

**FSA**  
**HANDBOOK**

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ArcGIS Grain Storage Bin Tool

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To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

21-PS

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



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**ArcGIS Grain Storage Bin Tool  
21-PS**

**Amendment 1**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reason for Issuance**

This handbook has been issued to provide GIS-based automated processing functions.



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## Part 1 General Information

### 1 Overview

#### A Handbook Background

PSD, along with ITSD, developed GSB; an ArcGIS-based tool that incorporates a wide range of price support and other automated processing functions currently performed by State and County Offices.

This handbook provides:

- GSB general information
- step-by-step instructions for establishing and using GSB.

#### B Handbook Purpose

ArcGIS GSB allows County Offices to:

- record CCC-666 and dimensional data for bins on GIS layers
- place bin “points” on the Beta test County Office’s GIS layers
- use CCC-677-1 to record measurements of commodity in storage structures when a:
  - producer requests **measurement service** on a commodity to be offered as collateral for a loan, basis for LDP, or production evidence
  - commodity for a certified or previously measured loan or LDP is **spot-checked** for quantity and quality determination
- capture and store information in the database to use when creating and printing CCC-677-1’s
- gather data from SCIMS to assist with the data collection
- replace the current system of manually mapping and tracking grain bin locations on CCC-666’s and National Agriculture Imagery Program imagery
- develop a geospatial point layer, represented by point features, that will indicate the location of each grain storage bin that may include quantity pledged as collateral for MAL’s or commodities requested for LDP’s.

**2 Source of Authority, Related Handbooks, and Resources**

**A Source of Authority**

PSD has the authority and responsibility for the instructions in this handbook.

**B Related Handbooks**

Related handbooks include the following.

<b>IF the question is about...</b>	<b>THEN see...</b>
automated price support procedures for common functions for grains, oilseeds, and rice	12-PS.
commodity data specific to wheat, feed grains, and oilseeds	2-LP Grains and Oilseeds.
inspections by commodity inspectors	5-LP.
loss adjustments standards	Loss Adjustment Manual (LAM) Standards Handbook: 2008 and Succeeding Crop Years available at <a href="http://www.rma.usda.gov/handbooks/25000/2008/08_25010.pdf">http://www.rma.usda.gov/handbooks/25000/2008/08_25010.pdf</a> .
MAL's and LDP's for 2002 and subsequent crop years	8-LP.
rice	2-LP Rice.



## 2 Source of Authority, Related Handbooks, and Resources (Continued)

### C ArcGIS Grain Storage Bin Application User Guide

ArcGIS Grain Storage Bin Application User Guide can be found on FSA's SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/GIS/default.aspx>. Updates to the user's guide are made frequently to help State and County Offices understand GSB functionality. Access the user guide as follows:

- under "Office Links", CLICK "**GIS Training Site**"
- under "Documents", CLICK "**Application Document**"
- CLICK "**ArcGIS**"
- CLICK "**Grain Storage Bin**"
- CLICK "**GSB\_v2\_0\_13**"
- CLICK "**GSB\_Application\_User\_GuideV2**".

The user guide can be:

- saved to a computer in pdf format; CLICK "**Save**"
- printed; CLICK "**Print**".

### D Training Videos

Training videos are available for download to assist County Offices with training for operating GSB. ArcGIS GSB training videos can be accessed from FSA's SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/GIS/default.aspx>, as follows:

- under "Office Links", CLICK "**GIS Training Site**"
- under "Documents", CLICK "**Video's**"
- CLICK "**Grain Storage Bin Videos**"
- CLICK "**GSB\_v2\_0\_13**"
- click the desired video link.

3-19 (Reserved)



## Part 2 ArcGIS GSB Setup

### 20 GET Grain Bin Database ArcSDE Server Settings

#### A Setup Requirements

When setting up GSB, the ArcSDE server settings for the Grain Bin database **must** be set within GET.

To access GET, from the desktop, CLICK the following:

- “Start”
- “All Programs”
- “USDA Applications”
- “Common Land Unit”
- “GIS Environment Tool”.

The following screen will be displayed.

The screenshot shows the 'GIS Environment Tool' window with the 'ArcSDE Server Settings' tab active. The settings are as follows:

Field	Value
Server Name:	DCWASHING2LZ22
SQL Instance:	ARCSDE
SDE Instance:	5151
CLU Database:	CLU
Domains Database:	FSA_GIS_DOMAINS
LandUse Database:	LAND_USE
GIS Layers Database:	FSA_GIS_LAYERS
Grain Bin Database:	GRAIN_STORAGE_BIN

**Note:** If “Save” is grayed-out, there are variables missing within the GIS Environment Tool that will be displayed with red exclamation marks. See the GIS Environment Tool User Guide at <https://fsa.sc.egov.usda.gov/mgr/GIS/default.aspx> for guidance. Access the user guide as follows:

- under “Office Links”, CLICK “GIS Training Site”
- under “Documents”, CLICK “Application Document”
- CLICK “ArcGIS”
- CLICK “GIS Environment Tool”
- CLICK “GET\_UG\_1.0.12”.

21 ArcGIS Bin Tool Data Loader

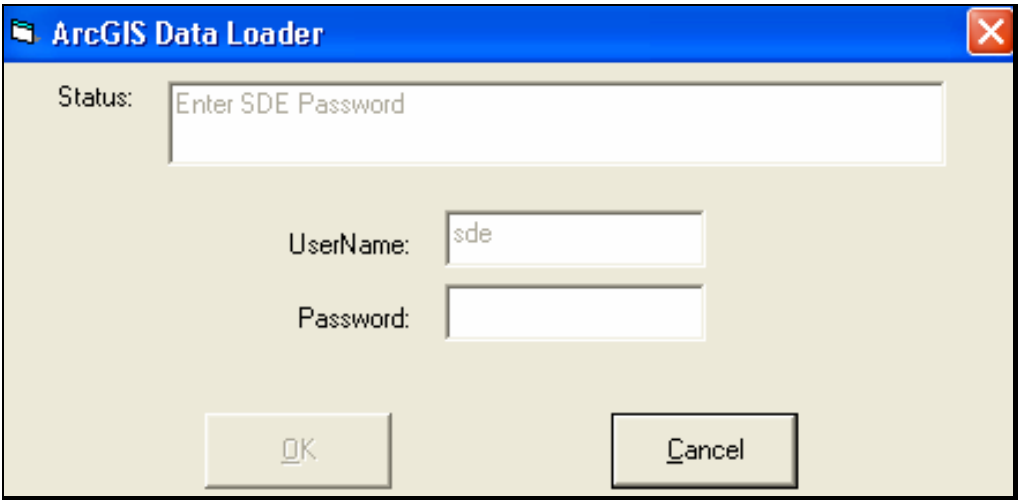
A Background

When setting up GSB, the ArcGIS Bin Tool Data Loader **must** be run to load all CLU layers that include information; such as farm, tracts, and CLU boundary lines for the administered counties. If the County Office administers more than 1 county, all will be loaded in this process.

B Loading ArcGIS Bin Tool Data Loader


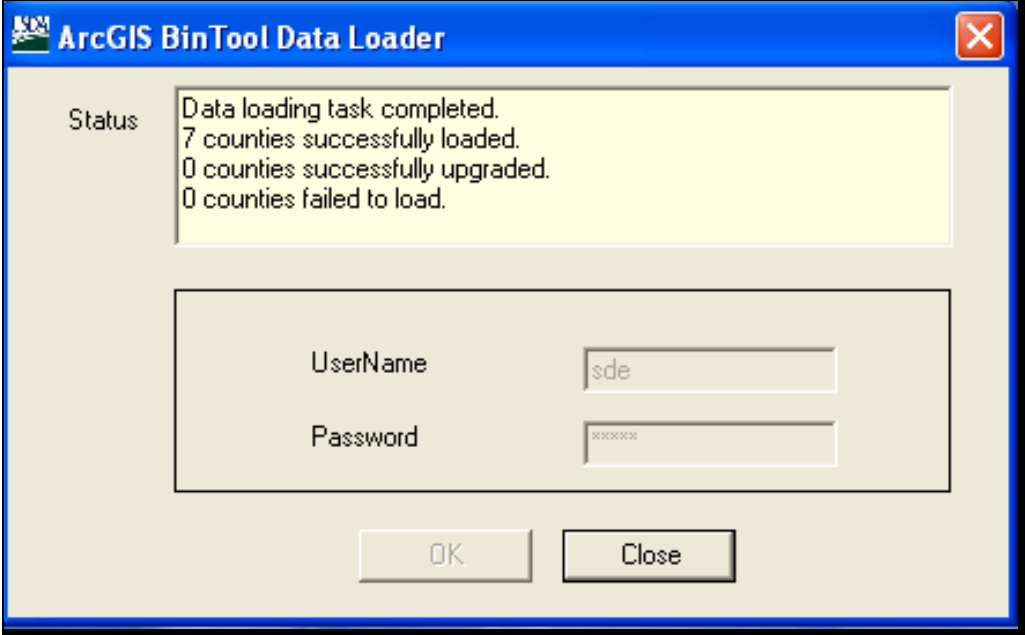
ArcGIS Bin Tool Data Loader shall be run **before** launching GSB.

Run the ArcGIS Bin Tool Data Loader according to the following table.

Step	Action
1	From the desktop, CLICK: <ul style="list-style-type: none"> <li>• “Start”</li> <li>• “All Programs”</li> <li>• “USDA Applications”</li> <li>• “Common Land Unit”</li> <li>• “FSA Grain Storage Bin Tool Data Loader”.</li> </ul>
2	The ArcGIS Data Loader Screen will be displayed. Enter the password for the SDE account that was provided by the State GIS specialist, and CLICK “OK”. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p><b>Note:</b> If user has problems with the password, contact the State GIS specialist.</p>

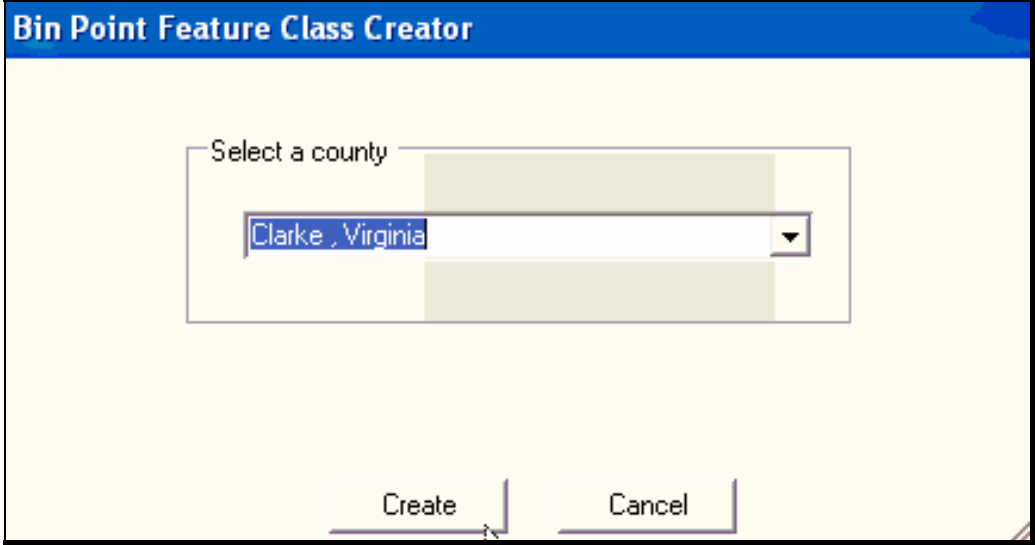
21 ArcGIS Bin Tool Data Loader (Continued)

B Loading ArcGIS Bin Tool Data Loader (Continued)

Step	Action
3	<p>After the password has been verified, the ArcGIS Bin Tool Data Loader will find all county CLU shapefiles available and add them to the GSB geo-database. If a county has already been loaded, the following “Invalid Feature Class” dialog box will be displayed.</p>  <p>CLICK “OK”.</p>
4	<p>If the bin feature class for the county/counties was loaded successfully, an “ArcGIS Bin Tool Data Loader” dialog box will be displayed with the load status.</p>  <p>CLICK “Close”.</p>

21 ArcGIS Bin Tool Data Loader (Continued)

B Loading ArcGIS Bin Tool Data Loader (Continued)

Step	Action
5	<p>The “Bin Point Feature Class Creator” dialog box will be displayed. From the “Select a county” drop-down menu, select the county for which user wants to create a bin point layer and CLICK “Create”.</p>  <p>After users click “Create”, the message, “Feature classes created for County, State.” will be displayed.</p> <p><b>Note:</b> If the bin point layer already exists, the message, “Bin feature class already exists” will be displayed.</p>

22-29 (Reserved)

**Part 3 Loading ArcGIS GSB**

**30 ArcGIS GSB**

**A GSB Specifications**

GSB is:

- loaded using ArcMap
- a component of ArcGIS
- used specifically for the Microsoft Windows environment.

**B ArcMap Software**

ArcMap was developed as client software to enable more intuitive ArcGIS data processing and presentation.

## 31 ArcMap

### A Launching ArcMap

Start ArcMap to launch GSB (see subparagraph B) from the Microsoft Windows Start Menu, **only after** completing both of the following:

- setup requirements according to Part 2
- 1 time for **each** Service Center, run ArcGIS GSB Tool Data Loader.

