

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

Click when ready...



The image shows a login screen for 'Gemini Production Citrix Access'. At the top center is the 'Xoserve' logo. Below it, the title 'Gemini Production Citrix Access' is displayed. The main content area contains the instruction: 'Please enter your Citrix user credentials and then click on 'Log-on' button'. There are two input fields: 'User name:' and 'Password:'. A 'Log On' button is positioned below the password field. The background features several computer monitors and laptops displaying a blue screen with a glowing effect. At the bottom of the screen, there is a warning message and contact information for the Xoserve Service Desk.

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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- 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

Click when ready...

The image shows a login interface for Xoserve Gemini Production Citrix Access. The page has a blue background with the Xoserve logo at the top. The main content area contains the following text and form elements:

- Gemini Production Citrix Access**
- Please enter your Citrix user credentials and then click on 'Log-on' button
- User name:
- Password:
-

Three red callout boxes with arrows point to the form fields and button:

- Enter your **Username** here. (points to the User name field)
- Enter your **Password** here. (points to the Password field)
- Click on the **Log In** button (points to the Log On 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.

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Gemini Icon


Click when ready...

Search Logged on as: ctxst1 Messages Settings Log Off 

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

Click when ready...

- The Gemini Log In screen will be displayed.

OPERATIONS

TRADING

STRATEGIES

MONITORING

GEMINI

FORECASTING

MANAGEMENT INFORMATION

GEMINI

Access is restricted to authorised users only.

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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

Click when ready...

iGMS - Microsoft Internet Explorer

GEMINI

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

User Name: XJIM2001

Select the system you wish to access

Gemini Gemini Exit

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

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

22-Aug-2014 04:15:32 GMT+01:00 Local intranet

Homepage

Click when ready...

Gemini Exit Home - Microsoft Internet Explorer



User Name: XJIM2001

BA: JIM

User Role: EXIT007

Gemini Exit

Environment: env151gm

Home



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](#)

Homepage

Click when ready...

Gemini Exit Home - 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 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.

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- 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](#)

Homepage - System Info

Click when ready...

Gemini Exit Home - Microsoft Internet Explorer

**GEMINI
EXIT**

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

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

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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](#)

Homepage - User Info

Click when ready...

Gemini Exit Home - Microsoft Internet Explorer

GEMINI EXIT

Contract Publish Deal

Messages - 16

User Name: XJIM2001

Environment: env151gm

BA: JIM

User Role: EXIT007

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

nationalgrid

home

About Exit | Contacts

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

Local intranet

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

Click when ready...

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.

Contract Publish Deal

Messages - 16

User Name: XJIM2001

BA: JIM

User Role: EXIT007

Gemini Exit Environment: env151gm Home

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.

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

Homepage – System Messages


Click when ready...

Gemini Exit Home - 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 BA: JIM User Role: EXIT007

Gemini Exit Environment: env151gm Home

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

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

Click when ready...

Gemini Exit Home - Microsoft Internet Explorer



Contract Publish Deal

Messages - 16

User Role: EXIT007

Home

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

Messages Page - Microsoft Internet Explorer

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

The full message is displayed.

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

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

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

Message Details Page - Microsoft Intern...
The Mos AFLEC0009 has been Published

Close

Homepage - User Role

Click when ready...

Gemini Exit Home - 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 BA: JIM User Role: EXIT007

Environment: env151gm

home

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.

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- 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.

[About Exit](#) | [Contacts](#)

Accessing a Screen

Click when ready...

The screenshot shows the Gemini Exit web application in a Microsoft Internet Explorer browser window. The page title is "Gemini Exit Home". The main navigation bar includes "Contract", "Publish", and "Deal". The "Deal" menu is expanded, showing sub-items: "Capture >>", "Adhoc Offer >>", "Transfer >>", and "Assignment >>". The "Capture >>" sub-menu is further expanded, showing "Setup User Preferences", "Capture Requests", "Request Information >>", "Application Request Information Report", and "Buyback Contracts Request Information Report". The "Application Request Information Report" item is highlighted. The page also features a "Messages - 16" notification, a "User Role: EXIT007" dropdown, and a "Home" button. The "nationalgrid" logo is prominently displayed in the center of the page. At the bottom, there are links for "About Exit" and "Contacts".

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.



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

Screen - System Info

Click when ready...

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.

Gemini Exit 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

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

Click when ready...

The screenshot shows a Microsoft Internet Explorer browser window titled "Application Request Information - Microsoft Internet Explorer". The browser's address bar and toolbar are visible. The main content area displays the "GEMINI EXIT" application interface. At the top left of the application, there is a favourites list with four icons: a home icon, a "V" icon, and an "A" icon. A red arrow points from the "A" icon in the favourites list to a text box. The text box contains the following text: "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." Below this, another text box explains: "If you want to add the screen you are in to your favourites list click on the 'A' icon". The application interface includes a navigation bar with "Contract", "Publish", and "Deal" buttons, a "Messages - 16" notification, and a "User Name: XJIM200" field. Below the navigation bar, there are fields for "Product*" and "Method of Sale*", both with "--Select--" dropdown menus. At the bottom right of the application area, there are "Query" and "Clear" buttons. The system tray at the bottom of the browser shows the date and time as "22-Aug-2014, 04:37:25 BST" and the network as "Local intranet".



