



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

**USER GUIDE
EXTERNAL USERS
(Final)**

December 2010

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 manual gives a basic overview on how to use EDIS 3 to file and access documents. 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. 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.

The EDIS Coding Manual is a useful aid for coding rules to use when submitting documents in EDIS. Please refer to the *EDIS Coding Manual* at http://www.usitc.gov/docket_services/documents/edis_coding_manual.pdf for reference on the document types and titles to use when filing documents.

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 e-mail the EDIS Helpdesk at EDIS3Help@usitc.gov or you may contact the EDIS Helpdesk at 202.205.EDIS (3347).

For other general assistance concerning filings and procedural guidance contact Docket Services at 202.205.1802 or visit our web page at http://www.usitc.gov/docket_services.

Please note that the screen shots included are based on views in Internet Explorer. Users accessing the internet from another browser may have slightly different page views and format.

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ACCESSING EDIS

To access EDIS 3, use the URL <http://edis.usitc.gov> or find it on <http://www.usitc.gov> under the Research Tools block, Electronic Document Information System (EDIS) link.

REGISTERING FOR EDIS 3

WHO SHOULD REGISTER?

All EDIS users must register. Registration will allow the user to create an account and password to use to login to EDIS.

Users may search and run reports for publicly available investigation documents. Users participating in investigations may also submit documents on EDIS to the USITC. 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>, which is pictured below. Important system information is displayed in the Notices area. Information such as scheduled maintenance is posted here. Notices may also be posted on specific pages in EDIS.

Find "Register", on the right side of the page, and click on the link:

UNITED STATES
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EDIS Home Help

Notices Electronic Document Information System (EDIS)

Welcome to EDIS. You are currently not logged in.

EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC.

Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password via the link on the right. If you are having difficulty with your account, please contact the EDIS Help Desk at 202-205-EDIS (3347) or via email at the link below for assistance.

Info

[What's New in EDIS](#)

Help

[EDIS 3 User Guide](#)

[EDIS 3 Web Service Guide](#)

[All EDIS Help Documents](#)

Click "Register"

For full EDIS access:
[Login](#)

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

Forgot your password?
[Forgot Password](#)

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

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Clicking on the "Register" link will display the "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".

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EDIS Home Help

EDIS - Terms of Use Agreement

Step One > Step Two > Step Three > Step Four

Please read the following Terms of Use Agreement and click Accept to continue to create a new EDIS account.

The United States Trade Commission (USITC) requires all users to register a valid User ID to access the agency's Electronic Document Information System (EDIS). Registered users will have the ability to electronically file documents and use the EDIS search function. In addition, registered users will have access to advanced EDIS features such as report generation.

Registration requires the user to provide basic identifying information such as name, firm and/or organization affiliation, email address, and other identifying characteristics. For more information on registered user status and requirements, see [Who should Register?](#)

Registered users may file public documents electronically via EDIS for inclusion in USITC investigations. Public documents may be viewed by all registered users. Currently, external registered users may only file confidential documents in paper format through Docket Services at the USITC. Registered users who intend to file confidential documents must complete an EDIS Cover Sheet using the EDIS software. The EDIS Cover Sheet will be required for each individual confidential document that the registered user intends to file. In addition, external registered users will also only be able to review the meta data of confidential documents contained on the EDIS Cover Sheet when using the search function and not the actual text of the document. Registered users who file documents electronically will receive an automated notice of receipt upon completion of a valid submission.

All users must comply with the standard rules and exceptions for electronic filing and paper filing contained in the Handbook on Electronic Filing Procedures (EFP Handbook) and CFR 19 Part 200. These requirements include but are not limited to the following: documents must be filed by the registered user whose name appears on the signature line(s) of the document or the responsible attorney whose name appears on the document, the timeliness of all filings and their accuracy is the sole responsibility of the filer, the filer is responsible for preserving Confidential Business Information (CBI) and Business Propriety Information (BPI), the filer must comply with the fair use doctrine for any material subject to copyright, and the filer must protect all valid or pending trademarks and patents. In addition, all filers must comply with any additional requirements pertaining to any Administrative Protective Order (APO) or Administrative Law Judge's Judicial Protective Order (JPO) issued during the course of an investigation.

Users are required to report any unauthorized release of sensitive or protected material such as BPI or CBI to Docket Services (202-205-EDIS) and the Secretary to the United States International Trade Commission (202-205-2799). Any user who fails to comply with the conditions set forth in this document may be denied access to EDIS depending on the nature, severity, frequency, and mitigating circumstances of the user's actions. In addition, separate sanctions may be levied for acts of misconduct and the release of protected information as set forth under the Commission rules, CFR 19 Part 200.

Click "Accept"

Accept Decline

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

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

Complete the EDIS Online User Registration form to become a registered user of the EDIS system. Please enter information in all required fields unless designated as optional. If you are a general external user who is NOT planning to participate in investigations, please register using the firm "Not Applicable. Otherwise, if your Firm Organization is not on the dropdown list, please select "Not Listed", and a popup will be presented to request that the firm be added. Please continue to complete your user registration with "Not Listed" as your firm. This will not restrict your abilities to access or file documents in EDIS. Once your firm is approved, the EDIS Administrator will change your user account to reflect the Firm name accurately for later document submissions.

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

PERSONAL PROFILE INFORMATION

First Name

Middle Name (optional)

Last Name

Firm/Organization

Address

Address (optional)

City/Province

State

Zip/Postal Code

Country/Region

Telephone Number (include Country Code / Area Code)

Fax (optional)

Email

"Name" fields

"Firm/Org" field

"Address" and contact information fields

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

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

Firm/Organization

Address

Address

City/Province

State

Zip/Postal Code

Country/Region

Telephone Number

Highlight and select Firm/Org or select "Not Applicable" or "Not Listed"

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 registering for research purposes only, and your firm/org is not listed in the dropdown menu, please select ***Not Applicable**. If you are not affiliated with a firm with a matter before the USITC or will use EDIS infrequently, please select ***Not Applicable**.

If your firm name is not found and you expect to use EDIS frequently for filings before the USITC, select ***Not Listed** to request that the firm/organization be added. Doing so will open a pop up window entitled "EDIS New Firm Request", pictured below.

The image shows a web form titled "EDIS - REQUEST TO ADD UNLISTED FIRM". Below the title is the instruction: "Please enter new company information. (*) denotes required field." The form contains the following fields:

- Requester (Full name) [?]
- Firm / Organization Name [?] (An arrow points from a callout box to this field with the text "Enter the unlisted Firm/Org information")
- Address [?]
- Address [?]
- City/Province [?]
- State [?] (Dropdown menu with "-- Select --")
- Zip/Postal Code [?]
- Country [?] (Dropdown menu with "-- Select --")
- Telephone [?]
- Fax [?]
- Firm Email (recommended) [?]
- Firm URL (Website address) [?]

At the bottom of the form are two buttons: "SUBMIT" with a right-pointing arrow and a question mark icon, and "CLOSE" with an "X" icon. A callout box with the text "Then click 'Submit'" has an arrow pointing to the "SUBMIT" button.

Enter the required information for the user's unlisted firm or organization and click "Submit". Complete the user account registration to submit the request to add a firm. 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. Users must complete the registration with ***Not Listed** as the firm/org. The account administrators will update the account later to reflect the firm name once the new firm is added to EDIS.

User 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 address 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 update this information to reflect the appropriate address.

Telephone Numbers, Facsimile Number and Email Address

The screenshot shows a form with three input fields:

- Telephone Number**: Contains '555-555-1212'. A small note next to it says '(Include Country Code / Area Code)'.
- Fax**: Contains '555-555-2121'. A small note next to it says '(optional)'.
- Email**: Contains 'JohnQ@email.com'.

 A rectangular callout box on the right contains the text 'Enter your phone #, fax # and email address'. An arrow points from this box to the Telephone Number field.

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.

The screenshot shows a form titled 'LOGIN INFORMATION' with three input fields:

- User Id**: Contains 'JohnQ1'. To the right, text reads: 'Enter your desired user id. Use letters (a-z, A-Z) and numbers (0-9), but no spaces or special characters (\$, !, /, #, etc.)'.
- Password**: Contains a series of dots. To the right, text reads: '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**: Contains a series of dots.

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. If the user sees an error message after clicking “Submit” this means the user id is already taken.

Password

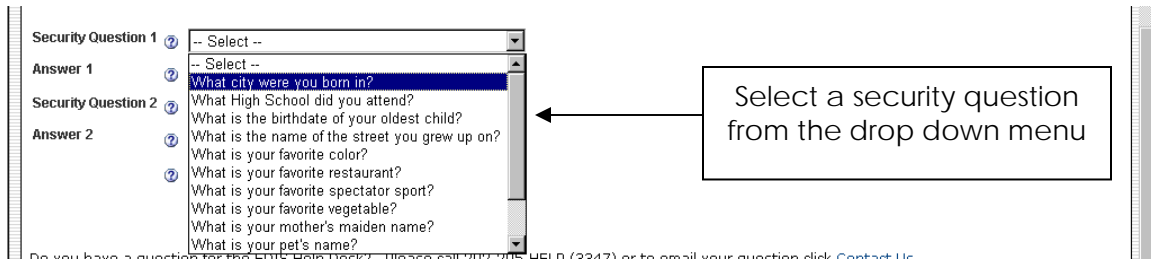
The password you select must be:

- 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.

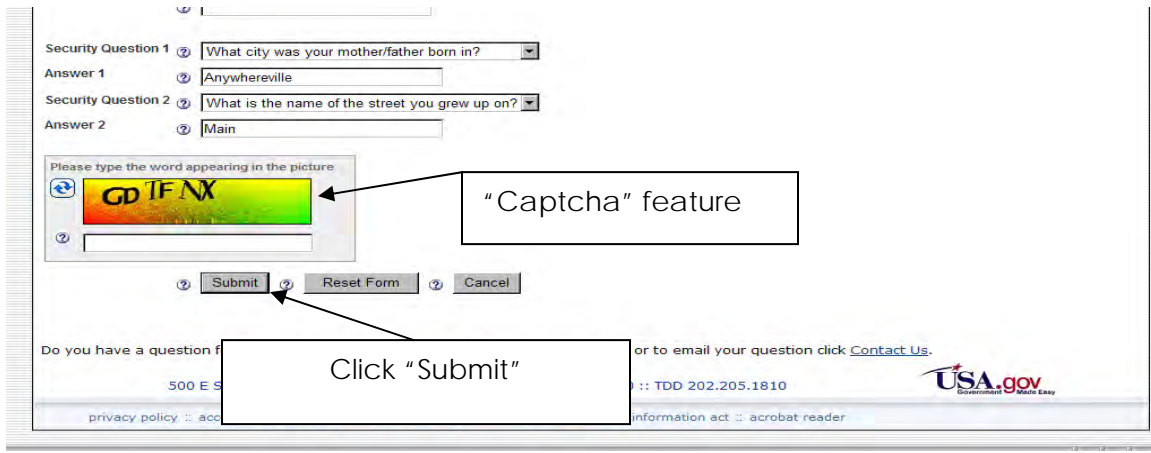
Once the user has entered the desired password (that meets the above listed requirements), re-enter the password exactly as typed in the "Confirm Password" field. In all future logins, each letter must appear in the case selected when creating the password. Three unsuccessful login attempts will result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



Enter the characters that are shown on the multi-colored background in the data field. The "Captcha" feature is case sensitive. For users having difficulty reading the letters, click the refresh icon. The letters entered must match the letters displayed to be able to submit the registration request.

Submitting the Registration Form

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

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.

Successful EDIS Registration

[Login](#)

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?

Click "Login" to enter EDIS

The information you submitted is listed here

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

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. Users can access the "Login" page from the EDIS home page, pictured below.

The screenshot shows the EDIS 3 home page. At the top, there is a header for the United States International Trade Commission (USITC) with the EDIS Home logo. A box with the text "Click 'Login' to access the Login page" has an arrow pointing to the "Login" link in the top right corner. Another arrow points from the same box to the "Login" link in the right-hand sidebar. The main content area includes a welcome message, a description of EDIS, and instructions on how to use the system. There are also links for "Info" and "Help" sections, and a "Contact Us" link at the bottom.

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EDIS Home

Click "Login" to access the Login page

Help

Electronic

Welcome to EDIS. You are currently not logged in.

EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC.

Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password. If you do not have one, please register via the link on the right. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-EDIS (3347) or via email at the link below for assistance.

For full EDIS access:
[Login](#)

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

Forgot your password?
[Forgot Password](#)

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

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Note: Only accounts in "Active" status may be used to access EDIS. User accounts will be "Locked" after 3 failed password attempts. Additionally, user passwords expire after 6 months and must be changed. One year of non-use of the EDIS accounts and it will be marked as disabled. Users must contact the EDIS Helpdesk (202-205-EDIS) to re-activate the account.

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EDIS Home Help

• ERROR: Password incorrect for the given login ID - account has been LOCKED. Please contact the USITC EDIS System Administrator for help. (202) 205-EDIS(3347). [Login](#)


EDIS Login

Enter Username and Password

Username

Password

Please type the word appearing in the picture:




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

Forgot your password? [Forgot Password](#)

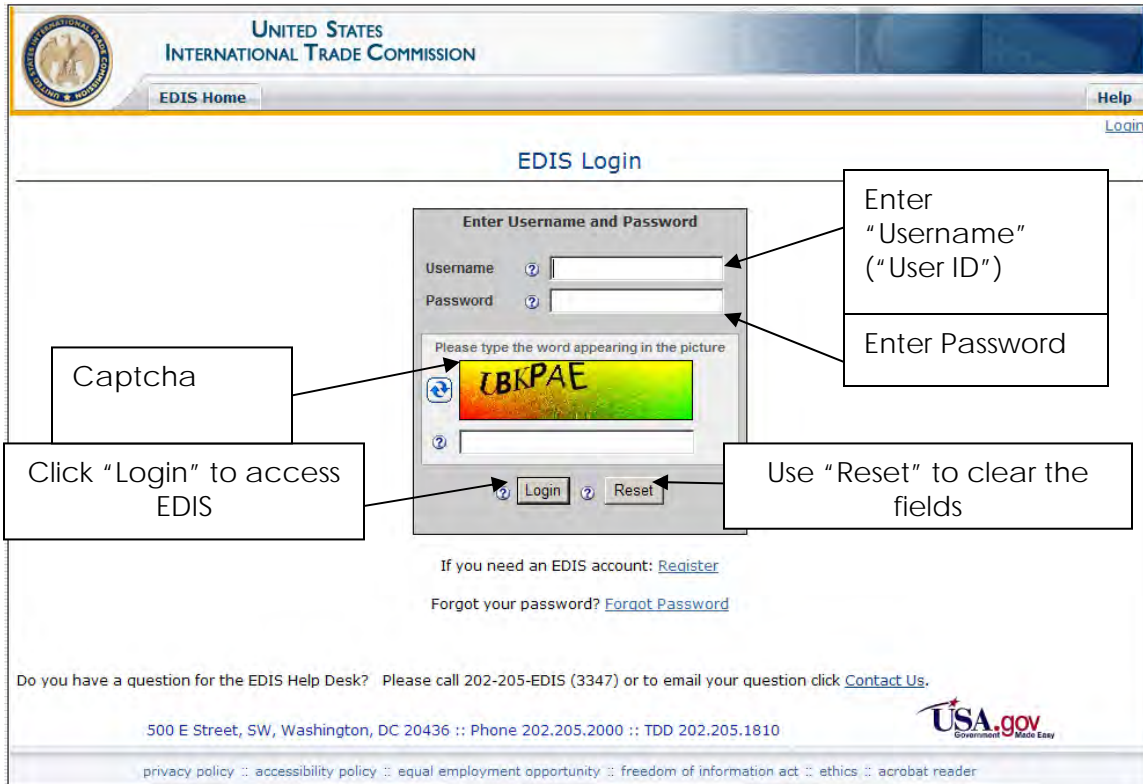
Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click [Contact Us](#).

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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.



Enter the username (or “User ID” as it was called on the Registration Form) and password in the appropriate fields. Remember that the password is case sensitive. Users must also correctly enter the graphic letters (“Captcha”) displayed to access EDIS. Users having difficulty reading the Captcha letter may click the “refresh” button next to the captcha image. This will generate a new set of letters. If a user receives an error message that the password is incorrect, re-enter the password AND the Captcha to gain access to EDIS.

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 or is inactive, the user must contact the EDIS Helpdesk (202-205-EDIS or edis3help@usitc.gov) to re-activate the account. If a user’s account has been disabled (i.e. transferred to new firm, etc.), please re-register.

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


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

EDIS Main Menu

Welcome to EDIS. You are currently logged in.

EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC.

Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password. If you do not have one, please register via the link on the right. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-EDIS (3347) or via email at the link below for assistance.




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

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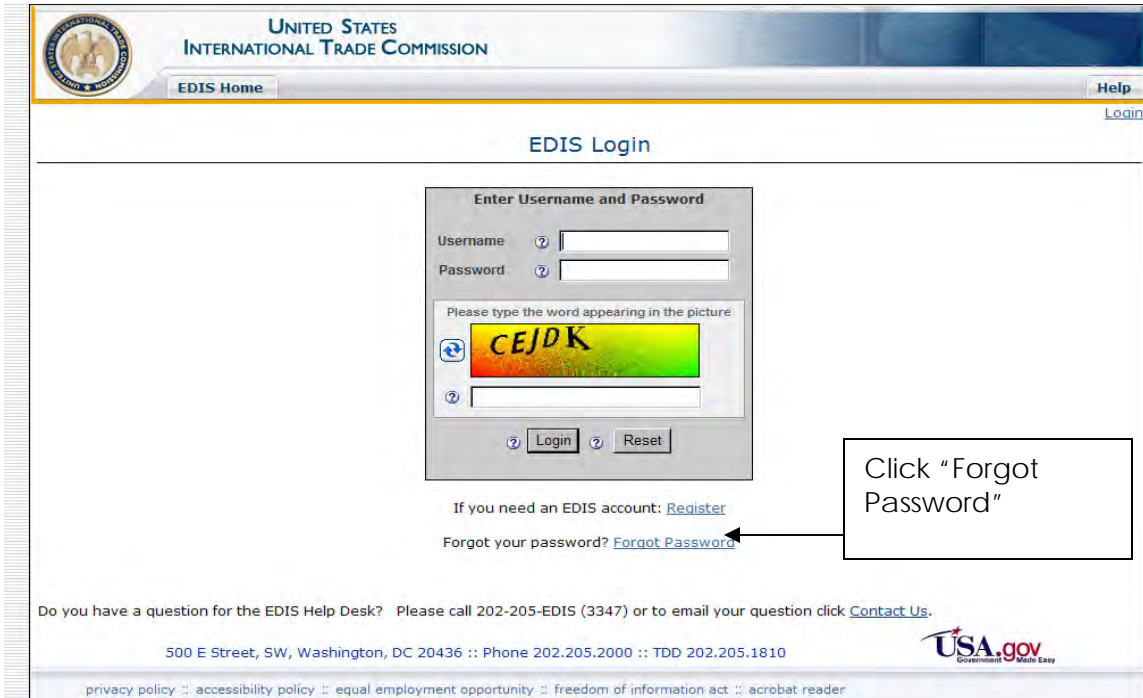


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Once you've arrived at this page, you have successfully logged into EDIS 3!

