UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Trade Adjustment Assistance for Farmers (TAAF) Notifications Management

Approved by: Deputy Administrator, Farm Programs

J. Michael Schmidt

1 Overview

A Background

FSA county and FAS national users receive notifications of status changes through the TAAF software. TAAF notifications will be viewable by FSA county and FAS national users. The Notifications Management process was updated to provide user enhancements according to this notice.

TAAF notification enhancements are included in this notice for the following:

- view notifications
- active notifications
- active notifications Display Filter
- active notifications "Select All" feature
- active notifications "Unselect All" feature
- active notifications "Dismiss Selected Notifications" feature
- active notifications "Dismiss" feature
- active notifications "Sorting" feature
- active notifications Help Screen.

B Purpose

This notice provides State and County Offices with instructions and guidance for managing TAAF software notifications using the web-based TAAF application processing software located on FSA's Intranet web site.

Disposal Date	Distribution
May 1, 2014	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

D   Release Schedule

The TAAF application processing software notification enhancements detailed in this notice were provided in Web Transmittal No. 289 on **March 20, 2012**.

2   Getting Started

A   eAuthentication Login

To log into the TAAF application processing software, do the following:

- under "Links", CLICK "**FSA Applications**"

- under "Price Support", CLICK "**Trade Adjustment Assistance for Farmers**"

- eAuthentication Warning Screen will be displayed

- CLICK "**I Agree**" and the eAuthentication Login Screen will be displayed

2 Getting Started (Continued)

A eAuthentication Login (Continued)

- enter user ID and password, CLICK "**Login**", and the following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

| TAAF Home | About TAAF | Handbooks | Help | Contact Us | Exit TAAF | Logout of eAuth |

TAAF Menu
Welcome,
User Role: FSA User

Select County

DODGE CITY SERVICE CENTER
FORD COUNTY FARM SERVICE AGENCY
SERVICE CENTER OFFICE

Select	County	State
○	Ford	Kansas

Submit

TAAF10COM11
Last Modified: November 22, 2010   Back To Top ^

3   TAAF Notifications Management Updates

A   View Notifications

When FAS or County Office users set FSA-229-1 or event status to a status that requires further processing, an automatic e-mail is generated and sent to the appropriate FSA county and FAS national user for notification and processing. When FSA county and FAS national users log into the TAAF software to process notifications, the following Trade Adjustment Assistance for Farmers (TAAF) Welcome Page will be displayed with a "Notification(s) waiting" message, if TAAF notifications are available. Under "TAAF Menu", "Other Functions", CLICK "**View Notifications**".
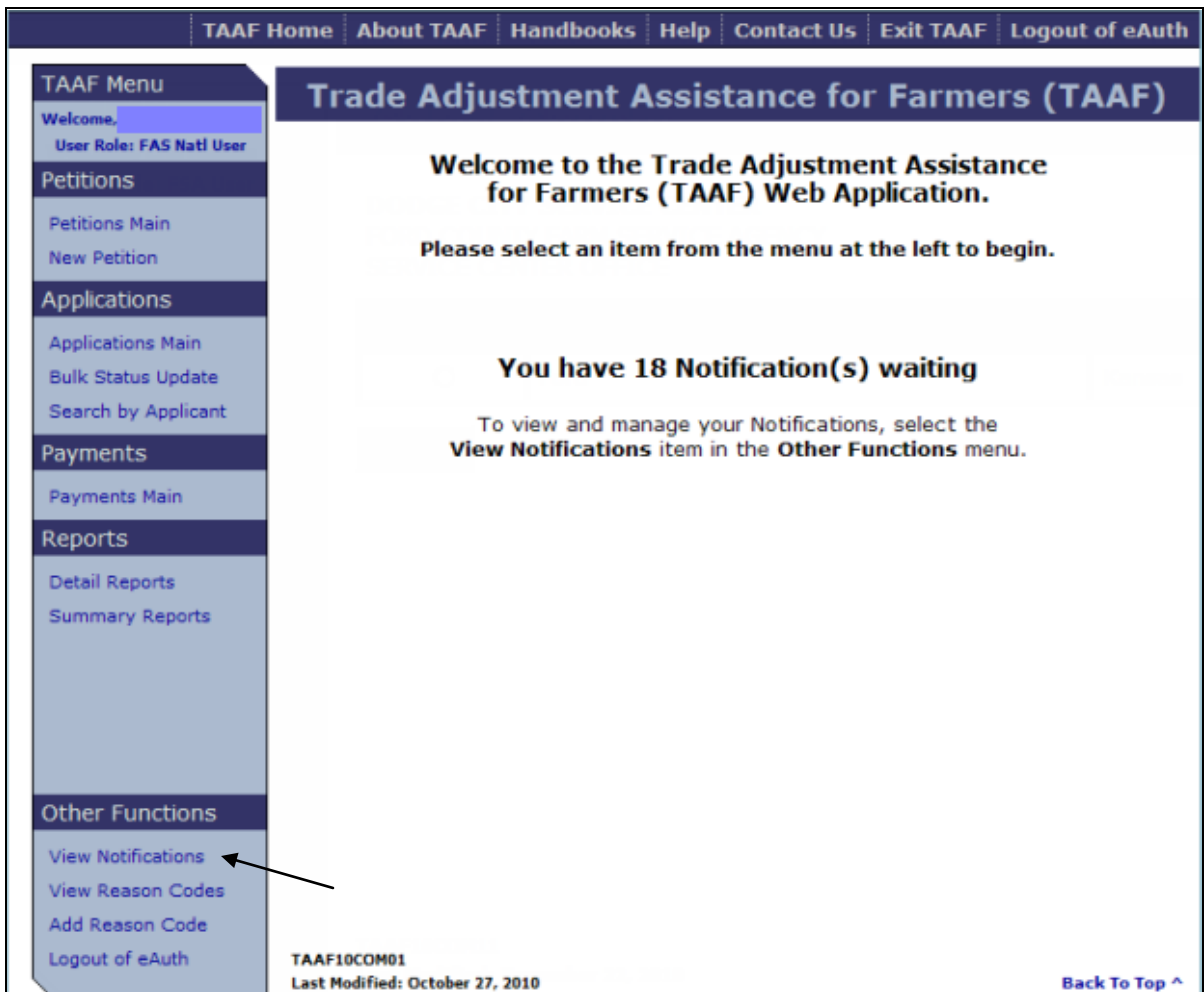
3   TAAF Notifications Management Updates (Continued)

