



# **User Guide**

## **Section 2.6**

### **Bale Comments**

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# Cotton Online Processing System

## Section 2.6 Bale Comments – CORE users only

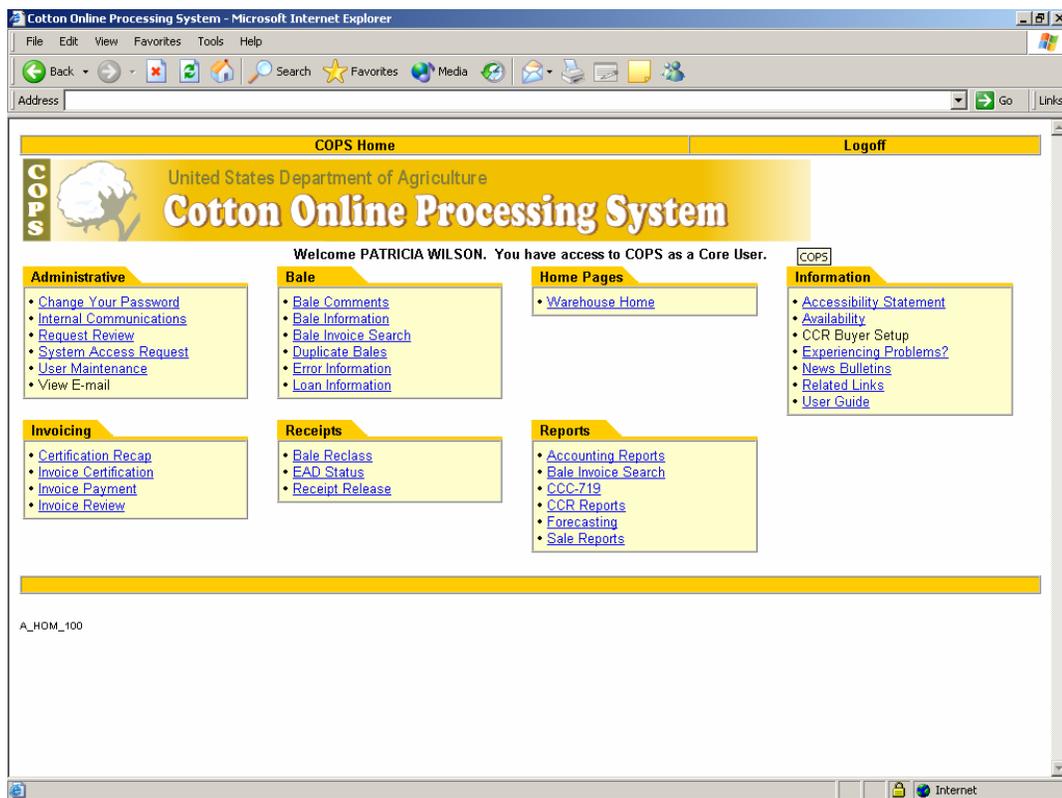
### A. Introduction

Bale Comments provide the ability to add comments to individual bales or a group of bales based upon a set of user defined criteria. It is assessable to COPS CORE users only and is reached after clicking on the Bale Comments link from the COPS Home screen (A\_HOM\_100).

