



IMMIGRATION & REFUGEE INFORMATION SYSTEM



IRIS

Pre-Case Processing Users' Guide

IRIS Pre-Case Processing Users' Guide

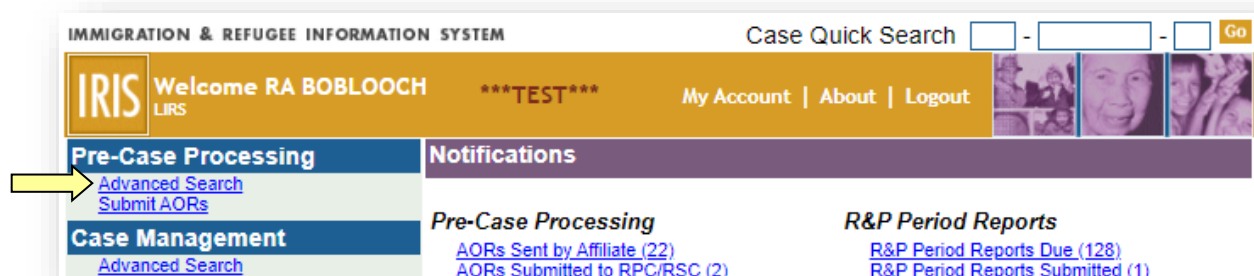
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Pre-Case Processing

Advanced Search

To locate any type of pre-case, click on **Advanced Search** under Pre-Case Processing. Please note that there is also an Advanced Search option under Case Management, so be careful to choose the correct one.



The screen shown below will open. Entering the Pre-Case ID, if you know it, is the most efficient way to find the pre-case you are looking for. Otherwise, you may enter whatever criteria you have, refining your search by filling in more fields. The only required field is Pre-Case Type. Click Search when you are finished entering the information.

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Case Quick Search - -

**Welcome DARLENE BOBLOOCH** ***TEST***[My Account](#) | [About](#) | [Logout](#)



Pre-Case Document Advanced Search

To search for letters in the middle of a name, add an asterisk (*) in front of the value that you enter.

Document

Pre-Case Type: *
☐ Interest
☐ Affidavit of Relationship

All Interests

All Affidavits

IRIS Pre-Case ID / Interest ID:

Submitted by Affiliate:

Select One

Status:

Select a Status

Transferred In?
☐ Yes ☐ No

Date Filed:
From
To

US Tie / Qualifying Parent

First Name:

Middle Name:

Last Name:

Second Last Name:

Country of Birth:

Select Birth Country

Date of Birth:

Alien Number:

☐ Use Soundex function for all Names

Family Member

Search PA only: ☒

First Name:

Middle Name:

Last Name:

Second Last Name:

Country Currently Residing:

Select Residing Country

Country of Birth:

Select Birth Country

Date of Birth:

Nationality:

Select Nationality

☐ Use Soundex function for all Names

Fields marked by an asterisk (*) are required.

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Different types of pre-cases are accessed using different Document Types. Below is a list of Document Types. Note that not all IRIS instances contain an Interest Document type for old Lautenberg AORs.

- Interest – RIFs, I-730s, old P3 AORs, old CAM AORs, and old Lautenberg AORs.
- Affidavit of Relationship – Lautenberg AORs, P3 AORs and CAM AORs.


Your Search Results will appear.

Many results screens in IRIS, including this one, have features that allow you to change the way the screen appears. Click on any of the column header links to sort by that column in ascending order. Click the same column header link again to sort in descending order.

Navigate multiple results pages using the First Page, Previous Page, Next Page and Last Page links found at both the top and bottom of the screen. Use the dropdown at the top of the page to select how many results can be seen on the screen at one time – the default is 20.

Click on the **Pre-Case ID** link to open a pre-case.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - - **Go**

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Search Result

Displaying 1 - 20 of 4099 Result(s) (OR) Display results per page.

[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Document Type	Pre-Case Type	US Pre-Case ID	Date Created	Status	US Tie Name	US Tie Birthdate	Case Size	Member	Member Birthdate	Member Type
AOR	Lautenberg	CAIRC 08Jun222015MARI	6/22/2015	Closed	HUNT, RONALD	11/17/1960	2	DEAN, ERNEST	7/28/1987	Primary Beneficiary
Interest	RIF	IRC-01Apr2015-KHODAVAR	4/1/2015	Pending	NGUYEN, Sevana	5/19/1987	4	FERNANDEZ, BILLIE	6/10/1982	Primary Refugee
Interest	RIF	IRC-01Apr2015-MANSOUR	4/1/2015	Pending	WARD, Vahan	7/14/1954	1	BUTLER, FREDDIE	10/21/1938	Primary Refugee
Interest	RIF	IRC-01Apr2015-MANSOUR1	4/1/2015	Pending	WASHINGTON, Vahan	7/14/1954	1	FISHER, EDWIN	10/21/1938	Primary Refugee
Interest	RIF	IRC-01Jul2014-ACOPANS	7/1/2014	Pending	FREEMAN, Rima		1	MORGAN, DWIGHT	10/17/1981	Primary Refugee
Interest	RIF	IRC-01Jul2014-ACOPANS1	7/1/2014	Pending	ELLIS, Rima		1	MARTIN, SAMANTHA	5/1/1946	Primary Refugee
Interest	P3 AOR	IRC-01Jul2014-ALQADERI	7/1/2014	Pending	RUIZ, Ban	7/14/1971	1	ALEXANDER, DEBBIE	7/1/1949	Primary Refugee
Interest	RIF	IRC-01Jul2014-	7/1/2014	Pending	RYAN,		2	ELLIOTT,	6/26/1976	Primary

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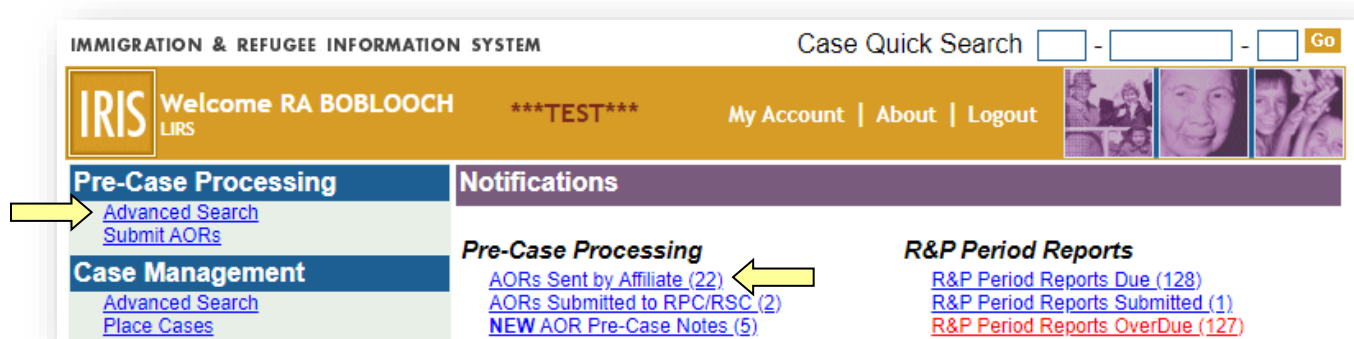
Lautenberg AORs

AORs are assigned different statuses during their processing:

- **Open** – status given an AOR when an affiliate user first begins entering AOR data. The national office (aka RA) cannot see any AORs that are in a status of Open.
- **Pending** – status when affiliate has submitted the AOR to the RA, pending review.
- **Accepted by RA** – RA has reviewed the AOR and approved it for submission to the RSC Eurasia.
- **Corrections Needed** – status when RA reviews a report and determines that it requires additional information or changes.
- **Submitted to RSC** – AOR has been submitted by the RA to RSC Eurasia.
- **Linked** – an R&P case has been allocated to the RA that matches (is linked to) the AOR.
- **Closed** – the AOR can be closed by the RA either before or after submission of the AOR.
- **Amended** – After an AOR has been submitted to the RSC, an affiliate can initiate an amended AOR. While in the amend process, the regular statuses will be suffixed with “- Amended.” For example, “Corrections Needed – Amended.”
- **Rejected** – After an AOR has been submitted to the RSC, if they return the AOR for correction, the RA can initiate a rejected AOR. While in the rejection process, the regular statuses will be suffixed with “- Rejected.” For example, “Corrections Needed – Rejected.”

To begin working with Lautenberg AORs, you may:

1. Use one of the Pre-Case Processing notifications to view AORs and to access them.
2. Use the Advanced Search link under the navigation bar Pre-Case Processing section.



The most frequent RA function will be handling AORs that have been submitted by your affiliate offices. Clicking on the **AORs Sent by Affiliate** link will bring up all AORs that

IRIS Pre-Case Processing Users' Guide

fall into this category. They will initially be listed alphabetically by **Date Filed**, but you can re-sort them by clicking on the desired header name.

