



NEW MEXICO  
PUBLIC REGULATION  
COMMISSION

# PRCe360 Platform Advanced Search Guide

[ADVANCED SEARCH GUIDE](#)

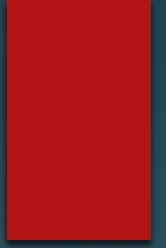


# Interim Working Rules

- ▶ Working rules that outline appropriate use of the PRCe360 platform for all users and other applicable parties.
- ▶ [Interim working rules can be found here](#)



NEW MEXICO  
PUBLIC REGULATION  
COMMISSION



# Advanced Search Features

OVERVIEW OF ADVANCED SEARCH FEATURES



# Advanced Search Features

The **Advanced Search** feature allows **Tier 1** and **Tier 2** users to locate Dockets or documents efficiently within the NMPRC Docket Management System (CMS).

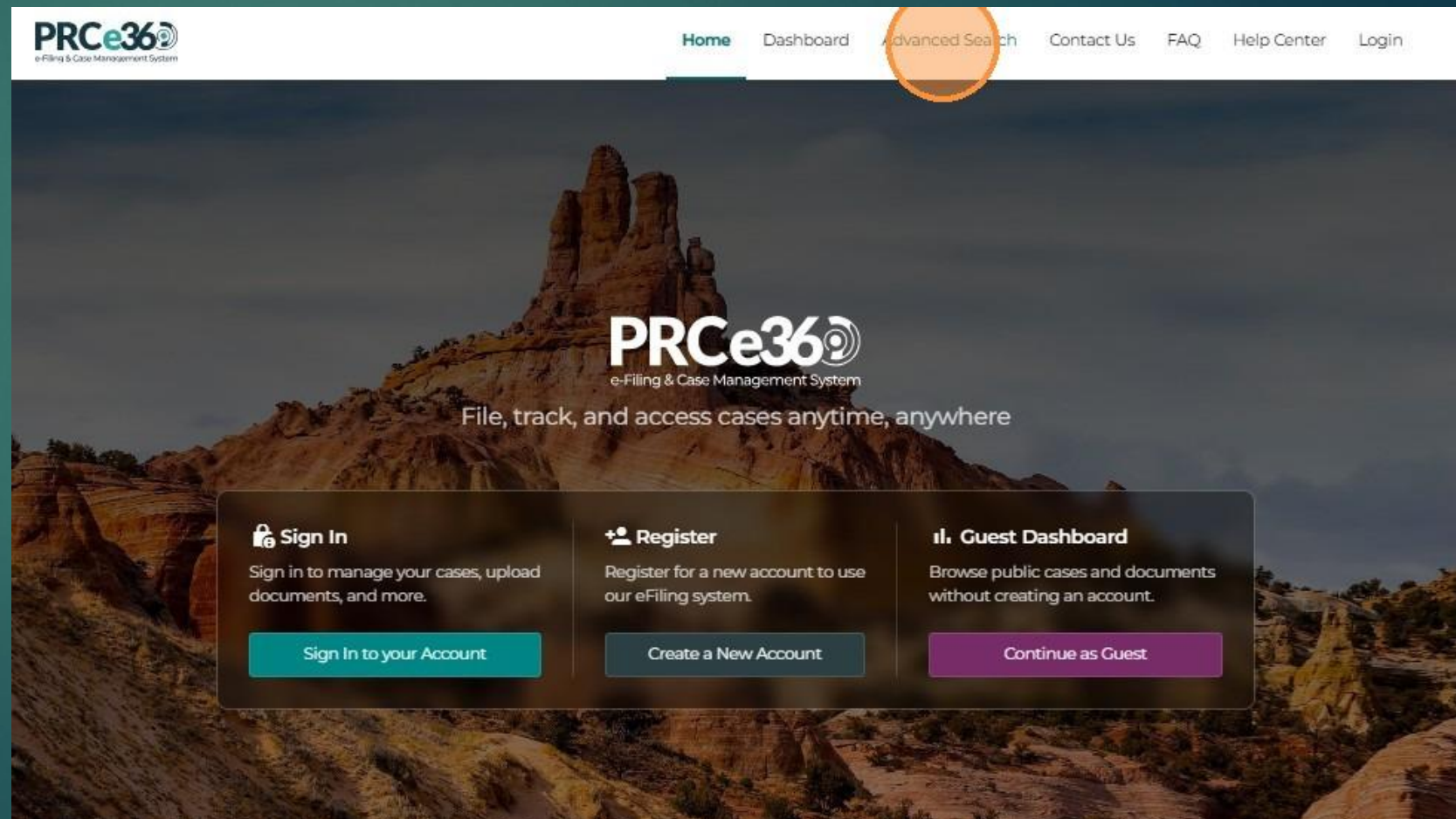
- ▶ Users can perform searches either:
  - ▶ By logging into their NMPRC dashboard, or
  - ▶ Directly from the **NMPRC public landing page** (without login).



# Advanced Search From Landing Page

## Advanced Search from Landing Page

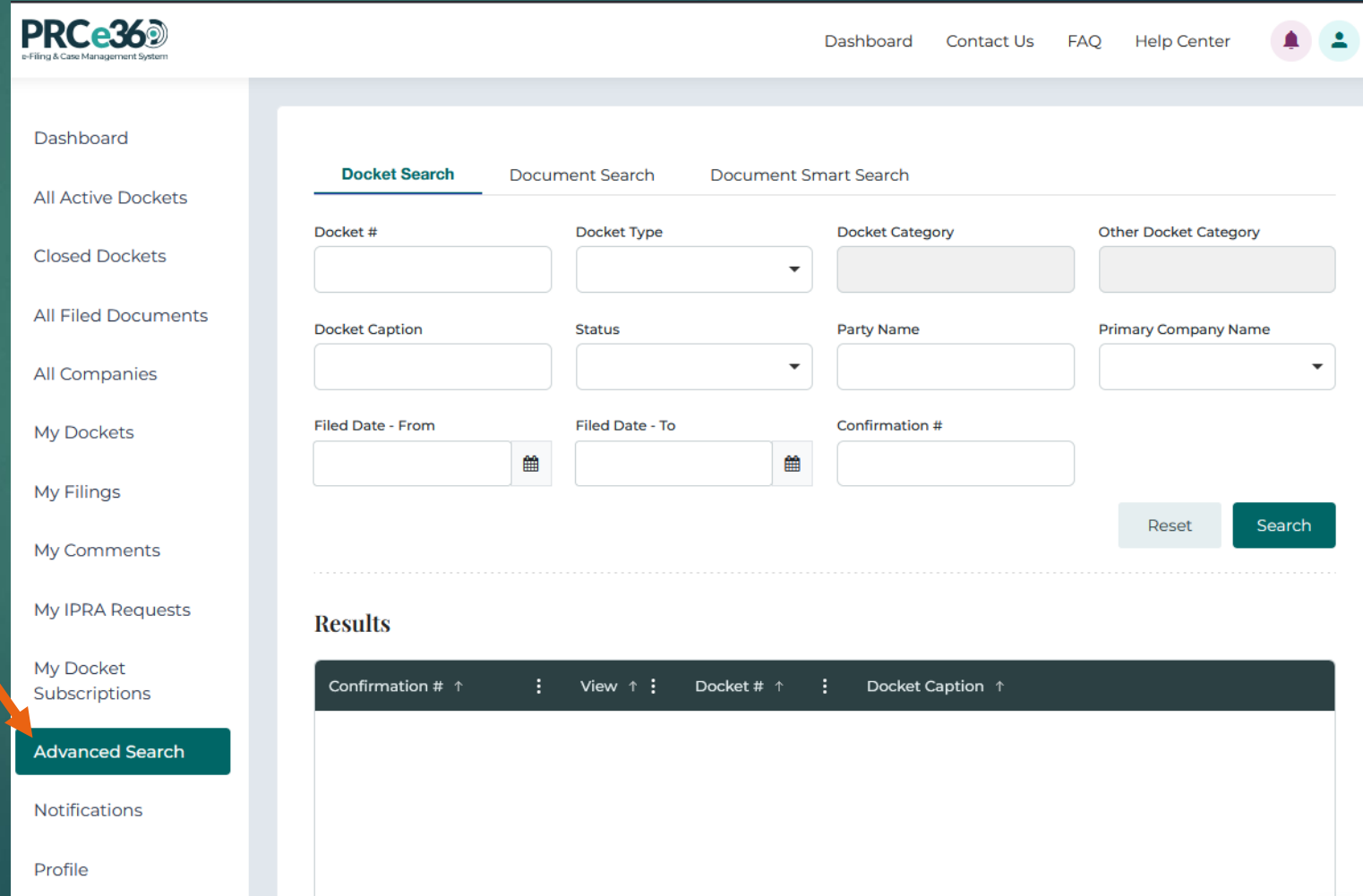
- ▶ On the NMPRC public website, click the **Advanced Search** option located at the top-right corner of the page.
- ▶ The system navigates to the **Advanced Search** screen.



# Advanced Search From Dashboard

## ► Access Advanced Search from the Dashboard

- After logging into the NMPRC dashboard:
- Click **Advanced Search** from the main menu.
- The system opens the **Advanced Search** page where you can search for **Dockets** or **documents**.

