FGIS Official License Program Overview

Introduction

❑ The purpose for the development of the FOL program is to automate the current license procedure. This move will provide customers with web-based access to all license procedures.

❑ All procedures will be conducted through the FOL computer program. This will result in the ability to provide highly accurate, uniform and consistent results with less man-hours spent.

❑ The FOL program was developed only to enable the automation of all license-related activities.

Objectives

❑ This course will give you an overview of the FGIS Official Licensing (FOL) program that pertains to the Authorized personnel.

❑ It will lead you through the different areas of the program and will identify the various tabs and toggles used within the program.

FGIS*ONLINE* Staging Environment

https://fgiss.gipsa.usda.gov

Use the above URL to access the training site of the FGIS Official License program. This training site is called the Staging Environment.

Staging Server Menu

❑ The Staging Server is only used for training.

❑ Any information entered may be deleted or changed at any time.

❑ _FGIS Official Service Provider Licensing (FOL)_ is selected to access the FOL site.

Consent Agreement

❑ Review the Consent Agreement.

❑ Select *I Agree* to continue.

❑ Select *Cancel* to exit.

eAuthentication Login

❑ eAuthentication Level 2 access is needed to enter the FOL program.

❑ An electronic signature is retained for every person who enters the program.

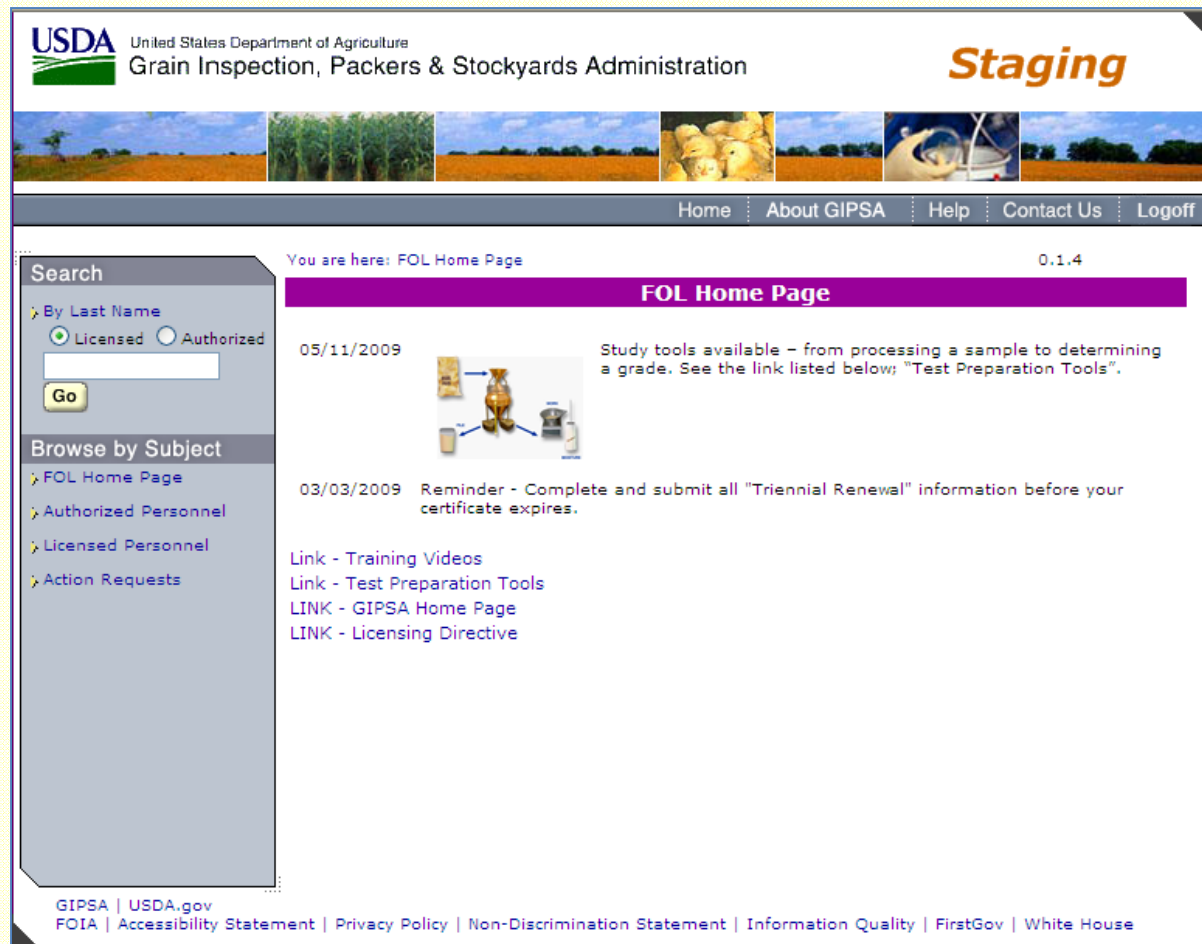❑ Enter your eAuthentication ID and password then select **Login**.