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Find the AOR you wish to view and click on the **Pre-Case ID** link.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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There are 48 AOR(s) Sent by Affiliate

Affidavit of Relationship Type: ▼

Pre-Case ID	Date Filed	AOR Type	AOR Status	US Tie Name	Filing Affiliate	Type
CALIRS01Jul242007TEKL	7/24/2007	P3	Pending	WADE, JAMIE	CALIRS01	Corrected
COLIRS01Jun042019LAVR-1	6/4/2019	Lautenberg	Pending	COOPER, JUSTIN	ILLIRS01	Tansferred In
WALIRS03Jun102019MARC	6/10/2019	Lautenberg	Pending	CRUZ, EDITH	WALIRS03	New
WALIRS03Jun102019MARC-1	6/10/2019	Lautenberg	Pending	BARNES, TONYA	WALIRS03	New
ORLIRS01Jun122019NIAG	6/12/2019	Lautenberg	Pending	LUCAS, CLAYTON	ORLIRS01	New

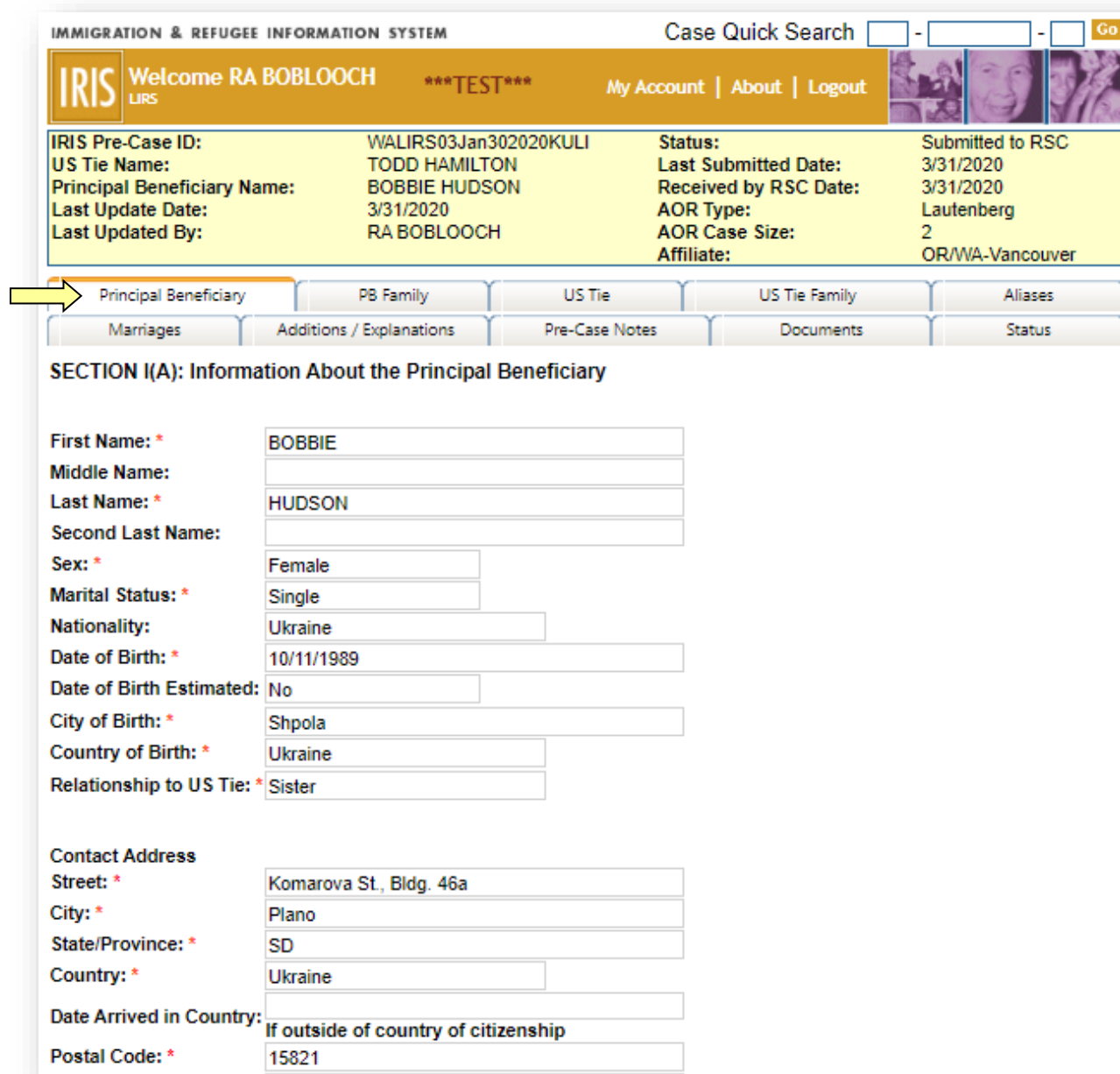
AOR Header and Principal Beneficiary Tab

Once you have clicked on a Pre-Case ID link, you will see the screen pictured below. The Lautenberg AOR header, at the top in yellow, contains general information about this AOR, and stays with you as you navigate the subsections within the AOR. You may view status changes here along with the date of the last update.

Below the header are the AOR tabs from which you may access subsections within the Lautenberg AOR. The top of the tab for the subsection you are in will be highlighted in gold.

The Lautenberg AOR will open on the **Principal Beneficiary** page, which corresponds to Section I (A) of the AOR form.

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IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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IRIS Pre-Case ID:	WALIRS03Jan302020KULI	Status:	Submitted to RSC
US Tie Name:	TODD HAMILTON	Last Submitted Date:	3/31/2020
Principal Beneficiary Name:	BOBBIE HUDSON	Received by RSC Date:	3/31/2020
Last Update Date:	3/31/2020	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	AOR Case Size:	2
		Affiliate:	OR/WA-Vancouver

Principal Beneficiary PB Family US Tie US Tie Family Aliases

Marriages Additions / Explanations Pre-Case Notes Documents Status

SECTION I(A): Information About the Principal Beneficiary

First Name: * BOBBIE

Middle Name:

Last Name: * HUDSON

Second Last Name:

Sex: * Female

Marital Status: * Single

Nationality: Ukraine

Date of Birth: * 10/11/1989

Date of Birth Estimated: No

City of Birth: * Shpola

Country of Birth: * Ukraine

Relationship to US Tie: * Sister

Contact Address

Street: * Komarova St., Bldg. 46a

City: * Plano

State/Province: * SD

Country: * Ukraine

Date Arrived in Country: If outside of country of citizenship

Postal Code: * 15821

PB Family

Clicking on the subsequent tabs will open up the corresponding subsection. The **PB Family** screen corresponds to Sections I (B) and I (C) of the AOR form. From this screen, you may view information for the various members of the Principal Beneficiary's family by clicking on the name.

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IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	WALIRS03Jan302020KULI	Status:	Submitted to RSC
Received by RSC Date:	3/31/2020	Last Submitted Date:	3/31/2020
US Tie Name:	TODD HAMILTON	Notarized Copy Received Date:	
Principal Beneficiary Name:	BOBBIE HUDSON	AOR Case Size:	2
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	3/31/2020

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

SECTION I(B) and I(C): Information About the Principal Beneficiary's Family

List all family members of the principal beneficiary who were part of the same household/economic unit in the country of origin.

Name	Sex	Marital Status	Date of Birth	Birth Place	Relationship to PB
MARILYN WASHINGTON	Female	Single	9/29/1997	Shpola, Ukraine	Sister

Clicking on a member's name will open up the following screen with details about that member.

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IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - - Go

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID: WALIRS03Jan302020KULI Status: Submitted to RSC
 Received by RSC Date: 3/31/2020 Last Submitted Date: 3/31/2020
 US Tie Name:
 Principal Beneficiary Name:
 Affiliate:
 Last Updated By:

Principal Beneficiary
 Marriages
 Additions

SECTION I(B) and I(C): Information
 List all family members of the principal beneficiary

Name	Relationship
MARILYN WASHINGTON	Female

Add a Family Member of the Primary Beneficiary - Google Chrome

lirs-iris-test.azurewebsites.net/Aor/aor_dialog.aspx?dpage=aor_pb_family_added...

First Name: * MARILYN
 Middle Name:
 Last Name: * WASHINGTON
 Second Last Name:
 Sex: * Female
 Marital Status: * Single
 Nationality: Ukraine
 Date of Birth: * 9/29/1997
 Date of Birth Estimated: No
 Birth City: * Shpola
 Birth Country: * Ukraine
 Relation to Principal Beneficiary: Sister
 Relation to US Tie: * Sister
 Street:
 City: Corona
 State/Province:
 Country: Ukraine
 Postal Code:
 Comments:

Fields marked by an asterisk (*) are required.

IRIS AOR Tabs and how they correspond to the AOR form

IRIS TAB	AOR SECTION
Principal Beneficiary	Section I
PB Family	Section I
US Tie	Section II
US Tie Family	Sections III, IV, and V
Aliases	Other Names Used supplemental sheet
Marriages	Information entered here shows up in the relevant section
Additions/ Explanations	Section VI

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Pre-Case Notes

Pre-Case Notes can be created and read by both the RA and the affiliate with these exceptions:

- If flagged as containing medical information, a user must have permissions which allow viewing of medical data in order to be able to see the note.
- The RA screen has a “Viewable by Affiliates” checkbox that is defaulted to checked. If an RA unchecks that box, the affiliate will not be able to see the note.
- The RAs can restrict creation of Pre-Case Notes to RAs only via the Admin Configuration feature. Both RAs and affiliates would still be able to view all notes, depending upon their credentials.

Pre-Case Notes are automatically generated by IRIS during various processes. For example: When you request corrections to an AOR. They may also be added from the below screen by clicking **Add New Pre-Case Note**. In addition, you have the option of printing notes by clicking the **Print Pre-Case Notes** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

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IRIS Pre-Case ID:	CALIRS01Sep012017MIRZ	Status:	Corrections Needed
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	BEATRICE FRAZIER	Notarized Copy Received Date:	
Principal Beneficiary Name:	RICK MARTIN	AOR Case Size:	3
Affiliate:	AR-Fayetteville	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	9/24/2019

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR [Lautenberg] Pre-Case Notes

AOR [Lautenberg] Pre-Case Notes

Note Summary	Note Date	Attachment
Corrections Needed (RA Note)	9/14/2017	0
RA-to-RA Transfer (RA Note)	6/19/2018	0
Affiliate Transfer (RA Note)	9/24/2019	0
AOR Closed (RA Note)	9/24/2019	0

➡

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When an RA clicks the **Add New Pre-Case Note** button, the following screen will appear. Fill in the required information and click **Save**. The affiliate screen looks the same minus the “Viewable by Affiliates” checkbox.

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR [Lautenberg] Pre-Case Notes / Add New Pre-Case Note

Pre-Case Notes Type: AOR

Medical Information: * ☐ Yes ☒ No

Note Summary: *

Note Description: *

Attached documents: Choose File No file chosen Upload

Note Date: * 9/24/2019 1:01 PM

Viewable by Affiliates : ☒

Specifying that this note contains restricted medical information will prevent it from appearing to users who have not been given 'health' data privileges.

Save Save Draft Cancel


Fields marked by an asterisk (*) are required.

