



User Guide

Section 8.8

Mailing Labels

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Section 8.8 Mailing Labels

A. Introduction

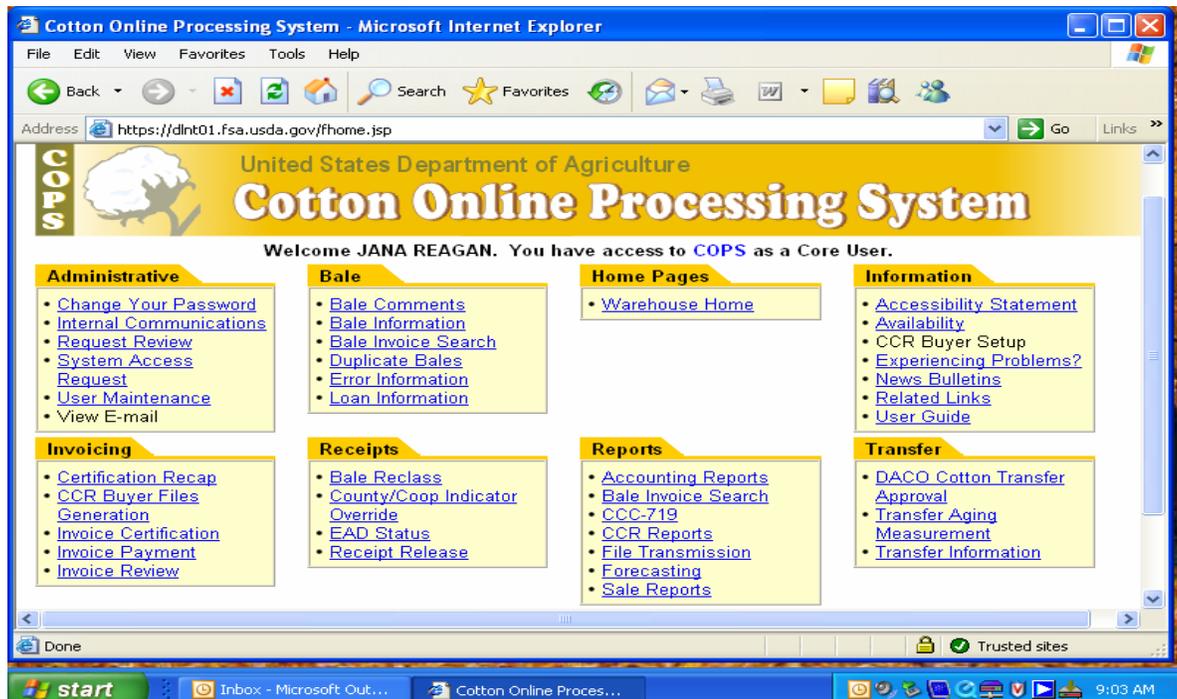
The "Mailing Labels" link under On Line List on the COPS Warehouse Home Page provides the user with the ability to generate either mailing labels for warehouses or master warehouses in a PDF report format. The PDF can then be printed on Avery Labels # 5162 or # 5262. (Portable Document Format– see <http://www.adobe.com/products/acrobat/main.html>). Access to this link is secured and limited to Core Users.

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.

