



**Georgia Public
Service Commission**

Internal User Guide

Welcome

Welcome to GovLink!

This guide will help you use GovLink quickly and successfully, as well as give you an easy point of reference for those actions you may not perform every day.

This guide is a compliment to the videos you can watch at <https://support.govlink.us/category/public-service-commission>

Bookmark that page so you can visit often – we add new material as GovLink evolves.

Please ask questions and share your thoughts with us:
Chat online at <https://public-service-commission.govlink.us>
(Monday – Friday, 8:00 AM-5:00 PM MST)

Email to info@govlink.us
Call 844-LUV-4-GOV
(Monday – Friday, 8:00 AM-5:00 PM MST)

We're so excited to help you get the most out of GovLink and look forward to working with you!



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Login Information

Initial Login

- Visit <http://gapsc.govlink.us/>
- Enter your email address into the **Username** field and click **Next**.
- Click **Forgot Password**
- Enter your email address into the **Username** field and click **Send Reset Link**
- Look for a new email message that includes a link to reset your password.
- Click the link, choose a new password, and log in.

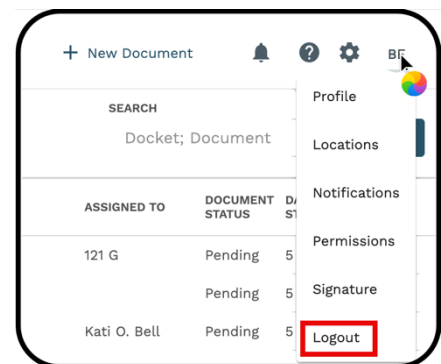


Log In

- Visit <http://gapsc.govlink.us/>
- Enter your email address into the **Username** field and click **Next**.
- Enter your **Password** and click **Login**.
- Upon logging in, you will see your dashboard.

Log Out

- To Log Out, click your initials in the top-right corner, then select Logout.



Reset Password

- Visit <http://gapsc.govlink.us/>
- Enter your email address into the **Username** field and click **Next**.
- Click **Forgot Password**
- Enter your email address into the **Username** field and click **Send Reset Link**
- Look for a new email message that includes a link to reset your password.
- Click the link, choose a new password, and log in.



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User Account Settings

Profile

The **Profile** tab captures required information -

Username, First Name, Last Name, Role and optional information - Middle Name, Suffix, Industry, Address Information, and Phone Number.

Brooke Elston
SETTINGS

Profile

Locations

Notifications

Permissions

Signature

PROFILE

USERNAME *
belston+admin@greencourt.com

FIRST NAME *
Brooke

MIDDLE NAME
Middle Name

LAST NAME *
Elston

SUFFIX
Suffix

ROLE *
Admin

INDUSTRY
Division

Is Supervisor

STREET ADDRESS
Street Address

CITY
City

STATE
State

ZIP CODE
Zip Code

PHONE NUMBER
Phone Number

Set User To Inactive

Save

- **Role** - options include Admin, Attorney, Internal and External
- **Industry** - options include Administrative, Agents and Agency Licensing, Electric, Gas, and GUFPA.
- **Is Supervisor** - checking this box indicates the user is a supervisor.
- **Set User to Inactive** - checking this box indicates the corresponding user is not active in GovLink.

ROLE *
Attorney

INDUSTRY
Division

BAR NUMBER *
123456

Is Supervisor

Utilize Local Office Address

STREET ADDRESS *
12345 Court Blvd

CITY *
Atlanta

STATE *
Georgia

ZIP CODE *
30033

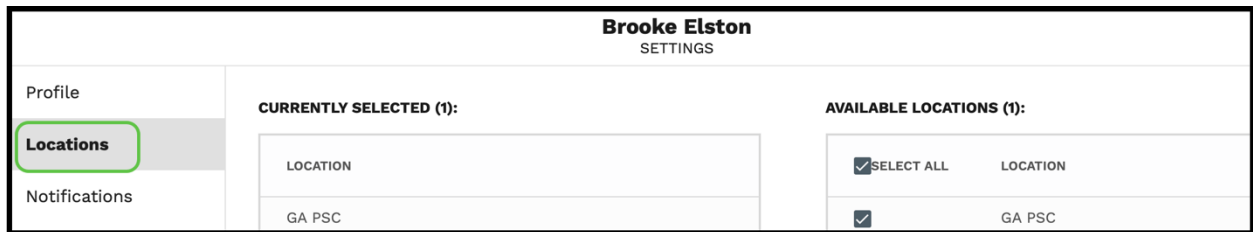
Selecting the **Role** of **Attorney** provides additional required fields - **Bar Number** and **Address Information**. There is also an optional field that can be checked to **Utilize Local Office Address**.



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Locations

The **Locations tab** captures the locations that are associated with the user. Add or remove a location by checking or unchecking the corresponding box.



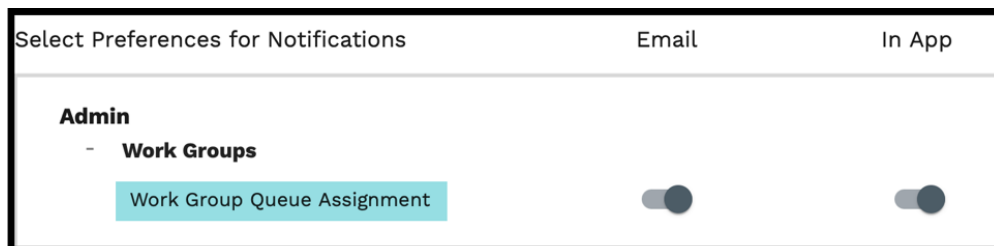
Notifications

The **Notifications tab** controls the flow of email alerts for events tracked within the system.

- **Email** - Notifications are sent directly to the user's email address.
- **In App** - Notifications can be viewed on the user's dashboard when logged in to GovLink.

Admin - Work Groups:

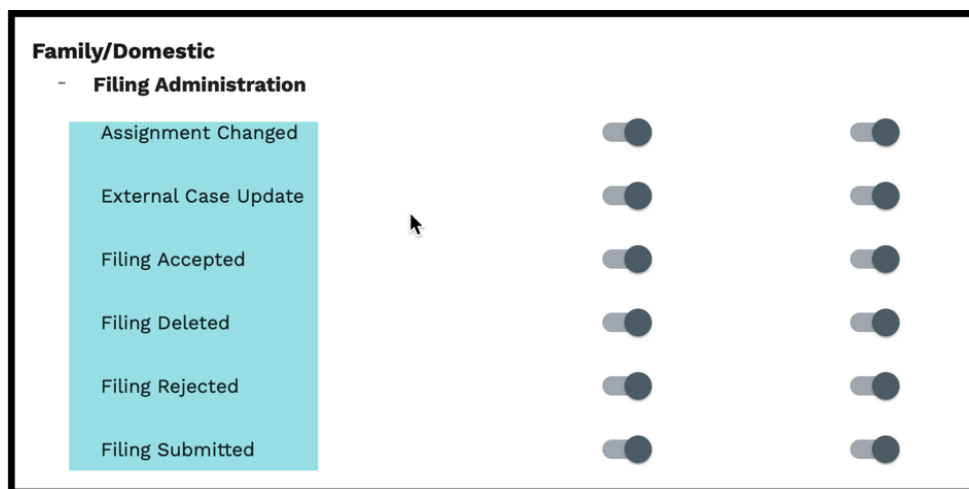
- **Work Group Que Assignment** - Will notify a user when a filing has been assigned to a work group, they are a member of.



