Electronic Document Information System (EDIS) User's Guide

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Glossary

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Chapter 1
Introducing EDIS

What Is EDIS?

The Electronic Document Information System (EDIS) is a document management system designed to support the International Trade Commission (USITC). EDIS is a repository for electronic files and the electronic images of paper documents that comprise the official record of all investigations conducted by the USITC; those of the Offices of Investigation which processes investigative documents; of the General Counsel, which uses 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. Hard copy documents are scanned into EDIS and indexed. Electronic documents are submitted via the Web, checked for accuracy and rule compliance, and stored into EDIS. In-house users and external users can then easily retrieve, view, and share images of the documents without handling the hard copy originals.

About This Guide

This guide describes the features of the Web version of EDIS.

What This Guide Provides

Chapter 1, Introducing EDIS, provides an overview of EDIS and this guide.

Chapter 2, Getting Started, explains how to log on to EDIS and the functions of the *EDIS Home* web page.

Chapter 3, Registering as an EDIS User, explains how to register as an EDIS user.

Chapter 4, Retrieving Documents, explains how to search for and retrieve documents.

Chapter 5, Submitting Documents to USITC, explains how to submit both paper and electronic documents to USITC.

The **Glossary** defines specialized terms and their meanings.

Conventions

Cross References	▪ Guide names are in italic: See the *System Administrator's Guide*. ▪ Chapter names are in double quotes: See Chapter 3, "Entering the Definitions," in the *System Administrator's Guide.* ▪ Section names are also in double quotes: See the "Using the Toolbar" section of this chapter.
Important Terms	▪ Important terms are in bold: You must configure the system settings **before** creating a process profile. ▪ Key terms or concepts are in italic: *Duplication* refers to the process of making a copy of a document in response to a FOIA request.
Window, Button, and Function Names	▪ Window, button, and function names are in italics. The *FOIA Request* window appears.
Menu-bar Choices	▪ Menu bar choices are in bold and separated by a |. Choose **File | Open**.

Chapter 2
Getting Started

Logging into the System

To access EDIS:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 2-1).

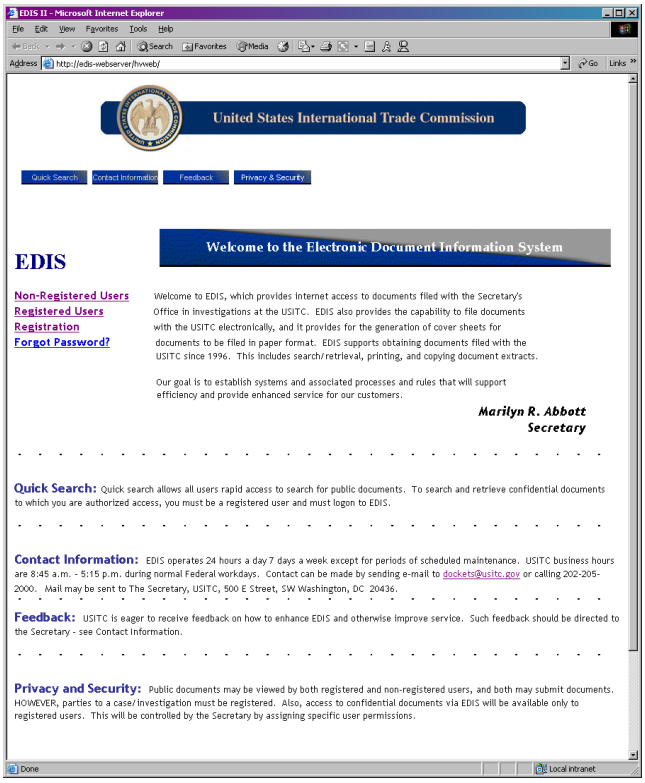


Figure 2-1

EDIS Home Web Page

Welcome to the Electronic Document Information System

Welcome to EDIS, which provides internet access to documents filed with the Secretary's Office in investigations at the USITC. EDIS also provides the capability to file documents with the USITC electronically, and it provides for the generation of cover sheets for documents to be filed in paper format. EDIS supports obtaining documents filed with the USITC since 1996. This includes search/retrieval, printing, and copying document extracts.

Our goal is to establish systems and associated processes and rules that will support efficiency and provide enhanced service for our customers.

Quick Search

Quick Search allows all users rapid access to search for public documents. To search and retrieve confidential documents to which you are authorized access, you must be a registered user and must logon to EDIS.

Getting Started

If you need help, please refer to the following documents:

- EDIS Online Help
- EDIS User's Guide
- Rules of Practice and Procedure
- Handbook for Electronic Filing Procedures

If you still need assistance, call the EDIS Helpdesk at (888) 325-6006 or (703) 758-2977.

EDIS Accessibility

Our site is designed to meet accessibility standards pursuant to Sec. 508 of the Rehabilitation Act. If you have accessibility concerns with our site, notify us.

Contact Information

EDIS operates 24 hours a day, 7 days a week except for periods of scheduled maintenance. USITC business hours are 8:45 a.m. - 5:15 p.m. during normal Federal workdays. Contact can be made by sending an e-mail to dockets@usitc.gov or calling 202-205-2000. Mail may be sent to The Secretary, USITC, 500 E St. SW, Washington, D.C. 20436.

Feedback

USITC is eager to receive feedback on how to enhance EDIS and otherwise improve service. Such feedback should be directed to the Secretary – see Contact Information.

Privacy and Security

Public documents may be viewed by both registered and non-registered users, and both may submit documents. HOWEVER, parties to a case/investigation must be registered. Also, access to confidential documents via EDIS will be available only to registered users. This will be controlled by the Secretary by assigning specific user permissions.

Service List

A Service List is a list of all individuals who have access to the documents for an investigation. Individuals submit an Entry of Appearance to USITC to become a party representative for an investigation. After they are approved, the individual(s) are given access (via the Web) to public documents and added to the Public Service List for that investigation. Individuals on the Service List for an investigation may be served with all public documents filed for that investigation.

Party representatives may also submit an APO that allows an individual to view confidential documents for a requested investigation. If approved, the individual is given access (via the Web) to both public and confidential documents and added to the APO Service List for that investigation. Individuals on the APO Service List for an investigation may be served with all public and confidential documents filed for that investigation.

To view the most current Service List for an investigation:

1. Click on the Service List hyperlink. The *EDIS Service List* web page is displayed (Figure 2-2).

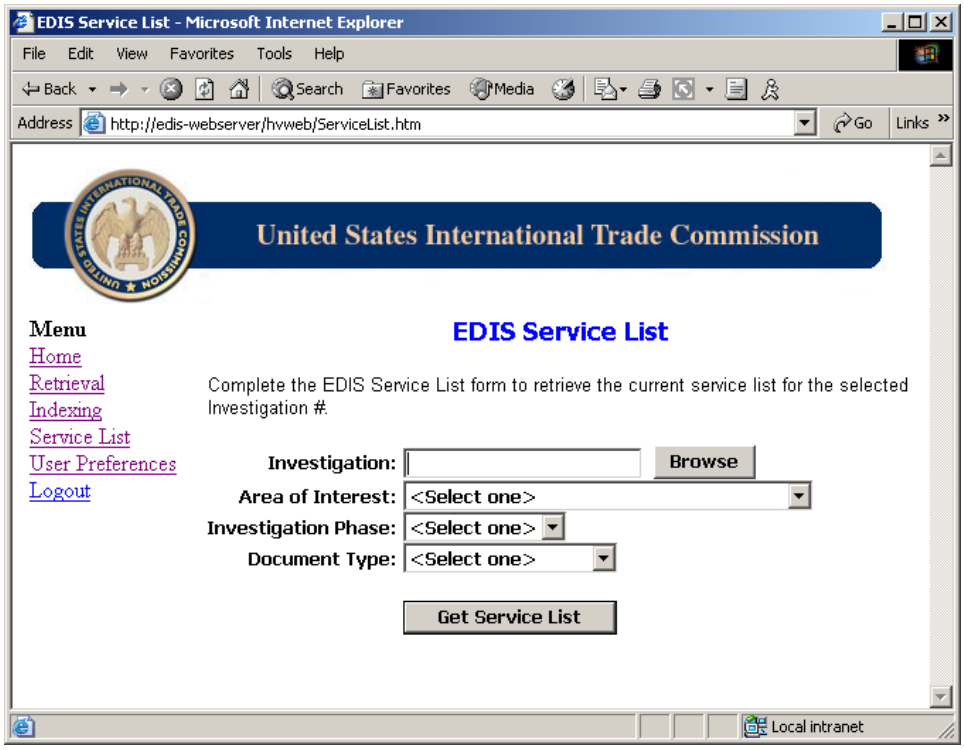
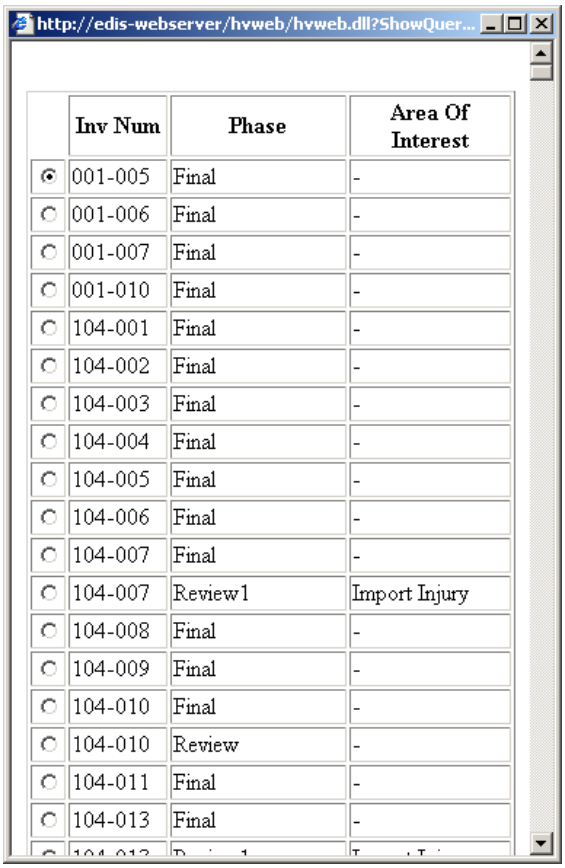


Figure 2-2

2. Click the *Browse* button to display a list of all the investigations in the system (Figure 2-3).



	Inv Num	Phase	Area Of Interest
◉	001-005	Final	-
○	001-006	Final	-
○	001-007	Final	-
○	001-010	Final	-
○	104-001	Final	-
○	104-002	Final	-
○	104-003	Final	-
○	104-004	Final	-
○	104-005	Final	-
○	104-006	Final	-
○	104-007	Final	-
○	104-007	Review1	Import Injury
○	104-008	Final	-
○	104-009	Final	-
○	104-010	Final	-
○	104-010	Review	-
○	104-011	Final	-
○	104-013	Final	-

Figure 2-3

3. Select the investigation whose Service List you want to view.
4. Click the *Select* button. The investigation, area of interest, and phase information will be displayed for the selected investigation.
5. Select Public or APO from the Document Type drop-down list.
6. Click the *Search* button. The most current Service List for the selected investigation is displayed.

Downloading the Bar Code Font

To download the font that is used to print the bar code on the Cover Sheet:

1. Click the Download barcode font hyperlink on the *Welcome to EDIS* web page with your right mouse button.
2. Choose **Save Target As** from the menu. The *Save As* window appears (Figure 2-4).

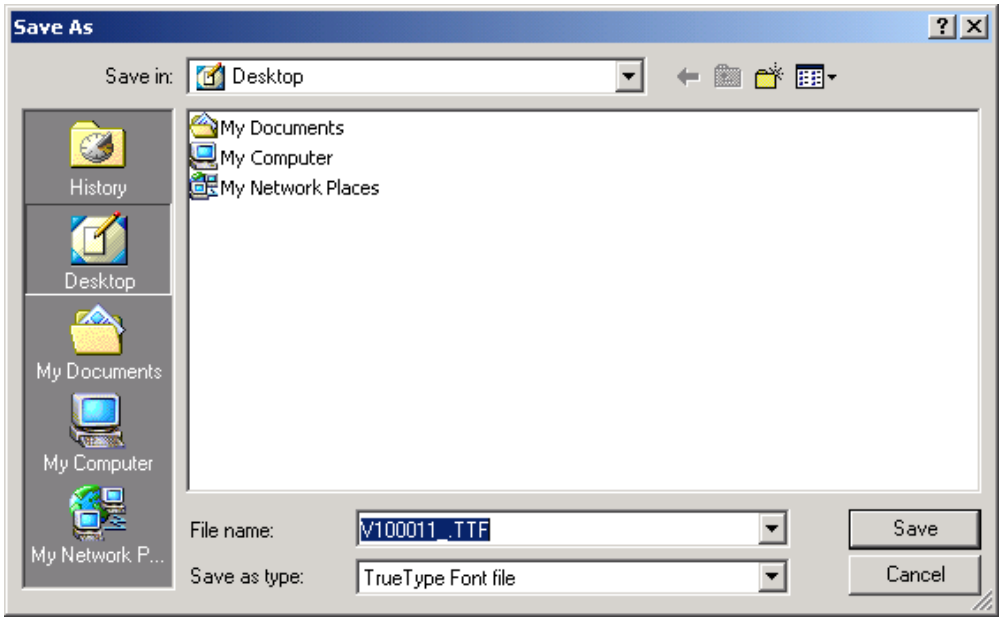


Figure 2-4

3. Save the font in your Fonts folder. You may now generate and print a Cover Sheet with a bar code on it.

Refreshing the *EDIS Home* Web Page

As you are working in EDIS, you may want to update the information on the *EDIS Home* web page to get the most recent information. To refresh the information on the web page, click the *F5* or *Refresh* button or choose **View | Refresh**.

Chapter 3
Registering as an EDIS User

Registering as an EDIS User

In order to view Confidential documents, you must be a registered EDIS user. To register, you go to the USITC web site, http://EDIS.USITC.gov. After you complete the *EDIS Online User Registration* form, EDIS sends your information via e-mail to the USITC for approval. The Office of the Secretary at USITC checks your registration information to see whether you meet the eligibility criteria for registered users. If your registration is approved, OSE sends you an e-mail notifying you of your acceptance as a registered user.

When you log in to EDIS for the first time as a registered user, you choose a password that is a combination of letters and numbers. You also enter a code word as another level of security. The password and code word cannot be the same. User passwords have set expiration dates. You will be prompted to change your password on the day the password expires or the first time you attempt to log in after the password expires.

To register as an EDIS user:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 3-1).

Figure 3-1

3. Click the Registration hyperlink. The *Terms of Use Agreement* web page appears (Figure 3-2).

Figure 3-2

4. Click the *Accept* button. The *EDIS Online User Registration* web page appears (Figure 3-3).

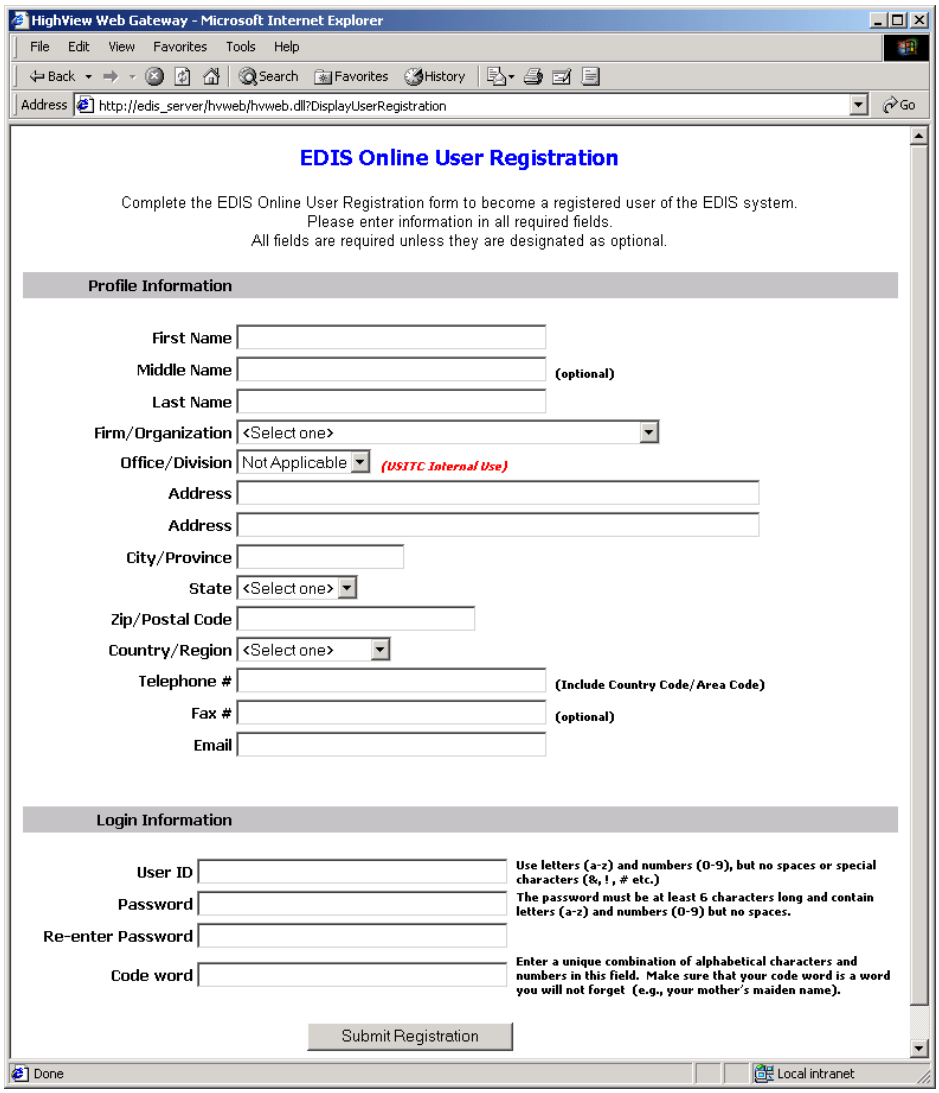


Figure 3-3

5. Enter information in all the required fields. All fields are required unless specified as "optional."
6. Click the *Submit Registration* button. A printable version of the registration form appears (Figure 3-4).

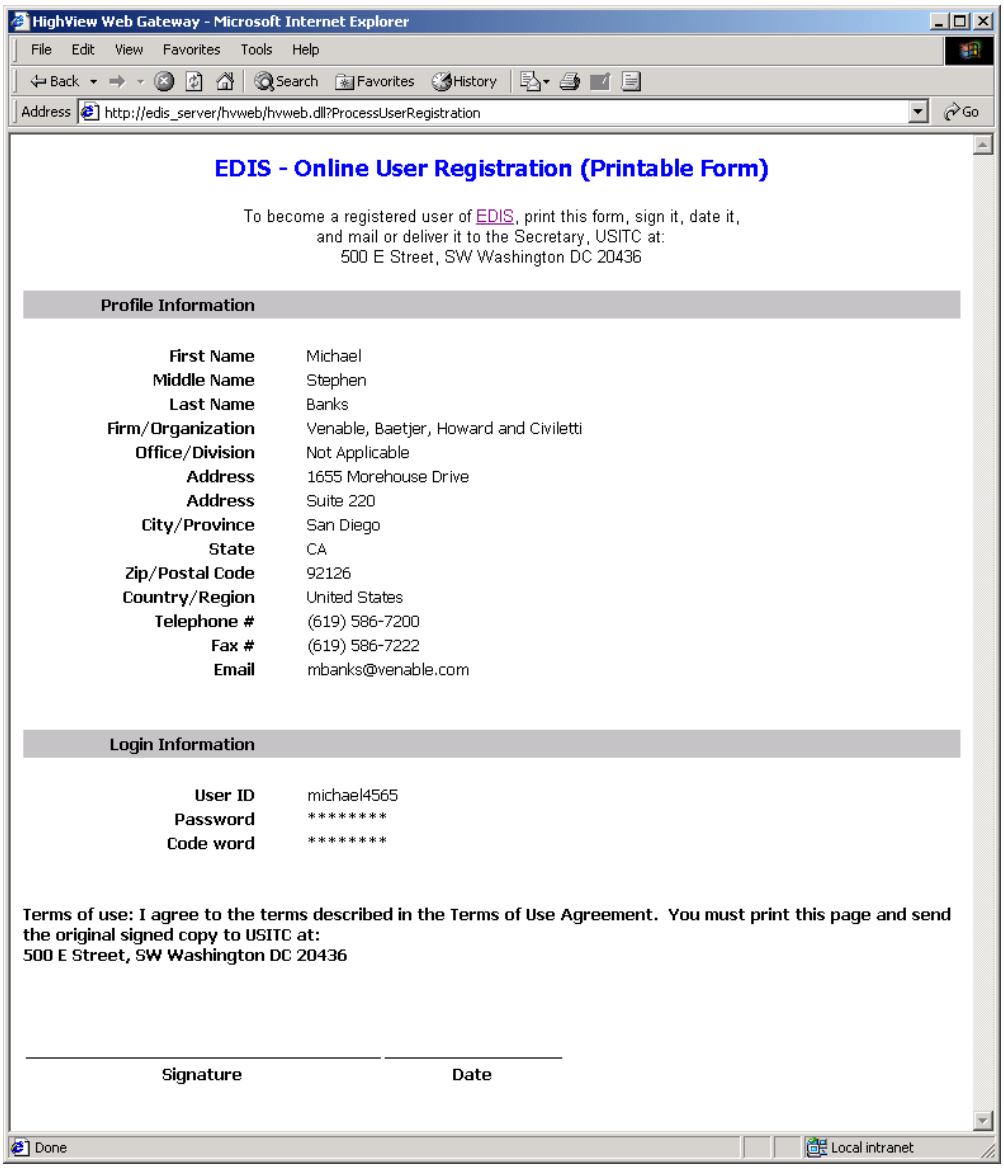


Figure 3-4

7. Print the form, sign it, and return the signed registration form to USITC at 500 E Street SW, Washington, DC 20436. USITC will send an e-mail to notify you that your registration has been approved.

