

**eDocket**  
**Reference Guide**  
Version 3 November, 2014

**CONTENTS**

INTRODUCTION.....	2
Overview .....	2
eDOCKET HOME PAGE AND NAVIGATION .....	2
Main Menu.....	2
Home Page.....	3
Functional Page Elements.....	5
SEARCH METHODS.....	7
Docket Search .....	7
Document Search.....	8
Event Detail Search .....	9
CALENDAR.....	10
View Calendar Events .....	10
Calendar Filtering.....	11
REPORTS.....	13
Generating a Report.....	13
FAQ.....	13
Displaying FAQ Information .....	13
SUBSCRIBE TO AN RSS FEED.....	14
Single Docket Feeds .....	14
View Docket Updates.....	15
Continual New Docket Feed .....	16

# eDocket Reference Guide

## INTRODUCTION

### Overview

The Arizona Corporation Commission (ACC) welcomes you to the Electronic Docket Management System (eDocket). The eDocket web application is an electronic docket information management system located on the Internet for the general public to search and view ACC cases and rule-making proceedings known as cases or Dockets. For more information on how to submit eDocket case filings, please refer to the [\(FAQ\)](#) Frequently Asked Questions section. This *eDocket Reference Guide* contains step-by-step instructions to navigate this website.

The eDocket web application was designed and tested using Windows Internet Explorer 10. We recommend Internet Explorer 10 or higher in order to provide the best user experience on this website. Check your browser version by choosing "Help" in the browser menu bar, and the "About Internet Explorer" option in your browser. Additionally, Adobe Acrobat version X is recommended to print PDF (Portable Document Format) documents and reports.

## eDOCKET HOME PAGE AND NAVIGATION

The eDocket web application provides the ability to:

1. Search and view Docket (case) information
2. Search and view Documents
3. Search and view Event Details
4. View ACC scheduled calendar events by date
5. Generate ACC Reports
6. Subscribe to ACC RSS feeds
7. View ACC (FAQ) Frequently Asked Questions

### Main Menu

On a computer or tablet, the eDocket **Main Menu**, located at the top of each eDocket page, provides the ability to navigate to the main Corporation Commission website, and eDocket **Home**, **Search**, **Calendar**, **Reports** and **FAQ** pages quickly.



- Mouse-click the ACC seal image to navigate to the main Corporation Commission website at [www.azcc.gov](http://www.azcc.gov).
- Mouse-click **eDocket** to navigate to the eDocket **Home** page.
- Mouse-click **Search** to navigate to the **Search** page.
- Mouse-click **Calendar** to navigate to the **Calendar** event page.
- Mouse-click **Reports** to navigate to the **Reports** page.
- Mouse-click **FAQ** to navigate to the **FAQ** page.
- To perform a quick search, type *Company Name/Number, Respondent, Docket, Year-Matter, Barcode, or Decision Number* directly into the "quick search bar" on a computer or smart phone. Next, select the "Enter" key on the keyboard or the search bar magnifying glass icon.  For smart phones, you may need to select "Done" and then the search bar magnifying glass icon.



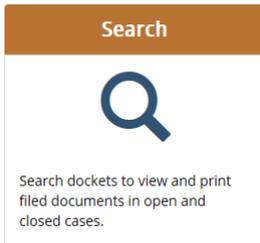
- On a smart phone, the **Main Menu** is a hamburger menu:



- On a smart phone, the **Search, Calendar, Reports, and FAQ** options are available from the hamburger menu  as shown below.



## Home Page

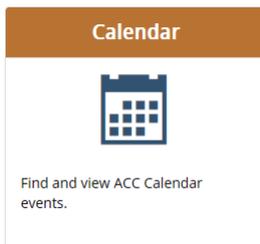


The **Search** page offers three search options:

- Docket Search
- Document Search
- Event Detail Search

**Search** page results are restricted to return only 500 records. To return specific search results, narrow the search criteria.

On the **Search** results page, you can view the details for dockets, documents, and events and subscribe to an RSS Feed.



The **Calendar** event page provides the ability to view all calendar events scheduled at the ACC against dockets each day.

There are three main event type categories:

- Hearings
- Open Meetings
- Due Dates – Filings
  - Specific required filings on a docket case.



**Reports**



Run reports on Pending Matters, Decisions, New Applications, and Filings.

