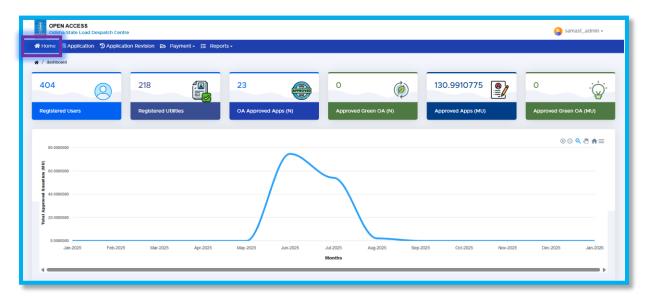
OPEN ACCESS

Home

Introduction:

Welcome to the OPEN ACCESS Home Page. This document provides comprehensive information about the total number of Registered users, Registered utilities, OA Approved Apps (N), Approved Green OA (N), Approved Apps (MU) and Approved Green OA (MU) on the designated tiles, along with the tiles a graph is also provided based on Total Approved Quantum (MU) and Date. This page allows you to view and interact with the graph, making it valuable for understanding the Total Approved Quantum (MU) details. A notification tile is also provided for the daily updates.





Application

Introduction:

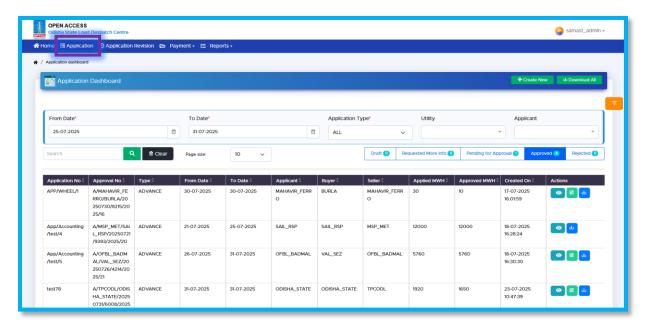
Welcome to the **Application** Page. This document provides comprehensive guidance on using the Application, which displays on the Open Access module in our system. This page allows you to **View Application** and **Create New Application**. The Application as a transmission service provides more flexibility and the possibility of open access to the buyers and sellers of power in terms of scheduling, subject to grid constraints, and does not suffer from the rigidity of the current point-to-point open access mechanism.

Accessing the Application page.

To access the Application Page, follow these steps:

- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the **Application** button/link/tab.
- Click on the Application link. It will redirect to the homepage of the **Application Dashboard**.

Open Access > Application (Screenshot as below)



After entering the **Application** Page authorized users can see below mentioned options:

- From Date & To Date calendar box If the user wants to see the Regulations of a particular date range, they can select the date range from the From date and To date calendar box. A list will be displayed for the selected date range, the list containing the Seller name, Applicant, Buyer name, Applied & Approved MWH, Type, Created on and Actions options.
- **Application Type** dropdown User clicks the Application dropdown, they can see the list of all the Application type. Which include:

Contingency – When an application is created for the current day or for day ahead after 18:00 it gets considered as a Contingency application.

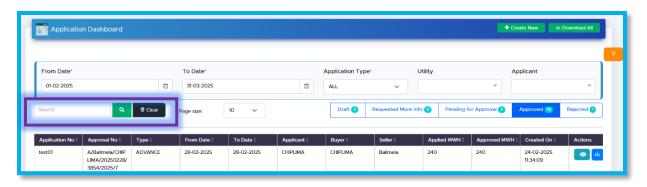
Day- Ahead – When an application is created for day + 2 or day + 1 before 18:00 it gets considered as a Day-Ahead application.

Advance – When an application is created for day + 3 it gets considered as an Advance application.

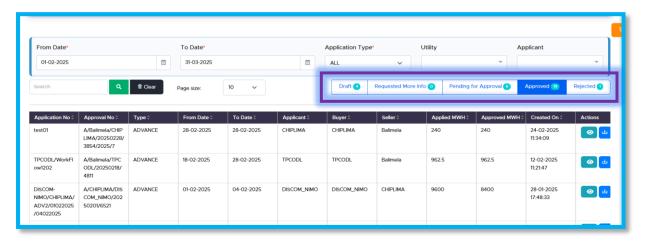
- **Utility** dropdown Admin clicks the Utility dropdown; they can see all the Utilities under the dropdown menu.
- **Applicant** dropdown Admin clicks the Applicant dropdown, they can see all the applicant listed under the dropdown menu.



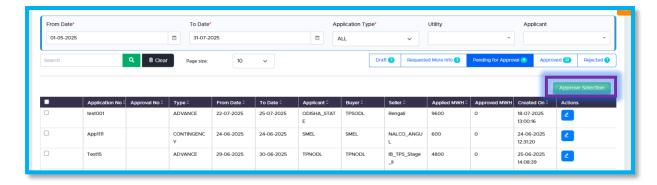
User can search data from Search Button



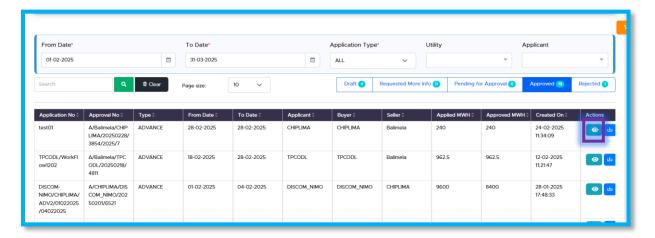
There are five types of Application status like Draft, Requested More Info, Pending for Approval, Approved, Rejected.



