



Virginia Association of Broadcasters Legal Review



Brooks, Pierce, McLendon, Humphrey &
Leonard, LLP
Counsel to VAB • (919) 839-0300

250 West Main Street, Suite 100
Charlottesville, VA 22902 • (434)
977-3716

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Legal Memorandum: The EAS Edition

In this issue, link to information about

Developments: [Preparations Should Begin for September 28 Nationwide EAS Test](#)
[Nationwide EAS Test Reporting System \(“ETRS”\) Launched](#)
[FCC Adopts New EAS Event Codes](#)

Deadlines: [July 30: EAS Participants Must Implement Six Zeroes](#)
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Nationwide EAS Test Scheduled for 2:20 p.m. on September 28; FCC Urges Stations to Begin Preparations Now

As we have previously advised, the FCC and FEMA (the Federal Emergency Management Agency) have scheduled a nationwide test of the Emergency Alert System (“EAS”) for Wednesday, September 28, 2016. (The test is scheduled to occur at 2:20 p.m. Eastern Time.) On Monday, July 18, the FCC released a [Public Notice](#) relating to the nationwide test. The highlights of the Public Notice are below.

The September test is intended to assess the reliability and effectiveness of the EAS, and it will provide an opportunity to evaluate various steps the FCC has taken to improve the EAS since the first nationwide EAS test almost 5 years ago. Unlike the first nationwide test in November 2011, the FCC is *not requiring* stations to engage in public outreach and education in advance of the September 28 test, and the FCC has not announced a special “day-of” EAS Operating Handbook like the one published for the 2011 test. On September 28, the test message will clearly

state that the alert is only a test of the EAS, and it will be transmitted by FEMA in both English and Spanish.

To help stations begin to prepare now for the September 28 test, the Public Notice encourages stations to take the following steps:

- Review the station's state EAS plan;
- Ensure that a copy of the [EAS Operating Handbook](#) is located at normal duty positions or EAS equipment locations and is immediately available to operators (there are different versions of the Handbook for TV and radio, and both are available [on the FCC's website](#));
- Review the EAS Operating Handbook to become familiar with and prepare for the actions that will need to be taken upon receipt of the test alert;
- Ensure that the station's EAS equipment operates in compliance with the Commission rules, such as being capable of receiving and processing the NPT (national periodic test) code and the "six zeroes" national location code ([see below](#) for a final reminder about the July 30 deadline for this requirement);
- Upgrade, as needed, EAS equipment software and firmware to the most recent version;
- Register in the new ETRS (Electronic Test Reporting System) filing system and complete "Form One" for the station ([see below](#) for more information on this requirement) by August 26; and
- Manually synchronize EAS equipment clocks to the official time provided by NIST (the National Institute of Standards and Technology), if the station's equipment does not automatically synchronize to an Internet time source.

One of the most important preparatory steps referenced above is the requirement to register in the new ETRS system and submit "Form One" by August 26, 2016. (More information on ETRS and the Form One filing requirement is below.) Stations must also remember that they will be required to file "Form Two"—which will contain "day of test" information about the nationwide test—by 11:59 p.m. Eastern Time on the day of the test. Subsequently, stations will be required to file "Form Three" with detailed data about the test performance by November 14, 2016. In the event it becomes necessary to delay the September 28 nationwide test, the alternate test date has been established as Wednesday, October 5, which is one week later.

As you review the material above and below and as you begin to consider your preparations for the September 28 nationwide EAS, please remember that all broadcast stations are required to participate in the EAS (the FCC no longer recognizes "non-participating" status for stations in the EAS rules). Accordingly, all stations must participate in the nationwide test, and all stations must be prepared to participate on September 28 and, if necessary, on October 5.

ETRS Filing System Launched for Nationwide EAS Test Reporting; First Filing (“Form One”) Due August 26, 2016

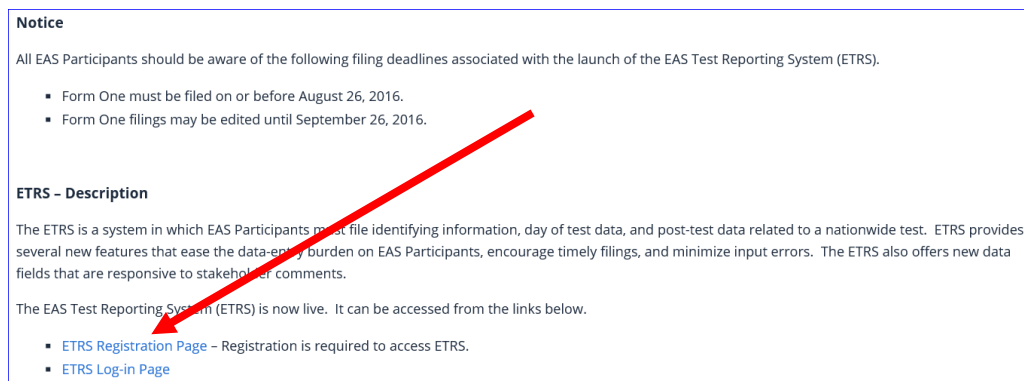
As promised by the FCC back in April, the new [Electronic Test Reporting System](#) (“ETRS”) has been launched. ETRS is the filing system through which all broadcast stations (and other EAS Participants) will be required to file reports relating to nationwide EAS tests, including the one scheduled for September 28, 2016.

In connection with the launch of ETRS, the FCC has issued both a [Public Notice](#) and a [User Manual](#) (a copy of which is attached to this memorandum), and stations would be well-advised to review both of these resources. In addition, for stations that are part of a larger group of stations—and especially in situations where multiple stations are licensed to a single licensee entity—it may be desirable to develop a group-wide approach to the ETRS registration and reporting process to ensure timely filings.

In connection with nationwide EAS tests, stations are required to file three separate reports, called “Form One,” “Form Two,” and “Form Three.” The first of these reports—Form One—solicits fundamental information about the station, including its location, contact information, make and model of EAS equipment, and EAS monitoring assignments. **Form One must be completed and filed by August 26, 2016.** Form One must be filed through ETRS. Information about how to access ETRS and how to complete Form One is included in the [User Manual](#).

The initial Stations may find the following observations about accessing and completing Form One helpful:

- It takes two steps to access Form One in ETRS: Stations must first register in ETRS and, then, login to their account and begin completing Form One. Registration must be done on a station-by-station basis. If multiple stations share one FRN (FCC Registration Number), each station must visit the registration page to register for ETRS. (Each station will need to input its FRN and password.)
- To register, visit the ETRS page on the FCC website at www.fcc.gov/general/eas-test-reporting-system; scroll down the page and click on the “ETRS Registration Page” link, shown with the arrow in the image below.



Notice

All EAS Participants should be aware of the following filing deadlines associated with the launch of the EAS Test Reporting System (ETRS).

- Form One must be filed on or before August 26, 2016.
- Form One filings may be edited until September 26, 2016.

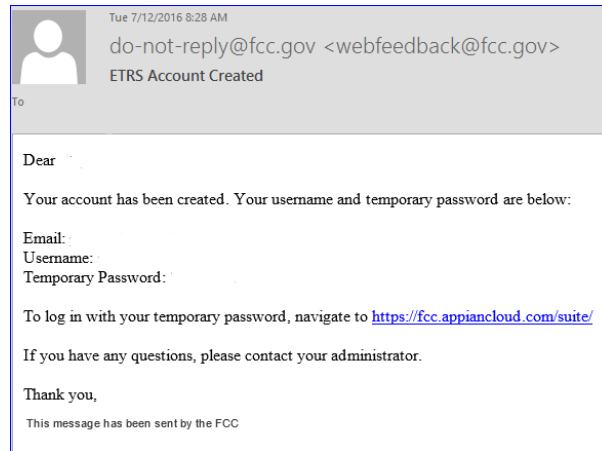
ETRS – Description

The ETRS is a system in which EAS Participants must file identifying information, day of test data, and post-test data related to a nationwide test. ETRS provides several new features that ease the data-entry burden on EAS Participants, encourage timely filings, and minimize input errors. The ETRS also offers new data fields that are responsive to stakeholder comments.

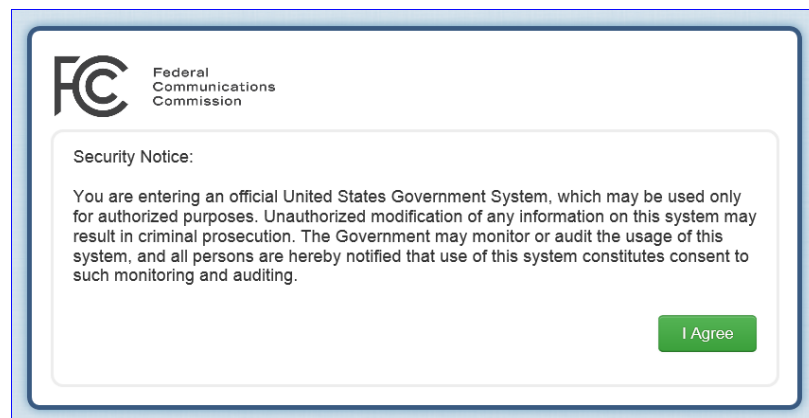
The EAS Test Reporting System (ETRS) is now live. It can be accessed from the links below.

- [ETRS Registration Page](#) – Registration is required to access ETRS.
- [ETRS Log-in Page](#)

- After successfully completing the ETRS Registration Page (be sure to use the official, legal name of the station's licensee), filers will be e-mailed their ETRS account credentials and a link to the ETRS log-in page. The email message will resemble the one below.



- When EAS Participants click on the emailed link and log into ETRS, they will view the ETRS Homepage, which will provide instructions on how to access Form One. But, first, they will encounter an intermediary landing page with a Security Notice:



After clicking on the green “I Agree” button, stations will input their Username and Password on the next screen:

- Once logged-in, the first screen you will see is as follows (to get back to this Homepage, always click “Tasks” in the menu bar and then “ETRS Homepage” in the left-side menu):

- To complete Form One, click on the “Click here” hyperlink and begin completing the required fields.
- When completing the “Transmitter Location” portion of Form One, pay close attention. For most stations, the latitude and longitude will auto-populate based on the station call sign entered. Stations must use their correct, official call sign (pay attention to “-TV” and “-FM”) and an incorrect call sign may result in incorrect location data. Note, too, that the latitude and longitude will appear in decimal format using NAD 83 data, which is different from the non-decimal formatted NAD 27 data printed on station Media Bureau licenses. To assist with converting (or checking) your NAD 27 coordinates to decimalized NAD 83 format, you may find www.ngs.noaa.gov/cgi-bin/nadcon.prl and

www.fcc.gov/media/radio/dms-decimal to be helpful sites (the first converts NAD 27 to NAD 83; the second converts the degrees-minutes-seconds format to decimal format).

- Group owners may wish to use the FCC's "batch filing" feature, which allows one person to file all of the group's reports. In order to do so, the broadcaster must request that at least one of their filers serve as a "coordinator."
 - ✓ EAS Participants may designate a coordinator by sending a request to ETRS@fcc.gov.
 - ✓ Coordinators have the ability to "batch" file, as well as view records, update forms, and generate reports from all data associated with other filers that share the same FRN.

If you do not have all required information available when you begin Form One, you will be able to save your Form One without submitting it, and then you may return to it later. If you submit Form One and discover an error (or if information changes), you must update the Form One information and re-submit it. The accuracy of information in Form One is paramount—Form One is a report just like any other report or application stations file with the FCC, and it is important to file correct and complete information.

Form Two and Form Three are not yet available in ETRS but will be made available on the day of the nationwide test. Form Two must be filed the day of the test, and Form Three must be filed within 45 days after the nationwide test. If you have questions as you register in ETRS and complete Form One, it is highly recommended that you consult with your FCC counsel.

Final Reminder: July 30 Six Zeroes Deadline

Emergency Alert System ("EAS") participants—including all broadcast stations—must, by **July 30, 2016**, have EAS equipment capable of processing the new national location code comprised of six zeroes (000000). In many cases, a vendor-provided software upgrade is all that is needed to meet the new requirement, but some EAS vendors have previously indicated (in comments filed at the FCC) that a firmware update or complete replacement of EAS gear will be necessary. As [discussed above](#), the FCC and FEMA (the Federal Emergency Management Agency) plan to conduct a nationwide EAS test on September 28, 2016, using the new "six zeroes" location code (and the National Periodic Test event code).

The FCC believes that use of the "six zeroes" code will create consistency between the EAS rules and the industry CAP (Common Alerting Protocol) standard, which already recognizes "six zeroes" as the national location code. Additionally, this new national code will facilitate the integration of the EAS into the IP-based IPAWS system and also provide improved geo-targeting of a Presidential alert in the event the President wishes to address a particular part of the country rather than the nation as a whole.

Broadcasters with questions about whether their EAS equipment is ready for the July 30 compliance deadline should contact their EAS vendor immediately.

FCC Adopts Three New EAS Event Codes; Use of New Event Codes Will Begin in 2017

The FCC has revised its Emergency Alert System (“EAS”) rules to add three new event codes—Extreme Wind Warning (EWW); Storm Surge Watch (SSA); and Storm Surge Warning (SSW)—to the list of 50+ EAS event codes already authorized. The FCC took this action at the request of NWS (the National Weather Service) to “promote public safety by saving lives and reducing the potential for injuries and damage to property.” More specifically, the FCC found:

“While the EAS Protocol currently contains event codes covering hurricanes, these codes only generally warn of an impending hurricane—they do not specifically cover extreme high winds associated with a Category 3 or higher hurricane or storm surges associated with a hurricane. The record demonstrates that existing event codes contained in the EAS Protocol are not adequate substitutes for the adoption of the EWW, SSA, and SSW event codes.”

