Schroth Systems Consulting, Inc.

Certifier's Organic Certification Database

Schroth Systems Consulting's new Certifier's Organic Certification Database application starts by using a certifying organization's entries in the USDA's Organic INTEGRITY Database as a foundation, and builds on that, allowing you to easily add whatever additional information you need for the certification process.

It's a very straightforward Access application, easy to modify, that stores all the information you need locally but allows you to send the required information to INTEGRITY at the touch of a button, using the API (programming interface) that the USDA provides. The screen below puts all of the information about a client operation at your fingertips, making it a snap to review or modify.

The first few tabs on this screen let you view and enter the information stored in the INTEGRITY database (Physical Address, Mailing Address, Certification Status, Items and Miscellaneous), while the additional tabs provide access to whatever additional information that you may want to store. This can include:

- **Notes** – A free-form text field that allows you to record whatever additional notes and comments about this operation that you want to enter.
- **Applications** – Information about any applications the client operation has submitted to you, along with their status, fees and other details.
- **Attachments** – A list of all files you may have related to this operation, for example copies of their NOPs.

- **Tasks / Events** – This provides a record of all interactions with the operation that you wish to record, including inspections, decisions, material inputs, adverse events, etc.   Another screen allows you to view these tasks and events by person assigned, due date and status, providing a to do list for each person involved.
- **Material Inputs** – Provides a list of each Material Input that the operation has requested to use, along with its approval status and any other information you may wish to keep about the item.
- **Payments** – Entering payments received allows the system to keep track of your Accounts Receivable, produce invoices and statements, and an aging report.

This simple, cost-effective solution can be implemented quickly and easily. We typically start by importing all of the data about your operations from the INTEGRITY Database, and reviewing with you what additional information you may want to keep. The system can be used to email invoices, certificates or other notices to client organizations as desired.
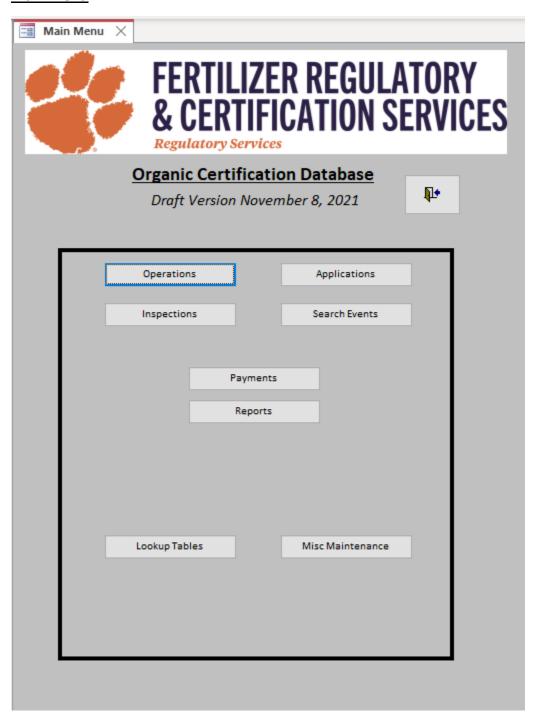
Screens

Here are some sample screens depicted, with a brief description of their function.

Main Menu

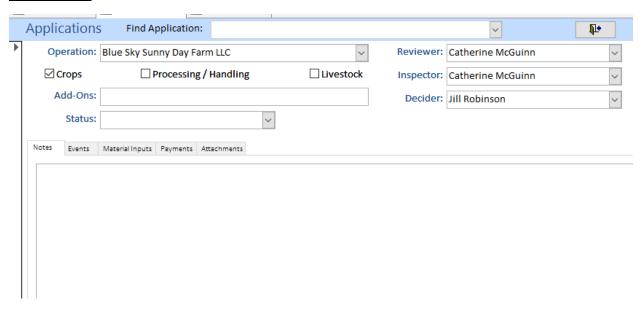The Main Menu appears when the application is launched, and provides an easy way to get to whatever screen you want to use.

Operations

The Operations screen allows the user to edit information about the Operation, but also provides an easy method to access related information, for example about applications, events, payments, material inputs, and even links to all Box files related to that Operation.

Applications

The Applications screen allows the user to edit information about an Application, and may be reached by double-clicking the desired application from the Applications tab of the Operations screen. It also
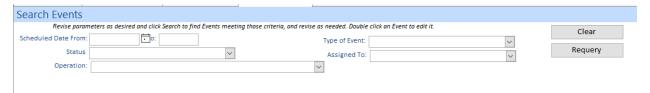
provides an easy method to access related information, for example about events, payments, material inputs, and even links to all Box files related to that Application.

Search Events

The Search Events screen allows the user to view just those events needing their attention, or to search the events based on specified criteria.

Additional Screens

Additional screens will be provided to allow the user to maintain all other data stored in the system, including users and lists of items used to create drop-down lists.

Phase 2 – Portal for External Users / Operations

It is anticipated that once the application has been implemented for internal users (Phase 1), and any needed adjustments made, that the next step will be to provide some capabilities on-line to users from the Operations. The idea would be to get some basic functionality working for them, with the realization that the provided functionality would probably be enhanced in the future. Essential functionality for the first phase would include:

- Ability to download blank forms relevant to their operation as needed
- Ability to upload completed forms and other documents as needed
- Ability to check status of their application
- Ability to view events that are not complete (and which have been specified as visible to Operation)
- Ability to send messages to their Inspector