Align Release 2 User Guide

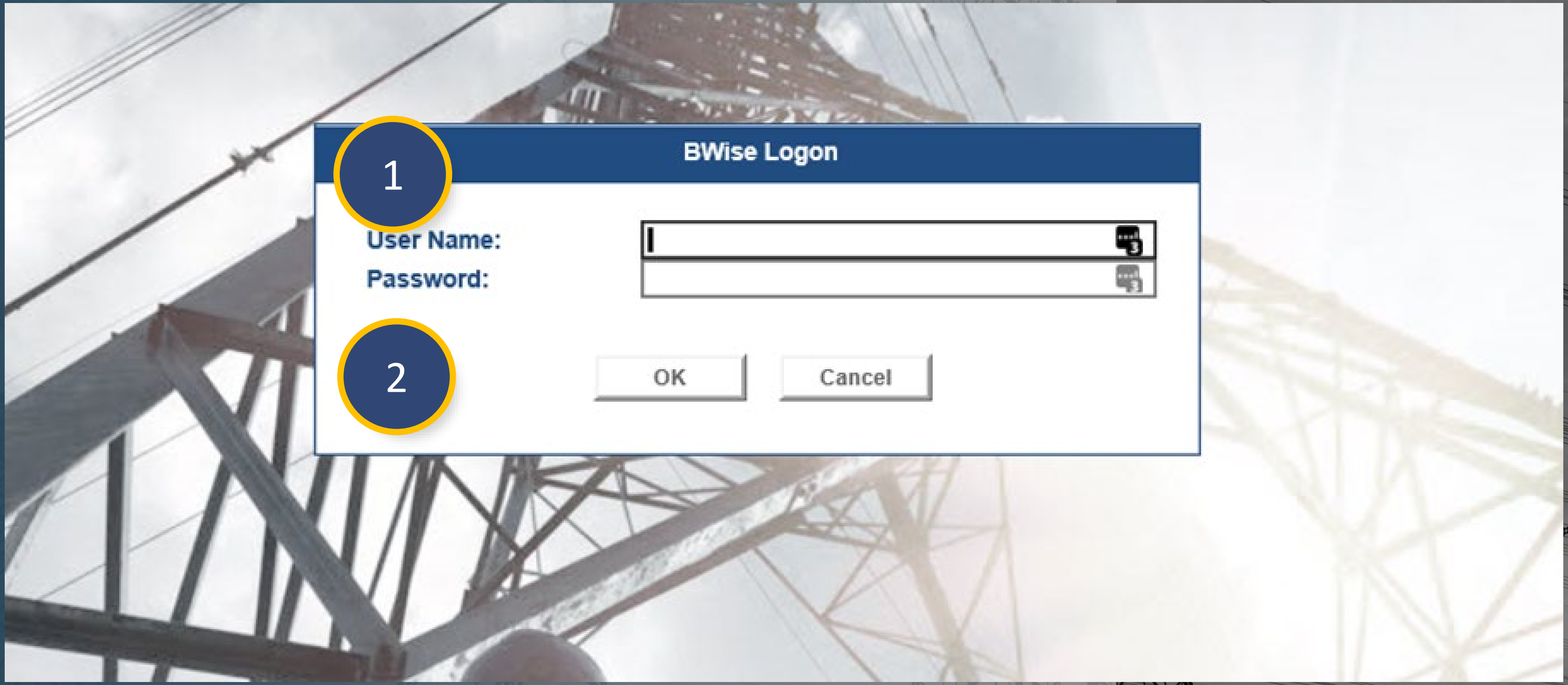
Welcome to Align Release 2. Along with the Align instructional videos, this user guide will help you navigate through all of the features included in this release. Click on a topic in the list below or in the ribbon above to begin.

