**How To Training**

**for**

**CMS Case File – Assigned Staff Tab**

The Assigned Staff tab will display the information of the staff currently assigned to the case. .

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪 Click on Case File 🡪 Case Files on the access menu list |
|  | Case Search will be displayed     * Enter Cas*e* Number in Text Box * Click on GO Button to display specified Case File.   - OR -  If user does not know case number:   * Click on Search Button, enter known search criteria * Click on Search Button * Search result will display all cases matching entered parameters * Click on Case Number hyperlink to be navigated to the Case File Screen for the specified case. |
|  | By default the Filings tab will be selected and the grid will display all Commission filings and issuances.   * Click on Assigned Staff tab * Assigned Staff grid will be displayed |
|  | Assigned Staff grid will display with the following columns:   * Staff Name * Role |