United States Department of Agriculture
Animal and Plant Health Inspection Service

Quick Start Guide:
Submitting a Farm Bill Section 10201 FY13 Suggestion

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Introduction

For fiscal year (FY) 2013, APHIS has improved the process to receive Farm Bill Section 10201 suggestions using the web-based tool called Metastorm. This Guide provides step-by-step instructions for accessing the FY13 Farm Bill Section 10201 Suggestion System, entering and saving data, retrieving, editing, and printing a saved suggestion, and submitting a suggestion to APHIS for consideration.

About Metastorm

Metastorm is a web-based tool that users can access through an internet browser without having to download any software to their computer.

When working in Metastorm, please be aware that the application will time out after 60 minutes of inactivity. Please save your work often if you intend to have the application open for longer periods of time.

Note

Metastorm works best with Microsoft Internet Explorer (IE) –Other Browsers or other versions of IE may NOT work properly.

- IE versions 7.0, 8.0 and 9.0 are certified on Windows 7 and Windows Vista (though IE 9.0 on Vista requires SP2)
- Mozilla Firefox 8 has been certified on Windows operating systems

Requesting a User Name and Password

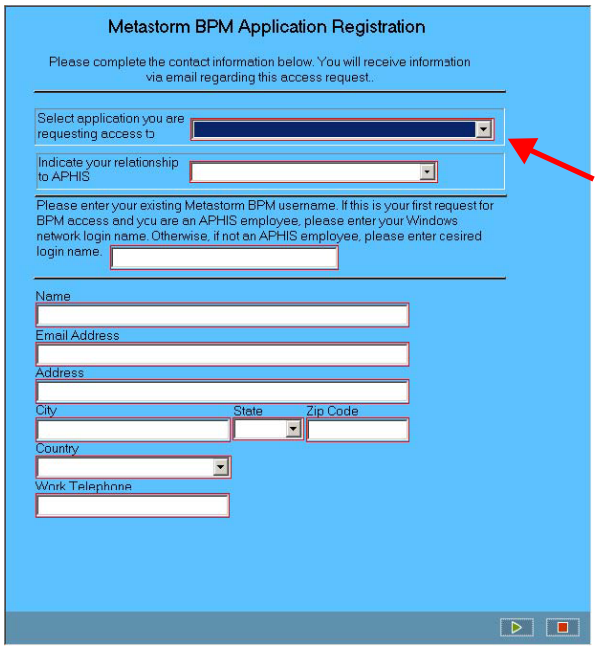
Requesting a New User Name and Password

To request a new user name and password, users must first complete the access request form at:

https://bpm7.aphis.usda.gov/MetaStorm/eForm.aspx?Map=APHIS Proc Reg&Client=External

Step 1: Enter the requested data in the form.

Note: Users should select "PPQ_ Farm_ Bill_Suggestion1" from the first drop down menu.



Step 2: Click the green arrow button at the bottom of the form to submit your access request. Once you click the green arrow, the submission process is complete. A pop up message may ask if you want to close the window, if this happens, click "Yes".

New Metastorm Users will receive a series of three email messages from APHIS within 48 hours: the first will contain your User ID; the second will contain your initial password; the third will indicate that access has been granted to the Farm Bill Suggestion System. The emails will come from ework.user.authorization@aphis.usda.gov.

If you need assistance obtaining a user name and password, please send an email to: PPQ.Section.Farmbill-10201@aphis.usda.gov.

Using an Existing Metastorm User Name and Password

Users who already have a Metastorm user name and password can use their existing log-in credentials, but will first have to request access to the Farm Bill Suggestion System using the access request form. To do this, go to:

https://bpm7.aphis.usda.gov/MetaStorm/eForm.aspx?Map=APHIS Proc Reg&Client=External

and select "PPQ_ Farm_ Bill_ Suggestion1" from the first drop down menu. Then enter your existing Metastorm user name in the required field, and click on the green arrow button to submit your request. You will receive an email message from APHIS within 48 hours indicating that your request for access to the Farm Bill Suggestion System has been completed. Please note that you will not receive the series of emails contained in the information above relating to New Users. You will only receive one email from ework.user.authorization@aphis.usda.gov. If you do not remember your Metastorm password, please follow the directions below to have your existing password reset.