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

Adding Favourites

Click when ready...

A pop up will be displayed.

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

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

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.

Application Request Information - Microsoft Internet Explorer

Contract Publish Deal

GEMINI EXIT

Application Request

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

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

Add Favourites - Microsoft Internet Explorer

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

Click when ready...

The screenshot shows a Microsoft Internet Explorer browser window displaying the Gemini Exit application. The browser title bar reads "Application Request Information - Microsoft Internet Explorer". The application header includes the Gemini Exit logo and navigation tabs for "Contract", "Publish", and "Deal". Below the header, there are fields for "Messages - 16", "User Name: XJIM200...", and "Environment: s...". The main content area is titled "Application Request Information" and contains fields for "BA Code*: JIM", "BA Abbr.Name*: JIM EXIT UAT", "BA Name*", and a "Product*" dropdown menu. At the bottom right of the application area are "Query" and "Clear" buttons. A red arrow points from the "A" icon in the browser's favourites bar to the first callout box. Three callout boxes with red borders provide instructions on using the "A" and "V" icons.

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

Contract Publish Deal

Messages - 16 User Name: XJIM200... Environment: s...



Gemini Exit


Application Request Information


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

Product*: --Select--

Query Clear

Callout 1:   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.

Callout 2: If you want to add the screen you are in to your favourites list click on the  icon.

Callout 3: If you want to access a screen already saved in your favourites list click on the  icon.

Viewing Favourites

Click when ready...

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.

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About Exit | Contacts

Screen - Layout

Click when ready...

The screenshot shows the Gemini Exit application interface within a Microsoft Internet Explorer browser window. The browser title is "Application Request Information - Microsoft Internet Explorer". The application header includes the Gemini Exit logo, navigation tabs for "Contract", "Publish", and "Deal", and a status bar with "Messages - 16". The user information section displays "User Name: XJIM2001", "BA: JIM", and "User Role: EXIT007". The breadcrumb trail reads "You are here : Home > Deal > Capture > Request Information > Application Request Information Report".

The main content area is titled "Application Request Information" and contains a form with the following fields:

- BA Code*: JIM
- BA Abbr.Name*: JIM EXIT UAT
- BA Name*: JIM EXIT UAT BA
- Product*: --Select--
- Method of Sale*: --Select--

Buttons for "Query" and "Clear" are located to the right of the form fields. A large grey box in the center of the page is intended for query results.

At the bottom of the page, there is a bar for displaying messages and additional buttons.

Three red text boxes with arrows provide additional context:

- The top box points to the grey header area: "A screen has three areas. The grey area at the top contains the items you can select in order to perform a query."
- The middle box points to the large central area: "The results of your query will be displayed here."
- The bottom box points to the footer area: "Many screens also have a bar at the bottom. This may display messages specific to your query plus more buttons."

Screen - Query Fields

Click when ready...

The screenshot displays the 'Application Request Information' page in Microsoft Internet Explorer. The page features a header with the Gemini Exit logo and a navigation menu with 'Contract', 'Publish', and 'Deal' buttons. A banner at the top right reads 'Smell Gas ? Call free on 0800 111 999' with a note that 'all calls are recorded and may be monitored'. The user interface includes a 'Messages - 16' notification, a 'User Name: XJIM2001' field, and an 'Environment: env' label. The main content area is titled 'Application Request Information' and contains several query fields: 'BA Code*:' with the value 'JIM', 'BA Abbr.Name*:' with the value 'JIM EXIT UAT', and 'BA Name*:' with the value 'J'. A 'Product*:' field is shown as a dropdown menu with '--Select--' selected. Red arrows point from the text boxes to the asterisks on the 'Product*' label and the 'BA Code*' value.

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.

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

Local intranet

Performing a Query

Click when ready...

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

Contract Publish Deal

Messages - 16

User Name: XJIM2001

Environment: env

Gemini Exit

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:c 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.

Query Results

Click when ready...

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.

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

The results are displayed here.

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-Sep-2013	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC1	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC2	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM	1,000,000	100,000	1,000,000	ALL		JIMGOOLEGLASSINDAFLEC5	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM	1,000,000	100,000	0	WTH		JIMGOOLEGLASSINDAFLEC4	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	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

Screen - Generate Report

Click when ready...

Application Request Information - Microsoft Internet Explorer

GEMINI EXIT

Contract Publish Deal

Messages - 16

User Name: XJIM2001 BA: User Role:

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*: NTS EXIT FLAT CAPACITY FIRM PRIMARY Method of

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

Location*: ABERDEENOT ABERNEDDPS ALDBROUGHSTOR ALREWASEMOT Sub Transaction Period*: 01-Oct-2012 to 30-Sep-2013 Request Status*: All Allocated Rejected New

Query Clear

Location	Sub Transaction Period	BA Code	Maximum Requested Capac	Minimum Requested	Allocated Capacity (GWh)	Status	Reason	Request ID	Action
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM				WTH		JIMGOOLEGLASSINDAFLEC1	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM				WTH		JIMGOOLEGLASSINDAFLEC2	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM				ALL		JIMGOOLEGLASSINDAFLEC5	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM				WTH		JIMGOOLEGLASSINDAFLEC4	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2013	JIM				WTH		JIMGOOLEGLASSINDAFLEC3	V

Report Option

Please select the report option

CSV Formatted

Close

Generate Report

22-Aug-2014 05:12:16 BST Local intranet

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

Click when ready...

