



User Guide

Section 5.3

EAD Status

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Section 5.3 EAD Status

A. Introduction

The "EAD Status" link on the **COPS Home Page** provides the ability to view and modify the EAD (Electronic Agent Designation) Status indicator by loan number for Centralized Cotton Redemption (CCR). Access to this link is secured and limited to State, County and Core Users only. Modification of the EAD Status indicator is secured and limited to the State and County Users for the County of the loan and to only a specific group of authorized Core Users.

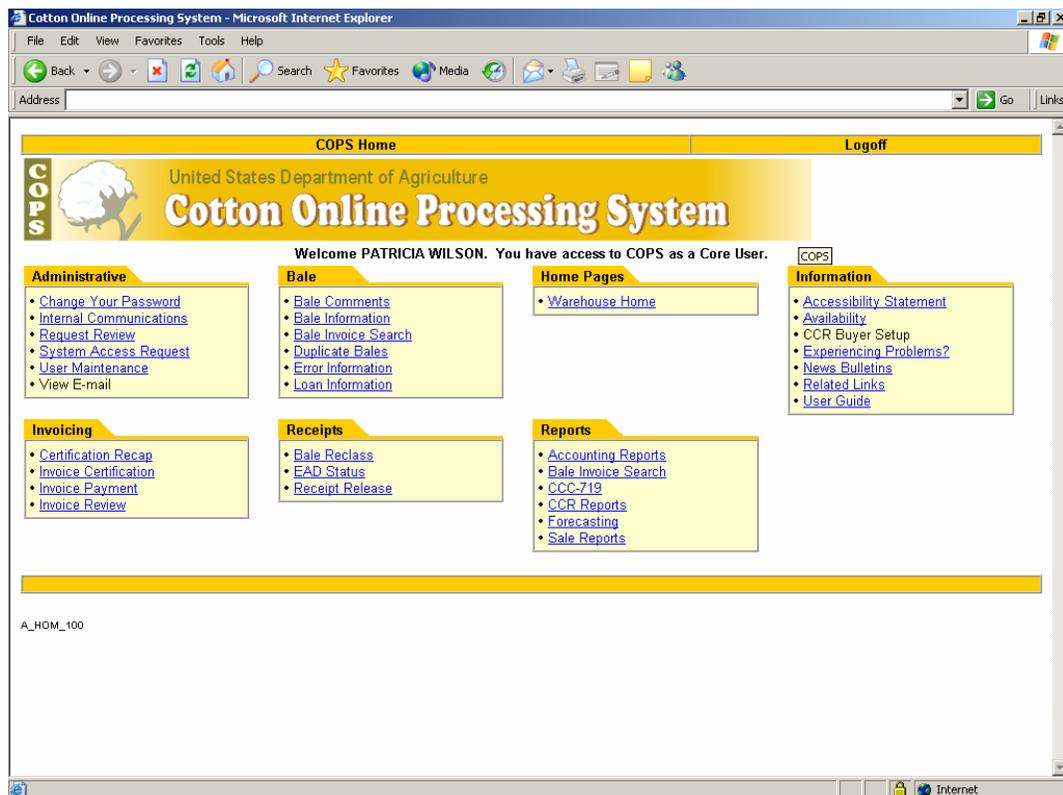
When the bales on a loan have an EAD status of 'Yes', those bales/receipts may be redeemed only through the CCR process. To be redeemed via the County Office, the EAD status must be 'No'.

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.

