Inspection Data Warehouse (IDW)

Customer User’s Manual
Version 1

January 17, 2007
### Revision History

#### Previous Change History

Table A – Previous Change History

<table>
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<th>AUTHOR</th>
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<tr>
<td>1.0</td>
<td>1/17/07</td>
<td>Ann Lang</td>
<td>First draft. Based on IDW Manual 5.3</td>
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### Document Sign-off

Table B – Document Sign-off

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<tr>
<th>DATE</th>
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<tr>
<td>1/19/07</td>
<td>Diane Palecek</td>
<td>Project Manager</td>
</tr>
</tbody>
</table>
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I. Introduction

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).
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.

<table>
<thead>
<tr>
<th>LINK</th>
<th>REDIRECTS USER TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>USDA GIPSA Intranet or Internet home page, depending on network</td>
</tr>
<tr>
<td>Help</td>
<td>GAM-wide help system</td>
</tr>
<tr>
<td>About GIPSA</td>
<td>GIPSA public information page</td>
</tr>
<tr>
<td>Contact Us</td>
<td>GIPSA public contact information page</td>
</tr>
<tr>
<td>Login</td>
<td>GIPSA user login interface</td>
</tr>
</tbody>
</table>
External Navigation
The buttons in the menu bar at the bottom of the page direct you to external resources.

<table>
<thead>
<tr>
<th><strong>LINK</strong></th>
<th><strong>Redirects User To</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>GIPSA</td>
<td>the Grain Inspection, Packers &amp; Stockyards Administration organizational home page</td>
</tr>
<tr>
<td>USDA.gov</td>
<td>the United States Department of Agriculture home page</td>
</tr>
<tr>
<td>FOIA</td>
<td>the USDA Freedom of Information Act page</td>
</tr>
<tr>
<td>Accessibility Statement</td>
<td>the USDA Accessibility Statement page</td>
</tr>
<tr>
<td>Privacy Policy</td>
<td>the USDA Privacy Policy page</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>the USDA Non-Discrimination Statement page</td>
</tr>
<tr>
<td>Information Quality</td>
<td>the USDA Quality of Information Guidelines page</td>
</tr>
<tr>
<td>FirstGov</td>
<td>the U.S. Government’s Web Portal home page</td>
</tr>
<tr>
<td>White House</td>
<td>the White House home page</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th><strong>LINK</strong></th>
<th><strong>Redirects User To</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IDW (FGIS Menu)</td>
<td>the FGIS Inspection Data Warehouse menu page</td>
</tr>
<tr>
<td>CRT (FGIS Menu)</td>
<td>the FGIS Certificate System menu page</td>
</tr>
<tr>
<td>DDR (FGIS Menu)</td>
<td>the Designations/Delegations and Export Registration menu page</td>
</tr>
<tr>
<td>GCBS Menu</td>
<td>the GIPSA Common Business Systems application menu page</td>
</tr>
<tr>
<td>P&amp;SP Menu</td>
<td>the Packers and Stockyards Program application menu page</td>
</tr>
</tbody>
</table>

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.
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

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.
II. IDW Functions

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.

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).
The Customer Menu Page has these menu options:


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


**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

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.

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.
### Figure 8 – View an Individual Record: GIPSA Certificate View Screen

<table>
<thead>
<tr>
<th>GIPSA Certificate View Screen</th>
<th>Another Search</th>
</tr>
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<tbody>
<tr>
<td>ISSUED AT</td>
<td>Destrehan, LA</td>
</tr>
<tr>
<td>DATE OF SERVICE</td>
<td>November 14, 2006</td>
</tr>
<tr>
<td>TYPE OF MOVEMENT</td>
<td>Export</td>
</tr>
<tr>
<td>LEVEL OF SERVICE</td>
<td>Original</td>
</tr>
<tr>
<td>QUANTITY</td>
<td>18736930 Pounds</td>
</tr>
<tr>
<td>IDENTIFICATION</td>
<td>MVP Grand Explorer</td>
</tr>
<tr>
<td>LOCATION</td>
<td>Elevator A</td>
</tr>
<tr>
<td>DATE SAMPLED</td>
<td>November 14, 2006</td>
</tr>
<tr>
<td>METHOD OF SAMPLING</td>
<td>Mechanical Dissector</td>
</tr>
<tr>
<td>GRADE/KIND</td>
<td>1</td>
</tr>
<tr>
<td>Yellow Corn</td>
<td></td>
</tr>
<tr>
<td>RESULTS</td>
<td></td>
</tr>
<tr>
<td>BCFM</td>
<td>1.7 %</td>
</tr>
<tr>
<td>DKT</td>
<td>2.5 %</td>
</tr>
<tr>
<td>HT</td>
<td>0.0 %</td>
</tr>
<tr>
<td>M</td>
<td>14.5 %</td>
</tr>
<tr>
<td>TW</td>
<td>58.7 lb/bu</td>
</tr>
<tr>
<td>REMARKS</td>
<td></td>
</tr>
<tr>
<td>Storages: Hold No. 7. No water was applied to grain during loading of this shipment.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>INSPECTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAB Grain Company</td>
<td>Diane K Palecek</td>
</tr>
</tbody>
</table>

Return
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.

![Figure 9 – List Customer Assignment For Users Records](image)
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.
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.

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.
**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.

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.
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 sublot 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 sublot #, material portion #, or railcar ID).

**Sequence Number.** Sequential number that indicates the sublot 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 sublot 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 sublot 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 sublot 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 sublot inspection.
- **Factor Test Location.** The numeric code for the service point where the factor was tested.

![Figure 15 – List Detail Inspection Factors Records (Sublot Data Factors)](image)

From the list of the sublot’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 sublot 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 sublot 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.

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 sublot 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).

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.
D. 8 — View Special Grade

From the **Select** dropdown 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.
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.

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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

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.
Figure 27 – Search Certificate Data
(Screen 1)

Note: the search screen continues in the next figure.
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.
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

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