national**grid**

REMIT Admin System

User Guide for Providers

Version	Date	Author	Notes
1.0	07/12/2016	Sam Orchard - Edge of the Web	N/A
1.1	22/12/2016	Mike Gilfillan - Edge of the Web	Updated test admin URL and notes regarding “Common” remits
1.2	29/12/2016	Mike Gilfillan - Edge of the Web	Added notes about test system being green
1.3	22/03/2017	Mike Gilfillan - Edge of the Web	Update to include notes on grouping providers by company
1.4	17/05/2017	Liam Martin - Edge of the Web	Added information regarding uploading XML files to populate data

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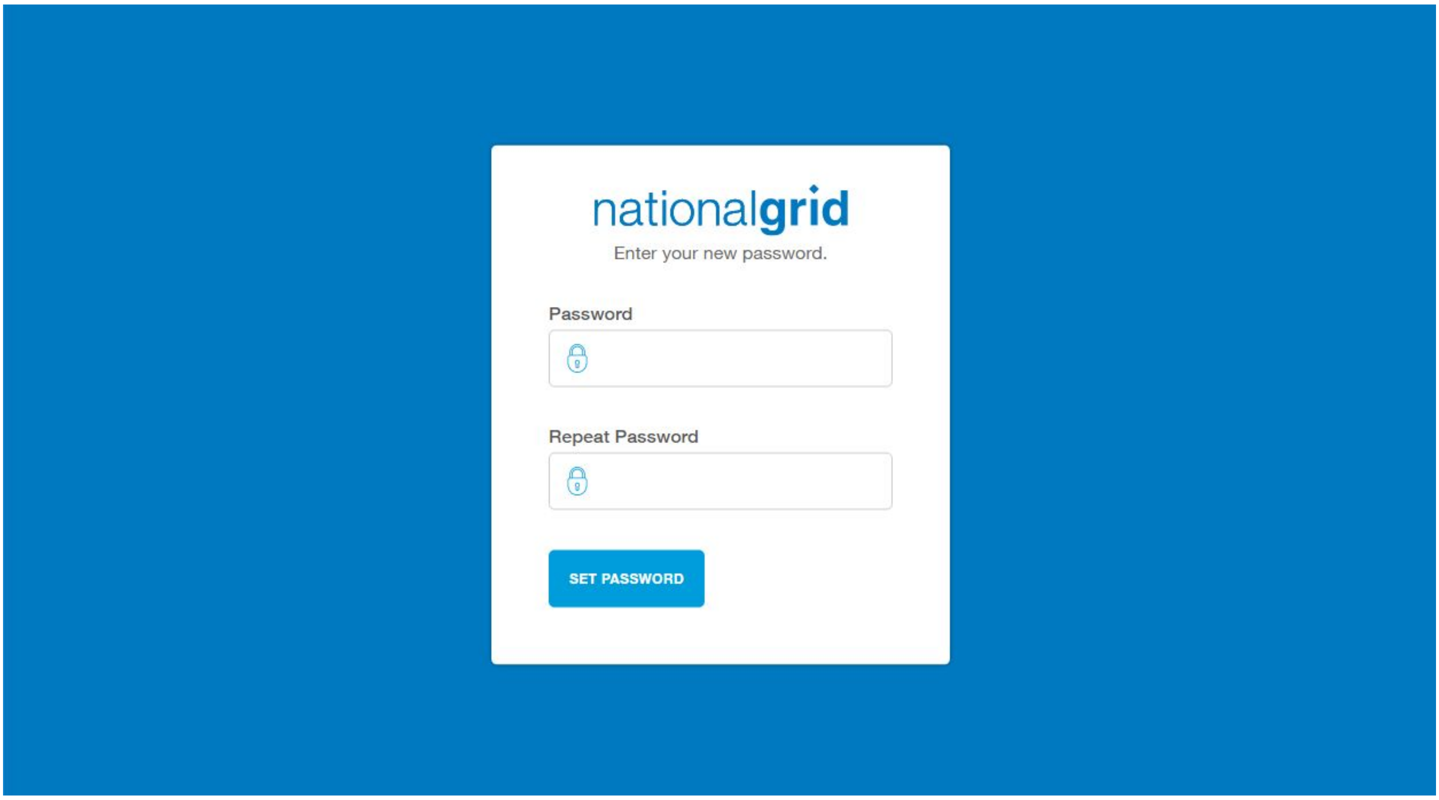
Accessing the system

Logging in for the first time

Setting a password

When you are added to the system as a provider, you will receive an email containing a link that will allow you to set your password. When you click this link, you'll be taken to the screen shown below:



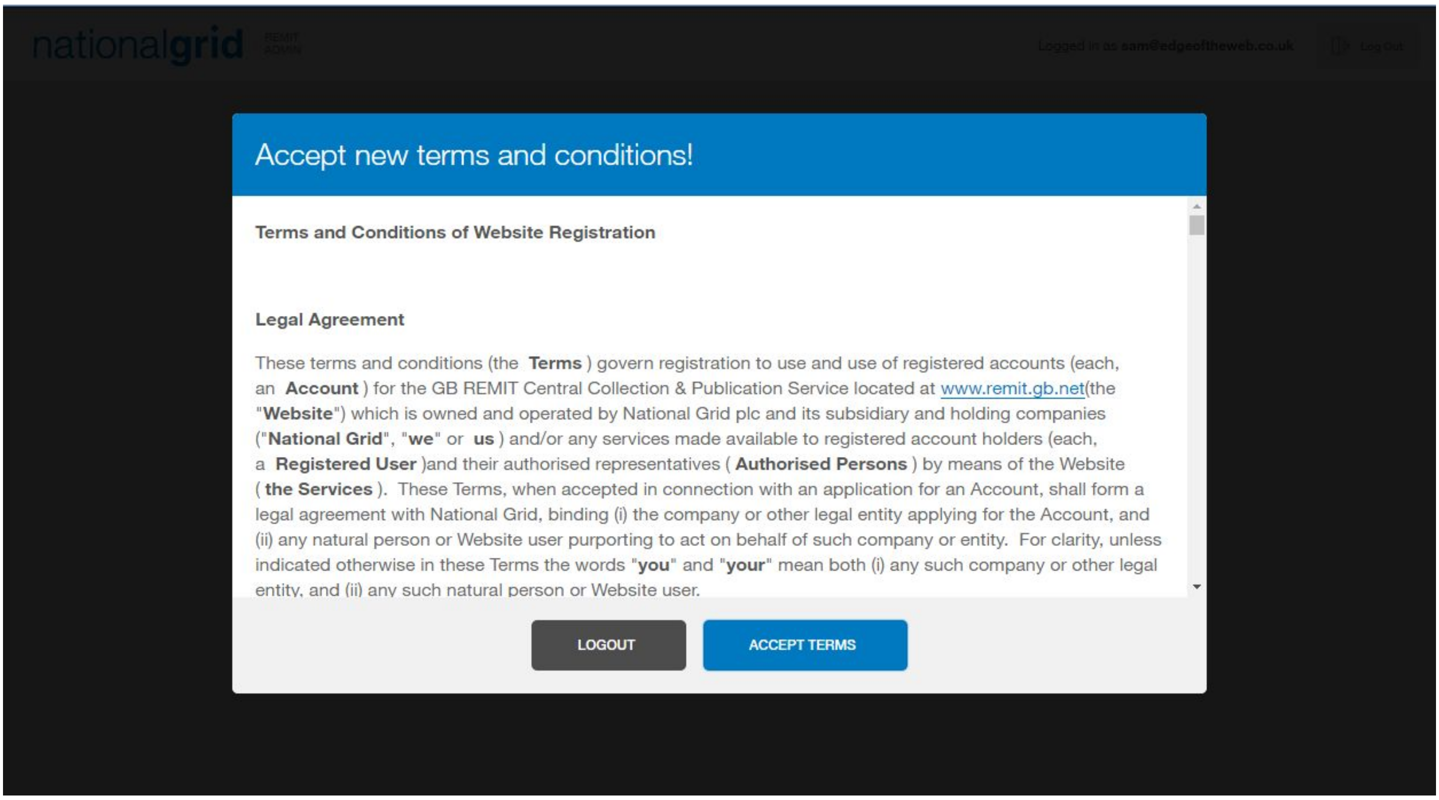
Enter the password you wish to use. You will need to remember this password, as you'll need to enter it to access the system in future. Your password must meet the following requirements:

- Minimum of 8 characters long
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number OR special character
    - A special character is a selection of punctuation characters that are present on standard keyboards, such as ! or @

Click "SET PASSWORD" to set this as your new password for future use.

Accepting Terms & Conditions

The first time you log in, you'll be greeted with the terms and conditions of using the admin system. Read through these carefully and accept the terms and conditions to begin using the system. If you go not accept the terms and conditions, you will not be permitted to use the admin system and you will instead log out.



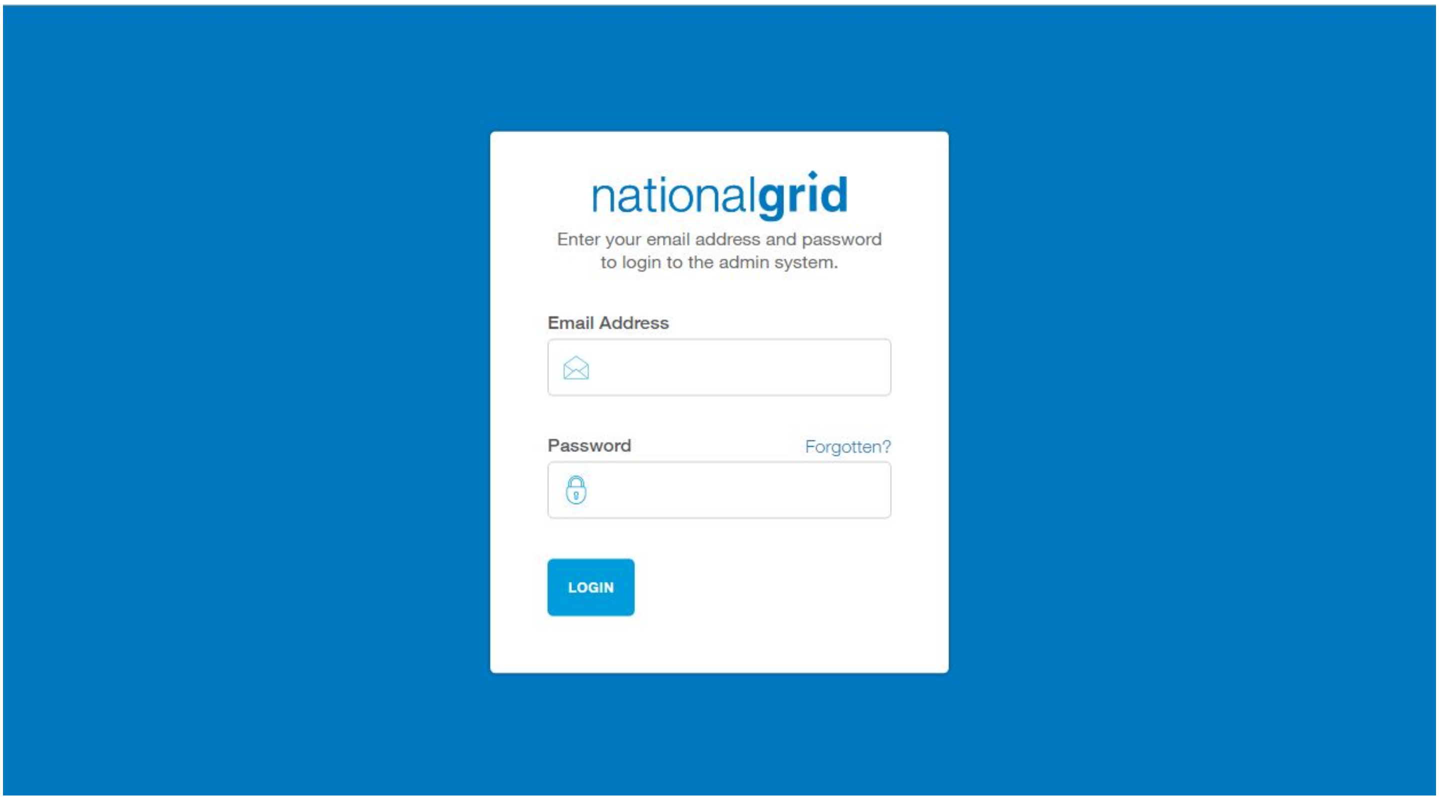
You will be prompted to accept updated terms and conditions every time they're modified by National Grid admins.

