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.

TABLE OF CONTENTS

INTRODUCTION **2**
TABLE OF CONTENTS **3**
ACCESSING EDIS **5**
REGISTERING FOR EDIS 3 5
WHO SHOULD REGISTER? 5
HOW TO REGISTER FOR EDIS 3 5
LOGGING INTO EDIS 3 14
FORGOTTEN PASSWORDS 18
CHANGE PASSWORD/CHANGE SECURITY QUESTIONS 22
CHANGE PASSWORD 23
CHANGE SECURITY QUESTIONS 25
DOCUMENT SUBMISSION **27**
PREPARING FOR DOCUMENT SUBMISSION 27
ELECTRONIC FILING OF DOCUMENTS (PUBLIC ONLY) 29
E-FILE: DOCUMENT DATA ENTRY 29
E-FILE: ADDING ATTACHMENTS 34
E-FILE: UPLOAD MULTIPLE ATTACHMENTS AT ONCE 37
E-FILE: COMPLETING THE SUBMISSION 41
CREATING AND CODING THE COVER SHEET FOR PAPER FILING 45
EDIS COVER SHEET SUBMITTED 52
CD/DVD SUBMISSION 53
DOCKET SERVICES PROCESSING 54
SEARCHING FOR DOCUMENTS ON EDIS 3 ..... **55**
ADVANCED SEARCH 56
SEARCH RESULTS 64
SEARCH BY INVESTIGATION 66
REPORTS **70**

DOCUMENT FILING REPORT 70
RSS FEED GENERATOR 80
ACKNOWLEDGEMENTS 91

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?

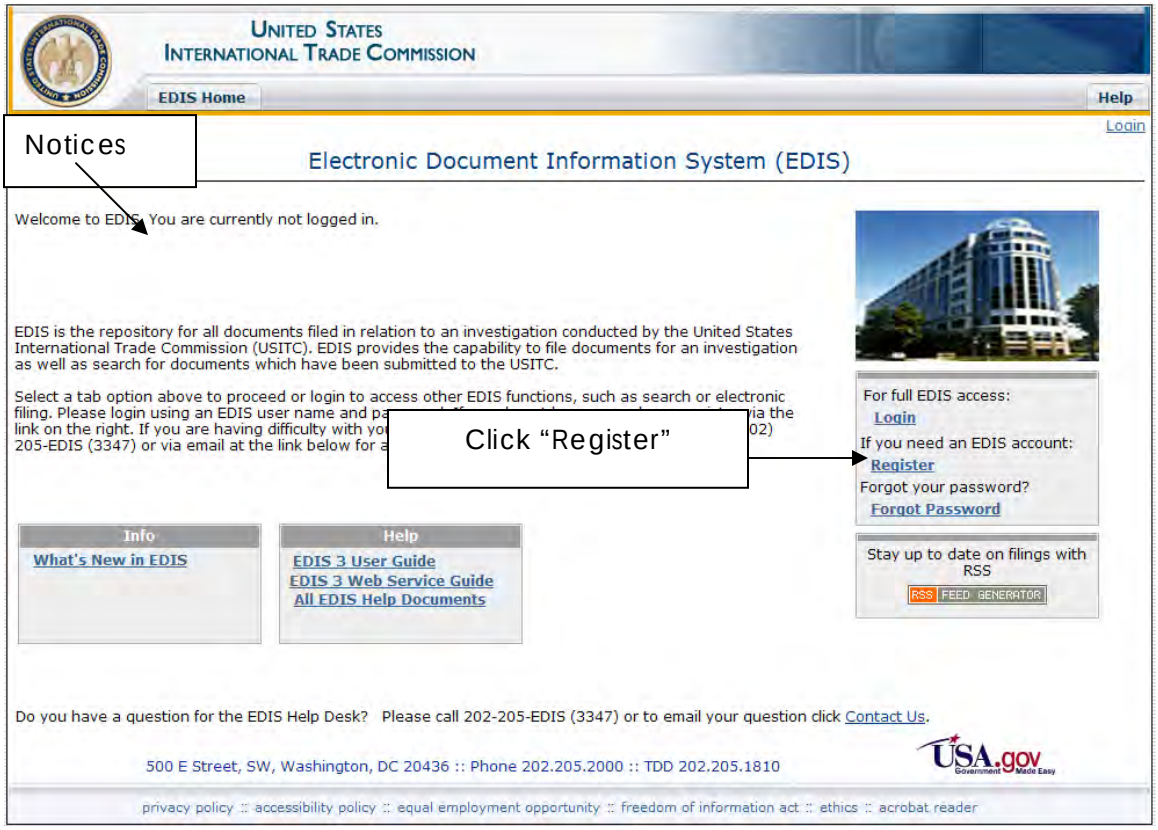
All EDIS users must register. Registration will allow the user to create an account and password to use to login to EDIS.

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

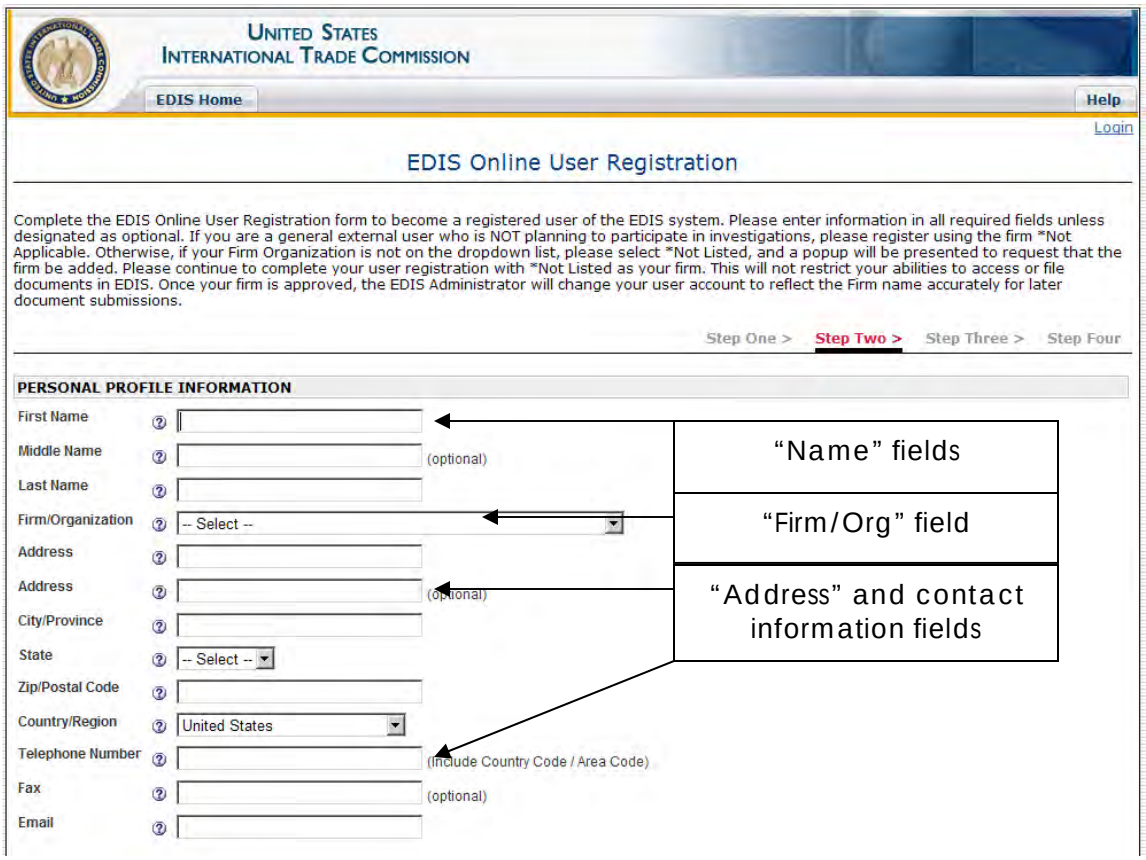
Go to the EDIS 3 home page at http://edis.usitc.gov, which is pictured below. Important system information is displayed in the Notices area. Information such as scheduled maintenance is posted here. Notices may also be posted on specific pages in EDIS.

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



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".

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

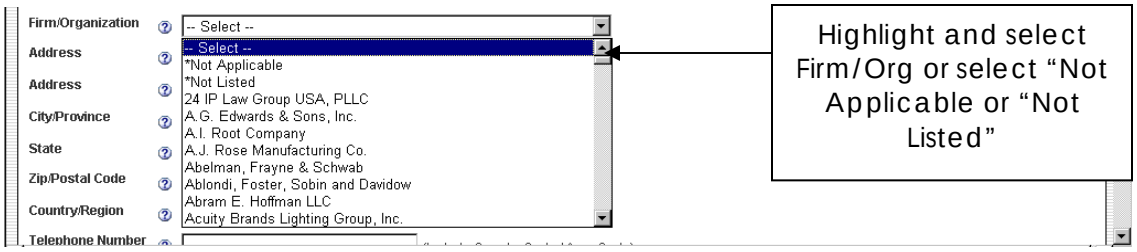


Name

Insert the user's first and last name into the appropriate fields. Please enter the name in the manner consistent with the user's signature. If the user signature includes a middle name, please include this information. For example, if the user signs his/her name (both written and e-signature) "Joseph A. Burner", then please include the middle initial with the appropriate punctuation.

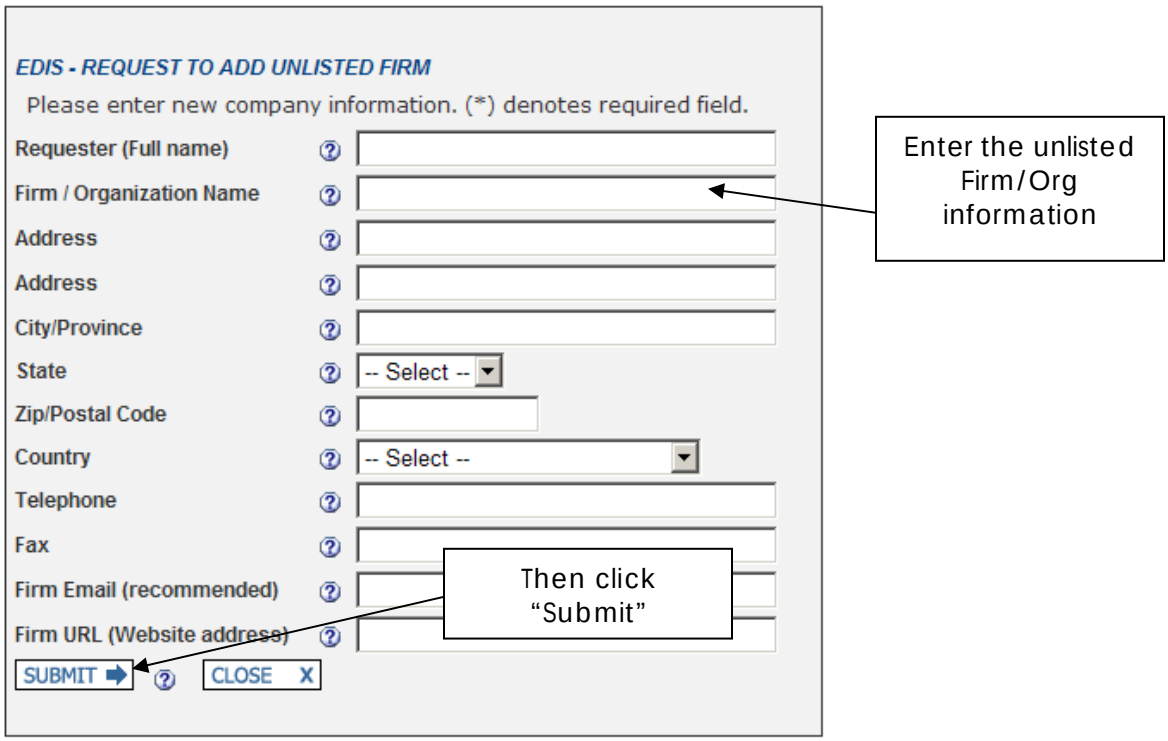
Firm/Organization

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



Locate the user's firm or organization in the drop down menu and select by highlighting the name and single clicking. If the firm has two locations the location abbreviation will be displayed beside the "Firm Name". Pick the one that represents the user's firm. The firm's address information will be populated, and can be changed to identify the specific mailing address for the user.
If 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.



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.

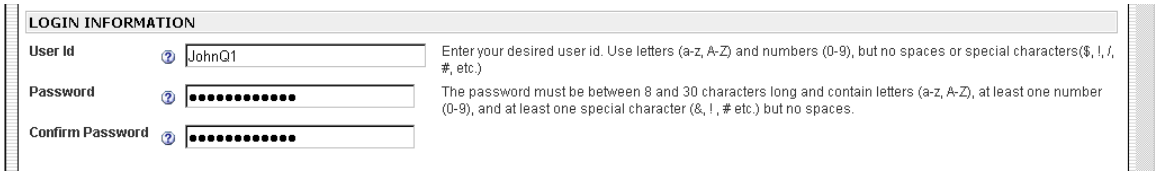
Telephone Numbers, Facsimile Number and Email Address

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.



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

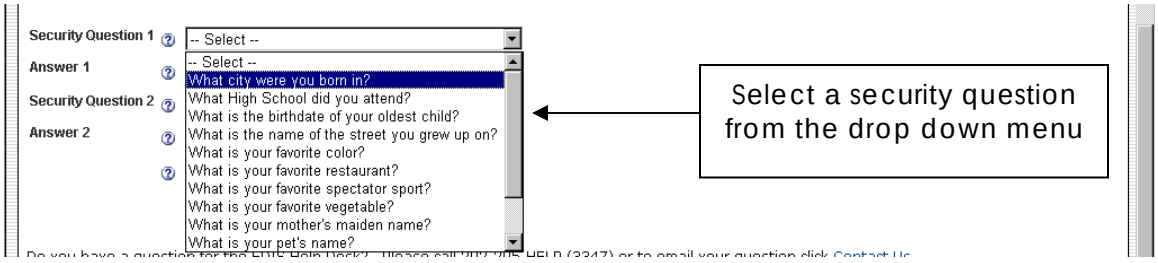
The password you select must be:

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.

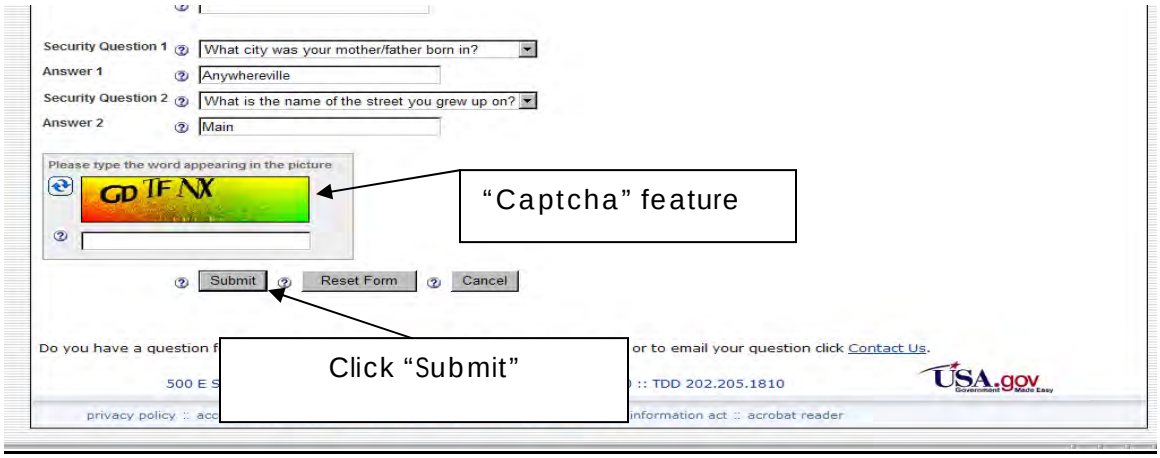
Once the user has entered the desired password (that meets the above listed requirements), re-enter the password exactly as typed in the "Confirm Password" field. In all future logins, each letter must appear in the case selected when creating the password. Three unsuccessful login attempts will result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

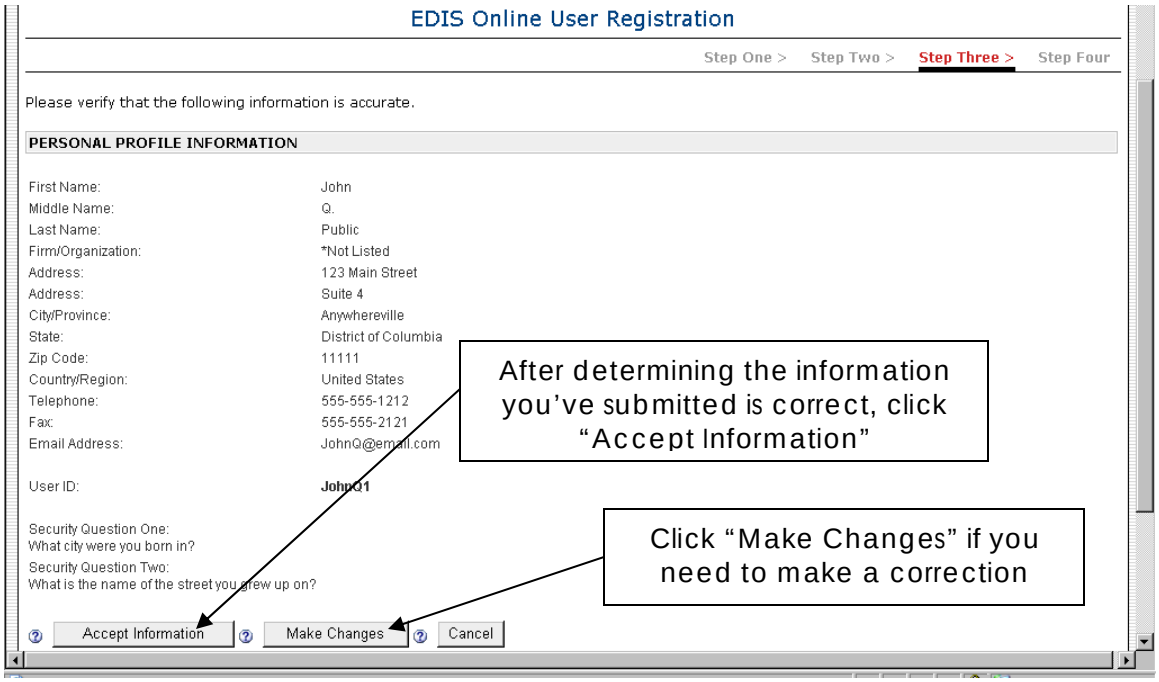


Enter the characters that are shown on the multi-colored background in the data filed. The "Captcha" feature is case sensitive. For users having difficulty reading the letters, click the refresh icon. The letters entered must match the letters displayed to be able to submit the registration request.

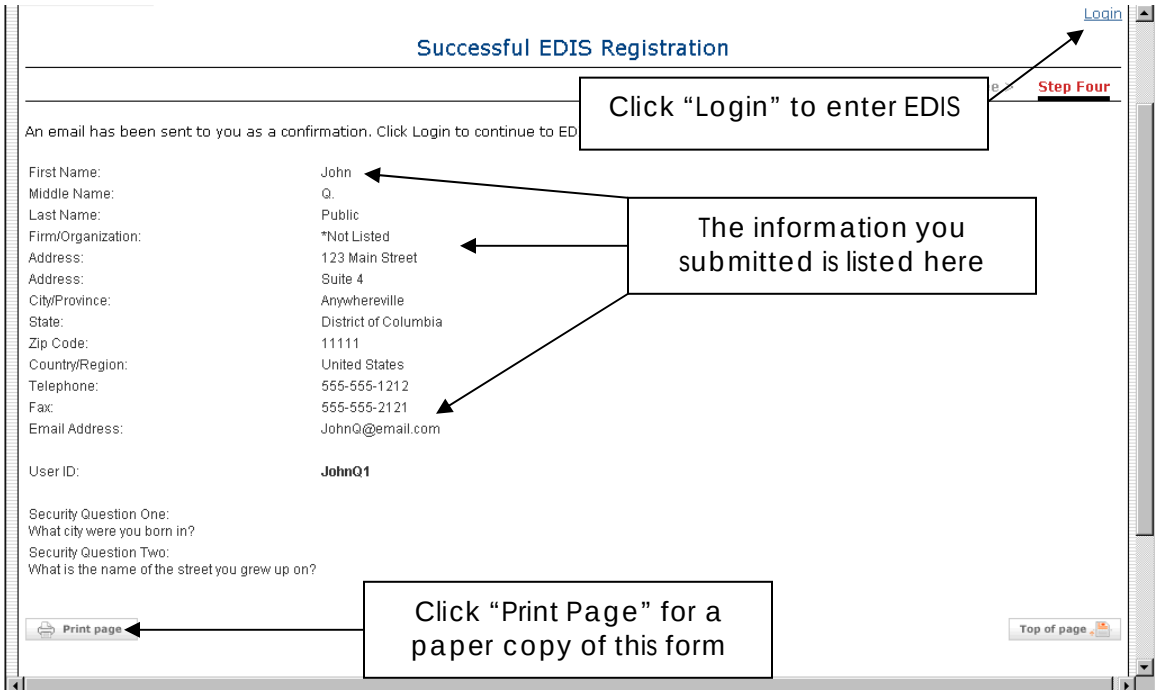
Submitting the Registration Form

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.



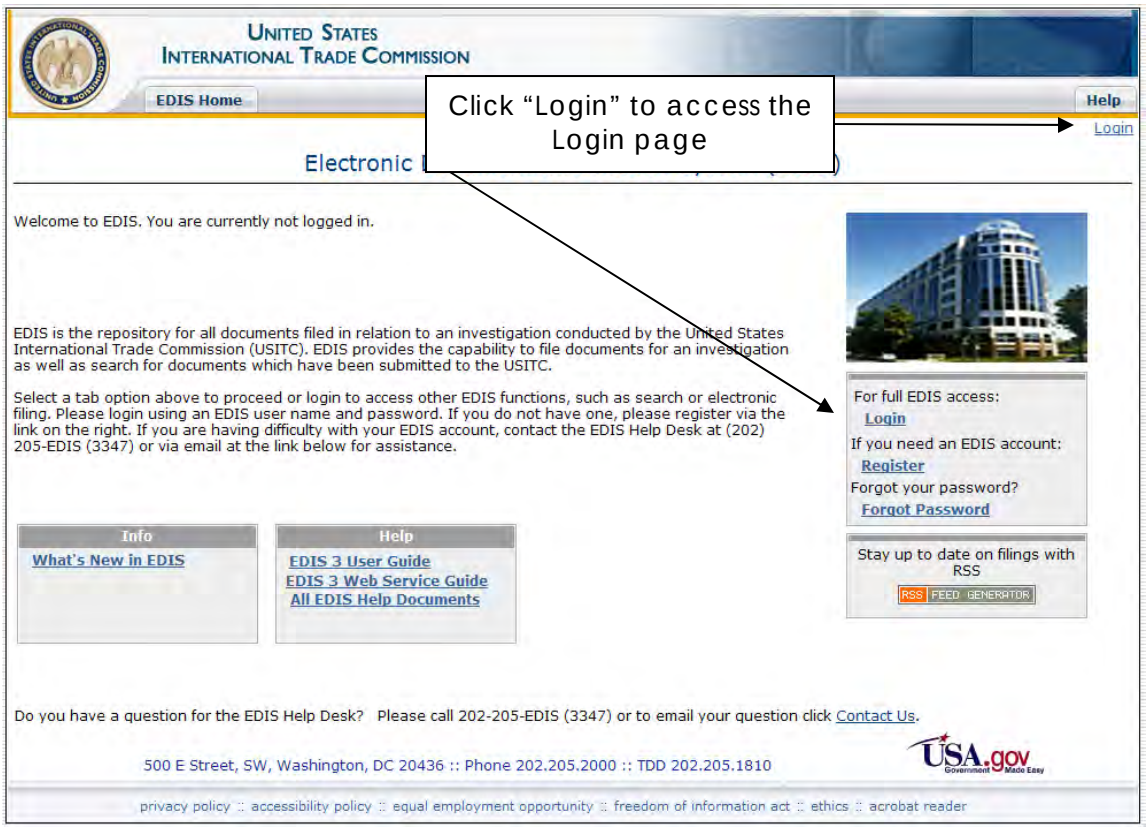
Upon selecting "Accept Information", the user will arrive at the "Successful EDIS Registration" page, pictured below.



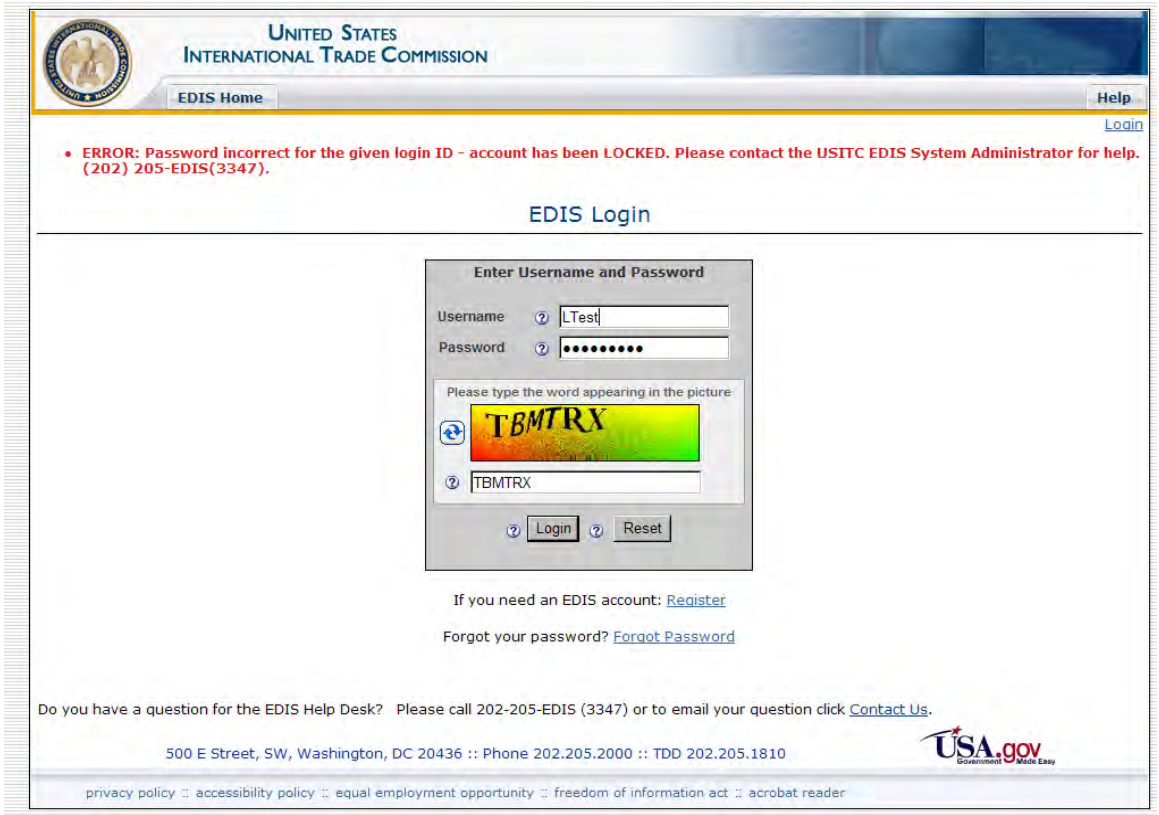
You have now successfully completed the registration process for EDIS 3! You may now select "Login" at the top of the page (See the section "Logging into EDIS 3" below for more information).

