



How to Use the Enterprise Content Management System (ECMS) to Submit Documents to DTIC

July 11, 2016



<http://www.dtic.mil/dtic/submit/submit.html>



Before Accessing ECMS

Before accessing ECMS, use these best practices:

- You must be registered with DTIC before you can access ECMS. Register here: <http://www.dtic.mil/dtic/registration/registration.html>.
- Delete the browser history before accessing ECMS. In your browser, use “Tools” > “Delete Browsing History.” Be sure the “form data” box is checked.
- Use Microsoft IE 10 or above when using ECMS.
- If you do not have IE 10 or above, or “something isn’t working right”, switch to Mozilla Firefox as your browser, then open ECMS.
- If you still have problems accessing ECMS, talk to your IT department.



Tutorial & ECMS Usage Conventions




- In this tutorial, **required** fields are written in a **bold red** font and **optional** fields are identified with a **bold blue** font.
- On the ECMS screens, an asterisk * indicates a required field name.
- In ECMS, use the Tab key to move from field to field. This will place your cursor in the correct location for data entry and reduce input errors.
- In ECMS, use the  and  buttons, located at the bottom of each ECMS screen, to move from screen to screen.
- Field definitions are listed in the Help section of ECMS. The Help icon  is located in the upper right corner of the ECMS screen.
- If you want a larger font in ECMS, **use the Zoom function slider** in the lower right of your Windows screen.



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Section 1-Submitter, Author & Performer

The 1st section in the ECMS process is:

Submitter, Author & Performer

There are only three sections in the ECMS process; each will be explained in this tutorial. All **required** fields will be explained; some **optional** fields will be explained.

DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer

Document & Funding

Distribution & Controlling

*Last: smith

First: susie

MI:

Suffix:

*Email Address: susie.smith@.....

*Phone:

*Is there a US government or military author? Yes No

+ Add Author

Last Name	First Name	M	Suffix	ORCID
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

Previous

+ Add Performing Organization

Org. Name	City	State	Country	Report #
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

Next



Section 1 - Submitter, Author & Performer input

The submitter's name and email address will default into the name and email fields. You can edit these fields.

Required

*Phone -
Add your phone.

Required

*...government or military author? -
Select yes or no.

DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer

Document & Funding

Distribution & Controlling

*Last: smith

*First: susie

MI:

Suffix:

*Email Address: susie.smith@.....

*Phone:

*Is there a government or military author? Yes No

+ Add Author

Last Name	First Name	M	Suffix	ORCID
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

+ *Add Performing Organization

Org. Name	City	State	Country	Report #
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

Previous Next

Required + *Add Performing Organization -
Select the + icon to open a new screen for the required fields. See next slide for input directions.



Section 1-Performer/Performing Organization input

The Organization Lookup button at the top of the input screen is currently not operational. DTIC will announce its availability in the future.

Required *Organization Name and *City - Add the performing organization information.

Tip: Use the "top level" name of the organization. If the record is from the Sensors Directorate, include which branch of the service. EXAMPLE: Air Force Research Lab, Sensors Directorate or Army Research Lab, Weapons and Materials Research Directorate.

Required *Organization Type
- Open the drop-down menu & select the organization type.
After completing your entries, select "Save Changes" in the lower right.

Organization Lookup
Close

***Organization Name**

***City**

Country

UNITED STATES
▼

Report Number

***Organization Type**

Select Organization Type
▼

State

Select State
▼

Zip

Save changes

TIPS:

- Add the 2- letter state abbreviation and zip if the city is in the US. This will save time later.
- Based on user experience, use the tab key to move to the zip code field. Also, type the zip code, do not copy & paste it.
- To add additional organizations, select the icon on the previous screen.



Section 1 - Submitter, Author & Performer / Add Author (optional)

Optional: Add Author

The author name is optional, but if you have author name(s), please add this data. It will help make search results more accurate.

Select the icon to add the author(s) info; a new input screen will appear.

See next slide for author input instruction.

DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer

Document & Funding

Distribution & Controlling

*Last: smith First: susie MI: Suffix:

*Email Address: susie.smith@..... *Phone:

*Is there a US government or military author? Yes No

Add Author

Last Name	First Name	M	Suffix	ORCID
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

Add Performing Organization

Org. Name	City	State	Country	Report #
No data to display				

Go to page: 1 Show rows: 20 0-0 of 0

Remove Item

Previous Next




Section 1-Submitter, Author & Performer / Add Author input (optional)

Optional: Author Information

If you choose Yes, the submitter's name will default into the name fields. Then select Save changes and then Close.

If you choose No, then add the author data, select Save changes and Close.

ECMS will accept an unlimited number of authors but **only the first 20** will appear in the DTIC website citation.

Add additional authors by selecting the  icon on the previous screen.

Author Information Close

Are you the author? Yes No

Last Name	First Name
<input type="text"/>	<input type="text"/>
Middle Initial	Suffix
<input type="text"/>	<input type="text" value="v"/>
ORCID	
<input type="text"/>	

ORCID: Stands for Open Researcher and Contributor ID. It is an alphanumeric code that uniquely identifies an author and provides a persistent digital identifier across diverse media and research workflows. DTIC is not responsible for the creation or maintenance of ORCIDs. Information on ORCID can be found at <http://orcid.org/>



Section 2 - Document & Funding


The 2nd section in the ECMS process is:

Document & Funding

This section will display different required, document-specific fields based on your selection from the Document Type drop-down menu.

For instance, if you select Journal Article as your Document Type, the required, document-specific field *Journal Title will display.

If you select Conference Paper as your document type, these required fields will display: *Conference Start Date, *Conference End Date, *Conference Title.



DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer

Document & Funding

Distribution & Controlling

***Document Type**

- Technical Report
- STTR Report
- SBIR Report
- OSTP Journal Article
- Journal Article
- Conference Proceedings
- Conference Paper

+ Add/Replace Document

File size maximum is 100MB

***Document SubType**

***Contains Embedded media?** Yes No

***Date Published**

Date Covered From

Date Covered To

Technology Readiness Level

DOI

+ Add Community of Interest ⓘ

+ Add Joint Capability Area ⓘ

+ Add Funding Organization

Organization Name	City	State	Acronym	Report Number
No data to display				
Go to page: <input style="width: 20px;" type="text" value="1"/> Show rows: <input style="width: 20px;" type="text" value="20"/> 0-0 of 0				

Remove Item

Previous

Next



Section 2 - Document & Funding / Document Type, Sub Type, Title input (1 of 5 slides)

Required

"*Document Type"

Open the drop-down menu & select your Document Type.

Required

"*Document SubType"

Use the arrow to open the drop-down menu & select Document Sub Type.

DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer

Document & Funding

Distribution & Controlling

+ Add/Replace Document

File size maximum is 100MB


Required "*Title" Enter the complete name of the document submitted: title, subtitle, volume, part number, etc. Use the Help section in ECMS for a detailed description of this content.

Use the **+ Add/Replace Document** button to select the desired document and add it to your submission. **Only PDFs are accepted.** Max file size - 100MB.



Section 2 - Document & Funding section / Embedded media, Media Format, Date Published input (2 of 5 slides)

Required


"*Contains Embedded media?" Select the desired radio button. If "Yes", a drop-down menu for "Media Format" appears. Use the Help icon  in ECMS for more details.

Required "*Date Published" This is also known as the Report Date.

Enter the date in the format shown or click in the box to use a calendar tool for month/day/year options.

If the date is unknown, enter "01/01/current year", example: 01/01/2016.

*Contains Embedded media? Yes No

Media Format 

*Date Published

mm/dd/yyyy

TIP: Based on submitter experiences, it's easy to make a date entry error when you copy & paste the date. For accuracy, use the tab key to access this field. DTIC recommends typing the date in the exact format shown, or click in the field to open the drop down calendar.




Section 2 - Document & Funding section / Optional Fields

(3 of 5 slides)





Optional

All fields in this part of the Document & Funding section are optional.

Enter as much data as you know. Additional data will help deliver more accurate search results.

Use the Help icon  in the upper right corner of ECMS to access the field definitions.