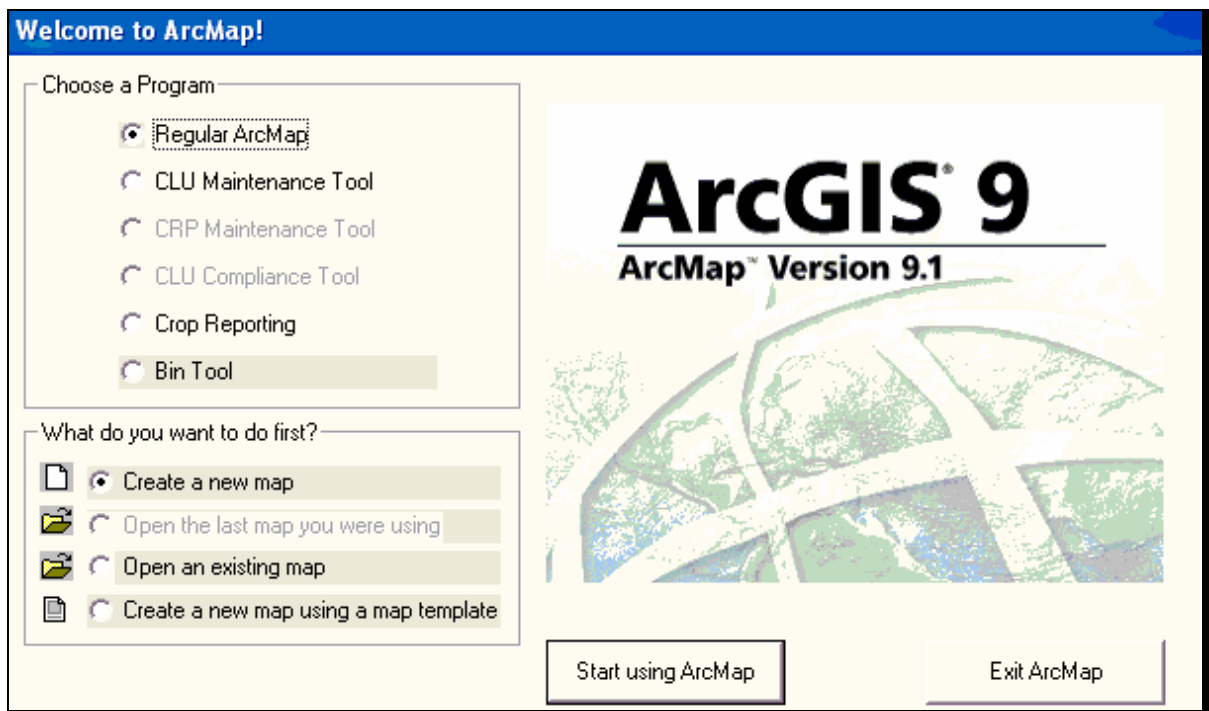
**Note:** See the ArcGIS Data Loader User Guide on the Microsoft Windows Start Menu for details on running ArcGIS GSB Tool Data Loader.

### B Accessing ArcMap

To access ArcMap, **CLICK** the following:

- “**Start**”
- “**All Programs**”
- “**ArcGIS**”
- “**ArcMap**”.

The **Welcome to ArcMap!** Screen will be displayed, defaulted to Regular ArcMap.





**31 ArcMap (Continued)****B Accessing ArcMap (Continued)**

While Regular ArcMAP is selected, the “What do you want to do first?” section will be displayed with the following capabilities:

- “**Create a new map**”, opens a blank map document in regular ArcMap
- “**Open the last map you were using**”, opens last saved ArcMap document used and will load the GSB toolbar, if the GSB toolbar was used in the last saved ArcMap project
- “**Open an existing map**”, opens a previously saved ArcMap document

**Note:** A dialog box will be displayed allowing users to navigate to saved documents; however, there is a security check that will **not** allow a user to open a saved document created by another user when the project was created using GSB.

- “**Create a new map using a map template**”, loads in data using a standard template.

After selecting 1 of these options, CLICK “**Start using ArcMap**”.

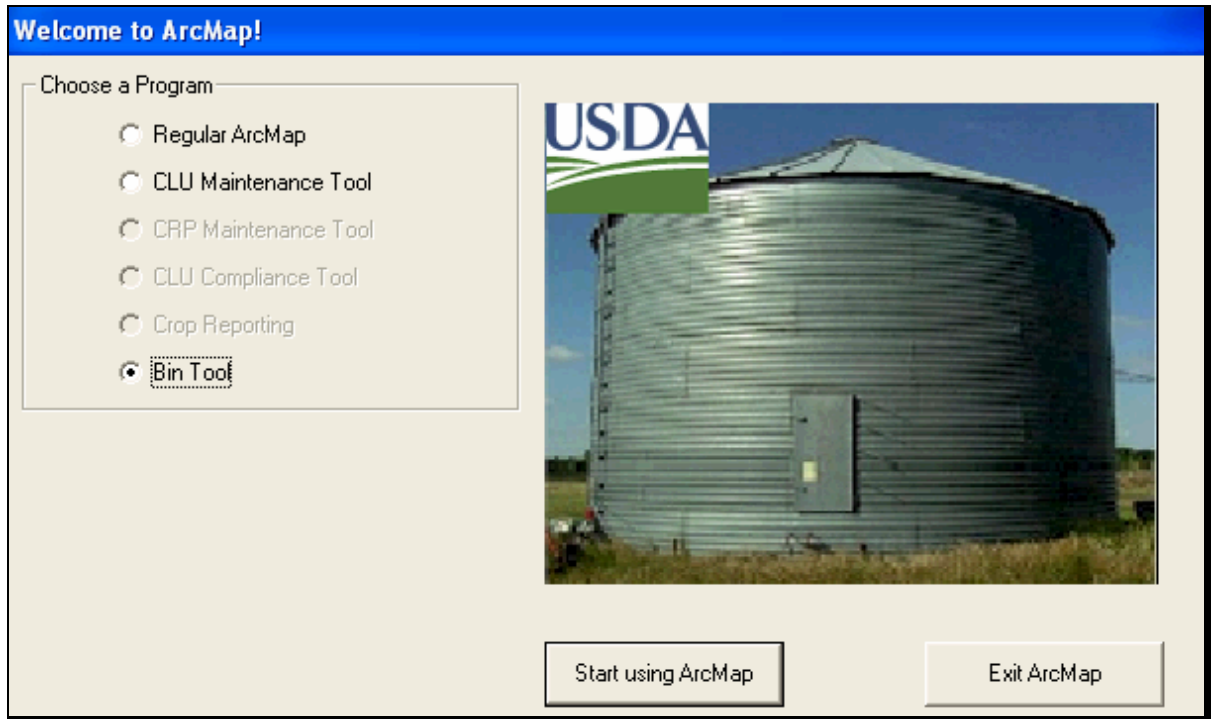
**Note:** There are several program choices. “Regular ArcMap” is described in this subparagraph and “Bin Tool” is described in paragraph 21 and Part 4; the remaining programs are used for other individual programs; therefore, **not** discussed in this handbook.

### 32 Operating GSB Using ArcMap

#### A Accessing GSB Using ArcMap

On **Welcome to ArcMap!** Screen, CLICK “**Bin Tool**”, and CLICK “**Start using ArcMap**”. ArcMap will open a blank map document and load GSB.

The following is an example of the **Welcome to ArcMap!** Screen.



32 Operating GSB Using ArcMap (Continued)

**B GSB Login**

The “USDA Login” dialog box will be displayed with the “Status” box verifying user’s login and that the user has permission to access and edit this grain storage bin data.

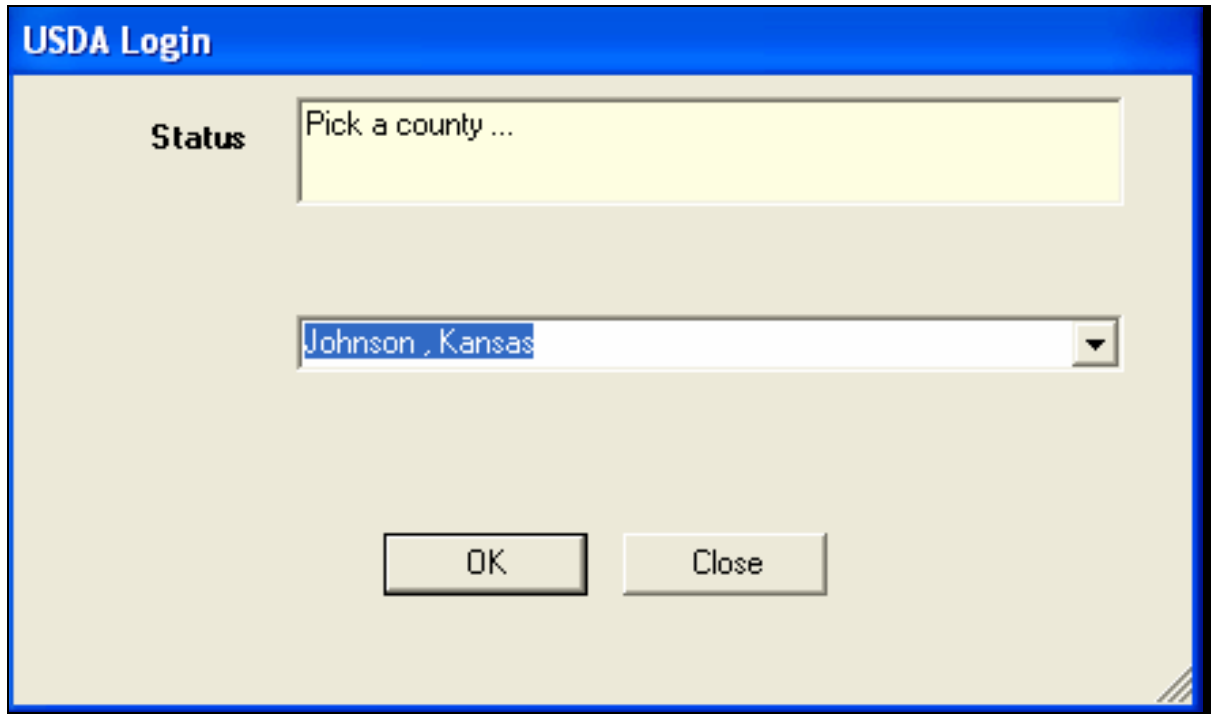


IF the...	THEN...
name displayed in the Status box is wrong	CLICK “No” and contact the State IT administrator.
name displayed in the Status box is correct	CLICK “Yes”.
user has the necessary permissions to the data and or databases	the Status box will update asking the user to “Pick a county...” (see subparagraph C).

## 32 Operating GSB Using ArcMap (Continued)

### C Selecting a County

The “USDA Login” dialog box will be displayed with the “Status” box asking the user to “Pick a county...” A drop-down menu will be displayed with available counties that the Service Center administers.



Select the applicable county from the drop-down menu to load into ArcMap and CLICK “**OK**” to begin the GSB session.

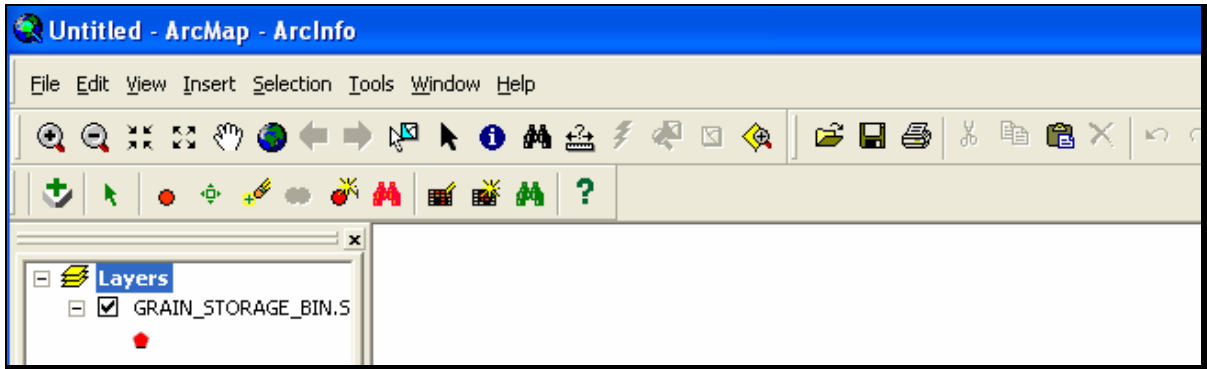
**Note:** If the user does **not** have the necessary permissions, they will **not** be allowed to load that county into ArcMap and **must** contact their State GIS Specialist.

When a county is selected, the existing CLU and GSB point layers within the databases are validated. For the county selected, the GSB point layer is loaded automatically. If for some reason the layer is missing from the databases, the user will **not** be able to load that county’s data into GSB.

32 Operating GSB Using ArcMap (Continued)

D ArcMap Window

Once the GSB layers have been created, the following ArcMap window will be displayed.



E ArcMap Toolbar

When ArcMap opens, the following ArcMap toolbar will be displayed.



The following table identifies the 25 tools on the ArcMap toolbar.

	- Zoom In		- Select Elements		- Paste
	- Zoom Out		- Identify		- Delete
	- Fixed Zoom In		- Find		- Undo
	- Fixed Zoom Out		- Hot Link		- Redo
	- Pan		- Open	<input type="text" value="1:12,122"/>	- Map Scale
	- Zoom to Full Extent		- Save		- ArcCatalog
	- Go Back to Previous		- Print		- ArcGIS Help
	- Go to Next Extent		- Cut		
	- Select Features		- Copy		

**Note:** For a full description of all tools, see the ESRI documentation provided by the State GIS Specialist for ArcMap.

