



# ERF Website Update

(effective 1/27/12)

## CSI Document Delete

(REV. 02/01/12)

## **NEW CSI Document Delete Functionality**

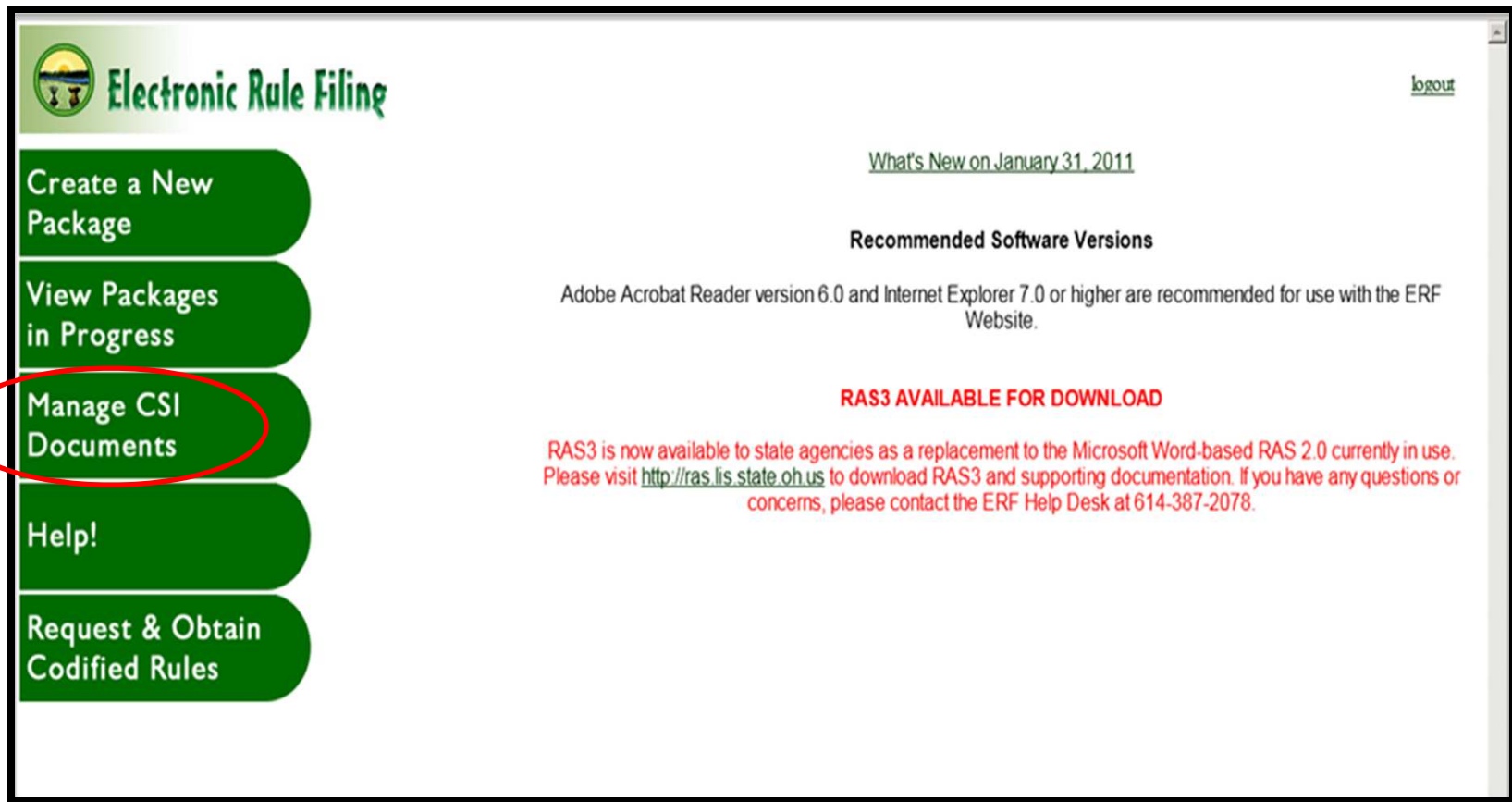
**Effective January 27, 2012, filers have the ability to delete a CSI Document from the ERF Website.**

- CSI Documents can be deleted from the ERF Website as long as the package is in a “pending” status (not yet filed).
- Once a package has been filed, a CSI Document can no longer be deleted. If it is determined that a CSI Document associated with a filed package needs to be replaced with a new document, a filer must begin the Revise/Refile process in the ERF Website and upload the new CSI Document.