FOL Home Page

❑ The *FOL Home Page* is the first page accessed after entering the FOL program. From here other areas of the program can be accessed.

❑ *Authorized Personnel* will take you to the *Authorized Personnel* portion of the program.

❑ *Licensed Personnel* will take you to the *Licensed Personnel* portion of the program.

❑ *Action Request* will allow you approve license requests.

❑ Select *Authorized Personnel* to access the list of authorized personnel.

Authorized Personnel Selection List

☐ **Three Methods to Locate a Name**

1. Search Criteria
- Select *Selection Criteria*.
- Insert number or name.
- Select *Update List*.

2. Search Field
- Insert name under "Search" in Menu.

3. Search Personnel List
- Insert number of records into *Rows* field.
- All names will appear.

☐ Select *Edit* located to the left of John Anderson to continue.

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You are here: FOL Home Page > Authorized Personnel List   0.1.4

Authorized Personnel Selection List Page

Selection Criteria

Search
> By Last Name
  ⦿ Licensed   ◯ Authorized

Go

Browse by Subject
> FOL Home Page
> Authorized Personnel
> Licensed Personnel
> Action Requests

	Office	Name	Number	Auth. Type	Status
Edit	MNFO	Andersen, Hank	25010	Class Y Weigher	Active - Part Time
Edit	MNFO	Anderson, John	25001	ACG	Active - Part Time
Edit	MNFO	Austin, Jan	25011	ACG	Active - Part Time
Edit	MNFO	Cicero, Mark	25006	ACG	Active - Part Time
Edit	MNFO	Cooper, John	25015	ACA	
Edit	MNFO	Fitzgerald, Scott	25003	ACG	Active - Part Time
Edit	MNFO	Hawthorne, Nate	25009	ACA	Active - Part Time
Edit	MNFO	Hemingway, Arial	25012	ACG	Active - Part Time
Edit	MNFO	Horace, Joe	25007	ACA	Active - Part Time
Edit	MNFO	Melville, Hank	25013	Scale Specialist	Active - Part Time

15 records in 2 Pages. Rows: 10   ◀ Page: 1 Go ▶

Export To Excel   Printable List

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Authorized Personnel Profile Page

❑ When *Edit* is selected the user enters a domain which holds all license information pertaining to the selected individual.

❑ Each tab leads to a different area pertaining to the individual's license activities.

❑ *Request Test* is selected to proceed to the area where a test can be requested.

Request A Test

❑ To request a test three selections need to be made.

1. License Type
2. Association Type
3. Association

❑ Select the pull-down menu for *License Type*.

Choosing License Type

□ Tests are grouped under a *License Type*.

□ The Types are Inspector, Sampler, Technician and Weigher Type.

□ Select the category - <u>*Inspector*</u>.

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Search
> By Last Name
  ◉ Licensed ○ Authorized

  [Go]

Browse by Subject
> FOL Home Page
> Authorized Personnel
> Licensed Personnel
> Action Requests
> Reports
> E-mail Distribution Lists
> Exam Management
> Administration

You are here: FOL Home Page > Authorized Personnel List > License Application   0.1.4

License Application
John H. Anderson

Applicant: John H. Anderson

License Type: Please select... ▾
                        Please select...
Association Type: Authorized - Inspector
                        Authorized - Sampler
Association: Authorized - Technician
                        Authorized - Weigher

                        Su

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Association Type

❑ License Types are divided into groups called an *Association Type.*

❑ The *Inspector Type* contains only one *Association Type.*

❑ Select the Association Type of *Commodity*.

