



# **eTrade Document Exchange (eTDE) System Application User Guide**

**Baseline Version 1.3**

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## 1. Overview

The eTrade Document Exchange (eTDE) System supports the trade of agricultural commodities domestically and internationally. Phase 1 of the eTDE project shall support the peanut industry and provide scalability to support other agricultural commodities in future phases (e.g. almonds, pistachios, eggs, milk, etc). This system shall help industry stakeholders better manage information and trade documents associated with every day operations. The system will reside on United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS) servers and will comply with all US government and USDA-AMS technical and security requirements. 2020 Company, LLC shall work collaboratively with USDA and other industry experts to meet internal stakeholder goals and objectives.

## 2. Purpose

The purpose of the eTDE User Guide is to provide a reusable format to support training protocol for current and future users of the eTDE system. The eTDE User Guide will describe both graphically and textually, how users will interact with the eTDE system to access critical trade documents and certificates used in everyday operations.

## 3. Content Management System

The eTDE System is designed to be a web-based Content Management System (CMS). A CMS can be defined as a computer system used to organize, control, and share specific content (e.g. documents and data). To support the trade of US agricultural products, the eTDE System will provide end-users with the capability to organize, control, and share electronic documents and data that otherwise might only be distributed using hard-copy materials and/or impractical electronic processing.

## 4. Integrating External Systems with eTDE

The content to be managed by the eTDE system is created externally. In order for eTDE to manage the content, it must be provided to the eTDE system by an external system. External systems will need to be integrated with the eTDE system to allow the electronic content to be exchanged. Content for the eTDE system can be imported and exported using machine-to-machine interfaces with external systems. Such interfaces with the eTDE system do not require a specific platform, but do require that certain standards are met.

### 4.1 eTDE Integration Standards

To facilitate the import and export processes, standardized methods must be implemented to ensure the integrity of the content and to minimize content handling errors. The eTDE

system requires that external system interfaces conform to specific standards to maintain the integrity of the overall system. The following standards apply:

#### **4.1.1 Generating PDF Files as PDF Forms**

The eTDE System requires that external systems generate PDF files as *PDF Forms*. A *PDF Form* is an open file format that is used to create files containing text, fonts, images, and two- or three-dimensional vector graphics. Data fields can be created manually or programmatically using the eTDE Toolkit. The data fields can then be populated with data using AMS's eTDE Toolkit. External systems can generate multiple PDF files using a common form. The eTDE System has the capability to receive multiple documents that are created using a common *PDF Form*. The eTDE System also has the capability to extract specific data fields from the *PDF Forms* and to store them in a tabular format in a database. A *PDF Form* will maintain the integrity of the appearance of a document being imported/exported while also providing a secure method of transporting and sharing data.

#### **4.1.2 Importing PDF Files into eTDE via Secure File Transfer Protocol (SFTP-SSH)**

To import PDF files to the eTDE System, external systems will FTP batches of PDF files to the eTDE FTP Server hosted by USDA AMS on a scheduled basis. This is done using SFTP-SSH to ensure the security of each batch of files being transmitted. Each external system will FTP batches of PDF files to a directory folder on the FTP Server which is specifically designated to that external system and entity. The eTDE System utilizes the Ipswich WS\_FTP COTS product. .

#### **4.1.3 Exporting PDF Files from eTDE via Secure File Transfer Protocol (SFTP-SSH)**

The eTDE System exports PDF form files on a scheduled basis. The default schedule will be four times a day at 9:00 AM, 12:00 P.M., 3:00 P.M. and 6:00 P.M. (all EST time). The Export process involves a copy of proper PDF files from the eTDE Import directory to the eTDE Export directory, and update of certain metadata fields within the exported PDF form file. Folders of registered entities are access controlled based on security role and/or access rights granted in eTDE.

## 4.2 Creating PDF Forms Using Adobe Acrobat Professional

***Creating a PDF Form Using an Existing Document or Creating a PDF Form Using a Custom Solution.*** External systems will need to create a *PDF Form* for each **document type**. *PDF Form* creation may be performed using Adobe Acrobat Professional, Version 6.0 or later. A *PDF Form* can be created using an existing file as a template or may be customized using AMS's ETDE Toolkit. Neither method will automatically render an "accessible" *PDF Form*. See Section 4.6 for information on making *PDF Forms* accessible (i.e. Section 508-compliant). Using one or both of these methods, database table fields from an external system can be mapped to *PDF Form* fields using ETDE Toolkit. *PDF Form* fields should be named in accordance with industry-defined standards to simplify the mapping between external system databases (i.e. document providers and end-users). Industry-defined standard data fields can be found in Appendix C.

Note: The eTDE system only utilizes a subset of the industry-defined standard fields that are transmitted with each document (see Appendix B for a list of eTDE-specific fields). This subset is used internally to the eTDE system to uniquely identify documents as well as for managing, querying, and displaying documents via the Graphical User Interface (GUI).

***Populating PDF Forms with Data (Create Trade Document).*** Once a *PDF Form* has been created with properly named fields, data can then be populated from an external system's database to the *PDF Form*. Once the *PDF Form* is populated with external system data, it can be sent (exported) to the eTDE system in a batch file with other *PDF Forms* via Secure File Transfer Protocol (SFTP). The eTDE system will also have the capability to export batch files to the FTP server at scheduled intervals so that external systems can retrieve *PDF Forms* and/or *PDF Form* fields.

***Reading a PDF Form and Writing Data to a Database:*** The eTDE system will retrieve batch files from the FTP server at scheduled intervals and will import the *PDF Form* and *PDF Form* fields from external systems. Similarly to eTDE, external systems can import *PDF Forms* and *PDF Form* fields. *PDF Form* fields from the eTDE system can be mapped to database table fields of an external system. *PDF Form* fields from the eTDE system will be passed on exactly as they were originally provided by the source system. The *PDF Form* fields should be named in accordance with industry-defined standards to simplify the mapping between *PDF Forms* from the eTDE system and external system databases.

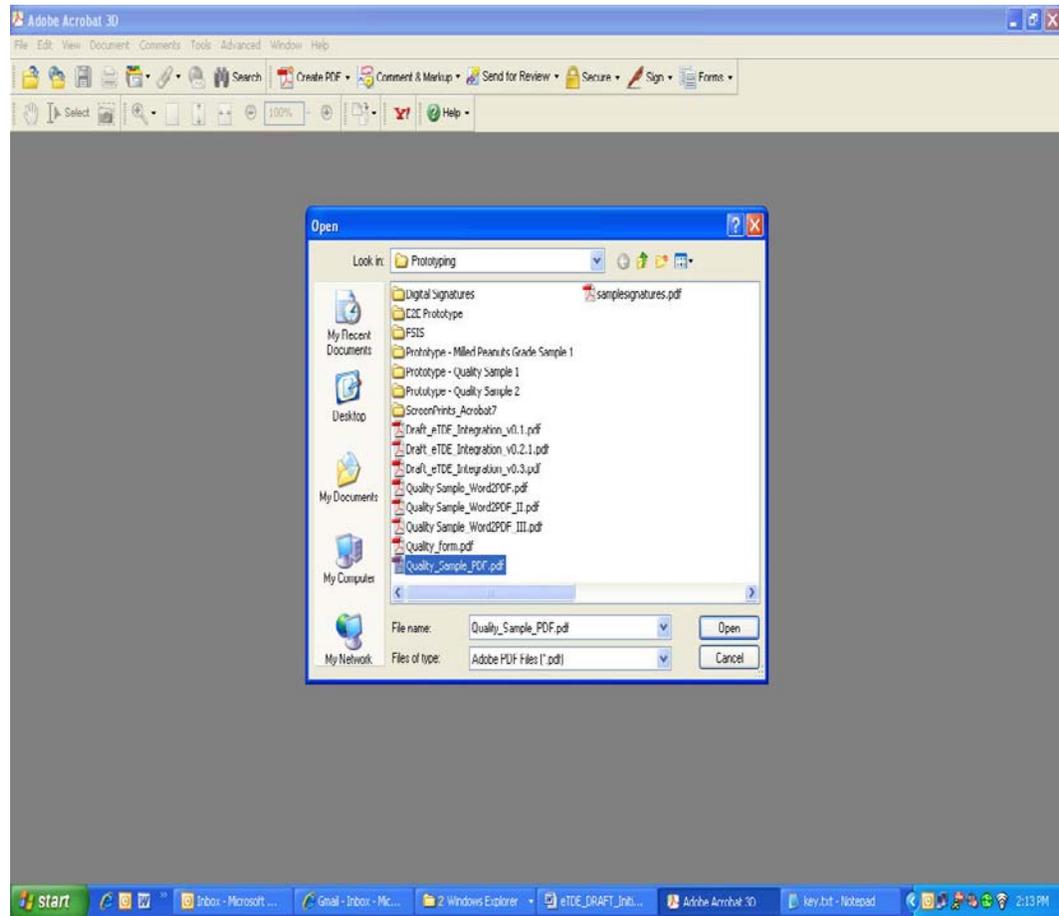
#### 4.2.1 Getting Started with Adobe Acrobat 3D (Adobe Acrobat 7 Professional)



#### Getting started with Adobe Acrobat 3D

Adobe Acrobat 3D utilizes the same Acrobat version as Adobe Acrobat 7 Professional only there is added functionality for 3D vector graphics. **Adobe Acrobat 6 Professional and later versions have the capability to create *PDF Forms*.**

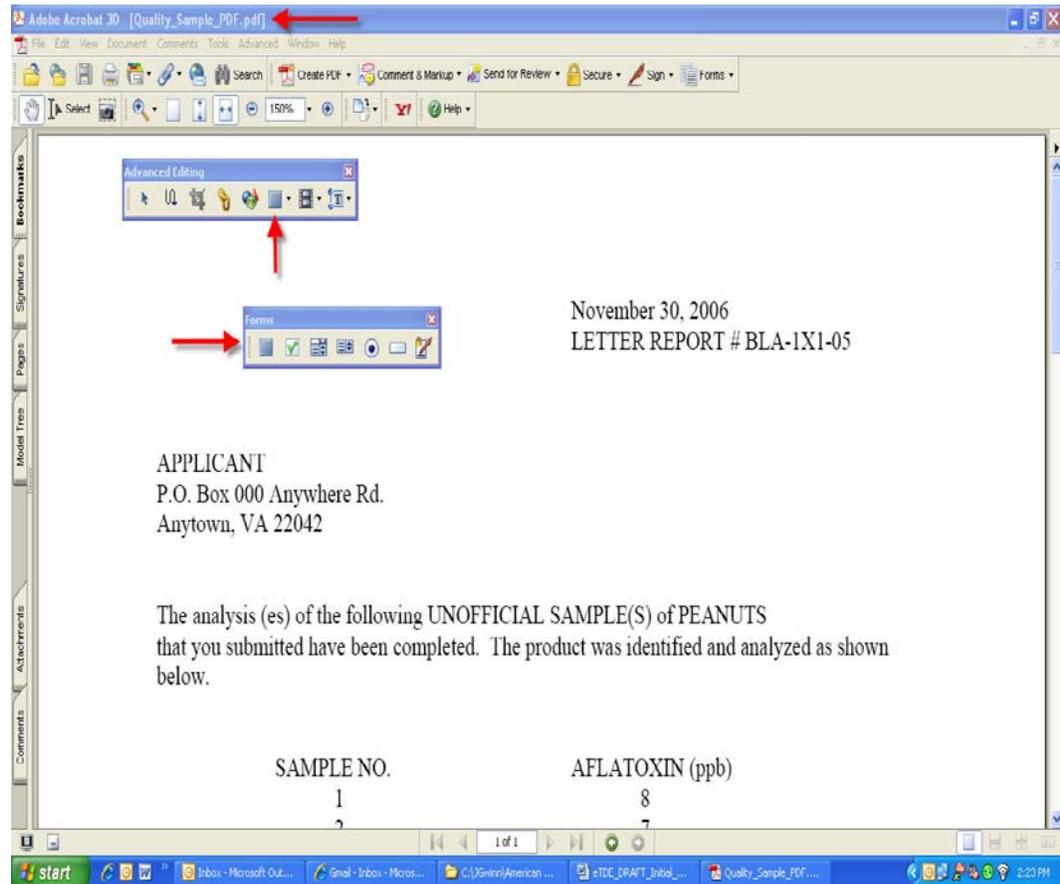
## 4.2.2 Creating a *PDF Form* Using an Existing PDF File



### Create a PDF Form using an existing document (File → Open)

A *PDF Form* can be created using an existing electronic document as a template. Open an existing PDF file to begin creating a *PDF Form*.

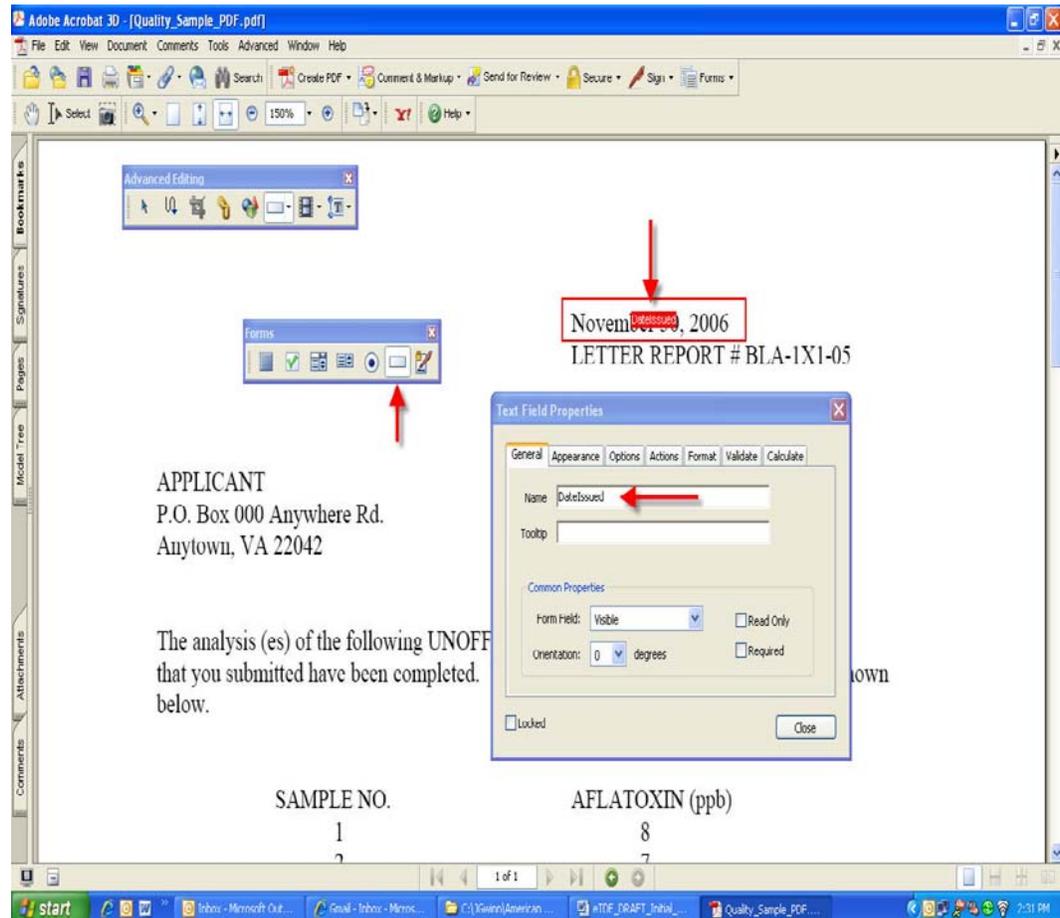
### 4.2.3 Create a PDF Form Using Adobe Acrobat 3D's Advanced Editing Tool



#### Create a PDF Form using Adobe Acrobat 3D's Advanced Editing Feature (Tools → Advanced Editing)

An existing PDF file can be opened in Adobe Acrobat 3D and can then be manipulated using the Advanced Editing tool. Use the Forms tool under the Advanced Editing menu to begin creating a PDF Form (Tools → Advanced Editing → Forms).

