

# United States International Trade Commission



## EDIS E-FILING ENHANCEMENT

(CBI SUBMISSION)

### REL 1.1

USER GUIDE

(Final)

Version 1.1.7 (Final)

July 24, 2006

Submitted by:



***Science Applications International Corporation (SAIC)***  
***1710 SAIC Dr.***  
***McLean, VA 22102***

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## *Revision History*

<b>Name</b>	<b>Date</b>	<b>Reason For Changes</b>	<b>Version</b>
Joel Moeller	3/22/06	Updating for Release 1.1	Version 1.1
Sue Tillery	7/24/06	Updates through Release 1.1.7	Version 1.1.7

## 1 Introduction

The Electronic Document Information System (EDIS) is a document management system which supports the United States International Trade Commission (USITC). EDIS is a repository of electronic files and the electronic images of paper documents that comprise the official record of all investigations conducted by the USITC including those of the Office of Investigations, which processes investigative documents; of the General Counsel, which use the system for litigation support and legal research; Unfair Import Investigations; the Administrative Law Judges; and other Offices, which use the system for legal and other research.

The USITC receives many documents from law firms, from entities concerned with trade, and from the public. In addition, documents are filed in EDIS by USITC in response to investigations and other document filings.

Users can file documents with USITC by paper or by electronic filing. EDIS provides an online form for the generation of cover sheets, which are saved in EDIS awaiting the delivery of the hardcopy document. For electronic filings, the user can enter the document information and attach the document directly for submission to USITC.

The USITC Dockets Office accepts the paper documents with an EDIS cover sheet and then scans and indexes the document into EDIS. The Dockets staff checks the document and data for accuracy, rules compliance and further quality checks. The document is then stored in EDIS.

Electronic documents (Adobe Acrobat PDF format only) are submitted via the Web, checked for accuracy and rule compliance, and stored into EDIS.

Public documents which have been filed can be viewed via the Web, saved, and printed. Confidential and other restricted documents cannot be viewed externally. Authorized internal users only can search for Confidential and higher security level documents.

The suite of EDIS products consists of:

- EDIS II (Legacy) consists of an internal user EDIS Web Gateway, plus the HighView Client application to approve and process the received documents.
- EDIS Public Search Application consists of a public search interface for EDIS documents. Public documents and Confidential cover sheet data (metadata) can be searched by internal and external users. No userid is required to access this search tool.
- EDIS E-Filing consists of a web application for document submission to EDIS. Userids are necessary to login to this application, and can be established using the

registration page. The Daily Filing Report and Service List Utility are also provided. This application is described in this User's Guide.

This User's Guide provides guidance to internal and external users on the features available in EDIS E-Filing 1.1. Rules governing the electronic submission of documents to USITC can be found in the Handbook for Electronic Filing Procedures. Rules cited in the Handbook for Electronic Filing take precedence over this User's Guide. With this release of EDIS E-Filing, external users will no longer need access to the EDIS Web Gateway. Internal users may still need access to the EDIS Web Gateway in order to search for secure documents.

**The responsible organization for EDIS is:**  
 United States International Trade Commission (USITC)  
 Office of the Chief Information Officer  
 Mr. Stephen McLaughlin, CIO  
 500 E Street, SW  
 Washington, DC 20436  
 Phone: (202) 205-3131  
[stephen.mclaughlin@usitc.gov](mailto:stephen.mclaughlin@usitc.gov)

**System Owner / Program Manager**  
 Office of Information Technology System Director  
 Mr. Brian Moran  
 USITC  
 500 E Street, SW, Room 412-A  
 Washington, DC 20436  
 Phone: (202) 205-2784  
 Fax: (202) 205-2024  
[Brian.moran@usitc.gov](mailto:Brian.moran@usitc.gov)

**EDIS System Administrator / Help Desk**  
 Dockets Office  
 USITC  
 500 E Street, SW, Room 112  
 Washington, DC 20436  
 Phone: (202) 205-EDIS (3347)

**1.1 References**

Documentation is online within the EDIS E-Filing application. The following documentation is currently included, and will be updated as necessary.

**User Documentation:**

Title	Version	Date	Location
<a href="#"><u>Who Should Register</u></a>	1.0	February, 2006	<i>Online</i>
<a href="#"><u>EDIS E-File Training Presentation</u></a>	-	March 17, 2006	<i>Online</i>

## EDIS E-Filing 1.1 User Guide

<a href="#"><u>Frequently Asked Questions</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>EDIS E-File User's Guide</u></a>	1.1.7	July 24, 2006	<i>Online</i>
<a href="#"><u>Handbook for Electronic Filing Procedures</u></a>	Update	March 24, 2006	<i>Online</i>
<a href="#"><u>EDIS RSS User's Guide</u></a>	1.0	March 22, 2006	<i>Online</i>
<a href="#"><u>Handbook for Electronic Filing Procedures – Federal Register</u></a>	Vol 71, No. 62	March 31, 2006	<i>Online</i>
<a href="#"><u>How to File a Paper Document</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>How to File an Electronic Document</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>Tips for Print Publishing Support</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>Help for 337 Filings</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>Help for Import Injury Filings</u></a>	1.0	December, 2005	<i>Online</i>
<a href="#"><u>Field Level Help</u></a>	1.1	May, 2006	<i>Online</i>

## 2 Overall Description

### 2.1 Getting Started

The EDIS E-Filing system is a web application. Any of the current popular web browsers, such as Internet Explorer, Netscape, or Mozilla Firefox can be used to access the application. Older versions of these browsers may not support all of the features of EDIS E-Filing. Standard web browser navigation is used in the web application. The application does not require any workstation installations, other than Adobe Acrobat. An appropriate PDF converter, such as Adobe Acrobat Standard, Acrobat Professional, Acrobat Print interface, or other vendor converter tools, can be used to create the PDF documents for submission. Acrobat Reader is required to view documents and is available as a free download.

To access EDIS E-Filing, select the Electronic Document Information System (EDIS) and Electronic Docket menu option on <http://www.usitc.gov>. Select the EDIS E-Filing link. This will display the main EDIS E-Filing web page as shown in *Figure 1 - Main EDIS E-Filing Menu*.

A link is also available for internal users via the ITC\_Central intranet.

The direct link is: <https://eofpub.usitc.gov/edis-efile/app>.

### 2.2 General Navigation

Users will access EDIS E-Filing by using a web browser. There are some differences in the web page behavior between different browsers.

Functional links have appearances as Links (underlined, highlighted words), or as action buttons. Help icons are links to the field help text. Clicking on these options will direct you to another web page or popup.

There is an EDIS Tools menu in the upper right portion of the web page. This menu will allow you to select the available options within EDIS E-Filing. These options include a Help option, main menu, reporting options and search. Selecting the Search option will end your login session with EDIS E-Filing.

Please refrain from using the Back and Forward Browser buttons. The application contains data and processing that must be handled between the pages. Use buttons and links provided within the application to navigate to other pages.

### 2.3 Main

The EDIS Main Menu provides a list of options where the user may:

- Read About the Changes
- Login

- Register (new users)
- Search EDIS documents
- Link to EDIS II Legacy Application (available only to internal users)

On the EDIS Tools Menu, there are links to:

- Home (this menu)
- Search (Public Search Application)
- Help (User’s Guide, Federal Register Notices, Quick Help, Training)
- Register
- Login

Additional links are provided to access FirstGov, Privacy Policy and to submit comments to USITC regarding the application.

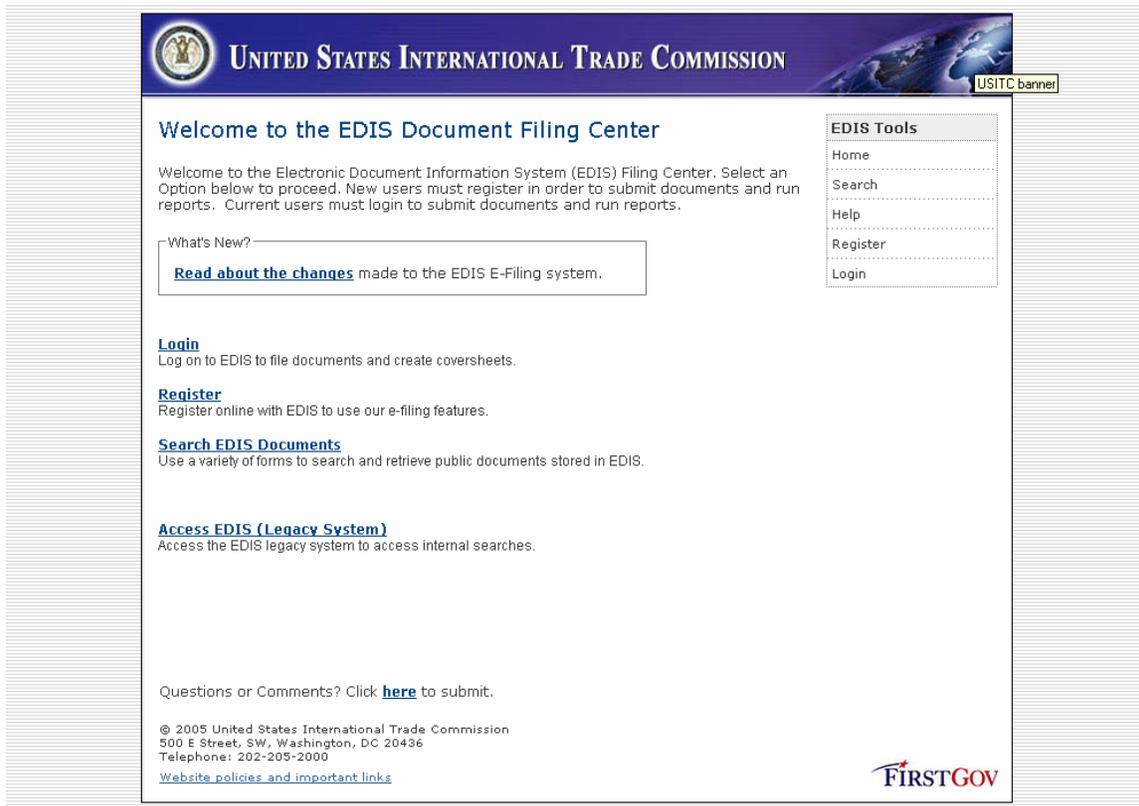


Figure 1 - Main EDIS E-Filing Menu

## 2.4 Main Menu after Login

Once the user has successfully logged in, the Main Menu will be displayed, see *Figure 2 - Main Menu after Login*. The user may select the following options:

- Read About the Changes
- E-File Documents – submit electronic documents (PDF files)
- File Documents (Paper Only) – submit paper documents by creating a coversheet.

- Service List
- Daily Filing Report
- Change Password
- Access EDIS (Legacy System) – (available only to internal users)

The EDIS Tools menu, there are links to:

- Home (this page)
- Search – Search Application page
- Help
- Log out (end this user's session)
- Change Password
- Service List
- Daily Filing Report
- Access EDIS (Legacy System) – (available only to internal users)
- RSS Feed Generator – (available only to internal users) – immediate notifications of incoming documents.

The screenshot shows the main menu of the EDIS Document Filing Center. At the top, there is a header for the United States International Trade Commission (USITC) with a globe image and a 'USITC banner' label. Below the header, the main content area is titled 'Welcome to the EDIS Document Filing Center'. It includes a welcome message, a 'What's New?' section with a link to 'Read about the changes', and several menu items with descriptions: 'E-File Documents', 'File Documents (Paper Only)', 'Service List', 'Daily Filing Report', 'Change Password', and 'Access EDIS (Legacy System)'. On the right side, there is a vertical 'EDIS Tools' menu with links for Home, Search, Help, Log Out, Change Password, Service List, Daily Filing Report, and Access EDIS (Legacy System). At the bottom of the page, there is a copyright notice for 2005 and a 'FIRSTGOV' logo.

Figure 2 - Main Menu after Login

## 2.5 Help

Several resources are available for Help with EDIS E-Filing functions.

- Error Messages
- Field Level Help
- Online Help Documents
  - User Guides
  - Notices (Handbooks and Federal Register Notices)
  - Tutorials
  - Quick Help Guides

These resources are defined in more detail in the following sections.

If you are encountering difficulties using EDIS E-Filing after reviewing these resources then contact the EDIS System Administrator at (202) 205-EDIS (3347).

### 2.5.1 Error Messages

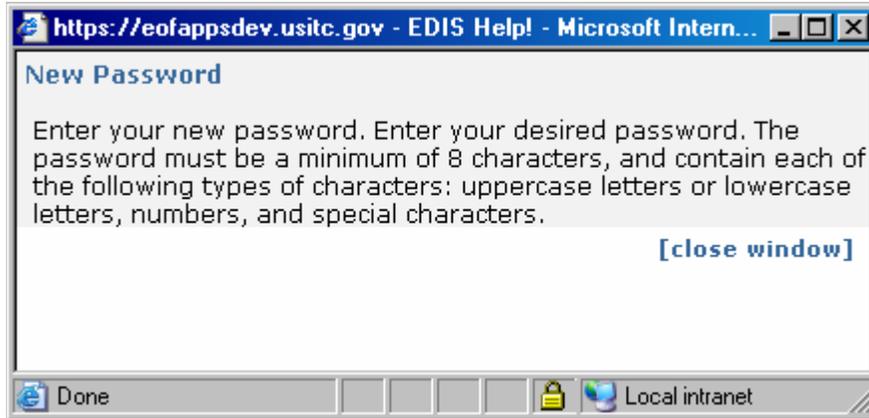
Error messages are displayed to the user if incorrect values are entered. If there is a problem with data in a particular field, the field will be highlighted with a red label and \*\*, such as shown in the example below, see *Figure 3 - Error Identification*.

The screenshot shows the 'EDIS - Change Password' page from the United States International Trade Commission. The page title is 'EDIS - Change Password'. Below the title, it states: 'You have reached this page because of one of the following reasons:'. A list of three reasons follows: 1. Your password has expired and you must change it. 2. You have forgotten your password and had to reset it to your codeword. 3. You've made a personal determination that it is necessary to change your password. Below this, it says: 'To change your password, please provide the following information and then submit.' A form titled 'Enter Old and New Passwords' contains three input fields: 'Old Password', 'New Password \*\*', and 'Confirm Password'. The 'New Password \*\*' field is highlighted in red, indicating an error. A red error message reads: '(!) The password must be between 8-30 characters long and contain upper or lower case letters (a-z), numbers (0-9) and special characters (&, !, # etc.) but no spaces'. Below the form are 'Submit' and 'Reset Form' buttons. On the right side, there is an 'EDIS Tools' menu with links for Home, Search, Help, Log Out, Change Password, Service List, Daily Filing Report, and Access EDIS (Legacy System). At the bottom, there is a footer with contact information and a 'FIRSTGOV' logo.

