

Capacity Market

Capacity Market Participant Administrator (CMPA) User Guide

Date: 07/05/2019

Version: 1.1



Disclaimer

EirGrid plc (EirGrid) and SONI Limited (SONI) have published this guide in their capacity as System Operators.

EirGrid and SONI have followed accepted industry practice in the collection and analysis of data available. Prior to taking business decisions, interested parties should not rely on the data set out in this guide as a substitute for obtaining separate and independent advice in relation to the matters covered by this guide. Information in this document does not amount to a recommendation or advice in respect of any possible investment. The use of information contained within this guide for any form of decision making is done at the user's own risk. This guide should be read in conjunction with the Capacity Market Code and Trading and Settlement Code including any amendments to these rules.

Whilst every effort is made to provide information that is useful and care has been taken in the preparation of the information, EirGrid and SONI give no warranties or representations, expressed or implied, of any kind, with respect to the contents of this guide, including without limitation, its quality, accuracy and completeness.

EirGrid and SONI and their respective advisers, consultants and other contributors to this guide (or their respective associated companies, businesses, partners, directors, officers or employees) hereby exclude to the fullest extent permitted by law, all and any liability for any errors, omissions, defects or misrepresentations in the information contained in this guide, or for any loss or damage suffered by persons who use or rely on such information (including by reason of negligence, negligent misstatement or otherwise).

Copyright Notice

Copyright 2019 EirGrid plc. All Rights Reserved; Copyright 2019 SONI Limited. All Rights Reserved. The entire publication is subject to the laws of copyright. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or manual, including photocopying without the prior written permission of EirGrid plc and SONI Limited.

The Oval
160 Shelbourne Road
Ballsbridge
Dublin 4
D04 FW28
Ireland

Capacity Market Contact Details

If you have any questions in relation to this document please contact us using the details below:

Email Correspondence: capacitymarket@sem-o.com

Phone Correspondence: 1800 726772 (ROI) or 0800 0726772 (NI)
+353 (1) 2370584 (International)

Contents

1. Purpose of this Guide.....	4
2. Guidelines.....	4
3. Log in as Capacity Market Participant Administrator (CMPA) User.....	4
4. Messages.....	5
5. Users.....	5
6. Create New User.....	6
7. Adding Certificate details to the User	7
8. Editing User details	9
9. Removing Users.....	11
10. Password Change.....	12
11. User Rights Settings.....	13

1. Purpose of this Guide

This guide intends to provide Administrator Users with the steps required to add, amend and/or delete users on the Capacity Market Platform (CMP). It also gives guidance on how to change your password.

