

# **ERE SUBMISSION INQUIRY (SI) HELP GUIDE**



**October 2015**

# Electronic Records Express (ERE): Submission Inquiry

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# Electronic Records Express (ERE): Submission Inquiry

## 1.0 Overview

The ERE Submission Inquiry (SI) application has been designed to provide submission tracking information for the ERE (Electronic Records Express) application for ERE internal users. The application allows authorized users to view the status of submissions.

Users have the ability to select from multiple search criteria: Tracking Number, RQID (Request ID), Claimant SSN, Sender/User ID, Application Type, Date Range, Site Code, User ID, Submission Status, and Original Filename.

The roles needed to access ERE SI Help Guide:

- ERE Administrator
- Regional Administrator
- Sponsor

The purpose of this document is to guide ERE SI users in how to perform and view a search submission. The help guide contains information about:

- General System Information/Recommendations
- SI Screens
- Support Information
- Application Type List
- Submission Status Codes
- File Status Codes

### 1.1 Introduction

The SI application is comprised of the following pages:

- **Search** Screen
- **Results** Screen
- **Details** Screen
  - **Submission Details -Main Results** Screen
  - **Submission Details-Secure Messaging** Screen
  - **Submission Details-Secure Messaging Purged Submissions** Screen

### 1.2 General System Information/Recommendations

#### 1.2.1 Internet Browser

There is no user browser detection in the application. (Since browser support is inconsistent for some web-based technologies, browser detection is commonly used to optimize browser performance.)

## Electronic Records Express (ERE): Submission Inquiry

Users must have JavaScript enabled to ensure all search features are fully functional.

### *1.2.2 System Time Out*

The SI application will have “time out” functionality after 30 minutes of inactivity. If a user returns to the SI application after 30 minutes of inactivity and does not extend the time, the user will be routed to the ERE Login page and previously selected search criteria will revert to the default selections.

### *1.2.3 Optimal Viewing*

For optimal viewing, it is recommended that users set their screen resolution to 1024 x 768.

*Note: The minimum screen resolution is 800x600.*

### *1.2.4 Application Screen Buttons*

The browser buttons should not be used to navigate through the SI application screens.

Users should only use the application screen buttons (e.g. **Search, Edit Search, New Search, ERE Home, Back to Search Results**) while in the SI application.

# Electronic Records Express (ERE): Submission Inquiry

## 2.0 SI Screens

### 2.1 Screen Navigation

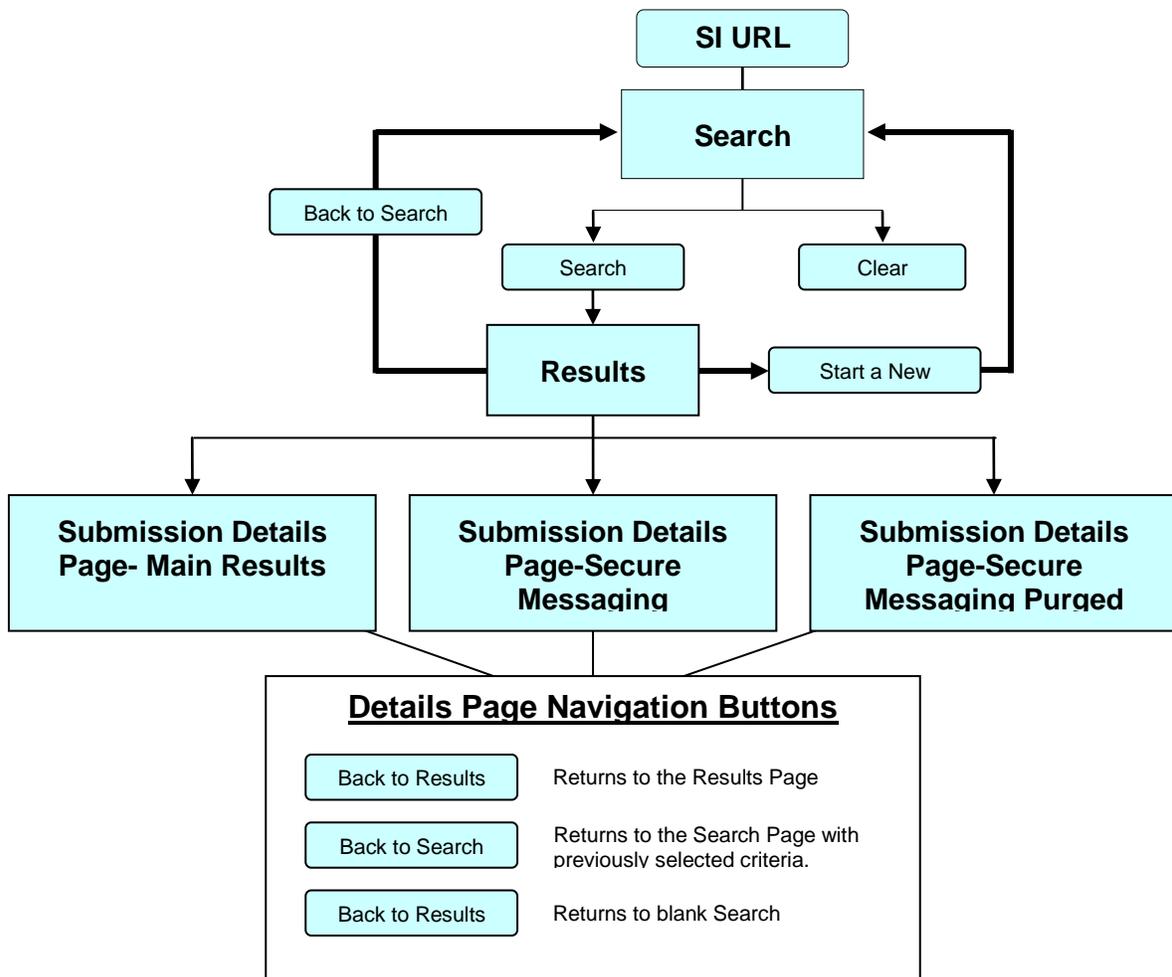
The figure below shows the navigation of the SI screens.

