Hello and welcome to the EDIS Training Webinar Series. This Webinar will focus on using the Basic, Advanced, and Investigation Search features. Basic and Advanced search are geared toward finding documents across investigations that contain certain keywords or metadata. Investigation search allows you to search for a list of investigations that meet certain criteria, such as investigations that concern a product like “steel” that would be captured in the investigation title.

Once you have logged into your EDIS account, you can begin your search!

There are three ways to begin.

First, by selecting the Search tab at the top of the page and choosing Basic, Advanced, or Investigation search from the drop down menu.

If you are on the home page, you can select the Magnifying Glass icon, which will take you directly to the Basic Search, or select either of the other options below the icon.

We will begin with Basic Search.

You may enter keywords in the search box. This field accepts Boolean logic. For instance, if you enter “touch sensitive” without quotes, the application will search for documents containing either “touch” or “sensitive.”

If you would like documents that contain both of those words, but not necessarily together, you can amend your search to include the connector AND.

As you can see, this narrows the results considerably. If you would like to see only documents with the phrase “touch sensitive,” place quotation marks around the words.

You can find more advanced Boolean logic by selecting the Search Tips button next to the keyword search box.

To get a sense of the type of results you are getting, you can select the plus sign to see an excerpt of the relevant results in each document.

You may further narrow your Basic search results. If you know you are looking for documents filed by a specific party, you can add the name of the party in the On Behalf Of field.

You may also search generally by investigation number in Basic Search.

Please note that when searching for an Import Injury investigation, you will only find results under the lead investigation number. For instance, if you would like to see records in the **701-TA-579-580** and **731-TA-1369-1373** investigations, you should enter **701-579** in the Investigation No. field. If you attempt to enter **701-580** or **731-1370**, your search will not return any results.

If you’d like to narrow those results to only one phase of the investigation, then you can amend that by adding the phase to the Inv. No. field. For instance, you could enter **701-579 Final**.

Similarly, for other investigations, use only the numeric prefix and suffix, separated by a dash. For example, to find documents related to investigation 337-TA-615, you would enter 337-615**.**

If you’d like to minimize the search terms, you can do so by clicking on the – button.

If you would like to increase the number of results displayed on a single page, you can adjust the setting at the bottom of the screen.

If you’d like more search criteria to further narrow your results, you can utilize the Advanced Search feature, by either selecting it from the Search drop down menu or the home page, or by converting your basic search. If you already began a Basic Search, you can transfer your criteria into Advanced Search by selecting “**Click here to enter Advanced Search**,” located in the bottom left corner of the Basic Search fields.

As you can see, the investigation number search entered in basic search has transferred into the Advanced Search criteria fields.

The left side of the Advanced Search page displays some of the same criteria, such as Keyword search, but also provides more options for refining by metadata such as Order number or Document Type.

For instance, you could search for **Order number 2** in this investigation by entering the number 2 in the Order field.

Or you can search more generally by document type. For example, you can search for all motions filed in an investigation by selecting Motion from the document type dropdown menu.

In addition to adjusting and filtering results by the criteria on the left, you can also control how your results are displayed. By hovering over the right side of a column, selecting the dropdown arrow, and clicking on “Columns,” you will see a list of columns that you can add and remove.

You can also rearrange the order in which the columns are displayed and adjust the size of columns to allow for better visibility.

If you’d like to minimize the Search Criteria to allow more space to display your results, you can do so by selecting the arrow at the top right of the criteria field.

To see the number of attachments in each document, you can add the Attachment Count Field to your results.

You can select the up arrow in the bottom right corner of the screen to open the attachments drawer.

When you highlight a document with multiple attachments, you will be able to see each of the attachments and their titles.

If you would like to view all of the information for this filing on one page you can click on the hyperlink for the EDIS Doc ID. It will open a new Tab in your browser displaying the document details.

You can adjust the number of attachments that display by using the **Show entries** dropdown menu.

If you expect to execute the same search on regular basis, you can save a common search.

Each time you select that search from within Advanced Search, it will run the query with updated results. Finally, you can export your results to a printer-friendly spreadsheet format.

We will conclude with the Investigation Search.

Again, you can move to the Investigation Search from any screen by using the Search Tab at the top of the page.

If you are not sure of an investigation’s number, but know, for instance, that it is a Section 337 Violation phase investigation involving **ground fault circuit interrupters**, you can search on that criteria and select the investigation you are interested in to see the full docket.

The far left column will contain a hyperlinked number displaying the number of documents filed in that investigation.

Selecting the hyperlink will take you to advanced search where you can further refine your results.

For Import Injury investigations in Investigation Search you can also search for a specific country involved in an investigation.

For information on other tools that can help you track an investigation or certain filings, you may want to view the Webinar on Reports and RSS feeds.

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