LOGGING INTO EDIS 3

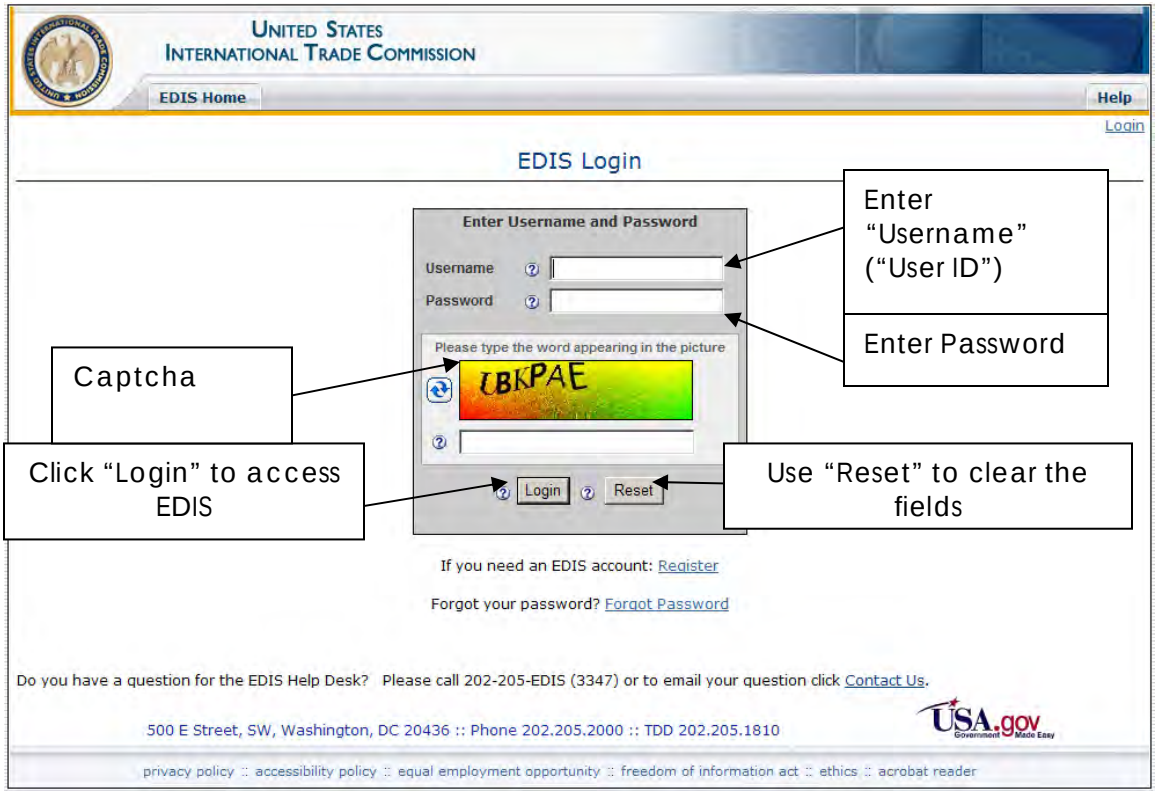
Once you have become a registered user of EDIS, you may login to the system. Users can access the "Login" page from the EDIS home page, pictured below.



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.



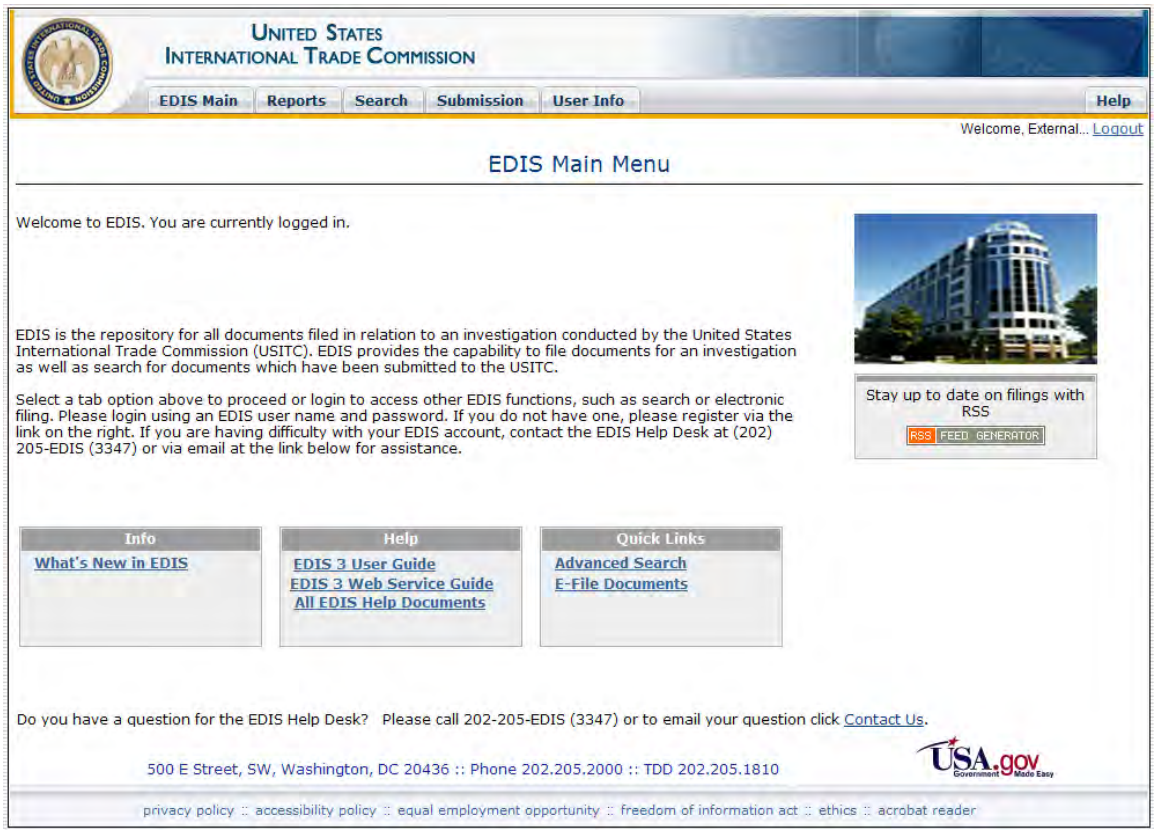
After you click on "Login" on the EDIS home page (or on the Successful EDIS Registration Page as discussed above), your browser will be directed to the EDIS Login page, as pictured below.



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.

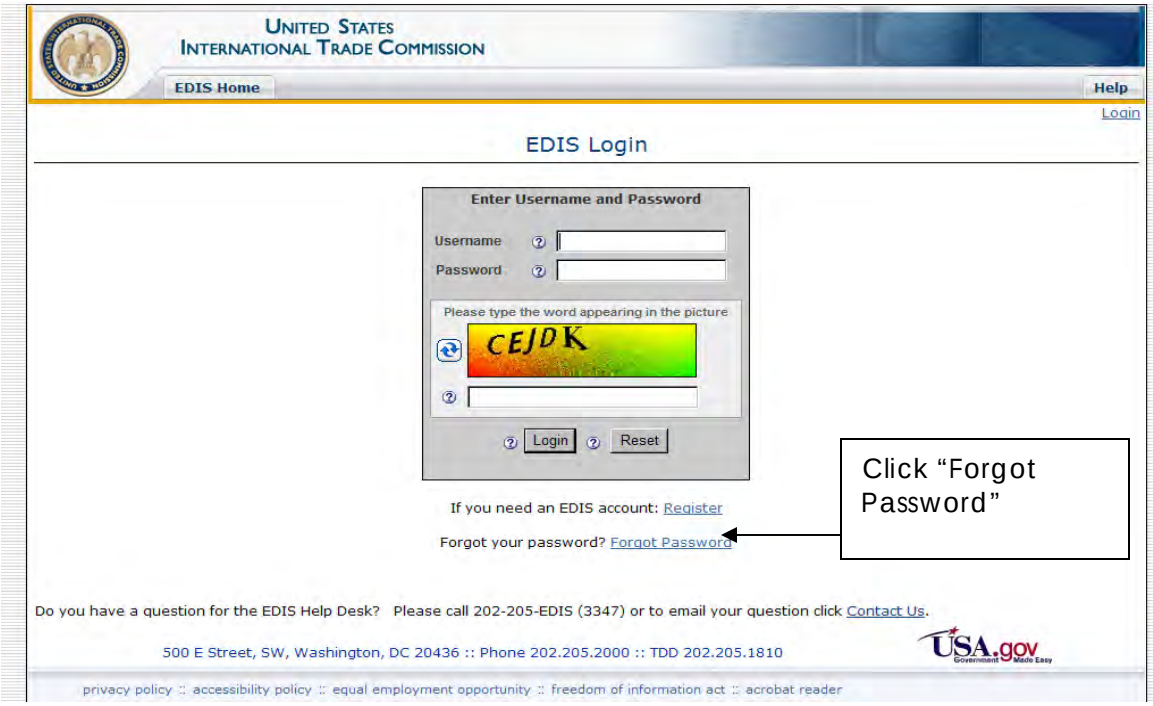
If the username or password were entered incorrectly, it will prompt the user to try to log in again. The user has three chances to login before the system automatically locks the account. So, if the user has forgotten the password, click "Forgot Password" for help (See the section "Forgotten Passwords" 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.



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

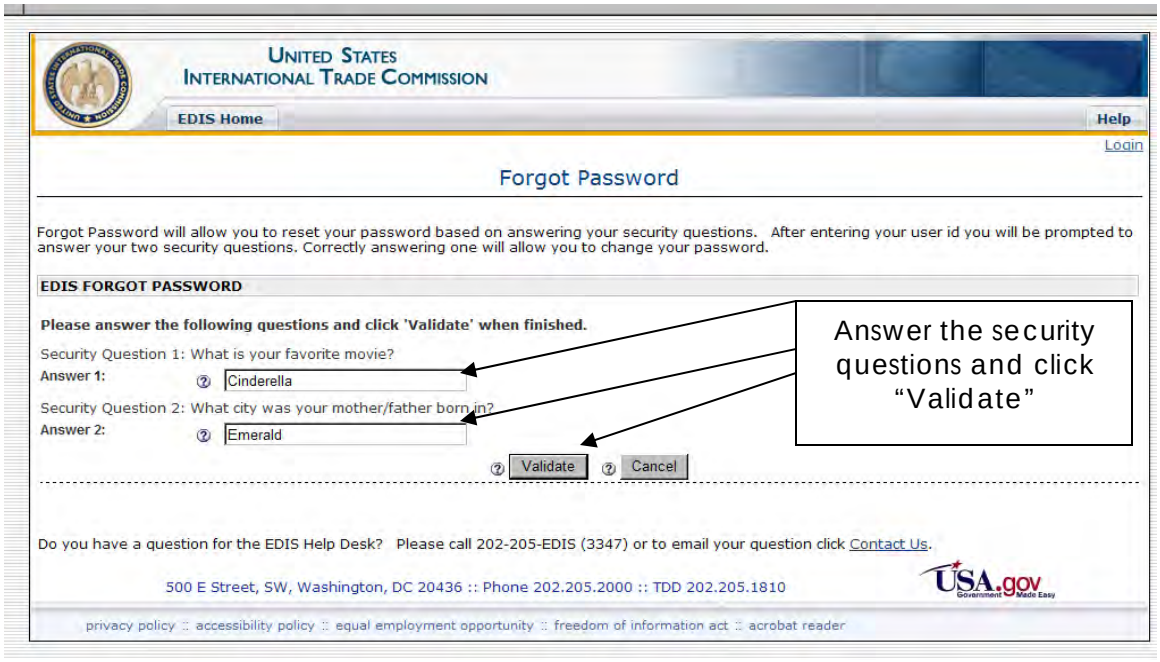
FORGOTTEN PASSWORDS

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.

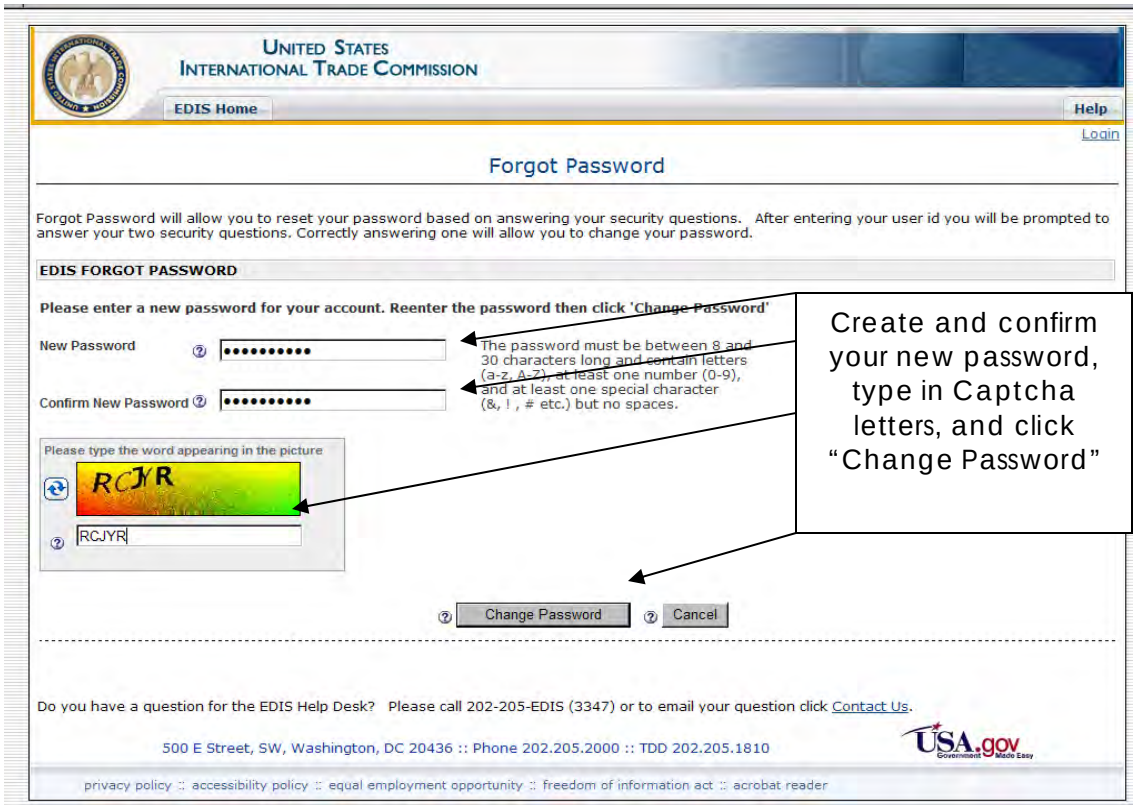


Once the user has clicked "Forgot Password", it will display the screen pictured below. Enter your User ID in the appropriate field and click on "Get Information".

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



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".

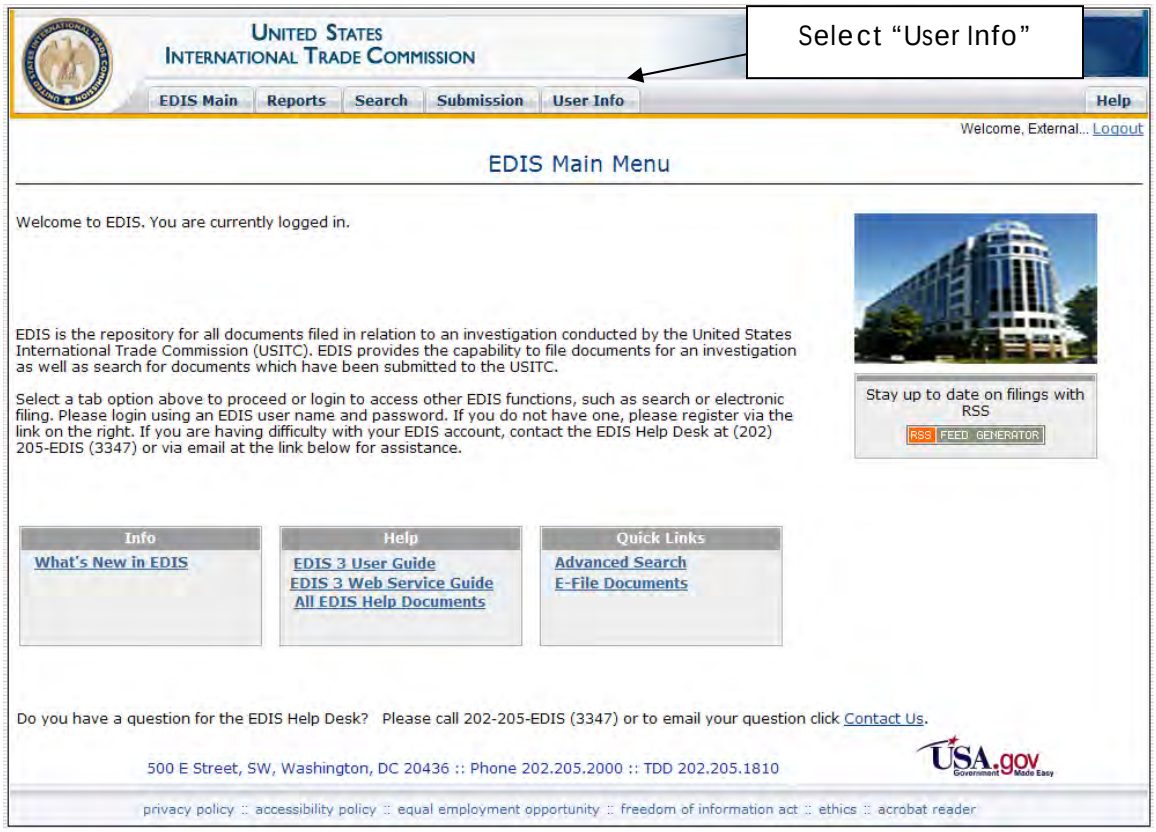


You have now successfully reset your password and may login!

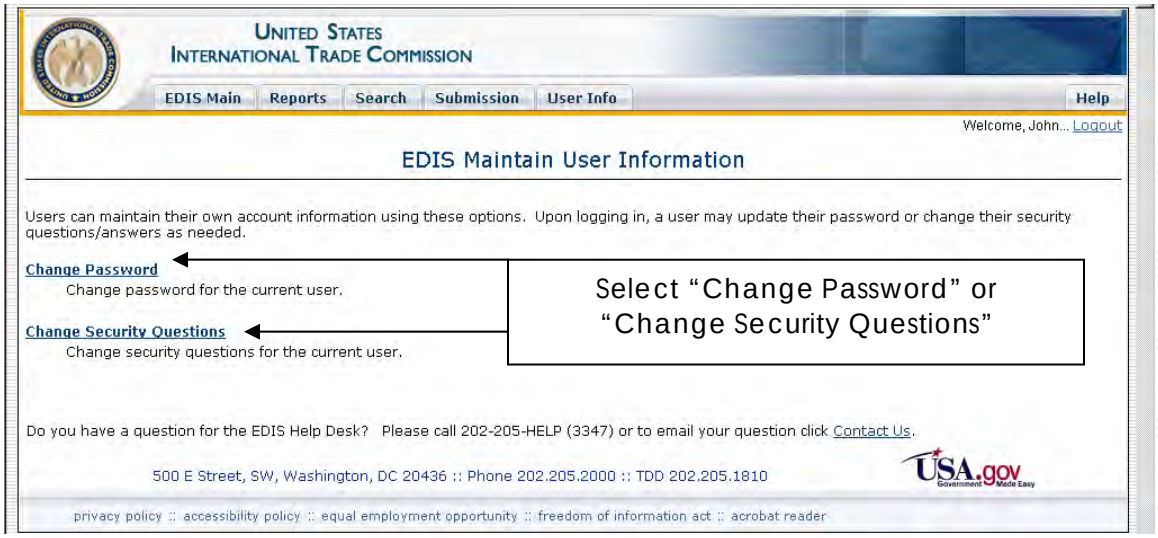
Users should immediately receive an e-mail notice informing you that the password has been changed. Should you receive an e-mail notice regarding a change to your password which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

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".

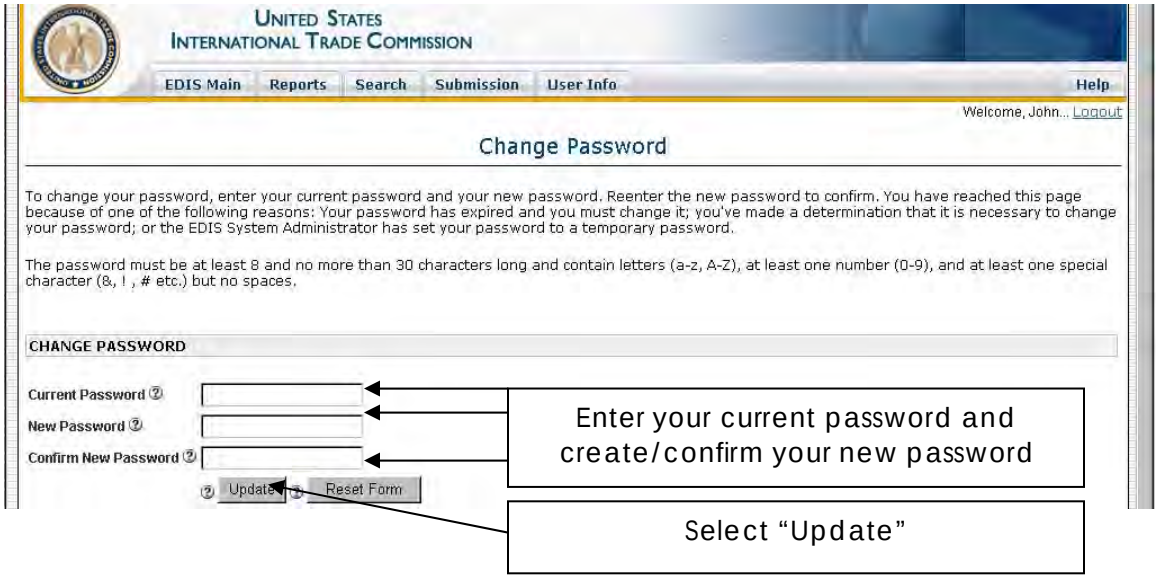


Users will be directed to the "EDIS Maintain User Information" page. Select either "Change Password" or "Change Security Questions" to make the desired changes.

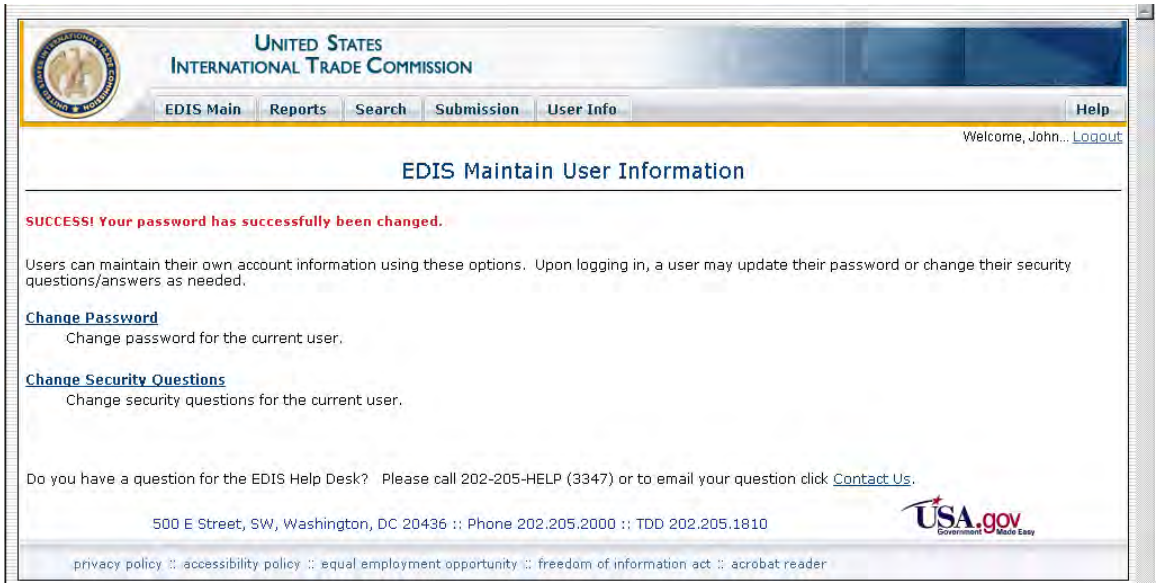


CHANGE PASSWORD

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".

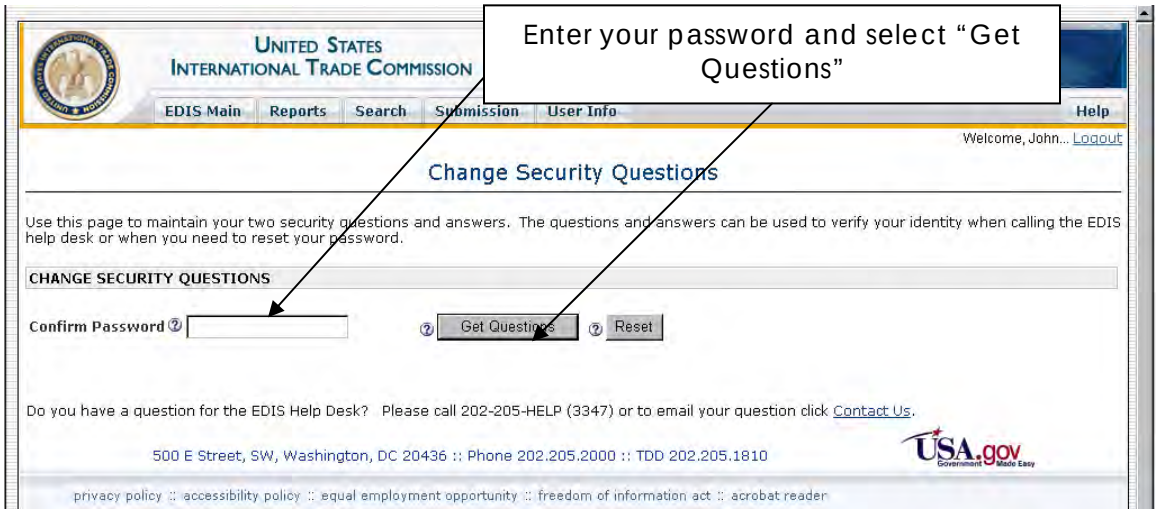


You have now successfully changed your password! Users should immediately receive an e-mail notice informing that the password has been changed. Should you receive an e-mail notice for a password change which you did not initiate, contact the EDIS Helpdesk immediately at 202.205.EDIS (3347).

