

**Demand Response Information System
(DRIS) Training for
June 2010 Deployment
Part 3 – Resource Import File**

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May 11, 2010 1:00 pm – 4:00 pm
May 17, 2010 1:00 pm – 4:00 pm (Webex only)
June 8, 2010 9:00 am – 12:00 pm

Rensselaer, NY

Training Topics

- ◆ Part 1: Introduction to DRIS
 - *DRIS User Requirements*
 - *Accessing DRIS*
 - *DRIS User Interface features*
 - *Terminology*
 - *Dashboard*
 - *DRIS Calendar*
 - *SCR and EDRP Activity Timelines*
- ◆ Part 2: Imports and Exports
- ◆ Part 3: Resource Import File
 - *Import Exceptions*
- ◆ Part 4: Post-Import Operations
 - *View Pending Records*
- ◆ Part 5: Aggregations
 - *Requesting Aggregation IDs*
 - *Aggregation Management*
 - *Strike Price*
- ◆ Part 6: Other DRIS Operations
 - *UCAP Report*
 - *Viewing Resource Information*
- ◆ Part 7: Training, Market Trials and Deployment
 - *Additional DRIS Training sessions for June Deployment*
 - *Market Trials*
 - *Deployment*

Import File Header

- ◆ File header
 - *First line/row: Effective Date*
 - Format: Effective Date=mm/dd/yyyy&
 - ***Ampersand (&)* is required**
 - **Effective date must be updated before import**
 - *Second line/row: Program type (only one program type row per file header)*
 - Format: Program=SCR&
 - ***Ampersand (&)* is required**
 - Format: Program=EDRP&
 - ***Ampersand (&)* is required**
- ◆ Column headers may be included in Import File
- ◆ **Only CSV format may be imported into DRIS**

Import File Examples with File Header Rows

Example: XLS, XLSX Formats – **ONLY CSV FORMAT MAY BE IMPORTED**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Effective Date=05/01/2010&												
2	Program=SCR&												
3	20901473	First Resource Name	10000000000	J	CEC	123 Street		New York	NY	11101	5		
4	26001891	SCR Resource	20000000000	J	CEC	345 Street		New York	NY	11101	5 Diesel		500
5	14711026	Company Name	30000000000	D	CEC	678 Street		New York	NY	11101	19		
6	16110766	Another Resource Name	40000000000	F	CEC	910 Street		New York	NY	111010	19		
7	21151190	Generic SCR Resource	50000000000	J	CEC	1112 Street		New York	NY	11101	5 Diesel		500
8	21311202	Resource Group	6000000000000	J	CEC	1314 Street Second Fl		New York	NY	11101	5 Diesel		500
9													
10													

Example: CSV Format

(commas inserted when saving a CSV from Excel or Open Office may be left in the file and will not affect import)

```
Effective Date=05/01/2010&,
Program=SCR&,
20901473,First Resource Name,10000000000,J,CEC,123 Street,,New York,NY,11101,5,,,A,N,500,15,6/12/200
26001891,SCR Resource,20000000000,J,CEC,345 Street,,New York,NY,11101,5,Diesel,500,A,Y,500,19,6/17/20
14711026,Company Name,30000000000,D,CEC,678 Street,,New York,NY,11101,19,,,w,N,500,13,6/24/2009,500,13
16110766,Another Resource Name,40000000000,F,CEC,910 Street,,New York,NY,111010,19,,,w,N,500,18,6/7/200
21151190,Generic SCR Resource,50000000000,J,CEC,1112 Street,,New York,NY,11101,5,Diesel,500,w,Y,500,1
21311202,Resource Group,6000000000000,J,CEC,1314 Street,Second Floor,New York,NY,11101,5,Diesel,500,A,
```

