



Mapping the PUC of Tomorrow

Gas Abandonment Application

An Example of How a Case Proceeds
Through InfoMAP from the Secretary's
Bureau to Public Meeting

Gas Abandonment Application Case Acceptance Inbasket - FUS

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Queue Depth New with Browse Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last Print Preview

CaseID	Docket Number	Bureau	Case Status	Status Reason	Date Filed	Order Entered Date
10065063	A-2007-10065063	FUS	ACTIVE		3/8/2007 1:00:00 AM	
10065161	A-2007-10065161	FUS	ACTIVE		3/6/2007 1:00:00 AM	
10065165	A-2007-10065165	FUS	ACTIVE		3/12/2007 1:00:00 AM	
10065166	A-2007-10065166	FUS	ACTIVE		3/6/2007 1:00:00 AM	
10065167	A-2007-10065167	FUS	ACTIVE		3/7/2007 1:00:00 AM	
10065168	A-2007-10065168	FUS	ACTIVE		3/1/2007 1:00:00 AM	
10065169	A-2007-10065169	FUS	ACTIVE		3/5/2007 1:00:00 AM	

Case ID

Inbaskets

- Case Acceptance (7)
- Validate Filing (3)
- Industry Group Manager (0)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

Role: Admin c-psharma

start Internet Explorer ScreenShots_INFOM... Address Go 8:57 PM

The Gas Abandonment Application comes into the Secretary's Bureau, who then assigns it to FUS. The case appears in the Inbasket of a FUS Case Acceptance Group, who then decides to accept or reject the case from Secretary's Bureau.

Gas Abandonment Application Case Acceptance Inbasket - FUS

The screenshot displays the 'Case Management' web application in Microsoft Internet Explorer. The browser title is 'Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission'. The interface includes a top navigation bar with options like 'Queue Depth', 'New with Browse', 'Close', 'Action', 'Mode: Browse', 'Create Case', 'Searches', 'Search', 'Preferences', and 'Sign Out'. A left sidebar contains the 'InfOMAP' logo and an 'Inbaskets' section with a list of categories: Case Acceptance (12), Validate Filing (0), Industry Group Manager (1), Research Case (0), Manager Approval (0), LAW Approval (0), BD Approval (0), Protest (0), and Public Meeting (0). The main content area shows details for Case ID 10064661, which is 'ACTIVE'. A dropdown menu is open under the 'Action' button, listing 'Energy Industry Group', 'Telco Group Manager', 'Water Group Manager', and 'Return For ReIndexing'. Below this, the 'Case Information' section includes fields for DocketNumber (A-2007-10064661), Bureau (FUS), Status Reason, Case Description, and three deadline fields: Assignment Due Date, Deadline To Commissioners, and Deadline To Bureau Director. A 'Case Comments' text area is also present. At the bottom, a 'Documents attached: 1' section shows a folder icon labeled 'hfg'. A red arrow points to this folder icon.

Case ID: 10064661

Case Status: ACTIVE

Case Information

DocketNumber: A-2007-10064661

Bureau: FUS

Status Reason:

Case Description:

* Assignment Due Date:

* Deadline To Commissioners:

* Deadline To Bureau Director:

Case Comments:

Inbaskets

- Case Acceptance (12)
- Validate Filing (0)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

Documents attached: 1

hfg

FUS Case Acceptance Group assigns the case to the Energy Industry Group.

The electronic application document related to the case. All documents placed in the public “red” folder would also be located here.

Gas Abandonment Application Case Acceptance Inbasket - FUS

The screenshot displays the 'Case Management' web application interface. The main content area shows a table with the following data:

CaseID	Docket Number	Responsible Bureau	Case Status	Status Reason	Date Filed	Order Entered Date
10065165	A-2007-10065165	FUS	ACTIVE		3/12/2007 1:00:00 AM	

On the left side, there is a sidebar with 'Inbaskets' listed as follows:

- Case Acceptance (6)
- Validate Filing (0)
- Industry Group Manager (1)
- Research Case (1)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- TAS Approval (0)
- Protest (0)
- Public Meeting (1)

At the bottom of the sidebar, the 'Role' is set to 'Admin' and the user is identified as 'c-psharma'.

On selecting Action → Energy Industry Group
The case goes to Industry Group Manager
Inbasket.

Gas Abandonment Application Industry Group Manager Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse Close Action Mode: Browse Create Case Searches Search Preferences Sign Out Save

InfMAP

Case ID: CaseStatus: ACTIVE

Case Information

DocketNumber	A-2007-10064565
Bureau	FUS
DateFiled	3/5/2007 1:00:00 AM
Status Reason	
Case Description	New Case
Assignment Due Date	3/21/2007
Deadline To Bureau Director	3/22/2007
Deadline To Commissioners	3/23/2007
Order Entered Date	
Date Closed	
Case Comments	New Case

Documents attached: 1

Role: Admin Case ID: 10064565 c-psharma

start 3 Internet Explorer Document1 - Microsof... Address Go 8:47 PM

On clicking Action → Assign Staff, a user has to be selected from a list of users.