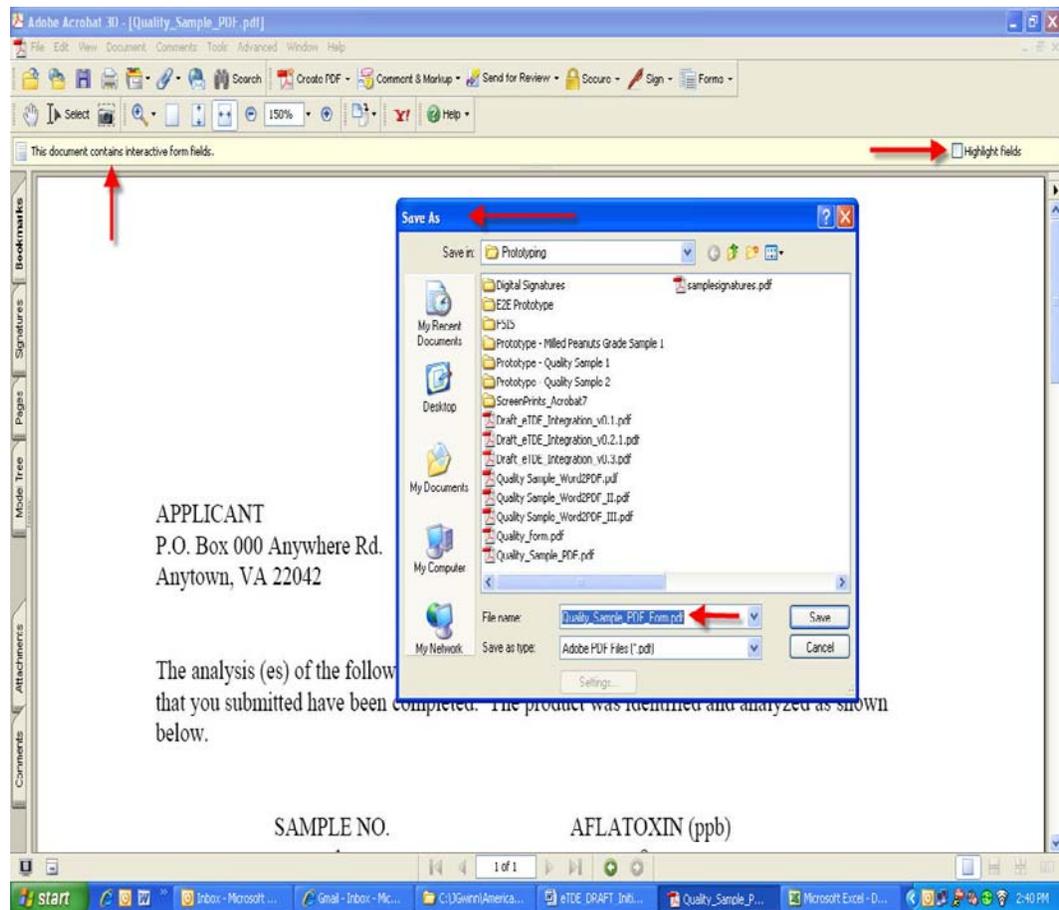
## 4.2.4 Creating Fields on a PDF Form Using the Forms Toolbar



### Creating fields on a PDF Form using the Forms Toolbar (Tools → Advanced Editing → Forms)

Select the “Text” tool from the Forms Toolbar and drag/drop onto the PDF file to create a *PDF Form* field. Once a field is placed on the PDF file, it becomes a *PDF Form*. Use the Text Field Properties window to designate the field name to match the industry-defined standard field names.

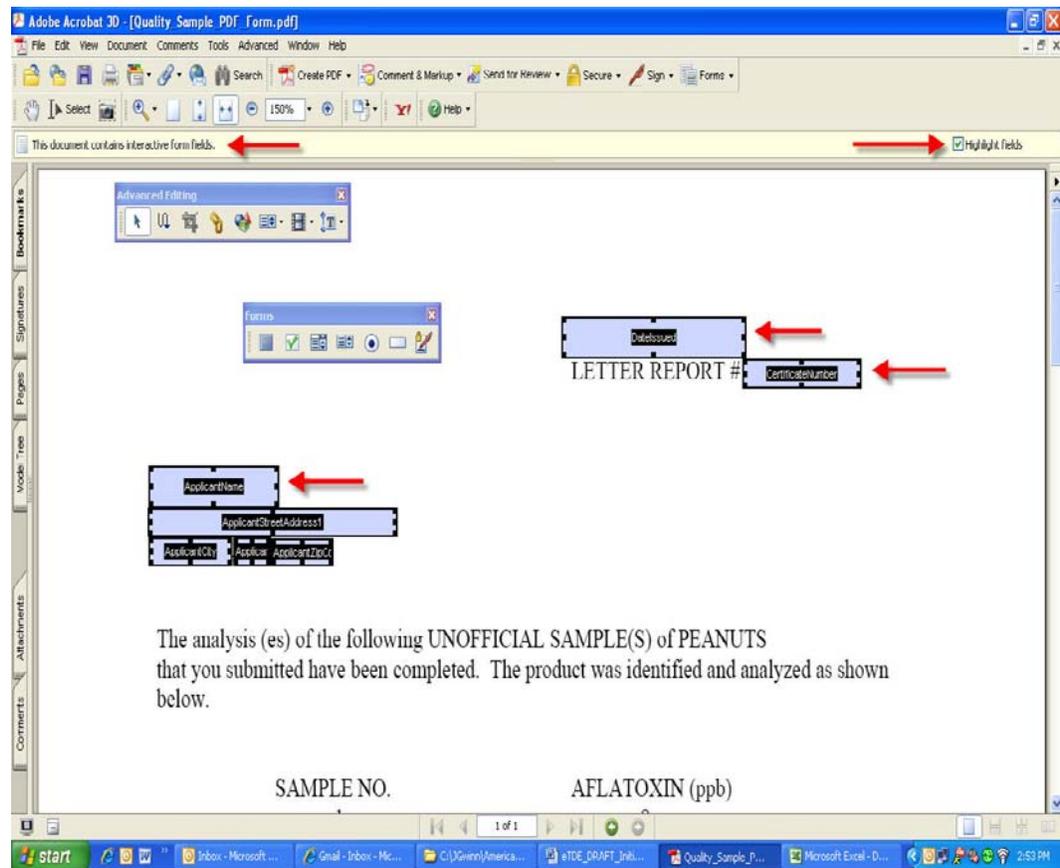
## 4.2.5 Save a PDF File as a PDF Form



### Save a PDF file as a PDF Form

Once fields have been created on a PDF file, it becomes a PDF Form. A message is displayed to indicate that the document contains interactive form fields. There is an option to highlight all fields on the PDF Form. This view does not highlight the fields.

## 4.2.6 Option to Highlight PDF Form Fields



### Option to highlight PDF Form fields

Fields on the PDF Form may be highlighted by selecting the “Highlight fields” checkbox in the upper right-hand corner of the page. Once selected, the fields on the PDF Form are highlighted.

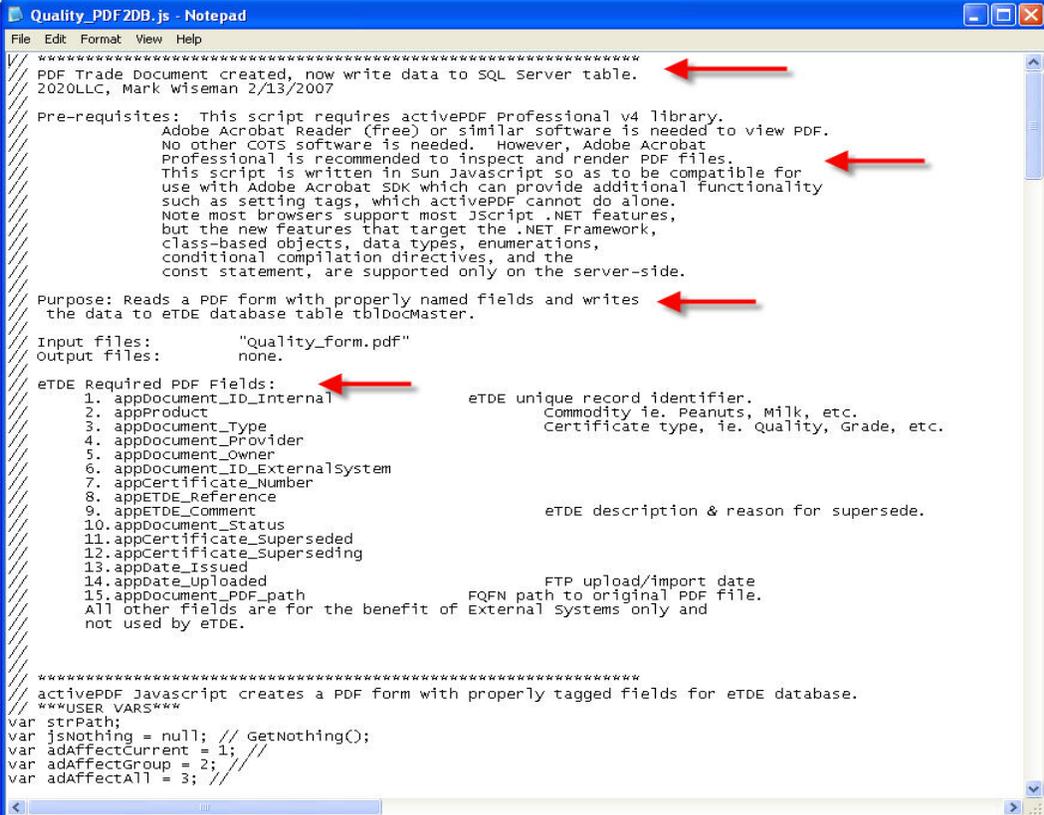


### **4.3 *Creating a PDF Form Using a Custom Solution***

The eTDE Toolkit is the standard software that will be used to generate the documents and populate them with data. Document generation must be done using eTDE Toolkit.

## 4.4 Reading Data from a PDF Form and Writing to a Database

### 4.4.1 Pre-Requisites for Reading Data from a PDF Form and Writing to a Database



```

Quality_PDF2DB.js - Notepad
File Edit Format View Help
*****
PDF Trade Document created, now write data to SQL Server table.
2020LLC, Mark wiseman 2/13/2007

Pre-requisites: This script requires activePDF Professional v4 library.
Adobe Acrobat Reader (free) or similar software is needed to view PDF.
No other COTS software is needed. However, Adobe Acrobat
Professional is recommended to inspect and render PDF files.
This script is written in Sun Javascript so as to be compatible for
use with Adobe Acrobat SDK which can provide additional functionality
such as setting tags, which activePDF cannot do alone.
Note most browsers support most JScript .NET features,
but the new features that target the .NET Framework,
class-based objects, data types, enumerations,
conditional compilation directives, and the
const statement, are supported only on the server-side.

Purpose: Reads a PDF form with properly named fields and writes
the data to eTDE database table tblDocMaster.

Input files: "Quality_form.pdf"
Output files: none.

eTDE Required PDF Fields:
1. appDocument_ID_Internal eTDE unique record identifier.
2. appProduct Commodity ie. Peanuts, Milk, etc.
3. appDocument_Type Certificate type, ie. Quality, Grade, etc.
4. appDocument_Provider
5. appDocument_Owner
6. appDocument_ID_ExternalSystem
7. appCertificate_Number eTDE description & reason for supersede.
8. appETDE_Reference
9. appETDE_Comment
10. appDocument_Status
11. appCertificate_Superseded
12. appCertificate_Superseding
13. appDate_Issued
14. appDate_Uploaded FTP upload/import date
15. appDocument_PDF_path FQFN path to original PDF file.
All other fields are for the benefit of External Systems only and
not used by eTDE.

*****
activePDF Javascript creates a PDF form with properly tagged fields for eTDE database.
***USER VARS***
var strPath;
var jsNothing = null; // GetNothing();
var adAffectCurrent = 1; //
var adAffectGroup = 2; //
var adAffectAll = 3; //
  
```

### Pre-requisites for reading data from a PDF Form and Writing to a Database



## 4.4.2 Defining Variable and Database Connection String

```
Quality_PDF2DB.js - Notepad
File Edit Format View Help
*****
// activePDF Javascript creates a PDF form with properly tagged fields for eTDE database.
// **USER VARS**
var strPath;
var jsNothing = null; // GetNothing();
var adAffectCurrent = 1; //
var adAffectGroup = 2; //
var adAffectAll = 3; //
var adAffectChapters = 4; //
var adOpenStatic = 3;
var adLockOptimistic = 3;
var adUseClient = 3;
var strRet = "";
var varInputFile = "quality_form.pdf";

// **SETUP**
objShell = new ActiveXObject("wscript.shell");
objTK = new ActiveXObject("Aptoolkit.object");
iRet = objTK.openInputFile(varInputFile);

// Database connection string:
varDSN = "Data Source=DELL4400\\ETDE;UID=sa;Pwd=";
varDSN += "PROVIDER=SQLOLEDB;Integrated Security=SSPI;";
varDSN += "Initial Catalog=ETRADE;";
varDSN += "SERVER=DELL4400;"; // localhost
varDSN += "DATABASE=ETDE;";
varDSN += "Data Source=DELL4400\\ETDE;";
varDSN += "Extended Properties='user Instance=true';";
varDSN += "Persist Security Info=True";

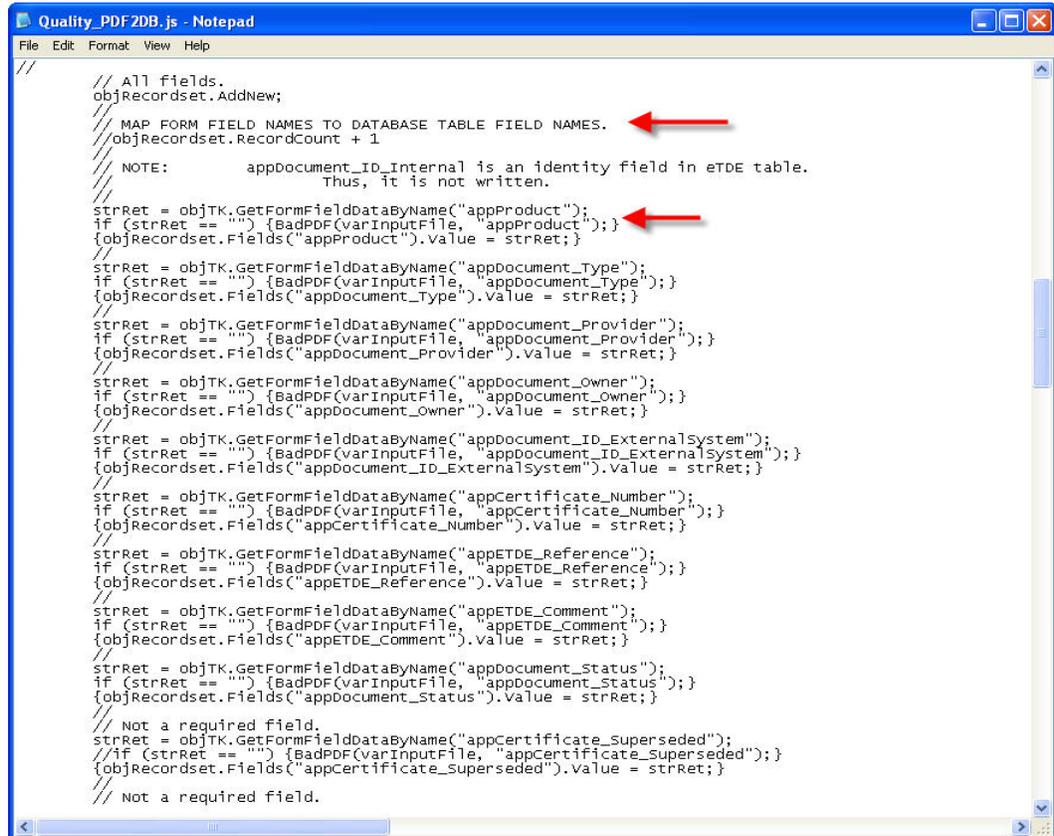
objFileSystem = new ActiveXObject("Scripting.FileSystemObject");
strPath = objFileSystem.GetAbsolutePathName(".");
strPath += "\\\" + varInputFile;
objShell.popup("Input file=" + strPath + "\\rDSN=" + varDSN);

objConnection = new ActiveXObject("ADODB.Connection");
objRecordset = new ActiveXObject("ADODB.Recordset");
objConnection.Open(varDSN); // "DSN=" +
objConnection.Open(varDSN, strUserName, strPassword);
objRecordset.CursorLocation = adUseClient;
// DELL4400\ETDE\Databases\ETDE\Tables\dbo.tblDocMaster
objRecordset.Open("SELECT * FROM [ETDE].[dbo].[tblDocMaster]",
objConnection, adOpenStatic, adLockOptimistic);
objShell.popup("Connected to database.", 1,
"ETDE data import from PDF to database", 64);
//objTK.XMLGetFormFieldData("data.xml",0,1,"."); // XML data from PDF form.

// All fields.
```