#### 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.

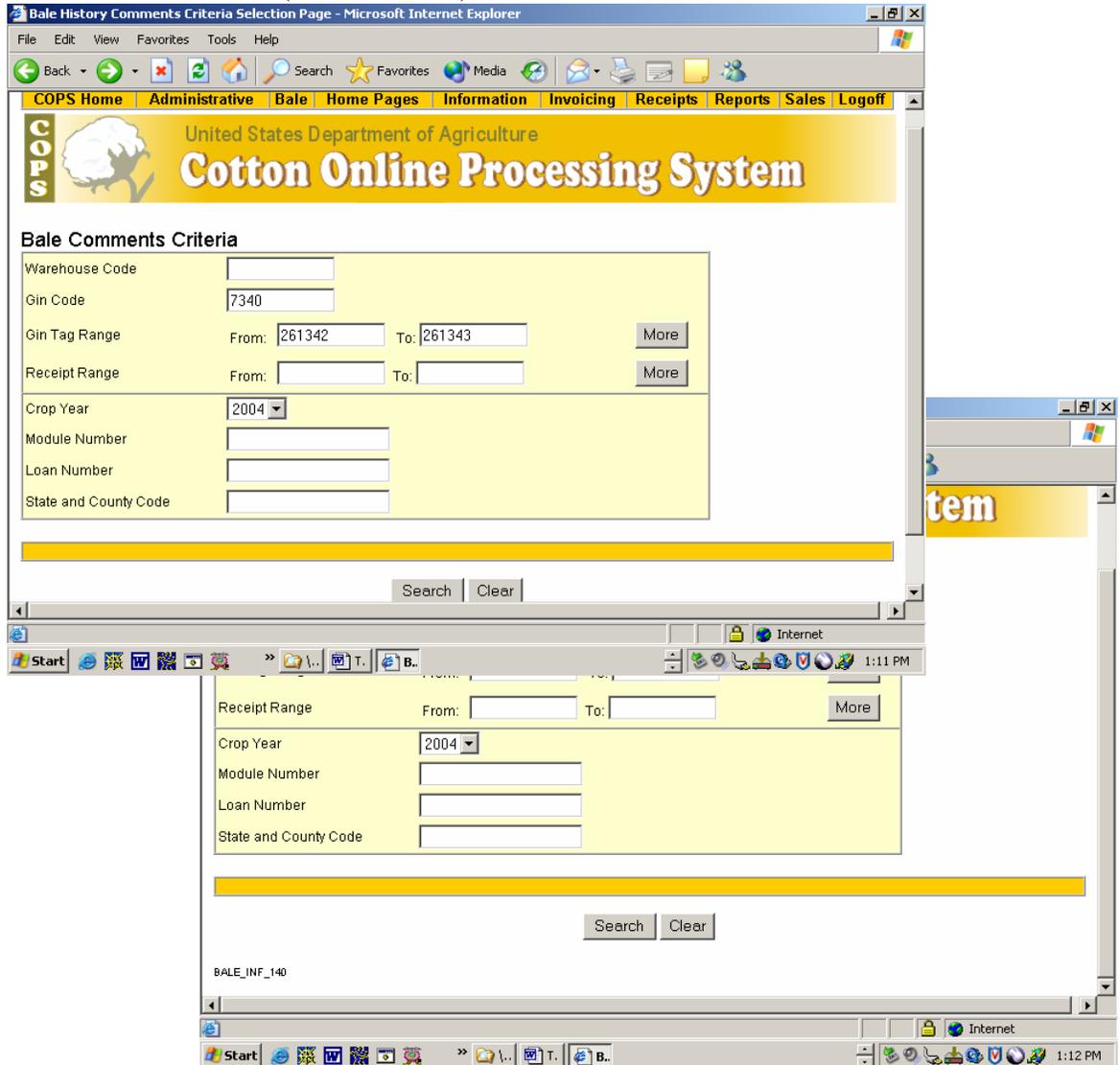
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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## 2. Bale Comments Criteria (BALE\_INF\_140)

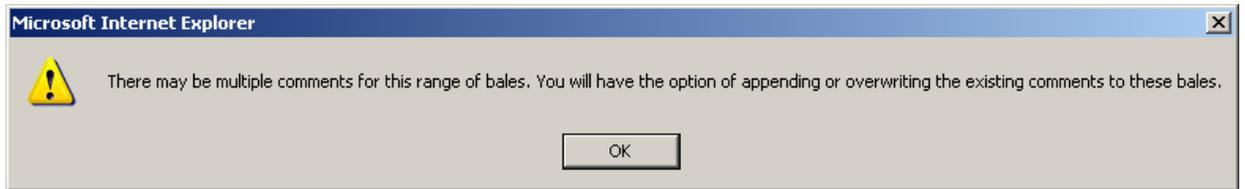
The Bale Comments Criteria screen (BALE\_INF\_140) provides the ability to add comments to individual bales or a group of bales based upon a set of user defined criteria. It is assessable to COPS CORE users only and is reached after clicking on the Bale Comments link from the COPS Home screen (A\_HOM\_100).



