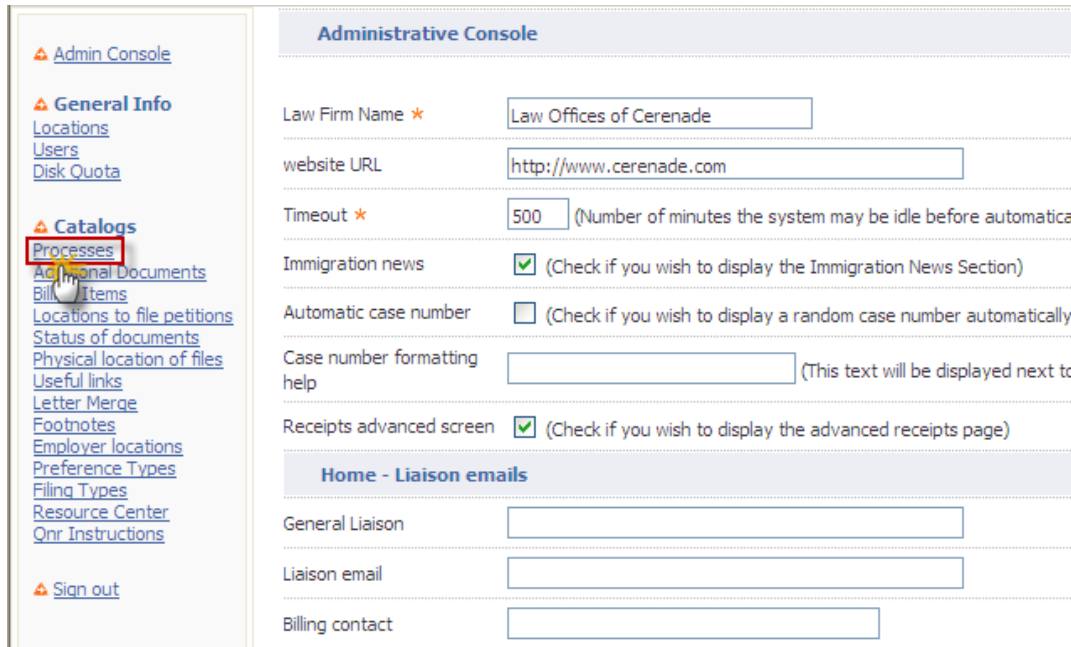


ADMIN CONSOLE – MANAGING PROCESSES

- 1) Log in to EIMMIGRATION with your ADMIN username/password.
- 2) Under **Catalogs** click on **Processes** link.



Administrative Console

Law Firm Name *

website URL

Timeout * (Number of minutes the system may be idle before automatical

Immigration news (Check if you wish to display the Immigration News Section)

Automatic case number (Check if you wish to display a random case number automatically)

Case number formatting (This text will be displayed next to help

Receipts advanced screen (Check if you wish to display the advanced receipts page)

Home - Liaison emails

General Liaison

Liaison email

Billing contact

Admin Console

General Info

[Locations](#)

[Users](#)

[Disk Quota](#)

Catalogs

Processes

[Additional Documents](#)

[Bill Items](#)

[Locations to file petitions](#)

[Status of documents](#)

[Physical location of files](#)

[Useful links](#)

[Letter Merge](#)

[Footnotes](#)

[Employer locations](#)

[Preference Types](#)

[Filing Types](#)

[Resource Center](#)













































































































[Qnr Instructions](#)

Sign out

3) In the “Processes window” you can do the following:

Home > Catalogs: Processes

A Add a process

| B Order | C Actions | Process Name | D Forms | E Documents | F Steps | G Questionnaire | H Letters | I Billing |
|----------------|---|-----------------------|---|---|---|---|---|---|
| 0 |    | TestH1 |  |  |  |  |  |  |
| 1 |    | test 2 |  |  |  |  |  |  |
| 1 |    | K-1 fiance test |  |  |  |  |  |  |
| 2 |    | Request for Documents |  |  |  |  |  |  |
| 5 |    | AR-11 |  |  |  |  |  |  |
| 6 |    | B USCIS |  |  |  |  |  |  |
| 7 |    | B-1 |  |  |  |  |  |  |
| 8 |    | B-2 |  |  |  |  |  |  |
| 9 |    | B-1 Extension |  |  |  |  |  |  |
| 10 |    | B-2 Extension |  |  |  |  |  |  |
| 11 |    | E-1 Trader USCIS |  |  |  |  |  |  |
| 12 |    | E-1 Trader Consulate |  |  |  |  |  |  |

A) Adding a new process to the system - Add a process by clicking the **Add a process** button. Enter the information and click **Add** button.

Home > Catalogs: Processes

Add a Process to the Catalog


Order # *

Process Name *

Description *

Add

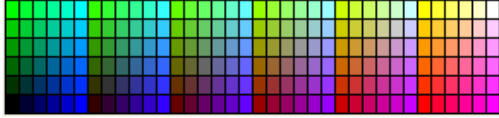
B) Change the order by which processes are listed by clicking on the **Order** link.


