# Information Collections System Guide

Version 1.0

9/16/2016

# Welcome to the Information Collections (IC) System!

This document is intended to serve as a quick reference guide for the layout, content, and various functionalities of the IC System.

The IC System is located at: <u>https://eitsdext.osd.mil/sites/DoDIIC/Pages/default.aspx</u>

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# **Homepage Navigation**

HOME CONTACT US ADMIN DOD Information Collection System - Home	rmation nt of Defense Sys	term for DoD Inf	ctions formation Col	lections		
How to Use the DoD IC Sys The DoD Information Collections (IC) System is a c repository for DoD information collections and their control numbers. This repository allows you to revi active, expired, cancelled, and expiring DoD inform collections.You can view previous package element documentation as well. Please see links below to g • How to Search the Collection Repository » • How to use the Process Generator » • How to initiate Collections through our portal » • How to Export Data » • How to use the Resources & Metrics Page »	entralized approved aw and search ation s and supporting at started.	Using the IC System	Initiate Collections	Internal Collections	Public Collections	Resources & Metrics
Related DoD Collections Repositories	Questions on	the process?		Contact		
<ul> <li>Congressional Information Collections</li> <li>DoD Studies and Reports</li> <li>DTIC Public Technical Reports</li> </ul>	<ul> <li>DoD Internal Co</li> <li>DoD Public Coll</li> </ul>	ollections Process ( lections Process (PR	RCS) IA)	<ul> <li>Email the Dol</li> <li>Contact your</li> </ul>	D Information Colle Component (IMCC	ections Team ))

From the homepage (above), the vast majority of the IC System's content can be accessed from the middle portion of the page (below), which functions as an accordion slider divided into five tabs:



## **Using the IC System**

The first tab provides links to various pages with general information about how to use the System



#### **Initiate Collections**

This tab houses all links that allow you to start or view information collection actions, i.e., the Process Generator and Workflow Initiations.



- <u>The Process Generator</u>: Opens the Process Generator to begin a basic collection determination.
- <u>My Process Generator Summaries</u>: Action Officers will be able to view Process Generator Prescription Summaries they have personally initiated.
- <u>Information Collection (IC) Workflow Initiation</u>: Begins the IC Workflow creation process for both public and internal collections. **Only available for IMCOs.**
- <u>IC Workflows My Tasks</u>: Opens a list of your IC Workflows with tasks you have completed and those still marked for completion. Tasks are listed individually (see below).

DoD Information Colle	ction System - Home Home Contact US Admin		All Sites	V	P 0
Lists Monthly Cost Data	Title	A	osignee	Status	TaskOutcome
	Gollection Title : Test to generate forms (5)				
Libraries	IMCO Package Review	e	SD DD Admina	Completed	Approved
Site Pages	IC Analyst Review	E	SD DD Admins	Completed	Approved
	IC Officer Review	E	SD DO Admins	Completed	Approved
Recycle Bin	Activate License	E	SD DD Admins	In progress	
All Site Content	B Collection Title : Test1 (16)				
	1(C) - WORKFLOW INITIATION - 1CB - UPDATE OMB CONTROL NUMBER	e	SD DD Admins	Completed	Approved
	2(A) - 60 DAY NOTICE	P	what, Karl 5 CTR WHS ESD (US)	Completed	Approved
	2(8) - 60 DAY NOTICE - IMCO REVIEW	D.	na.	Completed	Rejected
	2(A) - 60 DAY NOTICE		whit, Karl S CTR WHS ESD (US)	Completed	Approved
	2(8) - 60 DAY NOTICE - INCO REVIEW	0	MA.	Completed	Approved
	2(C) - 60 DAY NOTICE - ICB REVIEW	E	SD DD Admins	Completed	Approved
	2(0) - 50 DAY PUBLICATION - 1CB	E	SD DD Adminis	Completed	Approved
	3(A) - PRA PACKAGE PREPARATION - AO	P	abst, Karl S CTR WHS ESD (US)	Completed	Approved
	3(8) - MANDATORY COORDINATORS - IMCO ASSIGNED	D	NA.	Completed	Approved
	3(C) - MANDATORY COORDINATION - AO		abst, Karl S CTR WHS ESD (US)	Completed	Approved
	3(0) - INCO FINAL REVIEW	D	rta.	Completed	Approved
	3(E) - ICB FINAL REVIEW	E	SD DD Admins	Completed	Approved
	4(A) - SENIOR AMALYST REVIEW		SD DO Admins	Completed	Approved
	4(B)(C)8(D) - 30 DAY NOTICE & ROCES Upload	ε	SD DD Admins	Completed	Approved
	S(C) - OMB COMMENTS	e	5D DD Admins	Completed	Approved
	6(A) - IC SYSTEM UPDATE	E	SD DD Admins	In progress	
	B Collection Title : Voice of Industry Survey (1)				
	1(C) - WORKFLOW INITIATION - 1CB REVIEW	E	SD DD Admins	Completed	Apprived
		1. 10. 10			

• <u>Public IC Workflows – View All:</u> Opens a list of all initiated Workflows for Public Information Collections on which you are named as the Action Officer.

