



Compliance External User Guide

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Accessing Agiloft System

To Log in -

- 1) Navigate to [GSEC Agiloft Compliance](#) page and click the login icon.
- 2) Type your username and password.
- 3) Click 'GSEC Guest Login' button.

The screenshot shows a web browser window with the URL <https://agiloft.gsec.coop/Compliance.html>. The page has a dark navigation bar with links for 'Agiloft Landing', 'GSEC', 'About', 'Contact', and 'Agiloft Demos'. A user profile icon in the top right corner is marked with a red circle '1'. The main content area features a yellow banner with the text 'Welcome to the Agiloft Compliance Page'. On the right side of the banner is a login form with a 'username' field (marked with a red circle '2'), a 'password' field, a 'Forgot your password?' link, a green 'GSEC GUEST LOGIN' button (marked with a red circle '3'), an 'OR' separator, and a yellow 'GSEC EMPLOYEE LOGIN' button. Below the banner is a 'Helpful Documents' section with two links: 'Internal User Guide' (with a green 'Click Here to View PDF' button) and 'External User Guide' (with a red 'Coming Soon' button). A blue box contains the text 'Need to reach out to the GSEC Compliance Department? - Email them at compliance@gsec.coop'. At the bottom, there is a section titled 'Navigating to an Inventory item - Global Search' with a sub-heading and a paragraph of text.

On first login or after password is manually set by GSEC, you will be required to reset your password -

- 4) Enter a new password and confirm new password.
- 5) Click Ok button.

Note: The previous window may appear and require you to log back in using your newly created password.

New password

https://goldenspreadelectriccooperative.agiloft.com/gui2/login.jsp

Minimum password length of 8 characters.
Require alpha-numeric values with at least 1 letters, 1 numbers and 0 symbols.
Require mixed case letters with at least 1 lower case and 1 upper case letters

Enter a new password:

Confirm New Password:

OK Cancel

To Log out -

- 6) Click drop-down next to your name in the top right corner of the window.
- 7) Select logout.

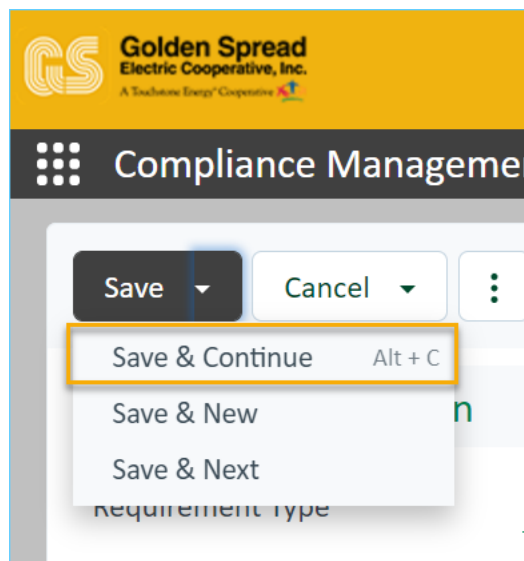
Note: This is the preferred method to close the system. Using the "X" browser button will not log you out of the session until the inactivity timeout period has elapsed.

The screenshot displays the Golden Spread Electric Cooperative Compliance Management dashboard. The top navigation bar includes 'Compliance Management', 'Home', 'Compliance Inventories', 'Attachments', 'Tasks', 'People', and 'Setup'. The user's name 'Christine' is visible in the top right corner. A dropdown menu is open next to the name, showing options: 'Preferences', 'My Profile', 'Language', and 'Logout'. Red circles with numbers 6 and 7 highlight the dropdown menu and the 'Logout' option, respectively. The dashboard content includes three task status boxes (User Tasks Approaching Deadline, User Tasks Waiting for Others, User Tasks Overdue) and four pie charts: 'User Responsible Team(s) Requirements', 'User Supporting Team(s) Requirements', 'Requirements by Team', and 'Controls by Team'. The 'Logout' button is highlighted with a red circle and the number 7.

Working in the Web Browser

Agiloft can be accessed by all modern web browsers and on mobile devices. Please take note of the following tips:

- Do not use the browser **Back**, **Forward** or **Refresh** buttons. Use **Save**, **Cancel** or the Navigation bar to move throughout the system. To return to your home page, click your company's logo on the top left of the screen.
- Ensure popups are enabled in the browser.
- Always click **Save** or **Cancel** when editing a record. Otherwise, it will be locked from editing by others.
- Nothing is auto saved in the system. To save a record, you must click the **Save** button, which closes the record as well as saving it. The **Save and Continue** button saves the current progress and allows you to continue working.

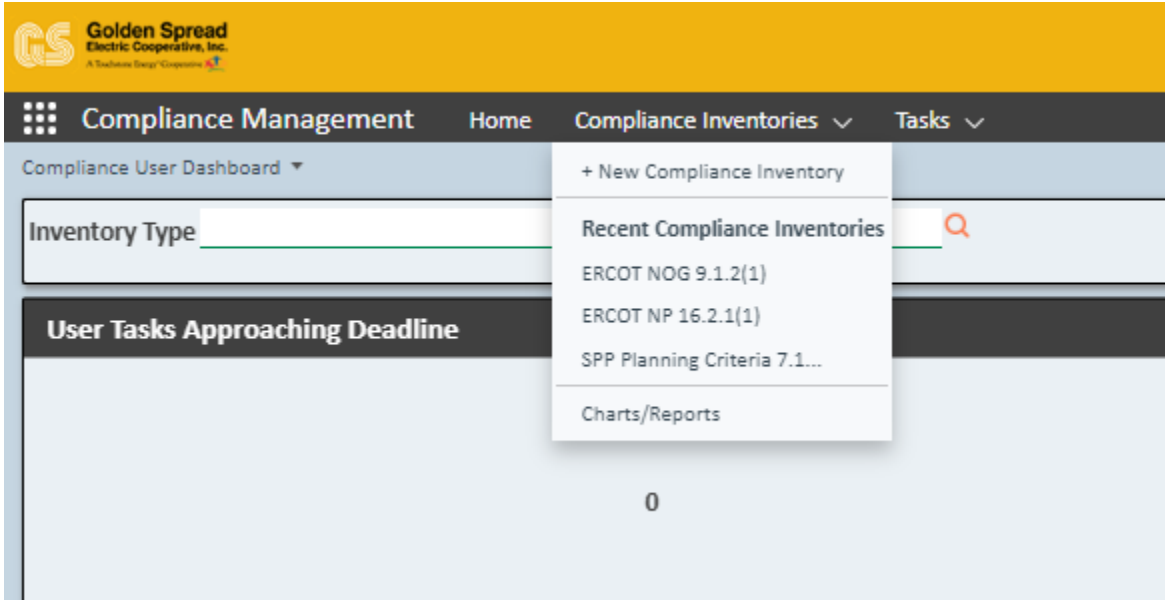


Compliance Terminology

Term	Meaning
Compliance Inventory	A Compliance-related item in Agiloft related that represents a Compliance Requirement or Compliance Control
Inventory Type	Compliance Inventories in Agiloft are categorized by type: Requirements from a specific entity (i.e. SPP, NERC, etc.) or Compliance Controls
Requirement	A rule or regulation written and enforced by an outside entity
Compliance Control	A procedure, guideline, process, or system that assists GSEC in ensuring compliance with applicable requirements/rules

Navigation


Use the toolbar to navigate between different tables. Click on **Compliance Inventories** or **Tasks** to go directly to that table. Use the dropdown arrow to select a recent compliance inventory record.

