

eTrade Document Exchange (eTDE) System
Dairy Owner User Guide

Adapted from Baseline Version 1.3
Application User Guide

Aug. 2013

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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.

eTDE Welcome Page



United States Department of Agriculture



Electronic Trade Document Exchange System

Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to <http://www.eauth.egov.usda.gov/>

If you are a registered user of eAuth System, click here [Login to eTDE](#)

Version 1.0.15

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eTDE Login via USDA's eAuthentication Page

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USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Service Centers

Quick Links

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

Administrator Links

- ▶ Local Registration Authority Login

eAuthentication Login

User ID: [Forgot your User ID?](#)

Password: [Forgot your Password?](#)
[Change My Password](#)

What's New

NEW! Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here for more information!](#)

Self-Service Enhancements

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here for more information!](#)

Important! Employees and Contractors:


- Please update your business email and phone in your profile. [Click here for additional details.](#)

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1. **Enter eAUTH Username and Password – Note** - Each user must have their own user name and password.
2. **Select login**


Note:

eTDE Registration Request Page



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	<input type="text"/>	* Last Name	<input type="text"/>
* Work Name	<input type="text"/>	* Work Street Addr1	<input type="text"/>
* Work Country	<input type="text"/>	Work Street Addr2	<input type="text"/>
* Work City	<input type="text"/>	Work State / Province	<input type="text"/> * Work Zip / Postal Code <input type="text"/>
* Work Phone	<input type="text"/>	Work Fax	<input type="text"/> Mobile Phone <input type="text"/>
* Primary Email	<input type="text"/>	Alternate Email	<input type="text"/>

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

eTDE Entity Registration Request

* Entity Name	<input type="text"/>	Commodity Type	<input type="text" value="Dairy"/>
* Entity Street Addr 1	<input type="text"/>	Entity Street Addr 2	<input type="text"/>
* Entity City	<input type="text"/>	Entity State / Province	<input type="text"/> *Entity Zip / Postal Code <input type="text"/>
* Entity Phone	<input type="text"/>	Entity Fax	<input type="text"/> Mobile Phone <input type="text"/>
* Entity Country	<input type="text"/>		
Comment	<input type="text"/>		

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-
- **Enter User demographic information**

User chooses not to Request Entity Registration

- **Register New Entity and Become Entity Administrator**

If you are unassociated with an existing entity check this box and complete the eTDE Entity Registration Request. IF YOU are already ASSOCIATED WITH AN EXISTING ENTITY HIT REQUEST REGISTRATION.

eTDE User Profile Page (Unassociated User)

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

Skip Navigation Profile Reports Contact Us Help Logout

eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

Skip Navigation
eTDE > Profile

eTDE User Profile

Please fill in required fields (*)

*First Name	testdp02	*Last Name	testdp02
*Work Name	Nutco	*Work Street Addr1	p
*Work Country	USA	Work Street Addr2	p
*Work City	p	Work State / Province	Rio De Janeiro
*Work Phone	p	*Work Zip / Postal Code	22102-0987
*Primary Email	abc@xyz.com	Work fax	s
		Mobile Phone	s
		Alternate Email	

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.

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1. Select entity and Request Association Select Entity and External System Registration Request

eTDE User Profile Page (Associated User)

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eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

Skip Navigation
eTDE > Profile

eTDE User Profile

Please fill in required fields (*)

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

Update Profile Cancel

Current Entity Association

Current Association:
Birdsong

Disassociate Cancel

Entity and External System Registration Request Administrator Registration Request

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

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1. Select Request Disassociation

- User no longer associated with Entity, but will remain active and have access to system as an unassociated user
- Entity Disassociation Notification sent to Entity Administrator
- User remains in User Profile Page

2. Select Entity and External System Registration Request

3. Select Administrator Registration Request

eTDE Administrator Registration Request Page

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

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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

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eTDE User Requests Entity or System Administrator Registration

1. **Select Request to be an Entity Administrator**
 - 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. **SelectRequest Registration”**
 - a. Entity Administrator Registration Request sent to System Administrator for approval
 - b. User remains in Administrator Registration Request page
3. **SelectRequest to be a System Administrator**
 - 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. **Select Request Registration**
 - a. System Administrator Registration Request sent to System Administrator for approval
 - b. User remains in Administrator Registration Request page

