Optiflex

User Manual

Version 2.0 – 02-04-2025

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1 Introduction

The B2C Optiflex platform manages the submission, processing and validation of unavailability events and schedules.

Submitting information to Optiflex can be done via the External Communication Layer based structured asynchronous AMQP messaging or by using the web client application for which the functionalities are described in this document.

The B2C Optiflex web client provides:

- Functionality to submit/update/withdraw unavailability events based on predefined .xlsx templates
- Functionality to submit/update/withdraw via a UI form
- A screen to verify the results of the submitted unavailability events, status and reason of reply for each delivery point included in the Outage Planning Agent's contract
- A screen to view the details of valid updated unavailability plan for each delivery point included in the Outage Planning Agent's contract
- Export imported data to .csv, .xml or .xlsx files

This user manual will follow the incremental releases of the web client application and will be accessible via the web client itself. The information within the guide will always be in line with the features released to the demo and production environments and will evolve through time.

2 Submission of information

Interaction with the Optiflex can be done in the following ways:

- via the External Communication Layer based structured asynchronous AMQP messaging
- via the web client application using .xlsx files
- Via the web client application using the UI form

For all information related to the External Communication Layer, please refer to the Technical Guide.

The functionalities provided to submit information via the web client are described below.

2.1 Via form

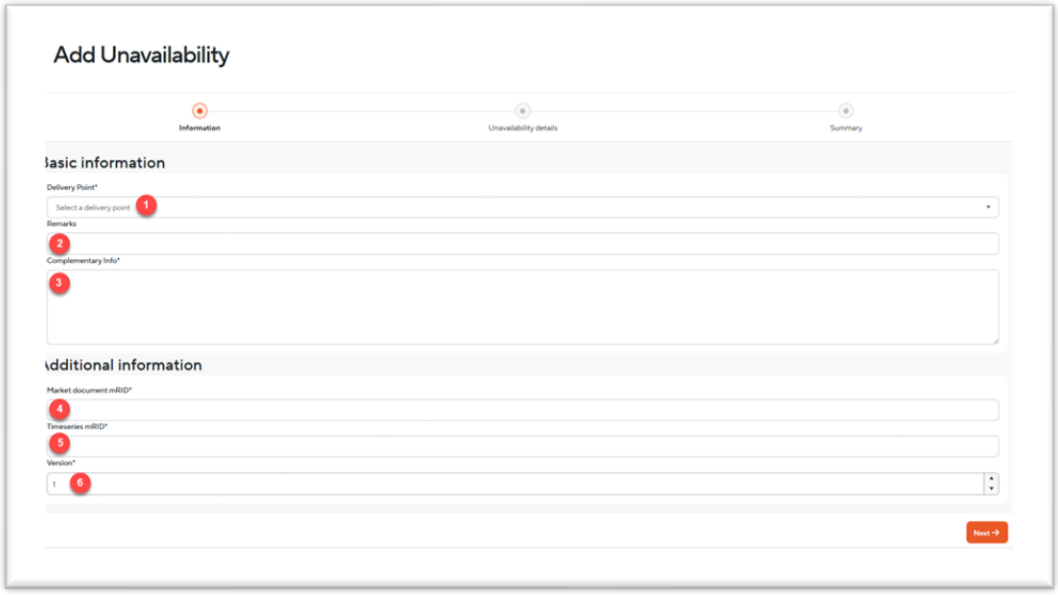
The upload process UI from exists out of two basic steps. First, the form is filled in and, then, the content of the messages contained in the form is validated. The result of the validation per message is provided in the UI form window. If the validation status is different from 'Accepted', the user should control the reason code to see the detailed reason.

The UI form is accessible by clicking on the below button via the Scheduling or the Outage Planning sections:

2.1.1 Via UI form

The UI form is composed of two sections (Information & Unavailability details) and a summary.

