Equipment Registration Specialist/ Equipment Outage Submitter/ Viewer/ Late Notification Contact Roles

This guide address the following roles:

A. Equipment Registration Specialist

B. Equipment Outage Submitter

C. Equipment Outage Viewer

D. Equipment Outage Late Notification Contact

Equipment Registration Specialist

Each organization that is authorized as an equipment Owner must have at least one Equipment Registration Specialist registered with the IESO. This role needs to be added in Online IESO by an Applicant Representative registered for your organization.

Responsibilities

The Equipment Registration Specialist is required to:

- Submit registration requests for facilities, equipment and resources;

- Submit equipment details;

- Submit resource details and relationships;

- Submit supporting documentation; and,

- Accept telemetry and commissioning requirements.

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Complete Assigned Tasks

Equipment Registration Specialists will receive tasks for submitting equipment and resource information, including "Manage Facility and Equipment" and "Manage Resource" requests. A notifications will be sent when tasks are assigned.

All tasks will be displayed on the "Tasks" page in Online IESO with the associated request number. Where there are multiple Equipment Registration Specialists, an individual Equipment Registration Specialist may accept that task and complete it. Submissions to the IESO may be rejected and re-sent to the organization for additional information.

Available Activities

Equipment Registration Specialists can also perform the following actions in Online IESO:

Export Outage Management Attributes

Export a file containing Outage Management Attributes for the selected equipment, such as the Outage Reporting Required Flag and Outage Criticality Level. To do this:

1. Click on "Records" and select "Equipment and Resourced by Facility".

2. Select a Facility, then select "Export Equipment and Resources Data".

3. Complete the on-screen instructions to export equipment and resource data.

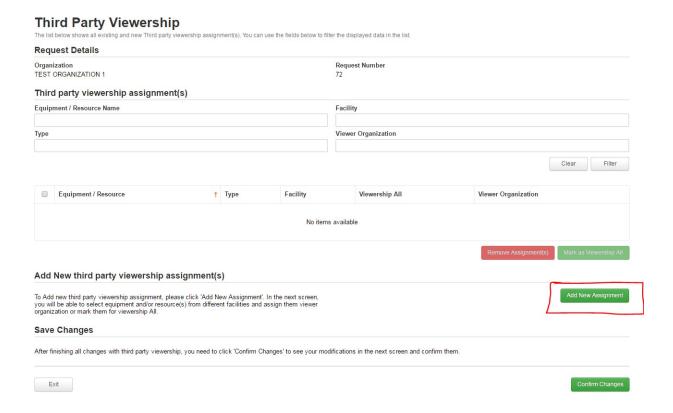### Create or Edit Control Centre

Control centres represent the location of an organization's real-time operations. This facilitates the submission of outages that are not associated to a particular station, e.g. SCADA systems. A control centre can be associated to a control centre section through the "Update Section" request type under "Update Organization". To do this:

1. Select "Update Organization" from the "Actions" tab.

2. Click "Manage Control Centre" and follow the on-screen prompts.

Create or Edit Third Party Viewership

Share outage information with other market participants by granting third party viewership of the organization's equipment. After creating a Third Party Viewership group, the selected organization(s) will be able to view outage details for the selected equipment in the Outage Management System. A single outage request may contain both, equipment with and without third party viewership access. In such cases, third party viewers will only see the equipment to which they have access. To do this:

1. Select "Manage Third Party Viewership" in the "Actions" tab.

2. Select the desired organization and click "Next".

3. On the "Third Party Viewerwhip" page, review the list of equipment and resources with Third Party Viewership already assigned. Click "Add New Assignment" to grant access to other market participants.

Third Party Viewership
The list below shows all existing and new Third party viewership assignment(s). You can use the fields below to filter the displayed data in the list.

Request Details

Organization	Request Number
TEST ORGANIZATION 1	72

Third party viewership assignment(s)

Equipment / Resource Name

Facility

Type

Viewer Organization

Clear   Filter

	Equipment / Resource	↑	Type	Facility	Viewership All	Viewer Organization
				No items available		

Remove Assignment(s)   Mark as Viewership All

Add New third party viewership assignment(s)

To Add new third party viewership assignment, please click 'Add New Assignment'. In the next screen, you will be able to select equipment and/or resource(s) from different facilities and assign them viewer organization or mark them for viewership All.

Add New Assignment

Save Changes

After finishing all changes with third party viewership, you need to click 'Confirm Changes' to see your modifications in the next screen and confirm them.

Exit   Confirm Changes

4. Select facility from the drop-down list to view the available equipments and resources for the selection.

5. Click on the resources and equipment to be assigned and click "select".

6. Select one of the following:

a) "Add Third Party Assignment": selects a specific organization from the drop-down list.

b) "Mark as Viewership All": makes the equipment or resource visible to all listed organizations.

Note: If an equipment is assigned as "Viewership All", previously created Third Party Viewership groups for that equipment will be deleted and all market participants who have access to the Outage Management System will be able to see outage details for that equipment.

7. Click "Confirm Changes" to proceed to the review screen and review the currentlist of viewerships. Click "Confirm" to complete the request.

Equipment Outage Submitter

Each organization authorized as an equipment Operator must have at least one Equipment Outage Submitter registered with the IESO. This role needs to be added in Online IESO by an Applicant Representative registered to the organization.

The Equipment Outage Submitter is responsible for submitting, updating and cancelling outage requests on equipment operated by the organization through the IESO`s Outage Management System. This contact role can also view outages.

Equipment Outage Viewer

The Applicant Representative adds this role in Online IESO on behalf of the organization.

The Equipment Outage Viewer can only view outages submitted by the Equipment Outage Submitter in the Outage Management System. This is mutually exclusive with the Equipment Outage Submitter role, i.e. an individual should only be assigned one of these roles.

Equipment Outage Late Notification Contact

The Applicant Representative adds this role in Online IESO on behalf of the organization.

The Equipment Outage Late Notification Contact will receive e-mail notification on outages that are late to start and is responsible for taking appropriate action. This is an optional role for facilitating the process. The organization remains responsible for monitoring outages.

Contact IESO

Information about Online IESO is available at the Online IESO Homepage. For more information, contact IESO Customer Relations: **Tel:** 1.888.448.7777 **Email:** customer.relations@ieso.ca