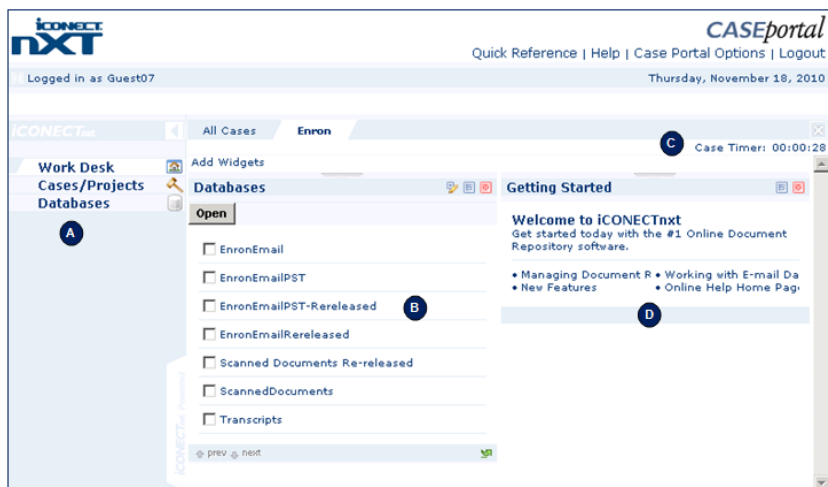


FERC iCONNECT User Guide

This User Guide has been designed to familiarize you with the New Features that iCONNECT nXT brings to the FERC Western Energy Markets Investigation (Enron Investigation), as well as other basic operations of iCONNECT nXT. Review or print this guide and refer to it when using iCONNECT nXT.

NEW FEATURES!

THE WORK DESK



The **Work Desk** page (formerly the Work Case) is your portal to FERC Enron Investigation databases and records, including emails, scanned documents, and transcripts.

The default view of the Work Desk includes the list of databases (B) and Help files related to iCONNECT nXT (D).

You can return to the Work Desk or the list of databases at any time by selecting the item from the left-menu (A).

The **Case Timer** (C) lets you know how long your iCONNECT session has been active.

KEYWORD & ADVANCED SEARCH

You can search Enron databases by a single keyword, a combination of keywords, or by combining keywords with special operators.



After selecting a database from the Work Desk, the first record of the database opens on the Document View page (e.g., email, scanned document, or transcript).

Enter keyword(s) in the Search box, and click **SEARCH** (A).

iCONNECT let's you know how many hits have resulted from the search (B), and highlights the keywords where found (C).


Search Best Practices

- Group your search terms into three categories:
 - Concepts/subjects/issues
 - Names
 - Dates
- Based on groupings in Step 1, create short queries containing no more than six terms each.
- Optimize your queries and check your syntax. For example, use parentheses to group terms, use proximity options to focus the search, and include synonyms.
- Run your queries one at a time, check your results, and then fine-tune the syntax if needed.
- Combine the queries in the Search History window to further focus the search.
- Organize search results into folders for later retrieval. You can also save queries through the Search History window so you (or others on your team) can later retrieve and rerun queries.

