# EDIS Bulk Download Guidance

Overview

A new feature in EDIS allows external users to download multiple documents in one batch process as a bulk download. This feature enables users to search for documents they have access to, whether public, confidential, or limited, and add selected documents to a Download Basket to initiate a bulk download. Once the user has selected all the documents they would like to bulk download, the system will trigger a download job that is automatically added to their Job List for easy tracking. This streamlined workflow provides full visibility into the download progress and history in one centralized location, which makes it faster and easier for external users to retrieve many documents in a secure and efficient manner. The following is guidance on how users can initiate and track a Bulk Download.

Search and Add Documents to Download Basket

EDIS External users are able to utilize various search tools to perform searches: Basic Search, Advanced Search, and Query Builder. Each one of these allows users to add documents to the Download Basket. The same document security level access is still applied for external users when searching for documents. External users will be able to search for Public, Confidential and Limited document metadata, but will only be able to add Public documents to the Download Basket.

1. Go to Basic Search or Advanced Search
2. Enter in your search criteria
3. Click Search

4. Click on the Add button for each document you would like to add to the Download Basket. As you add documents, the download tab will display the number of documents currently in your Download Basket and the documents you have added will be identified as "Added".

Note: If the Basket column does not appear in the Advanced Search results table, add it by selecting the down arrow in the header of any column, selecting Columns, and checking the Basket field. Alternatively, you can reset the table to the default table layout under Preferences.

5. Click on Download Tab. The Download Basket modal will pop up and will display all of the documents that were added by the user.

6. The Download Basket has a size limit of 1,500 Mb (1.5 Gb) to create the download ZIP file. If that limit is exceeded, the download job will not complete processing. You can find your current approximate download size above the Documents list. A limit of 400 total attachments between all documents selected is also enforced.

Creating Download Job and Accessing Job List

When a user is ready to download the documents in their Download Basket, they will initiate a Download Job by clicking the "Download as ZIP" button. This triggers a "job" running in the background which bundles all the documents and their attachments into a single Zip file. Once the "Job" is successfully completed, users will be able download and open the Zip file where they have access to all the attachments from the documents that were downloaded.

7. On the Download Basket modal, click on Download as Zip.
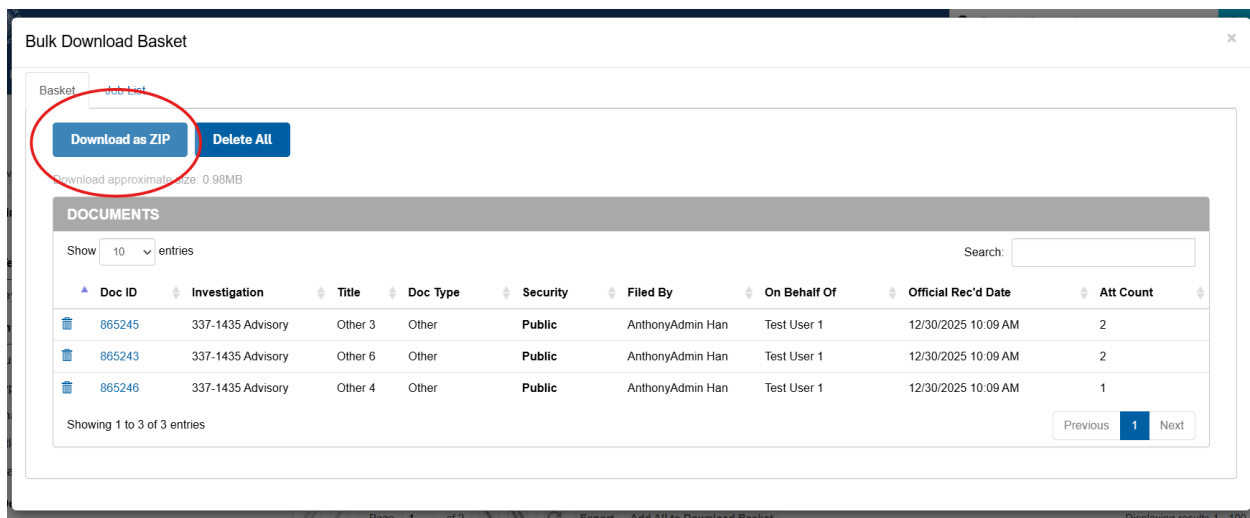
8. When the download is finished processing, the button will be updated to Download Ready. Click on the Job List tab to access the completed Job.
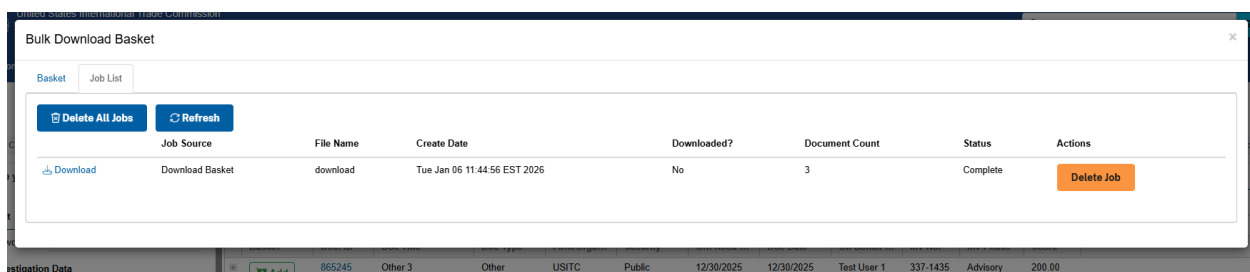
9. The following metadata is provided to the user for each Job that is created
   a. **Job Source**: The location where the download is triggered.
   b. **File Name**: Name of the document that is downloaded.
   c. **Create Date:** The date the download is triggered.
   d. **Downloaded?:** Let's the user know if the Zip file has been downloaded or not. If the Job file has been downloaded, it will show a "Yes" and the date and time the job was downloaded.
   e. **Document Count:** The number of documents in the download. Not to be confused with the number of attachments. The number of attachments in the download may be more than the document count.
   f. **Status:** Displays current status of the Download Job
   g. **Actions:** Users have the ability to Delete Job
10. The Job List tab also provides the user with additional features:
    a. **Delete All Jobs:** Delete all jobs listed in the Job list
    b. **Refresh**: There may be instances where the job is pending, especially if it is a large download job. To receive an updated status, you can click on the Refresh button to view the Jobs current state.