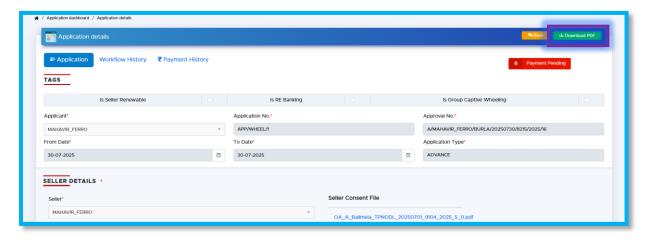
Users can approve multiple Pending for Approval Application, by clicking the Approve Selection button.



Users can view Application details, after clicking on the View Details button at the Action column.



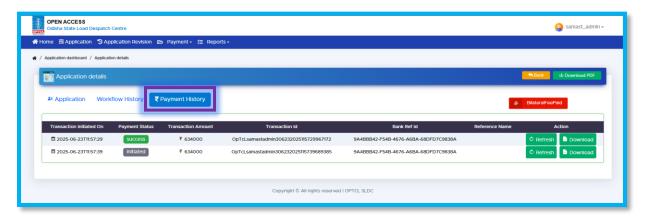
User can download the Application details by clicking the Download PDF button.



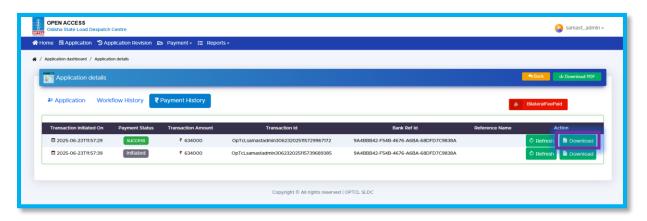
Users can view Workflow History by clicking on the Workflow History button of the Application Details page.



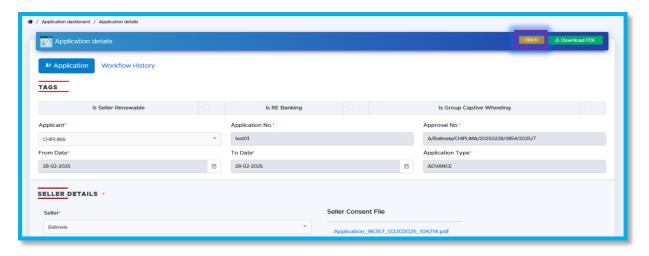
Users can view Payment History by clicking on the Payment History button of the Application Details page.



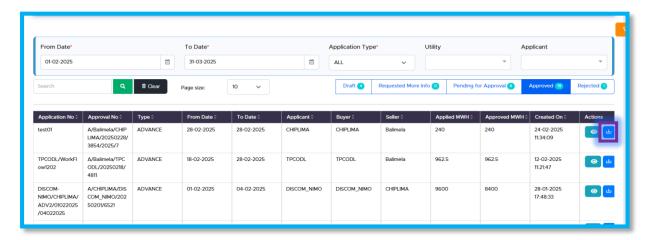
User can download the Payment receipt by clicking the Download button.



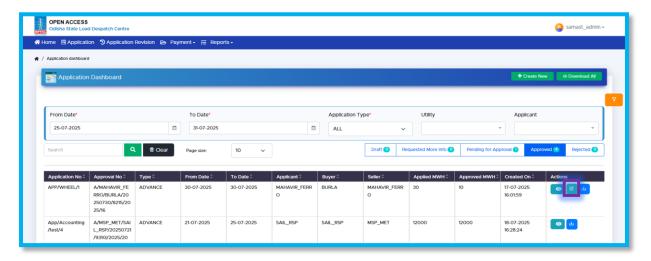
Users can go to the back page by clicking on the Back button which is Top right of the Application Details Page.



Users can download Application details, after clicking on the Download button at the Action column.

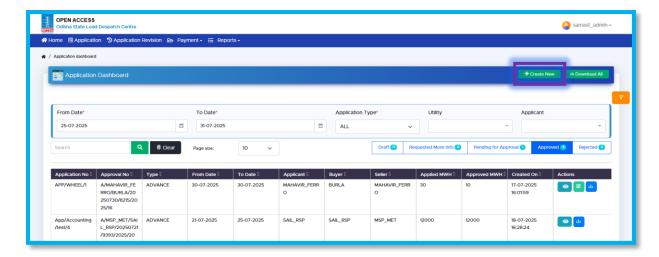


Users can create a new revision for the already approved Application, by clicking the Create Revision button at the Action column.

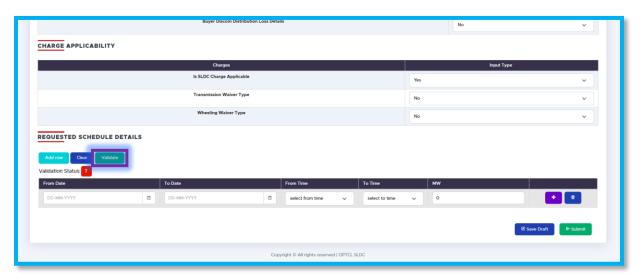


Create New Application

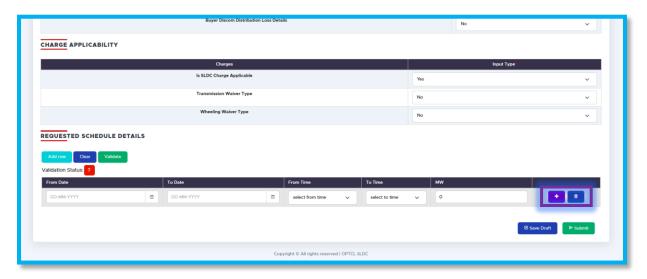
Users can create a new Application upon clicking on create new menu. Create new menu will be on the top right side of the Application Dashboard page.



