

WORK FOLDER

WORK FOLDER

FOLDER OWNER

FOLDER FIELDS

ORGANIZATION FIELDS

CONTACT FIELDS

DATES

SUBJECT

RELATED FOLDERS

MORE / LESS FIELDS

SYNOPSIS

SELECT FINAL SIGNER and DATE SIGNED

REMAINING FIELDS

VIP Type

Special Instructions

Letter Count

Receipt Mode

Reference No.

Event Date

Special Attention

WORK FOLDER

The user can select a task to work by double clicking on the task or by highlighting the task and clicking the <Select Task> button. When the user selects the task to work, the Work Folder is displayed. **Figure 1** shows the open task with the Documents tab displayed. For a Set Up Folder task, the ECM application also opens the Incoming Correspondence document in a viewer. The user views the document and enters values in the Folder Index fields.

The work folder contains all information to manage the process for responding to an incoming correspondence document.

The screenshot displays a web-based interface for a 'Work Folder'. At the top, it shows 'Control Number: 4411', 'Status: Active', and 'Security Level: Limited'. Below this are sections for 'Folder Owner' and 'Action Organization', each with fields for 'Mission/Staff' (Rural Development) and 'Division' (None). There are also fields for 'Agency' (None) and 'Group' (Main Group). A 'Processing Code' field is present. Further down, there are fields for 'Correspondent', 'Addressee', 'Referrer', and 'Subject', each with a dropdown menu and a search icon. Dates for 'Date on Letter', 'Received Date' (08/03/2006), and 'Referrer Due Date' are also included. A 'Synopsis' section contains the text 'USDA ECM Enhanced Security Model Functional Specification'. At the bottom, there are fields for 'Final Signer', 'VIP Type', 'Letter Count', 'Reference No.', 'Special Attention', 'Date Signed', 'Special Instructions', 'Receipt Mode', and 'Event Date'. A 'Save' button is located at the bottom right. Below the form is a table with columns: Document Type, Document Title, Author, Last Modified, Version #, and Batch #. The table contains one row with the following data: pdf, Incoming, Ed Koenen, 08/03/2006, 1, b1261. A vertical 'DOCUMENTS' tab is visible on the right side of the interface.

Document Type	Document Title	Author	Last Modified	Version #	Batch #
pdf	Incoming	Ed Koenen	08/03/2006	1	b1261

Figure 1: New Work Folder with Documents Tab Displayed

The folder contains the following tabs:

- **Documents** – Stores all documents including the incoming correspondence, supporting documentation, response letter drafts and final response document.
- **Workflow** – Shows all of the tasks in the workflow process that will be followed to complete the response. For each task, it shows the assignee and due date.
- **Notes** – Allows users to add notes to the folder and view notes added by other users.

FOLDER OWNER

The Folder Owner may be a group or a user. If the folder owner is a group, all members of the group have Folder Owner privileges for the folder. The user who creates the folder is the initial and presumptive Folder Owner. For scanned incoming correspondence documents, the Folder Owner is the group that was selected as the 1st Folder Owner for the Folder Set Up Group.

The Folder Owner has special privileges for the folder.

- The Folder Owner may enter or change the folder values at any time.
- The Folder Owner may also complete a task assigned to another user if necessary.
- The Folder Owner may create a workflow for the folder and make changes to the workflow if necessary even after the workflow has started.
- The Folder Owner may transfer ownership (and privileges) to another group or user.

To assign a different Folder Owner, the current Folder Owner clicks the <...> button next to the Folder Owner field and selects a new Folder Owner Group, Position, or User. To view the organization and parent groups of the Folder Owner, the user clicks the 'Folder Owner' label.

FOLDER FIELDS

When a new incoming correspondence document is received and the user selects the Set Up Folder task, the Folder is opened with the documents tab displayed and all folder fields visible.

Control Number: a unique identifying number that is system generated when a new folder is created.

Status: Each folder has a status field in the center at the top of the page. The system automatically maintains the folder status fields based on operations performed on the folder. Possible Folder Statuses are:

- Active – Work on the folder is in process. A new folder's status is set to Active by the system when it is created.
- Suspended – The workflow has been suspended. Additional tasks will not be started – although a task that is in process can be completed. A folder will be suspended while the Folder Owner edits the workflow for the folder.
- Closed – Work on the folder has been completed. The Folder Owner closes the folder. No changes can be made to the folder when it is closed. If necessary, the Folder Owner may re-open the folder.

- Archived – The folder has been archived based on its retention schedule. This means the folder has been closed long enough to be archived. The retention schedule for the folder is managed by the Records Management application (future implementation).
- Deleted – The folder has reached the end of its retention schedule and its contents have been purged. The Records Management application directed the destruction of the Folder’s contents (future implementation).

Security Level: By clicking the words ‘Security Level’, the user may view the Security Screen for that folder as seen in **Figure 2**. A user with authority to do so can modify security settings for a folder. The possible security levels are:

- Public
- Limited
- Private

Folder Security			
Control Number:	4411		
Folder Owner:	OSEC/RD/None/None/Main Group		
Action Organization:	OSEC/RD/None/None/Main Group		
<u>Roles</u>	<u>No Access</u>	<u>View Only</u>	<u>View, Edit</u>
Application Administrators	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Module Administrators	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Agency Group Administrators	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Group Administrators	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Folder Owner	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Task Assignees <small>When not the Assignee of the Current Task</small>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<u>Other Agency Users</u>			
Folder Owner Organization:			
Privileged Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency, Division, Group Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency, Division Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff Users	<input checked="" type="radio"/>	<input type="radio"/>	
Action Organization:			
Privileged Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency, Division, Group Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency, Division Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff, Agency Users	<input type="radio"/>	<input checked="" type="radio"/>	
Mission/Staff Users	<input checked="" type="radio"/>	<input type="radio"/>	
All Users	<input checked="" type="radio"/>	<input type="radio"/>	
<input type="button" value="Save"/> <input type="button" value="View Authorized Users"/> <input type="button" value="Additional Access List"/> <input type="button" value="Cancel"/>			

Figure 2: Folder Security

Processing Code: The user selects a Processing Code to be associated with the folder or change an existing Processing Code. To select a processing code, the user clicks the <...> button next to the processing code field. A screen similar to the one shown in **Figure 3** will be displayed.

Processing codes are unique to an organization. For example, OES has many standard processing codes. The processing code categorizes the type of processing that must be associated with the document that was received. The system initially displays the processing codes associated with the organization/group of the Folder Owner. However, the user can select processing codes for a different group by clicking the <Select Group> button.

In the example in **Figure 3**, a Processing Code of OES50 flags the folder as Congressional. To add the processing code to the folder, the user highlights the processing code and clicks <Select> as shown in **Figure 3**.

Parent	Mission/Staff	Agency	Division
None	Office of the Execu...	None	None

Code	Description	Archival Subject Req
OES47	OES	No
OES50	Congressional	No
OES51	Congressional constituent service mail address...	No
OES52	Congressional constituent service mail address...	No
OES56	OES	No
OES77	OES	No
OES80	OES	No
OES99	This is a test code	No
RD456	Training	No

Figure 3: Select Processing Code

The new processing code will be displayed on the Folder as seen in **Figure 4**.

Control Number: 5000291	Status: Active	Security Level: Public
Folder Owner:	Processing Code: OES50	...
Mission/Staff: Office of the Executive Secretariat	Agency: None	...
Division: None	Group: Main Group	...
Action Organization:		
Mission/Staff: Office of the Executive Secretariat	Agency: None	...
Division: None	Group: Document Management Group	...
Correspondent: 0	Date on Letter:	
Addressee: 0	Received Date: 06/13/2005	
Referrer: 0	Referrer Due Date:	
Subject:	Related Folders:	
		Go ...
		Save More

Figure 4: Add or Change the Processing Code

Any processing code can be associated with a default workflow list that will be used to process the folder. The system generates the default workflow when the user adds or changes a processing code, clicks the <Select> button, and then the <Save> button on the folder. If no default workflow has been associated with the processing code, then no default workflow is loaded.

