



**ELECTRONIC DOCUMENT INFORMATION
SYSTEM (EDIS) 3**

**DRAFT
USER GUIDE
EXTERNAL USERS**

April 2009

INTRODUCTION

Welcome to the United States International Trade Commission's (USITC) Electronic Document Information System Version 3 (EDIS 3). EDIS 3 is a repository of electronically filed and scanned paper documents for Title VII, Section 337, and other investigations before the Commission.

This user manual is designed to provide guidance for external users on how to: set up an EDIS user account, electronically file documents, file documents over-the-counter with Docket Services by creating an EDIS cover sheet, and search for public documents in EDIS 3. This manual gives a basic overview on how to use EDIS 3 to file and access documents. To obtain information regarding technical requirements for electronic filing such as document format, file size, and content, please see the USITC *Electronic Filing Procedures Handbook* at http://www.usitc.gov/secretary/fed_reg_notices/rules/handbook_on_electronic_filing.pdf.

To file documents, by either e-filing or creation of a cover sheet for over-the-counter filing with Docket Services, users may access EDIS 3 at <http://edis.usitc.gov>. For further assistance regarding EDIS please see the EDIS help page at (URL for EDIS Help Page) or you may contact the EDIS Helpdesk at 202.205.EDIS (3347).

For other general assistance concerning filings contact Docket Services at 202.205.1802 or visit our web page at <http://www.usitc.gov/docketservices/index.htm>.

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REGISTERING FOR EDIS 3

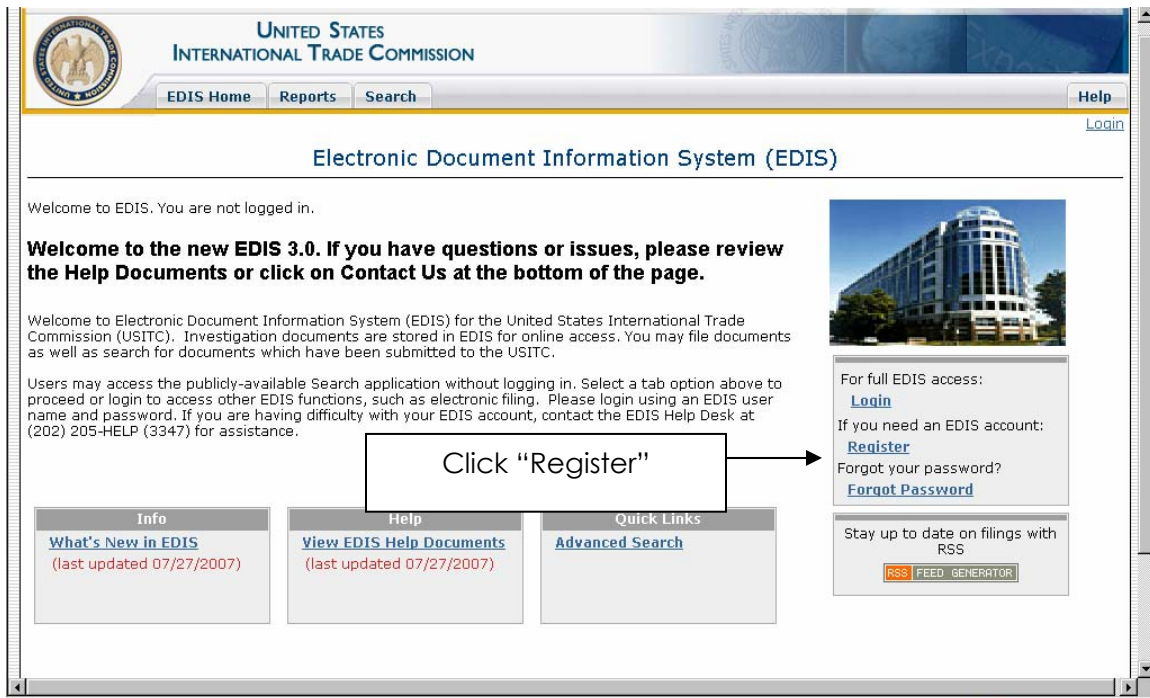
WHO SHOULD REGISTER?

Registration is not required to use EDIS for research. Public documents may be viewed by both registered and non-registered users.

The USITC encourages any person who is not yet but anticipates becoming a party representative to become a registered user. A person who represents a party to an investigation before the Commission must become a registered user before filing a document.

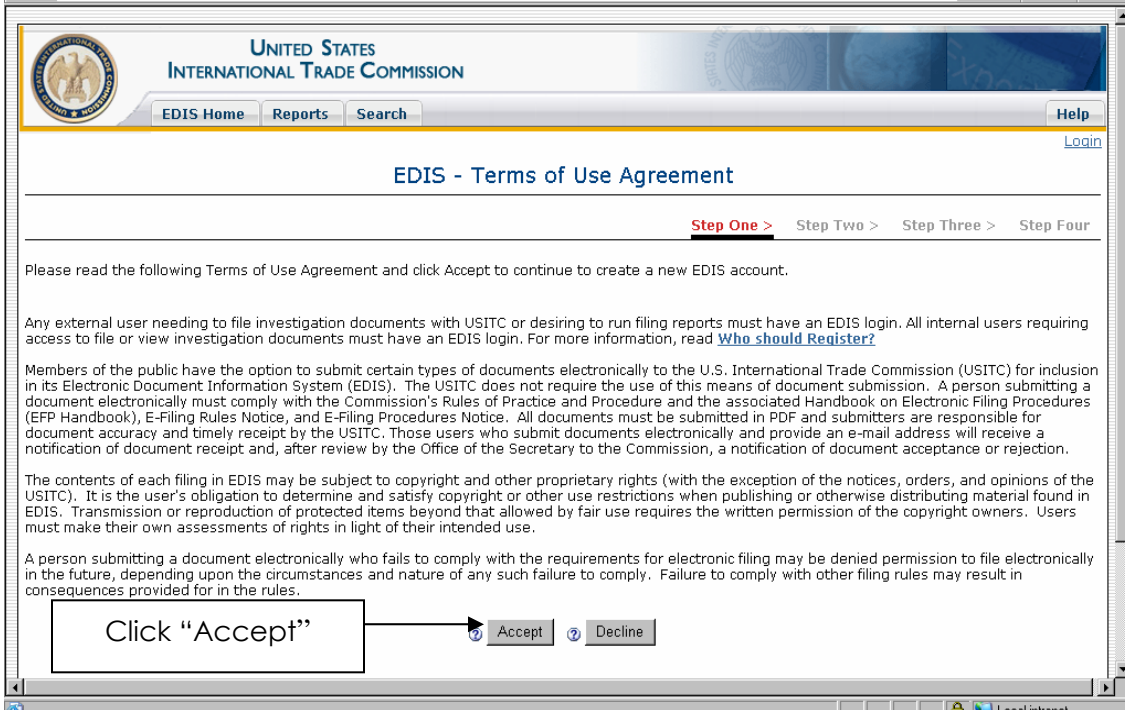
HOW TO REGISTER FOR EDIS 3

Go to the EDIS 3 home page at <http://edis.usitc.gov>. You have now arrived at the EDIS 3 Home Page, which is pictured below. Find "Register", on the right hand side of the page, and click on the link:

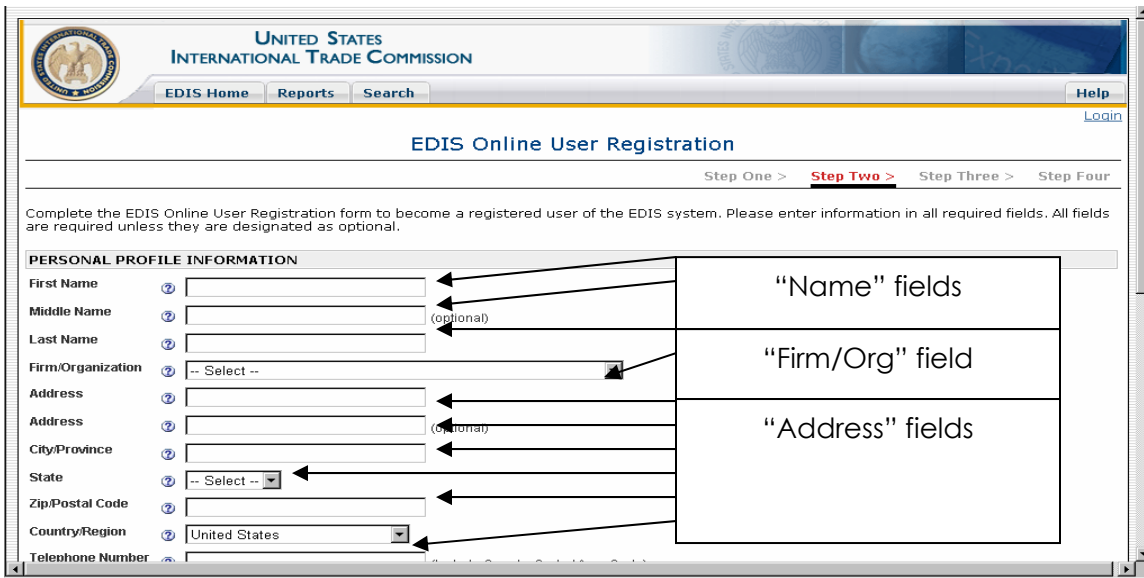


The screenshot shows the EDIS 3 Home Page. At the top, there is a header for the United States International Trade Commission (USITC) with a logo on the left and navigation tabs for "EDIS Home", "Reports", "Search", and "Help". Below the header, the page title is "Electronic Document Information System (EDIS)". A welcome message states "Welcome to EDIS. You are not logged in." and "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." Below this, there is a detailed welcome message and a "Login" link. A callout box with the text "Click 'Register'" has an arrow pointing to the "Register" link in the right-hand sidebar. The sidebar also includes links for "Forgot your password?" and "Forgot Password". At the bottom of the page, there are three columns: "Info" with "What's New in EDIS", "Help" with "View EDIS Help Documents", and "Quick Links" with "Advanced Search". An "RSS FEED GENERATOR" button is located at the bottom right of the sidebar.

Once the user performs this action, you will be presented with the entitled "EDIS – Terms of Use Agreement" page, pictured below. Please read the information contained on this page carefully. If, after reading this page, you agree to the Terms of Use and wish to proceed click "Accept".



After accepting the Terms of Use Agreement the user will arrive at the “EDIS Online User Registration” page, pictured below.



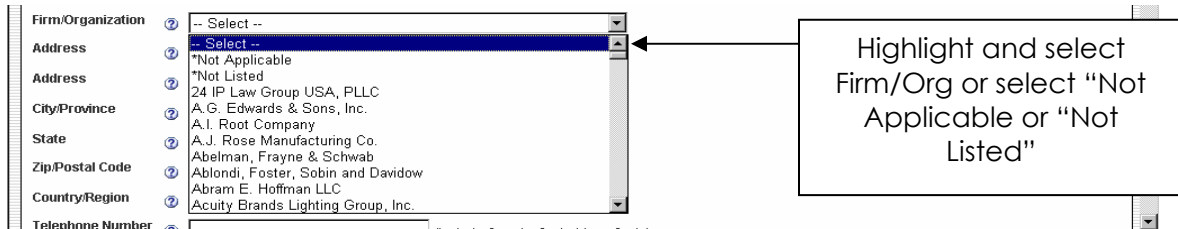
Name

Insert the user’s first and last name into the appropriate fields. Please enter the name in the manner consistent with the user’s signature. If the user signature includes a middle name, please include this information. For example, if the user

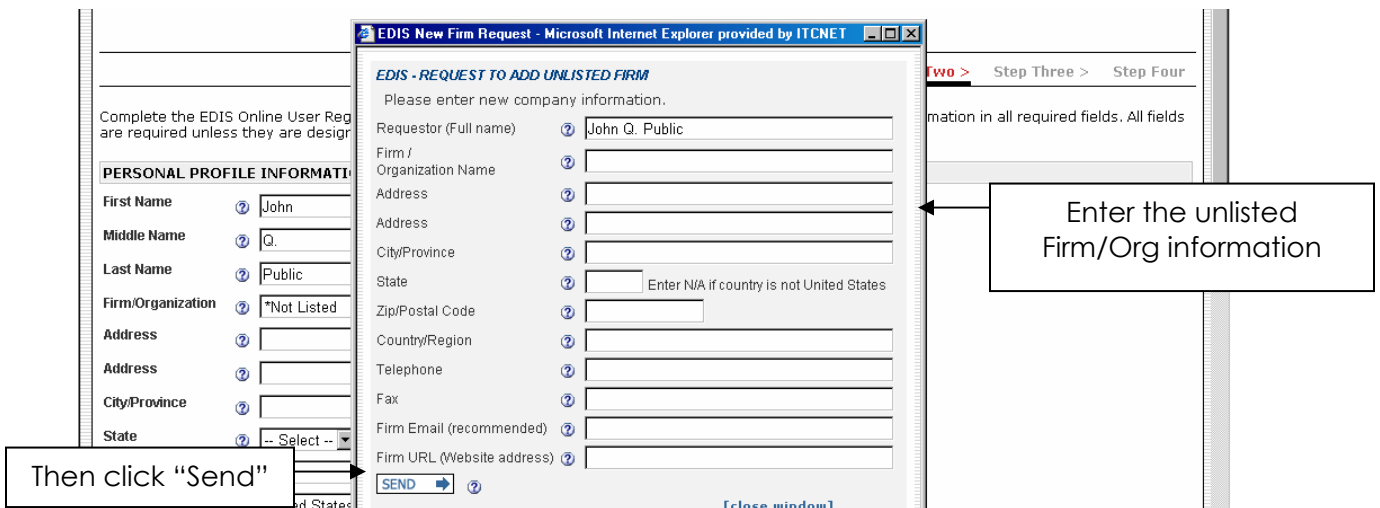
signs his/her name (both written and e-signature) "Joseph A. Burner", then please include the middle initial with the appropriate punctuation.

Firm/Organization

This field has a drop down menu, pictured below, that contains the names of all of firms and organizations currently in the EDIS.



Locate the user's firm or organization in the drop down menu and select by highlighting the name and single clicking. If the firm has two locations the location abbreviation will be displayed beside the "Firm Name". Pick the one that represents the user's firm. The firm's address information will be populated, and can be changed to identify the specific mailing address for the user. If the user will not regularly use EDIS for filing or is not affiliated with a firm involved in a matter before the ITC, select "Not Applicable". If the user's firm or organization is not included in the list, but expects to use the EDIS system frequently for filings, select "Not Listed". Doing so will open a pop up window entitled "EDIS New Firm Request", pictured below.



Enter the required information for the user's unlisted firm or organization and click "Send". The system will alert the EDIS Help Staff that there is a request to add a new firm or organization and information will be added to EDIS. However, users do not need to wait for the firm to be added in order to proceed with registration. Once the user clicks "Send", the browser will return to the EDIS Online Registration form to permit the user to continue, leave "Not Listed" as the firm.

Address

Once the user finds the firm in the "Firm/Organization" menu, some or all of the address information should automatically populate. If the user selects "Not Listed", after having filled out the "New Firm Request" form, the user will need to enter the user's information in the appropriate fields. In either case, ensure that all of the required address fields are populated with the correct information for the firm or organization. For firms and organizations with multiple locations, the automatically populated information mentioned above may be different from the desired address, please correct this information to reflect the appropriate address.

Telephone Numbers, Facsimile Number and Email Address

Telephone Number	<input type="text" value="555-555-1212"/>	(Include Country Code / Area Code)
Fax	<input type="text" value="555-555-2121"/>	(optional)
Email	<input type="text" value="JohnQ@email.com"/>	

Enter your phone #, fax # and email address

Enter the user's telephone number, fax number and e-mail address into the appropriate fields as shown above.

Note: In instances where the person registering is not necessarily the person that wishes to receive phone calls and automated e-mail notifications resulting from activity related to the account being created, the user may enter the phone number, fax number and/or e-mail address of another person who will generally deal with these communications (e.g. where the registering party is an attorney but a paralegal will be tracking and responding to communications related to the account).

Login Information

Users are required to select a User Id and password in order to login to EDIS. The "User ID" and "Password" fields are located directly beneath the "Email" field and are pictured below.

LOGIN INFORMATION	
User Id	<input type="text" value="JohnQ1"/> Enter your desired user id. Use letters (a-z, A-Z) and numbers (0-9), but no spaces or special characters (\$, !, /, #, etc.)
Password	<input type="password" value="••••••••"/> The password must be between 8 and 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (&, !, # etc.) but no spaces.
Confirm Password	<input type="password" value="••••••••"/>

User ID

Enter the desired User ID in the appropriate field. The User ID may only contain letters (a-z, A-Z) and numbers (0-9), but may not contain spaces or special characters (\$, !, /, # etc.). The User ID is not case sensitive.

Password

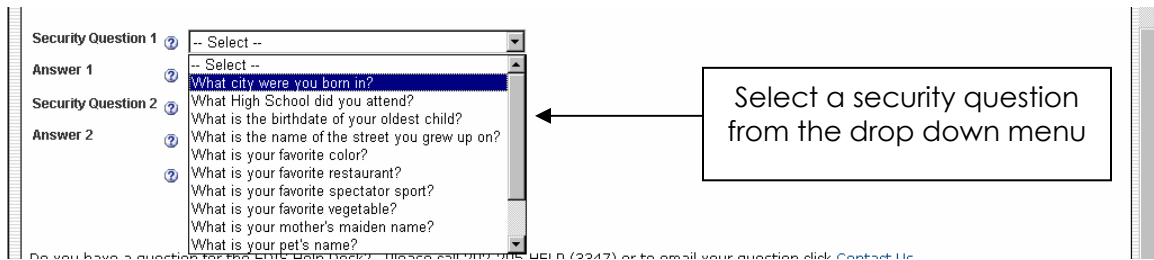
The password you select must be:

- 1) Between 8 and 30 characters long,
- 2) Contain letters (a-z, A-Z),
- 3) At least one number (0-9),
- 4) At least one special character (\$, !, /, # etc.),
- 5) Contain no spaces, and
- 6) The password is CASE SENSITIVE.

Once the user has entered the desired password (that meets the above listed requirements), re-enter the password exactly as typed in the "Confirm Password" field. In all future logins, each letter must appear in the case selected when creating the password. Three unsuccessful login attempts will result in your account being locked automatically.

Security Questions

The purpose of the security questions is to provide users who have forgotten their passwords with a method to regain entry to EDIS (See the section "Logging into EDIS 3" below for more information). They are located at the bottom of the Registration form as pictured below.



The user must select two security questions from the drop down menus entitled "Security Question 1" and "Security Question 2". For each the user must provide an answer. In the event that you forget your password or are locked out of the system, users will be asked these questions. The user must then provide the answers chosen at the time of registration. Security question answers are **NOT** case sensitive.

Submitting the Registration Form

Once the user has entered all of the required information into the Registration form, click "Submit", as pictured below.

Security Question 1

Answer 1

Security Question 2

Answer 2

Click "Submit"

If all of the information has been submitted correctly the user will arrive at a page allowing a double check on the information entered. Once the user has verified that all the information is correct, select "Accept Information" to continue or "Make Changes" to return to the Registration form to make corrections, as pictured below.

EDIS Online User Registration

Step One > Step Two > **Step Three >** Step Four

Please verify that the following information is accurate.

PERSONAL PROFILE INFORMATION

First Name:	John
Middle Name:	Q.
Last Name:	Public
Firm/Organization:	*Not Listed
Address:	123 Main Street
Address:	Suite 4
City/Province:	Anywhereville
State:	District of Columbia
Zip Code:	11111
Country/Region:	United States
Telephone:	555-555-1212
Fax:	555-555-2121
Email Address:	JohnQ@email.com

User ID: **JohnQ1**

Security Question One:
What city were you born in?

Security Question Two:
What is the name of the street you grew up on?

After determining the information you've submitted is correct, click "Accept Information"

Click "Make Changes" if you need to make a correction

Upon selecting "Accept Information", the user will arrive at the "Successful EDIS Registration" page, pictured below.

Click "Login" to enter EDIS 3

[Login](#)

Successful EDIS Registration

Step One > Step Two > Step Three > **Step Four**

An email has been sent to you as a confirmation. Click Login to continue to EDIS.

First Name:	John
Middle Name:	Q.
Last Name:	Public
Firm/Organization:	*Not Listed
Address:	123 Main Street
Address:	Suite 4
City/Province:	Anywhereville
State:	District of Columbia
Zip Code:	11111
Country/Region:	United States
Telephone:	555-555-1212
Fax:	555-555-2121
Email Address:	JohnQ@email.com

User ID: **JohnQ1**

Security Question One:
What city were you born in?

Security Question Two:
What is the name of the street you grew up on?