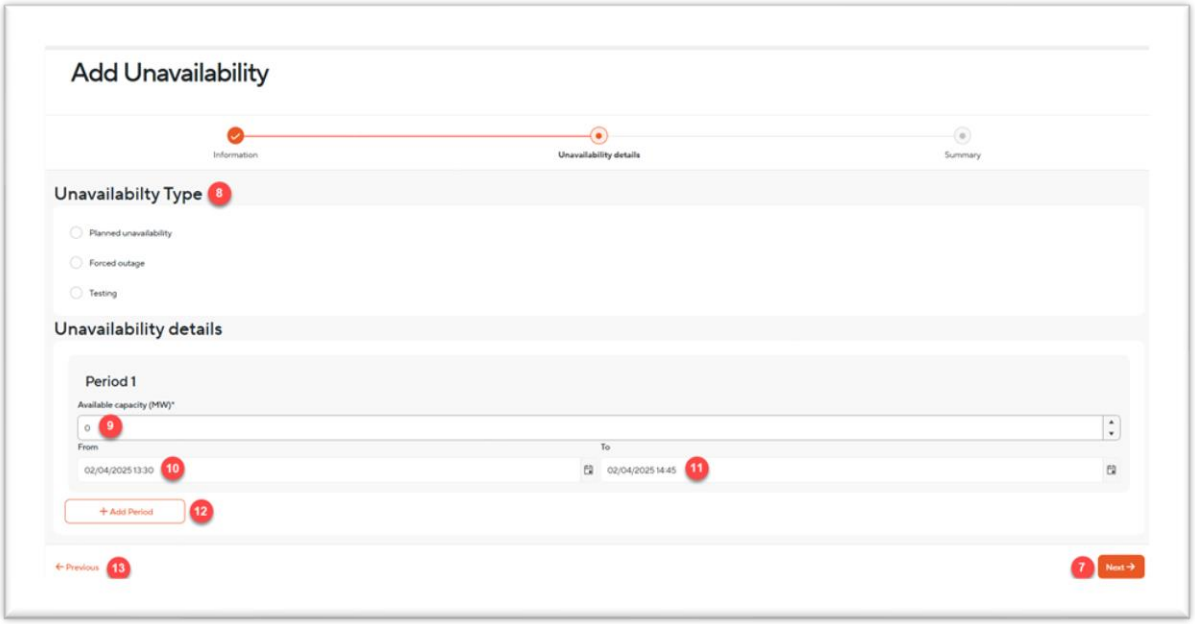
Information



#	Field	Mandatory	Description
1	Delivery Point Name	Y	Friendly delivery point name
2	Complementary Info	Y	Complementary information (additional information on the unavailability) Allows free text
3	Remarks	N	Remarks (more detailed information on the event that allows a full understanding of its potential impact) Allows free text
4	Market Document mRID	Y	Unique identifier for the MarketDocument
5	Timeseries mRID	Y	Unique identified for the unavailability event
6	Version	Y	Version number for the MarketDocument

The "Next" button (8) allows you to go to the "Unavailability Details" section once all mandatory information have been filled in.

