



User Guide

Section 8.6

Master Code List

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Section 8.6 Master Code List

A. Introduction

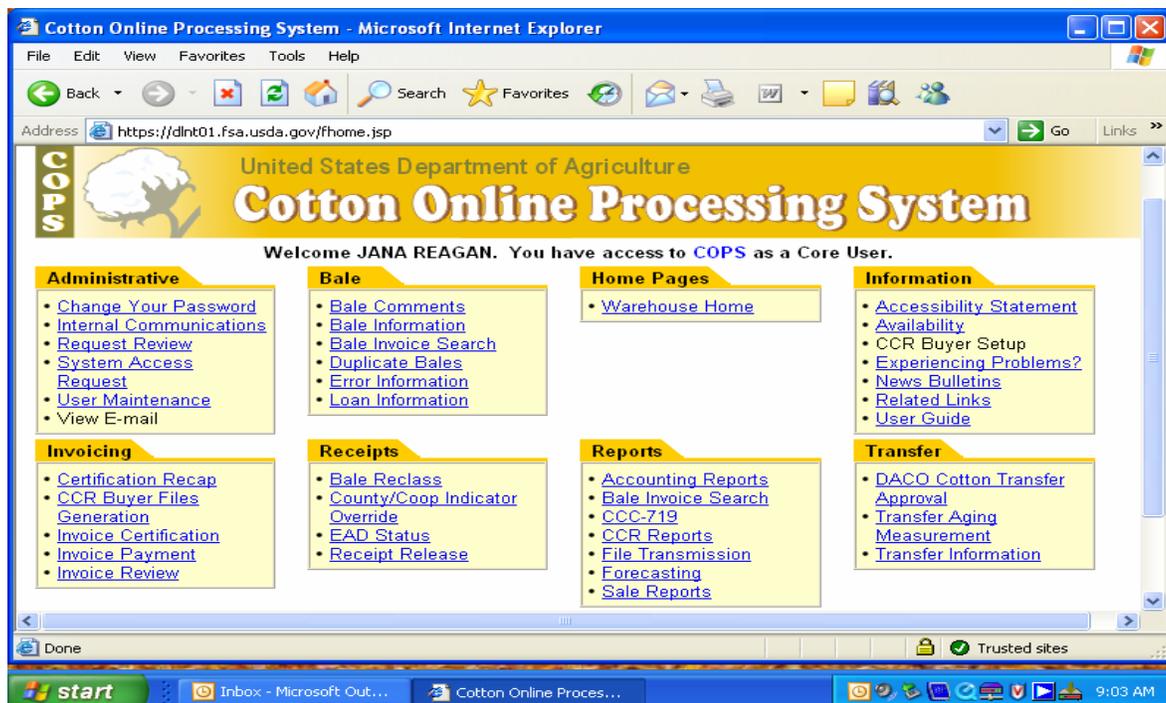
The "Master Code List" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate Master Code Information lists dynamically in either HTML or PDF files (Portable Document Format– see <http://www.adobe.com/products/acrobat/main.html>). The PDF shows master warehouse code information, the warehouse codes assigned to each master warehouse code, and the approved capacity of each warehouse. Access to this link is secured and limited to Core Users, CMA, States, Counties and Examiners.

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.

