Electronic Reporting Instructions

Updated • 2015

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 • _____

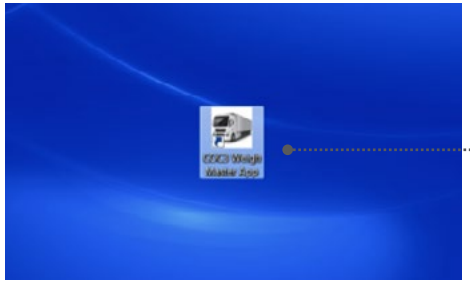
Keep your login credentials in a safe and secure place

Canners:
Weight Master

(Desktop Application)

Opening the Application and Logging Into the System

1) Double-click the COC-3 Weighmaster App on desktop to open the application (see fig. 1).



Double-click on the application icon found on your desktop

fig. 1

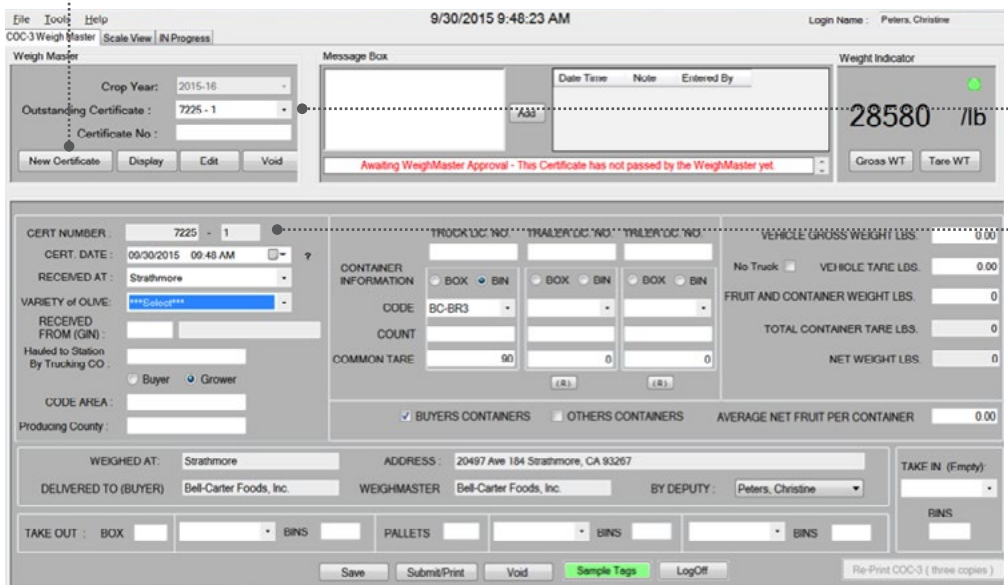
2) Enter your credentials into the username and password fields and click **LOGIN** (see fig. 2).

Click "Login" after you have entered your login credentials

fig. 2

Creating a New Certificate for Grading

1) In the COC-3 Weighmaster tab, click **New Certificate**.
It will generate a certificate number in the **Outstanding Certificate** field (see fig. 3).



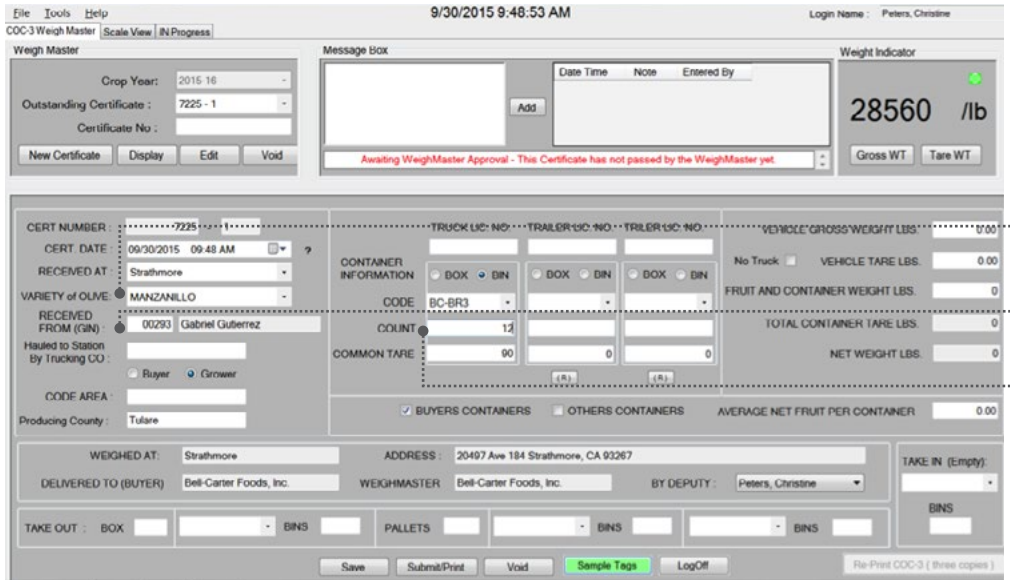
Click here to generate a new certificate

See here for Outstanding Certificate

See here for Cert Number

fig. 3

2) Select the **Variety of Olive** from the dropdown list, enter the GIN in the **Received From** (the grower name will auto-populate), and enter the number of bins in the **Count** field in order to print the Sample Tags for the load (see fig. 4). Click save if the truck is not on the scale, otherwise go to step 3.



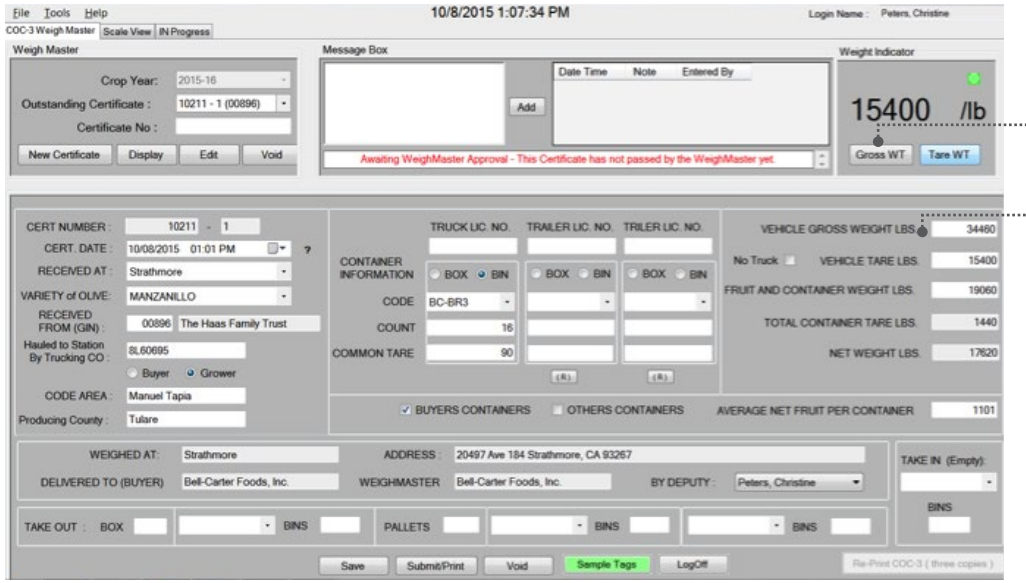
Use the dropdown menu to select Variety of Olive

