

For: State and County Offices

**Instructions for Recording Ewe Lamb Application (FSA-384) Data
Using New Web-based Software (eEWE)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice LD-549 provided policy and procedure for the Ewe Lamb Replacement and Retention Payment Program (ELRRPP).

eEWE PC-based software allows FSA County Office employees to record (enter) ELRRPP Application (FSA-384) data using the FSA Intranet. Recorded application data will be used later to process payments.

eEWE software, when complete, will consist of the following 2 separate integrated processes for use by FSA County Office personnel:

- application process
- payment process supported by the National Payment Service (NPS).

B Purpose

This notice provides instructions for using eEWE Application Process software for recording data from the manual FSA-384.

2 General Information

A Secure eEWE Web Site

All automated eEWE functions will be processed on a secure web site that requires authorized users to have current user ID's and passwords. See paragraph 3 for authorization instructions.

Disposal Date	Distribution
December 1, 2005	State Offices; State Offices relay to County Offices

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2 General Information (Continued)

B Applications

eWE Application Process software is accessible by using the FSA Intranet Home Page and allows authorized FSA County Office personnel to record application data from FSA-384.

eWE application data will be stored in a central data base that allows for:

- prorating payment rates when applicable
- initiating payment cycle calculations and processing.

C Integrated Payment Processing

eWE payment processing will be integrated with the Application Process using the National Financial Service and NPS.

Note: eWE Payment Process instructions will be provided in a future PS notice.

3 eAuthentication and Web Site Access

A Access

Access to eWE Application Process requires a user to have an eAuthentication User ID and password. See Notice IRM-355. The KC-Application Development Center security office is responsible for all FSA program delivery security issues and functions.

4 eWE Application Processing

A Capabilities

From the blue banner on the left side of the eWE Application Process Home Page, authorized users can:

- “Add” an application to the data base
- “Edit” an existing application in the data base
- “View” an application in the data base
- “Change Status” of an application in the data base.

B Add Application

The “Add Application” function allows authorized users to **add** application data from FSA-384. See paragraph 7.

4 eWE Application Processing (Continued)

C Edit Application

The “Edit Application” function allows authorized users to **edit** application data that has already been entered. See paragraph 8. For an **approved** application to be edited, the user must first use the “Change Status” function (see paragraph 10) to put the applicable application in **pending** mode, and then continue with the “Edit Application” function.

D View Application

The “View Application” function allows authorized users to **view**, but not edit, applications that have already been entered. See paragraph 9.

E Change Status

The “Change Status” function allows authorized users to **change the status** of an application. See paragraph 10. An application can be changed to 1 of the following statuses:

- “pending”
- “approved”
- “disapproved”
- “cancelled”.

The status of an application may also be changed back to pending if further review or editing is required.

5 Accessing eWE Application Process Home Page

A Home Page

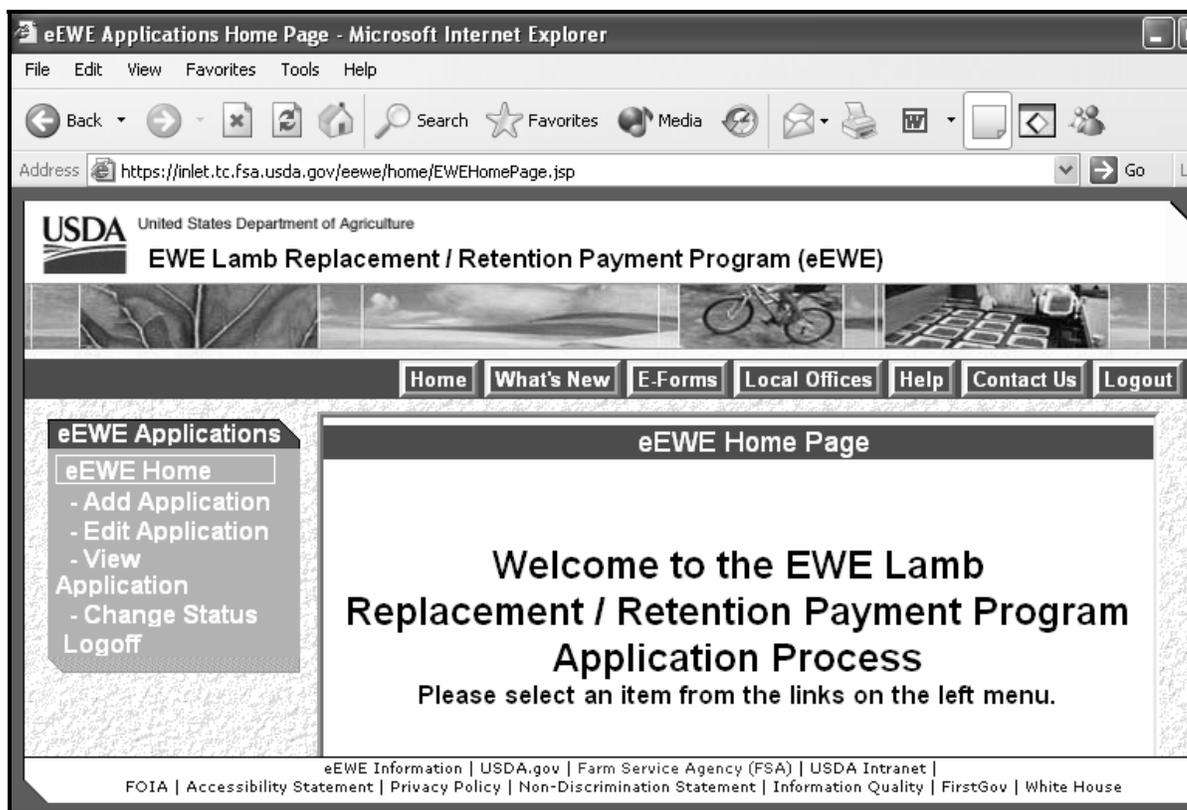
Users shall access eWE functions from the FSA Intranet Home Page. Under the “Programs” heading, click on “Ewe Lamb Replacement/Retention Program (eWE)”. An eAuthentication and Authorization Screen will be displayed for entry of user credentials. After successful access, the eWE Home Page will be displayed.

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5 Accessing eEWE Application Process Home Page (Continued)

A Home Page (Continued)

This is an example of the Home Page for eEWE.



From the eEWE Home Page, select the desired function according to paragraph 4.

6 Before Using eEWE Software

A Name and Address in SCIMS

eEWE producer name and address must already be recorded in SCIMS. See subparagraph 7 E, according to the "Tax ID" and the "Tax ID Type".

Note: Individuals, joint ventures, partnerships, corporations, etc., must all be entered correctly in SCIMS to properly interface with eligibility common routines that have been developed for later payment processing.

B Separate Applications

Separate eEWE applications must be recorded for producers who apply for benefits for more than 1 sheep and lamb operation. For example, a producer who owns 1 operation in Georgia and another operation in Texas must submit 2 separate applications.

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6 Before Using eEWE Software (Continued)

C FSA-384 Versus Software

Not all questions or data fields on the manual FSA-384 are shown in the “Add Application” software, and not all questions or data fields shown in the software are on the manual FSA-384. For example, the software does not include question 4, “Application Number”, because software automatically assigns its own unique number.

D Cross Referencing

County Offices shall cross-reference the manual FSA-384 to the software assigned number, and attach a printed copy of the software generated-application to the manual FSA-384 for reference purposes.

E eEWE Software Data Fields and Drop-Down Boxes

Data fields on software screens with:

- an asterisk are normally required entries
- “Yes”/”No” answer that default to “No” do not require any action if the “No” default answer is acceptable
- a drop-down box indicates multiple selections are available. For example, the user may click on the drop-down box for States to select the State code from the list.

7 Using the Add Application Function

A Adding Applications

After the user clicks on “Add Application” according to paragraphs 4 and 5, an eEWE Data Entry Page is displayed. Users shall make entries on this screen, moving down through the data fields using the scroll bar on the right. This paragraph explains how to complete those data entries and other related actions.

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7 Using the Add Application Function (Continued)

A Adding Applications (Continued)

This is an example of the Add New Application Data Entry Page.

USDA United States Department of Agriculture
EWE Lamb Replacement / Retention Payment Program (eEWE)

Home What's New E-Forms Local Offices Help Contact Us Logout

eEWE Applications
eEWE Home
- Add Application
- Edit Application
- View Application
- Change Status
Logoff

Add New Application

General Information: (* Required Entry)

1. Operation Name: *

2. State Code: *

3. County Code: *

Next

eEWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet |
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

On the Data Entry Page, the user shall:

- enter Name of Sheep and Lamb Operation
- select State Code from the drop-down box
- select County Code from the drop-down box, then click “Next” as shown in the following example.

General Information: (* Required Entry)

1. Operation Name: *

2. State Code: *

3. County Code: *

Next

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7 Using the Add Application Function (Continued)

B Ewe Producer List and Certification

User shall click the “Add Producer” button at the bottom of the screen, as shown in the following example.

eWE Application - Select Producer for Update or Delete - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://inlet.tc.fsa.usda.gov/eewe/add/EWEProducerViewList.jsp>

USDA United States Department of Agriculture
EWE Lamb Replacement / Retention Payment Program (eWE)

Home What's New E-Forms Local Offices Help Contact Us Logout

eWE Applications

- eWE Home
- Add Application
- Edit Application
- View Application
- Change Status
- Logoff

EWE Producer List and Certification

Producer Name	Producer ID Num	Date MM-DD-YYYY	Share %	Refuse Payment	Contact Producer
---------------	-----------------	-----------------	---------	----------------	------------------

Back Add Producer Next

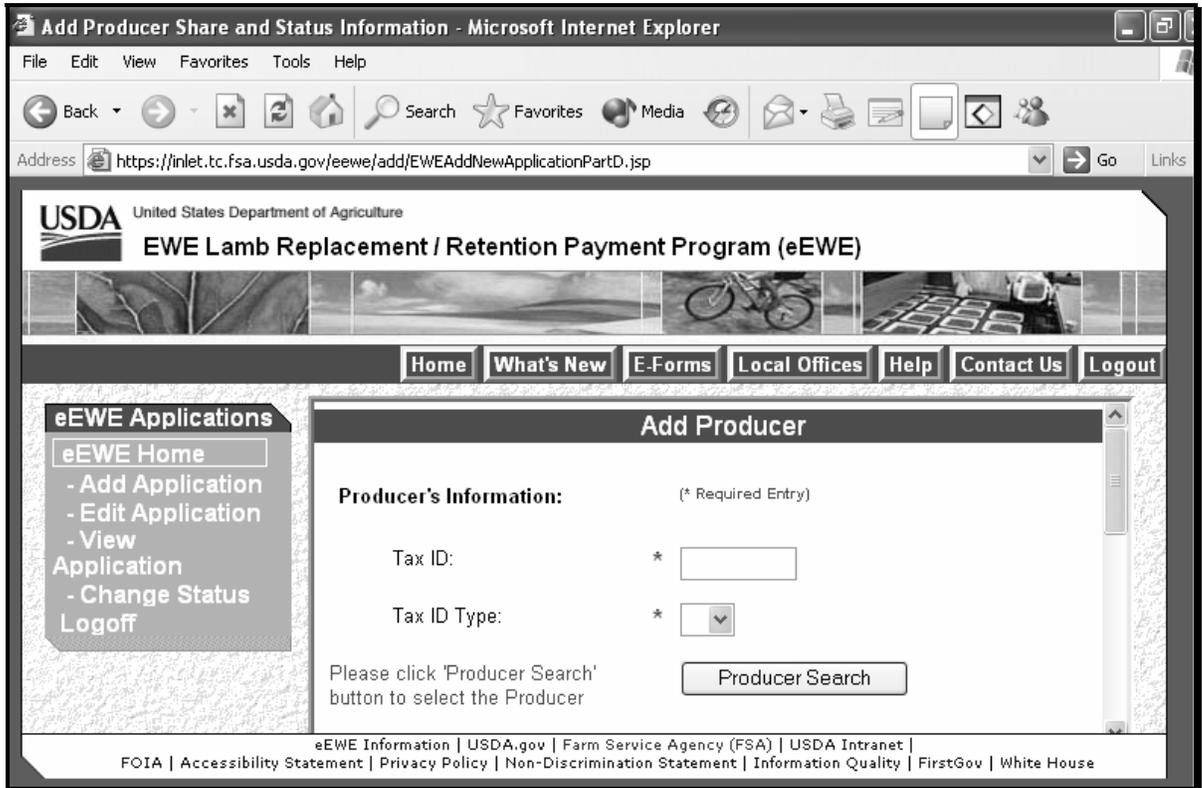
eWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