The information you submitted is listed here

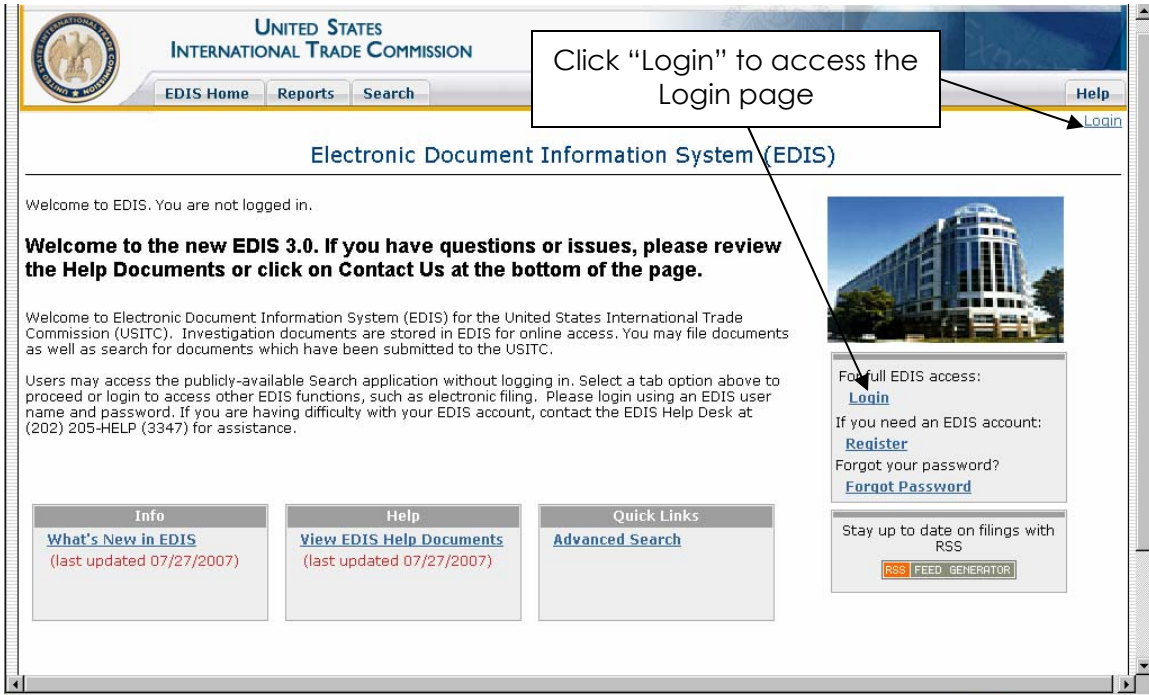
Click "Print Page" for a paper copy of this form

[Print page](#) [Top of page](#)

You have now successfully completed the registration process for EDIS 3! You may now select "Login" at the top of the page (See the section "Logging into EDIS 3" below for more information).

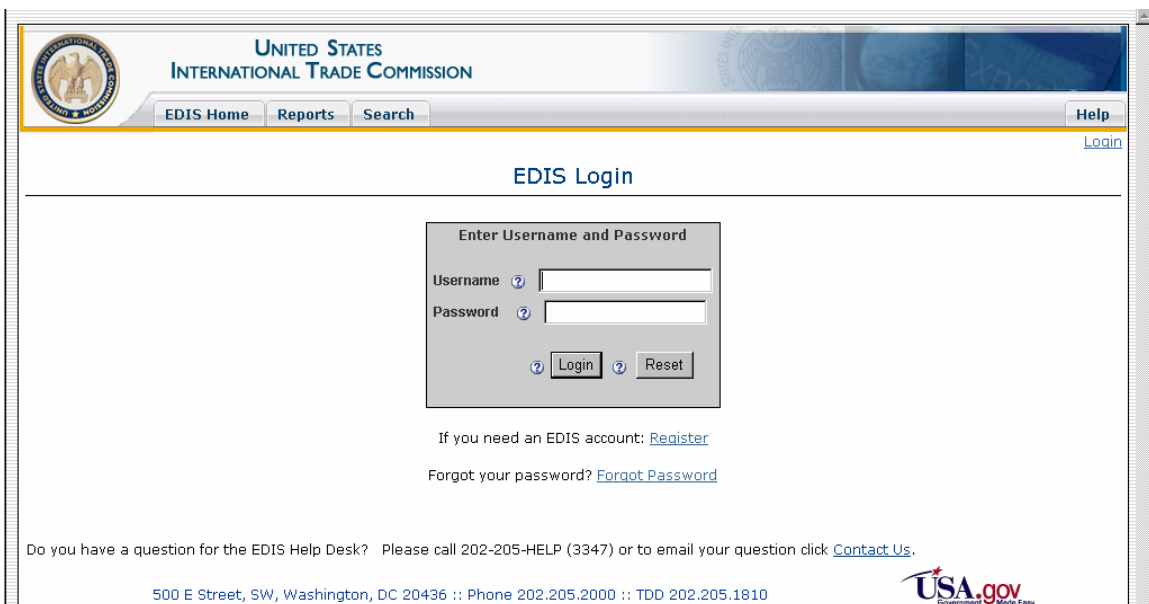
LOGGING INTO EDIS 3

Once you have become a registered user of EDIS, you may login to the system. You can access the "Login" page from the EDIS Home Page, pictured below.



The screenshot shows the EDIS Home Page. At the top, there is a header for the United States International Trade Commission (USITC) with navigation links for EDIS Home, Reports, Search, and Help. A callout box with the text "Click 'Login' to access the Login page" has an arrow pointing to the "Login" link in the top right corner. Below the header, the page title is "Electronic Document Information System (EDIS)". A welcome message states "Welcome to EDIS. You are not logged in." and provides instructions for new users. A section titled "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." includes a photograph of a modern building. Below this, there are three columns of links: "Info" (What's New in EDIS), "Help" (View EDIS Help Documents), and "Quick Links" (Advanced Search). On the right side, there is a section for "Full EDIS access" with links for Login, Register, and Forgot Password, and an RSS Feed Generator.

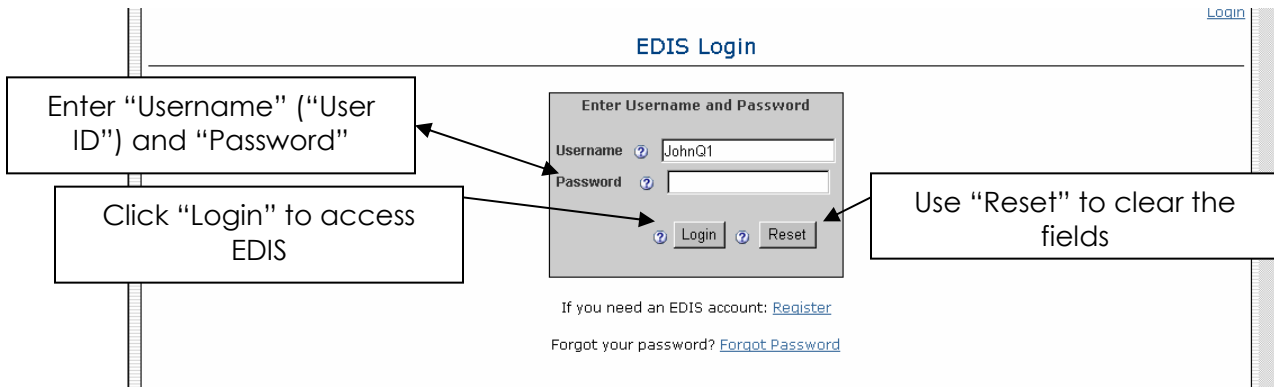
After you click on "Login" on the EDIS Home Page (or on the Successful EDIS Registration Page as discussed above), your browser will be directed to the EDIS Login page, as pictured below.



The screenshot shows the EDIS Login page. The header is identical to the home page. The main heading is "EDIS Login". Below the heading is a form titled "Enter Username and Password" with fields for Username and Password, and buttons for Login and Reset. Below the form, there are links for "Register" and "Forgot Password". At the bottom, there is a footer with contact information for the EDIS Help Desk and the USA.gov logo.

Enter the username (or "User ID" as it was called on the Registration Form) and password in the appropriate fields and click "Login". Remember that the password is case sensitive.

Note: The first time logging into EDIS, current EDIS 2 users should login using their existing EDIS 2 password. The user will be prompted to change the password and set up two security questions and answers. Once successfully completed, the user will be logged into EDIS. The EDIS 2 codeword can be used on Forgot Password, but should be changed to the Security Questions and Answers immediately upon first login.



If the user has successfully entered the username and password, the user will be taken directly to the EDIS "Main Menu" Page, pictured below. If the username or password were entered incorrectly, it will prompt the user to try to log in again. The user has three chances to login before the system automatically locks the account. So, if the user has forgotten the password, click "Forgot Password" for help (See the section "Forgotten Passwords" below for more information). If a user's account becomes locked, they must contact the EDIS Help Desk to have it unlocked.

UNITED STATES INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, John... [Logout](#)

EDIS Main Menu

Welcome to EDIS. You are currently logged in.

Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.

Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC.

Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-HELP (3347) for assistance.

Stay up to date on filings with RSS

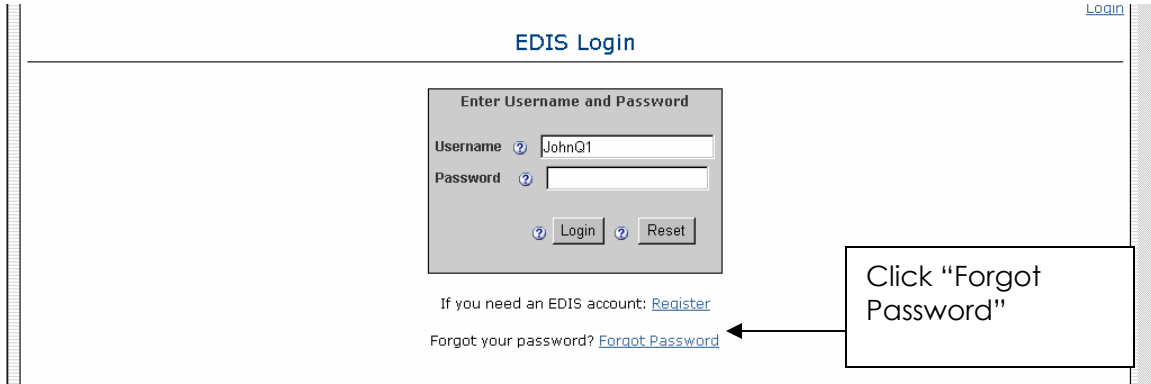
[RSS](#) [FEED GENERATOR](#)

Info	Help	Quick Links
What's New in EDIS (last updated 07/27/2007)	View EDIS Help Documents (last updated 07/27/2007)	Advanced Search E-File Documents

Once you've arrived at this page, you have successfully logged into EDIS 3!

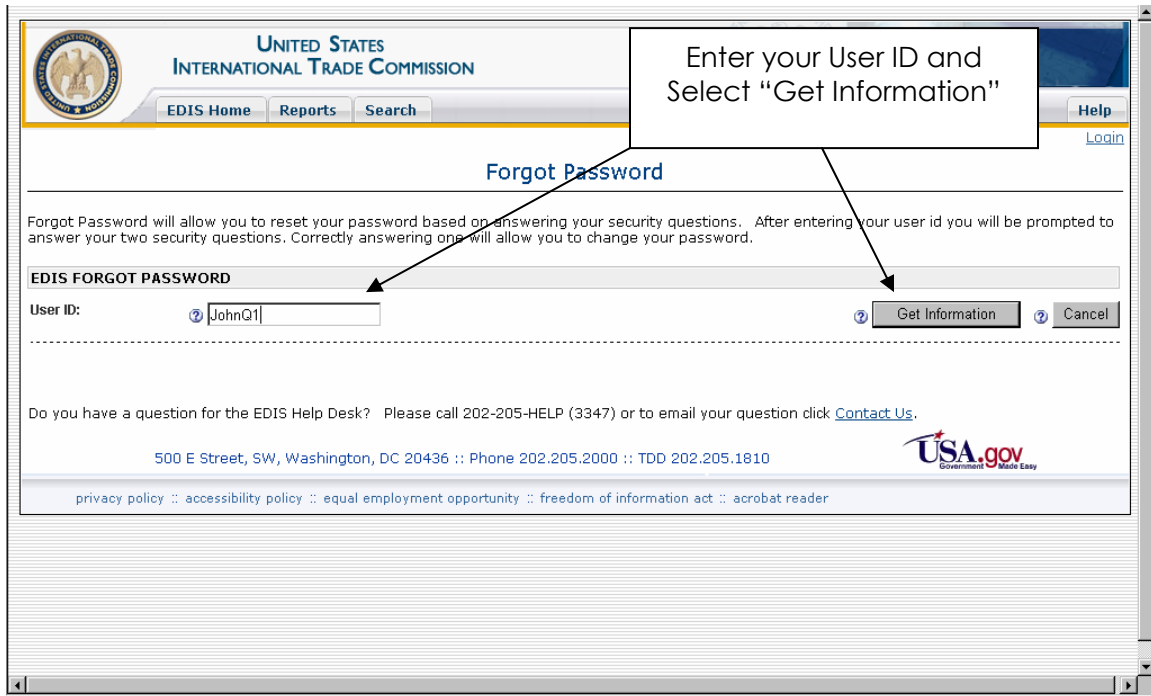
FORGOTTEN PASSWORDS

If you wish to login to EDIS 3, but have forgotten your password, users can click on "Forgot Password" to retrieve it.



The screenshot shows the "EDIS Login" page. At the top right is a "Login" link. The main heading is "EDIS Login". Below it is a form titled "Enter Username and Password" with fields for "Username" (containing "JohnQ1") and "Password". There are "Login" and "Reset" buttons. Below the form, there is a link for "Register" and a link for "Forgot Password". A callout box on the right says "Click 'Forgot Password'" with an arrow pointing to the "Forgot Password" link.

Once the user has clicked "Forgot Password", it will display the screen pictured below. Enter your User ID in the appropriate field and click on "Get Information".



The screenshot shows the "Forgot Password" page for the United States International Trade Commission. The page header includes the commission's logo and name, along with navigation links for "EDIS Home", "Reports", "Search", and "Help". The main heading is "Forgot Password". Below the heading is a paragraph explaining the process: "Forgot Password will allow you to reset your password based on answering your security questions. After entering your user id you will be prompted to answer your two security questions. Correctly answering one will allow you to change your password." The form section is titled "EDIS FORGOT PASSWORD" and contains a "User ID:" field with "JohnQ1" entered. To the right of the field are "Get Information" and "Cancel" buttons. A callout box at the top right says "Enter your User ID and Select 'Get Information'" with arrows pointing to the "User ID" field and the "Get Information" button. At the bottom of the page, there is contact information for the EDIS Help Desk and a "USA.gov" logo.

The user will now be asked the security questions selected when registering. Answering either question correctly will allow the user to change the password.

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EDIS Home Reports Search Help

Forgot Password

Forgot Password will allow you to reset your password based on answering your security questions. After entering your user id you will be prompted to answer your two security questions. Correctly answering one will allow you to change your password.

EDIS FORGOT PASSWORD

Please answer the following questions and click 'Validate' when finished.

Security Question 1: What city were you born in?
Answer 1:

Security Question 2: What is the name of the street you grew up on?
Answer 2:

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

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The user will now be prompted to enter a new password for your EDIS account. This password carries the same requirements as the original created at the time of registration. Once the user has created a password that meets these requirements, click "Change Password".

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INTERNATIONAL TRADE COMMISSION

EDIS Home Reports Search Help

Forgot Password

Forgot Password will allow you to reset your password based on answering your security questions. After entering your user id you will be prompted to answer your two security questions. Correctly answering one will allow you to change your password.

EDIS FORGOT PASSWORD

Please enter a new password for your account. Reenter the password then click 'Change Password'

Password

Confirm Password

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

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You have now successfully reset your password and may login!

Electronic Document Information System (EDIS)

Welcome to EDIS. You are not logged in.

Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.



For full EDIS access:
[Login](#)

If you need an EDIS account:
[Register](#)

Forgot your password?
[Forgot Password](#)

Stay up to date on filings with
RSS

[RSS FEED GENERATOR](#)

SUCCESS. Your password has been changed.

Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC.

Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-4118 (202-411-8000).

Users should immediately receive an e-mail notice informing you that the password has been changed. Should you receive an e-mail notice regarding a change to your password which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

CHANGE PASSWORD/CHANGE SECURITY QUESTIONS

After logging in, if you wish to change the password or security questions, the user may do so from the “EDIS Main Menu” page by selecting “User Info”.

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EDIS Main Reports Search Submission **User Info** Help

Welcome, John... [Logout](#)

EDIS Main Menu

Welcome to EDIS. You are currently logged in.

Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page.

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Stay up to date on filings with RSS
[RSS](#) [FEED](#) [GENERATOR](#)

Info	Help	Quick Links
What's New in EDIS (last updated 07/27/2007)	View EDIS Help Documents (last updated 07/27/2007)	Advanced Search E-File Documents

Users will be directed to the “EDIS Maintain User Information” page. Select either “Change Password” or “Change Security Questions” to make the desired changes.

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EDIS Main Reports Search Submission **User Info** Help

Welcome, John... [Logout](#)

EDIS Maintain User Information

Users can maintain their own account information using these options. Upon logging in, a user may update their password or change their security questions/answers as needed.

[Change Password](#) ←
Change password for the current user.

[Change Security Questions](#) ←
Change security questions for the current user.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

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Change Password

After the user has selected "Change Password" on the EDIS Maintain User Information Page, it will prompt the user to enter the current password as well as select and confirm a new password. The new password must also meet the password requirements described previously. After entering the required information, click "Update". To clear the form, hit "Reset Form".

The screenshot shows the "Change Password" form in the EDIS system. At the top, there is a navigation bar with "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". Below this, the page title "Change Password" is centered. A welcome message "Welcome, John... Logout" is visible in the top right. The main content area contains instructions: "To change your password, enter your current password and your new password. Reenter the new password to confirm. You have reached this page because of one of the following reasons: Your password has expired and you must change it; you've made a determination that it is necessary to change your password; or the EDIS System Administrator has set your password to a temporary password." Below the instructions, a password requirement note states: "The password must be at least 8 and no more than 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (&, !, # etc.) but no spaces." The form itself is titled "CHANGE PASSWORD" and includes three input fields: "Current Password", "New Password", and "Confirm New Password". Below these fields are two buttons: "Update" and "Reset Form". Annotations with arrows point from text boxes to the form elements: one box says "Enter your current password and create/confirm your new password" with arrows pointing to the three input fields; another box says "Select 'Update'" with an arrow pointing to the "Update" button.

You have now successfully changed your password! Users should immediately receive an e-mail notice informing that the password has been changed. Should you receive an e-mail notice for a password change which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).



EDIS Maintain User Information

SUCCESS! Your password has successfully been changed.

Users can maintain their own account information using these options. Upon logging in, a user may update their password or change their security questions/answers as needed.

[Change Password](#)

Change password for the current user.

[Change Security Questions](#)

Change security questions for the current user.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

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Change Security Question

After selecting "Change Security Questions" on the EDIS Maintain User Information Page, the user will be prompted to confirm the password. Enter the password and click "Get Questions".

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EDIS Main Reports Search Submission User Info Help

Welcome, John... Logout

Change Security Questions

Use this page to maintain your two security questions and answers. The questions and answers can be used to verify your identity when calling the EDIS help desk or when you need to reset your password.

CHANGE SECURITY QUESTIONS

Confirm Password

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

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The user will now be able to change one or both of the security questions and enter new answers. Once the user makes the desired changes, click "Submit". If the user needs to undo the changes, click "Reset".

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EDIS Main Reports Search Submission User Info Help

Welcome, John... Logout

Change Security Questions

Use this page to maintain your two security questions and answers. The questions and answers can be used to verify your identity when calling the EDIS help desk or when you need to reset your password.

CHANGE SECURITY QUESTIONS

Select Security Question 1:
What city were you born in?

Enter your answer for question 1:
Anywhereville

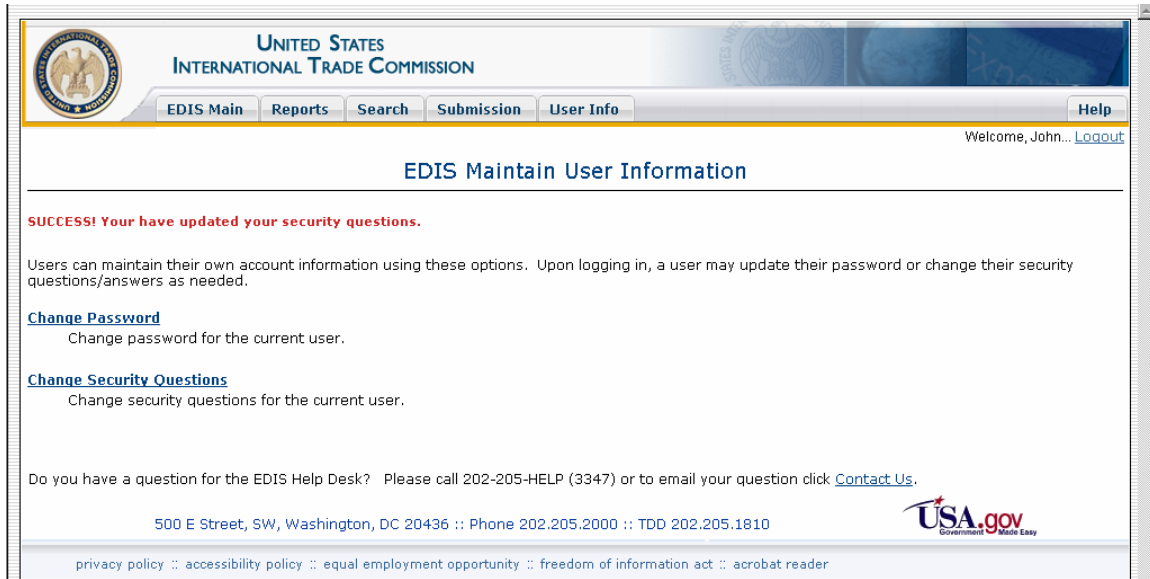
Select Security Question 2:
What is the name of the street you grew up on?

Enter your answer for question 2:
Main

Select new questions from the drop down menus and enter desired answers

Select "Submit" or "Reset"

You have now successfully changed your security questions! Users should immediately receive an e-mail notice informing you that the security questions have been changed. Should you receive an e-mail notice regarding a change to your security questions which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).



