

## EMR Capacity Market Deadlines Tool

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### Instructions for Use

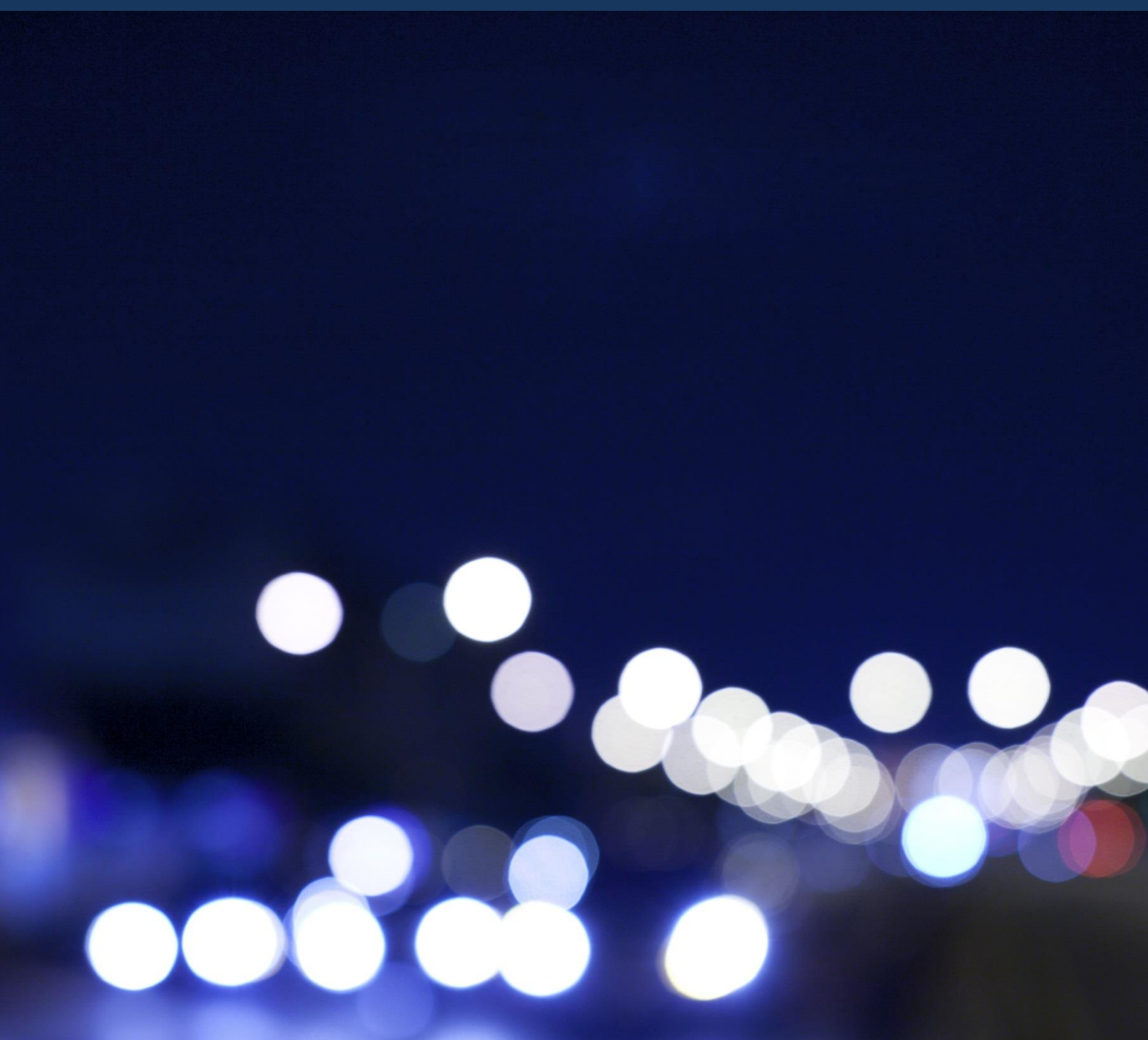


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# Introduction

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## Purpose

This document serves as a user guide and should answer most questions users might have regarding the EMR Capacity Market Deadline tool. However for further information, please contact us at [emr@nationalgrid.com](mailto:emr@nationalgrid.com) with the title “EMR Capacity Market Deadline Tool”.

