



User Guide

Section 8.7

CCC Approved Warehouses

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Section 8.7 CCC Approved Warehouses

Introduction

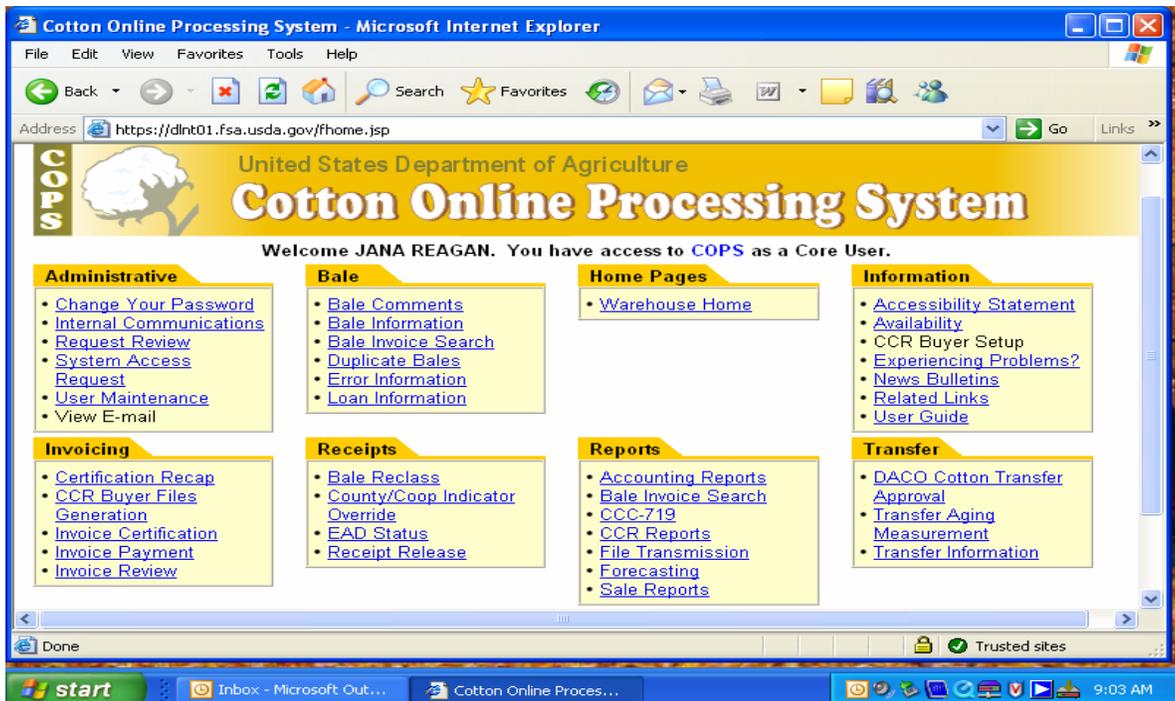
The "CCC Approved Warehouse" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate CCC Approved Warehouses information dynamically in either HTML or PDF files (Portable Document Format– see <http://www.adobe.com/products/acrobat/main.html>). The PDF shows approved capacity, warehouse status, number of locations and if the warehouse allows for electronic receipts. Access to this link is secured and limited to Core Users, CMA, States, Counties, Warehouse, Master Warehouse, Provider, Examiners and Guest.

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.