Use the  icon to access fields to enter data - Community of Interest, Joint Capability Area.


Date Covered From	Date Covered To
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Technology Readiness Level	DOI
<input type="text" value="v"/>	<input type="text"/>
 Add Community of Interest 	 Add Joint Capability Area 




Section 2 - Document & Funding / Add Funding Organization (4 of 5 slides)



Required -

“  *Add Funding Organization”

Select the  icon next to Add Funding Organization to add the data. Another screen will appear. See the next slide for the fields to complete.

Use the  icon again to add additional funding organizations.

 * Add Funding Organization

Organization Name	City	State	Acronym	Report Number
No data to display				
Go to page: <input type="text" value="1"/> Show rows: <input type="text" value="20"/> 0-0 of 0  				



Section 2- Document & Funding / Add Funding Organization input (5 of 5 slides)

The Organization Lookup button is not currently operational. DTIC will announce its availability in the future.

Required

"*Organization Name" If you select Yes, the Performing Organization data will default into the name, city and state fields.

If you select "No" then enter the data for the funding **"*Organization Name, *City, & State"**.

TIP - enter a zip code if location is in the US. This will save time later.

TIP - Use the tab key to move to the zip code field; type in the zip code, do not copy & paste it.

The remaining fields are optional; enter as much data as possible. Additional data will deliver more accurate search results.

Organization Lookup Close

Same as Performing Organization?
 Yes
 No

***City**

Country
UNITED STATES

Organization Type

Performance Method

Grant Number

Task Number

Program Element Number

***Organization Name**

State
Select State

Zip Code

Organization Acronym

Contract Number

Project Number

Work Unit Number

Report Number

Select "Yes" if the funding organization is the same as the performing organization

After completing your entries, select "Save Changes" and then "Close" from the lower right.



Section 3 - Distribution & Controlling

This is the 3rd and final section in the submission process:

Distribution & Controlling

Many fields in this section will be optional. However, DTIC encourages you to add data to as many fields as possible to deliver better-quality search results.

The screenshot shows the 'Distribution & Controlling' section of the DTIC submission process. The form includes the following fields and options:

- Submitter, Author & Performer:** A dropdown menu.
- Document & Funding:** A dropdown menu.
- Distribution & Controlling:** The active section, highlighted in blue.
- *Distribution / Availability:** A dropdown menu.
- *Export Controlled:** Radio buttons for Yes and No.
- *Add Distribution Reasons:** A section with a note: '*A maximum of 3 reasons are allowed'. It contains a table with one row: 'Distribution Reason' with the value 'No data to display'. Below the table is a 'Go to page: 1 Show rows: 20 0-0 of 0' and a 'Remove Item' button.
- Distribution Date Same as Report Date?** Radio buttons for Yes and No.
- Controlling Office same as Funding Organization?** Radio buttons for Yes and No.
- Controlling Office Name (Require if Dist is B-F):** A text input field.
- City, State, Zip Code:** Three text input fields.
- Abstract:** A large text input field with a note: '2000 Character Maximum'.
- Distribution of Abstract:** Radio buttons for Same as Report and Public Release.
- Subject Terms (Tags):** A text input field.
- Subject Terms (Tags):** A second text input field.
- Additional Information:** A large text input field.
- Navigation:** 'Previous' and 'Submit' buttons at the bottom.



Section 3 - Distribution & Controlling / Distribution, Export Control, Distribution Reasons input (1 of 5 slides)

Required -"*Distribution / Availability" Open the drop-down menu & select the distribution.

NOTE: If you select distribution "A= Public Release," the Export Control radio button will prefill to "No" and no other field on this ECMS section will require input.

You can then use the "Submit" button in the lower right corner to send your submission to DTIC.

DEFENSE TECHNICAL INFORMATION CENTER

Submitter, Author & Performer ***Distribution / Availability**

Document & Funding

Distribution & Controlling

***Export Controlled**

Yes

No

+ Add Distribution Reasons

* A maximum of 3 reasons are allowed

Distribution Reason
No data to display

Go to page: 1 Show rows: 20 0-0 of 0

Conditionally Required -"*Export Controlled" required when the distribution/availability is B - F.

Required -" + Add Distribution Reasons" This field is required when the distribution/availability is B - F. Select the + icon to enter your reason. Select the icon again to add a maximum of three reasons.

Use the Help icon in the upper right corner of ECMS for a detailed explanation of Export Controlled.



Section 3 - Distribution & Controlling / Distribution Date input (2 of 5 slides)

Conditionally Required

"* Distribution Date Same as Report Date?" Required if the distribution/availability is B - F.

If you select "Yes," the Report Date from an earlier field will default in.

If you select "No" then "* Distribution Date" is **required**. Enter the date in format displayed or click in the field to display the calendar for date selection.

TIP: Based on submitter experiences, it's easy to make a date entry error when you copy & paste the distribution date. DTIC recommends typing the date in the exact format shown or using the drop down calendar which is accessed by selecting the box.

Distribution Date Same as Report Date? Yes No

*Distribution Date

mm/dd/yyyy

« January 2016 »						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

...ing Organization? Yes

...re if Dist is B-F)



Section 3 - Distribution & Controlling / Controlling Office input (3 of 5 slides)

Conditionally Required
"*Controlling Office same as Funding?" Required if the distribution is B - F.

If you select "Yes," the Funding Organization data will default in.

If you selected **NO**, enter the "*Controlling Office Name, City, State and Zip Code"

TIP - Use the tab key to move to the zip code field and type in the zip code.

Controlling Office same as Funding Organization? Yes No

Controlling Office Name (Require if Dist is B-F)

City

State

Zip Code



Section 3 Distribution & Controlling / Distribution of Abstract (4 of 5 slides)

Optional

"Abstract" - enter an abstract for the document. If no abstract is entered, DTIC will supply one based on the document content.

Conditionally Required.

"Distribution of Abstract" If the document distribution is B -F, select desired radio button.

Abstract

2000 Character Maximum

*Distribution of Abstract Same as Report Public Release



Section 3 -Distribution & Controlling section (5 of 5 slides) -

Submit button

Optional

"Subject Terms (Tags)" - Enter any keywords, phrases, or subject terminology that might assist in searching for this document.

"Additional Information" Enter any relevant information about the document that is not included elsewhere. See the Help section for examples.

Subject Terms (Tags)

Additional Information

Previous



Required "Submit" Use the button to send your document to DTIC.

Nothing is sent to DTIC until you select this button.