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Supporting Documents

This is where the affiliate will have attached documentation that is required to support the Lautenberg AOR. To view a document, click on its link under Attachment Type. You may also attach documentation here as well. Further, IRIS will automatically save a point-in-time PDF copy of the Lautenberg AOR form each time you acknowledge you accept the AOR from the Status screen.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome VALERIE RHODES LIRS My Account | About | Logout 

Pre Case ID:	COLIRS01May272009MARC	Status:	Closed
Interest File:	Interest File 45826	Last Submitted Date:	
Anchor Name:	CHARLIE SANDERS	Notorized Copy Received Date:	
Principal Beneficiary Name:	RAUL WILLIAMSON	AOR Case Size:	2
Last Updated By:	ANNETTE JAMES	Last Update Date:	9/12/2012

Principal Beneficiary	PB Family	Anchor	Anchor Family	Aliases
Marriages	Additions / Explanations	Pre Case Notes	Supporting Docs	Status

AOR Forms

Attachment Type	Attached Date	Attached By	Status	Description / Comments	Remove
Documentation Attachment	5/29/2009	K. MEYER	Added	Anchor Marciuc PB Marciuc 05-2009.pdf.	<input type="checkbox"/>

Add Attachment Templates

A PDF file will open, allowing you to print or save the document. Please note that supporting documents can only be printed from this screen - when you print the AOR from the Status Tab (see next section), they will not be included.

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Status

From this screen you may:

- View the current status of this AOR.
- Print the AOR.
- Take an action to move the AOR toward completion. Examples include: accepting the AOR, returning it to the affiliate for corrections, returning it to the affiliate due to an RPC rejection, marking it as having been submitted to RPC, etc.
- Transfer the AOR to another affiliate.
- Close the AOR.
- View the date the notarized copy of the AOR was received by you. Note: This is obsolete functionality, but some old records contain this information.
- Indicate the date the AOR was received by RSC Eurasia.
- View the history of this AOR's status and who made the changes.

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IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search
 - -

Welcome RA BOBLOOCH
TEST
My Account | About | Logout

IRIS Pre-Case ID:	TNDFMS02Sep102019SLYV	Status:	Submitted to RSC
Received by RSC Date:		Last Submitted Date:	9/27/2019
US Tie Name:	DARLENE ELLIS	Notarized Copy Received Date:	9/27/2019
Principal Beneficiary Name:	LEAH DOUGLAS	AOR Case Size:	2
Affiliate:	TN-Chattanooga	AOR Type:	Lautenberg
Last Updated By:	ANTHONY GRIFFIN	Last Update Date:	9/27/2019

Principal Beneficiary

PB Family

US Tie

US Tie Family

Aliases

Marriages

Additions / Explanations

Pre-Case Notes

Documents

Status

AOR Status

This Affidavit of Relationship's status is currently Submitted to RSC.

Amended Date:

Print Lautenberg AOR Report

- ☐ Corrections Needed
- ☐ Rejected by RPC/RSC
- ☐ I would like to transfer this AOR to another affiliate
- ☐ I would like to close this Affidavit of Relationship

Submit

Received by RSC Date:

AOR History:

Date	Status	Reason	Changed By
9/27/2019	Submitted to RSC		ANTHONY GRIFFIN
9/27/2019	Received		ANTHONY GRIFFIN
9/27/2019	Accepted by RA		ANTHONY GRIFFIN
9/26/2019	Pending		EDITH MARTIN
9/20/2019	Corrections Needed		ANTHONY GRIFFIN
9/13/2019	Accepted by RA		ANTHONY GRIFFIN
9/13/2019	Pending		EDITH MARTIN
9/13/2019	Corrections Needed		ANTHONY GRIFFIN
9/12/2019	Pending		EDITH MARTIN
9/12/2019	Corrections Needed		ANTHONY GRIFFIN
9/10/2019	Pending		EDITH MARTIN
9/10/2019	Open		EDITH MARTIN

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Printing the Lautenberg AOR

Click the Print Lautenberg AOR Report button on the Status screen. The Lautenberg AOR form will open as a PDF file, which will allow you to print or save it.

AFFIDAVIT OF RELATIONSHIP for the LAUTENBERG PROGRAM																											
Pre-Case ID: TNDMS02Sep102019SLYV																											
Date Filed: 10/Sep/2019																											
Check one of the following: New AOR: <input checked="" type="checkbox"/> Amended AOR: <input type="checkbox"/> Corrected AOR: <input type="checkbox"/>																											
WARNING: In completing this affidavit, you are claiming a family relationship to persons overseas. Completion of this AOR does not guarantee refugee processing or admission to the U.S. If you knowingly and willfully misrepresent or conceal a material fact or submit or reference a false document with this AOR, your request for family reunification may be denied. Additionally, USCIS has indicated that such misconduct may result in civil and/or criminal penalties, including immigration consequences for you and/or the intended beneficiary of this AOR.																											
SECTION I :																											
I am filing this Affidavit of Relationship for the following 2 persons located in: Ukraine																											
(Number) (Current country of residence)																											
Date of arrival in that country (if outside of country of citizenship): 23/Aug/1957																											
<table border="1"><thead><tr><th></th><th>NAME: Last, First</th><th>SEX</th><th>MARITAL STATUS</th><th>DATE OF BIRTH</th><th>CITY/COUNTRY OF BIRTH</th><th>RELATIONSHIP TO YOU (U.S. TIE)</th></tr></thead><tbody><tr><td>1</td><td>DOUGLAS, LEAH</td><td>F</td><td>M</td><td>23/Aug/1957</td><td>Vatutino/Ukraine</td><td>Mother</td></tr><tr><td>2</td><td>LUCAS, CLARENCE</td><td>M</td><td>M</td><td>25/Nov/1952</td><td>Vatutino/Ukraine</td><td>Father</td></tr></tbody></table>								NAME: Last, First	SEX	MARITAL STATUS	DATE OF BIRTH	CITY/COUNTRY OF BIRTH	RELATIONSHIP TO YOU (U.S. TIE)	1	DOUGLAS, LEAH	F	M	23/Aug/1957	Vatutino/Ukraine	Mother	2	LUCAS, CLARENCE	M	M	25/Nov/1952	Vatutino/Ukraine	Father
	NAME: Last, First	SEX	MARITAL STATUS	DATE OF BIRTH	CITY/COUNTRY OF BIRTH	RELATIONSHIP TO YOU (U.S. TIE)																					
1	DOUGLAS, LEAH	F	M	23/Aug/1957	Vatutino/Ukraine	Mother																					
2	LUCAS, CLARENCE	M	M	25/Nov/1952	Vatutino/Ukraine	Father																					
ADDRESS/LOCATION OF YOUR RELATIVE:																											
Street Address: 78 Jefferson Road					Phone: 10899																						
City: Naperville		State/Province: N/A		Country: Ukraine	Postal Code: 73028																						
SECTION II: U.S. TIE INFORMATION																											
Your Name: ELLIS, DARLENE			Your Date of Birth: 23/Nov/1986		Sex: F																						
Current U.S. Address: 35 Eighth Pathway																											
City and Country of Birth: Vatutino, Ukraine																											
City: Overland Park		State: NC		Zip: 44110																							
Phone (H): 5628		(W): N/A		(C): N/A		E-mail Address: N/A																					
Your Current U.S. Immigration Status (Check One)				Your Date of Arrival in the U.S. : 03/Sep/2019																							
<input type="checkbox"/> U.S. Citizen: Certificate #																											
<input type="checkbox"/> Permanent Resident: A#																											
<input type="checkbox"/> Asylee: A#																											
<input checked="" type="checkbox"/> Refugee: A#770567645																											
<input type="checkbox"/> Other (Please Explain and Include A#):																											
				If you arrived as a refugee please complete the following:																							
				A. Your Country of Processing: Luxembourg																							
				B. Your Overseas Case Number: YO-676841																							
				C. Agency that processed your case overseas: Eurasia																							
SECTION III: If filing for a stepparent, parent, or spouse, please list dates/places of marriage and divorce. If the relative is deceased, please indicate the date of death in the address column. List former spouses in Section III of supplemental sheet.																											
Episcopal Migration Ministries																											

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Transferring the AOR to another Affiliate

To transfer, click the **I would like to transfer this AOR to another affiliate** radio button and then click **Save**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome EDITH HARPER ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	COLIRS01Jun042019LAVR	Status:	Pending
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	JUSTIN COOPER	Notarized Copy Received Date:	
Principal Beneficiary Name:	VERONICA TURNER	AOR Case Size:	13
Affiliate:	CO-Denver	AOR Type:	Lautenberg
Last Updated By:	AUDREY JENKINS	Last Update Date:	6/20/2019

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR Status

This Affidavit of Relationship's status is currently Pending.

Amended Date:

☐ Accept

☐ Corrections Needed

☐ Reverse Amended AOR

☒ I would like to transfer this AOR to another affiliate

☐ I would like to close this Affidavit of Relationship

Received by RSC Date:

AOR History:

Date	Status	Reason	Changed By
6/20/2019	Pending		AUDREY JENKINS
6/4/2019	Open		AUDREY JENKINS

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Transfer AOR fields will appear under the RSC Date. Choose the receiving affiliate from the "Select Affiliate" drop down list, add a reason for transfer, select a transfer date, click on the "I would like to transfer this AOR..." checkbox and then click the **Transfer AOR** button.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome EDITH HARPER ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	COLIRS01Jun042019LAVR	Status:	Pending
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	JUSTIN COOPER	Notarized Copy Received Date:	
Principal Beneficiary Name:	VERONICA TURNER	AOR Case Size:	13
Affiliate:	CO-Denver	AOR Type:	Lautenberg
Last Updated By:	AUDREY JENKINS	Last Update Date:	6/20/2019

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR Status

This Affidavit of Relationship's status is currently Pending.

