IEPD Clearinghouse Help

IEPD Information Submission Template Help

An IEPD Information Submission Template should be used to submit the IEPD information regarding the IEPD your organization has created and would like to be listed in the IEPD Clearinghouse. The following information should be completed and submitted:

An asterisk (*) denotes required fields.

- ***Title** – The title of the IEPD (e.g., Amber Alert, Prosecutor Arrest Warrant etc.).

- ***Summary** – A brief summary of the IEPD to be displayed in the IEPD list (maximum x characters).

- ***Web Site Link** – The URL for the site where the IEPD and related artifacts (e.g., XML schema, mapping spreadsheet etc.) are posted.

- **Description** – A narrative description of the IEPD; this can contain as little or as much detail as you think would be useful to those with a potential interest in your IEPD.

- ***Exchange Partners** – The types of organizations that would have a business need to exchange the information in this IEPD; select one or more boxes.

- **Other Exchange Partners** – Other exchange partners not included in the checkbox list; entries here will be considered for addition to the list.

- ***Global JXDM Version** – The Global JXDM version number used or to be used in the development of the IEPD; check one box (if the IEPD is planned and you are not sure which version is going to be used, make your best estimate and change it later if necessary).

- ***Project Start Date** – The month and year that planning or work on the IEPD started (not to be confused with the date you submitted this IEPD Information).

- **Last Revision Date** – The month and year the IEPD information was last revised (not to be confused with the date the IEPD itself was last revised).

- **Next Revision Date** – The month and year the IEPD information is expected to be revised.

- ***Status** – The current status of the IEPD:
  ► **Planned**: The IEPD is planned for development, but development has not yet begun
  ► **Under Development**: The IEPD is currently being developed but a draft has not yet been completed for review
  ► **Draft**: A draft of the IEPD has been created and is under review
  ► **Completed**: The IEPD has been drafted, reviewed, and baselined, but is not yet implemented
  ► **Implemented**: The IEPD is being used in a production environment.

- **Status Description** – Any additional information related to the above status.

- **Schedule** – Information about the IEPD development schedule both planned and completed; for example, "Development started mm/yy; draft planned for mm/yy; completion planned for mmyy".

- ***Participating Organizations** – The name of the organization(s) that sponsored and participated in the development of the IEPD.

- ***Contact Name** – The name of the point of contact who can provide more information on the IEPD.

- ***Contact E-mail Address** – The e-mail address of the point of contact.

- ***Contact Phone** – The phone number of the point of contact.

- **Contact Fax** – Enter fax number for point of contact.

- ***Contact Organization** – The organization name of the point of contact.

- **Organization Web Site** – The URL of the point of contact's organization Web site.

- **Street Address** – The street address of the point of contact.

- **City** – The city of the point of contact.

- **State** – The state of the point of contact.

- **Zip Code** – The zip code of the point of contact.

- **Country** – Enter country of the point of contact.

Find IEPD Information Tab

Select this tab to search the IEPD Clearinghouse for IEPD information using drop-down fields and search text. You can view a list of IEPD articles, sort the list, and scroll forward or back. An account is not required to search for and view IEPD information.

- **Browse all IEPD articles** - Select **All** from the **Exchange Partner** drop-down and leave **Search Text** blank.
- **Browse all IEPD articles for a given exchange partner** - Select the desired entry from the **Exchange Partner** drop-down and leave **Search Text** blank.
- **Search for IEPD articles using text search criteria** - Select **All** or the desired entry from the **Exchange Partner** drop-down, enter the text criteria (such as a participating organization or an IEPD title) in **Search Text,** and select the entry from the **Search By** drop-down that is appropriate for the search text you entered.

Click the **Search** button to perform the search. The results list shows the title and summary of each matching IEPD article. Click ▼ to sort a column in descending order or ▲ to sort the column in ascending order. To view the IEPD details, click the title link.

IEPD Details

The IEPD details page includes all information about the IEPD that was submitted by the sponsoring organization. For a detailed definition of each field, refer to the IEPD Information Submission Template Help topic below. From the IEPD details page, you can do the following:

- **Notify me by E-mail if this IEPD article is Updated** - Click this button to subscribe to an IEPD article. Each time this IEPD article is updated, you will be notified by e-mail.
- **E-mail IEPD article** - Click this link to send the IEPD article to an e-mail address. You will be prompted for the recipient's e-mail address.
- **Print IEPD article** - Click this link to print the IEPD article.

Submit IEPD Information Tab

Click this tab to submit the IEPD information to be included on the IEPD Clearinghouse.

1. Download the IPED information submission template from this page by clicking on the link and saving the file to your computer.
2. Enter the information in the template and save it. Review it within your organization as appropriate.
3. Cut and paste the Title and Summary from the filled-out template into the **Title** and **Summary** fields on this page.
4. Click **Browse** to select the filled-out template file to be uploaded.
5. Press **Submit IEPD**. If you don't already have an account, you will be asked for information needed to create a new account before your IEPD Information is submitted.

My Stuff Tab

This tab contains your personal account information. You will need to log in to access these pages.

Submitted IEPD Information Subtab

Click this subtab to view the list of all IEPD articles you have submitted. You can view the details of each IEPD article, or update an IEPD article with new information. To view the details of each IEPD or update the information, click the title link to view the details for that IEPD. From there, you can update your IEPD.

IEPD Update Notifications Subtab

Click this subtab to view all the IEPD articles you have subscribed to and view the IEPDs expiration dates. You will receive notifications by e-mail when those IEPD articles you have subscribed to are updated. Click the title link to view more information about the IEPD. From there, you may delete the notification.

Profile Subtab

Click this subtab to view and edit your preferences, account information, and contact information. Through the preferences, you may specify the search settings for the Find IEPD Information page.
Note: It is important to update your e-mail address and other contact information whenever it changes by using this subtab.

Login Tab

Before you can submit IEPD information for posting to the IEPD Clearinghouse or access personalized information, you must create an account. Use this tab to log into the system or create an account. If you have forgotten your password, you may enter your user ID and receive your password by e-mail.