33-39 (Reserved)



Part 4 ArcGIS GSB Toolbar

40 GSB Toolbar

A GSB Toolbar Functions

When user opens GSB, the GSB toolbar will be displayed. The GSB toolbar allows users to create/update both geospatial and attribute GSB data.

B GSB Toolbar Tools

The following is an example of the GSB toolbar.



The following table identifies the 12 tools on the GSB toolbar.

	- Bin Control Panel		- Delete Bin Point		- Add Forms
	- Select Point Feature		- Merge GPS Point		- Update Forms
	- Add Bin Point		- Update Bin Point Attributes		- Search CLU and PLSS
	- Move Bin Point		- Search By Bin Number		- Help

## 41 GSB Toolbar, Bin Control Panel

### A Using the Bin Control Panel

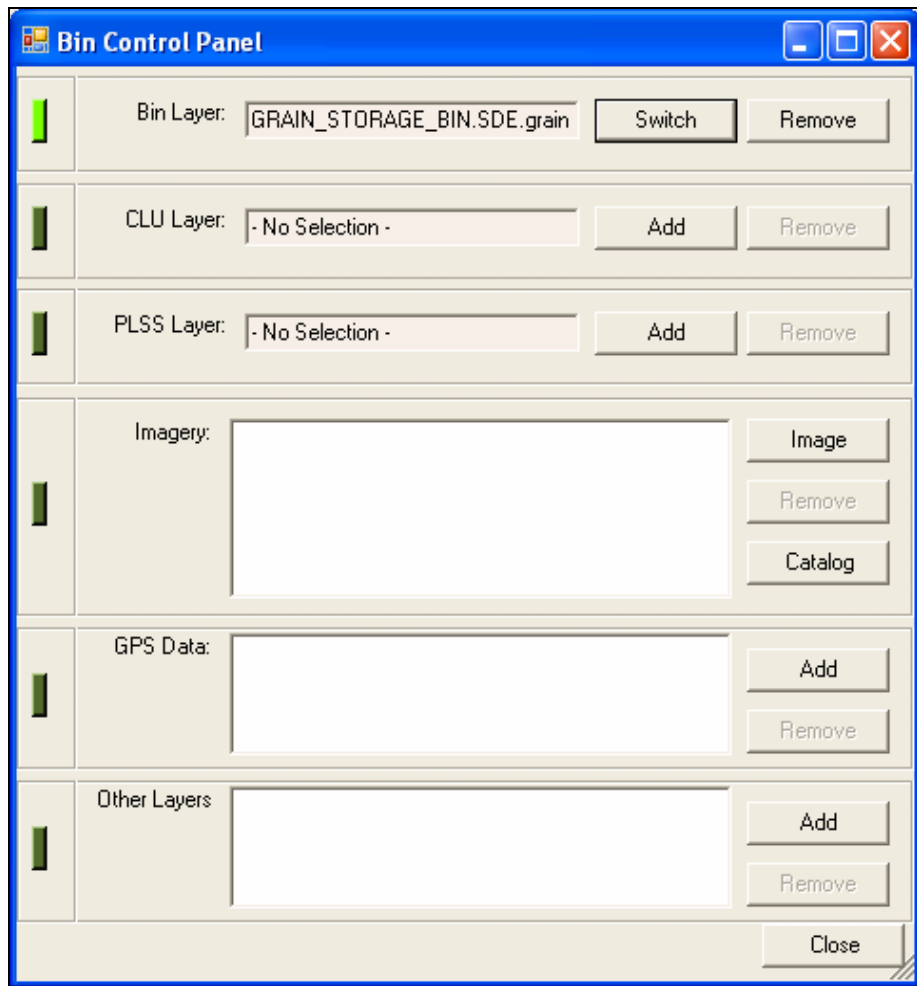
The Bin Control Panel allows the user to add:

- bin layer
- CLU layer
- PLSS layer
- imagery layer
- GPS data
- other layers.

**Note:** The bin layer is automatically added to the ArcMap project.

On GSB toolbar, to access the Bin Control Panel, CLICK “”. The following Bin Control Panel will be displayed.

**Note:** Next to each layer is a rectangular box. If the rectangular box is light green, the layer has been loaded. If the rectangular box is dark green the layer has **not** been loaded.





**41 GSB Toolbar, Bin Control Panel (Continued)**

**A Using the Bin Control Panel (Continued)**

On the Bin Control Panel, by the “Bin Layer” box, if users CLICK:

- “**Switch**”, users will be allowed to switch between the bin and CLU layers of the existing county with layers of another county administered by the Service Center
- “**Remove**”, users will be allowed to remove the bin layer from the Bin Control Panel and the ArcMap project.

**B Loading CLU Layer Using the Bin Control Panel**

On the “Bin Control Panel” dialog box, by the “CLU Layer” box, if users CLICK:

- “**Add**”, users will be allowed to add the CLU layer for the current county
- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap project.

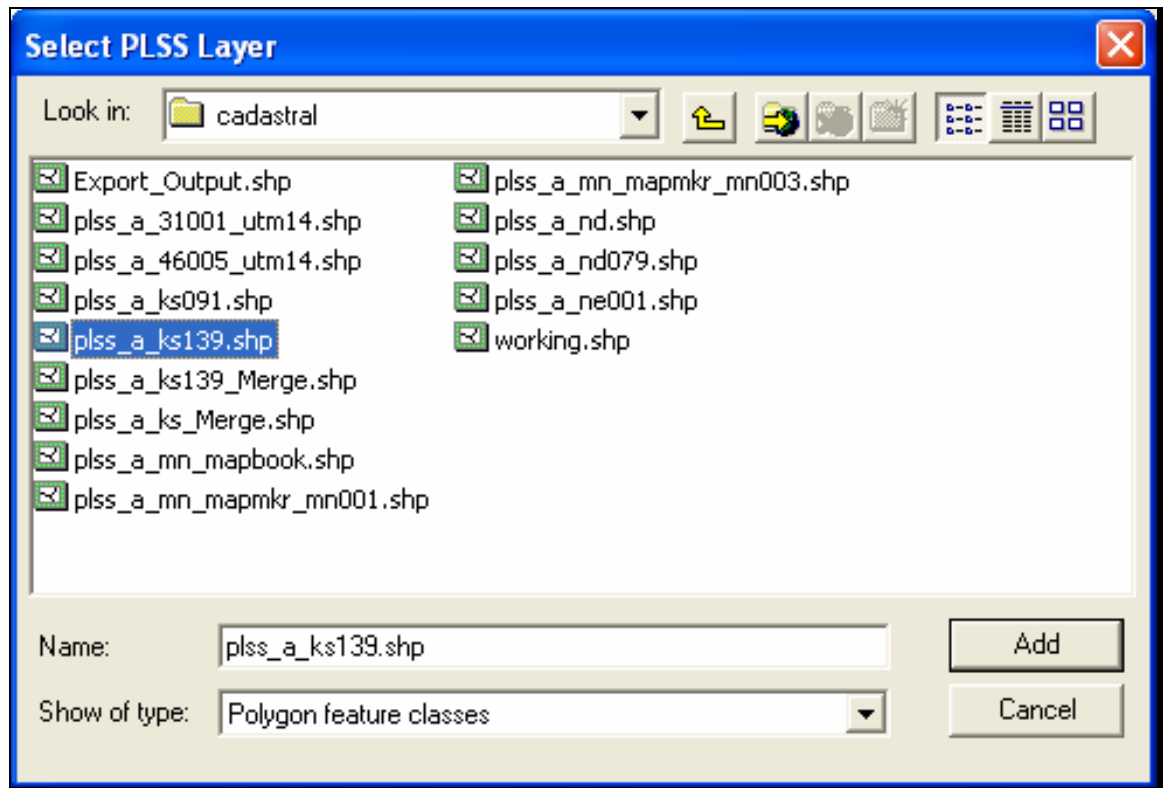
## 41 GSB Toolbar, Bin Control Panel (Continued)

## C Loading PLSS Layer Using the Bin Control Panel

On the “Bin Control Panel” dialog box, by the “PLSS Layer” box, if users CLICK:

- “**Add**”, the “Select PLSS Layer” dialog box will be displayed that allows users to choose which PLSS layer they want to view; navigate to the cadastral file, within geodata, and choose the desired PLSS shape file and CLICK “**Add**”, again

**Note:** This folder is located on the F drive.



- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap project.

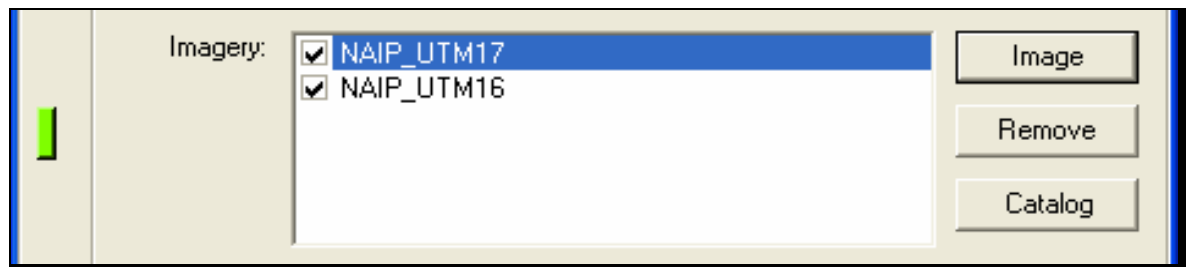
## 41 GSB Toolbar, Bin Control Panel (Continued)

**D Loading Imagery Using the Bin Control Panel**

On the “Bin Control Panel” dialog box, by the “Imagery” box, if users CLICK:

- **“Image”**, the “Imagery” box will be populated with available image layers, allowing users to choose which image layer they want to view; users shall click the desired image raster file and CLICK **“Add”**

**Note:** Continue this process until all desired imagery files have been loaded to the ArcMap project.



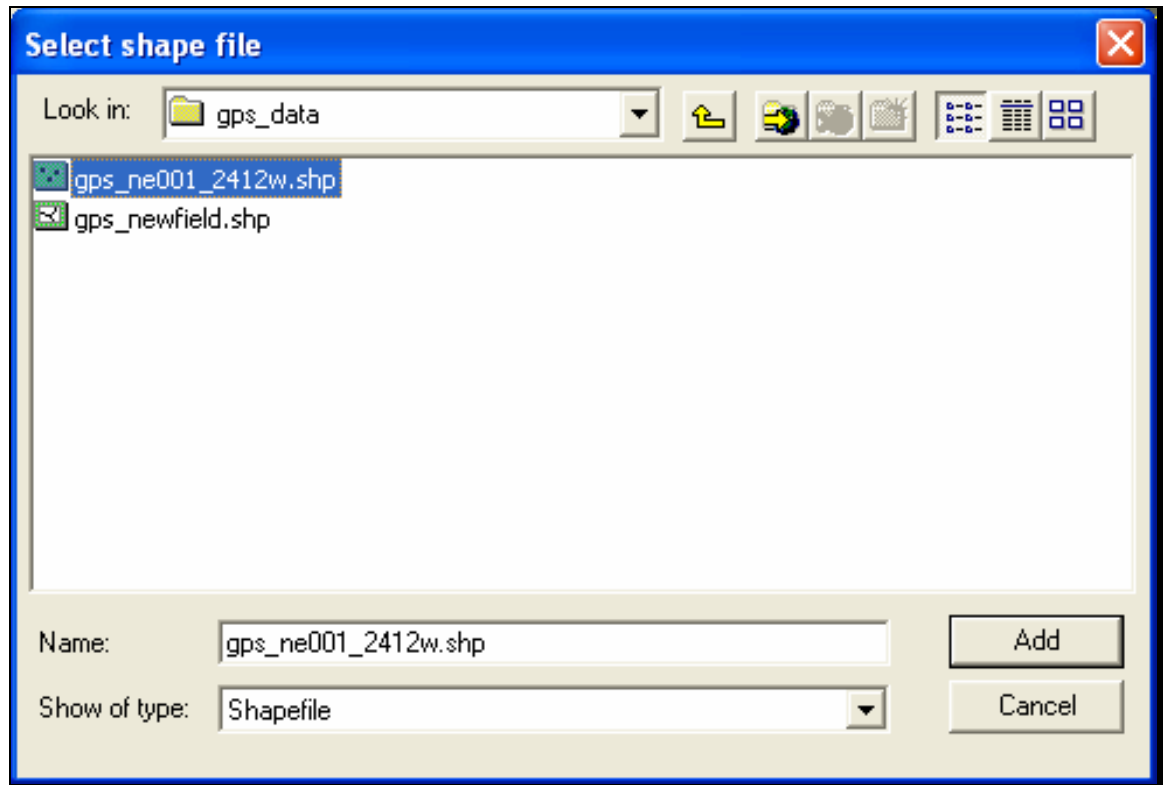
- **“Remove”**, users can remove the imagery from the CLU layer and ArcMap project
- **“Catalog”**, users can select a folder of desired imagery files that ArcMap will then catalog and display seamlessly within the ArcMap Project.

## 41 GSB Toolbar, Bin Control Panel (Continued)

## E Loading GPS Data Using the Bin Control Panel

On the “Bin Control Panel” dialog box, by the “GPS Data” box, if users CLICK:

- “**Add**”, the “Select shape file” dialog box will be displayed that allows users to choose the GPS shape file they want to view; navigate to the gps\_data folder, choose the desired GPS data file, and CLICK “**Add**” again; the file will be loaded in the “GPS Data” box



- “**Remove**”, users will be allowed to remove the bin from the CLU layer and ArcMap project.