# Step-By-Step CSI Document Delete

**Event 1:** The CSI Document that needs to be deleted has not yet been associated with a specific package.

**Step 1:** Select the **Manage CSI Documents** option from the ERF Website Home Page..



# Step-By-Step CSI Document Delete

**Step 2:** Click on the **Tracking Number** link for the document to be deleted.

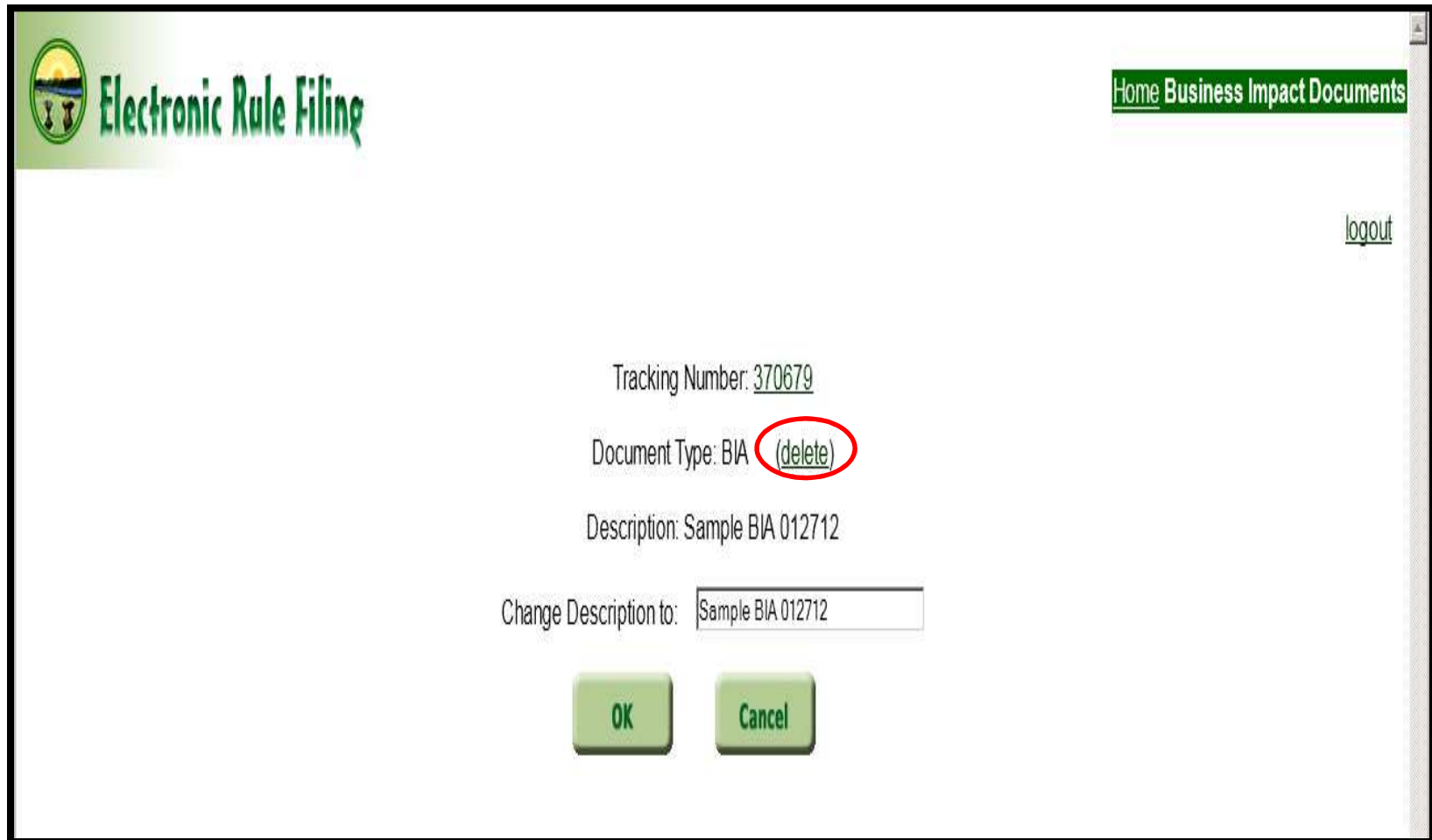
The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo and title 'Electronic Rule Filing'. At the top right is a navigation bar with 'Home' and 'Manage CSI Documents'. A 'logout' link is located on the right side. On the left side, there are two buttons: 'Upload Document' and 'Search'. The main content area displays a table of documents with the following columns: Tracking Number, Document Type, Description, and Upload Date. The tracking number 370682 is circled in red. At the bottom of the table, there are navigation links: '<< Previous 50' and 'Next 50 >>'.

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
<a href="#">370684</a>	Agency Response	Renee CSI Agency Resp 012712	2012-01-27
<a href="#">370683</a>	CSI Rec	Renee CSI Rec 012712	2012-01-27
<a href="#">370682</a>	BIA	Renee BIA 012712	2012-01-27
<a href="#">369498</a>	BIA		2011-12-31
<a href="#">369478</a>	BIA	sadfasfd	2011-12-30
<a href="#">369467</a>	BIA	Friday BIA upload	2011-12-30
<a href="#">369343</a>	Agency Response	Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.	2011-12-30
<a href="#">369342</a>	CSI Rec	CIS Rec 3 007	2011-12-30
<a href="#">369341</a>	BIA	BIA 3 007	2011-12-30
<a href="#">369322</a>	Agency Response	Amor 2 agency 007	2011-12-30
<a href="#">369311</a>	BIA	BIA 2 agency 007	2011-12-30
<a href="#">369298</a>	CSI Rec	CSI rec Doc A	2011-12-30
<a href="#">369129</a>	Agency Response	Amor 1	2011-12-29
<a href="#">369128</a>	CSI Rec	CSI rec 1	2011-12-29
<a href="#">369113</a>	BIA	Agency007 BIA doc 1	2011-12-29

<< Previous 50                      Next 50 >>

## Step-By-Step CSI Document Delete

**Step 3:** A screen appears displaying the information for the **Tracking Number** selected. Click **(delete)**.



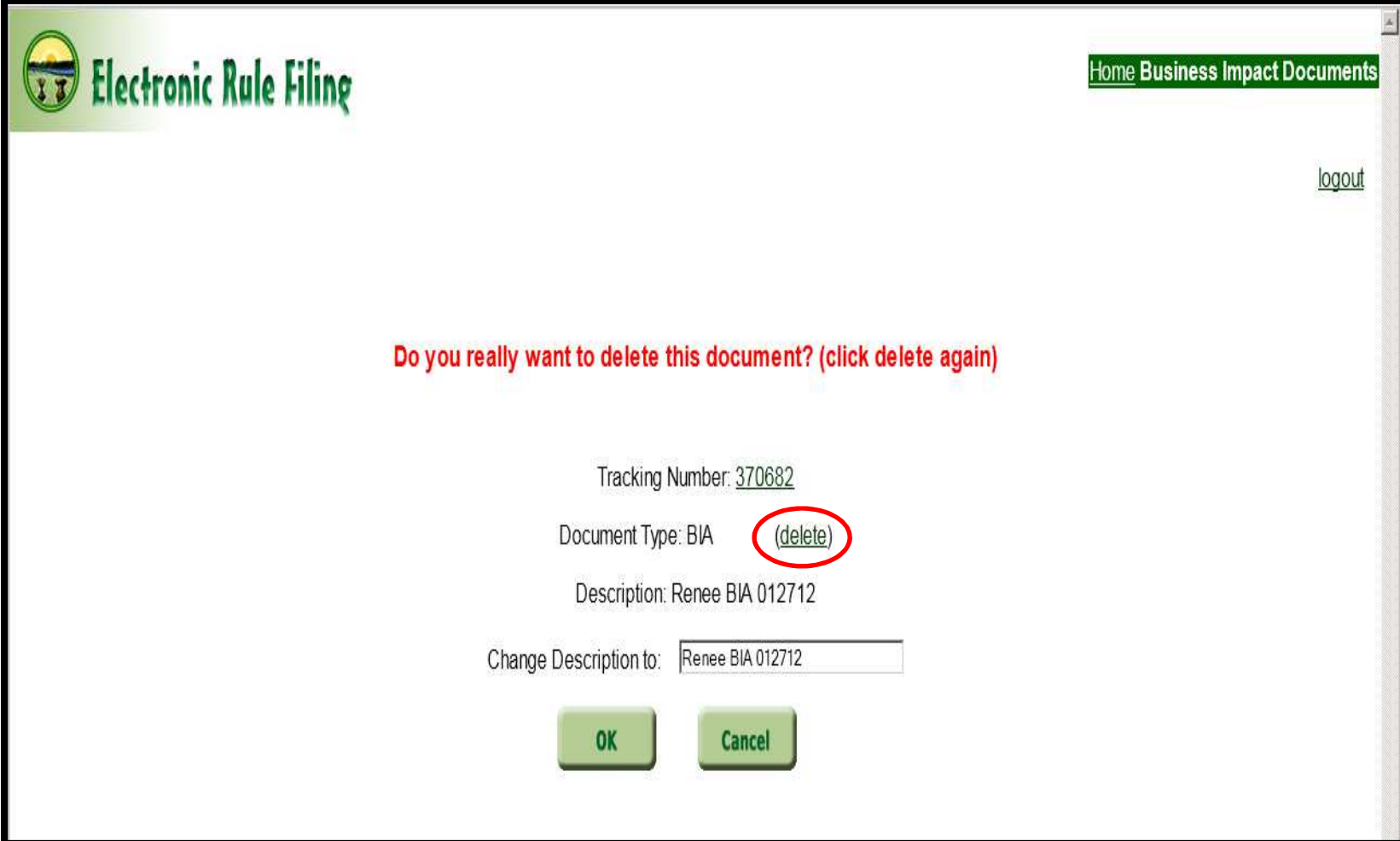
The screenshot shows a web interface for "Electronic Rule Filing". In the top right corner, there is a navigation bar with "Home Business Impact Documents" and a "logout" link. The main content area displays the following information:

- Tracking Number: 370679
- Document Type: BIA **(delete)** (The "(delete)" link is circled in red in the original image.)
- Description: Sample BIA 012712

Below this information, there is a "Change Description to:" label followed by a text input field containing "Sample BIA 012712". At the bottom of the form, there are two green buttons: "OK" and "Cancel".

