



# Compliance Internal User Guide

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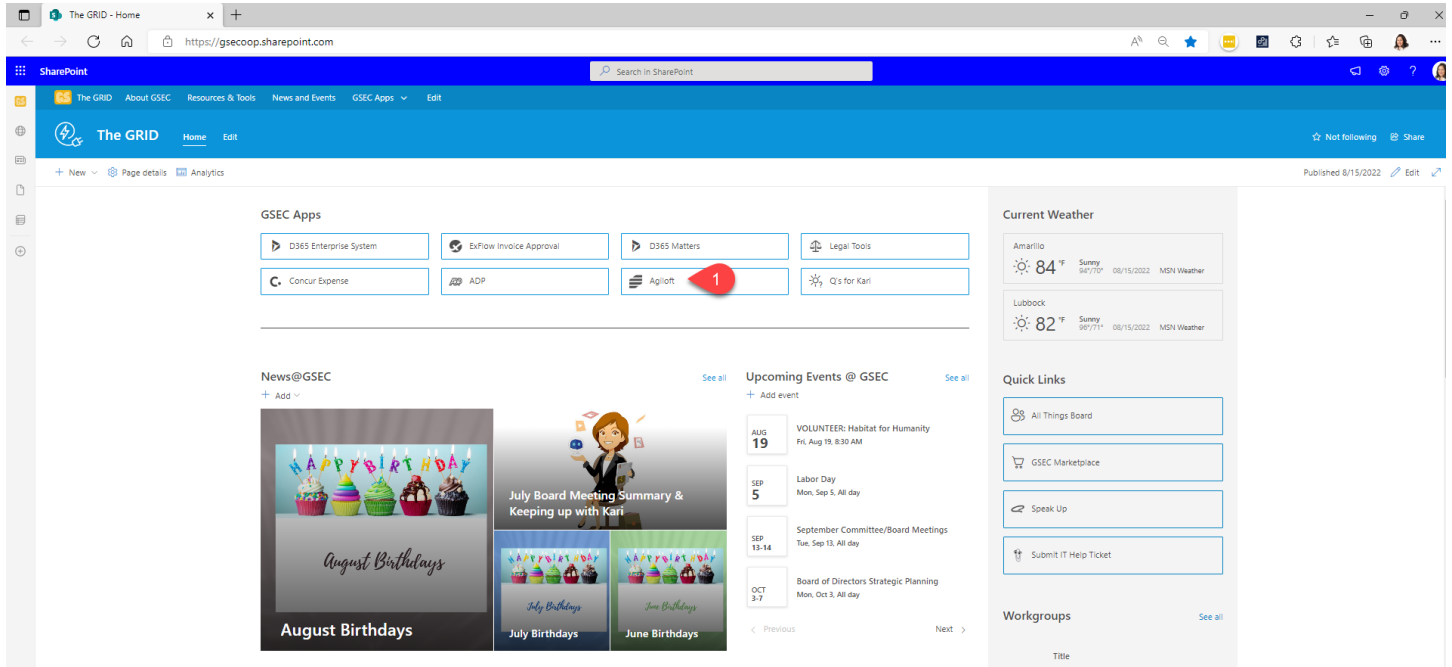
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# Accessing Agiloft System (GSEC Employee Login)

To Log in -

- 1) From [the Grid](#), click on the Agiloft application button or click this [direct link](#) and you will be directed to a custom dashboard.

Note: Single-sign-on has been implemented for easy access from [the Grid](#).



To Log out -

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

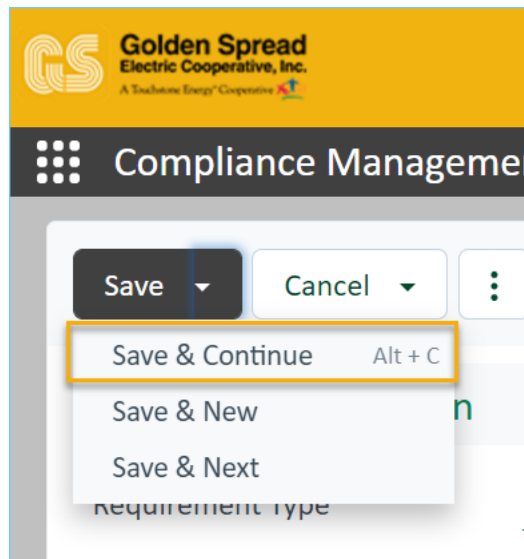
Note: This is the preferred method to close the system. Using the "X" browser button will not log you out of the session until the inactivity timeout period has elapsed.

