United States Department of Agriculture

Cotton Online Processing System

User Guide

Section 1.7

User Maintenance

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Section 1.7 User Maintenance

A. Introduction

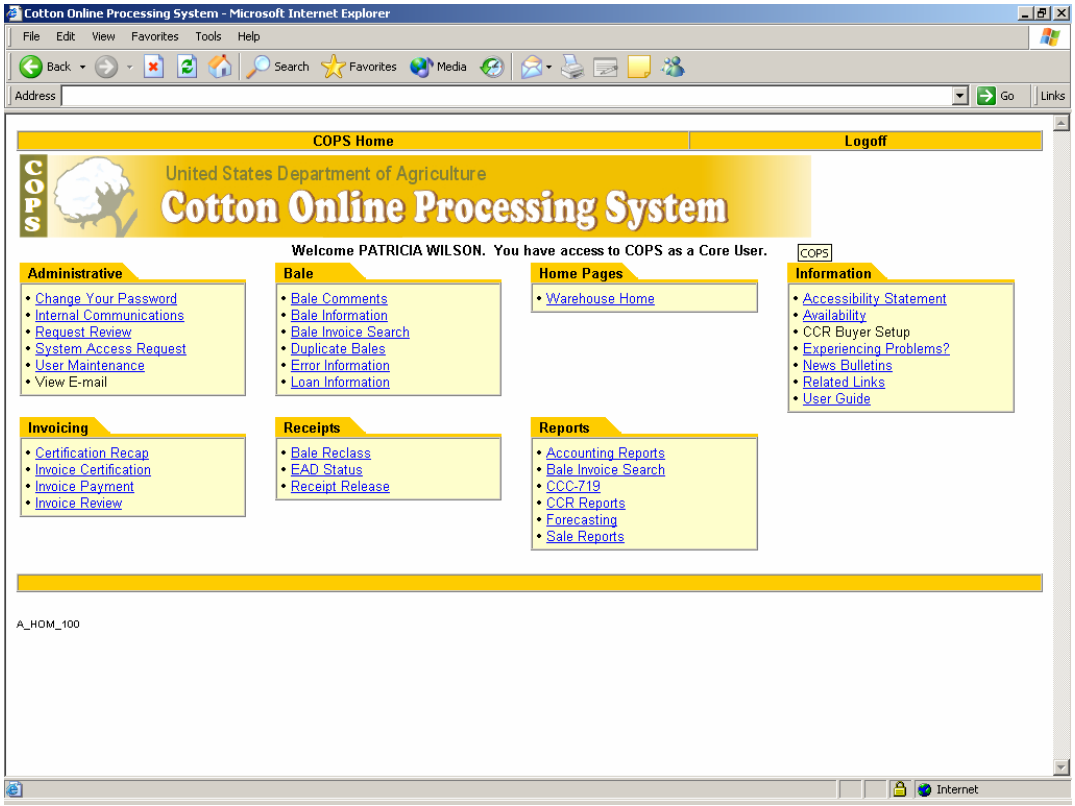
The "User Maintenance" link on the COPS Home Page provides the ability to display and update user information.

B. Screens

1. Home Page (A_HOM_100)

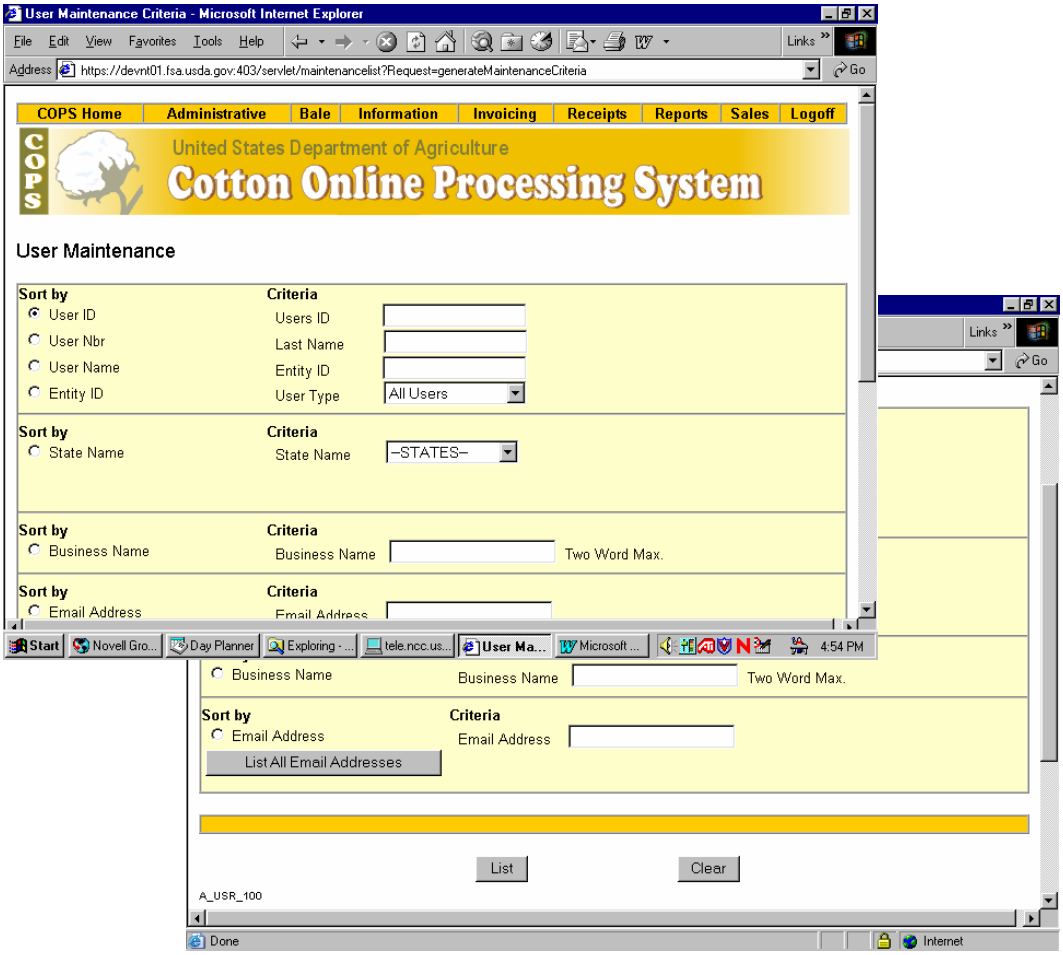
The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

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.



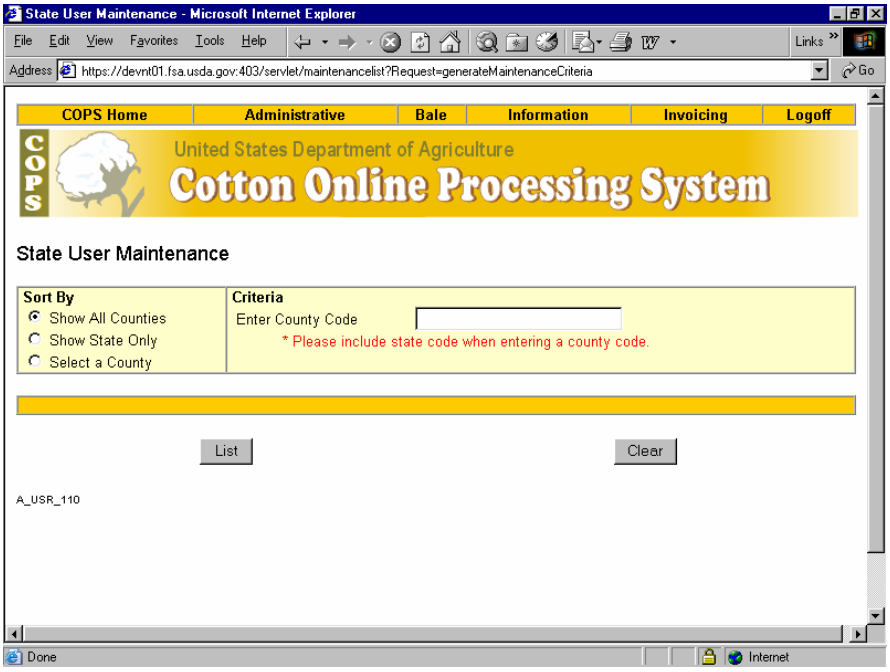
2. User Maintenance Criteria (A_USR_100) for Core Users

The User Maintenance Sort/Criteria screen is displayed for Core Users only. This screen provides for Core Users the ability to use selection criteria and sorts to list users.



