



REMIT Admin System

User Guide for Providers

Version	Date	Author	Notes
1.0	07/12/2016	Sam Orchard - Edge of the Web	N/A
1.1	22/12/2016	Mike Gilfillan - Edge of the Web	Updated test admin URL and notes regarding "Common" remits
1.2	29/12/2016	Mike Gilfillan - Edge of the Web	Added notes about test system being green
1.3	22/03/2017	Mike Gilfillan - Edge of the Web	Update to include notes on grouping providers by company
1.4	17/05/2017	Liam Martin - Edge of the Web	Added information regarding uploading XML files to populate data
1.5	29/11/2023	Katie Austin - Edge of the Web	Updated branding

Version 1.5
Produced November 2023

Table of Contents

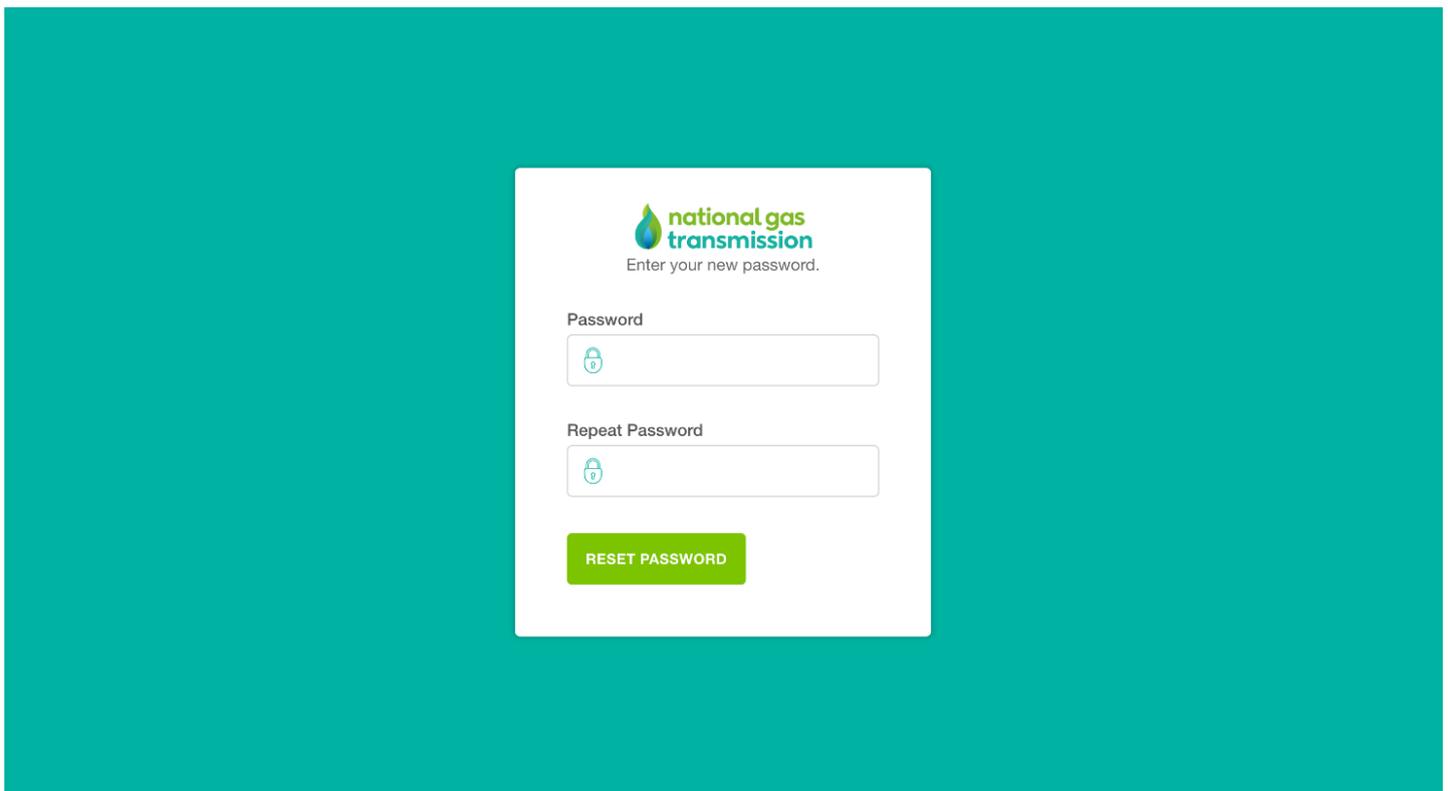
Table of Contents	1
Accessing the system.....	3
Logging in for the first time.....	3
Setting a password.....	3
Accepting Terms & Conditions.....	4
Logging in on subsequent occasions.....	5
Forgotten Password.....	5
REMITs.....	6
Viewing an event.....	6
Finding a specific REMIT.....	7
Adding a new event.....	8
Uploading an XML File.....	9
Uploading a file with multiple UMMs.....	10
Adding a revision.....	11
Account Details.....	12
Updating your details.....	12
Updating your password.....	13

Accessing the system

Logging in for the first time

Setting a password

When you are added to the system as a provider, you will receive an email containing a link that will allow you to set your password. When you click this link, you'll be taken to the screen shown below:

A screenshot of a web form for setting a new password. The form is centered on a teal background. At the top of the form is the National Gas Transmission logo and the text "Enter your new password." Below this are two input fields: "Password" and "Repeat Password", each with a lock icon on the left. At the bottom of the form is a green button labeled "RESET PASSWORD".

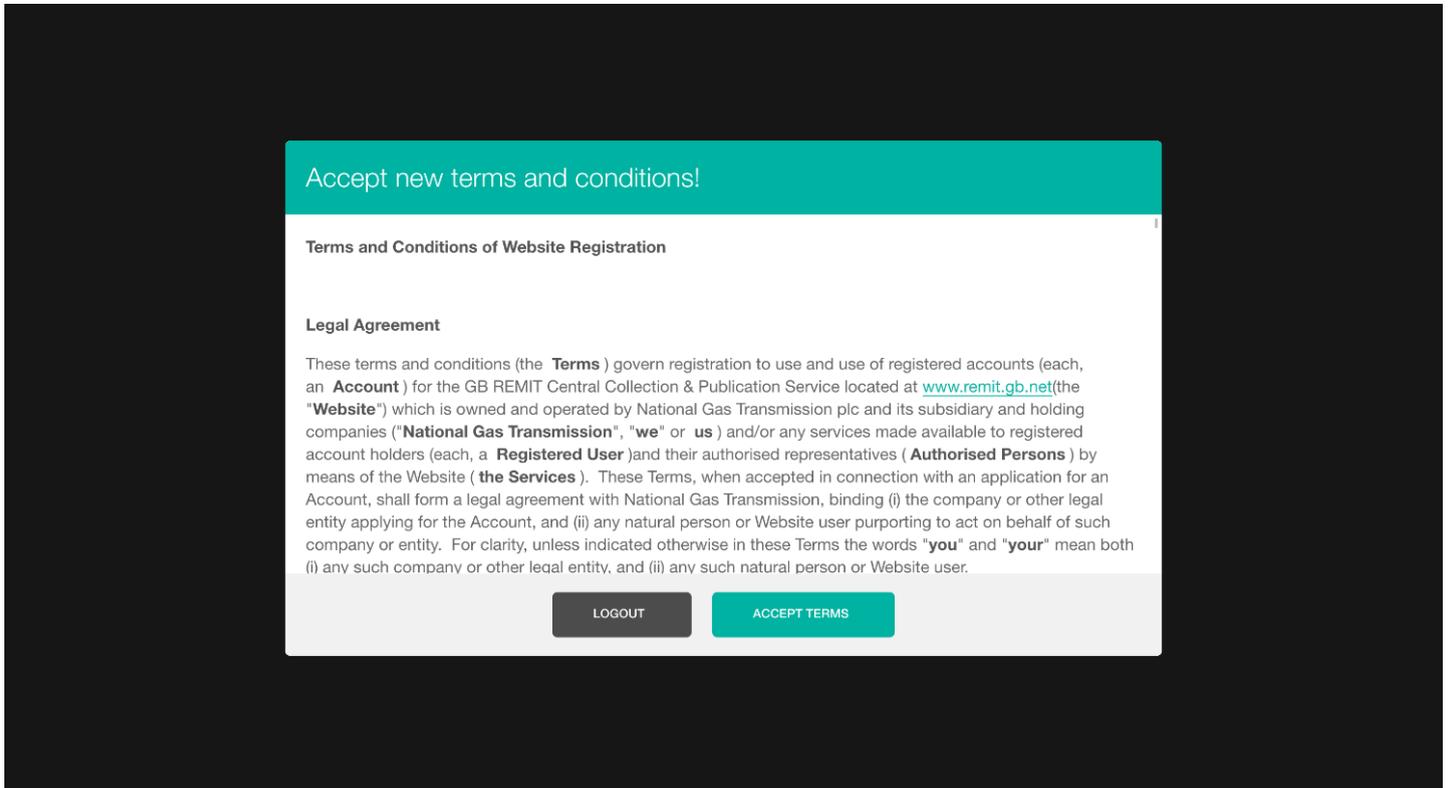
Enter the password you wish to use. You will need to remember this password, as you'll need to enter it to access the system in future. Your password must meet the following requirements:

- Minimum of 8 characters long
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number OR special character
 - A special character is a selection of punctuation characters that are present on standard keyboards, such as ! or @

Click "SET PASSWORD" to set this as your new password for future use.

Accepting Terms & Conditions

The first time you log in, you'll be greeted with the terms and conditions of using the admin system. Read through these carefully and accept the terms and conditions to begin using the system. If you do not accept the terms and conditions, you will not be permitted to use the admin system and you will instead log out.



You will be prompted to accept updated terms and conditions every time they're modified by National Grid admins.

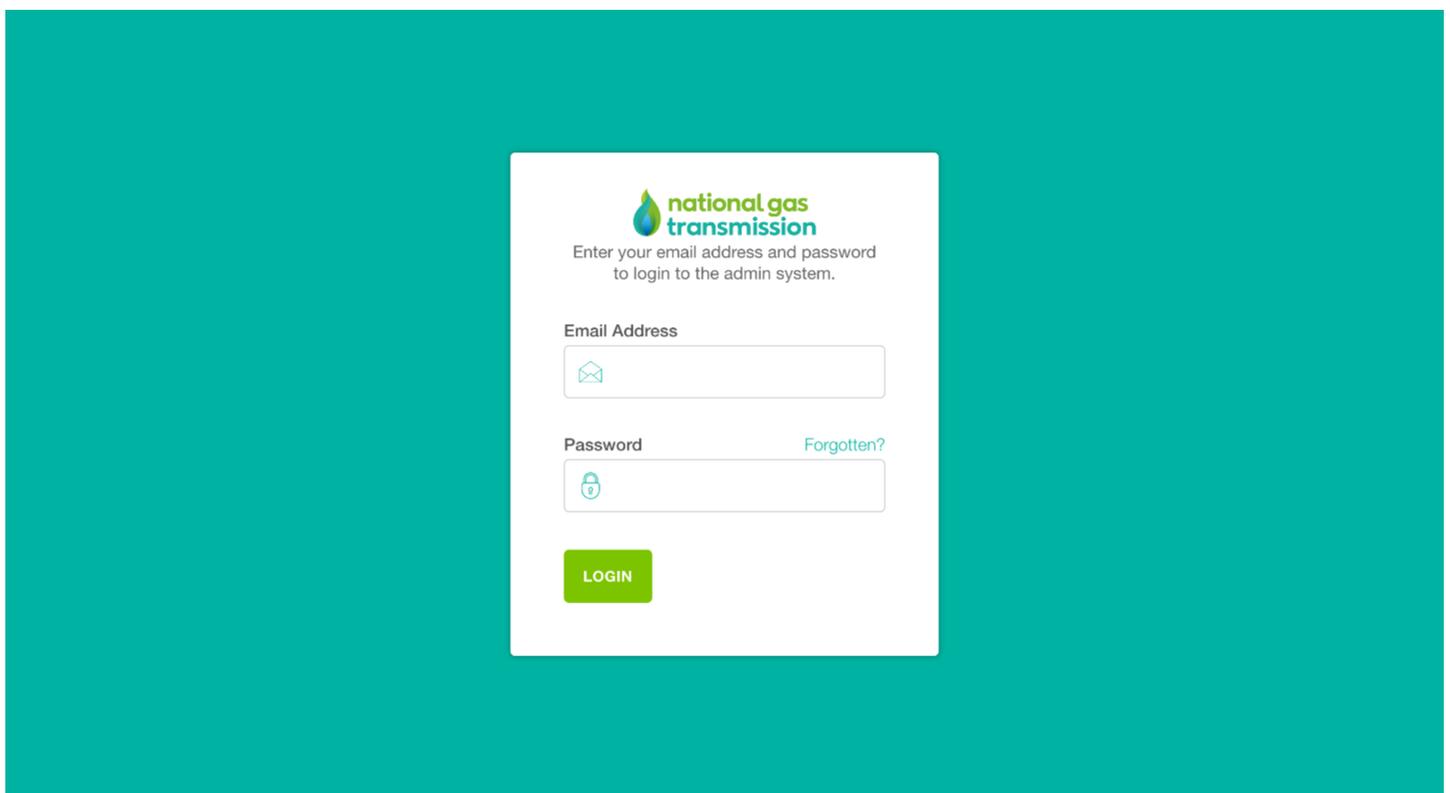
Logging in on subsequent occasions

To access the system on the testing server, visit <https://admin.test.remit.gb.net>

The live system can be accessed at <https://admin.remit.gb.net>

Whether you are using the test or live environment, the system works in exactly the same way - The only difference is that the test system uses green instead of teal. This is to make it as obvious as possible which system you are currently using.

The first screen you will see will be the login screen, as below.



The screenshot shows a login form on a teal background. At the top of the form is the national gas transmission logo. Below the logo, the text reads: "Enter your email address and password to login to the admin system." There are two input fields: "Email Address" with an envelope icon and "Password" with a lock icon. To the right of the password field is a link labeled "Forgotten?". At the bottom of the form is a green button labeled "LOGIN".

Put in your email address, and your password and click the "Login" button to access the system. If you have entered your email address or password incorrectly, the system will prompt you that it is incorrect.

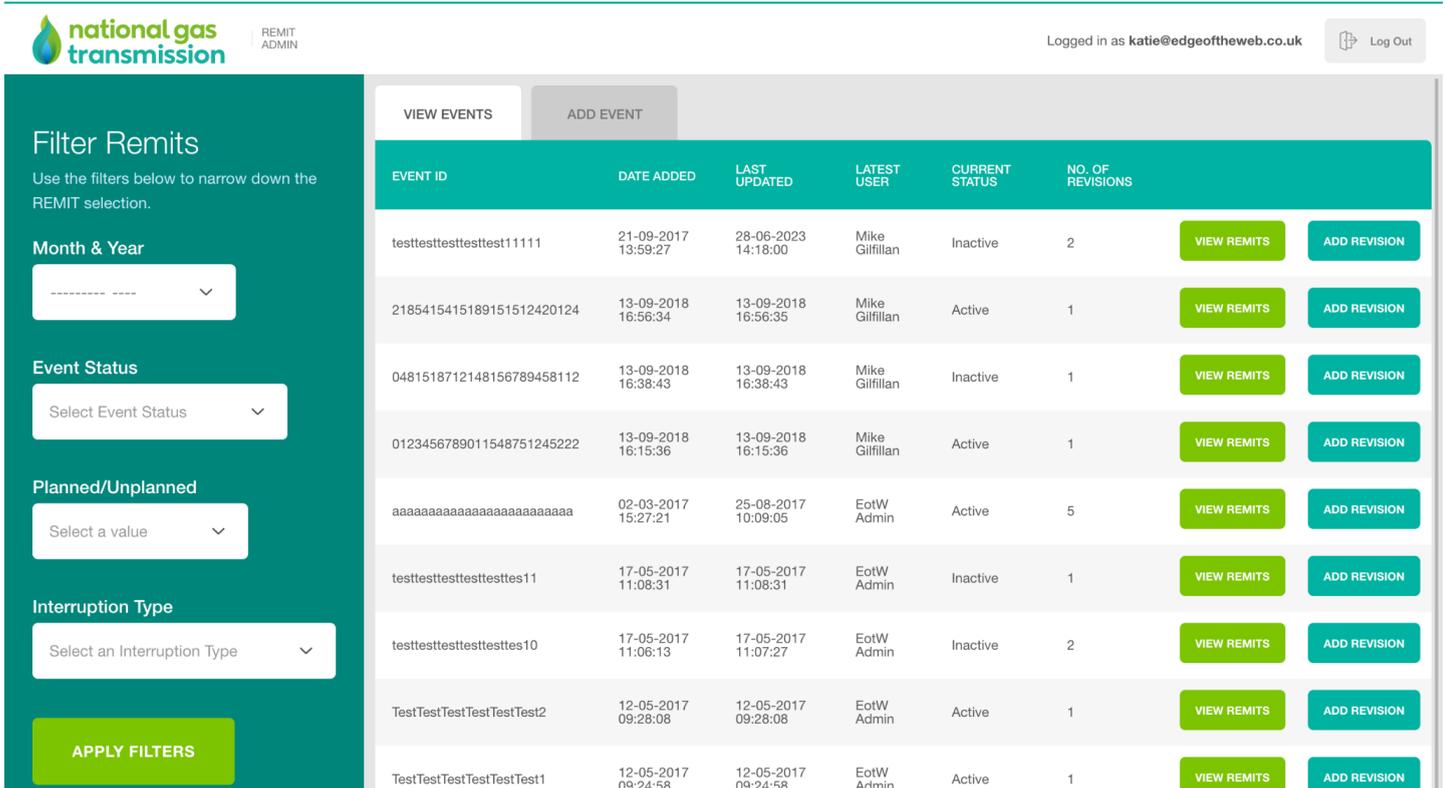
Forgotten Password

If you've forgotten your password, click the "Forgotten?" button and a new page will load where you can enter your email address. You will automatically be emailed a link for you to click and choose a new password for the system.

Once you've set your new password, you will automatically be logged in to the system.

REMITs

Once you've logged in, the first screen you will see is the REMITs module. This is the area of the admin system where you can view, manage and add events and REMITs to the system. The default view displays the most recent events that have been added to the system by people in your company.



The screenshot shows the REMIT Admin System interface. At the top left is the 'national gas transmission' logo and 'REMIT ADMIN' text. At the top right, it says 'Logged in as katie@edgeoftheweb.co.uk' with a 'Log Out' button. Below the header, there are two tabs: 'VIEW EVENTS' (selected) and 'ADD EVENT'. The main content area is a table of events with the following columns: EVENT ID, DATE ADDED, LAST UPDATED, LATEST USER, CURRENT STATUS, NO. OF REVISIONS, and two action buttons: 'VIEW REMITS' and 'ADD REVISION'. On the left side, there is a 'Filter Remits' sidebar with sections for 'Month & Year', 'Event Status', 'Planned/Unplanned', and 'Interruption Type', each with a dropdown menu and an 'APPLY FILTERS' button at the bottom.

EVENT ID	DATE ADDED	LAST UPDATED	LATEST USER	CURRENT STATUS	NO. OF REVISIONS		
testtesttesttest11111	21-09-2017 13:59:27	28-06-2023 14:18:00	Mike Gilfillan	Inactive	2	VIEW REMITS	ADD REVISION
2185415415189151512420124	13-09-2018 16:56:34	13-09-2018 16:56:35	Mike Gilfillan	Active	1	VIEW REMITS	ADD REVISION
0481518712148156789458112	13-09-2018 16:38:43	13-09-2018 16:38:43	Mike Gilfillan	Inactive	1	VIEW REMITS	ADD REVISION
0123456789011548751245222	13-09-2018 16:15:36	13-09-2018 16:15:36	Mike Gilfillan	Active	1	VIEW REMITS	ADD REVISION
aaaaaaaaaaaaaaaaaaaaaaaa	02-03-2017 15:27:21	25-08-2017 10:09:05	EotW Admin	Active	5	VIEW REMITS	ADD REVISION
testtesttesttestes11	17-05-2017 11:08:31	17-05-2017 11:08:31	EotW Admin	Inactive	1	VIEW REMITS	ADD REVISION
testtesttesttestes10	17-05-2017 11:06:13	17-05-2017 11:07:27	EotW Admin	Inactive	2	VIEW REMITS	ADD REVISION
TestTestTestTestTest2	12-05-2017 09:28:08	12-05-2017 09:28:08	EotW Admin	Active	1	VIEW REMITS	ADD REVISION
TestTestTestTestTest1	12-05-2017 09:24:58	12-05-2017 09:24:58	EotW Admin	Active	1	VIEW REMITS	ADD REVISION

Viewing an event

Each event has a minimum of 1 REMIT/revision attached to it. When you add an event, this is considered to be the first revision.

If you're not on it already, click the "View Events" tab while within the "REMITs" module. From here, you can see a table consisting of the events currently added to the system. The table is ordered by the most recently updated events in descending order.

To view the details for a specific event, simply find the event in the table and click the green "VIEW REMITS" button. This will take you to a screen which displays the basic information about that event followed by a list of all existing revisions.



REMIT ADMIN

Logged in as katie@edgeoftheweb.co.uk
Log Out

Filter Remits

Use the filters below to narrow down the REMIT selection.

Month & Year

▼

Event Status

Select Event Status
▼

Planned/Unplanned

Select a value
▼

Interruption Type

Select an Interruption Type
▼

APPLY FILTERS

VIEW EVENTS
ADD EVENT

EVENT ID	DATE CREATED	LAST UPDATED	LATEST USER	CURRENT STATUS	NO. OF REVISIONS	CREATED BY
2185415415189151512420124	13-09-2018 16:56:34	13-09-2018 16:56:35	Mike Gilfillan	Active	1	Mike Gilfillan

Remits

ADD REVISION

REVISION ID	TITLE	DATE PUBLISHED	USER	
109	Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Planned transmission system unavailability at 5	13-09-2018 16:56:35	Mike Gilfillan	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="background-color: #90EE90; padding: 2px 5px; border-radius: 5px; font-weight: bold; font-size: small;">FULL DETAILS</div> <div style="background-color: #008080; color: white; padding: 2px 5px; border-radius: 5px; font-weight: bold; font-size: small;">VIEW ON WEBSITE</div> </div>

Clicking the green “FULL DETAILS” button for a specific revision will display the full information for that REMIT. Alternatively, you can view the REMIT on the website by clicking the green “VIEW ON WEBSITE” button.

Finding a specific REMIT

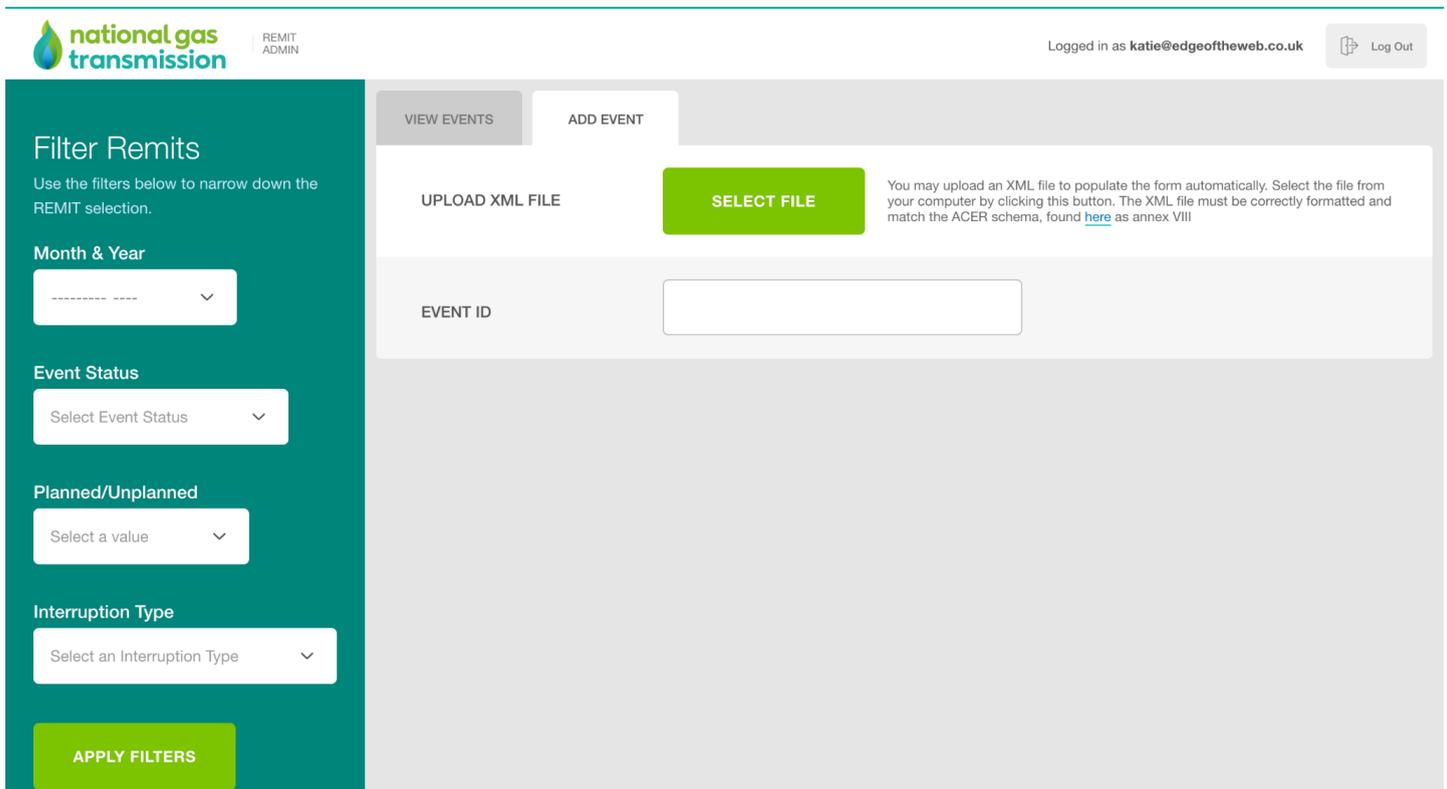
If you’d like to find a specific REMIT, you can use the filtering tool to narrow down your search. You can filter by the following parameters

- Month & Year
- Event Status
- Planned/Unplanned
- Interruption type

Selecting the filters and then clicking “APPLY FILTERS” will display all REMITs matching your filter criteria.

Adding a new event

There are two tabs at the top of the REMITs section - “View Events” and “Add Event”. To add a new event, navigate to the “Add Event” tab. This will display a button for a XML file upload and a field requesting the unique event ID. You can upload an XML file that matches ACER schema found [here](#) as annex VIII.



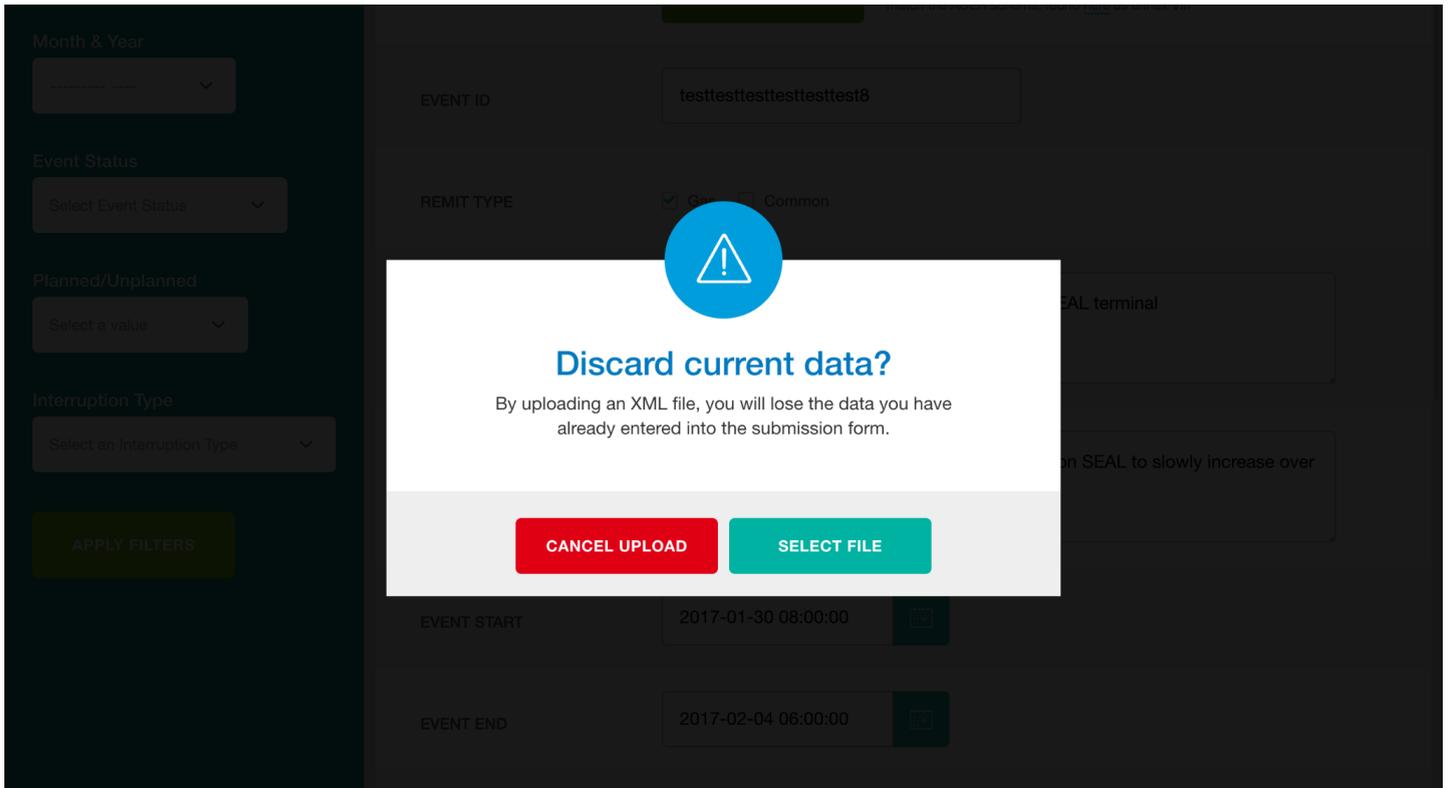
The screenshot shows the 'REMIT ADMIN' interface. On the left, a teal sidebar contains a 'Filter Remits' section with dropdown menus for 'Month & Year', 'Event Status', 'Planned/Unplanned', and 'Interruption Type', along with an 'APPLY FILTERS' button. The main content area has two tabs: 'VIEW EVENTS' and 'ADD EVENT'. The 'ADD EVENT' tab is active, showing an 'UPLOAD XML FILE' section with a green 'SELECT FILE' button and a text box explaining that the XML file must match the ACER schema. Below that is an 'EVENT ID' field.

- Upload an XML file
 - This will populate the form with the data from the file that you upload, if you make any changes to the populated data then you must confirm that you have done so using the checkbox at the bottom of the page
- Enter the unique event ID for this event.
 - This is a 25 character ID that does not include the revision number.
- Select the REMIT type
 - For Gas events, please note that all fields are mandatory except for “Remarks”, which is optional.
 - You must enter at least one market participant
 - For Common events, all fields are mandatory
- Enter the data into each field.
 - Inline validation will alert you to any errors with your data.
- Once every field is populated, click “Add Event” to complete the process.

Once the event is added, all current subscribers will be notified by email. Please note that once a new event has been added, it cannot be modified - any mistakes will need to be corrected by a further revision.

Uploading an XML File

You can upload an XML file by clicking the “Select File” button or by dropping your file onto the browser window. If the form already contains data you will be asked to confirm that you want to discard the data currently entered and replace it with the data from the upload. To begin the upload click the “Start Upload” button. If the file contains multiple UMMs you will be asked to choose the one you would like to use, see [Uploading a file with multiple UMMs](#). Otherwise, the form will be populated with the data from the file.

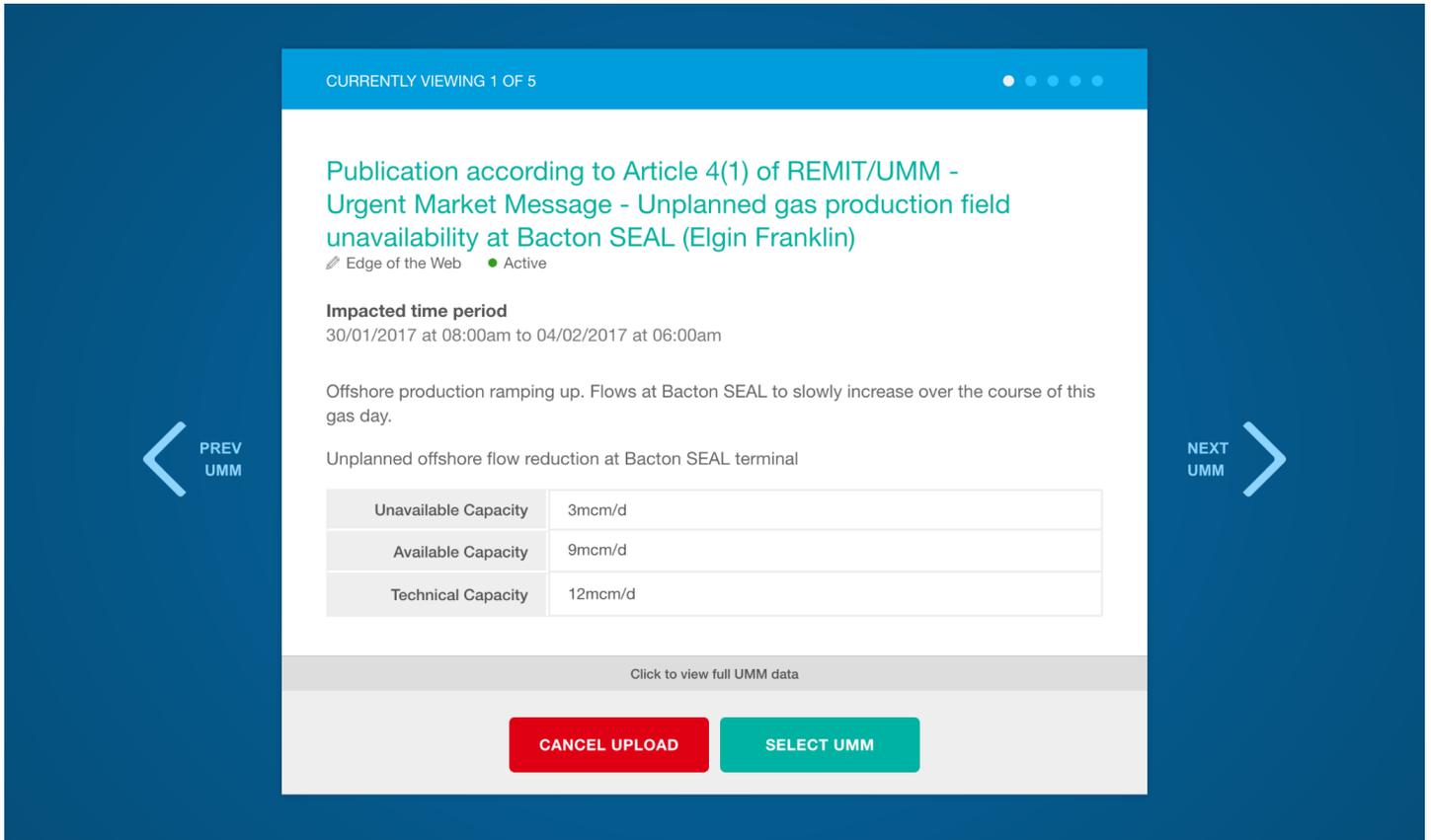


The screenshot displays a web interface for uploading an XML file. A central dialog box with a white background and a blue warning icon asks, "Discard current data?". Below the question, it states: "By uploading an XML file, you will lose the data you have already entered into the submission form." Two buttons are provided: a red "CANCEL UPLOAD" button and a teal "SELECT FILE" button. The background is a dark-themed form with the following fields:

Month & Year	
Event Status	Select Event Status
Planned/Unplanned	Select a value
Interruption Type	Select an Interruption Type
EVENT ID	testtesttesttesttest8
REMIT TYPE	<input checked="" type="checkbox"/> Common
EVENT START	2017-01-30 08:00:00
EVENT END	2017-02-04 06:00:00

Uploading a file with multiple UMMs

If you upload an XML file that contains multiple UMMs you will be taken to a screen that allows you to select one of the UMMs to populate the form with. By default this will show a condensed version of the UMMs. You can click on the “Click to view full UMM data” button this will show you a full overview of all the data in the UMM. Once you have found the UMM you would like to use you can click the “Select UMM” button to populate the form.



CURRENTLY VIEWING 1 OF 5

Publication according to Article 4(1) of REMIT/UMM - Urgent Market Message - Unplanned gas production field unavailability at Bacton SEAL (Elgin Franklin)
 Edge of the Web ● Active

Impacted time period
 30/01/2017 at 08:00am to 04/02/2017 at 06:00am

Offshore production ramping up. Flows at Bacton SEAL to slowly increase over the course of this gas day.

Unplanned offshore flow reduction at Bacton SEAL terminal

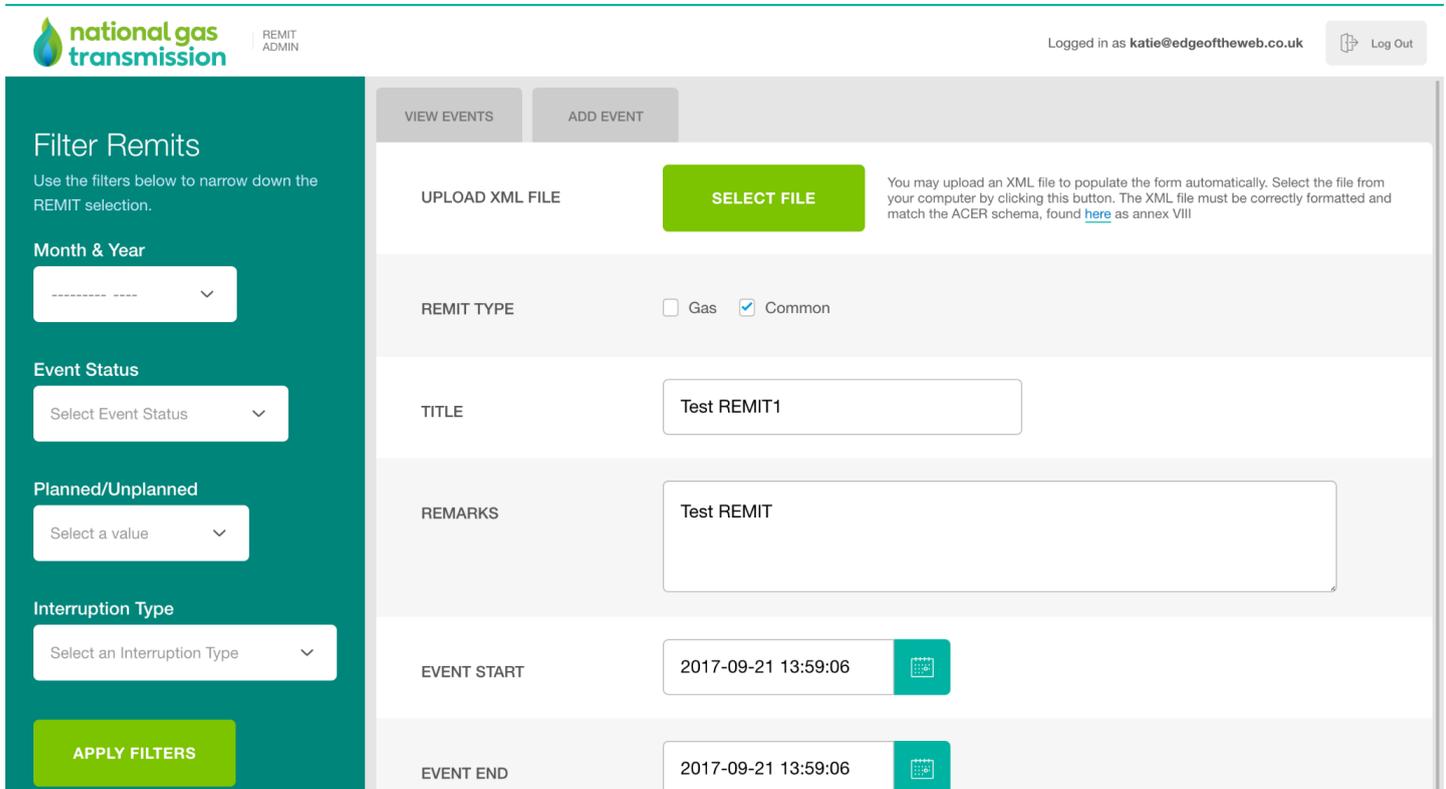
Unavailable Capacity	3mcm/d
Available Capacity	9mcm/d
Technical Capacity	12mcm/d

Click to view full UMM data

CANCEL UPLOAD **SELECT UMM**

Adding a revision

To add a new revision to an existing event, first locate the event using the previous instructions. Once you're viewing the event details which shows the existing REMITs for that event, click the green "ADD REVISION" button.



The screenshot shows the 'REMIT ADMIN' interface. On the left is a 'Filter Remits' sidebar with dropdown menus for 'Month & Year', 'Event Status', 'Planned/Unplanned', and 'Interruption Type', and an 'APPLY FILTERS' button. The main area has 'VIEW EVENTS' and 'ADD EVENT' tabs. The 'ADD EVENT' form is pre-populated with the following data:

- UPLOAD XML FILE:** A green 'SELECT FILE' button. A note states: "You may upload an XML file to populate the form automatically. Select the file from your computer by clicking this button. The XML file must be correctly formatted and match the ACER schema, found [here](#) as annex VIII".
- REMIT TYPE:** Radio buttons for 'Gas' (unchecked) and 'Common' (checked).
- TITLE:** Text input field containing 'Test REMIT1'.
- REMARKS:** Text area containing 'Test REMIT'.
- EVENT START:** Date and time input field showing '2017-09-21 13:59:06' with a calendar icon.
- EVENT END:** Date and time input field showing '2017-09-21 13:59:06' with a calendar icon.

This will display a pre-populated form containing data from the previous revision. Simply update the appropriate data already in the form and click the green "ADD REVISION" button at the bottom.

You can leave any remaining fields unchanged. Please note that once a revision is added, it cannot be modified - any mistakes will need to be corrected by a further revision.

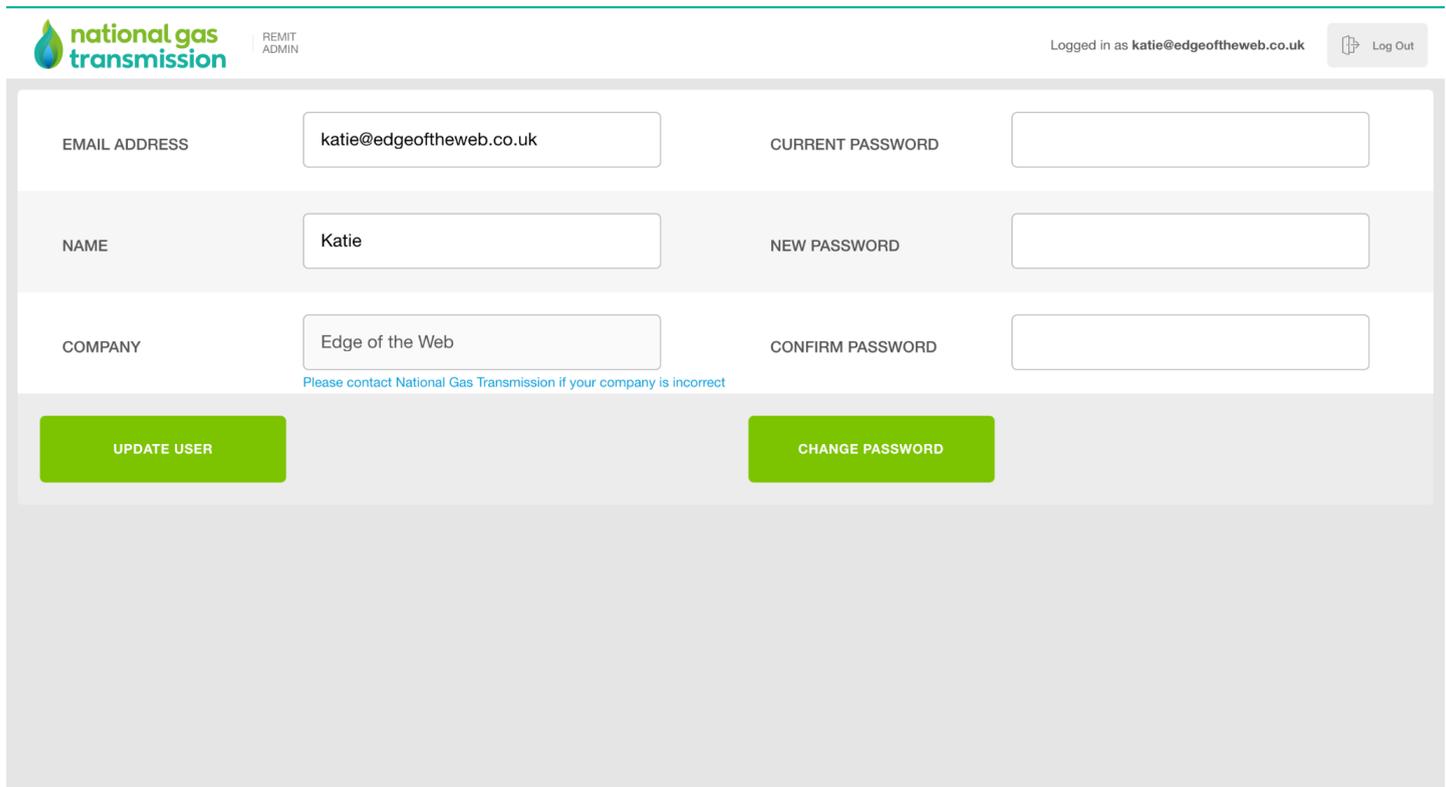
All current subscribers will be notified by email of the revision to the event.

You can click the "Select File" button at any point to upload an XML file to populate the form with, this will trigger a popup asking that you want to upload the file as this will remove all of the currently populated data.

Account Details

You can modify your own account details by clicking your email address in the top right of the screen. This will take you to your account details, which includes the ability to edit:

- Your email address
 - This is what you use the login to the system
- Your name
- Your organisation
- Your password



national gas transmission | REMIT ADMIN

Logged in as **katie@edgeoftheweb.co.uk** 

EMAIL ADDRESS	<input type="text" value="katie@edgeoftheweb.co.uk"/>	CURRENT PASSWORD	<input type="password"/>
NAME	<input type="text" value="Katie"/>	NEW PASSWORD	<input type="password"/>
COMPANY	<input type="text" value="Edge of the Web"/> <small>Please contact National Gas Transmission if your company is incorrect</small>	CONFIRM PASSWORD	<input type="password"/>

Updating your details

To modify any of your details, simply edit the data in the pre-populated form and click the green “Update User” button to save details.

To update your email address, just enter the new email address in the box and click “Save Changes” to update the details. This change will happen instantaneously. Please note that if you update your email address, you will need to use the new email address next time you log in to the system.

If you enter an email address that is already in use for a user, the system will return an error message and you will not be able to use that address.

You cannot update your company yourself. If it is incorrect you will have to get in touch with National Grid.

Updating your password

You will need to correctly enter your current password in the first box, your new password in the second box and repeat your new password in the third box.

The system will not allow you to change the password unless the current password is entered correctly, the new passwords match and that they contain an uppercase letter, lowercase letter, number and special character.

Click “Change Password” to confirm the password update.