Logging in on subsequent occasions

To access the system on the testing server, visit https://admin.test.remit.gb.net

The live system can be accessed at https://admin.remit.gb.net

Whether you are using the test or live environment, the system works in exactly the same way - The only difference is that the test system uses green instead of blue. This is to make it as obvious as possible which system you are currently using.
The first screen you will see will be the login screen, as below.



Put in your email address, and your password and click the “Login” button to access the system. If you have entered your email address or password incorrectly, the system will prompt you that it is incorrect.

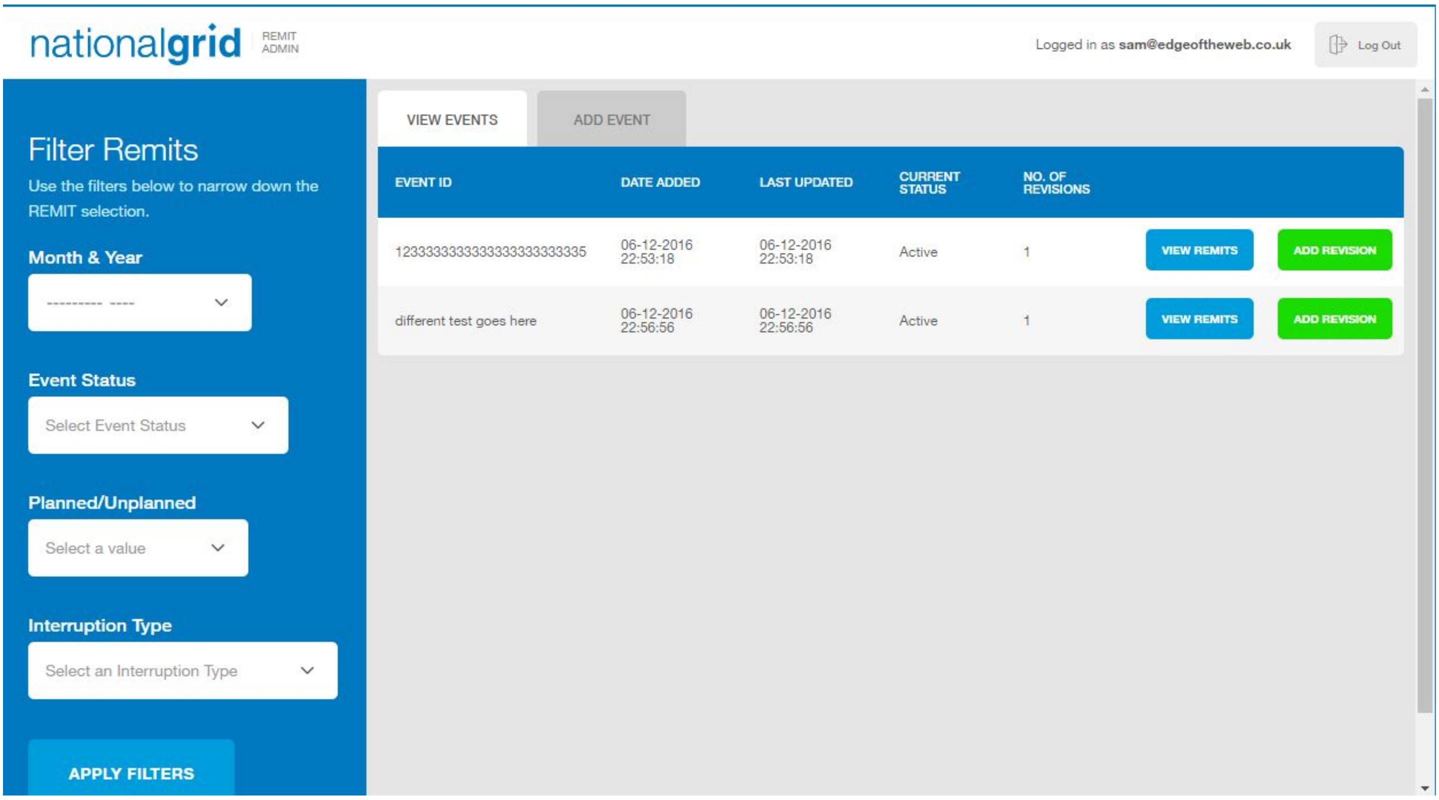
Forgotten Password

If you've forgotten your password, click the “Forgotten?” button and a new page will load where you can enter your email address. You will automatically be emailed a link for you to click and choose a new password for the system.