Setting User Preferences

Now that you are a registered user, you may specify your preferences for how items are displayed in the hitlist. To do so:

1. Click the User Preferences hyperlink on the *Welcome to HighView Web Gateway* web page. The web page displayed in Figure 3-5 appears.

Figure 3-5

2. Enter the maximum number of rows you want displayed on your hitlists in the Maximum row count field.
3. Click the "Always display a section list" option if you always want to display sections.
4. Click the "Always display multiple page sections as single files, not as separate files" option if you always want to display sections that contain more than one page as a single file.
5. Select the view you want to display your hitlist in from the drop-down list.

6. Click the "Update View" option to change the default view order.

NOTE: The options for selecting a current view and updating a view are only displayed if you have created a view order.

7. Click the "Create new view on USITC" option to create a new view order. See the "Creating a New Hitlist View Order" section for more information about view orders.
8. Click the *Update Preferences* button.

Creating a New Hitlist View Order

View orders are sets of virtual filing cabinets that specify how your documents are displayed on the hitlist. Unlike other systems, EDIS does not force you to establish a dedicated *cabinet-folder-document* structure. Each user may create view orders that display documents in different ways.

To create a new hitlist view order, from the *Welcome to HighView Web Gateway* web page:

1. Click the User Preferences hyperlink. The form displayed in Figure 3-6 appears.

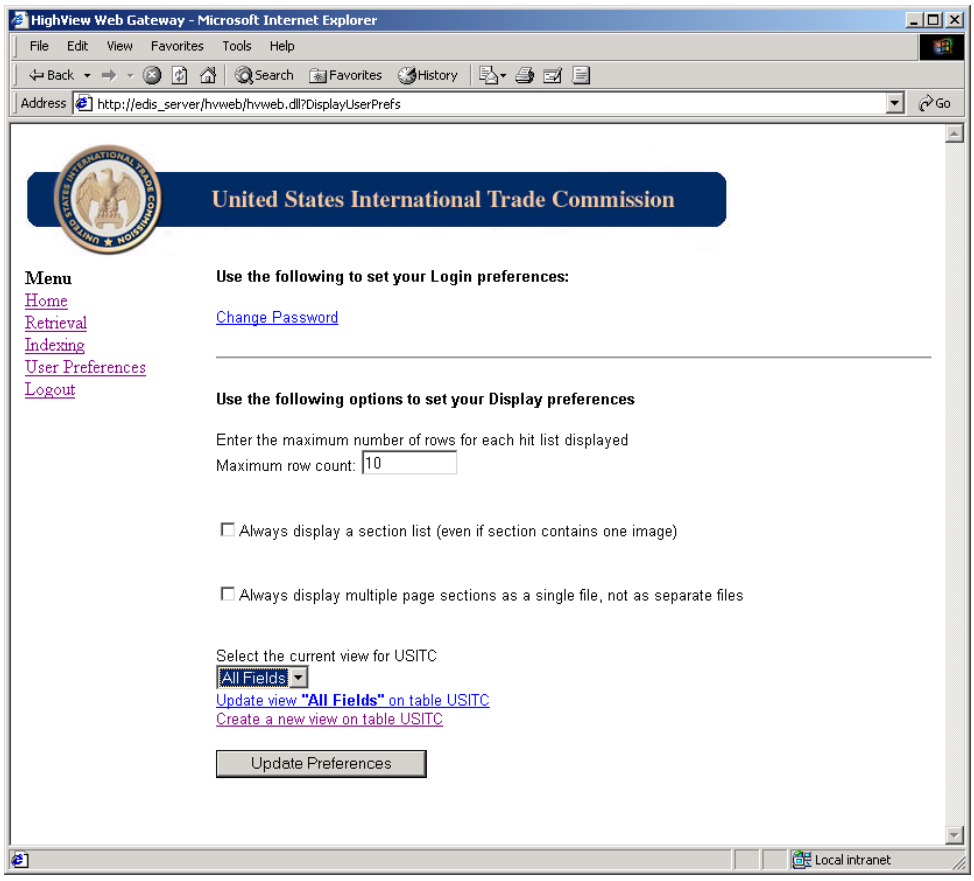


Figure 3-6

2. Click the Create a new view on table USITC hyperlink. The web page displayed in Figure 3-7 appears.

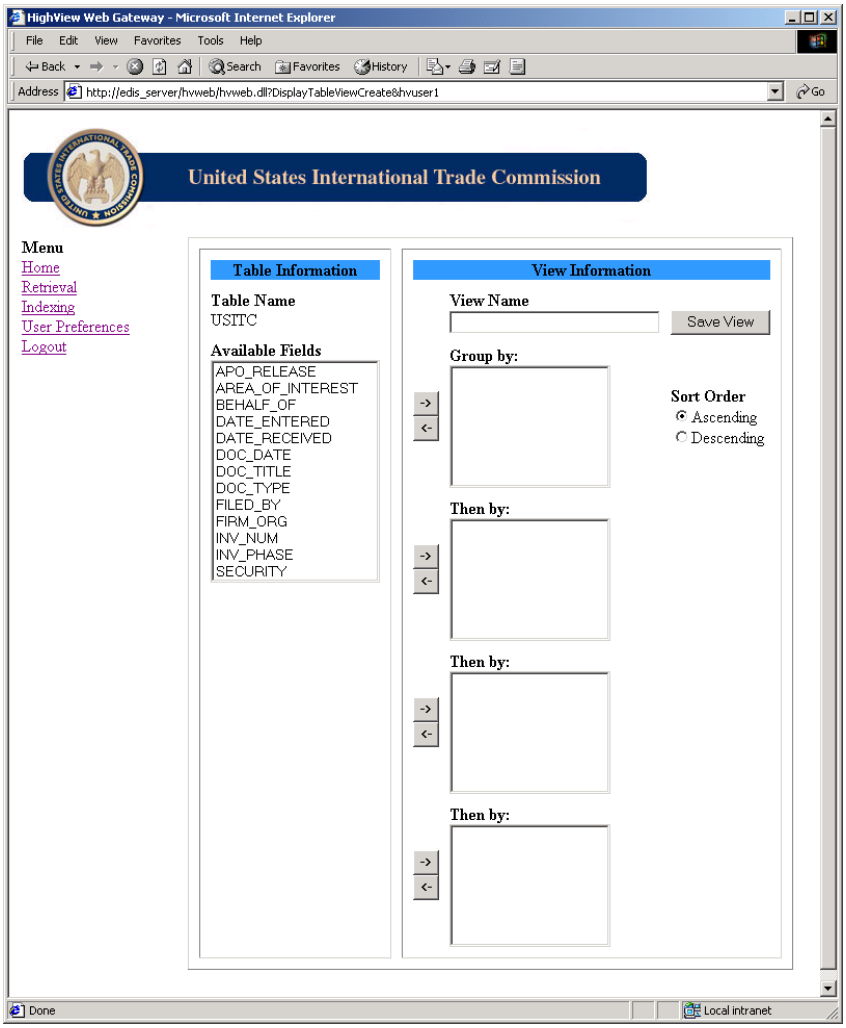


Figure 3-7

3. Enter a name for this view in the View Name field. For example, if you are designing this view to show your information grouped by user, you could name it User View.

4. Select the field, or combination of fields, that will make the largest virtual folder. In a paper filing system, this would be equivalent to a file cabinet. For example, if you want to open a hanging file folder that represents a project, you would select the field that represents the project name on your tab's indexing window.

5. After selecting the field, click the -> button. This action moves the field from the "Available Fields" list to the first order group.

   NOTE: The first field in the view order determines the sorting order for your hitlist. If you have the radio button set to "ASC," EDIS sorts the hitlist in ascending order, based upon the first field in the view order. If you have the radio button set to "DESC," EDIS sorts the hitlist in descending order.

   By specifying more than one field, you will further restrict the scope of the top-level cabinet. For example, if you have just the project name in View Order Group 1, all documents that include this project name will appear under this cabinet. If you have both project name and owner name in View Order Group 1, only document searches that match both the project name and the owner's name will appear under this cabinet.

6. Once you have established the first level, move the remaining fields into the next level. Each time you move into a new view order group, you are creating one additional cabinet level that will appear on your hitlist when retrieving documents.
7. Finally, when you are down to the fields that you feel make a document unique (such as a document title, ID number, or date), move them all into the next unused order group. Ordering the fields within the group will also make the hitlist display information within the same order on the document's title line.
8. Click the Save View button.
9. Click the Exit button to exit the web page.

Feel free to experiment with different field orders and group arrangements. You are only changing the way in which you view the data — not the data itself.

Virtual cabinets allow you great flexibility in the way that EDIS presents documents. A casual user may never decide to establish a view order, so he or she will have all documents individually listed on the hitlist. A user in the Human Resources department may want to categorize all documents by employee. By making the employee field the only entry in the first Order Group, he or she will see a list of employees when searching for documents.

Users are not restricted to the way that the system wants to display documents. Users can display documents in the manner that they choose — individually.

Resetting Your Password

You are allowed three attempts to enter a valid password in EDIS. After the third attempt fails, you will be locked out of EDIS for a period of time specified by USITC. If you get locked out twice, you must click the Forgot Password? Hyperlink on the *EDIS Login* web page to have the USITC EDIS System Administrator (SA) reset your password. The System Administrator has the right to prohibit anyone from accessing EDIS.

When the SA receives the e-mail notification, they will verify that the information you provided matches your user registration information. If the information matches, the SA will notify you via e-mail that your password has been reset to match your code word. If the information does not match, then the SA will contact you for further information. You can then login to EDIS. You will be prompted to change your password at that time.

NOTE: You will be forced to change your password when it expires. Expiration dates are based on the USITC system settings governing user passwords.

To have the SA reset your password if you forget it:

1. Click on the Forgot Password link on the *EDIS Home* web page. The *Forgot Password?* Web page appears (Figure 3-8).

Figure 3-8

2. Enter your First Name, Middle Name (optional), Last Name, E-mail, User ID, and Code Word in the appropriate fields.
3. Click the *Submit* button. EDIS sends an e-mail notification to the SA, who manually resets your password to match your code word.
4. After receiving an e-mail informing you that your password is the same as your code word, try to login again. You are prompted to reset your password. See the following section, "Changing Your Password" for instructions.

Changing Your Password

To change your password:

1. Click the Change Password hyperlink on the *User Preferences* web page. The *Change User Password* web page appears (Figure 3-9).

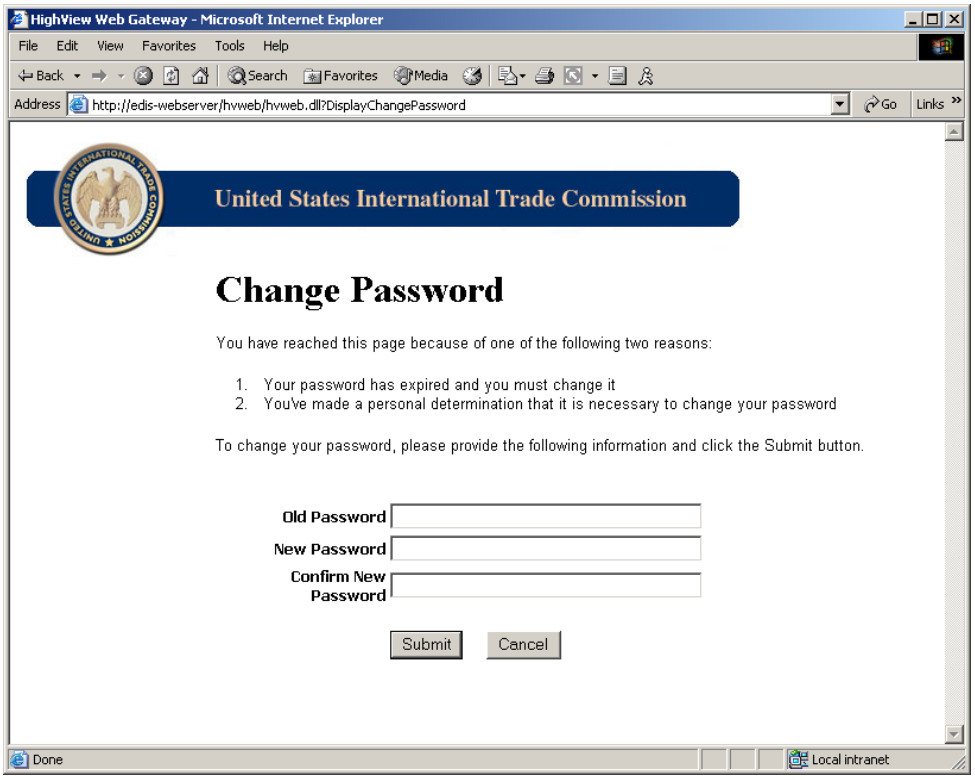


Figure 3-9

2. Enter your current password in the Old Password field.
3. Enter your new password in the New Password field.
4. Re-enter your new password in the Confirm New Password field.
5. Click the *Submit* button.

Chapter 4
Retrieving Documents

Retrieving Documents

Searching for and retrieving documents is easy with EDIS. You specify what criteria you want to search for and EDIS creates a ***hitlist*** of documents. A hitlist is a collection of virtual documents and sections (pages) that match your search criteria. From the hitlist you can add sections to documents. For more information on hitlists, see the "About Hitlists" section of this chapter.

To search for documents via the Web Gateway:

1. Open your web browser.
2. Enter EDIS URL, http://EDIS.USITC.gov. EDIS *Home* page appears (Figure 4-1).

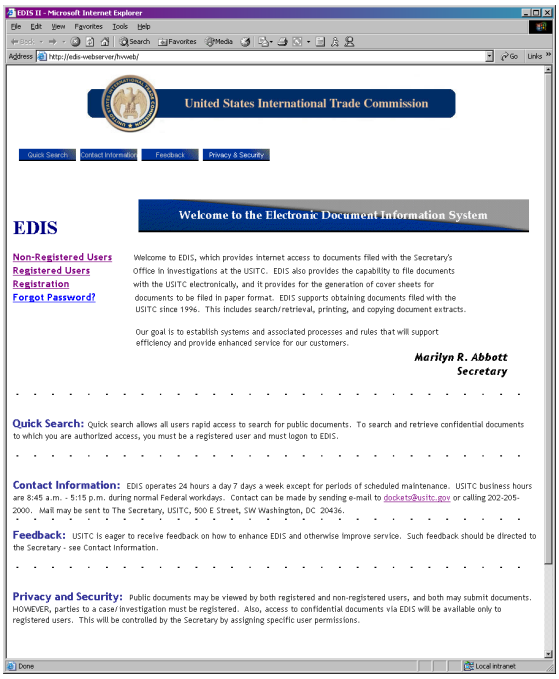


Figure 4-1

3. Click the Registered Users hyperlink on the EDIS *Home* page. The web page displayed in Figure 4-2 appears.

Figure 4-2

NOTE: If you are a non-registered user, click the Non-Registered User hyperlink. EDIS will take you directly to the *Welcome to EDIS* web page.

4. Enter your user ID in the Username field.
5. Enter your password in the Password field.
6. Click the *Login* button. The *Welcome to EDIS* web page appears (Figure 4-3).

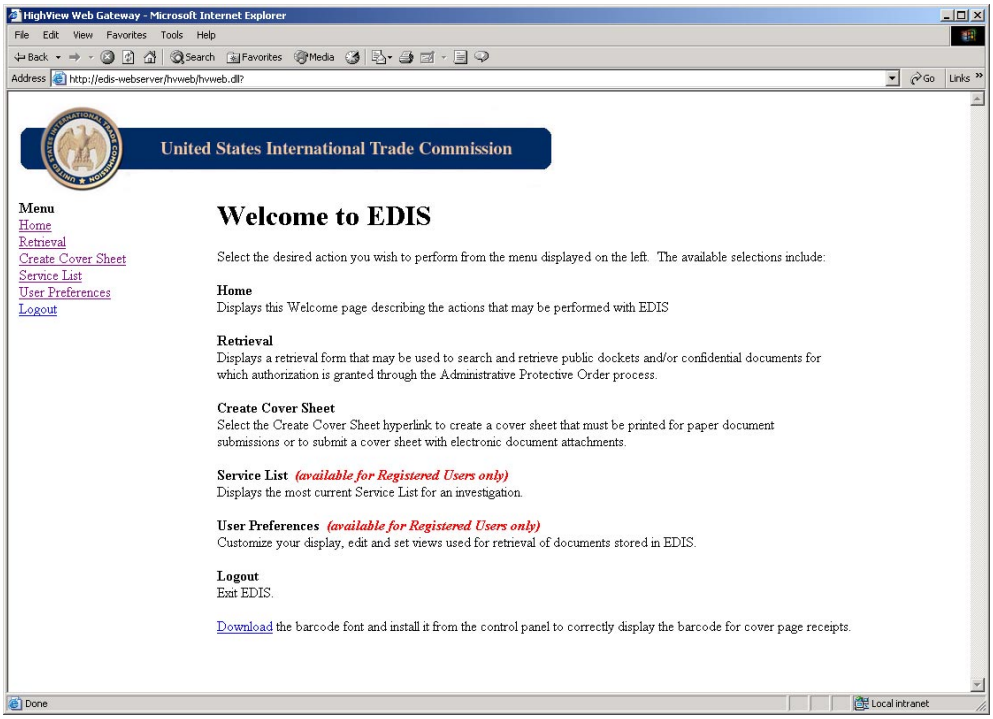

HighView Web Gateway - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://edis-webserver/hvweb/hvweb.dll?
Go Links
United States International Trade Commission
Menu
Home
Retrieval
Create Cover Sheet
Service List
User Preferences
Logout
Welcome to EDIS
Select the desired action you wish to perform from the menu displayed on the left. The available selections include:
Home
Displays this Welcome page describing the actions that may be performed with EDIS
Retrieval
Displays a retrieval form that may be used to search and retrieve public dockets and/or confidential documents for which authorization is granted through the Administrative Protective Order process.
Create Cover Sheet
Select the Create Cover Sheet hyperlink to create a cover sheet that must be printed for paper document submissions or to submit a cover sheet with electronic document attachments.
Service List (available for Registered Users only)
Displays the most current Service List for an investigation.
User Preferences (available for Registered Users only)
Customize your display, edit and set views used for retrieval of documents stored in EDIS.
Logout
Exit EDIS.
Download the barcode font and install it from the control panel to correctly display the barcode for cover page receipts.
Done
Local intranet