If you need assistance obtaining access to the PPQ Farm Bill Suggestion System, please send an email to: PPQ.Section.Farmbill-10201@aphis.usda.gov.

Resetting a Lost or Forgotten User Name or Password

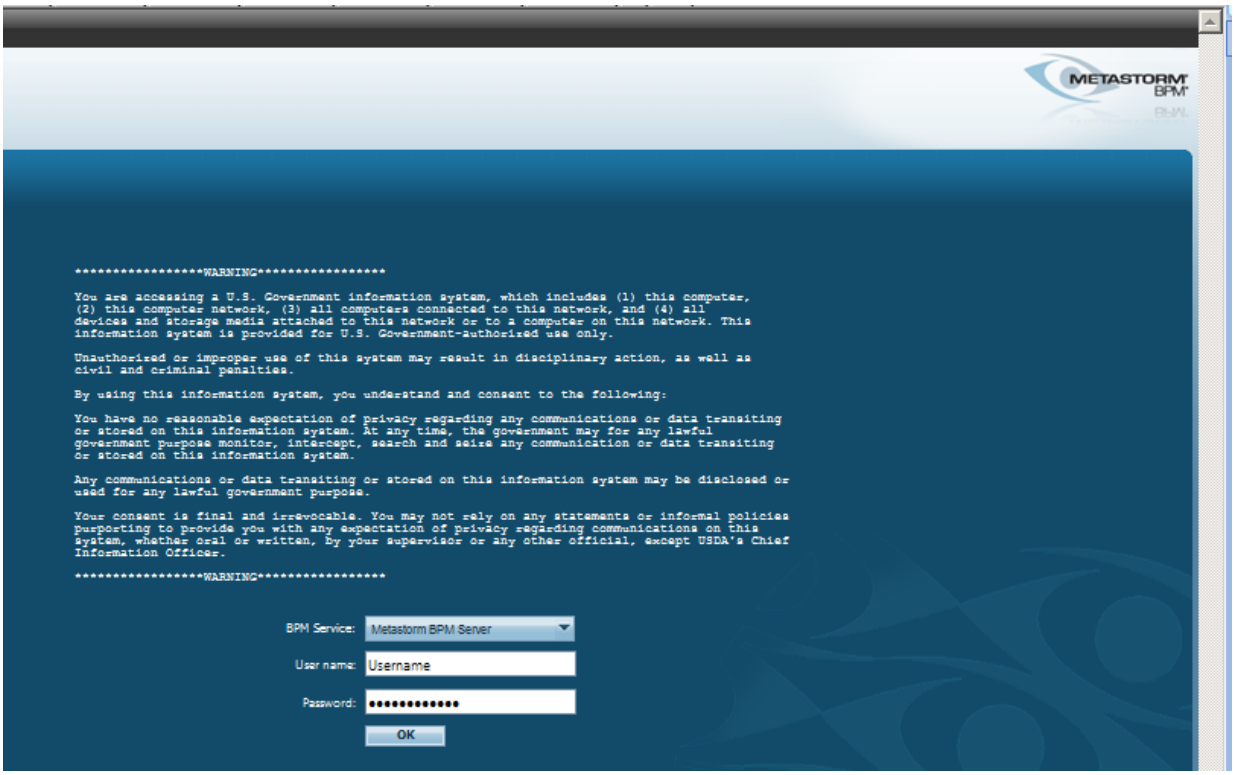
If you lose or forget your user name or password, please contact APHIS' Technical Assistance Center at 877-944-8457 or send an email to aphisremedy@aphis.usda.gov.

