

Ratings Submission Tool

Job Tasks and Step Actions

Transmission Operators (TOPs) use the Ratings Submission Tool application to complete the following tasks:

1. [Access the Ratings Submission Tool](#)
Login to the application and submit updates to different transmission system elements.
2. [Current Submittal](#)
Submit a ratings update to be implemented ASAP and continue indefinitely.
3. [Current-Temp Submittal](#)
Submit a ratings update to be implemented ASAP and continue until a specific end date and time.
4. [Future Submittal](#)
Submit a ratings update to be implemented at a specific start date and time and continue indefinitely.
5. [Future-Temp Submittal](#)
Submit a ratings update to be implemented in the future for a definite amount of time.
6. [Edit Element Detail](#)
Submit edits to an element's common name and any limiting element(s).
7. [Edit Emergency Timing Requirement](#)
Submit edits to an element's emergency timing limit.
8. [Edit Ratings via CSV File](#)
Submit ratings updates via a CSV file rather than directly entering data into the application.
9. [Update Profile](#)
Edit user information for the application.

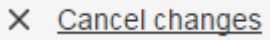

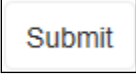


Ratings Submission Tool

Job Tasks and Step Actions

Task: Access the Ratings Submission Tool		
Step	Action	Comment
1	Access the Marketplace Portal .	The Portal address is: https://marketplace.spp.org/
2	Click on the Menu on the top left side of the home page.	
3	Click on Reliability .	The options available on the menu vary depending on the user's access privileges.
4	Click on Ratings Submission Tool from the expanded menu.	<p>The application displays for the user.</p> <p>NOTE: Upon initial access, users need to set up their profile. The data needed includes:</p> <ul style="list-style-type: none"> • Full name, • Email address, • Business phone (to contact you), • After hours phone (for shift engineers), • Default company, • Time zone, • and Email subscription preference.

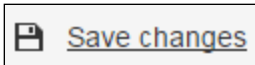

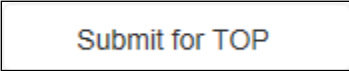

Ratings Submission Tool

Job Tasks and Step Actions

Task: Submit a Current Ratings Update (to be implemented ASAP and continue indefinitely)		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Select an element, or a group of elements, for updates by clicking the appropriate row to highlight it.	This action highlights the entire selection in dark blue. To select more than one element, hold down CTRL on your keyboard. To cancel your selections, click the  button.
3	Click the Create Submission button above the table of elements.	This action opens the Initiate Rating Change window.
4	Select  from the Change Type drop-down menu.	Current is the default Change Type.
5	Enter a description of the change and a reason for the change in the applicable fields.	The user cannot submit the request without entering information in these fields. The description should detail what elements were updated. The reason should detail why the updates are being submitted.
6	Click the  button.	A window opens stating that the user has successfully created a change and lists the identification number associated with this change. This action also opens the Rating Changes tab, where all pending changes display.
7	Click the  icon and enter the necessary ratings adjustment(s).	Ratings that have been adjusted have a  in the upper left-hand corner of the specific field modified.



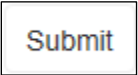
Ratings Submission Tool

Job Tasks and Step Actions

8	Click  for the selected element.	This action saves any changes and identifies by color any element details with a significant change. Green: Up to a 5% change from the original value Yellow: Between 5% and 15% from the original value Red: Over a 15% change from the original value
9	Click  for the selected element.	This action opens the Modify Change Status window in the center of the screen.
10	Enter comments related to the change you are submitting.	The user cannot submit the request without entering comments.
11	Click the  button to submit the change request to the Transmission Operator (TOP).	The user could also click the  button if there is a need to cancel the request. The status will change from DRAFT to TOP_PENDING or TOP_APPROVED .