Deb televistice Colors	lection Workflows		e stala							Ne.Cr			T Like 2	Notes
Linte	an system - nome	some contact o	is Number				2000000000	2.00000	ALC:	sites	<b>N</b>		4	0
Monthly Cost Data	Collection libe	worknow type	Status .	Start Date	End Date	worknow initiator	Component	Proponent	Action Officer	PG case number	one number	Document Set Un	burgen	SOOP
Libraries	RD-Test-0003	Workflow	progress.	3/18/2016		<ul> <li>Denate, Rachael CTR WHS-ESD-DD</li> </ul>	Deputy Chief Management		Denace, Rachael CTR WHS-ESD-DD	RD-Test-0002		Documents	0002	
Site Pages	Spindy's Customer Setisfaction	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quab	ATAL - Acquisition, Technology, &	LMBR	Chiarelli, Kaitlin H CTR WHS ESD (US)			Workflow Documents	Spindy's Customer Satisfactio	on
All Site Content	Spindy's Customer Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quab	DCMO - Deputy Chief Management Officer	WHS	Robinson, Tyler CTR WHS-ESD-DO-Qui	lik.		Workflow Documents	Spindy's Customer Survey	
	Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, Winh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bur, Winh T CIV DSS DSS HQ (US)		0704-AAKC	Workflow Documents	Student Learning Event Evaluation Surveys	0
	Security Agreements	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0194	Worldiow Documents	Student Learning Event Evaluation Surveys	
	Voice of Industry Survey	Basic Public Worldflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Winh T CIV DSS DSS HQ (US)		0704-0472	Worldlow Documenta	Voice of Industry Survey	
	Testi	Basic Public Workflow	In progress	6/20/2016		Pabet, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabat, Karl S CTR WHS ESD (US)		6700-30000	Workflow Documents	Testi	CEO IMPA ASSE DOD REVI
	MEGASORN, RART TWO	Basic Public Workflow	Complete	d 6/28/2016	6/28/2016	Pabet, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabet, Karl S CTR WHS ESD (US)		0700-ZZZ	Workflow Documents	MEGASOR PART TWO	N, CIO - D IMPA ASSE PRIV. PAS/ PRIV. SORF RECC NANY

• <u>Internal IC Workflows – View All:</u> Opens a list of all initiated Workflows for Internal Information Collections on which you are named as the Action Officer.

## **Internal Collections**

This tab allows you to quickly navigate through all DoD Internal Collections.

DoD Internal Collections	
This section is specifically for reports regarding DoD Internal Collections that have a Report Control Symbol (RCS). For more information on how to search this repository, please go to " <i>How t</i> Search the Collection Repository"	Internal C
<ul> <li><u>DoD Internal Collection Search</u></li> <li><u>Active Collections:</u></li> <li><u>Expiring Collections:</u></li> </ul>	ollect
<ul> <li>For more information on the approval process for a DoD Internal Collection, please go to the <u>IC Website - Internal</u></li> </ul>	ions

• <u>DoD Internal Collection Search:</u> Allows users to search DoD's records via many different parameters for all Internal Information Collections.

DoD Information Collection System - Home > In	ternal Collections Search
Internal Collections Sea	nrch
This advanced search feature al To learn more about the search system. If further information is alex.esd.mbx-dd-dod-information	llows you to narrow your search by setting parameters on information attached to report control symbols (RCS). feature of this system, please see the "How to Search" page. The link is available on the Home page of this s needed, please contact your Component IMCO or the DoD Information Management team at whs.mc- on-collections@mail.mil.
Information Collection Title:	contains V
Report Control Symbol:	contains V
Associated or Historic Control Symbols:	contains V
Report Control Symbol Status:	✓
Classification of Information Collection:	✓
Frequency of Collection:	✓
Date Approved:	> V And < V
Expiration or Cancellation Date:	> V And < V
Cancellation Authority:	contains 🗸
Type of Change to Report Control Symbol:	✓
Date of Change to Report Control Symbol:	> V And < V
Instrument Type:	v
Search Re	set

• <u>Active Collections:</u> Links to a filterable list of all DoD Internal Information Collections that are currently approved.

