
QAC Step by Step

Create New OTS

FGIS *online*



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Quality Assurance Control Home Page

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The small link at the top left (example is “QAC Home”) is called a Breadcrumb. These can be clicked to navigate to other pages or come back “Home”.

Over-The-Shoulder (OTS)

- ▶ OTS allows the shift supervisor, SP QAS, OSP QAS, GSL or BAR to observe inspectors grading skills and offer immediate feedback and training. They may click the Create New OTS link and enter the original and supervision data.
- ▶ If the sample is already in IDW, they can click Attach Inspection Record and fill out a search form to find the record.
- ▶ The shift supervisor, SP QAS, OSP QAS, GSL or BAR can go into Edit Existing OTS and add their information at a later time, including attaching the inspection record.

Create New OTS

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QAC Home > New OTS 0.0.7

**Quality Assurance Control
New Over-The-Shoulder**

OSP: [dropdown]

Service Point: Select an OSP

Original Item Class/Subclass: [dropdown]

Factors: Select a Commodity

Original Item Date: [text]

Original Item Inspector: Select an OSP and Commodity

OTS Supervision Date: [text]

OTS Supervision Inspector: Select an OSP

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- Use drop downs to select OSP, Service Point, Class/Subclass, and Factor(s) of original sample and fill out the date and inspector information.
- Click Create to pull up record or Return to cancel.

Edit Over-The-Shoulder

QAC Home > Edit OTS 0.1.0

**Quality Assurance Control
Edit Over-The-Shoulder**

OTS ID: 268
Status: Open
OSP: FGIS - Portland Field Office
Service Point: 361650 - PORTLAND, OR (FIELD OFFICE)
File Sample ID:

Original Item: **OTS Supervision:**

Date:

Inspector:

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
DKT (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	-	<input type="text"/>

Remarks:

- Shift Supervisor/QAS/GSL/BAR enters File Sample ID, Original Results, Plus, and Minus.
- Enter supervision odors (& all non-numeric factors) in Remarks for the factor.
- Result and Score are computed after data entry.
- More Factors are available, if needed.
- Remarks can be added for each factor and/or the sample.
- Clicking 'Attach Inspection Record' links data to record in IDW.
- Press Save to save and exit, Return to cancel, or Save & Copy to New OTS to save this OTS and open a new one pre-populated with the same information. These fields can be edited.

Attach Inspection Record

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QAC Home > Edit OTS > Inspection Record Search 0.0.7

Quality Assurance Control Inspection Record Search

File Sample ID:

Carrier Type:

Barge	
Container	
Lash Barge	
Other	
Rail	
Ship	
Truck	

Carrier Name / ID:

Certificate #:

Lot #:

Sublot #:

Inspection Date Range to

Record Limit:

- This process searches all IDW and QAC for records.
- If you know the Files Sample ID, type the number in the File Sample ID box and press Search or Return to cancel.
- Otherwise, narrow your list by choosing dates, carrier types, certificate numbers, lot/sublot numbers, and/or carrier names and press Search or Return to cancel.
- Changing the Record Limit to a smaller number of samples, will make the search faster.

Inspection Record List

QAC Home > PAS Search > PAS List > Edit PAS > Inspection Record Search > Inspection Record List 0.1.0

**Quality Assurance Control
Inspection Record List**

Action	QAC ID	Service Point	File Sample ID	Sublot #	Class	Inspection Date	Inspector
Select		151370 - DODGE CITY, KS	291		Yellow Corn (YC)	7/3/2009	LONG, JUAN J - 19745
Select		151370 - DODGE CITY, KS	292		Yellow Corn (YC)	7/3/2009	LONG, JUAN J - 19745
Select		151370 - DODGE CITY, KS	293		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	294		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	295		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	296		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS				009	LONG, JUAN J - 19745
Select		151370 - DODGE CITY, KS				009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS				009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS				009	BARNES, AARON - 19734
Select		151370 - DODGE CITY, KS	182		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	223		Yellow Corn (YC)	7/3/2009	PAGE, MICHAEL J - 05029
Select		151370 - DODGE CITY, KS	156		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	185		Yellow Corn (YC)	7/3/2009	KONRADE, LONNIE D - 50155
Select		151370 - DODGE CITY, KS	159		Yellow Corn (YC)	7/3/2009	BARNES, AARON - 19734

Windows Internet Explorer

Are you sure you want to attach this Inspection Record?

OK Cancel

- Locate the record to be attached to the OTS.
- Press Select to attach the record.
- Pop-up asks to confirm selection. Press OK or Cancel.
- Attachment may take a few seconds. Please wait until you are returned to your OTS.

After Inspection Record Search

QAC Home > OTS Search > OTS List > Edit OTS 0.0.7

Quality Assurance Control
Edit Over-The-Shoulder

OTS ID: 5
OSP: FGIS - New Orleans Field Office
Service Point: 100760 - BRUNSWICK, GA (GEORGIA PORT AUTHORITY)
File Sample ID:

Original Item: **OTS Supervision:**
Class/Subclass: Yellow Corn (YC)
Date:
Inspector:

Factor (uom)	Original Results	Plus	Minus	Result	Score	Remarks
STLK (N/A)	<input type="text" value="negative"/>					<input type="text" value="negative"/>

Remarks:

After the record is attached, you will be able to View Inspection Record, Remove Inspection Record (if it isn't the correct record) or Reselect Inspection Record (if it isn't the correct record).

