



***Customer Portal – Transmission  
Losses  
User's Manual***



## ***Customer Portal Transmission Losses User's Manual***

### **Table of Contents**

<b>1. HISTORY AND BACKGROUND.....</b>	<b>3</b>
<b>2. INTRODUCTION .....</b>	<b>3</b>
<b>3. AUDIENCE .....</b>	<b>3</b>
<b>4. SCOPE .....</b>	<b>3</b>
<b>5. TERMINOLOGY.....</b>	<b>3</b>
<b>6. ACCESSING THE CUSTOMER PORTAL FOR TRANSMISSION USAGE AND LOSS FUNCTIONS.....</b>	<b>4</b>
6.1. TRANSMISSION USAGE CHECKOUT FUNCTIONS .....	5
5.1.1. TX Usage/Loss Checkout .....	6
5.1.2. TX Usage/Loss Detail .....	11
6.2. SCHEDULING LOSS PAYBACK FUNCTIONS .....	13
5.2.1. TX Payback Approval .....	14



## ***Customer Portal Transmission Losses User's Manual***

### **1. History and Background**

This manual and the application it covers are related to the processes documented in the Western Area Power Administration (WAPA), Sierra Nevada Region (SNR) Business Process BP-009, WASN Operations Business Procedure. BP-009 explains the current business procedures and timing requirements as related to transmission reservation/service and energy scheduling processes.

### **2. Introduction**

This manual details the use of the SNR Customer Portal for the purpose of Transmission Usage Checkout and Schedule Payback functions. Through use of the manual, external customers associated with usage and payback functions can better understand the process in relation to performing their activities, and how the application can assist them in completing their tasks.

### **3. Audience**

This manual is intended for use by the external customers who interact with SNR employees in regards to the Transmission Usage and Schedule Payback processes.

### **4. Scope**

This manual describes the SNR External Customer Portal for the purpose of Transmission Loss Checkout and Transmission Loss Detail functions only. It does not detail how to maintain the application (programmatically or from a system administrator point of view).

### **5. Terminology**

The terms Western, WAPA and SNR are used synonymously throughout this manual and refer to the Sierra Nevada Region of the Western Area Power Administration (WAPA).



## Customer Portal Transmission Losses User's Manual

### 6. Accessing the Customer Portal for Transmission Usage and Loss Functions

Access the Customer Portal via the URL provided by SNR.

Once you access the URL the program displays the Log In screen similar to the one below:

<< Decrease Text Size | Increase Text Size >> Friday, December 9, 2011 01:21:39 PM

SIERRA NEVADA REGION  
CUSTOMER PORTAL

TIBCO Staging Environment

Western AREA POWER ADMINISTRATION

**Please Log In:**

Username

Password

Log In

**SNR Customer Portal**

Welcome to the Western Area Power Administration, Sierra Nevada Region's Customer Portal.

**This application is the property of the United States Government and is provided only for authorized use.**

Users, whether authorized or unauthorized, have no explicit or implicit expectation of privacy. This application may be monitored for all lawful purposes, including to ensure that its use is authorized, for management of the application, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.

Monitoring includes active attacks by authorized personnel and their entities to test or verify the security of the application. All activity is logged and will be used to ensure the security and survivability of this application. Logs and files may be examined, recorded, copied and used for authorized purposes. All information including personal information placed on or sent over this application may be monitored. Use of this application constitutes consent to monitoring of this application.

Unauthorized use may subject you to criminal prosecution. Evidence of any such unauthorized use may be used for administrative, criminal or other adverse action. Use of this application constitutes consent to monitoring for these purposes

By logging in you indicate your awareness of, and consent to, these terms and conditions of use.

Please familiarize yourself with the [privacy policy](#) before logging in.

**Username** and **Password** – Enter the user name and password provided by SNR. Once you log in, the program displays a screen similar to the one below:

**Note:** The screen that displays depends on the role you perform for your organization. These two roles are referred to in this manual as “Transmission Usage” and “Schedule Payback” functions.

See Section 6.1, [Transmission Usage Checkout Functions](#) on the next page for details.

See Section 6.2, [Scheduling Loss Payback Functions](#) on page 13 for details.