When the user clicks the label “Processing Code”, the description will be displayed as shown in **Figure 5**.

Processing Code Details - Microsoft Internet Explorer

Processing Code Details

Mission/Staff: Office of the Executive Secretariat

Agency: None

Division: None

Parent Groups: None

Group: Main Group

Processing Code: OES51 - Congressional constituent service mail addressed to the Secretary

Close

Figure 5: Processing Code Detail

To save changes to the folder, the user clicks <Save> or <Save and Close>. If the user’s work session times out before the changes are saved, those changes are lost.

ORGANIZATION FIELDS

The Mission/Staff, Agency, Division and Group fields determine the organization associated with the folder. The organization fields are initially filled with the Folder Owner's default organization. The user clicks a <...> button next to any of the organization fields to select different organization values. The <...> button displays the Select Group in the List View or the Tree View according to the user's defaults.

Action Organization - the group responsible for completing the tasks or providing the response. If an assignee for one or more tasks is a group or position with an organization alias, these fields will be used to resolve the alias.

The new organization and group fields are now filled in as shown in **Figure 6**. This screen does not show Parent Groups. However, if the user clicks the "Group" label, the system will display the parent groups for the group shown as seen in **Figure 7**.

Control Number:	5001248	Status:	Active
Folder Owner:		Processing Code:	
Mission/Staff:	Office of the Executive Secretariat	Agency:	None
Division:	None	Group:	Main Group
Action Organization:			
Mission/Staff:	Rural Development	Agency:	Rural Business-Cooperative Service
Division:	Cooperative Programs	Group:	Correspondence Control Officer
Correspondent:	0	Date on Letter:	
Addressee:	0	Received Date:	01/06/2006

Figure 6: Modified Action Organization

Group Details	
Mission/Staff:	Rural Development
Agency:	Rural Business-Cooperative Service
Division:	Cooperative Programs
Parent Groups:	Main Group
Group:	Correspondence Control Officer
<input type="button" value="Close"/>	

Figure 7: Parent Group Details

CONTACTS

Next the user selects contacts for the following folder fields.

Correspondent – The person(s) who sent the letter.

Addressee – The person(s) to whom the letter was sent.

Referrer – The person(s) who referred the letter to USDA.

To select the Correspondent, Addressee, and/or Referrer, the user clicks the Address Book button to the right of the input box and selects one or more contacts from the address book. When the user clicks the Address Book icon, the Select Contacts screen is displayed.

Two ways to find an existing contact are described.

Enter a string of characters followed by an asterisk (*) and click <Find>. A list of matches will be displayed. Highlight a contact, click on Correspondent, Addressee, or Referrer, and click select. The contact will be displayed as shown in **Figure 8**.

Select Contacts

Last Name: ← First Name: Find

City: State:

E-Mail: Street:

Position: Organization: Clear

Last Name	First Name	M	Email	City	State	Address	Zip	Phone	Organization	Position
Kniaz	Laura	G.								
Kniceley	Melvin	E.		Beckley	WV	471 Ragland Road	25801			
Kniceley	Scott	E.								
Knick	George	W.		Greenville	OH	8793 Coletown-Li...	45331	() - -		
Knickerbo...	Dana			Bothell	WA	14139 76th PINE	98011			
Knickerbo...	David									

First Prev 1 2 3 Next Last Showing 1 - 100 of 201

Addresses

Location Desc	Street	Street2	City	State	Zip
	471 Ragland Road		Beckley	WV	25801

Correspondent: Addressee: Referrer:

↓ Select ↑ Remove

Selected Contacts and Addresses

Role	Last Name	First Name	M	Email	City	ST	Address	Zip	Phone #	Organization
Correspondent	Kniceley	Melvin	E.		Beckley	WV	471 Ragland Road	25801		

Add New Contact Add Address Print Results List Done

Modify Contact Modify Address Print Contact Cancel

Figure 8: Select a Contact Using a String of Characters

Enter name (last or last and first) and click <Find>. A list of matches will be displayed. Highlight a contact, click on Correspondent, Addressee, or Referrer, and click select. The contact will be displayed as shown in **Figure 9**.

Select Contacts

Last Name: First Name:
 City: State:
 E-Mail: Street:
 Position: Organization:

Last Name	First Name	M	Email	City	State	Address	Zip	Phone	Organization	Position
King	Alex									
King	Alex			Washington	DC	1400 Independence...	20250	() -		Acting Deputy Ad

Showing 1 - 2 of 2

Addresses

Location Desc	Street	Street2	City	State	Zip
	1400 Independence Avenue, S.W....		Washington	DC	20250

Correspondent: Addressee: Referrer:

Selected Contacts and Addresses

Role	Last Name	First Name	M	Email	City	ST	Address	Zip	Phone #	Organization
Correspondent	Kniceley	Melvin	E.		Beckley	WV	471 Ragland Road	25801		
Addressee	King	Alex			Washington	DC	1400 Independence...	20250	() -	

Figure 9: Select a Contact Using a Name

A new contact may be added to the address book by clicking <Add New Contact>. Enter the contact information as shown in **Figure 10** and click <Save>. The user will be returned to the Select Contact screen.

Add New Contact

First Name:
Middle Name:
Last Name:
Rank/Title(Mr,Mrs,Dr,etc):
Salutation(Dear Mr, etc):
Email Address:
Organization:
Position:
Street:
Street2:
City: **State:** **Zip:**
Country:
Phone: **Fax:**
Location Description:
 Only an Application Administrator May Change this Contact

Figure 10: Adding A New Contact

The user can then add the newly created contact to the Selected Contacts and Addresses list by performing a search on the new name, highlighting it, choosing Correspondent, Addressee, or Referrer, and clicking select. The new contact will be added as shown in **Figure 11**.

Select Contacts

Last Name: First Name: **Find**
 City: State: **Clear**
 E-Mail: Street:
 Position: Organization:

Last Name	First Name	M	Email	City	State	Address	Zip	Phone	Organization	Position
Kristman	Sandy			Saint Louis	MO	1520 Market Street	6310...			

Showing 1 - 1 of 1

Addresses

Location Desc	Street	Street2	City	State	Zip
Work	1520 Market Street		Saint Louis	MO	6310...

Correspondent: Addressee: Referrer:

Selected Contacts and Addresses

Role	Last Name	First Name	M	Email	City	ST	Address	Zip	Phone #	Organization
Correspondent	Kniceley	Melvin	E.		Beckley	WV	471 Ragland Road	25801		
Addressee	King	Alex			Washington	DC	1400 Independe...	20250	() _...	
Referrer	Kristman	Sandy			Saint Louis	MO	1520 Market Street	6310...		

Figure 11: Selecting the New Contact

When all the contacts have been added, click <Done>. The contact fields will be populated as shown in **Figure 12**.

Control Number: 5001248 **Status:** Active
Folder Owner: **Processing Code:** ...
Mission/Staff: ... **Agency:** ...
Division: ... **Group:** ...
Action Organization:
Mission/Staff: ... **Agency:** ...
Division: ... **Group:** ...
Correspondent: 1 ... **Date on Letter:** ...
Addressee: 1 ... **Received Date:** ...
Referrer: 1 ... **Referrer Due Date:** ...
Subject: ... **Related Folders:**

Figure 12: Contact Fields Populated

To save changes to the folder, the user clicks <Save> or <Save and Close>. If the user's work session times out before the changes are saved, those changes are lost.

DATE FIELDS

The user then enters the following folder date fields.