Enter GIN number here

Enter number of bins here

fig. 4

3) When the truck or fruit is on the scale and the weight has settled, click **Gross Weight** to populate the **Vehicle Gross Weight lbs** field (see fig. 5).



Click here to populate the vehicle gross weight

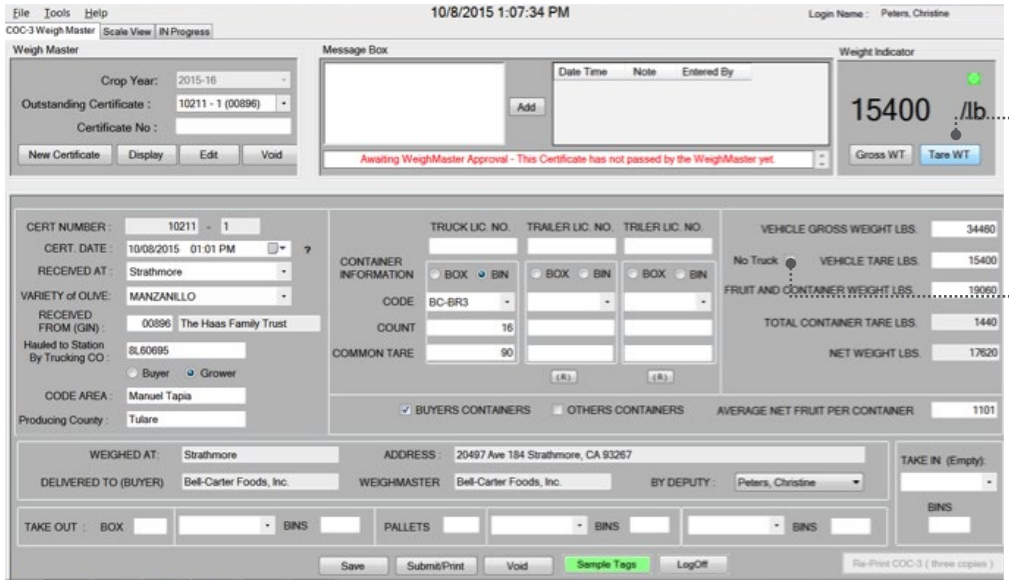
See here for vehicle gross weight

NOTE:

The gross weight can also be typed in, if necessary. (With Truck)

fig. 5

4) When the truck is unloaded, click **Tare Weight**. If the bins were set on the scale with no vehicle, click the **No Truck** box (see fig. 6).



Click here after truck is unloaded

Click here if the bins were set on the scale with no vehicle

fig. 6

5) Click the green **Sample Tags** button at the bottom of the screen to create and print the sample tag stickers for the load (see fig. 7a). Once the stickers have finished printing, click **Ok** to close the sample tag window (see fig. 7b).

fig. 7a

Click here to create and print the sample tag stickers

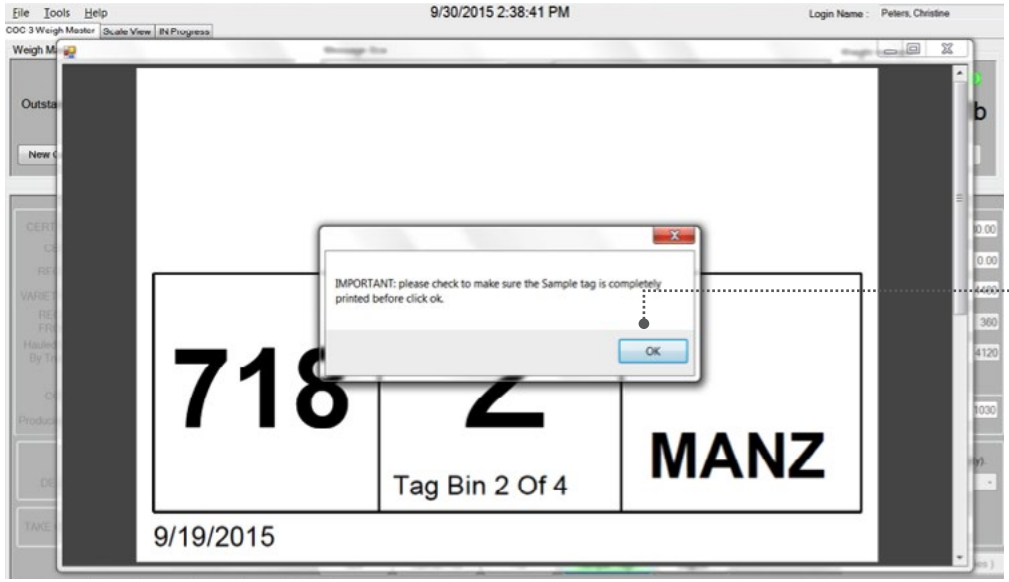
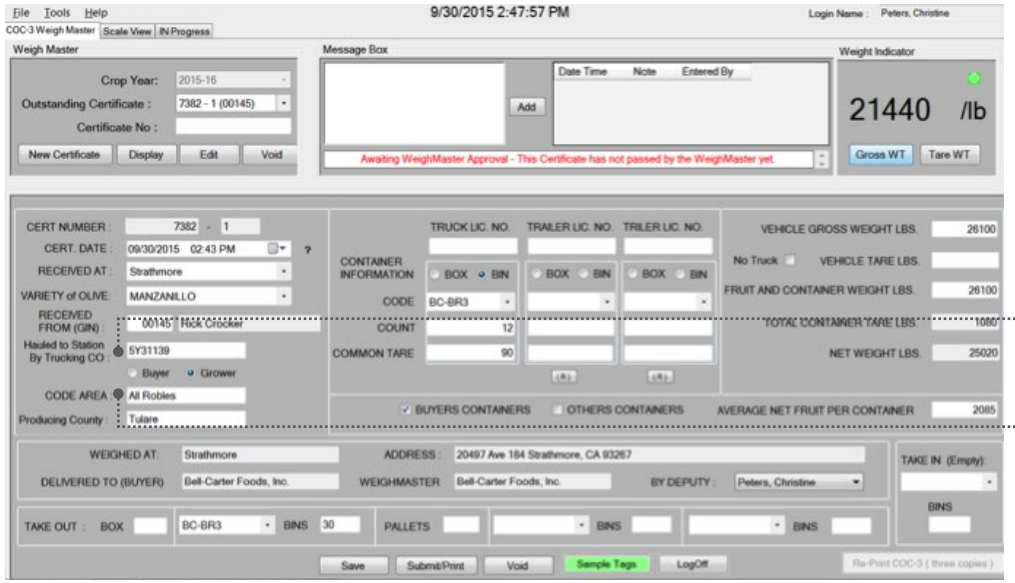