The screenshot shows the EDIS Maintain User Information page. At the top, there is a header for the United States International Trade Commission with navigation tabs for EDIS Main, Reports, Search, Submission, User Info, and Help. A welcome message for 'John...' and a 'Logout' link are visible. The main heading is 'EDIS Maintain User Information'. A red success message states: 'SUCCESS! Your have updated your security questions.' Below this, a paragraph explains that users can maintain their account information, including updating passwords or security questions. Two links are provided: 'Change Password' (Change password for the current user.) and 'Change Security Questions' (Change security questions for the current user.). At the bottom, there is a 'Contact Us' link for the EDIS Help Desk, contact information (500 E Street, SW, Washington, DC 20436; Phone 202.205.2000; TDD 202.205.1810), and the USA.gov logo. A footer contains links for privacy policy, accessibility policy, equal employment opportunity, freedom of information act, and acrobat reader.

When you have finished working in EDIS, it is recommended that users click "Logout" and close the browser to break the session.

EDIS is set to time-out a user's session after 15 minutes of inactivity for external users. Users will receive a pop-up message indicating that the session has had no activity and will expire in 5 minutes. If you do not interact with EDIS for a further 5 minutes, your session will terminate. You will need to login again.

Passwords expire after 180 days. If the user has not changed their password in 180 days, the account will automatically become inactive. Please contact Docket Services to reactivate your account at 202.205.EDIS (3347).

ELECTRONIC FILING OF DOCUMENTS (PUBLIC DOCUMENTS *ONLY*)

Users may only file **public** documents electronically (E-file) with the USITC. A user must register and log into EDIS in order to E-file documents. Instructions on how to set up an account may be found in the section titled *Registering for EDIS 3*.

In order to E-file a document in EDIS, users must do some initial document preparation. First, users should review the *Electronic Filing Procedures Handbook (March 2006)* at http://www.usitc.gov/secretary/fed_reg_notices/rules/handbook_on_electronic_filing.pdf for information regarding policy and document filing rules. However, listed below are some key requirements to keep in mind when preparing a document for E-filing.

- All documents must be submitted in Adobe Acrobat portable document format (PDF)
- Adobe Acrobat 4.0 is the minimally accepted format (which is PDF Version 1.3 or greater)
- PDF file must not be **password protected**
- There is no limit on the number of attachments for a filing **however** each attachment must be **10MB or less**
- Document **must not** contain **embedded links or Java Script actions**

Once the document is properly formatted and ready to be filed, login to EDIS as described in the *Logging into EDIS* section.

Once logged in, click on the tab marked "Submission" as shown below.

The screenshot shows the EDIS Main Menu interface. At the top, there is a navigation bar with the United States International Trade Commission logo and the text "UNITED STATES INTERNATIONAL TRADE COMMISSION". Below this, there are several tabs: "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". A callout box with an arrow points to the "Submission" tab, containing the text "Click 'Submission'". Below the navigation bar, there is a "Welcome, Dockets... Logout" link. The main content area is titled "EDIS Main Menu" and contains a welcome message: "Welcome to EDIS. You are currently logged in." followed by a notice: "Change this notice in the Home.properties file." Below this, there is a paragraph of text: "Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC." and another paragraph: "Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-HELP (3347) for assistance." To the right of this text is a small image of a building and a box that says "Stay up to date on filings with RSS" and "RSS FEED GENERATOR". At the bottom, there are three boxes: "Info" with "What's New in EDIS (last updated 07/27/2007)", "Help" with "View EDIS Help Documents (last updated 07/27/2007)", and "Quick Links" with "Advanced Search" and "E-File Documents".

And then click on the "E-File Document" link.

UNITED STATES
INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, Dockets... [Logout](#)

EDIS File Documents

Submit documents and coversheets to EDIS. The user may submit documents to EDIS electronically, by paper or other hand delivered media. External users may only file Public documents electronically. Internal users may file documents that may be broken into manageable parts, not greater than 10 MB for each part.

Cover Sheets will need to be created for hand-delivery of documents to the USITC. The submission must follow the rules established by the Administrative Law Judge. Certain documents can be submitted on CD/DVD in Section 337 investigations. Create a cover sheet before delivering CD media to the USITC.

E-File Document

[E-File Document](#)
Use this link to electronically file a document with the USITC

[Create Cover Sheet](#)
Generate a cover sheet for filing a document with the USITC which is to be hand-delivered on paper or via CD/DVD media.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810

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Once the user clicks "E-File Document" the user must complete the fields as described below. To properly code a document for E-filing, the following fields must be completed. For guidance on how to code a document please refer to the *EDIS Coding Manual (June 2008)* at http://www.usitc.gov/docket/services/edis_coding_manual.pdf.

Filed By

This field automatically populates with the user's registration information. External users may not edit this field. To change user information, users must contact the EDIS Helpdesk at 202.205.3347.

Firm/Organization

This field automatically populates with the user's firm/organization provided by the user during the registration process. This information should reflect the firm/organization of the filing person. If the data displayed is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347.

Filed On Behalf Of

This field may be edited by external users. Please include the name of the person or organization on whose behalf the document is being filed.

Submitted By

This field may not be edited. It populates the registered User ID associated with the account used to login.

Investigation Number

Users may not type the investigation number into this field. To populate the investigation number, select either "Find Investigation" or "New Request".

New Request

"New Request" should be selected when the user is requesting that the Commission institute a new investigation. For example, when filing new complaints and new petitions, the user should select "New Request". Selecting "New Request" automatically populates the same fields as "Find Investigation" except the user must select the investigation type.

Find Investigation

The "Find Investigation" tab launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form. Be careful to select the correct investigation number *and* phase for the document being filed.

You may enter as little or as much information as necessary to locate the desired investigation.

EDIS - FIND INVESTIGATION

Filter By:

Investigation Status Active Cancelled Inactive Preinstitution All

Investigation Phase

Investigation Type

Investigation Number

Investigation Title

Items per Page

Filter Results: 1-1 of 1

Inv Num	Phase	Title	Inv Type	Status
337-533	Violation	Certain Rubber Antidegradants, Components Thereof, and Products Containing Same	Sec 337	Active

By Investigation Number

External users may search by investigation number by entering the last three digits of an investigation number. For example search for "491" will return both "332-491" and "337-491". For narrower results type in the appropriate prefix associated with your desired investigation. For investigations with a docket number but no investigation number, enter the docket number instead.

By Investigation Type

Although all investigations may be located by using the "Investigation Type" filter, this filter is most useful when filing Byrd Amendment and Rule Making documents.

By Title

Investigations may also be located by title. Users may enter text in the "Investigation Title" field which initiates a keyword search of all investigation titles. One keyword will return results for all investigation titles containing that keyword. For example, typing "orange" in the title field returns all investigations with "orange" in the investigation title.

Inv Num	Phase	Title	Inv Type	Status
337-533	Violation	Certain Rubber Antidegradants, Components Thereof, and Products Containing Same	Sec 337	Active

The "Investigation Status" defaults to "Active". Please select the appropriate status in accordance with the document being filed.

Generate Results

Click "Find Investigation" after inputting search criteria to return results. When the results appear at the bottom, select the correct investigation by clicking on the desired investigation number. Please make sure to pay attention to the title, phase, and number to ensure the selected investigation is correct. A prompt will appear as indicated below as a double check to make sure the appropriate investigation is selected. If the correct investigation is selected then click "OK" as shown below.

EDIS - FIND INVESTIGATION

Filter By:

Investigation Status Active Cancelled Inactive Preinstitution All

Investigation Phase

Investigation Type

Investigation Number

Investigation Title

Items per Page

Filter Results: 1 - 1 of 1

Inv Num	Phase	Title	Inv Type	Status
337-533	Violation	Certain Rubber Antidegradants, Components T	Sec 337	Active

Microsoft Internet Explorer

Are you sure?

Click on the desired investigation and the prompt below will appear. If it's the correct investigation click "OK"

Once "OK" is clicked, the investigation type, investigation phase, and investigation title automatically populates in those fields on the cover sheet. No further action by the user is required in those fields.

welcome, Docket... [Logout](#)

EDIS-EFILE Electronic Document Submission

Step One > Step Two > Step Three > Step Four

Complete the Document Submission Form to submit documents to the USITC. Please enter information in all required fields. All fields are required unless they are designated as optional.

FILE DOCUMENTS

Please fill the form below to submit electronic documents. Please print the "Notice of Receipt" for your records.

Submitter Information

Filed By

Firm Organization

Filed On Behalf Of

Submitted By

Investigation Information

Investigation Number

Investigation Type

Investigation Phase

Investigation Title

Document Filing Information

Security Level

Document Type

Fields automatically populated by "Find Investigation"

Security Level

Security Level is the level of access allowed for a document. External users may only code an E-file document as "Public". External user **must not** E-File confidential documents. Please use extreme care in selecting the appropriate

security level. Incorrect coding may lead to unauthorized disclosure of confidential and/or business proprietary information.

Document Type

Select the document type from the drop down menu that **most accurately** describes the document being filed. Accurate selection of the document type promotes greater usability of the EDIS 3 Search function. (See section entitled *Searching for Documents in EDIS 3.*) This drop down only displays document types for external users. Please see the *EDIS Coding Manual (June 2008)* for guidance in selecting the appropriate document type. For the initial release of EDIS 3.0, electronic filing of questionnaires is no longer available, please transmit the filled questionnaire to the investigator for data entry into EDIS.

Please fill the form below to submit electronic documents. Please print the "Notice of Receipt" for your records.

Submitter Information	
Filed By	② Docket Services
Firm Organization	② Barton Schneider & East, L.L.P.
Filed On Behalf Of	② Burger King
Submitted By	② docketspublic

Investigation Information			
Investigation Number	② 337-533	② Find Investigation	② New Request
Investigation Type	② Sec 337		
Investigation Phase	② Violation		
Investigation Title	② Certain Rubber Antidegradants, Components Thereof, and Products Containing Same		

Document Filing Information	
Security Level	② - Select -
Document Type	② - Select - Public
Document Title	② (Optional) * Recommended
Document Date	② 02/13/2009 (MM/DD/YYYY)

Processing Information	
OSE Alert Flag	② <input type="checkbox"/>
Party Served	② <input type="checkbox"/>

② Attach/Edit Document(s) ② Reset Form

The diagram shows a form with several fields. Arrows point from labels on the right to specific fields in the form: 'Security Level' points to the 'Security Level' dropdown; 'Document Type' points to the 'Document Type' dropdown; 'Document Title' points to the 'Document Title' text input; 'Document Date' points to the 'Document Date' date input; and 'Attach/Edit Document(s)' points to the 'Attach/Edit Document(s)' button.

Document Title

This field is designed to help identify the document. It usually contains the title as written on the document but may also be a condensed version of that title. However, there are **standard titles** for certain documents. Please see the *EDIS Coding Manual (June 2008)* for guidance in selecting the appropriate document title.

Document Date

The document date automatically populates with the date the cover sheet is created. For external users the document date cannot be modified.

OSE Alert Flag

This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

Party Served

Check this box if you have served the document on all the parties.

Special Processing

If the document is a "Motion" or a "Motion Response/Reply" please choose if the investigation is before the ALJ or before the Commission.

Once the above fields are completed, click "Attach/Edit Document(s)."

The screenshot shows a web form with several sections:

- Submitter Information:** Filed By (Docket Services), Firm Organization (Barton Schneider & East, L.L.P.), Filed On Behalf Of (Burger King), Submitted By (docketspublic).
- Investigation Information:** Investigation Number (337-533), Investigation Type (Sec 337), Investigation Phase (Violation), Investigation Title (Certain Rubber Antidegradants, Components Thereof, and Products Containing Same).
- Document Filing Information:** Security Level (Public), Document Type (PO Subscription), Document Title (Agreement to be Bound by the Prote (Optional) * Recommended), Document Date (02/13/2009).
- Processing Information:** OSE Alert Flag (unchecked), Party Served (unchecked).

At the bottom of the form are two buttons: "Attach/Edit Document(s)" and "Reset Form". A callout box with a black border and white background contains the text "Click on Attach/Edit Document(s) to submit desired attachment(s)". An arrow points from the callout box to the "Attach/Edit Document(s)" button.

Clicking on "Attach/Edit Document(s)" will direct users to the screen below. To attach a document, click on "Browse".

Attach Files to E-File Document

All documents must be in PDF format and comply with USITC electronic filing standards. Documents will be checked for standards compliance during the upload process. You may attach as many files as necessary to complete your document, but only attach files which make up a single document. Do not submit multiple investigation documents as a single document. The first file must be the main portion of the document. Additional files should be attached in the order that the document would be read.

Attach Document Files for Electronic Submission

All documents must be in PDF format. (Currently there is a 10 megabyte (10MB) size limit for each attachment.)

Attach File:

Attachment Title:

Click on
Browse to
attach
document

Attachments

No files uploaded yet.

Once the user clicks on "Browse" it opens the interface to select a file from a folder. Navigate to the folder where the file is stored and select the desired PDF attachment by either double clicking on the document or highlighting the document and click on "Open".

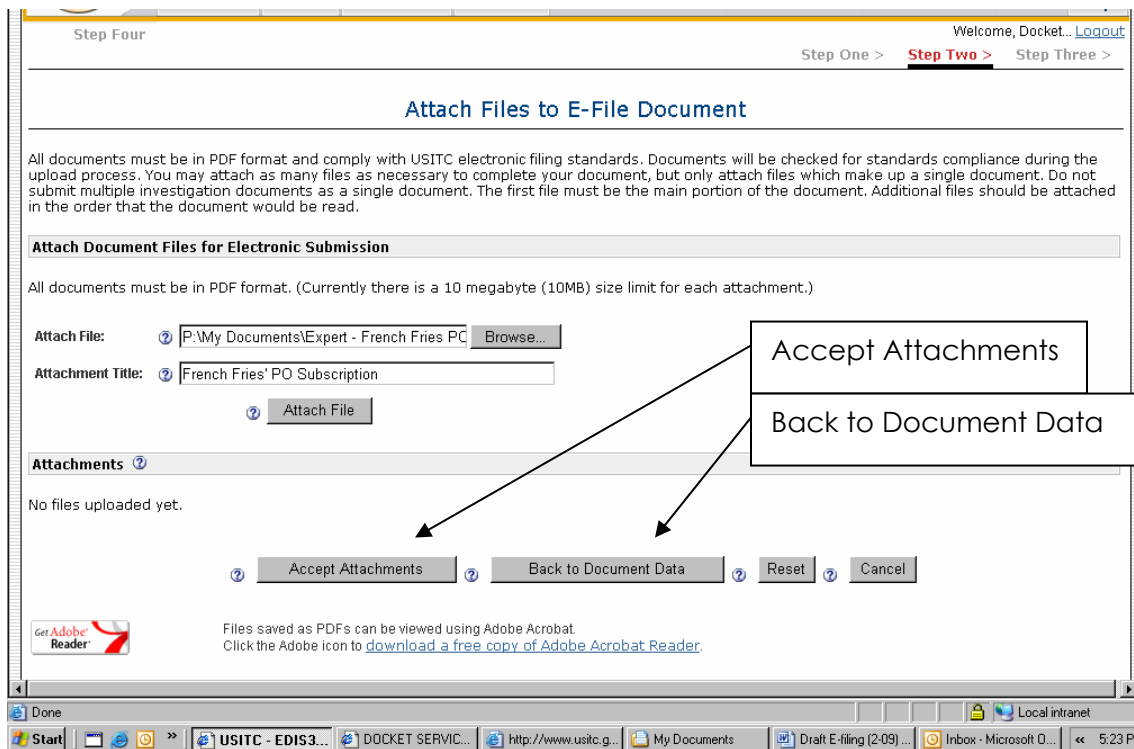
The screenshot shows a "Choose file" dialog box in Microsoft Internet Explorer. The "Look in:" field is set to "My Documents". The file list includes folders like "Corel User Files", "Go To Meeting", "HTML", "Lisa's Folder", "My eBooks", "My Music", "My Pictures", "My Videos", "QPPriv", "desktop.ini", and files like "Expert - French Fries PO Subscription.doc", "Expert - French Fries PO Subscription.pdf", "Quality Control Checks1.mdb", "Quality Control Checks2.abc", and "sqlnet.log". The file "Expert - French Fries PO Subscription.pdf" is highlighted. The "File name:" field contains "Expert - French Fries PO Subscription.pdf" and the "Files of type:" is set to "All Files (*.*)". The "Open" button is highlighted with a callout box that says "Click on 'Open' to attach highlighted PDF document".

Selecting "Open" populates the "Attach File" field with the file path information as indicated below. Clicking on "Attach File" attaches the user's desired

document to the filing. On clicking the “Attach File”, the document is scanned for viruses and compliance with PDF standards as stated in the *Electronic Filing Handbook*. Should the document fail any of these checks, an error message will be presented indicating any issues with the document. If the file is greater than 10MB, an error message is displayed. If an error occurs the document will not be added in the “Attachments” list.

If there is a problem with the attachment, a prompt will appear alerting the user of the rejected attachment and the reason for the rejection. For example, the user may see the following alert – “Error on file size – The file you attempted to upload exceeds the maximum limit of 10MB.” This provides the user an opportunity to correct the problem immediately. Once the problem is fixed the user may attempt to attach the document again.

Users may submit multiple attachments with a filing, but they must be added one file at a time. To attach additional sections, click on “Attach File” and follow the previous instructions regarding attachments. Users may create a title for the attachment(s). This is especially helpful in identifying multiples attachments.



All attachments will appear in the attachment section. Multiple attachments may be re-ordered by clicking on the ↑↓ arrows to move the document up or down in the list. For example, if a cover letter is included, the letter should be the first attachment. Once the user attaches the desired document(s), click on “Accept Attachments”. Users may also go back to the metadata screen by selecting “Back to Document Data”.

EDIS Main Search Submission User Info Help

Step Four Welcome, Docket... Login

Step One > **Step Two >** Step Three >

Attach Files to E-File Document

All documents must be in PDF format and comply with USITC electronic filing standards. Documents will be checked for standards compliance during the upload process. You may attach as many files as necessary to complete your document, but only attach files which make up a single document. Do not submit multiple investigation documents as a single document. The first file must be the main portion of the document. Additional files should be attached in the order that the document would be read.

Attach Document Files for Electronic Submission

All documents must be in PDF format. (Currently there is a 10 megabyte (10MB) size limit for each attachment.)

Attach File: Browse...
 Attachment Title:

Attachments

#	File Name	Title	
1	Expert - French Fries PO Subscription.pdf	French Fries' PO Subscription	

Files saved as PDFs can be viewed using Adobe Acrobat.

Attachment

To sort attachment(s) click ↑↓ arrows

Once the user selects "Accept Attachments" the screen below will appear. This gives the user the opportunity to review the metadata and attachments. In particular verify the investigation number, phase, and security level against the uploaded files. Selecting "Edit E-Filing Data" will allow the user to go back and make any needed changes to the metadata. "Edit Attachments" directs users back to a previous screen to add, remove, or change the order of the attachments.

Filed By	Docket Services
Firm / Organization	Barton Schneider & East, L.L.P.
Filed On Behalf Of	Burger King
Submitted By	docketspublic

Investigation Information		Investigation Number: 337-533
Investigation Phase	Violation	
Investigation Type	Sec 337	
Investigation Title	Certain Rubber Antidegradants, Components Thereof, and Products Containing Same	

Document Filing Information	
Document Number	
Security Level	Public
Document Type	PO Subscription
Document Title	Agreement to be Bound by the Protective Order of French Fries
Document Date	02/13/2009
OSE Alert Flag	<input type="checkbox"/>
Party Served	<input type="checkbox"/>

Attachments			
#	File Name	Title	Size
1	Expert- French Fries PO Subscription.pdf	French Fries' PO Subscription	7.2 KB

Once the user is satisfied with the metadata and attachment information, select "Accept Information". This generates an EDIS Notice of Receipt of Electronic Documents, as noted below, containing the Document ID Number, the metadata and attachment(s).

EDIS Notice of Receipt of Electronic Documents

This message acknowledges receipt by the U.S. International Trade Commission of the document described by the following data. This receipt does not indicate acceptance or rejection of the document. You will receive notification of acceptance or rejection by USITC after your submission has been reviewed by the Office of the Secretary to the Commission. Please print this page for your records.

Document Filing Information

Document Number	500234										
Security Level	Public										
Official Receive Date	02/17/2009 08:45 AM										
System Receive Date	02/13/2009 05:29 PM										
Document Type	PO Subscription										
Document Title	Agreement to be Bound by the Protective Order of French Fries										
Document Date	02/13/2009										
OSE Alert Flag	<input type="checkbox"/>										
Party Served	<input type="checkbox"/>										
Investigation Information Investigation Number: 337-533											
Investigation Phase	Violation										
Investigation Type	Sec 337										
Investigation Title	Certain Rubber Antidegradants, Components Thereof, and Products Containing Same										
Submitter Information											
Filed By	Docket Services										
Firm / Organization	Barton Schneider & East, L.L.P.										
Filed On Behalf Of	Burger King										
Submitted By	docketspublic										
Attachments											
<table><thead><tr><th>File Id</th><th>#</th><th>File Name</th><th>Title</th><th>Size</th></tr></thead><tbody><tr><td>503276</td><td>1</td><td>Expert - French Fries PO Subscription.pdf</td><td>French Fries' PO Subscription</td><td>7.2 KB</td></tr></tbody></table>	File Id	#	File Name	Title	Size	503276	1	Expert - French Fries PO Subscription.pdf	French Fries' PO Subscription	7.2 KB	
File Id	#	File Name	Title	Size							
503276	1	Expert - French Fries PO Subscription.pdf	French Fries' PO Subscription	7.2 KB							
File Another Document											

Generated Document ID Number

You have successfully E-filed your document!