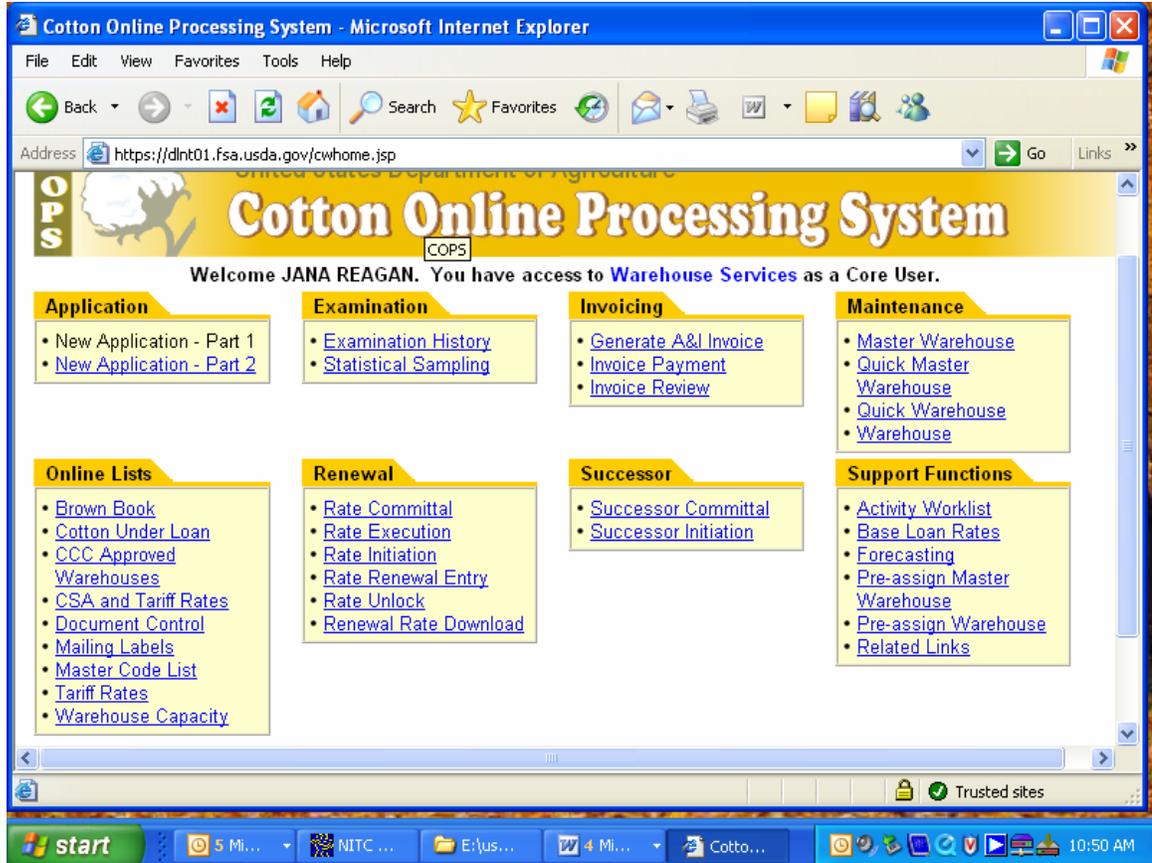
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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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.



3. Mailing Labels screen (WS_OLIST_600)

When the Mailing Labels option under the Reports heading is selected the Mailing Labels Criteria page appears.

Radio button selection allows for addresses to print with options of warehouses or master warehouses. By selecting one of those options, the criteria screen and subsequent mailing labels PDF will be reformatted.

Warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range or master warehouse range may be entered. If the user enters data in one of those fields then tabs to the next field, the data in the previous field is erased.

Warehouse name will have a drop down box with “Starting with” and “Containing”.

Starting with” selection will select only those warehouse names that start with the text that is entered. “Containing” selection will select those warehouse names that have a name that contains the text entered.

Master warehouse name will have a drop down box with “Starting with” and “Containing”.

“Starting with” selection will select only those master warehouse names that start with the text that is entered. “Containing” selection will select those master warehouse names that have a name that contains the text entered