Unavailability details

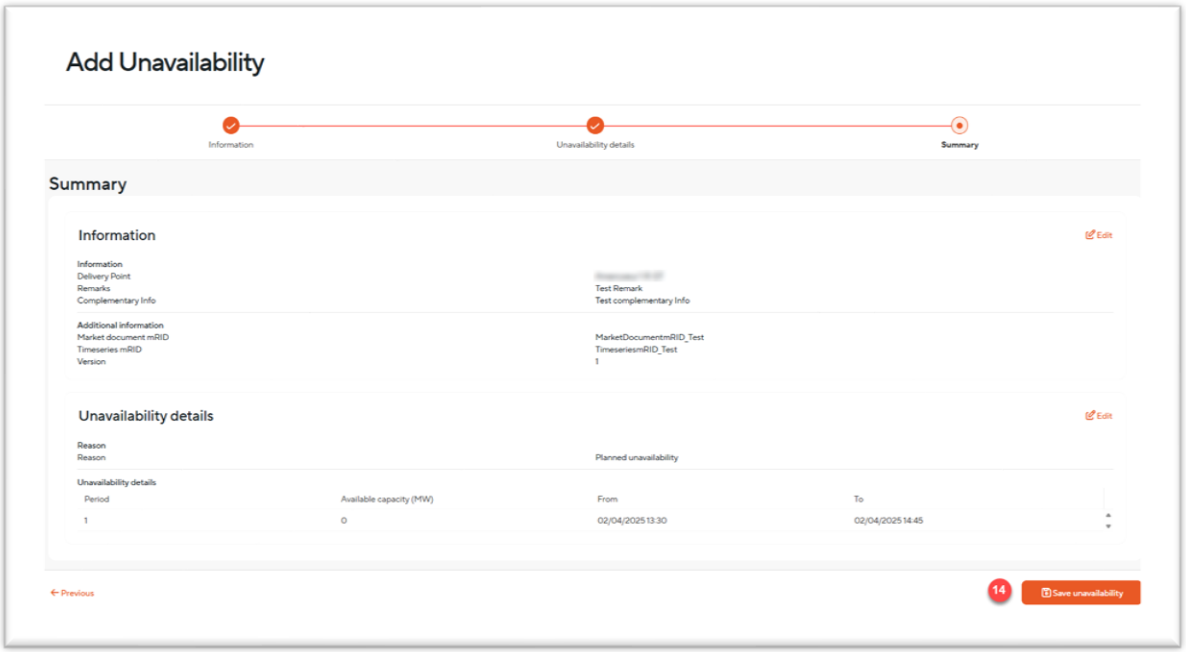


#	Field	Mandatory	Description
8	Unavailability Type	Y	Using the dropdown list to indicate the nature of the unavailability event. The following CIM codes are used • Planned Unavailability • Forced Outage • Testing
9	Maximum Available Capacity	Y	Expressed available capacity is in Megawatt for the full duration of the unavailability period.
10	Unavailability Period Start	Y	The start date and time of the period to which the unavailability refers to, expressed in
11	Unavailability Period End	Y	The end date and time of the period to which the unavailability refers to

The "Add Period" button (**12**) allows the user to add additional unavailability period(s) within the same unavailability events. A different Maximum Available Capacity can be defined for each period.

The "Previous" button (**13**) allows you to go back to the "Information" section while the "Next button" (**7**) allows you to go to the summary of the unavailability event created.

Summary



The summary section of the UI form provides an overview the information previously filled in the form. By clicking on the "Save unavailability" button (**14**) the user can submit the unavailability event.

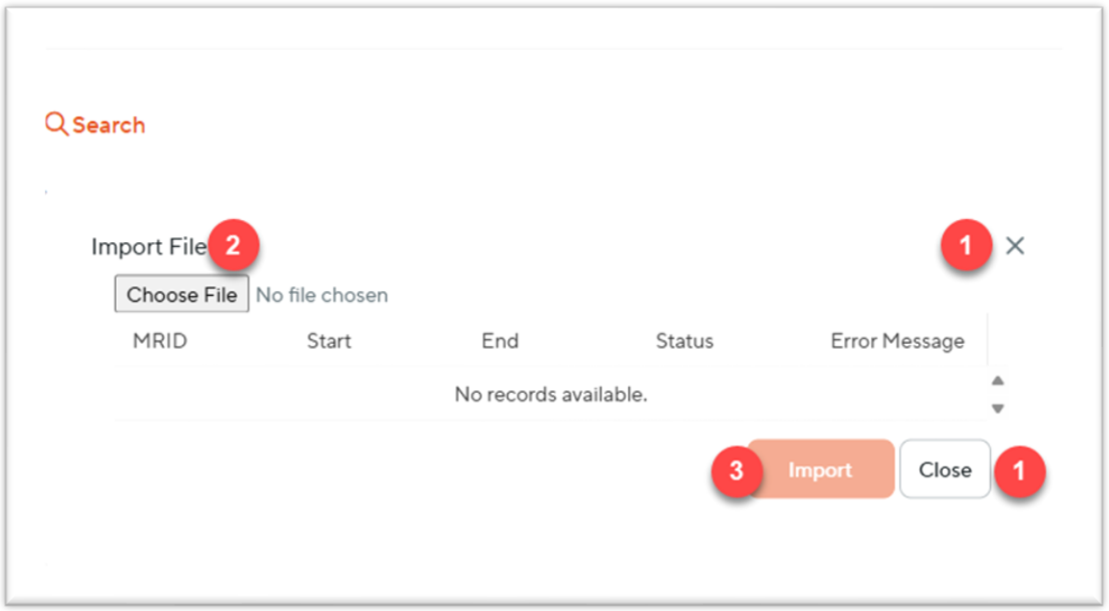
2.2 Via Excel file

2.2.1 Upload zone

The upload process via .xlsx files exists out of two basic steps. First, the files are uploaded, parsed and provided to Optiflex. In a second step, the content of the messages contained in each file is validated. The result of the validation per message is provided in the upload window. If the validation status is different from 'Accepted', the user should control the reason code to see the detailed reason.

The upload zone is accessible by clicking on the below button via the Outage Planning section:

The upload zone opens as an overlay on the screen and exists out of a number of elements. These elements are explained below.