### Defining variables and connecting to a database

### 4.4.3 Mapping PDF Form Fields to Database Table Fields (eTDE Required Fields)



```

Quality_PDF2DB.js - Notepad
File Edit Format View Help
//
// All fields.
objRecordset.AddNew;
// MAP FORM FIELD NAMES TO DATABASE TABLE FIELD NAMES.
objRecordset.RecordCount + 1
// NOTE:      appDocument_ID_Internal is an identity field in eTDE table.
//           Thus, it is not written.

strRet = objTK.GetFormFieldDataByName("appProduct");
if (strRet == "") {BadPDF(varInputFile, "appProduct");}
objRecordset.Fields("appProduct").value = strRet;

strRet = objTK.GetFormFieldDataByName("appdocument_Type");
if (strRet == "") {BadPDF(varInputFile, "appdocument_Type");}
objRecordset.Fields("appdocument_Type").value = strRet;

strRet = objTK.GetFormFieldDataByName("appdocument_Provider");
if (strRet == "") {BadPDF(varInputFile, "appdocument_Provider");}
objRecordset.Fields("appdocument_Provider").value = strRet;

strRet = objTK.GetFormFieldDataByName("appdocument_Owner");
if (strRet == "") {BadPDF(varInputFile, "appdocument_Owner");}
objRecordset.Fields("appdocument_Owner").value = strRet;

strRet = objTK.GetFormFieldDataByName("appdocument_ID_ExternalSystem");
if (strRet == "") {BadPDF(varInputFile, "appdocument_ID_ExternalSystem");}
objRecordset.Fields("appdocument_ID_ExternalSystem").value = strRet;

strRet = objTK.GetFormFieldDataByName("appCertificate_Number");
if (strRet == "") {BadPDF(varInputFile, "appCertificate_Number");}
objRecordset.Fields("appCertificate_Number").value = strRet;

strRet = objTK.GetFormFieldDataByName("appETDE_Reference");
if (strRet == "") {BadPDF(varInputFile, "appETDE_Reference");}
objRecordset.Fields("appETDE_Reference").value = strRet;

strRet = objTK.GetFormFieldDataByName("appETDE_Comment");
if (strRet == "") {BadPDF(varInputFile, "appETDE_Comment");}
objRecordset.Fields("appETDE_Comment").value = strRet;

strRet = objTK.GetFormFieldDataByName("appdocument_Status");
if (strRet == "") {BadPDF(varInputFile, "appdocument_Status");}
objRecordset.Fields("appdocument_Status").value = strRet;

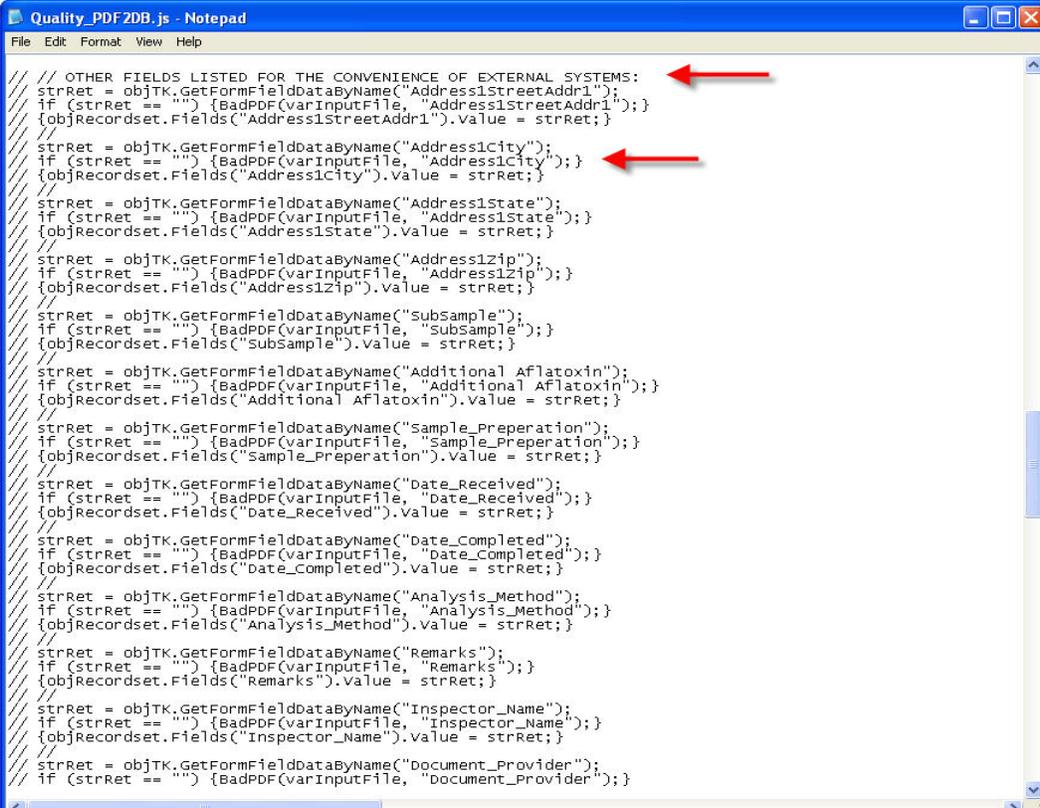
// Not a required field.
strRet = objTK.GetFormFieldDataByName("appCertificate_Superseded");
//if (strRet == "") {BadPDF(varInputFile, "appCertificate_Superseded");}
objRecordset.Fields("appCertificate_Superseded").value = strRet;

// Not a required field.

```

#### Mapping PDF Form fields to database table fields (eTDE required fields)

#### 4.4.4 Mapping PDF Form Fields to Database Table Fields (All Standard Fields)



```

Quality_PDF2DB.js - Notepad
File Edit Format View Help

// OTHER FIELDS LISTED FOR THE CONVENIENCE OF EXTERNAL SYSTEMS:
strRet = objTK.GetFormFieldDataByName("Address1StreetAddr1");
if (strRet == "") {BadPDF(varInputFile, "Address1StreetAddr1");}
{objRecordset.Fields("Address1StreetAddr1").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Address1City");
if (strRet == "") {BadPDF(varInputFile, "Address1City");}
{objRecordset.Fields("Address1City").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Address1State");
if (strRet == "") {BadPDF(varInputFile, "Address1State");}
{objRecordset.Fields("Address1State").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Address1Zip");
if (strRet == "") {BadPDF(varInputFile, "Address1Zip");}
{objRecordset.Fields("Address1Zip").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("SubSample");
if (strRet == "") {BadPDF(varInputFile, "SubSample");}
{objRecordset.Fields("SubSample").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Additional Aflatoxin");
if (strRet == "") {BadPDF(varInputFile, "Additional Aflatoxin");}
{objRecordset.Fields("Additional Aflatoxin").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Sample_Preparation");
if (strRet == "") {BadPDF(varInputFile, "Sample_Preparation");}
{objRecordset.Fields("Sample_Preparation").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Date_Received");
if (strRet == "") {BadPDF(varInputFile, "Date_Received");}
{objRecordset.Fields("Date_Received").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Date_Completed");
if (strRet == "") {BadPDF(varInputFile, "Date_Completed");}
{objRecordset.Fields("Date_Completed").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Analysis_Method");
if (strRet == "") {BadPDF(varInputFile, "Analysis_Method");}
{objRecordset.Fields("Analysis_Method").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Remarks");
if (strRet == "") {BadPDF(varInputFile, "Remarks");}
{objRecordset.Fields("Remarks").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Inspector_Name");
if (strRet == "") {BadPDF(varInputFile, "Inspector_Name");}
{objRecordset.Fields("Inspector_Name").Value = strRet;}

strRet = objTK.GetFormFieldDataByName("Document_Provider");
if (strRet == "") {BadPDF(varInputFile, "Document_Provider");}

```

#### Mapping PDF Form fields to database table fields (all standard fields)

## 4.4.5 General Validation of Fields (from PDF Form to Database)

```

Quality_PDF2DB.js - Notepad
File Edit Format View Help
objTK.CloseInputFile();
objTK = null;
//objRecordset.Close;
//objConnection.Close;
WScript.Quit(1);
} // function BadPDF()

// validation utility functions.
//regular expression should match number with commas or not
//1. (^-? <-- '-' is optional at the beginning
//2. [1-9] <-- first digit should be between 1-9; 090 shouldn't be allowed
//3. (\d{1,2}(\,\d{3})*) | <-- with comma, at least one digit with max of three before repeating like ',ddd
//3. \d*) | <-- without comma, match any number of integer(shouldn't be though)
//4. ^0{1}$ <-- allow only one zero and no minus zero
function IsRegEx(varField) {
    // General purpose literals.
    var re = /^(^-?[1-9](\d{1,2}(\,\d{3})*)|\d*)|^0{1}$;/;
    var reNumbers = /^-?[0,1]\d*\.[0,1]\d+$/;
    var reNumCommas = /^-?(\d{1,3}|(\d{1,3})(\,\d{3})*)|\d*$;/g; // Check a integer number with com
    var rePhoneNumber = /^(\d\d\d)\d\d\d-\d\d\d\d$/;
    //var re = new RegExp(re.value); // ctor
    if (! re.test(varField)) {return false;} //
    return true;
} // function IsRegEx()

function fgetDate() {
    // Format: 2/3/2006 12:00:00 AM
    var strDate;
    var currentTime = new Date();
    var month = currentTime.getMonth() + 1;
    var day = currentTime.getDate();
    var year = currentTime.getFullYear();
    strDate = month + "/" + day + "/" + year;
    // currentTime.toutCstring()
    //
    var hours = currentTime.getHours();
    var minutes = currentTime.getMinutes();
    if (minutes < 10) {minutes = "0" + minutes;}
    strDate += " " + hours + ":" + minutes + " ";
    if(hours > 11) {strDate += ("PM");}
    else {strDate += ("AM");}
    //objShell.popup("Date: " + strDate,10,"eTDE Upload-Import Date",64);
    return strDate;
} // function fgetDate()
// eof()

```

### General validation of fields (from PDF Form to database)

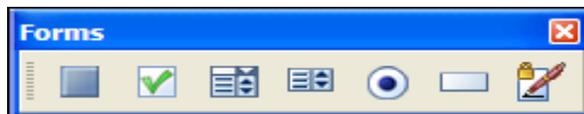
## 4.5 Populating PDF Forms with Accessibility Tags for Section 508 Compliance

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. '794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

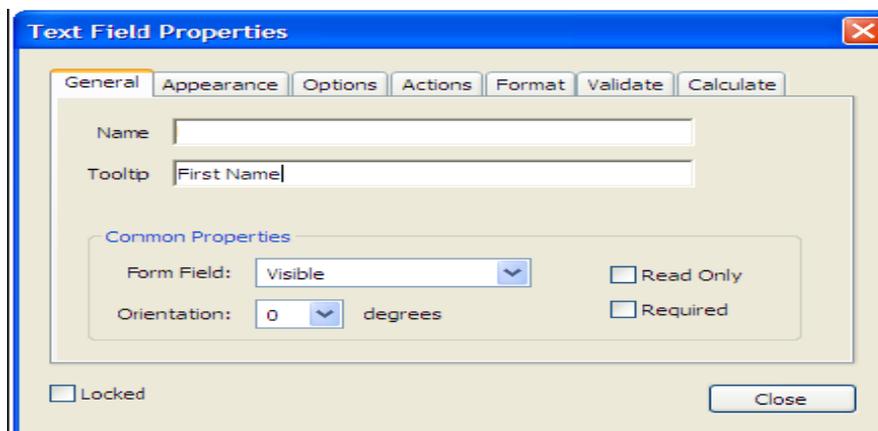
PDF forms may be made 'accessible' using Adobe Acrobat Professional 6.0 or later. To create the accessibility tags, perform the following steps:

### 4.5.1 Add "Fillable" Form Fields and Descriptions

Adobe Acrobat 3D (Adobe Acrobat 7 Professional) has a Forms toolbar that provides numerous tools for creating "fillable" form fields, such as buttons, check boxes, list boxes, text boxes, etc. As a field is created, descriptions may be added. Type the description into the Tooltip box in the General tab of the field's Properties dialog box. Screen reading software, such as JAWS, will read this text aloud to the user.



The Forms toolbar of Acrobat Professional



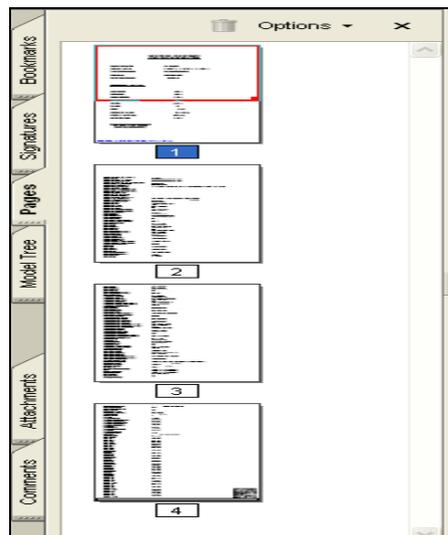
Adding a description as you create a form field—type the description into the Tooltip box for the field.

## 4.5.2 Set the Tab Order

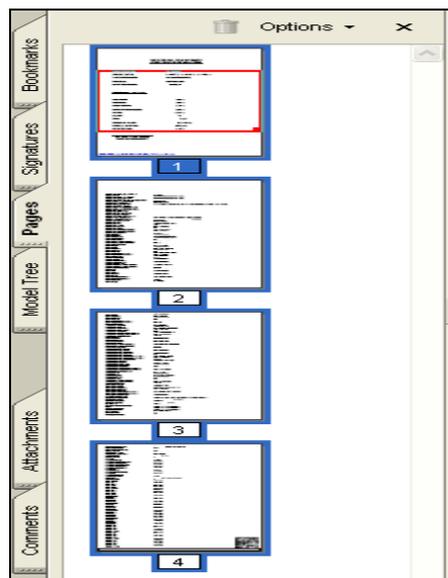
Although Adobe Acrobat Professional offers manual control over the tab order, set the tab order to use the document's structure. This setting provides the greatest accessibility.

**To set the tab order of form fields to use the document structure:**

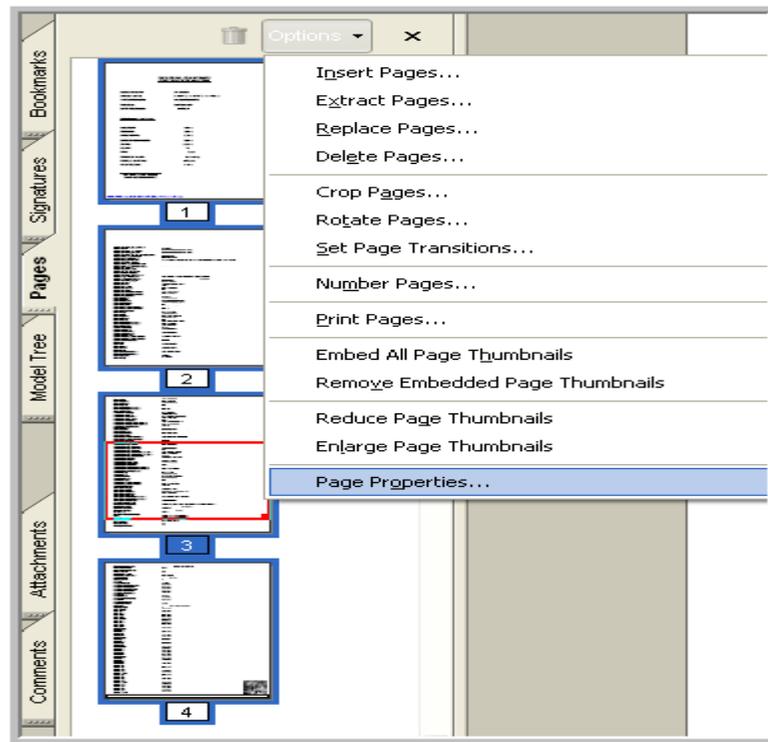
**1** Open the Pages tab of the navigation pane.



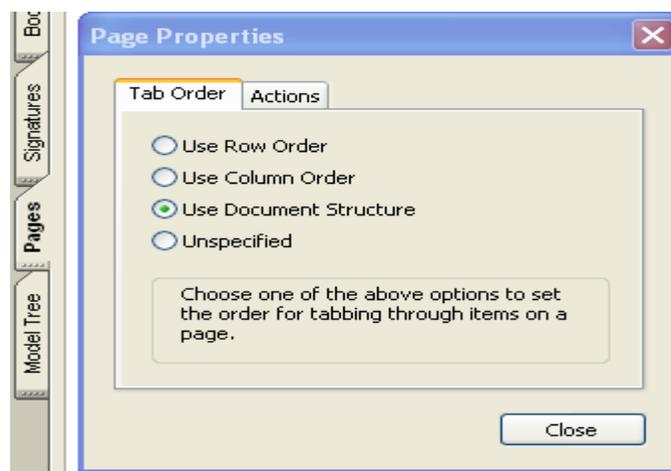
**2** Select all the pages by pressing Ctrl+A (Windows) or Command+A (Mac OS).



3 From the Pages tab, choose Options > Page Properties.



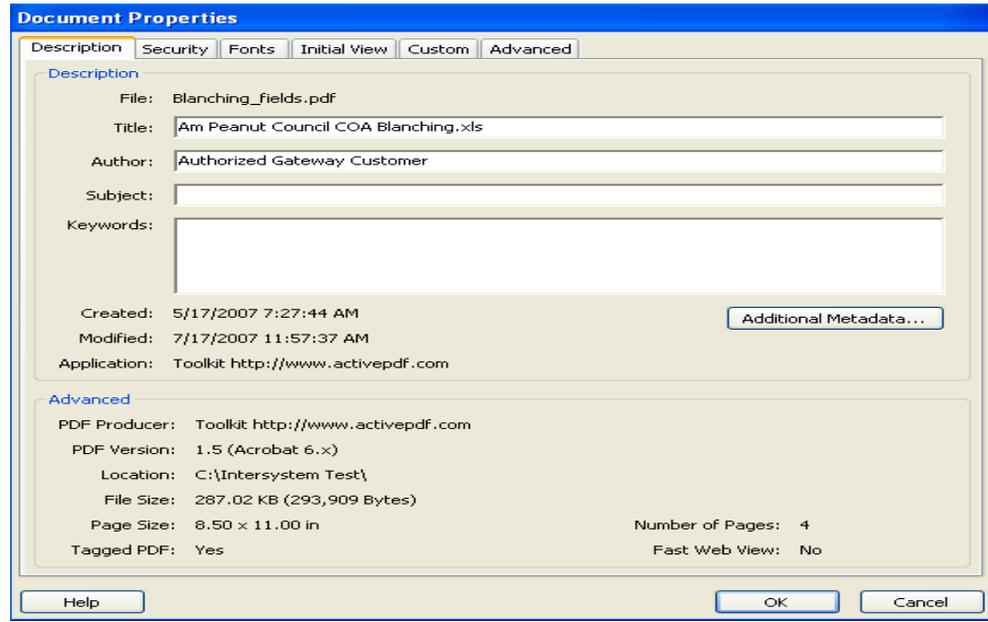
4 In the Page Properties dialog box, select the Tab Order tab, and then select Use Document Structure.