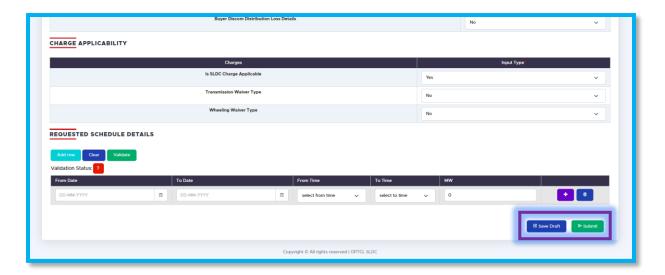
After clicking on the Create New button, the Application Details page will be open. Users should fill all the mandatory fields. After filling the mandatory fields click on the Validate button.



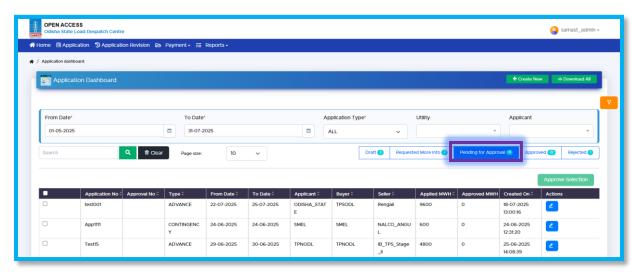
Users can Add and Delete the row by clicking on the Add/ Delete button.



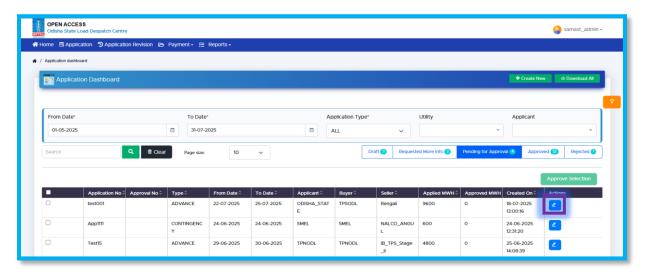
After getting validated click on the Save Draft or the Submit button.



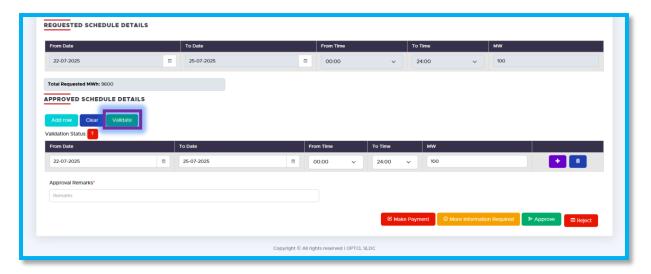
Newly created Application will appear under Pending for Approval status.



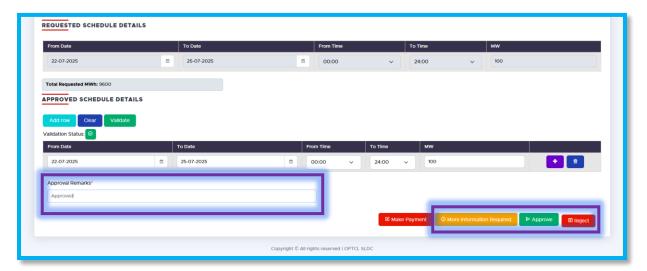
Admin users can view/ Edit Application details of a Pending for Approval Application, after clicking on the View/ Edit Details button at the Action column.



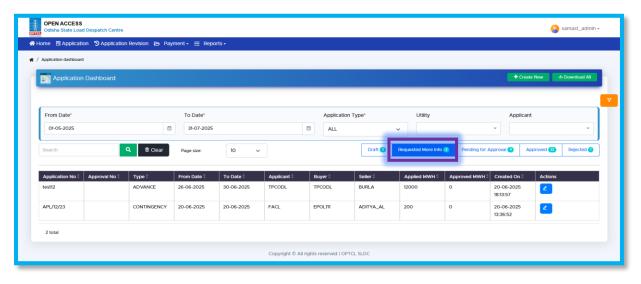
After clicking on the View/ Edit button, the Application Details page will be open. Admin users should go through the details. After going through the details click on the Validate button.



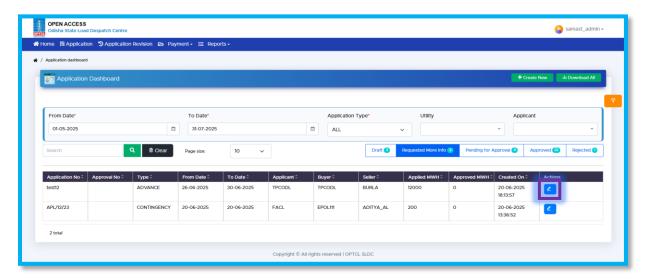
After getting validated give Approval remarks, then click on the More Information Required/ Approved/ Reject button based on requirement.



When Application is sent to More Information Required, the Application is reflected under Request More Info status.



Users can view/ Edit Application details of a Requested More Info Application, after clicking on the View/ Edit Details button at the Action column.



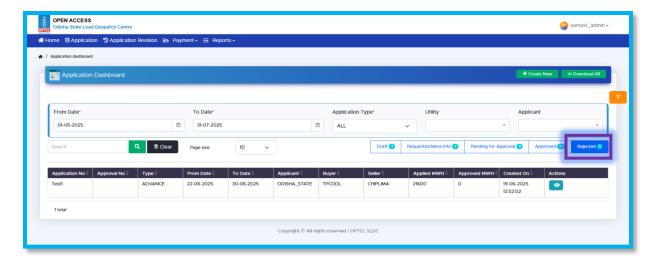
After clicking on the View/ Edit button, the Application Details page will be open. Admin users should go through the details. After going through the details click on the Validate button.



