

FERC Enron XERA Basic User Guide

Introduction

Welcome to the FERC Enron Database solution provided by CACI using XERA. This document guides you through the various features available in the FERC Enron XERA interface which includes the nine public Enron databases.

System Requirements

1. Windows Vista SP2 or Windows 7; Internet Explorer 8 or 9, Firefox v12 or higher, Chrome v19 or higher.
Minimum screen resolution: 1280x768.
 - a. Since Internet Explorer 8 is an older browser, performance may be slower and interface elements may not display as expected.
 - b. XERA is iPad-compatible. However, Table View is not available when using an iPad.
2. Microsoft Silverlight 5.
3. Network connection: DSL or Cable, recommended minimum 1.5 Mb/s.

Browser Configuration

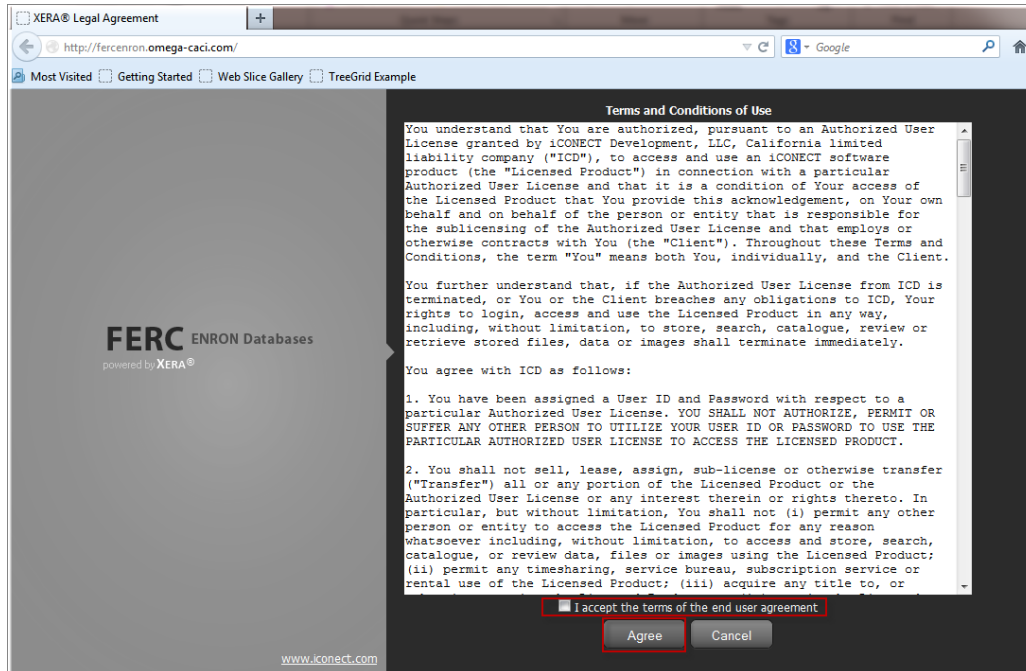
1. Download and enable the version of Java.
2. Disable all Google and Yahoo toolbars and any other optional toolbars and add-ons. These toolbars can slow down browser response times, which affects performance.
3. Make the XERA website a trusted site.
4. Disable the SmartScreen Filter and Pop-up Blocker for the XERA website.

Accessing FERC Enron

1. Navigate to <http://fercenron.omega-caci.com>.
2. Read and accept the Terms and Conditions by checking the *"I accept the terms of the end user agreement"* checkbox.