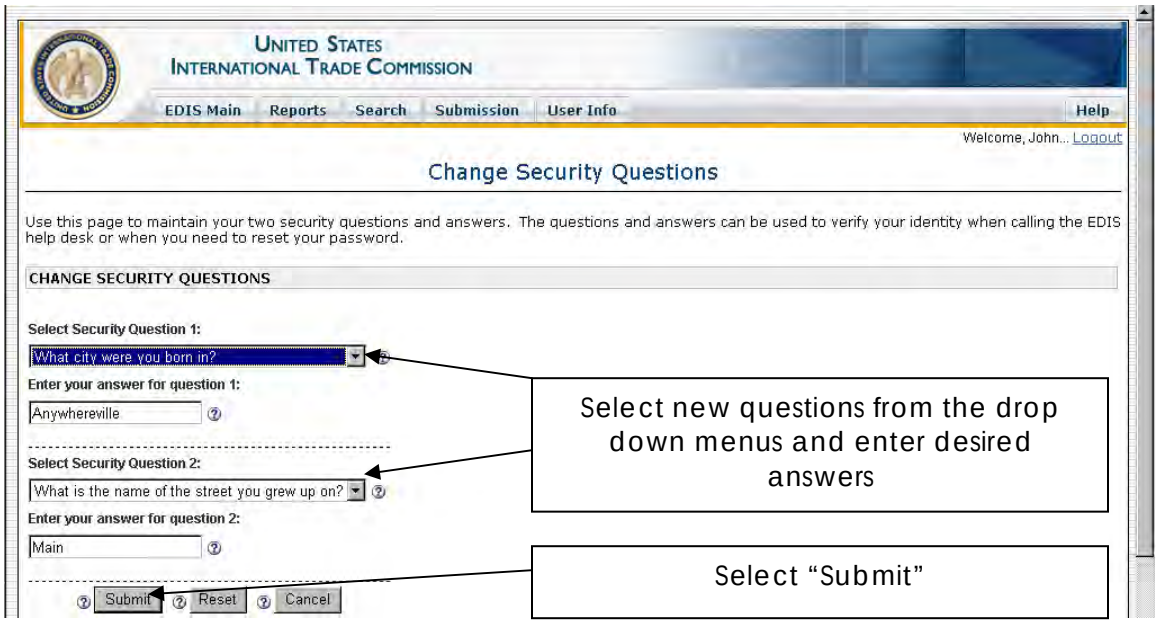

UNITED STATES
INTERNATIONAL TRADE COMMISSION
EDIS Main
Reports
Search
Submission
User Info
Help
Welcome, John... Logout
EDIS Maintain User Information
SUCCESS! Your password has successfully been changed.
Users can maintain their own account information using these options. Upon logging in, a user may 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.
500 E Street, SW, Washington, DC 20436 :: Phone 202.205.2000 :: TDD 202.205.1810
USA.gov
privacy policy :: accessibility policy :: equal employment opportunity :: freedom of information act :: acrobat reader

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".



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".



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.

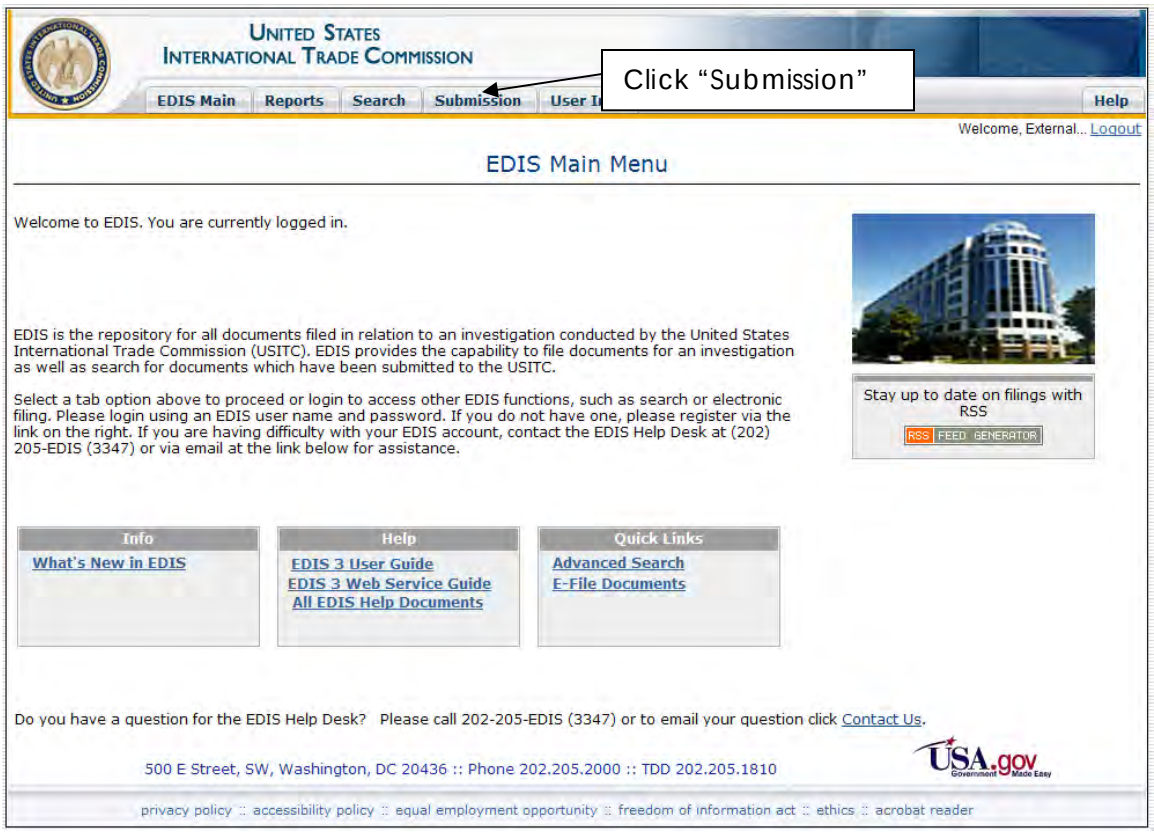
If filing electronically or by CD/DVD media, all files must conform to the following rules. Documents will not be accepted which do not meet the following criteria:

- 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.

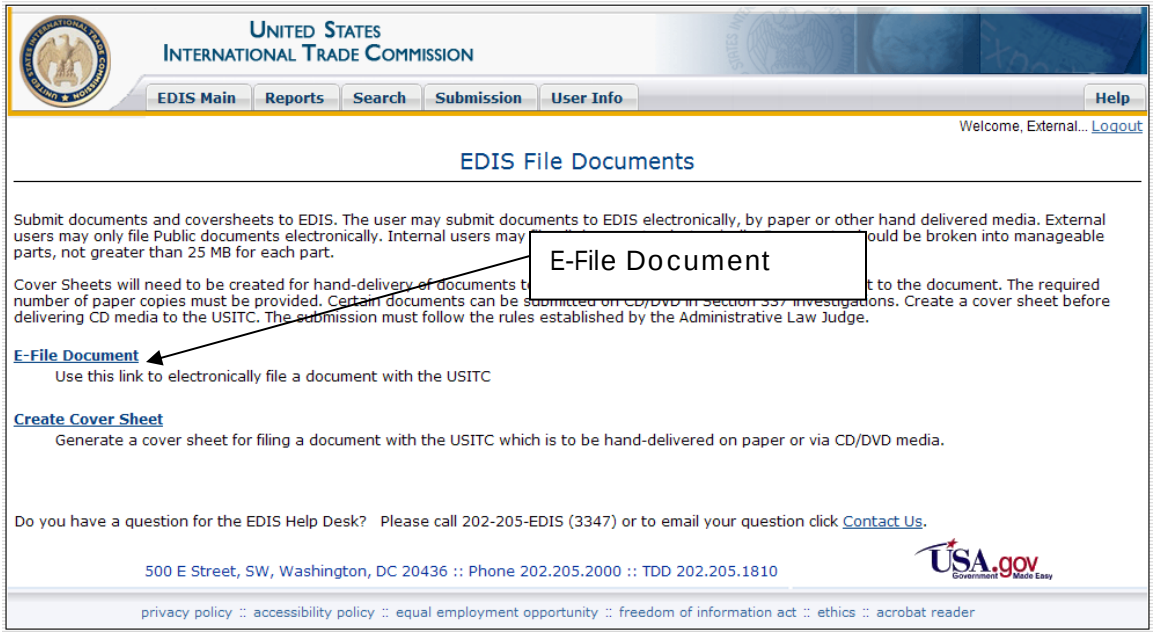
Tips for successful submission techniques can be found in the separate **EDIS3 User Guide – Submitting Electronic Media**, on the Help Tab link, under EDIS 3 CD Submission Guide.

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.



ELECTRONIC FILING OF DOCUMENTS (PUBLIC ONLY)

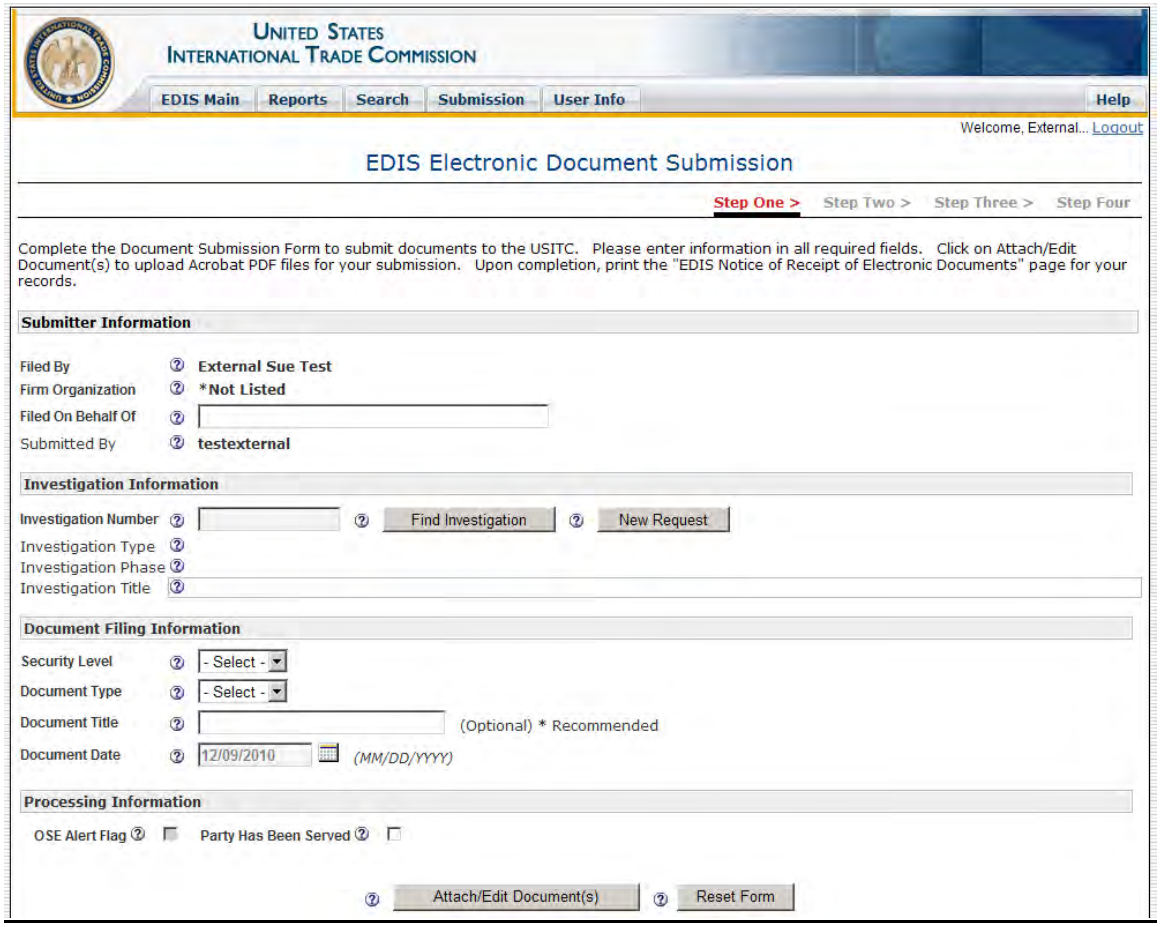
The Submission page is shown below.



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.



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".

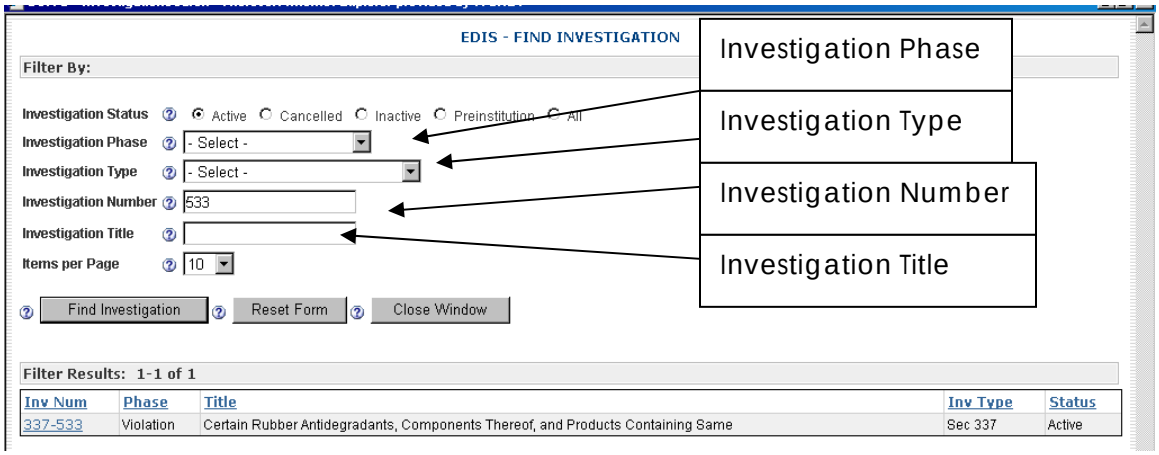
New Request

"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 link.

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



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.

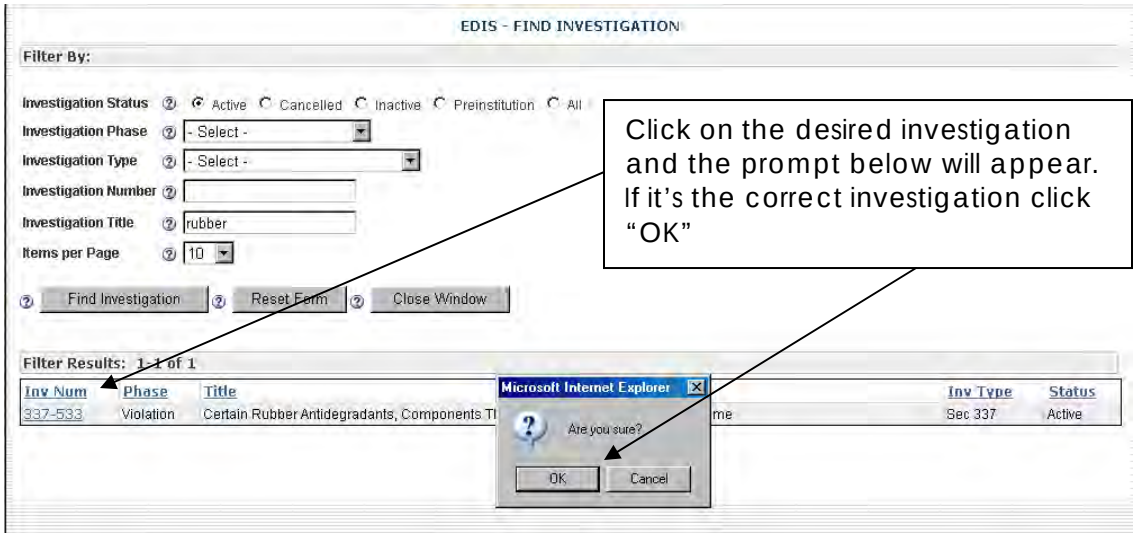
Items Per Page

'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

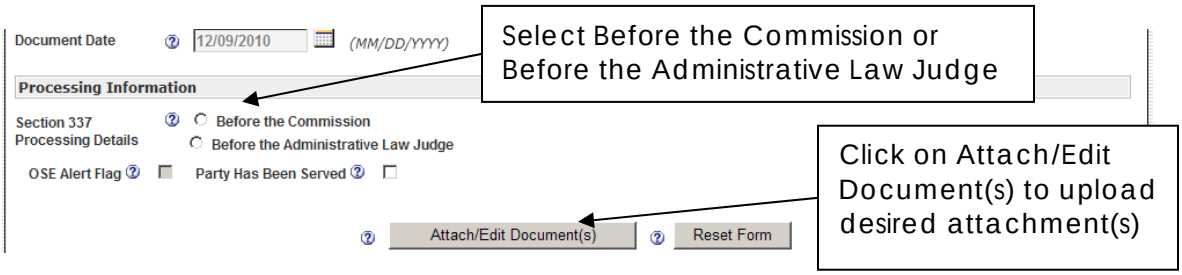
This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

Party Has Been Served

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

Special Processing

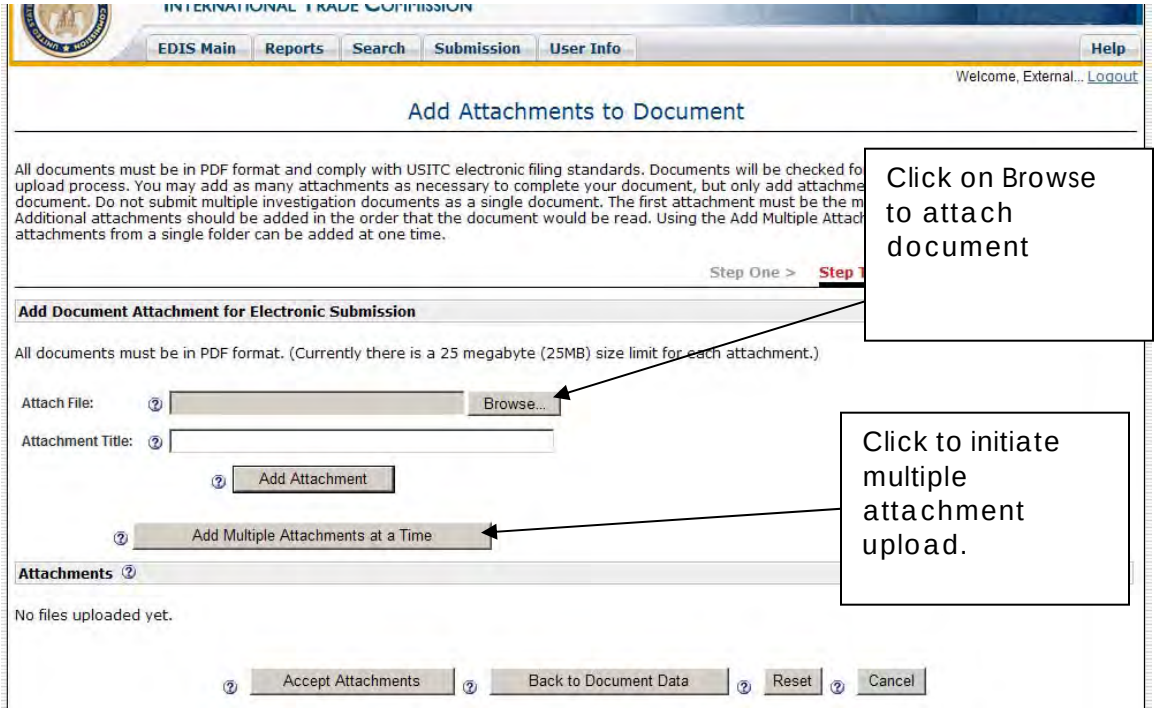
If the document is a "Motion" or a "Motion Response/Reply" please choose if the investigation is Before the Administrative Law Judge or Before the Commission.



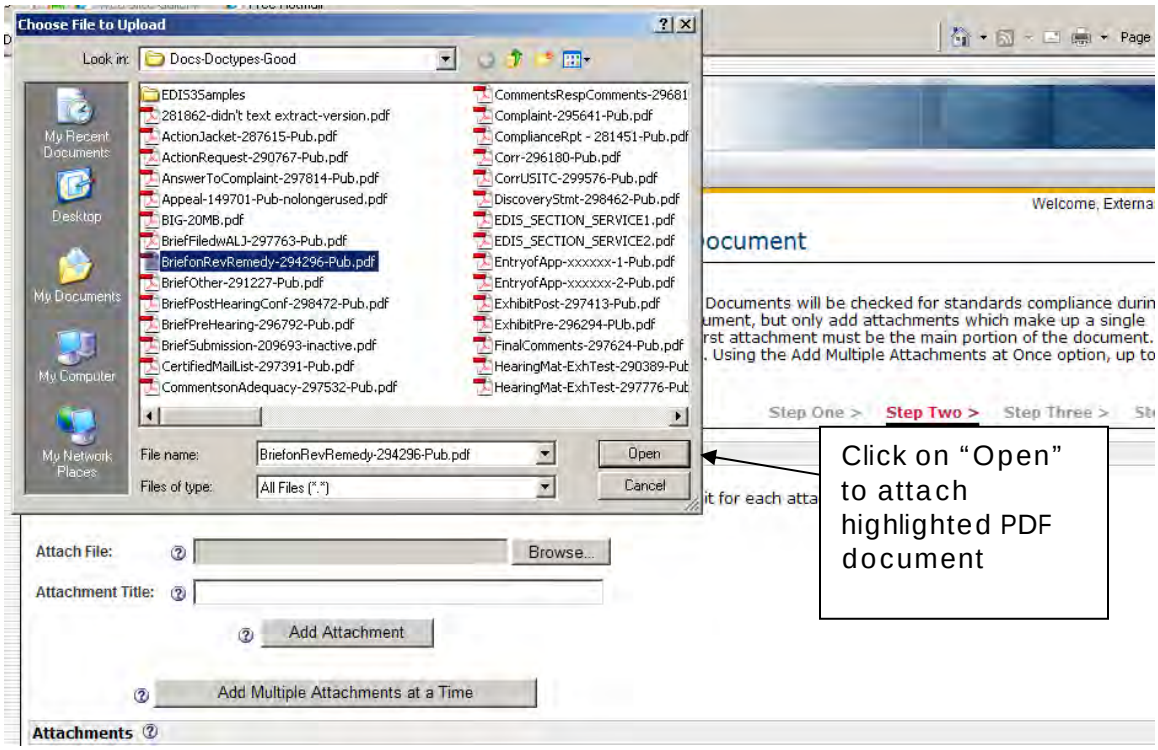
Once the above fields are completed, click "Attach/Edit Document(s)."

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.



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.

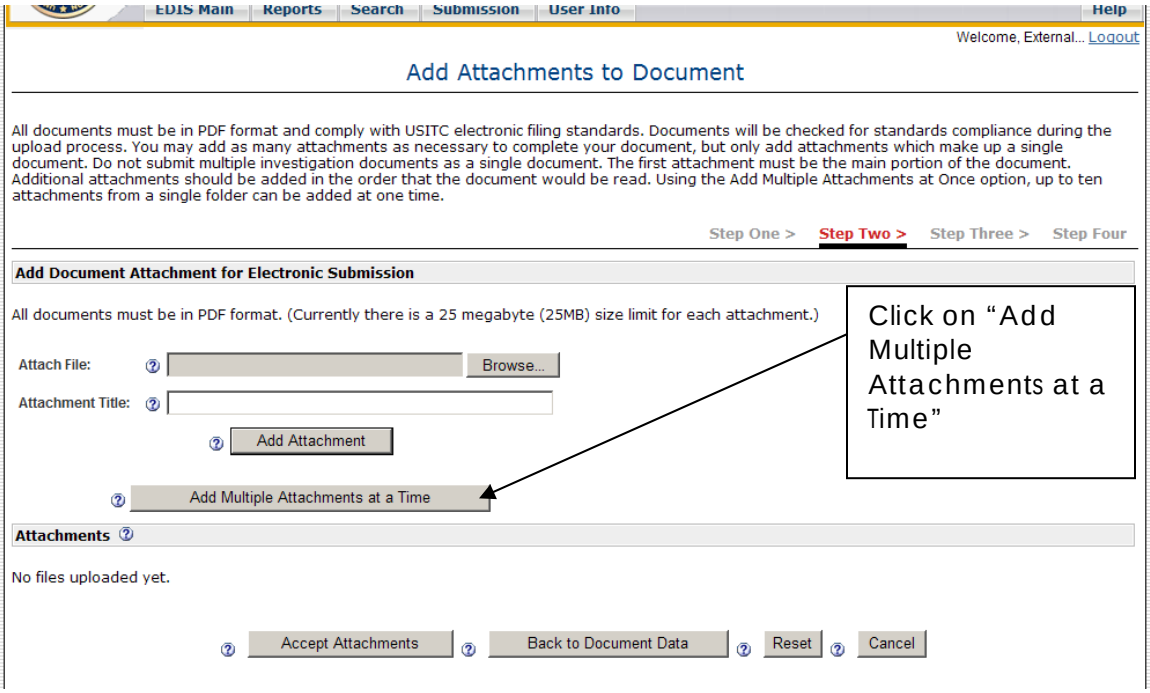
Users may switch between the Add One Attachment at a Time and Add Multiple Attachments at a Time options.

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

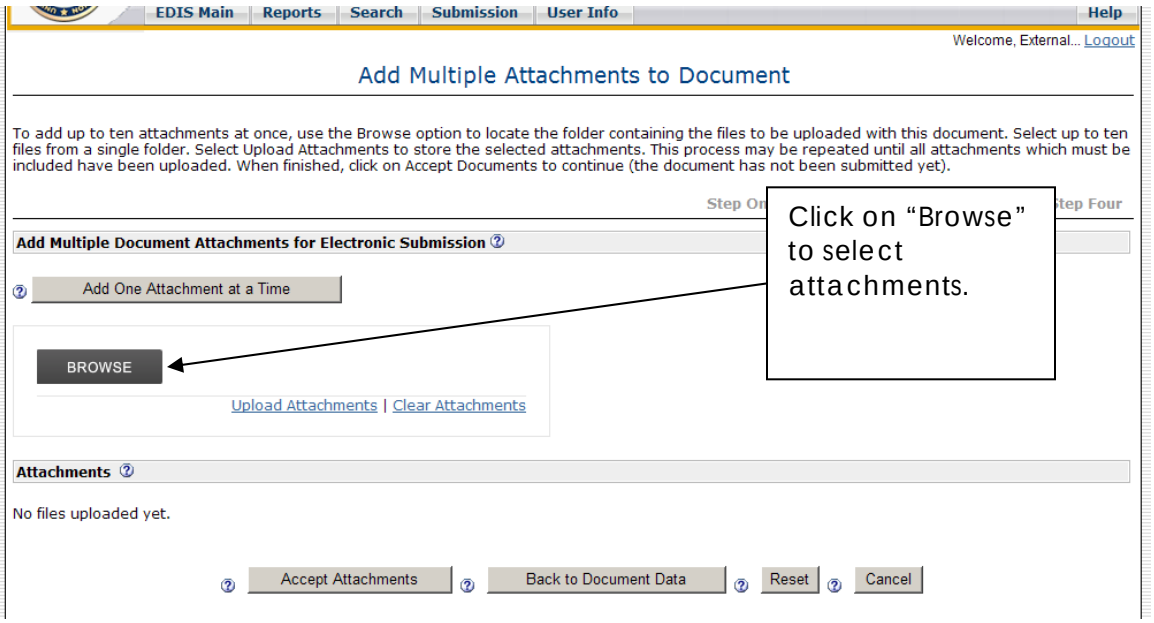
E-FILE: UPLOAD MULTIPLE ATTACHMENTS AT ONCE

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.

