

# Compliance Internal User Guide

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## Accessing Agiloft System (GSEC Employee Login)

To Log in -

1) From <u>the Grid</u>, click on the Agiloft application button or click this <u>direct link</u> and you will be directed to a custom dashboard.

Note: Single-sign-on has been implemented for easy access from the Grid.

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To Log out -

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

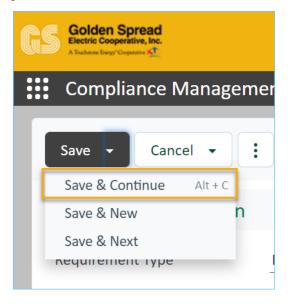
Note: This is the preferred method to close the system. Using the "X" browser button will not log you out of the session until the inactivity timeout period has elapsed.

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## 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.

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## 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 Q view icon to make selection:

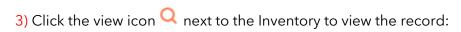
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Know if the Requirement or Control is assigned to a team.

- 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**:

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#### View the Record



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Status: 33 record(s) found, 1 page(s) Click for details				
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□ Edit View ID } Summary Title	Text/Summary of Requirement	Responsible Team(s)	Subject Matter Expert(s)	Click a column title to sort
🗆 🖉 Q 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	
C 2 Q 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	
□ 🤌 Q 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	
Q 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	
Q 1586 SPP Planning Criteria 7.1.1.6 (5)	Site specific data shall contain both dry- bulb and wet-bulb temperatures.	Power	AEEC	
Q 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	
Q 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	
□ 🤌 Q 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	

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

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<ul> <li>Responsible Manager(s)</li> </ul>	Power Supply Director	Responsible Senior Manager	(5)				
~Timing Information							
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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

 $\mathbf{Q}$  to view the Inventory.

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

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ReginationNormal signationSpecification </td <td>Text/Summary of Requirement</td> <td><ul> <li>(a) Submits 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 is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and the CRCT responsible for administrative communications and must here were responsible for administrative communications and must here were responsible for admininia wore between tharges for thow-way confirmation.</li></ul></td> <td></td>	Text/Summary of Requirement	<ul> <li>(a) Submits 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 is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and each of whom is responsible for administrative communications with the QSE and the CRCT responsible for administrative communications and must here were responsible for administrative communications and must here were responsible for admininia wore between tharges for thow-way confirmation.</li></ul>	
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Bange         Read         Read <t< td=""><td><ul> <li>Responsible Team(s)</li> </ul></td><td></td><td></td></t<>	<ul> <li>Responsible Team(s)</li> </ul>		
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ining Requirements of control of	<ul> <li>Timing Information</li> </ul>		
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sub-section       12.11/2         Regulatory Aperoya       PCT       Regulatory Aperoya         Potor       Regulatory Aperoya       PCT         Notario Source Information       V       V         Version Source Information       RecT No all Protocols / Company       RecT No all Protocols / Company         Notario Source Information       V       V       V         version Source Informatin Source Informat	Section Title	Criteria for Qualification as a Qualified Scheduling Entity	
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Put Regulatory Approval Date         Put Regulatory Approval Date                • Source Information               • Record Name               • Record Name          <	'Sub-Section	16.2.1(1)	
Source Information           vector plane         ERCOT NP         Source Long Name         ERCOT Nodal Protocols           ink To Source         www.ercot.com/mktrules/nprotocols/current	~Regulatory Informatio	n	
Nventory Source     ERCOT NP     Source Long Name     ERCOT Nodal Protocols       init To Source     www.ercot.com/mktrules/nprotocols/current     *       * Revision Information     *     *       tevision Mistory     *     *	Regulatory Agency	PUCT Regulatory Approval Date	
ink To Source www.ercot.com/mktrules/nprotocols/current <revision <notes<="" evision="" history="" information="" td=""><td><ul> <li>Source Information</li> </ul></td><td></td><td></td></revision>	<ul> <li>Source Information</li> </ul>		
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Revision History ~ Notes	ink To Source	www.ercot.com/mktrules/nprotocols/current	
~Notes	~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.