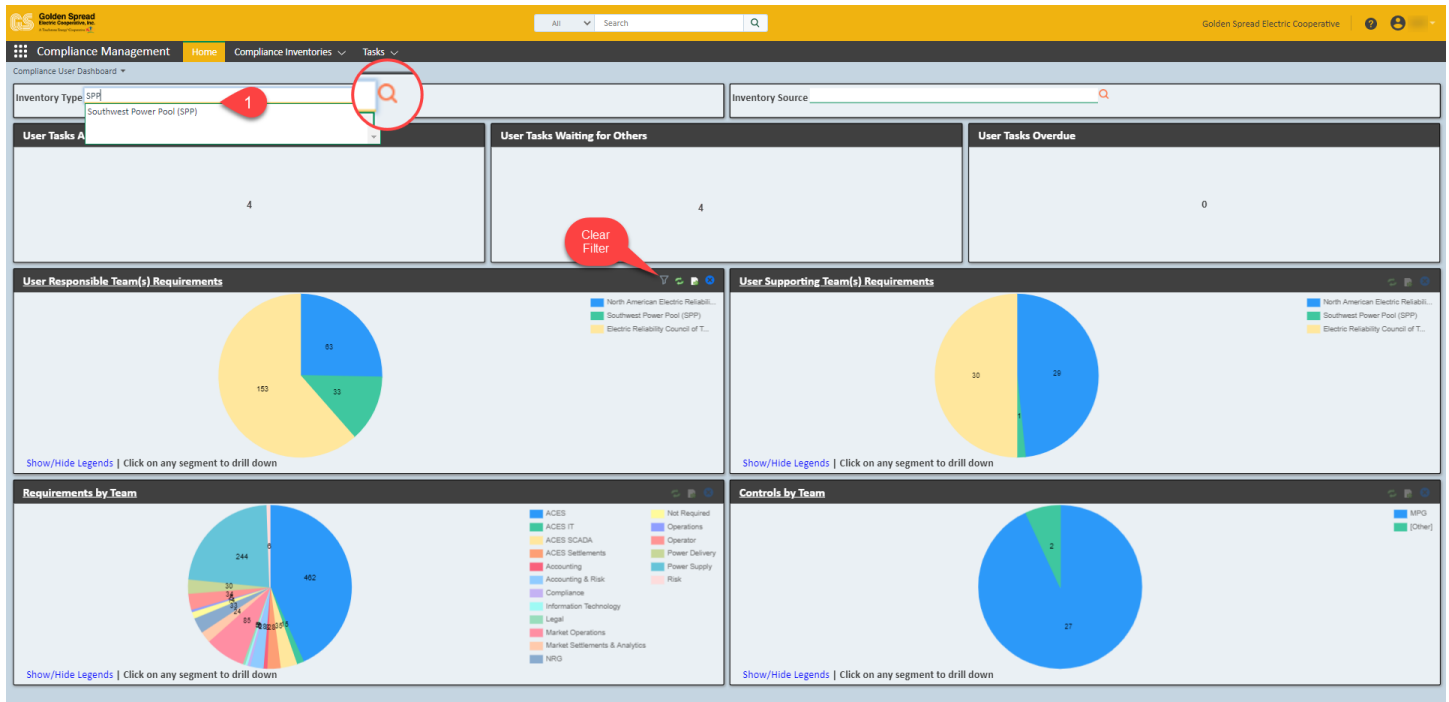


Find a Compliance Inventory from the Dashboard

To find an Inventory from the Dashboard, you can narrow your search by knowing certain information about the compliance requirement or control.

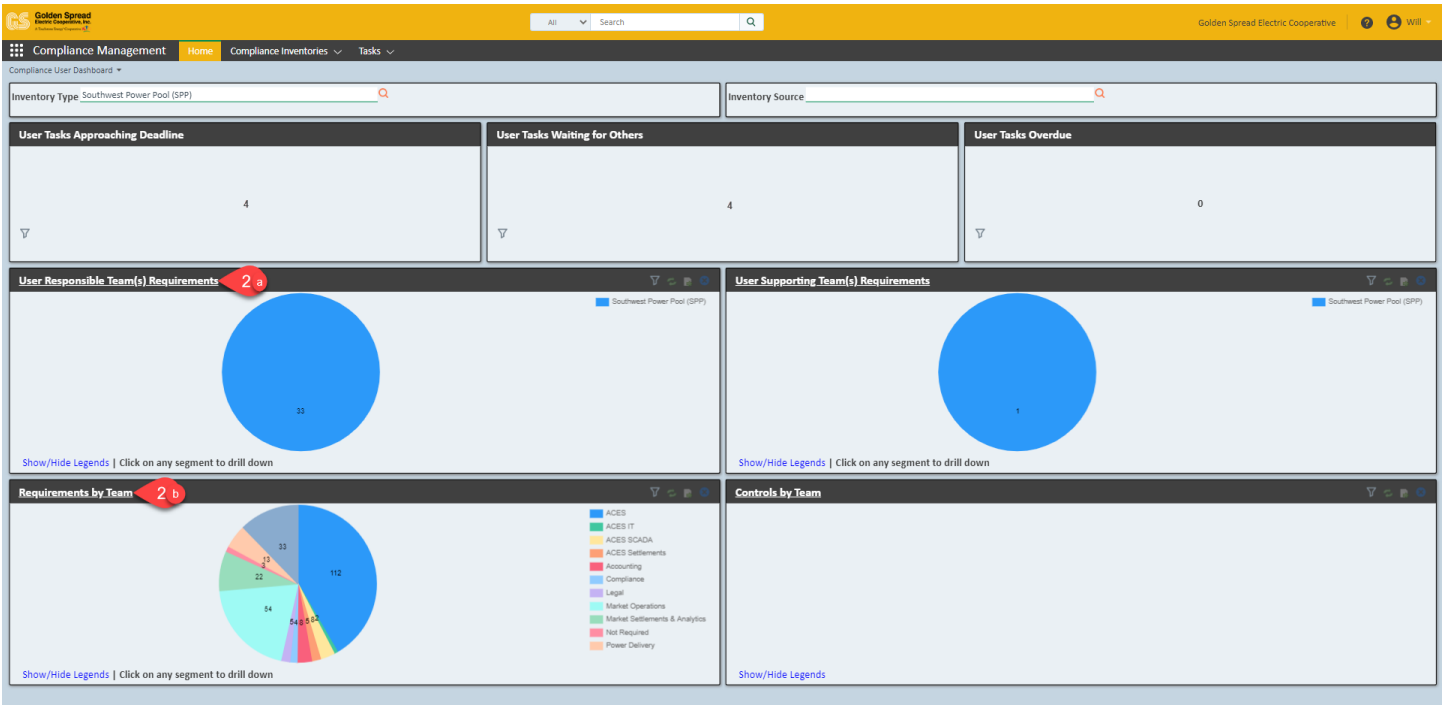
Know the Inventory Type (i.e. SPP, ERCOT, Compliance Control, etc.):

- 1) On the Dashboard, next to the **Inventory Type**, enter the Inventory Type in the search box, and click the option that appears to narrow down the inventories OR only click the  view icon to make selection:




Know if the Requirement or Control is assigned to a team.

