

COPS



United States Department of Agriculture

Cotton Online Processing System

User Guide

Section 1.2

An Introduction to COPS

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A. Section 1.0 An Introduction to COPS Introduction

The purpose of the Introduction to COPS section is to provide the COPS User more information regarding the Cotton Online Processing System (COPS). Included in this section will be:

- ◆ Background information and an overview of COPS
- ◆ COPS Internet Address information
- ◆ General information
 - ◆ About Downloading files from COPS
 - ◆ Printing information from COPS screens
- ◆ Access and Logon information to the COPS Home Page

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B. Background Information

The Cotton Online Processing System (COPS) provides Internet access to entities within the Cotton Industry. COPS is accessed by State, County, Cooperative Marketing Associations (CMA), Loan Servicing Agents (LSA), Warehouse, Master Warehouse, Warehouse Examiner, Cotton Merchants, USDA Core, WDC and Guests Users.

Major business functions are to:

- ◆ Provide access to Cotton loan and bale detail information, including classing, error and transaction history information.
- ◆ Provide access to electronic warehouse receipt information.
- ◆ Provide access to electronically generated invoices which can be downloaded as text files.
- ◆ Provide ability to view the loan, receipt and invoice information through selection criteria.
- ◆ Provide ability for certified buyers to bid on eligible cotton bales in an online sales catalog and receive electronic notification of the award.
- ◆ Provide a method for certifying officers to approve invoices online, and enter electronic payment directly, thus expediting the process.
- ◆ Provide access to cotton sale reporting.
- ◆ Provide ability for Core to create and view accounting reports.
- ◆ Provide ability for Commodity Credit Corporation (CCC) to do forecasting.
- ◆ Provide ability for a User to change his/her password.
- ◆ Provide ability to view and work with emails within the Web site.

COPS has been designed to provide information on a "need to know" basis and thus the options available are based on security designed around the user's NITC Id and entity type. The COPS User's Guide will reference the access limitations within each individual option section.

The defined user entity types are:

- ◆ Guest Users (Limited access to COPS options)
- ◆ State and County Users
- ◆ CMA/LSA Users
- ◆ Warehouse Users
- ◆ Master Warehouse Users
- ◆ Warehouse Examiner Users
- ◆ Cotton Merchant (Buyer) Users
- ◆ Electronic Warehouse Receipt Provider Users
- ◆ USDA/FSA Core (APD, CCC, FOD, FAD) Users
- ◆ WDC Price Support Division Users

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C. General Information - Downloads

Throughout COPS, the ability to download information will be available. By clicking the link (indicated by an underscore below the key information, such as, loan number, invoice number, individual gin code/gin tag or an option link for the User Guide sections) the download process will open.

There are two types of downloads:

- ◆ File downloads, where the information is converted to a file format for downloading to the User's PC.
- ◆ Document downloads, where the information is an actual document to be saved on the User's PC.

1. A File Download

The links will be associated with data information for downloading. By clicking the link, a data file of the associated information will be built and a Microsoft file download pop-up box will appear.

The options will be to:

- ◆ open - view the comma delimited file in text format
- ◆ save - download the file to a folder on the user's PC
- ◆ cancel - cancel the download request
- ◆ more info - display more information about downloading.

2. A Document Download

On a document download, such as the User Guide section, the links on the options related to the sections of the User Guide will actually open a Microsoft Word document to either view (read online) or proceed to save to the User's PC by clicking 'file' then 'save' have the document file saved to a folder on the user's PC. See "About the User Guide" section 1.1 for further information and instructions.

3. A Generated Report Download

On many of the screens a button is available to 'generate a report'. When this button is clicked, a PDF document will be created using Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader on your PC, a pop-up window points the user to the 'Experiencing Problems' option on the Home Page which provided the ability to download it to your PC. Once the document is created in Acrobat Reader, you may save or print using the icon options on the Acrobat Reader tool bar.

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D. General Information - Printing

Some of the screens will have a "Print" button at the bottom of the page. When the "Print" button is selected, the complete page of the information is sent to the user's local printer.