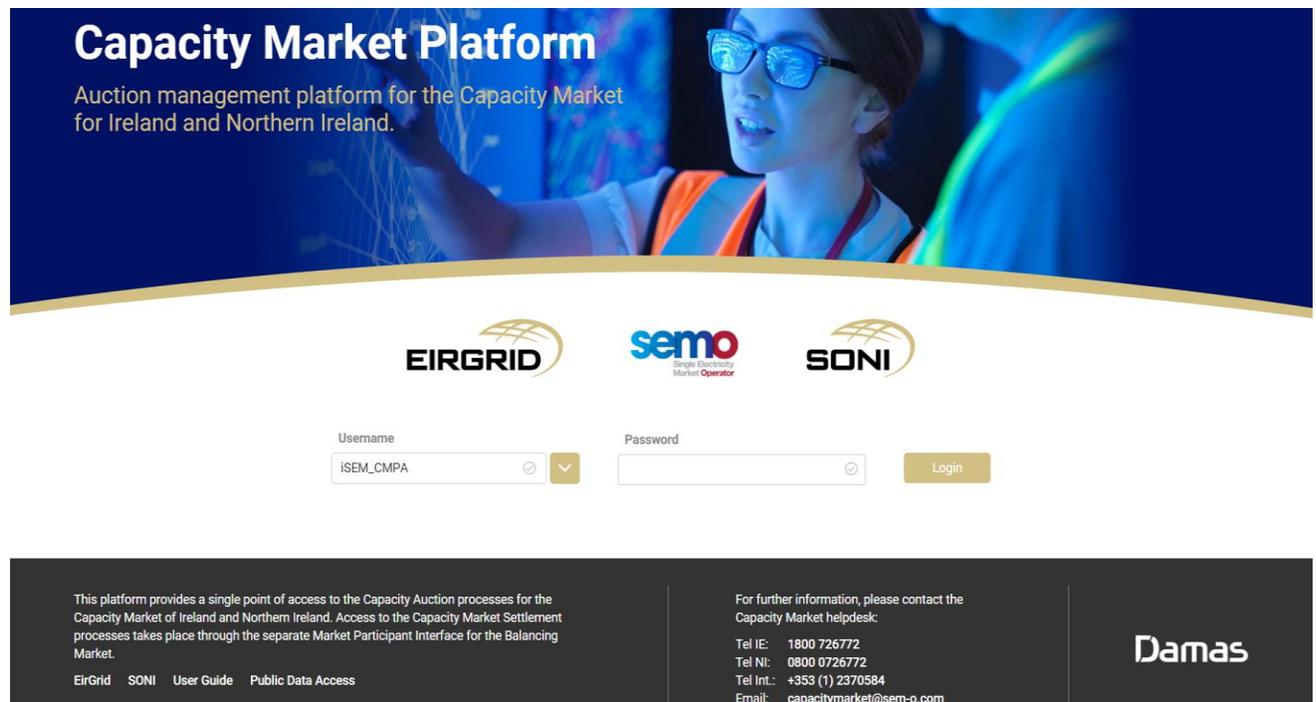
2. Guidelines

Each CMPA User is responsible for creating and maintaining user access as required on behalf of the Party.

The System Operators have no obligation to follow up on user access where a user has been created within the CMP by the CMPA.

3. Log in as Capacity Market Participant Administrator (CMPA) User

- Navigate to <https://cmp.eirgrid.com/>
- Select your digital certificate.
- CMPA user logs in using Username and Password provided by the Capacity Market Operator.
- **Note:** Username will be prepopulated. You must type in your own password. If your username does not prepopulate, then you have not correctly selected or installed your digital certificate.



Capacity Market Platform
Auction management platform for the Capacity Market for Ireland and Northern Ireland.

Username:
Password:

This platform provides a single point of access to the Capacity Auction processes for the Capacity Market of Ireland and Northern Ireland. Access to the Capacity Market Settlement processes takes place through the separate Market Participant Interface for the Balancing Market.

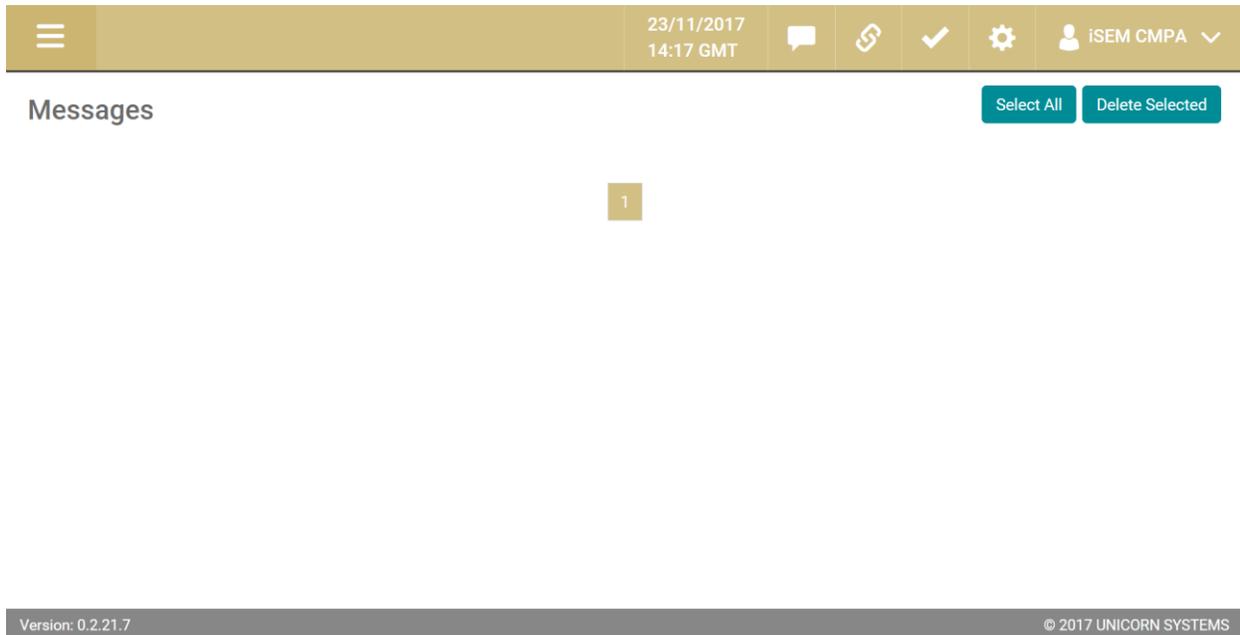
EirGrid SONI User Guide Public Data Access