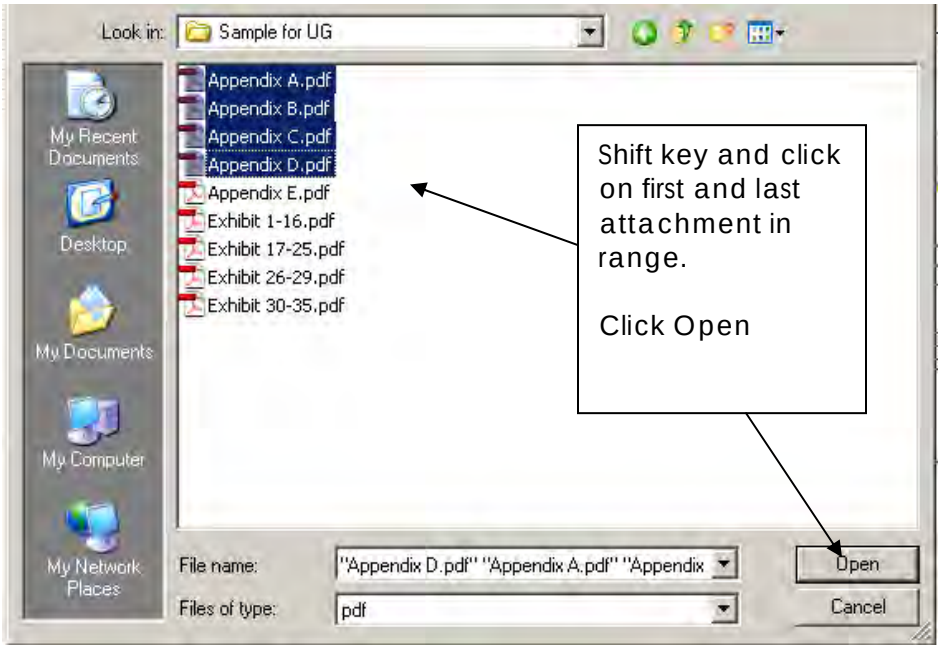
Keep in mind that these files must be transmitted to EDIS, across a network that may not have optimum performance for uploads. It may take significant time to complete the submission to EDIS. If you have many large attachments to submit, consider submitting by CD. See ***CD/DVD SUBMISSION*** *section,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



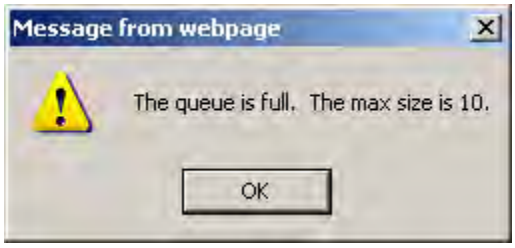
Select the BROWSE button to select the attachments to be uploaded. To return to the single add attachments page, click the "Add One Attachment at a Time" button.



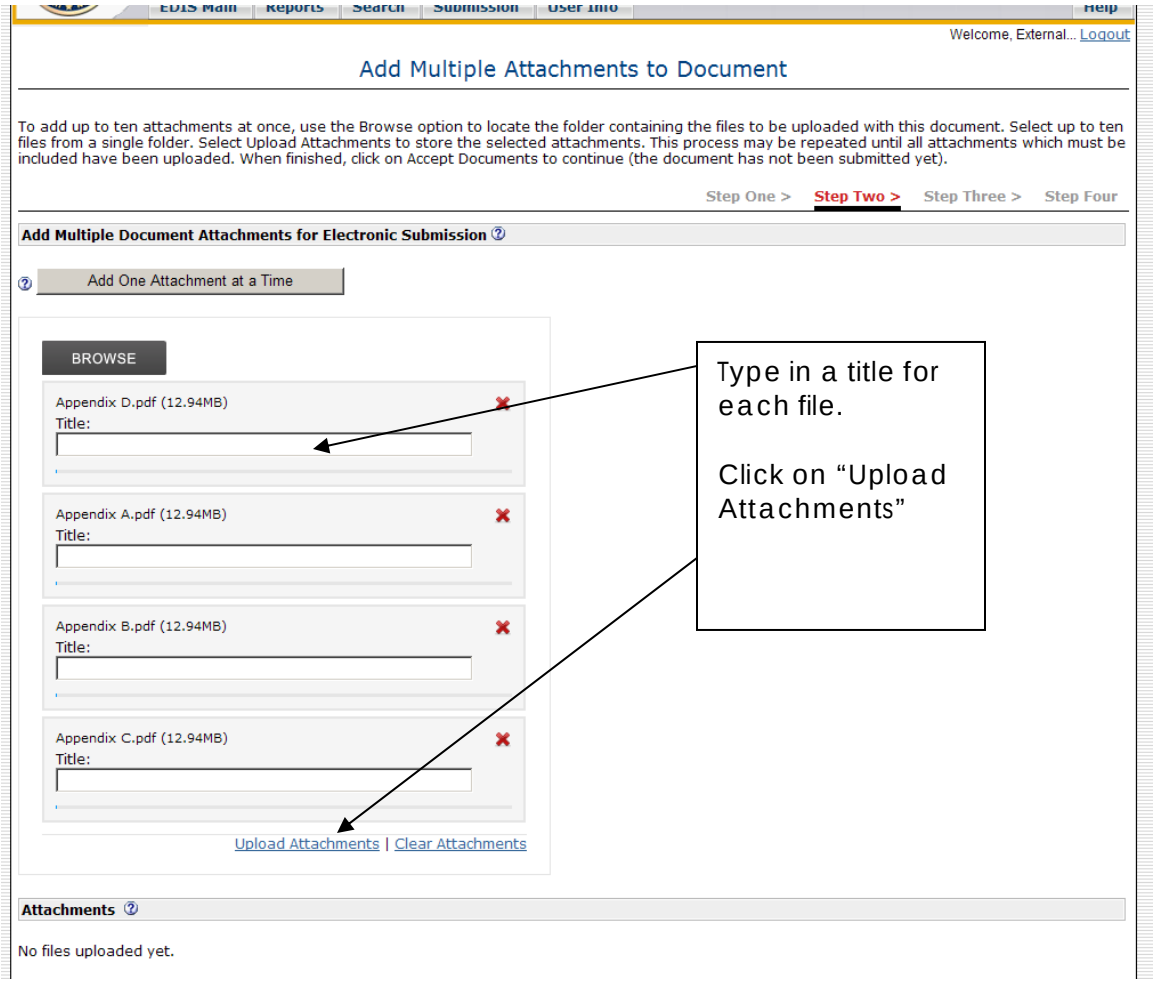
A browse popup will be shown. Please select the folder in the "Look in:" field. To select the attachments for upload, you may select them one at a time, or over a range of files holding the Shift key down and selecting the first and last attachments desired. (Tip: due to Windows behavior, the order of 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.



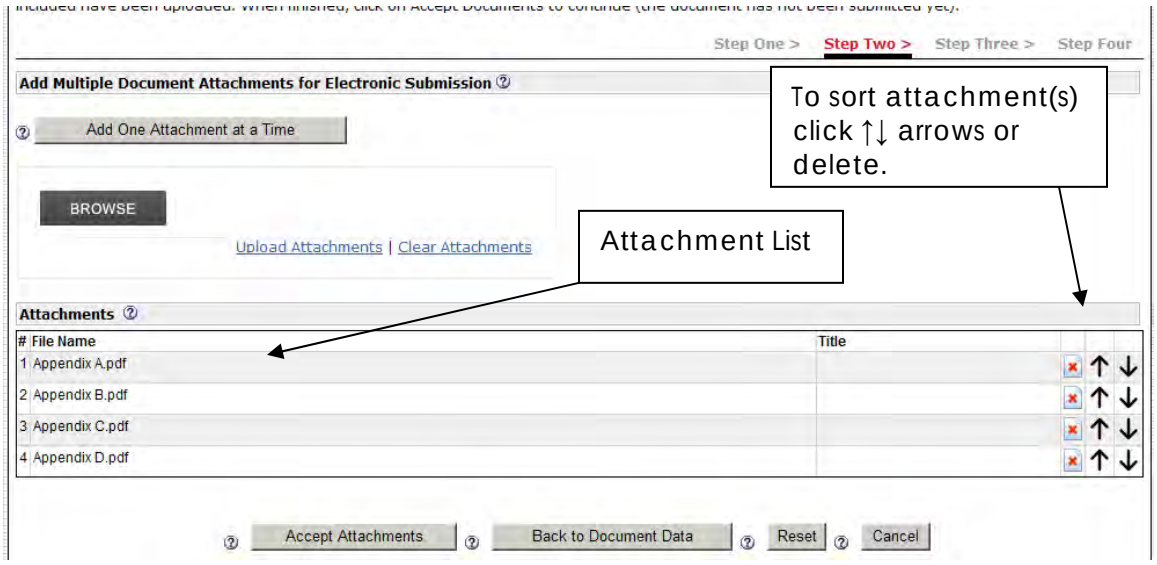
If more than 10 attachments are selected, a message will be displayed. Only 10 items will be selected. After uploading these first 10, repeat the selection of the next 10 until all have been selected for this document.



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.

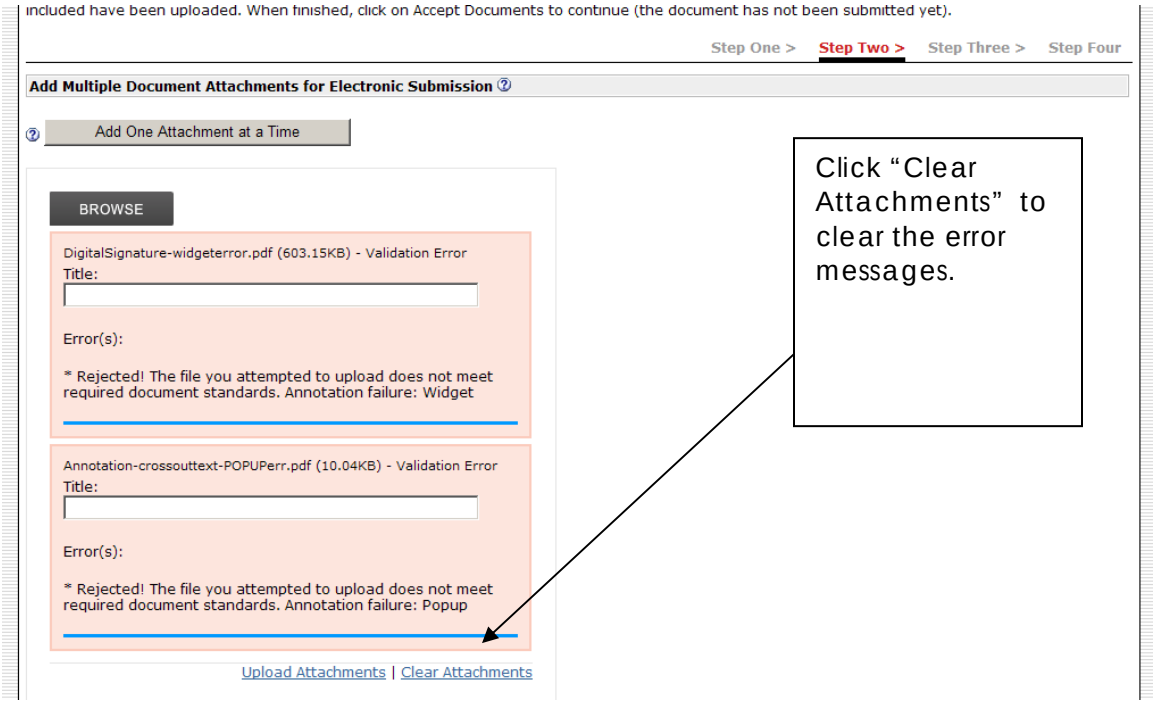


Each attachment is validated for EDIS standards. The attachments that are successful are shown on the Attachments list.



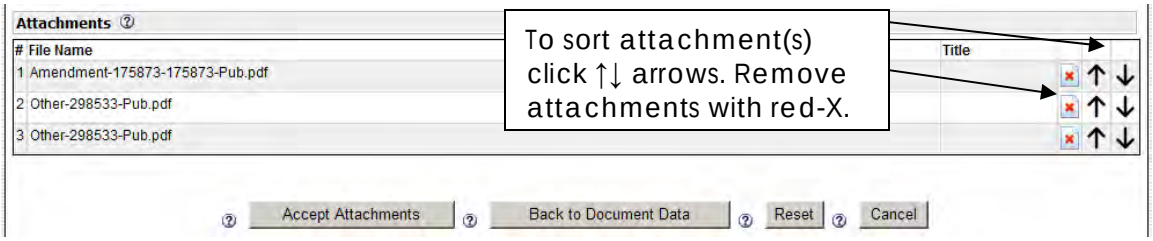
If more attachments are required, click BROWSE again and repeat the process.

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.

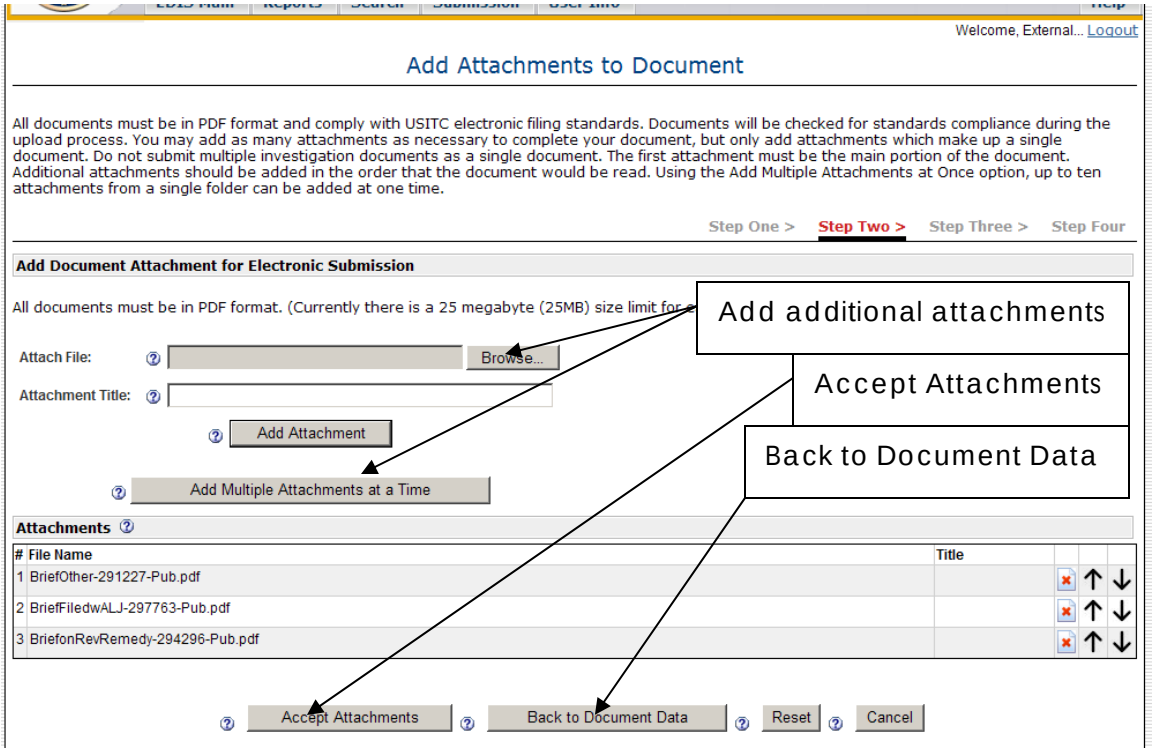


E-FILE: COMPLETING THE SUBMISSION

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.

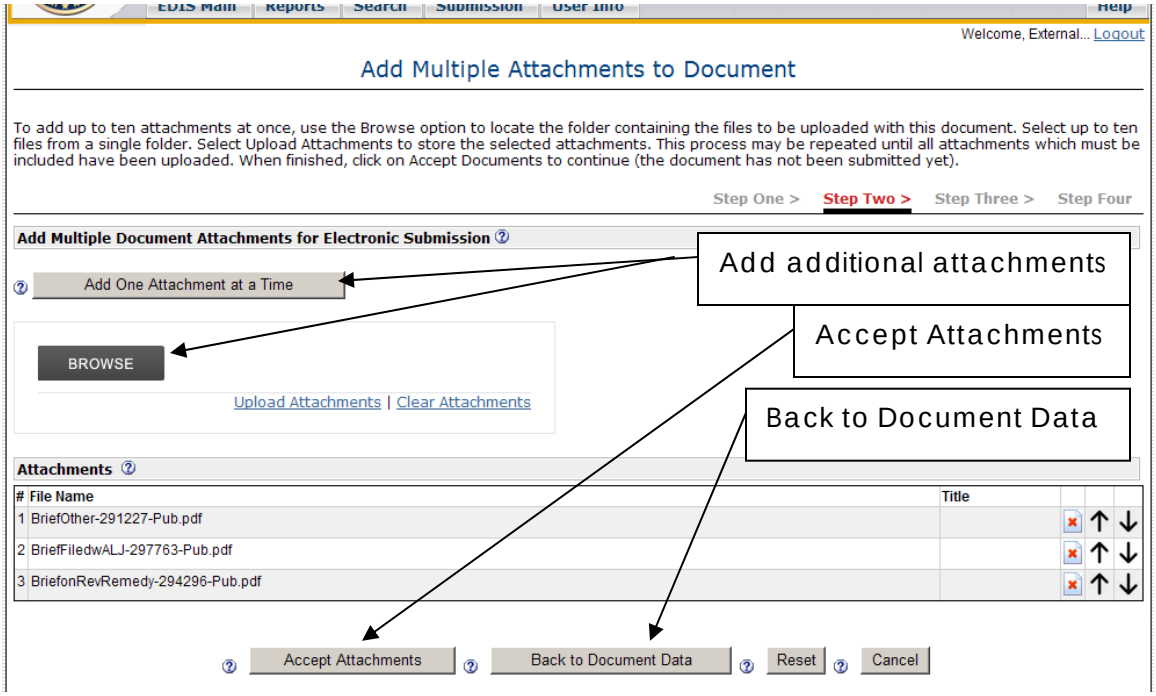


To upload more files, choose either single or multiple file upload by clicking on Add Multiple Attachments at a Time (on the Add Attachments to Document page) or Add One Attachment at a Time (on the Add Multiple Attachments to Document page) and select the corresponding Browse button. Any additional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

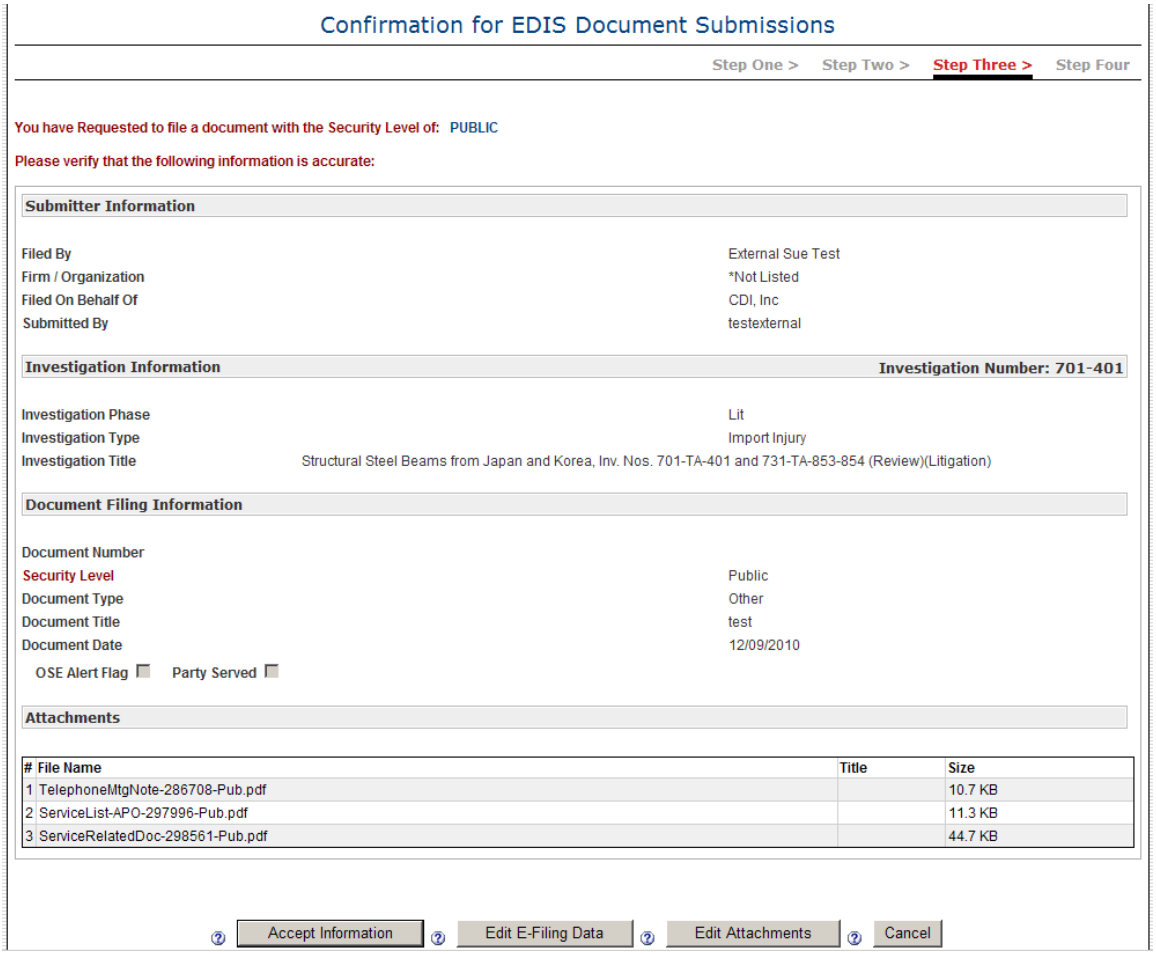


When all of the attachments desired have been uploaded and ordered, click on Accept Attachments to proceed. If Back to Document Data was selected after adding attachments, a Submit w/Attachments option, will be shown, which enables the user to proceed with submission.

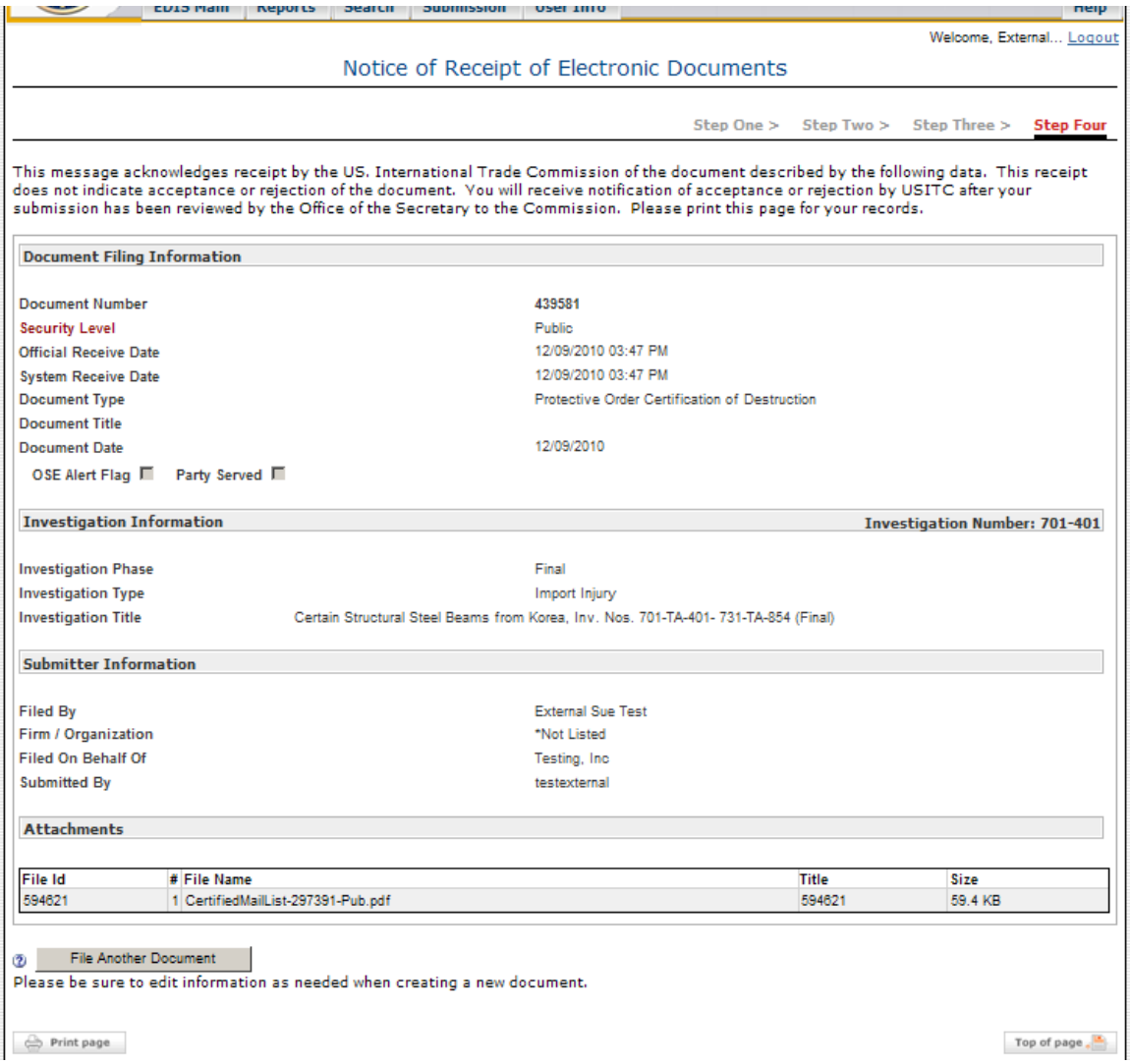
The image below shows the location of the options on the Add Multiple Attachments to Document page.



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.



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).



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.

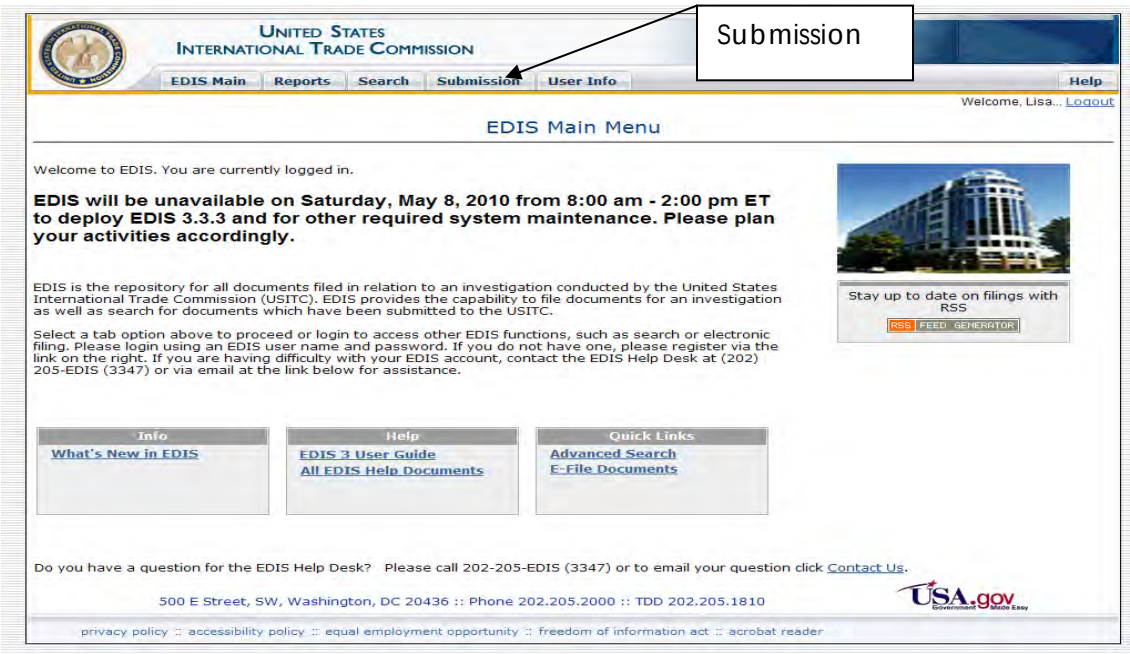
CREATING AND CODING THE COVER SHEET FOR PAPER FILING

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.