Once you've set your new password, you will automatically be logged in to the system.

REMITs

Once you've logged in, the first screen you will see is the REMITs module. This is the area of the admin system where you can view, manage and add events and REMITs to the system. The default view displays the most recent events that have been added to the system by people in your company.

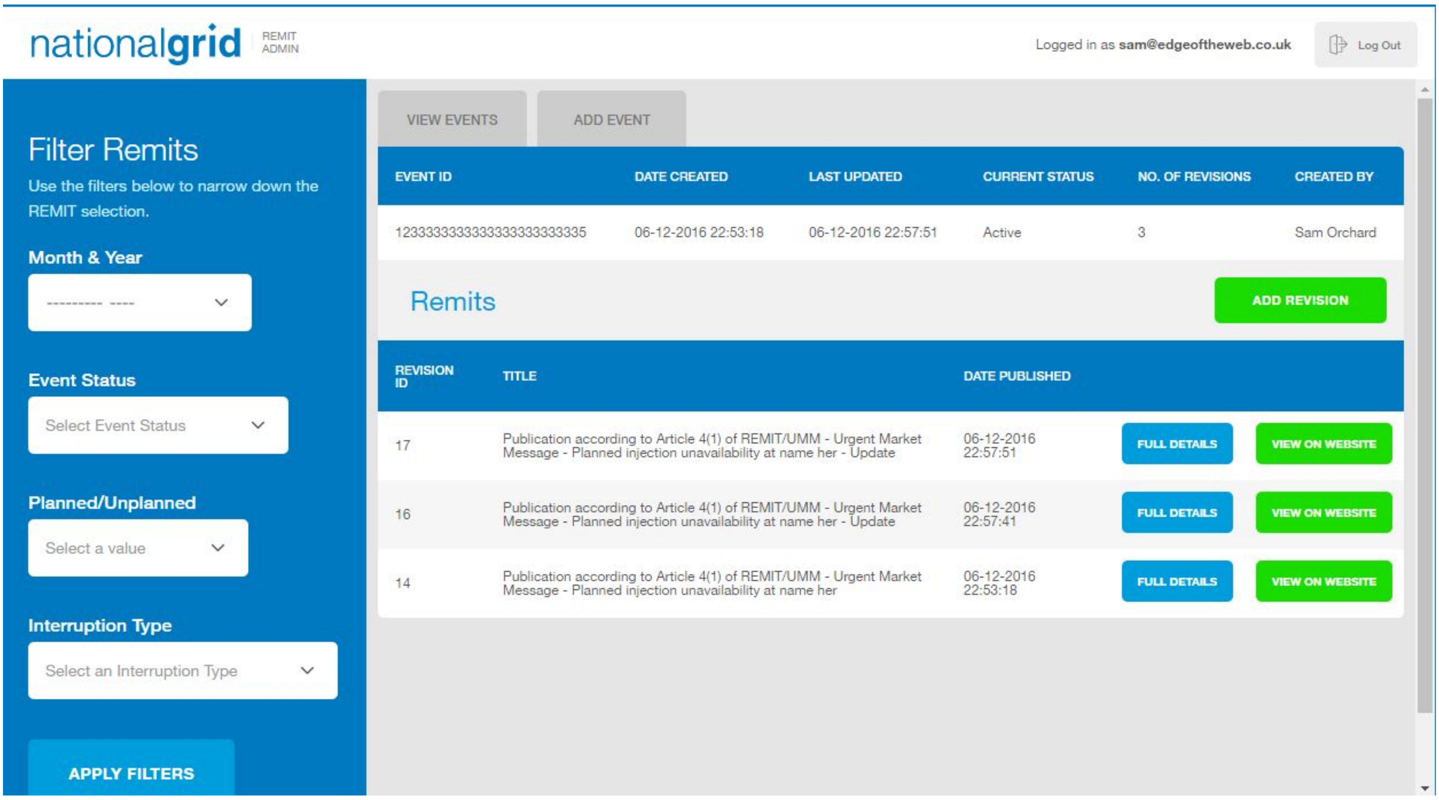


Viewing an event

Each event has a minimum of 1 REMIT/revision attached to it. When you add an event, this is considered to be the first revision.

If you’re not on it already, click the “View Events” tab while within the “REMITS” module. From here, you can see a table consisting of the events currently added to the system. The table is ordered by the most recently updated events in descending order.

To view the details for a specific event, simply find the event in the table and click the blue “VIEW REMITS” button. This will take you to a screen which displays the basic information about that event followed by a list of all existing revisions.



Clicking the blue “FULL DETAILS” button for a specific revision will display the full information for that REMIT. Alternatively, you can view the REMIT on the website by clicking the green “VIEW ON WEBSITE” button.