## Step-By-Step CSI Document Delete

**Step 4:** A message appears in red as follows: “**Do you really want to delete this document? (click delete again).**” Click **(delete)** a second time.



The screenshot shows the 'Electronic Rule Filing' interface. In the top left corner, there is a logo with a sun and water, and the text 'Electronic Rule Filing'. In the top right corner, there is a green navigation bar with the text 'Home Business Impact Documents' and a 'logout' link. The main content area displays a red confirmation message: 'Do you really want to delete this document? (click delete again)'. Below the message, the following information is shown: 'Tracking Number: 370682', 'Document Type: BIA (delete)', and 'Description: Renee BIA 012712'. The '(delete)' text is circled in red. At the bottom, there is a 'Change Description to:' label followed by a text input field containing 'Renee BIA 012712'. Below the input field are two green buttons labeled 'OK' and 'Cancel'.

# Step-By-Step CSI Document Delete

The filer is returned to the CSI Document Management screen and the document has been removed.

**Electronic Rule Filing** Home : [Manage CSI Documents](#)

[logout](#)

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
<a href="#">370684</a>	Agency Response	Renee CSI Agency Resp 012712	2012-01-27
<a href="#">370683</a>	CSI Rec	Renee CSI Rec 012712	2012-01-27
<a href="#">369498</a>	BIA		2011-12-31
<a href="#">369478</a>	BIA	sadfasd	2011-12-30
<a href="#">369467</a>	BIA	Friday BIA upload	2011-12-30
<a href="#">369343</a>	Agency Response	Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.Here are a characters 25.	2011-12-30
<a href="#">369342</a>	CSI Rec	CIS Rec 3 007	2011-12-30
<a href="#">369341</a>	BIA	BIA 3 007	2011-12-30
<a href="#">369322</a>	Agency Response	Amor 2 agency 007	2011-12-30
<a href="#">369311</a>	BIA	BIA 2 agency 007	2011-12-30
<a href="#">369298</a>	CSI Rec	CSI rec Doc A	2011-12-30
<a href="#">369129</a>	Agency Response	Amor 1	2011-12-29
<a href="#">369128</a>	CSI Rec	CSI rec 1	2011-12-29
<a href="#">369113</a>	BIA	Agency007 BIA doc 1	2011-12-29

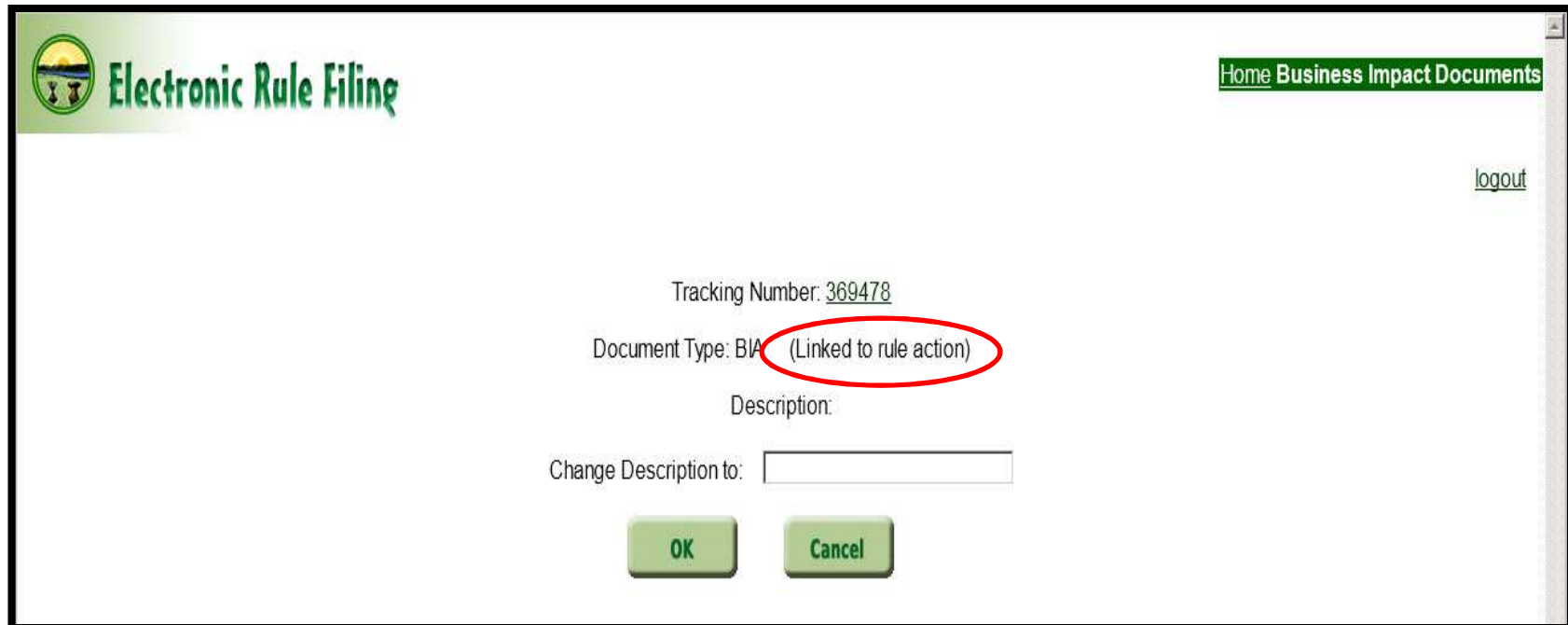
[Upload Document](#)      [Search](#)

[<< Previous 50](#)      [Next 50 >>](#)

## Step-By-Step CSI Document Delete

**Event 2:** A CSI Document that has already been associated with a specific package needs to be replaced by a new CSI Document.

**Note:** Because the CSI Document was previously linked to a specific package, the filer cannot go to the **Manage CSI Documents** page to delete the CSI Document. In the example below, the message **(Linked to rule action)** displays beside the **Document Type** field indicating that the **Tracking Number** has been linked to a package and therefore cannot be deleted.