This tool has been designed to provide up to date information pertaining to the Capacity Market Deadlines. Users are able to search using multiple criteria across all known auctions before exporting the deadlines to Excel, PDF or Outlook.

## Version control

Table 1. Version log for both tool and accompanying guidance document

Application	Version	Activity	Date
Deadline Tool	1	Created	16/03/2018
Guidance Document	1	Created	16/03/2018

## Using the tool

### Opening the tool

The tool is currently available for download at [www.emrdeliverybody.com](http://www.emrdeliverybody.com) and uses the Microsoft Excel Application. As such users will need Microsoft Excel to use it. If you do not have Excel installed, the tool can be opened online via Microsoft OneDrive. Guidance regarding this can be found [here](#).

It is advisable to download a new tool each time so as to ensure the tool is up to date. However, any version updates will be publicised via the EMR Delivery Body latest news where users can sign up for the [mailing list](#).

### Looking up deadlines

On opening, the tool will automatically create a table showing all known deadlines as demonstrated in figure 1.

Generating CMU Type	Delivery Year	Auction type	Date of deadline	Deadline Name
Existing Generating	2017	EA	01/06/2017	Metering Assessment
			15/09/2017	Metering Test
	2018	T-1	01/05/2018	Satisfactory Performance Dates
			01/06/2018	Metering Assessment
		T-4	17/09/2018	Metering Test
			01/05/2019	Satisfactory Performance Dates
			01/10/2015	Metering Assessment
			31/03/2017	Metering Test
	2019	T-4	01/05/2019	Satisfactory Performance Dates
			30/09/2016	Metering Assessment
			29/03/2018	Metering Test
			01/05/2020	Satisfactory Performance Dates

Figure 1. Initial table of information. Data will be sorted in order of CMU type (A-Z), Delivery Year (ascending), Auction Type (A-Z), Deadline Date (ascending) and Deadline Name

### Filters Overview

The number of deadlines can then be filtered down using the selection boxes to the right hand side of the table. When a variable is selected and therefore visible on the table, it will be highlighted as shown in figure 2.

Select a CMU type

Existing Generating

Existing Interconnector

Interconnector

New Build

Prospective Interconnec...

Proven DSR

Refurbishing

Unproven DSR

Select a delivery year

2016

2017

2018

2019

2020

2021

Select the auction type

EA

T-1

T-4

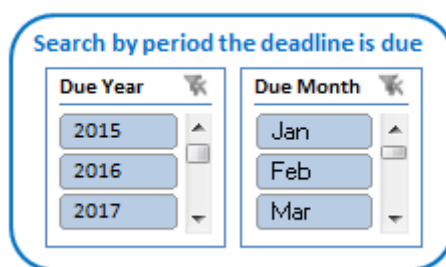
TA

Figure 2. Selection boxes with all criteria selected. The “remove filters” icon in the top right corner of each box is greyed out, indicating there are no filters that may be removed.

The selection boxes in figure 2 allow users to adjust the main parameters for CMU type, the delivery year and the auction for which the deadline applies.

### Filtering by Period Deadline is Due

Users can also search for deadlines by the period they are actually due by using the “Due Year” and “Due Month” selection boxes which are located in the top right corner (figure 3).



Search by period the deadline is due

Due Year	Due Month
2015	Jan
2016	Feb
2017	Mar

Figure 3. Selection boxes for the period the deadline is actually due.

### Selecting Single Filters

Users can select single parameters by simply left clicking items from within the selection boxes. Users can then remove their selection by clicking the top right “remove filters” logo circled in figure 4.

