

For: State and County Offices

Correctly Exiting SCIMS

Approved by: Acting Deputy Administrator, Farm Programs



1 Exiting SCIMS

A Background

Some SCIMS users continue to exit SCIMS incorrectly which locks the record they accessed for a period of 2 hours. This has created major delays and problems, as other users are prevented from accessing locked records during the 2-hour period.

B Purpose

This notice reminds State and County Offices that SCIMS users must properly exit SCIMS according to the instructions and warning in 1-CM, subparagraph 141 J.

C Action

All SCIMS users shall:

- exit SCIMS by selecting either the “Log Off” or “Customer Search” options located on the navigation bar on the left-hand-side of the applicable screen
- **not, under any circumstances,** exit SCIMS using the red “Close Box” (X) on the blue Microsoft Internet Explorer banner at the top of the screen in the upper right corner.

Reported problems associated with a record being inaccessible for an extended period of time will be forwarded to Kansas City for research to identify the user responsible for locking the record.

Note: If a user inadvertently exits SCIMS using the red “Close Box” (X), the user shall immediately re-access the SCIMS record and exit correctly.

Disposal Date	Distribution
February 1, 2007	State Offices; State Offices relay to County Offices

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1 Exiting SCIMS (Continued)

C Action (Continued)

County Offices shall ensure that NRCS employees receive a copy of this notice.

D Contact

Questions about this notice shall be directed to Mike Sienkiewicz by either of the following:

- e-mail at mike.sienkiewicz@wdc.usda.gov
- telephone at 202-720-8959.