**FAQ**



Find help on frequently asked questions and the rate case process here.

**eDocket Subscription Service**

This feature allows you to keep current on the activity in a specific docket. You will receive information on newly docketed items and the history of activity in the docket (as of the date of subscription) as well as any new, changed, or deleted calendar items. [Click here](#) to view more information on this service.

**NOTE:** eDocket listing of recently created docket feeds.

View latest updates to Dockets in the last 60 days.  
Docket Updates

## Feedback

**Getting Help**

To obtain help or provide feedback concerning eDocket, please use the button below.

[Feedback](#)

The **Reports** page provides a list of reports. Some reports may require report input parameters be entered before generating the report. Each report is produced as a Portable Document Format (PDF) document.

All reports can be generated, viewed, saved, attached to an email, and printed.

The **FAQ** page provides three types of FAQ information:

- General FAQ - eDocket and filing for cases.
- Document FAQ - related questions on specific documents filed related to cases.
- Rate Case – Typical Flow is a step by step description of the flow of rate cases through the Commission.

The “eDocket Subscription Service” provides RSS subscription service for all newly created eDocket cases and their updates.

A browser with RSS Feed capability is needed to use this feature.

The “Feedback” [Feedback](#) button is provided to request assistance, report an issue, or send us feedback about the eDocket website.

To submit feedback, mouse-click the “Feedback” [Feedback](#) button, complete the Feedback form, and mouse-click the “Submit” [Submit](#) button.

**Feedback**

Name

Email

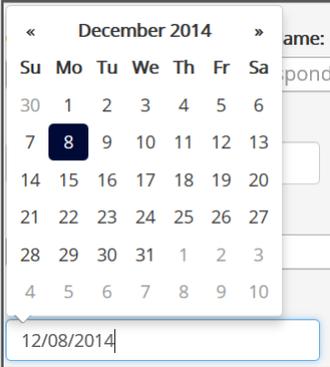
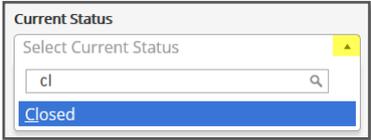
Phone

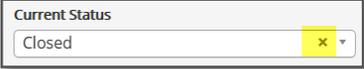
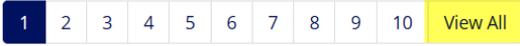
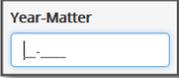
Question/Feedback \*

[Submit](#) [Reset](#)

## Functional Page Elements

Functional page elements are objects that you select via a computer mouse-click or a touch-screen finger press to trigger an action. The following table provides examples and brief explanations of the functional elements available in eDocket.

<b>Breadcrumb menu</b>	<p>The <i>breadcrumb menu</i> is a navigation aid. Breadcrumb links provide a navigation trail that leads back to the starting or entry point from the current page.</p>  <p>The example above shows a navigation trail that starts at the <b>Home</b> page. The <b>Docket Details</b> page is the current page.</p> <p>To return to the <b>Docket Search</b> results page, mouse-click the <b>Docket Search</b> breadcrumb link.</p> <p>To return to the <b>Home</b> page, mouse-click the <b>Home</b> breadcrumb link.</p>
<b>Date entry fields</b>	<p><i>Date entry fields</i> show a calendar picker only when activated.</p>  <p>To activate the calendar picker, mouse-click in the <i>date entry field</i> and enter a two-digit month, two-digit day, and a four-digit year date format, or select a date using the calendar picker.</p> 
<b>Dropdown selection fields</b>	<p>Type directly into <i>dropdown selection fields</i> to view a list of available options as you type, or select the dropdown arrow and choose an option from the list.</p> 