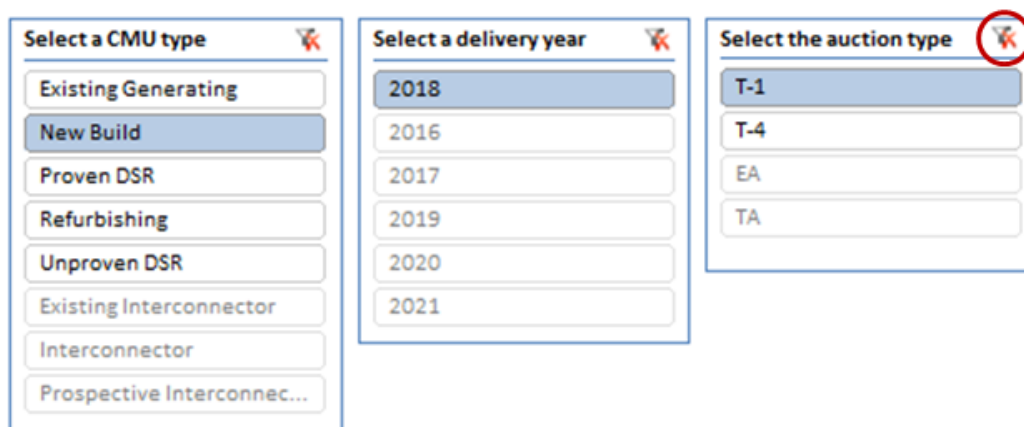


Figure 4 shows three selection boxes with single selections made:

- Select a CMU type:** New Build
- Select a delivery year:** 2018
- Select the auction type:** T-1

In the top right corner of the third box, a red circle highlights the “remove filters” button (a red X icon).

Figure 4. Single selections made for deadlines applicable for New Build CMUs, in delivery Year 2018 and for the T-1 Auction. In the top right corner, selections can be deselected by clicking the remove filters button.

### Selecting Multiple Filters

Multiple selections can be made by holding down the Ctrl button and clicking additional filters as demonstrated in figure 5 below.

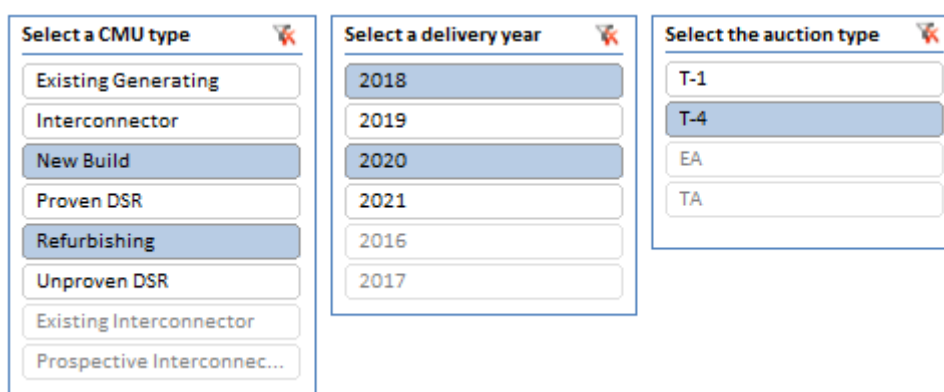


Figure 5 shows three selection boxes with multiple selections made:

- Select a CMU type:** New Build, Refurbishing
- Select a delivery year:** 2018, 2020
- Select the auction type:** T-4

Figure 5. Additional single selections made in selection boxes.

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Groups of selections (as shown in figure 6) can be made by either holding down the Shift key and making selections or by simply holding the left mouse key down and dragging down/up from the first item selected.