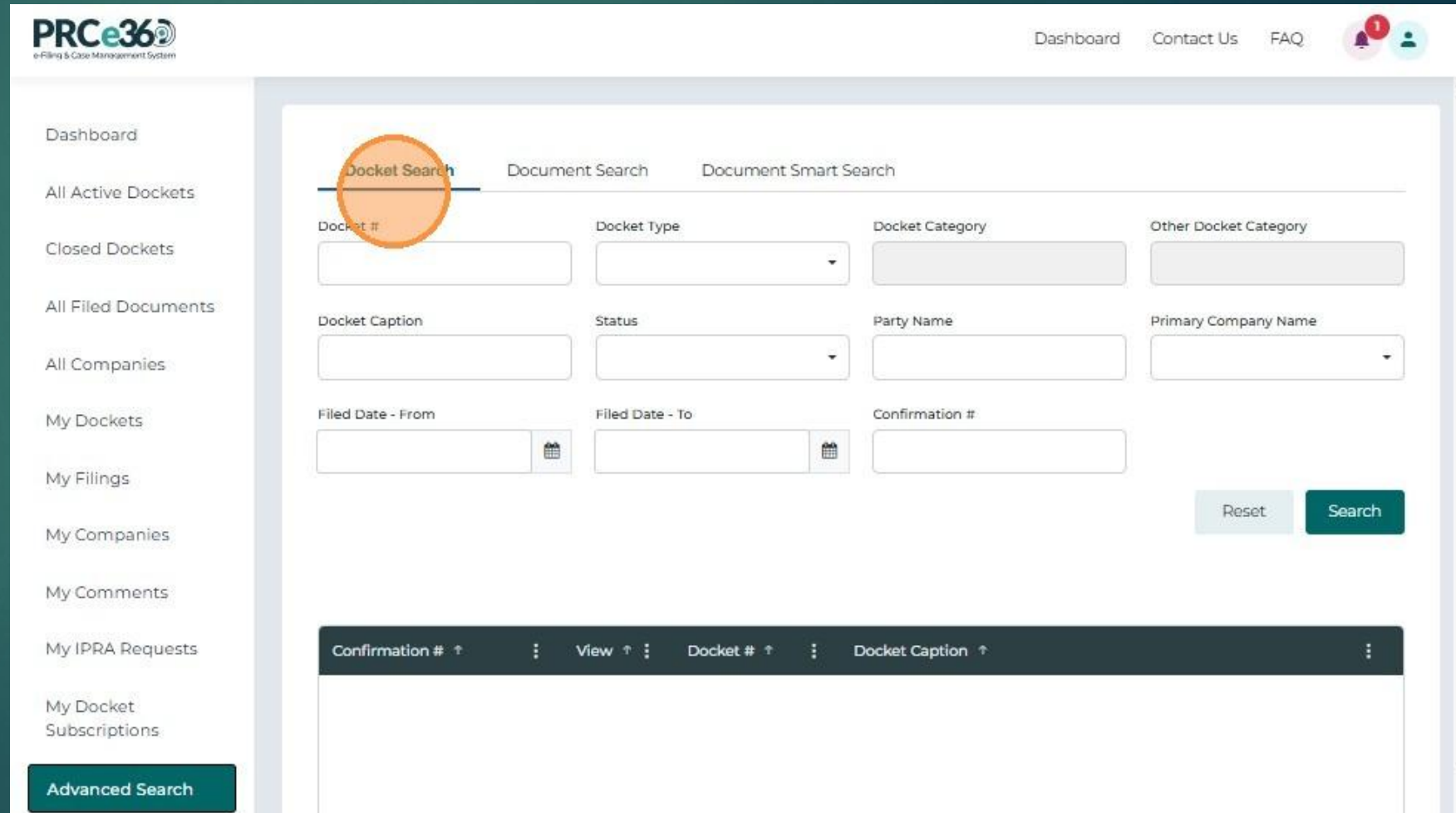


The screenshot displays the NMPRC e-Filing & Case Management System dashboard. The top navigation bar includes links for Dashboard, Contact Us, FAQ, and Help Center, along with user profile and notification icons. The left sidebar menu lists various dashboard options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, **Advanced Search** (highlighted with an orange arrow), Notifications, and Profile. The main content area shows the 'Docket Search' tab selected, with search filters for Docket #, Docket Type, Docket Category, Other Docket Category, Docket Caption, Status, Party Name, Primary Company Name, Filed Date - From, Filed Date - To, and Confirmation #. A 'Reset' button and a 'Search' button are located at the bottom right of the search filters. Below the search filters, the 'Results' section is visible, showing a table header with columns for Confirmation #, View, Docket #, and Docket Caption.

# Advanced Search Features

## Docket Search Filters

- ▶ The **Docket Search** tab enables users to locate Docket records using multiple filters.

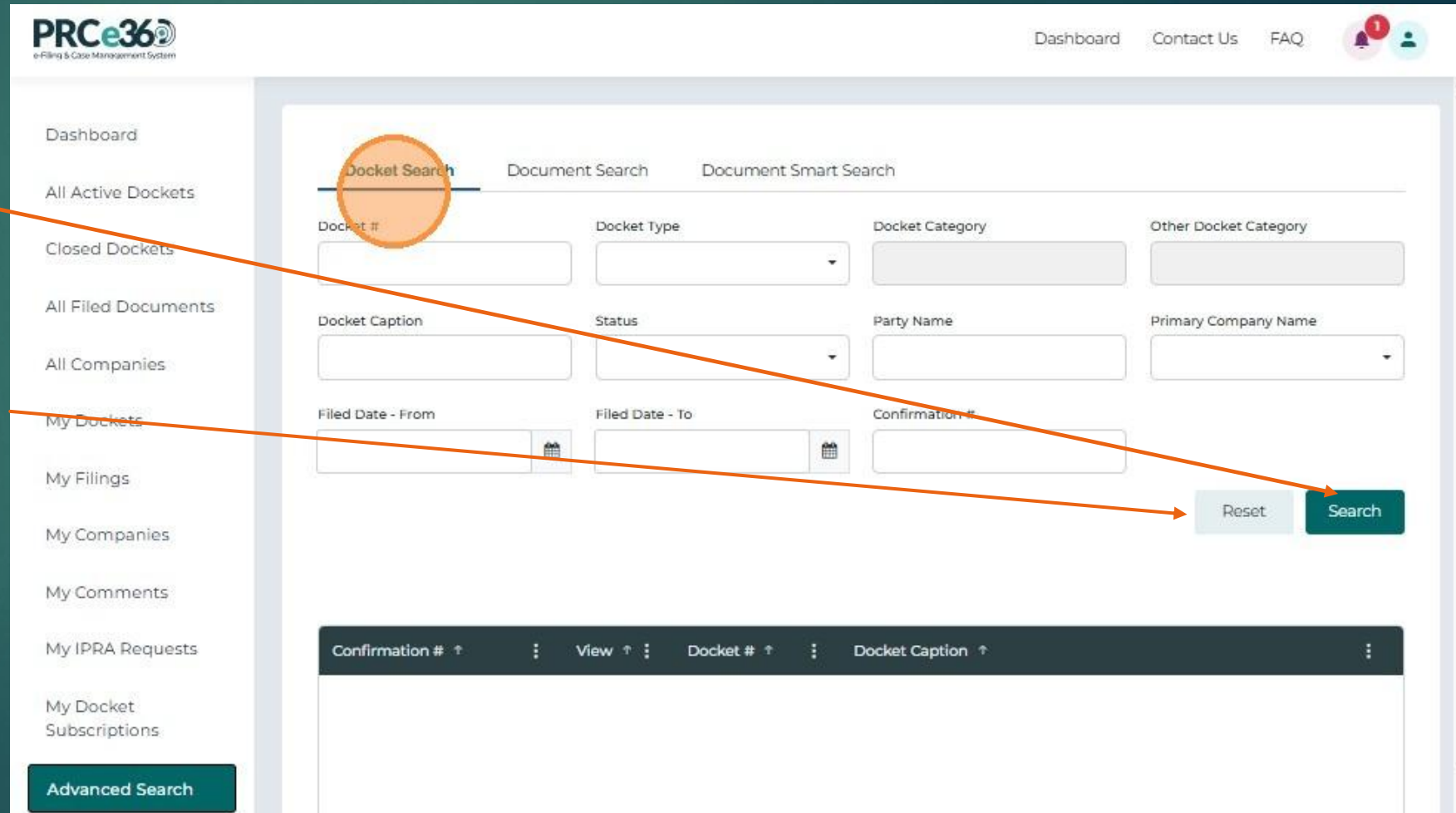


The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, along with user profile and notification icons. The left sidebar lists various user options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, and My Docket Subscriptions. The main content area features three search tabs: Docket Search (highlighted with an orange circle), Document Search, and Document Smart Search. The Docket Search tab contains several filter fields: Docket # (text input), Docket Type (dropdown menu), Docket Category (text input), Other Docket Category (text input), Docket Caption (text input), Status (dropdown menu), Party Name (text input), Primary Company Name (text input), Filed Date - From (calendar icon), Filed Date - To (calendar icon), and Confirmation # (text input). At the bottom right of the filter section are Reset and Search buttons. Below the filters is a table header with columns: Confirmation # ↑, View ↑, Docket # ↑, and Docket Caption ↑.

# Advanced Search Features

## Docket Search Filters

- ▶ **Search** – Executes the search based on selected filters.
- ▶ **Reset** – Clears all filters and resets the form to default.



The screenshot displays the PRCe360 e-Filed & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, along with user profile and notification icons. The left sidebar lists various user-specific links: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, and My Docket Subscriptions. The main content area features three tabs: Docket Search (highlighted with an orange circle), Document Search, and Document Smart Search. The Docket Search tab contains several input fields: Docket # (circled in orange), Docket Type (dropdown), Docket Category, Other Docket Category, Docket Caption, Status (dropdown), Party Name, Primary Company Name, Filed Date - From (with a calendar icon), Filed Date - To (with a calendar icon), and Confirmation #. At the bottom right of the search area are 'Reset' and 'Search' buttons. An orange arrow points from the 'Search' button in the list to the 'Search' button in the interface. Below the search filters is a table header with columns: Confirmation # ↑, View ↑, Docket # ↑, and Docket Caption ↑.

# Docket Search Filters

## Docket Search Filters

- The **Docket Search** tab enables users to locate Docket records using multiple filters.

Filter	Description
Docket #	Enter the unique docket number.
Docket Caption	Search by Docket title or caption text.
Docket Type	Select from dropdown (e.g., Complaint, Application).
Docket Category	Choose the relevant category.
Party Name	Search by participant or party name.
Primary Company Name	Select the associated company from dropdown.
Filed Date	Specify filing date using the calendar picker.
Confirmation #	Enter the confirmation number.
Status	Filter by Docket status (e.g., Active, Closed).

# Advanced Search Results

## Search Results

- ▶ The **Results** grid displays all Dockets that match the applied filters.
- ▶ Clicking a **Confirmation #** or **Docket #** opens the **Docket Details** page in read-only mode.

