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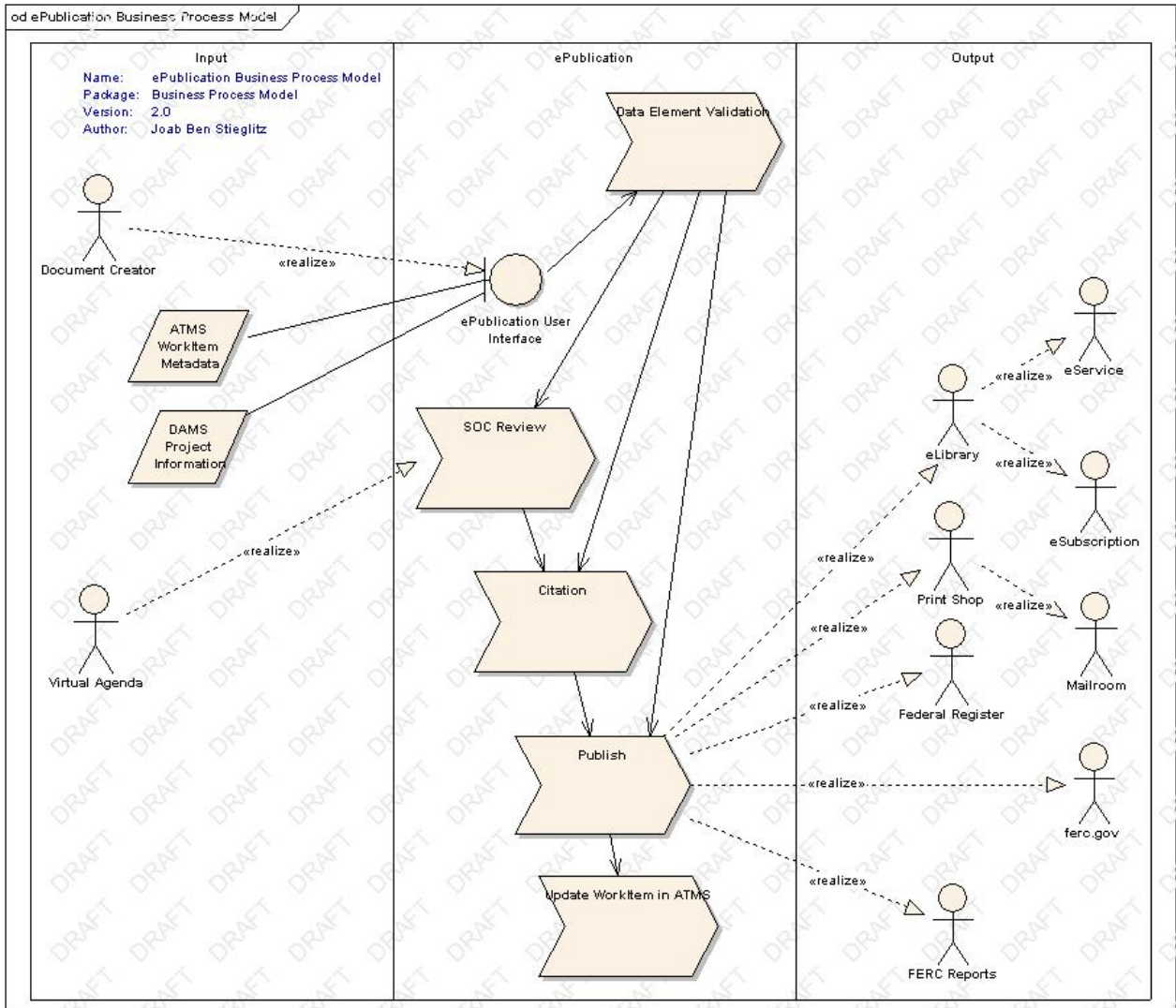
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## Introduction

ePublication 2.0 is a replacement for the FAMIS Publish Issuances Workflow as well as an enhancement to the current ePublication utility that inserts documents from the FAMIS Publish Issuances Workflow into eLibrary. The primary goal of this project is to provide a single interface for all issuances drafted at FERC to be routed through the appropriate processes to the FERC staff responsible for their publication or transmission to various external publishers.

As the Business Process Model diagram below illustrates, ePublication will provide the interface for Document Creators to initiate the issuance review and publication process. ePublication will be the mechanism for associating documents with effort by linking the ePublication record, a Submission, with records in the Activity Tracking System, ATMS, as well as other interim tracking systems, such as DAMS.



**Figure 1 : Business Process Diagram**

The system will identify the steps and default destination for the Submission based on the selected Document Type and route the document accordingly, assuring that all publication personnel receive the same version of the document at the same time. The interface will assure that all information required for the designated destinations is captured, allow for the validation that all required data elements are present within the documents, and provide the facility to create PDF versions of documents, all at the time of submission. This will enable efficiencies at the publication end, where many duplicative, manual steps are performed by the various FERC staff responsible for publication or transmission to various external publishers.

## **Summary of Efficiencies**

The following is a summary of efficiencies for each area cited that could be introduced with the implementation of the concept presented in this document.

### **SOC**

- Elimination of multiple hard copy log books. Most of the information will be captured by the database automatically. The other elements amount to one or two fields per step.
- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.
- Elimination of parallel hard copy and electronic copy processing and the synchronization of them at multiple stages in the processing.
- Transmission for publication will not be conducted via email with attachments. The documents will be included as part of the database records.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

### **Registry**

- Elimination of multiple hard copy log books. Most of the information will be captured by the database automatically. The other elements amount to one or two fields per step.
- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.
- Elimination of parallel hard copy and electronic copy processing and the synchronization of them at multiple stages in the processing.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Staff will no longer have to open every document to see whether it is a type of document they have to work on. The document type will be specified up front and only those who need to work on the submission will receive it.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

### **Federal Register**

- Elimination of multiple hard copy log books. Most of the information will be captured by the database automatically. The other elements amount to one or two fields per step.
- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.

- Elimination of parallel hard copy and electronic copy processing and the synchronization of them at multiple stages in the processing.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

### **FERC Reports**

- Elimination of multiple hard copy log books. Most of the information will be captured by the database automatically. The other elements amount to one or two fields per step.
- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

### **eLibrary**

- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

### **Publication Services**

- Elimination of multiple hard copy log books. Most of the information will be captured by the database automatically. The other elements amount to one or two fields per step.
- Assurance that end destinations receive the information required in electronic format rather than some in hard copy and others electronically.
- Transmission for publication will not be conducted via email with attachments. The documents will be included as part of the database records.
- Staff will no longer need to scan hard copy documents in order to duplicate them.
- Staff will be able to print addresses on mailer pages rather than printing mailer pages on one machine and then applying labels to them with another.

- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

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- Transmission for publication will not be conducted via email with attachments. The documents will be included as part of the database records.
- Removal of many unnecessary manual steps
- Simplified document review by destination staff as all required elements will be validated by providers up front.
- Various tracking and status reports that are currently created by hand will be generated automatically from the database.
- Email notifications and on screen status indicators will alert interested parties of publication, rather than having to contact various personnel for status information.
- Milestones will be fed back to ATMS to reflect publication.

## Points of Contact

### *Core Team*

The following personnel provided insight and guidance in the compilation of this application concept through participation in regular project meetings, liaising with their constituent personnel, providing requirements, and/or gathering requirements pertaining to their program offices' specific needs:

SOC	Magalie Salas	System Owner
SOC	Brooks Carter	User Group
SOC	Capria Johnson	User Group
SOC	Tiquana Taylor	User Group
DCIO	Ellen Brown	User Group
DCIO	Kenneth Thomas	DCIO Project Lead
DCIO	Melissa Ferebee	User Group
EMR	Kathy Senf	User Group
OAL	Arvise Olds	User Group
OAL	Toyia Johnson	User Group
OALJ	Ruby Meek	User Group
OEA	Thomas Russo	User Group
OEP	Monica DeAngelo	User Group
OGC	Stephanie Allen	User Group
OMOI	Beth Taylor	User Group
OMOI	Karen Duncan	User Group
OMOI	Megan Sperling	User Group
OMOI	Michelle Norman	User Group
GD-NS	Nicole Wilson	Project Manager
GD-NS	Joab Stieglitz	Requirements Analyst

## Requirements Providers

The following personnel provided use cases and practitioner insight invaluable to the compilation of this application concept:

SOC	Cynthia Travers	Virtual Agenda Document Review
SOC	Mary Lynch	Document Review
SOC	Nora Donovan	Federal Register
EMR	Janice Luna	Document Creation
OED	Bonnie Dodson	FERC Reports
OED	Helen Speight	FERC Reports
OED	Karen Venit	FERC Reports
OED	Valerie Mersier	Print Shop/Mailroom
OEP	Constantine Tjoumas	Document Creation
OEP	Daniel Mahoney	Document Creation
OEP	Edward Abrams	Document Creation
OEP	Elizabeth Anklam	Document Creation
OEP	James Mellom	Document Creation
OEP	Joyce Turner	Document Creation
OEP	June Morgan	Document Creation
OEP	Natalie Leech	Document Creation
OEP	Robert Cupina	Document Creation
OEP	Robert Grieve	Document Creation
OEP	Roberta Coulter	Document Creation
OEP	Ronald Colter	Document Creation
OEP	Susan Tseng	Document Creation
OEP	Thomas DeWitt	Document Creation
OGC	Linda Patterson	Document Creation
OGC	Philis Posey	Document Creation
GD-NS	Brian Starkey	eLibrary Project Manager
GD-NS	Felicia Abney	eLibrary Operations
GD-NS	Kathie Bryant	eLibrary Requirements
GD-NS	Ken Buckstrup	eLibrary Operations
GD-NS	Meredith Roblyer	Web Team Project Manager
GD-NS	Nima Ebrahimnejad	ATMS Project Manager
GD-NS	Olivia Wall	ATMS Requirements Manager
GD-NS	Quentin Robinson	Virtual Agenda Project Manager
GD-NS	Terry Smith	DAMS Project Manager

## Use Cases

### ePublication Overview

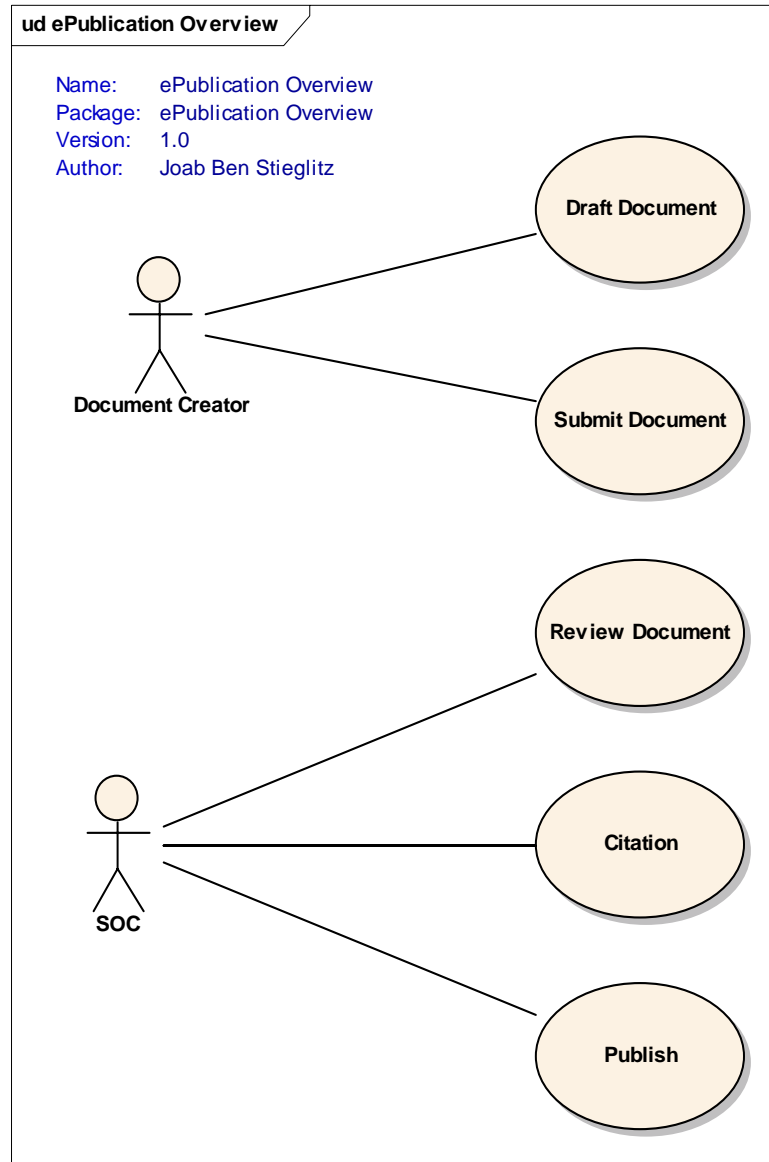


Figure 2 : ePublication Overview

#### Document Creator

Type: *public Actor*

Status: Proposed. Version 1.0. Phase 1.0.