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

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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	<input type="text"/>	Commodity Type	<input type="text" value="Peanuts"/>	
*Entity Street Addr1	<input type="text"/>	Entity Street Addr2	<input type="text"/>	
*Entity City	<input type="text"/>	Entity State / Province	<input type="text"/>	
*Entity Phone	<input type="text"/>	*Entity Zip / Postal Code	<input type="text"/>	
Comment	<input type="text"/>			
	Entity Country	<input type="text"/>	Entity Fax	<input type="text"/>

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

1. **Select Request New Entity and become Entity Administrator**
 - a. Complete Entity demographic information
2. **Select Entity Information same as Work Information**
 - a. If Entity demographic information is same as Work demographic information

3. SelectRequest Registration

- 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

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

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

Skip Navigation

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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	<input type="text"/>
External System Description	<input type="text"/>
External System Owner	<input type="text"/>
Comment	<input type="text"/>

Request Registration **Cancel**

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4. Select Request New External System


- a. Complete External System demographic information

5. Select Request Registration


- 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*

eTDE Home Page



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Electronic Trade Document Exchange System

eTDE > Home
 User: Farl Tacoukjou
 Entity Name:
 Commodity Type:

Trade Documents

Select	Document Info	Commodity Type	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded	HS Code	Port of Entry	Estimated Date of Arrival	Container No.	Assign ?
<input type="checkbox"/>	MetaData	Peanut	381818	US Aflatoxin	D41211-0164-001	16108811	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381819	US Aflatoxin	011211-0461-001	13541243412	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381820	US Aflatoxin	011211-0462-001	13548326312	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381821	US Aflatoxin	011211-0464-001	13548326212	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381822	US Aflatoxin	011211-0476-001	1341824812	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381823	US Aflatoxin	011211-0489-001	1352013412	11/09/2012					NO
<input type="checkbox"/>	MetaData	Peanut	381824	US Aflatoxin	011211-0490-001	1352013512	11/09/2012					NO

Send Email

Search

By Commodity Type:

By Document ID:

By eTDE Reference:

By Date Uploaded From:

Estimated Date of Arrival From:

Port of Entry:

HSCode:

By Document Type:


By Certificate Number:

To: (use mm/dd/yyyy date format)

To: (use mm/dd/yyyy date format)

Container Number:

Search Documents



eTDE Home Page

1. Select 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*

2. Select 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*

3. Select 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*

4. Select 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.*

eTDE Manage User Access to Trade Document Page



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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

Select All Deselect All

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

Select All Deselect All

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

Select All Deselect All

Submit Cancel

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

Select All Deselect All

Submit Cancel

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

Select All Deselect All

Submit Cancel

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)

Search Documents

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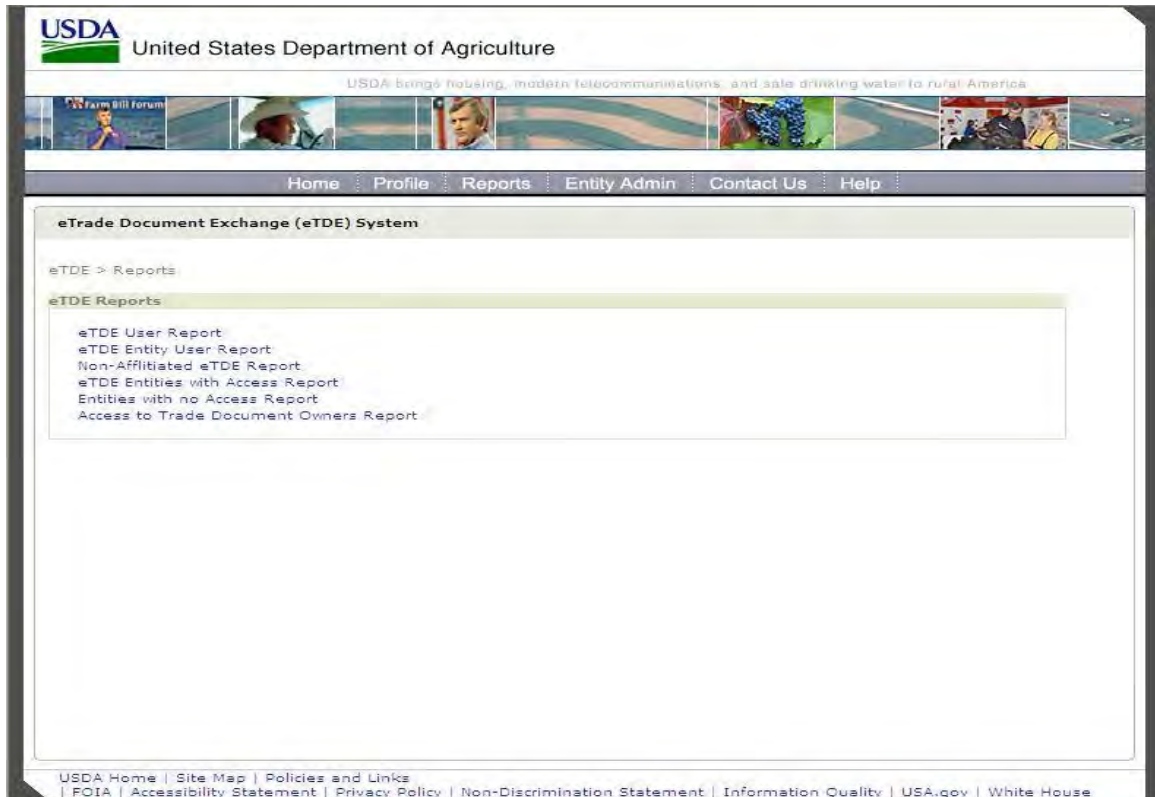
Manage User Access (Shared Ownership)

