

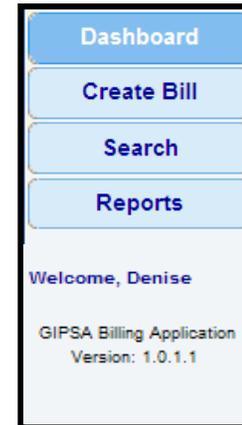
ADMIN MENU

Role: Billing Clerk

The Admin Menu is displayed on the Dashboard depending on the role of the User.

When the user logs in as Billing Clerk, the Admin Menu is not displayed.

No Admin Menu for Billing Clerk

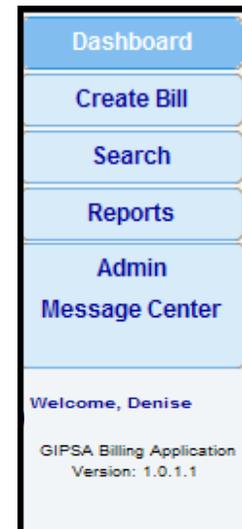


Role: Field Office Admin

When the user logs in as Field Office Admin, the Admin Menu is displayed with just one

Menu item – Message Center

Admin Menu for Field Office Admin



ADMIN MENU

Role: System Admin

When the user logs in as System Admin, the following additional Menu items are displayed:

- Admin
- Message Center
- Customer
- Rate Code
- FA Code
- Shorthand Code
- FMMI Interaction

Admin Menu for System Admin



ADMIN MENU

3. Audience

For users belonging to FO Admin group and Billing Clerk group, the options will be GLOBAL and GBA Field Office the user has access to.

For users belonging to System Admin group, the following options are displayed in the drop down box:

- GLOBAL
- All GBA Field Offices

If GLOBAL is selected then the message is displayed to all the groups. Otherwise, the message is only displayed to a specific office that was selected in the Audience drop down box.

4. Summary (contains)

This field helps the user to search on messages by narrowing down the list based on the summary of the message.

5. Message (contains)

This field helps the user to search on messages by narrowing down the list based on the contents of the Message itself.

6. Start Date

Users can search on messages which are active beginning on the Start Date.

7. End Date

Users are able to search on messages which are active till the End Date.

The Start Date and End Date allow the user to search on messages which are or were or will be Active during the date range.

The following two buttons are displayed on the bottom of the top half of the screen:

- **Clear Filter**
- **Filter**

Clicking on the **Clear Filter** button will delete all the search criteria entered or selected in the fields.

Clicking on the **Filter** button will display the search results in the bottom half of the screen based on the filters used on the top half of the screen.

ADMIN MENU

The bottom half of the screen displays the search results.

Above the search results a  sign is displayed and a hyperlink [Add New Message](#) is displayed.

To add a new message either click on the  sign or click on the hyperlink [Add New Message](#).

The **Add New Message** screen is displayed.

The following fields are displayed in the Add New Message Screen:

- Audience
- Priority
- Summary
- Message
- Start Date
- End Date

Click on the dropdown for **Audience** and select an option from the list.

Click on the dropdown for **Priority** and select an option from the list.

Enter a Summary in the field for Summary.

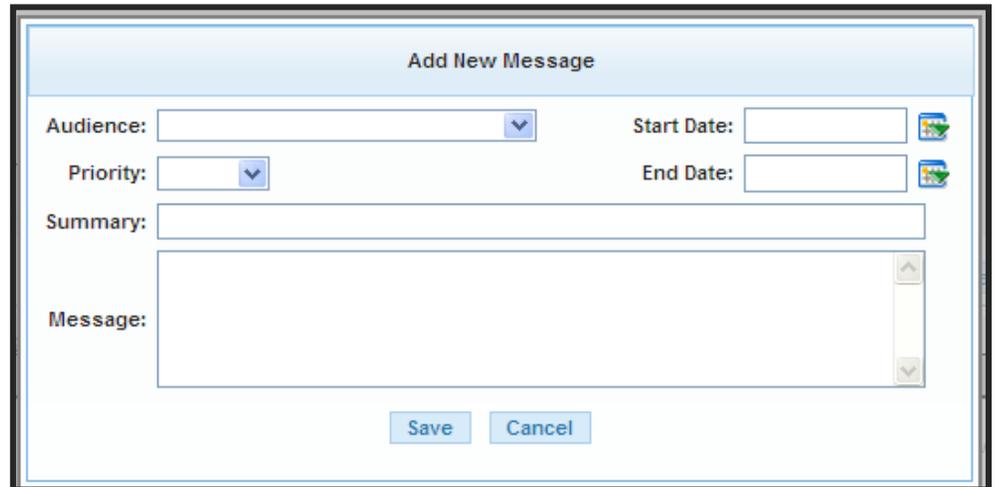
Enter the actual Message in the field Message.

Click on the Calendar to select a Start Date or enter a date in the Start Date field.

Click on the Calendar to select End Date or enter a date in the End Date field.

Clicking on the Cancel button will take you back to the Message Center Management Screen.

Add New Message Screen



The screenshot shows a window titled "Add New Message". Inside the window, there are several input fields arranged in two columns. The left column contains "Audience:" with a dropdown arrow, "Priority:" with a dropdown arrow, "Summary:" with a text box, and "Message:" with a larger text area. The right column contains "Start Date:" with a text box and a calendar icon, and "End Date:" with a text box and a calendar icon. At the bottom of the window, there are two buttons: "Save" and "Cancel".

