



**RIPE OLIVES**

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# Electronic Reporting Instructions

Updated • 2020

## INTRODUCTION:

The California Olive Committee's electronic reporting system was developed to provide the industry with electronic data, increase efficiencies, limit subjectivity and provide value to growers. The system is web based and completely login secure.

### For Your Records

Name • \_\_\_\_\_

Username • \_\_\_\_\_

Password • \_\_\_\_\_

\*Keep your login credentials in a safe and secure place\*

# USDA | Inspector

» [Inspect Certificates](#) » [View Certificates In Progress](#)

# Login

- » To access the login page, go to: [www.caloliveinspection.org](http://www.caloliveinspection.org)
- » When this screen appears (see fig. 1a), enter your login credentials



fig. 1a

Click "Login" after you have entered your login credentials

If you forget your login credentials, click here to contact the System Administrator

- » Once you have logged in, the Main Menu will appear (see fig. 2a)

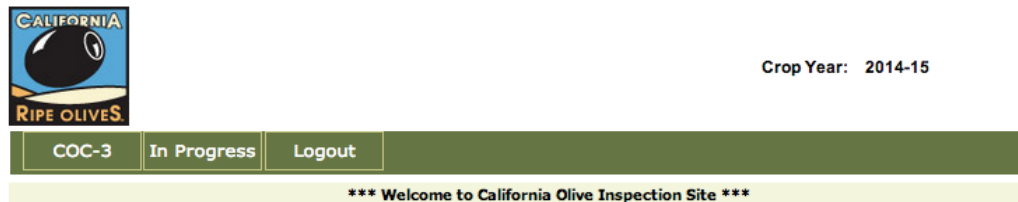


fig. 2a

## Inspecting COC-3 Certificates

- » To inspect COC-3 certificates, start by clicking "COC-3"
- » When this screen appears (see fig. 3a), specify your search criteria by selecting your Crop Year
- » All available certificates are under the "Ready for Inspection" dropdown menu. Use the dropdown menu to select the top certificate

Click COC-3 to search for certificates

Use dropdown menu to select "Crop Year"

Use dropdown menu select from available certificates

fig. 3a

- » Once you have selected the certificate, scroll down to inspect the certificate (see fig. 4a)

Criteria to inspect

(Optional) Include log notes here

fig. 4a

» To approve or reject an inspection, click "Submit" (see fig. 5a)

**Note: If you choose to "Reject" you must add notes in the note section as to why before clicking "Submit"**



fig. 5a

Click "Submit" to open the pop-up window

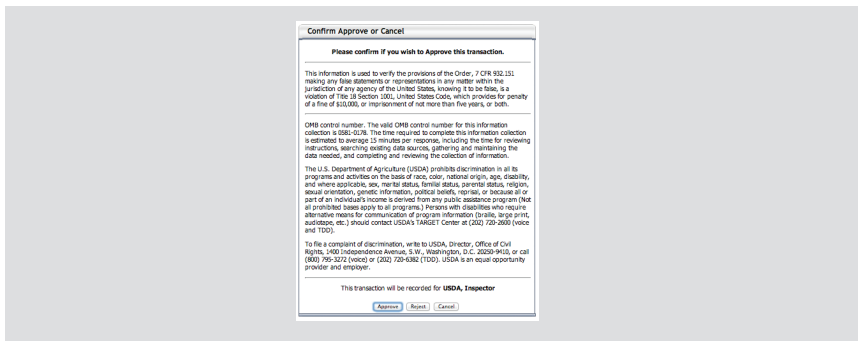


fig. 6a

» Once you click "Submit" a pop-up window will open (see fig. 6a) which will give you the option to "Approve" "Reject" or "Cancel" (see fig. 7a)

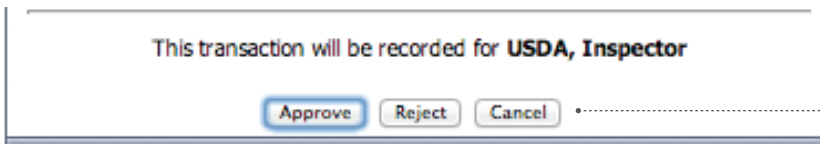


fig. 7a

Click "Cancel" to go back to the COC-3 certificate

» If approved, click on "Approved" and move on to the next certificate to be approved

## Viewing COC-3 Certificates In Progress

- » To view COC-3 certificates that you have processed or that are coming your way, start by clicking "In Progress"
- » When this screen appears (see fig. 8a), you will be able to view the certificate status in the far-right column

**FYI**

**What is the purpose of the "In Progress" page?**

This page was created for you to see the COC-3 certificates that are coming your way to ensure that certificates get processed within 24 hours.