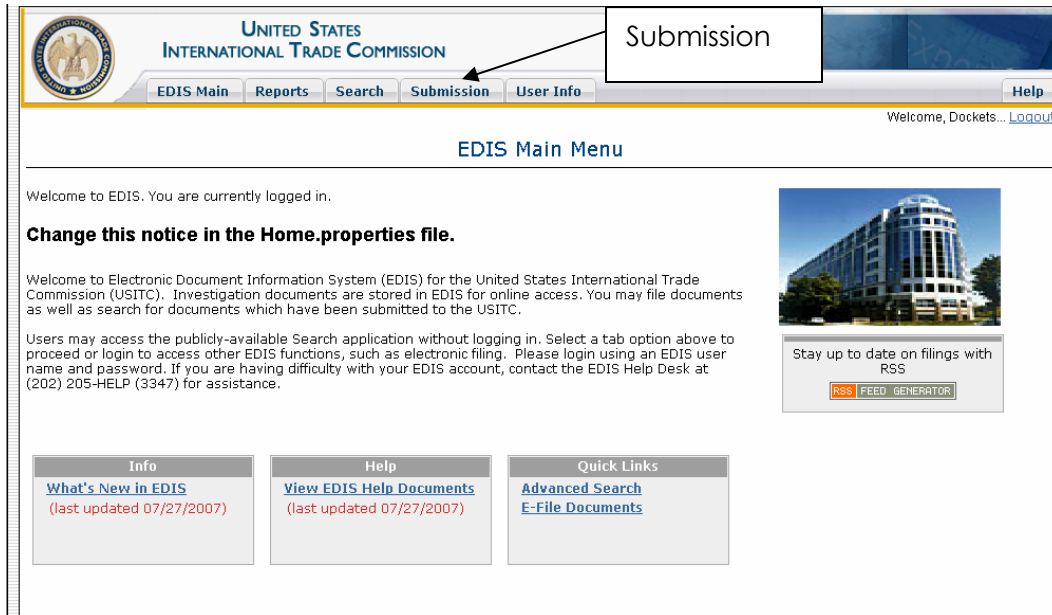
Users should keep this notice as a receipt of the filing. Please note that this receipt acknowledges the filing in the EDIS system. The Commission and the assigned Administrative Law Judge determines the acceptance of the document on the merits in light of the Commission Rules and other applicable laws.

Additionally, the user will receive an e-mail notification.


CREATING AND CODING THE COVER SHEET FOR PAPER FILING

All external users **must** file *confidential* documents over-the-counter at the USITC Docket Services located at 500 E Street SW, Room 112-A, Washington, DC 20436. Users may also file public documents over-the-counter at Docket Services. Any over-the-counter paper filing must be submitted with an EDIS cover sheet. In order to create an EDIS cover sheet, the user must have a registered account (please see the section titled *Registering for EDIS 3* for instructions on how to set up an account).

Once the user has logged into EDIS using their registered account, the image below will appear.



To create an EDIS cover sheet please click on the tab marked "Submission" as indicated above. Once the tab is clicked the user is directed to the EDIS File Documents page shown below. For paper filings select "Create Cover Sheet" as shown below.


UNITED STATES INTERNATIONAL TRADE COMMISSION

[EDIS Main](#) | [Reports](#) | [Search](#) | [Submission](#) | [User Info](#) | [Help](#)

Welcome, Dockets... [Logout](#)

EDIS File Documents

Submit documents and coversheets to EDIS. The user may submit documents to EDIS electronically, by paper or other hand delivered media. External users may only file Public documents electronically. Internal users may file all documents electronically. Documents should be broken into manageable parts, not greater than 10 MB for each part.

Cover Sheets will need to be created for hand-delivery of documents to the USITC. Print the cover sheet and attach it to the document. The required number of paper copies must be provided. Certain documents can be submitted on CD/DVD in Section 337 investigations. Create a cover sheet before delivering CD media to the USITC. The submission must follow the rules established by the Administrative Law Judge.


E-File Document
Use this link to electronically file a document with the USITC

Create Cover Sheet
Generate a cover sheet for filing a document with the USITC with CD/DVD media.

Do you have a question for the EDIS Help Desk? Please call 202-205-HELP (3347) or to email your question click [Contact Us](#).

500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810

[privacy policy](#) :: [accessibility policy](#) :: [equal employment opportunity](#) :: [freedom of information act](#) :: [acrobat reader](#)



Once the user clicks "Create Cover Sheet" the EDIS Cover Sheet Submission page will be presented (below). To properly code an EDIS cover sheet for paper filing, the following fields must be completed.

EDIS Cover Sheet Submission

[Step One >](#) | [Step Two >](#) | [Step Three](#)

Complete the Document Submission Form to submit documents to the USITC. Please enter information in all required fields. All fields are required unless they are designated as optional.

FILE DOCUMENTS

A cover sheet is required to file paper documents. Please print the page, "EDIS Cover Sheet to accompany Hard Copy Submission" to attach to your hard copy document submission. Barcodes are generated internally so there is no need to download any fonts.

Submitter Information


Filed By [?](#) **Dockets Public**
 Firm Organization [?](#) **Alston and Bird**
 Filed On Behalf Of [?](#)
 Submitted By [?](#) **docketspublic**

Investigation Information

Investigation Number [?](#) [?](#) [?](#)
 Investigation Type [?](#)
 Investigation Phase [?](#)
 Investigation Title [?](#)

Document Filing Information

Security Level [?](#)
 Document Type [?](#)
 Document Title [?](#) (Optional) * Recommended
 Document Date [?](#) (MM/DD/YYYY)



Filed By

This field automatically populates with the user's registration information. External users may not edit this field. To edit user information, users must contact the EDIS Helpdesk at 202.205.3347.

Firm/Organization

This field automatically populates with the user's firm/organization provided by the user during the registration process. This information should reflect the firm/organization of the filing person. If the data displayed is incorrect, external users must contact the EDIS Helpdesk at 202.205.3347.

Filed On Behalf Of

This field may be edited by external users. Please include the name of the person or organization on whose behalf the document is being filed.

Submitted By

This field may not be edited. It populates the registered User ID associated with the account used to create the cover sheet.

Investigation Number

External users may not type the investigation number into this field. To populate the investigation number, select either "Find Investigation" or "New Request".

New Request

"New Request" should be selected when the user is requesting that the Commission institute a new investigation. For example, when filing new complaints and new petitions, the user should select "New Request". Selecting "New Request" automatically populates the same fields as "Find Investigation" except the user must select the investigation type.

Find Investigation

The "Find Investigation" tab launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form. Be careful to select the correct investigation number *and* phase for the document being filed.

You can enter as little or as much information as is necessary to locate the desired investigation.

The "Investigation Status" defaults to "Active". Please select the appropriate status in accordance with the document being filed.

If filing documents for a pre-institution investigation after the “New Request” has been filed, select “Preinstitution” or all to locate the investigation.

EDIS - FIND INVESTIGATION

Filter By:

Investigation Status Active Cancelled Inactive Preinstitution All

Investigation Phase ← Investigation Phase

Investigation Type ← Investigation Type

Investigation Number ← Investigation Number

Investigation Title

Items per Page ← Investigation Title

Filter Results: 1-1 of 1

Inv Num	Phase	Title	Inv Type	Status
337-625	Violation	Certain Self-Cleaning Litter Boxes and Components Thereof, Inv. No. 337-TA-625	Sec 337	Active

By Investigation Number

External users may search by investigation number by entering the last three digits of an investigation numbers. For example search for “491” will return both “332-491” and “337-491”. For narrower results type in the appropriate prefix associated with your desired investigation. For investigations with a docket number but no investigation number, enter the docket number instead.

By Investigation Type

Although all investigations may be located by using the “Investigation Type” filter, this filter is most useful when filing Byrd Amendment and Rule Making documents.

By Title

Investigations may also be located by title. Users may enter text in the “Investigation Title” field which initiates a keyword search of all investigation titles. One keyword will return results for all investigation titles containing that keyword. For example, typing “orange” in the title field returns all investigations with “orange” in the investigation title.

EDIS - FIND INVESTIGATION

Filter By:

Investigation Status Active Cancelled Inactive Preinstitution All

Investigation Phase

Investigation Type

Investigation Number

Investigation Title

Items per Page

Filter Results: 1-7 of 7

Inv Num	Phase	Title	Inv Type	Status
332-469	Final	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469	Industry and Economic Analysis	Active
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	Import Injury	Active
731-1089	Remand	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand)	Import Injury	Active
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	Import Injury	Active
731-1089	Remand2	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand2)	Import Injury	Active
731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 (Second Review)	Import Injury	Active
751-2547	Final	Certain Orange Juice from Brazil, Request for Changed Circumstances Review, DN 2547	Import Injury	Active

Keywords in the title field return all investigations with those keywords in the investigation title

Generate Results

Click "Find Investigation" after inputting search criteria to return results. When the results appear at the bottom, select the correct investigation by clicking the on the desired investigation number. Please make sure to pay attention to the title, phase, and number to ensure the selected investigation is correct. A prompt will appear as indicated below as a double check to make sure the appropriate investigation is selected. If the correct investigation is selected then click "OK".

EDIS - FIND INVESTIGATION

Filter By:

Investigation Status Active Cancelled Inactive Preinstitution All

Investigation Phase

Investigation Type

Investigation Number

Investigation Title

Items per Page

Filter Results: 1-7 of 7

Inv Num	Phase	Title	Inv Type	Status
332-469	Final	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469	Industry and Economic Analysis	Active
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	Import Injury	Active
731-1089	Remand	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand)	Import Injury	Active
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	Import Injury	Active
731-1089	Remand2	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Remand2)	Import Injury	Active
731-326	Review2	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 (Second Review)	Import Injury	Active
751-2547	Final	Certain Orange Juice from Brazil, Request for Changed Circumstances Review, DN 2547	Import Injury	Active

Click on the desired investigation and the prompt below will appear. If it's the correct investigation click "OK"

Microsoft Internet Explorer

Are you sure?

Once "Ok" is clicked the investigation type, investigation phase, and investigation title automatically populates in those fields on the cover sheet. No further action by the user is required in those fields.

they are designated as optional.

FILE DOCUMENTS

A cover sheet is required to file paper documents. Please print the page, "EDIS Cover Sheet to accompany Hard Copy Submission" to attach to your copy document submission. Barcodes are generated internally so there is no need to download any fonts.

Submitter Information

Filed By Dockets Public
 Firm Organization Alston and Bird
 Filed On Behalf Of
 Submitted By docketpublic

Investigation Information

Investigation Number
 Investigation Type Industry and Economic Analysis
 Investigation Phase Final
 Investigation Title

Document Filing Information

Security Level
 Document Type
 Document Title (Optional) * Recommended
 Document Date (MM/DD/YYYY)

Fields automatically populated by "Find Investigation"

Security Level

Security Level is the level of access allowed for a document. External users may only code a document "Public" or "Confidential". Please use extreme care in selecting the appropriate Security Level. Incorrect coding may lead to unauthorized disclosure of confidential and/or business proprietary information.

Document Type

Select the document type from the drop down menu that **most accurately** describes the document being filed. Accurate selection of the document type promotes a greater usability of the EDIS 3 Search function. (See the section entitled *Searching for Documents on EDIS 3.*) Please see the *EDIS Coding Manual (June 2008)* for guidance in selecting the appropriate document type.

The image shows a screenshot of the EDIS (Electronic Document Information System) form. The form is divided into several sections: Submitter Information, Investigation Information, Document Filing Information, and Processing Information. Callouts with arrows point to specific fields in the Document Filing Information section: Security Level, Document Type, Document Title, Document Date, and the Create Cover Sheet button. The Document Filing Information section includes fields for Security Level (a dropdown menu), Document Type (a dropdown menu), Document Title (a text input field with a note "(Optional) * Recommended"), and Document Date (a date picker showing 02/11/2009). The Processing Information section includes checkboxes for OSE Alert Flag and Party Served. At the bottom of the form, there are buttons for "Create Cover Sheet" and "Reset Form".

Document Title

This field is designed to help identify the document. It usually contains the title as written on the document but may also be a condensed version of that title. However, there are **standard titles** for certain documents. Please see the *EDIS Coding Manual (June 2008)* for guidance in selecting the appropriate document title.

Document Date

The document date automatically populates with the date the cover sheet is created. External users may not edit this field.

Once the above fields are completed, click "Create Cover Sheet."

OSE Alert Flag

This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

Party Served

Check this box if you have served the document on the parties.

Special Processing

If the document is a "Motion" or a "Motion Response/Reply" please enter if the case is before the ALJ or before the Commission.

Once all of the information has been completed, click "Create Cover Sheet". The screen below will appear.

You have Requested to file a document with the Security Level of: **CONFIDENTIAL**

Please verify that the following information is accurate:

Submitter Information	
Filed By	Dockets Public
Firm / Organization	Alston and Bird
Filed On Behalf Of	McDonalds
Submitted By	docketspublic

Investigation Information		Investigation Number: 332-469
Investigation Phase	Final	
Investigation Type	Industry and Economic Analysis	
Investigation Title	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469	

Document Filing Information	
Document Number	
Security Level	Confidential
Document Type	Briefs and Written Submissions
Document Title	McDonald's Pre-Hearing Brief
Document Date	02/11/2009
OSE Alert Flag <input type="checkbox"/>	Party Served <input type="checkbox"/>

Check metadata in each field to ensure accuracy. To make edits, click "Edit Cover Sheet Data" and it will return to the previous screen to allow edits to the form. Once the user is satisfied with the information contained in the form, select "Accept Information". Selecting "Accept Information" will generate the form below.

Note: The EDIS cover sheet is not officially created until a barcode and EDIS Document ID Number is generated as indicated below. Please print the page with the barcode.

EDIS Cover Sheet Submitted

Print this page and submit it with your filing to the USITC.

Document Filing Information	
Document Number	 3 1 8 5 1 2
Security Level	Confidential
Official Receive Date	02/11/2009 04:55 PM
System Receive Date	02/11/2009 04:55 PM
Document Type	Briefs and Written Submissions
Document Title	McDonald's Pre-Hearing Brief
Document Date	02/11/2009
OSE Alert Flag <input type="checkbox"/>	Party Served <input type="checkbox"/>
Investigation Information	
	Investigation Number: 332-469
Investigation Phase	Final
Investigation Type	Industry and Economic Analysis
Investigation Title	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469
Submitter Information	
Filed By	Dockets Public
Firm / Organization	Alston and Bird
Filed On Behalf Of	McDonalds
Submitted By	docketspublic
File Another Document	
<small>Please be sure to edit information as needed when creating a new document.</small>	

Bar code and
Generated
Document ID
Number

Users must attach the created EDIS cover sheet with the document intended for filing with the USITC in Docket Services. Upon successful creation of the cover sheet, an e-mail notification will be sent to the filer informing them that their cover sheet has been generated and saved within EDIS.

SEARCHING FOR DOCUMENTS ON EDIS 3

Anyone may use EDIS 3's search engine to access public investigation documents. Users do not need to register or login to search for documents. To access the public search, begin at the EDIS 3 Home Page and select "Search" or, to bypass other search options, click "Advanced Search" in the "Quick Links" box.

External users may only view documents after they are validated by Docket Services. Public data and documents are searchable. Confidential and limited data are also searchable but the attachment PDF(s) are not accessible. External users only have access to the metadata of confidential documents.

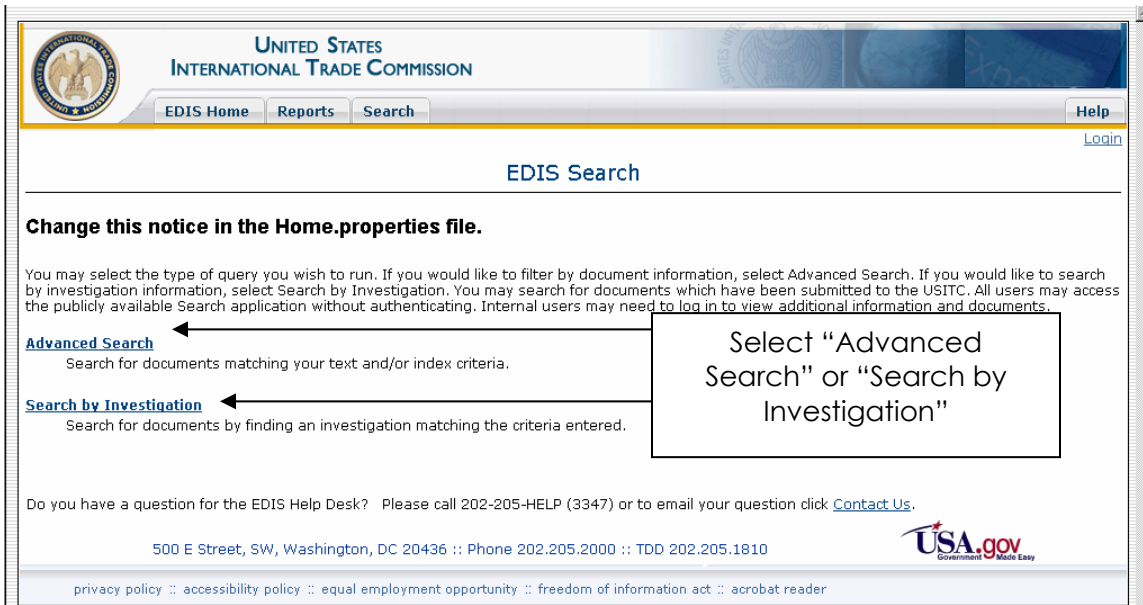
The screenshot shows the EDIS 3.0 homepage. At the top, the United States International Trade Commission logo is on the left, and the text "UNITED STATES INTERNATIONAL TRADE COMMISSION" is in the center. Below this is a navigation bar with "EDIS Home", "Reports", "Search", and "Help" buttons. A callout box points to the "Search" button with the text "Click 'Search' to access public search options". Below the navigation bar is the title "Electronic Document Information System (EDIS)".

The main content area includes a welcome message: "Welcome to EDIS. You are not logged in." followed by a bolded instruction: "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." Below this is a paragraph: "Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents submitted to the USITC."

On the right side, there is a photograph of a modern building and a login section with links for "Login", "Register", and "Forgot Password".

At the bottom, there are three columns: "Info" with a link to "What's New in EDIS", "Help" with a link to "View EDIS Help Documents", and "Quick Links" with a link to "Advanced Search". A callout box points to the "Advanced Search" link with the text "Select 'Advanced Search' to bypass other search options".

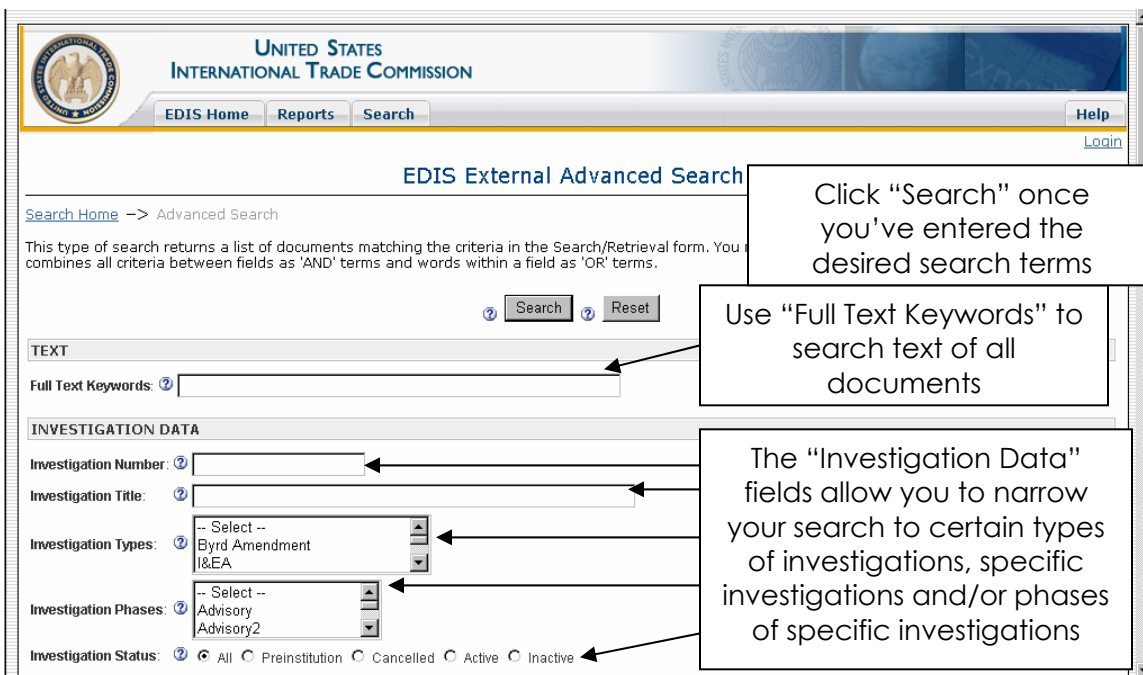
Upon selecting "Search" the user will be directed to the page pictured below. The user may choose the "Advanced Search" option or "Search by Investigation".

