

APPLICATION LOGON

The user enters the appropriate URL to access the Content Management System. The URL for the ECM operational site is <https://cms.ess.usda.gov/edm>. The user logs on through USDA's e-Authentication system to gain access. The e-Auth logon screen is shown in **Figure 1**.

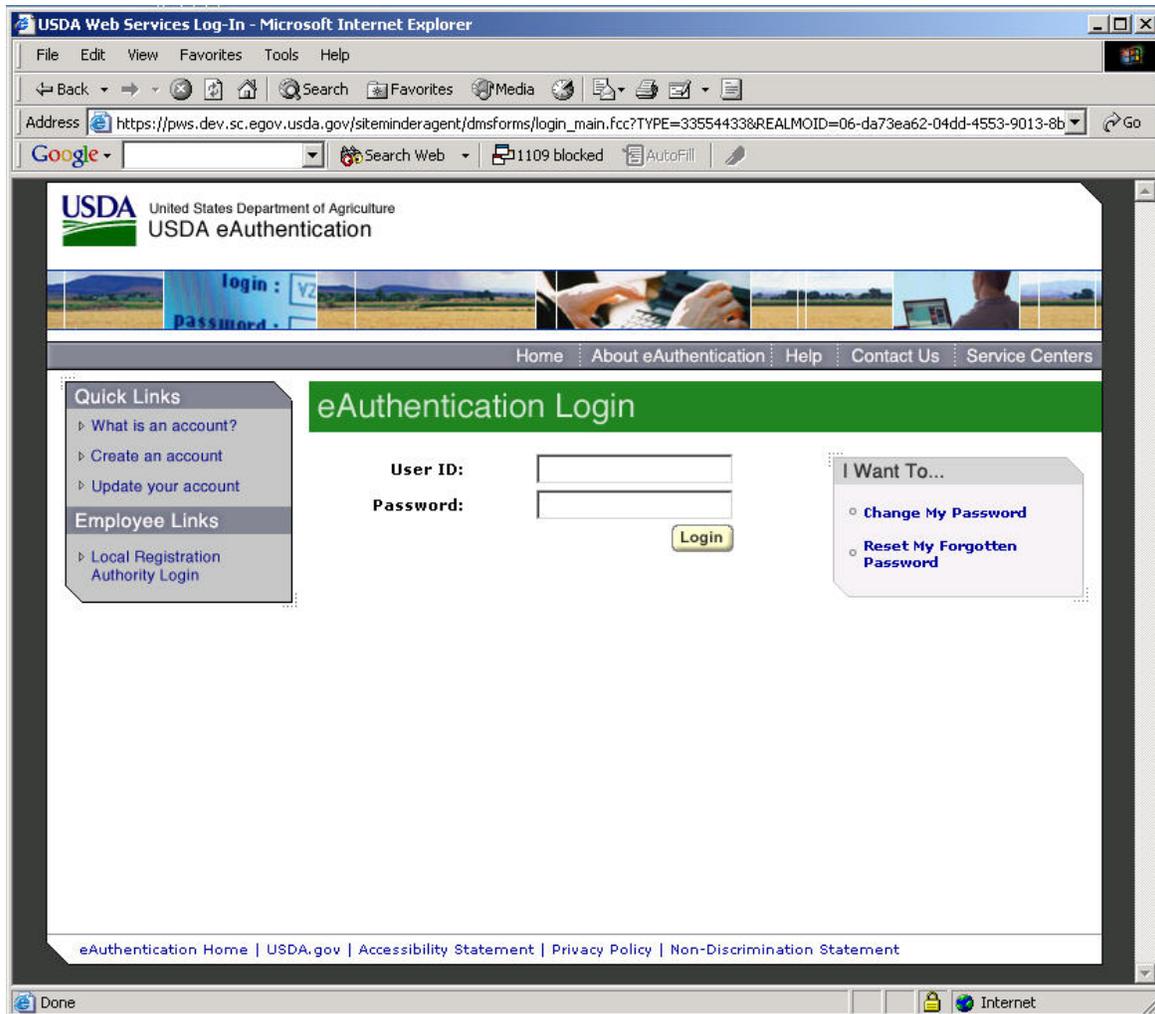


Figure 1: eAuthentication Log In Screen

Any changes to the user's password or other account information made using e-Authentication.

To access the Enterprise Content Management application, the user must have an account created by a Security Officer. If a user attempts to access the application but doesn't have an account, the Unauthorized Access message shown in **Figure 2** is displayed.