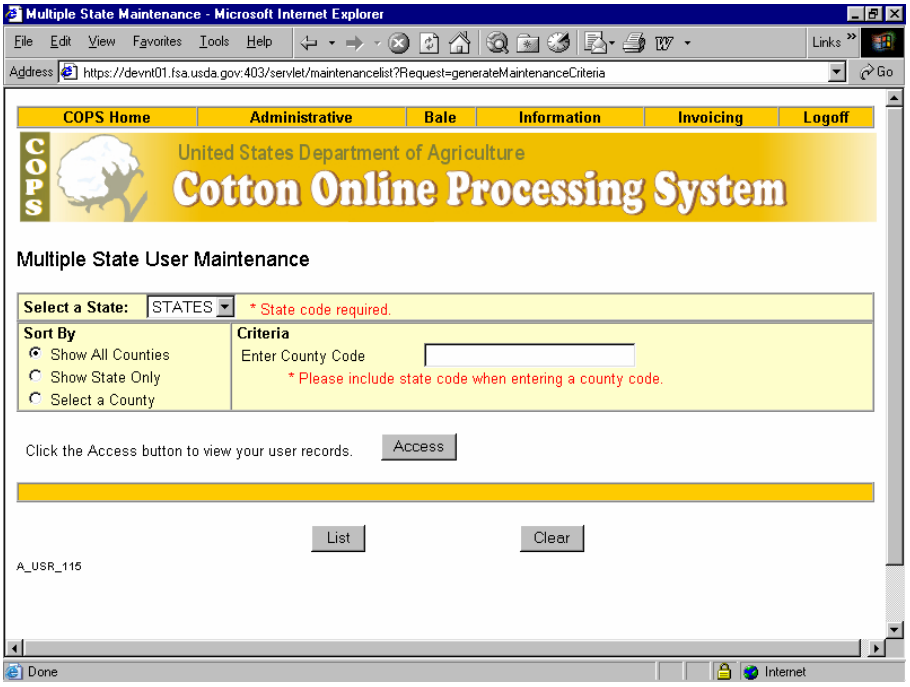
3. State User Maintenance Criteria (A_USR_110) for State Users

The State User Maintenance Criteria screen to list state users only, all county users in state or users in a selected county.



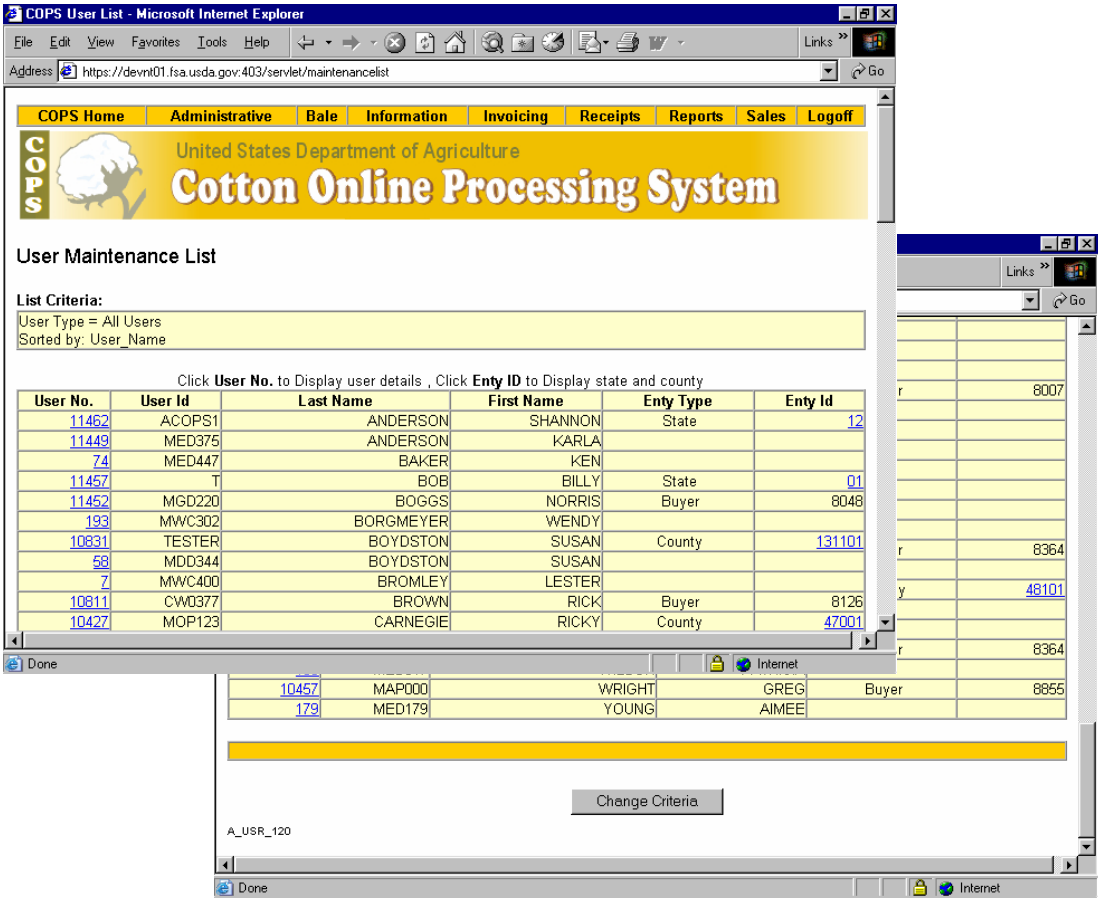
4. Multiple State User Maintenance Criteria (A_USR_115) for Multiple State Users

The Multiple State User Maintenance screen for multi-state users to select a state to list the state users, all county users in state or users in a selected county.