7 Using the Add Application Function (Continued)

C Add Producer

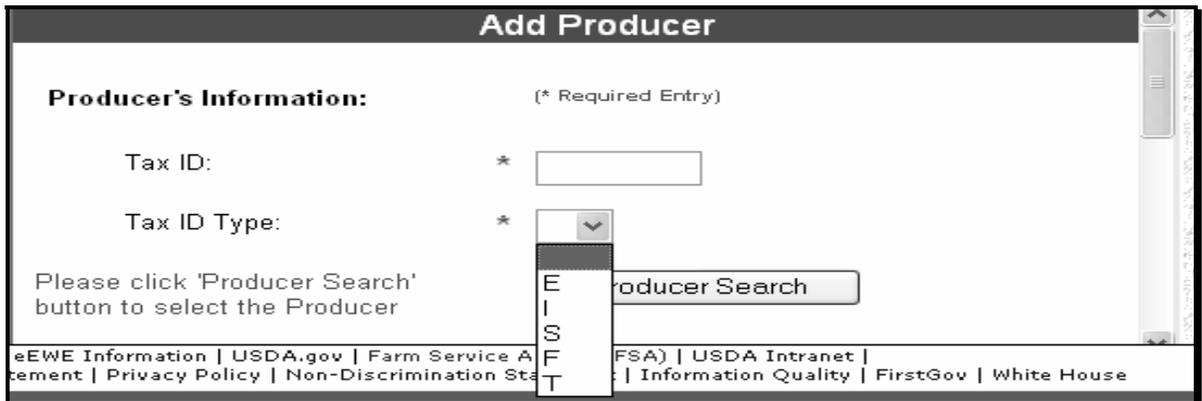
After the user clicks “Add Producer” according to subparagraph B, a Data Entry Page will be displayed.

This is an example of the **top** view of the Add Producer Data Entry Page.



On the Data Entry Page, according to entries already made in SCIMS, the user shall first:

- enter producer tax ID
- select producer tax ID type from the drop-down box, as shown in the following example.



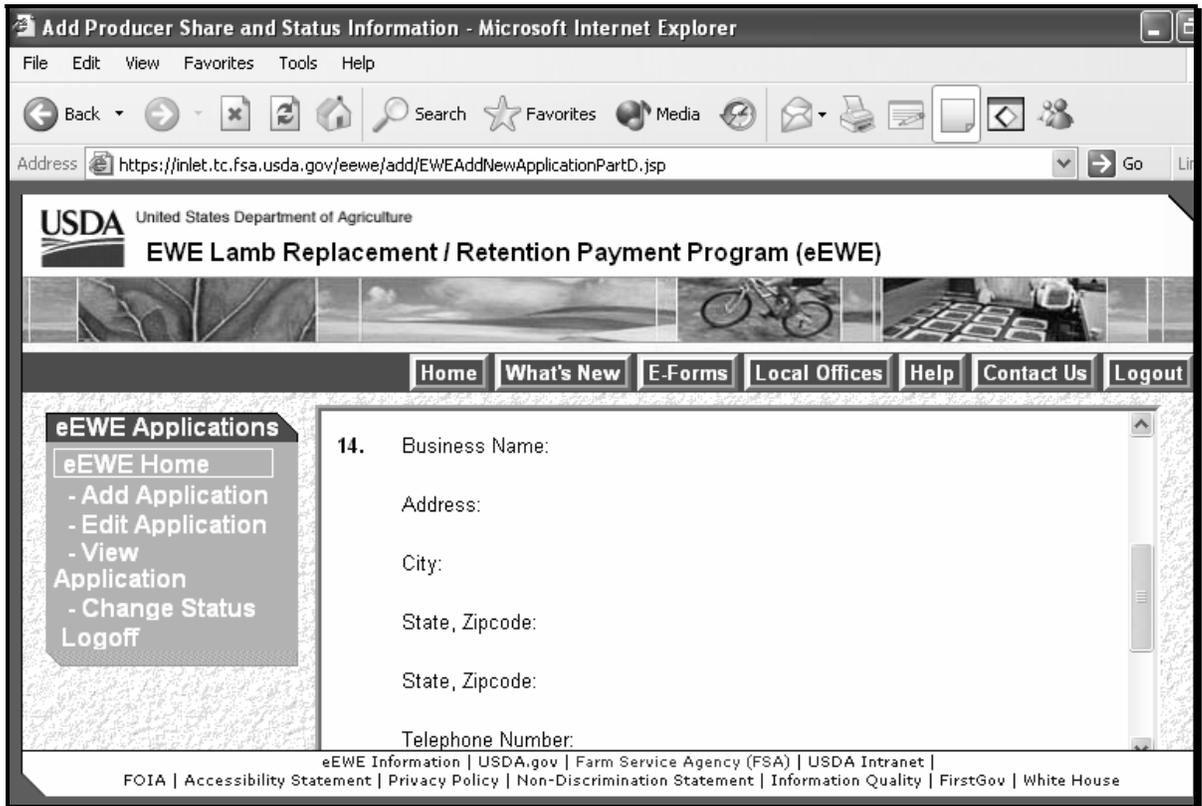
7 Using the Add Application Function (Continued)

C Add Producer (Continued)

eEWE software queries the SCIMS data base and uses retrieved data to populate the following fields:

- Name and Address of Producer
- City, State, and ZIP Code
- Telephone Number.

This is an example of the **center** view of the Add Producer Data Entry Page.



When SCIMS populates all producer information correctly on the Data Entry Page, user shall complete the remaining questions on the Add Producer Data Entry Page and click "Add Producer". Once the Ewe Producer List and Certification Page appears, click "Next" to continue the "Add Application" function. See subparagraph F.

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7 Using the Add Application Function (Continued)

C Add Producer (Continued)

This is an example of the **bottom** view of the Add Producer Data Entry Page.

The screenshot shows a web browser window titled "Add Producer Share and Status Information - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eeewe/add/EWEAddNewApplicationPartD.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". Below the header is a navigation menu with links: Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. The main content area is titled "eEWE Applications" and contains a sidebar with links: eEWE Home, - Add Application, - Edit Application, - View Application, - Change Status, and Logoff. The main form area contains the following fields and options:

- State, Zipcode: [Text Input]
- Telephone Number: [Text Input]
- 16. Date (mm-dd-yyyy): * [Text Input]
- 17. Share %: * [Text Input]
- 18. Refuse Payment: Yes No

At the bottom of the form are two buttons: "Add Producer" and "Cancel". The footer of the page contains the following text: "eEWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

D If No Match in SCIMS

If there is no producer match in SCIMS, user will have the option to do a more detailed search in SCIMS before continuing with the "Add Application" process. To search the SCIMS data base using the "Producer Search" function on the Data Entry Page, follow instructions in subparagraph E.

E SCIMS Producer Search

Follow instructions in 1-CM to search the SCIMS data base for the applicant.

If the Applicant Tax ID and Tax ID Type are unknown, or if the applicant is Native American and falls under the BIA requirements, click the "Producer Search" button on the Data Entry Page according to subparagraph C to display the SCIMS Customer Search Page. Five views of the SCIMS Search Page, shown successively as the user scrolls down through the screen, are shown as follows.

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7 Using the Add Application Function (Continued)

E SCIMS Producer Search (Continued)

This example shows the **top** view of the SCIMS Customer Search Page.

The screenshot shows a Microsoft Internet Explorer browser window titled "USDA-SCIMS Search". The address bar contains the URL: `http://sat.fsa.usda.gov/xml/add2.asp?site_id=1312&RequestUrl=https://inlet.tc.fsa.usda.gov/eewe/servlets/SCIMSRedirec`. The page content includes the USDA logo and the title "USDA Service Center Information Management System Customer Search Page". Below the title, there are two dropdown menus: "Location State:" with "KANSAS" selected and "Service Center:" with "EMPORIA SERVICE CENTER" selected. A "National Search:" checkbox is unchecked, and a "Service Center Details" button is visible. The search criteria are organized into four sections: "Type" (radio buttons for Individual, Business, Both; checkboxes for Active, Active and Inactive), "Name" (radio buttons for Starts With, Exact Match; text boxes for Last or Business and First), "Tax ID" (text box for ID, dropdown for ID Type, radio button for Whole ID), and "Other" (text boxes for Common Name, Zip Code, and Phone No.).

This example shows a **center** view of the SCIMS Customer Search Page.

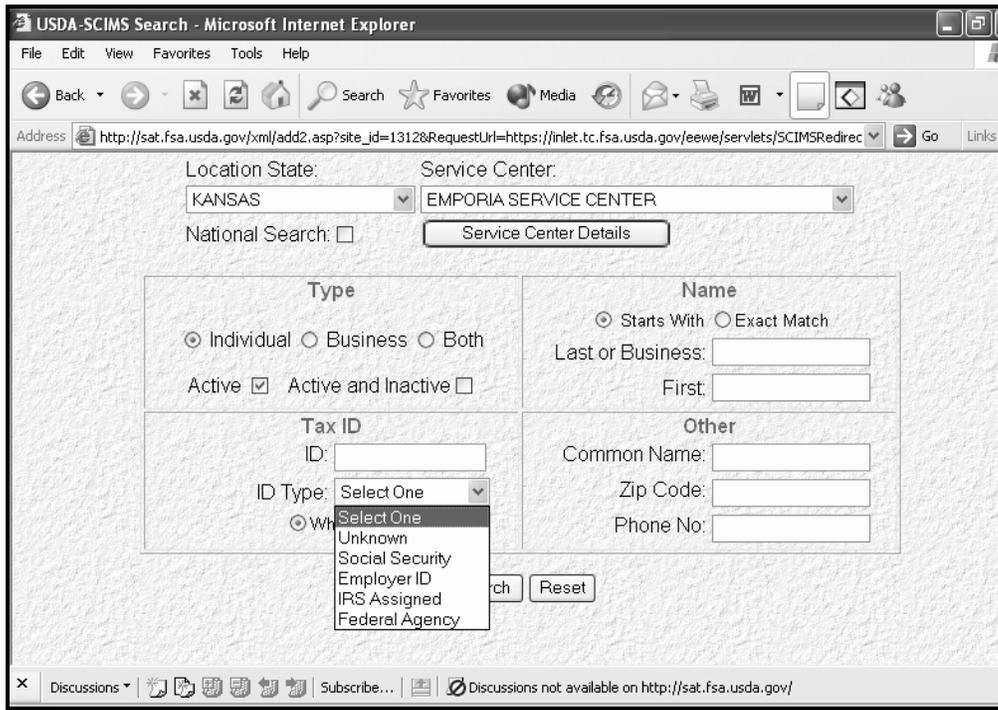
This screenshot is identical to the one above, showing the same search criteria. The only difference is the presence of "Search" and "Reset" buttons at the bottom center of the form area.