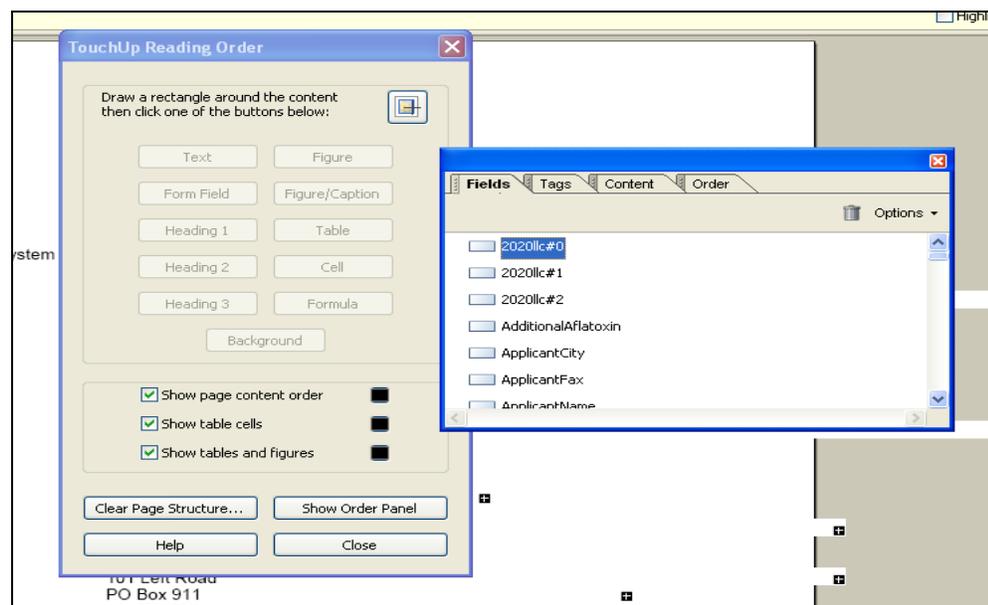
### 4.5.3 Create Accessibility Tags



1 Check for existing tags in an Adobe PDF document using the File > Document Properties command. At the bottom of the Document Properties dialog box, look for “Yes” or “No” next to the Tagged PDF entry.

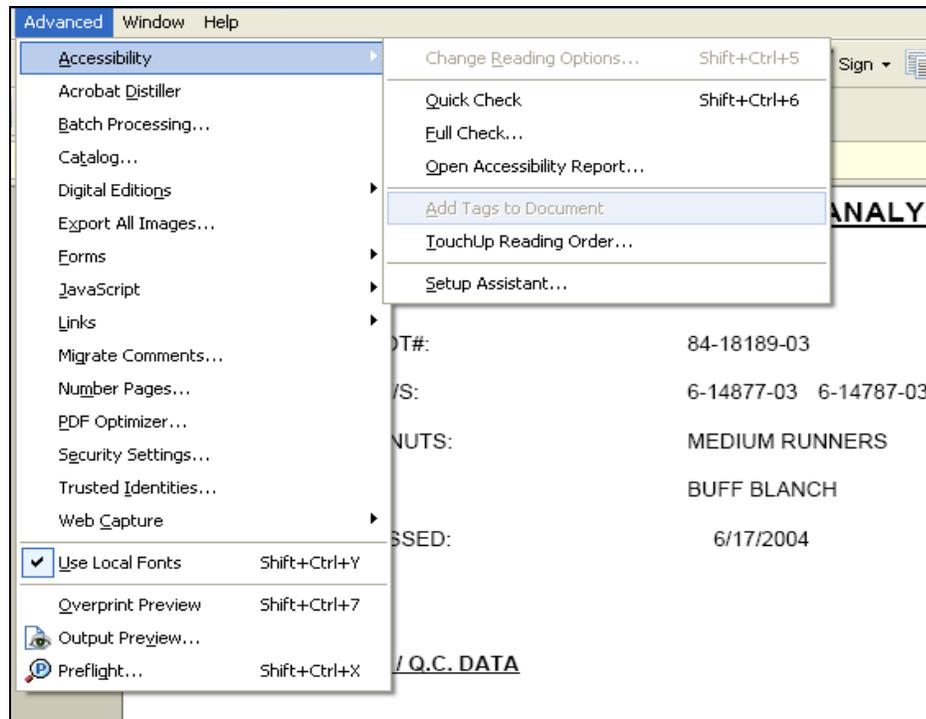


2 If the PDF form is already tagged, use the TouchUp Reading Order tool in Adobe Acrobat Professional to tag each form field added in step 1 of this workflow. This tool allows the user to fix any reading order problems of the text labels for the form fields. (For instance, merged lines of fields may need to be split into individual fields.)



3 If the form is untagged, use Adobe PDF Forms Access to perform the following steps to add tags to the Adobe PDF document:

- a) Open the Adobe PDF document in Acrobat 7.0.
- b) Choose Advanced > Accessibility > Add Tags To Document.



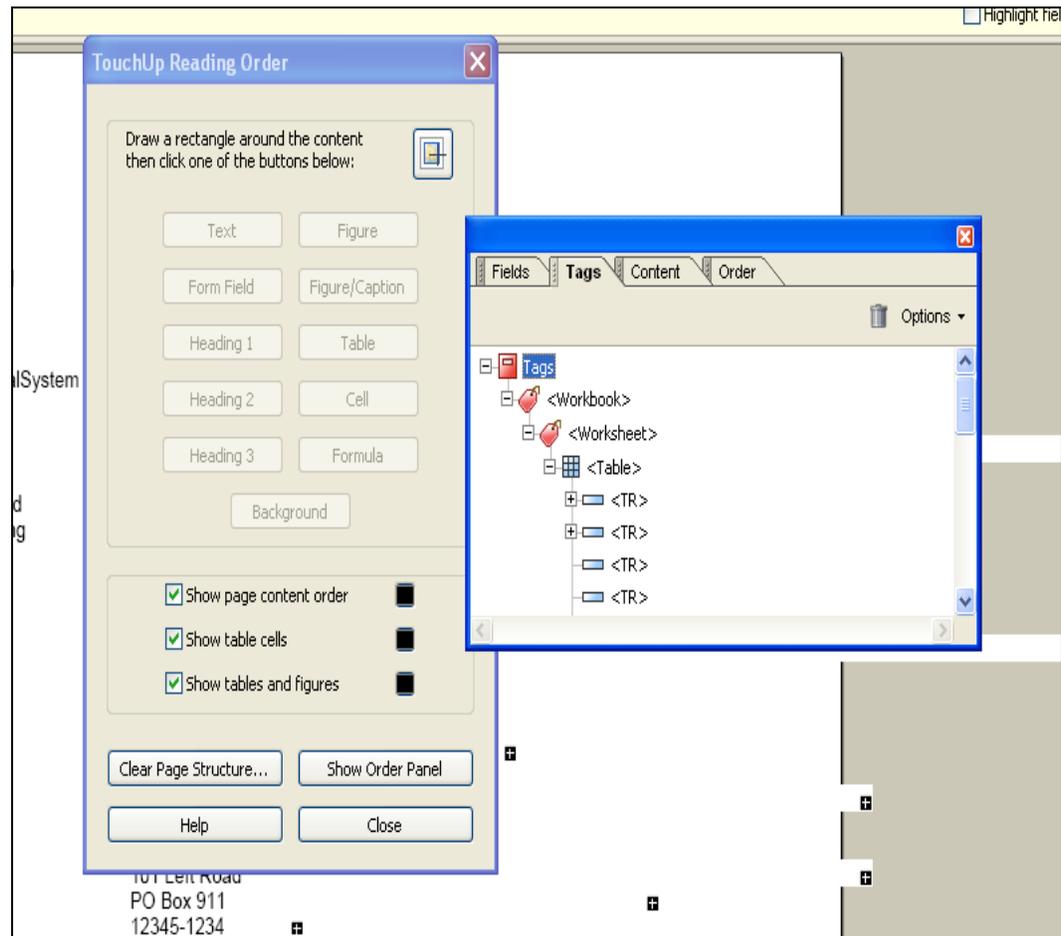
Acrobat analyzes each page to determine the page's various elements and roles, their proper reading order, and which tag to apply to each element. It then adds a tag tree to the document to represent these page elements and their reading order. In Acrobat 7.0 Professional, a report of the results also appears in the How To window after the process is complete, so that you can edit any tags that need repair.

#### 4.5.4 Complete the Accessible Adobe PDF Document

To ensure the PDF Document is accessible, perform the following steps in Adobe Acrobat Professional:

- 1 Perform an Accessibility Full Check and verify that the fonts in the document are accessible.
- 2 Use the TouchUp Reading Order tool to fix reading order and other problems.
- 3 Add other features to optimize the PDF document for accessibility.

#### 4 Edit the tag tree to repair complex problems.

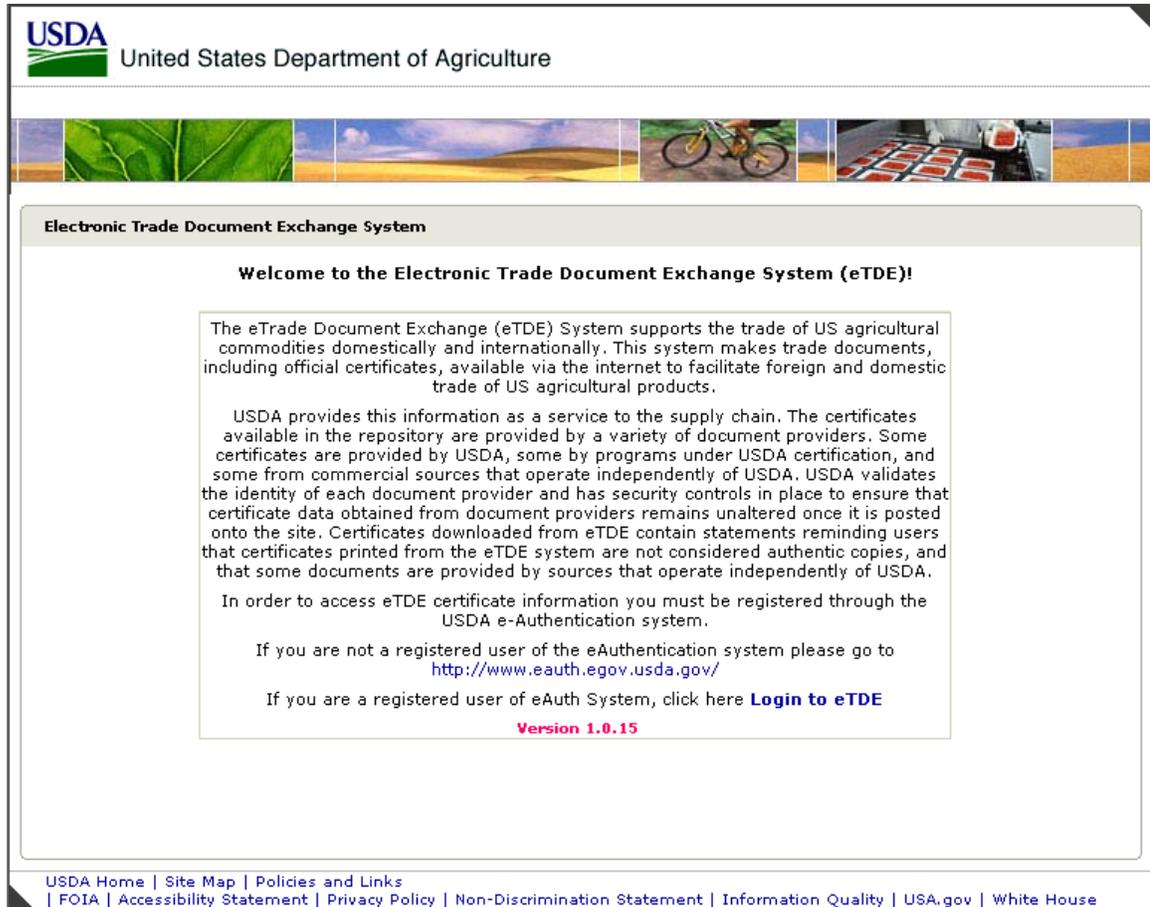


## 5. Accessing and Using the eTDE Website

This section will show the actual eTDE Graphical User Interface (GUI) and provides step-by-step instructions for how users will interact with each screen. The eTDE System can be accessed on the internet at <http://www.etde.usda.gov>.

Note: Users may have to disable pop ups in order to prevent “linkage not found” errors while navigating the eTDE system. If pop ups are allowed and a survey request appear, respond ‘NO’ to the request. If ‘page not found’ error occurs simply refresh page.

### 5.1 eTDE Welcome Page



The screenshot shows the eTDE Welcome Page. At the top left is the USDA logo and the text "United States Department of Agriculture". Below this is a horizontal banner with four images: a green leaf, a yellow field, a person on a bicycle, and a person in a white shirt. The main content area is titled "Electronic Trade Document Exchange System" and "Welcome to the Electronic Trade Document Exchange System (eTDE)!". It contains a paragraph explaining the system's purpose, a paragraph about the information provided by USDA, and instructions on how to access the system, including a link to the eAuthentication system and a "Login to eTDE" button. The version number "Version 1.0.15" is displayed at the bottom of the main content area. At the very bottom of the page, there is a footer with links to "USDA Home", "Site Map", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House".

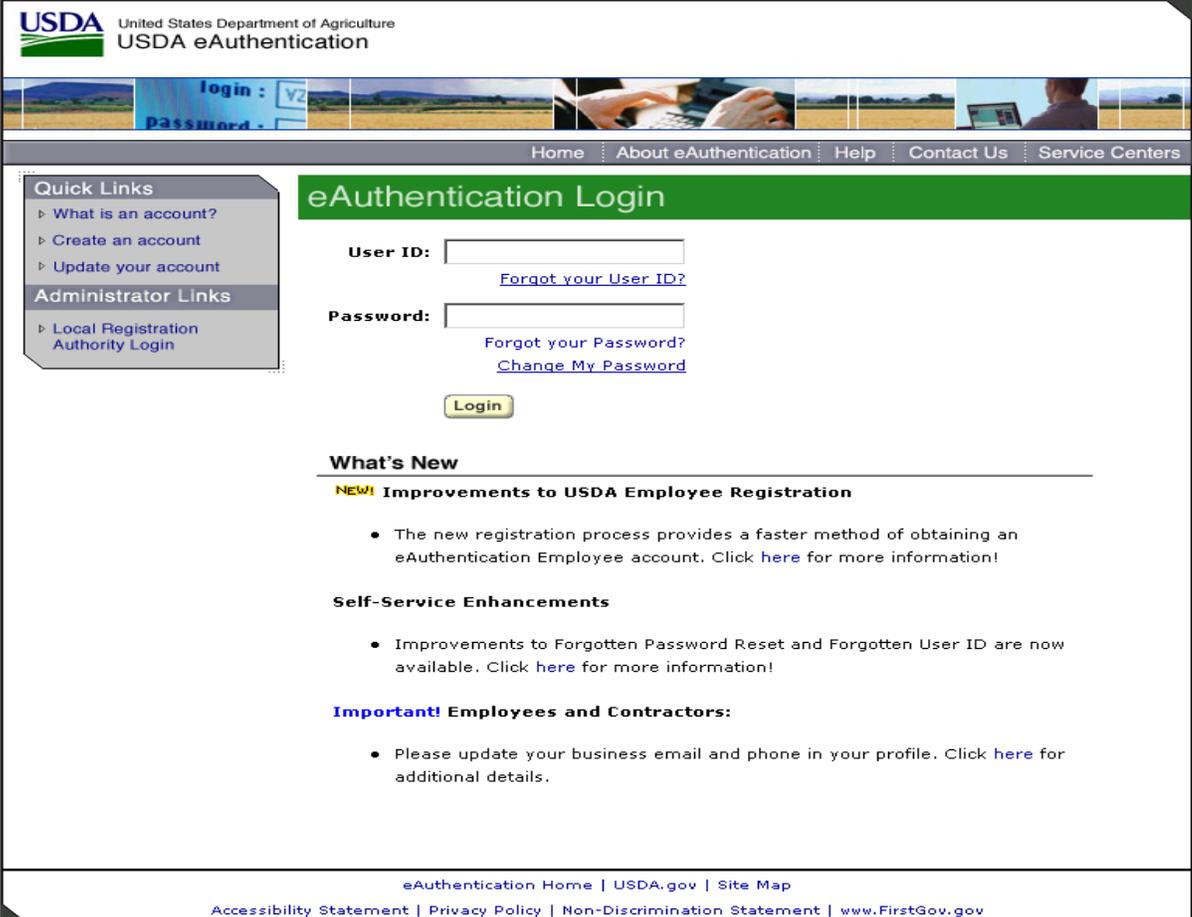
Navigate to [www.etde.usda.gov](http://www.etde.usda.gov) to see the eTDE Welcome Page

#### 1. Click to apply for a USDA eAuthentication Account

- If you do not have an eAuthentication Username and Password, or If you have not registered with eAuthentication System, user is directed to eAUTH home page*
- See User Guide: Instructions\_Access\_eTDE\_Production 4 June 2009*

2. Click to Login to eTDE

## 5.2 eTDE Login via USDA's eAuthentication Page



### eTDE Users Login via the USDA's eAuthentication Page

1. Enter eAUTH Username and Password

2. Click to login

- a. If user logs into system for the first time, user is directed to the "eTDE Request Registration Page"
- b. If registered user with Associated Entity, user is directed to the "eTDE Home Page"
- c. If registered user without Associated Entity, user is directed to the "eTDE User Profile Page"