DoD Information Collection System - Home > Active Internal Collections							
Active Internal Collections							
Below is a list of all currently active DoD Internal Information Collections and their associated Report Control Symbols (RCS).							
<ul> <li>TO SEE MORE INFORMATION on a collection, or to view the associated documents, please click on the titles under the "Information Collection Title" column.</li> <li>TO FILTER THE RESULTS, use the column titles to sort the table by Requesting Component or any other field. Learn more about filtering on the How to Filter This Table page.</li> <li>TO EXPORT RESULTS TO EXCEL, select "Export to Spreadsheet" from the Actions Dropdown below. Select "Open," "Enable," and your email CAC credential. Learn more about exporting on the How to Export This Table page.</li> <li>You may also be interested in:</li> </ul>							
<ul> <li>Expiring Internal Collections</li> <li>Search All Internal Collections</li> </ul>							
New • Actions • Settings •				1-20 🕨			
Information Collection Title	Report Control Symbol	Requesting Component	Expiration or Cancellation Date	Total Cost to DoD			
Count= 182							
Reporting Profit and Fee Statistics	DD-AT&L(Q)1751	AT&L - Acquisition, Technology, & Logistics	7/23/2015	\$1,504.00			
DoD-Wide Acquisition Workforce Competency Update- Assessments	DD-AT&L(AR)2431	AT&L - Acquisition, Technology, & Logistics	7/23/2015	\$1,340,000.00			
Myopericarditis Registry	DD-HA(SA)2424	P&R (HA) - Health Affairs	8/31/2015	\$1,800.00			
DoD Postsecondary Education Complaint Intake Form	DD-P&R(AR)2536	P&R - Personnel and Readiness	8/31/2015	\$414,000.00			

- <u>Expiring Collections</u>: Links to a filterable list of all DoD Internal Information Collections that will expire within 180 days if no action is taken.
- The bottom link (IC Website Internal) navigates to the external Information Collections website with information on the approval process for a DoD Internal Collection.

## **Public Collections**

The fourth homepage tab is identical to the previous tab for Internal Collections, except all of the links are for public collections.



#### **Resources & Metrics**

The final tab contains two sections: Component Internal resources and DoD Metrics.



#### **Component Internal**

IMCOs can now use the DoD IC System as a repository for Component Internal Collections. This may help you organize, track, and manage all collections that may be specific to your Component. Other Components will not be able to edit any records you create here.

• <u>IMCO – Add Component Internal:</u> For IMCOs only. Allows you to add a Component Internal Collection record.

Add Component Internal	□ ×
Edit	
Save Cancel Paste Copy Spelling	
Commit Clipboard Spelling	
Component *	(None)
Collection Identifier	
Collection Title *	
Proponent	
Information Management Control Officer *	Pabst, Karl S CTR WHS ESD (US) ;
Action Officer	
Collection Instrument	(None) V
Estimated Number of Respondents	
Cost For Collection	
Frequency (per year)	(None) V
Remarks	<u></u>
Attachments	There are no items. Add Attachments *Please DO NOT post FOUO, PII, or classified information to this site. *Examples of appropriate attachments: Collection instrument, correspondence, authorities. *You may only attach a maximum of six attachments or the item will not save.
	Save Cancel

• <u>Component Internal Search:</u> Allows users to search by Component for Component Internal collections. This will allow IMCOs to help reduce collection duplication by allowing IMCOs to see if other components are already conducting collections similar to proposed collections for your Component.

Component Internal Search				<b>.</b>
Component: DCMO - Deputy Chief Manageme	ent Officer	~		
Search Reset Item Count: 3	Export to Excel			
Component	Collection Title	Collection Identifier	Information Management Control Officer	Action Officer
DCMO - Deputy Chief Management Officer	Test Component-internal Form	T1-RD-0001	DeNale, Rachael CTR WHS-ESD-DD	RD
DCMO - Deputy Chief Management Officer	Test 2		DeNale, Rachael CTR WHS-ESD-DD	
DCMO - Deputy Chief Management Officer	Shelly's Survey to DCMO		Robinson, Tyler CTR WHS-ESD-DD-Qualx	Tyler Robinson

#### **DoD Metrics**

These pages are currently under construction. When complete, they will provide users with helpful information for DoD as a whole and for individual Components, including the cost of collections and the burden DoD imposes on the public. Users will also be able to access detailed lists of specific types of special-interest collections, e.g., collections related to DoD Issuances, collections related to rules, collections related to SORNs, etc.

