



SMARTQ 1.2

DELIVERY POINT ADDITION (DPA)
REQUEST— MTE ENVIRONMENT

JANUARY 19-22, 2021



SMARTQ OVERVIEW

TESTING VERSION 1.2

AGENDA –SMARTQ 1.0 TESTING

- Objectives
- Roles/Responsibilities
- SmartQ Testing Schedule
- Test Environment Information
- SmartQ Online DPA Request Overview
- Questions
- Using Request Management System (RMS) for assistance

OBJECTIVES

THIS MEETING:

- Provide an overview of the SmartQ 1.2 DPA testing process
- Outline the roles of SmartQ DPA Users and SPP project team
- Address questions from participants

OBJECTIVES, CONTINUED

TESTING

- Provide SmartQ DPA Users hands-on experience with Delivery Point Addition online submission form prior to Production implementation
- Ensure the form functions according to Addendum 1 to Attachment AQ.

ROLES AND RESPONSIBILITIES

SmartQ DPA Users

- Create an online request for Delivery Point Addition (aka Change in Local Delivery)
- Upload single documents or multiple (Zipped) files in File Uploads section
- Generate a pdf form for printing
- Submit the request form
- Use the RMS ticketing system for questions and feedback

ROLES AND RESPONSIBILITIES

SPP Team

- Support user testing 8:00AM to 5:00PM CST
- Respond to user RMS tickets in a timely manner
- Communicate any changes and/or updates regarding testing in a timely manner

SMARTQ 1.2 TEST SCHEDULE

- 01/19/2021 – Testing Kickoff Meeting for SmartQ
- 01/19/2021 – All Users have verified their connectivity to the SmartQ Testing Environment
- 01/19/2021 – 01/22/2021 (4) Business Days of Unstructured Member Testing in the Testing Environment

HELPFUL ITEMS TO REMEMBER

- Google Chrome is the preferred browser for SmartQ. Use of Internet Explorer is not advised.
- Links to this training tutorial and a SmartQ DPA Sample Request can be found at the bottom of the Delivery Point Addition Dashboard.
- The testing environment, <https://smartq.itesppmembers.org> will not be monitored after Friday, January 22nd. Requests created at this site will not be considered for review.

WHAT IS SMARTQ 1.2 DPA?

- The SmartQ 1.2 Delivery Point Addition online request form is the foundation for a new, automated DPA request submission tool
- When the SmartQ DPA form is launched to Production, you will still have the option to submit requests by email if you prefer

ACCOUNT SET UP IN TEST ENVIRONMENT

[HTTPS://SMARTQ.ITESPPMEMBERS.ORG](https://smartq.itesppmembers.org)

SPP Southwest Power Pool

Log In

Username

Password

Don't have an account? [Sign Up](#)
[Forgot your password?](#)

Log In

SmartQ Online Form Submission Tool
Generator Interconnection and Delivery Point Addition Requests

[SmartQ Tutorial](#) • [Submit RMS Ticket](#) • [Contact Us](#)

Copyright © 2020 Southwest Power Pool, Inc. All rights reserved

Confidential Information Authorized Access Only

Select "Sign Up" to create a test account.

ACCOUNT SET UP

Account Set Up

Already have an account? [Log In](#)

SmartQ Onli

Generator Interconn

When all fields are complete, click "Add User."

SECURITY QUESTIONS

Choose Security Questions

Select Security Question 1

Answer 1

Select Security Question 2

Answer 2

Select Security Question 3

Answer 3

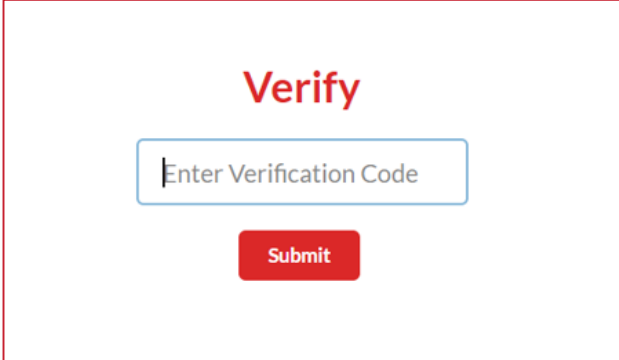
Security questions are the last step before submitting account registration.