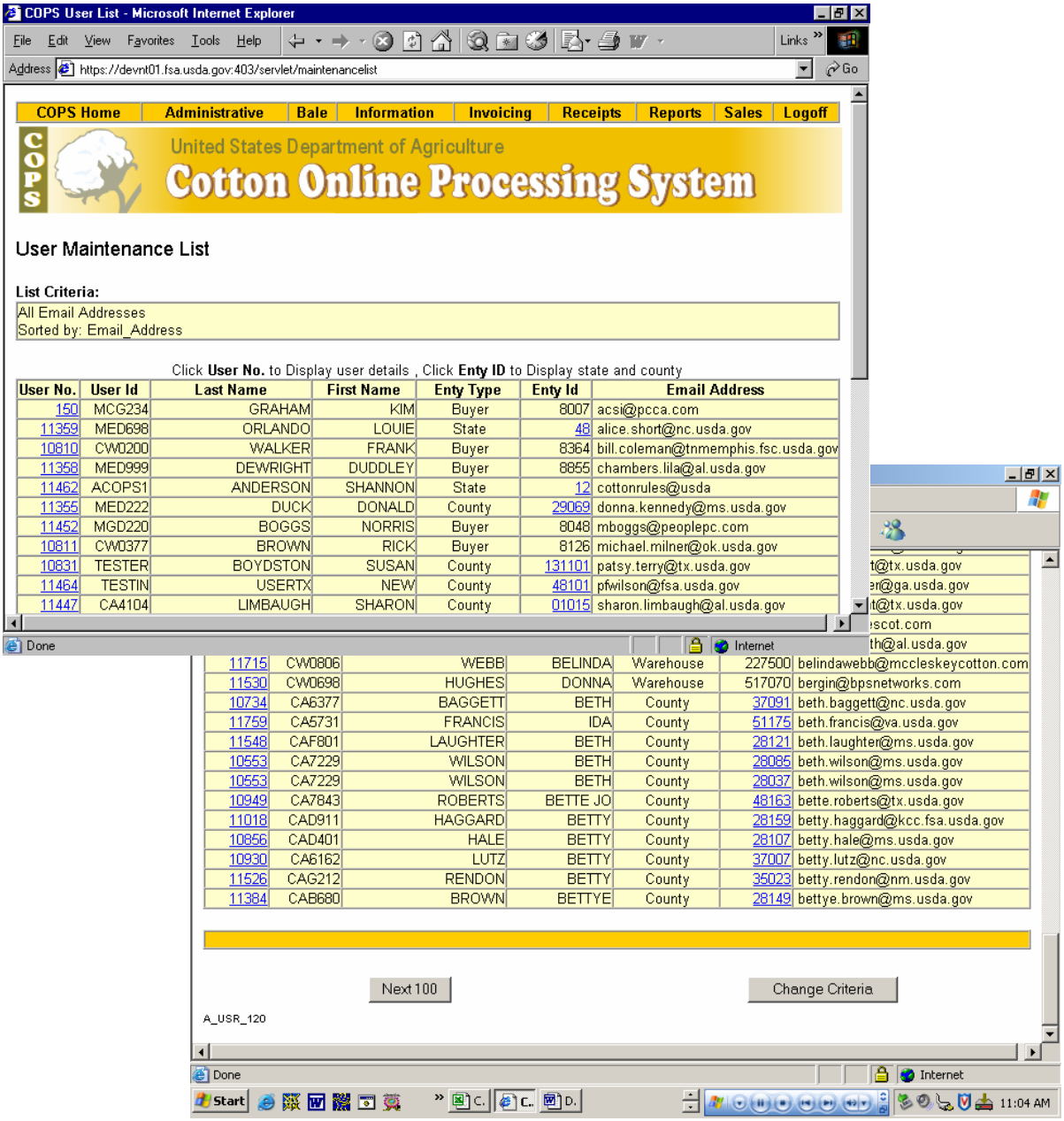
5. User Maintenance List (A_USR_120) for Core Users

The **User Maintenance List** screen will, for the Core Users, either list all users or only list those users meeting the section criteria requirements. For non-Core Users, the **User Maintenance List** will only list the user (see **User Maintenance** screen **for single user**).



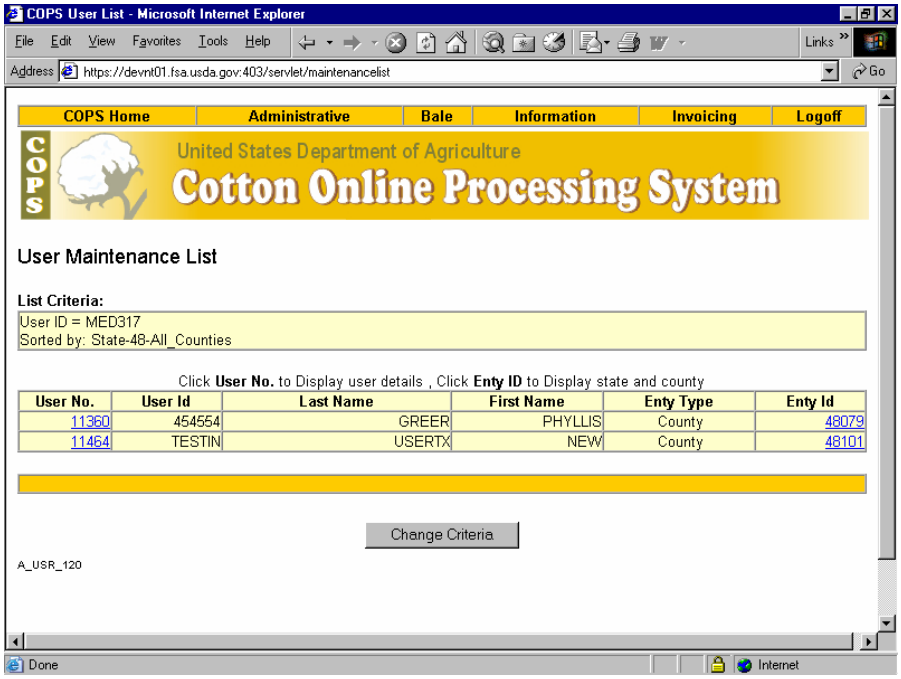
6. User Maintenance List (A_USR_120) for Core Users - select All E-mail addresses

The **User Maintenance List** screen will include the e-mail addresses if the Core User has selected the "List All Email Addresses" on the **User Maintenance Sort/Criteria** screen.



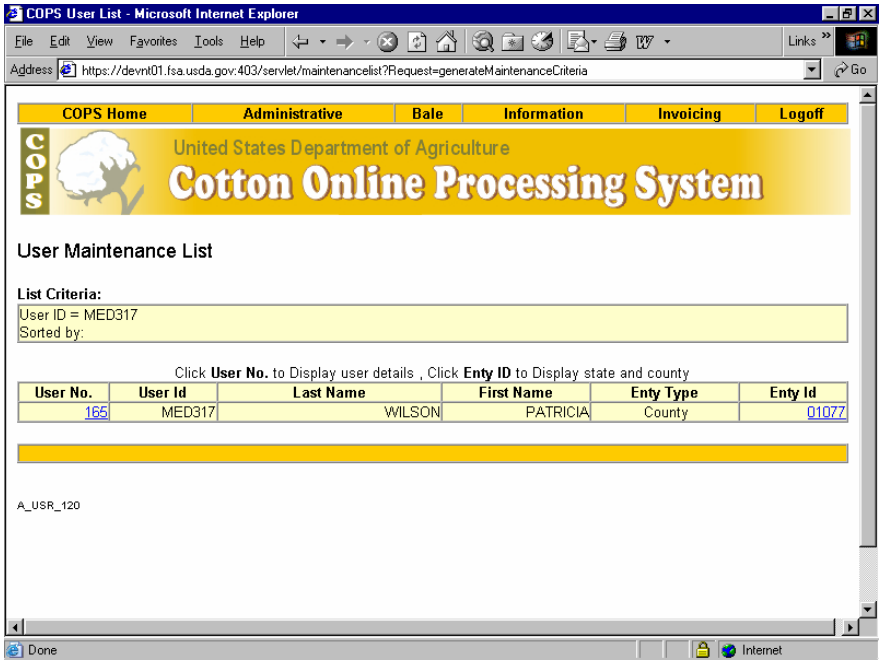
7. User Maintenance List (A_USR_120) for State and Multiple State Users

The User Maintenance List screen for a Multiple State User will list users based on the selection criteria. The user list may contain all county users in the state, state users in the state or specific county users in the state.



