



**WEBREGISTRY  
CA QUICK START GUIDE v1.1**

**NORTH AMERICAN ENERGY STANDARDS BOARD**

MARCH 2012

**PROPRIETARY AND CONFIDENTIAL**

## **TRADE SECRET**

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## 1. Introduction

Open Access Technology International, Inc. (OATI) webRegistry will serve as the central repository for information required to support commercial, scheduling, and transmission management operations in North America. OATI webRegistry is a web-based system that allows industry participants to register and maintain company information used in business operations. In addition, companies can register new data and modify existing data that are used in transmission and scheduling procedures.

The North American Energy Standards Board (NAESB) has provided the requirements for OATI webRegistry.

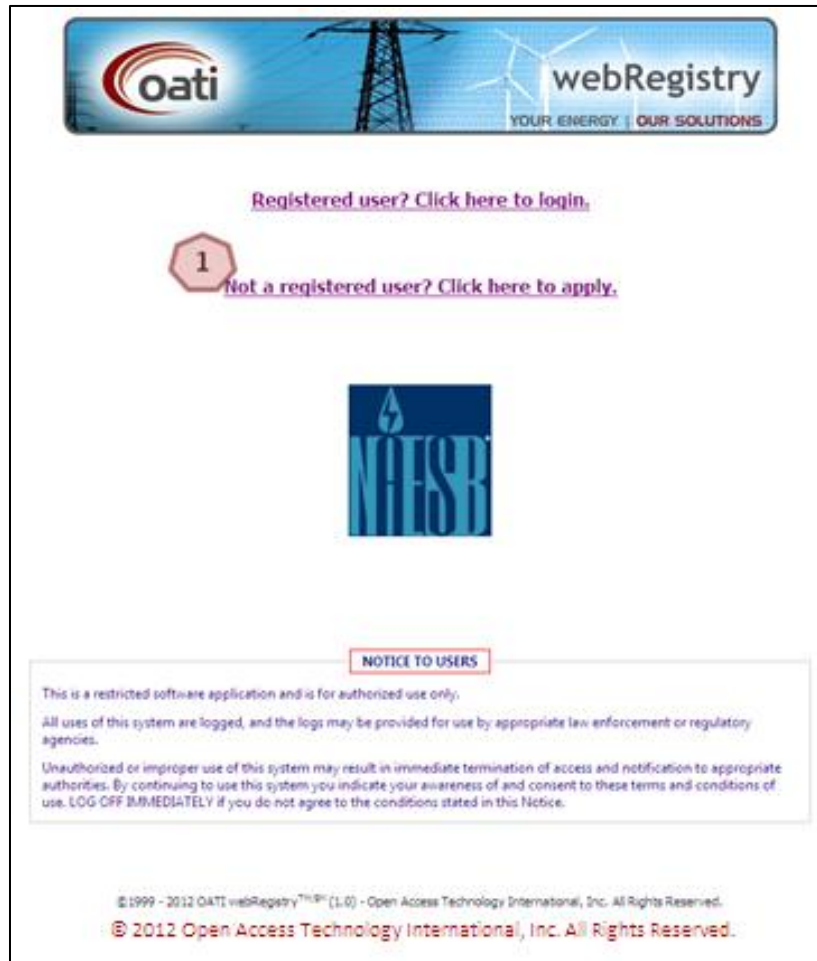
OATI has developed the webRegistry software system to perform NAESB Electric Industry Registry functions. Beyond the software development and maintenance, OATI is also responsible for the webRegistry system administration functions.

This document is intended to assist the role of a Reliability Coordinator (RC) in how to use webRegistry.

For additional training, please contact [support@oati.net](mailto:support@oati.net).

## 2. Applying for webRegistry Access

To register a Certificate Authority (CA), the CA will need to coordinate with NAESB to receive a NAESB approved CA certificate that has already been registered in webRegistry. To apply for webRegistry access, go to [www.naesbwry.oati.com](http://www.naesbwry.oati.com). The following screen will open.



1 Click on the “Not a registered user? Click here to apply.” link. The Application for Registration will open.

The screenshot shows a web form titled "Application for Registration" with three main columns: "Entity Details", "Applicant Details", and "Manager Details".

- Entity Details (1):** Includes fields for Long Name\* (Test Entity Company No. 1), Entity Code\* (TECN), Address 1\* (3660 Technology Drive NE), Address 2, City\* (Minneapolis), State/Province\* (Minnesota), Zip Code\* (55418), and Country\* (United States).
- Applicant Details (2):** Includes fields for First Name\* (Anne), Middle Initial, Last Name\* (Smith), Title, Email\* (ne.smith@tecn.com), Phone\* (763.201.2020), and User Name\* (AnneS).
- Manager Details (3):** Includes fields for First Name\* (Marie), Middle Initial, Last Name\* (Anderson), Title, Email\* (inderson@tecn.com), and Phone\* (763.201.2020).

Below the columns are:

- Applicant's Purpose (4):** A text area with the prompt "Please enter your reason for applying and any additional notes." and a note "\* = required field".
- Terms and Conditions (5):** A text area with the prompt "Terms and Conditions that must be accepted in order to submit your application."
- Acceptance (6):** A checkbox labeled "I accept the terms and conditions stated above." with a "Print Terms and Conditions" button (7) to its right.
- Submit (8):** A "Submit Application" button.

At the bottom, there is a copyright notice: "© 2012 Open Access Technology International, Inc. All Rights Reserved."

**1** **Enter Entity Details.** Information with an asterisk (\*) is required. Enter information about your company, including the long name, the Registered Entity Code, and address. If you do not know your Registered Entity Code, but have previously registered with the NERC TSIN Registry, visit <http://reg.tsin.com/query/default.asp> and search for your company's name. Note: Selecting "Starts With" under Advanced Search options will ease your search.

**2** **Enter Applicant's Details.** Enter details about the person completing this application. This will be the person who is using OATI webRegistry, and entering information in the system. The "User Name" field will become the user name when they are approved to access the system.

**3** **Enter Manager's Details.** Enter information of the applicant's manager.

**4** **Enter the Applicant's Purpose.** This is not a required field. To complete this field, however, enter the company or applicant's reason for applying to the webRegistry. This information will assist NAESB in reviewing the application.

**5** **Terms and Conditions.** Terms and conditions must be reviewed and accepted in order to submit your application.

6 Click in this box to accept the terms and conditions.

7 Click on the “Print Terms and Conditions” button to print the terms and conditions for review, if desired.

8 Click on the “Submit Application” button to submit your application. The application will be sent to NAESB and be pending NAESB approval.

Please remember:

- An asterisk (\*) means the field is required. Applications cannot be submitted with information missing from fields that are indicated with an asterisk (\*).
- Applications will not be able to be submitted until the “I accept the terms and conditions stated above” box is checked. Once this box is checked, the “Submit Application” button will be able to be clicked.
- Once an application is submitted, NAESB will need to approve it before further registration of data can take place.
- If you do not have a valid Digital Certificate from a NAESB approved CA that has been registered in the system, the following page will display.

**In order to apply for registration you must present a valid certificate from one of the following Certificate Authorities:**

[Available Certificate Authorities](#) will be listed here.

**If you have technical questions on the webRegistry application service, please contact OATI at [support@oati.net](mailto:support@oati.net) or 763-201-2020.**

[Back to webRegistry.](#)

**NOTICE TO USERS**

This is a restricted software application and is for authorized use only.  
All uses of this system are logged, and the logs may be provided for use by appropriate law enforcement or regulatory agencies.  
Unauthorized or improper use of this system may result in immediate termination of access and notification to appropriate authorities. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this Notice.

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### 3. Initial Registration of a CA

Once an application has been approved, the user will receive two emails. One email will have the User Name and a hyperlink to webRegistry. The other email will contain the initial password to log into the system.

Upon first login to the webRegistry using the initial password, the user will be prompted to change the password. Instructions on updating a password will appear on the display and can be found in the Administration portion of this training document on page 26.

Once the user changes their password, the Registration Steps page will open.

Thank you for applying for webRegistry services. Please complete and submit your registration by following the below steps.

