Grain Inspection,
Packers & Stockyards Administration

Federal Grain Inspection Service

FGIS*online*

Distributed Certificate System (DCRT)

QUICK REFERENCE GUIDE

6/25/09

This document outlines the highlights of using the FGIS's Distributed Certificate System. It does not include all FGIS Policies or guidelines. Contact your local Field Office for policy guidance.

WARNING: Only authorized personnel should use this application. Anyone who downloads this application is responsible for the use and security of the application.

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General Information

The Federal Grain Inspection Service's (FGIS Distributed Certificate (DCRT) application was designed for locations that do not have reliable internet access and for those times when accessing the internet is interrupted for an extended period of time.

The Distributed Architecture (DA) used for DCRT is a framework that provides synchronization capabilities for web-based FGIS*online* applications to be run locally in a disconnected state using a local database.

DCRT is designed to mimic the Certificate System (CRT) application functionality. The main difference in the DCRT system is that it requires a manual synchronization process when the record is complete. DCRT also does not support importing records from the Inspection Data Warehouse (IDW).

The DCRT synchronization processes support two main functions: Uploading certificate records to the Inspection Data Warehouse (IDW), and downloading updates that are needed from the applicable web-based FGIS*online* applications.

This guide is intended to help you access and navigate the application. It is not intended to provide FGIS policy guidance. If you need policy guidance, please contact your supervising FGIS Field Office (F/O) or Field Operations and Support Staff (FOSS) at the National Grain Center in Kansas City, Missouri.

See the CRT Quick Reference Guide for additional information and guidance.

Customer Support

For application support, please call the FGIS*online* Support number 866-275-8915 or contact Janine.k.goodson@usda.gov, Judith.j.johnston@usda.gov , or Vicki.a.lacefield@usda.gov.

System Requirements

System requirements are:

Windows XP operating system with service pack 3 (SP3), or

Vista Business (SP1)

.NET framework 2.0

It is recommended to use Internet Explorer 6.0 or higher

Certificate Types and Uses

Certificate Type	Used For
Commodity Inspection Certificate	Official inspections of Commodities (Processed/Graded), Pulses
Commodity Submitted Sample Inspection	Submitted sample inspections of Commodities (Processed/Graded), Pulses, Rice
Commodity Weight Certificate	Weighing only of Commodities (Processed/ Graded), Pulses, Rice
Official Commercial Sample-Lot Inspection	Official Commercial Sample-Lot inspections of Grain only
Official Commercial Submitted Sample Inspection	Submitted Official Commercial samples of Grain only
Official Export Inspection Certificate	Official Export inspections of Grain only
Official Sample-Lot Inspection	Official inspections of Grain only
Official Stowage Examination Certificate	Stowage examinations of Grain, Commodities (Processed/Graded), Rice, Pulses
Rice Inspection Services Certificate	Official inspection of Rice only
Submitted Sample Inspection	Submitted samples of Grain only
Supervision of Grain Weight Certificate	Supervision of weights of Grain only
Warehouseman's Sample-Lot Inspection	Warehouseman's inspection of Grain only

Installation

DCRT installation to FGIS computers is completed by GIPSA Operations Branch employees via an Alteris package. Updates to DCRT are completed through the synchronization process.

Installation to non-GIPSA computers is completed through the FGIS*online* Home Page by the user. In order to download DCRT you must have Administrator Rights on the computer it is being downloaded to.

It is recommended that installation be completed on a computer that has high speed internet capabilities for faster service.

DCRT was developed and tested for use on Internet Explorer 7.0 or higher. It may not work properly on other internet browsers.

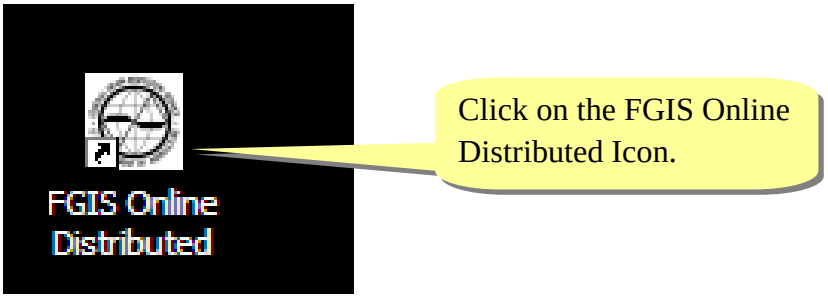
Synchronization (Transmitting) Requirement

It is recommended that records be synchronized or transmitted, at least daily.

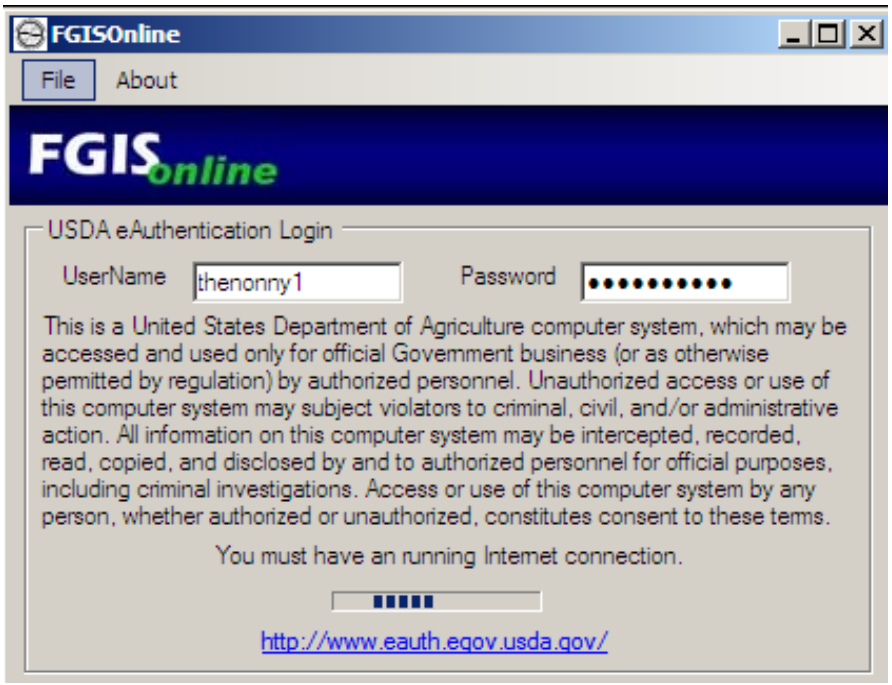
If you have dial-up or slow connection speeds, you may find it necessary to complete the synchronization process more than one time a day depending on the number of records you are trying to transmit. The slower the connection speed, then slower the synchronization/transmit time.

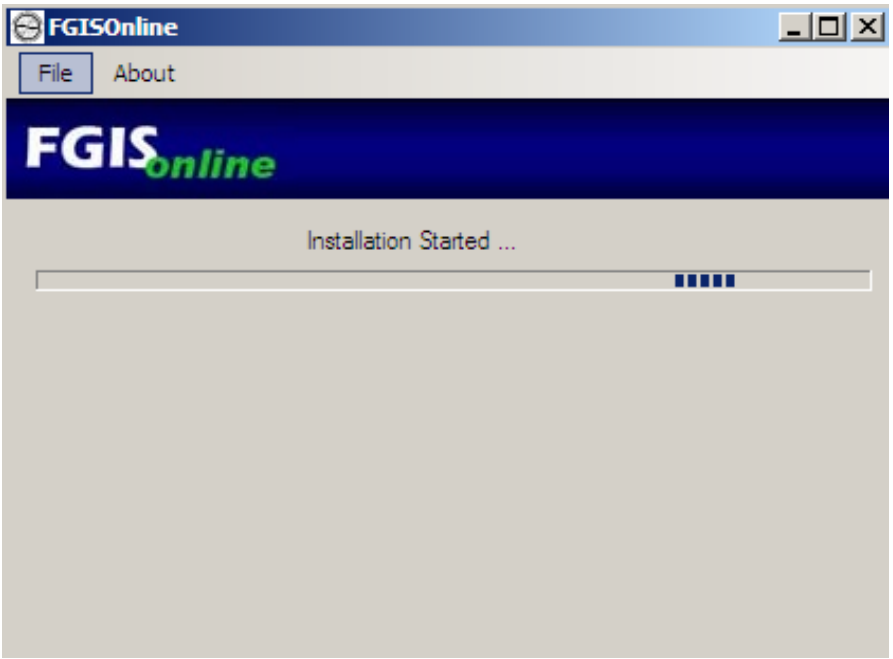
Synchronization Process

Once the application has been installed, follow the steps below to complete the installation/ synchronization process.

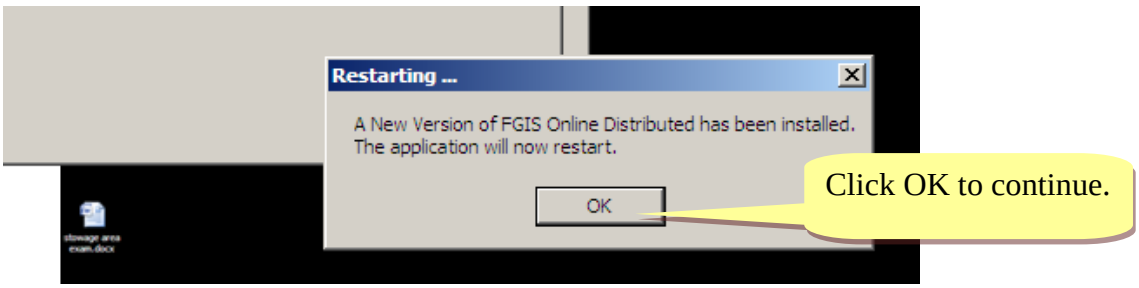


In order for the application to download the data it needs to operate, you must have a running Internet connection for the installation.



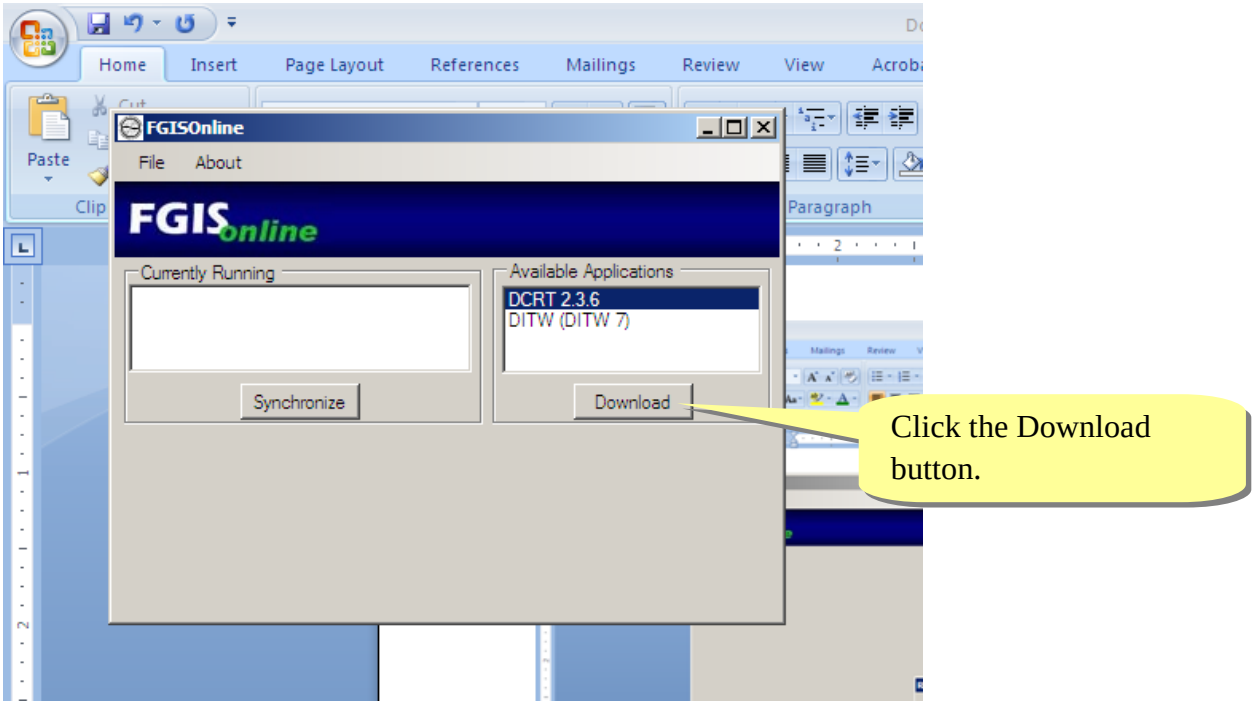


You will be notified when in installation process is complete and that the application will automatically restart. Click OK.

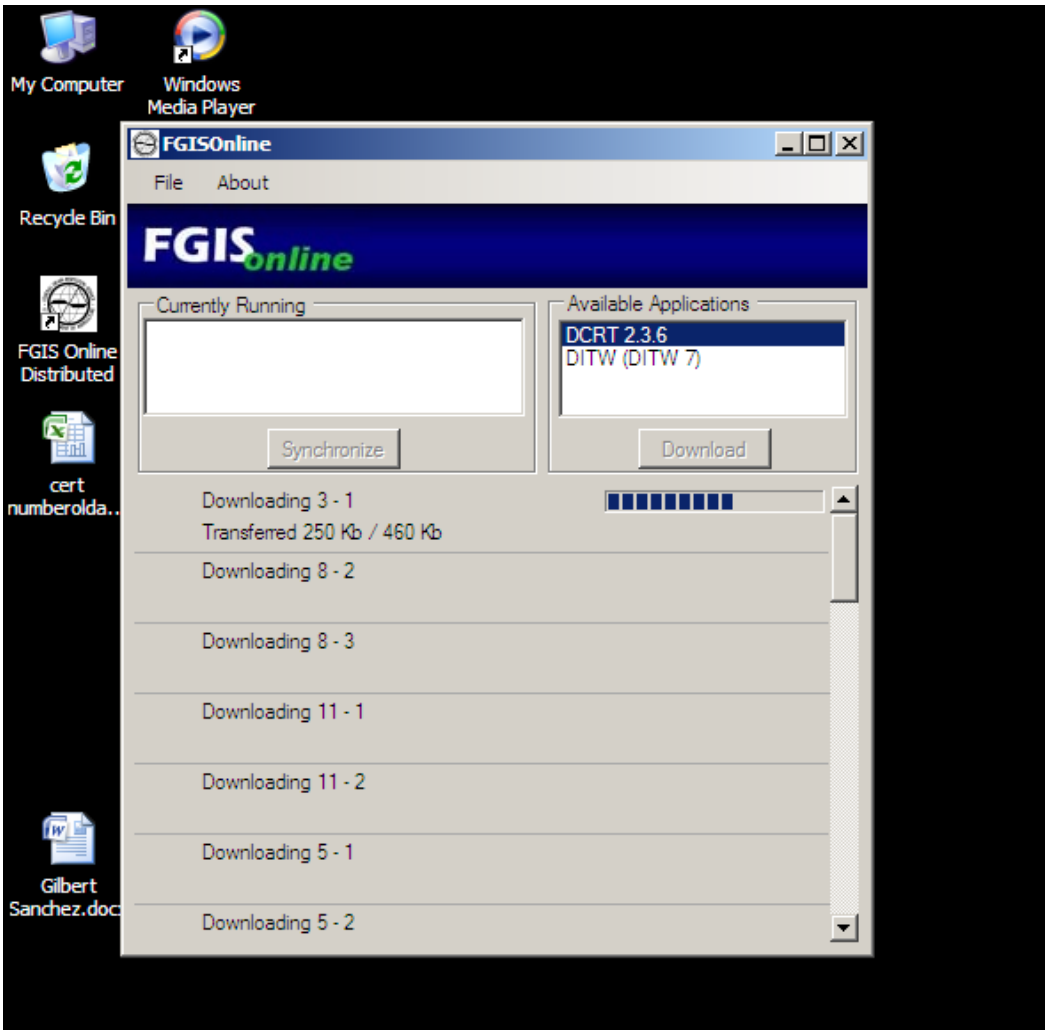


Click the Download button under the “Available Applications” box.

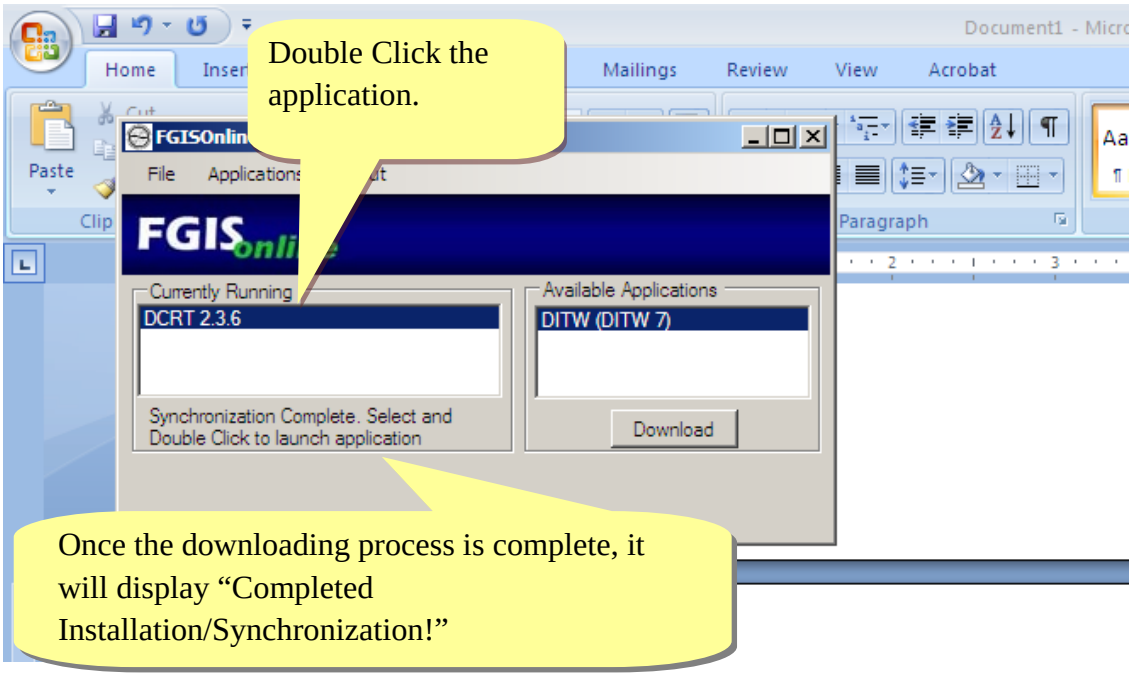
This will be the same area that you will download future Distributed applications.