fig. 7b

Click OK to close sample tag window. Make sure tags have completely printed before pressing OK

6) Type the trucking company name or the license plate number of the vehicle in the **Hauled to Station by** field, and the picking contractor (if any) in the **Code Area** field. If the driver is requesting empty bins, go to **TAKE OUT** area at the bottom of the screen and select bin code from the dropdown menu, and type in the number of bins in the field next to it (see fig. 8).



Fill in trucking company name or license plate here

Fill picking contractor name (if any) here

fig. 8

7) When the certificate is ready to be submitted, click the **Submit/Print** button (see fig. 9).

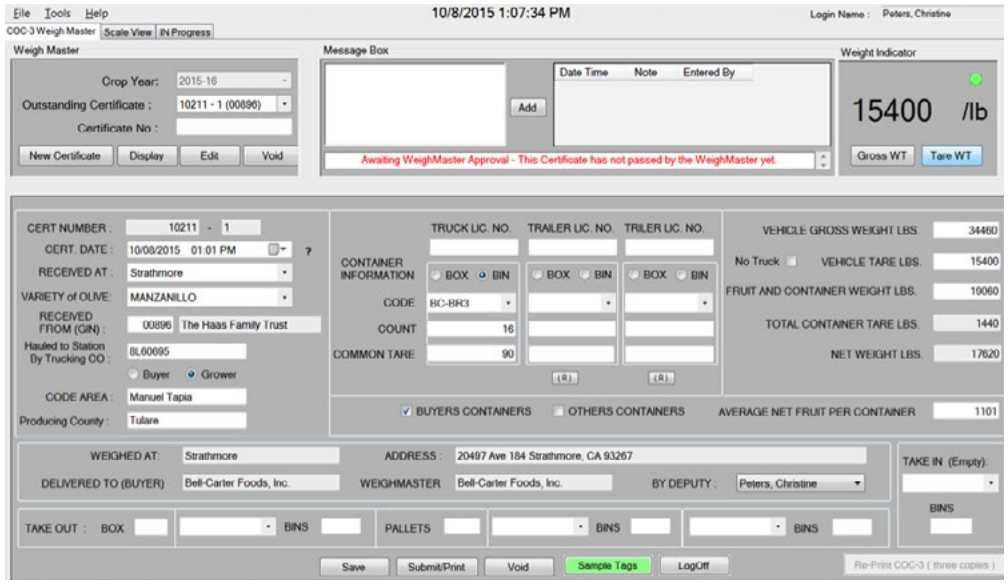


fig. 9

Click here when the ceritifcate is ready to be submitted/printed

8) Click **OK** when the USDA compliance confirmation box pops up to approve the transaction (see fig. 10).

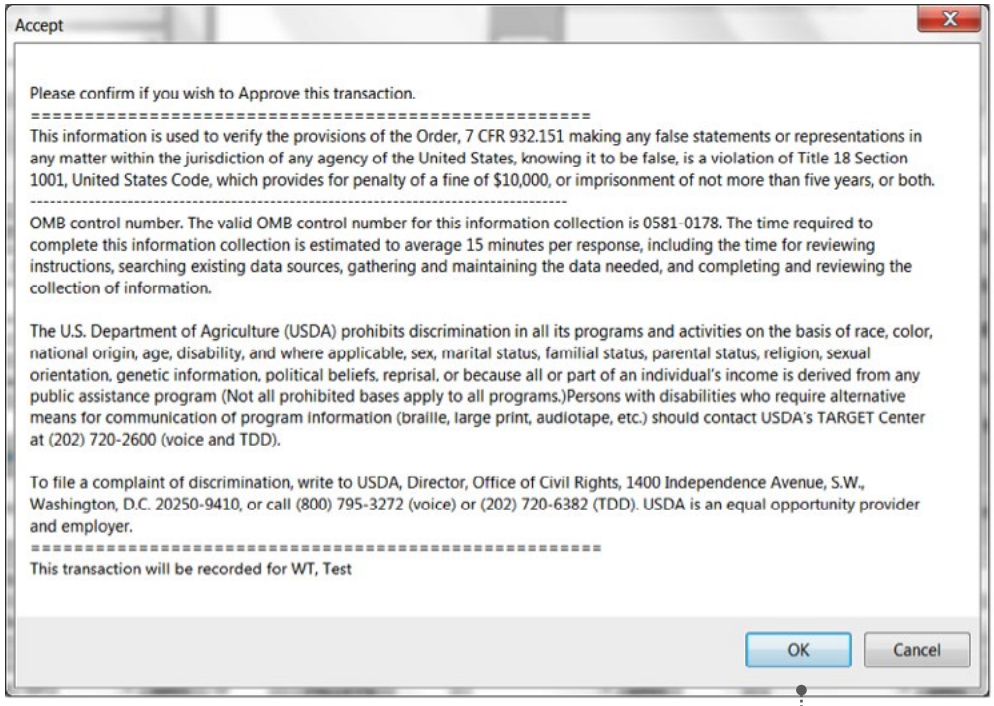
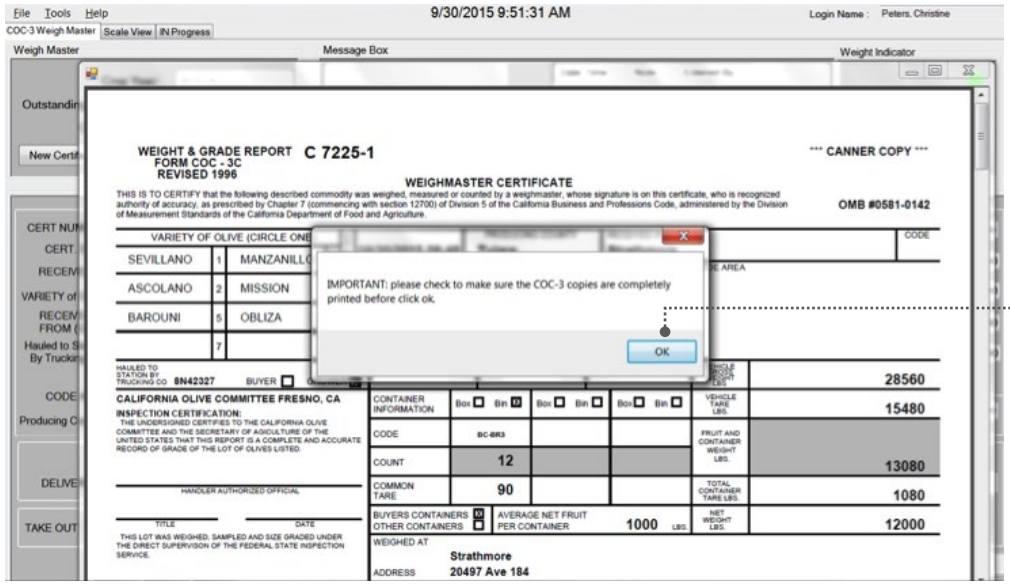