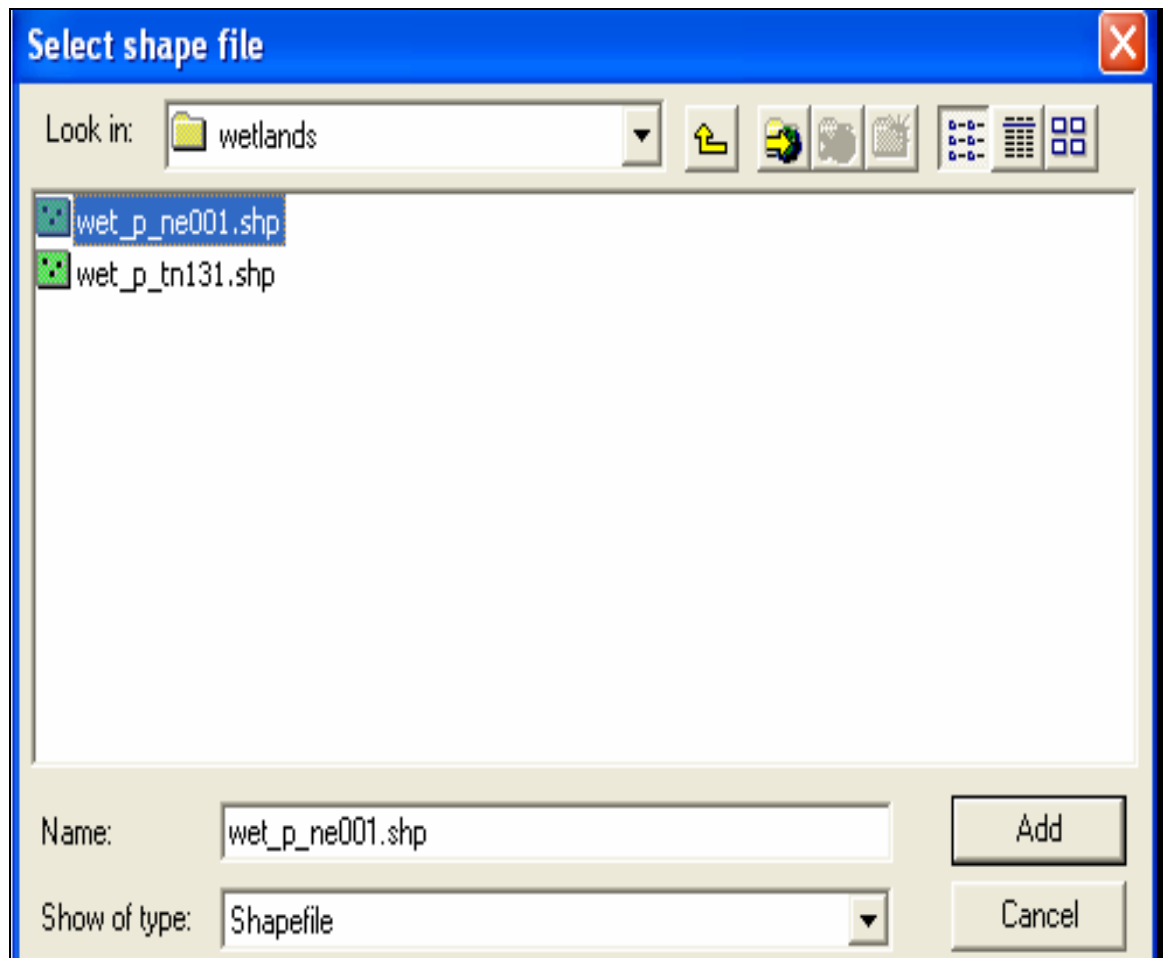
## 41 GSB Toolbar, Bin Control Panel (Continued)

**F Loading Other Layers Using the Bin Control Panel**

The “Other Layers” box allows users to add and remove other layers such as wetland points, roads, and hydrology.

On the “CLU Control Panel” dialog box, by the “Other Layers” box, if users **CLICK**:

- **“Add”**, the “Select shape file” dialog will be displayed that allows users to choose the shape file they want to view; navigate to the appropriate folder and choose the desired data file; if users **CLICK “Add”** again, the file will be loaded in the “Other Layers” box



- **“Remove”**, users will be allowed to remove the selected layers from the CLU layer and ArcMap project.

When all desired layers have been loaded to the **Bin Control Panel**, **CLICK “Close”**.

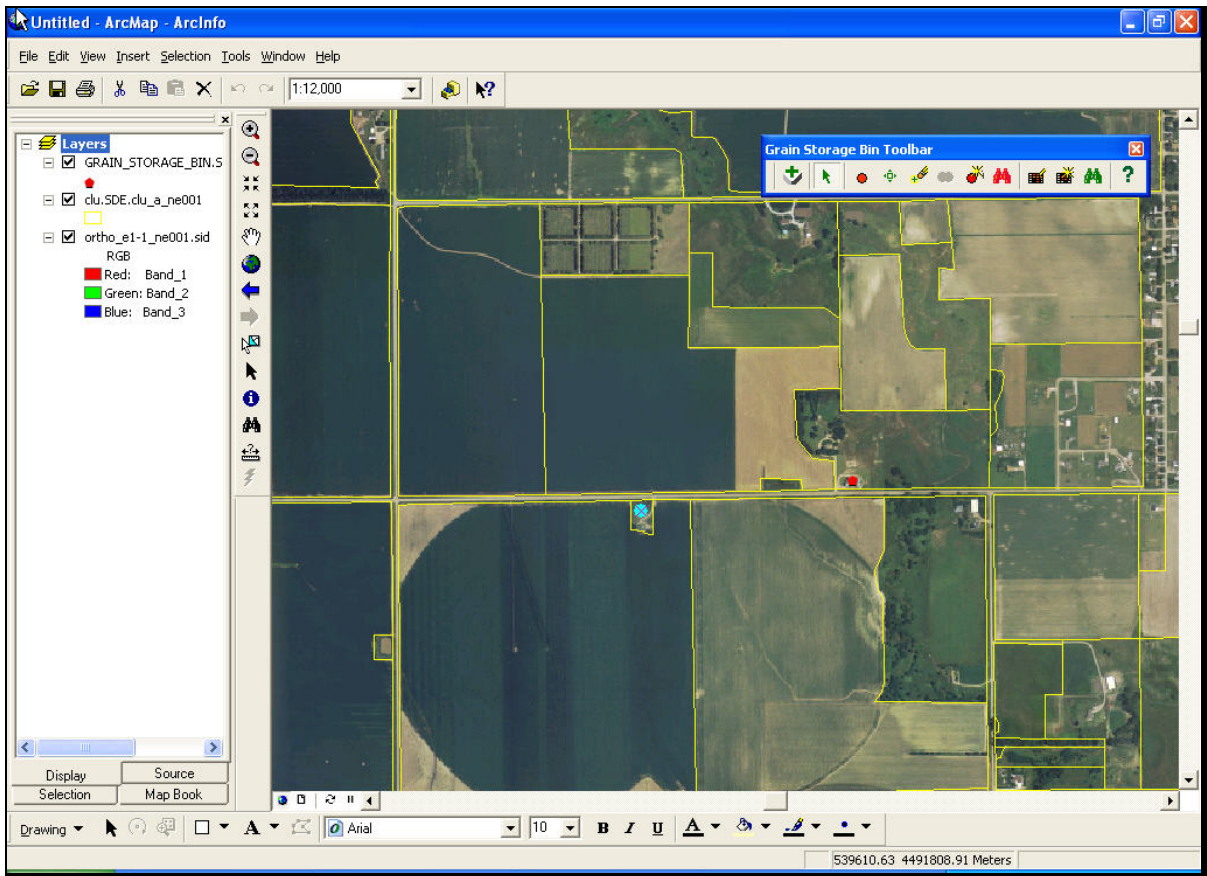
## 42 GSB Toolbar, Point Feature

### A Using Select Point Feature Tool

The Select Point tool allows the user to select an existing GSB point. Once a point is selected the user can move the point or update the bin point attributes. If the point selected is a GPS point, the user will be able to merge the point into a GSB point.

### B Highlighting Points


When users CLICK “**Select Point**” and click an existing bin, the point will be displayed as highlighted (on the monitor the point will be displayed as a small blue dot with an ‘x’ inside).



**43 GSB Toolbar, Add Bin Point****A Adding GSB Points**

When users CLICK “**Add Bin Point**”, users will be allowed to add a GSB point to the GSB layer. After users CLICK “**Add Bin Point**”, users can left-click and drag over the area of the imagery in which they want to add a GSB point. Users **must** be at a scale of at least 1:10,000 to add a bin point. If users are at a scale beyond 1:10,000, the following “Choose Area of Interest” dialog box will be displayed.



When users CLICK “**OK**”, users will need to left-click in the area in which to place the GSB point. When users CLICK  to zoom into this area, the point they selected will become the center of the DataView and the DataView will zoom to a scale of 1:10,000. If users still have trouble viewing GSB on the imagery, it is recommended that users zoom further into the desired location.

## 43 GSB Toolbar, Add Bin Point (Continued)

## A Adding GSB Points (Continued)

When users have identified the bin location, CLICK **“Point Feature”** and DOUBLE-CLICK **“location”**, a dialog box will be displayed confirming that users want to add a point. CLICK **“Yes”** and the **“Create New Bin”** dialog box will be displayed.

Users **must** enter at least the Bin Identification (such as, steel bin next to barn), Bin Type, diameter or circumference, and height. After adding the bin information, users may also click:

- **“Add Digital Photo”**, to add a photo of the grain bin (see subparagraph B)
- **“Remove Digital Photo”**, to delete the displayed photo of the grain bin (see subparagraph C)
- **“Add Legal Description”**, to add the legal description.

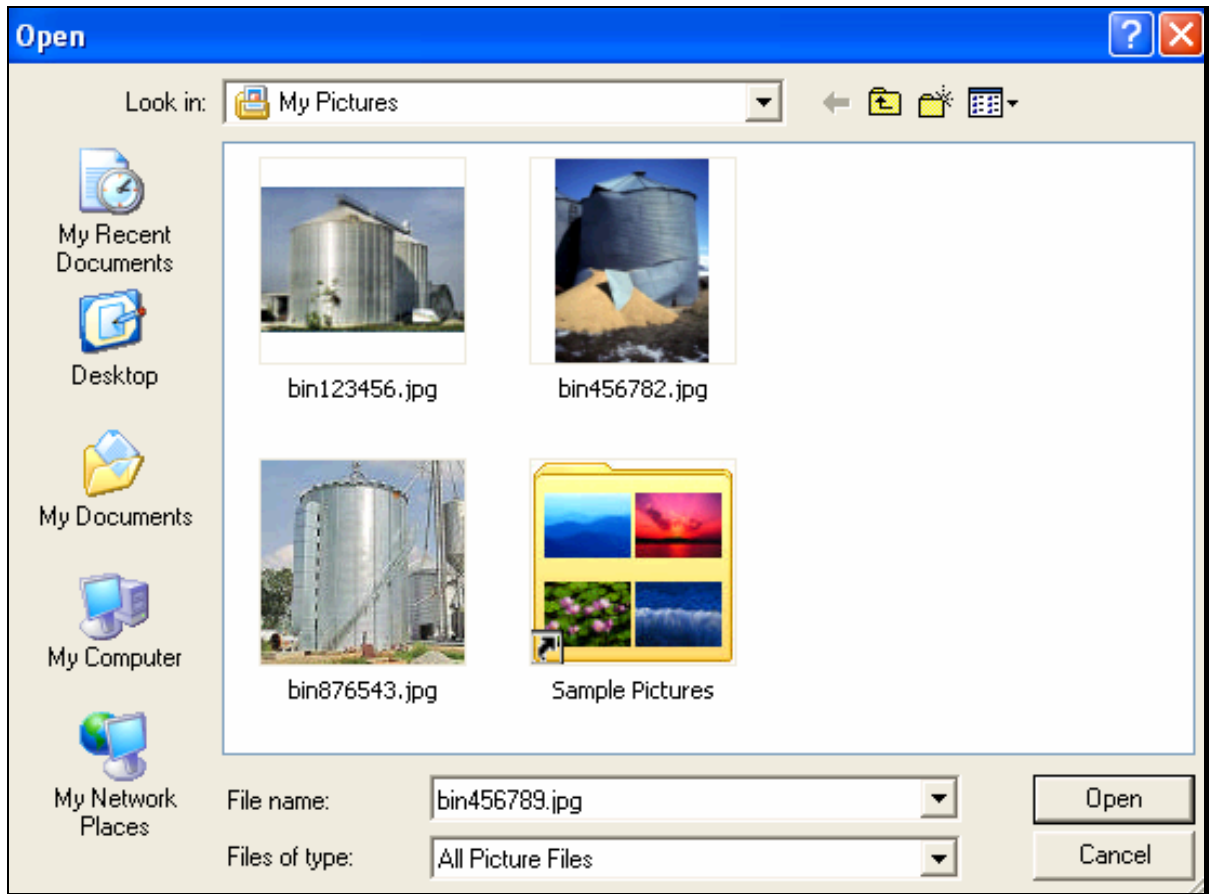
**Note:** Users can search for the owner of the bin by using the **“Producer”** drop-down menu. If the producer does **not** exist in the CLU database, CLICK **“New Producer”**. SCIMS site will be activated and users can query SCIMS for the producer, as shown in subparagraph 48 B. If the producer is in SCIMS, the existing CLU database record shall be updated with the information obtained from SCIMS.