Package: Document Creator

Details: Created on 5/16/2005 11:00:44 AM. Modified on 12/12/2005 2:15:29 PM. Author: Joab Ben Stieglitz

The ePublication process is invoked when the drafting and approval of an issuance document has been completed. For Delegated Authority documents, the program office initiates the ePublication process when they are ready for the document to be published to one or more issuance destinations.

Documents requiring Commission approval are routed to ePublication from Virtual Agenda. These documents go through a series of reviews and revisions in preparation for approval, but once approved, these documents are routed to the SOC staff for review and processing. The only difference is that documents from Virtual Agenda will skip the Submission interface and be routed directly to the SOC Review queue.

#### *Scenarios*

1. User drafts a document in Word {Basic Path}.
2. User submits document to ePublication. {Basic Path}.
3. Metadata from ATMS is pulled into ePublication {Basic Path}.
4. User assures that metadata from ATMS matches the document and updates accordingly. {Basic Path}.
5. User imports data from DAMS. {Alternate}.
6. User submits document for SOC Review {Basic Path}.
7. User Submits document for FERC Citation {Alternate}.
8. User submits document for Publication. {Alternate}.

## **SOC**

*Type:* *public Actor*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 5/25/2005 11:15:21 AM. Modified on 12/12/2005 9:39:22 AM. Author: Joab Ben Stieglitz

The Secretary of the Commission staff receives all ePublication submissions. Some submissions are reviewed by SOC staff prior to further processing. Some submissions receive FERC citation numbers. Some submissions go directly to one or more publication destinations, where SOC staff facilitate the issuance of the documents.

#### *Scenarios*

1. SOC reviews the document submitted by the Program Office {Basic Path}.
2. SOC accepts the document and formats it for publication {Basic Path}.
3. SOC rejects the submission and returns it to the Program Office {Alternate}.
4. SOC registers the document for FERC citation {Basic Path}.
5. SOC formats and sends the document to various internal and external publications {Basic Path}.
6. SOC initiates updating of the WorkItem in ATMS {Basic Path}.

## Document Creator

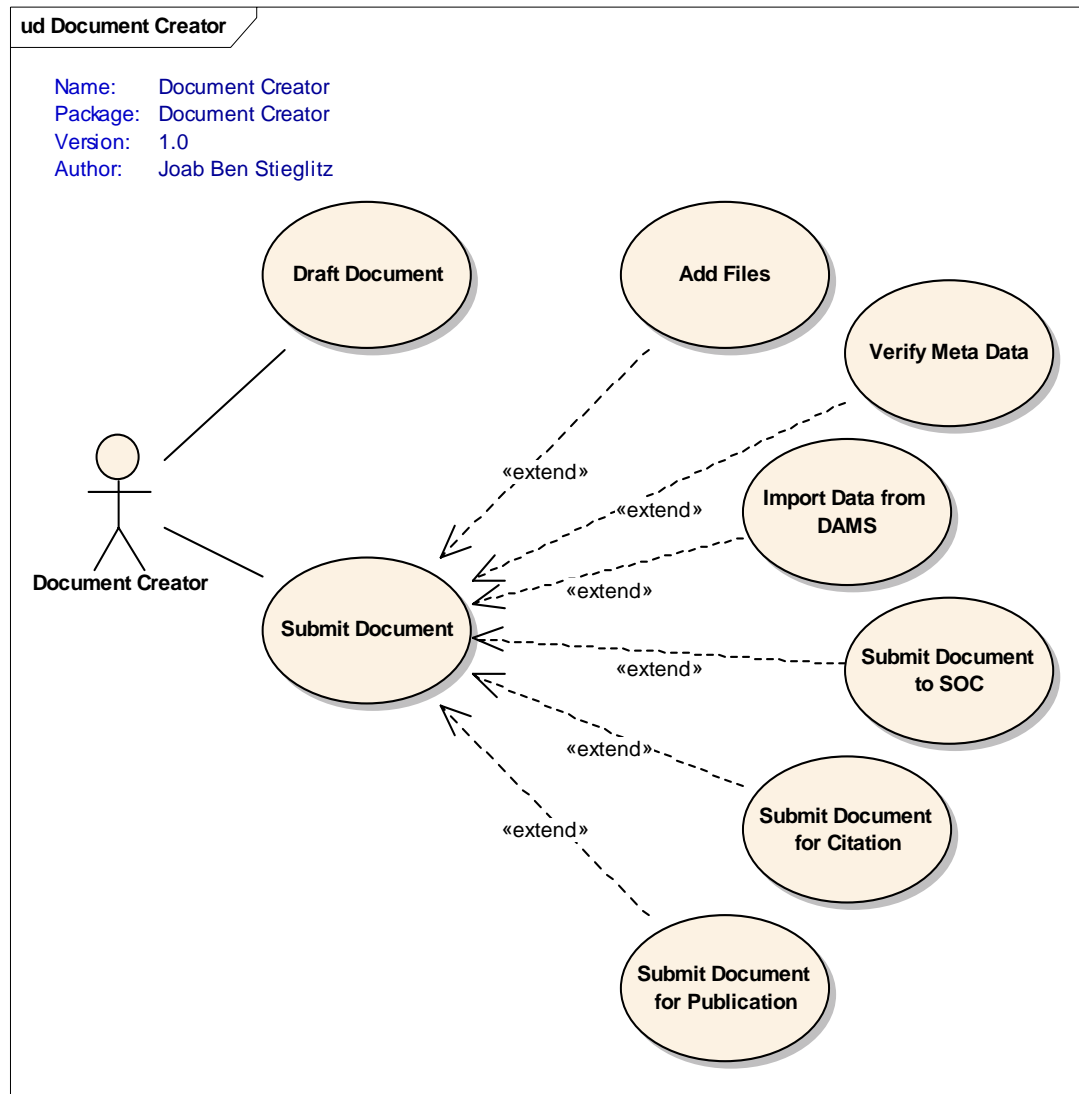


Figure 3 : Document Creator

### Draft Document

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 5/16/2005 11:00:53 AM. Modified on 10/7/2005 9:26:44 AM. Author: Joab Ben Stieglitz

Original concept: User selects a Document Template from the menu in Word and the metadata for that document is automatically inserted in to the document.