Figure 4-3

7. Click the Retrieval hyperlink. The *EDIS Search/Retrieval Form* appears (Figure 4-4).

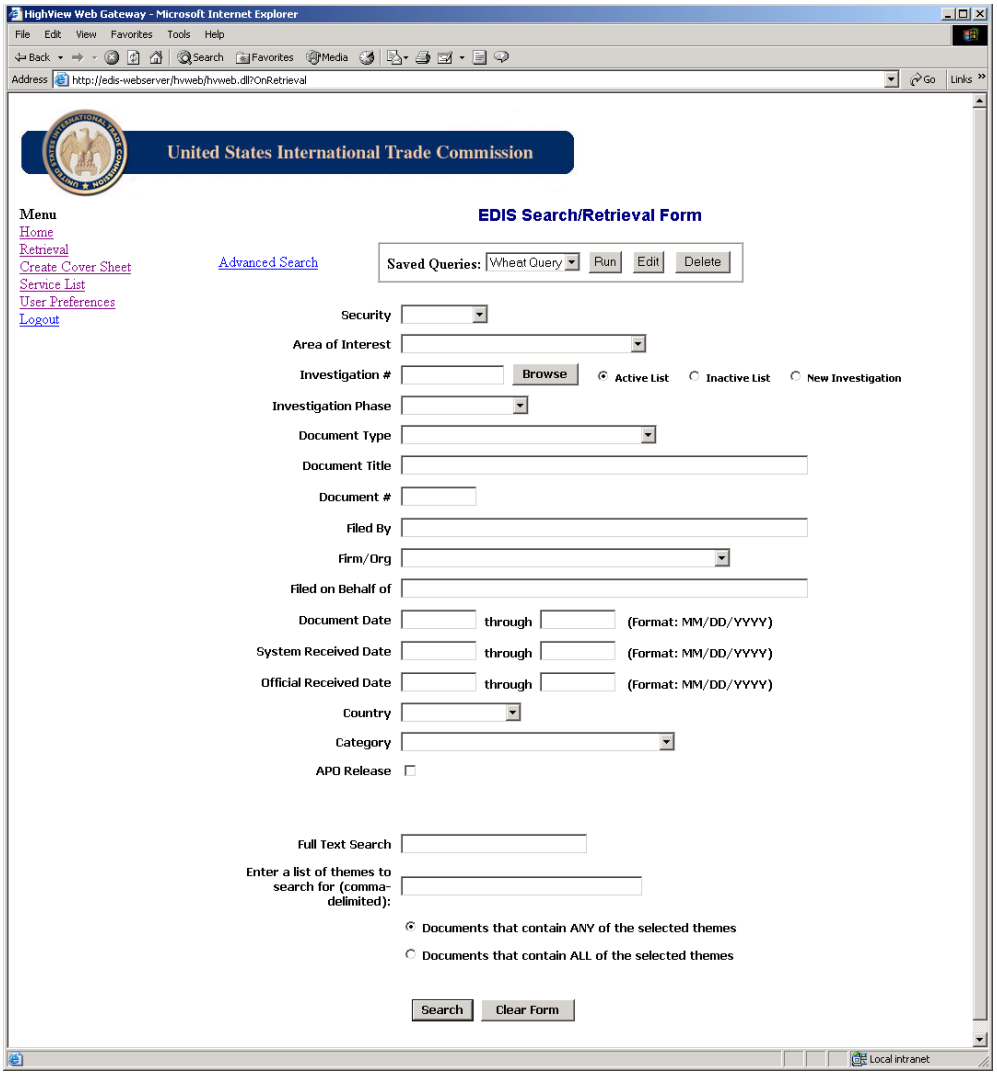


Figure 4-4

8. Click the *Browse* button to select an investigation from a list of investigations (Figure 4-5).

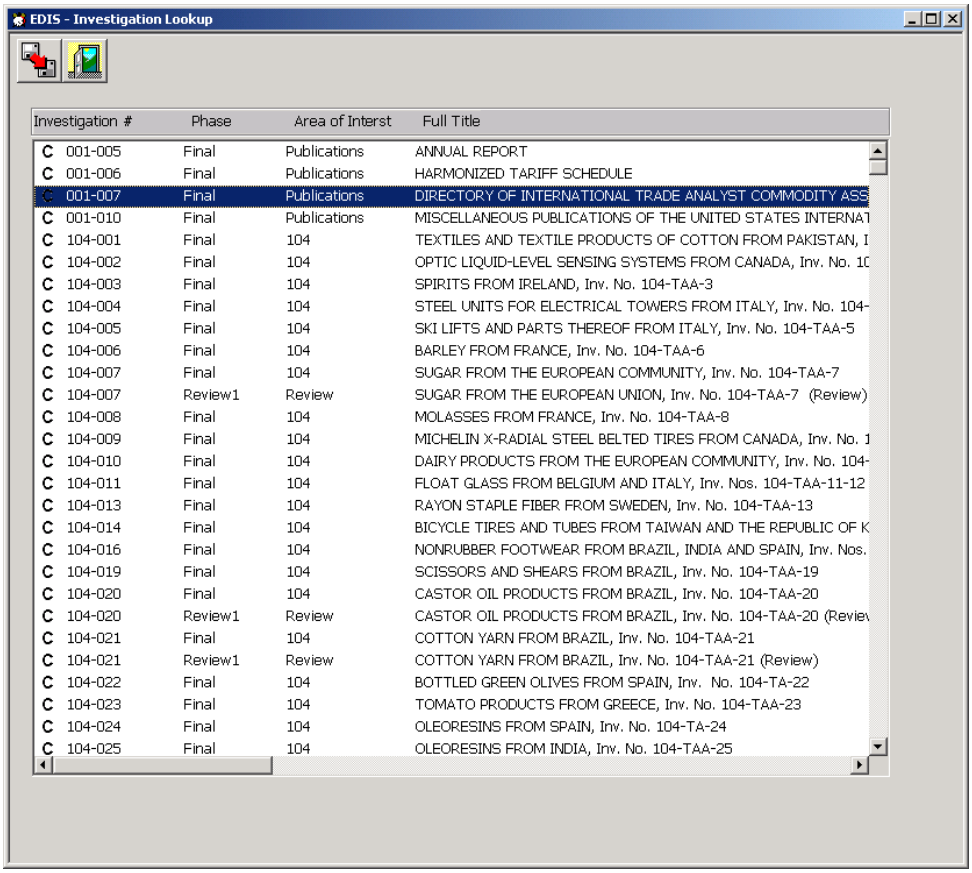


Figure 4-5

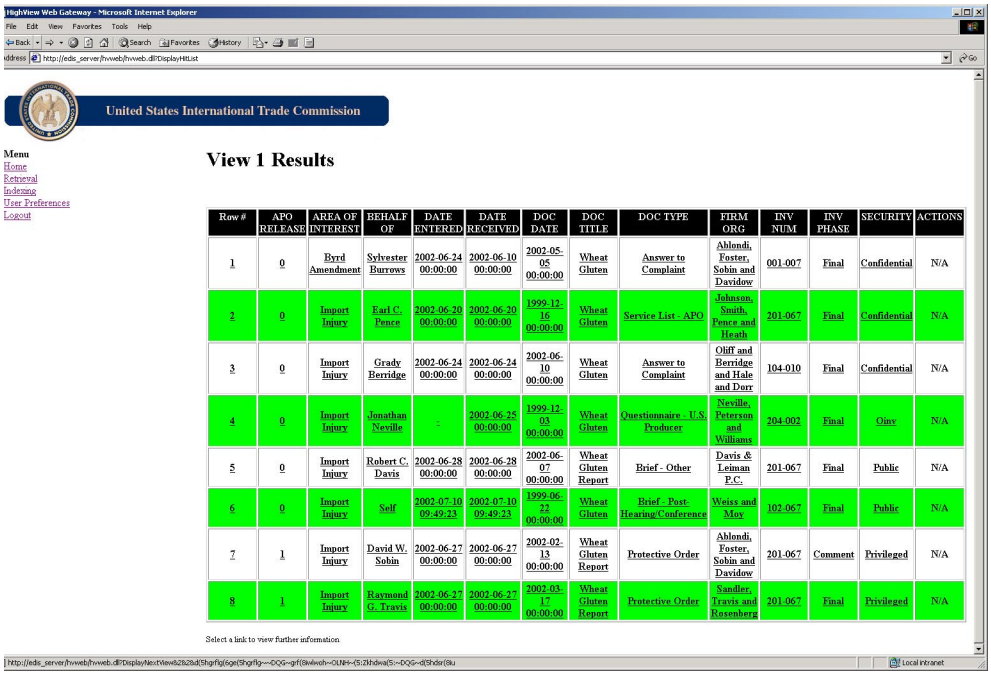
9. Double-click on the name of an investigation or select an investigation and click the *OK* button to insert the investigation number in the Investigation field.

10. Enter the search criteria that you want to match in the fields. You may specify one or all of the search fields.

NOTE: You may also use the wild-card option by putting the wild-card (%) character before, within, or after the part of the name that is known.

---

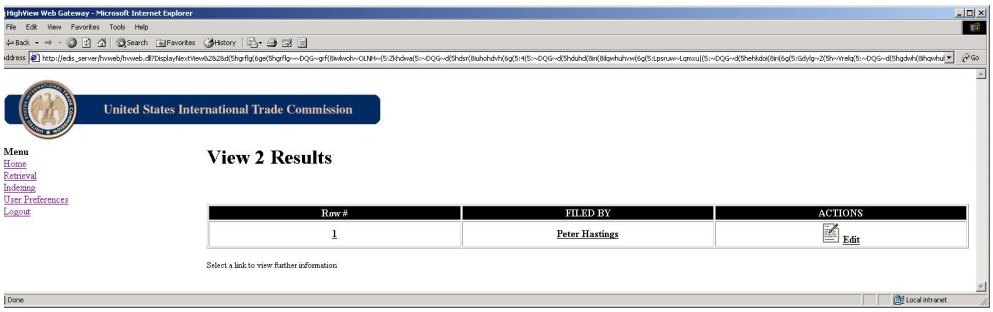
12. Click the *Search* button. The *Search* button activates a search based upon the criteria specified within the search fields. If the search is successful, a document hitlist is generated (Figure 4-6).



Row #	APO RELEASE	AREA OF INTEREST	BEHALF OF	DATE ENTERED	DATE RECEIVED	DOC DATE	DOC TITLE	DOC TYPE	FIRM ORG	INV NUM	INV PHASE	SECURITY	ACTIONS
1	0	Byrd Amendment	Sylvester Burrows	2002-06-24 00:00:00	2002-06-10 00:00:00	2002-05-05 00:00:00	Wheat Gluten	Answer to Complaint	Ablondi, Foster, Sobin and Davidow	001-007	Final	Confidential	N/A
2	0	Import Injury	Earl C. Pence	2002-06-20 00:00:00	2002-06-20 00:00:00	1999-12-16 00:00:00	Wheat Gluten	Service List - APO	Johnson, Smith, Pence and Heath	201-067	Final	Confidential	N/A
3	0	Import Injury	Grady Berridge	2002-06-24 00:00:00	2002-06-24 00:00:00	2002-06-10 00:00:00	Wheat Gluten	Answer to Complaint	Oliff and Berridge and Hale and Dorr	104-010	Final	Confidential	N/A
4	0	Import Injury	Jonathan Neville	-	2002-06-25 00:00:00	1999-12-03 00:00:00	Wheat Gluten	Questionnaire - U.S. Producer	Neville, Peterson and Williams	204-002	Final	Oinv	N/A
5	0	Import Injury	Robert C. Davis	2002-06-28 00:00:00	2002-06-28 00:00:00	2002-06-07 00:00:00	Wheat Gluten Report	Brief - Other	Davis & Leiman P.C.	201-067	Final	Public	N/A
6	0	Import Injury	Self	2002-07-10 09:49:23	2002-07-10 09:49:23	1999-06-22 00:00:00	Wheat Gluten	Brief - Post. Hearing/Conference	Weiss and May	102-067	Final	Public	N/A
7	1	Import Injury	David W. Sobin	2002-06-27 00:00:00	2002-06-27 00:00:00	2002-02-13 00:00:00	Wheat Gluten Report	Protective Order	Ablondi, Foster, Sobin and Davidow	201-067	Comment	Privileged	N/A
8	1	Import Injury	Raymond G. Travis	2002-06-27 00:00:00	2002-06-27 00:00:00	2002-03-17 00:00:00	Wheat Gluten Report	Protective Order	Sandler, Travis and Rosenberg	201-067	Final	Privileged	N/A

Figure 4-6

13. Double-click on a link to view document information (Figure 4-7).



Row #	FILED BY	ACTIONS
1	Peter Hastings	Edit

Figure 4-7

14. Double-click on a document title to view the sections in it (Figure 4-8).

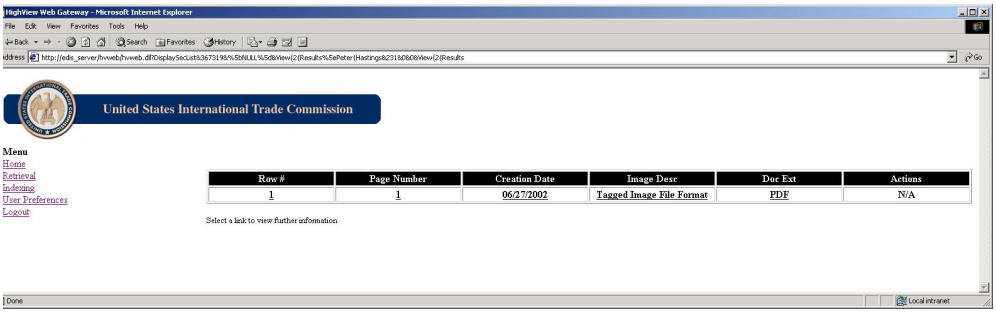


Figure 4-8

15. Double-click on a section title to view the image (Figure 4-9).

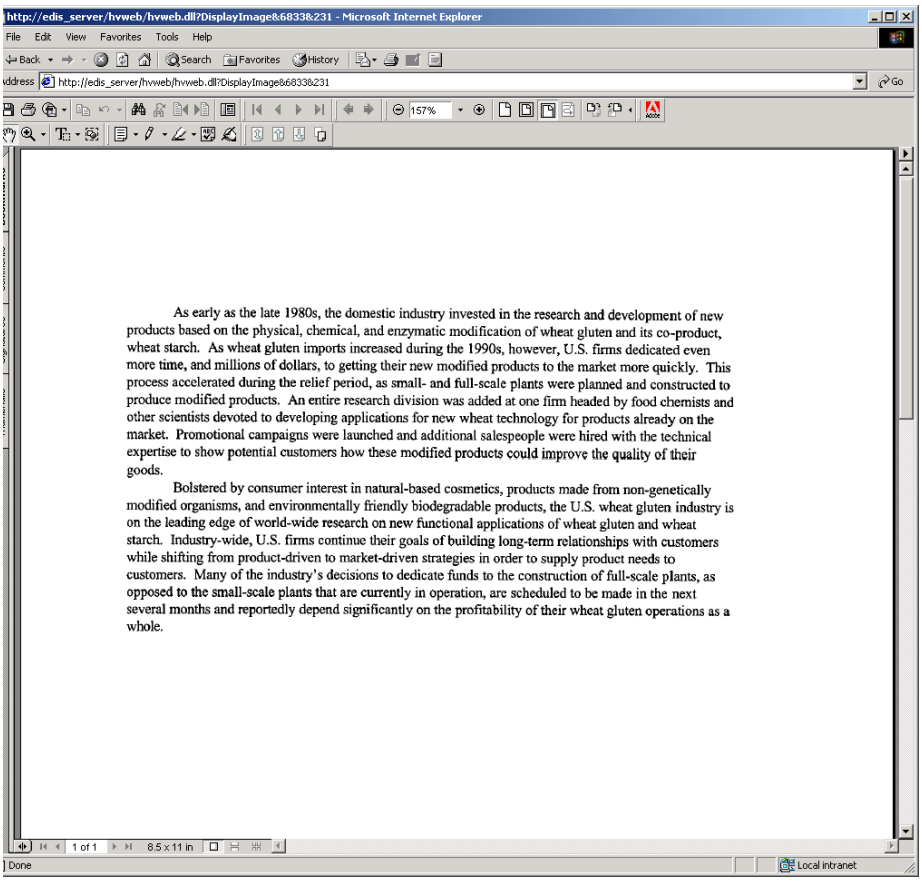


Figure 4-9

If your search did not retrieve the document(s) that you expected, remove some of the search criteria and try again. If your search returned a list that contains too many documents, add to the search criteria.

About Hitlists

A hitlist (Figure 4-10) is created at the end of a successful search. The hitlist displays a view of the items that match the criteria specified on your *Search* or *Advanced Search* forms. A flag will indicate items that have been through full text OCR. To view an item, double-click the document title of the specific item.

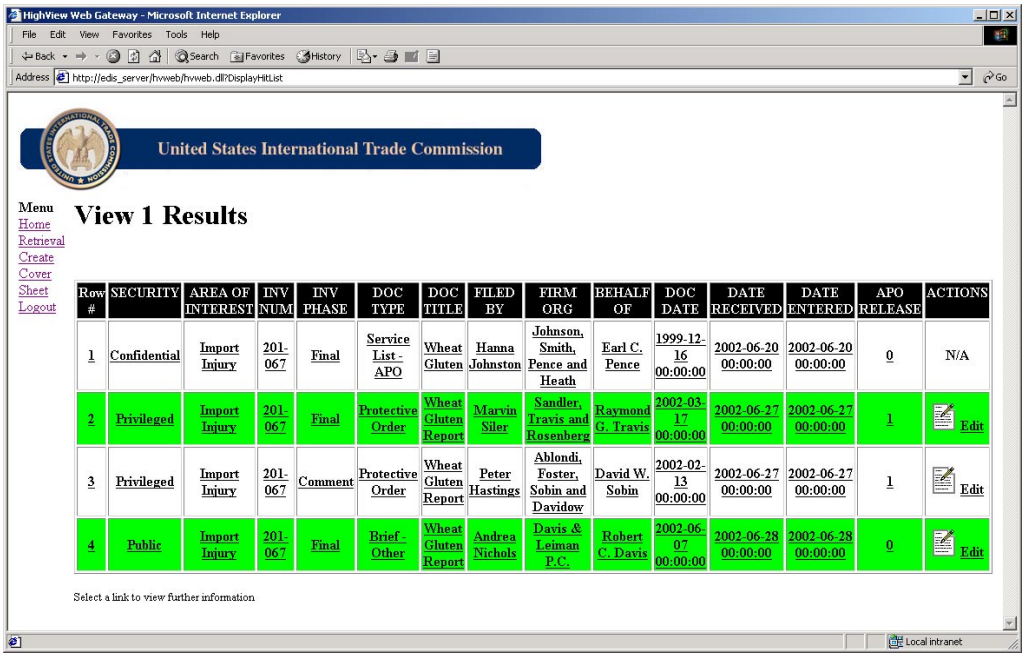


Figure 4-10

Printing Documents

EDIS allows you to send the document that you are currently viewing to a local printer or a print server.

To print documents, from the hitlist:

Printing the Hitlist

To print the hitlist, click the *Print* button on your web browser.

EDIS Security

All documents stored in EDIS have a security classification. Users must have proper security privileges and access rights to retrieve and view documents. "Public" documents may be retrieved and viewed by the public and USITC users. Only users who are parties to an investigation will be able to view both the metadata and the actual image of a Confidential document.

Documents with security classifications other than Public or Confidential (i.e., Privileged and OINV) will be available only to users who have been given rights to an investigation or to users with proper security privileges. Users who do not have rights to an investigation or who do not have proper security privileges will not be aware that the document exists.

Search Techniques

EDIS users may search and retrieve documents using index (metadata) information and/or OCR text. These techniques are:

- Wild-card Searching
- Full Text Searching
- Theme Searching
- SQL Searching

Wild-card Searching

In the event that the entire search field is unknown, you may use the wild-card option. The wild-card character may be used alone or placed anywhere in the text string: before the text that is known, in the middle of text that is known, or after the text that is known.

For example, if you want to search for all documents related to the “Salt River Project,” you would enter “%Salt River Project%” in a search field. The result would be a list of all documents with “Salt River Project” anywhere in the title. For example, the search might return the following:

- Letter Regarding the Salt River Project Maintenance
- Salt River Project Change Order
- Wright Memo About the Salt River Project Budget

After using EDIS for a short time, you will rapidly learn how to fine-tune your searches to work best.

Full Text Searching

After a document has been through the Full Text OCR process, all text contained in the document is indexed and can be used as search criteria. When you perform a Full Text search, EDIS retrieves data using the Optical Character Recognition (OCR) text of the actual document. Full text is effective if you have limited knowledge about the document you are searching for. Using the full text search and theme search fields on the *EDIS Retrieve by Index* form provides an intuitive and effective means to retrieve documents. Full text searches can be refined until a specific document is successfully retrieved.

To perform a full text search, from the *EDIS Search/Retrieval Form*:

1. Enter the text you want to search for in the Full Text Search field (Figure 4-11).

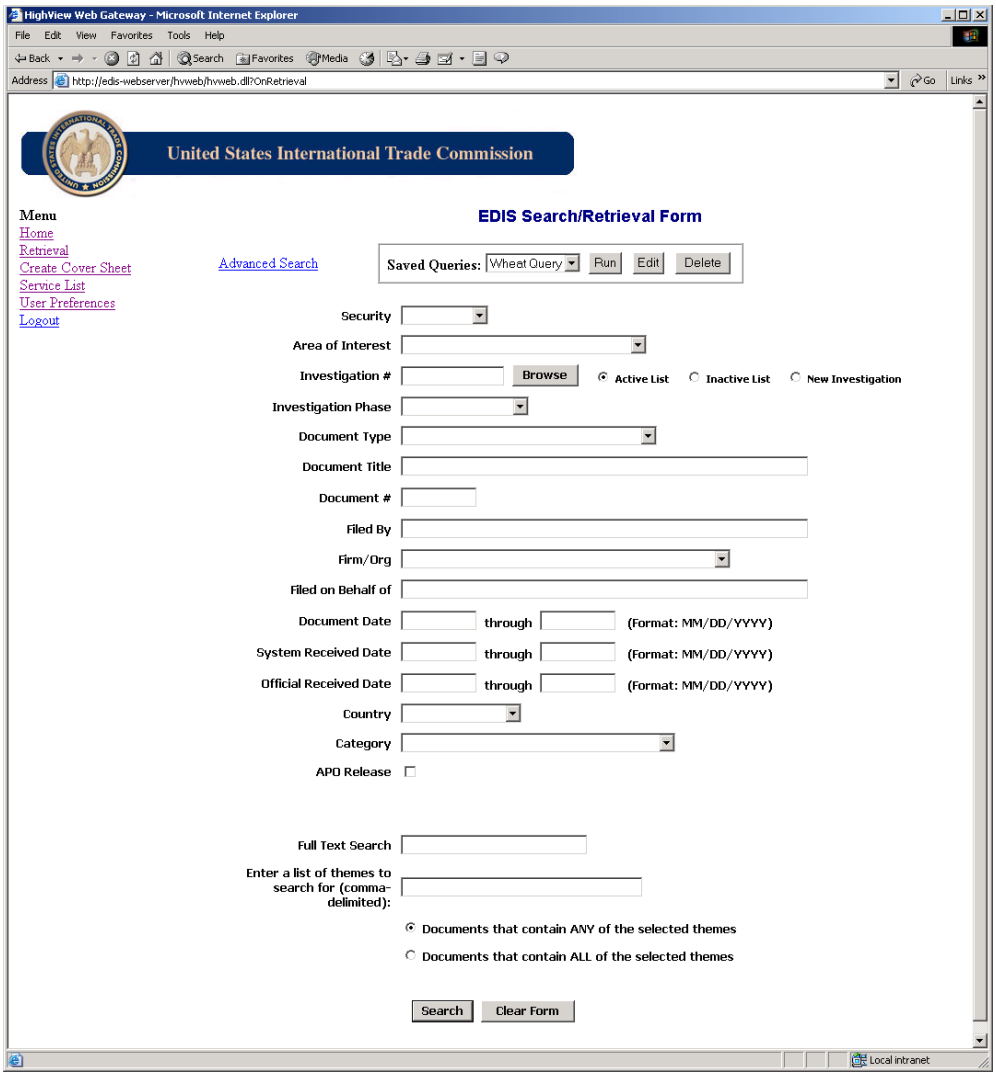


Figure 4-11

2. Click the *Search* button. If the search was successful, a hitlist appears (Figure 4-12).

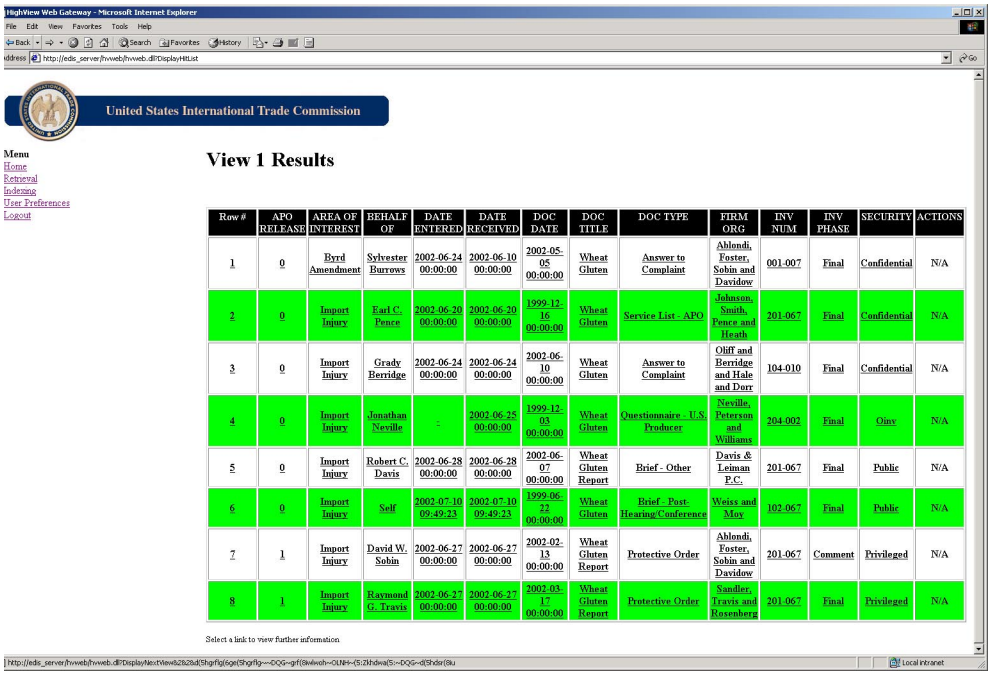


Figure 4-12

3. Double-click on a link to view document information (Figure 4-13).

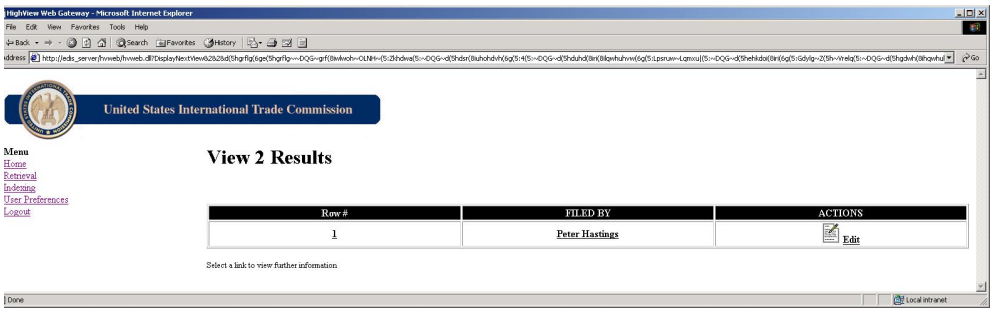


Figure 4-13

NOTE: Your hitlist may have fewer levels than the hitlists displayed in this guide, depending on the user preferences you set.

4. Double-click on a document title to view the sections in it (Figure 4-14).

Figure 4-14

5. Double-click on a section title to view the image. The scanned image of the document that contains your search criteria appears (Figure 4-15).

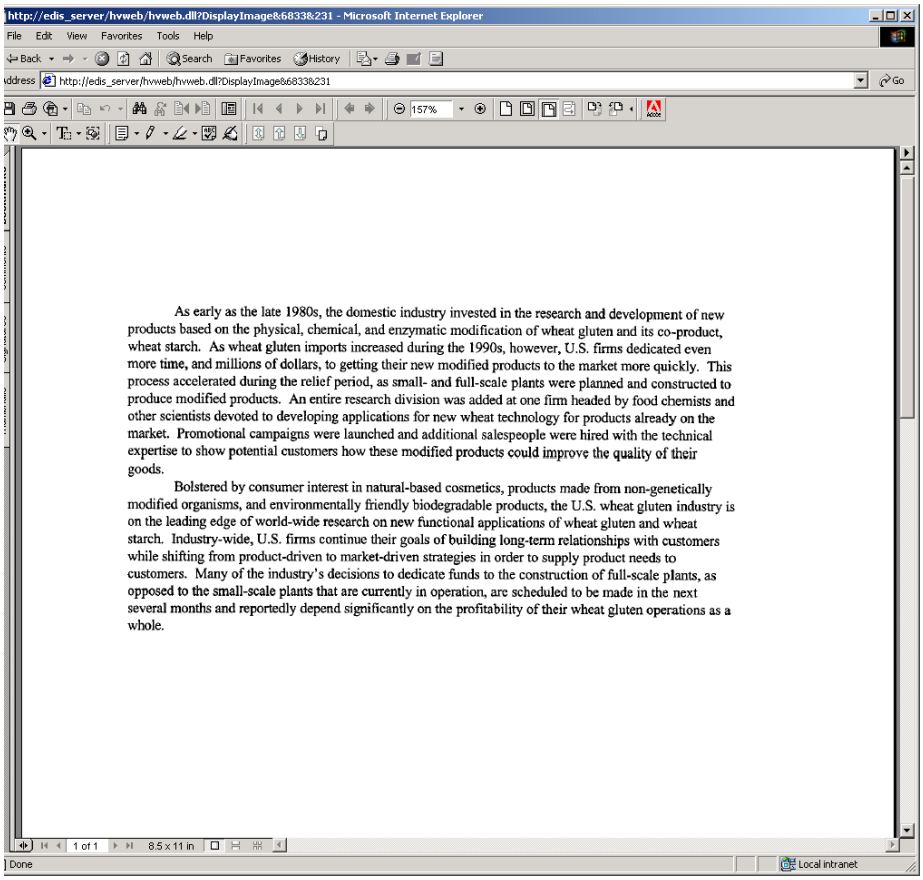


Figure 4-15

Theme Searching

You may use the theme search field on the *EDIS Search/Retrieval Form* to search for documents by "theme." A theme is a word or phrase that illustrates a main concept in the document. Before you perform a theme search, review the following terms:

- A theme summary is the word, phrase, sentence or paragraph in the document that best represents a single theme. (A theme summary can be thought of as the gist for a particular theme.)
- A gist is a group of words, phrases, sentences or paragraphs in a document that best represents what the subject matter of the document is as a whole.

Performing a Theme Search

To perform a theme search, from the *EDIS Search/Retrieval Form*:

1. Enter the themes you want to search for in the Enter a list of themes to search for field. You may enter multiple themes by separating them with commas.
2. Click the *Query Options* button to configure how the system processes all the *Full Text* and theme search options. The *Query Options* window appears (Figure 4-16).

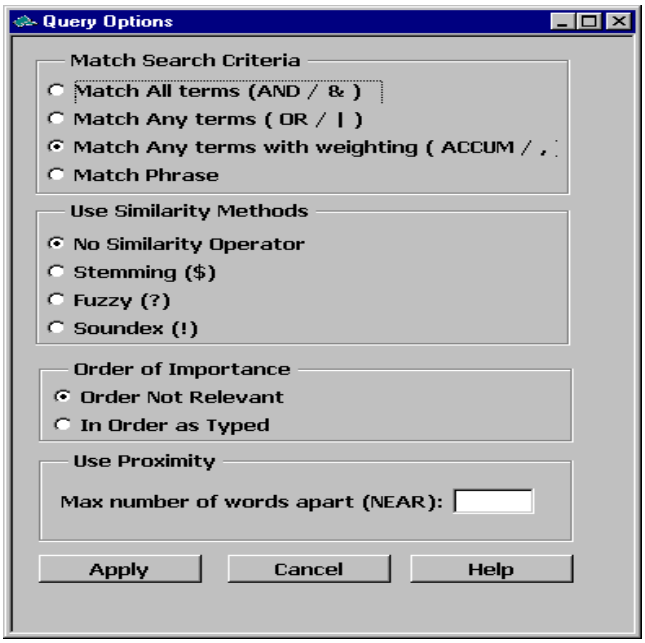


Figure 4-16

3. Select the options that apply to the search you are conducting. The options are described later in this chapter.
4. Click the Apply button.
5. Specify whether you want to show combined themes or common themes:
   - Documents that contain ALL of the selected themes – The documents returned in the hitlist contain all of the selected themes.
   - Documents that contain ANY of the selected themes – The documents returned in the hitlist contain at least one of the selected themes.

6. Click the *Search* button. The *Search* button activates a search based upon the criteria specified within the search fields. If the search is successful, a document hitlist is generated (Figure 4-17).

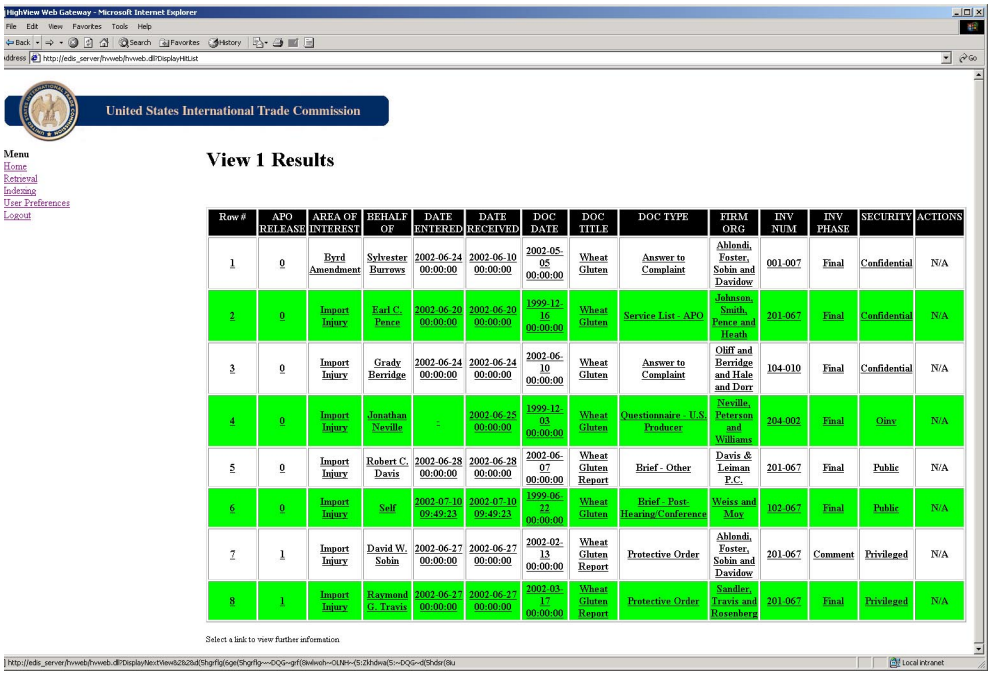


Figure 4-17

7. Double-click on a link to view document information (Figure 4-18).

Figure 4-18

8. Double-click on a document title to view the sections in it (Figure 4-19).

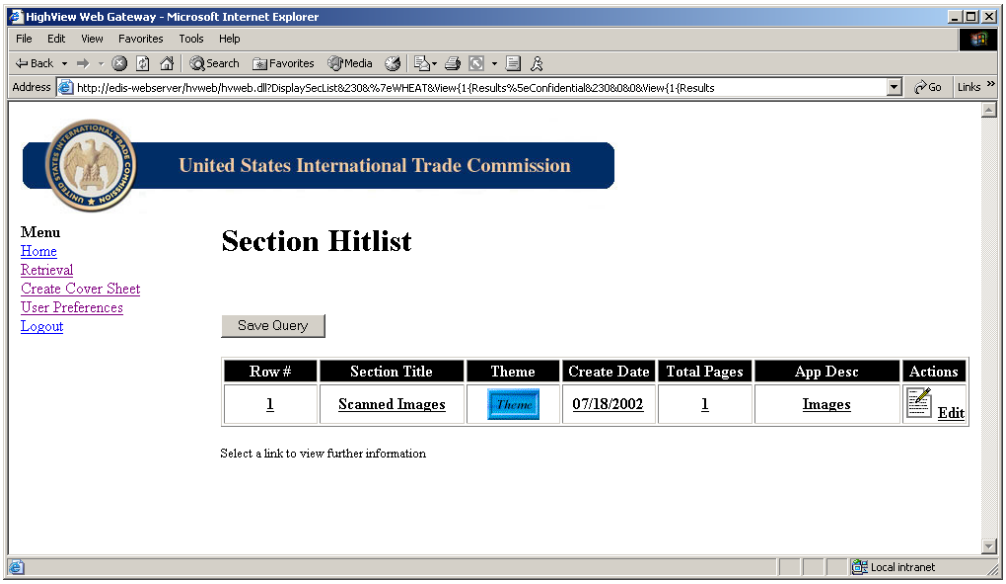


Figure 4-19

9. Double-click on the Theme icon to view the image. The scanned image of the document that contains your search criteria appears (Figure 4-20).

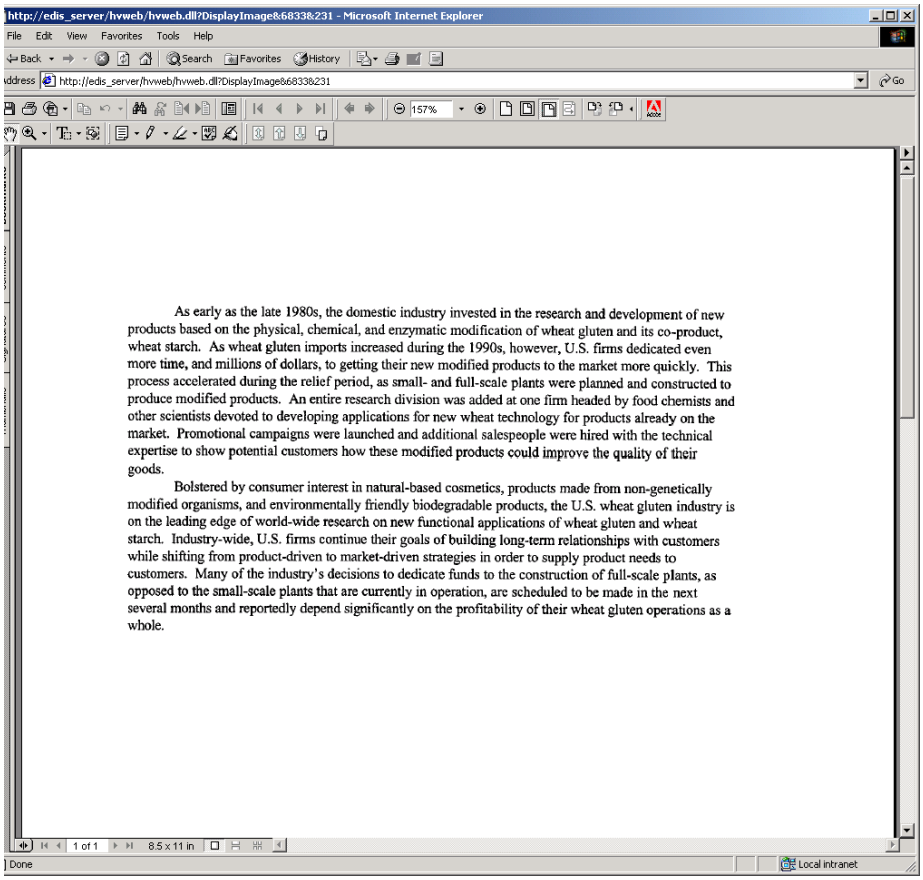


Figure 4-20

Criteria Section

This category is used to specify how the search should be analyzed for multiple word searches. For example, if you entered “quick brown fox,” EDIS will analyze the words based on your use of the following options.

Match All Terms (AND/&)

This option specifies that the AND operator should be used when analyzing the search criteria. For example: “quick AND brown AND fox” will return only documents which contain all three terms “quick,” “brown” and “fox.”

Match Any terms (OR/|)

This option specifies that the OR operator should be used when analyzing the search criteria. OR returns a relevance score based on the term that occurs most frequently in the document. For example: “quick OR brown OR fox” will return documents which contain at least one of the terms “quick,” “brown” or “fox.”

Match Any terms with weighting (ACCUM/,)

This option specifies that the ACCUM operator should be used when analyzing the search criteria. ACCUM is similar to OR in that if any of the terms occur, the document is returned. However, the relevance scoring is based on the number of terms occurring in the document, with more weight assigned to documents in which more query terms occur.

For example: “quick ACCUM brown ACCUM fox” will return documents which contain at least one of the terms “quick,” “brown” or “fox.”

Match Phrase

This option specifies that the phrase should not be analyzed by the system, but used exactly as entered. For example: “quick brown fox” will return only documents that contain at least one occurrence of the entire phrase “quick brown fox.”

Use Similarity Methods Section

This category is used to define the “expansion operator” to apply to the query. Expansion operators expand a query expression to include variants of the query terms supplied by the user.

No Similarity Operator

If you do not wish to apply an “expansion operator” to the query, select this option.

Stemming ($)

This option is used to include words that have the same linguistic root as the query term. For example: “$quick” expands to quick, quickly, quicker, quickest.

Fuzzy (?)

This option is used to include words that are spelled similarly to the specified term. This is useful for finding more accurate results when there are frequent misspellings in the documents in the document collection. For example: “?fox” expands to fox, fix, fax.

Soundex (!)

This option is used to include words that sound like other words. For example: “!Smith” expands to Smith, Smythe.

Use Proximity Section

This category is used to return documents based on the proximity of two or more query terms. It specifies the maximum distance apart, or maximum number of words allowed between the terms. This category is only available for *Text Contains* (full text) queries.

Order of Importance Section

This category is used to specify the order in which the terms should be weighted in regards to the importance of the terms in the documents returned. When order is important, the first ten terms will be weighted such that the first term will be ten percent (10%) more important than the second term, which will in turn be ten percent (10%) more important than the third, etc. Thus, if there are ten terms, then the first term will be twice as important as the tenth term.

Order Not Relevant

This option indicates that the order of the query terms is not important.

In Order as Typed

This option indicates that the first query term entered is most important, the next query term is less important than the first, etc.

SQL Searching

EDIS allows you to build your own Structured Query Language (SQL) "where" clause to search for documents. Use the tools provided on the *Advanced Search* window to help you build your query or type your own "where" clause directly into the editing box at the top of the window.

NOTE: This option is provided for advanced database users who have an understanding of SQL.