	<p>Select the “x” in the <i>dropdown selection fields</i> to clear the dropdown input field.</p> 
<p><b>Page navigation</b></p>	<p>The <i>page navigation</i> is available on Docket, Document, and Event Detail search result pages. To view search results one page at a time, mouse-click a page number button. To view all search result records, mouse-click the “View All” button. The <i>page navigation</i> buttons are located at the bottom of the search results listing.</p> 
<p><b>Reset</b></p>	<p>The “Reset”  button will clear all data entered as search criteria.</p>
<p><b>Search</b></p>	<p>The “Search”  button will activate a search based on search input criteria.</p>
<p><b>Table Sorting</b></p>	<p>Table sorting is available when data is displayed in a table grid as shown below. Mouse-click the column header name to sort by that column. Columns can be sorted in ascending ↑ or descending ↓ order.</p> <p>The standard order is <i>ascending</i> (i.e. A to Z, 0 to 9), the reverse order <i>descending</i> (Z to A, 9 to 0). For dates and times, <i>ascending</i> means that earlier values precede later ones e.g. 11/5/2014 will sort ahead of 11/24/2014.</p> 
<p><b>Text fields</b></p>	<p>Type directly into <i>text fields</i>. Some <i>text fields</i> display a mask of the required format like the Year-Matter example below. The “Year-Matter” field format is a two-digit year and four digit matter number. (For example: T-99999A-14-9999)</p> 
<p><b>Top of Page icon</b></p>	<p> At the bottom right of the page, when there is a lengthy display of information, there is a <i>top of page icon</i>. Mouse-click this icon to return to the top of the page.</p>

## SEARCH METHODS

On the eDocket **Main Menu** or **Home** page, mouse-click **Search** to navigate to the **Search** page and perform Docket, Document, and Event Detail searches.

### Docket Search

Mouse-click the **Docket Search** option and locate dockets and documents by entering search criteria as shown below.

The screenshot shows a search form with the following fields and callouts:

- 1: Company, DBA, or Respondent Name dropdown menu.
- 2: Docket Number input field (format: X-XXXXXX-NN-NNNN).
- 3: Year-Matter input field.
- 4: Docket Type dropdown menu.
- 5: Case Type dropdown menu.
- 6: Current Status dropdown menu.
- 7: Date Ending input field.
- 8: Search button.
- 9: Reset button.

The following is a step-by-step instruction for the Docket Search option.

1. Select “Company, DBA (Doing Business As), or Respondent Name” and type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
2. Enter a “Docket Number” to find a specific docket. The “Docket Number” format is X-XXXXXX-NN-NNNN. (For example: T-99999A-14-9999)
3. Enter the “Year-Matter” for a specific docket. The “Year-Matter” format is the last six digits of the “Docket Number” (For example: T-99999A-**14-9999**).
4. Select “Docket Type” and type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
5. Select “Case Type” and type directly into the “Case Type” dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
6. Select “Current Status” and type directly into the “Current Status” dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
7. To restrict the search to a specific date range, enter the “Date Starting From” and “Date Ending” date fields. The date format is 01/01/2014.
8. Mouse-click the “Search” button to perform the search. The search results will be a listing of all dockets that match the specific search criteria entered.
9. Mouse-click the “Reset” button to clear all search criteria entered for the search.
10. On the search results page, select:
  - a. The *Details* icon  to navigate to the **Docket Details** page and view detailed information for the selected docket.
  - b. The RSS feed icon  to subscribe to the RSS Feed for the docket.

Docket Number	Filed	Company Name	Type	Description	Details	Subscribe
E-00000P-08-0570	11/6/2008	ACC - Legal Division	Generic	In the matter of the Commission's gathering information on Devers-Palo Verde 2 Electric Transmission Line.		
E-00000P-07-0156	3/16/2007	ACC - Legal Division	Generic	In the matter of the application of Palo Verde Nuclear Generating Station Operational and Regulatory Status.		

- c. The **Docket Details** page displays Docket, Documents, Decisions, Case Schedule, Staff Assigned, Service List, Linked Dockets, and CC&N (when it applies) information in a tab-style format. Mouse-click each tab and view detailed information for the selected docket.



## Document Search

Mouse-click the **Document Search** option and locate documents by one or more search criteria as shown below.

The screenshot shows the 'Document Search' form with the following fields and callouts:

- 1**: Docket Number input field (format: X-XXXXXX-NN-NNNN)
- 2**: Year-Matter input field
- 3**: Document Code dropdown menu
- 4**: Sub Code dropdown menu
- 5**: Company, DBA, or Respondent Name dropdown menu
- 6**: Filed By dropdown menu (options: select, chosen)
- 7**: Filed For dropdown menu (options: select, chosen)
- 8**: Barcode input field
- 9**: Decision Number input field
- 10**: Date To input field
- 11**: Date From input field
- 12**: Search button

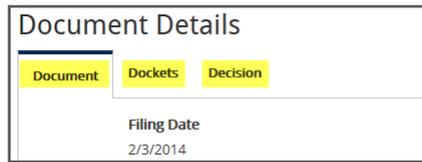
There is also a 'Reset' button located below the 'Search' button.