E. Access and Logon Information for COPS - Internet Address

The Internet address for the COPS site is <https://www.fsa.usda.gov/cotton>

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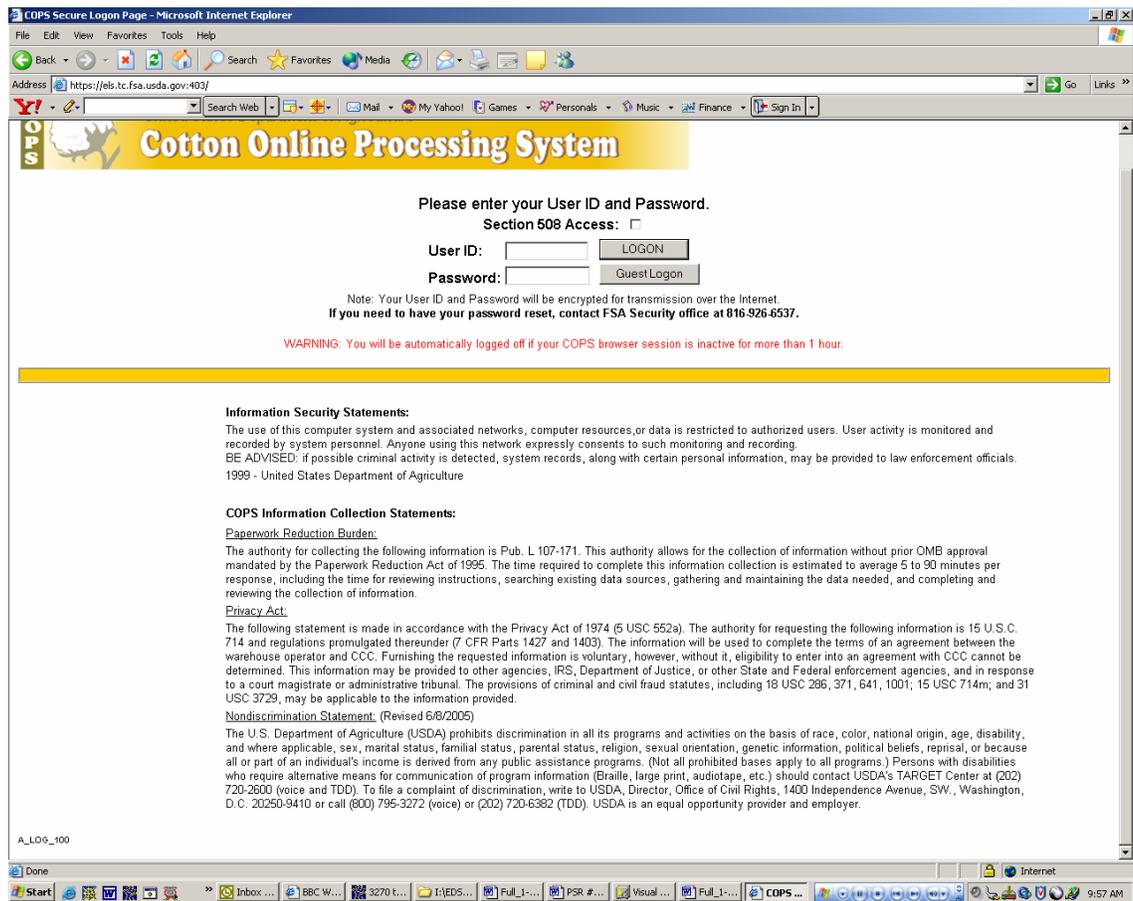
F. Access and Logon Information for COPS - Screens

1. COPS Logon (A_LOG_100) Screen

The COPS Internet address is <https://www.fsa.usda.gov/cotton>

Note: Type the address into the address field on the Internet browser. When the site opens, “Bookmark” or “Add to Favorites” is recommended.

The **COPS Logon** screen appears requiring the User to enter a User ID and password. If the user does not have an assigned User Id or password, they may logon as a Guest User.



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The "Section 508 Access" box when checked will assist those users requiring the COPS screens formatted to meet the requirements for Section 508 of Rehabilitation Act Amendments of 1998 for the American Disability Act.