Import File Field List - 1

SCR Workbook Name	DRIS Field Name	SCR Import file	EDRP Import File	Modifiable by MP	Monitored Field
Resource ID	Resource ID	X	X	N	N/A
SCR Customer Name	Resource Name	X	X	Y	N
Account Number	TO Account Number	X	X	N	N/A
LBMP Zone	Zone	X	X	Y	Y
TO	TO Name	X	X	Y	Y
Facility Street Address	Facility Address1	X	X	Y	Y
	Facility Address2	X	X	Y	N
City	City	X	X	Y	Y
State/Prov.	State	X	X	Y	Y
Zip Code	Zip Code	X	X	Y	Y
Service Voltage	Voltage Level	X		Y	Y
Generator Type	Gen Type	X	X	Y	Y (for SCR only)
Generator Name Plate Rating	Gen Rating	X	X	Y	Y (for SCR only)
CBL Method	CBL Method	X	X	N	N/A
Compliance	SCR Compliance Question	X		Y	N

Import File Field List - 2

SCR Workbook Name	DRIS Field Name	SCR Import file	EDRP Import File	Modifiable by MP	Monitored Field
<month name> Peak	PMD kW 1	X		Y	Y
B Hour	PMD Hour 1	X		Y	Y
Date	PMD Date 1	X		Y	Y
<month name> Peak	PMD kW 2	X		Y	Y
B Hour	PMD Hour 2	X		Y	Y
Date	PMD Date 2	X		Y	Y
<month name> Peak	PMD kW 3	X		Y	Y
B Hour	PMD Hour 3	X		Y	Y
Date	PMD Date 3	X		Y	Y
<month name> Peak	PMD kW 4	X		Y	Y
B Hour	PMD Hour 4	X		Y	Y
Date	PMD Date 4	X		Y	Y
Provisional APMD?	Provisional APMD	X		Y	Y
SCR #	Aggregation ID	X		Not modifiable on import file	Y
Method of Load Curtailment	Response Type	X	X	Y	Y
Curtailment Declared Value	Subscribed Load	X	X	Y	N
Generation Declared Value	Subscribed Gen	X	X	Y	N

Editing Existing Resources in the exported SCR Resource File

- ◆ If making changes manually, Excel/Open Office is the easier of the two formats in which to make changes
- ◆ Make changes to fields as appropriate
 - Check Dashboard for New Aggregation ID requests, if applicable
- ◆ Update the date in the file header
 - *SCR: Effective date must be the first of the month for which the resource file applies*
 - *EDRP: Effective date is the date on which the resources are being enrolled*
 - All EDRP resources in the file will receive the same effective date
- ◆ Save as Excel/Open Office format first
- ◆ Then save as CSV format
 - *See notes on “Saving as CSV Format” slide*