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Family/Domestic – Filing Administration:

- **Assignment Change** – Once a filing is assigned to a different user, the notification will be sent to the user who created the filing, the assigned user, and anyone following that case.
- **External Case Update** – Occurs when someone external files into the case.
- **Filing Accepted** – Will notify users who created a filing and/or following a case when a filing is manually accepted.
- **Filing Deleted** – Will notify users who are following a case when a filing is deleted.
- **Filing Rejected** – Will notify users who are following a case when a filing is manually rejected.
- **Filing Submitted** – Will notify users who are following a case when a filing is downloaded and filed within GovLink.

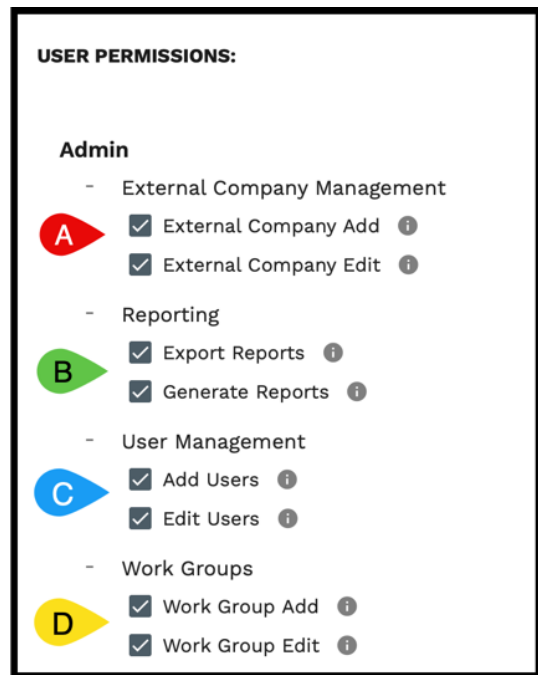


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Permissions

User Permissions: Admin

- **External Company Management** - Allows the user to add/edit external companies.
- **Reporting** - Allows the user to generate/export reports.
- **User Management** - Allows the user to add/edit users.
- **Work Groups** - Allows the user to add/edit work groups.



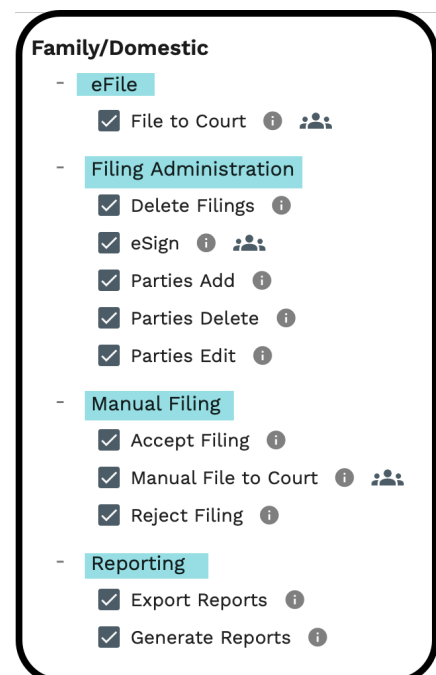
User Permissions: Family/Domestic

eFile

- **File to Court** - Allows the user to consent and file documents through their Court using GovLink. This permission is usually reserved for Attorneys.

Filing Administration

- **Delete Filings** - Allows the user to delete filings created by other users when they are in the status of Unfiled or Rejected
- **eSign** - Allows the user to upload a signature for electronic signing of documents through GovLink. This permission is usually reserved for Attorneys.



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- **Parties Add** - Allows the user to create Party/Parties on unfiled Filings.
- **Parties Delete** - Allows the user to delete Party/Parties on unfiled Filings.
- **Parties Edit** - Allows the user to edit Party Details on new, unfiled Filings. Depending on your Organization's setup, edits to Party Details may or may not update your Org's System of Record.

Manual Filing

- **Accept Filing** - Allows the user to accept Filings that are manually submitted.
- **Manual File to Court** - Allows the user to consent, download, and manually file documents with their Court.
- **Reject Filing** - Allows the user to reject Filings that are manually submitted.

Reporting

- **Export Reports** - Allows the user to export reports.
- **Generate Reports** - Allows the user to generate reports.

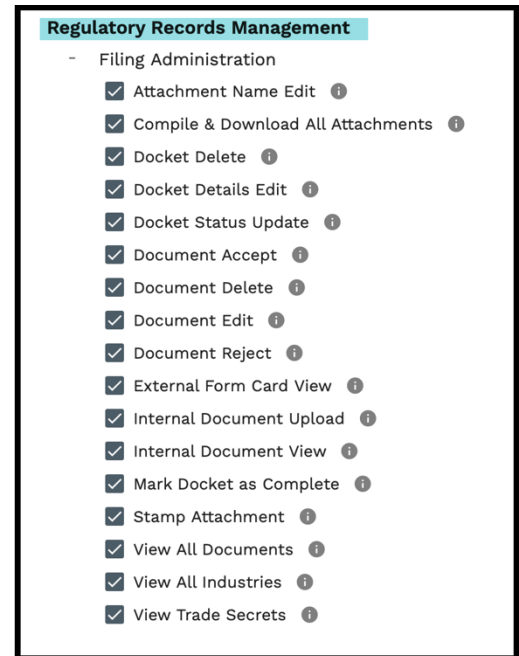


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Regulatory Records Management

Filing Administration

- **Attachment Name Edit** – Allows this user to change the attachment name for an uploaded attachment.
- **Compile and Download All Attachments** – Allows this user to compile and download all attachments on a docket.
- **Docket Delete** – Allows this user to delete a docket.
- **Docket Details Edit** – Allows this user to edit details on a docket such as Industry/Company.
- **Docket Status Update** – Allows the user to change the status of a docket.
- **Document Accept** – Allows the user to accept a document.
- **Document Delete** – Allows the user to delete a document.
- **Document Edit** – Allows the user to edit a document.
- **Document Reject** – Allows the user to reject a document.
- **External Form Card View** – Allows the user permission to view external forms.
- **Internal Document Upload** – Allows the user to upload Internal Documents.
- **Internal Document View** – Allows the user to view Internal Documents.