Step	Description
1	Open the Entity Registration from the Entities menu option
2	Complete the Entity Registration form and verify the information is correct.
3	At least one code-role must be registered. Click on the Add Entity Code-Role button.
4	The Entity Code-Role Registration display will open.
5	Complete the Entity Code-Role Registration form.
6	Submit the Entity Code-Role Registration form by clicking on the Enter button.
7	Confirm the prompt to continue.
8	The Entity Registration form will now have an associated Entity Code (Role).
9	Click on the Modify button to submit the registration for approval.
10	Your entity registration has now been submitted to the North American Energy Standards Board for review.

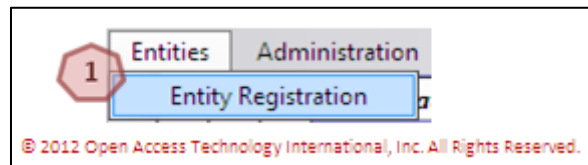
02/13/2012 14:26:55 EPT Page 1 of 1 Records 1-10 of 10

**Warning:** Your application for registration has not been submitted to the North American Energy Standards Board because it is incomplete.

Please direct all questions pertaining to approval to the North American Energy Standards Board at the following:  
**Phone:** 713-356-0060  
**Email:** naesb@naesb.org

Please direct any technical issues to OATI Support:  
**Phone:** 763-201-2020  
**Email:** support@oati.net

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Navigate to Entities >> Entity Registration. The Entity Registration page will open.



NERC ID  
Entity Code ECA  
Entity Name Example Certificate Authority  
Entity URL  
Entity Predecessor Select if applicable...  
Effective Date 02/21/2012 01/01/3000  
Entity Code (Role)

Record ID  
Entity Type Please select one...

Identifiers Locations Affiliates Contacts Everything

Identifiers

Type	Identifier
DUNS	011235813

Locations

Type	Address	City	State	Country	Postal
Headquarter	123 Demo Lane N.	Minneapolis	MN	United States	55418

Affiliates

Contacts

Type	User	Name	Phone	E-mail
Primary	Select if applicable...	Jane Doe	(763)201-2020	Jane.Doe@oati.net

Load From TSIN Add Entity Code-Role Submit Close

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- 1 Verify Entity information. Click on the “Everything” tab to display all information needed. Some of these fields will be populated with information provided in the user’s application. However, the user can modify or remove this information as needed.
- 2 Enter an identifier. This includes either the DUNS Number or GLN.
- 3 Verify the Entity’s location information.
- 4 Enter any affiliates, if applicable.
- 5 Verify contact information.

6 Click on the “Load from TSIN” button to load Entity information from the TSIN Registry. The system will search the TSIN database based on the Entity Code currently provided on the Entry page. Users will need to verify the information is correct.

7 Click on the “Add Entity Code-Role” button to add the Code-Role. Note: Registration of an Entity’s Code-Role is required for initial registration to proceed. The Entity Code-Role Registration page will open.

8 Submission of application is not permitted until the Entity’s Role is registered in the system. Click “Add Entity Code-Role” to register this information in a new page.

The screenshot shows the 'OATI Entity Code-Role Registration' form. It features several input fields and sections:

- Entity Information:** Entity (ECA (Example Certificate Authority) (Pending)), Long Name (Example Certificate Authority), Entity Role Code (PECA), Effective Date (02/21/2012 to 01/01/3000).
- Tagging ID:** Tagging ID (empty), Entity Role (PKICA).
- Contacts:** A table with columns Type, User, Name, Phone, and E-mail. One contact is listed: 24 Hour, JDoe, Jane Doe, (763)201-2020, Jane.Doe@oati.net.
- Certificates:** Two fields for AIA: Root Certificate AIA (http://certs.oaticerts.com/repository/OATIIA2.crt) and Issuer Certificate AIA (http://certs.oaticerts.com/repository/OATIIA2.crt).
- Buttons:** Load From TSIN, Enter, and Close.

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1 Verify the Entity information in this section.

2 Select the Entity Role from the dropdown. Select RC.

3 Enter the Entity Role-Code in this field. This is a unique alpha numeric code that is generated by the user.

4 Enter at least one contact. A 24-hour contact is required.

5 Enter the CA pointers. Enter the Root Certificate AIA and the Issuer Certificate AIA.

6 The “Load from TSIN” button is for entities that currently exist in TSIN to bring their data over to webRegistry.

7 Click on the “Enter” button to submit the Code-Role. Upon the user confirming the submittal, the user is returned to the Entity Registration Page.

Please remember: The earliest Effective Date a Role can have is the date registration is being performed. If registering today, entering a date earlier than today’s date will result in a validation error.

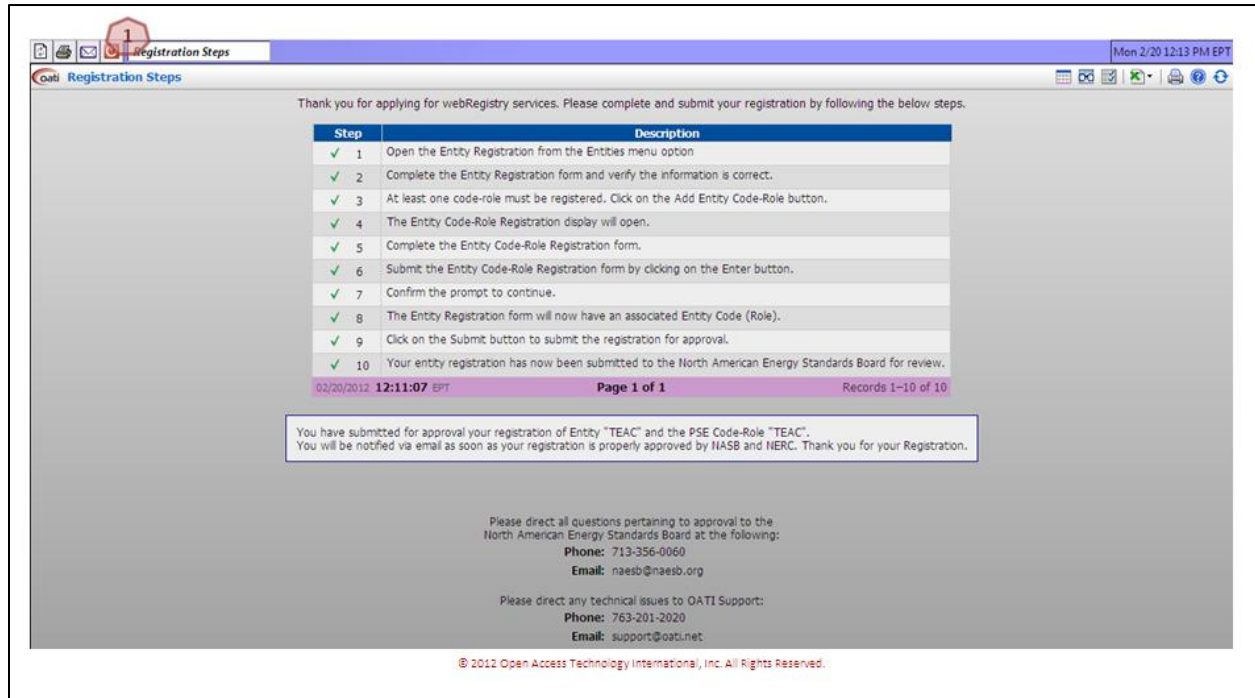
The screenshot shows the OATI Entity Registration web application. The form is titled "Entity Registration" and contains several sections for data entry. At the top, there are fields for "NERC ID" (Entity Code: ECA), "Record ID" (Entity Type: Please select one...), "Entity Name" (Example Certificate Authority), "Entity URL", "Entity Predecessor" (Select if applicable...), "Effective Date" (02/21/2012, 01/01/3000), and "Entity Code (Role)". Below these are four expandable sections: "Identifiers" (DUNS: 011235813), "Locations" (Headquarter: 123 Demo Lane N., Minneapolis, MN, United States, 55418), "Affiliates", and "Contacts" (Primary: Jane Doe, (763)201-2020, Jane.Doe@oati.net). At the bottom of the form, there are four buttons: "Load From TSIN", "Add Entity Code-Role", "Submit", and "Close". A red circle with the number "1" is placed over the "Submit" button.

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1 Once information is verified, click on the “Submit” button. Click “OK” to confirm the submission and the information will then be sent for approvals.