The user submits search criteria from the **Search** page, and receives the **Results** page when there is data that matches the submitted criteria.

To receive a more detailed view of a particular submission, the user can select a Tracking Number link from the **Results** page.

The link will send the user to the one of three **Submission Details** screens depending on where the submission information resides:

- **Submission Details Main Results** Screen,
- **Submission Details-Secure Messaging** Screen
- **Submission Details-Secure Messaging Purged Submissions** Screen



# Electronic Records Express (ERE): Submission Inquiry

Figure 1: SI Screen Pathing Chart

## 2.2 Submission Inquiry – Search

Once the user logs into SI, the **Search** page is displayed. The user enters search criteria on the **Search** page.

John Doe | Sign Out | Text Size | Accessibility Help

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### ERE: Submission Inquiry - Search

**Provide Search Criteria**  
ERE Web Service Submissions are NOT available in this search. Please go to [Customer Status Inquiry](#).  
Only Submissions sent within the past 180 days are available.

[User Resources](#)

**Search by:**

--  
Tracking Number  
RQID (Request ID)  
Claimant's SSN  
Advanced Search

**Date Range:**  
Date must be within the last 180 days.  
Start (mm/dd/yyyy) to End (mm/dd/yyyy)  
01/22/2015

**Time of Submission:**  
All times are ET.  
Start End  
12:00 AM 11:59 PM

**Site Code (optional):**

**Sender ID/User ID (optional):**

**Submission Status (optional):**

**Original Filename (optional):**  
All or part of the name.

**Search** | [ERE Home](#)

Figure 2: SI Search Screen

### 2.2.1 Submission Inquiry – Search Fields

The user can submit a search request after one or more of the following criteria have been entered:

- Tracking number
- RQID (Request ID)
- Claimant SSN
- Application Type
- Date Range

## Electronic Records Express (ERE): Submission Inquiry

- Time of Submission
- Site Code
- Sender ID/User ID
- Submission Status
- Original Filename

### 2.2.2 ERE SI Fields – Descriptions

*Note: If a search returns too many records, no results are displayed. A screen will appear notifying the user that they must narrow their search criteria. If the Tracking Number, RQID or the SSN is **not** used for a search, please use the following fields to narrow your search criteria.*

- **Tracking Number:** The Tracking Number-is a unique number assigned to a submission. This field is case sensitive.
- **RQID (Request ID):** The RQID field is a case sensitive field. The Request ID is located on the request\_letter, near the barcode.

Request ID is not available for responses submitted through bulk means (i.e. through Web Services, Send CE with Scanned Signature, or Group Files).

- **Claimant SSN:** Searches may be made by entering the claimant’s Social Security Number.
- **Application Type:** The type of ERE application such as:
  - All ERE Website (default)
  - Individual Medical Evidence Request (EREMER)
  - Consultative Exam (ERECE)
  - Secure Messaging (ERESM)

*Note: See Section 4.0 for all Application Type Values*

- **Date Range:** The user may search on date range in which they have to specify on the start and end date that is within the last 180 days.
- **Time of Submission** The user may search using the time of submission in which they have to specify on the start and end time.
- **Site Code:** The user may search using a site code.
- **Sender ID/User ID:** A unique identifier for the person who made the submission. This field is case sensitive.
- **Submission Status:** A code that describes the status of the submission at a particular point in time. This field is case sensitive. Some status codes that may be useful in performing a search are listed in the chart below:

## Electronic Records Express (ERE): Submission Inquiry

Status Code	Description
END	The status when ERE has successfully finished processing the submission.
END_FL	The status when ERE processing fails.
CNTCTD	The status when a problem occurs with the user uploaded document and the user has been contacted by ERE Tech support to make a new submission.

*Note: See Section 5.0 for all submission status codes.*

- **Original Filename:** The originally uploaded file name, including its extension. This field is case sensitive.

### 2.2.3 Search Options/Criteria

The following chart outlines details on the available search query combinations.