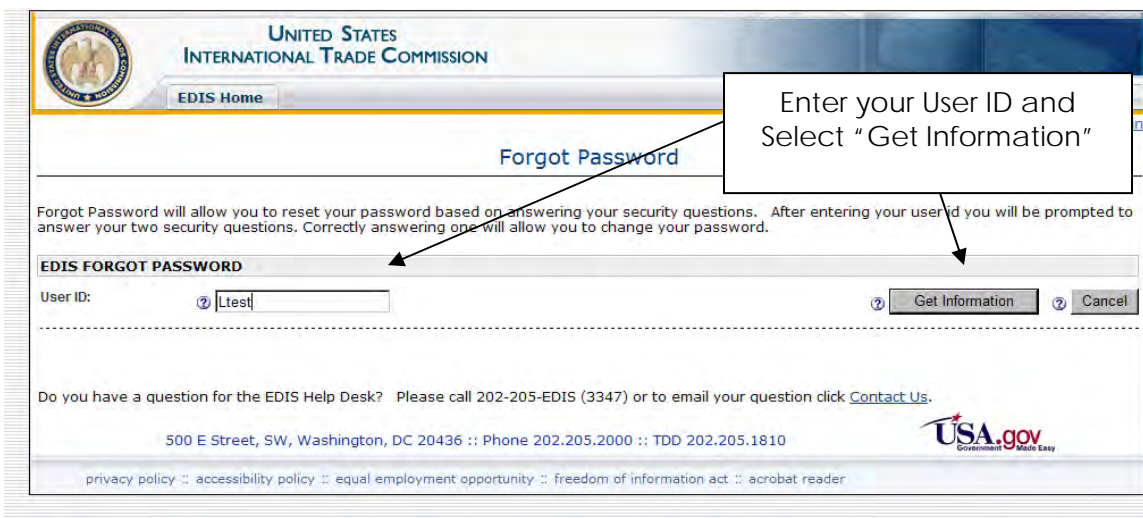
FORGOTTEN PASSWORDS

If you wish to login to EDIS 3, but have forgotten your password, users can click on "Forgot Password" (on the EDIS home page or via the "Forgot Password" link below the login prompt) to reset it.



The screenshot shows the EDIS Login page. At the top, there is a header for the United States International Trade Commission with the EDIS Home link. Below the header is the EDIS Login section. A central form titled "Enter Username and Password" contains fields for Username and Password, a CAPTCHA image with the word "CEJDK", and a text input field for the CAPTCHA. Below the form are "Login" and "Reset" buttons. A callout box with an arrow points to the "Forgot Password" link below the form. At the bottom of the page, there is contact information for the EDIS Help Desk and the USA.gov logo.

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 EDIS Forgot Password page. At the top, there is a header for the United States International Trade Commission with the EDIS Home link. Below the header is the "Forgot Password" section. A callout box with an arrow points to the "Get Information" button. Below the callout box is a form titled "EDIS FORGOT PASSWORD" with a "User ID:" label and a text input field containing "ltest". To the right of the input field are "Get Information" and "Cancel" buttons. Below the form is contact information for the EDIS Help Desk and the 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 Help Login

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 is your favorite movie?
Answer 1: Cinderella

Security Question 2: What city was your mother/father born in?
Answer 2: Emerald

Validate Cancel

Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (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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EDIS Home Help

Forgot Password

[Login](#)

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'

New Password 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 New Password


Please type the word appearing in the picture



Create and confirm your new password, type in Captcha letters, and click "Change Password"

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

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

You have now successfully reset your password and may login!

UNITED STATES INTERNATIONAL TRADE COMMISSION

EDIS Home Help

Electronic Document Information System (EDIS)

[Login](#)

Welcome to EDIS. You are currently not logged in.

EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC.

Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password. If you do not have one, please register via the link on the right. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-EDIS (3347) or via email at the link below for assistance.

Info

[What's New in EDIS](#)

Help


[EDIS 3 User Guide](#)
[EDIS 3 Web Service Guide](#)
[All EDIS Help Documents](#)

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



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

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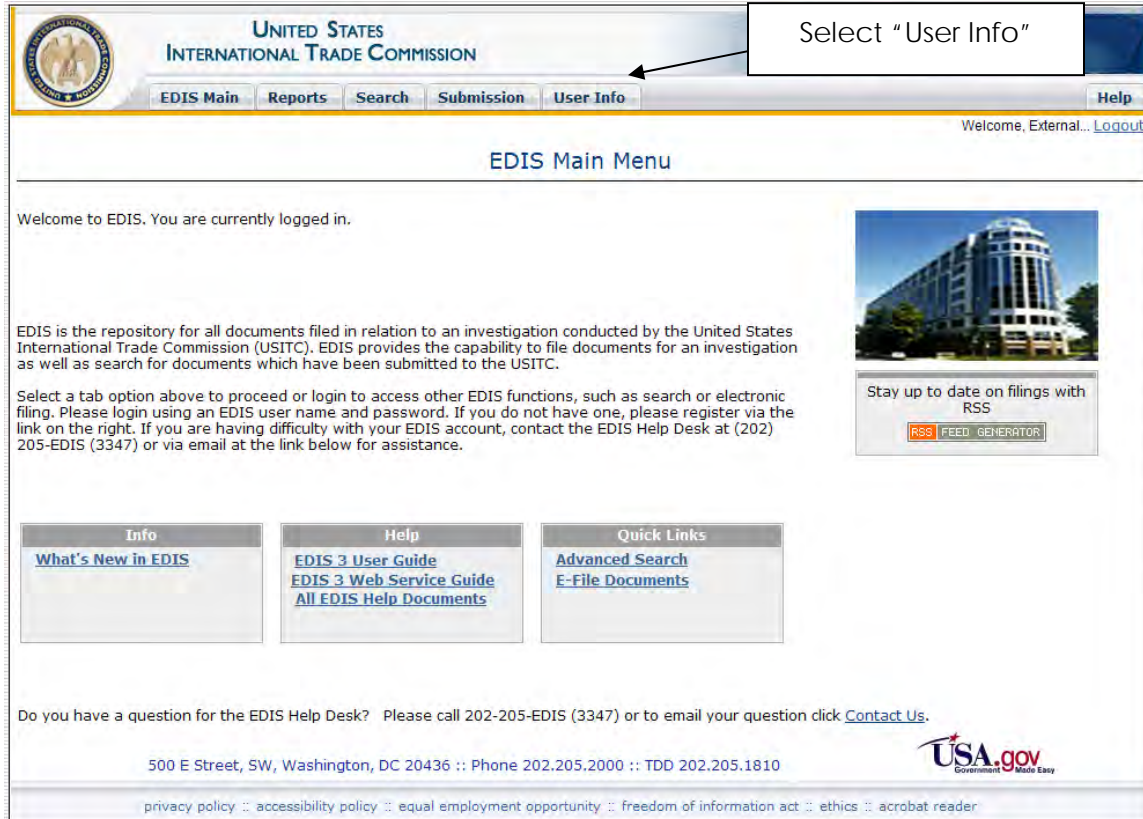


[privacy policy](#) :: [accessibility policy](#) :: [equal employment opportunity](#) :: [freedom of information act](#) :: [ethics](#) :: [acrobat reader](#)

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".



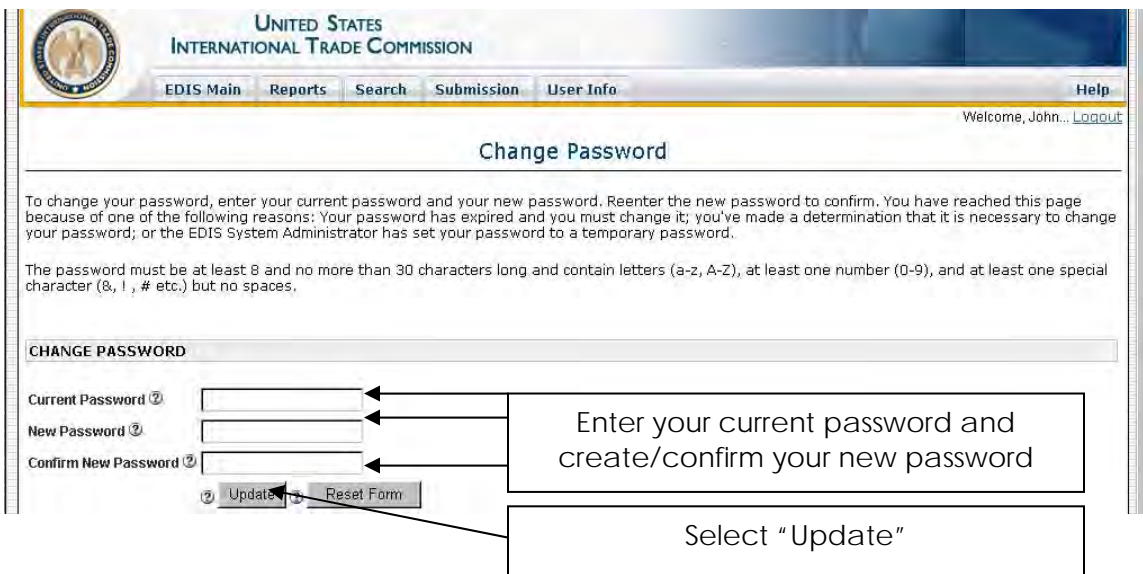
The screenshot shows the EDIS Main Menu page. At the top, there is a navigation bar with the United States International Trade Commission logo and the text "UNITED STATES INTERNATIONAL TRADE COMMISSION". Below this is a menu with tabs for "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". An arrow points from a box labeled "Select 'User Info'" to the "User Info" tab. The main content area is titled "EDIS Main Menu" and includes a welcome message, a description of EDIS, and instructions on how to use the system. There are three columns of links: "Info" (What's New in EDIS), "Help" (EDIS 3 User Guide, EDIS 3 Web Service Guide, All EDIS Help Documents), and "Quick Links" (Advanced Search, E-File Documents). A footer contains contact information and a USA.gov logo.

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



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".



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 QUESTIONS

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".

Enter your password and select "Get Questions"

UNITED STATES INTERNATIONAL TRADE COMMISSION

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".

UNITED STATES INTERNATIONAL TRADE COMMISSION

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

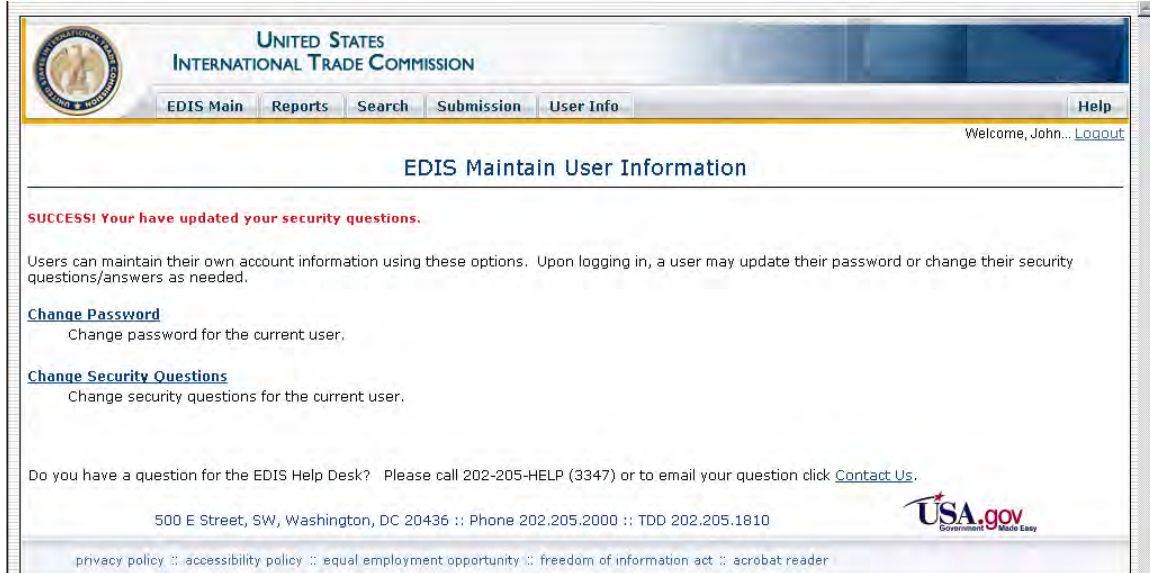
Select Security Question 1:
What city were you born in?
Enter your answer for question 1:
Anywhereville

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"

You have now successfully changed your security questions!



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).

If a user account remains inactive after an additional 180 days, the account will be "Disabled", and the user will need to re-register.

DOCUMENT SUBMISSION

Users may file documents electronically or by paper submission to the USITC, Office of Docket Services. Public documents may be filed electronically (uploading Adobe PDFs via EDIS) or by paper submission. Confidential documents must be filed by paper submission (creating cover sheet and delivering paper documents and/or electronic media copies to the Office of Dockets Services). Electronic media includes either CDs or DVDs, and may only be used for certain document filings as permitted by the Administrative Law Judge (ALJ).

A user must have an EDIS account in order to file documents. Please see ***REGISTERING FOR EDIS 3***, on page 5, for instructions on setting up an account. To submit documents users must login to EDIS and then click on the "Submission" tab to begin document submission.

PREPARING FOR DOCUMENT SUBMISSION

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. Users must become familiar with USITC commission rules and Administrative Law Judge's procedural orders.

See the Handbook for guidance on content formatting and printing paper documents. The Handbook also states the required number of copies to be provided.

If filing electronically or by CD/DVD media, all files must conform to the following rules. Documents will not be accepted which do not meet the following criteria:

- 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 or have additional security on it.**
- Each attachment must be **25MB or less.**
- Documents **must not** contain **embedded links or Java Script actions.**
- PDFs **must not contain comments or other overlaid objects on the original text**; if the information is intended to be part of the filing flatten the layers on the document before submitting
- PDF file cannot contain Adobe Acrobat created stamps or electronic sticky notes.

- Remove hyperlinks with active links; any link that leads a reader out of the document is not allowed. Footnotes and active bookmarks must also be removed.

Tips for successful submission techniques can be found in the separate **EDIS3 User Guide – Submitting Electronic Media**, on the Help Tab link, under EDIS 3 CD Submission Guide.

After the documents are prepared, the user must login to begin the EDIS Document Submission process. 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 following tabs: EDIS Main, Reports, Search, Submission, and User. A callout box with an arrow points to the 'Submission' tab, containing the text 'Click "Submission"'. To the right of the navigation bar, there is a 'Help' tab and a 'Welcome, External... Logout' link. Below the navigation bar, the main content area is titled 'EDIS Main Menu'. It contains a welcome message: 'Welcome to EDIS. You are currently logged in.' followed by a description of EDIS: 'EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC.' Below this, there is a paragraph of instructions: 'Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password. If you do not have one, please register via the link on the right. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-EDIS (3347) or via email at the link below for assistance.' To the right of this text is an RSS feed generator box with the text 'Stay up to date on filings with RSS' and an 'RSS FEED GENERATOR' button. Below the main content area, there are three columns of quick links: 'Info' with 'What's New in EDIS', 'Help' with 'EDIS 3 User Guide', 'EDIS 3 Web Service Guide', and 'All EDIS Help Documents', and 'Quick Links' with 'Advanced Search' and 'E-File Documents'. At the bottom, there is a footer with contact information: 'Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click [Contact Us](#).' and '500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810'. The footer also includes a USA.gov logo and a list of links: 'privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: ethics :: acrobat reader'.

ELECTRONIC FILING OF DOCUMENTS (PUBLIC ONLY)

The Submission page is shown below.

UNITED STATES
INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

Welcome, External... [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... could be broken into manageable parts, not greater than 25 MB for each part.

Cover Sheets will need to be created for hand-delivery of documents to... 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

[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-EDIS (3347) or to email your question click [Contact Us](#).

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The user clicks “E-File Document” to electronic submit a Public document. The EDIS Electronic Document Submission Page is displayed.

E-FILE: DOCUMENT DATA ENTRY

The user must complete the fields as described below. For guidance on how to code a document please refer to the [EDIS Coding Manual \(July 2008\)](#). Error messages will be displayed if data is missing or incorrect.

UNITED STATES INTERNATIONAL TRADE COMMISSION

EDIS Main Reports Search Submission User Info Help

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

EDIS 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. Click on Attach/Edit Document(s) to upload Acrobat PDF files for your submission. Upon completion, print the "EDIS Notice of Receipt of Electronic Documents" page for your records.

Submitter Information

Filed By ⓘ External Sue Test
 Firm Organization ⓘ *Not Listed
 Filed On Behalf Of ⓘ
 Submitted By ⓘ testexternal

Investigation Information

Investigation Number ⓘ ⓘ ⓘ
 Investigation Type ⓘ
 Investigation Phase ⓘ
 Investigation Title ⓘ

Document Filing Information

Security Level ⓘ - Select -
 Document Type ⓘ - Select -
 Document Title ⓘ (Optional) * Recommended
 Document Date ⓘ 12/09/2010 (MM/DD/YYYY)

Processing Information

OSE Alert Flag ⓘ Party Has Been Served ⓘ

ⓘ

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 submitting the document. If you recently registered with a new firm requested, you may submit the document with *Not Listed displayed, since the document will be updated once the firm name has been approved. 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 company 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" button launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form. Select Find Investigation. Then carefully select the correct investigation number *and* phase for the document being filed by clicking on the investigation number *and* phase link.

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

The screenshot shows the "EDIS - FIND INVESTIGATION" form. It includes a "Filter By:" section with radio buttons for "Investigation Status" (Active, Cancelled, Inactive, Preinstitution, All) and dropdown menus for "Investigation Phase" and "Investigation Type". There is a text input field for "Investigation Number" containing "533" and a text input field for "Investigation Title". Below these are "Items per Page" (set to 10) and buttons for "Find Investigation", "Reset Form", and "Close Window". A callout box on the right points to the dropdowns and text fields with labels: "Investigation Phase", "Investigation Type", "Investigation Number", and "Investigation Title".