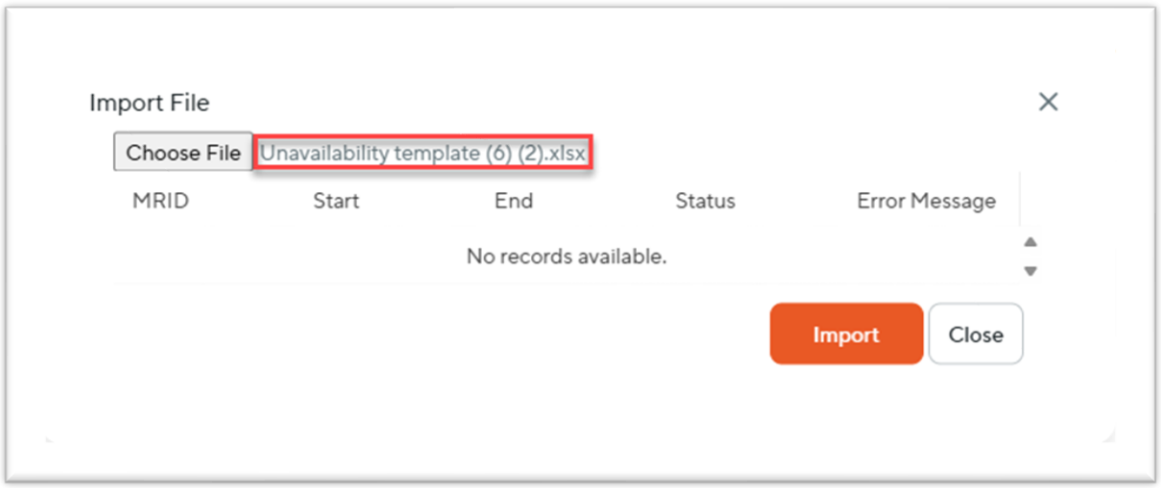


1. **Close**

The upload zone can be closed by clicking the "Close" button in the lower right corner or by clicking on the exit button in the top right corner.

2. **Choose File**

By clicking on "Choose File" button a file explorer dialog will open. In this dialog the end user can select the file that needs to be uploaded to Optiflex. After selecting the file, the file will appear in the next to the "Choose File" button, which means they are ready to be uploaded.

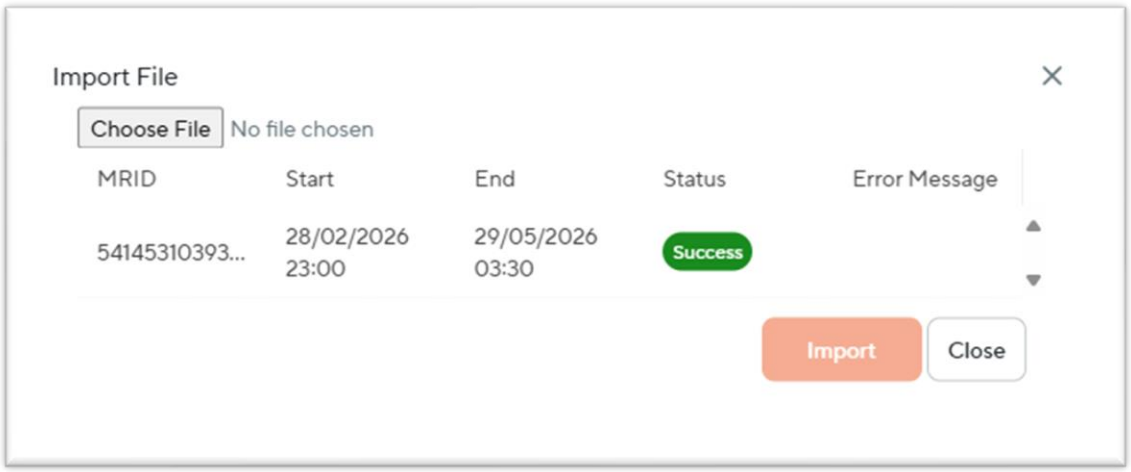


In case files are added in error, the file can be cleared by clicking again on the "Choose File" button.

3. **Upload files or clear list buttons**

After selecting a file to upload via the file explorer, the end-user is able to trigger the upload process by clicking the 'Import' button.