Figure 3 - Error Identification

## 2.5.2 Field Level Help

Field Level Help is available on most fields by clicking on the Question Mark icon . A popup box will be displayed containing a description of the field, see *Figure 4 - Sample Field Level Help*.



**Figure 4 - Sample Field Level Help.**

## 2.5.3 Online Help Documents

A repository of documentation is available to assist users in proper document filing. See *Figure 5 - Help Menu* below.

United States International Trade Commission

If you have questions or problems with EDIS E-Filing not addressed by these help documents, please contact the EDIS System Administrator at (202) 205-3347(EDIS).

### Help Documents

- [Who should Register?](#) [13KB PDF]
- [EDIS E-Filing Training Presentation](#) [270K PowerPoint]
- [Frequently Asked Questions](#) [12KB PDF]
- [EDIS E-Filing User Guide](#) [3.8MB PDF]
- [Handbook on Electronic Filing Procedures](#) [28KB PDF]
- [EDIS RSS User's Guide](#) [588KB PDF]

### Notices

- [Notice of Update to the Electronic Document Information System](#) [59KB PDF]

### Document Filing Help

- [How to file a Paper Document](#) [18KB PDF]
- [How to file an Electronic Document](#) [16KB PDF]
- [Tips for Print Publishing Support](#) [30KB PDF]
- [Help for 337 Filings](#) [10KB PDF]
- [Help for Import Injury Filings](#) [10KB PDF]

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Telephone: 202-205-2000  
[Website policies and important links](#)

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**Figure 5 - Help Menu**

This User's Guide is posted on the Help Menu for reference.

Federal Register notices and other announcements affecting the electronic filing of documents in EDIS are posted on the Help Menu.

The EDIS E-Filing Training Presentation is posted in PowerPoint on the Help Menu to provide introductory guidance regarding the usage of EDIS E-Filing. Microsoft PowerPoint or PowerPoint Viewer is required to view the presentation.

Specific Document Submission quick help guides are also included in the Help Menu.

For internal USITC users, the EDIS RSS User's Guide is available to provide instructions on how to set up and use the EDIS RSS document feed to receive notifications of new document submissions.

## 2.6 User Access

All users of EDIS E-Filing must be registered and login to use the system. Users of the Public Search Engine are not required to login. Users will need additional authorizations by the Office of the Secretary to use the EDIS II WebSite.

## 2.6.1 User Authentication Rules

The following rules apply to userids and passwords. The same rules apply for Registration, Login, Change Password and Forgot Password functions.

The userid can be selected by the user at registration. If the userid is in use, another will need to be selected. The userid when entered on the login screen is not case-sensitive. The userid can be a maximum of 20 characters.

The password must be at least 8 characters in length and contain Upper **or** Lower case letters, Numbers **and** Special Characters (!@#\$ etc.). The maximum password length is 30 characters. Spaces are not allowed. You will need to enter your password twice to verify the correct spelling, when registering or changing your password.

Valid Password Examples:

Hb01Mar\*  
Bb000001@  
Pop9090!!

Invalid Password Examples:

Aaaaaaaaa12  
12345678\*  
ABCD4444

All users must change their passwords every 180 days or the account will be disabled. Two weeks prior to the expiration of the password, you will receive an email notice, as well as a notice when logging into EDIS E-Filing, that your account will expire. You will need to change your password to keep your account active. On the 180<sup>th</sup> day, you will receive another email and notice that your password has expired and you cannot access EDIS E-Filing unless you change your password immediately. Seven days later your account will be locked, and can only be reactivated by contacting the EDIS System Administrator.

To change your password after receiving these email notices. Go to EDIS E-Filing, LOGIN, and select CHANGE PASSWORD.

If you do not use your account for 180 days, the account will be marked Inactive and require the EDIS System Administrator to reset it.

Entering the incorrect password three times for the userid will result in locking the user account. The account can only be unlocked by contacting the EDIS System Administrator.

If the user has forgotten the password, the Forgot Password option will enable the user to reset the password to the codeword selected at registration. Once the codeword is entered successfully, the user will be required to change the password to a new password.

The user's account can be terminated by notifying the EDIS System Administrator that the user is no longer working with a particular firm or organization, or is no longer employed by USITC. The USITC may terminate a user's access at any time if misuse of the system is suspected.

## **2.6.2 Register**

Users wishing to submit documents via EDIS E-Filing must have a user account. The account is obtained by completing an online registration. When submitting documents, the name associated with the user account must be signature name on the documents being filed. In other words, the attorney filing the documents via EDIS E-Filing must create the user account with their full name. The name on the registration page must match the user's normal signature.

Therefore, for external users, the attorney submitting the investigative materials must register, and then may provide their userid and password to their legal staff to submit documents on the attorney's behalf. The attorney is ultimately responsible for the submissions made.

### **2.6.2.1 Terms of Use Agreement**

The first step when registering is to accept the Terms of Use Agreement, see *Figure 6 - Registration - Terms of Use Agreement*. Please read the text and acknowledge acceptance of the conditions to use EDIS E-Filing.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

## EDIS - Terms of Use Agreement

Members of the public have the option to submit certain types of documents electronically to the U.S. International Trade Commission (USITC) for inclusion in its Electronic Document Information System (EDIS). The USITC does not require the use of this means of document submission. A person submitting a document electronically must comply with the Commission's Rules of Practice and Procedure and the associated Handbook on Electronic Filing Procedures (EFP Handbook), E-Filing Rules Notice, and E-Filing Procedures Notice. All documents must be submitted in PDF and submitters are responsible for document accuracy and timely receipt by the USITC. Those users who submit documents electronically and provide an e-mail address will receive a notification of document receipt and, after review by the Office of the Secretary to the Commission, a notification of document acceptance or rejection.

If you are unsure if you should register, read [Who should Register?](#)

The contents of each filing in EDIS may be subject to copyright and other proprietary rights (with the exception of the notices, orders, and opinions of the USITC). It is the user's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing material found in EDIS. Transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright owners. Users must make their own assessments of rights in light of their intended use.

A person submitting a document electronically who fails to comply with the requirements for electronic filing may be denied permission to file electronically in the future, depending upon the circumstances and nature of any such failure to comply. Failure to comply with other filing rules may result in consequences provided for in the rules.

Questions or Comments? Click [here](#) to submit.

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**FIRSTGOV**

**EDIS Tools**

- Home
- Search
- Help
- Register
- Login
- Access EDIS (Legacy System)

**Figure 6 - Registration - Terms of Use Agreement**

### 2.6.2.2 Registration Form

The Online User Registration form must be filled by the user to submit a request for a EDIS E-Filing user account. The form has slightly different fields depending on whether the user is registering internally to USITC or externally. The determination of internal vs. external is based on the user's IP address at the time of registration.

#### 2.6.2.2.1 External User Registration

External users will see a registration screen as shown in *Figure 7 - Registration - External User*.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

### EDIS Online User Registration

Complete the EDIS Online User Registration form to become a registered user of the EDIS system. Please enter information in all required fields. All fields are required unless they are designated as optional.

**Personal Profile Information**

First Name

Middle Name  (optional)

Last Name

Firm/ Organization

Address

Address  (optional)

City/Province

State

Zip / Postal Code

Country/ Region

Telephone Number  (Include Country Code / Area Code)

Fax  (optional)

Email

**Login Information**

User ID  Enter your desired user id. Use letters (a-z, A-Z) and numbers (0-9), but no spaces or special characters(\$, !, #, etc.)

Password  The password must be between 8 and 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (&, !, # etc.) but no spaces.

Re-enter Password

Codeword  Enter a unique combination of alphabetical characters and numbers in this field. Make sure that your code word is a word you will not forget (e.g., your mother's maiden name).

Questions or Comments? Click [here](#) to submit.

**EDIS Tools**

- EDIS Search Options
- Who should Register?
- Forgot Password?
- Register with EDIS
- Login - Registered Users
- EDIS Filing Home

**Additional EDIS Links**

- Training Presentation
- Frequently Asked Questions
- Notice of Electronic Filing Final Rulemaking
- Handbook on Electronic Filing Procedures

**Figure 7 - Registration - External User**

Enter your full name as you would sign documents that you are submitting to USITC. When submitting documents, the signature names will need to match the registered name on the account submitting the documents.

Select your Firm / Organization. The registered address for your firm will appear. If the address information does not match your location information, edit the fields on the form.

If your Firm/Organization is not shown in the dropdown list, select 'Not Listed'. You will be prompted with a popup form requesting that your Firm / Organization be added to EDIS. On pressing SEND, the information will be sent by email to the EDIS System Administrator. The user should continue with registration using 'Not Listed' as the Firm/Organization. The System Administrator will review the request and add the

Firm/Organization to the list. The user's account will also be updated to reflect the newly added Firm/Organization.

If your Firm/Organization is not listed, you are not representing a party to an investigation and you expect to be a casual user of EDIS E-Filing, please select 'Not Applicable' instead of 'Not Listed'.

Verify or insert your address information. State is not required if you reside outside the United States.

Enter your telephone number so that you may be contacted directly if there is a filing error. Your fax number is optional.

Enter a valid email address for the account being registered. This address will be used for responses and correspondence related to document submissions. If legal assistants and others will be filing documents on your behalf, you may wish to configure your mailbox to forward EDIS E-Filing messages to the staff acting on your behalf. The email address must be a properly formatted email address, such as contains one @, and .gov, .com, .net or other country identifier.

Enter your desired userid and password. An error will be noted if the userid has been taken by another user. Please refer to Section 2.6.1 *User Authentication Rules* for details regarding the userid and password.

Enter a codeword that you can remember. In the event that you forget your password, you may request for it to be reset based on this codeword.

Click on Submit Registration to submit your request to EDIS E-Filing.

For any mandatory fields that have not been filled, you may receive any of the following messages:

- You must enter a value for First Name.**
- You must enter a value for Last Name.**
- You must enter a Firm/Organization.**
- Email is not formatted correctly. Please enter a properly formatted email address.**
- You must enter a value for User ID.**
- You must enter a value for Password.**
- You must enter a value for Re-enter Password.**
- You must enter a value for Codeword.**

Additional error messages may be displayed if the Firm/Organization address is incomplete or outside the United States.

Reset Form will clear the data from the form. Data currently typed in the form will be lost.

The registration process continues in paragraph 2.6.2.3 *Registration Confirmation and Notification*.

#### **2.6.2.2.2 Internal User Registration**

The registration page for internal users has slightly different information as shown below, see *Figure 8 - Registration - Internal User*.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

### EDIS Online User Registration

Complete the EDIS Online User Registration form to become a registered user of the EDIS system. Please enter information in all required fields. All fields are required unless they are designated as optional.

**EDIS Tools**

- Home
- Search
- Help
- Register
- Login
- Access EDIS (Legacy System)

**Personal Profile Information**

First Name <sup>?</sup>

Middle Name <sup>?</sup>  (optional)

Last Name <sup>?</sup>

Firm/ Organization <sup>?</sup>

Office/Division <sup>?</sup>

Address <sup>?</sup>

Address <sup>?</sup>  (optional)

City/Province <sup>?</sup>

State <sup>?</sup>

Zip / Postal Code <sup>?</sup>

Country/ Region <sup>?</sup>

Telephone Number <sup>?</sup>  (Include Country Code / Area Code)

Fax <sup>?</sup>  (optional)

Email <sup>?</sup>

**Login Information**

User ID <sup>?</sup>  Enter your desired user id. Use letters (a-z, A-Z) and numbers (0-9), but no spaces or special characters(\$, !, /, #, etc.)

Password <sup>?</sup>  The password must be between 8 and 30 characters long and contain letters (a-z, A-Z), at least one number (0-9), and at least one special character (&, !, # etc.) but no spaces.

Re-enter Password <sup>?</sup>

Codeword <sup>?</sup>  Enter a unique combination of alphabetical characters and numbers in this field. Make sure that your code word is a word you will not forget (e.g., your mother's maiden name).

Questions or Comments? Click [here](#) to submit.

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Telephone: 202-205-2000  
[Website policies and important links](#)

**FIRSTGOV**

**Figure 8 - Registration - Internal User**

Enter your full name as you would sign documents that you are submitting. When submitting documents, the signature names will need to match the registered name on the account submitting the documents.

For internal users, the Firm/Organization is set to USITC and the USITC address. Enter mail routing or office number in the second Address field.

Select your Office/Division from the dropdown list. EDIS E-Filing will allow you to modify the Office/Division for each document submitted in the event that you are supporting another Office for a specific investigation.

Your email address must end in @usitc.gov.

Enter your desired userid and password. An error will be noted if the userid has been taken by another user. Please refer to Section 2.6.1 *User Authentication Rules* for details regarding the userid and password.

Enter a codeword that you can remember. In the event that you forget your password, you may request for it to be reset based on this codeword.

Click on Submit Registration to submit your request to EDIS E-Filing.

For any mandatory fields that have not been filled, you may receive any of the following messages:

- You must enter a value for First Name.**
- You must enter a value for Last Name.**
- Email is not formatted correctly. Please enter a properly formatted email address.**
- You must enter a value for User ID.**
- You must enter a value for Password.**
- You must enter a value for Re-enter Password.**
- You must enter a value for Codeword.**
- You must enter a value for internal division.**

Reset Form will clear the data from the form. Data currently typed in the form will be lost.

The registration process continues in paragraph 2.6.2.3 *Registration Confirmation and Notification*.

### **2.6.2.3 Registration Confirmation and Notification**

Upon clicking Submit Registration, a confirmation screen will be displayed, as shown in *Figure 9 - Registration – Confirmation*.



**Figure 9 - Registration – Confirmation**

Click Make Changes if any of the information is incorrect.

This page can be printed for safekeeping. Note that for security reasons neither the Codeword nor password is displayed on the confirmation screen.

When you click Accept Information, you will be registered and automatically logged in to EDIS E-Filing.

An email is sent to the email address specified on the Registration form to confirm your registration, as shown in *Figure 10 - Registration Notification Email*.