The user will receive email notification once the registration has been approved by NAESB and /or the North American Electric Reliability Corporation (NERC).

Note: Upon next log in to webRegistry, the user will be prompted to make the initial payment.



1 Verify that steps 1-10 have been checked and log out of the system. The user will receive an email notice when initial registration has been approved.

At this point, the CA has been approved within the application. In order to complete the CA configuration, please contact NAESB at [naesb@naesb.org](mailto:naesb@naesb.org), or (763) 356-0060.

Upon login to webRegistry after the approval of initial registration information, the user will be presented with the following display in order to make payment on annual registration dues.

One or more Entity Code-Roles have payment due.  
Please provide payment for the below Code-Roles.  
Failure to do so before the due date will result in the  
Code-Role being removed from the registry.

Entity ICAC      Payment Type Credit Card

<input type="checkbox"/>	Entity Code Role	Subscription	Status	Remaining Days	Start	End	Amount
<input checked="" type="checkbox"/>	ICAC (PKICA)	Initial	Payment Due	24	02/15/2012	02/13/2013	250.00

Total Amount 250.00

Notes

Name on Credit Card ICAC Admin  
Street Address 123 CA Lane  
City Minneapolis  
State Minnesota  
ZipCode 55418  
Credit Card Type Visa  
Credit Card Number 4111111111111111  
Expiration Date 04 / 2014  
Security Code 000  
E-mail Address ICAC.Admin@oati.net

Enter    Apply Coupon    Close

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- 1 Select the payment type from the dropdown. In most cases, select Credit Card.
- 2 Click on the corresponding box of which payment you would like to make. Note: Annual dues are assessed on number of Code-Roles registered in the webRegistry system.
- 3 Enter the appropriate payment information in the corresponding fields.
- 4 Click on the “Enter” button to submit the payment. An email receipt will be sent to the email address provided.

## 4. Entering and Modifying an Entity Code-Role

Once an Entity has been registered and approved in webRegistry, an Entity may enter additional Code-Roles or modify their additional Code-Role. This section will detail how to enter and modify Code-Roles. For this training, we will use a new Application Service Provider.



1 To enter or modify a Certificate Authority, navigate to Entities >> Entity Code-Role. The Entity Code-Role display will open. Information on this display includes the Entity Code and the Effective Start and Stop dates of the Code-Role.

Entity	Code	Long Name	NERC ID	Tagging ID	Reliability Area	Reliability Region	Contacts	Effective Date		Approval Status	Delegated	Acting	
								Start	Stop			User	Entity
Erika's Electric Company Numero Dos	<a href="#">ERC</a>	Erika's Electric Company Numero Dos	100019	100074	EERC	TRRO	24 Hour - Erika Eels, (123)...	02/13/2012	01/01/3000	Approved	No	N/A	N/A
Erika's Electric Company Numero Dos	<a href="#">ERC</a>	Erika's Electric Company Numero Dos	100019	100073	ERC	TRRO	24 Hour - Erika Eels, (123)...	02/13/2012	01/01/3000	Approved	No	N/A	N/A
Midwest ISO	<a href="#">MISO</a>	Midwest ISO	2021	1007	MISO	N/A	24 Hour - Midwest ISO - S...	02/13/2012	01/01/3000	Approved	No	N/A	N/A
OATI	<a href="#">TRC</a>	OATI	583	100055	TRC	N/A	24 Hour - Dan Smith, (123)...	02/11/2012	01/01/3000	Approved	No	N/A	N/A
QuickSilver Inc	<a href="#">QUSL</a>	QuickSilver Inc	100028	100082	QUSL	N/A	24 Hour - Jack Quick, (343)...	02/14/2012	01/01/3000	Approved	No	N/A	N/A
Tennessee Valley Authority ESO	<a href="#">TVA</a>	Tennessee Valley Authority ESO	218	889	TVA	N/A	24 Hour - Security Coordin...	02/13/2012	01/01/3000	Approved	No	N/A	N/A
Test RC Company No. 1	<a href="#">RC</a>	Test RC Company No. 1	100037	100098	RC	WECC	24 Hour - Jane Doe, (763)...	02/17/2012	01/01/3000	Approved	No	N/A	N/A

1 Clicking on the “Close” button will close the display. No modifications will be made to the Code-Role.

2 Clicking on the link under the “Code” column will open the Entity Code-Role Entry page. Modifications to an Entity’s existing Code-Role can be made from this page.

- To create a new Code-Role, in this case, a Certificate Authority, click on the “New Entity Code-Role” button. The Entity Code-Role Entry page will open.

The screenshot shows the 'Entity Code-Role Entry' form. It is divided into several sections. The top section contains fields for NERC ID (100030), Tagging ID (100091), Entity (ICAC), Long Name (Independent Certification Authority Company), Entity Role (PKICA), Entity Role Code (ICAC), Effective Date (02/15/2012), Effective End Date (01/01/3000), Approval Status (Approved), and Approval Timestamp (02/15/2012 10:27:00). Below this is a 'Contacts' section with a table containing one contact: Mark Anderson, (345)234-3245, Mark.Anderson@oati.net. The 'Certificates' section contains two fields for Root Certificate AIA and Issuer Certificate AIA, both pointing to http://certs.oaticerts.com/repository/OATIIA2.crt. At the bottom are buttons for Load From TSIN, Modify, Copy, Close, and Terminate. Red callout boxes with numbers 1 through 10 highlight specific fields and buttons.

- Information contained in this section is pre-populated based on registered information. However, information can be modified if needed.
- Enter the Entity Role-Code in this field.
- By default, the Effective Start Date will be the date this form is completed. The Effective End Date will be 01/01/3000. Dates can be modified manually, or by using the calendar button.
- Select the Contact Type from the first dropdown. Based on the user selection, subsequent fields in this section will be populated. Information provided in this section includes the name of the Contact, Phone Number, and E-mail address.
- Enter/Modify the Root Certificate AIA and Issuer Certificate AIA pointers.

6

If you are registering an entity that already exists in TSIN, you can load the entity information clicking the “Load From TSIN” button.

7

Click the “Modify” button to save the Code-Role changes. Approval will be needed for new Code-Roles and modifications to existing Code-Roles.

8

Enter a new Code (see step 2 above) and use the “Copy” button to create a new Code-Role.

9

Click the “Close” button to close the display. The new Entity Code-Role will not be saved or created.

10

To terminate the Code-Role before the effective date, click the “Terminate” button.



## 5. Approvals

### 5.1 Approval History

Approval History displays the record of submittals and approvals in webRegistry. Information provided includes the timestamp of the submittal, timestamp of the approval, and if the submittal was approved or denied. Submittals that are approved will be highlighted in gray, while denied submittals are color-coded in red.