# **The Process Generator**

To access the Process Generator, click on the "Initiate Collections" tab on the homepage, then click on "The Process Generator." This will initiate a new Process Generator Action.

Initiate Collections	
This section allows you to initiate and move through the approval processes for both DoD Internal and Public collections. For more information, visit the " <i>How to Initiate Collections</i> " page.	Initiate
The Process Generator     My Process Generator Summaries	Colle
Information Collection (IC) Workflow Initiation     IC Workflows - My Tasks	ection
Public IC Workflows - View All     Internal IC Workflows - View All	SU

Once you have navigated to the new Process Generator screen (below), please enter all applicable information then click "Save."

Process Generator		×	Process Generator
Edit			Edit
Save Cancel Paste Cut Attach	ABC Spelling		Save Cancel Past Copy Past Speling
Commit Clipboard Actions	s Spelling		Commit Clipboard Actions Spelling
PROCESS GENERAT	OR	^	seminar, class, working group, or workshop Copies of information
Creator Name * Pabst, H	Karl S CTR WHS ESD (US) ;		Is this collection being processed simultaneously with an Issuance? *
Creator Email * karl.s.pa	abst.ctr@mail.mil		⊖ YES
Component * (None)			O NO
(None)			Is this collection being processed simultaneously with Rulemaking? *
working fille			() YES
			O NO
Respondents (Please select all populations	s that apply) *		What instrument(s) do you use for this collection? *
Federal Employees (Within the reques	sting component)		Super
Federal Employees (Crossing DoD con	mponents)		E Form
Federal Employees (External to DoD)			Website
Contractors			System
Companies (Private Industry)			
Active Duty Military			Database
Veterans			Interview/Focus Group
Retirees			Specify your own value:
Spouses/Dependents			
Minors			
Applicants			ADDITIONAL QUESTIONS:
Students/Cadets			Do you collect PII? *
Foreign and/or Local Nationals (includ	des Foreign Military)		∩ YES
State or Local Governments			O NO
General US Citizens			Da vou collect SCND *
Is this a report that goes to Congress? *			
⊖ YES			O NO
⊖ NO			De vou retrieve recerde hu 0112 *
Do any of the following items listed below	apply to your information collection? *		
None Apply			ONG
Information is collected from nine or f	fewer individual respondents in one calendar year		
Information is collected in a criminal,	, civil, or intelligence investigation		Do you collect PII electronically? *
Information is collected during deploy	yed or emergency operation		⊖ YES
Information is collected for an internal	al review or investigation		O NO
Information is collected for routine or	r proposed actions/requirements		
Information is collected on examined	or treated clinical patients	$\sim$	Save Cancel
Reports of audits, cost estimates, or f	financial disclosure statements		

Once complete, the Process Generator will display a "Prescription Summary" for the potential collection. It will make a preliminary determination (to be confirmed by your IMCO or OIM) on what type(s) of clearance processes are needed, if any exemptions apply, and it will identify some potential basic coordinations that may be necessary (SORN, Privacy Impact Assessment, etc.)

To generate this summary in printable form, click the "Generate PDF" button.



## **My Process Generator Summaries**

This link will direct you to a filterable list of all Process Generators. Action Officers will be able to view all Process Generators they have completed themselves. IMCOs will be able to view all Process Generators completed by their Component.

This section a processes for information,	Illows you to initiate and move through the approval both DoD Internal and Public collections. For more visit the " <i>How to Initiate Collections</i> " page.	nitiate C	
My Proces     Informati     IC Workfl	<u>on Collection (IC) Workflow Initiation</u> o <u>ws - My Tasks</u>	ollectio	
<ul> <li><u>Public IC</u></li> <li><u>Internal I</u></li> </ul>	<u>Workflows - View All</u> <u>C Workflows - View All</u>	SU	



# **Information Collection Workflows**

To access Information Collection Workflows, click on the "Initiate Collections" tab from the homepage.

