

RMS QUICK REFERENCE GUIDE

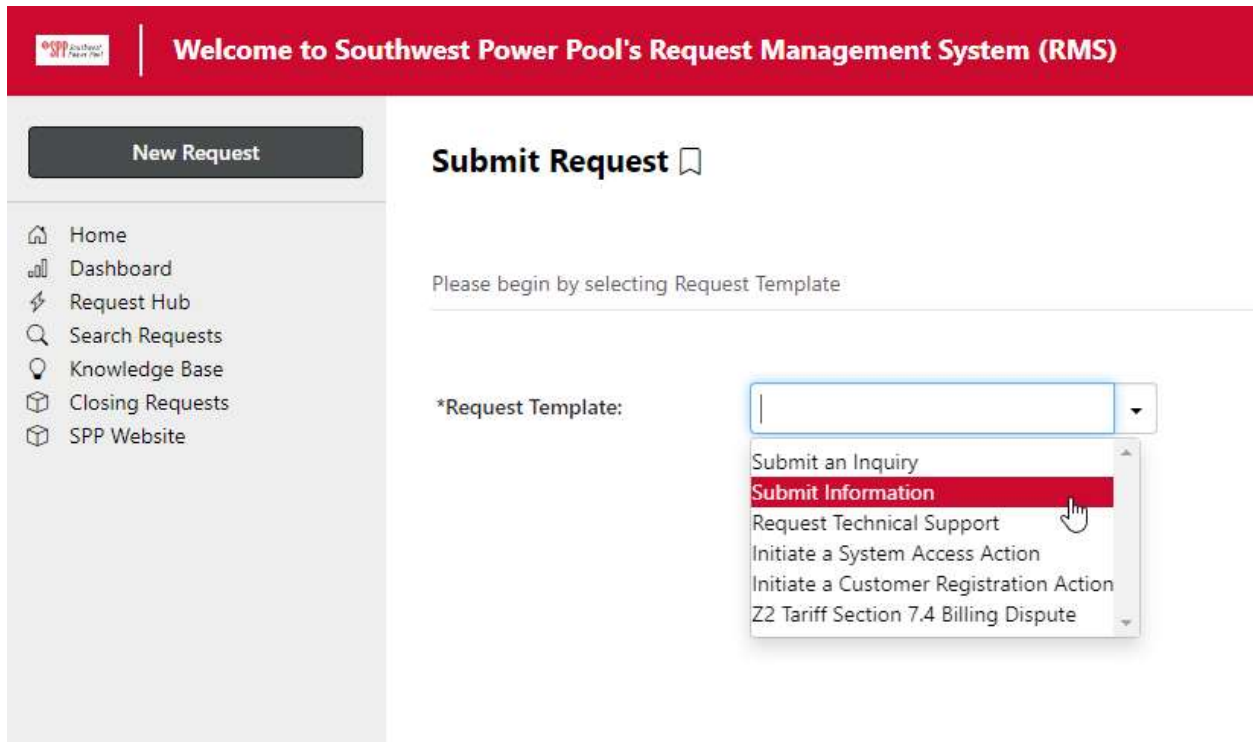
MAY 2023

Stakeholders are encouraged to submit Revision Requests through the [SPP Request Management System](#) (RMS). Information on creating a new account and RMS use in general can be found [here](#). The below instructions detail steps necessary to submit SPP Roadmap requests through the RMS.

Please contact strategicservices@spp.org with any questions.

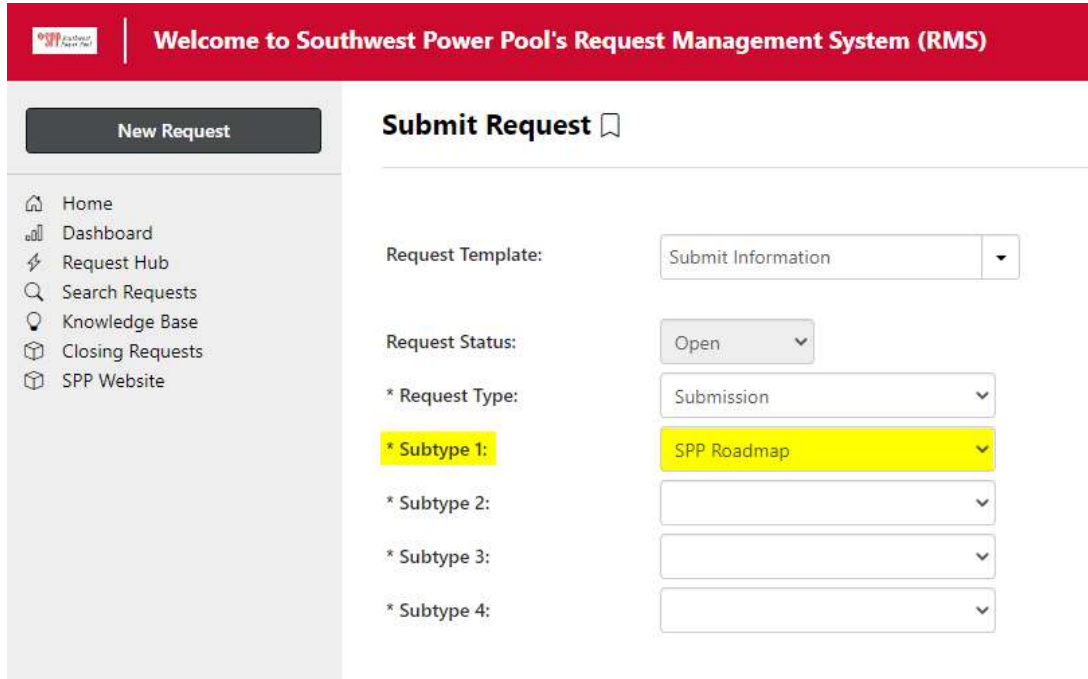
STEP ONE

Navigate to the [RMS page](#). Click on New Request, then from the Request Template dropdown, select Submit Information.



