Gemini User Interface Familiarisation Training

It is expected that this training will take about 20 minutes to complete.

It is aimed at users who are unfamiliar with Gemini, and is intended to give an appreciation of the general features.

How to Use this Training

- This package has been put together in a simple presentation style format, for you to go through at your own pace.

- An area in the top right of every page will tell you whether to "wait" for the slide to finish building, or to "click when ready" to advance the slide when you are ready to proceed.

- It's that simple! So, please click to start the presentation.

Accessing the system

- External users access Gemini via Citrix.

- Open an instance of Internet Explorer and enter the URL.

- The Citrix log on screen will be displayed.

Citrix Log In

xoserve

Gemini Production Citrix Access

Please enter your Citrix user credentials and then click on 'Log-on' button

User name:

Password:

Log On

Enter your **Username** here.

Enter your **Password** here.

Click on the **Log In** button

Warning: Use of this system is restricted to authorised users only. Unless you have been authorised to use this Xoserve Computer System, you MUST NOT go any further. Otherwise you may be prosecuted under the Computer Misuse Act 1990.

If you require any assistance please contact Xoserve Service Desk on 08456000506

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Gemini Icon

Please click on "Gemini Production" Icon to access Gemini Production Service

Main   Select view: ▼

Gemini Production

Hint: Click Reconnect to resume any paused resources. ⊠

Click on the Gemini icon.

- A list of applications available to you will be displayed.

Gemini Log In Screen

- The Gemini Log In screen will be displayed.

GEMINI

Access is restricted to authorised users only.

Gemini Copyright : Transco plc all rights reserved
Without limitation, all intellectual property and all
other proprietary and use rights are reserved in the
Gemini system, the RGTA Capacity Regime
Software, the RGTA Capacity Regime Manual,
the selections and arrangement of the data
accessed through RGTA capacity regime and the
trade Marks "Transco" and "RGTA Capacity
Regime".

User ID
Password
Submit   Cancel

Change Password
Best viewed using
Internet Explorer 8.0 .

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Enter your **User ID** in here.

Enter your **Password** here, as with most systems, each character you enter will be represented by an asterix *.

If you want to change your password, click this before entering anything else, as it loads a new screen where you will have to enter your old details and type in a new password.

Gemini will force you to change your password every 30 days, and following a 'password reset' by the help-desk.

When you are ready, click **Submit** to enter the system.

If you get the password wrong three times your account will be locked; you will have to call the helpdesk to get it unlocked.

Gemini System Menu

- A successful log in will take you to the Gemini System Menu screen where you can select which system you want to access.

To access the main Gemini system click on the **Gemini** button.

To access the NTS Exit Capacity Reform system click on the **Gemini Exit** button.

Homepage

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

Smell Gas ? Call free on **0800 111 999**
all calls are recorded and may be monitored

User Name:XJIM2001   **BA:** JIM   **User Role:** EXIT007

Gemini Exit   Environment:env151gm   Home

nationalgrid

Microsoft Internet Explorer

New message has arrived. Do you wish to read it now?

[OK]   [Cancel]

Usually when you access the system a pop up will be displayed informing you that a new message has arrived. If you want to read the message you can click on the **OK** button else click on the **Cancel** button.

About Exit | Contacts

22-Aug-2014 04:20:28 BST   Unknown Zone

Homepage

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

Contract | Publish | Deal

Messages-16

User Name: XJIM2001   BA: JIM   User Role: EXIT007

Gemini Exit   Environment: env151gm   Home

- The relevant system Home Page is now shown, displaying the menu items linked to your default role.

nationalgrid

- Navigate to this page if you need to change roles during a session.

- Navigate to this page to log out of the system.

About Exit | Contacts

22-Aug-2014 04:20:32 BST   Local intranet

Homepage – System Info

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

free on 0800 111 999
all calls are recorded and may be monitored

| Contract | Publish | Deal |

Messages-16

User Name:XJIM2001   BA: JIM   User Role: EXIT007

Gemini Exit   Environment:env151gm   Home

The name of the system you are in is displayed here.

The top panel appears on every screen. Some elements are dynamic and depend on selections you make.

nationalgrid

This denotes which environment you are in.

This shows that you are on the Homepage. When you access a screen from a menu this will be replaced by a Breadcrumb Trail and the name of the menu the screen belongs to.

About Exit | Contacts

22-Aug-2014 04:20:32 BST   Local intranet

Homepage – User Info

This provides access to System Messages. This will be explained in more detail later.

This displays the **User Name** of the person who has logged in.

This displays the **BA** Short Code for the logged in user.

This allows the user to select a **User Role**. When you log in it will display your default role. The drop down facility allows you to access any other roles available to you. This will be explained in more detail later.