ADMIN MENU

Note: A maximum of 3 messages can be created for a specific date range irrespective of the Audience,

If more than 3 messages are created then an error popup box is displayed with the following message:

“Maximum amount of messages have been scheduled for the time period from <Start Date> to <End Date>”

Clicking the OK button on the Message from Webpage will close the popup and the Add New Message Screen will be displayed.

Otherwise, the message created is saved and a popup box with a message is displayed.

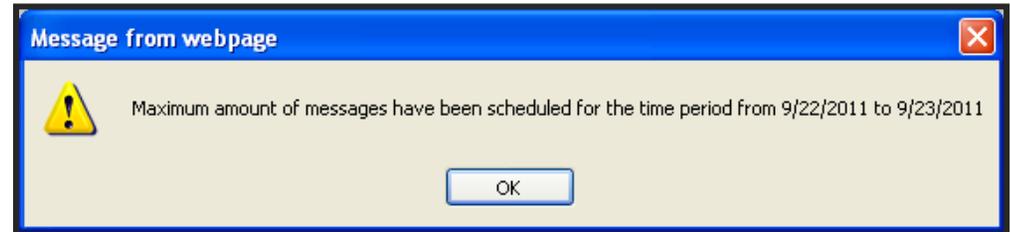
System Administrators will be able to add messages for all locations.

Field Office Administrators will be able to add messages specific to the GBA Billing Office assigned to their security.

A message can have any one of the following Status:

- Active – When a message is created with Start Date as today and End Date in the future, then the Message will have a Status of Active.
- Scheduled – When a message is created with a Start Date in the future and End Date is after the Start Date
- Expired – When the End Date is in the past. A message with an Expired Status cannot be created.

Popup Error Message



Saved popup box



ADMIN MENU

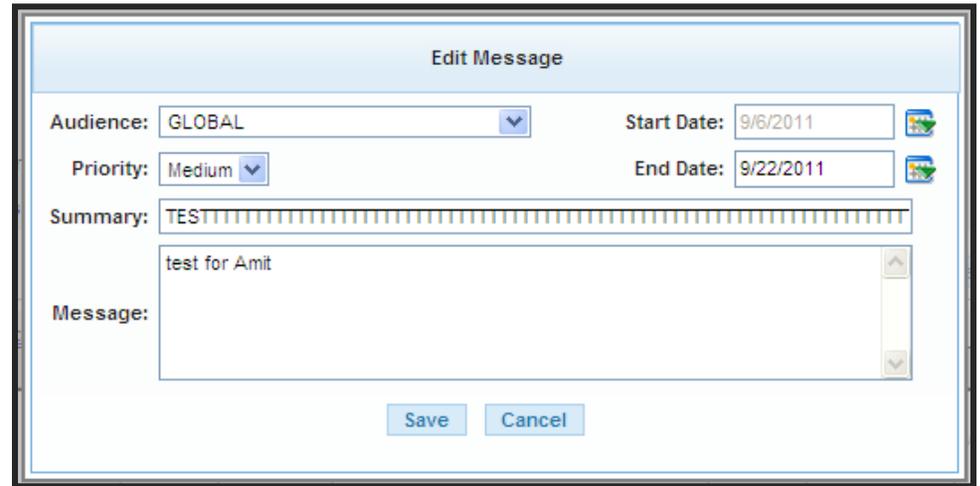
The Action Column

Users can either Edit an existing Message or Delete a message.

Clicking on the  sign will open the Edit Message screen.

Users will be able to edit all the fields except the Start Date field.

Edit Message Screen



The screenshot shows the 'Edit Message' dialog box. It contains the following fields and controls:

- Audience:** A dropdown menu set to 'GLOBAL'.
- Priority:** A dropdown menu set to 'Medium'.
- Start Date:** A date field set to '9/6/2011' with a calendar icon.
- End Date:** A date field set to '9/22/2011' with a calendar icon.
- Summary:** A text field containing 'TEST'.
- Message:** A larger text area containing 'test for Amit'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Clicking on the Cancel button will close the Edit Message Screen.

Clicking on the Save button will save the changes and a confirmation popup box will be displayed with the message “The Message was updated successfully”.

System Administrators will be able to edit all messages for any location.

Field Office Administrators will be able to edit messages specific to the GBA Billing Office assigned to their security.

Edit Message Confirmation Screen



ADMIN MENU

The  button is used for deleting message(s).

Clicking on the  button will display a popup window with the following message:

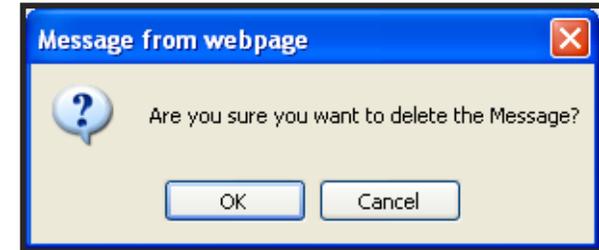
“Are you sure you want to delete the message?”

Clicking on OK button will delete the message.

Clicking on the Cancel button will close the popup and the message will not be deleted.

System Administrators will be allowed to delete any message for any location.

Field Office Administrators will be allowed to delete messages specific to their location.