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

By Investigation Status

EDIS defaults this value to "Active" since most documents are usually filed in active investigations. If the user is looking for an investigation with a docket number, select "Preinstitution" or "All" to find the investigation.

By Investigation Phase

Users may specify an investigation phase if desired to filter the investigation list.

By Investigation Type

Investigation Type is used to filter the result list only to one investigation type. It is most useful in conjunction with other criteria. For example, to locate only Sec 337 investigations with 'steel' in the investigation title, select Sec 337 from the Investigation Type list and enter 'steel' in the Investigation Title field.

By Investigation Number

All documents in EDIS are referenced by an investigation number. Users may search by investigation number by entering all or part of the investigation number. Users can enter the prefix-suffix such as 337-533. In EDIS, do not include "-TA-" in the investigation number. Users may enter just the last three digits of an investigation number, such as "491", which will return both "332-491" and "337-491". For investigations which have not been instituted, enter the prefix plus docket number, such as "337-2774". For pre-institutions, the user must also select Investigation Status of "All" or "Preinstitution".

By Investigation 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. This field acts as a string, so multiple words must be contiguous to be found.

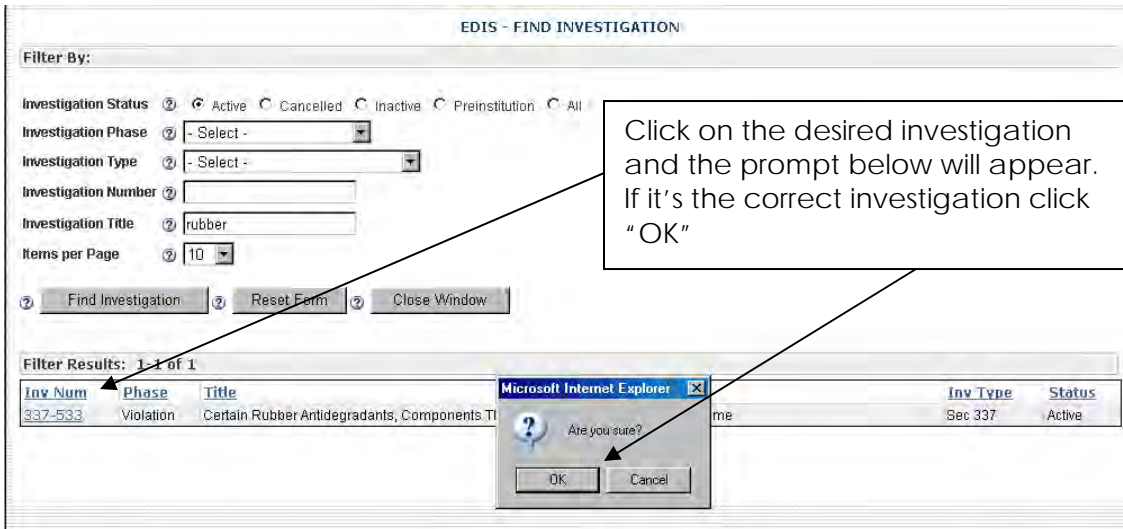
Items Per Page

'Items per page' indicates the number of investigations to list below each web page. The numbers 10, 25, 50, and 100 may be selected.

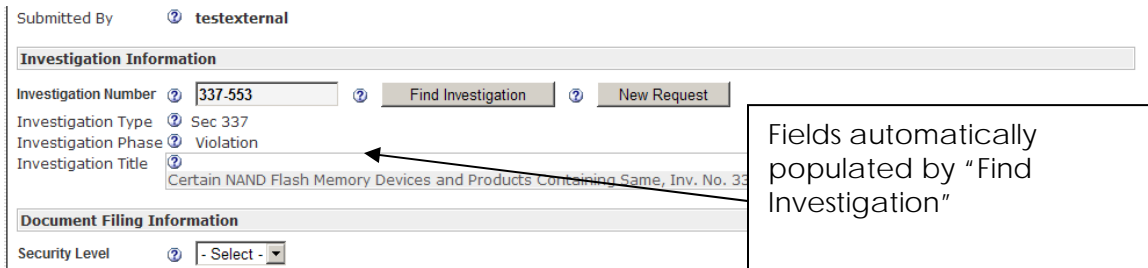
To Generate Results

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 review the title, phase, and number

closely to ensure the correct investigation is selected. 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.



Once "OK" is clicked, the investigation type, investigation phase, and investigation title automatically populates in those fields on the submission page.



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 users **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

The Document Type list is prepared based on the Investigation selected. 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 \(July 2008\)](#) for guidance in selecting the appropriate document type.

For EDIS 3.0, electronic filing of questionnaires is no longer available. Please transmit the filled questionnaire to the investigator for data entry into EDIS.

Document Title

This field is designed to help identify the document. Please input the title of the document as contained in the document text (the field allows up to 255 characters). **Note:** There are **standard titles** for certain documents. Please see the [EDIS Coding Manual \(July 2008\)](#) for guidance in selecting the appropriate document title.

Document Date

The document date automatically populates with the date the e-filing is created. For external users the document date cannot be modified. The Office of Dockets Services may modify the document date during processing and quality-control reviews based on the appropriate rules for filing.

OSE Alert Flag

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

Party Has Been 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 Administrative Law Judge or Before the Commission.

The screenshot shows a portion of the EDIS form. At the top, there is a 'Document Date' field with a calendar icon and the value '12/09/2010'. Below this is a section titled 'Processing Information'. Under 'Section 337', there are two radio button options: 'Before the Commission' (which is selected) and 'Before the Administrative Law Judge'. Below these are two checkboxes: 'OSE Alert Flag' (unchecked) and 'Party Has Been Served' (unchecked). At the bottom of the form, there are two buttons: 'Attach/Edit Document(s)' and 'Reset Form'. Two callout boxes with arrows point to the form: one points to the radio button options with the text 'Select Before the Commission or Before the Administrative Law Judge', and the other points to the 'Attach/Edit Document(s)' button with the text 'Click on Attach/Edit Document(s) to upload desired attachment(s)'.

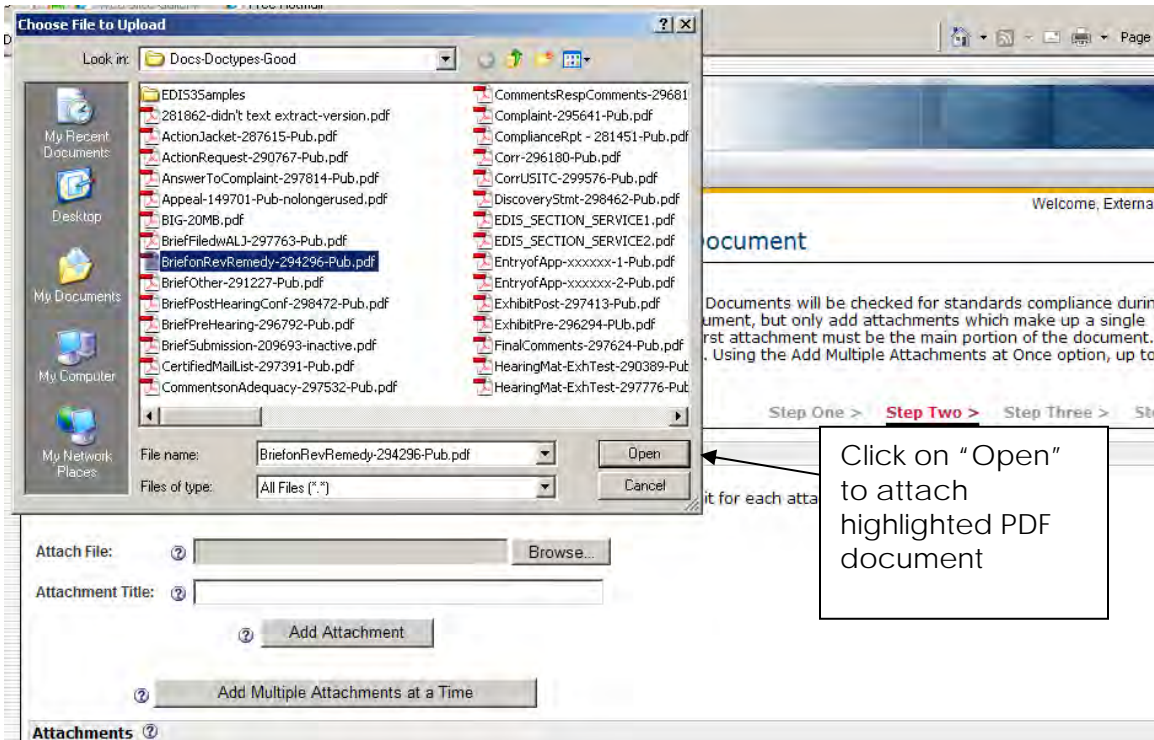
Once the above fields are completed, click "Attach/Edit Document(s)."

E-FILE: ADDING ATTACHMENTS

Clicking on "Attach/Edit Document(s)" will direct users to the screen below to attach a document. To add attachments one at a time, click on "Browse...". To add multiple documents from a folder, click on "Add Multiple Attachments at a Time". See the paragraph below on **E-FILE: UPLOAD MULTIPLE ATTACHMENTS AT ONCE** on page 37 for instructions.

The screenshot shows the 'Add Attachments to Document' page in the USITC EDIS system. The page title is 'Add Attachments to Document'. Below the title, there is a paragraph of instructions: 'All documents must be in PDF format and comply with USITC electronic filing standards. Documents will be checked for upload process. You may add as many attachments as necessary to complete your document, but only add attachments to a single document. Do not submit multiple investigation documents as a single document. The first attachment must be the main document. Additional attachments should be added in the order that the document would be read. Using the Add Multiple Attachments from a single folder can be added at one time.' Below this, there is a progress indicator showing 'Step One > Step Two'. The main section is titled 'Add Document Attachment for Electronic Submission' and contains the following elements: a note 'All documents must be in PDF format. (Currently there is a 25 megabyte (25MB) size limit for each attachment.)', an 'Attach File:' field with a 'Browse...' button, an 'Attachment Title:' field, an 'Add Attachment' button, and an 'Add Multiple Attachments at a Time' button. Below these is an 'Attachments' section with the text 'No files uploaded yet.' At the bottom, there are four buttons: 'Accept Attachments', 'Back to Document Data', 'Reset', and 'Cancel'. Two callout boxes are present: one pointing to the 'Browse...' button with the text 'Click on Browse to attach document', and another pointing to the 'Add Multiple Attachments at a Time' button with the text 'Click to initiate multiple attachment upload.'

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



Selecting “Open” populates the “Attach File” field with the file path information as indicated below. Please add a descriptive title for the attachment. If left blank, the file id number for the uploaded file will be used as the Attachment Title.

Selecting “Add Attachment” attaches the user’s desired document to the filing. The document is immediately scanned for viruses and compliance with PDF standards as stated in the [Electronic Filing Handbook](#). Repeat this process until all attachments are uploaded.

Should the attachment fail any of the PDF standards checks, an error message will be shown indicating the attachment name and the reason for rejection. For example, if the file exceeds the maximum limit of 25MB, an error message is displayed. If an error occurs the document will not be added in the “Attachments” list. The user has an opportunity to correct the problem immediately. Once the problem is fixed the user may attempt to attach the document again.

Users may switch between the Add One Attachment at a Time and Add Multiple Attachments at a Time options.

Once all uploads are complete, please jump to the paragraph entitled **E-FILE: COMPLETING THE SUBMISSION** on page 41.

E-FILE: UPLOAD MULTIPLE ATTACHMENTS AT ONCE

Select “Add Multiple Attachments at a Time” button to upload several attachments conveniently. This option is time-saving and useful if you have several attachments from one folder to upload for the document in a single submission. Only 10 attachments may be selected at a time, but the upload option may be selected multiple times to complete the list of attachments. All of the attachments uploaded become a part of the document submission for a single EDIS document.

Keep in mind that these files must be transmitted to EDIS, across a network that may not have optimum performance for uploads. It may take significant time to complete the submission to EDIS. If you have many large attachments to submit, consider submitting by CD. See [CD/DVD SUBMISSION](#) section, on page 53.

EDIS Main Reports Search Submission User Info Help

Welcome, External... Logout

Add Attachments to 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 add as many attachments as necessary to complete your document, but only add attachments which make up a single document. Do not submit multiple investigation documents as a single document. The first attachment must be the main portion of the document. Additional attachments should be added in the order that the document would be read. Using the Add Multiple Attachments at Once option, up to ten attachments from a single folder can be added at one time.

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

Add Document Attachment for Electronic Submission

All documents must be in PDF format. (Currently there is a 25 megabyte (25MB) size limit for each attachment.)

Attach File: Browse...

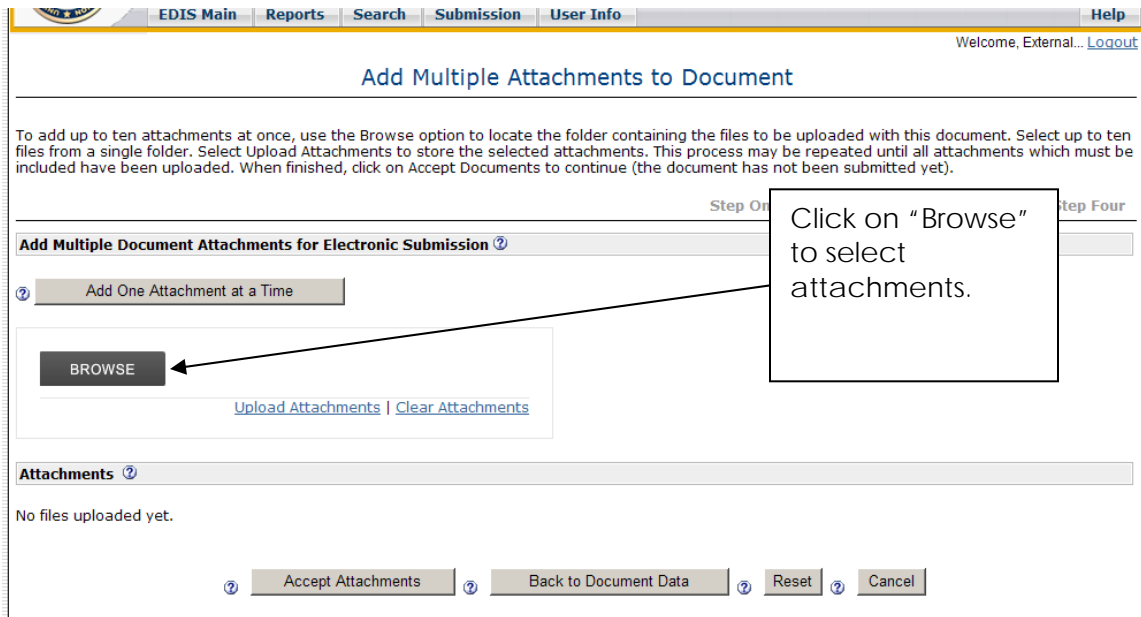
Attachment Title:

Click on “ Add Multiple Attachments at a Time ”

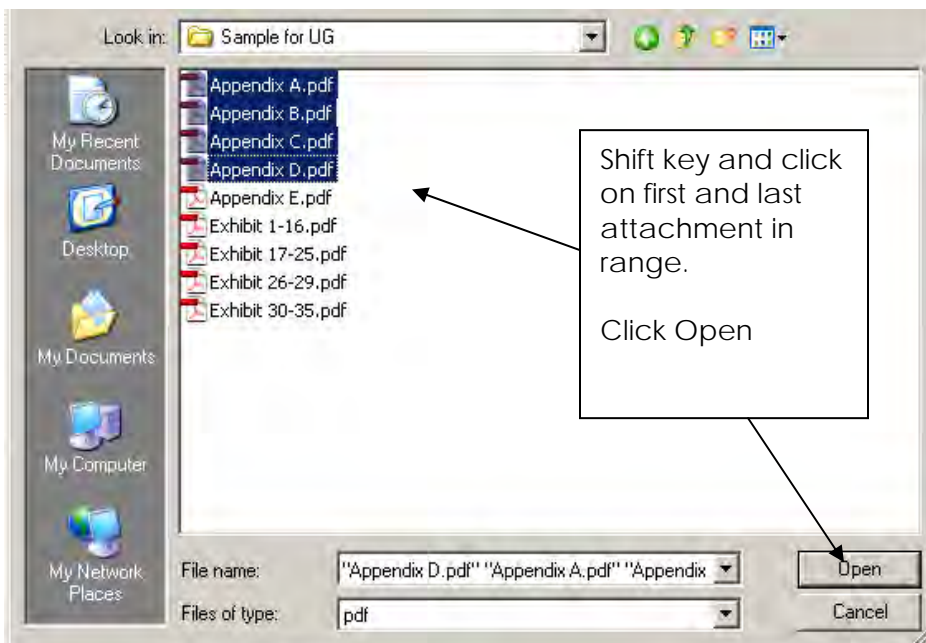
Attachments

No files uploaded yet.

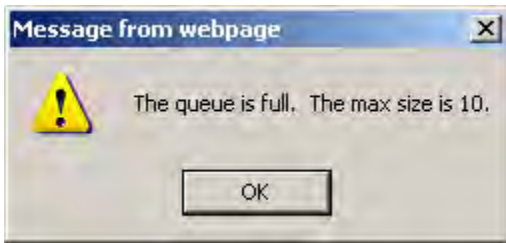
Select the BROWSE button to select the attachments to be uploaded. To return to the single add attachments page, click the “Add One Attachment at a Time” button.



A browse popup will be shown. Please select the folder in the "Look in:" field. To select the attachments for upload, you may select them one at a time, or over a range of files holding the Shift key down and selecting the first and last attachments desired. (Tip: due to Windows behavior, the order of the attachments being uploaded may be different than desired. Selecting the last file then select the first file of the range will usually upload correctly in alphabetic order.) Files may also be selected by holding the CTRL key down and selecting the desired individual files. Upload a maximum 10 attachments at a time. Notice that the only file type displayed is PDF since only PDFs are acceptable for EDIS. Click "Open" to add these files to the Multiple Attachment List.