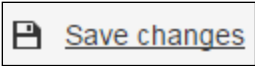
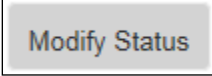
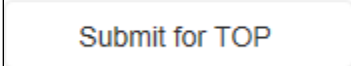

Ratings Submission Tool

Job Tasks and Step Actions

Task: Submit a Current-Temp Ratings Update (to be implemented ASAP and continue until a specific end date and time)		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Select an element, or a group of elements, for updates by clicking the appropriate row to highlight it.	This action highlights the entire selection in dark blue. To select more than one element, hold down CTRL on your keyboard. To cancel your selections, click the  button.
3	Click the Create Submission button above the table of elements.	This action opens Initiate Rating Change window.
4	Select  from the Change Type drop-down menu.	Current is the default Change Type.
5	Enter a description of the change and a reason for the change in the applicable fields.	The user cannot submit the request without entering information in these fields. The description should detail what elements were updated. The reason should detail why the updates are being submitted.
6	Enter the applicable end date and time for the change request.	The user cannot submit the request without entering information in these fields. NOTE: No start date or time is needed since the change is effective now until the end date and time.
7	Click the  button.	A window displays stating that the user has successfully created a change and lists the identification number associated with this change.

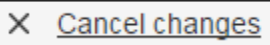

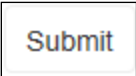
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Job Tasks and Step Actions

8	Click the  icon and enter the necessary ratings adjustments.	Ratings that have been adjusted have a  in the upper left-hand corner of the specific field modified.
9	Click  for the selected element.	This action saves any changes and identifies by color any element details with a significant change. Green: Up to a 5% change from the original value Yellow: Between 5% and 15% from the original value Red: Over a 15% change from the original value
10	Click  for the selected element.	This action opens the Modify Change Status window in the center of the screen.
11	Enter comments related to the change you are submitting.	The user cannot submit the request without entering comments.
12	Click the  button to submit the change request to the Transmission Operator (TOP).	The user could also click the  button if there is a need to cancel the request. The status will change from DRAFT to TOP_PENDING or TOP_APPROVED .



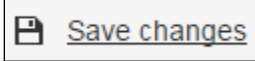
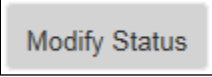
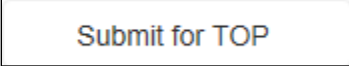

Ratings Submission Tool

Job Tasks and Step Actions

Task: Submit a Future Ratings Update (to be implemented at a specific start date and time and continue indefinitely)		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Select an element, or a group of elements, for updates by clicking the appropriate row to highlight it.	This action highlights the entire selection in dark blue. To select more than one element, hold down CTRL on your keyboard. To cancel your selections, click the  button.
3	Click the Create Submission button above the table of elements.	This action opens the Initiate Rating Change .
4	Select  from the Change Type drop-down menu.	Current is the default Change Type.
5	Enter a description of the change and a reason for the change in the applicable fields.	The user cannot submit the request without entering information in these fields. The description should detail what elements were updated. The reason should detail why the updates are being submitted.
6	Enter the applicable start date for the change request.	The user cannot submit the request without entering information in this field. It is not necessary to enter an end date since the request will continue indefinitely.
7	Click the  button.	A window opens stating that the user has successfully created a change and lists the identification number associated with this change. This action also opens the Rating Changes tab, where all pending changes display.

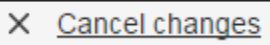

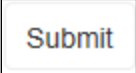
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Job Tasks and Step Actions

8	Click the  icon enter the necessary ratings adjustments.	Ratings that have been adjusted have a  in the upper left-hand corner of the specific field modified.
9	Click  for the selected element.	This action saves any changes and identifies by color any element details with a significant change. Green: Up to a 5% change from the original value Yellow: Between 5% and 15% from the original value Red: Over a 15% change from the original value.
10	Click  for the selected element.	This action opens the Modify Change Status window in the center of the screen.
11	Enter comments related to the change you are submitting.	The user cannot submit the request without entering comments.
12	Click the  button to submit the change request to the Transmission Operator (TOP).	The user could also click the  button if there is a need to cancel the request. The status will change from DRAFT to TOP_PENDING or TOP_APPROVED .



