Data Management System User Documentation

edgar agents

Version 1.0
3.25.2025

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Data Management System User Documentation

Table of Contents

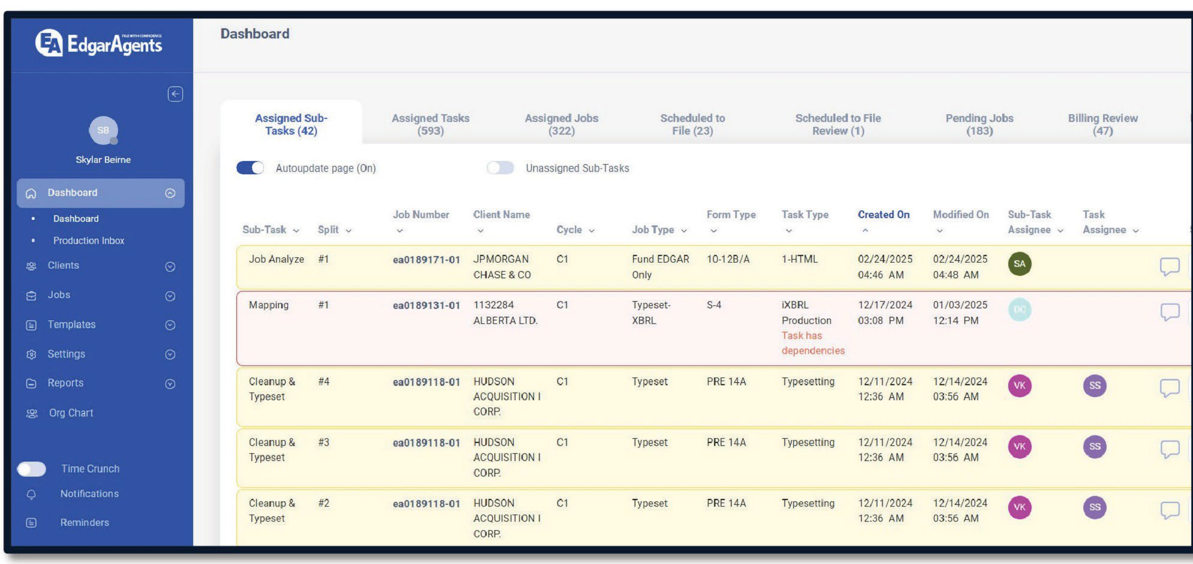
1. Dashboard

From the Dashboard, you can view assigned tasks, schedule jobs and tasks to file, send a billing review, and more. The Dashboard is the centralized hub for the DMS and contains all the information you may need to complete a job/task.

People can be assigned jobs or sub-tasks. If you are a manager, you can view who is assigned.

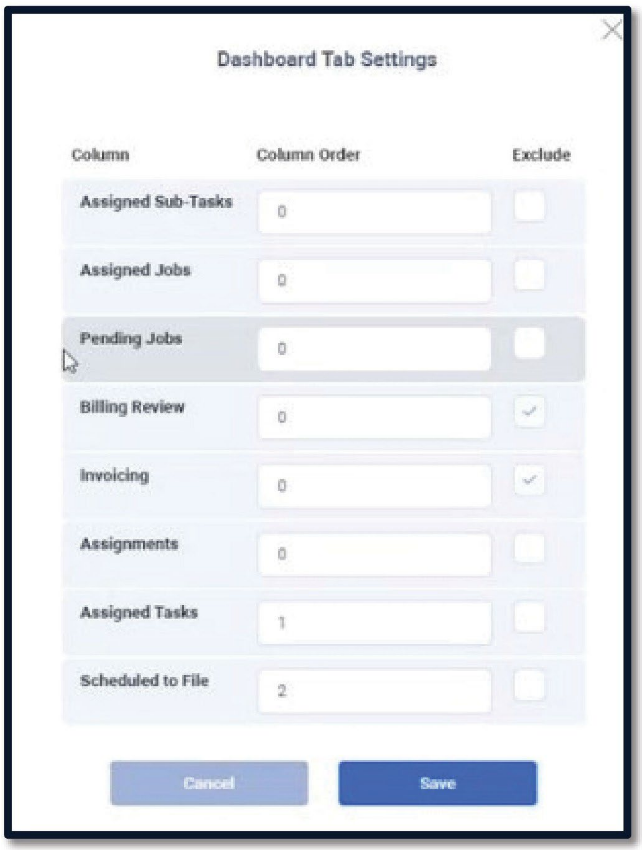
Departments filter down all views on the dashboard to items that are only relevant for your department. Department tasks:

- Are implemented so users are not bombarded by extra items.
- Show teams tasks that need to be completed.
- Shows if your department is being asked to work on a task/job.



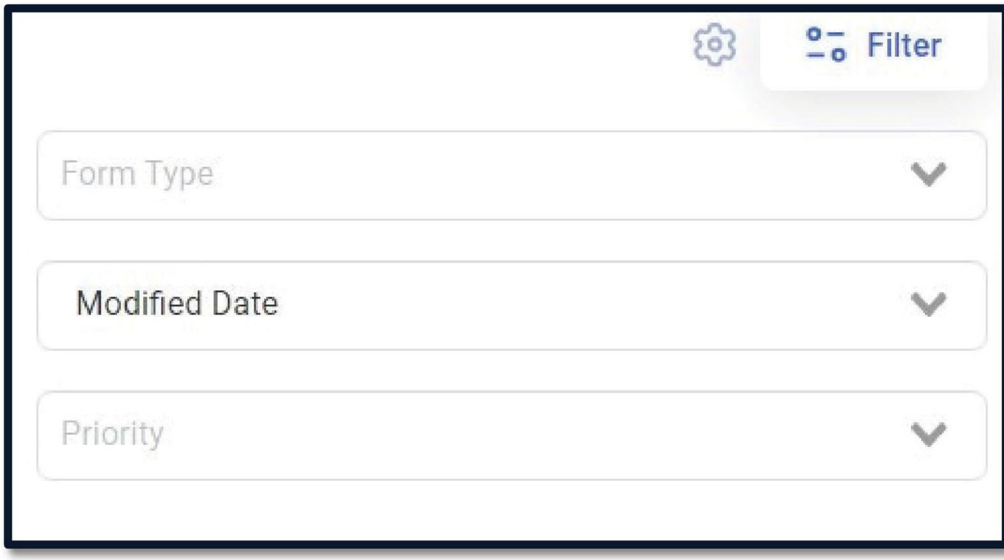
The Dashboard grid settings are:

- Assigned Sub-Tasks
- Assigned Jobs
- Pending Jobs
- Billing Review
- Invoicing
- Assignments
- Assigned Tasks
- Scheduled to File

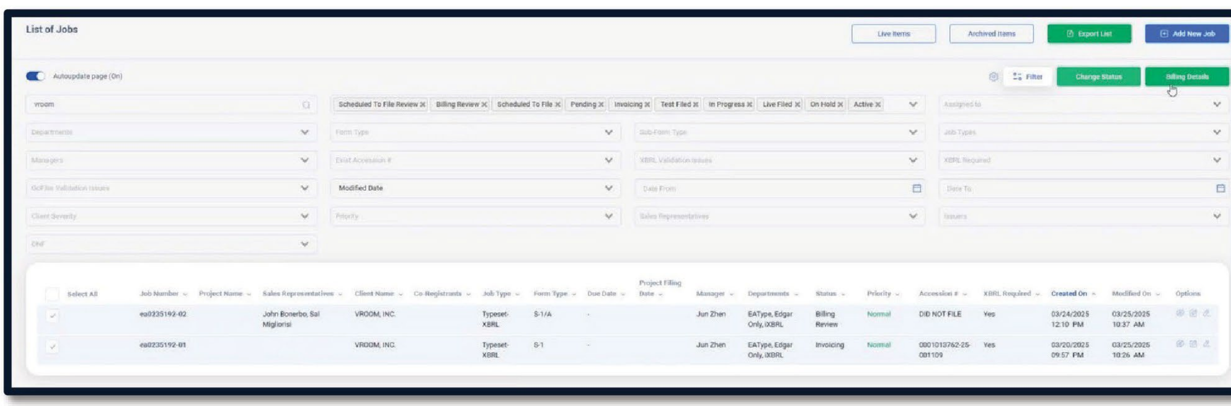


You can use the following filters to sort:

- Assign to
- Departments
- Form type
- Sub form type
- Job type
- Date ranges
- End date range
- Client severity
- Job level priority
- Batch change status
- Due date
- Job status



- Batch Billing details: Goes to one continuous PDF file

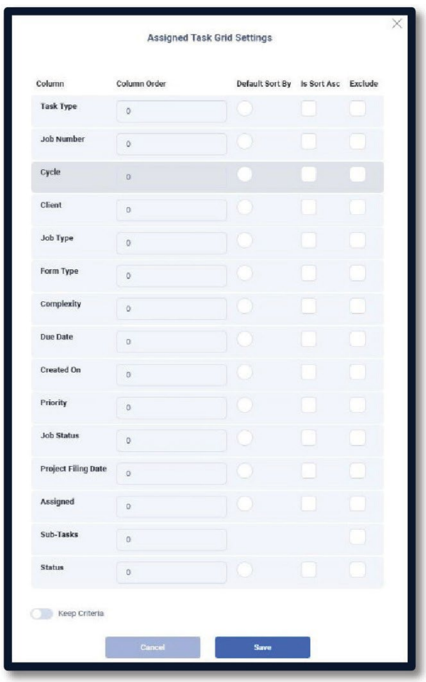


1.1 Assigned tasks

Assigned tasks will display the task priority. The grid settings are:

- Task type
- Job number
- Cycle number
- Client name
- Job type
- Form type
- Complexity level

- Due date
- Created on: The time that task/cycle was created.
- Priority: Priority can be set to “low,” “normal,” or “high.”
- Job status
- Projected filing date
- Sub-tasking
- Status change
- My department task: This will show tasks waiting to be picked up.



1.2 Sub-tasking

Sub-tasking grid settings the same as tasks EXCEPT:

- Sub-task type: This replaces the priority dropdown filter.
- What split number is it?
- Cycle number
- Job type
- Form type

- Overall task type
- Subtask creation date
- Whatever
- Who’s working on it
- Who’s assigned the task
- Unassigned
- Edits: For quality control sub-task types

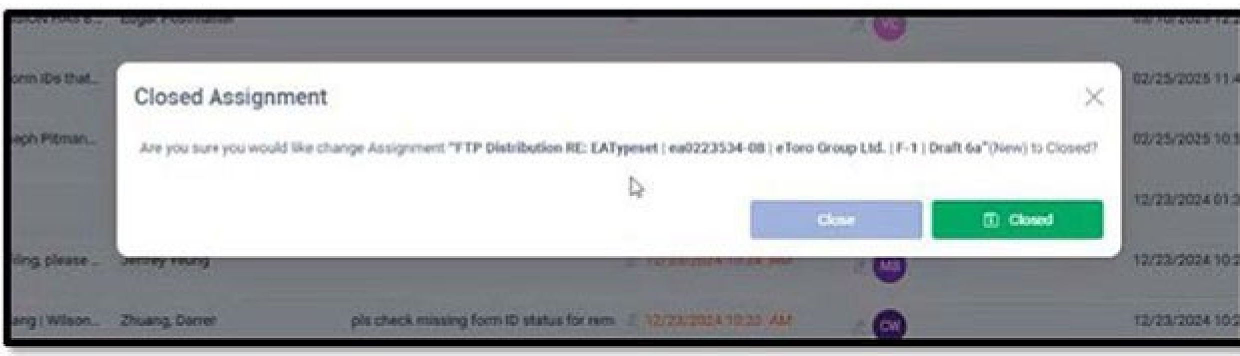
1.3 Assignments

The assignments tab gives an overview of your assignments.

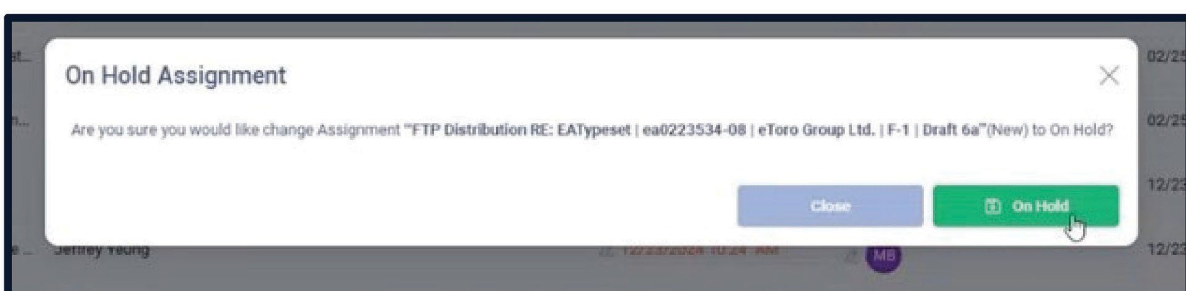
- My Assignments toggle: Shows all assignments if you toggle off.
- When you assign a task, the email disappears from the Production Inbox.
- Make a new job.
- Changes for a job that is in progress.
- An email that requires special attention might not be for a particular job.

- Color-coded reminders
  - Yellow: In progress.
  - Red: Past due.
  - Orange: Due soon.
- You can change the status of the assignment to “In Progress,” “Closed,” or “On Hold.”
  - If you change the status of the assignment to “In Progress,” the following pop- up window will display.

- If you change the status of the assignment to “Closed,” the following pop-up window will display.

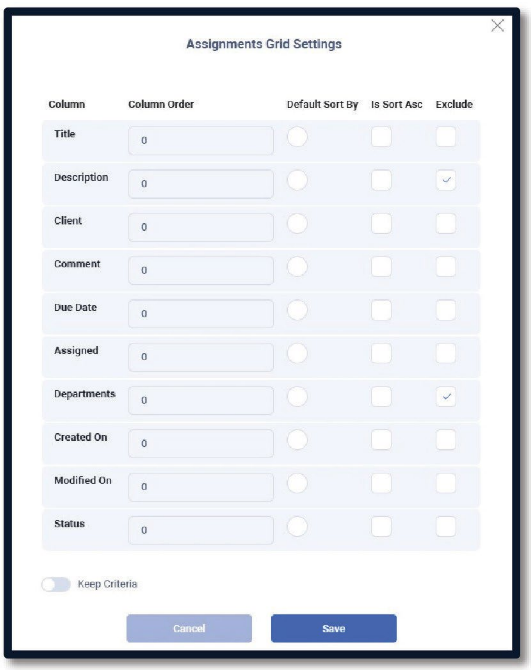


- If you change the status of the assignment to “On Hold,” the following pop-up window will display.



The Assignment grid settings are:

- Subject line
- Description
- Client: Who the email is from.
- Comments
- Due date
- Assignee
- Departments
- When assignments were made.
- When assignments were modified.

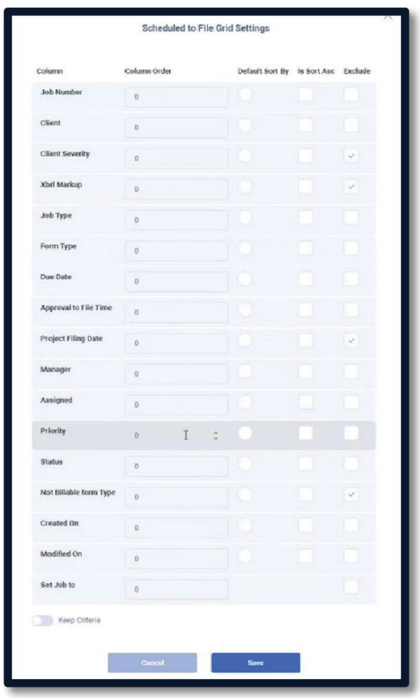


1.4 Schedule to file

The Schedule to File tab shows items that are either live filed or schedule to file. The below grid settings apply for either “Live Filed” or “Scheduled to File.”

- Job number
- Client
- Severity

- XBRL markup
- Job type
- Form type
- Due date
- Approval to file time
- Projected filing date
- Manager
- Who is it assigned to?
- Status
- Non-billable form type

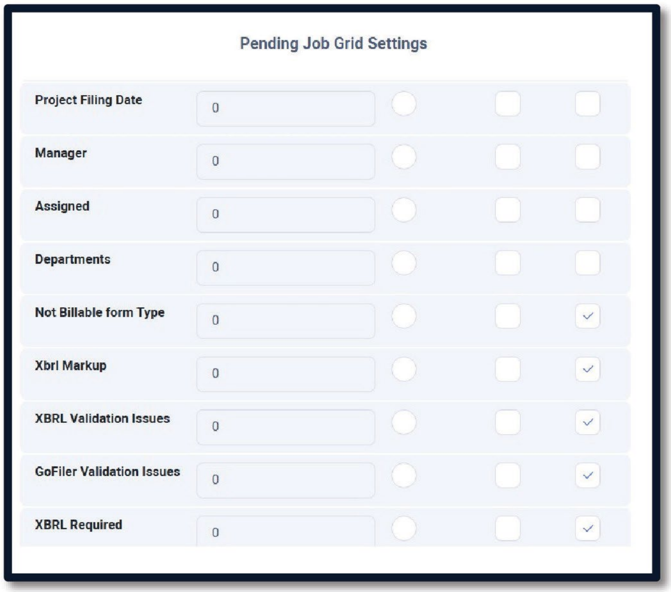


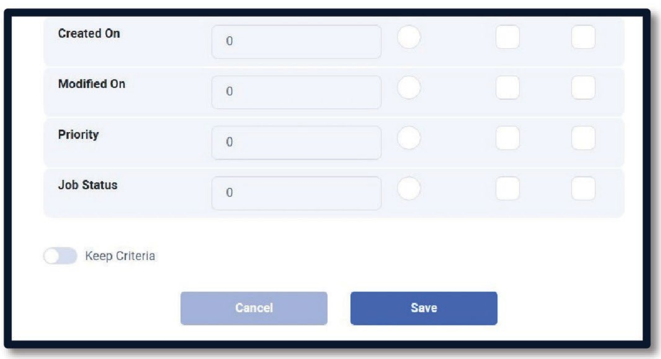
1.5 Pending jobs

Pending jobs shows all the jobs that are in the pending status. The grid settings are:

- Job number
- Client
- Client Severity

- No of Fact Count
- Job Type
- Form Type
- Due Date
- Approval to File Time
- Project Filing Date
- Manager
- Assigned
- Departments
- Not Billable form Type
- XBRL Markup
- XBRL Validation Issues
- GoFiler Validation Issues
- XBRL Required
- Created On
- Modified On
- Priority
- Job Status

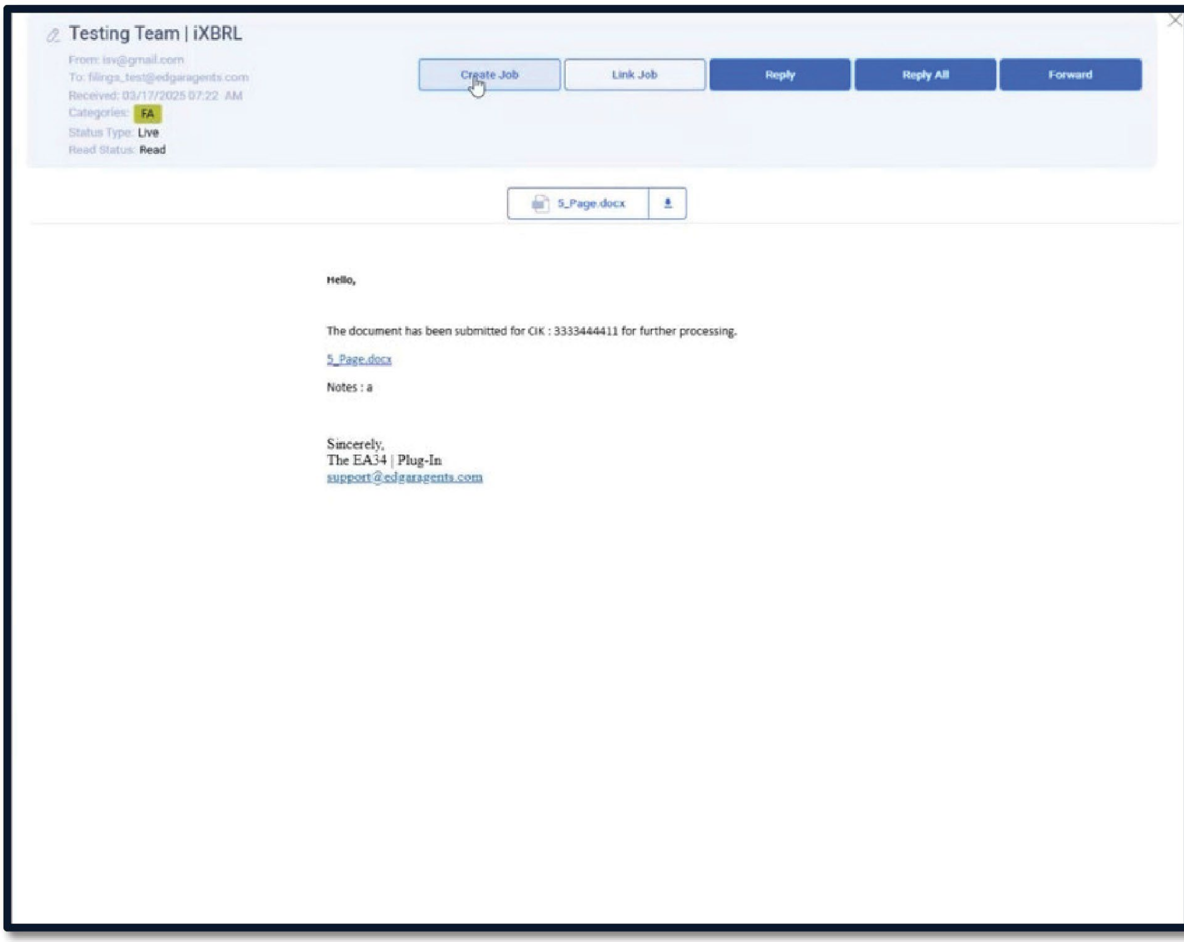

Pending Job Grid Settings
Project Filing Date
0
Manager
0
Assigned
0
Departments
0
Not Billable form Type
0
Xbrl Markup
0
XBRL Validation Issues
0
GoFiler Validation Issues
0
XBRL Required
0