Warning: After three unsuccessful attempts to log into the system, the system will lock. If this happens, please contact APHIS' Technical Assistance Center at 877-944-8457 or send an email to: aphisremedy@aphis.usda.gov to unlock the system and, if necessary, reset your password.

Accessing the System

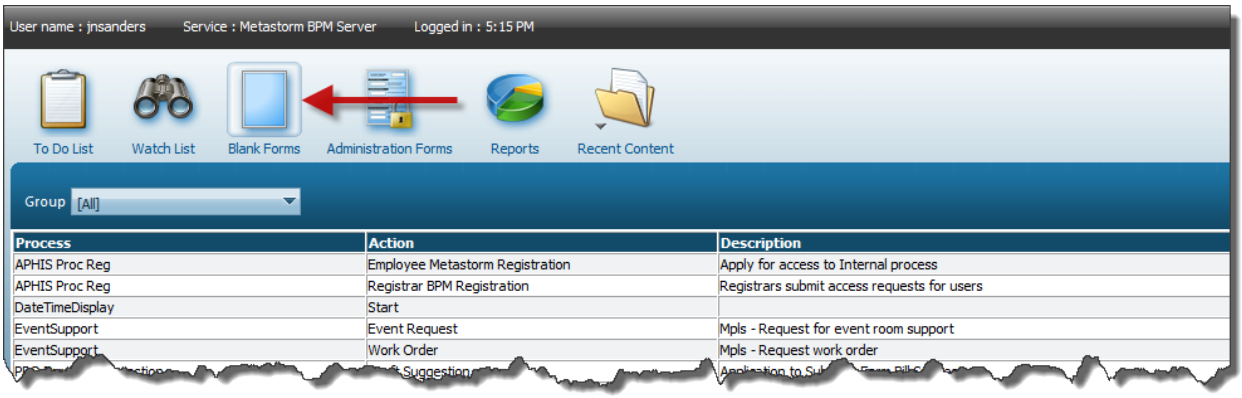
Step 1. To access the system, go to: https://bpm.aphis.usda.gov/Metastorm/default.aspx

Step 2: Enter your **User name** and **Password**.

