TEXAS DEPARTMENT OF AGRICULTURE

ARCN
Agency Reporting Compliance and Notification System

Quick Guide

For User Introduction to ARCN

Contents

About the Application

This Agency, the Divisions and Programs are required to submit Reports to various oversight bodies, including federal and state entities, on diverse frequencies. TDA needed a method to make sure obligations are met in a timely manner.

ARCN - Agency Reporting Compliance and Notification System is a SQL database application used to track Report activity, store Reports and templates, remind responsible staff, and inform invested management.

How the Application Works

The Agency Reporting Compliance and Notification system (ARCN) delivers a Web-based Platform to enter and display information stored in a SQL database, in order to perform specific actions. This application is essential to the smooth operation of TDA Enterprise.

Listed here are the primary functions of ARCN:

1. Act as a central repository for information vital to the successful production and delivery of regularly occurring critical Reports generated by TDA;

2. A notification system to remind responsible individuals of approaching due dates;

3. Storage system for Report Templates;

4. Repository for copies of submitted Reports.

User Access/Security Levels

There are 4 user/security levels for this application.

Report Owner - Report Owners are staff responsible for development and/or submission of Reports tracked by ARCN. They receive ARCN reminder notifications. Report Owners cannot change Record data, but have access to stored Templates and Historical Reports associated with their Division.

Report Administrator - Report Administrators maintain ARCN records. They create and edit Tracking Records and have access to stored Reports. Report Administrators have both View and Edit access but are restricted to Records associated with their Division.

Executive Management - Executive Management receives notifications two weeks prior to Reports due dates. These Users have view access to all Records for all Divisions, and full access to Historical Reports.

Help Desk and Development - This role is reserved for designers and maintainers of the application. They fix bugs, repair errors, and administer upgrades.

Requirements

TDA web based applications are required to be compatible with Internet Explorer (IE), Firefox, Safari, and Chrome. Any of these browsers can be employed to access and use the ARCN application. However the application requires specific browser configurations.

internet Explorer   FireFox   Safari   Chrome

More information regarding the TDA Browser Support & Web Development Policies can be found on the TDA Intranet by following this path or clicking on the link.

TDA Intranet Home to Site Policies to Browser Support

Your browser must be configured to;

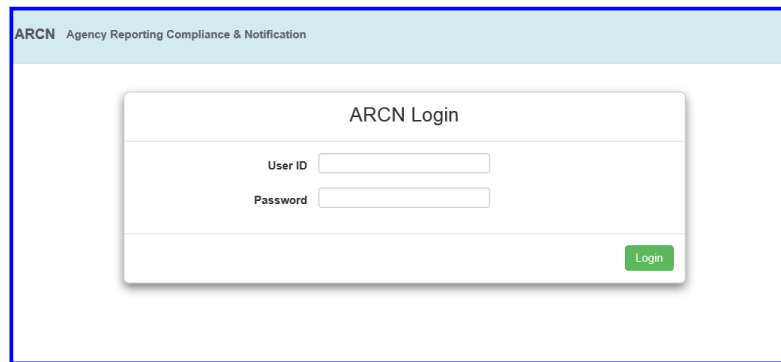- execute JavaScript,
- and accept cookies.

Login

ARCN shares the information you use to log into your TDA computer, which means your Main UserName and Password is also used to log into ARCN.

- Login by clicking this link. ARCN is automatically opened in your preferred browser. You may add this address to your Browsers Favorites list to make it quick and easy to launch the application.

  http://arcn.texasagriculture.gov/

- Type in your UserName and password at the login screen. Then click Login.

ARCN Login Page

ARCN Agency Reporting Compliance & Notification

ARCN Login

User ID [   ]

Password [   ]

Login

Use your main TDA login ID and Password

Password Change

Because this application is linked to your main TDA account. ARCN will never ask you to change your password. However, keep in mind that when you change your main login password, ARCN's password also changes.
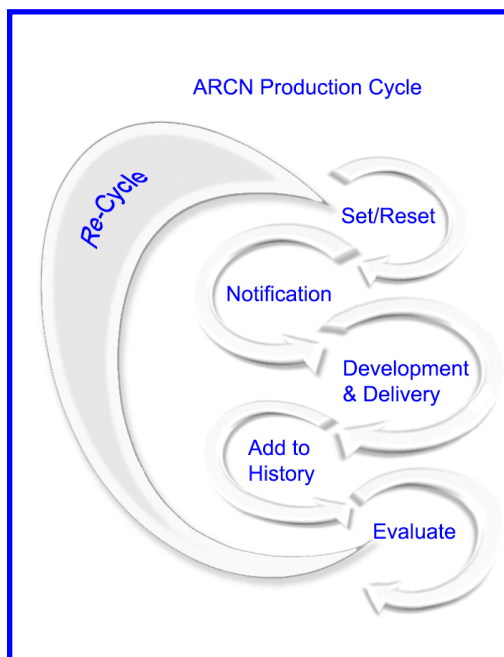
Record Lifecycle

Regularly required Reports follow a cyclical process, so does ARCN. This chapter discusses the way ARCN helps you manage that process.