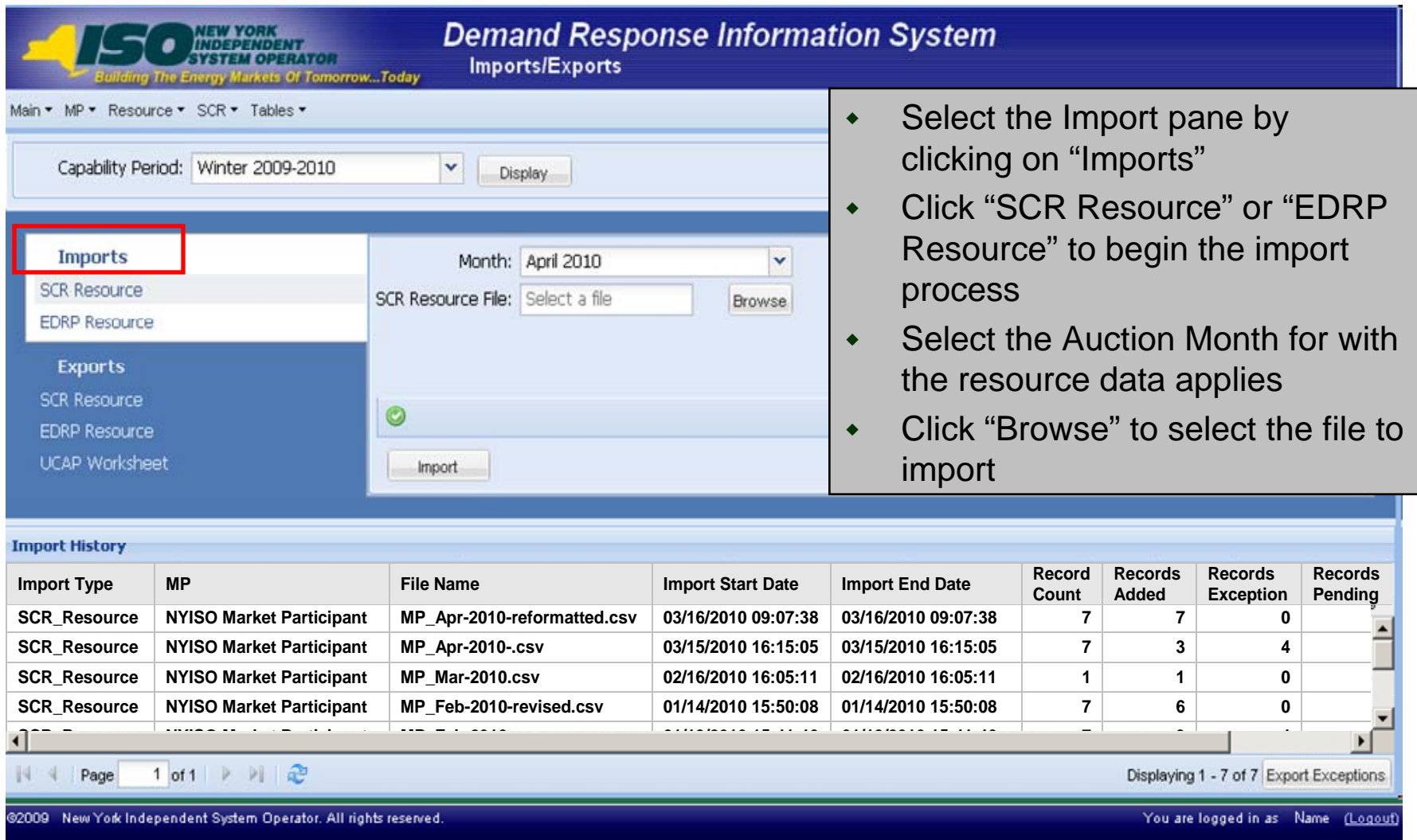
Adding New Resources to the exported SCR Resource File

- ◆ If making changes manually, Excel/Open Office is the easier of the two formats in which to make changes, especially when adding new resources
- ◆ Add new resources at the bottom of the existing resource list
 - *New SCRs must have an Aggregation ID on import record*
 - Check Dashboard for New Aggregation ID requests, if applicable
 - *Do not leave blank rows*
 - *Any special formatting or comments will not be saved when the file is saved as CSV*
- ◆ Save as Excel/Open Office format first
- ◆ Then save as CSV format
 - *See notes on “Saving as CSV Format” slide*

Saving As CSV Format

- ◆ CSV is the upload format standard for NYISO
- ◆ Considerations when using CSV Format
 - *To view the CSV format*
 - Use Notepad
 - Do not reopen in Excel/Open Office
 - Excel/Open Office attempts to “reformat” the CSV data into its own readable format
 - This causes problems with numbers, especially the TO account number
 - If TO account numbers display in scientific notation
 - Go back to Excel/Open Office version
 - Check TO account numbers to ensure they are not displayed in scientific notation
 - If displayed as scientific notation, reformat as Number with zero decimal positions
 - Resave as CSV
 - Open in Notepad and spot-check TO account numbers

Importing a Resource File



Demand Response Information System Imports/Exports

Main ▾ MP ▾ Resource ▾ SCR ▾ Tables ▾

Capability Period: Winter 2009-2010

Imports (highlighted)

SCR Resource
EDRP Resource

Exports
SCR Resource
EDRP Resource
UCAP Worksheet

Month: April 2010

SCR Resource File:

Import History

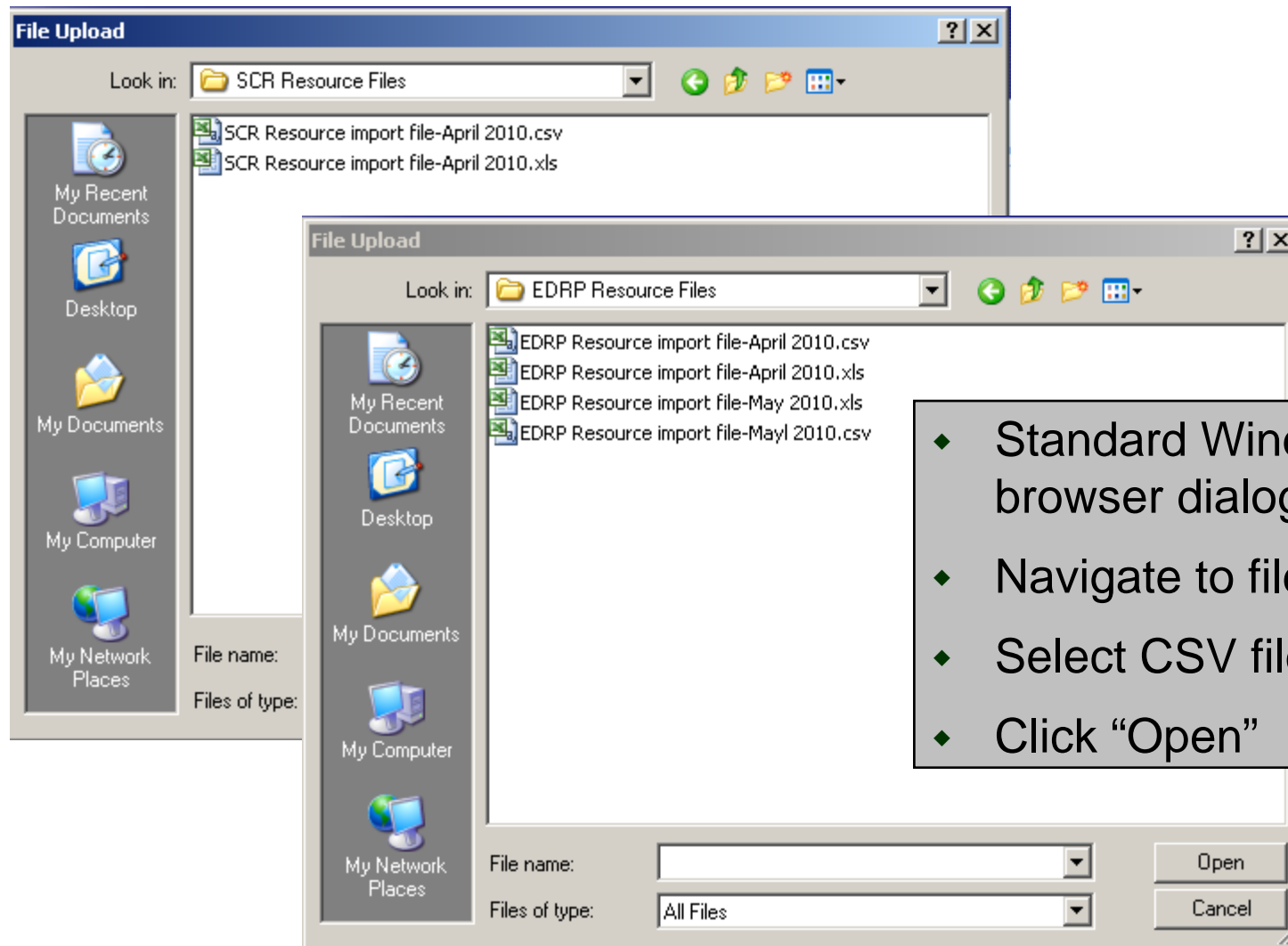
Import Type	MP	File Name	Import Start Date	Import End Date	Record Count	Records Added	Records Exception	Records Pending
SCR_Resource	NYISO Market Participant	MP_Apr-2010-reformatted.csv	03/16/2010 09:07:38	03/16/2010 09:07:38	7	7	0	
SCR_Resource	NYISO Market Participant	MP_Apr-2010-.csv	03/15/2010 16:15:05	03/15/2010 16:15:05	7	3	4	
SCR_Resource	NYISO Market Participant	MP_Mar-2010.csv	02/16/2010 16:05:11	02/16/2010 16:05:11	1	1	0	
SCR_Resource	NYISO Market Participant	MP_Feb-2010-revised.csv	01/14/2010 15:50:08	01/14/2010 15:50:08	7	6	0	

