

Electronic Proceeding Submissions

A Users Guide

Version 2.0

Electronic Proceeding Submissions: A User's Guide

This document is found:

https://www3.eub.gov.ab.ca/eub/dds/eps_Query/help/Getting_Started_with_EPS_external.pdf

From the 'proceeding search' page, click 'help' in the upper right corner.

On the 'online guide' window that opens, click 'home' at the top of the list at the left.

'Getting Started with EPS External.pdf' is in blue type at the bottom of the new window.

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Before You Start

The Electronic Proceeding Submissions (EPS) system is a suite of software programs that manage all information associated with proceedings. EPS supports the application review process, the timeliness of hearing decisions, and ensures that accurate, comprehensive and current information is readily available to stakeholders. It does this by providing all parties with the ability to electronically submit and access all proceeding-related information.

This guide introduces you to the basic components of EPS and provides you with instructions for getting started with the EPS programs.

About EPS

EPS is a suite of software programs that are integrated with existing software programs used at the Alberta Utilities Commission/Alberta Energy and Resources Conservation Board (AUC/ERCB). Some of these software programs are available over the Internet while others are only available within the AUC/ERCB as installed programs on a computer.

At the hub of these programs is the Corporate SQL database used to manage and maintain all the information relating to applications and proceedings.

Internal staff use the Windows-based EPS program to create proceedings, manage the submissions and participants, establish proceeding schedules, and conclude a proceeding.

Outside parties use services provided by DDS (Digital Data Submissions) to register to participate in a proceeding, submit proceeding submissions, submit and respond to information requests, and view and download information relating to a proceeding.

These relationships are illustrated in Figure 1.

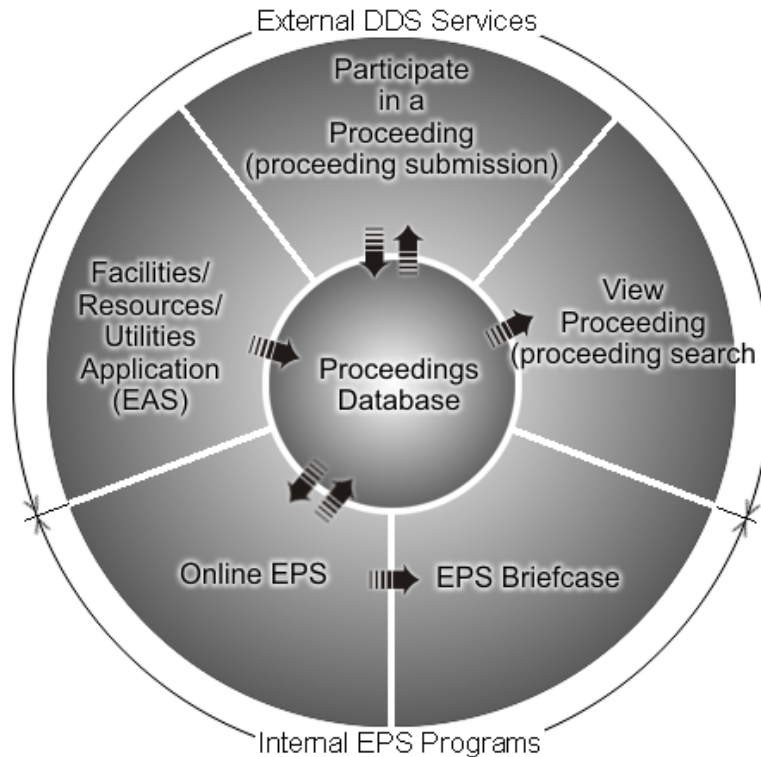


Figure 1: The components of EPS showing the interactions between the external DDS services, the internal EPS Windows program, and the corporate database.

EPS was designed for intervener organizations and individuals with representatives. The design assumes that all parties are familiar with the AUC/ERCB proceeding process. It also requires that parties who are using EPS have Business Associate (BA) identifier and a valid DDS login ID.

About this Guide

This guide has been prepared to assist you while using the EPS programs. It assumes you are familiar with the interrogatory process and with using the DDS Services provided by the AUC/ERCB.

Using the DDS Services

Several DDS services provided the ability to register to participate in a proceeding, submit proceeding submissions, submit and respond to information requests, and view and download information relating to a proceeding.

