**How To Training**

**For**

**CMS Case File – Filings Tab**

## Adjudicatory and Non-Adjudicatory Cases

When the **Case File Screen** is accessed, the default view is the **Filings** tab which contains a listing of filings/issuances associated with a specific case. This screen is available to External Users (Registered and Public).

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**Objective:**

* View Filed/Issued Documents

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪, Click on Case File 🡪 Case Files on the access menu list |
|  | 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 filings and issuances in the grid with the following columns:   * Item No. * Date Filed * Description of Filing * Filing Party * Filed By * No. of Attachment(s) * If a filing has been rejected the last column will display the following: Document deleted – submitted in Error |
|  | * Click on Back Button to navigated to the previous screen |
|  | * Click on Item No. link for the filing to view filing details and attachment(s) |
|  | Filing Information will be displayed in the first section:   * Item No. * Filing on Behalf of * Description of Filing * Compliance Filing (Yes/No) * Date Filed * Filed By |
|  | Attachments Sections will display with the following columns:   * Document Title (hyperlink) * Document Type * Document Subtype * Security * View P.O. * File Size * Software Designator Icon |
|  | In the Attachments Grid:   * Click on Document Title link to view attachment * Document will open second pop-up window that will display the public document * Document can also be saved use users computer * Confidential Document access will be based on security measures in place (Clerk of the Commission, Assigned Staff and Staff Users who have been granted access by Clerk of the Commission) * Close the document once it has been viewed |
|  | * Click on Close Button to close the Filing Information pop-up window |