The screenshot shows the 'Electronic Rule Filing' interface. In the top left corner, there is a logo and the text 'Electronic Rule Filing'. In the top right corner, there is a green navigation bar with the text 'Home Business Impact Documents' and a 'logout' link. The main content area displays the following information:

- Tracking Number: [369478](#)
- Document Type: BIA (Linked to rule action)
- Description:
- Change Description to:
- Buttons: OK and Cancel

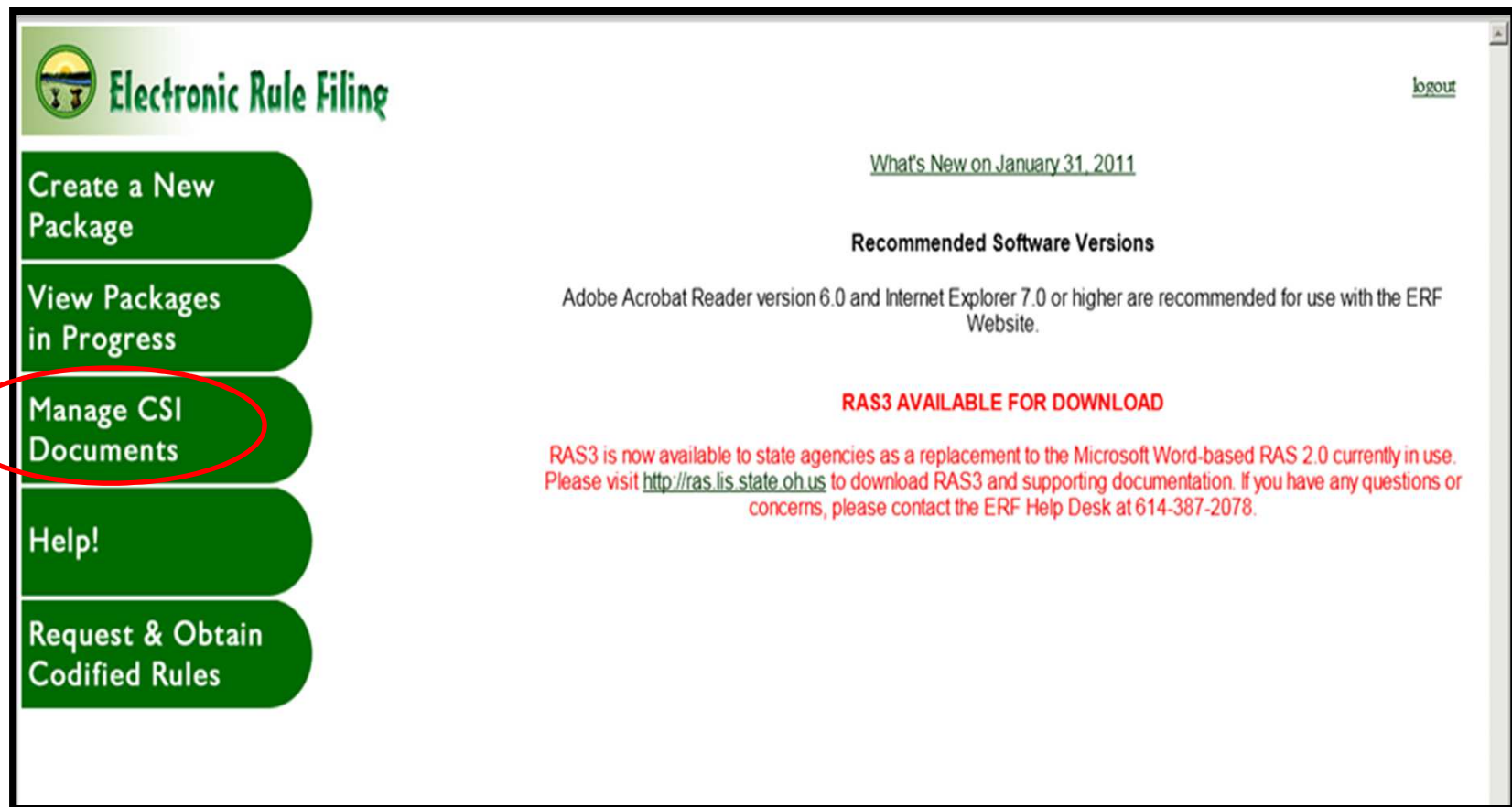
The text '(Linked to rule action)' is circled in red.



## Step-By-Step CSI Document Delete

Since the original CSI Document is linked to a package and cannot be deleted, a filer must first upload the new CSI Document that is to replace the original.

**Step 1:** Select the **Manage CSI Documents** option from the ERF Website Home Page.



The screenshot shows the ERF website interface. On the left, there is a vertical menu with five green buttons: 'Create a New Package', 'View Packages in Progress', 'Manage CSI Documents' (circled in red), 'Help!', and 'Request & Obtain Codified Rules'. The main content area on the right includes a 'logout' link, a 'What's New on January 31, 2011' section, a 'Recommended Software Versions' section with text about Adobe Acrobat Reader and Internet Explorer, and a red announcement for 'RAS3 AVAILABLE FOR DOWNLOAD' with a link to the download page and contact information for the ERF Help Desk.