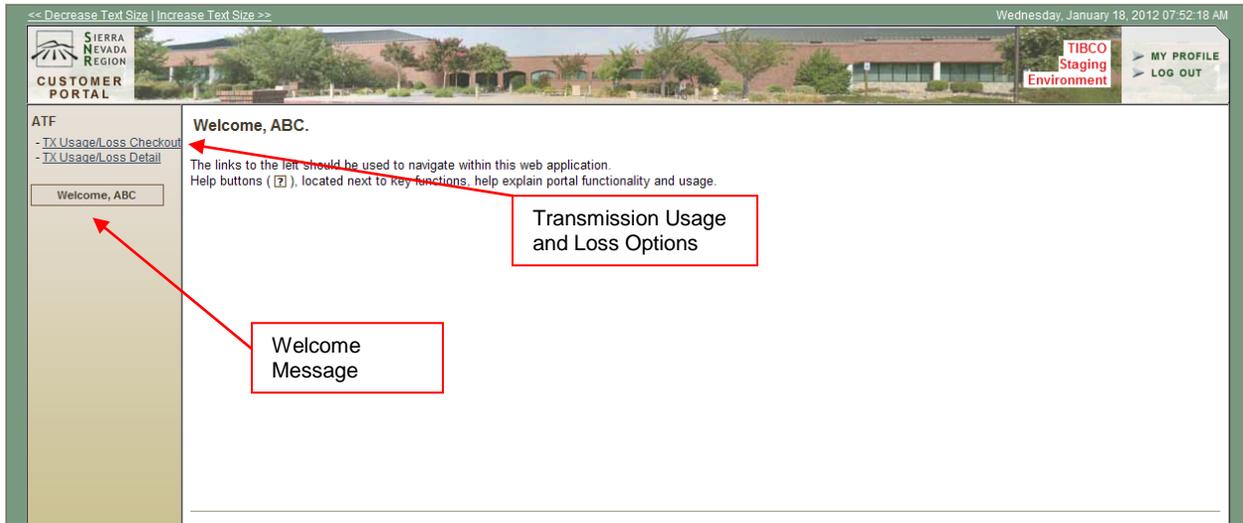
**Note:** If your organization wishes to combine both the Transmission Usage Checkout and Scheduling Loss Payback and functions with one login, a written request must be provided to Western.



## Customer Portal Transmission Losses User's Manual

### 6.1. Transmission Usage Checkout Functions

If you perform Transmission Usage functions, after you log on, the program displays a screen similar to the one below:



**Welcome Message** – The program displays your Customer logon name (Welcome, ABC in the example above).

**Transmission Usage and Loss Options** – The program provides the following two options for your transmission functions.

**TX Usage/Loss Checkout** – Summary for transmission usage and losses to perform checkout. See Section 6.1.1 on the next page.

**TX Usage/Loss Detail** – Detailed breakdown of transmission usage and losses, including balance by Transmission Service Number (TSN). See Section 6.1.2 on page 11.



## Customer Portal Transmission Losses User's Manual

### 5.1.1. TX Usage/Loss Checkout

Use this option to display the losses for a specific day, and to also provide feedback to SNR as to whether you agree or disagree with the values.

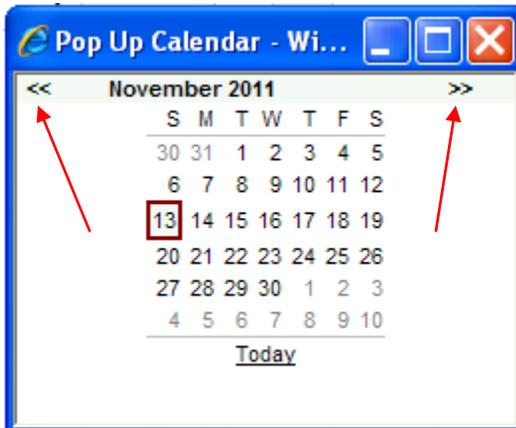
When you click on the TX Usage/Loss Checkout link, the program displays a screen similar to the one shown below:

Transmission Usage/Loss Checkout

Active Day: 11/17/2011 GO

Type	ID	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24	
COTF USAGE	USAGE54_1	12,000	5,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000		
COTF LOSSES	USAGE54_1	0.192	0.080	0.016	0.016	0.016	0.016	0.016	0.016	0.016	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000		
Checked out by mkamm @11/18/2011 01:19 PM																											
COTF USAGE	USAGE54_2	16,000	2,000	2,000	2,000	2,000	2,000	2,000	0,000	2,000	2,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
COTF LOSSES	USAGE54_2	0.270	0.032	0.032	0.032	0.032	0.032	0.032	0,000	0.032	0.048	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
Checked out by abc_trans @01/17/2012 01:16 PM																											
COTF USAGE	USAGE54_3	825,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	75,000	75,000	50,000	50,000	50,000	50,000	75,000	75,000	75,000	75,000	75,000	50,000	50,000	0,000	0,000	0,000	
COTF LOSSES	USAGE54_3	18,975	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	1.725	1.725	1.150	1.150	1.150	1.725	1.725	1.725	1.725	1.725	1.150	1.150	0,000	0,000	0,000	0,000	
AGREE DISAGREE																											
CVP USAGE	USAGE54_1	600,000	75,000	75,000	75,000	75,000	75,000	75,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	75,000	
CVP LOSSES	USAGE54_1	9,600	1,200	1,200	1,200	1,200	1,200	1,200	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	1,200	
AGREE DISAGREE																											

**Note:** The date displayed (Active Day) may not have loss and usage values, in which instance, the program will display zeros instead of data. Click on the calendar icon (highlighted by the arrow above) to choose a specific date. The program displays a Pop-up Calendar as shown below:



Use the arrows highlighted above to navigate to the month/day you wish to display. Click the left arrow to display the previous month, and the right arrow to display the next month. After you select the desired month/date, click the Go button.



# Customer Portal Transmission Losses User's Manual

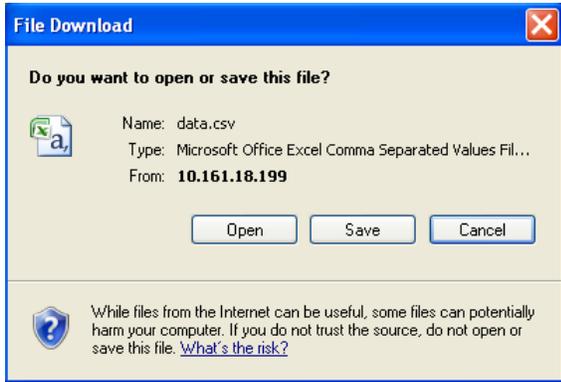
Transmission Usage/Loss Checkout

Active Day: 11/17/2011 GO

User abc\_trans is logged in for PID 54

Type	ID	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24	
COTP	USAGE	USAGES4_1	12.000	5.000	1.000	1.000	1.000	1.000	1.000	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
COTP	LOSSES	USAGES4_1	0.192	0.080	0.016	0.016	0.016	0.016	0.016	0.016	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Checked out by mkamm @11/18/2011 01:19 PM																											
COTP	USAGE	USAGES4_2	16.000	2.000	2.000	2.000	2.000	2.000	2.000	0.000	2.000	2.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
COTP	LOSSES	USAGES4_2	0.270	0.032	0.032	0.032	0.032	0.032	0.032	0.000	0.032	0.048	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Checked out by abc_trans @01/17/2012 01:16 PM																											
COTP	USAGE	USAGES4_3	825.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	75.000	75.000	50.000	50.000	50.000	75.000	75.000	75.000	75.000	75.000	50.000	50.000	0.000	0.000	0.000	0.000
COTP	LOSSES	USAGES4_3	18.975	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.725	1.725	1.150	1.150	1.150	1.725	1.725	1.725	1.725	1.150	1.150	0.000	0.000	0.000	0.000	0.000
AGREE DISAGREE																											
CVP	USAGE	USAGES4_1	600.000	75.000	75.000	75.000	75.000	75.000	75.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	75.000	75.000
CVP	LOSSES	USAGES4_1	9.600	1.200	1.200	1.200	1.200	1.200	1.200	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.200	1.200
AGREE DISAGREE																											

**CSV** – Click on the CSV Download button to download the information. When you click on the CSV button, the program displays the following dialogue box:



**Open** – Click the Open button to open an Excel file with the values from the Transmission Loss Checkout screen. You can then save/name this file to a location on your computer. Below is an example of the Excel file from the CSV download:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V				
1	11/17/2011																									
2	System	Type	ID	Total	Status	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17				
3	COTP	USAGE	USAGES4_1	12	Checked out by mkamm @11/18/2011 01:19 PM	5	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
4	COTP	LOSSES	USAGES4_1	0.192		0.08	0.016	0.016	0.016	0.016	0.016	0.016	0.016	0	0	0	0	0	0	0	0	0	0	0	0	0
5	COTP	USAGE	USAGES4_2	16	Not checked out	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0
6	COTP	LOSSES	USAGES4_2	0.27		0.032	0.032	0.032	0.032	0.032	0.032	0.032	0	0.032	0.046	0	0	0	0	0	0	0	0	0	0	0
7	COTP	USAGE	USAGES4_3	825	Not checked out	0	0	0	0	0	0	0	0	0	75	75	50	50	50	50	75	75				
8	COTP	LOSSES	USAGES4_3	18.97		0	0	0	0	0	0	0	0	0	1.725	1.725	1.15	1.15	1.15	1.15	1.725	1.725				
9	CVP	USAGE	USAGES4_1	600	Not checked out	75	75	75	75	75	75	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	CVP	LOSSES	USAGES4_1	9.6		1.2	1.2	1.2	1.2	1.2	1.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Save** – Click the Save button and the program opens a “Save As” dialogue box that allows you to name/save the contents from the Transmission Loss Checkout screen into an Excel file, and store it in a location on your computer.

**Cancel** – Click the Cancel button to cancel the download of the Transmission Loss Checkout information.



## Customer Portal Transmission Losses User's Manual

**Selected Active Day Data** – On the screen below, from left to right, the program displays the following information for the Active Day (see the untitled red arrow below):

Transmission Usage/Loss Checkout

Active Day: 11/17/2011 GO

User abc\_trans is logged in for PID 54

Type	ID	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24	
COTP	USAGE	USAGE54_1	12.000	5.000	1.000	1.000	1.000	1.000	1.000	1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
COTP	LOSSES	USAGE54_1	0.192	0.080	0.018	0.018	0.018	0.018	0.018	0.018	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Checked out by mtkamm @11/18/2011 01:19 PM																											
COTP	USAGE	USAGE54_2	16.000	2.000	2.000	2.000	2.000	2.000	2.000	0.000	2.000	2.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
COTP	LOSSES	USAGE54_2	0.270	0.032	0.032	0.032	0.032	0.032	0.032	0.000	0.032	0.048	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Checked out by abc_trans @01/17/2012 01:18 PM																											
COTP	USAGE	USAGE54_3	825.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	75.000	75.000	50.000	50.000	50.000	75.000	75.000	75.000	75.000	75.000	50.000	50.000	0.000	0.000	0.000	0.000
COTP	LOSSES	USAGE54_3	18.975	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.725	1.725	1.150	1.150	1.725	1.725	1.725	1.725	1.725	1.150	1.150	0.000	0.000	0.000	0.000	0.000
AGREE DISAGREE																											
CVP	USAGE	USAGE54_1	600.000	75.000	75.000	75.000	75.000	75.000	75.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	75.000	75.000	
CVP	LOSSES	USAGE54_1	9.600	1.200	1.200	1.200	1.200	1.200	1.200	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.200	1.200	
AGREE DISAGREE																											

**Transmission System (untitled)** – This is the first column on the left and is untitled. It displays one of the following two values:

- COTP – California-Oregon Transmission Project 500-kV.
- CVP – Central Valley Project Transmission, 230-kV, 115-kV, 69- kV.

**Type** – This column displays two values: Usage or Losses.

**ID** – The unique identifier for a specific customer Transmission Service Number (TSN).

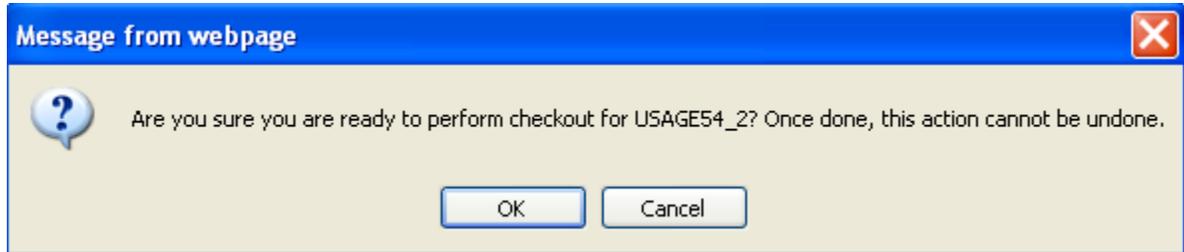
**Total** – The total ID usage or loss for the active day.