Revised concept: User initiates the creation of a document in ATMS to obtain a document containing the required metadata to include in the document.

Final concept: Document creation is independent of the publication process.

## Submit Document

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 10/7/2005 8:39:52 AM. Modified on 10/7/2005 9:00:32 AM. Author: Joab Ben Stieglitz

Submission of a document consists of linking work effort in ATMS or another tracking system with one or more documents, validating that the document matches the tracking information, and sending the submission along a processing path identified based on the selected Document Type.

## Retrieve Metadata from ATMS

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 10/6/2005 4:12:49 PM. Modified on 10/6/2005 4:13:02 PM. Author: Joab Ben Stieglitz

When the document creator identifies the ATMS WorkItem the document relates to, various WorkItem data will be captured by ePublication, such as the issuing program office, the Project or Docket Number., etc.

## Import Data from DAMS

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 12/12/2005 8:47:33 AM. Modified on 12/12/2005 8:51:46 AM. Author: Joab Ben Stieglitz

OEP D2SI is not scheduled to use ATMS until Phase 3. As such, project information from their system, DAMS, must be captured by ePublication.

### Scenarios

1. User drafts the document. {Alternate}.
2. User exports data for project related to document in DAMS. {Alternate}.
3. User creates new submission record in ePublication. {Alternate}.
4. User imports DAMS project information into submission record. {Alternate}.
5. User attaches document to submission record. {Alternate}.

## Add Files

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 10/24/2005 9:16:14 AM. Modified on 10/24/2005 9:16:30 AM. Author: Joab Ben Stieglitz

The user will be able to add one or more files to the submission in order to accommodate downstream file size and processing limitations. The files would be added in sequence to enable easy reassembly on the publication end. Each file can have a separate security level.

## Verify Meta Data

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 5/16/2005 11:06:41 AM. Modified on 10/6/2005 4:14:29 PM. Author: Joab Ben Stieglitz

The Program Office responsible for the document reviews the document to verify that the metadata in the document is current with the metadata retrieved from ATMS as the time of submission.

**Submit Document to SOC**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 5/16/2005 11:01:26 AM. Modified on 12/7/2005 7:38:46 AM. Author: Joab Ben Stieglitz

Normal process for non-delegated documents.

**Submit Document for Citation**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 5/16/2005 11:02:41 AM. Modified on 12/7/2005 7:38:36 AM. Author: Joab Ben Stieglitz

Certain documents, such as delegated orders, do not get reviewed by SOC and sent directly to the Registry for FERC Citation.

**Submit Document for Publication**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* Document Creator  
*Details:* Created on 10/24/2005 9:13:51 AM. Modified on 12/7/2005 7:38:41 AM. Author: Joab Ben Stieglitz

Some documents do not require SOC Review or Citation.

# SOC

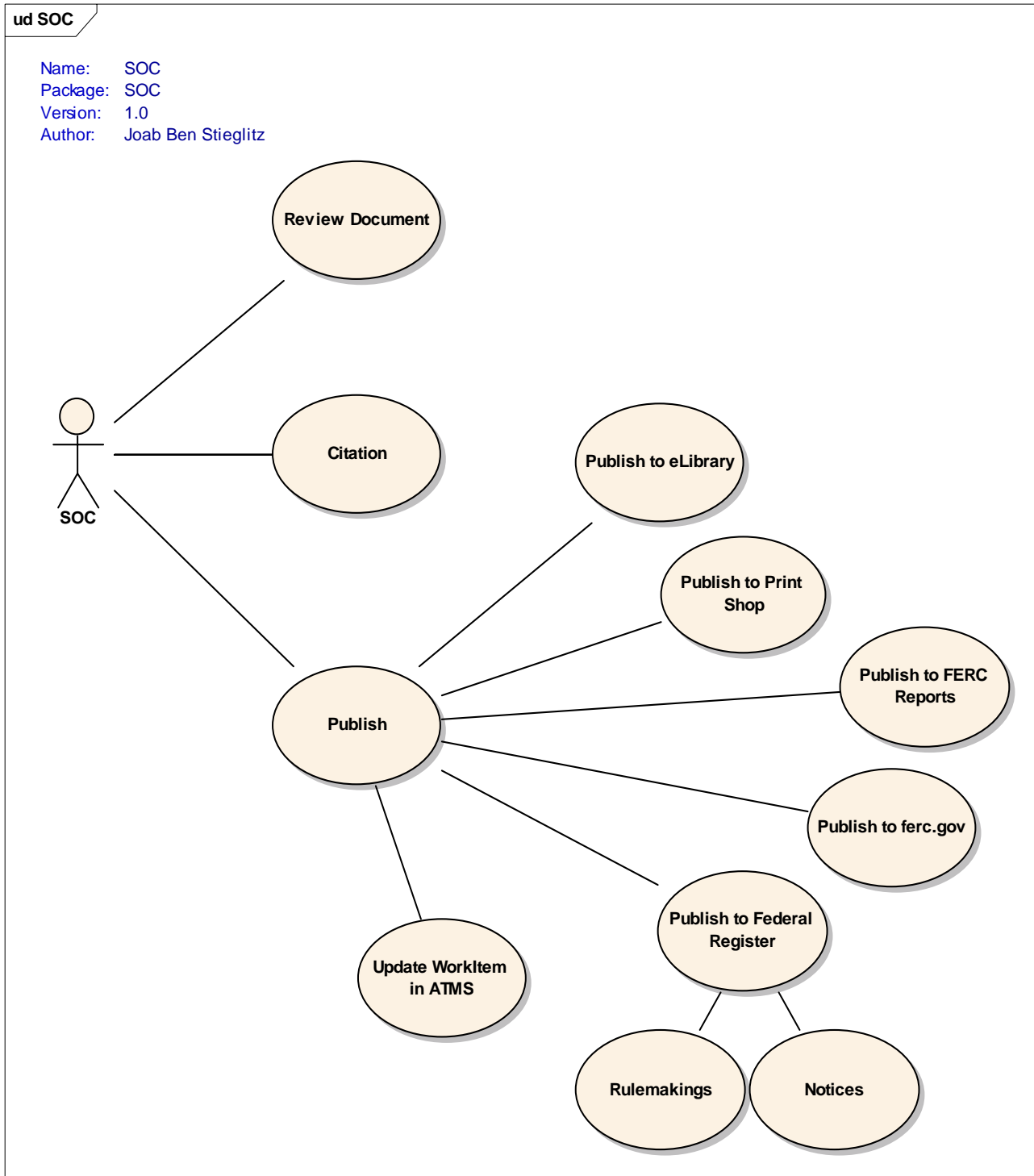


Figure 4 : SOC

## Review Document

*Type:* *public UseCase*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 5/25/2005 11:16:24 AM. Modified on 12/12/2005 2:18:44 PM. Author: Joab Ben Stieglitz

SOC determines if the document is ready for publication. This procedure applies to documents received from program offices, as well as those routed via Virtual Agenda.