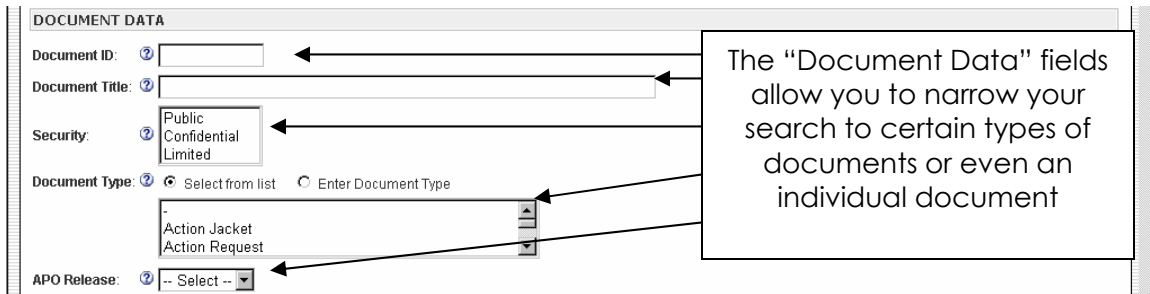


Advanced Search

The "Advanced Search" option provides numerous filters to tailor the user's search results. Each field pictured may be used individually or in conjunction with others to filter the search. Simply enter the desired search terms in the appropriate fields and select "Search". To clear all the fields click "Reset".

Criteria in more than one field is considered an "and", not an "or". For example, investigation number 337-406 and document type "Action Request" will only return action requests with 337-406 and no other investigations.





Searching Text

The first field listed is entitled "Full Text Keywords". Using this field will direct the search engine to search the text of all public documents for any keyword entered. For example, by entering "semiconductors" into this field, the search results will display all documents that contain that word (subject to the use of further search filters). The user may enter semiconductors computers to get documents with either word. Semiconductors | computers would be treated as one value "semiconductors computers" and would not return a result if the PDF contains the text "semiconductors and small computers". "&" is an "and" condition, "|" works as an "or" condition.

Searching Investigation Data

Document Data

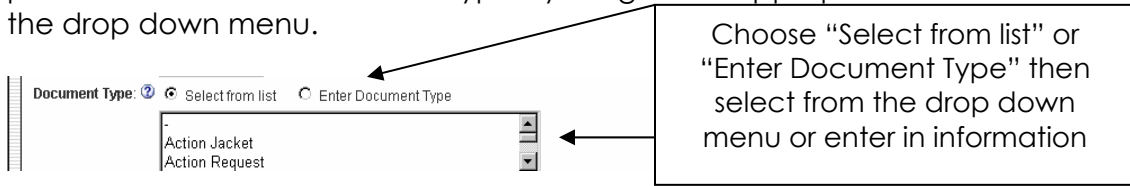
Enter any part of the investigation number or title to search. Use "ctrl" and click to select multiple values on investigation type or investigation phases.

Document ID – If the Document ID number of a specific document is known, the user can access it directly by entering the number into this field and click "Search".

Document Title – To search the titles of documents for certain words (e.g. Summary Determination, Motion in Limine, etc.), enter the desired search terms into this field. If you click search without using other filters, documents containing a string with text the user entered in the title will be contained in the search results.

Security – Use this field to narrow results by security level. Leaving this field blank will allow all security types to be included in the search results. Highlighting one or more of the security types will limit the search result to including only those documents with the matching security level (e.g. highlighting only "Public" will allow only public documents to be shown in the search results).

Document Type – This field allows users to search for documents by their type. Users may select a preexisting document type from the drop down menu provided or enter a document type by filling in the appropriate button above the drop down menu.

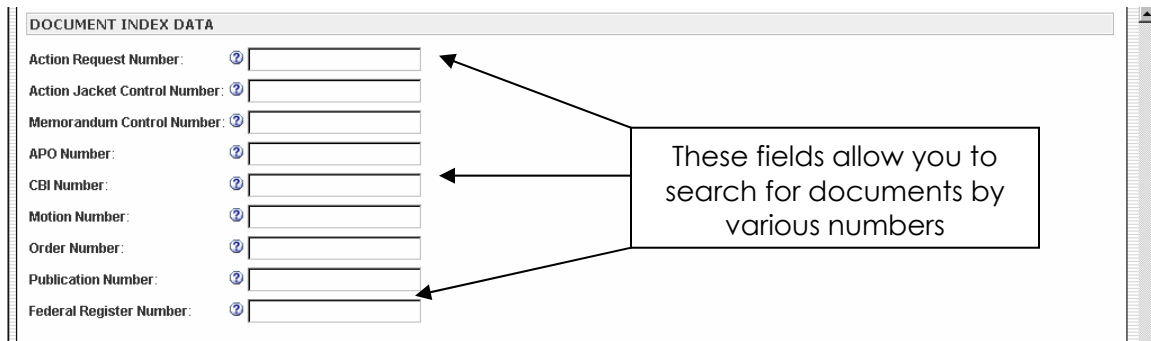


Once you have selected, either choose the desired document type from the drop down menu or enter in the document type information. This will allow the user to search for documents by their document type (e.g. Motion, Order, PO Subscription, etc). If the user clicks "Search" without entering information in additional fields, the results will include all documents associated with the document type entered.

Any document type of an existing document will be shown for search even though these document types may no longer be valid for filing.

APO Release – If the user is looking for documents that are subjected to an Administrative Protective Order, select "Yes" from the drop down menu next to "APO Release". The search results will then only include APO documents. However, APO documents are confidential so the user will not be able to view any of the documents contained in the search results.

Document Index Data



If you would like to find all documents with one of these types of index numbers, enter an asterisk(*).

Action Request Number - Enter the "Action Request Number" assigned by USITC. Action request numbers are generally associated with requests for filing extensions.

Action Jacket Control Number - Enter the "Action Jacket Control Number" assigned by USITC. Action jacket control numbers are generally associated with requests for filing extensions.

Memorandum Control – Enter the “Memorandum Control Number”. This is an internal USITC control number or internal document number. These numbers appear frequently on memorandums and staff reports.

APO Number - Enter the “APO Number”. The APO numbers are assigned to each firm participating in an investigation. The APO numbers are identified on certain administrative documents to track the administrative request and response for a specific firm within an investigation.

CBI Number - Enter the “CBI Number”. Each confidential document is assigned a CBI number; the number is also assigned to responses and public versions of the same document.

Motion Number - Enter the “Motion Number”. A motion number is a unique counter assigned to each motion filed in an investigation.

Order Number – Enter the “Order Number”. The order number is a unique identifying number assigned to each order issued by the Judge presiding over an investigation.

Publication Number - Enter the USITC Official Publication Number.

Federal Register Citation - Enter the USITC Official Federal Register Number.

Submitter Data

The screenshot shows a form titled "SUBMITTER DATA" with three input fields: "Filed By:", "On Behalf Of:", and "Firm / Organization:". The "Firm / Organization:" field has two radio buttons: "Select from list" (which is selected) and "Enter Firm/Org". Below the radio buttons is a dropdown menu with the following options: "Not Applicable", "Not Listed", and "24 IP Law Group USA, PLLC". A callout box on the right side of the form contains the text: "These fields allow you to search for documents by the submitting party, the party filed on behalf of and/or the filing firm or organization". Arrows point from the callout box to each of the three input fields.

Filed By – This field allows the user to search documents by the person who filed them. Solely using this field will return all documents filed by the name entered.

On Behalf Of – Users can use this field to search for documents by the party they were filed for (e.g. when an attorney submits a filing he or she will enter the client name into this field). Using this field on its own will return every document filed on behalf of a party.

Firm/Organization – Users can use this field wish to search for all filings made by a firm or organization. Select a firm or organization from the drop down menu or enter a firm to search. The firm list contains only EDIS registered firms. This will return all documents filed by the firm or organization entered.

Date Data and Result Preferences

The screenshot displays the search interface for the EDIS system. It features two main sections: "DATE DATA" and "Result Preferences".

DATE DATA: This section contains two rows of filters. The first row is for "Document Date (mm/dd/yyyy)" and the second is for "Official Received Date (mm/dd/yyyy)". Each row includes a dropdown menu with "-- Select --", a date input field, and a "To" label with another date input field and a calendar icon. A callout box with arrows points to the left dropdown menu and the right date input field, containing the text: "Use the left hand field to set desired date range preference then use the fields to the right to enter dates".

Result Preferences: This section includes a "Sort By:" dropdown menu currently set to "Date", and an "Items per page:" dropdown menu set to "10". Below these are "Search" and "Reset" buttons.

At the bottom of the page, there is a footer with contact information: "500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810" and the "USA.gov" logo with the tagline "Government Made Easy". There are also links for "privacy policy", "accessibility policy", "equal employment opportunity", "freedom of information act", and "acrobat reader".

Document Date – Use this field to search documents by the date of their creation. Select a date range preference from the drop down menu on the left (e.g. “Filed On”, “On or After”, etc). Then enter a date or dates in the fields to the right, or use the calendar icon, to filter results. The search results will be limited to the date range set by the user.

Official Received Date – This field operates exactly like the **Document Date** field except it will return results based upon the date the document was received by the commission as opposed to the date the document was created. The user may also use the calendar icon.

Result Preferences – Users may sort the search results by document date, relevance or Document ID number. Additionally, users can expand the number of search results per page to include up to 100 documents.

Search Results

United States
INTERNATIONAL TRADE COMMISSION

EDIS Home Reports Search Help

Search Results

Search Home -> Advanced Search ->

Displaying 1 - 100 of 687 Documents

Table View Paragraph View

Searched for: Investigation Number: "337-501", Security Level(s): "Public"

<< < 1 2 3 4 5 6 7 >>

Doc ID	Doc Title	Doc Type	Inv #	Phase	Security	Official Receive Date	Filed By	Firm/Org	On Behalf Of
1. 318082 Quick-View Details (1 File)	Commission Decision to Extend Target Date	Notice	337-	Violation	Public	01/28/2008 12:00	Marlyn R	USITC	Office of the Secretary
Inv Title: Certain Encapsulated Integrated Circuits									
No text to view.									
2. 311810 Quick-View Details	Agreement to be Bound by the Protective Order of Patrick Lonergan	PO Subscription	337-501	Remand	Public	10/14/2008 12:00 AM	Patrick Lonergan	Sidley Austin LLP	Amkor Technology, Inc.

Use these links to re-sort your results

Select "Quick-View" to open document

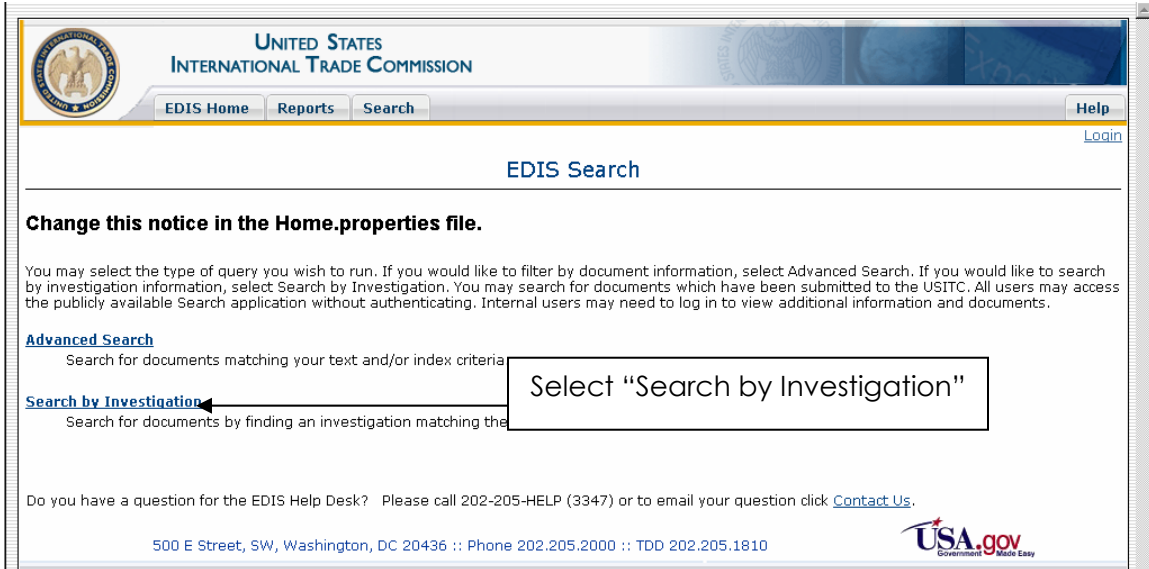
Once the user has performed a search, a search results page will appear listing the documents in the order you selected in the **Result Preferences** filter. There may be as few as one or as many as 100 results on the page depending on the settings you have chosen. Users can re-sort the results on the page by clicking on the header of each column (i.e. "Doc ID", "Doc Title", "Inv #", "Phase", "Security", "Official Receive Date", "Filed By", "Firm/Org" or "On Behalf Of"), all of which are located at the top of each column on the results page.

If the user prefers a paragraph view of results instead of a table view, click "Paragraph View" in the upper right corner.

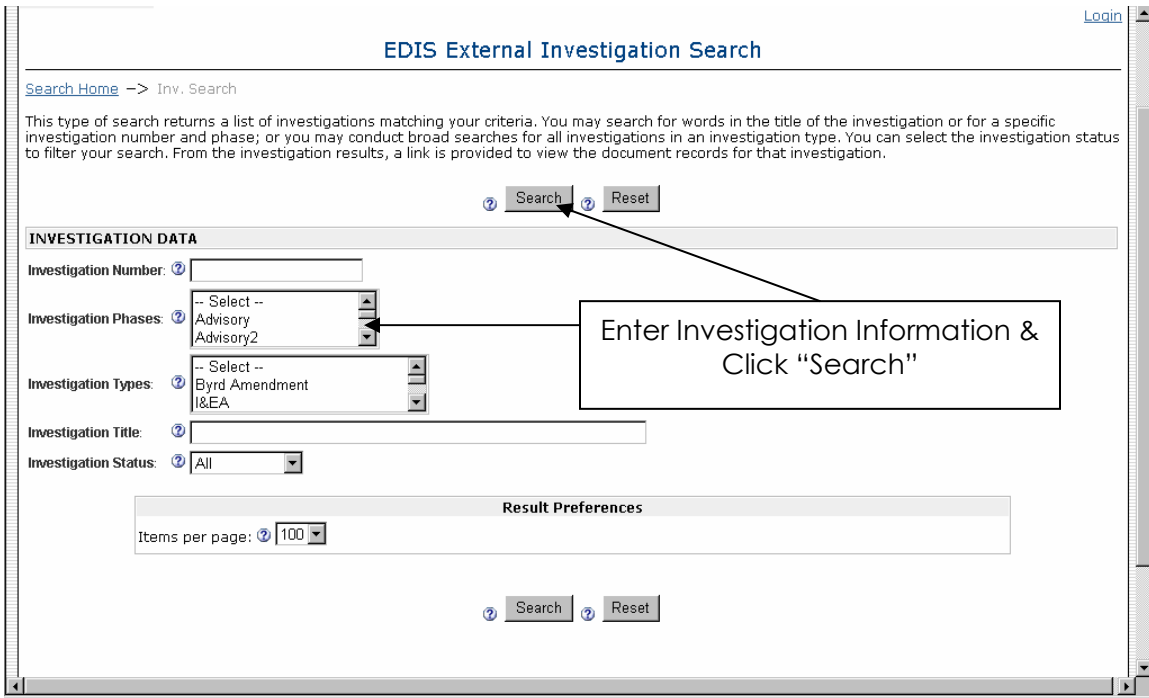
To access a document click on the hyperlink entitled "Quick-View" located in "Doc ID" column to open a PDF of the desired document. If there is more than one section to an individual document, a hyperlink entitled "Details (x files)" will appear in the same column. By clicking on "Details (x files)" the user is brought to the Document Details page where users can access the complete metadata for the document and the list of attachments. Select "Extract (+)" to expand the significant text in the document.

Search by Investigation

In addition to the Advanced Search, EDIS 3 provides a “Search by Investigation” option. The purpose of this search is to search for particular ITC investigations as opposed to searching within investigations for specific documents. From the “EDIS Search” page, click “Search by Investigation”.



Users will be directed to the “EDIS External Investigation Search Page”, pictured below.



Investigation Number

If you know the number of the investigation, enter it into the “investigation number” field. Using this field on its own will return only results that include the specific investigation number the user has entered.

Investigation Phases

By selecting one or more of the items from this menu users will be able to limit the search to specific phases of the investigation(s). For example, if the user selects “Violation” from the menu, only the Violation phase of the investigations search will be included.

Investigation Types

If you know the broad category of investigation you are looking for, users may use this menu to tailor the search to only those investigations within that category. For example, if the user selects “Section 337”, all the search results given will be 337 investigations.

Investigation Title

Here the user may enter keywords to search the titles of all investigations. For example, if the user enters “semiconductor” and select “search”, all investigations containing “semiconductor” in the title will be included in the search results.

Investigation Status

If users are interested in looking for only active cases, only inactive cases, or both, use this field to select the desired case status.

Search Results

Click on the investigation number to open investigation

Select an Investigation

Use Hyperlinks to resort results

Search Home -> Inv. Search -> Select Inv.

Displaying 1 - 5 of 5 Investigations

Searched for: Investigation Title: "Semiconductors"

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
1. 731-556	Final	Dynamic Random Access Memory Semiconductors of One Megabit and Above from Korea, Inv. 731-TA-556 (Final)	Import Injury	Inactive
2. 731-556	Remand	Dynamic Random Access Memory Semiconductors of One Megabit and Above from Korea, Inv. 731-TA-556 (Final) (Remand)	Import Injury	Inactive
3. 731-556	Review	Dynamic Random Access Memory Semiconductors Of One Megabit and Above from Korea, Inv. 731-TA-556 (Review)	Import Injury	Inactive
4. 731-761	Remand	Static Random Access Memory Semiconductors from Taiwan, Inv. 731-TA-762 (Final) (Remand)	Import Injury	Inactive
5. 731-761	Remand2	Static Random Access Memory Semiconductors from Taiwan, Inv. 731-TA-762 (Final) (Second Remand)	Import Injury	Inactive

Print page

Top of page

Unlike in the Advanced Search, the search results will appear by investigation number. Users may sort the results by investigation phase, investigation title, investigation type, or investigation status by clicking the hyperlinks in the header at the top of each column. Once the user finds the desired investigation, click on the hyperlinked investigation Title number to open a list of the investigation documents.

REPORTS

Reports are available on the “Reports” tab. All external users are authorized to access the “Document Filing Report”.

Document Filing Report

“The Document Filing Report” provides registered users with a report listing document submissions for a specified date or over a range of dates.

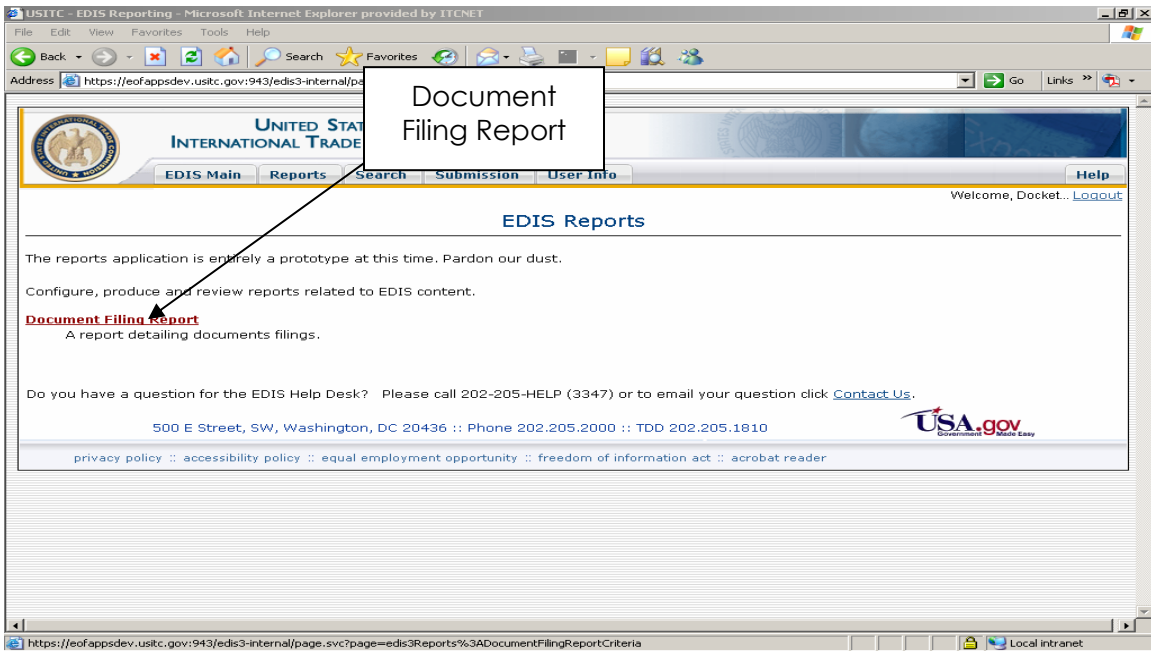
To create a document filing report, login to EDIS 3 using your username and password.

Along the top portion of the EDIS 3 homepage there are several tabs that offer the user different functionalities. Select the “Reports” tab to access the “Document Filing Report”.