### 5.3 eTDE Registration Request Page

**USDA** United States Department of Agriculture

The average American consumes more than 6 pounds of peanuts and peanut butter products each year

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Request Registration

Please fill in required fields (\*)

**eTDE User Registration Request**

\* First Name  \* Last Name   
 \* Work Name  \* Work Street Addr1   
 \* Work Country  Work Street Addr2   
 \* Work City  Work State / Province  \* Work Zip / Postal Code   
 \* Work Phone  Work Fax  Mobile Phone   
 \* Primary Email  Alternate Email

Register New Entity and Become Entity Administrator  
 Entity Information same as Work Information

**eTDE Entity Registration Request**

\* Entity Name  Commodity Type   
 \* Entity Street Addr 1  Entity Street Addr 2   
 \* Entity City  Entity State / Province  \* Entity Zip / Postal Code   
 \* Entity Phone  Entity Fax  Mobile Phone   
 \* Entity Country   
 Comment

**Request Registration** **Cancel**

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[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

#### Unregistered eTDE User Requests Registration for eTDE System

1. **Enter User demographic information**
  - a. *User chooses not to Request Entity Registration*
2. **Click Request Registration Button**



- a. User is directed to "User Profile Page" with demographic information populated
- 3. Click to Cancel**
  - a. User is directed to the "eAuth Login Page"
- 4. If user desires to Request New Entity Registration, Click  to Register New Entity**
- 5. If necessary, click Entity Information same as Work Information** 
  - a. If Entity demographic information is same as Work demographic information
- 6. Enter Entity demographic Information**
  - a. If Entity demographic information is different than Work demographic information
- 7. Click to Request Registration**
  - a. Entity Registration Request sent to Systems Administrator for approval
  - b. User is directed to "User Profile Page" with demographic information populated
- 8. Click to Cancel**
  - a. User is directed to the "eTDE Welcome Page"

## 5.4 eTDE User Profile Page (Unassociated User)



**United States Department of Agriculture**

The average American consumes more than 6 pounds of peanuts and peanut butter products each year

Skip Navigation
Profile
Reports
Contact Us
Help
Log

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

Skip Navigation  
eTDE > Profile

**eTDE User Profile**

Please fill in required fields (\*)

*First Name	<input type="text" value="testtdp02"/>	*Last Name	<input type="text" value="testtdp02"/>
*Work Name	<input type="text" value="Nutco"/>	*Work Street Addr1	<input type="text" value="p"/>
*Work Country	<input type="text" value="USA"/>	Work Street Addr2	<input type="text" value="p"/>
*Work City	<input type="text" value="p"/>	Work State / Province	<input type="text" value="Rio De Janeiro"/>
		*Work Zip / Postal Code	<input type="text" value="22102-0987"/>
*Work Phone	<input type="text" value="p"/>	Work fax	<input type="text" value="s"/>
		Mobile Phone	<input type="text" value="s"/>
* Primary Email	<input type="text" value="abc@xyz.com"/>	Alternate Email	<input type="text"/>

**Update Profile**
**Cancel**

---

**Current Entity Association**

Current Association:

**Disassociate**
**Cancel**

---

**Entity Association Request**

Request Association (users may associate with only one entity):

- USDA - Gastonia
- JLEEK
- Golden
- Nutco
- Snickers
- Rollo
- Mars
- Birdsong

**Request Association**
**Cancel**

---

**Entity and External System Registration Request**

Note: Access is limited until your association request and/or entity registration request has been approved.

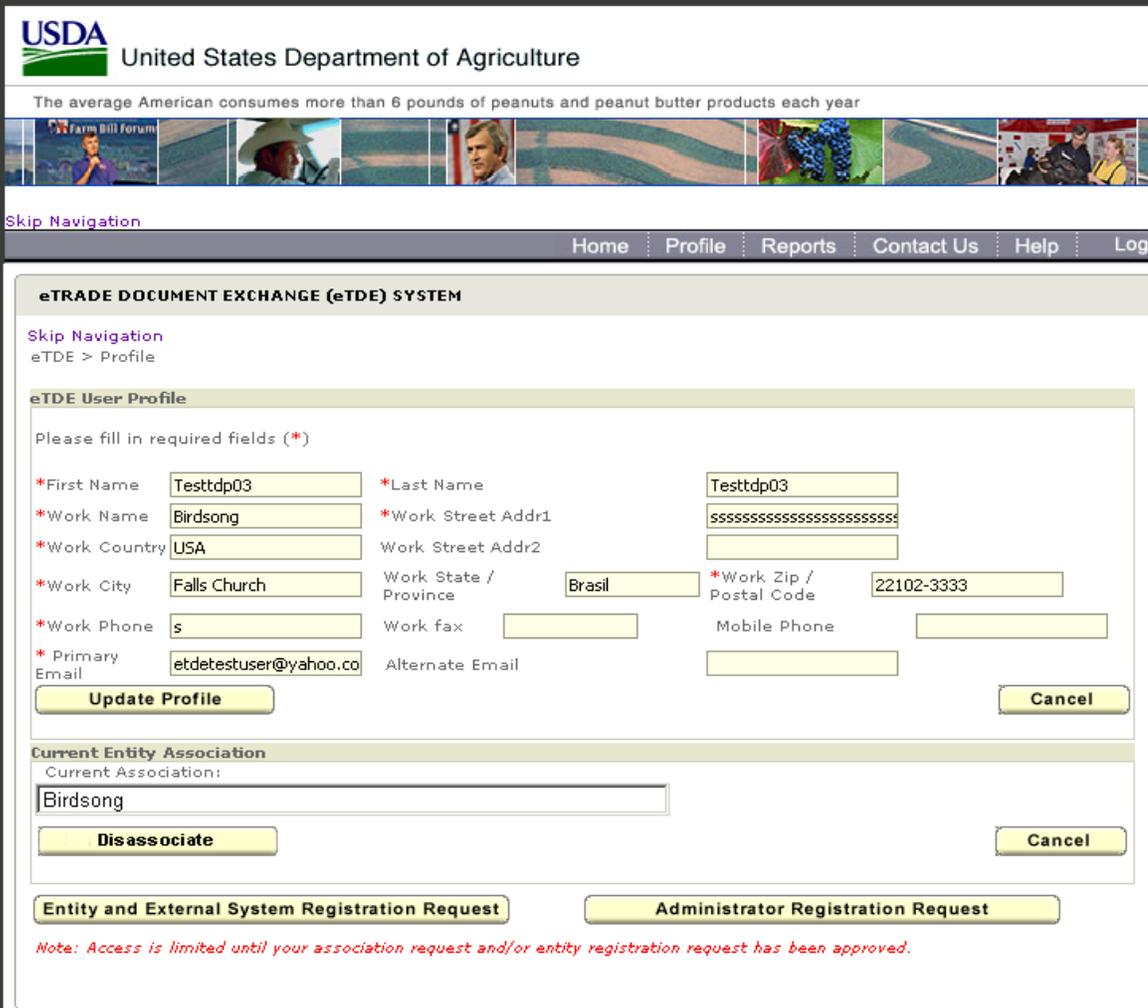
[USDA Home](#) | [Site Map](#) | [Policies and Links](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [White Hous](#)

## eTDE User Manages User Profile (Unassociated User)

---

- 1. If necessary, Edit Home and/or Work demographic information**
  - a. Click "Update Profile" button
  - b. Verify that "Transaction Successful" message appears
  - c. Profile Information now updated with changes
- 2. Click radio button for which user may associate with only one entity**
- 3. Click "Request Association" button**
  - a. Entity Association Request sent to Entity Administrator
  - b. User remains in User Profile Page
- 4. Click "Entity and External System Registration Request" button**
  - a. User is directed to the "Entity & External System Registration Page"
  - b. Unassociated users will have the ability to request ability to request Entity Registration
- 5. Click to Cancel**
  - a. , User remains in User Profile page
  
- 6. If necessary, Edit Home and/or Work demographic information**
  - a. Click "Update Profile" button
  - b. Verify that "Transaction Successful" message appears
  - c. Profile Information now updated with changes
- 7. Click "Request Disassociation" button**
  - a. Verify that "Transaction Successful" message appears
  - b. User no longer associated with Entity
  - c. Entity Disassociation Notification sent to Entity Administrator
  - d. User remains in User Profile Page
- 8. Click radio button for which user may associate with only one entity**
- 9. Click "Request Association" button**
  - a. Verify that "Transaction Successful" message appears
  - b. Entity Association Request sent to Entity Administrator
  - c. User remains in User Profile Page
- 10. Click "Entity and External System Registration Request" button**
  - a. User is directed to the "Entity & External System Registration Page"
  - b. Users that are currently associated with an Entity will not have the ability to request Entity Registration
  - c. If User is not associated to an Entity, "Register New External System" checkbox will be "grayed" out.
- 11. Click "Administrator Registration Request" button**
  - a. If associated to an Entity, User is directed to the "Administrator Registration Page"
  - b. If User is not associated to an Entity, "Administrator Registration Request button" will not be active
- 12. Click to Cancel**
  - a. If User associated to an Entity, User is directed Homepage
  - b. If User not associated to an Entity, User remains in User Profile page

## 5.5 eTDE User Profile Page (Associated User)



The screenshot shows the eTDE User Profile page. At the top, there is a USDA logo and the text "United States Department of Agriculture". Below this is a banner with the text "The average American consumes more than 6 pounds of peanuts and peanut butter products each year" and a row of small images. A navigation bar contains links for Home, Profile, Reports, Contact Us, Help, and Log. The main content area is titled "eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM" and includes a "Skip Navigation" link and the breadcrumb "eTDE > Profile".

The "eTDE User Profile" section contains a form with the following fields:

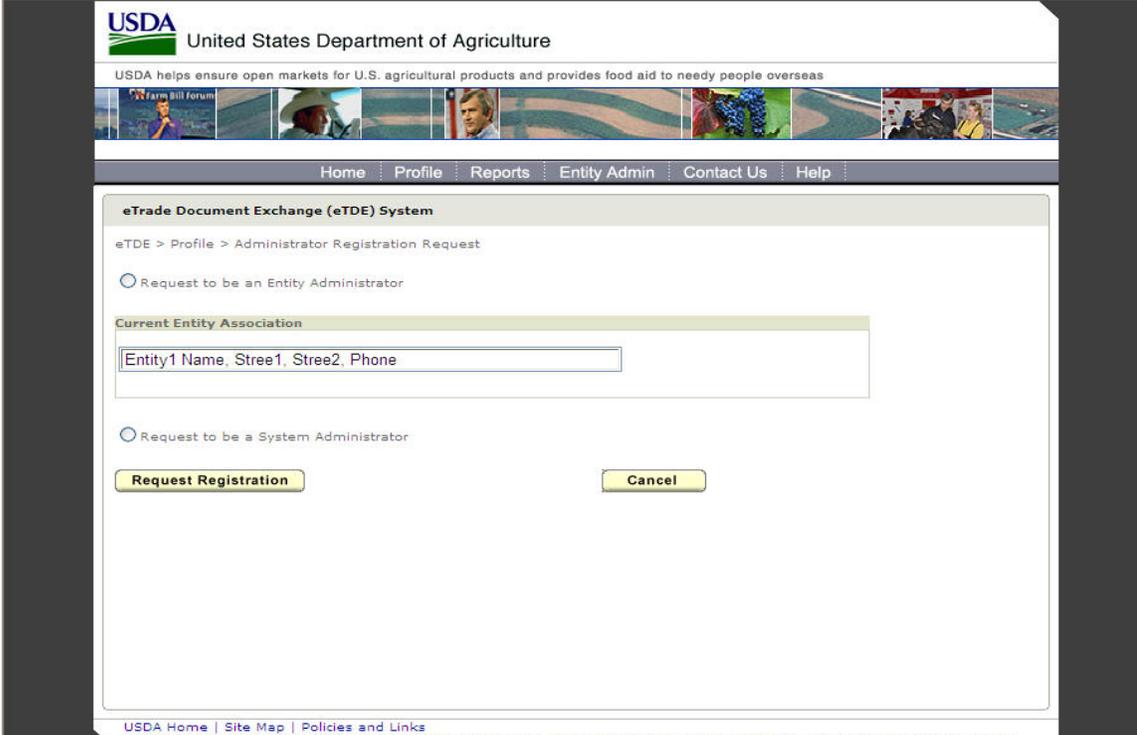
- \*First Name: Testtdp03
- \*Last Name: Testtdp03
- \*Work Name: Birdsong
- \*Work Street Addr1: sssssssssssssssssssssssssssssssssssssss
- \*Work Country: USA
- Work Street Addr2: [empty]
- \*Work City: Falls Church
- Work State / Province: Brasil
- \*Work Zip / Postal Code: 22102-3333
- \*Work Phone: s
- Work fax: [empty]
- Mobile Phone: [empty]
- \* Primary Email: etdetestuser@yahoo.co
- Alternate Email: [empty]

Buttons for "Update Profile" and "Cancel" are located below the form. Below the form is the "Current Entity Association" section, which shows "Birdsong" as the current association and a "Disassociate" button. At the bottom of the page, there are buttons for "Entity and External System Registration Request" and "Administrator Registration Request". A note states: "Note: Access is limited until your association request and/or entity registration request has been approved." The footer contains links for USDA Home, Site Map, Policies and Links, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and White House.

1. If necessary, Edit Home and/or Work demographic information
  - a. Click "Update Profile" button
  - c. Profile Information now updated with changes
2. Click "Request Disassociation" button
  - a. User no longer associated with Entity, but will remain active and have access to system as an unassociated user
  - b. Entity Disassociation Notification sent to Entity Administrator

- c. User remains in User Profile Page
3. **Click “Entity and External System Registration Request” button**
  - a. User is directed to the “Entity & External System Registration Page”
  - b. Associated Users will have the ability to request External System Registrations
4. **Click “Administrator Registration Request” button**
  - a. Associated Users will have the ability to Request Entity and/or System Administrator Registrations
5. **Click to Cancel**
  - a. User is directed to Homepage

## 5.6 eTDE Administrator Registration Request Page



USDA United States Department of Agriculture

USDA helps ensure open markets for U.S. agricultural products and provides food aid to needy people overseas

Home Profile Reports Entity Admin Contact Us Help

eTrade Document Exchange (eTDE) System

eTDE > Profile > Administrator Registration Request

Request to be an Entity Administrator

Current Entity Association

Entity1 Name, Stree1, Stree2, Phone

Request to be a System Administrator

Request Registration Cancel

USDA Home | Site Map | Policies and Links  
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### eTDE User Requests Entity or System Administrator Registration

1. **Click “Request to be an Entity Administrator” radio button**
  - a. Associated Users will have the ability to request Entity Administrator Registrations
  - b. If user has already submitted an Entity Administrator request and awaiting approval, the user will not be allowed to submit another request
  - c. If user has been deactivated as an Entity Administrator for their associated Entity, the user will not be able to submit another request
  - d. If user is currently and Entity Administrator for their associated Entity, the user will not be able to submit another request
2. **Click “Request Registration” button**



- a. *Entity Administrator Registration Request sent to System Administrator for approval*
- b. *User remains in Administrator Registration Request page*
- 3. Click “Request to be a System Administrator” radio button**
  - a. *Associated Users will have the ability to request System Administrator Registrations*
  - b. *If user has already submitted an System Administrator request and awaiting approval, the user will not be allowed to submit another request*
  - c. *If user has been deactivated as an System Administrator, the user will not be able to submit another request*
  - d. *If user is currently an System Administrator, , the user will not be able to submit another request*
- 4. Click “Request Registration” button**
  - a. *System Administrator Registration Request sent to System Administrator for approval*
  - b. *User remains in Administrator Registration Request page*
- 5. Click to Cancel**
  - a. *User directed to User Profile Page*



## 5.7 eTDE Entity and External System Registration Request Page (Entity Registration)

USDA United States Department of Agriculture

The average American USDA member finds 6 points of contact with the Farm Stamp, the National School Breakfast, and the WIC Programs

Skip Navigation Profile Reports Contact Us Help Logout

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Profile > Entity & External System Registration

Please fill in required fields (\*)