Date on Letter – The date that is on the correspondent's letter (if any).

Received Date – The date the incoming correspondence was received. This field will be automatically filled with the Received Date if the folder was created from scanned incoming correspondence document.

Referrer Due Date – The due date, if any, that the referrer requested for the response.

The dates can be entered in the format mm/dd/yyyy or the user may click the calendar button and select the dates from a calendar. **Figure 13** shows the contact and date fields entered.

The screenshot shows a form with the following fields and values:

Control Number:	5001248	Status:	Active
Folder Owner:		Processing Code:	
Mission/Staff:	Office of the Executive Secretariat	Agency:	None
Division:	None	Group:	Main Group
Action Organization:			
Mission/Staff:	Rural Development	Agency:	Rural Business-Cooperative Service
Division:	Cooperative Programs	Group:	Correspondence Control Officer
Correspondent:	1 Kniceley, Melvin E.	Date on Letter:	01/01/2006
Addressee:	1 King, Alex	Received Date:	01/06/2006
Referrer:	1 Kristman, Sandy	Referrer Due Date:	02/04/2006
Subject:		Related Folders:	

Buttons: Save, More

Figure 13: Folder Fields with Contacts and Dates Entered

To save changes to the folder, the user clicks <Save> or <Save and Close>. If the user's work session times out before the changes are saved, those changes are lost.

Subject

The user then enters a subject by clicking the <...> button.

Clicking <Go> will display the entire list of available subjects. The user may also enter a keyword and click <Go> to narrow the subject choices. The available subjects are displayed in the top panel. To search for a specific subject, the user enters a full subject or partial search string followed by an asterisk (*) in the 'Find:' field and clicks the <Go> button. The list of available subjects is now narrowed to just those that match the search string.

The user can select one or more subjects to associate with a folder. To select a subject, the user highlights the subject in the top panel and clicks the <Select> button. The

subject is added to the list of selected subjects in the lower panel. The user may remove a subject from the Selected Subjects list by highlighting it and clicking <Remove>.

The user may select one (and only one) subject as the archival subject for the folder. Only subjects that have an asterisk in the Archival column may be selected as the archival subject for the folder.

The Select Subject screen is displayed in **Figure 14**.

Select Subject

Module: Correspondence Management

Find:

Available Subjects:

Archival	Subject
	ACCOUNTING 1
*	ACCOUNTING 2
	ACCOUNTING SYS
	ACCRED LAB PRGM
	ACCT SYSTEMS

Grid Count: 7

Selected Subjects:

Archival	Subject	Select Archival
*	ACCOUNTING 2	<input checked="" type="radio"/>
	ACCRED LAB PRGM	<input type="radio"/>

Figure 14:

The user clicks <Save> to save the selected subjects and is returned to the folder.

To save changes to the folder, the user clicks <Save> or <Save and Close>. If the user's work session times out before the changes are saved, those changes are lost.

RELATED FOLDERS

The ECM application includes a Related Folders field on each work folder. This field allows users to link folders that are associated to each other. If a folder has a related

folder, the control number of that folder is shown in the Related Folders field. The user can select the control number and click the <Go> button to close the current folder and open the related folder.

The related folder has the control number for the first folder in its Related Folder field so the user can easily return to the previous folder by selecting it and clicking the <Go> button.

Add Related Folders

This capability allows the Folder Owner to add or remove control numbers for folders that are related. **Figure 15** shows an open folder with no related folders.

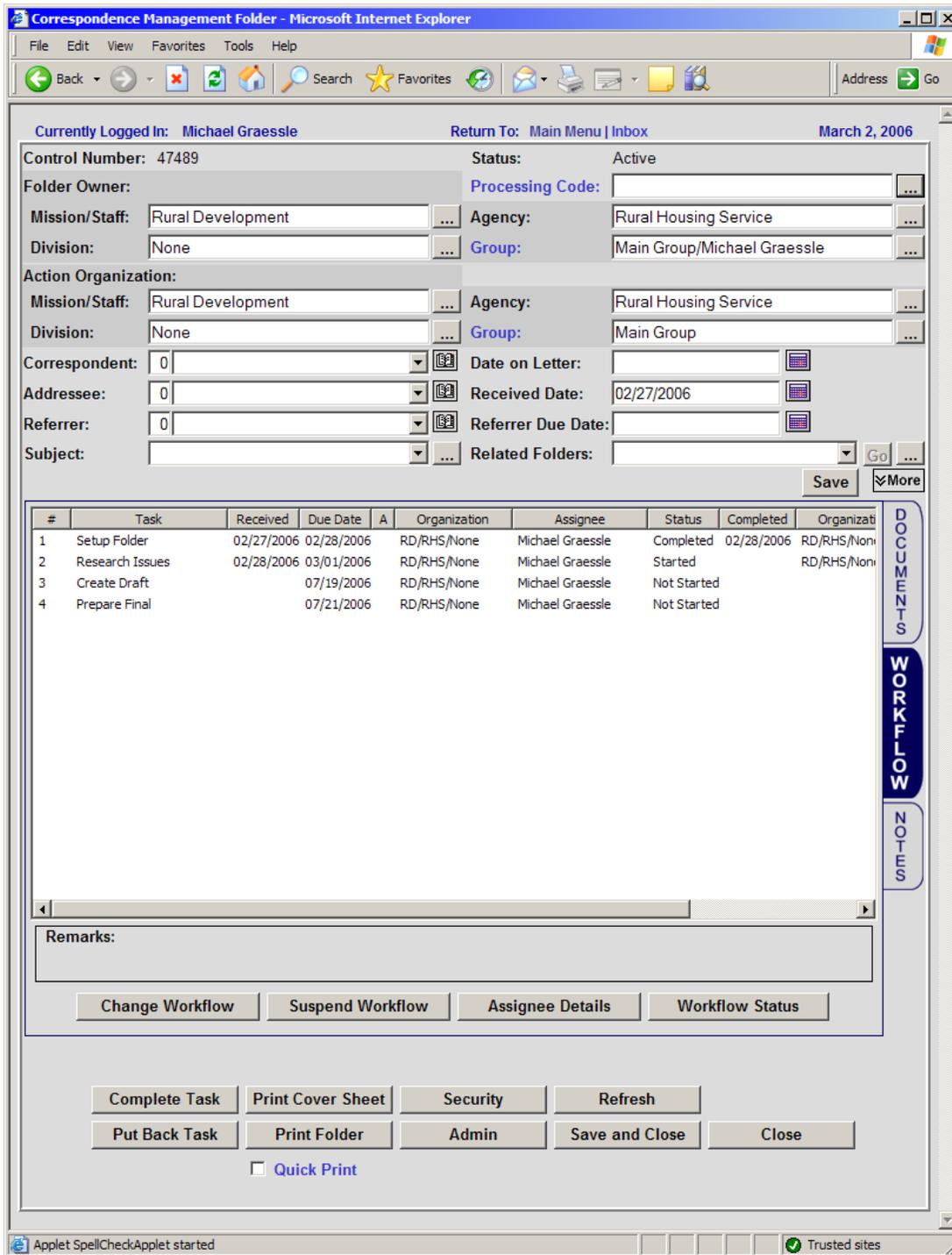


Figure 15: Opened Folder

To add a related folder, the user clicks the <...> button. The Add/Remove Related Folders screen is displayed as shown in **Figure 16**.

