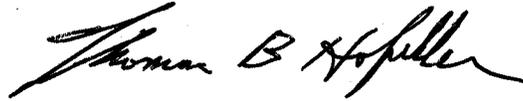


For: FSA Employees

Accessing Multiple Web-Based Applications

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Recently, State and County Office employees have asked about accessing multiple web-based applications in 1 Internet Explorer (IE) session. FSA personal computers are capable of running multiple applications simultaneously so users can switch back and forth between applications to compare information.

B Purpose

This notice provides instructions for opening multiple web-based applications in a single IE session.

C Contacts

State eGov Coordinators shall ensure that all employees in their State are aware of this notice. The following table provides contacts if additional information is needed.

Employee Location	Contact
State or County Office	State eGov Coordinator
National Office	Ragh Singh by either of the following: <ul style="list-style-type: none"> • e-mail at ragh.singh@wdc.usda.gov • telephone at 202-720-7094.

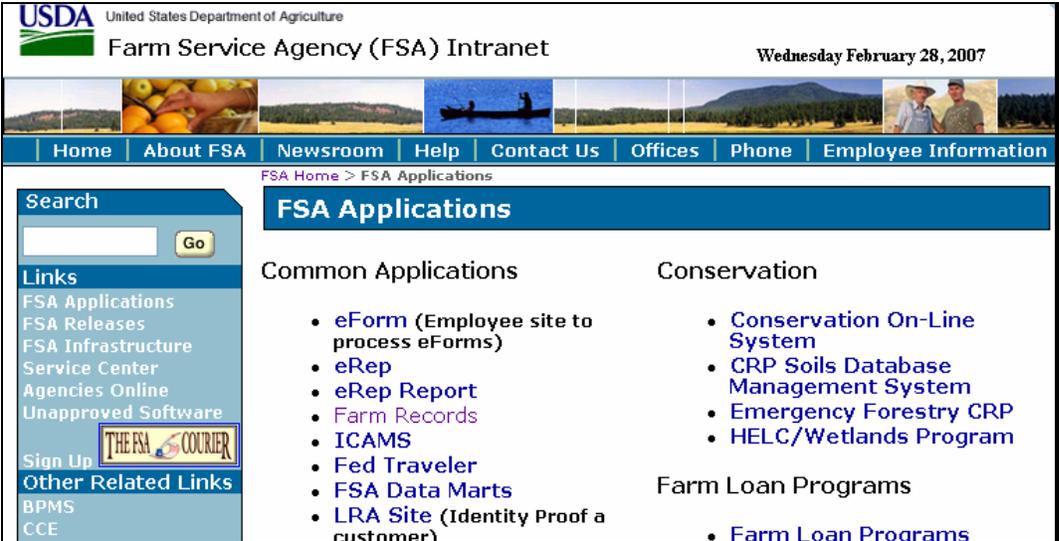
Disposal Date	Distribution
October 1, 2008 12-10-07	All FSA employees; State Offices relay to County Offices