This email icon indicates when an email notification will be sent to a Registered Entity

Accessing Align

*From the **Align Log-in Page***

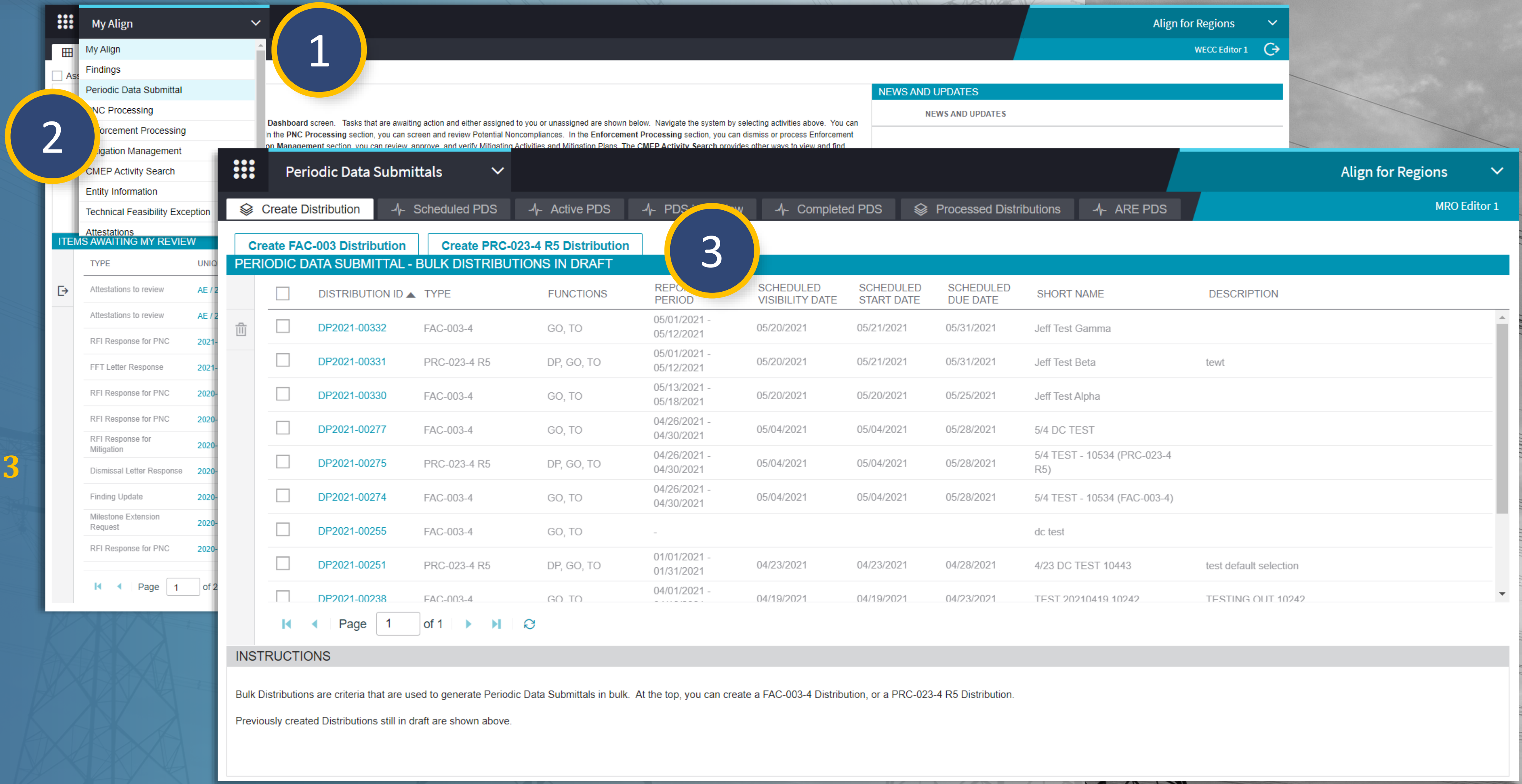
1. Enter the **Align Username**
2. Enter the **Align Password**



Create a PDS Distribution

To create a PDS Distribution navigate to the ***Periodic Data Submittal*** *view:*

1. Click the **Dropdown Arrow**
2. Click the **Periodic Data Submittal** view
3. Click the **Create FAC-003 Distribution** or **Create PRC-023-4 R5** tab