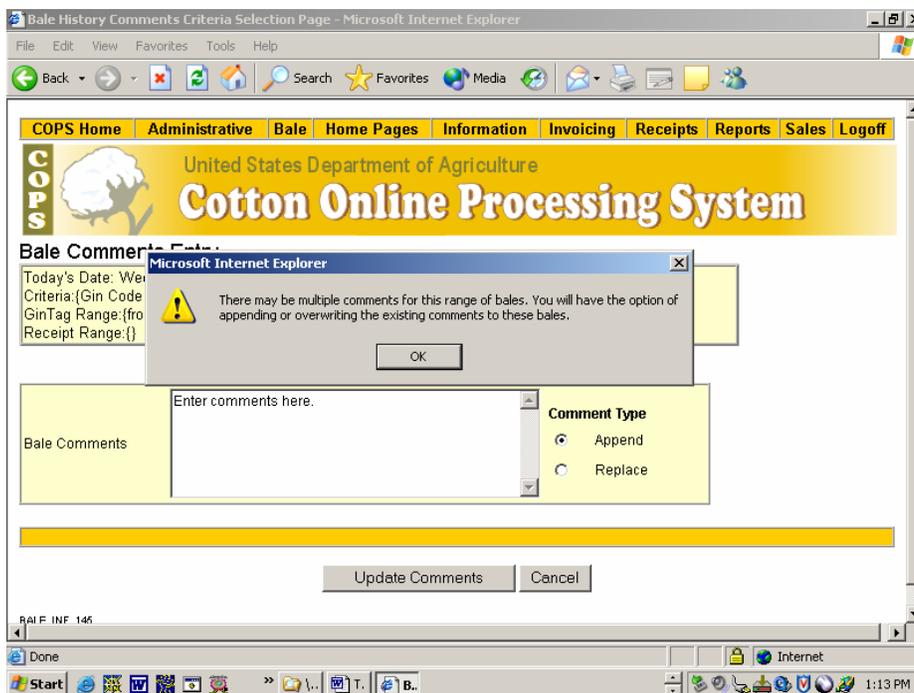
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### 3. Bale Comments Entry (BALE\_INF\_145) with pop-up

The Bale Comments Entry screen first appears with the following pop-up confirmation.



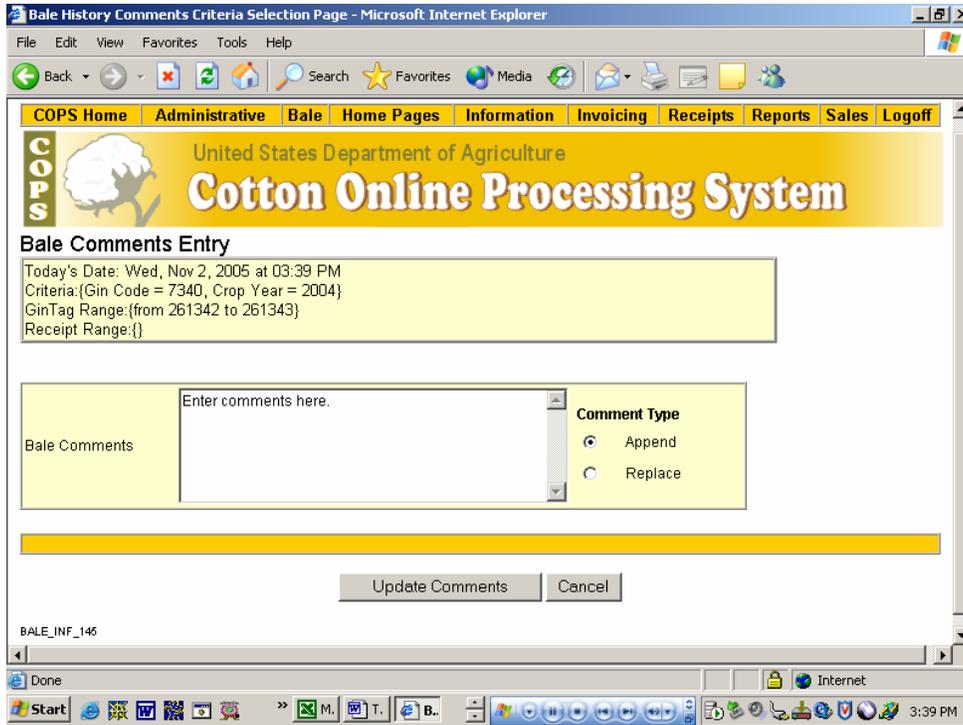
After clicking 'OK', Core users can enter comments for all bales within the criteria and click update comments to save their entry or cancel to close the window.



