

# **Information Collection Request, Review and Approval System**



## **Release Guide ICRAS 4.2**

*For System Upgrade  
Release Date: June 26, 2008*

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## I. Overview

ICRAS 4.2 was upgraded with enhancements and changes on June 26, 2008. This release introduces new functionality as described below. Updates to the User Manual will be posted to [www.paperworkreduction.gov](http://www.paperworkreduction.gov) as applicable; users experiencing issues regarding these changes should contact the ICRAS Support Team at [help@paperworkreduction.gov](mailto:help@paperworkreduction.gov).

## II. Release Notes

### A. Generic IC submission "Files" tab removed



Figure 1: Files Tab removed for Generic IC

The hyperlinks at the top of the page for Generic IC submissions are as follows: History Forms Submit. The "Files" hyperlink has been removed. For Generic IC's, documents must be placed in the Part 2 of the generic IC under either Instruments or Documents.

### B. Report Grand Totals

Grand Total: 975	370,606,241	107,397,099	2,664,938,129
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Figure 2: Grand Totals at the bottom of report

Grand totals can be found at the bottom of the Active Inventory, Submission, Expiring Inventory, and Pending reports

### C. Support for multiple OMB Control Number Series

ICRAS now supports having multiple OMB control number series such as EGOV for an agency or department.

### D. Federal Register Notice Pre-Population

[?] 10. Federal Register Notices & Comments

Federal Register Citation

60 Day Notice:

Volume  Page number  Publication date  (mm/dd/yyyy)

30 Day Notice:

Volume  Page number  Publication date  (mm/dd/yyyy)

Figure 3: FR Notice information is automatically filled in when published

If a new ICR notice is found published in the Office of the Federal Register (OFR), ICRAS will automatically fill in ICRAS Section 10 of Part 1 with OFR publication information. This functionality requires the ICR 4.2 "family" numbering (#####.###) format to be used in the notice sent to OFR for publication. A Federal Register "RSS" data feed of OFR information from

Regulations.gov is processed each morning by ICRAS. Alerts are automatically generated that notifies the appropriate people via email when the Federal Register notice publication information is placed into ICRAS. Logic determines if it is a first or second notice. Exceptions are handled when someone creates an FR notice with an erroneous ICR number. If the #####.## format is matched but not valid (such as 9999.99) ICRAS will send a message with the FR Notice "Title" to the desk officers and RCO asking if this number is recognized. ICRAS checks to see if the sequence of numbers is invalid. If the #####.## sequence is off then an alert is sent to the desk officers and the RCO.

***E. Approved with Change ROCIS burden data***

Fixes the problem with burden data being incorrect in the case of "Approved with Changes." If OMB changes the requested burden in any case, the data is updated automatically in ICRAS.

***F. Preapprovals marked completed incorrectly***

Fixes the problem where ICRAS assumed Pre-Approvals were completed. More logic was added that checked NOA to see whether it was the final and if so it pulls the final information. This is a day-forward change so past data will need to be updated manually by submitting an email to help@paperworkreduction.gov.

***G. Back-to-back submissions of Generic IC/EE packages***

Fixes the problem where ICRAS would post an NOA for a package that is actually pending at OMB in the infrequent but special case where either an Emergency Extension (EE) or Generic IC (GenIC) is sent to ROCIS, followed by either an EE or GenIC. A change was made to the NOA processing to only update a package if it was sent to OMB before the NOA date.

***H. Reinstating a discontinued collection***

Fixes the problem where ICRAS was pre-populating the last approved number instead of "0" in the currently approved column.

***I. Package ID search caused top menu to be lost***

The top menu bar remains at the top of the screen after the Package ID search.

***J. Instrument form document type other is not hidden***

Fixes the problem on the instrument form when "Other" is selected from the document type drop down, then "Form" is selected from the document type drop down. The document type other field now disappears.

**K. Part1 form Item #6: Unable to clear out Specify date**

Figure 4: "Other: Number of Months from Approval Date" is a new field

Allows you to change the date in Part1 form Item #6. A new field called "Other: Number of Months From Approval Date" was created to allow clearing of the date field.

**L. ICRAS part 1, block 6, Year dropdown does not go beyond 2006**

The years listed in the year dropdown go back 5 years and forward 5 years from the selected year each time a year is selected allowing you to scroll as many years backwards or forwards as you wish.

**M. Indicator fields broken for change type**

Fixes the problem when editing a change package. After the user saved the form, the indicator fields (statistical methods, comments, PIA, etc.) would be changed to "N/A". The field is disabled, so the users cannot directly change it, but it is getting changed when they save the form.

**N. Creating instrument without file causes error**

When the file field is left blank trying to add an instrument, instead of an error screen a message is now displayed saying the file is required.

**O. Updates to [www.paperworkreduction.gov](http://www.paperworkreduction.gov)**

Updated website FAQ page.

**P. NOA processing does not update expiration date for Gen ICR**

In the case of generic ICR's, the OMB #Summary updates with the correct expiration date from the corresponding NOA.