A message will indicate whether the file was correctly uploaded or not as pictured below:



2.2.2 Unavailability Template

As indicated above, there are a number of things that must be respected when uploading files to Optiflex:

- First of all, the file extension must be .xlsx. Optiflex does not accept files with another extension.
- Secondly, the worksheet(s) in the workbook must respect a predefined structure. This structure is explained in the paragraphs below and is provided in the templates which can be downloaded in the Outage Planning and Scheduling sections.

Remark: The templates also contain a number conditional formatting and data validations (using available MS Excel functionality). These conditional formatting and validations aim to enhance the usability and to reduce probability on errors when filling in the templates. However, it is not the goal to impose any hard restrictions on the end user when using the templates. This means that the end user is allowed to change elements in the provided templates.

2.2.2.1 DP List worksheet

The 'DP List' worksheet can be used to hold a list of Delivery Point EANs and the 'friendly' name of the Delivery Point. The data from this list is used by the formulas in the template to populate the Delivery Points in the "Unavailabilities" worksheet.

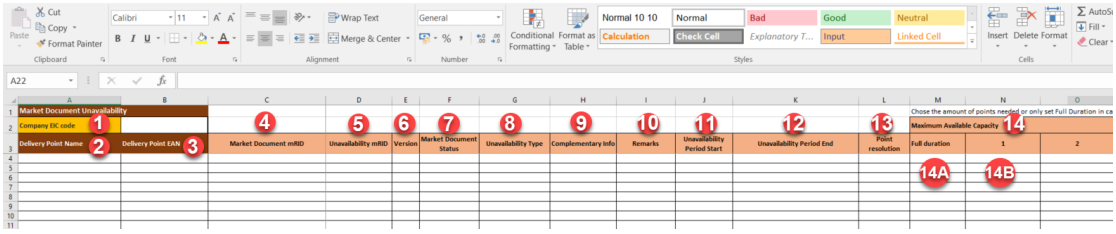
	A	B
1	Name of Delivery Point	EAN
2		
3		
4		
5		

When adding extra lines make sure that the lines are added to the table (see blue corner in the bottom right. Extra lines can be added by right clicking on a line (e.g. line 3, 4 or 5) and choosing 'Insert'. The formulas will only use data, which is entered in the table. Data, which is added just below the table, will not be visible for the formulas in the 'Unavailabilities' worksheet.

2.2.2.2 Unavailabilities worksheet

The 'Unavailabilities' worksheet is the main worksheet of this template. This worksheet is used to provide all information related to unavailability events.

The end user is expected to fill in the cells with a white background.



#	Field	Mandatory	Description
1	Company EIC code	Y	Identification number of the sender
2	Delivery Point Name	Y	Friendly delivery point name
3	Delivery Point EAN	Y	The delivery point EAN representing the point for which the unavailability is sent
4	Market Document mRID	Y	Unique identifier for the MarketDocument
5	Unavailability mRID	Y	Unique identified for the unavailability event
6	Version	Y	Version number for the MarketDocument
7	Market Document Status	Y	Using the dropdown list in the status field the end user can indicate if the Group is 'Active' or 'Withdrawn.
8	Unavailability Type	Y	Using the dropdown list to indicate the nature of the unavailability event. The following CIM codes are used • Planned Unavailability • Forced Outage • Testing
9	Complementary Info	Y	Complementary information (additional information on the unavailability) Allows free text
10	Remarks	N	Remarks (more detailed information on the event that allows a full understanding of its potential impact) Allows free text
11	Unavailability Period Start	Y	The start date and time of the period to which the unavailability refers to, expressed in
12	Unavailability Period End	Y	The end date and time of the period to which the unavailability refers to
13	Point Resolution	Y	Using the dropdown list to indicate the amount of time for each interval in which a data value is defined. For example: **PT1M** = per minute **PT15M** = 15 minutes **PT1H** = 1 hour **PT1D** = 1 day **P1M** = 1 month
14	Maximum Available Capacity	Y	Expressed available capacity is in Megawatt. Chose the amount of points needed (**14B**) **or** only set Full Duration (**14A**) in case the Maximum Available Capacity is the same for the entire unavailability period

14A	Full duration	Y	Field to express the maximum available capacity when it is the same for the whole unavailability period.
14B	Points	Y	List of points associated to the period. It should contain as many points as needed to complete the period. If only 1 point is given, it is assumed that the same maximum available capacity is used for the entire period.

3 User Interface

3.1 Generic Components

3.1.1 Description

The Optiflex web client consists of a **menu bar** on the left used to navigate between the different sections, of a **section content** where the specific interface, information and available actions of each section will be displayed.