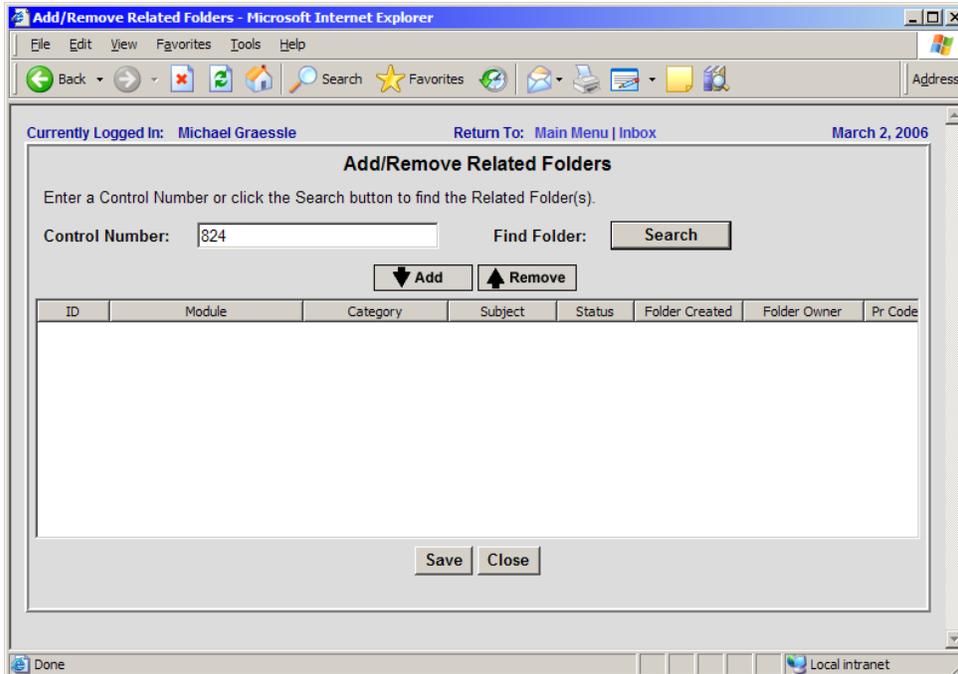


Figure 16: Add Related Folders Screen

The bottom panel shows the related folders that will be added. The user enters each control number and clicks the <Add> button. In the example shown in **Figure 17** the user enters 824 and clicks the <Add> button.

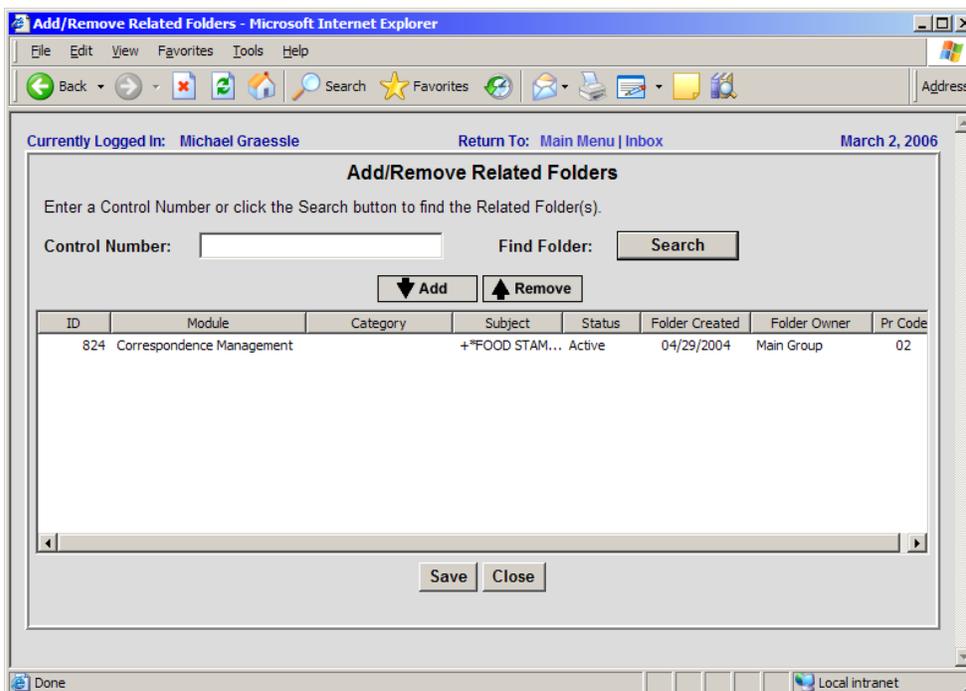


Figure 17: Add Related Folders - After Selection

Folder 824 is added to the selected folders panel. The user can type in additional control numbers as needed.

Search for Folder To Add

To search for a folder to add, the user clicks the <Search> button and the Select Folders screen is displayed as shown in **Figure 18**.

Find Folders/Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address Go

Currently Logged In: Michael Graessle Return To: Main Menu | Inbox March 2, 2006

Select Folders

Module: Correspondence Management Folder Owner: [] Select

Mission/Staff: [] Agency: []

Division: [] Group: [] ...

Status: [] Control Number - From: 500

Processing Code: [] ... Control Number - To: 1000

Document Type: [] Letter Date - From: [] []

Contact: [] [] Letter Date - To: [] []

Contact (Last,First): [] , [] Date Signed - From: [] []

Contact Role: [] Date Signed - To: [] []

Subject: [] VIP Type: []

Only Search Archival Subject Search <Less

Author: [] [] Reference No.: []

Final Signer: [] [] Date Received - From: [] []

Final Signer (Last,First): [] , [] Date Received - To: [] []

Document Title: [] Doc Created Date - From: [] []

Batch Number: [] Doc Created Date - To: [] []

Event Date From: [] [] Folder Created Date - From: [] []

Event Date To: [] [] Folder Created Date - To: [] []

Content Search: All []

Sort By: Control Number [] Ascending

Search Clear Close

Done Trusted sites

Figure 18: Query Folders to Select

This screen works the same as the ECM Query Folders screen. In the example in **Figure 18**, the user searches for Correspondence Management folders with control numbers between 500 and 1000. The user clicks the <Search> button. The results list shown in **Figure 19** displays all folders that match the query criteria.