Create a PDS Distribution

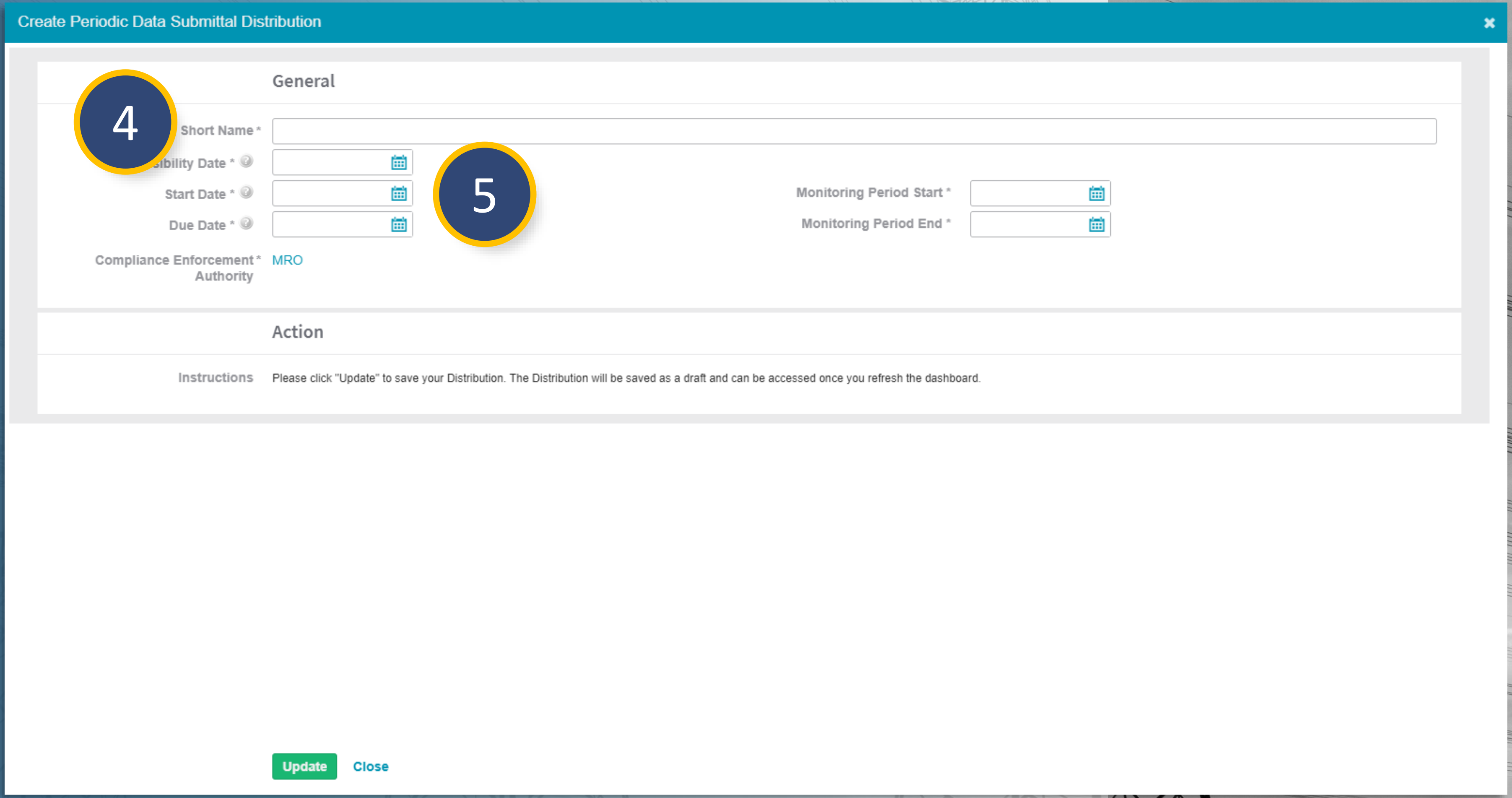
4 Enter a custom title for this PDS in the **Short Name** field