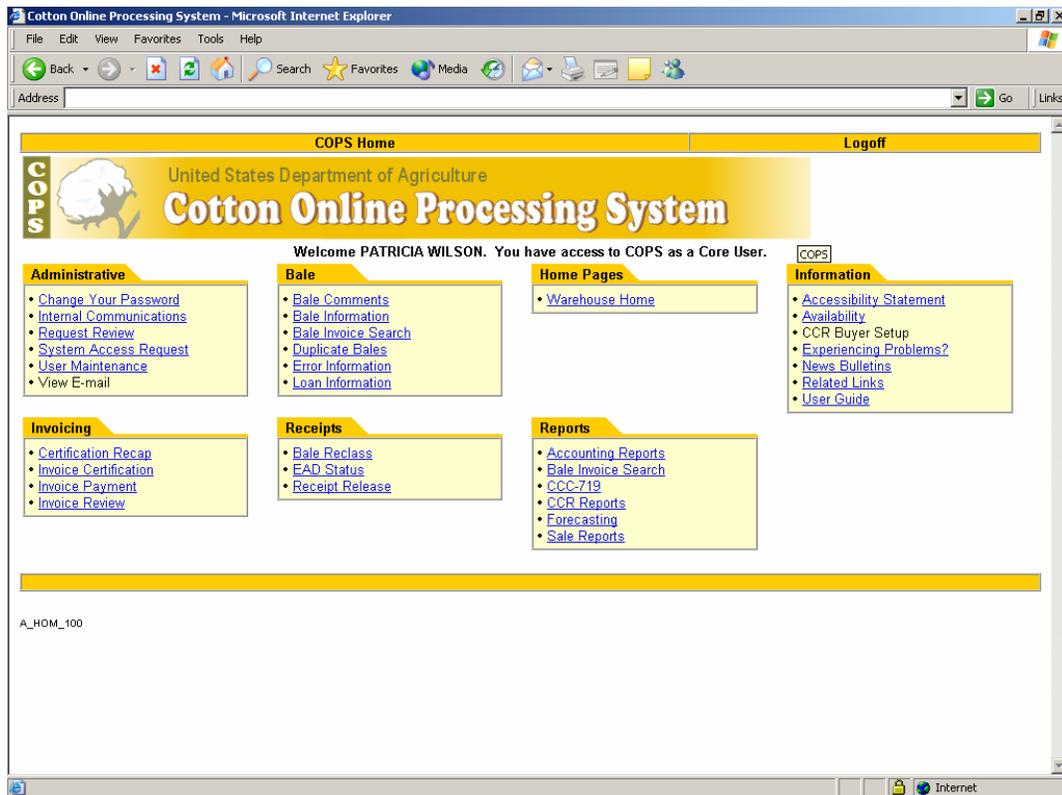
The Information Security Statement is published below the Logon area.

Information Collection statements regarding the Paperwork Reduction Act of 1995, the Privacy Act of 1974 and USDA regarding discrimination are published at the bottom of the Logon screen.

2. Home Page (A_HOM_100) (from User Id & password logon)

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.

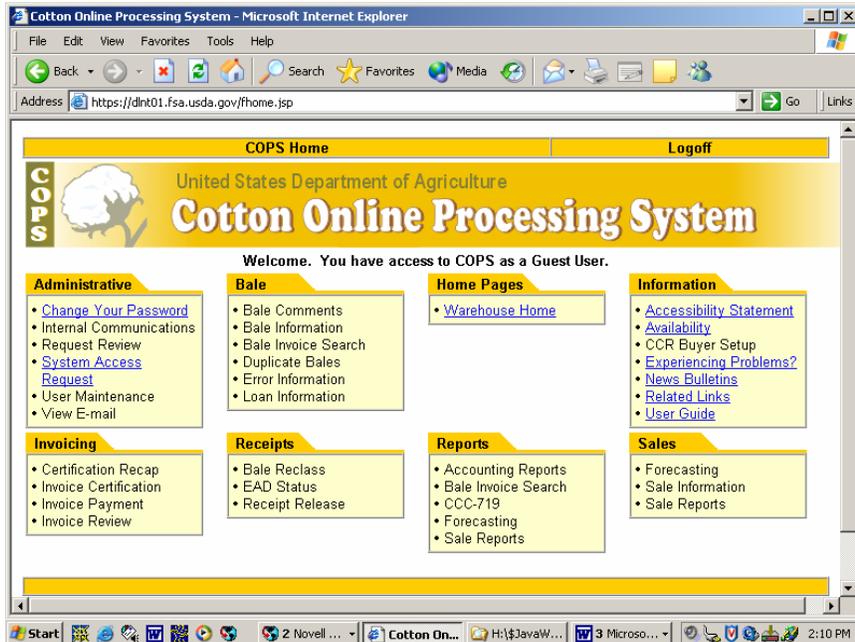
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