The screenshot displays the Golden Spread Compliance Management dashboard. At the top, there is a navigation bar with the Golden Spread logo, a search bar, and the user's name 'Christine' with a dropdown menu. The dropdown menu includes options for 'Preferences', 'My Profile', 'Language', and 'Logout'. A red circle '2' highlights the dropdown menu, and a red circle '3' highlights the 'Logout' option. Below the navigation bar, there are search filters for 'Inventory Type' and 'Inventory Source'. The dashboard is divided into several sections: 'User Tasks Approaching Deadline', 'User Tasks Waiting for Others', and 'User Tasks Overdue', each showing a count of 0. Below these are four pie charts: 'User Responsible Team(s) Requirements' (showing segments for North American Electric Reliability and Southwest Power Pool), 'User Supporting Team(s) Requirements', 'Requirements by Team' (showing segments for various departments like ACES, Operations, Accounting & Risk, etc.), and 'Controls by Team' (showing segments for MFG and Other). A red circle '3' is also present near the 'Logout' option in the dropdown menu.

## 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.

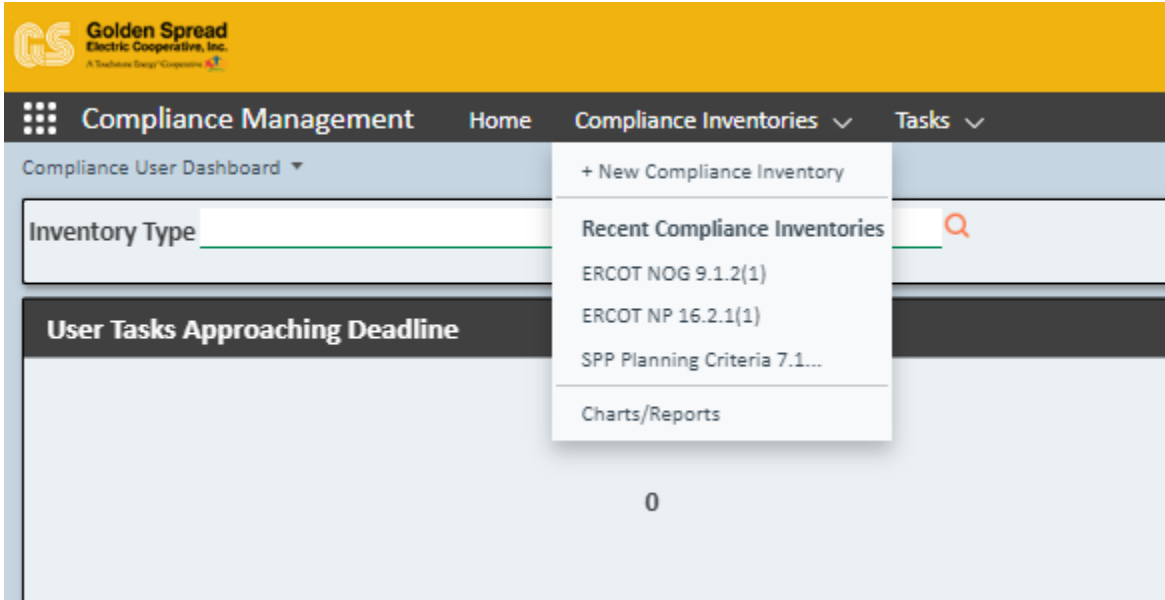


## Compliance Terminology

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.

