



eCotton Product Documentation
System Operation

When using the eCotton programs, there are features that are common throughout the programs. Following is a description of what they are.

Enter, Look up or Roll up/down

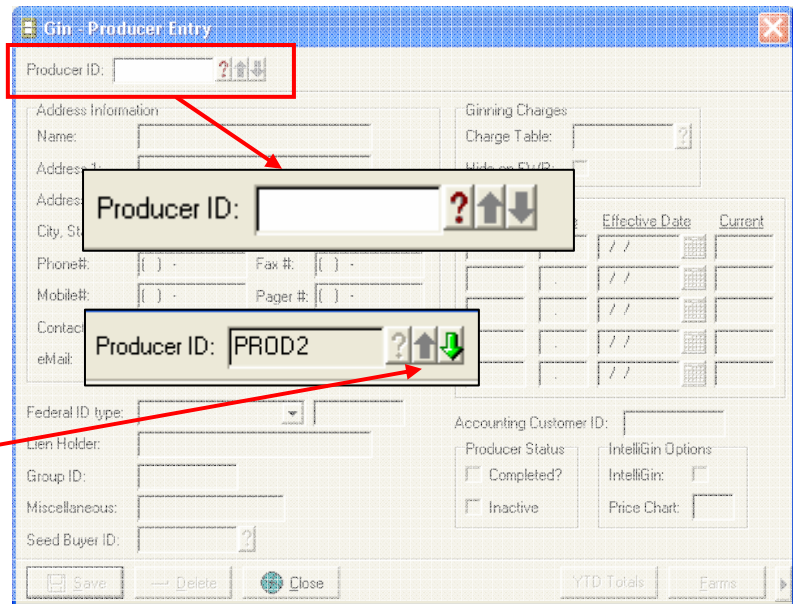
Any eCotton screen that requires the entry of an identifier can be used as follows.

For example, to enter, locate or roll up/down for a producer ID, use the input area.

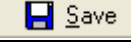



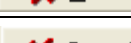
Type in an ID and press the tab key to create a **new** entry.

Click the ? to **select** an ID from a list.

Once an ID is selected, 'roll' to the next or previous record by clicking the up/down arrows.



Buttons

 Save	Save the entry.
 Delete	Delete this entry or record.
 Close	Exit the current screen
 Done	Finished with this entry.
 Cancel	Do not accept entries or changes



Add/New Change Delete
(Select entry first.)

Look Up

Use the ? from the screen to display the list of entries.

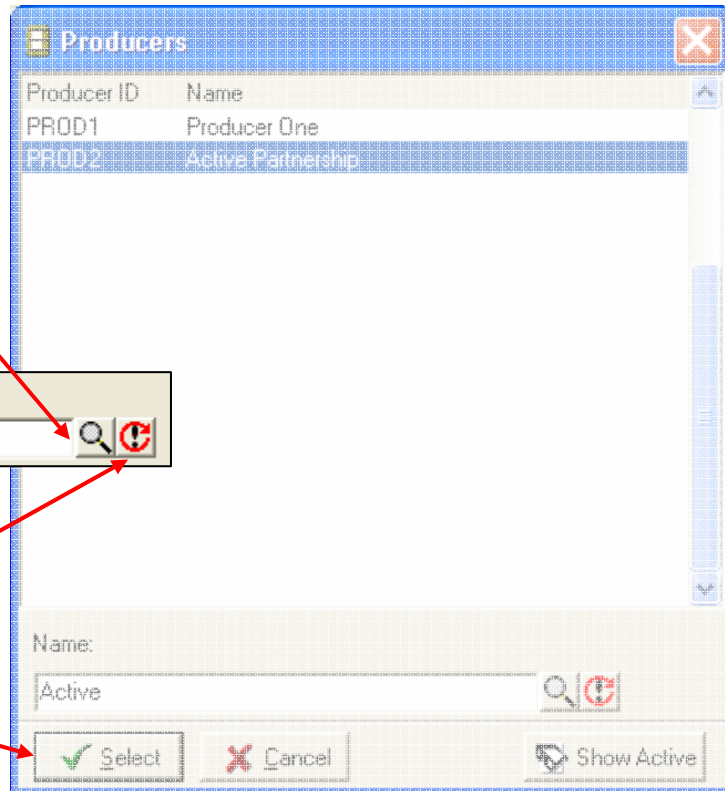
To locate (lookup) an entry, type the lookup 'string' in the **Name:** box and click on the Magnifying glass button. The 'string' can be any part of the entry ID or name.