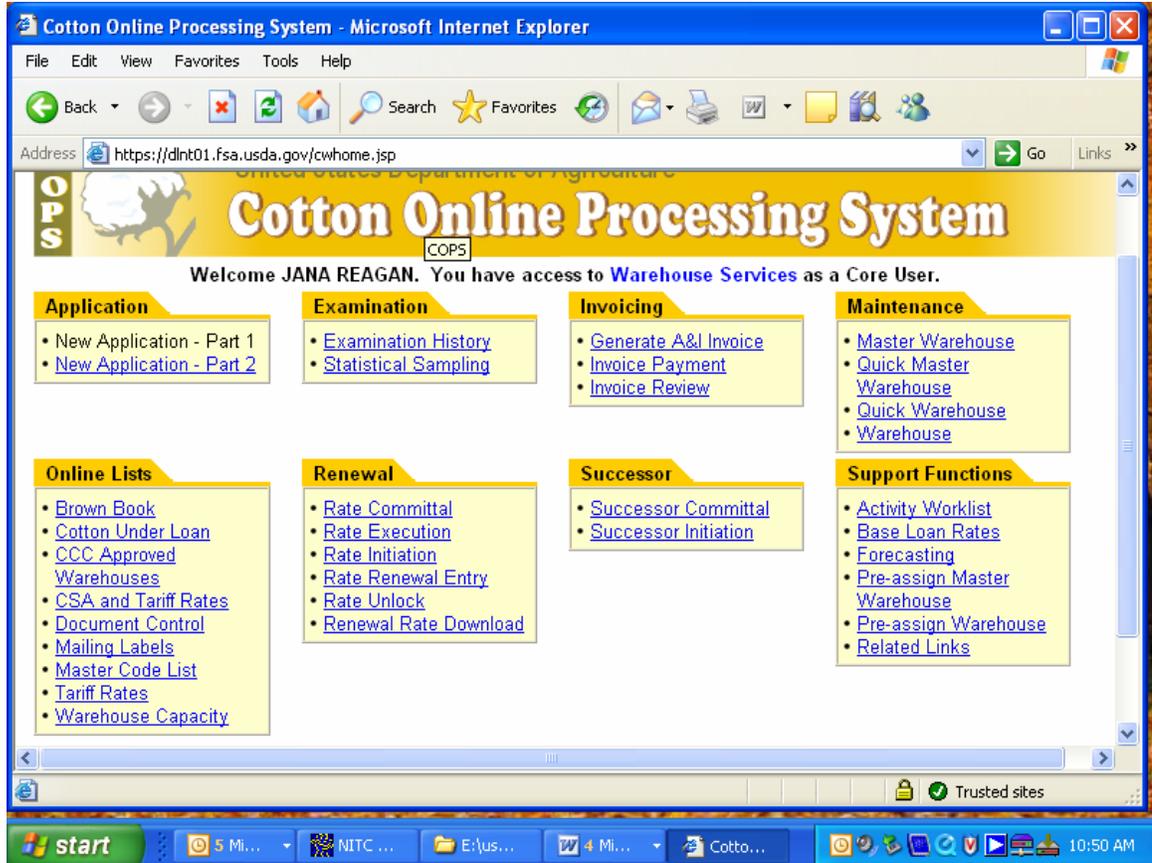
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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2. Warehouse Services Home Page (CW_HOM_100)

When the Warehouse Home option under the Home Pages heading is selected, the Warehouse Services Home page is displayed.



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3. Master Code List screen (WS_OLIST_700)

When the Master Code List option under the Reports heading is selected the Master Code List Criteria page appears. Enter a warehouse code, master warehouse code, master warehouse name, warehouse range, master warehouse range or state. Click Generate Report.

If All data is desired do not enter any criteria, Click Generate Report.

Select the radio button for the sorting option required for the Master Code List Report PDF.

If no data was found, the “no records were generated based upon your criteria selection” page will be displayed.

Master Code List Criteria Selection Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Home Pages Application Examination Invoicing Maintenance Online Lists Renewal Successor Support Functions Logoff

COCOPS United States Department of Agriculture
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Master Code List Criteria

Warehouse Code

Master Warehouse Code

Master Warehouse Name Starting with

Warehouse Range From: To:

Master Warehouse Range From: To:

State ()-(00)- ALL STATES

Sort by

Warehouse Code

Master Warehouse Code

Master Warehouse Name

State

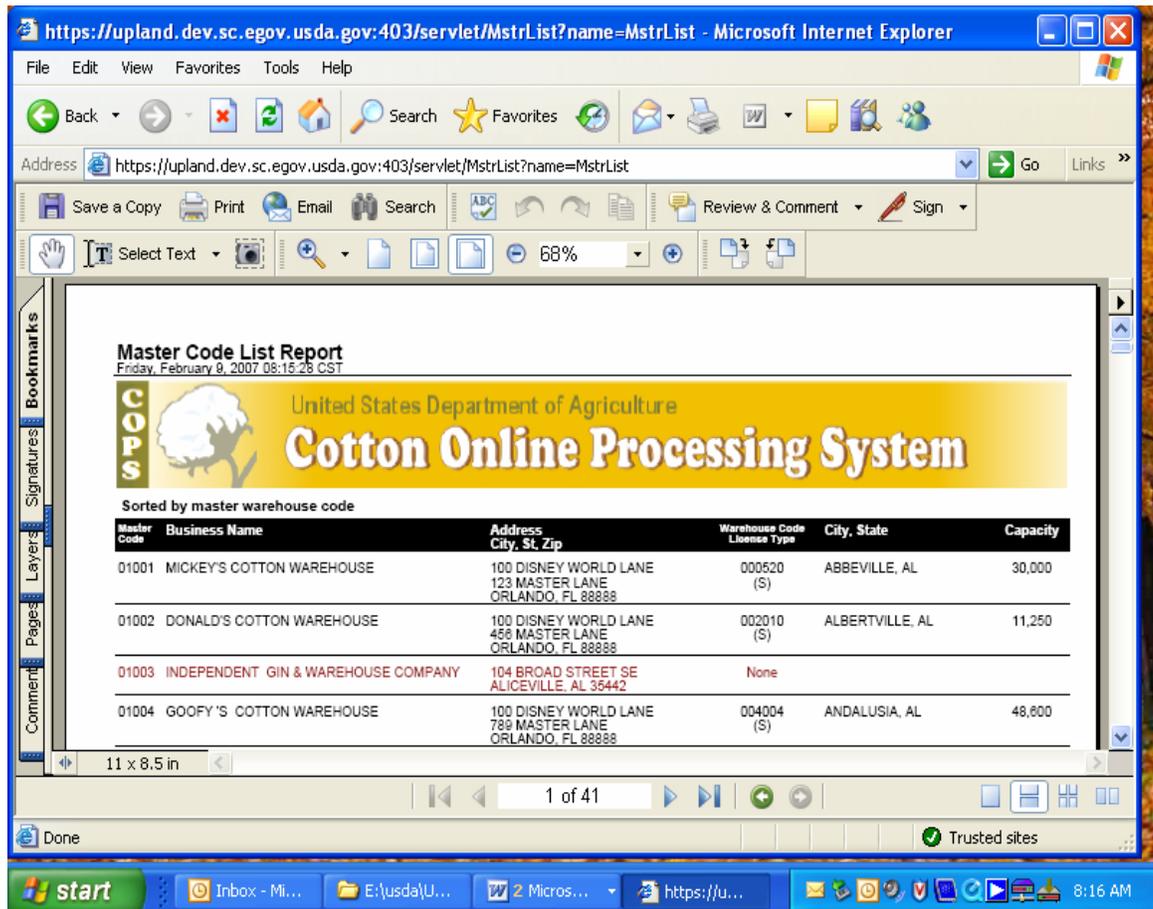
NOTE: Master Code List processing can take several minutes.