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Companies

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

file

Docket Search Document Search Document Smart Search

Docket #

Docket Type

Telecommunications x

Docket Category

Other Docket Category

Docket Caption

Status

Active x

Party Name

Primary Company Name

Filed Date - From

Filed Date - To

Confirmation #

Reset Search

Confirmation # ↑ View ↑ Docket # ↑ Docket Caption ↑

CSE-CNF-0000002-26 26-0000002 TXT

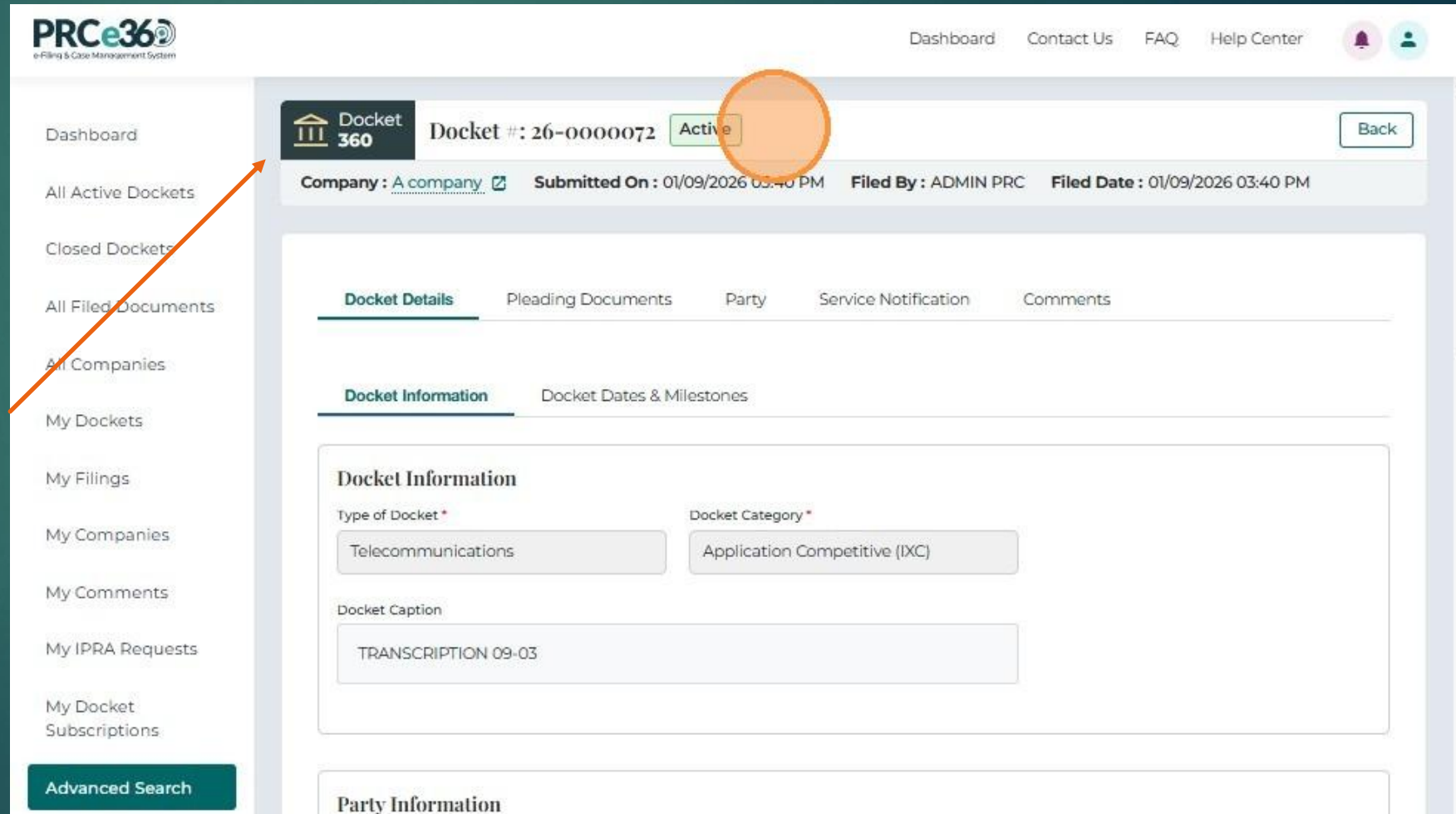
25 items per page 1 - 1 of 1 items

+

# Docket 360 View

## Search Results

- ▶ Clicking a **Confirmation #** or **Docket #** opens the **Docket Details** page in read-only mode.



The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, FAQ, and Help Center, along with user profile icons. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, My Docket Subscriptions, and an Advanced Search button. The main content area shows the Docket Details for Docket #: 26-0000072, which is marked as Active. The Docket Information section includes fields for Type of Docket (Telecommunications), Docket Category (Application Competitive (IXC)), and Docket Caption (TRANSCRIPTION 09-03). The Party Information section is partially visible at the bottom.

PRCe360  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Docket 360 Docket #: 26-0000072 Active Back

Company : A company Submitted On : 01/09/2026 03:40 PM Filed By : ADMIN PRC Filed Date : 01/09/2026 03:40 PM

Docket Details Pleading Documents Party Service Notification Comments

Docket Information Docket Dates & Milestones

**Docket Information**

Type of Docket \* Docket Category \*

Telecommunications Application Competitive (IXC)

Docket Caption

TRANSCRIPTION 09-03

Party Information

# Filer Docket Search Filters

## Docket Search Results

- The results grid displays all Dockets that match the applied filters.

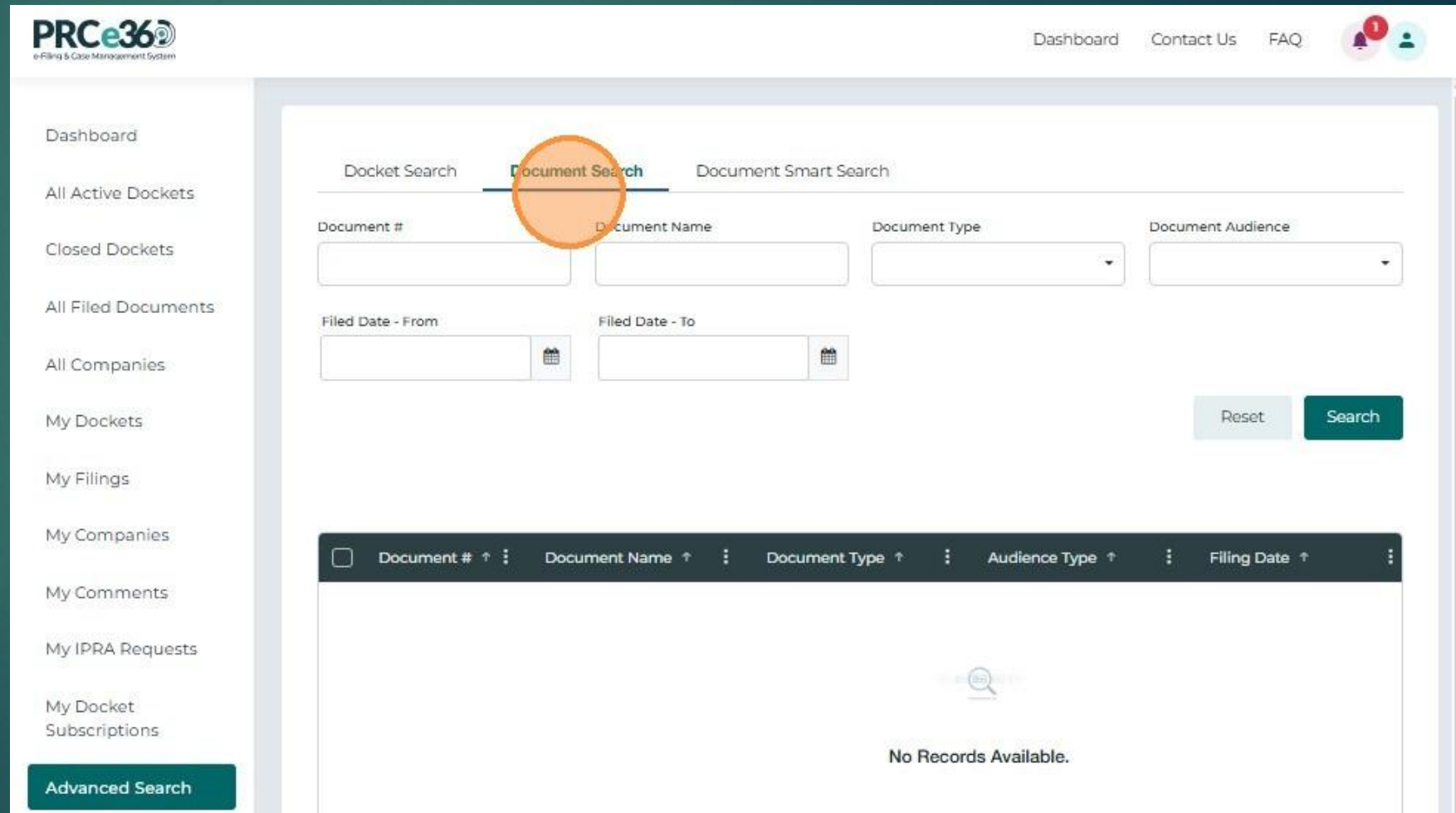
Column	Description
Confirmation #	Hyperlinked ID for confirmation details.
Docket #	Click to open Docket details.
Docket Caption	Displays the Docket title.
Docket Type	Type of Docket (e.g., Formal, Informal).
Docket Category	Assigned category.
Primary Company Name	Linked company name.
Column	Description
Confirmation #	Hyperlinked ID for confirmation details.
Docket #	Click to open Docket details.

# Document Search

## Document Search

- ▶ Allows users to find specific filings or documents based on set filters

- ▶ Document Name
- ▶ Document Type
- ▶ Name
- ▶ Audience Type
- ▶ Filing Date
- ▶ Filed By



The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, along with user profile icons. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, My Docket Subscriptions, and an Advanced Search button. The main content area features three tabs: Docket Search, Document Search (highlighted with an orange circle), and Document Smart Search. Below the tabs are search filters for Document #, Document Name, Document Type, and Document Audience, each with a corresponding input field. Additionally, there are fields for Filed Date - From and Filed Date - To, each with a calendar icon. A Reset button and a Search button are located at the bottom right of the filter section. Below the filters is a table header with columns for Document #, Document Name, Document Type, Audience Type, and Filing Date, each with a sort icon. The table body is currently empty, displaying the message "No Records Available."