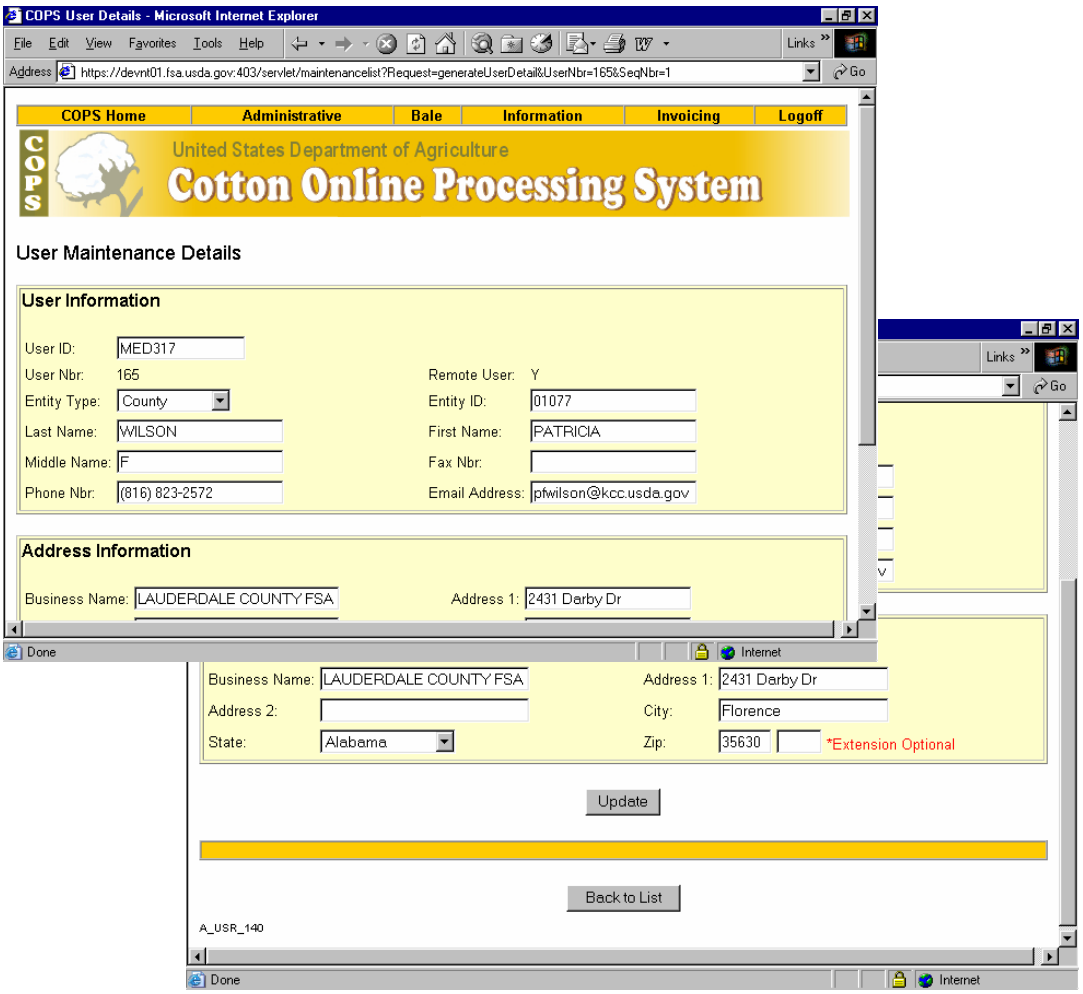
8. User Maintenance List (A_USR_120) for a Single User

The **User Maintenance List** screen for displays the user's Name and Id's. If the User has more than one entity type, all will be displayed.



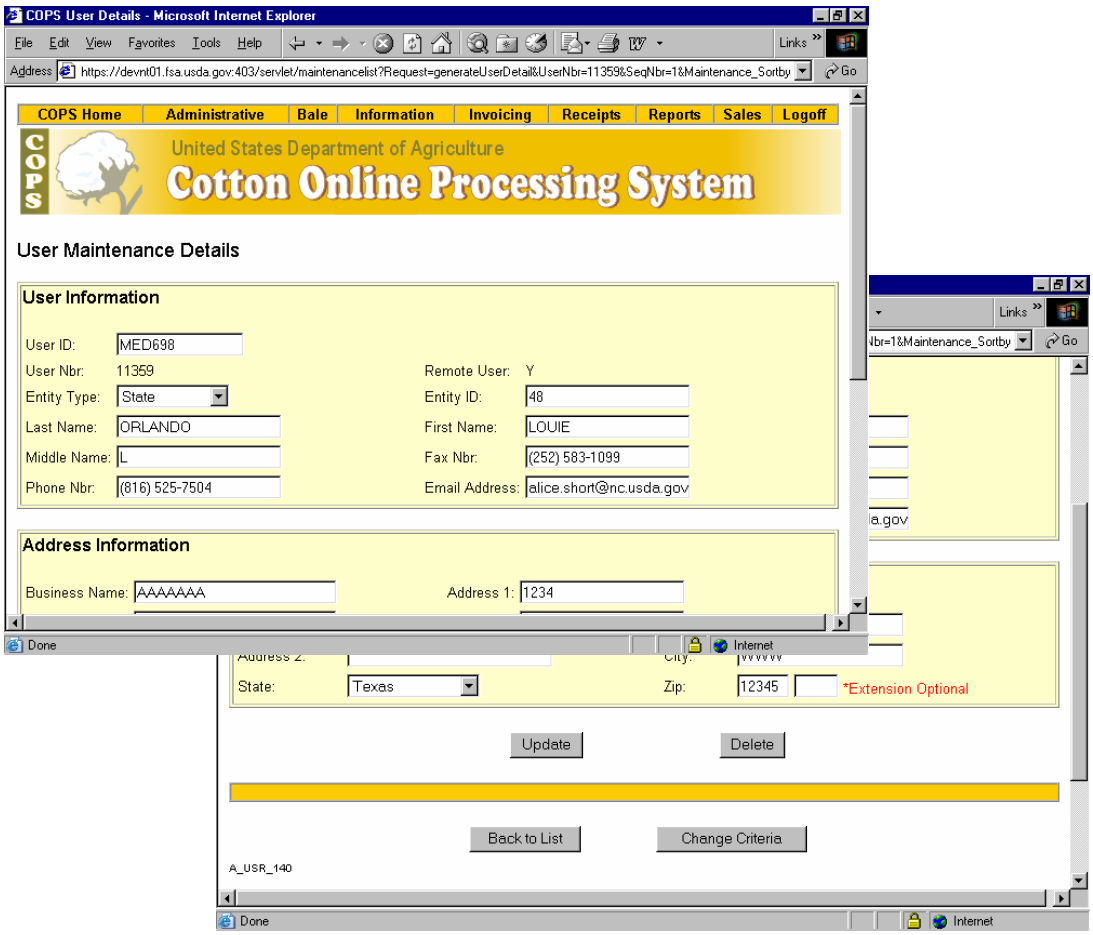
9. User Maintenance Details (A_USR_140) for a Single User

The **User Maintenance Detail** screen for a single user displays the user's detail information with the ability to update the information.