3. Click **Agree** (screen 1).

Screen 1: Terms and Conditions of Use

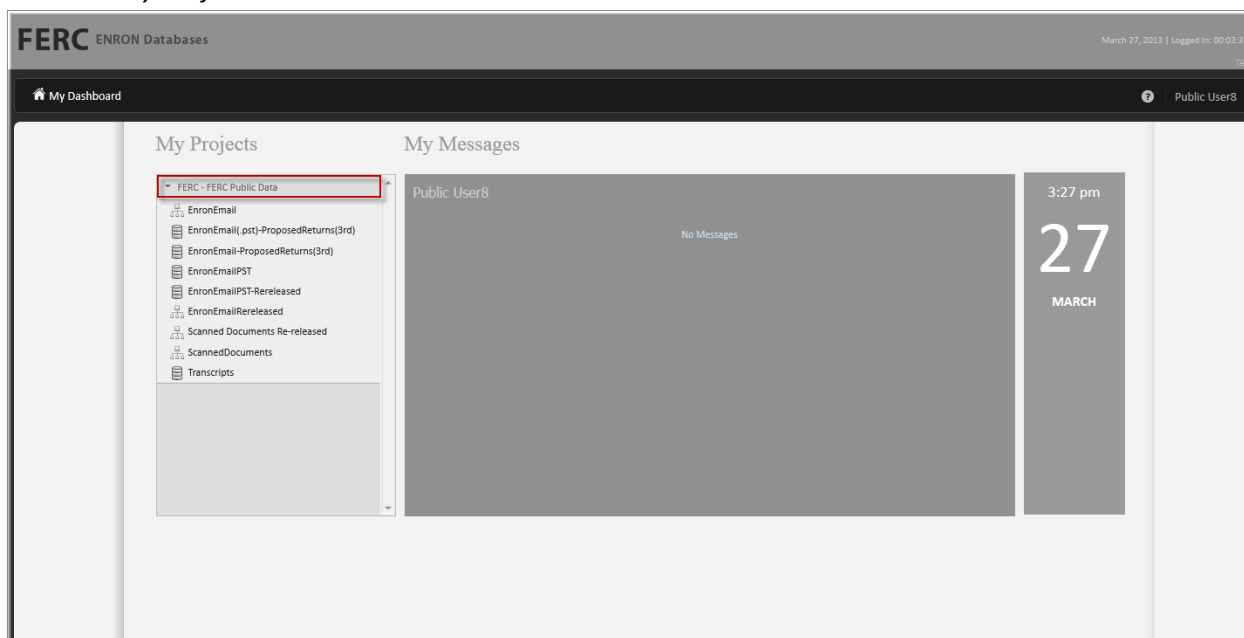


Accessing Enron Databases

After accepting the Terms and Conditions you are navigated to the **My Projects** dashboard.

1. Click the **FERC- FERC Public Data** dropdown in the **My Projects** dashboard to view the list of nine public databases (screen 2).

Screen 2: My Project Dashboard



2. Click on the database you wish to access.
 1. EnronEmail
 2. EnronEmail(.pst) – Proposed Returns (3rd)
 3. EnronEmail-Proposed Returns (3rd)
 4. EnronEmailPST
 5. EnronEmailPST-Rereleased
 6. EnronEmailRereleased
 7. Scanned Documents Re-released
 8. ScannedDocuments
 9. Transcripts

Searching

By default, all the documents in the database are returned for the database selected from the **My Projects** dashboard. Click the **Search** tab on the left panel to conduct a search (screen 3).