The following commonly used capabilities are discussed in more details in this section:

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To register to participate in a proceeding:

You can register to participate in a proceeding using the DDS Service Participate in a Proceeding. Here's how.

Registration must be done prior to the *participation closing date*. If this date has passed, you must contact the AUC/ERCB directly.

1. Logon to DDS and open either the **ERCB** or the **AUC** service category.
2. Open the **Applications** service category.
3. Open the **Proceedings** category and click on the **Participate in a Proceeding** service. The *Proceeding Agreement* opens. You must click on the **I Agree** button to continue.

The *My Proceedings* screen, shown in Figure 2, opens showing all the submissions created using your DDS Login ID.



Figure 2: The My Proceedings screen.

4. Click on the **Register for Proceedings** button. The *Choose Proceeding to Register For* screen, shown in Figure 3, opens.

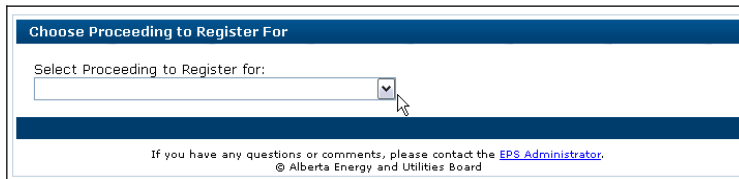


Figure 3: The Choose Proceeding to Register screen.

- Click on the drop-down list button and select the proceeding you wish to register for. The *Proceeding Information* screen, shown in Figure 4 opens.

Choose Proceeding to Register For

Select Proceeding to Register for:
 1 This is a test proceeding in UTE. Awesome, the system

Proceeding:
 This is a test proceeding in UTE. Awesome, the system allows me to update the Proceeding description after I have created the proceeding. Lets see how the 256 characters fit in the space provided for the description.

Related Applications:

Application Number	Description	Registered	Applicants
1482099	Construction and operation of 26 wind turbines with 46.8 MW of electrical output and a substation.	10 Oct 2006 03:48	
1491874	ATCO Pipelines Compliance Filing Pursuant to Decision 2006-118	12 Dec 2006 03:36	
1502123	UTE Utilities test law firm	23 Mar 2007 01:39	

The Participation Closing deadline for this proceeding has not been set yet. **Next**

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 4: The Choose Proceeding to Register screen.

- Click on the **Next** button. The *Choose Registration Type* screen, shown in Figure 5, opens.

Choose Registration Type

Proceeding:
 New EPS

Related Applications:

Application Number	Description	Registered	Applicants
1550779	EPS TEST	11-Mar-2008 09:57:00	Archean Energy Ltd.

Registration Form:

Register to Participate in a Proceeding
 Choose this option to register yourself in a proceeding as an Intervener, Regulator, Court Reporter or a group member.

Register to Participate in a Proceeding as Representative on behalf of a Registered Party
 Choose this option to register yourself in a proceeding as a representative of a party that has already registered themselves in this proceeding.

Register to Participate in a Proceeding as Representative on behalf of an Interested Party
 Choose this option to register yourself in a proceeding as a representative of a party that has not yet registered themselves in this proceeding. You will be prompted to fill in your information as well as the information for the party that you wish to represent.

Register to Participate in a Proceeding as Representative on behalf of a group of Registered Parties
 Choose this option to register yourself in a proceeding as a representative of a group of parties that are already registered in a proceeding. You will be prompted to enter your details as well as the details for the group and select the members to add to this group.

Next

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 5: The Choose Registration Type screen.

- Select how you wish to register from the options shown in the Registration Form. The choices are:
 - **Register to Participate in a Proceeding.** Choose this option to register yourself in a proceeding as an Intervener, Applicant, or Court Reporter. *See instructions 7.1 on page 7 for details on completed this form.*
 - **Register to Participate in a Proceeding as a Representative on behalf of a Registered Party.** Choose this option to register yourself in a proceeding as a representative of a party that has already registered themselves in this proceeding. *See instructions 7.2 on page 9 for details on completed this form.*

- **Register to Participate in a Proceeding as a Representative on behalf of an Interested Party.** Choose this option to register yourself in a proceeding as a representative of a party that has not yet registered themselves in this proceeding. You will be prompted to fill in your information as well as the information for the party that you wish to represent.
See instructions 7.3 on page 10 for details on completed this form.
 - **Register to Participate in a Proceeding as a Representative on behalf of a group of Registered Parties.** Choose this option to register yourself in a proceeding as a representative of a group of parties that are already registered in this proceeding. You will be prompted to enter you details as well as the details for the group and select the members to add to this group.
See instructions 7.4 on page 12 for details on completed this form.
8. Click on the **Next** button. A form opens that is appropriate to the registration option you selected. Complete all form information as required. See individual instructions for each registration type. Links to each of these are found above.
 9. Click on the **Register** button.