Created On
0
Modified On
0
Priority
0
Job Status
0
Keep Criteria
Cancel
Save

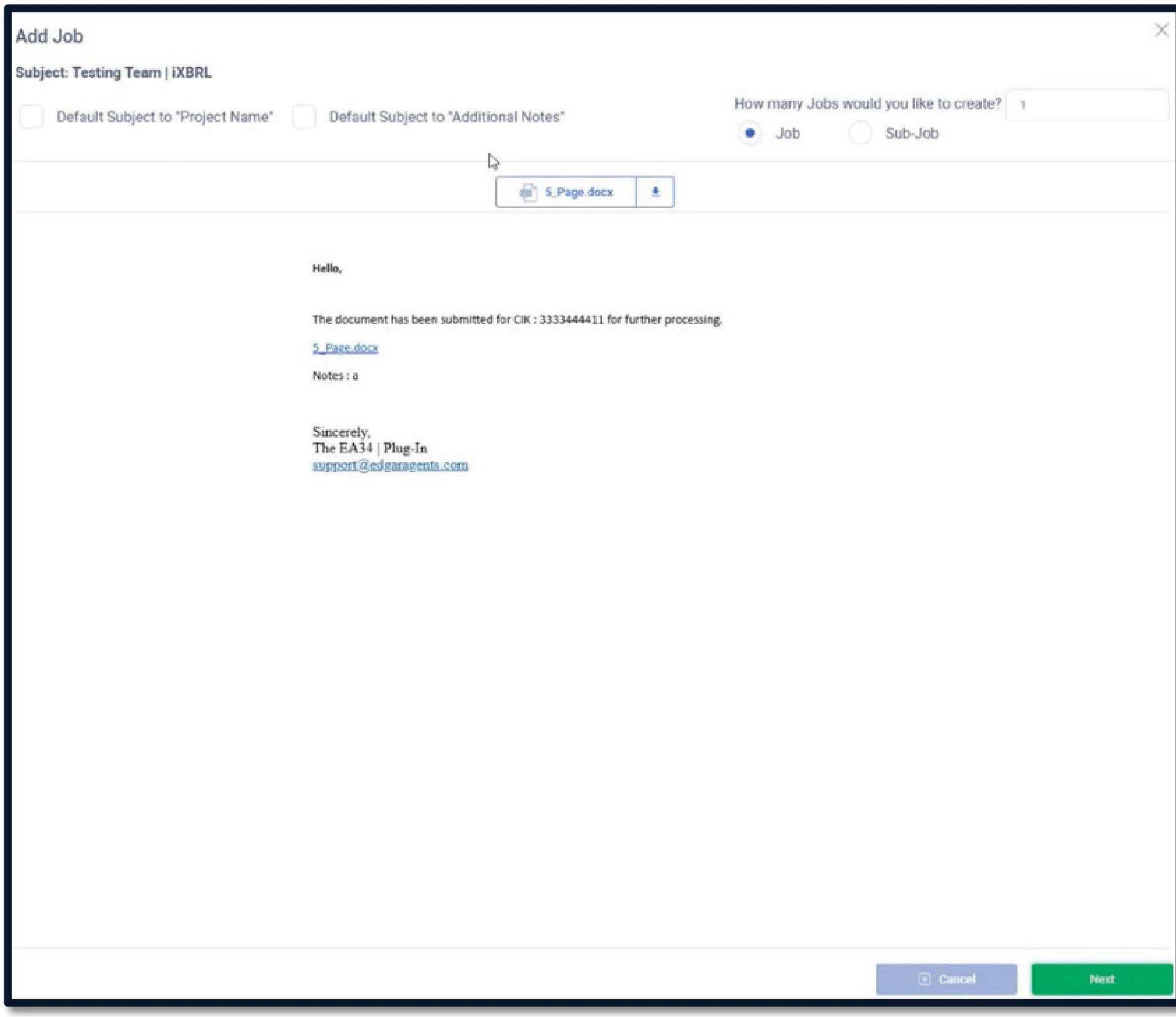
2. Dashboard Workflows

2.1 Create a Job

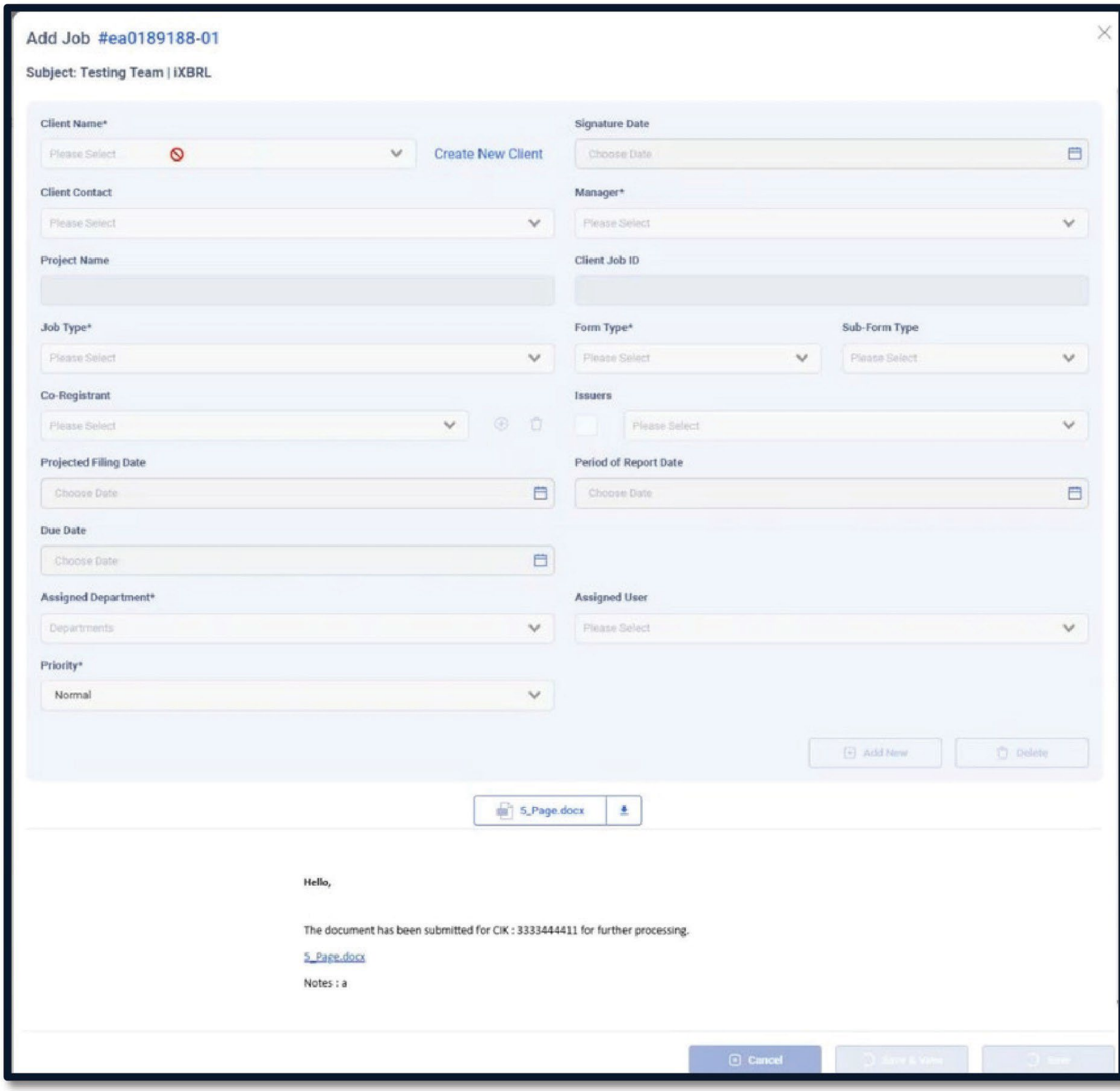
Open an email on the dashboard to create a new job. Click “Create Job” to begin.



- Choose how many jobs you would like to create and click "Next."



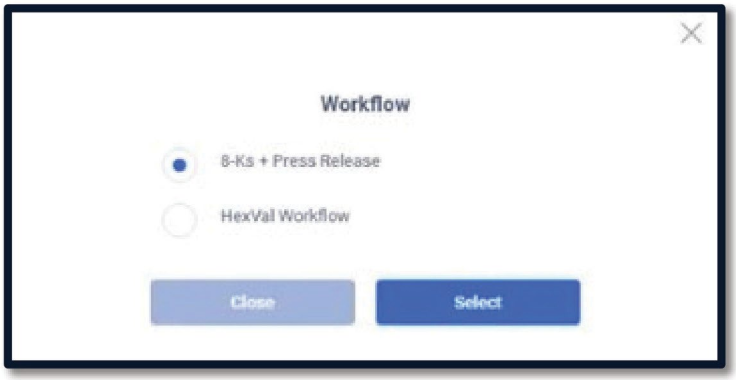
- Fill in required job information.



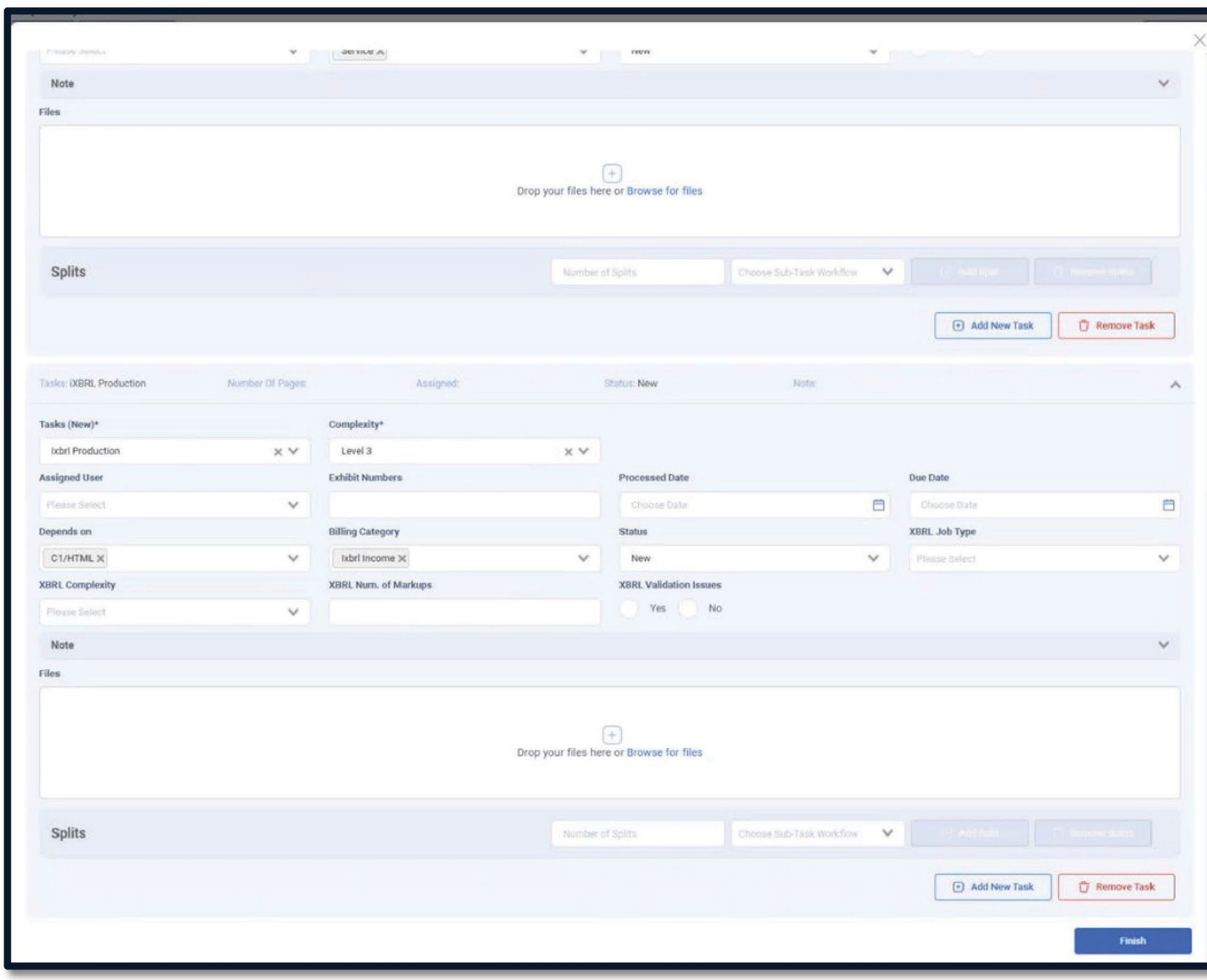
- Click “Save & View” if you are creating a single job, or “Save” if you are creating multiple jobs.

- Clicking “Save & View” will navigate you to the job.

- Apply workflow.

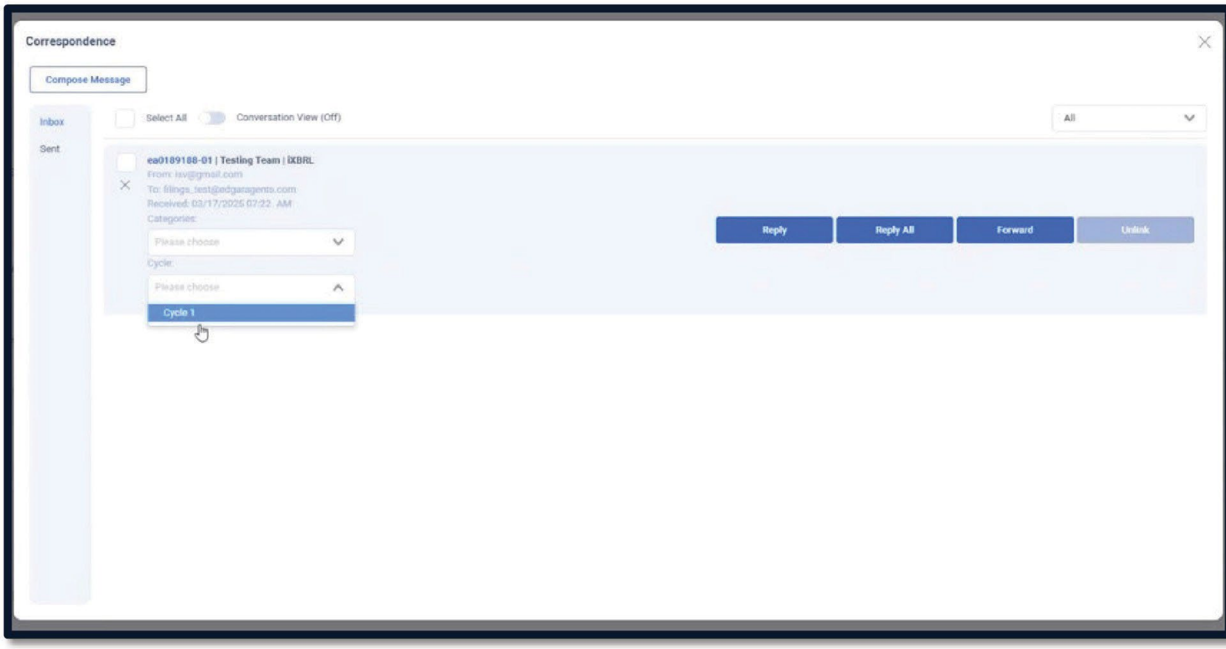


- Once you have filled in all workflow information, click “Finish.”



- Go to the correspondence window and select the cycle you just created.

- Click “Reply All” to reply to client. Click “Forward” to forward the email to the relevant team.

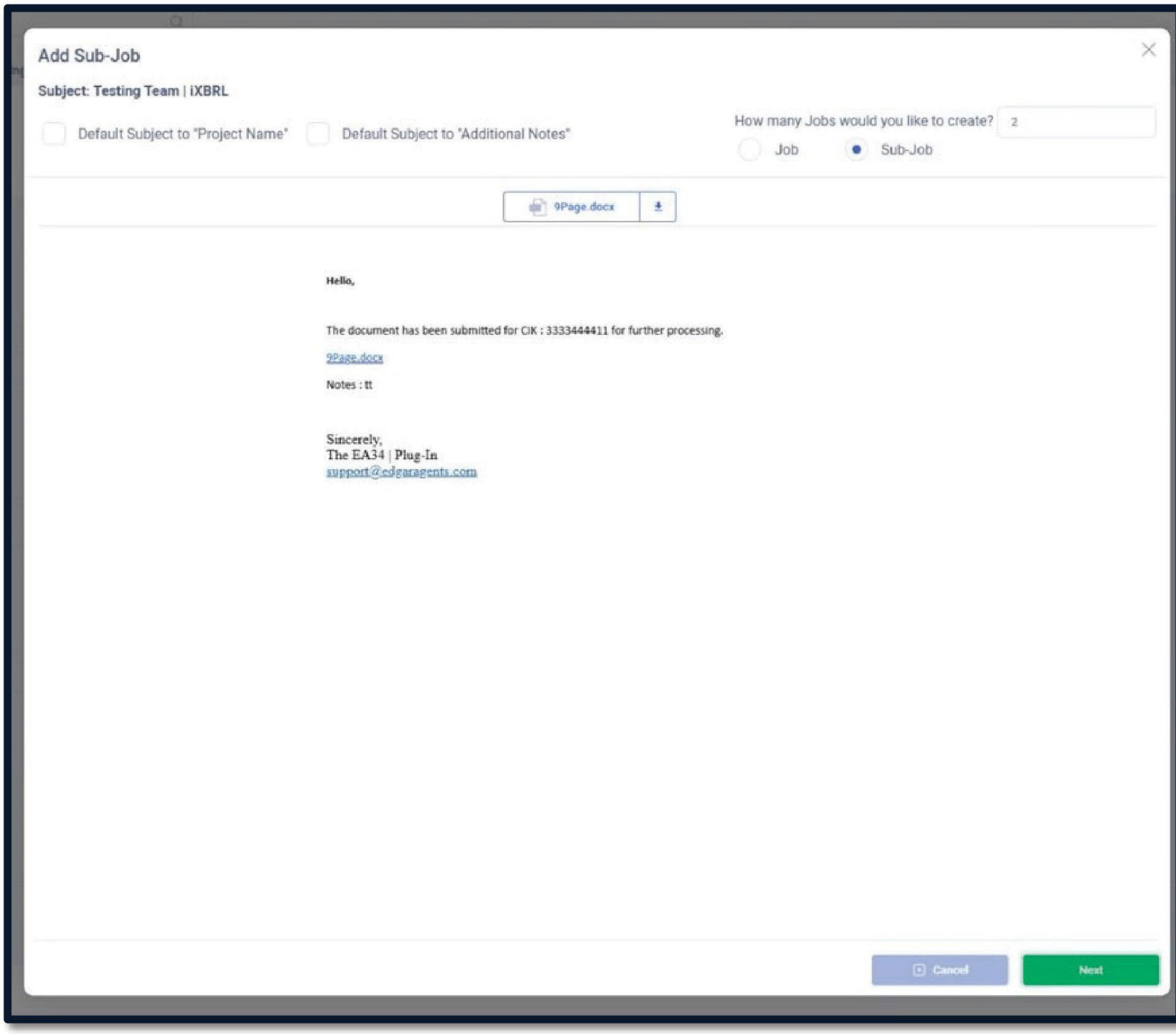


- Click “Save” and navigate to the production inbox. The email will be removed from the inbox.

2.2 Create a Sub-job

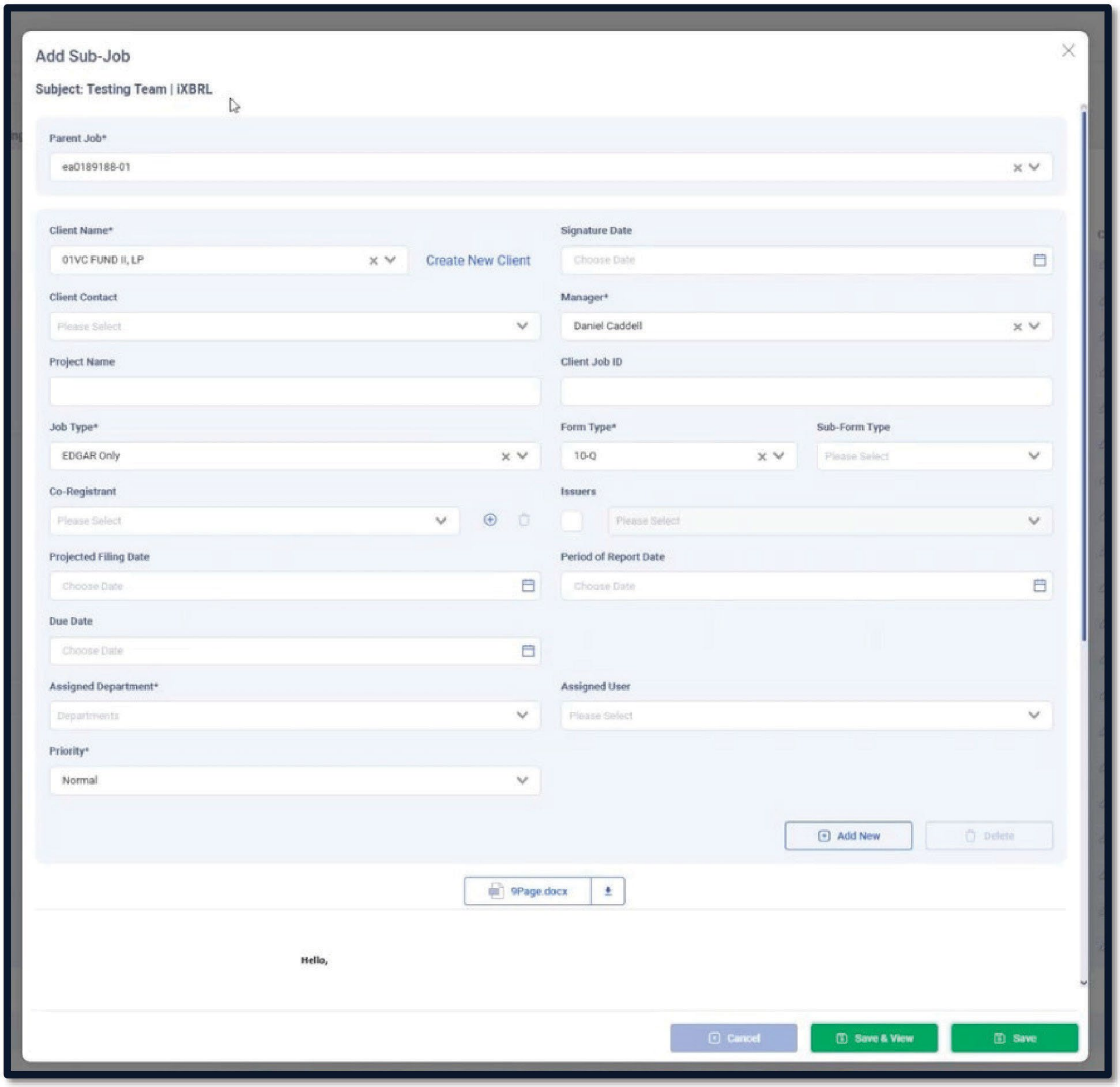
From "Create a Job" you can create a sub-job, or multiple sub-jobs.

- Click on the "Sub-Job" button and choose how many sub-jobs you want to create. Click "Next."

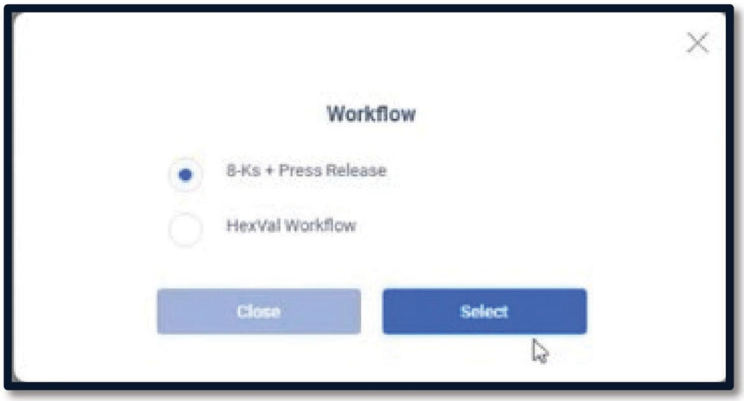


- The parent job ID should auto-fill. If the job ID does not auto-populate, you can search for the parent job ID from the search bar.

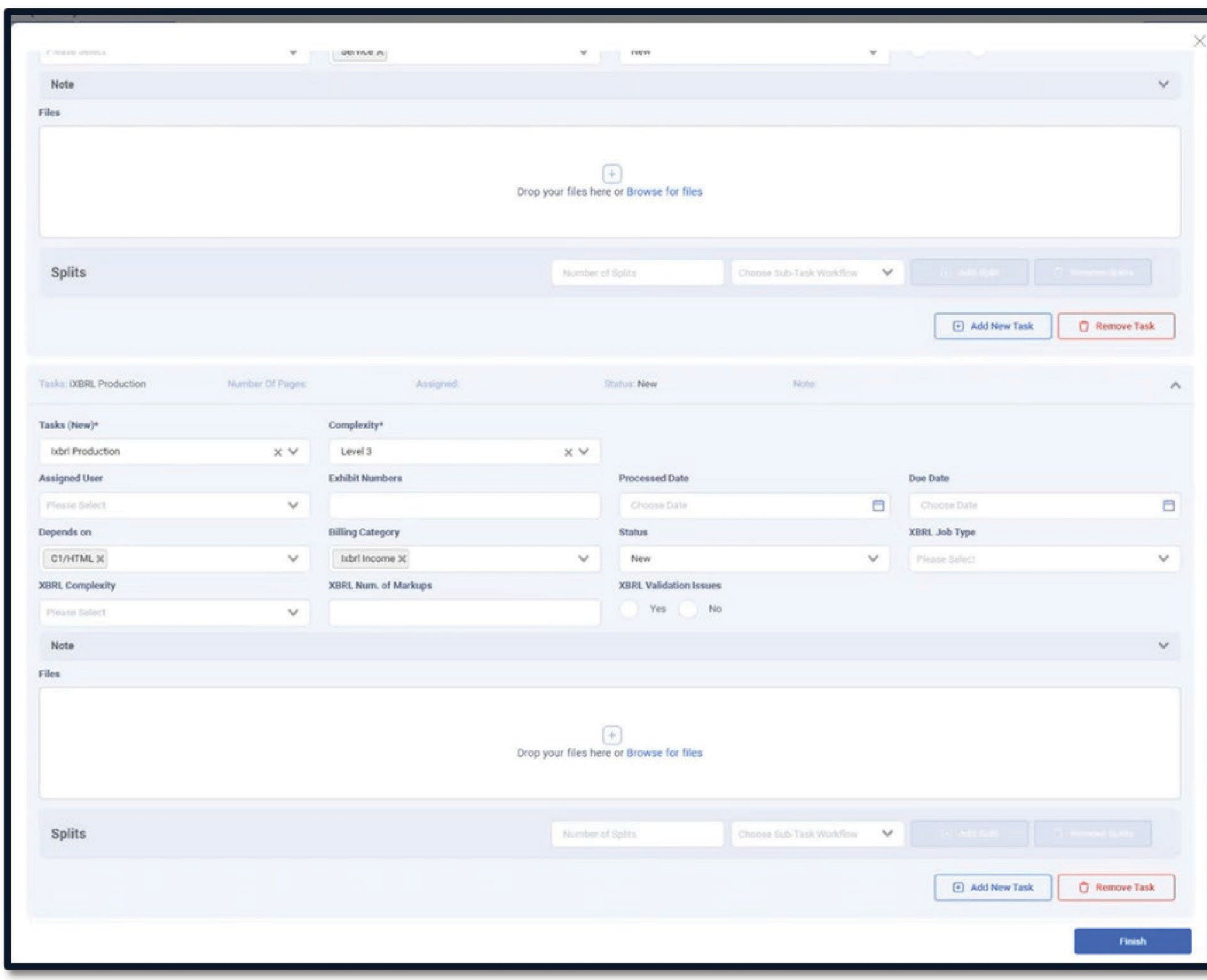
Click "Save & View." You will be brought to the job.