Associations

❑ When *Commodity* is selected, a number of license codes are made available for selection under the category, *Association.*

❑ These codes represent all of the different licenses that are associated with the *Inspector License Type* category.

❑ A list of the codes and their meanings are located in the *Help* section.

❑ The commodity, C (corn) should now be selected.

Exam Requests

❑ After "C" (corn test), is selected the practical and written tests for the corn proficiency test are made available for selection.

❑ The default for the *Action* column is to *Request Exams.*

❑ *Submit Application* is selected.

Submitted Exam Requests

❑ *License application has been submitted successfully* appears after the test request has been submitted.

❑ The test-request is sent to the Field Office Administrator so that the tests can be approved and the practical test and the proctor schedule can be arranged.

❑ Select *Return*.

Test Request History

□ *Return* takes you to the *Test Request History* page.

□ All of the tests requested are downloaded and saved to this page. The row includes a set of tests.

□ To gain access to the tests, Select *View* under the heading *Exams and Schedules.*

Test Request History

A *Corn,* written test plus a template for the practical test has been downloaded.

The tests are not yet available because they must first be approved.

The Field Office or FOSS must approve the tests.

Selecting A Proctor

❑ When the Proctor list is available, the tests have been approved.

❑ A proctor must be selected.

❑ The proctor is chosen from an existing list of Federal proctors.

❑ Each office will have the responsibility to inform the FOSS administrator of the names that should be included on this list for their office.

Taking An Exam

☐ After a proctor is selected, the option to take the test appears.

☐ The program allows three tries at passing a test.

☐ Under the *Action* Column, select the action item, _Take Exam_

Written Test-Closed-Book Portion

❑ The written test is divided into a closed-book portion and an open-book portion.

❑ The closed-book portion of the written test starts with the general questions and ends with the math portion of the test.

❑ All written tests are multiple choice.

❑ Answers can be changed until *Continue* is selected.

Written Test - Math

❑ A calculator may be used on the written test.