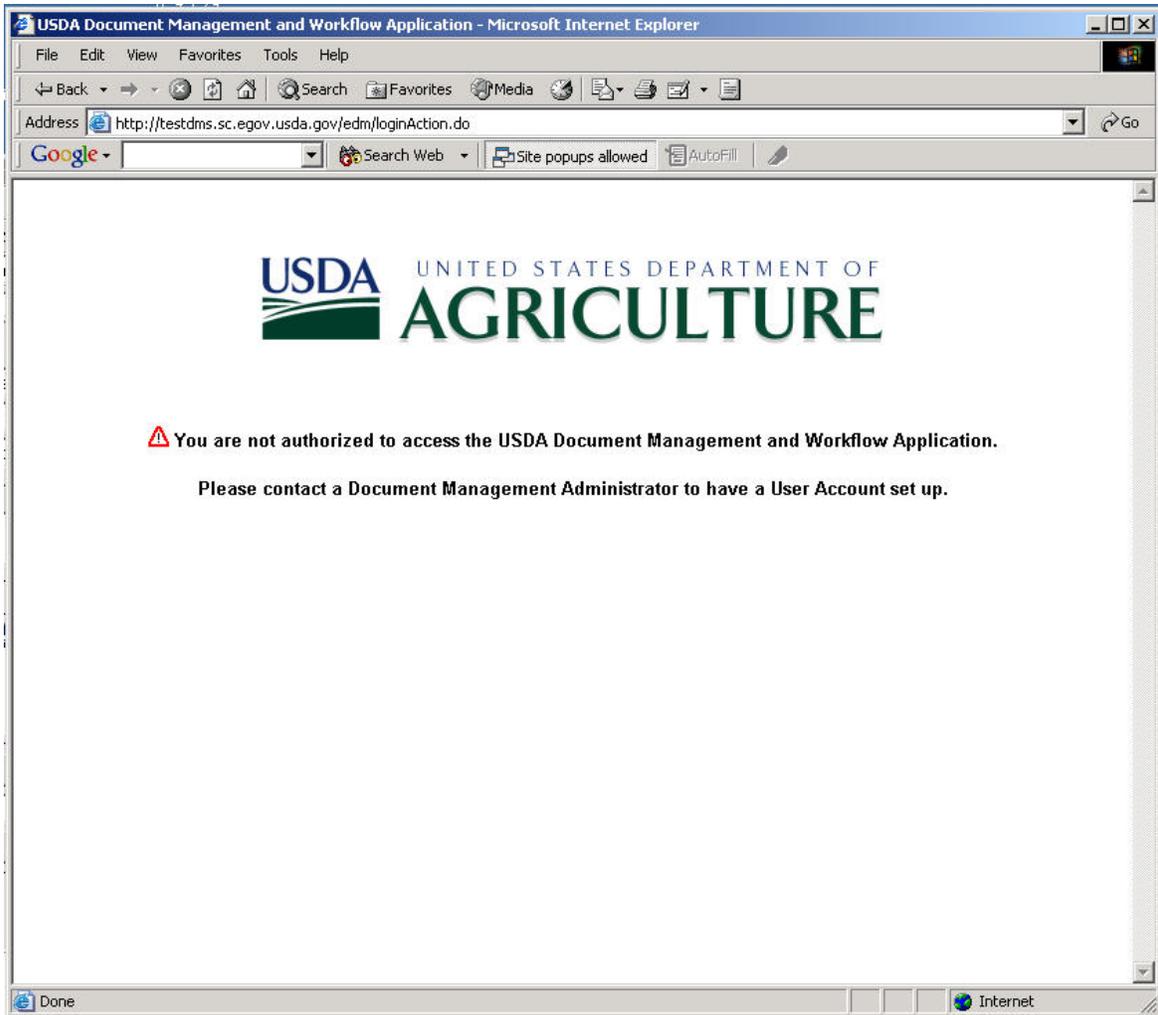


Figure 2: Unauthorized Access Message

After successfully logging on, the Enterprise Content Management application main menu is displayed as shown in **Figure 3**.



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Welcome to USDA Enterprise Content Management

Enterprise Content Management (ECM) allows USDA to manage business documents, including correspondence, effectively.

Currently Logged In: Ed Koenen

- | | |
|--------------------------------------------|-------------------------------------------|
| Inbox | Personal Profile |
| Find Folders and Documents | Workflow List Maintenance |
| Monitor Workflows | View Checkout Documents |
| Create Folder | Logon As Proxy |
| Address Book | Module Specific Functions |
| Logoff | Administration |

Figure 3: Document Management and Workflow System Main Menu

Depending upon the individual's privileges and role in ECM, the user will see all or only some of the menu options in **Figure 3**.

The main menu allows authorized users to view their work inboxes, query for folders or documents, create a new folder or perform various administrative functions.