



**United States Department of Agriculture  
Grain Inspection, Stockyards and Packers Administration**

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## **Inspection Data Warehouse (IDW)**

**Customer User's Manual**

Version 1

**January 17, 2007**

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## Revision History

### Previous Change History

**Table A – Previous Change History**

VERSION	DATE	AUTHOR	COMMENT
1.0	1/17/07	Ann Lang	First draft. Based on IDW Manual 5.3

### Document Sign-off

**Table B – Document Sign-off**

DATE	NAME	TITLE
1/19/07	Diane Palecek	Project Manager

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# I. Introduction

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The Inspection Data Warehouse (IDW) system was developed as part of the USDA's Grain Inspection, Packers and Stockyards Administration (GIPSA) Application Modernization (GAM) suite. Over time it will replace the NQDB (National Quality Database) application in current use.

IDW accepts, collects, and stores all FGIS grain inspection and weighing service information, both at the summary (certificate) level and at the detail level. Information in IDW is both entered directly by authorized users and uploaded from other applications, such as CRT (Certificate System), Cusum, and other third-party applications.

Public users can view a limited subset of certificate data. Authorized customer users can view the full details of their customer certificate records in IDW, search for specific records, and download a list of selected records in a variety of file formats. Customer users can also manage their customer account information through a link to the CIM application (Customer Information Management).

# GIPSA Federal Grain Inspection Services System Menu Page

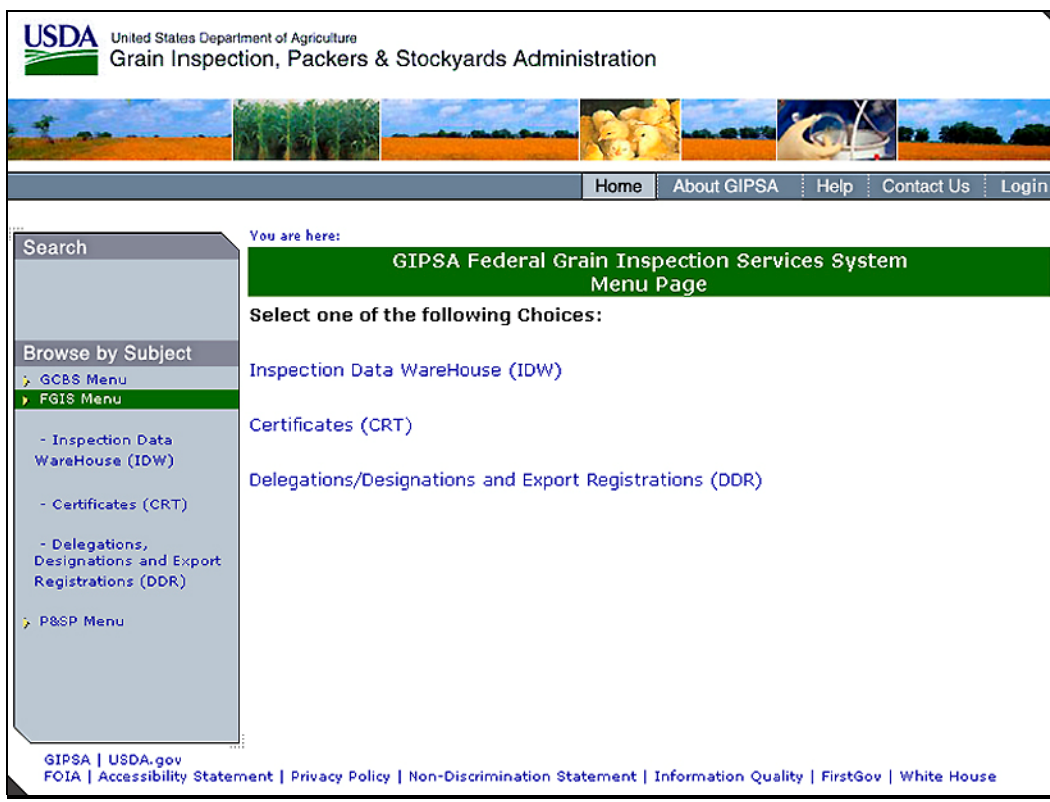


Figure 1 – the USDA’s Federal Grain Inspection Service Applications Menu Page

This is the primary applications menu page for the GIPSA Federal Grain Inspection Services System, Fig. 1 above. From this page, click **Inspection Data Warehouse (IDW)** to enter the IDW application.

Every page within the GAM suite has three navigation areas: a menu of internal links, a menu of external links, and general navigation buttons. The rest of the screen will change according to the active application.

## General Navigation

The buttons in the menu bar at the top of the page direct you to system resources.

LINK	REDIRECTS USER TO
Home	USDA GIPSA Intranet or Internet home page, depending on network
Help	GAM-wide help system
About GIPSA	GIPSA public information page
Contact Us	GIPSA public contact information page
Login	GIPSA user login interface

## External Navigation

The buttons in the menu bar at the bottom of the page direct you to external resources.

<b>LINK</b>	<b>REDIRECTS USER TO</b>
GIPSA	the Grain Inspection, Packers & Stockyards Administration organizational home page
USDA.gov	the United States Department of Agriculture home page
FOIA	the USDA Freedom of Information Act page
Accessibility Statement	the USDA Accessibility Statement page
Privacy Policy	the USDA Privacy Policy page
Non-Discrimination Statement	the USDA Non-Discrimination Statement page
Information Quality	the USDA Quality of Information Guidelines page
FirstGov	the U.S. Government's Web Portal home page
White House	the White House home page

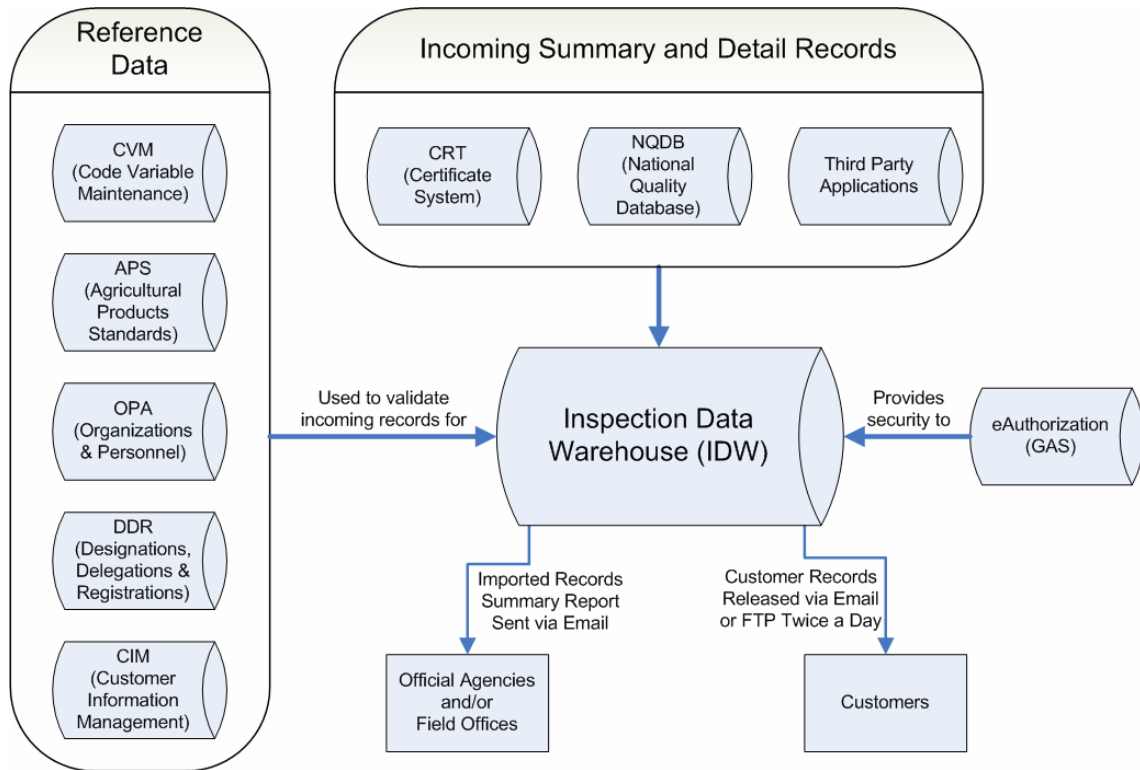
## Internal Navigation

The internal links are located in the grey [Search](#) / [Browse by Subject](#) navigation panel on the left side of the page. At the FGIS menu page level, it links to other FGIS applications, and to other GIPSA applications menus.