Register New Entity and become Entity Administrator

**eTDE Entity Registration Request**

\*Entity Name  Commodity Type

\*Entity Street Addr1  Entity Street Addr2

\*Entity City  Entity State / Province  \*Entity Zip / Postal Code

\*Entity Phone  \*Entity Country

Entity Fax

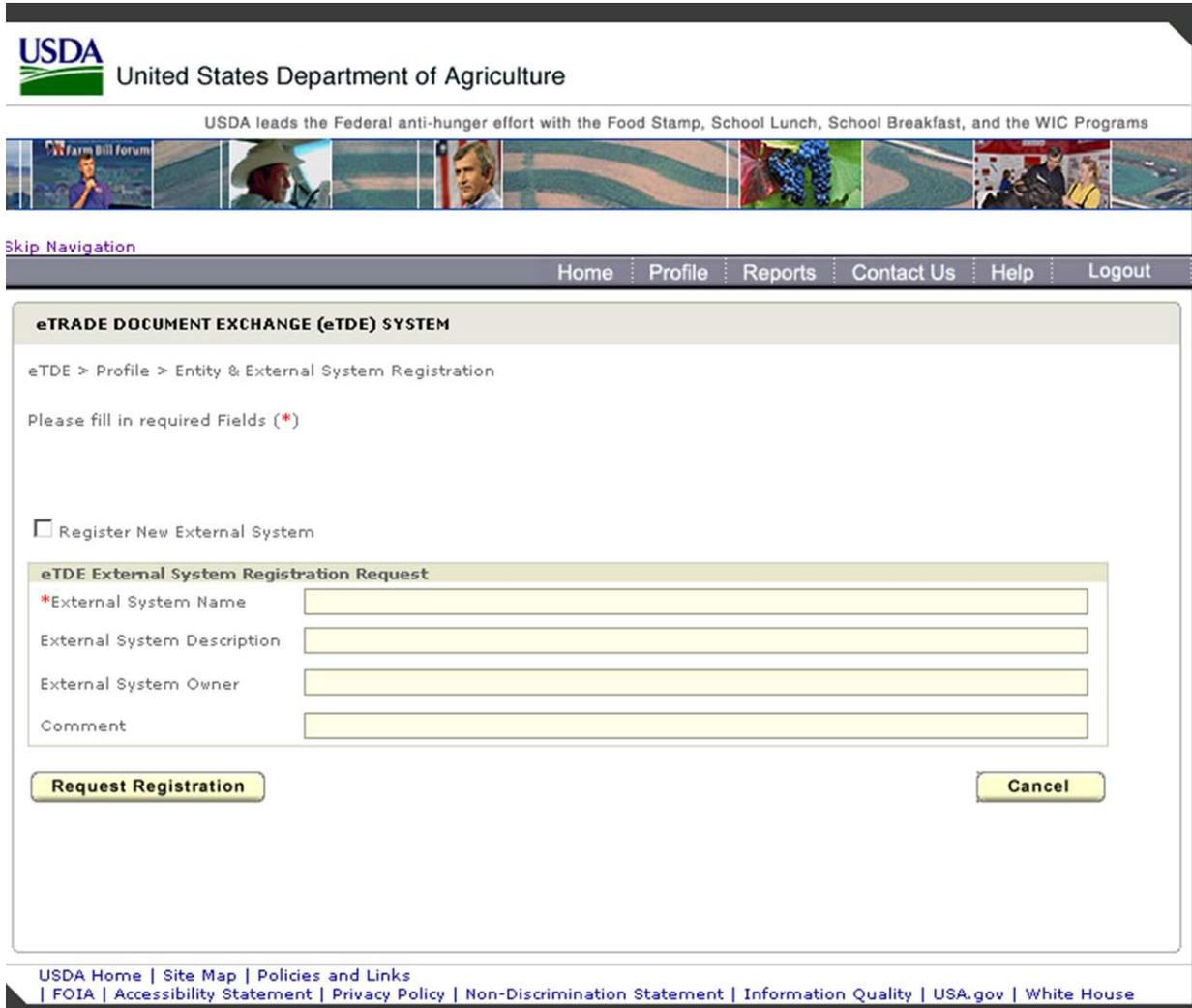
Comment

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### eTDE User Submits Request for Entity and/or External System Registration

1. Click  “Request New Entity and become Entity Administrator” checkbox
  - a. Complete Entity demographic information
2. If necessary, click Entity Information same as Work Information 
  - a. If Entity demographic information is same as Work demographic information
3. Click “Request Registration” button
  - a. Entity Registration Request sent to Systems Administrator for approval
  - b. Note: System Administrator notifies AMS upon approval
  - c. User is directed User Profile Page

## 5.8 eTDE Entity and External System Registration Request Page (External System Registration)



**USDA** United States Department of Agriculture

USDA leads the Federal anti-hunger effort with the Food Stamp, School Lunch, School Breakfast, and the WIC Programs

Skip Navigation

Home Profile Reports Contact Us Help Logout

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Profile > Entity & External System Registration

Please fill in required Fields (\*)

Register New External System

**eTDE External System Registration Request**

\*External System Name

External System Description

External System Owner

Comment

**Request Registration** **Cancel**

USDA Home | Site Map | Policies and Links  
| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

4. Click  “Request New External System” checkbox
  - a. Complete External System demographic information
5. Click “Request Registration” button
  - a. External System Registration Request sent to Entity Administrator for approval
  - b. Note: System Administrator notifies AMS upon approval
  - c. User directed to User Profile Page
6. Click to **Cancel**
  - a. User directed to User Profile Page



Note: The name of the company and/or individual to which authority for transferring documents to or from the eTDE system should be given. Connections for transfers will only be allowed for individuals or companies that have registered their external system through this request.

## 5.9 eTDE Home Page

**USDA** United States Department of Agriculture

Home Profile Reports Entity Admin Contact Us Help Logout

**Electronic Trade Document Exchange System**

eTDE > Home

**User:** TestEntAdmin03 TestEntAdmin03  
**Entity Name:** BirdsongPeanuts  
**Commodity Type:** Peanut

**Trade Documents**

Select	Document Info	Commodity Type	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded	Assigned ?
<input type="checkbox"/>	MetaData	Almond	20815	Almond_Inspection	Almond_INS1	VAH1Lot12001	08/29/2008	YES
<input type="checkbox"/>	MetaData	Almond	20821	Almond_Aflatoxin	Almond_AFA45	VAH1	08/29/2008	YES
<input type="checkbox"/>	MetaData	Peanut	20852	Blanching	Bla4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	20936	Grade	Gra4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	20942	Notice of Sampling	Not4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	20948	Transfer Clearance	Tra4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	20954	Quality	Qua4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	21002	EU Aflatoxin	EU_4	VAH1Lot101	08/29/2008	NO
<input type="checkbox"/>	MetaData	Peanut	21008	US Aflatoxin	US_4	VAH1Lot101	08/29/2008	NO

**Manage User Access** **Supersede Document**

**Search**

By Commodity Type:  By Document ID:  By Document Type:

By eTDE Reference:  By Certificate Number:

By Date Uploaded From:  To:  (use mm/dd/yyyy date format)

**Search Documents**

Get ADOBE READER

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## eTDE Home Page



1. **User's First and Last Name, Entity Name, Commodity Type are displayed**
2. **The Trade Document section lists all accessible Trade Documents uploaded in the past 7 days. The Trade Documents are displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Certificate Number, Document Uploaded, Assigned ?**
3. **Click on Document Info Metadata link**
  - a. *Document Information: Document Owner, Document Provider, Product, Document ID External System ,Document Type, Certificate Number , Document Status Certificate Number Superseding, Certificate Number Superseded, eTDE Reference, Date Issued, Date Uploaded Document Access: Username, User First Name, User Last Name , Entity Name (for which the User is associated), Date, Timestamp*
4. **Click on Manage User Access Button**
  - a. *Trade Document Owners will only have the ability to Manage Access to Trade Documents*
  - b. *Click on checkbox of Trade Document to be assigned shared ownership and/or access*
  - c. *User is directed to Manage User Access page*
  - d. *Trade Document selected from homepage appears in Manage Access for Trade Document section of the Manage User Access to Trade Document page, along with all other accessible documents associated with the eTDE Reference*
5. **Click on Supersede Button**
  - a. *Trade Document Providers will only have the ability to Supersede Trade Documents*
  - b. *Click on checkbox of Trade Document to be superseded*
  - c. *User is directed to Supersede Documents page*
  - d. *Trade Document selected from homepage appears in Documents to Superseded section of Supersede page*
6. **Click on Search Button**
  - a. *User can search by Commodity Type, Document ID, Document Type, eTDE Reference, Certificate Number, Date Uploaded From and To (Note: the eTDE Reference Number is a concatenation of the state, House Number, Lot Number and Crop Year fields.*



## 5.10 eTDE Manage User Access to Trade Document Page


United States Department of Agriculture

Home
Profile
Reports
Entity Admin
Contact Us
Help
Logout

**Electronic Trade Document Exchange System**

eTDE > Home > Manage User Access

**Manage Access to Unassigned Documents**

<input type="checkbox"/>	MetaData	Dairy	20870	Dairy_Bill_Of_Lading	Dairy_BOL4	VAH1Lot12001	08/29/2008
<input type="checkbox"/>	MetaData	Pistachio	20972	Pistachio_Control_Grading	PI_COG4	VAH1Lot12001	08/29/2008
<input type="checkbox"/>	MetaData	Pistachio	20990	Pistachio_FV-185	PI_FV4	VAH1Lot12001	08/29/2008
<input type="checkbox"/>	MetaData	Almond	20842	Almond_Shipper_EXP_Declaration	Almond_SED4	VAH1Lot12001	08/29/2008
<input type="checkbox"/>	MetaData	Dairy	20895	Dairy_Cert_Of_Analysis	Dairy_Cer_Ana4	VAH1Lot12001	08/29/2008
<input type="checkbox"/>	MetaData	Pistachio	20996	Pistachio_Phytosanitary	PI_Phy4	VAH1Lot12001	08/29/2008

**Share Document Ownership**

- Assign / Unassign Almond
- Assign / Unassign BirdsongPeanuts
- Assign / Unassign ConAgra
- Assign / Unassign Dairy
- Assign / Unassign FSIS
- Assign / Unassign JLA
- Assign / Unassign McKercher
- Assign / Unassign Port Authority
- Assign / Unassign The Entity Returns
- Assign / Unassign USDA

**Manage Document Access**

- Assign / Unassign Almond
- Assign / Unassign BirdsongPeanuts
- Assign / Unassign ConAgra
- Assign / Unassign Dairy
- Assign / Unassign FSIS
- Assign / Unassign JLA
- Assign / Unassign McKercher
- Assign / Unassign Port Authority
- Assign / Unassign The Entity Returns
- Assign / Unassign USDA

**Manage Assigned Document**

Select	Document Info	Commodity Type	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded	Assign
<input checked="" type="checkbox"/>	MetaData	Almond	20815	Almond_Inspection	Almond_INS1	VAH1Lot12001	08/29/2008	YES

**Share Document Ownership**

- Assign / Unassign Almond
- Assign / Unassign BirdsongPeanuts
- Assign / Unassign Blanchers
- Assign / Unassign ConAgra
- Assign / Unassign Dairy
- Assign / Unassign FSIS
- Assign / Unassign JLA
- Assign / Unassign McKercher
- Assign / Unassign Port Authority
- Assign / Unassign The Entity Returns
- Assign / Unassign USDA

**Manage Document Access**

- Assign / Unassign Almond
- Assign / Unassign BirdsongPeanuts
- Assign / Unassign Blanchers
- Assign / Unassign ConAgra
- Assign / Unassign Dairy
- Assign / Unassign FSIS
- Assign / Unassign JLA
- Assign / Unassign McKercher
- Assign / Unassign Port Authority
- Assign / Unassign The Entity Returns
- Assign / Unassign USDA

**Search Assign**

By Commodity Type: 
 By Document ID: 
 By Document Type:

By eTDE Reference: 
 By Certificate Number:

By Date Uploaded From: 
 To:  (use mm/dd/yyyy date format)

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### Manage User Access (Shared Ownership)



1. **The Manage Access to Trade Document sections lists the Trade Document selected from the Homepage along with all other accessible documents associated with the eTDE Reference. The Trade document(s) is displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Certificate Number, Document Uploaded**
2. **Click on Select All button (Manage Access to Unassigned Documents section)**
  - a. *Checkbox(s) is populated for all documents in Manage Access to Unassigned Documents section*
3. **Click on Deselect All Button (Manage Access to Unassigned Documents section)**
  - a. *Checkbox(s) is blank for all documents in Manage Access to Unassigned Documents section*
4. **Click on Select All Button (Share Document Ownership section)**
  - a. *Checkbox(s) is populated for all documents in Share Document Ownership section*
5. **Click on Deselect All Button (Share Document Ownership section)**
  - a. *Checkbox(s) is blank for all documents in Shared Document Ownership section*
6. **Click on checkbox of desired Entity(s) to assign ownership privileges**
  - a. *Checkbox(s) is populated for selected Entity(s) in Share Document Ownership section*
7. **Click on Submit Button (Share Document Ownership section)**
  - a. *Entity will share ownership of document selected*
  - b. *Document is moved to Manage Assigned Document section with shared ownership assignments saved*
    1. *User will have the ability to unassign current shared ownership assignments or assign further shared ownership assignments to other Entities*
  - c. *User remains in Manage User Access to Trade Documents page*
8. **Click on Search Button (Search Functionality only applies to documents that have been assigned previously – Manage Assigned Document section)**
  - a. *User can search by Commodity Type, Document ID, Document Type, Certificate Number, eTDE Reference, Date Uploaded From and To*
9. **Click Cancel button (Share Document Ownership section)**
  - a. *User is directed to Homepage*

## Manage User Access (Assigned Access)

1. **Click on Select All Button (Manage Access to Unassigned Documents section)**
  - a. *Checkbox(s) is populated for all documents in Manage Unassigned Document section*
2. **Click on Deselect All Button (Manage Access to Unassigned Documents section)**
  - a. *Checkbox(s) is blank for all documents in Manage Unassigned Document section*
3. **Click on Select All Button (Manage Document Access section)**
  - a. *Checkbox(s) is populated for all documents in Manage Document Access section*
4. **Click on Deselect All Button (Manage Document Access section)**
  - a. *Checkbox(s) is blank for all documents in Manage Document Access section*
5. **Click on checkbox of desired Entity(s) to assign access privileges**
  - a. *Checkbox(s) is populated for selected Entity(s) in Management Document Access section*
6. **Click on Submit Button (Manage Document Access section)**
  - a. *Entity will have access to document selected*
  - b. *Document is moved to Manage Assigned Document section with access assignments saved*
    1. *User will have the ability to unassign current access assignments or assign further access assignments to other Entities*
  - c. *User remains in Manage User Access to Trade Documents page*
7. **Click on Search Button Search Functionality only applies to documents that have been assigned previously – Manage Assigned Document section)**



- 
- a. *User can search by Commodity Type, Document ID, Document Type, Certificate Number, eTDE Reference, Date Uploaded From and To*
  8. **Click Cancel button (Manage Document Access section)**
    - a. *User is directed to Homepage*



## 5.11 eTDE Supersede Document Page


United States Department of Agriculture






[Home](#) | [Profile](#) | [Reports](#) | [Entity Admin](#) | [Contact Us](#) | [Help](#) | [Logout](#)

**Electronic Trade Document Exchange System**

eTDE > [Home](#) > Supersede

**Document to be Superseded**

Select	Document Info	Commodity Type	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded	Assign
<input checked="" type="radio"/>	MetaData	Pistachio	20848	Blanching	BlaPistachio	Lot1	08/29/2008	NO

**Superseding Document**

Select	Document Info	Commodity Type	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded	Assign
<input type="radio"/>	MetaData	Almond	20845	Blanching	BlaAlmond	Lot1	08/29/2008	NO
<input type="radio"/>	MetaData	Dairy	20846	Blanching	BlaDairy	Lot1	08/29/2008	NO
<input type="radio"/>	MetaData	Egg	20847	Blanching	BlaEgg	Lot1	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20849	Blanching	Bla1	VAH1Lot101	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20850	Blanching	Bla2	VAH1Lot101	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20851	Blanching	Bla3	VAH1Lot101	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20852	Blanching	Bla4	VAH1Lot101	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20853	Blanching	Bla5	VAH1Lot101	08/29/2008	NO
<input type="radio"/>	MetaData	Peanut	20854	Blanching	Bla6	VAH1Lot101	08/29/2008	NO

**Supersede Document**

**Search**

By Commodity Type:  By Document ID:  By Document Type:

By eTDE Reference:  By Certificate Number:

By Date Uploaded From:  To:  (use mm/dd/yyyy date format)

**Search Documents** **Cancel**

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### eTDE Supersede Page (Trade Document Providers)



1. **The Document to be Superseded section lists the Trade Document selected from the Homepage. The Trade document is displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Certificate Number, Document Uploaded**
  - a. *User can only supersede one document at a time*
2. **The Superseding Document sections lists all accessible Trade Documents uploaded in the past 7 days. The Trade documents are displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Document Uploaded**
3. **Click Supersede Button**
  - a. *User is directed to Supersede Confirmation page*
4. **Click on Search Button**
  - a. *User can search by Commodity Type, Document ID, Document Type, Certificate Number, eTDE Reference, Date Uploaded From and To*
5. **Click Cancel button**
  - a. *User is directed to Homepage*



## 5.12 eTDE Supersede Confirmation Page

### eTDE Supersede Confirmation Page

1. **The Document to be Superseded section lists the Trade Document selected from the Homepage. The Trade document is displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Certificate Number, Document Owner, Document Uploaded**
2. **The Document to be Superseded section lists the Trade Document selected from the Superseding Document section from the Superseding Document page. The Trade document is displayed by Commodity Type, Document ID, Document Type, eTDE Reference, Document Owner, Document Uploaded**
3. **Click on Confirm to Supersede Document Button**
  - a. *Document is Superseded with Superseding document*
  - b. *User remains in Supersede Confirmation page*
4. **Click Cancel button**
  - a. *User is directed to Supersede Page*

## 5.13 eTDE Reports Page



### eTDE Reports Page

1. **Click on eTDE User Report Link -**
  - a. The eTDE Users Report displays a list of Trade Document Users with access and entity Association within the eTDE system. The System Administrator has the capability to filter by Last Name and First Name.
    - i. *Primary User: System Administrator*
    - ii. *New Window opens with report details*
2. **Click on eTDE Entity User Report Link**
  - a. The eTDE Entity Users report will allow the eTDE Entity Administrator to view a report on all Users associated with their Entity. The Entity Administrator will have the ability to filter by Associated Users' Last Name and First Name.
    - i. *Primary User: Entity Administrator*
    - ii. *New Window opens with report details*
3. **Click on Non-Affiliated eTDE Report Link**
  - a. The Non-Affiliated eTDE Users report will allow the eTDE System Administrator to view information on all users who have not been associated with an entity, including their expiration date should they not Associate with an Entity. The System Administrator has the capability to filter by Last Name, First Name, and Activation Expiration Date.
    - i. *Primary User: System Administrator*
    - ii. *New Window opens with report details*