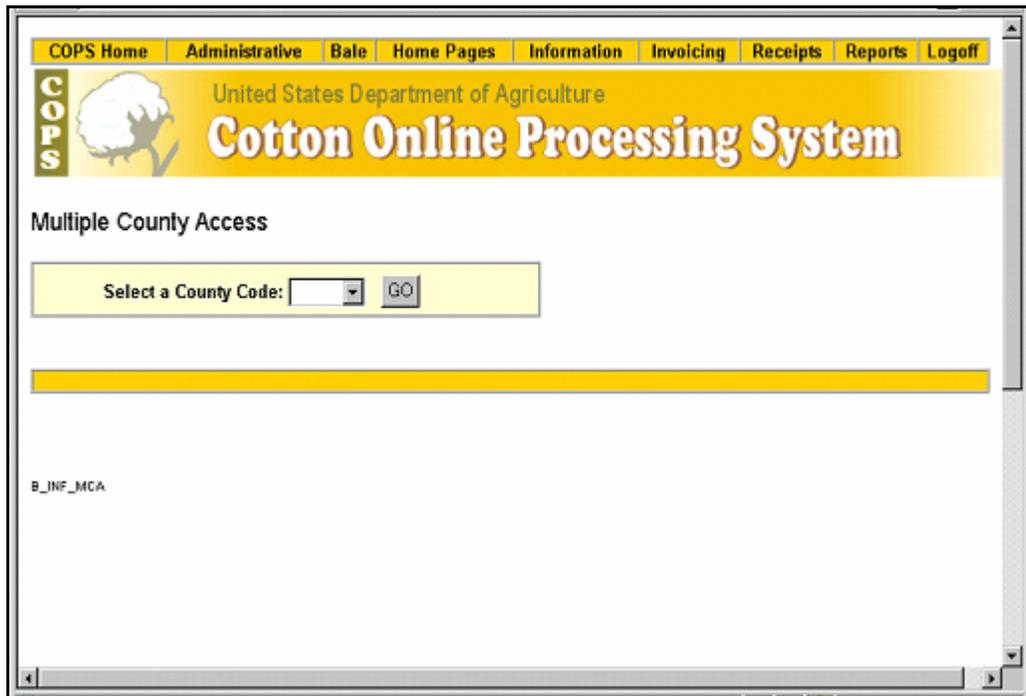
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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2. Multiple County Access (B_INF_MCA)

If the User has multiple county accesses, the Multiple County Access screen will appear for selection of the county for the loan EAD Status selection.



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3. US Map Screen (B_INF_USmap)

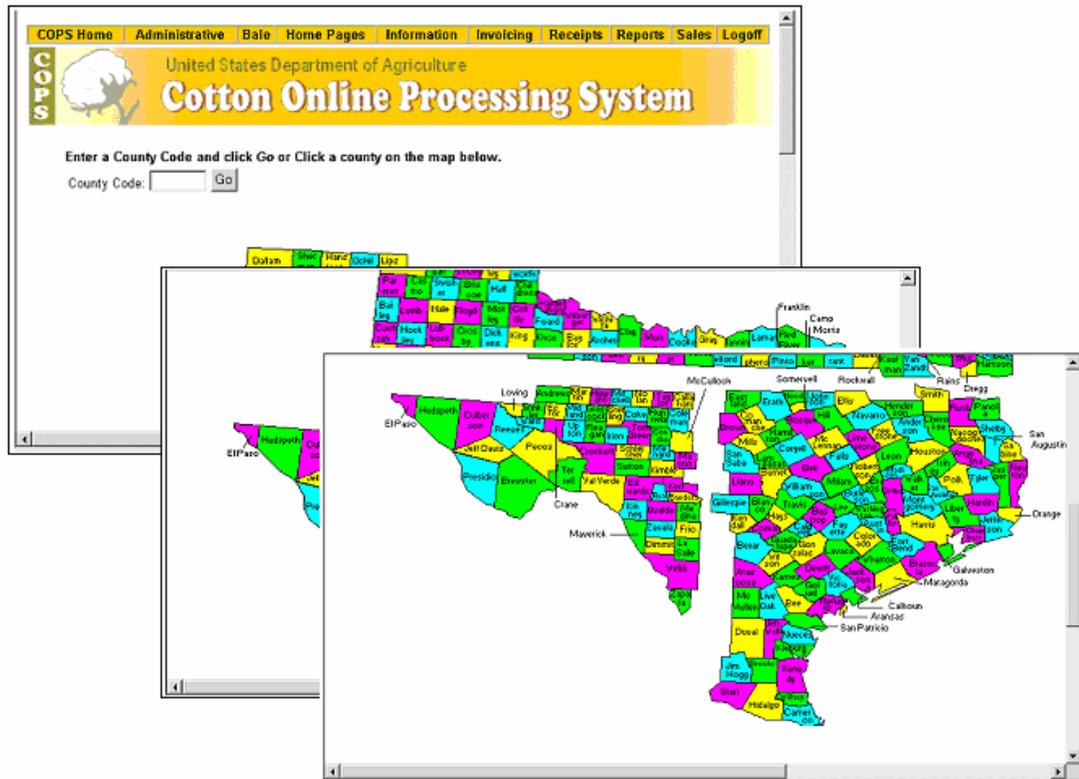
From the EAD status link, for Core Users only, the **US Map** screen will appear requiring the selection of a state.