Click "In Progress" to search for certificates in progress

View certificate status here

**Status Options:**  
 Weighted (awaiting Grading)  
 Graded (awaiting Inspection)  
 Inspected

PDF	Receiving At	Certificate	Certificate Date	Variety	Net Weight	Certificate Status
	Corning Receiving Yard	1071 - 1	08/18/2014	SEVILLANO	3660.00	Weighted (awaiting Grading)
	Corning Receiving Yard	1072 - 1	08/18/2014	MANZANILLO	4480.00	Weighted (awaiting Grading)

fig. 8a

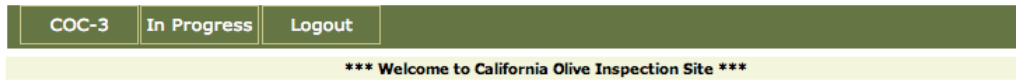
## Logging Out

» At the end of your session, once you have reviewed and/or retrieved your data, proceed by clicking "Logout"



Crop Year: 2014-15

Click "Logout" to logout



\*\*\* Welcome to California Olive Inspection Site \*\*\*

Logging Out



# USDA | Admin Inspector

» [View Certificates In Progress](#) » [View/Download Certificate Data](#)

# Login

- » To access the login page, go to: [www.caloliveinspection.org](http://www.caloliveinspection.org)
- » When this screen appears (see fig. 1b), enter your login credentials

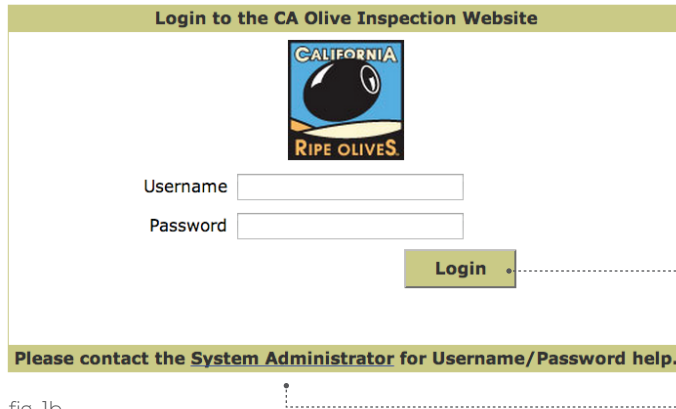


fig. 1b

Click "Login" after you have entered your login credentials

If you forget your login credentials, click here to contact the System Administrator

- » Once you have logged in, the Main Menu will appear (see fig. 2b)

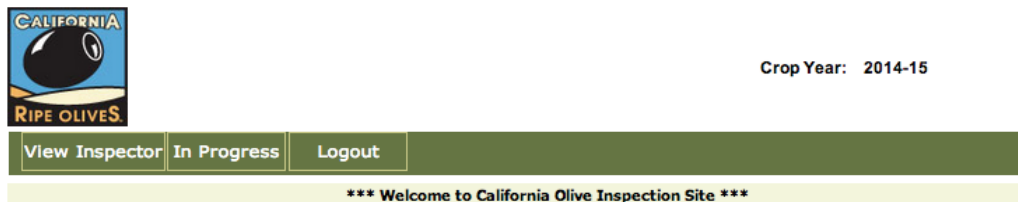


fig. 2b

## View/Download Certificate Data

- » To view and/or download existing certificate data, click "View Inspector"
- » When this screen appears (see fig. 3b), specify your search criteria by selecting your Crop Year and Receiving Station. The date range filter is optional to help narrow down your search results by the date the certificate was created

**Note: If you choose to not enter a date range, the system will display all certificates that are within the selected Crop Year**

- » Once you have specified your search criteria, click "Display"

FYI

**What is the purpose of the "Inspector View" page?**

This page was created for you to view and/or download the COC-3 certificates that have been processed for your records.

The screenshot shows a web interface for searching certificates. At the top, there are navigation buttons: "View Inspector", "In Progress", and "Logout". Below this is the "COC3 - Inspector View" form. The form contains several input fields: "Crop Year" with a dropdown menu set to "2014-15", "Receiving Station" with a dropdown menu set to "\*\*Select\*\*", and "Certificate Date" with "From:" and "To:" date pickers. At the bottom of the form are three buttons: "Display", "View in PDF", and "Export To Excel".