You are now registered to participate in this proceeding. A notice will be sent to your email address informing you of this. You can now create submissions, and view and download registered proceeding submissions and attachments.

Details for completing each registration form

At step 7 in the registration process, you chose a registration option. Here are the detailed steps for completing each of the forms.

7.1 ***To register to participate in a proceeding:***

The **Register to Participate in a Proceeding** registration option allows you to register yourself in a proceeding as an Intervener, Applicant, or Court Reporter. Follow these steps to complete the registration from.

The *Register to Participate in a Proceeding* screen, shown in Figure 6, opens.

Register to Participate in a Proceeding

[New EPS](#)

Related Applications:

Application Number	Description	Registered	Applicants
1550779	EPS TEST	11-Mar-2008 09:57:00	Archean Energy Ltd.

Registrant Identification Details:

BA: (maximum 8 characters)

Party Abbreviation: (maximum 8 characters)

Role: (dropdown)

Group: (optional) (dropdown)

Party Contact(s):

Contact #1 [Remove](#)

Name:

Phone: (999) 555-5555

Fax: (999) 555-5555

Email:

I agree to display this contact on Proceeding Search (Internet)
 Yes No

I agree to display the contact details on Proceeding Search (Internet)
 Yes No

Primary Contact (The primary contact's information is always visible from Proceeding Search)

[Add Contact](#)

Create the Statement of Intent to Participate?

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 6: The Register to Participate in a Proceeding screen.

1. Type in the abbreviation you wish to use in the **Party Abbreviation** field.
2. Click on the **Role** drop-down list button and select your role from those listed.
- If you wish to add additional contacts, click on the **Add Contact** link and add the desired contact information.
3. Choose whether or not you wish your contact information to be published by choosing one of the **I agree to display...** options (Yes or No) shown in Figure 7.

I agree to display this contact on Proceeding Search (Internet)
 Yes No

I agree to display the contact details on Proceeding Search (Internet)
 Yes No

Figure 7: The Choose Registration Type screen.

Note: Both the name and contact information will be made available to other registered participants of this proceeding if you select the **Yes** option.

We strongly recommend that Interveners submit a Statement of Intent to Participate. Either click the **Create the Statement of Intent to Participate** check box now, or use the process on page 12 to submit one later.

4. Complete the registration process resuming at step 9 on page 7.

7.2 **To register to participate in a proceeding as a representative on behalf of a registered party:**

The **Register to Participate in a Proceeding as a Representative on behalf of a Registered Party** option allows you to register yourself in a proceeding as a representative of a party that has already registered themselves in this proceeding. Follow these steps to complete the registration form.

This process begins when the *Register to Participate in a Proceeding on Behalf of a Registered Party* screen, shown in Figure 8, opens.

Register to Participate in a Proceeding on Behalf of a Registered Party

[New EPS](#)

Related Applications:

Application Number	Description	Registered	Applicants
1550779	EPS TEST	11-Mar-2008 09:57:00	Archean Energy Ltd.

Registered Party:

Select Registered Party to Represent:

Party Abbreviation:

Party BA:

Role:

Registered Party Contact(s):

Registrant Identification Details:

BA: Torrie Ranches Ltd.

Registrant Contact(s):

Contact #1 [Remove](#)

Name: IntervenerDEV501

Phone: (403) 297-2984 (999) 555-5555

Fax: (403) 297-2984 (999) 555-5555

Email: bryan.schultz@eub.gov.ab.ca

Yes No I agree to display this contact on Proceeding Search (Internet)

Yes No I agree to display the contact details on Proceeding Search (Internet)

Primary Contact

[Add Contact](#)

Create the Statement of Intent to Participate?

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 8: The Register to Participate on behalf of a Registered Party screen.

1. Click on the **Registered Party** drop-down list and select the currently registered party on whose behalf you wish to register.