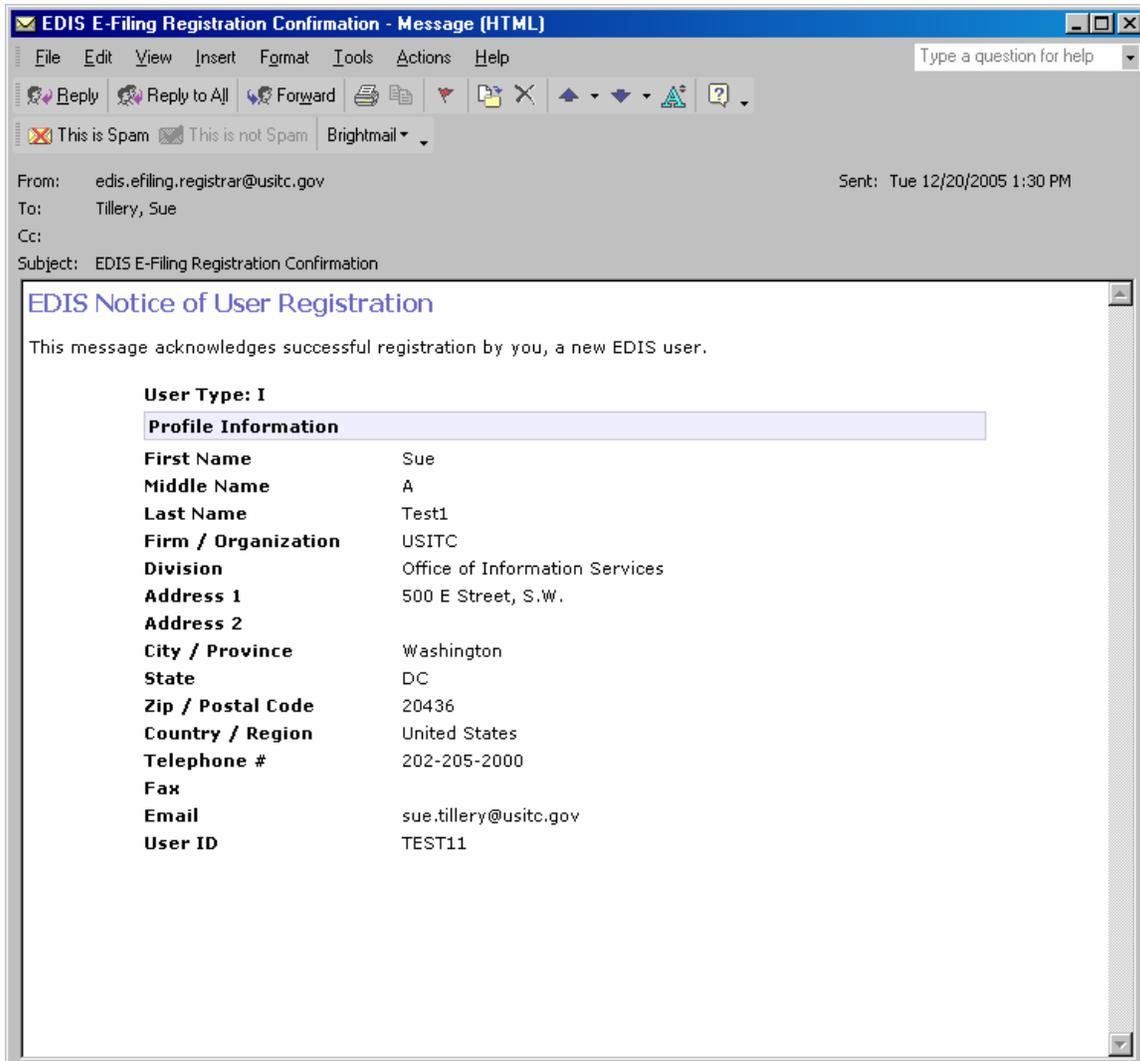


Figure 10 - Registration Notification Email

### 2.6.3 Login

Users are required to login to access the document filing and reporting functions. Click on the Login link to access the following screen, see *Figure 11 - Login*.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

### EDIS Login

**(Registered Users Only)**

Click [here](#) to register with EDIS.

**Enter username and password**

User Name

Password

Users will be allowed three attempts to enter a valid password. After the third attempt, the user will be locked out of EDIS. Please contact the USITC EDIS System Administrator at (202) 205-EDIS(3347) to reactivate the account and reset your password. In extreme circumstances, the Secretary of the Commission may prohibit the user from accessing EDIS.

If the user has forgotten their password, they may click on [Forgot Password](#) and follow the instructions which are provided.

Questions or Comments? Click [here](#) to submit.

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**FIRSTGOV**

**Figure 11 - Login**

Enter your Userid and Password in the fields provided, and click Submit. Reset Form will clear any entered data on the form. See *2.6.1 User Authentication Rules* for information regarding userid and password rules.

If your userid or password is incorrect, you will receive the message: **(!) Some or all of the information that you have entered is incorrect. Please try again.** Verify that you are using the correct userid and password. Verify that CAPS LOCK is not on before re-entering.

You have 3 attempts to enter the correct password after which your account will be locked and you will need to contact the EDIS System Administrator at (202) 205-EDIS (3347) to unlock your account. The message: **INFO: Password incorrect for the given login ID - account has been LOCKED. Please contact the USITC EDIS System Administrator for help. (202) 205-EDIS(3347).**

If you attempt to login and your account is already locked, you will receive the message: **INFO: This account is currently LOCKED. Please contact the USITC EDIS System Administrator for help. (202) 205-EDIS(3347)**

If you attempt to login and your account is inactive, you will receive the message: **INFO: This account is currently INACTIVE. Please contact the USITC EDIS System Administrator for help. (202) 205-EDIS(3347)**

If you have forgotten the password, click **Forgot Password** to reset your password using your codeword. If your account is locked, you will NOT be able to activate your account using this option.

If you receive the error message: **A connection error has occurred trying to validate your entered data. Please try again later.**, the system is not operational, and the database connection cannot be established. You may contact the EDIS System Administrator to report this error.

### 2.6.4 Change Password

The Change Password option is available to permit you to change your password at any time. The Change Password screen is displayed automatically when your password expires or when you have reset your password to your codeword. The Change Password screen appears in *Figure 12 - Change Password*.

**Figure 12 - Change Password**

Enter your existing password in the Old Password field, and your desired new password in the New Password and Confirm Password fields. Click Submit to make the change. Reset Form will clear the entries from the form.

If the Old Password value is not the password in EDIS E-Filing, a message is displayed: **(!) The password you have entered does not match your current password.**

If the New Password value does not conform to the password rules, a message is displayed: **(!) The password must be between 8-30 characters long and contain upper or lower case letters (a-z), numbers (0-9) and special characters (&, !, # etc.) but no spaces.**

If the New Password and the Confirm Password values do not match, a message is displayed: **(!) The passwords do not match. Please re-enter correct password!**

If this page is opened as a result of Forgot Password, the Old Password field is labeled Codeword, and you must enter your Codeword as your old password.

### 2.6.5 Forgot Password

If you are logging in and have forgotten your password, your password can be reset to your codeword. The codeword is the word that you set during registration.

From the Login screen, click Forgot Password, and the following screen will be displayed as shown in *Figure 13 - Forgot Password*.

The screenshot shows the 'Forgot Password' page for the United States International Trade Commission. The page has a purple header with the commission's name and logo. Below the header, the title 'EDIS - Forgot Password?' is displayed. The main content area contains instructions: 'Complete this form and click the Submit button to reset your password to your codeword. If the information you provide on this form matches the information you provided during registration, your password will be changed to your codeword. After logging in, you will have to change your password.' It also provides contact information for the Office of the Secretary of the Commission. The form section, titled 'Password Related Information', includes three input fields: 'Email', 'User ID', and 'Codeword'. Below these fields are two buttons: 'Submit' and 'Reset Form'. On the right side, there is a sidebar titled 'EDIS Tools' with links for Home, Search, Help, Register, Login, and Access EDIS (Legacy System). The footer contains copyright information for 2005 and the FIRSTGOV logo.

Figure 13 - Forgot Password

Enter your Email Address, User ID/Name and Codeword. Click Submit. If the User ID and Codeword match the values in the EDIS database, then your password will be reset to your Codeword. Reset Form will clear the entries from the form.

If you entered an incorrect User ID, a message is displayed: **(!) The login id, codeword combination does not match. Please try again.**

You cannot reset your password if you have locked your account by entering too many incorrect passwords. You cannot reset your password on an inactive account. A message is displayed: **(!)This account is currently INACTIVE. Please contact the USITC EDIS System Administrator for help. (202) 205-EDIS(3347)**

In the event your account is locked or you have forgotten your userid, please contact the EDIS System Administrator at (202) 205-EDIS (3347).

You will be required to immediately change your password upon successful login. See *2.6.4 Change Password.*

## **2.7 Electronic Document Filing**

To file electronic documents with USITC, select E-File Documents after logging into EDIS E-Filing. You should have your documents ready to submit before entering EDIS E-Filing. The documents must be in PDF format and, if necessary, separated into attachments of 10MB or less. There is no limit on the number of attachments that can be added.

### **2.7.1 Preparing the Documents to Submit**

All documents submitted electronically to EDIS E-Filing must be prepared so that they are readable in Adobe Acrobat. Acrobat 4.0 is the minimally accepted format.

There are several methods to prepare your document as an Adobe Acrobat PDF file.

1. Create a document in word processing software and convert to PDF.
2. Scan images and convert into PDF.

Typically you will create the text of your document using word processing software, such as Microsoft Word or WordPerfect. Keep the settings and topics below in mind as you are creating the text, as it will minimize document rejections in EDIS E-Filing.

The [Handbook on Electronic Filing Procedures](#) contains information regarding policy and document filing rules, such as page limits for certain documents and cover letter and signature requirements for document submissions.

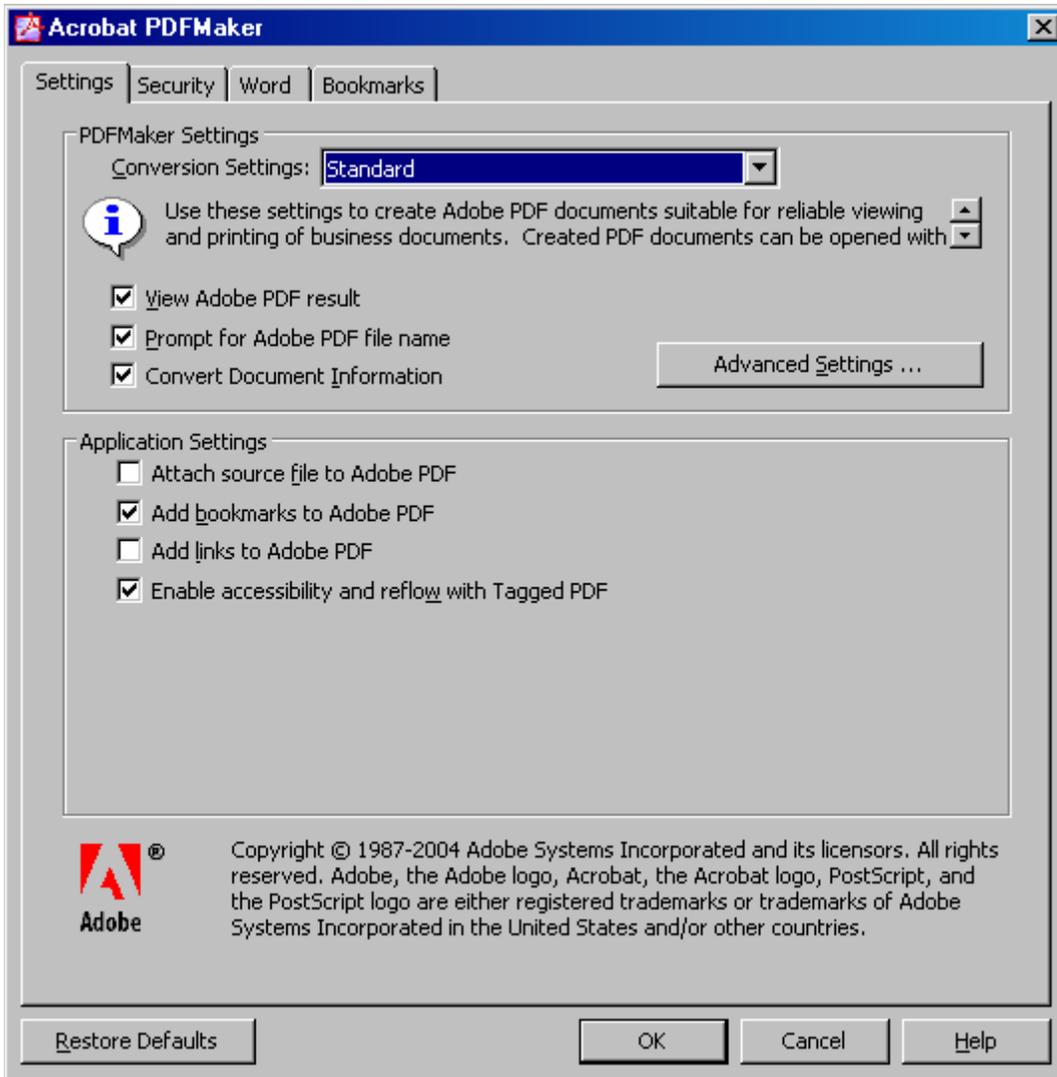
As you are creating your documents, be mindful of the file size of your Acrobat PDF converted document. You will need to break large submissions into manageable pieces which are less the 10 MB in size. In Windows explorer, you can set View -> Details to

see the file size. The size is not necessarily related to the page count of the document. Graphics and images can consume large amounts of space in your document.

Below are some helpful hints to configure Word, Acrobat and WordPerfect.