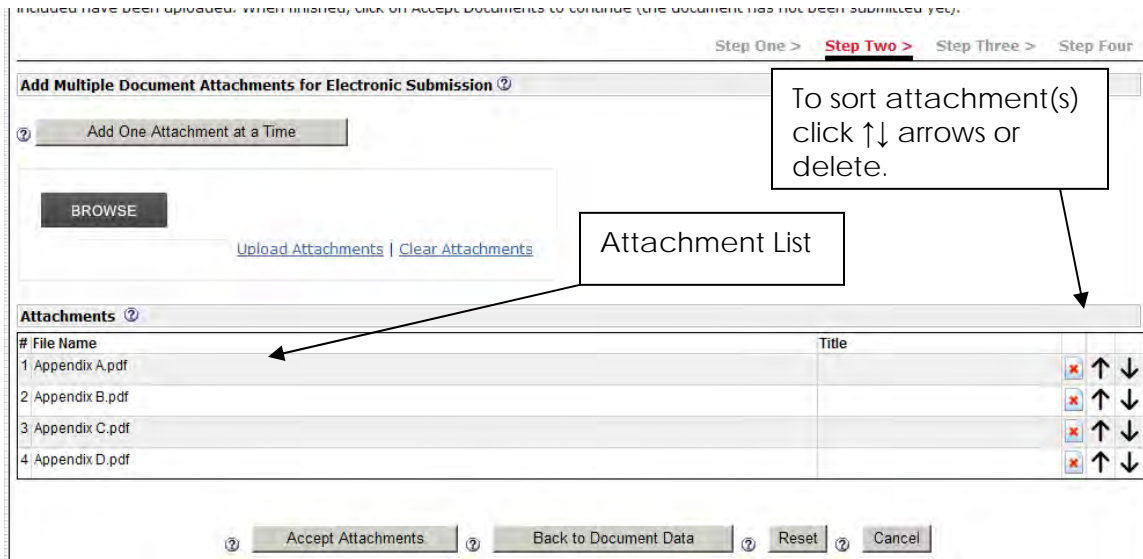


If more than 10 attachments are selected, a message will be displayed. Only 10 items will be selected. After uploading these first 10, repeat the selection of the next 10 until all have been selected for this document.



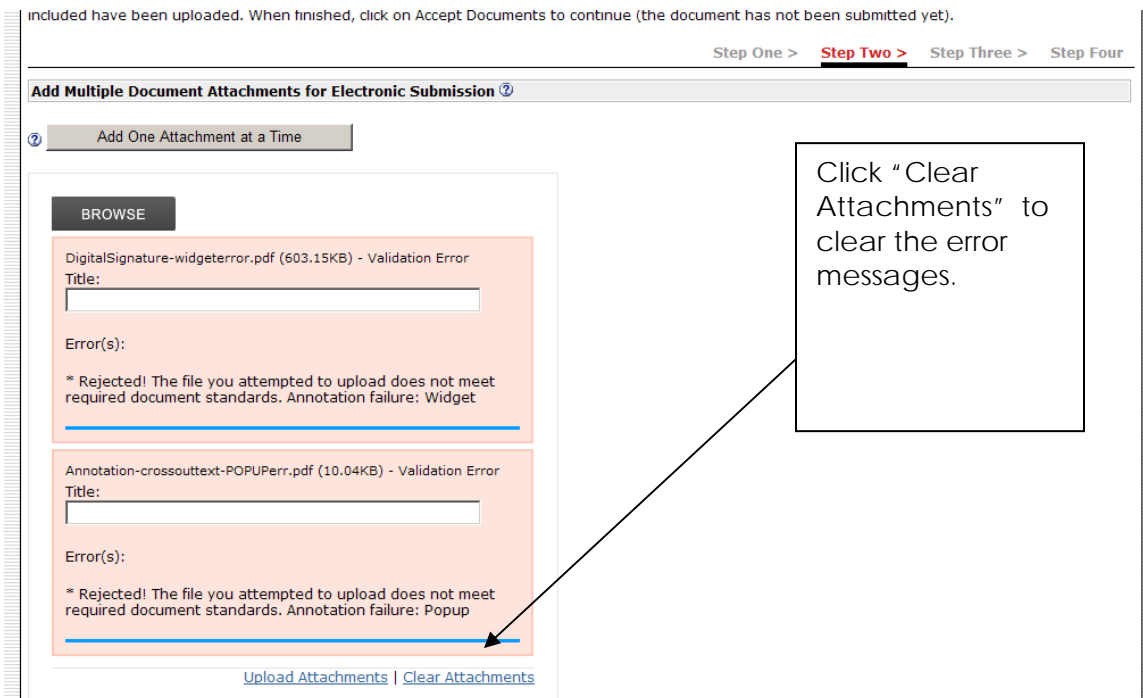
On the "Add Multiple Attachments to Document" page, the selected items will be displayed. Enter a descriptive title. Click Upload Attachments. If no title is entered, a numeric file id will be assigned as the title.

Each attachment is validated for EDIS standards. The attachments that are successful are shown on the Attachments list.



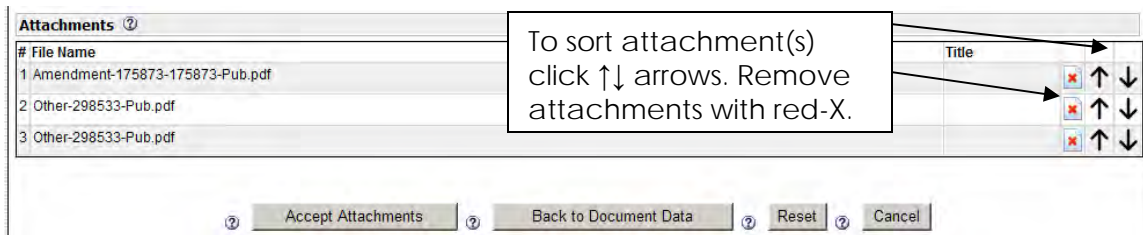
If more attachments are required, click BROWSE again and repeat the process.

If an attachment does not meet EDIS standards an error message will be displayed as shown below, and the file will not be uploaded. Please see **EDIS 3 User Guide - Submitting Electronic Media** for tips on how to remove errors from the attachments. Click Clear Attachments to remove the error messages. The user may continue to Browse and Upload more attachments as needed.

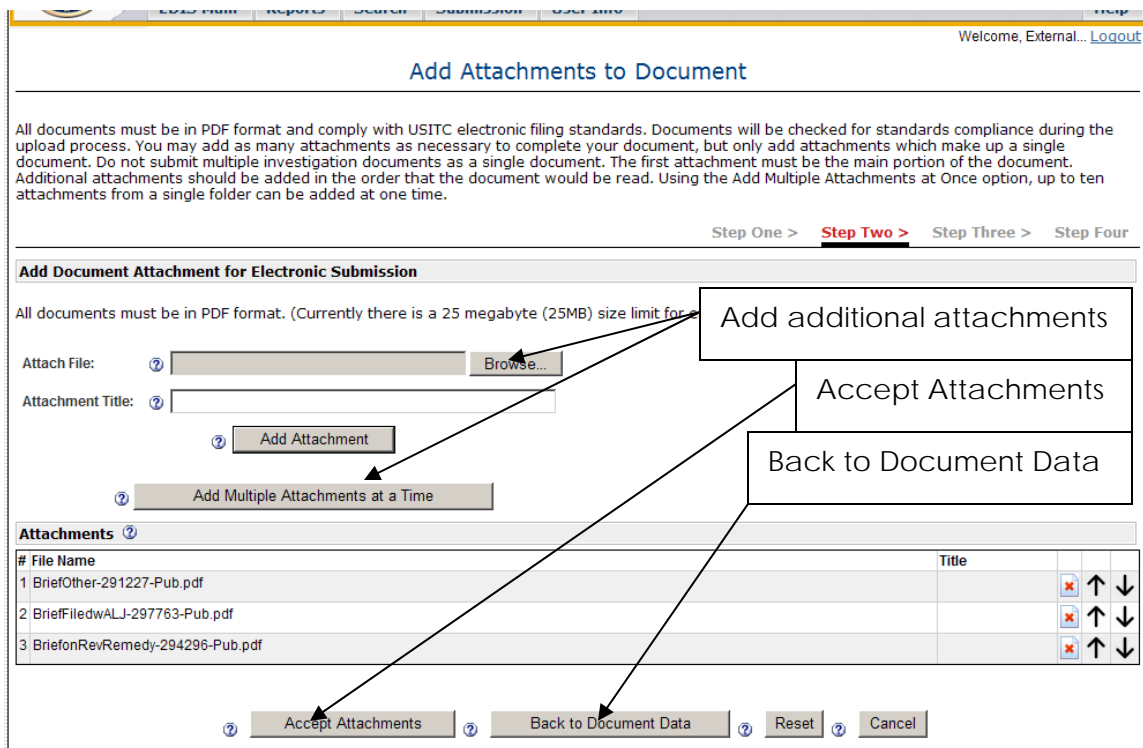


E-FILE: COMPLETING THE SUBMISSION

All attachments will appear in the Attachments section on either the Add Attachments or Add Multiple Attachments page. If the list contains more than one attachment, please re-order the attachments for the desired reading order for this filing. Click the ↑↓ arrows to move the document up or down in the list. For example, if a cover letter is included, the letter is usually the first attachment. If an attachment was erroneously included, click on the red **X** next to the ↑↓ arrows to remove this file from the attachment list.

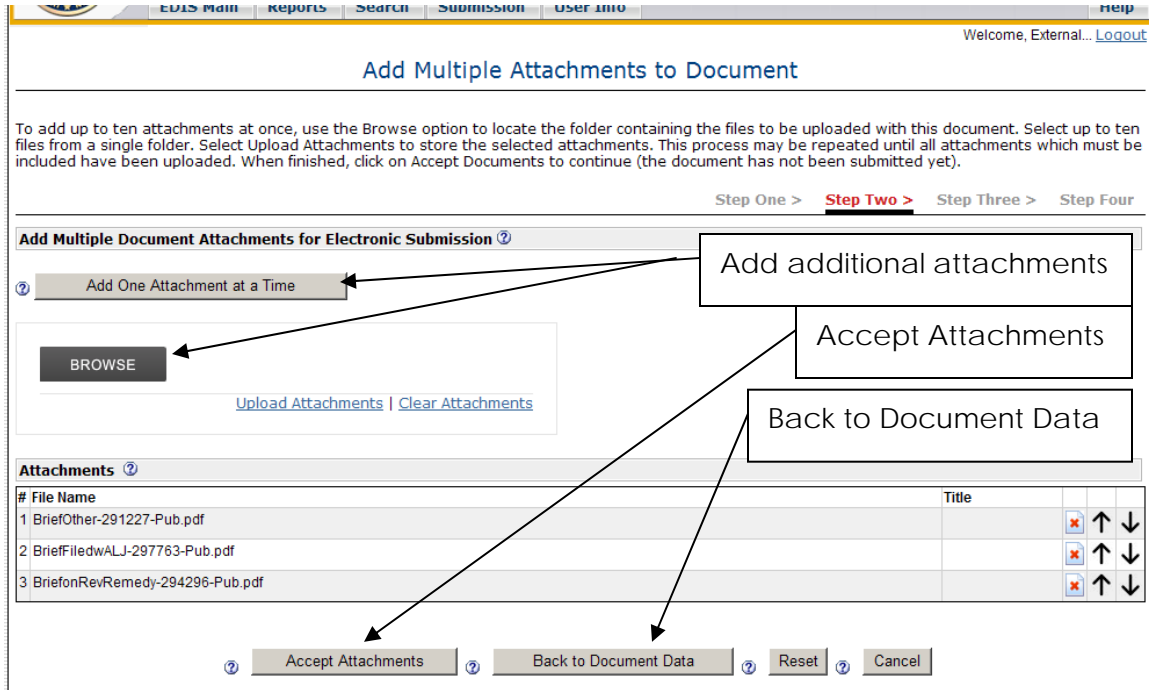


To upload more files, choose either single or multiple file upload by clicking on Add Multiple Attachments at a Time (on the Add Attachments to Document page) or Add One Attachment at a Time (on the Add Multiple Attachments to Document page) and select the corresponding Browse button. Any additional attachments are added to the end of the Attachment List.



When all of the attachments desired have been uploaded and ordered, click on Accept Attachments to proceed. If Back to Document Data was selected after adding attachments, a Submit w/Attachments option, will be shown, which enables the user to proceed with submission.

The image below shows the location of the options on the Add Multiple Attachments to Document page.



Once the user selects "Accept Attachments" the screen below will appear. This gives the user the opportunity to review the data 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 the Add Attachments to Document page.

Confirmation for EDIS Document Submissions

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

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

Please verify that the following information is accurate:

Submitter Information	
Filed By	External Sue Test
Firm / Organization	*Not Listed
Filed On Behalf Of	CDI, Inc
Submitted By	testexternal

Investigation Information		Investigation Number: 701-401
Investigation Phase		Lit
Investigation Type		Import Injury
Investigation Title	Structural Steel Beams from Japan and Korea, Inv. Nos. 701-TA-401 and 731-TA-853-854 (Review)(Litigation)	

Document Filing Information	
Document Number	
Security Level	Public
Document Type	Other
Document Title	test
Document Date	12/09/2010
OSE Alert Flag <input type="checkbox"/>	Party Served <input type="checkbox"/>

Attachments			
#	File Name	Title	Size
1	TelephoneMtgNote-286708-Pub.pdf		10.7 KB
2	ServiceList-APO-297996-Pub.pdf		11.3 KB
3	ServiceRelatedDoc-298561-Pub.pdf		44.7 KB

Once the user is satisfied with the data 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 data and attachment(s).

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

Notice of Receipt of Electronic Documents

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

This message acknowledges receipt by the US, 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: 439581
Security Level: Public
 Official Receive Date: 12/09/2010 03:47 PM
 System Receive Date: 12/09/2010 03:47 PM
 Document Type: Protective Order Certification of Destruction
 Document Title:
 Document Date: 12/09/2010
 OSE Alert Flag Party Served

Investigation Information Investigation Number: 701-401

Investigation Phase: Final
 Investigation Type: Import Injury
 Investigation Title: Certain Structural Steel Beams from Korea, Inv. Nos. 701-TA-401- 731-TA-854 (Final)

Submitter Information

Filed By: External Sue Test
 Firm / Organization: *Not Listed
 Filed On Behalf Of: Testing, Inc
 Submitted By: testexternal

Attachments

File Id	#	File Name	Title	Size
594621	1	CertifiedMailList-297391-Pub.pdf	594621	59.4 KB

[File Another Document](#)

Please be sure to edit information as needed when creating a new document.

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

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.

The user will also receive an e-mail notification of the submission.

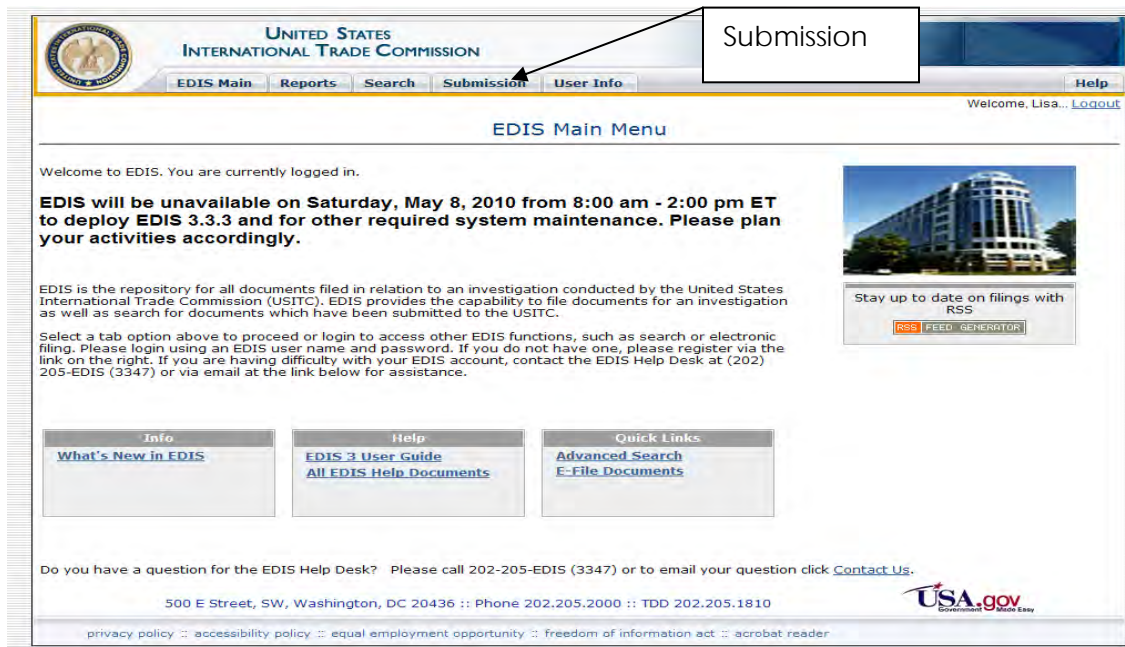
CREATING AND CODING THE COVER SHEET FOR PAPER FILING

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.

If submitting a document via electronic media (CD/DVD), a cover sheet must also be created. Please see **CD/DVD SUBMISSION** on page 53 for additional information.

In order to create an EDIS cover sheet, the user must have a registered account (please see the section titled **REGISTERING FOR EDIS 3**, on page 5, 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

USA.gov
Government. State Easy.

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 Main Reports Search Submission User Info Help

Welcome, External... Logout

EDIS Cover Sheet Submission

If you have a large number of attachments to accompany this document, you may want to consider filing the attachments on electronic media (CD, DVD) instead of paper. Please contact the EDIS Help Desk at (202)205-3347 for approval and guidance on proper submission by electronic media.

Step One > Step Two > Step Three

EDIS Cover Sheet Submission enables you to submit documents to the USITC, via paper, media or copy requests from previous investigation phases. External Users may only submit Public and Confidential filings. Internal users may submit filings on any security level. Please complete all required fields, confirm the data that was entered, then print the "EDIS Cover Sheet Submitted" page, showing the barcoded document id. Attach this page to the document for submission at the USITC Dockets Office.

Submitter Information

Filed By ⓘ External Sue Test
Firm Organization ⓘ *Not Listed
Filed On Behalf Of ⓘ
Submitted By ⓘ testexternal

Investigation Information

Investigation Number ⓘ ⓘ Find Investigation ⓘ New Request ⓘ
Investigation Type ⓘ
Investigation Phase ⓘ
Investigation Title ⓘ

Document Filing Information

Security Level ⓘ - Select -
Document Type ⓘ - Select -
Document Title ⓘ (Optional) * Recommended
Document Date ⓘ 12/09/2010 ⓘ (MM/DD/YYYY)

Processing Information

OSE Alert Flag ⓘ Party Has Been Served ⓘ

ⓘ Create Cover Sheet ⓘ Reset Form

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 you recently registered with a new firm requested, you may submit the document with *Not Listed displayed, since the document will be updated once the firm name has been approved. 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

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" button launches a search tool to locate the desired investigation. Enter the search criteria into the designated space on the form. Select Find Investigation. Then carefully select the correct investigation number *and* phase for the document being filed by clicking on the investigation number link.