SI Search Query Combinations		
Search Scenario	Required Data Elements	Optional Data Elements (Any combination with Required Data Elements)
<b>1</b>	Tracking Number <b>Note:</b> Once the user has entered this data all fields will become grayed out.	N/A
<b>2</b>	RQID <b>Note:</b> Once the user has entered this data all fields will become grayed out.	N/A
<b>3</b>	SSN <b>Note:</b> Once the user has entered this data all fields will become grayed out.	N/A
<b>4</b>	Application Type* + From Date and/or To Date	+ Sender ID/User ID + Submission Status + Original Filename + Associated Office Code
<b>5</b>	Sender ID/User ID + Application Type* + From Date and/or To Date	+ Submission Status + Original Filename + Associated Office Code
<b>6</b>	Site Code + Application Type* + From Date and/or To Date	+ Sender ID/User ID + Submission Status + Original Filename

## Electronic Records Express (ERE): Submission Inquiry

<b>7</b>	Submission Status + Application Type* + From Date and/or To Date	+ Sender ID/User ID + Original Filename + Associated Office Code
<b>8</b>	Original Filename + Application Type* + From Date and/or To Date	+ Sender ID/User ID + Submission Status + Associated Office Code

---

*\* The default Application Type is All ERE Website. The user may decide to use this default or make another selection as desired.*

## Electronic Records Express (ERE): Submission Inquiry

### 2.2.4 *Search Page Buttons and Navigation Links*

**Search:** Allows the user to search based on the criteria entered. If all relational edits pass, the database will be searched and all submissions matching the entered criteria will be displayed on the **Results** page.

**Sign Out:** Terminates the session and routes the user to the **Login** page.

**ERE Home:** Routes the user back to the ERE homepage

# Electronic Records Express (ERE): Submission Inquiry

## 2.3 Submission Inquiry – Results

The **Submission Inquiry Results** screen is displayed once the search process has been successfully completed.

A maximum of 25 submissions displayed per page. If there are more than 500 results, a screen will appear requesting that the user narrows their search criteria.

Please refer to Section 2.2.3 for ways to refine your search.

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### ERE: Submission Inquiry - Search Results

[User Resources](#)

**Search Results**

Display submissions from the past 180 days. Select the Tracking Number to view status.

Showing 1-25 of 315 << First < Prev 1 2 3 4 5 6 7 8 9 10 Next > Last >>

Tracking Number	Date	Time(ET)	Application Type	Status	Site Code	SSN (Last 4)	Sender ID	Sender Name
14B0894A97A47A30N	01/20/2015	01:22 PM	EREMER	END	T2A	1003	PRORKME1	
14B0917BFA93D448N	01/20/2015	03:45 PM	EREMER	END	S51	4323	PROTBCM1	
14B091E7EDCF5E2CN	01/20/2015	03:52 PM	EREMER	END	S36	2343	PROTBCM1	
14B1326516B2CC30N	01/22/2015	02:37 PM	EREMER	END	V19	6789	ADMSPEK1	
14B1331A6AEF1D2FN	01/22/2015	02:49 PM	EREMER	END	S01	6789	ADMSPEK1	
14B1331EC1990C26N	01/22/2015	02:50 PM	EREMER	END	S01	6789	ADMSPEK1	
14B1339C9B8089N	01/22/2015	02:58 PM	EREMER	END	V19	6789	ADMSPEK1	
14B0DF437E438F7AN	01/21/2015	02:24 PM	EREMER	END	S40	0000	ADMUAT01	
14B12E552CA78C88N	01/22/2015	01:26 PM	EREMER	END	S01	6789	ADMSPEK1	
14B12E71FB321BC5N	01/22/2015	01:28 PM	EREMER	END	X77	6789	ADMSPEK1	
14B12F1952CBA40DN	01/22/2015	01:39 PM	EREMER	END	S01	6789	ADMSPEK1	
14B12F27368AEB88N	01/22/2015	01:40 PM	EREMER	END	S01	6789	ADMSPEK1	
14B12F3FF2470A3CN	01/22/2015	01:42 PM	EREMER	END	S01	6789	ADMSPEK1	
14B12F43DFDA4AEN	01/22/2015	01:42 PM	EREMER	END	S01	6789	ADMSPEK1	
14B1317A29602803N	01/22/2015	02:21 PM	EREMER	END	V19	6789	ADMSPEK1	
14AF0213F3566116N	01/15/2015	07:25 PM	EREMER	END	S54	5345	QX3J27SG	
14AF374564D5F32EN	01/16/2015	10:54 AM	EREMER	END	S75	3443	PROCCCM1	
14AF37DC7AC5E17CN	01/16/2015	11:05 AM	EREMER	END	T2A	3423	PROCCCM1	
14AF43949C2BA88DN	01/16/2015	02:30 PM	EREMER	END	Y63	2332	PROCCCM1	
14AF4853D9C86C2AN	01/16/2015	03:53 PM	EREMER	END	T2A	3123	PROMCCC1	
14AF49B50465202BN	01/16/2015	04:17 PM	EREMER	END	S79	4234	PROMCCC1	
14AF49C9D7374449N	01/16/2015	04:18 PM	EREMER	END	S29	2342	PROMCCC1	
14AE8ED79D51352EN	01/14/2015	09:51 AM	EREMER	END	T21	7006	DREADM15	
14AE91AE1D4A6AA5N	01/14/2015	10:41 AM	EREMER	END_FL	X84	6456	PROCCCM1	
14AEE85E217B6841N	01/15/2015	11:55 AM	EREMER	END	X53	4234	PROCCCM1	

Showing 1-25 of 315 << First < Prev 1 2 3 4 5 6 7 8 9 10 Next > Last >>

[Edit Search](#) [New Search](#) [ERE Home](#)

Figure 3: SI Results screen

## Electronic Records Express (ERE): Submission Inquiry

### 2.3.1 *SI Result Fields*

The **Results** screen displays the following information about the submissions:

- **Tracking Number:** The Tracking Number is a unique number assigned to identify a submission.
- **Date:** The date the submission was downloaded to ERE.
- **Time (ET):** The time (Eastern Time) the submission was downloaded to ERE.
- **Application Type:** The type of ERE application, such as:
  - EREMER (Individual Medical Evidence Request)
  - ERECE (Consultative Exam)
  - ERESM (Secure Messaging)

*Note: See Section 4.0 for all Application Type values*

- **Status:** A value set that describes the current status of a submission.