The Audience Column

The Audience column displays the type of audience selected when the message was created.

The Priority Column

The Priority column displays a color code for each message. The color code red  is for messages with a priority High. The color code orange  is for messages with a priority Medium. The color code green  is for messages with a priority Low.

The Summary Column

The Summary column displays the summary of the message.

The Status Column

The Status column displays the status of each message. The status of a message can be either **Active** or **Scheduled** or **Expired**.

The Start Date Column

The Start Date column displays the date when the message is Active.

The End Date Column

The End Date column displays the date till the message is Active.

ADMIN MENU

Customer Menu

Click on Customer under the Admin menu.

The Customer Management screen is displayed.

The Customer Management Screen is divided into two halves.

The first half on the top displays fields that may be used to filter the messages.

The second half of the screen displays the list of customers.

The Customer Management Screen will not be available for the users belonging to Billing Clerk and Field Office Admin groups. Only users belonging to System Admin group will be able to see this screen.

The following fields may be used by the user to filter the list of Customers:

- Customer Type (drop down field):
 - COD or FMMI
- Customer Name
- Address 1
- City
- Zip Code
- Status (drop down field):
 - Active, Inactive, or Withhold
- FMMI#
- CIM#
- Address 2
- State – This is a dropdown field with a list of States after a Country is selected.
- Country - This is a dropdown field with a list of countries.

Customer Management Screen

Customer Management

Filters

Customer Type: <input type="text" value="COD"/>	FMMI #: <input type="text"/>
Customer Name: <input type="text"/>	CIM #: <input type="text"/>
Address 1: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>
Zip Code: <input type="text"/>	Country: <input type="text"/>
Status: <input type="text" value="Active"/>	

ADMIN MENU

Users may select or enter values in any of the fields.

Click on the button Filter and a list of Customers will be displayed in the bottom half of the screen.

Clicking on the Clear Filter button will clear all the criteria entered or selected in the above fields.

The bottom half of the screen displays the search results.

Above the search results a  sign is displayed and a hyperlink [Add New Customer](#) is displayed.

To add a new Customer either click on the  sign or click on the hyperlink [Add New Customer](#).

ADMIN MENU

The **Add New Customer** screen is displayed.

The following fields are displayed in the Add New Customer Screen:

- Customer Type (drop down field)
 - COD or FMMI
- FMMI #
- Customer Name
- CIM #
- Address 1
- Address 2
- City
- State - This is a drop down field with a list of States after a Country is selected.
- Zip Code
- Country - This is a drop down field with a list of countries.
- Status
 - This is a drop down field with the following options:
 - o Active
 - o Inactive
 - o Withhold
- Comments

Add New Customer Screen

The screenshot shows the 'Add New Customer' form with the following fields and callouts:

- Customer Type:** A dropdown menu with options 'COD' and 'FMMI'.
- FMMI #:** A text input field.
- Customer Name:** A text input field.
- CIM #:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu.
- Zip Code:** A text input field.
- Country:** A dropdown menu with 'UNITED STATES' selected.
- Status:** A dropdown menu with options 'Active', 'Inactive', and 'Withhold'.
- Comments:** A large text area.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Red arrows point from callout boxes to the Customer Type, Status, and Country dropdown menus.

ADMIN MENU

Select a Customer Type from the drop down menu.

Enter FMMI # of the Customer. This field is a numeric field.

Enter the Customer Name

Enter CIM #

Enter Address1 and Address 2 (if applicable)

Enter City name

Select a State from the dropdown field.

Enter a zip code.

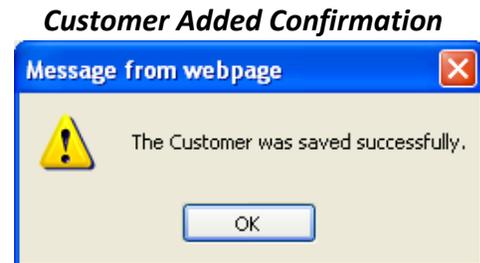
Select a country from the drop down field.

Select an option from the Status drop down field.

Enter Comments in the field for Comments.

Click on the Save button.

A confirmation popup box will be displayed to confirm that the customer is successfully added.



ADMIN MENU

The following columns are displayed in the search results screen:

- Action
- Type
- FMMI #
- CIM #
- Customer Name
- Address
- Last Updated
- Status

Results table columns can be sort descending and ascending by clicking on the column headings. A triangle will be displayed referencing which column is sorted and which direction. Only one column can be sorted at a time.

Customer Management Search Results Screen

Customer Listing + Add New Customer							
Action	Type	FMMI #	CIM #	Customer Name	Address	Last Updated	Status
	FMMI	0003000096		21ST CENTURY BEAN PROC CO	PO Box 6 SHARON SPRINGS KS 67758-0006 UNITED STATES	9/12/2011	Active
	FMMI	0003000520		A & R TRANSPORT INC	PO Box 848 MORRIS IL 60450 UNITED STATES	9/12/2011	Active
	COD			A AMUNDSON	UNITED STATES	9/12/2011	Active
	FMMI	0003000747		A K ACRES	33297 740 ROAD IMPERIAL NE 89033 UNITED STATES	9/12/2011	Active
	COD			A PIRANI PARTNERSHIP	UNITED STATES	9/12/2011	Active
	COD			A VANVIG	UNITED STATES	9/12/2011	Active
	FMMI	0003001346		ABERDEEN GRAIN INSPECTION	PO Box 842 ABERDEEN SD 57402-0842 UNITED STATES	9/12/2011	Active
	FMMI	0003272408		ABF PACKING LTD	BEYER & FUNDERBURGH LTD 8758 S US HIGHWAY 377 DUBLIN TX 76448 UNITED STATES	9/12/2011	Active
	FMMI	0003220023		ACGI SHIPPING INC.	SUITE 400 18400 SOUTHCENTER PKWY. SEATTLE WA 98188 UNITED STATES	9/12/2011	Active
	COD			ACH AGRIPRODUCTS LLC	UNITED STATES	9/12/2011	Active

