



**SPECIALIZED ENERGY
CONSULTANTS, INC.**

Segmented Training For Drafters (4 hours)

Module 1: Summary of CaseWorks Workflow and Role Groups

- Review of Recent Enhancements

Module 2: Navigating CaseWorks

- Home Page
- Menu Page
- Proceedings Tab
- Data Request Tab
- Calendar Tab
- Documents Tab

Module 3: Workflow and Responsibilities

Module 4: Proceedings and Work Flow

- Document Storage
 - Procedural Schedules
 - Filings by Company and Other Parties
 - Commission Orders
- Testimonies
- Email Notifications and Workflow
- Security

Break

Module 5: Data Request Handling

- Email Notifications and Workflow
- Drafting Data Request(s)
- How to handle Confidential Responses
- CaseWorks Security
- Completion of Response
- What happens next

Module 6: Problem Handling

- Reporting Problems
 - Error Validation
 - Document steps that led to the error
 - Verify the problem can be recreated
 - Contact Internal Technologies to determine if it is an MS Office or People Soft issue
 - Contact Flexnova/CES if it's determined to be a problem with CaseWorks
- Tracking Problems
- Trouble Shooting Guide

Open Discussion