



User Guide

Section 1.1

About the User Guide

Cotton Online Processing System

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Section 1.1 About the User Guide

A. Introduction

The purpose of this section is to introduce the User to the COPS User Guide. The COPS User Guide is divided into individual sections. Each option on the COPS Home Page has a corresponding section.

Each User Guide section is designed to provide the COPS User with:

- ◆ An introduction and overview of the individual option linked from the Home Page.
- ◆ Screen prints of all screens potentially accessed in the process of navigating through the option and its functions.
- ◆ Access instructions that give a step by step walk through of the option's processes with the results from each action step.
- ◆ Function tables for each individual screen with descriptive information about the text, data fields and buttons.

B. The COPS User Guide sections:

COPS Option	Guide Section	COPS Option	Guide Section
Administrative		Invoicing	
◆ About the User Guide	1.1	◆ Invoice Payment	4.1
◆ An Intro. To COPS	1.2	◆ Invoice Review	4.2
◆ Change Your Password	1.3	◆ Invoice Rev-CCR Cnty	4.2a
◆ Request Review	1.5	◆ Invoice Certification	4.3
◆ System Access Request	1.6	◆ Certification Recap	4.4
◆ User Maintenance	1.7		
◆ View Email	1.8	Receipts	
		◆ Bale Reclass	5.1
Bale		◆ Receipt Release	5.2
◆ Bale Information	2.1	◆ EAD Status	5.3
◆ Bale Invoice Search	2.2		
◆ Error Information	2.3	Reports	6.1
◆ Loan Information	2.4	◆ Accounting Reports	2.2
◆ Duplicate Bales	2.5	◆ Bale Invoice Search	6.4
◆ Bale Comments	2.6	◆ CCC-719	6.2
		◆ Forecasting	6.3
Information		◆ Sales Report	
◆ Accessibility Statement	3.1		
◆ Availability	3.2	Sales	6.2
◆ Experiencing Problems?	3.3	◆ Forecasting	7.1
◆ News Bulletins	3.4	◆ Sales Information	6.3
◆ Related Links	3.5	◆ Sales Reports	

Beside the Home Page options, two additional sections have been provided:

- ◆ About the User Guide - with further information about the User Guide (this section)
- ◆ An Intro to COPS - an introductory section, including how to access COPS and the initial logon process.

C. The Audience for the COPS User Guide.

The COPS User Guide is designed for all potential users of COPS. COPS is accessed by State, County, CMA/LSA, Warehouse, Master Warehouse, Warehouse Examiners, Cotton Merchant, USDA Core, WDC and Guest Users.

The Cotton Online Processing System is a secure system providing access authority based on the User's ID. And based on that access authority, users may have different screens displayed or not displayed in their option's process. In the User Guide, if there is different or limited access authority, it will be defined in both the screen prints and in the access instructions for each User.

Guest Users will have limited access to User Guide sections as they have limited access to COPS options.

D. COPS User Guide documents.

The COPS User Guide sections are documents designed to be opened and read online, printed on the User's local printer or downloaded to the User's PC.

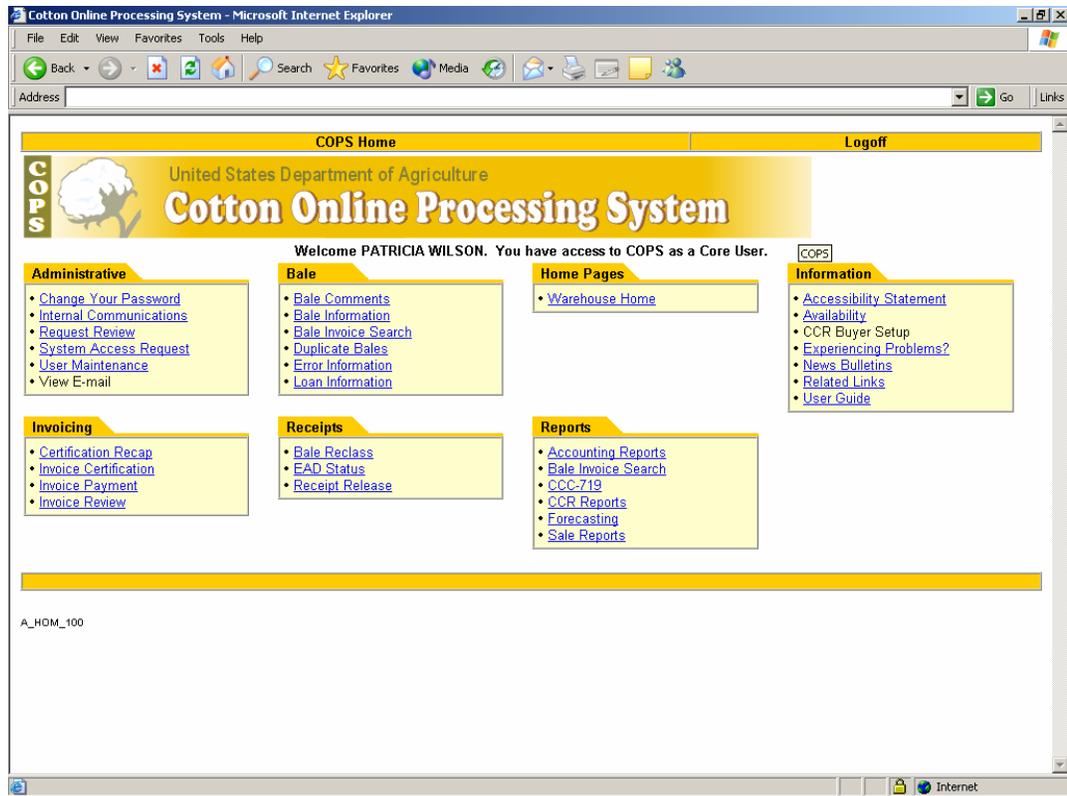
As enhancements or changes are made to COPS, they may affect the current version of the User Guide documentation. The User Guide section page changes will be listed under "User Guide Updates" to be opened and read online, printed on the User's local printer or downloaded.