# Document Search Filters

## Document Search Results

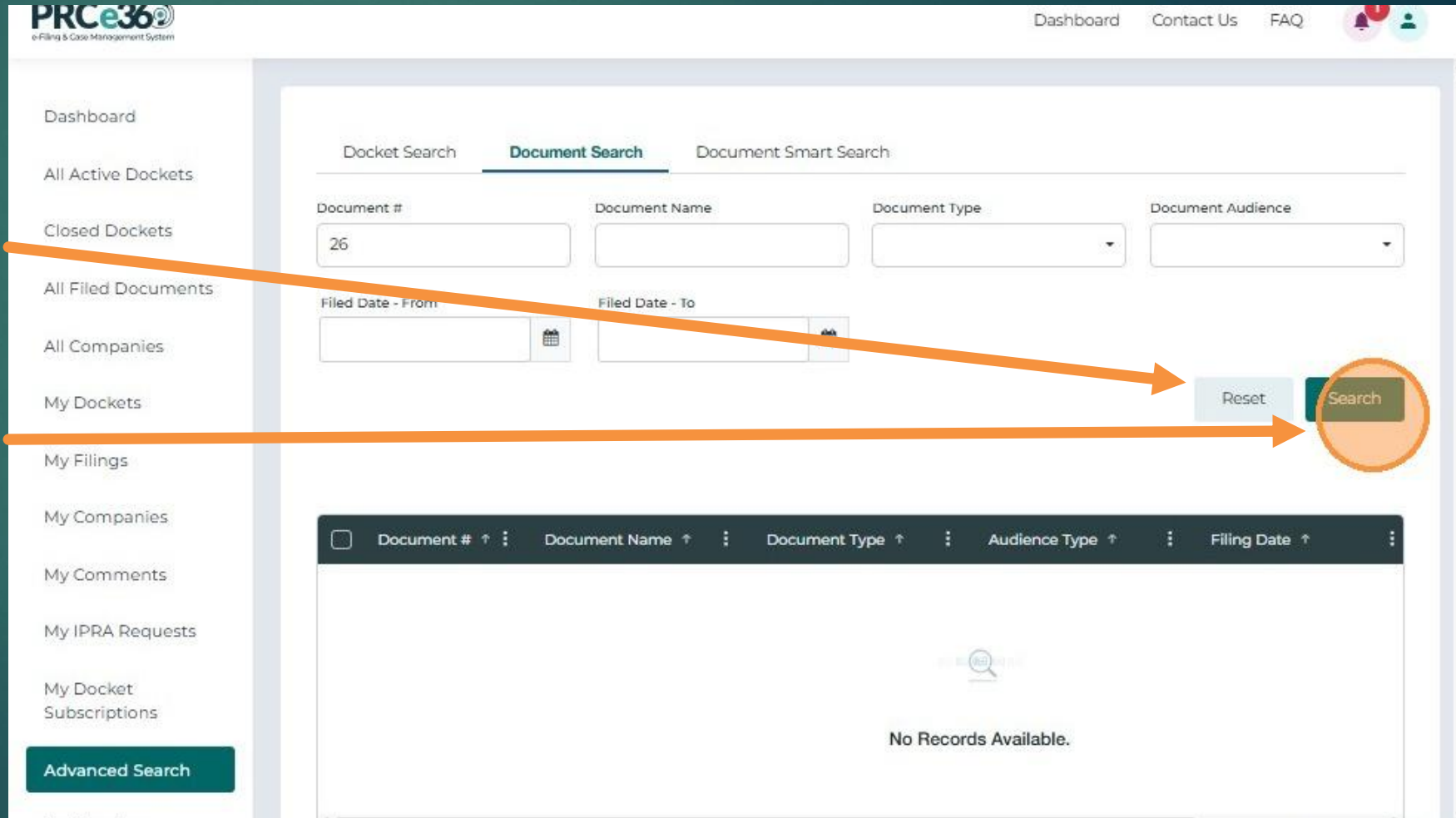
- The results grid displays all Documents that match the applied filters.

Document #	Hyperlinked ID – click to open in the document viewer.
Document Name	Name or title of the document.
Document Type	Type of filing or record.
Name	Original file name.
Audience Type	Visibility classification (e.g., Public, Internal).
Filing Date	Date/time when document was filed.
Filed By	User or staff member who submitted the document.

# Document Search

## Document Search

- ▶ **Reset** – Clears all fields and resets to default.
- ▶ **Search** – Executes search based on entered criteria.



PRce360<sup>®</sup>  
e-Filing & Case Management System

Dashboard Contact Us FAQ

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Companies

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Docket Search **Document Search** Document Smart Search

Document # Document Name Document Type Document Audience

26

Filed Date - From Filed Date - To

Reset Search

Document # Document Name Document Type Audience Type Filing Date

No Records Available.

# Document Search Example

## Document Search

- ▶ Allows users to find specific filings or documents based on set filters

- ▶ Document Name
- ▶ Document Type
- ▶ Name
- ▶ Audience Type
- ▶ Filing Date
- ▶ Filed By

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Companies

My Comments


My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile



Document #

26

Document Name

Document Type

Document Audience

Filed Date - From

Filed Date - To

Reset

Search

Document # ↑

Document Name ↑

Document Type ↑

Audience Type ↑

Filing Date ↑

DOC-000000003-26

test

Advice Notice Memo

Public

01/10/2026 03:01 PM

DOC-000000019-26

tst

Affidavit

Public

01/10/2026 09:33 PM

DOC-000000012-26

Confidentiality Agreement - 01/10/2026 12:37:52 AM

Confidentiality Agreement

Public

01/10/2026 11:54 AM

DOC-000000015-26

document

Advice Notice

Public

01/10/2026 03:04 PM

DOC-000000009-26

doc

Advice Notice

Public

01/10/2026 11:54 AM

DOC-000000011-26

doc

Advice Notice

Public

01/10/2026 12:20 PM

1

25

▼

items per page

1 - 6 of 6 items

# Document Search Example

## Document Search

- ▶ **Document #** Search for document number “26” criteria
- ▶ Search results

Document # 26

Document Name

Document Type

Document Audience

Filed Date - From

Filed Date - To

Reset Search

<input type="checkbox"/>	Document # ↑	Document Name ↑	Document Type ↑	Audience Type ↑	Filing Date ↑
<input type="checkbox"/>	DOC-000000003-26	test	Advice Notice Memo	Public	01/10/2026 03:01 PM
<input type="checkbox"/>	DOC-000000019-26	tst	Affidavit	Public	01/10/2026 09:33 PM
<input type="checkbox"/>	DOC-000000012-26	ConfidentialityAgreement - 01/10/2026 12:37:52 AM	Confidentiality Agreement	Public	01/10/2026 11:54 AM
<input type="checkbox"/>	DOC-000000015-26	document	Advice Notice	Public	01/10/2026 03:04 PM
<input type="checkbox"/>	DOC-000000009-26	doc	Advice Notice	Public	01/10/2026 11:54 AM
<input type="checkbox"/>	DOC-000000011-26	doc	Advice Notice	Public	01/10/2026 12:20 PM

Advanced Search

Notifications

Profile

1 - 6 of 6 items

# Document Search Example

## Document Search

- ▶ Click a **Document #** link to open the selected record in the **Document Viewer**.

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Companies

My Comments


My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile



Document #

26

Document Name

Document Type

Document Audience

Filed Date - From

Filed Date - To

Reset

Search

<input type="checkbox"/>	Document # ↑	Document Name ↑	Document Type ↑	Audience Type ↑	Filing Date ↑
<input type="checkbox"/>	<a href="#">DOC-000000003-26</a>	test	Advice Notice Memo	Public	01/10/2026 03:01 PM
<input type="checkbox"/>	<a href="#">DOC-000000019-26</a>	tst	Affidavit	Public	01/10/2026 09:33 PM
<input type="checkbox"/>	<a href="#">DOC-000000012-26</a>	ConfidentialityAgreement - 01/10/2026 12:37:52 AM	Confidentiality Agreement	Public	01/10/2026 11:54 AM
<input type="checkbox"/>	<a href="#">DOC-000000015-26</a>	document	Advice Notice	Public	01/10/2026 03:04 PM
<input type="checkbox"/>	<a href="#">DOC-000000009-26</a>	doc	Advice Notice	Public	01/10/2026 11:54 AM
<input type="checkbox"/>	<a href="#">DOC-000000011-26</a>	doc	Advice Notice	Public	01/10/2026 12:20 PM

1

25

items per page

1 - 6 of 6 items

# Document Search Example

## Document View

- ▶ Click **x** to return to Document Search results

Sanjay 1

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DOCKET NUMBER  
26-0000068

FILED DATE & TIME  
01/09/2026 02:36 AM MST

FILED WITH NMPRC

Annotation

No Annotations Available

This PDF is three pages long. Three long pages. Or three short pages if you're optimistic. Is it the same as saying "three long minutes", knowing that all minutes are the same duration, and one cannot possibly be longer than the other? If these pages are all the same size, can one possibly be longer than the other?

I digress. Here's some Latin. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Curabitur sodales ligula in libero.