*Note: See Section 5.0 for the description of each status code*

- **Site Code:** The Site Code related to the submission.
- **SSN (Last 4):** The last four digits of the Claimant Social Security Number related to the submission, if available.
- **Sender ID:** The User ID of the person who made the submission.
- **Sender Name:** The name of the user who made the submission..

### 2.3.2 *To Sort the Results List*

The SI application allows the user to sort the results information by column.

The user may select a column by clicking on the column header. Once a column has been selected, the user will see either an up or down arrow directly to the left of the column header link. By clicking again on the column header link, the direction of the arrow will change. The direction of the arrow indicates the sort order.

- An up arrow will be displayed if the column is being sorted in ascending order.
- A down arrow will be displayed if the column is being sorted in descending order (for date fields: most recent dates at bottom).

The column containing the last four digits of the SSN will be sorted in numerical order by the last 4 digits.

When the search outcome is multiple Results pages and a new sort is made, all results in **all** the pages will be impacted by the sort option. The screen will display the first page of the new sort.

When there are more than 25 submissions returned for a search query, number links starting with one (1) will display at the top of the table on the **Results** page. The numeric value(s) displayed indicates the total pages of results and can vary depending on the particular search result.

## **Electronic Records Express (ERE): Submission Inquiry**

Since there are a maximum of 25 submissions displayed per page, the numeric value indicates the total number of pages with matching query results. The selection of a particular number will send the user to that page of results.

## Electronic Records Express (ERE): Submission Inquiry

### 2.3.3 To View an Individual Result from the Results List

1. From the Submission Inquiry – **Results** screen, select the desired **Tracking Number** link with matching Date, Application Type, Submission Status, Last 4 of SSN, Sender ID and Sender Name information.
2. The **Submission Inquiry – Submission Details** screen is displayed.  
There are three types of Details screens:
  - **Submission Details – Main Results**
  - **Submission Details – Secure Messaging**
  - **Submission Details – Secure Messaging Purged Submissions**

### 2.3.4 To Exit the Results Screen

The **Results** screen has three types of buttons:

- **Sign Out:** Terminates the session and routes the user to the **Login** page.
- **Back to Search Results:** Takes the user to the **Search** page with the previously entered search criteria populated on the page.
- **New Search:** Takes the user to a blank version of the **Search** page where the user may enter a new set of search criteria.

## 2.4 Submission Inquiry – Submission Details

Depending on the Tracking Number selected on the **Results** screen and its corresponding Application Type, one of the three **Details** screens shown in the following subsections shall be displayed.

### 2.4.1 Submission Details – Main Results Screen

The **Submission Details – Main Results** screen displays the following submission information:

- Tracking Number
- RQID (Request ID)
- Application Type
- Submitted Date (Eastern Time)
- Current Status
- Site Code
- Routing Information
  - Values: PRINT, DMA, PRINT/DMA
- SSN (Last 4)
- Sender ID

# Electronic Records Express (ERE): Submission Inquiry

- Sender Name
- Number of Uploaded Files
  - Number of files uploaded with the submission. Files include comments, and electronic signature.

John Doe | [Sign Out](#) Text Size ▾ | [Accessibility Help](#)

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## ERE Submission Inquiry - Details

Tracking Number: **14ABA4AE5ED39D57N**      RQID (Request ID): **12333**      [? User Resources](#)

Application Type: **EREMER**      Current Status: **END**

Routing Information: **DMA**      SSN (Last 4): **3213**

Sender Name:      Site Code: **S02**

Sender ID: **DATTA002**      Number of User Uploaded Files: **4**

Submitted On: **01/05/2015 08:31 AM**

Assigned File Name	Original File Name	File Status	File Size	File Type	Error Messages
wasweb_14ABA4AE5ED39D57N_1_1_0_0.pdf	testdoc.pdf	END	8 KB	Inbound File	
wasweb_14ABA4AE5ED39D57N_1_2_0_0.txt	freeFormText.txt	END	205 bytes	Free Form Text	
tiffconcat_output_0_14ABA4AE5ED39D57N_2274782.tif		END	4 KB	Concatenated Tiff File	
edat.R150105.S0063012.DS020Z.zip		END	3 KB	DMA/Print Zip File	

[ERE Home](#)   [Back to Search Results](#)   [New Search](#)

**Figure 4:** SI Submission Details – Main Results Screen

## Electronic Records Express (ERE): Submission Inquiry

### 2.4.1.1 Submission Details – Main Results Screen Fields

The **Submission Details – Main Results** screen displays the following information about the associated files:

- **Assigned File Name:** The ERE internal processing name given for this file.
- **Original File Name:** The name of the originally uploaded file, including its extension.
- **File Status:** A value that describes the current status of a file.

