

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

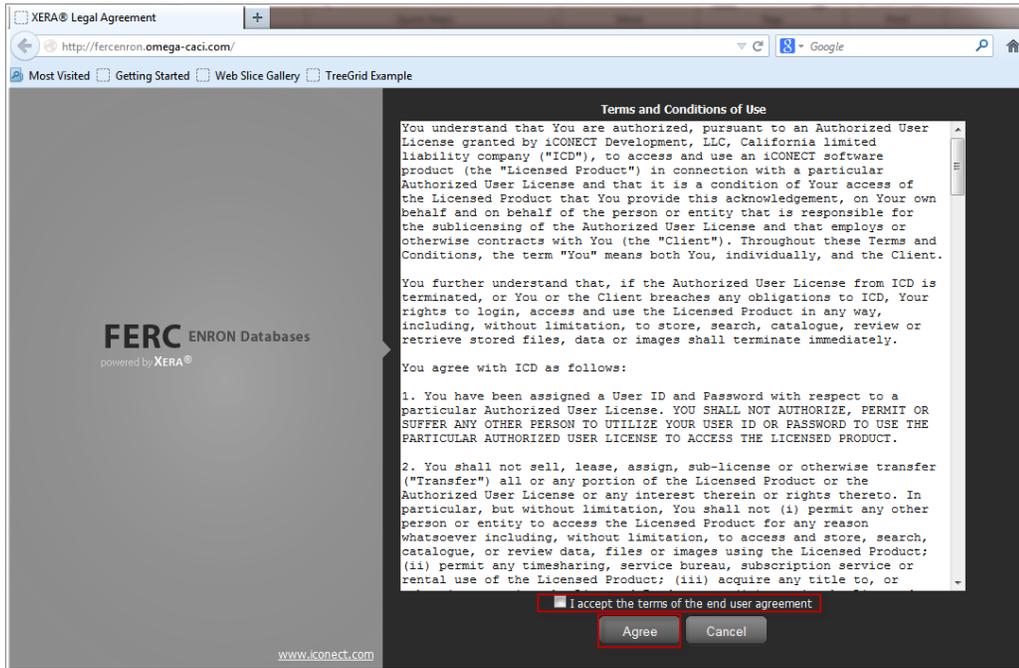
1. Download and enable the version of Java.
2. Disable all Google and Yahoo toolbars and any other optional toolbars and add-ons. These toolbars can slow down browser response times, which affects performance.
3. Make the XERA website a trusted site.
4. Disable the SmartScreen Filter and Pop-up Blocker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

