

eTrade Document Exchange (eTDE) System
Dairy Owner User Guide

Adapted from Baseline Version 1.4
Application User Guide

Aug. 2018

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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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Navigate to www.etde.usda.gov to see the eTDE Welcome Page

1. **Click to apply for a USDA eAuthentication Account**
 - a. *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*
 - b. *See User Guide: Instructions_Access_eTDE_Production 4 June 2009*
2. **Click to Login to eTDE**

eTDE Login via USDA's eAuthentication Page

USDA United States Department of Agriculture
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](#)

Login

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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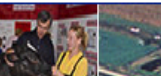

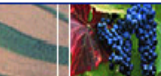
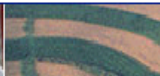
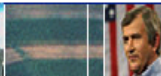


eTDE Users Login via the USDA's eAuthentication Page

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"

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="Peanuts"/>
* 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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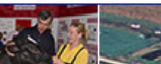


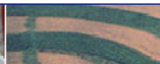
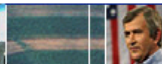
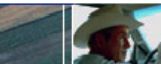

Unregistered eTDE User Requests Registration for eTDE System

-
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. **IMPORTANT: DO NOT CHECK REGISTER NEW ENTITY IF YOU DESIRE TO ASSOCIATE WITH AN EXISTING ENTITY. HIT REQUEST REGISTRATION AND YOU WILL BE TAKEN TO PROFILE PAGE WHERE YOU SELECT ENTITY TO ASSOCIATE WITH. THEN HIT REQUEST ASSOCIATION.**
 5. **If user desires to Request New Entity Registration, Click  to Register New Entity**
 6. **If necessary, click Entity Information same as Work Information **
 - a. *If Entity demographic information is same as Work demographic information*
 7. **Enter Entity demographic Information**
 - a. *If Entity demographic information is different than Work demographic information*
 8. **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*
 9. **Click to Cancel**
 - a. *User is directed to the "eTDE Welcome Page"*

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



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eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

Skip Navigation
eTDE > Profile

eTDE User Profile

Please fill in required fields (*)

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

eTDE User Profile Page (Associated User)

 **United States Department of Agriculture**

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

Skip Navigation
eTDE > Profile

eTDE User Profile

Please fill in required fields (*)

*First Name	<input type="text" value="Testtdp03"/>	*Last Name	<input type="text" value="Testtdp03"/>
*Work Name	<input type="text" value="Birdsong"/>	*Work Street Addr1	<input type="text" value="ssssssssssssssssssssssssssssss"/>
*Work Country	<input type="text" value="USA"/>	Work Street Addr2	<input type="text"/>
*Work City	<input type="text" value="Falls Church"/>	Work State / Province	<input type="text" value="Brasil"/>
*Work Phone	<input type="text" value="s"/>	*Work Zip / Postal Code	<input type="text" value="22102-3333"/>
*Primary Email	<input type="text" value="etdetestuser@yahoo.co"/>	Work fax	<input type="text"/>
		Mobile Phone	<input type="text"/>
		Alternate Email	<input type="text"/>

Current Entity Association

Current Association:

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

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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*

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

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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 an 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

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

USDA United States Department of Agriculture

The Average American USDA leads the nation in providing support to the nation's 5.8 million small businesses, School Breakfast, and the WIC Programs.

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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. 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*

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

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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

External System Description

External System Owner

Comment

Request Registration **Cancel**

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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.

eTDE Home Page



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Electronic Trade Document Exchange System

eTDE > Home

User: Fari 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	041211-0164-001	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



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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.*

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	Commodity	Document ID	Document Type	Certificate Number	eTDE Reference	Date Uploaded
<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*