### *Internal Requirements*

- If SOC appends statements or other attachments into the issuance document file, the Submission Description must be appended to indicate so. (Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)

### *Scenarios*

1. Only submissions requiring SOC Review are received. {Basic Path}.
2. User selects submission to review. {Basic Path}.
3. User edits document as necessary. {Basic Path}.
4. User saves edited document as new version. {Basic Path}.
5. User clicks Approval button. {Basic Path}.
6. Secretary digitally signs document. {Basic Path}.
7. User clicks Submit button. {Basic Path}.
8. Submission routed to next destination based on Document Type. {Basic Path}.

## Citation

*Type:* *public UseCase*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 5/25/2005 11:23:20 AM. Modified on 11/21/2005 2:59:11 PM. Author: Joab Ben Stieglitz

Document is registered for FERC citation.

### *Scenarios*

1. Only documents that require a FERC Citation Number are routed to Citation. {Basic Path}.
2. User clicks button to apply next FERC Citation Number to document. {Basic Path}.
3. The appropriate Citation Log is updated based on document type. {Basic Path}.
4. The FERC Citation Number is inserted into the document in the appropriate place based on document type. {Basic Path}.
5. User clicks button to send document to designated destinations. {Basic Path}.

## Publish

*Type:* *public UseCase*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 5/25/2005 11:24:40 AM. Modified on 7/22/2005 5:04:19 PM. Author: Joab Ben Stieglitz

Registered document is published to a variety of destinations

## **Publish to eLibrary**

Type: *public UseCase*

Status: *Proposed. Version 1.0. Phase 1.0.*

Package: *SOC*

Details: *Created on 5/25/2005 11:27:16 AM. Modified on 12/28/2005 12:12:42 PM. Author: Joab Ben Stieglitz*

The document is passed on to the eLibrary QC staff for validation of the provided metadata.

### ***Internal Requirements***

- eLibrary Operations must receive the document in the FERC official format, currently Microsoft Word. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with all related Docket and/or Project Numbers for the document. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the FERC Citation Number for the document. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the Library, Class and Type for the document. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the Opinion Number for the document, if available. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the Order Number for the document, if available. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the Program Office issuing the document. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The eLibrary Data Entry screen must be autofilled with the Submission Description for the document. Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The system must record the date that eLibrary Operations finishes processing the document (Finish button is clicked from Verification queue). Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)
- The system must record the date that eLibrary Operations receives the document (Accession Number link is clicked from Data Entry queue). Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium)

### ***Constraints***

- Approved Pre-condition . There can only be one security level per accession number.
- Approved Pre-condition . The system should use the Document Classification Service to identify document types.

### ***Scenarios***

1. Only submissions of a type designated for eLibrary are received. {Basic Path}.
2. User selects submission to review. {Basic Path}.
3. User clicks Publish button. {Basic Path}.
4. System automatically records date sent to eLibrary Operations and sends out appropriate notifications. {Basic Path}.
5. System automatically records date from eLibrary Operations when verification is completed and sends out appropriate notifications. {Basic Path}.

### **Publish to Print Shop**

*Type:* public **UseCase**  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* SOC  
*Details:* Created on 5/25/2005 11:27:24 AM. Modified on 12/13/2005 9:40:24 AM. Author: Joab Ben Stieglitz

The document is passed to the Print Shop for hard copy printing and possibly mailing.

#### ***Internal Requirements***

- The Print Shop must receive an electronic copy of the document. (*Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium*)
- The Print Shop must receive an electronic listing of the mailing addresses the document must be mailed to. (*Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium*)
- The Print Shop must receive complete instructions as to how the document is to be processed (currently collected on the Printing and Duplication Requisition Form). (*Type: Functional; Status: Proposed; Difficulty: Medium; Priority: Medium*)

#### ***Scenarios***

6. Document, mailing list and instructions received from source. {Basic Path}.
7. Document is printed per instructions received. {Basic Path}.
8. Mailing list is printed to mailer pages including postal barcodes. {Basic Path}.
9. Mailer page is collated with printed copies for mailing. {Basic Path}.
10. Envelopes are stuffed. {Basic Path}.
11. Envelopes are metered. {Basic Path}.
12. Envelopes are posted. {Basic Path}.

### **Publish to FERC Reports**

*Type:* public **UseCase**  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* SOC  
*Details:* Created on 5/25/2005 11:27:40 AM. Modified on 12/8/2005 11:19:20 AM. Author: Joab Ben Stieglitz

The document is formatted and sent for publication in FERC Reports by CCH.

#### ***Scenarios***

1. Only submissions of a type designated for Federal Register are received. {Basic Path}.
2. User selects submission to review. {Basic Path}.
3. System automatically updates the number of pages in the current volume. {Basic Path}.
4. System adds document to appropriate ZIP queue (ALJ, Office Director, or Commission) {Basic Path}.
5. User opens document and edits accordingly. {Basic Path}.
6. User uploads revised document as new version. {Basic Path}.
7. At the end of the day, user clicks Send button. {Basic Path}.
8. System creates a ZIP file from each queue. {Basic Path}.
9. System creates email to CCH containing all ZIP files created. {Basic Path}.
10. System updates the submission record for each document with the Send Date. {Basic Path}.

### **Publish to Federal Register**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* SOC  
*Details:* Created on 5/25/2005 11:27:40 AM. Modified on 12/8/2005 8:31:44 AM. Author: Joab Ben Stieglitz

The document is formatted and sent for publication in the Federal Register.

