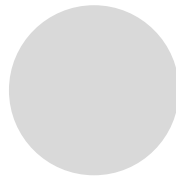




KaTSO

User instructions

GasDatahub



Solteq Oyj
(system supplier)

Updated 25 June 2019

SOLTEQ

www.solteq.com

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1 General

1.1 Registration

Registration in GasDatahub is by an email sent by the system. The email contains a link which you click to access the registration page. On the page you check personal data and set the password for the service.

NB! Please ensure your telephone number is correct as this is used in the text message confirming login.. The password must be at least eight characters long and include an upper case (Capital) letter, a lower case (small) letter, a number and a special character.

1.2 Logging in


Use your email address and chosen password to log into the service.

The service sends a confirmation code by text message. Confirm login by entering the confirmation code received in the user interface.

1.2.1 Forgotten password

If you have forgotten your password you can order a new one through the password renewal link on the login page. The service will send you a password renewal email to the email address given (user ID). Use the email link to choose a new password for the service.

1.3 Instruction links

You can open this document using the instruction icon  on the user interface.



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2 User functions

Click the user name at the top right-hand side edge to see information about the user and party.

2.1 Changing a password

To change the password, click the user name in the top bar and then the Change password button to open a display where you can order the password renewal link to the user's email address.

You can set a new password to access the service through the email link.

2.2 Logging out

To log out of the service, click the user name in the top bar and then click the Log out button. You will then return to the login page.

2.3 Market participant used

If the user is connected to more than one market participant, select the participant to be used from the drop-down list in the top right-hand corner.

NB! Change of participant returns the user to the service front page.



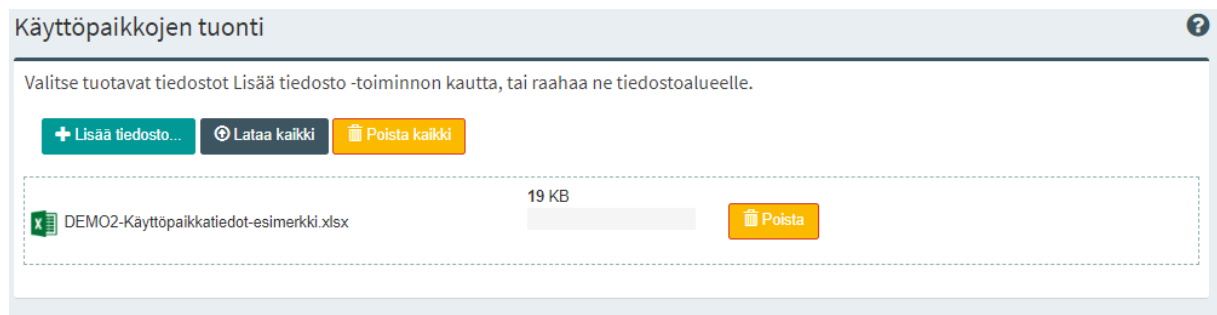
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3 Metering points / Import of supplier relationship data

Distribution Network Operators provide metering point data and retailers supplier relationship data. The functionalities are similar in both cases. Data import is in two stages: 1) Data import and inspection, 2) Data publication on datahub.

3.1 Data import and inspection

Select the Add file button to import the transmission files to the service or drag them to the file area. GasDatahub inspects the names and properties of the files selected and shows any errors by colouring the file name red and by showing the error icon at the right-hand edge (e.g. columns xxx, yyy missing). Click the Download all button to download the files.



Kuva 1 Downloading of transmission data files

NB! Files cannot be downloaded before the erroneous files have been deleted from the list, i.e. the Download all button is not active until ALL the files in the list are OK.

NB! If all files have been selected on the list but downloading does not start, leaving the page deletes the files selected.

Files to be created and imported are shown in the Imported files list. The list shows the file data, progress of data import and file quality.


Tuodut tiedostot							
Näytä 10		Hae:					
Tuontiaika	Tiedoston nimi	Rivimäärä	Tila	Tallennus	Tarkastus	Laatu	Toiminnot
2019.06.24 08:32:27	DEMO2-Käyttöpaikkatiedot-esimerkki.xlsx	12	Tiedostotarkastus tehty	2019.06.24 08:32:33	2019.06.24 08:32:36	0.00 %	
2019.06.06 12:29:08	DEMO2-Käyttöpaikkatiedot-esimerkki.xlsx	12	Tiedostotarkastus tehty	2019.06.06 12:29:09	2019.06.06 12:29:12	0.00 %	


Figure 2. List of imported files





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3.1.1 Error reporting

Already when inspection is underway, the user interface report can be opened by pressing the Summary report icon () in the Functions column. The report shows the quality by error class as well as the most common errors:

Once inspection has been completed, click the Inspection report icon () to generate an Excel inspection report which contains information about all errors. Since each error is written on a separate line, there may be more than one error line for one line on the data import file.

3.2 Data publication on datahub

Once the data has been inspected and found to contain no errors, the data can be published on the datahub. To publish data, click the Publish on datahub icon () . When publishing, GasDatahub carries out further inspections of the data. Once publication has been completed, summary info of the amounts published and errors is shown. If errors have arisen in publication the system generates an error report which you can open by clicking the Inspection report icon () .



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4 Metering points

A data description of metering points can be found on the kaasumarkkina.fi website.

4.1 List of metering points

The user interface shows all own metering points by default. Retailers have own metering points which means metering points where a party is a retailer now, in the future or has been a retailer during the past two years. Use the list of metering points to edit the metering point data as well as examine the amounts metered and energies calculated.

4.2 Adding a metering point

Use the new Add a new metering point function to add a single metering point to GasDatahub by inputting the data at the user interface.

4.3 Editing metering point data

The Edit button in the metering point list opens a user interface that can be used to edit the data of the metering point selected. The data that can be edited depends on the role of the party.

4.3.1 Notification of Shipper data (Retailer)

The Retailer notifies the metering point at the Shipper data user interface. The Shipper party's identifier and the starting day are stored in the metering point data. Shipper data can be notified only as a chronological extension of the previous Shipper period.

4.4 Monitoring of consumption amounts in supply situation

The upper part of the user interface features monitoring boxes for monitoring the consumption amounts in the supply situation for the previous and current months.

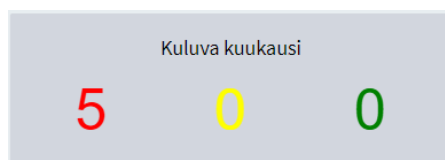


Figure 3. Monitoring of supply situation of consumption data

The different colours in these boxes give a general picture of how many metering points there are in any supply situation:

- Red figure: metering places which lack consumption amounts



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- Yellow figure: metering points with poor status for consumption amounts (estimated)
- Green figure: metering points whose consumption amounts have been delivered by strong status

In addition, the dynamic monitoring box at the right-hand edge can be used to select the frequency for which the supply situation is shown. The figures in this box give the supply situation at the metering points by status (how many metering points for which data is missing and which have data under a different status).

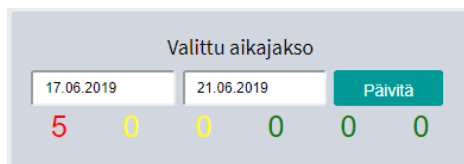


Figure 4. Dynamic monitoring of supply situation of consumption data

4.5 Reporting of amounts and energies

You can use the Amounts and Energies buttons on the metering point list to open the reports for the relevant metering point in graph and table format. The report can be used to change the quantity, time frame and resolution to be reported.

4.6 Downloading energy amounts to the file (kWh)

You can use this functionality to download the energy amounts in the chosen time frame to either the Excel or SAF file at the chosen resolution.

Figure 5. Downloading energy amounts to the file

The search fields described in the table below can be given when downloading energy amounts:

Field	Purpose
Time frame (compulsory)	Start and end time of the time series searched for
Specification (compulsory)	Specification (hour/day) of the time series searched for
Distribution system (not compulsory)	Distribution system in the area of which the metering points are chosen for the material
Editing time (not compulsory)	Time which limits the metering points chosen for the material as follows: if the measurements at the metering point have been changed since the modification time (Status or arvo changed).
CSV/SAF (compulsory)	Material format: CSV or zip SAF file



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5 Measurement data (Distribution Network Operator)

5.1 Data import and inspection


Measurement data in SAF formats are imported to the service in zip packages. Use the Add file button to select the files to be imported or drag them to the file area. GasDatahub inspects the names and properties of the selected files and shows any errors by colouring the file names red and by showing an error icon at the right-hand edge. Click the Download all button to download the files.

NB! Files cannot be downloaded before the erroneous files have been deleted from the list, i.e. the Download all button is not active until ALL the files in the list are OK.



NB! If files have been selected on the list but downloading does not start, leaving the page deletes the files selected.

Files to be created and imported are shown in the Imported files list. The list shows the file data, progress of data import and file quality.

5.1.1 Error reporting

Once inspection has been completed, press the Error report icon () to generate an Excel inspection report that included details of all errors.

5.2 Measurement data publication on datahub

Once the data has been inspected and the data are found to contain no errors, the data can be published on the datahub. To publish data, click the Publish on datahub icon (). When publishing, GasDatahub carries out further inspections of the data. Once publication has been completed, summary info of the amounts published and errors is shown. If errors have arisen in publication the system generates an error report which you can open by clicking the Inspection report icon ()



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6 Balance data (Distribution Network Operator)

The results of balance settlement calculations are published on this page. For the time being, data from the Distribution Network Operator's distribution networks are shown on this site. Total consumption (*m3n* and *kWh*) and the residual consumption (*m3n* sekä *kWh*) from the networks are shown.

Tasetiedot

Jakeluverkot

01.05.2019 31.05.2019 Päivitä

Jakeluverkko	Kokonaiskulutus m3	Kokonaiskulutus kWh	Jäännöskulutus m3	Jäännösendergia kWh	Rajapistemittaukset
Verkko 1	315.5	0.0	-3 367.1	9 384.6	Rajapiste 1
Verkko 2	1 913.0	21 438.7	0.0	0.0	Rajapiste 2
Verkko 3	28 960.0	324 284.9	0.0	0.0	Rajapiste 3
Verkko 4	16 302.0	182 683.7	0.0	0.0	Rajapiste 4
Verkko 5	0.0	0.0	0.0	0.0	Rajapiste 5

Figure 6. Distribution network balance data

Transition point measurements (*m3n* and *kWh*) can be opened in both graph and table format by clicking the transition point name in last column of the distribution network list.

The readings in the distribution network list have been colour coded as follows based on measurement statuses.

Missing Estimated weak Estimated strong Measured Input manually Corrected



Figure 7. Status colour codes



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7 User management

Only users designated as a party's contact persons can use user management. Contact persons can use user management to manage the users of the parties they represent.

User management shows all the parties where the user is the contact person in the Parties list. The Parties list shows the users of those parties. Use the Edit button in the user listing to edit user data and manage the data of parties and contact persons connected to the user.

7.1 Adding a user

To add a new user use the User button to open a page that allows a new user's data to be added and connects the user to the required parties.

NB! Once the email address has been entered, at the bottom of the page, an email message can be sent to the user to enable them to register for the service (Send button).



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8 Operational log

The operational log shows all the log data, e.g. logins and file imports, relating to the market participant and user.



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9 Code lists

This page lists the values of the code lists used in importing files.