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7 Using the Add Application Function (Continued)

E SCIMS Producer Search (Continued)

This example shows a 2nd center view of the SCIMS Customer Search Page displaying the “ID Type” drop-down box.



USDA-SCIMS Search - Microsoft Internet Explorer

Address: http://sat.fsa.usda.gov/xml/add2.asp?site_id=1312&RequestUrl=https://inlet.tc.fsa.usda.gov/eeewe/servlets/SCIMSRedirec

Location State: Service Center:

National Search:

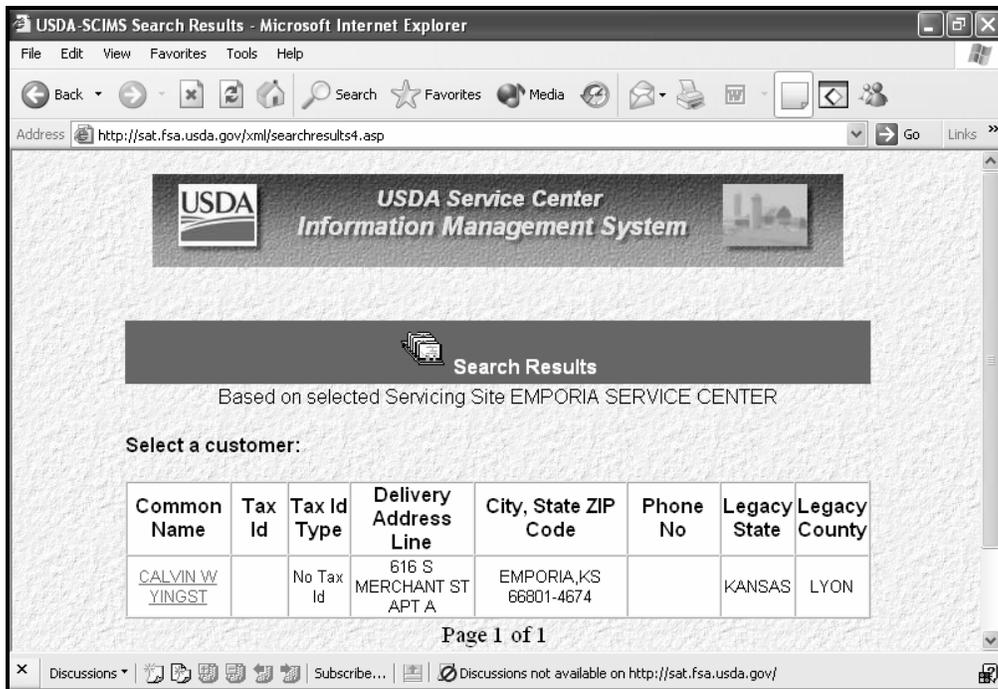
Type: Individual Business Both

Active: Active Active and Inactive

Tax ID: ID: ID Type:

Other: Common Name: Zip Code: Phone No.:

This example shows a **top** view of the SCIMS Customer Search Result Page.



USDA-SCIMS Search Results - Microsoft Internet Explorer

Address: <http://sat.fsa.usda.gov/xml/searchresults4.asp>

USDA Service Center Information Management System

Search Results

Based on selected Servicing Site EMPORIA SERVICE CENTER

Select a customer:

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
CALVIN W YINGST		No Tax Id	616 S MERCHANT ST APT A	EMPORIA,KS 66801-4674		KANSAS	LYON

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7 Using the Add Application Function (Continued)

E SCIMS Producer Search (Continued)

This example shows a **bottom** view of the SCIMS Customer Search Result Page.

USDA-SCIMS Search Results - Microsoft Internet Explorer

Address <http://sat.fsa.usda.gov/xml/searchresults4.asp>

Search Results

Based on selected Servicing Site EMPORIA SERVICE CENTER

Select a customer:

Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
CALVIN W YINGST		No Tax Id	616 S MERCHANT ST APT A	EMPORIA,KS 66801-4674		KANSAS	LYON

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[Search Again](#) [End](#)

Discussions not available on <http://sat.fsa.usda.gov/>

F Ewe Lamb Eligibility Determination

On the Data Entry Page, users shall make applicable entries for questions 7 through 14:

- after first verifying the eligibility of the producer
- by selecting the applicable “Yes” or “No” radio button.

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7 Using the Add Application Function (Continued)

F Ewe Lamb Eligibility Determination (Continued)

This example shows the **top** view of the Ewe Lamb Eligibility Determination Data Entry Page.

The screenshot shows a web browser window titled "Add New Application Part - B in eEWE - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eewe/add/EWEAddNewApplicationPartB.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, there is a sidebar titled "eEWE Applications" with links for eEWE Home, Add Application, Edit Application, View Application, Change Status, and Logoff. The main content area is titled "EWE Lamb Eligibility Determination" and contains a warning: "If your answer is 'NO' to question 7, 9, 11 or 12 or if your answer is 'YES' to question 8 or 10 you are ineligible for a ewe lamb payment and you should not complete or submit this form for a ewe lamb payment: (C Required Entry)". Below this, question 7 is displayed: "7. Did the sheep and Lamb operation purchase or retain ewe lambs not older than 18 months of age for breeding purposes at any time during the period from August 1, 2003, through July 31, 2004?" with radio buttons for Yes and No. The footer contains various links including eEWE Information, USDA.gov, Farm Service Agency (FSA), USDA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

This example shows the **center** section of the Ewe Lamb Eligibility Determination Data Entry Page.

This screenshot shows the center section of the same web page. It displays questions 8 and 9. Question 8 is: "8. Did the ewe lambs purchased or retained during the period from August 1, 2003, through July 31, 2004, produce an offspring before the age of 18 months?" with radio buttons for Yes and No. Question 9 is: "9. Were the ewe lambs purchased or retained during the period of August 1, 2003, through July 31, 2004, identified through the Voluntary Scrapie Flock Certification Program or the Scrapie Eradication Program, as described in 9 CFR Part 79, and in accordance with the State Identification requirements?" with radio buttons for Yes and No. The sidebar and navigation menu are identical to the previous screenshot.

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7 Using the Add Application Function (Continued)

F Ewe Lamb Eligibility Determination (Continued)

This example shows the 2nd center view of the Ewe Lamb Eligibility Determination Data Entry Page.

The screenshot shows a web browser window titled "Add New Application Part - B in eEWE - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eewe/add/EWEAddNewApplicationPartB.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, there is a sidebar titled "eEWE Applications" with links for eEWE Home, Add Application, Edit Application, View Application, Change Status, and Logoff. The main content area displays question 10: "Do the qualifying ewe lambs at any time possess any of the following characteristics:". Below this are three sub-questions: A. Parrot Mouth? (radio buttons for Yes and No), B. Foot Rot? (radio buttons for Yes and No), and C. Scrapie? (radio buttons for Yes and No). Question 11 is partially visible: "Do you understand that the sheep and lamb operation must have retained the qualifying ewe" with radio buttons for Yes and No. The footer contains various links including FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

This example shows the bottom view of the Ewe Lamb Eligibility Determination Data Entry Page.

The screenshot shows the same web browser window as above, but the address bar shows a local file path: <H:\Shanita\ELRRPP\htmlphase1\EWEAddNewApplicationPartB.htm>. The page content is identical to the previous screenshot, but the main content area now displays question 11: "Do you understand that the sheep and lamb operation must have retained the qualifying ewe lambs in the operation's herd for atleast one complete offspring lambing cycle?" with radio buttons for Yes and No. Question 12 is also visible: "Do you understand that the sheep and lamb operation must retain documentation of any death loss of qualifying ewe lambs?" with radio buttons for Yes and No. The sidebar and navigation menu remain the same.

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7 Using the Add Application Function (Continued)

G Ewe Lamb Total

This example shows the Ewe Lamb Total Data Entry Page.

The screenshot shows a web browser window titled "Add New Application Part - B in eEWE - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eewe/add/EWEAddNewApplicationPartB.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, there is a sidebar for "eEWE Applications" with links for eEWE Home, Add Application, Edit Application, View Application, Change Status, and Logoff. The main content area is titled "EWE Lamb Total" and contains a question: "13. Number of head of qualifying ewe lambs purchased or retained during the period of August 1, 2003 through July 31, 2004?". There is an empty text input field next to the question. Below the input field are "Back" and "Next" buttons. At the bottom of the page, there is a footer with various links including "eEWE Information", "USDA.gov", "Farm Service Agency (FSA)", "USDA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

On this section of the Data Entry Page, user shall:

- enter the number of head of qualifying ewe lamb
- click “Next” to continue.

H COC Determination

On the Data Entry Page, user shall:

- enter date
- select application status from drop-down box
- enter remarks
- press the “Submit Application” button to store entered eEWE application data.

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7 Using the Add Application Function (Continued)

H COC Determination (Continued)

This example shows the **top** view of the COC Determination Data Entry Page.

The screenshot shows a web browser window titled "EWE Application Eligibility Determination By COC Designee - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/eewe/add/EWEAddNewApplicationPartE.jsp". The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, a sidebar titled "eEWE Applications" lists: eEWE Home, Add Application, Edit Application, View Application, Change Status, and Logoff. The main content area, titled "COC Determination", contains the following fields:

- 22. COC Date (MM-DD-YYYY):
- 23. Application Status: (dropdown menu with options: Pending, Approved, Disapproved)
- 24. Remarks:

At the bottom of the page, there is a footer with links: eEWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House.

This example shows the **bottom** view of the COC Determination Data Entry Page.

This screenshot shows the bottom view of the same page. The fields are now populated:

- 22. Date (MM-DD-YYYY):
- 23. Application Status: (dropdown menu with options: Pending)
- 24. Remarks:

At the bottom of the form area, there are two buttons: "Back" and "Submit Application". The footer and navigation elements are identical to the top view.

After users click on "Submit Application" and stores FSA-384 data to the data base, the "Add Application" function automatically displays an Add Application Confirmation Page.