Stage 1 - Implementation

SetUp - The Administrator sets up the new Record as thoroughly as possible.

Stage 2 - Production

ARCN Production Cycle

Re-Cycle

Set/Reset

Notification

Development & Delivery

Add to History

Evaluate

Set/Reset - The Administrator Sets or Resets the Records schedule to the next Due Date.

Notification - ARCN Notifies the Owner(s) to prepare and deliver a report on or before the Due Date.

Development and Delivery - The Owner(s) Develop the Report and Delivers it to the listed Recipient(s).

Add to Historical Report - The Owner(s) Add a copy of the finished Report to the ARCN Historical Report Module.

This activity lets ARCN know the cycle is complete. If the Report is not added to the Historical Report on or before the due date, ARCN sends notification to Executive Level users.

Evaluate - The Administrator Evaluates requirements and runs the cycle again (Re-Cycle) or Retires the Record.

Stage 3 - Post Production

Retirement - Most Reports have a finite Lifecycle but even at the end of that lifecycle, Records and their Reports have value. Retirement keeps Reports and Records readily available without triggering any Notifications. A Record is Retired when the Due Date is not reset after its last Submit.

Removal - ARCN has a feature that will remove the Record and all associated documents. This action is irreversible and there is zero recovery. It is highly recommended that Records are removed only in accordance with Document Retention policy. The Delete button is found on the View Module.

Dashboard

Upon login the application directs you to the Dashboard. Here you will find some menus, links and summarized information. Note that depending on your role, you may or may not have access to all of these items. This chapter presents basic information about each section. The next chapters offers more detail about user options and modules.

The Dashboard breaks down into 2 sections, Menu Options and Tracking Panel.

Menu

ARCN - Will return you to the dashboard no matter where you are. If you are already at the dashboard there is no action and the window does not refresh.

Home - Takes you to the Dashboard. If you are already at the dashboard there is no action and the window does not refresh.

ARCN Dashboard

New Report - This button opens a blank form to create a new Tracking Record.

Logout - Has no action. To actually log out of ARCN, just close the window.

Tracking Panel

The primary feature of the Dashboard is the Tracking Panel. This panel lists and displays vital details of the Tracked Reports in table format, is live and updates each time you make a change. Each row of the table represents a single Record. The rows will sort in ascending order upon one click of a blue header, and descending order by a second click.

> **Remember - You will only see Tracking for your Division.**

Title - The name of the Report being Tracked.

Number - A number assigned to the Report. This is a voluntary number, not assigned by the system. Examples are quarter and/or year, version, or a sequential number.

Program - Name of the TDA Program responsible for producing the Report.

Due Date - The next date the Report is due to be submitted to the Report Authority.

**Email** - Email address for all Report Owners.

ARCN Tracking Panel

View Icon - The View option is accessible to Report Owners, Report Administrators and Executive Management users. This opens the View Record panel.
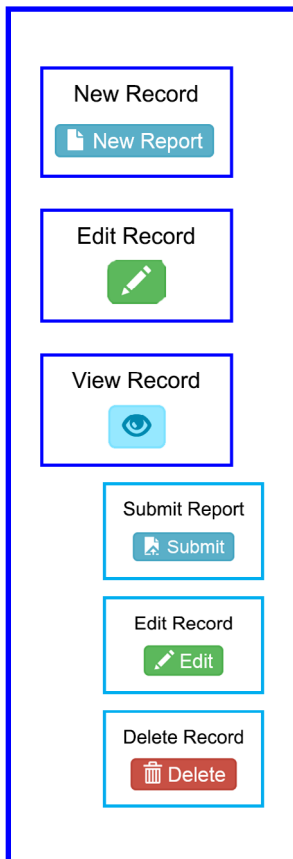
Edit Icon - The Edit option is accessible to the Report Administrators, the creators of the records. This opens the Edit Record panel.