*Note: See Section 5.0 for complete list of file status codes.*

- **File Size:** The size of the file in bytes.
- **File Type:** The internal file classification based on the user's submissions.

File Type	Description
FREETEXT	System-generated documents containing additional information entered by submitters
INBOUND	Files uploaded by submitters
PREPX	An Admin prepared the document and the Providers excluded it from the submission
PREPI	An Admin prepared the document and the Providers included it in the submission
ESIGN	System-generated documents created when providers select the check box to signify an electronic signature
NOREC	System-generated document indicating that no files were uploaded by the submitter
NOSHOW	System-generated document indicating that a claimant did not show up for his/her Consultative Exam
ZIPCHILD	Files within the submitted ZIP file
OUTBOUND	System-generated file for eFolder pilot
BTCHNAME	System-generated file that includes all the files uploaded by a submitter to Legacy System. This file will be prefixed with: veme.

- **Error Message:** This appears when an error occurs and the submission has failed or will fail. The error message displays the file status, then a colon, followed by system-generated error text (if any).

*Note: Please refer to Section 5.0 for details about the possible errors and status codes.*

# Electronic Records Express (ERE): Submission Inquiry

## 2.4.1.2 Navigation Button

The **Submission Details – Main Results** page has four types of navigation buttons:

- **Sign Out:** Terminates the session and routes the user to the **Login** page.
- **ERE Home:** Takes user back to ERE Home page
- **New Search:** Takes the user to a blank version of the **Search** page where the user can enter a new set of search criteria.
- **Back to Search Results:** Takes the user to the **Results** page.

## 2.4.2 Submission Details-Secure Messaging Screen

The **Submission Details - Secure Messaging** screen displays the following information about a submission:

- Tracking Number
- Application Type
- Submitted Date (Eastern Time)
- Current Status
- Sender ID
- Sender Name
- Number of User Uploaded Files

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### ERE Submission Inquiry - Details

Tracking Number: 14B093A051D06EDEN | Sender Name: Ravi Kirannnnnn Karnatiiiiiiiiiiiiii | [User Resources](#)

Application Type: ERESM | Sender ID: ADMINRK1

Submitted On: 01/20/2015 04:22 PM | Number of User Uploaded Files: 1

Current Status: END

Assigned File Name	Original File Name	File Status	File Size	File Type	Error Messages
wasweb_14B093A051D06EDEN_1_1_0_0.jpg	SSA_Map.jpg	END	747 KB	Inbound File	

[ERE Home](#) | [Back to Search Results](#) | [New Search](#)

**Figure 5:** SI Submission Details - Secure Messaging Screen

# Electronic Records Express (ERE): Submission Inquiry

## 2.4.2.1 Submission Details-Secure Messaging Screen Fields

The **Submission Details – Secure Messaging** screen displays the following information about the associated files:

- **Assigned File Name:** The ERE internal processing name given for this file.
- **Original File Name:** The name of the originally uploaded file, including its extension.
- **File Status:** A value that describes the current status of a file.  
*Note: See Section 5.0 for complete list of file status codes.*
- **File Size:** The size of the file in bytes.
- **File Type:** The internal file classification based on the user's submissions.
- **Error Messages:** The error message associated with the secure message.

## 2.4.2.2 Navigation Buttons

The **Submission Details - Secure Messaging** page has four types of navigation buttons:

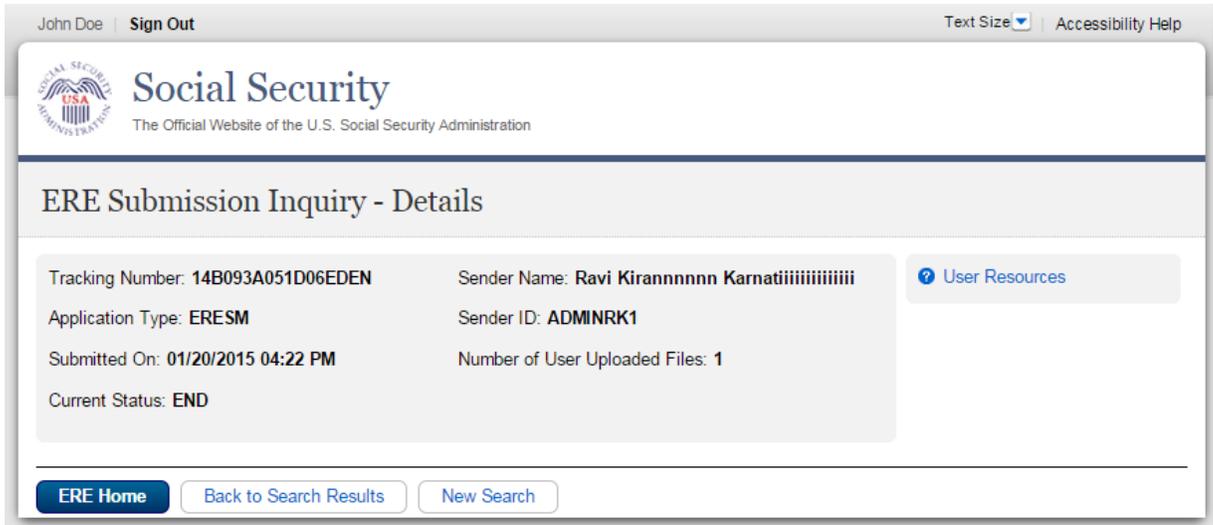
- **Sign Out:** Terminates the session and routes the user to the **Login** page.
- **ERE Home:** Takes user back to ERE Home page
- **Start a New Search:** Takes the user to a blank version of the **Search** page where the user can enter a new set of search criteria.
- **Back to Search Results:** Takes the user to the **Results** page.