7 Using the Add Application Function (Continued)

I Add Application Confirmation

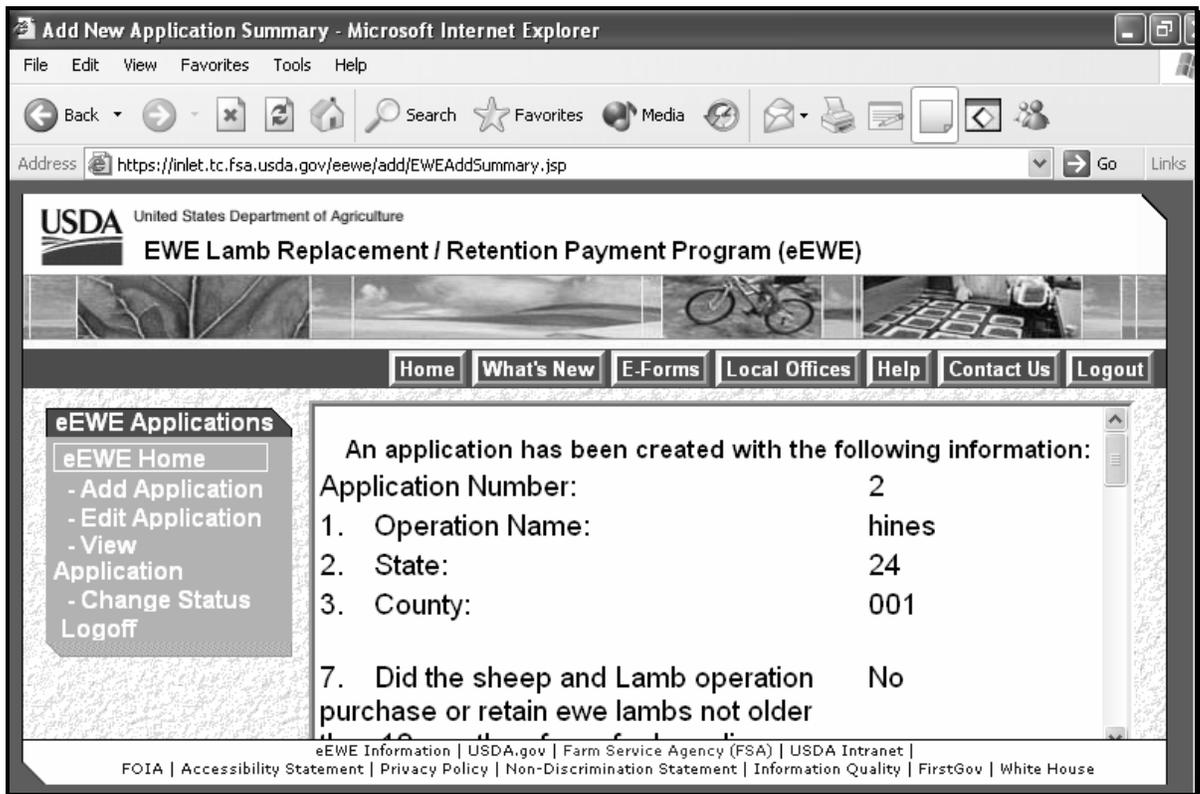
The Add Application Confirmation Page gives the user a chance to:

- review all data entries to **verify** if correct
- **print** out the application, using the “File/Print” option at the top of the window.

Use scroll bar at right of screen to scroll through the application.

After viewing and/or printing, click “OK” button to end viewing the application. Once an application is accepted into the data base, the software will automatically return to the Ewe Lamb Home Page. Data may be edited in "Edit" mode if the application is in “Pending” status, if necessary.

This example shows the **top** view of the Add Application Confirmation Page.

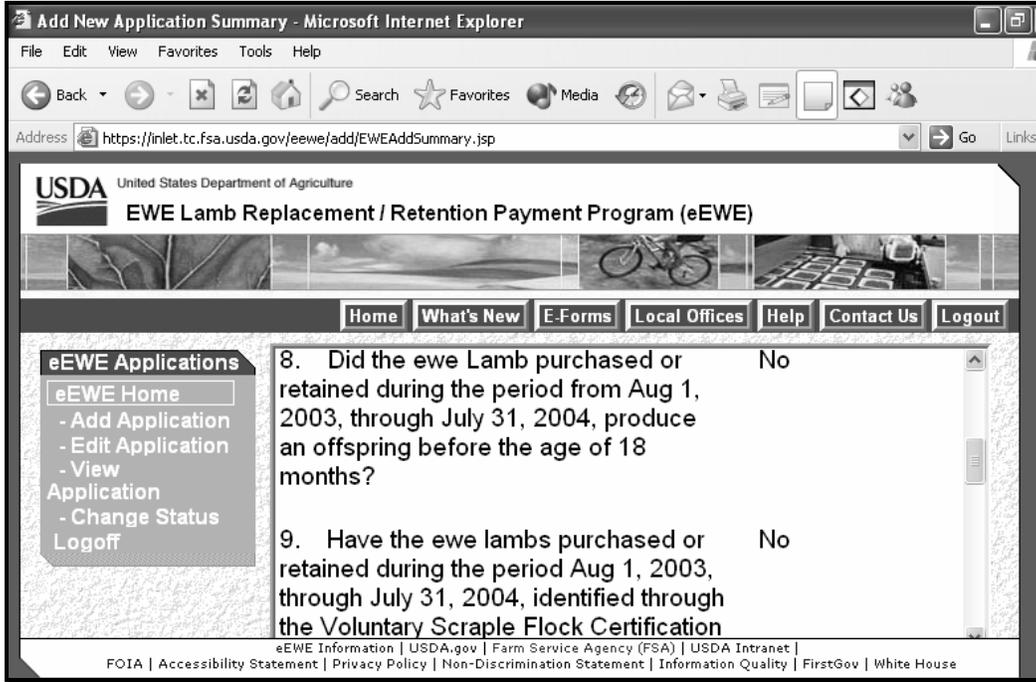


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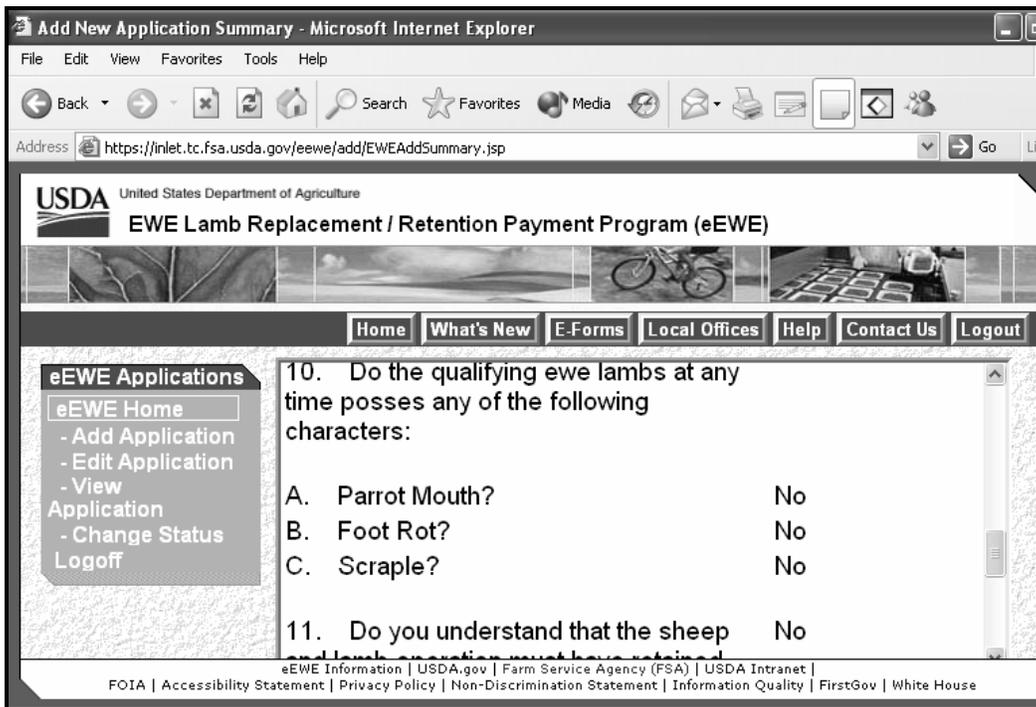
7 Using the Add Application Function (Continued)

I Add Application Confirmation (Continued)

This example shows the **center** view of the Add Application Confirmation Page.



This example shows the 2nd **center** view of the Add Application Confirmation Page.



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7 Using the Add Application Function (Continued)

I Add Application Confirmation (Continued)

This example shows the **bottom** view of the Add Application Confirmation Page.

The screenshot shows a web browser window titled "Add New Application Summary - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/eewe/add/EWEAddSummary.jsp". The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. The main content area is titled "eEWE Applications" and contains a sidebar with links: "eEWE Home", "- Add Application", "- Edit Application", "- View Application", "- Change Status", and "Logoff". The main content area displays the following information:

12. Do you understand that the sheep and lamb operation must retain documentation of any death loss of qualifying ewe lambs?	No
Number of qualifying lambs:	13
COC Determination Date:	11-23-2004
Remarks:	

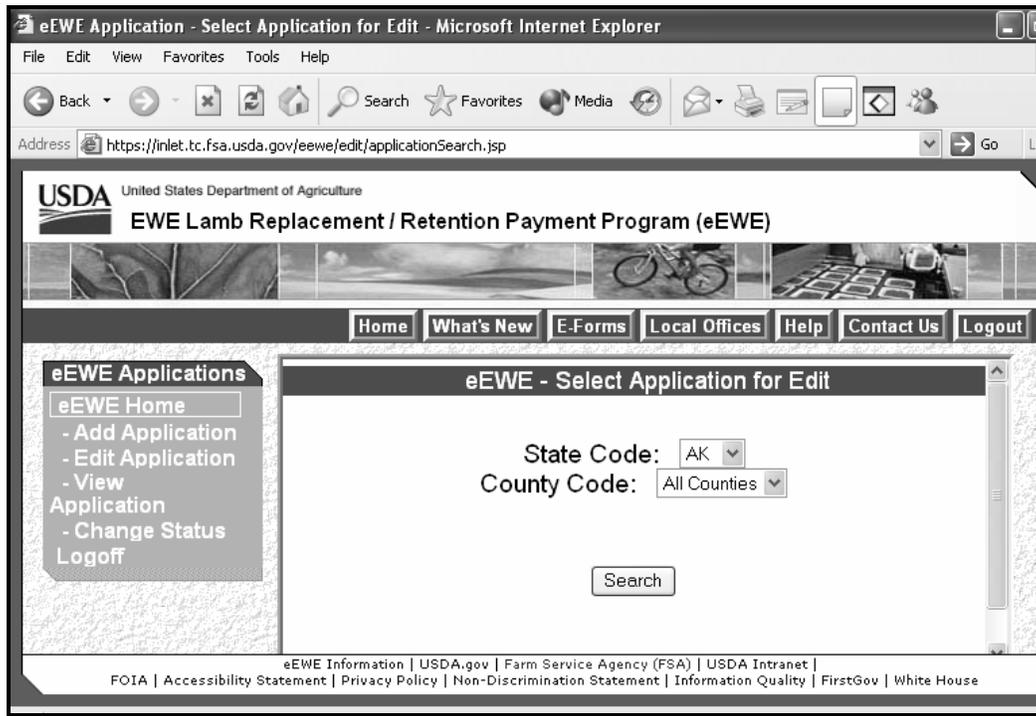
An "OK" button is visible below the remarks field. The footer contains links for "eEWE Information", "USDA.gov", "Farm Service Agency (FSA)", "USDA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

8 Using the Edit Applications Function

A Selecting and Editing eEWE Applications

When the “Edit Application” function is selected, according to paragraphs 4 and 5, users can edit an application.

The following shows an example of the Select Application for Edit Page.



After the user selects the applicable State and county codes from the drop-down boxes and clicks on “Search”, the Select Application for Edit List Page will be displayed showing all applications by:

- application number
- State/county
- producer name
- application status.

“Approved” applications will not be listed on the Edit Application List Page. To edit an approved application, user must do the following.

Step	Action
1	Use the “Change Status” function according to paragraph 10 to put the approved application in a “Pending” status.
2	Use the “Edit Application” function to select the now pending application from the Edit Application List Page.

Notice PS-499

8 Using the Edit Applications Function (Continued)

A Selecting and Editing eEWE Applications (Continued)

This is an example of the Select Application for Edit List Page.