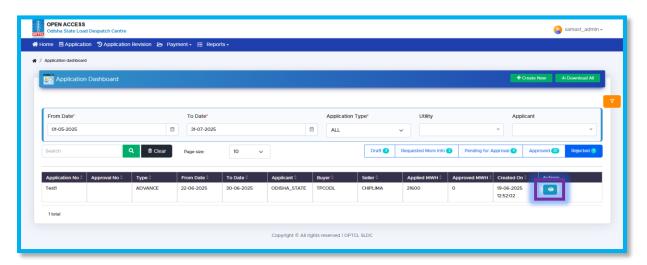
After getting validated click on the Submit button.



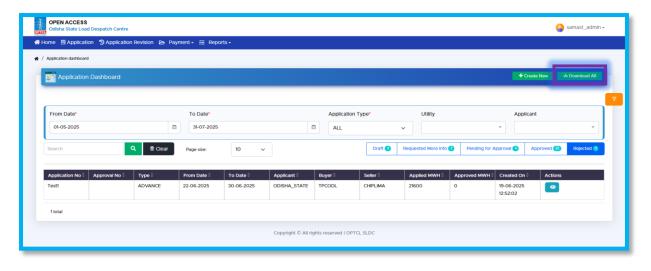
When Application is sent to Rejected, the Application is reflected under Rejected status.



Users can view Application details of a Rejected Application, after clicking on the View Details button at the Action column.



User can Download all Applications under different status by going to the status and clicking the Download All button.



Application Revision

Introduction:

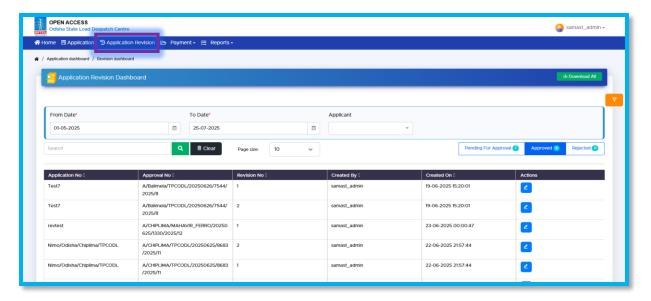
Welcome to the **Application Revision** Page. This document provides comprehensive guidance on using the Application Revision, which displays on the Open Access module in our system. This page allows you to view **Revised Application** and **Approve New Application Revision**.

Accessing the Application Revision page.

To access the Application Revision Page, follow these steps:

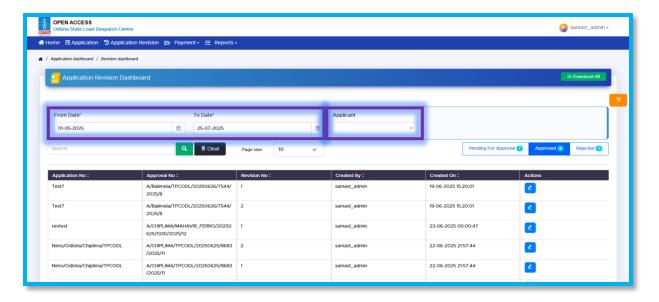
- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the **Application Revision** button/link/tab.
- Click on the Application Revision link. It will redirect to the homepage of the **Application Revision Dashboard**.

Open Access > Application Revision (Screenshot as below)

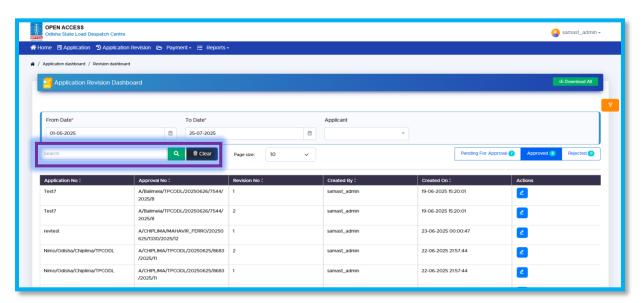


After entering the **Application Revision** Page authorized users can see below mentioned options:

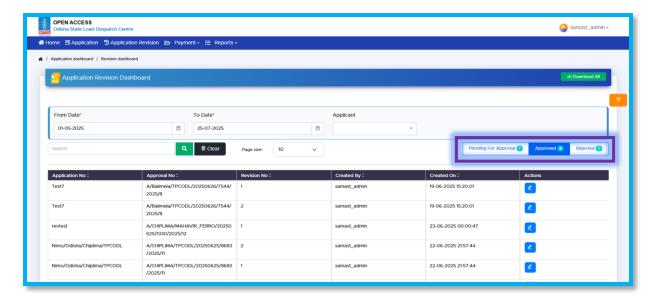
- From Date & To Date calendar box If the user wants to see the Revisions of a particular date range, they can select the date range from the From date and To date calendar box. A list will be displayed for the selected date range, the list containing the Revision No, Created By, Created On and Actions options.
- **Applicant** dropdown User clicks the Applicant dropdown, they can see all the applicant listed under the dropdown menu.



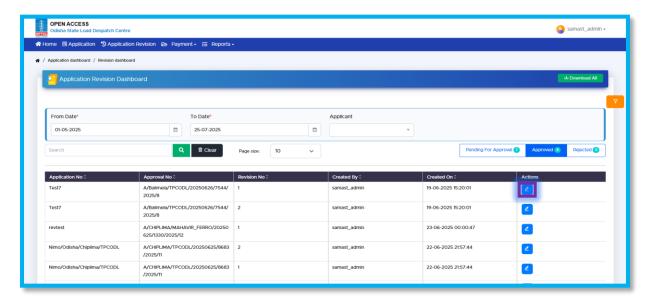
User can search data from Search Button



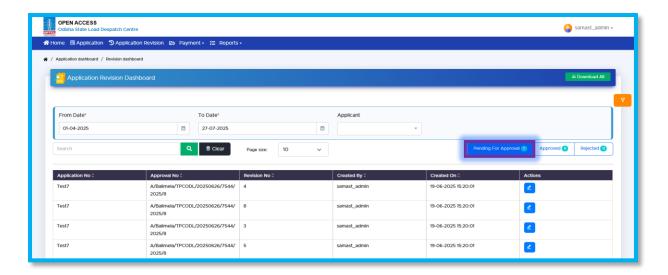
There are three types of Application Revision status like Pending for Approval, Approved, Rejected.