Homepage – Menu Bar

Gemini Exit Home - Microsoft Internet Explorer

GEMINI
EXIT

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Messages-16

User Name:XJIM2001   BA: JIM   User Role: EXIT007

Gemini Exit   Environment:env151gm   Home

The menus that you have access to will be displayed in the menu bar. Which menus are displayed will depend on the **User Role** selected. This will be explained in more detail later.

These are general navigation buttons. A different set of buttons will be displayed once you access a screen.

This icon prints the screen (please note this does not output a formatted report, though it will print all the data shown on one page – even if you would have to scroll to get to see it).

This icon allows you to access your favourites. This will be explained in more detail later on.

Click on this icon to exit the system. It will take you back to the Gemini System Menu.

About Exit | Contacts

22-Aug-2014, 04:20:32 BST   Local intranet

Homepage – System Messages

To view the message Inbox click on the green circle.

The red number indicates how many unread messages there are.

- Gemini has a message inbox, to allow users to view key system messages.
- If you have unread messages, you will be informed of this upon Log In (as seen in a previous slide). If you are already logged in to the system a pop up message will appear whenever a new message arrives.

Message Inbox

A message becomes 'read' when anybody in your group opens it. That person's ID is saved and visible in the **Read By** column.

The full message is displayed.

Messages

Serial No.	Message Code	Message Type	Message	Created Date	Read Date	Read By
1	8 PUBL	The Mos AFLEC0009 has	05-Oct-2010 10:00:50	09-Jan-2010 09:40:35	XJIM1001
2	7 PUBL	The Mos EAFLEC0007 ha	04-Oct-2010 08:10:01	09-Jan-2010 09:40:32	XJIM1001
3	6 PUBL	The Mos AIEFLEC0004 ha		10 09:40:30	XJIM1001
4	5 PUBL	The Mos AIEFLEC0008 ha		10 09:40:29	XJIM1001
5	3 PUBL	The Mos EAFLEC0006 ha		10 09:40:27	XJIM1001
6	2 PUBL	The Mos AFLEC0005 has		10 09:40:23	XJIM1001
7	1 PUBL	The Mos EAFLEC0006 ha		10 09:40:23	XJIM1001

Message Details Page - Microsoft Intern…

The Mos AFLEC0009 has been Published

If you want to close the message before reading another click on the red cross.

The message Inbox is displayed. To read a message click on the text.

When you have finished click on the **Close** button and the system will return you to the previous screen.

Close

Homepage – User Role

In order to change your role (which can only be done on the homepage) click the **User Role** drop down list and select the correct role from the list available.

- This user role list will only contain roles that you are allowed access to.

- Once it is selected, the screen will reload with new menu options.

Accessing a Screen

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

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Messages-16

Gemini Exit

Home

User Role: EXIT007

Deal menu:
- Capture >>
  - Setup User Preferences
  - Capture Requests
  - Request Information >>
    - Application Request Information Report
    - Buyback Contracts Request Information Report
- Adhoc Offer >>
- Transfer >>
- Assignment >>

Use the menus to navigate to the screen you wish to access. Hover the cursor over the menu name (in this case **Deal**). The cursor will change into a pointing hand and the menu items will appear.

Where you see the >> symbol this indicates that this item is a sub menu rather than a screen. Hover over the name of the sub menu to see the items linked to it. The path you've followed will be shaded a darker blue.

Hover over the items in the sub menu and then click on the name of the screen you want to access.

national**grid**

- If you need to close the menu, take your mouse off it, and it closes after a couple of seconds.

About Exit | Contacts

22-Aug-2014 04:25:10 BST   Local intranet

Screen – System Info

Application Request Information - Microsoft Internet Explorer

GEMINI
EXIT

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Messages-16

User Name:XJIM200

Gemini Exit

Environment:env151gm

You are here : Home > Deal > Capture > Request Information > Application Request Information Report

Deal

The selected screen is now displayed. The navigation buttons have changed. The ⏻ icon has been replaced with the ⬆ icon. Click on the arrow icon to return to the homepage.

Application Request Information

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT BA Name*: JIM EXIT UAT BA

Product*: --Select--   Method of Sale:* --Select--

Query   Clear

This is the Breadcrumb Trail. It shows the menu/sub menu path followed to reach the current screen.

This is the name of the menu that the screen belongs to.

22-Aug-2014 04:37:25 BST

Local intranet

Favourites Icons

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

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✉ Messages-16

User Name:XJIM2001

Gemini Exit

Environment:e

These icons enable you to control your favourites list. If there is a particular screen that you often use you can use this feature as a quick way to navigate straight to that screen.

If you want to add the screen you are in to your favourites list click on the Ⓐ icon

Application Request Information

BA Code*: JIM   **BA Abbr.Name*:** JIM EXIT UAT   **BA Name*:** JIM EXIT UAT BA

Product*: --Select--   **Method of Sale:*** --Select--

Query   Clear

22-Aug-2014 04:37:25 BST

Local intranet

Adding Favourites

Application Request Information - Microsoft Internet Explorer

Add Favourites - Microsoft Internet Explorer

A pop up will be displayed.