View Inspection Record

[QAC Home](#) > [OTS Search](#) > [OTS List](#) > [Edit OTS](#) > [View Inspection Record](#)

0.0.7

Quality Assurance Control View Inspection Record

OSP: FGIS - New Orleans Field Office

Service Point: 171637 - MYRTLE GROVE, LA (HARVEST STATES) **Special Grades:** n/a

Sample Number: **Class / Subclass:** Yellow Corn (YC)

Movement: **Service Types:**

Grade: No Grade **Lot Number:** 2006120472187

Sample Device: **File Sample ID:** MST 736

Carrier ID / Name: MST 736 **Carrier:** Barge

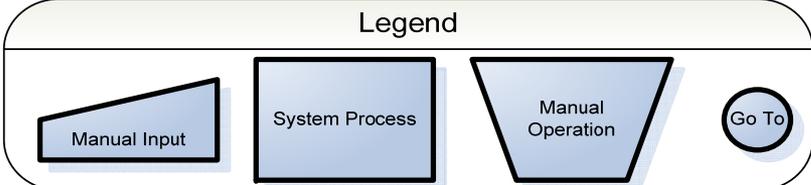
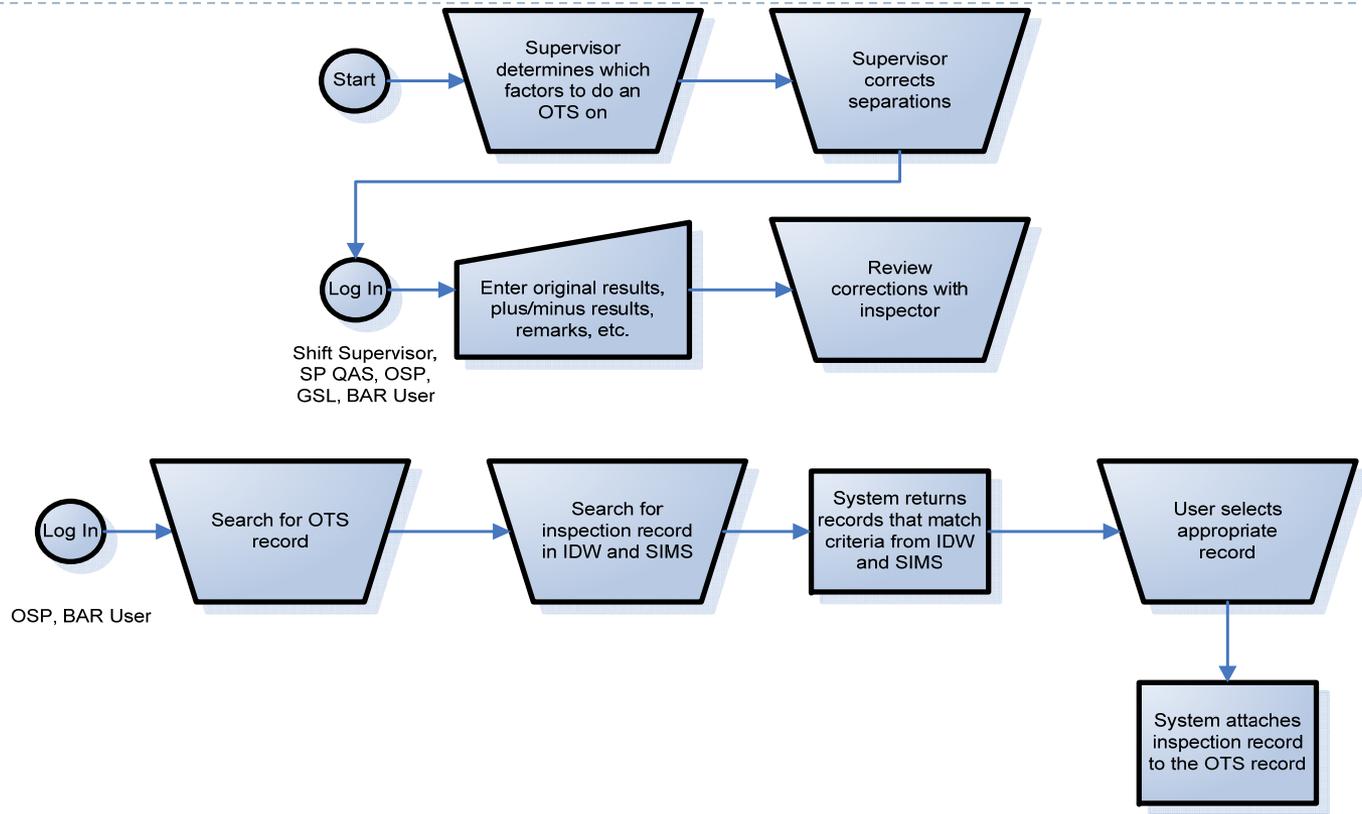
Inspector: McCann, John C - 92099 **Inspection Level:** Original

Factor (uom)	Original Result	Inspector
STLK (N/A)	NEGATIVE	McCann, John C - 92099

Return

- You will be able to see the pertinent information from the original record.
- If what you view is not the record you meant to attach, click Return and then choose the Reselect Inspection Record.

OTS Flow Chart



Contacts

- Comments and Questions can be directed to:

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