43 GSB Toolbar, Add Bin Point (Continued)

**B Adding Digital Photos**

When adding a GSB point, users can add a digital photo to illustrate the grain storage bin. On the “Create New Bin” dialog box, CLICK “Add Digital Photo”; an “Open” dialog box will be displayed where users can navigate to the folder where they have stored GSB digital photos (see the Manual for Managing Geo Spatial Datasets in Service Centers available at <http://www.itc.nrcs.usda.gov/scdm/docs/SPG-ManualforManagingGeospatialDataSetsinServiceCenters.pdf>). Click the photo and CLICK “Open”.

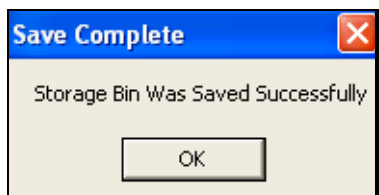


43 GSB Toolbar, Add Bin Point (Continued)

B Add Digital Photos (Continued)

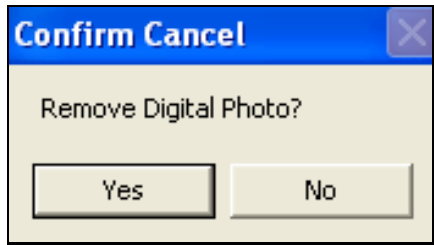
When all necessary data is entered on the Create New Bin Screen, CLICK “Save” to save the data as a new GSB point.

If the data was saved successfully, a “Save Complete” dialog box will be displayed. CLICK “OK”.



**43 GSB Toolbar, Add Bin Point (Continued)****C Removing Digital Photos**

To remove a digital photo from the bin attribute, CLICK **“Remove Digital Photo”**. The **“Confirm Cancel”** dialog box will be displayed. CLICK **“Yes”** to remove the currently displayed digital photo.

**44 GSB Toolbar, Move Bin Point****A Moving GSB Points**

On the GSB toolbar, after a GSB point is selected and displayed highlighted (blue), if users CLICK **“Point Feature”**, users may move the GSB point by holding down the left mouse button and dragging the GSB point to a new location.

**B Establishing New Location**

When users release the left mouse button, the GSB point will be established at that location.

45 GSB Toolbar, Delete Bin Point



A Deleting GSB Points

Before using Point Feature tool officially, users **must** remove **any** practice GSB points created. As Service Centers use the Point Feature tool they will periodically need to remove GSB points because:

- points were placed incorrectly
- bins were destroyed or removed from the site
- bins were removed from the database.

B Steps for Deleting GSB Points

The following steps are for deleting GSB points from the CLU layer.

Step	Action
1	<p>Select the GSB point to be deleted by doing the following:</p> <ul style="list-style-type: none"> <li>• CLICK  to zoom to the location of the bin to be deleted</li> <li>• select the bin/GSB point to be deleted using either of the following:                             <ul style="list-style-type: none"> <li>• GSB toolbar, Point Feature tool</li> <li>• ArcMap toolbar, Select Feature tool.</li> </ul> </li> </ul> <p>When user selects the bin/GSB point, the GSB point will be displayed as highlighted (blue).</p>
2	<p>On the GSB toolbar, CLICK “<b>Search Bin</b>”. An “Update Bin Number” dialog box will be displayed, CLICK “<b>Delete</b>”. A “Confirm Delete” dialog box will be displayed, CLICK “<b>OK</b>”.</p> <div data-bbox="404 1291 1218 1619" data-label="Image"> </div> <p>On “Update Bin Number” dialog box, CLICK “<b>X</b>” in the upper-right corner to cancel out of the “Update Bin Number” dialog box. <b>Do not save</b>.</p> <p>The GSB point will be displayed as highlighted (blue) with an ‘x’ through it . PRESS “<b>Delete</b>” on the keyboard, a “Delete Confirmation” dialog box will be displayed, CLICK “<b>Yes</b>”.</p>

46 **GSB Toolbar, Merge GPS Point**

**A Merge GPS Point**

On the GSB toolbar, CLICK “**Merge GPS Point**” when users are inputting GPS points collected in the field.

**Note:** GPS data is stored in **F:/geodata/gps\_data** and can be loaded to the map document; on the GSB toolbar, CLICK “**Control Panel**”.

**B Steps for Merging GSB Points**

The following steps are for merging a GPS point.

Step	Action
1	<p><b>After</b> a GPS layer has been added, on the GSB toolbar, CLICK “<b>Point Feature</b>” to select a GPS point to turn into a GSB point.</p> <p><b>Note:</b> GPS layer will be displayed as white points, GSB layer will be displayed as red points.</p>
2	<p>On the GSB toolbar, CLICK “<b>Merge GPS Point</b>” and the “Create New Bin” dialog box will be displayed. Enter the data for this GSB, just like user would do for a new bin (see subparagraph 43 A).</p>
3	<p>CLICK “<b>Save</b>” and a GSB point will be placed in the location of the specified GPS point.</p> <p><b>Note:</b> Merged GPS points that were previously displayed as white points should now be displayed as red GSB layer points.</p>

**47 GSB Toolbar, Update Bin Point Attributes****A Updating Bin Point Attributes**

On the GSB toolbar, CLICK “**Update Attribute**” to update the attributes of a GSB point feature. The “Update Bin Number” dialog box will be displayed. Users can update the following bin attributes:

- bin identification
- bin type
- producer
- length
- height
- PLSS
- legal description.

47 GSB Toolbar, Update Bin Point Attributes (Continued)

B Additional Updates

In addition to updates in subparagraph A, users can add digital photos, remove digital photos, query legal descriptions, or add new producers.

The screenshot shows a software window titled "Update Bin Number: ne001-00002". The window is divided into several sections:

- Enter Bin #:** A text box containing "ne001-00002".
- Bin Identification:** A text box containing "Steel been near the intersection of rt. 28 and 13,".
- Bin Type:** A dropdown menu showing "Round Structure".
- Producer:** A dropdown menu showing "CHAPMAN, BULAR R".
- Buttons:** "Details", "Delete", and "New Producer".
- Dimensions:** Three text boxes for "Circumference" (62.83), "Diameter" (20), and "Height" (40).
- Area Calculations:** "Total Square Feet" (314.16) and "Total Cubic Feet" (12566.4).
- Legal Description:** A text box containing "6-8- 9W".
- Remarks:** A text box containing "stairway wraps around bin. stairway in need of repair."
- Ladder Location:** Radio buttons for "Unknown", "Outside" (selected), "Inside", and "None Exists".
- Photo:** A large image of a tall, cylindrical metal silo with a spiral staircase.
- Bottom Buttons:** "Add Digital Photo", "Remove Digital Photo", "Query Legal Description", "Save", and "Cancel".

Update the attribute data and CLICK "Save" to make the updates permanent.

48 GSB Toolbar, Storage Bin Query

A Searching for Storage Bins

On the GSB toolbar, CLICK “**Search Bin**”. The “Search For Storage Bin Query” dialog box will be displayed. Users can query bins by:

- bin number
- bin identification
- bin type
- producer
- legal description
- section
- township
- range.



48 GSB Toolbar, Storage Bin Query (Continued)

**B Running Storage Bin Queries**

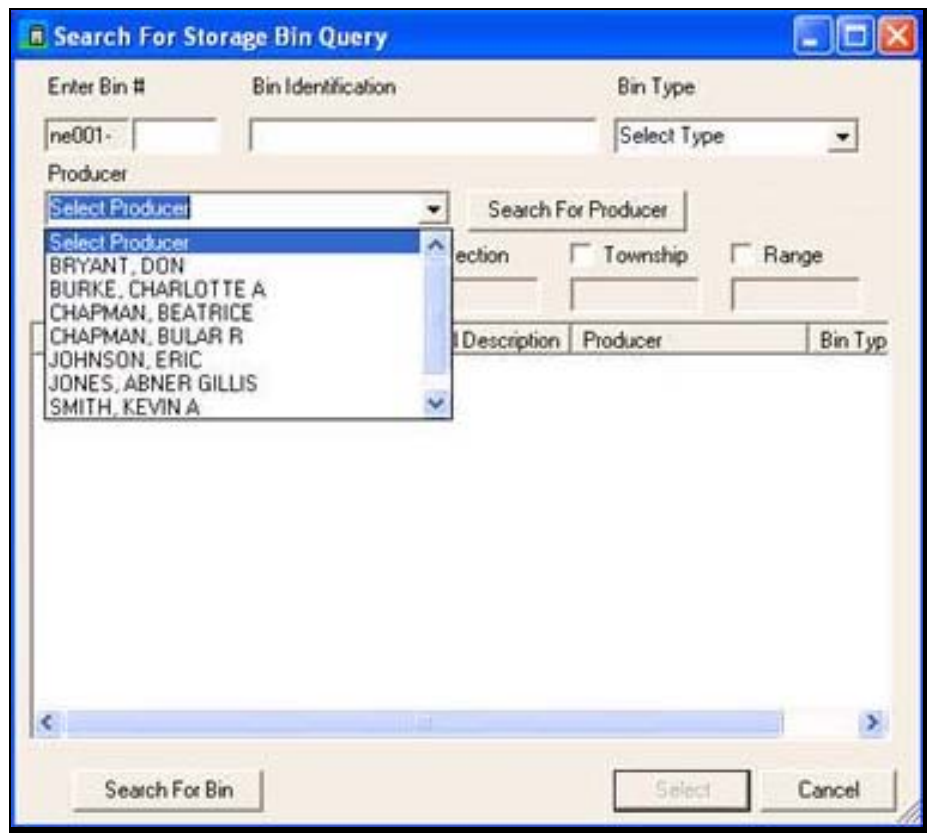
The following table shall be used to run storage bin queries.

<p><b>IF querying bins by...</b></p>	<p><b>THEN...</b></p>
<p>bin number, bin identification, legal description, section, township, or range</p>	<p>enter the values known for the query at the top of the screen, and <b>CLICK “Search For Bin”</b>.</p> <div data-bbox="516 541 1432 1369" data-label="Image"> </div> <p>A screen will be displayed with all bins that resulted from the query. Select the bins of interest and <b>CLICK “Select”</b> or <b>DOUBLE-CLICK</b> the bin. The update panel of that bin will be displayed along with the bin being selected on the map.</p>

48 GSB Toolbar, Storage Bin Query (Continued)

B Running Storage Bin Queries (Continued)

IF querying bins by...	THEN...
bin type	<p>CLICK “<b>Bin Type</b>” drop-down menu to display bin structures currently available within the database, select the bin type, and CLICK “<b>Search For Bin</b>”.</p> <p>A screen will be displayed with all bins that resulted from the query. Select the bin of interest and CLICK “<b>Select</b>” or DOUBLE-CLICK the bin. The update panel of that bin will be displayed along with the bin being selected on the map.</p>
producer	<p>do either of the following:</p> <ul style="list-style-type: none"> <li>CLICK “<b>Select Producer</b>” drop-down menu to display producers currently available within the database, select a producer, and CLICK “<b>Select</b>”</li> </ul>



48 GSB Toolbar, Storage Bin Query (Continued)

B Running Storage Bin Queries (Continued)

IF querying bins by...	THEN...
<p>producer (Continued)</p>	<ul style="list-style-type: none"> <li>if the producer is <b>not</b> currently in the database, CLICK “<b>Search For Producer</b>”; a “Search Producer Query” dialog box will be displayed that allows users to search for a producer; when known information has been entered into the “Search Producer Query” dialog box, CLICK “<b>Search</b>” to search the project’s database for that producer; when the producer is selected, that name will be used to query the bin layer.</li> </ul> <div data-bbox="548 615 1469 1104" style="text-align: center;"> </div> <p><b>Notes:</b> Once all producers that match the query are listed, users can then select a producer and CLICK “<b>Select</b>” to use that producer’s name for their grain bin search.</p> <p>If users have searched the ArcMap GSB project and have <b>not</b> found the producer in question, CLICK “<b>Search SCIMS</b>” to locate and add a new producer to the project’s producer database. Users will be connected to SCIMS where they can query for the correct producer.</p> <p>CLICK “<b>Clear Query</b>” to clear the query or search. CLICK “<b>Cancel</b>” to exit the “Search Producer Query” dialog box.</p>

49 GSB Toolbar, Add Forms

A Adding Forms

After a bin has been selected, on the GSB toolbar, CLICK “Add Forms”. The “Loan” dialog box will be displayed, allowing users to create CCC-666 and/or CCC-677-1. Users **must** first enter in the following **required** information:

- name of the producer  
**Note: Must** enter the legal name of the producer.
- crop year of the commodity
- type of commodity
- farm numbers where the commodity was produced.

Bolded fields are **required** to save the data. Users can then CLICK “Add New Form 666” and/or “Add new Form 677-1” to create CCC-666 or CCC-677-1 for that producer and crop year.

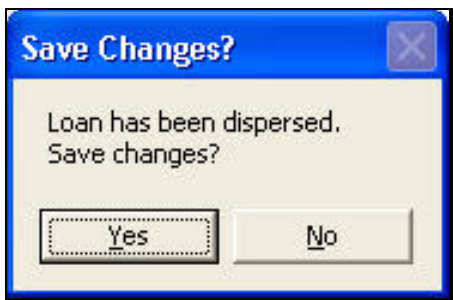
**Note:** Users can also click “Edit Selected Form” or “Delete Selected Form(s)” to edit or delete a form that has been previously entered.