2. Confirm your registrant information shown in the **Registrant Identification Details** section.
3. If you wish to add additional contacts, click on the **Add Contact** link and add the desired contact information.
4. Choose whether or not you wish your contact information to be published by choosing one of the **I agree to display...** options (Yes or No).

We strongly recommend that Interveners submit a Statement of Intent to Participate. Either click the **Create the Statement of Intent to Participate** check box now, or use the process on page 12 to submit one later.

5. Complete the registration process resuming at step 9 on page 7.

7.3 *To register to participate in a proceeding as a representative on behalf of an interested party:*

The **Register to Participate in a Proceeding as a Representative on behalf of an Interested Party** option allows you to register yourself in a proceeding as a representative of a party that has not yet registered themselves in this proceeding. Follow these steps to complete the registration form.

This process begins when the *Register to Participate in a Proceeding on Behalf of an Interested Party* screen, shown in Figure 9, opens.

Register to Participate in a Proceeding on Behalf of an Interested Party

[New EPS](#)

Related Applications:

Application Number	Description	Registered	Applicants
1550779	EPS TEST	11-Mar-2008 09:57:00	Archean Energy Ltd.

Registrant Identification Details:

BA Torrie Ranches Ltd.

Registrant Contact(s):

Contact #1 [Remove](#)

Name

Phone

Fax

Email

Yes No I agree to display this contact on Proceeding Search (Internet)

Yes No I agree to display the contact details on Proceeding Search (Internet)

Primary Contact

[Add Contact](#)

Party Details:

BA

Party Abbreviation (maximum 8 characters)

Role

Party Contact(s):

Contact #1 [Remove](#)

Name

Phone

Fax

Email

Yes No I agree to display this contact on Proceeding Search (Internet)

Yes No I agree to display the contact details on Proceeding Search (Internet)

Primary Contact

[Add Contact](#)

Create the Statement of Intent to Participate?

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 9: The Register to Participate on behalf of an Interested Party screen.

1. Click on the **BA** lookup tool in the Party Details area. The Business Associate Lookup screen opens. Use this screen to select the interested party of whose behalf you are registering.
2. Confirm the abbreviation for this party shown in the **Party Abbreviation** field. An abbreviation is suggested based on the last abbreviation used for this company. Where possible, try and use the same abbreviation suggested.
3. Click on the **Role** drop-down list and select the desired participant role.

4. If you wish to add additional contacts, click on the **Add Contact** link and add the desired contact information.
5. Choose whether or not you wish your contact information to be published by choosing one of the **I agree to display...** options (*Yes* or *No*).

We strongly recommend that Interveners submit a Statement of Intent to Participate. Either click the **Create the Statement of Intent to Participate** check box now, or use the process on page 12 to submit one later.

6. Complete the registration process resuming at step 9 on page 7.

7.4 *To register to participate in a proceeding as a representative on behalf of a group of registered parties:*

The **Register to Participate in a Proceeding as a Representative on behalf of a group of Registered Parties** option allows you to register yourself in a proceeding as a representative of a group of parties who are already registered in this proceeding. Follow these steps to complete this registration form.

This process begins when the *Register to Participate in a Proceeding on Behalf of a group of Registered Parties* screen, shown in Figure 10, opens.

Register to Participate in a Proceeding on Behalf of a Group of Registered Parties

New EPS

Related Applications:

Application Number	Description	Registered	Applicants
1350779	EPS 11511	11-Mar-2008 09:15:10U	Archean Energy Ltd.

Registrant Identification Details:

RA Tornie Ranches Ltd.

Registrant Contact(s):

Contact #1 [Remove](#)

Name:

Phone: (000) 555 5555

Fax: (000) 555-5555

Email:

Yes No
I agree to display this contact on Proceeding Search (Telephone)

Yes No
I agree to display the contact details on Proceeding Search (Internet)

Primary Contact

[Add Contact](#)

Group Details:

Abbreviation: (maximum 8 characters)

Name:

Group Members:

TORRIE [Tornie Ranches Ltd.]

Create the Statement of Intent to Participate?

If you have any questions or comments, please contact the [IGP Administration](#)
@ Alberta Utilities Commission/Energy Resources Conservation Board

Figure 10: The Register to Participate on behalf of a group of Registered Parties screen.

