

How will you manage your next rate case?

Comparison of CaseWorks to document management systems (DMS) such as SharePoint, OpenText, FileNet, Documentum, etc.

Available as an On-Premises or Software as a Service (SaaS) Solution

CaseWorks

Typical DMS Products

Data Request Processing

Dashboard view of active and completed data requests (due dates, status, assignees, etc.)	•	
Ability to parse data request documents for questions and automatically load the questions for subsequent delegation	•	
Ability to electronically load incoming data requests into workflow-enabled workspaces and templated response documents	•	
Ability to assign data requests as single or multi-part questions and assign separate workflows for each data request or part of a data request	•	
Ability to digitally aggregate questions and responses for different data requests into one consolidated response filing along with supporting material	•	
Ability to publish data requests to a public Internet instance of CaseWorks which Intervenor can access using assigned user ID and password [optional Publishing module]	•	
Ability to automatically convert response documents and supporting materials to PDF	•	
Ability to configure different response templates by jurisdiction, intervenor, and type	•	
Ability to automatically generate response filing emails which show the names of the attachments being used as supporting evidence and other associated metadata	•	
Ability to perform group edits of multiple data requests simultaneously	•	
Ability to perform "Prepare for Filing" of sets of data requests to make them Read Only	•	
Automatic lifecycle tracking of data requests	•	
Ability to configure company-specific ad hoc reports to track data request activities/status	•	
Ability to perform "trial" filings of data request responses	•	
Ability to print multiple sets of data request questions and responses simultaneously	•	
Filing process automatically archives responses and emails an electronic package containing the questions, responses, and supporting materials	•	
Ability to filter data request assignments by individuals and/or roles	•	
Supporting materials attached to responses are automatically prefixed with the data request's set and item number	•	
Ability to designate a specific data request as "Confidential" which automatically locks out all users not currently involved in drafting/reviewing the response	•	
Ability to designate specific data requests as "Read Only" which locks them down from any further editing	•	
Ability to tag data requests with company-configured values for reporting by various special handling categories (e.g. Objected to, Voluminous, Requires Follow Up, etc.)	•	
Company configurable fields and labels	•	
Automated Bates numbering of response documents and associated attachments during filing	•	
Workflow		
Task assignments generate email notifications	•	•
Configurable email messages with substitution variables	•	•

Configurable email messages by subsidiary	•	
Ability to set task due dates	•	•
Reminder messages are sent to users who are late in completing their assigned tasks	•	•
Sequential review workflows	•	•
Ability for case coordinators to automatically associate predefined sequential review workflow templates to data requests	•	
Links in assignment emails take users directly to data request questions and workspaces	•	
Provided with preconfigured email messages specific to utility Rate Case and Regulatory business processes	•	
Ability to bundle multiple data requests in a single assignment email which provides links to each specific data request	•	
Ability to associate various sequential workflow patterns to data requests during upload	•	
Automated turning on and turning off of “track changes” and read/edit permissions as appropriate in review and approval workflows	•	
Preconfigured roles and appropriate access/functionality are available for utility Rate Case and Regulatory business processes	•	
Coordinators have the flexibility to cancel, bypass, or reassign workflows	•	
30+ utility rate case and regulatory related variables are available for display in template response documents	•	
Security Management		
Workspace and document level security	•	•
Ability to configure company-specific permission groups	•	•
Ability to create company-specific permission groups applicable to various cases/dockets based on subject matter, jurisdiction, department, subsidiary, etc.	•	
Ability to give users access to one or more cases/dockets in a single step (also applicable to removing access)	•	
Ability to provide or remove access to previously locked down cases/dockets without having to manually adjust user permissions in each site	•	
Security model based on utility Rate Case and Regulatory roles	•	
Case/Docket Management		
Ability to configure company-specific classifications to manage cases/dockets by jurisdiction, type, and practice area	•	
Automatic security trimming of case/docket groups based on a user’s access rights	•	
Ability to add, move, rename and generate workflows for procedural workspaces (Testimony, Briefs, Rebuttals, Orders, etc.) within an integrated case structure	•	
Adding a case/docket automatically creates a new site hierarchy, permission structure, and navigation tabs within the application	•	
Ability to create and maintain service lists by case		
Audit trail of email notifications generated and the recipients to whom they were sent for each case/docket	•	
Audit trail of Case/Docket activities	•	
All application activity is tracked in a SQL database from which additional company-specific reports can be generated using report writing tools	•	
Search		
Simple and advanced Search functions	•	•
Ability to create Search scopes to limit searches to specific areas	•	•
Ability to tag data requests with Key Words to make them easier to find and filter	•	
Ability to search all cases/dockets or limit the search to just a specific part of a case/docket	•	
Document Management		
Version History	•	•

Document Check-In/Check-Out	•	•
Explorer view and ability to upload multiple documents simultaneously	•	•
Electronic packaging of data request response documents and supporting materials	•	
Automatic naming and archiving of data request response filings	•	
Ability to download to a zip file all documents associated with a case/docket	•	
Scrubbing of revisions and comments from collaboratively developed responses	•	
Option to delete all draft data request response documents	•	
CaseWorks Public (optional module)		
Provides commission staff and intervenors read-only access to data request responses and supporting materials	•	
Ability to provide each intervenor and commission staff member access to only their relevant cases	•	
Ability to publish “Public” and “Confidential” versions of data request responses and selectively determine who has access to them	•	
CaseWorks Outside Counsel/Consultants (optional configuration service)		
Provides outside counsel and consultants secure access to CaseWorks to be able to draft, review and approve materials with internal counsel, witnesses and subject matter experts	•	
Ability to provide outside counsel and consultants access to only their relevant cases	•	
Outside counsel and consultants have access to the same features and functions as employees but do not have access to any other company applications or repositories	•	

Additional information is available at: http://www.flexnova.com/flexnova_case_works.html

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