GEMINI EXIT

| Contract | Publish | Deal |

The system will populate this field with the name of the screen but you can amend this.

Application Request

If you are happy with the name click the **Add** button.

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT   BA Name*: JIM EXIT UAT BA

Product*: --Select--   Method of Sale:*

It now appears in the list.

The **New Folder** button allows you to create a new folder within your favourites list. You can then use this to organise your favourites. Once a folder has been created you can save the screen to that folder by clicking on the folder name before clicking on the **Add** button.

In order to save it you should click on the **OK** button.

If you change your mind and decide you don't want to add the screen to your favourites list you can click on the **Cancel** button. The screen won't be saved to your favourites list.

Name : Application Request Information

My Favorites

Application Request Information

Add

New Folder

OK

Cancel

22-Aug-2014, 04:37:25 BST

Local intranet

Favourites Icons

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

| Contract | Publish | Deal |

Messages-16

User Name:XJIM2001

Gemini Exit

Environment:

Application Request Information

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT BA Name*:

Product*: --Select--

Query   Clear

A **V** These icons enable you to control your favourites list. If there is a particular screen that you often use you can use this feature as a quick way to navigate straight to that screen.

If you want to add the screen you are in to your favourites list click on the **A** icon.

If you want to access a screen already saved in your favourites list click on the **V** icon.

22-Aug-2014 04:37:25 BST   Local intranet

Viewing Favourites

A pop up will be displayed.

To navigate to a screen that is saved in the list click on the name of that screen. It will take you straight to that screen.

If you decide you want to tidy up the list or remove items there is a facility to do so via the **Organise** button. Another pop up will appear that allows you to rename items, remove items and move items.

Please note the favourites list is dynamic and will only show the screens relevant to the User Role selected on the homepage.

View & Organise Favourites - Microsoft Intern...

My Favourites
Application Request Information

Organise   Close

About Exit | Contacts

Screen – Layout

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

Contract	Publish	Deal

Messages-16

Gemini Exit

User Name:XJIM2001   BA: JIM   User Role: EXIT007

Environment:env151gm   You are here : Home > Deal > Capture > Request Information > Application Request Information Report   Deal

Application Request Information

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT BA Name*: JIM EXIT UAT BA

Product*: --Select--   Method of Sale:* --Select--

Query   Clear

22-Aug-2014 04:37:25 BST   Local intranet

A screen has three areas. The grey area at the top contains the items you can select in order to perform a query.

The results of your query will be displayed here.

Many screens also have a bar at the bottom. This may display messages specific to your query plus more buttons.

Screen – Query Fields

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

Smell Gas ? Call free on 0800 111 999
all calls are recorded and may be monitored

Contract	Publish	Deal

Messages-16

User Name:XJIM2001

Gemini Exit

Environment:env

Application Request Information

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT BA Name*: J

Product*: --Select--

The fields that appear in the query criteria differ in format.

There are drop down fields where you can select one item from a list of values.

There are drop down fields where you can select one or more items from a list of values.

There are free text fields where the user enters the values.

There are date fields where the user can enter the value or select the date from a calendar facility.

There are display only fields.

An asterix next to the field label denotes that this is a mandatory field and so you must populate it before running your query.

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Performing a Query

Application Request Information - Microsoft Internet Explorer

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Messages-16

User Name:XJIM2001

Gemini Exit

Environment:env

Application Request Information

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT BA Name*: JIM EXIT UAT BA

Product*: NTS EXIT FLAT CAPACITY FIRM PRIMARY   Method of Sale:* AFLEC

Request Window Period:* 01-Jul-2010 08:00:00 to 31-Jul-2010 17:00:0   Transaction Period:* 01-Oct-2012 to 30-Sep-2013

Location:*
FARNINGHAMBOT
FARNINGHAMOT
FIDDINGTONOT
GANSTEADOT

Sub Transaction Period:* 01-Oct-2012 to 30-Sep-2013

Request Status:*
All
Allocated
Rejected
New

Query   Clear

It's happened again! The selection for the **Request Window Period** field has resulted in a number of other fields appearing along with their possible values.

This is an example of a field where you can select more than one value from the list. Where there is a long list you can quickly get to the other items by clicking in the field and then typing the first letter of the value you are looking for. It will then display the first item with that initial within the box.

22-Aug-2014 04:54:58 BST

Local intranet

Query Results

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

| Contract | Publish | Deal |

Messages-16

User Name:XJIM2001   BA: JIM   User Role: EXIT007

Notice how another icon has appeared.

Gemini Exit   ...Information > Application Request Information > Application Request Report   Deal

Application Req Information

Once you've selected all your query criteria click on the **Query** button.