Form Type	Date Created	Bin Numbers
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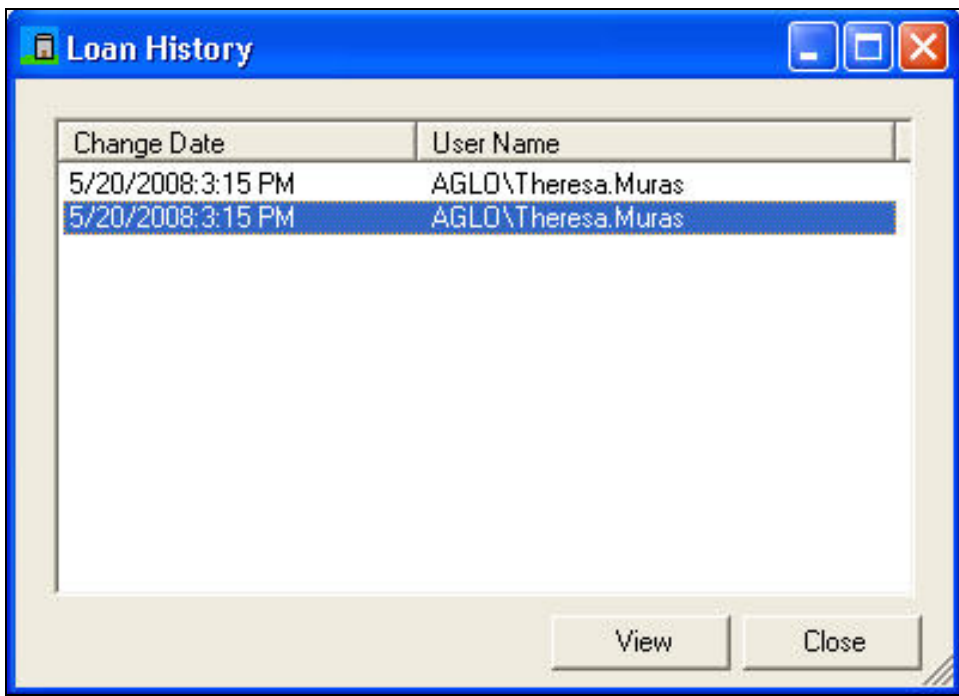
49 GSB Toolbar, Add Forms (Continued)

**B Disbursed Loans**

When a loan is disbursed, on CCC-666 or CCC-677-1, CLICK “**Loan Disbursed**” and save the loan by clicking “**OK**”. If the loan is edited **after** being dispersed, a “Save Changes?” dialog box will be displayed. CLICK “**Yes**”, if applicable.



After disbursement data has been saved, the following “Loan History” dialog box will be displayed, allowing users to view any edits made to the loan, after the loan was disbursed, by clicking “**View**”.



**Note:** On the “Loan History” dialog box, when users CLICK “**View**”, a read-only version of the loan will be displayed as of the selected time.

50 GSB Toolbar, Add CCC-666

A Adding CCC-666's

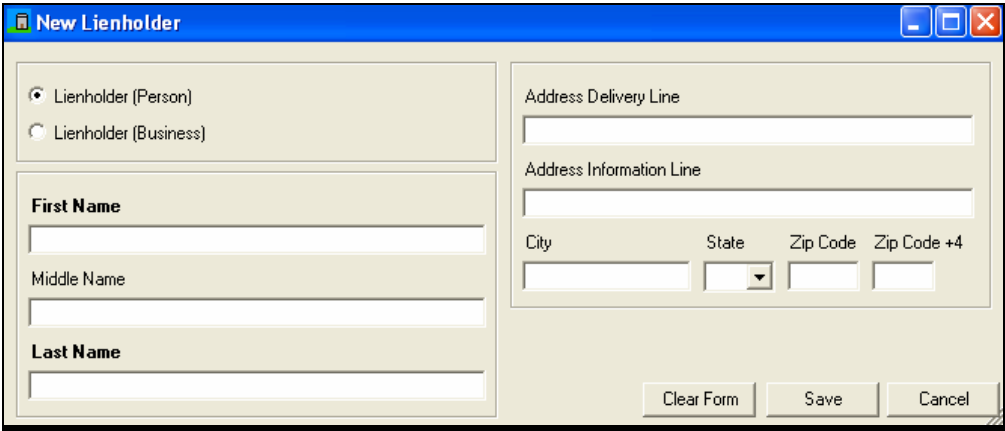
After a bin has been selected, on the GSB toolbar, CLICK “Add Forms”. The “Loan” dialog box will be displayed, allowing users to create CCC-666 and/or CCC-677-1. Once the required items are entered, CLICK “Add New Form 666”. The following “CCC-666” dialog box will be displayed.

**Note:** Bolded CCC-666 fields are **required** to save the data. Each field is numbered the same as the online CCC-666.

50 GSB Toolbar, Add CCC-666 (Continued)


**B Completing CCC-666 Fields (Continued)**

Item 1 is auto-populated with the Service Centers information. Items 2, 4 through 7, and 9 are auto-populated with information entered in the “Loan” dialog box (see subparagraph 49 A) that is completed **before** accessing CCC-666 or CCC-677-1. The following are **required** CCC-666 fields.

Item	Description
2	Producer information; auto-populated.
3	Address where commodity is stored.
4	Crop year commodity was produced; auto-populated.
5	Name of commodity being pledged for this loan; auto-populated.
6	Type of commodity listed in item 5, if applicable. If there are no other types of the commodity, item 6 will be inactive; auto-populated.
7	State and county code and loan number. The loan number is generated and can be obtained from System 36; auto-populated.
8	<p>Allows users to add or edit lienholders; if users <b>CLICK</b>:</p> <ul style="list-style-type: none"> <li>• <b>“Add Lienholder”</b>, the “New Lienholder” dialog box will be displayed; bolded fields are <b>required</b> information to add lienholders; if users click: <ul style="list-style-type: none"> <li>• <b>“Save”</b>, the information entered will be saved</li> <li>• <b>“Clear Form”</b>, the information entered will be erased</li> <li>• <b>“Cancel”</b>, the dialog box will be closed without adding any information</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>• <b>“Edit Lienholder”</b>, users can delete or edit information on an existing lienholder.</li> </ul>

50 GSB Toolbar, Add CCC-666 (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description	
9	Farm numbers where the commodity was grown; auto-populated. The farm number can also be obtained by querying the CLU layer using the Bin Control Panel; on the Bin Control Panel, users <b>must</b> CLICK  and select CLU's of where the commodity was produced to obtain their farm numbers.	
	<b>IF a producer...</b>	<b>THEN...</b>
	is already in the database	when users select the producer, the existing record will be found and updated with any differing information from SCIMS.
	needed is <b>not</b> available	to search, CLICK " <b>Search For Producer</b> ". A form will be displayed allowing users to search for a producer. When the producer is selected, the required information will populate the corresponding fields.  <b>Note:</b> If the producer is already in the database, the tool will find the existing record and update it with any differing information from SCIMS.
	needs to be removed from the database	select the producer and CLICK " <b>Delete Producer</b> ".



50 GSB Toolbar, Add CCC-666 (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description
10	<p>Allows users to add or edit payees on CCC-666. When users click:</p> <ul style="list-style-type: none"> <li>• “<b>Add Payee(s)</b>” a “New Payee” dialog box will be displayed</li> <li>• “<b>Edit Payee</b>” users can delete or edit information on an existing payee.</li> </ul> <div data-bbox="451 506 1146 1276" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p><b>Note:</b> Bolded fields are <b>required</b> information. When users click:</p> <ul style="list-style-type: none"> <li>• “<b>Save</b>”, the information will be saved to CCC-666</li> <li>• “<b>Clear Form</b>”, information entered will be erased</li> <li>• “<b>Cancel</b>”, the “New Payee” dialog box will be closed without adding any information to CCC-666.</li> </ul> <p><b>Note:</b> Any <b>payee or lienholder</b> data entered on CCC-666 will <b>not</b> be saved to CCC-666 or database. All <b>payee or lienholder data</b> is <b>lost</b> after CCC-666 is closed and will have to be re-entered upon opening CCC-666 again. This is a known <b>defect</b> that will be updated in a future software release.</p>

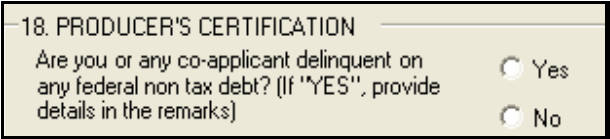
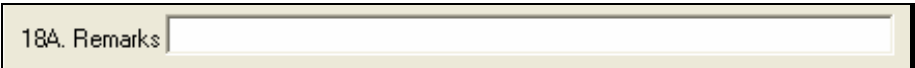
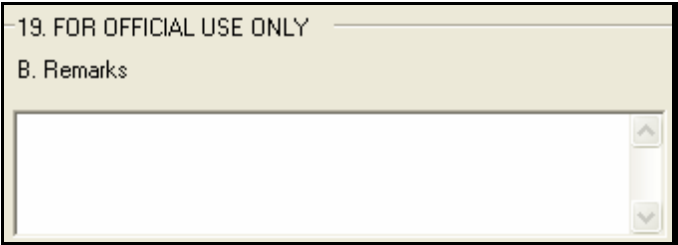
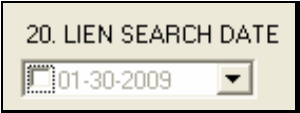

50 GSB Toolbar, Add CCC-666 (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description
11-17	<p>Storage Bins can be identified in the loan by clicking “<b>Add Storage Bin</b>” and deleted by clicking “<b>Remove Storage Bin(s)</b>”.</p> <div data-bbox="418 432 1458 569" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a software interface with several input fields and buttons. At the top left are 'Add Storage Bin' and 'Remove Storage Bin(s)' buttons. Below them is a field for '9. FARM NUMBER(S) WHERE PRODUCED' containing the number '123'. To the right is a section for '10. OTHER PAYEES' with an 'Add Payee(s)' button and an 'Edit Payee' button. At the bottom, there are seven columns of fields labeled 11 through 17: 11. SEAL, 12. BIN IDENTIFICATION, 13. CLASS VARIETY OR TYPE, 14. BASIS FOR PRODUCER'S QUANTITY DETERMINATION, 15. QUANTITY IN BIN, 16. ELIGIBLE QUANTITY IN BIN, and 17. TOTAL QUANTITY FOR LOAN.</p> </div> <p>When users CLICK “<b>Add Storage Bin</b>”, a line of text boxes will be displayed. Bolded fields are <b>required</b> to save the data.</p> <p>Users can add as many bins as necessary; however, only 6 bins will print on the original CCC-666. Any additional bins, numbered greater than 6, will print out on separate CCC-666’s. For instance, if the user entered in 10 bins, two CCC-666’s would print. The first CCC-666 would show 6 bins and the second CCC-666 would show 4 bins.</p> <p>On CCC-666, when users click:</p> <ul style="list-style-type: none"> <li>• “<b>Print</b>”, the forms will print</li> <li>• “<b>OK</b>”, changes to CCC-666 will be saved and CCC-666 will be closed</li> <li>• “<b>Cancel</b>”, CCC-666 will be closed without saving changes</li> <li>• “<b>Apply</b>”, CCC-666 changes will be saved without closing CCC-666.</li> </ul>
11	Seal numbers assigned by FSA for each storage structure containing loan collateral.
12	Description of the structure and its general location (such as, round steel bin next to barn).
13	Class, variety, or type of the established commodity in item 5.
14	Basis for the producer’s quantity determination (such as, measurements, scale tickets, etc.).
15	Certification of quantity of commodity being stored within the structure as determined by item 14.
16	Amount of the commodity that is eligible for the loan. This quantity <b>must</b> be less than or equal to that of item 15.
17	Total amount of the commodity that is accessible for the loan.

50 GSB Toolbar, Add CCC-666 (Continued)

B Completing CCC-666 Fields (Continued)

Item	Description
18	<p>Producer’s delinquency certification of federal non tax debt can be indicated by clicking “Yes” or “No”.</p> 
18A	<p>Additional remarks about federal non tax debt certification can be added, if applicable.</p> 
19	<p>Additional remarks for official use can be added, if applicable.</p> 
20	<p>Enter date lien search was completed using drop-down menu.</p> 
21	<p>Enter date UCC-1/ UCC-1 F was filed using drop-down menu.</p> 

**Note:** Adding a bin to CCC-666 is easy to miss when assigning a name to a point.

C Printing CCC-666’s

To print CCC-666’s, **after** all necessary information is provided, CLICK “Print”.

51 GSB Toolbar, Add CCC-677-1

A Adding CCC-677-1's

After selecting the bin, on the GSB toolbar, CLICK “Add Forms”. The “Loan” dialog box will be displayed, allowing users to create CCC-666 and/or CCC-677-1.

**Note:** Bolded items are **required** to save the data.

The screenshot shows a 'Loan' dialog box with the following components:

- NAME AND MAILING ADDRESS OF PRODUCER:** A dropdown menu, 'Delete Producer' button, and 'New Producer' button.
- Address:** Text boxes for City, State, Zip Code, and Zip Code +4.
- CROP YEAR:** A dropdown menu.
- ST. & CO. CODE & LOAN NO.:** A text box containing 'ga031-' and an empty text box.
- LOCATION OF FARM WHERE STORED:** A text box.
- COMMODITY:** A dropdown menu.
- TYPE:** A dropdown menu.
- FARM NUMBER(S) WHERE PRODUCED:** A text box.
- Buttons:** 'Loan Disbursed' checkbox, 'View History' button, 'OK', 'Cancel', and 'Apply' buttons.
- Form Management:** 'Add New Form 666', 'Edit Selected Form', 'Add New Form 677-1', and 'Delete Selected Form(s)' buttons.
- Table:** A table with columns 'Form Type', 'Date Created', and 'Bin Numbers'.