- Apply workflow.

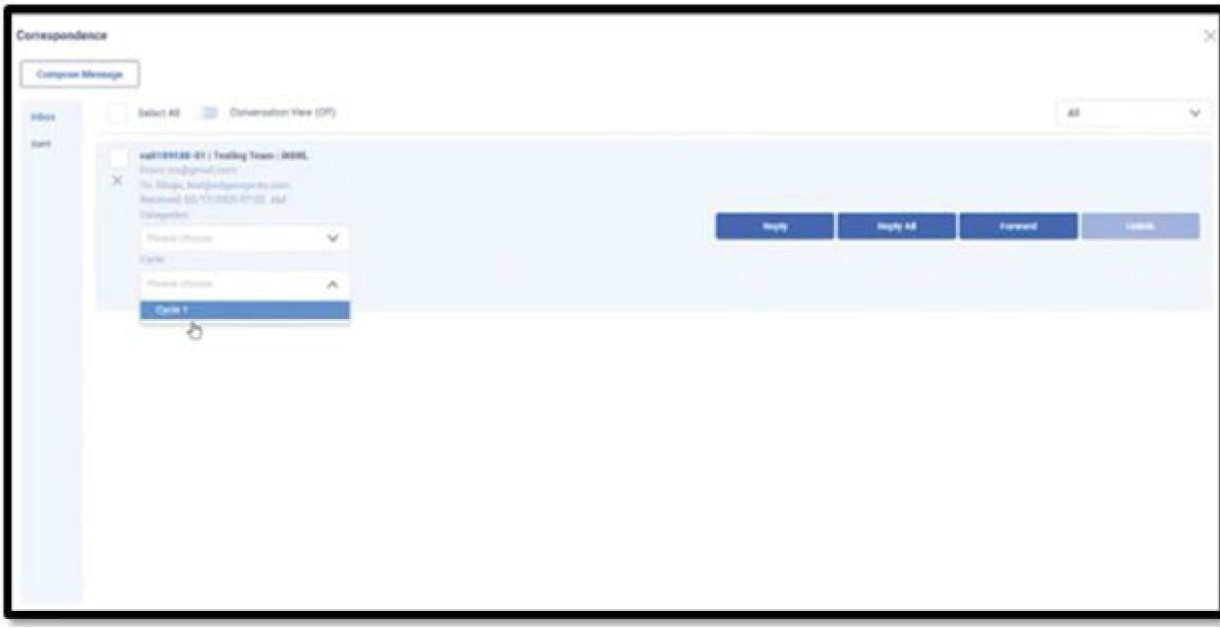


- Once you have filled in all workflow information, click “Finish.”



- Go to the correspondence window and select the cycle you just created.

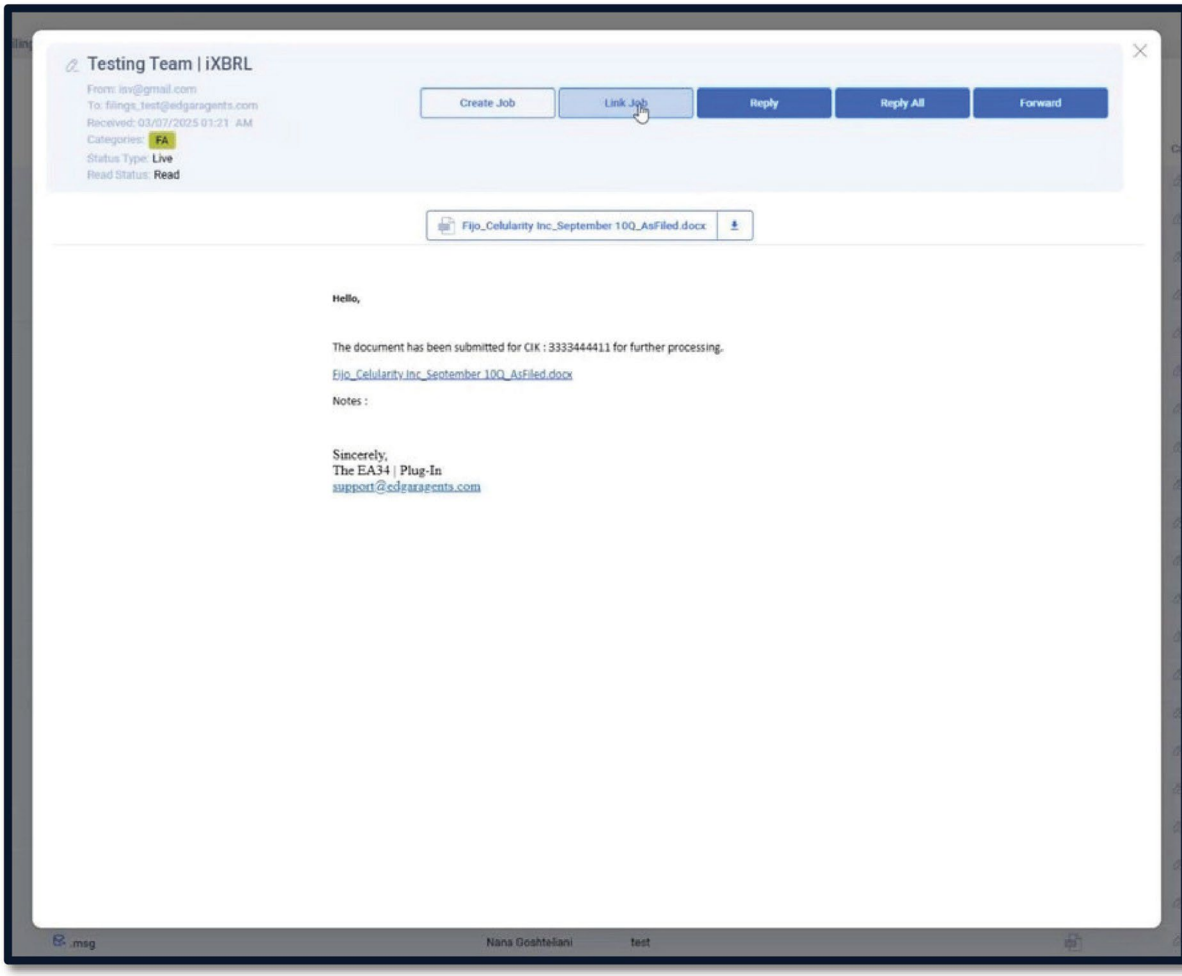
- Click “Reply All” to reply to client. Click “Forward” to forward the email to the relevant team.



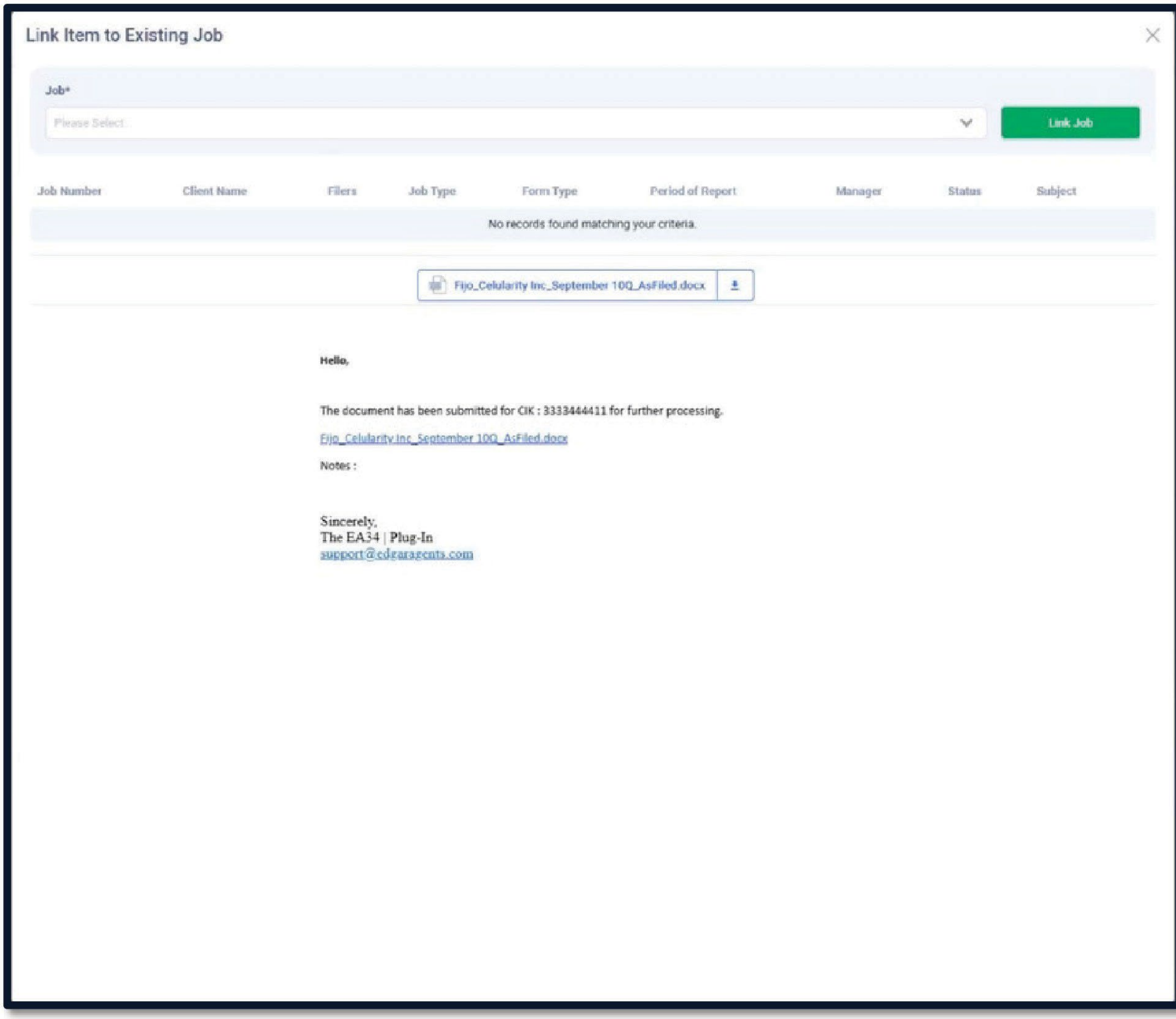
- Click “Save” and navigate to the production inbox. The email will be removed from the inbox.

2.3 Link a Job

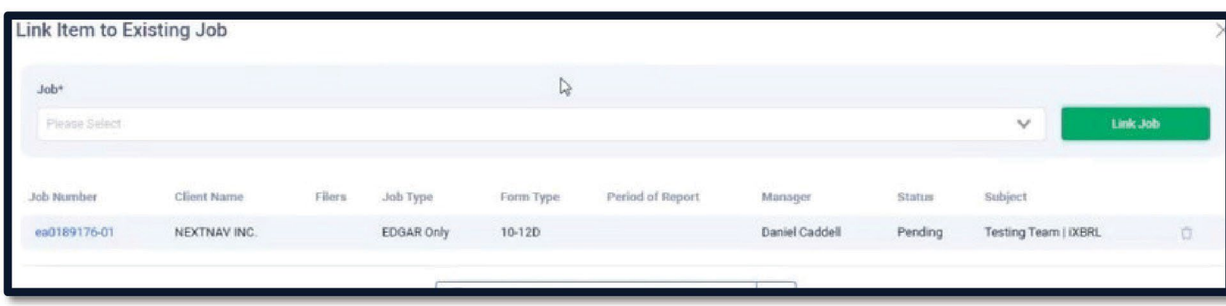
Open an email on the dashboard to link the correspondence to an existing job. Click "Link Job" to begin.



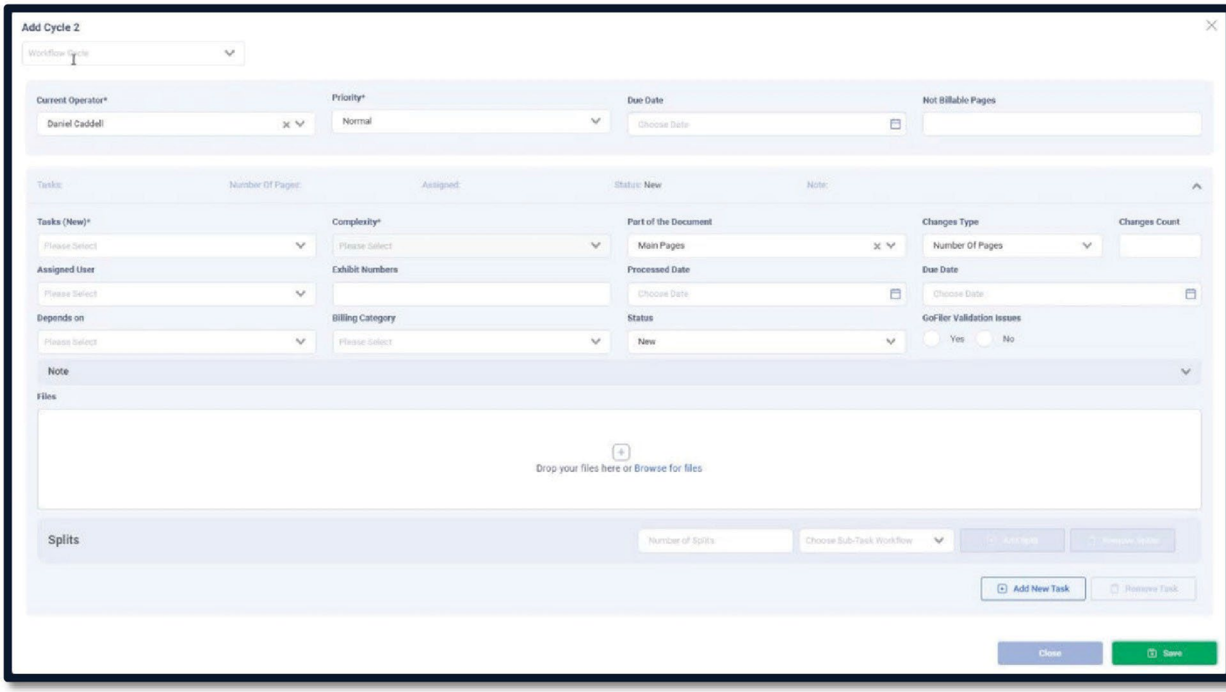
- The job ID should auto-fill if it is included in the email. If the job ID does not auto-populate, you can search for the job from the search bar.
- Click "Link Job."



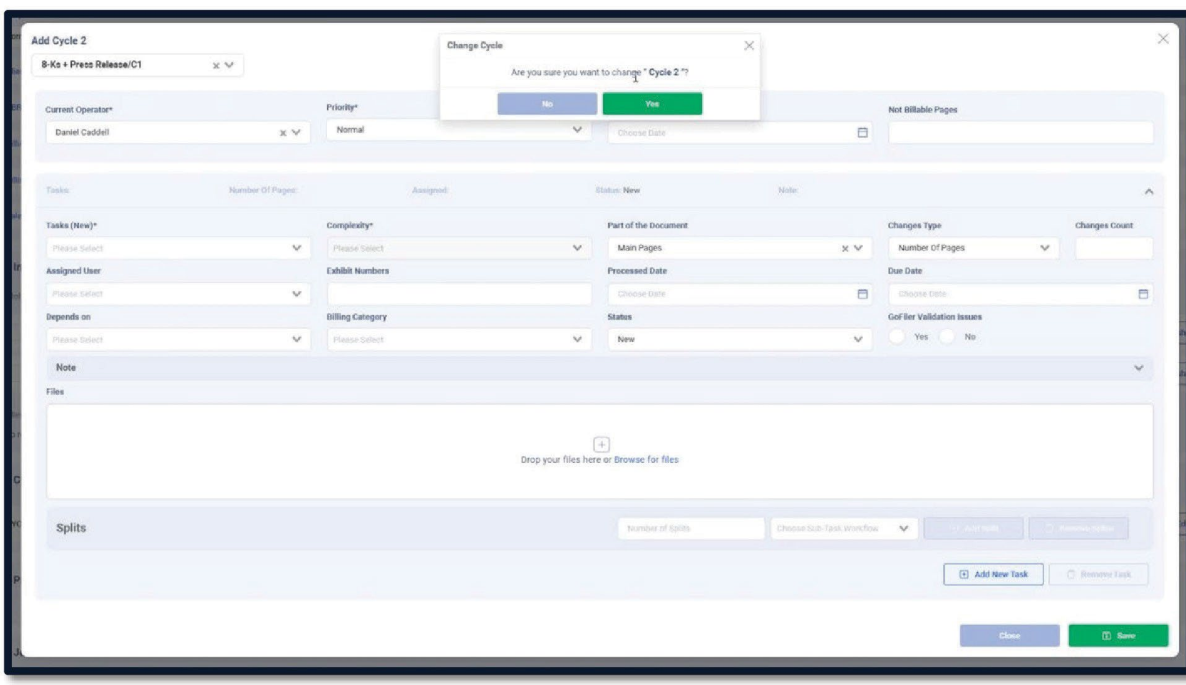
- Once you click “Link Job,” the job will appear, and you can access it.



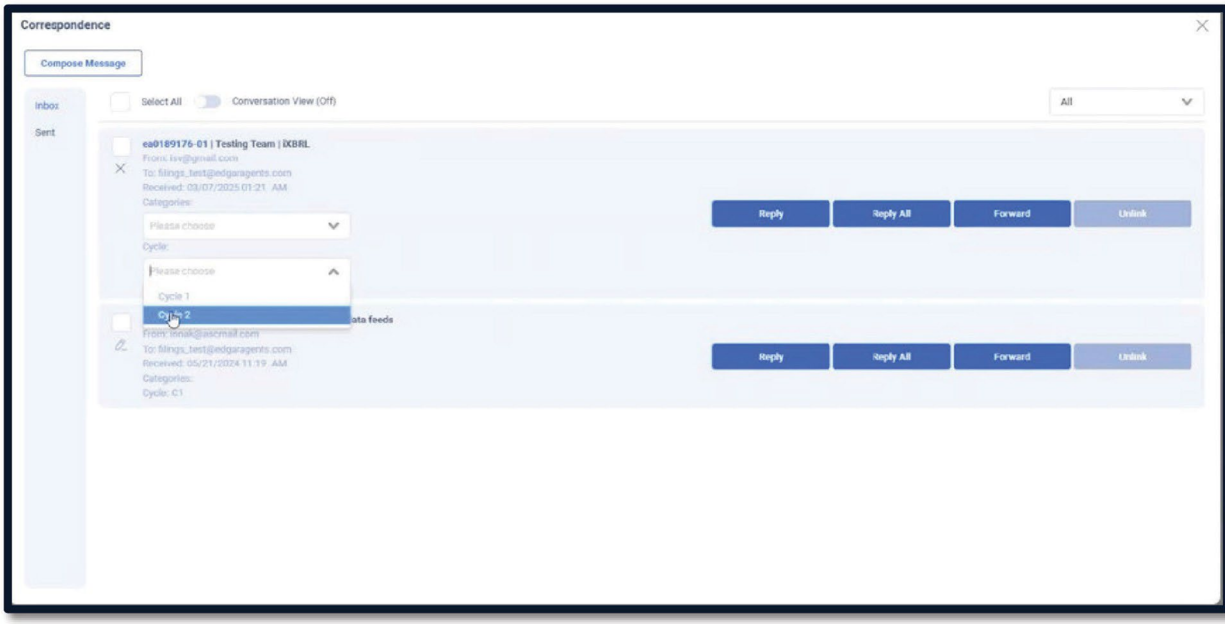
- Click on the job and apply a cycle and choose a workflow.



- Click “yes” on the pop-up to update the cycle.
- Ensure all cycle information is correct and click “Save.”



- Go to the correspondence window and link the email to the cycle you just created.
- Click "Reply All" to reply to client. Click "Forward" to forward the email to the relevant team.

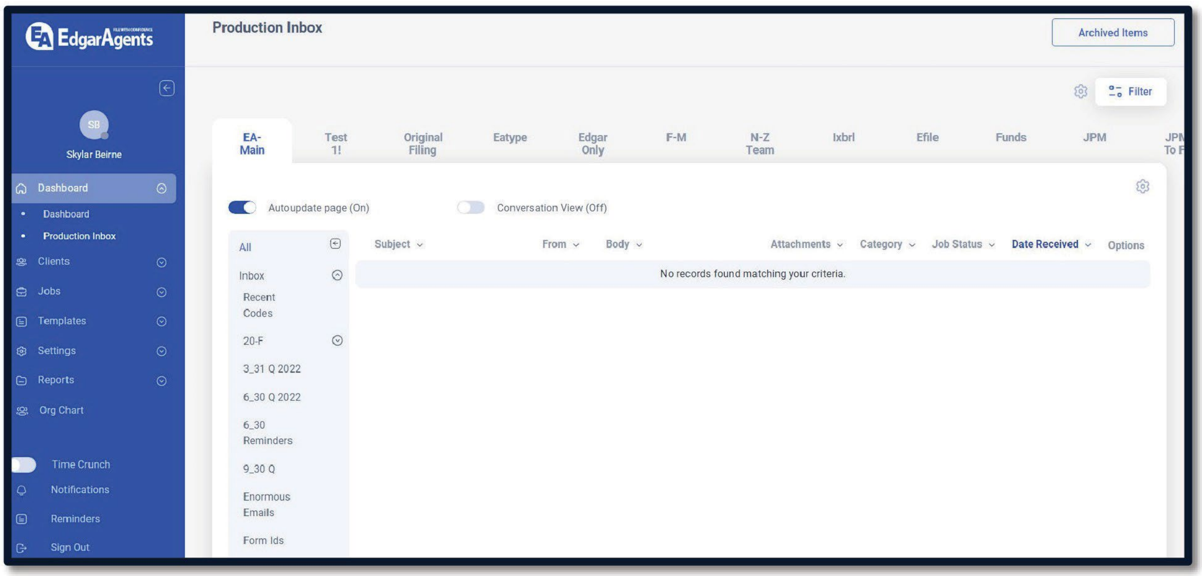


- Click "Save" and the email will be removed from the inbox.

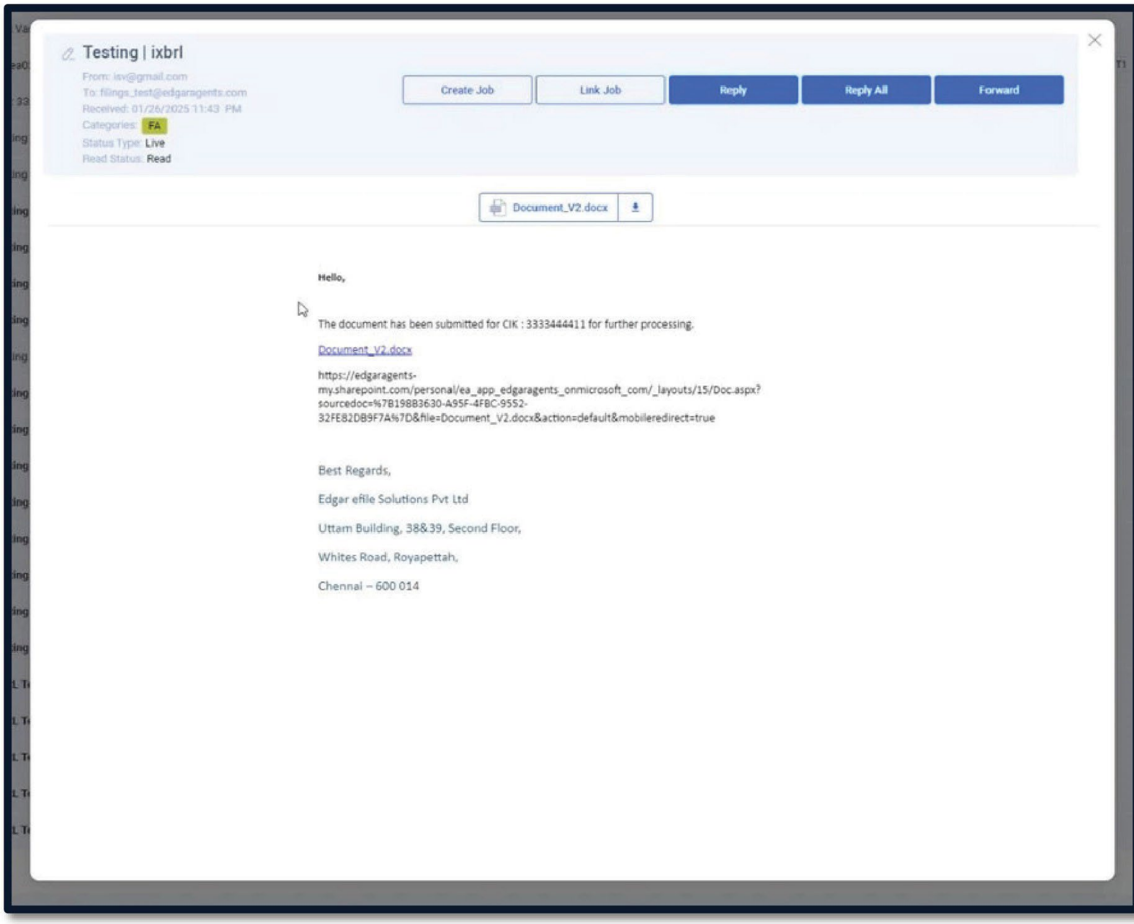
2.4 Lead workflow

Team leads and assistant managers can start a job.

