



**GUIDE**

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# **The Applications Status Tool**

**A User Guide**

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**Issue 8.0**

*This document is a guide to the use of the  
Applications Status tool for IESO interactive  
workflow applications.*

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## Document Change History

Issue	Reason for Issue	Date
2.0	First release. Reflects v1.2 of the application.	March 18,2002
3.0	Change to attachments	August 14, 2002
4.0	Change to the selection options and report columns (Updates for Baseline 8.1)	December 5, 2002
5.0	Added additional description in Section 2.1.2,2.1.3&3.1	June 2, 2004
6.0	Added comments for refreshing the worklist item ; changed the screen shots for Section 2 and 2.4.1.  Added comments for refreshing the worklist item in Section 2.1.4, 2.1.5 and 3.1.1  Removed the MTR reference from the NOD Section 3.1.1	April 4, 2005
7.0	Update screen prints to reflect logo and name change.	September 10, 2005
8.0	Update NoD Application Status Generate Report screen to include MP ID and Name.	December 7, 2005

## Related Documents

Document ID	Document Title
IMP_GDE_0100	Notice of Disagreement: a Guide for Market Participants
IMP_GDE_0098	Meter Trouble Report: a Guide for Market Participants



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<b>Reference (Section and Paragraph)</b>	<b>Description of Change</b>
3.1.1 Generate Report	Update screen shot to include MP_ID and MP Name columns.

# 1. Introduction

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## 1.1 Purpose

This document is a guide for all users to the Applications Status tool. This tool allows users of the *IESO's* interactive workflow applications to:

- Confirm receipt of a Notice of Disagreement submission by a *market participant* to the *IESO*.
- Determine the Status of any instance of any workflow application (*Meter Trouble Report, Notice of Disagreement, etc.*) to which their names have been attached, and
- If need be, examine the details of any such instance.

## 1.2 Scope

This document describes the functionality of the Applications Status Tool which is common to all the Workflow Applications. It does not describe the functionality of each of the Workflow Applications. These are described in separate documents.

## 1.3 Who Should Read This Document

This document is intended for the use of both *market participants* and *IESO* personnel who use any of the Workflow Applications.

## 1.4 Conventions

Double quotation marks are used to indicate titles of legislation, publications, forms and other documents. Bold fonts are used for emphasis. Italics are used for terms defined in the Market Rules."

## 1.5 Overview

Users of the *IESO* workflow applications can examine only work items that appear in worklists to which they have access. When a work item has passed out of these worklists, it cannot be viewed by the user. The Applications Status tool provides a simple means of determining the Status of and examining the details of any work item in which the user has an interest, regardless of the worklist in which it currently resides, provided only that the user has the necessary access rights. The entire process is read-only; the user cannot alter or manipulate the work item in any way.

– End of Section –



## 2. Procedures: Meter Trouble Report

There are currently Application Status tools for two applications, Meter Trouble Report and Notice of Disagreement. Select the Applications Status tool for either of these in your Process Initiation List:

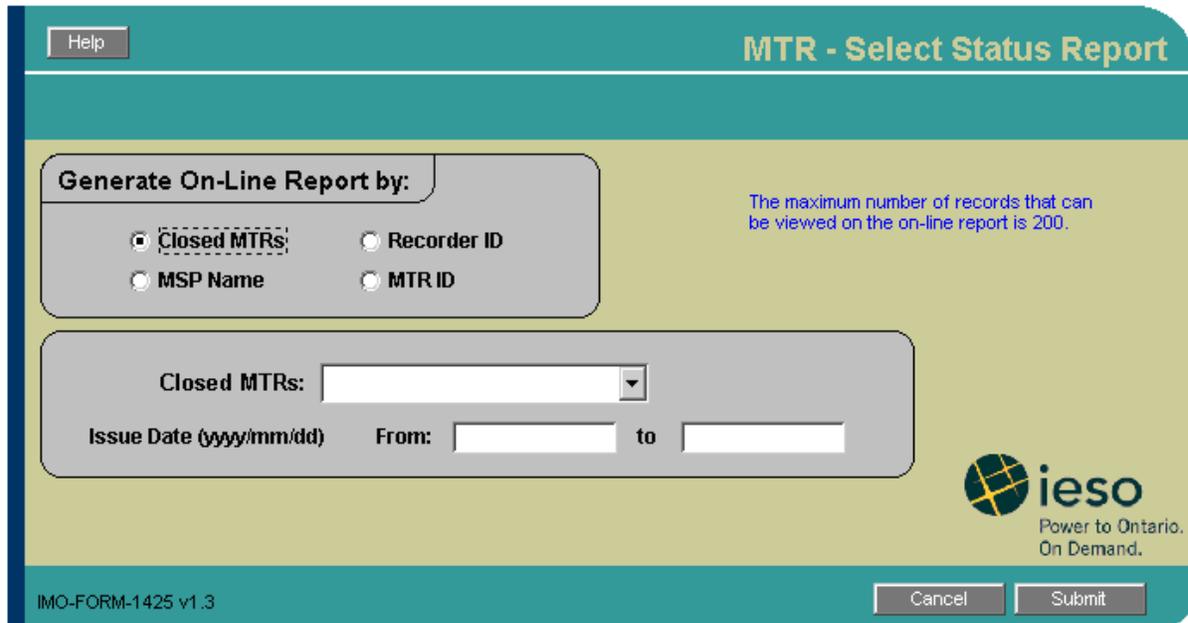


### 2.1 The MTR Select Status Report Form

If you select Applications Status\_MTR, the MTR – Select Status Report form is displayed.

The form has two components, the first contain the selections options and the second the details for the option selected.

#### 2.1.1 Closed MTRs - selection



In this section you have to specify a date range.

## Date Range

A From and a To date specifying the date range of the *meter trouble reports* the status of which you wish to learn.

For *meter trouble reports* this dates are Issue Date.

### 2.1.2 MP Name – selection

In this section you select the company to which the meter trouble reports pertain, and specify a date range.

### MP ID & Name

A drop-down list contains the Id and Name of the company with respect to which MTRs can ascertain that the user has access rights.

### Date Range

A From and a To date specifying the date range of the *meter trouble reports* the status of which you wish to determine. There are two options here. You can select either Trouble Detected Date or Issue Date.

### 2.1.3 Recorder ID - selection

Help MTR - Select Status Report

Generate On-Line Report by:

Closed MTRs  Recorder ID

MSP Name  MTR ID

The maximum number of records that can be viewed on the on-line report is 200.

Recorder ID:

ieso  
Power to Ontario.  
On Demand.

Cancel Submit

IMO-FORM-1425 v1.3

In this section you have to enter one Recorder ID for which the user has access rights.

### 2.1.4 Meter Trouble Report ID – selection

Help MTR - Select Status Report

Generate On-Line Report by:

Closed MTRs  Recorder ID

MSP Name  MTR ID

The maximum number of records that can be viewed on the on-line report is 200.

MTR ID:

ieso  
Power to Ontario.  
On Demand.

Cancel Submit

IMO-FORM-1425 v1.3

In this section you have to enter one-Meter Trouble Report ID. For this selection there will be no online report presented. Instead there will be displayed a read only copy of the specified Meter Trouble Report.

Click on the **Submit** button when you have completed your selection. After this you will have to refresh the worklist, by clicking on the worklist icon  Worklist in the toolbar menu.

Your worklist is displayed, with the initiated Applications Status instance for MTR:



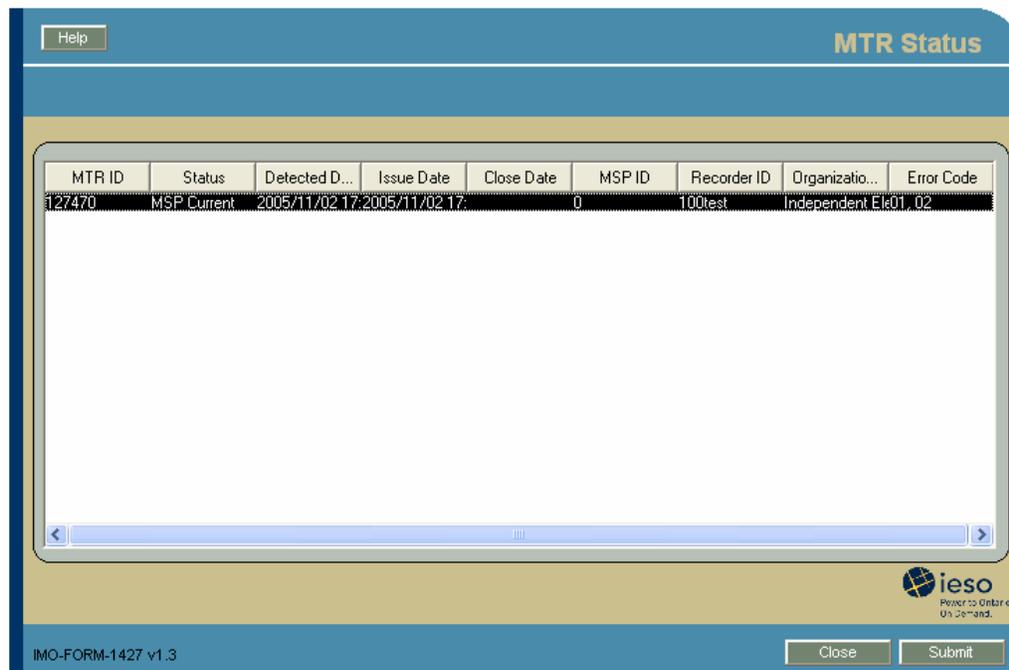
Process	Instructions	Initiated	Received	Deadline
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/11/03 12:23:40	
Applications Status_MTD		Independent Electricity System Operator	2005/11/02 16:45:26	
Applications Status_MTD		Independent Electricity System Operator	2005/10/31 14:21:06	
Applications Status_MTR	MTR_Selection	Independent Electricity System Operator	2005/11/03 12:14:51	
Applications Status_MTD		Independent Electricity System Operator	2005/10/30 00:23:10	
Applications Status_MTR	MTR_Selection	Independent Electricity System Operator	2005/10/14 09:55:22	
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/10/14 09:54:26	
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/10/14 09:45:26	
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/10/14 09:45:00	
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/10/14 09:20:23	
Applications Status_MTR	MTR_Status Summary	Independent Electricity System Operator	2005/10/14 09:12:15	
Applications Status_MTR	MTR_Selection	Independent Electricity System Operator	2005/10/14 09:09:39	

Click on the folder icon at the left of the Applications Status record. An MTR Status report for the selected company and the specified date range is displayed.

## 2.1.5 The Online Report

For example, we have asked to examine the status of all *meter trouble reports* concerning Hydro One Networks Services Inc. for Recorder ID - 1000001041.

Each record in the Status Report contains a useful summary of a *meter trouble report*.



MTR ID	Status	Detected D...	Issue Date	Close Date	MSP ID	Recorder ID	Organizatio...	Error Code
127470	MSP Current	2005/11/02 17:00:00	2005/11/02 17:00:00		0	100test	Independent Ele01_02	

IMO-FORM-1427 v1.3

ieso Power to Ontario. On Demand.

Close Submit

- If you wish simply to examine the list, do so, then press **Close**. The report is closed and deleted.

- If you wish to examine a specific *meter trouble report*, select it by clicking on the record, then press **Submit**.

Refresh your personal worklist to see the Applications Status item at the top of the worklist. Select that item.

An image of the first page of the selected work item is displayed – It should be noted that this is not the actual *meter trouble report*.

**Meter Trouble Report - History**

Home Page | MTR Details | MTR Receipt | Contact Info | MTR Resolution Log | History Log | Other MMP

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## Meter Trouble Report (MTR)

All information submitted in this form will be used by the IESO solely in support of its obligations under the Electricity Act, 1998, the Ontario Energy Board Act, 1998, the Market Rules and associated policies, standards and procedures and its licence. All information submitted will be assigned the appropriate confidentiality level upon receipt.

**Status:** Accept Resolution - Closed

IMO-FORM-1373 v.1.3 | Print | Close | Return

The three command buttons at the bottom of the read-only pertain to the Applications Status tool itself, not to the *Meter Trouble Report*:

### Return

Returns you to your worklist, with the Applications Status work item still in place. You can then select that item in order to reexamine the list of *Meter Trouble Reports*, or *Outage Requests*, to select another one for viewing.

### Close

Closes the Applications Status work item, and returns you to your worklist. It is recommended to close the Application Status once you have completed your work. Do not retain old work items on your personal worklist.

**Print**

Displays a simplified form containing all the information in the current trouble report. Having examined the display you can either print it and return to the page on which the Print button was pressed, or return without printing the simplified form.



**Meter Trouble Report**

All information submitted in this form will be used by the IESO solely in support of its obligations under the Electricity Act, 1998, the Ontario Energy Board Act, 1998, the Market Rules and associated policies, standards and procedures and its licence. All information submitted will be assigned the appropriate confidentiality level upon receipt.

**Trouble Report Information**

<b>Trouble Report ID</b>	127470	<b>MTR Issue Date</b>	2005/11/02 17:19
<b>Recorder ID</b>	100test	<b>Due Date for Receipt of MTR Acknowledgment</b>	2005/11/03 15:00
<b>Trouble Detection Date</b>	2005/11/02 17:18	<b>Actual Date of Receipt of MTR Acknowledgment</b>	
<b>MTR Issued By</b>	Independent Ele	<b>Due Date for MTR Resolution</b>	2005/11/04 9:00
		<b>Actual Date of MTR Resolution:</b>	

**MSP Contact Information**

<b>Organization Name</b>	Independent Electricity System Operator	<b>MMP ID</b>	0
<b>Contact First Name</b>	Muhammad	<b>MSP ID</b>	0
<b>Contact Last Name</b>	Iqbal	<b>Telephone Number</b>	(999)999-9999x
<b>E-Mail</b>	meter.test@test.com	<b>Fax Number</b>	(999)999-99999

**Error Log**

Communications Error Code Description	Channel #	Code Number	VEE Test Failure Description	IESO/MSP
01 - Other Error				
02 - Function Sequence Error				

**Comments**  
Test MTR's

**Attachments**  
No

**Resolution**

To Be Performed By \_\_\_\_\_

**Comments:**

Metering Data Adjustments No      Emergency IT Restoration Plan Implemented No      Other Attachments No

Due Date for EITRP Implementation: \_\_\_\_\_      Actual Date for EITRP Implementation: \_\_\_\_\_      Failure Type is PT or CT? No

IMO-FORM-1373 v.1.3

[Return](#)   [Print](#)

**Print**

Prints the form as displayed. A standard Windows Print dialog allows you to select a printer if need be.

**Return**

Returns to the screen on which the **Print** button was pressed.

**2.1.6 Other Formats**

Notice also that in the attachment space below the report are two icons. These represent one .csv and one .pdf version of the report. Double-click on any of these to download and display the file.

## 3. Notice of Disagreement

### 3.1 The NOD Select Status Report Form

If you initiate Applications Status\_NoD in the Initiation list, the NoD – Select Status Report form is displayed:

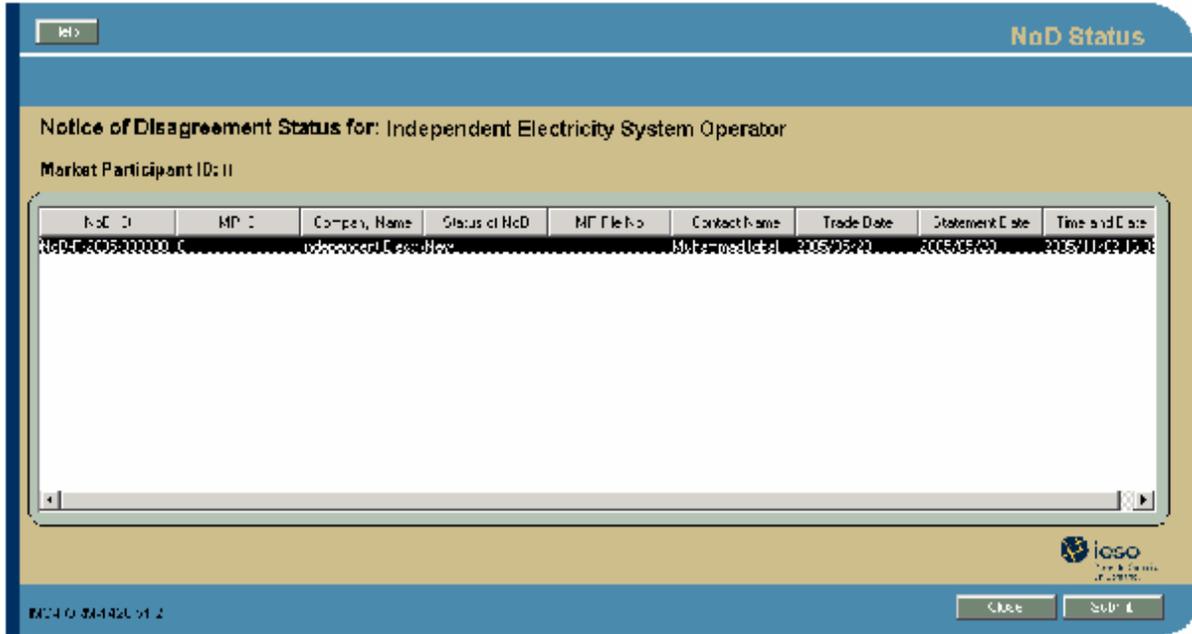
Enter the date range for the *notice of disagreement*. This date range is based on the Submission Date, which appears in the Status Report as the “Date Received”.

The Generate CSV – PDF Report section is based on the Submission Date of each *notice of disagreement*.

Click on submit button to generate the report and refresh your worklist.

#### 3.1.1 Generate Report

Open the report from your worklist:



If you wish simply to examine the list, do so, and then click on the Close button. You can also examine the .pdf or .csv version of the status report by double-clicking on either of the attachment icons.



If you wish to examine the work item, select it by clicking on it, then press **Submit**.

Refresh your personal worklist to see the Applications Status item at the top of the worklist.

Select that item. An image of the first page of the selected work item is displayed – It should be noted that this is not the actual *notice of disagreement*.

The screenshot shows a web application window titled "Notice of Disagreement". At the top left is a "Help" button. Below it are three navigation buttons: "Home", "Contact Information", and "NOD Details". The main content area has a light beige background with the title "Notice of Disagreement (NOD)" in large black font. Below the title is a paragraph of text: "All information submitted in this process will be used in the IESO solely in support of its obligations under the Electricity Act, 1998, the Market Rules and its licence. All information submitted will be assigned confidentiality level upon receipt." In the bottom right corner of the main area is the IESO logo, which consists of a blue globe icon and the text "ieso Power to Ontario. On Demand." At the bottom left of the window is the text "IMO-FORM-1424 v1.2". At the bottom right are two buttons: "Close" and "Return".

The two command buttons at the bottom of the read-only page pertain only to the Applications Status tool itself, not to the *notice of disagreement*:

### Return

Returns you to your worklist, with the Applications Status work item still in place. You can then select that item in order to reexamine the list of *Notice of Disagreement* to select another one for viewing.

### Close

Closes the Applications Status work item, and returns you to your worklist. It is recommended to close the Application Status once you have completed your work. Do not retain old work items on your personal worklist.

## References

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Document Id	Document Name
MDP_RUL_0002	Market Rules for the Ontario Electricity Market

– End of Document –