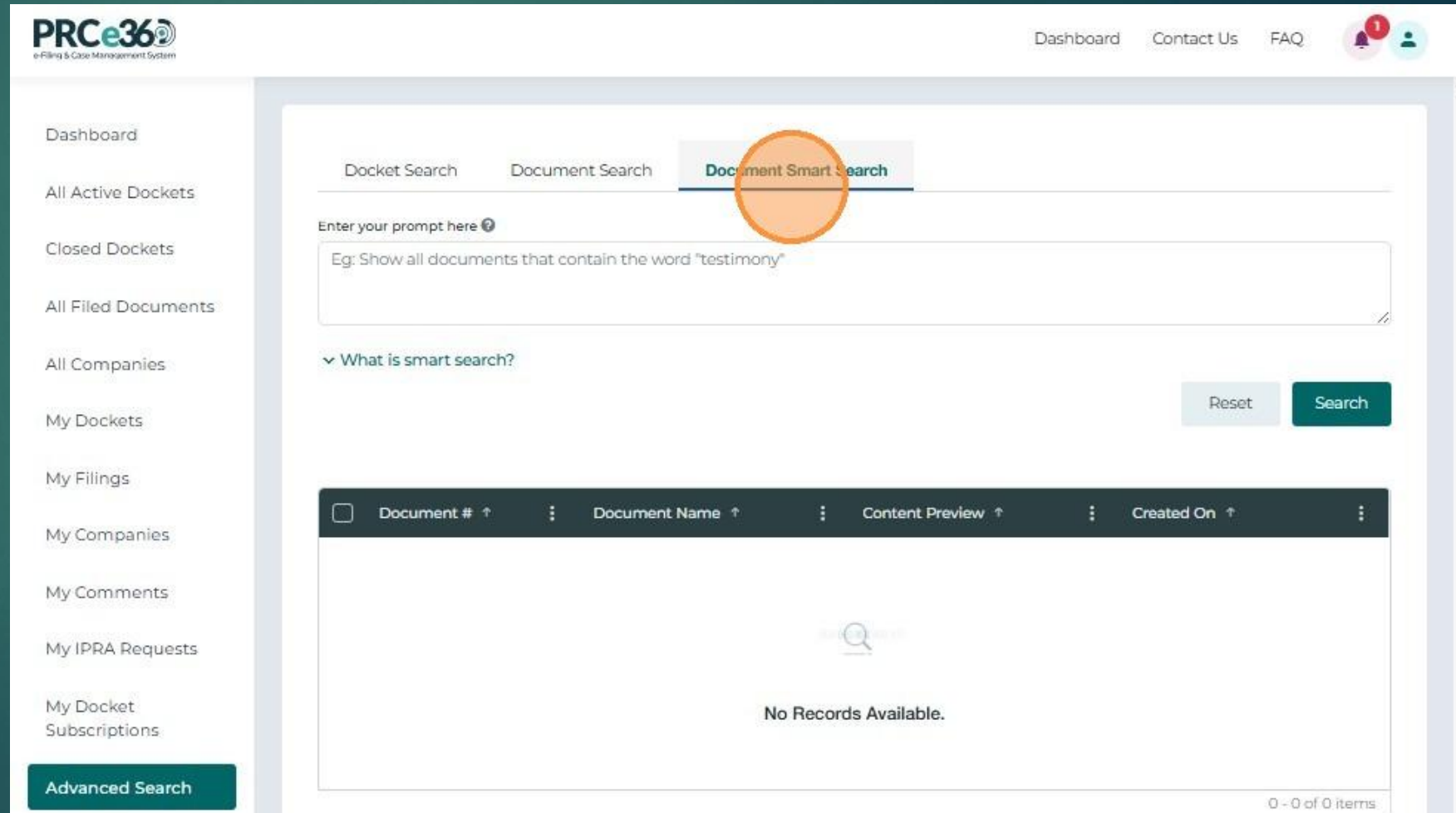
Sed dignissim lacinia nunc. Curabitur tortor. Pellentesque nibh. Aenean quam. In scelerisque sem at dolor. Maecenas mattis. Sed convallis tristique sem. Proin ut ligula vel nunc egestas porttitor. Morbi lectus risus, iaculis vel, suscipit quis, luctus non, massa. Fusce ac turpis quis ligula lacinia aliquet. Mauris ipsum. Nulla metus metus, ullamcorper vel, tincidunt sed, euismod in, nibh.

Quisque volutpat condimentum velit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cursus ipsum ante quis turpis. Nulla facilisi. Ut fringilla. Suspendisse potenti.

# Document Smart Search

## Document Smart Search

- ▶ The **Document Smart Search** helps user search for documents by a user written prompt

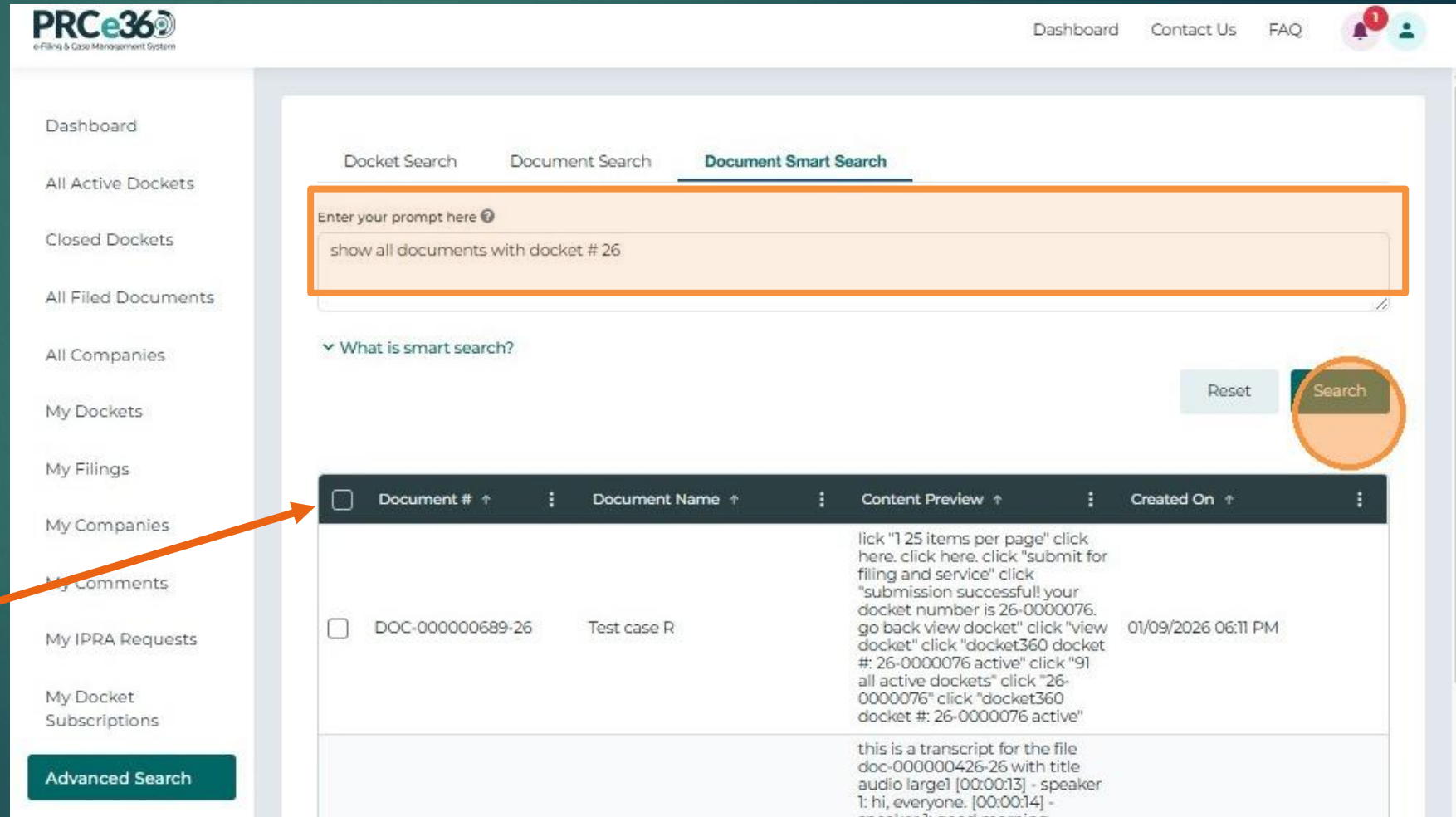


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# Document Smart Search Example

## Document Smart Search Example

- ▶ Document Smart search on the user provided prompt: "show all documents with docket # 26"
- ▶ Search results shown in **Document View**