5 Enter the following dates into the next 3 fields:

Visibility Date: The date the entity can see the PDS

Start Date: The date the entity can begin editing the PDS

Due Date: The date the PDS must be submitted back to the CEA

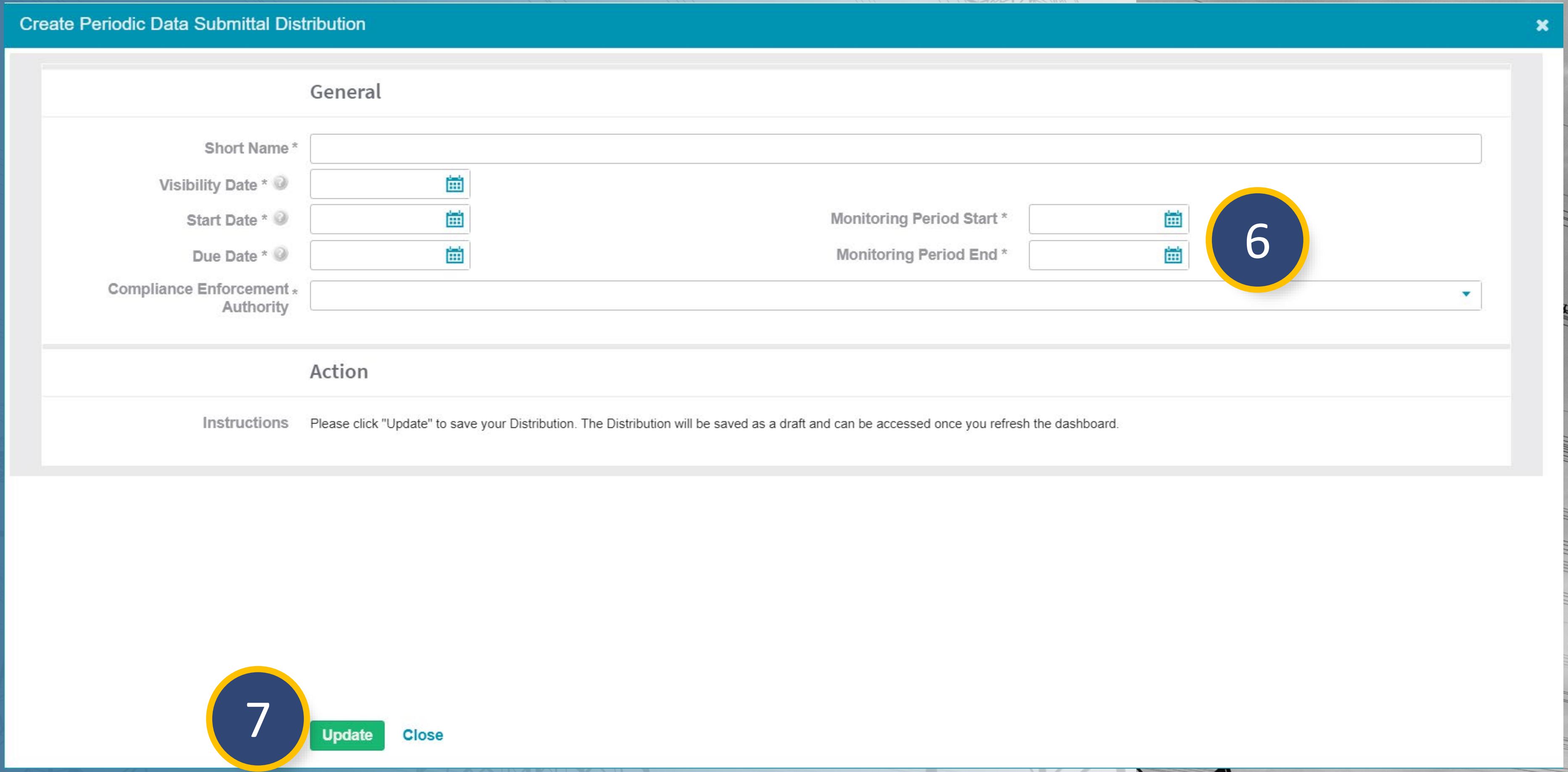


Create a PDS Distribution

6 Select the **Monitoring Period Start** and **Monitoring Period End** dates to define the time period that you want entities to submit data for