To build a query:

1. Click the Retrieval hyperlink. The *EDIS Search/Retrieval Form* appears (Figure 4-21).

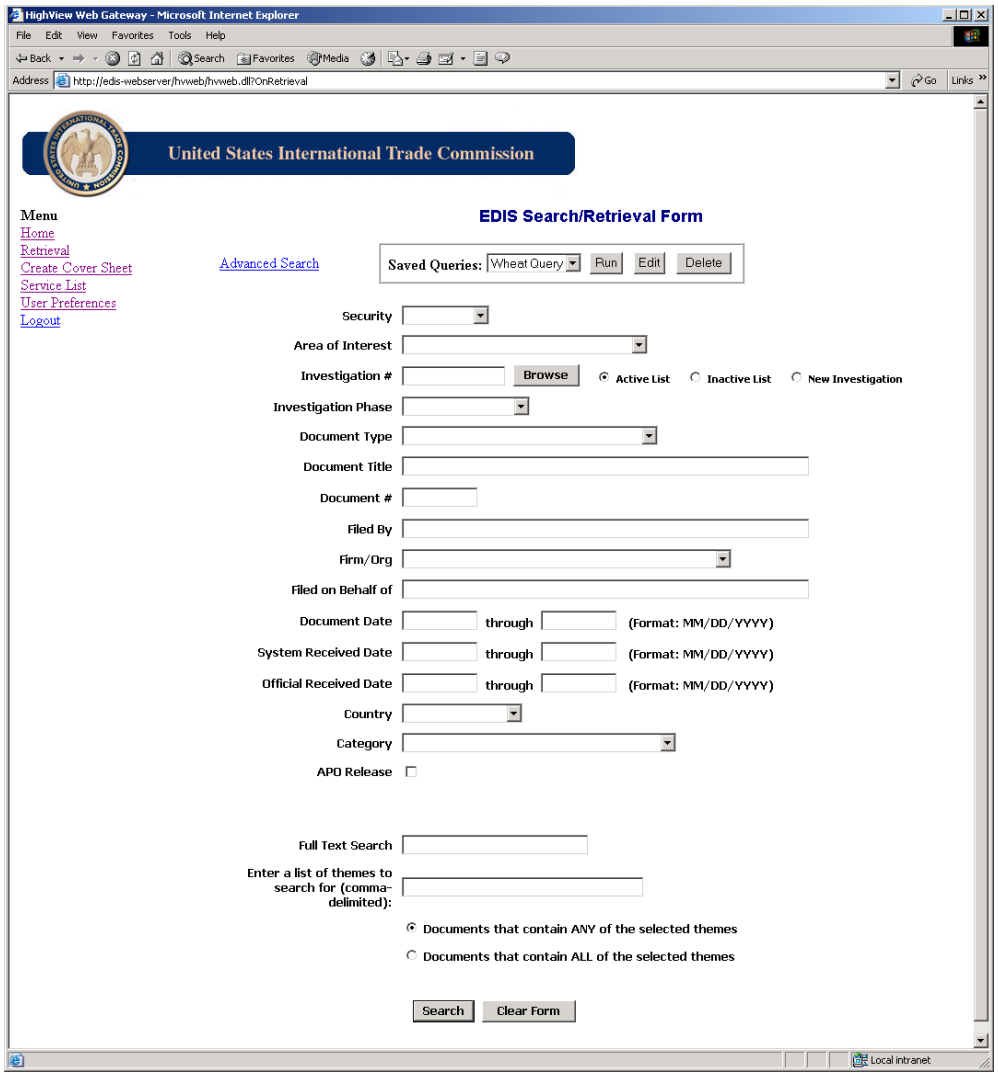


Figure 4-21

2. Click the Advanced Search hyperlink. The *Advanced Search* page appears (Figure 4-22).

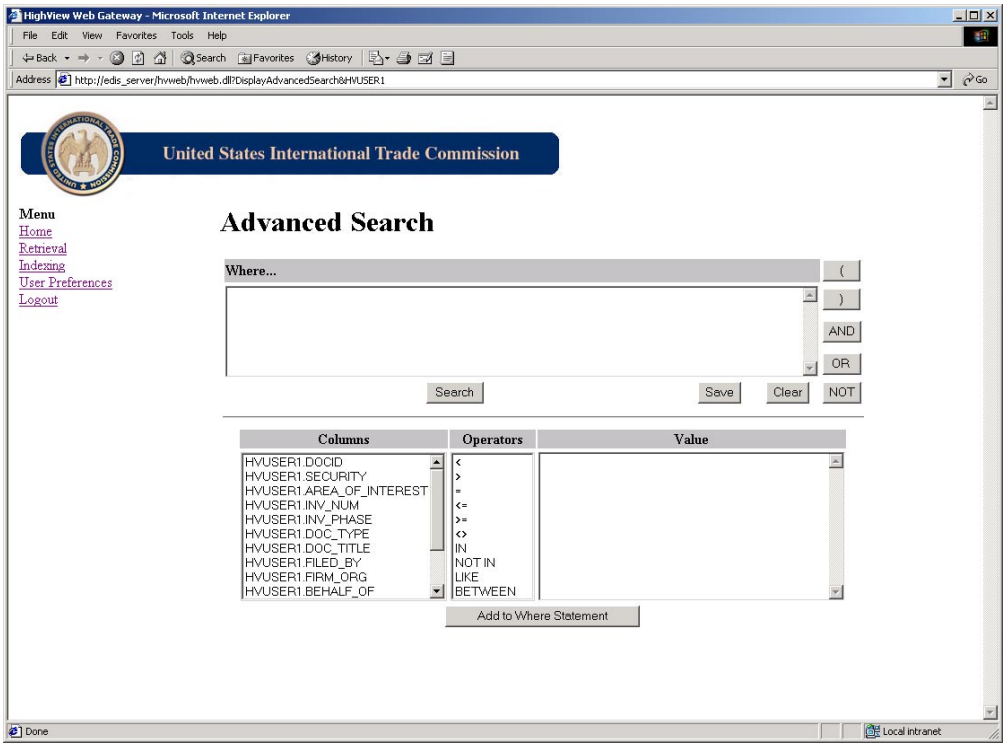


Figure 4-22

3. Choose an entry from the *Columns* section. This list shows you the available fields for the selected tab.
4. Choose an operator from the *Operators* column.
5. Enter a value in the *Value* section.
6. Click the *Add to Where Statement* button.
7. Click the *Search* button. EDIS will search for documents that match your search criteria and will present any such documents in a hitlist. If you would like to add additional items to your query, use the *AND*, *OR*, or *NOT* buttons to extend your query.

Saving an SQL Query

You can save the advanced queries that you use frequently. To save a query, from the *Advanced Search* page:

1. Build a query using the procedures described in the previous section.
2. Click the *Save* button. The *Explorer User Prompt* window appears (Figure 4-23).

Figure 4-23

3. Enter the name of the new query.
4. Click the *OK* button. The message displayed in Figure 4-24 appears.

Figure 4-24

5. Click the *Back* button to return to the *Advanced Search* page.

Running a Saved Query

To run a saved query, select it from the Saved Queries drop-down list and click the *Run* button.

Editing a Saved Query

To edit a saved query, select it from the Saved Queries drop-down list and click the *Edit* button.

Deleting a Saved Query

To delete a saved query, select it from the Saved Queries drop-down list and click the *Delete* button.

Entering a Where Clause Manually

To enter a "where" clause manually, simply move to the query window at the top of the window and type your SQL "where" clause. When you have entered your clause, click *Search* to retrieve matching documents. Similarly, you may begin your query with the query builder and then manually edit the query builder's clause.

NOTE: If you receive an SQL Error message after performing an Advanced Search, please check the validity of your SQL "where" clause in the query window at the top of the window. If you need more information on building a correct "where" clause, please refer to your database program's SQL documentation.

Clearing the Advanced Search Window

To erase the where clause in the *Advanced Search* window, click the *Clear* button.

Chapter 5
Submitting Documents to USITC

Documents are submitted to the Office of the Secretary (OSE) at USITC electronically or by hand. USITC receives hard copy documents from the public and from internal staff; electronic documents from the public via the Web; and documents that have been scanned by a contractor electronically or on CD. The processing of these documents is explained in Chapters 6, 7, and 8 of this guide.

Submitting Paper Documents

The USITC receives hard copy documents from the public and from internal staff. These documents include legal briefs, trial exhibits, and evidential material. Before submitting hard copy documents to the USITC, public submitters or staff members must enter information into EDIS on-line to generate Cover Sheets for each hard copy document.

The Cover Sheet contains information related to the filing and is used as the basis for document indexing. The Cover Sheet will have a bar code printed on it to match up the scanned image with the correct indexing information. Personnel from the Office of Publishing (PUB) scan the hard copy documents into EDIS and index them if necessary.

Users must have the bar code font installed on their computers in order to generate bar codes on their Cover Sheets. This font can be downloaded from the *EDIS Home* web page. If users do not have the bar code font installed on their computers, Doc IDs will still be printed on their Cover Sheets. The Doc ID will be used during the OCR Clean process to match the meta data with the hard copy documents.

Registered Users

To submit paper documents to USITC if you are a registered user:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 5-1).

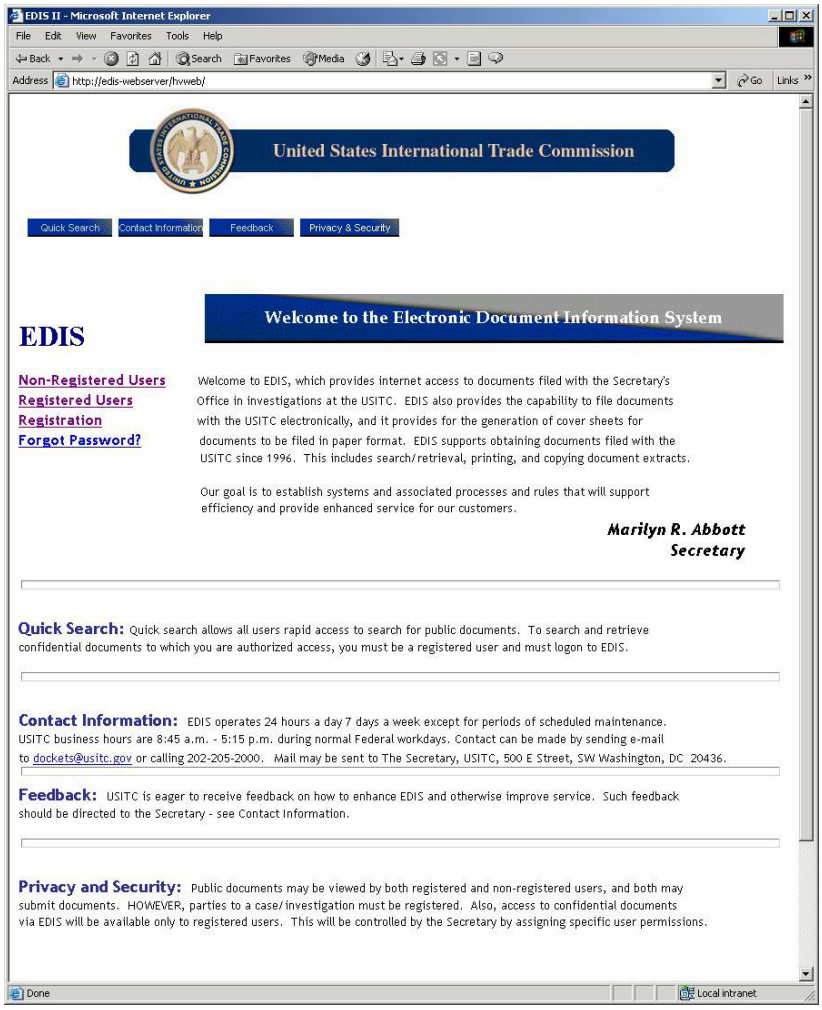


Figure 5-1

3. Click the Registered Users hyperlink. The *EDIS Login* web page appears (Figure 5-2).

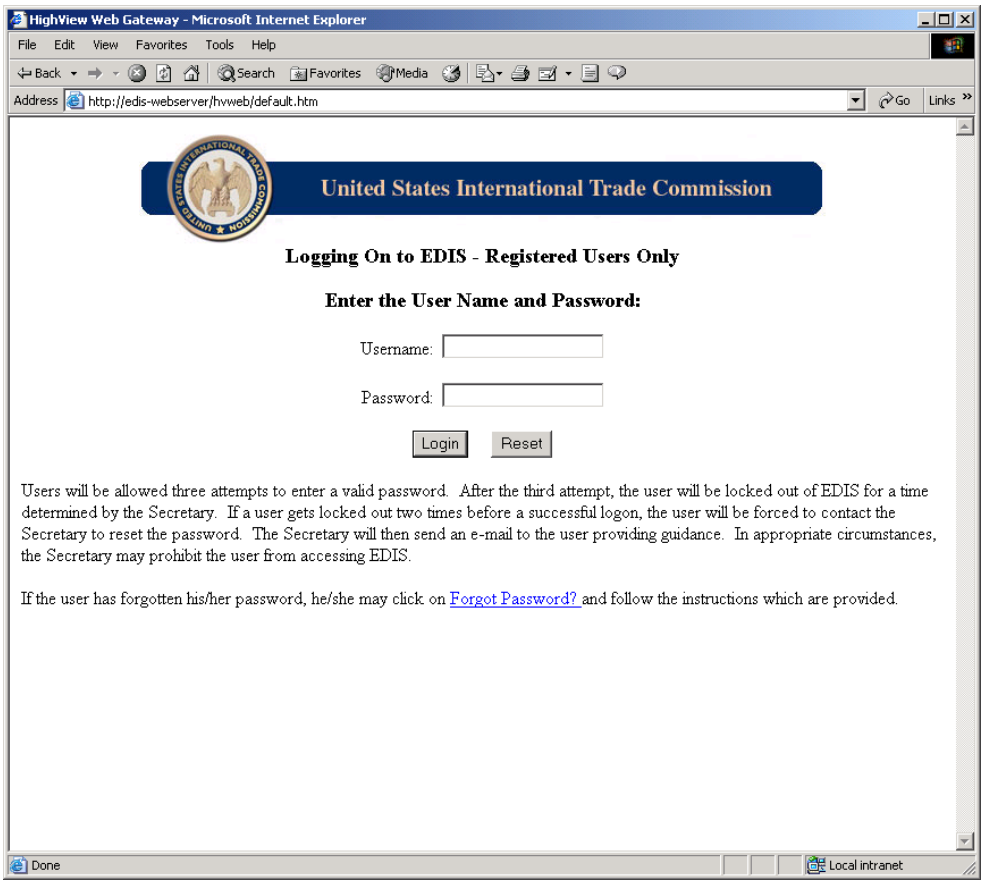


Figure 5-2

4. Enter your User ID in the Username field.
5. Enter your password in the Password field.

6. Click the *Login* button. The *Welcome to EDIS* web page appears (Figure 5-3).

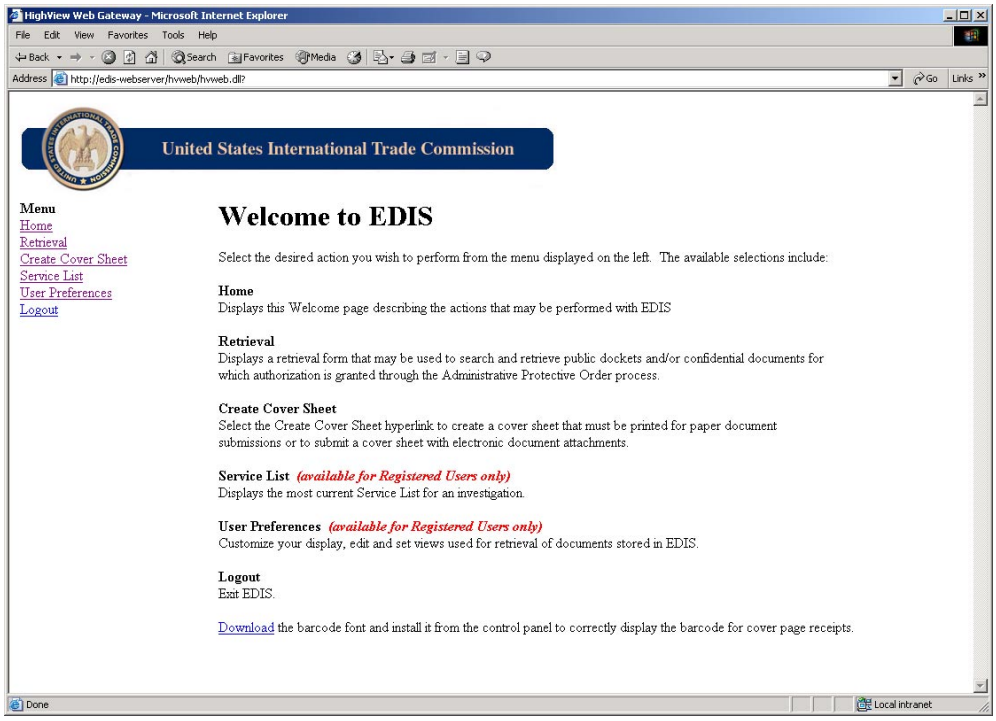


Figure 5-3

7. Click the Create Cover Sheet hyperlink. The *EDIS Create Cover Sheet/Submit Electronic Documents* page appears (Figure 5-4).

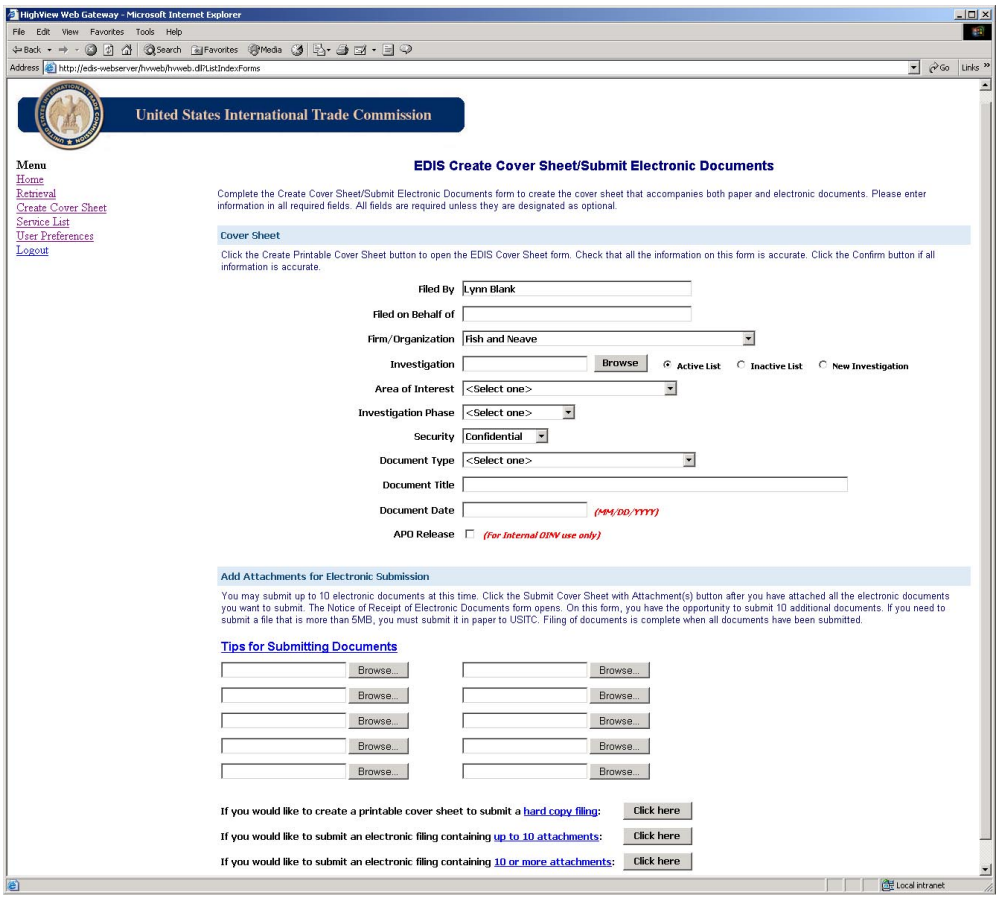


Figure 5-4

8. Enter information in all required fields. All fields are required unless specified as "optional."
9. Click the first *Click here* button to create a printable Cover Sheet. The *Validate Cover Sheet Information* web page appears (Figure 5-5).

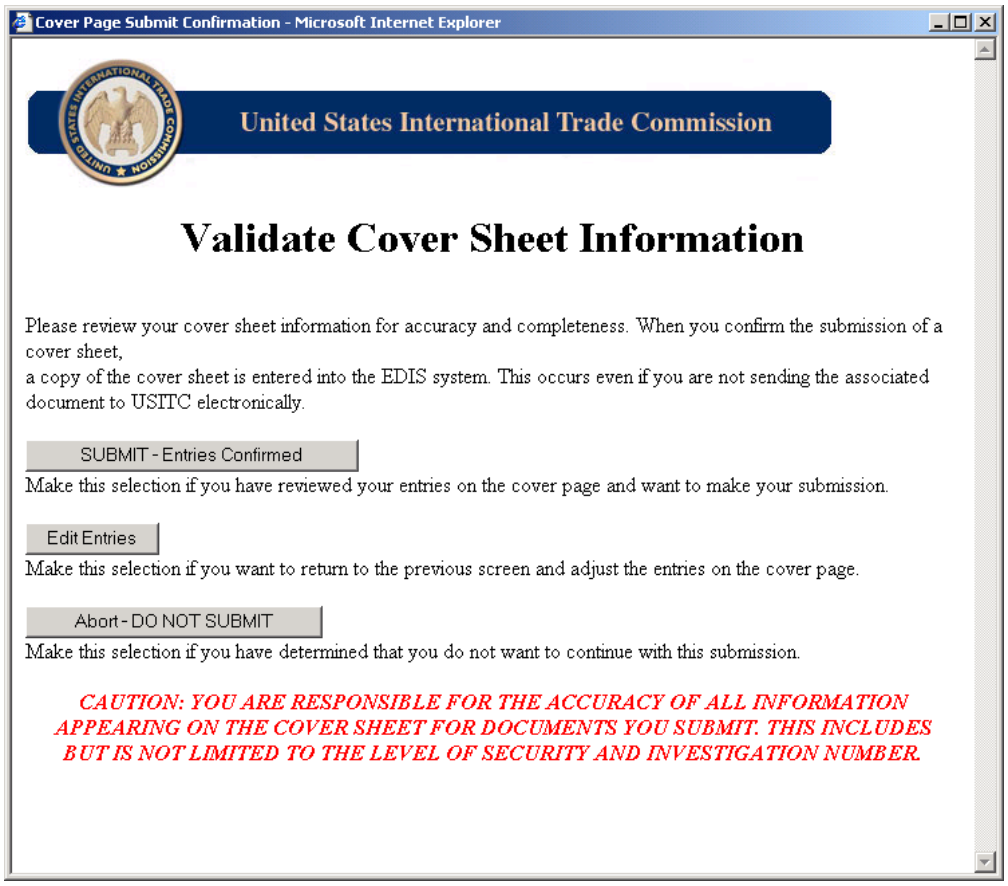


Figure 5-5

10. Make sure the information on the Cover Sheet is accurate.
11. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* web page appears (Figure 5-6).