Amended Date:

- ☐ Accept
- ☐ Corrections Needed
- ☐ Reverse Amended AOR
- ☒ I would like to transfer this AOR to another affiliate
- ☐ I would like to close this Affidavit of Relationship

Received by RSC Date:

Transfer AOR

➡ From CO-Denver To

Reason for Transfer: *

Date of Transfer: *

☐ I would like to transfer this AOR from CO-Denver to

AOR History:

Date	Status	Reason	Changed By
6/20/2019	Pending		AUDREY JENKINS
6/4/2019	Open		AUDREY JENKINS

IRIS Pre-Case Processing Users' Guide

IRIS will update the Lautenberg AOR's affiliate, and the receiving affiliate will now be able to access the AOR in IRIS. You will see the new affiliate's name in the header and on the Status screen.

IRIS will also create a Pre-Case Note about the transfer, as well as add a row to the AOR History grid on the Status screen.

Please note that you will still need to obtain a transfer form from the affiliate and forward it to RSC Eurasia.

Approving an AOR and Submitting it to RSC Eurasia

Approving the Lautenberg AOR and submitting it to RSC Eurasia requires several steps. You will still need to submit a PDF copy of it to RSC Eurasia via rsharenet, but working in IRIS will streamline the process. Beginning on the Status screen, check **Accept** and then click **Save**:

AOR Status

This Affidavit of Relationship's status is currently **Pending**.

Amended Date:

[Print Lautenberg AOR Report](#)

☐ Accept

☐ Corrections Needed

☐ Reverse Amended AOR

☐ I would like to transfer this AOR to another affiliate

☐ I would like to close this Affidavit of Relationship

[Save](#)

Received by RSC Date: [Save](#)

AOR History:

Date	Status	Reason	Changed By
2/5/2020	Pending		LILLIAN OWENS
1/29/2020	Open		LILLIAN OWENS

IRIS Pre-Case Processing Users' Guide

Note that the Status designation on the Lautenberg AOR header has changed to **Accepted by RA** and that a new row has been added to the AOR History showing the AOR was accepted, as well as the date the transaction occurred and the name of the person who accepted it.

AOR History:

Date	Status	Reason	Changed By
3/31/2020	Accepted by RA		RA BOBLOOCH
2/5/2020	Pending		LILLIAN OWENS
1/29/2020	Open		LILLIAN OWENS

The affiliate office will be notified via the **AORs Accepted by RA** dashboard notification.

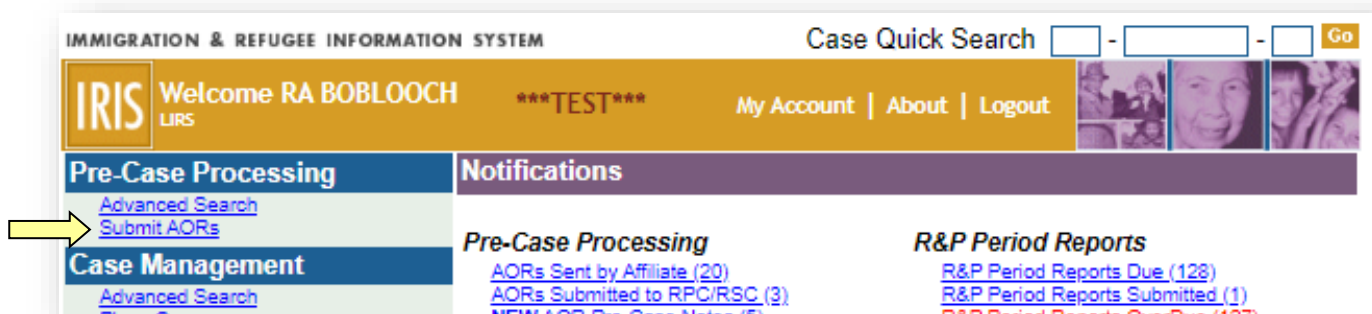
IRIS Pre-Case Processing Users' Guide

Marking the AOR as Submitted

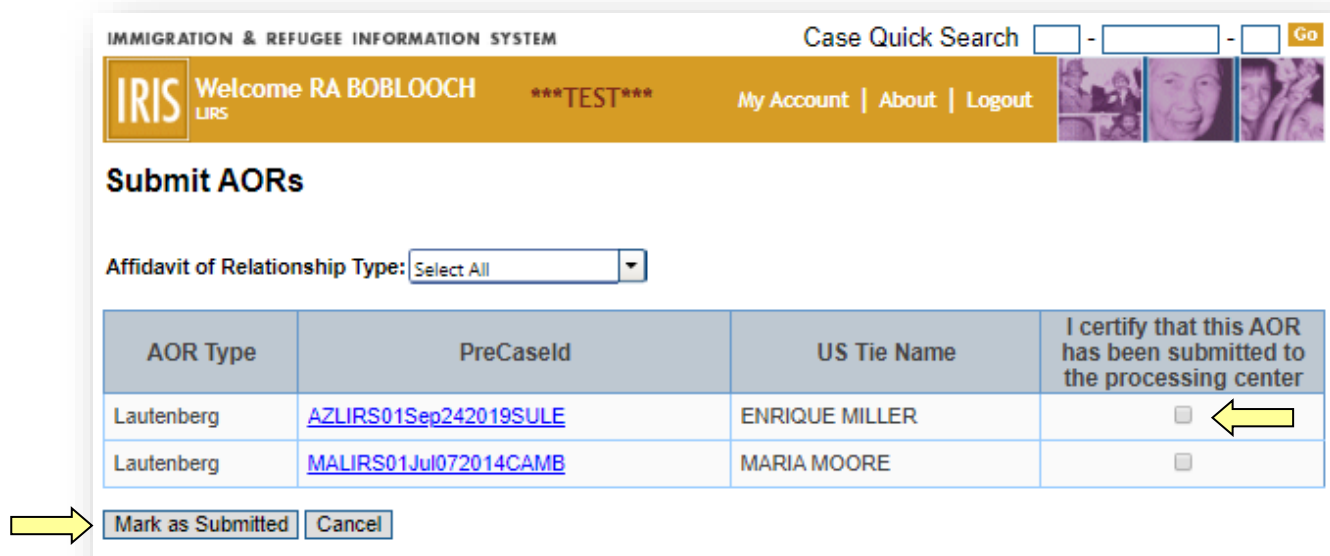
When you have submitted the Lautenberg AOR to RSC Eurasia by uploading the package as a PDF to rsharenet, you can mark the Lautenberg AOR as submitted. You may choose to do this from the dashboard or from the individual Lautenberg AOR.

From the Dashboard

Click on **Submit AORs**:



You will see a list of all Lautenberg AORs ready for submission to RSC Eurasia. Check the box **I certify that this AOR has been submitted to the processing center** and then click **Mark as Submitted**.



IRIS Pre-Case Processing Users' Guide

From the AOR

Use the **Pre-Case Processing Advanced Search** function to locate the Lautenberg AOR. Open it and click the Status tab. Check **I certify that I submitted this AOR to the processing center** and then click **Submit**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	ORLIRS01Apr182007VELI	Status:	Accepted by RA
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	JOSHUA RODRIQUEZ	Notarized Copy Received Date:	
Principal Beneficiary Name:	TINA MARTIN	AOR Case Size:	1
Affiliate:	OR/WA-Portland	AOR Type:	Lautenberg
Last Updated By:	ELSIE ROBERTSON	Last Update Date:	3/24/2020

Principal Beneficiary PB Family US Tie US Tie Family Aliases

Marriages Additions / Explanations Pre-Case Notes Documents Status

AOR Status

This Affidavit of Relationship's status is currently Accepted by RA.

Amended Date:

☒ I certify that I submitted this AOR to the processing center

☐ Corrections Needed

☐ Reverse Amended AOR

☐ I would like to transfer this AOR to another affiliate

☐ I would like to close this Affidavit of Relationship

Received by RSC Date:


AOR History:


Date	Status	Reason	Changed By
3/24/2020	Accepted by RA		ELSIE ROBERTSON
3/24/2020	Pending		ELSIE ROBERTSON

When this step is complete, the status on the AOR header will be **Submitted to RSC** and a row will have been added to the AOR History.

IRIS Pre-Case Processing Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH *****TEST***** [My Account](#) | [About](#) | [Logout](#) 

IRIS Pre-Case ID: ORLIRS01Apr182007VELI	Status: Submitted to RSC	Submitted to RSC 
Received by RSC Date:	Last Submitted Date: 3/31/2020	
US Tie Name: JOSHUA RODRIQUEZ	Notarized Copy Received Date:	
Principal Beneficiary Name: TINA MARTIN	AOR Case Size: 1	
Affiliate: OR/WA-Portland	AOR Type: Lautenberg	
Last Updated By: RA BOBLOOCH	Last Update Date: 3/31/2020	

Principal Beneficiary

PB Family

US Tie

US Tie Family

Aliases

Marriages

Additions / Explanations

Pre-Case Notes

Documents

Status

AOR Status


This Affidavit of Relationship's status is currently Submitted to RSC.

Amended Date:

Print Lautenberg AOR Report

- ☐ Corrections Needed
- ☐ Rejected by RPC/RSC
- ☐ I would like to transfer this AOR to another affiliate
- ☐ I would like to close this Affidavit of Relationship

Submit

Received by RSC Date: 

Save

AOR History:

Date	Status	Reason	Changed By
3/31/2020	Submitted to RSC		RA BOBLOOCH
3/24/2020	Accepted by RA		ELSIE ROBERTSON
3/24/2020	Pending		ELSIE ROBERTSON

IRIS Pre-Case Processing Users' Guide

Corrections

If after reviewing a Lautenberg AOR, you find that it needs corrections, open the AOR and go to the **Status** tab. Check **Corrections Needed**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	WALIRS03Feb062020SERE	Status:	Pending
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	EDWARD ANDREWS	Notarized Copy Received Date:	
Principal Beneficiary Name:	MAURICE DOUGLAS	AOR Case Size:	1
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	MAXINE ROSE	Last Update Date:	2/7/2020

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR Status

This Affidavit of Relationship's status is currently Pending.

Amended Date:

☐ Accept

☒ Corrections Needed

☐ Reverse Amended AOR

☐ I would like to transfer this AOR to another affiliate

☐ I would like to close this Affidavit of Relationship

Received by RSC Date:

AOR History:

Date	Status	Reason	Changed By
2/7/2020	Pending		MAXINE ROSE
2/6/2020	Open		MAXINE ROSE

A Corrections box will appear, in which you may enter an explanation of the needed changes. When finished, click **Save**.