1. Confirm your registrant information shown in the **Registrant Identification Details** section.
2. If you wish to add additional contacts, click on the **Add Contact** link and add the desired contact information.
3. Type in the abbreviation to use for the group, in the **Abbreviation** field.
Abbreviations must be between 1 and 8 characters and must be unique for a proceeding. If this same group has registered for proceedings in the past, consider using the same abbreviation.
4. Type in a name for this group in the **Name** field.
5. Choose whether or not you wish your contact information to be published by choosing one of the **I agree to display...** options (Yes or No).

We strongly recommend that Interveners submit a Statement of Intent to Participate. Either click the **Create the Statement of Intent to Participate** check box now, or use the process on page 12 to submit one later.

6. Complete the registration process resuming at step 9 on page 7.

To create a proceeding submission:

Once you are registered to participate in a proceeding, you can add submissions to this proceeding including uploading attachments. Here’s how.

1. Logon to DDS and open either the **ERCB** or the **AUC** service category.
2. Open the **Applications** service category.
3. Open the **Proceedings** category and click on the **Participate in a Proceeding** service. The *Proceeding Agreement* opens. You must click on the **I Agree** button to continue.

The *My Proceedings* screen, shown in Figure 2 on page 5, opens showing all the submissions created using your DDS Login Id.

Select the proceeding you want to create a new submission for. The *Proceeding Details* screen, shown in Figure 11, opens.



Figure 11: The Proceeding Details on the General tab screen.

4. Click on the **Proceeding Submissions** tab and click on the **Create Submission** button. The *Make Submission* popup, shown in Figure 12, opens.

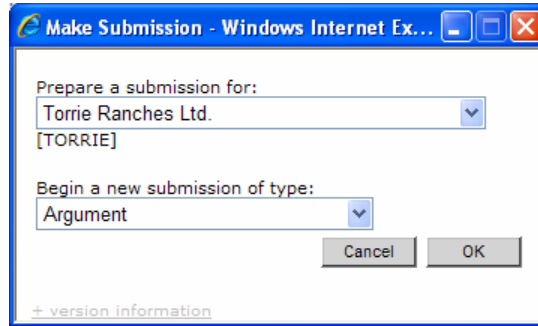


Figure 12: The Make Submission popup screen.

5. Click on the **Prepare a submission for** drop-down list and select the party on whose behalf you are preparing this submission.
6. Click on the **Begin a new submission of type** drop-down list and select the type of submission.
7. Click on the **OK** button. This popup closes and the appropriate submission form screen opens.
8. Complete all the required information in the submission form. The required information will vary from form to form.

Some submissions will require the following information:

- *To specify a round*, click on the **Round** lookup tool. The Proceeding Schedule popup screen, shown in Figure 13, opens.

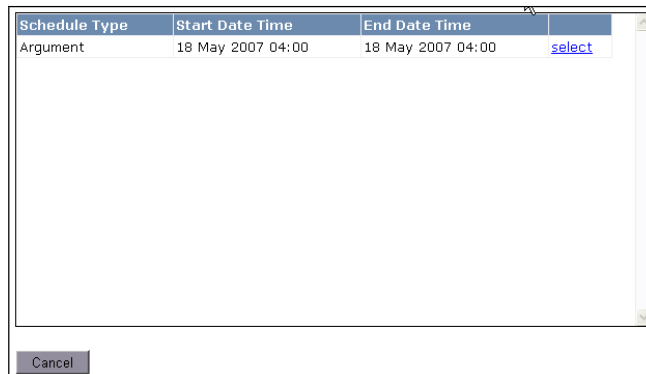


Figure 13: The Proceeding Schedule popup screen.

Click on the **link** for the round to link the submission to. The popup closes and you can continue completing the submission form.

9. Click on the **Save** button. This saves the current submission, allowing you to return to it later to complete the information or to register it.
10. To add an attachment to the submission, see the instructions To add an attachment to a submission on page 17.
11. Click on the **Register** button to register this submission. Once a submission is registered it is available to all other participants. You will be asked if you want to mark this submission as an exhibit.

- Click on the **OK** button to mark this submission as an exhibit, or click on the **Cancel** button. You can mark submissions as exhibits later if you wish.

The *Submission Details* screen opens. A sample is shown in Figure 14.