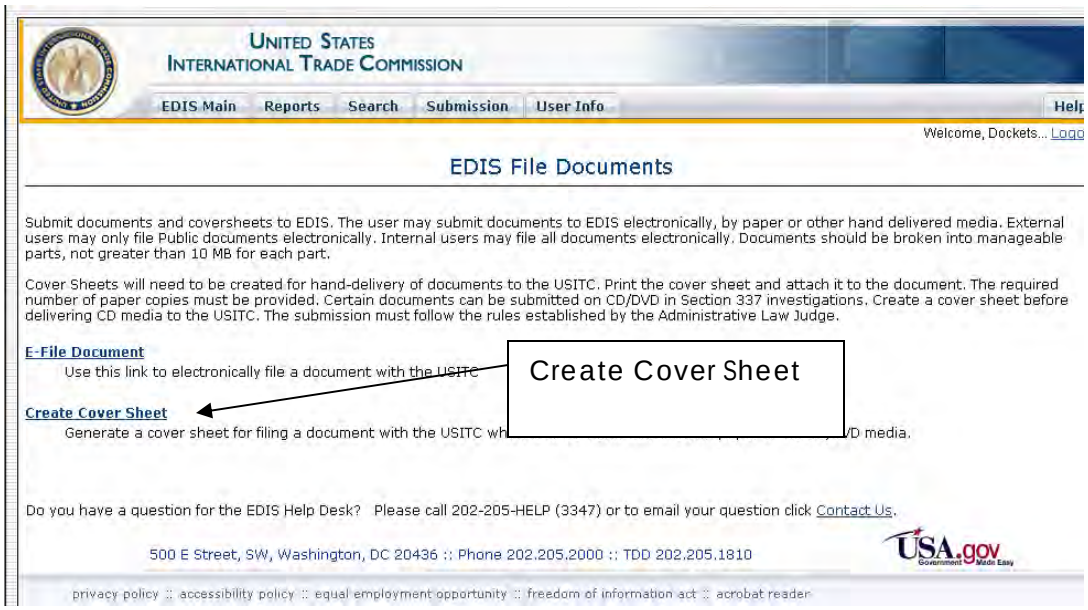
If submitting a document via electronic media (CD/DVD), a cover sheet must also be created. Please see ***CD/DVD SUBMISSION*** on page 53 for additional information.

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).

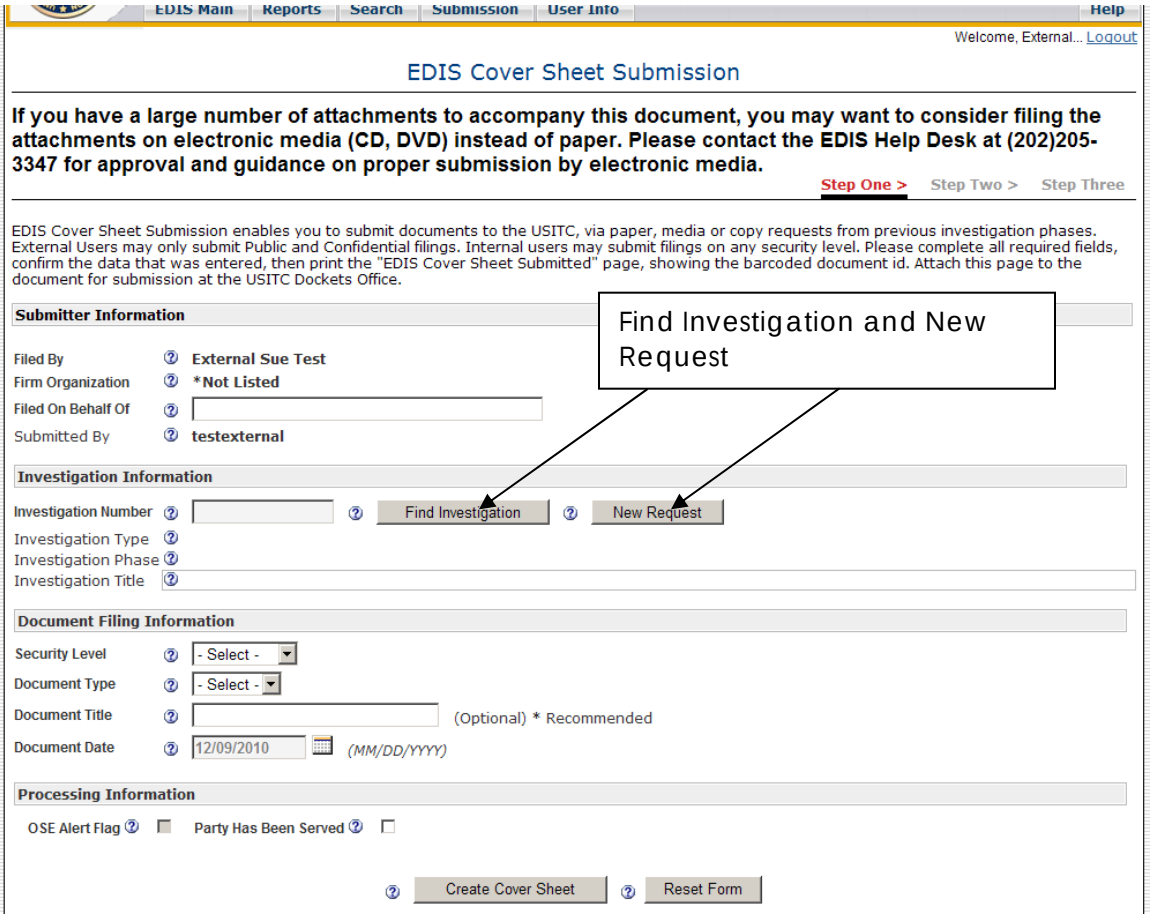
Once the user has logged into EDIS using their registered account, the image below will appear.



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.



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.



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".

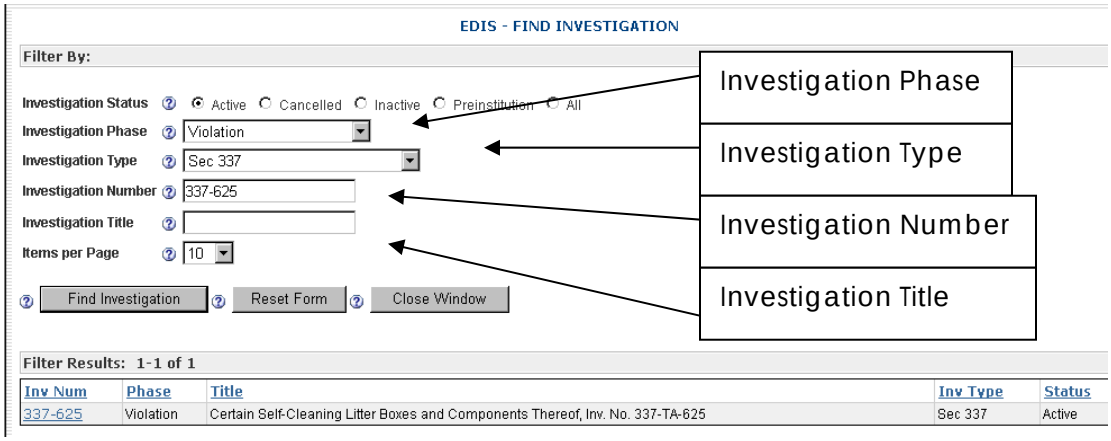
New Request

"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.



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

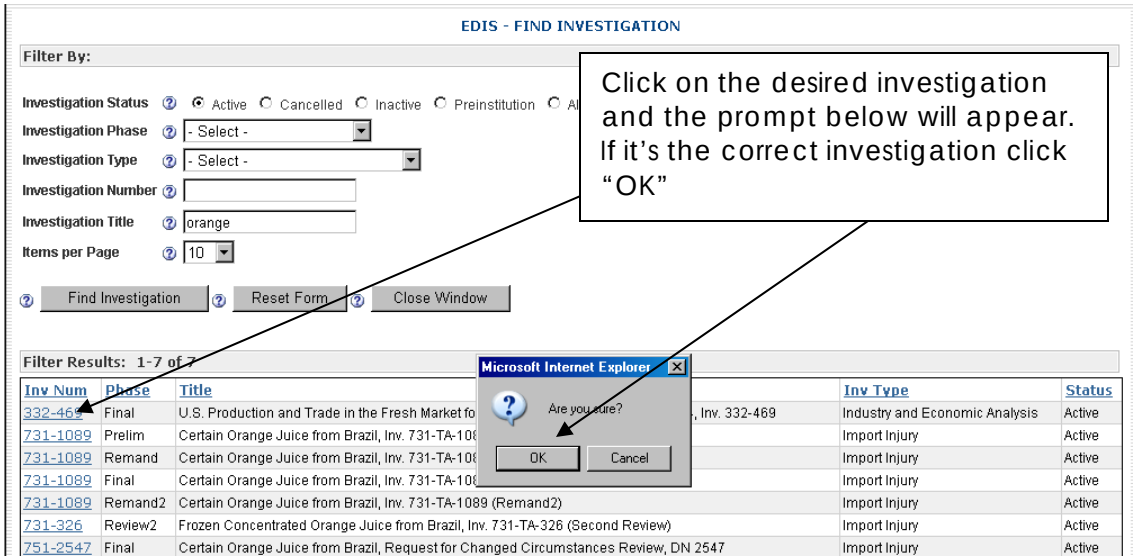
Investigations may also be located by title. Users may enter text in the "Investigation Title" field which initiates a keyword search of all investigation titles. One keyword will return results for all investigation titles containing that keyword. For example, typing "orange" in the title field returns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



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 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

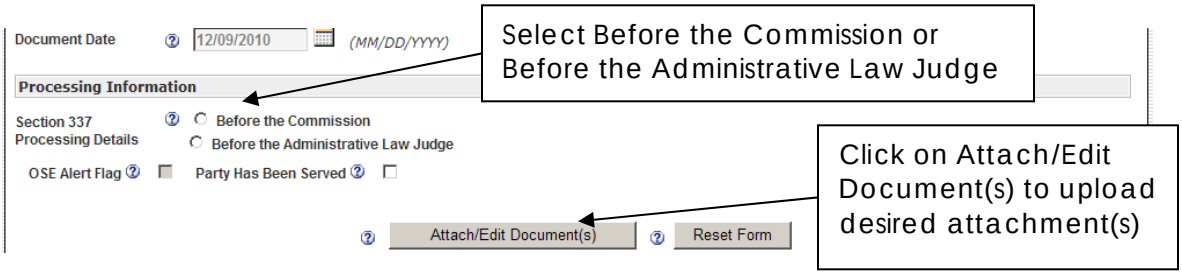
This flag is currently unavailable. Functionality will be implemented in a later version of EDIS.

Party Has Been Served

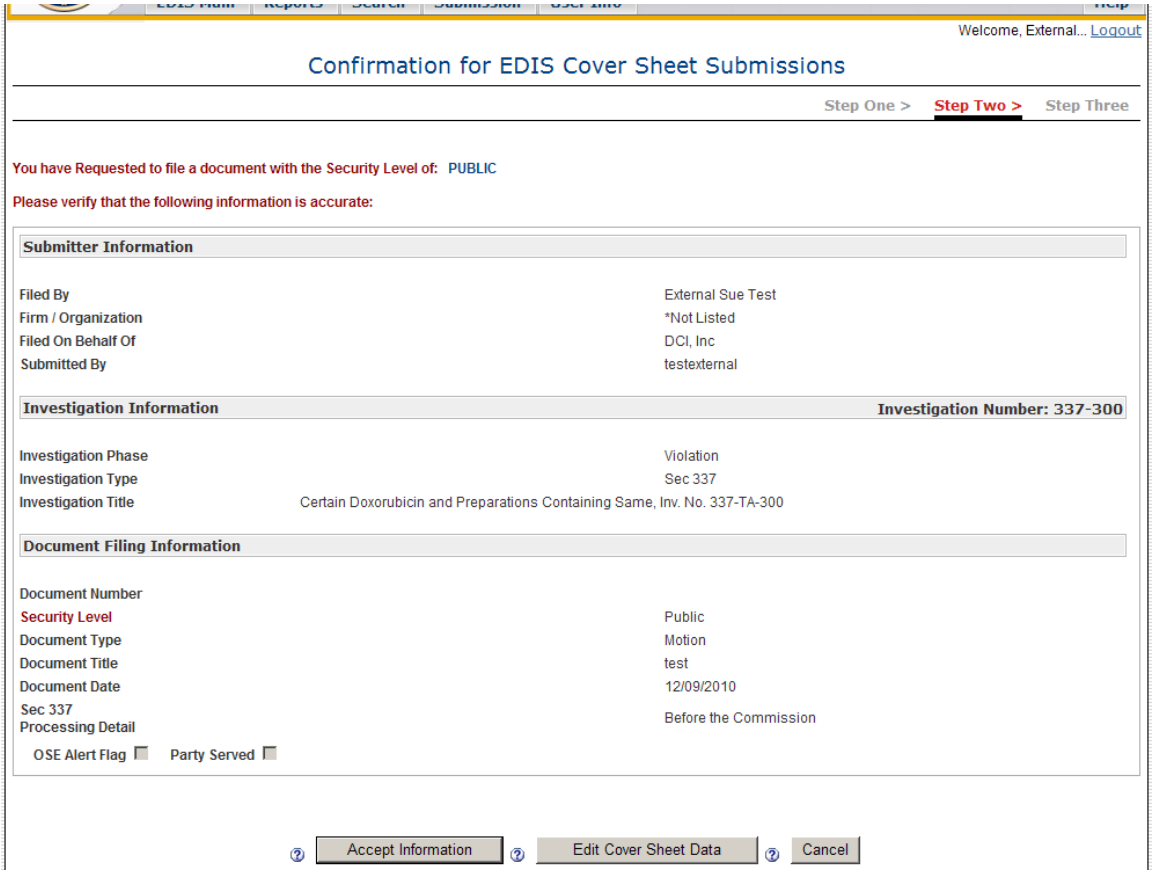
Check this box if you have served the document on all the parties.

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.



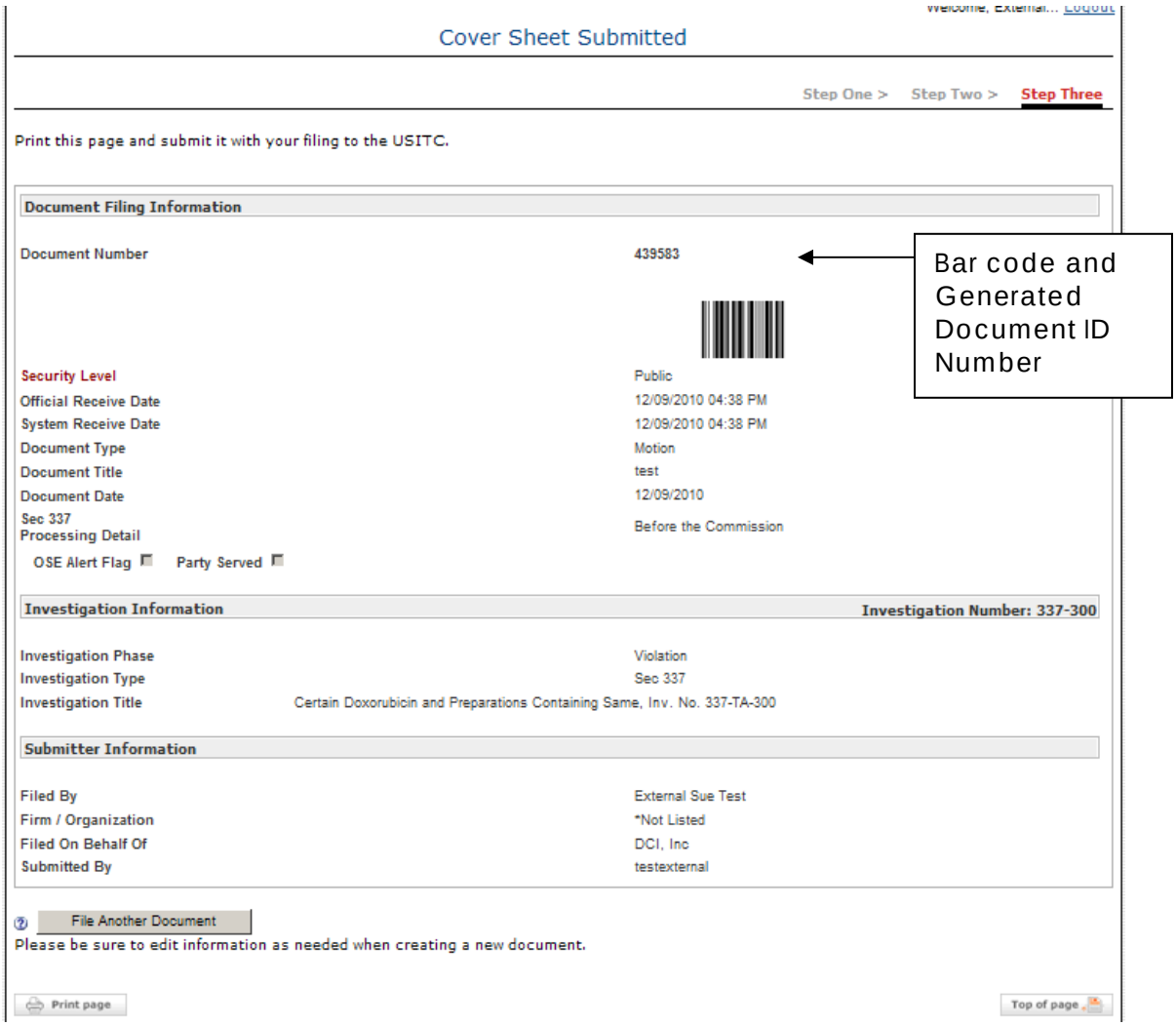
Once all of the information has been completed, click "Create Cover Sheet". The screen below will appear.



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



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.

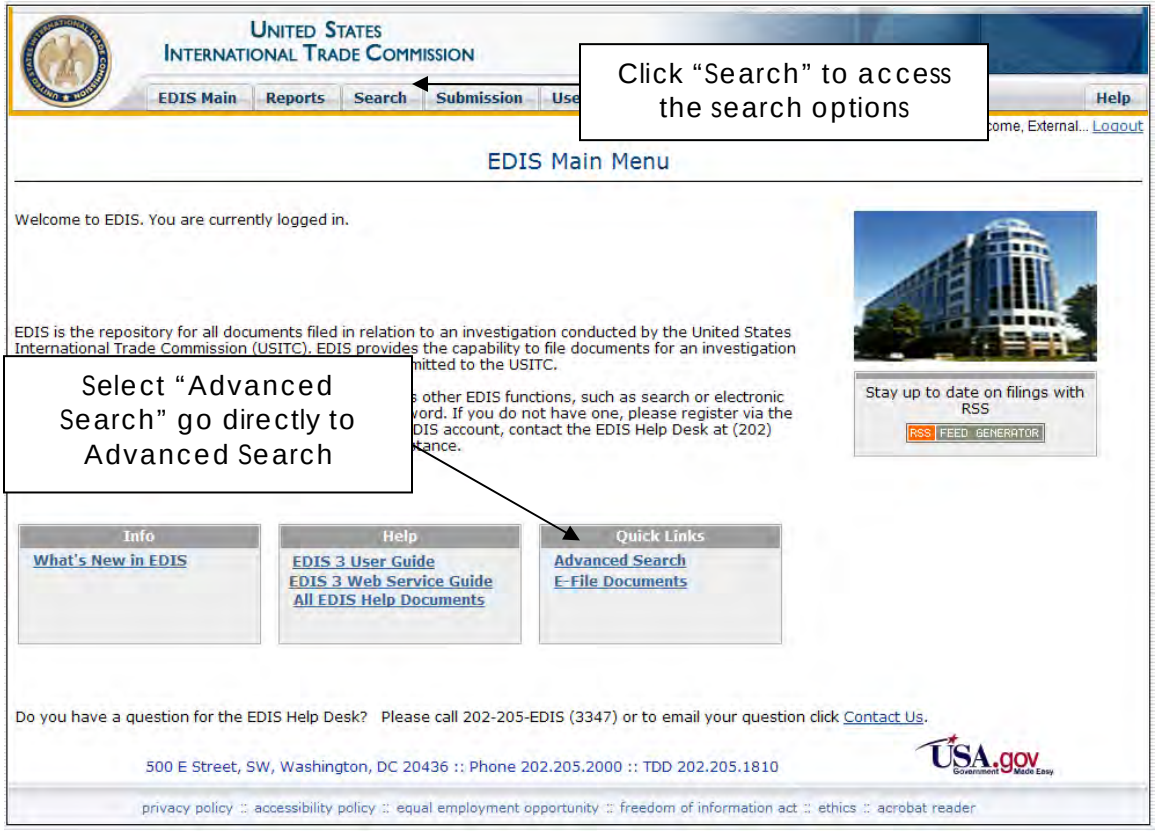
SEARCHING FOR DOCUMENTS ON EDIS 3

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.

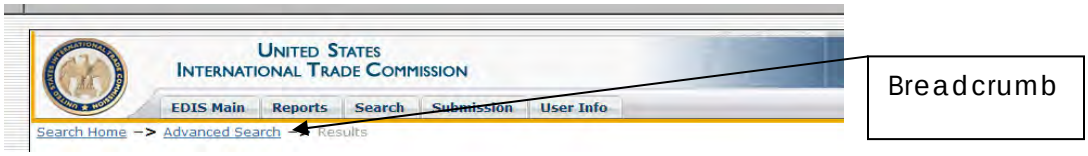
All documents in EDIS are stores in PDF format. To view documents you will need a PDF viewer. Adobe Acrobat may be downloaded and installed at http://get.adobe.com/reader/ via the link on the Search page.

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.



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".

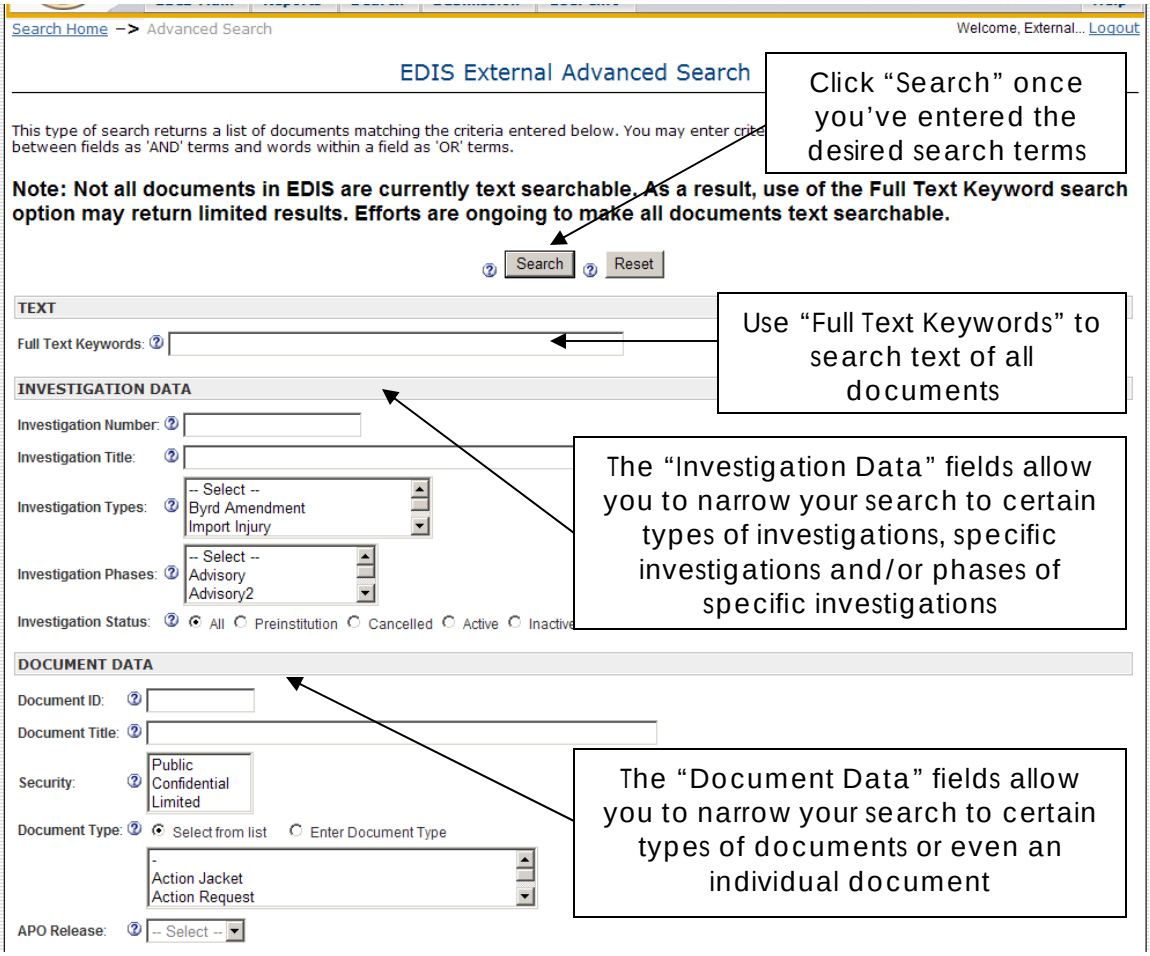
The web pages in Search have breadcrumb links which can be used to navigate back through Search. This is most useful after viewing the document details for go back to the results list or go back to search again.



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.



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 a * 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 dov
document type by filling in the appropriate bu

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

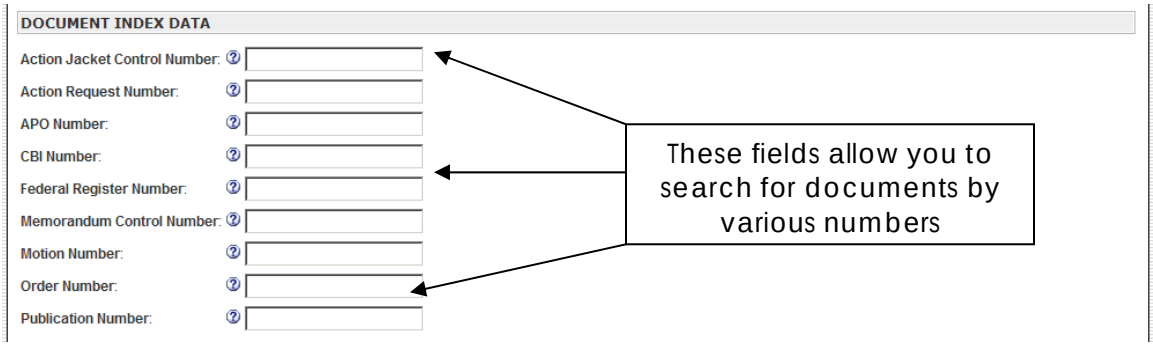
Click on 'Select from List' to select one or more defined document types or click on 'Enter Document Type' to type in a partial or full document type name. Once you have selected the method of input, choose one or more of the desired document types from the drop down menu. This will allow the user to 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.



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.

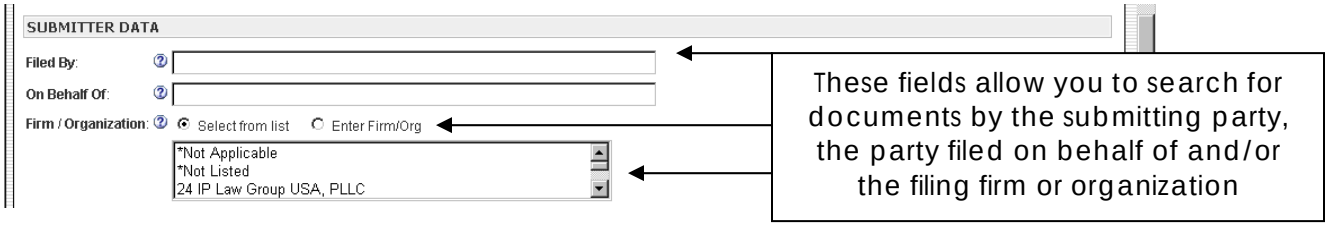
Order Number

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



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.