Screen Advance - Use the Screen Advance feature to go to the next page if there are so many records they cannot be displayed on one screen.
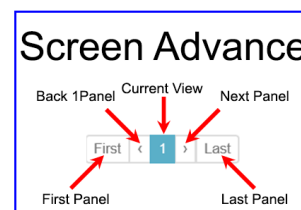
Report Record - Dashboard Detail

A Report Record stores specific information about reports and other regularly occurring work product in order to remind responsible staff to complete and submit that report. The Record also has the ability to store Templates, and previously submitted Reports. This chapter describes buttons you may see.

New Record

📄 New Report

Edit Record

✏️

View Record

👁️

Submit Report

📥 Submit

Edit Record

✏️ Edit

Delete Record

🗑️ Delete

New Record - The New Record button delivers a blank form. Once you complete and save the form your new Report Record is active.

Edit Record - Clicking the Edit icon, from any record on the ARCN Dashboard puts you in Edit mode for that record. Remember this depends on your permission group. Edit Record authorizes you to make changes to a Report Record.

View Record - View Record is accessed by clicking the View icon from any record on the ARCN Dashboard. When using View Record, you see all of the Record data, but are unable to make changes, however the data can be copied, and Links can be used.

When in the View Record Module, you may have access to any of three additional buttons.

Submit Report - The Submit button takes you to the Historical Reports Module where you can file your completed and submitted reports.

Edit Record - The Edit button puts you in Edit mode for the record you are viewing.

Delete Record - Be very careful with this option. Using the Delete button will delete the Record and all associated Reports.

Report Record Module

This chapter describes the fields found within the Report Record form.

Title - Required - The name of the Report you are registering here.

Report Number - Not Required - There are many possibilities for a Report Number. A report number may be required by the recipient agent in order to distinguish between other reports. A report number may be a TDA internal number such as the Fiscal year and Quarter such as '2017 - Qtr 1'. Or a combination of both of these.
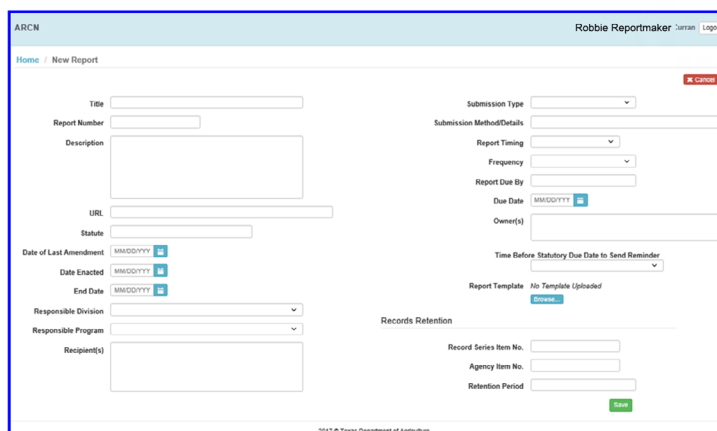
Description - Required - A short explanation of the report describing the following points. Remember, this Record is a reminder but it is also part of the Agency process and a description will be handy in the event of Staff Turnover. There is a maximum of 300 characters but try to avoid cryptic language or obscure abbreviations.

• Who or What Agency Requests the Report;
• The purpose of the report;
• Brief overview of the Report Contents and Objectives.

URL - Not Required - Your Reports may be submitted via a website, or may have a website to use as a reference. Copy and paste the website here.

Statute - Not Required - List any written laws passed by a legislative body relevant to this report.

ARCN Report Record Form

Date of Last Amendment - Not Required - Use the calendar dropdown to select the last day the Statute was amended.

Date Enacted - Required - Use the calendar dropdown to select the day the original Statute was Enacted. If no Statute is associated, enter the date the Report began to be Submitted by TDA.

End Date - Not Required - Use the calendar dropdown to select the date the Last Report is due. This would be used for finite accounts such as grants and contracts or for Statutes that have an end date.

Responsible Division - Required - Use the dropdown to select the TDA Division that is responsible to produce the report. Most users will see only the Division they work for.

Responsible Program - Not Required - Use the dropdown to select the TDA Program that is responsible to produce the report. Program selection is dictated by the Division shown in the previous field.

Recipient(s) - Required - List of individuals, groups, and/or agencies to receive a copy of this report.

Submission Type - Required - This dropdown list defines what type of Report this is.

- Unspecified;
- Federal Report;
- State Report;
- Mandated Web Posting.