Screen 3: Search Results / Search Tab

Rec #	FirstBates	LastBates	Begin_Attach	EndAttach	Title	Subject	EDOC_CREATEE	Edoc_CRDate	Edoc_Modify	Edoc_Mc
1	ECd-000001444	ECd-000001444	ECd-000001444	ECd-000001450	Letter Log (pow	Letter Log (pow	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10
2	ECd-000001445	ECd-000001450	ECd-000001444	ECd-000001450	LETTER LOG (PO		04/09/2002 11:09	05/09/2002 10:09	05/09/2002 10:09	05/09/2002 10:09
3	ECd-000001451	ECd-000001451	ECd-000001451	ECd-000001459	Leter log (liqui	Leter log (liqui	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10
4	ECd-000001452	ECd-000001459	ECd-000001451	ECd-000001459	LETTER LOG (LI		04/01/2002 15:01	05/09/2002 15:09	05/09/2002 15:09	05/09/2002 15:09
5	ECd-000001460	ECd-000001460			Letter Log (inter	Letter Log (inter	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10	05/10/2002 15:10
6	ECd-000001490	ECd-000001490	ECd-000001490	ECd-000001492	Information Tool	Information Tool	05/10/2002 14:10	05/10/2002 14:10	05/10/2002 14:10	05/10/2002 14:10
7	ECd-000001491	ECd-000001492	ECd-000001490	ECd-000001492	INFORMATION T		05/10/2002 11:10	05/10/2002 14:10	05/10/2002 14:10	05/10/2002 14:10
8	ECd-000001493	ECd-000001493			FW: Pre-Petition	FW: Pre-Petition	02/14/2002 12:14	03/04/2002 11:04	03/04/2002 11:04	03/04/2002 11:04
9	ECd-000001494	ECd-000001494			Enron Building	Enron Building	05/15/2002 16:15	05/15/2002 16:15	05/15/2002 16:15	05/15/2002 16:15
10	ECd-000001495	ECd-000001495			Time Period End	Time Period End	05/15/2002 15:15	05/15/2002 15:15	05/15/2002 15:15	05/15/2002 15:15
11	ECd-000001496	ECd-000001505			Returned mail: s	Returned mail: s	05/15/2002 14:15	05/15/2002 14:15	05/15/2002 14:15	05/15/2002 14:15
12	ECd-000001506	ECd-000001507	ECd-000001506	ECd-000001507	Free LexisNexis	Free LexisNexis	05/15/2002 10:15	05/15/2002 10:15	05/15/2002 10:15	05/15/2002 10:15
13	ECd-000001508	ECd-000001508			LiveLink Bankrup	LiveLink Bankrup	05/15/2002 10:15	05/15/2002 10:15	05/15/2002 10:15	05/15/2002 10:15
14	ECd-000001509	ECd-000001509	ECd-000001509	ECd-000001514	MAHONIA-COUR	MAHONIA-COUR	05/14/2002 18:14	05/14/2002 18:14	05/14/2002 18:14	05/14/2002 18:14
15	ECd-000001510	ECd-000001514	ECd-000001509	ECd-000001514	MAHONIA DISCO		05/14/2002 17:17	05/14/2002 18:18	05/14/2002 18:18	05/14/2002 18:18
16	ECd-000001675	ECd-000001676	ECd-000001675	ECd-000001682	FW: Internation	FW: Internation	05/14/2002 17:17	05/14/2002 17:17	05/14/2002 17:17	05/14/2002 17:17
17	ECd-000001677	ECd-000001682	ECd-000001675	ECd-000001682	6602231.DOC		05/14/2002 17:17	05/14/2002 17:17	05/14/2002 17:17	05/14/2002 17:17
18	ECd-000001684	ECd-000001684			LiveLink Bankrup	LiveLink Bankrup	05/14/2002 11:11	05/14/2002 11:11	05/14/2002 11:11	05/14/2002 11:11
19	ECd-000001685	ECd-000001685			RE: Leter log (lic	RE: Leter log (lic	05/13/2002 17:17	05/13/2002 17:17	05/13/2002 17:17	05/13/2002 17:17

Simple Search

Once the **Search** tab is selected, execute a simple search by typing your search criteria in the search box. You can quickly change the search from **&**, **OR** or **Single Search** by clicking on the icon to the left of the search bar (screen 4).

Screen 4: Simple Search

The screenshot displays the FERC ENRON Databases search interface. The top navigation bar includes the FERC logo, 'ENRON Databases', and a date/time stamp. Below this, a breadcrumb trail shows 'FERC - FERC Public Data - EnronEmail' and 'Table View'. The main interface is divided into a left sidebar and a main table area.

Left Sidebar:

- Search:** A search box with a dropdown menu showing '&' (selected), 'OR', and 'Single Search'. Below the search box is a list of folders with counts: LEFF, DAN (173), TIM BELDEN/HOU/ECT (140), Others ... (32), DEBRA DAVIDSON/PDX/ECT (30), PAUL T LUCC/NA/ENRON (11), TIM BELDEN (10), THERESA STAAB/CORP/ENRON (9), and GLOD, ANNETTE (8). A 'More (113)' link is also present.
- Filters:** A section with checkboxes for 'Custodian', 'Date_Sent', 'Date_Recd', 'Edoc_CRDate', and 'Edoc_MODate'. An 'Update' button is at the bottom.

Main Table Area:

- Table View:** A table with columns: Rec #, FirstDates, LastDates, Begin_Attach, EndAttach, Title, Subject, EDOC_CREATEE, Edoc_CRDate, Edoc_Modify, and Edoc_MC. The table is filtered for '200869/200869'.
- Table Data:** The table contains 19 records. The first record (Rec # 1) is highlighted in yellow and has the title 'Letter Log (pow Letter Log (pow 05/10/2002 15: 10/05/2002 05/10/2002 15: 10/05/2002)'. Other records include 'LETTER LOG (PO', 'Leter log (liquids', 'LETTER LOG (LIC', 'Letter Log (inter Letter Log (inter', 'Information Tool', 'INFORMATION T', 'FW: Pre-Petition', 'Enron Building', 'Time Period End', 'Returned mail: s', 'Free LexisNexis', 'LiveLink Bankrup', 'MAHONIA-COUR', 'MAHONIA DISCO', 'FW: Internation', '6602231.DOC', 'LiveLink Bankrup', and 'RE: Leter log (lic'.

