

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

GADS Wind Hands-On Session




GADS Wind Training Module 18
April, 2019

RELIABILITY | ACCOUNTABILITY



- **Hands-On Session**
 - **Overview**
 - **Preparation**
 - Utility ID
 - Files
 - Request and Receive PIN
 - **Exercises**

- Hands-on Session will provide experience of import, reporting, and export functions
 - Conducted in NERC's staging environment, not production system
 - Each attendee has been assigned a fictitious utility ID: "GADS Wind Training-xx"
 - All attendees will use same set of sample data files
 - Follow the steps outlined on the Exercises slides
 - Attendee access to staging environment will be available for a limited period following the training

- Utility ID
 - Each attendee has been assigned a Voluntary Reporting ID (VR ID) to use for the hands-on exercises
- Files
 - Download from the GADS Wind Training page:
<https://www.nerc.com/pa/RAPA/gads/Pages/GADS-Wind-Training.aspx>
 -  Wind GADS Training Module 18 - Hands-on - 1-New sub-group import
 -  Wind GADS Training Module 18 - Hands-on - 2-Performance import
 -  Wind GADS Training Module 18 - Hands-on - 3-Component outage import
- Open each Excel file and add your assigned VR ID to each row of the file with data (gray outlined box under column “UtilityID”)
 - Save the file with its original name

The screenshot shows a web interface for requesting a PIN. On the left is a navigation menu with items: Home, Submissions (highlighted with a red box and the number 1), Request NCR Number, Request VR Number, Reports, and Contact Us. The main content area is titled 'User Authorization' and contains two input fields: 'Authorized email address: *' (highlighted with a red box and the number 2) and 'Authorization PIN: *' (highlighted with a red box and the number 3). Below the PIN field is a 'Submit' button. To the right of the PIN field is a link that reads 'Need Personal Identification Number? Please click [here.](#)' (highlighted with a red box and the number 3).

- Each authorized user must have a PIN to access the GADS Wind Reporting application
- Go to the GADS Wind Reporting application site at:
 - <https://gadswindstg.nerc.net>
 - 1. In the left panel, click on **Submissions**
 - 2. Enter the authorized e-mail address
 - 3. To obtain a PIN, click on the link for “***Need Personal Identification Number? Please click [here.](#)***”

- An e-mail from NERC_SPM_NOREPLY@nerc.net will immediately be sent to the authorized e-mail
 - Subject will be “GADSWind – PIN request”

Your requested GADSWind PIN number: 1I4PSLOK

Please save this PIN number for future reference.

This PIN Number will be required to access the Submission and Reports pages.

3353 Peachtree Road NE
Suite 600, North Tower
Atlanta, GA 30326
404-446-2560 | www.nerc.com

RELIABILITY | ACCOUNTABILITY

- Import new sub-group to get sub-group ID assigned:
 - Select submission type: **SubGroup**
 - Upload excel file: **Submissions -> Sub-Group -> Browse -> Upload**
 - Choose filename:
 - Wind GADS Training Module 18 - Hands-on - 1-New sub-group import.xlsx

- Create Sub-Group Configuration report to see assigned sub-group ID
 - **Click Reports then select the Entity ID**
 - **Select Sub-Group Configuration -> View Report**
 - Write down Sub-Group ID (leading zeros are not required)
 - Optional: Export the report and name as “*Report 1.xlsx*”
- Open the following Excel files and add the sub-group ID (light blue outlined box under “SubGroupID”)
 - *Performance import.xlsx*
 - *Component outage import.xlsx*
 - Save each file with its original name
- Return to the **Submissions** page then continue to next slide.

1. List of entities for which the user may submit data
2. To request access to an entity that the user should have access to, but is not in the list.
3. Select the type of data template to import.
4. Click Browse to find the file to import.
5. Click Upload to import the data.
6. Click the link to go to the GADS Wind Reporting page on NERC's website for the templates and GADS Wind Data Reporting Instructions (DRI).

Authorized Accounts

Authorized entities user may submit data for.

Entity ID	Entity Name
	1

Can't find Entity? Please click [here](#).

2

Submission Data

Instructions:

Respective file type must be selected.
Only Excel and CSV files are supported.

Select submission type: SubGroup Performance Component Outage **3**

4

5

Download templates and view reporting instructions? Please click [here](#). **6**

1. Click on Reports to display the available views/reports
2. The list of available entities is displayed
3. Click on checkbox in header to select all entities (3a) or box next to individual entities (3b) to limit report
4. Select report type
5. Select years to report (applies only to Sub-Group Ownership report)
6. Click View Report

Home

Submissions

Request NCR Number

Request VR Number

Reports 1

Contact Us

Authorized Reports

Entity id Name 2

3a
Click this box to select all

3b
Click individual boxes to limit the report to selected entities

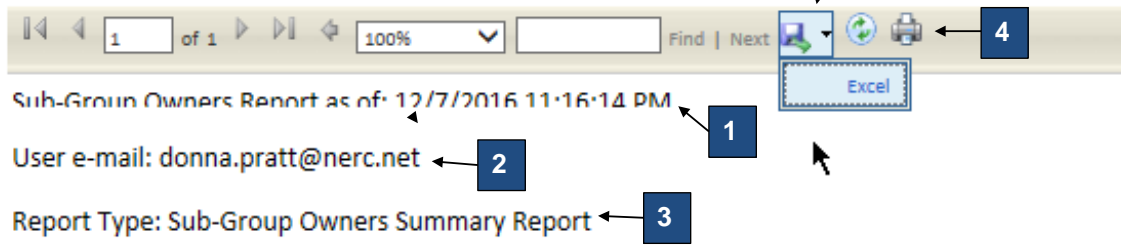
4
Report Type: Sub-Group Ownership Sub-Group Configuration Plant Contact List

5
Date From: Select To: Select

6
View Report

View Report

Important: If the report does not properly display, please open the report with Internet Explorer!



1. Date and time of view/report
2. User e-mail used to produce view/report
3. Report Name
4. Print
5. Export to Excel

- Import Performance data:
 - **Submissions -> Performance -> Browse -> Upload**
 - Choose filename:
 - Wind GADS Training Module 18 - Hands-on - 2-Performance import.xlsx
- Create Plant Report
 - **Reports ->Plant -> View Report**
 - Optional: Export the report and name as *“Report 2.xlsx”*
- Create Sub-Group Ownership report for 2017 to see months with reported Performance data
 - **Reports ->Sub-Group Ownership -> Date from: 2017 -> To: 2017 -> View Report**
 - Notice “Performance” is listed for the months of January through April 2017
 - Optional: Export the report and name as *“Report 3.xlsx”*

- Import Performance data:
 - **Submissions -> Component -> Browse -> Upload**
 - Choose filename: Wind GADS Training Module 18 - Hands-on - 3-Component outage import.xlsx
- Create Sub-Group Ownership report for 2017 to see months with reported Component and/or Performance data
 - **Reports ->Sub-Group Ownership -> Date from: 2017 -> To: 2017 -> View Report**
 - Notice “Component” and “Performance” are listed for the month of January 2017, February through April only show “Performance”
 - Optional: Export the report and name as “*Report 4.xlsx*”



gadswind@nerc.net