#### **Completing Workflow Tasks**

The easiest way to access and complete a Workflow Task is to use the URL in the email notification you receive when the System assigns you an action. This way, you will navigate directly to the Task you must complete:

2(A) - 60 DA	Y NOTICE		□ ×
Edit			
Cancel Paste	K Cut ABC Copy Spetling		
Commit Clipb	oard Spelling		
S This work	flow task applies to Spindy's Customer Satisfaction Survey		
Task Informat	ion	Task Checklist	
Status Requested By	In progress Robinson, Tyler CTR WHS-ESD-DD-Qualx	Completed Burden Estim	iate. Ipload.
Comments	1		
Instructions	Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.		
Task depende	ncies		
Please click here Please click here	for Data Entry. for Upload or Review Documents		
Task History			
System Account	(4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM		
Version: 1.0 Created at 4/22/20 Last modified at 4/	16 1:57 PM by System Account 22/2016 1:57 PM by System Account		
		Complete	Cancel

This task page will look the same for all Workflow Tasks. At the very top you can see the specific step of the process with which this task corresponds (2(A) - 60 Day Notice). Below that, you will find the collection title for this Workflow.

The Task Information section displays the current status of the task, who requested the task to be completed (this will be an Action Officer, an IMCO, or OIM), a space for comments, and brief instructions.

2(A) - 60 DA	YNOTICE	□ ×
Edit		
Cancel Paste	∦ Cut ABC a Copy Spelling	
Commit Clipb	oard Spelling	
S This work	flow task applies to Spindy's Customer Satisfaction Survey	_
Task Informat	on	Task Checklist
Status Requested By	In progress Robinson, Tyler CTR WHS-ESD-DD-Qualx	Completed Burden Estimate.
Comments	[ 	Ĵ
Instructions	Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.	
Task depende	ncies	
Please click here Please click here	for Data Entry. for Upload or Review Documents	
Task History		
System Account	(4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM	
Version: 1.0 Created at 4/22/20 Last modified at 4/	16 1:57 PM by System Account 22/2016 1:57 PM by System Account	
		Complete Cancel

The Task Checklist section on the right (below) provides a list of everything needed to complete the current Task.

2(A) - 60 DA	AY NOTICE	□ ×
Edit		
Cancel Paste	Kott     ABC     Spelling     Spelling	
<i>a</i> .		
O This wor	kflow task applies to Spindy's Customer Satisfaction Survey	
Task Informa	tion	Task Checklist
Status	In progress	Completed Burden Estimate.
Requested By	Robinson, Tyler CTR WHS-ESD-DD-Qualx	Completed Documents Upload.
Comments		Ŷ
Instructions	Please start burden estimate and 60 Day Notice in the IC System Clic the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.	k
Task depend	encies	
Please click her Please click her	a for Data Entry. a for Upload or Review Documents	
Task History		
System Account	(4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM	
Version: 1.0 Created at 4/22/2 Last modified at 4	016 1:57 PM by System Account /22/2016 1:57 PM by System Account	
		Complete Cancel

Finally, the Task Dependencies section below provides all appropriate data entry and document review links necessary in order to complete the items listed in the Task Checklist. For example, to "Complete Burden Estimate" in this example, one would click on the "Data Entry" dependency.

2(A) - 60 D	AY NOTICE		□ ×
Edit			
Cancel Paste	K Cut ABC Copy Spelling		
Commit Clip	oboard Spelling		
S This wor	kflow task applies to Spindy's Customer Satisfaction Survey		
Task Informa	ation	Task Checklist	
Status	In progress	Completed Burden Estimate.	
Requested By	Robinson, Tyler CTR WHS-ESD-DD-Qualx	Completed Documents Upload.	
Comments			
Instructions	Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.		
Task depend	lencies		
Please click her Please click her	re for Data Entry. re for Upload or Review Documents		
Task History			
System Accour	t (4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM		
Version: 1.0 Created at 4/22/ Last modified at	2016 1:57 PM by System Account 4/22/2016 1:57 PM by System Account		
		Complete	Cancel

Once you have finished all Task Dependencies, mark all corresponding items in the Task Checklist as complete, then click the "Complete" button at the bottom of the page.