Finding a specific REMIT

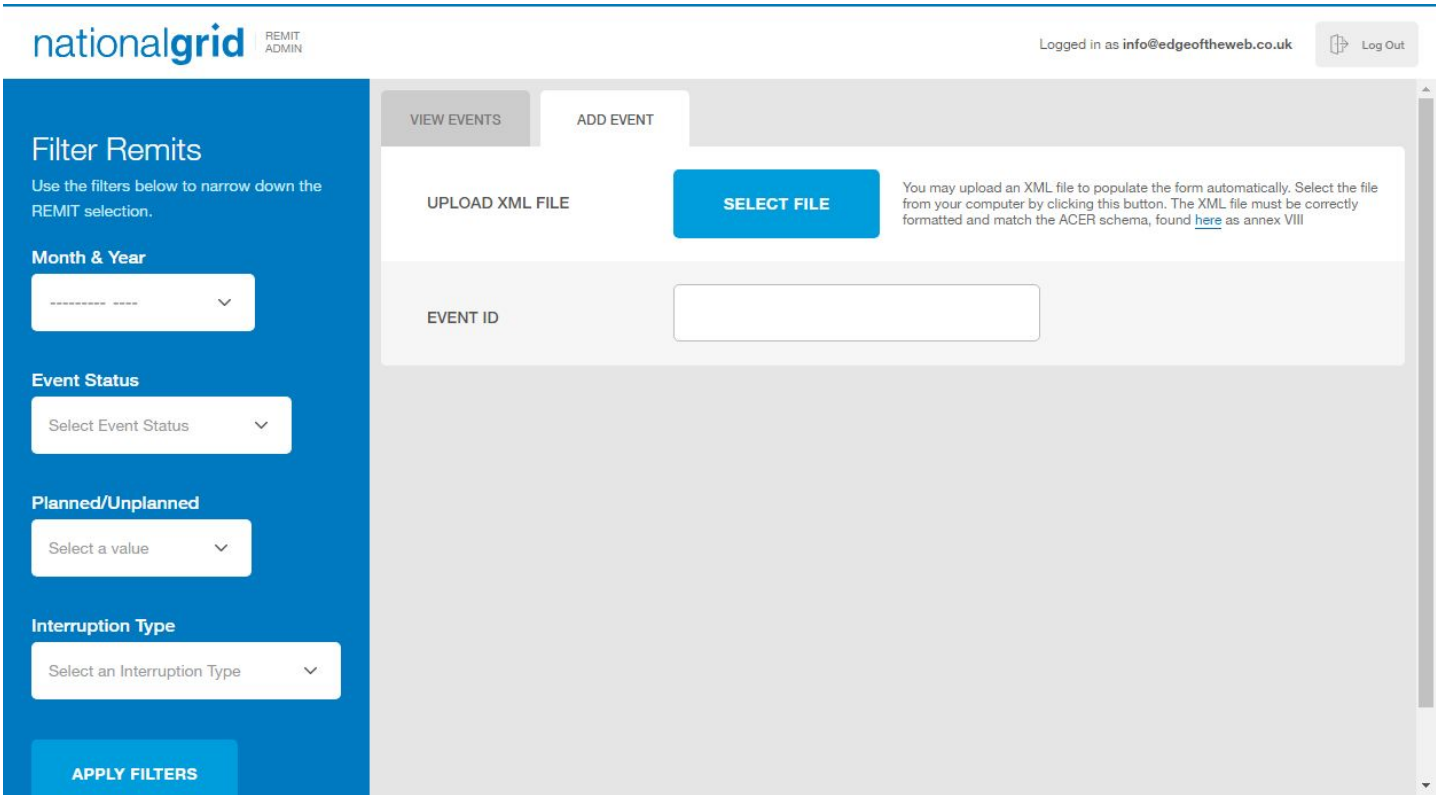
If you’d like to find a specific REMIT, you can use the filtering tool to narrow down your search. You can filter by the following parameters

- Month & Year
- Event Status
- Planned/Unplanned
- Interruption type

Selecting the filters and then clicking “APPLY FILTERS” will display all REMITs matching your filter criteria.

Adding a new event

There are two tabs at the top of the REMITs section - “View Events” and “Add Event”. To add a new event, navigate to the “Add Event” tab. This will display a button for a XML file upload and a field requesting the unique event ID. You can upload an XML file that matches ACER schema found here as annex VIII.