You can enter as little or as much information as is necessary to locate the desired 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 **Investigation Title**

Items per Page

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 Status

EDIS defaults this value to "Active" since most documents are usually filed in active investigations. If the user is looking for an investigation with a docket number, select "Preinstitution" or "All" to find the investigation.

By Investigation Phase

Users may specify an investigation phase if desired to filter the investigation list.

By Investigation Type

Investigation Type is used to filter the result list only to one investigation type. It is most useful in conjunction with other criteria. For example, to locate only Sec 337 investigations with 'steel' in the investigation title, select Sec 337 from the Investigation Type list and enter 'steel' in the Investigation Title field.

By Investigation Number

All documents in EDIS are referenced by an investigation number. Users may search by investigation number by entering all or part of the investigation number. Users can enter the prefix-suffix such as 337-533. In EDIS, do not include "-TA-" in the investigation number. Users may enter just the last three digits of an investigation number, such as "491", which will return both "332-491" and "337-491". For investigations which have not been instituted, enter the prefix plus docket number, such as "337-2774". For pre-institutions, the user must also select Investigation Status of "All" or "Preinstitution".

By Investigation 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. This field acts as a string, so multiple words must be contiguous to be found.

Items Per Page

'Items per page' indicates the number of investigations to list below each web page. The numbers 10, 25, 50, and 100 may be selected.

To 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 review the title, phase, and number closely to ensure the correct investigation is selected. 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.

The screenshot shows the "EDIS - FIND INVESTIGATION" interface. The "Filter By:" section includes fields for Investigation Status (Active, Cancelled, Inactive, Preinstitution), Investigation Phase (- Select -), Investigation Type (- Select -), Investigation Number, Investigation Title (orange), and Items per Page (10). Below these are buttons for "Find Investigation", "Reset Form", and "Close Window". The "Filter Results: 1-7 of 7" section displays a table with columns for Inv Num, Phase, Title, Inv Type, and Status. A callout box points to the "Find Investigation" button with the text: "Click on the desired investigation and the prompt below will appear. If it's the correct investigation click 'OK'". A second callout box points to a "Microsoft Internet Explorer" dialog box that says "Are you sure?" with "OK" and "Cancel" buttons.

Inv Num	Phase	Title	Inv Type	Status
332-469	Final	U.S. Production and Trade in the Fresh Market for U.S. Apples from Chile, Inv. 332-469	Industry and Economic Analysis	Active
731-1089	Prelim	Certain Orange Juice from Brazil, Inv. 731-TA-1089	Import Injury	Active
731-1089	Remand	Certain Orange Juice from Brazil, Inv. 731-TA-1089	Import Injury	Active
731-1089	Final	Certain Orange Juice from Brazil, Inv. 731-TA-1089	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

Once "Ok" is clicked the investigation type, investigation phase, and investigation title automatically populates in those fields on the submission page.

Filed On Behalf Of [redacted]
Submitted By testexternal

Investigation Information

Investigation Number 701-401 Find Investigation New Request
Investigation Type Import Injury
Investigation Phase Lit
Investigation Title Structural Steel Beams from Japan and Korea, Inv. Nos. 701-TA-401 and 731-TA-401

Document Filing Information

Security Level - Select -
Document Type - Select -
Document Title (Optional) * Recommended
Document Date 12/09/2010 (MM/DD/YYYY)

Processing Information

OSE Alert Flag Party Has Been Served

Security Level

Security Level is the level of access allowed for a document. External users may 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

The Document Type list is prepared based on the Investigation selected. 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.*) This drop down only displays document types for external users. Please see the [EDIS Coding Manual \(July 2008\)](#) for guidance in selecting the appropriate document type.

Document Title

This field is designed to help identify the document. Please input the title of the document as contained in the document text (the field allows up to 255 characters). **Note:** There are **standard titles** for certain documents. Please see the [EDIS Coding Manual \(July 2008\)](#) 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. The Office of Dockets Services may modify the document date during processing and quality-control reviews based on the appropriate rules for filing.

OSE Alert Flag

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

Party Has Been 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 enter if the case is Before the ALJ or Before the Commission.

Document Date (MM/DD/YYYY)

Processing Information

Section 337 Before the Commission
 Before the Administrative Law Judge

Processing Details Before the Administrative Law Judge

OSE Alert Flag Party Has Been Served

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

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

Confirmation for EDIS Cover Sheet Submissions

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

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

Please verify that the following information is accurate:

Submitter Information

Filed By	External Sue Test
Firm / Organization	*Not Listed
Filed On Behalf Of	DCI, Inc
Submitted By	testexternal

Investigation Information **Investigation Number: 337-300**

Investigation Phase	Violation
Investigation Type	Sec 337
Investigation Title	Certain Doxorubicin and Preparations Containing Same, Inv. No. 337-TA-300

Document Filing Information

Document Number	
Security Level	Public
Document Type	Motion
Document Title	test
Document Date	12/09/2010
Sec 337	
Processing Detail	Before the Commission

OSE Alert Flag Party Served

Check the data 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


[View Profile](#), [External...](#), [Logout](#)

Cover Sheet Submitted

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

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

Document Filing Information

Document Number	439583
	
Security Level	Public
Official Receive Date	12/09/2010 04:38 PM
System Receive Date	12/09/2010 04:38 PM
Document Type	Motion
Document Title	test
Document Date	12/09/2010
Sec 337	Before the Commission
Processing Detail	
OSE Alert Flag <input type="checkbox"/>	Party Served <input type="checkbox"/>

Investigation Information Investigation Number: 337-300

Investigation Phase	Violation
Investigation Type	Sec 337
Investigation Title	Certain Doxorubicin and Preparations Containing Same, Inv. No. 337-TA-300

Submitter Information

Filed By	External Sue Test
Firm / Organization	*Not Listed
Filed On Behalf Of	DCI, Inc
Submitted By	testexternal

[File Another Document](#)

Please be sure to edit information as needed when creating a new document.

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

Bar code and
Generated
Document ID
Number

Users must attach the created EDIS cover sheet to the paper or electronic media document intended for filing with the USITC in the Office of 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.

CD/DVD SUBMISSION

Filing by electronic media is permitted in certain circumstances (for example, patent prosecution histories associated with filing a complaint, or documents with voluminous exhibits). Please check with the ALJ's ground rules and relevant orders regarding documents which may be accepted and the naming convention and style for the files on the electronic media.

Contact the Office of Docket Services for further instructions and to verify that the document may be filed via CD/DVD submission. Some documents may not be submitted on electronic media and others may require one or two paper copies with the remaining copies on electronic media.

Please refer to the separate document, **EDIS 3 User Guide - Submitting Electronic Media** for tips for creating good PDFs and removing errors from PDFs.

All CD/DVD submission must be filed with an EDIS cover sheet. Please refer to **CREATING AND CODING THE COVER SHEET FOR PAPER FILING**, on page 45 section for instructions.

Each document on the CD must comply with the same rules that apply for Electronic Filing. Please see **PREPARING FOR DOCUMENT SUBMISSION**, on page 27 for a summary of the filing rules.

Additional guidelines for CD/DVD content include:

- Each CD must contain the content for a single document submission.
- The security level on the CD label and associated Document ID security level must reflect the highest security level of the documents contained therein.
- CDs must not have subdirectories.
- The only content on the CD is the PDFs. The CD will be rejected if the user submits image files (.jpg, .bmp, .tif, etc.), word documents, spreadsheets or other files that are not PDFs.

- Use a file naming scheme that identifies the content; minimize the use of special characters in filenames.
- Follow the file naming conventions as established within ALJ orders (Post-trial Exhibits for example).
- Files are uploaded in alphabetical order. If the user wishes to retain a particular reading order, naming the files alphabetically will help sorting, such as Attachment 01-Patent 123, Attachment 02 – Patent 024 instead of Patent 123-Attachment 1, Patent 0234-Attachment 2.

- The PDFs must conform to the formatting guidance on page 27 of this manual (minimum PDF version; no stamps, comments or overlay; no security or password protection; no hyperlinks, etc.).

- Please redact text properly when creating *public versions* of confidential documents. Changing the text color to white does not remove the text nor does pasting a solid-colored box over the text. The text behind the box will still be OCR'd (Optical Character Resolution) by the EDIS system and would be accessible to someone searching or copying the document.

DOCKET SERVICES PROCESSING

Once a document is electronically filed or a paper or CD document is provided to Docket Services for scanning / input, Docket Services will begin their processes to review and validate the submission. The data entered by the submitter is checked for accuracy against the document and conformity with the [EDIS Coding Manual \(July 2008\)](#). The filing is reviewed by a Case Manager and a second reviewer before the document is validated.

Once a document has been validated, the user will receive an e-mail notification that their document has been validated and if the document is a public document, it becomes viewable to the public.

SEARCHING FOR DOCUMENTS ON EDIS 3

EDIS allows users to search for certain documents in the system. Users must be registered and logged in to search for documents in EDIS.

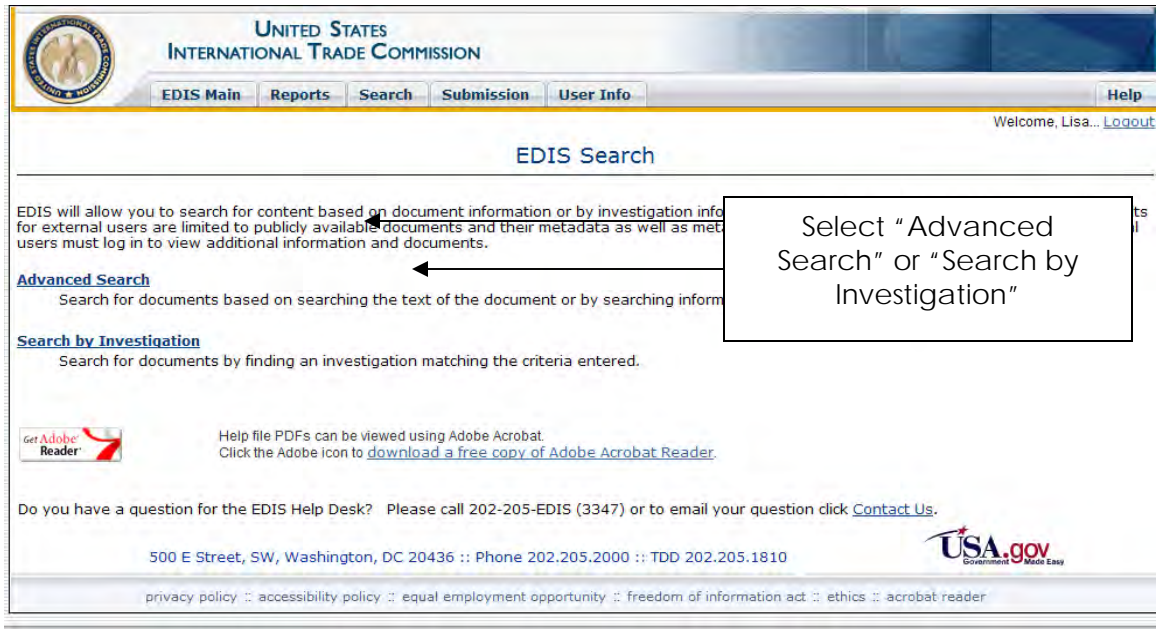
External users may only view documents after they are validated by Docket Services. Public data and documents are searchable. Confidential and limited data are also searchable but the attachment PDF(s) are not viewable. External users only have access to the metadata of confidential documents.

All documents in EDIS are stores in PDF format. To view documents you will need a PDF viewer. Adobe Acrobat may be downloaded and installed at <http://get.adobe.com/reader/> via the link on the Search page.

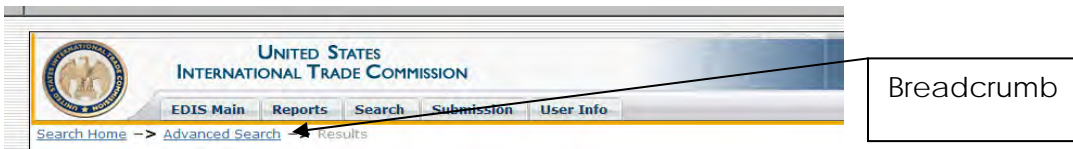
Once logged in, users may click on the Search tab to go to the Search menu or the Quick Link for Advanced Search to go to the Search parameters page.

The screenshot shows the EDIS Main Menu interface. 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 tabs: "EDIS Main", "Reports", "Search", "Submission", and "Use". A callout box with an arrow points to the "Search" tab, containing the text: "Click 'Search' to access the search options". Below the navigation bar is the "EDIS Main Menu" section. It starts with a welcome message: "Welcome to EDIS. You are currently logged in." Below this is a paragraph of text: "EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation submitted to the USITC." A callout box with an arrow points to the "Advanced Search" link in the "Quick Links" section, containing the text: "Select 'Advanced Search' go directly to Advanced Search". The "Quick Links" section contains three columns: "Info" with "What's New in EDIS", "Help" with "EDIS 3 User Guide", "EDIS 3 Web Service Guide", and "All EDIS Help Documents", and "Quick Links" with "Advanced Search" and "E-File Documents". To the right of the main content is a "Stay up to date on filings with RSS" section with an "RSS FEED GENERATOR" button. At the bottom, there is a footer with contact information: "Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click [Contact Us](#)." and "500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810". The USA.gov logo is on the right, and a footer bar contains links: "privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: ethics :: acrobat reader".

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".



The web pages in Search have breadcrumb links which can be used to navigate back through Search. This is most useful after viewing the document details for go back to the results list or go back to search again.



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. For dropdown lists on the search page, if more than one entry is visible, then more than one value may be selected, use "ctrl" and click to select multiple values.

Search Home -> Advanced Search Welcome, External... Logout

EDIS External Advanced Search

This type of search returns a list of documents matching the criteria entered below. You may enter criteria between fields as 'AND' terms and words within a field as 'OR' terms.

Note: Not all documents in EDIS are currently text searchable. As a result, use of the Full Text Keyword search option may return limited results. Efforts are ongoing to make all documents text searchable.

TEXT

Full Text Keywords:

INVESTIGATION DATA

Investigation Number:

Investigation Title:

Investigation Types:
Byrd Amendment
Import Injury

Investigation Phases:
Advisory
Advisory2

Investigation Status: All Preinstitution Cancelled Active Inactive

DOCUMENT DATA

Document ID:

Document Title:

Security:
Confidential
Limited

Document Type: Select from list Enter Document Type

Action Jacket
Action Request

APO Release:

Click "Search" once you've entered the desired search terms

Use "Full Text Keywords" to search text of all documents

The "Investigation Data" fields allow you to narrow your search to certain types of investigations, specific investigations and/or phases of specific investigations

The "Document Data" fields allow you to narrow your search to certain types of documents or even an individual document

SEARCHING TEXT

Full Text Keywords

Full Text Keyword search will search and return documents containing the words entered. A security check is performed so the user will only retrieve documents for which they are entitled to view. This feature searches the OCR'd text within the PDFs. It does not search any other data fields. Documents returned from these queries must be processed through the OCR and text extraction processes in order to be retrieved via this search. The OCR tools may not be able to read unclear text or poorly scanned images. Therefore, the results may not contain every document meeting the criteria entered. If the PDF cannot be read by the OCR then the document will not be contained in the result set.

A single word or phrase may be entered in the Full Text Keywords field. Multiple words are treated as a phrase and the words must be contiguous in the text, minus punctuation.

To search on multiple words, enter the word OR to find these words independently in the text; or enter the word AND between words to find only

documents containing all of the words entered. AND or OR may be entered in uppercase or lowercase.

Criteria entered in this field may be used as a filter with other document criteria entered on the screen. Text in the Full Text Keyword field is filtered as an AND criteria with any other text entered in other fields. For example, if you wanted to find the word "memory" within the document text, but only in Section 337 investigations, select the Investigation Type Section 337 and enter Full Text Keywords "memory" in the Full Text Keywords field.

Only documents with whole words matching the criteria will be returned. '*' or '%' may be used for wildcard searches. For example, a search where Full Text Searches contains the word "steel" will return only documents containing the word steel. Steels, Steelworkers, Steel coating would not be returned in this search unless the criteria is entered as steel*.

The NOT operator can be entered but must be uppercase. For example, Full Text Keywords – Stainless NOT steel would return only documents with the word stainless that do not also have the word steel. To search for the word – not - in the text, enter the word in double quotes – "not".

Stemming can be used (\$) to retrieve documents with a different conjugation of the verb. For example, spea\$ will return speak, spoke, spoken.

Numbers have been removed from the Full Text Keyword search to improve performance. Therefore searches may only be performed for investigation numbers by using the Investigation Number field. The user currently cannot search for patent numbers or product model numbers. This feature may be reinstated in a later release.

Simple words have been removed from the Full Text Keyword search to improve performance. Words such as a, an, the, etc. are not valid search criteria. Special characters are also converted into text values. '&' will search for the character '&' and does not have the same behavior as the word AND. Avoid using special characters alone such as * or (.

EDIS Full Text Keyword search uses Oracle CTX indexes to perform these searches. Advanced search users may find other search commands and syntax useful. On the Search results page, if a search included Full Text Keywords, the words returned will be highlighted in the Show Excerpt section. Click on the (+) sign to expand the text extract. Then click on the File ID link to jump immediately to the document attachment containing the matching text. Use the Acrobat Reader search utility to then find the text within the document.

SEARCHING INVESTIGATION DATA

Enter any part of the investigation data to filter the results based on investigation information. It is only necessary to enter sufficient detail to narrow your search. For example, if you know the investigation number, it is not necessary to select the investigation type.

Investigation Number

The investigation number is the identifier of the investigation under which the documents are filed. The number can be entered either in the abbreviated format like 337-406 or the official format of 337-TA-406. All documents are stored in EDIS using the abbreviated format, but the search also allows input of '-TA-' for increased usability.

Investigation Title

The investigation title identifies the subject of the investigation. Partial titles or investigation numbers may be entered to return all documents with investigations having the criteria in the title. For Import Injury cases, the investigation title also includes the list of countries involved with the case with corresponding subordinate (child) investigation numbers. The user may search for certain counties or certain commodities.

An example of an Import Injury title: Certain Aluminum Extrusions from the People's Republic of China; Inv. Nos. 701-TA-475 and 731-TA-1177.

Investigation Types

Investigations are identified by investigation types. If desired to only return documents of a specific investigation type, then the selection may be made here.

Investigation Phases

If necessary to reduce the returned document list, select one or more phases to filter the documents returned. For example if looking for "Advisory Phase" documents and not documents from the "Preliminary", "Final" or "Review" phase, then select only "Advisory".