### **Notices**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* SOC  
*Details:* Created on 5/25/2005 11:27:40 AM. Modified on 12/8/2005 8:45:36 AM. Author: Joab Ben Stieglitz

The document is formatted and sent for publication in the Federal Register.

#### ***Scenarios***

1. Only submissions of a type designated for Federal Register are received. {Basic Path}.
2. User selects submission to review. {Basic Path}.
3. User opens document and edits accordingly. {Basic Path}.
4. User uploads revised document as new version. {Basic Path}.
5. Document routed to Secretary for digital signature. {Basic Path}.
6. If Secretary finds changes, user edits document. {Alternate}.
7. User clicks Publish button. {Basic Path}.
8. System marks edited document for inclusion on the next diskette. {Basic Path}.
9. When 20 documents have been marked for publication, system prompts for a diskette. {Basic Path}.
10. User inserts diskette and clicks Send button. {Basic Path}.
11. System prints hard copies of marked documents to send to Federal Register. {Basic Path}.
12. System updates submission records with date sent. {Basic Path}.
13. User sends hard copies to Federal Register and files diskette {Basic Path}.
14. Federal Register notification of document changes received. {Alternate}.
15. Attorney contacted for approval to change document. {Alternate}.
16. Federal Registered notified of change approval or sent new pages. {Alternate}.
17. User enters Federal Register Citation and Scheduled Publication Date from Federal Register when received. {Basic Path}.
18. System sends Federal Register Citation and Scheduled Publication Date from Federal Register to eLibrary {Basic Path}.

### **Rulemakings**

*Type:* *public UseCase*  
*Status:* Proposed. Version 1.0. Phase 1.0.  
*Package:* SOC  
*Details:* Created on 5/25/2005 11:27:40 AM. Modified on 12/8/2005 11:24:42 AM. Author: Joab Ben Stieglitz

The document is formatted and sent for publication in the Federal Register.

### Scenarios

1. Only submissions of a type designated for Federal Register are received. {Basic Path}.
2. User selects submission to review. {Basic Path}.
3. User opens document and edits accordingly. {Basic Path}.
4. User uploads revised document as new version. {Basic Path}.
5. Document routed to Secretary for digital signature. {Basic Path}.
6. User inserts diskette and clicks Publish button. {Basic Path}.
7. System prints 3 copies of document to send to Federal Register. {Basic Path}.
8. System copies edited document to diskette. {Basic Path}.
9. System updates submission record with date sent. {Basic Path}.
10. Federal Register notification of document changes received. {Alternate}.
11. Attorney contacted for approval to change document. {Alternate}.
12. Federal Registered notified of change approval or sent new pages. {Alternate}.
13. User enters Federal Register Citation and Scheduled Publication Date from Federal Register when received. {Basic Path}.
14. System sends Federal Register Citation and Scheduled Publication Date from Federal Register to eLibrary {Basic Path}.

### Publish to ferc.gov

*Type:* *public UseCase*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 12/5/2005 9:53:37 AM. Modified on 12/5/2005 10:00:47 AM. Author: Joab Ben Stieglitz

The document is formatted and sent for publication on the FERC website.

### Update WorkItem in ATMS

*Type:* *public UseCase*

*Status:* Proposed. Version 1.0. Phase 1.0.

*Package:* SOC

*Details:* Created on 6/23/2005 3:24:07 PM. Modified on 12/12/2005 2:11:17 PM. Author: Joab Ben Stieglitz

Upon publication, the WorkItem in ATMS is updated with milestones indicating where the document was published and when.