1 To view Approval History, navigate to Approval >> Approval History. The Approval History display will open.

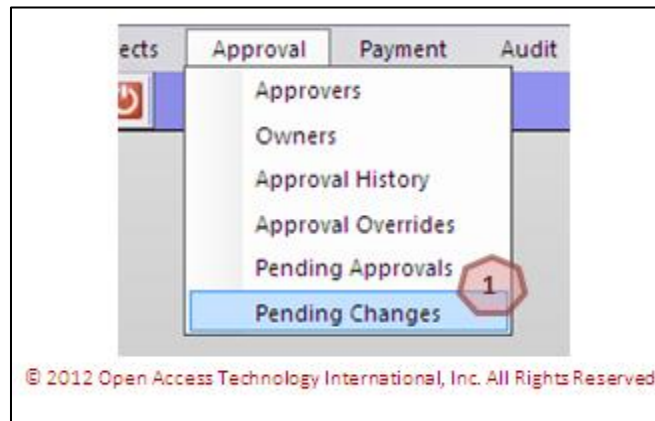
Submittal							Value		Effective Date		Approval					
Timestamp	User	Entity	Object	Name	Event Type	Attribute	Old	New	Start	Stop	Object	Entity	User	Timestamp	Status	Notes
02/08/2012 09:39:25	PSERAdmin	PSER	Source/Sink	<a href="#">Source Point 1</a>	New				02/08/2012	01/01/3000	PSE	PSER	PSERAdmin	02/08/2012 09:39:25	Approved	Appro.
02/08/2012 09:39:25	PSERAdmin	PSER	Source/Sink	<a href="#">Source Point 1</a>	New				02/08/2012	01/01/3000	BA	SEPE	MeredithS	02/08/2012 09:41:24	Approved	
02/08/2012 09:39:55	PSERAdmin	PSER	Source/Sink	<a href="#">Sink Point 1</a>	New				02/08/2012	01/01/3000	PSE	PSER	PSERAdmin	02/08/2012 09:39:55	Approved	Appro.
02/08/2012 09:39:55	PSERAdmin	PSER	Source/Sink	<a href="#">Sink Point 1</a>	New				02/08/2012	01/01/3000	BA	SEPE	MeredithS	02/08/2012 09:41:30	Approved	
02/08/2012 09:40:18	PSERAdmin	PSER	Source/Sink	<a href="#">Sink Point 2</a>	New				02/08/2012	01/01/3000	PSE	PSER	PSERAdmin	02/08/2012 09:40:18	Approved	Appro.
02/08/2012 09:40:18	PSERAdmin	PSER	Source/Sink	<a href="#">Sink Point 2</a>	New				02/08/2012	01/01/3000	BA	SEPE	MeredithS	02/08/2012 09:41:34	Approved	
02/08/2012 09:40:41	PSERAdmin	PSER	Source/Sink	<a href="#">Source Point 2</a>	New				02/08/2012	01/01/3000	PSE	PSER	PSERAdmin	02/08/2012 09:40:41	Approved	Appro.
02/08/2012 09:40:41	PSERAdmin	PSER	Source/Sink	<a href="#">Source Point 2</a>	New				02/08/2012	01/01/3000	BA	SEPE			Pending	

1 Click the link under the “Name” column. Details about the object will display.

2 To view information about the approval, hover over the link under the “Notes” column. Information about the approval will display.

3 Click the “Close” button to close the display.

## 5.2 Pending Changes



1 To view pending changes, navigate to Approval >> Pending Changes. The Pending Changes display will open.

02/08/2012 10:58:03 EST Page 1 of 1 Records 1-3 of 3

Submittal							Value		Effective Date		Approval							
Timestamp	User	Entity	Object	Name	Event Type	Attribute	Old	New	Start	Stop	Object	Entity	Contacts	Remaining Days	User	Timestamp	Status	Note
02/08/2012 09:40:41	PSERAdmin	PSER	Source/Sink	<a href="#">Source Point</a>	New				02/08/2012	01/01/3000	BA	SEPE	SEPE...	7				Pending
02/08/2012 10:51:40	PSERAdmin	PSER	PSE	<a href="#">TEST01</a>	New				02/09/2012	01/01/3000	NAESB			7				Pending
02/08/2012 10:51:40	PSERAdmin	PSER	PSE	<a href="#">TEST01</a>	New				02/09/2012	01/01/3000	ERO		NER...	7				Pending

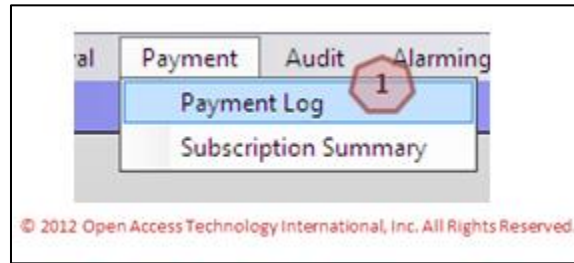
Close

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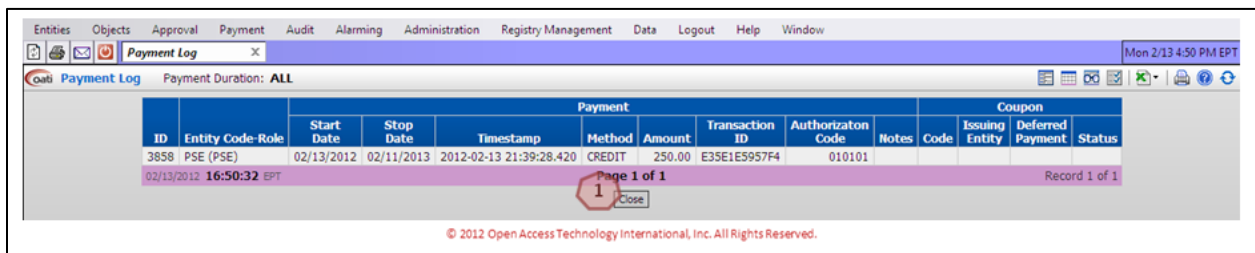
1 Click the link under the “Name” column. Details about the object will display.

2 Click on the “Close” button to close the display.

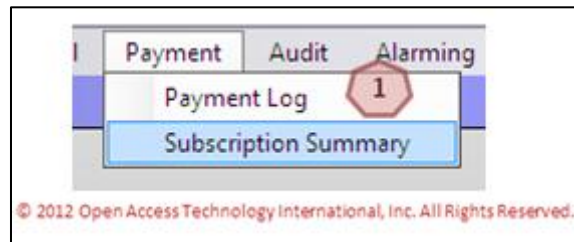
## 6. Payment



1 To view the Payment Log, navigate to Payment >> Payment Log. The Payment Log display will open.



1 Click on the “Close” button to close the display.

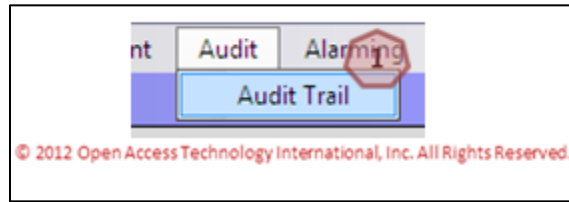


1 To view the Subscription Summary, navigate to Payment >> Subscription Summary. The Subscription Summary display will open.



1 Click on the “Close” button to close the display.

## 7. Audit Trail



1 To view the Audit Trail, navigate to Audit >> Audit Trail. The Audit Trail display will open.

	Timestamp	Modified By		IP Address	Reason	Action	Type	View Object	View XML
		User Name	Company						
<input checked="" type="checkbox"/>	02/13/2012 16:39:28.420	TPCAdmin	TPCN	10.100.195.120		INSERT	Payment	3858	<a href="#">View</a>

Page 1 of 1 Record 1 of 1

Close View Selected Records

1 To view a selected record, click on the corresponding box to the record you wish to view. Click on the “View Selected Records” button to view the selected records in more detail.

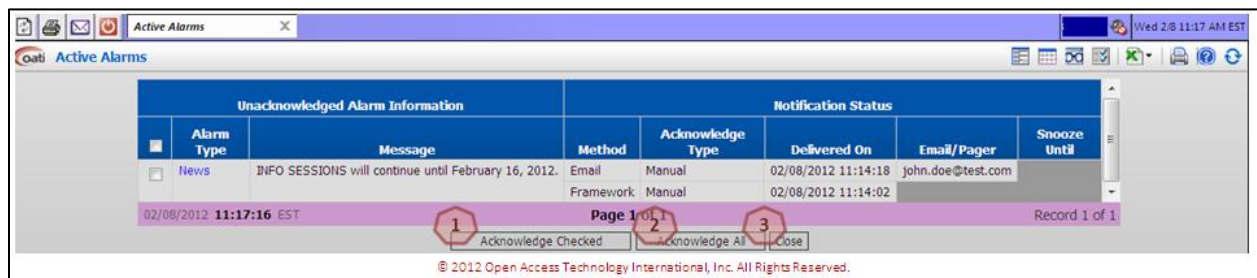
2 Click on the “Close” button to close the display.

## 8. Alarming

### 8.1 Active Alarms



1 To view Active Alarms, navigate to Alarming >> Active Alarms. The Active Alarms display will open.



1 Click the “Acknowledge Checked” button to acknowledge checked alarms. Click on the corresponding box to the left of the Alarm Type to check an alarm. A checked alarm will have a checkmark in the box.

