

This document outlines the content that will be delivered to Market Participants for the interface component of Market and Interface Training (MIT) from the perspective of a Retailer.

## Content Outline – Interface Training (Retail)

23 May 2016

Interface Training (Retail)	
<b>Session</b>	Interface Training (Retail)
<b>Purpose</b>	The purpose of Interface Training is to ensure that all applicants understand and can use the operational interfaces which will be used to interact with the CMOS portal.
<b>Objectives</b>	<p>By the end of this session, attendees will be able to:</p> <ul style="list-style-type: none"> <li>• Log on to the CMOS portal, understand general principles and use system transactions;</li> <li>• Use the CMOS portal to register a SPID and make it TRADABLE.</li> <li>• Use the CMOS portal to update meter details and submit meter reads</li> <li>• Use the CMOS portal to maintain Supply Point data</li> <li>• Use the CMOS portal to transfer a Supply Point</li> </ul>

Day 1			
Topic	Duration (mins)	Description	Delivery Method
Welcome	30	The trainer will welcome attendees, go through some housekeeping for the session, discuss the agenda for the day and present the learning objectives. The attendees will be asked to briefly introduce themselves for the benefit of the trainer and other attendees.	Presentation, Discussion
CMOS Overview and getting started	60	The trainer will provide an overview of the Central Market Operating System (CMOS) including the Market Operator interfaces described in the Interface CSDs (B2B and CMOS portal), security procedures and electronic key management.  The trainer will then explain the administration functions of the system, including logging on, users & user roles, navigation and general principles.	Presentation
Break	15	Morning break	
Registering a New Supply Point – Overview	15	The trainer will provide an overview of the process (from a system perspective) to register a new supply point.	Presentation
Registering a New Supply Point –Partial registration application/rejection and core customer data	60	The trainer will demonstrate how to submit a partial registration application/rejection and core customer data in the CMOS portal.  Attendees will practice submitting partial registration application/rejections and core customer data.	Demonstration, Exercise

Break	60	Lunch	
Registering a New Supply Point – submitting a yearly volume estimate and updating the meter location	60	<p>The trainer will demonstrate how to submit a yearly volume estimate and to update the meter location in the CMOS portal.</p> <p>Attendees will then practice submitting yearly volume estimates and updating the meter location</p>	Demonstration, Exercise
Meter Reads – Submitting a Meter Read	30	<p>The trainer will give an overview of how the CMOS deals with meter readings and will demonstrate how to submit a meter reading in the CMOS portal.</p> <p>Attendees will then practice submitting a meter reading</p>	Presentation, Demonstration, Exercise
Break	15	Afternoon break	
Maintaining Supply Point Data	60	<p>The trainer will provide an overview of maintaining SPID data in the CMOS system</p> <p>The trainer will then demonstrate how to navigate around Supply Point data and how to submit transactions related to Premises, Supply Point and Discharge Point data.</p> <p>Attendees will practice submitting Supply Point Maintenance transactions related to Premises, Supply Point and Discharge Point data.</p> <p>The trainer will provide an overview of how to carry out a data correction in the CMOS Portal.</p>	Presentation, Demonstration, Exercise
Wrap up	20	The trainer will wrap up the session and finish with a quiz to aid learning.	Presentation, Online quiz
<b>Total Duration</b>	<b>7 hr 5 mins</b>		



Day 2			
Topic	Duration (mins)	Description	Delivery Method
Welcome	15	The trainer will welcome back attendees, discuss the agenda for the day and present the learning objectives. The trainer will then do a recap from the previous day.	Presentation, Discussion
Registration Transfers – submitting a transfer	60	The trainer will provide an overview of the registration transfer process. The trainer will then demonstrate how to submit a registration transfer in the CMOS, and how to manage open transactions related to transfers. Attendees will practice submitting registration transfers and managing open transactions.	Presentation, Demonstration, Exercise
Break	15	Morning break	
Registration Transfers - transfer cancellations and erroneous transfers.	90	The trainer will demonstrate how to cancel a transfer and how to manage the resulting notifications and transactions in the CMOS. Attendees will practice cancelling transfers and handling resulting notifications and transactions. The trainer will then explain the erroneous transfer process and demonstrate how to manage erroneous transfers. Attendees will practice managing erroneous transfers.	Presentation, Demonstration, Exercise
Break	60	Lunch	

Registration Transfers – accepting and rejecting erroneous transfers	20	The trainer will demonstrate how to accept or reject erroneous transfers in the CMOS.  Attendees to practice accepting and rejecting erroneous transfers.	Demonstration, Exercise
Wrap up	45	The trainer will recap learning over the last two days and highlight key points.  The trainer will conduct a quiz to aid learning and ask attendees to submit feedback.  The trainer will wrap up the course.	Presentation, Discussion, Online quiz and feedback
<b>Total Duration</b>	<b>5 hr 5 mins</b>		



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