C) Change the name of the process by clicking on the  icon under **Actions**. Type the new name into the **Process Name** field. Click **Save Changes** button when done.

Home > Catalogs: Processes



Process Name *

Description *

Color 








Current color  #CC6600 New color



Save Changes Done

D) Add or Remove Forms - Click on the  icon next to the process name. To add a new form to the process click **Add Forms** button. To remove a form from the process, click on the  icon.

Home > Catalogs: Processes - Forms for TestH1













Add Forms Done



| Actions | Form Name | Form Description |
|---|--------------|--|
|  | AR-11 | ALIEN CHANGE OF ADDRESS CARD EXPIRES 09/30/11 [10/06/2008] |
|  | AR-11SR | ALIEN CHANGE OF ADDRESS CARD (SPECIAL REGISTRATION). EXPIRES 09/30/11 [10/06/2008] |
|  | ATTORNEY | ATTORNEY INFORMATION [] |
|  | CONTACT | CONTACT INFORMATION [] |
|  | DS-3035I.PDF | INSTRUCTIONS TO FORM DS-3035 [03-2005] |
|  | DS-3052 | NONIMMIGRANT V VISA APPLICATION. EXPIRES 11/30/2009 [12/2006] |
|  | DS-3035.PDF | INSTRUCTIONS TO FORM DS-3035 [03-2005] |

E) Add or Remove Documents - Click on the  icon next to the process name. To add a new document to the process, click **Add Document** button. To delete a document from the process, click on the  icon.



Home > Catalogs: Processes - Documents for B USCIS

Add Document Done

| Actions | Documents | Received From |
|---|--|---------------|
|   | Clear and legible copy of entire passport | Alien |
|   | Company letter or other supporting documentation including: reason for the extension request | Alien |
|   | Copy of I-94 Arrival/Departure Card | Alien |
|   | Copy of return airline tickets if available | Alien |
|   | Evidence of continued overseas employment and foreign residence: | Alien |
|   | I-134 Affidavit of support or other evidence of financial support | Alien |

F) Add or Remove Process Steps. Click on the  icon next to the process name. To add a new step to the process, click the **Add** button. To delete a step from the process, click the  icon.

Home > Catalogs: Processes - Steps for TestH1


| | | | | |
|-----------------------|---|-----------------------------------|-----------------|--------------------|
| Add | Done | Add default steps | | |
| Order | Actions | Process Steps | Max.days | Email alert |
| 1 |   | 111 | 30 | Yes |


G) Include or Exclude pages from questionnaire. Click on the  icon next to the process name. Select the Include or Exclude option and click **Save Changes** button.

Home > Catalogs: Processes - Questionnaire for E-2 Investor USCIS

[View Questionnaire in PDF Format \(All pages\)](#)




| Save Changes | Done | | | |
|---------------------|-----------------------------|--|---|----------------------|
| Page # | Description | | Include/Exclude | View page |
| 1 | Personal Information | | <input checked="" type="checkbox"/> | view |
| 2 | Current Addresses | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 3 | Status & Personal Documents | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 4 | Address History | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 5 | Employment History | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 6 | Marriage History | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 7 | Educational History | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 8 | Family Members | | <input type="radio"/> Include <input type="radio"/> Exclude | view |
| 9 | Attachments | | <input type="radio"/> Include <input type="radio"/> Exclude | view |



H) Add or Remove Letter Merge documents. Click on the  icon next to the process name. To add a Letter Merge document to a process, click on **Add** button.

Note: that you need to select from a list of pre-defined letter merge documents in the system. To delete a Letter Merge document from a process click on  icon.

Home > Catalogs: Letter Merge for TestH1






Add Done

| Actions | Letter Name |
|---|--------------------------------|
|  | Letter to Client |
|  | REQUEST FOR PERSONAL Info Only |
|  | Request for Documents |

I) Add or Remove Billing Item from the system. Click on the  icon under **Billing**. To add a billing item, click on **Add** button and to delete an existing billing item click on  icon.

Home > Catalogs: Processes - Billing Items for TestH1

Add Done

| Actions | Billing Item | Unit Cost |
|---|----------------------|------------|
|  | Consultancy per Hour | \$60.00 |
|  | FEDEX | \$12.00 |
|  | H1B filling | \$3,000.00 |
|  | Photocopy | \$15.00 |
|  | Telephone Consult | \$150.00 |

Related Articles:

Changing Processes Steps:

<http://www.cerenade.com/eimmigration/AdminConsoleChangingProcessSteps.pdf>

Managing Law Firm Location:

<http://www.cerenade.com/eimmigration/AdminConsoleLawFirmLocation.pdf>

For more information and articles, please visit www.eimmigration.com