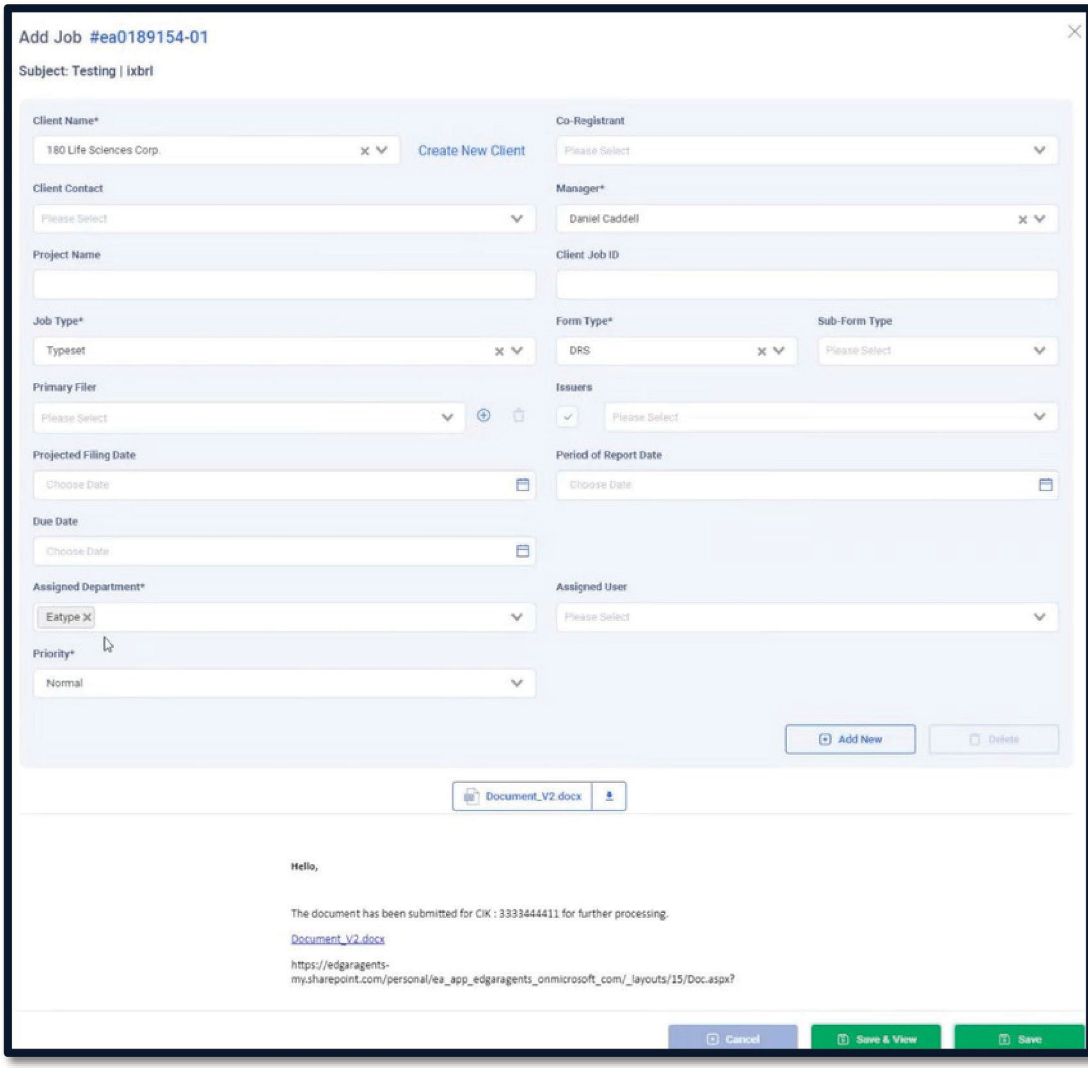
- Production inbox: The production email tracks emails coming back. The oldest emails will be at the top, and the newest emails will be at the bottom by default.



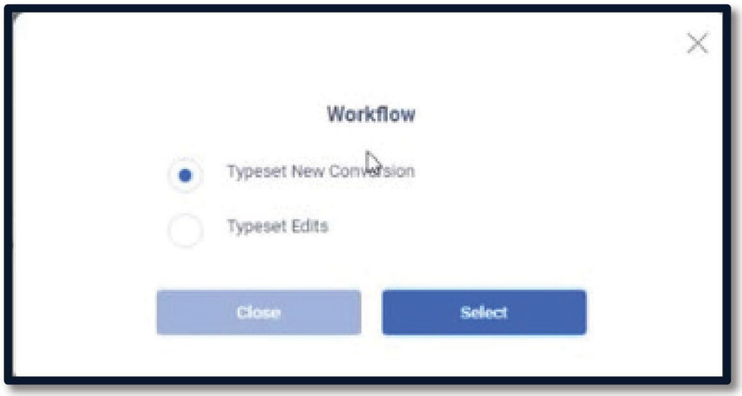
- Create a job or link to an existing job.

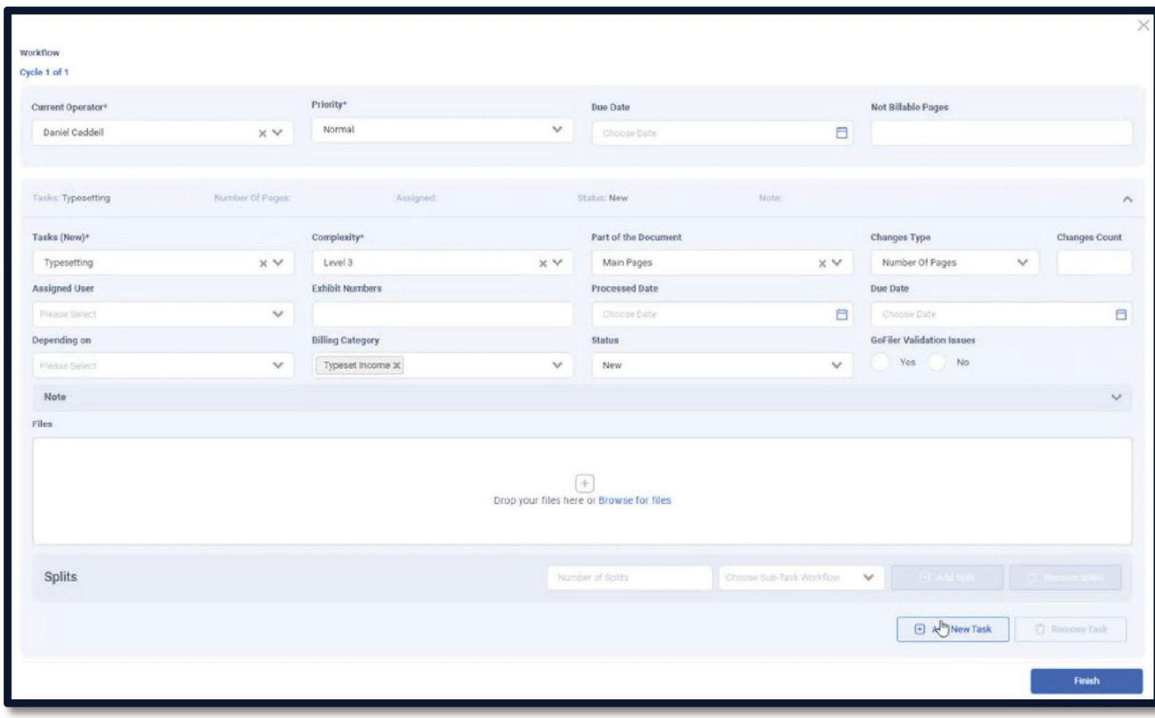


- Fill out job information.

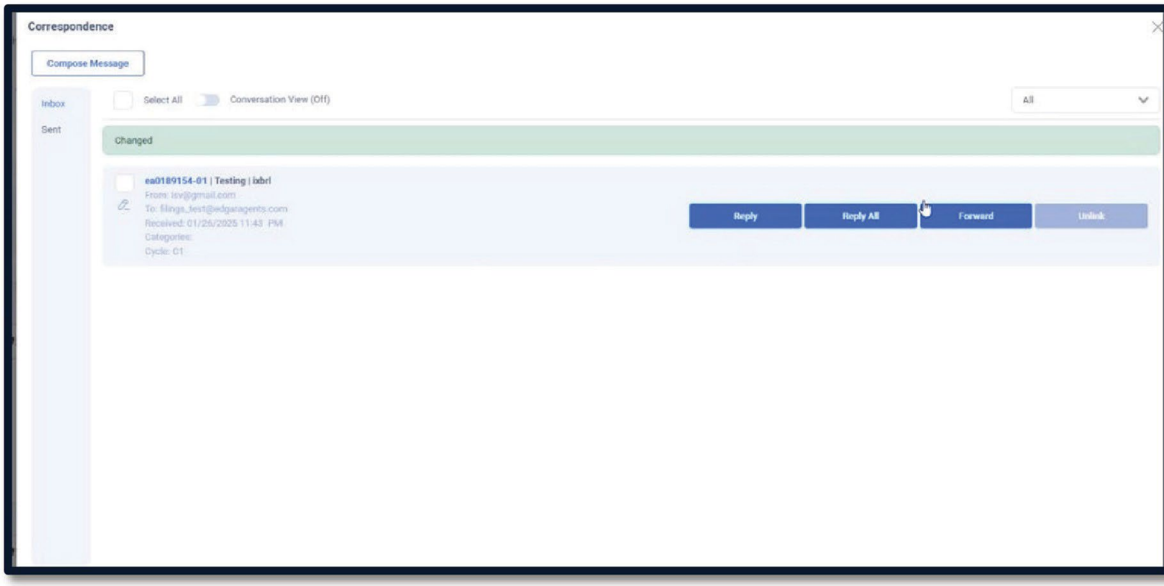


- Apply workflow or add cycle.
  - "Apply workflow" will auto-fill workflow information.

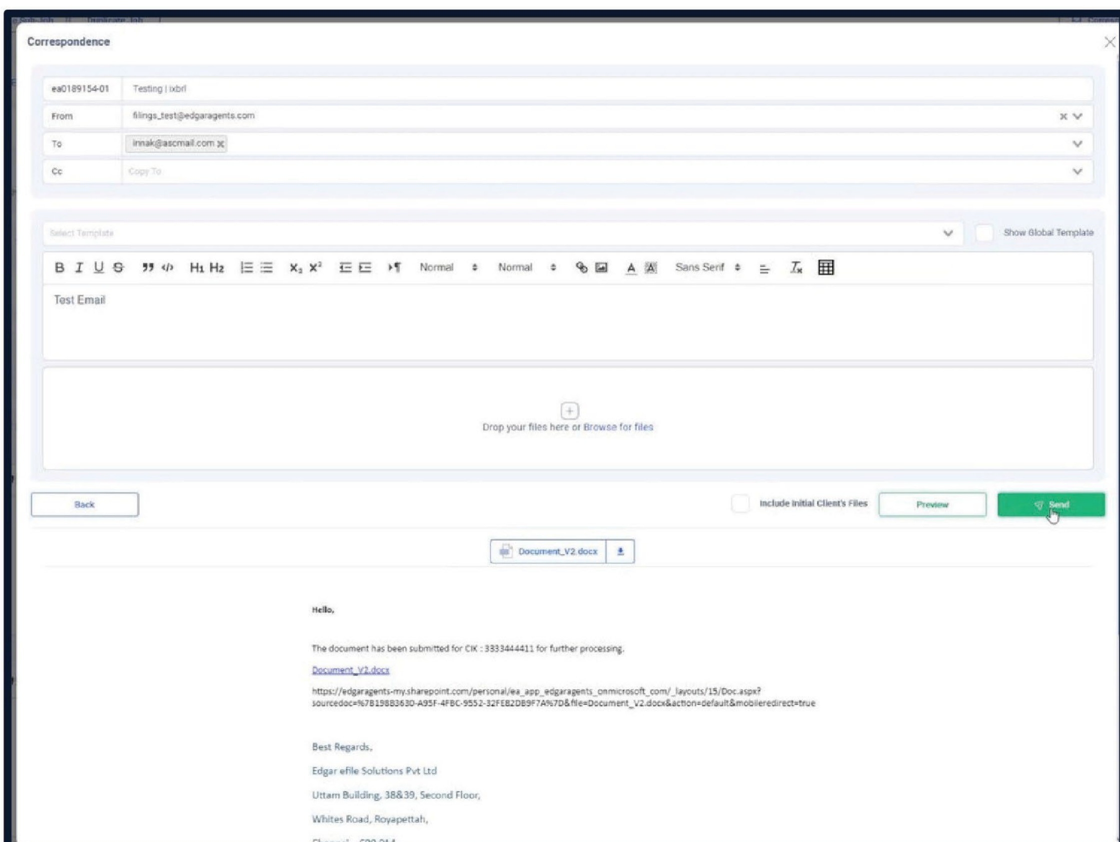

Workflow
Typeset New Conversion
Typeset Edits
Close
Select


Workflow
Cycle 1 of 1
Current Operator*
Daniel Caddell
Priority*
Normal
Due Date
Not Billable Pages
Tasks: Typesetting
Status: New
Tasks (New)*
Typesetting
Complexity*
Level 3
Part of the Document
Main Pages
Changes Type
Number Of Pages
Changes Count
Assigned User
Exhibit Numbers
Processed Date
Due Date
Depending on
Billing Category
Typeset Income
Status
New
GoFiler Validation Issues
Yes
No
Note
Files
Drop your files here or Browse for files
Splits
New Task
Finish

- Go to email and add to a cycle.



- Click "reply all" to reply to the client and begin work.

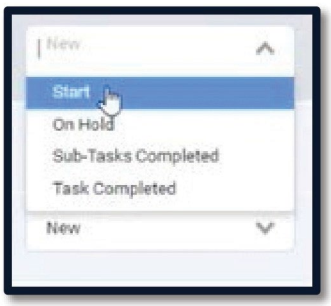


2.5 Team Workflow

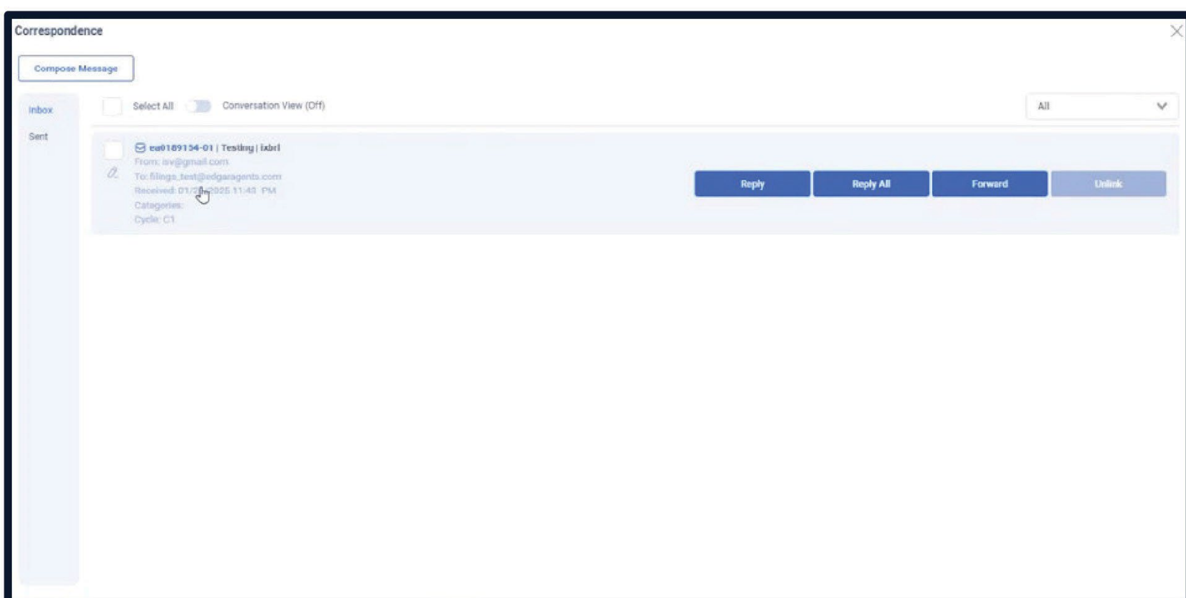
The team workflow begins when the job is assigned by the team lead or assistant manager.

- From the “assigned task” tab, when new work comes in, use the “my department tasks” toggle is for when new assignments come in. This shows all unassigned jobs.

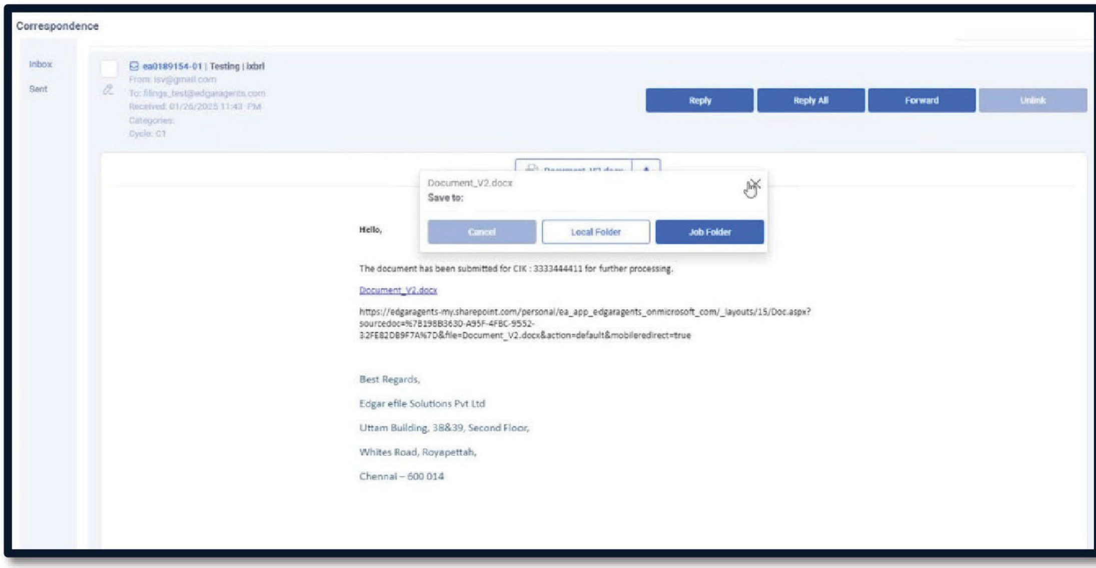
- Change the job status to “start.” When you start a job, the job will disappear from “my department tasks.”



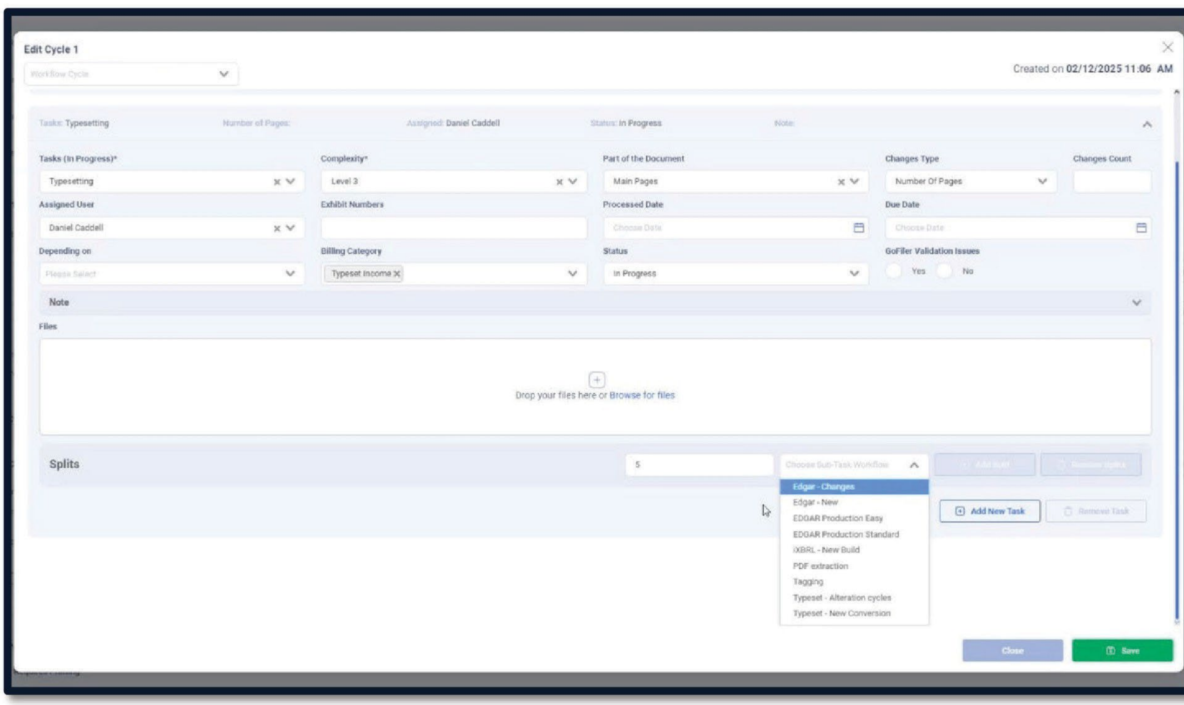
- Un-toggle “my department tasks” to view the task you just picked up. If you toggle “unassigned,” everything you have competency in will show.
- Open the job and click the “correspondence” button.



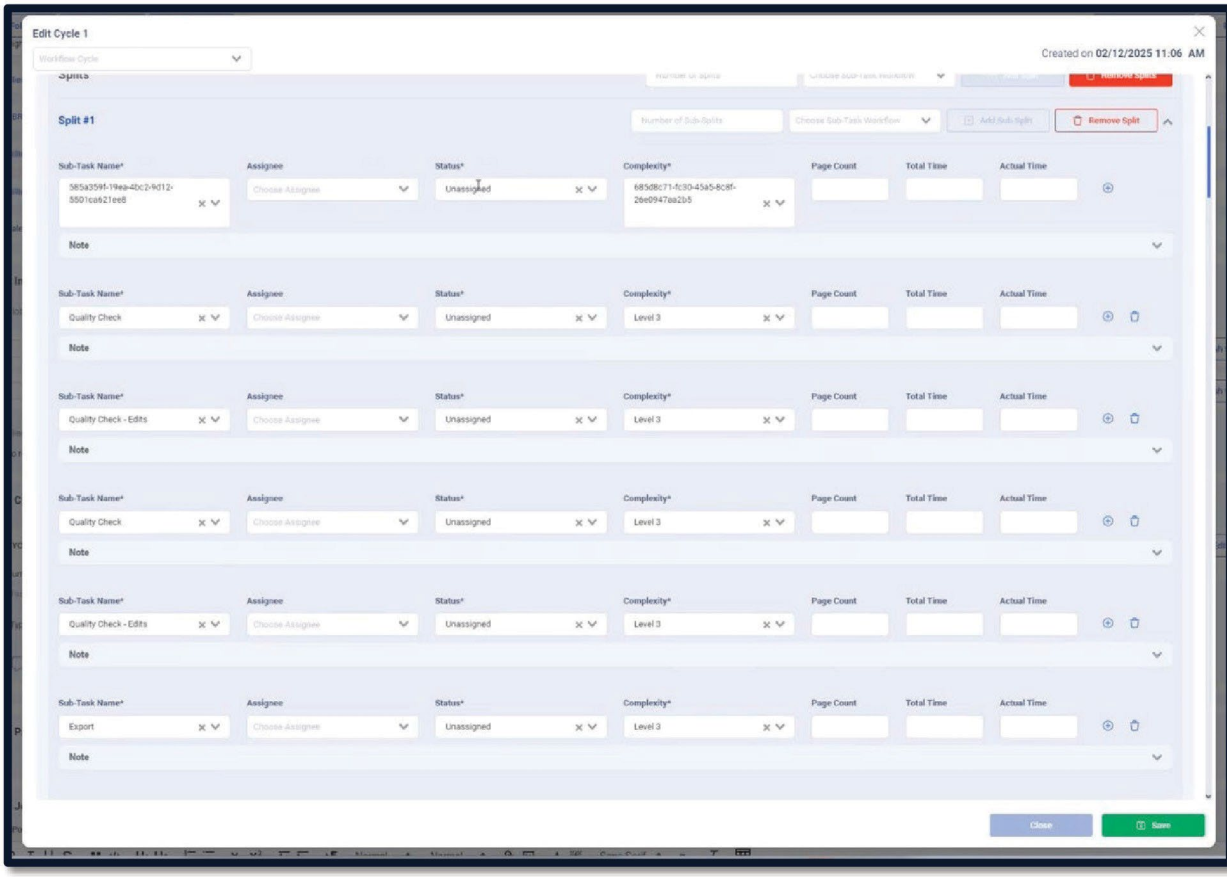
- Locally download the content of the email. If there are multiple documents, there will be a “download all” button.