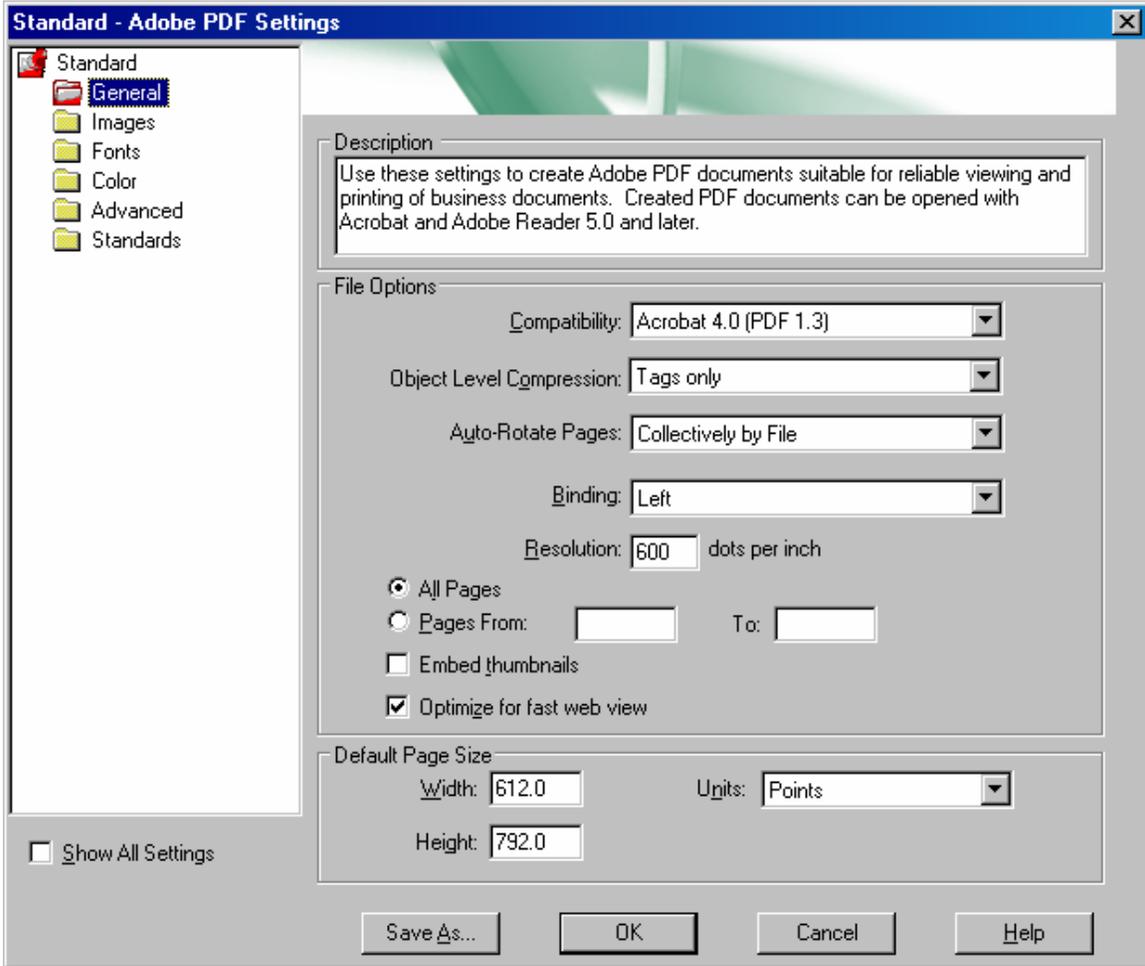
If creating the document in Microsoft Word and your workstation has Adobe Acrobat Standard or Professional installed on it, you may find Acrobat PDF options on the Menu Bar or icons on the toolbar to convert the document. Before converting a document, select Adobe Acrobat -> Change Conversion Settings to review the options selected. See *Figure 14 - Adobe Acrobat Conversion Settings* for the Change Conversion Settings screen.

For documents submitted to EDIS it is recommended that you uncheck Attach Source File to Adobe PDF and uncheck Add Links to Adobe PDF.



**Figure 14 - Adobe Acrobat Conversion Settings**

Click Advanced Settings... See *Figure 15 - Adobe Conversion Advanced Settings*.



**Figure 15 - Adobe Conversion Advanced Settings**

The preferred Compatibility setting is Adobe Acrobat 6.0. Acrobat 4.0 (PDF 1.3 is the minimal setting). PDF 1.3 will generate the smallest file size but will lose more advanced features available.

Click on the Fonts option. See *Figure 16 - Adobe Conversion - Advanced Settings - Fonts*. Ensure that Embed all Fonts is selected.

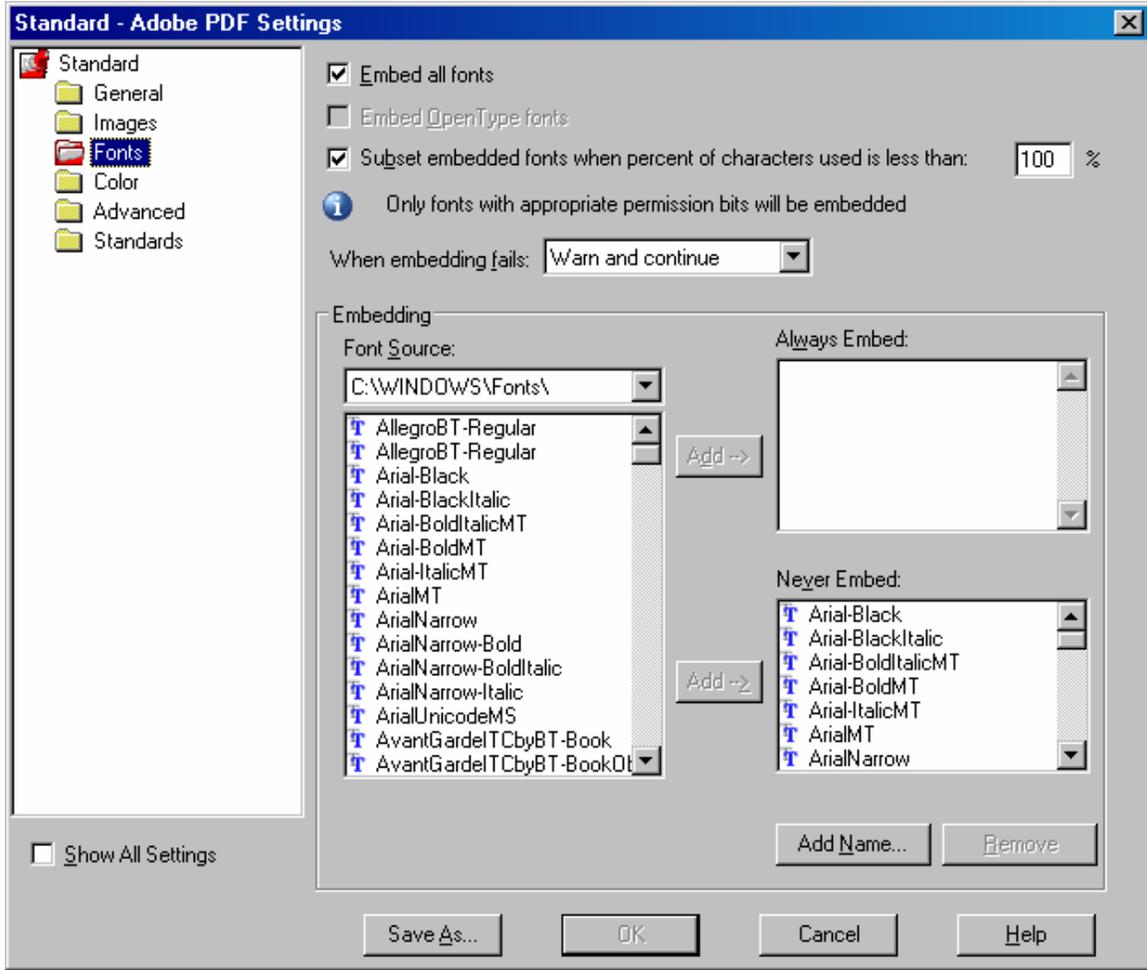
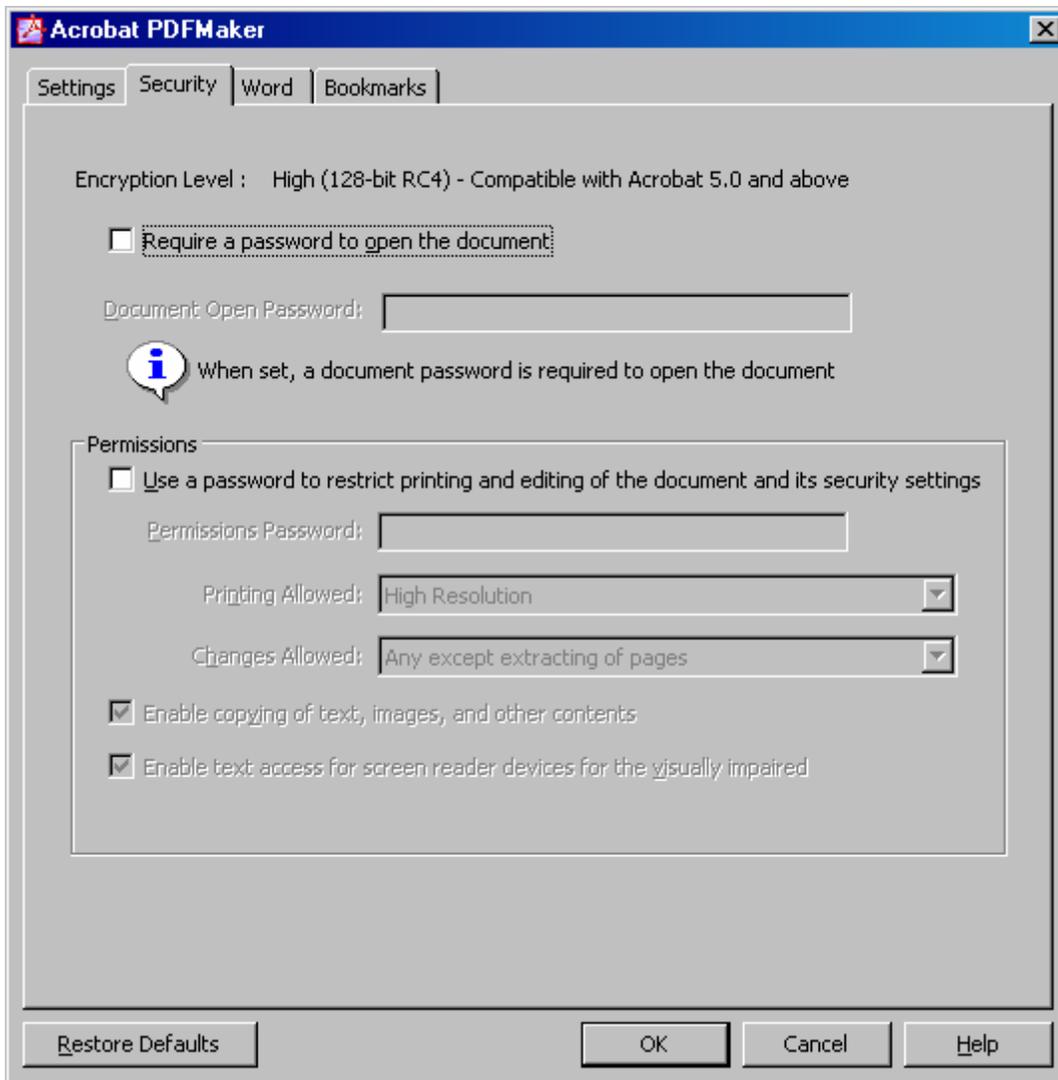


Figure 16 - Adobe Conversion - Advanced Settings - Fonts

Click on the Security Tab as shown in Figure 17 - Adobe Conversion Settings - Security. Documents will not be accepted with either Password option enabled.



**Figure 17 - Adobe Conversion Settings - Security**

Another option for converting Microsoft Word or WordPerfect documents is to use the Adobe Acrobat Printer option to convert the document. Tip: Before creating the text in the document, select File -> Print. On the Main tab, pick the Acrobat Printer as your default for the document. Upon selecting the Acrobat Printer, the page formats will be set correctly, and there will be fewer problems with footnotes and other page formatting when the document is converted to PDF.

If you have various text sources or graphics which must be scanned, some scanners have the capability to scan the images directly into a PDF format. Use your scanner to create the PDF file from your document pages.

If you have multiple document sources Adobe Acrobat Professional 7.0 has the capability to merge various source documents easily into one PDF File. Open the first source PDF

file. Using the Organizer Tool within Acrobat, insert the remaining files. An internal bookmark is created for the beginning of each file that was appended to the document.

Remember to keep a local copy of your source Word or WordPerfect document if future edits are required, since formatting is usually lost in converting PDF documents back to Word or WordPerfect.

## 2.7.2 PDF Validation Rules

EDIS E-Filing will validate the PDF file submitted for the rules below. In general, for readability and security, your document must not contain any macros, external links, or dynamic links that would move the reader to another document. If your PDF file contains any of the following characteristics your document will be rejected.

The file submitted must be a valid PDF file. You cannot rename another file extension to .pdf in order to submit an Adobe PDF file. You will receive the error message: Rejected: File does not appear to be a valid PDF.

**Table 1 - PDF Validation Rules**

<b>Standard</b>	<b>How to Detect the Problem</b>	<b>How to Correct Your Source Document</b>
1. MUST be a valid PDF file of PDF version 1.3 or greater	Your must have Acrobat 4.0 or greater. In Acrobat select File -> Document Properties on the Description Tab, check the PDF Version field.	See instructions in 2.7.1 Preparing the Documents to Submit.
2. MUST have a PDF file security of "None"	<i>Error Messages: 1. Rejected – PDF is encrypted and cannot be processed or 2. Rejected - PDF is password-protected and fails PDF check.</i> In Acrobat, check File -> Document Properties -> Security Tab to be set to No Security.	See instructions in 2.7.1 Preparing the Documents to Submit. The first message is due to the file having an Open password and the second message is due to the file having an Edit or Printing password.
3. MUST NOT contain any embedded files	<i>Error Message: Rejected – File contains one or more embedded links.</i>	Embedded files should be copied into the document as Exhibits or Appendices to your filing.
4. MUST NOT contain JavaScript Actions	<i>Error Message: Rejected – File contains JavaScript.</i>	Remove any macro coding or Form Actions from the document

<p>5. MUST NOT contain External Cross References (web links and files)</p>	<p><i>Error Message: Rejected – File contains one or more embedded links.</i></p>	<p>Change the option to automatically generate web links for text ‘http...’ within your document. Similarly remove any file references such as ‘c:\my documents\...’</p>
<p>6. MUST NOT contain any PDF Comments (e.g. notes, files, sounds, etc.)</p>	<p><i>Error Message: Rejected – File contains one or more popups. Check the Comments Tab in Acrobat left tab bar.</i></p>	<p>Remove any notes, yellow stickies, review comments and other attachments from the document.</p>
<p>7. MUST NOT contain any Form Actions</p>	<p><i>Error Message: Rejected – File contains JavaScript.</i></p>	<p>If the document is a form, form actions may be contained in it for automatic signatures or calculations from spreadsheets such as totals. These must be converted to text.</p>
<p>8. MUST NOT contain any Type 3 Fonts <b>RULE REMOVED IN RELEASE 1.1.3</b></p>	<p>Type 3 Fonts are fonts that do not resize well and may not print correctly.</p>	<p>Using your source Word / WordPerfect document, locate the text that is not a typical font (such as not Times New Roman, Courier New, or Arial) and change the text to a Printer or TrueType font. Later versions of Word will allow you to view all fonts used in the document to assist in identifying the offending font. Be cautious of submitting foreign language documents, since the intended audience for these documents may not have knowledge of the language, and it may require installation of foreign language support and fonts on the workstation.</p>
<p>9. Unicode character sets <b>RULE REMOVED IN RELEASE 1.1.3</b></p>	<p><i>Error Message – Rejected -File contains a Unicode (Type0) font</i> Unicode character sets cause similar issues to Type 3 Fonts.</p>	<p>If using foreign language words, such as in titles of foreign companies, special characters are needed for certain accents. In Word 2003, for example, inserting a symbol may cause a problem</p>

		in the document if using Unicode(hex) as the character type. In this case, select Ascii(decimal) option. Earlier versions of Word do not have this character type option.
--	--	---

**2.7.3 Preparing the Tab Sheet (Internal USITC Use Only)**

These instructions are for setting up document printing information (specifically tab page inserts into printouts) for certain document submissions. **For EDIS E-File Release 1.1, only USITC staff may initiate printing for internal distribution through EDIS E-File.**

When electronic documents are submitted, certain Document Types filed in Section 337 matters will be routed for printing to the Office of Publishing, before being approved by the Office of the Secretary. USITC will print the required internal distribution copies. For the document types identified in Table 2 - Document Types for Printing, these documents will be printed and distributed to General Counsel, Administrative Law Judges, and Office of Unfair Import Investigations (OUII) as required.

