



## 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

# Table of Contents

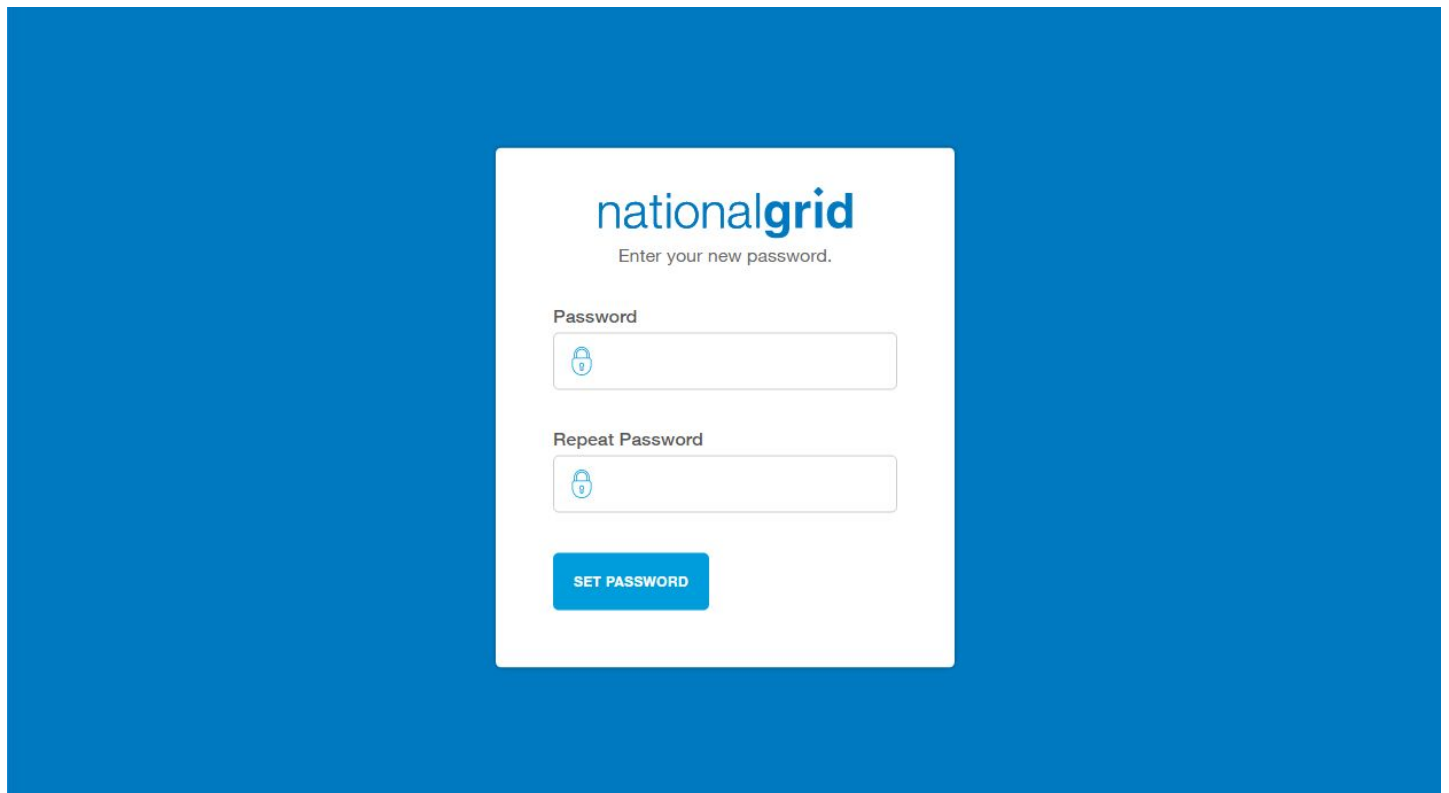
<b>Accessing the system</b>	<b>2</b>
Logging in for the first time	2
Setting a password	2
Accepting Terms & Conditions	3
Logging in on subsequent occasions	3
Forgotten Password	4
<b>REMITs</b>	<b>5</b>
Viewing an event	5
Finding a specific REMIT	6
Adding a revision	7
Adding a new event	8
Uploading an XML File	9
Uploading a file with multiple UMMs	10
<b>Account Details</b>	<b>11</b>
Updating your details	12
Updating your password	12