<b>LINK</b>	<b>REDIRECTS USER TO</b>
IDW (FGIS Menu)	the FGIS Inspection Data Warehouse menu page
CRT (FGIS Menu)	the FGIS Certificate System menu page
DDR (FGIS Menu)	the Designations/Delegations and Export Registration menu page
GCBS Menu	the GIPSA Common Business Systems application menu page
P&SP Menu	the Packers and Stockyards Program application menu page

Once you enter an application (such as IDW or CRT), the [Search](#) / [Browse by Subject](#) panel will change to reflect that application's menu options. For more information, see the illustration of the IDW menu page in Fig. 6.

# Inspection Data Warehouse (IDW) Data Flow



**Figure 2 – Information Flow Between GAM Applications and IDW**

The data process flow chart (Fig. 2) shows the business processes that are implemented in the current version of Inspection Data Warehouse, the sequence of these processes, and the organizations within GIPSA that carry out these processes, as well as external user interfaces.



# IDW Application Navigation

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## Navigating Within the Application

The text that starts with **You are here:** immediately above the green title bar on the page is referred to as the breadcrumbs area. As you navigate through IDW, this area will change to reflect your chain of commands. For example, if you start at the IDW menu page, select **Search Your Certificate Records**, generate a list of search results, and then select **Factors** next to one of the located records, the breadcrumbs area will read:

You are here: [IDW Home](#) / [Certificate Search](#) / [Certificate Results](#) / Certificate Factors List

The breadcrumbs area provides active navigation links. In the example above, you can click [IDW Home](#) in the breadcrumbs area to return directly to the menu page, or [Certificate Results](#) to return to your search results without having to re-enter the search.

**Important Note:** Do not use your browser's "Back" button to navigate through IDW, 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 [Search](#) / [Browse by Subject](#) navigation area to the left of the screen.

## Navigating List Pages

Almost all of the list pages in IDW display data in the form of tables. These list pages might be one of the main pages, such as the **GIPSA Certificate List** page, or a table displaying the results of a search. Each table has the same navigation controls. Each table also displays the total number of records at the bottom of the page, next to the row and page navigation tools.

To *change the number of rows displayed on the page*, type the desired value (from 1 to all records) in the field next to "**Rows:**" and press enter. Tables will display up to 50 rows per page unless otherwise specified.

To *view the next page or previous page of records*, click the forward ► or backward ◀ arrows.

To *jump to a different page of records*, type the desired page number in the field next to "**Page:**" and click "**Go.**"

To *sort records*, click the column header (such as date) to sort by that field. Sort order can be changed (from ascending to descending or vice versa) by clicking the header again.

To *locate a specific record*, select a search option from the application home page or from the grey [Search](#) panel to the left.

## Internal Menu Navigation

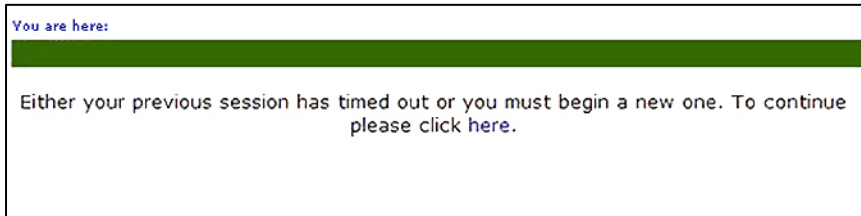
The internal menu links are located on the IDW menu page and in the grey [Search](#) / [Browse by Subject](#) navigation area on the left side of the page. All of the IDW commands available to you will be visible in the [Search](#) / [Browse](#) navigation panel, no matter where you are in the application.

Menu commands will differ depending on your user type and whether you are working in the Public menu or the Customer menu.

## Session Timeout

As a security precaution, all GAM applications will time out when they are left idle for an extended period of time. All timeouts will default to the GAM Session Timeout page (Fig. 3). Click the blue hyperlink [here](#) to be redirected to the login page.

Once you log back in, you will return to the menu page of the application which timed out.



**Figure 3 – Session Timeout Page**

## II. IDW Functions

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### Using This Manual

An individual user's access to IDW records and functions will depend on the user type, the employee type (if any), the field office and/or official agency affiliations (if any), CIM customer number access, the user's eAuthorization permissions, and the user's USDA eAuthentication security level.

To preserve data security, the IDW interface will change according to the user type. There are five different IDW menu pages, one for each user class:

- Public users,
- Customers,
- Official agency users,
- FGIS users, and
- Administrative users.

Section A introduces the user classes and describes the IDW interface for each user type. The actual IDW commands are each described in sections B through E.

Once you are familiar with the menu page for your user type, you can look up each menu command in the section that describes that process.

## A. Account Setup and Command Menus

### A. 1 – IDW Menu Page: Public Interface and Login Screen

From the GIPSA FGIS Menu Page (Fig. 1), all users are directed to the Inspection Data Warehouse System public menu page (Fig. 4). From this screen, public users can access public portions of individual certificate records, and authorized users can log in to access advanced IDW functions and records.

This screen also provides a basic overview of IDW and illustrates the steps required for new users to gain access to IDW records and data.

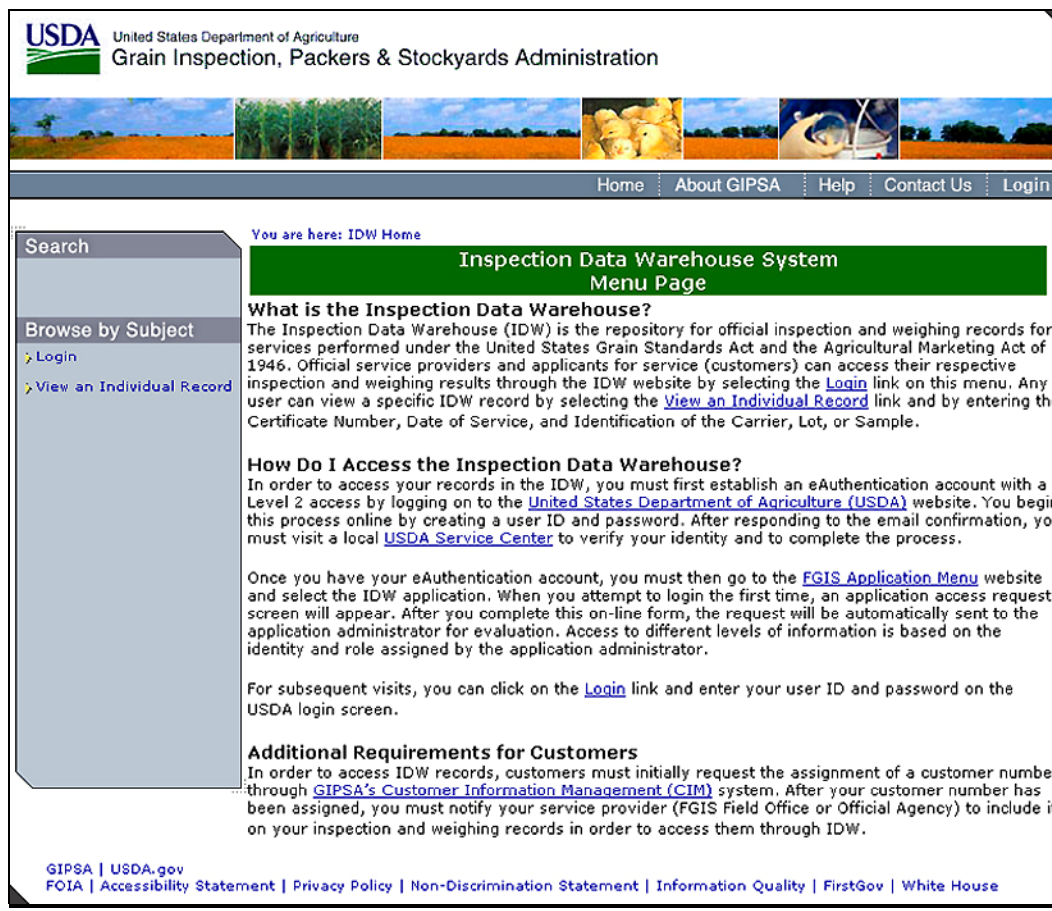


Figure 4 – IDW Menu Page: Public Interface and Login Screen

Public users have one IDW menu option:

**View an Individual Record.** See section B, “View an Individual Record.”

Returning IDW users have an additional menu option:

**Login.** Refer to the remainder of section A for your user class’s menu page.

Customer users, and users wishing to become customers, can establish an account and access their certificate records as described in sections A. 2 to A. 3.