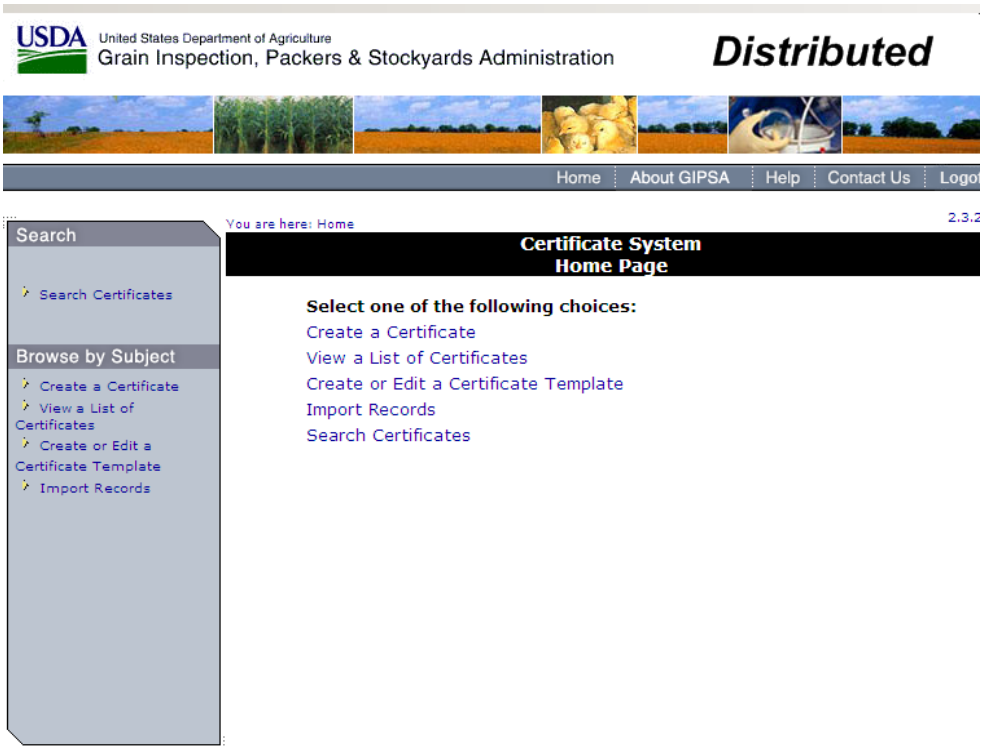
The downloading process may take a few minutes depending on your connection speed.



Once the installation is complete, double click on the application.



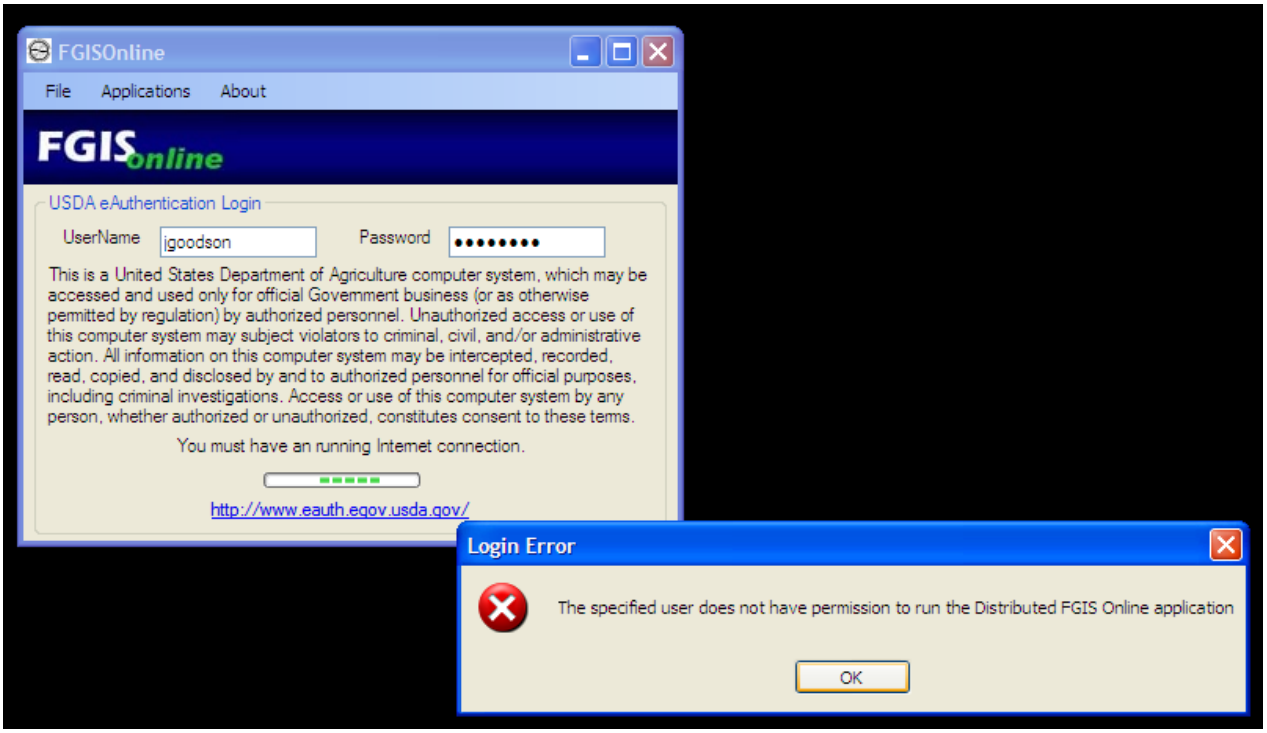
The Certificate System Home Page will come up.



Access Rights

You must have an eAuthentication Level 2 access and have access to CRT in order to access DCRT.

If the user does not have the proper access roles, DCRT will display the Login Error “The specified user does not have permission to run the Distributed FGIS Online application.” Please contact: Janine.k.goodson@usda.gov, Judith.j.johnston@usda.gov , or Vicki.a.lacefield@usda.gov for access.



Record Retention

DCRT will retain records for 31 days after the date of transmission of the record to the IDW.

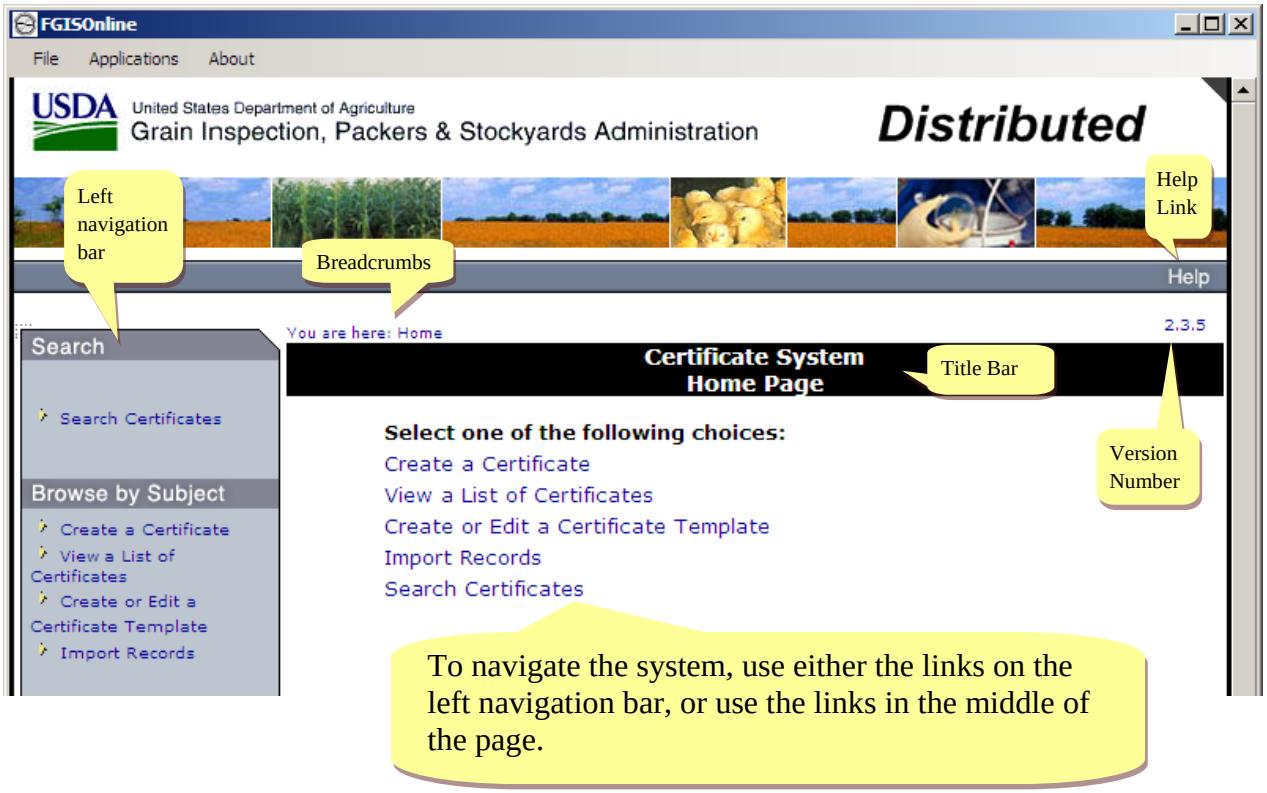
Navigating the Application

"Breadcrumbs" located just above the black title bar "You are Here:" show you where you are in the application. Breadcrumbs will change as you navigate to different pages. You can use Breadcrumbs to Navigate to different pages by clicking on them.

The "Help" link, located on the right side of the page in the bluish-gray colored bar, will give you access to the DCRT Users Manual.

The black "Title Bar" displays the name of the page you are on.

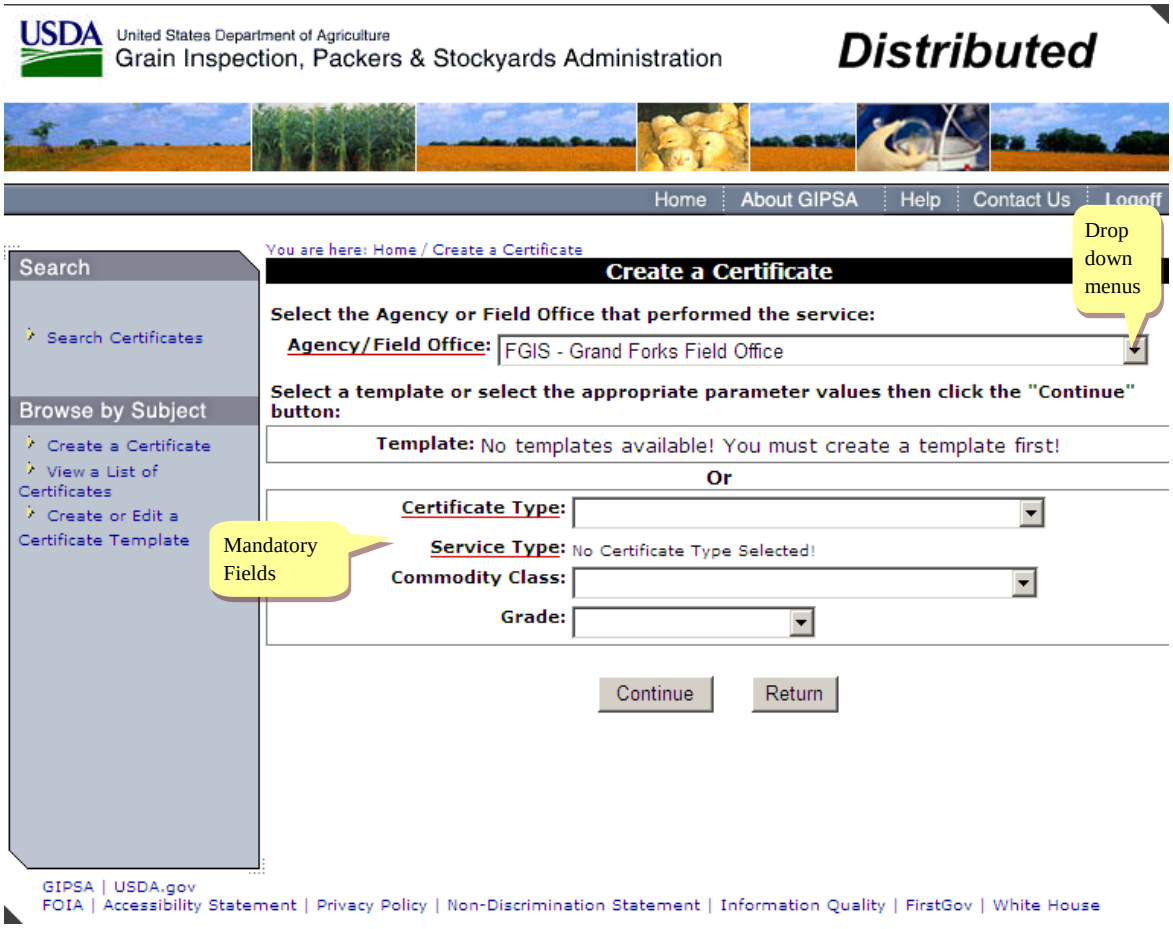
The DCRT "Version Number" is shown just above and on the right side of the black Title Bar displays the version number of DCRT. (NOTE: The version number in the screen shot (2.3.5) is an example only, and will not be the version number you are using.)



NOTE: Do not use your browser's "Back" button to navigate through the application, as this can generate page errors. Use the breadcrumbs, the navigation buttons provided at the bottom of the screen (such as **Return** or **Cancel**), or the menu links in the grey Browse by Subject menu to the left of the screen.

Fields underlined in **RED** are required and must be filled in or the system will display an error message.

Fields with "Arrows" are drop down menus. Click the arrow to view the selection, and then click on the selection.



Certificate System Home Page

From the Certificate System Home Page you can:

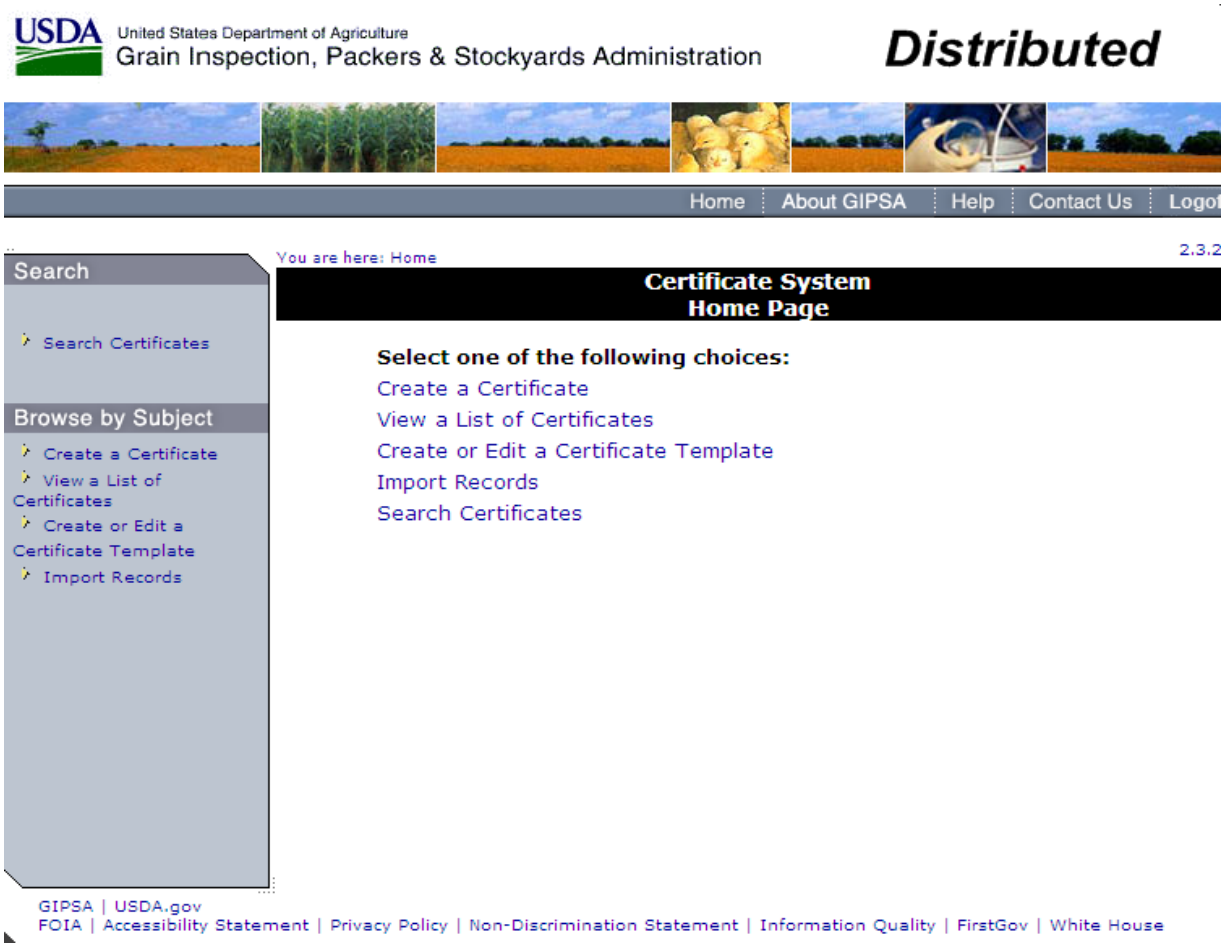
Create a Certificate – create a new certificate record.

View a List of Certificates – view all records (Completed, Transmitted, In Process, or Void).

Create or Edit a Certificate Template – create a new Template or edit an existing one.

Import Records – import .CSV or .XML files from other applications.

Search Certificates – search for records by selecting various criteria.