Gas Abandonment Application Industry Group Manager Inbasket

The screenshot displays the 'Case Management' web application interface. The main window shows a 'Case' form with the following details:

- Case ID: 10064565
- Case Status: ACTIVE
- DocketNumber: A-2007-10064565
- Bureau: FUS

A 'Web Page Dialog' is open over the main window, containing the following text:

To complete the function request, the following selection must be made. Click OK when finished to continue.

*User:

- Henry D
- Robert K

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog. A pink arrow points from the 'OK' button to the 'Henry D' selection in the list.

The left sidebar shows a list of 'Inbaskets' with 'Industry Group Manager (1)' selected. The bottom status bar shows 'Role: Admin', 'Case ID: 10064565', and 'c-psharma'.

On clicking OK ,the case goes to Validate Filing Inbasket.

Case is assigned to Henry D.

Gas Abandonment Application Validate Filing Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last Print Preview

CaseID	Docket Number	Responsible Bureau	Assigned Staff	Date Case Assigned	Case Status	Status Reason	Date Filed
10065165	A-2007-10065165	FUS	Henry D	3/22/2007 12:17:00 PM	ACTIVE		3/12/2007 1:00:00

Case ID: 10065165 CaseStatus: ACTIVE (dropdown menu with options ACTIVE, PEND)

Inbaskets:

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (0)
- Research Case (1)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- TAS Approval (0)
- Protest (0)
- Public Meeting (1)

Role: Admin c-psharma

start 2 Microsoft Offi... 3 Internet Expl... BPF Explorer - [C... Address Go 12:17 PM

Henry D will review the application to see if the case filing is valid.

If so, choose Filing Validated under Action Tab.

Gas Abandonment Application Validate Filing Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Action Mode: Browse Create Case Searches Search Preferences Sign Out

Case Attachment MyTab

Case Status: ACTIVE
Case ID: 10064565

Main Case Information

DocketNumber: A-2007-10064565
Bureau: FUS
Case Description: New Case
DateFiled: 3/5/2007 1:00:00 AM
Order Entered Date:
AssignedStaff: Henry D
Date Case Assigned: 3/21/2007 8:53:19 PM
Assignment Due Date: 3/21/2007
Deadline To Bureau Director: 3/22/2007
Deadline To Commissioners: 3/22/2007
Date Closed:
Case Comments:

Inbaskets

- Case Acceptance (8)
- Validate Filing (1)**
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

Role: Admin Case ID: 10064565 c-psharma

By Selecting Action → Filing Validated
The case is pended for 20 days, waiting for any protests to be filed.
After a 20 day wait, if no protests are filed, it is sent to Research Case Inbasket. If the Protest is filed within this period, it goes to the Protest Inbasket within the OALJ.

Gas Abandonment Application OALJ Protest Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last Print Preview

CaseId	Status	ParentCaseID
10065363	PROTEST RECEIVED	10065163

Case ID

Inbaskets

- Case Acceptance (6)
- Validate Filing (0)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- TAS Approval (0)
- Protest (1)**
- Public Meeting (1)

Role: Admin c-psharma

Record count: 0

CaseId	Status	ParentCaseID
--------	--------	--------------

start | 3 Internet Expl... | BPF Explorer - [C... | Address | Go | 11:40 AM

A Protest was filed and it is sent to the Protest Inbasket for the case.

Gas Abandonment Application OALJ Protest Inbasket

The screenshot displays the Case Management interface in Microsoft Internet Explorer. The browser title is "Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission". The interface includes a top navigation bar with options like "Attach Document", "Add Document", "Queue Depth", "New with Browse", "Action", "Mode: Browse", "Create Case", "Searches", "Search", "Preferences", and "Sign Out". Below this is a sub-navigation bar with "Case", "Attachments", "Hold Hearing", "Audit", and "MyTab". The main content area shows case details for Case ID 10065363, including fields for "Active" (checked), "Date Closed", "Parent Case" (10065163), "Case ID" (10065363), and "Bp8CaseType" (9). On the left, an "Inbaskets" sidebar lists various categories, with "Protest (1)" highlighted in orange. At the bottom, the user role is "Admin", the case ID is "10065363", and the user is "c-psharma". The Windows taskbar at the very bottom shows the Start button and several open applications.

After the Protest has been reviewed, PUC Staff has resolved it with Protestant, Select Action → Protest Resolved, and the case is sent to the FUS Research Case Inbasket.

Gas Abandonment Application FUS Research Case Inbasket

The screenshot displays the 'Case Management' application in Microsoft Internet Explorer. The browser title is 'Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission'. The application interface includes a top navigation bar with options like 'Attach Document', 'Queue Depth', 'New with Browse', 'Add Document', 'Mode: Browse', 'Create Case', 'Searches', 'Search', 'Preferences', and 'Sign Out'. Below this is a search bar and a 'Print Preview' button. The main content area features a table with the following data:

CaseId	Docket Number	CaseStatus	Status Reason	Date Filed	Date Case Assigned
10065062	A-2007-10065062	ACTIVE		3/5/2007 1:00:00 AM	3/21/2007 8:57:16 PM

On the left side, there is a sidebar with a search field and a 'CaseStatus' dropdown menu set to 'ACTIVE'. Below the sidebar is an 'Inbaskets' menu with the following items:

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (1)
- Research Case (1)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

The Windows taskbar at the bottom shows the 'start' button, several application icons, and the system tray with the time '10:14 AM'.