For further information, please contact the Capacity Market helpdesk:
Tel IE: 1800 726772
Tel NI: 0800 0726772
Tel Int.: +353 (1) 2370584
Email: capacitymarket@sem-o.com

Damas

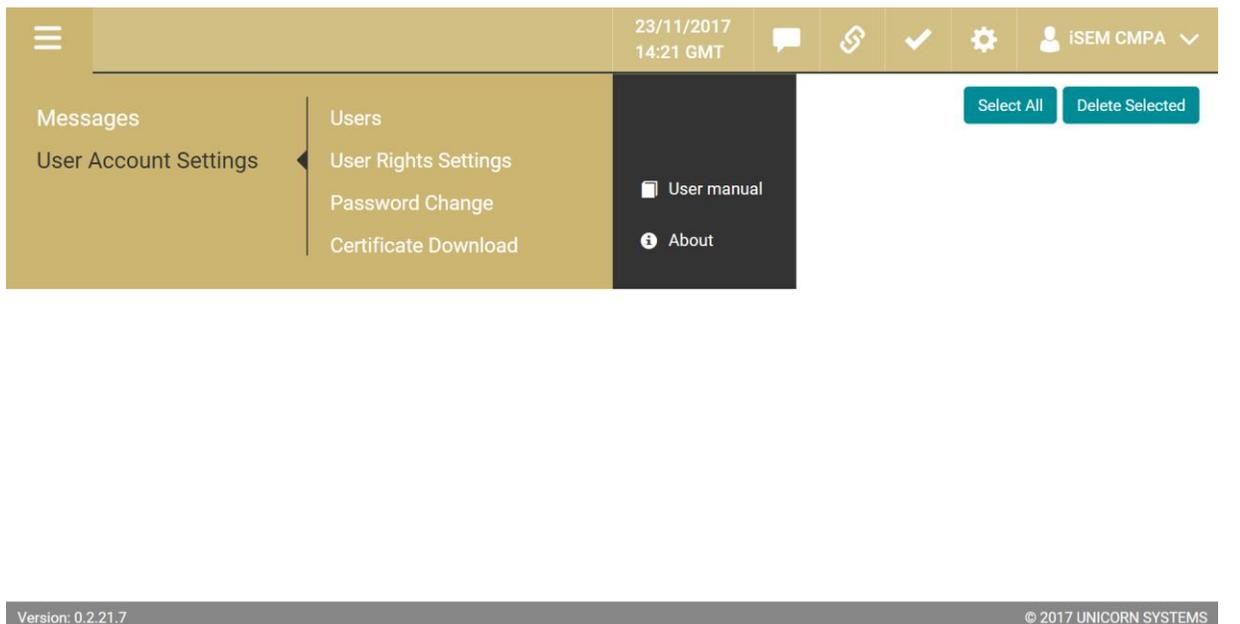
4. Messages

- User will be shown the **Messages** screen.



5. Users

- CMPA user navigates to **Menu > User Account Settings > Users** to perform user administration.



6. Create New User

- Click on **Create New User** button.

Users Create New User

Company Name [All Companies]

Login	User Name	Company Name	User Roles	Account State	Reason	E-mail
Test1	Test Test	PY_ISEM	CMPA, CMPR, CMPT	Active		
Test123	Test 123	PY_ISEM	CMPA, CMPR, CMPT	Active		
iSEM_CMPA	iSEM CMPA	PY_ISEM	CMPA	Active		
iSEM_CMPR	iSEM CMPR	PY_ISEM	CMPR	Active		
iSEM_CMPT	iSEM CMPT	PY_ISEM	CMPT	Active		

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

- The CMPA user must complete the **Create new user** form when setting up a new user.
- The CMPA user can setup an unlimited amount of users in CMP including Capacity Market Platform Administrative (CMPA) users, Capacity Market Platform Reporting (CMPR) users and Capacity Market Platform Trading (CMPT) users.
- **Notes:**
 - o These user roles are additive so a single user could have rights to one or all three user roles.
 - o Recommended Login ID format is "SURNAME_N@000" (replace 000 with the last three digits of your Party_ID).