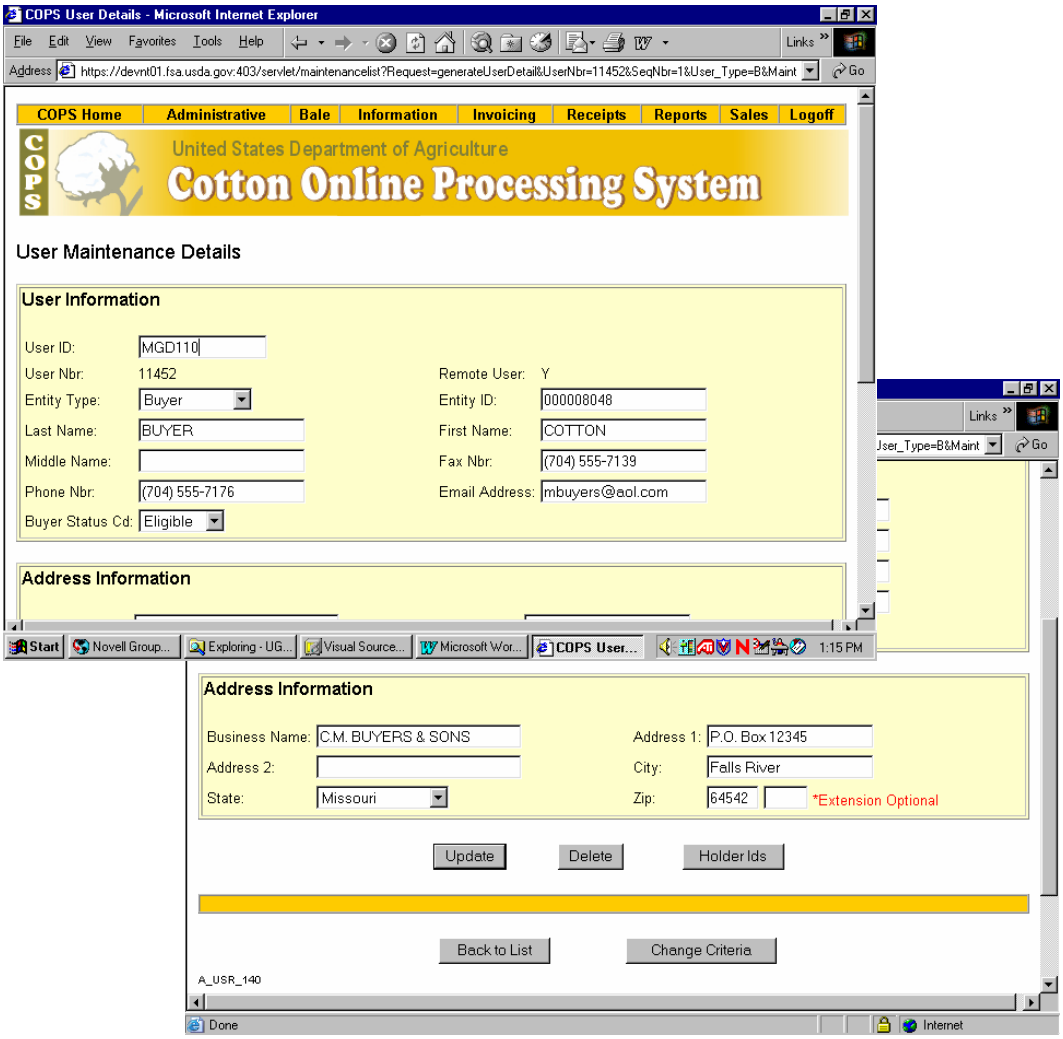
10. User Maintenance Details (A_USR_140) Core / State / Multiple State User

The **User Maintenance Detail** screen displays the information for the user selected on the **User Maintenance List** screen. Only the Core User has the ability to delete the information.



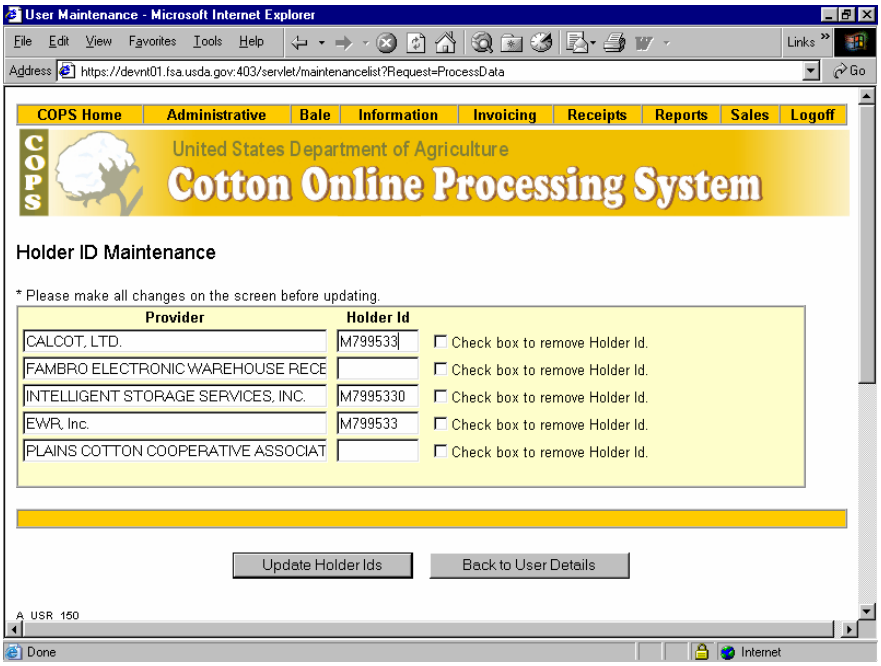
11. User Maintenance Details (A_USR_140) Core User / Buyer User

The **User Maintenance Detail** screen, for a Core User displays the information for the user selected on the **User Maintenance List** screen. Only the Core User has the ability to delete the information. If the user information displayed is for a Buyer, the "Holder ID" button appear.



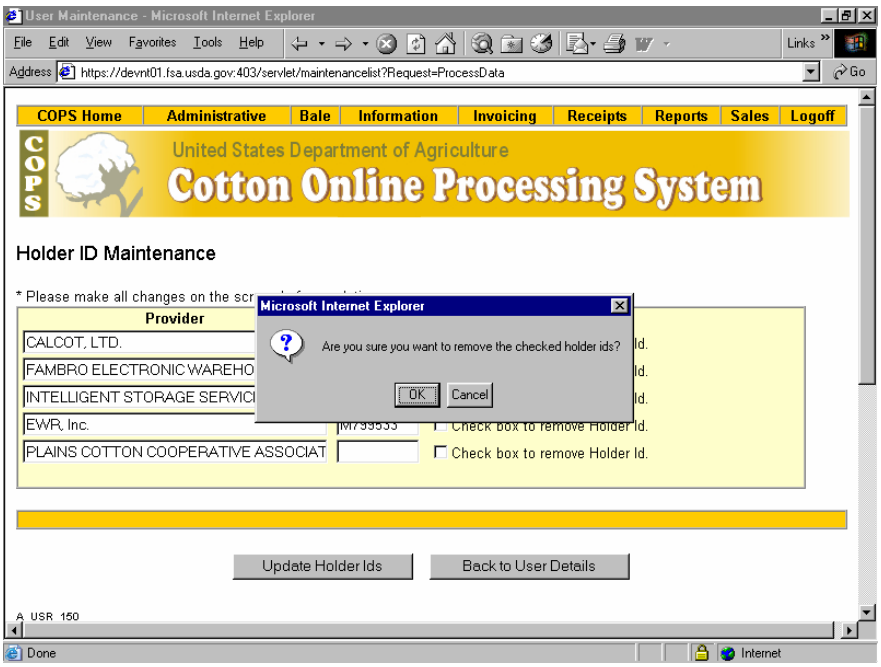
12. Holder ID Maintenance (A_USR_150) Core User / Buyer User

The Holder ID Maintenance screen displays the Holder Ids for the Buyer on the User Maintenance Detail screen. Only Core and the individual buyer have access.



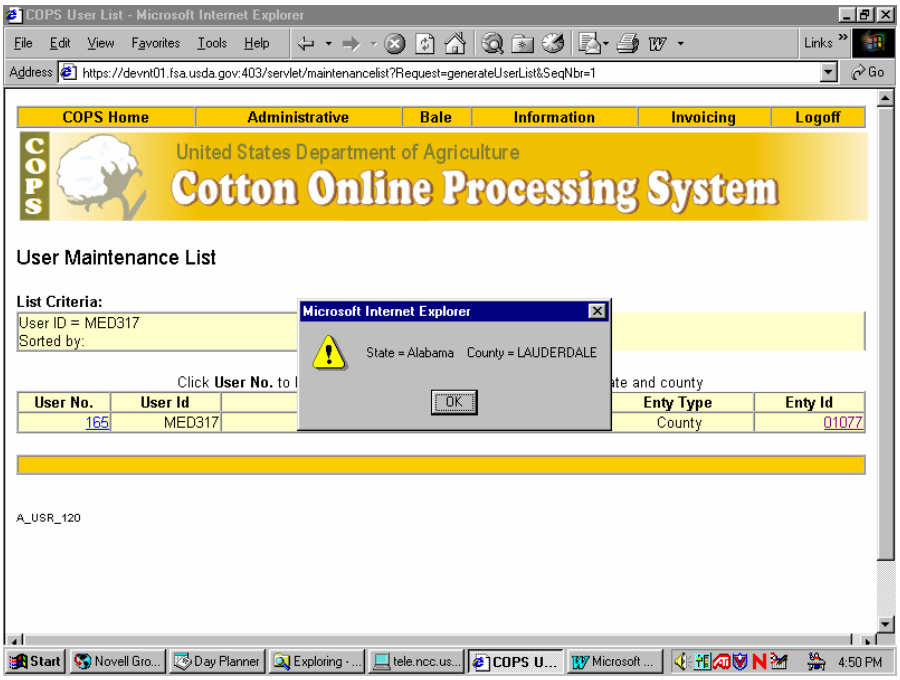
13. Holder ID Maintenance (A_USR_150) with delete pop-up

A Delete pop-up box to verify the delete of the Holder Id.



