

FLORIDA
Department of Agriculture
and Consumer Services

CitraNet



User Guide & Frequently Asked Questions

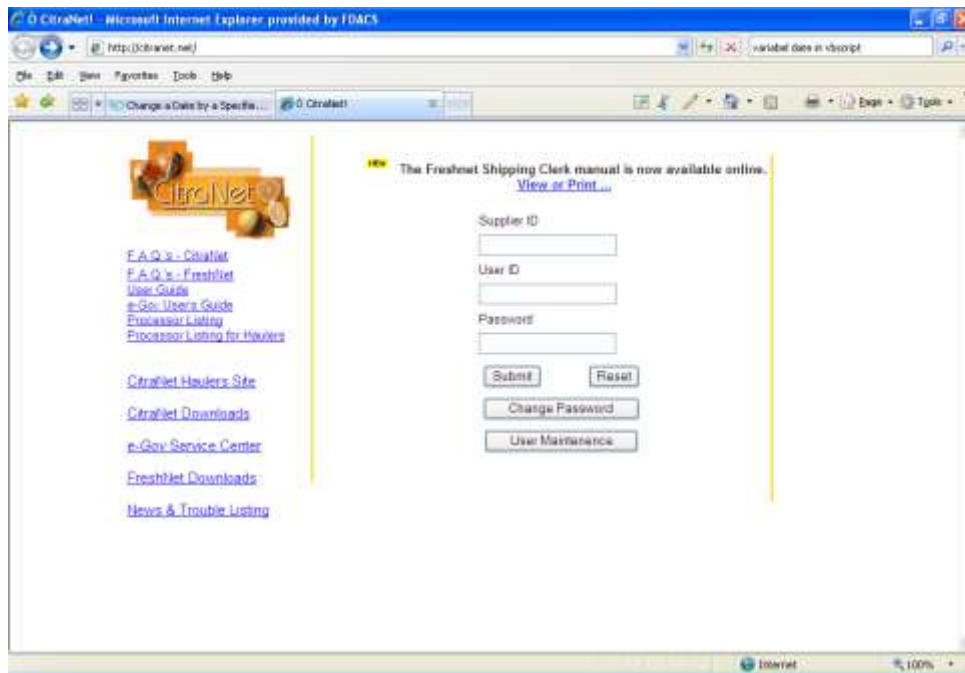


Figure 1 – Citranet.net Home Page

1. Enter your (4) digit Supplier ID # obtained from the FDACS.
2. Enter your (6) digit User ID # obtained from the FDACS in Bartow (863-578-1900).
3. Select a button (Submit, Reset, Change Password, or User Maintenance).