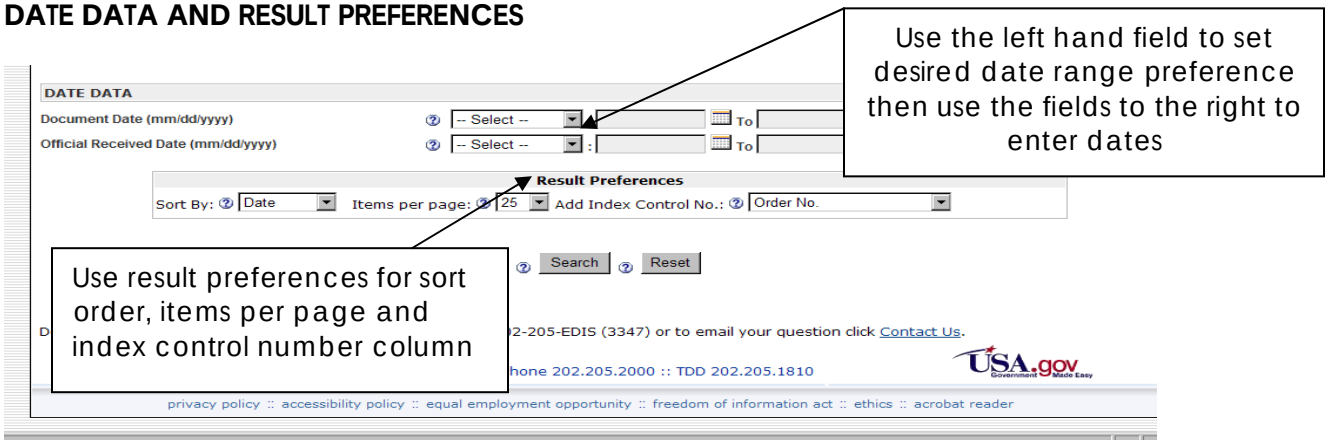
On Behalf Of

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



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.

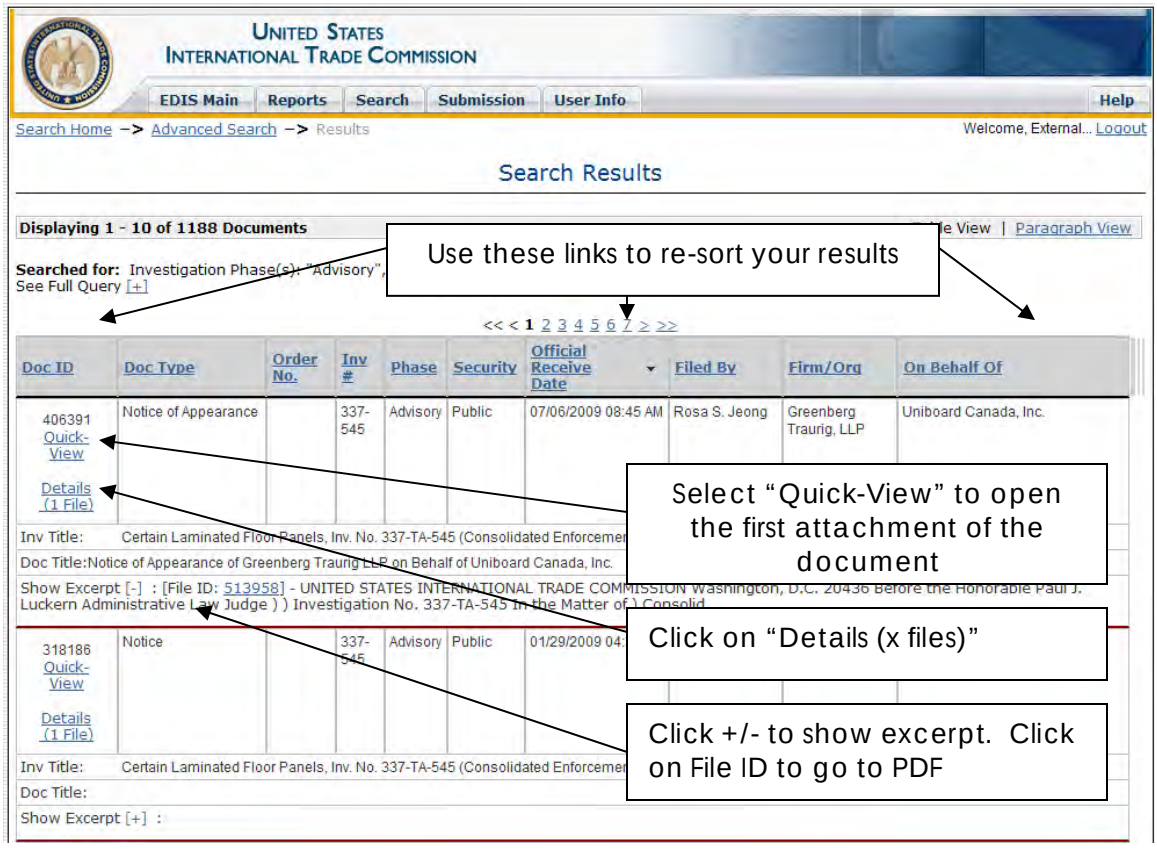
Official Received Date

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



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",

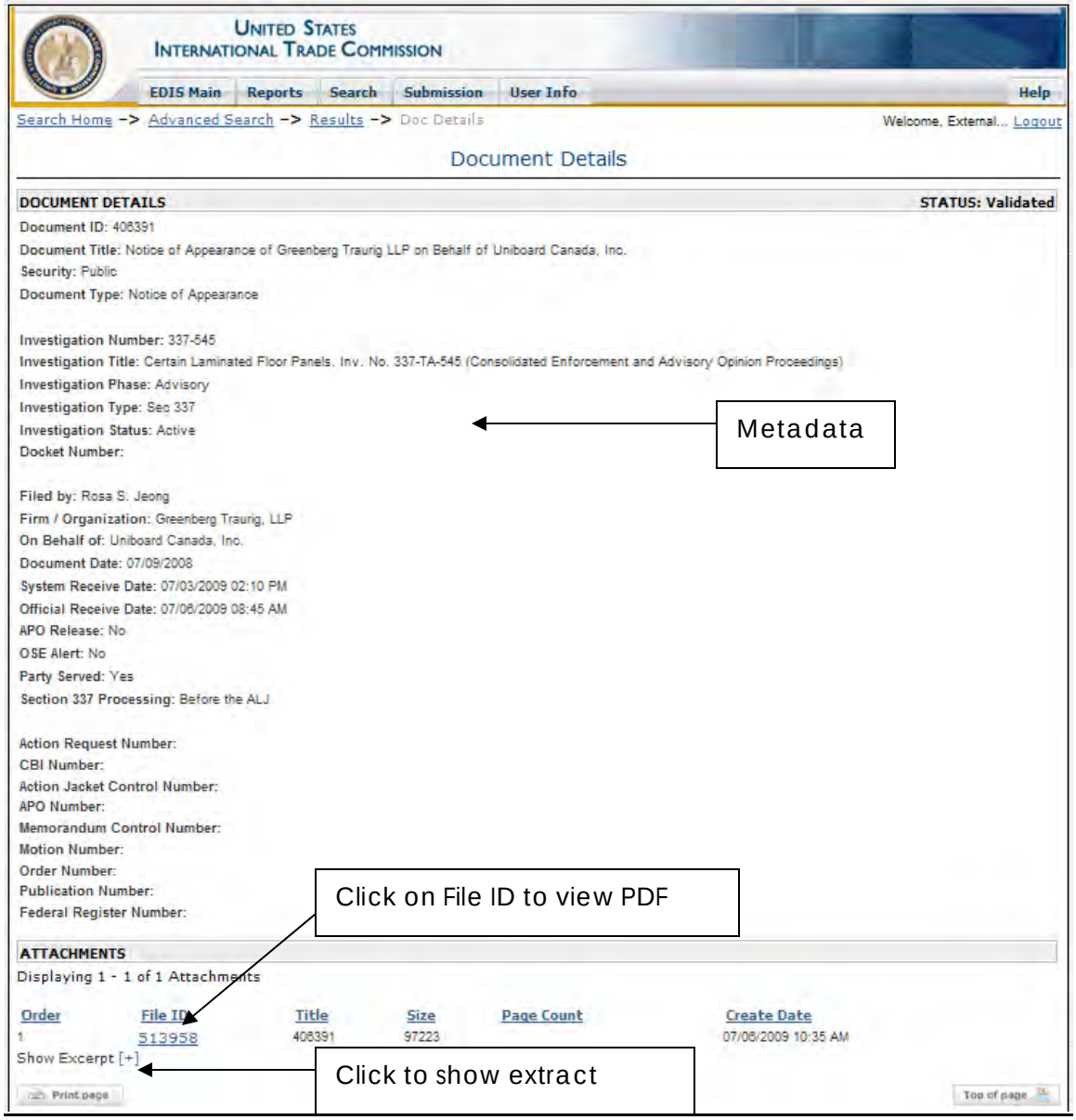
"Firm/Org" or "On Behalf Of"), all of which are located at the top of each column on the results page.

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.

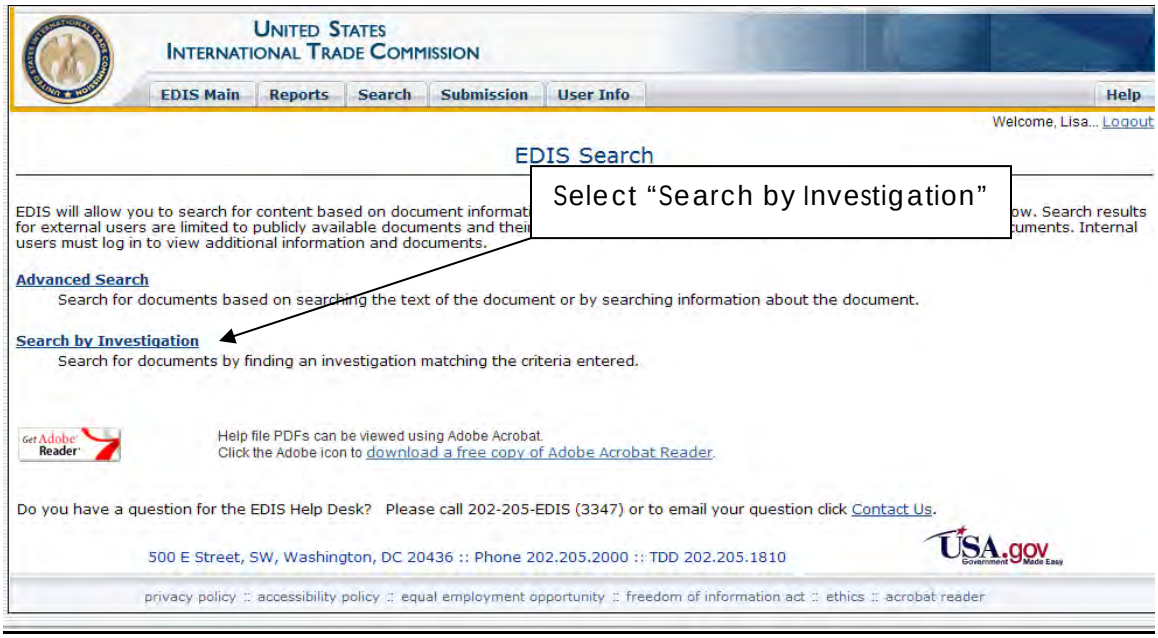
By clicking on "Details (x files)" the user is brought to the Document Details page where users can access the complete metadata for the document and the list of attachments.



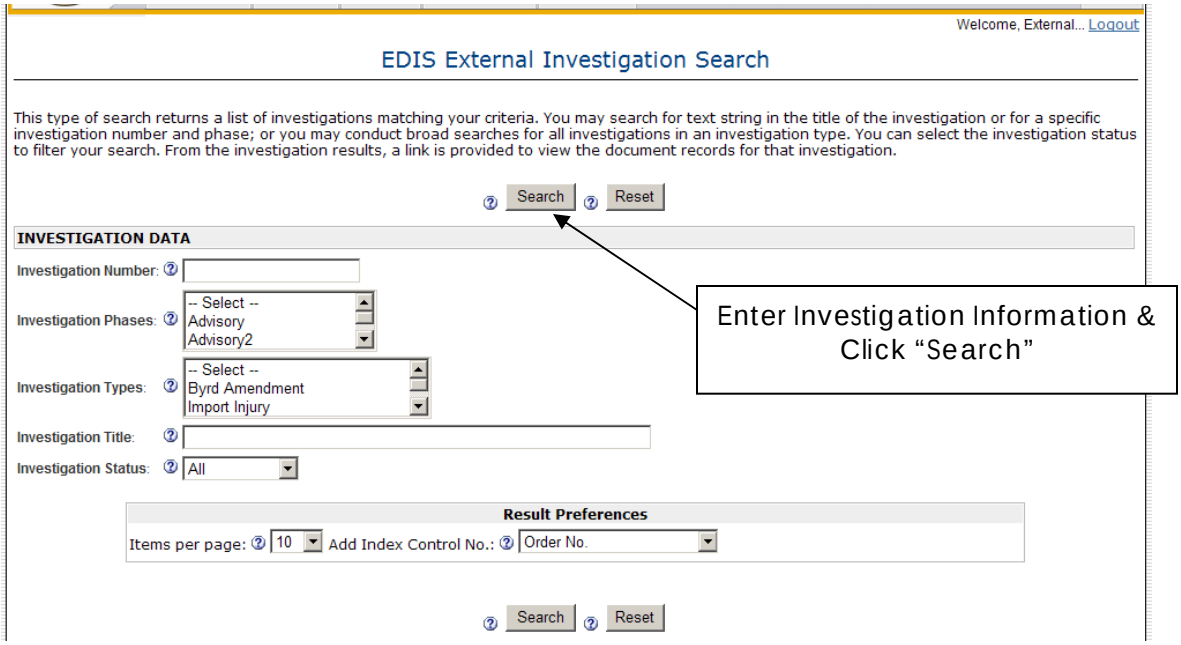
To access attachments, scroll to the bottom of the page and click the hypertext File ID number. This will open a PDF attachment. Click on (+) to expand the text excerpt for that attachment. Clicking the (-) will close the expanded text.

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.

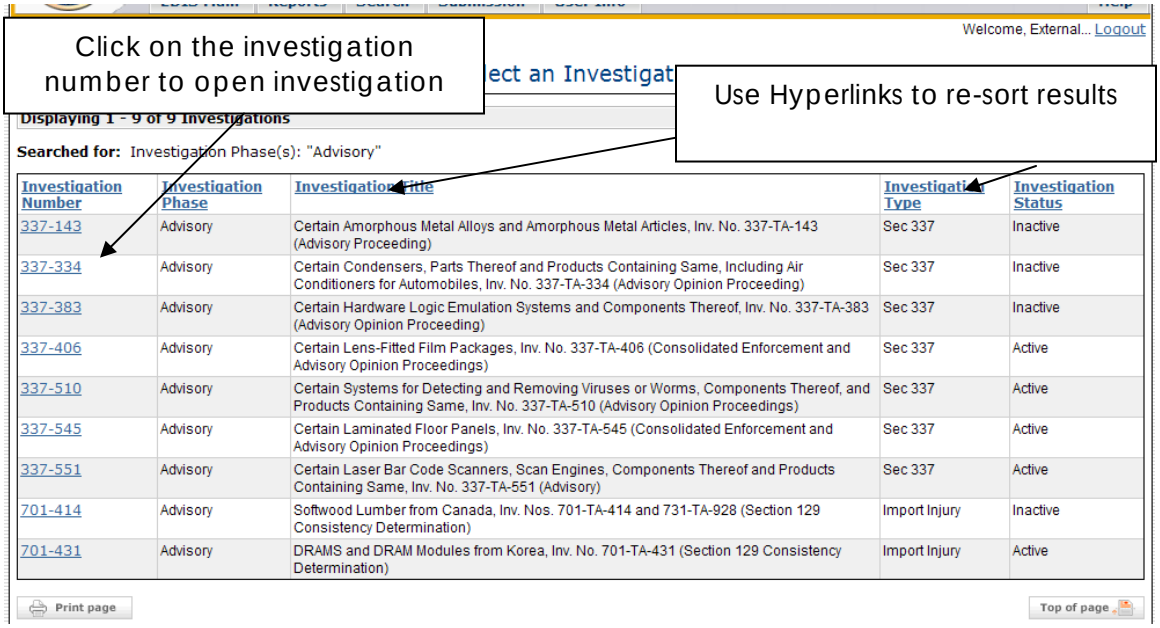
Investigation Title

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



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.

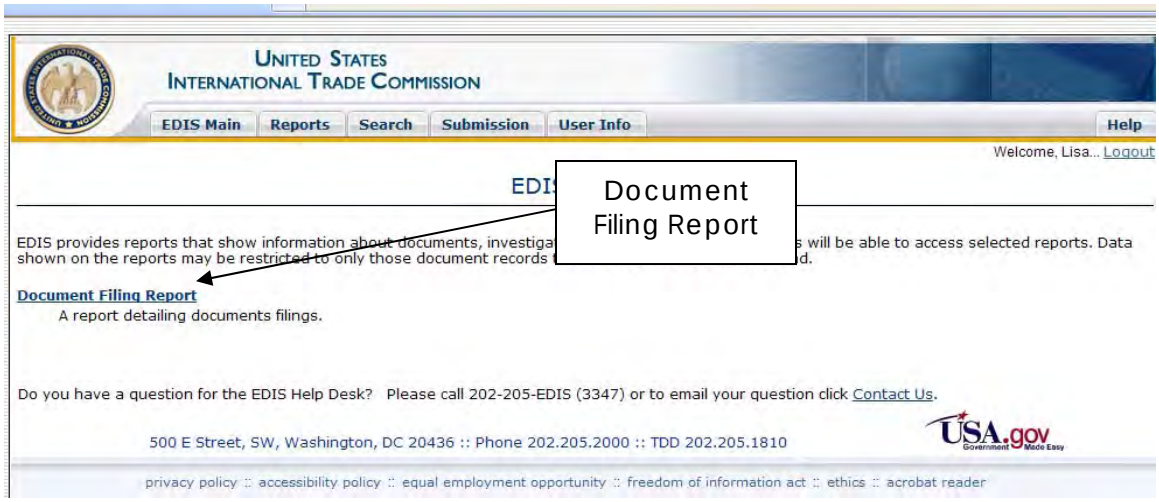
DOCUMENT FILING REPORT

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.

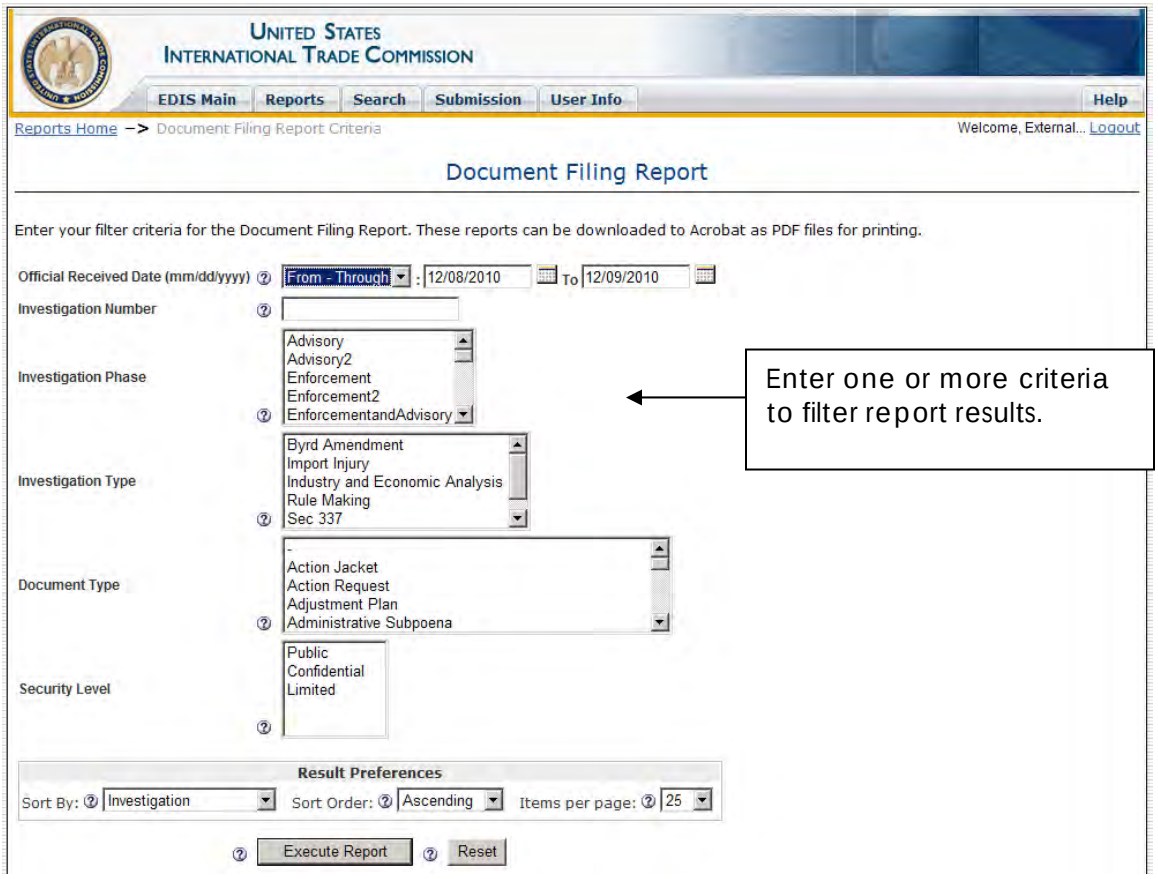
Click on the "Reports" tab to access the Reports Menu.

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 critieria.

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.

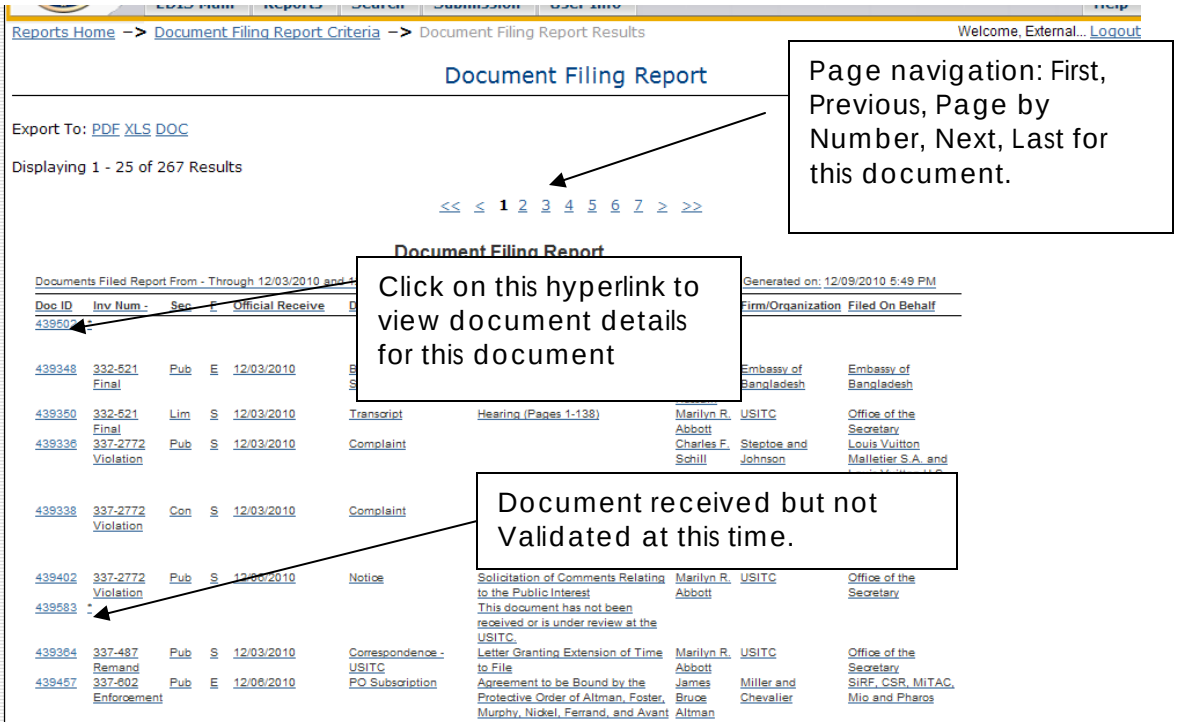
Run the Report

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".

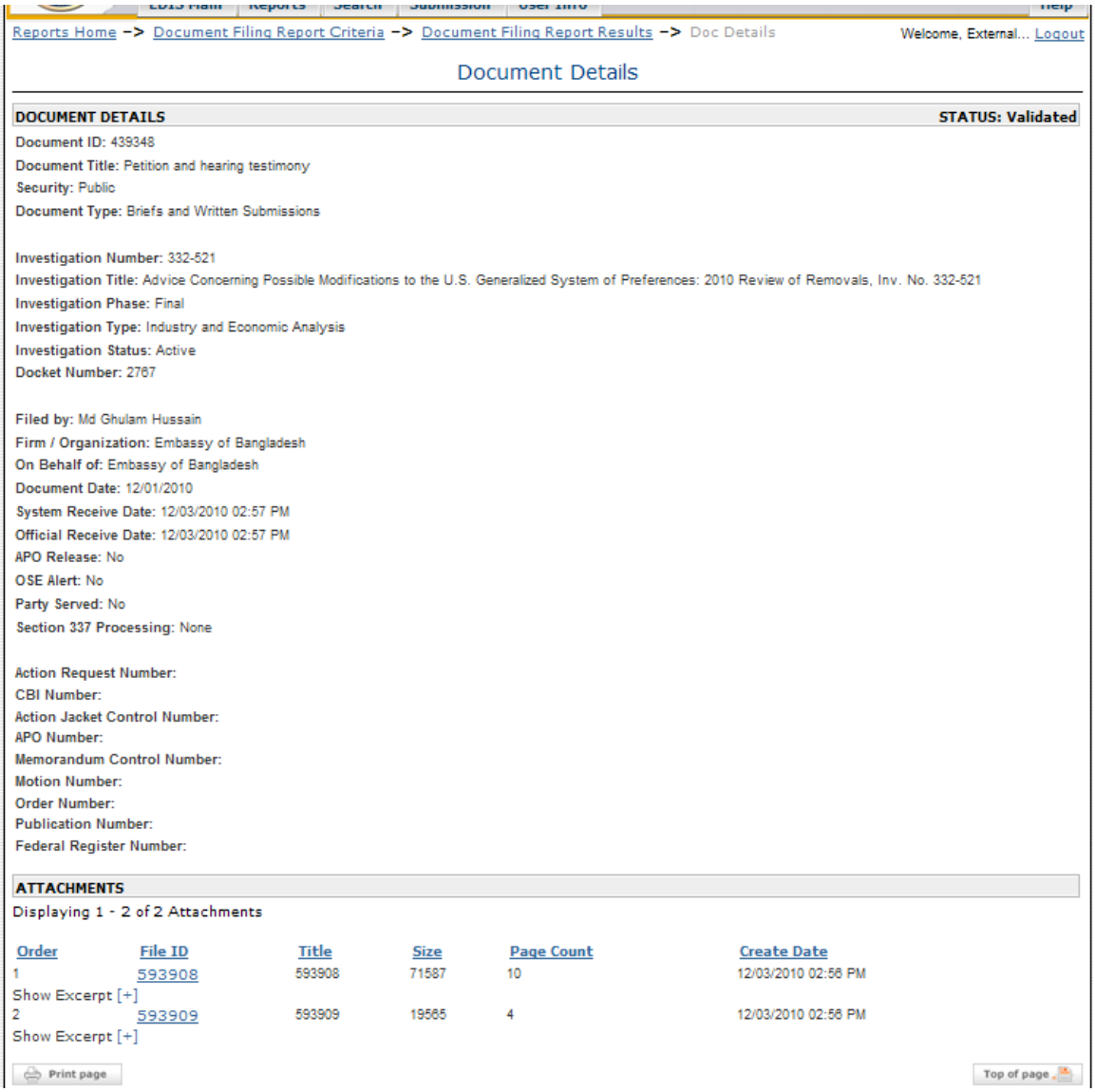
Document Filing Report Results

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.