<b>□</b> 9 7 ↑ •	↓ 🖪 ₹		1	lew Task -	SME Review assi	gned for ERCOT NOG 9.1.	2(1) - Message	(HTML)				ħ	- 0	×
File Message	Help Acrobat	Q Te	ell me what you war	it to do										
Ro III - ∧ → Delete Archive	← Reply 🔄 ≪ Reply All 🖓 ~ → Forward 🛱 ~	Share to Teams	⁺ <b>7</b> Create New	< > >	Move	Assign Policy ~ Policy for the follow Up	· •	Immersive *	Translate	Q Zoom	Dynamics 365	Viva Insights	Report Message ~	
Delete	Respond	Teams	Quick Steps	r <u>s</u>	Move	Tags	F⊒ Editing		Language	Zoom	Add-in	Add-in	Protection	^
New Task - SM	0	ned for	ERCOT NOG	9.1.2(1	)					€ F	Reply ≪	) Reply All	$\rightarrow$ Forward	
	+ProdCompAnalyst@g	sec.coop											Thu 7/21/2022	3:00 PM
The Task shown belo	ow is assigned to yo	our team.												
View/Edit the Task														
ID:	2916													
	2010													
	Assigned													
Status:	Assigned SME Review													
Status: Task Summary:	0	pliance Ana	alyst											
Status: Task Summary: Assigned Team:	SME Review		alyst											
Status: Task Summary: Assigned Team: Date Due:	SME Review Production Com Jul 23 2022 14:2	3:36		d require	ement record.	Compliance will be no	ified when th	e task is con	nplete.					
Status: Task Summary: Assigned Team: Date Due: Description:	SME Review Production Com Jul 23 2022 14:2	3:36		ed require	ement record.	Compliance will be no	ified when th	e task is con	nplete.					
Status: Task Summary: Assigned Team: Date Due: Description: Inventory ID:	SME Review Production Com Jul 23 2022 14:2 Obtains SME rev 2174	3:36 iew and ap		ed requir	ement record.	Compliance will be no	ified when th	e task is con	nplete.					
Status: Task Summary: Assigned Team: Date Due: Description: Inventory ID: Inventory Summary T Date Created:	SME Review Production Com Jul 23 2022 14:2 Obtains SME rev 2174	3:36 iew and ap 2(1)		d requir	ement record.	Compliance will be no	ified when th	e task is con	nplete.					

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 - Tas	sk: 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 Ta	sks Related Info Process Emails History ((3))
<ul> <li>✓ Task Details</li> </ul>	
*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 1 Step Name	
1 Review the related r	
	ing information in the record.
3 Choose whether fur 4 Update the task stat	ther action is required. If "Yes" is chosen, provide detail in the Working Notes us and close.
Template Condition	
~Attachments to Review	
Status: No records.	
~ Attachments	
Attachment Type is Required?	No
Attachment Type	<b>v</b>
File(s) to Attach	Attach/Manage File to Replace 💌
	Drag&Drop files
	Can be Superseded O Yes ● No
Upload Files	
Status: No records.	
Views 🕶	
~ Working Notes	
Further action required?	⊖ Yes ⊖ 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.