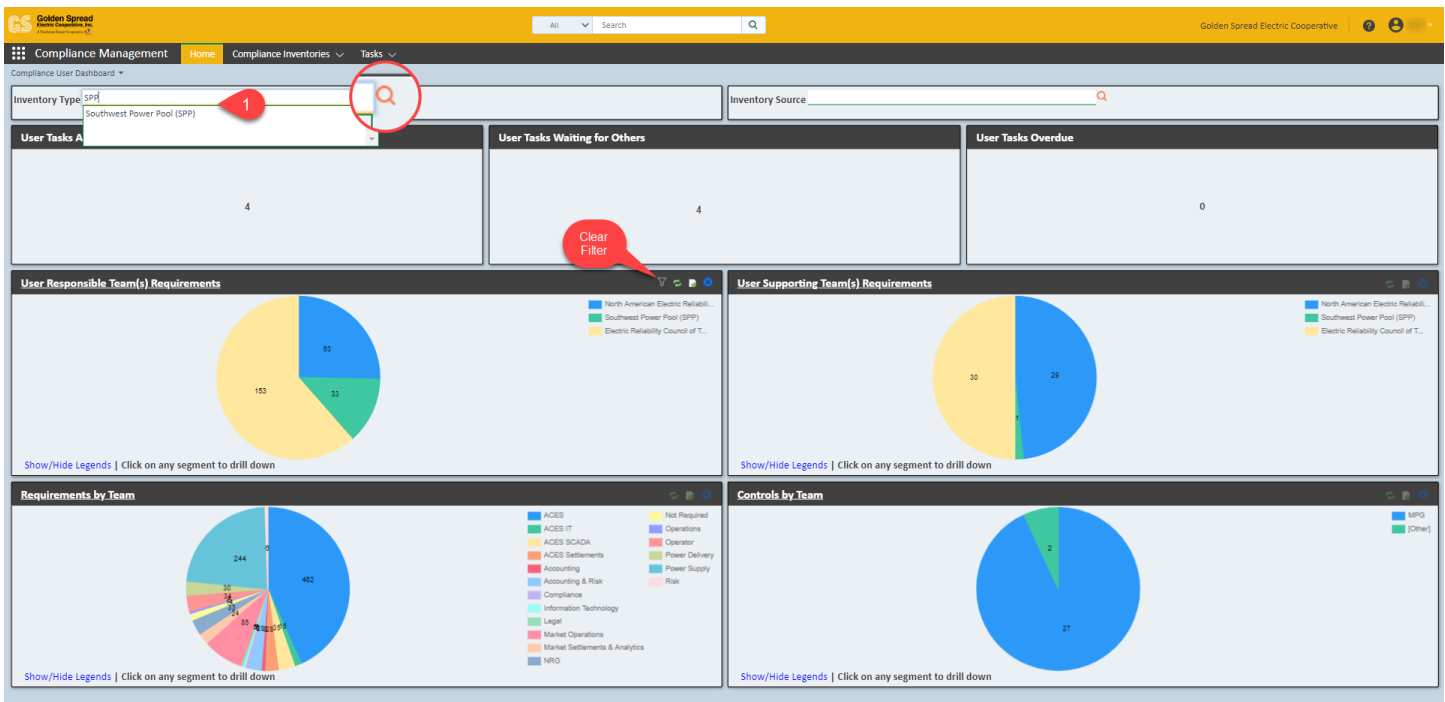


## Find a Compliance Inventory from the Dashboard

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**:





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


The screenshot displays the 'Compliance Inventory: SPP Planning Criteria 7.1.2 (2)' screen. A red circle with the number '4' is positioned over the title bar. The screen is organized into several sections:

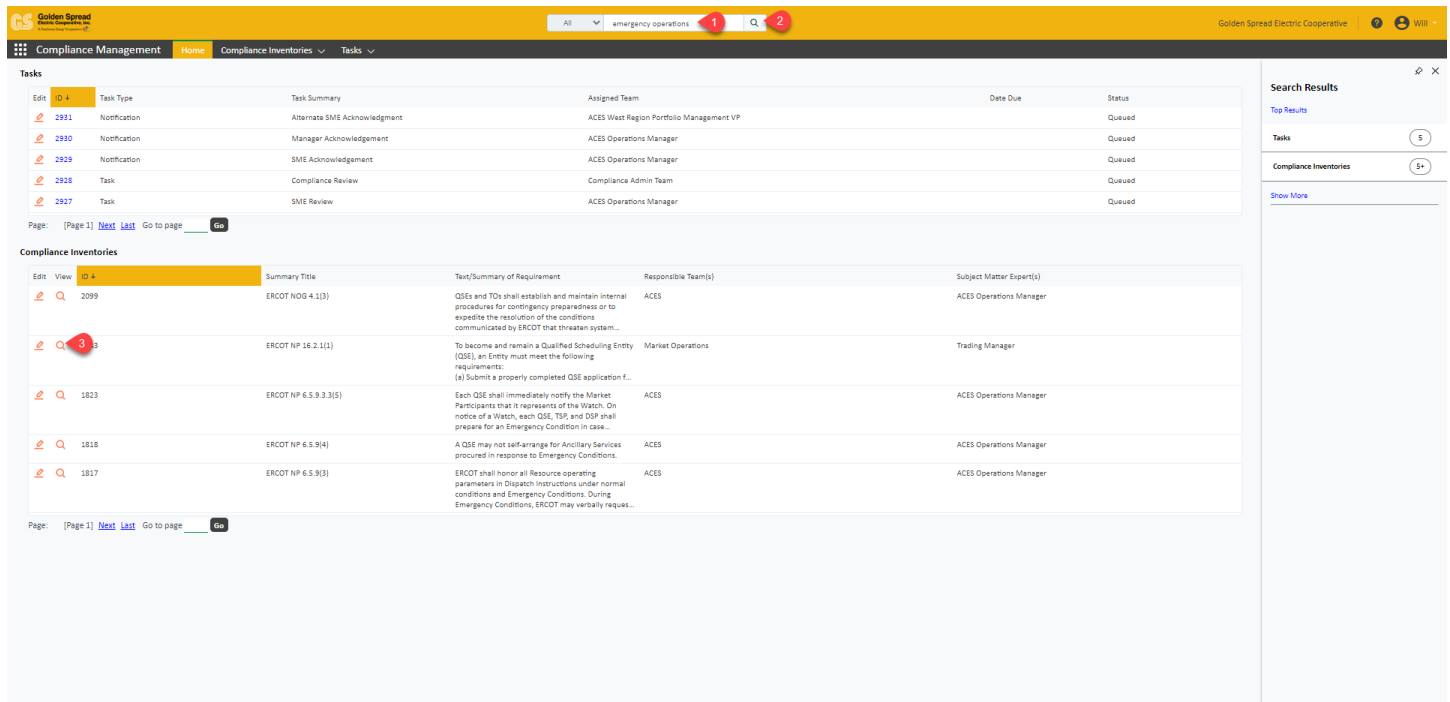
- General Information:**
  - Inventory Type: Southwest Power Pool (SPP)
  - Effective Date: Inactive Date
  - Status: Active
  - Function Applicability: SPP MP
  - Facility Applicability:
- Requirement Information:**
  - Requirement Title: SPP Planning Criteria 7.1.2 (2)
  - Text/Summary of Requirement: 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](http://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. At the top, a search bar contains the text "emergency operations" with a search icon (1) and a red notification badge (2). The navigation menu includes "Compliance Management", "Home", "Compliance Inventories", and "Tasks".

The main content area is divided into two sections:

- Tasks:** A table with columns for ID, Task Type, Task Summary, Assigned Team, Date Due, and Status. It lists five tasks, all with a status of "Queued".
- Compliance Inventories:** A table with columns for ID, Summary Title, Text/Summary of Requirement, Responsible Team(s), and Subject Matter Expert(s). It lists five inventory items, with the second item (ID 1823) highlighted by a red circle (3) and a magnifying glass icon.

On the right side, a "Search Results" panel shows "Top Results" for "Tasks" (5 items) and "Compliance Inventories" (5+ items), with a "Show More" link.