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- **Mark Docket as Complete** - Allows the user to view and click “Mark as Complete” button to set docket status to “Recommendation Complete”.
- **Stamp Attachment** - Allows the user to stamp attachments.
- **View All Documents** - Allows the user to view all documents including **Pending** and **Rejected**.
- **View All Industries** - Allows the user to view all dockets and documents assigned to all industries.
- **View Trade Secrets** - Allows the user to view trade secret documents in **Document Category** and **Case Details**.

Signature

The Signature Tab allows the user to upload a signature that can be utilized should they have Permission in settings.



Note: JPG and PNG files are supported. It's best to upload a file with a transparent background.



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System Settings

User Management

GovLink provides the tools to create new users and manage the settings for existing users:

- **Profile** - Username, Name, Role, Bar Number, Address, and Phone Number
- **Role** - Admin, Attorney, External, and Internal
- **Notifications** - Assignment updates, Filing Status, etc.
- **Permissions** - External Company Managements, Reporting, User Management
- **Signature** - Upload a signature file for users with Signing permission.

User Management - Layout

For each user who has permissions to add or edit user accounts, a gray gear icon appears to the left of the user's initials.



- Click the gear, then select “**User Management**”.
- The User Management page displays a list of all users associated. Find a specific user by utilizing the filters to search by Name, Location, Role, and Status.

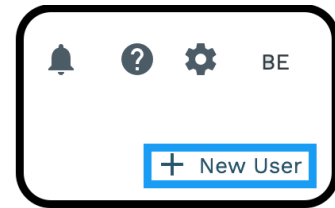
USER MANAGEMENT								+ New User
NAME	LOCATION	ROLE	STATUS					
Username, First or Last Name	All	All	Active	Search				
USERNAME	FIRST NAME	LAST NAME ↑	SUFFIX	ROLE	LOCATIONS	STATUS	LAST LOGIN	
lmcleod@121g.io				External	GA PSC	Active	11/1/23	
rat19@aol.com				External	GA PSC	Active	11/1/23	
wawbrey+@greencourt.com				External	GA PSC	Active	11/2/23	



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Create a New User

To add a new user that does not appear in GovLink:



- Click **New User**
- Complete the required information on the **Profile** tab.
- The email address must be unique to create the new user.
- Click **Save** to create the new user, this will trigger an email notification to the user.
- Proceed to the Locations, Notifications, and Permissions tabs. *Don't forget to save!*
- To close the window, click the **X** in the top right corner.

Work Group Management

GovLink provides the tools to create new work groups and manage the profile information for existing work groups:

- **Work Group Information** - Workgroup Name and associated User are required data.

A screenshot of the 'WORK GROUP MANAGEMENT' interface. It features a search bar with filters for 'Location(s)' (set to 'All'), 'CONTAINS USER' (set to 'Any'), and 'STATUS' (set to 'Active'). A 'Search' button is located to the right of the filters. In the top right corner, there is a '+ New Group' button with a chat bubble icon. Below the search bar is a table with columns for 'WORK GROUP NAME', 'LOCATION(S)', and 'STATUS'. The table contains three rows of data.

WORK GROUP NAME	LOCATION(S)	STATUS
Admin View	1	Active
Georgia Power Work Group	1	Active
Work Group 1	1	Active



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External Company Management

GovLink provides the tools to create new external companies and manage the profile information for existing companies:

- **Company Information** - Name, Type, External ID, Address, Phone Number

External Company Management - Layout

For each user who has permissions to add or edit External Companies, a gray gear icon appears to the left of the user's initials.



- Click the gear, then select “**External Company Management**”.
- The **External Company Management** page displays a list of all External Companies. Find a specific company by utilizing the filters to search by Name or Status.



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Documents

Definitions

- **Attachment** - Attachments are various forms, letters and other paperwork that reside within a Document.
- **Document** - A Document consists of pertinent attachments that reside within a Docket. Documents can be categorized as Public or Trade Secret, dependent on whether the information disclosed is confidential.
- **Docket** - A Docket is essentially a folder that contains the Documents that have been filed to the Court.

Dashboard Filters

Once a user logs into GovLink, they will be taken to their Dashboard that contains their workflow. The user has multiple options to filter their Dashboard.



DOCUMENT STATUS	INDUSTRY	WORK GROUP	ASSIGNED TO	DOCUMENT DESCRIPTION	SEARCH
Pending	Administrative	Any	Any		Docket; Document

- **Document Status** - Users can select from **Pending, Accepted, Rejected, or All**
- **Industry** - Users can select from **Agents and Agency Licensing, Electric, Gas, GUFPA, Insurance Product Regulation, Legal, Power, and Safety Fire.**
- **Work Group** - User can filter by associated work groups.
- **Assigned To** - User can filter filings on their dashboard to see only Documents that have been assigned to a specific user. If you want to see filings that currently do not have a user assigned, select **“Any”**.
- **Document Description** - This filter allows the user to search by the Document Description.
- **Search** - User can filter Documents by information such as the Docket or Document number.



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Rejecting a Submitted Document

- From the **User's Dashboard**, select the **Document** that should be rejected.
- Click on **Summary** in the Stepper or navigate using the **Next** button.
- Click **Rejected**

The screenshot shows the 'Regulatory Record Document' interface for document 4019. The top navigation bar includes 'Document Details', 'Public', 'Trade Secret', 'Internal', and 'Summary'. The main content area is divided into sections: 'DESCRIPTION OF DOCUMENT' (with a text input field), 'PUBLIC (2)' (listing 'Public Test Document.pdf' and 'User Guide - Public Test Multiple Pages.pdf'), 'TRADE SECRET (1)' (listing 'Trade Secret Test.pdf'), and 'INTERNAL (1)' (listing 'Internal Test Document.pdf'). To the right, there are dropdown menus for 'INDUSTRY *' (Administrative), 'WORK GROUP' (Make a Selection), and 'PERSON *' (Kati O. Bell). Below these is a text field for 'INTERNAL ROUTING NOTES #' with a value of 512 / 512. At the bottom, there is a 'HISTORY' section and a 'Follow' toggle. The bottom action bar contains 'Cancel', 'Save', 'Rejected' (highlighted with a blue arrow), and 'Accept & Stamp'.

- Select **“Rejection Reason”** from the dropdown box.
 - Selection options are **Attachment Error**, **Incorrect Company Name**, **Incorrect Docket Number** or **Other**.
- Enter any additional information about the **Rejection** in the freeform text field.
- Click **Reject** to route the **Document** back to the submitter.

The screenshot shows the 'Reject Filing Details' form for filing ID 4019. The 'DESCRIPTION OF FILING' field is empty. The 'REJECTION REASON' dropdown menu is set to 'Attachment Error'. Below it, a text field contains the text 'Missing Internal Document required for Acceptance.' The bottom of the form has 'Cancel' and 'Reject' buttons.



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Accepting a Submitted Document

- From the **User's Dashboard**, select the **Document** that should be accepted.
- Click on **Summary** in the Stepper or navigate using the **Next** button.
- Click **Accept and Stamp** OR Click the down arrow and select **Accepted**.

