**How To Training**

**For**

**CMS Case File**

The **Case File Screen (1)** provides user with a wide array of information and functionality for specific case. The Case File can be accessed by clicking on **Case File link** **on the Access Menu** 🡪 **Case Files**.

In the upper portion of the Case File Screen, Cases Details (metadata) are displayed. The metadata includes:

* Case Number
* Utility/Industry Type
* Utility/Industry Subtype
* Case Type
* Case Subtype
* Pertaining to Utility/Company
* Case Title
* Initiating Filer
* Case Start Date
* Assigned Staff
* Adjudicatory Case: (Yes/No)
* Statutory Reference
* MPUC Reference



In addition to providing the Case Details (**1**), the **Case File Screen** (see Case File Screen Shot above (**2**) includes the following tabs:

* **Filings** (Viewable by Staff and External Users - Registered and Public with restrictions for confidential/secured viewing in place )
* **Data Requests** (Viewable by Staff and External Users - Registered and Public with restrictions for confidential/secured viewing in place )
* **Public Comments** (Viewable by Staff with Manage Rights to Authorized Staff Users and External Users - Registered and Public with restrictions for confidential viewing in place)
* **Active Party and Notification List** (Viewable by Staff Users and External Users - Registered and Public)
	+ Active Party List (Viewable by Staff Users and External Users - Registered and Public)
* **Assigned Staff** (Viewable by Staff and External Users - Registered and Public)