GEMINI EXIT

Contract Publish Deal

Messages - 16

User Name

Gemini Exit

Application Request Information

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

Product*: NTS EXIT FLAT CAPACITY FIRM

Request Window Period*: 01-Jul-2010 08:00:00 to 31-Jul-2010

Location*:
ABERDEENOT
ABERNEDDPS
ALDBROUGHSTOR
ALREWASEMOT

Generate Report

Save Close

"Gemini Exit", "Environment:", "env151gm", "You are here : Home > Deal > Capture > Re

"Application Request Information"

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

"Request Window Period*:", "01-Jul-2010 08:00:00 to 31-Jul-2010 17:00:00", "Transact

"Location*:", "GOOLEGLASSIND", "Sub Transaction Period*:", "01-Oct-2012 to 30-Sep-201

"GOOLEGLASSIND", "01-Oct-2012 to 30-Se...", "JIM", "1,000,000", "100,000", "0", "WTH", "J

"GOOLEGLASSIND", "01-Oct-2012 to 30-Se...", "JIM", "1,000,000", "100,000", "0", "WTH", "J

"GOOLEGLASSIND", "01-Oct-2012 to 30-Se...", "JIM", "1,000,000", "100,000", "1,000,000",

"GOOLEGLASSIND", "01-Oct-2012 to 30-Se...", "JIM", "1,000,000", "100,000", "0", "WTH", "J

"GOOLEGLASSIND", "01-Oct-2012 to 30-Se...", "JIM", "1,000,000", "100,000", "0", "WTH", "J

GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2012	JIM	1,000,000	100,000	0	WTH	JIMGOOLEGLASSINDAFLEC4	V
GOOLEGLASSIND	01-Oct-2012 to 30-Sep-2012	JIM	1,000,000	100,000	0	WTH	JIMGOOLEGLASSINDAFLEC3	V

Generate Report

This is an example of the report.

Screen – Calendar Look Up

Click when ready...

View Overrun User Agreement - 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 BA: JIM User Role: EXIT007

Environment: env151gm You are here : Home > Contract > Maintain Overrun User Agreement Contract

View Overrun User Agreement

BA Code: --All-- BA Abbr. Name: --All-- BA Name: --All-- Location: --All--

Period From: 30-Mar-2010 Period To: Status: --All--

Query Clear

The field is now populated with the selected date.

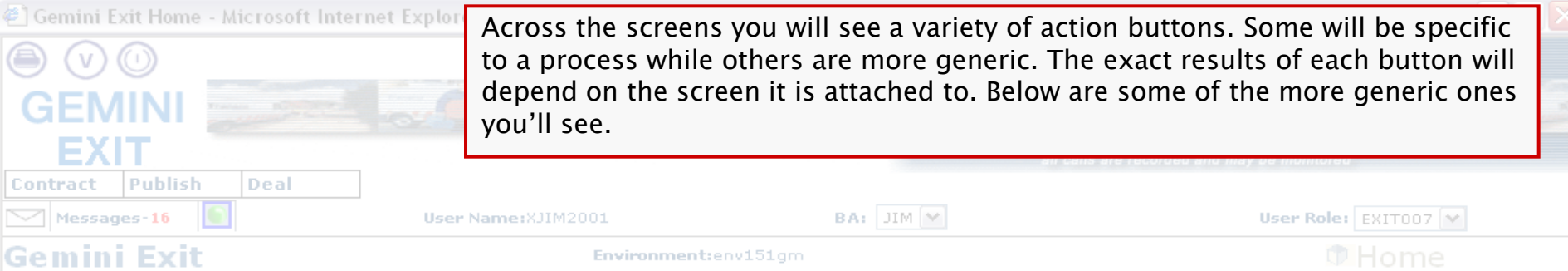
View Unapproved Agreement Add

22-Aug-2014 05:25:13 BST Local intranet

General – Buttons

Click when ready...

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.

`p-2002 TO 01...`
`y-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

Click when ready...

The screenshot shows a Microsoft Internet Explorer browser window titled "iGMS - Microsoft Internet Explorer". The page header features the "GEMINI" logo and a banner with the text "Smell Gas ? Call free on 0800 111 999" and "all calls are recorded and may be monitored". Below the banner, the user name "User Name: XJIM2001" is displayed. A pop-up window titled "Main Logout Page - Microsoft Internet E..." is open, showing the message "You are being Logged Out. Please wait." A red arrow points from the pop-up window to a text box explaining the message. Another red arrow points from the main page to a text box explaining the pop-up.

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

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