Showing Results 1 - 10 of 1563 First Prev - Page 1 of 157 - Next Last Results per page: 10

ADMIN MENU

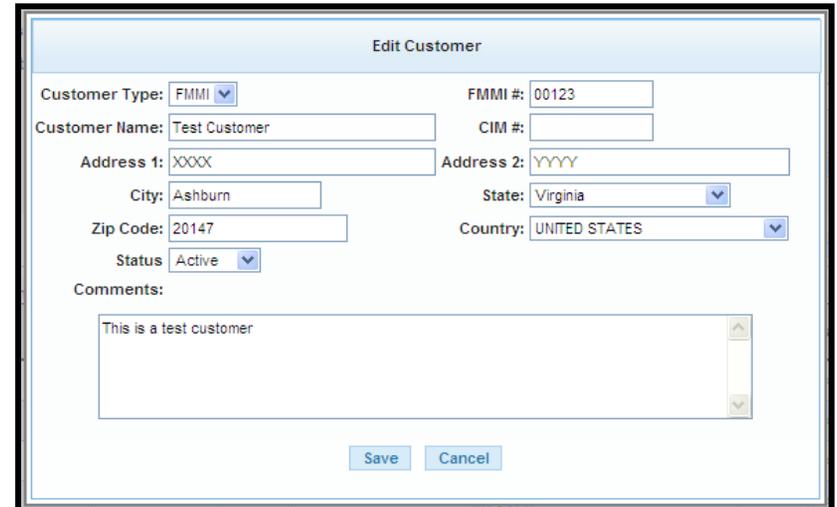
The Action Column

Users can either Edit an existing Customer or Delete a Customer.

Clicking on the  sign will open the Edit Customer screen.

Users will be able to edit all the fields on the Edit Customer Screen.

Edit Customer Screen



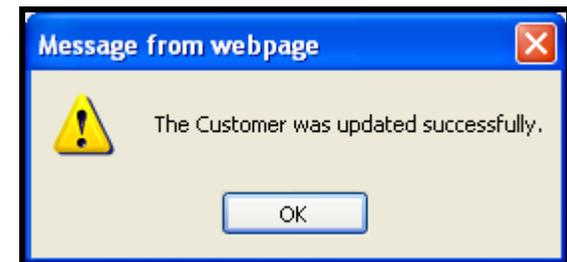
The screenshot shows the 'Edit Customer' form with the following fields and values:

Customer Type:	FMMI	FMMI #:	00123
Customer Name:	Test Customer	CIM #:	
Address 1:	XXXX	Address 2:	YYYY
City:	Ashburn	State:	Virginia
Zip Code:	20147	Country:	UNITED STATES
Status:	Active		
Comments:	This is a test customer		

Buttons: Save, Cancel

Clicking on the Cancel button will cancel the changes made on the screen.

Clicking on the Save button will save the changes and a confirmation popup box will be displayed with the message: **“The Customer was updated successfully”**



ADMIN MENU

The  button is used for deleting Customer(s).

Clicking on the  button will display a popup window with the following message:

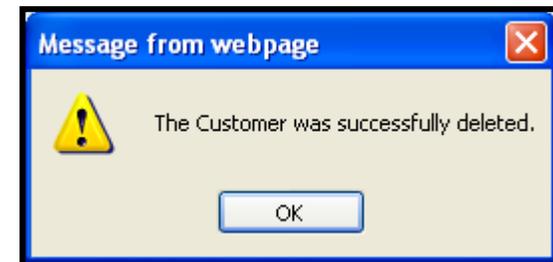
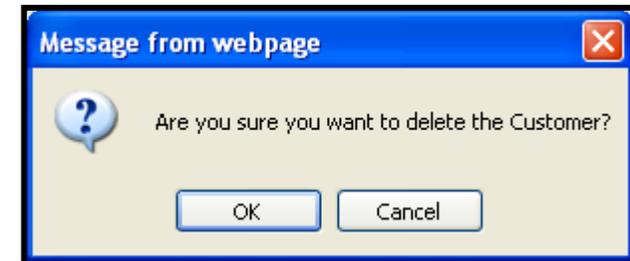
“Are you sure you want to delete the Customer?”

Clicking on OK button will delete the Customer.

Note: A customer with existing bills cannot be deleted.

A popup window will be displayed with the following message: “The Customer was successfully deleted”

Clicking on the Cancel button will close the popup and the Customer will not be deleted.



ADMIN MENU

Rate Code Menu

Click on the menu Rate Code under the Menu Admin

The Rate Code Management screen is displayed

The Rate Code Management Screen is divided into two halves.

The first half on the top displays fields that may be used to filter the Rate Codes.