11. Once you download your job, the download will be available in a Zip file on your local machine. Depending on what browser you are using, the Zip file may also appear in your browsers download folder.   The Zip file will include an index file which lists all the downloaded documents and their relevant metadata and incorporates a link to each document. If a document has multiple attachments, there will be multiple entries in the index file.
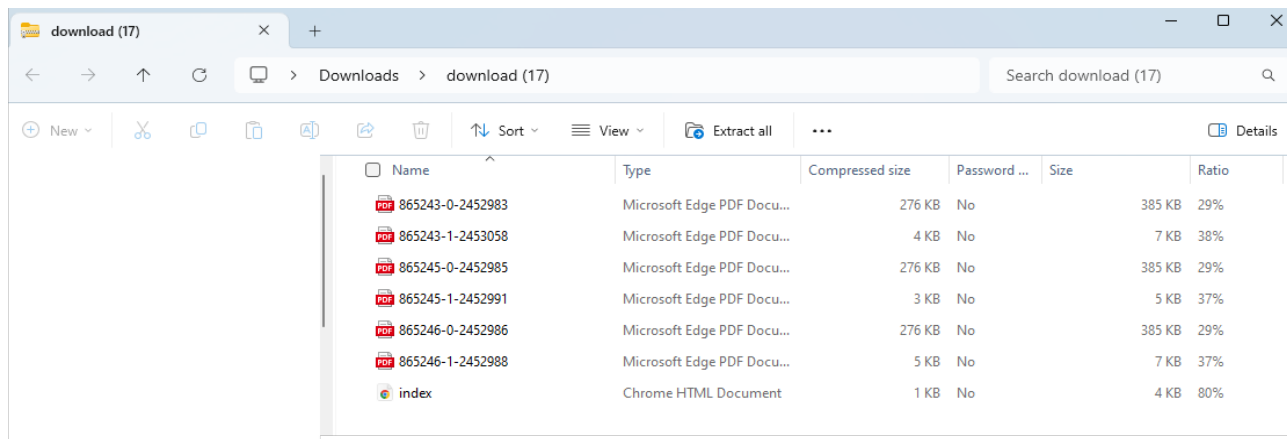
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DOCUMENT ID	FILE NAME	INVESTIGATION	DOCUMENT TITLE	ATTACHMENT TITLE	DOCUMENT TYPE	FIRM/ORG	FILED BY	ON BEHALF OF	DOCUMENT DATE	OFFICIAL RECEIVED DATE	SECURITY
865246	865246-2452986.pdf	337-1435 - Advisory	Other 4	337--Test User 1--Other 4	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public
865246	865246-2452988.pdf	337-1435 - Advisory	Other 4	Certificate of Service 12/30/2025	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public
865245	865245-2452985.pdf	337-1435 - Advisory	Other 3	337--Test User 1--Other 3	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public
865245	865245-2452991.pdf	337-1435 - Advisory	Other 3	Certificate of Service 12/30/2025	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public
865243	865243-2452983.pdf	337-1435 - Advisory	Other 6	337--Test User 1--Other 6	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public
865243	865243-2453058.pdf	337-1435 - Advisory	Other 6	Certificate of Service 01/02/2026	Other	USITC	AnthonyAdmin Han	Test User 1	12/30/2025 12:00 AM	12/30/2025 10:09 AM	Public