2 Multiple Web-Based Applications

A Accessing Multiple Web-Based Applications

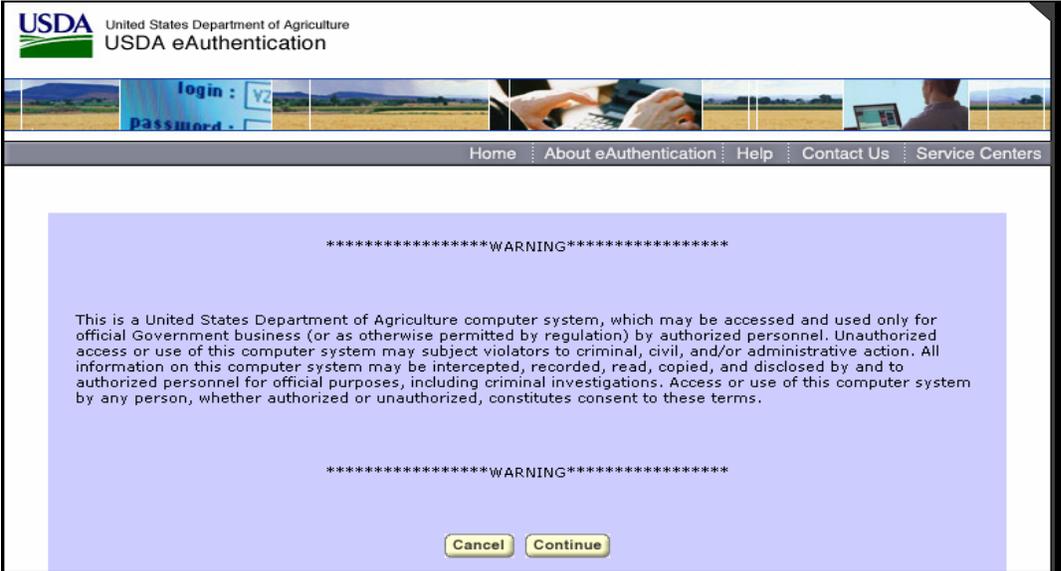
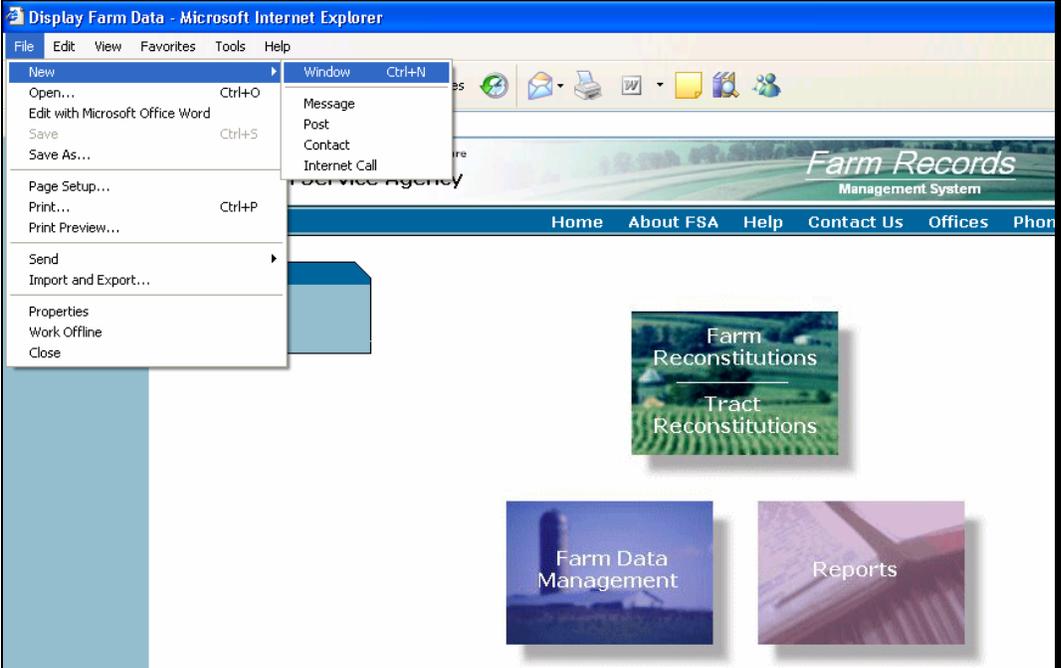
Follow these steps to open multiple web-based applications, including eAuthentication protected programs.

Note: Users do **not** need to authenticate again, as long as IE session is **not** closed.

Step	Action
1	<p>At the FSA Intranet Home Page, under Links, CLICK “FSA Applications”.</p> 
2	<p>From the FSA Applications Page, click the FSA Application the user wants to access.</p> <p>Example: For this example, CLICK “Farm Records”.</p> 