Create new user

Company Name* PY_ISEM

First Name* This field is required

Last Name* This field is required

E-mail* This field is required

Phone* This field is required

Language* en-US

Timezone* GMT/IST

Reason

User Roles* - Select some item -

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

- Click the **Create** button to save all amendments.

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

7. Adding Certificate details to the User

- The CMPA user must request a certificate for each new user via CapacityMarket@sem-o.com. The CMPA will receive the user's certificate within approximately 5 working days. The individual user must download and install their certificate to their workstation.
- Once the individual user has downloaded and installed their certificate, the CMPA will then need to add the Certificate details to the users profile by pressing the **Detail** button.

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

Login	User Name	Company Name	User Roles	Account State	Reason	E-mail
Test1	Test Test	PY_ISEM	CMPA, CMPR, CMPT	Active		
Test123	Test 123	PY_ISEM	CMPA, CMPR, CMPT	Active		
iSEM_CMPA	iSEM CMPA	PY_ISEM	CMPA	Active		
iSEM_CMPR	iSEM CMPR	PY_ISEM	CMPR	Active		
iSEM_CMPT	iSEM CMPT	PY_ISEM	CMPT	Active		

- Click on **Add New Certificate**.

23/11/2017 13:57 GMT
iSEM CMPA
Damas

Test Test (PY_ISEM) Edit

Company Name	PY_ISEM
First Name	Test
Last name	Test
E-mail	
Phone	
Login	Test1
System	Damas
Language	en-US
Account state	Active
User Roles	CMPA,CMPR,CMPT

Certificates Add New Certificate

Serial number	Publisher	Recipient	Valid from	Expiration	State	Usage
---------------	-----------	-----------	------------	------------	-------	-------

Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

- Add the serial number and other certificate details as follows:
 - Use dashes (not spaces) when entering the serial number.
 - Publisher: Eirgrid PLC (case sensitive)
 - Recipient: Eirgrid PLC (case sensitive)
 - State: With login
 - Usage: all
- Click the **Create** button to save all amendments.

23/11/2017 14:02 GMT
iSEM CMPA
Damas

New certificate for user iSEM CMPA (PY_ISEM)

Serial Number*
 Publisher*
 Recipient*
 Valid From*
 Expiration*
 State*
 Usage*

Create Cancel

Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

8. Editing User details

- Edit user details by clicking the **Edit** button.

Users

Company Name [All Companies]

Login	User Name	Company Name	User Roles	Account State	Reason	E-mail
Test1	Test Test	PY_ISEM	CMPA, CMPR, CMPT	Active		
Test123	Test 123	PY_ISEM	CMPA, CMPR, CMPT	Active		
iSEM_CMPA	iSEM CMPA	PY_ISEM	CMPA	Active		
iSEM_CMPR	iSEM CMPR	PY_ISEM	CMPR	Active		
iSEM_CMPT	iSEM CMPT	PY_ISEM	CMPT	Active		

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

Edit user: Test Test (PY_ISEM)