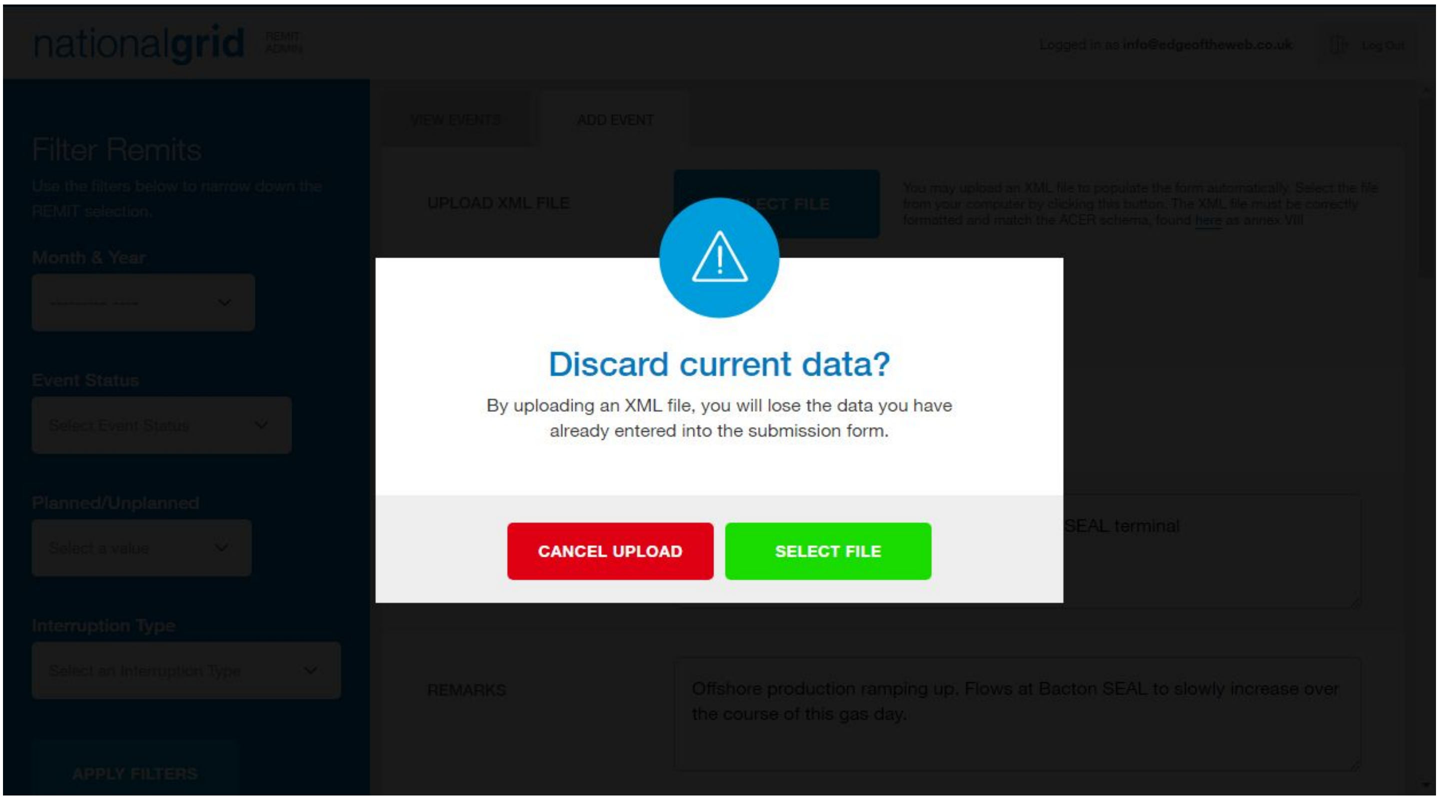


- Upload an XML file
  - This will populate the form with the data from the file that you upload, if you make any changes to the populated data then you must confirm that you have done so using the checkbox at the bottom of the page
- Enter the unique event ID for this event.
  - This is a 25 character ID that does not include the revision number.
- Select the REMIT type
  - For Gas events, please note that all fields are mandatory except for “Remarks”, which is optional.
    - You must enter at least one market participant
  - For Common events, all fields are mandatory
- Enter the data into each field.
  - Inline validation will alert you to any errors with your data.
- Once every field is populated, click “Add Event” to complete the process.

Once the event is added, all current subscribers will be notified by email. Please note that once a new event has been added, it cannot be modified - any mistakes will need to be corrected by a further revision.

