

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 Wholesaler.

## Content Outline – Interface Training (Wholesale)

23 May 2016

Interface Training (Wholesale)	
<b>Session</b>	Interface Training (Wholesale)
<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 Supply Point in the CMOS - and make it TRADABLE;</li> <li>• Use the CMOS Portal to add market and non-market meters, and submit meter reads;</li> <li>• Use the CMOS Portal to Maintain Supply Point data;</li> <li>• Use the CMOS Portal to upload and authorise tariffs.</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 – Register and pair	60	The trainer will demonstrate how to register a new supply point in the CMOS Portal.  Attendees will register a new water supply point and pair this with a sewerage supply point in the CMOS Portal.	Demonstration, Exercise
Break	60	Lunch	

Registering a New Supply Point – Managing Notifications and Open Transactions	30	The trainer will provide an overview of the Manage Notifications and the List Open Transactions functions within the CMOS Portal. Using the SPID created in the earlier demonstration the trainer will demonstrate how to Peek and dequeue a message in the CMOS Portal and how to view open transactions.  Attendees will Peek and dequeue messages and view open transactions for the SPID(s) they created in the earlier exercise.	Presentation, Demonstration, Exercise
Registering a New Supply Point – adding Service Components	45	The trainer will demonstrate how to add water and sewerage service components in the CMOS Portal.  Attendees will add service components to the SPID(s) created earlier.	Demonstration, Exercise
Registering a New Supply Point – viewing Business Transactions	15	The trainer will provide an overview of the Business Transaction Dossier.  The trainer will demonstrate how to view the BTD using the created SPID.	Presentation, Demonstration
Break	15	Afternoon break	
Registering a New Supply Point – adding a Discharge Point	45	The trainer will demonstrate how to add a discharge point in the CMOS Portal.	Demonstration, Exercise
Registering a New Supply Point – completing the connection	15	The trainer will demonstrate how to set the date for when the new supply point becomes active in the CMOS Portal.  Attendees will set a date for when the new supply points become active.	Demonstration, Exercise
Wrap Up	15	The trainer will wrap up the session before finishing with a quiz.	Presentation, Discussion, Quiz
<b>Total Duration</b>	<b>7 hr 0 mins</b>		

Day 2			
Topic	Duration (mins)	Description	Delivery Method
Welcome	15	The trainer recap yesterday's training before discussing the agenda for the day and presenting the learning objectives.	Presentation, Discussion
Meters & Meter Reads Submission	75	<p>The trainer will provide an overview of the process for adding meters and submitting meter readings in the CMOS.</p> <p>The trainer will demonstrate how to add a meter and submit meter readings in the CMOS Portal.</p> <p>Attendees will practice adding a new meter and submitting meter readings in the CMOS Portal.</p> <p>The trainer will then explain and demonstrate how to add a non-market meter in the CMOS Portal.</p>	Presentation, Demonstration, Exercise
Break	15	Morning break	
Maintaining Supply Point Data – Premises and Supply Point data	60	<p>The trainer will provide an overview of maintaining SPID data in the CMOS system</p> <p>The trainer will demonstrate how to navigate to the Premises and Supply Point data and how to submit Premises and Supply Point data transactions.</p> <p>Attendees will use the CMOS to update the building water status of a Supply Point, apply for a vacancy change and notify site specific arrangements.</p>	Presentation, Demonstration, Exercise
Break	60	Lunch	

Maintaining Supply Point Data – Service Components and Discharge Point data	50	<p>The trainer will demonstrate how to update a Service Component</p> <p>Attendees will use the CMOS to update a Service Component</p> <p>The trainer will demonstrate how to navigate to Discharge Point data and how to submit Discharge Point data transactions</p> <p>Attendees will use the CMOS to submit calculated discharge point details.</p> <p>The trainer will provide an overview of how to carry out a data correction in the CMOS Portal.</p> <p>The trainer will summarise Supply Point data learning.</p>	Presentation, Demonstration, Exercise
Tariffs	40	<p>The trainer will provide an overview of uploading and authorising tariffs in the CMOS.</p> <p>The trainer will demonstrate how to upload and authorise tariffs.</p> <p>Attendees will use the CMOS to upload and authorise tariffs.</p>	Presentation, Demonstration, Exercise
Break	15	Afternoon break	
Wrap up	45	<p>The trainer will recap learning over the last two days and highlight key points.</p> <p>The trainer will conduct a quiz to aid learning and ask attendees to submit feedback.</p> <p>The trainer will wrap up the course.</p>	Presentation, Discussion, Online quiz and feedback
<b>Total Duration</b>	<b>6 hr 15 mins</b>		





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