## 2.4.3 Submission Details – Secure Messaging Purged Submissions Screen

The **Submission Details – Secure Messaging Purged Submissions** screen is displayed for any Secure Message (associated with the Tracking Number selected) that has been purged from the system after exceeding its expiration date, but the record exists as displayed on the screen. The screen displays the following information about a submission:

- Tracking Number
- Application Type
- Submitted Date (Eastern Time)
- Current Status
- Sender ID
- Sender Name

# Electronic Records Express (ERE): Submission Inquiry



**Figure 6:** SI Submission Details – Secure Messaging Purged Submissions Screen

The **Submission Details– Secure Messaging Purged Submissions** page has four types of navigational buttons:

- **Sign Out:** Terminates the session and routes the user to the **Login** page.
- **ERE Home:** Takes user back to ERE Home page
- **Start a New Search:** Takes the user to a blank version of the **Search** page where the user can enter a new set of search criteria.
- **Back to Search Results:** Takes the user to the **Results** page.

## 3.0 Support Information

After a submission is processed, one of the following submission status codes may be displayed on the result and detail screens.

- **END:** The submission was successful.
- **END\_FL:** If you see this status code for the first time, please note that the submission is being reviewed and allow some time before contacting ERE Tech Support.
- **CNTCTD:** Tech support has contacted the user to make a new submission.

*Note: Any status codes other than those listed above mean the request is still being processed.*

This guide explains all major technical details of the SI application. If you are experiencing application related problems, please contact tech support by e-mail: [EETechSupport@ssa.gov](mailto:EETechSupport@ssa.gov)

## Electronic Records Express (ERE): Submission Inquiry

### 4.0 ERE Application Type List

Below is the Application Type drop-down list as shown from the SI Search screen. The default is ERE WEBSITE.

Application	Description
All ERE Website	All submissions made through ERE Web Site application. (This does not include ERE Web Services)
EREACENS	Allows a CE Admin to submit a No Show CE report in response to an electronic request.
ERECE	A report uploaded after a requested medical exam has been performed by a medical provider (i.e., Providers). The provider must electronically sign the report
ERECEAP	Allows a CE Admin staff to prepare a CE report on behalf of a CE Provider in response to a non-electronic request.
ERECEAS	Allows a CE Provider to submit a CE report that was prepared by a CE Admin staff in response to a non-electronic request.
ERECENS	A Report uploaded indicating that a Consultative Exam was not done and provides an explanation
ERECSS	Allows a CE Provider to send a CE report with scanned signatures for multiple requests
ERECSPC	Allows a CE Billing Clerk on behalf of the CE Provider to submit a payment request. This function is available for a non-electronic request
ERECSPM	Allows a MER Billing Clerk on behalf of a MER Provider to submit a payment request. This function is available for a non-electronic request
ERECU	Allows a user to securely send a message with file attachments to ODAR office
EREDCENS	Allows a CE Provider to submit a No Show CE report in response to an electronic request.
EREECE	Allows a CE Provider to submit a CE reports in response to an electronic request.
EREECEAP	Allows a CE Admin staff to prepare a CE report on behalf of a CE Provider in response to an electronic request.
EREECEAS	Allows a CE Providers to submit the report that was prepared by a CE Admin staff in response to an electronic request.
EREECSPC	Allows a CE Billing Clerk on behalf of a CE Provider to submit a payment request. This function is available for an electronic request
EREECSPM	Allows a MER Billing Clerk on behalf of a MER Provider to submit payment requests. This function is available for an electronic request.
EREEFLDR	Allows an authorized representative to download packaged files from a claimant's Electronic Folder.
EREEFMER	Allows an authorized representative to upload individual medical evidence when

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Application	Description
	viewing a claimant's Electronic Folder.
EREEMER	Allows a MER Provider to submit an individual's medical evidence in response for electronic request.
EREEMER	Allows a CE Provider with Billing role to submit a payment request. This function is available for an electronic request.
EREEMER	Allows a MER Provider with Billing role to submit a payment request. This function is available for an electronic request.
EREEMER	Allows a user to send medical evidence from multiple request at once
EREEMER	Allows a user to send individual medical evidence and enter required information from a request letter
EREEMER	Allows a CE Provider with Billing role to submit a payment request. This function is available for a non-electronic request
EREEMER	Allows a MER Provider with Billing role to submit a payment request. This function is available for a non-electronic request
EREEMER	Allows ERE users to send messages through the secure web site.
EREEMER	Allows high volume business partners to upload and submit electronic medical evidence to SSA via the internet.

