



## Processing Steps for GADS NxL Data Submission

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Market Settlements  
Tariff & Monthly Markets  
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## Introduction

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This document is a guide for processing of GADS Data through the GADS NxL Portal into the ISO New England GADS Database.

## GADS Data Submission

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After Logon, there are two ways to Submit GADS Data:

### Uploading a GADS Data File

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1.1 SELECT **Upload & Process** Menu

1.2 CLICK **Browse** button and select an upload file or Files from your PC

1.3 CLICK **Upload Files** button

1.3.1 If *File Check "Processing Completed No Errors"* message received, then

1.3.1.1 CLICK **Process Data**

1.3.1.2 If Analysis *"Processing Completed No Errors"* message is received, Reports will be available & can be retrieved by Clicking on the Reports button at the top of the Upload & Process Menu then

Enter Starting Month

Enter Ending Month

CLICK type of report desired

Note: The Main Menu **Reports** provides the same function

1.3.2 If an *"Error Message"* is received and Edit Data button displayed do the following

CLICK **Edit Data** which will take you to the Edit Data Menu (see step 2 below)

Note: The Main Menu **Edit Data** provides the same function

1.3.3 If *"Processing Aborted"* message is received and Edit Data button displayed do the following

CLICK **Edit Data** which will take you to the Edit Data Menu (see step 2 below)

Note: The Main Menu **Edit Data** provides the same function

### Creating or Correcting Data

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#### 2.1 Use the Edit Data Menu

Whether you incurred an error uploading a GADS Data file and are choosing to correct it online, or are choosing to enter your data by using the GADS NxL Portal to create your data, **CLICK Edit Data**

##### 2.1.1 Entering new Data

###### 2.1.1.1 SELECT **Event Data (97)** button

2.1.1.1.1 CLICK New Event and enter your GADS Event Data

2.1.1.1.2 CLICK on SAVE Tab

2.1.1.1.3 CLICK on **Submit** button

2.1.1.1.4 After Submit Data Accepted message is received, SELECT OK which will return to Edit Data main menu

###### 2.1.1.2 SELECT **Performance Data (95)** button

2.1.1.2.1 Enter/correct your GADS Performance Data

2.1.1.2.2 CLICK on **Submit** button to submit your data

2.1.1.2.3 After Submit Data Accepted message is received, SELECT OK which will return to Edit Data main menu

2.1.1.3 Proceed to step 2.1.3 **Final Validation**

### 2.1.2 Correcting Errors

2.1.2.1 SELECT **Final Validation** and examine error messages and take appropriate action

#### 2.1.2.1.1 Event record problem

2.1.2.1.1.1 SELECT **Event Data (97)** button

2.1.2.1.1.2 CLICK the Event you want to correct

2.1.2.1.1.3 SELECT the Edit button and correct the data

2.1.2.1.1.4 CLICK on SAVE Tab

2.1.2.1.1.5 CLICK on **Submit** button

2.1.2.1.1.6 After Submit Data Accepted message is received, SELECT OK which will return to Edit Data main menu

2.1.2.1.1.2 Either proceed to step 2.1.2.1.2 **Performance record problem** or proceed to step 2.1.3 **Final Validation**

#### 2.1.2.1.2 Performance record problem

2.1.2.1.2.1 Assure Reporting Month window contains the month matching the Performance record you want to correct

2.1.2.1.2.2 SELECT **Performance Data**

2.1.2.1.2.2.1 SELECT Unit Time Info and make appropriate corrections

2.1.2.1.2.2.2 CLICK on **Submit** button

2.1.2.1.2.2.3 SELECT Operating Data and make appropriate corrections

2.1.2.1.2.2.4 CLICK on **Submit** button

2.1.2.1.2.3 Proceed to step 2.1.3 **Final Validation**

### 2.1.3 SELECT **Final Validation**

#### 2.1.3.1 CLICK **Error Check** (do this for each unit being processed)

Read each error message and make corrections on the Event or Performance Data tabs as appropriate

Remember to CLICK **Submit** button after each correction

#### 2.1.3.2 Once all units being processed are in OK status, SELECT **Process Data**

If Analysis “Processing Completed No errors” message received, Reports will be available and can be retrieved by:

Clicking on the Reports button at the top of the Upload & Process Menu then

Enter Starting Month

Enter Ending Month

CLICK type of report desired

Note: The Main Menu **Reports** provides the same function

If “Processing Completed Errors” message received, and **Edit Data** button is displayed, do the following:

CLICK **Edit Data** and repeat the error correction process above

If “Processing Aborted” message received and **Edit Data** button is displayed do following

CLICK **Edit Data** and repeat the error correction process above

### Helpful Information

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The following information has been gathered over the past 2 years of use of GAD NxL:

The processing of Final Validation attempts to reconcile Event data to Performance data. The first bit of information in an error message that states a mismatch refers to the Performance data.

Since the Reporting Month window under Edit Data by default points to the current calendar month, before selecting the Error Check button under Final Validation, assure you are pointing to the month you are processing.

Most times you can use the Auto Fill button in under Performance Data to have GADS NxL change the Performance Data to match the Event Data.

If you have 2 events in a row time wise without intervening service time, be sure the start time of the second event matches the end time of the first event.

If you have an event that is still active at the end of a month and you do not wish to leave it open, then end the event at 00:00 hours of the first of the next month rather than 24:00 hours of the last of the current month.