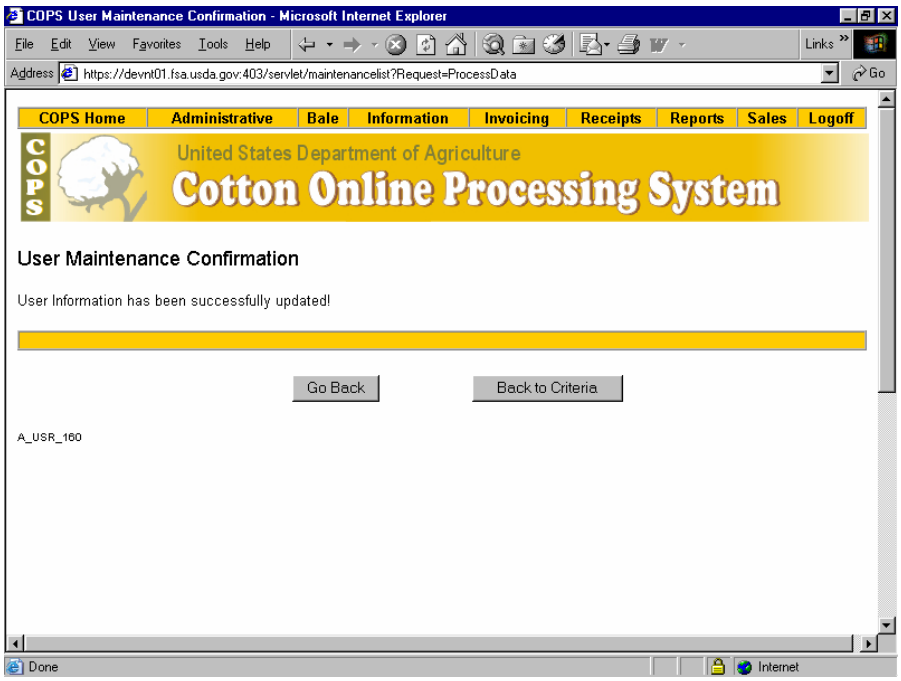
14. User Maintenance List (A_USR_120) with Entity pop-up box

The **Entity pop-up box** will appear when the entity link is clicked.

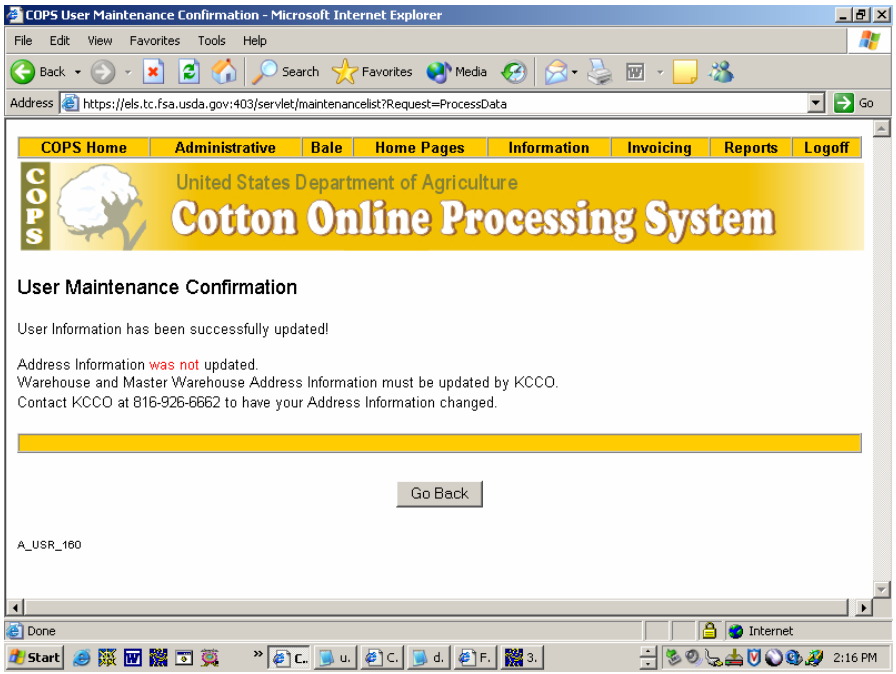


15. User Maintenance Confirmation (A_USR_160) for update

The **User Maintenance Confirmation** screen provides update status information.

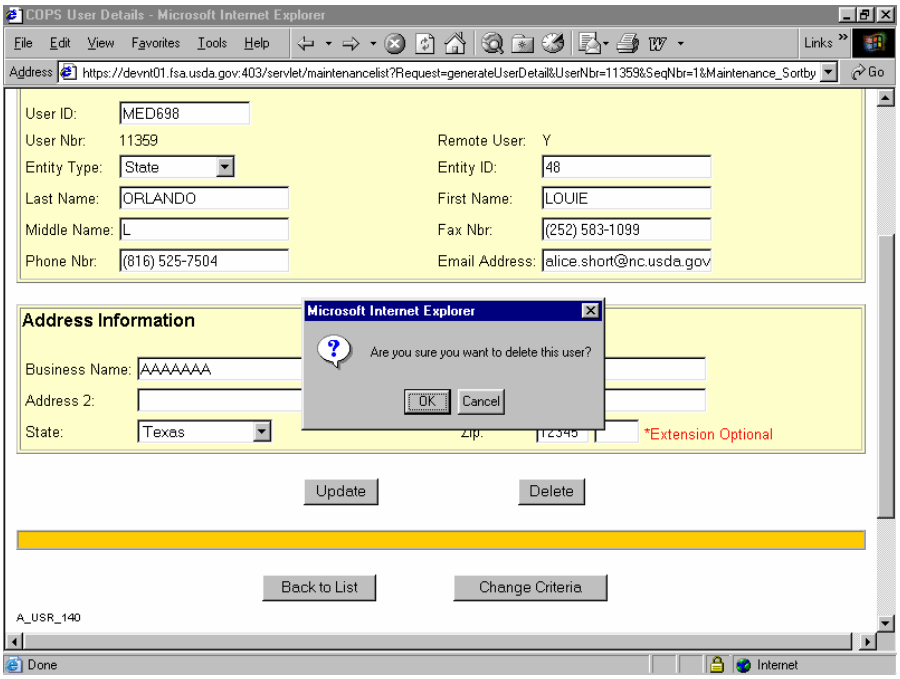


Warehouse specific **User Maintenance Confirmation** screen provides update status information.



