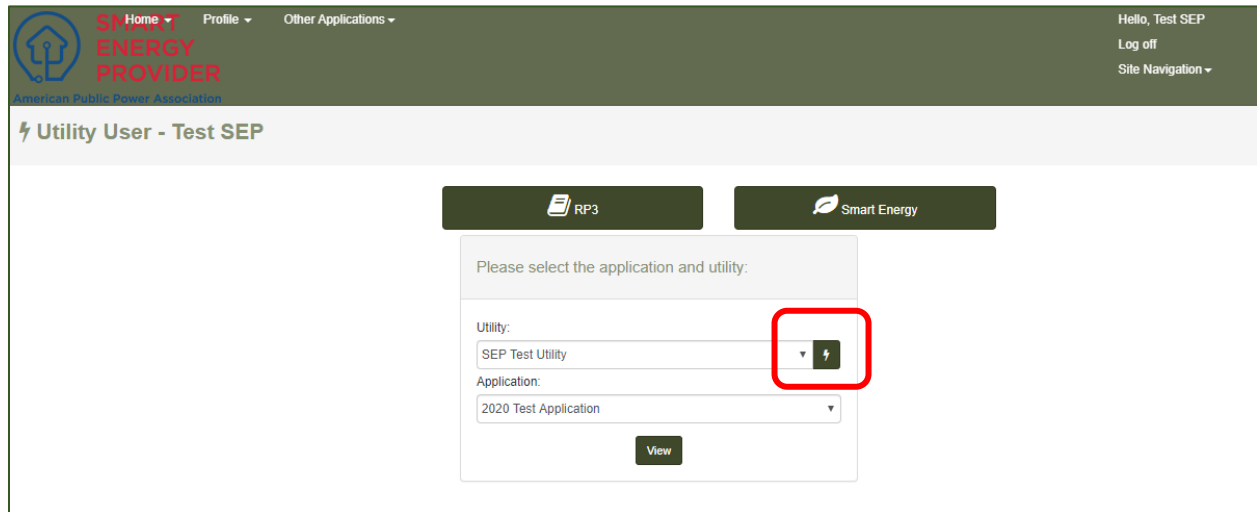


Primary User Guide: How to Assign Questions to Users

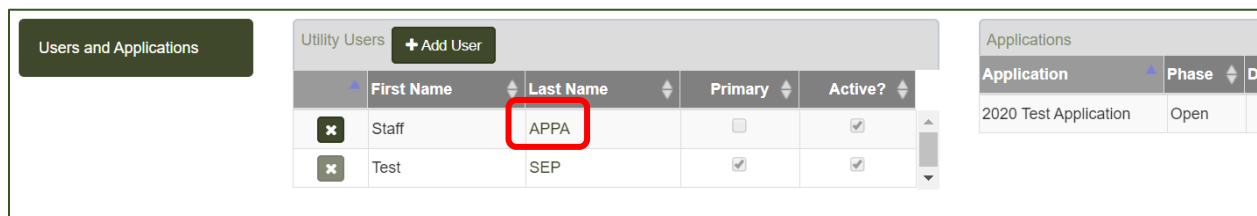
If you are the primary user for your utility, you have the ability to assign questions to the other users working on the application. To do this, log into the online application system at <https://sep.publicpower.org> and follow the steps below:

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



The screenshot shows the SEP Home page with a navigation bar at the top. The main content area is titled "Utility User - Test SEP". Below the title, there are two buttons: "RP3" and "Smart Energy". A form titled "Please select the application and utility:" contains two dropdown menus. The "Utility:" dropdown is currently set to "SEP Test Utility" and has a lightning bolt icon button next to it, which is highlighted with a red box. The "Application:" dropdown is set to "2020 Test Application". A "View" button is located below the form.

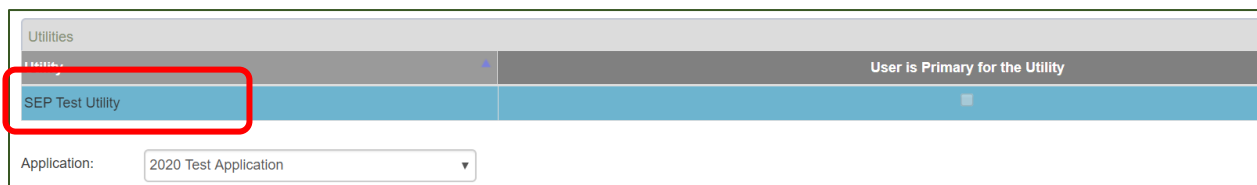
- From there, go to the "Utility Users" section, and click on the last name of the user you would like to assign questions to. This will take you to their user profile.



The screenshot shows the "Utility Users" section with a table of users. The table has columns for "First Name", "Last Name", "Primary", and "Active?". The "Last Name" column contains "APPA" and "SEP". The "Primary" column has checkboxes, and the "Active?" column has checkboxes. A red box highlights the "APPA" entry in the "Last Name" column.