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. **Choose 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. **Choose 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. **Choose Select All Button (Share Document Ownership section)**
 - a. *Checkbox(s) is populated for all documents in Share Document Ownership section*
5. **Choose Deselect All Button (Share Document Ownership section)**
 - a. *Checkbox(s) is blank for all documents in Shared Document Ownership section*
6. **Select checkbox of desired Entity(s) to assign ownership privileges**
 - a. *Checkbox(s) is populated for selected Entity(s) in Share Document Ownership section*
7. **Select the 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. **Choose 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*

Manage User Access (Assigned Access)

1. **Choose Select All Button (Manage Access to Unassigned Documents section)**
 - a. *Checkbox(s) is populated for all documents in Manage Unassigned Document section*
2. **Choose Deselect All Button (Manage Access to Unassigned Documents section)**
 - a. *Checkbox(s) is blank for all documents in Manage Unassigned Document section*
3. **Choose Select All Button (Manage Document Access section)**
 - a. *Checkbox(s) is populated for all documents in Manage Document Access section*
4. **Choose Deselect All Button (Manage Document Access section)**
 - a. *Checkbox(s) is blank for all documents in Manage Document Access section*
5. **Select checkbox of desired Entity(s) to assign access privileges**
 - a. *Checkbox(s) is populated for selected Entity(s) in Management Document Access section*
6. **Select the 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*

eTDE Reports Page



eTDE Reports Page

1. **Select 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. **Select 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. **Select 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. Select 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. Select 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. Select 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

eTDE Entity Administrator Page

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

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eTrade Document Exchange (eTDE) System

eTDE > Entity Administrator

Entity Administrator Function

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

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eTDE Entity Administrator Page

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

eTDE Manage Entity Registrations Page

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eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

eTDE > System Administration > Manage Entity Registration

Approved / Pending / Deny Entity Registrations

Entity	Registration Status
2020	<input type="radio"/> Approve <input checked="" type="radio"/> Pending <input type="radio"/> Deny

Submit Cancel

Registered "Entities"

<input type="checkbox"/> USDA - Gastonia	Select All Deselect All
<input type="checkbox"/> JLEEK	
<input type="checkbox"/> Golden	
<input type="checkbox"/> .. .	

Unregister Cancel

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Manage Entity Registrations Page

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

-
3. **Select Deny Radio Button and SelectSubmit button (Approve / Pending / Deny Entity Registrations section)**
 - a. *Entity Registration Denied. Entity Registration Request Denial Notification sent to Requestor. System Administrator receives confirmation.*
 4. **Select Cancel button (Approve / Pending / Deny Entity Registrations section)**
 - a. *User is directed to System Administrator page*
 5. **Choose Select All Button (Registered Entities section)**
 - a. *Checkbox(s) is populated for all Entities in Registered Entities section*
 6. **Choose Deselect All Button (Registered Entities section)**
 - a. *Checkbox(s) is blank for all Entities in Registered Entities section*
 7. **Select to Unregister Entity Registration(s)**
 - a. *Checkbox(s) is populated for all selected Entities(s)*
 8. **Select 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. **Select Cancel button (Registered Entities section)**
 - a. *User is directed to System Administrator page*

eTDE Manage External System Registrations Page

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

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eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

eTDE > Entity Administrator > Manage External System Registration

Approved / Pending / Deny External System Registration

External System	Approve
2020 External System	<input type="radio"/> Approve <input checked="" type="radio"/> Pending <input type="radio"/> Deny