The screenshot shows a web browser window titled "eEWE Application - Select Application for Edit - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eewe/edit/EWEProducerEditList.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". Below the header is a navigation menu with buttons for "Home", "What's New", "E-Forms", "Local Offices", "Help", "Contact Us", and "Logout". The main content area is titled "eEWE - Select Application for Edit" and contains a table with the following data:

Application Number	State/ CountyName	Applicant	Status	
1	MD 001	HINCK ADAM	Pending	Edit
2	MD 001	HINES DALE	Pending	Edit

At the bottom of the page, there is a footer with links for "eEWE Information", "USDA.gov", "Farm Service Agency (FSA)", "USDA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

From the Select Application for Edit List Page, users can:

- make a selection from the list of all applications
- when the user has selected an application to "Edit", change application data, except for auto-filled fields.

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8 Using the Edit Applications Function (Continued)

B Examples of the Edit Application Page

This subparagraph provides 5 successive views, as the user scrolls down through the Edit Application Page.

This example shows the **top** view of the Edit Application Page.

The screenshot shows a Microsoft Internet Explorer browser window titled "Edit Application eWE - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/eewe/edit/EWEEditApplication.jsp". The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eWE)". A navigation menu contains links for "Home", "What's New", "E-Forms", "Local Offices", "Help", "Contact Us", and "Logout". On the left, a sidebar titled "eWE Applications" lists: "eWE Home", "- Add Application", "- Edit Application", "- View Application", "- Change Status", and "Logoff". The main content area, titled "Edit Application", contains the following fields:

- 1. Operation Name: hines
- 4. Application Number: 2
- 14 - 18. Producer Certification: [Producer Information button]
- 7. Did the sheep and Lamb operation purchase or: * Yes No

At the bottom, there is a footer with links: "eWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".

This example shows the **center** view of the Edit Application Page.

This screenshot shows the same browser window as above, but with the main content area displaying two questions:

- 8. Did the ewe Lamb purchased or retained during the period from Aug 1, 2003, through July 31, 2004, produce an offspring before the age of 18 months? * Yes No
- 9. Have the ewe lambs purchased or retained during the period Aug 1, 2003, through July 31, 2004, identified through the Voluntary Scrapie Flock Certification Program or the Scrapie Eradication Program, as described in 9 CFR Part 79, and in accordance with State Identification requirements? * Yes No

The footer at the bottom is identical to the previous screenshot.

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8 Using the Edit Applications Function (Continued)

B Examples of the Edit Application Page (Continued)

This example shows the 2nd center view of the Edit Application Page.

The screenshot shows a Microsoft Internet Explorer browser window titled "Edit Application eEWE - Microsoft Internet Explorer". The address bar displays "https://inlet.tc.fsa.usda.gov/eewe/edit/EWEEditApplication.jsp". The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, a sidebar titled "eEWE Applications" lists: eEWE Home, - Add Application, - Edit Application, - View Application, - Change Status, and Logoff. The main content area displays question 10: "10. Do the qualifying ewe lambs at any time possess any of the following characters:". Below this are three sub-questions: "A. Parrot Mouth?", "B. Foot Rot?", and "C. Scrapie?". Each has a radio button for "Yes" and a radio button for "No", with the "No" option selected. Question 11 is partially visible: "11. Do you understand that the sheep and lamb operation must have retained the qualifying ewe". The footer contains links for eEWE Information, USDA.gov, Farm Service Agency (FSA), USDA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

This example shows the 3rd center view of the Edit Application Page.

The screenshot shows the same browser window as above, but at a different point in the application. Question 12 is displayed: "12. Do you understand that the sheep and lamb operation must retain documentation of any death loss of qualifying ewe lambs?". It has radio buttons for "Yes" and "No", with "No" selected. Question 13 is: "13. Number of head of qualifying ewe lambs purchased or retained during the period of Aug 1, 2003 through July 31, 2004?". The input field contains the number "13". Question 22 is: "22. COC Date (MM-DD-YYYY)". The input field contains "11-23-2004". The sidebar and footer are identical to the previous screenshot.

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8 Using the Edit Applications Function (Continued)

B Examples of the Edit Application Page (Continued)

This example shows the **bottom** view of the Edit Application Page.

The screenshot shows a web browser window titled "Edit Application eEWE - Microsoft Internet Explorer". The address bar displays "https://inlet.tl.fsa.usda.gov/eewe/edit/EWEEditApplication.jsp". The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. The main content area is titled "eEWE Applications" and contains a sidebar with links: "eEWE Home", "- Add Application", "- Edit Application", "- View Application", "- Change Status", and "Logoff". The main form area contains two fields: "13. Number of head of qualifying ewe lambs purchased or retained during the period of Aug 1, 2003 through July 31, 2004?" with a text input field containing "13", and "22. COC Date (MM-DD-YYYY)" with a text input field containing "11-23-2004". A "Save" button is located below the form. The footer contains links for "eEWE Information", "USDA.gov", "Farm Service Agency (FSA)", "USDA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

After user clicks “Save” on the Edit Application Page, edits are stored in the data base, and the “Edit Application” function automatically displays an Edit Confirmation Page that allows users to confirm edited entries. See subparagraph C.

C Editing Producer Information

If any data about the producer needs to be edited, the user may click “Producer Information” while using the “Edit Application” function. The user will then have the option to:

- select and delete a listed producer and adjust the share percentage accordingly
- add a new producer by clicking “Add Producer”, and follow instruction in subparagraph 7 C. After adding a new producer and adjusting share percentages, if necessary, user should click “Save” to continue using the “Edit Application” function.

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8 Using the Edit Applications Function (Continued)

C Editing Producer Information (Continued)

This example shows a view of the Producer's List for Edit Application Page.

eEWE Application - Edit Producer in Edit Application - Microsoft Internet Explorer

Address: https://inlet.tc.fsa.usda.gov/eewe/edit/EWEEditApplicationProducerList.jsp

USDA United States Department of Agriculture
EWE Lamb Replacement / Retention Payment Program (eEWE)

Home What's New E-Forms Local Offices Help Contact Us Logout

eEWE Applications
eEWE Home
- Add Application
- Edit Application
- View Application
- Change Status
Logoff

eEWE - Producer's List for Edit

Producer Name	Producer ID Num	Type	Date MM-DD-YYYY	Share %	Refuse Payment	Contact Producer
BRENT BATHURST	512820887	S	11-23-2004	25.000	No	Delete
CECIL ATKINSON	512388869	S	11-23-2004	25.000	No	Delete
BRIAN MEATS	513820467	S	11-23-2004	50	No	Delete

Add Producer Save

eEWE Information | USDA.gov | Farm Service Agency (FSA) | USDA Intranet |
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

D Confirming Edits in the Edit Application Function

The Edit Application Confirmation Page displays all application data and users:

- receive a message at the top of the screen advising that “The Application has been updated with the following information:”
- may scroll through the data to roll up or down to view all data

Note: Use scroll bar on right.

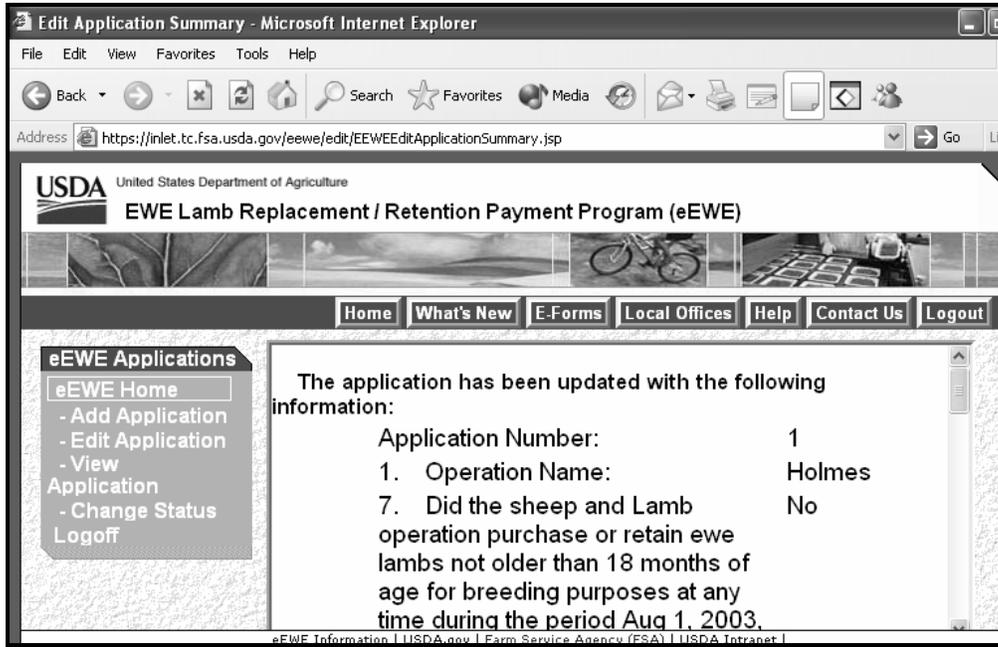
- click the “OK” button on the bottom of the page to continue using EWE software.

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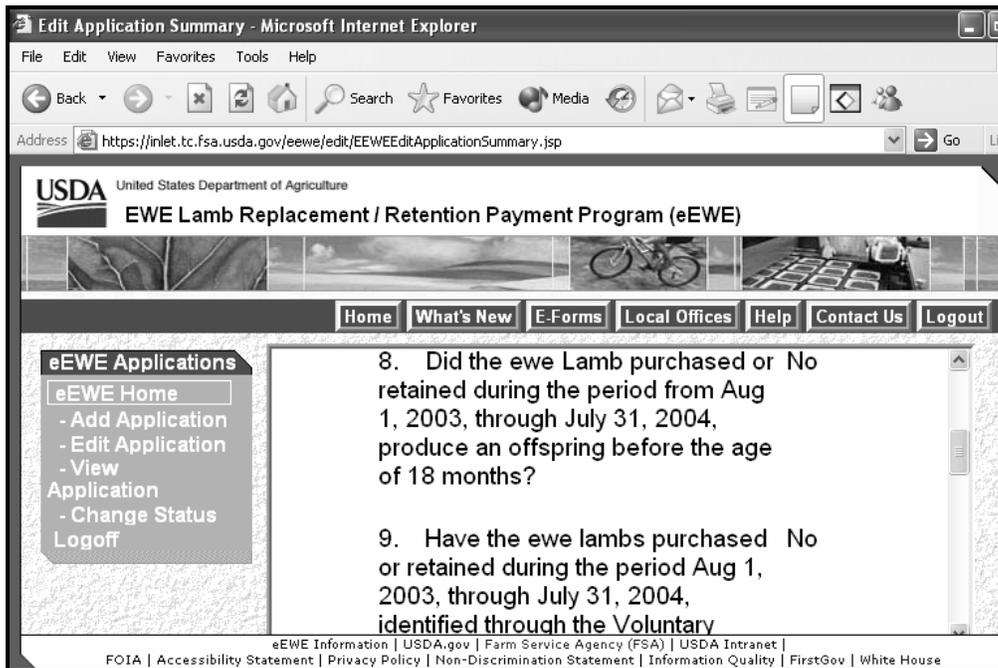
8 Using the Edit Applications Function (Continued)

D Confirming Edits in the Edit Application Function (Continued)

This example shows the **top** view of the Edit Application Confirmation Page.



This example shows the **center** view of the Edit Application Confirmation Page.

