





Presentation Labeling	? Xcel Energy*
User Action Required	
1 Enter Data	
User Verification Required or Informational Item	
Verify Data	
Note: Presentation Notes section contains additional details and bac numbered item	ckground related to each
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Today's presentations use the label coding shown in this slide. The bluish/green labels require user entry (such as value to entry or selection). Orange labels are used for either informational items or items which should be verified by the user.











You will receive and email with your user name. Please following the directions provided to set your password.





In production, GTS can be accessed through the Xcel Energy Electronic Bulletin Board (EBB). This is done by selecting the "Logon to GTS" button in the upper left corner of the screen.

Note:

- 1) The "Logon to GTS" button will not be available until the GTS is live.
- 2) Historic transactional data (e.g. measurement, nominations, etc.) will only be available via Pronto. For a short period of time post go live, the website will include links to both Pronto and GTS for access to historic data. The Company will post a notice on the EBB before removing the Pronto link. Post link removal, data inquires can be submitted to your account representative.

Accessing Today						
 Today is abo This provides UAT Access 	ut learning. Below is t s access to our UAT e Link: <u>https://qcloudua</u>	he access link we v nvironment for worr t.qbsol.com/XCLES	vill use for today. ry free learning. SUITE <i>(Testing</i>			
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For the purpose of this training, we will access the GTS via a special link to the User Acceptance Testing (UAT) environment. To access this website, follow the provided link.

One item to note, as you log into the system, UAT and Production have different appearances. UAT will show a green outline. Prod will have a blue.

Disclaimer:

The website URL may be updated in the future. Please contact your account representative if you have trouble accessing the Electronic Bulletin Board (EBB).



We will begin accessing the application by logging into GTS via myquorum.

- 1) First verify the log in environment contains "UAT". In production, the environment name will contain "PRD" instead of UAT.
- 2) Enter your Username and Password
- 3) Select Login
- 4) If you have forgot your password, select forgot password and follow prompts

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Occasionally, you may receive an message indicating your account has been locked. This is typically caused my multiple incorrect log in attempts. If this occurs, please contact scheduling@xcelenergy.com for assistance.

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Once logged in is successful, a dashboard will appear.



Many features are available from the dashboard. The following is a high level list of those features

- 1. Menu Provides basic navigation
- 2. Default TSP Sets initial view in subsequent screens
- 3. User Options Allows Sign out
- 4. Persona Allows different dashboard views
- 5. Alerts General messages related to software usage (e.g. attempting to submit a nomination with incomplete information)
- 6. Search Allows quick access to screens and reports via word searches
- 7. Help Provides access to various help topics from the software's creator
- 8. Customize Allows the dashboard to be customized
- 9. Widgets provide summary information on key data
- 10. Active Screens allows quick access to open screens from the current and previous sessions

In this module we will demonstrate some of the basic functionality of these areas.



We will start with the help menu.



Help can be accessed by clicking the question mark in the upper right hand corner. A new window will appear after selecting the button.



In the help menu, you can either use the site map on the left to find topics or enter key works into the search box. Once you are done on the help page, you can close the window and return to the dashboard.





From the dashboard, the various screens need to conduct business can be found through the menu. 1) The menu is viewed by clicking the "hamburger button" in the upper left corner of the screen (the three horizontal lines) 2) within the menu, the various work flow areas are expanded to get a list of available screens 2) once the applicable screen is shown, select the screen name to open.



Once on a screen, there are some basic elements which are consistent.

- 1) The current screen name will be shown at the top
- 2) The screen list button will appear in the bottom left
 - 1) If the icon is blue, the current page has not been edited
 - 2) If the icon is orange, the current screen has pending changes which need to be saved/submitted.
- 3) Multiple screens can be opened at the same time. Selecting the screen button provides a list of all open screens. From this list, navigate back to any of the screens by selecting their name.
 - 1) Note: Open screens with pending changes will be shown with an * at the end.
 - 2) Note: To close multiple screens, select the View All button. There will be a button in the top left corner of the screen which says Close All
- 4) When done with a screen, the X can be selected to close the window and return to the dashboard.



An alternative method, screens may be accessed through the search function. The search function is available by clicking the magnifying glass in the middle of the top section of the screen. After selecting, a search box will appear, and the screen name can be entered. Once the screen name appears in the auto complete list, select the name to load the screen.



The screen from the search will now load. Note, it is not necessary to return to the dashboard to open screens through the search function. The magnifying class is available within an open screen. Simply click the magnifying class and follow the same procedure. When done with a screen, select the X button to close the window.



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Xcel Energy operations several different Transportation Service Providers (TSPs) from within one application. On each screen, you can select the specific TSP. However, on the dashboard, you can pick a default TSP which will be used when all screens initiate. This provides a convenient way to minimizing clicking if you work primarily in a single TSP.

To select your default TSP, click on the words TSP Number.



When the selection box appears:

1) Select PSCO for today's training. In production, you would chose the applicable TSP for your contract.

2) Once selected, select the Update button.

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When the dashboard refresh occurs, the TSP bar may be hidden. Select the small triangle button to view. Once selected, you will be able to see the default TSP is now set.





Each dashboard contains a series of widgets with various information. Applicability of the various widgets will vary based on individual rolls. Two Personas have been setup in the system to provide the most relevant information for each type of role. To change Persona, select the Persona button, then select the desired role.





Occasionally, the system will provide alerts. Those alerts, along with applicable notes, will appear in the upper right corner when they occur. You can review the message and then select close to proceed. If there are active alters on other pages, the alerts area will show a count. Click on the alter count to see the active alerts.





As mentioned above, GTS system requires periodic password changes. When due, a email similar to this will be sent to your inbox. Follow the provided link to change your password.