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- ◆ Select the Import pane by clicking on “Imports”
- ◆ Click “SCR Resource” or “EDRP Resource” to begin the import process
- ◆ Select the Auction Month for with the resource data applies
- ◆ Click “Browse” to select the file to import

Browse for Import File



- ◆ Standard Windows file browser dialog is displayed
- ◆ Navigate to file location
- ◆ Select CSV file to import
- ◆ Click “Open”

Import File Failures

- ◆ Problems with the layout of the import file that prevent DRIS from processing the data in the file
 - *Examples: columns in the wrong order, missing header rows, invalid date, etc.*
- ◆ Attempting to import an enrollment file after the close of an enrollment period will also cause an Import File Failure
- ◆ Identifying an Import Failure
 - *Message box displays after Import is selected (see example on next slide)*
- ◆ Result: No records from the file are imported
- ◆ Import History: An import history record with the information displayed in the Message box will be saved
- ◆ Corrective action
 - *Identify file format problem and make corrections before importing the file again*

Import File Failure Example

Example: No effective date in Import File header

Summary

Import Type:	SCR_RESOURCE	Rows Submitted:	1
File Name:	June09 import data.csv	Rows Stored:	0
Start Time:	05/07/2010 15:21:47	Rows Pending:	0
End Time:	05/07/2010 15:21:47	Rows No Change:	0
		Rows Exception:	1

Message

Import Failure

Exceptions

Field Name	Field Value	Exception Code	Unique Id
effective date		effective date could not be parsed from Import File header.	effective date
TO Service Volta	A	Could not convert number field: 'TO Service Voltage' with value 'A'	Resource ID:
Gen Type	C	Could not convert number field: 'Gen Type' with value 'C'	Resource ID:

Field Name: Effective Date

Exception Code: Effective date could not be parsed from Import File Header

Steps After the Import

- ◆ Review the Import History
- ◆ Export the Exceptions report
 - *Make import file format corrections as necessary*
- ◆ Go to Dashboard to review Enrollment Requests
 - *View Pending Enrollment Requests*
 - *Cancel an Enrollment Request*
 - *Identify Duplicate Enrollment Requests*
 - *View Approved or Denied Enrollment Requests*

Import History

- ◆ Each time a file is imported, an Import History file record is created with the same name as the import file, even if there are no exceptions
- ◆ Import History record at the bottom of the Import/Export screen provides a summary of the information in the import file
 - *Record Count*
 - *Records Added*
 - *Records Exception*
 - *Records Pending*
 - *Records No Change*

Import History								
Import Type	MP	File Name	Import Start Date	Import End Date	Record Count	Records Added	Records Exception	Records Pending
SCR_Resource	NYISO Market Participant	MP_Apr-2010-reformatted.csv	03/16/2010 09:07:38	03/16/2010 09:07:38	7	7	0	
SCR_Resource	NYISO Market Participant	MP_Apr-2010-.csv	03/15/2010 16:15:05	03/15/2010 16:15:05	7	3	4	
SCR_Resource	NYISO Market Participant	MP_Mar-2010.csv	02/16/2010 16:05:11	02/16/2010 16:05:11	1	1	0	
SCR_Resource	NYISO Market Participant	MP_Feb-2010-revised.csv	01/14/2010 15:50:08	01/14/2010 15:50:08	7	6	0	

Page 1 of 1 Displaying 1 - 7 of 7 Export Exceptions

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Import History Record Counts