- Add a split.

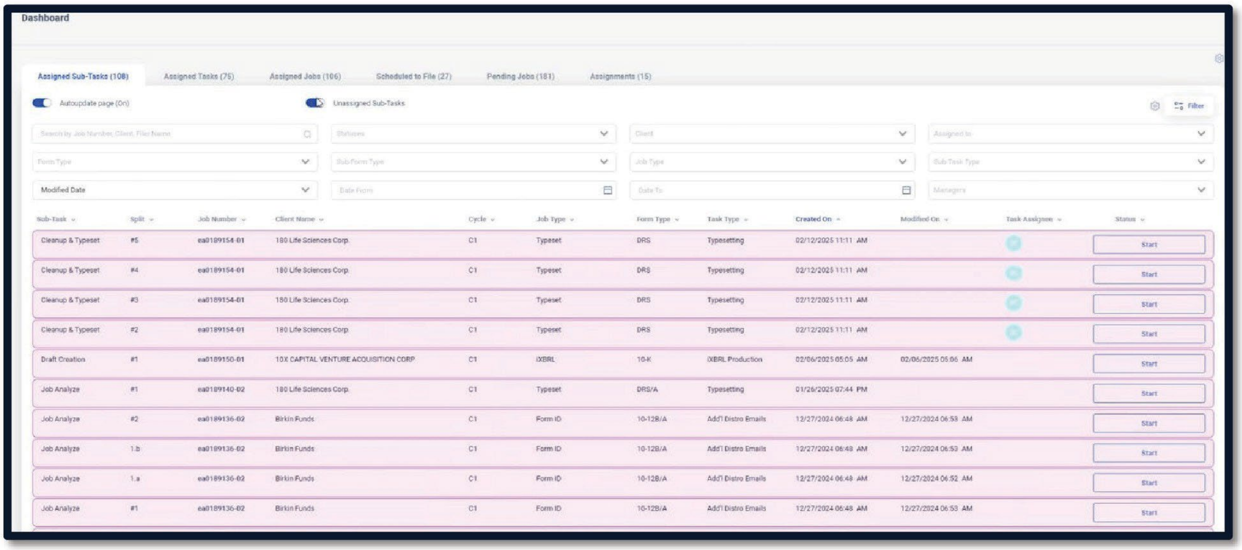


- Create sub-tasks.



- View sub-task flows.
- Team leads can check when sub-tasks are picked up.

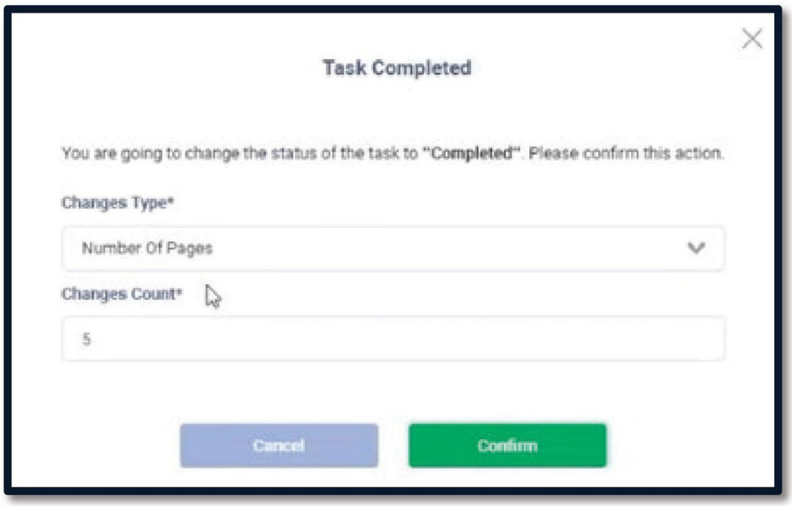
- Click “start” to start work on sub-task, and to move the sub-task to your dashboard.



- You can check comments from the dashboard.

- Once everything is done (sub-tasks, etc.), task status will auto-change to “Sub- tasks Completed.”

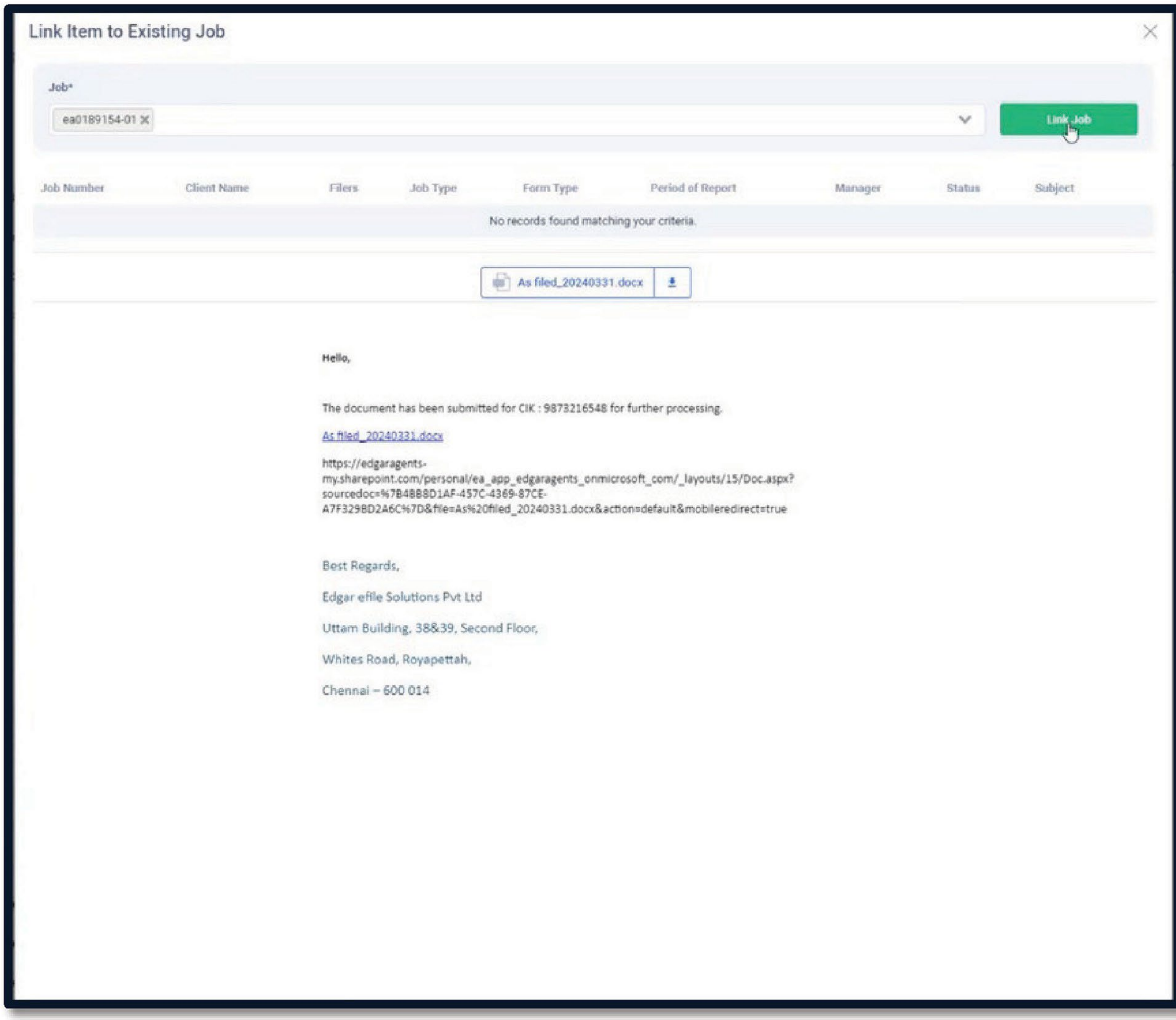
- Check and make sure everything is correct and click “Task Completed.”
    - Put a number for how many pages of work was completed. The team lead is responsible for putting in an actual page count that gets billed.



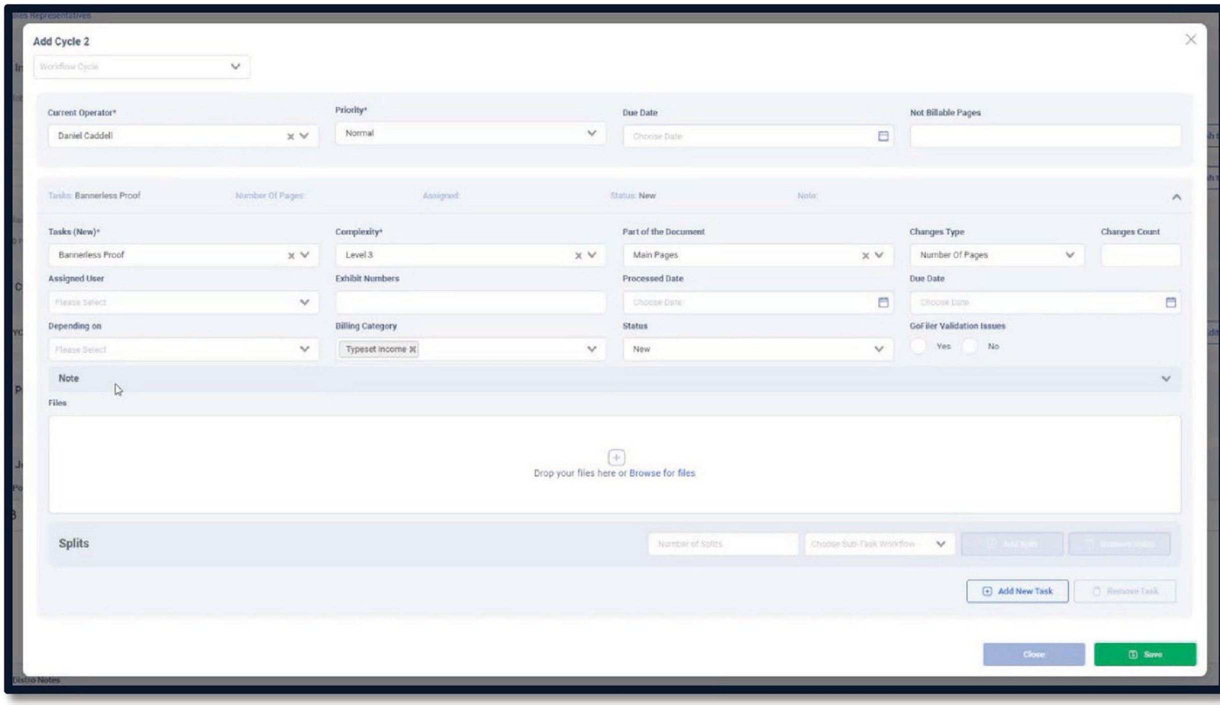
2.6 Schedule to file

A client may request for a job to be filed at a later time.

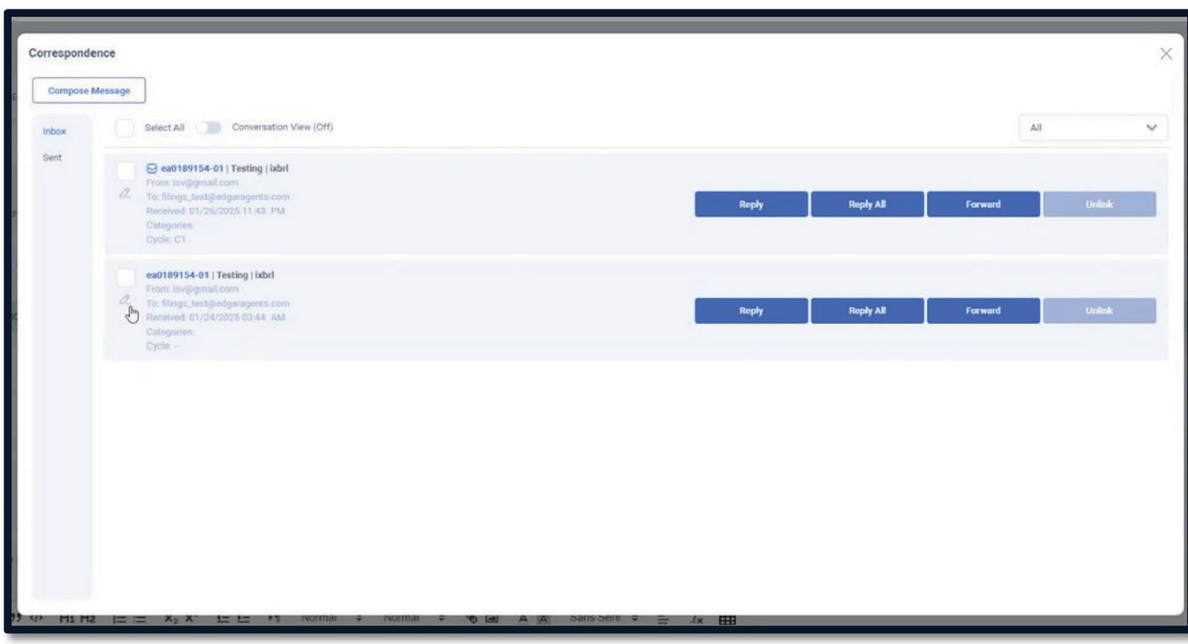
- Open an email and link it to an existing job.



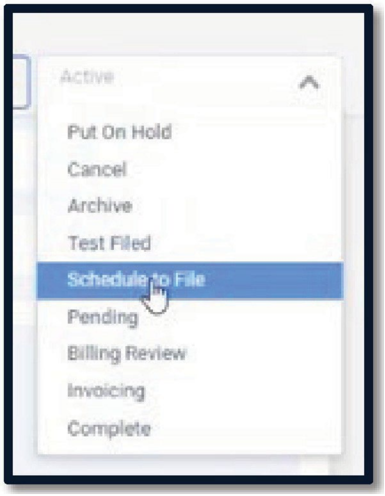
- When the job opens in a new tab, go to "cycles and billing." Input the correct cycle information for the proofs you want to create.



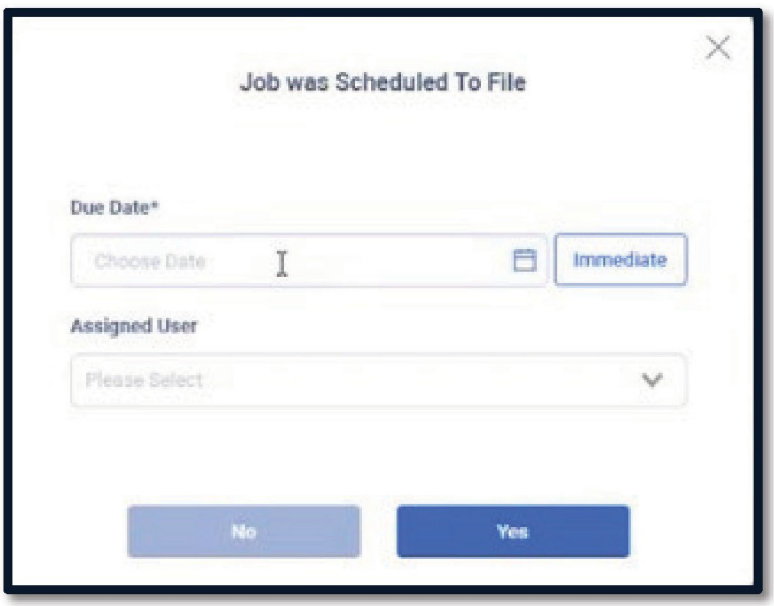
- Link the email to the job from the "correspondence" tab.



- Schedule the job to file by selecting "schedule to file" from the dropdown menu.

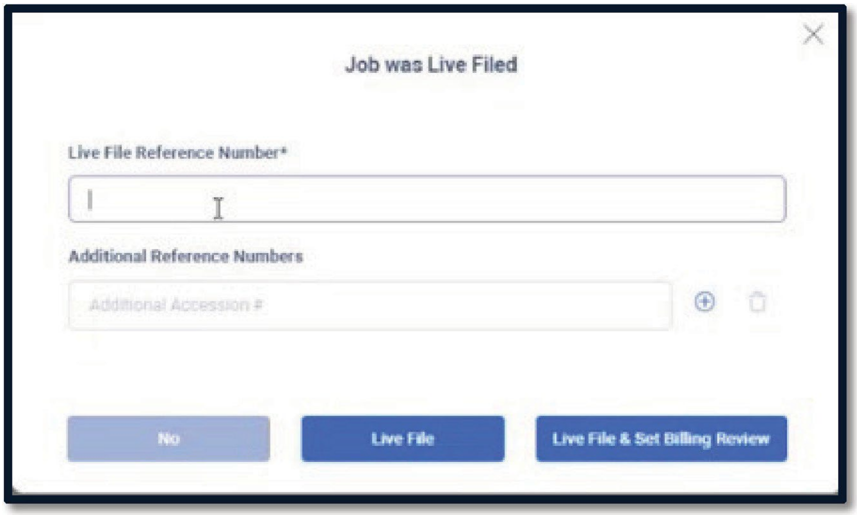


- Add a due date and assigned user if applicable.



- Save your changes.
- A notification that job is scheduled to file will appear in your email notifications as well as on the Dashboard.
- From the Dashboard, live file the job by selecting "Live Filed" under "Set Job To."
- Add Live File Reference Number and any additional reference numbers.

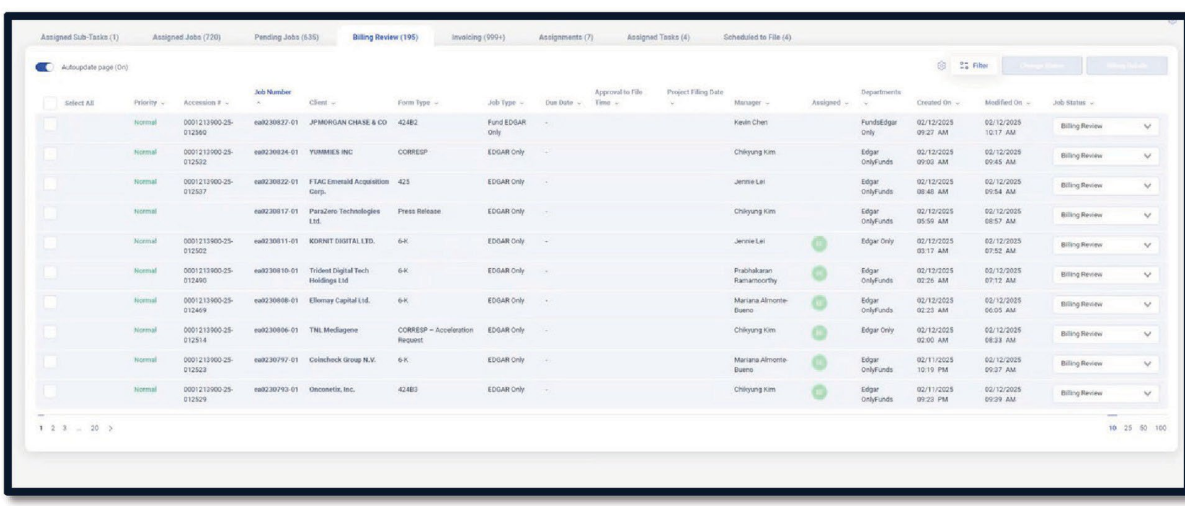
- Select “live file and set billing review” OR “live file” without billing review. You usually want to select “live file and set billing review.”



2.7 Billing review

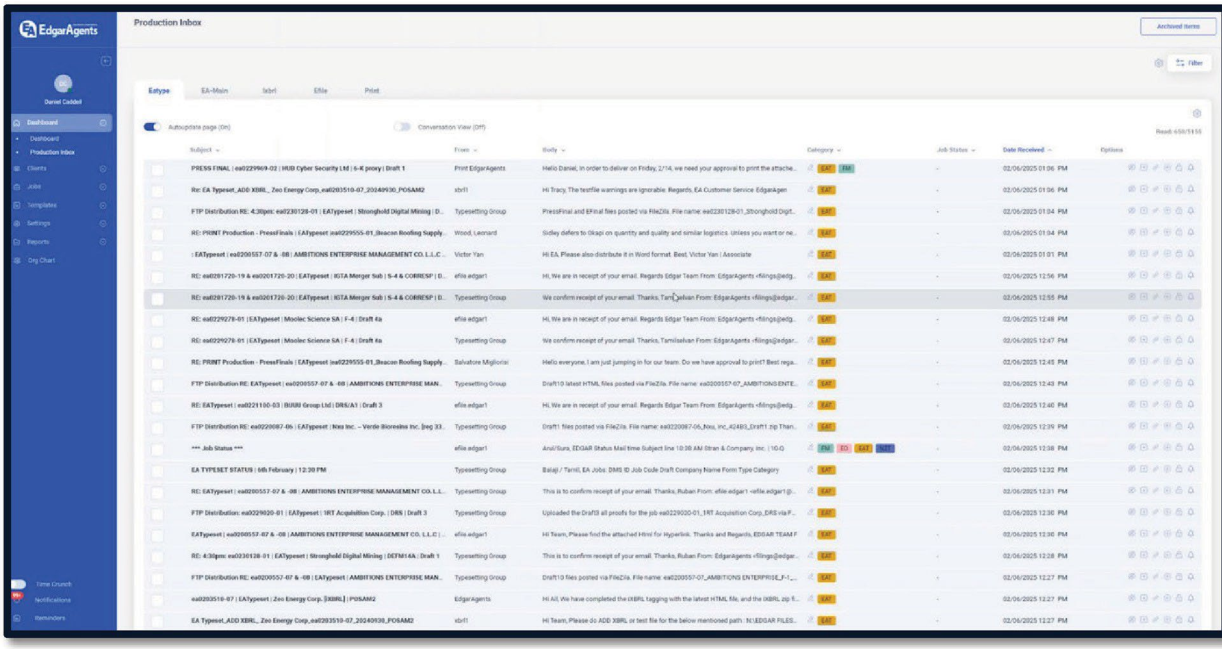
The billing review will be set to “pending” if something needs editing, or “invoicing” if it is complete. Only the accounting team can set a job to “complete,” and only once the invoice is sent to client.

Jobs will show in archived items once completed.



3. Production Inbox

The Production Inbox is the second component of the dashboard. The Production Inbox mirrors items in the Outlook inbox.



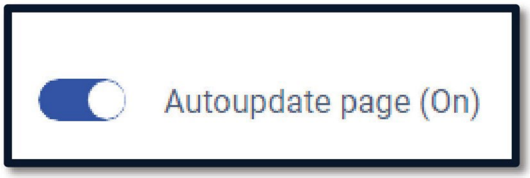
The inboxes are as follows:

- Accounting
- EA Main
- EA Type
- XBRL
- Funds
- JPM
- JPM File
- Print

The filter options are as follows:

- From name
- Category
- Date ranges
- Archived items: This shows items that have been hidden from the page. No emails ever removed or deleted, only archived.
    - As emails are dealt with, they will become archived.
- Live items: Live items are emails that have not yet been processed. They are not linked to a job or have had a job created.
- Default view: The oldest emails will be at the top of the inbox.

Auto-update is always on.



You can exclude items that do not apply to you.