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=4P7QcAUkSYmaggO1uKQ8W0SUIjvo10058.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](http://www.ercot.com/mktrules/hprotocols/current)

Revision Information

Revision History:

Notes

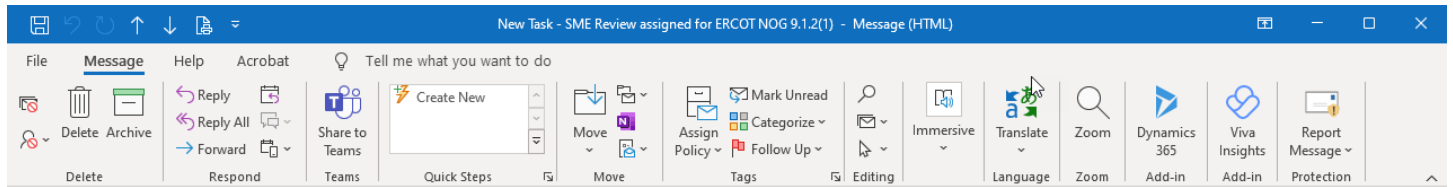
Additional Notes: List Of Market Participants = <http://www.ercot.com/mktparticipants>

# 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   
 File(s) to Attach Attach/Manage File to Replace   
Drag&Drop files Can be Superseded  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.

The screenshot shows a web browser window with the address bar displaying a URL from goldenspreadelectriccooperative.agiloft.com. 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. Under this section is a table with the following data:

Inventory ID	2174	Inventory Summary Title	<a href="#">ERCOT NOG 9.1.2(1)</a> (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) **6**

\*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/mktrules/guides/noperating/current](http://www.ercot.com/mktrules/guides/noperating/current)

**Revision Information**

Revision History:

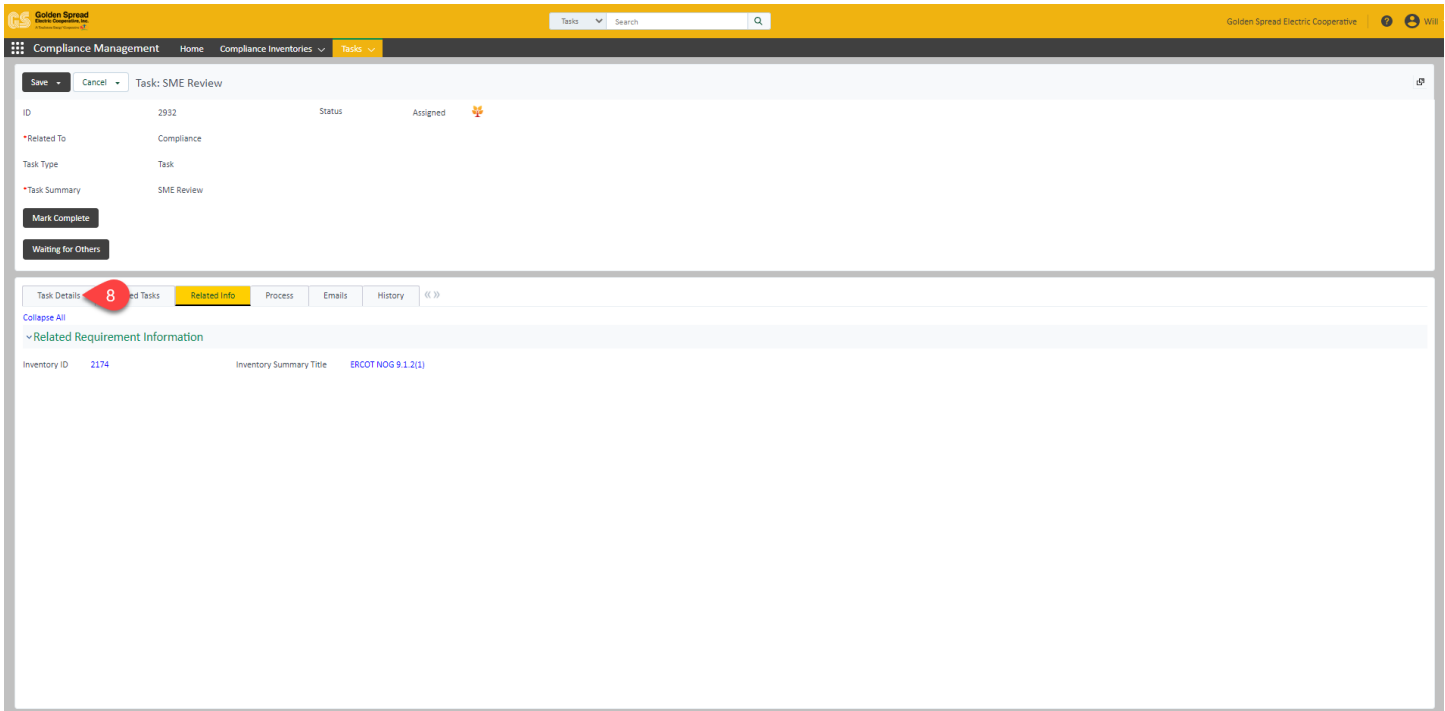
**Notes**

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.

