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.
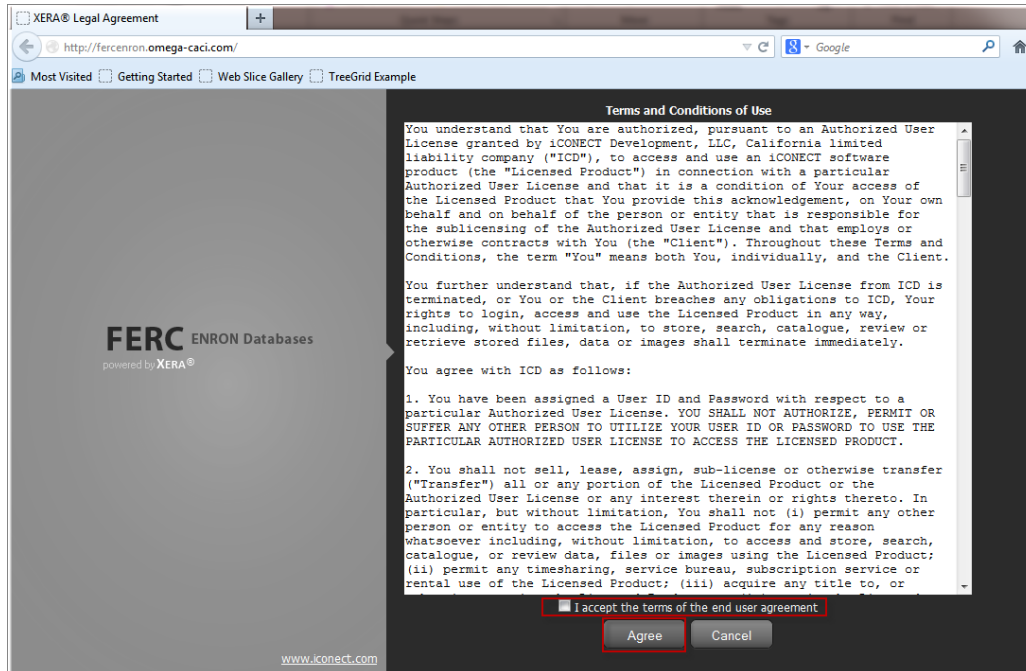
Browser Configuration

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).
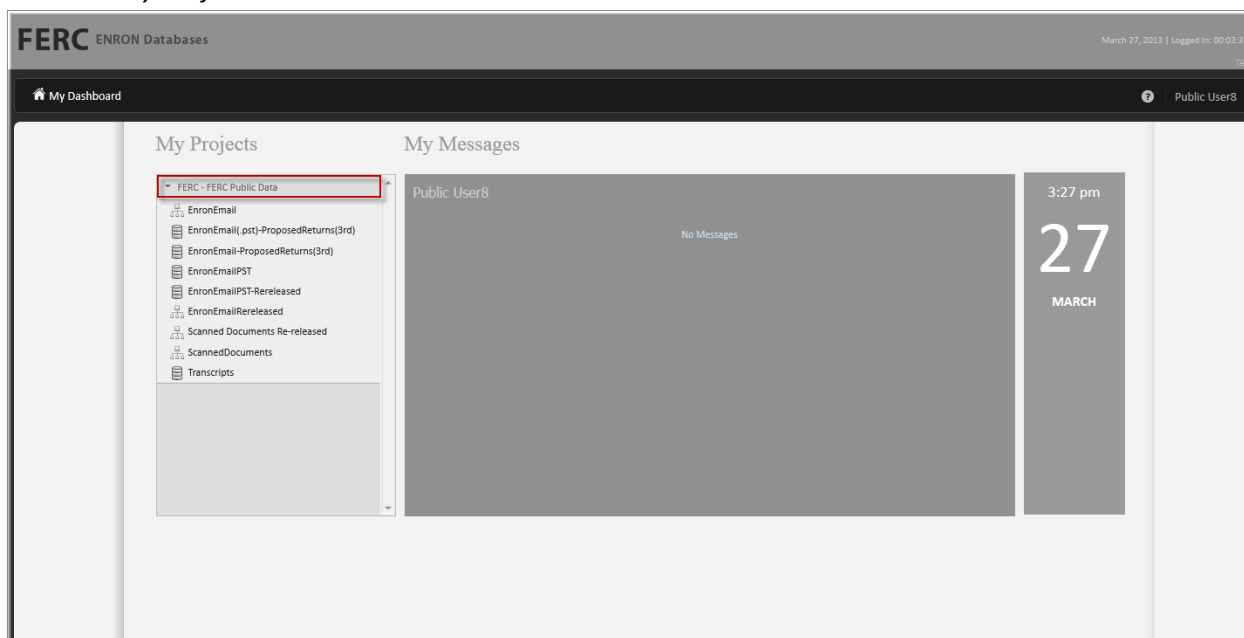
Screen 1: Terms and Conditions of Use

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

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

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

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

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).
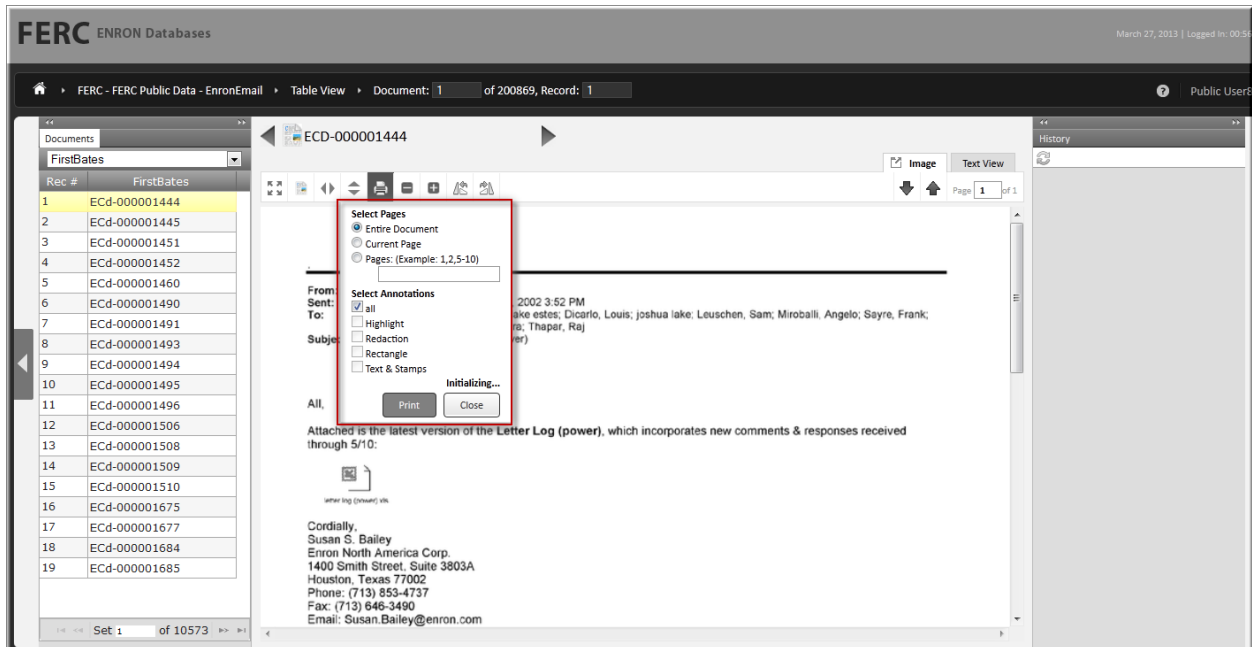
Screen 7: Mass Print

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.