The second half of the screen displays the list of Rate Codes.

The Rate Code Management Screen will not be available for the users belonging to Billing Clerk and Field Office Admin groups. Only users belonging to System Admin group will be able to see this screen.

The following fields may be used by the user to filter the list of Rate Codes

- Rate Code

This is an automatic searchable field. The values for this field are automatically displayed as a drop down based on the characters entered in the field.

- Active Date
- Service Description
- FA Code (drop down field)
52, 53, 57, or 58

- Rate Type (drop down field)
Actual Amount, Per Unit, or Per Test
- Show Inactive Codes checkbox

Users may select or enter values in any of the fields.

Click on the button Filter and a list of Rate Codes will be displayed in the bottom half of the screen.

Clicking on the Clear Filter button will clean all the criteria entered or selected in the above fields.

Rate Code Management Screen

Rate Code Management

Filters

Rate Code:

Service Description:

Rate Type:

Active Date:

FA Code:

Show Inactive Codes:

Clear Filter Filter

g1				
G101 - 1 yr. Contract (Monday-Saturday) Inspection & Weighing				
G102 - 1 yr. Contract (Sunday-Holiday) Inspection & Weighing				
G103 - Non-contract (Monday-Saturday) Inspection & Weighing				
G104 - Non-contract (Sunday-Holiday) Inspection & Weighing				
G199 - EXTRA COPY OF USGSA CANADIAN CERTIFICATE				

ADMIN MENU

The bottom half of the screen displays the search results.

Above the search results a  sign is displayed and a hyperlink [Add New Rate Code](#) is displayed.

To add a new Rate Code either click on the  sign or click on the hyperlink [Add New Rate Code](#).

The **Add New Rate Code** screen will be displayed.

The following fields will be initially displayed in the Add New Rate Code screen:

- **Rate Code**

This is an automatic searchable field. The values for this field are automatically displayed as a drop down based on the characters entered in the field

- **Service Description**

This field is automatically populated based on the Rate Code entered.

- **FA Code** (drop down field)

52, 53, 57, or 58

- **Rate Type** (drop down field)

Actual Amount, Per Unit, or Per Test

The above options change depending on the Rate Code and Rate Type selected.

When Rate Code starts with **G** or Rate Code is **XXXX**, then following options are displayed:

- Actual Amount
- Per Unit

When Rate Code is **Z7**, the option **“Per Test”** is populated automatically.

ADMIN MENU

- **Start Date**
- **Billing Rate**

The Billing Rate field will be displayed only when the Rate Type is either **Per Unit** or **Per Test**:

The Billing Rate field will not be displayed when the Rate Type is **Actual Amount**

- **End Date**
- **Lab Test**

This field is only displayed when the Rate Code is Z7. This field is a drop down field with a list of types of test.

Click on the Save button to add the entry.

If a Rate Code already exists with the same Start Date and End Date, then an error message will be displayed.



Otherwise the Rate Code will be added and a confirmation popup box will display "The New Rate Code is saved successfully".

Add New Rate Code Screen

-
- Aflatoxin (Qualitative – Test Kit)
 - Aflatoxin (Quantitative – Test Kit)
 - Aflatoxin test (Quantitative – HPLC)
 - Appearance and odor
 - Ash
 - Brix
 - Calcium
 - Carotenoid color
 - Cold test (oil)
 - Color test (syrups)
 - Cooking test (pasta)
 - Crude fat
 - Crude fiber
 - Falling number
 - Free fatty acid
 - Insoluble impurities (oils and shortenings)
 - Iron enrichment
 - Lovibond color
 - Moisture
 - Moisture and volatile matter
 - Oxidative stability index (OSI)
 - Peroxide value
 - Popping ratio
 - Protein
 - Sanitation (filth light)
 - Sieve test
 - Smoke point
 - Solid fat index
 - Visual exam

ADMIN MENU

The following columns are displayed in the Search Results Screen:

- Action
- FA Code
- Rate Code
- Service Description
- Rate Type
- Rate
- Start Date
- End Date

The Action Column

Users can Edit, Copy or Delete a Rate Code.

Clicking on the  sign will open the Edit Rate Code screen.

Users will be able to edit only the following fields:

- Billing Rate (if applicable)
- Start Date
- End Date

All other fields are read-only.

Rate Code Search Result Screen

Rate Code Listing		+ Add New Rate Code					
Action	FA Code	Rate Code	Service Description	Rate Type	Rate	Start Date	End Date
 	52	G101	1 yr. Contract (Monday-Saturday) Inspection & Weighing	Per Unit	\$103.00	6/10/1988	
  	52	G102	1 yr. Contract (Sunday-Holiday) Inspection & Weighing	Per Unit	\$130.00	6/10/1988	
  	52	G103	Non-contract (Monday-Saturday) Inspection & Weighing	Per Unit	\$137.00	6/10/1988	
  	52	G104	Non-contract (Sunday-Holiday) Inspection & Weighing	Per Unit	\$172.00	6/10/1988	
  	52	G199	EXTRA COPY OF USGSA CANADIAN CERTIFICATE	Per Unit	\$1.50	6/10/1988	
 	52	G201	1 yr. Contract (Monday-Friday)(8am to 6pm)	Per Unit	\$38.00	6/14/2004	
  	52	G202	1 yr. Contract (Monday-Friday)(6pm to 8am)	Per Unit	\$37.80	6/14/2004	
  	52	G203	1 yr. Contract (Saturday, Sunday, Overtime)	Per Unit	\$43.00	6/14/2004	
  	52	G204	1 yr. Contract (Holiday)	Per Unit	\$84.00	6/14/2004	
  	52	G213	Non-contract (Monday-Friday)(8am to 6pm)	Per Unit	\$84.00	6/14/2004	