WS_OLIST_700

Done Internet

4. Master Code List Report PDF

The Master Code List Report which is a PDF will appear. The Master Code List Report will display the entered data on the page. If a state was selected from the state download, then the county download will be populated with the valid counties. If there is no criteria selected then the report will be populated with all warehouses for ever state and county.



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C. Master Code List Report Access Instructions

Step	Action	Results
1.	Selects Warehouse Home link under the HOME PAGES tab on the COPS Home page.	Displays the Warehouse Services Home Page.
2.	Selects Master Code List link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the Master Code List Criteria page.
3.	Enter a warehouse code, master warehouse code, master warehouse name, warehouse range, or master warehouse range.	Displays the entered data on the page.
4	If a state was selected from the state download, then a county may be selected.	Displays the entered data on the page.
5	Select the radio button for the sorting option required for the Master Code List Report PDF.	The radio button will show selected based upon the sort option clicked.
6	Click GENERATE button	COPS creates the Master Code List Report PDF based upon the data entered. If no data was found, the “no records were generated based upon your criteria selection” page will be displayed.
7	Click CLEAR button.	COPS clears the data entered on the criteria page and resets the values back to the default values.

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D. Master Code List Report PDF Access Instructions

1	Navigate through the PDF using the Acrobat paging and scrolling features.	The Master Code List Report PDF is scrolled forward and backward.
2	Return to the Master Code List Criteria page using either the BACK button available via Internet Explorer or Netscape.	The Master Code List Criteria page is displayed.

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E. Function Tables for Screens

1. Home Page (CW_HOM_100) Screen Functions

Selection	Description
Master Code List	Link to the Master Code List Report process. The Master Code List Report screen will be opened.
Command Buttons	Functions
<i>None</i>	

2. Master Code List Criteria (WS_OLIST_700) Screen Functions

Selection	Description
Warehouse Code	Enter specific warehouse code.
Master Warehouse Code	Enter specific master warehouse code.
Master Warehouse Name	Enter a master warehouse name either by starting with a specific letter containing a specific letter.
Warehouse Range	Enter a Warehouse range that may contain a “from and to”, “to” or “from” warehouse code(s).
Master Warehouse Range	Enter a Master warehouse range that may contain a “from and to”, “to” or “from” master warehouse code(s).
State	Select a State from drop down box.
Sort By	Select from warehouse name, warehouse code, master warehouse name, state or county. Gives the option of how report will be sorted.
Command Buttons	Functions
Generate Report	Creates the Brown Book Report PDF based upon the data entered.
Clear	Clears the data entered on the criteria page and resets the values back to the default values.

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3. Master Code List Report (PDF) Report Functions

Selection	Description
Master Code	Unique five digit identifying number used to identify master warehouses assigned by Kansas City Commodity Office.
Business Name	Name of Buisness
Address City, St, Zip	Address used to mail contract documents
Warehouse Code	Unique five digit identifying number used to identify the legal entity of the warehouse
License type code	Federally, State or Unlicensed facility
City State	Location of master warehouse
Capacity	
Command Buttons	Functions
none	

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F. History / Revision Log

Version #	Date	PSR #	By	Description
1.0	5/07/2007		J.Reagan	New option for User Guide for new CWS menu option to show warehouse information in PDF report form.