RIRS – RMA Information Reporting System

User Tutorial

Questions not answered in this document? Please contact us at
rma.applicationssupport@rma.usda.gov

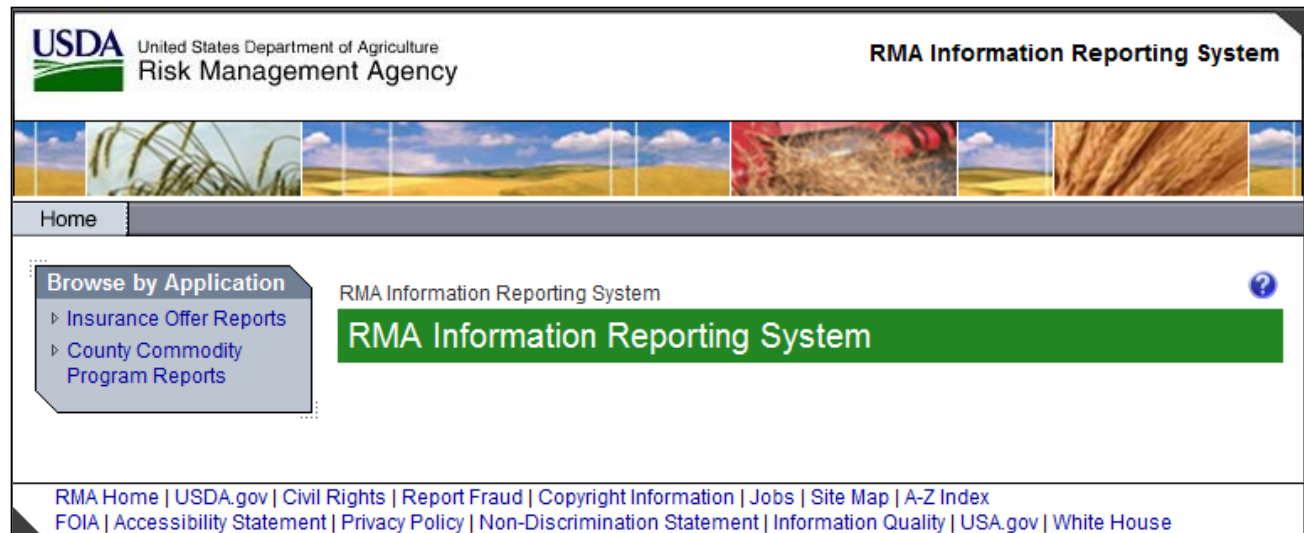**RMA**

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Introduction

▸ This tutorial provides general guidance on the features of the RMA Information Reporting System (RIRS).

▸ After completing this tutorial, you will be able to:
  ◦ Select a specific report from the left navigation panel
  ◦ Navigate via breadcrumb trail
  ◦ Display/expand and hide/collapse the selection criteria
  ◦ Select your criteria and change the order of selection criteria
  ◦ Export reports to Excel, Word, or PDF format
  ◦ Generate reports, cancel reports, and preview reports
  ◦ Select the fields to display, or deselect the fields you do not want to display (for Price reports)
  ◦ View the Status displaying the number of records that meet the selection criteria (for Price reports)

RIRS homepage

The RIRS Homepage allows you to select a report to view from the left navigation panel.

Click a bullet to expand the list of available reports.

Using the left navigation panel
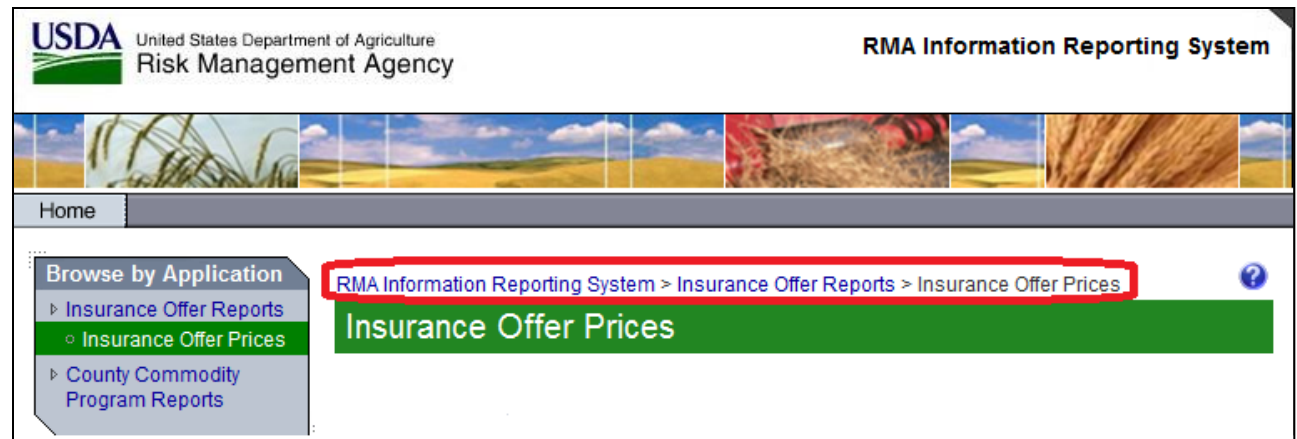
The left navigation panel lists the available reports to view.