The case goes back to Henry D for research. At this point, Henry D would do his research and write an order for the case.

Gas Abandonment Application FUS Research Case Inbasket

The screenshot displays the 'Case Management' application in Microsoft Internet Explorer. The browser title is 'Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission'. The application interface includes a top navigation bar with options like 'Attach Document', 'Queue Depth', 'New with Browse', 'Add Document', 'Action', 'Mode: Browse', 'Create Case', 'Searches', 'Search', 'Preferences', and 'Sign Out'. The main content area shows a case detail for Case ID 10065062, which is currently 'ACTIVE'. The 'Main Case Information' section includes fields for DocketNumber (A-2007-10065062), Bureau (FUS), Case Description (New), Date Case Assigned (3/21/2007 8:57:16 PM), Assignment Due Date (3/13/2007), Deadline To Bureau Director (3/22/2007), Deadline To Commissioners (3/21/2007), Order Entered Date, Date Filed (3/5/2007 1:00:00 AM), and Date Closed. The Case Comments field contains the text 'new'. On the left side, there is an 'Inbaskets' list with categories such as Case Acceptance (6), Validate Filing (1), Industry Group Manager (1), Research Case (1), Manager Approval (0), LAW Approval (0), BD Approval (0), Protest (0), and Public Meeting (0). The 'Research Case (1)' category is highlighted. At the bottom of the application, there is a section for 'Documents attached: 1' with a small icon and the text 'Infomap6'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:16 AM.

Action Complete
Pend For Documents

Main Case Information

DocketNumber	A-2007-10065062
Bureau	FUS
Case Description	New
Date Case Assigned	3/21/2007 8:57:16 PM
Assignment Due Date	3/13/2007
Deadline To Bureau Director	3/22/2007
Deadline To Commissioners	3/21/2007
Order Entered Date	
Date Filed	3/5/2007 1:00:00 AM
Date Closed	

Case Comments: new

Documents attached: 1

The order is done and he selects Action → Complete
The case is sent to his manager's Approval Inbasket.

Gas Abandonment Application Manager Approval Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last Print Preview

CaseID#	Docket Number	Case Status	Status Reason	Date Case Assigned
10065062	A-2007-10065062	ACTIVE		3/21/2007 8:57:16 PM

Case ID

1 Highlight Case (or Cases)

2 Select Add

Inbaskets

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (1)
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

3 Moves the Case (or Cases down)

Record count: 0

CaseID#	Docket Number	Case Status	Status Reason	Date Case Assigned
---------	---------------	-------------	---------------	--------------------

start | ScreenShots_INFOM... | 4 Internet Explorer | Address | Go | 10:19 AM

Bulk mode functionality is provided here to send the cases in bulk to next Inbasket.

Gas Abandonment Application Manager Approval Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse Action Mode: Browse Create Case Searches Search Preferences Sign Out

Case ID 10065062
Case Status ACTIVE

Case Information

Bureau FUS
DocketNumber A-2007-10065062
Case Description New
Date Closed
Deadline To Commissioners 3/21/2007
Deadline To Bureau Director 3/22/2007
Assignment Due Date 3/13/2007
Date Case Assigned 3/21/2007 8:57:16 PM
Order Entered Date
DateFiled 3/5/2007 1:00:00 PM
Case Comments New Case

Inbaskets

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (1)**
- LAW Approval (0)
- BD Approval (0)
- Protest (0)
- Public Meeting (0)

Infomap6

start | ScreenShots_INFOM... | 4 Internet Explorer | Address | Go | 10:23 AM

On selecting Action → Manager Approve
The case is sent to the **Law Approver Inbasket, TAS Approval Inbasket, BD Approval Inbasket** . ALL have to approve the case for it to trigger the public meeting workflow.
Hence on selecting Action → Approve it triggers the Public Meeting Workflow.

Gas Abandonment Application TAS Approval Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last Print Preview

CaseID^	Docket Number	Case Status	Status Reason	Date Case Assigned
10065062	A-2007-10065062	ACTIVE		3/21/2007 8:57:16 PM

Case ID

Inbaskets

TAS Approval (1)

Add Remove Remove All Action Record count: 0

CaseID^	Docket Number	Case Status	Status Reason	Date Case Assigned
---------	---------------	-------------	---------------	--------------------

Role: TAS Approver c-tuser1

start ScreenShots_INF... 3 Internet Expl... BPF Explorer - [C... Address Go 11:11 AM

TAS goes through the same approval procedures as the FUS Bureau Director approval process.

Gas Abandonment Application TAS Approval Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Attach Document Add Document Queue Depth New with Browse **Action** Mode: Browse Create Case Searches Search Preferences Sign Out

Case	Att	Approve	Reject	Audit
Case ID: 10065062				
Case Status: ACTIVE				

Case Information

Bureau: FUS
DocketNumber: A-2007-10065062
Status Reason:
Case Description: New
DateFiled: 3/5/2007 1:00:00 AM
Date Case Assigned: 3/21/2007 8:57:16 PM
Order Entered Date:
Deadline To Commissioners: 3/21/2007
Deadline To Bureau Director: 3/22/2007
Date Closed:
Assignment Due Date: 3/13/2007
Case Comments: New Case

Inbaskets
TAS Approval (1)

Documents attached: 1

Role: TAS Approver Case ID: 10065062 c-tuser1

start | ScreenShots_INF... | 3 Internet Expl... | BPF Explorer - [C... | Address | Go | 11:14 AM

TAS selects Action →
Approve to move it to
the Public Meeting
Workflows.