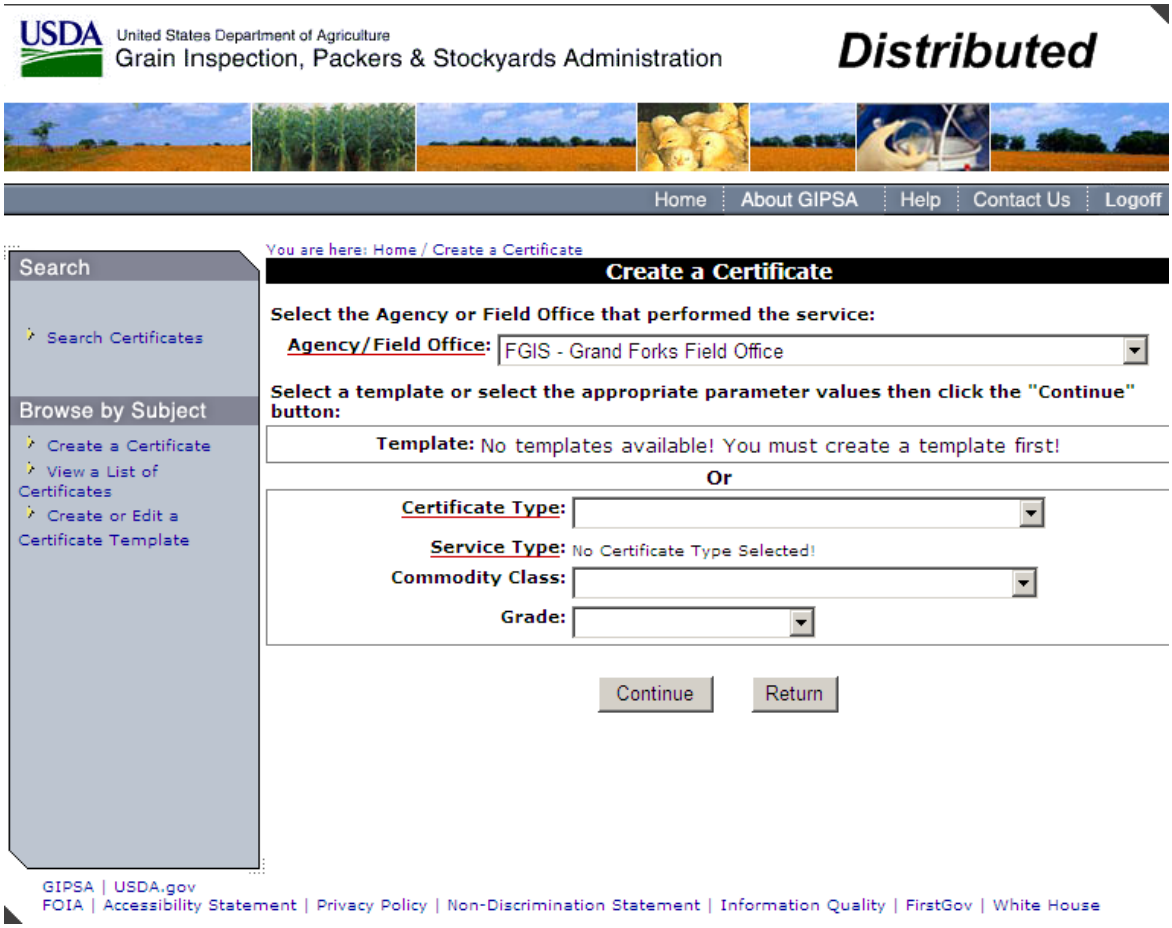
Create a Certificate Page

Agency/Field Office

"Agency/Field Office" refers to the Official Agency (OA) or Field Office (FO) performing the services. The "Agency/Field Office" field automatically defaults to the agency or field office associated with the person logged into the application.

FO's can view records from their specified service points (SSP's) and any OA to which they provide oversight by clicking on the drop down arrow and making a selection.

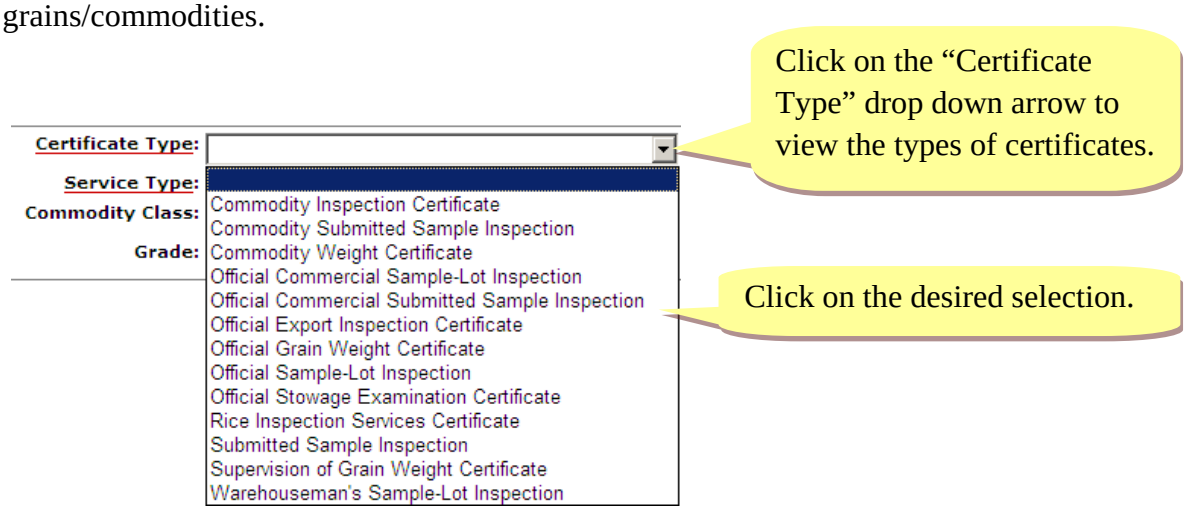
OA's can view records from any of their SSP's by clicking on the drop down arrow and making a selection.



Certificate Type

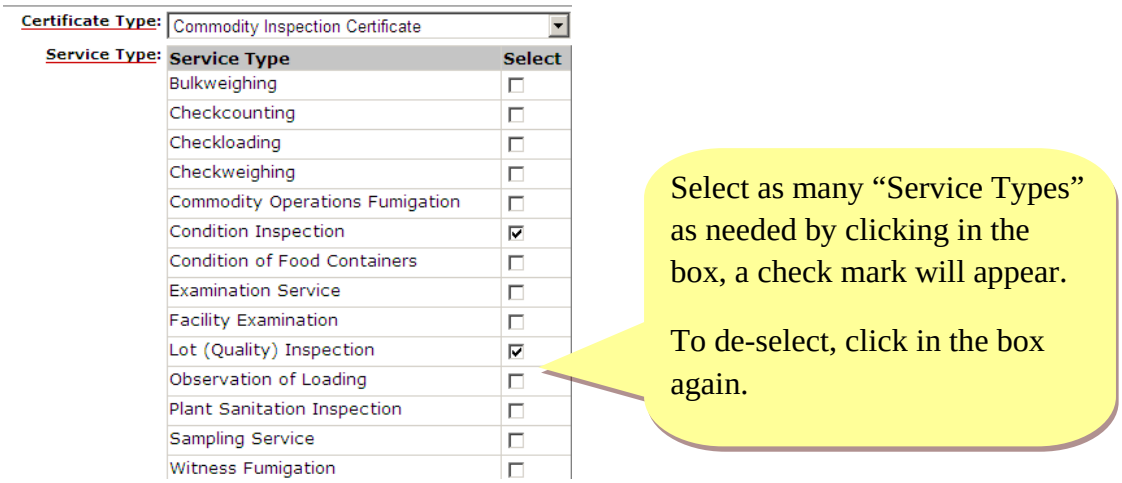
"Certificate Type" is the type of certificate being issued. There are 13 certificate types to choose from, however, not everyone has access to all certificate types.

See "Certificate Types and Uses" for a listing of the certificate type associated with grains/commodities.



Service Type

"Service Types" refers to the types of services being performed and lists all services associated with the "Certificate Type" selected.

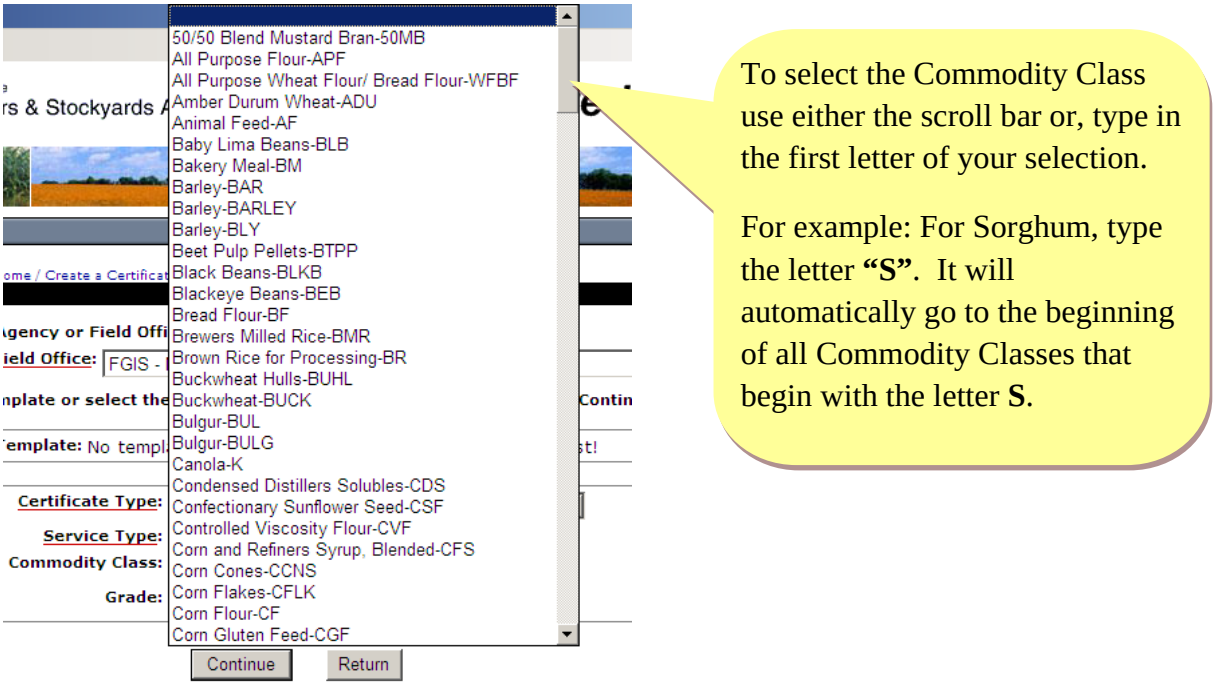


NOTE: When selecting services that include sampling service, (i.e., Lot (Quality) Inspection, Sample-Lot Inspection, Export, ect.) do not select "Sampling Service".

NOTE: If you do not click the box to select a service type, the system will display an error message.

Commodity Class

"Commodity Class" is a list all grains, commodities (graded and processed), rices, and pulses. This information is pulled from the Agriculture Products Standards (APS) application. Commodity classes display in alphabetical order.



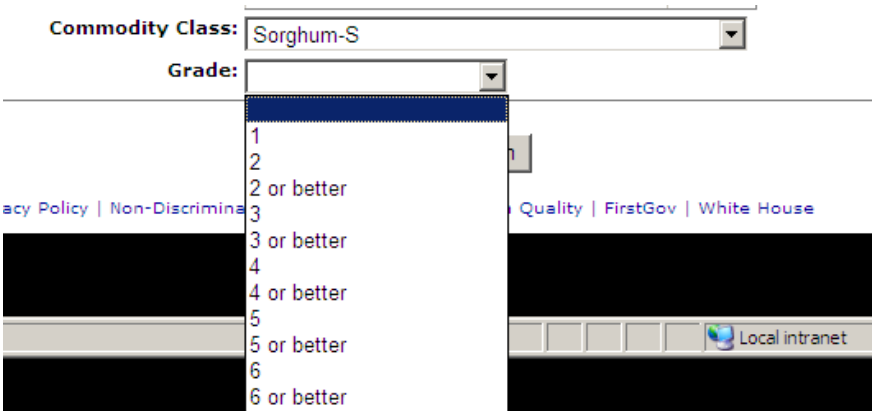
NOTE: The correct Commodity Class must be chosen so that the system can pull the factors associated to the commodity class.

When you have multiple commodity classes to select from, a good rule of thumb is to select the one that has the standard abbreviation. For example: In APS, BARLEY is at the commodity level; BAR is the class; BLY is the subclass. If you select BARLEY, you will not be able to select factors. Both BAR and BLY allows you to select factors.

Grade

"Grade" is the numerical grades associated with the selected commodity class.

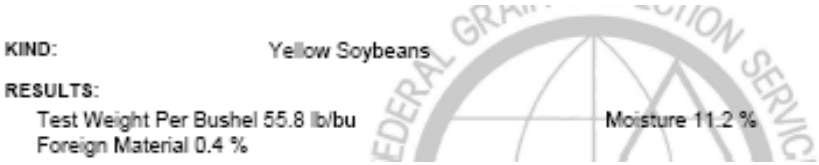
The Inspection Data Warehouse (IDW) uses the **Grade** information for inter-market reports.



NOTE: Grade does not always show as a required field. However, if a grade is being assigned, it must be selected.

NOTE: If **Grade** is NOT selected, the system will NOT show the word "Grade" on the grade line of the certificate. For example: instead of "Grade and/or Kind:" it will show only the word "Kind" for grains or the word Commodity for rice/commodities/pulses. (See illustrations below.)

Screenshots taken from the .PDF of the certificate.

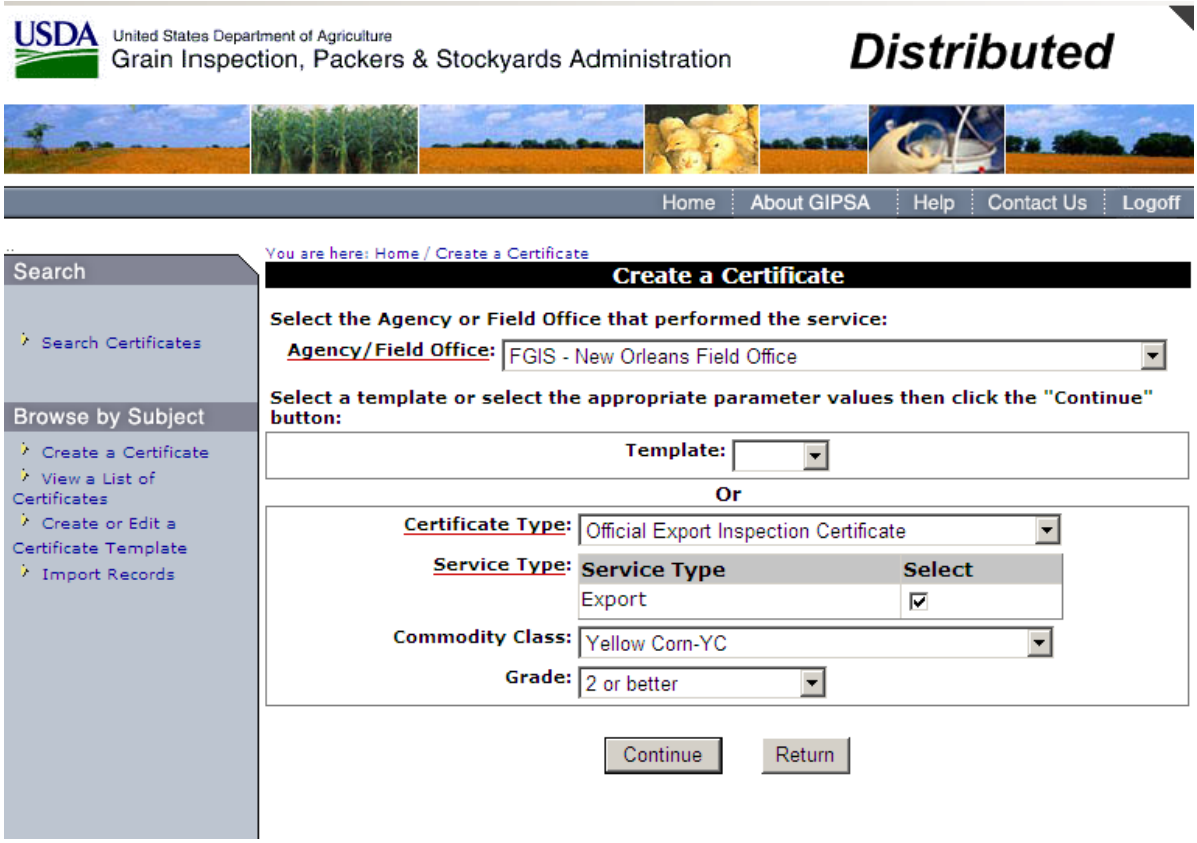


Continue/Return

Once all fields are selected click:

Click the “Continue” button to proceed to the Certificate Edit page, or

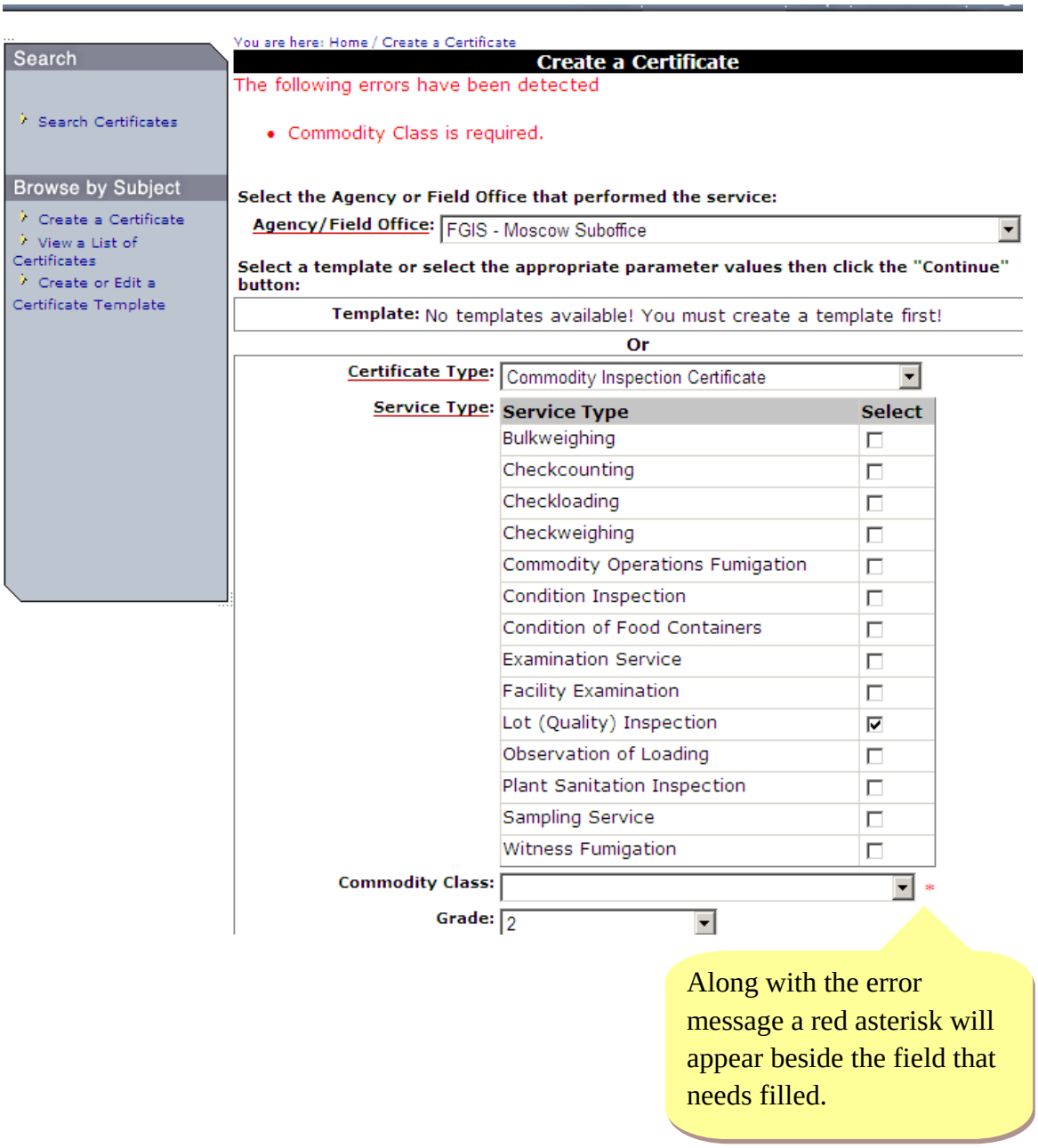
Click the “Return” button to return to the Home page.