2(A) - 60 D/	AY NOTICE	□ ×
Edit		
Cancel Paste	Cut ABC Copy Spelling	
Commit Clip	pboard Spelling	
C This wor	defens taak applies to Coindule Outemar Catiofaction Survey	
C This wor	iknow task applies to spindy's customer satisfaction survey	
Task Informa	ation Task Checklist	
Status	In progress Completed Burden Estimate.	
Requested By	Robinson, Tyler CTR WHS-ESD-DD-Qualx	
Comments	Ô	
Instructions	Please start burden estimate and 60 Day Notice in the IC System Click the "Edit" button to burden estimate. Click the "Complete" button to move to the next stage.	
Task depend	lencies	
Please click her Please click her	re for Data Entry. re for Upload or Review Documents	
Task History	1	
System Accoun	t (4/22/2016 1:57 PM): Task created on 4/22/2016 1:56:59 PM	
Version: 1.0 Created at 4/22/2 Last modified at 4	2016 1:57 PM by System Account 4/22/2016 1:57 PM by System Account	
	Complete Carr	el

## **Uploading Documents**

Many Workflow Tasks will require you to upload documents to the System for an information collection package. This will appear as "Please click here for Upload or Review Documents" in the Task Dependencies list (see previous page).

Once you click the link, you will be taken to the Document Library for the Information Collection Workflow on which you are currently working, where you will be able to see all documents that are currently uploaded.

Site Actions 👻 🛛 🔒 Browse	Library Tools Documents Library	Document Set Manage				
DoD Informa	tion Collection Syste	<u>em - Home</u>	Public Workflow Documents	Workflow Documents - 2		
DoD Information Collectio	n System - Home Home	Contact US	Admin			All Sites 🗸
Lists Monthly Cost Data Libraries Site Pages		)	Workflow Documents - 2 Information Collection Workflow Component View All Properties Edit Properties	Spindy's Customer S AT&L - Acquisition, T	iatisfaction Survey echnology, & Logistics	
All Site Content	Type There are no items to show	Name	Title "Public Workflow Documents" document library. To	Document Types add a new item, click "New" or "Upload".	Modified	Modified By

To upload additional documents, first click the "Documents" tab at the very top of the screen under "Library Tools."

	Library To		Document Set				
Site Actions 👻 📩 Browse	Documents	Library	Manage				
DoD Informa	tion Collection	n Syste	<u>m - Home</u> (	Public Workflow Documents	• Workflow Documents - 2		
DoD Information Collectio	n System - Home	Home	Contact US	Admin			All Sites 🗸
Lists Monthly Cost Data Libraries Site Pages	71787			Workflow Documents - 2 Information Collection Workflow Component //ew All Properties ddt Properties	Spindy's Customer S AT&L - Acquisition, T	Satisfaction Survey Technology, & Logistics	
Recycle Bin	🗌 Туре		Name	Title	Document Types	Modified	Modified By

This will open up several options, including the ability to upload documents. The IC System also allows you to Check Out currently-uploaded documents for editing directly in the System. To upload, click the "Upload Document" button on the left side of the screen.



The next screen will allow you to browse for a document to upload. Once you have selected the appropriate file, click on "OK" to move forward.

IMPORTANT: Please do not use the "Upload Multiple Files" option. We are currently experiencing errors with the document properties when this option is used that prevent the successful completion of the Workflow.

Public Workflow Docume	ents - Upload Document	□ ×
Upload Document Browse to the document you intend to upload.	Name: Upload Multiple Files Add as a new version to existing files	
Version Comments Type comments describing what has changed in this version.	Version Comments:	$\langle \rangle$
	OK Cancel	

The next screen will prompt you to enter the Document's Properties: Name, Title, and Type. Please ensure that you complete this step! Categorizing uploaded documents correctly is essential for successful Workflow completion.

Public Work	flow Documents	- 60-day.docx		×
Edit				
Save Cancel	Paste	Delete Item		
Commit	Clipboard	Actions		
The docum Name *	ent was uploaded succ	essfully. Use this form to update the properties of the o	Jocument.	
Title		0700-0000 60-Day Notice		
Document Type Version: 1.0 Created at 7/12/; Last modified at	es 2016 9:27 AM by Pabst 7/12/2016 9:27 AM by	Final Document 60 Day Template 60 Day Notice Supporting Statements Part A KS Supporting Statements Part B Pat OMB 83-I Form 30 Day Notice Collection Instrument Coordinations/Supplemental Documents	e Cancel	

Once you have entered all information, click "Save" to finalize the upload and return to the Document Library.

## Viewing Workflows

Apart from using the link in email notifications from the System, you can navigate to view your IC Workflows from the "Initiate Collections" tab on the homepage.

To view all Workflow Tasks that you have completed or need to complete, click on "IC Workflows – My Tasks."



This page will display a list of all Information Collections on which you are working or have worked in the past, along with each step in which you are involved. You will be able to filter these workflows to find tasks that are marked as "In progress" (see above).

To complete a task from this page, click on the down arrow to the right of the task, then select "Edit Item."