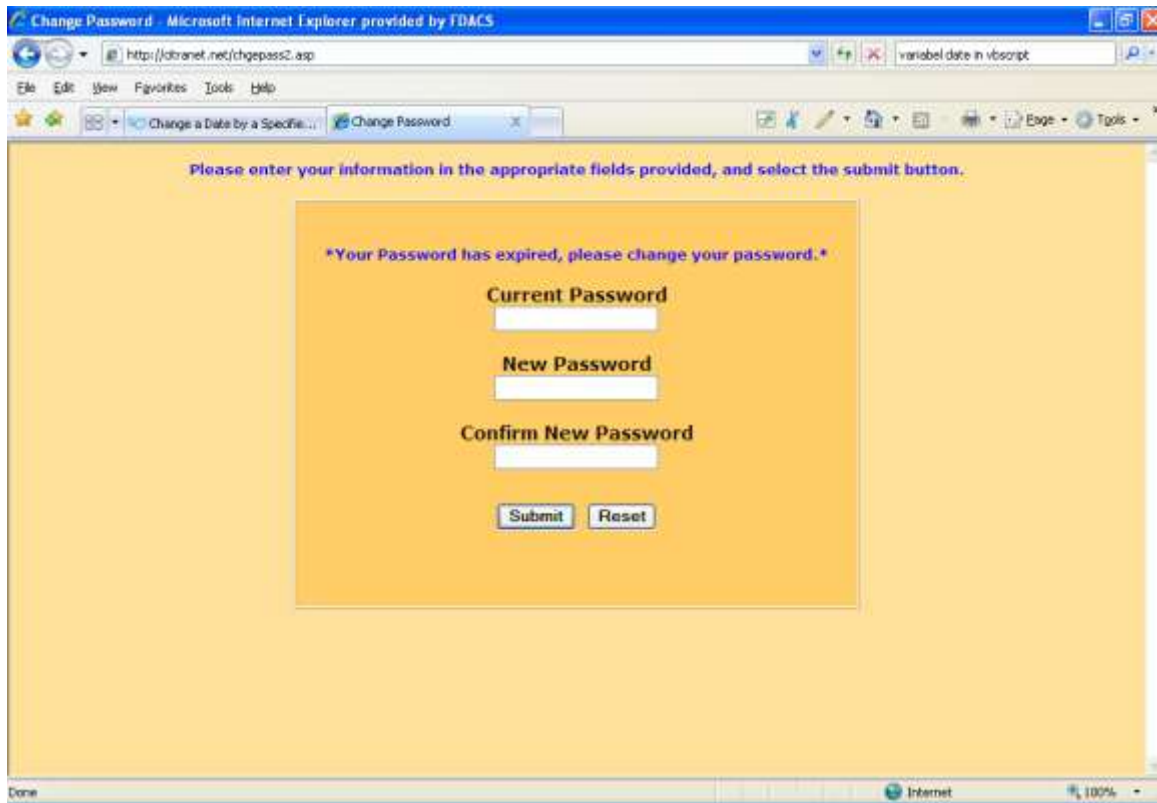
Submit – Retrieves Test Result information from all plants with your Supplier ID through for the last (7) days.

Reset – Clears the previous entry.

Change Password – Allows you to change your password.

User Maintenance – Master User can maintain additional users.

Password Maintenance



Change Password Microsoft Internet Explorer provided by FDACS

http://cltranet.net/chgepass2.asp

variable date in vbscript

File Edit View Favorites Tools Help

Change a Date by a Specific... Change Password

Please enter your information in the appropriate fields provided, and select the submit button.

Your Password has expired, please change your password.

Current Password

New Password

Confirm New Password

Submit Reset

Done Internet 100%

Figure 2 – Password Maintenance Screen

1. Enter Old Password (minimum 6 digits, max 30 digits, alpha/numeric).
2. Enter New Password (minimum 6 digits, max 30 digits, alpha/numeric).
3. Confirm New Password by entering the new password again.
4. Select Submit or Reset.
5. A message screen will appear that says password accepted!
6. Select Home.

User Administration

The screenshot shows a web browser window titled "User Maintenance - Microsoft Internet Explorer provided by FDACS". The address bar shows "http://oltranet.net/User.asp". The page content includes a form for adding a user with fields for "Add User Name:" and "Password Interval:" (with radio buttons for 10, 30, and 60 days) and a "Submit" button. Below this is a table titled "Users For Supplier Number: 9999" with columns for "Flag", "User Name", "Last Change", "Next Change", and "Change Interval". The table lists three users: kim, roger, and test. Below the table are "Disable User" and "Delete User" buttons, and a "Home" link.

Please enter your information in the appropriate fields provided, and select a button.

Add User Name: **Submit**

Password Interval: 10 30 60

Flag	User Name:	Last Change:	Next Change:	Change Interval:
<input type="checkbox"/>	kim	3/25/2009	3/25/2009	10 days
<input type="checkbox"/>	roger	4/7/2009	4/7/2009	10 days
<input type="checkbox"/>	test	4/7/2009	4/17/2009	10 days

Disable User **Delete User**

[Home](#)

Figure 3 – User Administration

1. Add the user name you would like to have access to CitraNet.
 - a. The initial password for each new user will be the User ID of the Administrator's account which is assigned by FDACS when processing the Supplier application.
2. Select number of days before the user password must be changed.
3. Click **Submit** to add the user.
4. Click the **Flag Check Box** and then click on **Disable User** to reset the default password for a user or select **Delete User** to delete a user.
5. Click on **Home** to return to the login screen (CitraNet Home Page).