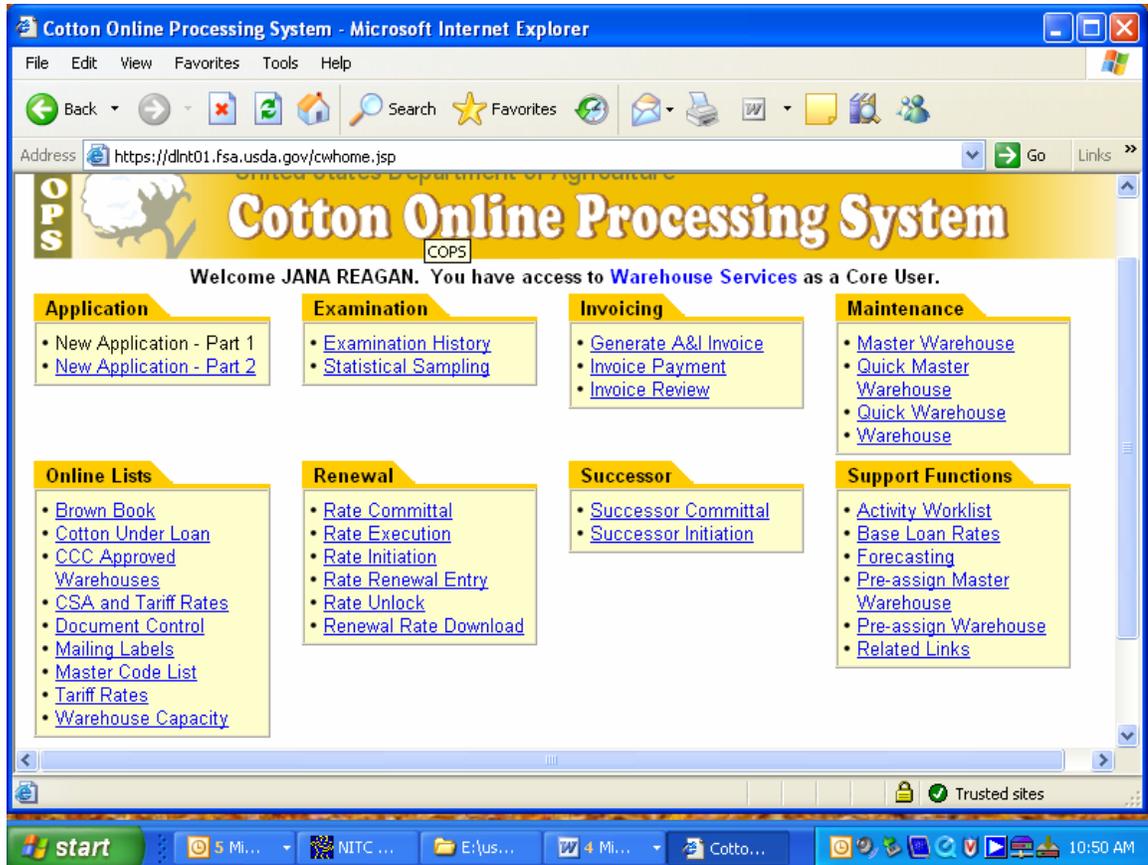
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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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. CCC Approved Warehouse screen (WS_OLIST_300)

When the CCC Approved Warehouse option under the Reports heading is selected the CCC Approved Warehouse Criteria page appears. Enter a warehouse code, warehouse name, master warehouse code, warehouse range, master warehouse range, license type, state or county.

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 CCC Approved Warehouse List Report PDF.

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

The screenshot shows a web browser window titled "CCC Approved Warehouses Criteria Selection Page - Microsoft Internet Explorer". The address bar shows the URL: <https://upland.dev.sc.egov.usda.gov:403/servlet/ApprStor?name=GetCounty>. The main content area is a form titled "CCC Approved Warehouses Criteria".

The form includes the following fields and options:

- Warehouse Code:
- Warehouse Name: Starting with
- Master Warehouse Code:
- Warehouse Range: From: To:
- Master Warehouse Range: From: To:
- License Type:
- State:
- County:

On the right side, there is a "Sort by" section with radio buttons:

- Warehouse Code
- Warehouse Name
- Master Warehouse Code
- State
- County

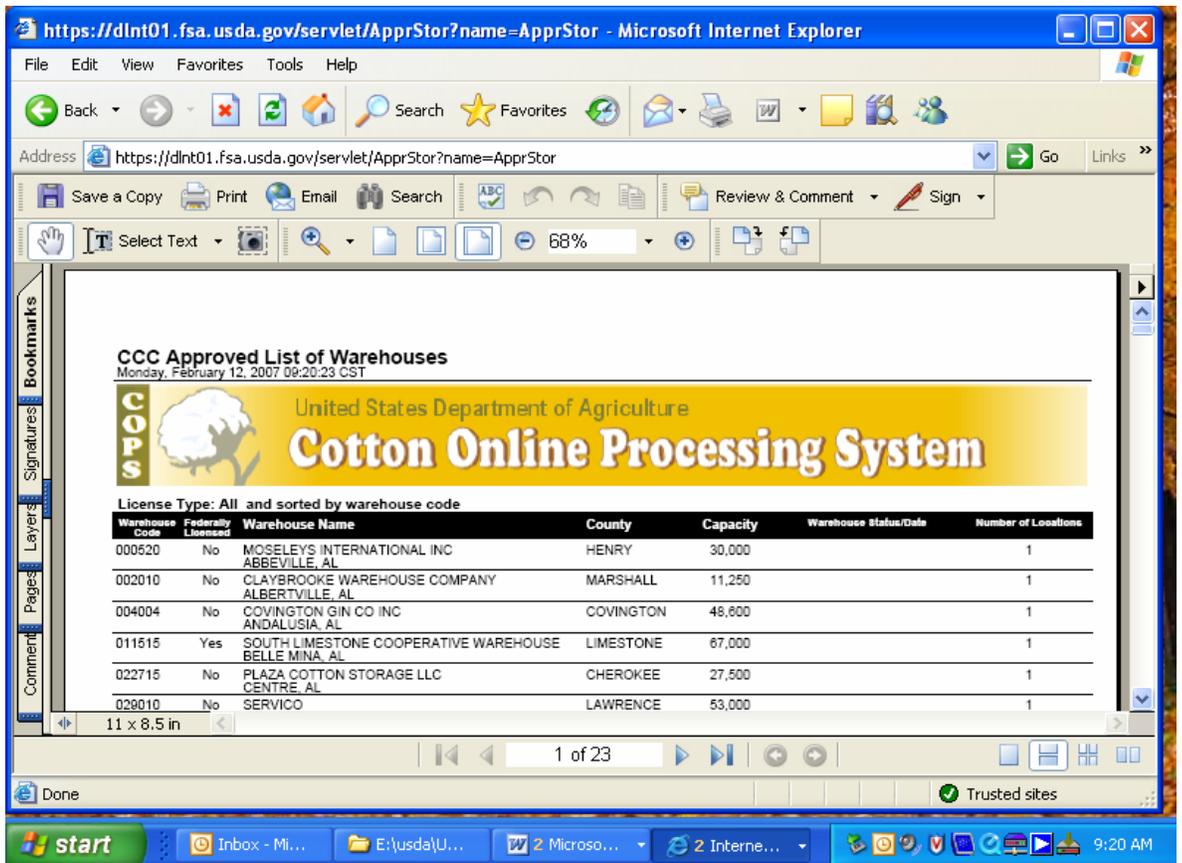
A note below the form states: **NOTE: CCC approved warehouse processing can take several minutes.**

At the bottom of the form, there are two buttons: "Generate Report" and "Clear".

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4. CCC Approved Warehouse List Report PDF

The CCC Approved Warehouse List Report which is a PDF will appear. The CCC Approved Warehouse 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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CCC Approved Warehouse 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 CCC Approved Warehouse List link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the CCC Approved Warehouse List Criteria page.
3.	Enter a warehouse code, warehouse name, master warehouse code, warehouse range, master warehouse range, license type, state or county.	Displays 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.
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 Brown Book Report PDF.	The radio button will show selected based upon the sort option clicked.
6	Select a license type from the drop down box.	Displays the entered data on the page.
7	Select the radio button for the sorting option required for the CCC Approved Warehouses Report PDF.	The radio button will show selected based upon the sort option clicked.
8	Click GENERATE button	COPS creates the Brown Book 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
9	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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CCC Approved Warehouse List Report PDF Access Instructions

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

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Function Tables for Screens

1. Home Page (CW_HOM_100) Screen Functions

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

2. CCC Approved Warehouse List Report Criteria (WS_OLIST_300) Screen Functions

Selection	Description
Warehouse Code	Enter specific warehouse code.
Warehouse Name	Enter a warehouse name either by starting with a specific letter containing a specific letter.
Master Warehouse Code	Enter specific master warehouse code.
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).
License Type	Federally, State or Unlicensed facility.
State	Select a State from drop down box.
County	Select a County from drop down box, first must select a state.
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 CCC Approved Warehouse List 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. CCC Approved Warehouse List Report (PDF) Report Functions

Selection	Description
Warehouse Code	Unique six digit identifying number used to identify warehouses assigned by Kansas City Commodity Office.
Federally Licensed	Federally yes or no
Warehouse name and address for primary location	Name of warehouse as shown on Electronic Warehouse Receipt and main location
County	County where warehouse
Capacity	Total capacity of all warehouses, compartments and rooms under warehouse code
Warehouse Status/Date	Not Currently populated with information
Number of Locations	Aggregate count of how many cities are included in one code number
Command Buttons	Functions
none	

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History / Revision Log

Version #	Date	PSR #	By	Description
1.0	05/07/2007		J.Reagan	New option for User Guide for new CWS menu option to show warehouse information in PDF report form.