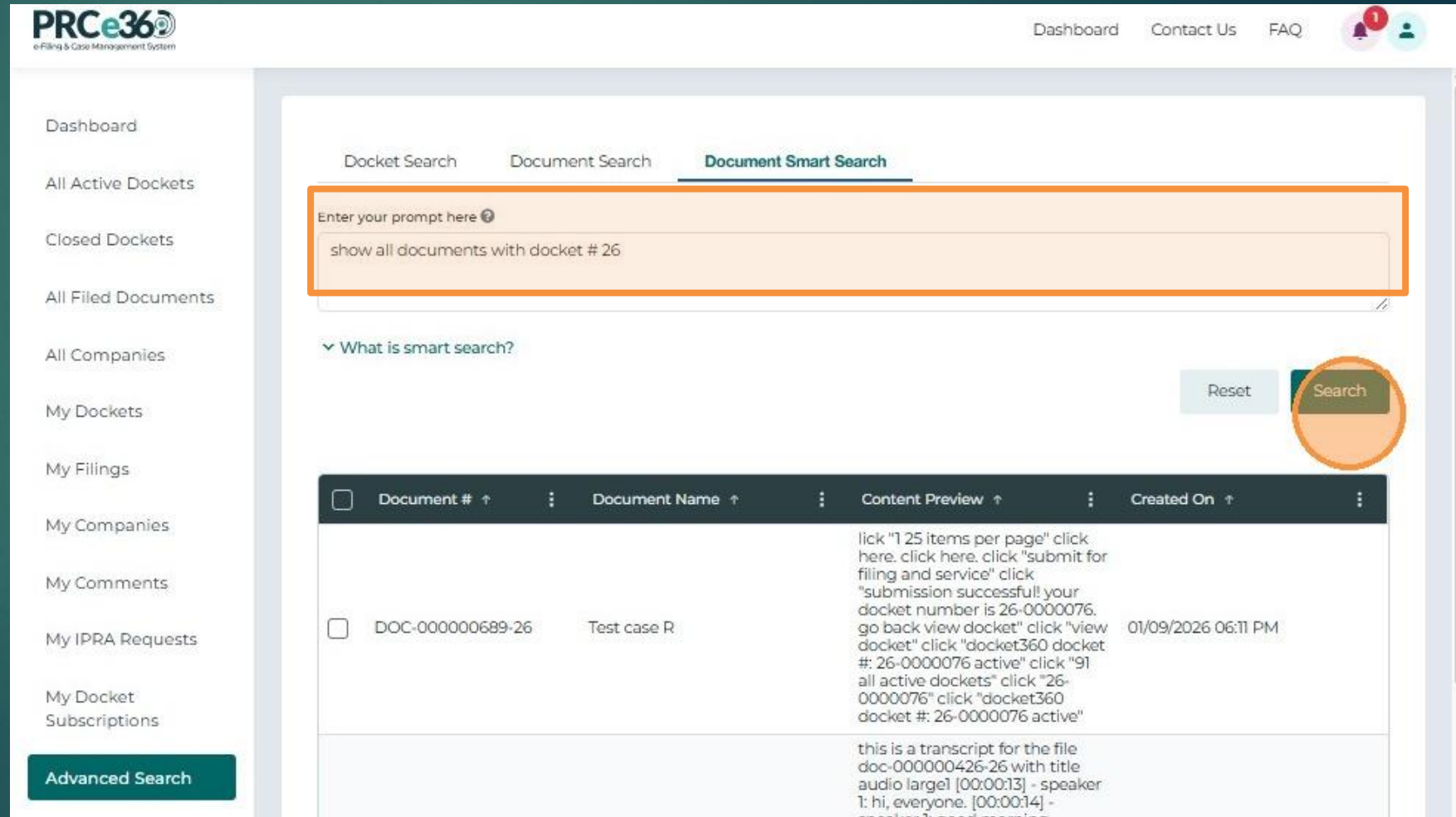
The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, along with user profile icons. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, My Docket Subscriptions, and an Advanced Search button. The main content area is titled "Document Smart Search" and features a search prompt input field containing the text "show all documents with docket # 26". Below the input field is a "What is smart search?" dropdown menu. To the right of the input field are "Reset" and "Search" buttons. The search results are displayed in a table with columns: Document #, Document Name, Content Preview, and Created On. The first result is for document "DOC-000000689-26" titled "Test case R", with a content preview that includes instructions for filing and service. The second result is for document "DOC-000000426-26" titled "this is a transcript for the file doc-000000426-26 with title audio large1 [00:00:13] - speaker 1: hi, everyone. [00:00:14] - speaker 2: good morning". An orange arrow points from the "Document View" text in the list to the first result in the table.

Document #	Document Name	Content Preview	Created On
<input type="checkbox"/> DOC-000000689-26	Test case R	lick "1 25 items per page" click here. click here. click "submit for filing and service" click "submission successful! your docket number is 26-00000076. go back view docket" click "view docket" click "docket360 docket #: 26-00000076 active" click "91 all active dockets" click "26-00000076" click "docket360 docket #: 26-00000076 active"	01/09/2026 06:11 PM
<input type="checkbox"/> DOC-000000426-26	this is a transcript for the file doc-000000426-26 with title audio large1 [00:00:13] - speaker 1: hi, everyone. [00:00:14] - speaker 2: good morning		

# Document Smart Search Example

## Document Smart Search tips

- ▶ Use clear, descriptive language when entering your prompt.
- ▶ The smart search engine understands natural phrases, supports keyword-based filtering, and can interpret exclusions to help you pinpoint the exact documents you need



The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, and FAQ, along with user profile icons. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Companies, My Comments, My IPRA Requests, My Docket Subscriptions, and an Advanced Search button.

The main content area is titled "Document Smart Search" and features a search bar with the prompt "Enter your prompt here" and a sample query "show all documents with docket # 26". Below the search bar is a link "What is smart search?". To the right of the search bar are "Reset" and "Search" buttons.

The search results are displayed in a table with columns: Document #, Document Name, Content Preview, and Created On. The table shows two results:

Document #	Document Name	Content Preview	Created On
<input type="checkbox"/> DOC-000000689-26	Test case R	lick "1 25 items per page" click here. click here. click "submit for filing and service" click "submission successful! your docket number is 26-0000076. go back view docket" click "view docket" click "docket360 docket #: 26-0000076 active" click "91 all active dockets" click "26-0000076" click "docket360 docket #: 26-0000076 active"	01/09/2026 06:11 PM
		this is a transcript for the file doc-000000426-26 with title audio large1 [00:00:13] - speaker 1: hi, everyone. [00:00:14] - speaker 2: good morning	

# Filtering Search Results

SHOW HOW TO SET COLUMN POSITION  
SET COLUMN VISIBILITY  
FILTER RESULTS



# Document View

## Document View Pane

- Toggle menu for items per page

PRC e36  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile

Docket Search Document Search Document Smart Search

Docket # Docket Type Docket Category Other Docket Category

Docket Caption Status Party Name Primary Company Name

Filed Date - From Filed Date - To Confirmation #

Reset Search

### Results

View ↑	Docket # ↑	Docket Caption ↑	Docket T
26		IN THE MATTER OF CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC 2026 AVOIDED COST FILING IN COMPLIANCE WITH NMAC 17.9.5711 C (4) AND CASE #7689	Company Filings

1 - 1 of 1 items

10 items per page

10 20 40 80



# Document View

## Document View Pane

- ▶ Document view pane, use horizontal scroll bar to view all columns

PRCe360  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile

Docket Search Document Search Document Smart Search

Docket # Docket Type Docket Category Other Docket Category

Docket Caption Status Party Name Primary Company Name

Filed Date - From Filed Date - To Confirmation #

Reset Search

Results

View ↑ Docket # ↑ Docket Caption ↑ Docket T

26 IN THE MATTER OF CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC 2026 AVOIDED COST FILING IN COMPLIANCE WITH NMAC 17.9.5711 C (4) AND CASE #3689 Company Filings

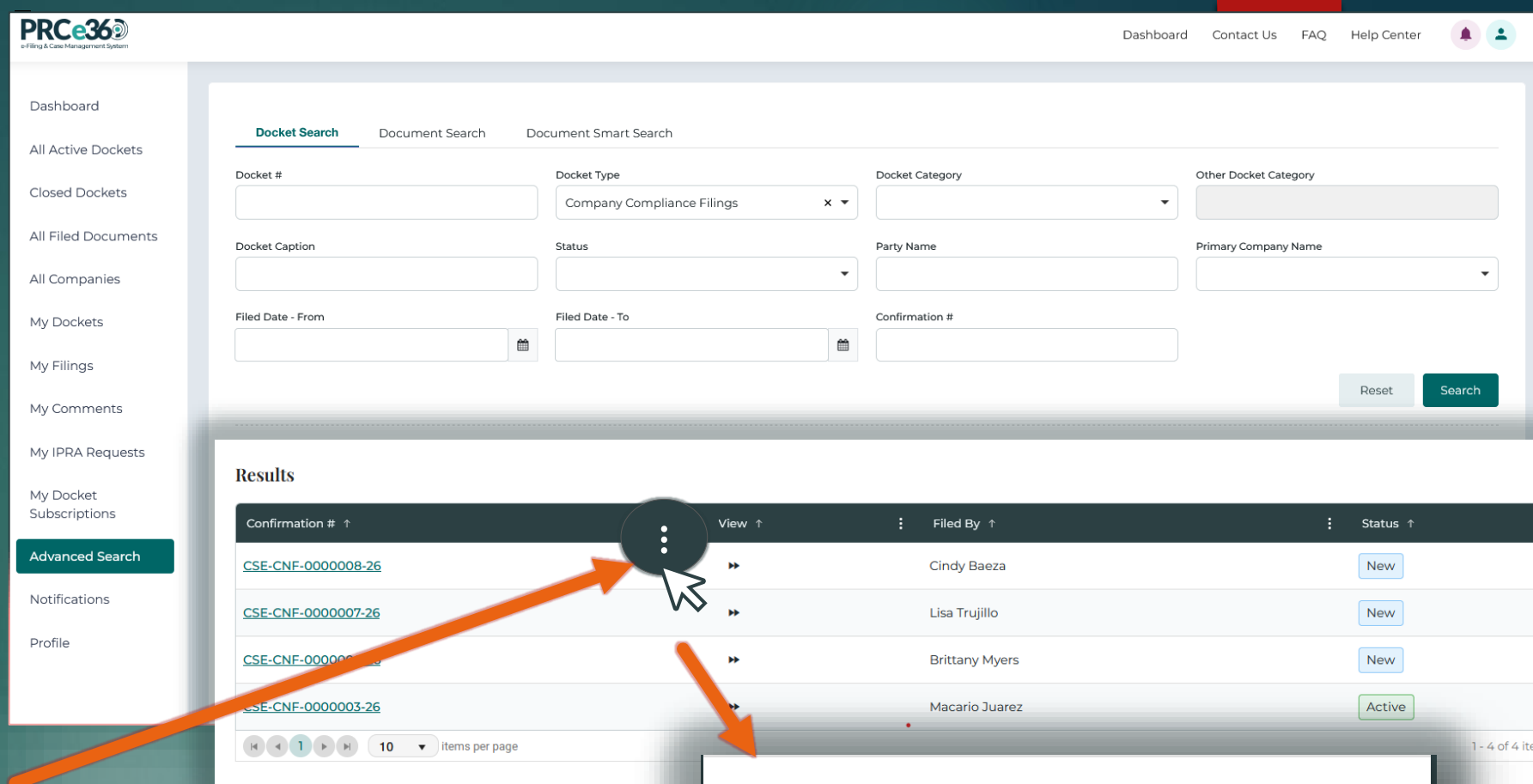
1 10 items per page 1 - 1 of 1 items



# Document View

In all Document search result views, users can sort columns based on simple Boolean operations

- ▶ Select the click on the : option next to desired column
- ▶ Filter column values based on Boolean operators
- ▶ Set column position
- ▶ Lock column position
- ▶ Toggle column visibility



PRCe360  
e-Filing & Case Management System

Dashboard | Contact Us | FAQ | Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile

Docket Search | Document Search | Document Smart Search

Docket #

Docket Type

Docket Category

Other Docket Category

Docket Caption

Status

Party Name

Primary Company Name

Filed Date - From

Filed Date - To

Confirmation #

Reset

Search

Results

Confirmation # ↑	View ↑	Filed By ↑	Status ↑
<a href="#">CSE-CNF-0000008-26</a>	»	Cindy Baeza	New
<a href="#">CSE-CNF-0000007-26</a>	»	Lisa Trujillo	New
<a href="#">CSE-CNF-0000006-26</a>	»	Brittany Myers	New
<a href="#">CSE-CNF-0000003-26</a>	»	Macario Juarez	Active

10 items per page

1 - 4 of 4 items

Set Column Position

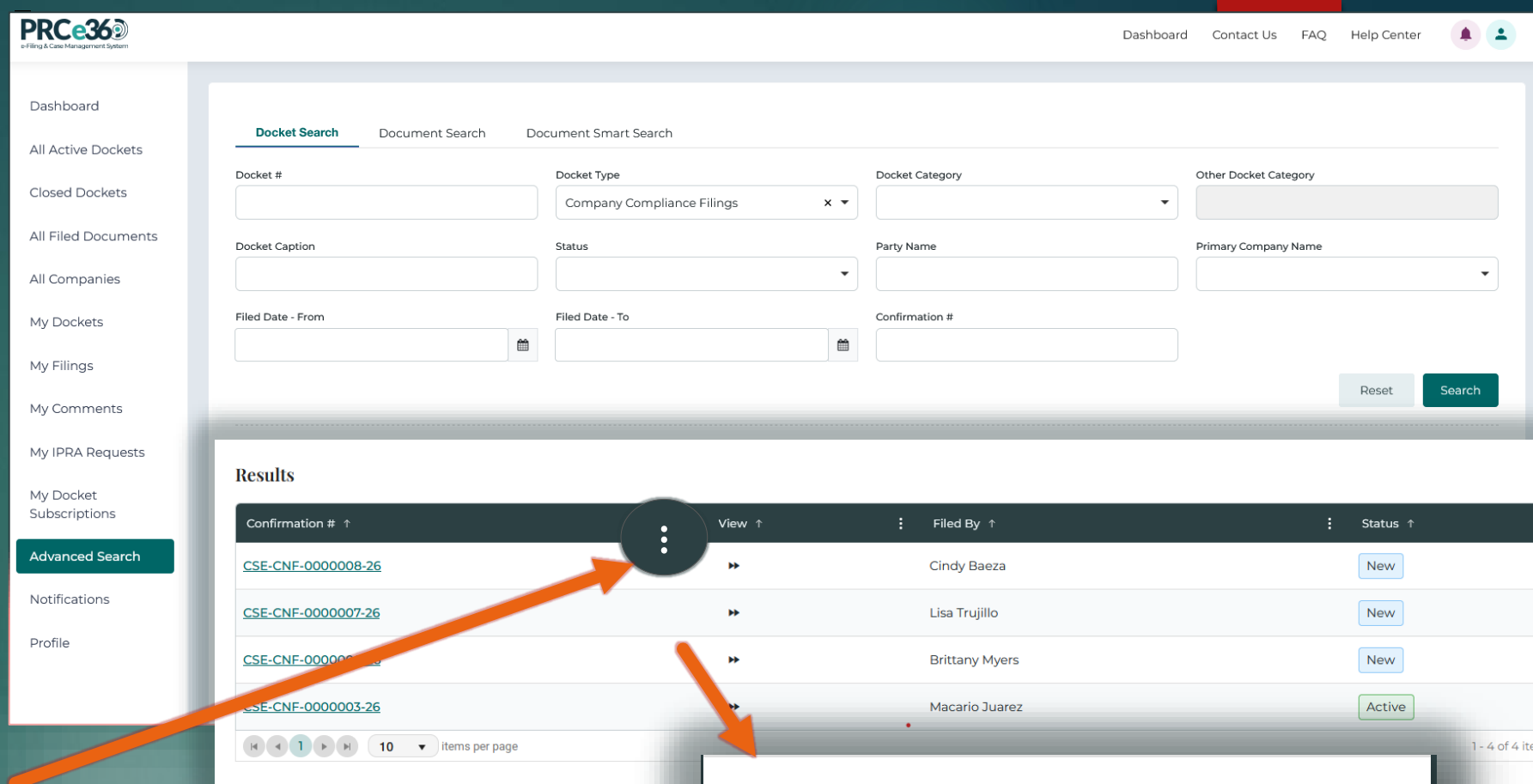
Columns

Filter

# Document View




In all Document search result views, users can sort columns based on simple Boolean operations

- ▶ Select the click on the : option next to desired column
  - ▶ Set Column position



The screenshot displays the PRC e360 Document Search interface. The top navigation bar includes links for Dashboard, Contact Us, FAQ, and Help Center. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search (highlighted), Notifications, and Profile. The main content area features search filters for Docket #, Docket Type (set to Company Compliance Filings), Docket Category, Other Docket Category, Docket Caption, Status, Party Name, Primary Company Name, Filed Date - From, Filed Date - To, and Confirmation #. A Search button is located at the bottom right of the filter section. Below the filters, the Results section shows a table with columns for Confirmation #, View, Filed By, and Status. The table contains four rows of results, each with a link to the document and a status indicator (New or Active). An orange arrow points from the text 'Select the click on the : option next to desired column' to a vertical ellipsis menu icon in the table header. Another orange arrow points from the text 'Set Column position' to the 'Set Column Position' option in the dropdown menu.

Confirmation #	View	Filed By	Status
<a href="#">CSE-CNF-0000008-26</a>	»	Cindy Baeza	New
<a href="#">CSE-CNF-0000007-26</a>	»	Lisa Trujillo	New
<a href="#">CSE-CNF-0000006-26</a>	»	Brittany Myers	New
<a href="#">CSE-CNF-0000003-26</a>	»	Macario Juarez	Active

-  Set Column Position
-  Columns
-  Filter

# Document View

## Document Search Result options

- ▶ Select the click on the : option next to desired column
- ▶ Toggle column visibility

**PRC e360**  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile

**Docket Search** Document Search Document Smart Search

Docket # Docket Type Docket Category Other Docket Category

Docket Caption Status Party Name Primary Company Name

Filed Date - From Filed Date - To Confirmation #

Reset Search

**Results**

Confirmation # ↑ View ↑ Filed By ↑ Status ↑

CSE-CNF-0000008-26

CSE-CNF-0000007-26

CSE-CNF-0000006-26

CSE-CNF-0000003-26

10 items per page

Set Column Position

Lock

Stick

Columns

☒ Confirmation # ☒ View

☒ Docket #

☒ Docket Caption

☒ Docket Type

☒ Docket Category

☒ Primary Company Name

☒ Filing Date ☒ Filed By

☒ Status

Apply Reset

Filter

Is equal to

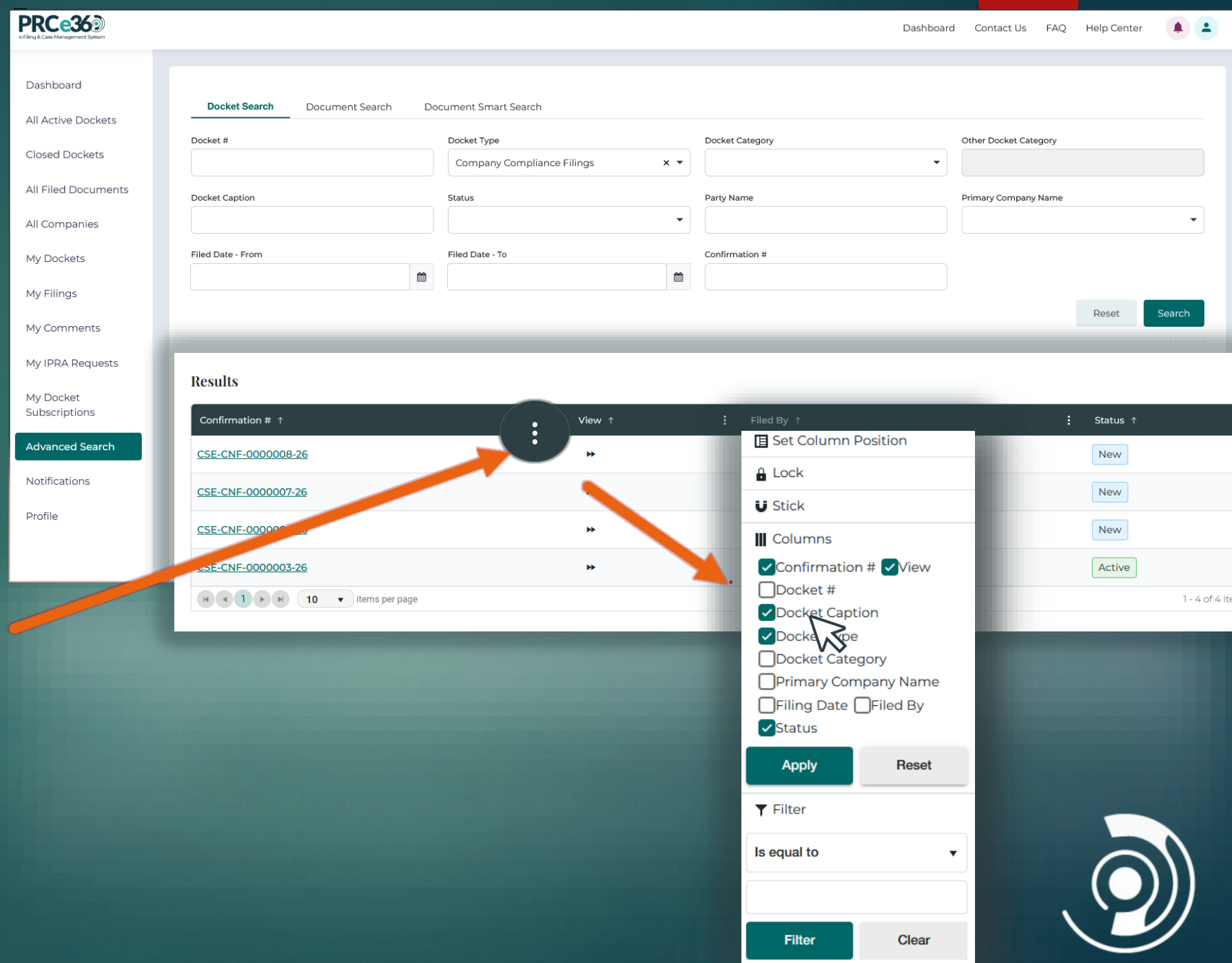
Filter Clear



# Document View

## Document Search Result options

- ▶ Select the click on the : option next to desired column
- ▶ Toggle column visibility



The screenshot displays the PRC e360 Document Search interface. On the left is a sidebar with navigation links: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search (highlighted), Notifications, and Profile. The main area shows search filters for Docket Search, Document Search, and Document Smart Search. The Docket Search filters include Docket #, Docket Type (set to Company Compliance Filings), Docket Category, Other Docket Category, Docket Caption, Status, Party Name, Primary Company Name, Filed Date - From, Filed Date - To, and Confirmation #. A Search button is at the bottom right of the filter section.