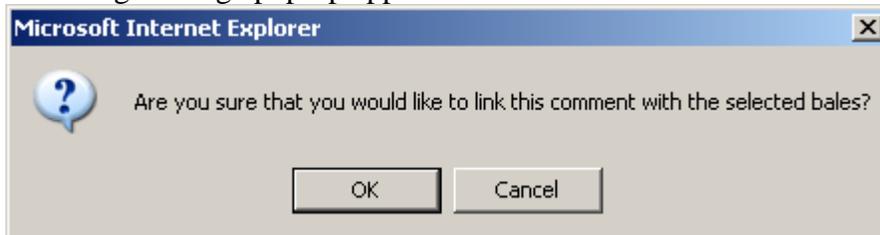
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## 4. Bale Comments Entry (BALE\_INF\_145)

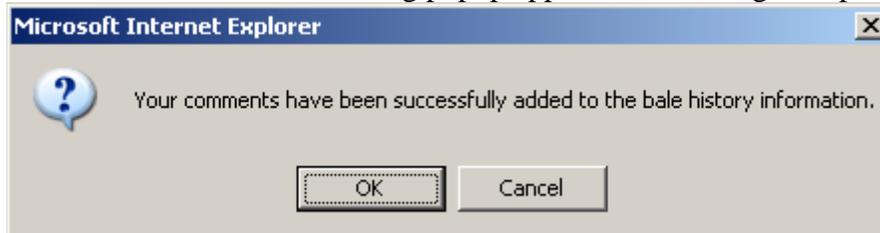
The Bale Comments Entry screen (BALE\_INF\_145) users can enter comments for all bales within the criteria and click update comments to save their entry or cancel to close the window.



After entering the comments and clicking on the 'Update Comments' button, the following message pop-up appears for user confirmation.



If 'OK' is clicked, the following popup appears, confirming the update.



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### B. Bale Information Access Instructions

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

Step	Action	Results
1.	On the <b>COPS Home Page</b> , click the "Bale Comments" link under the Bale heading.	♦ The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will be displayed. (Continue to step 2).
2.	<p>On the <b>Bale Comments Criteria</b> screen (BALE_INF_140) <b>do the one of the following:</b></p> <p>a. Enter 'Warehouse Code', 'Receipt Range' and 'Crop Year' then click 'Search'. For a single receipt, enter the same receipt number in the 'to' and 'from' text boxes. For more than one range, click on the 'More' button.</p> <p>b. Enter 'Gin Code', 'Gin Tag Range' and 'Crop Year' then click 'Search'. For a single gin tag number, enter the same gin tag number in the 'to' and 'from' text boxes. For more than one range, click on the 'More' button</p> <p>c. Enter 'Crop Year' and 'Loan Number. You may add the 'Module Number' and/or 'State and County Code' to the criteria. Click 'Search'.</p>	<p>a. The <b>Bale Comments Entry</b> screen (BALE_INF_145) will be displayed. If there are multiple bales with multiple comments, a popup Message box appears. (Continue to step 3).  If no popup box appears, (Continue to step 4).</p> <p>b. The <b>Bale Comments Entry</b> screen (BALE_INF_145) will be displayed. If there are multiple bales with multiple comments, a popup message box appears (Continue to step 3).  If no popup box appears, (Continue to step 4).</p> <p>c. The <b>Bale Comments Entry</b> screen (BALE_INF_145) will be displayed. If there are multiple bales with multiple comments, a popup Message box appears. (Continue to step 3).  If no popup box appears, (Continue to step 4).</p>