The screenshot displays the 'Regulatory Record Document' interface. At the top, there are tabs for 'Document Details', 'Public', 'Trade Secret', 'Internal', and 'Summary'. The 'Summary' tab is active. Below the tabs, there is a 'DESCRIPTION OF DOCUMENT' section with a text input field and a 'DOCKET #' of 3358. The main content area is divided into sections: 'PUBLIC (2)' with two document attachments, 'TRADE SECRET (1)' with one attachment, and 'INTERNAL (1)' with one attachment. To the right, there is an 'ASSIGN TO' section with dropdown menus for 'INDUSTRY *' (Administrative), 'WORK GROUP' (Make a Selection), and 'PERSON *' (Kati O. Bell). Below this is an 'INTERNAL ROUTING NOTES #' field with a value of 512 / 512. At the bottom, there is a 'HISTORY' section with a 'SHOW All' dropdown and a 'Brooke Elston' entry dated 12/6/23, 10:49 AM. The bottom navigation bar includes buttons for 'Prev', 'Follow', 'Cancel', 'Save', 'Rejected', 'Accept & Stamp', and a dropdown arrow. A red box highlights the 'Accept & Stamp' button, and a red arrow points to the dropdown arrow in a zoomed-in view of the bottom navigation bar.

If the user chooses **Accept & Stamp**, they will be taken to **Step Two – Public** in the Document Stepper, where they have the option to choose what attachments they would like to stamp.

To stamp any additional attachments, the user can utilize the Document Stepper to navigate to the correct attachment. Please note that Administration will need to stamp Document.

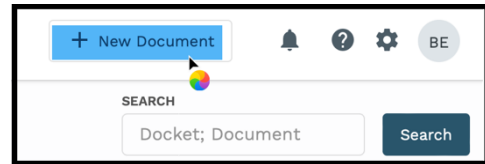


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Create a New Document

To create a New Document -

- Click the **New Document** button next to the user's initials on the top right of the screen.



Step One - Document Details

- Enter the **First Name, Last Name, and Email Address** of the individual creating the Document.
- Enter **Company Name**
 - If the name is already in the system, it will auto populate upon typing.
 - The user can enter more than one Company Name.
- Select whether the Document is for **“a new Docket”** OR **“an existing Docket”**.
 - If **“an existing Docket”** is selected, the user will then be able to type in the existing Docket number.
- Enter **Description of Document** in freeform field.
 - Data entered into this field can be found using the “Description” filter at a later point.
- Click **Next**
 - The user also has the option to click **“Save”** - the Document will be listed on the user's Dashboard under the **“Pending”** filter until further action is taken.

A screenshot of the 'Regulatory Record Document' form. The form has a dark header with the title 'Regulatory Record Document' and a close button 'X'. Below the header are five tabs: '1 Document Details', '2 Public', '3 Trade Secret', '4 Internal', and '5 Summary'. The 'Document Details' tab is active. The form contains several input fields: 'FIRST NAME *' with 'Brooke', 'LAST NAME *' with 'Elston', 'EMAIL ADDRESS *' with 'belston+admin@greencourt.com', and 'COMPANY NAME *' with 'ADAD test' and a dropdown arrow. Below these is a section 'This Document is for:' with radio buttons for 'a new Docket' (selected) and 'an existing Docket'. To the right is a large text area for 'DESCRIPTION OF DOCUMENT *' with the placeholder text 'Enter description for search feature' and a character count '476 / 512'. At the bottom right, there are three buttons: 'Cancel', 'Save' (with a floppy disk icon), and 'Next' (with a right arrow icon). A red arrow points to the 'Next' button.

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Step Two - Public

- Click “Select File” or Drag and Drop to upload any Public attachments.
- Click “Next” to continue.

Regulatory Record Document DOCUMENT 4019 X

Document Details Public Trade Secret Internal Summary

DESCRIPTION OF DOCUMENT
Enter description for search feature

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION	ACTIONS
<input type="checkbox"/>	= 1	Public Test Document.pdf		
<input type="checkbox"/>	= 2	User Guide - Public Test Multiple Pag...		

Drop file to upload, or **Select File** Cancel Save Next

Step Three - Trade Secret

- Click “Select File” to upload any Trade Secret attachments.
- Click “Next” to continue.

Regulatory Record Document

Document Details Public Trade Secret Internal

DESCRIPTION OF DOCUMENT
Enter description for search feature

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION
<input type="checkbox"/>	= 1	Trade Secret Test.pdf	

Step Four - Internal

- Click “Select File” to upload any Internal document attachments.
- Click “Next” to continue.

Regulatory Record Document

Document Details Public Trade Secret Internal

DESCRIPTION OF DOCUMENT
Enter description for search feature

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION
<input type="checkbox"/>	= 1	Internal Test Document.pdf	



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Step Five – Summary

The **Summary** screen is where the user can access all information input in the **Regulatory Record Document** wizard, as well as the History of the Document.

Regulatory Record Document DOCUMENT 4033 X

Document Details Public Trade Secret Internal **Summary**

DESCRIPTION OF DOCUMENT
The Document Description will appear here. DOCKET # 3366

PUBLIC (1)

1) Public Test Document.pdf
Public Document Description.

TRADE SECRET (1)

1) Trade Secret Test.pdf
Trade Secret Description.

INTERNAL (1)

1) Internal Test Document.pdf
Internal Description.

ASSIGN TO

INDUSTRY *
Administrative

WORK GROUP
Make a Selection

PERSON *
Kati O. Bell

INTERNAL ROUTING NOTES # 512 / 512

HISTORY SHOW All

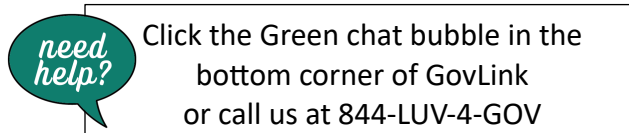
Brooke Elston 12/6/23, 3:55 PM
Filing 4033 Relected

← Prev Follow Cancel Save Rejected Accept & Stamp

To Assign the Document for further review:

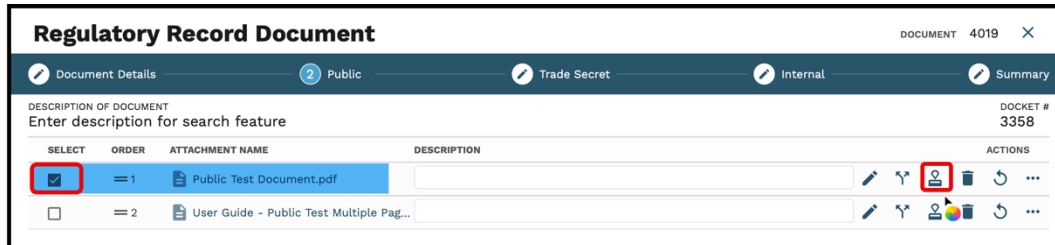
- Select **Industry** dropdown to choose from the following options: **Administrative, Agents and Agency Licensing, Electric, Gas, GUFPA, Insurance Product Regulation, Legal, Power and Safety Fire.**
- If utilizing the **Work Group** feature in your workflow, select accordingly. Otherwise, keep the Make a Selection default setting.
- Select **Person** you wish to route the **Document** to from the dropdown.
- Enter any **Internal Routing Notes** into the freeform field provided.
- Click **Save**

The document will then be routed to the assigned Person for further action and Administration will need to stamp and approve.