**Table 2 - Document Types for Printing**

<b>Area of Interest</b>	<b>Document Type</b>	<b>Internal Use Only</b>	<b>Print Copies (*)</b>
Sec 337	Motion	0	6 or 12
Sec 337	Motion Response/Reply	0	6 or 12
Sec 337	Brief Filed with ALJ	0	6
Sec 337	Petition for Review	0	12
Sec 337	Petition for Review, Response to	0	12
Sec 337	Brief on Review/Remedy	0	12

(\*) –Sec 337 print plant rules require 12 copies be distributed if Before the Commission and 6 if Before ALJ.

New Complaint and Petition print copies (12) must be provided by submitter. The original document is not included in this count (the electronic filing is considered the original).

The distribution mix is:  
 Section 337 – Before the Commission 12  
 6 Commissioners  
 2 GC  
 1 INV

1 ID  
 1 EC  
 1 SEC

Section 337 (6)	Section 337 (4) Paper Reduction Proposal
2 GC	1 GC
2 OUII	1 OUII
2 ALJ	2 ALJ

Create the PDF documents for filing, by converting the Word or WordPerfect Document to Adobe Acrobat files; merging multiple PDFs, or scanning documents into PDF files. Whenever an Appendix or Exhibit is referenced include a separator page with EXHIBIT xx or APPENDIX bb.

Once the PDFs have been created, an additional file is needed for the Tab Sheet. Create a Tab Sheet to be attached as the last attachment on the Electronic Document Submission. The Tab Cover Sheet must contain the Investigation Title and Investigation Number, and include the page numbers where the Exhibit and Appendix separator pages occur within the document.

If you do not include a Tab Sheet and your document is one of the types listed above, the document copies will be printed without additional tab separators added.

For example,

Title: Certain Frozen Warmwater Shrimp and Prawns from India and Thailand, Invs 751-28

Document Test2Main:

Appendix A – p.22  
 Appendix B – p.40  
 Appendix C – p.68

Attachment Test2Exh1red:

Exhibit 1 – p.4  
 Exhibit 2 – p.7  
 Exhibit 3 – p.9  
 Exhibit 4 – p.36

END OF DOCUMENT

**Figure 18 - Sample Tab Sheet Content**

Next, Login to EDIS E-Filing, and select E-file Document. Fill in the correct data, and attach the document PDFs. The last file added should be the Tab Sheet. Label the Attachment Title as ‘Tab Sheet’.

If the user selects Area of Interest: Section 337, then the user will be requested to select ‘Before the Administrative Law Judge’ or ‘Before the Commission’.

When the document is submitted, the Publishing Office will receive an email with the documents attached. The documents and cover sheet will be printed based on the following schedule:

Documents submitted by 12:00 noon will be distributed by 5:15 pm

Documents submitted after 12:00 noon will be distributed by 10:30 am the next day.

Note: The documents are being printed and distributed prior to approval by Dockets and the Office of the Secretary. If the electronic filing data is incorrect or the attachments are incorrect, then there is a possibility that erroneous information has been provided to the Administrative Law Judge or Commission. Please contact Dockets at (202) 205-3347 immediately if you have incorrectly filed the document or noticed that the document was rejected so that the distributed copies can be retracted.

If the document is to be printed with Tab inserts, create a Tab Sheet and submit it as an additional attachment for the document you are submitting. If you do not include the Tab Sheet, and the document meets the criteria above, it will be printed and distributed without tabbed dividers.

Within the document, insert a separator page identifying the Exhibit or Appendix. At a minimum, the page must state 'Exhibit xx' or 'Appendix xx' where xx is the appropriate number or alphabetic character as specified in the Handbook for Electronic Filing Procedures. You may also insert the title of the Exhibit or Appendix on this page and include horizontal lines as visual separators.

Once you have converted the document to PDF, view the document in Acrobat. Locate the page numbers of the separator pages you inserted in your document. Tip: You may find the Pages tab in Acrobat useful for viewing the pages and page numbers.

Convert this document to PDF and submit as an attachment. It is preferred to identify this document in EDIS E-Filing with the Attachment Title of 'Tab Sheet'.

#### **2.7.4 Electronic Document Submission**

You must have signatory authority on the documents filed in order to submit documents through EDIS E-Filing. Support staff will be required to submit documents using the userid and password provided by the attorney for the investigation.

Select **E-File Documents** from the Main Menu. Notice that some fields have been populated and cannot be modified.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

## EDIS Document Submission

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

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

**FILE DOCUMENTS**

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

- [How to file an Electronic Document](#)
- [Tips for Print Publishing Support](#)
- [Help for 337 Filings](#)
- [Help for Import Injury Filings](#)

**Submitter Information**

Filed By

Firm Organization

Filed On Behalf Of

Submitted By

**Investigation Information**

Investigation Number

Area Of Interest

Investigation Phase

Investigation Title

**Document Filing Information**

Document Type

Security

Document Title  (Optional) \* Recommended

Document Date  (MM/DD/YYYY) (Optional)

**Add Document Attachments for Electronic Submission**

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

Attach File

Attachment Title

Files saved as PDFs can be viewed using Adobe Acrobat. Click the Adobe icon to [download a free copy of Adobe Acrobat Reader](#).

Questions or Comments? Click [here](#) to submit.

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**FIRST GOV**

Figure 19 - Electronic Document Submission

The name that appears on the **Filed By** field is the name of the attorney submitting the documents and must match the signature on the document submitted. This data uses the logged-in user's registration information to populate the form. There are slight

differences in the data entry form depending on whether you are a registered internal or external user. See *Figure 19 - Electronic Document Submission* for an example.

The Firm/Organization is the Law Firm, Corporation, or Organization of the user filing the document. For external filers, this is set to your Firm / Organization from your registration information. For internal users, the Firm / Organization defaults to USITC, but you may alter the Firm / Organization for the document you are submitting. Internal users should select **Find Firm**, and a list of firms will be displayed. Select the Firm name for which you are submitting the document. If the Firm is not on the list, you may type in the Firm name. We recommend using the **Find Firm** tool, so that the complete firm name can be used, with capitalization and consistent spelling.

If an external user, you will be able to enter the **Filed On Behalf Of** field to indicate the company or organization you are representing. If you are an internal user, the **Filed On Behalf Of** field will default to the Office / Division that you registered under. The internal user may change this value if on detail to another Office.

If **Filed By**, **Filed On Behalf Of** or **Firm / Organization** defaults are incorrect, please contact EDIS System Administrator (202-205-3347) to correct your registration information.

Click on **Find Investigation** to select the investigation for this filing, or select **New Request** if you are filing a Complaint, Petition, or Request for Advisory Action. The Investigation Number field cannot be directly entered, you must select **Find Investigation** to populate the Investigation Number, Area of Interest, Investigation Phase, and Investigation Title. Please see paragraph 2.7.5 *Find Investigation* for assistance in finding the investigation.

For internal users, if the document is a Section 337 filing, you will be requested to select whether this investigation is **Before the Administrative Law Judge** or **Before the Commission**. This information is not retained in EDIS, but it used to determine the number of distribution copies which must be printed.

For internal users, if you are in the Office of Investigations and select an Import Injury investigation, you will have the option to select **APO Release** or not. Only Confidential documents may be submitted for APO Release.

The **Document Type** list is filtered by the Area of Interest for the investigation chosen. Please select the investigation number first, then select the document type.

The **Security** list varies depending on whether the user is internal or external. External users may only file Public documents electronically. Confidential documents must be submitted in paper, using the **File Documents (Paper Only)** main menu option. Internal users may file any security level document electronically. Some document types always require paper filings. Please consult the **Handbook on Electronic Filing Procedures** for policy. Be sure that your document text is marked appropriately if the document contains

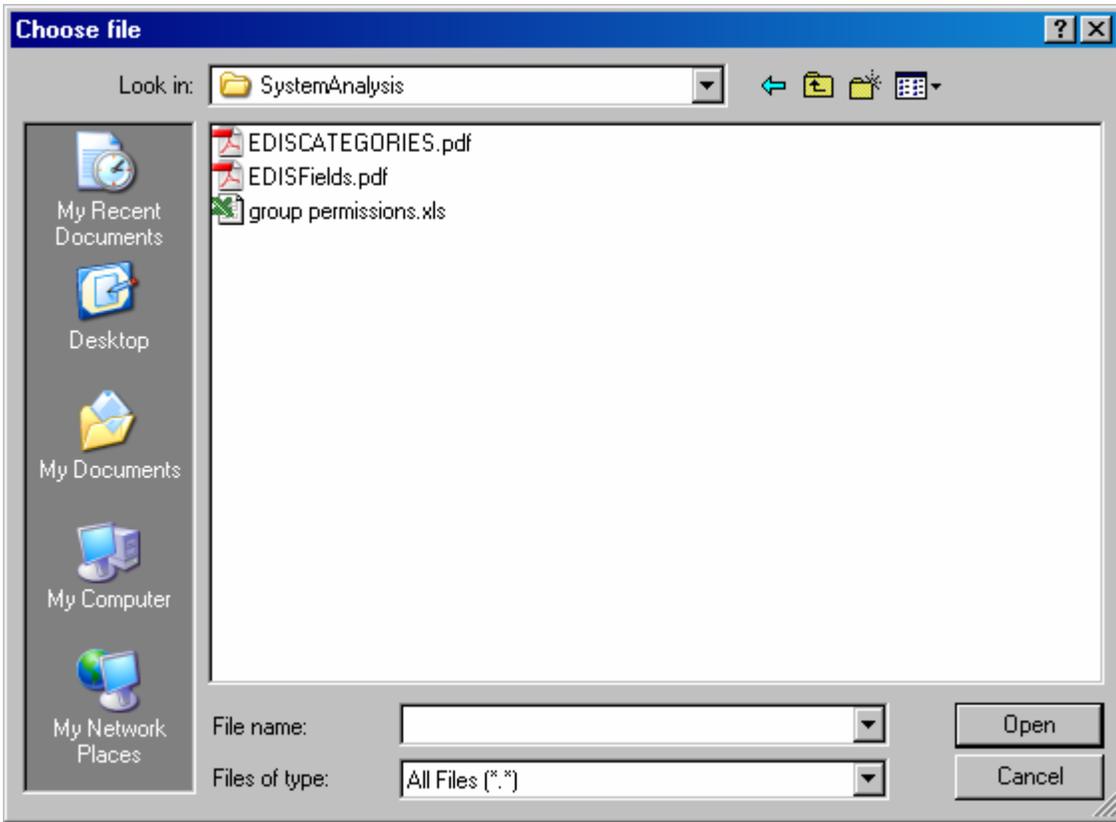
Business Proprietary Information (BPI) or Confidential Business Information (CBI). Also verify that the text has been properly redacted for Public versions of Confidential documents.

The **Document Title** may be left blank if the other information has sufficiently identified your submission. Dockets will add information in the **Document Title** field according to rules established by Dockets and the Office of the Secretary. For example, Motion Numbers and Order Numbers are shown at the beginning of the Document Title field without an identifier on the number.

The **Document Date** is the date the document was authored. For external filers, the **Document Date** is set to the date the cover sheet was generated. For internal filers, it defaults to today's date but may be changed to the date that correctly matches the document being filed.

For electronic filing, the attachments must be uploaded from your system to USITC. Each attachment must be an Acrobat PDF file, not larger than 10 MB on each attachment and conform to the PDF rules in Paragraph 2.7.2 *PDF Validation Rules*.

To attach files to the electronic submission, click **Browse...** A popup window is displayed for you to locate your file to submit. Click on the file, and click **Open** to select it. The file name with the path will be shown on the document submission screen. You may add an identifying Attachment Title for each file. For example, the **Attachment Title** should identify the range of exhibits in each attachment. Click **Attach Files** to upload each file. Repeat this process to add other attachments. Each attachment (section) to be submitted must be selected individually. Repeat **Browse** and the selection of an attachment as many times as needed to attach all document sections for this filing.



**Figure 20 - Browse - Select Attachment**

As each attachment is being uploaded to USITC, the following window will be displayed briefly. (See *Figure 21 - File Upload* )



**Figure 21 - File Upload**

If any files are greater than 10MB in size, you will receive an error message, and will have to re-submit your data and documents.