# Interface Concept

## Screen Navigation

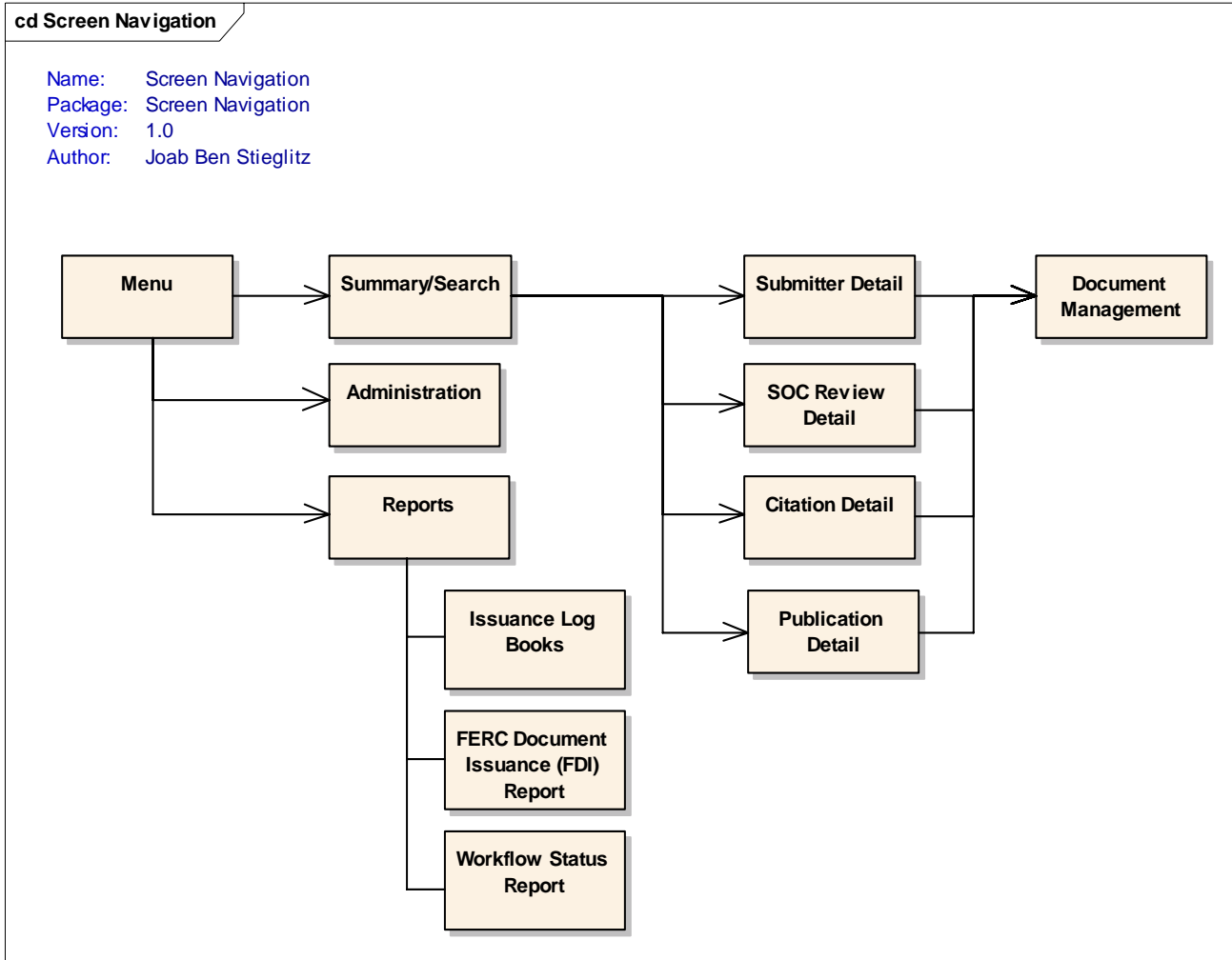


Figure 5 : Screen Navigation

## Detail

### Submitter Detail

The Submitter Detail is used by the document creator to initiate the publication process. It links the documents with the work associated with it in the work tracking system, and also identifies the personnel associated with the document for access and reference purposes.

This form is used to capture all information required by the identified publication destinations, and also identifies the default destinations and processing steps for the document type.

This form creates the envelope into which one or more issuance documents are enclosed. This constitutes a "document family" in eLibrary terms, and allows for each document in the submission to have a different security level.

The user has the latitude to change some or all of the default settings for the Submission before submitting the issuance for processing.

**cd Submitter Detail**

Name: Submitter Detail  
 Package: Submitter Detail  
 Version: 1.0  
 Author: Joab Ben Stieglitz

**Menu** | ePublication

[Submit Document](#)  
[Search/Summary](#)  
[Reports](#)

WorkItem Identifier | Issuing Program Office | Status

Participant Information

Submission Title

Submission Description

Document Type | Validate

Document Type Specific Option | Doc Type Specific

Document Type Specific Option | Doc Type Specific

Hard Copy Print  | Federal Register  | Other Option  | Other Option

ferc.gov  | FERC Reports  | Other Option  | Other Option

eLibrary  | Mailroom  | Other Option  | Other Option

Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View

SOC Review  | Citation Only  | Publish Only

Back | Cancel | Add File | Save | Submit

Figure 6 : Submitter Detail

## SOC Review Detail

This form is used by SOC for those submissions identified as needing SOC Review before publication. either by Document Type or by manual assignment by the Document Creator. This form is similar to the Submitter Detail form except that it also bears read only fields displaying the name of the person submitting the document and timestamp of submission.

SOC has the ability to view/edit each document in the Submission and to upload a revised version. The original version would be available in read only format. Once SOC Review has been completed, the SOC Signoff button updates the Submission with certification that the document has been reviewed and approved by SOC.

Once SOC Signoff has been achieved, the Secretary of the Commission can enter their password and click the Secretary Signature button to digitally sign the most current version of each of the submission documents and convert them into one or more PDF files.

**cd SOC Review Detail**

Name: SOC Review Detail  
 Package: SOC Review Detail  
 Version: 1.0  
 Author: Joab Ben Stieglitz

**Menu** | **ePublication**

[Submit Document](#) | [Search/Summary](#) | [Reports](#)

WorkItem Identifier | Issuing Program Office | Status

Participant Information

Submission Title

Submission Description

Document Type | Validate

Document Type Specific Option | Doc Type Specific

Document Type Specific Option | Doc Type Specific

Hard Copy Print  | Federal Register  | Other Option  | Other Option

ferc.gov  | FERC Reports  | Other Option  | Other Option

eLibrary  | Mailroom  | Other Option  | Other Option

Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View

SOC Review  | Citation Only  | Publish Only

Submitter Name | Sub Name | Submission Date | Sub Date

SOC Signoff Name | SS Name | SOC Signoff

Enter password to sign | Password | Secretary Signature

Back | Cancel | Add File | Save | Submit

Figure 7 : SOC Review Detail

## Citation Detail

The Citation Detail screen is used by the SOC Registry personnel to manage FERC Citation Numbers and insert them into issuance documents.

The document with the Citation Number inserted is added to the Submission record as a new version of the PDF document.

cd Citation Detail

Name: Citation Detail  
 Package: Citation Detail  
 Version: 1.0  
 Author: Joab Ben Stieglitz

Menu ePublication

[Submit Document](#)  
  
[Search/Summary](#)  
  
[Reports](#)

Participant Information

Submission Title

Submission Description

Document Type ▼

Validate

Document Type Specific Option ▼

Doc Type Specific

Document Type Specific Option

Doc Type Specific

Hard Copy Print

Federal Register

Other Option

Other Option

ferc.gov

FERC Reports

Other Option

Other Option

eLibrary

Mailroom

Other Option

Other Option

Remove

File Title

Document Status

Security Lvl

View

Remove

File Title

Document Status

Security Lvl

View

Remove

File Title

Document Status

Security Lvl

View

Remove

File Title

Document Status

Security Lvl

View

Remove

File Title

Document Status

Security Lvl

View

SOC Review

Citation Only

Publish Only

Submitter Name

Submission Date

SOC Signoff Name

SOC Signoff Date

Secretary Signature Name

Secretary Signature Date

Generate Citation

Volume

FERC

FERC Registry Number

Insert

Back

Cancel

Add File

Save

Submit

Figure 8 : Citation Detail

December 29, 2005

### Publication Detail

The Publication Detail is used by the various publication destinations to manage their processing of issuances to the platforms and organizations they work with.