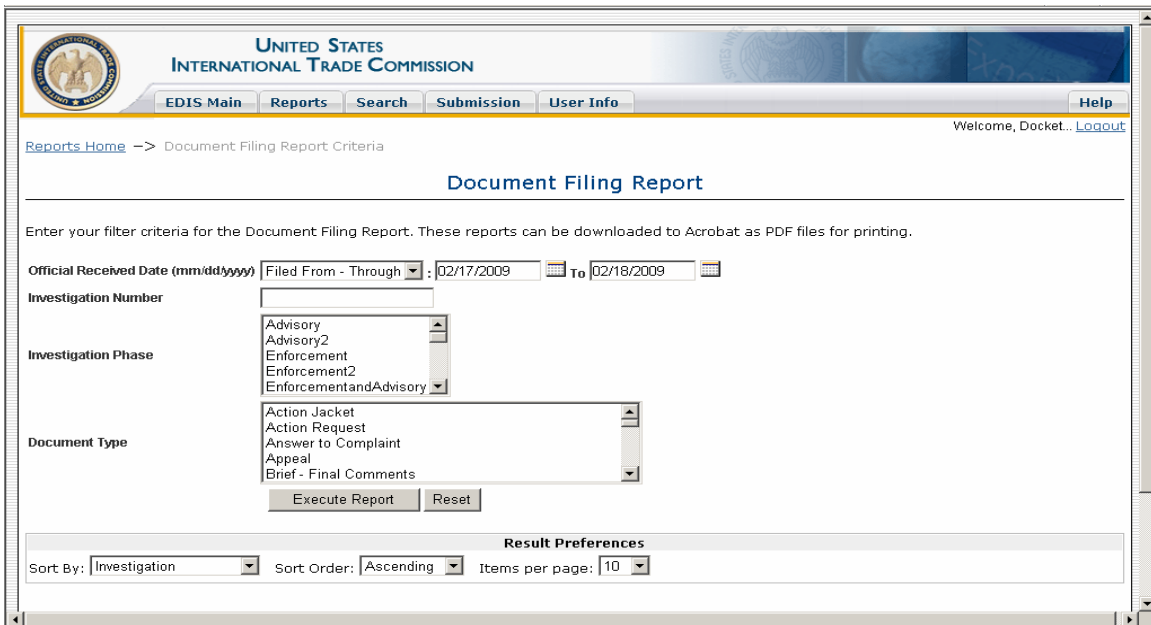


The screenshot shows the EDIS 3 homepage. At the top, there is a navigation bar with the United States International Trade Commission logo and the text "UNITED STATES INTERNATIONAL TRADE COMMISSION". Below this, there are several tabs: "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". The "Reports" tab is highlighted with a blue background and a white arrow pointing to it. Below the navigation bar, there is a "Welcome, Docket... Logout" link. The main content area is titled "EDIS Main Menu" and contains a welcome message: "Welcome to EDIS. You are currently logged in." followed by a bolded instruction: "Welcome to the new EDIS 3.0. If you have questions or issues, please review the Help Documents or click on Contact Us at the bottom of the page." Below this, there is a paragraph of text: "Welcome to Electronic Document Information System (EDIS) for the United States International Trade Commission (USITC). Investigation documents are stored in EDIS for online access. You may file documents as well as search for documents which have been submitted to the USITC." and another paragraph: "Users may access the publicly-available Search application without logging in. Select a tab option above to proceed or login to access other EDIS functions, such as electronic filing. Please login using an EDIS user name and password. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-HELP (3347) for assistance." To the right of the text, there is a photograph of a modern building and a box with the text "Stay up to date on filings with RSS" and a button labeled "RSS FEED GENERATOR". At the bottom, there are three columns of information: "Info" with a link "What's New in EDIS (last updated 07/27/2007)", "Help" with a link "View EDIS Help Documents (last updated 07/27/2007)", and "Quick Links" with links "Advanced Search" and "E-File Documents".

Selecting the “Reports” tab will bring up the screen below, from which the user should select “Document Filing Report”.



The "Document Filing Report" criteria screen, shown below, offers the user a number of filters, thereby allowing the user to customize his/her document filing report.



The user must select an applicable date or date range for which they want to view EDIS document information. The default setting returns a report that shows all documents filed within the past two business days. However, the user may customize this filter to show documents filed on a particular date, after or before a particular date, or within a specified date range.

The screenshot shows the 'Document Filing Report' page on the USITC website. At the top, there is a navigation bar with 'EDIS Main', 'Reports', 'Search', 'Submission', 'User Info', and 'Help'. Below this is a breadcrumb trail: 'Reports Home -> Document Filing Report Criteria'. The main heading is 'Document Filing Report'. A sub-heading reads: 'Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat a...'. The form includes several fields: 'Official Received Date (mm/dd/yyyy)' with a date range from 02/17/2009 to 02/18/2009; 'Investigation Number' with a dropdown menu; 'Investigation Phase' with a dropdown menu; and 'Document Type' with a list of document categories. Below these fields are 'Execute Report' and 'Reset' buttons. At the bottom, there is a 'Result Preferences' section with 'Sort By: Investigation', 'Sort Order: Ascending', and 'Items per page: 10'. Two callout boxes provide instructions: one points to the date range and says 'Type in or use the calendar functions to specify for which dates you want the report to run', and another points to the 'Investigation Phase' dropdown and says 'Select the appropriate indicator of date or date range'.

If the user selects neither an investigation number nor an investigation phase, the report will show all documents in all USITC matters for the specified date range. Once the appropriate date range is selected, the user may additionally type in the investigation number and select, from the drop down menu, the investigation phase for which they want the report to run. Users can select multiple investigation phases.

Type in as much of the applicable investigation number as you know

Select the applicable investigation phase

Note: The user should type in as much of the applicable investigation number as is known. The user may simply type in “1089” to retrieve documents in 731-1089. However, inputting the investigation number in this manner may additionally pull documents from 337-1089, for instance, if such an investigation were to exist. Therefore, it is preferable to type in the investigation number with the appropriate prefix (ie. 731, 701, 337, 332).

Note: Once a user inputs an investigation number, then select the appropriate investigation phase(s) in order for the report to return results.

The user may then select which types of documents are to be included in the report. The user may select multiple document types by holding down the “ctrl” key as she selects each successive, desired document type. If no document type is selected the report will return every document filed for the given date/date range and investigation, if provided.

The full data will only appear for validated documents. If the document is not validated, all but the Document ID is hidden.

UNITED STATES
INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Reports Home -> Document Filing Report: Criteria Welcome, Docket... [Logout](#)

Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy) Filed From - Through : 02/17/2009 To 02/18/2009

Investigation Number: 731-1089

Investigation Phase: Enforcement and Advisory, Final, Forfeiture, Lit, Lit2

Document Type: Action Jacket, Action Request, Answer to Complaint, Appeal, Brief - Final Comments

Execute Report Reset

Choose document types from the drop down menu to limit the types of documents your report pulls

Result Preferences

Sort By: Investigation Sort Order: Ascending Items per page: 10

Done Local intranet

Before executing the report, the user may customize the “Results Preferences” to optimize the view of the report.

Namely, the user may sort by investigation, Document ID, or official receive date in ascending or descending order. The user may also select the number of results she wishes to see per page: 10, 25, 50, or 100.

Reports Home -> Document Filing Report Criteria

welcome, User... [Logout](#)

Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy) Filed From - Through : 02/17/2009 To 02/18/2009

Investigation Number

Investigation Phase
 Advisory
 Advisory2
 Enforcement
 Enforcement2
 EnforcementandAdvisory

Document Type
 Action Jacket
 Action Request
 Answer to Complaint
 Appeal
 Brief - Final Comments

Result Preferences

Sort By: Investigation Sort Order: Ascending Items per page: 10

Investigation
 Document Id
 Official Received Date

Do you have a question for the EDIS Help D... email your question click [Contact Us](#).

202.205.1810

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Choose how many results you wish to see per page

Choose if you would like to see the sort in ascending or descending order

Select the criteria by which you wish to sort

Once the user has input the appropriate criteria and selected the preferences with which they want to run their report, select "Execute Report" to run the document filing report.

If the user wishes to clear all the criteria she entered and return to the default criteria and preference settings, select "Reset".

UNITED STATES INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, Docket... Logout

Reports Home -> Document Filing Report Criteria

Document Filing Report

Enter your filter criteria for the Document Filing Report. These reports can be downloaded to Acrobat as PDF files for printing.

Official Received Date (mm/dd/yyyy) Filed From - Through : 02/17/2002 To 03/18/2002

Investigation Number: 406

Investigation Phase: Advisory

Document Type: Action Jacket

Execute Report Reset

Execute Report

Result Preferences

Sort By: Document Id Sort Order: Ascending Items per page: 50

Upon selecting "Execute Report," the report will appear similar to the screen below.

Reports Home -> Document Filing Report Criteria -> Document Filing Report Results

Welcome, Docket... Logout

Export To: PDF XLS DOC

Go to first page of report

Go to previous page of report

Go to next page of report

Go to last page of report

Document Filing Report

Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final

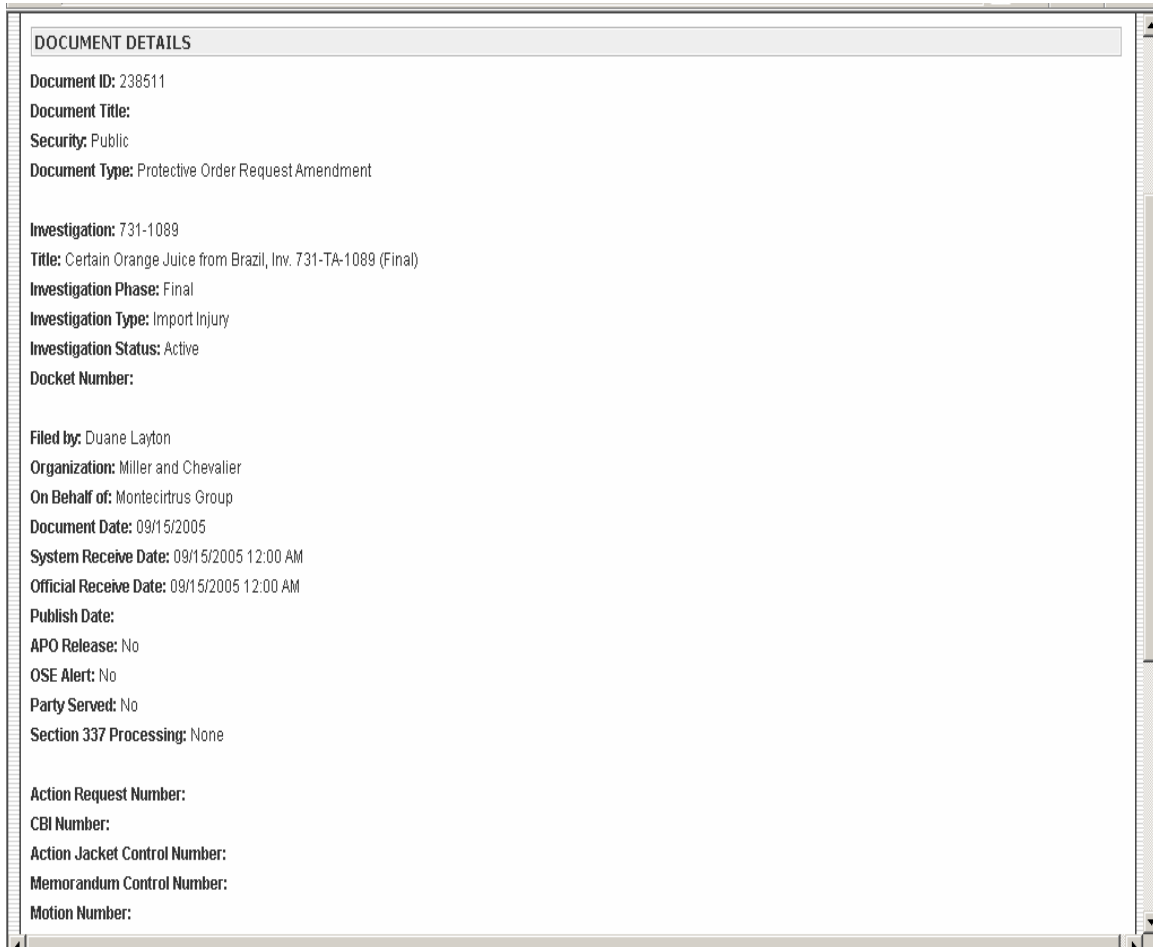
Doc ID	Inv Num.	Sec	F	Official Receive Date	Organization	Filed On Behalf Of
2377	731-1089	Final	Pub	09/02/2005		Office of the Secretary
238102	731-1089	Final	Pub	09/08/2005		Office of the Secretary
238185	731-1089	Final	Pub	09/09/2005	Lynn Fischer Williams, Mullen, Fox	Votorantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	09/09/2005	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr
238268	731-1089	Final	Pub	09/12/2005	Sydney Mintzer	Miller and Chevalier
238282	731-1089	Final	Pub	09/12/2005	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr
238284	731-1089	Final	Pub	09/12/2005	James P. Durling	Willkie, Farr and Gallagher LLP
238308	731-1089	Final	Pub	09/12/2005	Alexandra Mcamey	Arent, Fox, Kintner, Plotkin & Kahn
238313	731-1089	Final	Pub	09/12/2005	Matthew McGrath	Barnes, Richardson and Colburn
238511	731-1089	Final	Pub	09/15/2005	Duane Layton	Miller and Chevalier

Click on this hyperlink to view document details for this document

<< < 1 2 3 4 5 6 7 > >>

The user can navigate through her report as indicated in the screen above and may view details for each document generated by the report by clicking on the hyperlinked Document ID number in the leftmost column of the report.

Clicking on the hyperlinked Document ID will open a screen similar to the one below. The PDF(s) of the document can be accessed from this page.



DOCUMENT DETAILS

Document ID: 238511
Document Title:
Security: Public
Document Type: Protective Order Request Amendment

Investigation: 731-1089
Title: Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)
Investigation Phase: Final
Investigation Type: Import Injury
Investigation Status: Active
Docket Number:

Filed by: Duane Layton
Organization: Miller and Chevalier
On Behalf of: Montecitrus Group
Document Date: 09/15/2005
System Receive Date: 09/15/2005 12:00 AM
Official Receive Date: 09/15/2005 12:00 AM
Publish Date:
APO Release: No
OSE Alert: No
Party Served: No
Section 337 Processing: None

Action Request Number:
CBI Number:
Action Jacket Control Number:
Memorandum Control Number:
Motion Number:

The user may export the report to three different applications: Adobe Acrobat, Microsoft Excel, or Microsoft Word.

To export to Adobe Acrobat, the user should select "PDF" at the top of the report, alongside the "Export to:" option.

The screenshot shows the USITC EDIS interface. At the top, there is a navigation bar with 'EDIS Main', 'Reports', 'Search', 'Submission', 'User Info', and 'Help'. Below this, the breadcrumb trail reads 'Reports Home -> Document Filing Report Criteria -> Document Filing Report Results'. The 'Export To:' menu is open, showing options for 'PDF', 'XLS', and 'DOC'. A callout box with the text 'Select to export this report to a PDF file' has an arrow pointing to the 'PDF' option. The main content area displays a table of document filing reports for investigation number 731-1089. The table includes columns for Doc ID, Inv Num., Sec, F, O, Filed By, Firm/Organization, and Filed On Behalf Of. A callout box also points to the 'PDF' link in the 'Export To:' menu.

Doc ID	Inv Num.	Sec	F	O	Filed By	Firm/Organization	Filed On Behalf Of	
237749	731-1089	Final	Pub	S	09/02/2005	Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	S	09/08/2005	Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	S	09/09/2005	Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	S	09/09/2005	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089	Final	Pub	S	09/12/2005	Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089	Final	Pub	S	09/12/2005	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089	Final	Pub	S	09/12/2005	James P. Durling	Willkie, Farr and Gallagher LLP	Sucootricio Cutrale Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Alexandra Mocarney	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089	Final	Pub	S	09/12/2005	Matthew Mocarney	Barnes, Richardson and Colburn	Florida Citrus Mutual

The generated PDF file will look similar to the one below.

The screenshot shows a PDF document titled 'Document Filing Report'. The document contains a table with the following columns: Doc ID, Inv Num., Sec, F, O, Official Receive Date, Doc Type, Document Title, Filed By, Firm/Organization, and Filed On Behalf Of. The table lists various document filings for investigation number 731-1089, including Action Jacket, Notice, Entry of Appearance and Related Documents, Protective Order Request, and Other. The document also includes a sidebar with 'Pages', 'Attachments', and 'Comments'.

Doc ID	Inv Num.	Sec	F	O	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089	Final	Pub	S	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	S	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	S	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089	Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089	Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089	Final	Pub	S	09/12/2005	Other		James P. Durling	Willkie, Farr and Gallagher LLP	Sucootricio Cutrale Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Brief - Final Comments		Alexandra Mocarney	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089	Final	Pub	S	09/12/2005	Other		Matthew Mocarney	Barnes, Richardson and Colburn	Florida Citrus Mutual
238511	731-1089	Final	Pub	S	09/15/2005	Protective Order Request Amendment		Duane Layton	Miller and Chevalier	Montecitrus Group
238804	731-1089	Final	Pub	S	09/20/2005	Protective Order Request Entry of Appearance and Related Documents		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238805	731-1089	Final	Pub	S	09/20/2005	Protective Order Request Entry of Appearance and Related Documents		Matthew Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
239660	731-1089	Final	Pub	S	09/30/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
239892	731-1089	Final	Con	S	10/05/2005	Questionnaire - Purchaser		James Fetzer	USITC	[[Kael Trading]]
240003	731-1089	Final	Pub	S	10/08/2005	Protective Order Request Amendment		Nancy Noonan	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company

To export to Microsoft Excel, the user should select "XLS" at the top of the report, alongside the "Export to:" option.

The screenshot shows the USITC website interface. At the top, there are navigation tabs: EDIS Main, Reports, Search, Submission, User Info, and Help. Below the navigation, there is a breadcrumb trail: Reports Home -> Document Filing Report Criteria -> Document Filing Report Results. The main content area displays 'Export To: PDF XLS DOC' with a callout box pointing to the 'XLS' option, containing the text 'Select to export this report to an Excel file'. Below this, it says 'Displaying 1 - 10 of 528 Results'. The main report is titled 'Document Filing Report' and includes a table of documents filed from 01/17/2002 to 02/18/2009 for investigation number 731-1089. The table has columns for Doc ID, Inv Num, Sec, F, Official Receive Date, Doc Type, Document Title, Filed By, Firm/Organization, and Filed On Behalf Of. The table lists 10 rows of document entries.

Doc ID	Inv Num -	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089	Final	Pub	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089	Final	Pub	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089	Final	Pub	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089	Final	Pub	09/12/2005	Other		James P. Durling	Willkie, Farr and Gallagher LLP	Sucocitrico Cutrale Ltda
238308	731-1089	Final	Pub	09/12/2005	Brief - Final Comments		Alexandra Mccarney	Arent, Fox, Kintner, Plotkin & Kahn Company	The Coca-Cola Company
238313	731-1089	Final	Pub	09/12/2005	Other		Matthew Mcgrath	Barnes, Richardson and Colburn	Florida Citrus Mutual

The generated Excel file will look similar to the one below.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	O
1														
2	Document Filing Report													
3	Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s)										Generated on: 02/18/2009 12:36 PM			
4	Doc ID	Inv Num -	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of				
5	237749	731-1089	Final	Pub	09/02/2005	Action Jacket		Marilyn R. Abbott	USITC	Office of the Secretary				
6	238102	731-1089	Final	Pub	09/08/2005	Notice		Marilyn R. Abbott	USITC	Office of the Secretary				
7	238185	731-1089	Final	Pub	09/09/2005	Entry of Appearance and Related Documents		Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantim International North America, Inc. ("Vina")				
8	238186	731-1089	Final	Pub	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.				
9	238268	731-1089	Final	Pub	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group				
10	238282	731-1089	Final	Pub	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.				
11	238284	731-1089	Final	Pub	09/12/2005	Other		James P. Durling	Willkie, Farr and Gallagher LLP	Sucocitrico Cutrale Ltda				
12	238308	731-1089	Final	Pub	09/12/2005	Brief - Final Comments		Alexandra Mccarney	Arent, Fox, Kintner, Plotkin & Kahn Company	The Coca-Cola Company				
13	238313	731-1089	Final	Pub	09/12/2005	Other		Matthew Mcgrath	Barnes, Richardson and Colburn	Florida Citrus Mutual				
14	238511	731-1089	Final	Pub	09/15/2005	Protective Order Request		Duane Layton	Miller and Chevalier	Montecitrus Group				
15	238804	731-1089	Final	Pub	09/20/2005	Protective Order Request		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company				

After the user exports the report, save it locally to the workstation then open it with Microsoft Excel to enable full editing features.

Once in Excel, the user may manipulate and sort the data. Click on "Format Cells", and uncheck "Merge Cells". On the spreadsheet, remove the blank rows, columns, title and description. The user may sort by column names or attach data filters as desired.

To export to Microsoft Word, the user should select "DOC" at the top of the report, alongside the "Export to:" option. This will generate a Rich Text Format (.rtf) file which will be opened in Microsoft Word.

The screenshot shows the USITC website interface. At the top, there is a navigation bar with links for EDIS Main, Reports, Search, Submission, User Info, and Help. Below this, there are breadcrumb links: Reports Home -> Document Filing Report Criteria -> Document Filing Report Results. The page displays an 'Export To:' menu with options for PDF, XLS, and DOC. Below the menu, it says 'Displaying 1 - 10 of 528 Results'. A callout box with the text 'Select to export this report to a Word file' points to the 'DOC' option and the first row of the document list. The document list table includes columns for Doc ID, Inv Num., Sec, F, Official Re, By, Firm/Organization, and Filed On Behalf Of.