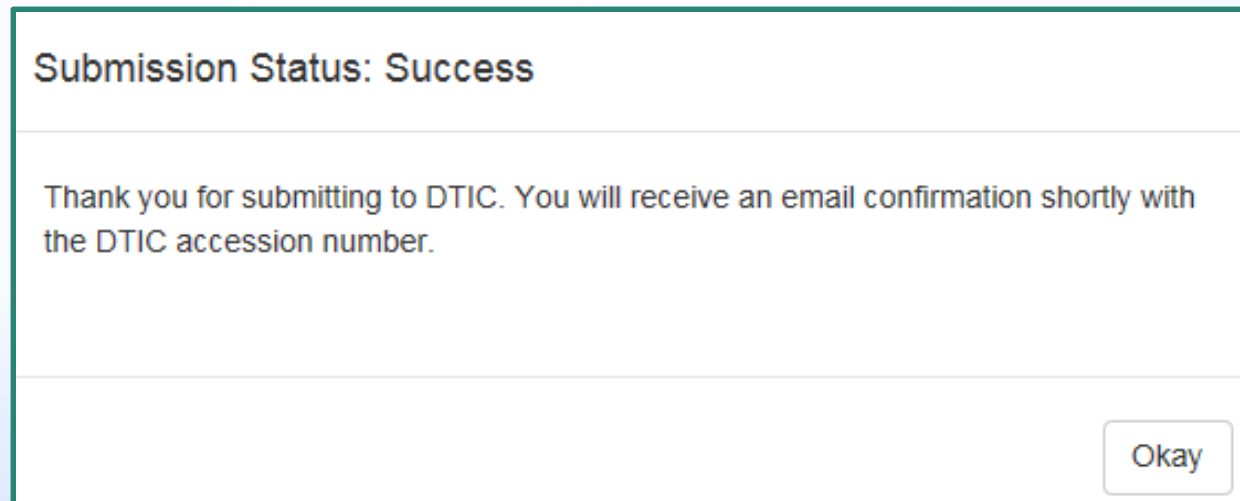
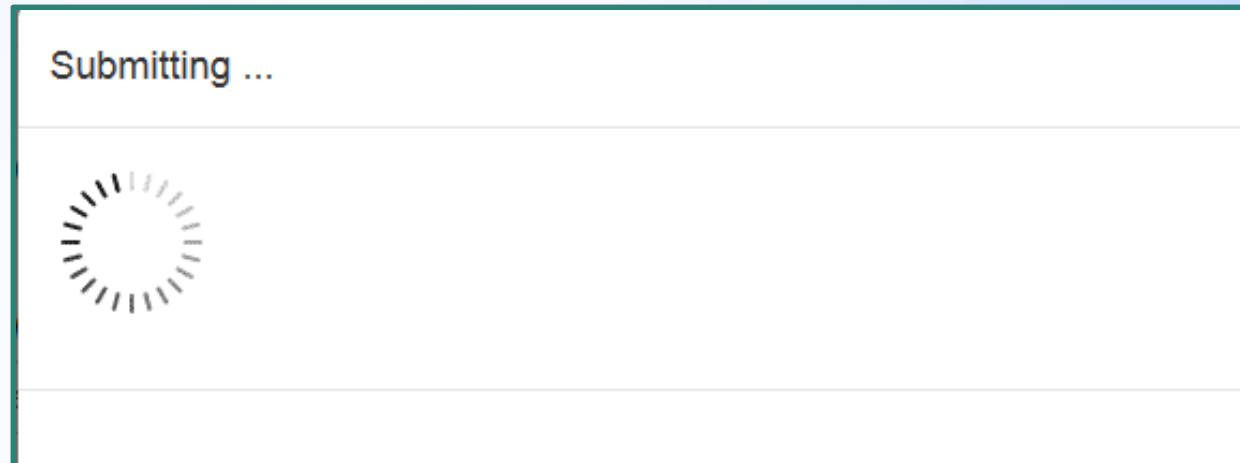


Successful Submission to DTIC

After submitting your report to DTIC, you will see this “Submitting...” image. During this transmission time, DTIC will identify an accession number for the submission.


After the submission is received, you will see the 2nd message on your screen “Submission Status: Success.”

DTIC will also send you a separate email with the DTIC accession number (AD). Select “Okay” to end your input session or to start another.





ECMS Usage Summary

- In ECMS, field definitions are listed in the Help section. The Help icon  is in the upper right corner of the ECMS screen.
- You must select the **Submit** button on the bottom of the last screen, “Distribution & Controlling” to send your submission to DTIC. Nothing is saved or sent to DTIC until you use the **Submit** button on the last screen.
- You will receive two messages from DTIC after a successful submission.
 1. an on-screen “Submission Status: Success” message and
 2. a separate email to your email address from DTIC with the DTIC accession number (AD).
- If you receive an error message, please take a screen shot and send it to us. The POC is listed at the end of the tutorial.



ECMS Tips - Reminders

Tips:

- You must be registered with DTIC before you can access ECMS. Register here:
<http://www.dtic.mil/dtic/registration/registration.html>
- Clear your browser history before accessing ECMS.
- Use Microsoft IE 10 or above when using ECMS.
- If you do not have IE 10 or above, or “something isn’t working right”, switch to Mozilla Firefox as your browser.
- If you still have problems accessing ECMS, please talk to your IT department.



ECMS Resources at DTIC

For questions or problems regarding your submission,
please contact DTIC's Information Collection Division directly
at

dtic.belvoir.ecm.mbx.acquisitions@mail.mil

or

1-800-225-3842 (selection 6)

If you receive an error message after submitting the report, please take a screen shot of the error message and send that to us so we may better assist you.