# 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:



The screenshot shows a password setting interface for National Grid. It features a white form on a blue background. At the top of the form is the National Grid logo and the text 'Enter your new password.'. Below this are two input fields: 'Password' and 'Repeat Password', each with a lock icon on the left. At the bottom of the form is a blue button labeled 'SET PASSWORD'.

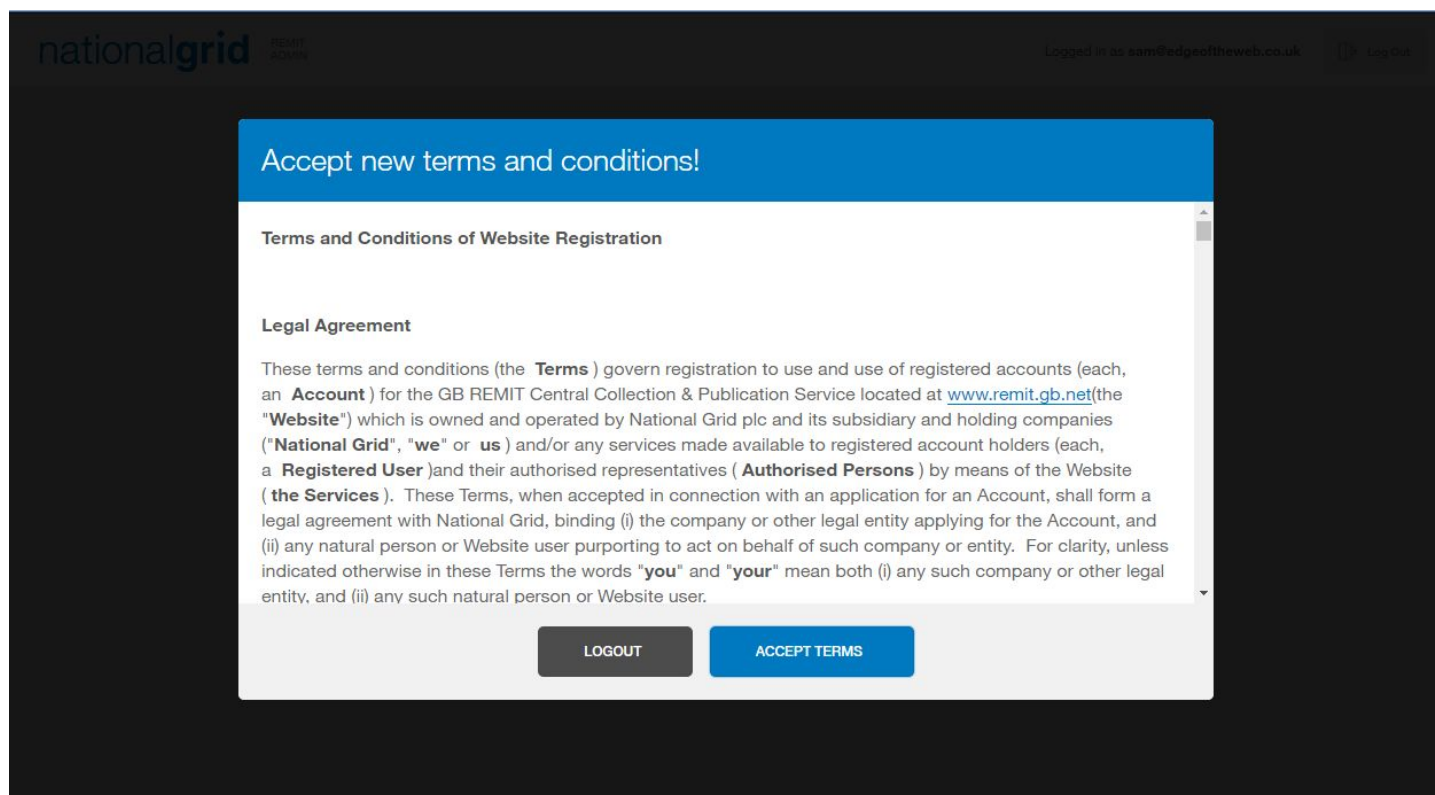
Enter the password you wish to use. You will need to remember this password, as you'll need to enter it to access the system in future. Your password must meet the following requirements:

- 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 do 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.

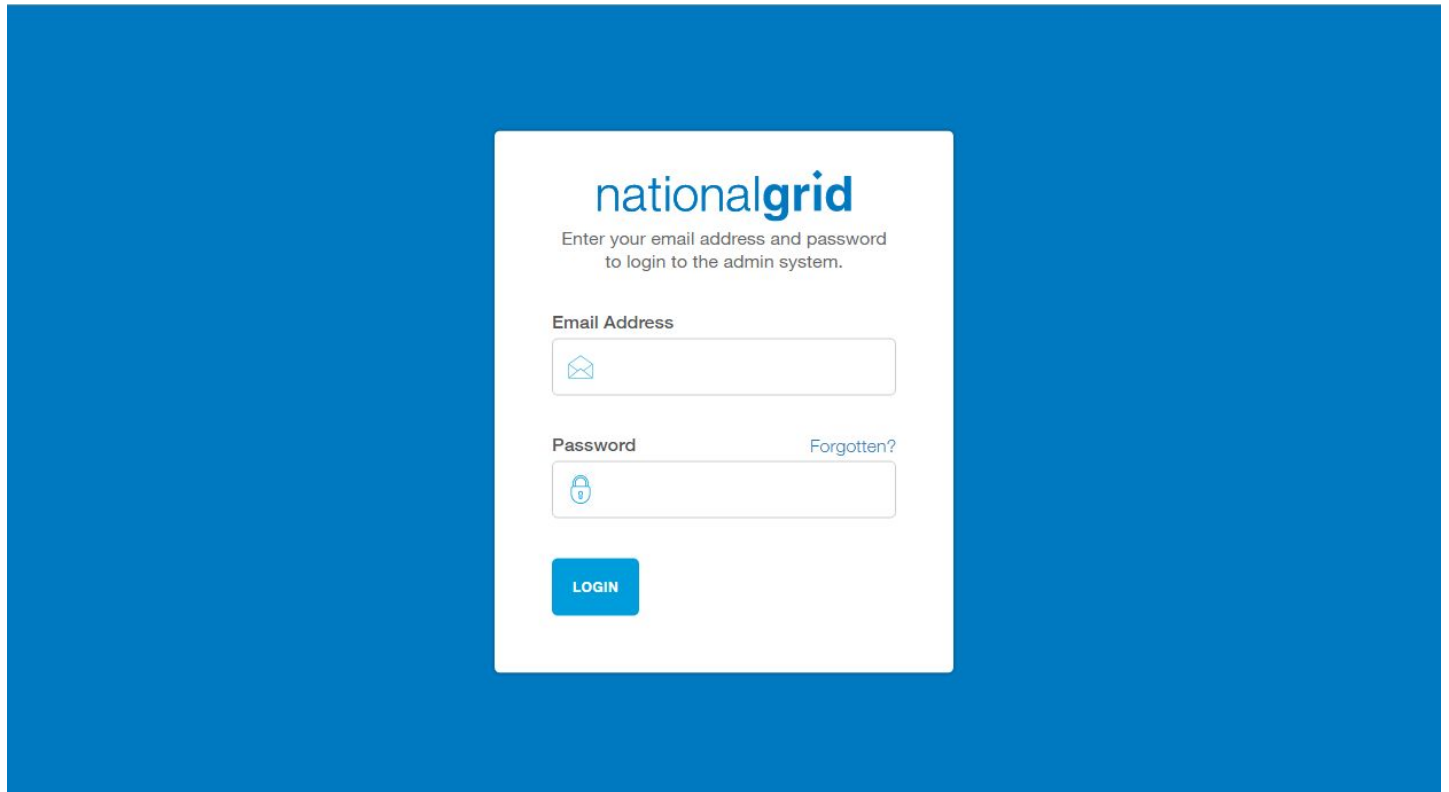
## Logging in on subsequent occasions

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.

The screenshot shows the REMIT Admin System interface. At the top left is the nationalgrid logo and 'REMIT ADMIN'. At the top right, it says 'Logged in as sam@edgeoftheweb.co.uk' with a 'Log Out' button. Below the header, there are two tabs: 'VIEW EVENTS' (selected) and 'ADD EVENT'. The main content area features a table of events with the following columns: EVENT ID, DATE ADDED, LAST UPDATED, CURRENT STATUS, and NO. OF REVISIONS. Each row has two buttons: 'VIEW REMITS' (blue) and 'ADD REVISION' (green).

EVENT ID	DATE ADDED	LAST UPDATED	CURRENT STATUS	NO. OF REVISIONS
12333333333333333333333333333335	06-12-2016 22:53:18	06-12-2016 22:53:18	Active	1
different test goes here	06-12-2016 22:56:56	06-12-2016 22:56:56	Active	1

On the left side, there is a 'Filter Remits' sidebar with the following sections:

- Month & Year:** A dropdown menu.
- Event Status:** A dropdown menu with 'Select Event Status'.
- Planned/Unplanned:** A dropdown menu with 'Select a value'.
- Interruption Type:** A dropdown menu with 'Select an Interruption Type'.
- APPLY FILTERS:** A blue button at the bottom of the sidebar.

## 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.