2 Multiple Web-Based Applications (Continued)

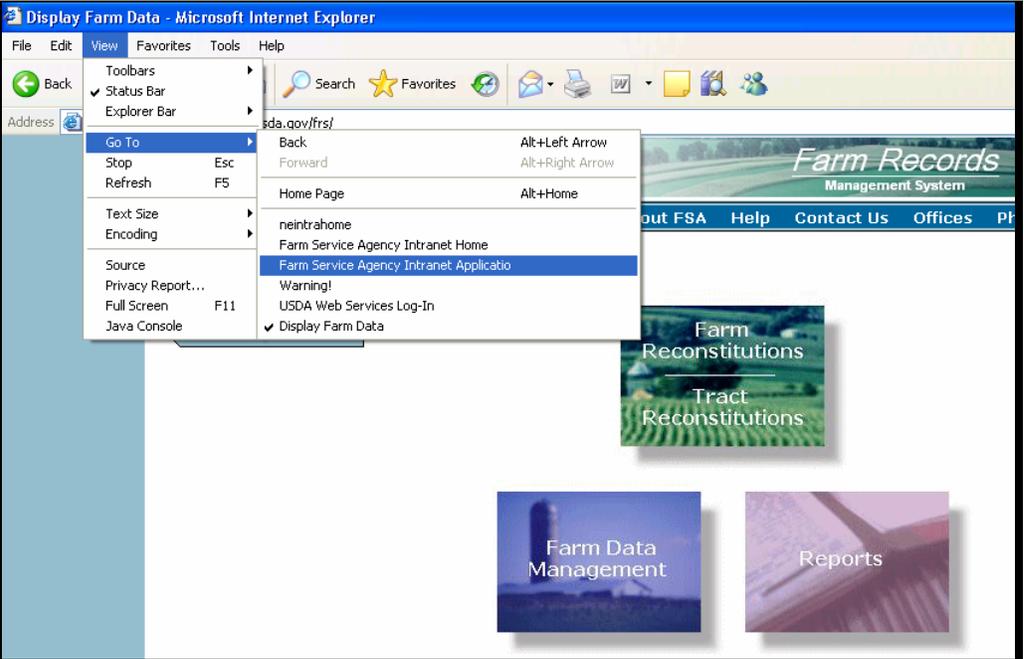
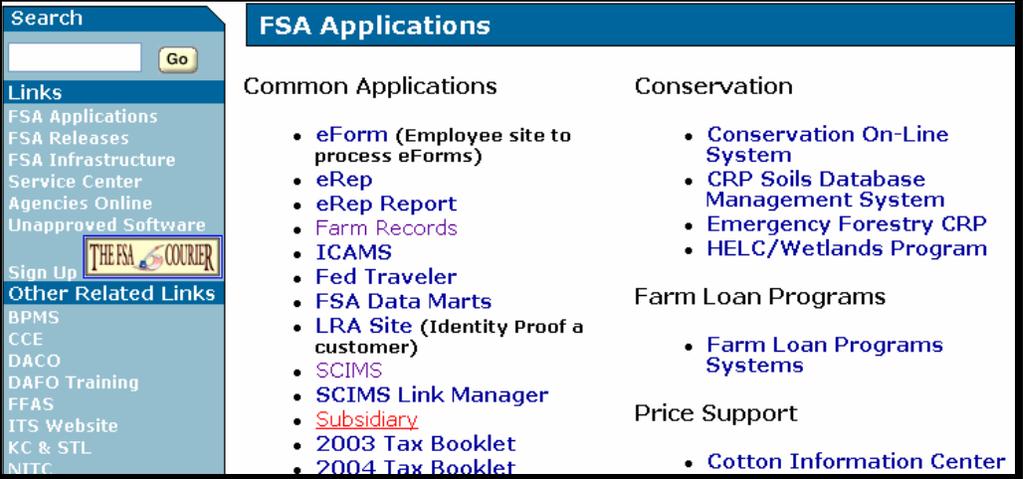
A Accessing Multiple Web-Based Applications (Continued)

Step	Action
3	<p>At the eAuthentication Warning Screen, CLICK “Continue”.</p> 
4	<p>Enter the user’s eAuthentication user ID and password and CLICK “Login”; the Farm Records web page will be displayed. To open another application in this IE session, CLICK “File”, scroll to “New”, and scroll to “Window”.</p> 

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2 Multiple Web-Based Applications (Continued)