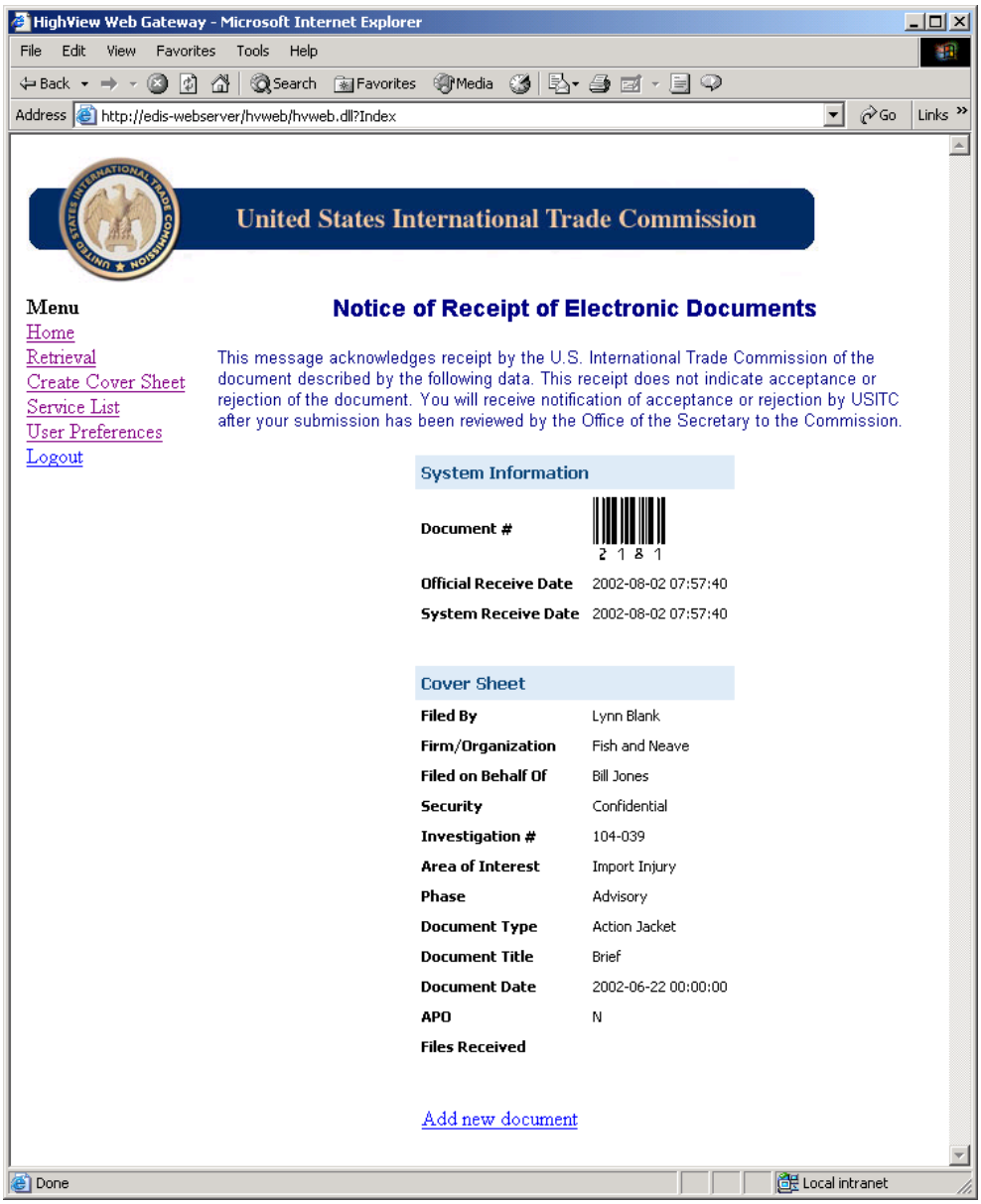


Figure 5-6

12. Print the *Notice of Receipt of Electronic Documents* web page and submit it, along with your paper documents, to USITC.

Non-Registered Users

To submit paper documents to USITC if you are not a registered user:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 5-7).

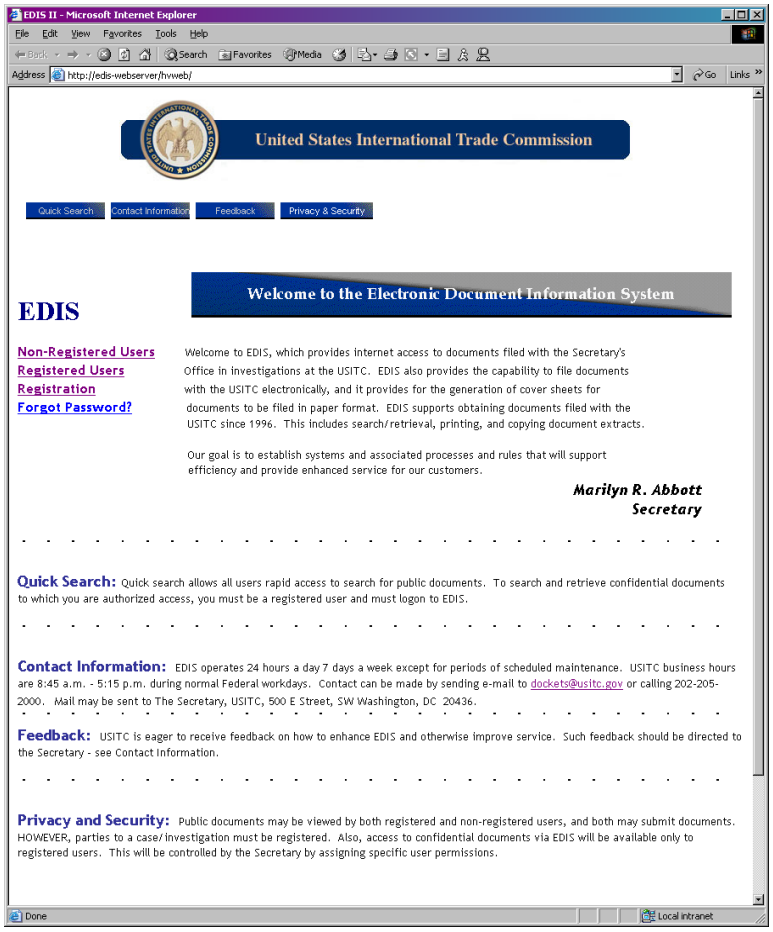


Figure 5-7

3. Click the Non-Registered Users hyperlink. The *Welcome to EDIS* web page appears (Figure 5-8).

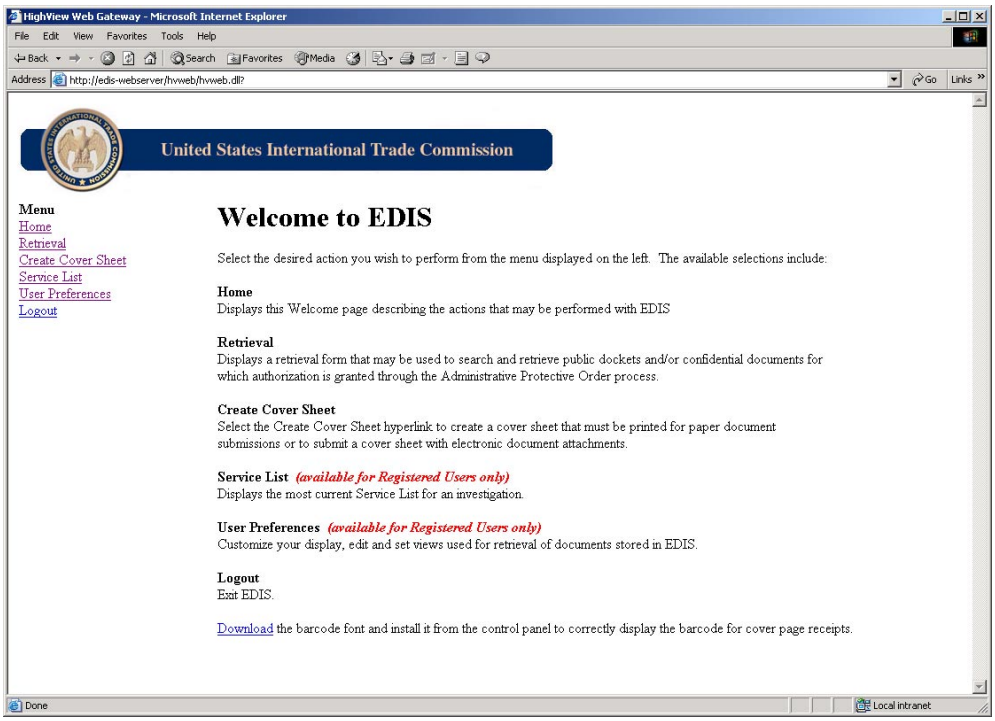


Figure 5-8

4. Click the Create Cover Sheet hyperlink. The *Terms of Use Agreement* web page appears (Figure 5-9).

Figure 5-9

5. Click the *Accept* button. The *Non-Registered User Information for Document Submission* web page appears (Figure 5-10).

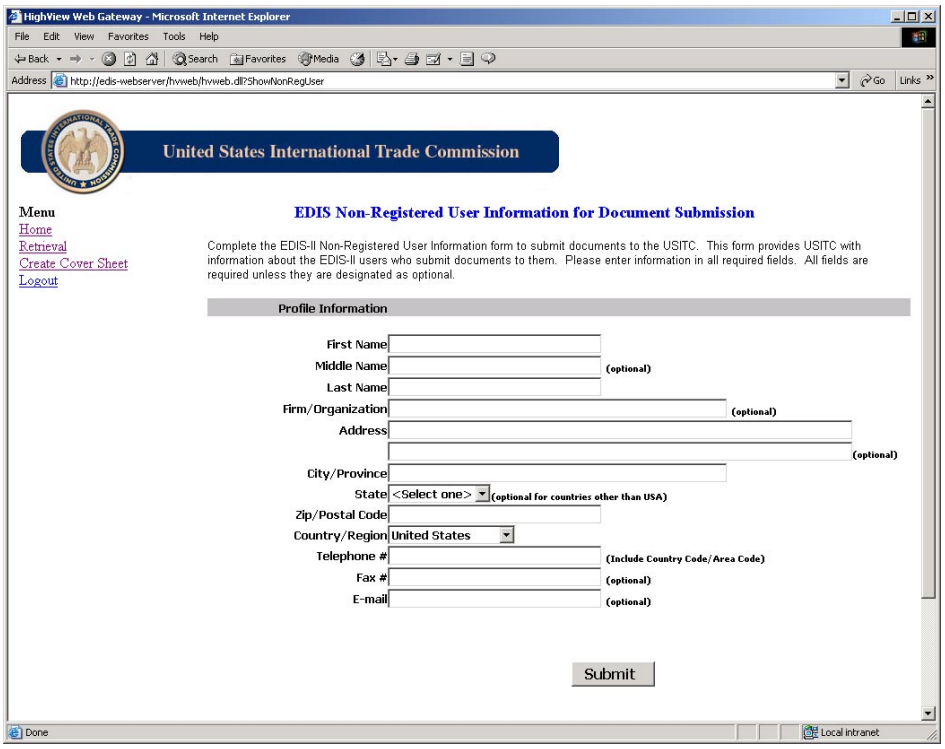


Figure 5-10

6. Enter information in all required fields. All fields are required unless specified as "optional."

7. Click the *Submit* button. The *EDIS Create Cover Sheet/Submit Electronic Documents* web page appears (Figure 5-11).

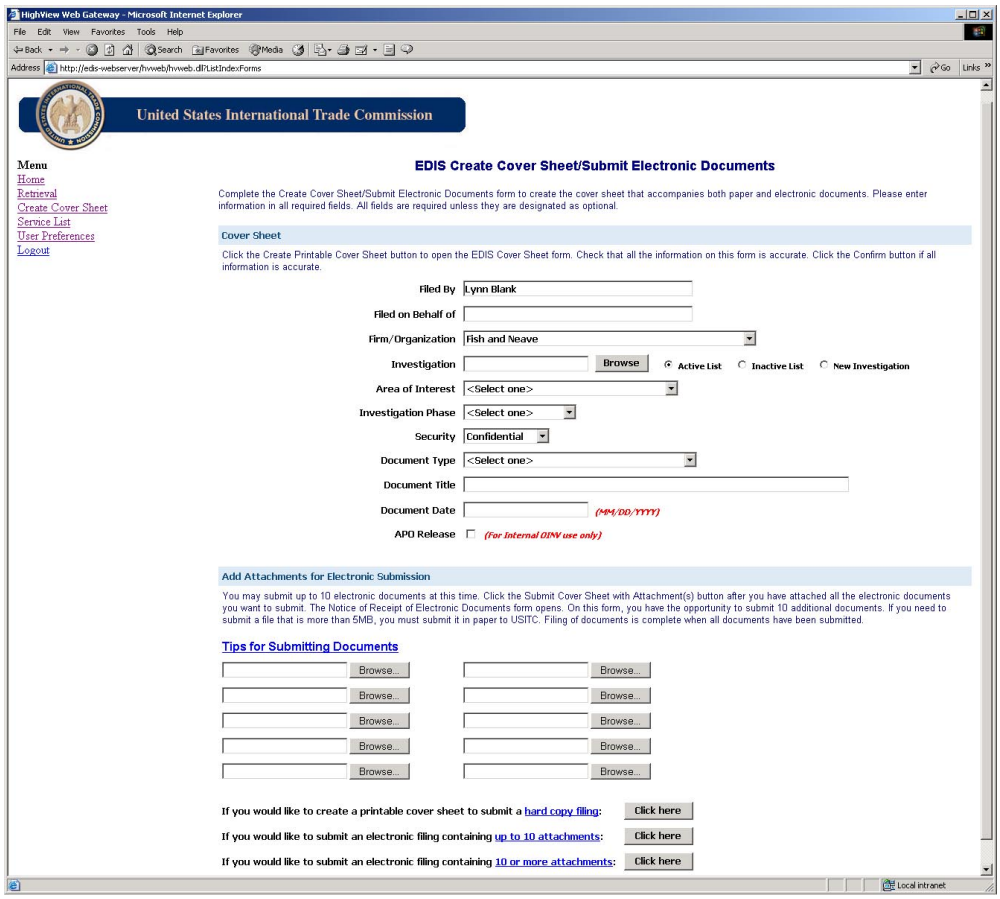


Figure 5-11

8. Enter information in all the required fields.
9. Click the first *Click here* button to submit a hard copy filing. The *Validate Cover Sheet Information* web page appears (Figure 5-12).

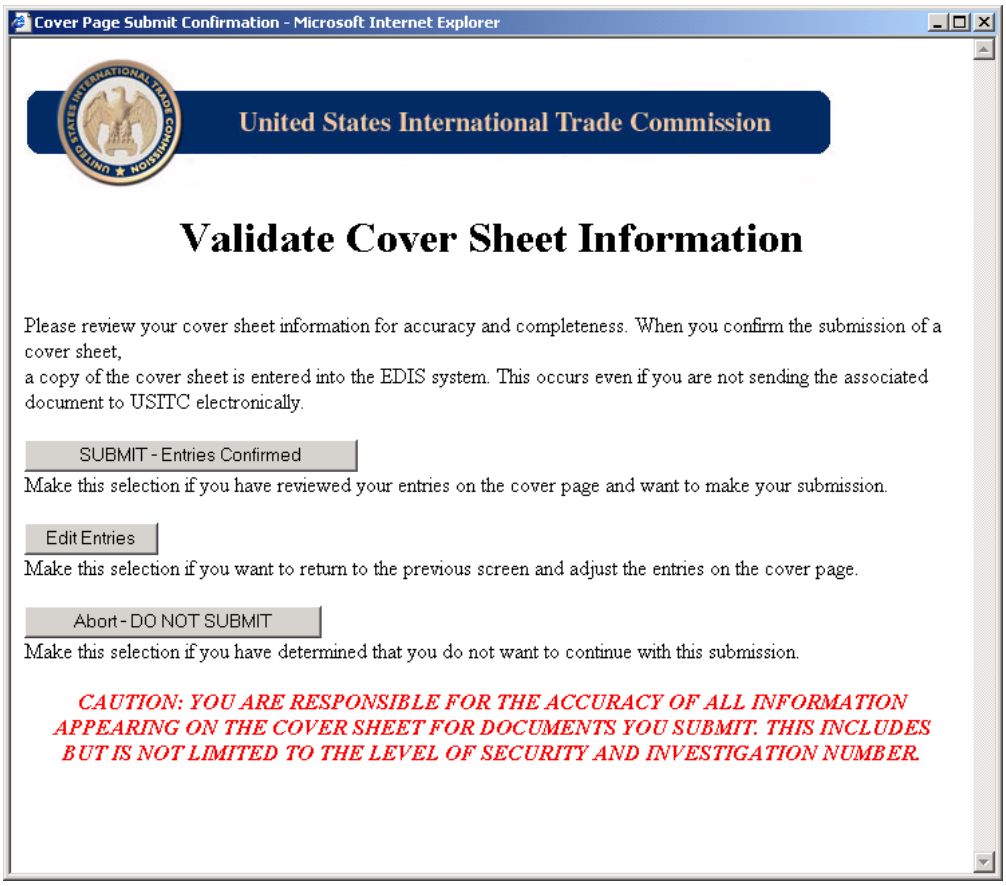


Figure 5-12

10. Make sure the information on the Cover Sheet is accurate.
11. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* web page appears (Figure 5-13).

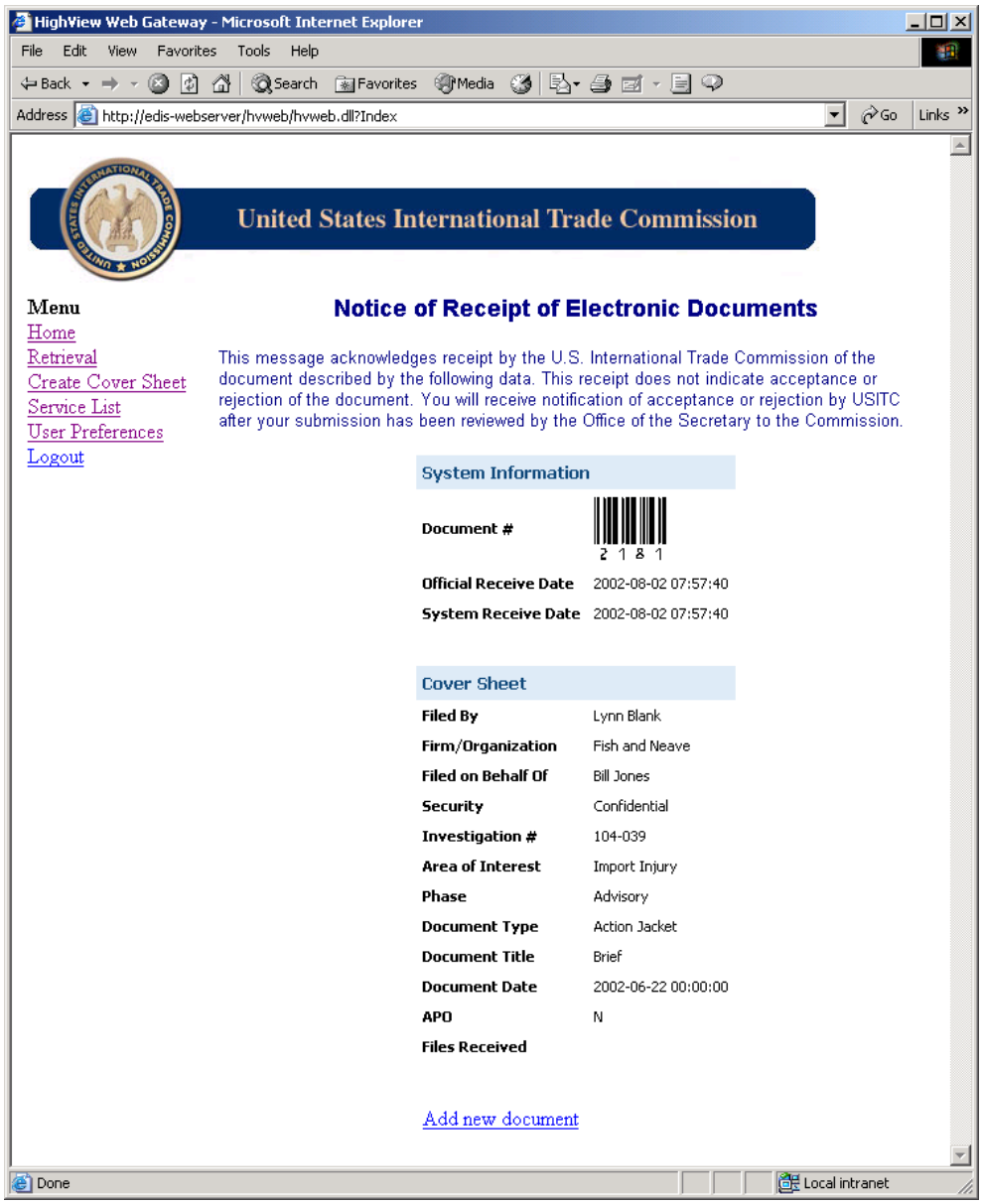


Figure 5-13

12. Print the *Notice of Receipt of Electronic Documents* and submit it, along with your paper documents, to USITC at 500 E. Street S.W., Washington, D.C. 20436.

After the document has been checked to make sure it complies with USITC rules and the signed *Notice of Receipt of Electronic Documents* has been received, the document is made available to the public. USITC will send a notification that the document has been approved to the submitter via e-mail.

NOTE: Party representatives may submit an APO that allows an individual to view confidential documents for a requested investigation. If approved, the individual is given access to both public and confidential documents.

Submitting Electronic Documents

Electronic documents may be submitted to USITC via the Web. Submitted documents must be in PDF format and be no more than 5 MB in size. Users may submit up to 10 documents at one time. After a user submits documents, they will get a transmission receipt containing information such as the time the document was submitted, file name, terms of use, document ID, etc.

Registered Users

To submit electronic documents to USITC if you are a registered user:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 5-14).

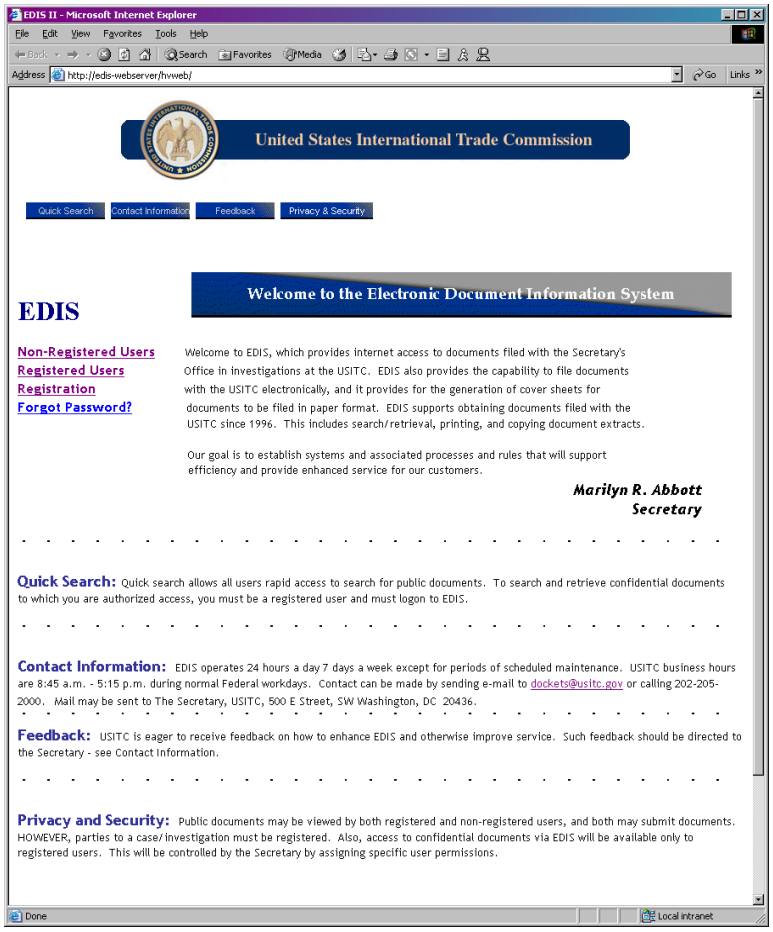


Figure 5-14

3. Click the Registered Users hyperlink. The *EDIS Login* web page appears (Figure 5-15).

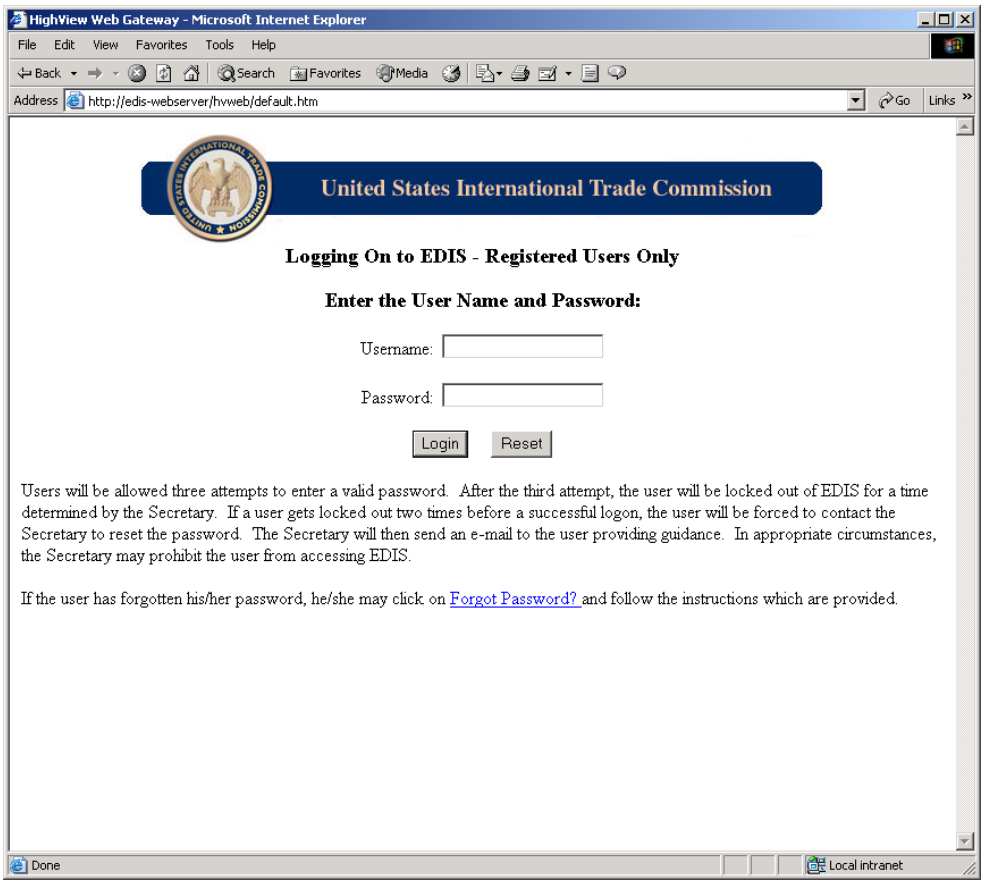


Figure 5-15

4. Enter your User ID in the Username field.
5. Enter your password in the Password field.

6. Click the *Login* button. The *Welcome to EDIS* web page appears (Figure 5-16).

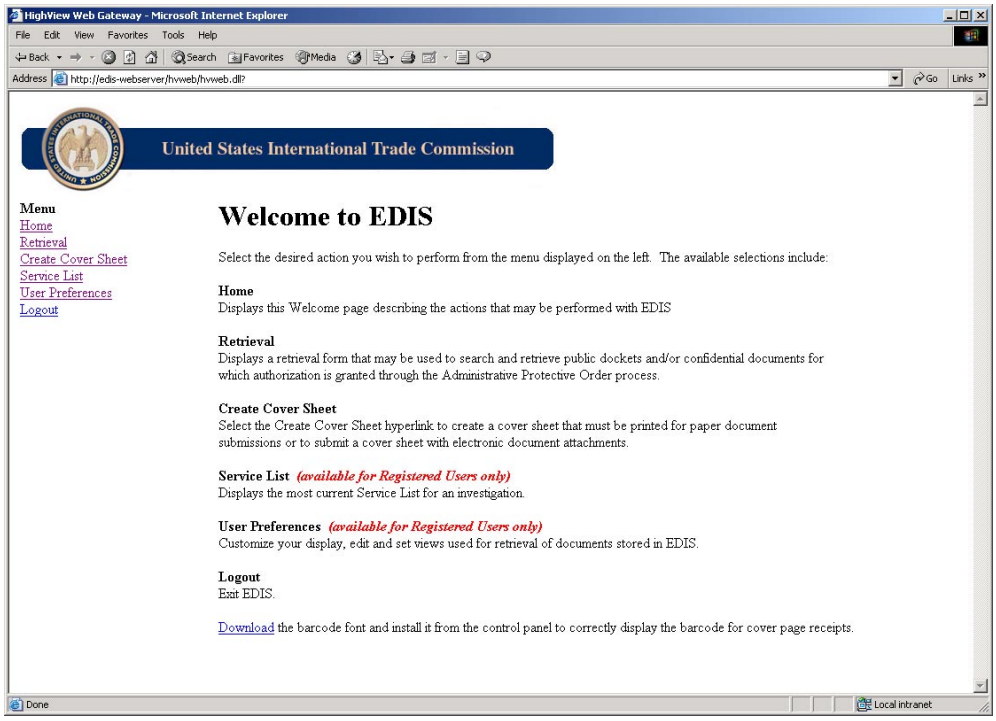


Figure 5-16

7. Click the Create Cover Sheet/Submit Electronic Documents hyperlink. The *EDIS Create Cover Sheet/Submit Electronic Documents* web page appears (Figure 5-17).

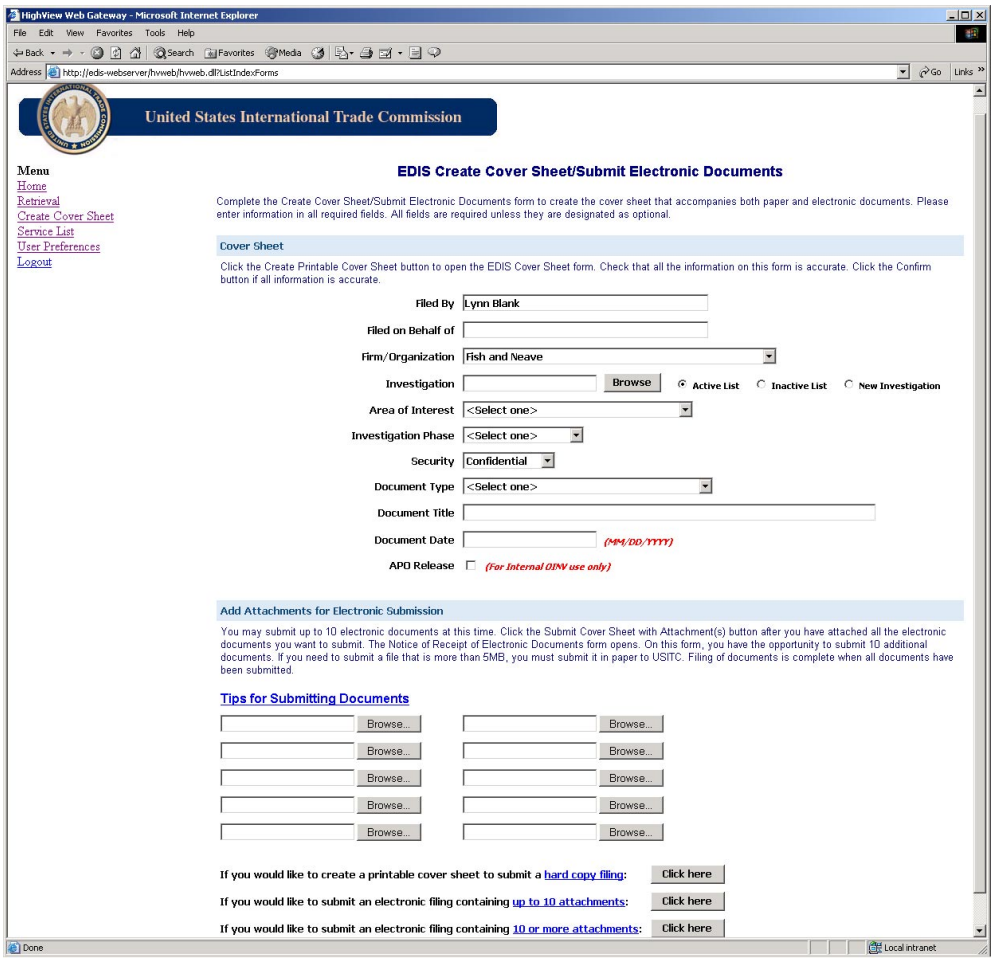


Figure 5-17

8. Enter information in all required fields. All fields are required unless specified as "optional."
9. Click the *Browse…* button to locate and attach the PDF file(s) you want to submit electronically.
10. Attach all the files you want to submit.

11. Click the appropriate button for your filing. The *Validate Cover Sheet Information* window appears (Figure 5-18).

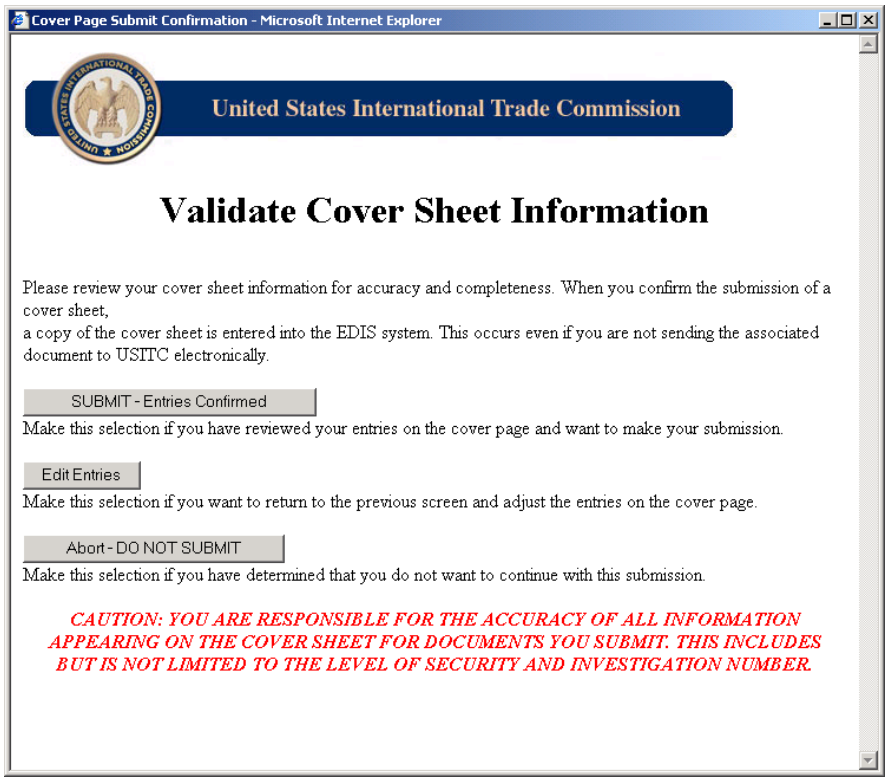


Figure 5-18

12. Make sure the information on the Cover Sheet is accurate.
13. Click the *Submit – Entries Confirmed* button after you have checked the Cover Sheet information for accuracy. The *Notice of Receipt of Electronic Documents* web page appears (Figure 5-19).

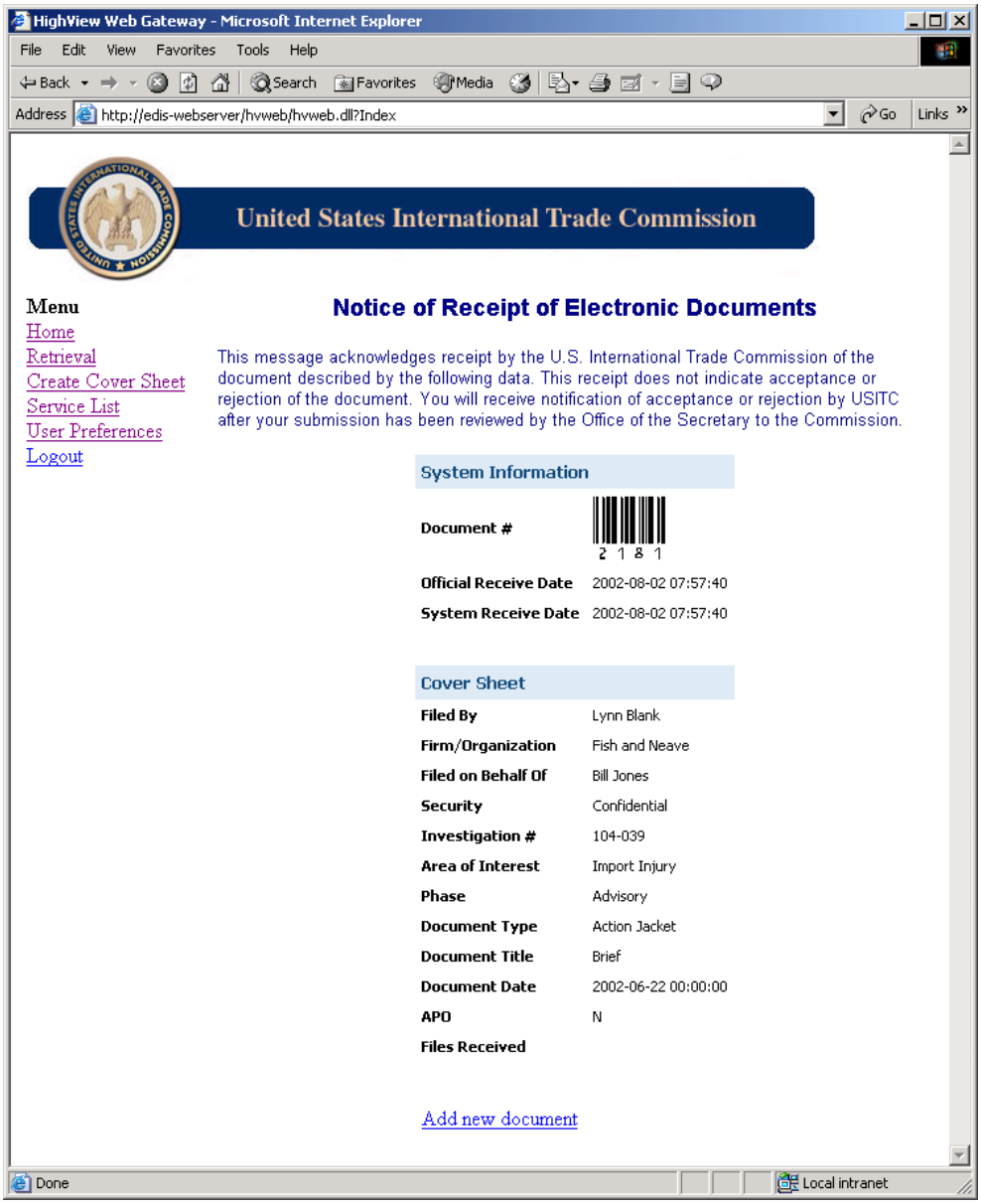


Figure 5-19

14. Print the *Notice of Receipt of Electronic Documents* web page by clicking the *Print* button on your web browser.
15. Retain this page for your records after printing.

Non-Registered Users

To submit electronic documents to USITC if you are not a registered user:

1. Open your web browser.
2. Enter the EDIS URL, http://EDIS.USITC.gov. The *EDIS Home* web page appears (Figure 5-20).

Figure 5-20

3. Click the Registered User hyperlink. The *Terms of Use Agreement* web page appears (Figure 5-21).

Terms of Use Agreement - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://edis-webserver/hvweb/regtermsofuse.htm
Go Links
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 for Electronic Filing Procedures (EFP Handbook). [Link to Rules and Handbook] All documents must be submitted in PDF format 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.
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 who represents a party to an investigation before the Commission must become a Registered User pursuant to the EFP Handbook before filing a document electronically. The USITC encourages any person who is not yet but anticipates becoming a party representative to become a Registered User. A person who is not a party representative and who seeks to file a document electronically may do so without becoming a Registered User, but will have to re-enter identification information with each submission.
Accept
Decline
Forgot password?
Contact Information
Quick Searches
Feedback
http://dockets.usitc.gov/eol/public/miscinfo/miscinfo.cgi?page=qsearch
Local intranet

Figure 5-21

4. Click the *Accept* button. The *EDIS Non-Registered User Information for Document Submission* web page appears (Figure 5-22).

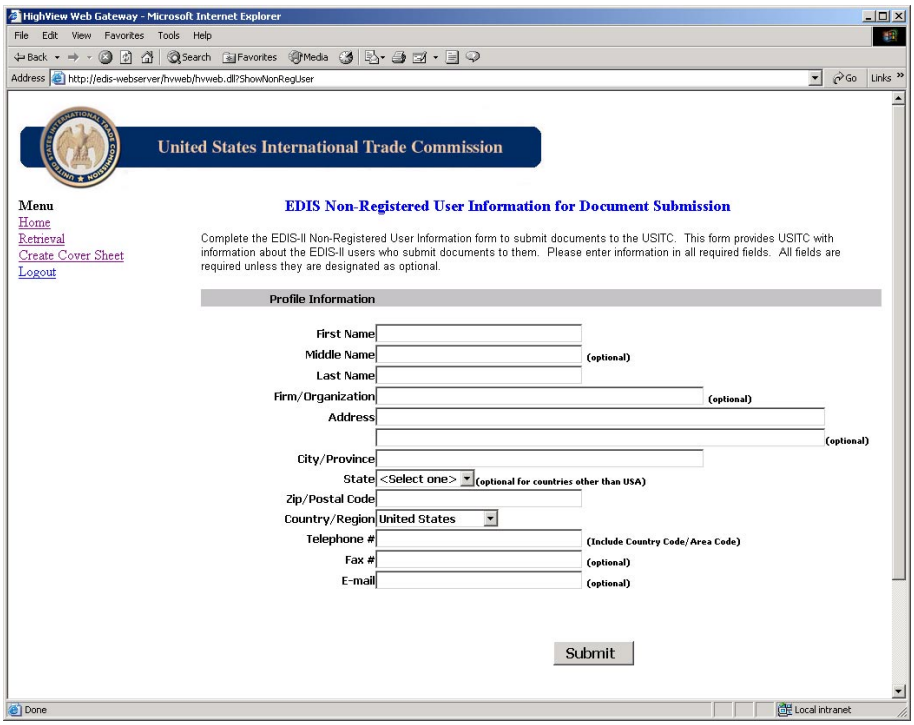


Figure 5-22

5. Enter information in all required fields. All fields are required unless specified as "optional."

6. Click the *Submit* button. The *EDIS Create Cover Sheet/Submit Electronic Documents* web page appears (Figure 5-23).

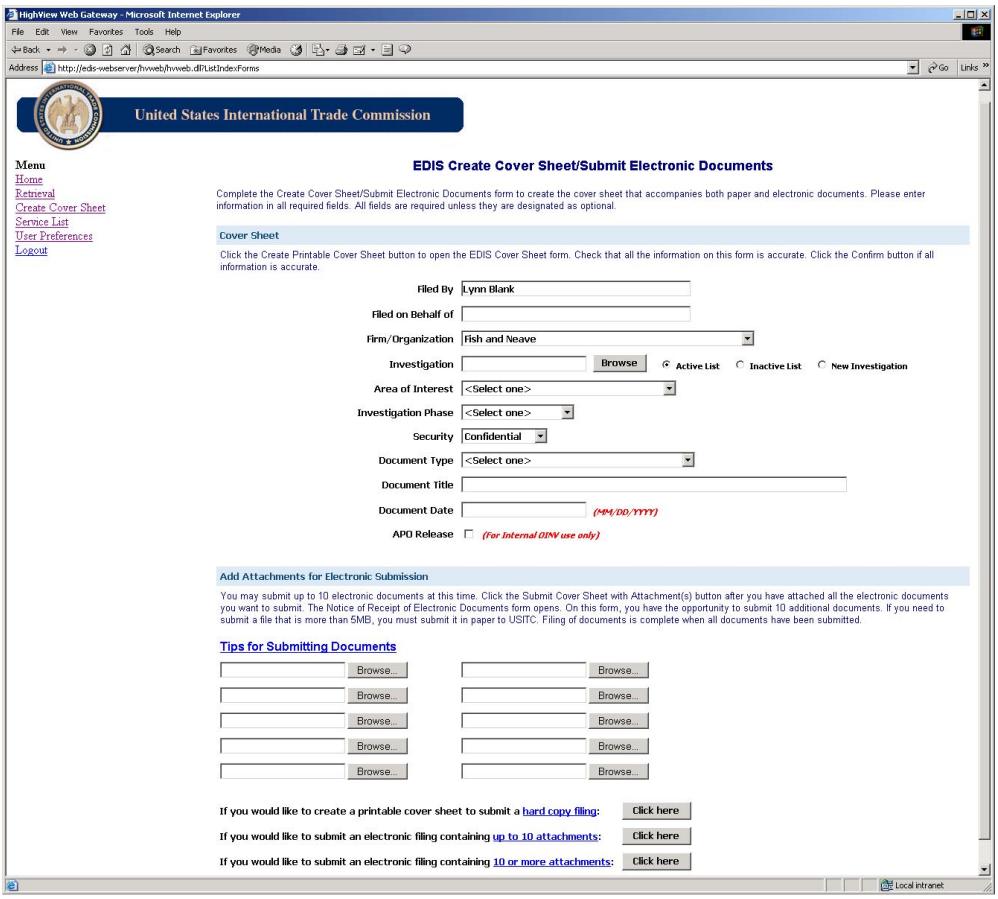


Figure 5-23

7. Enter information in all the required fields.
8. Click the *Browse* button to locate and attach the PDF file(s) you want to submit electronically.
9. Attach all the files you want to submit.
10. Click the appropriate button for your filing. The *Validate Cover Sheet Information* window appears (Figure 5-24).