## A. 2 — Becoming an Authorized IDW Customer

To use any IDW functions beyond a public certificate search, you must have a Level 2 USDA account and specific authorization as an IDW user. There are three steps to obtaining that authorization:

Establish a Level 2 eAuthentication account with the USDA. To open an account, visit <http://www.eauth.egov.usda.gov/eauthCreateAccount.html>

Visit a local USDA Service Center in person to verify your identity and authenticate your account. To find a service center, visit <http://offices.sc.egov.usda.gov/> or click **USDA Service Center** on the IDW public menu page (Fig. 4).

After your account is established and verified, return to the IDW public menu page. Click the **Login** link in the **Browse** panel. You will be redirected to the "Application Access Request" form (Fig. 5). Once you submit the request, it will be sent to the application administrator for evaluation, who will notify you when your request is approved.

You are here: Application Access Request

**Application Access Request**  
Send Email

You do not have access to the requested resource. You may request the appropriate access by filling out the form below.

First Name: Ann  
Mid Initial:  
Last Name: Lang  
Email Address: alang@johnstonmclamb.com  
Comment:  
Phone Number:

Send Email

Figure 5 – Application Access Request Page

If you are a new customer or an applicant for service, you must take two additional steps in order to access your service result records in IDW:

Request a CIM customer number (or request access to an existing CIM customer number).

Notify your service provider of your CIM number so that it can be included on your service results.

For more information on this process, see section C. 3.

## A. 3 — Customers & Customer Users Menu Page

*Customers* are users who are not employed by GIPSA or affiliated with an official agency, but who have a Level 1 or Level 2 eAuthentication ID issued by USDA, a customer account through CIM (Customer Information Management), and/or access to a CIM number.

IDW's customer interface allows customers to locate and view the full details of their service result records, view public portions of individual records, view their customer number assignments, and request a new customer assignment. From the public IDW interface and login screen (Fig. 4), customers are directed to the IDW Customer Menu Page (Fig. 6).

USDA United States Department of Agriculture  
Grain Inspection, Packers & Stockyards Administration

Home About GIPSA Help Contact Us Logoff

You are here: IDW Home

## Inspection Data Warehouse System Customer Menu Page

**Accessing Customer Records**  
Customers access their customer records by selecting one of these menu options:

[View My Certificate Records](#) - Lists all IDW records associated to your customer number. Allows you to individually view each record.

[View an Individual Record](#) - Allows you to view a specific record by entering Certificate Number, Date of Service, and Identification of the Carrier, Lot, or Sample.

[Search My Certificate Records](#) - Allows you to select search criteria for specific records. Provides an option for viewing individual records or for downloading records in a comma delimited (CSV) file.

**Managing Customer Information**  
Customers manage their customer information by selecting one of these menu options:

[View My Customer Numbers](#) - Lists the customer numbers that have been assigned to you.

[Customer Information Management \(CIM\)](#) - Allows you to go directly to the Customer Information Management (CIM) application, where you may update a customer number record, request assignment of a new customer number, or request access to an existing customer number.

**Accessing Export Inspection & Weighing Information**  
Customers access public export inspection and weighing information by selecting this menu option:

[Create an Export Shipment Report \(Future Release\)](#) - Allows you to create a variety of reports for grain that has been officially inspected and/or weighed for export.

GIPSA | USDA.gov  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Figure 6 – Customer Menu Page

The Customer Menu Page has these menu options:

**View My Certificate Records.** See section D, “View Certificate Records.”

**View an Individual Record.** See section B, “View an Individual Record.”

**Search My Certificate Records.** See section E, “Search Certificate Records.”

**View My Customer Numbers.** See section C, “Manage Customer Information.”

**Customer Information Management.** See section C, “Manage Customer Information.”

In future releases of IDW, customers will also be able to create export shipment reports. This feature is not yet enabled.

## B. View an Individual Record

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### B. 1 — Public Certificate Search: Overview

Public users, which include any individual who is not currently logged in, and customers can locate and view the summary of any service result (certificate) record, except superseded and voided certificates.

### B. 2 — View An Individual Record

To perform a public certificate search, select **View an Individual Record** from the home page or the left-hand Browse panel to open the **Search Public Certificate Data** page (Fig. 7).

Enter each of the following pieces of information and click **Search Certificate**:

*Certificate Number.* Include all dashes (e.g. US-NOFO-1-00235, *not* USNOFO100235).

*Date of Service.* This is the date on which the inspection or weighing was completed. (Do not use the sampling date or the date weighing was begun.) Enter the date as MM/DD/YY or MM/DD/YYYY.

*Identification of Carrier, Lot, or Sample.* This field is not case sensitive, but it must otherwise exactly match the "Identification" section of the certificate or service result record (e.g. "GA 030TV Shoreline Truckers #100," *not* "Shoreline Truckers").

All of the above information is required to find a certificate. IDW does not allow a public certificate search with an empty field or wild-card value.



The screenshot shows a web browser window with the following content:

- Breadcrumb: You are here: IDW Menu / GIPSA Public Certificate Search
- Page Title: GIPSA Public Certificate Search
- Section Title: Search Public Certificate Data
- Form Fields:
  - Certificate Number: [Text Input]
  - Date of Service: [Text Input] with a calendar icon
  - Identification of Carrier, Lot, or Sample: [Text Input]
- Buttons: Search Certificate, Cancel

Figure 7 – Search Public Certificate Data

Your search results will be displayed on the **GIPSA Certificate View Screen** (Fig. 8). From this screen you can:

- Print the service results with your web browser,
- Choose **Another Search**,
- Return** to the main IDW page, or
- Exit the application.





## C. Manage Customer Information

### C. 1 — Customer Numbers: Overview

Any public individual with a Level 1 or Level 2 eAuthentication account, such as a business owner, business employee, or contractor, may request a customer assignment. A customer assignment generates a record with a unique *CIM customer number*, where information about that customer's contact information is maintained.

The CIM number is used to track a customer's service result records in IDW and in other GIPSA applications. Each service result record is tagged with the number of the customer who requested the service. However, customer numbers are not limited to one individual user. Once a customer record is created, any other individual may request to have shared access to that record; at that point, it is up to the record owner to grant or deny that permission.

Users affiliated with a specific customer number will have access to records for that customer. However, users who are *not* associated with an official agency or field office will not have access to superseded certificate records or to supervision records, regardless of the customer number.

### C. 2 — View My Customer Numbers

Your customer numbers are the CIM numbers for which you are an authorized user — either because you created the CIM record, or because you requested and were granted access to an existing number.

To view a list of your current customer numbers, select **View My Customer Numbers** from the menu page or the left-hand [Browse](#) panel. This opens the **List Customer Assignments For Users Records** page (Fig. 9). The data columns are:

*eAuthentication Login ID*. Your user ID in the system.

*CIM Customer Number*. The Customer Information Management number used in IDW and the Certificate System application (CRT) to link your customer information to your service result records (certificates).

*Start Date*. The date your customer number was assigned.

*End Date* (if any). The date your customer assignment was or will be terminated.

All other information about your customer number, such as authorized users, names, and addresses, is maintained in the Customer Information Management (CIM) application.

You are here: [IDW Home](#) / [Customer Assignment for Users List](#)

**GIPSA Customer Assignment for Users List**  
**List Customer Assignment for Users Records**

Select one of the following Customer Assignment for Users records:

eAuthentication Login ID	CIM Customer Number	Start Date	End Date
28200406300030061323	169	10/19/2006	
28200406300030061323	170	12/6/2006	
28200406300030061323	4	10/16/2006	
28200406300030061323	5	10/17/2006	
28200406300030061323	6	10/17/2006	
28200406300030061323	7	10/17/2006	

6 records in 1 Pages. Rows:  Page:

**Figure 9 – List Customer Assignment For Users Records**

### C. 3 — Request a Customer Number

To request that a customer number be assigned to you, choose **Customer Information Management** from the IDW menu page or the left-hand Browse panel. The CIM application menu page will open in a new browser window (Fig. 10).