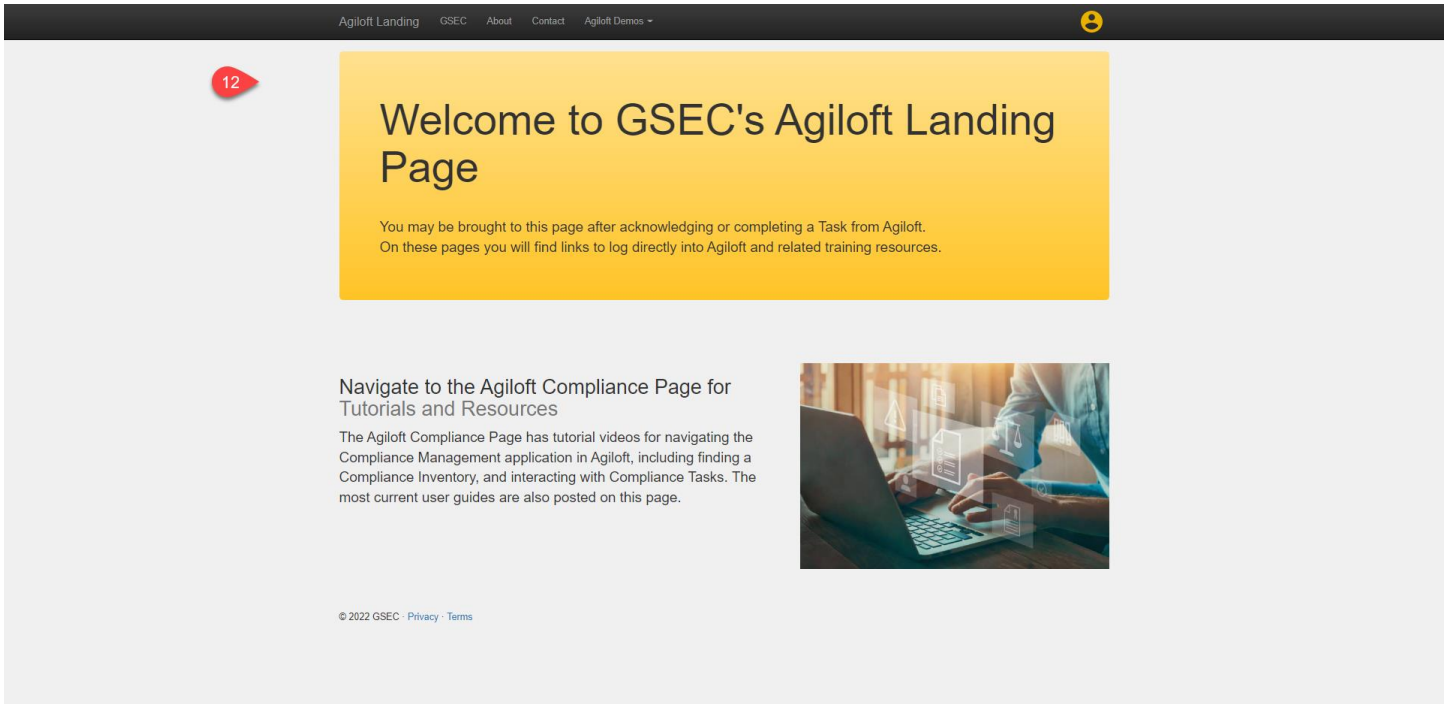
Note: you will receive an error if this field is left blank when "Yes" is chosen.