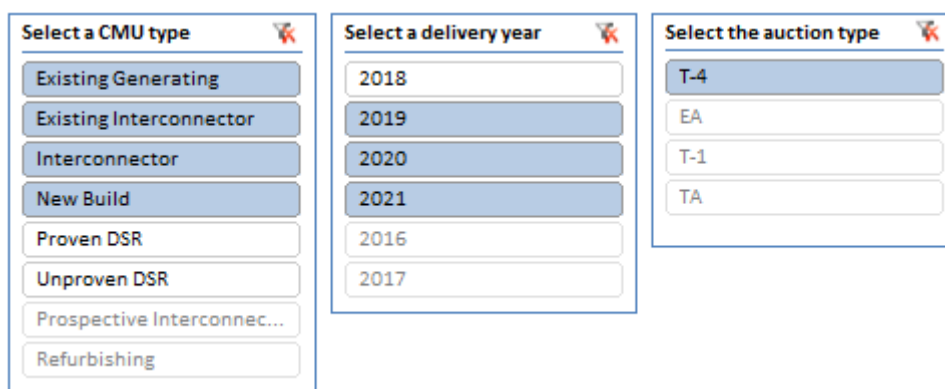


Figure 6. Multiple selections made in groups starting with Existing to New Build for CMU Type and 2019 to 2021 for the delivery year. For Auction Type, only T-4 auction took place under these criteria which means the other auctions cannot be selected.

### Refreshing Data

The table can be set back to it's original configuration at any point by clicking the "Refresh" button as show in figure 7.



Figure 7. The "Refresh" button. This will reset the tool to its original state.

### Save Dates from Deadlines Table in Outlook

This button enables users to save deadlines as appointments in their Outlook calendar. This functionality is limited to the Microsoft Outlook Application at present but will be extended to include Google Calendar in later versions.



Figure 8. The "Save in Outlook" button. This will generate prepopulated appointments in the user's calendar.

On clicking the Save in Outlook button users are presented with a message box to determine if they wish to exclude dates that have now passed. In the event that only future dates are required, users need to click yes.

A second message box will then appear to detail how many appointments will be made and request if the user wishes to proceed. At this point, the task can be cancelled should there be a larger amount of appointments than initially expected. The user can then return to the main tool and filter down further.

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Appointments are then generated in Outlook as shown in figure 9. These are not automatically saved which allows users to make any amendments such as inviting others or adding in relevant attachments.

www.emrdeliverybody.com.'" data-bbox="102 106 886 258"/>

Figure 9. Automatic appointment output from “Save in Outlook” button.