fig. 10

Click OK to approve transaction

9) The printable COC-3 form will open in a new window and print automatically. When the COC-3 has finished printing, click **OK** to close the print window and return to the Olive Inspections program (see fig. 11).



Click OK to close print form window. Make sure forms have completely printed before pressing OK

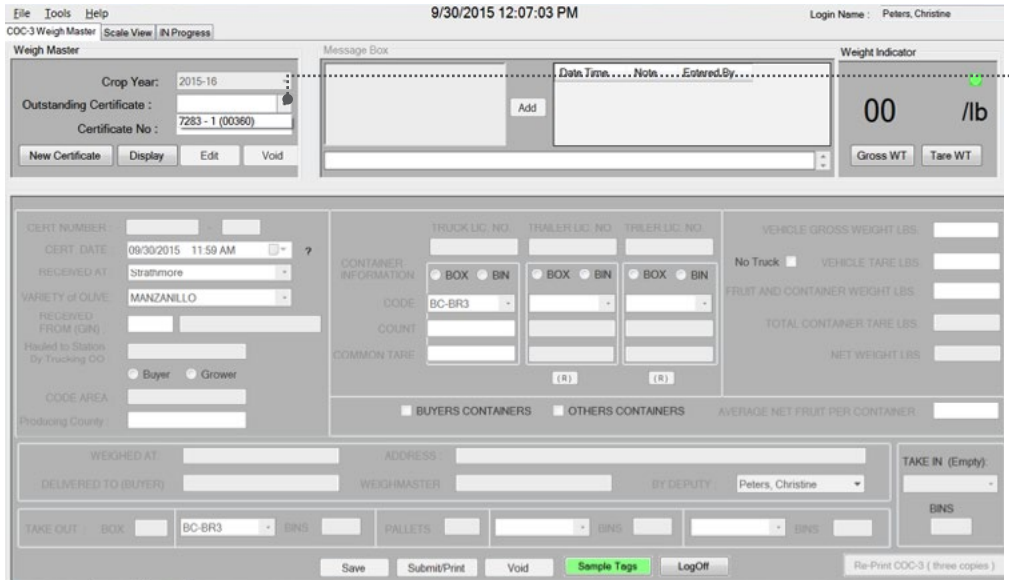
fig. 11

10) Three copies of the COC-3 certificate will be printed. Provide grower with grower copy, keep canner copy and send sample copy with sample bins tagged to be sample graded.

Recording Weights for a Certificate if only sample tags have been created

» If a certificate has just been created and is still visible on the screen, skip to step 2.

1) Click the **Outstanding Certificate** dropdown menu and select the desired certificate number to display it (see fig. 12).



Use dropdown menu to select an outstanding certificate

fig. 12

2) When the truck or fruit is on the scale and the weight has settled, click **Gross Weight** to populate the **Vehicle Gross Weight lbs** field (see fig. 13).