Error Messages

Not all required fields are underlined in Red, this allows for more flexibility in the application.

If you get an **error message** displaying that the field is required, simply fill in the information and continue with what you were doing.

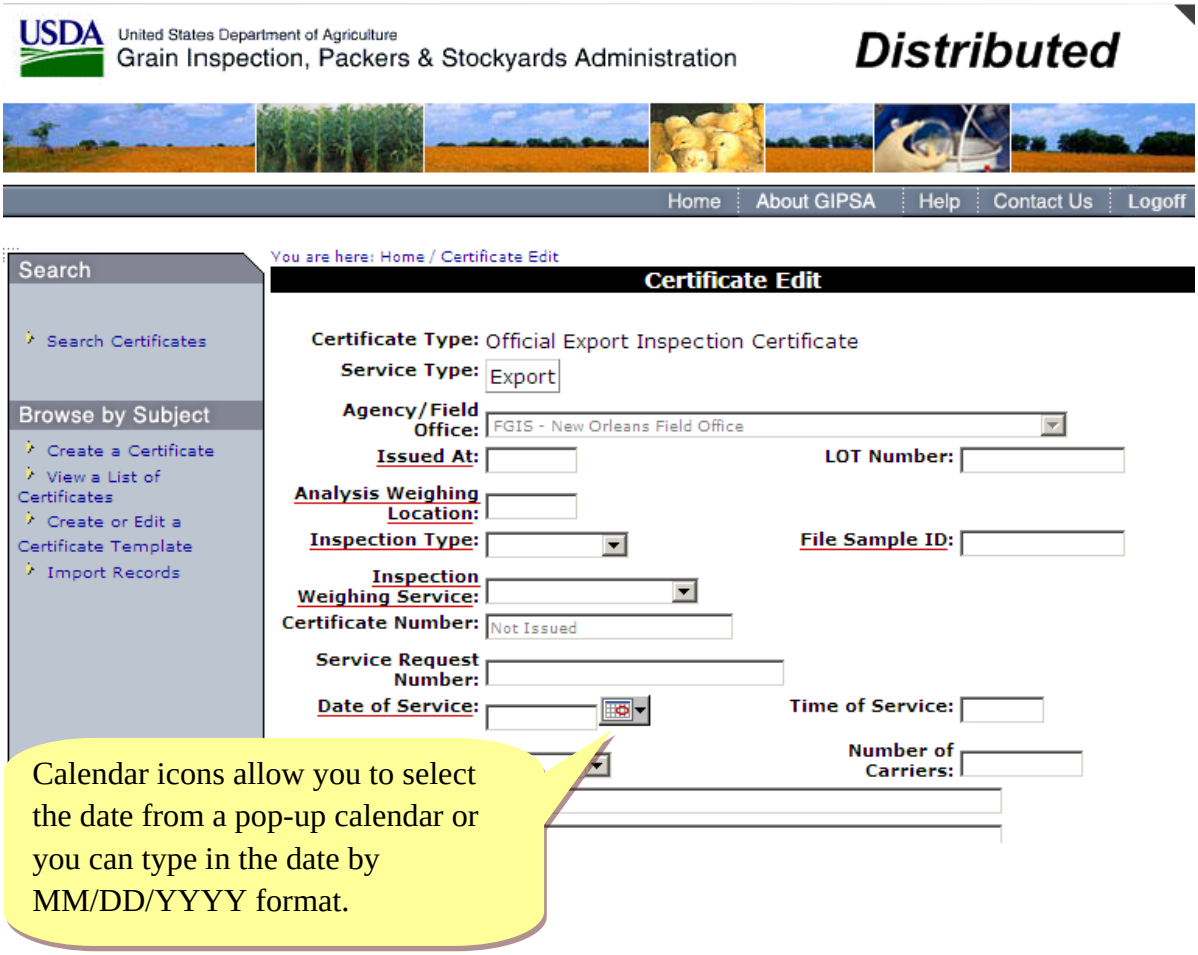


Certificate Edit Page

The Certificate Edit page is where data is entered to create the certificate.

Certificate Type and 'Service Type" are shown according to previous selections.

Agency/Field Office is grayed and cannot be changed from this page.



NOTE: Not all fields will be on shown every certificate type.

Issued At/Analysis Weighing Location/LOT number

"Issued At" is the service point number of the location where the certificate is being issued.

"Analysis Weighing Location" is the service point number of the location where the inspection or weighing service was performed.

"LOT Number" is mandatory for export shipments.

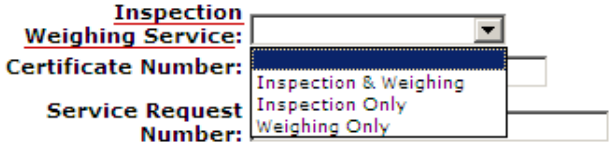
Inspection Type/File Sample ID

"Inspection Type" is the type of inspection being performed. If an original inspection has been completed, these choices change.

"File Sample ID" is the file sample identification.

Inspection Weighing Service

"Inspection Weighing Service" is the services being performed. Select one of the three services.



Inspection &Weighing if both an inspection and official weighing were done, even if the weighing is certified separately.

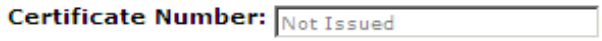
Inspection Only if an inspection only service was performed.

Weighing Only if an official weighing was performed and is being certified on other than an official weight certificate.

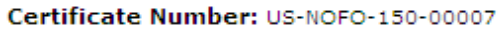
Certificate Number

"Certificate Number" is the sequential numbers that are assigned by the application once the certificate is "Complete".

The Certificate Number field will show "Not Issued" until the record has been completed.



Once the record has been completed the certificate number will show in the field.

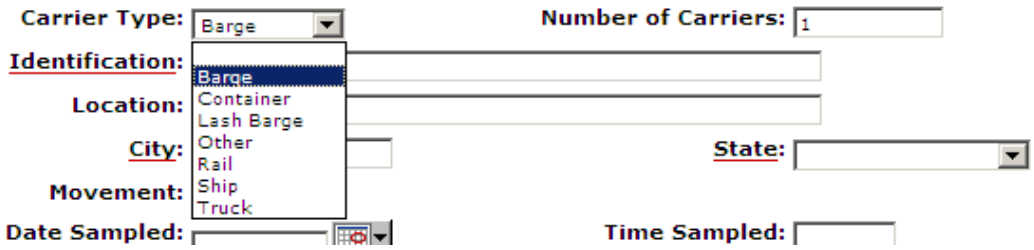


When correcting or superseding a certificate, the Old Cert Number field will display the certificate number of the corrected or superseded certificate.

Carrier Type/Number of Carriers

"Carrier Type" is the type of carrier being used for the service, if applicable.

If "Carrier Type" is selected, you must enter the "Number of Carriers".



NOTE: When carrier type is "Barge" the system will automatically enter the number "1" in the "Number of Carriers" field. Click in the box to change the default number.

Identification/Location/City/State

"Identification' is the identification of the Lot, Carrier, or Submitted Sample according to your offices' policy.

"Location" is the location where the service for the Lot, Carrier, or Submitted Sample was performed.

"City" is the city where the service was performed.

"State" is the state where the service was performed.

NOTE: These fields are not mandatory on all certificate types.

Movement

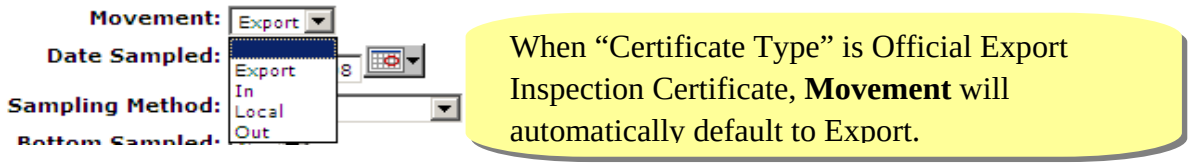
"Movement" refers to the transit mode of the grain/commodity, select:

Export - all shipments outside the U.S.

In - movement of grain into an elevator, or into or through a city, town, port, or other location without a loss of identity.

Local - grain in bins, tanks, or similar containers which are not in transit or designed to transport grain.

Out - movement of grain out of an elevator or out of a city, town, port, or other location.



NOTE: Movement is not always a required field but it is important that it be filled in order to collect export information for AMA products (i.e., graded and processed commodities, rice, and pulses).

Date Sampled/Time Sampled

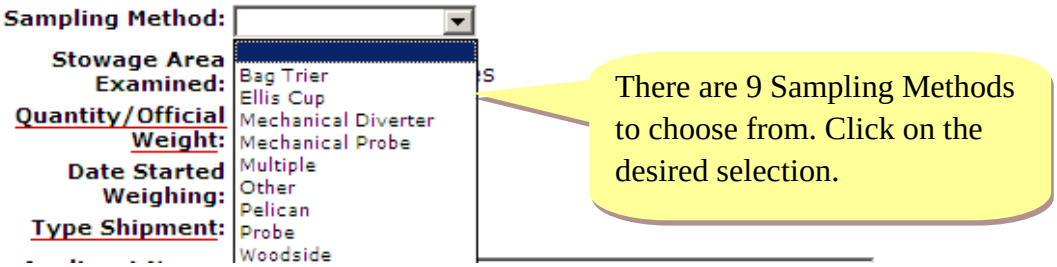
"Date Sampled" is the date the sampling service was performed.

If the sampling service spans several days, then the last sampling date should be entered.

"Time Sampled" is the time the sampling service was performed, when applicable.

Sampling Method

"Sampling Method" is the sampling devise or method used for obtaining the official sample.



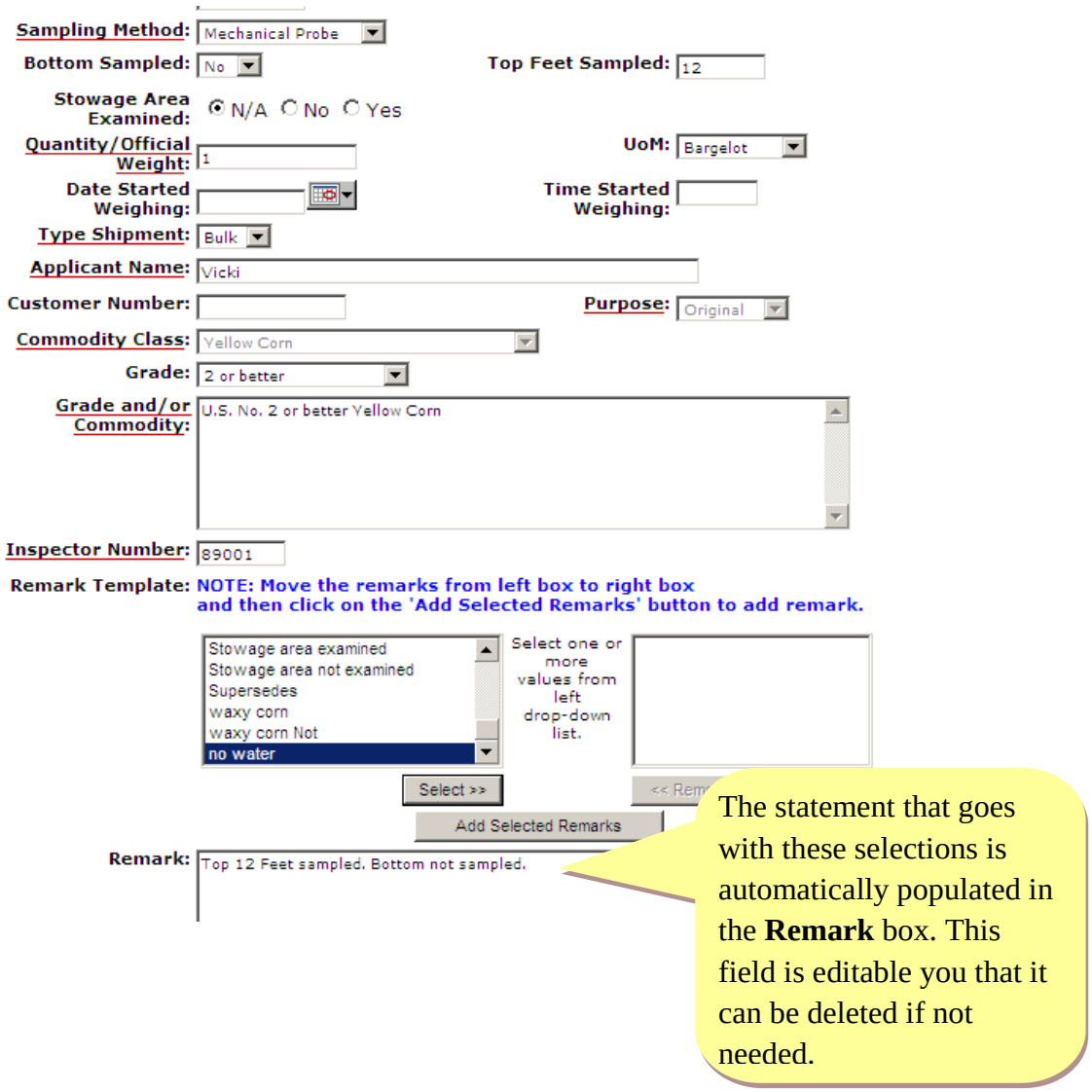
NOTE: If the method you are using is not shown choose "Other".

Bottom Sampled/ Top feet Sampled

Both “Bottom Sampled” and “Top Feet Sampled” refer to probe sampling.

If the bottom of the carrier was not sampled, select “No”. Then fill in “Top Feet Sampled” with the correct number of feet pertaining to the probe used.

If the bottom of the carrier was sampled, select “Yes”. “Top Feet Sampled” is then disabled, as it does not apply.

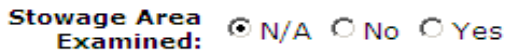


NOTE: Bottom Sampled and Top Feet Sampled only apply when Sampling Method is “Probe” or “Mechanical Probe.”

Stowage Area Examined

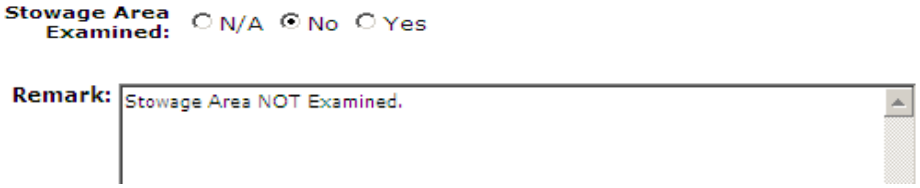
"Stowage Area Examined" is a radial button. It is automatically set to "N/A" (not applicable).

Click the button beside either "No" or "Yes" to change.

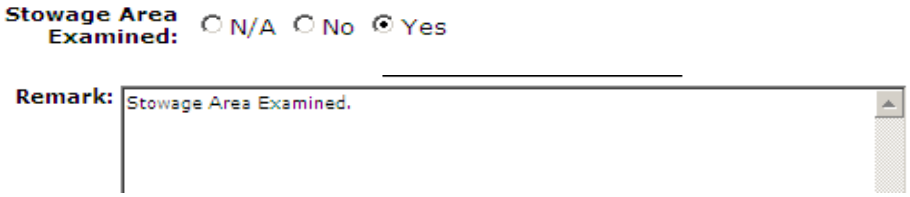


Under certain criteria*:

If you select "No", the statement "Stowage Area NOT Examined." will automatically populate in the "Remark" box.



If you select "Yes", the statement "Stowage Area Examined." will automatically populate in the Remark box.



NOTE: Either of these statements can be deleted if not needed.

* Criteria for the auto populate statements is:

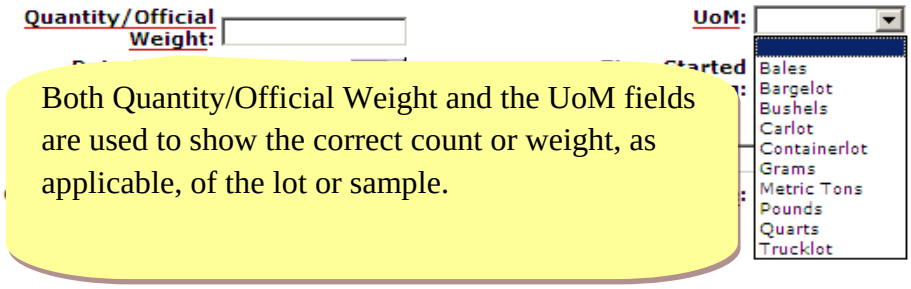
- When Carrier Type = Barge, Container, Lash Barge, Other, Rail, or Truck, and
- Movement = Out or Export, and
- Service Type = Commercial Sample-Lot, Export, Official Sample-Lot, or Warehouseman's Sample-Lot.

All three criteria (Carrier Type, Movement, and Service Type) have to be met in order for the auto populate to work.

Quantity/Official Weight and Unit of Measure (UoM)

"Quantity/Official Weight" is either the count, or the weight of the unit(s).

- If the lot has been officially weighed, enter the weight in the "Quantity/Official Weight" field.
- If the lot has <u>not</u> been officially weighed, enter the count of the unit(s) or carrier(s).



"UoM" is the Unit of Measurement that was used for determining the weight or count.

- To show a <u>weight</u> use Bushels, Grams, Metric Tons, Pounds, or Quarts.
- To show the <u>count</u> use Bales, Bargelot, Carlot, Containerlot, or Trucklot.

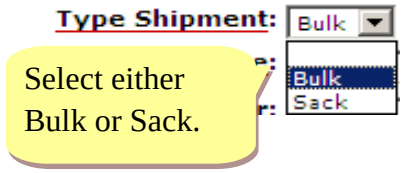
Date Started Weighing/ Time Started Weighing

"Date Started Weighing" is the date weighing began, when applicable.