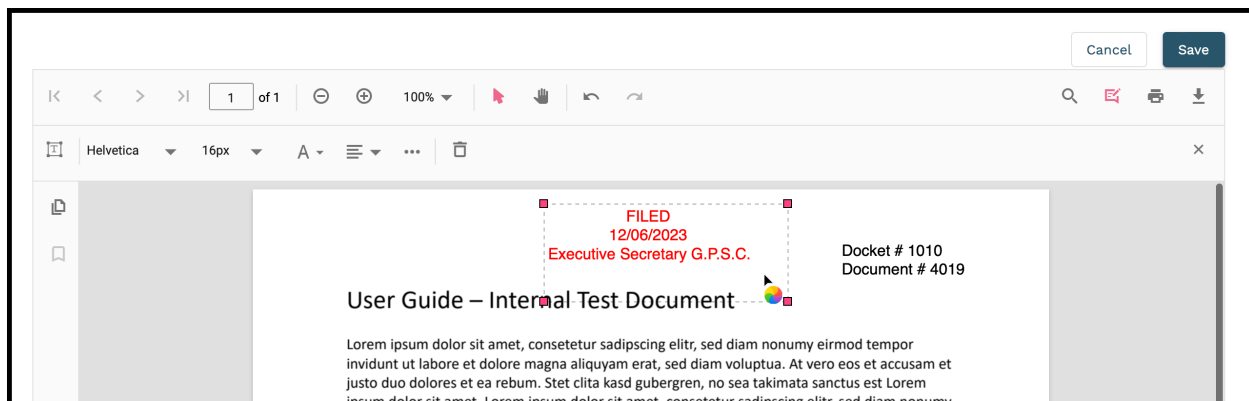


Stamping a Document

- Select the check box next to the **Attachment** name.
- Select the **Stamp** icon.



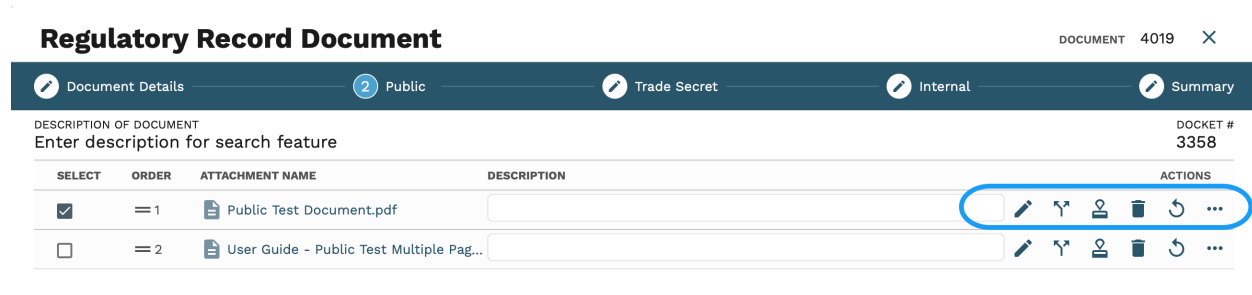
The Attachment preview window will populate, and the user can move the stamp wherever they would like it to appear.



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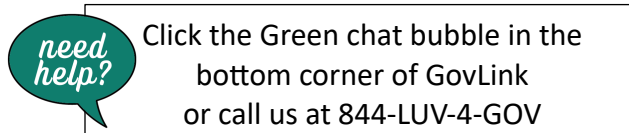
Document Editing Tools

All Attachments added into the Document can be edited using the tools next to each Attachment.



- **Edit** - Click the Edit icon to make edits on the document.
- **Split** - Click the Split icon to split a multi-page document into separate documents.
- **Combine** - Select the documents and click the combine icon to merge documents.
- **Sign** - Click the Sign icon to insert electronic signatures/initials into the document.
- **Rework** - Click the ReWork icon to remove all signatures to a document and revert the document back to its original format.
- **Delete** - Click the Delete icon to delete an unfiled document.
- **Rotate** - Click the Rotate icon to turn individual pdf documents any direction within GovLink.

Remember to click **Save** to save your progress and exit the wizard!



Dockets

GovLink provides the ability for the user to access current and former Dockets, as well as maintain documents/attachments associated. This is also where the user will go to file a Docket.

Dashboard/Filters

The screenshot shows the GovLink Dockets dashboard. At the top, there are navigation tabs: Documents, Dockets (selected), Court Filings, Court Cases, and Reporting. A '+ New Document' button is on the right. Below the navigation, there are filter dropdowns for DOCKET STATUS (Pending Recommendation), INDUSTRY (Any, Administrative...), WORK GROUP (Any), ASSIGNED TO (Any), and COMPANIES. A search bar on the right contains 'Civil Action #' and a 'Search' button. Below the filters is a table with columns: DOCKET ID, COMPANIES, CREATED BY, CASE CREATED DATE, DOCKET TITLE, INDUSTRY, WORK GROUP, ASSIGNED TO, DOCKET STATUS, and DAYS IN STATUS. The table contains 6 rows of data. At the bottom right, it says 'Items per page: 25' and '1 - 6 of 6'.

DOCKET ID	COMPANIES	CREATED BY	CASE CREATED DATE	DOCKET TITLE	INDUSTRY	WORK GROUP	ASSIGNED TO	DOCKET STATUS	DAYS IN STATUS
1020	Greystone Power Corporation	Busy Bee	12/13/23	Greystone broke my power	Electric		Wrenn Awbrey	Pending Recommendation	0
1017	Brandenburg & Hasty	Elizabeth Parrish	12/11/23	test	Administrative			Pending Recommendation	2
1016	Burger Chick	Beck Bell	12/11/23	DESCRIPTION GOES HERE	Administrative			Pending Recommendation	2
1007	AARH Georgia, Carroll EMC, City of Carrollton	Julie Parrish, test filer	11/14/23	This is awesome	Gas			Pending Recommendation	2
1003	Adversary Staff and AGLC	Wrenn Awbrey	11/3/23	description	Administrative			Pending Recommendation	40
		Rayn akin	11/2/23	test	Administrative			Pending Recommendation	37

There are three main sections to the **Dockets** User Dashboard:

Filters –

The user can utilize the Filters to narrow down their search criteria.