7 Click the **Update** button

Notice: The PDS will now appear in the Bulk Distributions in Draft section

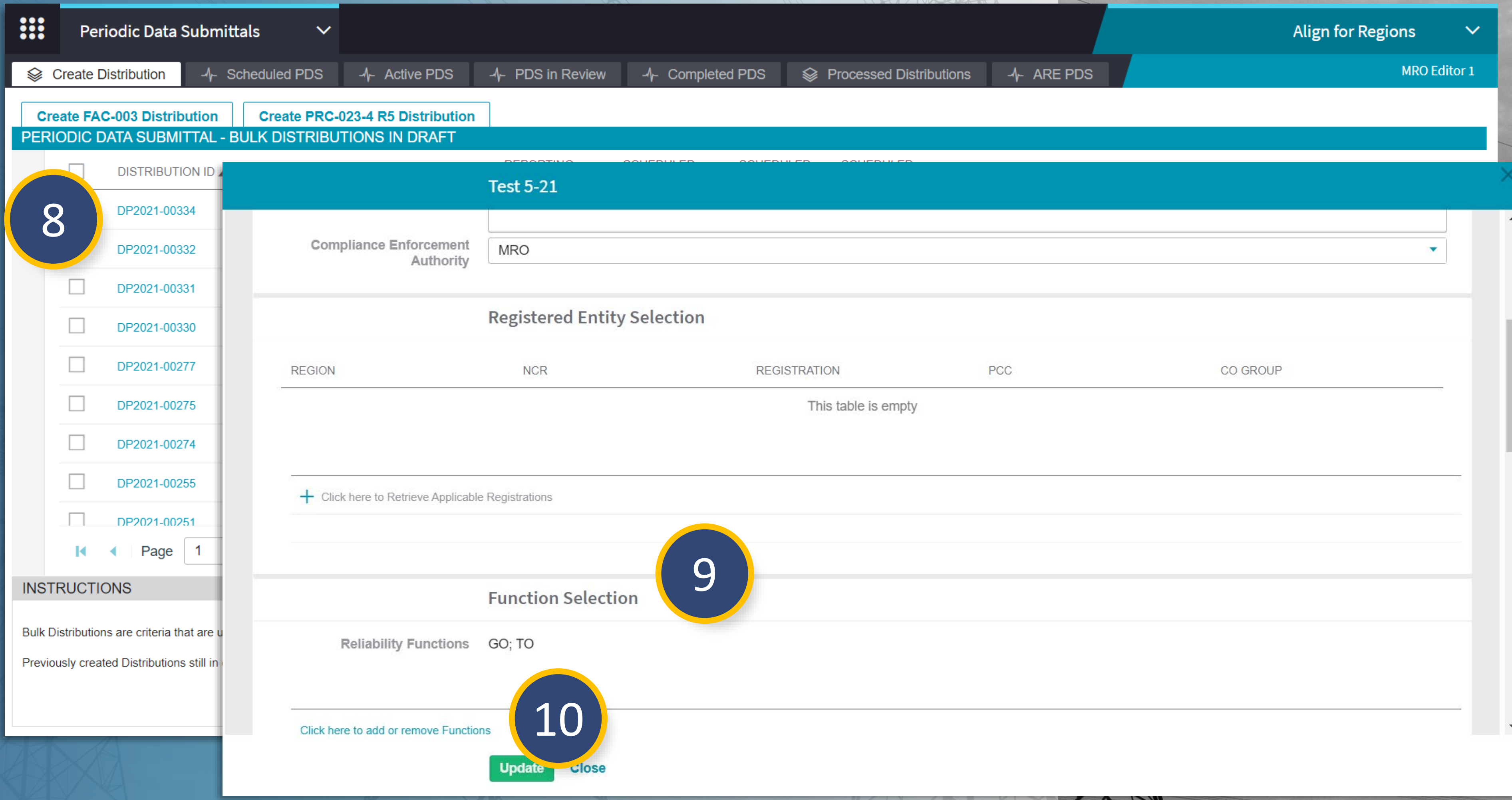


Create a PDS Distribution

8 Locate the draft you just created and click the **Distribution ID** to open the PDS

9 In the **Function Selection** section verify the reliability functions are correct

10 If you wish to add or remove a reliability function, click the **hyperlink**