The following is a step-by-step instruction for the Document Search option.

1. Enter the “Docket Number” to find a specific docket. The docket number format is X-XXXXXX-NN-NNNN. (For example: T-99999A-14-9999)
2. Enter the “Year-Matter” to a specific docket year and matter. The year-matter format is the last six digits of the Docket Number (For example: T-99999A-**14-9999**).
3. Select a specific “Document Code” to search by a specific type of document. Type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
4. Select a specific “Sub Code” to search by a specific type of document sub code. Type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
5. Select “Company, DBA (Doing Business As), or Respondent Name” and type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.

6. Select “Filed By” to search by the name of the person or business entity who filed the Docket document. Type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
7. Select “Filed For” to search by the name of the person or business entity for which the document filing was made. Type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
8. Enter a document “Barcode” number.
9. Enter a document “Decision Number”.
10. To restrict the search to a specific date range, enter the “Date Starting From” and “Date Ending” date fields. The date format is 01/01/2014.
11. Mouse-click the “Search” button to perform the search. The search results will be a listing of all documents that match the specific search criteria entered.
12. Mouse-click the “Reset” button to clear all search criteria entered for the search.
13. On the search results page, select:

- a. The *Document Details* icon  to navigate to the **Document Details** page and view detailed information for the selected document.
  - i. The **Document Details** page displays Document, Dockets, and Decision information in a tab-style format. Mouse-click each tab and view detailed information for the selected document.



- b. The PDF icon  to view the PDF document.
- c. The *Dockets* column hyperlink to navigate to the **Docket Details** page and view detailed information for the selected docket.
  - i. The **Docket Details** page displays Docket, Documents, Decisions, Case Schedule, Staff Assigned, Service List, Linked Dockets, and CC&N (when it applies) information in a tab-style format. Mouse-click each tab and view detailed information for the selected docket.



## Event Detail Search

Mouse-click the **Event Detail Search** option and locate the date, time and location of various events scheduled for a specific date or date range. The Commission publishes Hearing, Open Meeting, and Due Events.

**The following is a step-by-step instruction for the Event Detail Search option.**

1. Select an “Event Type” to search for a specific Calendar event. Type directly into the dropdown input field to see a list of options as you type, or select the down arrow in the field and choose an option from the list.
2. To restrict the search to a specific date range, enter the “Date Starting From” and “Date Ending” date fields. The date format is 01/01/2014.
3. Mouse-click the “Search” button to perform the search. The search results will be a listing of all event types that match the specific search criteria entered.
4. Mouse-click the “Reset” button to clear all search criteria entered for the search.
5. On the search results page, select:
  - a. The Event Details icon  to view all the detailed information for the selected event.
  - b. The Download Outlook Calendar icon  to download the Calendar event.
  - c. The “Dockets” column will display either “No Dockets” or a Docket Number link that navigates to the **Docket Details** page.

**CALENDAR**

On the eDocket **Main Menu** or **Home** page, mouse-click **Calendar** to navigate to the **Calendar** page and view scheduled calendar events.

**View Calendar Events**

Locate the date, time and location of various events scheduled through a calendar view. The Commission publishes Hearing, Open Meeting, and Due Events.

**The following is a step-by-step instruction for the Calendar option.**

1. The Calendar default view is set to “Month”. To change the view, mouse-click “Month”, “Week”, or “Day” buttons boxed in red as shown below.



2. Mouse-click the “<<Prev” and “Next>>” buttons to navigate to the previous or next “Month”, “Week”, and “Day” using the buttons boxed in red as shown below.



**Calendar Month view**

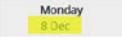
- Select the “Month” button to view one month at a time.
- The current date is shaded light green.
- Mouse-click a specific calendar date to view a list of events for that date.
- Double mouse-click the date to navigate to the calendar “Day” view.
- Mouse-hover over the linked event number  to see the event name.
  - The number represents the number of events on that date for that event type.
  - The linked event type colors are:



- Hearings (red)
- Open Meetings (blue)
- Due (green)
- Mouse-click a linked event
  -  Hearing - Voxbeam Telecommunications Inc. from the list to navigate to the calendar “Day” view.