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### 5.0 Submission Status Codes

Status Code	Description
CNTCTD	The submission's status when a problem occurs with the original submission and the user has been contacted by ERE Tech Support to make a new submission.
END	The submission's status in the event of a successful and error-free submission and the file is ready to be picked up.
END_FL	The submission's status in the event of an unsuccessful submission (due to a file or system error).
RJ_FTEND	The submission's status when one or more of its file: <ul style="list-style-type: none"> <li>a. is of zero-byte size</li> <li>b. exceeds the maximum allowable size</li> <li>c. is a rejected zip file</li> </ul>
ADDPR	The submission's status when all of the submission's prepared files are successfully retrieved from the system.
ADDPR_FL	The submission's status when one or more of the submission's prepared files could not be retrieved from the system.
ADDPR_NO	The submission's status when the submission does not have any prepared files.
CDACK	The submission's status when an acknowledgement is received from the FECS server indicating that the FECS server has successfully received the submission and all associated files from ERE. <b>Note:</b> This Status Code will be replaced by FECS_FL for submissions processes after the conversion to cyberfusion.
CDACK_FL	The submission's status when an acknowledgement is received from the FECS server indicating that one or more files in the submission could not be received (due to a file or system error). <b>Note:</b> This Status Code will be replaced by FECS_FL for submissions processes after the conversion to cyberfusion.
FECS	The submission's status when an acknowledgement is received from the FECS server indicating that the FECS server has successfully received the submission and all associated files from ERE.
FECS_FL	The submission's status when an acknowledgement is received from the FECS server indicating that one or more files in the submission could not be received (due to a file or system error).
INI_REQ	A submission's initial status following the request for a Tracking number and prior to the saving of any file included with the submission.
PKG	The submission's status when the submission's uploaded files are successfully packaged.
PKG_FL	The submission's status when one or more of the submission's files could not be packaged (due to a file or system error).
PKG_NO	The submission's status when the submission's file(s) do not need to be packaged.

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Status Code	Description
PREP	The submission's status for a submission that is prepared by the Administrative staff and the submission and all associated files are successfully saved to the system.
PREP_FL	The submission's status for a submission that is prepared by the Administrative staff could not be saved.
PREP_NO	The submission's status when the submission's prepared uploaded file(s) do not need to be saved (due to a file or system error).
purged	The submission's status when the secure message associated with the given Tracking number is purged from the system.
RSTRT	The submission's status when the submission has been manually restarted by ERE Tech Support because the initial submission failed (due to system error).
RSTRT_FL	The submission's status when the submission was manually restarted and it cannot start the internal system processing.
RTRV	The submission's status when the system has finished retrieving the documents requested by an appointed representative.
RTRV_FL	The submission's status when the documents requested by an appointed representative could not be retrieved.
RTRV_ST	The submission's status when the internal system processing starts to retrieve the documents requested by an appointed representative.
SAVED	If there are file(s) attached to the submission, the submission's status is set to this value once all of the file(s) included with the submission have been successfully saved.
SEND_FL	The submission's status when one or more of the submission's files could not be sent (due to a file or system error).
SEND_NO	The submission's status when submission's file(s) do not need to be sent.
SEND_ST	The submission's status when the submission starts sending files.
SENT	The submission's status when the submission's files are successfully sent.
STRT	The submission's status when the internal system processing has started for this submission.
STRT_FL	The submission's status when it cannot start the internal system processing.
TCNCT	The submission's status when all of the submission's uploaded tiff files are concatenated successfully.
TCNCT_FL	The submission's status when one or more of the submission's uploaded tiff files could not be concatenated (due to a file or system error).
TCNCT_NO	The submission's status when the submission's uploaded tiff file(s) do not need to be concatenated.
TCONV	The submission's status when all of the submission's uploaded files are successfully converted into tiff format.
TCONV_FL	The submission's status when one or more of the submission's uploaded files could

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Status Code	Description
	not be converted into tiff format (due to a file or system error).
TCONV_NO	The submission's status when none of the submission's uploaded files are converted into tiff format.
TCONV_ST	The submission's status when the submission starts the internal process of converting submitted files into tiff format.
UNZIP_FL	The submission's status when one or more of the submission's uploaded zip files, if any, are not successfully unzipped (due to a file or system error).
UNZIP_NO	The submission's status when none of the submission's uploaded files are zip files.
UNZIPPED	The submission's status when all of the submission's uploaded zip files, if any, are successfully unzipped.
V_SKN_FL	The submission's status when one or more of the uploaded files in the submission fail the virus scan (i.e. has a virus) or the submission could not complete the virus scan process (due to a system error).
VIRS_SKN	The submission's status when all uploaded files in the submission successfully pass the virus scan (i.e. have no virus).
FICNT	The submission's status when the submitted file: <ul style="list-style-type: none"> <li>a. has a valid zip extension</li> <li>b. contains files of type tiff or xml</li> <li>c. has less than 65 tiff files</li> <li>d. has exactly one xml file</li> <li>e. has no zero-byte file size.</li> </ul>
TXN_RDY	The submission's status fields are set to these values when the EFI transaction is ready to be sent to Legacy System.