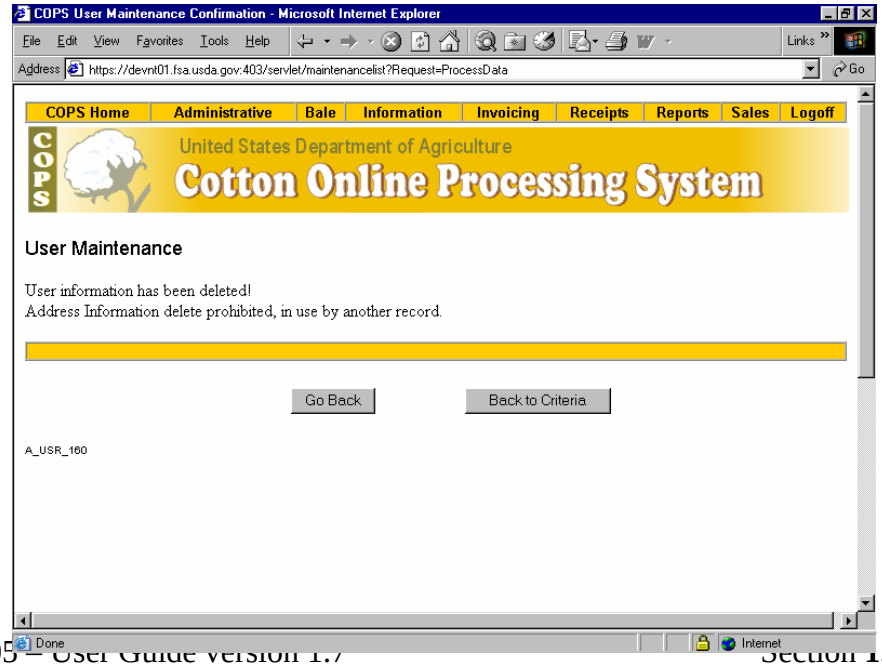
16. User Maintenance Detail (A_USR_140) with Delete pop-up

The **Delete pop-up box** will appear to verify the delete. Only Core users have the authority and ability to delete the user information.



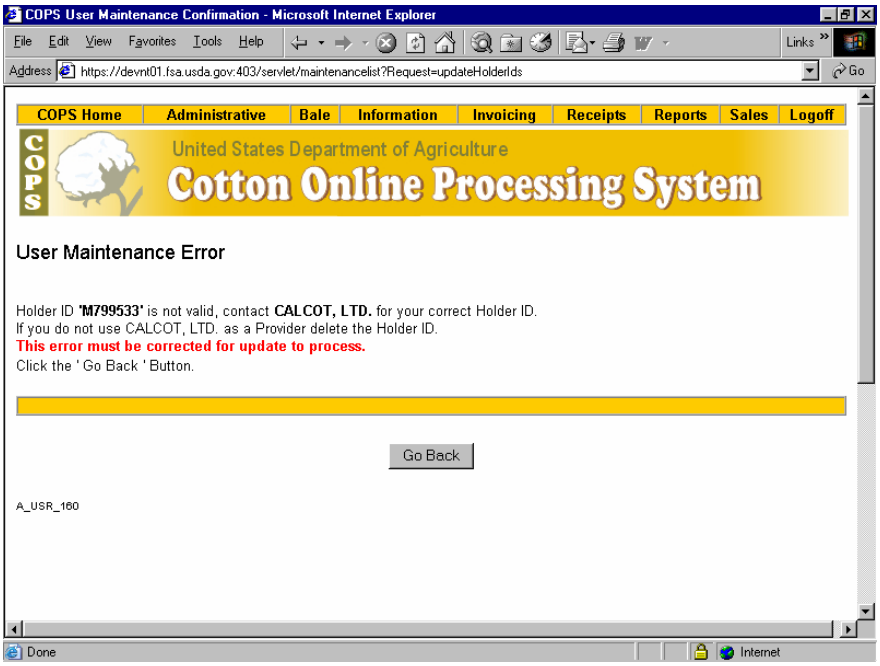
17. User Maintenance Confirmation (A_USR_160) for delete

The **User Maintenance Delete Confirmation** screen provides delete status information.



18. User Maintenance Error (A_USR_160)

The **User Maintenance Error** screen appears when an update error occurs.



C. User Maintenance 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 Maintenance" link under the Administration heading.	♦ For non-Core/State Users, the **User Maintenance List** screen will be displayed (go to step 5). ♦ For Core Users, the **User Maintenance Criteria** screen will be displayed (go to step 2). ♦ For State Users the **State Maintenance Criteria** screen will be displayed (go to step 3). ♦ For Multiple State Users the **Multiple State Maintenance Criteria** screen will be displayed (go to step 4).
2.	On the **User Maintenance Criteria** screen for Core Users, **do the one of the following:** a. To list all users, select sort a order, then click "List". b. To list users based on specific criteria, complete the criteria section(s), select a sort order, then click "List". c. To list all e-mail addresses for users, click "List All email Addresses". d. To reset and clear any selection criteria that has been entered, click "Clear".	a. The **User Maintenance List** screen will be displayed (go to step 5). b. The **User Maintenance List** screen will be displayed with only the users meeting the selection criteria (go to step 5). c. The **User Maintenance List** screen with e-mail addresses will be displayed (go to step 5). d. The **User Maintenance Criteria** screen text fields will be reset and cleared. (continue with this step).
3.	On the **State User Maintenance Criteria** screen for Core Users, **do the one of the following:**	

Step	Action	Results
	a. To list all users, select sort a order, then click "List". b. To list users based on specific criteria, complete the criteria section(s), select a sort order, then click "List". c. To list all e-mail addresses for users, click "List All email Addresses". d. To reset and clear any selection criteria that has been entered, click "Clear".	a. The **User Maintenance List** screen will be displayed (go to step 5). b. The **User Maintenance List** screen will be displayed with only the users meeting the selection criteria (go to step 5). c. The **User Maintenance List** screen with e-mail addresses will be displayed (go to step 5). d. The **User Maintenance Criteria** screen text fields will be reset and cleared. (continue with this step).
4.	On the **Multiple State User Maintenance Criteria** screen for Core Users, **do the one of the following:** a. To list all users, select sort a order, then click "List". b. To list users based on specific criteria, complete the criteria section(s), select a sort order, then click "List". c. To list all e-mail addresses for users, click "List All email Addresses". d. To reset and clear any selection criteria that has been entered, click "Clear".	a. The **User Maintenance List** screen will be displayed (go to step 5). b. The **User Maintenance List** screen will be displayed with only the users meeting the selection criteria (go to step 5). c. The **User Maintenance List** screen with e-mail addresses will be displayed (go to step 5). d. The **User Maintenance Criteria** screen text fields will be reset and cleared. (continue with this step).
5.	On the **User Maintenance List** screen, **do one of the following:** a. To view the user's detail information, click the link under "User No.".	a. The **User Maintenance Details** screen will be displayed for the selected user (go to step 6).

Step	Action	Results
	b. To view the user's entity information, click the link under "Entity Id".	b. An **Entity pop-u**p box will appear with the entity information (go to step 7).
	c. For the Core User, to change the list selection criteria, click "Change Criteria".	c. Returns to the **User Maintenance Criteria** screen (go to step 2).
	d. For the State User, to change the list selection criteria, click "Change Criteria".	d. Returns to the **State User Maintenance Criteria** screen (go to step 3).
	e. For the Multiple State User, to change the list selection criteria, click "Change Criteria".	e. Returns to the **Multiple State User Maintenance Criteria** screen (go to step 4).
6.	On the **User Maintenance Details** screen, **do one of the following:**	
	a. To change the user's detail information, enter the change, then click "Update".	a. The **User Maintenance Confirmation** screen will appear to notify of the successful update (go to step 8). If there was an error with the update, the **User Maintenance Error** screen will appear (go to step 13)
	b. To return to **User Maintenance List** screen, click "Back to List".	b. Returns to the **User Maintenance List** screen (go to step 5).
	c. For Core and Buyer User, if the detail is for a buyer, to see the buyer's holder id(s), click "Holder Ids".	c. The **Holder Id Maintenance** screen will be displayed (go to step 11).
	d. For a Core User, to delete the user's detail information, click "Delete"	d. A **Delete pop-up** box appears to verify the delete (go to step 9).
	e. For a Core, State or Multiple State User, to return to the **User Maintenance Criteria** screen, click "Change Criteria".	e. - For Core User, returns to **User Maintenance Criteria** screen (go to step 2). - For State User returns to **State User Maintenance Criteria** screen (go to step 3).