### Calendar Week view

- Select the “Week” button to view one week at a time.
- The current date is shaded light green.
- Mouse-click a calendar date link  to navigate to the calendar “Day” view.
- Mouse-click a grey shaded event item link to view details of the event item.
  - Mouse-click the  link to view the **Docket Details** for the selected event item.



### Calendar Day view

- Select the “Day” button to view one day at a time.
- Mouse-click the  link to view the **Docket Details** for the selected event item.



Thursday 4 December, 2014						
Subject	Location	Start time	End time	Completed	Reason	Docket Details
Due - ECHP2014	N/A	12/4/2014 - 8:00 am	12/4/2014 - 9:00 pm	N/A	N/A	
Hearing	N/A #1	12/4/2014 - 9:30 am	12/4/2014 - 3:00 pm	N/A		
Hearing	N/A #2	12/4/2014 - 10:00 am	12/4/2014 - 3:00 pm	N/A		



### Calendar Filtering

Calendar events can be filtered by category and individual event items. Multiple categories and events can be selected by using the “Filter” button.

The following is a step-by-step instruction for the Calendar “Filter” button.

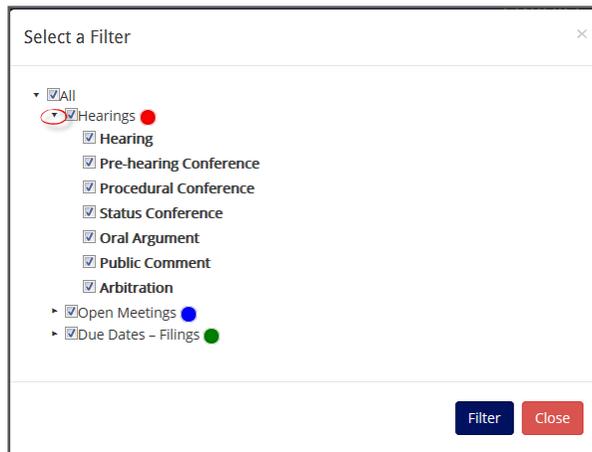
1. Select the Calendar “Filter” button as shown boxed in red below.



2. The “Filter” pop-up window displays with the default set to display “All” events. Events are grouped into three categories and each category has multiple event items. The categories are:
  - a. Hearings
  - b. Open Meetings
  - c. Due Dates – Filings



3. Categories can be expanded and collapsed.
  - a. To expand a category and show the event items in that category, mouse-click the right arrow ▶ icon.
    - i. To select all event items in a category, mouse-click the category name checkbox.
  - b. To collapse a category and hide the events in that category, mouse-click the down arrow ▼ icon.
  - c. To unselect all event items in a category, mouse-click the checked category name checkbox and remove the checkmark.
  - d. The “Hearings” filter category is expanded in the screen shot below. Event items can be checked and unchecked by category or individual event item.



4. In the “Filter” pop-up window, checked  event items will display on the calendar.
5. In the “Filter” pop-up window, unchecked  event items will not display on the calendar.
6. To return to the calendar event page, mouse-click the “Filter”  button or the “Close”  button.

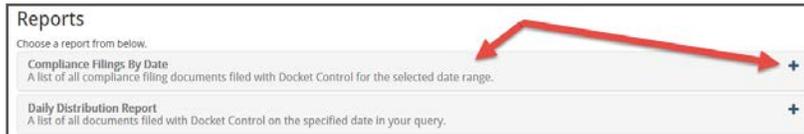
## REPORTS

To navigate to the **Reports** page, mouse-click the **Reports** link on the eDocket **Main Menu** or **Home** page. Reports are listed as links on the **Reports** page and each report can be generated, viewed, saved, emailed as a link, and printed. All reports are produced in Portable Document Format (PDF).