Click a report name to choose the criteria you want to display.

Using the Breadcrumb trail

The **Breadcrumb Trail,** outlined in **red,** provides links to each previous page you navigated through to get to the current page. You can click a link displayed in the **Breadcrumb** to navigate to a page within the application.

Display / Hide criteria selections

Click the **Down** arrow (highlighted in red) to display / expand the selection criteria.

Click the **Up** arrow (highlighted in red) to hide / collapse the selection criteria.

Selecting your criteria

To filter the number of records to include on the report, select one or more items from the dropdowns by clicking the box next to the criterion.

If you change a selection, the cascading criteria collapse while the system refreshes the available selections.
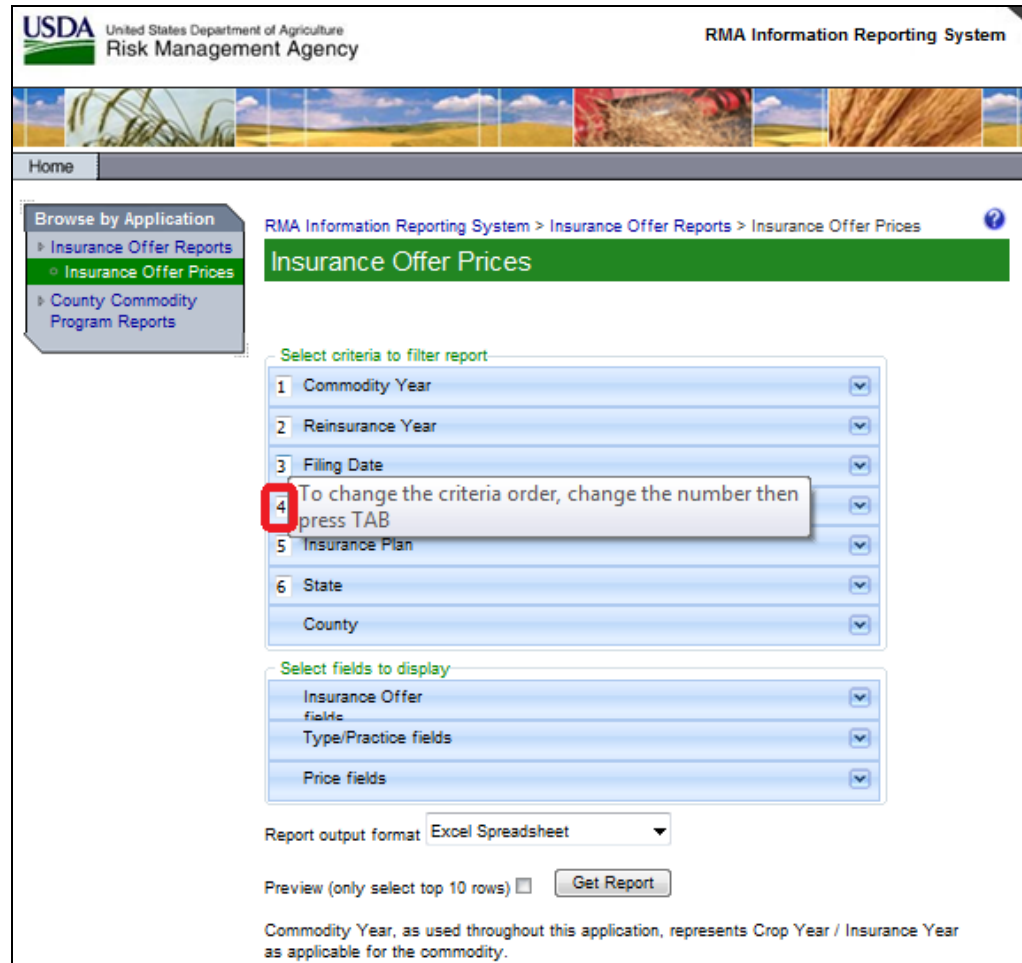
Changing your selection criteria order

Changing the order of your selection criteria allows you to decide how to filter the information you want to see.
Type numbers in the order you want the criteria to display and press the **Tab** key or click outside the box to trigger the reordering action.
Instructions display on the screen when you hover the mouse over the numbers.