😧 View Record: SME Review - Work - Microsoft Edge	- o ×
https://goldenspreadelectriccooperative.agiloft.com/ui/record/edit.do;page=Ht73l3cseV6Gl0ip5bHjnWvjY9M10058.al;en;CSRF_NONCE=FEC2162AFE674A5F6708762	0070699E?_prevTarget=close&_unifier=60081&_recordId=29 A <sup>&amp;</sup> G
Close Task: SME Review	
ID 2916 Status Completed/Approved 🙀	
*Related To Compliance	
Task Type Task	
*Task Summary SME Review	
Task Details     Related Info     4     cess     Emails     History     <       Collapse All	
Inventory ID 2174 Inventory Summary Title ERCOT NOG 9.1.2(1) 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					
	ompliance Inventory: ERCOT NOG 9.1.2(1)				ę
_	ompliance inventory. ENCOT NOG 5.1.2(1)				Ъ
~ General Information					
*Inventory Type	Electric Reliability Council of Texas (ERCOT)	-			
Effective Date	<del>````````````````````````````````</del>	Inactive Date	<del>````</del>		
*Status	Active				
Function Applicability	© QSE Ç				
Facility Applicability	□ ACES Desk □ AEEC □ Mustang □ GSPWR □ TOC				
Details Related Requ	irements Related Controls Attachments	Tasks Emails A	udit History 《》		
~ Requirement Informa	tion				
Requirement Title	ERCOT NOG 9.1.2(1)				
*Text/Summary of Requirement	The QSE shall provide the following information:			6	
	(a) Unit name; (b) QSF; (c) Date; (d) Time; (e) Tested generation real power capability; (f) Reported time; and (g) Corrected Unit Reactive Limit (CURL) and Unit Reac	tive Limit (URL).			
~ Subject Matter Exper	ts/Approvers				
*Responsible Team(s)	Power Supply     Q	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     Q	Responsible Senior Manager(s)	¢ Q		
~ Timing Information					
Timing Types	As Needed/Applicable A Continuously None Specified Other V				
Timing Requirements	None				
<ul> <li>Section Information</li> </ul>					
*Section Title	Reactive Testing for Generation Resources				
*Section	9				
*Sub-Section	9.1.2(1)				
~ Regulatory Information	on				
Regulatory Agency	PUCT -	Regulatory Approval Date	<del>`</del>		
~ Source Information					
Inventory Source	ERCOT NOG Q	Source Long Name	ERCOT Nodal Operating Guides Q		
Link To Source	www.ercot.com/mktrules/guides/noperating/current				
~ Revision Information					
Revision History					
	L		A		
~ Notes					
Additional Notes					
	L				

Task window will open as shown below.

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

olden Spread				Tasks 💙 Search	Q	Golden Spread Electric Cooperative	0 0
ompliance Mana	agement Home Complia	ce Inventories 🗸 🛛 Tasks 🧹					
ve - Cancel -	Task: SME Review						ß
	2932	Status	Assigned 🎽				
sted To	Compliance						
Туре	Task						
Summary	SME Review						
ark Complete							
aiting for Others							
sk Details 🗲 8	ed Tasks Related Info	Process Emails Histo	tory «»				
pse All	ed Tasks Related Info	Process Emails Histo	tory 《》				
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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.

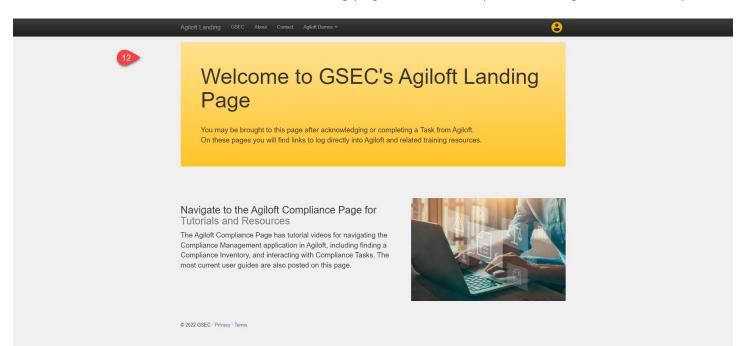
Note: you will receive an error if this field is left blank when "Yes" is chosen.

Task Step 4: Update the task status.