IRIS Pre-Case Processing Users' Guide

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR Status

This Affidavit of Relationship's status is currently Pending.

Amended Date:

[Print Lautenberg AOR Report](#)

☐ Accept
☒ Corrections Needed
☐ Reverse Amended AOR
☐ I would like to transfer this AOR to another affiliate
☐ I would like to close this Affidavit of Relationship

Corrections to be made if necessary:

[Save](#)

Received by RSC Date: [Save](#)

AOR History:

Date	Status	Reason	Changed By
2/7/2020	Pending		MAXINE ROSE

The Status designation on the AOR header will change to **Corrections Needed**.

Using the information you entered, IRIS will generate a Pre-Case note, viewable by both the RA and the affiliate. To review the Pre-Case notes, click the **Pre-Case Notes** tab.

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - - [Go](#)

IRIS Welcome RA BOBLOOCH ***TEST*** [My Account](#) | [About](#) | [Logout](#)

IRIS Pre-Case ID:	WALIRS03Feb062020SERE	Status:	Corrections Needed
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	EDWARD ANDREWS	Notarized Copy Received Date:	
Principal Beneficiary Name:	MAURICE DOUGLAS	AOR Case Size:	1
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	4/2/2020

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

IRIS Pre-Case Processing Users' Guide

You may now view your note by clicking on its link under **Note Summary**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** [My Account](#) | [About](#) | [Logout](#)

IRIS Pre-Case ID:	WALIRS03Feb062020SERE	Status:	Corrections Needed
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	EDWARD ANDREWS	Notarized Copy Received Date:	
Principal Beneficiary Name:	MAURICE DOUGLAS	AOR Case Size:	1
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	4/2/2020

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR [Lautenberg] Pre-Case Notes

AOR [Lautenberg] Pre-Case Notes

Note Summary	Note Date	Attachment
Corrections Needed_ (RA Note)	4/2/2020	0

IRIS Pre-Case Processing Users' Guide

Once open, you can also modify the Pre-Case Note if needed and **Save** it.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	WALIRS03Feb062020SERE	Status:	Corrections Needed
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	EDWARD ANDREWS	Notarized Copy Received Date:	
Principal Beneficiary Name:	MAURICE DOUGLAS	AOR Case Size:	1
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	4/2/2020

Principal Beneficiary	PB Family	US Tie	US Tie Family	Aliases
Marriages	Additions / Explanations	Pre-Case Notes	Documents	Status

AOR [Lautenberg] Pre-Case Notes / View Pre-Case Note

Pre-Case Notes Type: AOR

Medical Information: * ☐ Yes ☒ No

Note Summary: * Corrections Needed.

Note Description: *

Attached documents: No file chosen

Note Date: * 4/2/2020 10:37 AM

Viewable by Affiliates: ☒

Updated By: BOBLOOCH, RA

Updated On: 4/2/2020

Specifying that this note contains restricted medical information will prevent it from appearing to users who have not been given 'health' data privileges.

IRIS Pre-Case Processing Users' Guide

Closing an AOR

To close a Lautenberg AOR, go to the **Status** tab within that AOR. Check **I would like to close this Affidavit of Relationship**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [] - [] - [] Go

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID: [WALIRS03Feb062020SERE](#) Status: Corrections Needed
Received by RSC Date: Last Submitted Date:
US Tie Name: EDWARD ANDREWS Notarized Copy Received Date:
Principal Beneficiary Name: MAURICE DOUGLAS AOR Case Size: 1
Affiliate: OR/WA-Vancouver AOR Type: Lautenberg
Last Updated By: RA BOBLOOCH Last Update Date: 4/2/2020

Principal Beneficiary PB Family US Tie US Tie Family Aliases
Marriages Additions / Explanations Pre-Case Notes Documents Status

AOR Status
This Affidavit of Relationship's status is currently Corrections Needed.
Amended Date:
[Print Lautenberg AOR Report](#)
Corrections are currently needed. See Pre-Case notes for details.
☐ I would like to transfer this AOR to another affiliate
☒ I would like to close this Affidavit of Relationship
[Submit](#)
Received by RSC Date: [] Save

AOR History:

Date	Status	Reason	Changed By
4/2/2020	Corrections Needed		RA BOBLOOCH
2/7/2020	Pending		MAXINE ROSE
2/6/2020	Open		MAXINE ROSE

A box will appear in which you may enter the reason for closing the AOR. When finished, click **Close AOR**.

IRIS Pre-Case Processing Users' Guide

☒ I would like to close this Affidavit of Relationship

Reason for Closing this AOR:

Received by RSC Date:

AOR History:

Date	Status	Reason	Changed By
------	--------	--------	------------

The Status designations within the **Status** tab and on the AOR header will now read **Closed**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

IRIS Pre-Case ID:	WALIRS03Feb062020SERE	Status:	Closed
Received by RSC Date:		Last Submitted Date:	
US Tie Name:	EDWARD ANDREWS	Notarized Copy Received Date:	
Principal Beneficiary Name:	MAURICE DOUGLAS	AOR Case Size:	1
Affiliate:	OR/WA-Vancouver	AOR Type:	Lautenberg
Last Updated By:	RA BOBLOOCH	Last Update Date:	4/2/2020

Principal Beneficiary PB Family US Tie US Tie Family Aliases

Marriages Additions / Explanations Pre-Case Notes Documents Status

AOR Status

→ This Affidavit of Relationship's status is currently Closed.

Amended Date:

Received by RSC Date:

AOR History:

Date	Status	Reason	Changed By
4/2/2020	Closed		RA BOBLOOCH
4/2/2020	Corrections Needed		RA BOBLOOCH
2/7/2020	Pending		MAXINE ROSE
2/6/2020	Open		MAXINE ROSE

IRIS Pre-Case Processing Users' Guide

P3 and CAM AORs

Stages & Activities

Stages

The Stages module in IRIS is used to capture information related to the AOR after it has been submitted to RPC. It is only available in CAM AORs and P3 AORs that were entered after 9/17/2016.

The below grid describes each stage.

Stage	Description	What actions will likely be performed in each stage
Pre-Case ID	RPC has sent the AOR to RSC and they have created a case. RSC posts a list of all new Pre-Case ID's on their website each week. For P-3 AORs, the RSC includes the Case Number as part of the Pre-Case ID. Here is an example of a P-3 Pre-Case ID: 212624301-22May2015.JO-940809.	Record the Pre-Case ID.
Case Number	Case Number is created. This is the number that will be included in the biodata once the case is sent to the RA.	Record the Case Number.
AOR Screening	RSC schedules AOR prescreening and sends "circuit ride" information to RA with a request to confirm that the PA is available for the interview and update PA's contact information if necessary.	Circuit ride information and Request to confirm sent to affiliate. Affiliate confirmation sent to RSC.
Discrepancy Letter	If there is a discrepancy between what is on the AOR and something that is learned at the AOR pre-screening, RSC will issue a discrepancy letter. These are posted on RPC's website each week. The affiliate must submit an amended AOR to resolve the discrepancy.	Letter posted in IRIS for affiliate to send on to UST.

IRIS Pre-Case Processing Users' Guide

DNA Request Letter	RSC requests that the UST initiate DNA testing for all eligible relationships. DNA Request letters are posted on RPC's website each week.	Letter posted in IRIS for affiliate to send on to UST.
DNA Sample Collection	RSC schedules DNA collection appointment and sends "circuit ride" information to RA with a request to confirm that the PA is available for the DNA collection, and updates PA's contact information if necessary.	Circuit ride information and Request to confirm sent to affiliate. Affiliate confirmation sent to RSC.
RAVU Letter	Refugee Access Verification Unit (RAVU) reviews the case by comparing information in the UST's A file. RAVU may approve, deny, or screen some members off of the case. RAVU decision letters are posted on RPC's website each week.	Letter posted in IRIS for affiliate to send on to UST.
Pre-screening Interview	RSC schedules USCIS pre-screening interview date. The RA is typically not notified. However, the Nairobi RSC sends the RA a detailed spreadsheet that does contain this information. None of the other RSCs send the USCIS Status to the RA, so it isn't available for all AORs, but the RAs would still like to be able to collect information on this stage since Nairobi handles the bulk of the AORs.	RA records notes.
USCIS Interview	The USCIS Interview date is scheduled. The RA is typically not notified. However, the Nairobi RSC sends the RA a detailed spreadsheet that does contain this information. None of the other RSCs send the USCIS Status to the RA, so it isn't available for all AORs, but the RAs would still like to be able to collect information on this stage since Nairobi handles the bulk of the AORs.	RA records notes.
USCIS Status	The RA is not provided with a copy of the letter. USCIS sends the letter directly to the PA. However, the Nairobi RSC sends the RA a detailed spreadsheet that does contain this information. None of the other RSCs send the USCIS Status to the RA, so it isn't available for all AORs, but the RAs would still like to be able to collect information on this stage since Nairobi handles the bulk of the AORs.	RA records notes.

IRIS Pre-Case Processing Users' Guide

Each stage will stay collapsed until some data has been added to it. To begin adding data to a stage, click the plus sign to the right of it. Except for certain due dates, dates must be manually entered.


IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - -

IRIS

Welcome DARLENE BOBLOCH ***TEST***

My Account | About | Logout



Pre-Case ID:	212497351-05Oct2017	Status:	Submitted to RPC - Rejected
Case Number(s):		Last Submitted Date:	5/24/2018
QFM Name:	EARL SILVA	AOR Type:	P3
QFM Nationality:	Eritrea	AOR Case Size:	7
QFM Current Country:	Ethiopia	Affiliate:	SD-Sioux Falls
USBFM Name:	ROBERTA SPENCER		

U.S.-Based Family Member

Qualifying Family Members

Relatives

Additions / Explanations

Signatures

Pre-Case Notes

Documents

Stages

Status

STAGES

RPC Pre-Case ID

RPC created case and assigned to RSC

Create Date:

Complete Date:

RPC Pre-Case ID:

Case Number

AOR Screening

Discrepancy Letter

DNA Request Letter

DNA Sample Collection

RAVU Letter

*** The remaining stages are primarily for RA use only. Should the RA need to make you aware of something or request your input, you will receive a notification in the "AOR Activities" notification on the dashboard ***

Pre-Screening Interview

USCIS Interview

USCIS Status

[Go Back To Top](#)

IRIS Pre-Case Processing Users' Guide

*** Be sure to change only one stage at a time and save it before moving on to the next. Otherwise data you added to the other stages will be lost. ***

The **RPC Pre-Case ID** stage will be open because IRIS automatically populates the RPC Pre-Case ID with the IRIS Pre-Case ID in the header when the AOR is created.