The addition of these new codes to the EAS lexicon should prove to present relatively little burden on broadcasters. First, the implementation of the three new codes is voluntary for broadcasters: In the words of the Commission, “We will not mandate installation of these codes” by stations; “EAS Participants are free to implement them if and when they see fit.” Second, manufacturers of EAS gear are required to integrate the new codes into new equipment (and make software upgrades available to stations) within 6 months of the effective date of the new rules (as of July 18, 2016, the effective date is not yet known). Once EAS manufacturers integrate the new codes, stations may *voluntarily* upgrade their existing equipment to implement the new codes; according to the FCC—based on EAS vendor filings made in the proceeding—an upgrade for many stations will consist of “minimally burdensome and low cost software downloads.” Only when it comes time for a station to *replace* its existing EAS equipment will the station then be required to procure equipment that has the new codes integrated, and, even then, only if at least one year has passed from the effective date of the new rules. Third, the NWS has indicated that it will not use the new alert codes until the 2017 Atlantic Hurricane Season (which is scheduled to begin June 1, 2017) and that it will engage in public education and outreach prior to commencing use of the codes. As a practical matter, these new codes may be most useful to stations located in areas that are most vulnerable to hurricanes and tropical storms; stations in such areas may wish to consider voluntarily upgrading their EAS gear to account for the new codes.

Finally, for purposes of understanding how easy or burdensome it may be to upgrade their EAS equipment, stations may find helpful a [web-based resource](#) compiled by the SBE (Society of Broadcast Engineers). SBE has compiled a brief summary of steps for stations that are using EAS gear from Gorman-Redlich, Monroe/DAS, Sage, and Trilithic. Of course, stations may wish to contact their EAS vendor directly for further instruction.

If you have any questions concerning the information discussed in this memorandum, please contact your communications counsel or any of the undersigned.

Stephen Hartzell, Editor

BROOKS, PIERCE, McLENDON,
HUMPHREY & LEONARD, L.L.P.

Wade H. Hargrove
Mark J. Prak
Marcus W. Trathen
David Kushner
Coe W. Ramsey
Charles E. Coble
Charles F. Marshall
Stephen Hartzell
J. Benjamin Davis
Julia C. Ambrose
Elizabeth E. Spainhour
Eric M. David
Timothy G. Nelson

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ETRS User Manual

Federal Communications Commission

Emergency Alert System (EAS) Test Reporting System (ETRS) User Manual

Version 1

July 13, 2016

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1. Log in

1.1 New User

New Emergency Alert System (EAS) Test Reporting System (ETRS) users may sign up for inputter accounts at <https://www.fcc.gov/eform/submit/etrs-registration>.

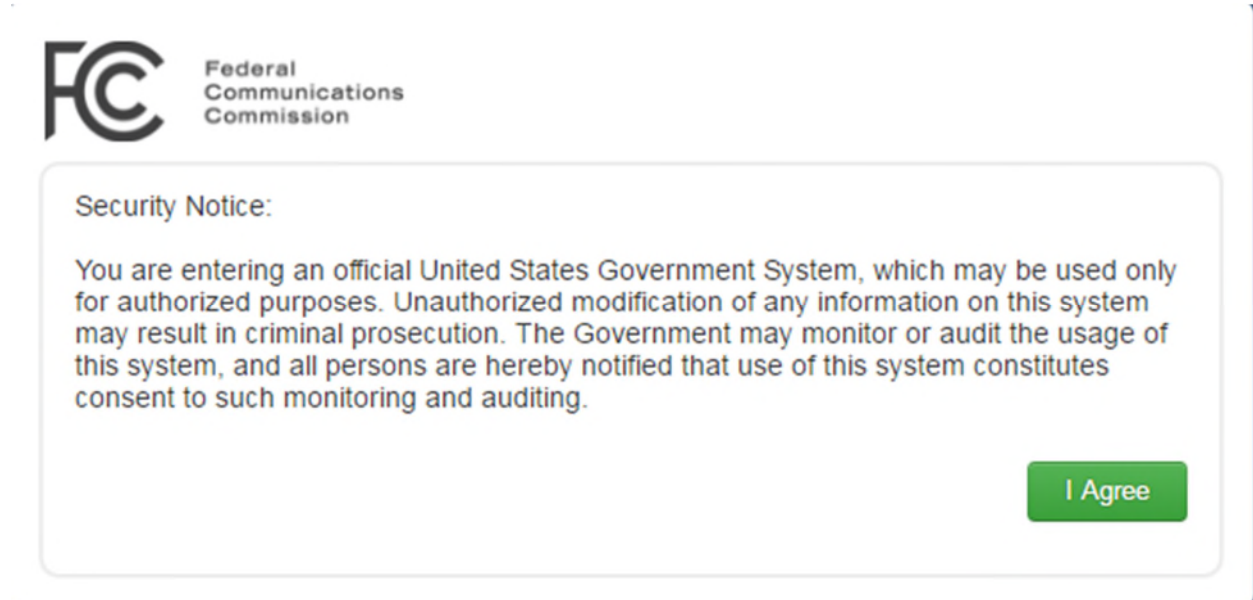
1.2 Returning User

There are two methods to access the ETRS log-in interface:

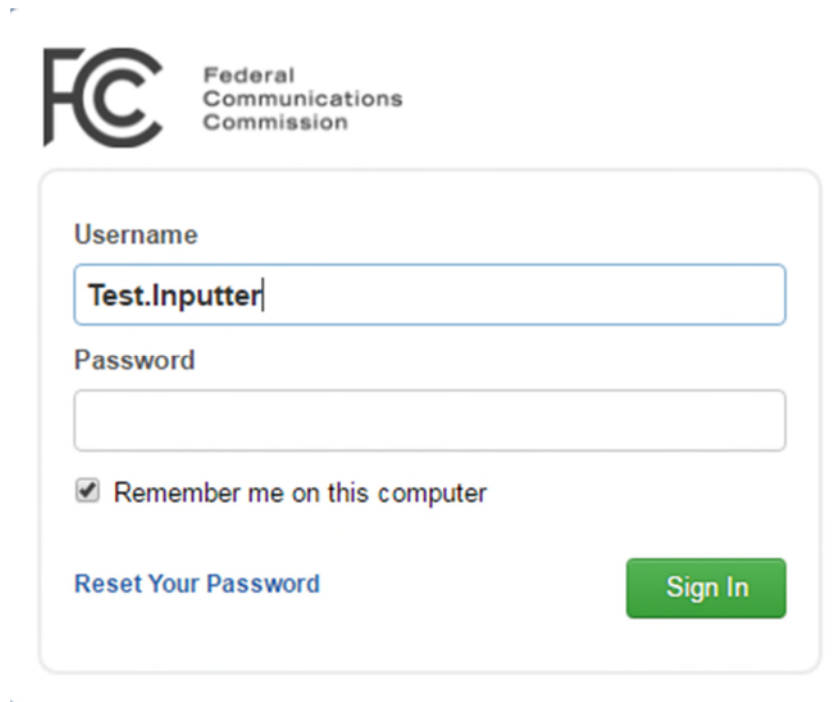
- 1) Go to www.fcc.gov
Select “ETRS” under the E-Filing menu, or
- 2) Go to fcc.appiancloud.com

1.3 Security Banner

Once the page loads, the following security banner will be displayed:



In order to proceed to the site, you must agree to the conditions stated in the banner. After you accept the terms, input your username and password.



Federal Communications Commission

Username

Test.Inputter

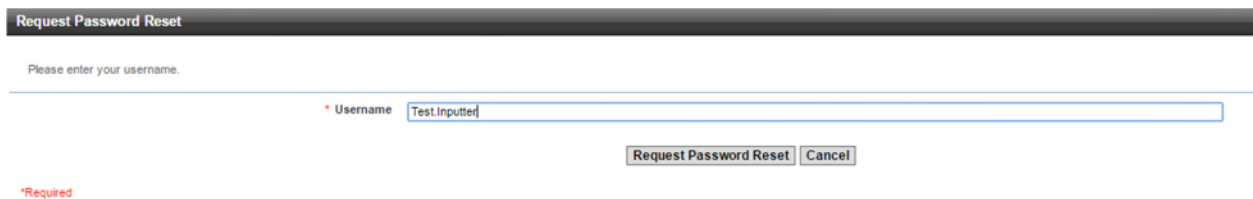
Password

☒ Remember me on this computer

[Reset Your Password](#) [Sign In](#)

1.4 Reset Your Password

At the log-in interface, you may reset your password. If you click the “Reset Your Password” link, you will be redirected to a new page to enter your username.



Request Password Reset

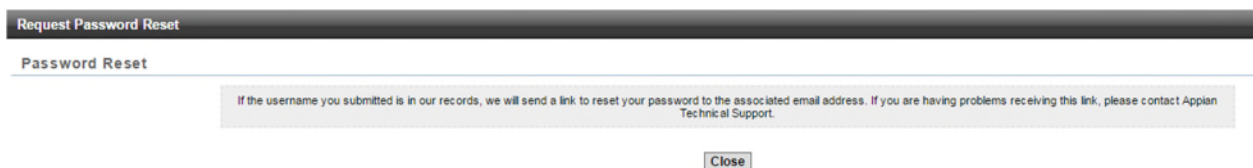
Please enter your username.

* Username Test.Inputter

[Request Password Reset](#) [Cancel](#)

*Required

If the username exists, an email is sent to the email address associated with your username. All account passwords are automatically reset every 90-days.

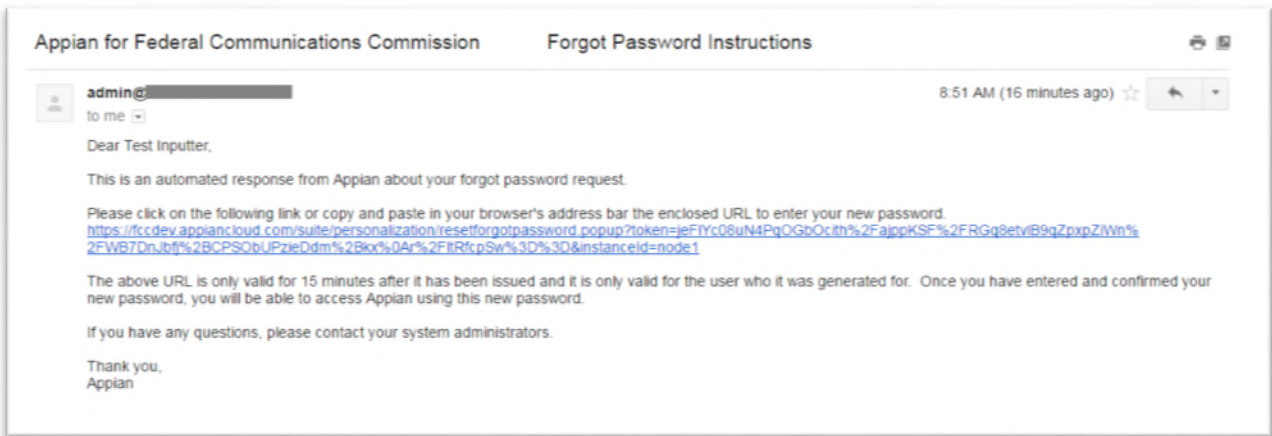


Request Password Reset

Password Reset

If the username you submitted is in our records, we will send a link to reset your password to the associated email address. If you are having problems receiving this link, please contact Appian Technical Support.

[Close](#)



Follow the link in the email you received to reset your password. The link will expire after 15 minutes.

Enter New Password

Please enter your username and enter what you would like your new password to be.

* User name

* New password

* Re-enter new password

*Required

1.5 Main User Menu

When you first log in, you will see the ETRS homepage. This page summarizes details your profile, as well as actions and test records that you can access. See [ETRS Homepage](#) for details. At the top of the page, there are five tabs: News, Tasks, Records, Reports, and Actions. Depending on your role, you will be able to access different objects within these five tabs. [User Roles and Privileges](#) for details.

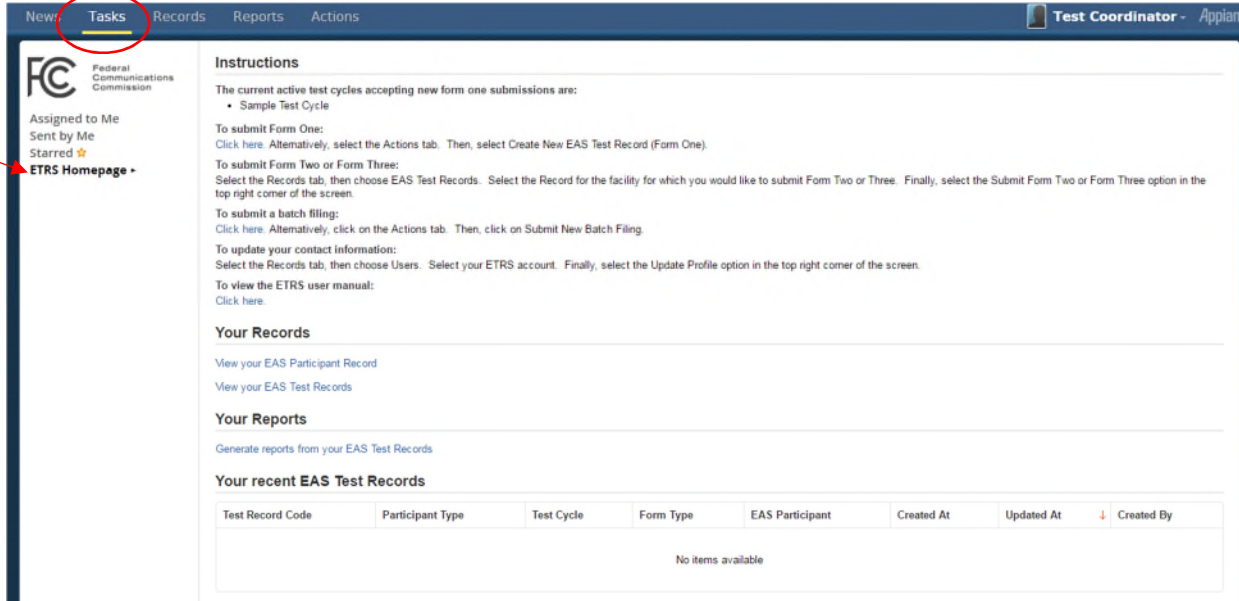
[News](#) provides a summary of recently created or edited records and a link that connects you directly to the record's details. Commission releases related to a nationwide EAS test may also be provided here.