**HE1 through HE24** – The usage or loss value for hours 1 through 24 for the specific ID/day.



## Customer Portal Transmission Losses User's Manual

**AGREE** – Click this button if you agree with the values displayed for the ID, day and hours. When you click on this button, the program displays a message similar to the one shown below:



**Cancel** – Click this button to cancel the checkout action.

**OK** – Click this button to checkout that particular ID/day. After you click this button the ID/day is updated in the SNR Transmission Losses application (SNR's internal application) to indicate it has been checked-out. At this point the CSV upload is disabled.

**DISAGREE** – Click this button if you disagree with the “Usage” values displayed for the ID, day and hours. When you click the Disagree button, the program displays a Transmission Loss Disagreement screen similar to the one shown below:

ID	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24
COTP_USAGE54_3	825.0	0	0	0	0	0	0	0	0	75	75	50	50	50	50	75	75	75	75	50	50	0	0	0	

The program displays the Usage values (Total and HE1 through HE24) for the ID/day for which you clicked the Disagree button.

The program also displays the message “**Please put in your corrected hourly values then click Send Disagreement. We will review your suggested changes.**” as shown above.

Select any of the HE1 through HE24 values, and enter what you believe to be the correct value.

**Notes to WAPA** – Use this free-form text area to enter information about your disagreement to WAPA.

**SEND DISAGREEMENT** – After you finish changing any values for HE1 through HE24, and enter any notes in the **Notes to WAPA** field, click this button. After you click this button, an email with your proposed changes is sent to the SNR staff. See the example email below:



## Customer Portal Transmission Losses User's Manual

Mail Properties Personalize Message Source Discussion Thread

**From:** <Staging@wapa.gov> 12/27/2011 10:40:49 AM  
**To:** [REDACTED]  
**CC:** [REDACTED]  
**Subject:** TX Loss Checkout Disagreement from [REDACTED]

From [REDACTED] for 2011-11-06 on COTP - USAGE54\_2

Proposed following hourly MW values:

HE1:	50
HE2:	50
HE3:	11
HE4:	50
HE5:	50
HE6:	50
HE7:	50
HE8:	50
HE9:	11
HE10:	50
HE11:	50
HE12:	50
HE13:	11
HE14:	50
HE15:	50
HE16:	50
HE17:	50
HE18:	50
HE19:	50
HE20:	50
HE21:	50
HE22:	50
HE23:	50
HE24:	50
HE25:	11
Total:	1094

Notes: Test of Disagree: Customer disagrees with HE3, HE9, HE13 and HE25 and proposes new amounts. Please contact [REDACTED]

**Note:** Changes are not finalized until agreed upon and approved by SNR ATF staff.

**CANCEL** – Click this button to cancel any changes you have made. The program returns to the Transmission Loss Checkout screen as shown on page 6.



# Customer Portal Transmission Losses User's Manual

## 5.1.2. TX Usage/Loss Detail

Use this option to display the details for a particular day. When you choose this option, the program displays a screen similar to the one shown below:

**Note:** The information on this screen is display/informational-only.

The screenshot displays the 'Transmission Usage/Loss Detail' page for the active day 10/31/2011. It features a navigation bar at the top with the Sierra Nevada Region logo and user information. The main content area is divided into two primary sections: COTP (Customer Owned Transmission Property) and CVP (Customer Owned Voltage Property).

**COTP Section:**

- COTP Daily Losses Summary:**

Category	Peak	Partial Peak	Off Peak	Super Off Peak
COTP Daily Losses	11,620	9,935	5,152	3,245
- COTP Balance Summary:**

Category	Peak	Partial Peak	Off Peak	Super Off Peak
COTP Balance	12,245	9,201	9,438	1,748
- COTP Details Table:** A table listing transactions for COTP, including Usage, Losses, and Scheduled Payback, with columns for Total, Date, ID, and 24 hours (HE1-HE24).

**CVP Section:**

- CVP Daily Losses Summary:**

Category	Peak	Off Peak
CVP Daily Losses	4,222	3,211
- CVP Balance Summary:**

Category	Peak	Off Peak
CVP Balance	0,711	0,000
- CVP Details Table:** A table listing transactions for CVP, including Usage, Losses, and Scheduled Payback, with columns for Total, Date, ID, and 24 hours (HE1-HE24).

Additional features include a 'CSV Download' button, a 'Go' button for the active day, and a user login status indicator.