BA Code*: JIM   BA Abbr.Name*: JIM EXIT UAT   BA Name*: JIM EXIT UAT BA

Product*: NTS EXIT FLAT CAPACITY FIRM PRIMARY   **Method of Sale:*** AFLEC

Request Window Period:* 01-Jul-2010 08:00:00 to 31-Jul-2010 17:00:0   **Transaction Period:*** 01-Oct-2012 to 30-Sep-2013

The results are displayed here.

Sub Transaction Period:* 01-Oct-2012 to 30-Sep-2013   ALREWASEMOT

Request Status:* All / Allocated / Rejected / New

[Query] [Clear]

Location	Sub Transaction Period	BA Code	Maximum Requested Capacity (kWh)	Minimum Requested Capacity (kWh)	Allocated Capacity (kWh)	Status	Reason	Request ID	Action
GOOLEGLASSIND	01-Oct-2012 to 30-Se...	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC1	V
GOOLEGLASSIND	01-Oct-2012 to 30-Se...	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC2	V
GOOLEGLASSIND	01-Oct-2012 to 30-Se...	JIM	1,000,000	100,000	1,000,000	ALL		JIMGOOLEGLASSINDAFLEC5	V
GOOLEGLASSIND	01-Oct-2012 to 30-Se...	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC4	V
GOOLEGLASSIND	01-Oct-2012 to 30-Se...	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC3	V

Notice how a button has now appeared at the bottom of the screen.

[Generate Report]

22-Aug-2014 05:09:32 BST   Local intranet

Screen – Generate Report

Depending on which type of report you require select the relevant radio button. The report will be launched in a separate window. You will then be able to print and/or save the report.

When you click on the **Generate Report** button this pop up will appear.

Screen –Report Icon

This is an example of the report.

Screen – Calendar Look Up

The field is now populated with the selected date.

General – Buttons

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

| Contract | Publish | Deal |

Messages-16

User Name:XJIM2001   BA: JIM   User Role: EXIT007

Gemini Exit   Environment:env151gm   Home

Across the screens you will see a variety of action buttons. Some will be specific to a process while others are more generic. The exact results of each button will depend on the screen it is attached to. Below are some of the more generic ones you'll see.
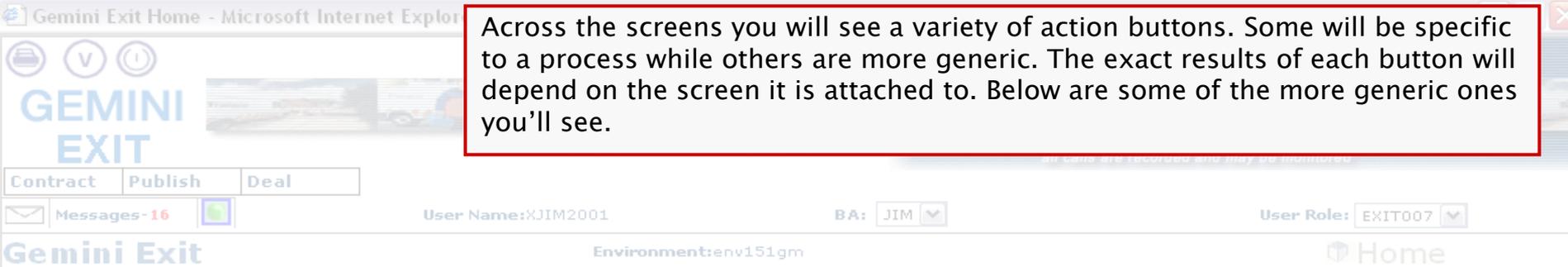
Query → Click this to perform a query.

Clear → Click this to clear any entries you have made, and clear any queried results.

Close → Click this to close the screen you are in.

Cancel → Click this to cancel your current action e.g. if you are in an add screen you will be returned to the previous screen without saving any data.

Add → Click this to add data.

Save → Click this to save any data changes you have made.

Generate Report → Click this to generate a report of your query results.

V Click this button to view the details behind a record.

M Click this button to modify the details for a record.

-2002 TO 01…
-2002 TO 01…

The three dots indicate that more data is saved than can be shown. Roll your mouse over them to view the full detail. Click anywhere to then close it.

Logging out

iGMS - Microsoft Internet Explorer

GEMINI

Smell Gas ? Call free on **0800 111 999**
all calls are recorded and may be monitored

User Name: XJIM2001

A message will be displayed for a few moments. Once the message has disappeared you will have logged out of the system.

Main Logout Page - Microsoft Internet E...

You are being Logged Out. Please wait.

A confirmation pop up will appear. To exit the system click on the **OK** button.

javascript:logout('integratedUIMain');

Local intranet

That concludes this User Interface Familiarisation Training

Thank you