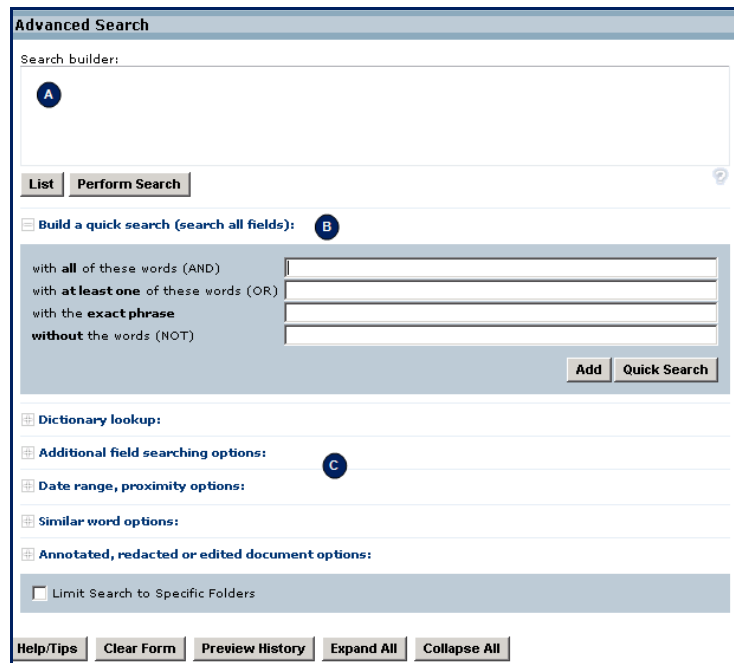
Search Operators

Wildcard (multiple character)	*	Use in the middle of a word, or at the start or end of a word. financ* to return finances , financing , etc.
Wildcard (Oracle, single character)	_	Use in a word to replace a single character. sm_th to return smith and smyth
Wildcard (SQL, single character)	%	Use in the middle of a word, or at the start or end of a word. sm%th to return smith and smyth
Phrase	' '	Place phrases in quotes. 'financial report'
Fuzzy Misspellings	?	Use at the start of a word. ? cats to return cats , oats , calc
Stem Search	\$	Use at the start of a word. \$apply to return apply , applies , applied
Phonetic	!	Use at the start of a word. !Smith to return Smith , Smythe
Or		Use between words. financial smith (or use the word OR instead of)
And	&	Use between words to return documents containing two words. financial & smith (or use the word AND instead of &)
Not	~	Use at the start of a word; can also be used to indicate "return abc but not xyz." financial ~ smith to return documents containing the word financial but not the word smith

ADVANCED SEARCH

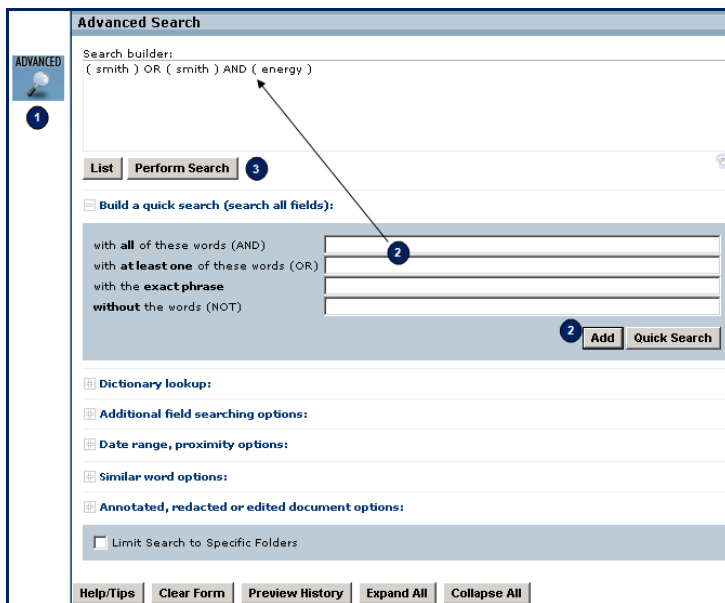
Clicking the **Advanced Search** button  from the **Left-Navigation** menu bar opens the Advanced Search page:

1. Enter a query directly in the **Search Builder** query box (A), or use the form and search options to specify criteria.
2. For basic searches (such as phrase searches), enter criteria into the Quick Search fields (B) and click **Quick Search**.
3. Search options are grouped under headings. Click the plus sign next to a heading (C) to view the search options; click **Expand All** to view the entire form.