At the bottom of the table, there is a 'Filters' section with a 'Rec #' field and a 'Go' button. A status bar at the very bottom indicates 'Set: 1 of 10573' and 'View 1 - 19 of 200869'.

Applying Facets

Facets are a quick way to filter the existing documents in your search results. After the search tab is selected the application updates the facets according to the dataset. XERA will provide the top 10 results for each faceted field. To filter the dataset, click the checkbox next to a faceted value and click Update to update the search results (screen 5).

Screen 5: Applying Facets

The screenshot shows the FERC ENRON Databases application interface. On the left, there is a 'Facets' panel with a search bar and a list of facets. The 'MARK WHITT/NA/ENRON (244)' facet is selected. Below the facets, there are checkboxes for 'Custodian', 'Date_Sent', 'Date_Recd', 'Edoc_CRDate', and 'Edoc_MODDate'. The 'Update' button is highlighted in red. The main area displays a table of search results with columns: Rec #, FirstBates, LastBates, Begin_Attach, EndAttach, Title, Subject, EDOC_CREATEE, Edoc_CRDate, Edoc_Modify, and Edoc_MC. The table shows 19 records, with the first record highlighted in yellow. The bottom of the screen shows a status bar with 'Filters', 'Rec#', 'Go', 'Set: 1 of 10573', and 'View 1 - 19 of 200869'.

Custom Search

The Custom Search feature is a wizard like flow to aid in building your search criteria. Within the custom search you can access:

- **Lookup List: Not applicable to the FERC Enron Databases**
- **Dictionary Lookup:** Identify if a word is in the database before attempting to search for it. You can also build a query based on matching words found by the Dictionary Lookup, or add matching words to an existing query.
- **Additional Field Searching Options:** Allows you to search for criteria that may be found in a specific metadata field within the database. This section will guide you on the searching capabilities base on the field type in the database.
- **Date Range and Proximity Options:** Searching date fields, or search for proximity of specific words.

- Similar Word Options: Allows you to execute Fuzzy (misspellings), Phonetic (sounds like), or Stem (suffix variations) Searches if you do not know the exact word you are looking for.
- Annotated, Redacted or Edited Document Options: **Not applicable to the FERC Enron Databases**
- Limit Search to Specific Folders: **Not applicable to the FERC Enron Databases**

Screen 6: Custom Search

The screenshot displays the FERC ENRON Databases web application. A 'Custom Search' dialog box is open, allowing users to build a search query. The dialog box includes a 'Search Builder' section with a 'Clear Form' button and a 'Perform Search' button. Below this is a 'Build a Quick Search (search all fields)' section with four radio button options: 'with all of these words (AND)', 'with at least one of these words (OR)', 'with the exact phrase', and 'without the words (NOT)'. There are input fields for each option. Below the radio buttons are buttons for 'Add' and 'Quick Search'. At the bottom of the dialog box is a 'Lookup List' section with a 'Dictionary Lookup' button. Below that are checkboxes for 'Additional Field Searching Options', 'Date Range and Proximity Options', 'Similar Word Options', 'Annotated, Redacted, or Edited Document Options', and 'Limit Search to Specific Folders'. The background shows the FERC ENRON Databases interface with a table of search results.

EDOC_CREATED	Edoc_CRDate	Edoc_Modify	Edoc_MC
(pow 05/10/2002 15:10/05/2002	05/10/2002 15:10/05/20		
04/09/2002 11:09/04/2002	05/09/2002 10:09/05/20		
liquids 05/10/2002 15:10/05/2002	05/10/2002 15:10/05/20		
04/01/2002 15:01/04/2002	05/09/2002 15:09/05/20		
(inter 05/10/2002 15:10/05/2002	05/10/2002 15:10/05/20		
n Tool 05/10/2002 14:10/05/2002	05/10/2002 14:10/05/20		
05/10/2002 11:10/05/2002	05/10/2002 14:10/05/20		
etition 02/14/2002 12:14/02/2002	03/04/2002 11:04/03/20		
ding 05/15/2002 16:15/05/2002	05/15/2002 16:15/05/20		
d End 05/15/2002 15:15/05/2002	05/15/2002 15:15/05/20		
mail: s 05/15/2002 14:15/05/2002	05/15/2002 14:15/05/20		
Nexis 05/15/2002 10:15/05/2002	05/15/2002 10:15/05/20		
ankrug 05/15/2002 10:15/05/2002	05/15/2002 10:15/05/20		
COUR 05/14/2002 18:14/05/2002	05/14/2002 18:14/05/20		
05/14/2002 17:14/05/2002	05/14/2002 18:14/05/20		
ation 05/14/2002 17:14/05/2002	05/14/2002 17:14/05/20		
05/14/2002 17:14/05/2002	05/14/2002 17:14/05/20		
ankrug 05/14/2002 11:14/05/2002	05/14/2002 11:14/05/20		
g (lk 05/13/2002 17:13/05/2002	05/13/2002 17:13/05/20		

Printing/Exporting

There are two different ways to print in XERA. The Mass Print option allows several documents to be printed at once. Within the Document View, you can print a single document.