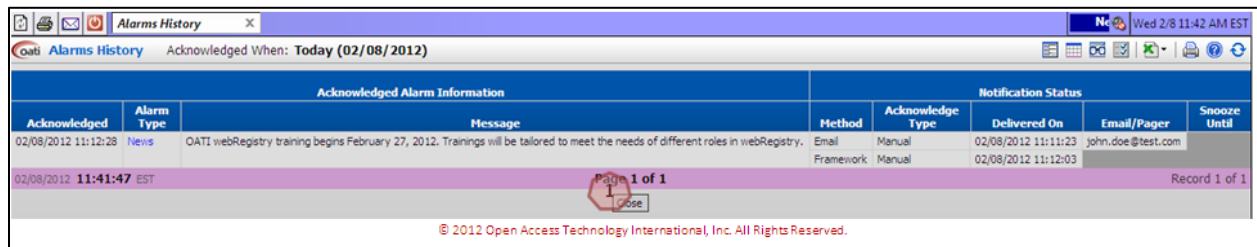
2 Click on the “Acknowledge All” button to acknowledge all alarms. Alarms will not need to be checked when using this function.

3 Click the “Close” button to close the display. No alarms will be acknowledged.

### 8.2 Alarms History



1 To view Alarms History, navigate to Alarming >> Alarms History. The Alarms History display will open.



1 Click the “Close” button to close the display.

### 8.3 Alarm Subscriptions



1 To view Alarm Subscriptions, navigate to Alarming >> Alarm Subscriptions. The Alarm Subscriptions page will open.



1 Click on the link under the “Alarm Type” column. This will open the Alarm Subscription Entry page, where modifications can be made.

2 Click “Delete” to delete a selected Alarm Subscription. A selected Alarm Subscription will have a checkmark in the box. To select an Alarm Subscription, click on the box to the left of the Alarm Type.

3 Click the “Delete All” button to delete all Alarm Subscriptions.

4 Click on the “Close” button to close the display.

5 Click on the “New Subscription” button to create a new subscription. The Alarm Subscriptions Entry page will open.

The screenshot shows the 'oati Alarm Subscription Entry' window. It contains several sections: 'Alarm' with a dropdown menu (callout 1), 'Description' with a text field, 'Delivery Selection' with a radio button for 'One time delivery only:' and checkboxes for 'Email' (checked, with 'john.doe@test.com' in the field) and 'Pager' (callout 2), and 'Additional forms of delivery:' with radio buttons for 'Alarming - Requires manual acknowledgement.' (selected) and 'Notification - Auto Acknowledged. Notification is delivered only once.'. Under 'Alarming', there are checkboxes for 'Instant Popup' (checked), 'Framework' (checked, with 'Action Needed' in the field and 'Indicator Text' to its right), 'Envelope Tray' (unchecked), and 'Sound' (unchecked, with a 'Select a Sound' dropdown). At the bottom, there are 'Enter' (callout 4), 'Delete', and 'Close' (callout 5) buttons. A copyright notice at the bottom reads: '© 2012 Open Access Technology International, Inc. All Rights Reserved.'

1 Select the alarm from the Alarm dropdown. Alarms include “Approval Action Needed” and “Object Expiration.”

2 Determine delivery selection for one-time delivery only. Select email or pager notification. To select the type of delivery, click in the corresponding box and enter the appropriate information in the field.

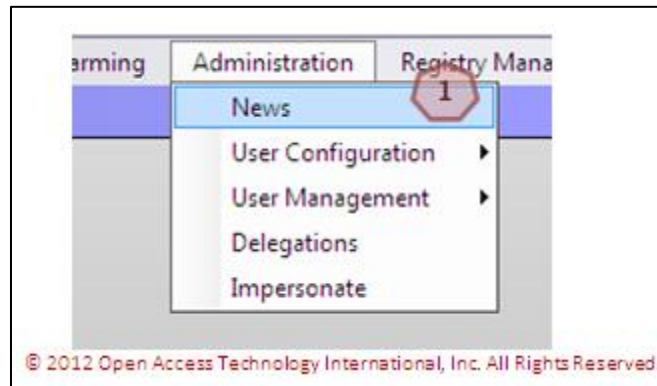
3 Determine additional forms of delivery. This includes the choice of manual or auto-acknowledgement of alarms, as well as the delivery. Delivery methods include sound and pop-up features.

4 Click the “Enter” button to create and save the Alarm Subscription.

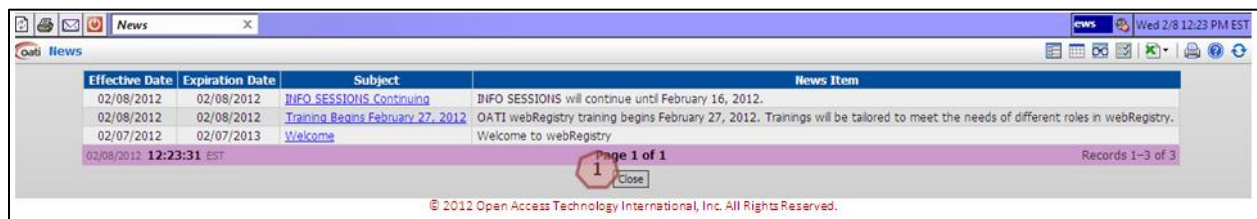
5 Click the “Close” button to close the display. No subscriptions will be created or saved.

## 9. Administration

### 9.1 News

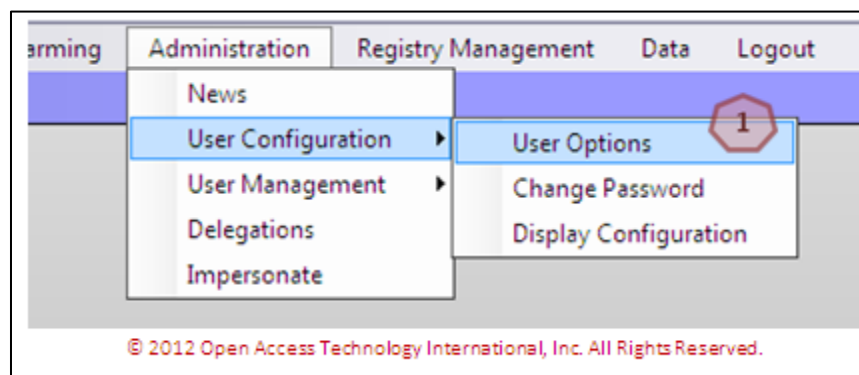


1 To view webRegistry news, navigate to Administration >> News. The News display will open.



1 Click the “Close” button to close the display.

### 9.2 User Options



1 To select User Options, navigate to Administration >> User Configuration >> User Options. The User Options page will open. These preferences will only change in this Users' account.



**Oati User Options**

Company PSER  
User Name PSERAdmin  
Name Doe, John  
Security Role Entity Admin  
Phone (763) 201-2000  
Email nong.lor@oati.net  
Password Expire Date 08/05/2012 ( in 179 day(s) )  
Page Size 30  
TimeZone Eastern Standard Time (EST)  
Menu Style  Web  
(Menus will expand automatically when cursor hovers over them)  
 Application  
(Menus will expand only when clicked on)  
Default Reason for Change MP Request

Save Change Password Close

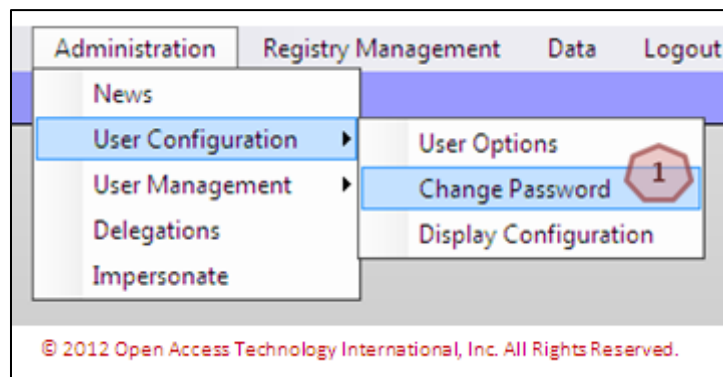
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- 1 Information in this section will be pre-populated based on User Account information.
- 2 Select the preferred Page Size. The default is 30, and is recommended for optimal load time. Page Size is the amount of data lines that are displayed on a Summary page.
- 3 Select the Time Zone from the dropdown. This field will control the clock on the upper-right hand corner of the application, as well as timestamps throughout the application.
- 4 Select a preferred Menu Style by clicking in the corresponding button. A Web menu style will allow menus to expand when a cursor hovers over the menu. An Application style will require the user to click on the menu to expand.
- 5 Select a “Default Reason for Change” from the dropdown. This will pre-populate a selected “Reason for Change” each time it is required in the system.
- 6 Click the “Save” button to save the configurations. A prompt will display.



