Hello and welcome to the EDIS Training Webinar Series. This Webinar will focus on using the Document Filing Report and RSS Feed. Both of these tools can be used to track new filings, whether you are interested in specific investigations or certain document types.

We will begin with the Document Filing Report. You can access this report one of two ways.

On any screen in the application, you can select the Reports Tab and select Document Filing Report. Or, on the home screen you can select the Document Filing Report button in the Filing block.

Once you are on the Report page, you can enter criteria to make your report as broad or as focused as you wish. If you do not make a selection in a criteria field, the system will return results for all options. You can select more than one item from the drop downs available by holding the Ctrl Button on your keyboard while making your selections. You could choose to get a report of everything filed in EDIS on a given day by leaving all of the fields untouched except the Official Received Date Range. Or, for example, you could ask to see only a list of the Section 337 Complaints and Import Injury Petitions filed in the previous month.

You can choose how you would like the system to sort your results by choosing an option from the Sort Property drop down menu and whether you’d prefer for those properties to be sorted in ascending or descending order. Finally, you can choose how many records you like to display on each page.

Once you have input all of your criteria, select Submit.

You will now be taken to your Report. To expand the results viewing area, select the box in the upper left corner of the screen.

The far left column of the report lists the EDIS document ID for each record. Selecting the hyperlinked number will take you to the Document Details for that record.

If you would like to export your results to Excel, PDF, or CSV, you can do so by selecting the appropriate button in the upper right corner.

To modify your report, you can use the back button in your browser and update your criteria or select “Reset” to clear all fields and start again.

We will now review the RSS Feed Tool, which gives you the ability to receive notifications regarding new filings in EDIS. To create a notification, you can either select RSS Feed from the Tools tab at the top of any screen or select RSS Feed from the Tools block on the home page.

Like the Report feature, you can create your RSS Feed to be as broad or as focused as you wish. For instance, if you’d like to receive notifications about all Import Injury filings, you could select Import Injury from the Investigation Type dropdown menu and select “Add Investigation Type”

If you would like results for only one specific investigation, select Find/Add Investigation. A pop up screen will appear where you can search for an investigation by title or number, or narrow the options by phase or status.

Select the investigation number hyperlink for which you wish to receive notifications.

You can add as many investigation types or specific investigations as you wish and group them together or create separate feeds for each, which can then be directed to individual folders within your RSS reader. For each selection, you will be given the option to receive notifications of all documents filed or to limit the notifications by document type.

Once you are satisfied with your criteria, select Generate Feed URL.

To begin receiving notifications, copy and paste the hyperlinked RSS Feed URL into your email RSS reader. If you would like to change your criteria, select Edit Feed Details. To create a new feed, select Start New Feed.

EDIS does provide a means for automating access to investigation and document data.

Via an Application Programming Interface, or API, a user can programmatically extract investigation and document metadata in a machine-readable format. For detailed instructions on this process, please review our Application Programming Interface guidance, available from either the Tools drop down menu or the API button on the home page.

If you have any questions or need additional guidance, please feel free to call us at 202-205-3347, or email us at EDIS3Help@usitc.gov. The Docket Services Division of the Office of the Secretary is open from 8:45am to 5:15pm Monday – Friday and someone will be happy to assist you during those hours.