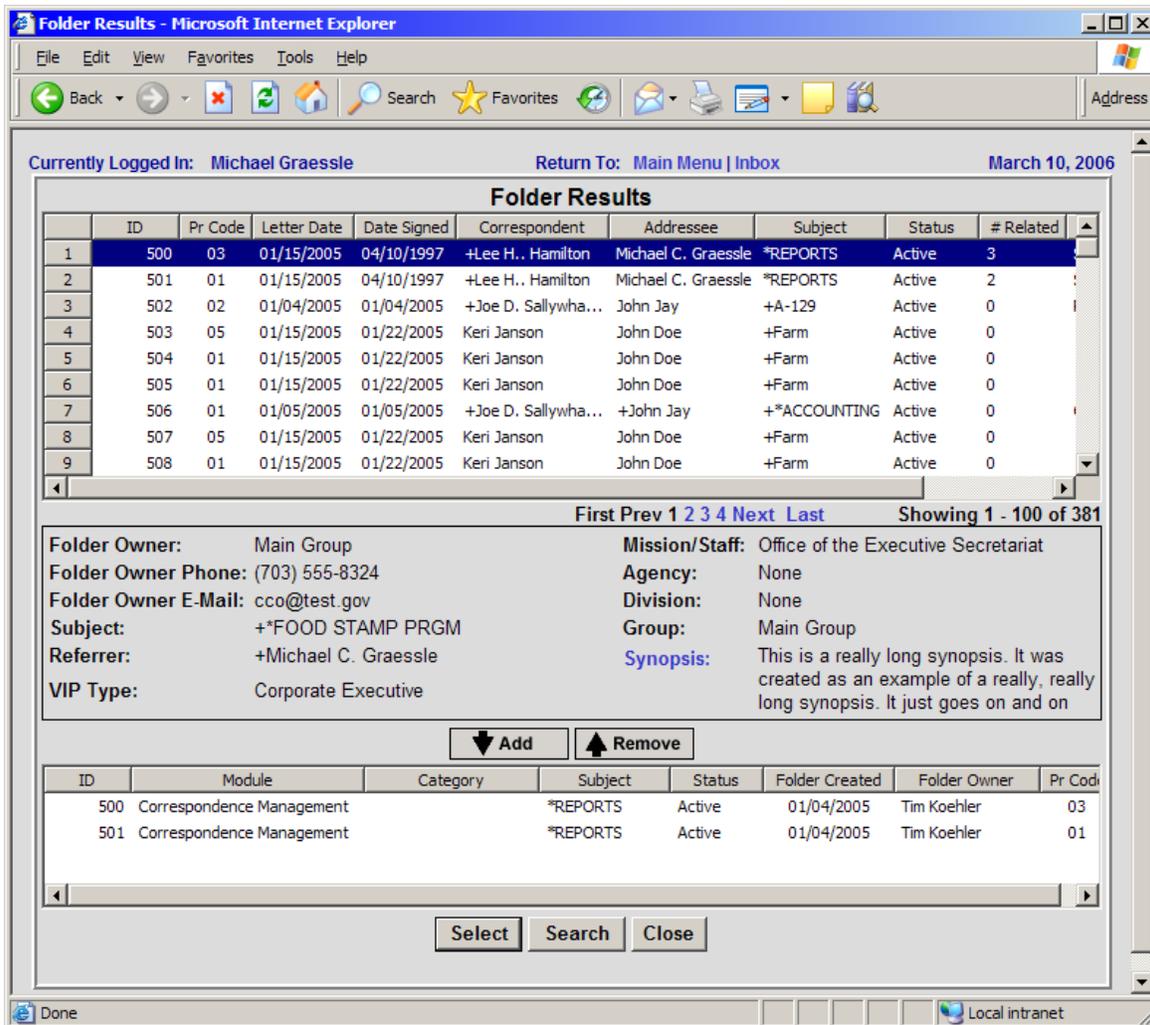


Figure 19: Query Folders to Select - Results List

The user selects one or more folders by highlighting them and clicking the <Add> button. The selected folders are added to the lower panel. When finished, the user clicks the <Select> button on the bottom of the form to return to the Add/Remove Related Folders screen and include the newly selected folders.

Alternatively, the user can click the <Search> button to return to the query screen to enter new criteria to find more folders. Any folders in the lower panel will remain selected when returning to the Query Screen.

To close the screen without selecting any folders, the user clicks the <Close> button.

When a folder is highlighted, data about the folder is displayed in the middle panel. The first part of the synopsis is displayed in the Synopsis field. To view the entire synopsis, the user clicks the Synopsis label and the full synopsis is displayed.

Add Multiple Folders

To add more folders to the related folders field, the user clicks the <Search> button on the bottom of the Folders Results screen. The Select Folders screen is re-displayed as shown in **Figure 20**.

Find Folders/Documents - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Address Go

Currently Logged In: Michael Graessle Return To: Main Menu | Inbox March 2, 2006

Select Folders

Module:	Correspondence Management	Folder Owner:	<input type="text"/>	Select
Mission/Staff:	<input type="text"/>	Agency:	<input type="text"/>	
Division:	<input type="text"/>	Group:	<input type="text"/>	...
Status:	<input type="text"/>	Control Number - From:	2000	
Processing Code:	<input type="text"/>	Control Number - To:	<input type="text"/>	
Document Type:	<input type="text"/>	Letter Date - From:	<input type="text"/>	<input type="button" value="Calendar"/>
Contact:	<input type="text"/>	Letter Date - To:	<input type="text"/>	<input type="button" value="Calendar"/>
Contact (Last,First):	<input type="text"/>	Date Signed - From:	<input type="text"/>	<input type="button" value="Calendar"/>
Contact Role:	<input type="text"/>	Date Signed - To:	<input type="text"/>	<input type="button" value="Calendar"/>
Subject:	<input type="text"/>	VIP Type:	<input type="text"/>	

Only Search Archival Subject

Author:	<input type="text"/>	Reference No.:	<input type="text"/>
Final Signer:	<input type="text"/>	Date Received - From:	<input type="text"/>
Final Signer (Last,First):	<input type="text"/>	Date Received - To:	<input type="text"/>
Document Title:	<input type="text"/>	Doc Created Date - From:	<input type="text"/>
Batch Number:	<input type="text"/>	Doc Created Date - To:	<input type="text"/>
Event Date From:	<input type="text"/>	Folder Created Date - From:	<input type="text"/>
Event Date To:	<input type="text"/>	Folder Created Date - To:	<input type="text"/>

Content Search:

Sort By: Ascending

Done Trusted sites

Figure 20: Query Folders to Select

The results list in **Figure 21** is displayed for the query in **Figure 20**.

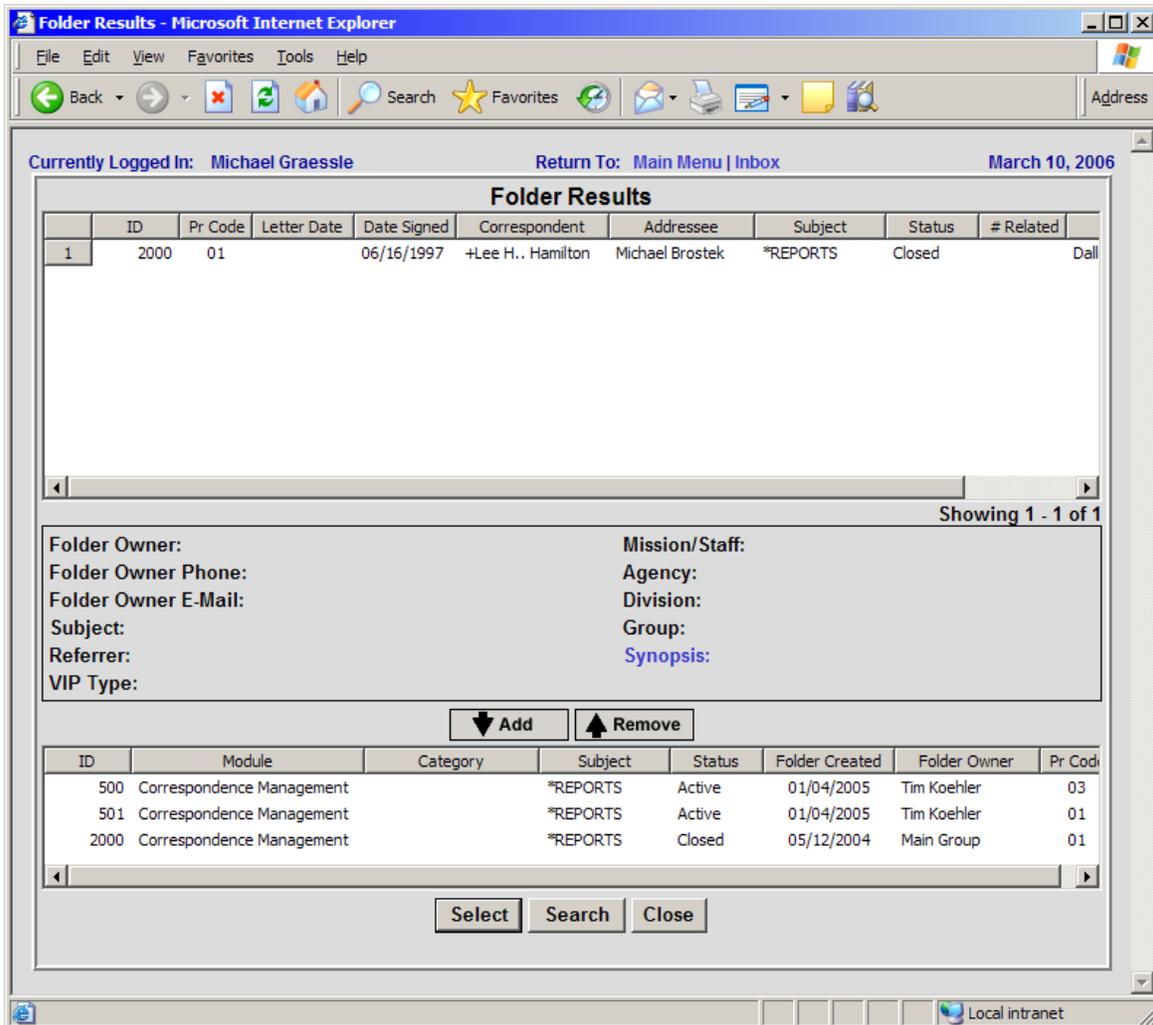


Figure 21: Query Folders to Select - Results List

The user selects the folder and adds it to the selected folders list. Now the user clicks the <Select> button. The Add/Remove Related Folders screen is displayed with the selected folders included as shown in **Figure 22**.