The screenshot shows the 'Advanced Search' interface. At the top is the 'Search builder:' section with a text input field labeled 'A'. Below it are 'List' and 'Perform Search' buttons. The 'Build a quick search (search all fields):' section, labeled 'B', contains four radio button options: 'with all of these words (AND)', 'with at least one of these words (OR)', 'with the exact phrase', and 'without the words (NOT)'. Each option has a corresponding text input field. 'Add' and 'Quick Search' buttons are at the bottom of this section. Below are several expandable sections: 'Dictionary lookup:', 'Additional field searching options:' (labeled 'C'), 'Date range, proximity options:', 'Similar word options:', and 'Annotated, redacted or edited document options:'. A checkbox for 'Limit Search to Specific Folders' is at the bottom. At the very bottom are buttons for 'Help/Tips', 'Clear Form', 'Preview History', 'Expand All', and 'Collapse All'.

The Advanced Search Form and Search Builder



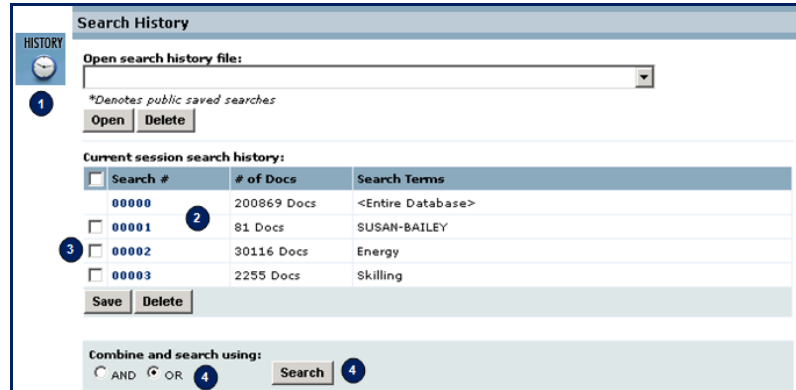
This screenshot shows the 'Advanced Search' page with annotations. A blue 'ADVANCED' button in the left navigation bar is labeled '1'. The 'Search builder:' text input field contains the query '(smith) OR (smith) AND (energy)' and is labeled '2'. The 'Perform Search' button is labeled '3'. The 'Build a quick search (search all fields):' section is also labeled '2'. The 'Additional field searching options:' section is labeled '2'. The 'Limit Search to Specific Folders' checkbox is also labeled '2'. The bottom buttons are 'Help/Tips', 'Clear Form', 'Preview History', 'Expand All', and 'Collapse All'.

1. From the **Left-Navigation Toolbar**, click the **Advanced Search** button
2. Enter criteria in a section of the form and click **Add**. The syntax is added to the Search Builder.
3. When you are finished, review and edit the full query in the Search Builder, and then click **Perform Search**.

Tip: The **wildcard (*)** can be used when specifying search criteria.

Running or Combining Searches – Search History

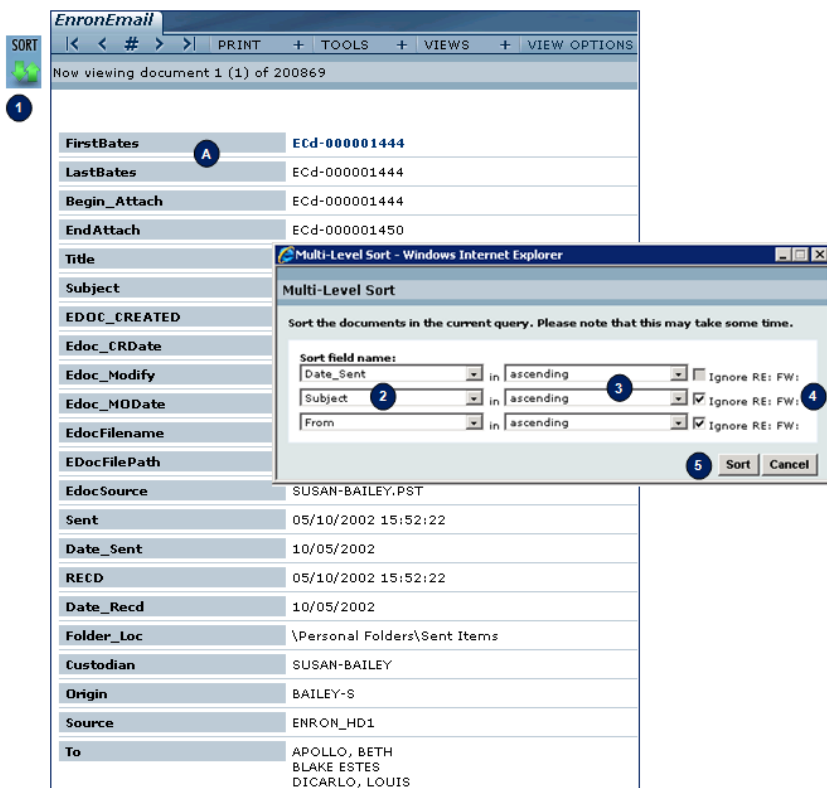
1. From the **Left-Navigation Toolbar**, click the **History** button.
2. In the **Search History** page, click the search number link to rerun that search.
3. To combine searches, select the desired search check boxes.
4. Click **AND** or **OR**, and then click **Search**.