[Tasks](#) alerts you of any tasks assigned to you or to a group of which you are a member. The ETRS homepage is listed as a dashboard under this tab.

[Records](#) provide you to a collection of records (i.e. information filed in Forms One, Two and Three) relevant to your account. Depending on the record, there may be a *related action* to update that record.

[Reports](#) allows you to search for a collection of test records based on search criteria you input.

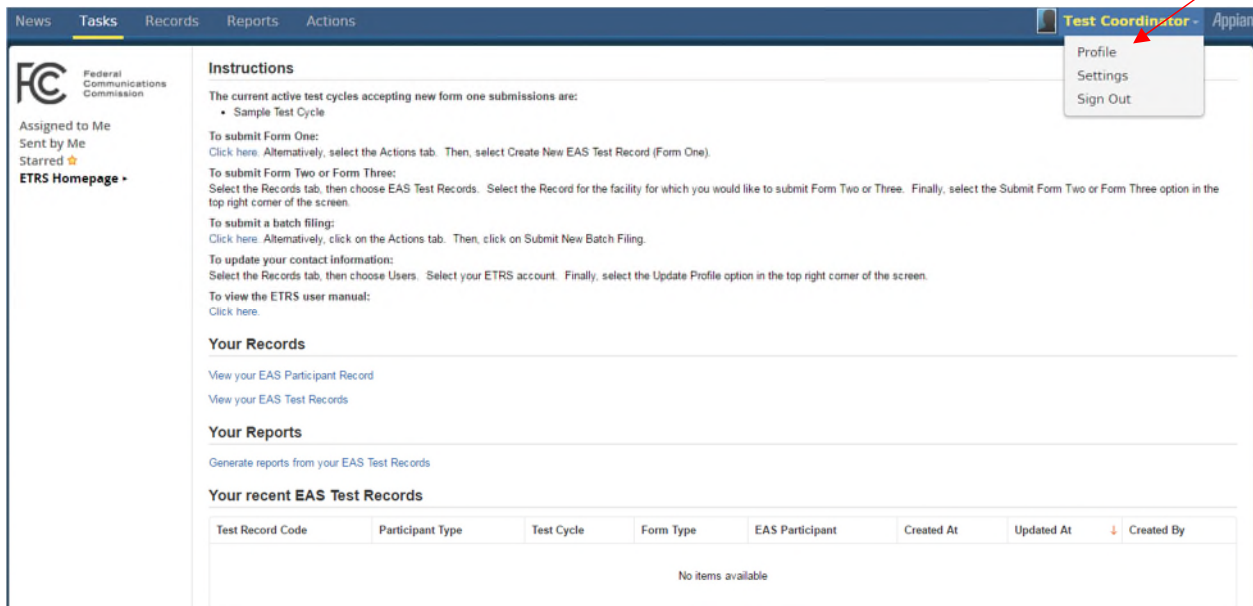
Last, [Actions](#) allows you to create new test records (i.e. file Form One). If you are a coordinator, you may also submit a batch filing.



The screenshot displays the ETRS homepage. At the top, a navigation bar contains tabs for News, **Tasks**, Records, Reports, and Actions. The 'Tasks' tab is currently selected. On the left sidebar, there is a section for the user's profile with links for 'Assigned to Me', 'Sent by Me', and 'Starred'. Below these is a link for 'ETRS Homepage', which is highlighted with a red arrow. The main content area is titled 'Instructions' and provides guidance on how to use the system. It includes sections for 'Your Records', 'Your Reports', and 'Your recent EAS Test Records'. The 'Your recent EAS Test Records' section contains a table with columns for Test Record Code, Participant Type, Test Cycle, Form Type, EAS Participant, Created At, Updated At, and Created By. The table is currently empty, with the message 'No items available' displayed below it.

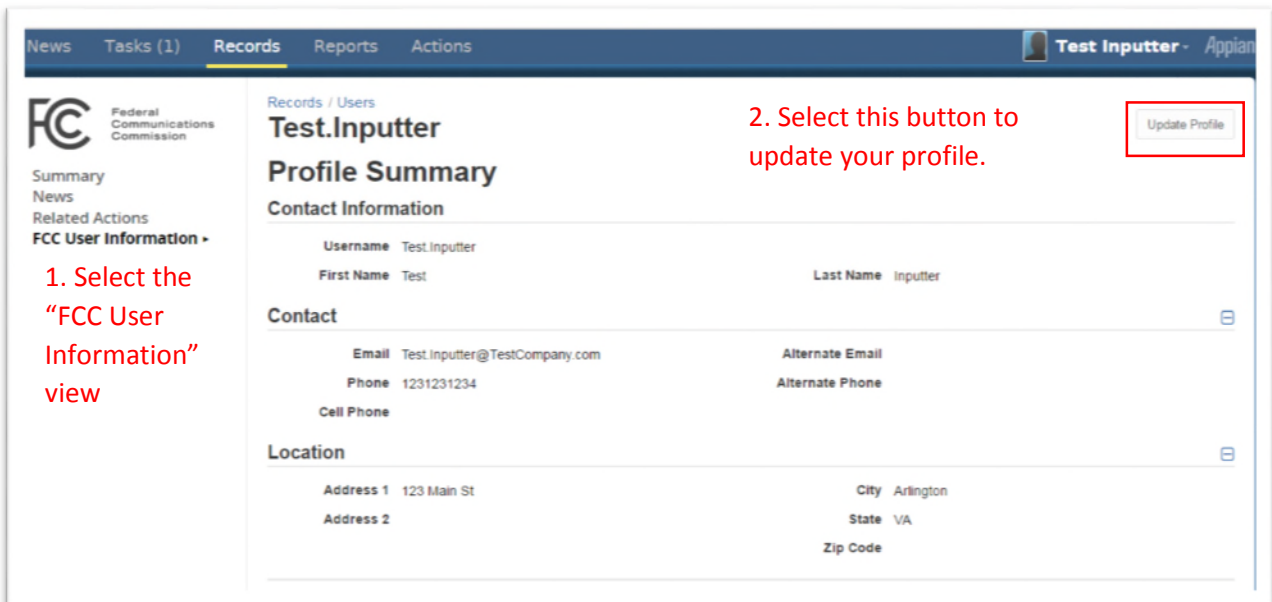
1.6 Update Your Profile

To change your user settings, click on your name in the top right corner. Select **Profile**.



The screenshot shows the ETRS application interface. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The user's name 'Test Coordinator' is in the top right corner, with a dropdown menu open showing 'Profile', 'Settings', and 'Sign Out'. A red arrow points to the 'Profile' option. The left sidebar shows the FCC logo and navigation links. The main content area displays instructions for using the system, including sections for 'Your Records', 'Your Reports', and 'Your recent EAS Test Records'.

Go to the **FCC User Information** view in the left pane.



The screenshot shows the 'Test Inputter Profile Summary' page. The left sidebar has a red annotation: '1. Select the "FCC User Information" view'. The main content area shows the user's profile information, including 'Contact Information' and 'Location'. A red box highlights the 'Update Profile' button in the top right corner, with a red annotation: '2. Select this button to update your profile.'.

Select **Update Profile** in the top right corner.

Edit your information accordingly in the "Update Profile" form. The select **Submit** to save.

The screenshot shows the 'Update Profile' form in the ETRS application. The form is titled 'Update Profile' and is part of the 'Records' section. It contains sections for 'Contact Information', 'Contact', and 'Location'. The 'Contact Information' section includes fields for Username (Test Inputter), First Name (Test), and Last Name (Inputter). The 'Contact' section includes fields for Email (Test.Inputter@TestCompany.com), Alternate Email, Phone (1231231234), Alternate Phone, and Cell Phone. The 'Location' section includes fields for Address 1 (123 Main St), Address 2, City (Arlington), State (Virginia), and Zip Code. There are 'Cancel' and 'Submit' buttons at the bottom.

Your contact information saved here will be used to auto-populate forms throughout this application.

The “Summary,” “News,” “Related Actions,” and “FCC User Information” views you see in the left pane will be explained in detail at [User Records](#).

1.7 User Roles & Privileges

All ETRS users are considered ETRS filers. Multiple ETRS filers may file on behalf of an EAS Participant. Most ETRS filers are inputters. New inputters have the immediate task of filling out Form One for each of its EAS Participant’s facilities. Some ETRS filers will be coordinators, which have the ability to submit batch filings for several of their EAS Participants’ facilities. To become a coordinator, ETRS inputters should e-mail a request to ETRS@fcc.gov.

Each role has different privileges, outlined below. Differences in each role are underlined.

ETRS inputters

- | | |
|---------|--|
| News | <ul style="list-style-type: none"> • View posts generated from test records <u>they created</u> • View posts or messages from groups • View Kudos they received or gave |
| Records | <ul style="list-style-type: none"> • View test records <u>they submitted</u> • Related Actions: “Update Form 1,” “Submit Form 2,” “Submit Form 3” • View all test cycles • View your <u>own profile</u> • Related Actions: “Update Profile” |
| Reports | <ul style="list-style-type: none"> • Search and view a collection of test records <u>you have submitted</u> |

- Actions
 - Create New EAS Test Record (Form One)

ETRS coordinators

- News
 - View posts generated from test records submitted by any filer associated with the EAS Participant
 - View posts or messages from groups
 - View Kudos they received or gave
- Records
 - View test records submitted by any filer associated with the EAS Participant
 Related Actions: "Update Form 1," "Submit Form 2," "Submit Form 3"
 - View all test cycles
 - View profiles of any filer associated with the EAS Participant
 Related Actions: "Update Profile"
- Reports
 - Search and view a collection of test records submitted by any filer associated with the EAS Participant
- Actions
 - Create New EAS Test Record (Form One)
 - Submit New Batch Filing

2. Actions

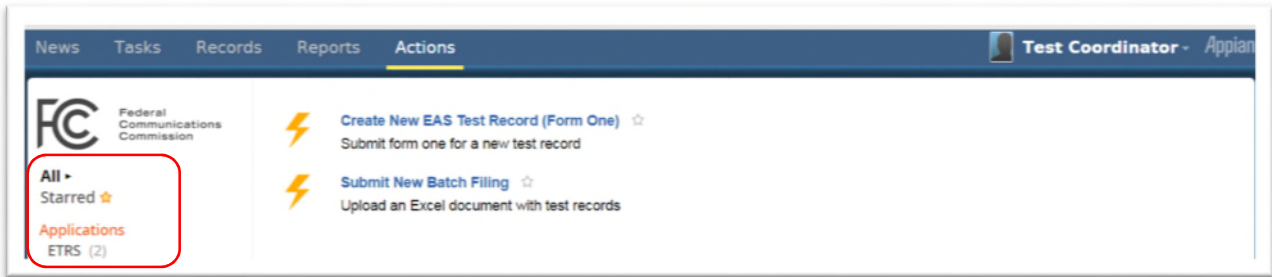
2.1 Overview

Actions will allow a user to input data for an EAS Participant's facilities.

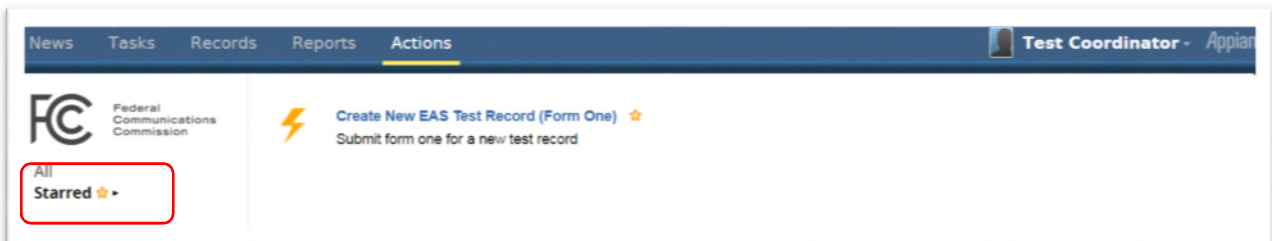
Related Actions are actions that you can take on an existing record—such as editing an EAS Participant name or updating a form. Related actions are explained in the relevant views of each record.

There are links in the left pane of the window.

- The "Starred" link will show a short-list of actions that you "star." You may "star" by clicking the white star next to the action name. Once you click it, it will change to an orange star.
- If you are a member of multiple applications, you will see the application names listed under "Applications".
 - User *Test Coordinator* is a member of one application, "ETRS."
 - The "(2)" you see next to "ETRS", indicates that *Test Coordinator* has access to two actions within ETRS.