Gas Abandonment Application Public Meeting Inbasket

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Mode: Browse Create Case Searches Search Preferences Sign Out

Page 1 of 1 First Previous Next Last [Print Preview](#)

CaseID	Parent CaseID
10065361	10065062

Case ID

Inbaskets

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- TAS Approval (0)
- Protest (0)
- Public Meeting (1)**

Add Remove Remove All Action Record count: 0

CaseID	Parent CaseID
--------	---------------

Role: Admin c-psharma

start | ScreenShots_INF... | 3 Internet Expl... | BPF Explorer - [C... | Address | Go | 11:30 AM

In the Public Meeting Workflow, a Calendar Sheet is created and the Gas Abandonment Case will be added to the appropriate Public Meeting Agenda.

Gas Abandonment Application Public Meeting Inbasket - FUS

Case Management - Microsoft Internet Explorer provided by PA Public Utility Commission

Case ID: 10065361
Parent Case: 10065062
Case Status: ACTIVE

Action | Mode: Browse | Create Case | Searches | Search | Preferences | Sign Out

Close Case | Audit

Case ID:

Inbaskets

- Case Acceptance (6)
- Validate Filing (1)
- Industry Group Manager (1)
- Research Case (0)
- Manager Approval (0)
- LAW Approval (0)
- BD Approval (0)
- TAS Approval (0)
- Protest (0)
- Public Meeting (1)**

No documents attached to the Case

Documents attached: 0

Role: Admin | Case ID: 10065361 | c-psharma

start | ScreenShots_INF... | 3 Internet Expl... | BPF Explorer - [C... | Address | Go | 11:31 AM

By selecting
Action → Close Case
The FUS task will be
closed.

Questions?



Mapping the PUC of Tomorrow

InfoMAP Document Layout

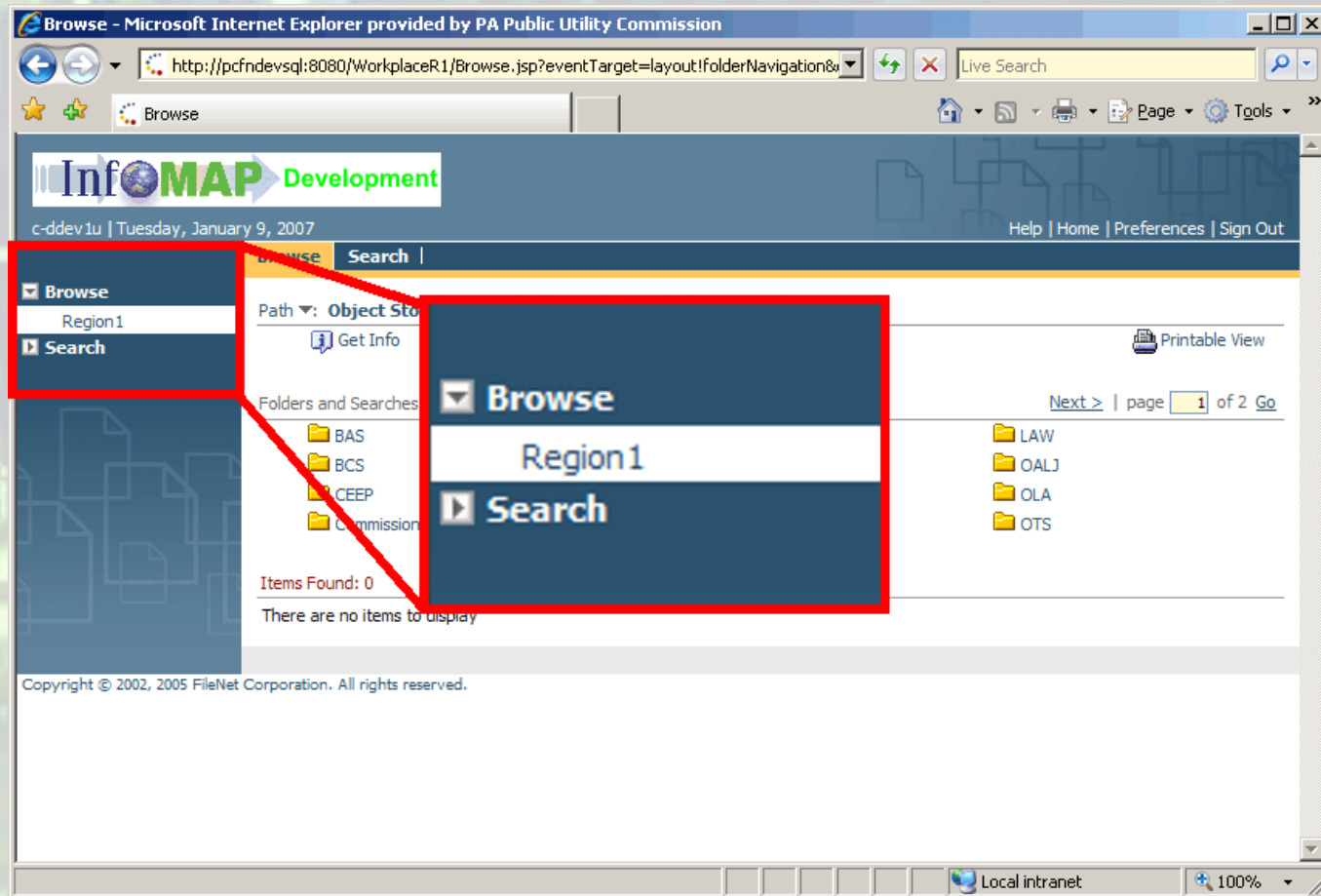
How to Search and Add
Documents to InfoMAP