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Step	Action	Results
	<p>d. To reset and clear entry fields, click 'Clear'.</p> <p>e. Use the Navigation/Menu bar at the top of the screen to go to another option or Log off.</p>	<p>d. The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will be displayed with the previously entered data cleared. (Go to the beginning of this step 2).</p> <p>e. The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will close and the selected option will appear.</p>
3.	<p>On the <b>Bale Comments Entry</b> popup message box, <b>do the one of the following:</b></p> <p>a. To continue, Click 'OK' on the popup message box indicating multiple bales.</p>	<p>a. The <b>Bale Comments Entry</b> screen (BALE_INF_145) will be displayed. (Continue to step 4).</p>
4.	<p>On the <b>Bale Comments Entry</b> popup message box, <b>do one of the following:</b></p> <p>a. Enter comments and click the 'Update Comments' button.</p> <p>b. To cancel the process, click "Cancel".</p>	<p>a. A popup information message box appears to confirm the update. (Continue to step 5).</p> <p>b. The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will be displayed. (Continue to step 2).</p>
5.	<p>On the <b>Bale Comments Entry</b> popup confirmation message box, <b>do the following:</b></p> <p>a. To confirm the update, click 'OK'.</p> <p>b. To cancel your comments, click "Cancel".</p>	<p>a. The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will be displayed. (Continue to step 2).</p> <p>b. A popup information message box appears to confirm the cancellation. (Continue with step 6).</p>

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Step	Action	Results
6.	<p data-bbox="358 260 781 365">On the <b>Bale Comments Entry</b> screen (BALE_INF_145) <b>do the following:</b></p> <ul style="list-style-type: none"><li data-bbox="407 411 769 478">a. To confirm the cancellation, Click 'OK'</li><li data-bbox="407 554 786 621">b. To cancel your comments click "Cancel".</li></ul>	<ul style="list-style-type: none"><li data-bbox="886 411 1354 516">a. The <b>Bale Comments Criteria</b> screen (BALE_INF_140) will be displayed. (Continue to step 2).</li><li data-bbox="886 554 1354 659">b. The <b>Bale Comments Entry</b> screen (BALE_INF_145) will be displayed. (Continue to step 4).</li></ul>

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### C. Function Tables for Screens

#### 1. Home Page (A\_HOM\_100) Screen Functions

Selection	Description
Bale Comments	Link to the Bale Comments process.
Command Buttons	Functions
<i>None on screen</i>	

#### 2. Bale Comments Criteria (BALE\_INF\_140) Screen Functions

Selection	Description
Warehouse Code	Enter Warehouse code information
Gin Code	Enter Gin Code information.
Gin Tag Range From	Enter starting Gin Tag Number information.
Gin Tag Range To	Enter ending Gin Tag Number information.
Receipt Range From	Enter starting Receipt Number information
Receipt Range To	Enter ending Receipt Number information
Crop Year	Choose a crop year from the drop-down list.
Module Number	Enter Module Number information
Loan Number	Enter Loan Number information
State and County Code	Enter State and County Code information
Command Buttons	Functions
Search	Searches for bales based on the criteria entered.
Clear	Clears all information entered. Information can be entered again.

#### 3. Bale Comments Entry (BALE\_INF\_145) Screen Functions

Selection	Description
Bale Comments	Enter bale comments.
Comment Type Append	Appends comments to bales.
Comment Type Replace	Replace bale comments.

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Command Buttons	Functions
Update Comments	Updates bale comments.
Cancel	Cancels bale comments update process.

### D. History / Revision Log

User Guide Version #	Date	Description
1.7	NOV 8, 2005	◆ New Version of User Guide for new COPS menu option to provide Bale Comments Information.
1.7	NOV 8, 2005	◆ Bale Comments Criteria (BALE_INF_140) - The purpose of this enhancement is to provide the user with the ability to add comments to individual bales or a group of bales based upon a set of user defined criteria.