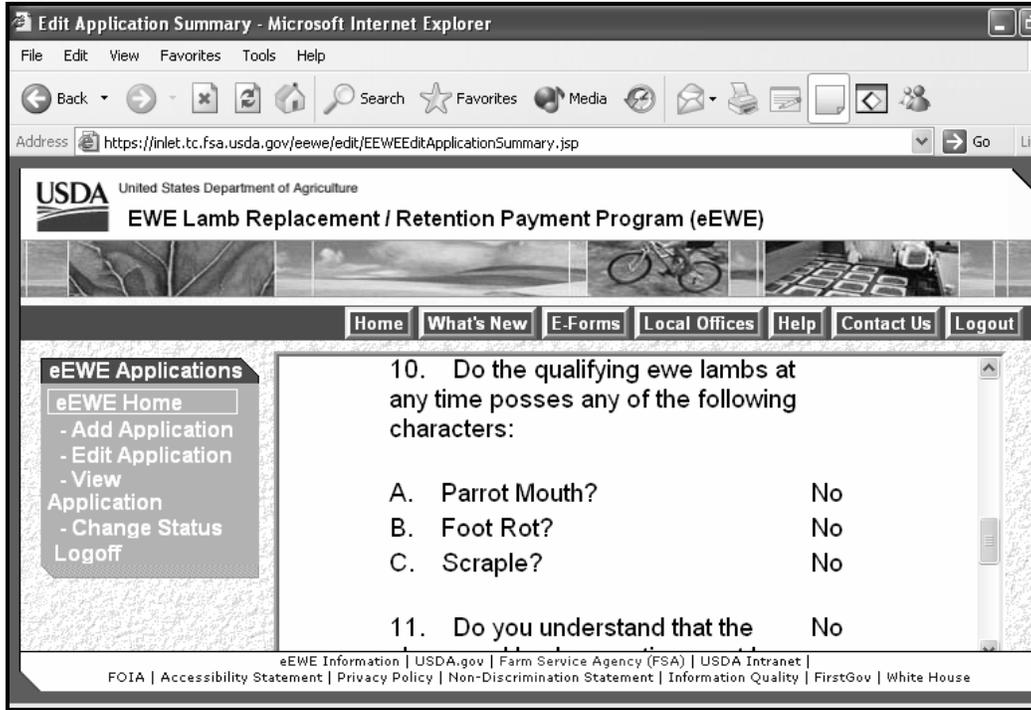


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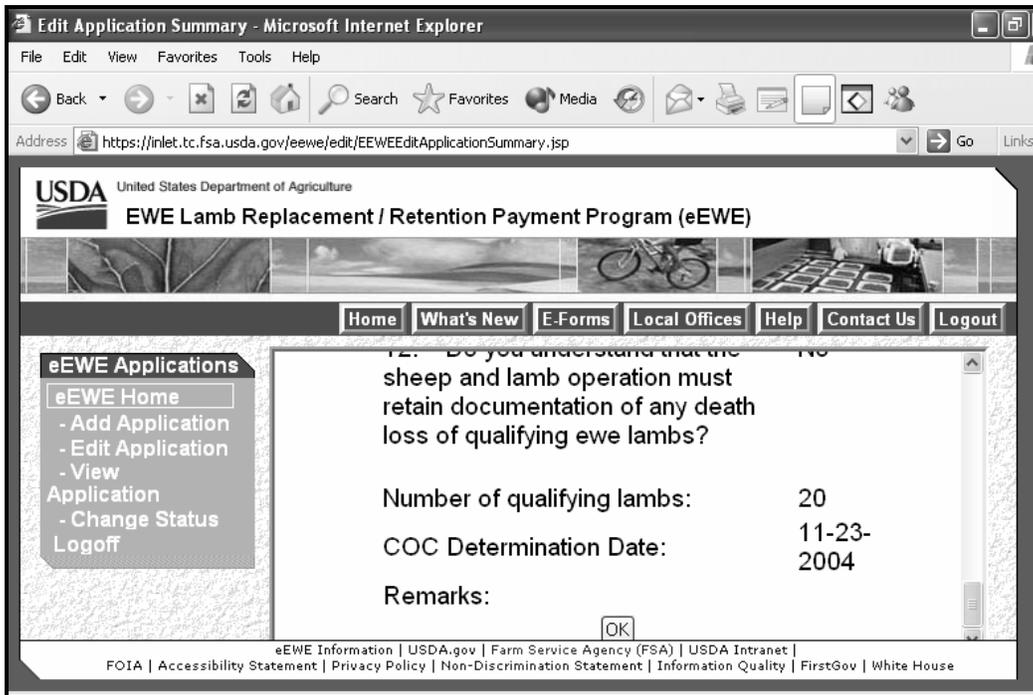
8 Using the Edit Applications Function (Continued)

D Confirming Edits in the Edit Application Function (Continued)

This example shows the 2nd center view of the Edit Application Confirmation Page.



This example shows the bottom view of the Edit Application Confirmation Page.

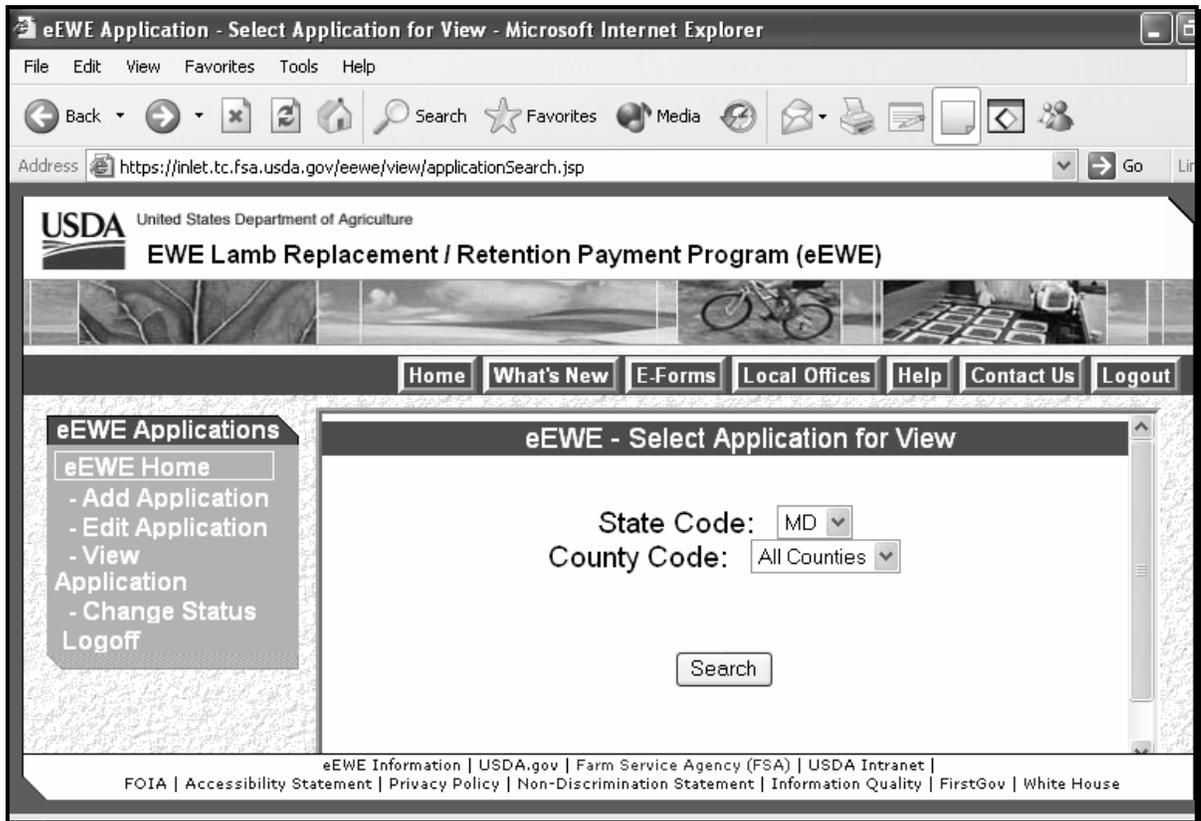


9 Using the View Applications Function

A Viewing Applications

When the “View Application” function is selected, according to paragraphs 4 and 5, users can view an application.

The following shows an example of the Select Application for View Page.



After the user selects the applicable State and county codes from the drop-down boxes and clicks on “Search”, a Select Application for View List Page will be displayed showing all applications by:

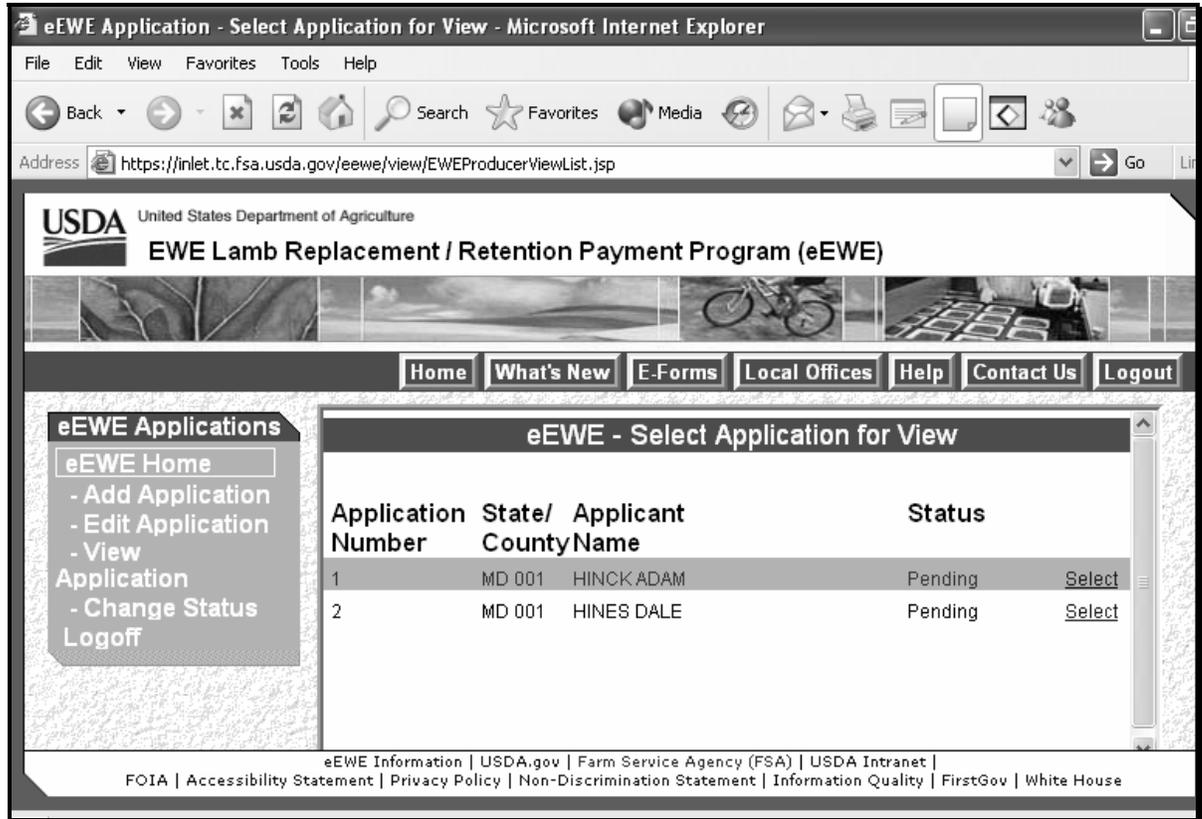
- application number
- State/county
- producer name
- application status.

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9 Using the View Applications Function (Continued)

A Viewing Applications (Continued)

This example shows the View Application List Page.