Click **Request a Customer Number**. Enter your name and address, as well as the POC (point of contact) name, address, phone, fax, and email address. All fields underlined in red are mandatory. Your customer name can be your legal name or the legal name of your business. When you are finished, click **Get Assignment**.

Once the assignment is complete, you can select **My Customer List** to view your new customer record or close the CIM browser window and return to IDW. You can verify your new customer assignment there as well by choosing **View My Customer Numbers** in IDW.

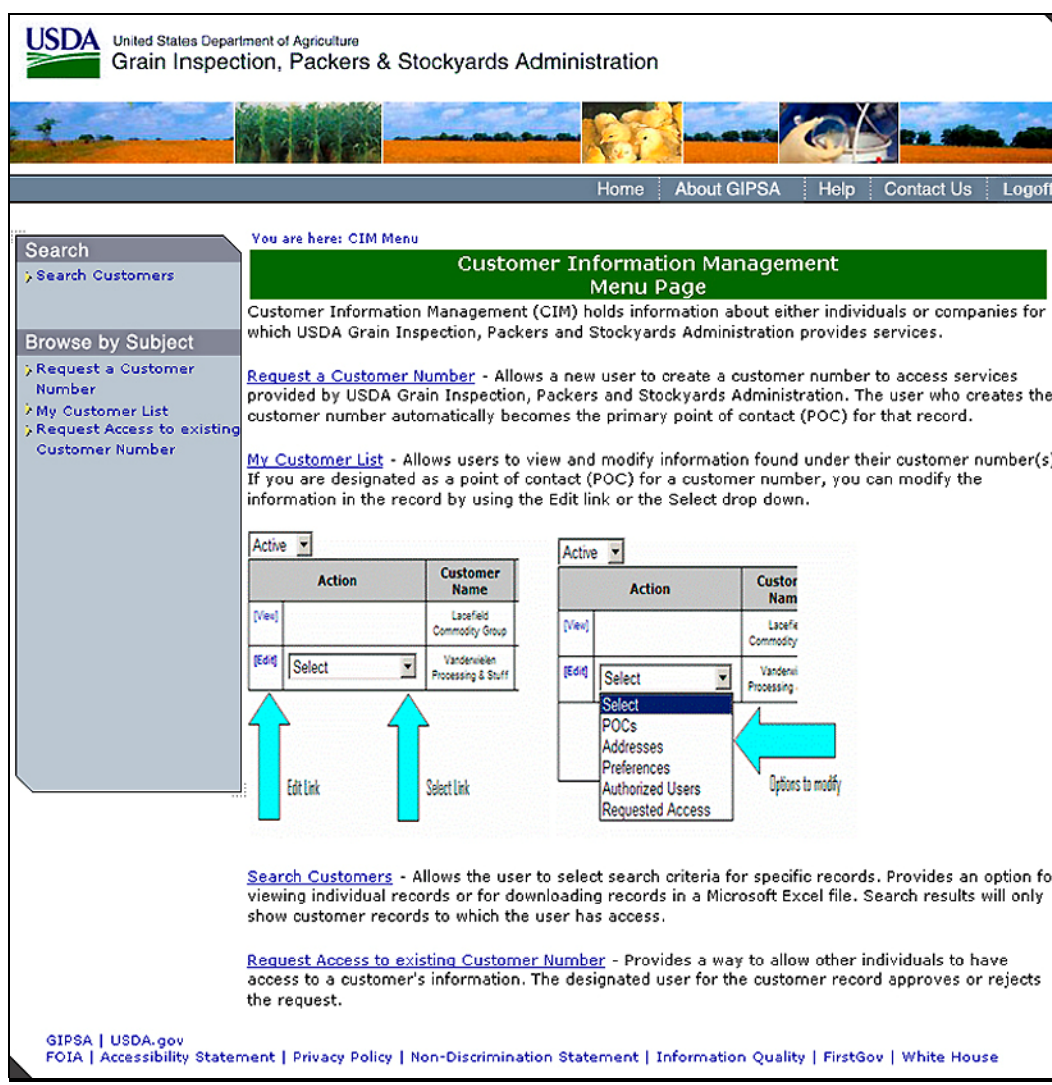


Figure 10 – Customer Information Management (CIM) Menu Page

After your customer number is assigned, you must notify your service providers (FGIS Field Office or Official Agency) so that they can include that CIM number on your inspection and weighing records. Once your CIM number is linked to your records, you may access those records through IDW.

For more detailed information, contact your local service provider(s).

**Find A Local Service Provider:**

<http://www.gipsa.usda.gov/GIPSA/webapp?area=home&subject=osp&topic=landing>

## C. 4 — Request Access to Existing Customer Number

To request access to an existing customer number, select **Customer Information Management** from the IDW menu or the left-hand Browse panel. The CIM application will open in a new browser window (Fig. 10).

From the CIM menu page, choose **Request Access to Existing Customer Number**. Enter the required data, including your work phone number, at least one existing customer number (required), and any additional information. You can request access to up to fifteen customers at one time.

After you click **Submit Request**, your request will be emailed to the customer's point of contact. You will be notified by email once your request is approved or denied. If approved as an authorized user, you can view the customer's certificate records in IDW.

When you are finished with CIM, close that browser window and return to IDW.

For more information, refer to the CIM user's manual or the online help pages.

## D. View Certificate Records

### D. 1 – Introduction

Choose **View My Certificate Records** to open a list of your certificates. From there you can view the detailed service result, subplot data, factors, load order, delivered quantities, special grade, types of service performed, and the public certificate data.

Your CIM number will determine the records available to you. Customers will not have access to superseded certificate records or to supervision records, regardless of the customer number.

You are here: IDW Home / Certificate List

**Inspection Data Warehouse System**  
**GIPSA Certificate List**

Filter Search  
 Identification:

Select one of the following certificate records:

Action		Certificate Number	Identification	Date of Service	Certification Location
[View]	Select	US-NOFO-1-22012	480041	12/4/2006	100760
[View]	Select	US-NOFO-1-22011	480041	11/14/2006	100760
[View]	Select	US-NOFO-1-22009-2	M/V Grand Adventurer	11/14/2006	171696
[View]	Select	US-NOFO-1-22009-1	M/V Grand Adventurer	11/14/2006	171696
[View]	Select	US-NOFO-1-22009	M/V Grand Adventurer	11/14/2006	171696
[View]	Select	US-NOFO-1-22007	M/V Grand Explorer	11/14/2006	171696
[View]	Select	US-NOFO-1-22002	480036	11/14/2006	100760
[View]	Select	US-NOFO-1-10575	167982	11/14/2006	171696

9 record(s) in 1 page(s). Rows:  Page:

Select  
 Sublot Data  
 Factors  
 Delivered Quantities  
 Load Order  
 Special Grade  
 Service Types  
 Certificate View Screen

Figure 11 – GIPSA Certificate List

### D. 2 – View My Certificate Records

From the IDW menu page or the left-hand Browse panel, select **View My Certificate Records** to open your **GIPSA Certificate List** (Fig. 11). The data columns are:

*Certificate Number.* The unique record identifier. Records which end in -1 through -99 indicate divided-lot records.

*Identification.* The identification of the carrier, lot, or submitted sample.

*Date of Service.* The date on which the inspection or weighing was completed.

*Certification Location.* The service point where the certificate was issued. This table uses the six-digit numeric code for service points.

The page lists every certificate record accessible to you. To quickly view a subset of those records, use the **Filter Search** at the top of the table to locate records based on their *Identification* field:

Enter some or all of the **beginning text** of the certificate's *Identification* and click **Filter**.

The page will display all records where the *Identification* begins with that text; for example, enter "Whitmore" to filter your list down to "Whitmore Farms Lot 1" and "Whitmore Farms Lot 2."

The filter will not locate a text string in the middle of the *Identification* field; for example, "Lot 3 Whitmore Farms" would not be included in the previous example. To locate a broader range of records, use the **Search** command (see section E. 1).

You can also sort your certificate records in ascending or descending order by any field by clicking the column headers.

The Action column has two areas:

The **View** command, which opens the detailed certificate record page.

The Select command droplist, which allows you to view the various child records for a given certificate. It contains seven options: Sublot Data, Factors, Delivered Quantities, Load Order, Special Grade, Service Types, and Certificate View Screen.

Each of these options is explained in the following sections.