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' page in the Golden Spread Compliance Management system. The page includes a header with navigation options like 'Home', 'Compliance Inventories', and 'Tasks'. A 'Save' button is highlighted with a red circle containing the number '11'. Below this, the task details are shown, including the ID (2932), status (Assigned), and task type (Task). A 'Mark Complete' button is also visible. The 'Task Details' section includes a table of steps: 1. Review the related requirement, 2. Complete any missing information in the record, 3. Choose whether further action is required, and 4. Update the task status and close. A 'Further action required?' section has a radio button for 'No' selected, with a red circle containing the number '9'. A 'Working Notes' section has a text input field with a red circle containing the number '10'. The page also shows a 'Can be Superseded' option set to 'No' and a 'Views' dropdown menu.

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 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


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## 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)

**General Information**

*Inventory Type	Electric Reliability Council of Texas (ERCOT)
Effective Date	Inactive Date
*Status	Active <b>2</b>
Function Applicability	OSE
Facility Applicability	

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 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	
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**Source Information**

Inventory Source	ERCOT NOG	Source Long Name	ERCOT Nodal Operating Guides
Link To Source	<a href="http://www.ercot.com/mktrules/guides/hoperating/current">www.ercot.com/mktrules/guides/hoperating/current</a>		

**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](mailto:agiloft@gsec.coop)>  
**Sent:** Monday, October 3, 2022 1:16 PM  
**To:** Sara Orr <[SOrr@gsec.coop](mailto:SOrr@gsec.coop)>  
**Subject:** Compliance Task for SPP Op Criteria 5.2 - Inventory Update: Please Acknowledge