Showing Results 1 - 10 of 147

- Page 1 of 15 -

 Results per page:

Edit Rate Code Screen

Edit Rate Code

Rate Code: <input type="text" value="Z7"/>	Service Description: <input type="text" value="Commodity Testing Lab"/>
FA Code: <input type="text" value="58"/>	
Rate Type: <input type="text" value="Per Test"/>	Start Date: <input type="text" value="1/1/2011"/>
Billing Rate (\$): <input type="text" value="182.00"/>	End Date: <input type="text" value="12/31/2011"/>
Lab Test: <input type="text" value="Aflatoxin test (Quantitative - HPLC)"/>	

ADMIN MENU

Clicking on the Save button will update the Rate Code.

Clicking on the Cancel button will not update the Rate Code and the Edit Rate Code screen will be closed.

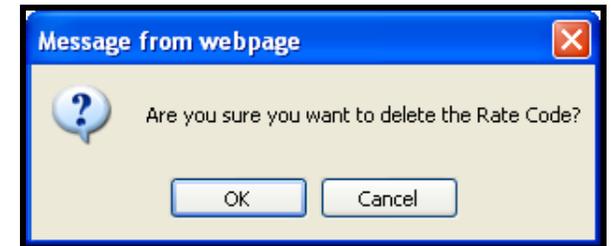
Clicking on the  sign will open the Add New Rate Code Screen. This function will make a copy of the existing Rate Code. The copy function will pre-populate the fields with the existing values and then allow the user to edit the fields as desired.

The  button is used for deleting Rate Code(s).

Clicking on the  button will display a popup window with the following message:

“Are you sure you want to delete the Rate Code?”

Note: A rate code with existing bills cannot be deleted.



Clicking on OK button will delete the Rate Code.

A popup window will be displayed with the following message: “The Rate Code was successfully deleted”

Clicking on the Cancel button will close the popup and the Rate Code will not be deleted.

ADMIN MENU

FA Code Menu

Click on the menu FA Code under the Menu Admin

The Functional Area Code Management screen is displayed

The Functional Area Code Management screen displays the list of Functional Area Codes.

The Functional Area Code Management Screen will not be available for the users belonging to Billing Clerk and Field Office Admin groups.

Only users belonging to System Admin group will be able to see this screen.

The following fields are displayed in the Functional Area Codes Management Screen:

- Action
- FA Code
- Description
- Status

Click on the  sign or the link [Add New FA Code](#).

The Add New Functional Area Code screen is displayed:

The following fields are displayed in the Add New Functional Area Code screen:

- FA Code (Numeric)
- FA Code Description

Functional Area Code Management Screen

Functional Area Code Management			
Functional Area Code Listing		 Add New FA Code	Show Inactive Codes: <input type="checkbox"/>
Action	FA Code	Description	Status
	52	USGSA Inspection & Weighing Services Program	Active
	53	USGSA Official Agency Program	Active
	57	AMA Rice Program	Active
	58	AMA Graded and Processed Commodity Program	Active

Add New Functional Area Code Screen

Add New Functional Area Code

FA Code: FA Code Description:

Status:

Active
 Inactive

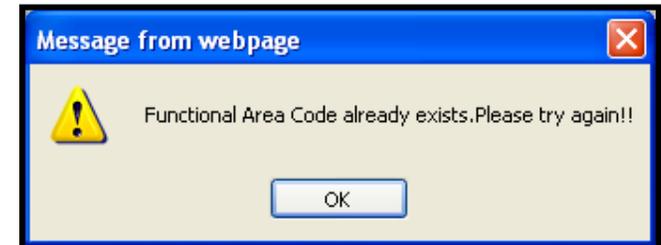
ADMIN MENU

- Status

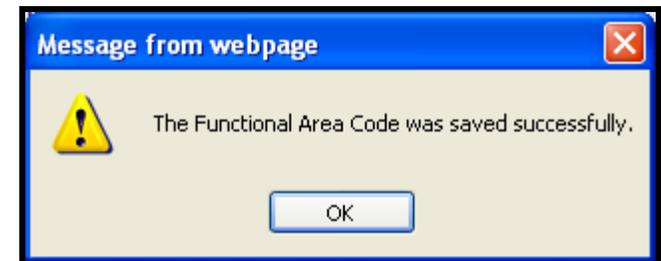
This is a drop down box with the following options:

- Active
- Inactive

If an FA Code already exists then an error message “Functional Area Code already exists. Please try again” will be displayed in a popup box.



Clicking on the Save button will add the new FA Code and a confirmation popup box will display the message “The Functional Area Code was saved successfully”.



The Check box “**Show Inactive Codes**” on top of the list, if checked displays FA Codes with Status Inactive.

ADMIN MENU

The Action Column

Clicking on the  sign will allow the users to edit the FA Code.

The Edit Functional Area Code screen will be displayed.

This is similar to “Add New Functional Area Code” screen.