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

Golden Spread Exercise Comparation, Inc.		Tasia 🗸 Search Q	Golden Spread Electric Cooperative	<b>O</b> will
Compliance Manageme	it Home Compliance Inventories 🗸 Tasks 🗸			
Save - Cancel - Ta	k: SME Review			ø
ID	2932 Status Assigned 🏺			
•Related To	Compliance			- 1
Task Type	Task			
•Task Summary	SME Review			
Mark Complete				
				-
Task Details Related Ta	ks Related Info Process Emails History (C.))			-
~Task Details				
•Assigned Team	Production Compliance Analyst Assigned Person			
Notify Compliance Team on Completion?	Yes			
Date Due	Aug 19 2022 15:39:59			
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			
Step Number 8 Step Name				
1 Review the related r				
	information in the record. Her action is required. If "Yes" is chosen, provide detail in the Working Notes			
4 Update the task stat				
	Drag&Drop files			
	Can be Superseded O Yes  No			
Upload Files				
Status: No records.				
Views +				
				- 1
<ul> <li>Working Notes</li> </ul>				
Further action required?	⊛ Yes <sub>O</sub> No 9			
Working Notes	<b>1</b> 0			
Running Working Notes	L			
the second second second	[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.



#### 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"

 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 <a glioft@gsec.coop>

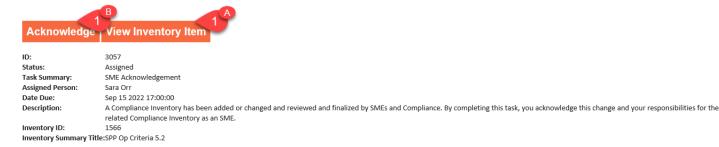
 Sent: Monday, October 3, 2022 1:16 PM

 To: Sara Orr <<u>SOrr@gsec.coop></u>

 Subject: Compliance Task for SPP Op Criteria 5.2 - Inventory Update: Please Acknowledge

Ι

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.



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	2(1)	C
Edit Close	ance Inventory: ERCOT NOG 9.1.2(1)	ø
~General Information	1	
<ul> <li>Inventory Type</li> </ul>	Electric Reliability Council of Texas (ERCOT)	
Effective Date	Inactive Date	
•Status	Active	
Function Applicability	QSE CONTRACTOR OF	
Facility Applicability		
Details Related Rec	quirements Related Controls Attachments Tasks Emails Audit History (C.)	
Collapse All		
~Requirement Inform	nation	
Requirement Title	ERCOT NOG 9.1.2(1)	
*Text/Summary of Requirement	nt The QS2 shall provide the following information: (a) Unit name; (c) DS4; (c) Ds4; (c) Time; (c) Time; (c) Time; (c) Rents generation real power capability; (f) Reported time; and (g) Corrected Unit (CURL) and Unit Reactive Limit (URL).	
~Subject Matter Expe	rts/Approvers	
<ul> <li>Responsible Team(s)</li> </ul>	Power Supply Supporting Team(s) ACES, Operator	
<ul> <li>Subject Matter Expert(s)</li> </ul>	Production Alternate SME(s) AEEC Production Asset Manager Compliance Analyst	
<ul> <li>Responsible Manager(s)</li> </ul>	Plant Responsible Senior Manager(s) Performance 8. Arojects Manager	
~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 Informat	tion	
Regulatory Agency	PUCT Regulatory Approval Date	
~Source Information		
Inventory Source	ERCOT NOS Source Long Name ERCOT Nodal Operating Guides	
Link To Source	www.ercot.com/mktrules/guides/nopersting/current	
~Revision Information	n	
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 <<u>SOrr@gsec.coop></u>

 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:
 Asigned

 Task Summary:
 SME Acknowledgement

 Assigned Person:
 Sa Orr

 Date Due:
 Sep 12 022 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:



## 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 Assisgned 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 <<u>agiloft@gsec.coop</u>> Sent: Tuesday, September 13, 2022 6:01 AM To: Ty Boatright <<u>TBoatright@gsec.coop</u>> 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 SAML' button to continue with your steps.

Authentication			
			<b>^</b>
Username:	sorr@gsec.coop	2	
Password:	•••••	]	
	Log in		
1	Login Via SAML		
	Login Via OAuth		