Argument

Proceeding Number 478
Proceeding Description new EPS Dev

General Information

Submission Status Late Ready to Register Submission ID 287686
Submission Create Date 11-Mar-2008

1. Submission Information

Submitter Name Torrie Ranches Ltd. TORRIE
Proceeding Schedule Argument
Recipient Name Alberta Utilities Commission (AUC)
Application Number 1550536
Deadline for Submission 10 Mar 2008 0 days until deadline

2. Description of Submission

Reference
Points of dispute listed in attached items.

Description
Concern over proximity of power line to residence.

Print Attachments Register Mark Exhibit Save Delete Close

Figure 14: A sample Submission Details screen.

- Click on the **Close** button. The *Proceeding Details* screen, shown in Figure 11, re-opens.

You have now created a submission, registered it for this proceeding, and possibly marked the submission as an exhibit. Exhibits are automatically assigned an exhibit number.

Information Requests (IR) are a special case of creating a submission. This is discussed in To create an Information Request (IR) on page 18.

To add an attachment to a submission:

You can add an attachment to a submission at any time. Attachments are available for other participants to download once the submission is registered. Here's how to add an attachment.

This process begins with an open submission form.

1. Click on the **Attachments** button to add an attachment. The *Submissions Attachments* screen, shown in Figure 15, opens.

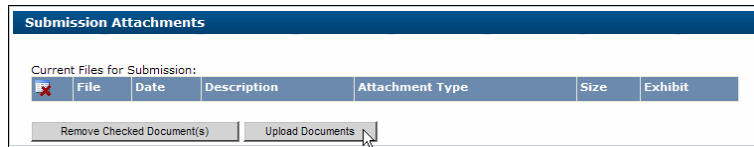


Figure 15: The Submission Attachments screen shows all the attachments for this submission and allows you to add more attachments or remove existing attachments.

2. Click on the **Upload Documents** button. The *Browse* screen, shown in Figure 16, opens.

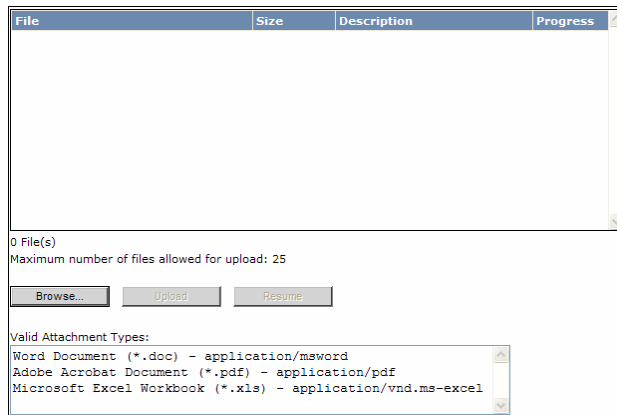


Figure 16: The Browse screen lets you select attachments to add to your submission.

3. Click on the **Browse** button and navigate to the documents you wish to attach to this submission.
4. Select one or more documents. You can use the *Shift* key and your mouse to select a range of documents, or the *Ctrl* key and your mouse to select individual documents.
5. Click on the **Add** button. The *Browse* screen re-opens showing these documents.
6. Click on the **Upload** button. The documents will be uploaded to this submission. Progress bars on the right will show you how the upload is progressing.

You have now added attachments to this submission. You can continue to work with this submission or click on the **Save** button to return to this submission later.

To create an Information Request (IR):

Information requests are special types of submissions and are created following the same general procedures for creating other submissions. Here are some details for creating an Information Request.

1. Follow the procedures *To create a proceeding submission* on page 14 and select the submission type **Information Request**. The *Information Request Form* screen, shown in Figure 17, opens.

Figure 17: The Information Request Form screen.

2. Click on the **Proceeding Schedule** lookup tool and select the appropriate schedule item from the list by clicking on the **select** link.
3. Type in any reference information in the **Reference** text area, the quote in the **Quote** text area, and the preamble in the **Preamble** area.
4. Type in the actual request in the **Request** text area.
5. Click on the **Save** button.
 - You can now resume the normal steps for creating a submission resuming at step 8 on page 15.

The Information Request has now been created and is ready to be registered and marked as an exhibit.

To download a copy of all proceeding submissions:

You can download a copy of all the proceeding submissions to your own computer. This lets you manage submissions even when you are not connected to the Internet. Here's how to download submissions.