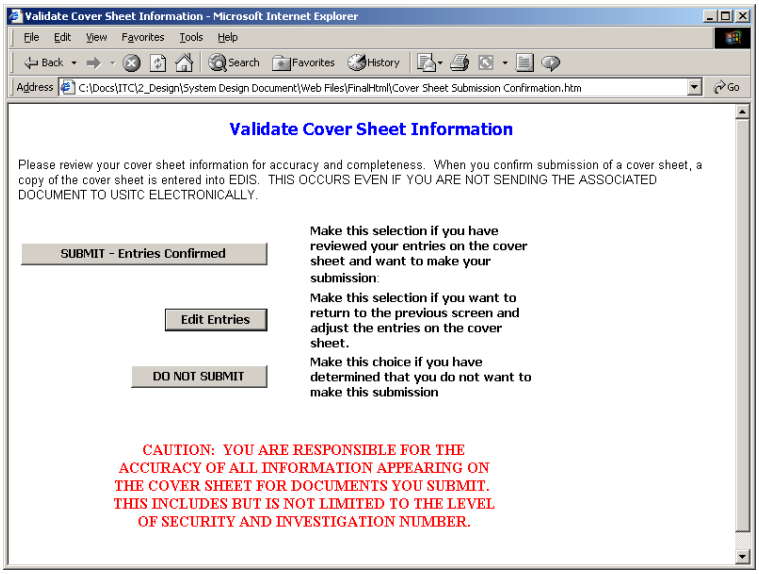

Validate Cover Sheet Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address C:\Docs\ITC\2_Design\System Design Document\Web Files\FinalHtml\Cover Sheet Submission Confirmation.htm
Go
Validate Cover Sheet Information
Please review your cover sheet information for accuracy and completeness. When you confirm submission of a cover sheet, a copy of the cover sheet is entered into EDIS. THIS OCCURS EVEN IF YOU ARE NOT SENDING THE ASSOCIATED DOCUMENT TO USITC ELECTRONICALLY.
SUBMIT - Entries Confirmed
Make this selection if you have reviewed your entries on the cover sheet and want to make your submission.
Edit Entries
Make this selection if you want to return to the previous screen and adjust the entries on the cover sheet.
DO NOT SUBMIT
Make this choice if you have determined that you do not want to make this submission
CAUTION: YOU ARE RESPONSIBLE FOR THE ACCURACY OF ALL INFORMATION APPEARING ON THE COVER SHEET FOR DOCUMENTS YOU SUBMIT. THIS INCLUDES BUT IS NOT LIMITED TO THE LEVEL OF SECURITY AND INVESTIGATION NUMBER.

Figure 5-24

11. Make sure the information on the Cover Sheet is accurate.
12. Click the *Submit – Entries Confirmed* button after you have checked the Cover Sheet information for accuracy. The *Notice of Receipt of Electronic Documents* web page appears (Figure 5-25).

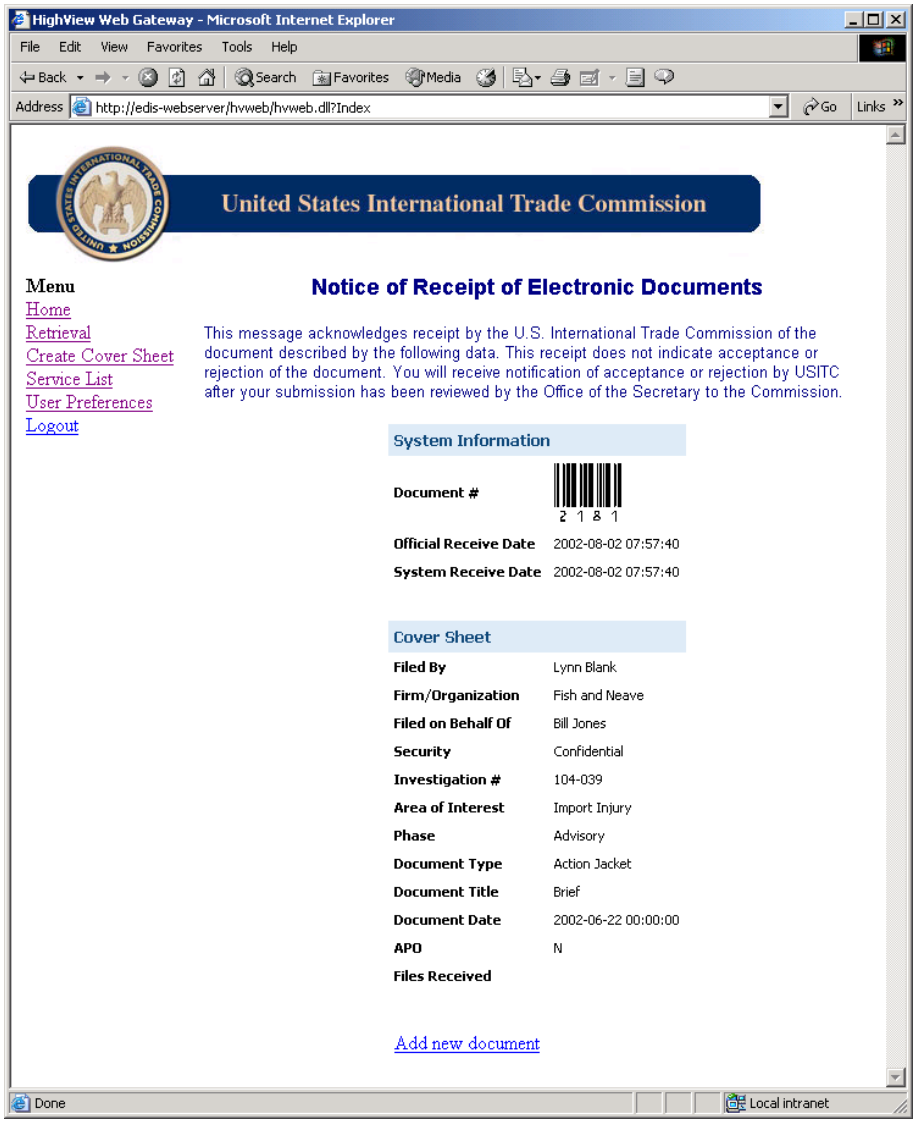


Figure 5-25

13. Print the *Notice of Receipt of Electronic Documents* web page by clicking the *Print* button on your web browser.
14. Retain this page for your records after printing.

Working with PDFs

Acrobat uses Acrobat Distiller—a simulated printer—to create Adobe PDF files. All the components necessary to create this simulated printer will be installed and configured automatically when a typical installation of Acrobat is done. The default Distiller job option is eBook, which provides optimization suitable for most general purposes.

Creating a PDF from a Document in Electronic Format

When you create a PDF, you go through the process of "printing" a document but no actual physical printing occurs. To create a PDF document from a document in electronic format:

1. Open the document.
2. Select **File | Print**.
3. Select Acrobat Distiller as the printer.
4. Select Print (WordPerfect) or OK (MS Word).
5. In the "Select PDF File As" dialog box, select the file location where you want the PDF document to be stored.
6. Select Save (This is very much like saving any type of file).

Adobe Acrobat will open and the document will appear on the screen as a PDF document. It has also already been saved as a PDF file (.pdf) at the location you selected in Step 4 above.

Converting Scanned Documents to Adobe PDF

You can use Acrobat with a scanner to create a PDF file from a paper document. The resulting file is a PDF Image Only file—that is, a bitmap picture of the pages that can be viewed in Acrobat but not searched.

To scan pages from a paper document:

1. Start your scanner, and place the first page in it.
2. In Acrobat, choose **File | Import | Scan**.
3. Choose the scanner and a page format from the pop-up menus.
4. Select whether to add the scanned pages to the end of the current PDF file or to put them in a new file.
5. Click OK or SCAN.
6. Set the scanning options in the scanner's interface. Some scanners open a dialog box with options, and others display a menu bar that gives you access to commands for setting options. In most cases, you also need to click a Scan button or send the page to the scanner in some other way. See the documentation that came with your scanner for details.
7. For each additional page you want to scan, place the page in the scanner, and click Next in the Acrobat dialog box that appears.
8. Click Done. The scanned pages open in Acrobat.

Combining PDF Files Using the Basic Approach

Acrobat allows you to combine one or more PDF files with another and specify where the new file is placed in the target document. To combine two PDF files using the basic approach:

1. Insure both documents are in PDF format.
2. With the target document open, choose **Document | Insert Pages**.
3. In the "Select File to Insert" dialog box, select the source document you want to insert into the target document.
4. Click Select.
5. In the "Insert Pages" dialog box, specify whether the document is to be inserted before or after the first page, last page, or enter a page number.
6. Click OK.

Combining PDF Files by Dragging and Dropping

To combine PDF files by dragging and dropping (Windows):

1. Set up your Windows environment so that Acrobat and Windows Explorer windows are tiled side by side.
2. Select and drag files from Windows Explorer to the document area of an open PDF file. If you selected multiple files, press Ctrl while dragging to insert the files. If you press Ctrl, the files are added automatically without the Insert dialog box appearing.
3. In the "Insert Pages" dialog box, specify whether you want to insert the document before or after the first page, last page, or enter a page number.
4. Click OK.

Using the Features in the Navigation Pane

The Navigation Pane is a section of the screen which, when visible, allows you to work with bookmarks and thumbnails. If, when you open a document in PDF format, you do not see tabs on the left side for the navigation pane, drag the left edge of the screen slightly to the right.

Working with Bookmarks

A bookmark is a link to text in the navigation pane. Each bookmark in the navigation pane goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks, to mark a place in a document to which you want to return.

To create a new bookmark in the current document:

1. Click the Bookmarks tab in the navigation pane (left side of screen) to bring the Bookmarks palette to the front.
2. If there are already bookmarks, click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list. If there are no bookmarks this step is N/A.
3. Navigate in the PDF document to where you want the bookmark to link.
4. Choose the New Bookmark icon at the top left of the navigation pane, or from the drop-down menu, select New Bookmark.
5. Enter the text for the bookmark label.

6. Press Enter (Windows) or Return (Mac OS). Bookmark labels can be up to 128 characters long.
7. To make sure the correct location and magnification are set, go to another page in the document, and then test the bookmark.
8. To eliminate viewing the Bookmarks, drag the left margin of the pane showing the document, all the way to the left of the screen, or click on the Bookmarks tab.

Working with Thumbnails

Thumbnails are miniature previews of the pages in a document. They are displayed in the navigation pane. You can use thumbnails to jump quickly to a selected page and to print, move, insert, copy, replace, and delete pages. Clicking a thumbnail takes you directly to the corresponding page. Moving, copying, or deleting a thumbnail actually moves, copies, or deletes the corresponding page.

Viewing Thumbnails

To view thumbnails, select the Thumbnails tab on the navigation pane. You can use the small thumbnails option to display more pages in the Thumbnails palette. You can see more thumbnails simultaneously by dragging the right edge of the thumbnail palette to the right. To eliminate viewing the thumbnails, drag the left margin of the pane showing the document, all the way to the left of the screen, or click on the Thumbnails tab.

Moving, Copying, or Deleting a PDF Page within a Document

To move, copy, or delete a PDF page within a document using a thumbnail:

1. To move a thumbnail page, select and drag the thumbnail page number box, or the thumbnail itself, to the new location. The thumbnail page is inserted at that point in the document, and the pages are renumbered.
2. To copy a thumbnail page, hold down Ctrl as you drag. When copying a thumbnail page, the page icon at the lower right of the cursor contains a plus sign (+).
3. To delete a page, select the thumbnail for the page and either click the trash can icon, click the right mouse key and select “Delete Pages” or press the delete key on the keyboard.

Moving or Copying a PDF Page between Documents

To move or copy a PDF page between documents using a thumbnail:

1. Open both PDF documents.
2. Display them side by side with their navigation panes showing the Thumbnails palette by choosing **Windows | Tile | Vertically**.
3. If the thumbnails are not visible, select the Thumbnails tab on the navigation pane.
4. Select one or more thumbnails.
5. To copy a thumbnail page, drag it into the thumbnail area of the target document. Release the mouse button when the black bar is in the correct location. The thumbnail page is copied into the document, and the pages are renumbered.
6. To move a thumbnail page, select the thumbnail and then hold down Ctrl as you drag. The thumbnail page is inserted into the target document and deleted from the source document. The pages are renumbered.

Deleting a Page in a PDF Document Using a Thumbnail

To delete a page or pages using a Thumbnail:

1. Select the page number box of the thumbnail or the thumbnail itself.
2. Shift-click to select a range of thumbnails or use Ctrl-click to select multiple individual thumbnails.
3. Choose **Edit | Delete**.
4. Click OK.

Saving Adobe PDF Documents to Other Formats

To save an Adobe PDF document to another format (e.g., text, .txt and rich text, .rtf):

1. Choose **File | Save As**.
2. Enter a filename.
3. Specify a location for the new file.
4. Choose a file type from the Save as Type menu to save the file in a format other than Adobe PDF.
5. Click Save.

Extracting Pages from PDF Documents

You can extract pages from a PDF document and save them to a separate PDF file. When you extract a page from a PDF document, all comments, form fields, and links associated with the page content are also extracted.

To extract a page:

1. Choose **Document | Extract Pages**.
2. Specify the range of pages to extract.
3. Select Delete Pages After Extracting or leave it blank. If you do not select Delete Pages, the extracted pages are copied to a new file, but they also remain in the original document.
4. Click OK. If you choose Delete Pages After Extracting, you need to click OK again to confirm the deletion. A new document is opened with the name *Pages from <document_name.pdf>*.

Deleting and Replacing Pages in a PDF Document

You can delete pages from a PDF document with the Delete Pages command or by deleting the page's thumbnail. You can minimize the size of the document file by using the Save As command after deleting pages. If you want to keep a copy of the original document intact, use the Save As command, and save the restructured document under a new name. ***Important: You cannot undo the Delete Pages command***.

There may be times when you want to replace an entire PDF page with another PDF page. When you replace a page, only the text and graphics on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over.

To delete a page or pages using the Delete Pages command:

1. Choose **Document | Delete Pages**.
2. Enter the page range to be deleted.
3. Click OK.
4. Click OK on the prompt dialog box for final acceptance. You cannot delete all pages; at least one page must remain in the document.

Pagination

When combining PDF documents, the pagination remains the same as on the individual documents. Acrobat does not re-paginate.

NOTE: There is a section in Acrobat Help on Renumbering, but it addresses renumbering for manipulation within Acrobat and does not address renumbering the actual underlying documents.

Tool Bar Options

The functions will be identified when you place the cursor over a tool bar option. Most options are either self-explanatory or with a little experimentation. A couple commonly used items are as follows.

Copying Text

To copy text from a document, you must first select the Text Select Tool icon from the tool bar. Then you can highlight the text you wish to copy and paste elsewhere.

Underlining and Highlighting

When underlining and highlighting are used, the text can be eliminated by using the cursor and then using the Delete function. This action will not delete the underlying text in the document.

Help

There is a comprehensive help function included with Adobe Acrobat. Acrobat Help is structured just like a users manual with a Table of Contents on Page 4 and Index on pages 258-284.

Glossary

ACL
Access Control List. Using the ACL, the EDIS System Administrator assigns users to cases. Users can see and work with any case file as long as they are on the ACL list for the case.

All at Once Route
A path that a document travels from one recipient to another wherein a copy of the document is sent from one person to the next in a predefined order or an order that you create for the particular document being sent. Predefined routes let you create a workflow system that automatically routes documents to people in a specified order.

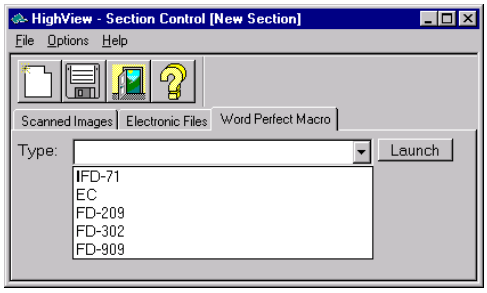
Appeal
A request to a federal agency asking that it review at a higher administrative level a full or partial denial of access to records under the FOIA, or any other FOIA determination such as a matter pertaining to fees.

Batch Indexing
The process of adding indexing information to documents that have been scanned together in batches. The indexing information is used to search for and retrieve documents.

Default
A selection automatically used by EDIS in the absence of a choice made by the user.

Document
A writing conveying information. Documents can be in hard copy or electronic format.

Drop-down List
A list that, when clicked on, expands to give users multiple choices. To make a selection, click on one of the choices in the list.



Duplication
Duplication refers to the process of making a copy of a document in response to a FOIA request. Such copies can take the form of paper copy, microfiche, audiovisual, or machine-readable documentation (e.g., magnetic tape or disc), among others.

Electronic Files
Electronic files such as word processing documents or spreadsheets. The electronic file must have an associated Windows application to allow viewing.

File Cabinet
Holds folders that you create to store documents.

Foreign Document
Electronic files such as word processing documents or spreadsheets. The foreign document must have an associated Windows application to allow viewing.

Full Text Search
A search for documents that have been indexed using the Full Text OCR. If a document is scanned using the full text OCR option, all text contained in the document is indexed and can be used as search criteria. A full text search looks through all the text in the documents.

Gist
A group of words, phrases, sentences or paragraphs in a document that best represents what the subject matter of the document is as a whole. .

HighView
The document management application that provides the base for the EDIS system.

Hitlist
A listing of virtual folders, documents, and pages that meet the criteria specified during a standard or advanced search.

Inbasket
On the HighView system, a window that displays all requests waiting to be processed. Group inbaskets are the collective mailboxes of a group of users. Personal inbaskets belong to individual users.

Indexing
The process of associating documents with a specific request and then tagging the electronic request folder with keywords for easy retrieval.

IOC
Initial Operating Capability.

Main Investigation
An investigation from which another arises and to which it usually remains subsidiary.

OCR
Optical Character Recognition. A technology that allows the computer to "read" a certain area of a document and interpret the text as input data.

One at a Time Route
A path that a document travels from one recipient to another wherein each recipient receives the document at the same time.

Prototype Folder
A collection of documents relating to the same subject.

Redaction
The act of covering up a portion of a document image so that you can hide information from users with a lower security clearance.

Refresh
To update a window with the most current information.

Routing
The process whereby one user sends a document to another user. There are two kinds of routes: *One at a Time* and *All at Once*.

SA
System Administrator.

Section
In HighView ST terminology, a page of a document is referred to as a section.

Subject Matter Expert
A person who has expertise in one subject area who reviews requests for documents regarding that subject.

Text Mining
A method of retrieving documents that is responsive to what you know about the documents for which you are searching.

Theme
A word or phrase that illustrates a main concept in the document.

Theme Summary
The word, phrase, sentence or paragraph in the document that best represents a single theme. (A theme summary can be thought of as the gist for a particular theme.)

TCP/IP
Transmission Control Protocol/Interface Protocol.

View Order
How your documents are listed on the hitlist.

Volume
A data carrier, such as a disk, a reel of magnetic tape, or a unit of logical storage.

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