First Name* Test

Last Name* Test

E-mail* test@test.com

Phone*

Language* en-US

Timezone* GMT/IST

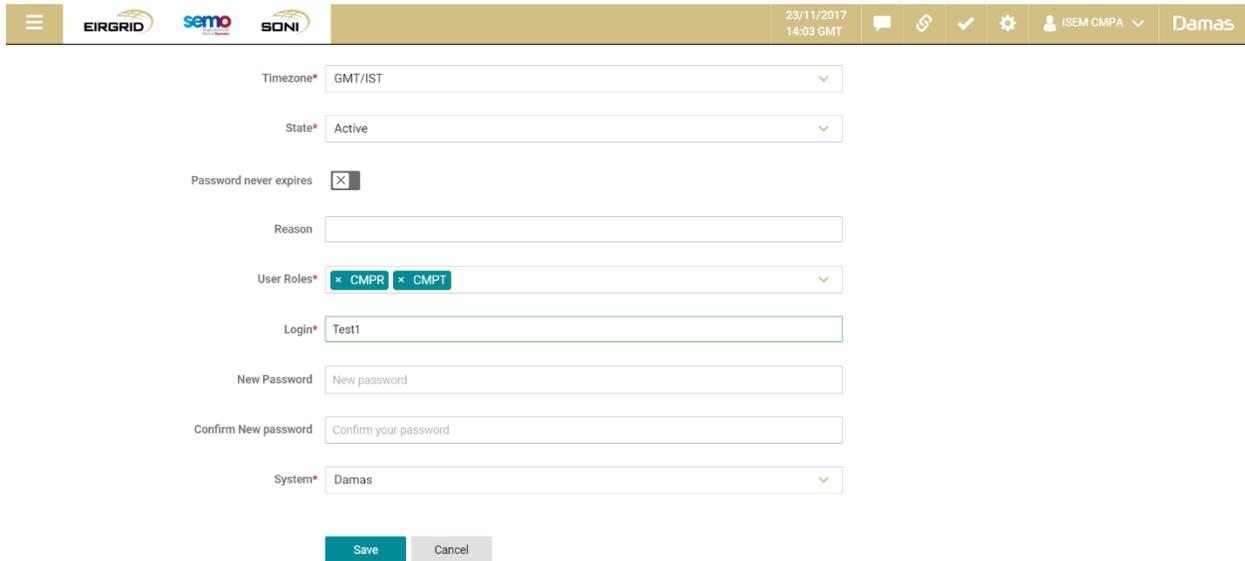
State* Active

Password never expires

Reason

Version: 0.2.21.7 © 2017 UNICORN SYSTEMS

- User roles are additive so a single user could have rights to one, two or for all three user roles.
- Click the **Save** button to save your amendments.



Timezone* GMT/IST

State* Active

Password never expires

Reason

User Roles* × CMPR × CMPT

Login* Test1

New Password New password

Confirm New password Confirm your password

System* Damas

Save Cancel

9. Removing Users

- Remove users by clicking the **Delete** button.

The screenshot shows the 'Users' management page. At the top, there is a navigation bar with a date and time of 23/11/2017 14:06 GMT, and a user profile for 'iSEM CMPA'. Below this is a 'Users' section with a 'Create New User' button. A search bar for 'Company Name' is set to '[All Companies]'. A table lists several users, including 'Test1', 'Test123', and 'iSEM_CMPA'. A context menu is open over the 'iSEM_CMPA' user, showing options for 'Detail', 'Edit', and 'Delete'. The footer indicates 'Version: 0.2.21.7' and '© 2017 UNICORN SYSTEMS'.

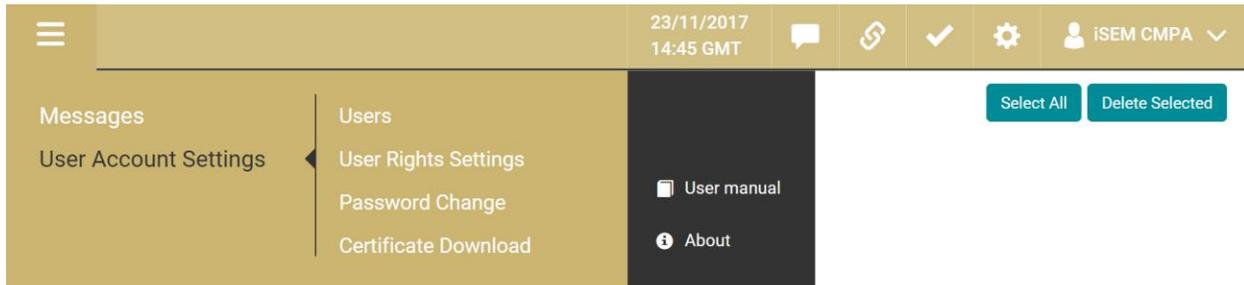
Login	User Name	Company Name	User Roles	Account State	Reason	E-mail
Test1	Test Test	PY_ISEM	CMPA, CMPR, CMPT	Active		
Test123	Test 123	PY_ISEM	CMPA, CMPR, CMPT	Active		
iSEM_CMPA	iSEM CMPA	PY_ISEM	CMPA	Active		
iSEM_CMPR	iSEM CMPR	PY_ISEM	CMPR	Active		
iSEM_CMPT	iSEM CMPT	PY_ISEM	CMPT	Active		

- Confirm removal by clicking **Yes**.

This screenshot shows the same 'Users' management page as above, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation' and asks 'Are you sure to delete this user?'. It has two buttons: 'Yes' and 'No'. The background is dimmed, showing the user table and navigation elements. The footer shows 'Version: 0.2.21.7' and '© 2017 UNICORN SYSTEMS'.