Once the files are successfully uploaded, click **Submit Document w/ Attachments** to begin the submission process. An EDIS Document Submission Confirmation will be displayed (See *Figure 22 - Electronic Submission Confirmation*.) **Note: The document has not been accepted by EDIS unless you click on Accept Information on the bottom of this screen.**

If you wish to start over and not submit the document, **Reset Form** will clear the data you entered from the form.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

**EDIS Document Submission Confirmation**  
 Step One > **Step Two** > Step Three

You have Requested to file a document with the Security Level of: **LIMITED**  
 Please verify that the following information is accurate:

**Submitter Information**

Filed By: Sue A Test17  
 On Behalf Of: Office of Investigations  
 Firm / Organization: USITC  
 Submitted By: test17  
 Security: Limited

**Investigation Information** Investigation Number: MISC-999

Area of Interest: Rule Making  
 Phase: Final  
 Investigation Title: Test 1 change

**Document Filing Information**

Document Type: Work Sheet  
 Document Title: Document Submitted  
 Document Date: 07/18/2006  
 Document Number: 258746  
 APO Release:

**Attached Files**

Attachment Title	File Name	File Size
1	Z:\C10 Team\Web Development\documentation\CBIS-09_Filing\12-05\iTest\TestDoc1.pdf	26,077 KB

Accept Information    Make Changes    Cancel

Questions or Comments? Click [here](#) to submit.

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[Website, notices, and important links](#)

**EDIS Tools**  
 Home  
 Search  
 Help  
 Welcome Sue A Test17  
 Log Out  
 Change Password  
 Service List  
 Daily Filing Report  
 Access EDIS (Legacy System)  
 PDF FEED GENERATOR

Figure 22 - Electronic Submission Confirmation

Once you click Accept Information, the Notice of Receipt confirmation will be displayed (See Figure 23 - Electronic Submission - Notice of Receipt ) **NOTICE: YOUR DOCUMENT WAS NOT SUBMITTED UNTIL THE SCREEN BELOW IS DISPLAYED.**

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

**EDIS Notice of Receipt of Electronic Documents**  
 Step One > Step Two > **Step Three**

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

**Security:** LIMITED

**Document Information**

Document Number	258746
Official Receive Date	07/18/2006 13:43
System Receive Date	07/18/2006 13:43
Document Type	Work Sheet
Document Title	Document Submitted
Document Date	07/18/2006
APO Release	<input type="checkbox"/>

**Investigation Information**      **Investigation Number: MISC-999**

Phase	Final
Area of Interest	Rule Making
Investigation Title	Test 1 change

**Submitter Information**

Filed By	Sue A Test17
Firm / Organization	USITC
Submitted By	test17
Filed On Behalf Of	Office of Investigations

Order	Section ID	Filename	Section Title
1	293147	Z:\CIO_TeamWeb_Development\documentation\CBIS-0.9_Filing(12-05)\Test\TestDoc1.pdf	293147

[File Another Document](#)

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

Questions or Comments? Click [here](#) to submit.

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**Figure 23 - Electronic Submission - Notice of Receipt**

Once the document has been processed into the system, you will receive an email notice about the acceptance or rejection of your filing based on the PDF Rules defined above. If your document is rejected, you must resubmit the entire document (all attachments) again

with the errors corrected. Below are samples of Accepted and Rejected notices (See *Figure 24 - Electronic Filing Accepted Email* and *Figure 25 - Electronic Filing Rejection Email*).

If you wish to file another document with similar information, please select **File Another Document**. Do **NOT** use the Back button as this may cause your document submission to fail.

Below is an example of a successful email notice of filing. Note that the Subject of the document is **Accepted EDIS Document – Receipt**. At the end of the email message you will see that each attachment was successfully processed.

**EDIS Notice of Acceptance of Electronic Documents**

This message provides notice that the USITC received the following electronic document filing described by the data listed below. This notice of acceptance is limited to the format requirements of electronic filing including acceptance or rejection based on PDF validation. Please save this email message for your records.

Attention: This notice and any other electronic notice you receive in connection with your document submission do not constitute acknowledgement by the Commission that your submission is in compliance with the filing requirements set forth in the Commission's Handbook on Electronic Filing Procedures and Commission rule 201.8 (g)(19 C.F.R. sec. 201.8(f)).

Security: Limited	
Document Information	
Document Number	258746
Document Title	Document Submitted
Document Type	Work Sheet
Document Date	07/18/2006
Official Receive Date	07/18/2006 1:43 PM
System Receive Date	07/18/2006 1:43 PM
APD Release	N

Investigation Information		Investigation Number: MISC-999
Phase	Final	
Area of Interest	Rule Making	

Submitter Information	
Filed By	Sue A Test17
Firm / Organization	USITC
Submitted By	test17
Filed On Behalf Of	Office of Investigations

Order	Section ID	Filename	Section Title	Status/Description
1	293147	TestDoc1.pdf	293147	Succeeded

**Figure 24 - Electronic Filing Accepted Email**

If any attachment or section of the document contains errors in the PDF standards, the entire document will be rejected. The filer must correct the problem and resubmit the entire filing. The email notice identifies the rejection in the Subject line - **Rejected EDIS Document – Receipt**. View the end of the email for the specific error encountered.

EDIS Notice of Rejection of Electronic Documents

This message provides notice that the USITC received the following electronic document filing described by the data listed below. This notice of rejection is limited to the format requirements of electronic filing including acceptance or rejection based on PDF validation. Please save this email message for your records.

Attention: This notice and any other electronic notice you receive in connection with your document submission do not constitute acknowledgement by the Commission that your submission is in compliance with the filing requirements set forth in the Commission's Handbook on Electronic Filing Procedures and Commission rule 201.8 (g)(19 C.F.R. sec. 201.8(f)).

<b>Security: Public</b>				
<b>Document Information</b>				
<b>Document Number</b>	258592			
<b>Document Title</b>	Testing Oracle 9i			
<b>Document Type</b>	Notice			
<b>Document Date</b>	07/15/2006			
<b>Official Receive Date</b>	07/17/2006 8:45 AM			
<b>System Receive Date</b>	07/15/2006 12:35 PM			
<b>Investigation Information</b>			<b>Investigation Number: MISC-998</b>	
<b>Phase</b>	Final			
<b>Area of Interest</b>	Rule Making			
<b>Submitter Information</b>				
<b>Filed By</b>	Sue A Test1			
<b>Firm / Organization</b>	USITC			
<b>Submitted By</b>	test11			
<b>Filed On Behalf Of</b>	Testing Oracle 9i			
<b>Order</b>	<b>Section ID</b>	<b>Filename</b>	<b>Section Title</b>	<b>Status/Description</b>
1	292966	TestDoc5.pdf	test reject Oracle 9i	Rejected - File contains one or more embedded links

Figure 25 - Electronic Filing Rejection Email

Once the document is submitted to USITC, there is a three-step approval process that the document must go through to be fully accepted by USITC. These steps include Verify Document and Data, Rules Compliance and Quality Check. Once the document has been finally approved through these three steps, another email will be sent. Only after the document is approved, will the document be inserted into the Search Application, and be made available for Public search.

2.7.5 Find Investigation

On Electronic Document Submission and Paper Cover Sheet Creation, the user must select an Investigation to file the document under. The popup screen below appears on clicking Find Investigation (See *Figure 26 - Find Investigation* )

**EDIS - FIND INVESTIGATION**

**FILTER BY**

Investigation Status ?  Active  Inactive  Both

Investigation Phase ? - Select -

Area Of Interest ? - Select -

Investigation Number ?

Investigation Title ?

? 
? 
?

Inv Num	Phase	Area Of Interest	Full Title	Status
<span>?</span> <input type="button" value="Select"/> <span style="float: right;">&lt;&lt; First &lt; Previous    Next &gt; Last &gt;&gt;</span>				

**Figure 26 - Find Investigation**

Enter any criteria to filter the result list, and click Find Investigation. A screen for *Figure 27 - Find Investigation after Search* is shown. Reset Form will clear any entries on Find Investigation. Close Window will result the user back to the Document Submission or Cover Sheet Creation page.

**EDIS - FIND INVESTIGATION**

**FILTER BY**

Investigation Status ?  Active  Inactive  Both

Investigation Phase ? - Select -

Area Of Interest ? - Select -

Investigation Number ?

Investigation Title ?

**5 Investigations found**
? 
? 
?

	Inv Num	Phase	Area Of Interest	Full Title	Status
<input type="radio"/>	332-469	Final	Genl Factfinding	U.S. Production and Trade in the Fresh Market for Oranges and Lemons, 2000-2004, Inv. 332-469	A
<input type="radio"/>	731-326	Review2	Import Injury	Frozen Concentrated Orange Juice from Brazil, Inv. 731-TA-326 (Second Review)	A
<input type="radio"/>	731-1089	Final	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final)	A
<input type="radio"/>	731-1089	Lit	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Final) (Litigation)	A
<input type="radio"/>	731-1089	Prelim	Import Injury	Certain Orange Juice from Brazil, Inv. 731-TA-1089 (Preliminary)	A
<span>?</span> <input type="button" value="Select"/> <span style="float: right;">&lt;&lt; First &lt; Previous    <b>1-5</b>    Next &gt; Last &gt;&gt;</span>					

**Figure 27 - Find Investigation after Search**

Click the button beside the investigation, to select it. Scroll down and click Select to return the investigation data back to the Document Submission or Cover Sheet page. You will be requested to confirm this selection. Click OK. This will return the Investigation Number, Phase, Area of Interest and Investigation Title. Based on the Area of Interest,

the Document Type Dropdown list will be updated, and unique data for processing Section 337s or APO Releases will be shown.

## 2.8 Paper Document Filing

Paper document filing means that the document you are filing will be submitted to USITC in hardcopy for scanning and insertion into EDIS. In order to file a paper document, the user must login and create a Cover Sheet describing the document being submitted. See *Figure 28 - Paper Document Submission*. The Cover Sheet must be printed and attached to the document being submitted.

Please follow the EDIS filing rules found in the Handbook for Electronic Filing Procedures for guidance regarding the number of copies and format of documents that will be accepted by USITC.

Select **File Documents (Paper Only)** from the Main Menu. The guidance for creating the coversheet is the same as those for Electronic Filing. Please refer to Paragraph 2.7.4 *Electronic Document Submission* for explanations on the document fields, with the exceptions as below:

1. External users can select Public or Confidential for the **Security** level for paper submissions.
2. The internal print production option on Section 337 documents is not available for paper submissions.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

**EDIS Document Submission for Hard Copy Filings**

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

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

**FILE DOCUMENTS**

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

- [How to file a Paper Document](#)
- [Help for 337 Filings](#)
- [Help for Import Injury Filings](#)

**Submitter Information**

Filed By

Firm Organization

Filed On Behalf Of

Submitted By

**Investigation Information**

Investigation Number

Area Of Interest

Investigation Phase

Investigation Title

**Document Filing Information**

Document Type

Security

Document Title  (Optional) \* Recommended

Document Date   (Optional)

Files saved as PDFs can be viewed using Adobe Acrobat. Click the Adobe icon to [download a free copy of Adobe Acrobat Reader](#).

Questions or Comments? Click [here](#) to submit.

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**Figure 28 - Paper Document Submission**

When you have filled the form, please click on **Create Cover Sheet**. If you wish to erase the data from the form and begin again, click **Reset Form**.

The following confirmation screen is displayed, so that you may visually validated the data being generated for the cover sheet. (See *Figure 29 - Cover Sheet Confirmation Screen*)

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

### EDIS Document Submission Confirmation for HardCopy Filings

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

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

Please verify that the following information is accurate:

Submitter Information	
Filed By	Sue A Test17
On Behalf Of	Office of Investigations
Firm / Organization	USITC
Submitted By	test17
Security	Limited

Investigation Information		Investigation Number: MISC-999
Area of Interest	Rule Making	
Phase	Final	
Investigation Title	Test 1 change	

Document Filing Information	
Document Type	Work Sheet
Document Title	Test Document
Document Date	07/18/2006
Document Number	258749
APO Release	<input type="checkbox"/>
Attached Files	- N/A -

Questions or Comments? Click [here](#) to submit.

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**Figure 29 - Cover Sheet Confirmation Screen**

Click **Accept Information** once your data is verified. If an error is noted, click on **Make Changes**. Do not use the browser back button, as this may cause your cover sheet creation to fail.

The screen below will be displayed with the barcode for your document. **YOU MUST PRINT OUT THIS SCREEN TO ATTACH TO THE PAPER COPIES OF YOUR DOCUMENT.** (See *Figure 30 - EDIS Cover Sheet to Accompany Hard Copy Submission*)

Use File -> Print from your browser menu or use the Print Page button on the bottom of the screen to print the Cover Sheet.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

**EDIS Cover Sheet for Hard Copy Submission**

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

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

Security: LIMITED

**DOCUMENT INFORMATION**

Document #  2 5 8 7 4 9

Official Receive Date 07/18/2006 14:10  
 System Receive Date 07/18/2006 14:10  
 Document Type Work Sheet  
 Document Title Test Document  
 Document Date 07/18/2006  
 APO Release

**INVESTIGATION INFORMATION** Investigation Number: MISC-999

Phase Final  
 Area of Interest Rule Making  
 Investigation Title  
 Test 1 change

**SUBMITTER INFORMATION**

Filed By Sue A Test17  
 Firm / Organization USITC  
 Submitted By test17  
 Filed On Behalf Of Office of Investigations  
 Files Received - N/A

[File Another Document](#)

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

 Print page  Top of page

Questions or Comments? Click [here](#) to submit.

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**Figure 30 - EDIS Cover Sheet to Accompany Hard Copy Submission**

If you wish to file another document with the same attributes, select **File Another Document**. Otherwise, you may select any option from the EDIS Tools menu.

Shortly after you have completed the Cover Sheet process, you will receive an email to confirm the entry of the Cover Sheet information in EDIS. (See *Figure 31 - Cover Sheet Confirmation Email*).

**EDIS Notice of Creation of Cover Sheet**

A cover sheet for filing a document with the U.S. International Trade Commission has been generated and saved within EDIS. You must submit your hard copies to USITC for submission. The information below indicates the document information for the document to be filed.

Attention: This notice and any other electronic notice you receive in connection with your document submission do not constitute acknowledgement by the Commission that your submission is in compliance with the filing requirements set forth in the Commission's Handbook on Electronic Filing Procedures and Commission rule 201.8 (g)(19) C.F.R. sec. 201.8(f).

<b>Security: Limited</b>	
<b>Document Information</b>	
<b>Document Number</b>	258749
<b>Document Title</b>	Test Document
<b>Document Type</b>	Work Sheet
<b>APD Release</b>	N
<b>Investigation Information</b>	
<b>Investigation Number: MISC-999</b>	
<b>Phase</b>	Final
<b>Area of Interest</b>	Rule Making
<b>Submitter Information</b>	
<b>Filed By</b>	Sue A Test17
<b>Firm / Organization</b>	USITC
<b>Submitted By</b>	test17
<b>Filed On Behalf Of</b>	Office of Investigations

**Figure 31 - Cover Sheet Confirmation Email**

If the print out of the Cover Sheet with barcode was not done or lost, a printout of this email receipt may be accepted by the Dockets Office for submission.