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State Map (B_INF_STmap)

For Core and State Users only, the **State Map** screen will require the selection of a county code.



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4. EAD Status Criteria (E_STAT_100)

The **EAD Status Criteria** screen will appear with state and county codes for the County User or those selected by State, multiple county or Core Users. To display the bales on the loan and their current EAD and redemption status, the fields of loan number, crop year and the file sequence number are required. Please note that some loans do not have a file sequence number, in which case the field is to be left blank.

The screenshot shows a web browser window with a yellow header. The header contains navigation links: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, and Logout. Below the header is the COPS logo and the text "United States Department of Agriculture" and "Cotton Online Processing System". The main content area is titled "EAD Status Criteria" and contains a form with the following fields:

State Code	48
County Code	803
Loan Number	<input type="text" value="00235"/>
Crop Year	<input type="text" value="2004"/>
File Sequence Number	<input type="text"/>

Below the form is a yellow horizontal bar. Underneath the bar are two buttons: "Display Loan" and "Clear". At the bottom left of the page, the text "E_STAT_100" is visible.

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5. EAD Status (E_STAT_110)

The **EAD Status** screen will list the bales under the loan. Any data related to the headers will be displayed where applicable. The data is divided in two groups, Outstanding Bales and Redeemed Bales. Only the outstanding bales may have the EAD status changed. For those Users authorized to modify, a 'Modify EAD Status...' button will be at the bottom of the list.

If the loan is viewed while the EAD Status change is processing and still in a pending stage, the outstanding bales will reflect this pending status when listed.

EAD Status

Criteria:
 Loan Number = 00235 Crop Year = 2004 State/County Code = 48/003
 *Only Outstanding Bales will be marked for EAD Status Modification

Outstanding Bales

Gin Code	Gin Tag	Warehouse Code	Receipt Number	Current EAD Status	Bale Status	EAD Holder Id
50260	100106	631020	100106	No	Bale under loan (A0000)	

Redeemed Bales

Gin Code	Gin Tag	Warehouse Code	Receipt Number	Current EAD Status	Bale Status	EAD Holder Id
50260	100101	631020	100101	No	Bale unqualified (U0000)	
50260	100102	631020	100102	No	Bale redeemed-certificate (N0000)	
50260	100103	631020	100103	No	Bale ineligible, previous status of "A" (00000)	
50260	100105	631020	100105	No	Loan Deficiency Payment (D0000)	

9 bales on loan

Modify EAD Status to YES Modify EAD Status to NO Return to Criteria Screen

E_STAT_110

Cotton Online Processing System

6. EAD Status (E_STAT_110) with verification pop-up

When the 'Modify EAD Status...' button is selected, a pop-up window appears to verify the modification of the EAD Status on outstanding bales on the loan with a message giving the EAD status change and loan number. Clicking on 'OK' will initiate the change.

The screenshot shows a web application interface with a table titled "Redeemed Bales". The table has seven columns: Gin Code, Gin Tag, Warehouse Code, Receipt Number, Current EAD Status, Bale Status, and EAD Holder Id. The table contains several rows of data. A confirmation dialog box from Microsoft Internet Explorer is overlaid on the table, asking "Are you sure you want to modify the EAD status from No to Yes for loan 00235?". The dialog has "OK" and "Cancel" buttons. Below the table, there is a yellow progress bar and three buttons: "Modify EAD Status to YES", "Modify EAD Status to NO", and "Return to Criteria Screen". The text "9 bales on loan" is visible at the bottom right of the table area. The page number "E_STAT_110" is in the bottom left corner.