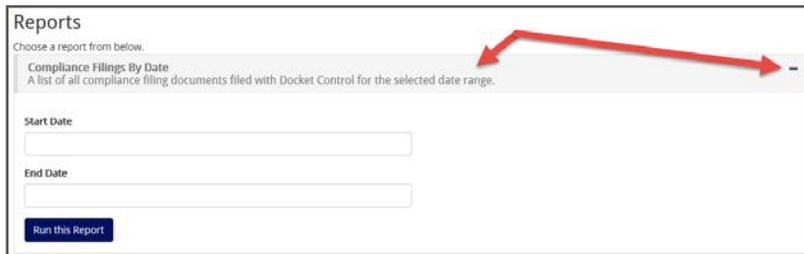
### Generating a Report

The following is a step-by-step instruction for the “Report” option:

1. To expand a report in the reports list, mouse-click the report name in grey shading or mouse-click the “+” icon.



2. To collapse a report in the reports list, mouse-click the expanded report name or “-” icon.



3. Mouse-click the “Run this Report” [Run this Report](#) button to generate the selected report. Some reports may require parameter inputs before the report can be generated as shown for #2 above. The report parameter inputs for the Compliance Filings by Date report is “Start Date” and “End Date”.
4. Reports are produced as a PDF file that can be opened, saved, emailed as a link, and printed.

## FAQ

To navigate to the **FAQ** (Frequently Asked Questions) page, mouse-click the **FAQ** link on the **Main Menu** or **Home** page.

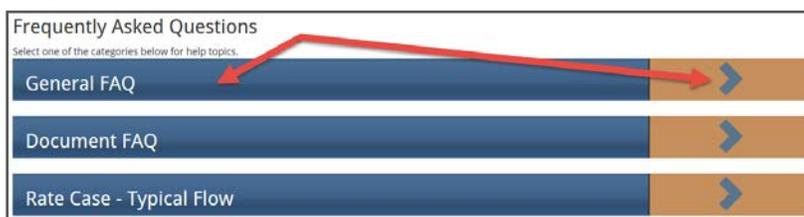
### Displaying FAQ Information

The **FAQ** page provides additional support assembled by category. These categories are:

1. General FAQ - eDocket and filing for cases.
2. Document FAQ - related questions on specific documents filed related to cases.
3. Rate Case – Typical Flow is a step by step description of the flow of rate cases through the Commission.

The following is a step-by-step instruction for the “FAQ” option:

1. Mouse-click an **FAQ** category name in blue shading or blue “>” image link to expand the category and view the questions.



2. Mouse-click a question in grey shading or “+” image link to expand the FAQ question.



3. Mouse-click the expanded question in grey shading or “-” image link to collapse the FAQ answer.



## SUBSCRIBE TO AN RSS FEED

RSS (Really Simple Syndication) provides an easy way to read the latest postings to a favorite website. The Arizona Corporation Commission offer RSS Feed subscriptions to the public as a method to receive news and information updates in web browsers and Microsoft® Outlook. Some web browsers have built-in RSS readers. For browsers that do not currently support RSS, there are RSS readers available on the web. If your browser supports RSS, you may choose to subscribe to Arizona Corporation Commission Feeds.

There are three methods available to receive RSS Feeds:

1. The “Favorites” bar in a browser.
2. Enabling the RSS mail folder in an email application
3. Use of an RSS News Reader.

## Single Docket Feeds

Subscribe to a docket automatically to receive docket status changes, new document filings, and the scheduling of events for the subscribed docket. RSS Feeds are received based on the preferred receipt method.

The following is a step-by-step instruction for the Single Docket Feed:

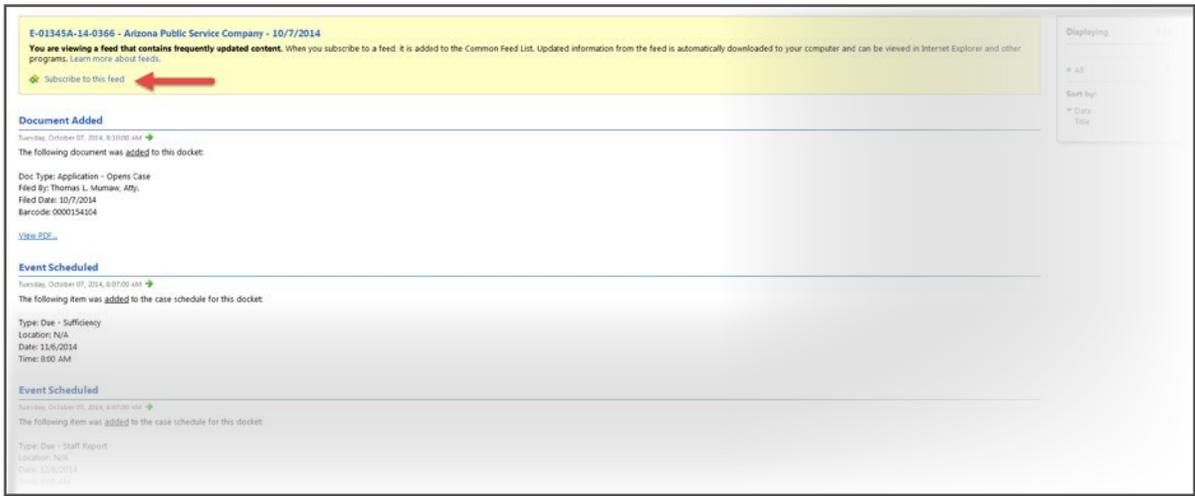
1. Mouse-click the “Subscribe”  image link on the:
  - a. **Docket Details** page