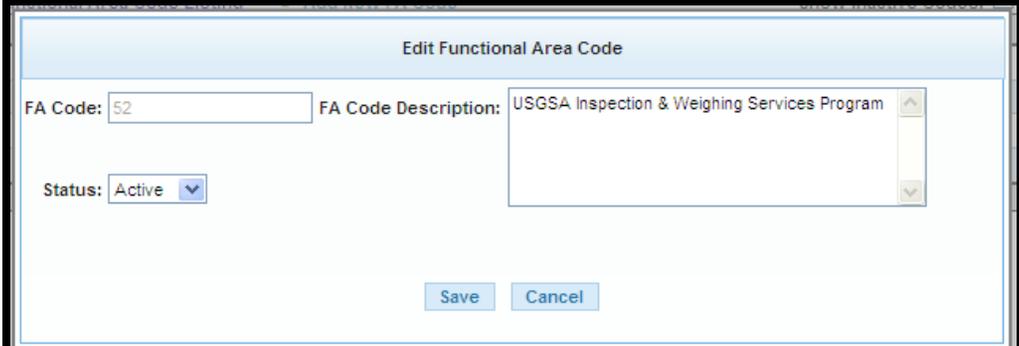
Users will be able to edit only the following fields:

- FA Code Description
- Status

Clicking on the Save button will update the FA Code.

Clicking on the Cancel button will cancel the update and the Edit FA Code screen will be closed.

Edit Functional Area Code Screen



The screenshot shows a web form titled "Edit Functional Area Code". It contains the following fields and controls:

- FA Code:** A text input field containing the value "52".
- FA Code Description:** A text area containing the text "USGSA Inspection & Weighing Services Program".
- Status:** A dropdown menu currently set to "Active".
- Buttons:** "Save" and "Cancel" buttons located at the bottom right of the form.

ADMIN MENU

Shorthand Code Menu

Click on the menu Shorthand Code under the Menu Admin

The Shorthand Code Management screen is displayed

The Shorthand Code Management Screen is divided into two halves.

The first half on the top displays fields that may be used to filter the Shorthand Codes.

The second half of the screen displays the list of Shorthand Codes..

The Shorthand Code Management Screen will not be available for the users belonging to Billing Clerk and Field Office Admin groups.

Only users belonging to System Admin group will be able to see this screen.

The following fields may be used by the user to filter the list of Shorthand Codes:

- FY - drop down field with a list of Fiscal Years.
- Cost Center – drop down field with a list of Cost Centers.
- Description
- FA Code – drop down field with a list of FA Codes.

Users may select or enter values in any of the fields.

Click on the button Filter and a list of Shorthand Codes will be displayed in the bottom half of the screen.

Clicking on the Clear Filter button will clean all the criteria entered or selected in the above fields.

Shorthand Code Management Screen

Shorthand Code Management

Filters

FY: Cost Center:

Description: FA Code:

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

52

53

57

58

GPGRFH0100 - FMD Director's Staff

GPGRFO0100 - Cedar Rapids

GPGRFO0110 - Master Scale

GPGRFO0200 - Grand Forks

GPGRFO0300 - Moscow

GPGRFO0400 - Portland

GPGRFO0500 - Toledo

GPGRFO0600 - Stuttgart

GPGRFO0700 - New Orleans

GPGRFO0800 - League City

GPGRFO0900 - Olympia

GPGRFO0000 - International Affairs

GPGRFO0100 - TSDDirector's Office

ADMIN MENU

The bottom half of the screen displays the search results.

Above the search results a  sign is displayed and a hyperlink [Add New ShorthandCode](#) is displayed.

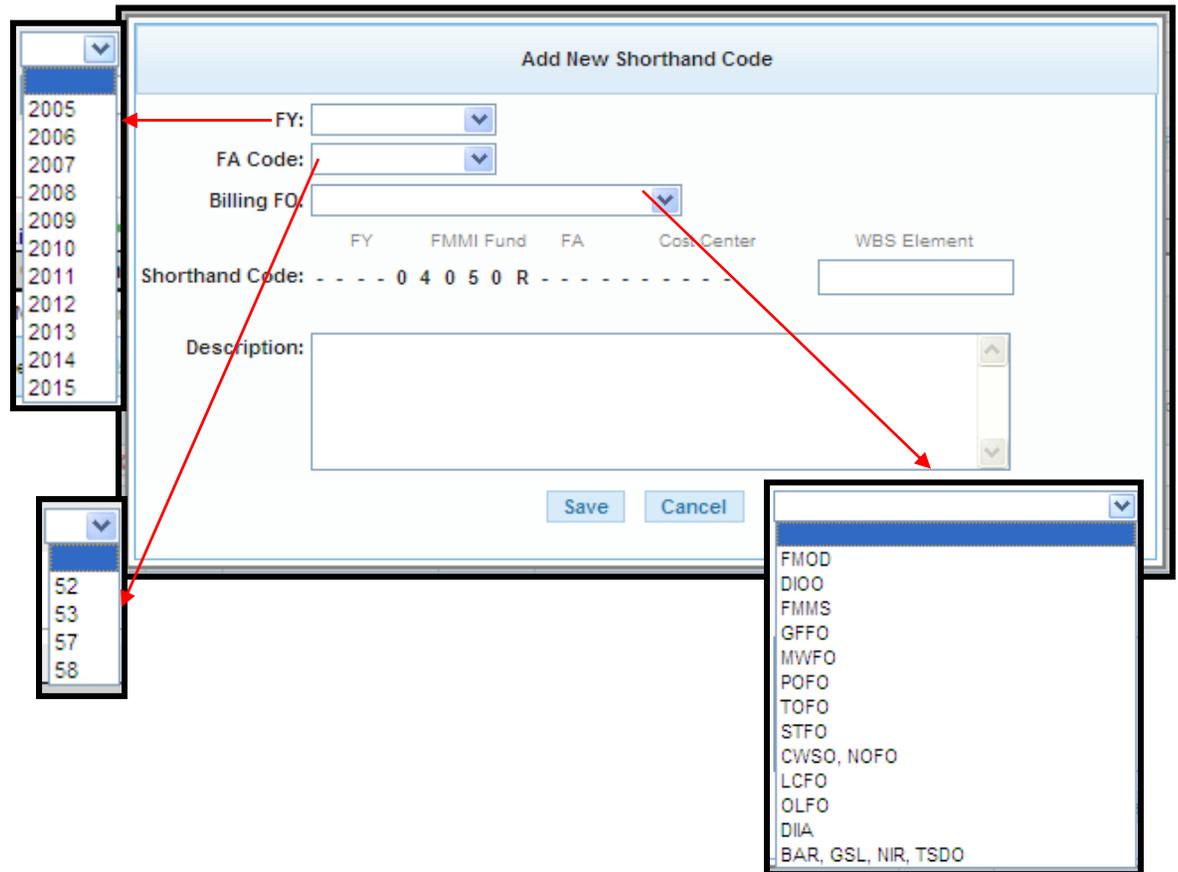
To add a new Shorthand Code either click on the  sign or click on the hyperlink [Add New ShorthandCode](#).