STEP TWO

The next two fields will populate automatically (Request Status: Open and Request Type: Submission). The next field to populate will be Subtype 1. Select SPP Roadmap.



The screenshot shows the 'Submit Request' form in the RMS. The header is red with the SPP logo and the text 'Welcome to Southwest Power Pool's Request Management System (RMS)'. A sidebar on the left contains a 'New Request' button and a navigation menu with items: Home, Dashboard, Request Hub, Search Requests, Knowledge Base, Closing Requests, and SPP Website. The main form area is titled 'Submit Request' and contains several dropdown menus: 'Request Template' (Submit Information), 'Request Status' (Open), '* Request Type' (Submission), '* Subtype 1' (SPP Roadmap), '* Subtype 2', '* Subtype 3', and '* Subtype 4'. The '* Subtype 1' dropdown is highlighted in yellow.

STEP THREE

The next field to populate will be Subtype 2. Select Submit Initiative or Submit Initiative Comment as appropriate.

SPP Southwest Power Pool
Welcome to Southwest Power Pool's Request Management System (RMS)

New Request

Submit Request 🔖

Request Template:

Submit Information ▼

Request Status:

Open ▼

* Request Type:

Submission ▼

* Subtype 1:

SPP Roadmap ▼

* Subtype 2:

▼

Submit Initiative

Submit Initiative Comment

▼

* Subtype 3:

* Subtype 4:

STEP FOUR

Complete the Subject and Description fields. Check the box to Include Attachments and follow the instructions to attach the SPP Roadmap Initiative Submission Form or SPP Roadmap Initiative Comment Form (both available at the [Comprehensive Roadmap page](#) on [SPP.org](#)).

SPP Southwest Power Pool
Welcome to Southwest Power Pool's Request Management System (RMS)

New Request

Submit Request 🔖

* Subtype 1:

SPP Roadmap ▼

* Subtype 2:

* Subtype 3:

* Subtype 4:

* Subject:

Submission:

* Full Description:

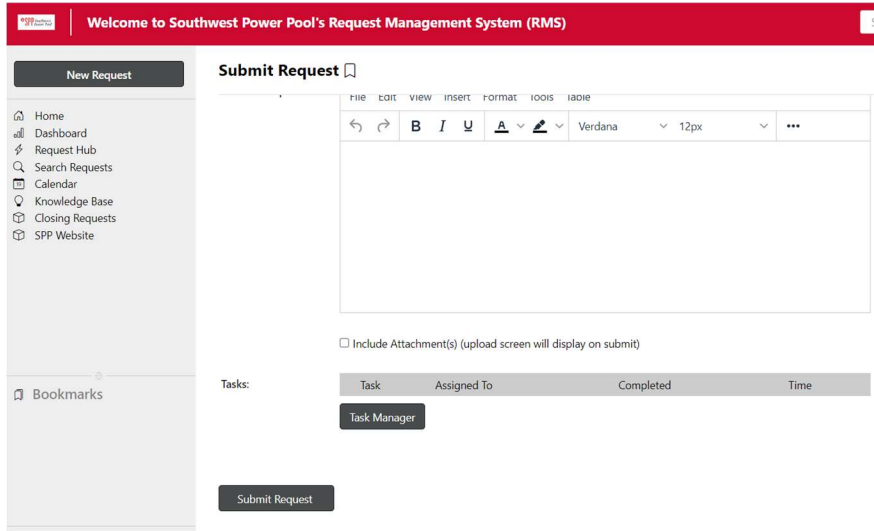
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Include Attachment(s) (upload screen will display on submit)

STEP FIVE

After you click Submit Request, you will have the option to attach up to three documents. You may add more when viewing the Request after creation. You will receive an email confirming your request has been received.



The screenshot shows the 'Submit Request' page in the RMS. At the top, a red banner reads 'Welcome to Southwest Power Pool's Request Management System (RMS)'. On the left, a sidebar contains a 'New Request' button and a list of navigation links: Home, Dashboard, Request Hub, Search Requests, Calendar, Knowledge Base, Closing Requests, and SPP Website. Below the sidebar is a 'Bookmarks' section. The main content area is titled 'Submit Request' and features a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for undo, redo, bold, italic, underline, text color, background color, font face (Verdana), and font size (12px). Below the editor is a checkbox labeled 'Include Attachment(s) (upload screen will display on submit)'. Underneath is a 'Tasks' section with a table header: Task, Assigned To, Completed, Time. A 'Task Manager' button is located below the table. At the bottom of the page is a 'Submit Request' button.