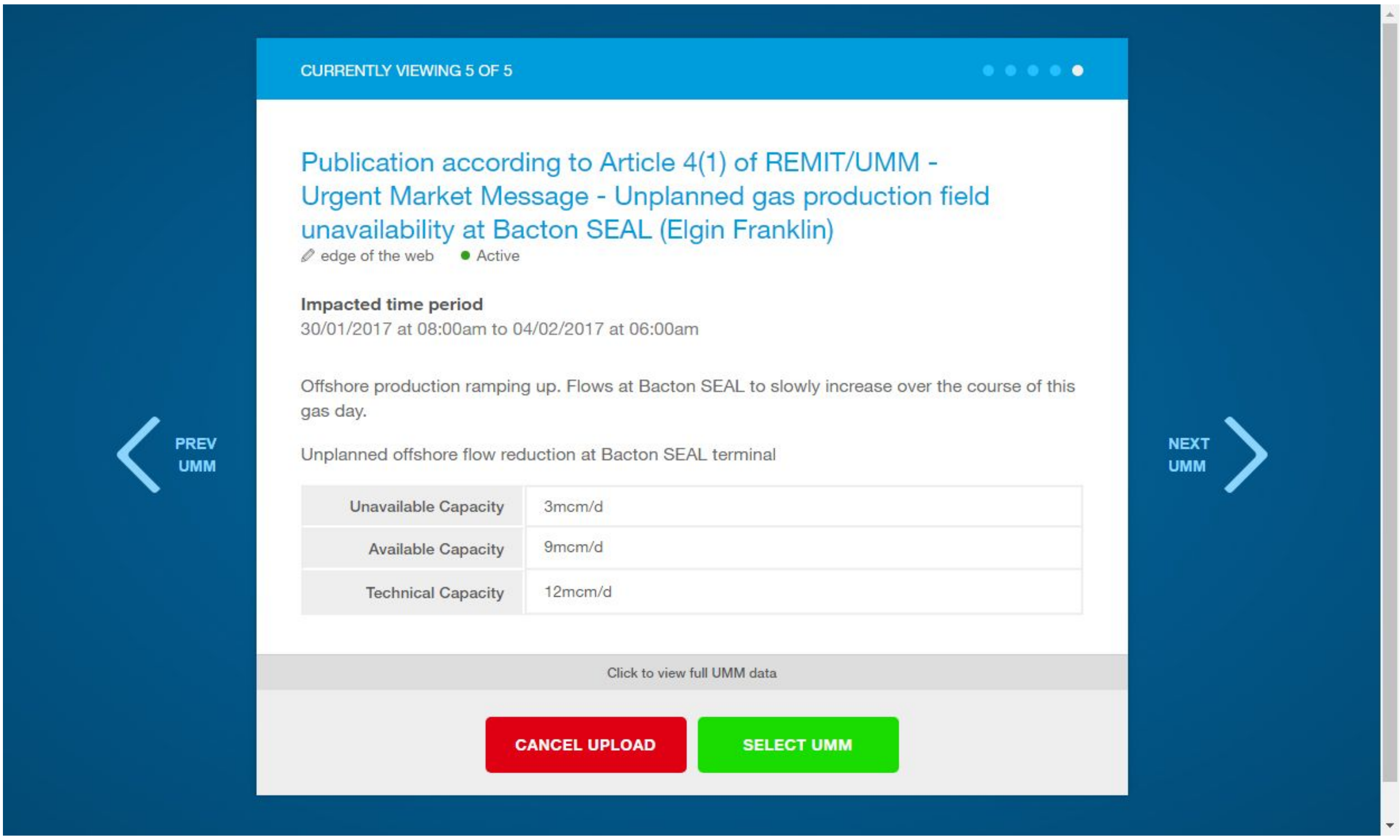
Uploading an XML File

You can upload an XML file by clicking the “Select File” button or by dropping your file onto the browser window. If the form already contains data you will be asked to confirm that you want to discard the data currently entered and replace it with the data from the upload. To begin the upload click the “Start Upload” button. If the file contains multiple UMMs you will be asked to choose the one you would like to use, see Uploading a file with multiple UMMs. Otherwise, the form will be populated with the data from the file.



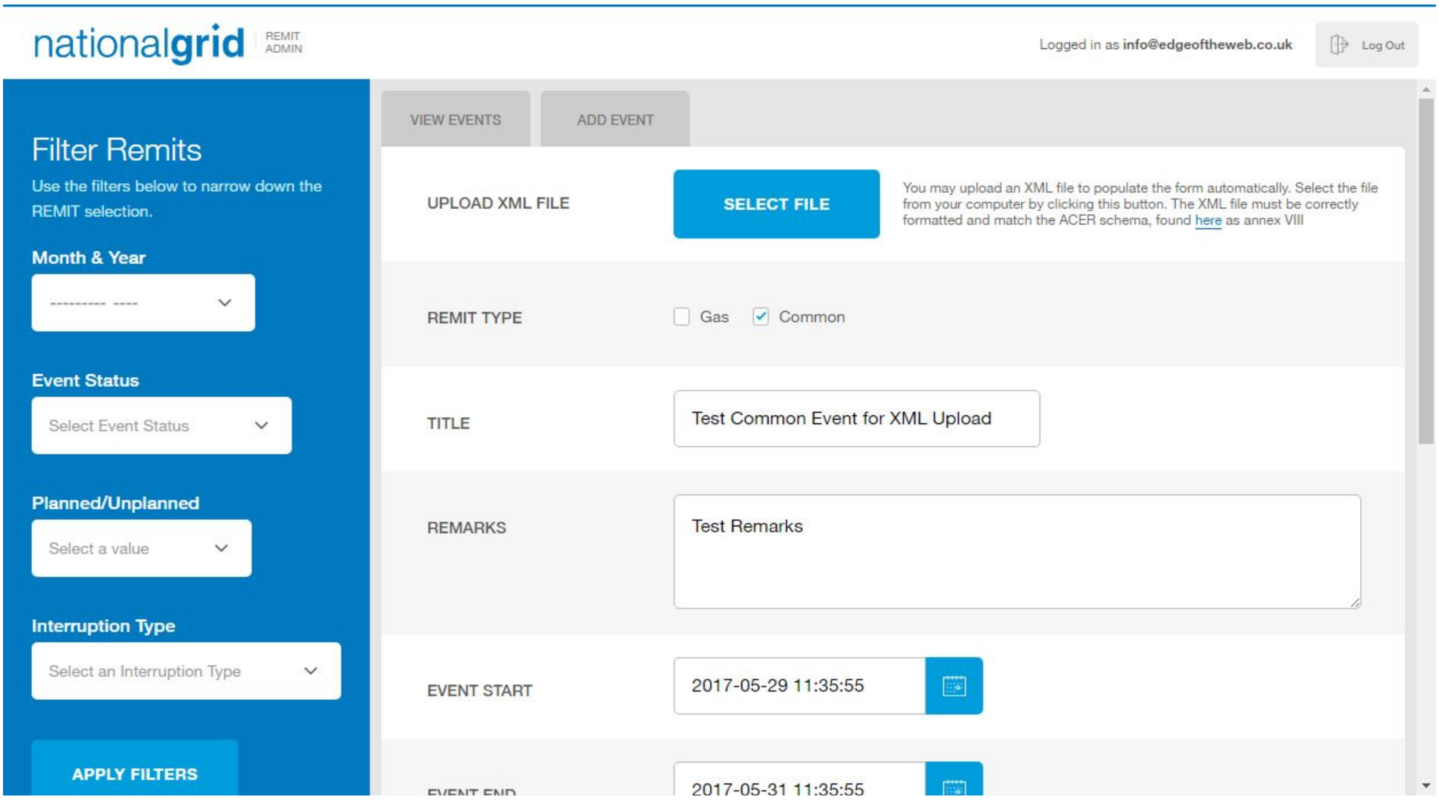
Uploading a file with multiple UMMs

If you upload an XML file that contains multiple UMMs you will be taken to a screen that allows you to select one of the UMMs to populate the form with. By default this will show a condensed version of the UMMs. You can click on the “Click to view full UMM data” button this will show you a full overview of all the data in the UMM. Once you have found the UMM you would like to use you can click the “Select UMM” button to populate the form.



