**How To Training**

**for**

**CMS Case File – Assigned Staff Tab**

 The Assigned Staff tab will display the information of the staff currently assigned to the case. .

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪 Click on Case File 🡪 Case Files on the access menu list  |
| 1.
 | Case Search will be displayed* Enter Cas*e* Number in Text Box
* Click on GO Button to display specified Case File.

- OR -If user does not know case number:* Click on Search Button, enter known search criteria
* Click on Search Button
* Search result will display all cases matching entered parameters
* Click on Case Number hyperlink to be navigated to the Case File Screen for the specified case.
 |
|  | By default the Filings tab will be selected and the grid will display all Commission filings and issuances.* Click on Assigned Staff tab
* Assigned Staff grid will be displayed

 |
|  | Assigned Staff grid will display with the following columns:* Staff Name
* Role
 |