# Step-By-Step CSI Document Delete

**Step 2:** Select the **Upload Document** button to begin the upload process.

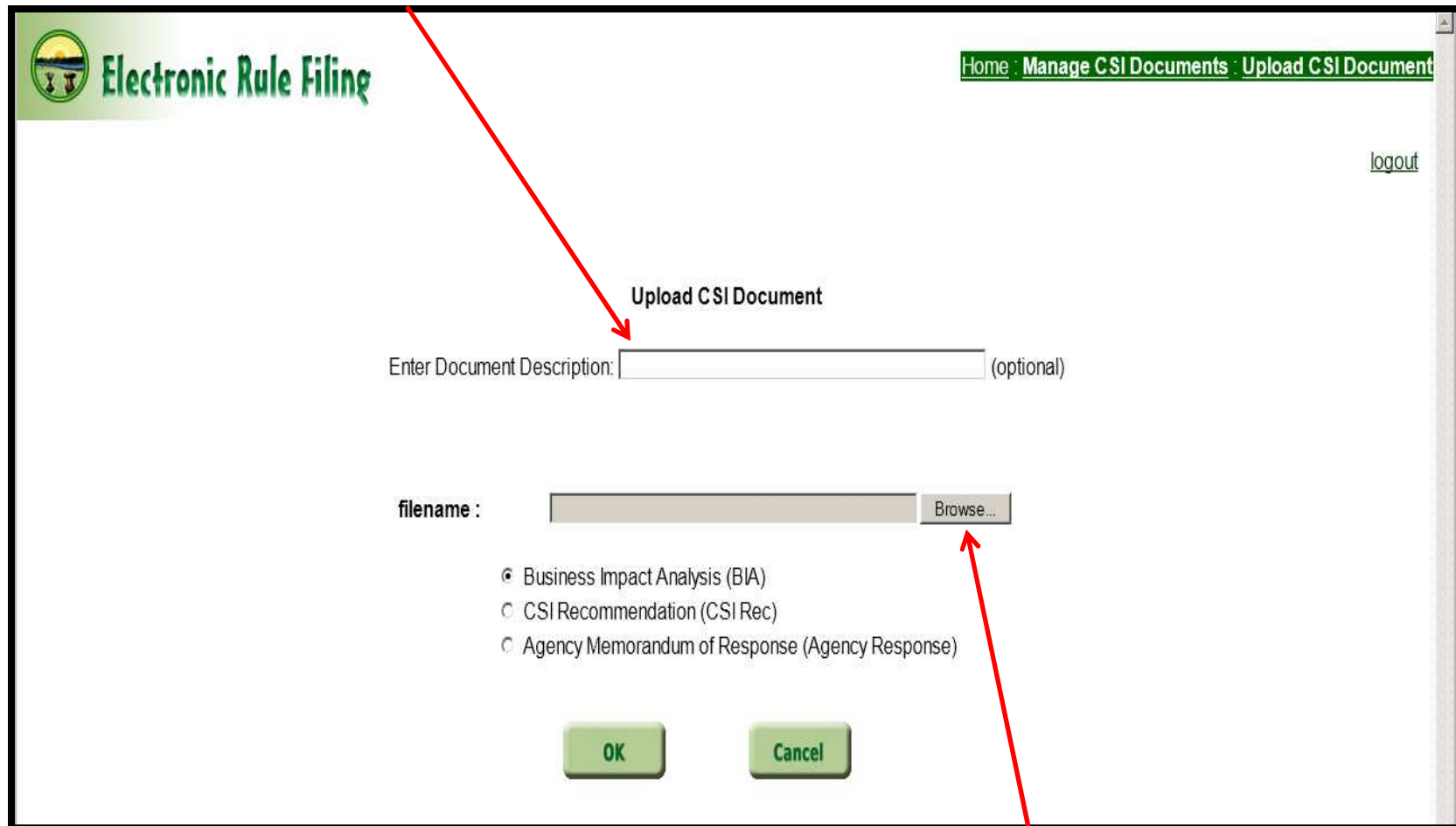
The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the application logo and name. At the top right, there is a breadcrumb trail 'Home : Manage CSI Documents' and a 'logout' link. The main content area features a table with four columns: 'Tracking Number', 'Document Type', 'Description', and 'Upload Date'. The table lists 20 document entries. On the left side of the table, there are two buttons: 'Upload Document' and 'Search'. The 'Upload Document' button is highlighted with a red circle. At the bottom of the table, there are navigation links: '<< Previous 50' and 'Next 50 >>'.

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
<a href="#">367782</a>	Agency Response	Resp test	2011-12-28
<a href="#">367781</a>	CSI Rec	Rec test	2011-12-28
<a href="#">367780</a>	BIA	BIA test	2011-12-28
<a href="#">367760</a>	Agency Response	Response Test	2011-12-28
<a href="#">367759</a>	CSI Rec	Recommend Test	2011-12-28
<a href="#">367758</a>	BIA	BIA TEST	2011-12-28
<a href="#">367691</a>	Agency Response	5101 Response 20111227	2011-12-27
<a href="#">367690</a>	CSI Rec	5101 Recommendation 20111227	2011-12-27
<a href="#">367689</a>	BIA	5101 BIA 20111227	2011-12-27
<a href="#">367272</a>	Agency Response	Test 5 - AgRes	2011-12-15
<a href="#">367271</a>	Agency Response	Test 4 - AgRes	2011-12-15
<a href="#">367270</a>	Agency Response	Test 3 - AgRes	2011-12-15
<a href="#">367269</a>	Agency Response	Test 2 - AgRes	2011-12-15
<a href="#">367268</a>	CSI Rec	Test 5 - CSIR	2011-12-15
<a href="#">367267</a>	CSI Rec	Test 4 - CSIR	2011-12-15
<a href="#">367266</a>	CSI Rec	Test 3 - CSIR	2011-12-15
<a href="#">367265</a>	CSI Rec	Test 2 - CSIR	2011-12-15
<a href="#">367264</a>	BIA	Test 5 - BIA	2011-12-15
<a href="#">367263</a>	BIA	Test 4 - BIA	2011-12-15
<a href="#">367262</a>	BIA	Test 3 - BIA	2011-12-15
<a href="#">367261</a>	BIA	Test 2 - BIA	2011-12-15

<< Previous 50                      Next 50 >>

## Step-By-Step CSI Document Delete

**Step 3:** The filer is taken to the **Upload CSI Document** screen where a description of the document can be entered if desired.



The screenshot shows a web browser window with the title bar displaying "Home : Manage CSI Documents : Upload CSI Document". The page header includes the "Electronic Rule Filing" logo and a "logout" link. The main content area is titled "Upload CSI Document" and contains the following elements:

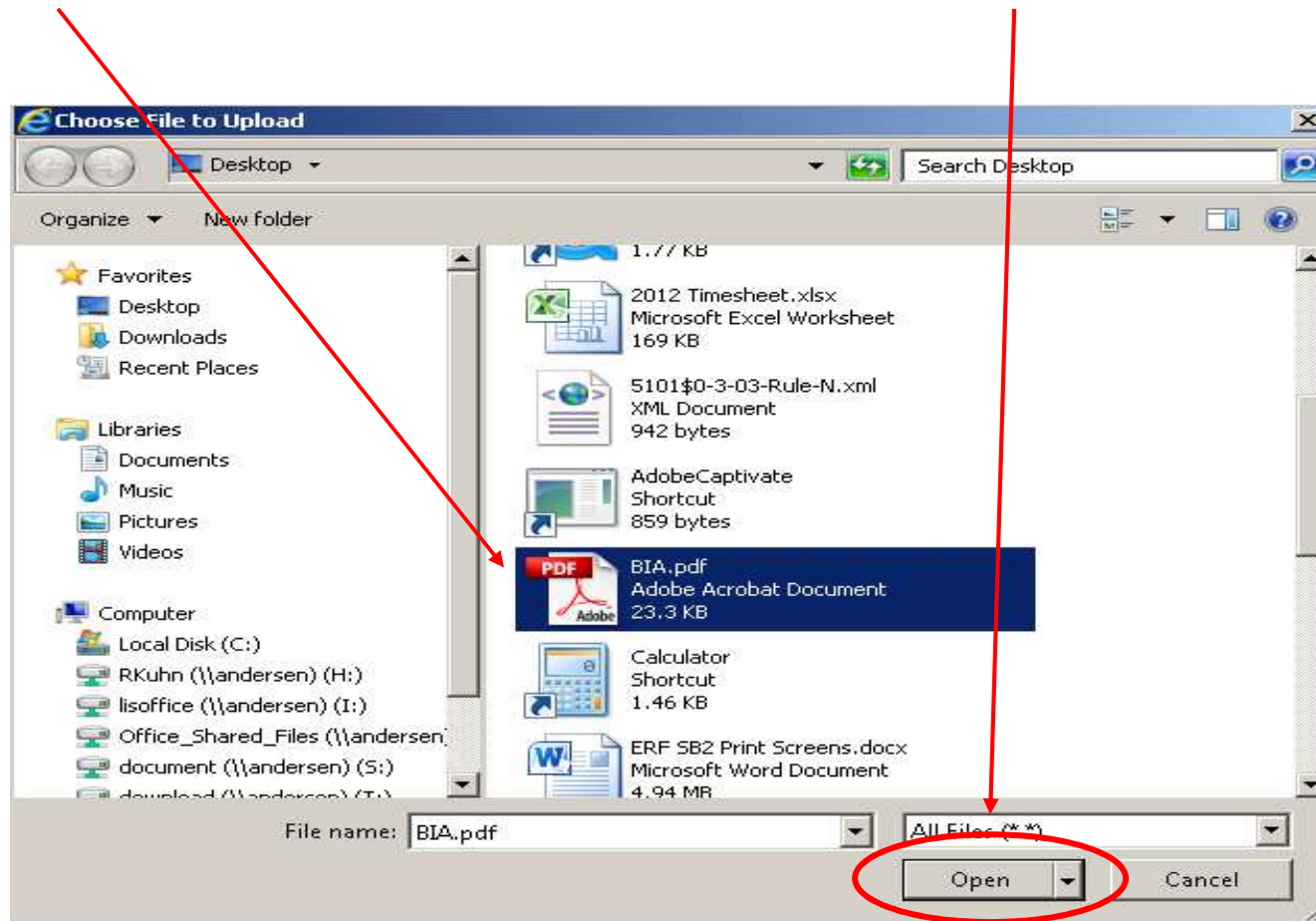
- A text input field labeled "Enter Document Description:" with "(optional)" to its right.
- A "filename:" label followed by a text input field and a "Browse..." button.
- Three radio button options:
  - Business Impact Analysis (BIA)
  - CSI Recommendation (CSI Rec)
  - Agency Memorandum of Response (Agency Response)
- Two green buttons at the bottom: "OK" and "Cancel".

Two red arrows are overlaid on the form: one points from the top left towards the "Enter Document Description:" field, and the other points from the bottom right towards the "Browse..." button.

**Step 4:** Leave the **filename:** field blank and select **Browse** to retrieve the desired CSI Document.

## Step-By-Step CSI Document Delete

**Step 5:** Locate the folder where the PDF version of the CSI Document is saved and **double click** on the file *OR* select the file and click **Open**.



## Step-By-Step CSI Document Delete

Electronic Rule Filing

Home : Manage CSI Documents : Upload CSI Document

logout

Upload CSI Document

Enter Document Description: BIA (optional)

filename : C:\Users\rkuhn\Desktop\BIA.pdf Browse...

Business Impact Analysis (BIA)  
 CSI Recommendation (CSI Rec)  
 Agency Memorandum of Response (Agency Response)

OK Cancel

**Step 6:** Select the appropriate option: **Business Impact Analysis (BIA)**, **CSI Recommendation (CSI Rec)**, or **Agency Memorandum of Response (Agency Response)** and click **OK** to upload the document.

# Step-By-Step CSI Document Delete

Electronic Rule Filing

Home Manage CSI Documents

logout

Tracking Number	Document Type	Description	Upload Date
<a href="#">370699</a>	BIA	Renee's BIA	2012-01-30
<a href="#">370684</a>	Agency Response	Renee CSI Agency Resp 012712	2012-01-27
<a href="#">370683</a>	CSI Rec	Renee CSI Rec 012712	2012-01-27
<a href="#">369498</a>	BIA		2011-12-31
<a href="#">369478</a>	BIA		2011-12-30
<a href="#">369467</a>	BIA	Friday BIA upload	2011-12-30
<a href="#">369343</a>	Agency Response	Here are a characters 25. Here are a characters 25. Here are a characters 25. Here are a characters 25. Here are a characters 25. Here are a characters 25. Here are a characters 25.	2011-12-30
<a href="#">369342</a>	CSI Rec	CIS Rec 3 007	2011-12-30
<a href="#">369341</a>	BIA	BIA 3 007	2011-12-30
<a href="#">369322</a>	Agency Response	Amor 2 agency 007	2011-12-30
<a href="#">369311</a>	BIA	BIA 2 agency 007	2011-12-30
<a href="#">369298</a>	CSI Rec	CSI rec Doc A	2011-12-30
<a href="#">369129</a>	Agency Response	Amor 1	2011-12-29
<a href="#">369128</a>	CSI Rec	CSI rec 1	2011-12-29
<a href="#">369113</a>	BIA	Agency007 BIA doc 1	2011-12-29