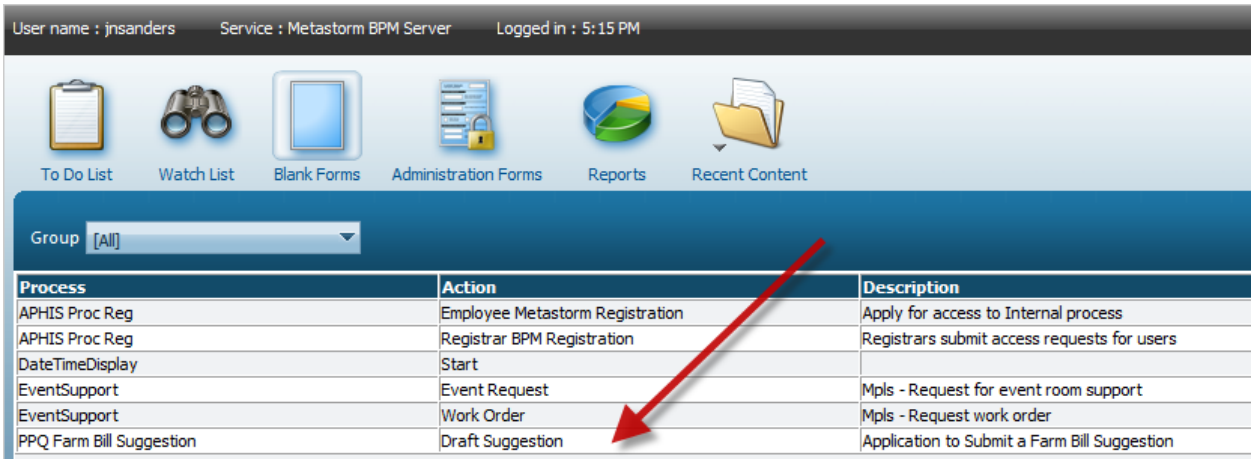


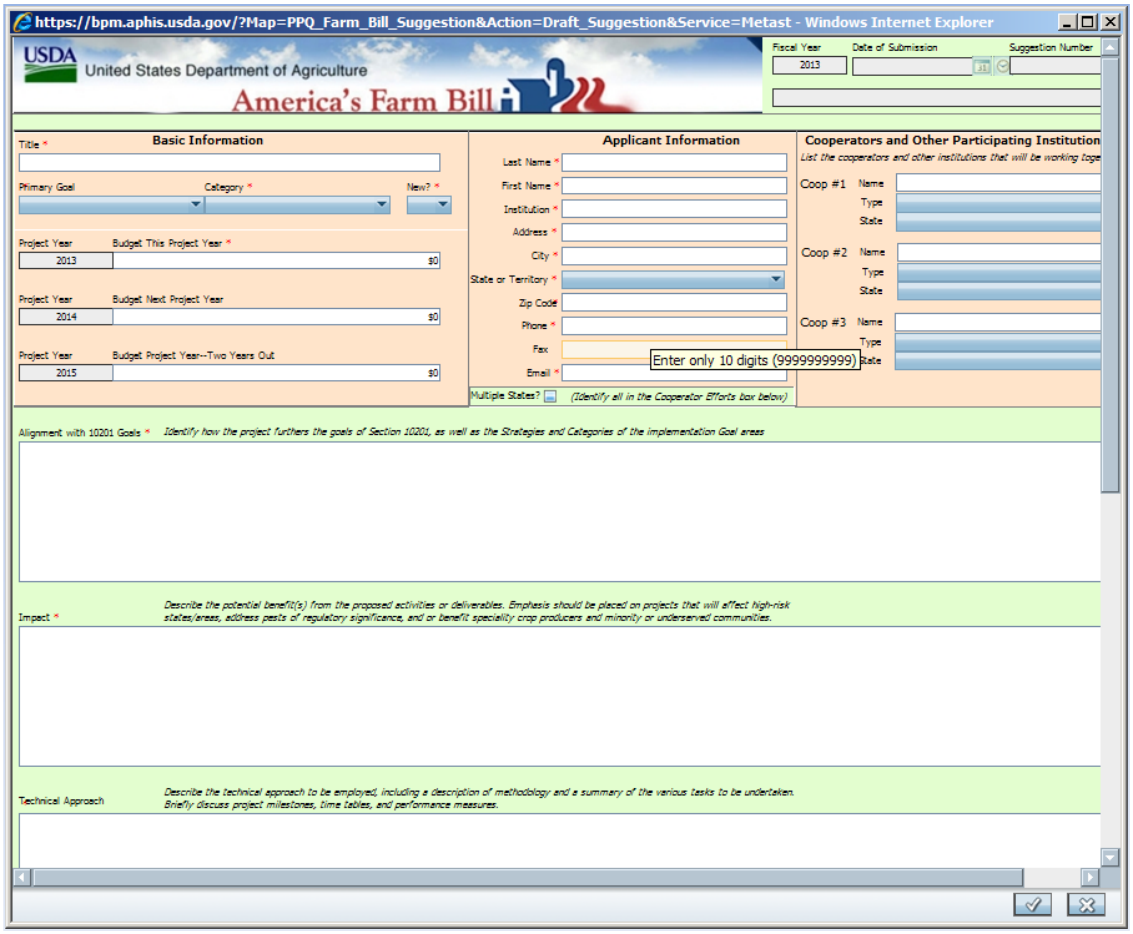
Drafting a Suggestion

Step 1: Click the **Blank Forms** icon.



Step 2: Click on the row for **PPQ Farm Bill Suggestion** to open a blank form (as shown below).