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

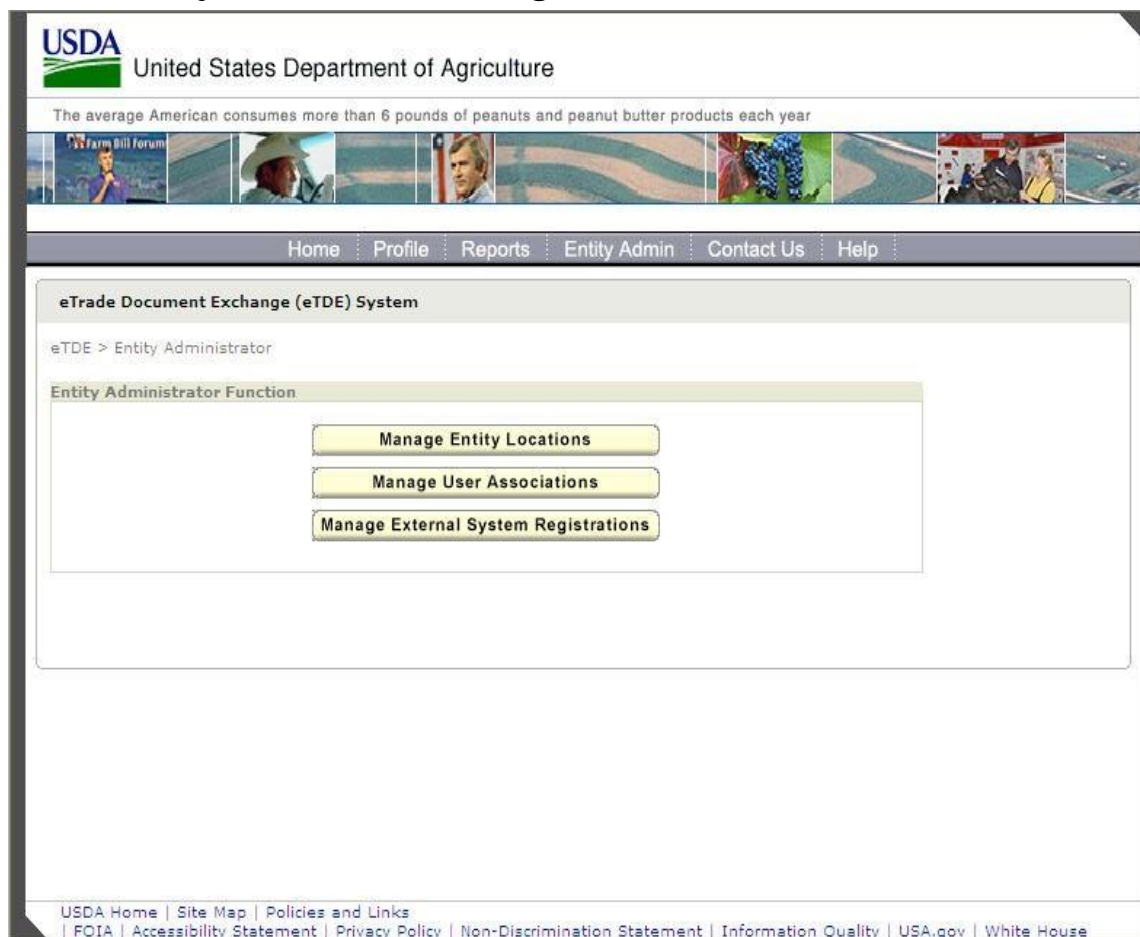
6. Click on Access to Trade Document Owner Report Link

- 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

eTDE Entity Administrator Page



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*

eTDE Manage Entity Registrations 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

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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 Unregister Cancel
<input type="checkbox"/> JLEEK	
<input type="checkbox"/> Golden	
<input type="checkbox"/> ..	

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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 Registration 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*

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

- Click on Approve Radio Button and Click on 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.
- Click on Pending Radio Button and Click on 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
- Click on Deny Radio Button and Click on 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. **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*

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

- Click on Approve Radio Button and Click on 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.
- Click on Pending Radio Button and Click on 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
- Click on Deny Radio Button and Click on 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.
- 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*

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 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

Submit Remove Cancel

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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/

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. 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