- 1 Click the “Save Only” button to save the configurations. Change will be available the next time the user logs in to webRegistry.
- 2 Click the “Save & Restart” button to save the configurations and be automatically logged out and logged back in to the system. Changes will be available immediately.
- 3 Click the “Cancel” button to cancel any changes. Changes will not take place.
- 7 Click the “Close” button to close the display. Changes will not be made or saved.

### 9.3 Changing a Password



- 1 To change a password, navigate to Administration >> User Configuration >> Change Password. The Change Password display will open.

**PSERAdmin**

**1**

1- Passwords will contain a minimum of 8 and a maximum of 30 characters.  
2- Each password must contain three out of the four character types:  
    Lower case letters: a-z  
    Upper case letters: A-Z  
    Numbers: 0-9  
    Special characters: `~!@\$%^()\_+~=[\]{};:;,/<>?

3- Blank spaces are not valid character type.  
4- Do not use the following special characters:  
    Quote, Double Quote, Pound, Star, Ampersand, BackSlash, Vertical Bar  
5- Be advised that you may not reuse passwords for a period of one year (365 days).  
6- Consecutive passwords may not be similar.  
    Similarity is verified by the match of any case-insensitive consecutive 3-character substring  
    in the new password with any case-insensitive consecutive 3-character substring in the previous password.  
    For example:  
    password abc123DEF\$%  
    is similar to password ABC456def#\*  
    similar to xyz456ABC#\*  
    however dissimilar to xyz456pqr#\*

Enter old password **2**

Enter new password **3**

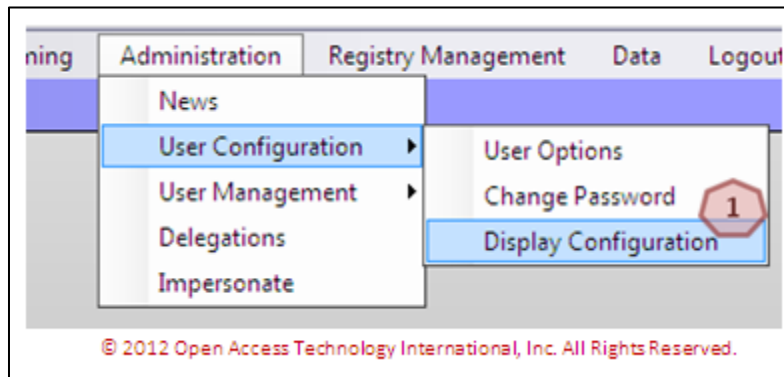
Retype new password **4**

**5**   **6**

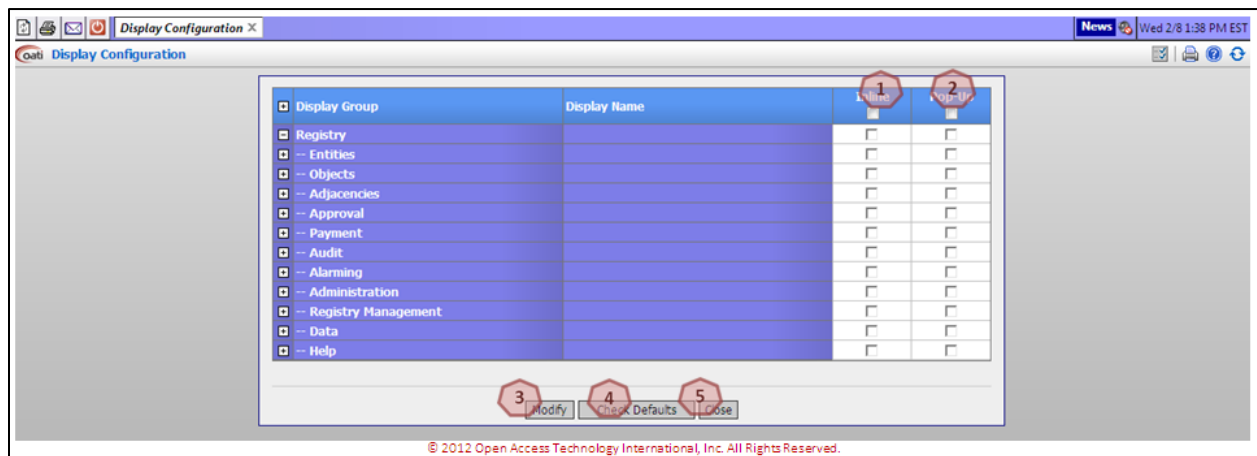
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- 1** Please review the password criteria for assistance with password changes.
- 2** Enter the old password in this field.
- 3** Enter the new password in this field.
- 4** Re-enter the new password in this field.
- 5** Click the “Submit” button to submit the new password.
- 6** Click the “Cancel” button to cancel the change. The password will not change.

## 9.4 Display Configurations



1 To configure display settings, navigate to Administration >> User Configuration >> Display Configuration. The Display Configuration page will open.



1 Select from the boxes in the “Inline” column to have the corresponding display view in a new tab.

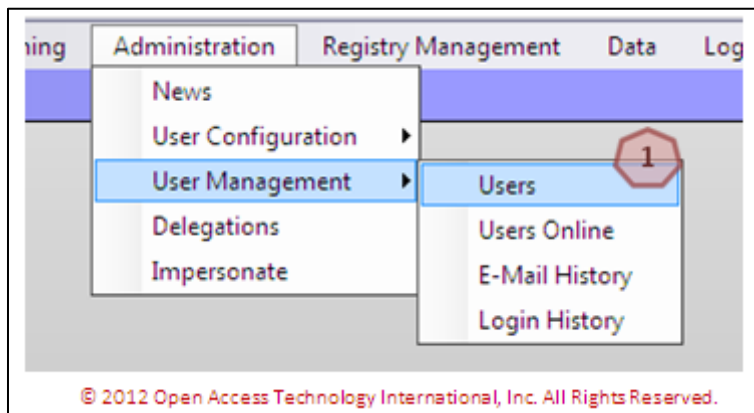
2 Select from the boxes in the “Pop-Up” column to have the corresponding display view in a separate window.

3 Click the “Modify” button to make and save the changes.



- 1 Click the “Save Only” button to save the configurations. Change will be available the next time the user logs in to webRegistry.
- 2 Click the “Save & Restart” button to save the configurations and be automatically logged out and logged back in to the system. Changes will be available immediately.
- 3 Click the “Cancel” button to cancel any changes. Changes will not take place.
- 4 Click the “Check Defaults” button to select the default configuration choices.
- 5 Click the “Close” button to close the display. Changes will not be saved.

## 9.5 Creating a New User



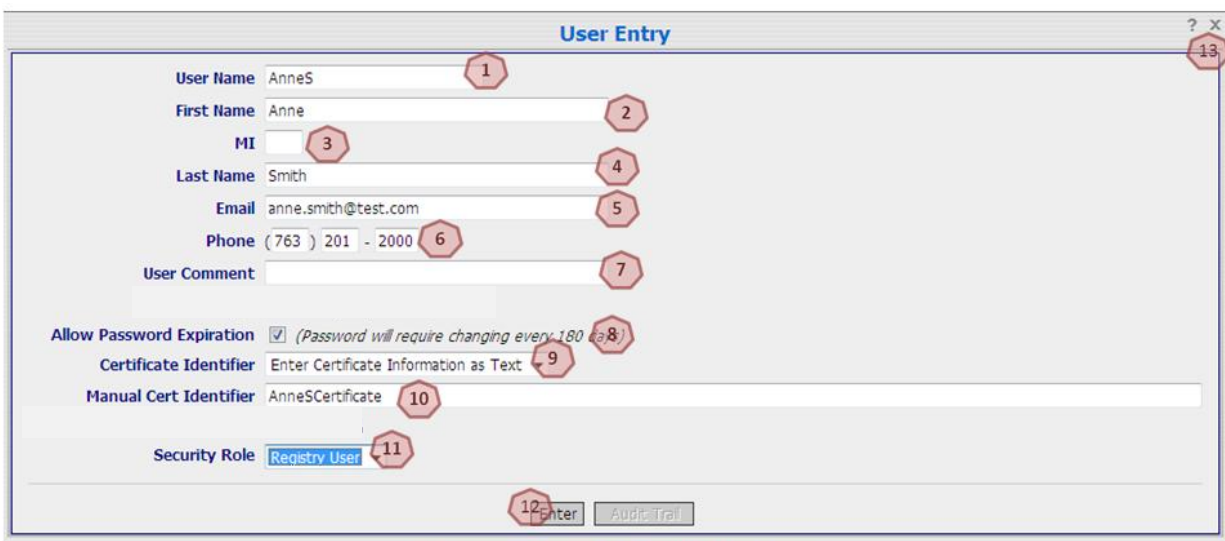
- 1 To create new users, navigate to Administration >> User Management >> Users. The Users display will open.