10. Password Change

- Navigate to **Menu > User Account Settings > Password Change** if you wish to change your password.
- CMPA users can also reset/amend/unblock the passwords of other users within their organisation in the event of a forgotten or blocked password during Editing of User details. (Section 8)



Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

- Enter your new password and click **Save**.

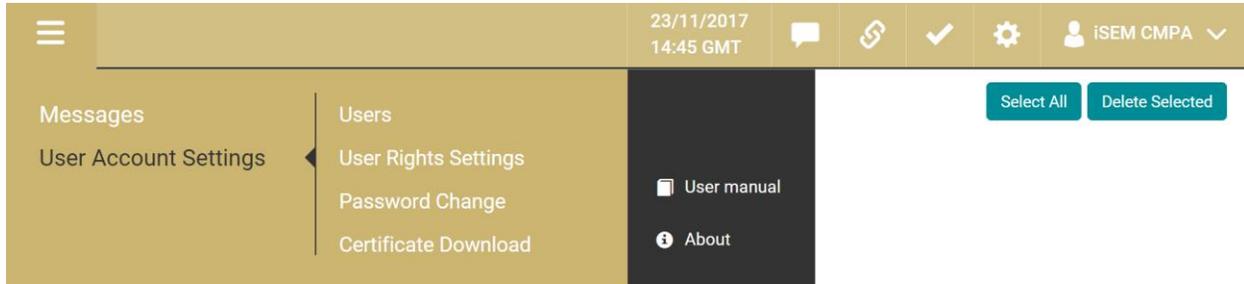
The screenshot shows the 'Change password' form. It has a title 'Change password' and three input fields: 'Re-enter old password*' (masked with dots), 'Enter new password*' (containing 'New password'), and 'Confirm new password' (containing 'Confirm your new password'). At the bottom are 'Save' and 'Cancel' buttons. The top navigation bar shows the date '23/11/2017 14:47 GMT' and the user profile 'iSEM CMPA'.

Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

11. User Rights Settings

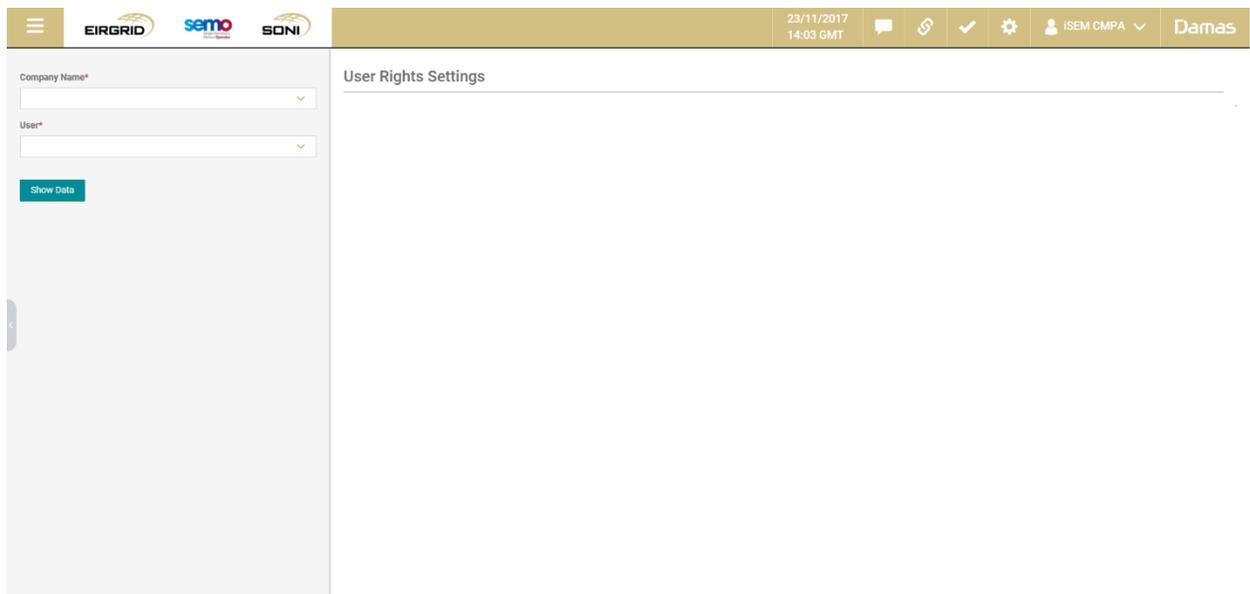
- Navigate to **Menu > User Account Settings > User Rights Settings** if you wish to limit User Rights for any User Role to less screens than the default set of screens for the User Role is.



Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

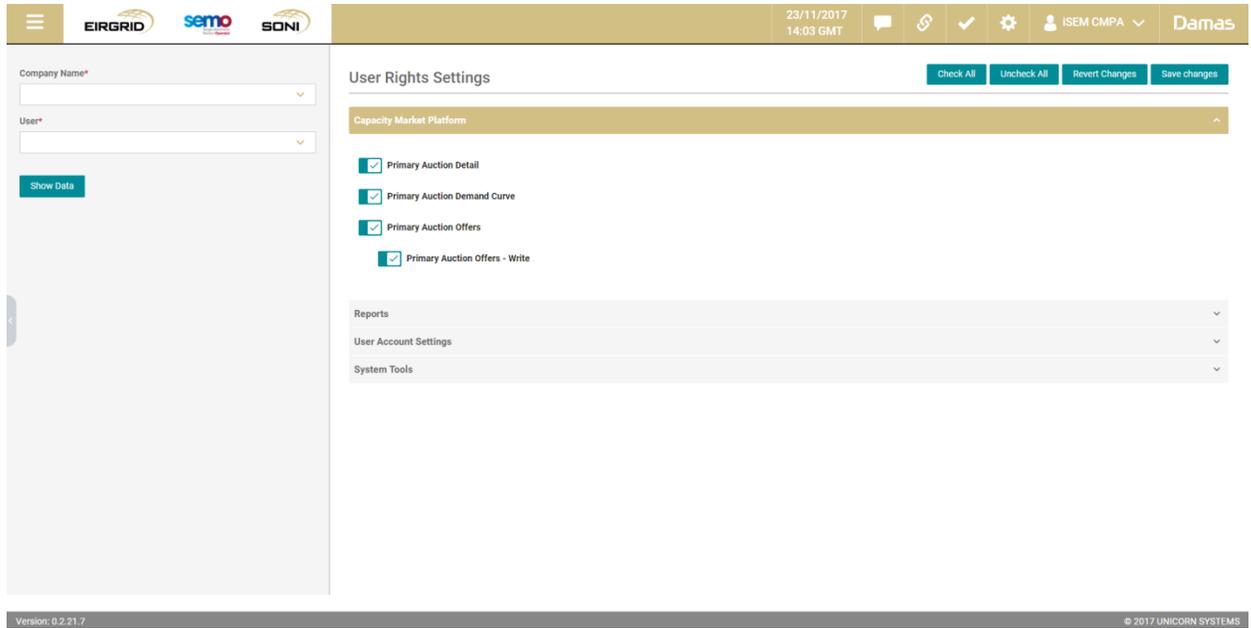
- Filter the **User Rights Settings** using two dropdowns which are shown on the left hand side of the screen.
- Select **Company Name** in the first dropdown.
- Select **User** in the second dropdown.
- Click on the **Show data** button to display the form according to the parameters selected.