- Docket Status – Archived, New, Rejected, Pending Recommendation, and Recommendation Complete
- Industry – Administrative, Agents and Agency Licensing, Electric, Gas, Power, Safety Fire or All
- Work Group – Contingent on process flow
- Assigned To – Custom Admin setting – filter by their own Dockets.
- Companies – Frequently used Companies



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Search -

The user can use the search box for specific External ID numbers, Docket numbers, etc.

Docket List -

The User Dashboard is organized in multiple columns:

- Docket ID
- Companies
- Created By
- Case Created Date
- Docket Title
- Industry
- Work Group
- Assigned To
- Docket Status
- Days in Status
- Bell (Icon)

Selecting one of these columns will reorder the Dockets listed.

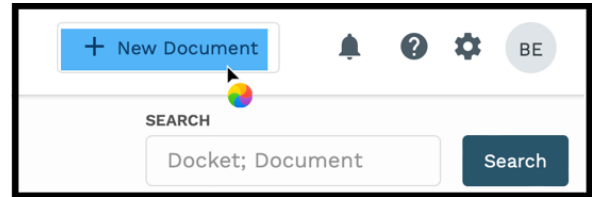


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Adding to an Existing Docket

To add Documents to an existing Docket -

- Locate the Docket number you want to add to.
- Click the **New Document** button next to the user's initials on the top right of the screen.



Step One - Document Details

- Enter the **First Name**, **Last Name**, and **Email Address** of the individual creating the Document.
- Enter **Company Name**
 - If the name is already in the system, it will auto populate upon typing.
 - The user can enter more than one Company Name.
- Select **“Existing Docket”** and type in the existing Docket number.
- Enter **Description of Document** in freeform field.
 - Data entered into this field can be found using the “Description” filter at a later point.
- Click **Next**
 - The user also has the option to click **“Save”** - the Document will be listed on the user's Dashboard under the **“Pending”** filter until further action is taken.

A screenshot of a web form titled 'Regulatory Record Document'. The form has a dark blue header with the title and a close button. Below the header is a navigation bar with five tabs: '1 Document Details', '2 Public', '3 Trade Secret', '4 Internal', and '5 Summary'. The main form area contains several input fields: 'FIRST NAME *' with 'Belle', 'LAST NAME *' with 'Jar', 'EMAIL ADDRESS *' with 'bellejar@example.com', and 'COMPANY NAME *' with 'A Company to Test'. Below these is a section titled 'This Document is for:' with two radio buttons: 'a new Docket' and 'an existing Docket', where the latter is selected. Below the radio buttons is a 'DOCKET #' field with the value '1033'. A green arrow points to this field. To the right of the radio buttons is a 'DESCRIPTION OF DOCUMENT *' field with the text 'Adding to existing docket - new attachments.' and a character count '468 / 512'. At the bottom right of the form are three buttons: 'Cancel', 'Save', and 'Next'.

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Step Two - Public

- Click **“Select File”** or Drag and Drop to upload any Public attachments.
- Click **“Next”** to continue.

Regulatory Record Document DOCUMENT 4019 X

Document Details Public Trade Secret Internal Summary

DESCRIPTION OF DOCUMENT
Enter description for search feature DOCKET # 3358

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION	ACTIONS
<input type="checkbox"/>	= 1	Public Test Document.pdf		
<input type="checkbox"/>	= 2	User Guide - Public Test Multiple Pag...		

Drop file to upload, or... **Select File** Cancel Save **Next**

Step Three - Trade Secret

- Click **“Select File”** to upload any Trade Secret attachments.
- Click **“Next”** to continue.

Regulatory Record Document

Document Details Public Trade Secret Internal

DESCRIPTION OF DOCUMENT
Enter description for search feature

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION
<input type="checkbox"/>	= 1	Trade Secret Test.pdf	

Step Four - Internal

- Click **“Select File”** to upload any Internal document attachments.
- Click **“Next”** to continue.

Regulatory Record Document

Document Details Public Trade Secret Internal

DESCRIPTION OF DOCUMENT
Enter description for search feature

SELECT	ORDER	ATTACHMENT NAME	DESCRIPTION
<input type="checkbox"/>	= 1	Internal Test Document.pdf	



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Step Five – Summary

The **Summary** screen is where the user can access all information input in the **Regulatory Record Document** wizard, as well as the History of the Document.

Regulatory Record Document DOCUMENT 4033 X

Document Details Public Trade Secret Internal **5 Summary**

DESCRIPTION OF DOCUMENT
The Document Description will appear here. DOCKET # 3366

PUBLIC (1)

1) Public Test Document.pdf
Public Document Description.

TRADE SECRET (1)

1) Trade Secret Test.pdf
Trade Secret Description.

INTERNAL (1)

1) Internal Test Document.pdf
Internal Description.

ASSIGN TO

INDUSTRY *
Administrative

WORK GROUP
Make a Selection

PERSON *
Kati O. Bell

INTERNAL ROUTING NOTES ■ 512 / 512

HISTORY SHOW All

Brooke Elston
Filing 4033 Rejected 12/6/23, 3:55 PM

← Prev Follow Cancel Save Rejected Accept & Stamp

To Assign the Document for further review:

- Select **Industry** dropdown to choose from the following options: **Administrative, Agents and Agency Licensing, Electric, Gas, GUFPA, Insurance Product Regulation, Legal, Power and Safety Fire.**
- If utilizing the **Work Group** feature in your workflow, select accordingly. Otherwise, keep the Make a Selection default setting.
- Select **Person** you wish to route the **Document** to from the dropdown.
- Enter any **Internal Routing Notes** into the freeform field provided.
- Click **Save**

The document will then be routed to the assigned Person for further action & Administration will need to stamp/approve.



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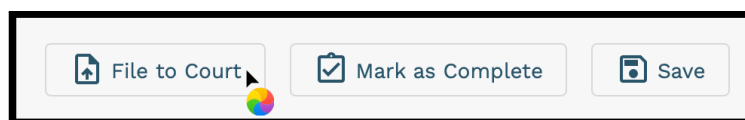
Filing to Court

To file to the court –

- Locate the Docket containing the Documents that should be filed.
- Once the Docket is selected the Regulatory Records window will populate, providing the user the opportunity to review all associated details.

The screenshot shows a web interface titled "Regulatory Records" with a "Docket Status: Recommendation Complete" dropdown in the top right. The main content area is divided into two columns. The left column contains a "Description" section with a blue border, listing "Civil Action #: 1038" and "1/23/24", and three tabs: "Docket", "Document", and "Attachment". Below this are fields for "Docket Title", "Description", "Created By" (Wrenn Awbrey, ewp54@msstate.edu), "Docket Created Date" (1/23/24), and "Company Name(s)" (A Company to Test). The right column is titled "ASSIGN TO" and contains three dropdown menus: "INDUSTRY *" (set to "Gas"), "WORK GROUP" (set to "Make a Selection"), and "PERSON *".