From the View Application List Page, users can:

- scroll through all applications on file using the scroll bar at right of page
- click on "Select" to display an application on the View Application Page.

B Examples of the View Application Page

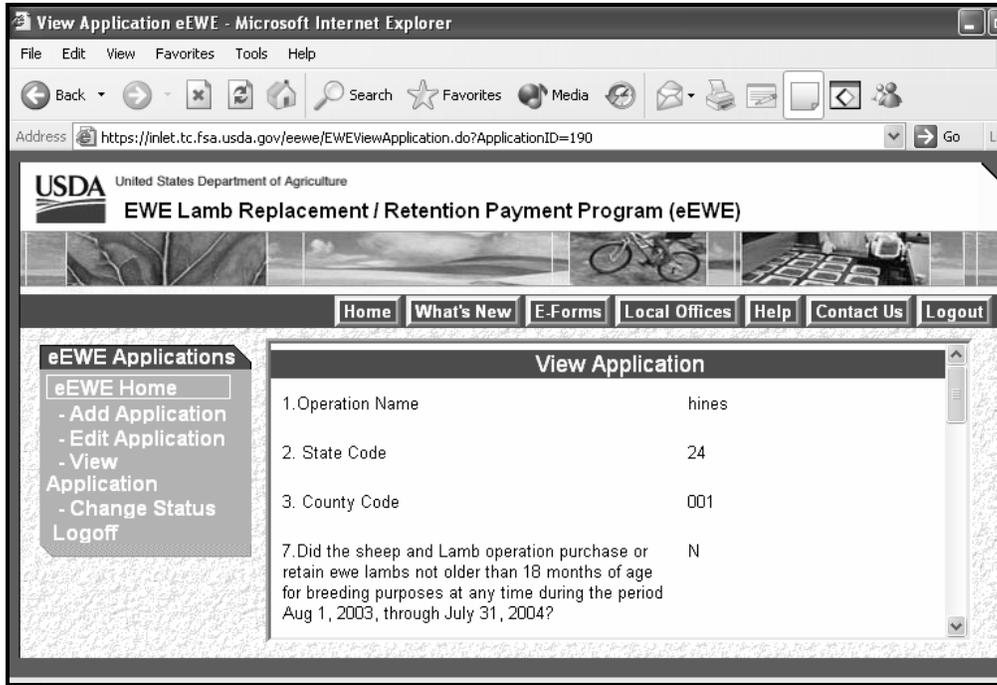
This subparagraph provides 5 successive views as the users scroll down through View Application Page.

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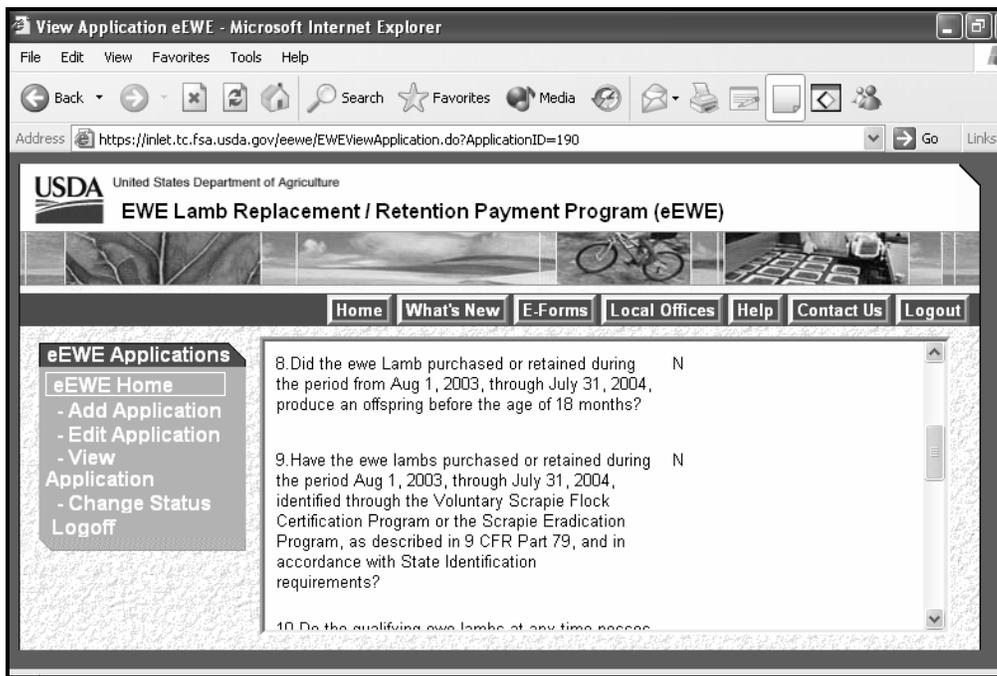
9 Using the View Applications Function (Continued)

B Examples of the View Application Page (Continued)

This example shows the **top** view of the View Application Page.



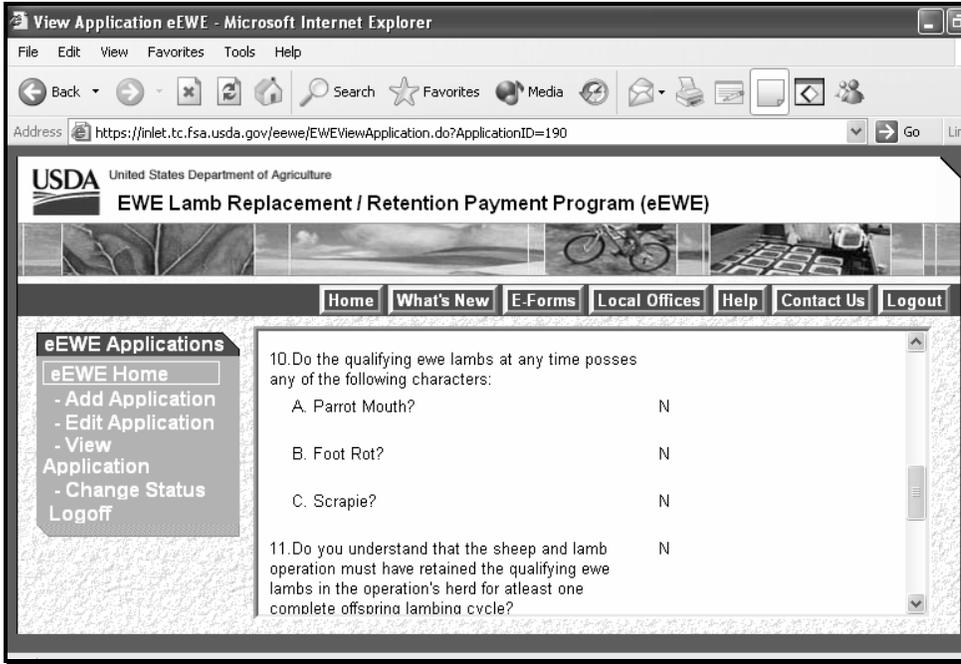
This example shows the **center** view of the View Application Page.



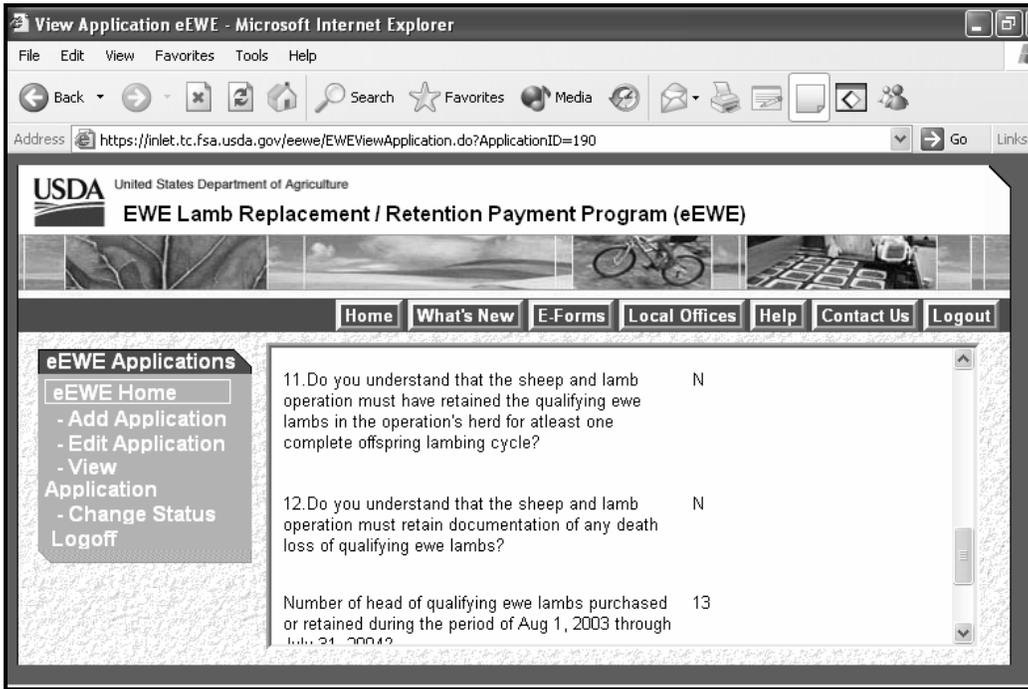
9 Using the View Applications Function (Continued)

B Examples of the View Application Page (Continued)

This example shows the 2nd center view of the View Application Page.



This example shows the bottom view of the View Application Page.

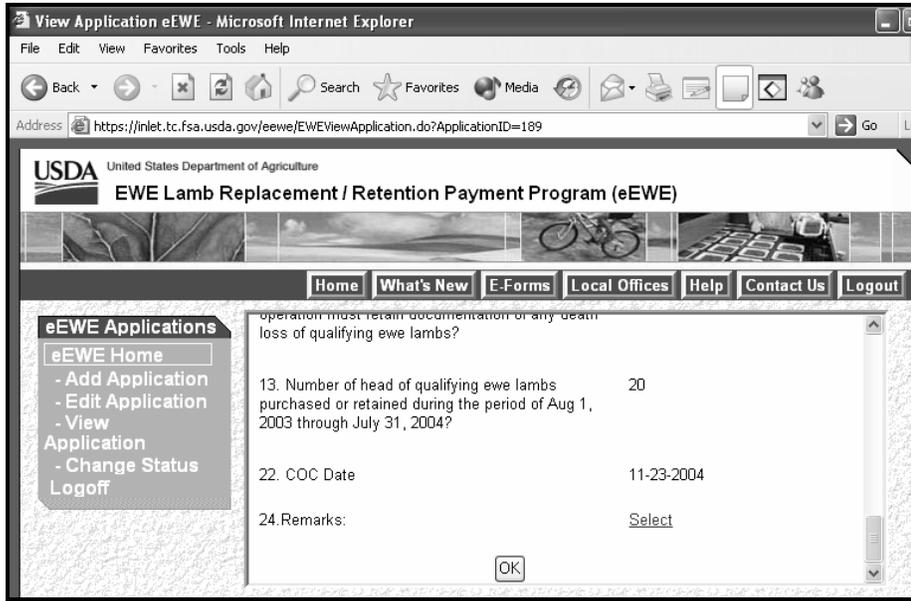


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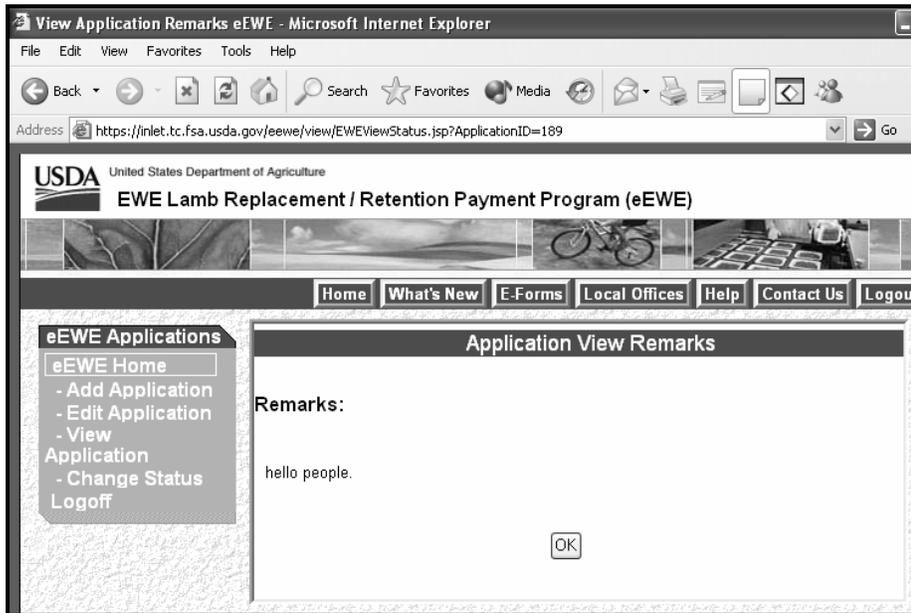
9 Using the View Applications Function (Continued)

B Examples of the View Application Page (Continued)

This example shows the **bottom** view of the View Application Page.



