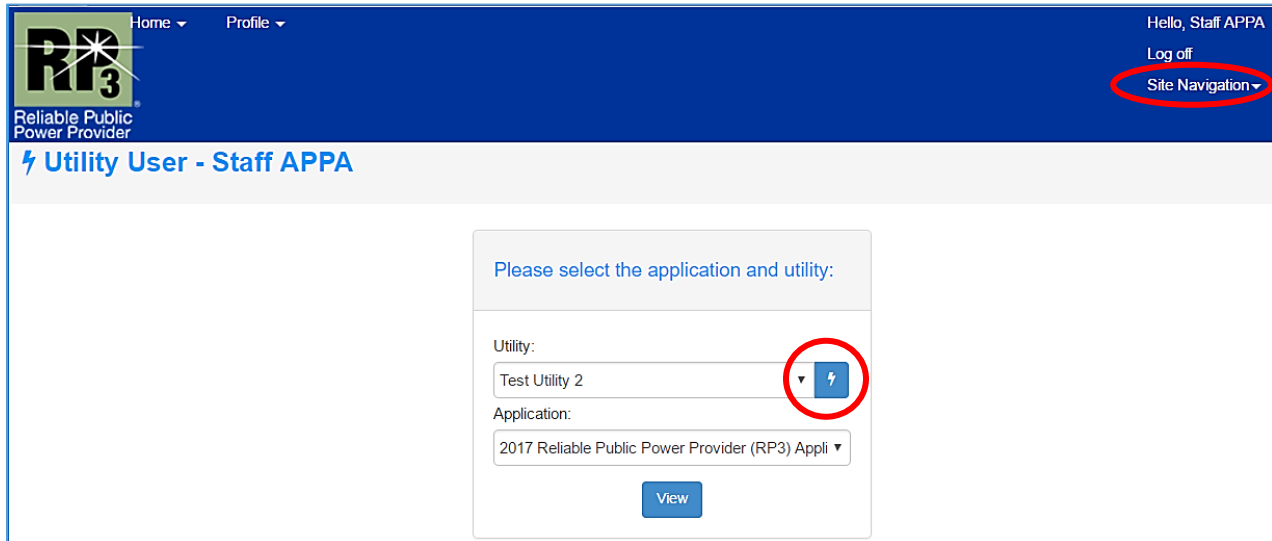


How to Assign Questions to Users

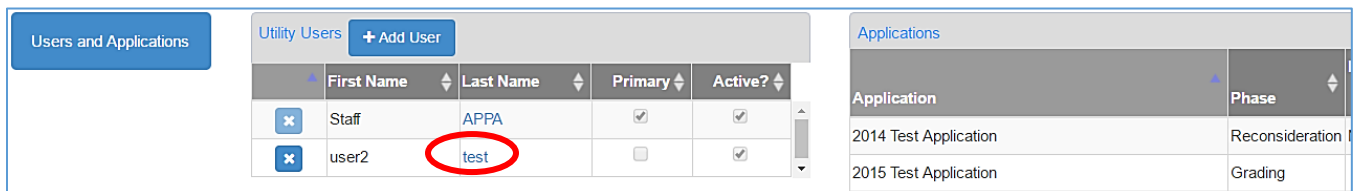
If you are the primary user for your utility, you have the ability to assign questions to the other users working on the application. To do this, log into the online application system at <https://rp3.publicpower.org> and follow the steps below:

- Go to your utility profile. You can access this by either using the “Site Navigation” drop down on the top-right of your screen, or you can click on the lightning bolt button on the login page.



The screenshot shows the RP3 website interface. At the top right, the user is logged in as 'Staff APPA' and the 'Site Navigation' dropdown menu is circled in red. Below this, the page title is 'Utility User - Staff APPA'. A central form prompts the user to 'Please select the application and utility:'. The 'Utility' dropdown menu is set to 'Test Utility 2' and is circled in red. The 'Application' dropdown menu is set to '2017 Reliable Public Power Provider (RP3) Appli'. A 'View' button is located below the form.

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

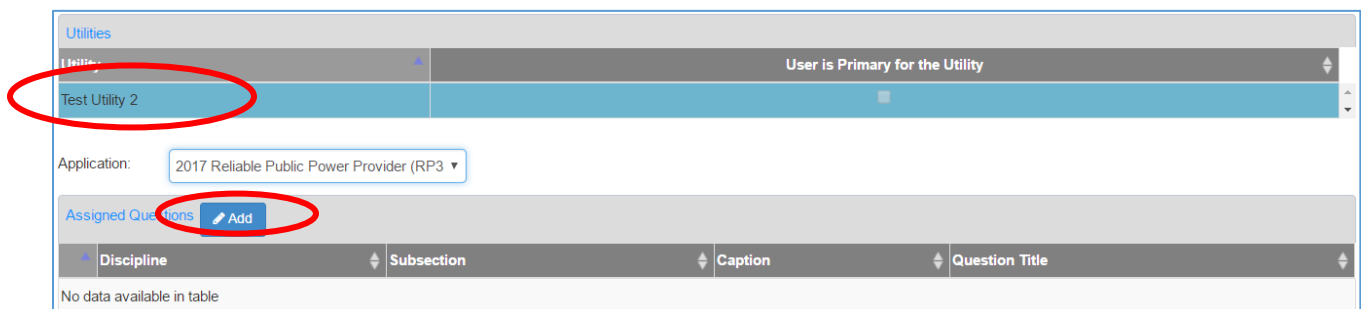


The screenshot shows the 'Utility Users' section of the application. A table lists users with columns for 'First Name', 'Last Name', 'Primary', and 'Active?'. The user 'test' is circled in red. To the right, there is a table for 'Applications' with columns for 'Application' and 'Phase'.

First Name	Last Name	Primary	Active?
Staff	APPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
user2	test	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Application	Phase
2014 Test Application	Reconsideration
2015 Test Application	Grading

- 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 of the application. A table lists utilities with columns for 'Utility' and 'User is Primary for the Utility'. The 'Test Utility 2' row is highlighted in blue and circled in red. Below this, there is a section for 'Assigned Questions' with an 'Add' button circled in red. A table with columns for 'Discipline', 'Subsection', 'Caption', and 'Question Title' is shown below, but it is empty.

Utility	User is Primary for the Utility
Test Utility 2	<input type="checkbox"/>

Application: 2017 Reliable Public Power Provider (RP3)

Assigned Questions: [Add](#)

Discipline	Subsection	Caption	Question Title
No data available in table			

- 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.

Assigned Questions Add				
	Discipline	Subsection	Caption	Question Title
x	Reliability	Reliability Indices Collection	I.A.1	Monitoring and Tracking Data
x	Reliability	Reliability Indices Collection	I.A.2	Reliability Statistic Tracking (eRT integrated)
x	Reliability	Reliability Indices Use	I.B.1	Indices Use

- 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.

Please attach a copy of your utility's safety manual.
 Our utility uses another safety manual or innovative approach.

Prev Next 12 of 38
Import Response Save Approve

Request for Information

RFI	Status	Due	Approved	Attachments
No data available in table				

Attachments Add

Title	Description	Uploaded By	Upload Date
No data available in table			

Users + Add User

User
x Staff APPA

- 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 RP3@PublicPower.org.