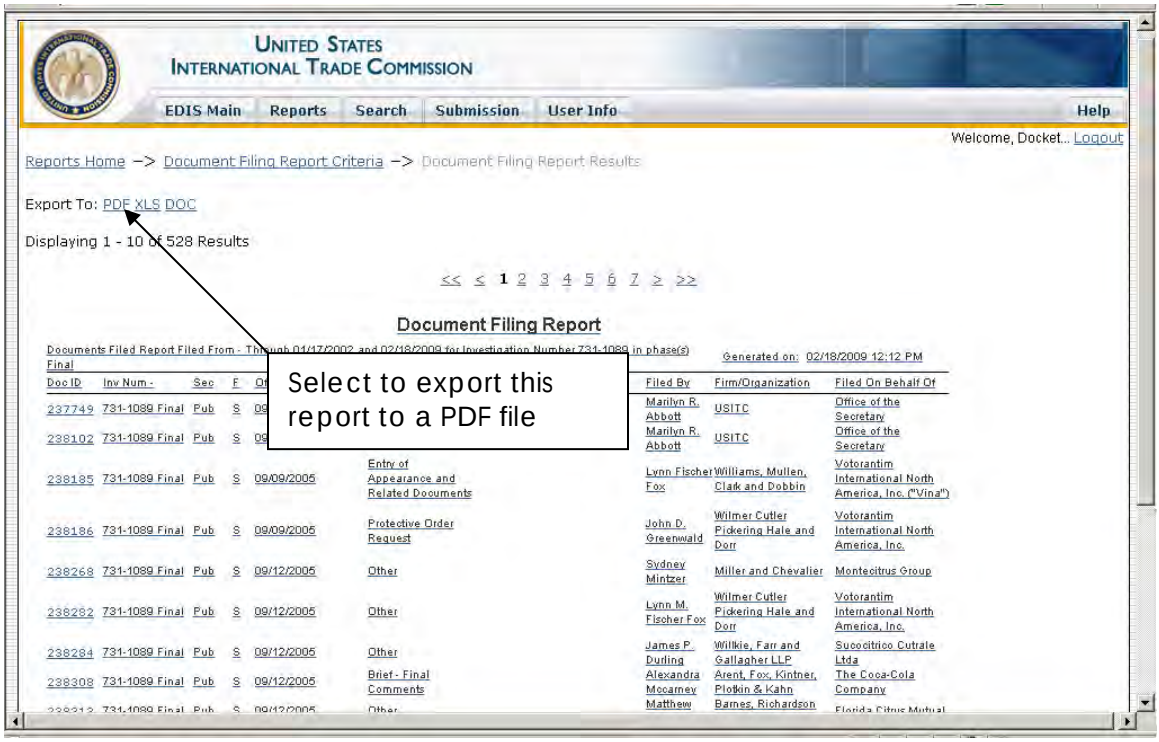
The user can navigate through the report as indicated in the screen above and may view details for each document generated by the report by clicking on the hyperlinked Document ID number in the leftmost column of the report.

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.

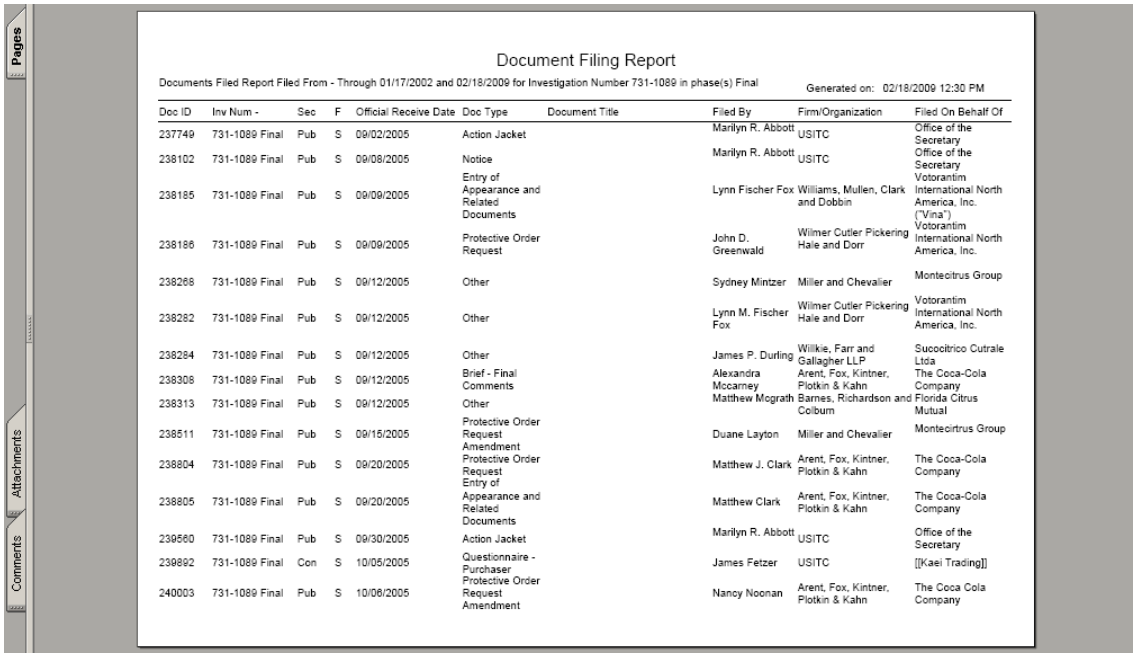


The user may export the report to three different applications: Adobe Acrobat (PDF), Microsoft Excel (XLS), or Microsoft Word (DOC).

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



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



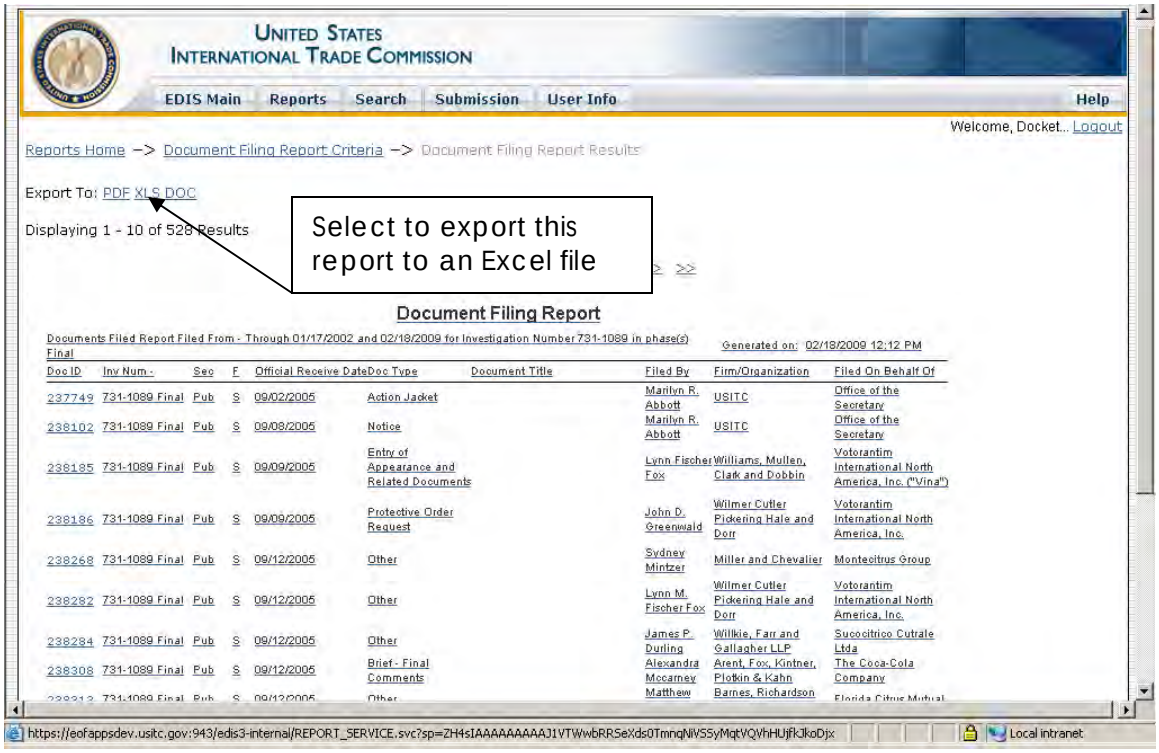
Document Filing Report

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

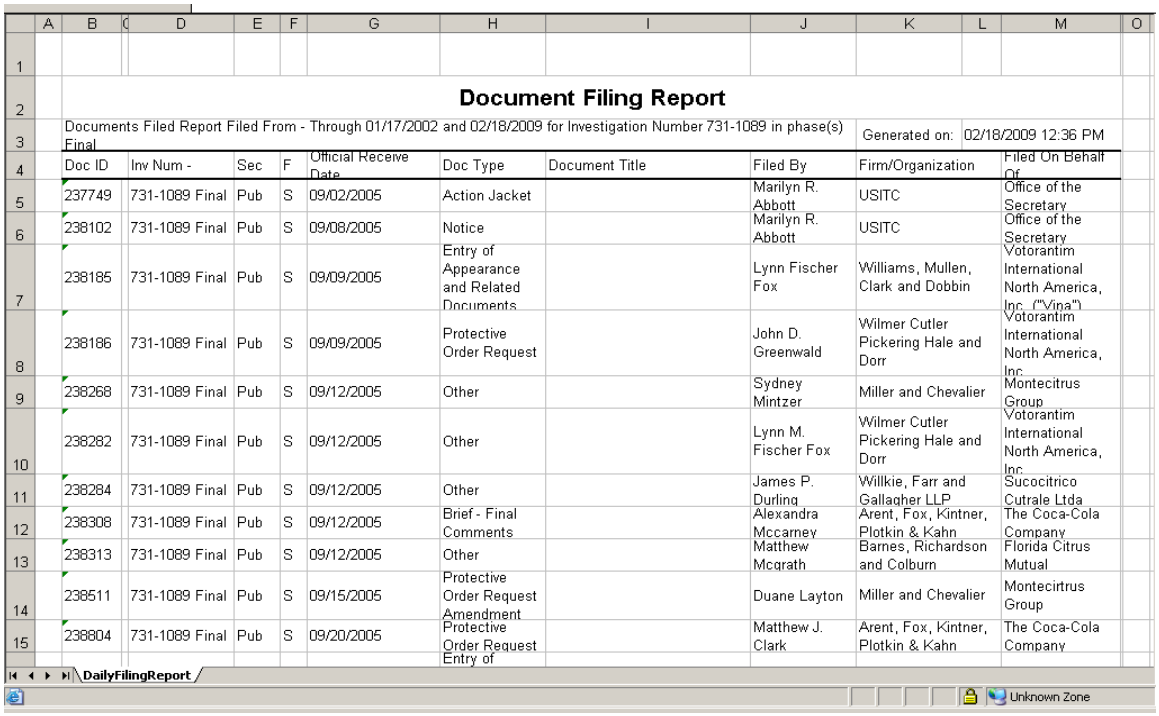
Generated on: 02/18/2009 12:30 PM

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	Willkie, Farr and Gallagher LLP	Sucocitrico 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 Mcgrath	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	Montecirtrus Group
238804	731-1089 Final	Pub	S	09/20/2005	Protective Order Request		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & 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, 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	[[Kaei Trading]]
240003	731-1089 Final	Pub	S	10/06/2005	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 generated Excel 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 12:36 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	Willkie, Farr and Gallagher LLP	Sucocitrico 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 Mcgrath	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	Montecirtrus Group
238804	731-1089 Final	Pub	S	09/20/2005	Protective Order Request Entry of		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & Kahn	The Coca-Cola Company

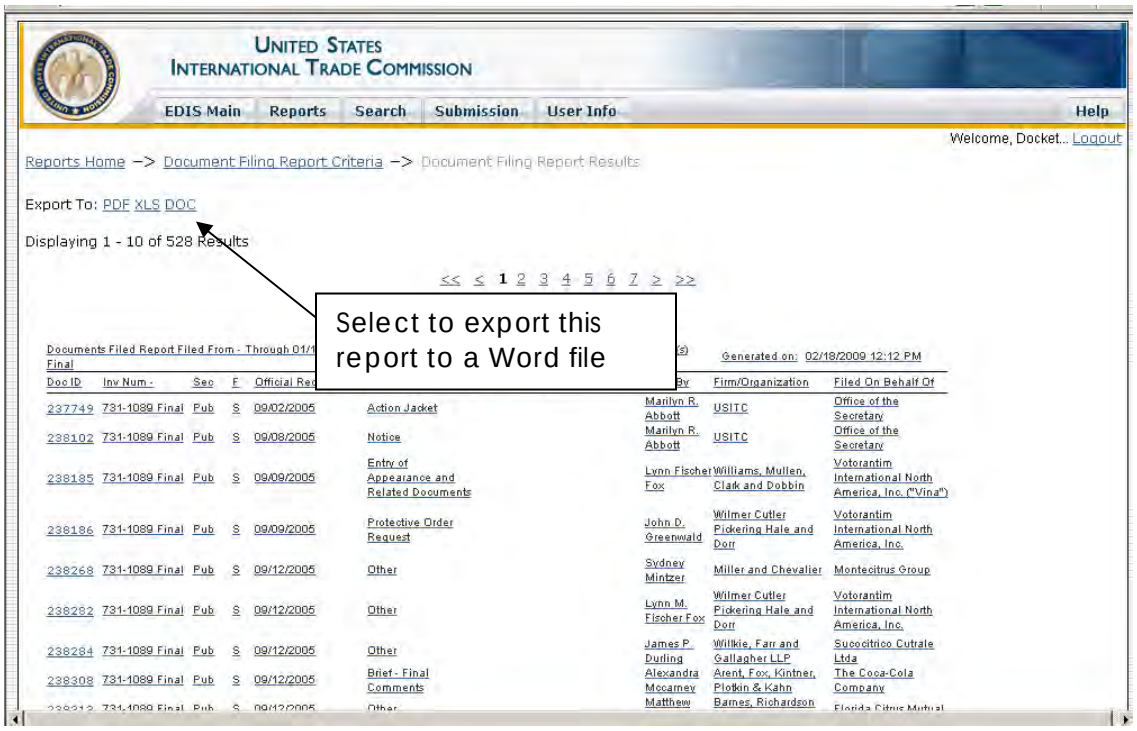
DailyFilingReport

Unknown Zone

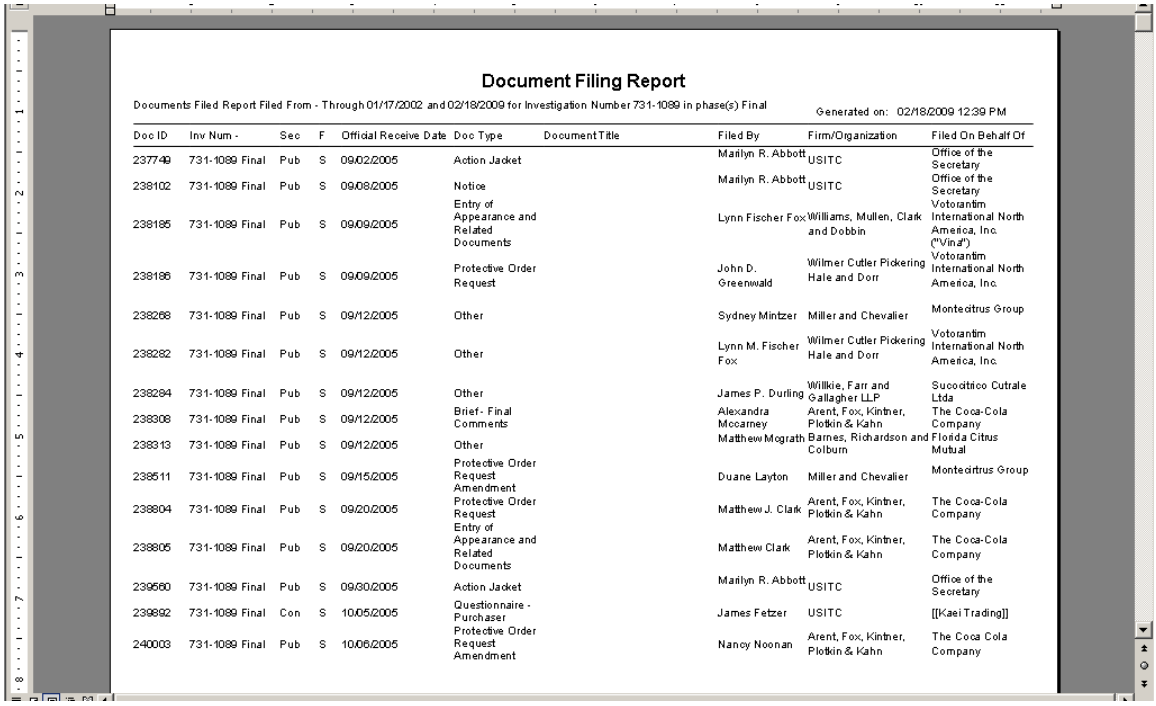
After the user exports the report, save it locally to the workstation then open it with Microsoft Excel to enable full editing features.

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 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. ("Vina")
238186	731-1089 Final	Pub	S	09/09/2005	Protective Order Request		John D. Greenwald	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238268	731-1089 Final	Pub	S	09/12/2005	Other		Sydney Mintzer	Miller and Chevalier	Montecitrus Group
238282	731-1089 Final	Pub	S	09/12/2005	Other		Lynn M. Fischer Fox	Wilmer Cutler Pickering Hale and Dorr	Votorantim International North America, Inc.
238284	731-1089 Final	Pub	S	09/12/2005	Other		James P. Durling	Willkie, Farr and Gallagher LLP	Sucocitrico 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 Mcgrath	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		Matthew J. Clark	Arent, Fox, Kintner, Plotkin & 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, 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	[[Kaei Trading]]
240003	731-1089 Final	Pub	S	10/06/2005	Protective Order Request Amendment		Nancy Noonan	Arent, Fox, Kintner, Plotkin & 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.

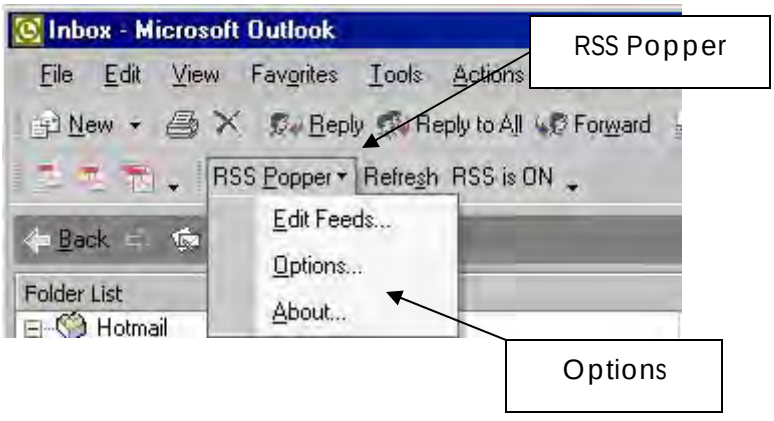
RSS (Really Simple Syndication) is a protocol used to make this information available to users. Several RSS Readers are available online and through commercial markers, such as Yahoo or Google. The sample setup instructions below are based on RSS Popper. Please refer to vendor documentation regarding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



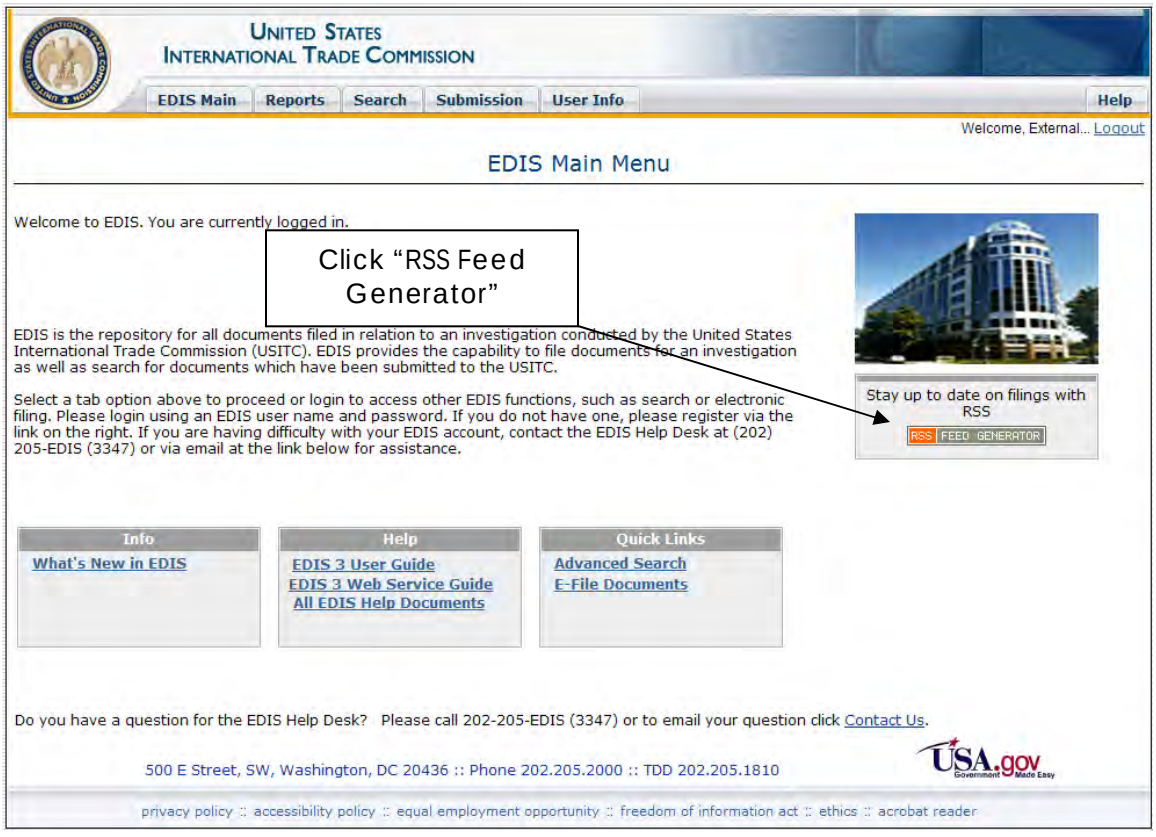
Configuring RSS Popper

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).

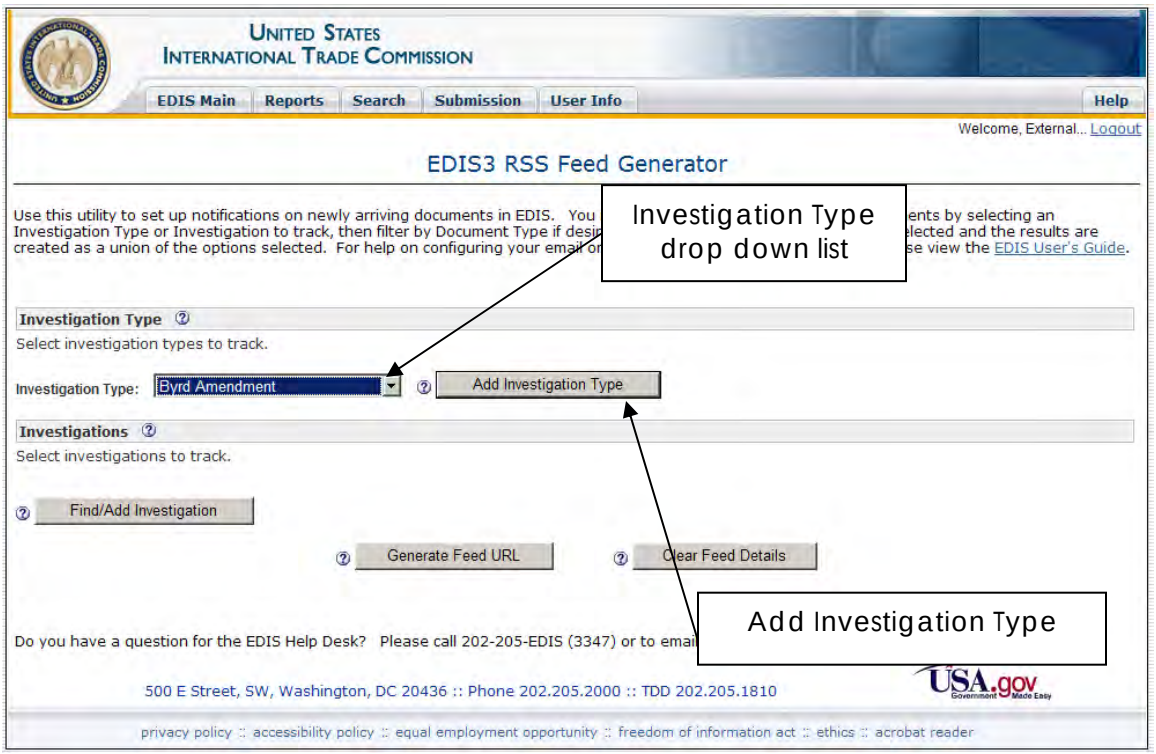
Creating an RSS Feed to Identify the Documents You Want to Receive

Using your browser, navigate to the EDIS Home page.



Investigation Type

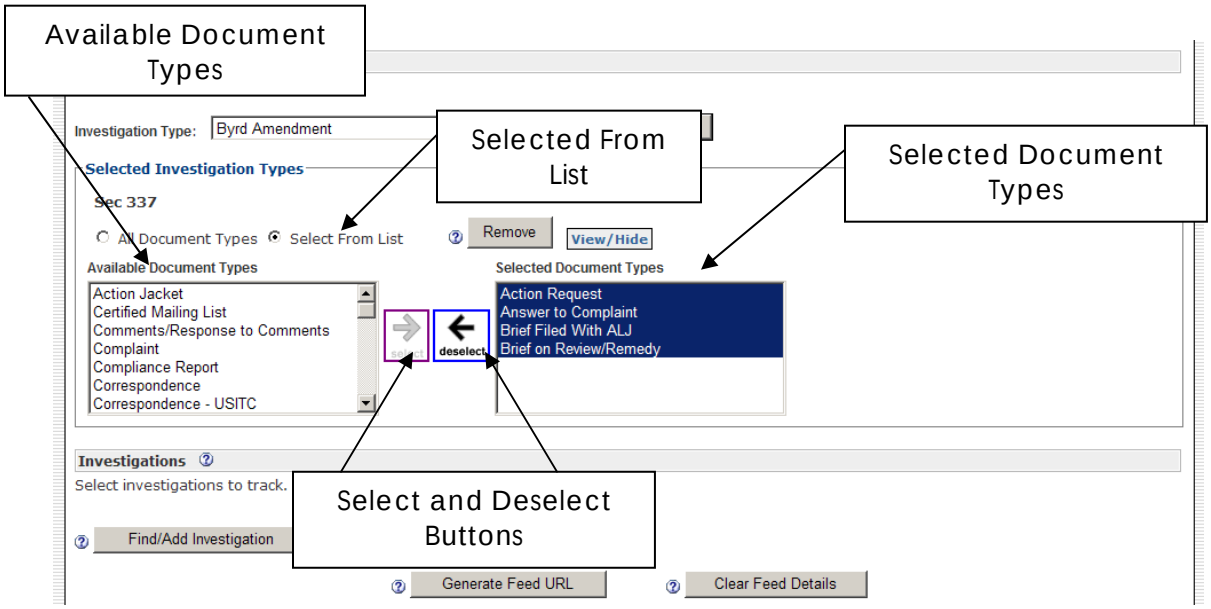
To choose documents for an entire investigation type, (i.e. 337's, Import Injury), click the drop down button on "Investigation Type", choose from the drop down list and press the "Add Investigation Type" button to update. You may add multiple investigation type selections by repeating the steps.