- Select **File to Court**



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- Select the **Documents** to import to the court filing.
 - The user has the option to search by the title of the Document, select all Documents, or select each Document individually.
- Click **Import to Court Filing**

Step One - Case

- Enter the **Case Details**
 - **Required fields** – External ID, County, Court Type, Case Category, Case Type and Attorney.
 - **Optional fields** – Filing Category, Related Civil Action #, and Related External ID
- Select **Next**

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Step Two – Parties

To Add Parties to the filing –

- Select **Add**
- Select **Party Type** (Plaintiff/Defendant]
- Select **Individual** or **Organization**
- Enter **Party Details**
 - Required fields for Individual:
 - Party Type
 - First Name
 - Last Name
 - Optional fields for Individual:
 - Middle Name
 - Suffix
 - Alias
 - Date of Birth
 - Social Security Number
 - Street Address, City, State and Zip Code
 - Email Address
 - Required fields for Organization:
 - Optional fields for Organization:
- Select **Save**

Party Details

PARTY TYPE *

Plaintiff

Individual Organization

FIRST NAME * MIDDLE NAME LAST NAME * SUFFIX

Max Elston

ALIAS DATE OF BIRTH SOCIAL SECURITY NUMBER

10/12/2015 ***-**-6789

STREET ADDRESS LINE 1 STREET ADDRESS LINE 2

12345 Example Drive

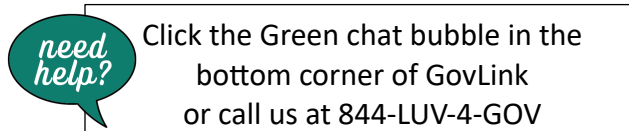
CITY STATE ZIP CODE EMAIL ADDRESS

Atlanta Georgia

Cancel Save

To add any additional parties, Select **Add** and repeat the steps listed above.

- Select **Next** to continue to **Step Three – Public**



Step Three - Public

- Click “Select File” or Drag and Drop to upload any Public attachments.
- Click “Next” to continue.

Filing (Unfiled) EXTERNAL ID 543524
DOCUMENT 4227

Case Parties **3 Public** 4 Trade Secret 5 Internal 6 Summary

DESCRIPTION OF DOCUMENT DOCKET #
A Company to Test V Max Elston 3511

SELECT	ORDER	ATTACHMENT NAME	DOCUMENT TYPE	DESCRIPTION	ACTIONS
<input type="checkbox"/>	= 1	Internal Test Document.pdf	Appeal		
<input type="checkbox"/>	= 2	Trade Secret Test.pdf	AGREEMENT		
<input type="checkbox"/>	= 3	Public Test Document.pdf	CERTIFICATION		
<input type="checkbox"/>	= 4	Public Test Document.pdf	Attachment		

← Prev Follow Drop file to upload, or... **Select File** Cancel **Save** **Next** →



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Step Four – Trade Secret

- Click “**Select File**” or Drag and Drop to upload any Trade Secret attachments.
- Click “**Next**” to continue.

Filing (Unfiled) EXTERNAL ID 543524 DOCUMENT 4227

Case Parties 3 Public 4 Trade Secret 5 Internal 6 Summary

DESCRIPTION OF DOCUMENT
A Company to Test V Max Elston DOCKET # 3511

SELECT	ORDER	ATTACHMENT NAME	DOCUMENT TYPE	DESCRIPTION	ACTIONS
<input type="checkbox"/>	1	Trade Secret Test.pdf	Attachment		

← Prev Follow Drop file to upload, or... **Select File** Cancel Save **Next** →

Step Five – Internal

- Click “**Select File**” or Drag and Drop to upload any Trade Secret attachments.
- Click “**Next**” to continue.

Filing (Unfiled) EXTERNAL ID 543524 DOCUMENT 4227

Case Parties 3 Public 4 Trade Secret 5 Internal 6 Summary

DESCRIPTION OF DOCUMENT
A Company to Test V Max Elston DOCKET # 3511

SELECT	ORDER	ATTACHMENT NAME	DOCUMENT TYPE	DESCRIPTION	ACTIONS
<input type="checkbox"/>	1	Internal Test II.pdf	Internal		

← Prev Follow Drop file to upload, or... **Select File** Cancel Save **Next** →



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Step Six – Summary

After reviewing all the Filing information on the Summary screen, complete the “Next Steps”.

- Select the dropdown under “**Assign to Person**” and choose accordingly.
- Select the checkbox to consent to signing/filing the documents to the courts.
- Click **File**

Filing (Unfiled) EXTERNAL ID 543524 DOCUMENT 4124

Case Parties Public Trade Secret Internal **Summary**

DESCRIPTION OF DOCUMENT ; Jane Doe V John Doe DOCKET # 3432

PUBLIC (1)

1) Public Test Document.pdf Attachment

TRADE SECRET (0)

INTERNAL (0)

HISTORY show All

Wrenn Awbrey 1/9/24, 9:13 AM

– Filing 4124 Created

NEXT STEPS

ASSIGN TO PERSON →

Wrenn Awbrey

INTERNAL ROUTING NOTES 256 / 256

READY TO FILE

I consent to sign and deliver these documents to **Fulton Superior Court**

← Prev Follow Save File



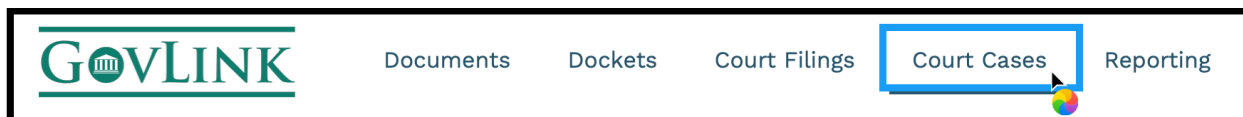
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Court Cases

Finding an Existing Case

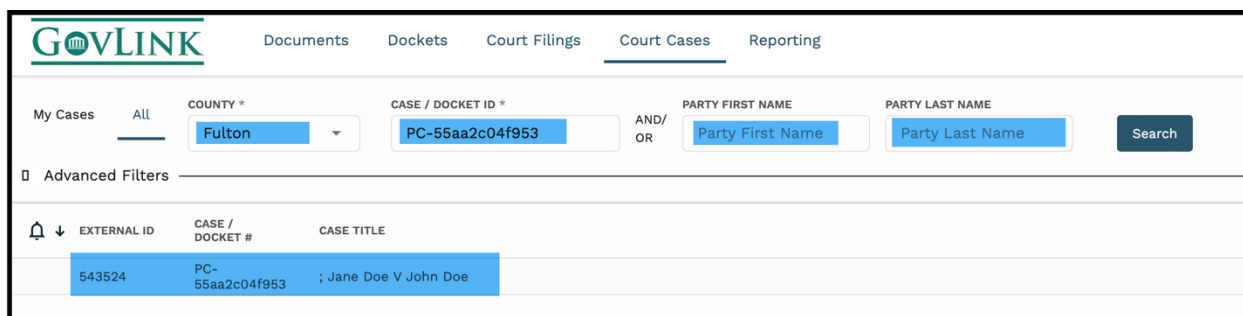
To find an Existing Case in GovLink –

- Select **Court Cases** from the top of the screen.