Callout arrows point to the following elements:

- "View Inspector" button: Click "View Inspector" to search for certificates
- "Crop Year" dropdown: Use dropdown menu to select "Crop Year"
- "Receiving Station" dropdown: Use dropdown menu to select "Receiving Station"
- "From:" and "To:" date pickers: (Optional) Apply filter to narrow down your search results by the date the certificate was created
- "Display" button: Click "Display" to populate a list of certificates

fig. 3b

- » Once you click "Display" the system will populate a list of certificates that meet your specified search criteria (see fig. 4b)

PDF	Canner	Receiving At	Certificate Date	Certificate	Grower	Net Weight	Inspection Date	Crop Year	Taken	Bins
	Musco Family Olive Co.	Lindsay Receiving Station	07/20/2014	1000 - 1	50000 - Growing Olives	4174.00	07/20/2014	2014-15	0	
	Musco Family Olive Co.	Lindsay Receiving Station	07/28/2014	1010 - 1	50000 - Growing Olives	10390.00	08/04/2014	2014-15	0	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1017 - 1	50000 - Growing Olives	19791.00	08/01/2014	2014-15	19	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1019 - 1	50001 - California Olive Committee 2	1992.00	08/01/2014	2014-15	2	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1021 - 1	50002 - California Olive Committee 3	25126.00	08/01/2014	2014-15	30	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1022 - 1	50000 - Growing Olives	20410.00	08/01/2014	2014-15	88	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1024 - 1	50000 - Growing Olives	13767.00	08/01/2014	2014-15	0	
	Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1027 - 0	50000 - Growing Olives	19791.00	08/01/2014	2014-15	19	

fig. 4b

» To view all certificates in a PDF document, click "View in PDF"

» To view an individual certificate in a PDF document, click the PDF icon that is to the left of the certificate you wish to see

**Note: You are able to save PDFs to your computer if you wish, but please know that all of your data will be saved in the system and is retrievable at any time**

» To view all the certificates in an Excel form click "Export to Excel". Once you click "Export to Excel" your computer will download an Excel document that includes the certificates. Once you open the Excel document, you can save the data to your computer by going to the "File" tab and clicking "Save As" where you can then choose what to name it and where to save it on your computer.

**Note: Your computer must have the Excel software to utilize this feature.**

## Pop-Ups

### Are you trying to open a PDF but it's not showing up?

Your internet browser might have the security settings to block pop-ups. To display the PDFs, make sure to allow pop-ups for [www.caloliveinspection.org](http://www.caloliveinspection.org).

View Inspector In Progress Logout

**COC3 - Inspector View**

Crop Year: 2014-15

Receiving Station: Lindsay Receiving Station

Certificate Date: From: / / To: / /

Display View in PDF Export To Excel

No of rows returned: 10

PDF Canner	Receiving At	Certificate Date	Certificate	Grower	Net Weight	Inspection Date	Crop Year	TakenBins
Musco Family Olive Co.	Lindsay Receiving Station	07/20/2014	1000 - 1	50000 - Growing Olives	4174.00	07/20/2014	2014-15	0
Musco Family Olive Co.	Lindsay Receiving Station	07/28/2014	1010 - 1	50000 - Growing Olives	10390.00	08/04/2014	2014-15	0
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1017 - 1	50000 - Growing Olives	19791.00	08/01/2014	2014-15	19
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1019 - 1	50001 - California Olive Committee 2	1992.00	08/01/2014	2014-15	2
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1021 - 1	50002 - California Olive Committee 3	25126.00	08/01/2014	2014-15	30
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1022 - 1	50000 - Growing Olives	20410.00	08/01/2014	2014-15	88
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1024 - 1	50000 - Growing Olives	13767.00	08/01/2014	2014-15	0
Musco Family Olive Co.	Lindsay Receiving Station	08/01/2014	1027 - 0	50000 - Growing Olives	19791.00	08/01/2014	2014-15	19
Musco Family Olive Co.	Lindsay Receiving Station	08/04/2014	1031 - 0	50000 - Growing Olives	5550.00	08/04/2014	2014-15	0
Musco Family Olive Co.	Lindsay Receiving Station	08/17/2014	1051 - 1	50000 - Growing Olives	3420.00	08/17/2014	2014-15	3

Click "Export to Excel" to view all certificates in an Excel form

Click "View in PDF" to view all certificates in PDF document

Click on the corresponding icon to view an individual certificate in a PDF document

## Viewing COC-3 Certificates In Progress

- » To view COC-3 certificates that you have processed or that are coming your way, start by clicking "In Progress"
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Click "In Progress" to search for certificates in progress

View certificate status here

**Status Options:**  
 Weighted (awaiting Grading)  
 Graded (awaiting Inspection)  
 Inspected

fig.8b

## Logging Out

» At the end of your session, once you have reviewed and/or retrieved your data, proceed by clicking "Logout"



Crop Year: 2014-15



\*\*\* Welcome to California Olive Inspection Site \*\*\*

Click "Logout" to logout

Logging Out

## CONTACT US:

Please contact the California Olive Committee for questions or concerns regarding the electronic reporting system.

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