- 2a) If looking for an Inventory assigned to you or your team, click **User Responsible Team(s) Requirements** to see list of available inventories; OR
- 2b) If looking for an Inventory regardless of the assignment, click **Requirements by Team**:



View the Record

3) Click the view icon  next to the Inventory to view the record:

Compliance Inventories

Compliance Inventories: Assigned Responsible Team(s) Requirements

Status: 33 record(s) found, 1 page(s) [Click for details...](#)

Views

<input type="checkbox"/>	<input type="button" value="Edit View"/>	ID	Summary Title	Text/Summary of Requirement	Responsible Team(s)	Subject Matter Expert(s)
<input type="checkbox"/>			1590 SPP Planning Criteria 7.2	All transmission facilities, referenced in Section 5.1, shall have a Normal Rating and an Emergency Rating. Each SPP member shall provide the Normal Rating, Emergency...	Power...	Production...
<input type="checkbox"/>			3 Planning Criteria 7.1.2 (2)	Seasonal net capability shall not be reduced to provide regulating margin or spinning reserve. It shall reflect operation at the power factor level at which the generating...	Power...	AEEC...
<input type="checkbox"/>			1588 SPP Planning Criteria 7.1.1.6 (7)	The temperature for winter rating of equipment should be taken from Handbook Table 1A: Heating and Wind Design Conditions-United States - Heating Dry Bulb...	Power...	Production...
<input type="checkbox"/>			1587 SPP Planning Criteria 7.1.1.6 (6)	Temperatures for summer rating of equipment should be taken from Handbook Table 1B: Cooling and Dehumidification Design Conditions - Cooling DB/MWB for...	Power...	Production...
<input type="checkbox"/>			1586 SPP Planning Criteria 7.1.1.6 (5)	Site specific data shall contain both dry-bulb and wet-bulb temperatures.	Power...	AEEC...
<input type="checkbox"/>			1585 SPP Planning Criteria 7.1.1.6 (4)	The Rating dry-bulb and wet-bulb temperatures shall be obtained from weather data provided in the most recently published American Society of Heating...	Power...	AEEC...
<input type="checkbox"/>			1584 SPP Planning Criteria 7.1.1.6 (3)	The seasonal net capability of each generating unit shall be based upon a set of conditions, referred to as the "Net generating capacity Conditions" for that...	Power...	AEEC...
<input type="checkbox"/>			1583 SPP Planning Criteria 7.1.1.6 (2)	The total seasonal net capability rating shall be that available regularly to satisfy the daily load patterns of the member and shall be available for a minimum of four...	Power...	AEEC...

Click a column title to sort

4) The Compliance Inventory screen will appear as shown below:


The screenshot displays the 'Compliance Inventory: SPP Planning Criteria 7.1.2 (2)' screen. At the top, there are 'Edit' and 'Close' buttons. The main content is organized into several sections:

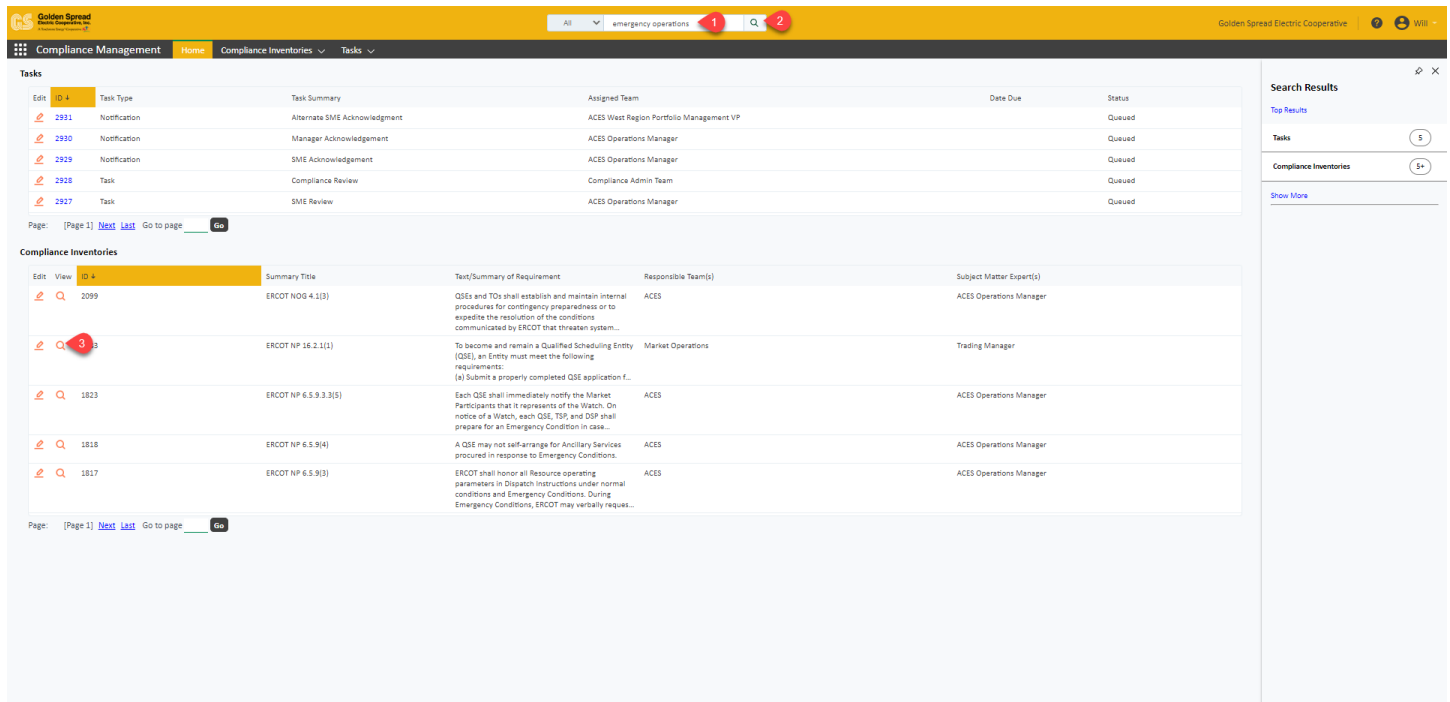
- General Information:**
 - Inventory Type: Southwest Power Pool (SPP)
 - Effective Date: Inactive Date
 - Status: Active
 - Function Applicability: SPP MP
 - Facility Applicability:
- Requirement Information:**
 - Requirement Title: SPP Planning Criteria 7.1.2 (2)
 - Text/Summary of Requirement: Seasonal net capability shall not be reduced to provide regulating margin or spinning reserve. It shall reflect operation at the power factor level at which the generating equipment is normally expected to be operated over the daily peak load period.
- Subject Matter Experts/Approvers:**
 - Responsible Team(s): Power Supply, Supporting Team(s)
 - Subject Matter Expert(s): AEEC Production Asset Manager, Alternate SME(s) Mustang Production Asset Manager
 - Responsible Manager(s): Power Supply Director, Responsible Senior Manager(s)
- Timing Information:**
 - Timing Types: As Needed/Applicable
 - Timing Requirements: During Testing
- Section Information:**
 - Section Title: Net Generating Capacity and Demand Response Adjustments
 - Section: 7
 - Sub-Section: 7.1.2 (2)
- Regulatory Information:**
 - Regulatory Agency: FERC, Regulatory Approval Date
- Source Information:**
 - Inventory Source: SPP Planning Criteria, Source Long Name: SPP Planning Criteria
 - Link To Source: www.spp.org/spp-documents-filings/?id=18162
- Revision Information:**
 - Revision History:
- Notes:**
 - Additional Notes:

Use Global Search to Find a Compliance Inventory

- 1) In the Global Search box, type your search information.
- 2) Click the search button.

Note: Search is made of the entire Agiloft knowledgebase and results consist of any information related to your search.

- 3) Compliance Inventories related to your search will appear in the indicated section. Click view icon  to view the Inventory.



The screenshot displays the Golden Spread Compliance Management web application. The search bar at the top contains the text "emergency operations" and has a search icon with a red "2" next to it. The search results are displayed in two main sections: "Tasks" and "Compliance Inventories".