The screenshot displays the REMIT Admin System interface. On the left is a blue sidebar titled "Filter Remits" with instructions: "Use the filters below to narrow down the REMIT selection." The sidebar contains four filter sections: "Month & Year" (a date range selector), "Event Status" (a dropdown menu), "Planned/Unplanned" (a dropdown menu), and "Interruption Type" (a dropdown menu). At the bottom of the sidebar is an "APPLY FILTERS" button. The main content area has a header with "VIEW EVENTS" and "ADD EVENT" buttons. Below this is a table with columns: "EVENT ID", "DATE CREATED", "LAST UPDATED", "CURRENT STATUS", "NO. OF REVISIONS", and "CREATED BY". A single row is visible with the following data: "12333333333333333333333333333335", "06-12-2016 22:53:18", "06-12-2016 22:57:51", "Active", "3", and "Sam Orchard". Below the table is a section titled "Remits" with an "ADD REVISION" button. Underneath is another table with columns: "REVISION ID", "TITLE", and "DATE PUBLISHED". It lists three revisions with "FULL DETAILS" and "VIEW ON WEBSITE" buttons for each.

EVENT ID	DATE CREATED	LAST UPDATED	CURRENT STATUS	NO. OF REVISIONS	CREATED BY
12333333333333333333333333333335	06-12-2016 22:53:18	06-12-2016 22:57:51	Active	3	Sam Orchard

REVISION ID	TITLE	DATE PUBLISHED	FULL DETAILS	VIEW ON WEBSITE
17	Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Planned injection unavailability at name her - Update	06-12-2016 22:57:51	FULL DETAILS	VIEW ON WEBSITE
16	Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Planned injection unavailability at name her - Update	06-12-2016 22:57:41	FULL DETAILS	VIEW ON WEBSITE
14	Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Planned injection unavailability at name her	06-12-2016 22:53:18	FULL DETAILS	VIEW ON WEBSITE

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.