DoD Information Colle	ction System - Home Contact US Admin		All Sites	V	P 6
Lists Monthly Cost Data	C Yiele	Assignee		Status	TaskOutcome
Ubrarles Site Pages	Cost Estimate MiCost Estimate MiCost Estimate Micostage Review Mandatory Coordination	Pabut, Karl S CTR WHS ESD DNA Pabut, Karl S CTR WHS ESD	(US) (US)	Completed Completed Completed	Approved Approved Apprived
Recycle Bin	Upload Component Approval and Create Collection Summary Responding Coordination IMCO Package Review IC danabet Review	Pabet, Karl S CTR WHS ESD Pabet, Karl S CTR WHS ESD DNA ESD DD Admins	(us) (us)	Completed Completed Completed	Approved Approved Approved
	IC Officer Review Activate License	CO DD Admins		Completed In progress	Approved
	© Collection Title : MCASORN (9) Cost Etimente IMCO Package Revenv Mandatory Coordination Up/gad Component Agrovaval and Create Collectors Summary Responding Coordination	E48 Rem Matary Mark Karl 5 CTR WHS E5D UE Complexe Details Ref. Karl 5 CTR WHS E5D Allor He Mark, Karl 5 CTR WHS E5D Allor He Mark, Karl 5 CTR WHS E5D Complexe Rem Mark, Karl 5 CTR WHS	(US) (US) (US) (US)	Completed Completed Completed Completed Completed	Approved Approved Approved Approved Approved

This will take you to the same task page described earlier on pages 13-15.

Alternatively, from the "Initiate Collections" tab on the homepage, you can select either "Public IC Workflows – View All" or "Internal IC Workflows – View All" to display a list of all public or internal workflows you are working on. For IMCOs, this will display all the collections on which your Component is working.

DoD Information Collect	ion Sys	tem - Home H	ome Contact US	Admin						All	Sites	×		P	0
Lists		Collection Title	Workflow Type	Status	Start Date	End Date	Workflow Inibiator	Component	Proponent	Action Officer	PG Case Number	OH8 Number	Document Set Url	Burden	Coo
Nonthly Cost Data		RD-Test-0002	Basic Public Workflow	In progress	3/18/2016		DeNale, Rachael CTR WHS-ESD-DD	DCM0 + Deputy Chief Management Officer		Dettale, Rachael CTR WHS-ESD-DD	RD-Test-0002		Workflow Documents	RD-Test- 0002	
Site Pages		Spindy's Customer Satisfaction Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quelo	AT&L - Acquisition, Technology, & Logistics	LHER	Chiarelli, Kaltin H CTR WHS ESD (US)			Workflow Documents	Spindy's Customer Satisfactio Survey	m
All Site Content		Spindy's Customer Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-OD-Queb	DCMO - Deputy Chief Hanagement Officer	WHS	Robinson, Tyler CTR WHS-ESD-00-Qu	alx -		Workflow Documents	Spindy's Customer Survey	
		Student Learning Event Evaluation Surveys	Basic Public Workflow	In progress	6/9/2016		Bui, With T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Weh T CIV DSS DSS HQ (US)		0704-AAKC	Workflow Documents	Student Learning Event Evaluation Surveys	
		Security Agreements	Basic Public Workflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0194	Workflow Documents	Student Learning Event Evaluation Surveys	
		Voice of Industry Survey	Basic Public Workflow	In progress	6/9/2016		Buy, Vinh T CIV DISS DISS HQ (US)	INT (DSS) - Defense Security Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-0472	Workflow Documents	Voice of Industry Survey	
		Testi	Besic Public Workflow	In progress	6/20/2016		Pabit, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabst, Karl S CTR WHS ESD (US)		0700-30000	Workflow Documents	Testi	CIO IMP/ ASS DOL REV
		MEGASORN, PART TWO	Besic Public Workflow	Complete	d 6/28/2016	6/28/2016	Pabez, Karl S CTR WHS ESD (US)	DNA - Director Net Assessment		Pabet, Karl S CTR WHS ESD (US)		0700-2222	Workflow Documents	MEGASOR PART TWO	N, CIO

From this page, you are able to access the Workflow Information data of a given record by clicking on the down arrow to the right of the Collection Title and selecting "View Item."