3.1.2 Elements

1. Menu

The sections will structure the application according to specific contents and functionalities:

- **Home**: redirects the end user to the "neutral" interface pictured above.
- **Scheduling**: the section where the end user can consult, submit, update the schedules.
- **Outage Planning**: the section where the end user can consult the existing availability plans and submit, consult, update or withdraw unavailability events.

2. Section Content

The main content of each section will be described in the subsequent chapters of this manual.

3. Documentation

Button to download the B2C user guide.

4. Logout

Button for the user to logout of Optiflex webclient.

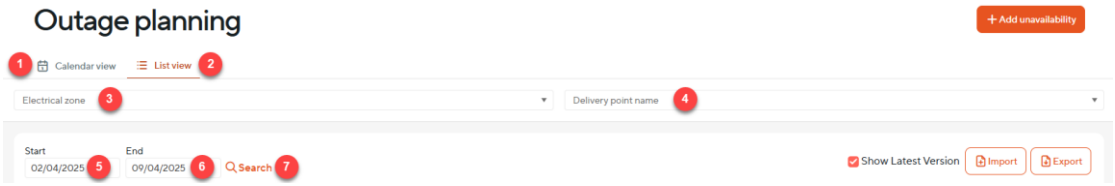
3.2 Outage Planning

3.2.1 Description

The Outage Planning screen of the Optiflex web client allows the user to consult the existing availability plans and consult, submit, update of withdraw unavailability events for each of the delivery point included in the OPA contract.

3.2.2 Header

3.2.2.1 Filters



1. **Calendar view**

Calendar view showing the consolidated availability plans of the selected period.

2. **List view**

List of the unavailability events covering (partially) the selected period.

3. **Electrical zone**

Filter to select only Delivery Points of a specific Electrical Zone.

4. **Delivery Point name**

Filter to select a specific Delivery Point.

5. **Start date**

Start date of the period you want to show (maximum 1 year).

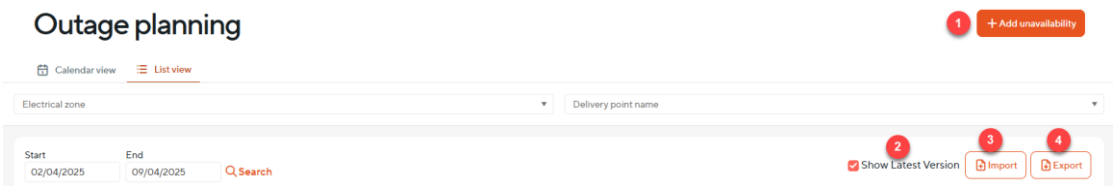
6. **End date**

End date of the period you want to show (maximum 1 year).

7. **Search**

Button to launch the search on the period defined with start and end date.

3.2.2.2 Actions



1. **Add unavailability**

As described in section 2.

2. **Show Latest Version (only in "List View")**

To show only the latest valid version of the unavailability events.

3. **Import unavailability template**

As described in section 2.