Test Results

13 Records, 3 Downloaded

CitraNet Detail Listing :

DL	SP	LDate	TicketID	Destination	ContractID	TrailerNo	Yar	GrossBoxes	BoxesCulls	NetBoxes	SalesBus	JLtsBus	Brix	Acid	Rate
*		3/25/2009	2002	No Recognized Name	4135	4200	E&M	620	6	614	5.8444	54.774	10.67	0.82	13.91
		3/25/2009		No Recognized Name	0	1111	E&M	0	0	0	5.724	47.7	12	1	12
		3/25/2009	32564	No Recognized Name	149101	7831	HAMLI	542	5	537	5.8339	50.554	11.54	0.68	16.97
		3/25/2009	32430	No Recognized Name	149101	12	HAMLI	551	6	545	5.9252	52.113	11.37	0.66	17.23
		3/25/2009	32474	No Recognized Name	149101	211	HAMLI	529	5	524	5.9341	50.482	11.72	0.58	20.21
		3/25/2009	32449	No Recognized Name	149101	7830	HAMLI	534	5	529	5.928	52.929	11.2	0.54	20.74
		3/25/2009	32681	No Recognized Name	149101	32	HAMLI	534	5	529	5.9051	51.996	11.37	0.73	15.58
		3/25/2009	32586	No Recognized Name	149101	7831	HAMLI	523	5	518	6.0054	50.764	11.83	0.62	19.38
*		3/25/2009		No Recognized Name	0	1111	E&M	0	0	0	5.724	47.7	12	1	12
		3/25/2009	32682	No Recognized Name	149101	7831	HAMLI	551	6	545	5.3293	50.611	10.53	0.57	18.47
*		3/25/2009	2004	No Recognized Name	4135	4200	E&M	621	6	615	5.845	54.458	10.58	0.82	12.88
		3/25/2009	11151	No Recognized Name	149401	57	TEMP	444	18	428	8.0909	54.198	14.91	1.08	13.81
		3/25/2009	0001408	No Recognized Name	99999	1408	TGLO	310	5	305	6.875	46.234	14.87	0.66	22.53

1) Select the Fields you wish to have displayed.
Use Ctrl-Left Click to select multiple Fields.
2) Select LoadID for CitraNet Certificate.

[Give your handlers access to this data.](#)

LTime

Destination

Dest Desc

Variety Desc

TrailerNo

From 3/18/2009 To 3/25/2009

Figure 4 – CitraNet Test Results Screen

1. The standard fields will automatically display for all loads supplied by the supplier ID # for the last seven days.
2. Select the date range you desire. This will limit your record set for viewing, printing and/or downloading.
3. Select the additional fields you would like to display by clicking on each one, which will then be highlighted. Or to select multiple fields, use **Ctrl+Left Click**.
4. Select **SubmitQuery** and your request will be displayed as shown in **Figure 5**.

13 Records, 3 Downloaded

CitraNet Detail Listing :

View Features

<input type="checkbox"/>	DL	SE	LDATE	TICKET#	VAR	LOADID	BRX	ACID	RATIO	NETBOXES	SOLIDSBOX	JLBSBOX	SLOAD
<input type="checkbox"/>			3/25/2009	0001408	TGLO	049999	14.87	0.66	22.53	305	6.875	46.234	2096.88
<input type="checkbox"/>			3/25/2009	11151	TEMPL	176676	14.91	1.08	13.81	428	8.0809	54.198	3458.62
<input type="checkbox"/>	*		3/25/2009	2504	E&M	755514	10.56	0.82	12.88	615	5.645	53.456	3471.68
<input type="checkbox"/>			3/25/2009	32682	HAMLI	161926	10.53	0.57	18.47	545	5.3293	50.611	2904.47
<input type="checkbox"/>	*		3/25/2009		E&M	111111	12	1	12	0	5.724	47.7	635.36
<input type="checkbox"/>			3/25/2009	32586	HAMLI	161920	11.83	0.62	19.08	518	6.0054	50.764	3110.8
<input type="checkbox"/>			3/25/2009	32681	HAMLI	161895	11.37	0.73	15.58	529	5.9051	51.936	3123.8
<input type="checkbox"/>			3/25/2009	32449	HAMLI	161894	11.2	0.54	20.74	529	5.928	52.929	3135.91
<input type="checkbox"/>			3/25/2009	32474	HAMLI	161922	11.72	0.58	20.21	524	5.9141	50.462	3098.99
<input type="checkbox"/>			3/25/2009	32450	HAMLI	161910	11.37	0.66	17.23	545	5.9252	52.113	3229.23
<input type="checkbox"/>			3/25/2009	32864	HAMLI	161908	11.54	0.68	16.97	537	5.8339	50.554	3132.8
<input type="checkbox"/>			3/25/2009		E&M	000111	12	1	12	0	5.724	47.7	2541.46
<input type="checkbox"/>	*		3/25/2009	2505	E&M	755514	10.67	0.82	13.01	614	5.8444	54.774	3588.46