B   Active Notifications

The following is an example of the Active Notifications Screen that will be displayed with default values for Display Filter types. Default values are "All Notification Types", "All Petitions", "All Applications", and "25".

3   TAAF Notifications Management Updates (Continued)

C   Active Notifications Display Filter

The Display Filter for the "Type" drop-down list will display all notification types applicable to FSA county and FAS national user profiles, as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

C   Active Notifications Display Filter (Continued)

The Display Filter for the "Petition" drop-down list will display all petitions available to a user's profile as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

C   Active Notifications Display Filter (Continued)

The Display Filter for the "Application" drop-down list will display all applications available to a user's profile as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

    C   Active Notifications Display Filter (Continued)

        The Display Filter for the "Page Size" drop-down list will allow for 5, 10, 25, 50, and
        100 notifications per page as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

C   Active Notifications Display Filter (Continued)

After selecting filters for the "Type", "Petition", "Application", and "Page Size" drop-down lists, CLICK "**Update Display**" to display all notifications according to filter selections as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

   D   Active Notifications "Select All" Feature

   FSA county and FAS national users can CLICK "**Select All**" to select all notifications
   included within the Display Filter selections. Clicking "Select All" will check (✔) the box
   for all notifications and enable the "Dismiss Selected Notifications" button as displayed on
   the following Active Notifications Screen.

   Note: "Select All", "Unselect All", and "Dismiss Selected Notifications" buttons will only
            apply to notifications on the displayed page.

3   TAAF Notifications Management Updates (Continued)

    E   Active Notifications "Unselect All" Feature

        FSA county and FAS national users can CLICK "**Unselect All**" to unselect all notifications previously selected. "Unselect All" will uncheck all notification boxes and disable the "Dismiss Selected Notifications" button as displayed on the following Active Notifications Screen.

        Note: "Select All", "Unselect All", and "Dismiss Selected Notifications" buttons will only apply to notifications on the displayed page.

3   TAAF Notifications Management Updates (Continued)

F   Active Notifications "Dismiss Selected Notifications" Feature

FSA county and FAS national users can CLICK "**Dismiss Selected Notifications**" to dismiss all selected notifications. Selected notifications will no longer be displayed in the notifications display, as displayed on the following Active Notifications Screen.

Note: "Select All", "Unselect All", and "Dismiss Selected Notifications" buttons will only apply to notifications on the displayed page.

3   TAAF Notifications Management Updates (Continued)

G   Active Notifications "Dismiss" Feature

FSA county and FAS national users can select individual notifications and CLICK "**Dismiss**" to dismiss **only** the selected individual notification as displayed on the following Active Notifications Screen.

3   TAAF Notifications Management Updates (Continued)

H   Active Notifications Sorting Feature

FSA county and FAS national users can CLICK "**Date**" to sort notifications in ascending order, by date, as displayed on the following Active Notifications Screen.

Note: The current sorting sequence will be identified for the displayed notifications.

3   TAAF Notifications Management Updates (Continued)

H   Active Notifications Sorting Feature (Continued)

FSA county and FAS national users can CLICK "**Date**" again to sort notifications in descending order, by date, as displayed on the following Active Notifications Screen.

Note: Notice the change in the "Date" arrow and the "Current Sorting" sequence.

3 TAAF Notifications Management Updates (Continued)

I Active Notifications Help Screen

FSA county and FAS national users can CLICK "**Help**" in the upper right-hand corner of the Active Notifications Screen. The following Notifications Help Screen will be displayed.