E. Screens

1. Home Page (A_HOM_100)

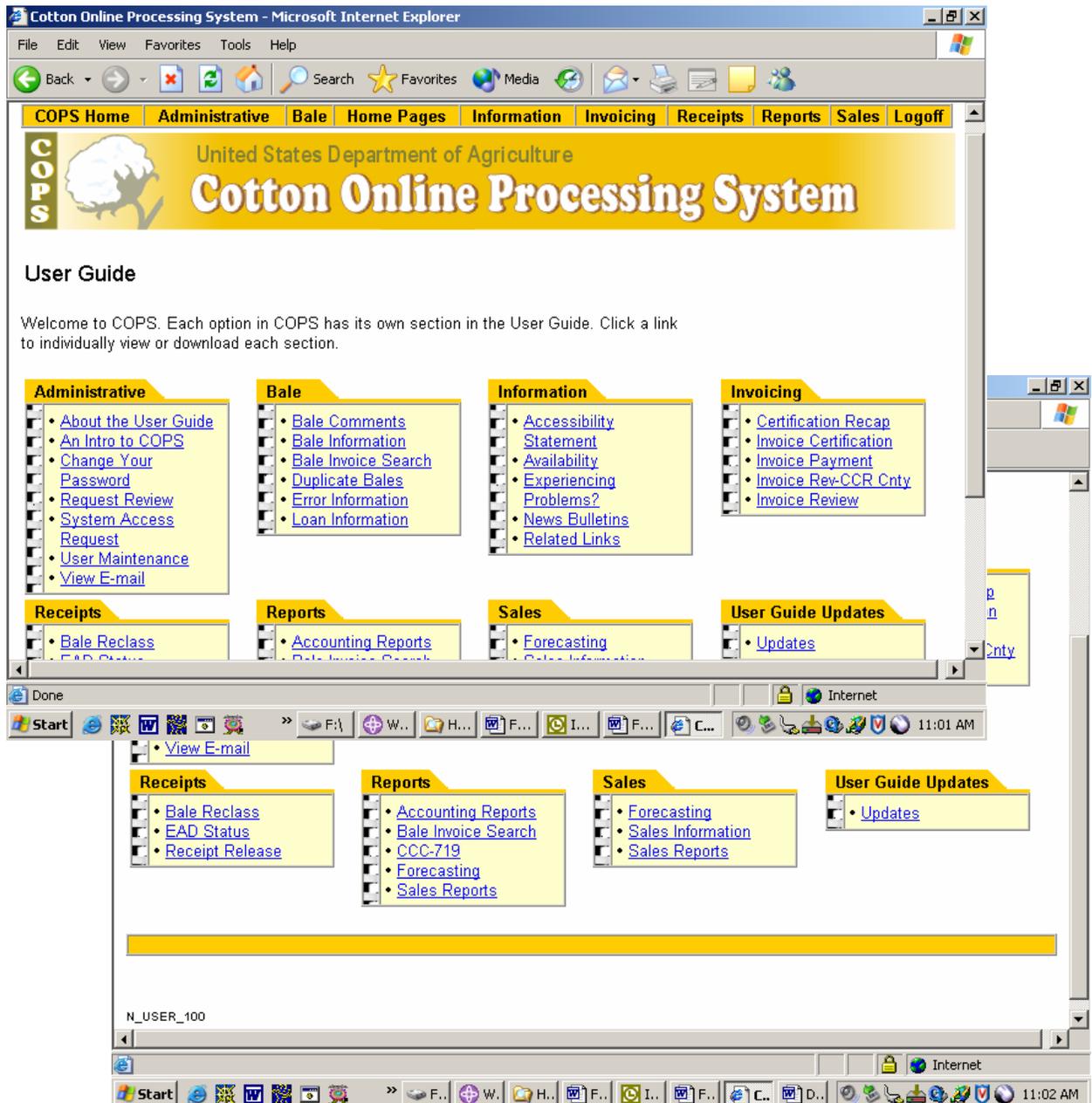
The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