Users will be able to view all remarks that have been recorded for a particular application, by clicking the "Select" button at the bottom of the View Application Page, as shown in the following example.



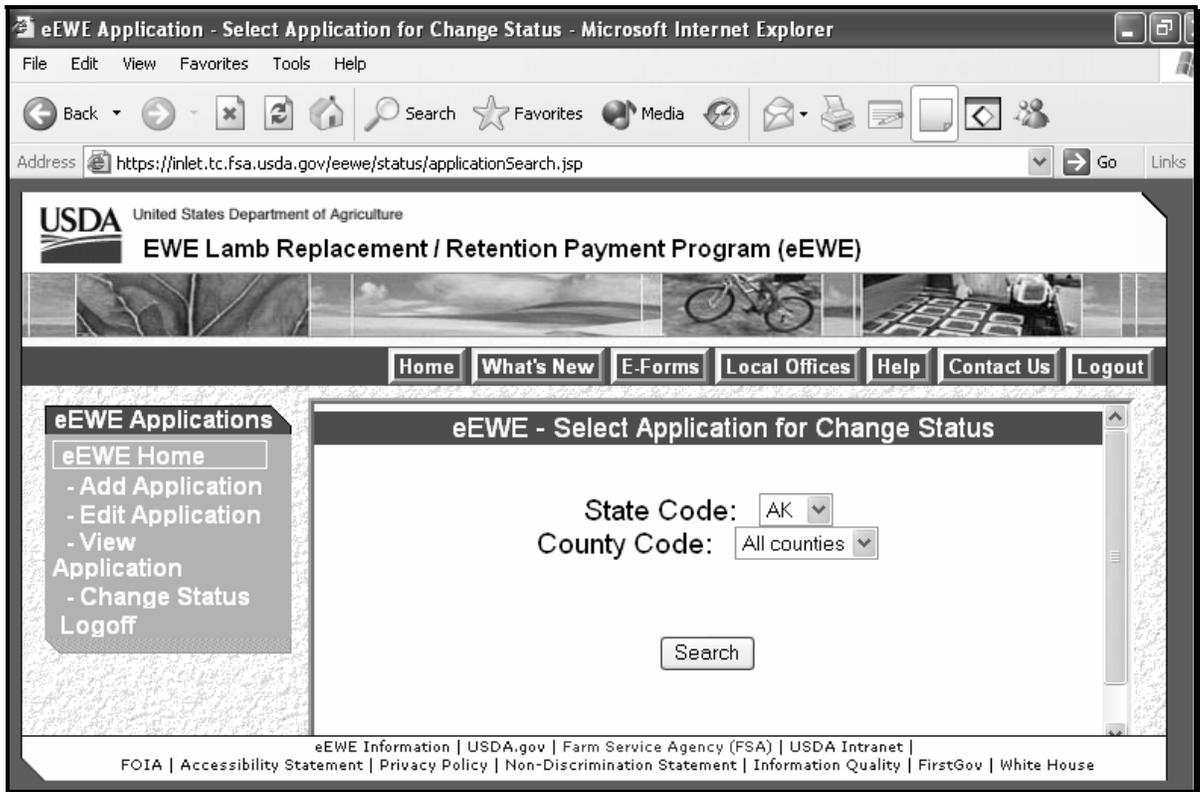
After user has viewed the remarks, click "OK" to return to full view of the application.

10 Using the Change Status Application

A Changing an Application's Status

When the “Change Status” function is selected, according to paragraphs 4 and 5, users can change the status of an application.

This example shows a view of the Select Application for Change Status Page.



After the user selects the applicable State and county codes from the drop-down boxes and clicks on “Search”, an Application Change Status List Page will be displayed showing all applications by:

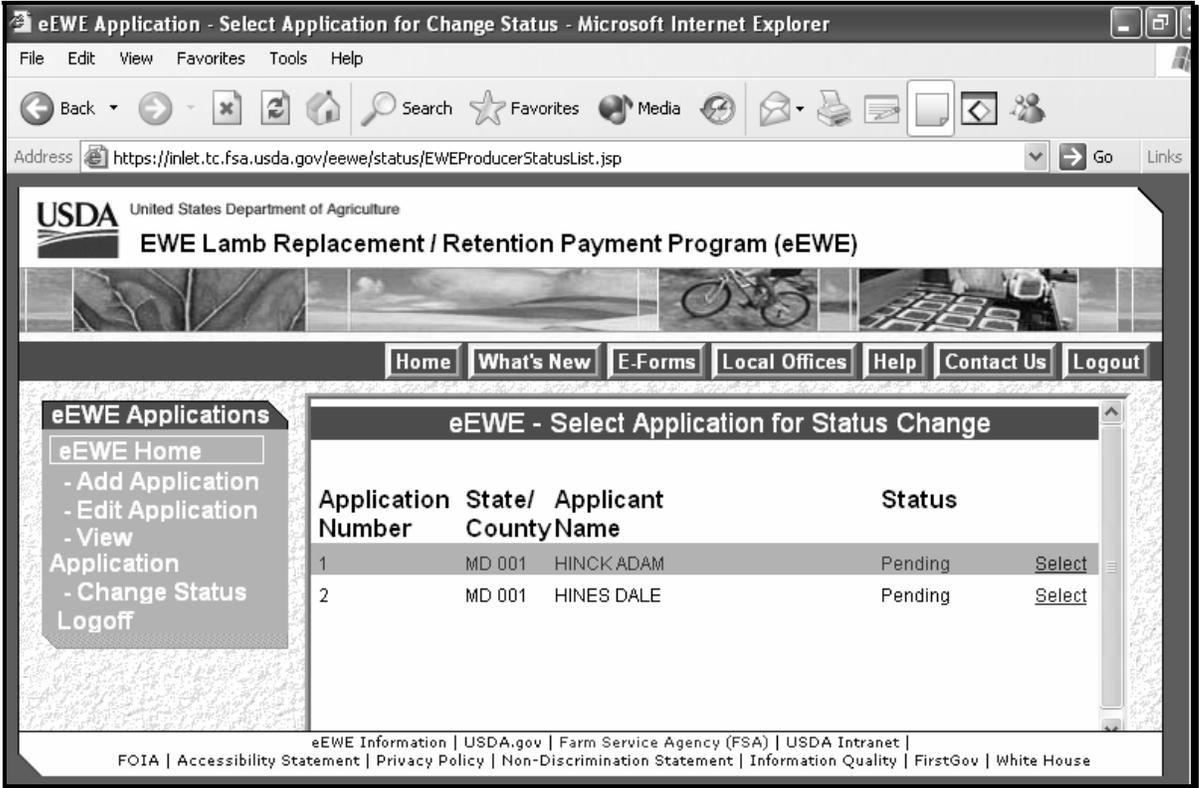
- application number
- State
- applicant
- application status.

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10 Using the Change Status Application (Continued)

A Changing an Application's Status (Continued)

This is an example of the Application for Change Status List Page.



The screenshot shows a web browser window titled "eWE Application - Select Application for Change Status - Microsoft Internet Explorer". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/eewe/status/EWEProducerStatusList.jsp>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. The main content area is titled "eWE - Select Application for Status Change" and contains a table with the following data:

Application Number	State/ County Name	Applicant	Status	
1	MD 001	HINCK ADAM	Pending	Select
2	MD 001	HINES DALE	Pending	Select

At the bottom of the page, there is a footer with links for eWE Information, USDA.gov, Farm Service Agency (FSA), USDA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

From the Application for Change Status List Page, users can:

- scroll through all applications on file using the scroll bar at right of page
- click on "Select" to display an application on the Change Application Status Page.

After allowable status changes according to subparagraph C, users shall click the "Submit" button to save changes.

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10 Using the Change Status Application (Continued)

B Examples of the Application Change Status Page

This example shows the **top** view of the Application Change Status Page.

The screenshot shows a web browser window titled "Change Status Application eEWE - Microsoft Internet Explorer". The address bar contains the URL: <https://inlet.tc.fsa.usda.gov/eewe/status/EWEChangeStatus.jsp?ApplicationID=189>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "EWE Lamb Replacement / Retention Payment Program (eEWE)". A navigation menu contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logout. On the left, a sidebar titled "eEWE Applications" lists: eEWE Home, - Add Application, - Edit Application, - View Application, - Change Status, and Logoff. The main content area is titled "Application Change Status" and features a form with an "Application Status" dropdown menu currently set to "Approved" (with a dropdown list showing "Approved", "Disapproved", "Pending", and "Cancelled"), and a "Remarks:" text area. The footer contains links for eEWE Information, USDA.gov, Farm Service Agency (FSA), USDA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

This example is the **bottom** view of the Application Change Status Page.

The screenshot shows the same web browser window as above, but with the "Application Status" dropdown menu set to "Approved" and the "Remarks:" text area empty. A "Submit" button is visible at the bottom of the form area. The rest of the page layout, including the navigation menu and sidebar, remains the same as in the top view screenshot.

10 Using the Change Status Application (Continued)

B Examples of the Applicant Change Status Page (Continued)

After allowable status changes, according to subparagraph C, users shall click the “Submit” button to save changes. After status changes have been saved, an Application Change Status Confirmation Page will be automatically displayed. Go to subparagraph D.

C Change Status Capabilities

The “Change Status” function allows users to change the status of an application (FSA-384) to either allow further processing for payment, perform editing, or place it in a status that will not allow payment.

Users can change an application’s status from the following:

- “Pending” to “Approved”, allows payment processing to proceed when activated
- “Pending” to “Disapproved”, does not allow editing or payment processing
- “Disapproved” to “Approved”; for example, an applicant appealed the disapproval and was then granted approval status for payment
- “Approved” to “Pending”, changes approved applications to pending status to allow user to edit data in application according to paragraph 8
- “Approved” or “Pending” to “Cancelled”, omits the application and keeps order of application numbering sequence.

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10 Using the Change Status Application (Continued)

D Change Status Confirmation Page

This is an example of the Change Status Confirmation Page.