Name:
Active

Click on the continue button to search again.

When the entry is located, click the Select button.



Producers

Producer ID	Name
PROD1	Producer One
PROD2	Active Partnership

Name:
Active

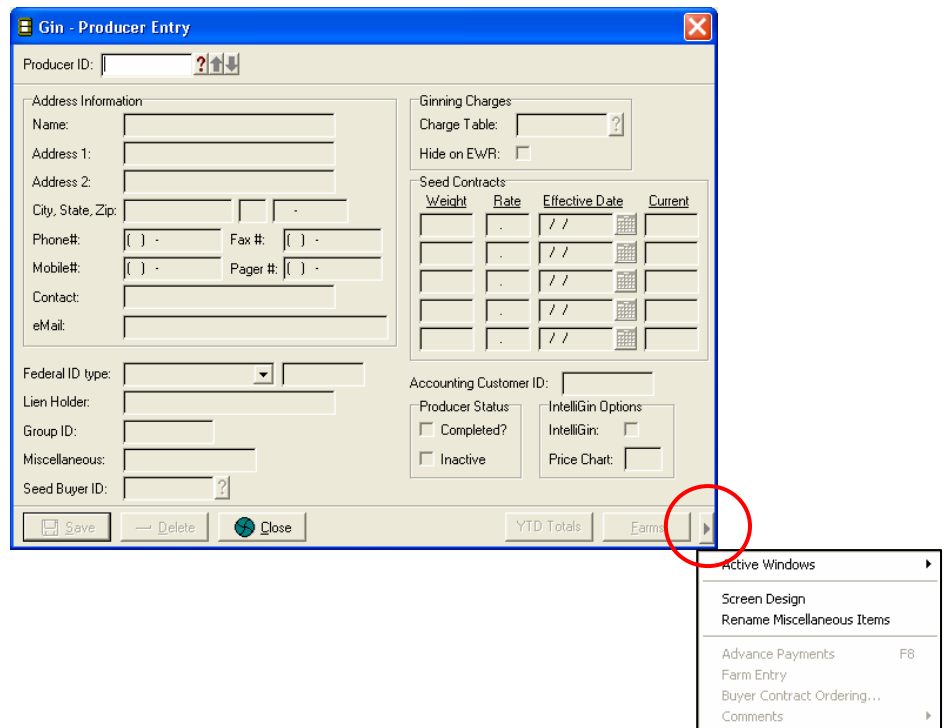
Select Cancel Show Active

Additional Options

Additional options differ depending on the screen that is displayed.

To see what the additional options are for any screen, click the small triangle at the bottom-right corner of the screen.

Or click the right mouse button to display the additional options.



Gin - Producer Entry

Producer ID: [?]

Address Information:
Name: []
Address 1: []
Address 2: []
City, State, Zip: [] - [] - []
Phone#: [] - [] - [] Fax #: [] - [] - []
Mobile#: [] - [] - [] Pager #: [] - [] - []
Contact: []
eMail: []

Ginning Charges:
Charge Table: [?] Hide on EWR:

Seed Contracts:

Weight	Rate	Effective Date	Current
[]	[]	[] / [] / []	[]
[]	[]	[] / [] / []	[]
[]	[]	[] / [] / []	[]
[]	[]	[] / [] / []	[]
[]	[]	[] / [] / []	[]

Federal ID type: []
Lien Holder: []
Group ID: []
Miscellaneous: []
Seed Buyer ID: [?]

Accounting Customer ID: []
Producer Status:
 Completed? Inactive
IntelliGin Options:
 IntelliGin: Price Chart: []

Save Delete Close YTD Totals Earnings

Active Windows
Screen Design
Rename Miscellaneous Items
Advance Payments F8
Farm Entry
Buyer Contract Ordering...
Comments