1 Click on the link under the “User Name” column to view details about the User. Administrator users can make modifications from this display.

2 Click on the “Close” button to close the display.

3 Click on the “New User” button to create a new user. The User Entry page will open. Only Administrator users can create additional users.



1 Enter the User Name in this field.

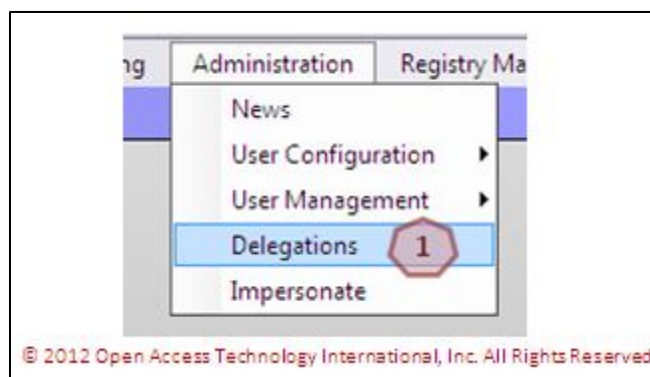
2 Enter the first name of the user in this field.

3 Enter the middle initial of the user in this field (optional).

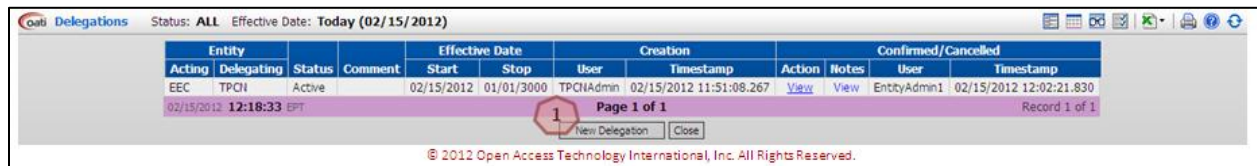
4 Enter the last name of the user in this field.

- 5 Enter the email address of the user in this field.
- 6 Enter the phone number of the user in this field.
- 7 Enter a comment about the user in this field (optional).
- 8 By default, passwords will expire. A password that will expire will have a checkmark in the box.
- 9 Select the Digital Certificate of the user from the dropdown.
- 10 If a Digital Certificate needs to be entered manually, enter the Digital Certificate information in this field.
- 11 Select the Security Role of the user from the dropdown. Security Roles include Entity Administrator and Registry User. Available functionality in webRegistry will be dependent on the Security Role of the user. An Entity Administrator will have permission to create and edit data in the system. A Registry user has permission to view data, but cannot modify it.
- 12 Click the “Enter” button to create and save the new user.
- 13 Click the “X” to close the display. Changes will not be saved and the user will not be created.

## 9.6 Delegation



- 1 To specify a delegation, navigate to Administration >> Delegations. The Delegation display will open.



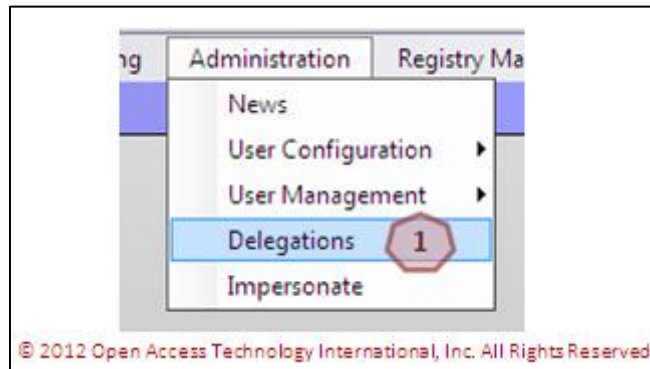
- 1 Click on the “New Delegation” button. The Delegation Entry page will open.



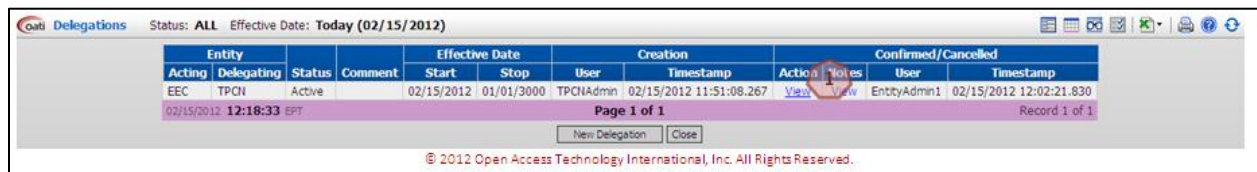
- 1 The Delegating Entity will be pre-populated with the user’s Entity name.
- 2 Select the company to delegate data management authority to from the Acting Entity dropdown.
- 3 Enter a comment about the delegation in this field.
- 4 By default, the Effective Start Date will be the date the form is completed. The default Effective End Date will be 01/01/3000. Dates can be modified manually, or by using the calendar button.
- 5 Click the “Enter” button to create and save the delegation.



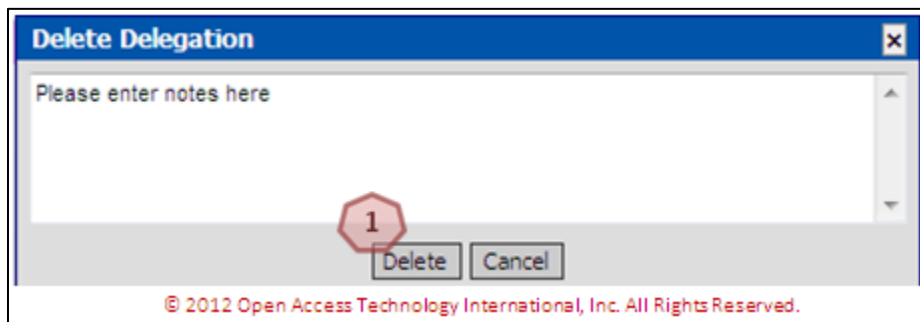
- 6 Click the “X” to close the display. The Delegation will not be created or saved.



- 1 To remove or confirm a delegation, navigate to Administration >> Delegations. The Delegations Summary page will open.



- 1 Click on the "View" link under the "Action" column to take action on the delegation. The Confirm Delegation or Delete Delegation field will open depending on the available action.



- 1 Click on the “Delete” button to end the delegation. The “Confirm” button and “Deny” button will be available depending on the available action. Clicking the “Confirm” button will accept the delegation responsibilities. Clicking the “Deny” button will reject the delegation request.

## 10. Registry Management

### 10.1 Delta Publications



1 To access the Registry Delta Publication, navigate to Registry Management >> Delta Publications. The Delta Publications display will open.

A screenshot of the 'Delta Publications' web application. The browser window title is 'Delta Publications'. The page header shows 'Changed Publication: ACTIVE - 134\_20120208\_U (02/08/2012)' and 'Original Publication: ACTIVE - 147\_20120206\_S (02/06/2012)'. The main content is a table with columns: Object, Name, Changes, Attribute, Value (Old, New), and Publication (Changed, Original). The table lists various objects and their changes. At the bottom of the table, there is a 'Page 1 of 1' indicator and a 'Close' button. A red callout box with the number '1' is positioned over the 'Close' button.