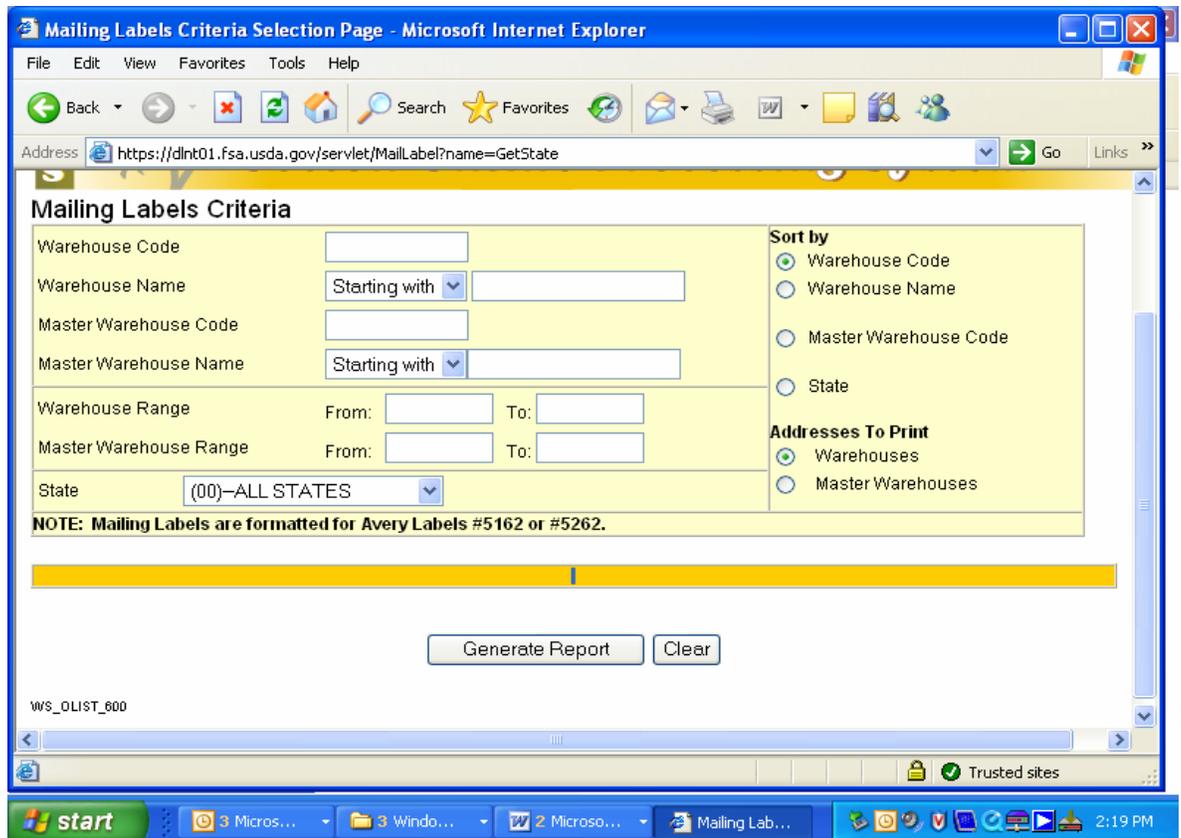
State drop down box will have “(00) – ALL STATES” and all 50 states with their state code and name.

Warehouse range may contain a “from and to”, “to” or “from” warehouse code(s).

Master warehouse range may contain a “from and to”, “to” or “from” master warehouse code(s).

GENERATE and CLEAR buttons are available.

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4. Mailing Labels PDF

The functional requirements follow for the Mailing Labels Report PDF when warehouse addresses are printed:

The following warehouse information will display on individual label lines for each selected warehouse on the PDF:

Warehouse code

Primary warehouse code contact

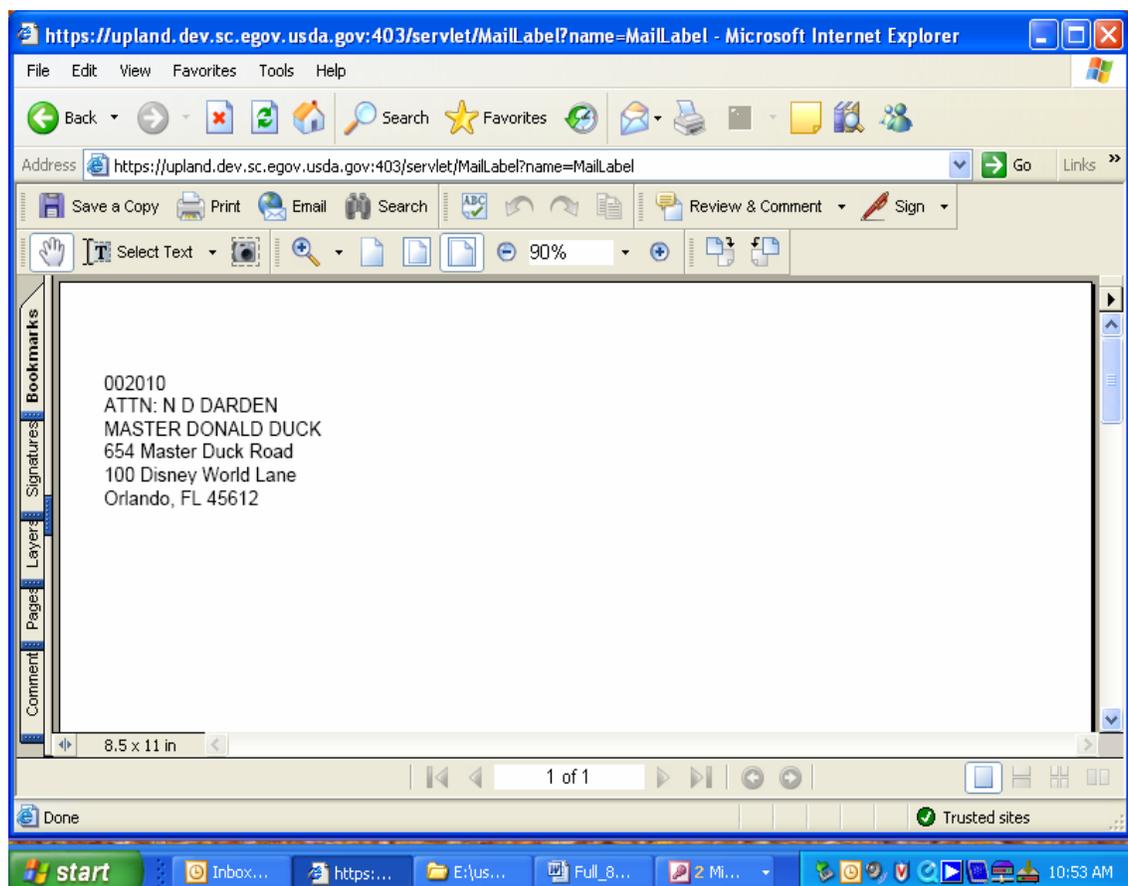
Warehouse name

Warehouse address, city, state and zip code for primary location

The information must be formatted for Avery Labels # 5162 or # 5262.

Only approved warehouses are selected.

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



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C. Mailing Labels 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 Mailing Labels link under the ONLINE LISTS tab on the COPS Warehouse Services Home Page.	Displays the Mailing Labels Criteria page.
3	Enter a warehouse code, warehouse name, master warehouse code, master warehouse name, warehouse range, or master warehouse range.	Displays the entered data on the page.
4	Select a state from the drop down box.	Displays the entered data on the page
5	Select the radio button for the sorting option required for the Mailing Labels Report PDF.	The radio button will show selected based upon the sort option clicked.
6	Click GENERATE button	COPS creates the Mailing Labels 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. Mailing Labels PDF Access Instructions

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

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E. Function Tables for Screens

1. Home Page (CW_HOM_100) Screen Functions

Selection	Description
Mailing Labels	Link to the Mailing Labels process. The Mailing Labels screen will be opened.
Command Buttons	Functions
None	

2. Mailing Labels Criteria (WS_OLIST_600) 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.
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.
Addresses to Print	Select from warehouse, master warehouse. Gives the option of how what address to print.
Command Buttons	Functions
Generate Report	Creates the Mailing Labels 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. Mailing Labels (PDF) Functions

Selection	Description
Warehouse Code	Unique six digit identifying number used to identify warehouses assigned by Kansas City Commodity Office.
Master warehouse code with number of warehouses in the warehouse.	Unique five digit identifying number used to identify the legal entity of the warehouse
Attention	Name of person to which mail is sent
Warehouse name and address for mailing address	Address used to mail contract documents
Master Warehouse name and address for payee	Name and address of institution where physical check would be sent to
Financial statement month and day	Date of legal entity's annual financial statement
Number of Warehouse	Aggregate count of how many cities are included in one code number
Command Buttons	Functions
none	

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F. 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.