1. Logon to DDS and open either the **ERCB** or the **AUC** service category.
2. Open the **Applications** service category.
3. Open the **Proceedings** category and click on the **Participate in a Proceeding** service. The *Proceeding Agreement* opens. You must click on the **I Agree** button to continue.

The *My Proceedings* screen, shown in Figure 2 on page 5, opens showing all the submissions created using your DDS Login Id.

4. Select the proceeding you want to create a new submission for. The *Proceeding Details* screen, shown in Figure 11 on page 14, opens.

Click on the **Proceeding Submissions** tab and click on the **Create Submission Index** button. The *Select Index Fields* screen, shown in Figure 18, opens.

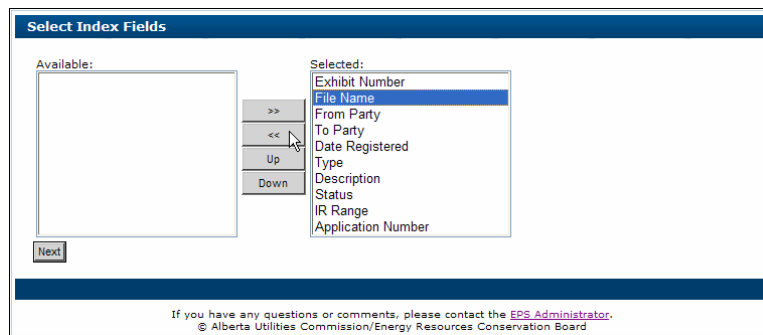


Figure 18: The Select Index Fields screen.

5. In either the Available or Selected panes, select a field to include or exclude from your index, and then use the **Left** and **Right** arrow buttons.
6. In the Selected pane, use the **Up** and **Down** buttons to organize the selected fields in the order you want.
7. Click on the **Next** button. The *Select Applications* screen, shown in Figure 19, opens.

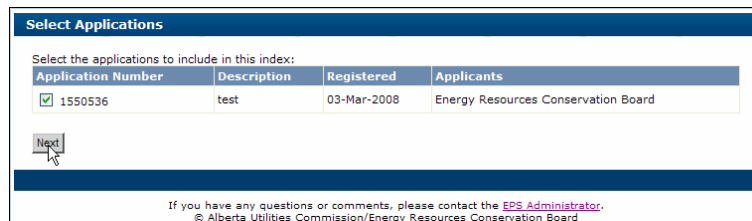


Figure 19: The Select Applications screen.

8. Select the applications you want included in your download using the check boxes beside each application.

- Click on the **Next** button. The *Submission Index* screen, shown in Figure 20, opens.

Submission Index

You have elected to create a submission index for the following criteria:
Showing all submissions for the proceeding 478 'new EPS Dev' where submitter is TORRIE.
[preview](#)

Application Attachment Files

The following application attachments file(s) will be included in the index:

File	Type	Exhibit #	Date	Size	Progress
<input checked="" type="checkbox"/> First Aid Record_[771853].doc	Enquiry Proposal Letter		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771854].doc	Deficiency Responses		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771855].doc	Electric Single-line Diagram		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771856].doc	External Correspondence		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> AUCLogo_[771857].jpg	Interconnection Point Diagram		2008-03-03	28.2 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771858].doc	Maps		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771859].doc	Plant Site Boundary Map		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771860].doc	Plant Site Drawing		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771861].doc	Project Area Map		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771862].doc	Route Maps		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771863].doc	Switching Map		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> First Aid Record_[771864].doc	Transmission Line Maps		2008-03-03	27.5 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> Application Forms_[771865].PDF	Application Forms		2008-03-03	24.4 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>

Submission Files

The following submission file(s) will be included in the index:

File	Type	Exhibit #	Date	Size	Progress
<input checked="" type="checkbox"/> tmpD740_[775371].pdf	Submissions		2008-03-10	41.1 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> tmpD741_[775372].pdf	Submissions	0002.00.TORRIE-478	2008-03-10	21.1 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> tmpD744_[775373].pdf	Submissions	0003.00.TORRIE-478	2008-03-10	21.0 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>
<input checked="" type="checkbox"/> tmpD809_[775374].pdf	Submissions	0004.00.TORRIE-478	2008-03-10	21.1 KB	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>

If you have any questions or comments, please contact the [EPS Administrator](#).
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Figure 20: The Submission Index screen.