Type of Documents

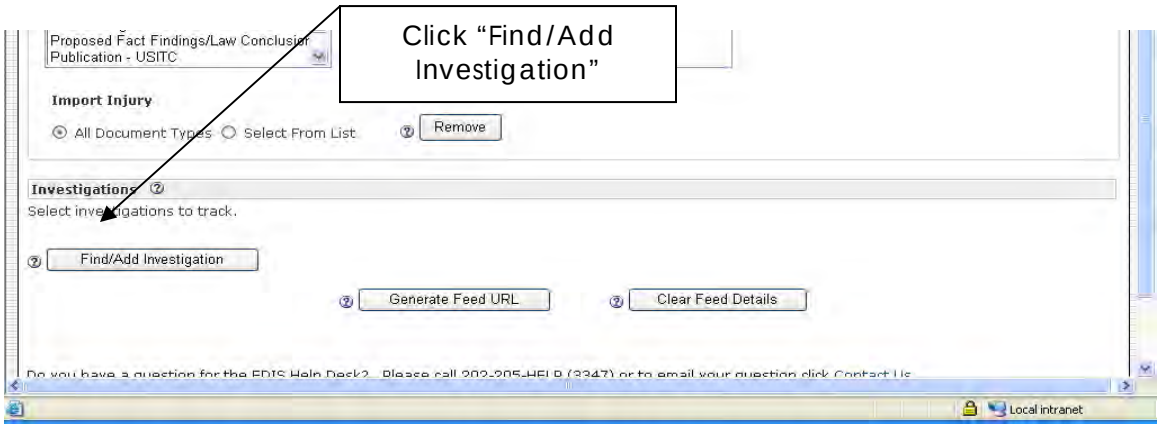
For each investigation type, users may choose which types of documents for which to receive notifications. By default, "All Document Types" are selected. Click the button for "Select From List" and the screen below will appear.

To choose the document type(s) the user wants to receive highlight the desired document types(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 Type" box and then clicking arrow-left (de-select), as shown below.

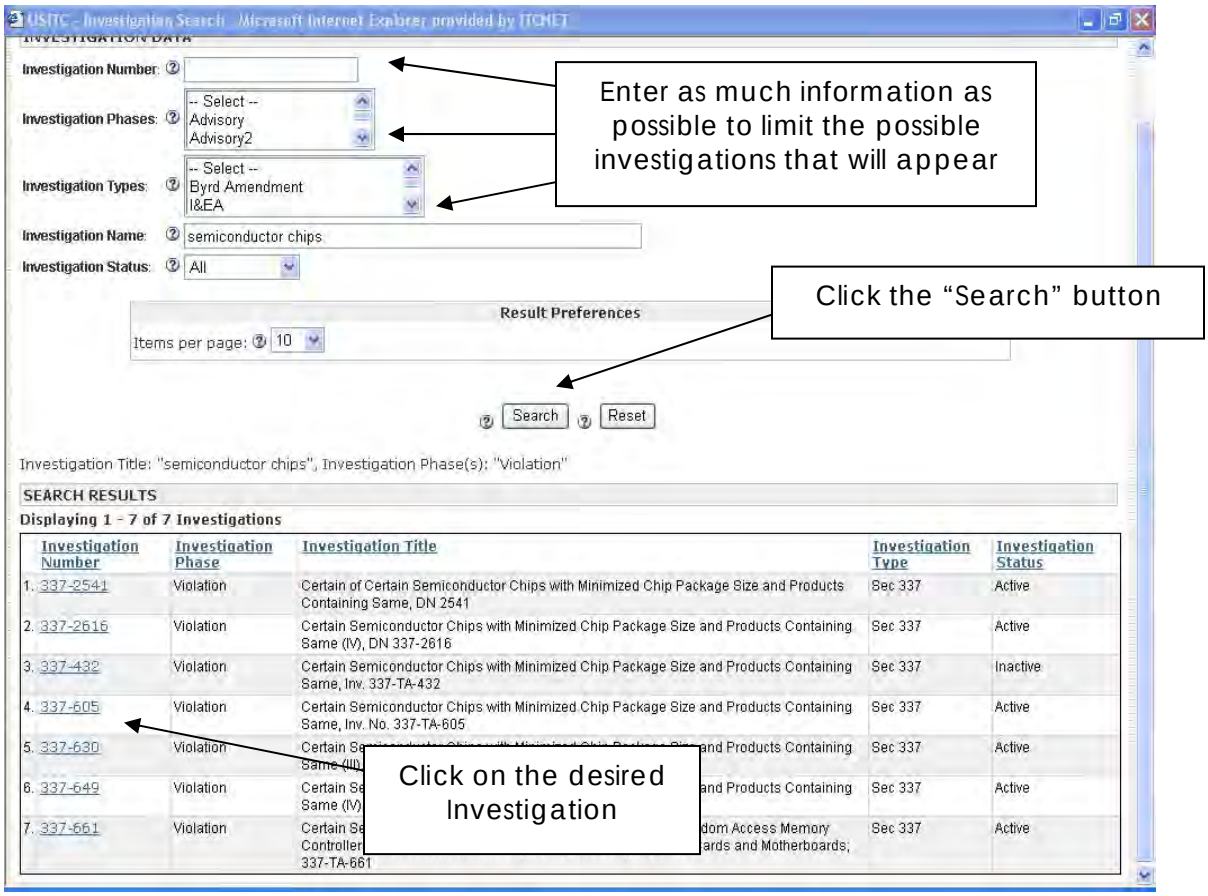


Investigation Criteria

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

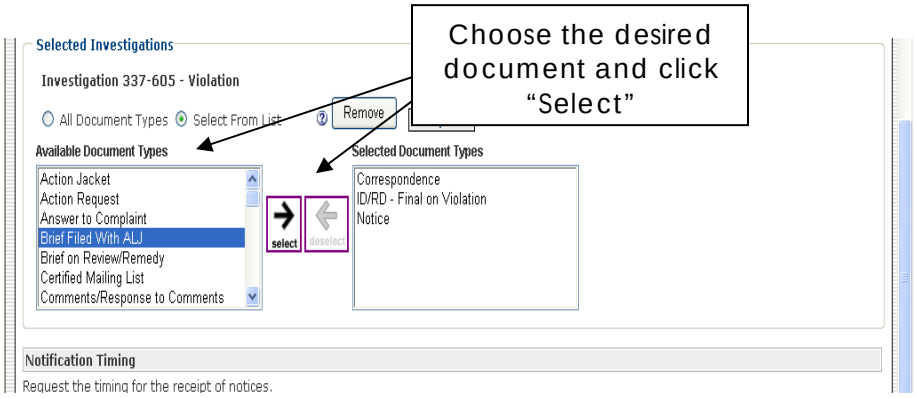


This opens a "Find Investigation" pop up. Users can search for the investigation by number, name, phase, type and/or status in order to generate a list of investigation choices. Enter as much information as possible to limit the results. Then click the "Search" button.



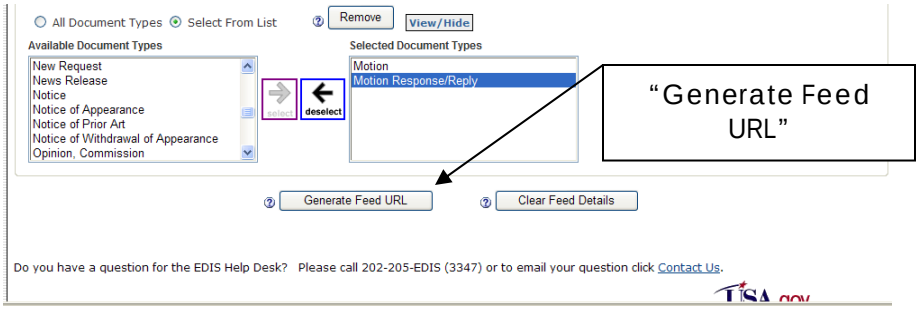
Click the desired investigation. **Note:** users can only select one investigation at a time.

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.

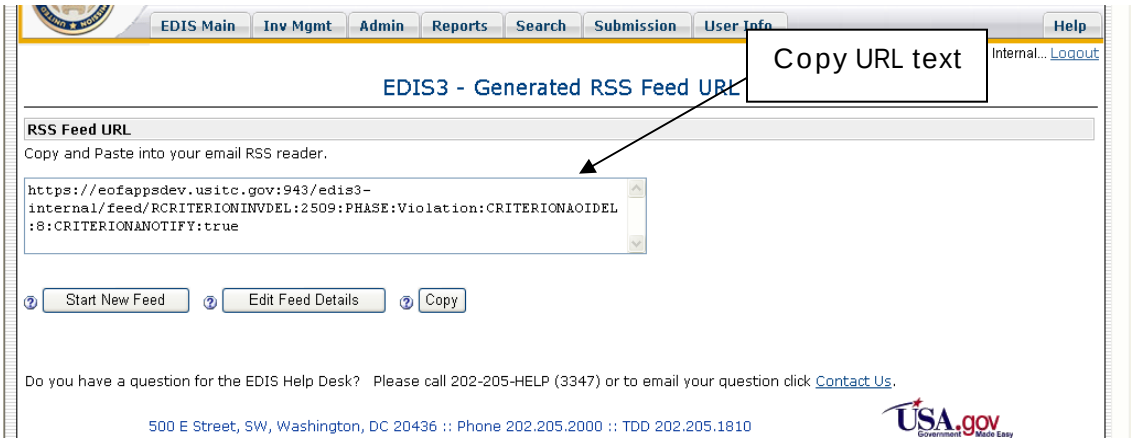


URL Generator

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.



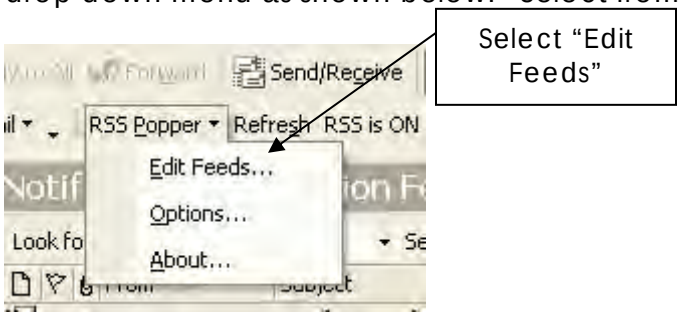
If not already highlighted, use the mouse to select (highlight) all the text in the Generated RSS URL window, right click the mouse button and select "Copy" from the menu or select the "Copy button. This URL will go in the "Link" field discussed below.

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

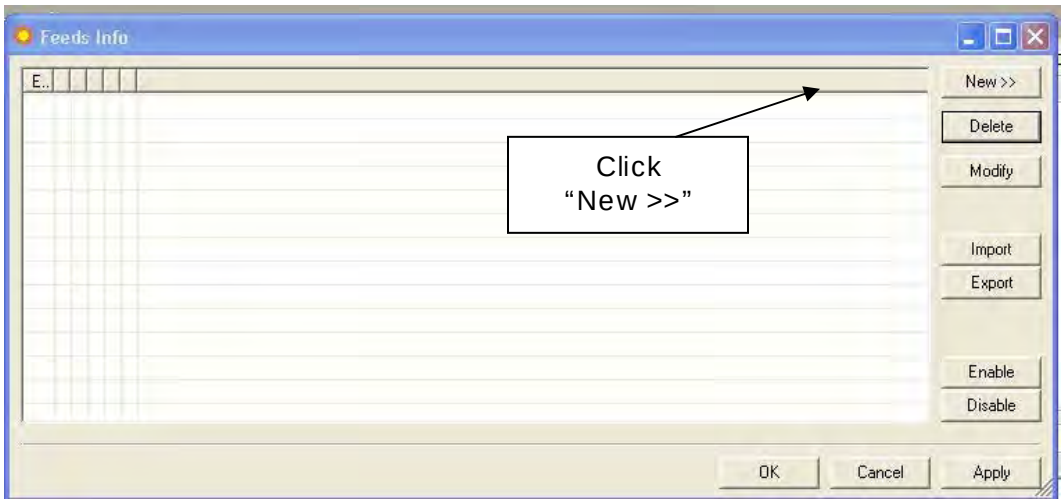
Note: If using the Firefox browser, the "Copy" button will not be available. Please highlight (click at the beginning of the URL, hold shift key down and click on the end of the URL to highlight) and copy the URL (right mouse – copy option or ctrl-c).

Establishing the RSS Feed Using RSS Popper in MS Outlook

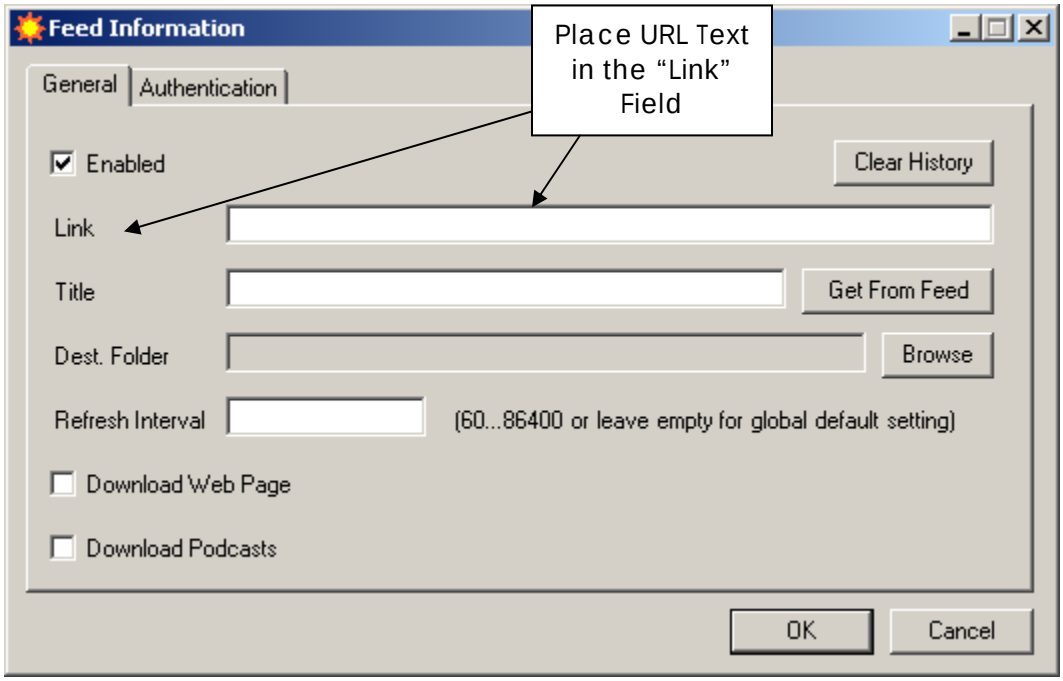
If using RSS Popper, in the MS Outlook toolbar, select the down arrow to invoke a drop down menu as shown below. Select from the menu "Edit Feeds".



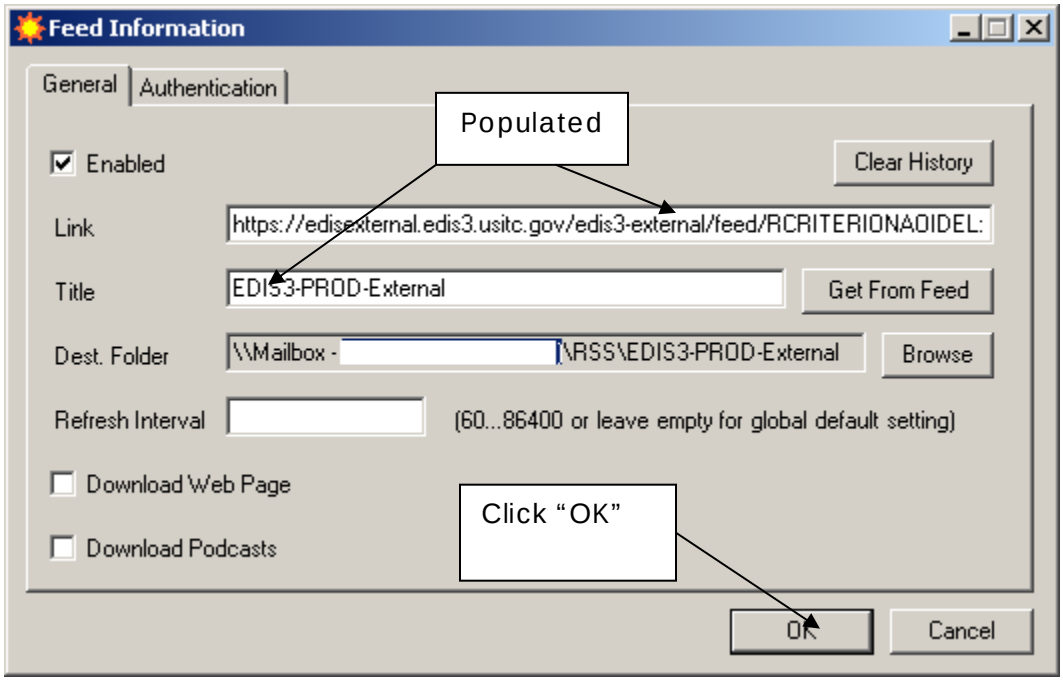
The screen below will appear. Click the "New>>" button.



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.

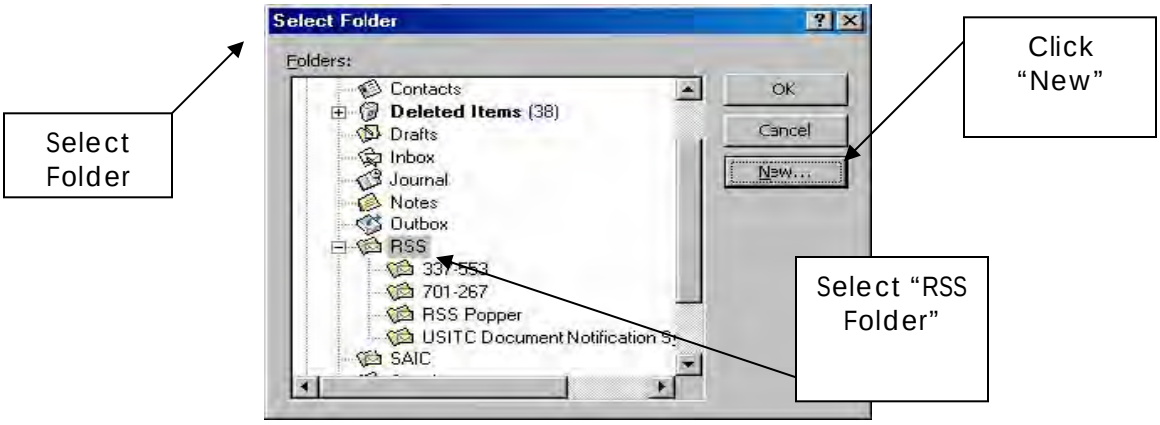


Change the title of the feed so it is recognizable, such as the investigation number and phase.

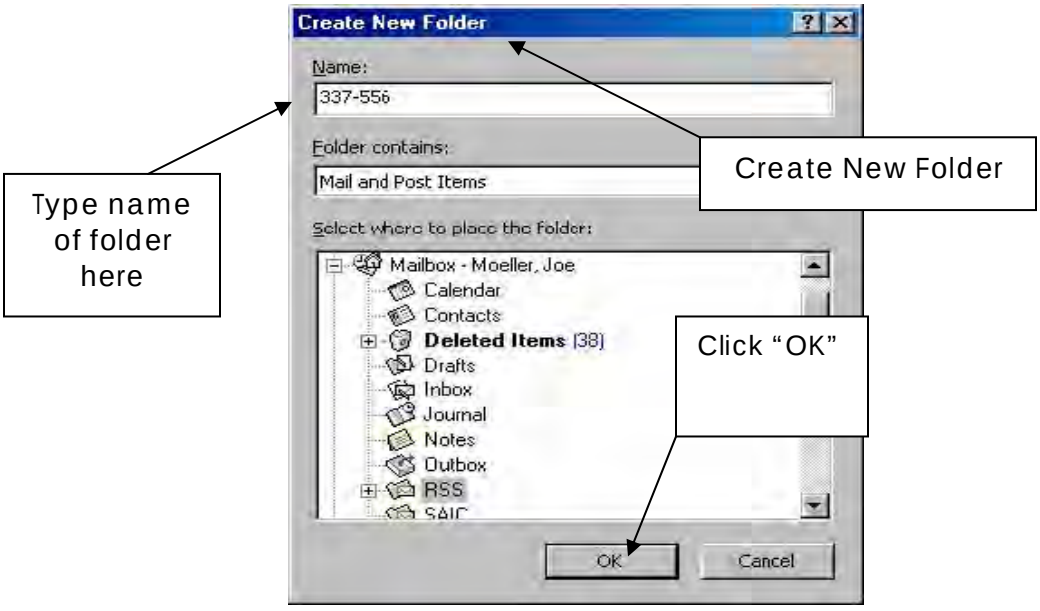
Click "Browse" on the "Dest. Folder". Within the user's inbox you may create a new folder for this feed. By default, notifications will be placed in the MS Outlook folder "RSS\USITC Document Notification Syndication Feed". Users may choose

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".



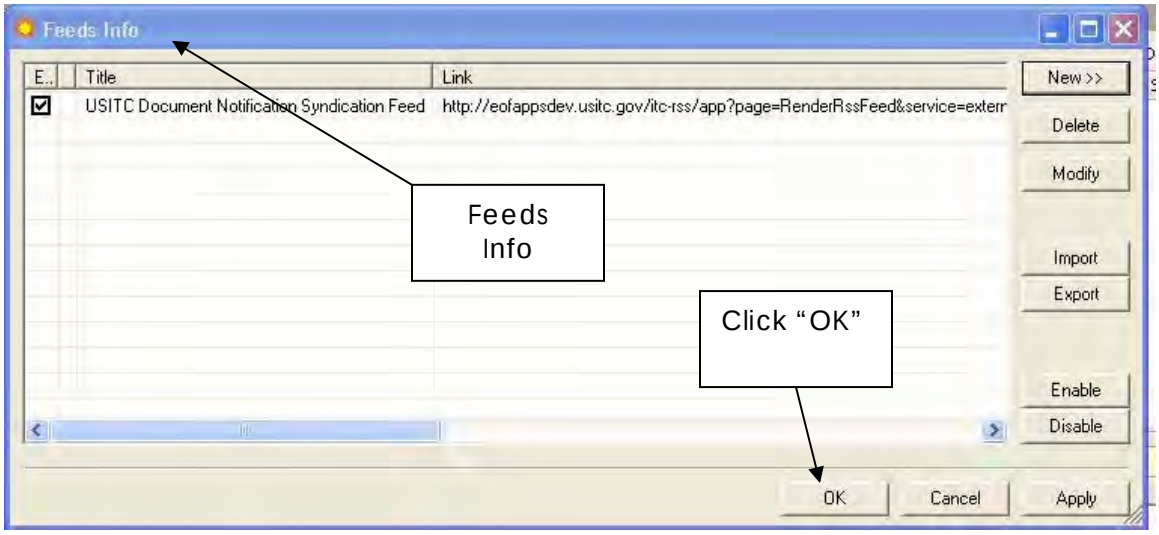
In the "Select Folder" window, select the RSS folder and click the "New" button which will bring up the "Create New Folder" window shown below.



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.

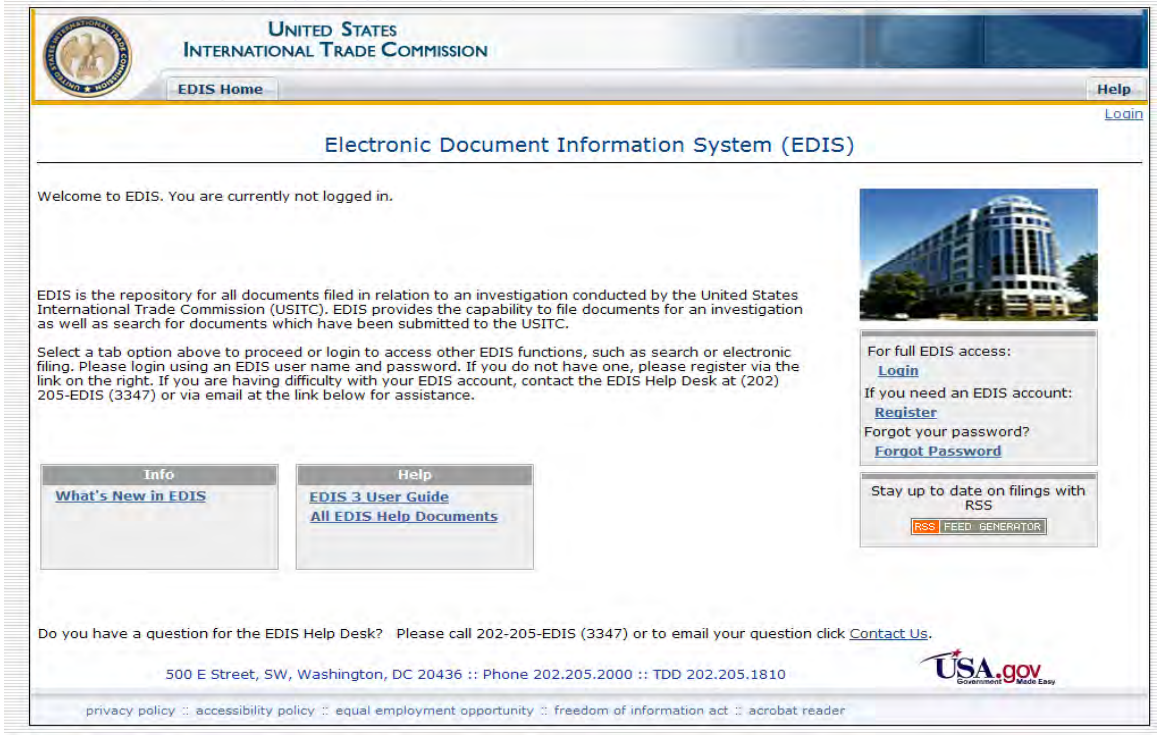
To permanently remove a feed from your list, simply select the feed from the "Feeds Info" window and select the "Delete" button in the upper right portion of the window.

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.



ACKNOWLEDGEMENTS

Written and compiled by:

James R. Holbein
Supervisory Attorney-Advisor
Docket Services

Lisa R. Barton
Attorney Advisor
Docket Services

Stephanie Collins
Kevin Hilliard
Jennifer Rohrbach
Letitia Thorne
Case Managers
Docket Services

Joel Moeller
E-Business Manager
E-Business Division

With the assistance of:

E-Business Division
Network Services
Office of the CIO

Please direct any comments or suggestions to:

Docket Services
500 E Street, SW
Room 112-A
Washington, DC 20436
202.205.1802