ACCOUNT APPROVAL

- You will receive an email notification from SmartQ that an Administrator will approve your user account
- We will approve your user account asap, during the hours of 8:00AM to 5:00PM CST
- You will receive an email notification from SmartQ, letting you know your account is approved

LOGGING IN

- Return to <https://smartq.itesppmembers.org> and choose "Login"
- Enter User ID and Password and click "Submit"
- You'll receive an email with a verification code. Enter the code and click "Submit"
- A verification code is issued at each login.



The image shows a verification screen with a red border. At the top, the word "Verify" is written in red. Below it is a text input field with a light blue border and the placeholder text "Enter Verification Code". At the bottom of the input field is a red button with the word "Submit" in white text.

NOTE: Login expires after a period of inactivity. When this happens, SmartQ automatically returns you to the login screen so you can sign in again and get a new verification code.

CREATE YOUR REQUEST

SmartQ

Generator Interconnection

Delivery Point Addition

Users

AQ-DPA Dashboard

Submissions Pending Review +

Rejected Submissions +

In Progress Submissions +

Approved Submissions +

All Submissions +

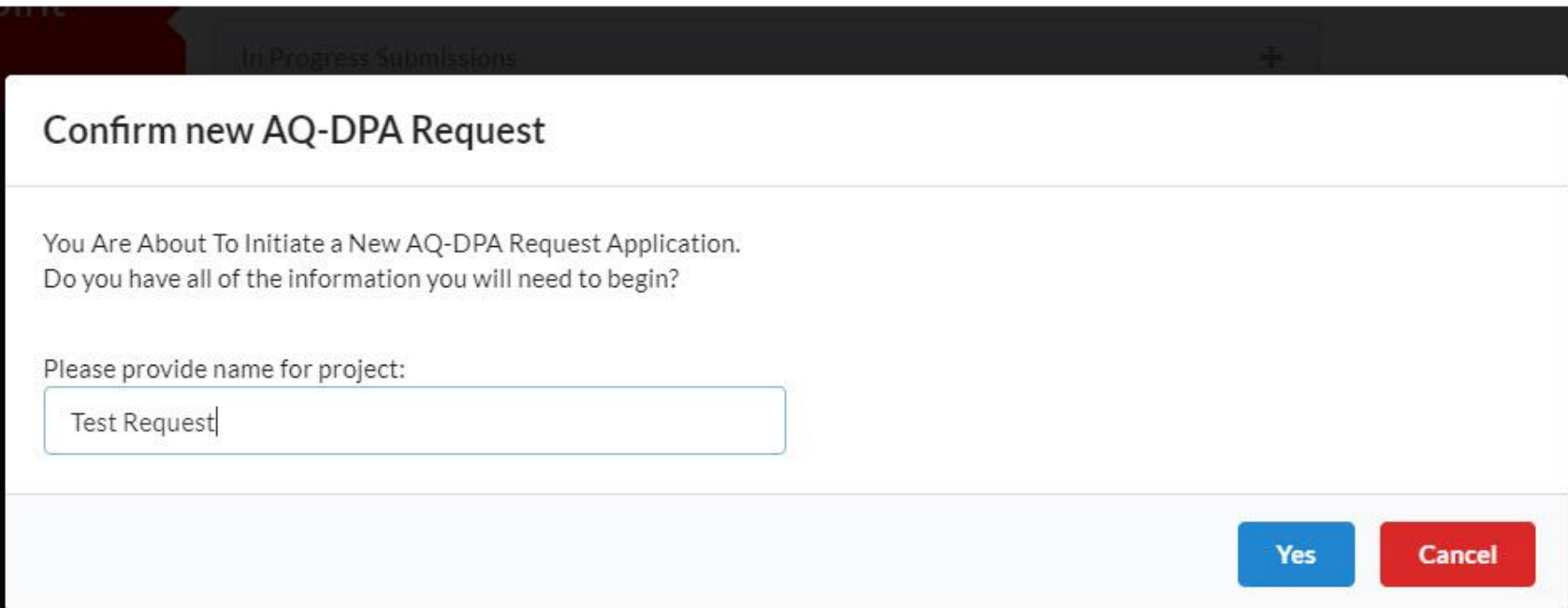
Create Request

[SmartQ Tutorial](#) • [SPP Tariff Attachment AQ](#) • [DPA Request Form](#) • [DPA Flowchart](#) • [Delivery Point Additions Guidelines](#)
[Submit RMS Ticket](#) • [Contact Us](#)

Copyright © 2020 Southwest Power Pool, Inc. All rights reserved
Confidential Information Authorized Access Only

Click the Delivery Point Addition bar to choose the AQ-DPA Dashboard.
Click the Create Request button.