The user must select to search within the following:

- **My Cases** – All cases in a specific county
- **All** – Will search all cases at that specific county, then:
 - the Case/Docket ID or part/all of a Party's First and Last names.

A screenshot of the GovLink search interface for Court Cases. The navigation bar at the top shows 'Court Cases' as the active tab. Below the navigation bar, there are search filters: 'My Cases' with a dropdown set to 'All', 'COUNTY *' with a dropdown set to 'Fulton', 'CASE / DOCKET ID *' with a text input containing 'PC-55aa2c04f953', and 'PARTY FIRST NAME' and 'PARTY LAST NAME' with text inputs containing 'Party First Name' and 'Party Last Name' respectively. A 'Search' button is located to the right of these inputs. Below the search filters is an 'Advanced Filters' section. At the bottom, there is a table with one row of results. The table has columns for 'EXTERNAL ID', 'CASE / DOCKET #', and 'CASE TITLE'. The row contains the values: '543524', 'PC-55aa2c04f953', and '; Jane Doe V John Doe'.

EXTERNAL ID	CASE / DOCKET #	CASE TITLE
543524	PC-55aa2c04f953	; Jane Doe V John Doe

Once the required fields have been filled, the Search button will become clickable.

The user can also use the advanced filters and search by:

- External ID
- Party Type
- Party Entity
- Court Type
- Case Category
- Case Type

Clicking on any Heading will sort the filters.

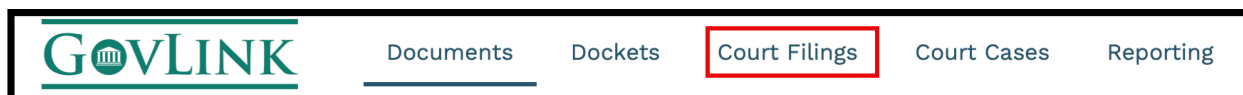


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Court Filings

To find a Court Filing in GovLink –

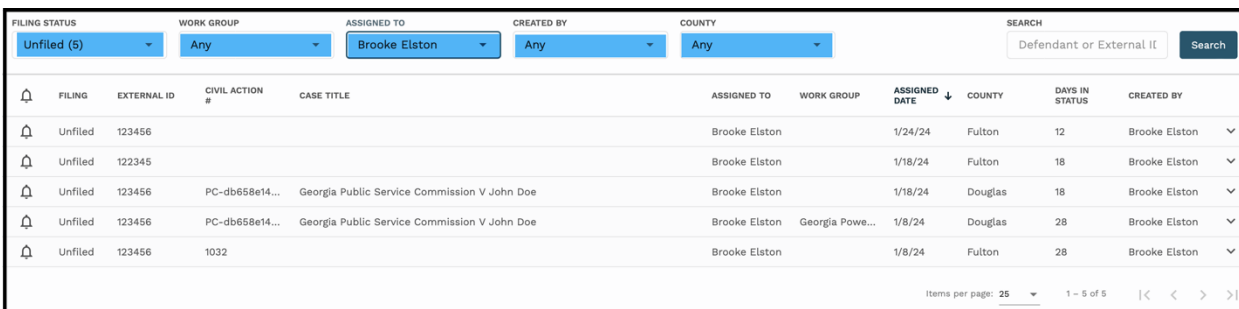
- Select **Court Filings** from the top of the screen.



Filter Options –

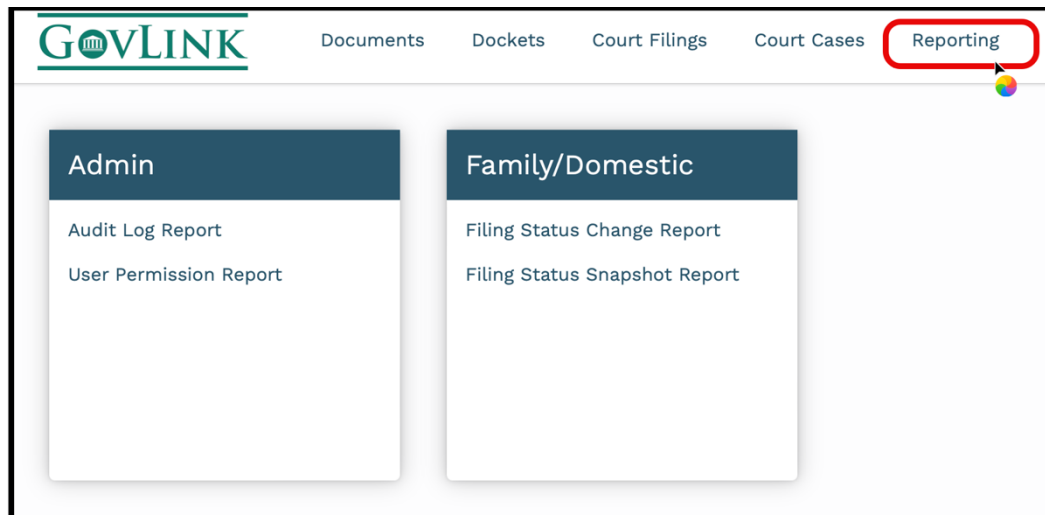
The user can use the filters to narrow down and locate specific Court Filings.

- **Filing Status** – Users can select from Filed, Unfiled, Accepted, Rejected or All.
- **Work Group** – Users can filter by associated work groups.
- **Assigned To** - Users can filter filings on their dashboard to see only Court Filings that have been assigned to a specific user. If you want to see filings that currently do not have a user assigned, select “**Any**”.
- **Created By** – Users can filter by the creator of the Court Filing.
- **County** – Users can filter by the associated county.
- **Search** - User can filter Court Filings by information such as the Defendant or External ID.

A screenshot of the GovLink Court Filings dashboard. At the top, there are filter dropdowns for FILING STATUS (Unfiled (5)), WORK GROUP (Any), ASSIGNED TO (Brooke Elston), CREATED BY (Any), and COUNTY (Any). To the right is a search bar with the placeholder text 'Defendant or External ID' and a 'Search' button. Below the filters is a table with columns: FILING, EXTERNAL ID, CIVIL ACTION #, CASE TITLE, ASSIGNED TO, WORK GROUP, ASSIGNED DATE, COUNTY, DAYS IN STATUS, and CREATED BY. The table contains five rows of data. At the bottom right of the table, there is a pagination control showing 'Items per page: 25' and '1 - 5 of 5'.

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Reports



Admin

- **Audit Log Report** shows a user what actions have been taken on a filing based on location. This report can be filtered down by workgroup, user, action performed, or case details.
- **User Permission Report** shows what users have what permission for a specified location.

Family/Domestic

- **Filing Status Change Report** can show what filings are in a particular status in a selected time frame of a specified location.
- **Filing Status Snapshot Report** shows the number of filings that are in each status during a selected date and location.



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