### D. 3 — View Certificate Data

From the Action column, click **View** next to a record to open the **Maintain Certificate Data** screen (Fig. 12). The fields are:

*Record Type.* The code **S** for a Summary Inspection and/or Weighing record.

*Certification Location.* The service point where the certificate was issued. A six-digit number that corresponds to the *Issued At* field on the certificate.

*Analysis Weighing Location.* The location where the sample analysis or weighing service was performed.

*Lot Number.* The unique alpha-numeric identifier assigned to a lot when Cusum, combined-lot, or round-lot inspections are performed. Detail inspection records are assigned the same lot number as assigned to the associated summary inspection/weighing records.

*File Sample ID.* An identification assigned by the service provider to a file sample.

*Inspection Type.* The level of inspection: Original, Reinspection, Appeal, Board Appeal, Supervision, or New Original.

*Commodity/Carrier Location.* Location of the commodity at the time of sampling or other service or where the stowage examination was performed, such as the fleet, elevator, rail yard, or warehouse.

*City and State.* The commodity/carrier location's city and state.

*Ordered By.* The customer's name. Corresponds to the *Applicant* field on the certificate.

*Cert Number.* The unique identifier for the certificate or service result. **Note:** Cert numbers that end in -1 through -99 represent divided-lot certificates.

*Cert Date.* The date on which the certificate PDF was generated by CRT or a third-party certification application. **Note:** this represents the date on which the service result data was saved in the system, not the Date of Service for the inspection and/or weighing.

*Purpose.* The record's purpose: Original, Void, Duplicate, or Corrected.

*Old Cert Number.* If a service result is corrected, divided, or superseded, the original certificate number becomes the old cert number.

*Divide Type.* If the service result represents a divided lot, the divide type will be Master (the parent) or Divide (the child, with a certificate number that ends in -1 through -99). If this field is blank, the certificate was not divided.

*Number of Divides.* The number of divides in the divided-lot certificate. **Note:** only the **parent** certificate (*Divide Type* = Master) will show the number of divides. The child certificates will have a divide number of 0.

*Movement.* The commodity's movement type: Export, Local, In, or Out.

*Carrier Type.* The type of carrier used to transport the commodity, such as Barge or Truck.

*Number of Carriers.* The number of carriers comprising the lot.

*Identification.* The identification of the carrier, lot, or submitted sample.

*Sampling Method.* The sampling method used.

*Top Feet Sampled.* Number of feet sampled if the sample is obtained by probing and the bottom of the carrier is not sampled.

*Date Sampled.* The date sampling is completed, in MM/DD/YYYY format.

*Time Sampled.* The time sampling is completed, in 24-hour format.

*Grade.* The level of quality or value as specified in the standards.

*Commodity Class.* The commodity which was inspected or weighed, described as the lowest level of agricultural commodity class or subclass as defined in APS.

*Quantity/Official Weight.* The volume, weight, or size of the lot or sample inspected or weighed.

*Quantity/Official Weight Unit of Measure.* The weight/quantity's unit of measurement, such as Metric Tons, Pounds, or Trucklot.

*Cert Signature Inspector Number.* The GIPSA-assigned number for the inspector whose name or signature appears on the certificate.

*Date of Service.* The date on which the inspection or weighing service is completed, in MM/DD/YYYY format.

*Time of Service.* The time, in 24-hour format, at which the inspection or weighing service is completed.

*Remarks.* Text field containing information that is not reported on any other field in IDW.

*Agency Field Office Code.* The GIPSA code for the field office or agency performing the official services.

*Service Request Number.* The unique number assigned to each request for service which links the request to the inspection and weighing records.

*Load Order Number.* An alternative lot identification used primarily at export locations for shiplots.

*Stowage Area Examined.* A Y/N field required for outbound and export movements.

*GIPSA File Sample ID.* A unique number automatically assigned by IDW to each incoming inspection record for original service or review inspection service based on a new sample.

GIPSA Certificate Display Maintain Certificate Data	
<b>Record Type:</b>	S
<b>Certification Location:</b>	NEW ORLEANS (FIELD OFFICE)
<b>Analysis Weighing Location:</b>	AMA, LA
<b>Lot Number:</b>	9BUC
<b>File Sample ID:</b>	N/A
<b>Inspection Type:</b>	Original
<b>Commodity/Carrier Location:</b>	Elevator B
<b>City:</b>	New Orleans
<b>State:</b>	Louisiana
<b>Ordered By:</b>	A&B Exporters
<b>Cert Number:</b>	US-NOFO-1-00183
<b>Cert Date:</b>	10/2/2006
<b>Purpose:</b>	Original
<b>Old Cert Number:</b>	
<b>Divide Type:</b>	
<b>Number of Divides:</b>	0
<b>Movement:</b>	Export
<b>Carrier Type:</b>	Ship
<b>Number of Carriers:</b>	1
<b>Identification:</b>	M/V Grand Voyage
<b>Sampling Method:</b>	Mechanical Diverter
<b>Top Feet Sampled:</b>	0
<b>Date Sampled:</b>	10/2/2006
<b>Time Sampled:</b>	1723
<b>Grade:</b>	2 or better
<b>Commodity Class:</b>	YC
<b>Quantity/Official Weight:</b>	11456370
<b>Quantity/Official Weight Unit of Measure:</b>	Pounds
<b>Cert Signature Inspector Number:</b>	93470
<b>Date of Service:</b>	10/2/2006
<b>Time of Service:</b>	1743
<b>Remarks:</b>	Stowage: Holds No. 1 & 2
<b>Agency Field Office Code:</b>	NOFO
<b>Service Request Number:</b>	171696-20061002-1
<b>Load Order Number:</b>	08X32
<b>Stowage Area Examined:</b>	Y
<b>GIPSA File Sample ID:</b>	
<b>Superseded By:</b>	
<b>Customer Number:</b>	55
<b>Gipsa Fee:</b>	Yes
<b>Date Started:</b>	
<b>Time Started:</b>	
<b>Type Shipment:</b>	Bulk
<b>Inspection Weighing Service:</b>	Inspection & Weighing
<b>Sublots With Insects:</b>	0
<b>Components Infested:</b>	0
<b>Insects Per Lot:</b>	0
<b>Insecticide:</b>	
<b>Dust Suppressant:</b>	
<b>Dye:</b>	No
<b>Fumigant:</b>	
<b>Aflatoxin Test Basis:</b>	Sublot
<b>Last update:</b>	Last change made on 12/14/2006 by user JMUSER.
<input type="button" value="Return"/>	

Figure 12 – Maintain Certificate Data (Read-Only)

**Superseded By.** The certificate number of the superseding record, if any. This field is automatically populated by IDW. **Note:** for a divided lot certificate, where the Master certificate is superseded by the Divided certificates, the Master will show the *Superseded By* certificate number of the last child certificate only.

**Customer Number.** The GIPSA-assigned number for the customer (applicant for service).

**GIPSA Fee.** The Y/N field to indicate if this record is to be used for computing supervision or administrative tonnage fees.

**Date Started.** The date on which weighing began, in MM/DD/YYYY format.

**Time Started.** The time at which the weighing started, in 24-hour format.

*Type Shipment.* Bulk or Sack.

*Inspection Weighing Service.* The type of inspection provided: Inspection & Weighing, Inspection Only, or Weighing Only.

The following fields are present in all certificate records but will only contain data for Official Export Inspection Certificates.

*Sublots With Insects.* The number of sublots containing one or more live insects.

*Components Infested.* The number of infested components.

*Insects Per Lot.* The total number of live insects per lot.

*Insecticide.* The type of insecticide applied to the lot: Reldan, Actellic, Malathion, or Other.

*Dust Suppressant.* The type of dust suppressant applied to the lot: Water, Oil, or Other.

*Dye.* A Y/N field.

*Fumigant.* The type of fumigant applied to the lot: Aluminum Phosphide or Other.

*Aflatoxin Test Basis.* The basis of the sample used for aflatoxin analysis: Composite, Other, Sublot, or Both Composite & Sublot. **Note:** Aflatoxin test information may also be reported in Factor Result Tables.

*Last Update.* The date and time at which the record was modified and/or imported into IDW.

#### D. 4 — View Sublot Records and Sublot Factor Data

From the **Select** droplist in the Action column, choose **Sublot Data** to open the **List Detail Inspection Records** screen (Fig. 13), which lists the inspection results for all sublots tested for the parent service result. The data columns are:

*Sample Identification.* The identification of the sample analyzed during the inspection of the lot.