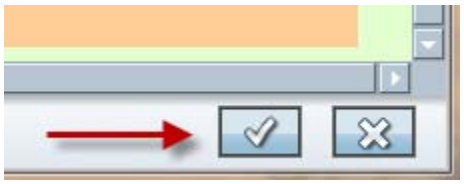


Blank Suggestion Form

Step 3: Complete all required fields. For many fields, the space will expand if content exceeds the initial box size. Detailed guidance about what to include in your suggestion is available on APHIS' Farm Bill Section 10201 Web Site. Note: Required fields are indicated by a red * (asterisk), some fields have drop down arrows to select content and other, gray fields, are auto-populated by the system.

Recommendation: Draft your suggestion in word processing software, especially for the larger text fields. When finished, cut and paste the text into the Farm Bill Suggestion form. Note: the fields in the form do not support special formatting.

Step 4: When you finish entering content, click the check mark at the bottom of the page (see illustration) to save the data to the Farm Bill Section 10201 Suggestion Database. At this point your drafted suggestion is saved in the database, but has not yet been submitted to APHIS for consideration.

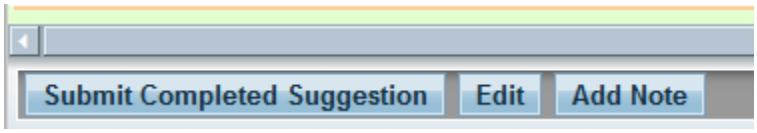


Warning

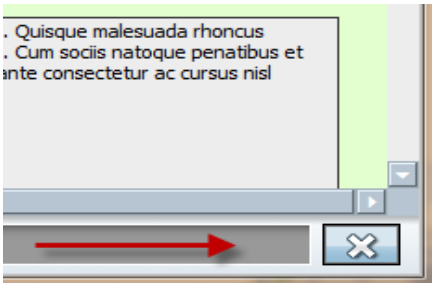
*If clicked first, the **X** button will cancel the process and close the page **without** saving the data you've entered.*

Here's what happens when you click the check mark button at this pre-submittal stage:

- A unique suggestion number is assigned,
- The information in the suggestion form is saved,
- An email is transmitted to the Suggestor, acknowledging the receipt of the **DRAFT** suggestion (and including all contents),
- The form refreshes and reopens in read-only mode,
- The following actions are available to the Suggestor at this pre-Submittal point (see illustrations below),
    - *Add Note*
    - *Edit*
    - *Close* (or Exit); because the suggestion is saved, you can close the form and return later to review and finalize, by Adding Notes or Editing,
    - *Submit Completed Suggestion* (see details below)



Action Buttons, lower left



Note that saving removed the check mark button

At this pre-submittal stage you have two options: you can either (a) continue working during this session, finalize and then immediately submit the suggestion, or (b) exit Metastorm and return to the suggestion later to review, edit—and when finalized—submit it for consideration.

Step 4.a). Continue Working. The *Add Note, Edit* and *Submit Completed Suggestion* actions are described in detail below.

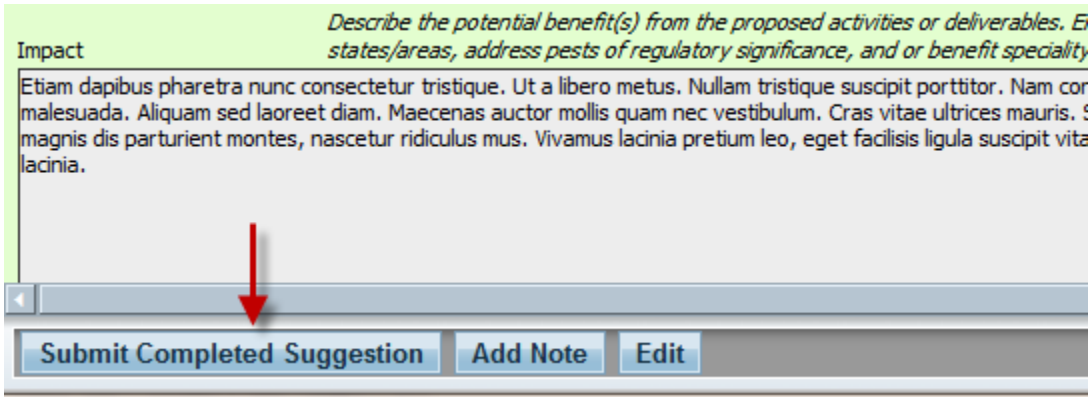
Step 4.b). Close (or Exit). Because the suggestion is saved, you can close the form and return later to review and finalize. To exit the system at this point, you can close the form by clicking the ***X*** button as shown above. Or simply close your browser window—***but only after you have saved your data***.