Gin Code	Gin Tag	Warehouse Code	Receipt Number	Current EAD Status	Bale Status	EAD Holder Id
50260	100101	631020	100101	No	Bale unqualified (U0000)	
50260	100102	631020	100102	No	Bale redeemed-certificate (N0000)	
50260	100103	631020	100103	No	Bale ineligible, previous status of "A" (I0000)	
50260	100105	631020	100105	..	Loan Deficiency	
50260	777102	631020	777102			
50260	880101	631020	880101			
50260	990101	631020	990101	No	Advance Transaction (77001)	
50260	990102	631020	990102	No	Pending valid ACRS Advance Transaction (77001)	

9 bales on loan

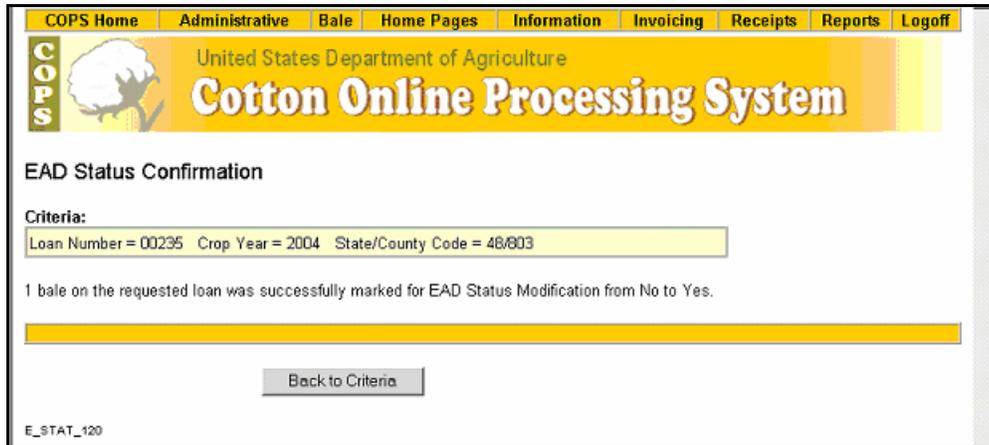
Modify EAD Status to YES Modify EAD Status to NO Return to Criteria Screen

E_STAT_110

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7. EAD Status Confirmation (E_STAT_120)

The **EAD Status Confirmation** screen will appear to notify that the outstanding bales on the loan were marked for a status modification giving the bale count and what the status is change from/to. The marked bales will then be processed to make the changes and to create a data file to notify the provider of the changes to the EAD status.