- ◆ Record Count
 - *Number of records that were included in the import file*
- ◆ Records Added
 - *Number of records that were successfully saved to the database*
- ◆ Records Exception
 - *Number of records that have at least one exception*
 - *Exception records are not saved to the database*
- ◆ Records Pending
 - *Number of new enrollment requests or records where monitored fields have been changed, causing a change to a Pending status*
- ◆ Records No Change
 - *Number of records in the import file for which there was no change to the information currently in DRIS*

Viewing an Import History File

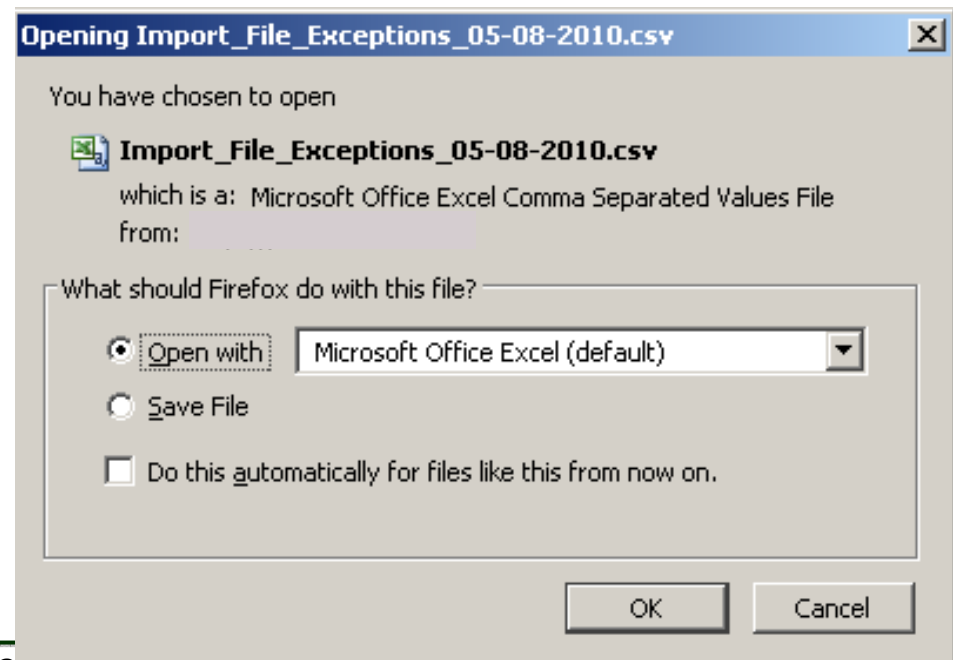
- ◆ Details of an Import History are only available through a download
 - *Click “Export Exceptions” button in lower right, below the Import History window grid*
 - *Option to Open or Save file*

Records Added	Records Exception	Records Pending
7	0	
3	4	
1	0	
6	0	

Displaying 1 - 7 of 7 records

Export Exceptions

You are logged in as Name (Logout)



Import Exceptions File

File Name		May 15 2010-header record.csv					
MP Name		NYISO Market Participant					
User	Name						
Upload Type	SCR_RESOURCE						
Capability Period	Summer 2010						
Auction Month	Jun-10						
Start Date of Import	05/07/2010 16:26:24 EDT						
End Date of Import	05/07/2010 16:26:24 EDT						
Records in File	22						
Records Saved	0						
Records Pending Approval	0						
Records With Exceptions	16						
Records With No Change in	0						
Reference #	Field in Error	Value Supplied	Exception Message				
Resource ID:20901473	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'				
Resource ID:14711026	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'				
Resource ID:16110766	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'				
Resource ID:21311202	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'				

Import Exceptions file Header

File Name	May 15 2010-header record.csv	
MP Name	NYISO Market Participant	
User	Name	
Upload Type	SCR_RESOURCE	
Capability Period	Summer 2010	
Auction Month	Jun-10	
Start Date of Import	05/07/2010 16:26:24 EDT	
End Date of Import	05/07/2010 16:26:24 EDT	
Records in File		22
Records Saved		0
Records Pending Approval		0
Records With Exceptions		16
Records With No Change in		0