Adding a revision

To add a new revision to an existing event, first locate the event using the previous instructions. Once you're viewing the event details which shows the existing REMITs for that event, click the green "ADD REVISION" button.



This will display a pre-populated form containing data from the previous revision. Simply update the appropriate data already in the form and click the blue "ADD REVISION" button at the bottom.

You can leave any remaining fields unchanged. Please note that once a revision is added, it cannot be modified - any mistakes will need to be corrected by a further revision.

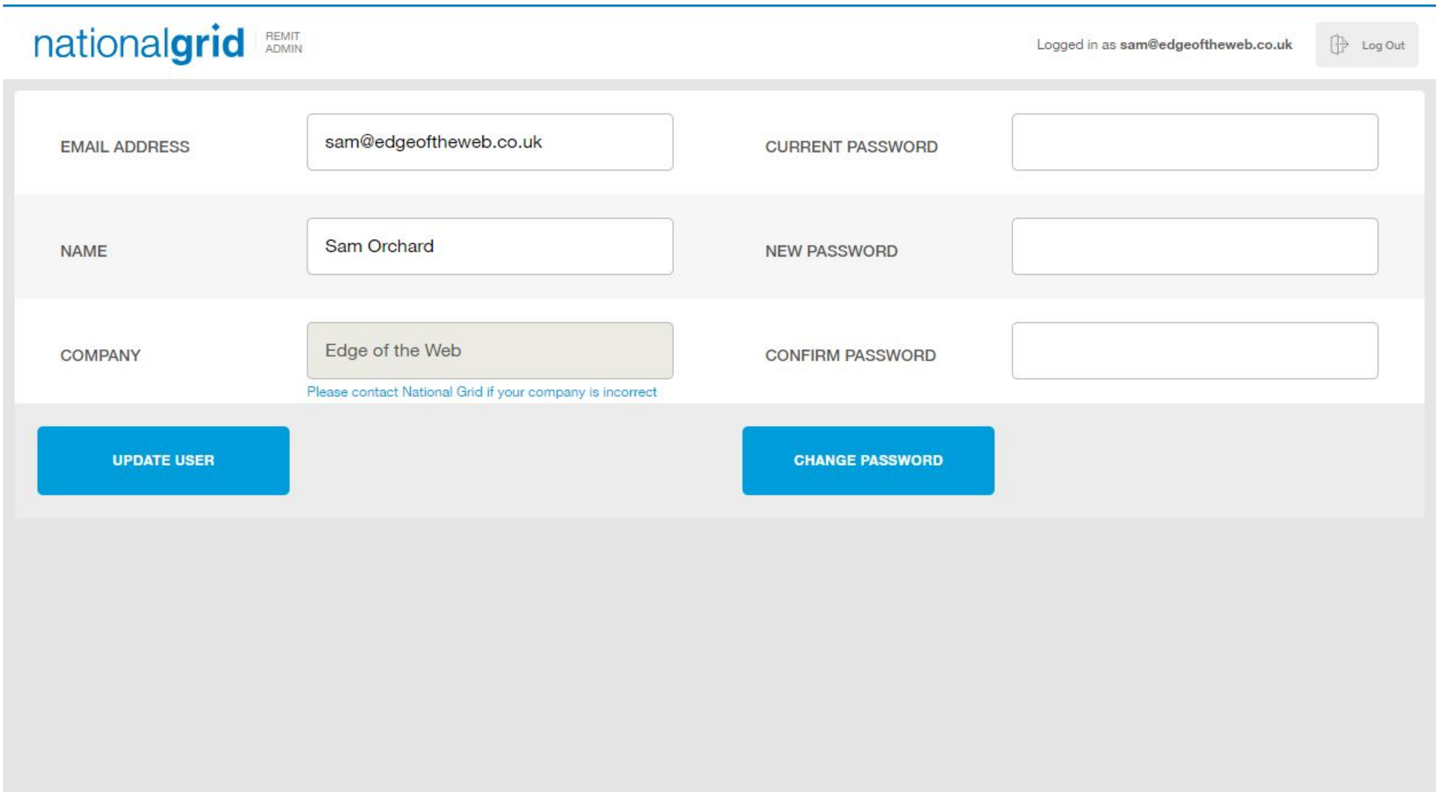
All current subscribers will be notified by email of the revision to the event.

You can click the "Select File" button at any point to upload an XML file to populate the form with, this will trigger a popup asking that you want to upload the file as this will remove all of the currently populated data.

Account Details

You can modify your own account details by clicking your email address in the top right of the screen. This will take you to your account details, which includes the ability to edit:

- Your email address
  - This is what you use the login to the system
- Your name
- Your organisation
- Your password



Updating your details

To modify any of your details, simple edit the data in the pre-populated form and click the blue “Update User” button to save details.

To update your email address, just enter the new email address in the box and click “Save Changes” to update the details. This change will happen instantaneously. Please note that if you update your email address, you will need to use the new email address next time you log in to the system.

If you enter an email address that is already in use for a user, the system will return an error message and you will not be able to use that address.

You cannot update your company yourself. If it is incorrect you will have to get in touch with National Grid.

Updating your password

You will need to correctly enter your current password in the first box, your new password in the second box and repeat your new password in the third box.

The system will not allow you to change the password unless the current password is entered correctly, the new passwords match and that they contain an uppercase letter, lowercase letter, number and special character.

Click “Change Password” to confirm the password update.