Mass Print

Click the **Mass Actions** icon from the search results page. A dropdown wizard appears and walks you through the options to printing. The available options to select from are Selected Documents, Unselected Documents, Current Query or the Entire Database from the search results page (screen 7).

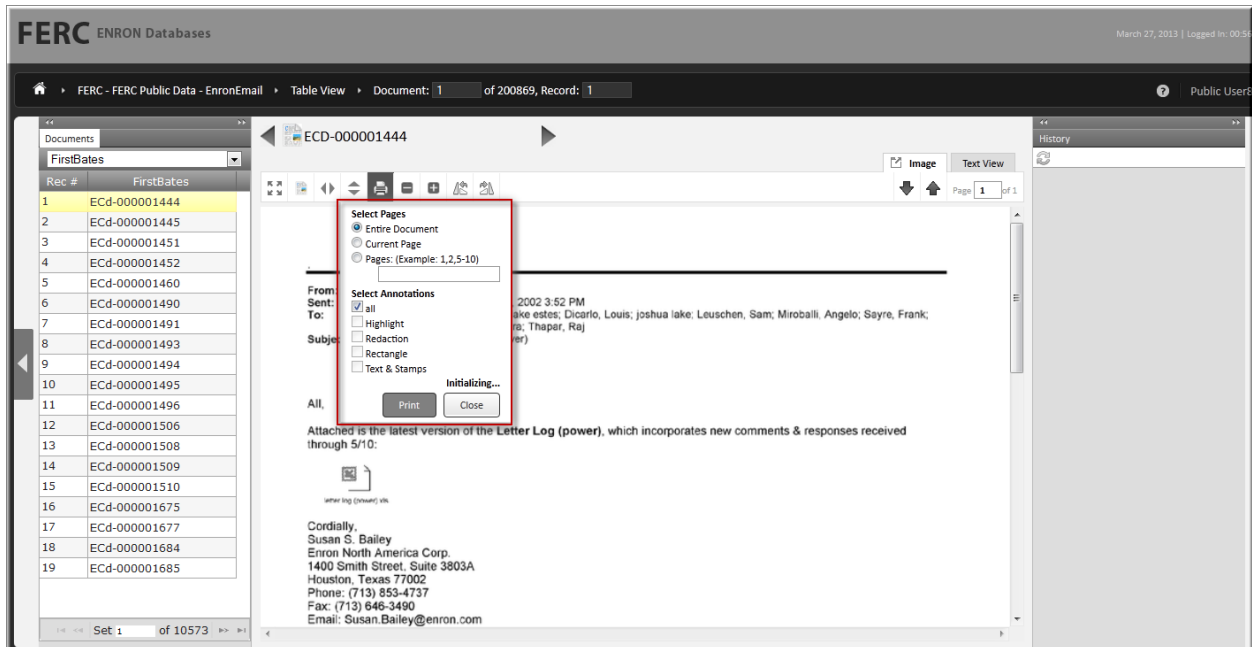
Screen 7: Mass Print

The screenshot displays the FERC ENRON Databases web application. A modal dialog box titled "Select Documents:" and "Choose Actions:" is open. Under "Select Documents:", there are four radio button options: "Selected Documents (19)" (which is selected), "Unselected Documents (200850)", "Current Query (200869)", and "Entire Database (200869)". Under "Choose Actions:", there is a single radio button option: "Print". The dialog has "Next" and "Cancel" buttons. In the background, a table of search results is visible, with columns for "Subject", "EDOC_CREATEE", "Edoc_CRDate", "Edoc_Modify", and "Edoc_Mc". The table shows various document entries with their respective dates and subjects. The interface also includes a left sidebar with a "Folders" list and a "Search" bar.

Document View Print

To print from the Document View, click the Print icon located above the document. Select from the options and click Print.

Screen 8: Document View Print



Exporting

Users have the ability to export the metadata of a search result by selecting the mass actions button on the search results page. The export will include a delimited file based on the options selected for the export. This feature is currently in development and is expected to be available in April 2013.