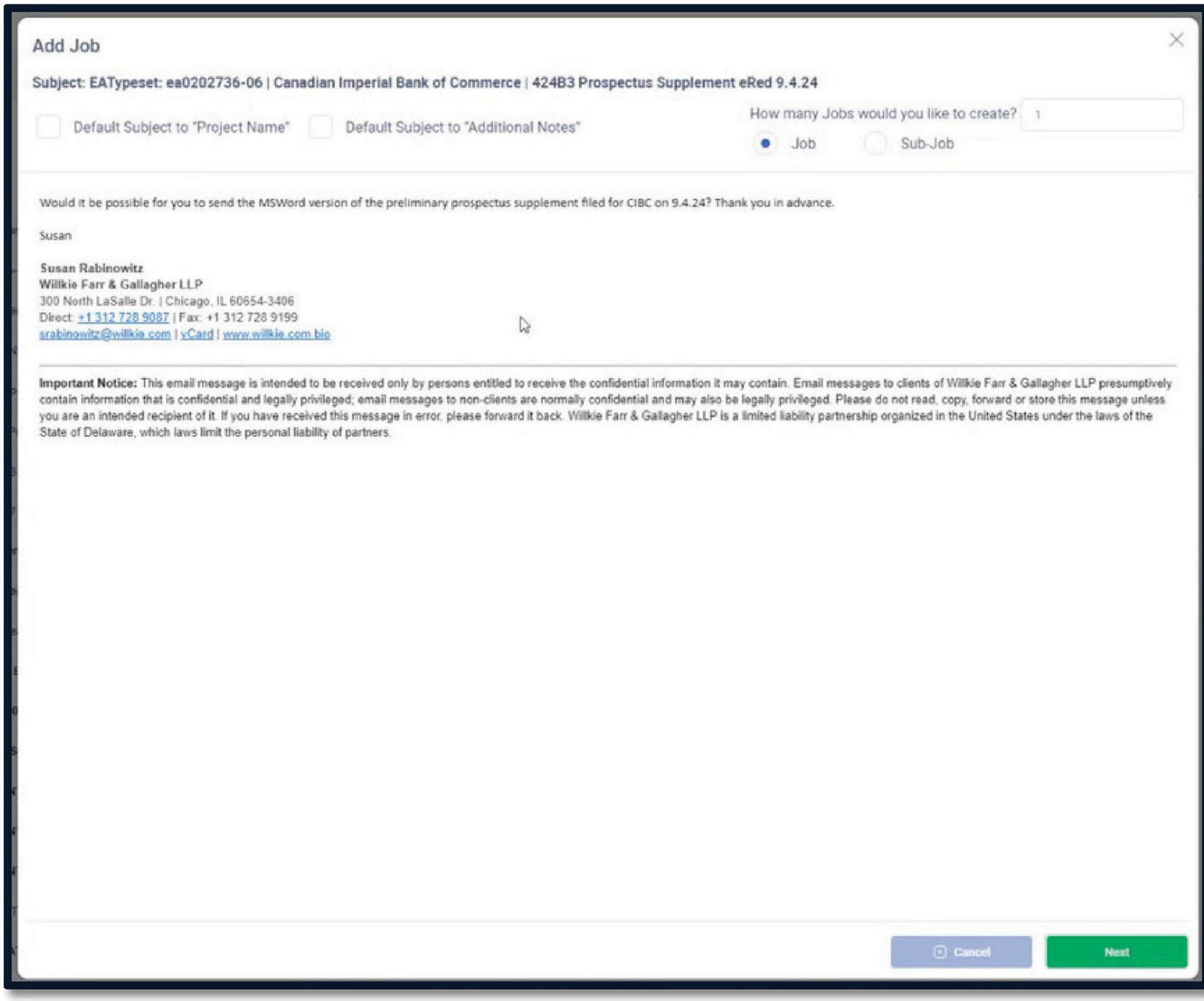
How emails are processed (subject to change):

- Date/time
- Options
    - Hide message: This function archives an email.
    - Create new job: This function sets up a new job process and links the email to the job.
    - Link to an existing job: This function links an email to an existing job. The content also shows up in the side bar if you click on the email. You cannot reply to email from the linking button.
- Assigning an item: This will distribute the email to another department/user. There is the option to drive that email into a job.
- Lock icon: The lock icon prevents an email from being worked on. The job can be viewed but not worked on/assigned.
- Creating or updating any reminder.

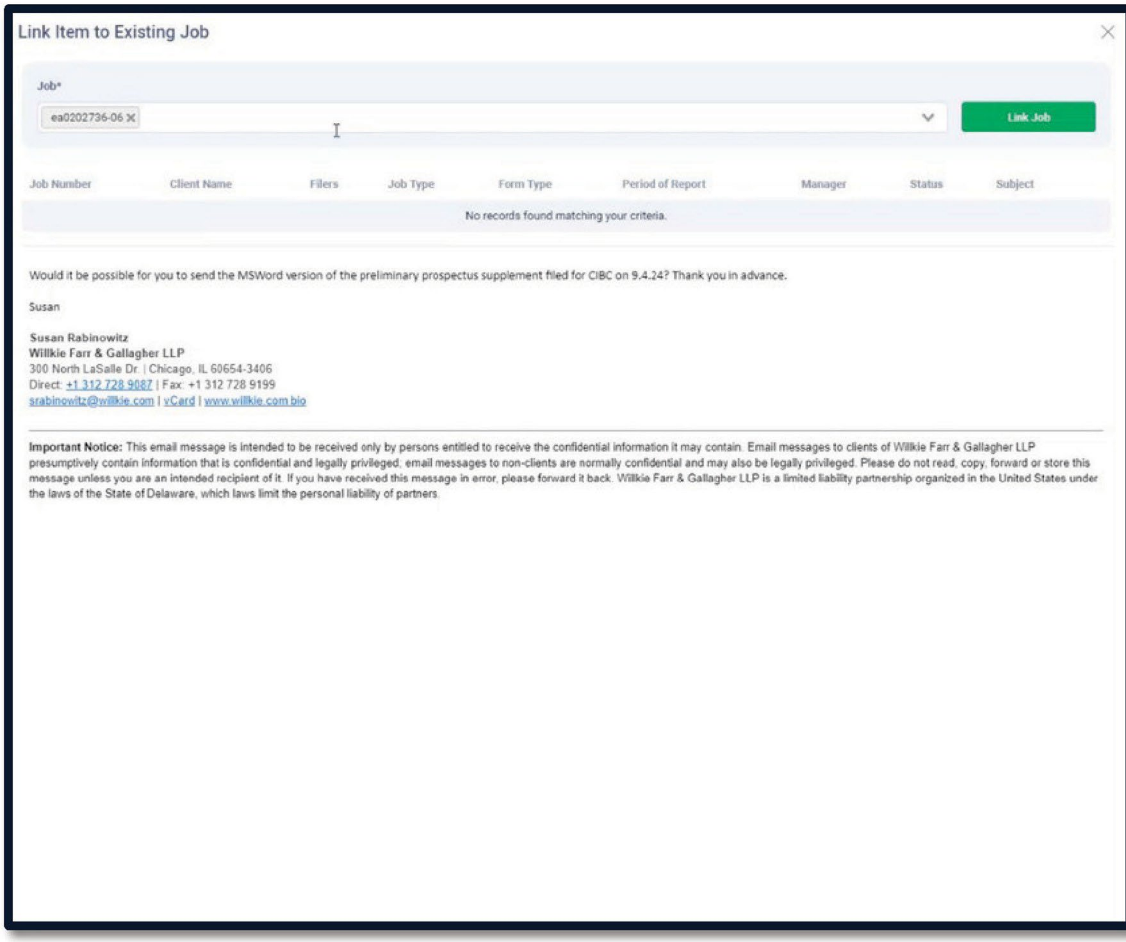
Open the email by clicking on subject line. All the statuses are available from inside the email. Create job button:

- For a new job:
    - Leave email defaulted from a job.
    - Click "Next."
    - Input all pertinent job information in required fields (departments, projected filing date, project name, etc.).
    - Clicking "Save and view" brings you to the jobs menu to link a job to a cycle.

- Clicking “Save” brings you to production inbox.



- Link to an existing job:
  - Input job ID (auto-filled if present in the email subject line).
  - There is a drivable hyperlink that will take you straight to the job.
  - Once the job is linked, it will provide all information about the job, such as job number, client name, filers, job type, form type, period of report, who the manager is, job status, and the subject.
  - You have the option to unlink the email.
  - From here, you cannot reply to client. You have to reply to the client from inside the job.



- For sub-jobs:
  - Choose the parent job (auto-filled if present in the email subject line).
  - Make new a sub-job, or press "copy" to make multiple sub-jobs and pull all information forward.
  - Fill in the required information.
  - Click "Save."
  - Go to the Jobs menu to find the sub-jobs you just made.

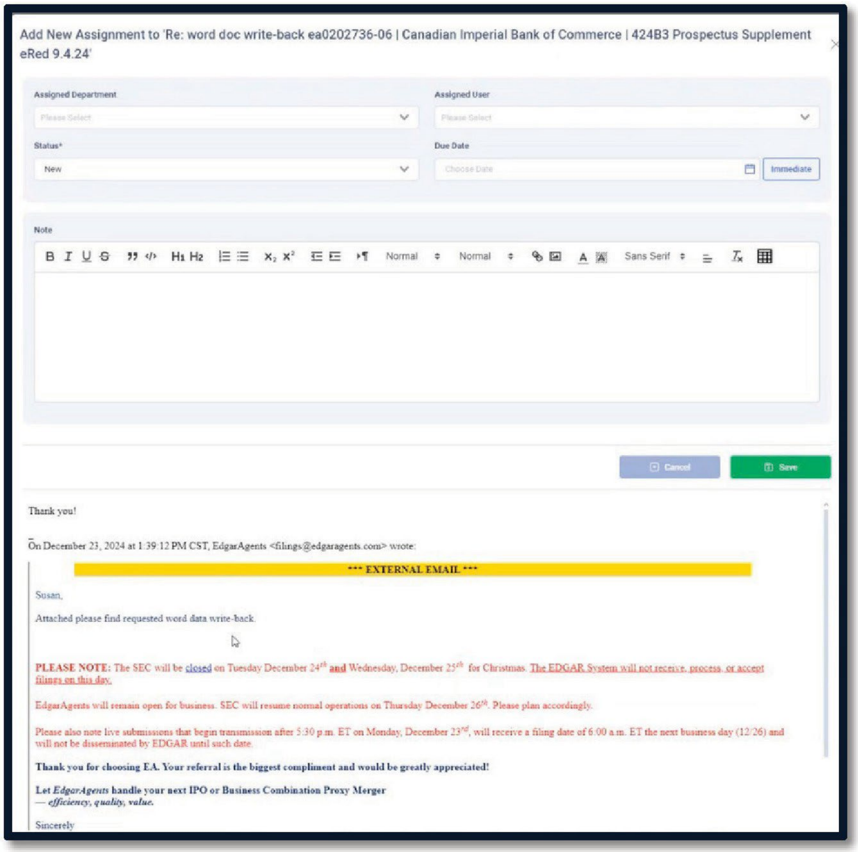
You can reply, reply all, and forward.

Update the subject line when replying to a client email. Use the checkboxes to mass apply certain settings.

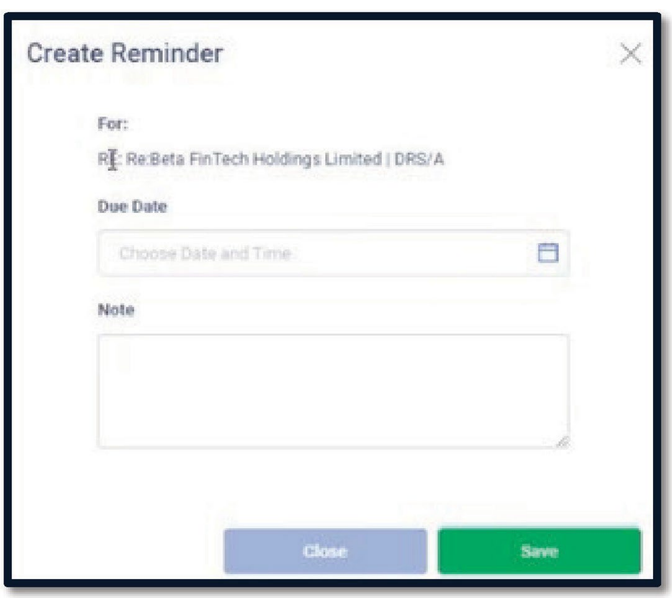
- Right click on every subject line that's been check-marked.
- Change category.
- Read/unread
- Hide

You can assign an email to another user if there is work they should pick up.

- You have the option to add an assigned department, assigned user, due date, and note. The only required field is the assignment status.

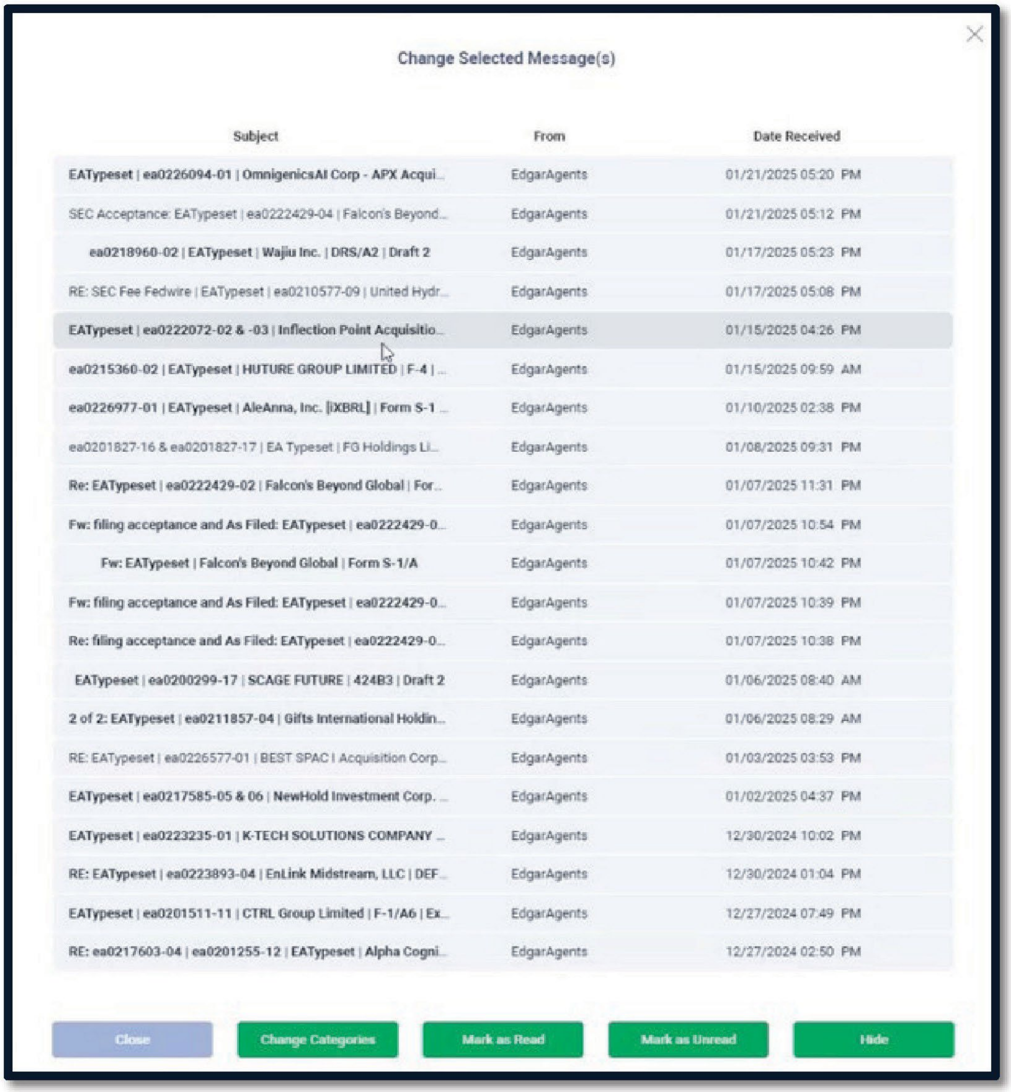


You can create a reminder for an email that includes a due date and notes.



You can use the checkboxes to mass-select emails. Once selected, you have the options to change categories, mark as read, mark as unread, and hide emails.

- Hiding an email does not delete it, but rather adds it to the archive.

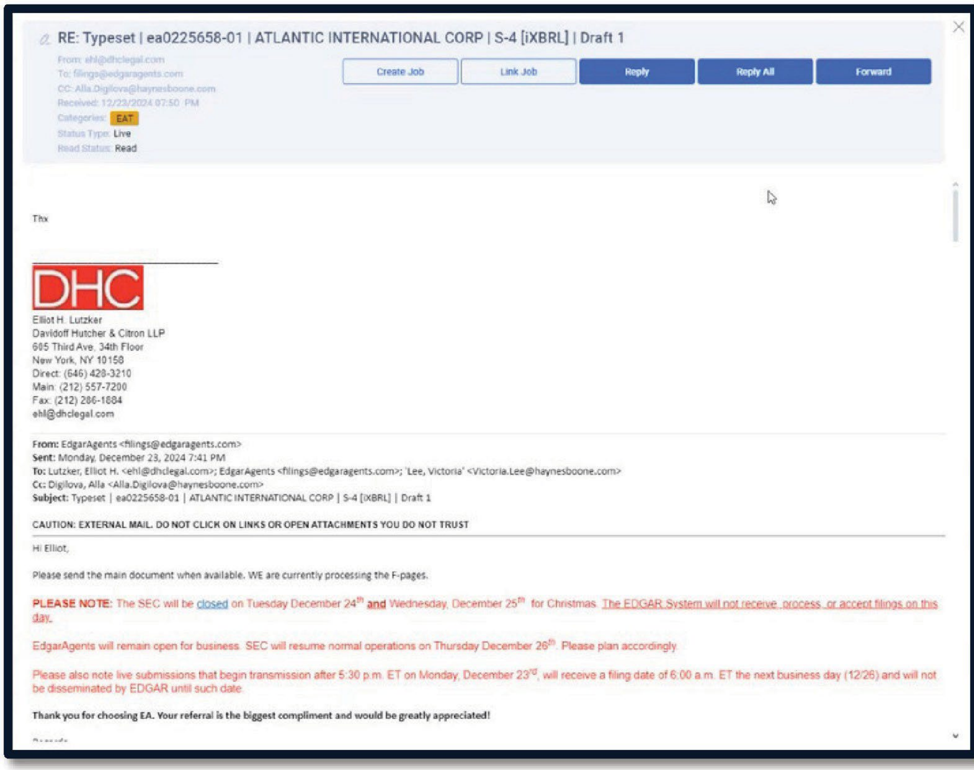


Change Selected Message(s)

Subject	From	Date Received
EATypeset | ea0226094-01 | OmnigenicsAI Corp - APX Acqui...	EdgarAgents	01/21/2025 05:20 PM
SEC Acceptance: EATypeset | ea0222429-04 | Falcon's Beyond...	EdgarAgents	01/21/2025 05:12 PM
ea0218960-02 | EATypeset | Wajiu Inc. | DRS/A2 | Draft 2	EdgarAgents	01/17/2025 05:23 PM
RE: SEC Fee Fedwire | EATypeset | ea0210577-09 | United Hydr...	EdgarAgents	01/17/2025 05:08 PM
EATypeset | ea0222072-02 & -03 | Inflection Point Acquisitio...	EdgarAgents	01/15/2025 04:26 PM
ea0215360-02 | EATypeset | HUTURE GROUP LIMITED | F-4 | ...	EdgarAgents	01/15/2025 09:59 AM
ea0226977-01 | EATypeset | AleAnna, Inc. [iXBRL] | Form S-1 ...	EdgarAgents	01/10/2025 02:38 PM
ea0201827-16 & ea0201827-17 | EA Typeset | FG Holdings Li...	EdgarAgents	01/08/2025 09:31 PM
Re: EATypeset | ea0222429-02 | Falcon's Beyond Global | For...	EdgarAgents	01/07/2025 11:31 PM
Fw: filing acceptance and As Filed: EATypeset | ea0222429-0...	EdgarAgents	01/07/2025 10:54 PM
Fw: EATypeset | Falcon's Beyond Global | Form S-1/A	EdgarAgents	01/07/2025 10:42 PM
Fw: filing acceptance and As Filed: EATypeset | ea0222429-0...	EdgarAgents	01/07/2025 10:39 PM
Re: filing acceptance and As Filed: EATypeset | ea0222429-0...	EdgarAgents	01/07/2025 10:38 PM
EATypeset | ea0200299-17 | SCAGE FUTURE | 424B3 | Draft 2	EdgarAgents	01/06/2025 08:40 AM
2 of 2: EATypeset | ea0211857-04 | Gifts International Holdin...	EdgarAgents	01/06/2025 08:29 AM
RE: EATypeset | ea0226577-01 | BEST SPAC I Acquisition Corp...	EdgarAgents	01/03/2025 03:53 PM
EATypeset | ea0217585-05 & 06 | NewHold Investment Corp. ...	EdgarAgents	01/02/2025 04:37 PM
EATypeset | ea0223235-01 | K-TECH SOLUTIONS COMPANY ...	EdgarAgents	12/30/2024 10:02 PM
RE: EATypeset | ea0223893-04 | EnLink Midstream, LLC | DEF...	EdgarAgents	12/30/2024 01:04 PM
EATypeset | ea0201511-11 | CTRL Group Limited | F-1/A6 | Ex...	EdgarAgents	12/27/2024 07:49 PM
RE: ea0217603-04 | ea0201255-12 | EATypeset | Alpha Cogni...	EdgarAgents	12/27/2024 02:50 PM

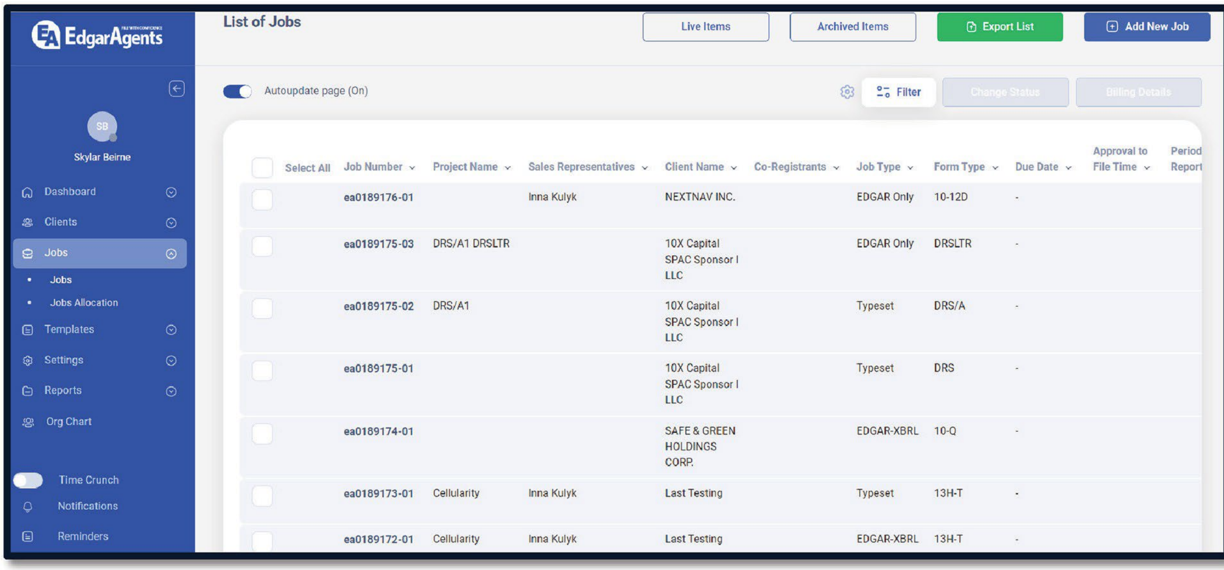
3.1 Inside the email

From inside the email, you have the options to create a job, link to an existing job, reply, and reply all, and update subject line. It is important that you view the contents of an email before deciding which action to take inside the email.



4. Jobs

The Jobs tab gives an in-depth view of all jobs. Pop-up notes with important information will appear when opening a job. When you open a job, you open an edit field for that job. The edit field will display the job ID and sub-job ID.



Below is a list of required information needed for a job. Note that any fields with a star are always required.

- Client name: The client name indicates who the filing is for, be it a company or individual. It determines the CIK and CCC of the client.
- Co-registrant: Sometimes filing types have more than one registrant, and they would be included here. Multiple co-registrants can be added by clicking the "+" button.
- Client contacts: This field is for client contact information.
- Manager: The manager defaults to the person who set up job or who makes sure a sub-job is carried forward.
- Project name: The project name is used in situations where the client gives name to their form (ex. registration statements, of if they do not want to use the company name, but rather a code name).
- Client job ID: If a client has a job number, it is kept in the client job ID section of the job.

- Job type: The job type drives workflows and indicates task types and which departments need to be attached. The job type indicates what sort of job it is and what kind of work to be found within the job. You can only pick one job type.
- Form type: The form type drives to the GoFiler project and puts it directly in that file.
- Sub-form type: The sub-form files once under the regular form type, and again under regular form type.
- The accession numbers and additional accession number(s) differentiate between the filings.
- Primary filer: The primary filer indicates who the individuals are and is present in the GoFiler project.
- Issuers: Issuers indicates who the individuals are and is present in the GoFiler project.
- Projected filing date: The projected filing date allows you to pick a date and a time to file and shows on the "Jobs" menu.
- Period of reporting date: the period of reporting date is driven to GoFiler. Certain form types require this.
- Due date: The due date is the deliverable date for a job. Going forward, the due date will pull from the cycles within the job itself and will take the latest due date from the job. The due date will clear once everything is completed.
- Is print only: This is for printing an item. There is no HTML component and is for sending out proofs only.
- Is cover page only: This is for filing just a cover page.
- Priority: The priority is auto-set to "normal," but can be changed to "low" or "high."
- Assigned departments: This allows teams to interact with a certain job. There can be multiple teams selected to interact on a job. The job will show up on department dashboard when an assigned department is chosen. The "reply all" function keeps departments informed that they are assigned to a job since they are separated from production.
- Assigned user: The assigned user is the individual who is being tasked with the job. They are responsible for answering client questions and are assigned emails directly. This function helps you know that it is your job to file.
- XBRL required: This is a "yes" or "no" field to indicate whether or not XBRL is required.