❑ When the closed-book portion of the test is completed and you are satisfied with the answers, select *Continue*.
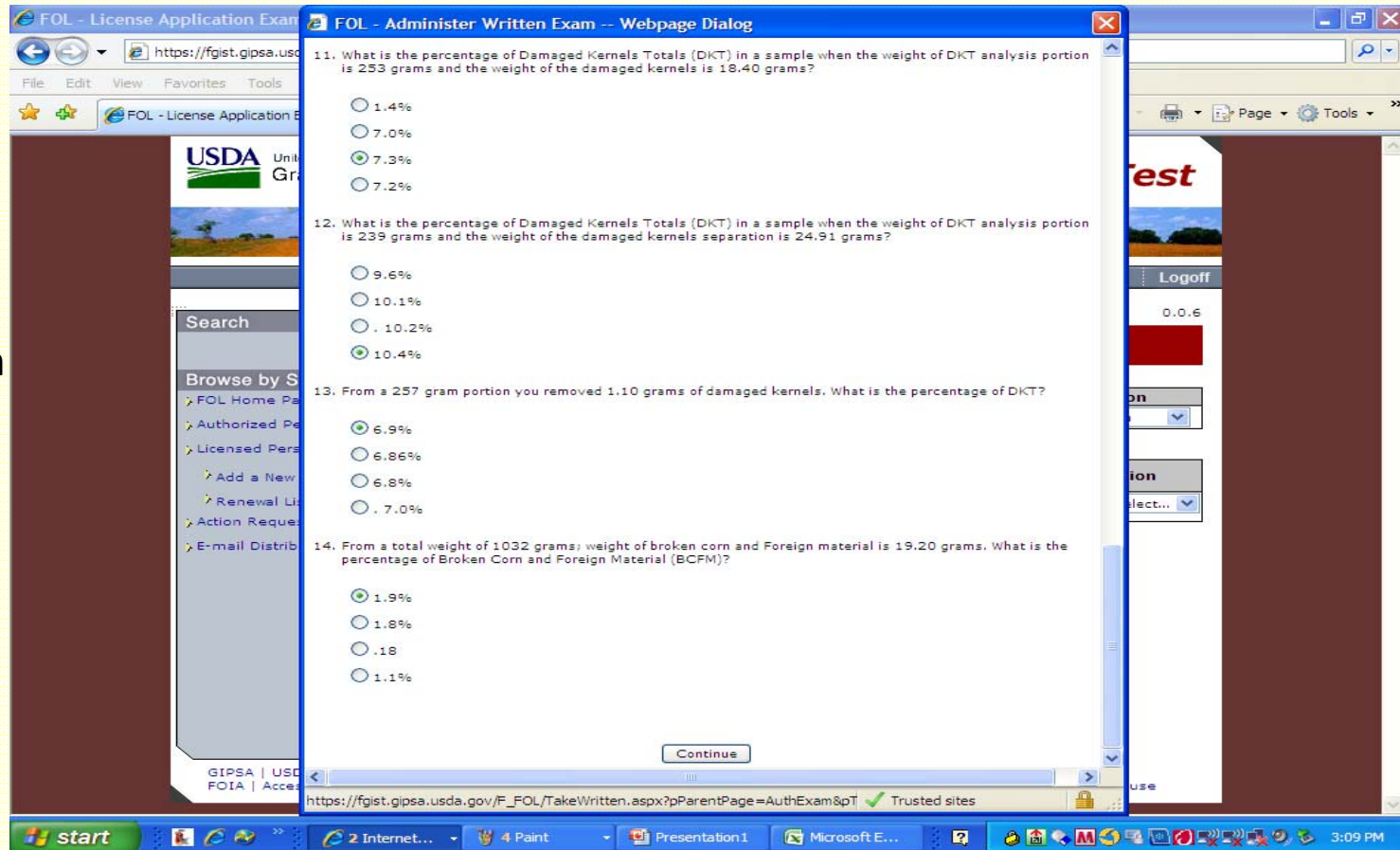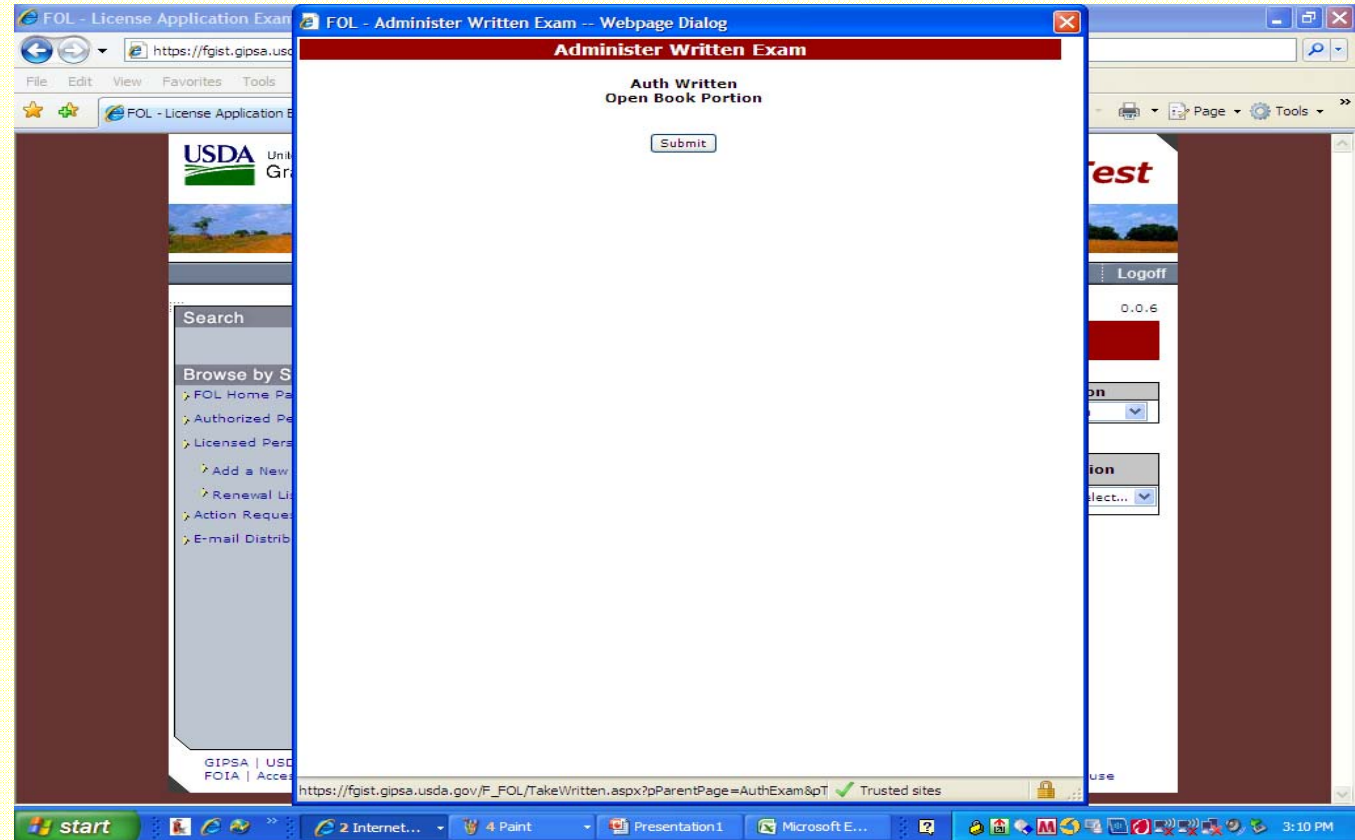
Written Test - Open-Book