The screenshot shows the 'REMIT ADMIN' interface. On the left, a blue sidebar titled 'Filter Remits' contains several dropdown menus: 'Month & Year', 'Event Status', 'Planned/Unplanned', and 'Interruption Type', along with an 'APPLY FILTERS' button. The main area has two tabs: 'VIEW EVENTS' and 'ADD EVENT'. The 'ADD EVENT' tab is active, showing an 'UPLOAD XML FILE' section with a 'SELECT FILE' button and a text input field for 'EVENT ID'. A note next to the button states: 'You may upload an XML file to populate the form automatically. Select the file from your computer by clicking this button. The XML file must be correctly formatted and match the 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.

The screenshot displays the National Grid REMIT Admin System interface. On the left, there is a sidebar with filter options for Remits, including Month & Year, Event Status, Planned/Unplanned, and Interruption Type. The main content area shows the 'ADD EVENT' form with an 'UPLOAD XML FILE' section. A modal dialog box is centered on the screen, titled 'Discard current data?'. The dialog contains the text: 'By uploading an XML file, you will lose the data you have already entered into the submission form.' Below the text are two buttons: 'CANCEL UPLOAD' (red) and 'SELECT FILE' (green). The background form is partially visible, showing a 'REMARKS' field with the text: 'Offshore production ramping up. Flows at Bacton SEAL to slowly increase over the course of this gas day.'

## 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.

CURRENTLY VIEWING 5 OF 5

Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Unplanned gas production field unavailability at Bacton SEAL (Elgin Franklin)  
edge of the web ● Active

**Impacted time period**  
30/01/2017 at 08:00am to 04/02/2017 at 06:00am

Offshore production ramping up. Flows at Bacton SEAL to slowly increase over the course of this gas day.

Unplanned offshore flow reduction at Bacton SEAL terminal

Unavailable Capacity	3mcm/d
Available Capacity	9mcm/d
Technical Capacity	12mcm/d

Click to view full UMM data

**CANCEL UPLOAD** **SELECT UMM**

## 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.

The screenshot shows the 'ADD EVENT' form in the National Grid REMIT Admin System. The form is pre-populated with data from a previous revision. The 'Filter Remits' sidebar on the left contains the following filters:

- Month & Year: [Dropdown menu]
- Event Status: [Select Event Status]
- Planned/Unplanned: [Select a value]
- Interruption Type: [Select an Interruption Type]

The main form fields are:

- VIEW EVENTS | ADD EVENT
- UPLOAD XML FILE: [SELECT FILE] (Note: You may upload an XML file to populate the form automatically. Select the file from your computer by clicking this button. The XML file must be correctly formatted and match the ACER schema, found [here](#) as annex VIII)
- REMIT TYPE:  Gas  Common
- TITLE: Test Common Event for XML Upload
- REMARKS: Test Remarks
- EVENT START: 2017-05-29 11:35:55
- EVENT END: 2017-05-31 11:35:55

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

The screenshot displays the 'Account Details' page in the National Grid REMIT Admin System. At the top left is the 'nationalgrid' logo and 'REMIT ADMIN' text. At the top right, it says 'Logged in as sam@edgeoftheweb.co.uk' with a 'Log Out' button. The main content area is a form with the following fields:

EMAIL ADDRESS	<input type="text" value="sam@edgeoftheweb.co.uk"/>	CURRENT PASSWORD	<input type="password"/>
NAME	<input type="text" value="Sam Orchard"/>	NEW PASSWORD	<input type="password"/>
COMPANY	<input type="text" value="Edge of the Web"/> <small>Please contact National Grid if your company is incorrect</small>	CONFIRM PASSWORD	<input type="password"/>

At the bottom of the form are two blue buttons: 'UPDATE USER' and 'CHANGE PASSWORD'.

## Updating your details

To modify any of your details, simply 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.