**4. Click on eTDE Entities with Access Report Link**

- a. The eTDE Entities with Access Report allows the Trade Document Owners to view information on all entities that have access to the Trade Document Owner's data and which documents those entities have access to. The Owner will have the ability to filter Date Uploaded From and To.
  - i. *Primary User: Entity Administrator, Trade Document Owner*
  - ii. *New Window opens with report details*

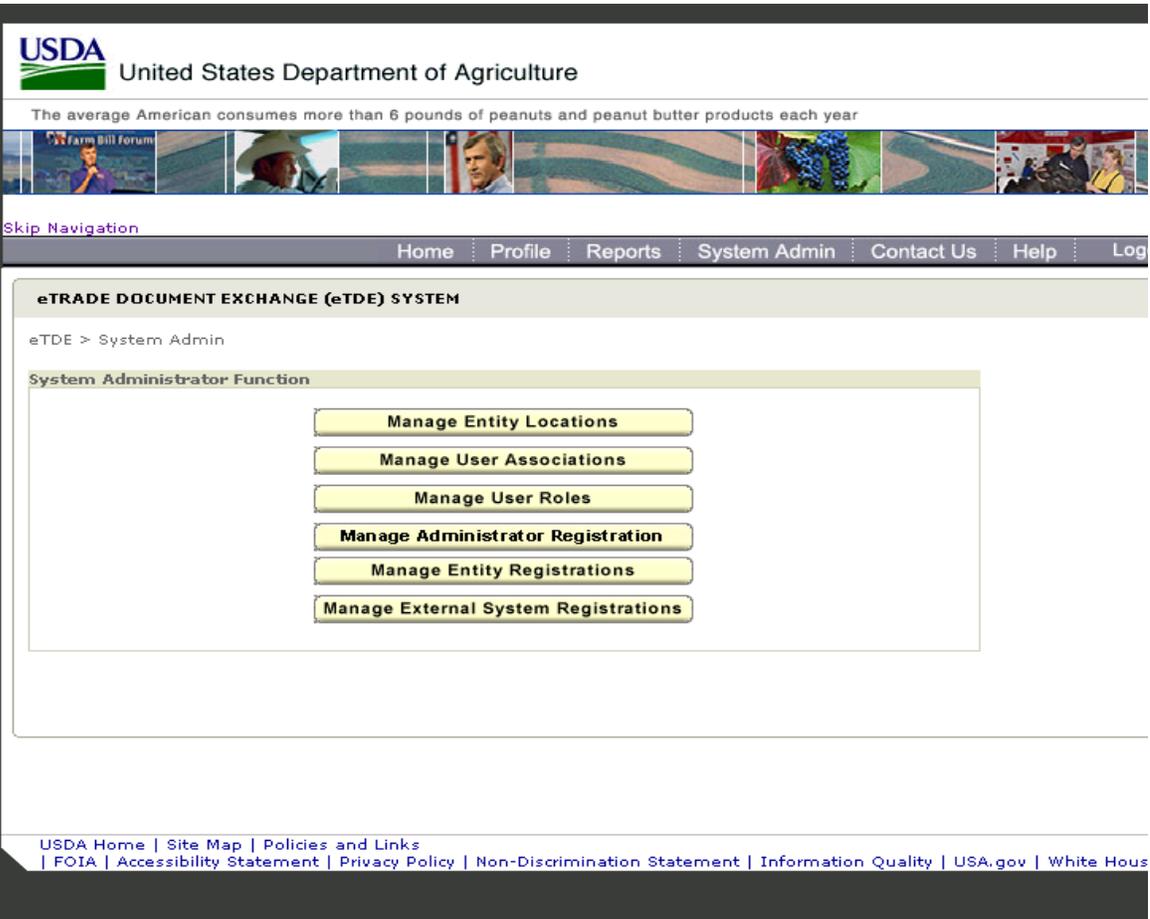
**5. Click on Entities with no Access Report Link**

- a. The eTDE Entities With No Access report allows the eTDE System Administrator to view information on all the entities that have not been given access to any entity data. The System Administrator has the capability to filter on Entity Name and Entity Activated Date.
  - i. *Primary User: System Administrator*
  - ii. *New Window opens with report details*

**6. Click on Access to Trade Document Owner Report Link**

- a. The Access to Trade Document Owners Report allows the Trade Document User to view information on who has given access permissions to the Trade Documents. The user will have the ability to filter by Owner Name, Date Uploaded From and To.
  - i. *Primary User: All users, excluding System Administrator*
  - ii. *New Window opens with report details*

## 5.14 eTDE System Administrator Page



USDA United States Department of Agriculture

The average American consumes more than 6 pounds of peanuts and peanut butter products each year

Skip Navigation

Home Profile Reports System Admin Contact Us Help Log

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > System Admin

**System Administrator Function**

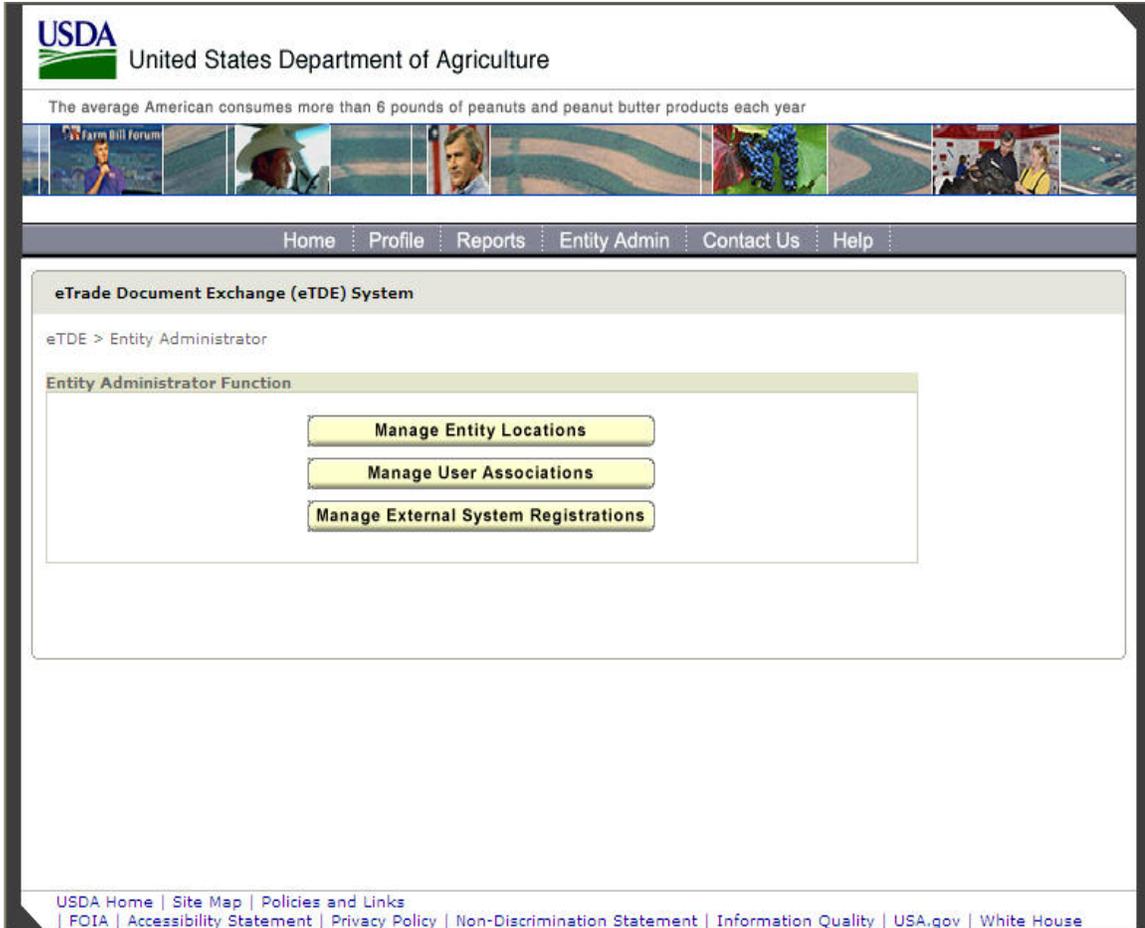
- Manage Entity Locations
- Manage User Associations
- Manage User Roles
- Manage Administrator Registrations
- Manage Entity Registrations
- Manage External System Registrations

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| FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

### eTDE System Administrator Page

- 1. Click on Manage Entity Locations Button**
  - a. System Administrator is directed to Manage Entity Locations page
- 2. Click on Manage User Associations Button**
  - a. System Administrator is directed to Manage User Associations page
- 3. Click on Manage User Roles Button**
  - a. System Administrator is directed to Manage User Roles page
- 4. Click on Manage Administrator Registrations Button**
  - a. System Administrator is directed to Manage Administrator Registrations page
- 5. Click on Manage Entity Registrations Button**
  - a. System Administrator is directed to Manage Entity Registrations page
- 6. Click on Manage External System Registrations Button**
  - a. System Administrator is directed to Manage External Systems Registration page

## 5.15 eTDE Entity Administrator Page



The screenshot shows the USDA website's eTDE Entity Administrator page. At the top, the USDA logo and "United States Department of Agriculture" are displayed. Below this is a banner with the text "The average American consumes more than 6 pounds of peanuts and peanut butter products each year" and a row of small images. A navigation menu includes "Home", "Profile", "Reports", "Entity Admin", "Contact Us", and "Help". The main content area is titled "eTrade Document Exchange (eTDE) System" and shows the breadcrumb "eTDE > Entity Administrator". Under the heading "Entity Administrator Function", there are three yellow buttons: "Manage Entity Locations", "Manage User Associations", and "Manage External System Registrations". At the bottom, a footer contains various links: "USDA Home", "Site Map", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House".

### eTDE Entity Administrator Page

1. **Click on Manage Entity Locations Button**
  - a. *Entity Administrator is directed to Manage Entity Locations page*
2. **Click on Manage User Associations Button**
  - a. *Entity Administrator is directed to Manage User Associations page*
3. **Click on Manage External System Registrations Button**
  - a. *Entity Administrator is directed to Manage External Systems Registration page*

## 5.16 eTDE Manage Entity Registrations Page

The screenshot displays the eTDE Manage Entity Registrations page. At the top, there is a USDA header with the text 'United States Department of Agriculture' and a navigation bar with links for Home, Profile, Reports, System Admin, Contact Us, Help, and Logout. Below the header, there is a section titled 'eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM' with a breadcrumb trail: 'eTDE > System Administration > Manage Entity Registration'. The main content area is divided into two sections. The first section, 'Approved / Pending / Deny Entity Registrations', contains a table with one row for the entity '2020'. To the right of the table are radio buttons for 'Approve', 'Pending' (which is selected), and 'Deny', along with 'Submit' and 'Cancel' buttons. The second section, 'Registered "Entities"', shows a list of entities with checkboxes: 'USDA - Gastonia', 'JLEEK', 'Golden', and an ellipsis. To the right of the list are buttons for 'Select All', 'Deselect All', 'Unregister', and 'Cancel'. At the bottom of the page, there is a footer with various links including 'USDA Home', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'USA.gov', and 'White House'.

### Manage Entity Registrations Page

1. **Click on Approve Radio Button and Click on Submit button (Approve / Pending / Deny Entity Registrations section)**
  - a. Entity Registration approved. Entity Registration Request Approval Notification sent to Requestor. System Administrator receives confirmation.
2. **Click on Pending Radio Button and Click on Submit button (Approve / Pending / Deny Entity Registrations section)**
  - a. Entity Registrations pending. Entity Registration Request Pending Notification sent to Requestor. System Administrator receives confirmation.
  - b. Entity Registration Request remains in cue
3. **Click on Deny Radio Button and Click on Submit button (Approve / Pending / Deny Entity Registrations section)**
  - a. Entity Registration Denied. Entity Registration Request Denial Notification sent to Requestor. System Administrator receives confirmation.



4. **Click Cancel button (Approve / Pending / Deny Entity Registrations section)**
  - a. User is directed to System Administrator page
5. **Click on Select All Button (Registered Entities section)**
  - a. Checkbox(s) is populated for all Entities in Registered Entities section
6. **Click on Deselect All Button (Registered Entities section)**
  - a. Checkbox(s) is blank for all Entities in Registered Entities section
7. **Click  to Unregister Entity Registration(s)**
  - a. Checkbox(s) is populated for all selected Entities(s)
8. **Click Submit Button (Registered Entities section)**
  - a. Entity Registration Unregistered. Entity Administrator and all users associated to Entity are automatically disassociated.
  - b. Unregistered Entity Registration Notification sent to Entity Administrator and all users associated to Entity. System Administrator receives confirmation.
9. **Click Cancel button (Registered Entities section)**
  - a. User is directed to System Administrator page

### 5.17 eTDE Manage External System Registrations Page

## Manage External System Registrations Page

1. **Click on Approve Radio Button and Click on Submit button (Approve / Pending / Deny External System Registrations section)**
  - a. *External System Registration approved. External System Registration Request Approval Notification sent to Requestor. Entity or System Administrator receives confirmation.*
2. **Click on Pending Radio Button and Click on Submit button (Approve / Pending / Deny External System Registrations section)**
  - a. *External System Registration pending. External System Registration Request Pending Notification sent to Requestor. Entity or System Administrator receives confirmation.*
  - b. *External System Registration remains in cue*
3. **Click on Deny Radio Button and Click on Submit button (Approve / Pending / Deny External System Registrations section)**
  - a. *External System Registration Denied. External System Registration Request Denial Notification sent to Requestor. Entity or System Administrator receives confirmation.*
4. **Click Cancel button (Approve / Pending / Deny External System Registrations section)**
  - a. *User is directed to Entity or System Administrator page*
5. **Click on Select All Button (Registered External Systems section)**
  - a. *Checkbox(s) is populated for all External Systems in Registered Entities section*
6. **Click on Deselect All Button (Registered Entities section)**
  7. *Checkbox(s) is blank for all External System in Registered Entities section*
8. **Click  to Unregister External System Registration(s)**
  - b. *Checkbox(s) is populated for all selected External System(s)*
9. **Click Submit Button (Registered Entities section)**
  - c. *External System Registration Unregistered.*
  - d. *Unregistered External System Registration Notification sent to Entity or System Administrator Requestor.*
10. **Click Cancel button (Registered Entities section)**
  - a. *User is directed to Entity or System Administrator page*

## 5.18 eTDE Manage Administrator Registrations Page

The screenshot shows the 'eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM' interface. At the top, there is a USDA logo and a navigation bar with links for Home, Profile, Reports, System Admin, Contact Us, Help, and Logout. Below the navigation bar, the page title is 'eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM'. The main content area is divided into three sections:

- Approved / Pending / Deny Entity Administrators:** This section contains a table with two columns: 'User - Entity' and 'Registration Status'. The table has one row with the user 'Testtdu03 Testtdu03 - Birdsong'. The 'Registration Status' column has three radio buttons: 'Approve', 'Pending' (which is selected), and 'Deny'. There are 'Submit' and 'Cancel' buttons to the right of the table.
- Activate / Deactivate Registered Entity Administrators:** This section contains a table with two columns: 'User - Entity' and 'Registration Status'. The table has five rows with users: 'Gastonia', 'TestEntAdmin02 TestEntAdm - JLEEK', 'TestEntAdmin05 TestEntAdm - Nutco', 'TestEntAdmin08 TestEntAdm - Rollo', and 'TestEntAdmin06 TestEntAdm - Mars'. The 'Registration Status' column has two radio buttons: 'Activate' (selected) and 'Deactivate'. There are 'Submit' and 'Cancel' buttons to the right of the table.
- Approved / Pending / Deny System Administrators:** This section contains a table with two columns: 'User' and 'Registration Status'. The table has one row with the user 'Testtdo03 Testtdo03'. The 'Registration Status' column has three radio buttons: 'Approve', 'Pending' (selected), and 'Deny'. There are 'Submit' and 'Cancel' buttons to the right of the table.
- Activate / Deactivate Registered System Administrators:** This section contains a table with two columns: 'User - Entity' and 'Registration Status'. The table has one row with the user 'TestSys03 TestSys03'. The 'Registration Status' column has two radio buttons: 'Activate' (selected) and 'Deactivate'. There are 'Submit' and 'Cancel' buttons to the right of the table.