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### 6.0 File Status Codes

Status Code	Codes in Error Message field	Description
XXXX_FL	SYS_FL TRKDB_FL	Any status ending with “_FL” (e.g. XXXX_FL) can have any of these two codes in the Error Message field indicating that a system error has occurred.
ADDPR		A prepared file’s status when it is successfully retrieved from the system.
ADDPR_FL		A prepared file’s status when it could not be retrieved due to a file error.
ADDPR_NO		A prepared file’s status when it does not need to be retrieved.
PKG		A file’s status when it is successfully renamed during packaging.
PKG_FL	FAIL	A file’s status when it could not be packaged due to a file-error.
PREP		A status for a file prepared by the Consultative Examination Administrator that is successfully saved.
PREP_FL	FAIL	A status for a file prepared by the Consultative Examination Administrator that could not be successfully saved (due to a file error).
RJ_ETYFL		A file’s status when it is rejected for having a zero-byte size or when one or more files are rejected for having a zero-byte size and neither the submission nor any file within the submission is rejected for exceeding the maximum allowable submission size.  (Example: Submission A has 3 files. File 1 has no errors, File 2 is zero byte and File 3 has no errors. Each file would have the status RJ_ETYFL and the submission does not exceed the maximum allowable submission size).
RJ_MAXFL		A file’s status when it is rejected for exceeding the maximum allowable size. All files (except zero byte files, and rejected zip files) in a submission will have their file status set to RJ_MAXFL when one or more individual files cause a submission to exceed the maximum allowable submission size.  (Example: Submission A has 3 files. File 1 has no errors, File 2 is zero byte and File 3 caused the submission to exceed the maximum allowable submission size. File 1 and File 3 shall have their file status set to RJ_MAXFL. File 2 shall have its file status set to RJ_ETYFL.)

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Status Code	Codes in Error Message field	Description
RJ_ZIPFL		<p>A zip file's status when it is rejected for having at least one of the following errors:</p> <ol style="list-style-type: none"> <li>a. The file has a .zip extension but is not a zip file</li> <li>b. The zip file size is greater than zero-bytes, but does not contain any files.</li> <li>c. The zip file size is greater than zero-bytes, but the files that are within the zip file are of zero-byte size.</li> <li>d. The zip file has a directory depth greater than five.</li> <li>e. The zip file contains at least one file with an unaccepted extension.</li> </ol> <p>In addition, all files in a submission will have their file status set to RJ_ZIPFL when one or more files are rejected for being a rejected zip file and neither the submission nor any file within the submission is rejected for exceeding the maximum allowable submission size nor is any file rejected for having a zero-byte size.</p>
RSTRT_SV		The file's status when the submission is restarted.
SEND_FL	FAIL	A file's status when it could not be sent due to a file error.
SENT		A file's status when it is successfully sent.
SV_FILE		A file's status when all newly uploaded files for that submission are successfully saved.
TCNCT		A tiff file's status when it is successfully concatenated with other tiff files.
TCNCT_FL	PMISMATCH	A tiff file's status when it could not be concatenated with other tiff files due to a page mismatch.
TCNCT_FL	FAIL	A tiff file's status when it could not be concatenated with other tiff files for any file-error not mentioned above (this is the default failure status).
TCONV		A file's status when it is successfully converted into tiff format.
TCONV_FL	TYPFL	A file's status when it has a file extension error.
TCONV_FL	OUT_NF	A file's status when the output (tiff format) file is not found.
TCONV_FL	TIME_OUT	A file's status when it could not be converted into tiff format because it times out after one hour of processing.
TCONV_FL	OUTMVERR	A file's status when the output (tiff format) file cannot be moved to another folder for further processing.
TCONV_FL	TNFD	A status when the original file to be converted is not found.
TCONV_FL	PASSPROT	A file's status when it cannot be converted since it is password

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Status Code	Codes in Error Message field	Description
		protected.
TCONV_FL	FAIL	The default failure status for a file that could not be converted into tiff format (for any file-error not mentioned above).
TCONV_NO		A file's status when it does not need to be converted since it is already a tiff file.
UNZIP_FL	ETYFL	A file's status when the file, if it is a zip file, is not successfully unzipped since there are no files within the zip file.
UNZIP_FL	CFLE	A file's status when the file, if it is a zip file, is not successfully unzipped since one of the children files has an error.
UNZIP_FL	ETYFL	A file's status when it is removed from the zip file and found to have a byte size of 0.
UNZIP_FL	TYPFL	A file's status when it is removed from the zip file and found to have a file extension error. (For example: .dco instead of .doc)
UNZIP_FL	DIRFL	A file's status when it is found to be in a directory structure that is more than 5 levels deep. This status is only for a file that was extracted from a zip file.
UNZIP_FL	FAIL	A file's status when the file, if it is a zip file, is not successfully unzipped for any file-error not mentioned above (this is a default failure status).
UNZIP_NO		A file's status when the file is not a zip file and therefore is not unzipped.
UNZIP_SV		A file's status when it is successfully removed from the zip file.
UNZIPPED		A file's status when the file, if it is a zip file, is successfully unzipped.
V_SKN_FL	FAIL	A file's status when it fails the virus scan (i.e. has a virus).
VIRS_SKN		The file's status when it successfully passes the virus scan.

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## Access Keys

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button/Link	Access Key
User Resources	u

Other keyboard commands, hotkeys or access keys will vary based upon browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

**Note:** To use these keys select the “Alt” or “Ctrl” button on your keyboard and the access key simultaneously.

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