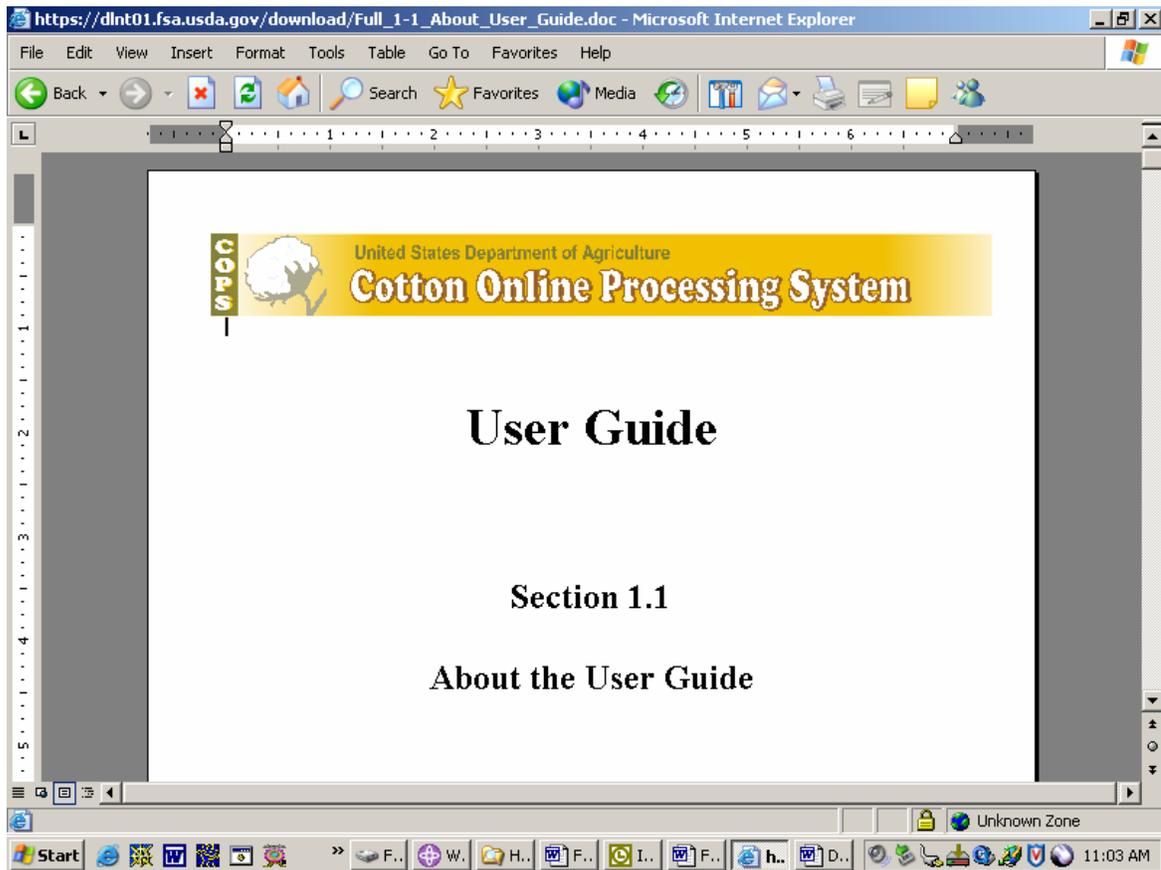
2. User Guide (N_USR_100)

The **User Guide** screen allows the User to select the options based on the User's ID. The allowed options will be underlined showing the links available to the User. Each option will be linked to a section of the User Guide for viewing online, printing to the User's local printer or downloading to the User's PC. Any enhancements or changes to the User Guide will be listed under "User Guide Updates". Guest Users will have limited access to User Guide sections as they have limited to COPS Home Page option.



3. User Guide (N_USR_100)

Section opened to be read, printed to User's local printer or saved/downloaded to User's PC.