NOTE: iCONNECT nXT saves search history for your active session only. If you end your session and then log back in to start a new one, any previous searches saved will not display on the **Search History** page.

SORT

A new feature of iCONNECT nXT allows you to perform multi-level sorts of the records in a selected database. Up to three levels of sorting can be done.



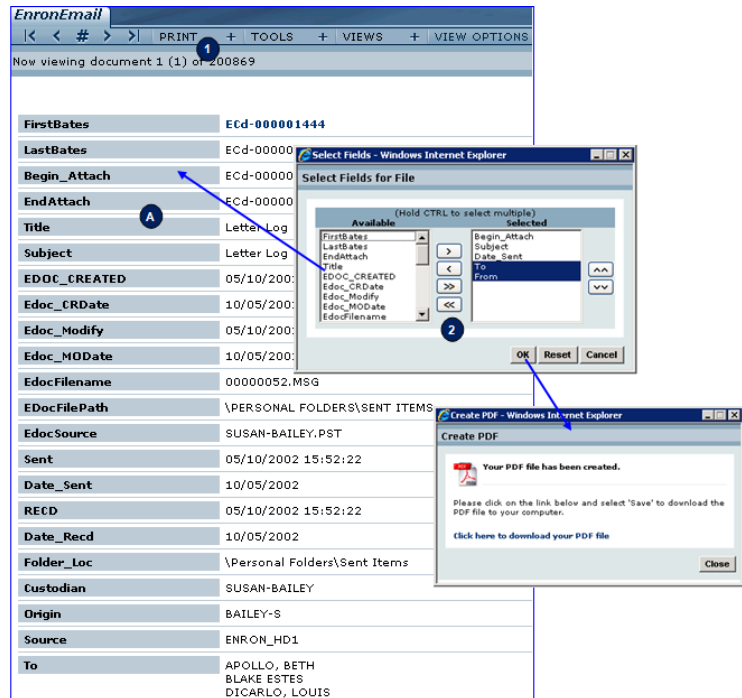
1. From the **Left-Navigation Toolbar**, click the **Sort** button to open the **Multi-Level Sort** page.
2. Use the **Sort field names** dropdown lists to select the fields (A) you want for each sort level.
3. Choose the **sort order**.
4. Check whether or not to ignore **RE** and/or **FW**.
5. Click **Sort**.

SYSTEM SESSION LENGTH/TIMEOUT

The system session length before it times out is 60 minutes.

PRINT TO PDF

1. From the **Print** menu in the Toolbar, select **PDF**.
2. From the Select Fields for File page, select the **Available** fields (A) that you want to use as part of the PDF and use the arrow keys to move them to the **Selected** window. Click **OK**.
3. A confirmation page displays when the **PDF** is created. Click the link to download and save the PDF file.



EXPORT

You can export database information to other venues as needed. From the **Tools** menu in the Toolbar, select **Export**, and then the desired export venue. Select the applicable parameters and follow the directions on each page that appears for those parameters until the export is completed.