In the example above, the upper portion of the screen shows the COTP Daily Losses and COTP Balance for the Active Day, broken down by Peak, Partial Peak, Off Peak, and Super Off Peak.

Right below the COTP Balance figures are the details showing Usage, Losses, and Scheduled Payback (PAYBACK\_SCHEDULED) final payback (PAYBACK) and by date, ID, and also the Total and values for hours HE1 through HE24.

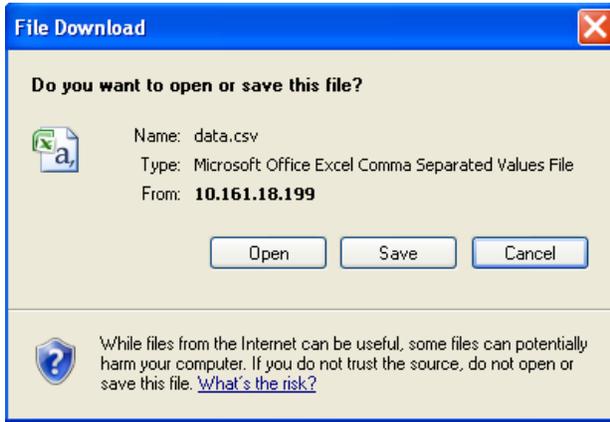
The lower portion of the screen shows the CVP Daily Losses and CVP Balance, broken down by Peak and Off Peak.

Right below the CVP Balance figures are the details showing Usage, Losses, and Payback by date, ID, and for the hours HE1 through HE24.



## Customer Portal Transmission Losses User's Manual

**CSV** – Click on the CSV download button  (highlighted by the arrow above) to download the information. When you click on the CSV button, the program displays the following dialogue box:



**Open** – Click the Open button to open an Excel file with the values from the TX Usage/Loss Detail screen. You can then save/name this file to a location on your computer. Below is an example of the Excel file from the CSV download:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	10/31/2011																						
2		Peak	Partial Peak	Off Peak	Super Off Peak																		
3	COTP Daily Losses	11.628	8.925	5.152	3.248																		
4	COTP Balance	12.246	9.201	9.488	1.746																		
5																							
6	CVP Daily Losses	4.222		3.211																			
7	CVP Balance	0.711		0																			
8																							
9	System	Type	Date	ID	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18
10	COTP	USAGE	10/31/2011	COTPWAB	1200	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
11	COTP	USAGE	10/31/2011	USAGES4_	25	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	COTP	USAGE	10/31/2011	USAGES4_	22	10	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
13	COTP	USAGE	10/31/2011	USAGES4_	24	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
14	COTP	LOSSES	10/31/2011	COTPWAB	27.85	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	1.25	1.25	1.25	1.25	1.9	1.9	1.9	1.9	1.9
15	COTP	LOSSES	10/31/2011	USAGES4_	0.557	0.014	0.014	0.014	0.014	0.014	0.014	0.014	0.014	0.014	0.025	0.025	0.025	0.025	0.038	0.038	0.038	0.038	0.038
16	COTP	LOSSES	10/31/2011	USAGES4_	0.21	0.042	0.042	0.042	0.042	0.042	0.042	0.042	0.042	0.042	0	0	0	0	0	0	0	0	0
17	COTP	LOSSES	10/31/2011	USAGES4_	0.336	0.056	0.056	0.056	0.056	0.056	0.056	0.056	0.056	0.056	0	0	0	0	0	0	0	0	0
18	COTP	PAYBACK_SCHEDULED	11/7/2011	COTP LOSS	1200	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
19	COTP	PAYBACK	11/7/2011	PAYBACKS	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	COTP	PAYBACK	11/7/2011	PAYBACKS	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	COTP	PAYBACK	11/7/2011	PAYBACKS	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	COTP	PAYBACK	11/7/2011	PAYBACKS	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	CVP	USAGE	10/31/2011	CVPABC01	456	23	23	22	22	26	23	19	18	16	15	17	17	13	13	13	15	15	16
24	CVP	USAGE	10/31/2011	CVPABC02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	CVP	LOSSES	10/31/2011	CVPABC01	7.4828	0.3749	0.3749	0.3586	0.3586	0.4238	0.3749	0.3097	0.2934	0.2608	0.2445	0.2771	0.2771	0.2119	0.2119	0.2119	0.2445	0.2445	0.2608
26	CVP	LOSSES	10/31/2011	CVPABC02	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	CVP	PAYBACK_SCHEDULED	11/7/2011	ABC CVP L	7	1	1	1	1	0	0	0	1	1	1	1	0	0	0	0	0	0	0

**Save** – Click the Save button and the program opens a “Save As” dialogue box that allows you to name/save the contents from the TX Usage/Loss Detail screen into an Excel file, and store it in a location on your computer.