Notes:

- The RA will have the ability to modify the RPC Pre-Case ID, but not the IRIS Pre-Case ID in the header.
- When searching for an ID in the Pre-Case Processing Advanced Search, IRIS will be looking for the IRIS Pre-Case ID, not the RPC Pre-Case ID.

In the **Case Number** stage, upon adding a Case Number to the first member listed, click the “Apply Same Case # to all members” checkbox to reduce data entry. If one or more members have a different Case Number, modify their Case Numbers and click Save.

The PA's Case Number will be added to the header. If there is more than one unique Case Number, the word “[More](#)” will be next to the Case Number in the header. Click the link to navigate to the Case Number stage to view all Case Numbers associated with the AOR.

IRIS Pre-Case Processing Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM
Case Quick Search
-
-
Go

Welcome **DARLENE BOBLOOCH** ***TEST***
My Account | About | Logout

Pre-Case ID:	212497351-05Oct2017	Status:	Submitted to RPC - Rejected
Case Number(s):	AA-111111 More	Last Submitted Date:	5/24/2018
QFM Name:	EARL SILVA	AOR Type:	P3
QFM Nationality:	Eritrea	AOR Case Size:	7
QFM Current Country:	Ethiopia	Affiliate:	SD-Sioux Falls
USBFM Name:	ROBERTA SPENCER		

U.S.-Based Family Member
Qualifying Family Members
Relatives
Additions / Explanations
Signatures

Pre-Case Notes
Documents
Stages
Status

STAGES

RPC Pre-Case ID

RPC created case and assigned to RSC

Create Date: Complete Date:

RPC Pre-Case ID:

Case Number

Create Date: Complete Date:

Members:

EARL SILVA	AA - 111111	-	<input type="checkbox"/>
DEBRA BURKE	AA - 111111	-	<input type="checkbox"/>
DIANNE SPENCER	AA - 111111	-	<input type="checkbox"/>
ANDRE MYERS	AA - 111111	-	<input type="checkbox"/>
JARED FLETCHER	AA - 111112	-	<input type="checkbox"/>
FREDDIE ELLIOTT	AA - 111111	-	<input type="checkbox"/>
MISTY WHEELER	AA - 111111	-	<input type="checkbox"/>

☐ Apply Same Case # to all members

IRIS Pre-Case Processing Users' Guide

The following stages contain due dates that are used in the AOR Stages dashboard notification:

- **AOR Screening** – “Confirmation Due By” must be manually entered.
- **Discrepancy Letter** – “Amend AOR by” will automatically be added by IRIS when the Create Date is entered. It will be set to 180 days from the Create Date, but can be changed manually if needed.
- **DNA Request Letter** – “Initiate DNA by” will automatically be added by IRIS when the Create Date is entered. It will be set to 180 days from the Create Date, but can be changed manually if needed.
- **RAVU Letter** – “If RAVU requested AOR be amended, submit by” will automatically be added by IRIS when the Create Date is entered. It will be set to 90 days from the Create Date, but can be changed manually if needed.

The screenshot displays four stages of the IRIS Pre-Case Processing system, each with a form and a table of actions.

AOR Screening

Create Date: 8/1/2018 Complete Date: Confirmation Due By: 9/1/2018

Cancel Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Add New Activity	Remove Selected				

Discrepancy Letter

Create Date: 8/1/2018 Complete Date: Amend AOR by: 1/28/2019

Cancel Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Add New Activity	Remove Selected				

DNA Request Letter

Create Date: 8/1/2018 Complete Date: Initiate DNA by: 1/28/2019

Cancel Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Add New Activity	Remove Selected				

DNA Sample Collection

RAVU Letter

Create Date: 8/1/2018 Complete Date: If RAVU requested AOR be amended, submit by: 10/30/2018

Cancel Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Add New Activity	Remove Selected				

IRIS Pre-Case Processing Users' Guide

Activities

Within all but the first two stages, activities can be added by the RA and the affiliate as a way of communicating back and forth regarding each stage. An unlimited number of attachments can be added to each activity. Adding an attachment is similar to the attach functionality in Pre-Case Notes. Must click **Save Activity** to open the attachment functionality, and then must click save again to actually save the activity, just like in a Pre-Case Note.

In the example below, note that the Attachment functionality is grayed out.

The screenshot displays the 'AOR Screening Activity' form. On the left, there are sections for 'AOR Screening', 'Discrepancy Letter', and 'DNA Request Letter', each with 'Create Date' and 'Complete Date' fields. The 'AOR Screening' section has a 'Cancel' and 'Save' button. Below these sections are buttons for 'Add New Activity' and 'Remove Selected'. The main form area on the right is titled 'AOR Screening Activity' and contains three sections: 'Activity Details' with 'Activity Summary' (containing 'AOR Screening Activity #1') and 'Activity Details' (containing 'testing'); 'Attachments' with a 'Choose File' button (disabled), 'No file chosen' text, and an 'Add Document' button (disabled); and 'Acknowledgements' with a 'Requires affiliate acknowledgement' checkbox. At the bottom, there is a metadata section showing 'Created By: DARLENE BOBLOOCH', 'Created On: 9/19/2018', 'Updated By:', and 'Updated On:'. Below this are buttons for 'Cancel', 'Save Draft', 'Save Activity' (highlighted in green), and 'Save & Add New Activity'. A red note at the bottom states: 'Fields marked by an asterisk (*) are required.'

Once the **Save Activity** button is clicked, the Attachment fields become active. Click **Choose File** to select the attachment and then click **Add Document**.

IRIS Pre-Case Processing Users' Guide

AOR Screening Activity

Activity Details

Activity Summary: * AOR Screening Activity #1

Activity Details: testing

Attachments

Choose File Test doc 1.docx Add Document

Acknowledgements

☐ Requires affiliate acknowledgement

Created By: DARLENE BOBLOOCH Created On: 9/19/2018 Updated By: DARLENE BOBLOOCH Updated On: 9/19/2018

Cancel Save Draft Save Activity Save & Add New Activity

Fields marked by an asterisk (*) are required.

Once **Add Document** is clicked, the attachment is saved and the Description/Comment field is open for data entry. Click **Save Activity** again to complete the saving of the new activity.

Activity Details

Activity Summary: * AOR Screening Activity #1

Activity Details: testing

Attachments

Document	Description/Comment	Action
Test doc 1.docx	Test - AOR Screening	Remove

Choose File No file chosen Add Document

Acknowledgements

☐ Requires affiliate acknowledgement

Created By: DARLENE BOBLOOCH Created On: 9/19/2018 Updated By: DARLENE BOBLOOCH Updated On: 9/19/2018

Cancel Save Draft Save Activity Save & Add New Activity

Fields marked by an asterisk (*) are required.

IRIS Pre-Case Processing Users' Guide

RAs have access to a “Requires affiliate acknowledgement” checkbox that, when checked, will require the affiliate to acknowledge having reviewed the activity. Affiliates can create activities for the RA to view, but they cannot require RA acknowledgement.

RA screen examples:

Discrepancy Letter Activity

Activity Details

Activity Summary: * Discrepancy Letter #1

Activity Details: Test

Attachments

Choose File No file chosen Add Document

Please Save Activity to Unlock Add Document button

Acknowledgements

☒ Requires affiliate acknowledgement

Created By: DARLENE BOBLOOCH Created On: 9/20/2018 Updated By: Updated On:

Cancel Save Draft Save Activity Save & Add New Activity

Fields marked by an asterisk (*) are required.

Discrepancy Letter

Create Date: 8/1/2018 Complete Date: Amend AOR by: 1/28/2019

Cancel Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Discrepancy Letter #1	DARLENE BOBLOOCH	9/20/2018	0	Yes	<input type="checkbox"/>

Add New Activity Remove Selected

After review of the activity and its attachments, the affiliate should check the acknowledgement checkbox. If the checkbox remains unchecked for a week, the RA will be notified via a dashboard notification.

IRIS Pre-Case Processing Users' Guide

Affiliate screen example:

Discrepancy Letter Activity

Activity Details

Activity Summary: *

Discrepancy Letter #1

Activity Details:

Test

Attachments

Acknowledgements

This Activity requires affiliate acknowledgement

☒ I (TEST BOBLOOCH) on (9/20/2018) acknowledge review of this Activity and any attachments associated with it

Created By: DARLENE BOBLOOCH

Created On: 9/20/2018

Updated By: DARLENE BOBLOOCH

Updated On: 9/20/2018

Save

Cancel

Fields marked by an asterisk (*) are required.

By default, IRIS will show the most recent activity in a stage. Click More to see all activities for a particular stage. Click Less to collapse the stage's activities back to the most recent one.

Discrepancy Letter

Create Date:

8/1/2018

Complete Date:

Amend AOR by:

1/28/2019

Cancel

Save

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Discrepancy Letter #4	DARLENE BOBLOOCH	9/20/2018	1		<input type="checkbox"/>

Add New Activity

Remove Selected

More

IRIS Pre-Case Processing Users' Guide

Activity Summary	Updated By	Updated On	Attachments	Acknowledgment Required	Remove
Discrepancy Letter #4	DARLENE BOBLOOCH	9/20/2018	1		<input type="checkbox"/>
Discrepancy Letter #3	DARLENE BOBLOOCH	9/20/2018	0	Yes	<input type="checkbox"/>
Discrepancy Letter #2	TEST BOBLOOCH	9/20/2018	0		<input type="checkbox"/>
Discrepancy Letter #1	TEST BOBLOOCH	9/20/2018	0		<input type="checkbox"/>

Except for the “Requires affiliate acknowledgement” checkbox, previously saved activities cannot be modified. Instead, add a new activity. RAs have the ability to remove RA-created activities and affiliates have the ability to remove affiliate-created activities.