Doc ID	Inv Num.	Sec	F	Official Re	By	Firm/Organization	Filed On Behalf Of	
237749	731-1089	Final	Pub	S	09/02/2005	Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	S	09/08/2005	Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	S	09/09/2005	Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	S	09/09/2005	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089	Final	Pub	S	09/12/2005	Sydney Mintzer	Miller and Chevalier	Montecitus Group
238282	731-1089	Final	Pub	S	09/12/2005	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089	Final	Pub	S	09/12/2005	James P. Dullina	Willkie, Farr and Gallagher LLP	Suocitrico Cuttala Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Alexandra Mocarnev	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089	Final	Pub	S	09/12/2005	Matthew Barnes	Richardson	Florida Citrus Mutual

The generated Word file will look similar to the one below.

Document Filing Report									
Documents Filed Report Filed From - Through 01/17/2002 and 02/18/2009 for Investigation Number 731-1089 in phase(s) Final								Generated on: 02/18/2009 12:39 PM	
Doc ID	Inv Num	Sec	F	Official Receive Date	Doc Type	Document Title	Filed By	Firm/Organization	Filed On Behalf Of
237749	731-1089	Final	Pub	S	09/02/2005	Action Jacket	Marilyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	S	09/08/2005	Notice	Marilyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	S	09/09/2005	Entry of Appearance and Related Documents	Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Votorantm International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	S	09/09/2005	Protective Order Request	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantm International North America, Inc.
238268	731-1089	Final	Pub	S	09/12/2005	Other	Sydney Mintzer	Miller and Chevalier	Montecitus Group
238282	731-1089	Final	Pub	S	09/12/2005	Other	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantm International North America, Inc.
238284	731-1089	Final	Pub	S	09/12/2005	Other	James P. Duling	Willkie, Farr and Gallagher LLP	Sucootico Cutrale Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Brief- Final Comments	Alexandra Mccamey	Arent, Fox, Kintner, Plokin & Kahn	The Coca-Cola Company
238313	731-1089	Final	Pub	S	09/12/2005	Other	Matthew Mograth	Barnes, Richardson and Colburn	Florida Citrus Mutual
238511	731-1089	Final	Pub	S	09/15/2005	Protective Order Request Amendment	Duane Layton	Miller and Chevalier	Montecitus Group
238804	731-1089	Final	Pub	S	09/20/2005	Protective Order Request	Matthew J. Clark	Arent, Fox, Kintner, Plokin & Kahn	The Coca-Cola Company
238805	731-1089	Final	Pub	S	09/20/2005	Entry of Appearance and Related Documents	Matthew Clark	Arent, Fox, Kintner, Plokin & Kahn	The Coca-Cola Company
239560	731-1089	Final	Pub	S	09/30/2005	Action Jacket	Marilyn R. Abbott	USITC	Office of the Secretary
239882	731-1089	Final	Con	S	10/05/2005	Questionnaire - Purchaser	James Fetzer	USITC	[[Kael Trading]]
240003	731-1089	Final	Pub	S	10/06/2005	Protective Order Request Amendment	Nancy Noonan	Arent, Fox, Kintner, Plokin & Kahn	The Coca Cola Company

RSS GENERATOR

Users will learn how to set up, configure, and make use of the RSS (Really Simple Syndication) Generator in conjunction with their MS Outlook to provide notification of documents which have been submitted into the EDIS system and approved for acceptance by the USITC.

Notification

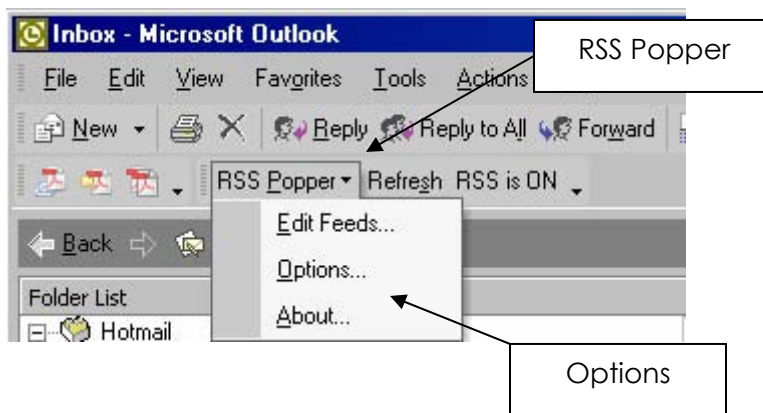
The USITC RSS Feed provides you with an immediate notification of the approval and acceptance of new documents. Upon initial set up it will reach back two weeks for documents. External users will be notified when a document has been validated by Docket Services based on the RSS Feed criteria set by the user.

Note: It may take up to 48 hours after submittal to process the document through the USITC quality check, before it can be accessed through the search tool.

External Users

Please contact your internal Computer Support Department for assistance in setting up an RSS reader. If you do not have a Computer Support Department, you can obtain several RSS reader products online. One suggestion is to use RSS Popper which sinks with MS Outlook. This is the RSS reader used by the USITC. Use of this tool is described below, but other RSS readers can also be used.

If you choose this RSS reader, you will notice a new menu item on your MS Outlook toolbar, as shown below.



Configuring RSS Popper

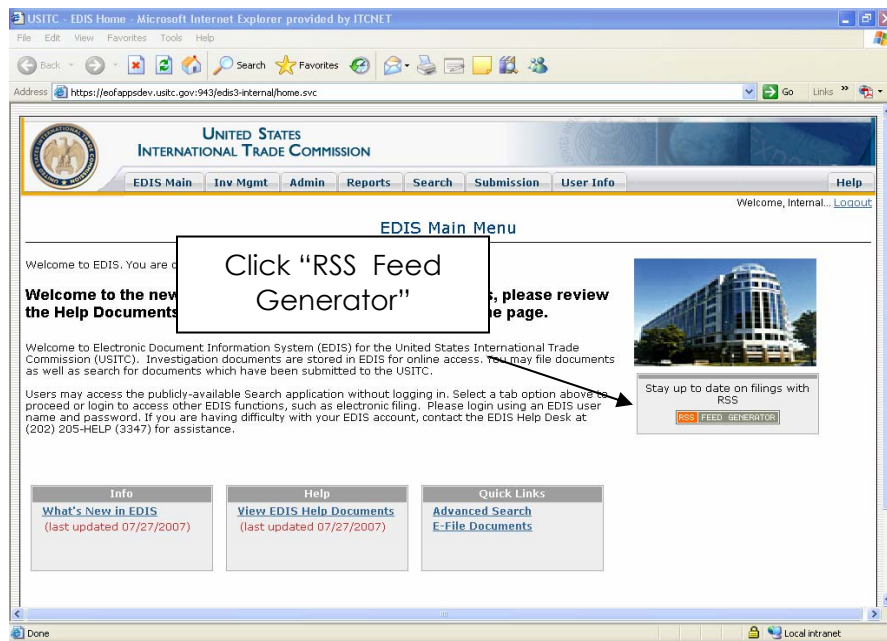
There are two configuration parameters for RSS Popper that you may want to modify. Go to RSS Popper drop down and click "Options" as shown above. The following two parameters will appear:

Disable error e-mails: should be checked. By default it is not.

Refresh Interval (Sec): this is the frequency at which Popper checks for new notifications. By default it is set to 10 min (600 seconds) for which to receive notifications. You may modify this value based on your personal needs. If your needs are not urgent, you should probably set this value to 900 or even 1800 seconds (15 minutes or 30 minutes).

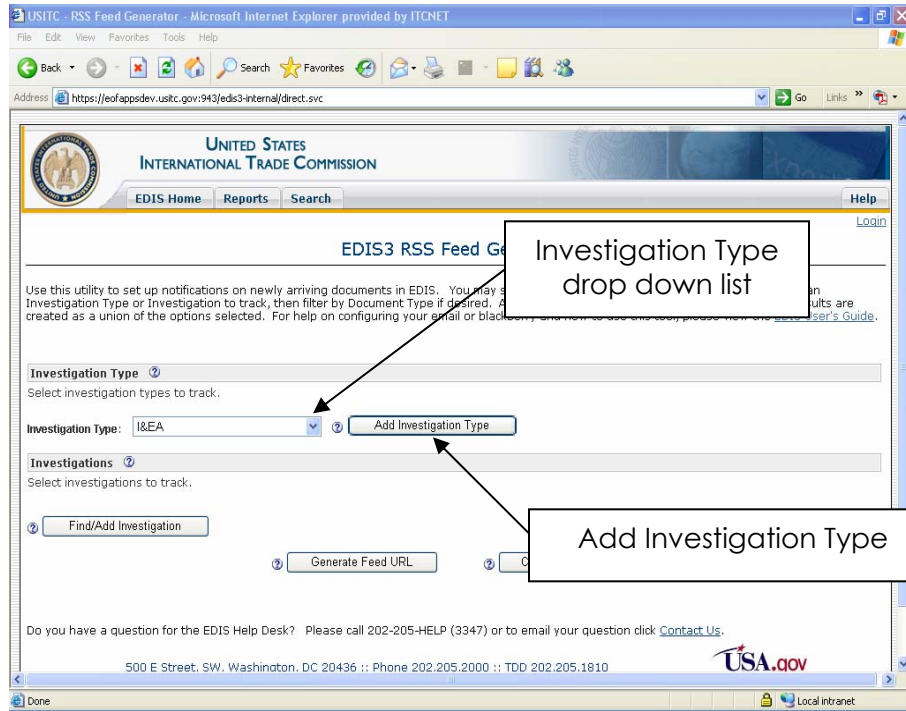
Creating an RSS Feed to Identify the Documents You Want to Receive

Using your browser, navigate to the EDIS Home page.



Investigation Type

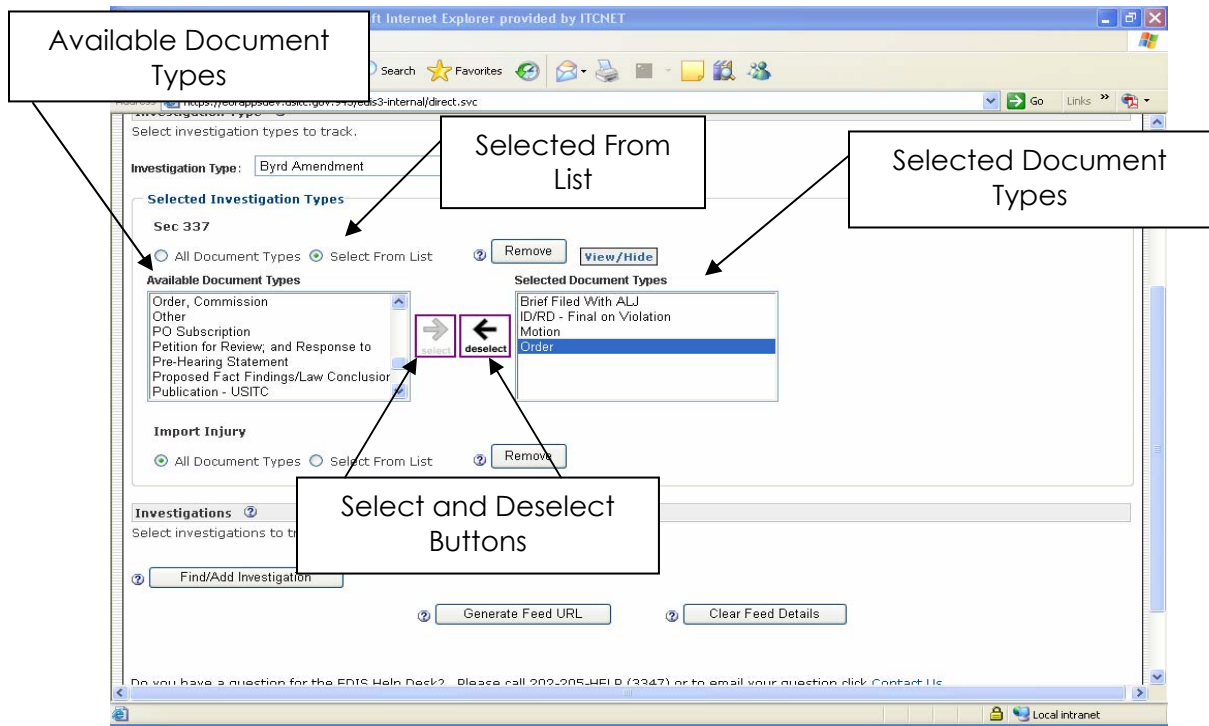
To choose documents for an entire investigation type, (ie. 337's, Import Injury), click the drop down button on "Investigation Type", choose from the drop down list and press the "Add Investigation Type" button to update. You may add multiple investigation type selections by repeating the steps.



Type of Documents

Users may choose which types of documents for which to receive notifications. By default, "All Document Types" are selected. Click the button for "Select From List" and the screen below will appear.

To choose the document type(s) the user wants to receive highlight the desired document type(s) from the "Available Document Types" and then click the arrow-right (select) and it will appear in the "Selected Document Types" box. You can remove a document by highlighting it in the "Selected Document Type" box and then clicking arrow-left (de-select), as shown below.



Investigation Criteria

To choose documents from a specific investigation, press the "Find/ Add Investigation" button, shown below.



This opens a "Find Investigation" pop up. Users can search for the investigation by number, name, phase, type and/or status in order to generate a list of investigation choices. Enter as much information as possible to limit the results. Then click the "Search" button.

Investigation Number:

Investigation Phases:
Advisory
Advisory2

Investigation Types:
Byrd Amendment
I&EA

Investigation Name:

Investigation Status:

Result Preferences
Items per page:

Investigation Title: "semiconductor chips", Investigation Phase(s): "Violation"

SEARCH RESULTS
Displaying 1 - 7 of 7 Investigations

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
1. 337-2541	Violation	Certain of Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, DN 2541	Sec 337	Active
2. 337-2616	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV), DN 337-2616	Sec 337	Active
3. 337-432	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, Inv. 337-TA-432	Sec 337	Inactive
4. 337-605	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, Inv. No. 337-TA-605	Sec 337	Active
5. 337-630	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV)	Sec 337	Active
6. 337-649	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same (IV)	Sec 337	Active
7. 337-661	Violation	Certain Semiconductor Chips with Minimized Chip Package Size and Products Containing Same, Inv. No. 337-TA-661	Sec 337	Active

Click the desired investigation. **Note:** users can only select one investigation at a time.

By default, "All Document Types" are selected. To choose a specific document, click the button from "Selected List" and then choose the document types from the drop down list.

Selected Investigations
Investigation 337-605 - Violation

All Document Types Select From List

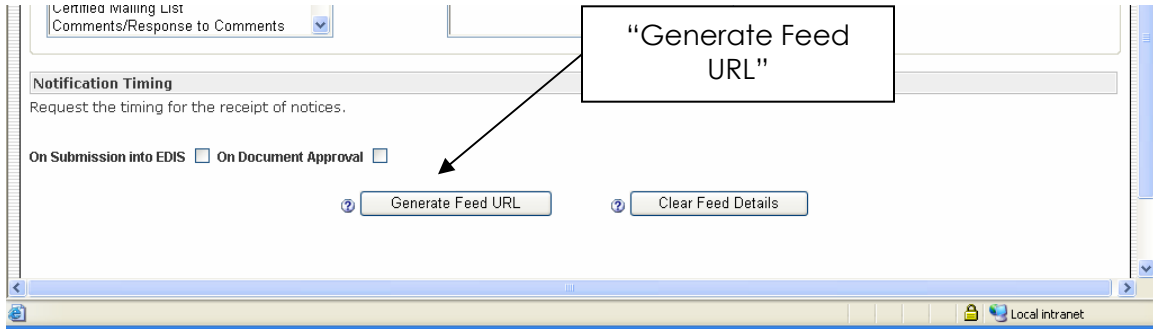
Available Document Types: Action Jacket, Action Request, Answer to Complaint, **Brief Filed With ALJ**, Brief on Review/Remedy, Certified Mailing List, Comments/Response to Comments

Selected Document Types: Correspondence, ID/RD - Final on Violation, Notice

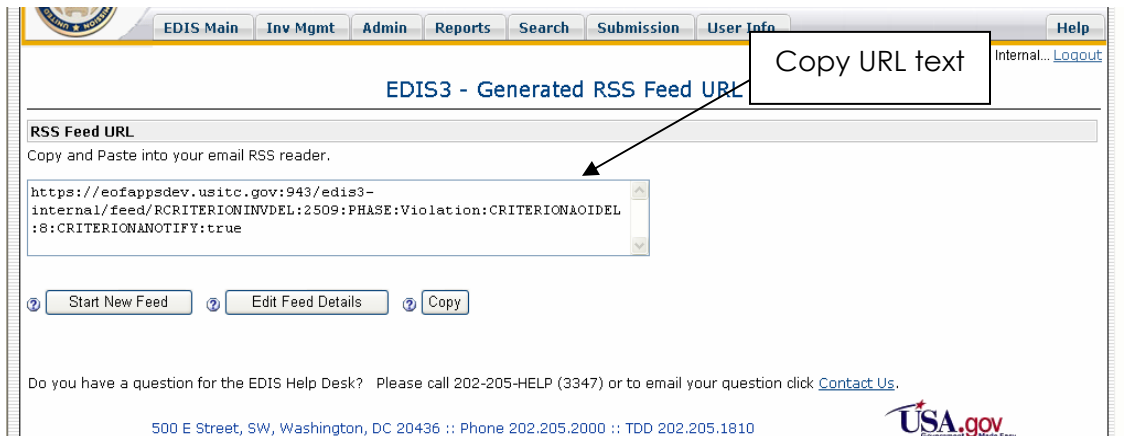
Notification Timing
Request the timing for the receipt of notices.

URL Generator

Once the user has created a set of criteria to identify the documents for which to be notified, the next step is to generate a URL (or web address) which the user will use later to enter into a RSS aggregator (i.e., Outlook/RSS Popper). Click the "Generate Feed URL", as shown below.



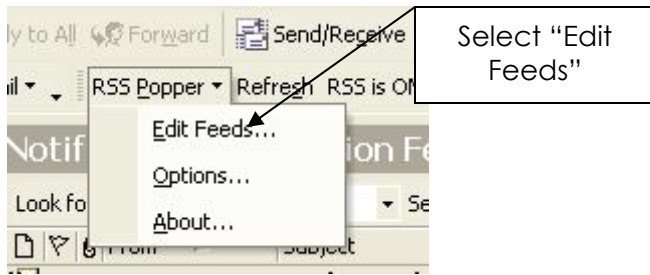
When the user clicks this button the generated RSS Feed URL as show below is displayed.



If not already highlighted, use the mouse to select (highlight) all the text in the Generated RSS URL window, right click the mouse button and select "Copy" from the menu. This link will go in the "Link" field discussed below.

Establishing the RSS Feed

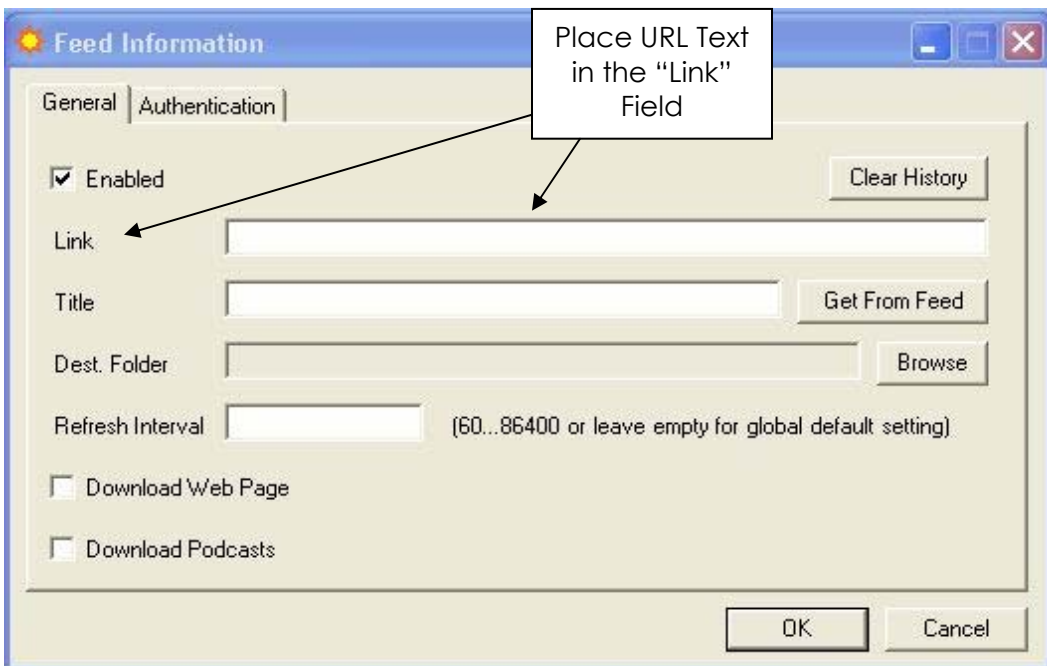
If using RSS Popper, in the MS Outlook toolbar, select the down arrow to invoke a drop down menu as shown below. Select from the menu "Edit Feeds".