Upload Document

Search

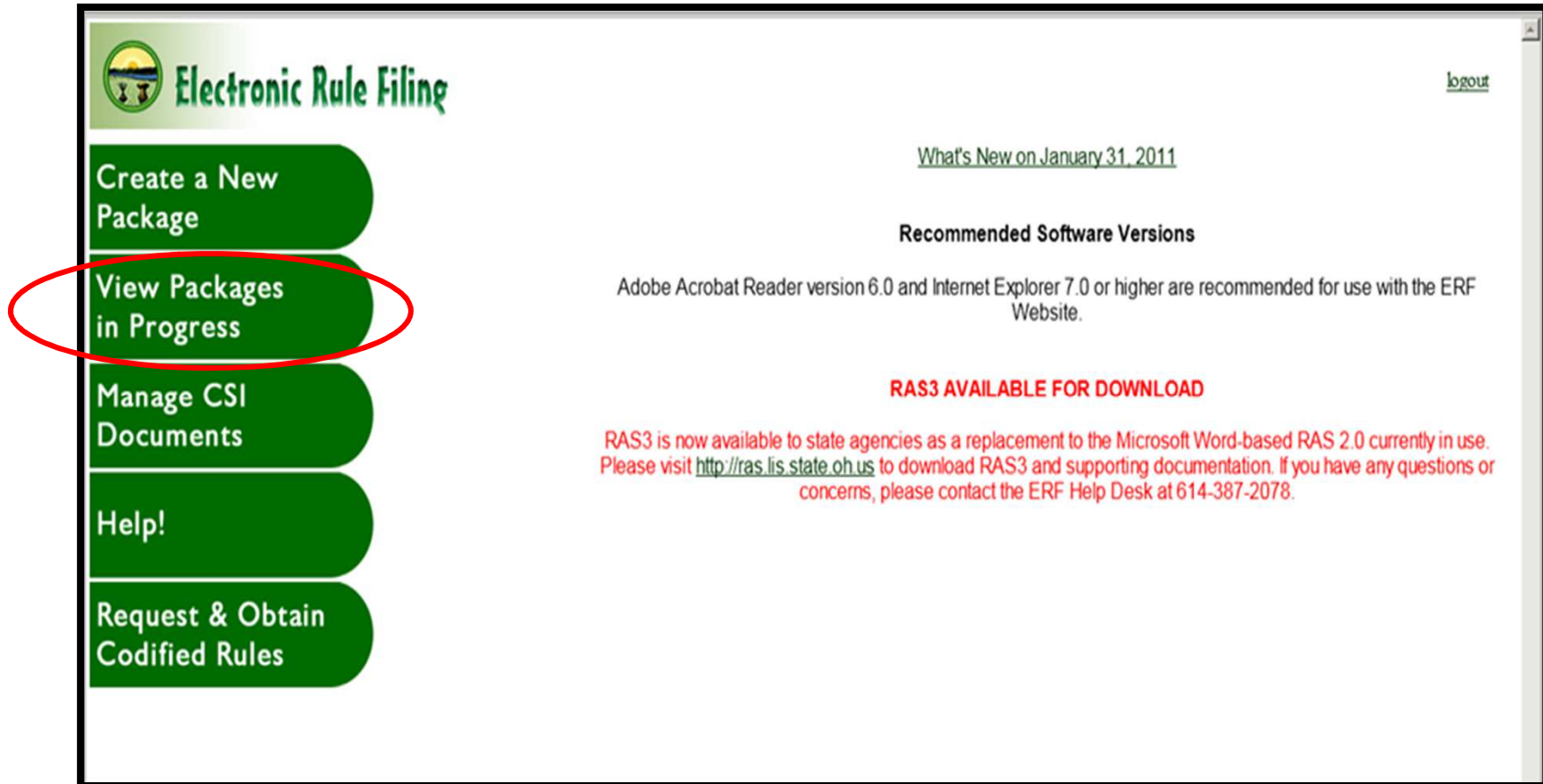
<< Previous 50      Next 50 >>

Once the document is uploaded successfully, the filer is returned to the **CSI Document Management** screen where the document that was just uploaded appears at the top of the list with a unique **tracking number** assigned by the ERF Website.

**Step 7:** Click the **Home** link at the top right of the page.

# Step-By-Step CSI Document Delete

**Step 8:** Click the **View Packages in Progress** link to be driven to the **Package List** screen.



# Step-By-Step CSI Document Delete

**Step 9:** Locate the package from the list to which the CSI Document that needs to be deleted is attached. Click the **open** link next to the package to be driven to the **Package Management** screen.

The screenshot shows the 'Electronic Rule Filing' interface. At the top left is a logo and the text 'Electronic Rule Filing'. At the top right is a navigation link 'Home : Packages List' and a 'logout' link. The main content is a table with the following columns: Package Number, Name, Type, Last Modified, # of Rules, and an 'open' link. The row for 'Renee's Test Package' is highlighted with a red box.

Package Number	Name	Type	Last Modified	# of Rules	
92408	Julie's Test Package	(TYP)	01/31/2012 10:41 AM	1	<a href="#">open</a>
92477	Renee's Test Package	(TYP)	01/30/2012 03:18 PM	2	<a href="#">open</a>
92459	mm	(SPEC)	01/26/2012 03:08 PM	1	<a href="#">open</a>
80617	Educ PHN	(TYP)	01/26/2012 12:56 PM	1	<a href="#">open</a>
92421	mm	(TYP)	01/24/2012 03:25 PM	1	<a href="#">open</a>
92300	OF - TBR	(TYP)	01/23/2012 08:56 AM	1	<a href="#">open</a>
92377	Special test	(SPEC)	01/20/2012 10:45 AM	1	<a href="#">open</a>
74438	equine	(TYP)	01/18/2012 11:39 AM	1	<a href="#">open</a>
92337	OF - RV - RV - RF	(TYP)	01/18/2012 07:19 AM	0	<a href="#">open</a>
91898	multiple CSI docs multiple rules	(TYP)	01/17/2012 04:07 PM	4	<a href="#">open</a>
92299	OF - RV pend - RV unpend - TBR	(TYP)	01/16/2012 05:17 PM	1	<a href="#">open</a>
74557	New forms	(TYP)	01/16/2012 04:58 PM	1	<a href="#">open</a>
92277	SPEC TEST	(SPEC)	01/12/2012 01:55 PM	1	<a href="#">open</a>
76157	TEST ENV FORMS yes-no answers	(TYP)	01/02/2012 02:16 PM	2	<a href="#">open</a>
91097	TEST atyp	(TYP)	01/02/2012 01:44 PM	1	<a href="#">open</a>
92017	TEST XML, TEST PDF	(TYP)	01/02/2012 01:35 PM	2	<a href="#">open</a>
74657	testing part B	(TYP)	01/02/2012 01:12 PM	1	<a href="#">open</a>
91998	TEST SOMETHING	(TYP)	12/31/2011 11:01 PM	1	<a href="#">open</a>
91957	TEST OF	(TYP)	12/30/2011 08:00 PM	1	<a href="#">open</a>
91997	test BIA delete	(NC)	12/30/2011 07:59 PM	1	<a href="#">open</a>
75657	11 Rule OF'd Typical Test Package	(TYP)	12/30/2011 07:47 PM	11	<a href="#">open</a>
91979	DO NOT USE CORRUPT	(TYP)	12/30/2011 06:49 PM	1	<a href="#">open</a>
90979	school	(SCH)	12/30/2011 03:54 PM	1	<a href="#">open</a>
84697	117 typical	(TYP)	12/30/2011 11:31 AM	1	<a href="#">open</a>
84717	typical	(TYP)	12/30/2011 11:29 AM	1	<a href="#">open</a>
80500	test	(TYP)	12/30/2011 11:27 AM	1	<a href="#">open</a>
90980	special	(SPEC)	12/30/2011 06:36 AM	1	<a href="#">open</a>
91879	TEST CSI RV	(TYP)	12/29/2011 04:47 PM	1	<a href="#">open</a>
83525	NC	(NC)	12/29/2011 04:33 PM	1	<a href="#">open</a>



# Step-By-Step CSI Document Delete

**Step 10:** The **Package Management** screen for the package displays.  
Click the **modify** link to go to the detailed **CSI Documents (SB2)** screen.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right is a breadcrumb trail: 'Home : Package List : Renee's Test Package : 007-7-07(New)'. Below the breadcrumb is a 'logout' link. On the left side, there is a section titled 'Upload Documents' with two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several document types and their corresponding management actions. The 'modify' link for the 'CSI Documents (SB2): Business Impact Analysis Document (BIA) - 369478' entry is circled in red.

Document	Document Management
Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Rule Summary	<a href="#">modify</a>
Fiscal Analysis	<a href="#">modify</a>
Common Sense Initiative (CSI) Office (SB2)	<a href="#">modify</a>
CSI Documents (SB2):	<a href="#">modify</a>
Business Impact Analysis Document (BIA) - 369478	<a href="#">print/view</a>

[Help - Which form has which question?](#)

## Step-By-Step CSI Document Delete

**Step 11:** Replace the **tracking number** that appears in the **CSI tracking number** field with the **tracking number** for the new CSI Document that was just uploaded. Click **OK**.