AOR Letter Import

IRIS has the ability to import DNA, Discrepancy and RAVU AOR letters and attach them to the correct Stage. During the import process, IRIS performs two primary actions. First, import the AOR letter and split the letter into files for each AOR in the letter. Second, match the split file to the corresponding IRIS AOR.

Note that a letter which has been scanned to create a PDF file may not be imported. IRIS will not be able to examine the content of a scanned PDF to find the information needed to split the PDF and match it to an IRIS AOR.

The import process is intended to use only with the files provided by RPC.

IRIS will attempt to match the information in the AOR Letter using the following data in IRIS:

1. PreCaseID
2. Member Name and DOB
3. Anchor Name and Alien Number
4. Anchor Name or Alien Number

IRIS Pre-Case Processing Users' Guide

If a match is made, IRIS will display the information used to make the match and provide a hyperlink to the possible match if you would like to examine the information before attaching the letter.

Sometimes the information in the letter and the data in IRIS do not match. In that instance, you may download the file for your own purpose, such as manually looking up the AOR and attaching the letter.

These are the steps for importing an AOR Letter into IRIS:

1. From the IRIS dashboard, click "Load WRAPS Files."
2. Select AOR LETTER from the list of import types.
3. Select the type of letter.
4. Click "Choose File" to upload the AOR Letter from your computer. Sample file names:
 - a. **DNA**
 - i. 2019_09_23_010228 – LIRS – DNATestingRequiredPackage.pdf
 - b. **Discrepancy**
 - i. 123456789-AOR Discrepancy Letter-KE-123456
 - c. **RAVU**
 - i. P3-LIRS-1-29-2019.pdf

WRAPS Import

File Type:

File Location:
DNA Letter
RAVU Letter
Discrepancy Letter

Figure 1. Screenshot of the AOR LETTER import screen.

After clicking Import, IRIS will split the original PDF into separate files for each AOR. A table will display each AOR letter within the file and a matching AOR if one is found within IRIS.

IRIS Pre-Case Processing Users' Guide

At this point, you may click a checkbox and the import button and IRIS will attach the file to the associated Stage.

Alternatively, you may download the file and, using Pre-Case Processing Advanced Search, find the AOR and attach it manually.

AOR Letter Import Errors and Warnings

When the AOR Letter is uploaded, certain conditions will cause an error or warning. An error is more severe and means some or all data will not be imported. A warning is less severe and means data will still be imported.

Errors

#	Condition	Message	Action
1	Format of line in data file is not comma separated line	Bad line format. Line in data file must have comma separators	Line not imported
2	Check if the RA Code in file is the same as the current IRIS site	VolagCode in file does not match IRIS site	Line not imported
3	Find IRIS Case by RPC GUID in the file	IRIS case not found by case load file RPC case GUID	Line not imported
4	Verify IRIS case RPC Case GUID and Case Number match the data file RPC GUID and Case Number	RPC case GUID matched. Case number does not match	Line not imported
5	IRIS case Primary Applicant does not match the Individual found by the RPC IndID in the data file	Individual is not PA. Individual data not imported	Individual data for that line not imported

Warnings

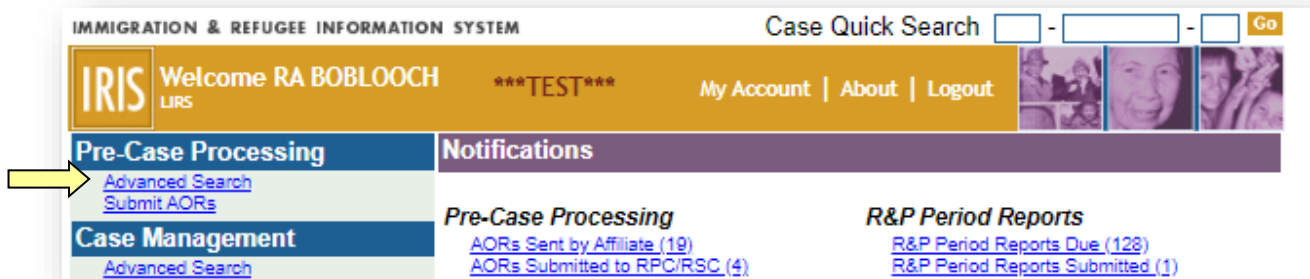
All warnings are based on missing codes, and do not cause the line to be skipped during the import.

#	Condition / Message
1	Unknown priority code
2	Unknown AVS code
3	Unknown Case Status code
4	Unknown COS code
5	Unknown Orientation Hours code
6	Unknown Travel Status code
7	Unknown Nationality code
8	Unknown Language code

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Interests

Interests submitted by your affiliate offices can be accessed by clicking on the **Advanced Search** link under Pre-Case Processing on the Navigation Bar.



When the Search Page appears, select **Interest** as the Pre-Case Type and also select the type of Interest if you know it. Add any additional search criteria that you would like and click **Search**.

IRIS Pre-Case Processing Users' Guide

The screenshot shows the IRIS Pre-Case Document Advanced Search form. The form is divided into three main sections: Document, US Tie / Qualifying Parent, and Family Member. The Document section includes fields for Pre-Case Type (with a yellow arrow pointing to the 'Interest' checkbox), IRIS Pre-Case ID / Interest ID, Refugee Case Number, Submitted by Affiliate, Status (with a dropdown menu showing 'All Interests', 'CAM AOR', 'I-730', 'Lautenberg AOR', 'P3 AOR', and 'RIF' selected, and a yellow arrow pointing to the dropdown), Transferred In? (Yes/No radio buttons), and Date Filed (From/To date pickers). The US Tie / Qualifying Parent section includes fields for First Name, Middle Name, Last Name, Second Last Name, Country of Birth, Date of Birth, and Alien Number, along with a checkbox for 'Use Soundex function for all Names'. The Family Member section includes fields for Search PA only (checked), First Name, Middle Name, Last Name, Second Last Name, Country Currently Residing, Country of Birth, Date of Birth, and Nationality, also with a 'Use Soundex function for all Names' checkbox. At the bottom, there are 'Search' and 'Cancel' buttons, with a yellow arrow pointing to the 'Search' button. A red note at the bottom states: 'Fields marked by an asterisk (*) are required.'

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search [] - [] - [] Go

IRIS Welcome RA BOBLOCH ***TEST*** My Account | About | Logout

Pre-Case Document Advanced Search

To search for letters in the middle of a name, add an asterisk (*) in front of the value that you enter.

Document

Pre-Case Type: * ☒ Interest ☐ Affidavit of Relationship

IRIS Pre-Case ID / Interest ID: []

Refugee Case Number: [] - [] - []

Submitted by Affiliate: Select One

Status: Select a Status

Transferred In? ☐ Yes ☐ No

Date Filed: From [] To []

US Tie / Qualifying Parent

First Name: [] ☐ Use Soundex function for all Names

Middle Name: []

Last Name: []

Second Last Name: []

Country of Birth: Select Birth Country

Date of Birth: []

Alien Number: []

Family Member

Search PA only: ☒ ☐ Use Soundex function for all Names

First Name: []

Middle Name: []

Last Name: []

Second Last Name: []

Country Currently Residing: Select Residing Country

Country of Birth: Select Birth Country

Date of Birth: []

Nationality: Select Nationality

Search **Cancel**

Fields marked by an asterisk (*) are required.

If you select "Pending" for Status, your search results will show a list of all the Interests that need to be reviewed. To open an Interest file, click on the Pre-Case ID link associated with the file you wish to see.

IRIS Pre-Case Processing Users' Guide

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - -

IRIS Welcome RA BOBLOOCH ***TEST*** [My Account](#) | [About](#) | [Logout](#)

Search Result
 Displaying 1 - 20 of 1927 Result(s) (OR) Display results per page.
[\[First Page\]](#) [\[Previous Page\]](#) [\[Next Page\]](#) [\[Last Page\]](#)

Document Type	Pre-Case Type	IRIS Pre-Case ID	Date Created	Status	US Tie Name	US Tie Birthdate	Case Size	Member	Member Birthdate	Member Type
Interest	P3 AOR	LIRS-06Mar2020-ISMAIL	3/6/2020	Pending	ISMAIL, Chamta		1	asdfasdf, asdfas	7/20/1980	Primary Refugee
Interest	I-730	LIRS-03Feb2020-KABAZO	2/3/2020	Pending	CAMPBELL, Kampusu	3/28/1966	1	MURPHY, WESLEY	11/27/1997	Primary Refugee
Interest	I-730	LIRS-03Feb2020-ABARAYA	2/3/2020	Pending	REYNOLDS, Lalise	1/1/1983	1	PORTER, ZACHARY	9/12/2005	Primary Refugee
Interest	I-730	LIRS-27Dec2019-ATHEIB	12/27/2019	Pending	BARRETT, Mariam	11/26/1975	1	ARMSTRONG, MARVIN	1/1/1987	Primary Refugee
Interest	I-730	LIRS-27Dec2019-HAGOS	12/27/2019	Pending	MCCOY, Alemash	1/1/1965	1	JOHNSTON, WALTER	1/30/1997	Primary Refugee
Interest	I-730	LIRS-02Dec2019-BEYENE	12/2/2019	Pending	LEE, Letebirhan	1/1/1980	1	FERNANDEZ, IVAN	7/9/1980	Primary Refugee
	I-	LIRS-						ANDERSON		Primary

IRIS Pre-Case Processing Users' Guide

Like the AOR, the Interest File contains a header with summary information that will stay with you as you navigate the subsections within. The **Pre-Case Type** field tells you what document was filed to generate the Interest.