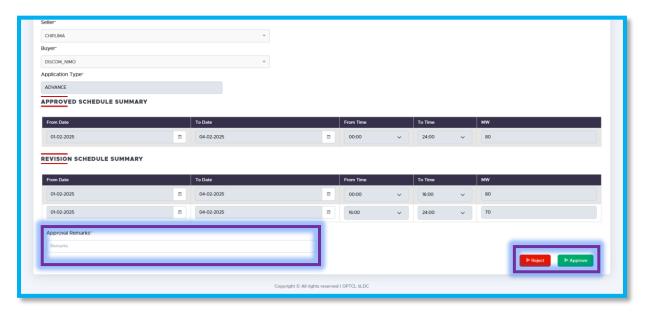
Users can view Application Revision details, after clicking on the View Revision button at the Action column.



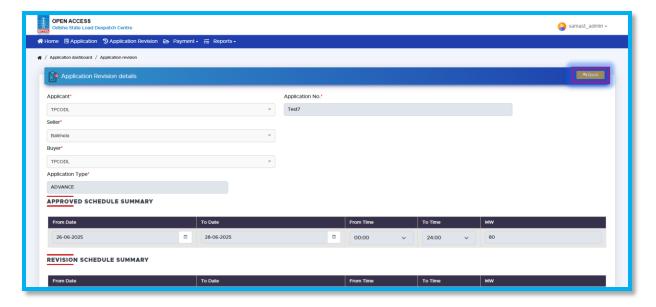
Admin user can view the Application Revision request under Pending for Approval status.



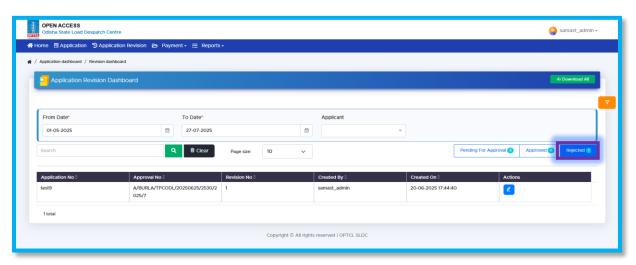
Admin users can Reject or Approve an Application Revision by clicking the Reject / Approve button after giving Approval Remarks.



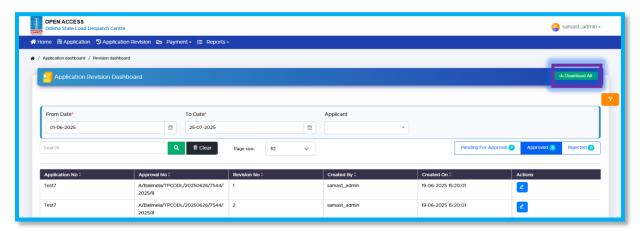
Users can go to the back page by clicking on the Back button which is Top right of the Application Revision Details Page.



Rejected Application Revision request can be seen under Rejected status.



Users can download all the Application Revisions in different status by going to the status and clicking Download All button which is top right of the Application Revision Dashboard Page.



Payment

Application Payment Dashboard

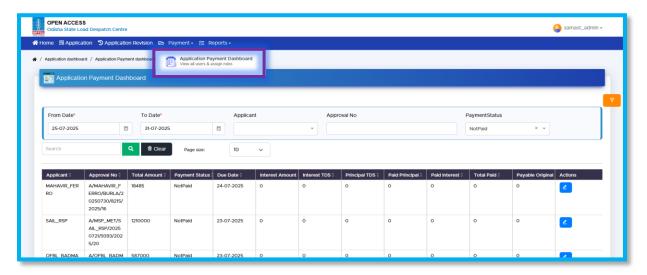
Introduction:

Welcome to the **Application Payment Dashboard** Page. This document provides comprehensive guidance on using the Application Payment, which displays on the Open Access module in our system. This page allows you to view **Application Payment** and make **Application Payment**.

Accessing the Application Payment Dashboard:

To access the Accepted Transaction Reports Page, follow these steps:

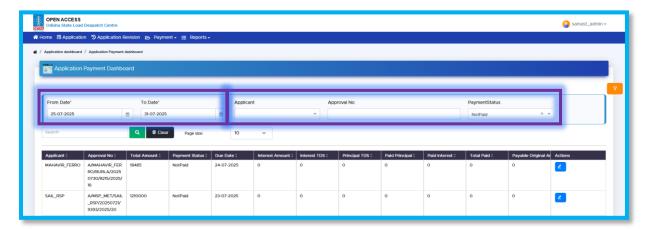
- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the Payment tab.
- Go to the Payment tab, then select the "Application Payment Dashboard" tab. It will redirect to the homepage for the "Application Payment Dashboard" page.



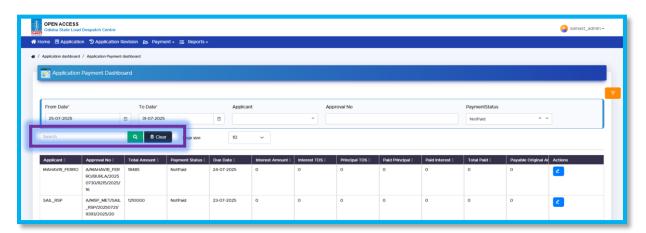
After entering the **Application** Page authorized users can see below mentioned options:

- From Date & To Date calendar box If the user wants to see the Regulations of a particular date range, they can select the date range from the From date and To date calendar box. A list will be displayed for the selected date range, the list containing the Applicant, Approval No, Total Amount, Payment Status, Due Date, Interest Amount, Interest TDS, Principal TDS, Paid Principal, Paid Interest, Total Paid, Payable Original Amount, Actions options.
- **Applicant dropdown** User clicks the Applicant dropdown, they can see all the applicant listed under the dropdown menu.
- **Approval No –** User wants to view or make payment of a particular application, they can search that application using the Approval No.