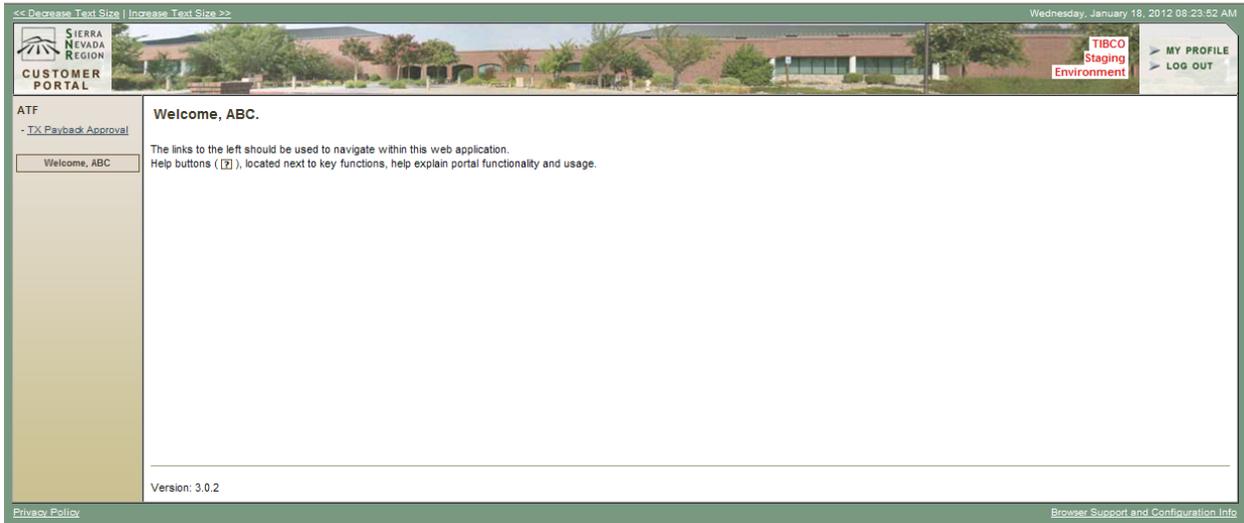
**Cancel** – Click the Cancel button to cancel the download of the TX Usage/Loss Detail information.



## Customer Portal Transmission Losses User's Manual

### 6.2. Scheduling Loss Payback Functions

If you perform Loss Payback Scheduling functions, when you log in, the program displays a screen similar to the one below:



[TX-Payback Approval](#) – Click this link to view, change, or approve a payback schedule. The program displays the screen on the next page.



## Customer Portal Transmission Losses User's Manual

### 5.2.1. TX Payback Approval

Use this option to view, change and approve a payback schedule. When you choose this option, the program displays a screen similar to the one below:



**Note:** The default Active Day is the current date. If there is no data for that day, the program displays a message similar to the one shown above.

Click on the calendar icon (highlighted above) to choose a specific date. The program displays a Pop-up Calendar as shown below:



Use the arrows highlighted above to navigate to the month/day you wish to display. Click the left arrow to display the previous month, and the right arrow to display the next month. After you select the desired month/date, click the Go button.

The program displays the Transmission Loss Payback Approval screen similar to the one shown below:



## Customer Portal Transmission Losses User's Manual

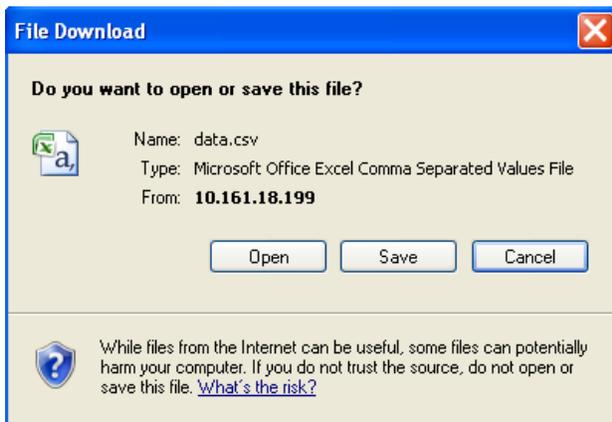
Transmission Loss Payback Approval

Active Day: 11/18/2011 GO

User abc\_merchant is logged in for PID 54

Flow Date	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24
COTP	11/23/2011	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CVP	11/23/2011	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**CSV Download** – Click on the CSV Download button  to download the information. When you click on the CSV Download button, the program displays the following dialogue box:



**Open** – Click the Open button to open an Excel file with the values from the Transmission Loss Payback Checkout screen. You can then save/name this file to a location on your computer.

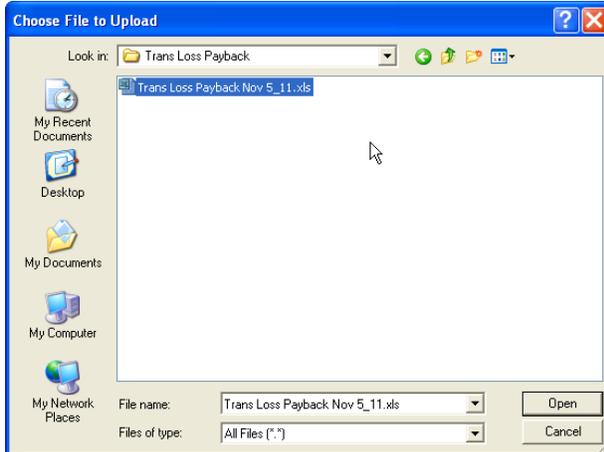
**Save** – Click the Save button and the program opens a “Save As” dialogue box that allows you to name/save the contents from the Transmission Loss Payback Checkout screen into an Excel file, and store it in a location on your computer.

**Cancel** – Click the Cancel button to cancel the download of the Transmission Loss Payback Checkout information.



## Customer Portal Transmission Losses User's Manual

**CSV Upload** – Click on the **Browse...** button to upload your data through the CSV function. The program displays a window similar to the one shown below:



Navigate to the file you wish to upload, highlight it (as shown above), and click the Open button. The program populates your values.

**Note:** The CSV upload file is the same format as the CSV download file. See the example below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	11/16/2011													
2	System	Type	ID	Total	Status	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9
3	COTP	USAGE	USAGE54	1800	Not check	75	75	75	75	75	75	75	75	75
4	COTP	LOSSES	USAGE54	35.625		1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.725

In the example screen below, the program displays existing values for the Transmission System/Flow Date. This example shows COTP and CVP for the date 11/16/2011 with the Total and values for hours ending (HE) 1 through 24.

	Flow Date	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24
COTP	11/23/2011	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CVP	11/23/2011	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

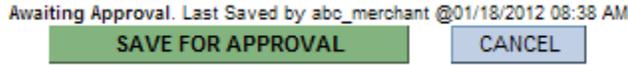
You can change the values for HE1 through HE24 by highlighting the value for the particular hour, and entering your new value.



## Customer Portal Transmission Losses User's Manual

Once you have the values you desire for all hours (HE1 through HE24), click the **SAVE FOR APPROVAL** button.

The program displays the "Awaiting Approval" message similar to the one below:



This "Awaiting Approval" message remains until either the values are changed, at which time a new Awaiting Approval message is displayed, or they are approved by a member of the SNR Merchant team.

Once the values have been approved by SNR, the program displays a message similar to the one below:

The screenshot shows the "Transmission Loss Payback Approval" interface. It includes a header with "SIERRA NEVADA REGION CUSTOMER PORTAL" and "TIBCO Staging Environment". The main content area displays "Transmission Loss Payback Approval" and "Active Day: 11/17/2011". A table shows flow data for COTP on 11/24/2011. Below the table, a message states "Approved by Yiu @01/10/2012 01:32 PM". A red box labeled "Approval Message" with an arrow points to this message.

Flow Date	Total	HE1	HE2	HE3	HE4	HE5	HE6	HE7	HE8	HE9	HE10	HE11	HE12	HE13	HE14	HE15	HE16	HE17	HE18	HE19	HE20	HE21	HE22	HE23	HE24
COTP	11/24/2011	75	2	11	11	11	10	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1

Once the transmission system/date is approved, no further changes can be made.