	First Name	Last Name	Primary	Active?
✕	Staff	APPA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
✕	Test	SEP	<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!**

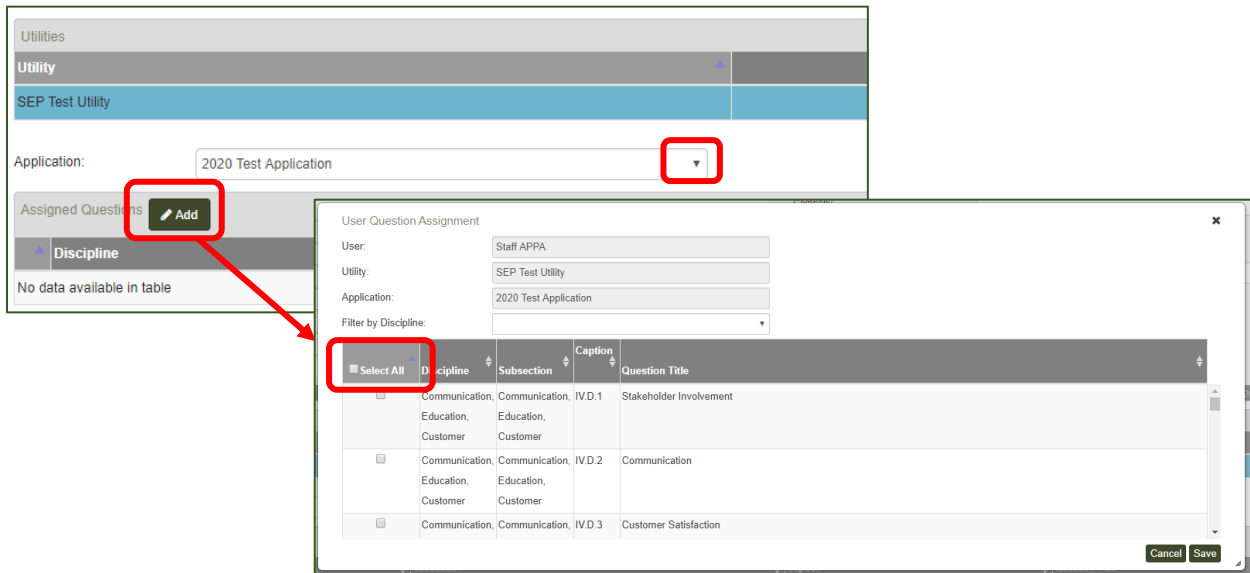


The screenshot shows the "Utilities" section with a table of utilities. The table has columns for "Utilities" and "User is Primary for the Utility". The "Utilities" column contains "SEP Test Utility" and "2020 Test Application". The "User is Primary for the Utility" column has checkboxes. A red box highlights the "SEP Test Utility" entry in the "Utilities" column.

Utilities	User is Primary for the Utility
SEP Test Utility	<input type="checkbox"/>
2020 Test Application	<input type="checkbox"/>

- Then, you can select the application you are working on using the dropdown, and add questions using the "Add" button in the "Assigned Questions" section. You will then see the assigned

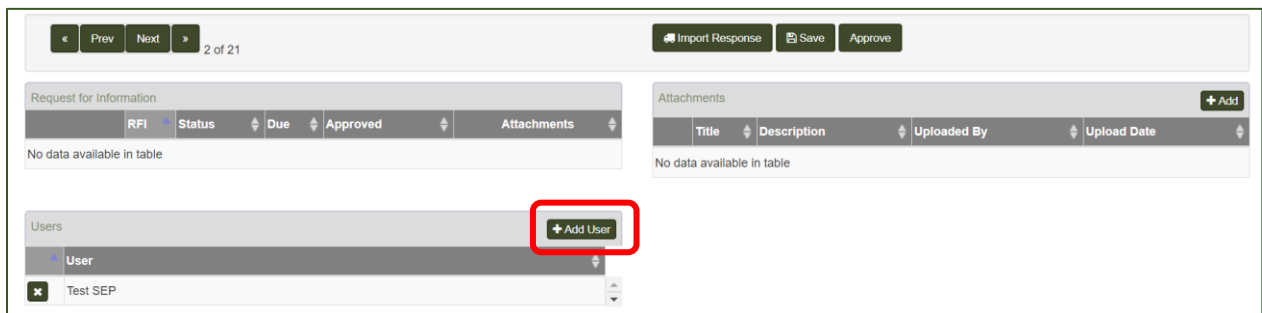
questions appear in the table. As shown in the screenshot below, you can also click on Select All if you would like to assign all questions to the user.



- 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, pick a question that you would like to assign to another user. Scroll down underneath the question text to the "Users" section.



- Selecting "Add User" will give you a popup screen where you can select existing users to assign to the question. Pressing "Select" next to the user will automatically assign them to the question. You can also unassign them by pressing the X next to their names in the "Users" section.

Last Name First Name Email

Address Line 1 Address Line 2 City

State Zip

Active/Inactive?

Filter:

	Last Name	First Name	Email	Utility	City	State	Active
<input type="button" value="Select"/>	APPA	Staff	Test@123.com	SEP Test Utility			<input checked="" type="checkbox"/>
<input type="button" value="Select"/>	SEP	Test	Test@123.com	SEP Test Utility			<input checked="" type="checkbox"/>

2 results

Questions? Reach out to our team at SEP@PublicPower.org or 202-467-2999.