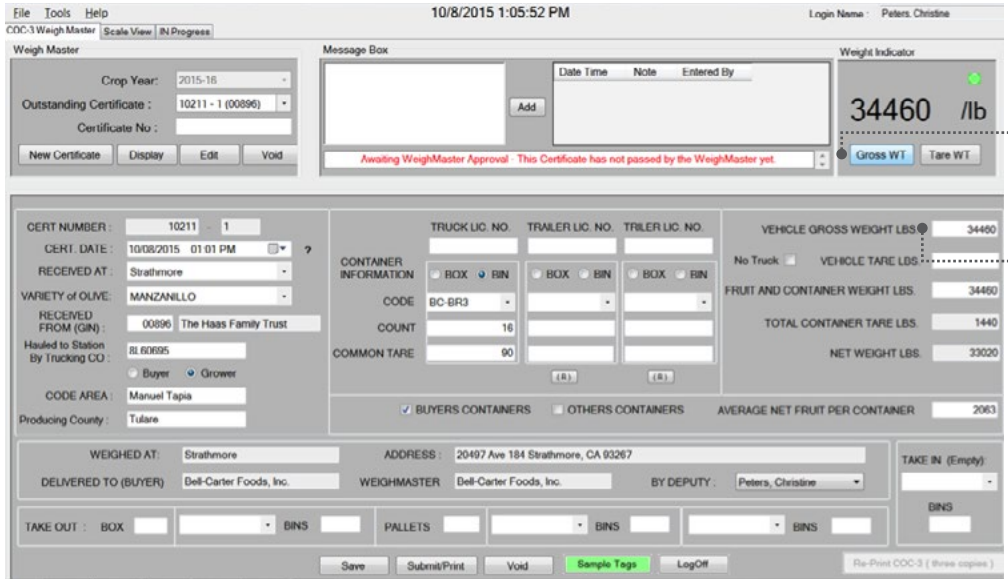


fig. 13

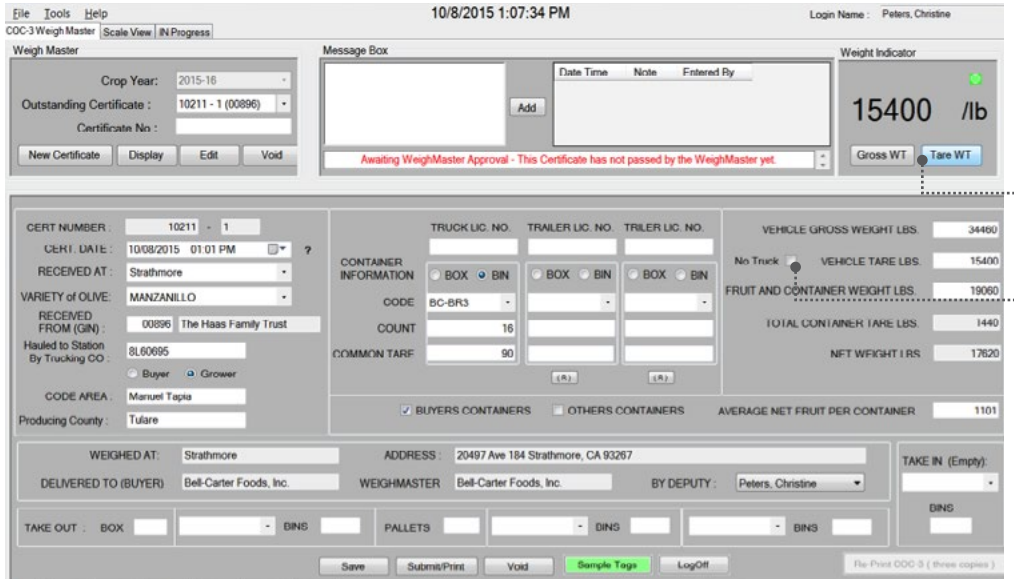
Click here to populate the vehicle gross weight

See here for vehicle gross weight

NOTE:

The gross weight can also be typed in, if necessary.

3) When the truck is unloaded, click **Tare Weight**. If the bins were set on the scale with no vehicle, click the **No Truck** box and type 0 in the **Vehicle Tare lbs** field (see fig. 14).



Click here to populate the tare weight once truck is unloaded

Click here if the bins were set on the scale with no vehicle

fig. 14

NOTE:

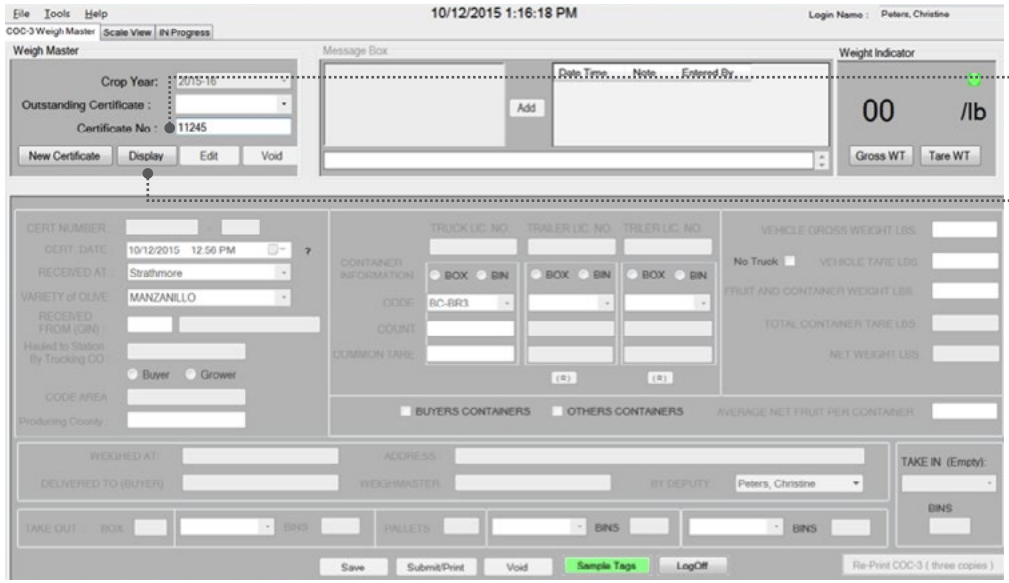
If you navigate away from the certificate you are entering information in before clicking **Save** or **Submit/Print**, the information and/or weights will not be saved in the certificate. You may click **Save** at any point while working in a certificate to save your progress.

NOTE:

Once all the weights have been entered, the **Average Net Fruit Per Container** (for full bins) should be around the range of 900-1200 lbs. If the weight varies significantly from what the average net fruit weight has been on other certificates, double check the bin count and tare, and gross and vehicle tare weights before proceeding.

Viewing and Editing a Completed Certificate

1) To view or edit a completed certificate, type the desired certificate number in the **Certificate No:** field (not including the "–" and suffix number) and click **Display** (see fig. 15).



Type completed certificate number here

Click here to display complete certificate

fig. 15

2) From this view, the COC-3 copies or sample tags can be re-printed without any further steps, by clicking **Sample Tags** or **Re-Print COC-3 (three copies)** (see fig. 16).

