

How to Assign Questions to Users

If you are the primary user for your utility, you have the ability to assign questions to the other users working on the application. To do this, log into the online application system at <https://rp3.publicpower.org> and follow the steps below:

- Go to your utility profile. You can access this by clicking on the lightning bolt button on the login page.

- From there, go to the “Utility Users” section, and click on the last name of the user you would like to assign questions. This will take you to their user profile.

Number of Customers: 0

Created by: 0

Users and Applications

Utility Users				
	First Name	Last Name	Primary	Active?
	Test	2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Test	APPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Scroll down to the “Utilities” section. **Click on your utility name so that it goes from gray to a blue highlighted bar – this is a key step!**

- Then, you can select the application you are working on using the dropdown.

Utilities

Utility	User i
Test Utility 3	

Application: 2024 Reliable Public Power Provider (RP3) Appli ▼

Assigned Questions [Add](#)

Discipline	Subsection	Caption
No data available in table		

- Add questions using the “Add” button in the “Assigned Questions” section. You will then get a pop-up screen where you can select questions you want to assign to the user.

Assigned Questions [Add](#)

	Discipline	Subsection	Caption	Question Title
<input checked="" type="checkbox"/>	Reliability	Reliability Indices Collection	I.A.1	Monitoring and Tracking Data
<input checked="" type="checkbox"/>	Reliability	Reliability Indices Collection	I.A.2	Reliability Statistic Tracking (eRT integrated)
<input checked="" type="checkbox"/>	Reliability	Reliability Indices Use	I.B.1	Indices Use



User Question Assignment

User: Test 2020

Utility: Test Utility 3

Application: 2024 Reliable Public Power Provider (RP3) Application

Filter by Discipline: ▼

<input type="checkbox"/> Select All	Discipline	Subsection	Caption	Question Title
<input type="checkbox"/>	Reliability	Reliability Indices Collection	I.A.1	Monitoring and Tracking Data
<input type="checkbox"/>	Reliability	Reliability Indices Collection	I.A.2	Reliability Statistic Tracking (eRT integrated)
<input type="checkbox"/>	Reliability	Reliability Indices Use	I.B.1	Indices Use

[Cancel](#) [Save](#)

- Hit Save, and you’re all set! Now the user will be able to respond to questions and add attachments. They can save their work, and when they’re done, they will be able to hit the

“Submit for Approval” button, where their work will be sent to the primary user who can then finalize the response, or disapprove the response for further changes. Remember, a response can be edited even after it’s been finalized.

NOTE: An alternative option to this would be to assign users to question one at a time, within the application itself.

- To do this, go to a question that you would like to assign to another user.

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Discipline
Subsection
Question Text
RFI Status

Assigned To
Question Status

Filter:

	Discipline	Subsection	Caption	Question Title
<input type="button" value="→"/>	Utility Demographics	Employee Demographics	0.0.0	Utility Employee Demographics
<input type="button" value="→"/>	Reliability	Reliability Indices Collection	I.A.1	Monitoring and Tracking Data
<input type="button" value="→"/>	Reliability	Reliability Indices Collection	I.A.2	Reliability Statistic Tracking (eRT integrated)
<input type="button" value="→"/>	Reliability	Reliability Indices Use	I.B.1	Indices Use
<input type="button" value="→"/>	Reliability	Reliability Indices Use	I.B.2	National Reliability Benchmarking

- Scroll down underneath the question text to the “Users” section.

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Request for Information					
	RFI	Status	Due	Approved	Attachments
No data available in table					

Users

	User
<input type="button" value="x"/>	Test APPA

- Selecting “Add User” will give you a pop-up screen where you can select existing users to assign to the question. Pressing “Select” next to the user will automatically assign them to the



American Public Power Association

question. You can also unassign them by pressing the X next to their names in the “Users” section.

Questions? Reach out to our team at RP3@PublicPower.org.