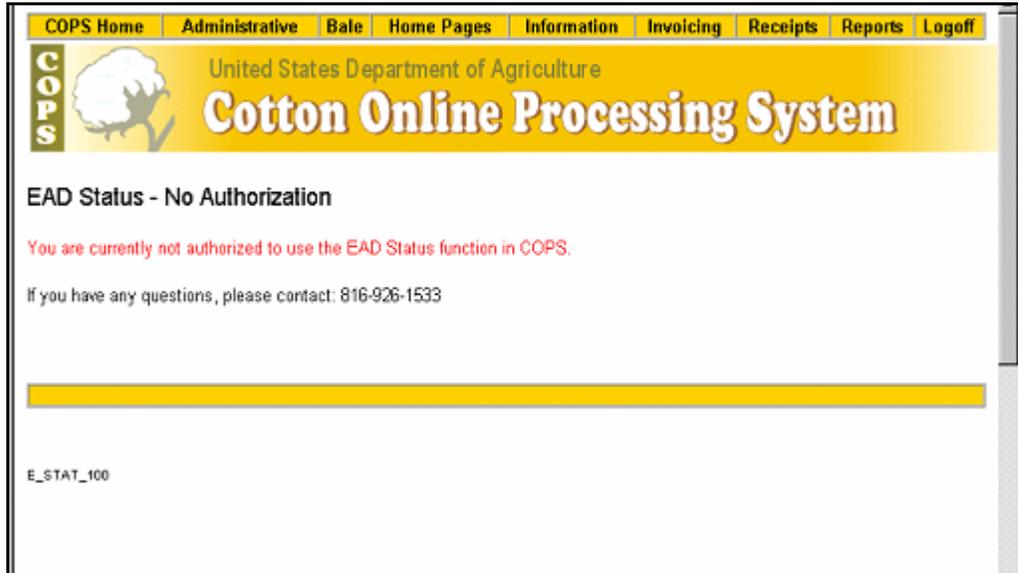


The screenshot shows the 'EAD Status Confirmation' screen within the Cotton Online Processing System. At the top, there is a navigation menu with links: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, and Logoff. Below the menu is the system header, which includes the COPS logo, a cotton bale icon, and the text 'United States Department of Agriculture Cotton Online Processing System'. The main content area is titled 'EAD Status Confirmation' and displays the search criteria: 'Criteria: Loan Number = 00235 Crop Year = 2004 State/County Code = 48/803'. A message below the criteria states: '1 bale on the requested loan was successfully marked for EAD Status Modification from No to Yes.' A yellow horizontal bar is positioned below the message. At the bottom center, there is a 'Back to Criteria' button. The page ID 'E_STAT_120' is visible in the bottom left corner.

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8. EAD Status - No Authorization (E_STAT_100)

Whenever it becomes necessary to test CCR, access will be limited to those counties participating in the test. The **EAD Status - No Authorization** screen will appear when a non-participating County User attempts to access the EAD Status link.



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C. EAD Status 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 "EAD Status" link under the Receipts heading.	<ul style="list-style-type: none"> ◆ For a single County User, the EAD Status Criteria screen will be displayed (go to step 4). ◆ For a multi entity User, a pop-up box will request selection of one of their state/county entity codes for this process and will proceed to display the EAD Criteria screen (go to step 4). ◆ For a State User, the State Map screen will be displayed (go to step 3). ◆ For Core Users, the US Map screen will be displayed (go to step 2)
2.	<p>On the US Map screen, do the one of the following:</p> <ul style="list-style-type: none"> a. Select a state from the dropdown STATES box. b. On the US map of states, click a state. 	<ul style="list-style-type: none"> a. The State Map screen will be displayed (go to step 3). b. The State Map screen will be displayed (go to step 3).
3.	<p>On the State Map screen, do one of the following:</p> <ul style="list-style-type: none"> a. Enter a county code in the text box and click "GO". b. On the state map of counties, click a county. 	<p>The EAD Status Criteria screen will be displayed and:</p> <ul style="list-style-type: none"> a. The state and county codes selected will be displayed (go to step 4). b. The state and county codes selected will be displayed (go to step 4).
4.	On the EAD Status Criteria screen, do one of the following:	

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Step	Action	Results
	<p>a. Enter the of loan number, crop year and the file sequence number then click 'Display Loan'. Please note that some loans do not have a file sequence number, in which case the field is to be left blank</p> <p>b. To reset and clear any selection criteria that have been entered, click "Clear".</p>	<p>a. The EAD Status screen will be displayed listing all the bales on the loan in either of two groups, Outstanding Bales or Redeemed Bales. Authorized Users will have the 'Modify EAD Status.' buttons appear at the bottom of the list. Only outstanding bales may have their EAD status modified (go to step 5).</p> <p>b. The EAD Status Criteria screen fields for loan number, crop year and file sequence number will be reset and cleared (continue with this step).</p>
5.	<p>On the EAD Status screen, do the one of the following:</p> <p>a. For an authorized user to modify the EAD status of the outstanding bales on the loan from current status of Yes or No to a new status of 'No' or 'Yes', click the corresponding 'Modify EAD Status....' button.</p> <p>b. Use the Navigation/Menu bar at the top of the screen to select another option or logoff.</p>	<p>a. A pop-up box will appear to verify the modification of the EAD Status on loan (go to step 6).</p> <p>b. The EAD Status screen will close.</p>
6.	<p>On the pop-up screen, do one of the following:</p> <p>a. To verify the modification of the EAD Status on the outstanding bales on the loan, click "OK"</p> <p>b. To cancel the modification of the EAD Status, click "Cancel".</p>	<p>a. The EAD Status Confirmation screen will appear (go to step 7).</p> <p>b. The pop-up will close.</p>