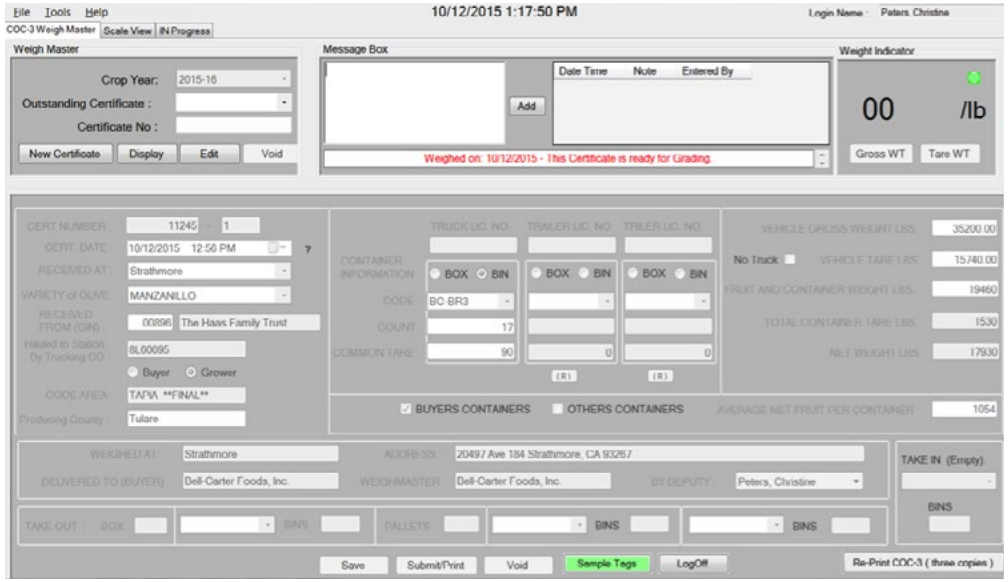


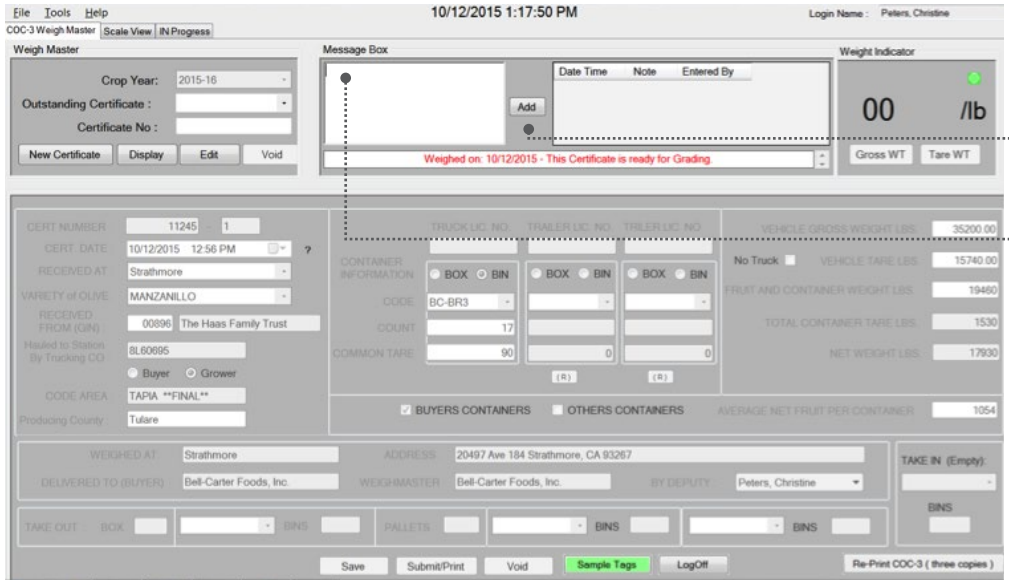
fig. 16

Click here to re-print sample tags

3) To change the information stored in a completed certificate, follow the steps to display, and then click **Edit**. Once in edit mode, change the necessary information, then click in the **Message Box** field and type a brief description of the changes made (corrected grower number, changed number of bins, etc.) and click **Add**. Re-print the sample tags, if necessary, and then submit and print the certificate again using the **Submit/Print** button at the bottom of the screen (see fig. 17).

NOTE:

Clicking **Edit** will change the certificate number suffix to the next higher number (e.g. from -1 to -2)



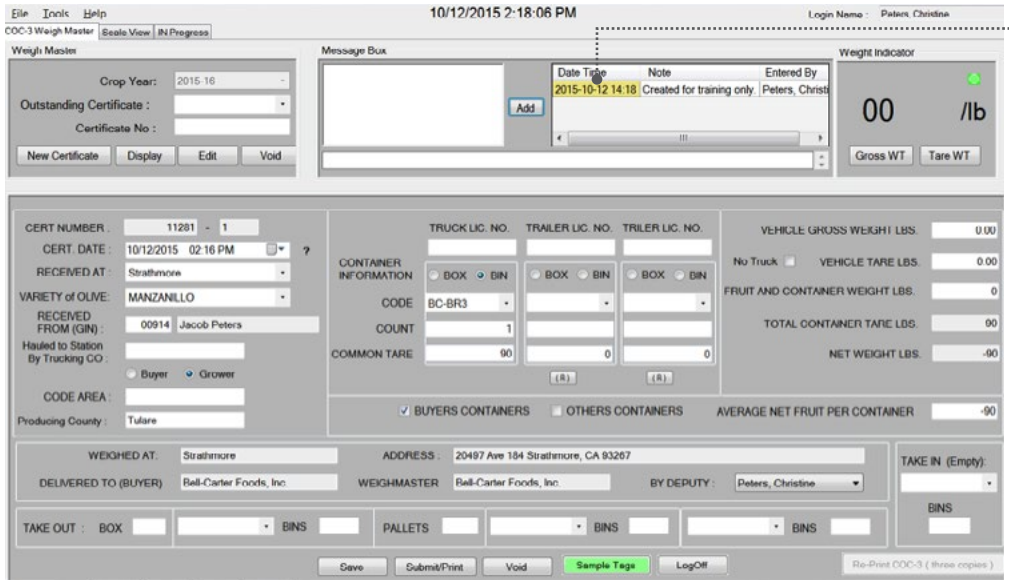
Type a brief description of edits made here

Click here to add our edits

fig. 17

Voiding a Certificate

1) To void a certificate, follow the procedure to display the desired certificate, add a message to describe why the certificate needs to be voided, then click **Void** (see fig. 18).