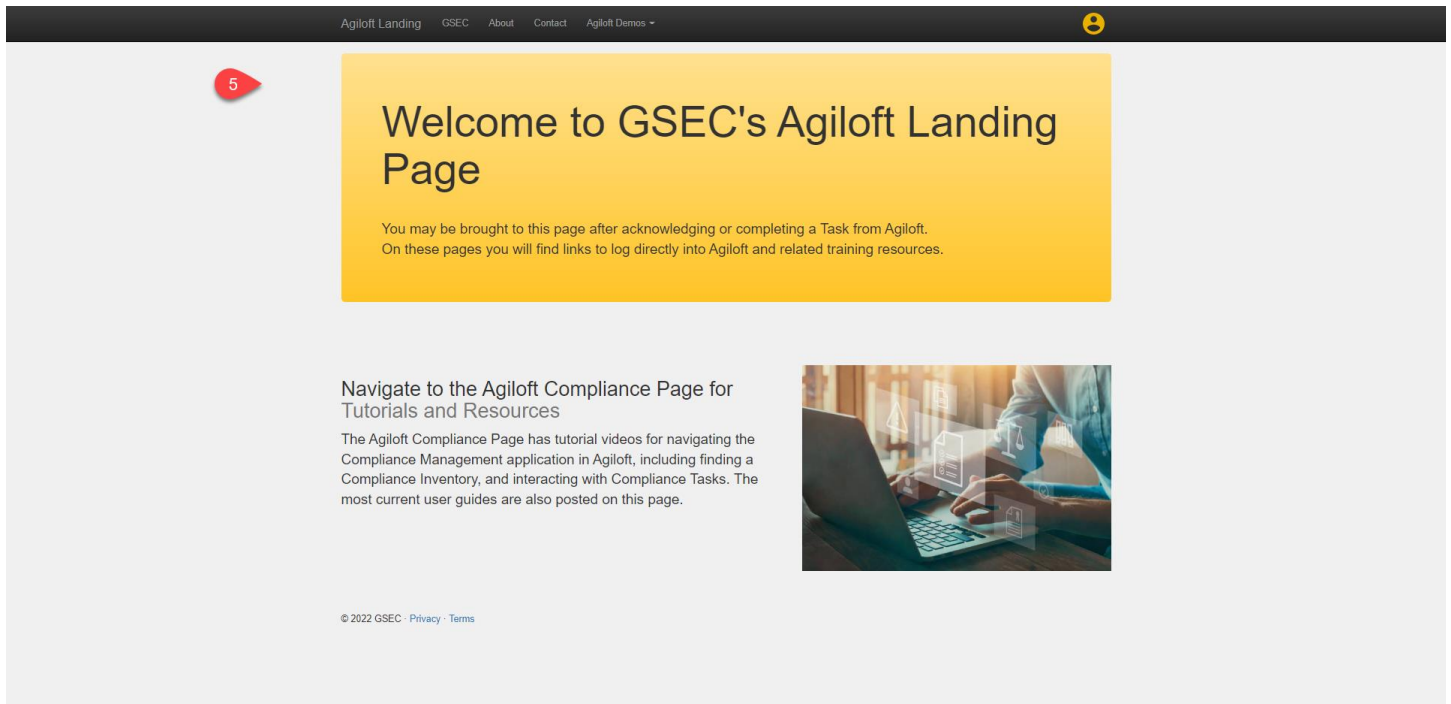
I

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 header bar. The header contains navigation links: "Agiloft Landing", "GSEC", "About", "Contact", and "Agiloft Demos" with a dropdown arrow. A user profile icon is visible in the top right corner of the header. The main content area has a light gray background. On the left side, there is a red speech bubble icon with the number "5". The central focus is a large 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 the yellow box, there is a section titled "Navigate to the Agiloft Compliance Page for Tutorials and Resources". The text below this title reads: "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 showing a person's hands typing on a laptop keyboard, with various digital icons (like a scale of justice, a document, and a laptop) overlaid on the scene, suggesting a digital or compliance-related environment.

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](mailto:agiloft@gsec.coop)>  
**Sent:** Tuesday, September 13, 2022 6:01 AM  
**To:** Ty Boatright <[TBoatright@gsec.coop](mailto: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:

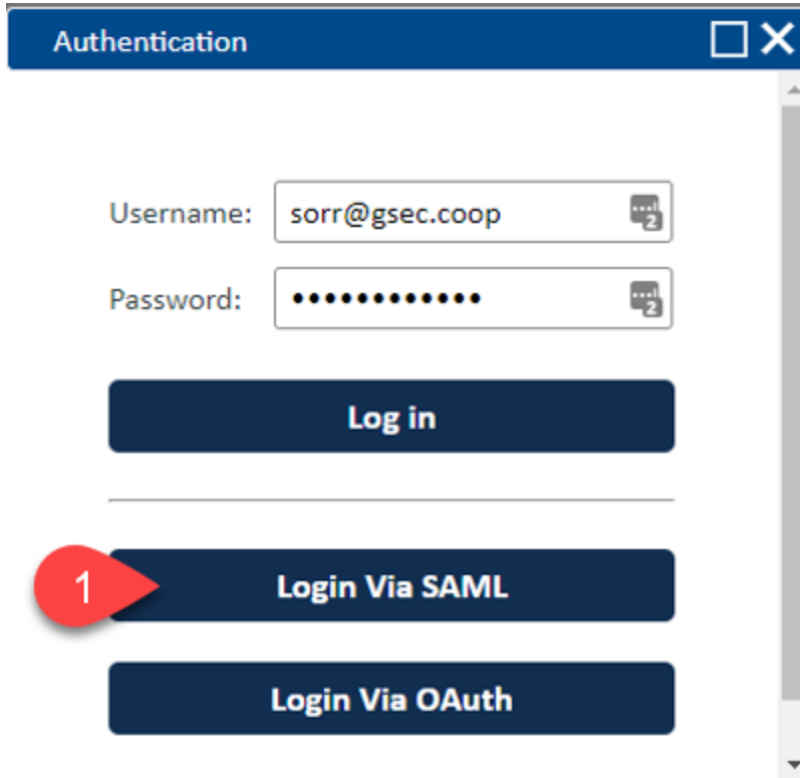
TO: Bret Yeary, Dave Marsh, Garrett Williams, Ty Boatright



## 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 SAML' button to continue with your steps.



The image shows a screenshot of an authentication window titled "Authentication". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header, there are two input fields: "Username:" with the value "sorr@gsec.coop" and "Password:" with a masked password represented by ten dots. Each input field has a small icon of a speech bubble with the number "2" next to it. Below the input fields, there are three dark blue buttons with white text: "Log in", "Login Via SAML", and "Login Via OAuth". A red callout bubble with the number "1" is positioned to the left of the "Login Via SAML" button, pointing to it. A vertical scrollbar is visible on the right side of the window.