The **Add New Shorthand Code** screen will be displayed.

The following fields will be initially displayed in the Add New Shorthand Code screen:

- FY – drop down box with a list of Fiscal Years.
- FA Code – drop down box with the following options:
52, 53, 57, or 58
- Billing FO – drop down box with a list of Billing Field Offices.
- WBS Element
This field accepts a 7 character alphanumeric value.
- Description

Add New Shorthand Code Screen



The screenshot shows the 'Add New Shorthand Code' form with the following fields and callouts:

- FY:** A dropdown menu with a callout box listing years from 2005 to 2015.
- FA Code:** A dropdown menu with a callout box listing options 52, 53, 57, and 58.
- Billing FO:** A dropdown menu with a callout box listing various field office codes such as FMOD, DIOO, FMMS, GFFO, MWFO, POFO, TOFO, STFO, CWSO, NOFO, LCFO, OLFO, DIIA, BAR, GSL, NIR, and TSDO.
- Shorthand Code:** A text field containing the alphanumeric string '04050R'.
- Description:** A large text area for entering a description.
- Buttons:** 'Save' and 'Cancel' buttons are located at the bottom right of the form.

ADMIN MENU

Click on the Save button to add the entry.

A confirmation popup box will display “The Shorthand Code was saved successfully.



The bottom half of the Shorthand Code Management screen displays the search results.

The following columns are displayed in the search results screen:

Shorthand Code Search Result Screen

- Action
- FY
- Cost Center Name
- FA Code
- Shorthand Code
- Description.

ShorthandCode Listing + Add New ShorthandCode					
Action	FY	Cost Center Name	FA Code	Shorthand Code	Description
	2011	FMD Director's Staff	52	11XX04050R52GRFO0100FMPRO01	EGIS Reports
	2011	Cedar Rapids	52	11XX04050R52GRFO0100FMDIR01	Grain Inspection & Weighing – Official Inspection
	2011	Cedar Rapids	52	11XX04050R52GRFO0100FORRP03	Scale Testing
	2011	Cedar Rapids	53	11XX04050R53GRFO0100FOSUP53	Supervision of Official Inspection and Weighing
	2011	Cedar Rapids	58	11XX04050R58GRFO0100FMCOM01	Commodity Inspection
	2011	Cedar Rapids	58	11XX04050R58GRFO0100FMCOM02	Graded Commodities
	2011	Cedar Rapids	58	11XX04050R58GRFO0100FMCOM03	Commodity Coop Agmt
	2011	Master Scale	52	11XX04050R52GRFO0110FORRP01	NS Track Scales
	2011	Master Scale	52	11XX04050R52GRFO0110FORRP02	Other Track Scales
	2011	Master Scale	52	11XX04050R52GRFO0110FORRP03	Scales Testing & Wght Calib

Showing Results 1 - 10 of 228

First Prev - Page 1 of 23 - Next Last

Results per page:

ADMIN MENU

The Action Column

Users will be able to either Edit or Delete a Shorthand Code.

Click on the  sign to edit a Shorthand Code

The Edit Shorthand Code screen is displayed.

The Edit Shorthand Code screen is similar to the Add Shorthand Code Screen.

Users will be allowed to edit only the Description field.

All other fields are pre-populated and read-only fields.

Clicking on the Save button will update the Shorthand Code.

A confirmation popup box with the message “The Shorthand Code was updated successfully” will be displayed.

Click on the  button to delete a Shorthand Code

Note: A Shorthand Code with existing bills cannot be deleted.

A confirmation popup box with the message “The Shorthand Code was successfully deleted” will be displayed.

Edit Shorthand Code Screen