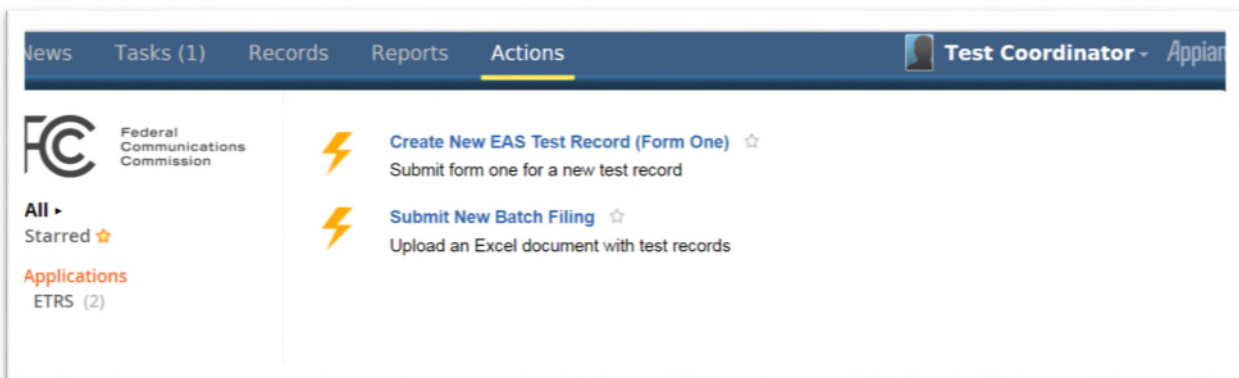


When you select an option in the left pane menu, the selected option will be made bold and a small triangle will appear next to that selection.



2.2 Create New EAS Test Record (Form 1)

ETRS inputters and coordinators may access the **Create New Test Record** action.



When you select **Create New Test record** action, you directed to the following form:

News Tasks (1) Records Reports **Actions** Test Coordinator - Applan

Form One - Identifying and Background Information

[Click here to view the notice required by the paperwork reduction act](#)

Approved by OMB 3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant *

— Select One —

FCC Registration Number (FRN)

EAS Participant Type *

— Select One —

City of Licensure *

County of Licensure *

State of Licensure *

— Select One —

Owner of EAS Participant ?

Transmitter Location

Geographic Zones of Service

No geographic zones have been added.

[Add Geographic Zone](#)

Geographic zones will appear as you type the first letters of the zone you wish to select. If you do not see the zones you need in the picker, you may add new values. You will be directed to a new form and then brought back to this page with the data you submit. [Click here to add new geographic zones to the picker.](#)

Latitude (NAD83) ? *

Longitude (NAD83) ? *

City *

Save Changes

If there are multiple test cycles open, select a test cycle from a dropdown menu. If there is only one test cycle available, that test cycle will be pre-set in the form.

Depending on the “EAS Participant Type” you choose, you will be required to fill in different fields.

Throughout the form, red asterisks are used to indicate required fields that you must fill out. If the fields are not completed, you will remain on the same page even after you **Submit** and confirm to continue; the required fields which are not correctly filled in will be highlighted with red text.

To submit, update all the fields highlighted with red text with a valid value then press tab. The red validation messages will clear and you may submit the notification.

News Tasks (2) Records Reports **Actions** Test Coordinator - Applan

Form One - Identifying and Background Information

Click here to view the notice required by the paperwork reduction act

Approved by OMB 3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant *
Testing ETRS

FCC Registration Number (FRN)
0025702911

EAS Participant Type *
Select One

A value is required

City of Licensure *
JUNEAU

A value is required

County of Licensure *
ANCHORAGE

A value is required

State of Licensure *
Select One

A value is required

Owner of EAS Participant *
[Empty field]

Transmitter Location

Geographic Zones of Service

No geographic zones have been added.

Add Geographic Zone

Geographic zones will appear as you type the first letters of the zone you wish to select. If you do not see the zones you need in the picker, you may add new values. You will be directed to a new form and then brought back to this page with the data you submit. Click here to add new geographic zones to the picker.

Latitude (NAD83) *

Prior to submitting the form, you may press Save Changes on the left panel to save the values you have entered so that they appear when you return to the form.

You may cancel from this action any time. If you do not cancel but instead click on a different tab, this action will be tracked in your task queue until it times out, after sixty minutes after you first clicked the **Create New EAS Test Record (Form One)** action.

News **Tasks (1)** Records Reports Actions

Test Coordinator - Appian

Click here to send a task...

✓ Me **Form One**
5 minutes ago ☆

Assigned to Me •
Sent by Me
Starred ☆
ETRS Homepage

Status
Open ×

Deadline
Overdue
Today
Within 7 days

After you select **Continue**, you will be asked to confirm your submission.

News Tasks (1) Records Reports Actions

Test Coordinator - Appian

Filer Contact Information

First Name Test Last Name Coordinator
Phone 123-456-7899 Address Line 1 789
Cell Phone Address Line 2
Email lauren.cohen@itgfirm.com City Test
Alternate Email State DC
Zip Code 20001

Is this person the EAS Participant's day-of-test contact? Yes

For assistance with this form, please contact us at ETRS@fcc.gov.

Confirmation Submission Details

☒ By submitting this Form, you certify that the information you have provided on this Form is true and accurate. EAS Participants are responsible for the accuracy of the information they file with the Commission, including data automatically populated into this Form from other Commission databases. Failure to ensure the accuracy of information filed with the Commission may result in enforcement action.

Cancel Go Back to Edit Information **Submit**

Check this box to submit.

After you verify all the inputs and check the checkbox, the **Submit** button will be activated, allowing you to submit.

When the new test record is successfully created, you will see a confirmation page with a link to the newly created record. See [Records](#) to learn more about records.

News Tasks (1) Records Reports **Actions**

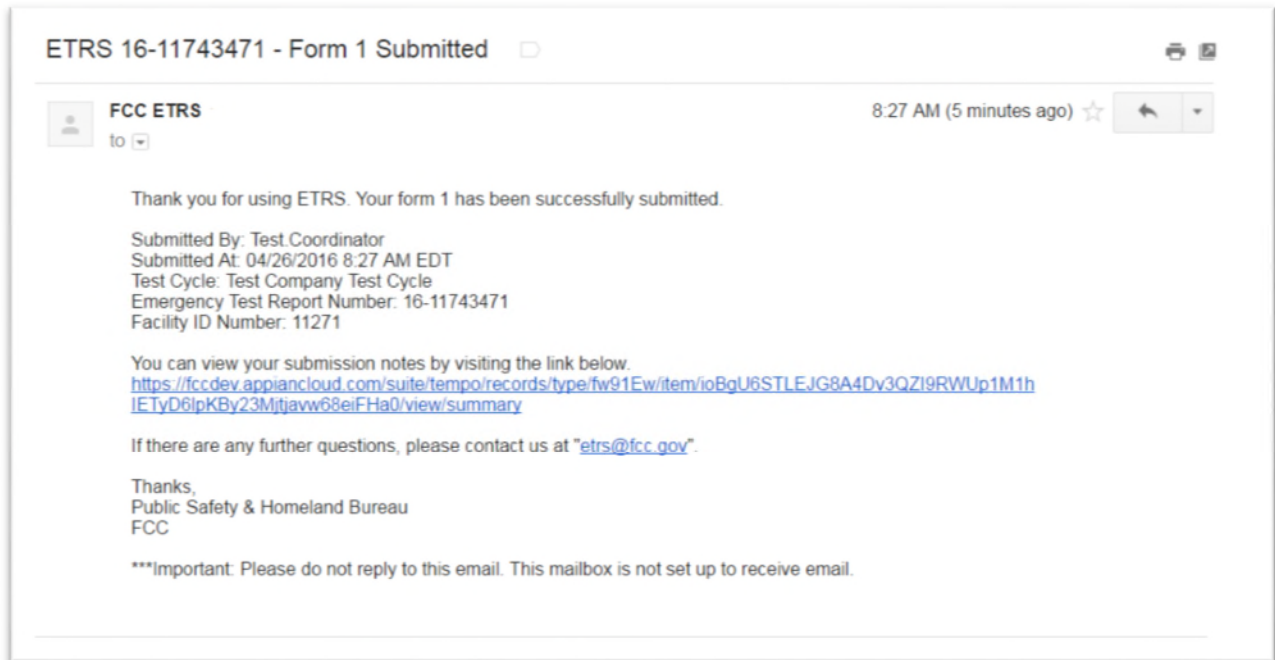
Test Coordinator - Appian

Your Form has been submitted!

✓ Click here to see this record.

Save Changes

When this record is created, an email notification is sent out to the ETRS inputter who created the test record and the coordinator of the relevant EAS Participant.



2.2.1 Auto-populate by Facility ID

Radio Broadcaster, Television Broadcaster, Direct Broadcast Satellite, and Satellite Digital Audio Radio Service EAS Participant types have a Facility ID search feature which assists users in auto-populating the call sign, longitude, latitude, city, and state fields.

News Tasks (2) Records Reports **Actions** Test Inputter - Applian

Form One - Identifying and Background Information

Click here to view the notice required by the paperwork reduction act

Approved by OMB
3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant
Deanna (0025672908)
FCC Registration Number (FRN)

EAS Participant Type *
Radio Broadcaster

Facility ID Number *
1

Please put the Facility ID in the box above and hit Tab. The call sign and latitude/longitude should autopopulate. If they do not, you may look it up: Look up Call Sign, Facility ID, Latitude and Longitude.

Call Sign *
WRCT

Search Facility ID

Filter Choice --- Select One ---

Facility ID	Call Sign	Latitude	Longitude
No items available			

City of Licensure *
PITTSBURGH

County of Licensure *

State of Licensure *
Pennsylvania

Owner of EAS Participant

Transmitter Location

Use this feature by:

- 1) Typing an existing facility ID into the Facility ID field. If you type a facility ID that does not exist, the other fields will not be auto-populated.
- 2) Select "Look up Call Sign, Facility ID, Latitude and Longitude." This opens up a "Search Facility ID" section where you can filter for call signs by type of service, call sign, city, or state. Select the facility ID to auto-populate the form.



Form One - Identifying and Background Information

[Click here to view the notice required by the paperwork reduction act](#)

Approved by OMB
3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant *

Testing ETRS

FCC Registration Number (FRN)

0025702911

EAS Participant Type *

Radio Broadcaster

Facility ID Number *

Please put the Facility ID in the box above and hit Tab. The call sign and latitude/longitude should autopopulate. If they do not, you may look it up: Look up Call Sign, Facility ID, Latitude and Longitude.

Call Sign *

Search Facility ID

Filter Choice Facility ID

Facility Id

1

Enter a value then press tab.

Facility ID	Call Sign	Latitude	Longitude
1	WRCT	40 44424	-79 94338



Form One - Identifying and Background Information

[Click here to view the notice required by the paperwork reduction act](#)

Approved by OMB
3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant *

Testing ETRS

FCC Registration Number (FRN)

0025702911

EAS Participant Type *

Radio Broadcaster

Facility ID Number *

1

Please put the Facility ID in the box above and hit Tab. The call sign and latitude/longitude should autopopulate. If they do not, you may look it up: Look up Call Sign, Facility ID, Latitude and Longitude.

Call Sign *

WRCT

City of Licensure *

PITTSBURGH

County of Licensure *

2.2.2 Auto-populate by CUID

Cable System and Wireless Cable System EAS Participant types have a CUID search feature which assists users in auto-populating the PSID, city, county, and state fields.

News Tasks (2) Records Reports **Actions** Test Inputter - Applan

Form One - Identifying and Background Information

[Click here to view the notice required by the paperwork reduction act.](#)

Approved by OMB 3060 - 0207
Estimated time per response: Up to 43 hours

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant
Deanna (0025672908)

FCC Registration Number (FRN)

EAS Participant Type *
Cable System

Community Unit ID (CUID) *
AK0001

Physical System (PSID) *
000341

City of Licensure *
JUNEAU

County of Licensure *
ANCHORAGE

State of Licensure *
Alaska

Owner of EAS Participant

Transmitter Location

Geographic Zones of Service

No geographic zones have been added.

[Add Geographic Zone](#)

Geographic zones will appear as you type the first letters of the zone you wish to select. If you do not see the zones you need in the picker, you may add new values. You will be directed to a new form and then brought back to this page with the data you submit. [Click here to add new geographic zones to the picker](#)

Latitude (N&D) * [Add](#)

Use this feature by typing an existing CUID into the CUID field. If you type a CUID that does not exist, the other fields will not be auto-populated.

2.3 Submit New Batch Filing

The **Upload Bulk Notifications** action allows ETRS Coordinators to quickly edit or create new test records using spreadsheets. Download the spreadsheet template from the interface to create new test records. Alternatively, export existing records to edit from [EAS Test report](#).

The screenshot shows the 'Submit New Batch Filing' page. On the left, there is a red text overlay: 'Click this link to download the excel template'. This points to a blue link labeled 'Download Blank Template' within the 'Batch Filing' section. The 'Batch Filing' section includes a dropdown for 'EAS Participant' (set to '--- Select One ---') and a 'Test Cycle' dropdown (set to 'Sample Test Cycle'). Below these are radio buttons for 'Form to submit' (options 1, 2, 3) and a 'Previewed Document' section. At the bottom, there is a table with columns 'ID Number', 'City', and 'State', which is currently empty with the message 'No items available'. Buttons for 'Cancel', 'Submit', and 'Preview' are at the bottom right.