*Disposition.* The status of the commodity after sampling or inspection.

*Date of Service.* The date the inspection is completed.

*Quantity.* The volume, weight, or size of the portion of the lot inspected.

You are here: IDW Home / Certificate List / Detail Inspection List

**GIPSA Detail Inspection List**  
**List Detail Inspection Records**

Select one of the following Detail Inspection records for Certificate 'US-NOFO-1-00183':

Action	Sample Identification	Disposition	Date of Service	Quantity
[View] [Sublot Data Factors]	1	On Board	10/2/2006	3219890
[View] [Sublot Data Factors]	2	On Board	10/2/2006	3331070
[View] [Sublot Data Factors]	3	On Board	10/2/2006	3359960
[View] [Sublot Data Factors]	4	On Board	10/2/2006	2409870

4 records in 1 Pages. Rows:  Page:

Figure 13 – List Detail Inspection Records (Sublot Data)

From the list of detail inspection records, you can view the detailed data page for a given record, or view the individual factors for which each sublot was tested.



You are here: [IDW Home](#) / [Certificate List](#) / [Detail Inspection List](#) / [Detail Inspection Maint](#)

**GIPSA Detail Inspection Maintenance**  
Maintain Detail Inspection Data

**Record Type:**D  
**Agency Field Office Code:**NOFO  
**Lot Number:**9BUC  
**Sample Identification:**1  
**Sequence Number:**1  
**Level:**Sublot  
**Disposition:**On Board  
**Inspection Type:**Original  
**Date Sampled:**10/2/2006  
**Time Sampled:**1516  
**Date of Service:**10/2/2006  
**Time of Service:**1526  
**Quantity:**3219890  
**Unit of Measure:**Pounds  
**Remarks:**  
**Service Request Number:**171696-20061002-1  
**Customer Number:**  
**File Sample ID:**1  
**GIPSA File Sample ID:**3785  
**Cert Number:**US-NOFO-1-00183  
**Last update:**Last change made on by user .

**Figure 14 – Maintain Detail Inspection Data: View Sublot Record Data**

For any detail inspection record, click **View** to open the **Maintain Detail Inspection Data** screen (Fig. 14). This page gives all recorded details of the subplot inspection, *except* for the factors tested. The fields tracked on this page are:

*Record Type.* The record type will be **D** for Detail Inspection.

*Agency Field Office Code.* The official agency or field office which performed the inspection.

*Lot Number.* The lot number from the parent summary inspection/weighing record.

*Sample Identification.* Identification of the sample analyzed during the inspection of the lot (such as subplot #, material portion #, or railcar ID).

*Sequence Number.* Sequential number that indicates the subplot inspection order during a Cusum inspection.

*Level.* Portion of the lot represented by the sample, such as Sublot, Component, or Subsample.

*Disposition.* Status of the commodity after sampling or inspection (On Board, Rejected & Returned, etc.)

*Inspection Type.* The level of inspection (Board Appeal, Original, etc.)

*Date Sampled and Time Sampled.* The date and time when the sampling of the subplot is completed, in MM/DD/YYYY and 24-hour format.

*Date of Service and Time of Service.* The date and time when the inspection of the subplot sample is completed, in MM/DD/YYYY and 24-hour format.

*Quantity.* The volume, weight, or size of the portion of the lot inspected.

*Unit of Measure.* Description of how the Quantity is measured (Pounds, Metric Tons, etc.)

*Remarks.* Any information about the detail inspection that is not included elsewhere in the record.

*Service Request Number.* The unique number assigned to each request for service which links the request to the inspection records.

*Customer Number.* The GIPSA-assigned number for the customer (applicant for service).

*File Sample ID.* An identification assigned by the service provider to a file sample.

*GIPSA File Sample ID.* A unique number automatically assigned by IDW to each incoming detail record for original service or review inspection service based on a new sample.

**Note:** If the File Sample ID on the incoming detail record is empty, then no GIPSA File Sample ID will be assigned to the detail inspection record.

*Cert Number.* The certificate number of the parent record.

From the list of detail inspection records (Fig. 13), click **Sublot Data Factors** to open the **List Detail Inspection Factors Records** screen (Fig. 15). This page lists the factors that were tested for each subplot inspection. The data fields are:

*Factor Code.* The APS code for the factor tested (such as AFLA for aflatoxin).

*Inspection Result.* The result of the analysis of a factor.

*Inspection Result UOM.* The unit of measurement for the inspection result. For example, a factor inspection result of "Moisture 14.1 %" will have "14.1" in the Inspection Result column and "%" in the Inspection Result UOM column.

*License Number.* The license number of the inspector who performed the subplot inspection.

*Factor Test Location.* The numeric code for the service point where the factor was tested.

You are here: IDW Home / Certificate List / Detail Inspection List / Detail Inspection Factor List

### GIPSA Detail Inspection Factor List List Detail Inspection Factor Records

Select one of the following Detail Inspection Factor records for Detail Inspection '9BUC':

Action	Factor Code	Inspection Result	Inspection Result UOM	License Nbr	Factor Test Location
[View]	AFLA	0	ppb	93470	170049
[View]	BCFM	2.7	%	93470	170049
[View]	DKT	3.2	%	93470	170049
[View]	HT	0.0	%	93470	170049
[View]	M	14.1	%	93470	170049
[View]	OCOL	0.0	%	93470	170049
[View]	TW	58.4	lb/bu	93470	170049

7 records in 1 Pages. Rows:  Page:

**Figure 15 – List Detail Inspection Factors Records (Sublot Data Factors)**

You are here: IDW Home / Certificate List / Detail Inspection List / Detail Inspection Factor List / Detail Inspection Factor Maint

### GIPSA Detail Inspection Factor Display Maintain Detail Inspection Factor Data

Factor Code: BCFM  
 Inspection Result: 2.7  
 Inspection Result UOM: %  
 Factor Remarks:  
 License Number: 93470  
 Factor Test Equipment:  
 Factor Test Location: 170049  
 Last update: Last change made on by user .

**Figure 16 – Maintain Detail Inspection Factor Data: View Sublot Factor Record Data**

From the list of the subplot's detail inspection factor records, click **View** to open the **Maintain Detail Inspection Factor Data** page for a tested factor (Fig. 16). This detailed view includes the data from the previous table, along with any remarks on the subplot factor, the identification of the factor test equipment, and the time and date on which the record was last updated.

Click **Return** or use the breadcrumbs to exit the subplot detail inspection factor data record.

## D. 5 – View Factor Records and Factor Data

From the **Select** droplist in the **Action** column, choose **Factors** to open the **List Certificate Factors Records** screen (Fig. 17). These pages differ from the subplot factor inspection records in that they represent factor testing for the lot as a whole, not portions of the lot.

The data columns are:

*Factor Code.* The APS (Agricultural Product Standards) code for the factor being analyzed.

*Inspection Result.* The result of the analysis of a factor, as reported on the service result record. For example, if the factor PROT (protein) was analyzed at 13.0%, the *Inspection Result* field will read "13.0." 1/3 and 2/3 are reported as .33 and .67, respectively. Mycotoxins are reported as <, <=, >, or the actual result.

*Inspection Result UOM.* The unit of measurement for the *Inspection Result*. For example, if the factor PROT (protein) was analyzed at 13.0%, the *Inspection Result UOM* field will read "%."

*License Number.* The GIPSA-assigned number for the individual who performs the inspection service.

*Factor Test Location.* The service point where the factor was analyzed.

You are here: [IDW Home](#) / [Certificate List](#) / [Certificate Factors List](#)

### GIPSA Certificate Factors List List Certificate Factors Records

Select one of the following Certificate Factors records for Certificate 'US-NOFO-1-00183':

Action	Factor Code	Inspection Result	Inspection Result UOM	License Number	Factor Test Location
[View]	AFLA	<5	ppb	93470	170049
[View]	BCFM	2.3	%	93470	170049
[View]	DKT	3.1	%	93470	170049
[View]	HT	0.0	%	93470	170049
[View]	M	13.9	%	93470	170049
[View]	OCOL	0.0	%	93470	170049
[View]	TW	58.3	lb/bu	93470	170049

7 records in 1 Pages. Rows:  Page:

Figure 17 – List Certificate Factors Records

You are here: [IDW Home](#) / [Certificate List](#) / [Certificate Factors List](#) / [Certificate Factors Maint](#)

### GIPSA Certificate Factors Display Maintain Certificate Factors Data

**Certificate Number:** US-NOFO-1-00183  
**Factor Code:** AFLA  
**Inspection Result:** <5  
**Inspection Result UOM:** ppb  
**Factor Remarks:** Aflatoxin does not exceed 5 ppb.  
**License Number:** 93470  
**Factor Test Equipment:**  
**Factor Test Location:** AMA, LA  
**Last update:** Last change made on 12/14/2006 by user JMUSER.