InfoMAP Layout Workplace Window

The screenshot shows a Microsoft Internet Explorer browser window displaying the InfoMAP Workplace interface. The browser's address bar shows the URL: <http://pcfndevsql:8080/WorkplaceR1/Browse.jsp?eventTarget=layout!folderNavigation&>. The page header includes the InfoMAP logo and the text "Development". Below the header, there is a navigation menu with "Browse" and "Search" options. The main content area shows a breadcrumb path: "Object Stores > Region1 > Bureau Folders". There are several action buttons: "Get Info", "Bookmark", "Add Document", "Add Folder", and "Printable View". A section titled "Folders and Searches:" displays a grid of folders: BAS, BCS, CEEP, Commissioners, Communications, DIR, FUS, HR, LAW, OALJ, OLA, and OTS. Below the folder list, it states "Items Found: 0" and "There are no items to display". The footer of the page contains the copyright notice: "Copyright © 2002, 2005 FileNet Corporation. All rights reserved." The browser's status bar at the bottom indicates "Local intranet" and "100%" zoom.

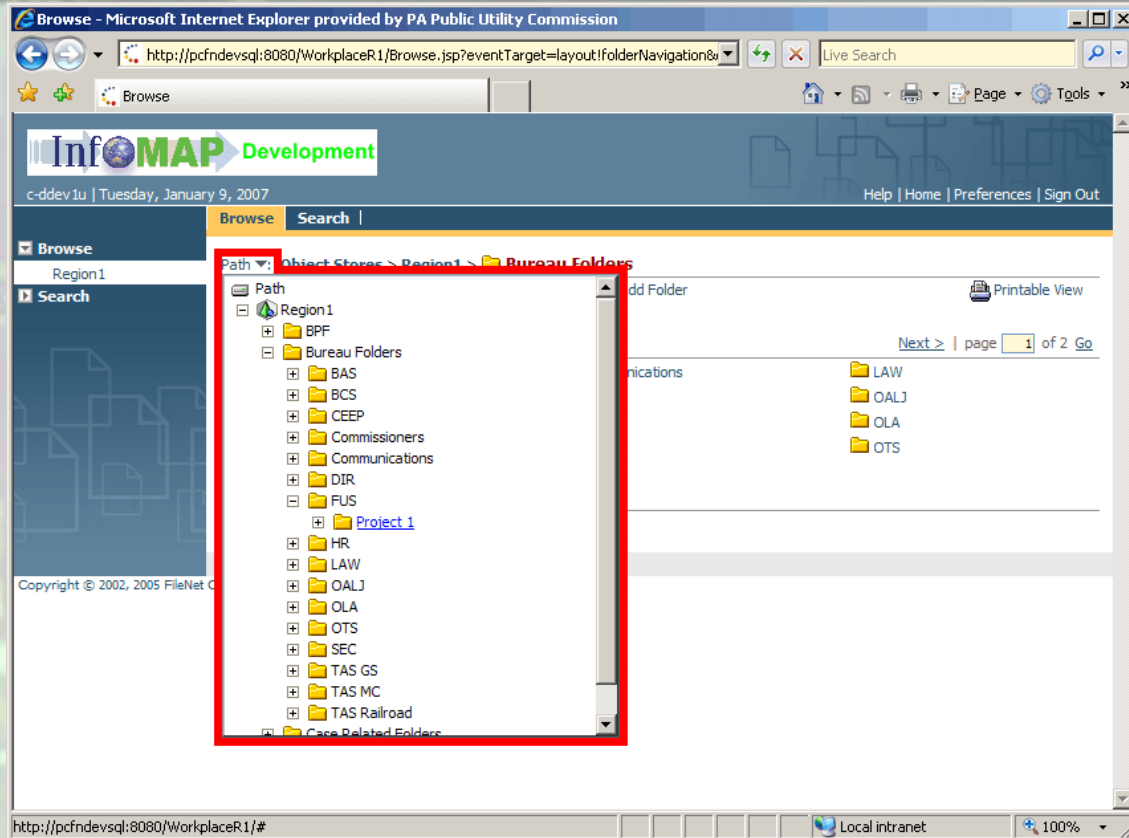
InfoMAP also provides access to **non case-related documents and folders**, the Workplace interface provides direct access to the folders in InfoMAP and allows users²¹ to add, search for, update and view documents based on security settings.