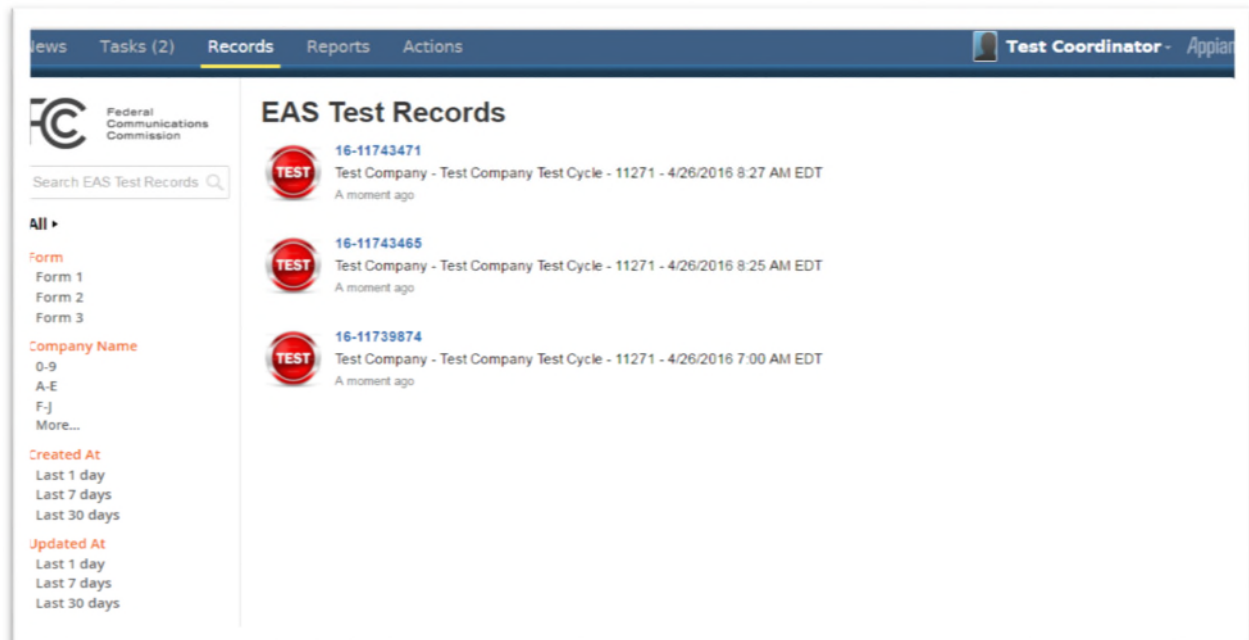
Select the relevant test cycle. The form you may submit will be available if the submission and update dates for that test cycle is open. If it is open, a “Choose File” button will appear, allowing you to upload your excel file.

Select **Preview** to load the test records.

The screenshot shows the 'Upload Bulk Notifications' page. It includes a 'Bulk Upload' section with a 'Company' dropdown (set to 'Test Company') and an 'FRN' field. There is a blue link 'Download Blank Template'. The 'Test Cycle' dropdown is set to 'Test Company Test Cycle'. Below are radio buttons for 'Form to submit' (options 1, 2, 3) and a 'Previewed Document' section showing 'ETRS Notification Report -Test Coordinator-4_26_2016 9_26 AM EDT'. At the bottom, there is a table with columns 'ID Number', 'City', and 'State' containing three rows of data:

ID Number	City	State
16-11743465	PORTLAND	OR
16-11739874	PORTLAND	OR
16-11743471	PORTLAND	OR

Buttons for 'Cancel', 'Submit', and 'Preview' are at the bottom right.

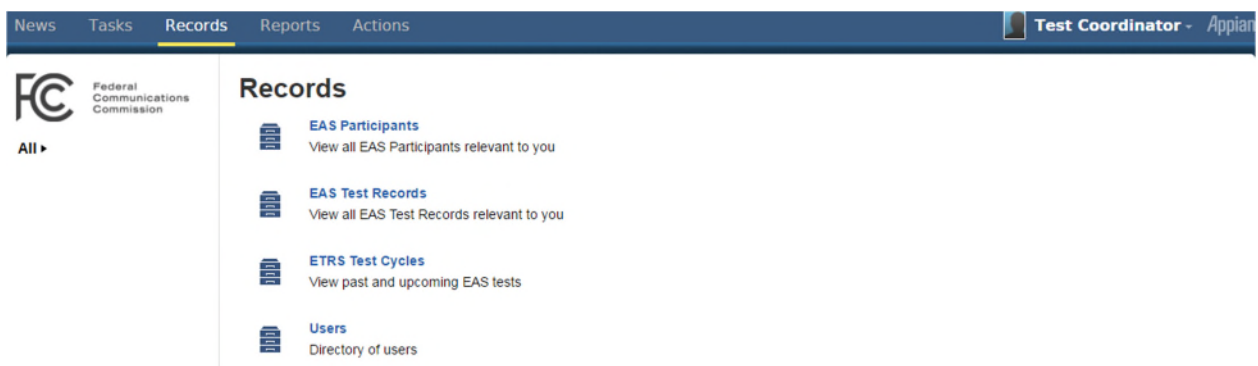


3. Records

3.1 Overview

The Records tab brings together all data within your application so you may easily view and take action on specific records.

Altogether, there are four different record types: EAS Test Records, ETRS Test Cycles, and Users. ETRS Coordinators also have access to EAS Participants.

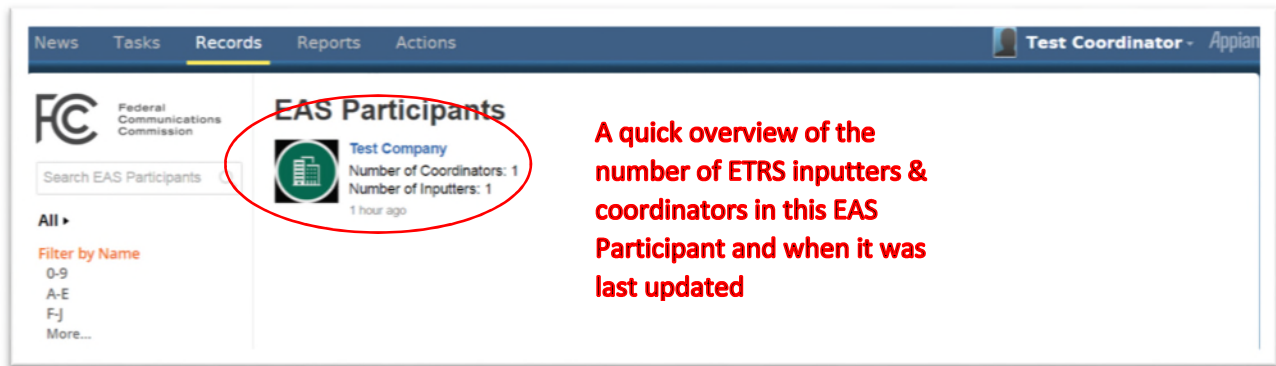


3.2 EAS Participants

The **EAS Participant** record provides details on ETRS inputters, ETRS coordinators, and the test records submitted by users of that EAS Participant.

3.2.1 List View

The list view provides a summary of the number of ETRS inputters and coordinators for each EAS Participant, as well as when the EAS Participant record was last updated.



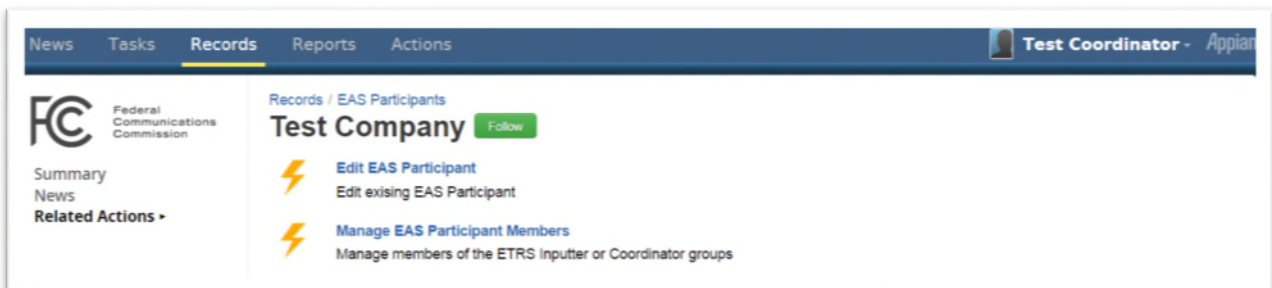
3.2.2 EAS Participant Details

There are three views available in the left pane: **Summary**, **News**, and **Related Actions**.

In the **Summary View**, the specific members of the EAS Participant and the test records filed are listed. Click on the member name or the notification code to view details for that record.

The **News** view is empty because no news feeds are generated or updated when an EAS Participant is added to the database.

In the **Related Actions** view, we see the two related actions which were also in the top right corner of the **Summary** view, **Edit EAS Participant**, and **Manage EAS Participant Members**.



3.2.3 Related Actions

Using related actions, ETRS coordinators may edit **EAS Participant** names or downgrade/remove/upgrade EAS inputters and coordinators.

3.2.3.1 Edit EAS Participant

Select this related action to change the EAS Participant name.

The screenshot shows the 'Edit Test Company Details' form within the Appian interface. The top navigation bar includes 'News', 'Tasks', 'Records' (selected), 'Reports', and 'Actions'. The user is logged in as 'Test Coordinator'. On the left, there is a sidebar with the FCC logo and links for 'Summary', 'News', and 'Related Actions'. The main form area has a title 'Edit Test Company Details' and a 'New Name' field containing 'Test Company'. There are 'Cancel' and 'Submit' buttons at the bottom right.

3.2.3.2 Manage EAS Participant Members

Use the **Manage EAS Participant Members** action to **Remove, Downgrade, or Upgrade** existing ETRS inputters and coordinators. Select the group you wish to modify.

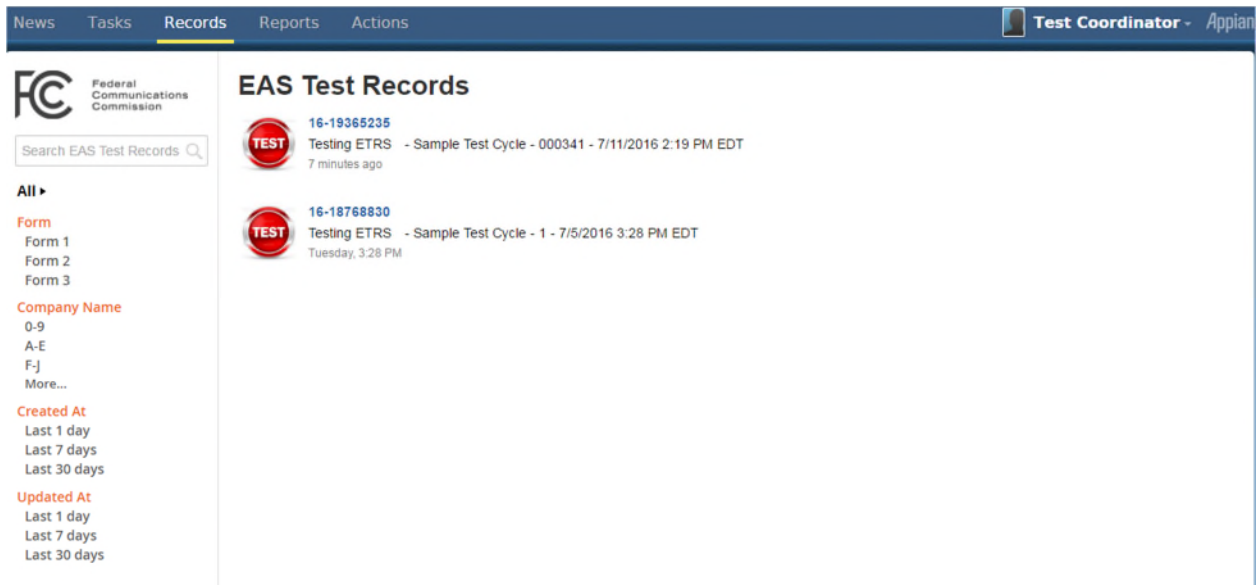
The screenshot shows the 'Manage Company Members (Test Company)' form. The top navigation bar is the same as the previous form. The sidebar on the left is also the same. The main form area has a title 'Manage Company Members (Test Company)'. Below the title is a 'Group' dropdown menu with the following options: 'Test Company ETRS Inputters', '-- Please Select a Value --', 'Test Company ETRS Inputters' (highlighted), and 'Test Company ETRS Coordinators'. Below the dropdown is a table with one row containing a checkbox and the text 'Test Inputter'. At the bottom right, there are 'Cancel', 'Remove User', and 'Upgrade' buttons.

A Coordinator may remove or upgrade any ETRS inputter. Once an ETRS inputter is removed, an administrator may add the inputter back. The upgrade action allows the coordinator to set the ETRS inputter as a coordinator.

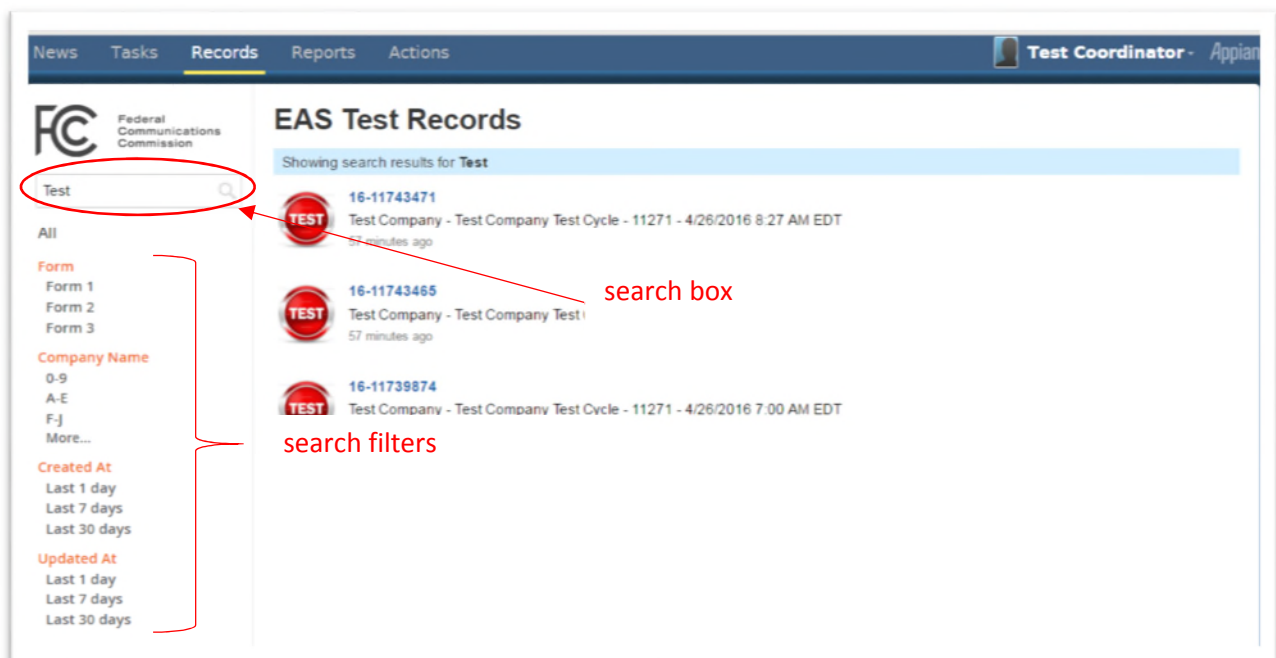
The EAS Coordinators may also **Remove** or **Downgrade** other coordinators. When a coordinator is **Downgraded**, (s)he is added a member to the ETRS inputter group for this EAS Participant.