Figure 18 – Maintain Certificate Factors Data (Read-Only)

To view the details of any factor result, click **View** to open the **Maintain Certificate Factors Data** screen (Fig. 18). In addition to the information on the previous page, this page displays the

certificate number, any factor remarks, the identification of the equipment on which the factor was tested, and the time and date on which the record was last updated.

Click **Return** or use the breadcrumbs to exit the subplot detail inspection factor data record.

## D. 6 – View Delivered Quantities

From the **Select** droplist in the Action column, choose **Delivered Quantities** to open the **List Delivered Quantities Records** screen (Fig. 19). Users will see these data columns:

*Quantity.* The quantity of the certified commodity that was delivered. If 15,000 pounds of corn were delivered, this field would read "15,000."

*Unit of Measure.* The unit of measure for the quantity in the previous column. If 15,000 pounds of corn were delivered, this field would read "Pounds."

*Destination.* The country to which this portion of the commodity was delivered.

To view the details of any delivered quantities record, click **View** to open the **Maintain Delivered Quantities Data** screen (Fig. 20).

Figure 19 – List Delivered Quantities Records

Figure 20 – Maintain Delivered Quantities Records Data (Read-Only)

## D. 7 – View Load Order

From the **Select** droplist in the Action column, choose **Load Order** to open the **List Summary Inspection Load Order Records** screen (Fig. 21). The data columns are:

*Load Order Factor.* The factor for which a load order requirement is specified (protein, starch, oil, or moisture).

*Load Order.* The specified load order requirement: Minimum, Average, Maximum, Ordinary.

*Load Order Percent.* The specified load order requirement percentage.

Click **View** to open the **Maintain Summary Inspection Load Order Data** screen (Fig. 22). It includes the data from the previous screen, as well as the time and date of the record's last update. Click **Return** to return to the load order table.

You are here: IDW Home / Certificate List / Summary Inspection Load Order List

**GIPSA Summary Inspection Load Order List**  
List Summary Inspection Load Order Records

Select one of the following Summary Inspection Load Order records for Certificate 'US-NOFO-1-00183':

Action	Load Order Factor	Load Order	Load Order Percent
[View]	MOISTURE	Maximum	15.00

1 records in 1 Pages. Rows:  Page:

Figure 21 – List Summary Inspection Load Order Records

You are here: IDW Home / Certificate List / Summary Inspection Load Order List / Summary Inspection Load Order Maint

**GIPSA Summary Inspection Load Order Display**  
Maintain Summary Inspection Load Order Data

Certificate Number: US-NOFO-1-00183  
 Load Order Factor: Moisture  
 Load Order : Maximum  
 Load Order Percent: 15.00  
 Last update: Last change made on 12/14/2006 12:21:30 PM by user JMUSER.

Figure 22 – Maintain Summary Inspection Load Order Data

#### D. 8 – View Special Grade

From the **Select** droplist in the Action column, choose **Special Grade** to open the **List Summary Inspection Special Grade Records** screen (Fig. 23). It displays the special grade or grades assigned to the commodity (such as Infested, Blighted, Choice, or Plump).

Click **View** to open the **Maintain Summary Inspection Special Grade Data** screen (Fig. 24). It includes the data from the previous screen, as well as the time and date of the record's last update. Click **Return** to return to the special grade table.

You are here: IDW Home / Certificate List / Summary Inspection Special Grade List

**GIPSA Summary Inspection Special Grade List**  
List Summary Inspection Special Grade Records

Select one of the following Summary Inspection Special Grade records for Certificate 'US-AB-1-22007':

Action	Special Grade
[View]	Infested

1 records in 1 Pages. Rows:  Page:

Figure 23 – List Summary Inspection Special Grade Records

You are here: IDW Home / Certificate List / Summary Inspection Special Grade List / Summary Inspection Special Grade Maint

**GIPSA Summary Inspection Special Grade Display**  
Maintain Summary Inspection Special Grade Data

Special Grade: Infested  
 Last update: Last change made on 1/10/2007 3:28:05 PM by user JMUSER.

Figure 24 – View Summary Inspection Special Grade Record Data

## D. 9 – View Service Types

From the **Select** droplist in the Action column, choose **Service Types** to open the **List Summary Inspection Service Type Records** screen (Fig. 25). The data table displays each of the service types performed for the certificate.

Click **View** to open the **Maintain Summary Inspection Service Type Data** screen (Fig. 26). It includes the data from the previous screen, as well as the time and date of the record's last update. Click **Return** to return to the service type table.

Action	Service Type
[View]	Export

Figure 25 – List Summary Inspection Service Type Records

Certificate Number: US-NOFO-1-00183  
Service Type: Export  
Last update: Last change made on 12/14/2006 12:21:30 PM by user JMUSER.

Figure 26 – Maintain Summary Inspection Service Type Data

## D. 10 – Certificate View Screen

From the **Select** droplist in the Action column, choose **Certificate View Screen** to open the **GIPSA Certificate View Screen**. This page displays the service result information as it appears on the printed certificate that was issued to the customer.

This is the same screen as the public user's certificate page, accessible with the **View an Individual Record** command. For a screenshot, see Fig. 8 in section B.

## E. Search Certificate Records

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### E. 1 — Search Overview

Select **Search My Certificate Records** from the IDW menu page or the [Browse](#) panel to open the **Search Certificate Data** page (Figs. 27 and 28).

You can search records by any or all of the data fields listed on the search page. Depending on the field, you will either type in your search value or choose from existing field values. If you search without entering any search values, you will pull up all accessible service result records for which you have permission to view.

Fields that require operands will display a droplist of commands to the left of a blank field where you can type your search value:

- Contains* finds records using all or part of that word or phrase, including spaces. It is not case sensitive.
- = finds records that exactly match your data.
- < finds records containing numeric values less than your search criteria or alphabetical characters which fall earlier in the alphabet than your search value.
- > finds records containing numeric values greater than your search criteria or alphabetical characters which fall later in the alphabet than your search value.
- <= finds records containing values less than or equal to your search criteria.
- >= finds records containing values greater than or equal to your search criteria.

Other data fields provide a list of choices, such as "Agency or Field Office." To add a listed search value, highlight it with a mouse-click and use the **Select >>** button. The highlighted value will move into the white box on the right. You can add values one at a time, or you can hold down the CTRL key while highlighting multiple values and click **Select >>** to add them all at once. To de-select a value, highlight it and click <<**Remove**.

For all blank data entry fields, any text you enter will be treated as a text string. For example, entering "br" in the "Applicant Name" field will include results for Tom Brown and Kirby Yarbrough.

Use the **Show Results As** droplist at the bottom of the page to generate your results in one of three formats:

- as a *web page*. From here you can view the tables for all records matching your search criteria.
- as an *Excel spreadsheet*. You can open the spreadsheet within a new browser window, or save it as a file to your local computer.
- as a *CSV file*. This choice produces a comma-delimited file of all records meeting your search criteria. You can open the file as an Excel spreadsheet or save it as a file to your local computer. **Note:** Because the resulting records may contain fields in excess of the 256-maximum Excel limit, it is recommended that you save the CSV file and then import it into an Excel spreadsheet by running a macro that places the first 256 fields on the first worksheet and the remaining fields on a second worksheet.

Once you have selected your search values, click **Search Data** to begin your search.

**Note:** You should never use the Back button on your web browser to navigate through IDW. Always use the IDW navigation buttons or the breadcrumbs area. For example, if you have generated a table of search results and want to look at each record in turn, start with the first record and select a portion to examine, such as [Sublot Data](#). When you are finished, click [Certificate Results](#) in the breadcrumbs area to return to your list of search results. If you do not use the breadcrumbs, you will have to re-run the search.