InfoMAP Layout Workplace Functions



Functions are the basic capabilities that are available to the user. The functions available to the user in the InfoMAP system are Browse and Search.

InfoMAP Layout Browse Path



The Browse function allows a user to manually look through the InfoMAP folders for documents. There are two ways the user can browse, one is to double-click on the available folders and the other is to use the path control. The path control looks very similar to the Windows Explorer program.

InfoMAP Layout Folders and Documents

The screenshot shows the InfoMAP web application interface. The browser title is "Browse - Microsoft Internet Explorer provided by PA Public Utility Commission". The address bar shows the URL: <http://pcfndevsql:8080/WorkplaceR1/Browse.jsp?eventTarget=layout>. The page header includes the InfoMAP logo and "Development" text, along with the date "c-ddev1u | Tuesday, January 9, 2007" and navigation links for "Help | Home | Preferences | Sign Out".

The main content area is divided into three sections:

- Path:** A breadcrumb trail showing the current location: "Object Stores > Region1 > Bureau Folders > FUS".
- Folders:** A list of folders available under the current location: "Energy Projects" and "Telco Projects".
- Documents:** A table of documents found at this location:

	Title ▲	Content Size	Modified By	Modified On	Major Version
<input type="checkbox"/>	Bureau Holiday Schedule	76KB	c-stthoms	Jan 9, 2007 6:17 PM	1
<input type="checkbox"/>	Bureau Vacation Schedule	76KB	c-stthoms	Jan 9, 2007 6:17 PM	1

The interface also includes a "Browse" sidebar on the left, a "Search" sidebar, and a "Printable View" link. The footer contains the copyright notice: "Copyright © 2002, 2005 FileNet Corporation. All rights reserved." and the status bar shows "Done" and "Local intranet".

Folders and documents available in the FUS Bureau Folder. The Path area shows the current location (where the user is looking in the InfoMAP system), the Folders area shows the folders available under this location, and the Documents area shows the documents found at this location.

InfoMAP Layout Folders and Documents

The screenshot shows the InfoMAP web application interface. The browser window title is "Browse - Microsoft Internet Explorer provided by PA Public Utility Commission". The address bar shows the URL "http://pcfndevsql:8080/WorkplaceR1/Browse.jsp?eventTarget=layou". The page header includes the InfoMAP logo and "Development" text, along with the user "c-ddev1u" and the date "Tuesday, January 9, 2007". There are links for "Help", "Home", "Preferences", and "Sign Out".

The main content area is divided into sections:

- Path:** A breadcrumb trail is shown: "Object Stores > Region1 > Bureau Folders > FUS". A red box highlights this path, with a red arrow pointing to the word "Path".
- Actions:** Below the path are icons for "Get Info", "Bookmark", "Add Document", and "Add Folder". A "Printable View" icon is also present.
- Folders and Searchers:** A section containing two folder icons: "Energy Projects" and "Telco Projects". A red box highlights this section, with a red arrow pointing to the word "Folders".
- Documents:** A table titled "Items Found: 2" displays a list of documents. A red box highlights the table, with a red arrow pointing to the word "Documents".

	Title ▲	Content Size	Modified By	Modified On	Major Version
<input type="checkbox"/>	Bureau Holiday Schedule	76KB	c-stthomps	Jan 9, 2007 6:17 PM	1
<input type="checkbox"/>	Bureau Vacation Schedule	76KB	c-stthomps	Jan 9, 2007 6:17 PM	1

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If the user double-clicks on a folder, InfoMAP will change to the selected location. If the user double-clicks on one of the documents, the InfoMAP system will bring up the appropriate document viewer and display the document for the user.

InfoMAP Layout Workplace Actions

Path: Object Stores > Region1 > Bureau Folders > FUS

Get Info | Bookmark | Add Document | Add Folder

Actions

Folders and Searches:

- Energy Projects
- Telco Projects

Actions Menu

Items Found: 2

View: Detailed Show Items: 20

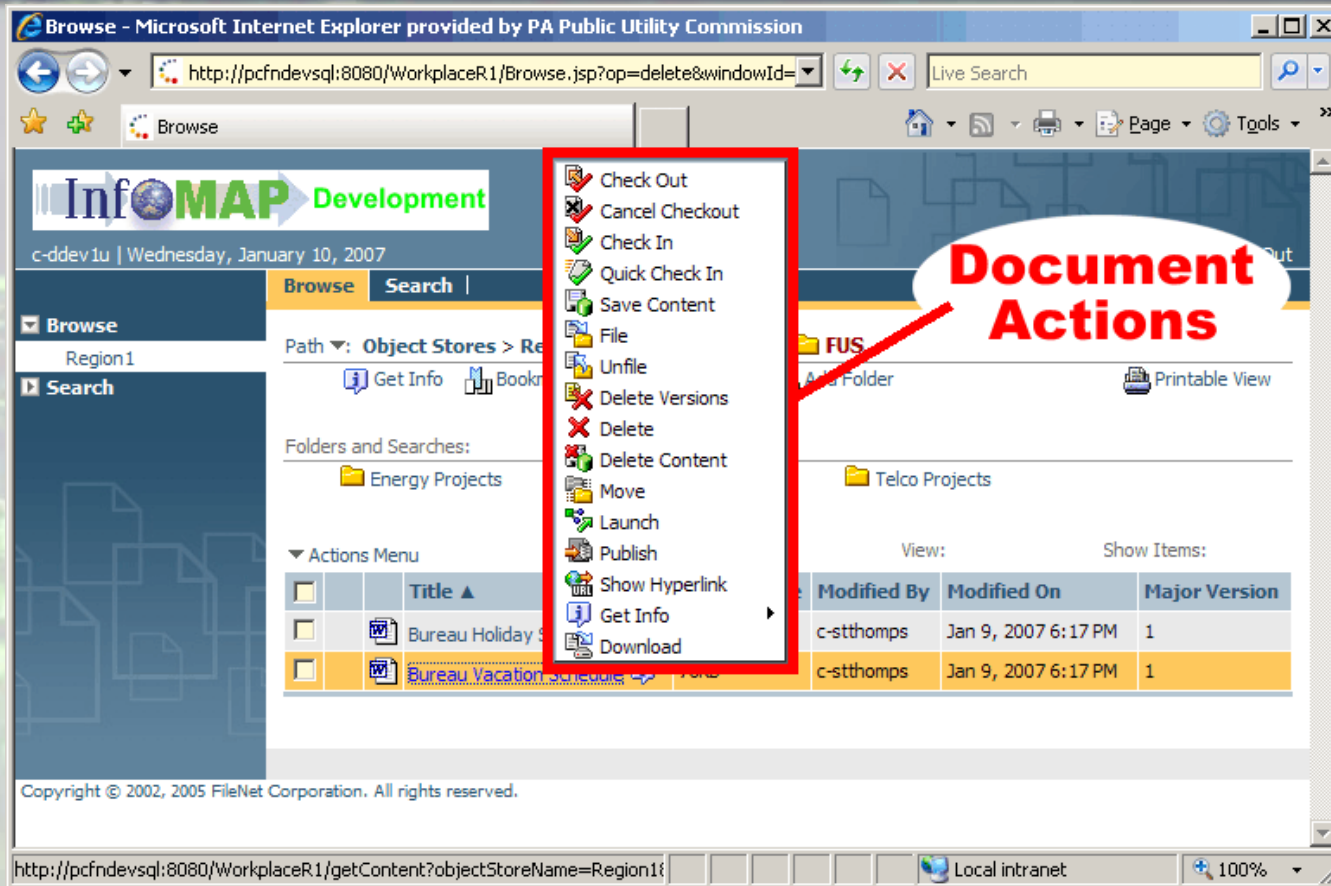
	Title ▲	Content Size	Modified By	Modified On	Major Version
	Bureau Holiday Schedule	76KB	c-stthomps	Jan 9, 2007 6:17 PM	1
	Bureau Vacation Schedule	76KB	c-stthomps	Jan 9, 2007 6:17 PM	1

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Local intranet 100%

The Actions area of the window displays the actions that the user can take at the current location in the InfoMAP system. For example, the user can get information on the selected folder or document, bookmark the current location, add a document to the InfoMAP system, or create a new folder.

InfoMAP Layout Editing Documents



Once a user has located a document in InfoMAP, they can right-click on it and an additional set of actions is displayed. The list of document actions shown is more extensive than the list most users will have available. Most users will only have²⁷ the Check Out, Cancel Checkout and Check In actions available.

InfoMAP Layout Adding Documents

Workplace: Add Document Wizard - Microsoft Internet Explorer provided by PA Public Utility Commission

c-ddev1u | Tuesday, January 9, 2007 Help | Sign Out

Add Document

Steps

- 1. **Set Properties**
- 2. Select File

Class: **Document** [Change Class](#)

Property	Value
Document Title:	Bureau Organizational Chart
Can be deployed to web:	True

Options	Value
Add as major version:	Yes

Summary:

Object Store: *Region1*
Folder: *FUS*
Document Class: *Document*

Next
Cancel

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Done Local intranet 100%

There are two ways to add non case-related documents to the InfoMAP system, by using the Add Document action shown above and through integration with the Microsoft Office programs (Word, Excel, PowerPoint, and Outlook).

The Add Document action is used when the user has already saved a document to their PC and they need to add it to the InfoMAP system. To use the Add Document action, the user must first navigate to the InfoMAP folder where they want to save the file and then click on the Add Document button.

InfoMAP Layout Adding Documents

Workplace: Add Document Wizard - Microsoft Internet Explorer provided by PA Public Utility Commission

c-ddev1u | Tuesday, January 9, 2007 Help | Sign Out

Add Document

Steps

- 1. **Set Properties**
- 2. Select File

Class: **Document** [Change Class](#)

Property	Value
Document Title:	Bureau Organizational Chart
Can be deployed to web:	True

Options	Value
Add as major version:	Yes

Summary:

Object Store: *Region1*
Folder: *FUS*
Document Class: *Document*

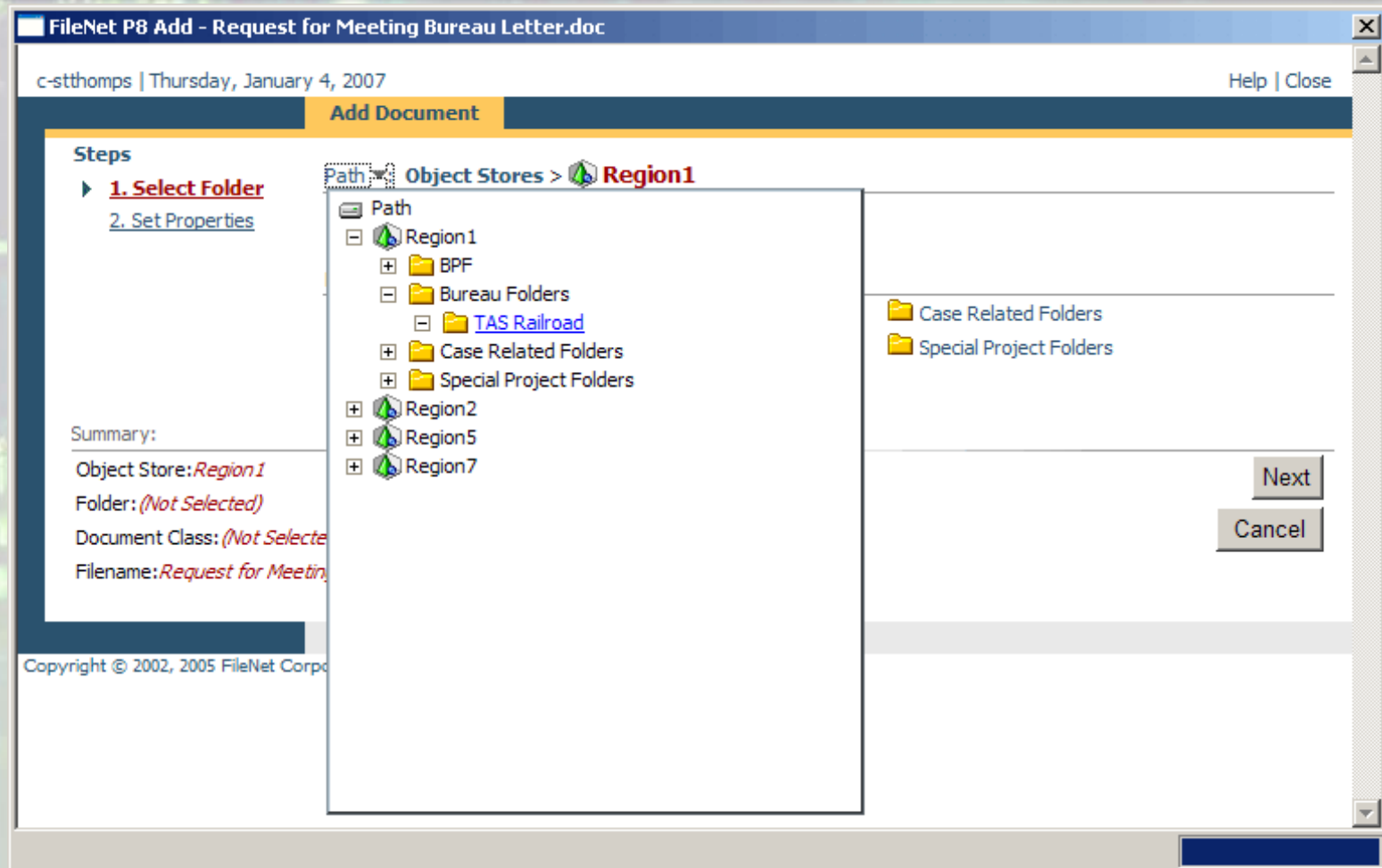
Next
Cancel

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Done Local intranet 100%

In step 1, the user must name the document (and enter any other information that is required by InfoMAP). When the user clicks on the Next button, InfoMAP will display the second window of the Add Document wizard. In step 2 of the wizard, the user must select the file from their PC that they want to add to the InfoMAP system and then click on the Finish button. InfoMAP then adds the document to the system.

InfoMAP Layout Adding Documents



First, the user must select the Add Document wizard from the menu choices.³⁰

InfoMAP Layout Adding Documents

The screenshot shows a window titled "FileNet P8 Add - Request for Meeting Bureau Letter.doc". The window displays a wizard for adding a document. The "Steps" section shows two steps: "1. Select Folder" (checked) and "2. Set Properties" (active). The "Class" is set to "Document". The "Property" table shows "Document Title" set to "Request for Meeting" and "Can be deployed to web" set to "True". The "Options" table shows "Add as major version" set to "Yes". The "Summary" section shows the object store as "Region 1", the folder as "TAS Railroad", the document class as "Document", and the filename as "Request for Meeting Bureau Letter.doc". The "Previous", "Finish", and "Cancel" buttons are visible.

Property	Value
Document Title:	Request for Meeting
Can be deployed to web:	True

Options	Value
Add as major version:	Yes

Summary:
Object Store: *Region 1*
Folder: *TAS Railroad*
Document Class: *Document*
Filename: *Request for Meeting Bureau Letter.doc*

Using the Path control, the user must select the location in the InfoMAP system where the document should be stored. In this step, the user must enter the Document Title. When the user clicks on the Finish button, the wizard adds the document to the InfoMAP system and returns the user to the MS Office program.

Questions?