Submit Cancel


Registered External Systems

<input type="checkbox"/> Birdsong	Select All	Deselect All
	Unregister	Cancel

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Manage External System Registrations Page

- Select Approve Radio Button and Select Submit button (Approve / Pending / Deny External System Registrations section)**
 - External System Registration approved. External System Registration Request Approval Notification sent to Requestor. Entity or System Administrator receives confirmation.
- Select Pending Radio Button and Select Submit button (Approve / Pending / Deny External System Registrations section)**
 - External System Registration pending. External System Registration Request Pending Notification sent to Requestor. Entity or System Administrator receives confirmation.
 - External System Registration remains in cue
- Select Deny Radio Button and Select Submit button (Approve / Pending / Deny External System Registrations section)**
 - External System Registration Denied. External System Registration Request Denial Notification sent to Requestor. Entity or System Administrator receives confirmation.

-
4. **Select Cancel button (Approve / Pending / Deny External System Registrations section)**
 - a. *User is directed to Entity or System Administrator page*
 5. **Choose Select All Button (Registered External Systems section)**
 - a. *Checkbox(s) is populated for all External Systems in Registered Entities section*
 6. **Choose 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. **Select Submit Button (Registered Entities section)**
 - c. *External System Registration Unregistered.*
 - d. *Unregistered External System Registration Notification sent to Entity or System Administrator Requestor.*
 10. **Select Cancel button (Registered Entities section)**
 - a. *User is directed to Entity or System Administrator page*

eTDE Manage User Associations Page

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eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

eTDE > Entity Administrator > Manage User Association

Approved / Pending / Deny User Associations

User	Approve
Testtdo03 Testtdo03	<input type="radio"/> Approve <input checked="" type="radio"/> Pending <input type="radio"/> Deny

Submit Cancel

Activate / Deactivate User Association

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

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

-
- a. *User is directed to Entity or System Administrator page*
 - 5. Select Activate Radio Button and Select 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. Select Deactivate Radio Button and Select 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. Select Disassociate Radio Button and Select 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. Select Cancel button (Activate / Deactivate User Association section)**
 - a. *User is directed to Entity or System Administrator page*

eTDE Manage Entity Locations Page

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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	<input type="text"/>	Commodity Type	<input type="text" value="Peanuts"/>
*Entity Location Name	<input type="text"/>		
Entity Street Addr1	<input type="text"/>	Entity Street Addr2	<input type="text"/>
Entity City	<input type="text"/>	Entity State / Province	<input type="text"/>
Entity Phone	<input type="text"/>	Entity Fax	<input type="text"/>
Entity Country	<input type="text"/>	Entity Zip / Postal Code	<input type="text"/>
Comment	<input type="text"/>		

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Manage Entity Locations Page

- 1. Select New Location Link to Add New Entity Location**
 - a. Complete Entity Demographic Information
- 2. Select Submit Button**
 - a. Entity Location added
- 3. Select Location Link to Edit Entity Location**
 - a. Edit Entity Demographic Information
- 4. Select Submit Button**
 - a. Entity location updated with changes
- 5. Select Location Link to Remove Entity Location**
 - a. Click Remove button
 - b. Entity Location Removed
- 6. Select Cancel button**
 - a. User is directed to Entity or System Administrator/

Document Information Page (Display MetaData)

1. Select 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. ¹
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.

¹ Wikipedia, http://en.wikipedia.org/wiki/Portable_Document_Format

Term / Acronym	Definition or Description
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. ²
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. ³
JavaScript	JavaScript is a script language - a system of programming codes, 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++. ⁴
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. ⁵
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. ⁶

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

³ Google, Define, http://www.google.com/search?hl=en&defl=en&q=define:ADOBE+ACROBAT+READER&sa=X&oi=glossary_definition&ct=title

⁴ Google, Define, http://www.google.com/search?hl=en&defl=en&q=define:JavaScript&sa=X&oi=glossary_definition&ct=title

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

⁶ Wikipedia, http://en.wikipedia.org/wiki/Content_management_system