❑ The open-book portion of the test appears after the closed book portion of the test is submitted.

❑ Select *Submit*.

Written Test - Grade Assignment

❑ The open-book portion of the test appears.

❑ When all of the test questions are answered and you are satisfied with your answers, select *Submit*.

Administer Written Exam

Auth Written
Open Book Portion

Scenario

Corn Grade Assignment Scenario 12
Answer the questions using the given factor results.

Class:	Mixed	Damaged Kernels (total) (%):	6.0
Temperature:	Cool	Heat Damaged Kernels (%):	0.0
Odor:	OK	Corn of Other Colors (%):	
Test Weight (%):	56.2	Other Factors:	75.9% V
Moisture (%):	14.5		
BCFM (%):	4.4		

1. Select all grade determining factors.

　○ BCFM

　○ Test Weight

　○ Corn of Other Colors

　○ None

2. Select the correct grade as it would appear on an official certificate.

　○ U. S. No. 4 Mixed Corn

　○ U. S. No. 5 Mixed Corn

　○ U. S. No. 2 Mixed Corn

　○ U.S. Sample Grade Mixed Corn

Written Test Score

❑ After the written test is submitted the program calculates the total score.

❑ The test questions and answers cannot be reviewed after the test questions are submitted.

❑ *Return* is selected to return to the *License Application Exam* page.

FOL - Administer Written Exam -- Webpage Dialog

Administer Written Exam

92.86% - Passed

Auth Written

Viewing Test Scores

☐ Under the column identified as *Passed*, *Yes* has been entered by the program. This indicates that the written test has been passed.

☐ A proctor for the practical test must now be selected and the test must be selected.

Practical Exam

- There is no change on how the practical exam is conducted or corrected in the new FOL program.

- Corrected test results will be entered in the FOL computer program.

- The program will calculate the corrected results plus the final score.

Entering Practical Exam Scores

❑ The practical test template contains an area to enter the applicants results and the GSL corrections - addition and subtraction from the applicant results.

❑ Fields to be filled in are;
➢ *ACG Grade Designation.*
➢ *Corrected Grade Designation.*
➢ *ACG, Plus* and *Minus.*
➢ *Comments* if applicable.
➢ *Improper Procedures* if applicable.
➢ *% Deduction* if applicable.

❑ The program will calculate the end results.

Viewing Points For Practical Exam

❑ *Update* can be used to calculate a partial score after all results for a sample has been entered.

❑ When all of the test data is entered, submit is selected.

Populating Final Score

❑ After *Submit* is selected the final score is calculated by the program

❑ The program calculates a Total Score, an Interpretive Score plus a Pass or Fail.

❑ *Return* is selected to return to the *License Application Exams* page.

Viewing Exam Results

❑ The program automatically calculates test results and records the results in the *License Application Exams* chart.

❑ The written exam is identified as passed with a *Yes* in the *Passed* column while the practical exam has been identified as failed with a *No* in the *Passed* column.

❑ Tests can be taken three times. In the *Action* column for the practical exam the user can take a second exam after the first attempt failed.

Conclusion

- This completes the test procedures used to determine proficiency in the grading of Corn.

- In this course we have navigated to the area of the program where a test can be requested and downloaded and have reviewed the procedures for taking a test.

Course Contact

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