

For: State and County Offices

Expanding County Office Use of the Cotton Personal Computer (PC)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Cotton PC's were delivered to cotton County Offices in June 1999. Notice CN-897 instructed cotton County Offices not to use the cotton PC for any purposes other than processing marketing assistance loans and loan deficiency payments for cotton.

Because of the increased County Office workload and the numerous requests for additional automation equipment (computers, software, etc.), PSD, according to ITSD, authorizes County Offices to use the cotton PC pre-installed software for purposes other than marketing assistance programs for cotton.

B

Purpose

This notice provides information and instructions for cotton State and County Offices to:

- use the **pre-installed** cotton PC software for purposes other than cotton marketing assistance programs
- **not** request or install **any** new software on cotton PC's without PSD approval, except as provided in subparagraph 2 A.

<p>Disposal Date</p> <p>December 1, 2001</p>	<p>Distribution</p> <p>State Offices; States Offices relay to County Offices</p>
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2 Using the Cotton PC

A

Additional Cotton PC Usage

Cotton State and County Offices are authorized to use the pre-installed software on the cotton PC. The pre-installed software was included in the initial core load and includes the following:

- Microsoft Office 97 (which includes Word, Excel, Access, and Power Point)
- Netscape
- OnNet Host Suite
- WinZIP.

In addition to the pre-installed software, County Offices may install:

- Worldgroup software that is necessary to access BBS and to use e-mail
 - IBM Client Access Express software that is necessary for the cotton PC's to access the AS/400 in the same manner as Windows NT workstations.
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B

Installing New Software

State and County Offices are **not** authorized to install additional software without PSD approval. Direct all requests for additional software installation to Kimberly Graham, User Requirements Branch, at 202-720-8374.

C

New Cotton PC Operating System

A new cotton PC operating system is now being developed. National training on the new system will be provided at a later date. After the new system is functional in cotton County Offices, an expanded range of software products will be available to cotton users.