- ◆ Name of the import file
- ◆ Name of Market Participant
- ◆ User who imported the file
- ◆ Type of import
 - *SCR_Resource*
 - *EDRP_Resource*
- ◆ Capability Period for which data in file applied
- ◆ Auction Month for which data in file applied
- ◆ Start and end time of import operation
- ◆ Summary detail as shown in Import History grid

Import Exceptions file Detail

Reference #	Field in Error	Value Supplied	Exception Message
Resource ID:20901473	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:14711026	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:16110766	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:21311202	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'

- ◆ Reference #
 - *The Resource ID to which the exception applies*
- ◆ Field in Error
 - *The name of the field to which the exception applies*
- ◆ Value Supplied
 - *The data that caused the exception to the Field in Error*
- ◆ Exception Message
 - *A description about what caused the exception for the specified resource and field*

Field Level Import Exceptions

- ◆ Problems with the data in the fields of individual resources
 - *Examples: missing information, invalid information (text in a date field, data does not pass validation), record already has a status that limits additional changes, etc.*
- ◆ Result: Records with field level exceptions are not processed, but Import process proceeds for other records in the file
- ◆ Import History: An import history record is created and the Import Exceptions report contains detailed record and field-specific information for each field-level exception
- ◆ Corrective action
 - *Identify data in each resource field/record causing an exception*
 - *Import the file with the corrected resource records*
 - ***To prevent exceptions, delete resource records that have already imported successfully.***

Field Level Exceptions Example

Reference #	Field in Error	Value Supplied	Exception Message
Resource ID:20901473	Provisional APMD Question	Y	Detected Monitored Field Change. Old Value:'N' New Value: 'Y'
Resource ID:20901473	Street	123 West 1st Street	123 West 1st Street does not match Street's provided value: 123 Street
Resource ID:20901473	Resource ID	20901473	Creating an Enrollment Request since a monitored field change detected.
Resource ID:26300191	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:14711026	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:14711026	Generation Type ID		If Response Type = G or B Generation Type ID must be provided
Resource ID:14711026	Subscribed Load		For Response Type C or B, Subscribed Load must be provided
Resource ID:26001891	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:26001891	PMD Hour 1	6/12/2009	Could not convert number field: 'PMD Hour 1' with value '06/12/2009'
Resource ID:26001891	PMD Date 1	43439	Could not convert date(M/d/yyyy) field: 'PMD Date 1' with value '43439'
Resource ID:26001891	PMD Hour 2	7/1/2009	Could not convert number field: 'PMD Hour 2' with value '07/01/2009'
Resource ID:26001891	PMD Date 2	27238	Could not convert date(M/d/yyyy) field: 'PMD Date 2' with value '27238'
Resource ID:26001891	PMD Hour 3	8/21/2009	Could not convert number field: 'PMD Hour 3' with value '08/21/2009'
Resource ID:26001891	PMD Date 3	24865	Could not convert date(M/d/yyyy) field: 'PMD Date 3' with value '24865'
Resource ID:26001891	PMD Hour 4	9/24/2009	Could not convert number field: 'PMD Hour 4' with value '09/24/2009'
Resource ID:26001891	Aggregation ID	B	Could not convert number field: 'Aggregation ID' with value 'B'
Resource ID:26001891	Response Type	3000	3000 is not a valid Response Type
Resource ID:26001891	Declared Value	1000	The Declared Value 1000 cannot be greater than the calculated APMD 15
Resource ID:21151190	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:21151190	Generation Type ID		If Response Type = G or B Generation Type ID must be provided
Resource ID:21151190	Subscribed Load		For Response Type C or B, Subscribed Load must be provided
Resource ID:21311202	Gen Type	Diesel	Could not convert number field: 'Gen Type' with value 'Diesel'
Resource ID:21311202	Generation Type ID		If Response Type = G or B Generation Type ID must be provided
Resource ID:21311202	Subscribed Load		For Response Type C or B, Subscribed Load must be provided
Resource ID:30491005	Resource ID		Cannot submit changes to enrollments that are Under Review.



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