Investigation Status

Select an option for investigation status. By default ALL statuses will be included in the search results. Pre-institution is the initial status of an investigation before being instituted by the Commission. Active indicates an ongoing investigation. Inactive indicates a completed investigation. Cancelled indicates a terminated or otherwise cancelled investigation.

DOCUMENT DATA

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. Partial words may be queried. Multiple words are treated as an exact string text search.

Security

Use this field to narrow results by security level. Leaving this field blank will allow all security levels to be included in the search results, as allowed by your permissions. Highlighting one or more of the security levels 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). As an external user selecting Confidential will only return **document data**. External users are **not able to view the PDFs or text excerpts**.

Document Type

This field allows users to search for documents by their type. Users may select a preexisting document type from the drop down document type by filling in the appropriate button.

Document Type ⓘ Select from list Enter Document Type

Action Jacket
Action Request

Choose "Select from list" or "Enter Document Type". Drop down list or data entry field will be displayed depending on selection

Click on 'Select from List' to select one or more defined document types or click on 'Enter Document Type' to type in a partial or full document type name. Once you have selected the method of input, choose one or more of the desired document types from the drop down menu. This will allow the user to search for documents by their document types (e.g. Motion, Order, PO Subscription, etc.). If choosing to enter the document type, enter the partial or full document type name in the displayed field. This may be useful if you would like to choose multiple similar document types, such as all questionnaire document types. The document type list includes any document type used on a document in EDIS even though these document types may no longer be valid for filing.

APO Release

APO Release only applies to Import Injury documents. If the user is looking for documents that are subjected to an Administrative Protective Order Release, select "Yes" from the drop down menu next to "APO Release". The search results will then only include APO release candidate documents. However, APO release documents are confidential, so the user will only be able to view the document data and not read the PDFs.

DOCUMENT INDEX DATA

Document index data is reference data regarding the document filed. These control numbers are assigned to uniquely identify the document or firm filing the document.

The image shows a screenshot of a web form titled "DOCUMENT INDEX DATA". The form contains ten input fields, each with a question mark icon to its left. The fields are: Action Jacket Control Number, Action Request Number, APO Number, CBI Number, Federal Register Number, Memorandum Control Number, Motion Number, Order Number, and Publication Number. A callout box with a black border and white background is positioned to the right of the form. It contains the text "These fields allow you to search for documents by various numbers". Three black arrows point from the callout box to the input fields for "Action Jacket Control Number", "CBI Number", and "Order Number".

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

Action Jacket Control Number

Enter the "Action Jacket Control Number" assigned by USITC. Action jacket control numbers are not visible to external users but the corresponding Voting sheet contains the same control number as its associated Action Jacket.

Action Request Number

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

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. APO numbers contain a 2 digit year that the

APO was originally requested followed by a unique identifier for each firm on the APO. APO numbers only apply to import injury investigations

CBI Number

Enter the "CBI Number". Each confidential document is assigned a CBI number; this CBI number is also noted on the responses and public versions of the same document.

Federal Register Number

Enter the Federal Register citation volume and page number (e.g. 75 FR 21346).

Memorandum Control Number

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.

Motion Number

Enter the "Motion Number". A motion number is a unique counter assigned to each motion filed in an investigation. The motion number is preceded by the investigation number suffix. For example 648-004 represents motion number 4 in Investigation No. 337-648. Motion numbers apply only in Section 337 investigations.

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. Order numbers apply only in Section 337 investigations.

Publication Number

Each USITC publication is assigned a unique number. Enter the 4-digit USITC Official Publication Number.

SUBMITTER DATA

The screenshot shows a form titled "SUBMITTER DATA" with the following fields and options:

- Filed By:** A text input field.
- On Behalf Of:** A text input field.
- Firm / Organization:** A dropdown menu with radio buttons for "Select from list" (selected) and "Enter Firm/Org". The dropdown list contains:
 - *Not Applicable
 - *Not Listed
 - 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 this box to the "Filed By", "On Behalf Of", and "Firm / Organization" 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 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. Multiple firms may be selected by holding down the ctrl or shift key while selecting the firm names. If you would like to find all documents where the firm has a common name or phrase, click 'Enter Firm/Org' and type in the desired words. For example, this could be used to locate firms with the partner 'Smith' in the firm, since Smith's firm has changed names several times.

DATE DATA AND RESULT PREFERENCES

Use the left hand field to set desired date range preference then use the fields to the right to enter dates

Use result preferences for sort order, items per page and index control number column

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. 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. Finally, users may select the "Index Control Number" (See Document Index Data above) they wish to see listed as a column in the search result

SEARCH RESULTS

The screenshot shows the search results page for the United States International Trade Commission. The page header includes the commission's logo and navigation tabs: EDIS Main, Reports, Search, Submission, User Info, and Help. Below the header, there are links for Search Home, Advanced Search, and Results, along with a user welcome message and a Logout link.

The main content area is titled "Search Results" and displays "Displaying 1 - 10 of 1188 Documents". A search filter is applied: "Searched for: Investigation Phase(s): 'Advisory'". A box with the text "Use these links to re-sort your results" points to the column headers of the table below.

Doc ID	Doc Type	Order No.	Inv #	Phase	Security	Official Receive Date	Filed By	Firm/Org	On Behalf Of
406391 Quick-View Details (1 File)	Notice of Appearance		337-545	Advisory	Public	07/06/2009 08:45 AM	Rosa S. Jeong	Greenberg Traurig, LLP	Uniboard Canada, Inc.
318186 Quick-View Details (1 File)	Notice		337-545	Advisory	Public	01/29/2009 04:...			

Annotations on the screenshot include:

- A box pointing to the column headers: "Use these links to re-sort your results".
- A box pointing to the "Quick-View" link: "Select 'Quick-View' to open the first attachment of the document".
- A box pointing to the "Details (x files)" link: "Click on 'Details (x files)'".
- A box pointing to the "Show Excerpt [+]" link: "Click +/- to show excerpt. Click on File ID to go to PDF".

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. The default is Official Received Date, descending. There may be 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.

Select "Show Excerpt (+)" to expand the text excerpt for the document. When expanded, a few lines of the extracted text are shown. If the user was searching by keywords, the portion of the document containing the keywords will be displayed and the requested words highlighted. Click on the File ID to go directly to the attachment PDF containing this text.

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 attachment to an individual document, a hyperlink entitled "Details (x files)" will appear beneath the Quick-View link.

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.

The screenshot displays the EDIS Main interface for the United States International Trade Commission. The page title is "Document Details" and the status is "Validated". The document information includes:

- Document ID: 408391
- Document Title: Notice of Appearance of Greenberg Traurig LLP on Behalf of Uniboard Canada, Inc.
- Security: Public
- Document Type: Notice of Appearance
- Investigation Number: 337-545
- Investigation Title: Certain Laminated Floor Panels, Inv. No. 337-TA-545 (Consolidated Enforcement and Advisory Opinion Proceedings)
- Investigation Phase: Advisory
- Investigation Type: Sec 337
- Investigation Status: Active
- Docket Number:

Additional details include the filing party (Rosa S. Jeong), firm (Greenberg Traurig, LLP), and various dates (Document Date: 07/09/2008, System Receive Date: 07/03/2009 02:10 PM, Official Receive Date: 07/08/2009 08:45 AM). A "Metadata" box with an arrow points to the investigation details section.

The "ATTACHMENTS" section shows one attachment with the following table:

Order	File ID	Title	Size	Page Count	Create Date
1	513958	408391	97223		07/08/2009 10:35 AM

A "Click on File ID to view PDF" box with an arrow points to the File ID link. A "Click to show extract" box with an arrow points to the "Show Excerpt [+]" link. The page also includes a "Print page" button and a "Top of page" link.

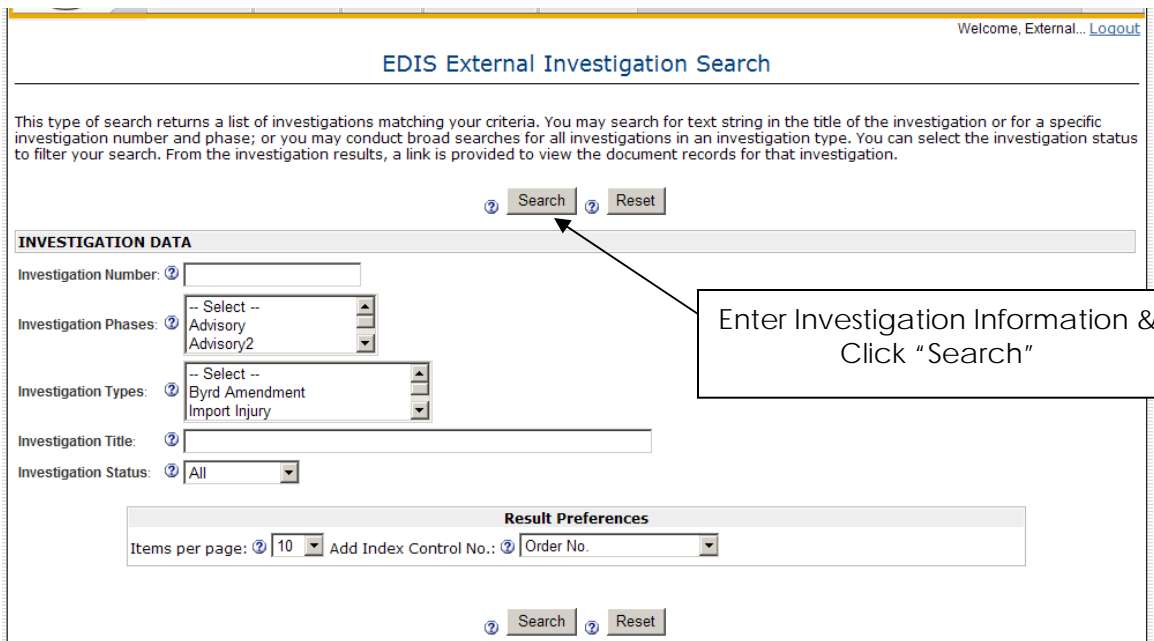
To access attachments, scroll to the bottom of the page and click the hypertext File ID number. This will open a PDF attachment. Click on (+) to expand the text excerpt for that attachment. Clicking the (-) will close the expanded text.

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 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. The user may enter filter criteria in one or more of the fields for the search.



Investigation Number

The user may enter the investigation number or part of the number in 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 the user knows the broad category of investigation needed, the user 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

The user may enter part of the investigation title to search for investigations regarding a certain subject matter. 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 filtering the result to a single investigation status, the user may select one of the statuses or "All".

SEARCH RESULTS

The screenshot shows a search results page with a table of investigations. Two callout boxes provide instructions: one pointing to the investigation number (337-143) and another pointing to the column headers (Investigation Type and Investigation Status).

Click on the investigation number to open investigation

Use Hyperlinks to re-sort results

Displaying 1 - 9 of 9 Investigations

Searched for: Investigation Phase(s): "Advisory"

Investigation Number	Investigation Phase	Investigation Title	Investigation Type	Investigation Status
337-143	Advisory	Certain Amorphous Metal Alloys and Amorphous Metal Articles, Inv. No. 337-TA-143 (Advisory Proceeding)	Sec 337	Inactive
337-334	Advisory	Certain Condensers, Parts Thereof and Products Containing Same, Including Air Conditioners for Automobiles, Inv. No. 337-TA-334 (Advisory Opinion Proceeding)	Sec 337	Inactive
337-383	Advisory	Certain Hardware Logic Emulation Systems and Components Thereof, Inv. No. 337-TA-383 (Advisory Opinion Proceeding)	Sec 337	Inactive
337-406	Advisory	Certain Lens-Fitted Film Packages, Inv. No. 337-TA-406 (Consolidated Enforcement and Advisory Opinion Proceedings)	Sec 337	Active
337-510	Advisory	Certain Systems for Detecting and Removing Viruses or Worms, Components Thereof, and Products Containing Same, Inv. No. 337-TA-510 (Advisory Opinion Proceedings)	Sec 337	Active
337-545	Advisory	Certain Laminated Floor Panels, Inv. No. 337-TA-545 (Consolidated Enforcement and Advisory Opinion Proceedings)	Sec 337	Active
337-551	Advisory	Certain Laser Bar Code Scanners, Scan Engines, Components Thereof and Products Containing Same, Inv. No. 337-TA-551 (Advisory)	Sec 337	Active
701-414	Advisory	Softwood Lumber from Canada, Inv. Nos. 701-TA-414 and 731-TA-928 (Section 129 Consistency Determination)	Import Injury	Inactive
701-431	Advisory	DRAMS and DRAM Modules from Korea, Inv. No. 701-TA-431 (Section 129 Consistency Determination)	Import Injury	Active

Print page

Top of page

When the user executes the search, the list of investigations meeting the criteria is displayed. The user 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 number to open a list of the investigation documents for that investigation.

Please refer to the Advanced Search section, specifically the Search Results section for help information regarding the Document List and Document Details pages.

REPORTS

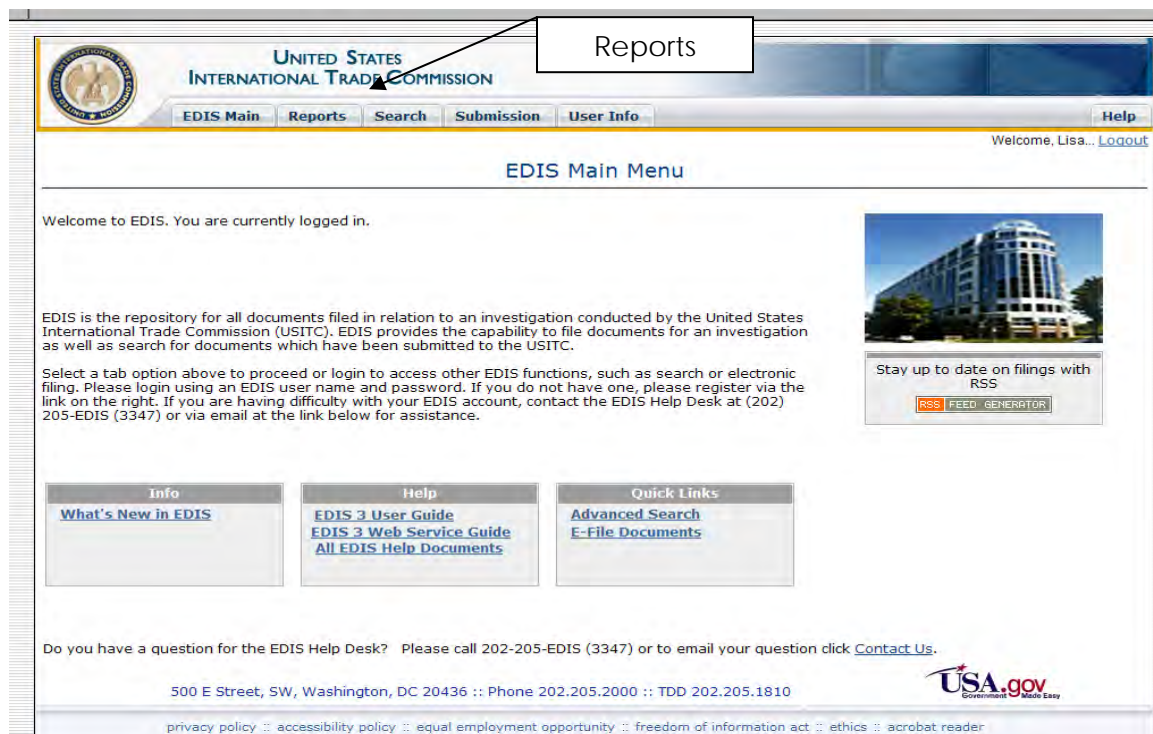
Reports are available on the “Reports” tab. All external users are authorized to access the “Document Filing Report”. This report is useful to review your filings in an investigation or to review recent filings in EDIS. Documents appearing in the report output are filtered by your security authorizations. If a document has not completed the review and validation process, an asterisk (*) is marked next to the Document ID and no other document data is shown.

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.

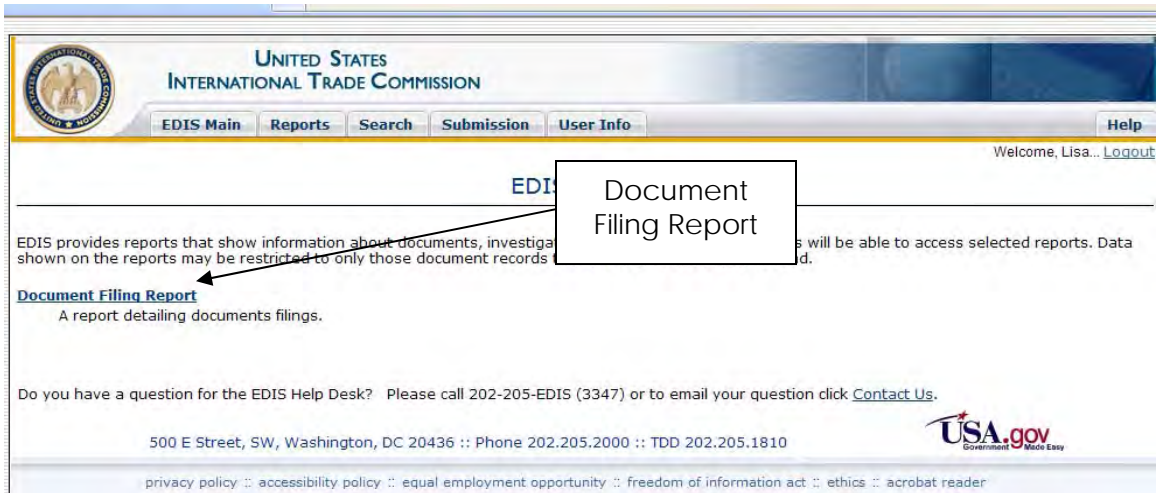
To create a Document Filing Report, you must login to EDIS 3 using your username and password.

Click on the “Reports” tab to access the Reports Menu.



The screenshot shows the EDIS 3 website interface. 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 tabs: "EDIS Main", "Reports", "Search", "Submission", "User Info", and "Help". The "Reports" tab is highlighted with a white box and a black arrow pointing to it. To the right of the navigation bar, it says "Welcome, Lisa... Logout". Below the navigation bar is the "EDIS Main Menu" section. It contains a welcome message: "Welcome to EDIS. You are currently logged in." followed by a paragraph explaining that EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). Below this is a section with three tabs: "Info", "Help", and "Quick Links". The "Info" tab is selected, showing "What's New in EDIS". The "Help" tab shows "EDIS 3 User Guide", "EDIS 3 Web Service Guide", and "All EDIS Help Documents". The "Quick Links" tab shows "Advanced Search" and "E-File Documents". To the right of the "Info" and "Help" tabs is a "Stay up to date on filings with RSS" section with an "RSS FEED GENERATOR" button. 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", "ethics", and "acrobat reader".