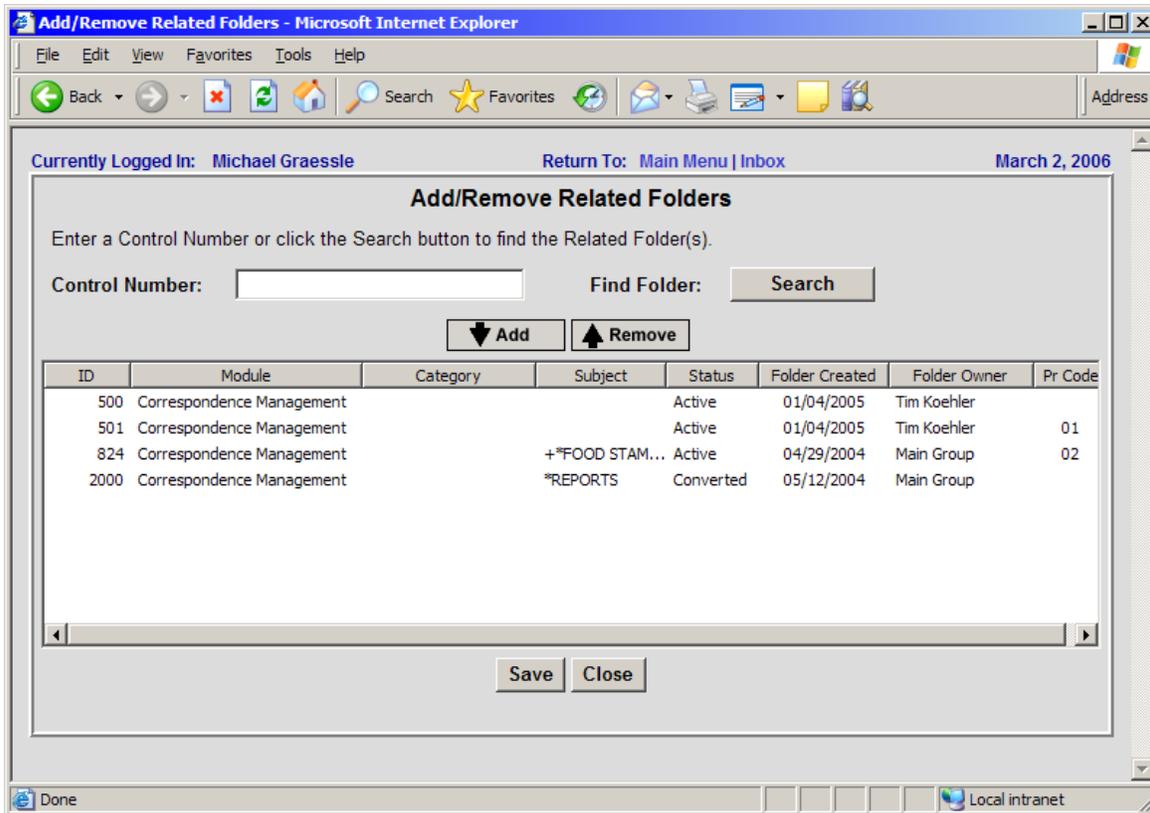


Figure 22: Add Related Folders - Selected Folders Complete

The three new folders are added to the one that was previously entered. The user clicks the <Save> button and the related folders field is updated as shown in **Figure 23**. The related folder will also have its Related Folders field updated with the control number of the initial folder.

To remove a related folder, the user selects it from the lower panel and clicks the <Remove> button. In the related folder, the reference to this folder will be removed also.

To save changes to the folder, the user clicks <Save> or <Save and Close>. If the user's work session times out before the changes are saved, those changes are lost.

Figure 23 shows a folder with the Related Folders field populated with several control numbers.

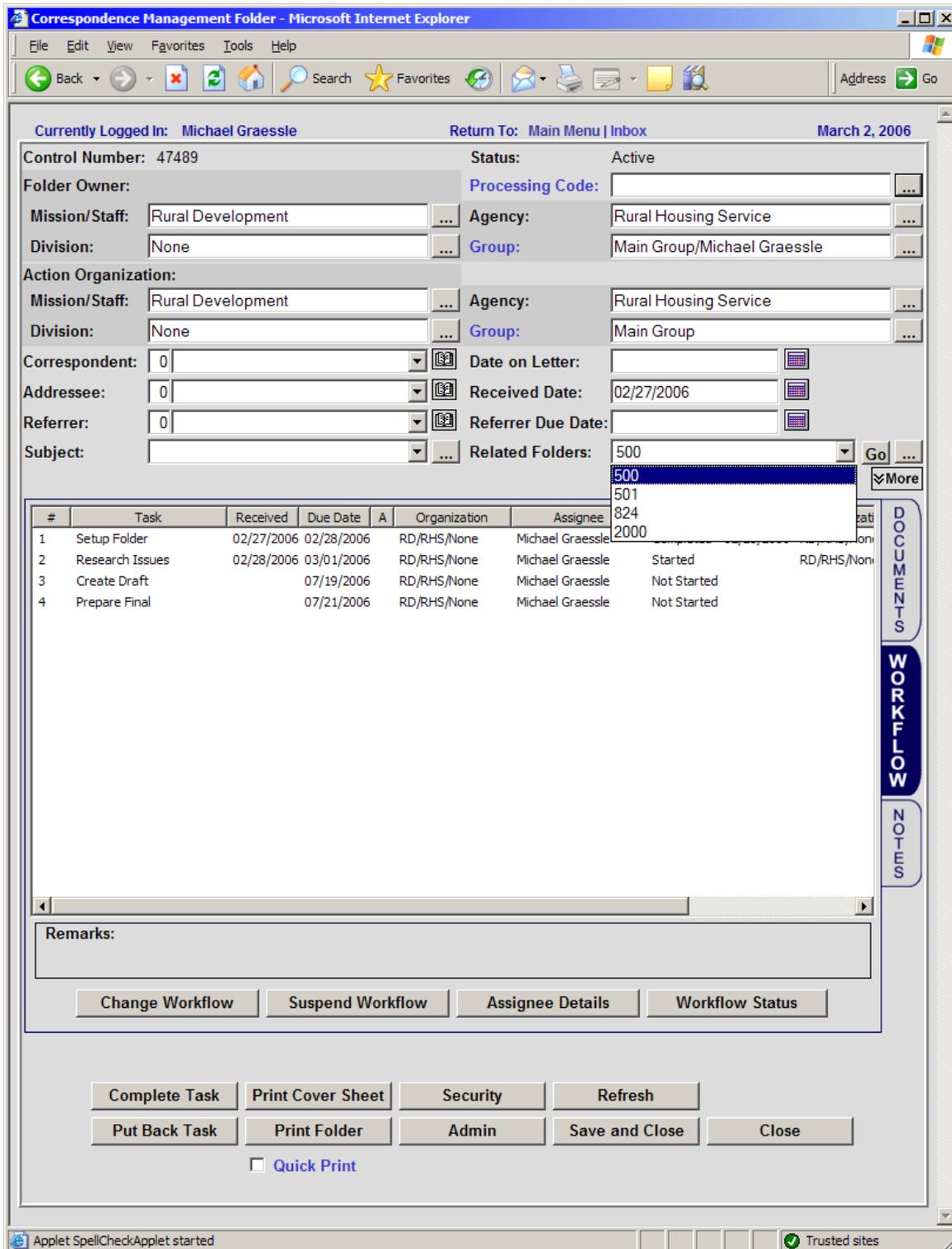


Figure 23: Work Folder with Related Folders Field Populated

Remove Related Folder

To removing a Related Folder, the user clicks <...> as shown in **Figure 24**.