Tasks Section:

ID #	Task Type	Task Summary	Assigned Team	Date Due	Status
2931	Notification	Alternate SME Acknowledgment	ACES West Region Portfolio Management VP		Queued
2930	Notification	Manager Acknowledgment	ACES Operations Manager		Queued
2929	Notification	SME Acknowledgment	ACES Operations Manager		Queued
2928	Task	Compliance Review	Compliance Admin Team		Queued
2927	Task	SME Review	ACES Operations Manager		Queued

Compliance Inventories Section:

ID #	Summary Title	Text/Summary of Requirement	Responsible Team(s)	Subject Matter Expert(s)
2099	ERCOT NOG 4.1(3)	QSEs and TOs shall establish and maintain internal procedures for contingency preparedness or to expedite the resolution of the conditions communicated by ERCOT that threaten system...	ACES	ACES Operations Manager
1813	ERCOT NP 16.2.1(1)	To become and remain a Qualified Scheduling Entity (QSE), an Entity must meet the following requirements: (a) Submit a properly completed QSE application f...	Market Operations	Trading Manager
1823	ERCOT NP 6.5.9.3.3(5)	Each QSE shall immediately notify the Market Participants that it represents the Watch. On notice of a Watch, each QSE, TOS and DSP shall prepare for an Emergency Condition in case...	ACES	ACES Operations Manager
1818	ERCOT NP 6.5.9(4)	A QSE may not self-arrange for Ancillary Services procured in response to Emergency Conditions.	ACES	ACES Operations Manager
1817	ERCOT NP 6.5.9(3)	ERCOT shall honor all Resource operating parameters in Dispatch instructions under normal conditions and Emergency Conditions. During Emergency Conditions, ERCOT may verbally reques...	ACES	ACES Operations Manager

The interface includes navigation elements such as "Page: [Page 1] Next Last Go to page: [] Go" and a "Search Results" sidebar on the right with "Top Results", "Tasks" (5), and "Compliance Inventories" (5+).

4) The Compliance Inventory screen will appear as shown below:

View Record: ERCOT NP 16.2.1(1) - Work - Microsoft Edge

https://goldenspreadelectriccooperative.agiloft.com/ui/record/edit.do;page=4P7QcAUkSYmaggO1uKQ8W05UIjvo10058.a;en:CSRF_NONCE=ED96514C9319A632F51D106F44CDB1637_prevTarget=close&_unifier=61732&recordl...

Edit Close Compliance Inventory: ERCOT NP 16.2.1(1) 4

General Information

- Inventory Type: Electric Reliability Council of Texas (ERCOT)
- Effective Date: Inactive Date
- Status: Active
- Function Applicability: QSE
- Facility Applicability:

Details Related Requirements Related Controls Attachments Tasks Emails Audit History <>

Collapse All

Requirement Information

Requirement Title: ERCOT NP 16.2.1(1)

Text/Summary of Requirement: To become and remain a Qualified Scheduling Entity (QSE), an Entity must meet the following requirements:

- Submit a properly completed QSE application for qualification, including any applicable fee and including designation of Authorized Representatives, each of whom is responsible for administrative communications with the QSE and each of whom has enough authority to commit and bind the QSE and the Entities it represents;
- Sign a Standard Form Market Participant Agreement;
- Sign any required Agreements relating to use of the ERCOT network, software, and systems;
- Demonstrate to ERCOT's reasonable satisfaction that the Entity is capable of performing the functions of a QSE;
- Demonstrate to ERCOT's reasonable satisfaction that the Entity is capable of complying with the requirements of all ERCOT Protocols and Operating Guides;
- Satisfy ERCOT's creditworthiness and capitalization requirements as set forth in this Section, unless exempted from these requirements by Section 16.17, Exemption for Qualified Scheduling Entities Participating Only in Emergency Response Service;
- Be generally able to pay its debts as they come due. ERCOT may request evidence of compliance with this qualification only if ERCOT reasonably believes that a QSE is failing to comply with it;
- Provide all necessary bank account information and arrange for Fedwire system transfers for two-way confirmation;
- Be financially responsible for payment of Settlement charges for those Entities it represents under these Protocols;
- Comply with the backup plan requirements in the Operating Guides;
- Maintain a 24-hour, seven-day-per-week scheduling center with qualified personnel for the purposes of communicating with ERCOT relating to Day-Ahead and Operating Day exchange of market and operational obligations in representing Load, Resources, and market positions. Those personnel must be responsible for operational communications and must have sufficient authority to commit and bind the QSE and the Entities that it represents;
- Demonstrate and maintain a working functional interface with all required ERCOT computer systems; and
- Allow ERCOT, upon reasonable notice, to conduct a site visit to verify information provided by the QSE.

Subject Matter Experts/Approvers

- Responsible Team(s): Market Operations Supporting Team(s): ACES
- Subject Matter Expert(s): Trading Manager Alternate SME(s): Trading Manager
- Responsible Manager(s): Trading Manager Responsible Senior Manager(s):

Timing Information

- Timing Types: Continuously
- Timing Requirements: Continuous

Section Information

- Section Title: Criteria for Qualification as a Qualified Scheduling Entity
- Section: 16
- Sub-Section: 16.2.1(1)

Regulatory Information

- Regulatory Agency: PUCT Regulatory Approval Date:

Source Information

- Inventory Source: ERCOT NP Source Long Name: ERCOT Nodal Protocols
- Link To Source: www.ercot.com/mktrules/hprotocols/current

Revision Information

Revision History:

Notes

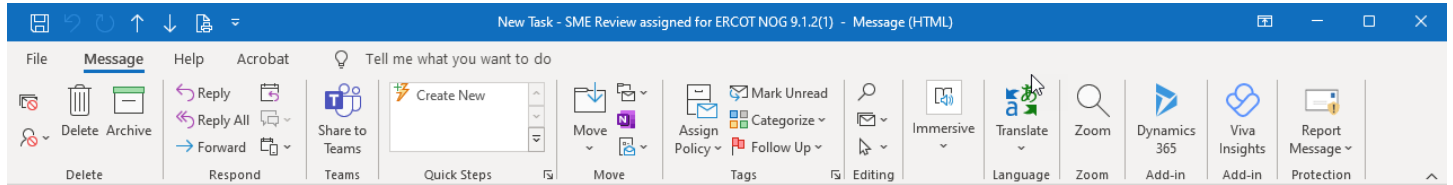
Additional Notes: List Of Market Participants = <http://www.ercot.com/mktparticipants>

Respond to a Task

SME Review Task for Inventory Updates

The user assigned as an SME for a Compliance Inventory will receive an email with the subject: "New Task - SME Review assigned for <<Name of Compliance Inventory>>"

- 1) Click **View/Edit the Task** button which will launch the Agiloft software in your browser.



New Task - SME Review assigned for ERCOT NOG 9.1.2(1)



GSEC Agiloft

To: cvara+ProdCompAnalyst@gsec.coop

Reply Reply All Forward ...
Thu 7/21/2022 3:00 PM

The Task shown below is assigned to your team.

View/Edit the Task 1

ID: 2916
Status: Assigned
Task Summary: SME Review
Assigned Team: Production Compliance Analyst
Date Due: Jul 23 2022 14:23:36
Description: Obtains SME review and approval of the related requirement record. Compliance will be notified when the task is complete.
Inventory ID: 2174
Inventory Summary Title:ERCOT NOG 9.1.2(1)
Date Created: Jul 21 2022 08:12:25
Created By: Christine Vara

This email was sent to:
TO: Will Whitworth

- 2) The Task: SME Review window will open in your browser.
- 3) Review the numbered steps. These are the steps to complete the task.

Save Cancel Task: SME Review 2

ID	2916	Status	Assigned
*Related To	Compliance		
Task Type	Task		
*Task Summary	SME Review		

Mark Complete
Waiting for Others

Task Details
Related Tasks
Related Info
Process
Emails
History
« »

Collapse All
Task Details

*Assigned Team	Production Compliance Analyst	Assigned Person	
Notify Compliance Team on Completion?	Yes		
Date Due	Jul 23 2022 14:23:36		
Description	Obtains SME review and approval of the related requirement record. Compliance will be notified when the task is complete.		

Status: 4 record(s) found, 1 page(s). [Click here](#) to count records again..

Step Number	Step Name
1	Review the related requirement.
2	Complete any missing information in the record.
3	Choose whether further action is required. If "Yes" is chosen, provide detail in the Working Notes
4	Update the task status and close.

Template Condition

Attachments to Review

Status: No records.

Attachments

Attachment Type is Required?	No		
Attachment Type	<input type="text"/>		
File(s) to Attach	Attach/Manage	File to Replace	<input type="text"/>
	Drag&Drop files		
		Can be Superseded	<input type="radio"/> Yes <input checked="" type="radio"/> No

Upload Files

Status: No records.

Views

Working Notes

Further action required?	<input type="radio"/> Yes <input type="radio"/> No
Working Notes	

Running Working Notes

Task Step 1: Review the related requirement.

- 4) Click **Related Info** tab to view the associated requirement
- 5) Click Inventory **Summary Title** hyperlink.

The screenshot shows a web browser window with the address bar displaying a URL from goldenspreadelectriccooperative.agiloft.com. The page title is "View Record: SME Review - Work - Microsoft Edge". The main content area is titled "Task: SME Review" and includes a "Close" button. Below the title is a table with the following data:

ID	2916	Status	Completed/Approved	
*Related To	Compliance			
Task Type	Task			
*Task Summary	SME Review			

Below the table is a navigation bar with tabs: "Task Details", "Related Tasks", "Related Info" (highlighted in yellow and marked with a red circle containing the number 4), "Access", "Emails", and "History". Below the navigation bar is a section titled "Related Requirement Information" with a "Collapse All" link. This section contains a table with the following data:

Inventory ID	2174	Inventory Summary Title	ERCOT NOG 9.1.2(1) (marked with a red circle containing the number 5)
--------------	------	-------------------------	---

Compliance Inventory window opens as shown below for review or editing:

Task Step 2: Complete any missing information in the inventory.

- 6) Review all fields on the inventory. Make any obvious changes that should be made or note any items that look incorrect/need further review.

Note: if major changes need to be made (i.e. adding or reassigning any of the SMEs, Responsible Teams), do not make the change in the Inventory but note it in the Task Step 3.

- 7) To edit the Inventory, select **Edit** in the upper-left when selecting the down arrow on the Save **button**. When finished, select **Save & Close** to return to the task window.

Compliance Inventory

Save 7 Compliance Inventory: ERCOT NOG 9.1.2(1)

General Information

Inventory Type: Electric Reliability Council of Texas (ERCOT)

Effective Date: Inactive Date:

Status: Active

Function Applicability: QSE

Facility Applicability: ACES Desk, AEEC, Mustang, GSPWR, TOC

Details | Related Requirements | Related Controls | Attachments | Tasks | Emails | Audit | History

Requirement Information

Requirement Title: ERCOT NOG 9.1.2(1)

Text/Summary of Requirement: The QSE shall provide the following information:
 (a) Unit name;
 (b) QSE;
 (c) Date;
 (d) Time;
 (e) Tested generation real power capability;
 (f) Reported time; and
 (g) Corrected Unit Reactive Limit (CURL) and Unit Reactive Limit (URL).

Subject Matter Experts/Approvers

Responsible Team(s): Power Supply | Supporting Team(s): ACES, Operator

Subject Matter Expert(s): Production Compliance Analyst | Alternate SME(s): AEEC Production Asset Manager

Responsible Manager(s): Plant Performance & Projects Manager | Responsible Senior Manager(s):

Timing Information

Timing Types: As Needed/Applicable, Continuously, None Specified, Other

Timing Requirements: None

Section Information

Section Title: Reactive Testing for Generation Resources

Section: 9

Sub-Section: 9.1.2(1)

Regulatory Information

Regulatory Agency: PUCT | Regulatory Approval Date:

Source Information

Inventory Source: ERCOT NOG | Source Long Name: ERCOT Nodal Operating Guides

Link To Source: www.ercot.com/mkrules/guides/noperating/current

Revision Information

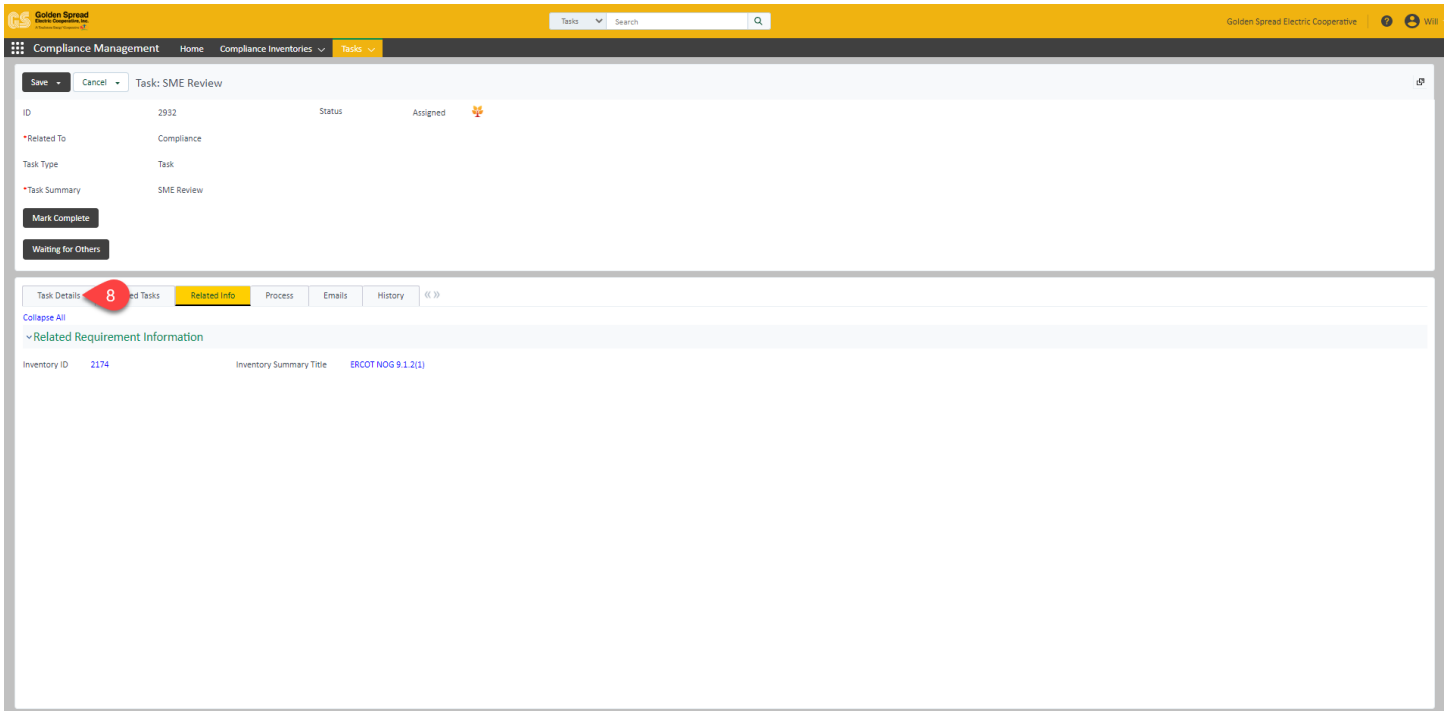
Revision History:

Notes

Additional Notes:

Task window will open as shown below.

8) Click **Task Details** tab to navigate back to the task steps and other task details.



Task Step 3: Choose whether further action is required.

- 9) Under the **Working Notes** section, indicate whether further action is required by clicking the radio button for either "Yes" or "No". Choose "Yes" if major changes need to be made to the Inventory (as noted in Step 2) or if additional steps need to be taken before finalizing this Inventory. Choose "No" if no further changes or actions are needed.
- 10) If "Yes", provide details in the **Working Notes** field. Compliance will see these notes and can take the necessary action.

Note: you will receive an error if this field is left blank when "Yes" is chosen.

Task Step 4: Update the task status.

11) Once all the steps are finished, select the **Mark Complete** button.

The screenshot displays the 'Task: SME Review' interface in the Golden Spread Compliance Management system. The top navigation bar includes 'Compliance Management', 'Home', 'Compliance Inventories', and 'Tasks'. The task details section shows the following information:

- ID:** 2932
- Status:** Assigned
- Related To:** Compliance
- Task Type:** Task
- Task Summary:** SME Review

Key actions and status indicators include:

- A **Mark Complete** button with a red '11' callout.
- A **Waiting for Others** button.
- A **Task Details** tab with sub-tabs for 'Related Tasks', 'Related Info', 'Process', 'Emails', and 'History'.
- A 'Collapse All' button.
- Assigned Team:** Production Compliance Analyst
- Assigned Person:** Assigned Person
- Notify Compliance Team on Completion?** Yes
- Date Due:** Aug 19 2022 15:59:59
- Description:** Obtains SME review and approval of the related requirement record. Compliance will be notified when the task is complete.
- Status:** 4 record(s) found, 1 page(s). Click [here](#) to count records again...

The **Step** section lists four tasks:

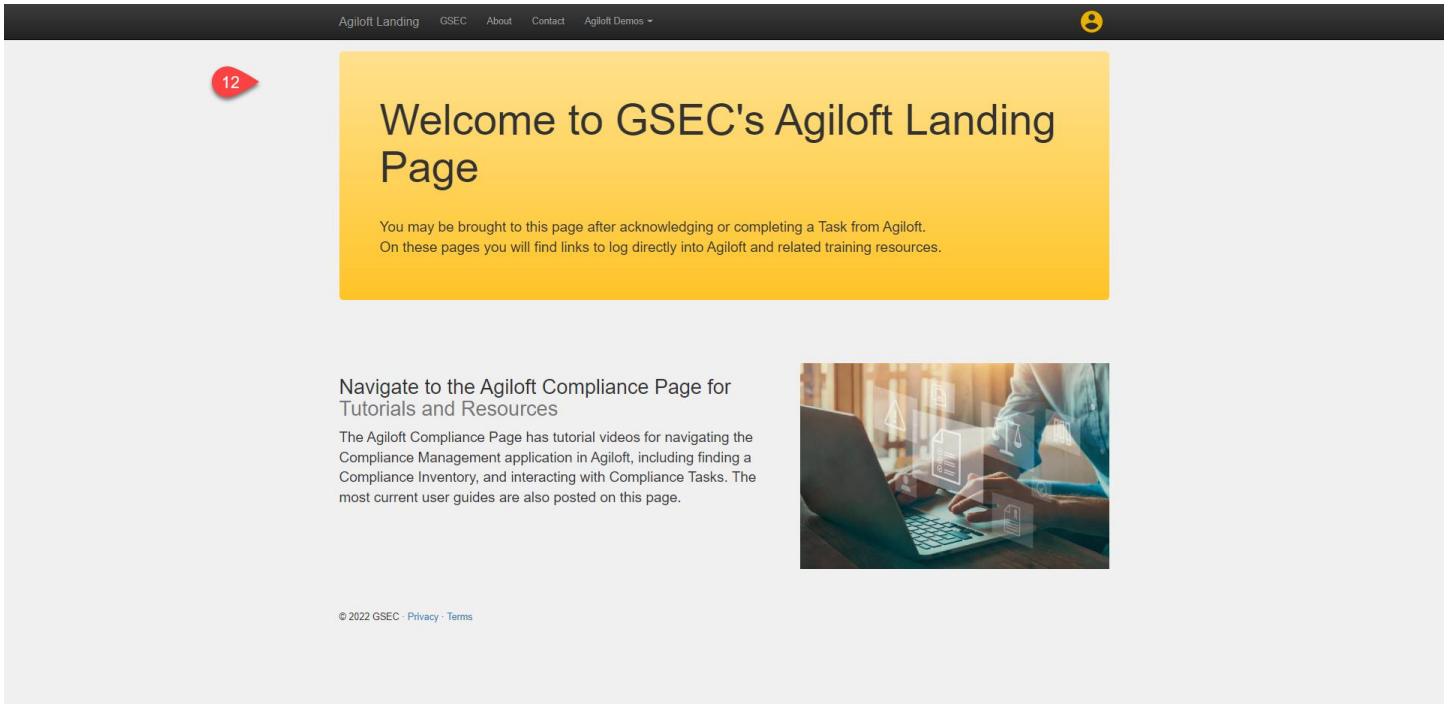
1. Review the related requirement.
2. Complete any missing information in the record.
3. Choose whether further action is required. If "Yes" is chosen, provide detail in the Working Notes
4. Update the task status and close.

Additional features include a 'Drag&Drop files' area, a 'Can be Superseded' radio button (set to 'No'), an 'Upload Files' button, and a 'Views' dropdown.

The **Working Notes** section contains:

- A radio button for 'Further action required?' set to 'No' with a red '9' callout.
- A text input field for 'Working Notes' with a red '10' callout.
- Running Working Notes: [Will Whitworth Aug 10 2022 15:51:28] you guys should look at this. not good.

12) The task window will close, and the landing page window will open indicating the task is complete -



The screenshot shows a web browser window with a dark navigation bar at the top containing the links "Agiloft Landing", "GSEC", "About", "Contact", and "Agiloft Demos". A yellow notification bubble with the number "12" is in the top left corner. The main content area features a large yellow banner with the heading "Welcome to GSEC's Agiloft Landing Page" and a sub-heading "Navigate to the Agiloft Compliance Page for Tutorials and Resources". Below the banner, there is a paragraph of text explaining the purpose of the compliance page and a small image of a person working on a laptop with digital overlays. At the bottom left, there is a copyright notice: "© 2022 GSEC - Privacy - Terms".

Agiloft Landing GSEC About Contact Agiloft Demos


12

Welcome to GSEC's Agiloft Landing Page

You may be brought to this page after acknowledging or completing a Task from Agiloft. On these pages you will find links to log directly into Agiloft and related training resources.

Navigate to the Agiloft Compliance Page for Tutorials and Resources

The Agiloft Compliance Page has tutorial videos for navigating the Compliance Management application in Agiloft, including finding a Compliance Inventory, and interacting with Compliance Tasks. The most current user guides are also posted on this page.



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Acknowledgment Task for Inventory Updates

The user assigned as an SME or Responsible Manager for a Compliance Inventory will receive an email with the subject: "Compliance Task for <<Name of Compliance Inventory>> - Update: Please Acknowledge"

- 1) **A)** (Optional) View Inventory Item prior to acknowledgement by clicking **View Inventory Item** button and continue with Step 2.
OR
- B)** Click the **Acknowledge** button. (then skip to step 5).

Notes:

- **Task Summary** – indicates a SME Acknowledgement or Manager Acknowledgement
- **Description** – states what completing that task means
- **Inventory Summary Title** – names the Compliance Inventory item related to this task

From: GSEC Agiloft <agiloft@gsec.coop>
Sent: Monday, October 3, 2022 1:16 PM
To: Sara Orr <SOrr@gsec.coop>
Subject: Compliance Task for SPP Op Criteria 5.2 - Inventory Update: Please Acknowledge

I

SPP Op Criteria 5.2 has been updated or created, and you are assigned as the SME, Responsible Manager, or Responsible Senior Manager. By selecting "Acknowledge" below, you acknowledge this change and your role as SME, Responsible Manager, or Responsible Senior manager. This acknowledgment is due by Thursday, September 15, 2022. If you have any questions or concerns, please reach out to the Compliance Department.



ID: 3057
Status: Assigned
Task Summary: SME Acknowledgement
Assigned Person: Sara Orr
Date Due: Sep 15 2022 17:00:00
Description: A Compliance Inventory has been added or changed and reviewed and finalized by SMEs and Compliance. By completing this task, you acknowledge this change and your responsibilities for the related Compliance Inventory as an SME.
Inventory ID: 1566
Inventory Summary Title:SPP Op Criteria 5.2

Compliance Inventory record will open -

- 2) Review the record
- 3) **Close** the record after completing review and navigate back to the email from Step 1.

View Record: ERCOT NOG 9.1.2(1)

Edit Close 3

Compliance Inventory: ERCOT NOG 9.1.2(1)

2

3

Details Related Requirements Related Controls Attachments Tasks Emails Audit History

Collapse All

Requirement Information

Requirement Title ERCOT NOG 9.1.2(1)

Text/Summary of Requirement The OSE shall provide the following information:
(a) Unit name;
(b) OSE;
(c) Date;
(d) Time;
(e) Tested generation real power capability;
(f) Reported time; and
(g) Corrected Unit Reactive Limit (CURL) and Unit Reactive Limit (URL).

Subject Matter Experts/Approvers

Responsible Team(s) Power Supply Supporting Team(s) ACES, Operator

Subject Matter Expert(s) Production Compliance Analyst Alternate SME(s) AEEC Production Asset Manager

Responsible Manager(s) Plant Performance & Projects Manager Responsible Senior Manager(s)

Timing Information

Timing Types None Specified

Timing Requirements None

Section Information

Section Title Reactive Testing for Generation Resources

Section 9

Sub-Section 9.1.2(1)

Regulatory Information

Regulatory Agency PUCT Regulatory Approval Date

Source Information

Inventory Source ERCOT NOG Source Long Name ERCOT Nodal Operating Guides

Link To Source www.ercot.com/mktrules/guides/hoperating/current

Revision Information

Revision History

Notes

Additional Notes

4) In the email, select the **Acknowledge** button as shown in Step 1B.

From: GSEC Agiloft <agiloft@gsec.coop>
Sent: Monday, October 3, 2022 1:16 PM
To: Sara Orr <SOrr@gsec.coop>
Subject: Compliance Task for SPP Op Criteria 5.2 - Inventory Update: Please Acknowledge

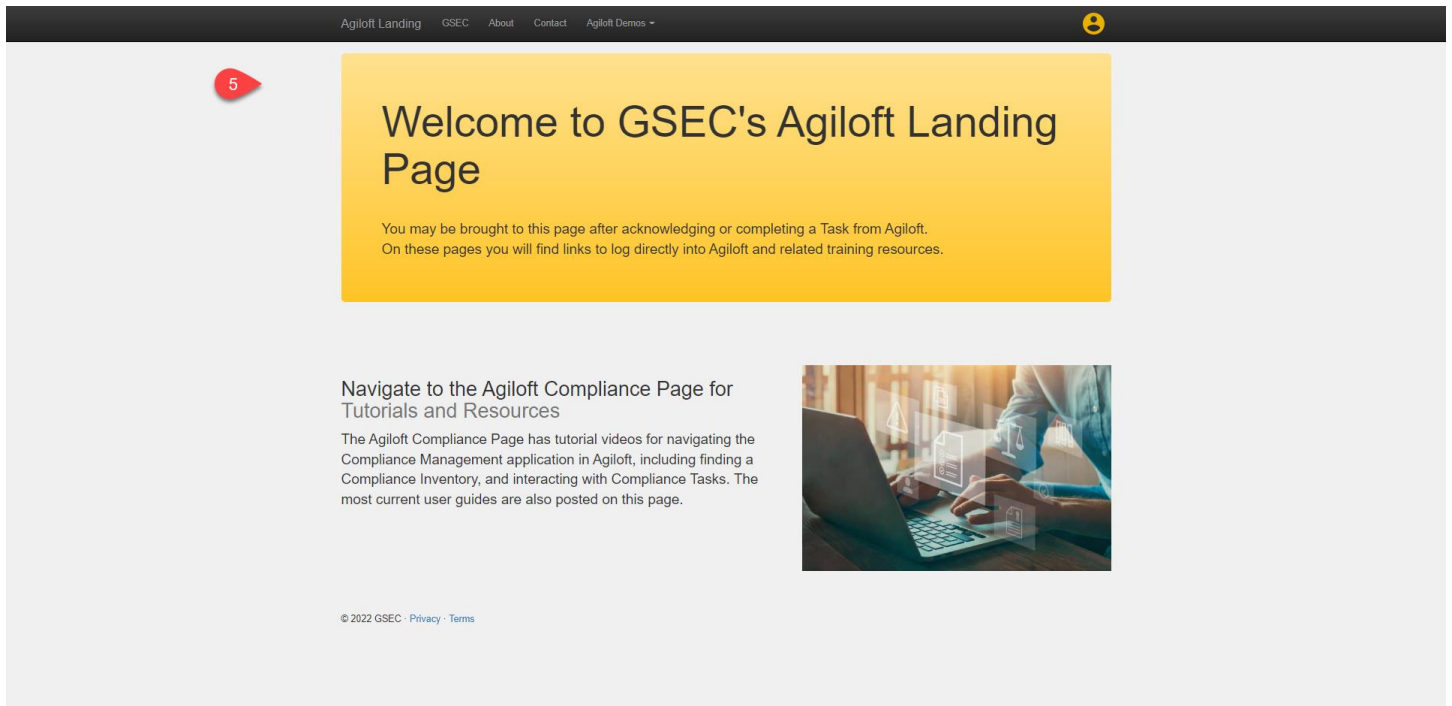
I

SPP Op Criteria 5.2 has been updated or created, and you are assigned as the SME, Responsible Manager, or Responsible Senior Manager. By selecting "Acknowledge" below, you acknowledge this change and your role as SME, Responsible Manager, or Responsible Senior manager. This acknowledgment is due by Thursday, September 15, 2022. If you have any questions or concerns, please reach out to the Compliance Department.

Acknowledge **4** **View Inventory Item**

ID: 3057
Status: Assigned
Task Summary: SME Acknowledgement
Assigned Person: Sara Orr
Date Due: Sep 15 2022 17:00:00
Description: A Compliance Inventory has been added or changed and reviewed and finalized by SMEs and Compliance. By completing this task, you acknowledge this change and your responsibilities for the related Compliance Inventory as an SME.
Inventory ID: 1566
Inventory Summary Title:SPP Op Criteria 5.2

5) The following landing page window will open indicating the task is complete:



The screenshot shows a web browser window with a dark navigation bar at the top containing the links: Agiloft Landing, GSEC, About, Contact, and Agiloft Demos. A yellow smiley face icon is in the top right corner. The main content area has a light gray background. On the left, a red speech bubble with the number '5' is positioned. The central focus is a yellow rectangular box with the following text:

Welcome to GSEC's Agiloft Landing Page

You may be brought to this page after acknowledging or completing a Task from Agiloft. On these pages you will find links to log directly into Agiloft and related training resources.