Once the required items are entered, CLICK “Add New Form 677-1”. The “CCC-677-1” dialog box will be displayed.

51 GSB Toolbar, Add CCC-677-1

A Adding CCC-677-1's (Continued)

Items 1 through 3, 5, 7, 8, and 11 are auto-populated if CCC-666 is available. Move the cursor over any item on CCC-677-1 for additional information about what data should be entered. See 8-LP for additional information on data entered on CCC-677-1.

**Note:** Bolded CCC-677-1 items are **required** to save the data. Each item is numbered the same as the online CCC-677-1.

The screenshot displays the CCC-677-1 application window with the following fields and controls:

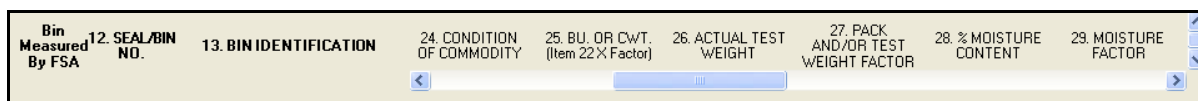
- 1. NAME AND MAILING ADDRESS OF APPLICANT:** ERIC JOHNSON
- 2. CROP YEAR:** 2010
- 3. COMMODITY:** Canola
- 4. CLASS:** (Dropdown menu)
- 5. ST. & CO. CODES, LOAN/LDP NO.:** ne001-
- 6. NAME OF SPOUSE:** (Empty field)
- 7. FARM NUMBER(S) WHERE PRODUCED:** 13
- 8. LOCATION OF FARM WHERE STORED:** (Empty field)
- 9. LIENHOLDER(S):** (Empty field with "Select Lienholder(s)" and "New Lienholder" buttons)
- 10. TYPE OF ACTION:** SELECT ACTION (Dropdown menu)
- 11. TYPE OF COMMODITY:** (Empty field)
- Buttons:** Add Storage Bin, Remove Storage Bin(s)
- 12. SEAL/BIN NO. 13. BIN IDENTIFICATION:** ne001-00002, Steel been near the inter (Dropdown), Details, Search
- 19. HEIGHT OF GRAIN, 20. TOTAL CU. FT., 21. ADDITIONS OR DEDUCTIONS, 22. NET CU. FT., 23. CONDITION OF STRUCTURE, 24. CC OF CO:** (Empty input fields)
- 32. USE MEASUREMENTS FOR PRODUCTION EVIDENCE?:** Yes (Selected), No
- 37. COMMODITY INSPECTOR:** (Empty field)
- A. COMMENTS:** (Empty text area)
- B. INSPECTED BY, C. DATE:** (Empty field, 05-30-2007)
- 38. FOR OFFICIAL USE ONLY:**
  - ADJUSTED MEASURED QUANTITY: 0
  - LOAN QUANTITY: 0
  - 90%/95% OF LOAN QUANTITY: 0
  - QUANTITY DEFICIENT: 0
  - OTHER PAYEES: (Empty field with "Select Payee(s)" and "New Payee" buttons)
  - Remarks: (Empty text area)
  - 39. LIEN SEARCH DATE: 05-30-2007
  - 0. DATE FINANCING STATEMENT FILE: 05-30-2007
- Buttons:** Print, OK, Cancel, Apply

51 GSB Toolbar, Add CCC-677-1 (Continued)

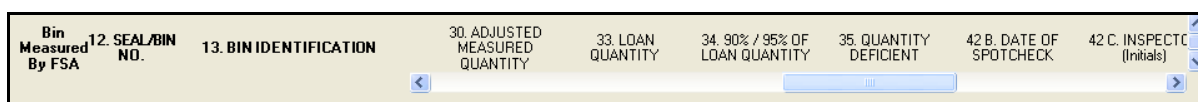
**B Completing CCC-677-1 Fields**

The following are instructions for completing CCC-677-1’s using the GSB tool. Items 24 through 30, 33 through 35, and 42 B through F are viewed by scrolling right in the application. These fields will be displayed when CCC-677-1 is printed.

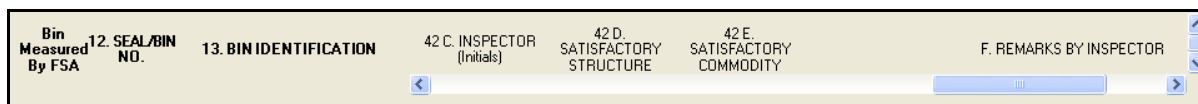
Example displaying items 24 through 29.



Example displaying items 30, 33 through 35, 42B, and 42C.



Example displaying items 42 C through F.




**Note:** Some items are **required**.

Item	Description
1	The applicant will be brought over from CCC-666, if applicable. If not, select an applicant from the producer database using the drop-down menu. If the producer needed is <b>not</b> available, CLICK “ <b>New Producer</b> ” to access SCIMS and query the producer. When producer is selected in SCIMS, the required information will be displayed in the corresponding fields.  <b>Note:</b> If the producer is already in the database, the existing record will be found and updated with any differing information from SCIMS.
2	The crop year will be brought over from CCC-666, if applicable. If <b>not</b> , select the crop year commodity was produced.
3	The type of commodity will be brought over from CCC-666, if applicable. If <b>not</b> , select from the drop-down menu of commodities.
4	If applicable, sub-class type from CCC-666 shall apply to CCC-677-1.
5	The State and county code shall be auto-populated. The loan number is generated and can be obtained from System 36.
6	Enter the spousal legal name on CCC-677-1.  <b>Note:</b> This is <b>not</b> a mandatory item.

51 GSB Toolbar, Add CCC-677-1 (Continued)

B Completing CCC-677-1 Fields (Continued)

Item	Description
7	<p>Farm numbers will be brought over from CCC-666, if applicable. If <b>not</b>, enter the farm numbers where the measurement service happens. The item shall be left blank if CCC-677-1 is used for a spot check. The farm number can be obtained by querying the CLU layer using either of the following:</p> <ul style="list-style-type: none"> <li>on the ArcMap toolbar, CLICK  (select features)</li> <li>on the Menu bar, CLICK “<b>Selection</b>” and CLICK “<b>Select by Attributes</b>”.</li> </ul>
8	<p>The location of commodity shall be brought over from CCC-666, if applicable. If <b>not</b>, manually enter the location.</p>
9	<p>If users click:</p> <ul style="list-style-type: none"> <li>“<b>Add Lienholder</b>”, the “New Lienholder” dialog box will be displayed; bolded fields are required information to add lienholders; if users click: <ul style="list-style-type: none"> <li>“<b>Save</b>”, the information entered will be saved</li> <li>“<b>Clear Form</b>”, the information entered will be erased</li> <li>“<b>Cancel</b>”, the dialog box will be closed without adding any information</li> </ul> </li> </ul> <div data-bbox="446 989 1442 1409" data-label="Image"> </div> <ul style="list-style-type: none"> <li>“<b>Edit Lienholder</b>”, users can delete or edit information on an existing lienholder.</li> </ul>
10	<p>Select the type of action for the farm visit.</p>
11	<p>If commodity type “corn” is selected in item 3 (copied from CCC-666), item 11 will be auto-populated. If the commodity type is <b>not</b> “corn”, item 11 will <b>not</b> be available.</p>

51 GSB Toolbar, Add CCC-677-1 (Continued)


B Completing CCC-677-1 Fields (Continued)

Item	Description				
<p>12 and 13</p>	<p>Storage bins shall be brought over from CCC-666, if available. To remove storage bins that are <b>not</b> necessary for this CCC-677-1, CHECK (✓) the appropriate box for each bin, CLICK “<b>Remove Storage Bin</b>”, and CLICK “<b>Confirm</b>”.</p> <p>To add a grain storage bin, CLICK “<b>Add Storage Bin</b>”. Bolded fields are <b>required</b> to save the data. Enter in all available data for the bin. For more details about the bin, users can CLICK “<b>Details</b>” and an “Update Bin Number” dialog box will be displayed. To search for a bin, CLICK “<b>Search</b>”.</p> <div data-bbox="412 688 954 806" style="border: 1px solid black; padding: 5px;"> <p><b>12. BIN IDENTIFICATION</b></p> <p>Multiple Bins by Road <input type="checkbox"/> Details Search</p> </div> <p>The last item to enter for a grain storage bin is the image. This item is used to document the condition of the bin. For instance, if the condition was poor because of structural damage, the user could incorporate a picture of the damage into CCC-677-1.</p> <div data-bbox="412 1031 1466 1224" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">F. REMARKS BY INSPECTOR</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; height: 20px;"></td> <td style="width: 20%; text-align: center;">Image</td> </tr> <tr> <td style="height: 20px;">Earthquake destroyed both structure and commodity</td> <td style="text-align: center;">Image</td> </tr> </table> </div> <p>The user can add as many bins as necessary; however, only 4 bins will print on the original CCC-677-1. Any additional bins, numbered greater than 4, will print out on separate CCC-677-1’s. For instance, if users entered 6 bins, two CCC-677-1’s would print. The first CCC-677-1 would show 4 bins, and the second CCC-677-1 would show 2 bins.</p> <p>On CCC-677-1, when users click:</p> <ul style="list-style-type: none"> <li>• “<b>Print</b>”, CCC-677-1’s will print</li> <li>• “<b>OK</b>”, changes to CCC-677-1 will be saved and CCC-677-1 will be closed</li> <li>• “<b>Cancel</b>”, CCC-677-1 will be closed without saving changes</li> <li>• “<b>Apply</b>”, CCC-677-1 changes will be saved without closing CCC-677-1.</li> </ul>		Image	Earthquake destroyed both structure and commodity	Image
	Image				
Earthquake destroyed both structure and commodity	Image				



51 GSB Toolbar, Add CCC-677-1 (Continued)

B Completing CCC-677-1 Fields (Continued)

Item	Description
<p>12 and 13 (Cntd)</p>	<p>To review or apply a new image for a grain storage bin, CLICK “<b>Image</b>” and the image available of the grain storage bin will be displayed; users click:</p> <ul style="list-style-type: none"> <li>• “<b>Open File</b>” to select a new image</li> <li>• “<b>OK</b>” to save and close the image</li> <li>• “<b>Cancel</b>” to close without saving changes</li> <li>• “<b>Apply</b>” to save changes and leave the image open.</li> </ul> 
<p>14 through 18</p>	<p>Bin measurements for length, width, circumference, diameter, and square feet of the measured area shall be rolled over from CCC-666, if applicable. CCC-667-1 will print with these items, but the CCC-677-1 input screen will <b>not</b> include these text boxes unless used for measurement service. The maximum available will be validated using the bin measurements as reported in bushels on CCC-666, if applicable.</p>
<p>19</p>	<p>Enter height of the grain.</p>
<p>20</p>	<p>The total cubic feet of the commodity measured area will be calculated to the nearest hundredth by multiplying the bin measurements brought over from CCC-666 times item 19.</p>

## 51 GSB Toolbar, Add CCC-677-1 (Continued)

## B Completing CCC-677-1 Fields (Continued)

Item	Description
21	Enter numeric additions or deductions found in this item. This item does <b>not</b> allow strings or characters and will allow input up to the nearest hundredth.
22	The net result of calculations from items 20 and 21 to the nearest hundredth will be displayed and will automatically adjust for additions or deductions entered in item 21.
23 and 24	Condition of structure and commodity are captured in items 23 and 24.
25	“BU” or “CWT” will be a calculation of item 22 multiplied times the bushel or CWT conversion factor in 8-LP, Exhibit 47.
26	Enter the actual test weight applicable to the commodity, except for high moisture commodities or cracked, rolled, or crimped corn (identified in item 11).
27	Enter the test weight and pack factors applicable to the commodity from 8-LP, Exhibit 45. For oilseeds, <b>except</b> soybeans, enter the test weight factors from 8-LP, Exhibit 46.
28	Enter a percent of moisture content determined from the sample of the commodity for applicable storage structure being inspected. The percent will only be captured by putting a decimal point and up to 4 digits to the right of the decimal point. This item is <b>not</b> required.
29	Enter the excess moisture shrink factor adjustment according to 8-LP, Exhibit 4 or calculated according to 8-LP, subparagraph 430 C. This item shall be left blank, if necessary.
30	The adjusted measured quantity is calculated by multiplying item 25 times item 27 and adjusted based on pack factors and other business rules, if applicable, for the moisture shrink factor determined in item 29, to determine the loan or LDP quantity.

**Note:** Items 25 through 30 will **not** be displayed on the screen, but will be displayed on printed CCC-677-1 when data is entered.

## 51 GSB Toolbar, Add CCC-677-1 (Continued)

## B Completing CCC-677-1 Fields (Continued)

Item	Description
31	<b>Not</b> displayed on the screen; however, when CCC-677-1 is printed, this is reserved for producer verification of loan or LDP measurements.
32	Select whether or not measurements were used for production evidence.
33	If “spotcheck” was selected in item 10, item 33 will be made available for entering an amount using numbers <b>only</b> , with up to 2 digits to the right of the decimal. This number <b>cannot</b> exceed the amount on CCC-666, item 17, if applicable.
34	If “spotcheck” was selected in item 10, enter 90 percent of the total outstanding loan quantity or the total quantity for LDP.
35	If “spotcheck” was selected in item 10, and item 30 is equal to or more than item 34, there is <b>no</b> deficiency. Determine the quantity deficient, if any, by calculating the difference between items 30 and 33. Item 34 can be edited.
36	Displays a list of commodities and conversion factors that will be added to the commodity table and used for calculations.
37A	Enter any commodity inspector comments.
37B	Enter the commodity inspector name.
38	If the applicable payee is <b>not</b> available from the drop-down menu, CLICK “ <b>New Payee</b> ” and query the payee through SCIMS.  <b>Note:</b> Scroll through selected payees using the up and down arrows.
39	Select the lien search date.
40	Enter the financing statement file date.
41A and 41B	Reserved for signature.
42B	Reserved for date of spot check.
42C	Reserved for inspectors’ initials.
42D and 42E	Check (✓) for satisfaction of the “commodity” and “structure”.
42F	Enter remarks by the inspector.
43	<b>Not</b> on the screen, but sketch space will provided when the CCC-677-1 is printed.