The screenshot displays the IRIS web application interface. At the top, there is a header bar with the text "IMMIGRATION & REFUGEE INFORMATION SYSTEM" and a "Case Quick Search" field. Below this, a navigation bar shows "Welcome RA BOBLOOCH" and "***TEST***". The main content area is divided into two sections. The top section, highlighted in yellow, contains case details: Interest File ID: 51802, US Tie: CAMPBELL, Kampusu, PA: MURPHY, WESLEY, PA Interest ID: LIRS-03Feb2020-KABAZO, Affiliate: CO-Denver, Status: Pending, Date Filed: 02/03/2020, Interest Case Size: 1, and Pre-Case Type: I-730. A yellow arrow points to the Pre-Case Type dropdown menu, which is open and shows a list of options: P3 AOR, RIF, I-730, CAM AOR, Lautenberg, and AOR. The bottom section, titled "US Tie", contains fields for Case Number and Alien Number (823478072).

Interest File ID:	51802	Status:	Pending
US Tie:	CAMPBELL, Kampusu	Date Filed:	02/03/2020
PA:	MURPHY, WESLEY	Interest Case Size:	1
PA Interest ID:	LIRS-03Feb2020-KABAZO	Pre-Case Type:	I-730
Affiliate:	CO-Denver		

Case Number:

Alien Number: *

The Interest page contains tabs denoting the subsections of the file. The top of the tab for the subsection you are in will be highlighted in gold.

IRIS Pre-Case Processing Users' Guide

US Tie Tab

The Interest opens up on the US Tie page, where you may view details about the US Tie. As an RA user, you do have the ability to edit the Interest data. This is helpful when collaborating with the affiliate to complete any needed corrections by phone or email. If you do make any changes, click **Save and Continue**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH *****TEST***** My Account | About | Logout

Interest File ID:	51802	Status:	Pending
US Tie:	CAMPBELL, Kampusu	Date Filed:	02/03/2020
PA:	MURPHY, WESLEY	Interest Case Size:	1
PA Interest ID:	LIRS-03Feb2020-KABAZO	Pre-Case Type:	I-730
Affiliate:	CO-Denver		

US Tie Refugees Supporting Docs Pre-Case Notes Status

US Tie

Case Number:

Alien Number: *

First Name: *

Middle Name:

Last Name:

Second Last Name:

Birth Country:

Nationality:

Birth Date:

Address 1: *

Address 2:

City: *

State: *

Zip: *

Home Phone:

Work Phone:

Fields marked by an asterisk (*) are required.

IRIS Pre-Case Processing Users' Guide

Refugees Tab

The **Refugees** subsection is pictured below. From this screen, you may view details for individual members of the case by clicking on the link associated with the member's name. You may also add a new member of the case by clicking **Add Refugee**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - - Go

IRIS Welcome RA BOBLOCH ***TEST*** My Account | About | Logout

Interest File ID: 51802 Status: Pending
US Tie: CAMPBELL, Kampusu Date Filed: 02/03/2020
PA: MURPHY, WESLEY Interest Case Size: 1
PA Interest ID: LIRS-03Feb2020-KABAZO Pre-Case Type: I-730
Affiliate: CO-Denver

US Tie **Refugees** Supporting Docs Pre-Case Notes Status

Interest Refugees

Name	Is PA?	Date of Birth:	Relationship to US Tie	Current Country	Interest ID
WESLEY MURPHY	Yes	11/27/1997	Son	Zambia	LIRS-03Feb2020-KABAZO

[Add Refugee](#)

[Continue](#)

Required: Only one refugee must be set as the 'Principal Applicant'.

Clicking on the name will open the dialog box shown below. Make any needed changes and click **Save**.

IRIS Pre-Case Processing Users' Guide

Edit Interest Refugee LIRS-03Feb2020-KABAZO

First Name: *

Middle Name:

Last Name: *

Second Last Name:

Sex: *

Birth Country: *

Nationality:

Date of Birth: *

Is Birth Date Estimated? ☐

Is Principal Applicant? *

Relationship to PA: *

Relationship to US Tie: *

Date of Arrival:

Address 1:

Address 2:

City, State/Province:

Zip:

Country: *

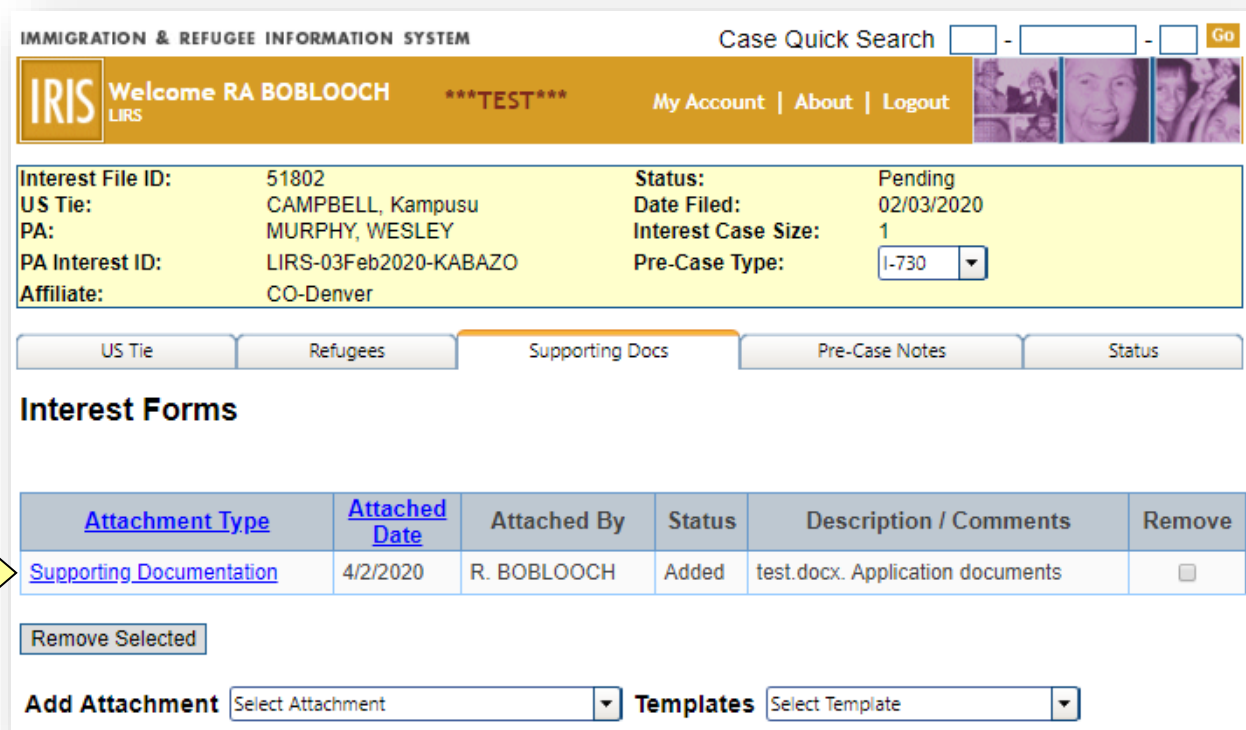
Case Number: - -

Fields marked by an asterisk (*) are required.

Supporting Documents Tab

The Supporting Documents Section is where the affiliate should have attached any other documentation to go along with the Interest. To view a document, click on its link under Attachment Type.

IRIS Pre-Case Processing Users' Guide



IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - - Go

IRIS Welcome RA BOBLOOCH ***TEST*** My Account | About | Logout

Interest File ID: 51802 Status: Pending
US Tie: CAMPBELL, Kampusu Date Filed: 02/03/2020
PA: MURPHY, WESLEY Interest Case Size: 1
PA Interest ID: LIRS-03Feb2020-KABAZO Pre-Case Type: I-730
Affiliate: CO-Denver

US Tie Refugees Supporting Docs Pre-Case Notes Status

Interest Forms

Attachment Type	Attached Date	Attached By	Status	Description / Comments	Remove
Supporting Documentation	4/2/2020	R. BOBLOOCH	Added	test.docx. Application documents	<input type="checkbox"/>

Remove Selected

Add Attachment Select Attachment Templates Select Template

Uploaded documents may open in Word, PDF, or another program, depending on what the affiliate office used. You may print or save the document from this screen.

Pre-Case Notes Tab

See the section in this manual regarding Adding a Pre-Case Note. The functionality is the same for Interests.

IRIS Pre-Case Processing Users' Guide

Status Tab

Approving the Interest

The Status tab is where you will work on getting the Interest approved. Once any needed corrections have been made by you or the affiliate office, click the **Status** tab. You will see the screen pictured below. Check the box labeled **I certify that a notarized copy of this interest file has been received.** (Note: Interests are not required to be notarized. This will be corrected in a future version of IRIS). Then, click **Received**.

IMMIGRATION & REFUGEE INFORMATION SYSTEM Case Quick Search - -

IRIS Welcome RA BOBLOOCH *****TEST***** My Account | About | Logout

Interest File ID:	51802	Status:	Pending
US Tie:	CAMPBELL, Kampusu	Date Filed:	02/03/2020
PA:	MURPHY, WESLEY	Interest Case Size:	1
PA Interest ID:	LIRS-03Feb2020-KABAZO	Pre-Case Type:	I-730
Affiliate:	CO-Denver		

US Tie Refugees Supporting Docs Pre-Case Notes **Status**

Current Status: Pending
Status Date: 2/3/2020

☒ I certify that a notarized copy of of this interest file had been received.
☐ I would like to transfer this Interest File.
☐ I would like to close this Interest File.

IRIS Pre-Case Processing Users' Guide

The Status tab and the Interest header now reflect that the Interest has been received.

IMMIGRATION & REFUGEE INFORMATION SYSTEM

Case Quick Search - -

IRIS Welcome RA BOBLOOCH *****TEST***** My Account | About | Logout

Interest File ID:	51802	Status:	Received
US Tie:	CAMPBELL, Kampusu	Date Filed:	02/03/2020
PA:	MURPHY, WESLEY	Interest Case Size:	1
PA Interest ID:	LIRS-03Feb2020-KABAZO	Pre-Case Type:	I-730
Affiliate:	CO-Denver		

US Tie | Refugees | Supporting Docs | Pre-Case Notes | Status

Current Status: Received
Status Date: 4/2/2020

☐ I would like to transfer this Interest File.
☐ I would like to close this Interest File.