

## **Document Download Guide**

## Accessing the Document Repository

- 1. Log in to webCDMS.
- 2. Navigate to "Document Management" in the top menu.

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	Smith Power Company Generator Operator Transmission Operator 10 (GOP) (TOP)	130/2018 Security Role: Registered Entity Admin User	
	Reliable Power Corporation Transmission Operator Generator Operator 10	130/2018 Phone: (801) 582-0353	
	(TOP) (GOP)	Email: mcook@wecc.biz	
	Test Energy Systems Transmission Operator Generator Operator 10 Transmission (TOP) (GOP)	V30/2018 PW Expire Date: 08/14/2022 22:08:39 ( in 180 day(s) )	

- 3. Select "Document Repository" from the Document Management menu.
- 4. The document repository will open in its own tab. In the left side panel, click the plus sign to expand the "WECC" folder to see your entity.

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© 1999 - 2022 OATI webCDMS <sup>maxed</sup> (2.0) - Open Access	s Technology International, Inc. All Rights Reserved.

155 North 400 West | Suite 200 | Salt Lake City, Utah 84103 www.wecc.org 5. Click the plus sign next to your entity to see the available folders.



6. Double-click on the subfolders. Available documents will appear in the main panel.

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## **Downloading Individual Files**

1. After locating the file you need, click on the name of the file.

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2. A banner will appear along the bottom of the window. Select "Save" to download.

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## **Downloading Folders**

1. After locating the folder you need, right-click on the folder in the left panel. Click "Download."



2. A pop-window will appear. Setting a password is optional. Click "Download." This can take several minutes to run.

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2	WARNING!							
	<ul> <li>All sub-folders and files within the selected folder will also be downloaded.</li> </ul>							
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3. When the download has finished, a banner will appear at the bottom of the window. Select "Save."

Do you want to open or save FolderFiles_smith_mcook_20220215170914_254680.zip (1.47 MB) from demo.cdms.oati.com?			×
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