The screenshot shows the 'Electronic Rule Filing' web application. The breadcrumb trail at the top reads: Home > Package List > Renee's Test Package > 007-7-09(Amend) > Attach CSI Documents. A 'logout' link is visible in the top right corner. The main content area contains the following text:

On question 12 of Form 1: Online Data and Supplemental Questions, you indicated the rule being submitted with this filing has been sent to the Common Sense Initiative Office. [Help](#)

1a. Enter the CSI tracking number for the Business Impact Analysis (BIA) submitted to CSI for this filing.

CSI tracking number:

Recently uploaded: [370699](#) [369498](#) [369478](#) [369467](#)

1b. Will you be including a recommendation from the Common Sense Initiative Office with this filing?

Yes  No

At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

# Step-By-Step CSI Document Delete

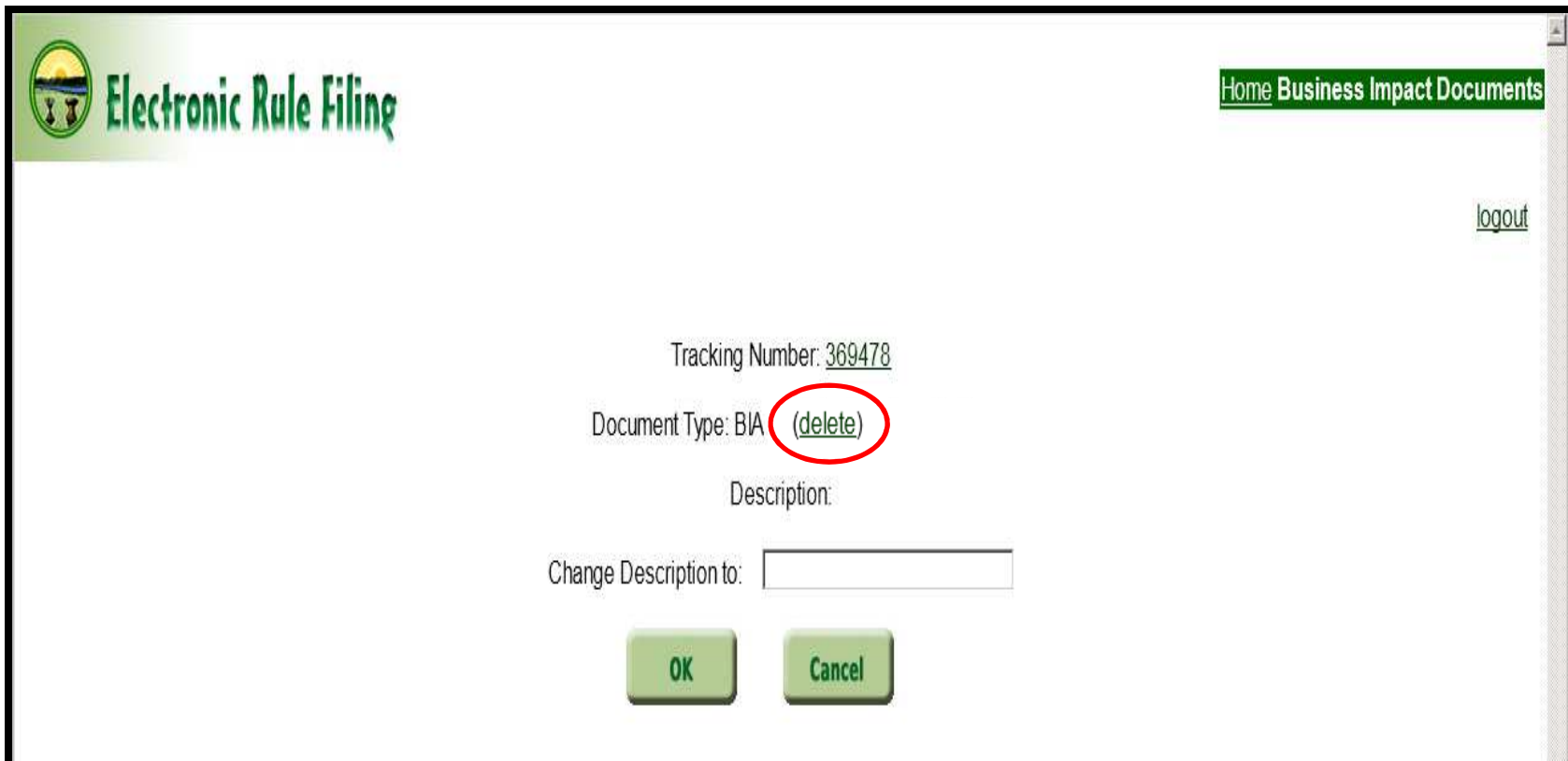
**Step 12:** The filer is returned to the **Package Management** screen where the tracking number for the newly linked CSI Document displays.

The screenshot shows the 'Electronic Rule Filing' interface. At the top left is a logo with a scale of justice and the text 'Electronic Rule Filing'. At the top right, a green navigation bar contains the text 'Home : Package List : Renee's Test Package : 007-7-09(Amend)'. Below the navigation bar, there is a 'logout' link. On the left side, under 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several documents, including 'Online Data and Supplemental Questions', 'Rule Body', 'Rule Summary and Fiscal Analysis (Part A)' (with sub-items 'Rule Summary', 'Fiscal Analysis', and 'Common Sense Initiative (CSI) Office (SB2)'), and 'CSI Documents (SB2): Business Impact Analysis Document (BIA) - 370699'. The tracking number '370699' is circled in red. At the bottom center, there is a link: 'Help - Which form has which question?'.

Document	Document Management
Online Data and Supplemental Questions	<a href="#">modify</a>
Rule Body	<a href="#">upload</a>
Rule Summary and Fiscal Analysis (Part A)	<a href="#">print / view</a>
Rule Summary	<a href="#">open</a>
Fiscal Analysis	<a href="#">open</a>
Common Sense Initiative (CSI) Office (SB2)	<a href="#">open</a>
CSI Documents (SB2):	<a href="#">modify</a>
Business Impact Analysis Document (BIA) - 370699	<a href="#">print/view</a>

## Step-By-Step CSI Document Delete

**Note:** If the original CSI Document uploaded to the ERF Website is no longer needed, the document can be deleted from the ERF Website. Since it is no longer linked to this package, the **(delete)** option is available when accessing the CSI Document from the **Manage CSI Documents** screen.



The screenshot displays the 'Electronic Rule Filing' web application interface. At the top left is the logo and text 'Electronic Rule Filing'. At the top right, there is a green navigation bar with the text 'Home Business Impact Documents' and a 'logout' link. The main content area shows the following information:

- Tracking Number: 369478
- Document Type: BIA (delete) - The '(delete)' link is circled in red.
- Description:
- Change Description to:
- Two green buttons labeled 'OK' and 'Cancel' are positioned at the bottom.