External users have access to one report, the Document Filing Report. Click on the link for “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. Enter one or more values to filter the results. To select more than one value from one dropdown list, hold the CTRL key down while selecting the desired values to filter.

The maximum number of document records to be returned in this report is 10,000. If the report criteria includes a wide range of dates or is across many investigations, you may encounter an error message. Please add additional criteria to further filter the results.

Date Range

The user must select an applicable Official Received 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. Select the desired date range type (On, On or After, On or Before, From - Through), then enter the date range. The calendar tools can be used to select the dates.

If the user desires a complete list of documents for an investigation, select – Select— as the range and enter no date, or select On or Before with today’s date. Then enter the investigation criteria.

Investigation Filters

Enter investigation number (e.g. 701-400) to filter the results. If an investigation number is entered, then investigation phases may be selected to further filter the report results. The investigation type may be used in lieu of a specific investigation number and/or phase for a report result across many investigations.

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 (e.g. 731, 701, 337, and 332). Do not input "-TA-" on the investigation number.

Document Filters

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 to select more than one 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.

Security Levels may also be selected to filter the report further.

Result Preferences

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 per screen desired: 10, 25, 50, or 100.

Run the Report

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 entered and return to the default criteria and preference settings, select "Reset".

Document Filing Report Results

Upon selecting "Execute Report," the report will appear similar to the screen below. The full data will only appear for validated documents. If the document is not validated, all but the Document ID is hidden. The report will only include documents for which the user has security authorization.

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

Welcome, External... Logout

Document Filing Report

Export To: [PDF](#) [XLS](#) [DOC](#)

Displaying 1 - 25 of 267 Results

[<<](#)
[<](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[>](#)
[>>](#)

Page navigation: First, Previous, Page by Number, Next, Last for this document.

Document Filing Report

Documents Filed Report From - Through 12/03/2010 and 12/03/2010

Generated on: 12/09/2010 5:49 PM

Doc ID	Inv Item	Sec	E	Official Receive	Doc Title	Firm/Organization	Filed On Behalf
43950							
439348	332-521 Final	Pub	E	12/03/2010		Embassy of Bangladesh	Embassy of Bangladesh
439350	332-521 Final	Lim	S	12/03/2010	Transcript Hearing (Pages 1-138)	Marilyn R. Abbott Charles F. Schill	USITC Step toe and Johnson
439336	337-2772 Violation	Pub	S	12/03/2010	Complaint		Office of the Secretary Louis Vuitton Malletier S.A. and
439338	337-2772 Violation	Con	S	12/03/2010	Complaint		
439402	337-2772 Violation	Pub	S	12/03/2010	Notice	Solicitation of Comments Relating to the Public Interest This document has not been received or is under review at the USITC.	Marilyn R. Abbott USITC Office of the Secretary
439583							
439364	337-487 Remand	Pub	S	12/03/2010	Correspondence - USITC	Letter Granting Extension of Time to File	Marilyn R. Abbott USITC Office of the Secretary
439457	337-602 Enforcement	Pub	E	12/06/2010	PO Subscription	Agreement to be Bound by the Protective Order of Altman, Foster, Murphy, Nickel, Ferrand, and Avant	James Bruce Miller and Chevalier SIRF, CSR, MITAC, Mio and Pharos

Click on this hyperlink to view document details for this document

Document received but not Validated at this time.

The user can navigate through the 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 attachment list is located at the bottom of the page. The PDF(s) of the document can be accessed from here by clicking on the link on the File ID.

[Reports Home](#) -> [Document Filing Report Criteria](#) -> [Document Filing Report Results](#) -> Doc Details
 Welcome, External... [Logout](#)

Document Details

DOCUMENT DETAILS	STATUS: Validated				
<p>Document ID: 439348 Document Title: Petition and hearing testimony Security: Public Document Type: Briefs and Written Submissions</p>					
<p>Investigation Number: 332-521 Investigation Title: Advice Concerning Possible Modifications to the U.S. Generalized System of Preferences: 2010 Review of Removals, Inv. No. 332-521 Investigation Phase: Final Investigation Type: Industry and Economic Analysis Investigation Status: Active Docket Number: 2767</p>					
<p>Filed by: Md Ghulam Hussain Firm / Organization: Embassy of Bangladesh On Behalf of: Embassy of Bangladesh Document Date: 12/01/2010 System Receive Date: 12/03/2010 02:57 PM Official Receive Date: 12/03/2010 02:57 PM APO Release: No OSE Alert: No Party Served: No Section 337 Processing: None</p>					
<p>Action Request Number: CBI Number: Action Jacket Control Number: APO Number: Memorandum Control Number: Motion Number: Order Number: Publication Number: Federal Register Number:</p>					
ATTACHMENTS					
Displaying 1 - 2 of 2 Attachments					
Order	File ID	Title	Size	Page Count	Create Date
1	593908	593908	71587	10	12/03/2010 02:58 PM
Show Excerpt [+]					
2	593909	593909	19565	4	12/03/2010 02:58 PM
Show Excerpt [+]					
<input type="button" value="Print page"/>					<input type="button" value="Top of page"/>

The user may export the report to three different applications: Adobe Acrobat (PDF), Microsoft Excel (XLS), or Microsoft Word (DOC).

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

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 Results

Export To: **PDF** XLS DOC

Displaying 1 - 10 of 528 Results

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

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 12:12 PM

Doc ID	Inv Num -	Sec	F	Q	Doc Title	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	Wilkie, Farr and Gallagher LLP	Sucootricio Cutrale Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Alexandra Mccarney	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238313	731-1089	Final	Pub	S	09/12/2005	Matthew Mograth	Barnes, Richardson and Colburn	Florida Citrus Mutual

Select to export this report to a PDF file

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

Pages

Attachments

Comments

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 12:30 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	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	Wilkie, Farr and Gallagher LLP	Sucootricio Cutrale Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Brief - Final Comments	Alexandra Mccarney	Arent, Fox, Kintner, Plotkin & 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	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	Appearance and Related Documents	Matthew Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
239560	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 United States International Trade Commission website. The navigation bar includes 'EDIS Main', 'Reports', 'Search', 'Submission', 'User Info', and 'Help'. The breadcrumb trail is '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 highlights the 'XLS' option with the text 'Select to export this report to an Excel file'. Below the menu, it says 'Displaying 1 - 10 of 528 Results'. The main content area is titled 'Document Filing Report' and contains a table of document filings.

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.

A	B	C	D	E	F	G	H	I	J	K	L	M	O
Document Filing Report													
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			
Final													
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 Amendment		Duane Layton	Miller and Chevalier	Montecitrus Group			
15	238804	731-1089	Final	Pub	09/20/2005	Protective Order Request Entry of		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 United States International Trade Commission website. At the top, there is a navigation menu with options: EDIS Main, Reports, Search, Submission, User Info, and Help. Below the menu, the page title is "Document Filing Report Results". There are links for "Export To: PDF XLS DOC" and "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" link. Below the callout is a table of document filing reports.

Doc ID	Inv Num.	Sec	F	Official Re	By	Firm/Organization	Filed On Behalf Of	
237749	731-1089	Final	Pub	S	09/02/2005	Maithyn R. Abbott	USITC	Office of the Secretary
238102	731-1089	Final	Pub	S	09/08/2005	Maithyn R. Abbott	USITC	Office of the Secretary
238185	731-1089	Final	Pub	S	09/09/2005	Lynn Fischer Fox	Williams, Mullen, Clark and Dobbin	Voterantim International North America, Inc. ("Vina")
238186	731-1089	Final	Pub	S	09/09/2005	John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Voterantim International North America, Inc.
238268	731-1089	Final	Pub	S	09/12/2005	Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238262	731-1089	Final	Pub	S	09/12/2005	Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Voterantim International North America, Inc.
238284	731-1089	Final	Pub	S	09/12/2005	James P. Dullina	Willkie, Farr and Gallagher LLP	Suocitricco Cuttala Ltda
238308	731-1089	Final	Pub	S	09/12/2005	Alexandra Mearney	Aren, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company
238312	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	Votorantim International North America, Inc. ("Vinif")
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	Montecitus 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. 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
239892	731-1089	Final	Con	S	10/05/2005	Questionnaire - Purchaser	James Fetzter	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 FEED GENERATOR

EDIS has designed a notification service to inform users about incoming documents in EDIS. External users are notified when the document is validated. This function facilitates users in receiving a heads-up on the critical documents which may impact an active investigation.

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 tools.

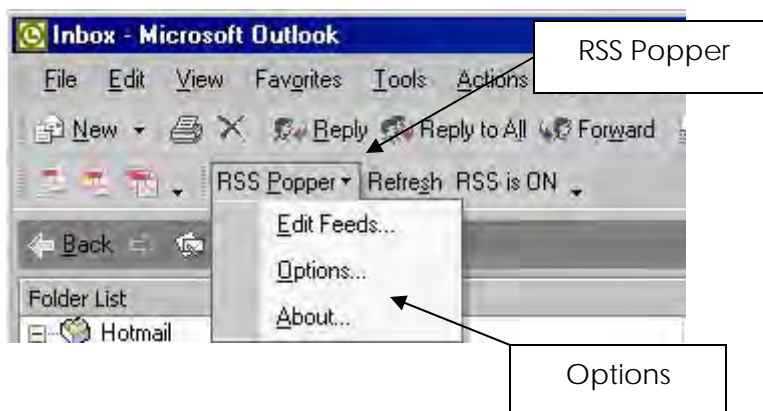
RSS (Really Simple Syndication) is a protocol used to make this information available to users. Several RSS Readers are available online and through commercial markers, such as Yahoo or Google. The sample setup instructions below are based on RSS Popper. Please refer to vendor documentation regarding the interface with the RSS reader chosen.

The EDIS RSS Feed normally cycles every 15 minutes. Upon initial set up it will reach back two weeks for document actions. Multiple notices may be received when key metadata changes as the case manager reviews and verifies the document.

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

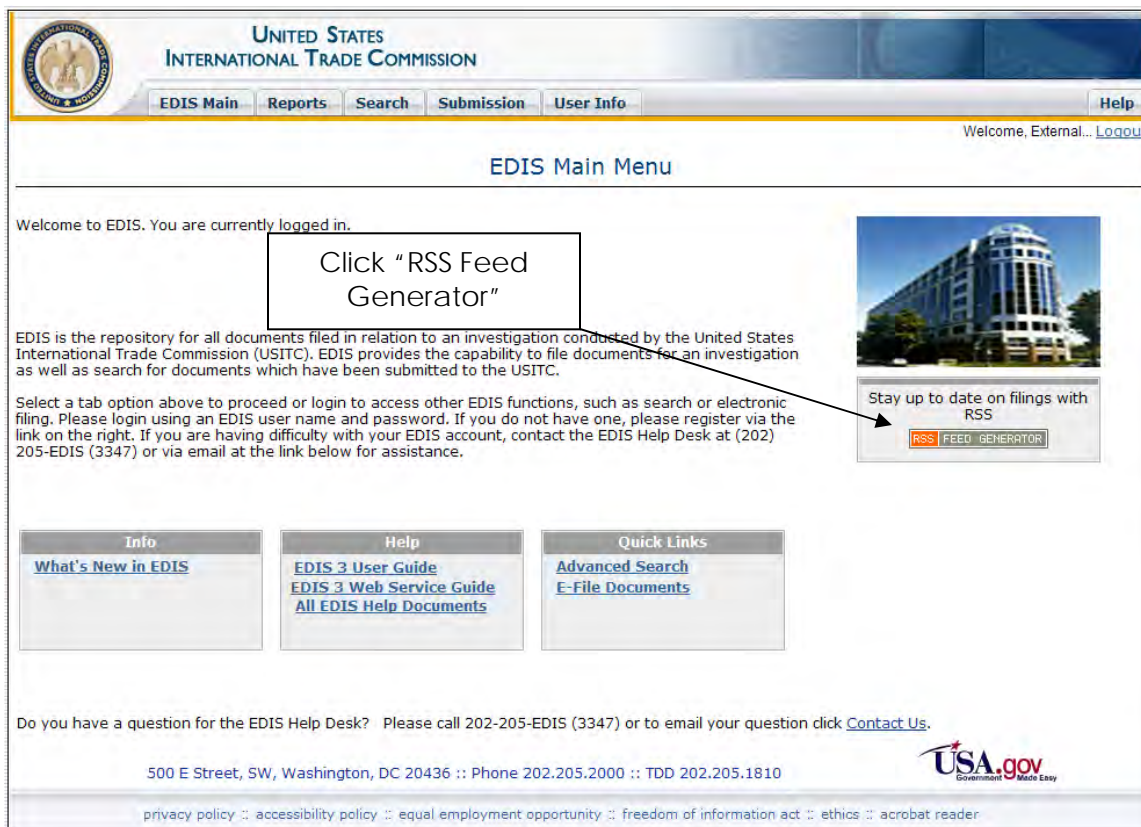
There are two configuration parameters for RSS Popper that you may want to modify. Go to RSS Popper drop down and click "Options" as shown above. The following two parameters will appear:

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

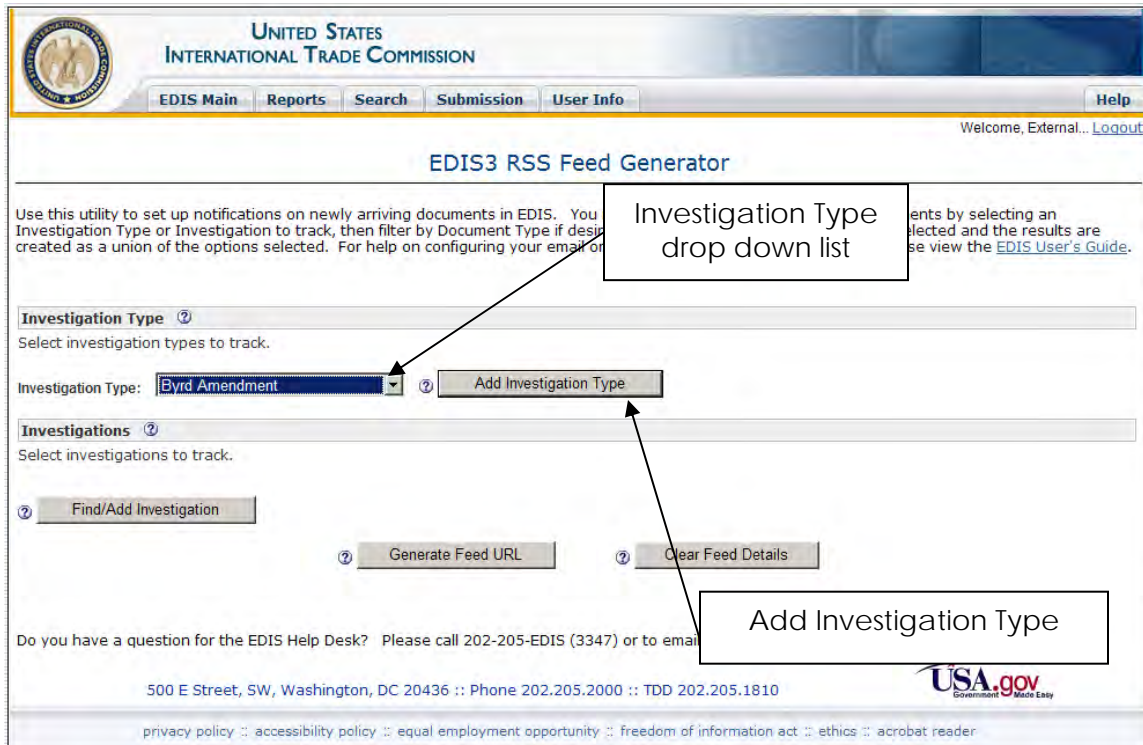
Using your browser, navigate to the EDIS Home page.



The screenshot shows the EDIS Main Menu 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. Below the header, the page title is "EDIS Main Menu". A welcome message states "Welcome to EDIS. You are currently logged in." and a "Logout" link is visible. A central text box contains the instruction "Click 'RSS Feed Generator'", with an arrow pointing to a button labeled "RSS FEED GENERATOR" in a box titled "Stay up to date on filings with RSS". Below this, there are three columns of links: "Info" (What's New in EDIS), "Help" (EDIS 3 User Guide, EDIS 3 Web Service Guide, All EDIS Help Documents), and "Quick Links" (Advanced Search, E-File Documents). At the bottom, there is contact information for the EDIS Help Desk and a USA.gov logo.

Investigation Type

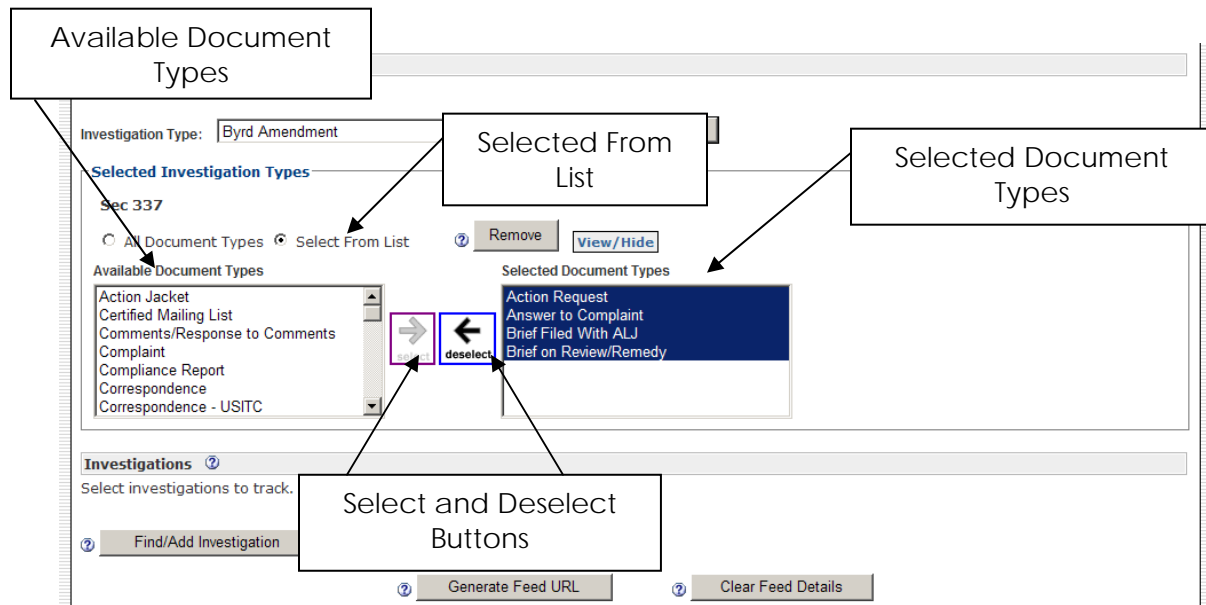
To choose documents for an entire investigation type, (i.e. 337's, Import Injury), click the drop down button on "Investigation Type", choose from the drop down list and press the "Add Investigation Type" button to update. You may add multiple investigation type selections by repeating the steps.