Step	Action	Results
		- For Multiple State User, returns to **Multiple State Criteria** screen (go to step 4).
7.	On the **Entity pop-up** box, to clear the pop-up window, click "OK".	♦ The **Entity pop-up** box is closed (go to step 6).
8.	On the **User Maintenance Confirmation** screen, **do one of the following:** a. To return to the **User Maintenance Details** screen, click "Go Back". b. For a Core or State or Multiple State User, to return to the **User Maintenance Criteria** screen, click "Back to Criteria". c. For Core or Buyer users to return to **Holder Id Maintenance** screen, click "Go Back".	a. Returns to the **User Maintenance Details** screen (go to step 6). b. - For Core User, returns to **User Maintenance Criteria** screen (go to step 2). For State User returns to **State User Maintenance Criteria** screen (go to step 3). For Multiple State User, returns to **Multiple State Criteria** screen (go to step 4). c. Returns to **Holder Id maintenance** screen (go to step 11).
9.	On the **Delete pop-up** box for Core Users, **do one of the following:** a. To continue with the delete of the user's detail information, click "OK". b. To cancel the delete of the user's detail information, click "Cancel".	a. The **User Maintenance Delete Confirmation** screen will be displayed with delete status information (go to step 10). b. The **Delete pop-up** box is closed (go to step 6).
10.	On the **User Maintenance Delete Confirmation** screen for Core Users, **do one of the following:**	

Step	Action	Results
	a. To return to the **User Maintenance Details** screen, click "Go Back". b. To return to the **User Maintenance Criteria** screen, click "Back to Criteria".	a. Returns to the **User Maintenance Details** screen (go to step 6). b. Returns to the **User Maintenance Criteria** screen (go to step 2).
11.	On the **Holder Id Maintenance** screen, for Core and Buyer User, **do one of the following**: a. To add a Holder Id for the buyer, enter the information, then click "Update Holder Ids". b. To change a Holder Id for the buyer, modify the holder Id information, then click "Update Holder Ids". c. To delete a Holder Id for the buyer, click the check box beside the holder Id to be deleted, then click "Update Holder Ids. d. To return to the **User Maintenance Detail** screen, click "Back to User Details".	a. Either the **User Maintenance Confirmation** screen will appear (go to step 8) or, if there is an error, the **User Maintenance Error** screen will appear (go to step 13). b. Either the **User Maintenance Confirmation** screen will appear (go to step 8) or, if there is an error, the **User Maintenance Error** screen will appear (go to step 13). c. The **Delete pop-up** box will appear for verification (go to step 12). d. Returns to the **User Maintenance Detail** screen (go to step 6).
12.	On the **Delete pop-up** for the **Holder Id Maintenance** screen, do one of the following: a. To continue with the delete, click "OK". b. To cancel the delete, click "Cancel".	a. Either the **User Maintenance Confirmation** screen will appear (go to step 8) or, if there is an error, the **User Maintenance Error** screen will appear (go to step 13). b. Returns to the **Holder Id Maintenance** screen (go to step 11).

Step	Action	Results
13.	On the **User Maintenance Error** screen, click "Go Back" to return to the prior screen.	♦ Returns to the prior screen. For **Holder Id Maintenance** screen (go to step 11). For **User Maintenance Detail** (go to step 6).

D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
Bale Invoice Search	Link to the Bale Invoice Search process. The **Bale Invoice Search** screen will be opened.
Command Buttons	**Functions**
None	

2. User Maintenance Criteria (A_USR_100) (for Core User) Screen Functions

Selection	Description
Users ID	Enter unique ID for user
Last Name	Enter last name of user
Entity ID	Enter entity ID for user(s)
User Type	Select User type
State Name	Select state
Business Name	Enter business name
Email Address	Enter e-mail address
Command Buttons	**Functions**
Sort	Select (User ID, User Number, User Name, Entity ID, State Name, Business Name, E-mail Address) to sort list by
List All Email Addresses	Will include e-mail address in listing
List	To list users meeting the selection criteria.
Clear	Clears all information entered. Information can be entered again.

3. State User Maintenance Criteria (A_USR_110) Screen Functions

Selection	Description
Enter County Code	Enter county code (ssccc) with "Select a County"
Command Buttons	**Functions**
Sort by	Select (Show All Counties, Show State Only, Select a County) for list
List	To list users meeting the selection criteria.
Clear	Clears all information entered. Information can be entered again.

4. **Multiple State User Maintenance Criteria** (A_USR_115) **Screen Functions**

Selection	Description
Select a State	Select a state from the dropdown box
Enter County Code	Enter county code (ssccc) with "Select a County"
Command Buttons	**Functions**
Sort by	Select (Show All Counties, Show State Only, Select a County) for list
Access	To view the User's information
List	To list users meeting the selection criteria.
Clear	Clears all information entered. Information can be entered again.

5. **User Maintenance List** (A_USR_120) **Screen Functions**

Selection	Description
Users ID	Unique ID for user(s)
Last Name	Last name of user(s)
First Name	First name of user(s)
Entity Type	Entity type for user(s)
Entity ID	Entity ID for user(s)
Email Address	E-mail address(s)
Command Buttons	**Functions**
User No. link	For user selected, the **User Maintenance Details** screen will appear.
Entity Id link	Pop-up box displays the entity id information.
Change Criteria	Returns to the User Maintenance Sort / Criteria screen.

6. **User Maintenance Details** (A_USR_140) **Screen Functions**

Selection	Description
Users ID	Enter unique ID for user
User Number	Unique user number assigned user
Remote User	Indicates if user is remote
Entity type	Select entity type
Entity ID	Enter entity ID
Last Name	Enter last name
First Name	Enter first name

Middle Name	Enter middle name or initial
Fax Nbr.	Enter fax number
Phone Nbr.	Enter phone number
Email Address	Enter e-mail address
Business Name	Enter business name
Address1	Enter 1st line of address
Address2	Enter 2nd line of address
City	Enter City
State	Select state
Zip	Enter zip code
Command Buttons	**Functions**
Update	To update the user's detail information
Delete	To delete the user's detail information (only for Core Users)
Back to List	Return to User Maintenance List screen.
Change Criteria	Return to User Maintenance Criteria screen
Holder ID's	If for Buyer, list Holder ID's (only for Buyer & Core Users)

7. Holder Id Maintenance (A_USR_150) Screen Functions

Selection	Description
Provider	Provider name
Holder Id	Unique holder Id for buyer with the provider
Check box	If checked, will remove Holder ID on update.
Command Buttons	**Functions**
Update Holder Ids	To process the update to the Holder Id(s)
Back to User Details	Returns to the **User Maintenance Details** screen

8. User Maintenance Confirmation (A_USR_160) Screen Functions

Selection	Description
Text	Message regarding the status of the update or delete of the user's detail information
Command Buttons	**Functions**
Go Back	Returns to the **User Maintenance Details** screen

Back to Criteria	Returns to the **User Maintenance Sort / Criteria** screen

9. User Maintenance Error (A_USR_160) Screen Functions

Selection	Description
Text	Message regarding the status of the update or delete of the information
Command Buttons	**Functions**
Go Back	Returns to either the **User Maintenance Details** screen or the **Holder Id Maintenance** screen, based on the update screen.

E. History / Revision Log

Version #	Date	Description
1.0	JUL 8, 2003	New version of User Guide for 2003 COPS new look
1.1	AUG 1, 2003	New option CCC-719 added to COPS Home Page. ♦ Updated pages with Home Page screens.
1.3	OCT 27, 2003	New option Duplicate Bales added to Home Page ♦ Updated pages with Home Page.
1.4	DEC 5, 2003	Two new options Invoice Certification & Certification Recap added to Home Page a. Updated pages with Home Page.
1.7	NOV 28, 2005	New option Bale Comments added COPS Options/User Guide table. ♦ Updated Home Page (A_HOM_100) screen. ♦ Updated document with warehouse Specific User Maintenance Confirmation (A_USR_160) Screen. ♦ Added additional text for clarification on access instructions & Function Table.