

Ministry of Agriculture, Livestock and Supply

General Coordination of Information Technology – CGTI

MAPA – User Manual

PGA – SIGSIF - Completing Supplementary Form

Version 1.0

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1. OBJECTIVE

This manual describes the steps for the user to complete the Supplemental Form for an External Access Permission Application.

2. PRECONDITIONS

To complete this form, the user must have received the login and access password for the PGA / SIGSIF application by completing the MAPA system access form (<http://sistemasweb.agricultura.gov.br/solicita>).

The user must have in hand the documents below which must be included on the supplementary form

I - Authenticated document of the company indicating the users as its representatives in the system; and

II - Civil identification document of the user

3. USERS

- Applicant for External Access Permission.

4. ACCESSING THE SYSTEM

The application will be available on the MAPA web application portal. To access the system, the user must access the application portal (<http://sistemasweb.agricultura.gov.br>) and select the option [PGA_SIGSIF].

5. STEPS

Follow user instructions provided by the system:

5.1 Looking Up the External Access Permission Application

5.1.1 Within the system, select and follow the path Administrative> Access Management

Access> External Access Application.

Figure 1. Screen – Access Menu

Processo = Process Administrativo = Administrative Cadastro - Registration

Gestao de Acesso = Access management

Solicitacao de Acesso Externo = External access application

Avaliacao de Solicitacao de Acesso Externo = Evaluation of External access application

Controle de Acesso Externo = Control of External Access

5.1.2 The system will display the appropriate Look up screen demonstrated below:

Figure 2. Screen – Look Up Application for External Access Permission.

Consulta de Solicitacao de Acesso Externo = Look Up Application for External Access

Pesquisar = Search

Nacionalidade = nationality Brasileiro == Brazilian Extrangero = Foreign

Nome complete = complete name

Tipo de document = type of document

Numero do document = document number

Pais = Country

Sigla = acronym

Perfil de acesso = access profile

Permissoes = Permissions

Tipo de estabelecimento = type of establishment

Ambito de inspecao = Scope of inspection

Pais do estabelecimento = country of the establishment

UF / Provincia do estabelecimento = UF /province of the establishment

Numero controle / Registro de estabelecimento = Control number / Registration of the establishment

CNPJ/CPF

Razao social / Nome = Company name / Name

Periodo de envio da solicitacao = Period of sending of application

Data inicial = Start date a = to Data final = end date

Situacao da solicitacao = Status of application

Consultar / Preencher formulario complementar / Limpar = Look Up / Fill in supplementary form / Clear

5.1.3 To perform the Look up it is necessary to provide the information in the fields and click on the option Look Up.

5.1.4 When you click on the Look Up option, the system will show the list the registrations of the Look Up performed.

Figure 2.1 Screen – List of Results

Resultado = Results

Exporter CSV / Exportar planilha = Export CSV / Export spreadsheet

Selecione = Select

Nome do completo = name of complete

Numero do document = document number

Ambito / Numero = Scope / Number

Pais do estabelecimento = country of establishment]

Razo social / Nome = Company name / name

Data de envio da solicitacao – Date application sent

Situacao = Status

Visualizar / Alterar /Visualizar ocorrencia / Exluir = View / Modify / View Event / Delete

The user can "View", "Modify", "View Event " or "Delete" a record. To do this, it is necessary to select the desired record and click on the option for the actions that you want to perform.

The system provides the functionality to export the results of the Look up performed to a spreadsheet. In this case, just click the option "Export CSV" or "Export spreadsheet" and a file download will automatically start.

Note The Export Spreadsheet feature will export all the records of the Look up. It is not necessary to mark the lines of the registration.

5.1.5 When you click the Clear option, all the filled fields in the filter will be cleared.

5.2 NEW APPLICATION FOR EXTERNAL ACCESS PERMISSION

On the Look up screen, when you click on the option Fill in the Supplementary Form, the system will display the screen "Include Application for External Access Permission" , presenting the supplementary form that is to be filled in, as shown below:

Figure 3 Screen – Include Application for External Access Permission (Supplementary form)

Inclusao de solicitacao de liberacao de acesso = Resultado = Inclusion of application for access permission

Informacoes cadastrais vinculadas ao solicitata = Registration information linked to the application

Nome complete = full name

Login = Login

Nacionalidade = Nationality

Etc, etc.

[see screen shot in original Portuguese]

5.2.1 FILLING IN THE FIELDS

5.2.1.1 Filling-in the section "Registration information linked to the Application" is straightforward. Fill in the fields and proceed to the next section.

5.2.1.2 In the "Property data" section the fields are filled in automatically from the look up performed by the action "Look Up Establishment"

(Magnifier).

Note: When you activate the Magnifier, the system will display the screen Search Establishment.

Figure 3.1 Screen – Search the Establishment

Pesquisar estabelecimento = Search the Establishment

Tip de estabelecimento = Type of establishment [Nacional = Domestic]

Ambito de inspecao = Scope of inspection

Países selecionados = countries selected [Brazil]

Consultar / Limpar = Look up / Clear

Selecione = select

No. controle = control no.

Razao social / Nome = Company name / Name

Incluir / Cancelar = Include / Cancel

Fill in the fields and click the consult option. The System will show the result with the selection option.

Select the located registration and click on the Include option. The system will return to the Include External Access Permission Application screen with the fields filled in.

5.2.1.3 Filling-in the "Access Permission" section is straightforward.

Fill in the fields and proceed to the next section.

5.2.1.4 In the "Attach Miscellaneous Files" section, the system provides the option to attach a file. If there is a file set up to be attached, you only need to select it in the File Name field, click Browse to find the attachment on your computer and then insert it.

Note: The system only allows extension files .DOC, .DOCX, .PDF, .XLS, .XLSX, .ODF, .JPG, .PNG which do not exceed the maximum size limit of 5 mb.

5.2.1.5 After completing the form, activate the Confirm and Send option.

Note: After sending, the application will be forwarded for evaluation. To track the progress of the request, simply consult it as described above in step 5.1. The result of the evaluation will be sent to the e-mail address registered in the access login.

5.3 MODIFYING THE APPLICATION FOR EXTERNAL ACCESS PERMISSION

5.3.1 To modify an Application for External Access Permission, the user selects a registration with the status "Sent" in the Results screen.

5.3.2 When you click the Modify option, the system retrieves the information for the modifications, as shown below :

Figure 4 - Screen – Modification of Application for External Access Permission

[see screen shot in original Portuguese]

5.3.3 The user inputs the information for modification of the Application for External Access Permission.

5.3.4 When you click on the Confirm and Send option, the system records the modification of the Application for External Access Permission.

5.4 VIEW THE APPLICATION FOR EXTERNAL ACCESS PERMISSION

5.4.1 In the Result screen, when you click on the View option, the system recovers the information for viewing and displays the View External Access Permission Application screen, as shown in the screen below:

Figure 5 - Screen – View Application for External Access Permission

[see screen shot in original Portuguese]

5.4.2 When you click the Back option, the system returns to the "Look Up" screen. The user can "View Event Report" of a registration.