

For: CMA's, LSA's, and State and County Offices, Except AK, HI, and PR

Using the Internet to Upload and Download CMA Process Files

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Currently, CMA's and LSA's access FSA BBS:

- using Worldgroup Manager software
- to upload CMA Process Submission Files **to** KCMO
- to download CMA Process Output Files **from** KCMO.

FSA BBS now resides on the Internet enabling access from a web browser without the need for Worldgroup Manager software.

CMA's and LSA's can now access FSA BBS by **either** of the following:

- continuing to use Worldgroup Manager software
- through the Internet using a web browser.

B

Purpose

This notice provides CMA's and LSA's with instructions for accessing FSA BBS on the Internet.

<p>Disposal Date</p> <p>June 1, 2000</p>	<p>Distribution</p> <p>State Offices, except AK, HI, and PR; State Offices relay to County Offices, and FAX to CMA's and LSA's</p>
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2 CMA Process Use of the USDA-FSA Online Information System

A

FSA BBS

FSA BBS is located at <http://bbs.usda.gov>.

Internet Address

B

Uploading

CMA's and LSA's using the USDA-FSA Online Information System to upload

CMA Process

CMA Process Submission Files shall follow the steps in this table.

Submission Files

Step	Action
1	Access the USDA-FSA Online Information System at the Internet address shown in subparagraph A.
2	Using the computer's mouse, left-click on the icon of the photocopier for "File Libraries". When prompted for the username and password, enter the same username and password assigned for access to FSA BBS from Worldgroup Manager.
3	From the "File Libraries" page, left-click on the "Upload a File" button located at the top of the page.
4	Use the "Select a library" drop-down menu to select the "CMA" library.
5	From the "Select file" option, left-click on the "Browse..." button to locate the CMA Process Submission File. No entry is required in the "Description" field. Note: If the file path and directory are known, these may be entered in the "Select file" entry box provided.
6	Left-click on the "Upload" button found below the "Description" field. The user will receive a message on the screen indicating whether the file has been successfully uploaded. The message will show the file name and size in bytes. Left-click on the "Continue" button. The file upload process is completed.

Important: CMA Process Submission Files shall be:

- created according to 1-CMA, Part 7, Section 2
- uploaded according to the schedule in 1-CMA, subparagraph 162 A.

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2 CMA Process Use of the USDA-FSA Online Information System (Continued)

C

Downloading CMA Process Output Files CMA's and LSA's using the USDA-FSA Online Information System to download CMA Process Output Files shall follow the steps in this table.

Step	Action
1	Access the USDA-FSA Online Information System at the Internet address shown in subparagraph A.
2	Using the computer's mouse, left-click on the icon of the photocopier for "File Libraries". When prompted for the username and password, enter the same username and password assigned for access to FSA BBS from Worldgroup Manager.
3	Select the "CMADown" library from the list of file libraries by left-clicking on it with the mouse.
4	Scroll to the bottom of the page to find the most recent file.
5	Left-click on the KCBBSXXX.000 Output File for download. Note: "XXX" is the CMA transmission ID and "000" is the sequential transmission ID number.
6	Select the path and directory to download the file to. Left-click on the "Save" button to begin downloading. The screen will flash or blink when downloading is completed.

D

Contact CMA's and LSA's needing assistance accessing and using the USDA-FSA Online Information System shall contact the User Requirements Branch, PSD.
