

First-Time User - iCONNECT Tutorial.

These instructions have been designed to familiarize you with the basic operations of iCONNECT. Review or print this short tutorial and use it to navigate through your first iCONNECT session.

THE CASE MANAGER



The Case Manager screen has several options, primarily regarding access to FERC investigation records.

You can test Java compatibility by clicking “Test Compatibility” (on the left-hand side).

A Help menu is available to you by clicking the question mark icon at the top right of your screen.

To view the databases, click the “plus” sign beside the FERC Investigation to expand the case.

To choose a specific database, click on the database name. To choose multiple databases, check the boxes beside the names of the desired databases and click “Open Selected Databases” on the left-hand side of the screen.

The databases are:
1) Scanned Documents
2) Transcript

THE iCONNECT INTERFACE



Upon entering a database, iCONNECT displays, by default, the first record in the database in “Document View”. “Document View” displays a single record, allowing you to view all of the information contained within a single document.



At the top of your screen, the program will indicate the size of your database (for example that "You are viewing document 1 (1) of 93,000 and such).

The sidebar interface, which appears in both Document View and Table View, makes available all of the buttons that will allow you to access a variety of tools to help you to navigate, search, view, edit, organize and print your documents.

YOUR NAVIGATION TOOLS



The navigation tools found on the sidebar will help you to move through your documents and around your database. You can use the four green arrows to move from one record to another. You are clicking through your documents in the same manner as if you were flipping through the pages of a book -- one page (or document) at a time.



The center icon on the navigation bar (a green number sign) allows you to go to a specific document. Click on this icon, enter the document number in the box and click "Go To Document". This will take you directly to your desired document.

LISTING YOUR DOCUMENTS IN TABLE VIEW



By clicking on the Table View, you can view all of the documents in your database as a list. By default, iCONNECT only displays non-paragraph fields in Table View, and lists documents twenty per page. You can use the navigation bar to move through the list.

To change your Table View options, click "Change Table View Display" in the top right-hand corner of your screen. In this screen, you can change the number of documents per page that you are able to view, or you can simply choose to view the entire list on one page. To further customize your options, choose the "Choose Fields to Display" option and use the drop-down menus to choose the fields you want to view. When you are done, click "Set Options" at the bottom of the screen.

SORTING YOUR DOCUMENTS

The easiest way to sort your documents in Table View is to click the column header of the field name that you would like to sort. Clicking once displays the documents in ascending order. By clicking twice, the documents will be displayed in descending order.



To sort by more than one field name, choose the "Sort" button on the sidebar. The sort screen will allow you to sort your documents by up to three field names in ascending or descending order. When you have finished, click "Sort Now" and you will be returned to the Table View screen.

SEARCHING FOR KEY DOCUMENTS

With iCONNECT, you have several searching options to help you hone in on the data you require.



The Search Box, located at the top of the sidebar interface, lets you perform simple searches with quick results. Simply enter your search terms into the box, click the “Search” button and iCONNECT will return your results.

The Search Box allows you to search for any word or phrase that might appear in the database. Searches in iCONNECT are not case-sensitive.

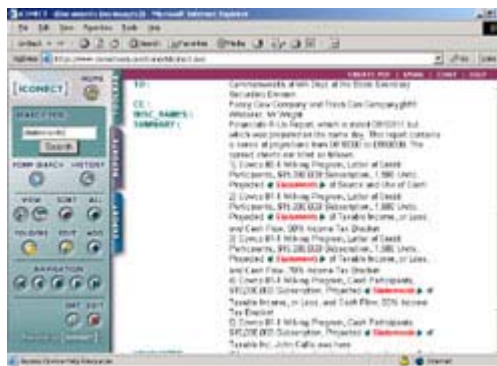
All indexed fields in the database will be searched - you don't need to tell iCONNECT which field to search unless you want to limit the search to a specific field or fields. Full text searching locates documents based on words specified in your search request.



For more complex searches, you may want to use iCONNECT's Form Search capability. Clicking the “Form Search” button on the sidebar allows you to access this option. With the Form Search option, you can search up to four separate key words in four separate fields or search for a specific date or date range. When you have entered your search terms, click the “Start Search” button at the top of the page to begin your query.

REVIEWING YOUR SEARCH RESULTS

Once iCONNECT has searched for your key word or phrase, your results will be displayed in Document View beginning with the first record containing your specified terms. You can now view the individual documents containing your search results.



Your search results will be displayed in red italics, allowing you to identify them instantly. If more than one result appears, the results will have a green arrow on either side of each separate result. These arrows are “next hit” and “previous hit” markers that allow you to cycle easily through your search results. Clicking the right-hand arrow will take you instantly to the next occurrence of your terms. When you reach the last occurrence on a given page, clicking the next hit marker will take you to the first search result in the next document.

THE REPORTS TAB



The iCONNECT Reports tab allows you to create reports for viewing or printing. To use this feature, click on the “Reports” tab on the sidebar. There are two types of reports that you can create: a Summary report and a Columned report. The Summary report displays your information grouped together by record.

To build your report, choose the type of report you would like to create by choosing the appropriate button from the sidebar. A list of options will appear that will help you to build your report. First, enter your desired document range by iCONNECT document number. Next, title your report and choose your options. Finally, select the fields you would like to be displayed within the body of the report.



The Columned report displays your information in columns by field name, similar to table view. In the Columned report, you may give each column your own title or choose to use the default field name.

When you have finished choosing your options, click “Build Report” or “Build Summary” at the bottom of your screen. Your report will now appear on screen, allowing you to scroll through and view your information. To print your report, go to the “File” menu on your web browser and choose “Print”.

VIEWING MULTIMEDIA IMAGES AND ATTACHED FILES

iCONNECT allows you to view any multimedia files related to a document, regardless of whether they are TIFF images, PDFs, JPEGs, movie files or audio clips. You can also view Microsoft Word or Excel files and other document formats. In iCONNECT, files that have been attached to a document record appear as blue hyperlinks, generally in the “Image” or “Attachment” field.

If the database you are working with has images or multimedia files associated with it, you will notice that the text in the image field shows up as an underlined blue hyperlink. This indicates that you can view the original image of this document by clicking on this text.

When you click on these hyperlinks, a copy of the attached file is retrieved (over the internet) and copied to your local computer. When your computer receives this file, it will open it up in the appropriate program. For example, if the file you requested was a PDF, it should automatically open in Adobe Acrobat. If it was a text document, it should automatically open in Microsoft Word. JPEG files, GIFs, and movie or audio files will generally open right in your web browser.

ADDITIONAL HELP RESOURCES

The help button in the upper right corner links you with fully searchable online help resources, including web-based tutorials, tips and movies.