Object	Name	Changes	Attribute	Value		Publication	
				Old	New	Changed	Original
BA	<a href="#">SEPE</a>	Added				154_20120208_U	147_20120206_S
BA	<a href="#">SPC</a>	Added				154_20120208_U	147_20120206_S
Control Zone	<a href="#">BPAT</a>	Added				154_20120208_U	147_20120206_S
Control Zone	<a href="#">SEPE</a>	Added				154_20120208_U	147_20120206_S
Control Zone	<a href="#">SPC</a>	Added				154_20120208_U	147_20120206_S
Entity	<a href="#">EXRU</a>	Added				154_20120208_U	147_20120206_S
Entity	<a href="#">NAESB</a>	Modified	NERC ID	1111	100000	154_20120208_U	147_20120206_S
		Modified	Record ID		100001	154_20120208_U	147_20120206_S
Entity	<a href="#">HOLI</a>	Added				154_20120208_U	147_20120206_S
Entity	<a href="#">OATI</a>	Modified	NERC ID	583		154_20120208_U	147_20120206_S
		Modified	Record ID		100000	154_20120208_U	147_20120206_S
Entity	<a href="#">PSER</a>	Added				154_20120208_U	147_20120206_S
Entity	<a href="#">SEPE</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">BDPS</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">CCHS</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">FHHS</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">MH.115</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">MH.230</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">PPOA</a>	Added				154_20120208_U	147_20120206_S
POR/POD	<a href="#">WAUE</a>	Added				154_20120208_U	147_20120206_S
PSE	<a href="#">PSER01</a>	Added				154_20120208_U	147_20120206_S
Source/Sink	<a href="#">Sink Point 1</a>	Added				154_20120208_U	147_20120206_S
Source/Sink	<a href="#">Sink Point 2</a>	Added				154_20120208_U	147_20120206_S
Source/Sink	<a href="#">Source Point 1</a>	Added				154_20120208_U	147_20120206_S
TSP	<a href="#">EXRU</a>	Added				154_20120208_U	147_20120206_S
TSP	<a href="#">HOLI3</a>	Added				154_20120208_U	147_20120206_S
TSP	<a href="#">SPC</a>	Added				154_20120208_U	147_20120206_S

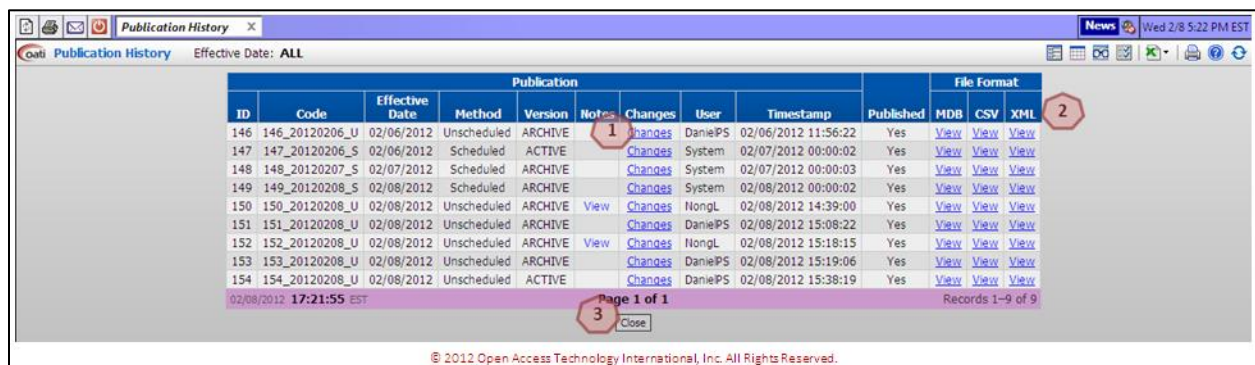
1 Click the “Close” button to close the display.

2 Click on the Changed Publication field to review comparisons of different reports.

## 10.2 Publication History



1 To access the Publication History, navigate to Registry Management >> Publication History. The Publication History page will display.



1 Hover over links in the “Notes” column, or click the link under the “Changes” column to view more information about the webRegistry Publication.

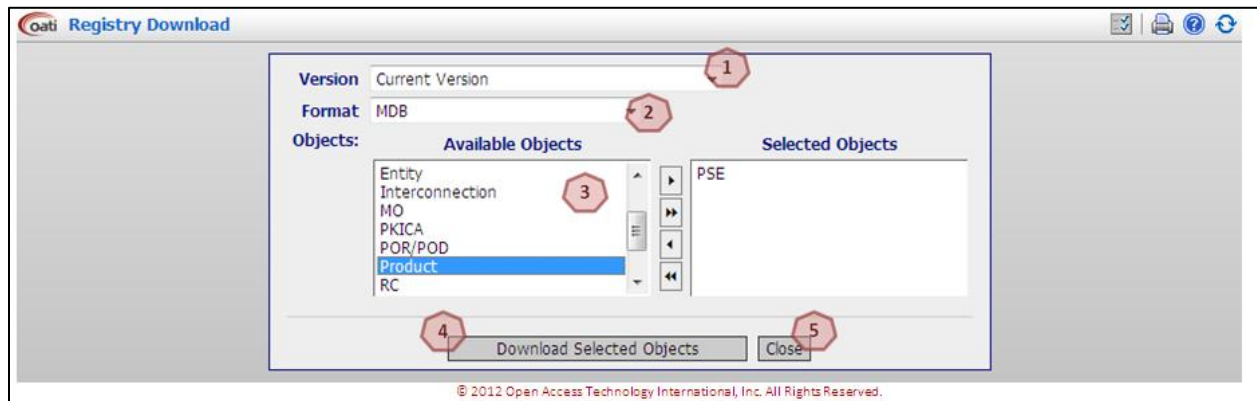
2 Click on the “View” link under the File Format columns to view the webRegistry Publication.

3 Click the “Close” button to close the display.

## 10.3 Registry Download



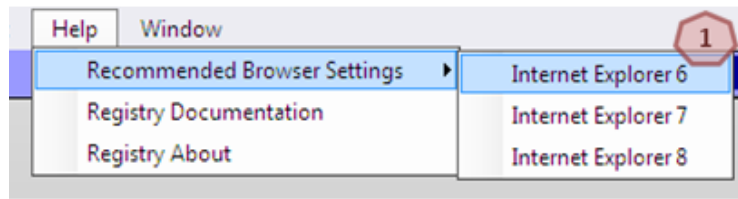
- 1 To download webRegistry Publications, navigate to Registry Management >> Registry Download. The Registry Download page will open.



- 1 Select the webRegistry Publication version from the dropdown.
- 2 Select the file format from the dropdown.
- 3 Select the Objects to include in the download. To select, either double-click on the object, or use the arrows.
- 4 Click the “Download Selected Objects” to begin the download.
- 5 Click on the “Close” button to close the display. No download will take place.

## 11. Help

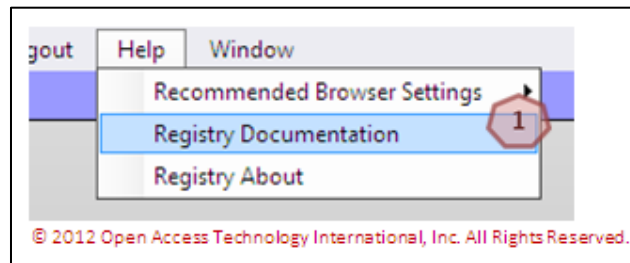
### 11.1 Recommended Browser Settings



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**1** To find information on the recommended browser settings, navigate to Help >> Recommended Browser Settings >> selected IE. Documentation on how to best set up browser settings for that IE version will open.

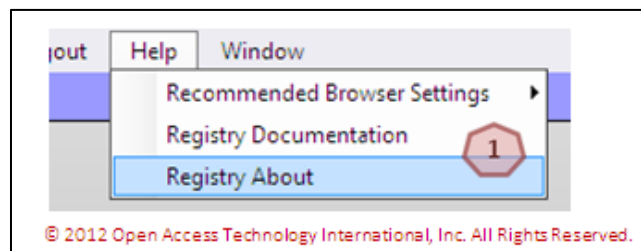
### 11.2 Registry Documentation



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**1** To find Quick Start Guides, navigate to Help >> Registry Documentation. The webRegistry Documentation display will open. Documentation will be available for download from this page.

### 11.3 About



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**1** To view contact information, navigate to Help >> Registry About. Please contact support@oati.net with any questions.