NAME YOUR REQUEST



In Progress Submissions

Confirm new AQ-DPA Request

You Are About To Initiate a New AQ-DPA Request Application.
Do you have all of the information you will need to begin?

Please provide name for project:

Yes Cancel

Give your test request a project name and click “Yes” to begin filling in the request form.

NOTE: When the DPA online form is live in the Production environment, this project name will become part of the DPA number (DPA-2021-Feb-#### **Project Name**) assigned by SPP.

ONLINE REQUEST FORM

The screenshot shows a web interface for the SmartQ online request form. On the left is a dark grey sidebar with navigation options: 'SmartQ', 'Generator Interconnection', 'Delivery Point Addition' (highlighted in red), and 'Users'. The main content area is titled 'Delivery Point Addition Form - Test Request' and contains a form titled 'Description of Delivery Point'. The form fields are: 'Submitter Name' (Vanessa Johnson), 'Date of Notice' (December 30, 2020), 'Host Transmission Owner' (empty), 'Description' (empty), 'Type of Change' (dropdown menu with 'Select all that apply...' selected), and 'Comments' (text area with '200 character max...' placeholder).

Your request form is ready to fill in.
The Date of Notice is automatic and will be final when you submit your request.

REQUIRED RESPONSE FIELDS

Description of Delivery Point

Submitter Name

Vanessa Johnson

Date of Notice

December 29, 2020

Host Transmission Owner *

Response required.

Description *

Response required. If all information is covered in the following fields, enter N/A.

Type of Change *

New Load at Existing Delivery Point x

A response is required for all fields with *. If you have no information for a field, please respond with N/A.

LOAD TRANSFER & FORECAST TABLE

Desired Meter Location *

Response required.

Load transfer from another delivery point

Impacted Delivery Points *

Description of impacted delivery points is required here when the checkbox is selected. NOTE: Maximize your browser's window to expand the cells in Ten Year Load Forecast table.

Ten Year Load Forecast (MW values only)

Season	PF	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Summer	.98	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1
Winter	1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1
Light	1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1	2.1

Anticipated modifications to other delivery points

Ten Year Load Forecast table is available when "Load transfer" is checked. Maximize your browser's window to expand the table cells. An additional comment box appears for "Anticipated Modifications."

NEW DELIVERY POINT

New Delivery Point Information

Facility Information

Constructed by Host Transmission Owner

For New Delivery Point, please respond in this and all remaining fields.

Constructed by Transmission Customer

300 character max...

Location

If adding a new Delivery Point, please respond with all relevant information in the remaining fields. We ask that you respond N/A in the fields that don't apply to your request.

COMMENTS AND DOCUMENT UPLOAD

Other Pertinent Information

Additional technical details include:

File Uploads

Choose File No file chosen

One-line Diagram.pdf ✕

I have generated and reviewed the final form and understand that any changes will require SPP approval.

Generate Form

Submit

Other Pertinent Information is your opportunity to add final comments about any part of your request.

In **File Uploads**, please attach needed documentation such as iDev files and One-line Diagram showing existing and proposed facilities. You may attach multiple individual documents or a Zipped file.

REQUIRED FIELDS REMINDER

[Empty form field]

I have generated and reviewed the final form and understand that any changes will require SPP approval.

Generate Form

Submit

Warning
Not all required fields have been completed.



[SmartQ Tutorial](#) • [SPP Tariff Attachment AQ](#) • [DPA Request Form](#) • [DPA Flowchart](#) • [Delivery Point Additions Guidelines](#) • [Submit RMS Ticket](#)
[Contact Us](#)

Copyright © 2020 Southwest Power Pool, Inc. All rights reserved

Confidential Information Authorized Access Only

The Warning disappears when all required fields (*) are completed, and the "Generate Form" button becomes available for reviewing your request form.

GENERATED REQUEST

Delivery Point Addition Form

Request for Change in Local Delivery Facilities

Request Name: Lake Village Substation

Submitter Name: Vanessa Johnson

Submission Date: 12/29/2020

Pursuant to the Delivery Point Addition Process in Attachment AQ of the Tariff notice is hereby provided on **12/29/2020** (date of notice) to **Friendly Transmission** (the Host Transmission Owner) and Transmission Provider that Transmission Customer requests certain changes in delivery point(s) under the agreement.