4. User Guide Documents Format

A User Guide document will be displayed either in the Microsoft word format or the PDF format depending on how recently it was updated.

Starting with the User Guide version 1.6, all sections will be converted to the PDF format as they are updated with COPS changes eventually phasing out the Microsoft word document format.

F. User Guide Access Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "User Guide" link under the Information heading.	♦ The User Guide screen will be displayed (continue to step 2).
2.	<p>On the User Guide screen, do the one of the following:</p> <p>a. To open and view a section option, click the option link.</p> <p>b. To open and print a section on the User's local printer, click the option link.</p> <p>c. To download a section option, click the option link.</p> <p>d. To open and view or download an update change to the User Guide, click the option under "Updates to the User Guide".</p> <p>e. To return to the Home Page, on the navigation/menu bar at the top of the page, click "Home Page".</p> <p>f. To Log off the COPS system, on the navigation/menu bar at the top of the page, click "Log off".</p>	<p>a. The selected section of the User Guide will be opened (go to step 3).</p> <p>b. The selected section of the User Guide will be opened (go to step 3).</p> <p>c. The selected section of the User Guide will be opened (go to step 3).</p> <p>d. The selected section of the Updates to the User Guide will be opened (go to step 4).</p> <p>e. The Home Page screen will be displayed.</p> <p>f. The Log Off screen will be temporarily displayed, followed the Logon screen.</p>
3.	<p>From the User Guide screen, the selected section document will open for either reading online or to be downloaded to the user's PC.</p> <p>Do the following:</p> <p>a. To view the document, use the scroll bar to the right to scroll through the document's pages.</p>	<p>a. The document will scroll down or up for viewing.</p>

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Step	Action	Results
	<ul style="list-style-type: none"> b. To print the entire section or individual pages of the User Guide, click 'file', then click 'print'. c. To download the document to the user's PC, click the file icon on the tool bar. d. To cancel viewing the document, click the 'back arrow' on the browser. 	<ul style="list-style-type: none"> b. A pop-up box will appear to assist in printing the entire document or individual pages of the document to the User's local printer. c. A pop-up box will appear to assist in downloading the document to a folder on the User's PC. d. The document will close. <i>Note: If you click the X in the upper right corner of the screen or click 'File', then click 'Close' on the browser, the browser will log you off COPS and close the browser.</i>
4.	<p>When a "User Guide Updates" option is clicked, a document will opened with instructions regarding updates to the User Guide Sections. The instructions will give the Section changed, what was changed or added and the associated page numbers. Do one of the following:</p> <ul style="list-style-type: none"> a. To view the document, use the scroll bar to the right to scroll through the document's pages. b. To print the document, click 'file', then click 'print'. c. To download the document to the user's PC, click the file icon on the tool bar. d. To cancel viewing the document, click the 'back arrow' on the browser 	<p>The User Guide Update instructions should be followed to insure that any User Guide sections printed off are current and include the latest version of COPS documentation.</p> <ul style="list-style-type: none"> a. The document will scroll down or up for viewing. b. A pop-up box will appear to assist in printing the entire document or individual pages of the document to the User's local printer. c. A pop-up box will appear to assist in downloading the document to a folder on the User's PC. d. The document will close. <i>Note: If you click the X in the upper right corner of the screen or click 'File', then click 'Close' on the browser, the browser will log you off COPS and close the browser</i>

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G. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
Underlined Option	◆ Link to the option.
Command Buttons	Functions
<i>None on screen</i>	

2. User Guide (N_USR_100) Screen Functions

Selection	Description
Underlined Option	Links to options for the COPS User Guide sections to be either viewed or downloaded.
Command Buttons	Functions
<i>None on screen</i>	

H. History / Revision Log

Version #	Date	Description
1.0	JUL 30, 2003	New version of User Guide for 2003 COPS new look
1.1	AUG 1, 2003	New option CCC-719 added to Home Page. <ul style="list-style-type: none">♦ Updated pages with Home Page screen and COPS Options/User Guide table.
1.3	NOV 1, 2003	New option Duplicate Bales added to Home Page. <ul style="list-style-type: none">♦ Updated pages with Home Page screen and COPS Options/User Guide table.
1.4	DEC 1, 2003	Two new options Invoice Certification & Certification Recap added to Home Page <ul style="list-style-type: none">♦ Updated pages with Home Page screen and COPS Options/User Guide table.
1.7	NOV 18, 2005	New option Bale Comments added COPS Options/User Guide table. <ul style="list-style-type: none">♦ Updated pages with Home Page Screen.♦ On User Guide screen (N_USER_100), removed reference to Download All and order CD of User Guide.