"Time Started Weighing" is the time weighing began, when applicable.

Type Shipment

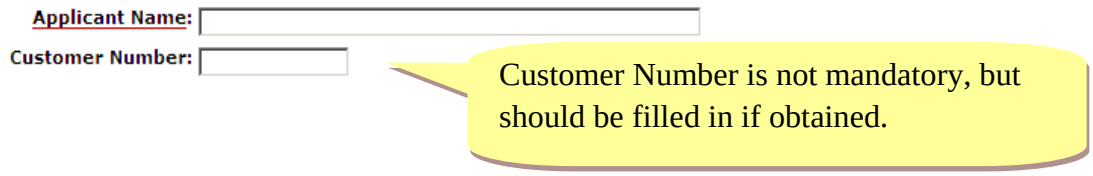
"Type of Shipment" will be either Bulk or Sack (sack can be used for bags, boxes, tote bags, etc.).



Applicant Name/Customer Number

"Applicant Name" is the name of the customer requesting the service.

"Customer Number" is the number assigned from FGIS*online*'s Customer Information Management (CIM) system specific to each applicant. .



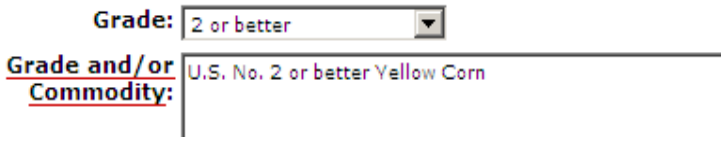
NOTE: Once the customer number has been obtained, it should entered on all inspection records in order for IDW to connect inspection records to the correct customer. It should also be shared with the supervising FGIS field office.

Grade and Grade and/or Commodity

"Grade" is the actual grade of the lot and must be entered anytime a grade is assigned to the lot or sample. It can be selected from here or from the "Create a Certificate" page.

"Grade and/or Commodity" is the grade and commodity/grain as shown on the grade line of the certificate. This field auto-populates from the selections made from the "Grade" and "Commodity Class" fields. This field is editable.

This field does not automatically show Special Grades, Dockage, Milling Yield, or other extra information.



NOTE: If a grade is being assigned, you must select the Grade. If no Grade is selected, only the words "COMMODITY" or "KIND", as applicable, will show on the certificate.

NOTE: The "Grade and/or Commodity**"** field should show the information exactly as you want shown on the grade-line of the certificate.

Inspector Number

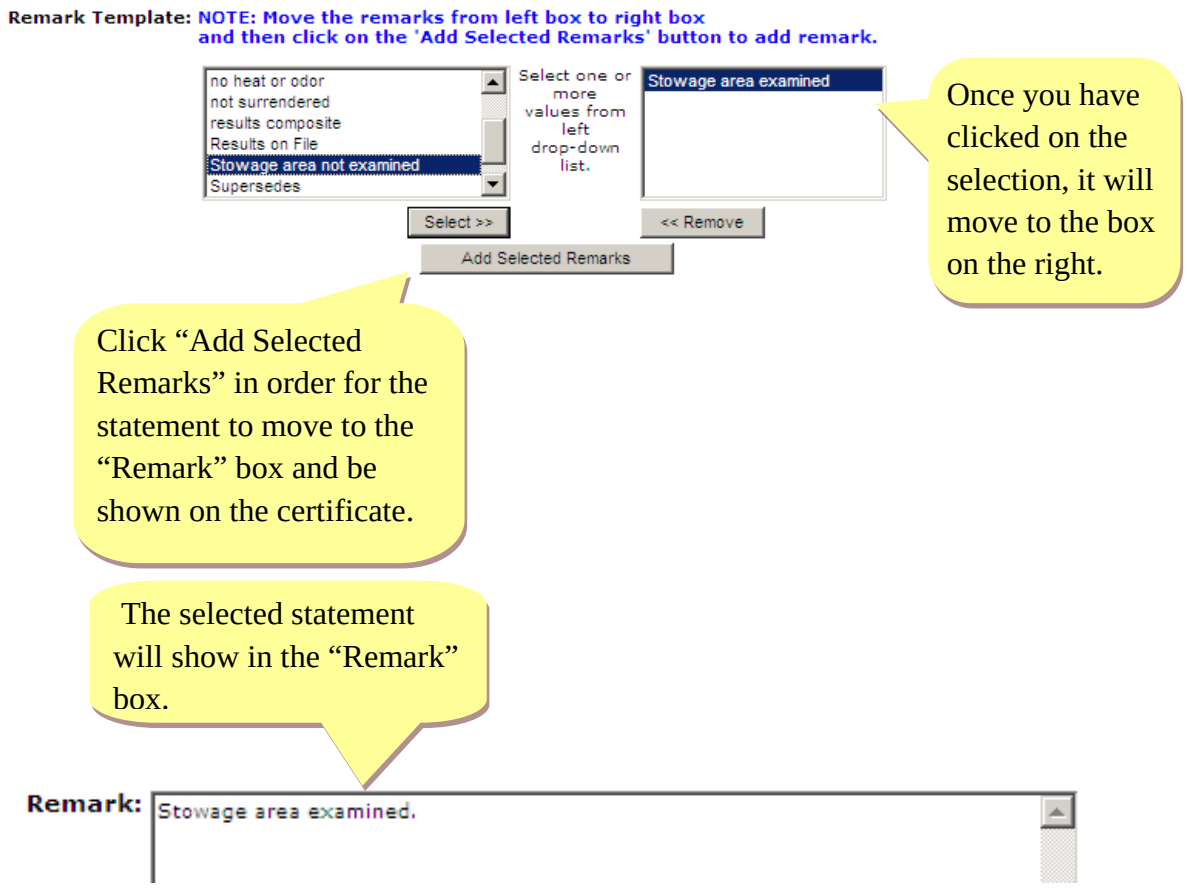
"Inspector Number" is the agricultural commodity grader or licensed inspector's 5-digit license number. This field determines the name shown on the signature field of the certificate.

Inspector Number:

NOTE: This number determines whose name is printed on the Signature line of the certificate.

Remark Template and Remark

"Remark Template**"** is a list of pre-entered statements, which allows you to select instead of typing the statement.



"Remark" box is used for showing the information you want shown in the Remarks section of the certificate.

Signature Original and Signature Copies

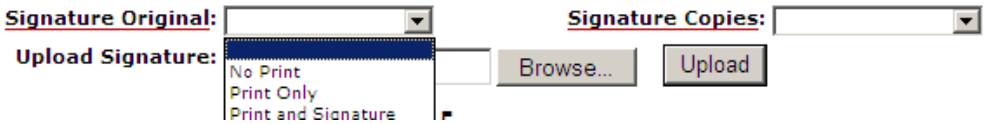
"Signature Original" and "Signature Copies" pertain to how the inspector's name is shown on the original and the copies of the certificate.

There are 3 options for signature:

No Print - no name will show on the certificate;

Print Only - the printed name will show on the certificate;

Print and Signature - both the printed name and the scanned signature will show on the certificate.



NOTE: Both **Signature Original** and **Signature Copies** must be filled in. They do not have to be the same, (e.g., select Print and Signature for the Original and Print Only or No Print for the Copies, or whatever combination is needed.)

NOTE: If **Print and Signature** is selected you must upload the signature file. SEE "Upload Signature".

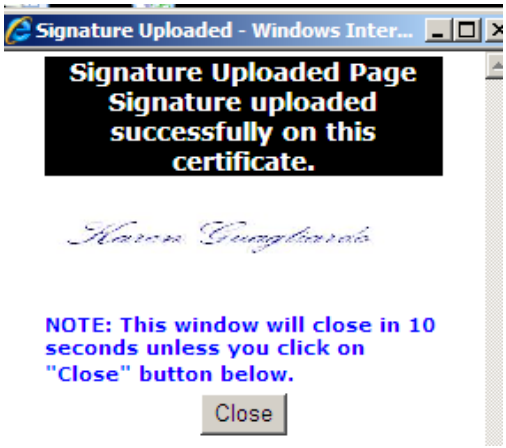
Upload Signature

To print an inspector's signature on the certificate, select "Print and Signature" in the Signature fields.

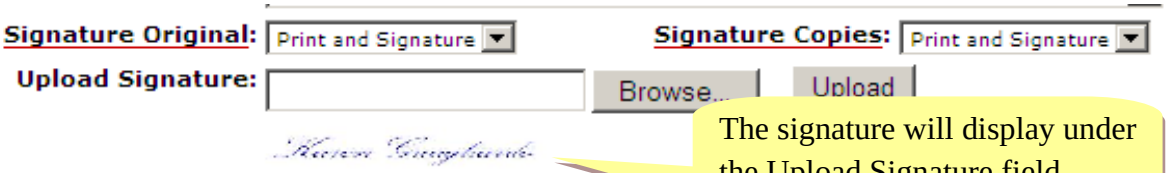
Click "Browse" to select the signature file.

A box will open to allow you to select the signature file.

Once selected, click "Upload" to upload the signature file.



A box will display for 10 seconds displaying the signature file being uploaded.



The signature will display under the Upload Signature field.

Both the signature and the printed name display on the certificate.

Signature File Requirements

Scanned signature files are the responsibility of each Field Office and/or Official Agency.

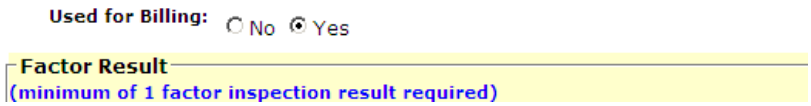
Signature files must be:

- .jpg (JPEG) images;
- 130 pixels long by 35 pixels high;
- at least 150 dpi (300 dpi is preferred);
- created in desired color (black ink for regular use and blue ink for export shipments); and
- in a medium to heavy point pen to ensure a good scan.

NOTE: The smaller the file size the faster it will load, suggested file size is 9KB or less if possible.

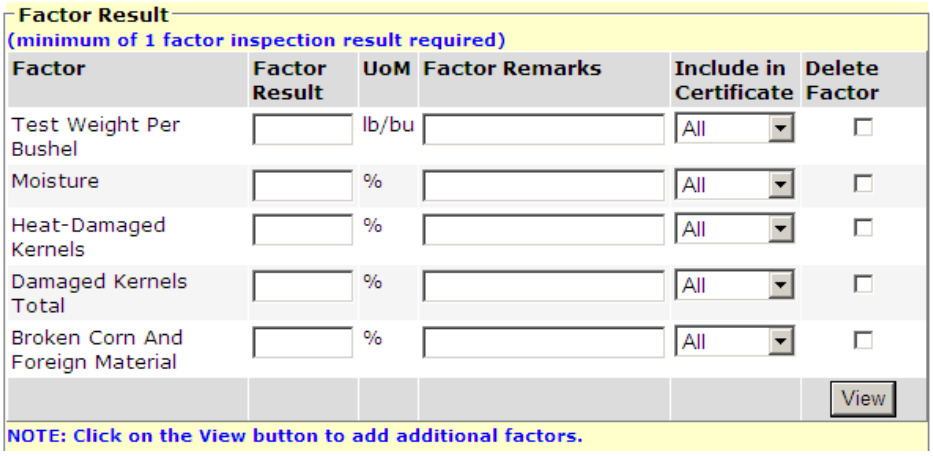
Used of Billing

The "Used For Billing" field is a radial button. Click either "No" or "Yes" as applicable. It is used for capturing tonnage and user fees. Refer to policy guidelines for the use of this field.



Factor Result/Factor Remarks/Include in Certificate/Delete Factor

The "Factor Result" box lists factors that are used mostly commonly by the Commodity Class selected.



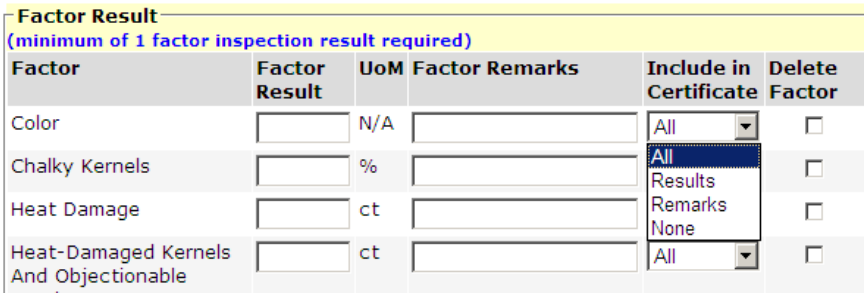
"Factor Result" is the alpha or numeric value of the factor result.

"Factor Remarks" is where you enter approved remarks about the factor (e.g., 12% Moisture basis; more than, less than, etc.).

NOTE: Some statements will automatically populate the Factor Remarks box once the Factor Result is entered. You must click inside the Factor Remarks box for the statement to automatically populate.

NOTE: The system will automatically insert a comma between the Factor and Factor Results for Oil, Protein, Starch, Wet Gluten, and Falling Numbers, on the certificate.

"Include in Certificate" is a drop down list which allows you to select how much information you want shown on the Certificate.



<u>All</u> - displays the Factor, Factor Result, UoM, and Factor Remarks on the certificate.

Results - displays the Factor, Factor Result and UoM, on the certificate.

Remarks - displays the Factor Remarks only, on the certificate.

None - displays nothing on the certificate, but keeps the factor information on the record.

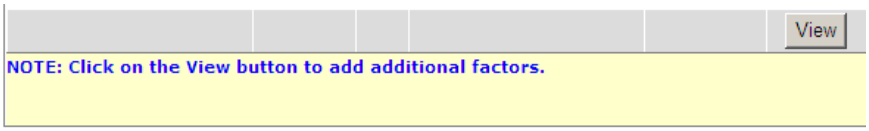
"Delete Factor" deletes the factor from:

- the screen,
- the certificate, and
- the inspection record.

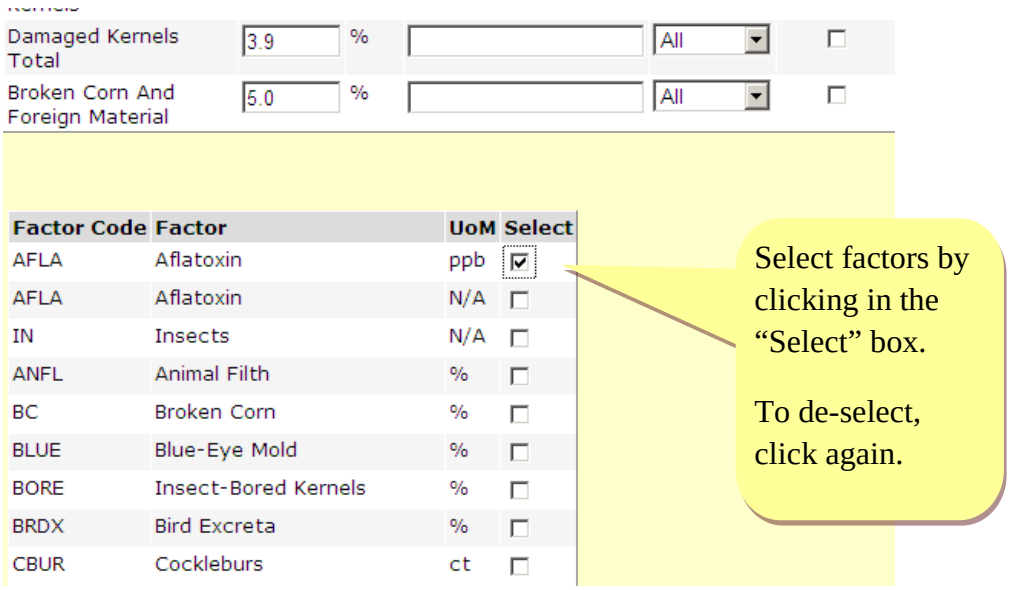
NOTE: Only factors that were not analyzed and are not needed, should be deleted.

Add Additional Factors

To add additional factors click the "View" button.

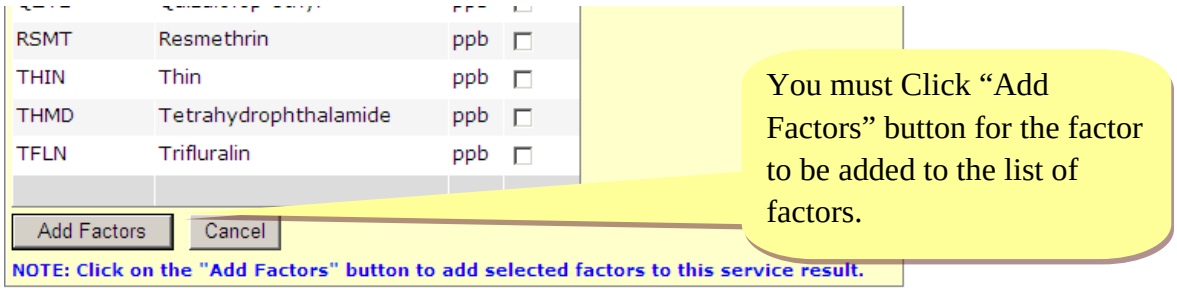


A listing of all factors associated with that commodity class will display in alphabetical order.

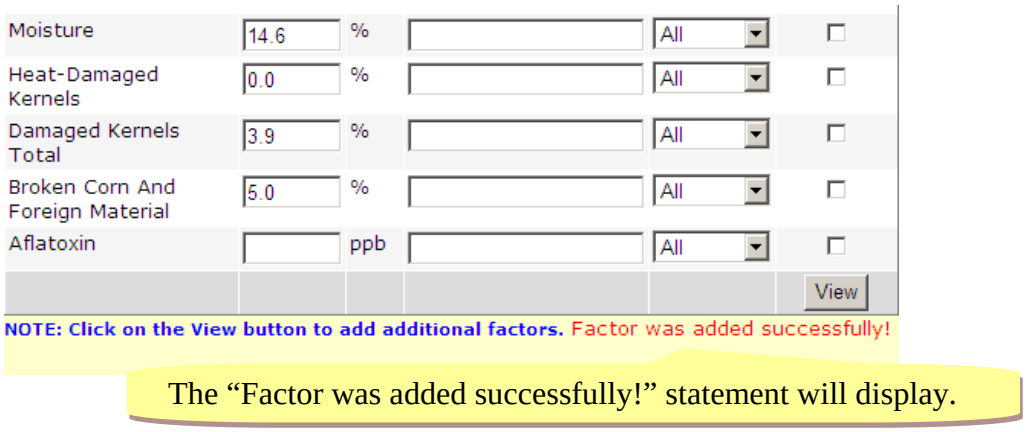


Go to the bottom of the list and Click "Add Factors".