Review the request form; then scroll to the bottom of the form to make changes or print.

GENERATED REQUEST

4) Other pertinent information

Additional technical details include:

Back

Print

At the bottom of the generated request, you can choose to go Back to make changes or submit the request.

You can also Print the request here or at its status in the dashboard (In Progress, Submission Pending Review, Approved). Look for the printer icon in each instance.

SUBMIT YOUR REQUEST

File Uploads


Choose File No file chosen

One-line Diagram.pdf ×

I have generated and reviewed the final form and understand that any changes will require SPP approval.

Generate Form Submit

When you are ready to submit your request, click the checkbox confirming you have reviewed it. The **Submit** button is then available. If changes are needed to your DPA request after you click Submit, you'll need to contact the SmartQ Administrator at SmartQ@spp.org to reopen your request.

SPP Southwest Power Pool SmartQ Hello Ed Tesla! 





SmartQ **Generator Interconnection** **Delivery Point Addition** **Users**

AQ-DPA Dashboard [Create Request](#)

Submissions Pending Review +

Rejected Submissions +


In Progress Submissions +

		Project Name	Company Name	Status	Submission Time	Submitter Name
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		New Array Solar Farm		IN PROGRESS		edtesla2
				IN PROGRESS		edtesla2

Total Pages: 1 Total Rows: 2 Page Size

Navigation: << < 1 > >>

If at any time you need to stop testing, you can return to SmartQ with your log-in credentials, reopen your request on the AQ-DPA Dashboard, select the "+" on the "In Progress Submissions" tab. Then, click the "eye" icon to open the form and resume testing.

SPP Southwest Power Pool SmartQ Hello Ed Tesla!  [Create Request](#)



SmartQ


Generator Interconnection

Delivery Point Addition







Users

AQ-DPA Dashboard

Submissions Pending Review  


Rejected Submissions 

In Progress Submissions

		Project Name	Company Name	Status	Submission Time	Submitter Name
						
		New Array Solar Farm		IN PROGRESS		edtesla2
				IN PROGRESS		edtesla2

Total Pages: 1

Total Rows: 2

Page Size: 5 

Navigation: << < 1 > >>

Your submitted request is now found in the Submissions Pending Review tab.

QUESTIONS ON TESTING?

USER SETUP IN THE REQUEST MANAGEMENT SYSTEM (RMS)

CREATE YOUR REQUEST MANAGEMENT SYSTEM (RMS) ACCOUNT

- From your browser enter URL <https://spprms.issuetrak.com>
- Select "Register Now"
- Enter your User ID which will be your company work email address
- Create a password then click "Sign In"

If you already have an RMS account, you may simply login.

SUBMITTING YOUR TICKET

Click, "**Submit Request**" from the left side of the screen to begin the request submittal process. Your screen will look like the example below.

The screenshot shows the 'Submit Request' interface. On the left is a navigation menu with the following items: My SPP RMS, **Submit Request**, Search Requests, Unassigned Requests, Calendar, Knowledge Base, Reports, Closing Requests, RMS Metrics, and SPP Website. The main content area is titled 'Submit Request' and contains the following elements:

- A prompt: "Please begin by selecting Quick Pick"
- A dropdown menu labeled "* Quick Pick:"
- An "Organization:" field with a search icon and links for "details" and "history".
- A "Caller:" field with a search icon and links for "add", "details", and "history".
- A "Subject:" text input field.
- A "Full Description:" section featuring a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, font face (Verdana), font size (12px), bulleted list, numbered list, link, and unlink.

SUBMITTING YOUR TICKET

- From the “Quick Pick” drop down, select “Project Inquires”
- Subtype 1, select “SmartQ Release 1.2”
- Complete your inquiry by completing the Subject and Full Description fields

Quick Pick: ▼

* Class: ▼

Request Status: ▼

This Request is used to submit an inquiry regarding current SPP Projects.

Do NOT change Request Type. Doing so will delay a response to your inquiry.

In *Subtype 1* select the appropriate project. Your selection ensures timely assignment of your inquiry to the appropriate project owner.

* Request Type: ▼

* Subtype 1: ▼

Subtype 2:

RMS CONTACT

Sonya Hall

SPP Customer Relations

Please feel free to contact me at shall@spp.org if you need help with submitting your testing results via the Request Management System (RMS).

<https://spprms.issuetrak.com/login.asp>