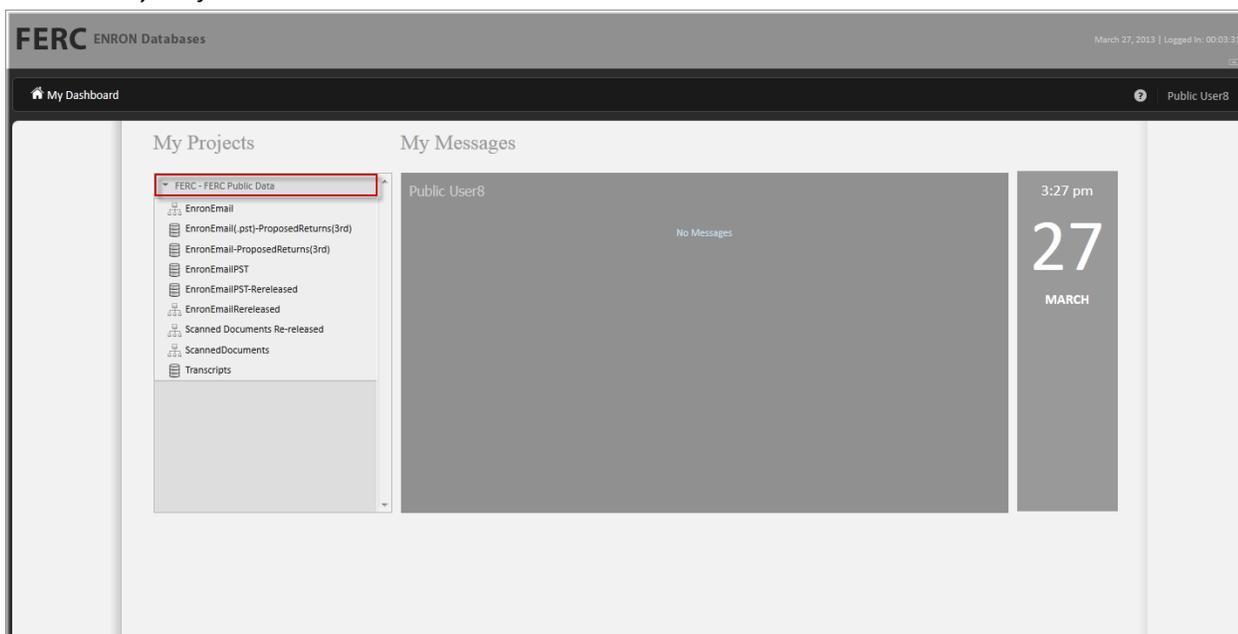


Accessing Enron Databases

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

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 search criteria entered in the search bar is '&'. The search results are displayed in a table view with the following columns: Rec #, FirstDates, LastDates, Begin_Attach, EndAttach, Title, Subject, EDOC_CREATEE, Edoc_CRDate, Edoc_Modify, and Edoc_MC. The table contains 19 records, with the first record highlighted in yellow. The search results are filtered to show 1 of 10573 records.

Rec #	FirstDates	LastDates	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:	10/05/2002	05/10/2002 15:	10/05/20
2	Ecd-000001445	Ecd-000001450	Ecd-000001444	Ecd-000001450	LETTER LOG (PO		04/09/2002 11:	09/04/2002	05/09/2002 10:	09/05/20
3	Ecd-000001451	Ecd-000001451	Ecd-000001451	Ecd-000001459	Leter log (liquids	Leter log (liquids	05/10/2002 15:	10/05/2002	05/10/2002 15:	10/05/20
4	Ecd-000001452	Ecd-000001459	Ecd-000001451	Ecd-000001459	LETTER LOG (LIC		04/01/2002 15:	01/04/2002	05/09/2002 15:	09/05/20
5	Ecd-000001460	Ecd-000001460			Letter Log (inter	Letter Log (inter	05/10/2002 15:	10/05/2002	05/10/2002 15:	10/05/20
6	Ecd-000001490	Ecd-000001490	Ecd-000001490	Ecd-000001492	Information Tool	Information Tool	05/10/2002 14:	10/05/2002	05/10/2002 14:	10/05/20
7	Ecd-000001491	Ecd-000001492	Ecd-000001490	Ecd-000001492	INFORMATION T		05/10/2002 11:	10/05/2002	05/10/2002 14:	10/05/20
8	Ecd-000001493	Ecd-000001493			FW: Pre-Petition	FW: Pre-Petition	02/14/2002 12:	14/02/2002	03/04/2002 11:	04/03/20
9	Ecd-000001494	Ecd-000001494			Enron Building	Enron Building	05/15/2002 16:	15/05/2002	05/15/2002 16:	15/05/20
10	Ecd-000001495	Ecd-000001495			Time Period End	Time Period End	05/15/2002 15:	15/05/2002	05/15/2002 15:	15/05/20
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12	Ecd-000001506	Ecd-000001507	Ecd-000001506	Ecd-000001507	Free LexisNexis	Free LexisNexis	05/15/2002 10:	15/05/2002	05/15/2002 10:	15/05/20
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14	Ecd-000001509	Ecd-000001509	Ecd-000001509	Ecd-000001514	MAHONIA-COUR	MAHONIA-COUR	05/14/2002 18:	14/05/2002	05/14/2002 18:	14/05/20
15	Ecd-000001510	Ecd-000001514	Ecd-000001509	Ecd-000001514	MAHONIA DISCC		05/14/2002 17:	14/05/2002	05/14/2002 18:	14/05/20
16	Ecd-000001675	Ecd-000001676	Ecd-000001675	Ecd-000001682	FW: Internation	FW: Internation	05/14/2002 17:	14/05/2002	05/14/2002 17:	14/05/20
17	Ecd-000001677	Ecd-000001682	Ecd-000001675	Ecd-000001682	6602231.DOC		05/14/2002 17:	14/05/2002	05/14/2002 17:	14/05/20
18	Ecd-000001684	Ecd-000001684			LiveLink Bankrup	LiveLink Bankrup	05/14/2002 11:	14/05/2002	05/14/2002 11:	14/05/20
19	Ecd-000001685	Ecd-000001685			RE: Leter log (lic	RE: Leter log (lic	05/13/2002 17:	13/05/2002	05/13/2002 17:	13/05/20

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 displays the FERC ENRON Databases interface. On the left, a 'Folders' pane shows a search for 'MARK WHITT/NA/ENRON (244)' with a red box around the checkbox. Below it, various facets are listed with checkboxes, including 'Custodian', 'Date_Sent', 'Date_Recd', 'Edoc_CRDate', and 'Edoc_MODDate'. A red box highlights the 'Update' button at the bottom of the facets list. The main area shows 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 contains 19 rows of data. At the bottom, there is a 'Filters' section with 'Rec# Go' and a 'View 1 - 19 of 200869' indicator.