NOTE: You must click the "**Add Factors**" button or the factors will not be added to the record.



The screen will display the added factor(s) and will display a statement verifying the factor was added.



Delivery Quantity

The Delivery Quantity fields are for export lots. If an Official Export Inspection Certificate is selected or export is selected as "Movement," the Delivery Quantity information is required.

"Quantity" is either the official weight, or the number of carrier(s) or unit(s).

NOTE: This field should match the Quantity/Official Weight field.

"Destination" is the country to where the grain/commodity is being exported.

NOTE: Destination is required for export shipments.

Once the 'Quantity" and "Destination" have been selected, you must click the "Add Record" button for the Quantity and Destination to be added to the record.

Special Grade

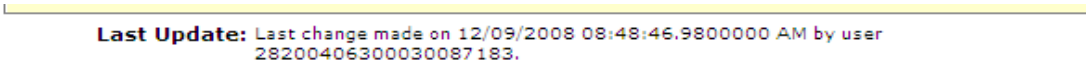
"Special Grade" is the special grade designation of the grain/commodity, when applicable.

You must click **Add Record** for **Special Grade** to be added to the record. This only adds it to the record, not to the certificate.

NOTE: Special grade is used for IDW reporting purposes and does not show on the actual grade line of the certificate. To show special grade on the grade line it must be entered manually.

Last Update

"Last Update" gives information about the record. It displays the date and time of the last change made to the record, and *eAuthentication* number of the person making the change.



Save/Complete/Complete New/Complete/Divided Lot/Void/Return/Preview

"Save" saves the record to complete later.

"Complete" saves the record, verifies all required fields are entered, issues the certificate number, and prepares the record for transmission to IDW.

NOTE: Once a record has been completed, it is considered as an issued certificate. You can Supersede or Correct the certificate.

"Complete New" saves the record, verifies all required fields are entered, and prepares the record for transmission to IDW, and brings up a new record with most of the same data filled in.

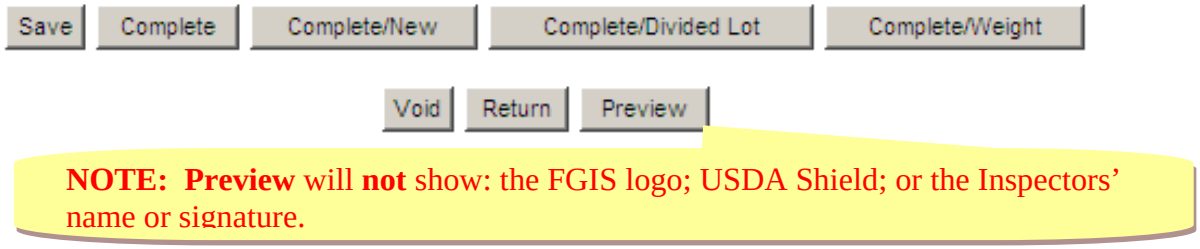
"Complete/Divided Lot" saves the record, verifies all required fields are entered, and prepares the record for transmission to IDW, and automatically completes each divide.

"Complete Weight" saves the record, verifies all required fields are entered, and prepares the record for transmission to IDW.

"Void" removes the record from the application. You can Void the record at any time before it has been Completed.

"Return" goes back to View a List of Certificates screen.

"Preview" allows you to view the certificate in Adobe Acrobat before completing.

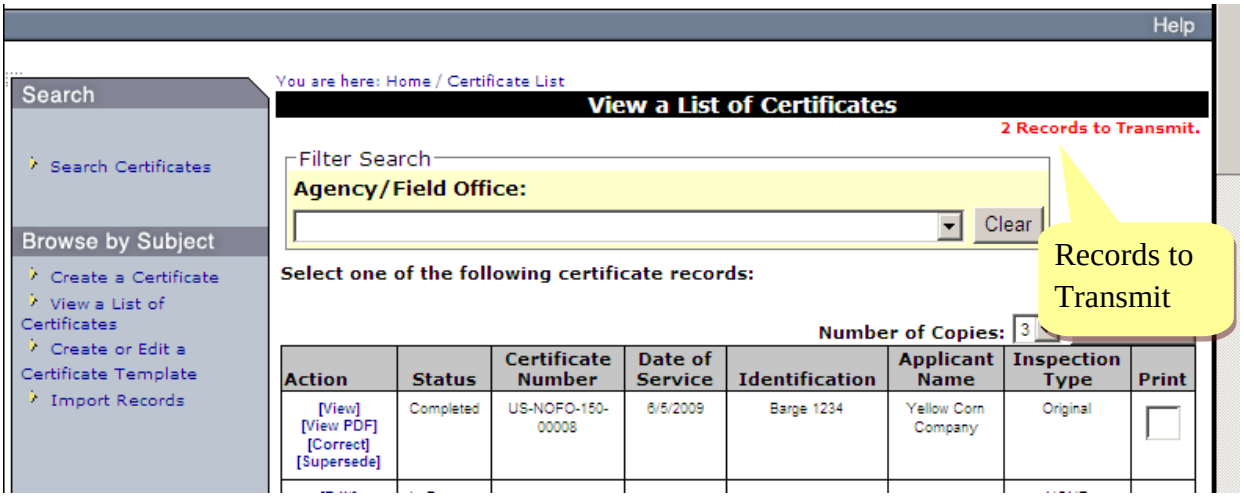


View a List of Certificates Page

The "View a List of Certificates" page displays a listing of all records; shows the number of records to transmit; shows the status of the records; allows you to View the records; Correct or Supersede records; and Print records.

Records to Transmit

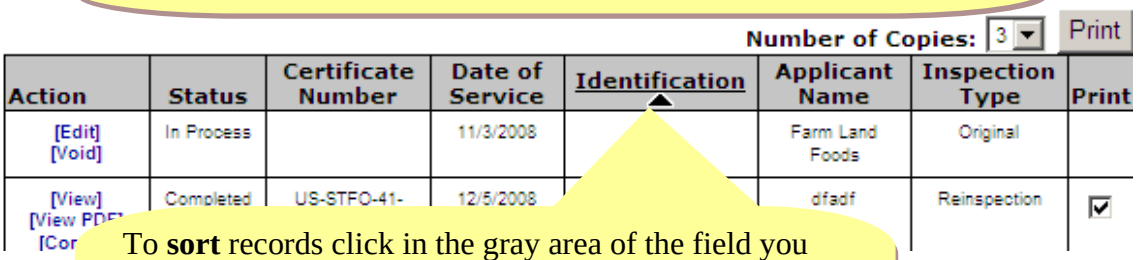
"Records to Transmit" displays the number of records ready to transmit to IDW. It is shown on the View a List of Certificates page, under the black title bar on the right side of the page.



Sorting Records

Records can be **sorted** by Status, Certificate Number, Date of Service, Identification, Applicant Name, or Inspection Type.

NOTE: All fields, except "Action" and "Print", can be sorted in either ascending or descending order.



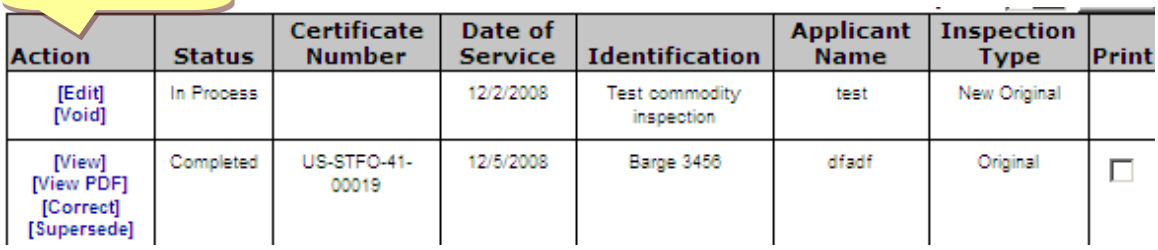
To **sort** records click in the gray area of the field you want to sort by. The label will become underlined.

Click once to sort in **ascending order,** click again to sort in **descending order**.

"Action" Column

The "Action" column shows which actions can be completed on each record.

Action column



It allows you to:

Edit - make changes to records that are "In Process";

Void - void or delete a record that is "In Process";

View - displays the data used to create the certificate from the "Certificate Edit" page;

View the PDF - displays an Adobe .PDF view of the actual certificate;

Correct - issues a corrected certificate and automatically "Voids" the original. Records that are in "Completed" or "Transmitted" status can be corrected;

Supersede – allows you to supersede the original inspection record by Reinspection, Appeal, or Board Appeal and automatically "Voids" the original.

NOTE: Records that have been "Transmitted" cannot be superseded on DCRT.

"Status" Column

The Status column displays the current status of each record.

Action	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type	Print
[Edit] [Void]	In Process		12/2/2008	Test commodity inspection	test	New Original	
[View] [View PDF] [Correct] [Supersede]	Completed	US-STFO-41-00019	12/5/2008	Barge 3456	dfadf	Original	☐
[View]	Locked	US-STFO-41-00018	12/2/2008	Test commodity inspection	test	New Original	
[View]	Voided	US-STFO-41-00017	12/2/2008	Test commodity inspection	test	Appeal	
[View] [View PDF] [Correct]	Transmitted	US-STFO-41-00016	11/17/2008	Test for Commodity Weight	Test for commodity weight	Original	☐
[View]	Voided	US-STFO-41-00015	11/17/2008	Test for Commodity Weight	Test for commodity weight	Original	

In Process – the record has been "Saved" but not "Completed";

Completed – the record has been "Completed" but has not been "Transmitted" or sent to IDW;

Transmitted – the record has been transmitted or sent to IDW;

Voided – the record has been voided, either by superseding/correcting the original record once it has been completed;

Locked – the record is being corrected or superseded, but the process is not complete. Once the Superseded or Corrected record has been Completed, the status of the **Locked** record will change from Locked to Voided.

“Certificate Number” Column

The certificate number column display a listing of the certificates created. If the record is still “In Process” no certificate number has been issued and cannot be displayed.

Certificate numbers are issued by the application in sequential order of the record being created.

Certificate numbers are composed of the following:

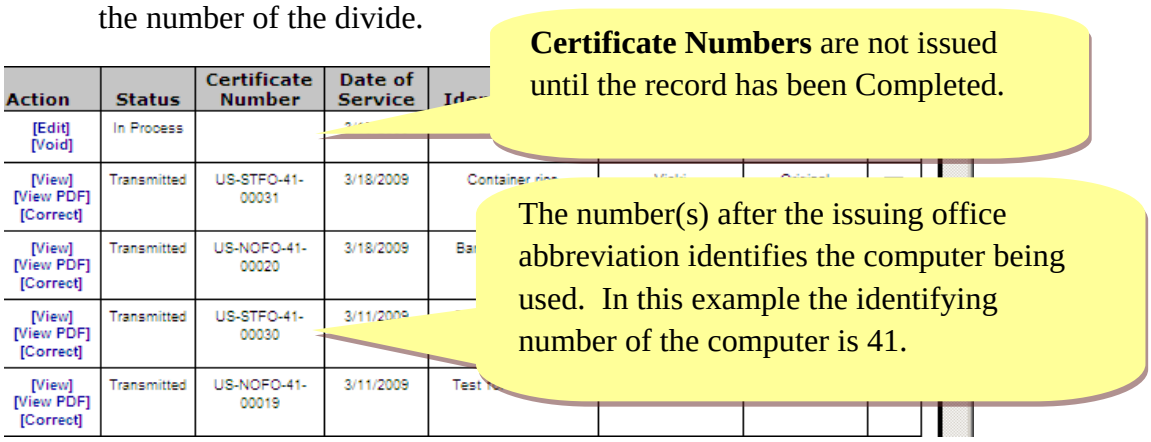
the letters “US”;

the abbreviation of the issuing office;

the identifying number of the computer, which in the example below is “41”;

a 5-digit record number; and, when applicable,

the number of the divide.



“Date of Service,” “Identification,” and “Applicant Name” Columns

The data shown in these fields is displayed exactly as they will be shown on the certificate record.

Again, any of these fields, except Action, can be sorted by clicking in the gray area.

Action	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type	Print
[View] [View PDF]	Transmitted	US-STFO-41-00013-5	11/3/2008	USL 33567	Farm Land Foods	Appeal	☐
[View] [View PDF]	Transmitted	US-STFO-41-00013-4	11/3/2008	USL 33567	Farm Land Foods	Appeal	☐

Inspection Type Column

The Inspection Type column shows the type of inspection or level of inspection.

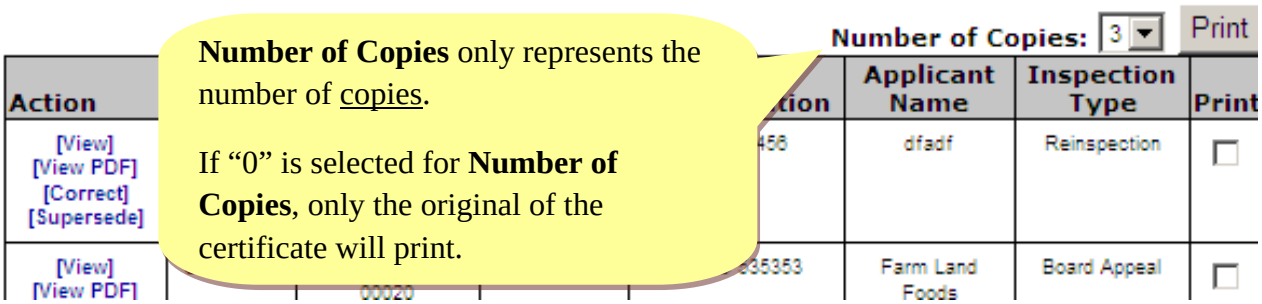
Action	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type	Print
[View] [View PDF] [Correct] [Supersede]	Completed	US-STFO-41-00021	12/5/2008	Barge 3456	dfadf	Reinspection	☐
[View] [View PDF] [Correct] [Supersede]	Completed	US-STFO-41-00020	12/5/2008	UNNC 535353	Farm Land Foods	Board Appeal	☐
[Edit] [Void]	In Process		12/2/2008	Test commodity inspection	test	New Original	
[View]	Voided	US-STFO-41-00019	12/5/2008	Barge 3456	dfadf	Original	
[View]	Locked	US-STFO-41-00018	12/2/2008	Test commodity inspection	test	New Original	
[View]	Voided	US-STFO-41-00017	12/2/2008	Test commodity inspection	test	Appeal	

"Inspection Types" are:

- Original
- New Original (for AMA use only)
- Reinspection
- Appeal
- Board Appeal

Number of Copies Box

The "Number of Copies" box refers to the number of copies of the original certificate that you want to print.



Print Button

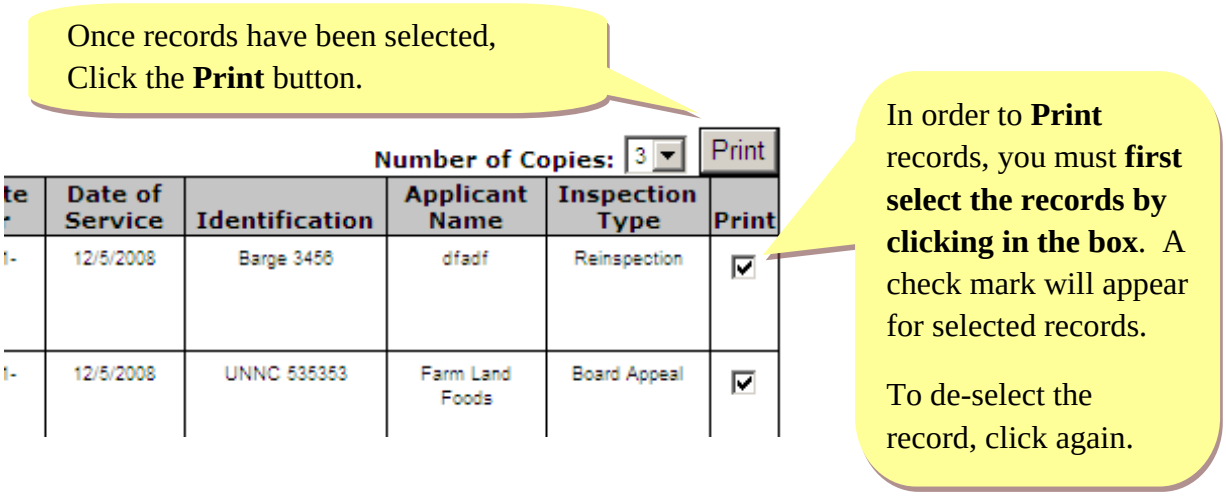
"Printing" can be done from three locations.

The "View of List of Certificates" page;

The "Certificate Search Results" page; or

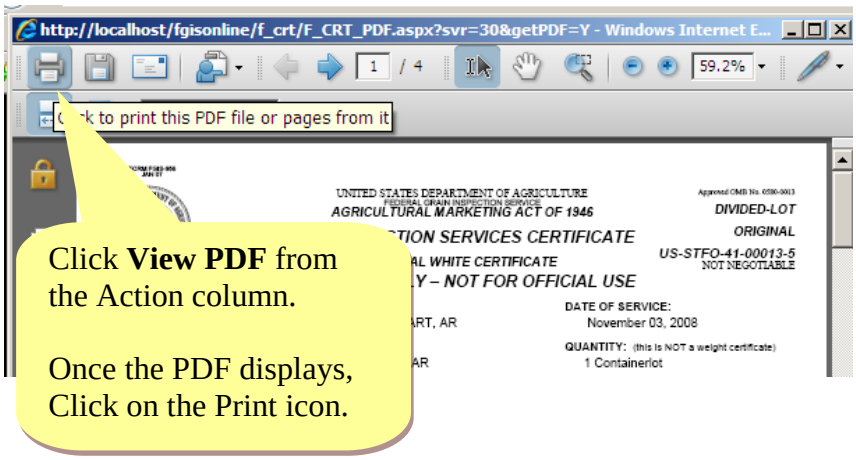
When Viewing the PDF of the certificate through Adobe Acrobat.

Printing from either the "View of List of Certificates" or the "Certificate Search Results" page, are basically the same as shown below.



NOTE: Batch print by selecting multiple records and clicking Print.