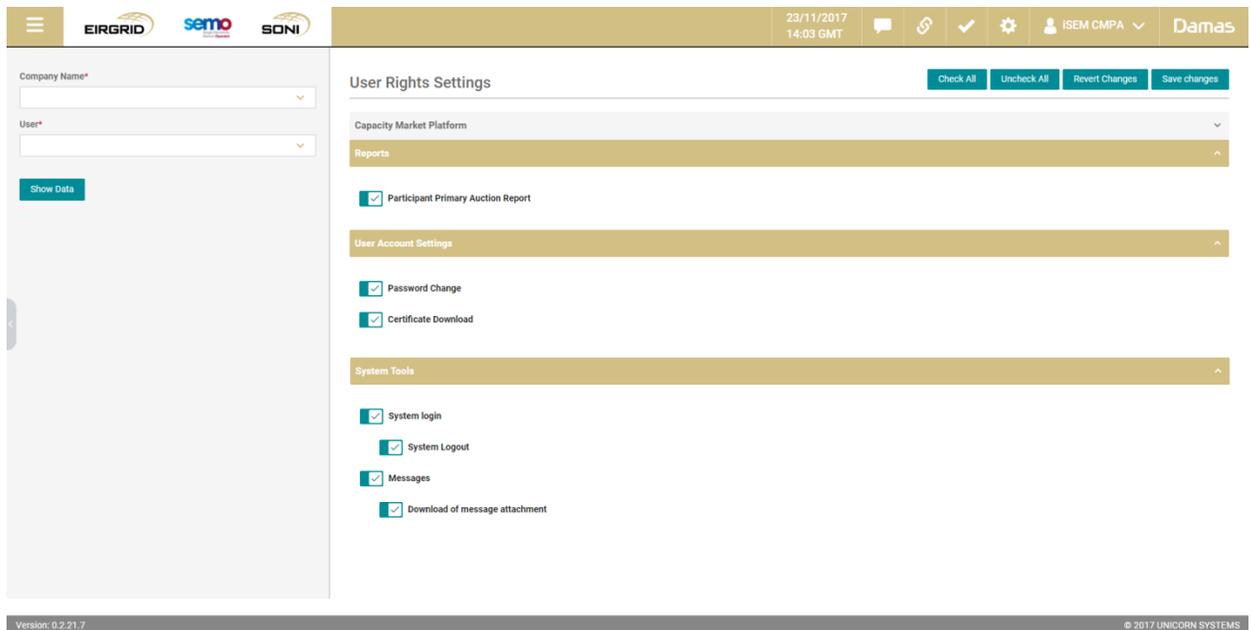
Version: 0.2.21.7

© 2017 UNICORN SYSTEMS

- Below you can find **CMPT** user full set of rights which you are able to reduce on this screen.
- You can expand one of the four sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.



- Click the **Save changes** button to save your amendments.



- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

- Below you can find **CMPR** user full set of rights.

- You can expand one of the five sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.

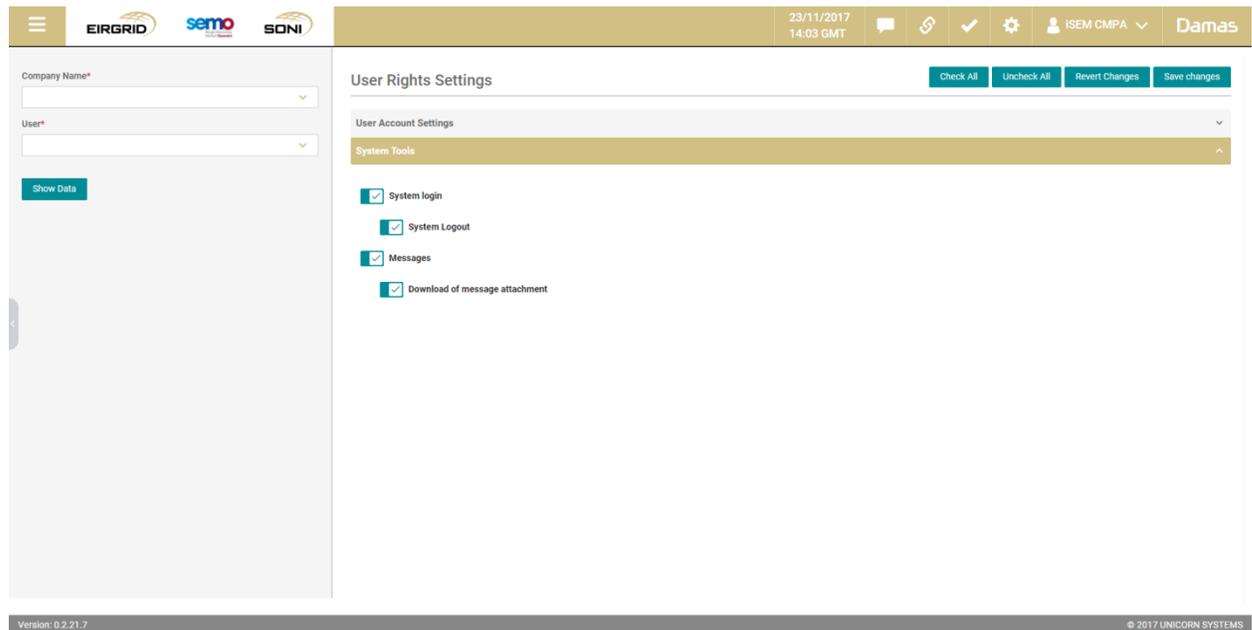
- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

- Click the **Save changes** button to save your amendments.

- Below you can find **CMPA** user full set of rights.

- You can expand one of the two sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.

- Click the **Save changes** button to save your amendments.



- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