- XBRL markup: This is a freeform field for notes, similar to project name, but for the XBRL team.
- Client information (pulled from the Client profile).
- XBRL information (pulled from the Client profile).
- Billing information.
- Billing details: The billing details generate a PDF based on job, date, company name, accession numbers, job ID, form type, and billables.
- Sales representative: This indicates who the sales representative is for a job.
- Instructions: The instructions give an opportunity to put any text-based instructions into GoFiler as a popup note. These should be client level instructions that clients have for production.
- Job comments and notes: There are four freeform fields with text editable features for comments and notes related to the job.
- Job pop-up notes: The job pop-up notes are exclusively for the job variant (-01, or - 02, or etc.)
- Job distro notes: These should always be checked before sending to client.
- Additional comments: Leave any additional comments for a job here.
- Sub-job pop-up note: The sub-job pop-up notes carry over to all sub-jobs (01, 02, 03, etc. variants)
- Client level pop-up notes and sales representative pop-up notes: These will appear when you create a job, and should be paid attention to, as they will include pertinent information regarding the job.

4.1 Automatic triggers/job statuses

There are several automatic triggers that indicate job statuses.

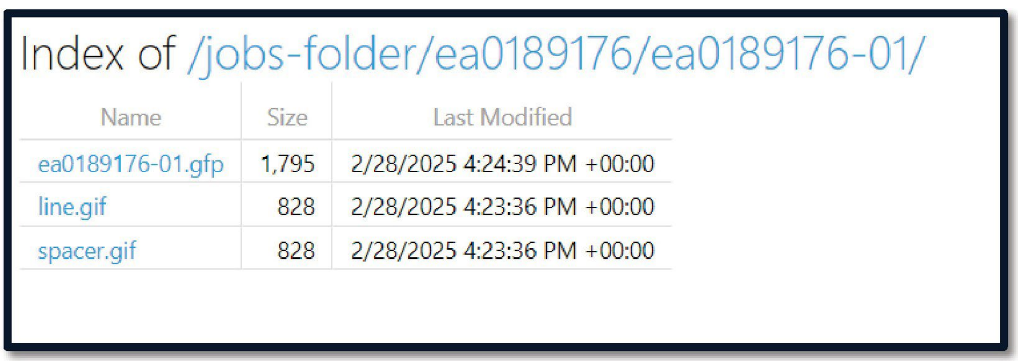
- Active: An "Active" trigger means that either there are no cycles/tasks in the job OR there is a task with a new status. This means that no work has yet to come in or there is open work that someone needs to pick up. Click "start" to change job status. When a job is new and assigned, it will read as "active."
- In Progress: An "In Progress" trigger will be activated when a task has been started by someone. A job status will not change to "In Progress" until the job is started.
- Pending: A "Pending" trigger means that there are no more changes in the job itself, and fires once all tasks are completed. This trigger is used to communicate that the job is finished, and you are waiting on either more changes or approval to file the job.
- On Hold: Tasks and entire jobs can be placed "On Hold." If a job is "On Hold," a client may be unsure if they need the job anymore. From an "On Hold" status, the status needs to be manually changed to make changes to the job.
- Schedule to File: The "Schedule to File" trigger is activated when a client schedules a filing for later. There is a schedule to file component on the dashboard that becomes active once this status is enacted. You can choose a due date or choose "immediate." Choosing a user to assign this action to is optional. This can be done from inside the job, or the jobs menu.
- Test File: The "Test File" trigger indicates that someone has test filed the job. Test filings and live filings come back with an accession number from the SEC.
- Live Filed: The "Live Filed" trigger is locked behind the "Test Filed" trigger. In order to access live file in the system, you would have to do a test file first. This encourages proper workflow and best practice.
  - A live file reference number (accession number) and additional reference numbers (for sub-form types) will be generated.
  - You have the option to add/remove extra from types.
  - "No," "Live file," "Live file and set billing review," are the options for live filing.
  - Before activating "Live File," you must ensure the GoFiler (.gfp) is closed.
- Billing review: The "Billing Review" trigger moves the job to billing. The accession number field is optional. You will receive a "Job successfully saved" popup. This will activate a save onto the GoFiler (.gfp) in the folders. However, you cannot open the GoFiler project directly once "Billing Review" is triggered. "Billing Review" is for the billing team to review and send billing sheet to accounting team.
  - "Billing Details" pulls all relevant billing info from job.

- Invoicing: “Invoicing” is the final step after “Billing Review.” The accounting team will write up an invoice to send to client. There is the options to change the status back to “Pending” or to “Billing Review.”
- Complete: The “Complete” status will be triggered when the filing is sent, and the client has received the invoice. Only the accounting team can “Complete” a job.

4.2 Job Folder

The job folder button displays an overview of the contents of the folder on the drive. Essentially, it is an index of what is in the drive along with the date last modified.

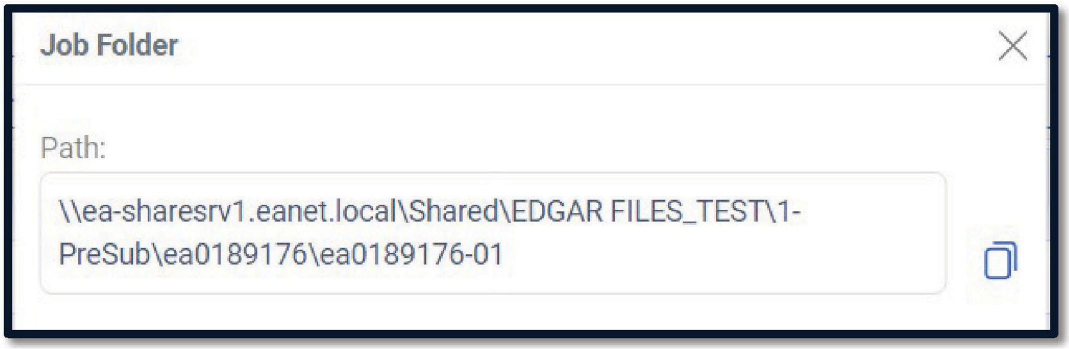
The hyperlinks open to PDF and GoFiler. The GoFiler hyperlink opens through the system directly; you do not need the GoFiler application.



Index of /jobs-folder/ea0189176/ea0189176-01/

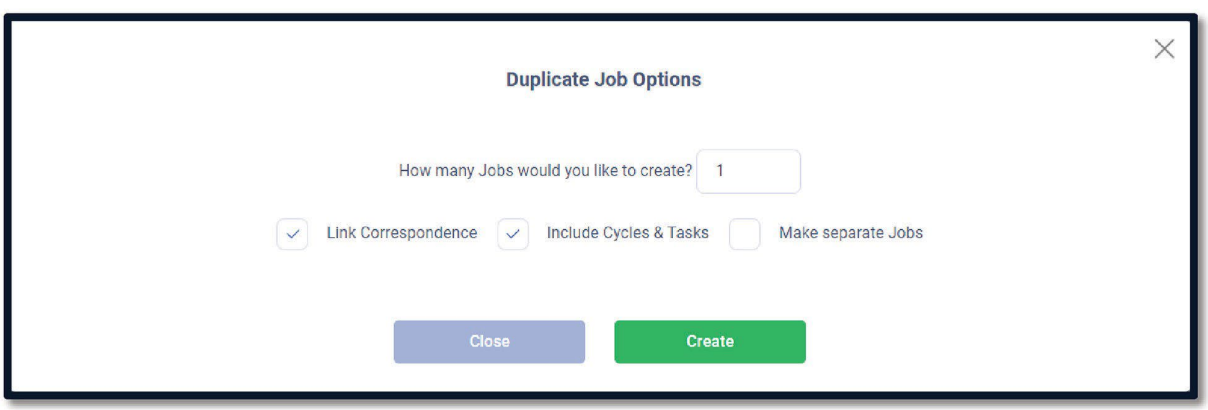
Name	Size	Last Modified
ea0189176-01.gfp	1,795	2/28/2025 4:24:39 PM +00:00
line.gif	828	2/28/2025 4:23:36 PM +00:00
spacer.gif	828	2/28/2025 4:23:36 PM +00:00

Once you close a tab, a pathway appears. Copy the pathway to your clipboard and you will be taken to the shared drive.



- Create Sub-job: Click the checkbox to create a sub-job. You will be prompted to determine whether you want emails from the copied sub-job linked to the new sub- job.

- Duplicate Job Button: This button should never be on, but it determines how many jobs you want, if you want to link the emails, and if you want to include cycles and tasks.



- Billing Details Button: This button generates a billing PDF that can be saved and printed with all information from the cycle and tasks. The PDF includes all billable information.

DATE:	02/28/2025 EST
AGENT NAME:	Daniel Caddell
COMPANY NAME:	NEXTNAV INC.
ACCESSION NUMBER:	
ADDITIONAL ACCESSION NUMBER:	
JOB ID:	ea0189176-01
FORM TYPE:	10-12D
JOB TYPE:	EDGAR Only

Exhibit(s):	Exhibit Number	Changes	Date Processed	Notes

Edits:	Draft #	Typeset Page(s)	Edgar Page(s)	Graphics	Hyperlinks	Date Processed	Notes

Bannerless PDF:		Press Final PDF:		Bookmarked PDF:	

PDF Conversion:	Section Converted	Changes	Date Processed	Notes
	Main Doc			

iXBRL:	NO	Cover Page Only?	NO	
Document Request:		Notes		
Newswire:				

Note:	

- Correspondence Button: The "correspondence button" shows all emails that have been linked to a job. Emails can be opened by clicking on the subject lime, and attachments can be opened in a popup or downloaded. However, you will not be able to see tracked changes, reply to emails, or unlink jobs if they are not supposed to be linked to that job.

- Pencil icon: The pencil icon allows you to edit categories and cycles.

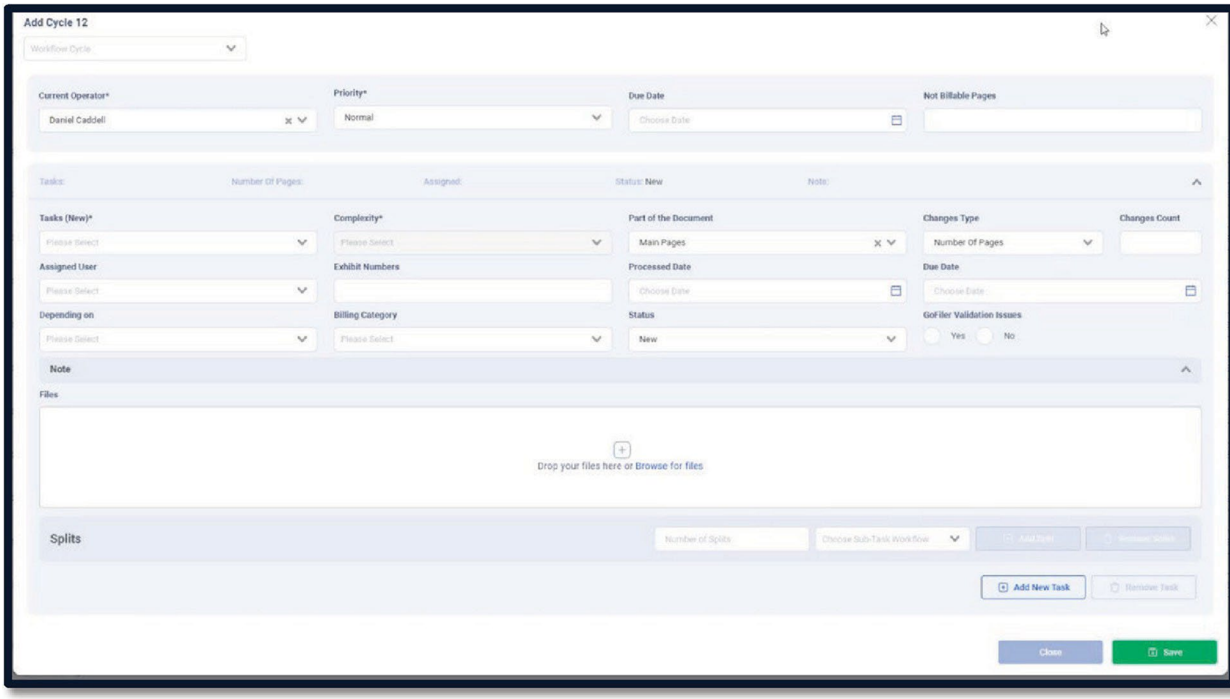
4.3 Stale Jobs

A stale job is a job that has not had any correspondence for a given time period. Currently, this is being categorized at 30 days of no correspondence.

5. Cycles and Billing

Cycles and Billing is where the work for the production teams is set up.

- Apply workflow: This is only for the initial cycle.
- Add cycle: This option is always available. The cycle number is auto-filled.
  - The current operator is who sets up the cycle.
  - The priority is sorted by client priority, job priority, task priority.
  - The due date is present for determining when jobs are needed to file.
  - Not billable pages are listed.
  - The complexity level is auto-set to 3, but can be changes higher or lower.
  - Part of the document: this helps correctly allocate charges to the right spot of the document if the document is split between teams/departments.
  - Changes count: This tracks the number of changes made.
  - Assigned user: user responsible for that task.
  - Exhibit numbers: list all exhibit numbers in a task.
  - Processed date: auto-set when the task is completed.
  - Due date: when work is expected to be done.
  - Depending on: this shows task dependencies.
  - Billing category: This is for the accounting department to know who performed the task.
  - Status: automatically changes to "in progress."
    - The statuses are start, on hold, sub-tasks completed, task completed.
  - GoFiler Validation Issues: Y/N?
  - Notes: This is a default closed field. Used for setting up work and communicating if there is anything the team needs to be aware of.



5.1 Cycle numbers

Cycle numbers are auto-populated fields within the jobs themselves. The content of an email corresponds to a cycle number. You can filter based on cycle number.

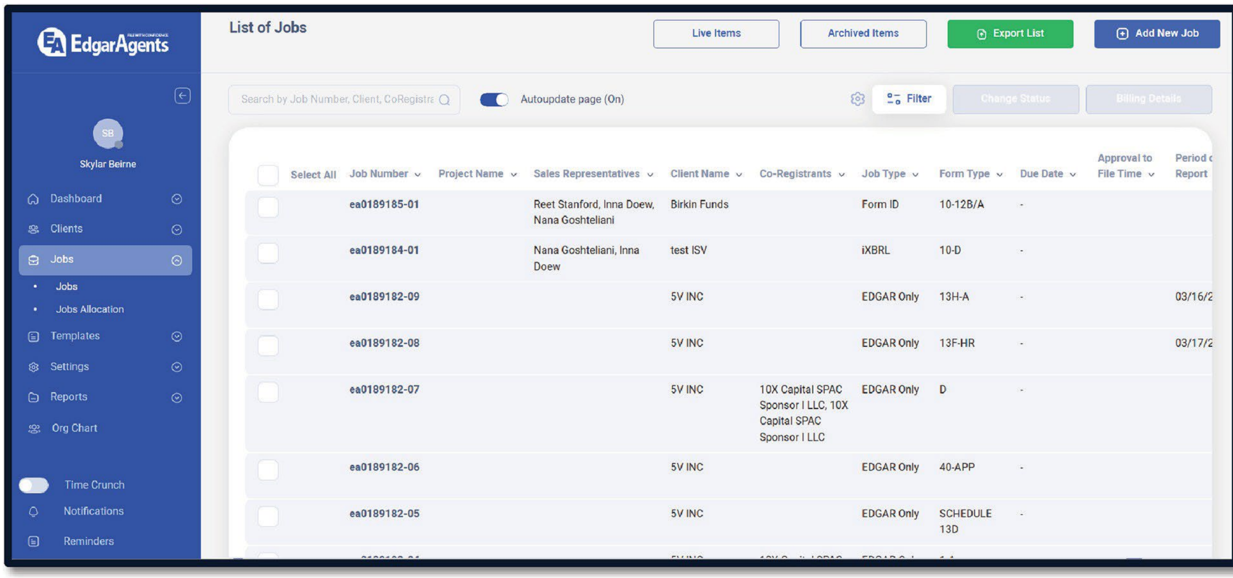
5.2 Billing

Billing generates a billing PDF that can be saved and printed with all billable information.

6. Tasks

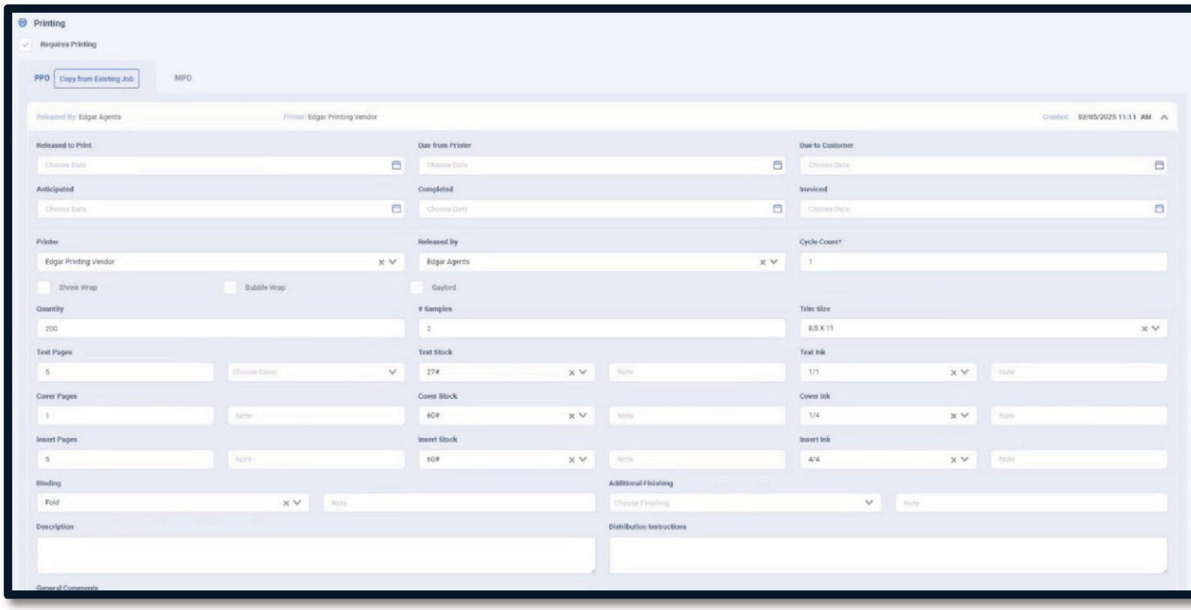
- The complexity range goes from 1 to 5, 1 being the least complex, and 5 being the most complex. The complexity is auto-set to 3, but the team lead can set a different complexity level.
- Select the part of the document you will be working on. This is important for work that is split between groups.
- The changes type indicates the number of copies or number of pages.
- The assigned user can be set from the task page but is not required.
- The exhibit numbers list all exhibit numbers in a task.
- The process date is set automatically when a task is set to "completed."
- The team can set a due date.
- Dependencies: If you have one task that's due before another, the second task has to be dependent on the first one's completion
- The billing category lets accounting know which team was working on a task so a rate can be charged.
- There are various statuses for tasks. To set to start is put a task into progress. The assigned user is the one who sets a task to "start." Other statuses include:
    - On hold.
    - Resume.
    - Sub-task completed: Once completed, this prompts the user to put the full changes amount and sets the tasks to completed. This is only triggered if subtasks are involved.
    - Task completed.
- Issues with GoFiler must be validated on GoFiler.
- Notes is a default closed field. When setting up work, include special instructions in the notes from the email that someone working on a task might need to be aware of.
- Splits
    - Default view: Open a task. If there are subtasks/splits involved, the view will be defaulted to show all will show all splits and sub-tasks, but can be collapsed and individually opened if needed.
    - Show splits related to department: If task is something your department can deal with, it can be opened.

- Statuses should be locked once ready for billing.



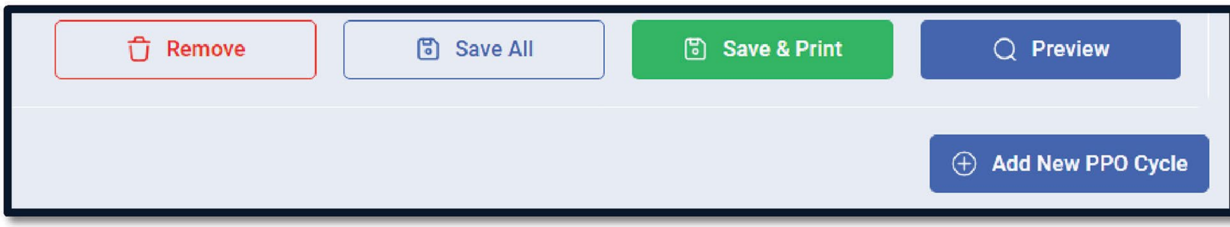
7. Printing

Printing is used solely by the print team. To use, click the checkbox to bring up other functionality.



- Print information is tracked and catalogued by selecting either:
  - Print Purchase Order (PPO)
  - Mail Purchase Order (MPO)

- You can copy information from a previous job.
- You have the options to:
  - Remove
  - Save all
  - Save and print
  - Preview
  - Add New PPO cycle



- A print cycle always starts at 1.
- Each document gets printed separately and has a separate print cycle associated.
- There will be a separate status chain for print items (to come).

8. Sub-jobs

Sub-jobs keep information for certain project in one data location by using amendments. All of the information stays in the folder. It functions like any other job and is merely an organization tool. All jobs and sub-jobs carry the same information.

The edit field will display the job ID and sub-job ID. The sub-job number presents as follows: EA -seven digits-number of sub-job The “Sub-job Folder” toggle can be turned on/off depending on if you want all emails to appear in the Sub-job folder or not.

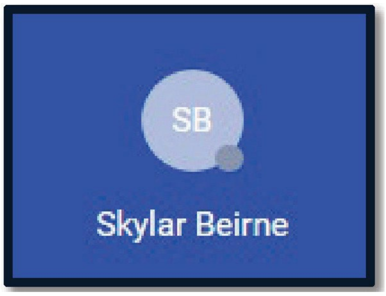
8.1 Create Sub-job

Clicking the “Create Sub-job” button creates the next available sub-number for that job. This action can be taken from the inside the job itself but is more commonly performed directly from an email on the dashboard.

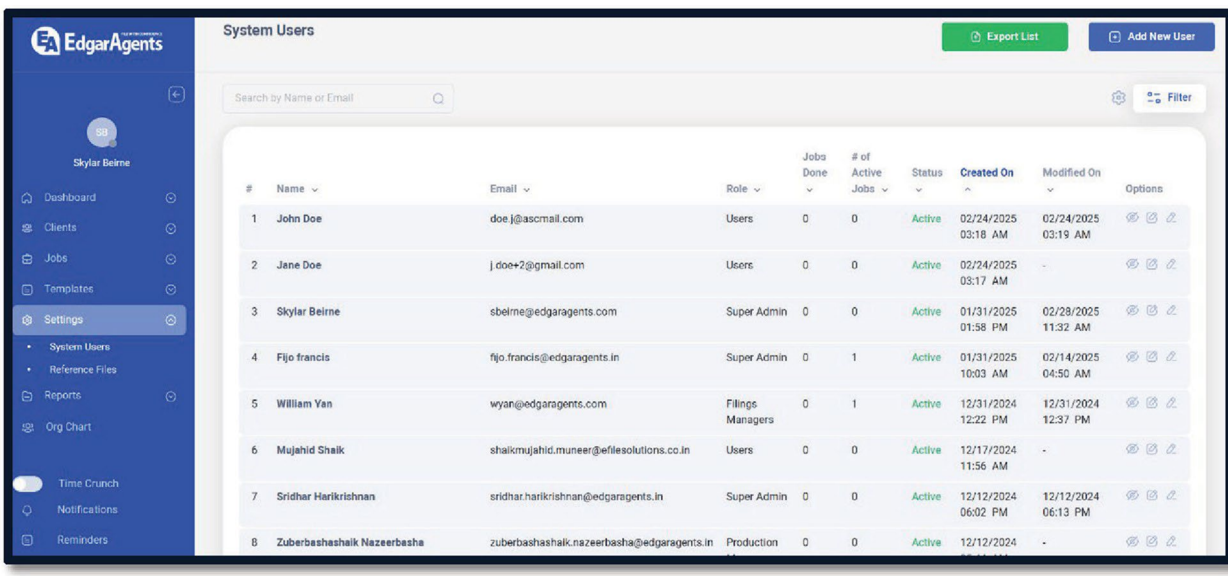
9. User Profiles

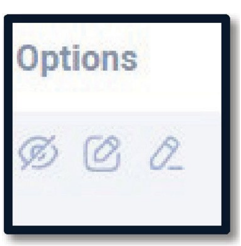
9.1 User Profile

- You can access your editable profile by clicking on the face icon or your name. Here, you can change name or password, update contact info, and find email templates.

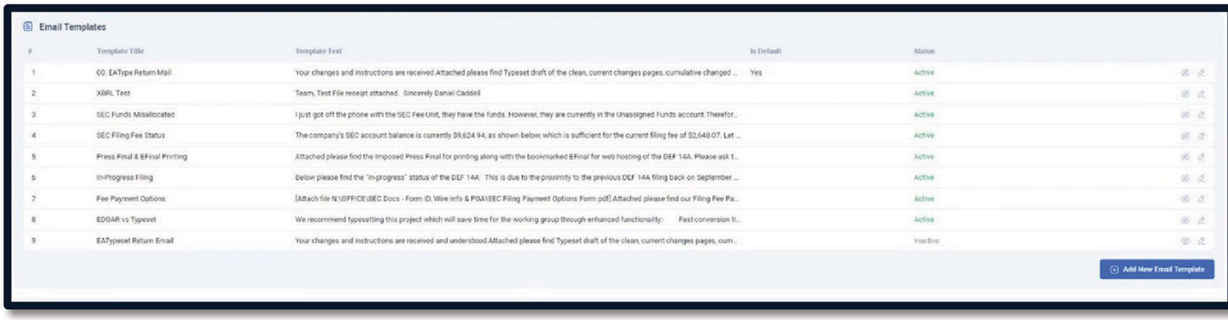


- The pencil icon on the users list icon enables editing on a user profile.