Control Number: 4366 Status: Active Security Level: Public
Folder Owner: Processing Code: OES99
Mission/Staff: Office of the Executive Secretariat Agency: None
Division: None Group: Main Group
Action Organization:
Mission/Staff: Office of the Executive Secretariat Agency: None
Division: None Group: Main Group
Correspondent: 0 Date on Letter:
Addressee: 0 Received Date: 08/03/2006
Referrer: 0 Referrer Due Date:
Subject: Related Folders: 4269 Go Save

Figure 24: Related Folders – Remove

The user is taken to the Add/Remove Related Folders Screen. The bottom of the screen is populated with the folders that are in the related folders field for that folder. The user highlights the folder to be removed and clicks the <Remove> key as shown in **Figure 25**.

Add/Remove Related Folders
Enter a Control Number or click the Search button to find the Related Folder(s).
Control Number: Find Folder:

ID	Module	Category	Subject	Status	Folder Created	Folder Owner	Pr Code
4269	Correspondence Management		15TH MON REPORT	Active	02/27/2006	Correspondence ...	
4332	Correspondence Management			Active	05/17/2006	Main Group	

Figure 25: Related Folders - Remove

The highlighted folder is no longer on the bottom of the screen (**Figure 26**).

Add/Remove Related Folders

Enter a Control Number or click the Search button to find the Related Folder(s).

Control Number: Find Folder:

ID	Module	Category	Subject	Status	Folder Created	Folder Owner	Pr Code
4269	Correspondence Management		15TH MON REPORT	Active	02/27/2006	Correspondence ...	

Figure 26: Related Folders – After a Folder is Removed

The user then clicks the <Save> key and is returned to the folder as seen in **Figure 27**. To save the changes to the Related Folders the user must also click <Save> after returning to the folder.

Currently Logged In: ncm user/twenty Return To: Main Menu | Inbox August 29, 2006

Control Number: 4366 Status: Active Security Level: Public

Folder Owner: Processing Code: OES99

Mission/Staff: Office of the Executive Secretariat Agency: None

Division: None Group: Main Group

Action Organization:

Mission/Staff: Office of the Executive Secretariat Agency: None

Division: None Group: Main Group

Correspondent: 0 Date on Letter: Received Date: 08/03/2006

Address: 0 Referrer Due Date: Referrer: 0 Related Folders: 4269

Subject: 4269

| Task | Received | Due Date | A | Organization | Assignee | Status | Complete |

Figure 27: Related Folders - Drop Down After Folder Is Removed

Open A Related Folder

To open a related folder, the user highlights it in the list box and clicks the <Go> button. If the user has privileges to view the folder, it will be displayed. If the user does not have privileges to view the folder, a message will be displayed that includes contact information for the Folder Owner.

MORE / LESS FIELDS

Additional folder fields can be seen by clicking the <More> button as shown in **Figure 28**.

Control Number: 5001248		Status: Active	
Folder Owner:		Processing Code: <input type="text"/>	
Mission/Staff: Office of the Executive Secretariat	Agency: None		
Division: None	Group: Main Group		
Action Organization:			
Mission/Staff: Rural Development	Agency: Rural Business-Cooperative Service		
Division: Cooperative Programs	Group: Correspondence Control Officer		
Correspondent: 1 Kniceley, Melvin E.	Date on Letter: 01/01/2006		
Addressee: 1 King, Alex	Received Date: 01/06/2006		
Referrer: 1 Kristman, Sandy	Referrer Due Date: 02/04/2006		
Subject: ACCOUNTING 2	Related Folders: <input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="More"/>
		<input type="button" value="Save"/>	

Figure 28: Expanding the Folder Fields

The Folder Fields can be collapsed by clicking on the <Less> key shown in **Figure 29**.

Control Number: 5001248		Status: Active	
Folder Owner:		Processing Code: <input type="text"/>	
Mission/Staff: Office of the Executive Secretariat	Agency: None		
Division: None	Group: Main Group		
Action Organization:			
Mission/Staff: Rural Development	Agency: Rural Business-Cooperative Service		
Division: Cooperative Programs	Group: Correspondence Control Officer		
Correspondent: 1 Kniceley, Melvin E.	Date on Letter: 01/01/2006		
Addressee: 1 King, Alex	Received Date: 01/06/2006		
Referrer: 1 Kristman, Sandy	Referrer Due Date: 02/04/2006		
Subject: ACCOUNTING 2	Related Folders: <input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Less"/>
Synopsis:		<input type="button" value="abc"/>	
Final Signer: 0	Date Signed:		
VIP Type:	Special Instructions:		
Letter Count: 1	Receipt Mode:		
Reference No.:	Event Date:		
Special Attention:		<input type="button" value="Save"/>	

Figure 29: Expanded Folder Fields

The user can use the screen preference in the Personal Profile section to show more or less folder fields by default. See **Figure 30**.

Personal Profile

User Name:	00410010080000002	First Name:	Ed
Last Name:	Koenen	Email Address:	edward.koenen@stl.usda.gov
Phone:	314-335-8655	Mission/Staff:	Rural Development
Agency:	None	Division:	None

<ul style="list-style-type: none"> General <li style="background-color: #003366; color: white; padding: 2px;">Screen Proxy Printing 	<p>Screen Preferences</p> <div style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="checkbox"/> Show Select Group/User Details Screen by Default <input type="checkbox"/> Show More Folder Fields by Default ← </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <input checked="" type="radio"/> Show List View Group Navigation by Default <input type="radio"/> Show Tree View Group Navigation by Default </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>
---	--

Figure 30: Person Profile – Set Default For Folder Fields

SYNOPSIS

The Synopsis field is used in two ways by ECM.

The application captures the first 500 characters of scanned documents after the salutation and stores them in the synopsis field of the folder. The application ignores all text up to the salutation and the name after the salutation.

The Synopsis is also a free form text field of up to 500 characters. The user can use the synopsis for meaningful and/or descriptive date.

The entire contents of the synopsis field can be viewed and edited when the user clicks on the ‘Synopsis’ label. The synopsis can be modified and Spell Check can be run against it. **Figure 31** shows this pop-up.