The Results section shows a table of search results. The first row is highlighted. To the right of the table is a column visibility menu. The menu has a title 'Set Column Position' and options: Lock, Stick, Columns, Confirmation # (checked), View (checked), Docket #, Docket Caption (checked), Docket Type (checked), Docket Category, Primary Company Name, Filing Date, Filed By, Status (checked), and a Filter section with 'Is equal to' and a Filter button. Arrows indicate the process of clicking the menu icon and then selecting a column to toggle its visibility.



# Document View

## Document Search Result options

- ▶ Select the click on the : option next to desired column
- ▶ Set column position

**PRC e36**  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

**Advanced Search**

Notifications

Profile

**Docket Search** Document Search Document Smart Search

Docket #

Docket Type

Docket Category

Other Docket Category

Docket Caption

Status

Party Name

Primary Company Name

Filed Date - From

Filed Date - To

Confirmation #

Reset Search

**Results**

Confirmation # ↑	View ↑	Filed By ↑	Status ↑
<a href="#">CSE-CNF-0000008-26</a>	⋮	Cindy Baeza	New
<a href="#">CSE-CNF-0000007-26</a>	⋮	Lisa Trujillo	New
<a href="#">CSE-CNF-0000006-26</a>	⋮	Brittany Myers	New
<a href="#">CSE-CNF-0000003-26</a>	⋮	Macario Juarez	Active

10 items per page

1 - 4 of 4 items

**Set Column Position**

**Columns**

**Filter**

# Document View

## Document Search Result options

- ▶ Select the click on the : option next to desired column
- ▶ Stick and lock column position

**PRCe360**  
e-Filing & Case Management System

Dashboard Contact Us FAQ Help Center

Dashboard

All Active Dockets

Closed Dockets

All Filed Documents

All Companies

My Dockets

My Filings

My Comments

My IPRA Requests

My Docket Subscriptions

Advanced Search

Notifications

Profile

**Docket Search** Document Search Document Smart Search

Docket # Docket Type Docket Category Other Docket Category

Docket Caption Status Party Name Primary Company Name

Filed Date - From Filed Date - To Confirmation #

Reset Search

**Results**

Confirmation # ↑ View ↑ Filed By ↑ Status ↑

CSE-CNF-0000008-26

CSE-CNF-0000007-26

CSE-CNF-0000006-26

CSE-CNF-0000003-26

10 items per page

Set Column Position

Lock

Stick

Columns

Confirmation # View

Docket #

Docket Caption

Docket Type

Docket Category

Primary Company Name

Filing Date Filed By

Status

Apply Reset

Filter

Is equal to

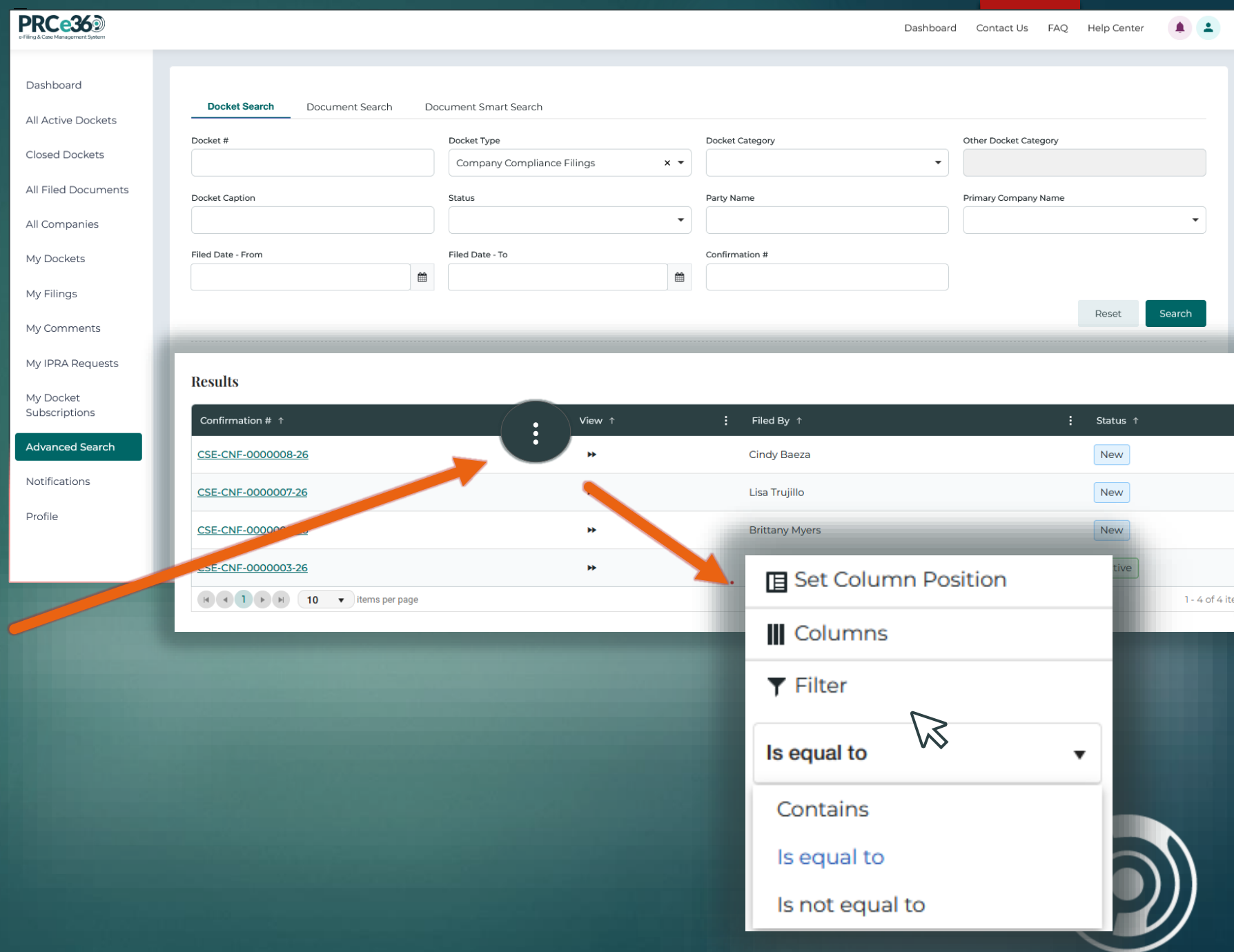
Filter Clear



# Document View

## Document Search Result options

- ▶ Select the click on the : option next to desired column
- ▶ Filter column based on keyword content



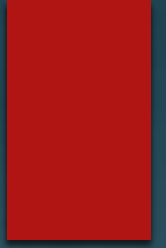
The screenshot displays the PRCe360 e-Filing & Case Management System interface. The top navigation bar includes links for Dashboard, Contact Us, FAQ, and Help Center. The left sidebar lists various navigation options: Dashboard, All Active Dockets, Closed Dockets, All Filed Documents, All Companies, My Dockets, My Filings, My Comments, My IPRA Requests, My Docket Subscriptions, Advanced Search (highlighted), Notifications, and Profile.

The main content area shows the Document Search results. The search filters include Docket #, Docket Type (set to Company Compliance Filings), Docket Category, Other Docket Category, Docket Caption, Status, Party Name, Primary Company Name, Filed Date - From, Filed Date - To, and Confirmation #. The Results table displays columns for Confirmation #, View, Filed By, and Status. The first row shows Confirmation # CSE-CNF-0000008-26, View, Cindy Baeza, and Status New. The second row shows Confirmation # CSE-CNF-0000007-26, View, Lisa Trujillo, and Status New. The third row shows Confirmation # CSE-CNF-0000006-26, View, Brittany Myers, and Status New. The fourth row shows Confirmation # CSE-CNF-0000003-26, View, and Status New.

A dropdown menu is open, showing options for Set Column Position, Columns, Filter, and a list of filter conditions: Is equal to (selected), Contains, Is equal to, and Is not equal to. An orange arrow points from the text "Select the click on the : option next to desired column" to the filter dropdown menu. Another orange arrow points from the text "Filter column based on keyword content" to the "Is equal to" filter condition.



NEW MEXICO  
PUBLIC REGULATION  
COMMISSION



# Troubleshooting & Additional Resources

ADDITIONAL RESOURCES



## Troubleshooting

- ▶ [Troubleshooting guide](#)

## PRCe360 User Guides

- ▶ [PRCe360 Public Portal User Guide](#)



## Contact for Additional Support

- ▶ **Email:** [portal-support@prc.nm.gov](mailto:portal-support@prc.nm.gov)
- ▶ **Phone:** (505) 827-6940
- ▶ **Hours:** Monday - Friday, 8:00 AM - 5:00 PM Mountain Time
- ▶ **When contacting support, please provide:**
  - ▶ Your name and email address
  - ▶ Description of the issue
  - ▶ Confirmation number (if applicable)
  - ▶ Screenshots (if possible)
  - ▶ Browser and operating system information





e-Filing & Case  
Management  
System

# Questions?

EMAIL: [PORTAL-SUPPORT@PRC.NM.GOV](mailto:PORTAL-SUPPORT@PRC.NM.GOV)