- Your personal email templates are kept on the user profile.

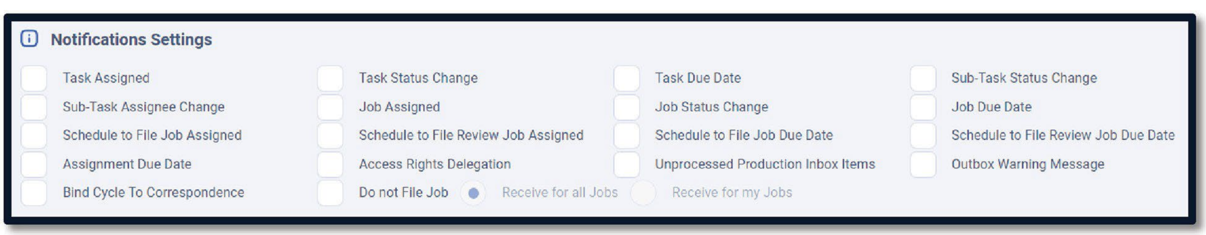


Email Templates

#	Template Title	Template Text	Is Default	Status
1	00. EAType Return Mail	Your changes and instructions are received.Attached please find Typeset draft of the clean, current changes pages, cumulative changed ...	Yes	Active
2	XBRL Test	Team, Test File receipt attached. Sincerely Daniel Caddell		Active
3	SEC Funds Misallocated	I just got off the phone with the SEC Fee Unit, they have the funds. However, they are currently in the Unassigned Funds account. Therefor...		Active
4	SEC Filing Fee Status	The company's SEC account balance is currently $9,624.94, as shown below, which is sufficient for the current filing fee of $2,648.07. Let ...		Active
5	Press Final & EFinal Printing	Attached please find the Imposed Press Final for printing along with the bookmarked EFinal for web hosting of the DEF 14A. Please ask t...		Active
6	In-Progress Filing	Below please find the "in-progress" status of the DEF 14A: This is due to the proximity to the previous DEF 14A filing back on September ...		Active
7	Fee Payment Options	[Attach file N:\OFFICE\SEC Docs - Form ID, Wire Info & POA\SEC Filing Payment Options Form.pdf] Attached please find our Filing Fee Pa...		Active
8	EDGAR vs Typeset	We recommend typesetting this project which will save time for the working group through enhanced functionality: Fast conversion ti...		Active
9	EATypeset Return Email	Your changes and instructions are received and understood.Attached please find Typeset draft of the clean, current changes pages, cum...		Inactive

Add New Email Template

- Notification settings are tailored based on what you're doing in the system.
- Task assigned notifications are sent to your email address, and you will receive an in-app notification if you get assigned a task.
- You will be alerted if:
    - A task status changes.
    - The due time/date are changed.
    - You are assigned a job.
    - The job status changes.
    - The assignment due date changes.
    - The schedule file job due date changes.
- Access rights delegation: If someone is delegating role to you, you get a notification.
- The unprocessed production inbox item notification lets people know there are emails that have not been addressed.
- The outbox warning message alerts you that emails are getting stuck in the outbox.
- "Bind cycle to correspondence" is for a team lead to be notified when new mail comes in regarding a job/task.
- Do not file job if a client has the "do not file" checkbox selected on their profile, if we make a job for the client, or if we receive an email that they should not file or the job was created by mistake.



- Filter by all jobs or just your jobs.
- The views for a job are "job task view," "job split view," "show all," and "collapse all."
- Show department tasks based on income types.
    - Three billing categories: typeset, mutual fund, and service.
- Click "cancel" if you don't want to save changes or click "save" to save changes.

9.2 System users

The production managers can access the system users list. Production managers have a high level of various accesses, such as creating a job, adding departments, closing jobs/task, and assigning jobs/tasks to others.

Type in a username to view a system user.

Organizational information:

- Role
- Who you report to
- Office/department
- Organization
- Employee ID (for India team only)
- There are only 4 emails you can send from in the system: filings@edgaragents.com, funds@edgargaents.com, print@edgaragents.com, and accounting1@edgaragents.com
- Email templates
- Notifications
- View
- Task competencies: you would only have items that you are responsible for. This is monitored by managers and team leads based on each user's proficiency.
- Subtasks: you are able to pick up items you are proficient in.
- Delegate access
- Default settings
- Work shift
- Current year
- Days off
- Reference File List

9.3 Sales Representatives

Sale Representatives are the main correspondence between a client and EA. To add a Sales Representative to a job, you will need the following information:

- Sales Representative name.
- Do you want them to be copied on every email they are a Sales Representative on? Y/N?
- Contact information.
- Notes for Sales Representative.

Someone can only be assigned a Sales Representative on a job if they are the Sales Representative for a client at the time the job was created.

NOTE: You can create a Sales Representative from someone already in the system.

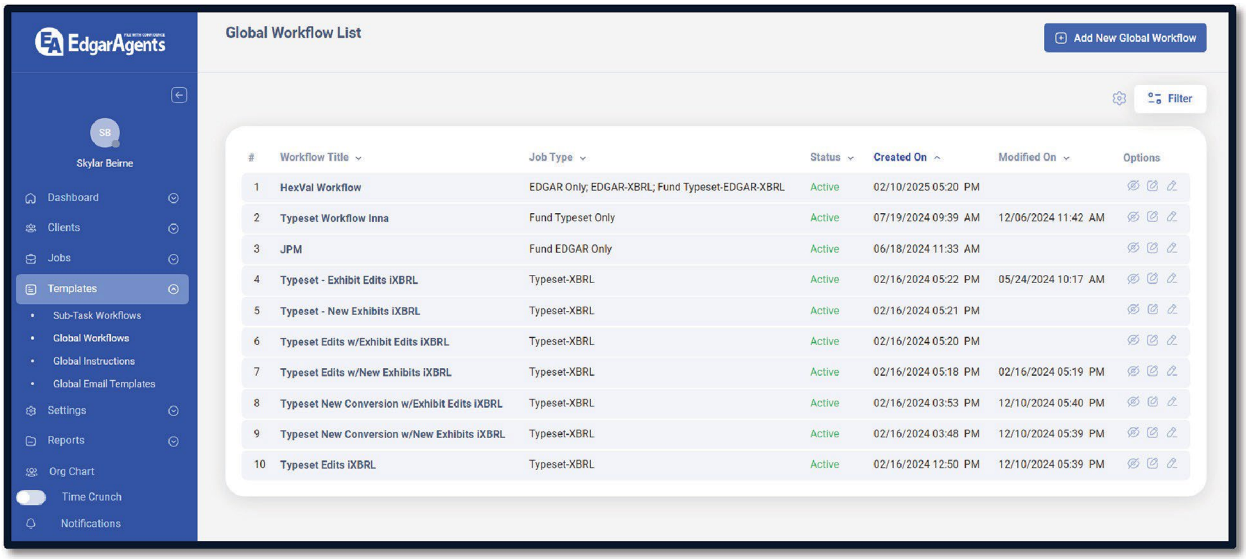
9.4 Clients

A "client" is defined as the company for whom you are filing for. You will need the following information to add a client:

- Client name
- CIK
- CCC
- Password
- Passphrase
- Contact information
- Address of company
- Website (if applicable)
- Client Sales Representative
  - Accounting can add a new Sales Representative.
  - Clients can have multiple Sales Representatives.
- Commission amount/percentage (Accounting only)
- Client instructions
- Default settings for client
- Do not file (only applicable if the client does not want to file).

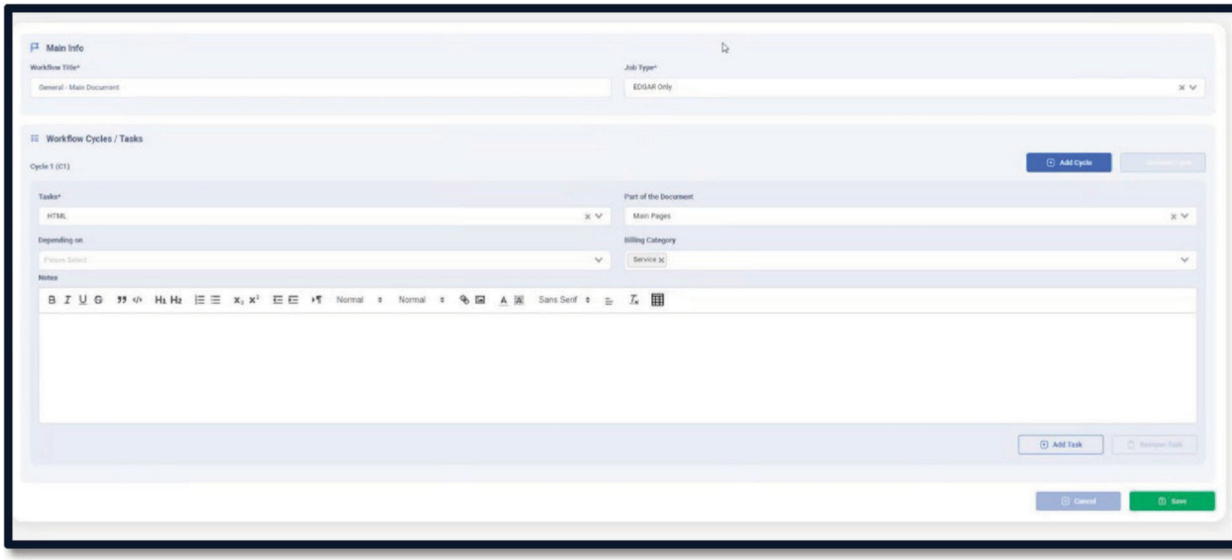
10. Workflows

Workflows can be found from the Templates tab. Workflows allow work to be set up ahead of time and can be chosen to best reflect the work that has to be done.



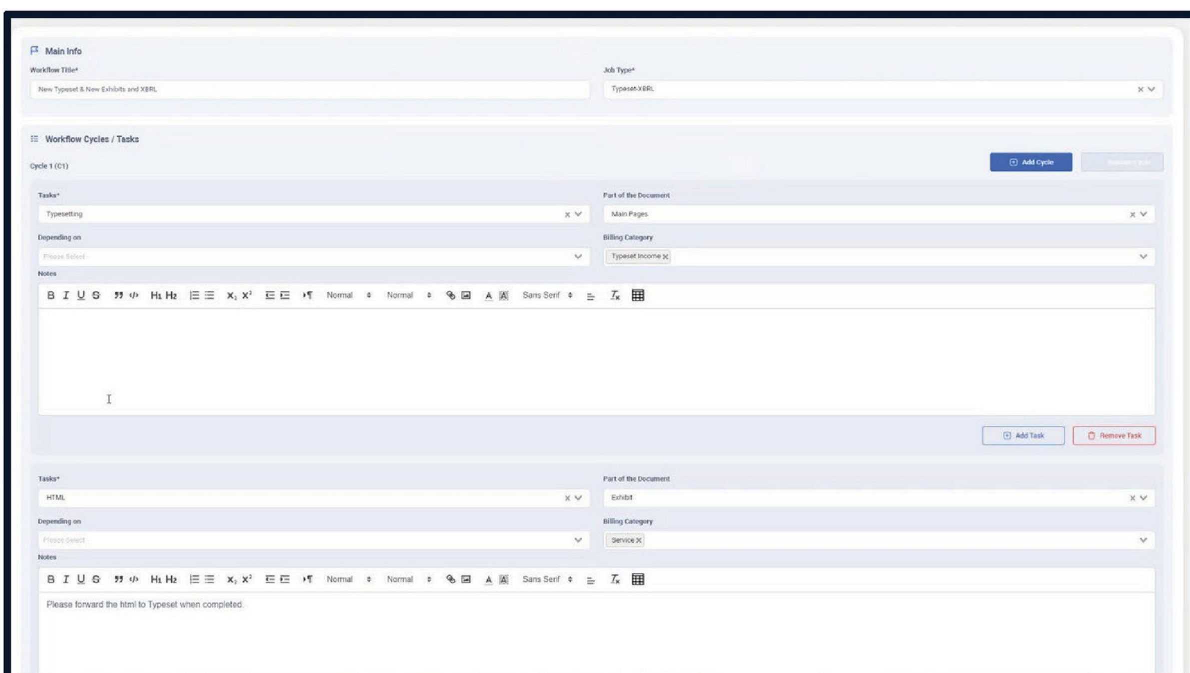
A simple workflow requires the following information:

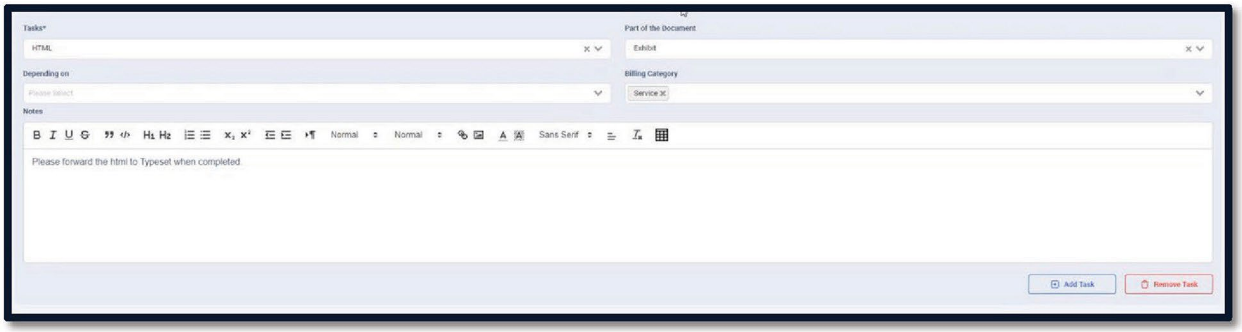
- Name
- Job type (you can only choose one job type)
- HTML
- Task name
- What part of the document is being worked on
- Notes
- Finish or save



A more complicated workflow would require the following:

- HTML as a task
- Task type is defaulted to main pages
- Set billing category
- Default notes
- Hyperlinking — HTML file name must be sent to the team (dependency)
- Add tasks in the middle





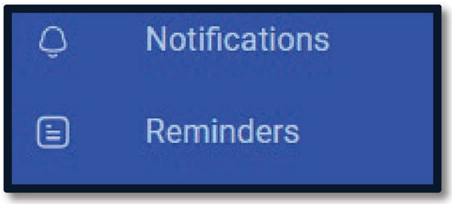
Sub-tasking workflows:

- Need to add to multiple job types.
- Are restricted by job type and task type.

Once a workflow is set up, the information is automatically input.

11. Notifications and Reminders

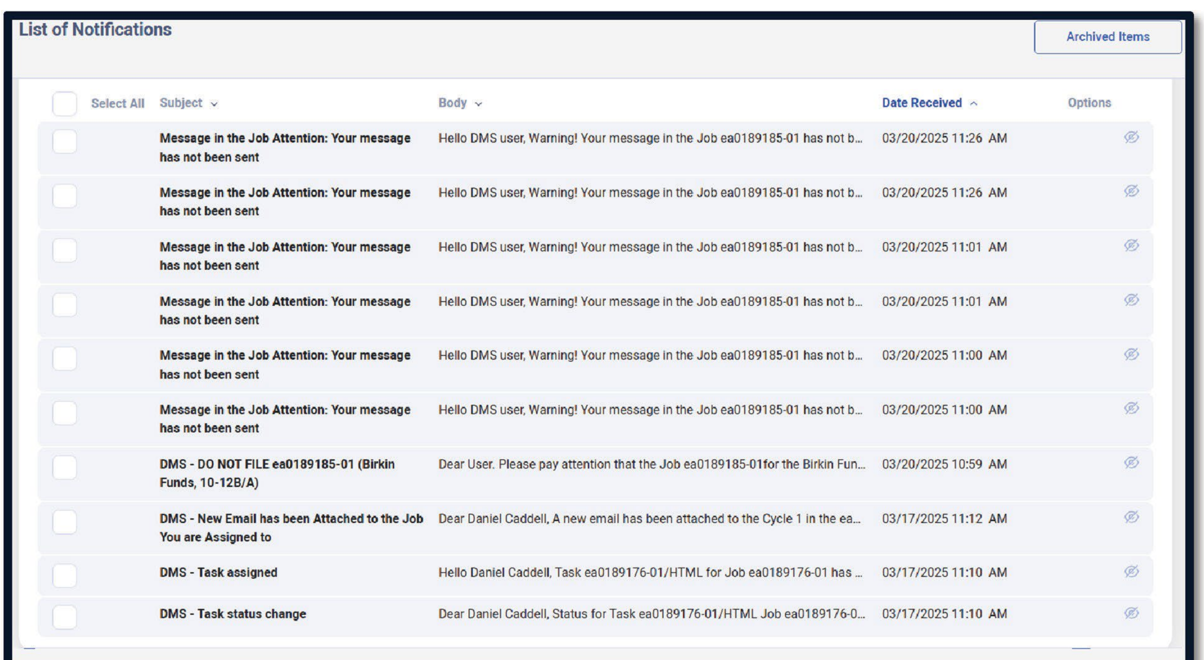
Notifications and reminders can be found at the bottom of the left-side panel on the DMS site.



11.1 Notifications

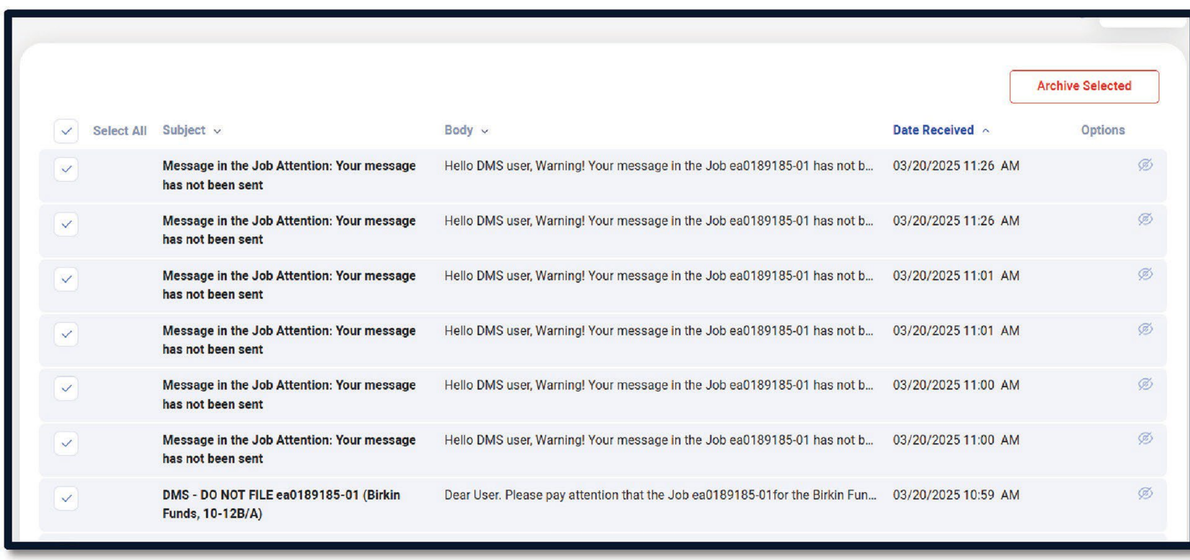
- The notifications settings can be accessed from your user profile.

- In the notifications panel, you will see all the notifications based on your selected settings.



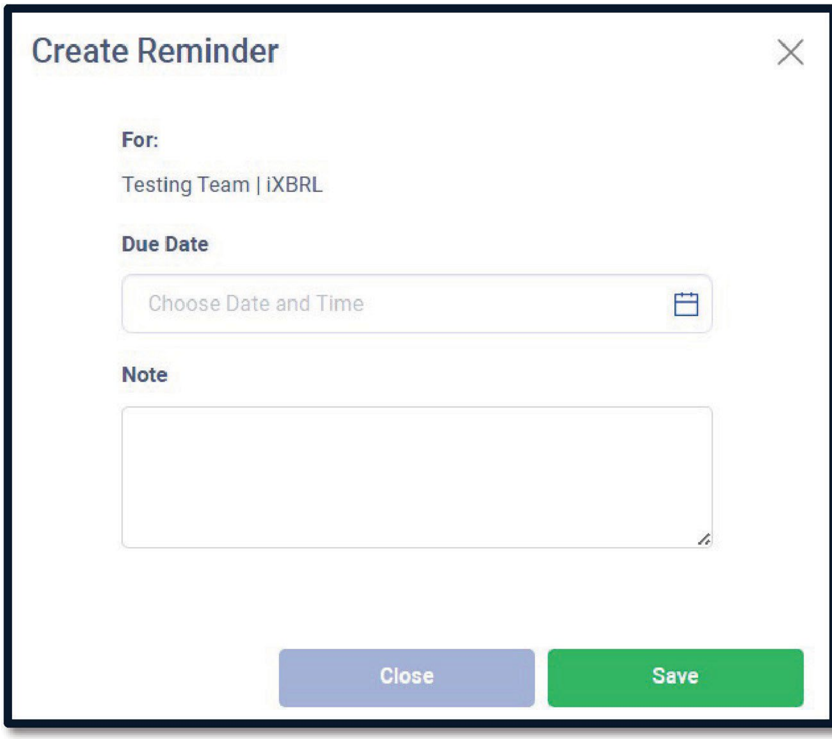
- You can filter notifications by:
    - Search by Subject or Body Text
    - Assigned to
    - Received Date
    - Date From
    - Date To
    - My Notifications (for delegating access)
    - Show Unread

- Click the checkbox to select a notification or click “Select All” to select all notifications. “Archive Selected” will become an option when selecting a notification.



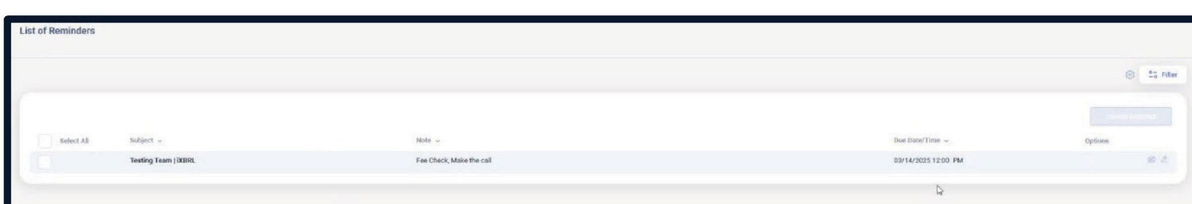
11.2 Reminders

- Reminders can only be set from the production inbox. Click on the bell icon to set a reminder.
  - Choose a date and time for your reminder.
  - Add a note to include additional information.

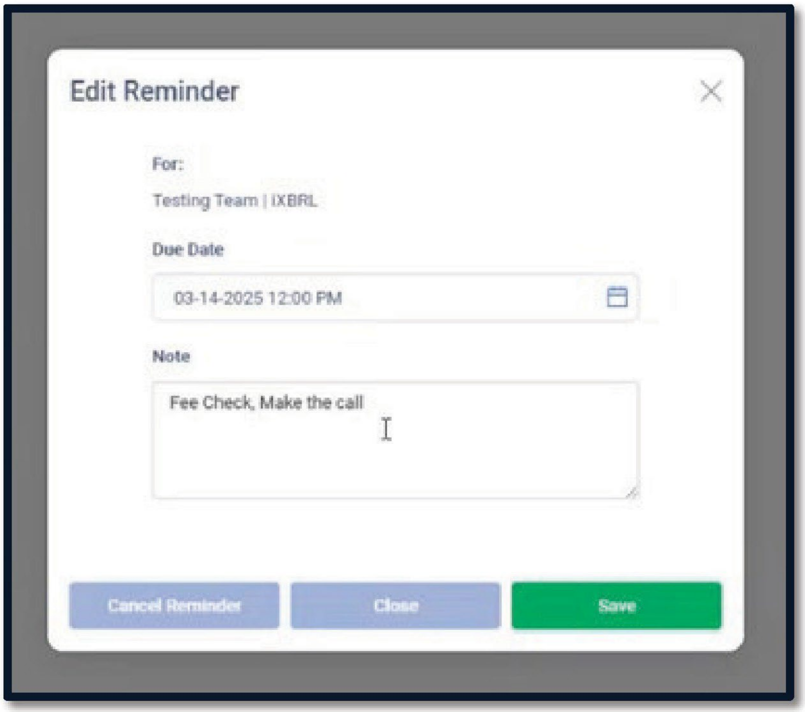


- The bell icon will appear red once a reminder is set.

- The item you set a reminder for will appear in the reminders tab.



- You can edit or cancel the reminder from the reminders tab.



- If you have a batch of reminders, you can “Select All” and cancel the selected.