

Registration System Social Community User Guidelines

Please read the following to fully understand the comment features in the Registration System:

The IESO's Registration System includes a Social Community. This gives you the opportunity to choose to interact with colleagues to complete work.

Please note that the information you choose to share by writing your own posts in the System will be visible to the IESO and could also become widely available to everyone registered in the Ontario Market, depending on where you post. To mitigate this risk, the IESO recommends that you only post comments in the Comment section provided as part of a **locked** and **private** registration activity.

If you write a...	It will be visible to the IESO and will be...
Post ("Click here to post...")	Public - Visible to all registered users
Comment ("Add your comment here...")	Private - Visible only to those permitted to see the locked activity you are commenting on.
Message ("Click here to post...")	Public – Visible to all registered users <i>unless it is locked.</i>
Message ("Click here to post..." and then click the padlock to close it)	Private – Visible only to the recipient(s) <i>when the padlock is closed before sending</i>
Task ("Click here to post...")	Private – Visible to the recipient in his or her task list until he or she clicks complete.
Kudos ("Click here to post...")	Public – Visible to all registered users

Registration System News Page:

If you click [here](#) to post, what you write can be searched and seen by everyone.

The screenshot shows a social media post interface. At the top, there is a text input field with the placeholder text "Click here to post...". A red box highlights this field, and a red arrow points to it from above. Below this is a post from "Market & Program Participation" with a profile picture of a green field and a white sign. The post text reads: "A market participation enrolment request has been created for YYZ-(MSP): Physical - Generator #amp". Below the post text are two comments from "IESO SYSTEM": "The training information has been sent" and "The configuration instructions have been sent". At the bottom of the post, there is a text input field with the placeholder text "Add your comment here...". A red box highlights this field, and a red arrow points to it from below.

If you click in the “Add your comment here...” box in the **locked** Action, however, your comment will also be locked and only those authorized to see the Action will have access to it on the News page or in a search. The **lock** shows as a closed padlock:



If you click on the “Click here to Post” box at the top of the News page, you will see 4 options: Post, Message, Task and Kudos. Using these will result in information you add being publicly available and shared, with a few exceptions.

Post

A Post is a public comment that can be seen by all people in the IESO registration system if they retrieve it through use of the Search function.



Message

The Message default is public, which is shown by an unlocked padlock:

The unlocked message is addressed to a specific person, but it is an open message, accessible by and visible to all people registered with the IESO. It is possible to send a direct message to another registered person by clicking on the padlock to lock it. These messages can be accessed by IESO System Administrators, however.

Post Message Task Kudos

To: Amy Apprep x

This message is addressed to the test person Amy Apprep but is also public. The padlock is unlocked so the content of the message can be searched and visible to everyone.

Send Message

Post Message Task Kudos

To: Amy Apprep x

This message is only between the sender and Amy Apprep, the test person it is addressed to. The sender has clicked on the lock and made it private. However IESO system administrators can see it.

Send Message

Task

Sending a Task will put your message about a “to-do” assignment on the Task page of the person it is addressed to. Tasks cannot be searched or retrieved by others.

Post Message Task Kudos

To: Angela Apprep x

This sends a Task to the person that it is addressed to, the test person Angela Apprep. A Task is only sent to the person who is asked to complete the Task and is not shared with everyone in the Registration System.

Send Task

Kudos

You can send a message of thanks to another user in the system using Kudos, which will show on his or her News page. A Kudos is public and can be seen by anyone in the Registration System.

Post Message Task **Kudos**

To: Angela Apprep x

Kudos shares a message of thanks or congratulations, as it is typed here, with the person it is addressed to. Everyone else in the Registration System could also see it.

Give Kudos