

## Contents

This document provides information supporting the release of EFS v1.1, an update to the Electronic Forms Submission (EFS) tool and the supporting web content included in DTAS Online v1.1.

### Overview of EFS v1.1 Updates

The purpose of this release is to improve functional aspects of EFS and to correct navigational and screen issues. Highlights of functional improvements include: a check to prevent the submission of blank forms; feedback to the user when a case has been successfully submitted to the Directorate of Defense Trade Controls (DDTC); ability to enter certain special characters in the subject field of a submission; system timeout after a period of inactivity; improved consistency in the file upload process; and improved consistency in field validation.

Additional changes include minor grammar and spelling corrections that do not affect system functionality, and a technical change to improve maintainability that is transparent to EFS users. The EFS Information page and user documentation have been updated to reflect changes in this release visible to users.

Please contact the DTRADE Help Desk at 202-663-2838 or via email at [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov) if you have questions about this EFS v1.1 release.

## Update to EFS

**v1.1**

### Functional Changes

New

#### Prevention of Blank Form Submissions

EFS now prevents the submission of blank forms. If the user attempts to upload a file containing a blank DS-4076 form, the upload is not accepted and an error message is shown instructing the user to verify that the file is the correct file for a completed form. A blank form is defined as one unchanged since download.

#### Display Confirmation of Case Submission Completion

When the user completes the submission of a forms package in EFS, a confirmation message is displayed on the Receipts page indicating that "The Electronic Forms Submission Process is Complete".

#### Allow Special Symbols in the Select Fields

EFS now permits ampersand (&) and certain other special characters in the Subject field of a submission as entered in Step 1, User Information. The same characters are permitted in the Name, Contact, and email fields for Submitter and Contact.

#### User Inactivity Timeout

When a user is inactive (i.e., no mouse clicks or key presses) for 10 minutes, EFS times out, cancelling the user session, and displays a message to that effect. When the user has been inactive for 9 minutes, a countdown warning is displayed. If the user provides input within 60 seconds, the timeout is cancelled.

#### Added Consistency to Form Upload Process in Step 2, Form Selection

The file upload process for the DS-4076 form in Step 2 of the submission process is now consistent with the upload process in Step 3, Upload Additional Documentation. Step 2 is now a page separate from Step 1, and includes a button for uploading the form file. After successful upload, the name of the uploaded file is displayed (as with Step 3) and a Next button becomes available for the user to proceed to Step 3.

#### Users Cannot Bypass Form Upload in Step 2, Form Selection

Users can no longer bypass the step to upload a form file. Now, the Next button in Step 2, Form Selection, remains inactive until the user has successfully uploaded a form file.

Fixed

#### **Use of Browser Back Button Causes Errors**

The system was modified so that the use of browser navigation buttons, which is not supported by EFS, no longer causes errors. Now, depending on the browser version used, clicking the back button or right clicking the mouse and selecting the "Back" option, will either refresh the current screen or take the user to the splash page.

#### **Various Misspellings**

Several misspellings have been corrected in warning text, ALT text, tool tips and field instructions.

#### **Inconsistent Validation of Submitter Email and Company Phone Fields**

Field validation of the Submitter Email and Company Phone fields in Step 4, Update User Information, is now consistent with field validation in Step 1, User Information.

#### **Display of Long Company and Submitter Email Addresses Visually Truncated**

Long company and submitter email addresses are now displayed completely on the Step 4, Let's Review page and on the receipt page.

## **Update to DTAS Online**

**v1.1**

#### **Broken Link to DS-4076 Instructions**

Corrected broken link to DS-4076 Instructions on the EFS web site; the link now accesses current instructions.

## **Support**

Please report any undocumented issues using the appropriate agency guidelines for technical support or change management. For information regarding this latest software version, recent release note revisions, or additional assistance, please contact:

#### **TECHNICAL SUPPORT**

**Phone:** (202) 663-2838

**Email:** [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov)