVDA	07-Jan-98	ZTR	0870983028004	8008193490110		8415602614770	6	E7	A
5	MECHANICUS	SVDA	21-Feb-98	ZTR	0870983028004	0808192510835		8415602614770	108	E4	A
6	ELLINGORKE	SVDA	15-Sep-99	ZTR	0870983028004	8008192510835		8415602614770	1	E1	A
7	LEWYNE	SVDA	21-Sep-99	ZTR	0870983028004	8008192510835		8415602614770	138	A4	A

Done Internet

- **EXPORT:** There are a number of options or formats provided to download or export your report into. The most commonly used is the Microsoft Excel spreadsheet format and can be accomplished by following these steps:
  - Highlight the "Microsoft Excel Workbook (\*.xls)" option.
  - Click "Export".



- Your report results will be exported into a Microsoft Excel spreadsheet. At this point you can utilize the spreadsheet as you would any that you created from "scratch", i.e., perform formatting functions, introduce additional computations, re-sort, and save the results to your c:\My Documents directory.

Microsoft Excel - PUB.URTDTRN.xls

File Edit View Insert Format Tools Data Window Help

MS Sans Serif 10 B I U

RTD NIN HISTORY FOR NIN PARAMETER: 002614770 WORKBOOK: URDTDTRN WORKSHEET: RTD NIN HIST REPORT RUN DATE: 08-DEC-00 PAGE 1 (REPORT FOR PAST 770 DAYS FROM

1	RTD NIN	HISTORY FOR RUN DATE)									
2											
3		DRMO NAD	TRX DT	TTC	DTID NO	RON NO	RON SFX	NSNLSN	TRX QTY	CC	D E M
4		LEJEUNE S2QA	21-Sep-99	STR	V0911492	H9DEB192570068		841500261	135	A4	A
5		MECHANI SVEA	21-Jul-00	STR	W81W290	W15BW90195206D		841500261	105	B4	A
6		ELLSWOF SYKA	15-Sep-99	STR	W5DK529	H9DEB192510035		841500261	1	B1	A
7		IWAKUNI SSEE	14-Nov-00	STR	R0911202	R2129703115444		841500261	75	A4	A
8		COLUMB SVXA	4-Apr-00	STD	SW07009	26X00000E0001		841500261	92	H7	A
9		COLUMB SVXA	25-Jan-00	STR	SW07009	R0960493430010		841500261	124	H7	A
10		COLUMB SVXA	7-Jan-00	STR	SW07009	H9DEB193490110		841500261	6	H7	A
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Ready

**NOTE:** The export process is the only way in which you can save the results from any query. Unless you saved the exported results, the report results on Netscape will be lost when you log out. The query can always be re-executed, but the current data set is lost!

**ACCESS FOR GENERATORS AND REUTILIZATION CUSTOMERS:** As stated on page 2 of this document, access to the pre-defined reports has also been made available to customers outside of DRMS. The following steps outline the path to the pre-defined MIDAS reports on the WEB from the DRMS Home Page:

- **GENERATORS:**
  - Click on: "I am a Generator/Installation of Government Excess Personal Property for Turn-in to the DRMO".
  - Select "Formatted Reports" from the listing on the left side of the screen.
  - Follow the steps starting on the bottom of Page 3 in this document.
  
- **REUTILIZATION CUSTOMERS:**
  - Click on: "I am a Military, Government, Nonprofit, or Public Service Agency (Reutilization/Transfer/Donation Customers)"
  - Select "Help/Definitions" from the listing on the left side of the screen.
  - Select "Run a Preformatted Report".
  - Follow the steps starting on the bottom of Page 3 in this document.