Type of Documents

For each investigation type, 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 type by highlighting it in the "Selected Document Types" 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.

Enter as much information as possible to limit the possible investigations that will appear

Click the "Search" button

Click on the desired Investigation

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 "Select From List" and then choose the document types from the drop down list.

Choose the desired document and click "Select"

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

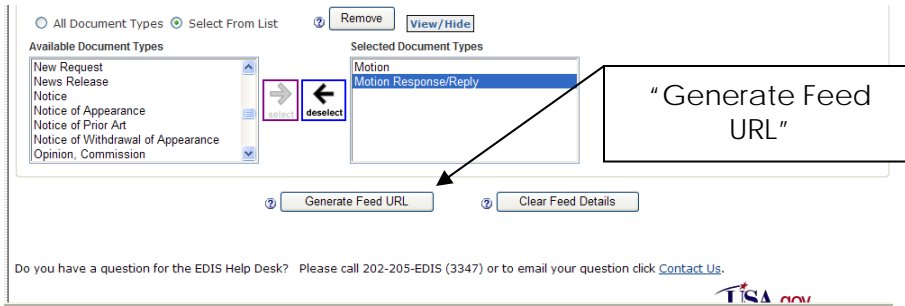
select deselect

Notification Timing

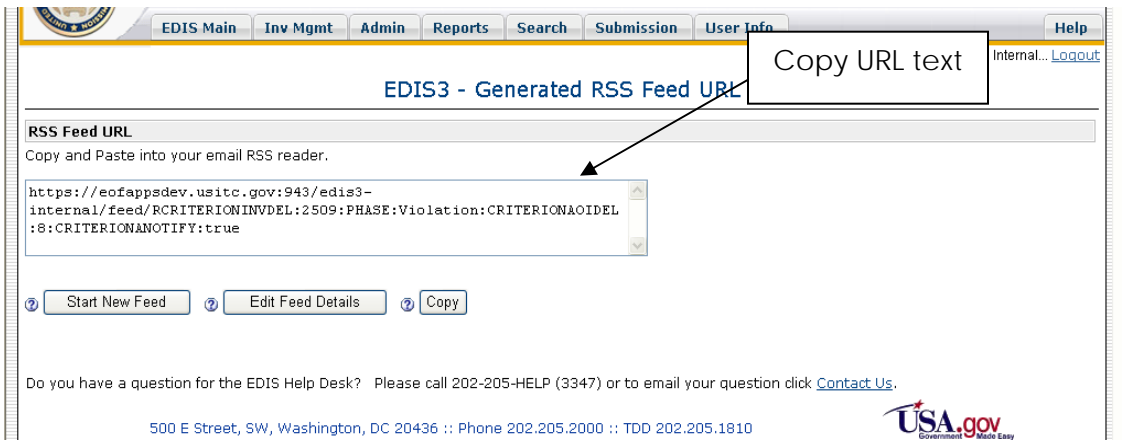
Request the timing for the receipt of notices.

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.



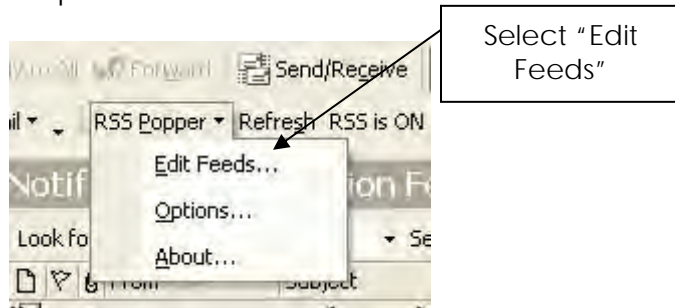
If not already highlighted, use the mouse to select (highlight) all the text in the Generated RSS URL window, right click the mouse button and select "Copy" from the menu or select the "Copy" button. This URL will go in the "Link" field discussed below.

You now have the URL copied into your desktop clipboard. Switch to your RSS reader now.

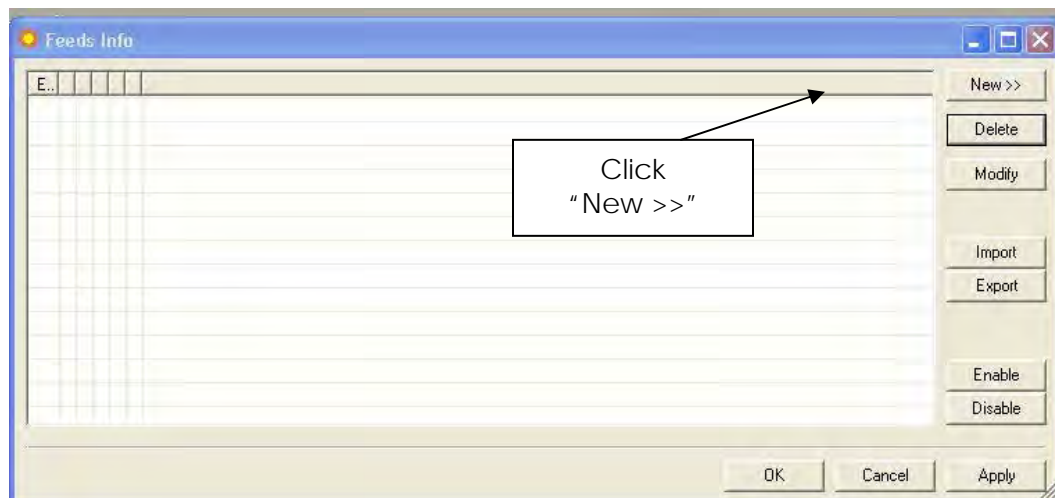
Note: If using the Firefox browser, the "Copy" button will not be available. Please highlight (click at the beginning of the URL, hold shift key down and click on the end of the URL to highlight) and copy the URL (right mouse – copy option or ctrl-c).

Establishing the RSS Feed Using RSS Popper in MS Outlook

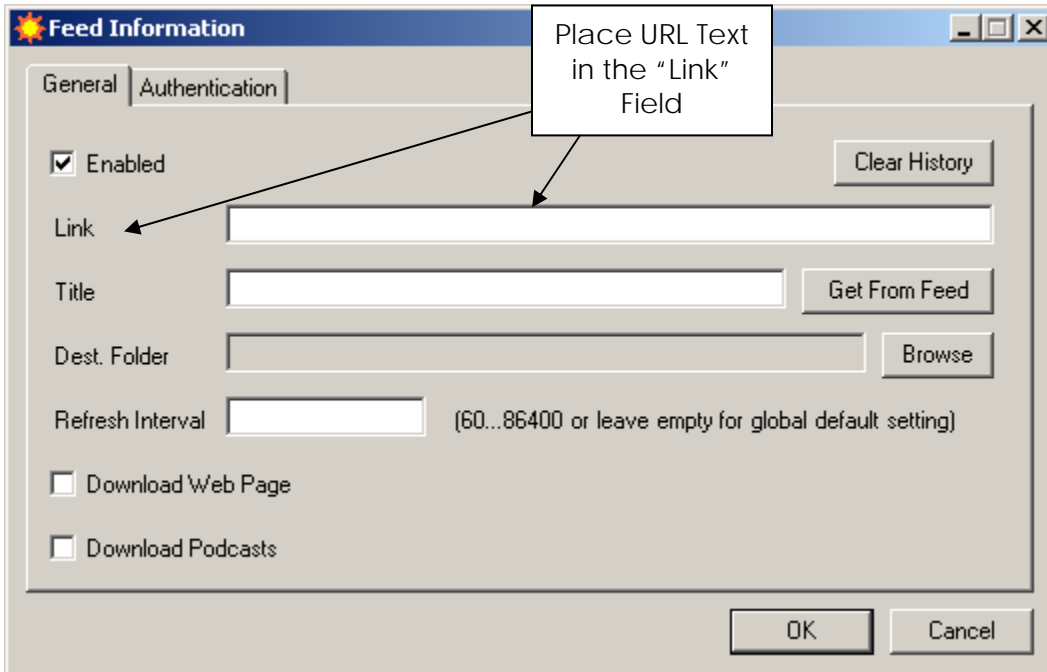
If using RSS Popper, in the MS Outlook toolbar, select the down arrow to invoke a drop down menu as shown below. Select from the menu "Edit Feeds".



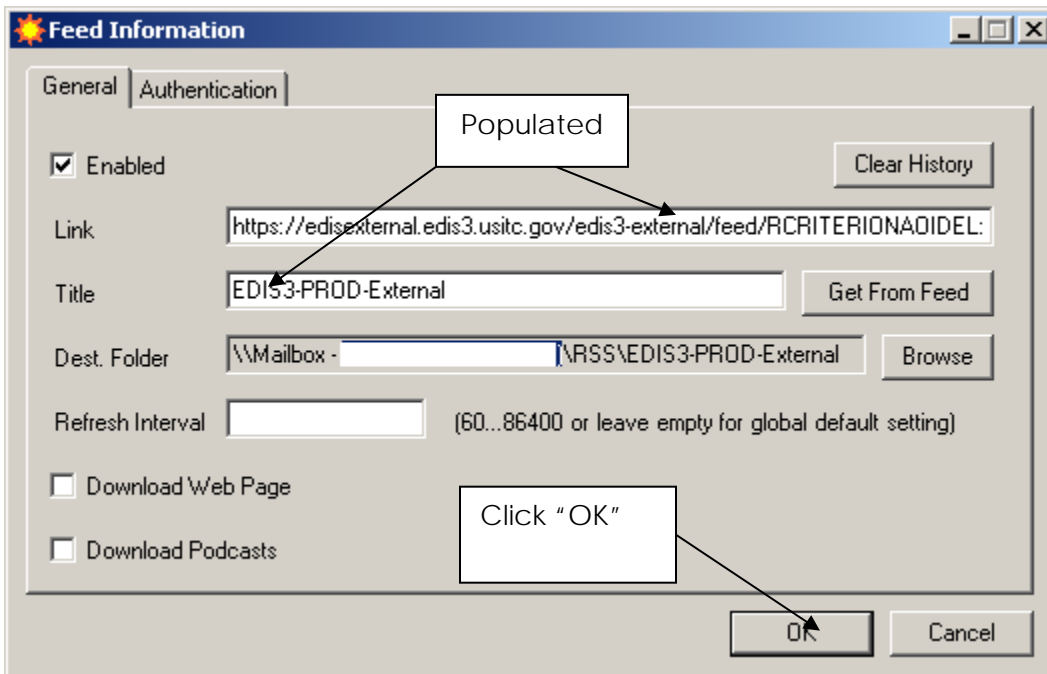
The screen below will appear. Click the "New>>" button.



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.

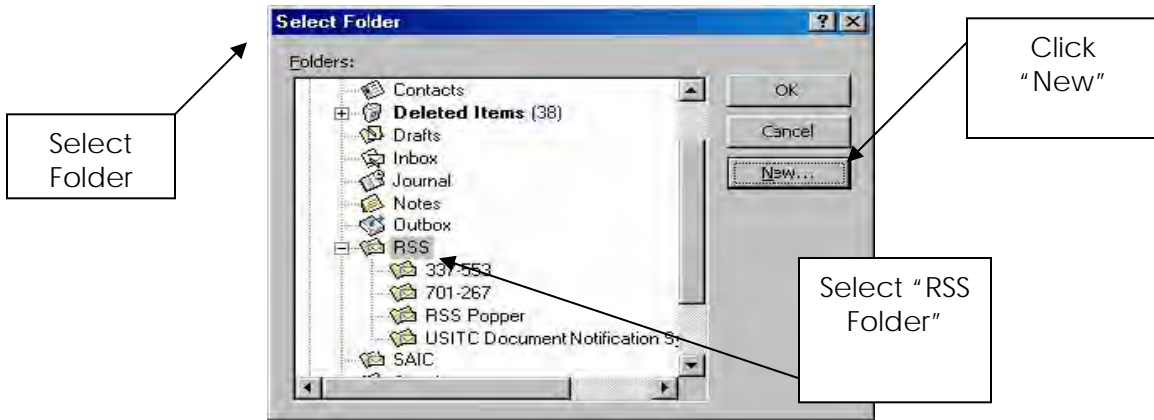


Change the title of the feed so it is recognizable, such as the investigation number and phase.

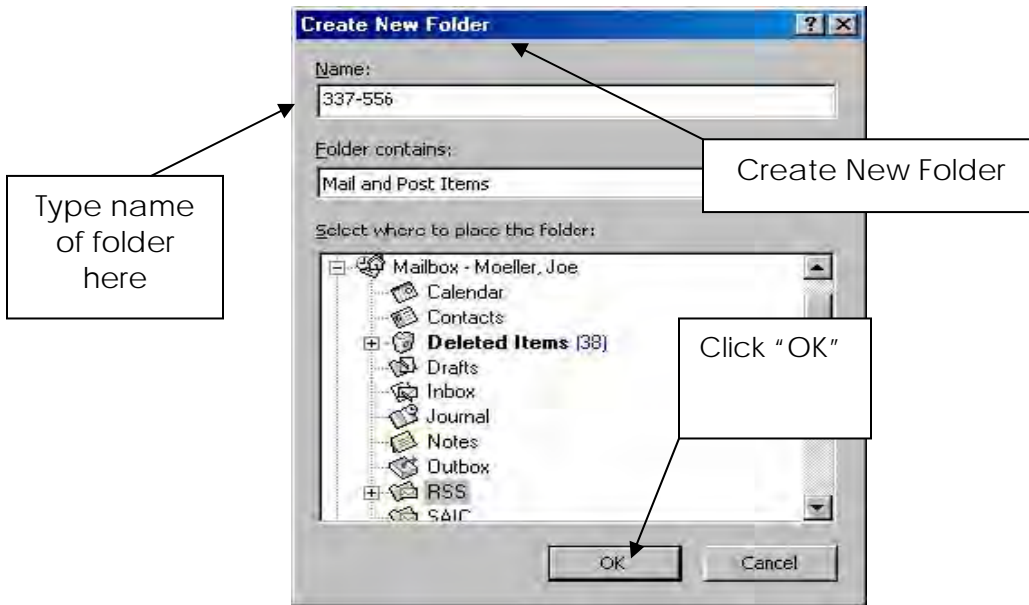
Click "Browse" on the "Dest. Folder". Within the user's inbox you may create a new folder for this feed. By default, notifications will be placed in the MS Outlook folder "RSS\USITC Document Notification Syndication Feed". Users may choose

to identify it to facilitate tracking messages better, such as the investigation number and phases.

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".



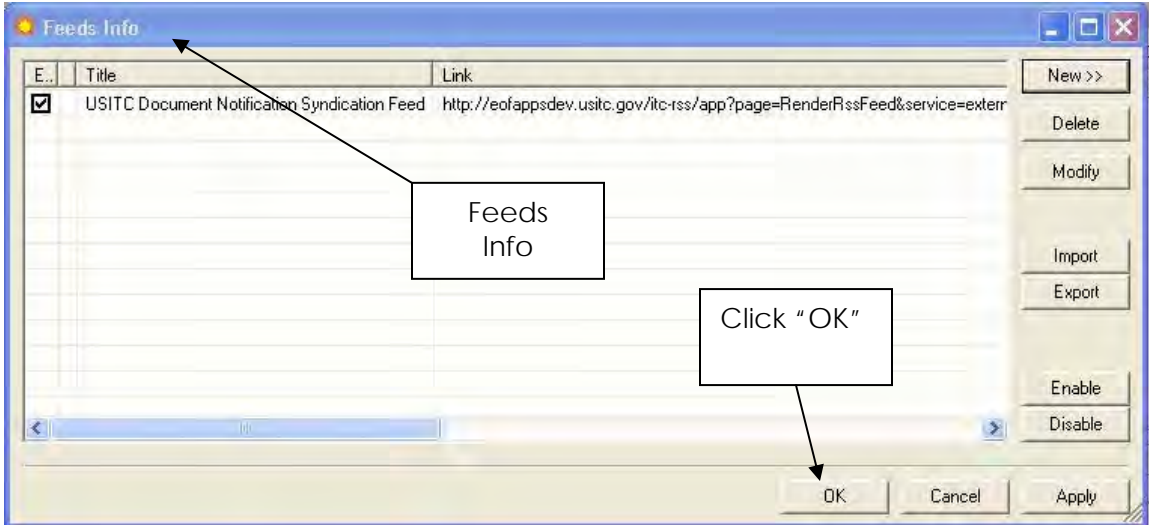
In the "Select Folder" window, select the RSS folder and click the "New" button which will bring up the "Create New Folder" window shown below.



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” 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 Feeds

Repeat the processes as noted above to create additional feeds.

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 home page as shown below.

The screenshot shows the EDIS home page with the following elements:

- Header:** United States International Trade Commission logo and name. Navigation links for "EDIS Home" and "Help".
- Section:** "Electronic Document Information System (EDIS)".
- Welcome:** "Welcome to EDIS. You are currently not logged in." with a "Login" link.
- Description:** "EDIS is the repository for all documents filed in relation to an investigation conducted by the United States International Trade Commission (USITC). EDIS provides the capability to file documents for an investigation as well as search for documents which have been submitted to the USITC." A "Login" link is also present.
- Instructions:** "Select a tab option above to proceed or login to access other EDIS functions, such as search or electronic filing. Please login using an EDIS user name and password. If you do not have one, please register via the link on the right. If you are having difficulty with your EDIS account, contact the EDIS Help Desk at (202) 205-EDIS (3347) or via email at the link below for assistance." A "Login" link is also present.
- Info/Help Tabs:** "Info" (with "What's New in EDIS" link) and "Help" (with "EDIS 3 User Guide" and "All EDIS Help Documents" links).
- Right Sidebar:** "For full EDIS access: Login", "If you need an EDIS account: Register", "Forgot your password? Forgot Password", and "Stay up to date on filings with RSS" with an "RSS FEED GENERATOR" button.
- Footer:** "Do you have a question for the EDIS Help Desk? Please call 202-205-EDIS (3347) or to email your question click Contact Us." Address: "500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810". "USA.gov" logo and "Government Made Easy" tagline. Links for "privacy policy", "accessibility policy", "equal employment opportunity", "freedom of information act", and "acrobat reader".

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