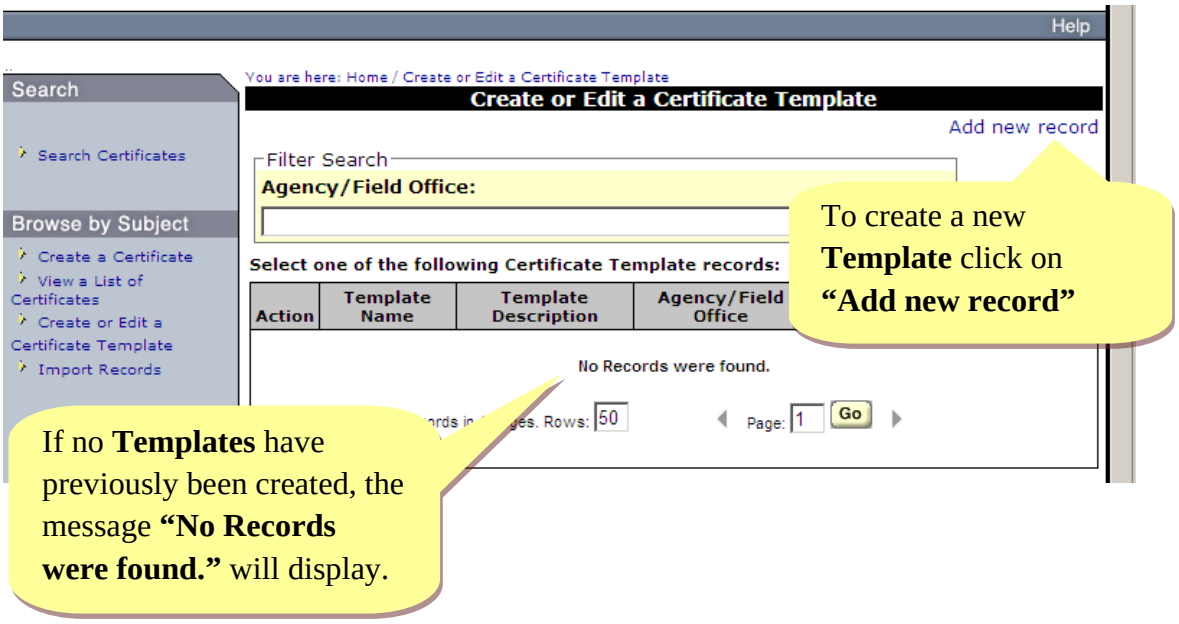
"Printing" from the "View the PDF" screen is shown below.



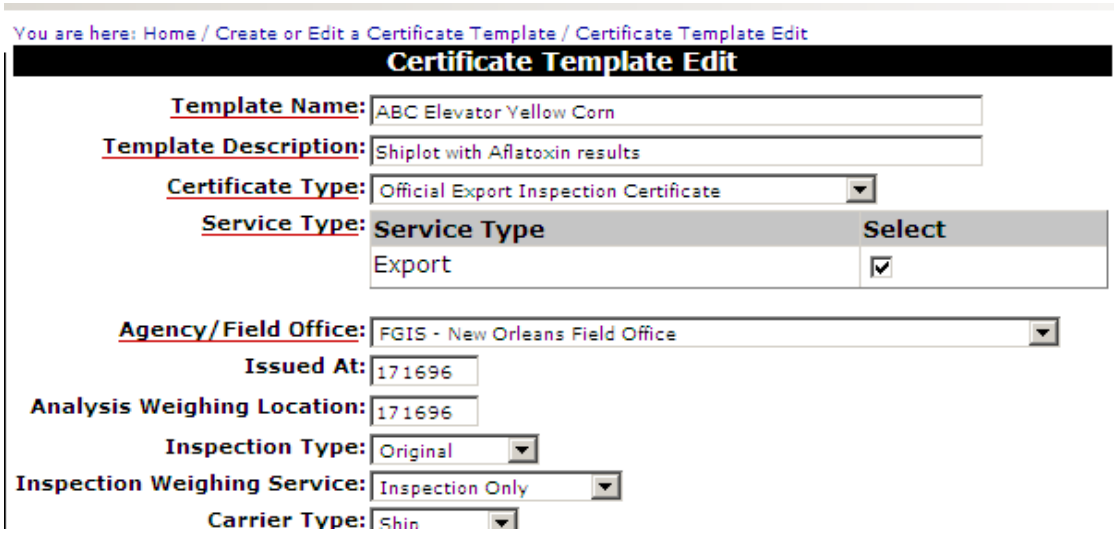
Create or Edit a Certificate Template Page

Creating Templates is an excellent way to save time.

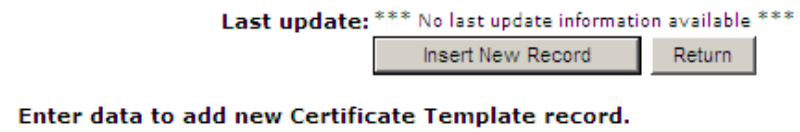
From the “Create or Edit a Certificate Template” page, Click on “Add New Record.”



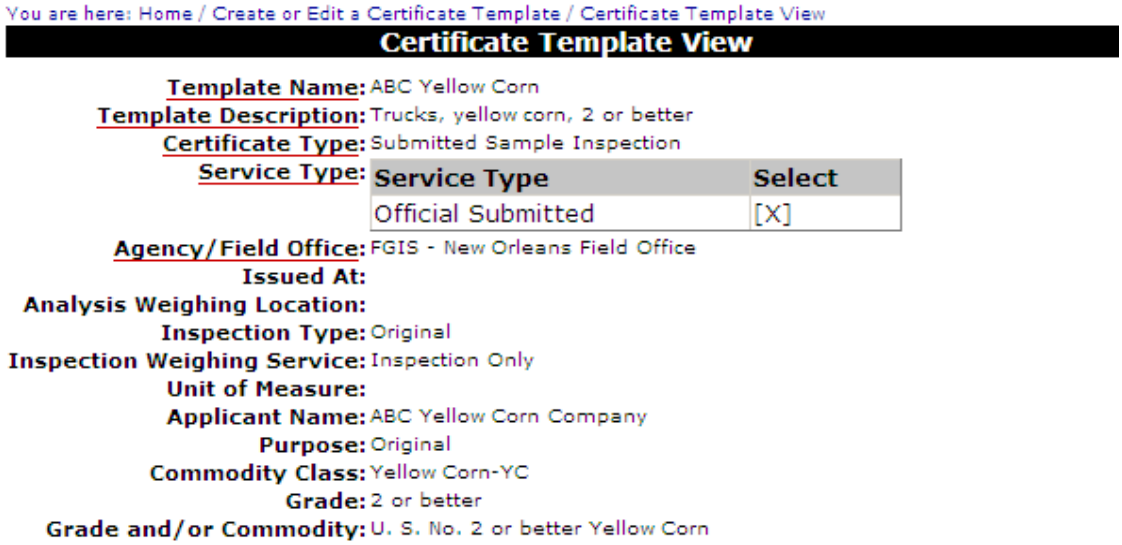
Select a naming convention that will readily help you to identify the needed record for future use. For example, by customer name, by commodity class, or a combination of information.



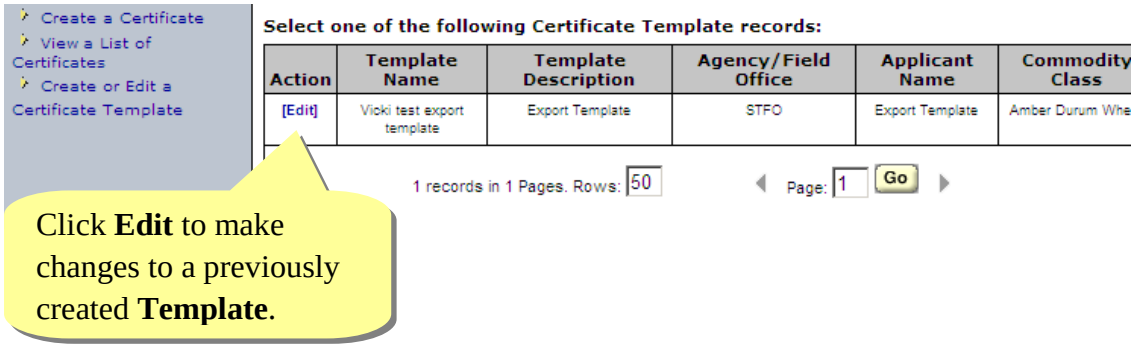
Once the template is complete, Click “Insert New Record”, to save the template.



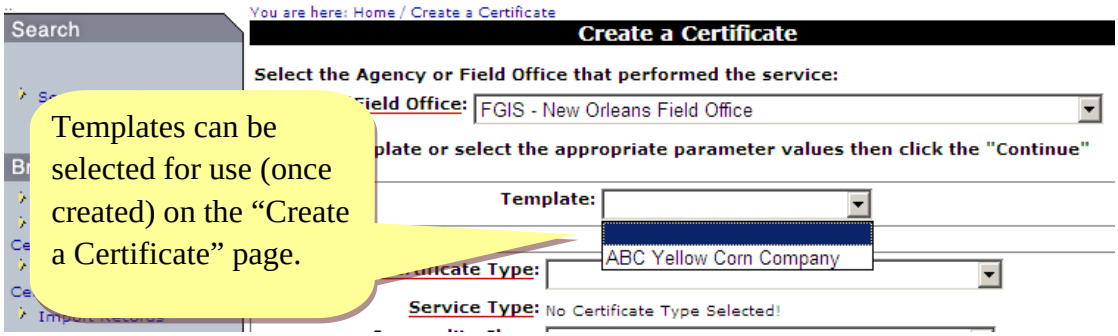
The Certificate Template View” page allows you to review the data entered.



To edit or update the template, select it from the “Create or Edit a Certificate Template” page.



To use a template, select it from the “Create a Certificate” page by Clicking on the drop down menu.



Changing Pages and the Page Display

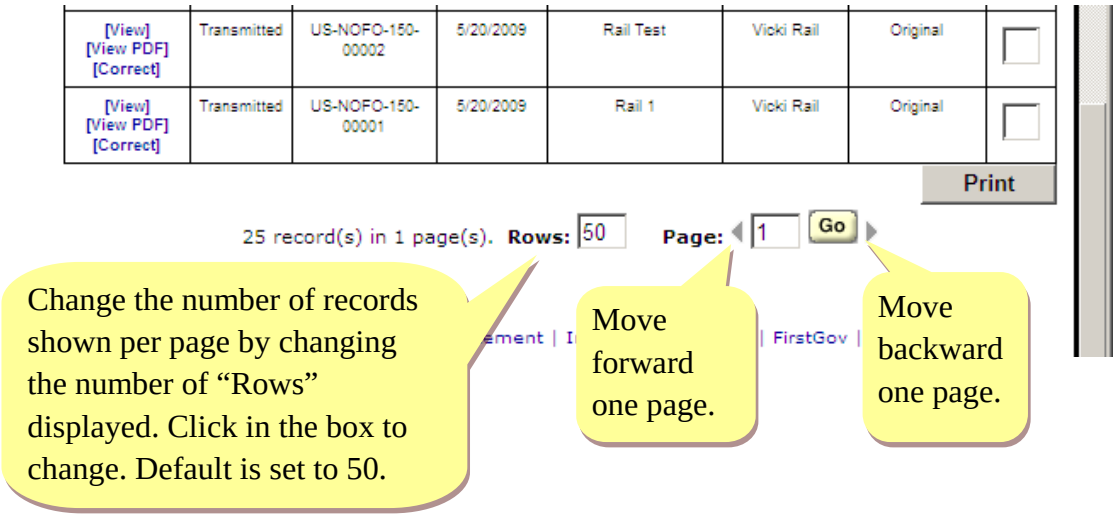
The information recorded at the bottom of the page displays the number of records in the application and the page number.

“Rows” indicates the number of items per page being displayed.

“Page” indicates the page number being displayed.

Enter a “Page” number and Click the “GO” button to go to that page or use the arrows to go forward or backward one page.

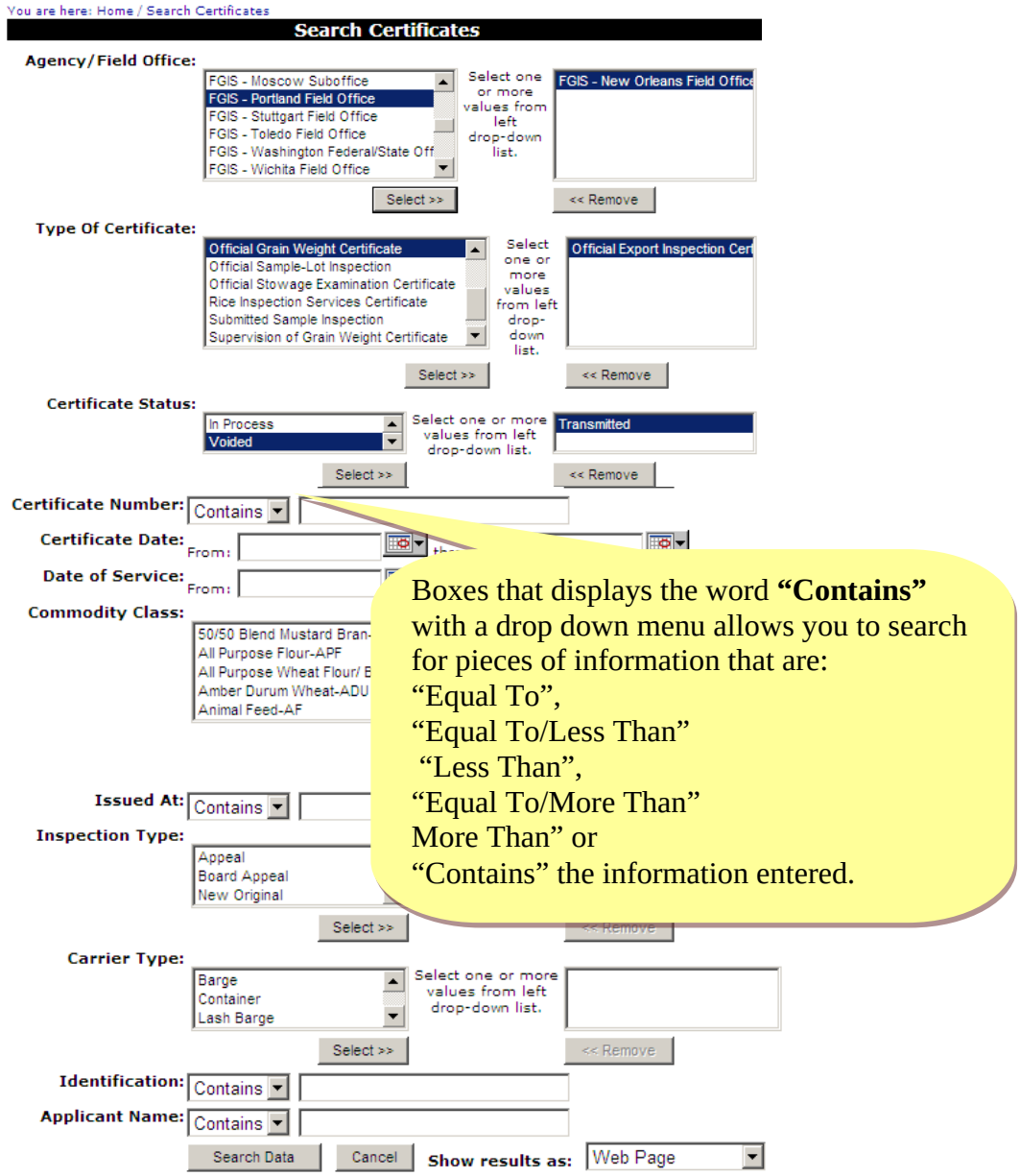
Both fields are editable.



Search Certificates Page

The “Search” feature allows you to search on a variety of different criteria. You can limit or expand your search to as many or few criteria as needed.

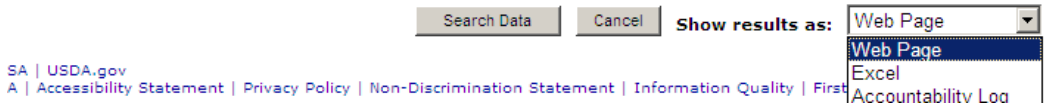
It also allows you to select how you want the results displayed.



Boxes that displays the word **“Contains”** with a drop down menu allows you to search for pieces of information that are:
“Equal To”,
“Equal To/Less Than”
“Less Than”,
“Equal To/More Than”
More Than” or
“Contains” the information entered.

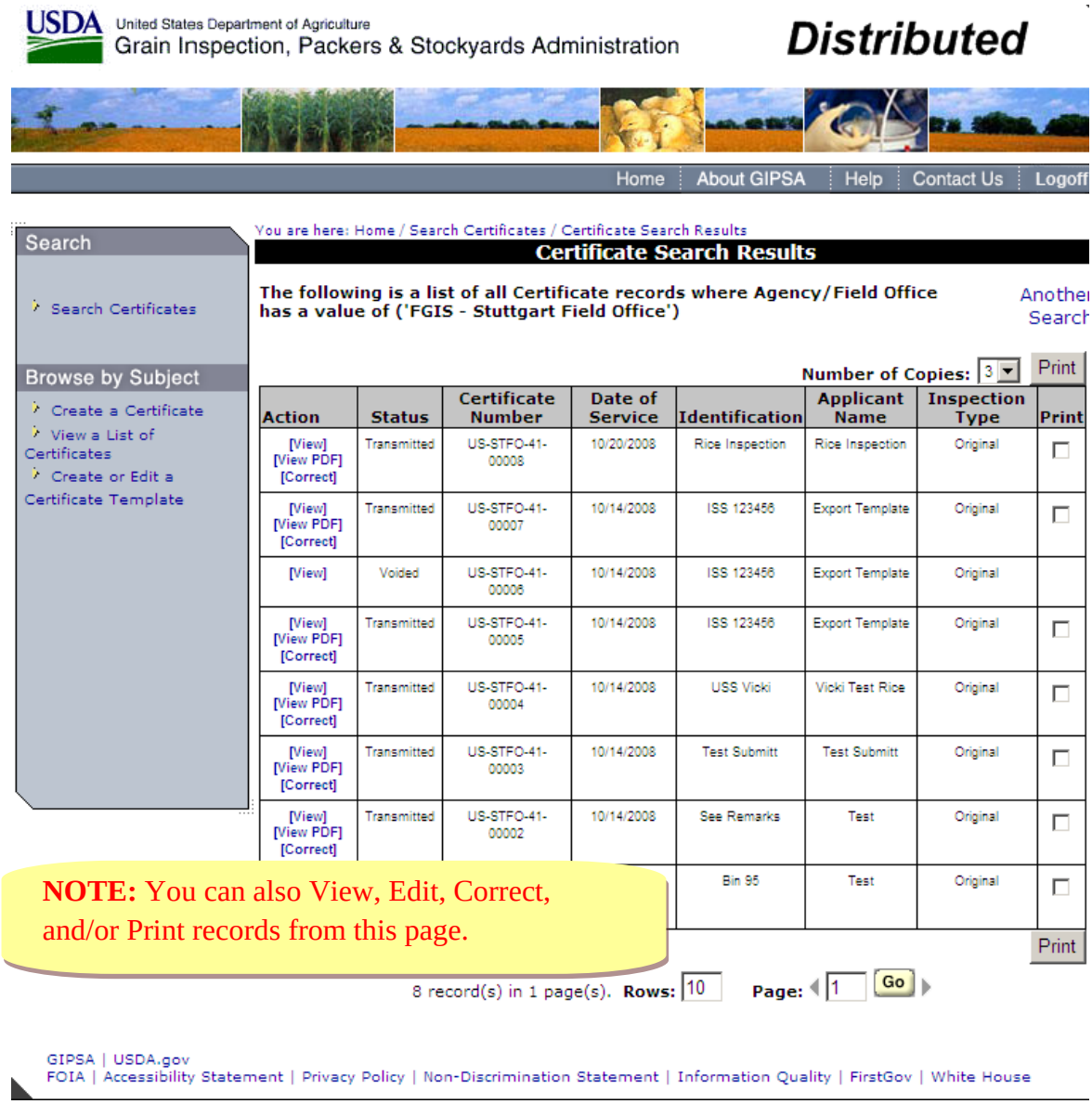
Show Results As:

"Show results as" allows you to choose how you want the information displayed. (The default is set to Web Page.)