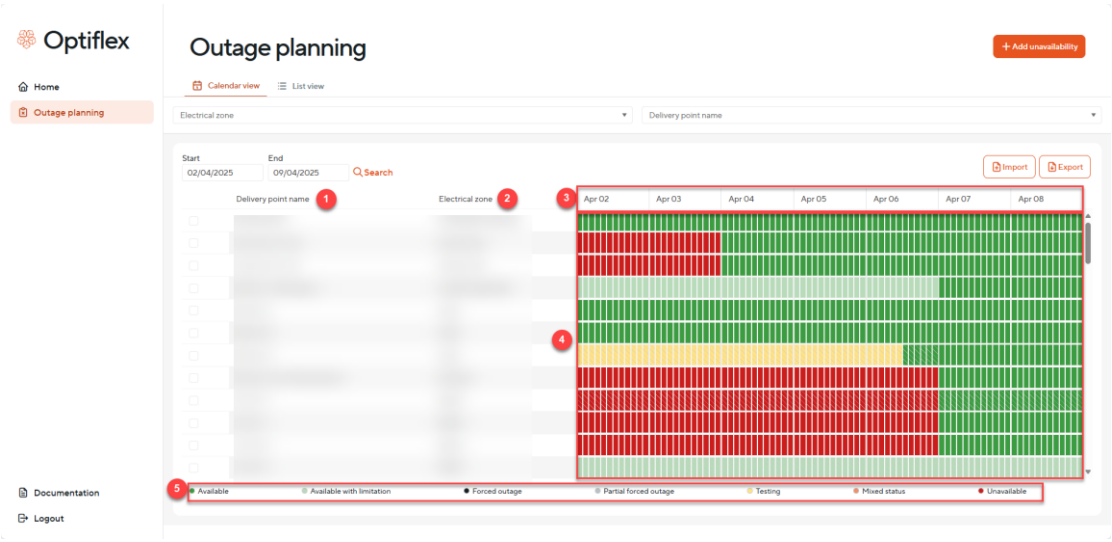
4. Download unavailability template

As described in section 2

3.2.3 Content section

3.2.3.1 Calendar view

The calendar view shows the availability plan consolidated with the latest active versions pf the submitted unavailability events (unavailability events pending Elia validations aren't considered) for all delivery point in the OPA portfolio.



1. **Delivery Point Name**

Name of the delivery point.

2. **Electrical zone**

Electrical Zone in which the delivery point is located.

3. **Timeline**

Time indication of the selected time period.

4. **Availability Plan**

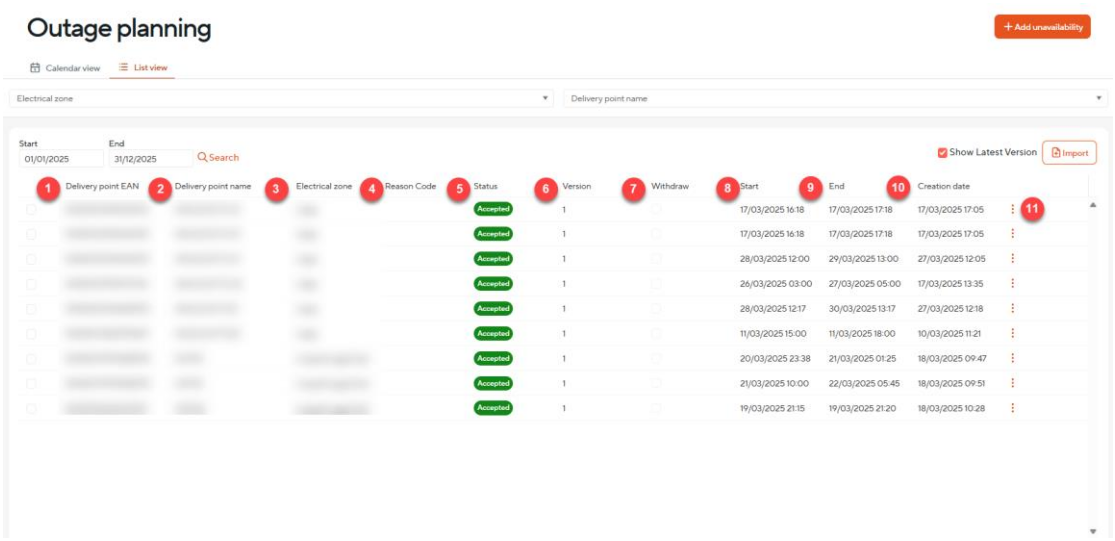
Availability plan for the selected period (PMAX is shown when hovering availability plan's cell).

5. **Color coding**

Color coding of the above availability plan.

3.2.3.2 List view

When no unavailability crosses into the selected Execution Date, no data will be shown. When unavailability events do cross into the execution date, all relevant info of that unavailability event will be shown.



1. **Delivery Point EAN**

'Friendly' name of the Delivery Point.

2. **Delivery Point Name**:

The delivery point EAN representing the point for which the unavailability is sent.

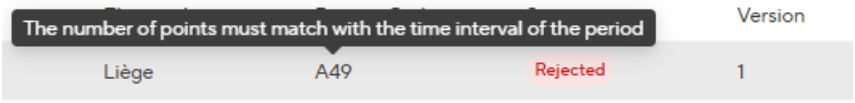
3. **Electrical zone**

Electrical Zone in which the delivery point is located.

4. **Reason code**

In case the uploaded document gets "Rejected" or "Waiting for confirmation" the reason code described in the validation rules will be mentioned to provide further information.

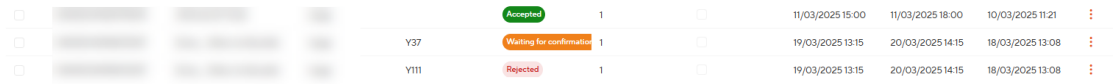
When hovering over the reason code with the mouse cursor, the explanation of the reason code is displayed:



5. **Status**:

Validation status of the market document that was submitted based on technical and functional validation rules.