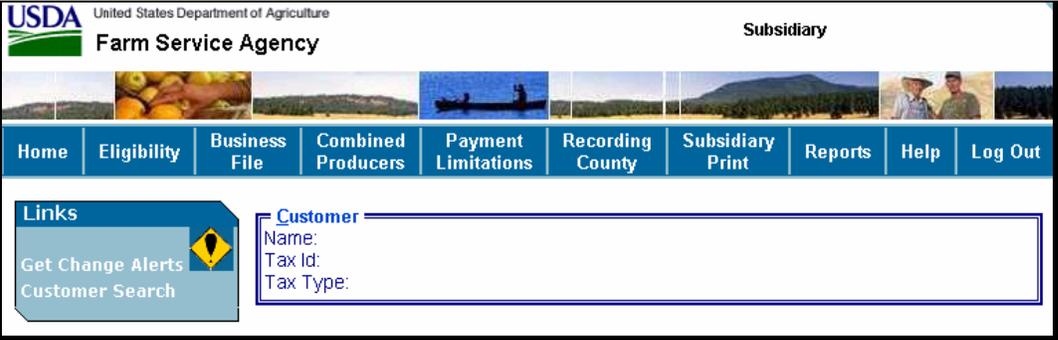
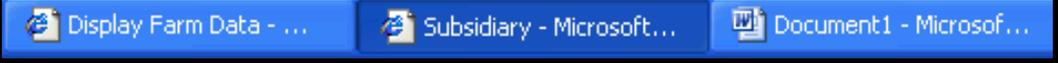
A Accessing Multiple Web-Based Applications (Continued)

Step	Action
4 (Cntd)	<p>The screen will be refreshed and the user will be allowed to select the next application to be displayed in the new window.</p> <p>Note: The Farm Records web page is still displayed on the user’s screen.</p>
5	<p>To select another application, CLICK “View”, scroll to “Go To”, and scroll to “Farm Service Agency Intranet Application”.</p> 
6	<p>At the FSA Applications Page, click the FSA Application the user wants to open next.</p> <p>Example: For this example, CLICK “Subsidiary”.</p> 

Notice IRM-404

2 Multiple Web-Based Applications (Continued)

A Accessing Multiple Web-Based Applications (Continued)

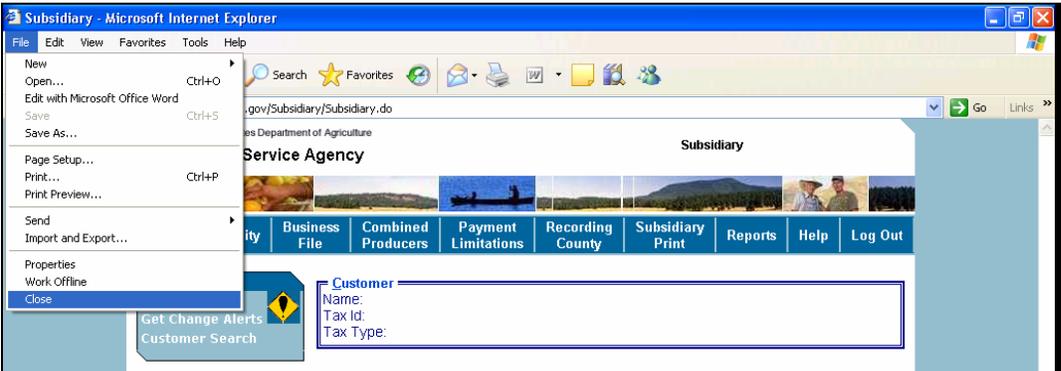
Step	Action
<p>6 (Cntd)</p>	<p>The web-based application will be displayed in the new window.</p> 
<p>7</p>	<p>Repeat steps 4, 5, and 6 as needed to access additional FSA applications from this IE session. Each time the user opens a new application, a “button” will be displayed on the taskbar indicating a task in progress.</p>  <p>Note: As the user opens additional applications, all of the taskbar buttons may collapse into a single taskbar “button” that displays a number, so that “4” stands for 4 open applications. The user will click the open applications in the group to jump from 1 application to the next.</p>

Notice IRM-404

2 Multiple Web-Based Applications (Continued)

B Closing Multiple Web-Based Applications

When the user is ready to close the IE session, each application **must** be closed individually.

Step	Action
1	<p>To close individual applications, the user may do either of the following:</p> <ul style="list-style-type: none"> • CLICK “File” and scroll to “Close” • CLICK “X” in the upper right-hand corner of the screen. <p>Note: Do not click “Logout” on an application’s web page. If the user quits a program by clicking “Logout”, all open applications are closed and all unsaved data is lost.</p> 
2	<p>After closing each individual application, CLICK “Logout” on the last application to close the IE session.</p> 

Notice IRM-404

2 Multiple Web-Based Applications (Continued)

B Closing Multiple Web-Based Applications (Continued)

Step	Action
3	<p>When the eAuthentication Status Screen is displayed with the message, “You are now logged off the USDA eAuthentication system.”, the IE session is closed.</p> 