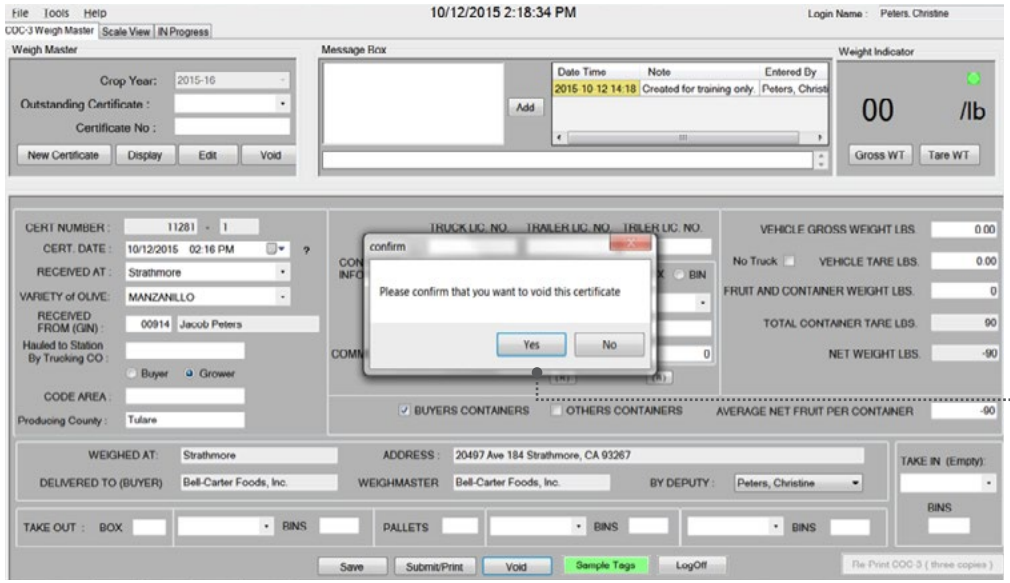


Type a description of why you are voiding the certificate here

Click here to complete void transaction

fig. 18

2) Click **Yes** when the dialogue box pops up to confirm the certificate to be voided (see fig. 19).



Click here to confirm voided certificate

fig. 19

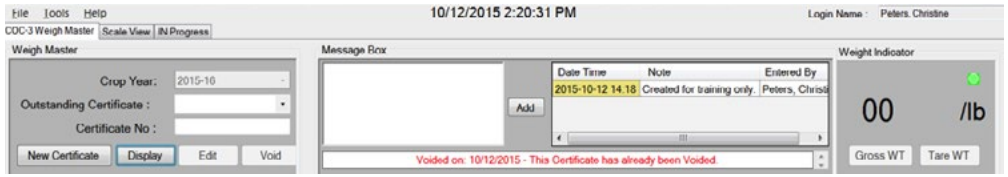


fig. 20

See timestamp of voided certificate here

NOTE:

Voiding will erase all the information in the certificate, and only the note will remain in that certificate number (see fig. 20)

Canners:
Data Entry

(Data Entry should be used for edits, scale view and batching)

Logging Into the System

1) Log into the system at **www.calolive.org**. Enter your credentials into the username and password fields and click **LOGIN** (see fig. 1)

fig. 1

Click Login after you have entered your login credentials

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

Editing

1) Click COC-3 tab.

fig. 2

Click here to enter COC-3 tab

2) If it is a rejected certificate select appropriate certificate from reject dropdown (see fig. 3a), For all other certificates enter certificate number in the Certificate No. box. Click display (see fig. 3b).

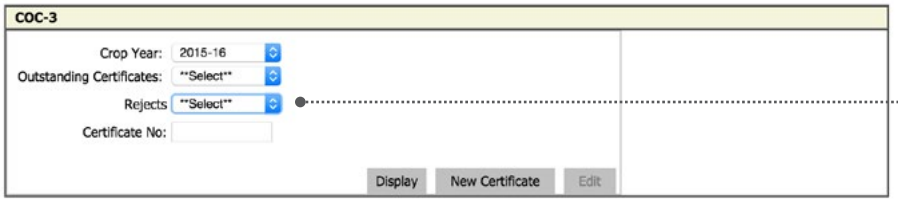


fig. 3a

Use dropdown menu to select rejected certificates

Click here to display desired certificate

fig. 3b

Enter certificate number here for all other certificates

Click here to display desired certificate

3) Once certificate is displayed click the edit button. This will create a new version of the certificate(-2,-3 etc.) (see fig. 4)

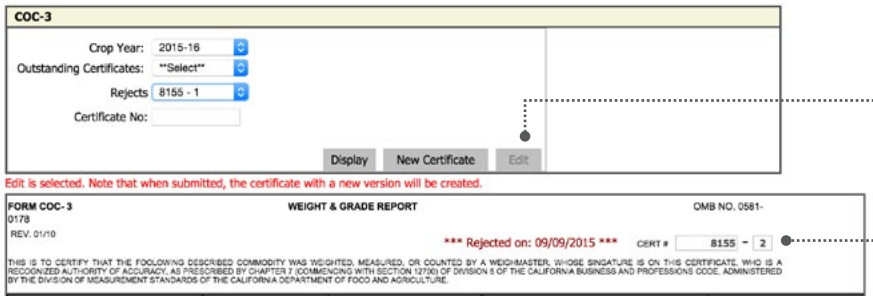


fig. 4

4) Make edits

5) Make a note at bottom of screen what was changed and why. Click arrow button to log note (see fig. 5).

6) Click Submit (see fig. 5).

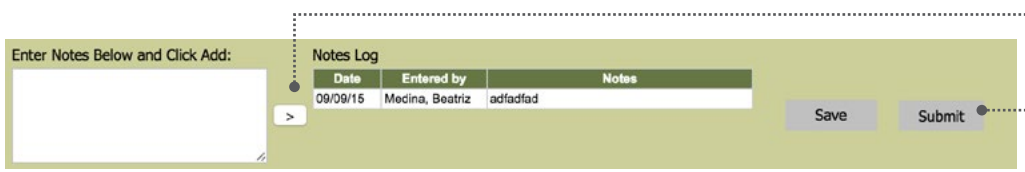


fig. 5

Scale View

1) Use scale view to review specific certificates by grower, date or location (see fig. 6).

fig. 6

Click here to view Scale View tab

2) Select desired criteria click display to view on screen, click View in PDF to view certificates in PDF form and click Export to Excel to export to Excel.

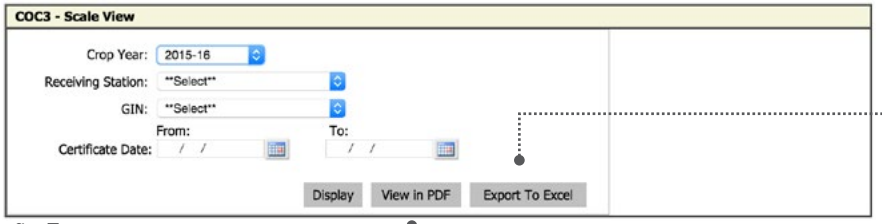


fig. 7

Click here to export certificate as an Excel document

Click here to view certificate as a PDF

Batching

1) Select COC-3 batch tab (see fig. 8).

fig. 8

2) Select your receiving station and click diplay (see fig. 9).