3.3 EAS Test Record

The **EAS Test Records** record is available to all users. However, users may only view the filings that are relevant to them, as described in [1.6 User Roles & Privileges](#).



This record allows you to search for specific test record by report code, test cycle, or EAS Participant in a **search box**. Alternatively, you may use the “Form,” “EAS Participant Name,” “Created At,” and “Updated At” **search filters** to refine your search.



To view all the details of a particular test record, click on the blue notification code in the list view.

3.3.1 Test Record Details

The screenshot displays the FCC EAS Test Record Details page for record 16-19365235. The page is divided into several sections:

- Top Navigation Bar:** Includes links for News, Tasks, Records (highlighted), Reports, and Actions. The user is logged in as 'Test Coordinator - Applian'.
- Left Sidebar:** Contains the FCC logo and a list of views: Summary (bolded and selected), News, Related Actions, and History.
- Main Content Area:**
 - Records / EAS Test Records:** Shows the record number 16-19365235 with a 'Follow' button.
 - Form Progress:** A timeline showing Form 1 (Update deadline: 8/26/2016 12:00 AM EDT) and Form 2 (Submission due date: 8/18/2016 12:00 AM EDT).
 - Participant Information:** A section containing details about the EAS Participant, including their legal name, FCC registration number, type, and location.
 - Related Actions:** Buttons for 'Update Form 1', 'Submit Form 2', and 'Submit Form 3' are located in the top right corner.

When you select a specific record, you are automatically redirected to the **Summary View**. Notice how "Summary" is bold in left pane with a triangle next to it.

The **News** view is a summary of news posts related to this record.

The **Related Actions** view is a list of actions you may take on this record. These actions are also shown in the top right corner of the "Summary" & "Related Actions" views.

The **History** view allows ETRS inputters and coordinators to view different versions of each form that were updated and saved.

3.3.1.1 Summary View

The screenshot displays the 'Summary View' of a record in the FCC EAS Test Records system. The record ID is 16-19365235. A green 'Follow' button is circled in red next to the ID. Below the ID, a 'Milestone bar' shows due dates for Form 1 (8/26/2016 12:00 AM EDT), Form 2 (8/18/2016 12:00 AM EDT), and Form 3 (8/18/2016 12:00 AM EDT). A red bracket highlights this bar with the text 'Milestone bar with due dates for each form.' Below the milestone bar is a 'Participant Information' section with fields for Legal Name, FCC Registration Number, EAS Participant Type, Community Unit ID, Physical System, City of Licensure, County of Licensure, State of Licensure, and Owner of EAS Participant.

The **Summary View** summarizes the due dates for each form in the milestone bar at the top of the window.

If you are particularly interested in updates made to a particular record, you may **Follow** it. By following a record, you be guaranteed to see any news posts relevant to this record in your News feeds if you are not already subscribed to the [ETRS Events feed](#). **Follow** a record by clicking the green **Follow** button beside the ID number.

If you are already following a particular record, you'll see a white **Unfollow** button.

Related Actions for this record are available in the top right corner of the summary view. This provides a streamlined design so you can view the record directly then take action to update this record. These actions are also available in the Related Actions view in the left.

3.3.1.2 News View

The screenshot shows the 'News View' interface for a specific record. At the top, there is a navigation bar with tabs: 'News', 'Tasks', 'Records' (which is highlighted), 'Reports', and 'Actions'. On the right side of the navigation bar, it says 'Test Coordinator - Applian'. Below the navigation bar, on the left, is the 'Federal Communications Commission' logo and a sidebar with links: 'Summary', 'News' (which is highlighted), 'Related Actions', and 'History'. The main content area is titled 'Records / EAS Test Records' and shows the record number '16-19365235' with a 'Follow' button. Below this, there are two news feed entries. The first entry is from 'Test Coordinator' and says 'A new form 1 has been submitted, 16-19365235.' It is dated '16 minutes ago' and has a 'Comment' button. The second entry is also from 'Test Coordinator' and says 'A form 2 has been submitted for 16-19365235'. It is dated 'A moment ago'. At the bottom of the news feed, there is a text input field with the placeholder 'Add your comment here...'.

This view displays all the news feeds and comments related to this record. This news feed is also posted in the “News” tab.

A news feed is generated when a new test record notification is submitted. The feed is then updated with comments when Forms 2 and 3 are also submitted. At any point, any user may add additional comments to this news feed. Anyone who [subscribes to the ETRS events](#) news feed or who follows this particular record will see the updated comments in their News tab.

Here we see the coordinator submitted Form 1 and 2, but not Form 3.

3.3.2 Related Actions

Related Actions are actions that users can take on existing records. They can be found on records in the Records tab. Related Actions are different from Actions, which are used to create new records and are available only through the Actions tab.

3.3.2.1 Update Form 1

The **Update Form 1** related action is available to ETRS inputters and coordinators from when the initial Form One is first submitted until the update deadline of the related test cycle. In the example below, the Form 1 update deadline expires 4/29/2015. The due dates for each form can also be found on the [Test Cycle Record](#).

The screenshot shows the FCC EAS Test Records interface. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active, displaying a record with ID '16-19365235' and a 'Follow' button. On the right, there are buttons for 'Update Form 1', 'Submit Form 2', and 'Submit Form 3'. The 'Update Form 1' button is circled in red. Below the record ID, a timeline shows 'Form 1' with an 'Update deadline: 8/26/2016 12:00 AM EDT' and 'Form 2' with a 'Submission due date: 8/18/2016 12:00 AM EDT'. The 'Form 1' milestone is also circled in red. The left sidebar shows a 'Summary' menu with 'News', 'Related Actions', and 'History'. The main content area displays 'Participant Information' for the record, including details like 'Legal Name of EAS Participant', 'FCC Registration Number (FRN)', 'EAS Participant Type', 'Community Unit ID (CUID)', 'Physical System (PSID)', 'City of Licensure', 'County of Licensure', 'State of Licensure', and 'Owner of EAS Participant'.

The Update Form 1 related action above is available until the Form One Update deadline listed in the milestone.

The **Update Form 1** form is identical to the form in [Create New EAS Test Record](#).

3.3.2.2 Submit/Update Form 2

If Form 2 was already submitted and the update window for Form 2 is still open, the related action will say **Update Form 2** rather than **Submit Form 2**. In the example below, Form 2 has not yet been submitted.

News Tasks **Records** Reports Actions Test Coordinator - Appian

Federal Communications Commission

Summary •
News
Related Actions
History

Records / EAS Test Records
16-19365235 Follow

Update Form 1 Submit Form 2 Submit Form 3

Form 1 Update deadline: 8/26/2016 12:00 AM EDT
Form 2 Submission due date: 8/18/2016 12:00 AM EDT
Form 3 Submission due date: 8/18/2016 12:00 AM EDT

Test Cycle Sample Test Cycle

Participant Information

Legal Name of EAS Participant
Testing ETRS

When you select **Submit/Update Form 2**, you will be directed to the following form:

News Tasks (1) **Records** Reports Actions Test Coordinator - Appian

Federal Communications Commission

Summary
News
Related Actions •
History

Form Two - Day of Test Reporting

Test Cycle Test Company Test Cycle

Participant Information

Legal Name of EAS Participant
Test Company

FCC Registration Number (FRN)
123-456

EAS Participant Type
Wireline Video System

Facility ID Number
11271

Call Sign
KEX

EAS Message

Did the facility receive the EAS message? *
☒ Yes ☐ No

Did the facility retransmit the EAS message? *
☒ Yes ☐ No

Filer Contact Information

First Name *
Test

Last Name *
Coordinator

Phone *
111-111-1111

Address Line 1 *
123 Main Str

Cell Phone
Address Line 2

Email *
elisa.chang@ityfirm.com

City *
Crystal City

Alternate Email
State *
Virginia

Zip Code *
22202

Cancel Continue

3.3.2.3 Submit/Update Form 3

Similar to the **Submit Form 2** related action, **Submit Form 3** will change to **Update Form 3** after the form is submitted and if the update Form 3 window is open. Check the milestone bar in the **Summary View** for the due dates.

The screenshot displays the FCC EAS Test Records interface. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The user is logged in as 'Test Coordinator - Appian'. The left sidebar shows the 'Summary' view with links for 'News', 'Related Actions', and 'History'. The main content area shows the 'Records / EAS Test Records' for record ID '16-19365235'. A milestone bar indicates the status of Form 1 (Update deadline: 8/26/2016 12:00 AM EDT), Form 2 (Submission due date: 8/18/2016 12:00 AM EDT), and Form 3 (Submission due date: 8/18/2016 12:00 AM EDT). The 'Submit Form 3' button is highlighted with a red circle. Below the milestone bar is the 'Participant Information' section, which includes fields for 'Legal Name of EAS Participant' (Testing ETRS), 'FCC Registration Number (FRN)' (0025702911), 'EAS Participant Type' (Cable System), 'Community Unit ID (CUID)' (AK0001), 'Physical System (PSID)' (000341), 'City of Licensure' (JUNEAU), 'County of Licensure' (ANCHORAGE), 'State of Licensure' (Alaska), and 'Owner of EAS Participant'. The 'Form Three - Detailed Test Reporting' section includes a 'Receipt of EAS message' section with a 'Did the facility receive the EAS message?' question (Yes/No) and an 'Explanation' field. It also includes a 'Retransmission of EAS message' section with a 'Did the facility retransmit the EAS message?' question (Yes/No) and a 'Date and Time of Receipt of First Message' section with fields for 'Date/Hours/Minutes', 'Seconds', and 'Timezone'. The bottom of the page shows a 'Confirmation Submission Details' section with a checkbox for 'By submitting this Form, you certify that the information you have provided on this Form is true and accurate. EAS Participants are responsible for the accuracy of the information they file with the Commission, including data automatically populated into this Form from other Commission databases. Failure to ensure the accuracy of information filed with the Commission may result in enforcement action.' and buttons for 'Cancel', 'Go Back to Edit Information', and 'Submit'.

When you submit each form, you will be asked to confirm the accuracy of the information. Select the checkbox to submit.

Confirmation Submission Details

☐ By submitting this Form, you certify that the information you have provided on this Form is true and accurate. EAS Participants are responsible for the accuracy of the information they file with the Commission, including data automatically populated into this Form from other Commission databases. Failure to ensure the accuracy of information filed with the Commission may result in enforcement action.

Cancel

Go Back to Edit Information

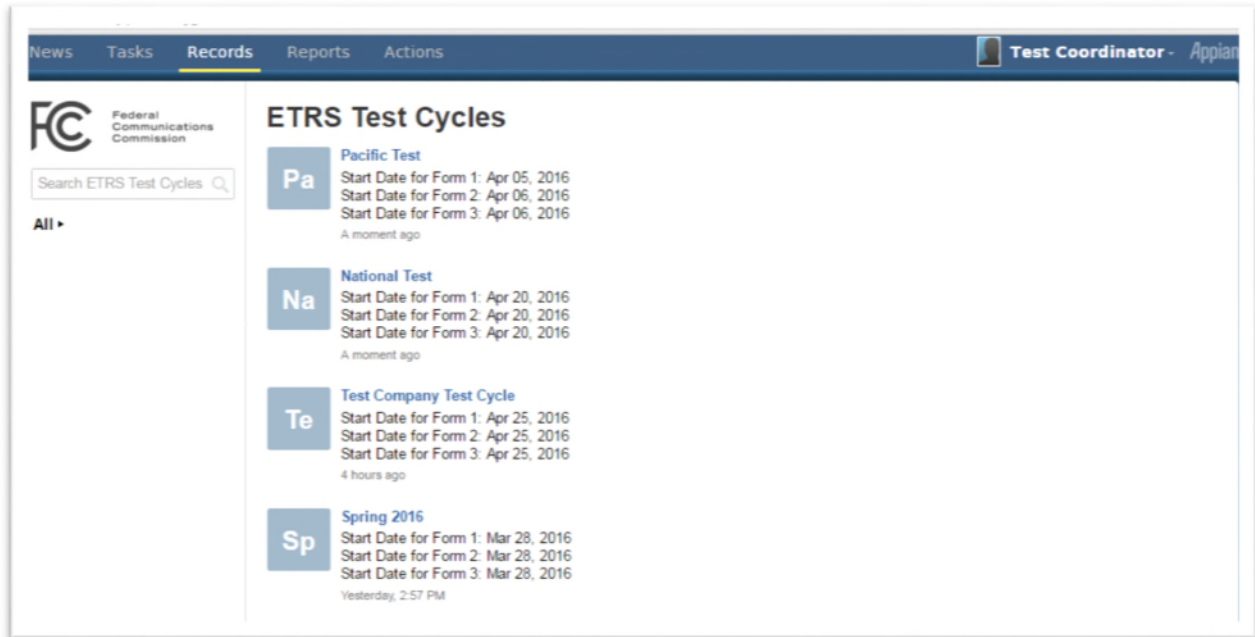
Submit

3.4 ETRS Test Cycle Record

ETRS inputters and coordinators may view test cycle details through the **ETRS Test Cycles** record.