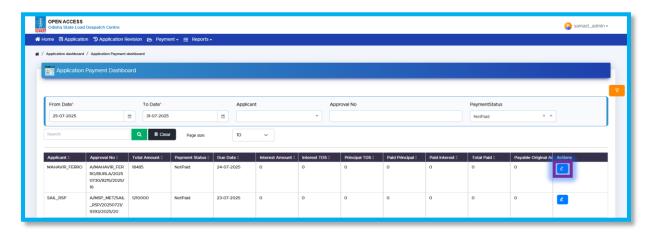
• **Payment Status-** User clicks the Payment Status dropdown, they can see all the payment status listed under the dropdown menu.



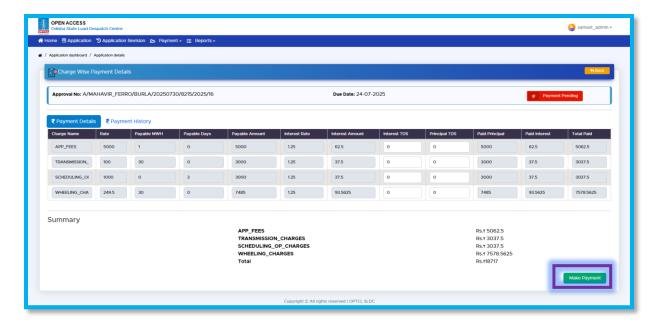
User can search data from Search Button



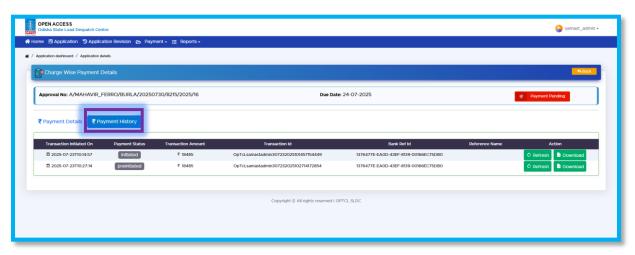
Users can view Charge Wise Payment details, after clicking on the Edit/View Charge details button at the Action column.



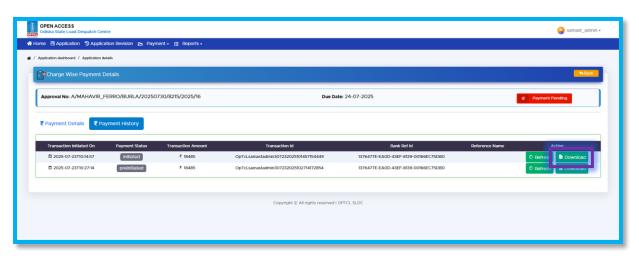
Users can Make Payment by clicking the Make Payment button.



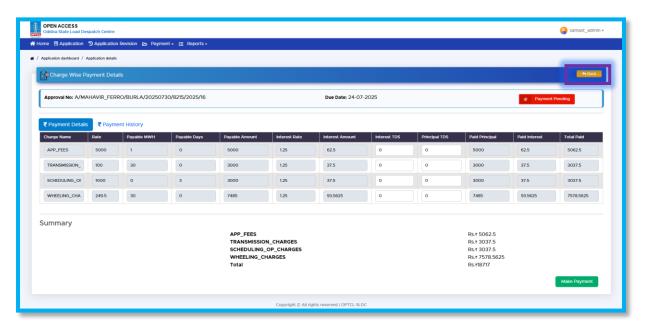
Users can view Payment History by clicking on the Payment History button of the Application Details page.



User can download the Payment receipt by clicking the Download button.



Users can go to the back page by clicking on the Back button which is Top right of the Charge Wise Payment Details Page.



Reporting

Accepted Transaction Reports

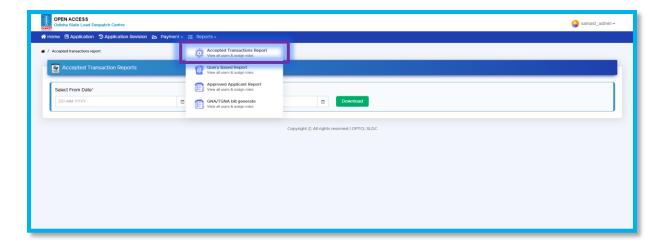
Introduction:

Welcome to the "Accepted Transaction Reports" Page. This document provides comprehensive guidance on using the Accepted Transaction Reports, which displays under the "Reporting" tab in our system. With the help of this page users can download Accepted Transaction Report, from which user can see total MWH, App fees and all the charges.

Accessing the Accepted Transaction Reports:

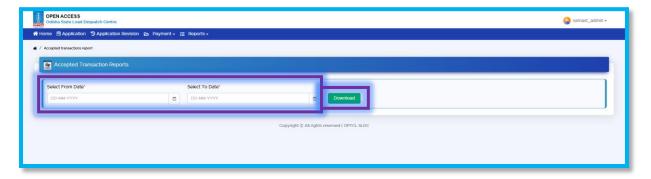
To access the Accepted Transaction Reports Page, follow these steps:

- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the Reporting tab.
- Go to the Reporting tab, then select the "Accepted Transaction Reports" tab. It will redirect to the homepage for the "Accepted Transaction Reports" page.