Submitting a Suggestion

Submitting a suggestion is designed as a multi-step process; this allows you to save the form, then return later if you wish to review, revise—and when satisfied—submit the suggestion for review and consideration.

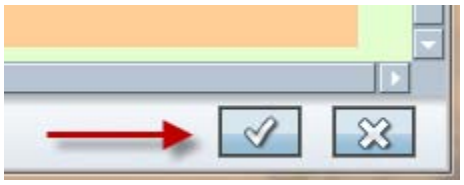
When you are satisfied that your suggestion is complete and ready for submission to APHIS, perform the following steps. These actions will update the Farm Bill Suggestion Database and notify APHIS staff that a new suggestion has been received.

Step 1: Click the *Submit Completed Suggestion* button.

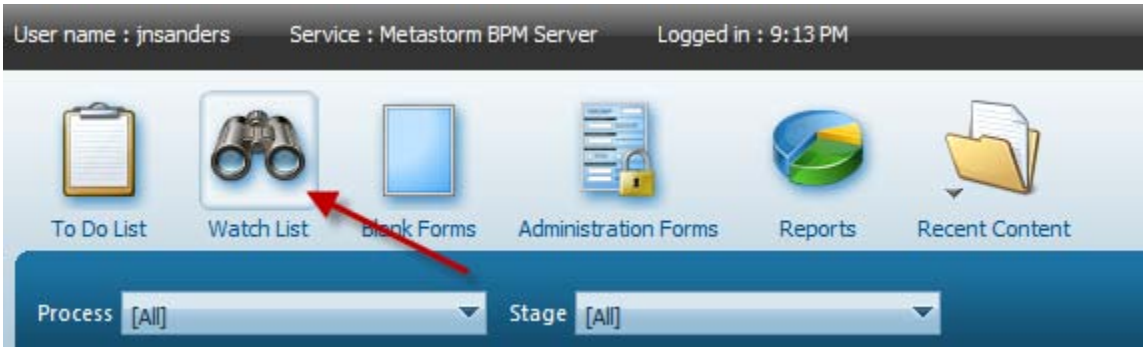


Clicking the button will:

- refresh the screen,
- prepare and enable the Suggestion for submittal,
- reveals a second instruction label in the lower right hand corner,
- reveals the check mark icon again.



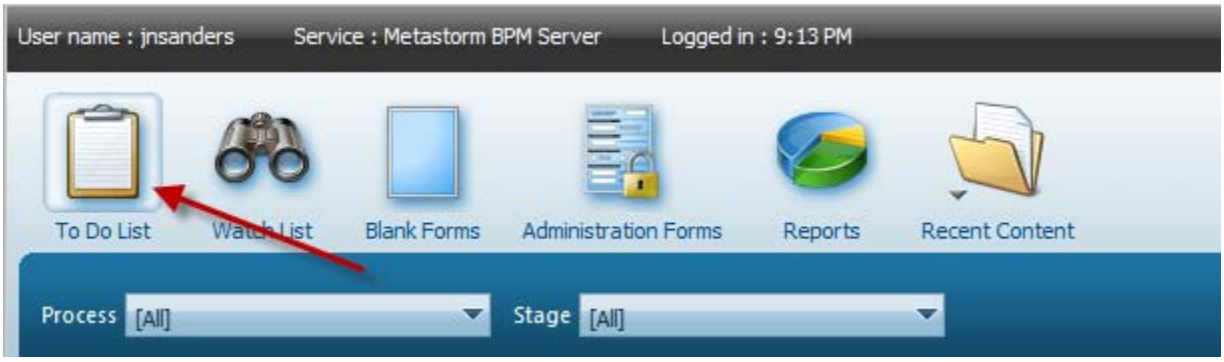
Step 2: Clicking the *Check Mark* submittal icon will actually submit the suggestion and close the form. Status will change (from "To Do list" to "Watch list"—see illustration below) and will generate a system email back to the Suggestor.