3.4.1 List View

The list view allows inputters and coordinators to search for a specific test cycles by name. The list view quickly summarizes when each submission window opens.



3.4.2 EAS Test Cycle Record Details

The **Summary View** highlights the submission and update period for each form for the selected test cycle.

The **New** view shows the news posts related to this test cycle. When a new test cycle is created, it is posted to the **ETRS Events** newsfeed which all ETRS inputters and coordinators are automatically subscribed to.

The **Related Actions** view is empty because there are no related actions available for this record available to ETRS inputters and coordinators.

The screenshot shows the 'Test Company Test Cycle' record details. The page has a navigation bar with 'News', 'Tasks', 'Records' (selected), 'Reports', and 'Actions'. The user is logged in as 'Test Coordinator'. The left sidebar shows the 'Federal Communications Commission' logo and a 'Summary' section with links for 'News' and 'Related Actions'. The main content area is titled 'Records / ETRS Test Cycles' and 'Test Company Test Cycle' with a 'Follow' button. Below this is the 'Test Cycle Details' section, which includes the name 'Test Company Test Cycle' and the description 'Test Cycle for ETRS Manual'. The 'Form One Dates' section shows 'Submission Start' as Apr 25, 2016, 3:30 AM, 'Update Deadline' as Apr 29, 2016, 3:00 AM, and 'Submission End' as Apr 27, 2016, 2:30 AM. The 'Form Two Dates' section shows 'Submission Start' as Apr 25, 2016, 1:30 AM, 'Update Deadline' as Apr 29, 2016, 3:00 AM, and 'Submission End' as Apr 27, 2016, 2:00 AM. The 'Form Three Dates' section shows 'Submission Start' as Apr 25, 2016, 1:30 AM, 'Update Deadline' as Apr 29, 2016, 3:30 AM, and 'Submission End' as Apr 27, 2016, 2:00 AM.

3.5 Users Record

The **Users** record allows users to view and update their own profile, or the profile of other users they are allowed to view.

Review [User Roles and Privileges](#) to view which profiles users can access.

3.5.1 List View

The list view summarizes user details in a grid. Select the **Username** to view details of that user.

The screenshot shows the 'Users' list view. The page has a navigation bar with 'News', 'Tasks (1)', 'Records' (selected), 'Reports', and 'Actions'. The user is logged in as 'Test Coordinator'. The left sidebar shows the 'Federal Communications Commission' logo and a 'Search Users' input field. The main content area is titled 'Users' and contains a table with the following data:

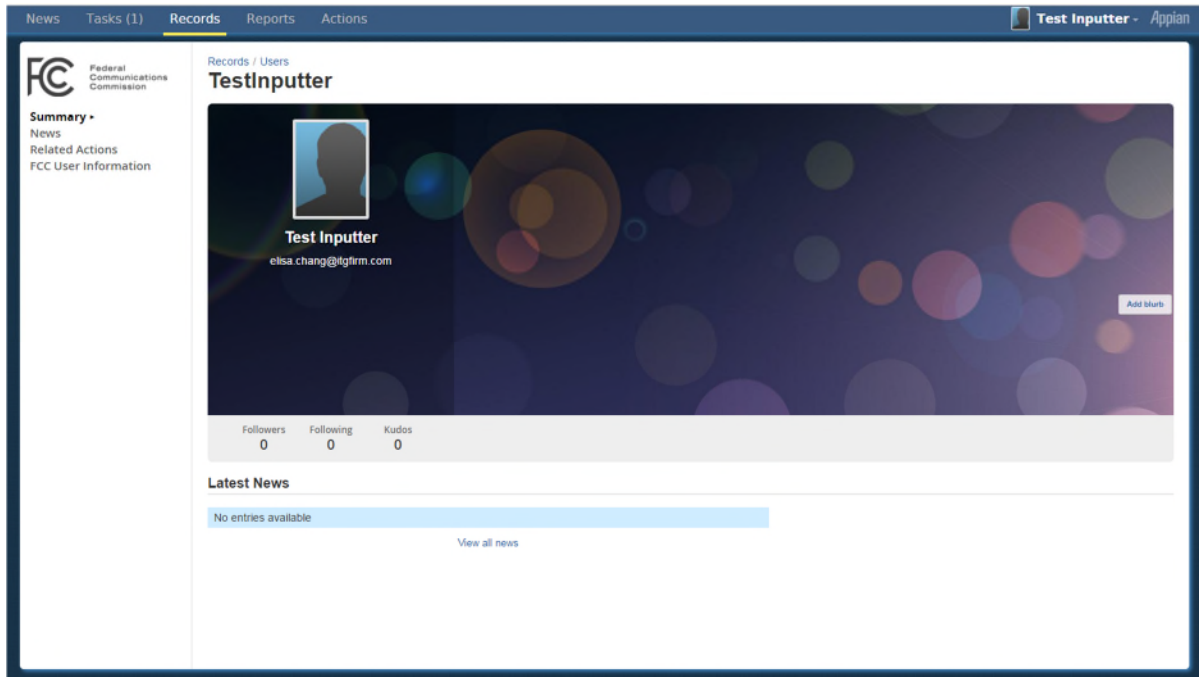
Username	Last	First	Email	Office Phone
test.coordinator	Coordinator	Test	lauren.cohen@itgfirm.com	
TestInputter	Inputter	Test	elisa.chang@itgfirm.com	

At the bottom right of the table, it says '2 items'.

3.5.2 User Details

3.5.2.1 Summary View

The summary view allows the user to personalize their accounts by adding a profile picture, a cover picture, or a blurb. To make any of these changes, simply hover over the image/section you wish to change.



3.5.2.2 FCC User Information View

The FCC User Information View allows users to view and update the contact information they have saved. The contact information saved here will be used to auto-populate contact details of Report Test records the user submits.

The screenshot shows the 'TestInputter' user profile in the 'FCC User Information' view. The page is titled 'Profile Summary' and includes an 'Update Profile' button. The form is organized into sections: 'Contact Information', 'Contact', and 'Location'. The 'Contact Information' section contains fields for Username (TestInputter), First Name (Test), and Last Name (Inputter). The 'Contact' section includes fields for Email (elisa.chang@itgfirm.com), Alternate Email, Phone, and Alternate Phone. The 'Location' section includes fields for Address 1, Address 2, City, State, and Zip Code. The left sidebar shows the FCC logo and navigation links: Summary, News, Related Actions, and FCC User Information (active). The top navigation bar includes News, Tasks (1), Records (active), Reports, and Actions. The user's name 'Test Inputter' and email 'elisa.chang@itgfirm.com' are visible.

3.5.3 Related Actions

3.5.3.1 *Update Profile*

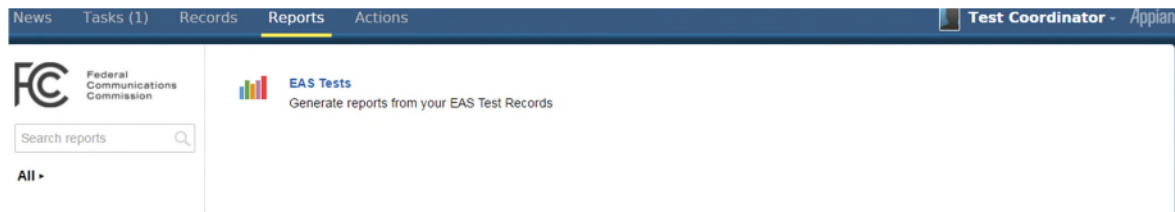
Outlined earlier in [Update Your Profile](#), this related action allows users to set their contact info. Coordinators may view or update the profiles of ETRS inputters and other coordinators of their EAS Participant. This action is available in the top right corner of the **FCC User Information View** or on the **Related Actions View**.

4. Reports

4.1 Overview

ETRS reports are useful for quickly surveying a group of EAS test records.

EAS Tests report allows ETRS inputters and coordinators search for specific records or a set of EAS test records.



4.2 EAS Tests

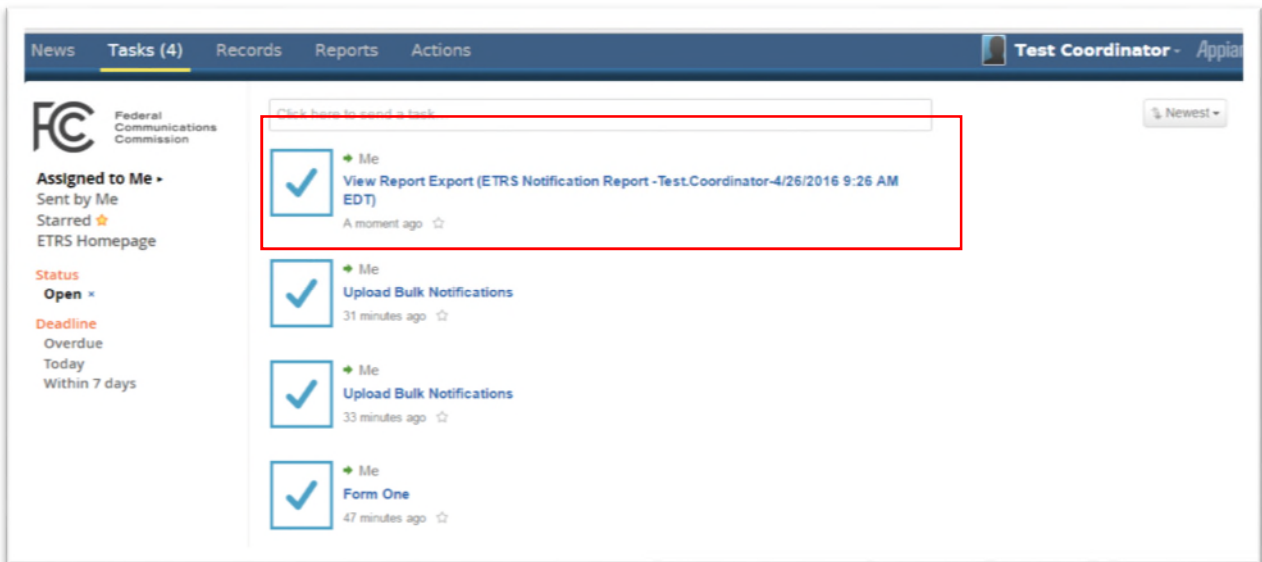
The test records report allows the user to filter for records using the following fields: created date or last updated date, test cycle, report/test cycle type, EAS Participant name, and ID number.

Once you input your search criteria, the **Search** button will be enabled, allowing you to search existing records. You may view additional fields for each of these reports by selecting the **Email Data in Excel** button.

The screenshot shows the 'EAS Tests' report interface within the 'Test Coordinator' application. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports' (highlighted), and 'Actions'. The user is logged in as 'Applan'. The main heading is 'EAS Tests'. Below it, the 'Emergency Test Search Options' section contains several input fields: 'Date Range' (a dropdown menu showing '-- Please Select a Value --'), 'Test Cycle' (a text input field with a hint: 'Test Cycle options will appear as you type the first letters of the test cycle you wish to select.'), 'EAS Participant' (a text input field with a hint: 'EAS Participants will appear as you type the first letters of the EAS Participant name you wish to select.'), and 'Record Number' (a text input field with a hint: 'Please input a record number or a set of record numbers separated by a comma.'). To the right of these fields is a list of 'EAS Participant' types with checkboxes: Radio Broadcaster, Television Broadcaster, Cable System, Wireless Cable System, Direct Broadcast Satellite, Satellite Digital Audio Radio Service, Wireline Video System, and Other. Below the input fields are 'Clear Search' and 'Search' buttons. A message 'Cannot search with no search filters set.' is displayed. Below this is a table with columns: Notification Code, Participant Type, Test Cycle, EAS Participant, Created At, Updated At, and Created By. The table is currently empty, showing 'No items available'. At the bottom right, there is an 'Email Data in Excel' button.

The **Email Data in Excel** button will send two emails and a task reminder. This may take a few minutes.