After entering the **Accepted Transaction Report** Page authorized users can see below mentioned options:

- From Date & To Date calendar box If the user wants to Download the Accepted Transaction Reports of a particular date range, they can select the date range from the From date and To date calendar box.
- **Download button -** After selecting the date range have to click the Download button to download the Accepted Transaction Report.



Query Based Report

Introduction:

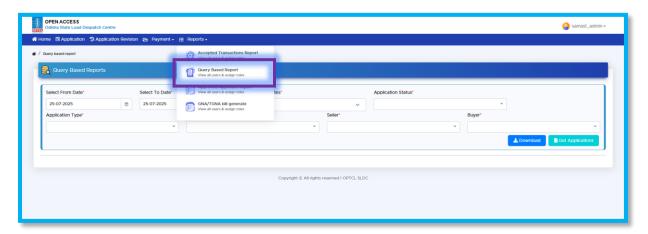
Welcome to the "Query Based Report" Page. This document provides comprehensive guidance on using the Query Based Reports, which displays under the "Reporting" tab in our system. With the help of this page users can view application details like Application No, Applicant, Seller, Buyer, From date, To Date and block wise Quantum breakup, Also download the report.

Accessing the Query Based Report:

To access the Query Based Report Page, follow these steps:

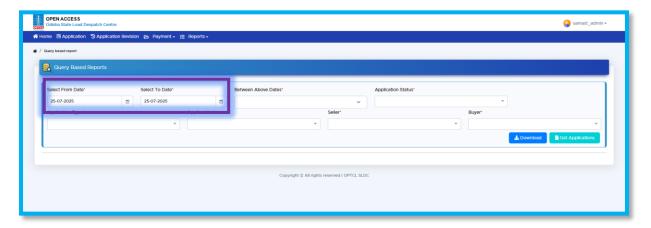
• Log in to your account on our application.

- Navigate to the Open Access page of our platform.
- Look for the Reporting tab.
- Go to the Reporting tab, then select the "Query Based Report" tab. It will redirect to the homepage for the "Query Based Report" page.

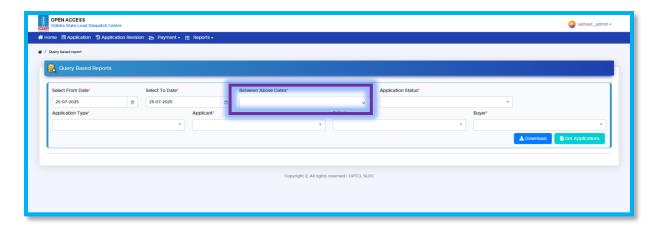


After entering the **Query Based Report** Page authorized users can see below mentioned options:

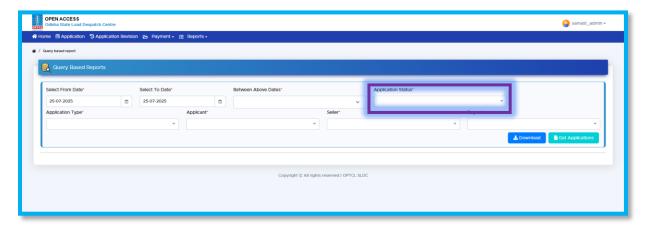
• From Date & To Date calendar box - If the user wants to see the Query Based Report of a particular date range, they can select the date range from the From date and To date calendar box. A Report will be displayed for the selected date range, the list containing the Application no, Applicant, Seller, Buyer options.



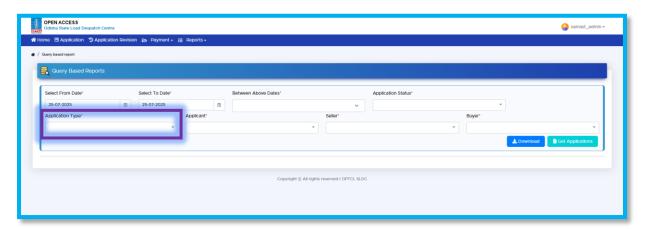
• **Between Above Dates** dropdown - User clicks the Between Above Dates dropdown, they can see all the Stages listed under the dropdown menu.



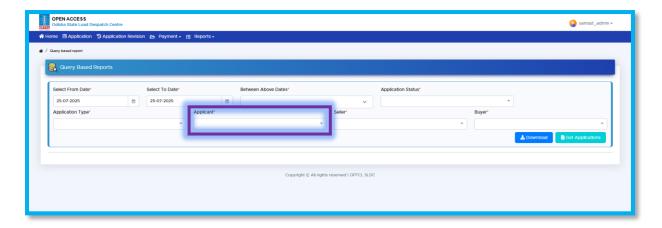
• **Application Status** dropdown - - User clicks the Application Status dropdown, they can see all the Status listed under the dropdown menu.



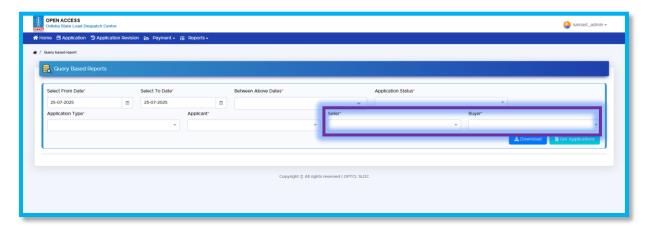
• **Application Type** dropdown - User clicks the Application dropdown, they can see the list of all the Application type.



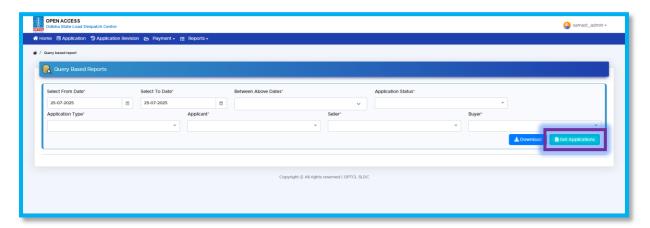
• **Applicant** dropdown – User clicks the Applicant dropdown, they can see all the applicant listed under the dropdown menu.



