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 clicking on the lightning bolt button on the login page.

![Utility Profile Image]

- 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.

![Utility Users Image]

- 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!**

![Utilities Image]

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