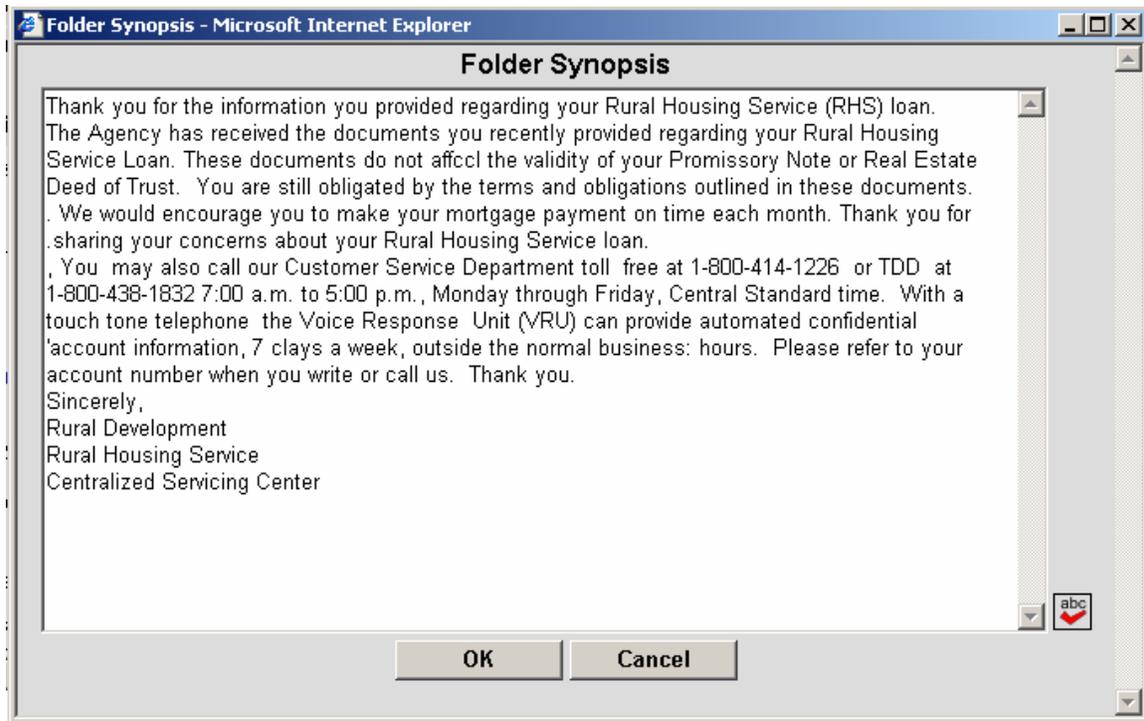


Figure 31: Folder Synopsis Pop-up

SELECT FINAL SIGNER and DATE SIGNED

A final signer can be selected. The Final Signer field shows the person(s) or position expected to sign the final version of the response letter. This may be a specific person or a position within USDA (e.g. Deputy Administrator). It may also be more than one person. The user clicks the <...> button next to the Final Signer field and the Select Final Signer screen is displayed in the List View (**Figure 32**) or the Tree View (**Figure 33**) according to the user's default.

The user highlights the applicable signer, clicks <Select> and <Save>. When the letter is actually signed, the Final Signer(s) should be changed if it is different than when initially assigned. In this situation, the original Final Signer is stored along with the actual Final Signer.

At that time the Date Signed field is entered by the user. The date can be entered in MM/DD/YYYY format or by clicking on the calendar and selecting the date.

Upon being returned to the folder, the user clicks <Save> or <Save and Close>. If the user's work session times out before the changes are saved, those changes are lost.

Tree View

Select Final Signer List View

Mission/Staff:

Agency:

Division:
Show Groups/Positions

Parent Groups

Main Group

Groups Positions

- Cooperative Marketing Division
- Cooperative Management Division
- MFCAgency
- Cooperative Development Division
- Correspondence Control Officer

Level Down Level Up

Find Group: Go

Select Group ▼

Users Display

Show Groups for User

Find User: Go

Select User ▼

Selected Final Signers Remove

Name	Organization Path
ECMM Administrator	SEC/OES/None/None

Save Cancel

Figure 32: Select Final Signer – List View

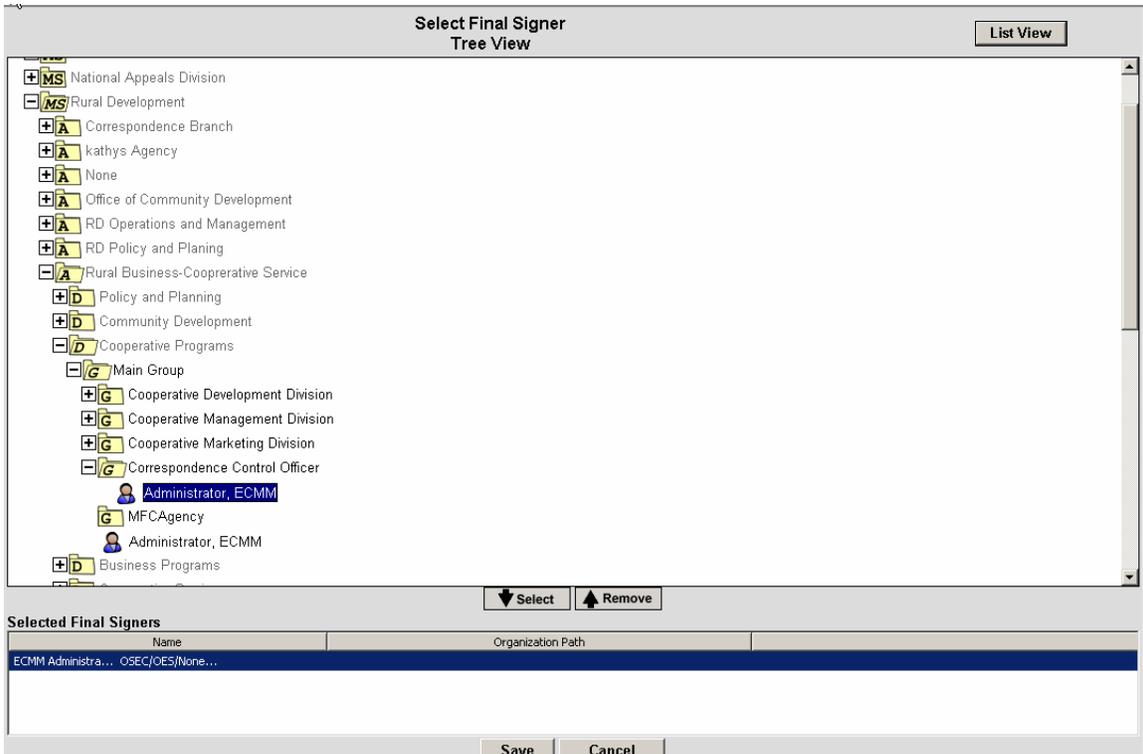


Figure 33: Select Final Signer – Tree View

REMAINING FIELDS

These remaining fields support special handling, special instructions, categorizing and/or tracking of the folder. Some fields have a drop-down list box with the available choices. Others can be used in ways meaningful to the user or group. These fields may be left blank if they don't apply to this folder. These fields are shown in **Figure 34**.

VIP Type:	Senator	Special Instructions:	
Letter Count:		Receipt Mode:	USPS
Reference No.:		Event Date:	
Special Attention:	Important Review	Save	

Figure 34: Additional Optional Folder Fields

VIP Type: This field associates a Very Important Person type to this folder. VIP types include President, Governor, Member of Congress and Tribal Official

Special Instructions: This field is used to provide special handling information for this folder. An example of a Special Instruction is Urgent.

Letter Count: This field can be used to track the number of letters received or generated through the folder.

Receipt Mode: This field is used to track the method in which the correspondence that triggered creation of the folder was received. The values include USPS, Scanning, and E-Mail.

Reference No.: This is a free-form field that can be used for data meaningful to the user.

Event Date: This field is used mainly to identify dates of events to which the Secretary of Agriculture has been invited.

Special Attention: This field is used to flag important folders. For this to be meaningful it should be used sparingly. When this is not blank, an exclamation mark will be displayed in the inbox next to tasks assigned for this folder. Valid values include Important Review, Scheduling-Secretary, and Homeland Security.