- Use the check boxes beside each file to select the files you want to download.
- To begin downloading the files, click on the **Start Download** button. You will be asked to confirm this action.
- The *Browse for Folder* dialog box opens. Navigate to the folder into which you want the proceeding submissions downloaded, and click on the **OK** button.

Downloading of the files begins. The progress bars at the right of each file will show you the progress of the download.

- When the download is complete the Index screen opens showing you the files you have downloaded. Bookmark (referred to as *My Favorites* in some Browsers) this page using your Browser for future use. A sample Index file is shown in Figure 21.

Search Parameters Showing all submissions for the proceeding @ 'Racine Proceeding'.
 Index generated 22 May 2007 03:37 PM
 Application Numbers: 1478550, 1479163

Exhibit Number	File Name	From Party	To Party	Date Registered	Type	Description	Status	IR Number	Application Number
02.01.TWINRICH-06	Doc 15, [513106].doc	TWINRICH	ALTALINK	10-Apr-2007	Argument	dfgdfg	Registered		1478550
02.00.TWINRICH-06	tmp0988, [513107].pdf	TWINRICH	ALTALINK	10-Apr-2007	Argument	dfgdfg	Registered		1478550
01.01.TWINRICH-06	Doc 1, [513104].doc	TWINRICH	ALTALINK	10-Apr-2007	Argument	test	Registered		
01.00.TWINRICH-06	tmp0987, [513105].pdf	TWINRICH	ALTALINK	10-Apr-2007	Argument	test	Registered		
03.00.01.PAC-08	tmp0980, [513108].pdf	PAC	ALTALINK	10-Apr-2007	Information Request	Cost of Capital Issue	Registered	PAC, ALTALINK.0001.00	
04.00.PAC-08	tmp51E, [513301].pdf	PAC		10-May-2007	Issues List		Registered		1478550

Figure 21: A sample Index screen.

You now have a copy of all the proceeding submissions on your computer.

Submission Numbering Procedures

Special numbering procedures are used to identify information that is part of a proceeding. Each of these is explained in more detail in this section.

Exhibit Numbers Explained

Each exhibit is uniquely numbered by a series of numbers and characters that represent information about that exhibit. Here's what goes into exhibit numbers.

Exhibit numbers are automatically generated for each submission that has been identified as an exhibit **prior** to commencement of a Hearing. Submissions identified as exhibits *during and subsequent to* a hearing must be assigned manually by AUC/ERCB staff using this same number convention.

The segments of the exhibit number 000X.0X.ABBR-EPS ID are defined as follows:

This number segment...	Means this...
<p>000X</p> <p>exhibit number</p>	<p>This is an auto-generated exhibit number.</p> <ul style="list-style-type: none"> • Must start at 0001 for each proceeding and increment for subsequent exhibits for the proceeding. • In the case of information requests, this number must be the same for all information requests submitted from party A to party B for the same proceeding. • In the case of information responses, this number must be the same for all information responses submitted from party A to party B for the same proceeding. Note: Information requests and information responses must be assigned their own numbers i.e., information requests from Party A to Party B must be assigned a number; responses to the requests must be assigned another number. • Number must be zero padded to 4 digits, however, for display the first 2 zeros of the number are hidden unless the number exceeds 99.
<p>0X</p> <p>attachment number</p>	<p>This number identifies attachments to a submission.</p> <ul style="list-style-type: none"> • For a Submission form, i.e. an EPS Submission form, an information request form, or an information response form the number must always be 00. • First attachment to the submission form must be assigned 01. Subsequent attachments must be assigned consecutive numbers. • In the case of information requests/responses the information request/response form is always 00, attachments to the information requests/responses must be assigned consecutive numbers starting with 01. • This number must be zero padded to 2 digits and both digits must be displayed at all times. • This number is separated from the exhibit number with a period (.).

This number segment...	Means this...
ABBR party abbreviation	Abbreviation of party filing the submission. <ul style="list-style-type: none">• This abbreviation is assigned to the party when they register to participate in the proceeding.• This abbreviation is separated from the information request/response number for the exhibit with a dash (-).
EPS ID	Unique ID assigned to the proceeding. <ul style="list-style-type: none">• This number is generated when an EPS is created.• This number must be zero padded to 4 digits. However, for display, first 2 zeros may be hidden unless the number exceeds 99.• The EPS ID is separated from the abbreviation with a dash (-).