DoD Informatio	forma n Collec	tion Collection S tion Workflows	System - Hom	e + Public	c Informat	ion Collec	ction Process Workflow + All Item	15 -						() TUke II	Tags &
DoD Information (	Collectio	in System - Home	Home Contact U	8 Admin						All S	ites	V		P	0
Lists		Collection Title	Workflow Type	Status	Start Date	End Date	Workflow Initiator	Component	Proponent	Action Officer	PG Case Number	OMB Number	Document Set Uri	Burden	Coor
Ionthiy Cost Data	(	RD-Test-0002	Basic Public Workflow	In progress	3/18/2016		Contraction of the second seco	DCHO - Deputy Chief Management		Defaile, Rachael CTR WHS-ESD-DD	RD-Test-0002		Workflow Documents	RD-Test- 0002	
ite Pages		Spindy's Customer Satisfaction Survey	Basic Public Workflow	In progress	4/22/2016		Robinson, Tyler CTR WHS-ESD-DD-Quab	AT&L - Acquisition, Technology, & Logistics	LHBR	Charelli, Katlin M CTR WHS ESD (US)			Workflow Documents	Spindy's Customer Satisfacto Survey	r lom
7 Recycle Bin All Site Conten	t,	Spindy's Customer Survey	Basic Public Workflow	în progress	4/22/2016		Robinson, Tyler CTR WHS-ESO-DD-Quali	DCHO - Deputy Chief Management Officer	WHS	Robinson, Tyler CTR WHS-ESD-DD-Qual	bi i		Workflow Documents	Spindy's Customer Survey	e)
		Student Learning Event Evaluation Surveys	kasic Public Vorkflow	In progress	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DS5) - Defense Secunty Service		Bui, Vinh T CIV DSS DSS HQ (US)		0704-AAKC	Workflow Documents	Student Learning Event Evaluatio Surveys	
1	64 W	lorkflow Information	asic Public	In	6/9/2016		Bui, Vinh T CIV DSS DSS HQ (US)	INT (DSS) -		Bui, Winh T CIV DSS DSS HQ (US)		0704-0194	Workflow	Student	
լլ	V4	ew Item	a financiae	produces				Security					Documents	Event Evaluation	
	SI Ve	ersion History	Danie Diskile	In.	6/0/2016		the Web T CTU DEC DEC HD DIC)	INT (DOC)		Buy Web T CTU DCC DCC HO (UC)		0204-0472	Waddaw	Surveys Unice of	
	Ċc	ompliance Details lett Me	Vorkflow	progress	W 7 ×016		and and a set rail rail and the (an)	Defense Security Service		. and and a day read that we (and		0104-0172	Documenta	Industry Survey	
	XD	elete Item	asic Public	In	6/20/2016		Robst, Karl S CTR WHS ESD (US)	DNA - Director		Pabst, Karl S CTR WHS ESD (US)		0700-300000	Workflow Documents	Testi	CIO -

View			
Version History	🙊' Alert Me		
Manage Permissions			
X Delete Item	Autor		
Manage	Actions		
Collection Title		Test 42	
PG Case Number			
OMB Number		1234-5678	
Classification		Unclassified	
Status		In progress	
Start Date		9/13/2016	
End Date			
Information Managemer	t Control Officer	Pabst, Karl S CTR WHS ESD (US) 🔳	
Workflow Initiator		Pabst, Karl S CTR WHS ESD (US)	
Component		DNA - Director Net Assessment	
Collection Type		New Collection	
Type of Review Request	ed		
Action Officer		Pabst, Karl S CTR WHS ESD (US)	
Proponent			
Form Numbers			
Expiration Date			
Burden			
Purnose			
Coordinators			
Terms of Clearance			
Obligation To Respond			
Statistic Methods			
Small Entities			
Affected Public			
Anecceu Public			
		0. 0	
Frequency		On Occasion	
IMCO Approval Date			
IC Analyst Approval Dat	e		
Action Officer Approval [	Date		
Program Official Approva	ai Date		
DoD Official Approval Da	ate		
Docket ID			
ьо Day Notice Publicatio	n Date		
60 Day Comment Period	End		
FRN Citation			
30 Day Notice Publicatio	n Date		
30 Day Comment Period	End		
30 Day FRN Citation			
Survey		No	
Generic		No	
Rule		No	
PublicCollection			
Date Approved			
Abstract			
Document Set Url		Workflow Documents	

On this screen, you will be able to view the collection information for the workflow in a single snapshot.

If you scroll all the way to the bottom, you will find a link for "Workflow Documents." Clicking this will bring you to the Document Library for the collection, where you can view, download, and upload documents for the Workflow even if you are not currently assigned a task.