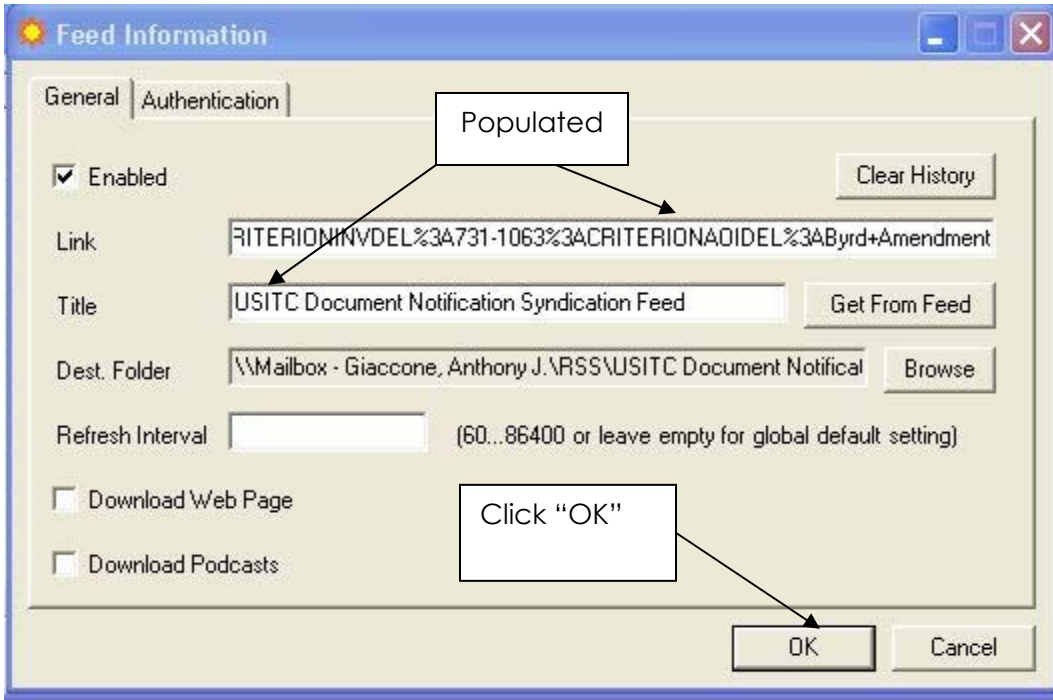
The screen below will appear. Click the "New>>" button.



A secondary menu list will appear where the user should select "RSS/Atom Feed" to display the Feed Information dialog box shown below. Paste the URL text copied earlier into the "Link" field. Click the mouse anywhere and the title field will self populate or click "Get From Feed".

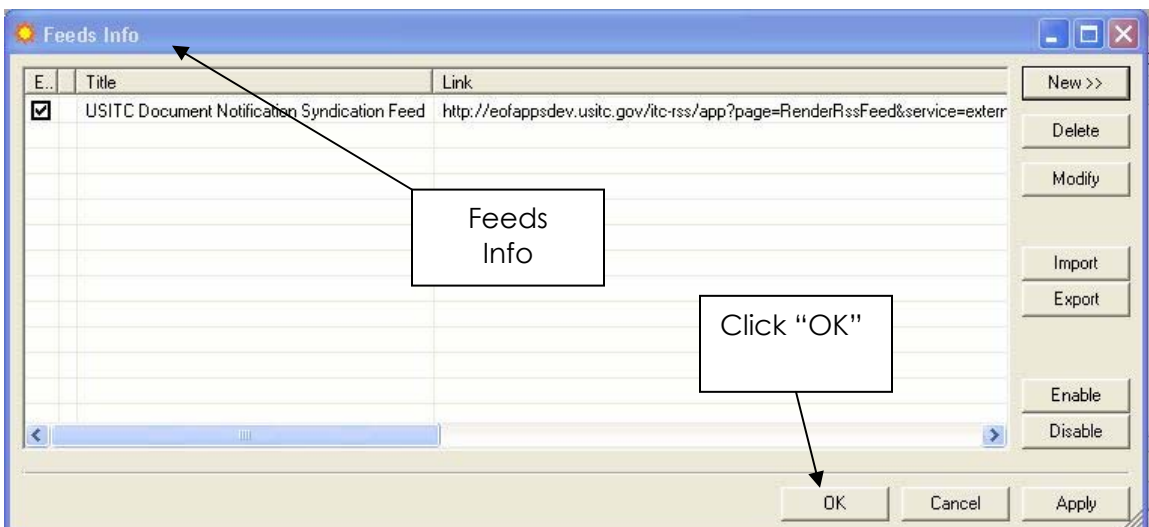


Click "OK", then review the folder for notices.



Title the feed so it is recognizable, such as the investigation number and phase. Click "Browse" on the "Dest. Folder". Within the user's inbox you may create a new folder for this feed. By default, notifications will be placed in the MS Outlook folder "RSS\USITC Document Notification Syndication Feed". Users may choose to identify it to facilitate tracking messages better, such as the investigation number and phases.

Click "OK" and it will return to the original RSS Popper, as shown below.



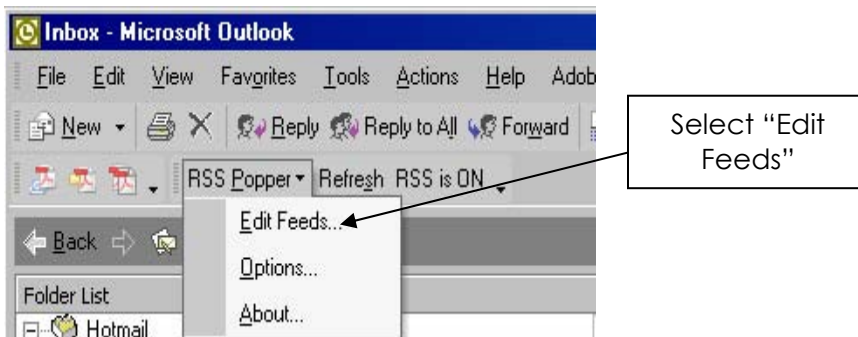
Click "OK" and this will return user to MS Outlook. Users will see the folder, as shown below.



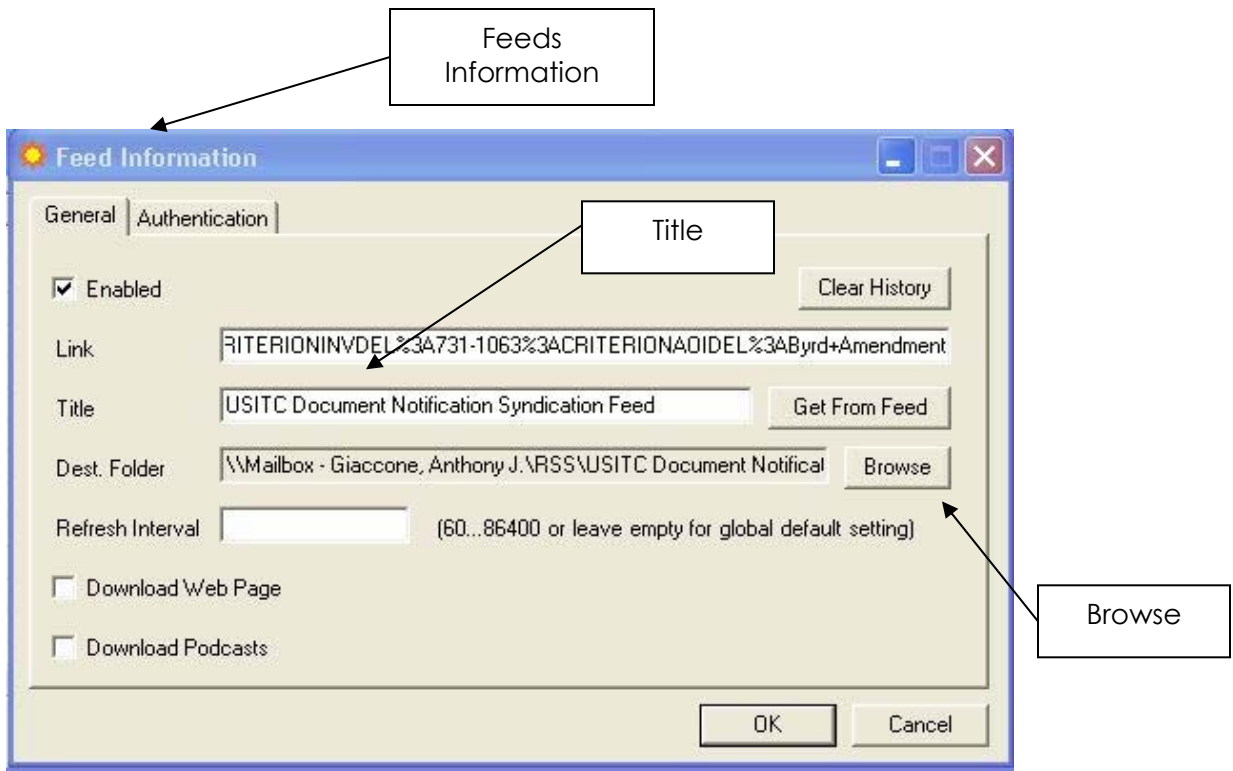
The new mailbox folder will contain a list of notification e-mails that you select to receive.

Managing Multiple RSS Feeds

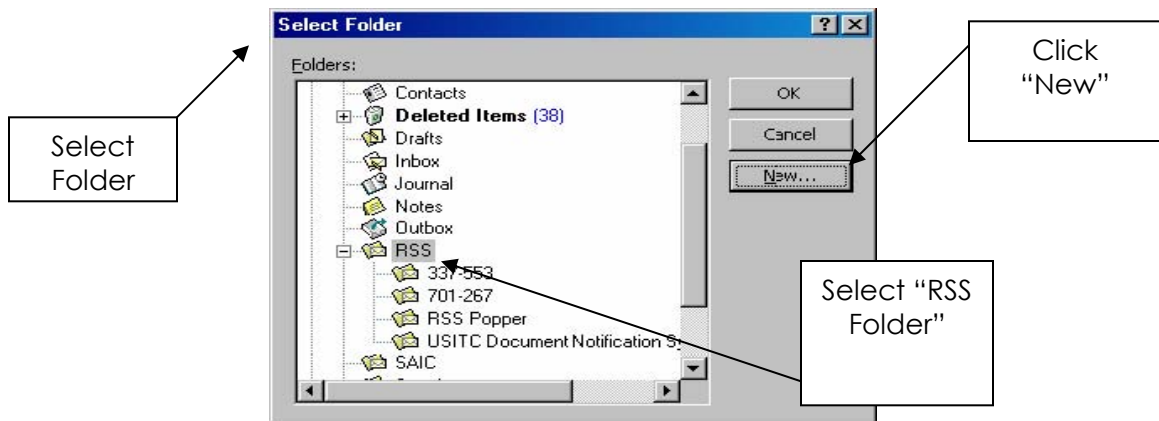
To add or delete notifications go to the RSS Popper drop down menu on your MS Outlook toolbar and select "Edit Feeds" as shown below. You will then be able to add, delete, enable or disable notification feed URLs using the procedures described previously.



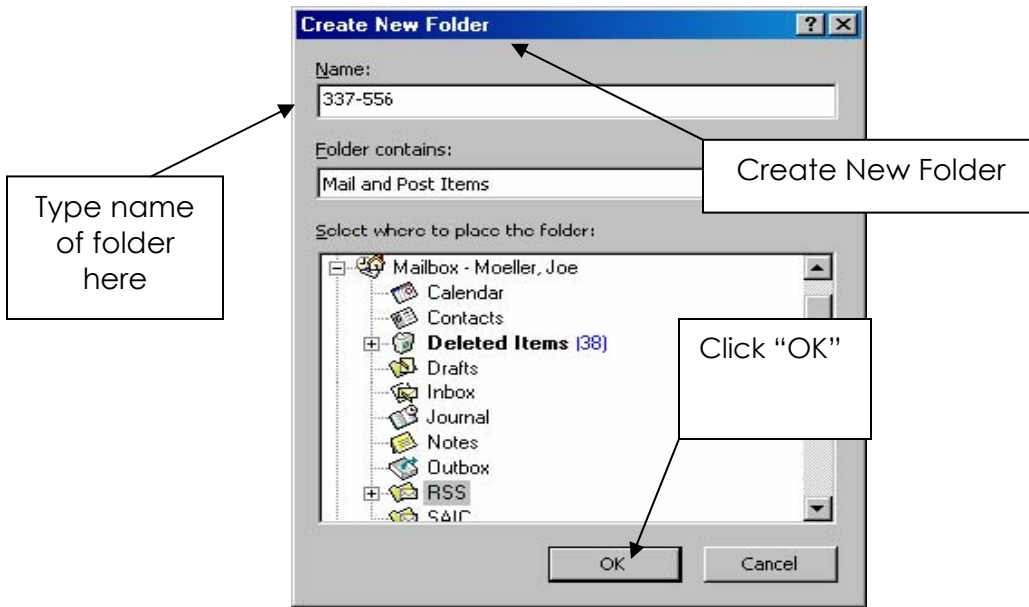
By default, all notifications associated with the URL(s) you generate will be placed in the same folder. If the user wants to organize notifications in multiple folders (e.g., by investigation number or investigation type), create multiple RSS Feed URLs following the steps described above. After the user has copied the URL text for a specific investigation into the "Link" field in the Feed Information window and it has self-populated with the title and destination folder information shown below, users must modify the text in these two fields to create a unique folder for each feed.



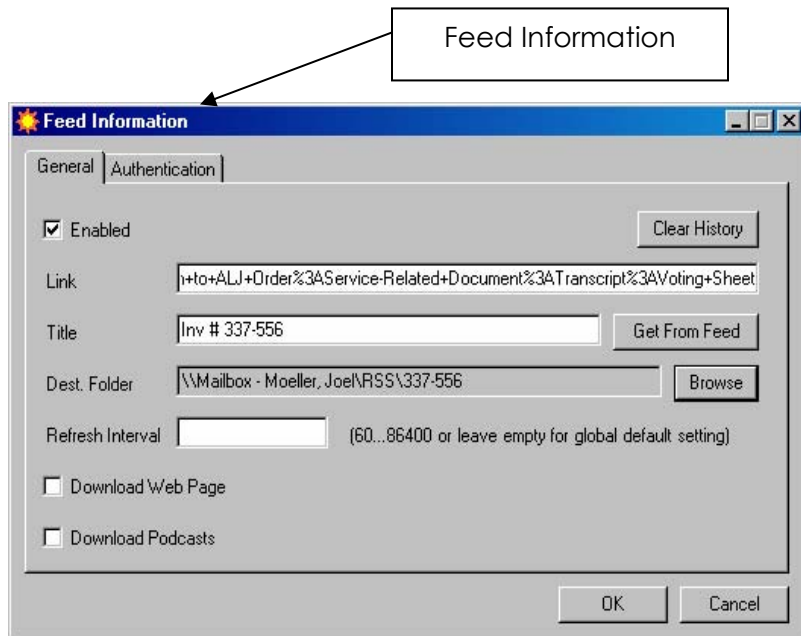
First, modify the "Title" field so it describes the properties of the notification such as the investigation number or investigation type (e.g., "Inv # 337-556"). Next, click on the "Browse" button in the "Feed Information" window to bring up the "Select Folder".



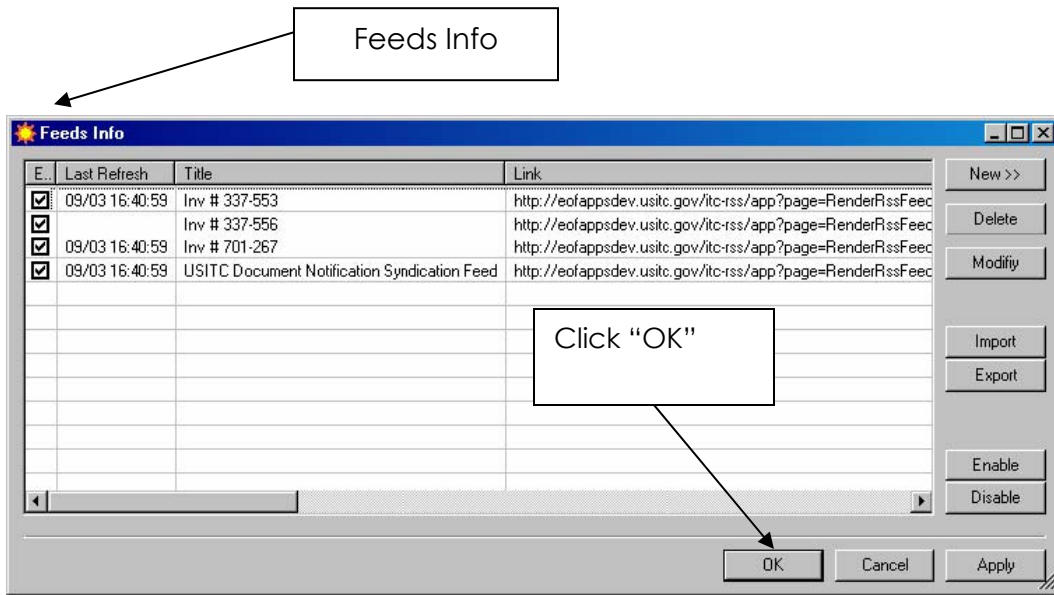
In the "Select Folder" window, select the RSS folder and click the "New" button which will bring up the "Create New Folder" window shown below.



In the "Name" field, type the name of the new folder the user wishes to create which identifies the feed the user will be receiving (e.g., the Investigation Number or Area of Interest). Select "OK" to close the window. The new folder will automatically be created in the MS Outlook folders under the RSS parent folder and it will appear highlighted in the "Select Folder" window. Clicking "OK" again will change the "Destination Folder" field in the "Feed Information" window to the new folder as shown below.



Click "OK" to update the "Feeds Information" folder. The window below will appear.



Click "OK" to update your RSS Feeds Info.

Disabling or Deleting RSS Feeds

Users can disable/enable a feed at any time if to temporarily stop the feed for a limited amount of time. Simply select the line of the feed to disable and then select the "Disable" button in the lower right portion of the window. The checkbox on the left side of the window will be unchecked until the feed is enabled again.

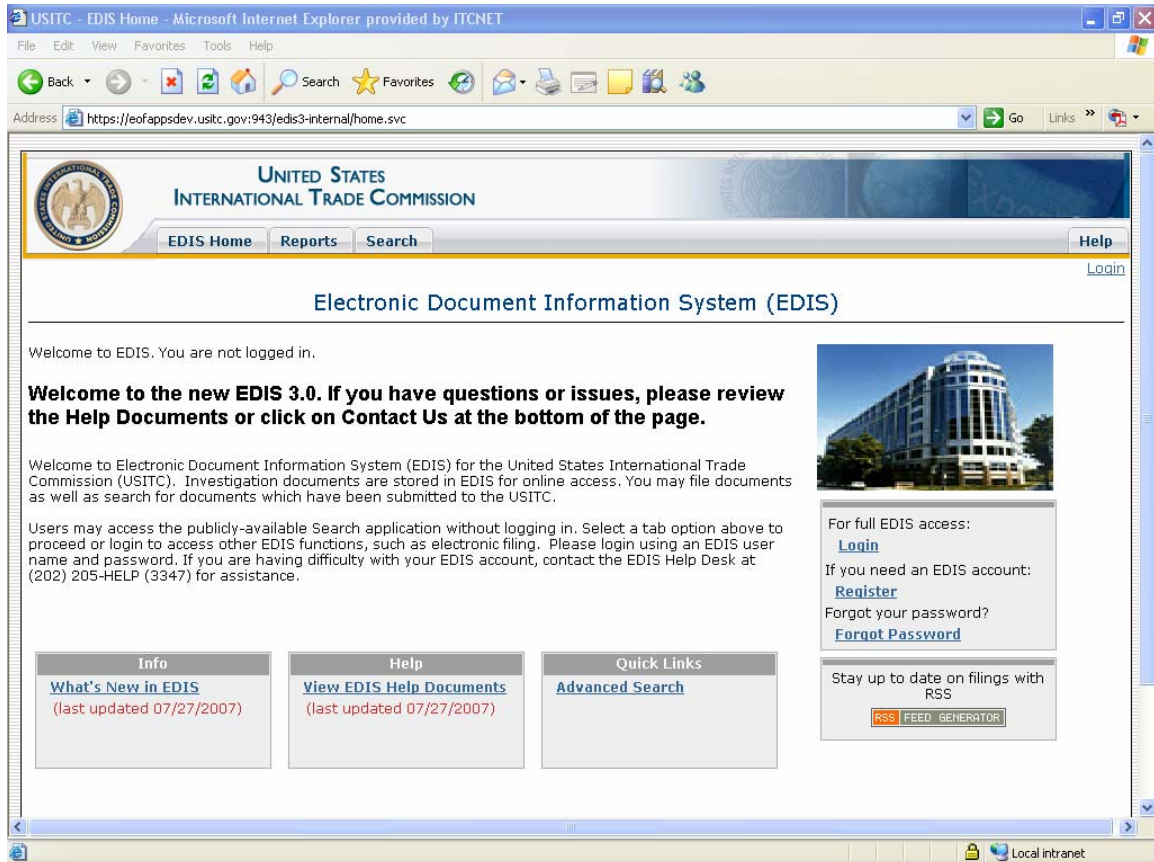
To permanently remove a feed from your list, simply select the feed from the "Feeds Info" window and select the "Delete" button in the upper right portion of the window.

Viewing and Maintaining E-mails

Once notifications are received, they will appear as e-mails in the designated notification folder. You may view them as you would any other email message in Outlook. Simply select one of the e-mail entries from the list in the notification folder to display the text of the email. Once received, maintenance of the e-mail notifications is also carried out in the same manner as other e-mail messages in Outlook. The e-mail messages will remain in the receiving folder until deleted or move the e-mails to another folder. Notification e-mails can be deleted from the system by selecting them for deletion in which case they will be moved to the "Deleted Items" folder to await being permanently deleted from MS Outlook. They can also be moved to other folders via the drag and drop feature of MS Outlook.

RSS Feed E-mail

When a notification is received, access to the document is not directly available via the RSS notification message. Instead, the document can be found using the search capabilities available in EDIS. Click on "Search" and login to view documents. A link is provided in the e-mail message which will bring up the "EDIS E-File" home page as shown below.



ACKNOWLEDGEMENTS

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