User name : jnsanders
Service : Metastorm BPM Server
Logged in : 9:13 PM
To Do List
Watch List
Blank Forms
Administration Forms
Reports
Recent Content
Process
[All]
Stage
[All]

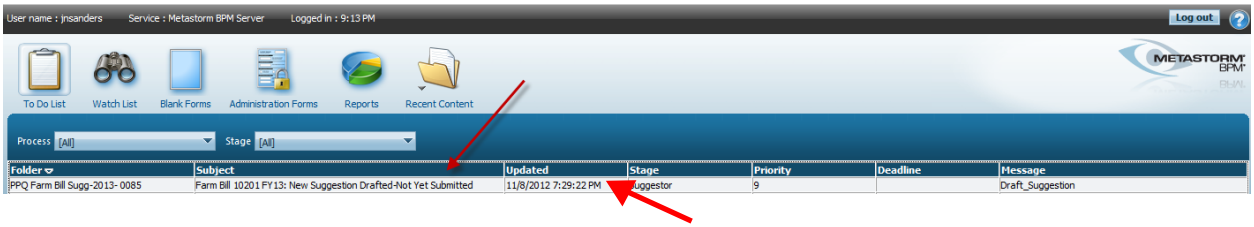
Retrieving a Draft Suggestion

Step 1: To retrieve your draft suggestion, navigate to the Metastorm landing page (https://bpm.aphis.usda.gov/Metastorm/default.aspx) and log-in to the system per the instructions provided above.

Step 2: Click on the "To Do List" button.



Step 3: Locate your draft suggestion in the list that appears and click on it. *Note:* Individuals or entities that draft more than one suggestion will see all of their drafted suggestions the "To Do List". The screen should appear similar to the image below.



Reviewing a Draft Suggestion

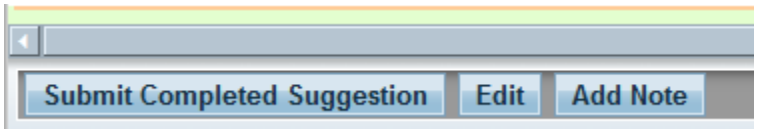
To review your suggestion before submitting it to APHIS for consideration, please click on one of the following tabs to see the data you have entered to this point. The "Section 10201 Planning" tab will show the completed suggestion page (in read-only mode); the "Notes" tab will reflect any notes or comments you might make to yourself. You may use the "Notes" feature (see below) to make notes for your use or reference during the submission process. Any notes that you enter on this tab will not be considered during the evaluation process and are for your use only.

Printing/Saving a Copy of a Suggestion

Since the Metastorm system generates and transmits the complete contents of the suggestion in a structured format, the best method to print or save a local copy is to use the functions from within your email program. You can also perform screen grabs or screen prints from within your browser window. This can be most effective when selecting a section tab which opens to show a larger portion of that section's content without scrolling.

Editing a Draft Suggestion or Adding a Note

To edit your suggestion, click on the "Edit" button at the bottom of the page. When you finish editing the page, select the check mark button in the lower right corner of the page to save your changes.



Follow a similar process using the "Add Note" button to add a note. Select the check mark button in the lower right corner during this process to save your note to the "Notes" tab.

You can edit or add notes to the suggestion as many times as necessary before submitting.