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 based 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 shows the FERC ENRON Databases interface. A 'Custom Search' dialog box is open, allowing users to build a search query. The dialog box includes a 'Search Builder' section with a text input field and buttons for 'Clear Form', 'Perform Search', and 'Cancel'. Below this is a 'Build a Quick Search' section with options to search all fields and various search criteria: '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 also 'Add' and 'Quick Search' buttons. The 'Lookup List' section includes options for Dictionary Lookup, 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 a table with columns for EDOC_CREATED, Edoc_CRDate, Edoc_Modify, and Edoc_MC, with a 'View 1 - 19 of 200869' indicator at the bottom.

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 interface. A modal dialog box is open, titled "Mass Print". The dialog has two main sections: "Select Documents" and "Choose Actions".

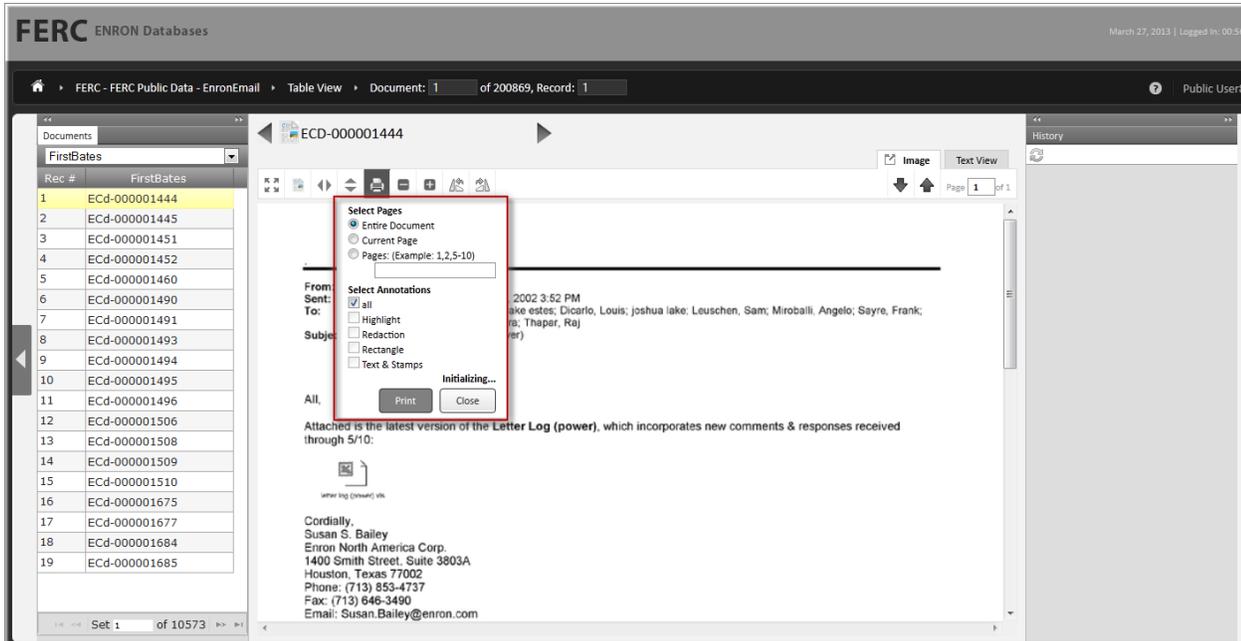
- Select Documents:** Contains four radio button options:
 - Selected Documents (19)
 - Unselected Documents (200850)
 - Current Query (200869)
 - Entire Database (200869)
- Choose Actions:** Contains one radio button option:
 - Print

Buttons for "Next" and "Cancel" are located at the bottom right of the dialog. The background shows a table of document records with columns: Subject, EDOC_CREATEE, Edoc_CRDate, Edoc_Modify, and Edoc_Mc. The table is currently displaying records 8 through 19 of a total of 19 documents. The status bar at the bottom indicates "View 1 - 19 of 200869".

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.