3) All certificates that are approved by USDA are displayed. Once reviewed click submit (see fig. 9).

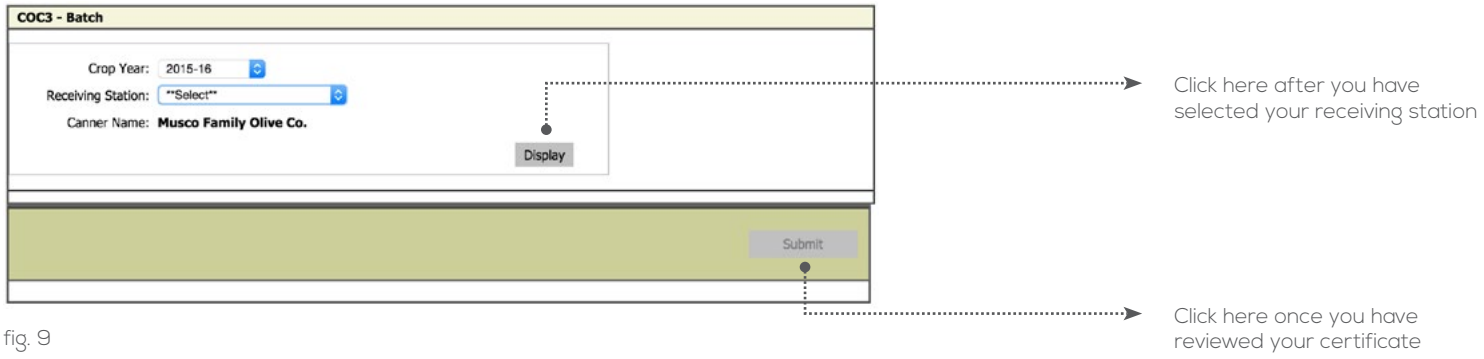


fig. 9

Canners:
Grader

Logging Into the System

1) Log into the system at **www.calolive.org**. Enter your credentials into the username and password fields and click **LOGIN** (see fig. 1)

fig. 1

Click Login after you have entered your login credentials

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

Retrieving Outstanding Certificates

1) Click on COC -3 Grader Tab

fig. 2

Click here to view COC-3 Grader tab

2) Click on Outstanding Certificates dropdown and select desired certificate or enter certificate number in Certifcate No. box. and click display once desired certificate is selected (see fig. 3).

NOTE:

Make sure it is the right certificate key indicators are comparing variety and weight

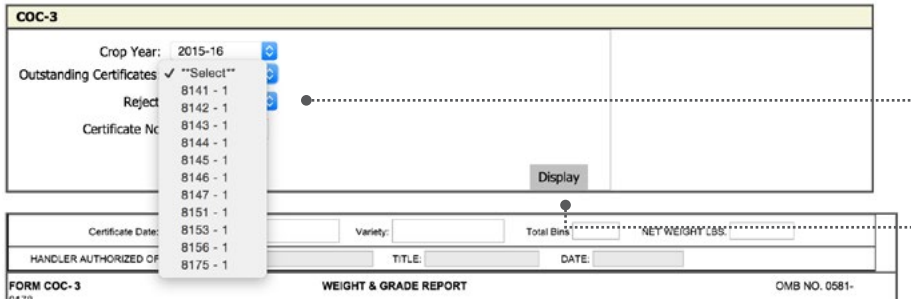


fig. 3

Use dropdown menu to select the desired outstanding certificate

Click here to display the selected outstanding certificate

Filling Out and Submitting Certificates

1) Once certificate is displayed, enter size and check sample box (see fig. 4).

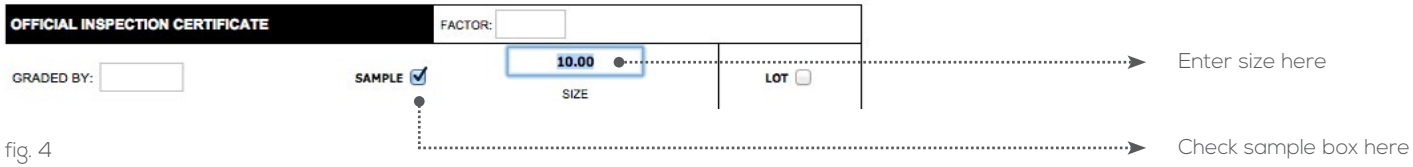


fig. 4

2) Enter in grades starting with oz or lbs. Once the first oz or lbs is entered, click tab key to go to count field to enter data. Keep tabbing until all grades and counts are entered (see fig. 5).

SIZE		CODE	OZ./LB.	%	COUNT	POUNDS
SUPER COLOSSAL		02				
COLOSSAL		03				
JUMBO		04				
S	SEV. EX. LARGE "C"	05				
	SEV. EX. LARGE "L"	06				
EX. LARGE		07				
A	LARGE	LS 08				
O	MEDIUM	09				
M	SMALL	10				
PETITE		LO/A 11				
SUB-PETITE		LM 12				
UNDERSIZE		13	1.00			-9
CULLS		14	12.00			-109
TRASH		15	1.00			-9
TOTALS		16	14.00		0	-127

Start entering data here

fig. 5

3) Make sure the factor and defects are entered before click submit. If factor or defects are not entered box will light up in yellow and the certificate may not be submitted (see fig. 6).

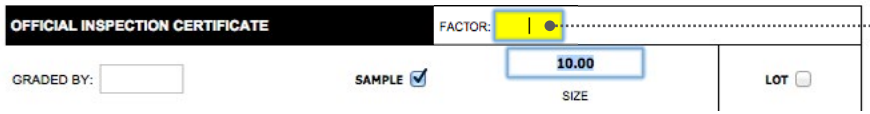


fig. 6

4) Enter initials of person actually grading fruit in the graded by box (see fig. 7).

NOTE:

Defects must total to cull total

Size must equal No.16 total of Sample

fig. 7

5) Click submit (see fig. 8).

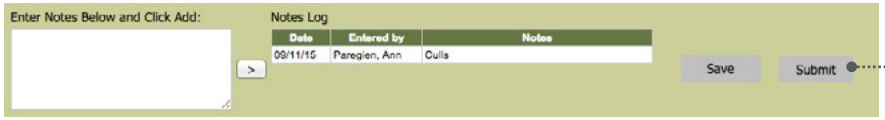


fig. 8

6) Once USDA verification box pops up click approve. From there, you will be taken back to the grader home screen.

CONTACT US:

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

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