Print Selected Certificates

Download Selected

CitraNet has added [batch printing!](#)
 Select the certificates you would like to print, then click the "Print Selected Certificates" button.

Download

Include Previously Downloaded Records?

Download All Within This Date Range?

1) Select the Fields you wish to have displayed.
 Use Ctrl-Left Click to select multiple Fields.
 2) Select LoadID for CitraNet Certificate.

[Give your headers access](#) to their data.

LTime
 Destination
 Dest Desc
 Variety Desc
 TrailerNo

From 3/20/2009 To 3/27/2009

SubmitQuery

Figure 5 – CitraNet Detail Listing

1. Select the **Load ID** you would like to view and/or print a certificate for. The **LoadID** is highlighted in blue and allows the user to click on it.
2. To print the certificate, simply click on the **LoadID** and the memo will be displayed in your browser window (see **Figure 6**) along with the Print Dialog Box. Finally select the printer you would like it to print to and click **Print**.

To print multiple memos, you may do so by clicking in the white box located next to each record and clicking on the **Print Selected Certificates** button.

You can sort records by clicking on the column headers at the top of each column (i.e. Load Date, Ticket#, etc.)

CitraNet Certificate

CitraNet Certificate UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FLORIDA DEPARTMENT OF AGRICULTURE DIVISION OF FRUIT AND VEGETABLES INSPECTION CERTIFICATE FOR PROCESSING PLANTS					
This online certificate and the data within is a service of CitraNet, provided by the Florida Department of Agriculture, Division of Consumer Services and should not be considered an official or legal document.					
PROCESSOR			DATE		
No Recognized Name			3/25/2009		
SUPPLIER					
9999 - FDA 2007-06-13					
LOAD IDENTITY	TRAILER NO.	RAMP NO.		TYPE FRUIT	
161910	12	3		HAMLI	
LBS. SAMPLE		LBS. JUICE	LBS. JUICE PER BOX		
32.71		18.94	52.113		
% ACID	% SOLIDS (BRDQ)	RATIO	LBS. SOLIDS PER BOX	Juice content determined in accordance with Florida Department of Citrus rule.	
0.66	11.37	17.23	5.9252		
REMARKS					
The information below is for the convenience of the Processor and Supplier and is not certified data.					
FIELD TICKET NO.					
32450					
GROSS LBS.	HAULED BY	FIELD BOXES	BIN NO.		
76660		520	19		
TARE LBS.	PICKED BY		BLK		
27080					
NET LBS.	CONTRACT NO.				
49580	149101 0 0 0 0 0				
GROSS BOXES	1491				
BOXES CULLS					
6					
NET BOXES					
545					
LBS. SOLIDS PER LOAD	3229.23				
PRICE PER LBS. SOLIDS	0				
PRICE PER BOX	0				
TOTAL PAYMENT	REMARKS				
0	101				
	302				

Figure 6 – CitraNet Certificate – Cannery Memo

Downloading Test Results

The screenshot shows the 'CitraNet Detail Listing' interface. At the top, it indicates '13 Records, 3 Downloaded'. Below this is a table with columns: DL, SR, LDATE, TICKET#, VAE, LOADED, BRIN, ACID, RATIO, NETBOXES, SOLIDSBOX, F.BSBOX, SLOAD. The table contains 13 rows of data. Below the table are several buttons: 'Print Selected Certificates', 'Download Selected', and 'Download'. There are also two checkboxes: 'Include Previously Downloaded Records?' and 'Download All Within This Date Range?'. At the bottom, there is a 'Submit Query' button and a date range selector set to 'From 3/18/2009 To 3/25/2009'. A small text box on the left says 'CitraNet has added batch printing! Select the certificates you would like to print, then click the "Print Selected Certificates" button.'