Displaying the Search Results as a Web Page:

Selecting "Show Results as:" a **Web page** will display the results as shown.

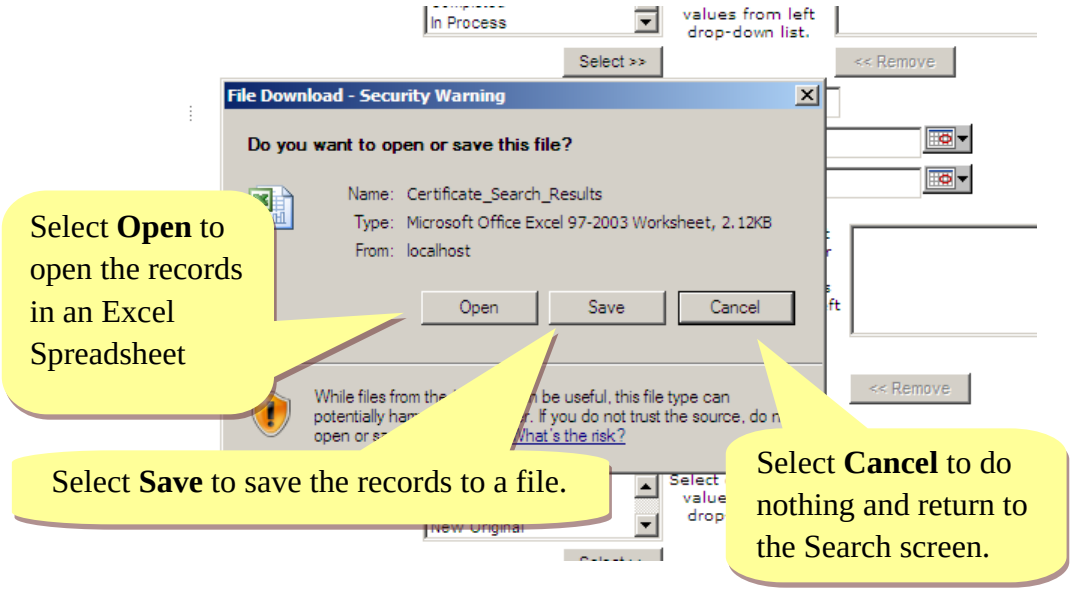


NOTE: You can also View, Edit, Correct, and/or Print records from this page.

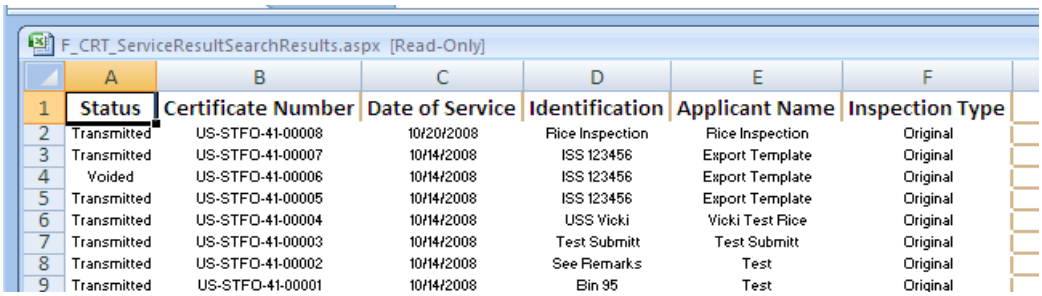
Displaying the Search Results as an Excel Spreadsheet:

Selecting "Show Results as:" **Excel** will open a pop-up box that asks do you want to Open the file or Save the file.

Excel gives you the option of Opening or Saving the records.



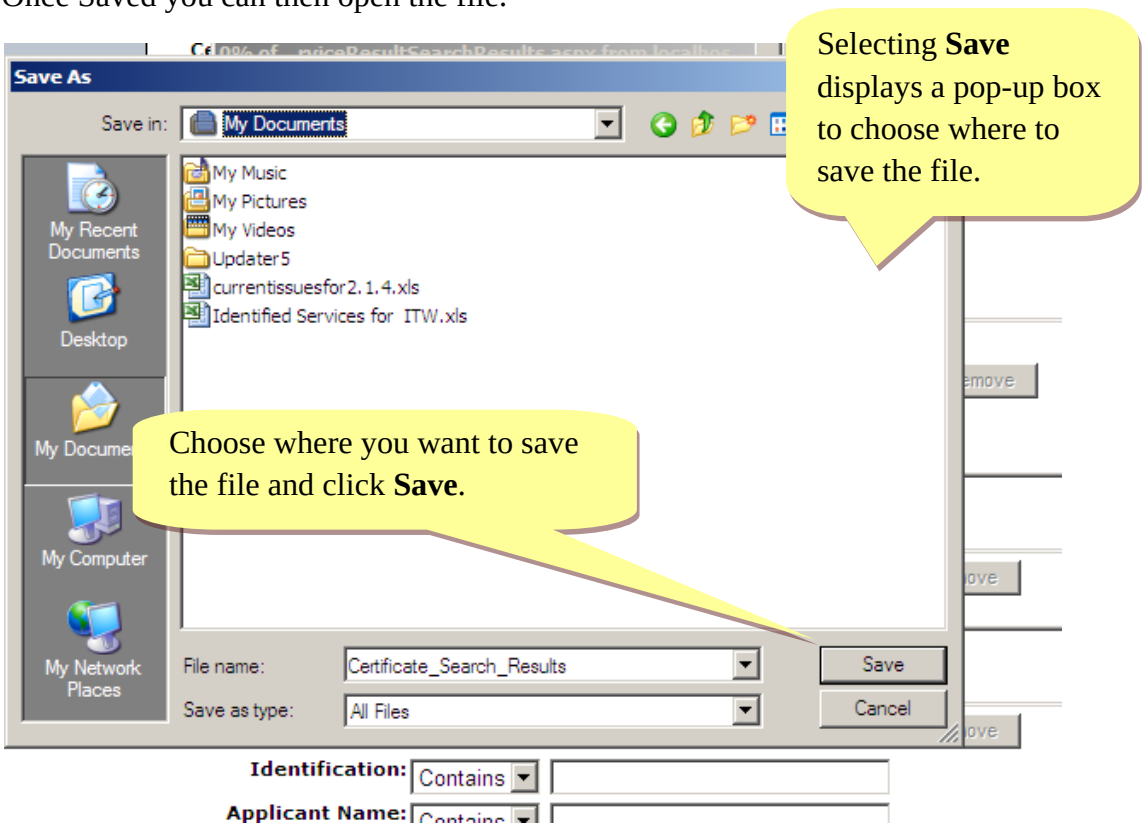
Selecting **Open** displays the records in an **Excel spreadsheet** format as shown below.



	A	B	C	D	E	F
1	Status	Certificate Number	Date of Service	Identification	Applicant Name	Inspection Type
2	Transmitted	US-STFO-41-00008	10/20/2008	Rice Inspection	Rice Inspection	Original
3	Transmitted	US-STFO-41-00007	10/14/2008	ISS 123456	Export Template	Original
4	Voided	US-STFO-41-00006	10/14/2008	ISS 123456	Export Template	Original
5	Transmitted	US-STFO-41-00005	10/14/2008	ISS 123456	Export Template	Original
6	Transmitted	US-STFO-41-00004	10/14/2008	USS Vicki	Vicki Test Rice	Original
7	Transmitted	US-STFO-41-00003	10/14/2008	Test Submitt	Test Submitt	Original
8	Transmitted	US-STFO-41-00002	10/14/2008	See Remarks	Test	Original
9	Transmitted	US-STFO-41-00001	10/14/2008	Bin 95	Test	Original

Selecting “Save”, allows you to choose where to save the file.

Once Saved you can then open the file.

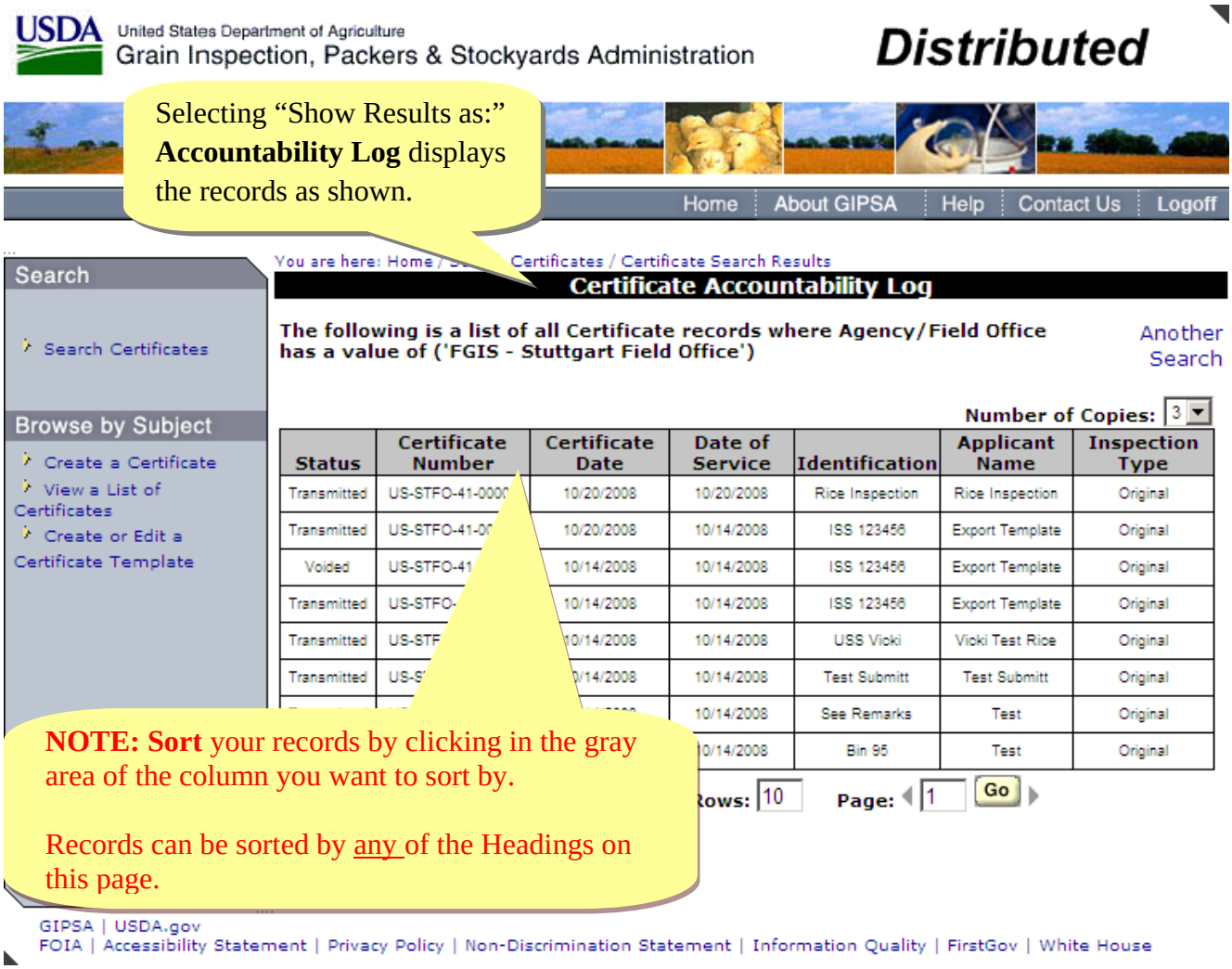


Selecting **Save** displays a pop-up box to choose where to save the file.

Choose where you want to save the file and click **Save**.

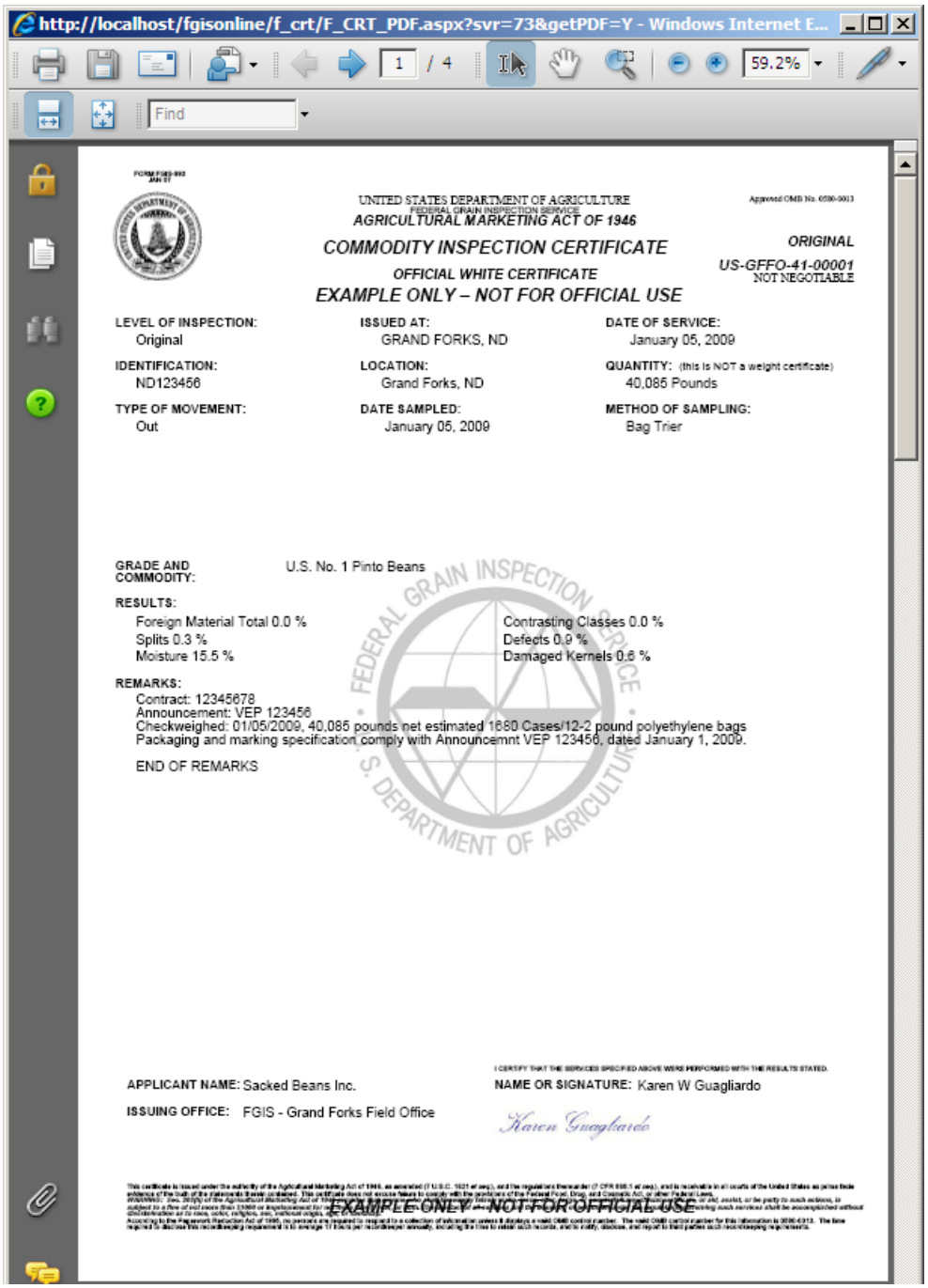
Once **Saved** you can open the records in an **Excel spreadsheet** format as shown on the previous page.

Displaying the Search Results as an Accountability Log:



Certificiate in PDF view

The View PDF displays the record in an Adobe Acrobat format exactly as it will print.



http://localhost/fgisonline/f_crt/F_CRT_PDF.aspx?svr=73&getPDF=Y - Windows Internet E...

1 / 4 59.2% Find

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
AGRICULTURAL MARKETING ACT OF 1946

Approved OMB No. 0580-0013

COMMODITY INSPECTION CERTIFICATE

OFFICIAL WHITE CERTIFICATE

EXAMPLE ONLY – NOT FOR OFFICIAL USE

ORIGINAL
US-GFFO-41-00001
NOT NEGOTIABLE

LEVEL OF INSPECTION: Original
ISSUED AT: GRAND FORKS, ND
DATE OF SERVICE: January 05, 2009
IDENTIFICATION: ND123456
LOCATION: Grand Forks, ND
QUANTITY: (this is NOT a weight certificate) 40,085 Pounds
TYPE OF MOVEMENT: Out
DATE SAMPLED: January 05, 2009
METHOD OF SAMPLING: Bag Trier

GRADE AND COMMODITY: U.S. No. 1 Pinto Beans

RESULTS:
Foreign Material Total 0.0 %
Splits 0.3 %
Moisture 15.5 %
Contrasting Classes 0.0 %
Defects 0.9 %
Damaged Kernels 0.6 %

REMARKS:
Contract: 12345678
Announcement: VEP 123456
Checkweighed: 01/05/2009, 40,085 pounds net estimated 1680 Cases/12-2 pound polyethylene bags
Packaging and marking specification comply with Announcemnt VEP 123456, dated January 1, 2009.

END OF REMARKS

FEDERAL GRAIN INSPECTION SERVICE · U.S. DEPARTMENT OF AGRICULTURE

I CERTIFY THAT THE SERVICES SPECIFIED ABOVE WERE PERFORMED WITH THE RESULTS STATED.

APPLICANT NAME: Sacked Beans Inc.
ISSUING OFFICE: FGIS - Grand Forks Field Office
NAME OR SIGNATURE: Karen W Guagliardo

Karen Guagliardo

EXAMPLE ONLY – NOT FOR OFFICIAL USE