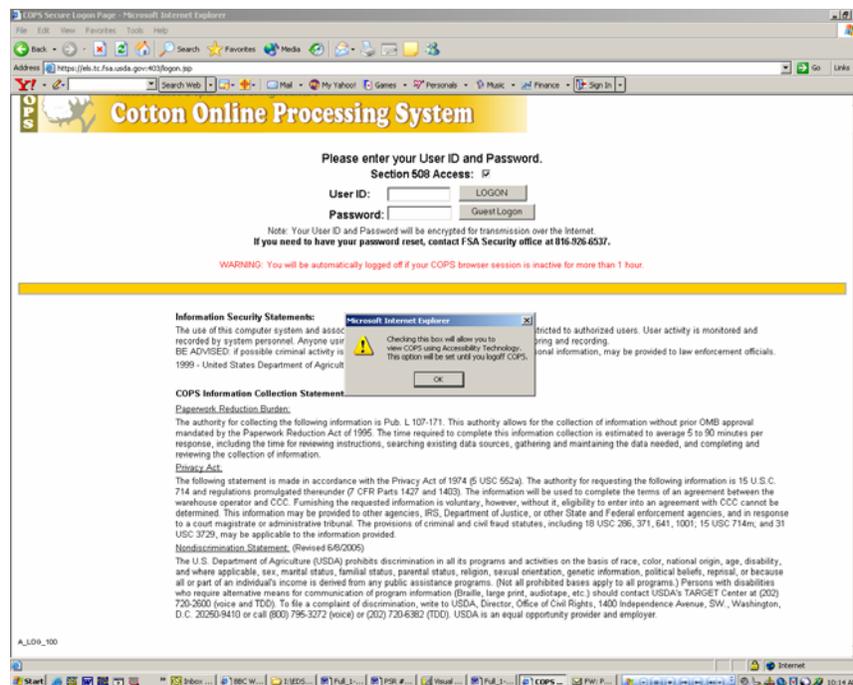
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3. Home Page (A_HOM_100) (from Guest Logon)

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. Guest Users will have limited access to the Home Page options.



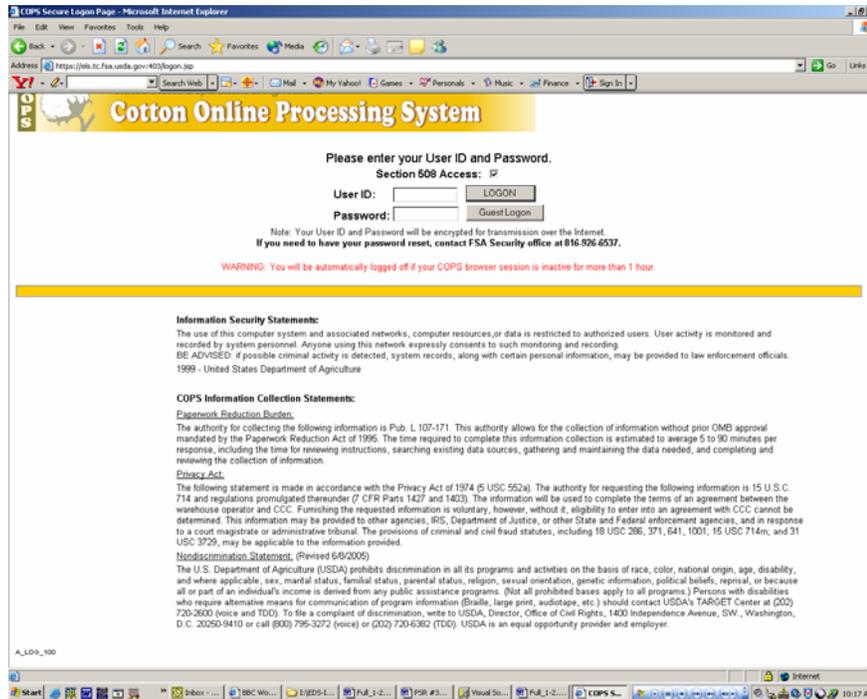
4. COPS Logon (A_LOG_100) Screen (with pop-up regarding 508)



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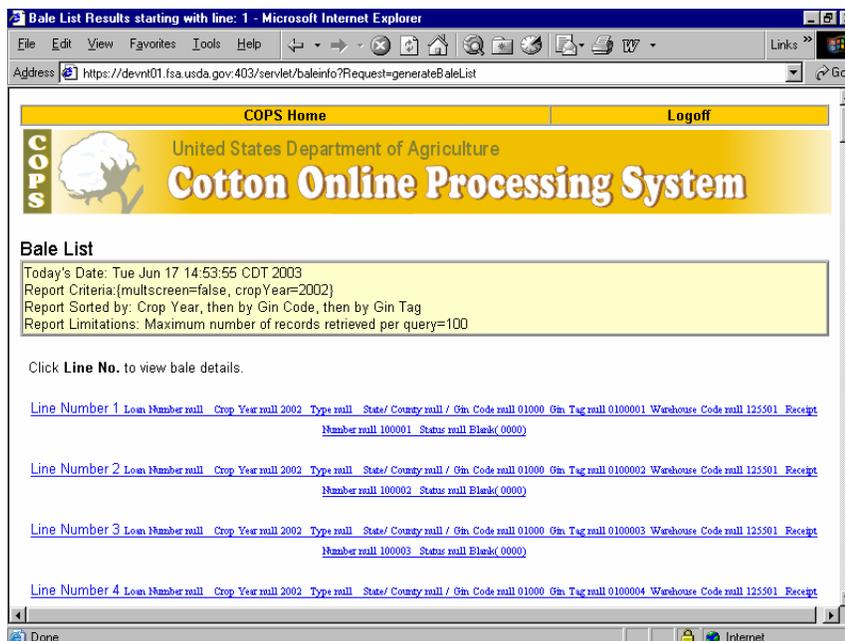
5. COPS Logon (A_LOG_100) Screen (with 508 Access)