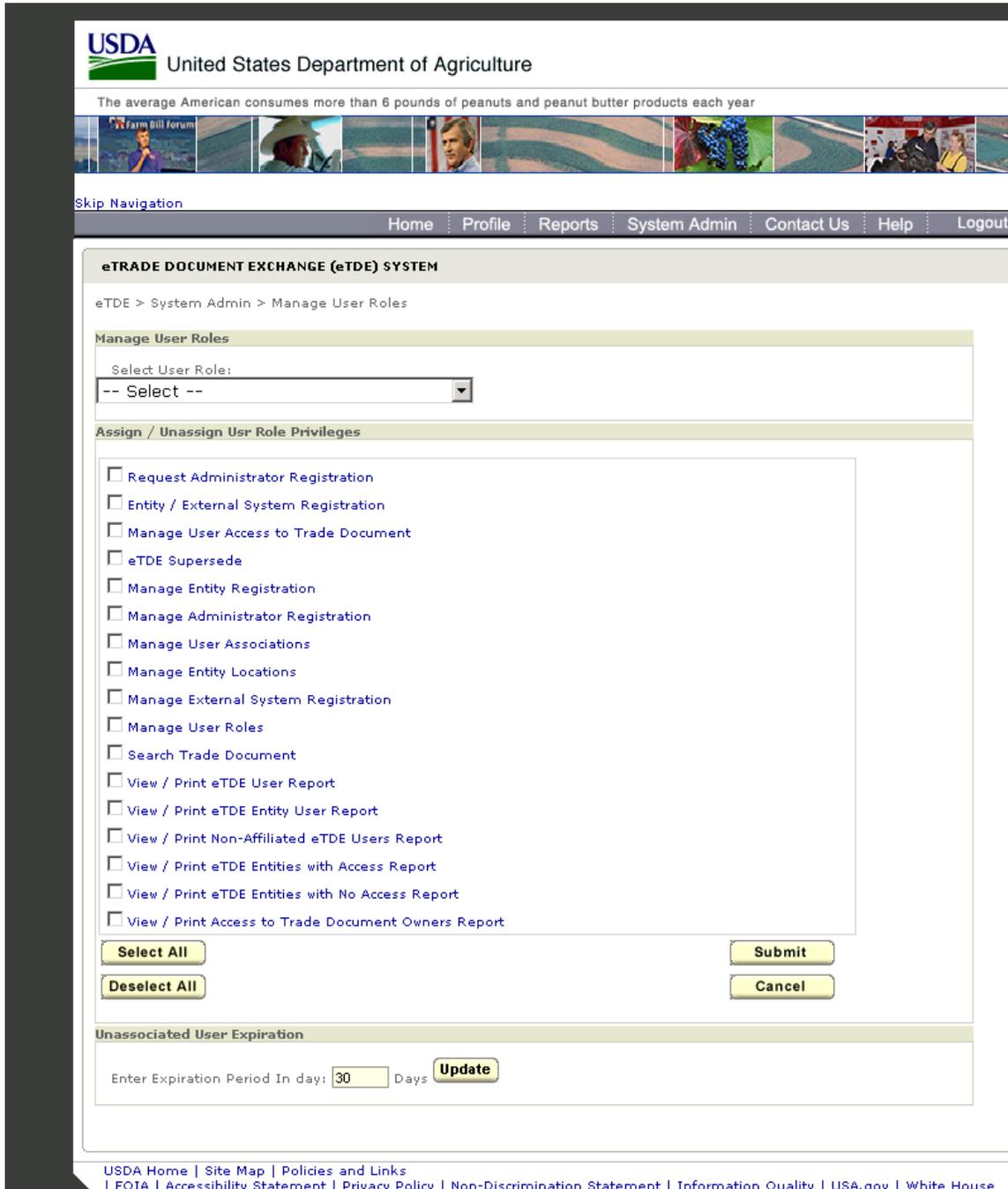
### Manage Administrator Registrations Page

1. **Click on Approve Radio Button and Click on Submit button (Approve / Pending / Deny Entity Administrators section)**
  - a. *Entity Administrator Registration approved. Entity Administrator Registration Request Approval Notification sent to Requestor. System Administrator receives confirmation.*



2. **Click on Pending Radio Button and Click on Submit button (Approve / Pending / Deny Entity Administrators section)**
  - a. *Entity Administrator Registration pending. Entity Administrator Registration Request Pending Notification sent to Requestor. System Administrator receives confirmation.*
  - b. *Entity Administrator Registration remains in cue*
3. **Click on Deny Radio Button and Click on Submit button (Approve / Pending / Deny Entity Administrators section)**
  - a. *Entity Administrator Registration Denied. Entity Administrator Registration Request Denial Notification sent to Requestor. System Administrator receives confirmation.*
4. **Click Cancel button (Approve / Pending / Deny Entity Administrators section)**
  - a. *User is directed to System Administrator page*
5. **Click on Approve Radio Button and Click on Submit button (Approve / Pending / Deny System Administrators section)**
  - a. *System Administrator Registration approved. System Administrator Registration Request Approval Notification sent to Requestor. System Administrator receives confirmation.*
6. **Click on Pending Radio Button and Click on Submit button (Approve / Pending / Deny System Administrators section)**
  - a. *System Administrator Registration pending. System Administrator Registration Request Pending Notification sent to Requestor. System Administrator receives confirmation.*
  - b. *System Administrator Registration remains in cue*
7. **Click on Deny Radio Button and Click on Submit button (Approve / Pending / Deny System Administrators section)**
  - a. *System Administrator Registration Denied. System Administrator Registration Request Denial Notification sent to Requestor. System Administrator receives confirmation.*
8. **Click Cancel button (Approve / Pending / Deny System Administrators section)**
  - a. *User is directed to System Administrator page*
9. **Click on Activate Radio Button and Click on Submit button (Activate / Deactivate Registered Entity Administrators section)**
  - a. *Entity Administrator Registration activated. Entity Administrator Registration Activation Notification sent to Requestor. System Administrator receives confirmation.*
10. **Click on Deactivate Radio Button and Click on Submit button (Activate / Deactivate Registered Entity Administrators section)**
  - a. *Entity Administrator Registration deactivated. Entity Administrator Registration Deactivation Notification sent to Requestor. System Administrator receives confirmation.*
11. **Click Cancel button (Activate / Deactivate Registered Entity Administrators section)**
  - a. *User is directed to System Administrator page*
12. **Click on Activate Radio Button and Click on Submit button (Activate / Deactivate Registered System Administrators section)**
  - a. *System Administrator Registration activated. System Administrator Registration Activation Notification sent to Requestor. System Administrator receives confirmation.*
13. **Click on Deactivate Radio Button and Click on Submit button (Activate / Deactivate Registered System Administrators)**
  - a. *System Administrator Registration deactivated. System Administrator Registration Deactivation Notification sent to Requestor. System Administrator receives confirmation.*
14. **Click Cancel button (Activate / Deactivate Registered System Administrators section)**
  - a. *User is directed to System Administrator page*

## 5.19 eTDE Manage User Roles Page



The screenshot shows the 'eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM' interface. At the top, there is a USDA logo and the text 'United States Department of Agriculture'. Below this is a banner with the text 'The average American consumes more than 6 pounds of peanuts and peanut butter products each year' and a row of small images. A navigation bar contains links for Home, Profile, Reports, System Admin, Contact Us, Help, and Logout. The main content area is titled 'eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM' and shows the breadcrumb 'eTDE > System Admin > Manage User Roles'. The 'Manage User Roles' section includes a dropdown menu for 'Select User Role:' currently set to '-- Select --'. Below this is the 'Assign / Unassign User Role Privileges' section, which contains a list of 20 checkboxes for various permissions, such as 'Request Administrator Registration', 'Entity / External System Registration', 'Manage User Access to Trade Document', and 'View / Print eTDE User Report'. At the bottom of this list are buttons for 'Select All', 'Deselect All', 'Submit', and 'Cancel'. The 'Unassociated User Expiration' section at the bottom has a text input field for 'Enter Expiration Period In day:' with the value '30' and an 'Update' button. The footer contains a series of links: 'USDA Home | Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House'.



## Manage User Roles Page

1. **Click on Select User Role dropdown window**
  - a. *List of Users of the eTDE System will appear*
    - i. *Trade Document User*
    - ii. *Entity Administrator*
    - iii. *System Administrator*
2. **Click on User Type to Assign / Unassign Privilege**
3. **Click on Select All Button**
  - a. *Checkbox(s) is populated for all Role Privileges*
4. **Click on Deselect All Button**
  - a. *Checkbox(s) is blank for all Role Privileges*
5. **Click  to Assign User Role Privileges**
  - a. *Checkbox(s) is populated for all selected User Role Privileges*
6. **Click  to Unassign User Role Privileges**
  - a. *Checkbox(s) is blank for all selected User Role Privileges*
7. **Click Submit Button**
  - a. *Role has been assigned additional privileges*
  - b. *Role has been unassigned privileges*
8. **Click Cancel button**
  - a. *User is directed to System Administrator page*

## 5.20 eTDE Manage User Associations Page

USDA United States Department of Agriculture

USDA leads the Federal anti-hunger effort with the Food Stamp, School Lunch, School Breakfast, and the WIC Programs

Skip Navigation

Home Profile Reports Entity Admin Contact Us Help Logout

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Entity Administrator > Manage User Association

Approved / Pending / Deny User Associations

User	Approve	Submit	Cancel
Testtdu03 Testtdu03	<input type="radio"/> Approve <input checked="" type="radio"/> Pending <input type="radio"/> Deny	Submit	Cancel

Activate / Deactivate User Association

User	Status	Submit	Cancel
Testtdo03 Testtdo03	<input checked="" type="radio"/> Activate <input type="radio"/> Deactivate <input type="radio"/> Disassociate	Submit	Cancel
Testtdp03 Testtdp03	<input checked="" type="radio"/> Activate <input type="radio"/> Deactivate <input type="radio"/> Disassociate	Submit	Cancel

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### Manage User Associations Page

1. **Click on Approve Radio Button and Click on Submit button (Approve / Pending / Deny User Association section)**
  - a. User Association approved. User Association Request Approval Notification sent to Requestor. Entity or System Administrator receives confirmation.
2. **Click on Pending Radio Button and Click on Submit button (Approve / Pending / Deny User Association section)**
  - a. User Association pending. User Association Request Pending Notification sent to Requestor. Entity or System Administrator receives confirmation.
  - b. User Association Request remains in cue
3. **Click on Deny Radio Button and Click on Submit button (Approve / Pending / Deny User Association section)**
  - a. User Association n Denied. User Association Request Denial Notification sent to Requestor. Entity or System Administrator receives confirmation.
4. **Click Cancel button (Approve / Pending / Deny User Association section)**



- a. *User is directed to Entity or System Administrator page*
- 5. Click on Activate Radio Button and Click on Submit button (Activate / Deactivate User Association section)**
  - a. *User Association activated. User Association Activation Notification sent to Requestor. Entity or System Administrator receives confirmation.*
  - b. *User associated to Entity*
- 6. Click on Deactivate Radio Button and Click on Submit button (Activate / Deactivate User Association section)**
  - a. *User Association deactivated. User Association Deactivation Notification sent to Requestor. Entity or System Administrator receives confirmation.*
  - b. *User no longer as access to eTDE System*
- 7. Click on Disassociate Radio Button and Click on Submit button (Activate / Deactivate User Association section)**
  - a. *User dissociated from Entity. User Disassociation Notification sent to Requestor. Entity or System Administrator receives confirmation.*
  - b. *User no longer associated to Entity, but will remain active and have access to system as an unassociated user.*
- 8. Click Cancel button (Activate / Deactivate User Association section)**
  - a. *User is directed to Entity or System Administrator page*

## 5.21 eTDE Manage Entity Locations Page

USDA United States Department of Agriculture

USDA leads the Federal anti-hunger effort with the Food Stamp, School Lunch, School Breakfast, and the WIC Programs

Skip Navigation

Home Profile Reports Entity Admin Contact Us Help Logout

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Entity Administration > Manage Entity Locations

Add Location to Entity

Entity

Birdsong

New Location

Testing Birdsong2

Add New Location For Selected Entity

Required Fields (\*)

Entity Name  Commodity Type

\*Entity Location Name

Entity Street Addr1  Entity Street Addr2

Entity City  Entity State / Province  Entity Zip / Postal Code

Entity Phone  Entity Fax

Entity Country

Comment

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### Manage Entity Locations Page

1. **Click New Location Link to Add New Entity Location**
  - a. Complete Entity Demographic Information
2. **Click Submit Button**
  - a. Entity Location added
3. **Click Location Link to Edit Entity Location**
  - a. Edit Entity Demographic Information
4. **Click Submit Button**
  - a. Entity location updated with changes
5. **Click Location Link to Remove Entity Location**
  - a. Click Remove button



- b. Entity Location Removed
- 6. Click Cancel button
  - a. User is directed to Entity or System Administrator/

## 5.22 eTDE Document Information Page

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

Document Information:

Document Owner: BirdsongPeanuts  
 Document Provider: Blanchers  
 Product: Peanut  
 Document ID External System: Bla1  
 Document Type: Blanching  
 Certificate Number: Bla4  
 Document Status: P  
 Certificate Number Superseding:  
 Certificate Number Superseded:  
 eTDE Reference : VAH1Lot101  
 Date Issued : 5/27/2005 10:11:00 AM  
 Date Uploaded: 9/8/2008 12:57:32 PM

Document Access:

UserName	First name	Last Name	Entity Name	Visited Date
TestEntAdmin03 TestEntAdm	TestEntAdmin03	TestEntAdmin03	BirdsongPeanuts	09/08/2008 12:27
TestEntAdmin03 TestEntAdm	TestEntAdmin03	TestEntAdmin03	BirdsongPeanuts	09/08/2008 03:15
TestEntAdmin03 TestEntAdm	TestEntAdmin03	TestEntAdmin03	BirdsongPeanuts	09/08/2008 03:15

### Document Information Page (Display MetaData)

1. Click on Document Info Metadata link of Trade Document located on Homepage
  - a. Document Information: Document Owner, Document Provider, Product, Document ID External System ,Document Type, Certificate Number , Document Status ,Certificate Number Superseding, Certificate Number Superseded, eTDE Reference, Date Issued, Date Uploaded
  - b. Document Access: Username, User First Name, User Last Name , Entity Name (for which the User is associated), Date, Timestamp

## APPENDIX A: Glossary of Terms and Acronyms

Term / Acronym	Definition or Description
PDF	Portable Document Format – An open file format used to represent two-dimensional documents in a device independent and resolution independent fixed-layout document format. Each PDF file encapsulates a complete description of a 2D document (and, with the advent of Acrobat 3D, embedded 3D documents) that includes the text, fonts, images, and 2D vector graphics that compose the document. <sup>1</sup>
eTDE	eTrade Document Exchange is a content management system that was created to support the domestic and international trade of US agricultural products.
<i>eTDE Toolkit</i>	<p>The “eTDE toolkit” is designed and programmed by the Agricultural Marketing Service (AMS), USDA, to provide a standard approach for generating and exporting documents into the Electronic Trade Document Exchange (eTDE).</p> <p>The toolkit consists of guidelines, a programming model, a full set of programming code, and artifacts. The programming code extracts data from the provider’s data store and generates the PDF file for export to eTDE. The files are automatically uploaded to eTDE using the recommended ftp software. The recommended procedure in the toolkit results in certificates that accommodate variation in document types. Implementation of the system is designed to be nonintrusive to the external entity’s existing IT operations and workflow.</p>
<i>PDF Form</i>	A PDF file that has been altered to include form fields that are used to store data.
Adobe Acrobat Professional	Software that enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. <sup>2</sup>
Adobe Acrobat Reader	Software or viewing PDF files, used in many full-text electronic journals. The reader program is free, and if you do not have it on your machine when it is needed to access an article, instructions for downloading it will usually appear on your screen. <sup>3</sup>
JavaScript	JavaScript is a script language - a system of programming codes,

<sup>1</sup> Wikipedia, [http://en.wikipedia.org/wiki/Portable\\_Document\\_Format](http://en.wikipedia.org/wiki/Portable_Document_Format)

<sup>2</sup> Adobe Systems, <http://www.adobe.com/products/acrobat/>

<sup>3</sup> Google, Define,

[http://www.google.com/search?hl=en&defl=en&q=define:ADOBE+ACROBAT+READER&sa=X&oi=glossary\\_definition&ct=title](http://www.google.com/search?hl=en&defl=en&q=define:ADOBE+ACROBAT+READER&sa=X&oi=glossary_definition&ct=title)



Term / Acronym	Definition or Description
	created by Netscape, that can be embedded into the HTML of a web page to add functionality. JavaScript should not be confused with the Java programming language. In general, script languages such as JavaScript are easier and faster to code than more structured languages such as Java and C++. <sup>4</sup>
Section 508 Compliance	In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. ‘ 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others. <sup>5</sup>
Content Management System (CMS)	A content management system (CMS) is a computer software system used to assist its users in the process of content management. CMS facilitates the organization, control, and publication of a large body of documents and other content, such as images and multimedia resources. A CMS often facilitates the collaborative creation of documents. A web content management system is a content management system with additional features to ease the tasks required to publish web content to web sites. Web content management systems are often used for storing, controlling, versioning, and publishing industry-specific documentation. <sup>6</sup>

<sup>4</sup> Google, Define, [http://www.google.com/search?hl=en&defl=en&q=define:JavaScript&sa=X&oi=glossary\\_definition&ct=title](http://www.google.com/search?hl=en&defl=en&q=define:JavaScript&sa=X&oi=glossary_definition&ct=title)

<sup>5</sup> Section508.gov, <http://www.section508.gov/index.cfm?FuseAction=Content&ID=3>

<sup>6</sup> Wikipedia, [http://en.wikipedia.org/wiki/Content\\_management\\_system](http://en.wikipedia.org/wiki/Content_management_system)



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## **APPENDIX B: eTDE Application-Specific Fields (Used for Internal Processing and Content Management)**

Please reference eTDE Baseline Data Elements for Phase 1 and Phase Commodities



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## **APPENDIX C: eTDE Standardized Data Elements (PEANUT COMMODITY ONLY)**

Please reference eTDE Baseline Data Elements for Phase 1 Commodity