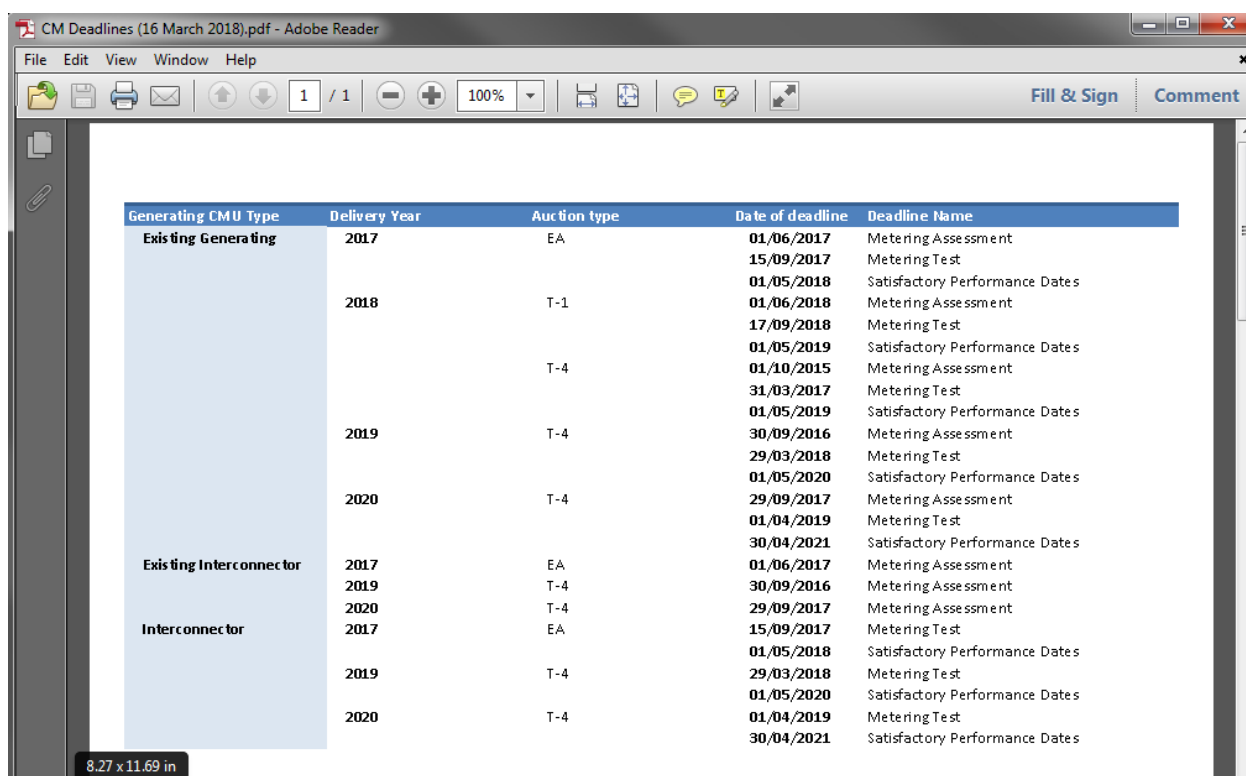
### Save Deadlines Table as PDF

Users can save the table as a PDF file by clicking the “Save as PDF” button (figure 10).



Figure 10. The “Save as PDF” button. This enables users to save the deadlines table as a PDF document.

On clicking the button a PDF will be saved in the folder where the tool has been saved and will include the current date for future reference.



Generating CMU Type	Delivery Year	Auction type	Date of deadline	Deadline Name
Existing Generating	2017	EA	01/06/2017	Metering Assessment
			15/09/2017	Metering Test
	2018	T-1	01/05/2018	Satisfactory Performance Dates
			01/06/2018	Metering Assessment
			17/09/2018	Metering Test
		T-4	01/05/2019	Satisfactory Performance Dates
			01/10/2015	Metering Assessment
			31/03/2017	Metering Test
	2019	T-4	01/05/2019	Satisfactory Performance Dates
			30/09/2016	Metering Assessment
	2020	T-4	29/03/2018	Metering Test
			01/05/2020	Satisfactory Performance Dates
			29/09/2017	Metering Assessment
Existing Interconnector	2017	EA	01/04/2019	Metering Test
	2019	T-4	30/04/2021	Satisfactory Performance Dates
			01/06/2017	Metering Assessment
Interconnector	2017	EA	30/09/2016	Metering Assessment
	2019	T-4	29/09/2017	Metering Assessment
			15/09/2017	Metering Test
	2020	T-4	01/05/2018	Satisfactory Performance Dates
			29/03/2018	Metering Test
	2020	T-4	01/05/2020	Satisfactory Performance Dates

Figure 11. PDF output from the tool.

### Save Deadlines Table as Excel Sheet

Users can save the table as a Excel worksheet by clicking the “Save as Excel” button (figure 12).

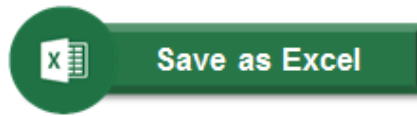


Figure 12. The “Save as Excel” button. This allows users to export their data into a separate Excel sheet.

Similarly to saving the PDF, an excel sheet will be saved in the same folder as the tool is saved and will include the date in the save file title.