Figure 7 – Downloading CitraNet Test Results

Download Selected Button:

- To use this option, you must first select the record(s) that you wish to download by **clicking in the white box** that is shown by each record then click on the **Download Selected** button.

Only the records selected and ALL fields will be included in your download file.

Download Button:

The Download Button may be used by itself or in conjunction with the (2) options shown below:

- Include Previously Downloaded Records?
- Download All Within This Date Range?

- By clicking the **Download Button** *without* choosing additional options, your download file will include **ALL** records that have **NOT** been previously downloaded and **ONLY** those fields that are currently displayed on the CitraNet Test Results Screen (**See Figure 7**). To include additional fields in the download file use **Ctrl+Left** Click.
 - If you wish to include previously downloaded records, then check the box labeled – **“Include Previously Downloaded Records?”** before clicking on the **Download Button**.
 - By choosing **“Download All Within This Date Range?”** and then clicking on the **Download Button**, your download file will include; **ALL** fields and ALL records, including those previously downloaded. (*This is the most commonly used option.*)

Once you have chosen the download options you would like, and clicked on one of the Download Buttons, a default filename is created (**See Figure 8**).



Figure 8 – Download Filename

The filename underlined above is the default name of the downloaded file.

1. Next, **Right click** on the filename.
2. The user is prompted for the location to download (Save) the file to on their computer (**See Figure 9**). It is an ASCII text file.

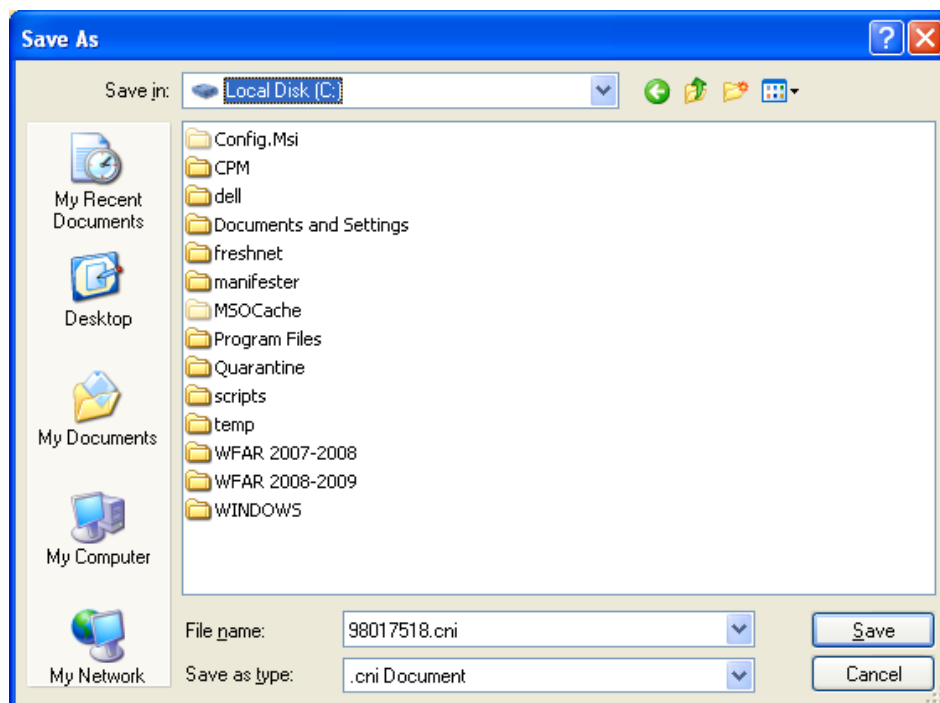


Figure 9 – Save As Dialog Box

3. Rename the file or leave the default name of the file downloaded. You may select any directory or location on your PC.

The file is an ASCII text file and can be imported into any spreadsheet program by opening the file in the application. In Microsoft Excel, the wizard will walk you through the import.