This form provides fields for collecting the unique information each destination provides while eliminating the duplication of multiple hard copy log books. Items such as volume numbers and page counts are tabulated automatically, and buttons are provided to package issuances for delivery to different external organizations.

cd Publication Detail

Name: Publication Detail  
Package: Publication Detail  
Version: 1.0  
Author: Joab Ben Stieglitz

Menu ePublication

[Submit Document](#)  
[Search/Summary](#)  
[Reports](#)  
[Administration](#)

WorkItem Identifier Issuing Program Office Status

Participant Information

Submission Title

Submission Description

Document Type Validate

Document Type Specific Option Doc Type Specific

Document Type Specific Option Doc Type Specific

Hard Copy Print  Federal Register  Other Option  Other Option

ferc.gov  FERC Reports  Other Option  Other Option

eLibrary  Mailroom  Other Option  Other Option

Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View
Remove	<a href="#">File Title</a>	Document Status	Security Lvl	View

SOC Review  Citation Only  Publish Only

Office Signoff Name OS Name Office Signoff Date OS Date

SOC Signoff Name SS Name SOC Signoff Date SS Date

Secretary Signature Name SEC Name Secretary Signature Date SEC Date

Volume FERC FERC Registry Number

Vol Pages VPages Docs Counter DCount Make Disk Make ZIP

Back Cancel Add File Save Update

Figure 9 : Publication Detail

## Document

A document is composed of one or more files which can each be any combination of Document Type, Security level, etc.

### Add Document

This form is used to add individual files to a submission, enabling large issuances to be submitted at one time and assembled in the proper order at time of publication.

Each file would be a "document" in eLibrary terms and could receive its own accession number or be grouped with other related files based on the security level assigned to each file.

The validate button is used to assure that the required data elements from the tracking system are present in the attached file.

The Create PDF button could be used to add a PDF version of the document to the submission as well as the original. Alternatively it could be used to convert the indicated file to PDF format before adding it to the submission.

**cd Add Document**

Name: Add Document  
Package: Add Document  
Version: 1.0  
Author: Joab Ben Stieglitz

**Menu** | **Add Document**

[Submit Document](#)  
[Search/Summary](#)  
[Reports](#)

WorkItem Identifier | Status

Participant Information

Submission Title

Submission Description

File Title | Security Level

Filename | Browse | Validate

File Description

Create PDF | Cancel | Add | Back

Figure 10 : Add Document

## Edit Document

The Edit Document form is used to make changes and to track the version history of an individual file.

**cd Edit Document**

Name: Edit Document  
Package: Edit Document  
Version: 1.0  
Author: Joab Ben Stieglitz

Menu	Edit Document
<a href="#">Submit Document</a>	WorkItem Identifier <input type="text"/> Status <input type="text"/>
<a href="#">Search/Summary</a>	Participant Information <input type="text"/>
<a href="#">Reports</a>	Submission Title <input type="text"/>
	Submission Description <input type="text"/>
	File Title <input type="text"/> Security Level <input type="text"/>
	Filename <input type="text"/> <input type="button" value="Browse"/>
	<input type="button" value="Reserve"/> <input type="button" value="Validate"/> <input type="button" value="Download/View"/>
	Description of Change <input type="text"/>
	Version <input type="text"/> Description of Change <input type="text"/> Change Date <input type="text"/> Changer <input type="text"/>
	Version <input type="text"/> Description of Change <input type="text"/> Change Date <input type="text"/> Changer <input type="text"/>
	<input type="button" value="Create PDF"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>

Figure 11 : Edit Document

## Summary/Search

These forms enable users to locate Submission Records in ePublication for processing and/or reference.

### WorkItem

cd Summary/WorkItem

Name: Summary/WorkItem  
Package: WorkItem  
Version: 1.0  
Author: Joab Ben Stieglitz

<a href="#">Submit Document</a>	<input type="checkbox"/> WorkItem Search	<input type="text" value="Search Criteria"/>	<input type="button" value="Search"/>
<a href="#">Search/Summary</a>	<input type="checkbox"/> Program Office	<input type="text" value="Office Selector"/>	<input type="button" value="Office Selector"/>
<a href="#">Reports</a>	<input type="checkbox"/> Destination	<input type="text" value="Destination Selector"/>	<input type="button" value="Destination Selector"/>
	<input type="checkbox"/> Document Type	<input type="text" value="Document Selector"/>	<input type="button" value="Document Selector"/>

<input type="checkbox"/>	<a href="#">Submission Title</a>	<input type="text" value="Office"/>	<input type="text" value="Status"/>	<input type="button" value="View"/>
<input type="checkbox"/>	<a href="#">Submission Title</a>	<input type="text" value="Office"/>	<input type="text" value="Status"/>	<input type="button" value="View"/>
<input type="checkbox"/>	<a href="#">Submission Title</a>	<input type="text" value="Office"/>	<input type="text" value="Status"/>	<input type="button" value="View"/>
<input type="checkbox"/>	<a href="#">Submission Title</a>	<input type="text" value="Office"/>	<input type="text" value="Status"/>	<input type="button" value="View"/>

Figure 12 : Summary/WorkItem

## Program Office

cd Summary/Program Office

Name: Summary/Program Office  
Package: Program Office  
Version: 1.0  
Author: Joab Ben Stieglitz

Menu

[Submit Document](#)

[Search/Summary](#)

[Reports](#)

Worktem Search	Search Criteria	Search
Program Office	Office Selector	
Destination	Destination Selector	
Document Type	Document Selector	

Select All    Un-Select All    Create File of Selected Documents

<input type="checkbox"/>	<a href="#">Worktem ID</a>	Submission Title	Status	View
<input type="checkbox"/>	<a href="#">Worktem ID</a>	Submission Title	Status	View
<input type="checkbox"/>	<a href="#">Worktem ID</a>	Submission Title	Status	View
<input type="checkbox"/>	<a href="#">Worktem ID</a>	Submission Title	Status	View

Figure 13 : Summary/Program Office

## Destination

**cd Summary/Destination**

Name: Summary/Destination  
Package: Destination  
Version: 1.0  
Author: Joab Ben Stieglitz

**Menu** Summary/Destination

[Submit Document](#)  
[Search/Summary](#)  
[Reports](#)

WorkItem Search  Search Criteria  Search

Program Office  Office Selector

Destination  Destination Selector

Document Type  Document Selector

Select All Un-Select All Create File of Selected Documents

<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	View

Figure 14 : Summary/Destination

## Document Type

cd Summary/Document Type

Name: Summary/Document Type  
Package: Document Type  
Version: 1.0  
Author: Joab Ben Stieglitz

**Menu** Summary/Document Type

[Submit Document](#)  
[Search/Summary](#)  
[Reports](#)

WorkItem Search  Search Criteria  Search

Program Office  Office Selector

Destination  Destination Selector

Document Type  Document Selector

Select All Un-Select All Create File of Selected Documents

<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	Status	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	Status	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	Status	View
<input type="checkbox"/>	WorkItem ID	<a href="#">Submission Title</a>	Office	Status	View

Figure 15 : Summary/Document Type