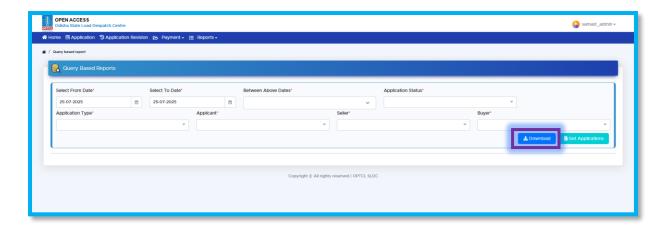
- **Seller** dropdown User clicks the Seller dropdown, they can see all the sellers listed under the dropdown menu.
- **Buyer** dropdown User clicks the Buyer dropdown, they can see all the buyers listed under the dropdown menu.



• **Get Application** – User clicks Get Application, then the Application details show op based on the search parameters.



• **Download button** - After filling all parameters have to click the Download button to download the Query Based Report.



Approved Applicants Reports

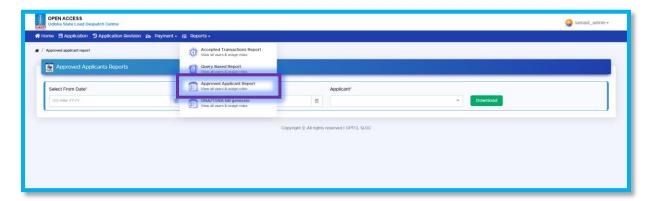
Introduction:

Welcome to the "Approved Applicants Reports" Page. This document provides comprehensive guidance on using the Approved Applicants Reports, which displays under the "Reporting" tab in our system. With the help of this page users can download Approved Applicants Report.

Accessing the Approved Applicants Reports:

To access the Approved Applicants Reports Page, follow these steps:

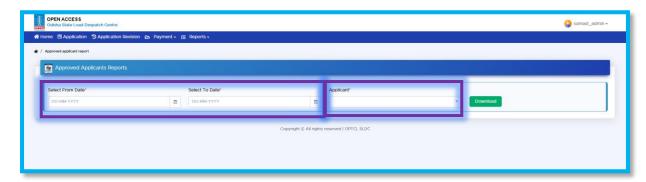
- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the Reporting tab.
- Go to the Reporting tab, then select the "Approved Applicants Reports" tab. It will redirect to the homepage for the "Approved Applicants Reports" page.



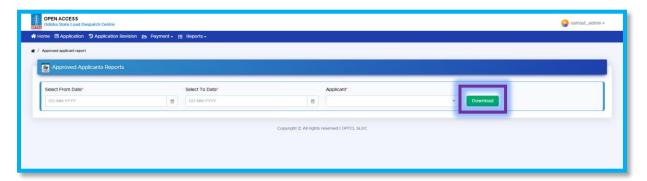
After entering the **Approved Applicants Report** Page authorized users can see below mentioned options:

• From Date & To Date calendar box - If the user wants to Download the Accepted Transaction Reports of a particular date range, they can select the date range from the From date and To date calendar box.

• **Applicant** dropdown – User clicks the Applicant dropdown, they can see all the applicant listed under the dropdown menu.



• **Download button** - After selecting the date range have to click the Download button to download the Approved Applicants Report.



GNA/TGNA Bill Generate

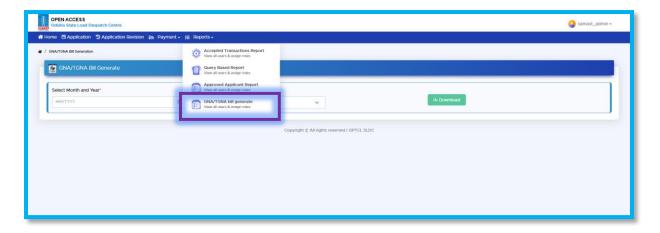
Introduction:

Welcome to the "GNA/TGNA Bill Generate" Page. This document provides comprehensive guidance on using the GNA/TGNA Bill Generate, which displays under the "Reporting" tab in our system. With the help of this page users can download GNA/TGNA Bill Generate.

Accessing the GNA/TGNA Bill Generate:

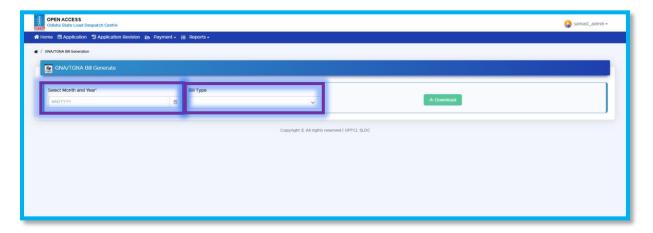
To access the GNA/TGNA Bill Generate Page, follow these steps:

- Log in to your account on our application.
- Navigate to the Open Access page of our platform.
- Look for the Reporting tab.
- Go to the Reporting tab, then select the "GNA/TGNA Bill Generate" tab. It will redirect to the homepage for the "GNA/TGNA Bill Generate" page.



After entering the GNA/TGNA Bill Generate Page authorized users can see below mentioned options:

- **Select Month and Year calendar box -** If the user wants to Download the GNA/TGNA Bill Generate of a particular month of a year, they can select the month and year from the Month and Year calendar box.
- **Bill Type** dropdown User clicks the Bill Type dropdown, they can see GNA/TGNA listed under the dropdown menu.



• **Download button** - After selecting the month and year have to click the Download button to download the GNA/TGNA Bill Generate.