**Note:** Items 33 through 36, 41A, 41B, and 42 B through F will **not** be displayed on the screen, but will be displayed on printed CCC-677-1.

51 GSB Toolbar, Add CCC-677-1 (Continued)

**B Completing CCC-677-1 Fields (Continued)**

Upon completing CCC-677-1, CLICK “**Apply**” to review CCC-677-1 for incorrect statements or errors.

**C Printing, Submitting, and Saving CCC-677-1**

To:

- print CCC-677-1 as a hard copy or PDF file, CLICK “**Print**”
- submit CCC-677-1, CLICK “**OK**”

**Note:** After CCC-677-1 is created, CCC-677-1 will be displayed on the Loan Screen.

- save CCC-677-1, or select CCC-677-1 to edit or delete if necessary, CLICK “**Save**”.

52 GSB Toolbar, Update Forms

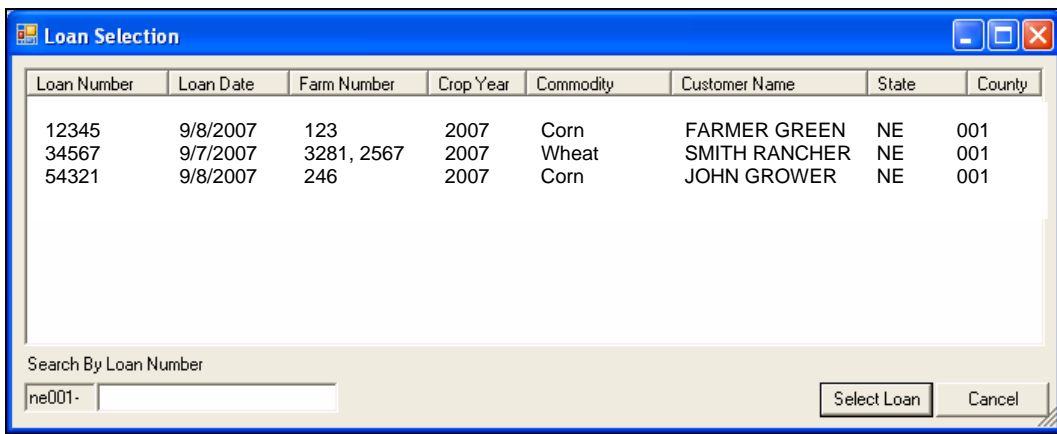
A Selecting CCC-677-1's to Update

After completing and saving CCC-677-1's, County Offices will have the ability to edit the CCC-677-1 information and reprint CCC-677-1's, as required. From the GSB toolbar, to update an existing loan, CLICK **“Update Forms”**; an **“Edit Loan Query”** dialog box will be displayed that allows users to search for a producer. Enter information known about the producer and CLICK **“Search”**. The producer loans that match the information entered (also known as variables of the query) will populate the **“Edit Loan Query”** dialog box. Select the loan by doing either of the following:

- highlight the producer and CLICK **“Select”**
- double-click the producer.



To search by loan number, CLICK **“Search By Loan Number”** and the **“Loan Selection”** dialog box will be displayed.



52 GSB Toolbar, Update Forms (Continued)

B Updating CCC-677-1's

After a producer is selected from the “Edit Loan Query” dialog box, according to subparagraph A, the “Loan” dialog box will be displayed with all available loans for that producer.

The screenshot shows a 'Loan' dialog box with the following sections:

- NAME AND MAILING ADDRESS OF PRODUCER:** A dropdown menu showing 'JOHNSON, ERIC'. Below it are buttons for 'Delete Producer' and 'New Producer'. There is an 'Address' label and input fields for 'City', 'State', 'Zip Code', and 'Zip Code +4'.
- Form Management:** Buttons for 'Add New Form 666', 'Edit Selected Form', 'Add New Form 677-1', and 'Delete Selected Form(s)'.
- Table:** A table with columns 'Form Type', 'Date Created', and 'Bin Numbers'.
 

Form Type	Date Created	Bin Numbers
CCC-666	05-30-2007	ne001-00002
CCC-677-1	05-30-2007	ne001-00002
- CROP YEAR:** A dropdown menu showing '2010'.
- ST. & CO. CODE & LOAN NO.:** Input fields showing 'ne001-' followed by a blank space.
- LOCATION OF FARM WHERE STORED:** A large empty text input field.
- COMMODITY:** A dropdown menu showing 'Canola'.
- TYPE:** A dropdown menu showing a blank space.
- FARM NUMBER(S) WHERE PRODUCED:** An input field showing '13'.
- Buttons:** 'Save', 'Delete', and 'Cancel' buttons at the bottom right.

**53 GSB Toolbar, Search CLU and PLSS**

**A Searching By CLU and PLSS**

On the GSB toolbar, if users CLICK “**Search CLU and PLSS**”, the “Search CLU and PLSS” dialog box will be displayed that allows users to find land units by:

- CLU; that is, farm/tract/field numbers
- PLSS; that is, Section/Township/Range numbers.

**B Search Options**

The following 4 search tabs are available:

- Dynamic CLU Search
- Dynamic PLSS Search
- Typed CLU Search
- Typed PLSS Search.

53 GSB Toolbar, Search CLU and PLSS (Continued)

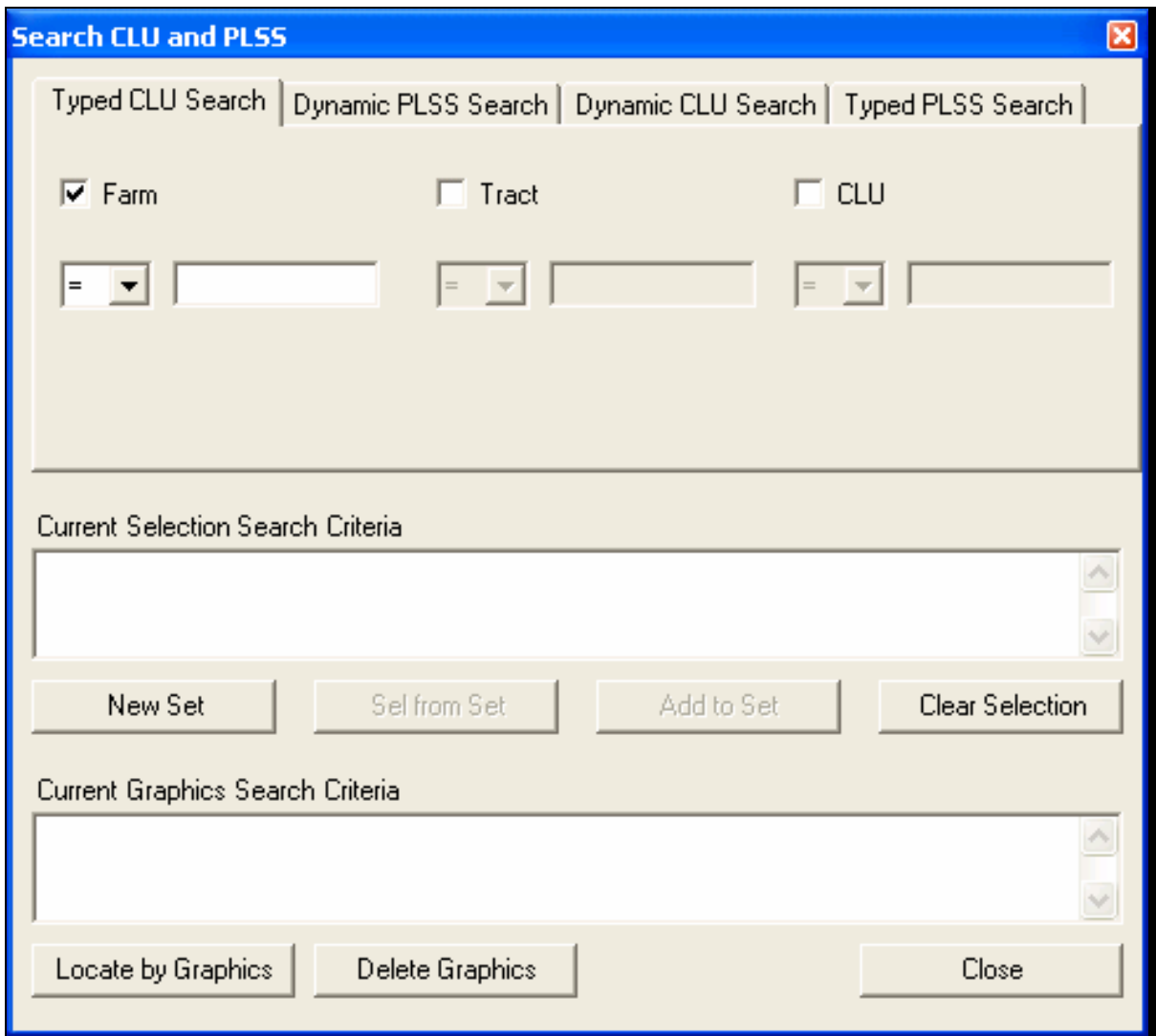
B Search Options (Continued)

On the “Search CLU and PLSS” dialog box, the:

- “Dynamic PLSS Search” and “Dynamic CLU Search” tabs will dynamically list values in a list box

**Note:** In the list box, more than 1 value can be selected. To select more than 1 entry, hold down the “Ctrl” key and CLICK the desired selections.

- “Typed CLU Search” and “Typed PLSS Search” tabs, only 1 value can be entered.





**53 GSB Toolbar, Search CLU and PLSS (Continued)****B Search Options (Continued)**

The following describes options on the “Search CLU and PLSS” dialog box:

- “**New Set**”, selects all polygons that meet the search criteria
- “**Select from Set**”, selects all the polygons that meet the search criteria from the existing selection set, narrowing the selection
- “**Add to Set**”, selects all the polygons that meet the search criteria and adds them to the already existing set, creating a larger selection set
- “**Clear Selection**”, clears the selection and resets the dialog box settings
- “**Locate by Graphics**”, finds the polygons that meet the search criteria (similar to “**New Set**”) and zooms to the features **without** selecting them; graphics are created over the located features and are identified with a different color than the CLU layer.

53 GSB Toolbar, Search CLU and PLSS (Continued)

**B Search Options (Continued)**

On the ArcMap “Selection” drop-down menu, CLICK “**Zoom to Selected Features**” to zoom back to user’s previous search (see the ESRI documentation provided by the State GIS Specialist for more details on “Zoom to Selected Features”). When users click:

- “**Delete Graphic**”, the graphics created when user clicked “**Locate by Graphics**” will be deleted
- “**Exit**”, the “Search CLU and PLSS” dialog box will be closed.

To begin a Dynamic Search on the farm, tract, or CLU number, CLICK “**Dynamic CLU Search**” tab. Complete the following steps to select farms.

Step	Action
1	CHECK (✓) “ <b>Farm</b> ”; this will enable the farm operator (=, <, > etc.) combo box and the farm list box, and the farm list box will be populated with values.
2	Select 1 or more values from the farm list box. If users want to select multiple values, HOLD “ <b>Ctrl</b> ” or “ <b>Shift</b> ” key and click values on the farm list.
3	After search criteria is entered, CLICK “ <b>New Set</b> ”, “ <b>Select from Set</b> ”, “ <b>Add to Set</b> ”, or “ <b>Locate by Graphics</b> ” to execute the query.

**Notes:** These steps can be repeated for tract and CLU.

The “**Dynamic PLSS Search**” tab is very similar, but does **not** have the operator combo boxes.

The typed searches are similar, but the list boxes are **not** auto-populated. The values **must** be manually entered. This is useful if the values are known and the user does **not** want to wait for the list boxes to be populated.

**Reports, Forms, Abbreviations, and Redelegations of Authority**

**Reports**

None.

**Forms**

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
CCC-666	Farm Stored Loan Quantity Certification Worksheet		1, 49-51
CCC-677-1	Farm Stored Loan Worksheet		1, 49-52

**Abbreviations Not in 1-CM**

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
ArcGIS	Archive Geographic Information Systems	1, 2, 21, 30, 31, Part 4
CLU	Common Land Unit	21, 32, Part 4
ESRI	Environmental Systems Research Institute	32, 53
GET	GIS Environment Tool	20
GIS	Geographic Information Systems	Text
GSB	Grain Storage Bin Tool	Text
MAL	marketing assistance loans	1, 2
SCIMS	Service Center Information Management System	1, 43, 48, 50, 51
SDE	Spatial Database Engine	20, 21

**Redelegations of Authority**

None.



**Screen Index**

The following screens are displayed in this handbook.

<b>Screen Name</b>	<b>Reference</b>
ArcGIS Data Loader Screen	21
Create New Bin Screen	43
GIS Environment Tool	20
Search for Storage Bin Query Screen	48
Welcome to ArcMap! Screen	31, 32