ARCN Report Record Form
displaying Required Fields

Submission Method/Details - Not Required - List methods this report is required or allowed to be submitted to recipients. This field has a finite number of characters, so be succinct. Examples are '3 bound copies', 'email in pdf format', 'presented at hearing with 7 copies for legislative panel'.

Report Timing - Not Required - Use the dropdown to select the option that best explains the type of submission regularity.

Frequency - Required - Use the dropdown to select the option that best describes how often the report is produced.

Report Due by - Required - Explain when the report is due.

Examples:

- Report is due on the 15th of each month.
- Report is due no later than July 1 of each year.

Due Date - Required if Report Timing equals Statutory or Set Date - Use the calendar drop-down to select the day the next Report is due.

Owner(s) - Required - List the email address of TDA staff who are responsible for the production and delivery of this report.

Time Before Statutory Due Date to Send Reminder - Required - Select from the date dropdown when the system should send an automatic reminder to the Owner(s) that the Report is due.

Report Template - Not Required - Store any templates used for this report here. A template could be any sort of electronic file.

Examples:

*   Spreadsheet;
*   Preformatted Word File;
*   Form.

ARCN Completed Report Record Form

Records Retention - Not Required - A records retention schedule is a policy that defines how long records must be kept and provides disposal guidelines for how records should be discarded. More information can be found at the TDA Intranet website Records Management Section.

Record Series Item No. - Not Required - Type the appropriate series identification, found in the TDA Records Retention Schedule.

Agency Item No. - Not Required - Type the appropriate Agency Item Identification, found in the TDA Records Retention Schedule.

Retention Period - Not Required - Type the associated Retention Period, also found in the TDA Records Retention Schedule.

Historical Reports Module

A valuable part of this application is the Historical Report module. ARCN stores Reports in a safe, central, and permanent cache so they're hard to lose and easy to locate. They're also excellent references when producing future reports.

> **The Report Production Cycle cannot be reset or retired**
>
> **until the Add a Report process is complete.**

Add a Report

To add your report click the **View option** of the Report Record then the **Submit button** found in the top right corner of the form. A short form will display to help you attach your Report, or to declare that a Report was not required. Use consistent and descriptive filenames to help you distinguish the Reports from each other.

Report Title - The Report Title is automatically taken from the Report Record.

Date Submitted - Select the date that you submitted the Official Report to the Requiring Agency or Recipients.

ARCN Historical Report Module

Submission Not Required - This checkbox lets everyone know that the Agency was not required to submit a report this time. Note selecting this action disables the Date and attachment features.

Attach Submitted Report - Browse button - Click browse, find and select the Report File, and click open. This attaches your Report to the Record and stores a copy within the database. Note that this makes a completely separate report and is NOT linked to the Report you selected.

Submit/Clear/Cancel - Click the Submit button to finish the process and add your report in the Historical Record. Clear will remove any changes made, while Cancel will return you to the View Record panel.

Stored Reports

You will find the Stored Reports, titled Report Submissions, at the bottom of each Report Record in View form. Click the dropdown arrow to display the Stored Reports in table format.

Each row of the table represents a Report and are ordered by date. The table is live and updates each time you make a change.

ARCN Stored Reports

ID - This is a number generated and assigned by the ARCN application.

Submitted by - The UserName of the individual who added this Report to the record. This is generated by ARCN.

Date Completed - The Date this Report was added to the record is automatically generated by ARCN.

Submit Date - The Date the Report was Submitted to the requiring Agency.

Download - This is a link to open the Report file which is stored within the database.

Delete Icon - Click this Icon to remove the Report shown on the same row.

Help

HelpDesk

If for any reason you have difficulty with the application or these instructions you are welcome to contact the HelpDesk for assistance.

The HelpDesk can be reached in two ways.

Open a Ticket - a ticket can be opened from the TDA intranet. Follow this link or path to open a ticket.

Link: [HelpDesk Request](#)

Path: Intranet Home Page > Links > HelpDesk and Facilities Request.

Call HelpDesk - Call the HelpDesk for immediate assistance.

Phone: 512-305-8907

Office Hours: Monday - Friday 7am - 6pm CST

Revision Management

Revision Record

Edition	Date	Section	Action
2018-V1	01/25/2018		Original Development

Approval Sign-off

Edition	Approved Date	Approver	Position
2018-V1	01/25/2018	William A. (Butch) Grote Jr.	Chief Information Officer
			Operations & Development Manager
		Kevin Cox	Program Management & Systems Analysis
		Lori Curran	Technical Writer/Author