You should bring your Cover Sheet and Documents to the USITC Dockets Office, Room 112, for processing.

**2.9 EDIS Document Approval Processing**

Once the document has been filed, either electronically or by paper submission, the Dockets Office will begin processing the document.

The document submission is validated to ensure that the correct attachments are provided and that the correct number of copies has been submitted. The data on the Cover Sheet is validated by the Dockets staff to ensure that the document is correctly coded. Once the document has been validated for quality and rules compliance, the document submission is approved. On approval, the document is made visible to users to search. Additional processing may be performed for printing and distribution.

If an error is found following a document submission, please contact the EDIS System Administrator at (202) 205-3347 (EDIS).

## 2.10 Reports

### 2.10.1 Daily Filing Report

The Daily Filing Report provides the user with a report listing document submissions over a range of dates and/or for an investigation.

Select Daily Filing Report from the EDIS Tools. See *Figure 32 - Daily Filing Report - Parameters*.

The report parameters will default to show all documents filed within the past two business days (midnight yesterday to 11:59 pm today). You can click Submit Query to activate this report without entering additional parameters.

If you need a longer range of dates, you may select from the dropdown list for Filed on or after a date, or Filed on or before a date. You may also expand the date range by entering a new date in the format mm/dd/yyyy or by clicking on the calendar icon and picking the date. The report is limited to a 30 day range.

If you would like to filter the report by Investigation, please enter the investigation number and if desired, please select the Investigation Phase.

Click Submit Query to execute the report.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

### Daily Filing Report

Welcome to the EDIS Report Viewer

As a registered user you will be able to retrieve reports about filings for a particular date range. By default the date range will be the documents filed for the previous and current day. These reports can be downloaded and saved as PDF Files for printing.

**Filing Information**

Official Received Date(s):

Investigation Number:

Investigation Phase:

**EDIS Tools**

- Home
- Search
- Help
- Welcome Sue A Test17
- Log Out
- Change Password
- Service List
- Daily Filing Report
- Access EDIS (Legacy System)
- RSS FEED GENERATOR

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Figure 32 - Daily Filing Report - Parameters

The report will be displayed. See *Figure 33 - Daily Filing Report*.

For external users, only document data for documents with Security Level of Limited or lower will be displayed. Internal users will see all filed document data. Cover Sheets that have been submitted but not processed through scanning will not be displayed.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

Report Search Results [Report Home](#)>>Document Report

Documents Filed Report between 07/17/2006 - 07/18/2006 Generated On:

Doc ID	Inv Num	Phase	Official Receive Date	Document Type	Document Title	Filed By	Firm/Organization	Filed On Behalf
<a href="#">258715</a>	1921-197	Review2	07/18/2006 10:37 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	Office of Econ
<a href="#">258716</a>	1921-197	Review2	07/18/2006 10:38 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	MGM Brakes I Indian Head I
<a href="#">258718</a>	1921-197	Review2	07/18/2006 10:39 AM	Questionnaire - Purchaser	Corrosion-resistant	Kelly Ann Clark	USITC	MGM Brakes I Indian Head I
<a href="#">258719</a>	1921-197	Review2	07/18/2006 10:40 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	Cargill Steel & Centers
<a href="#">258720</a>	1921-197	Review2	07/18/2006 10:40 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	Metalsameric Trading and C
<a href="#">258721</a>	1921-197	Review2	07/18/2006 10:41 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	Leavitt Tube C
<a href="#">258722</a>	1921-197	Review2	07/18/2006 10:41 AM	Questionnaire - Purchaser	CTL Plate	Kelly Ann Clark	USITC	Pacific Steel &
<a href="#">258723</a>	1921-197	Review2	07/18/2006 10:42 AM	Questionnaire - Purchaser	CTL plate	Kelly Ann Clark	USITC	Nance Steel &
<a href="#">258724</a>	1921-197	Review2	07/18/2006 10:42 AM	Questionnaire - Purchaser	Corrosion-resistant	Kelly Ann Clark	USITC	Viking Materia
<a href="#">258637</a>	332-350	Final	07/17/2006 11:13 AM	Notice	Opportunity to submit information for 2006 monitoring reports	Marilyn R. Abbott	USITC	Office of the S

[<< First](#)
[< Previous](#)
**1-10 of 160 records**
[Next >](#)
[>> Last](#)

Questions or Comments? Click [here](#) to submit.

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[Download PDF report](#)


**Figure 33 - Daily Filing Report**

To navigate through the pages of the report, scroll down and select First, Previous, Next or Last. Scroll right to see the remainder of each page.

To print the report, click the Download PDF Report button (upper right corner of page). The report will be converted to PDF and displayed. The user will have the normal printing and formatting options available in Acrobat to print the document.

To view more detail about the document, click on the hyperlink on the Document ID number. The Section Subreport will be displayed. See *Figure 34 - Daily Filing Report – Sections* below.

**UNITED STATES INTERNATIONAL TRADE COMMISSION**

**Report Search Results** [Download PDF report](#)   
[Report Home](#)>>Document Report

**Section List for Document ID: 258746** Generated On: 07/18/2006 02:22 PM

Sec ID	Section Title	Creation Date	Files	Type	
293147	293147	07/18/2006 01:43 PM	1 Total	PDF Files	
		File: <a href="#">7861830</a>	07/18/2006 01:44 PM	1 of 1	PDF

<< First < Previous **1 - 1 of 1 records** Next > > Last >>

Questions or Comments? Click [here](#) to submit.

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**EDIS Tools**

- Home
- Search
- Help
- Welcome **Sue A Test17**
- Log Out**
- Change Password
- Service List
- Daily Filing Report**
- Access EDIS (Legacy System)
- RSS FEED GENERATOR**

**FIRSTGOV**

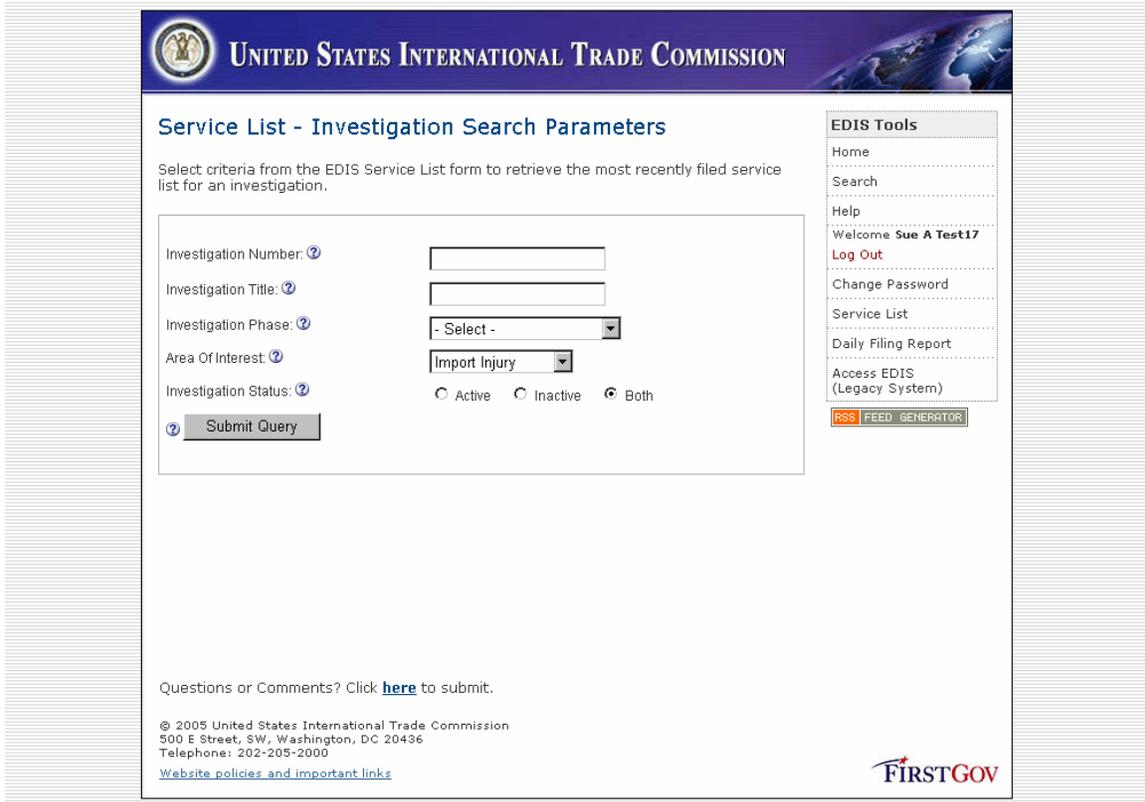
**Figure 34 - Daily Filing Report – Sections**

If the document has multiple sections the list of sections will be shown. Click on the Section ID hyperlink to view the section. This requires that you have Adobe Acrobat Reader to view the document. If the document has not been fully processed through EDIS or the document is not a PDF, a notice will appear that the document is not available. Only Public documents will be displayed to users.

**2.10.2 Service List**

The Service List option is available to the users as a quick search to locate the latest Public Service List or APO Service List for an Import Injury investigation. See

Enter the criteria for the investigation (Investigation Number, Phase, Area of Interest). Click Submit Query.



**Figure 35 - Service List - Investigation Search Parameters**

Select the investigation from the result list. Select the desired Service List by clicking on the hyperlink on the investigation number. If more than one page of results is returned, the pages may be navigated using the options on the bottom of the list. (See *Figure 36 - Service List - Investigation List* below)

**Service List - Investigation Search Results**

② Investigation Number:  
 ② Investigation Title:  
 ② Investigation Phase:  
 ② Area Of Interest: Import Injury  
 ② Investigation Status:

Inv Num	Phase	Area Of Interest	Full Title	Status
<a href="#">104-007</a>	Review	Import Injury	Sugar from the European Union, Belgium, France, and Germany, and Sugar and Syrups from Canada, Invs. 104-TAA-7, AA1921-198-200 and 731-TA-3 (Review)	I
<a href="#">104-007</a>	Review2	Import Injury	Sugar from Belgium, European Union, France and Germany, Invs. 104-TAA-7 and AA1921-198-200 (Second Review)	A
<a href="#">104-013</a>	Review	Import Injury	Rayon Staple Fiber from Finland and Sweden, Invs. AA1921-191 and 104-TAA-13 (Review)	I
<a href="#">104-020</a>	Review	Import Injury	Castor Oil Products from Brazil, Inv. 104-TAA-20 (Review)	I
<a href="#">104-021</a>	Review	Import Injury	Cotton Yarn from Brazil, Inv. 104-TAA-21 (Review)	I
<a href="#">201-065</a>	Final	Import Injury	Broom Corn Brooms, Invs. TA-201-65 and NAFTA-302-1	I
<a href="#">201-066</a>	Final	Import Injury	Fresh Tomatoes and Bell Peppers, Inv. TA-201-66	I
<a href="#">201-067</a>	Final	Import Injury	Wheat Gluten, Inv. TA-201-67	I
<a href="#">201-067</a>	Recon	Import Injury	Wheat Gluten: Procedures for Determination under Section 129(a)(4) of the Uruguay Round Agreement Act (URAA) (Consistency Determination), Inv. TA-201-67	I
<a href="#">201-068</a>	Final	Import Injury	Lamb Meat, Inv. TA-201-68	I

<< First < Previous **1** 2 3 4 5 6 7 Next > Last >>

647 investigations found matching this search criteria.

Questions or Comments? Click [here](#) to submit.

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Figure 36 - Service List - Investigation List

Upon selecting the investigation, if Service Lists are available in EDIS, links to the APO Service List and the Public Service List will be shown.

**Service List - Search Results**

ⓘ Investigation Number: 701-253  
 ⓘ Investigation Title: Certain Pipe and Tube from Argentina, Brazil, Canada, India, Korea, Mexico, Singapore, Taiwan, Thailand, Turkey, and Venezuela, Invs. 701-TA-253 and 731-TA-132, 252, 271, 273, 276-277, 296, 409-410, 532-534 and 536-537 (Second Review)  
 ⓘ Investigation Phase: Review2  
 ⓘ Area Of Interest: Import Injury  
 ⓘ Investigation Status: A

Document Type	Official Received Date
<a href="#">Service List - APO</a>	22 Jun 2006
<a href="#">Service List - Public</a>	22 Jun 2006

2 service list documents found.

Questions or Comments? Click [here](#) to submit.

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**EDIS Tools**

- Home
- Search
- Help
- Welcome **Sue A Test17**
- Log Out
- Change Password
- Service List
- Daily Filing Report
- Access EDIS (Legacy System)
- [RSS FEED GENERATOR](#)

**FIRSTGOV**

**Figure 37 - Service List**

Click on the desired document, and a window will open in Adobe Acrobat with the Service List document.

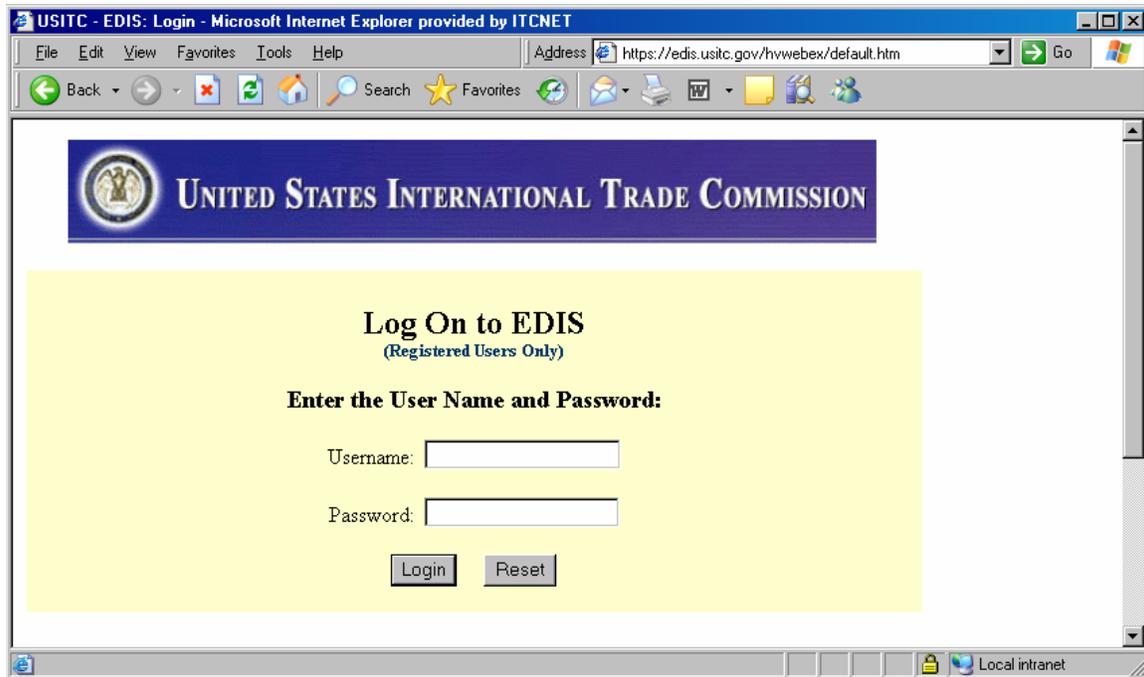
If you need to locate a prior Service List for an investigation, please use the EDIS Search Options menu.