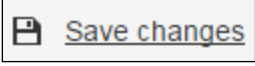
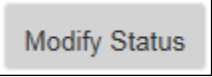
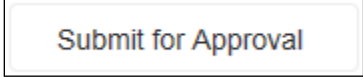

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Job Tasks and Step Actions

Task: Submit a Future-Temp Ratings Update (to be implemented in the future for a definite amount of time)		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Select an element, or a group of elements, for updates by clicking the appropriate row to highlight it.	This action highlights the entire selection in dark blue. To select more than one element, hold down CTRL on your keyboard. To cancel your selections, click the  button.
3	Click the Create Submission button above the table of elements.	This action opens the Initiate Rating Change window.
4	Select  from the Change Type drop-down menu.	Current is the default Change Type.
5	Enter a description of the change and a reason for the change in the applicable fields.	The user cannot submit the request without entering information in these fields. The description should detail what elements were updated. The reason should detail why the updates are being submitted.
6	Enter the applicable start and end dates for the change request.	The user cannot submit the request without entering information in these fields.
7	Click the  button.	A window opens stating that the user has successfully created a change and lists the identification number associated with this change. This action also opens the Rating Changes tab, where all pending changes display.

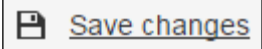

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Job Tasks and Step Actions

8	Click the  icon to edit the request type.	Ratings that have been adjusted have a  in the upper left hand corner of the specific field modified.
9	Click  for the selected element.	This action saves any changes and identify by color any element details with a significant change. Green: Up to a 5% change from the original value Yellow: Between 5% and 15% from the original value Red: Over a 15% change from the original value
10	Click  for the selected element.	This action opens the Modify Change Status window in the center of the screen.
11	Enter comments related to the change you are submitting.	The user cannot submit the request without entering comments.
12	Enter comments for the ratings change. Then, click 	The user may also click  to cancel the ratings change. The status will change from DRAFT to TOP_PENDING or TOP_APPROVED .

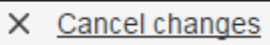
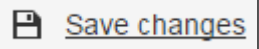
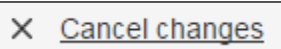
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Job Tasks and Step Actions

Task: Edit Element Detail		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Click the Common Name, Most Limiting Element, and Next Limiting Element fields.	This action highlights the entire row of element data, but only the specified fields are editable.
3	Click  to save the edits entered.	The user could also click  to cancel the edits to the selected element(s).

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Job Tasks and Step Actions

Task: Edit the Emergency Timing Requirement*		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Select an element, or a group of elements, for updates by clicking the appropriate row to highlight it.	This action highlights the entire selection in dark blue. To select more than one element, hold down CTRL on your keyboard. To cancel your selections, click the  button.
3	Locate the Emergency Timing requirement column for the applicable element.	
4	Click on the Emergency Timing Requirement field for that element.	
5	Enter the appropriate time value.	Time must be entered in minutes.
6	Click out of the field.	
7	Click  to save the edits entered.	The user could also click  to cancel the edits to the selected element(s).

* TOPs are not required to edit the Emergency Timing Requirement field for an element. This field automatically populates to 30 minutes, which is what SPP assumes is the applicable time for the Emergency Rating.

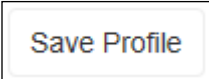
Ratings Submission Tool

Job Tasks and Step Actions

Task: Edit Ratings via CSV File		
Step	Action	Comment
1	Select the EMS Elements tab at the top of the screen.	This action displays a list of elements that can be updated.
2	Apply the appropriate filters to select the desired data.	Each data column has a filter at the very top to aid efficient selection of particular elements that warrant an update.
3	Click the Export CSV button at the bottom of the page.	This action downloads a CSV file. The user may have click Open when prompted, depending on the web browser being utilized.
4	Edit the data in the CSV file as needed.	Save the file in a CSV (Comma Delimited) format.
5	Select the Import tab at the top of the screen.	
6	Click on the  button to locate the updated data file.	Once the file is located, click Open . The file loads in to the application. NOTE: A green light to the left of the file name indicates a successful selection. Otherwise, the user will see a red X.
7	Click  .	If the upload is successful, the Initiate Ratings Change window opens. Users must now decide how to proceed with the updated element ratings. See pages 3-10 for instructions on how to submit a Ratings Update.

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Job Tasks and Step Actions

Task: Submit Updates to the User Profile		
Step	Action	Comment
1	From any tab, click on the user name in the upper right hand corner.	This action opens the User Information window.
2	Enter edits to the Full Name, Email, Business Phone, After Hours Phone, Default Company, Time Zone, and Subscribe to Email Updates fields.	The User Name field may not be edited.
3	Click the  button at the bottom of the window.	This action returns the user to the application.