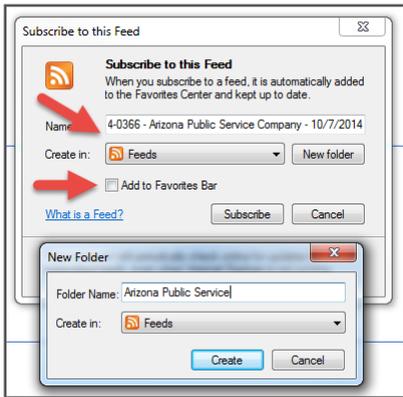
- b. **Docket, Document, and Event Detail Search** result pages.



2. Mouse-click the **Subscribe to this feed** link to subscribe to the RSS Feed.



3. Depending on your browser, the **Subscribe to this Feed** pop-up (similar to the one below) will display. Choose an existing, or create a new RSS Feed receipt method for your browser. Add Feeds to the favorites bar by checking the **Add to Favorites Bar** checkbox option.



## View Docket Updates

A **Docket Updates** link is available on the eDocket **Home** page as a courtesy to those who may not have RSS Feed capabilities. To view updates to Dockets from the last 60 days, mouse-click the **Docket Updates** link on the eDocket **Home** page.

### eDocket Subscription Service

This feature allows you to keep current on the activity in a specific docket. You will receive information on newly docketed items and the history of activity in the docket (as of the date of subscription) as well as any new, changed, or deleted calendar items. Click [here](#) to view more information on this service.

ACC: eDocket Listing of Recently Created Docket Feeds

View latest updates to Dockets in the last 60 days.

[Docket Updates](#)

Home > Recently Created Dockets

### Recently Created Dockets

3 Dockets:

Docket Number	Matter Start Date	Company Name	Pub Date	Description	Details	Subscribe
ARS-1445A-14-0360	12/1/2014 12:00:00 AM	Arizona Water Company	12/1/2014 10:14:00 AM	test		
ARS-1445A-14-0359	12/1/2014 12:00:00 AM	Arizona Water Company	12/1/2014 10:07:00 AM	test		

## Continual New Docket Feed

To receive RSS Feed updates on every new docket as it is created, mouse-click the  **ACC: eDocket Listing of Recently Created Docket Feeds** link on the eDocket Home page.

### eDocket Subscription Service

This feature allows you to keep current on the activity in a specific docket. You will receive information on newly docketed items and the history of activity in the docket (as of the date of subscription) as well as any new, changed, or deleted calendar items. Click [here](#) to view more information on this service.

 [ACC: eDocket Listing of Recently Created Docket Feeds](#)



The screenshot displays the 'ACC: eDocket Listing of Recently Created Docket Feeds' interface. At the top, there is a yellow banner with the text: 'You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.' Below this banner is a 'Subscribe to this feed' button. The main content area lists three docket items, each with a title, a date, and a 'test' message. The items are: 'ARS-1445A-14-0360 - Arizona Water Company - 12/1/2014' (Monday, December 01, 2014, 10:34:00 AM), 'ARS-1445A-14-0359 - Arizona Water Company - 12/1/2014' (Monday, December 01, 2014, 10:07:00 AM), and 'RW-1445A-14-0358 - Arizona Water Company - 11/20/2014' (Thursday, November 20, 2014, 12:04:00 PM). On the right side, there is a 'Displaying 3 / 3' control and a 'Sort by:' dropdown menu with options for 'All', 'Date', and 'Title'.

Subscribing to a docket automatically informs the subscriber of Docket status changes, new document filings, and the scheduling of events against that Docket item.