After clicking on "OK" on 508 pop-up screen, **Logon** screen reappears for User logon.



6. Example of a 508 Compliant - Bale List (B_INF_110) Screen

For 508 compliance, instead of data listed under column heading, it is listed with a label before each data element for each individual row of information. Software, such as JAWS, will read the information left to right from top to bottom of the page.



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G. Access and Logon Information - Access Instructions

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

Step	Action	Results
1.	<p>1. From the PCs Internet browser (MS Internet Explorer or Netscape) do the following:</p> <ul style="list-style-type: none"> ◆ Type the COPS Internet address (https://www.fsa.usda.gov/cotton) into the address field on the Internet browser and click "GO". 	<ul style="list-style-type: none"> ◆ The COPS Logon screen will appear (continue to step 2).
2.	<p>On the COPS Logon screen, do the one of the following:</p> <ul style="list-style-type: none"> a. Users with a User Id and password established, enter the Logon Id and password, click "Logon". b. Guest Users, click on "Guest Logon". c. Users requiring 508 assistance, click to check the "Section 508 Access" box. 	<ul style="list-style-type: none"> a. The COPS Home Page screen will be displayed with limited allowed option access links underlined (go to step 3). b. A pop-up box will appear on the Logon screen informing the users that they will be viewing COPS using the 508 compliant accessibility technology (go to step 4).
3.	<p>On the COPS Home Page, do one of the following:</p> <ul style="list-style-type: none"> a. To proceed, click an underlined link option. b. To close and log off COPS, on the navigation / menu bar (at top of screen), click the "Logoff" option. 	<ul style="list-style-type: none"> a. The chosen option will open (refer to the User Guide section for the option chosen). b. The Cops Home Page screen will close and the Logon screen will appear (go to step 1 to logon again)
4.	<p>On the Logon screen 508 pop-up box, do the following:</p>	

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Step	Action	Results
	<ul style="list-style-type: none">◆ Click on "OK", to continue.	<ul style="list-style-type: none">◆ The Logon screen will appear with the Section 508 Access box checked (go to step 2 and do either a or b).

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H. Access and Logon Information - Function Tables for Screens

1. Logon (A_LOG_100) Screen Functions

Selection	Description
Section 508 Access	Check box to indicate if user requires COPS screens to be formatted for 508 compliance.
User Id	Enter User Id
Password	Enter password
Command Buttons	Functions
LOGON	Will validate User Id and Password to logon the user on COPS
Guest Logon	For Guest Users not assigned a User Id and password. Will provide limited access to some of the COPS options.

2. Home Page (A_HOM_100) Screen Functions

Selection	Description
<u>links</u>	Underlined links to the COPS options allowed to the user based on their User Id and entity type(s).
Command Buttons	Functions
<i>Top of screen</i>	Navigation / Menu bar with allowable options to navigate through COPS.

3. Logon (A_LOG_100) Screen Functions (with pop-up regarding 508)

Selection	Description
<i>none</i>	
Command Buttons	Functions
OK	Continues with the logon. Information on COPS will be viewed using 508 compliant accessibility technology.

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I. History / Revision Log

Version #	Date	Description
1.0	JUN 30, 2003	New version of User Guide for 2003 COPS new look.
1.1	AUG 1, 2003	New option CCC-710 COPS Home Page. ♦ Updated pages with Home Page screens.
1.3	NOV 1, 2003	New option Duplicate Bales added to Home Page. ♦ 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. ♦ Updated pages with Home Page screen and COPS Options/User Guide table.
1.6	JUL 25, 2005	To COPS Logon Screen, additional statements added regarding Paper Reduction Act, Privacy Act and USDA and discrimination. New option Warehouse on Home Page. ♦ Updated pages with Home page and logon screens.
1.6	OCT 11, 2005	New COPS Logon screen ♦ Implemented the change to COPS Logon screen and removal of second screen after logon.