**GIPSA Certificate Search**  
**Search Certificate Data**

**Agency or Field Office:**  Select one or more values from left drop-down list.

**Certification Location:**

**Analysis Weighing Location:**

**Factor Test Location:**

**Commodity/Carrier Location:**  Contains

**City:**  Contains

**State:**  --- Please Select ---

**Applicant:**  Contains

**Customer Number:**  =

**Inspection Weighing Service:**  Inspection & Weighing  
Inspection Only  
Other  
test value Select one or more values from left drop-down list.

**Service Type:**  Bulkweighing  
Checkcounting  
Checkloading  
Checkweighing  
Class X Weights Select one or more values from left drop-down list.

**Inspection Type:**  Appeal  
Board Appeal  
New Original  
Original  
Reinspection or Retest Select one or more values from left drop-down list.

**Movement:**  Export  
In  
Local  
Out Select one or more values from left drop-down list.

**Destination:**  AFGHANISTAN  
ALBANIA  
ALGERIA Select one or more values from left drop-down list.

**Carrier Type:**  Barge  
Container  
Covered Hopper  
Lash Barge  
Mule Select one or more values from left drop-down list.

**Date Sampled :** From:   through:

**Figure 27 – Search Certificate Data (Screen 1)**

Note: the search screen continues in the next figure.



The screenshot displays a search interface for certificate data. It includes several sections with dropdown menus and text input fields:

- Sampling Method:** A list box containing 'Diverter', 'Door', 'Ellis Cup', 'Mechanical Diverter', and 'Mechanical Probe'. A 'Select >>' button is below it, and a '<< Remove' button is to the right.
- Identification of Carrier:** A dropdown menu set to 'Contains' followed by a text input field.
- Lot Number:** A dropdown menu set to 'Contains' followed by a text input field.
- Submitted Sample Id:** A dropdown menu set to 'Contains' followed by a text input field.
- File Sample Id:** A dropdown menu set to 'Contains' followed by a text input field.
- Certificate Number:** A dropdown menu set to 'Contains' followed by a text input field.
- Purpose of Record:** A list box containing 'Corrected', 'Duplicate', 'Original', and 'Void'. A 'Select >>' button is below it, and a '<< Remove' button is to the right.
- Date Inspected:** 'From:' and 'through:' fields with calendar icons.
- Commodity Class:** A dropdown menu set to '---Please Select ---'.
- Grade:** A list box containing '1', '1C', '2', '2 or better', and '3'. A 'Select >>' button is below it, and a '<< Remove' button is to the right.
- Special Grade:** A list box containing 'Aromatic', 'Bleached', and 'Blighted'. A 'Select >>' button is below it, and a '<< Remove' button is to the right.
- Factor:** A list box containing 'Additional Classes That Blend', 'Admixture', and 'Aflatoxin'. A 'Select >>' button is below it, and a '<< Remove' button is to the right.
- Inspection Result:** A text input field.
- License Number:** A text input field.
- Certificate Signature:** A dropdown menu set to '=' followed by a text input field.

At the bottom, there are 'Search Data' and 'Cancel' buttons, and a 'Show results as:' dropdown menu with options 'Web Page', 'Web Page', and 'Excel'.

Figure 28 – Search Certificate Data (Screen 2)

## E. 2 – Search Certificate Records

*Agency or Field Office.* This selection is not available to customers. It is enabled only for official agency and GIPSA users.

*Certification Location, Analysis Weighing Location, and Factor Test Location.* For each of these fields, type the full six-digit numeric code for the certification, analysis weighing, or factor test location. You cannot enter a partial code.

To confirm you have selected the right location, enter the code and click **Lookup**. The name of the location (such as "BRUNSWICK, GA [GEORGIA PORT AUTHORITY]") will appear next to the **Lookup** button.

If you have entered an invalid code, no name will appear. See the Organizations and Personnel application (OPA) for a complete list of service point locations and codes.

*Commodity/Carrier Location.* Select your operand and enter some or all of the commodity or carrier location. **Note:** This field is labeled "Location" on the certificate.

*City.* Select your operand and enter some or all of the Commodity/Carrier Location's city.

*State:* Select the Commodity/Carrier Location's state from the droplist.

*Applicant.* Select your operand and enter some or all of the applicant's (customer's) name.

*Customer Number.* Choose your operand from the droplist and enter some or all of the customer number, which is the number assigned to the applicant.

*Inspection Weighing Service, Service Type, Inspection Type, Movement, Destination, and Carrier Type.* Select one or more entries from the list of available options.

*Date Sampled.* Enter a range of dates to search in MM/DD/YY format. Both "from" and "through" dates are required. If you want to pinpoint one day only, enter the same date in both fields.

*Sampling Method.* Select the sampling method(s) from the list.

*Identification.* Choose your operand from the droplist and type some or all of the identification of the carrier, lot, or sample.

*File Sample ID and Certificate Number.* Choose your operand from the droplist and type in some or all of the file sample ID or certificate number.

*Purpose of Record.* Select your purpose(s) from the list.

*Date Inspected and/or Weighed.* Enter a range of dates to search in MM/DD/YY format. Both "from" and "through" dates are required. If you want to pinpoint one day only, enter the same date in both fields. **Note:** This field is labeled "Date of Service" on the certificate.

*Commodity Class.* Choose the APS (Agricultural Product Standards) product designation from the droplist: Grain, Pulses, Rice, Processed Commodities, Graded Commodities. When you make a selection:

A second droplist will appear containing all of the commodity's APS commodities. For example, if you select "Grain," a droplist will appear containing all grains inspected under the USGSA, such as *Corn, Wheat, and Oats*.

If you choose a commodity, a third droplist will appear containing all of the classes for that commodity. For example, if you choose *Grain* and then *Corn*, a droplist will appear that contains *Yellow Corn, Mixed Corn, and White Corn*. See Fig. 29 for an example.

If you choose a commodity that has subclasses, a fourth droplist will appear containing all of the subclasses for that commodity. For example, if you select *Grain*, then *Wheat*, and then *Hard Red Spring Wheat*, a droplist will appear that contains *Dark Northern Spring Wheat, Northern Spring Wheat, and Red Spring Wheat*.

IDW will search on both the commodity you select, and all lower-level commodities in that category. If you choose *Corn*, IDW will find certificates for *Corn, Yellow Corn, Mixed Corn, and White Corn*. If you select *Grain*, IDW will find all grain-related certificates.

Commodity Class: Grain  
Corn  
Yellow Corn

Grade: 1  
Select one or more values from left

**Figure 29 – Search Certificate Data (Screen 3)**  
Commodity class and sub-class search.

*Grade.* Select one or more grades.

*Special Grade.* Select one or more special grades.

*Factor.* Select one or more analytical factors to find all records which report test results for that factor.

*Inspection Result.* Select your operand and enter some or all of the inspection result.

*License Number.* Select your operand and enter some or all of the license number of the individual who performed an analysis.

*Certificate Signature.* Select your operand and enter some or all the license number of the individual whose name appears on the certificate in the signature field.

## III. Appendix

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### A. Glossary

*Certification* — the process of issuing an official certificate that indicates the quality of a lot or sample of grain or the results of some other official service. Certificates are also called service results or service result records.

*Cert Date* — an IDW field for the date on which the service result information was entered into the certificate application (CRT or third-party software) and a certificate PDF file was generated.

*Date of Service* — the date on which the inspection and/or weighing services were completed.

*eAuthentication* — the USDA's system of user credentials, which interoperates with all GAM applications.

*eAuthentication Level* — User access levels, from Level 1 to Level 4, set by the USDA and maintained through eAuthentication.

*eAuthentication Login ID* — an alphanumeric string assigned to a user's USDA credentials.

*eAuthorization* — the GAM system of user credentials and application security, which interoperates with eAuthentication.

*Official Personnel* — any authorized Department employee or person licensed by FGIS to perform all or specified functions under the Act.

*PDF* — Portable Document Format. Refers to a universal read-only document file that can be opened and printed on any computer via free software (such as Adobe Reader).

*Superseded Certificate* — a certificate (service result) that was replaced by a corrected, divided-lot, or review inspection certificate. The original certificate record with the old number remains in IDW but is only visible to users with the correct access permissions.

### B. Commonly Used Acronyms

APS	— GIPSA Agricultural Product Standards application
FGIS	— Federal Grain Inspection Service
FO	— Field Office
GAM	— GIPSA Application Modernization
GAS	— GIPSA eAuthorization System application
IDW	— FGIS Inspection Data Warehouse application
OA	— Official Agency
OPA	— GIPSA Organizations and Personnel application
P&SP	— USDA Packers & Stockyards Programs