Status is either: "**Accepted**", "**Rejected**" or "**Waiting for confirmation**":



6. **Version**

Version number for the MarketDocument.

7. **Withdraw**

Tick box indicates if the version of the unavailability event is a withdraw.

8. **Start date**

Start date and time of the unavailability event.

9. **End date**

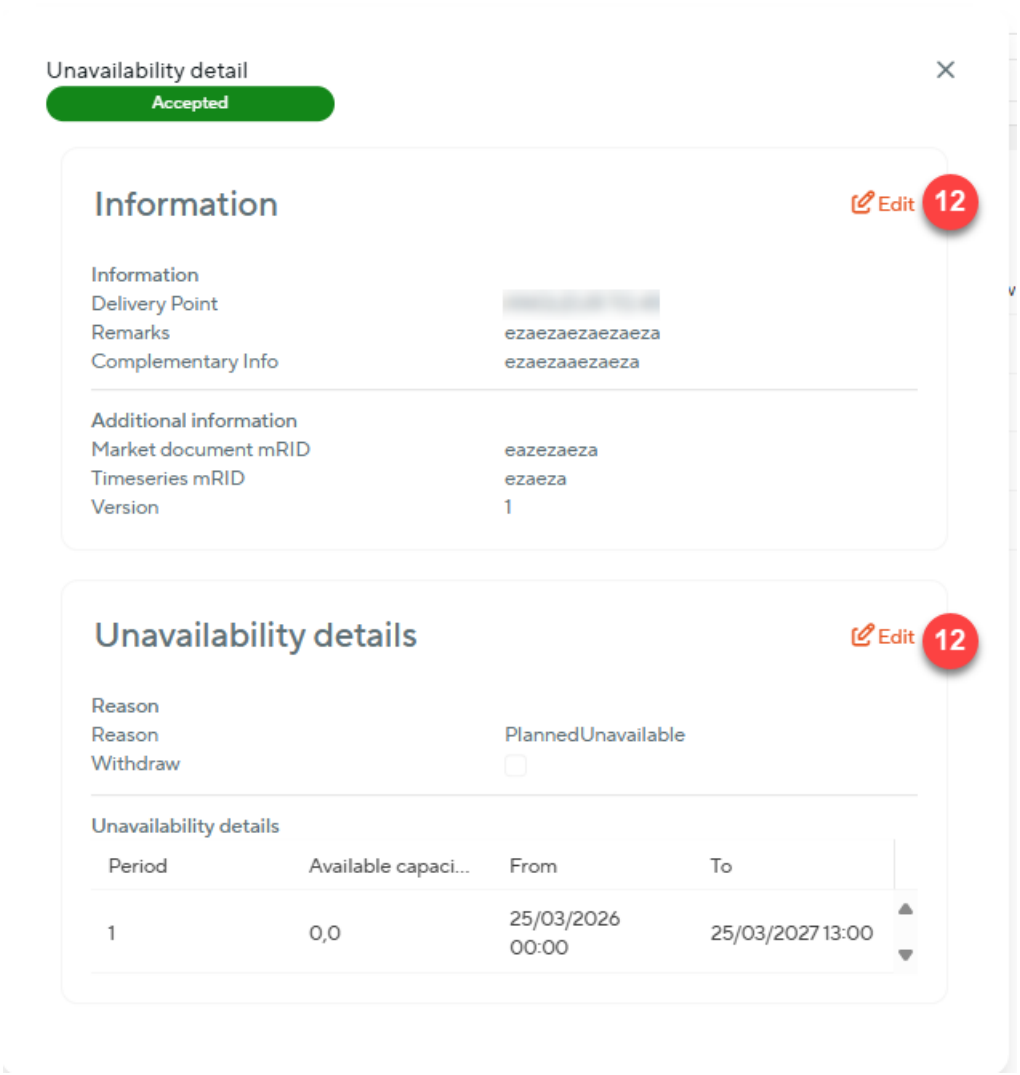
End date and time of the unavailability event.

10. **Creation date**

The timestamp on which the document was sent

11. **Show details of unavailability event**

To open popup window with the details of the unavailability events:



Clicking on edit (**12**) will reopen the UI form to withdraw or submit an updated version of the unavailability event.