If you are looking for a recent Service List on Anti-dumping or Countervailing or Five-year Sunset Reviews, you may also look at [http://www.usitc.gov/secretary/fed\\_reg\\_notices/serv\\_lists.htm](http://www.usitc.gov/secretary/fed_reg_notices/serv_lists.htm).

## 2.11 Link to Legacy EDIS II

Access to the Legacy EDIS II system is only available to internal users with userids enabled for the EDIS II system. The link to the Legacy EDIS II system is provided for internal users to search for sensitive documents.

Once you have accessed the screen below, you have left EDIS E-Filing. (See *Figure 38 - Login to Legacy EDIS II* below.)



**Figure 38 - Login to Legacy EDIS II**

Enter your userid and password. This may be the same userid and password that you are currently using on EDIS E-Filing. Click Login to access the Search tool for internal users.

## 2.12 Link to Search

The link, 'Search' connects the user to the EDIS Search tool, for public document searches. This tool is available to internal and external users. Only Public documents are searchable. Information on confidential documents is available, without retrieval of the document files. Internal users may use the Legacy EDIS II link to access sensitive documents. (See Figure 39 - Search Integration Menu below)

Once you have clicked on the link to Search Integration, you have left EDIS E-Filing.

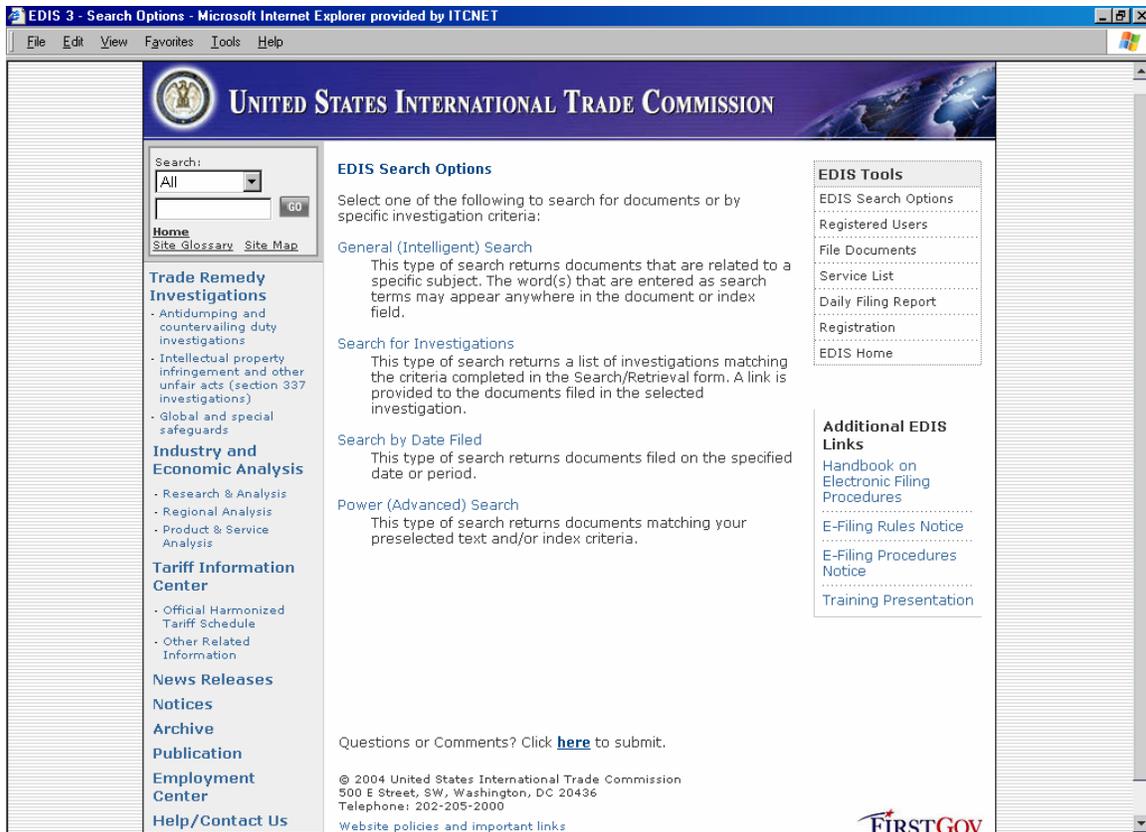


Figure 39 - Search Integration Menu

## 2.13 RSS Generator

Internal users may set up a notification service to be notified as each document is submitted into EDIS. The notification service is configured with Outlook, and the user can select an Area of Interest or Investigation to receive notices. Please see the RSS User's Guide under the Help Menu for installation details.

## Appendix A – Glossary

<u>Abbreviation</u>	<u>Description</u>
ALJ	Office of the Administrative Law Judges
APO	Administrative Protective Order
BPI	Business Proprietary Information
CBI	Confidential Business Information
CIO or OCIO	Chief Information Officer
COMM	Commissioners
DOCID	Document Identification
ECON	Office of Economics
EDIS	Electronic Document Imaging System
ER or OER	Office of External Relations
FAST	Fast Data Search Engine
GC or OGC	Office of General Counsel
OID	Office of Industries
OIG	Office of Inspector General
OINV	Office of Investigations
OITS	Office of Information Technology Services
OSE	Office of the Secretary
OTATA	Office of Tariff Affairs and Trade Agreements
OUII	Office of Unfair Import Investigations
PUB	Office of Publishing

## Appendix B – AOI Mapping to Document Type

The following table shows the valid document types which may be submitted for each Area of Interest (AOI). There are a few document types which are not associated with an AOI, and cannot be used in document submission. The list is maintained in the database table ITC\_AREA\_DOCTYPE.

**Table 3 - AOI to Document Type Mapping**

AREA_OF_INTEREST	DOC_TYPE	DOC_DESC	INTERNAL_USE
Byrd Amendment	Action Jacket	There include all action jackets	1
Byrd Amendment	Correspondence	Emails, Letters, FAXes, Telegrams	0
Byrd Amendment	Hearing Material - Request to Appear/Witness List	For Conferences and Hearings	0
Byrd Amendment	Memorandum	Memorandum	0
Byrd Amendment	Other	Not Included Elsewhere/Miscellaneous	0
Byrd Amendment	Request Letter		0
Byrd Amendment	Verification Report		1
Byrd Amendment	Voting Sheet	Public Record of Notational Voting	0
Genl Factfinding	Action Jacket	There include all action jackets	1
Genl Factfinding	Action Request		0
Genl Factfinding	Brief - Other		0
Genl Factfinding	Brief - Post-Hearing/Conference		0
Genl Factfinding	Brief - Pre-Hearing		0
Genl Factfinding	Correspondence	Emails, Letters, FAXes, Telegrams	0
Genl Factfinding	Hearing Material - Exhibits/Testimony	For Conferences and Hearings	0
Genl Factfinding	Hearing Material - Request to Appear/Witness List	For Conferences and Hearings	0
Genl Factfinding	Hearing Material - Staff Question	Hearing Material - Staff Question	0
Genl Factfinding	Mailing List		1
Genl Factfinding	Memorandum	Memorandum	0
Genl Factfinding	News Release	News Release filed by OER	0
Genl Factfinding	Notice	Includes Fed Register	0
Genl Factfinding	Opinion, Court		0
Genl Factfinding	Other	Not Included Elsewhere/Miscellaneous	0
Genl Factfinding	Publication - USITC	USITC Publication (Final Report)	0
Genl Factfinding	Questionnaire - Foreign Producer	Questionnaire - Foreign Producer	1
Genl Factfinding	Questionnaire - Importer	Questionnaire - Importer	1
Genl Factfinding	Questionnaire - Purchaser	Questionnaire - Purchaser	1
Genl Factfinding	Questionnaire - U.S. Producer	Questionnaire - U.S. Producer	1

AREA_OF_INTEREST	DOC_TYPE	DOC_DESC	INTERNAL_USE
Genl Factfinding	Request Letter		0
Genl Factfinding	Service-Related Document		0
Genl Factfinding	Staff Report - Final (Sec 332 or 1205)	AJ Version	1
Genl Factfinding	Staff Report - Pre-Hearing		1
Genl Factfinding	Telephone/Meeting/Trip Notes		1
Genl Factfinding	Transcript	Transcript	0
Genl Factfinding	Transcript - Corrections Request		0
Genl Factfinding	Voting Sheet	Public Record of Notational Voting	0
Genl Factfinding	Work Sheet		1
Import Injury	Action Jacket	There include all action jackets	1
Import Injury	Action Request		0
Import Injury	Brief - Other		0
Import Injury	Brief - Post-Hearing/Conference		0
Import Injury	Brief - Pre-Hearing		0
Import Injury	Comments on Adequacy	Sunset Reviews	0
Import Injury	Correspondence	Emails, Letters, FAXes, Telegrams	0
Import Injury	Customs Net Import File		1
Import Injury	Entry of Appearance		0
Import Injury	Final Comments		0
Import Injury	Hearing Material - Exhibits/Testimony	For Conferences and Hearings	0
Import Injury	Hearing Material - Request to Appear/Witness List	For Conferences and Hearings	0
Import Injury	Hearing Material - Staff Question	Hearing Material - Staff Question	0
Import Injury	Identification of Experts	Identification of Experts	0
Import Injury	Mailing List		1
Import Injury	Memorandum	Memorandum	0
Import Injury	News Release	News Release filed by OER	0
Import Injury	Notice	Includes Fed Register	0
Import Injury	Notice of Prior Art	Notice of Prior Art	0
Import Injury	Opinion, Commission	Opinion, Commission	0
Import Injury	Other	Not Included Elsewhere/Miscellaneous	0
Import Injury	Petition		0
Import Injury	Protective Order	Protective Order	0
Import Injury	Protective Order Certification of Destruction		0
Import Injury	Protective Order Request		0
Import Injury	Protective Order Request Amendment		0
Import Injury	Publication - USITC	USITC Publication (Final Report)	0
Import Injury	Questionnaire - Foreign Producer	Questionnaire - Foreign Producer	1
Import Injury	Questionnaire - Importer	Questionnaire - Importer	1

AREA_OF_INTEREST	DOC_TYPE	DOC_DESC	INTERNAL_USE
Import Injury	Questionnaire - Purchaser	Questionnaire - Purchaser	1
Import Injury	Questionnaire - U.S. Producer	Questionnaire - U.S. Producer	1
Import Injury	Response to Notice of Institution	Sunset Reviews	0
Import Injury	Service List - APO	Protective Order Service List	0
Import Injury	Service List - Public	Public Service List	0
Import Injury	Service-Related Document		0
Import Injury	Staff Report - Final (Import Injury)		1
Import Injury	Staff Report - Pre-Hearing		1
Import Injury	Telephone/Meeting/Trip Notes		1
Import Injury	Transcript	Transcript	0
Import Injury	Transcript - Corrections Request		0
Import Injury	Verification Report		1
Import Injury	Voting Sheet	Public Record of Notational Voting	0
Import Injury	Work Sheet		1
Rule Making	Action Jacket	There include all action jackets	1
Rule Making	Answer to Complaint		0
Rule Making	Comments/Response to Comments	Comments/Response to Comments	0
Rule Making	Hearing Material - Exhibits/Testimony	For Conferences and Hearings	0
Rule Making	Hearing Material - Request to Appear/Witness List	For Conferences and Hearings	0
Rule Making	Notice	Includes Fed Register	0
Rule Making	Work Sheet		1
Sec 337	Action Jacket	There include all action jackets	1
Sec 337	Action Request		0
Sec 337	Answer to Complaint		0
Sec 337	Brief Filed With ALJ	Including Proposed FF and CL	0
Sec 337	Brief on Review/Remedy		0
Sec 337	Certified Mailing List	Certified Mailing List	0
Sec 337	Comments/Response to Comments	Comments/Response to Comments	0
Sec 337	Complaint		0
Sec 337	Compliance Report		0
Sec 337	Correspondence	Emails, Letters, FAXes, Telegrams	0
Sec 337	Discovery Statement	Discovery Statement	0
Sec 337	Entry of Appearance		0
Sec 337	Exhibit, Post-Trial		0
Sec 337	Exhibit, Pre-Trial	Including Objections & Exhib. Lists	0
Sec 337	ID/RD - Final on Violation	ID/RD - Final on Violation	0
Sec 337	ID/RD - Other Than Final on Violation	ID/RD - Other Than Final on Violation	0
Sec 337	Memorandum	Memorandum	0
Sec 337	Motion		0

AREA_OF_INTEREST	DOC_TYPE	DOC_DESC	INTERNAL_USE
Sec 337	Motion Response/Reply		0
Sec 337	News Release	News Release filed by OER	0
Sec 337	Notice	Includes Fed Register	0
Sec 337	Notice of Prior Art	Notice of Prior Art	0
Sec 337	Opinion, Commission	Opinion, Commission	0
Sec 337	Order	Order	0
Sec 337	Other	Not Included Elsewhere/Miscellaneous	0
Sec 337	PO Subscription		0
Sec 337	Petition for Review		0
Sec 337	Petition for Review, Response to		0
Sec 337	Publication - USITC	USITC Publication (Final Report)	0
Sec 337	Response/Submission to ALJ Order	Also Includes Notice of Prior art, Identification of Witnesses, Expert Reports	0
Sec 337	Service-Related Document		0
Sec 337	Transcript	Transcript	0
Sec 337	Voting Sheet	Public Record of Notational Voting	0
Test1	Other	Not Included Elsewhere/Miscellaneous	0
Not Associated with AOI	Appeal		
Not Associated with AOI	Brief/Submission		
Not Associated with AOI	Scheduling Order		