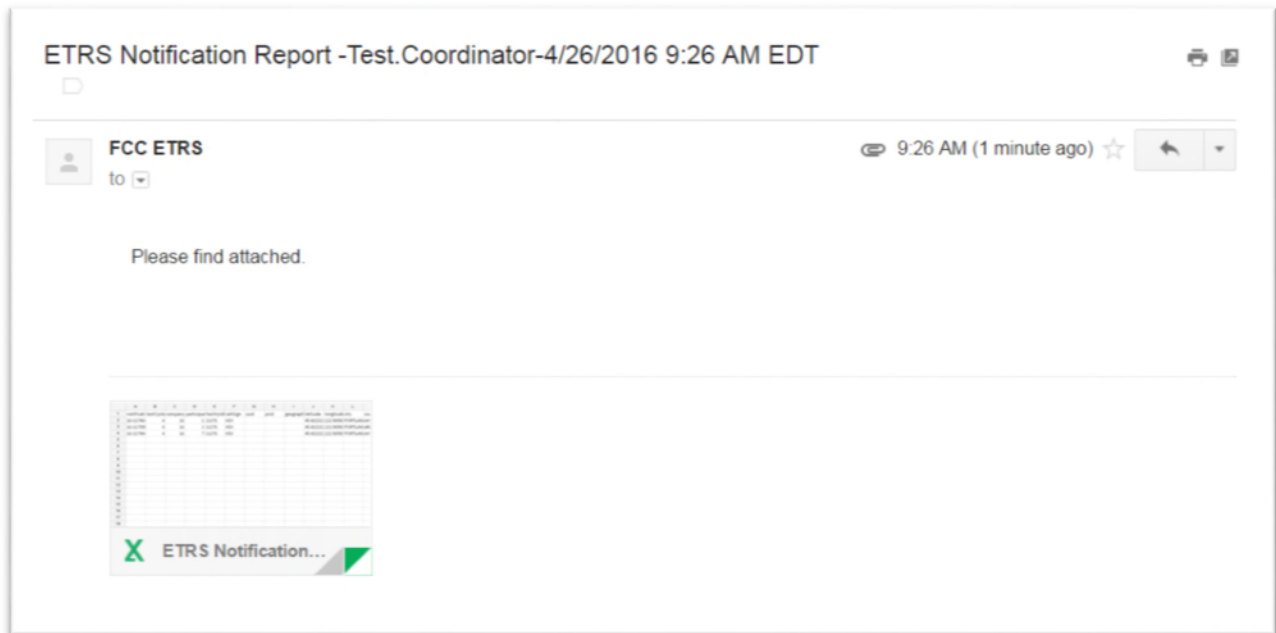
- Task: Your tasks will increment by one. You may view this task to download the excel export directly from the web browser. This task reminder will expire after 5 minutes and you will no longer see it in your task queue.



- Emails:
 - One of the emails alerts you of the new task in your **Task** tab



- The second email contains an excel attachment which is the identical excel export available from the **Task** tab.



5. Tasks

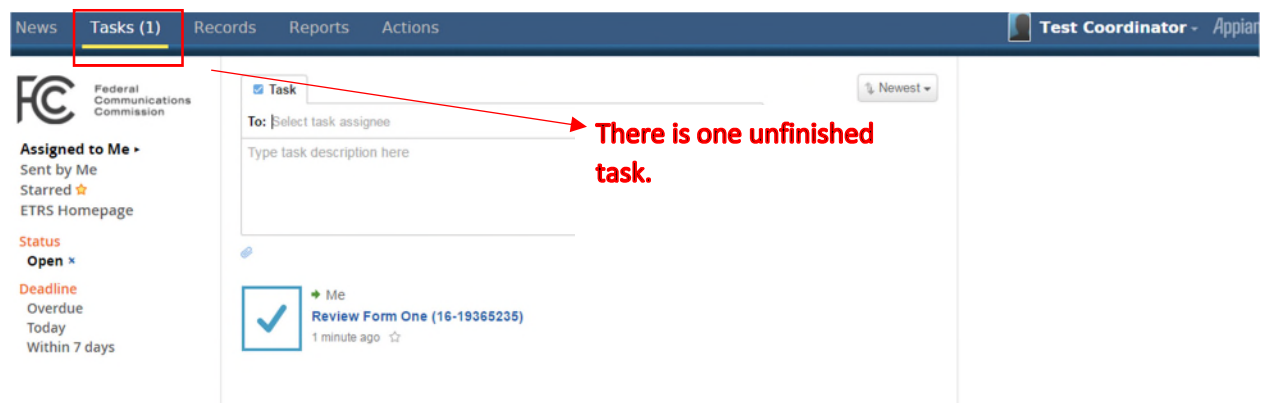
5.1 Overview

The **Tasks** tab provides users with a simple interface to keep track of their existing tasks. The number in parenthesis to the right of **Tasks** indicates how many tasks are remaining.

When a new task is assigned to a user or a group, the users/groups will receive an email notification, like the example in [Reopen Reports](#) or [Email Data in Excel](#).

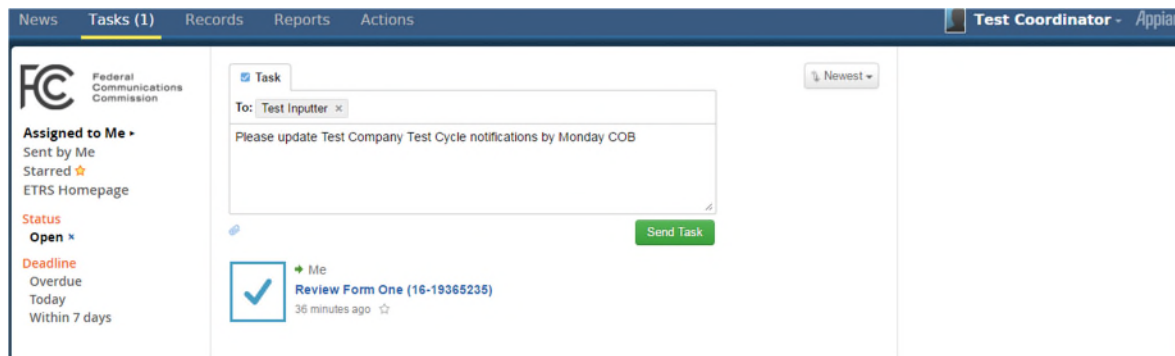
5.1.1 Assigned to Me

This view shows outstanding tasks assigned to you.



5.1.2 Sent by Me

ETRS allows users to track tasks users assigned to each other with the **Sent by me** view. This view shows tasks you assigned to other users.

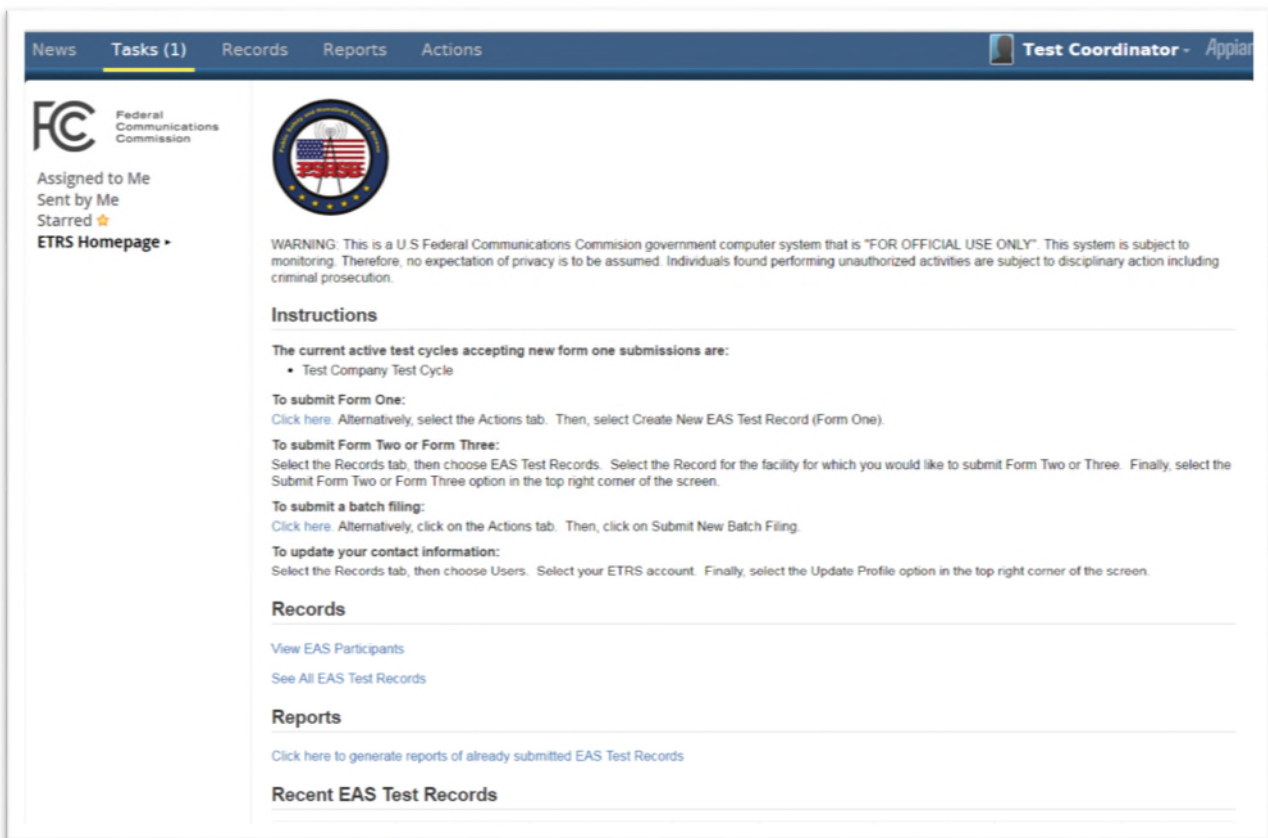


5.1.3 Starred

This view shows tasks which you starred.

5.1.4 ETRS Homepage

This view is a summary view of all the actions, records, and reports you have access to. When you first log in, you are directed to this page.



6. News

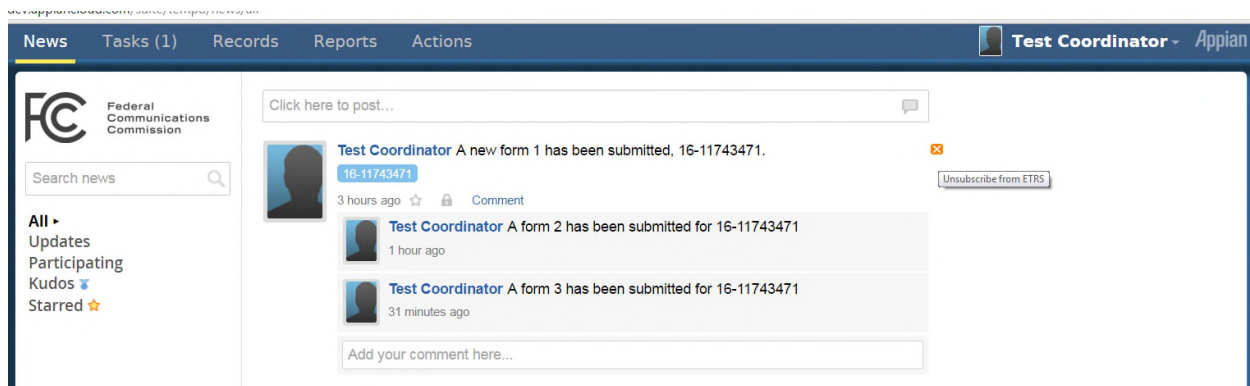
6.1 Overview

The News tab displays an ongoing list of entries created by fellow users, system administrators, and internal business processes.

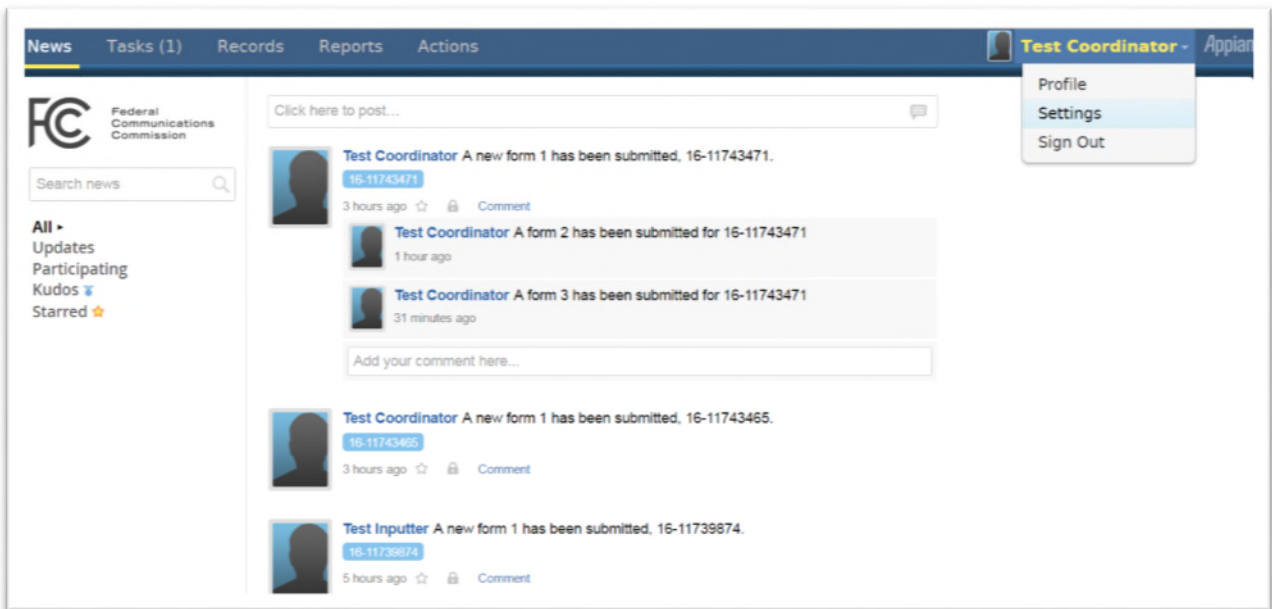
Through the newsfeed, users may:

- View newly created or updated records
- Participate in group chats or post messages to news feed groups
- Send other users a Kudos
- Send other users tasks
- Star specific newsfeeds to view more easily later
- Comment on a newsfeed
- Connect to any test record through the blue record tag.

You are automatically subscribed to the “ETRS Events” news feed. You may “unsubscribe” by hovering to the top right corner of the news feed and selecting the orange “x.”



Alternatively, you may also edit your subscription to the ETRS Events news feed through your profile settings.



Select the **News** view in the left pane. And select **All** if you are not already subscribed. If you are, select **Unsubscribe** to stop receiving ETRS Events news in your **News**.