Selecting fields to display

Some reports allow you to select specific fields to display on the report you want to view.

The check boxes are pre-selected for all available fields. To remove a field from the report, click the box to deselect it.

The Type/Practice fields are static and available for all reports.

The Insurance Offer fields and Prices fields are dynamic; that is, they change based on the selection criteria and display only the available fields.

Selecting fields to display - continued

For Price reports, the system displays only those Price fields that are applicable to the criteria selected.

This screen shot shows a list of the Price fields that may be available, depending on the commodity selected.

Selecting fields and viewing status

For Price reports, the system displays a status box showing how many records meet the selection criteria. The record count decreases as you filter what you want to view.

Note: In the example at far top right, the record count is 4.

Generating and previewing reports

Click the preferred output format for the report.
Excel is the pre-populated default report format for Price reports. Other reports default to .PDF format.
If you want to look at the report before exporting it, select **Preview** to see the top 10 rows.
Click **Get Report** to open or save the entire report.

Canceling reports

When the Generating report screen displays, you may click the **Cancel Report** button to stop the report from processing.
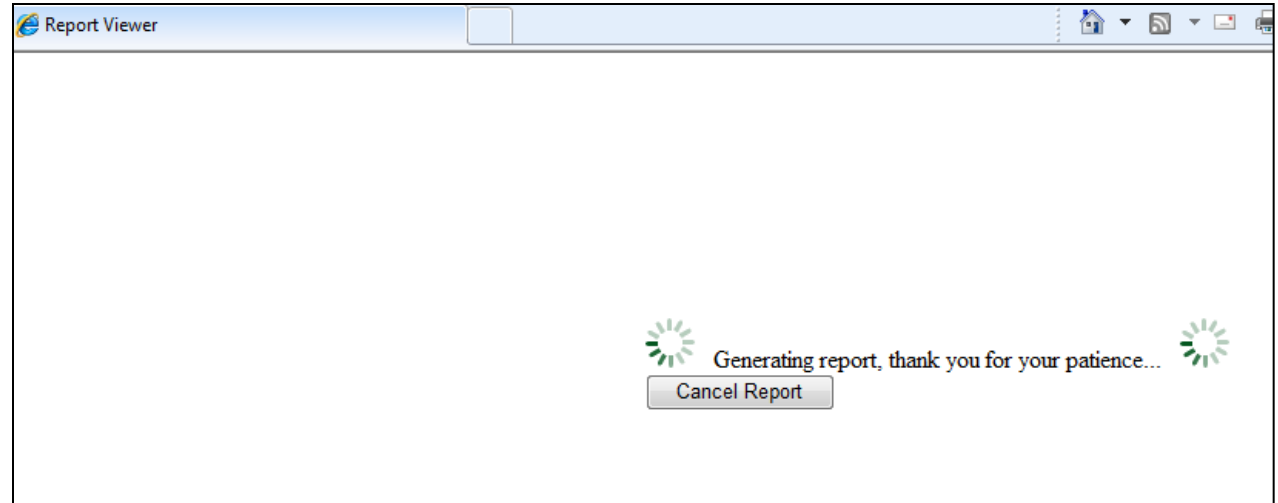
Appendix – Report Descriptions

Report Name	Report Description	Selection Criteria
Insurance Offer Prices	Displays the selected price types that are available for the selected criteria and chosen fields for the insurance offer	Commodity Year, Reinsurance Year, Filing Date, Commodity, Insurance Plan, State and County. Choose fields: Insurance Offer fields, Type/Practice fields, and Price fields
Listing by Commodity and Insurance Plan	Displays a list of commodities and insurance plans by commodity/reinsurance year	Commodity/Reinsurance Year, Commodities
Listing by State/County	Displays the number of insured counties and commodities for a commodity/reinsurance year by state and county	Commodity/Reinsurance Year, States, Counties
Count by Commodity and Insurance Plan	Displays the number of insured counties by commodity and insurance plan for a commodity/reinsurance year	Commodity/Reinsurance Year, Commodities, Insurance Plans
Count by State	Displays the number of counties and the number of county commodity programs for the selected commodity/reinsurance year(s) and state(s)	Commodity/Reinsurance Year, States

RMA

End of Tutorial for the
RMA Information Reporting System

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