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Step	Action	Results
7.	<p>On the EAD Status Confirmation screen, do the following:</p> <ul style="list-style-type: none">a. Click the "Back to Criteria" button to return to the EAD Status Criteria screen.b. Use the Navigation/Menu bar at the top of the screen to select another option or logoff.	<ul style="list-style-type: none">a. The EAD Status Criteria screen will appear (go to step 4).b. The EAD Status Confirmation screen will close.

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D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
EAD Status	Link to the EAD Status process. Based on the User ID either the USmap, State map or the EAD Status Criteria screen will be opened.
Command Buttons	Functions
None	

2. US Map (B_INF_USmap) Screen Functions

Selection	Description
STATES	Dropdown box of States. Select a state by clicking the down arrow and selecting a state. (Core Users only)
Map of States	Select a state on the map by clicking on the state.
Command Buttons	Functions
none	Opens State Map screen.

3. State Map (B_INF_Stmap) Screen Functions

Selection	Description
County Code	Dropdown box of Counties for the State. Select a county by clicking the down arrow and clicking a county.
State Map of counties	State map of all the counties within the state. Select a County by clicking the county.
Command Buttons	Functions
Go	Opens EAD Status Criteria screen with county selected

4. EAD Status Criteria (E_STAT_100) Screen Functions

Selection	Description
State Code	State code for loan selection..
County Code	County code for loan selection..
Loan Number	Unique number for state/county loan selection
Crop Year	Choose a crop year from the drop-down list for loan selection
File Sequence Number	Unique file sequence number for state/county loan selection if it exists or blank if it does not exist.

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Command Buttons	Functions
Display Loan	To list outstanding and redeemed bales, their EAD status and redemption status for selected loan.
Clear	Clears all information entered. Information can be entered again.

5. EAD Status (E_STAT_110) Screen Functions

Selection	Description
Outstanding Bales	Listing of bales on the loan that have not been redeemed. EAD status can be modified.
Redeemed Bales	Listing of bales on the loan that have been redeemed.
Gin Code	Code number for Gin
Gin Tag	Gin assigned tag number for bale
Warehouse Code	Code for warehouse
Receipt Number	Warehouse assigned receipt number for bale
EAD Status	Centralized Cotton redemption (CCR) Electronic Agent Designation (EAD) indicator's status: <ul style="list-style-type: none"> ▪ Yes = May be redeemed via CCR ▪ No = May not be redeemed via CCR, only via the County Office
Bale Status	Current status of bale.
Command Buttons	Functions
Modify EAD Status	To mark and process the modification of the EAD status indicator on the outstanding bales on the loan. Limited to authorized Core Users and State/County Users for the loan. (EAD Status will be changed from Yes to No or from No to Yes)

6. EAD Status Confirmation (E_STAT_120) Screen Functions

Selection	Description
Loan Number	Number of loan selected for modification of the EAD Status on outstanding bales.
Crop year	Crop year of loan.
File Sequence Number	File sequence number of loan
State/County Code	State and County of loan
Text Message	Message giving the number of bales modified the prior EAD Status and the newly modified EAD Status.

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Command Buttons	Functions
Back to Criteria	Returns to EAD Status Criteria screen.

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E. History / Revision Log

User Guide Version #	Date	Description
1.5	FEB 14, 2005	New version for User Guide for new COPS menu option for EAD Status.
1.6	OCT 06, 2005	Allow file sequence number to be blank if one does not exist for the loan and crop year. Updated Home Page screen.