Below this box, on the left, is a section titled "Navigate to the Agiloft Compliance Page for Tutorials and Resources" with a paragraph of text: "The Agiloft Compliance Page has tutorial videos for navigating the Compliance Management application in Agiloft, including finding a Compliance Inventory, and interacting with Compliance Tasks. The most current user guides are also posted on this page." To the right of this text is an image of a person's hands typing on a laptop keyboard, with various digital icons like a scale of justice, a document, and a bar chart overlaid on the scene.

At the bottom left of the page, there is a small copyright notice: © 2022 GSEC - Privacy - Terms

Additional Notices You May See

Escalation Email Notification

The following escalation email notification is received when your (manager) role is listed as the next level of escalation and if a task has not been completed by the Assigned Team by the due date. Both you and the Assigned Team will receive an email notification each day until the task is completed.

From: GSEC Agiloft <agiloft@gsec.coop>
Sent: Tuesday, September 13, 2022 6:01 AM
To: Ty Boatright <TBoatright@gsec.coop>
Subject: Compliance Task for - Task: SME Review is Overdue

The Task below scheduled for completion on Sep 07 2022 18:00 is overdue. This is a reminder.

If you were assigned the task, click [here](#) to view the task.

ID: 2981
Status: Assigned
Task Type: Task
Task Summary: SME Review
Assigned Team: Plant Performance & Projects Manager
Date Due: Sep 07 2022 18:00
Inventory ID: 2231

This email was sent to:

TO: Bret Yeary, Dave Marsh, Garrett Williams, Ty Boatright

Authentication Window

On occasion, the following authentication window pop up may appear when selecting a link to an item in Agiloft. If this notice shows -

- 1) Click 'Login Via OAuth' button to continue with your steps.

The screenshot shows a standard authentication dialog box. At the top, the title bar reads 'Authentication'. Below the title bar, there are two input fields: 'Username:' with the value 'username@company.com' and 'Password:' with masked characters. Underneath these fields are three dark blue buttons with white text: 'Log in', 'Login Via SAML', and 'Login Via OAuth'. A red callout bubble containing the number '1' is positioned to the left of the 'Login Via OAuth' button, indicating the step to take. Below the buttons, there is a checkbox labeled 'Save Login/Password for this Device'. Below the checkbox, there is a paragraph of text: 'If you select this option, a cookie will remove the need to provide your login/password for future hotlinks. Please only use this option with your own PC or smart phone, not a shared device.'



Forgot your password?

To reset your Agiloft password, please complete the following steps -

- 1) Navigate to the [GSEC Agiloft Compliance](#) page.
- 2) Click the Login icon.
- 3) Click the link labeled as 'Forgot your password?'

The screenshot shows a web browser window with the URL <https://agiloft.gsec.coop/Compliance.html>. The page has a dark navigation bar with links for Agiloft Landing, GSEC, About, Contact, and Agiloft Demos. A user profile icon is in the top right. The main content area features a yellow banner with the text "Welcome to the Agiloft Compliance Page". To the right of the banner is a login form with fields for "username" and "password", a "Forgot your password?" link, and buttons for "GSEC GUEST LOGIN" and "GSEC EMPLOYEE LOGIN". Below the banner is a "Helpful Documents" section with two columns: "Internal User Guide" (with a "Click Here to View PDF" button) and "External User Guide" (with a "Coming Soon" button). A light blue box contains the text "Need to reach out to the GSEC Compliance Department? - Email them at compliance@gsec.coop". At the bottom, there is a section titled "Navigating to an Inventory item - Global Search" with a paragraph of text.

- 4) In the password reset window, type either your username OR your email address.
- 5) Click the 'Reset My Password' button.

Agiloft Password Reset

Enter your Username or Email Address. Your password will be reset to a new value and emailed to you if you are allowed to receive passwords through email.

Username

OR

Email Address

Reset My Password

- 6) The following window will appear providing instructions on your next steps -
Note: If you do not receive an email, please notify help@gsec.coop and copy compliance@gsec.coop.



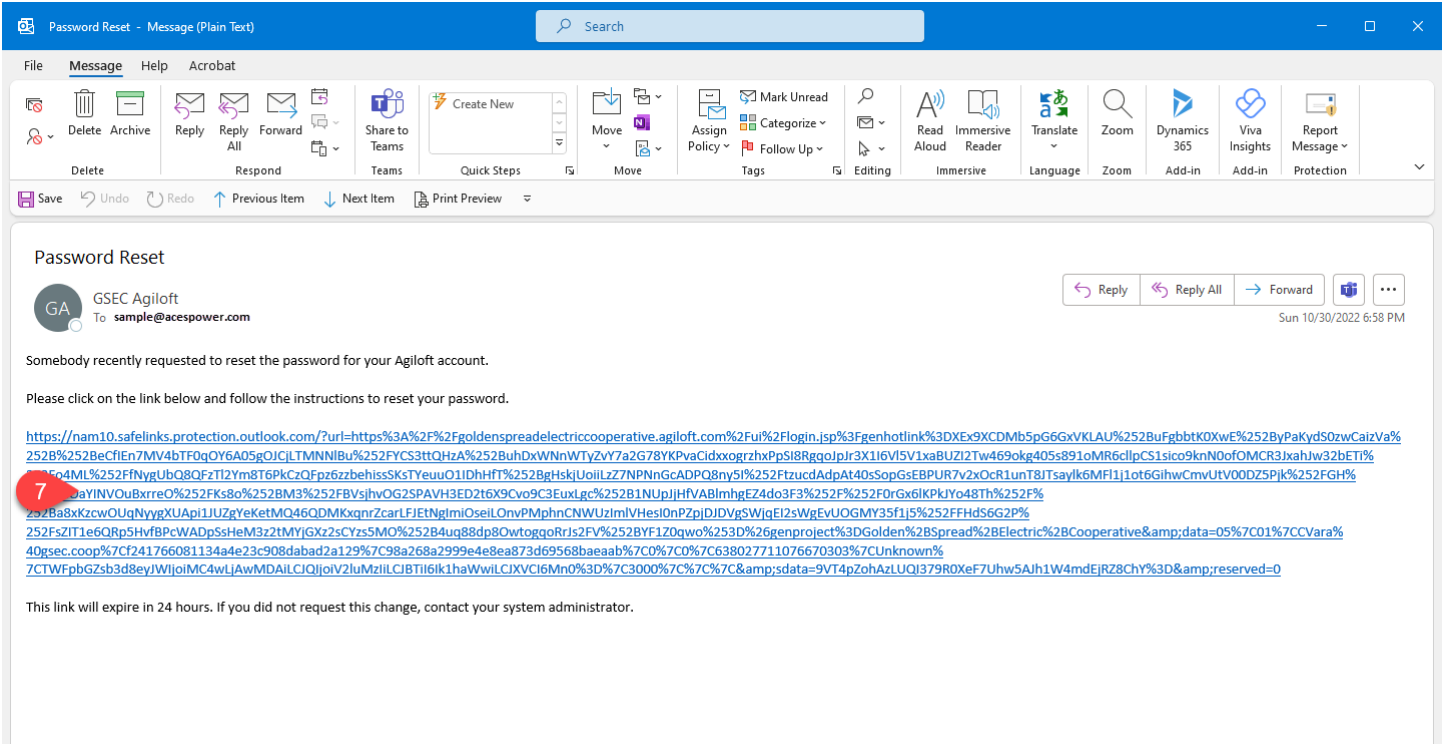
https://goldenspreadelectriccooperative.agiloft.com/gui2/resetPassword

If we find a user match, you should receive a message within a few minutes with instructions to reset your password. If you do not receive a password reset message, please contact your system administrator.

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You should receive an email from GSEC Agiloft as shown below -

- 7) Click on the hyperlink to reset your password.



- 8) Enter a new password and confirm new password.
- 9) Click Ok button.