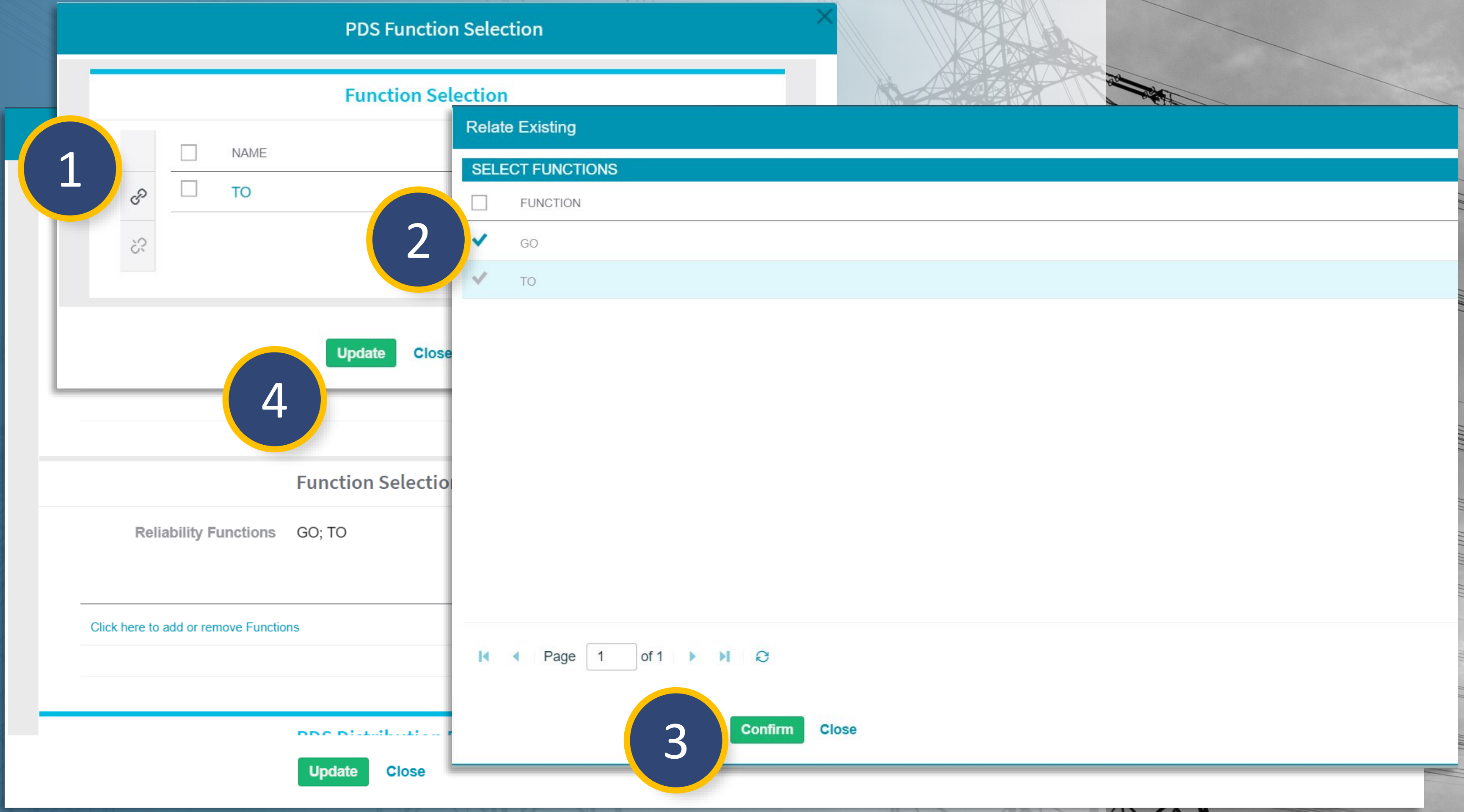


Create a PDS Distribution (Function Selection)

To add a reliability function:

1. Click the **link icon**
2. Check the **box** next to the reliability function you wish to add
3. Click **Confirm**
4. Click **Update**

Notice: Align has saved your action but will not reflect the changes you just made until you click Update on the PDS form

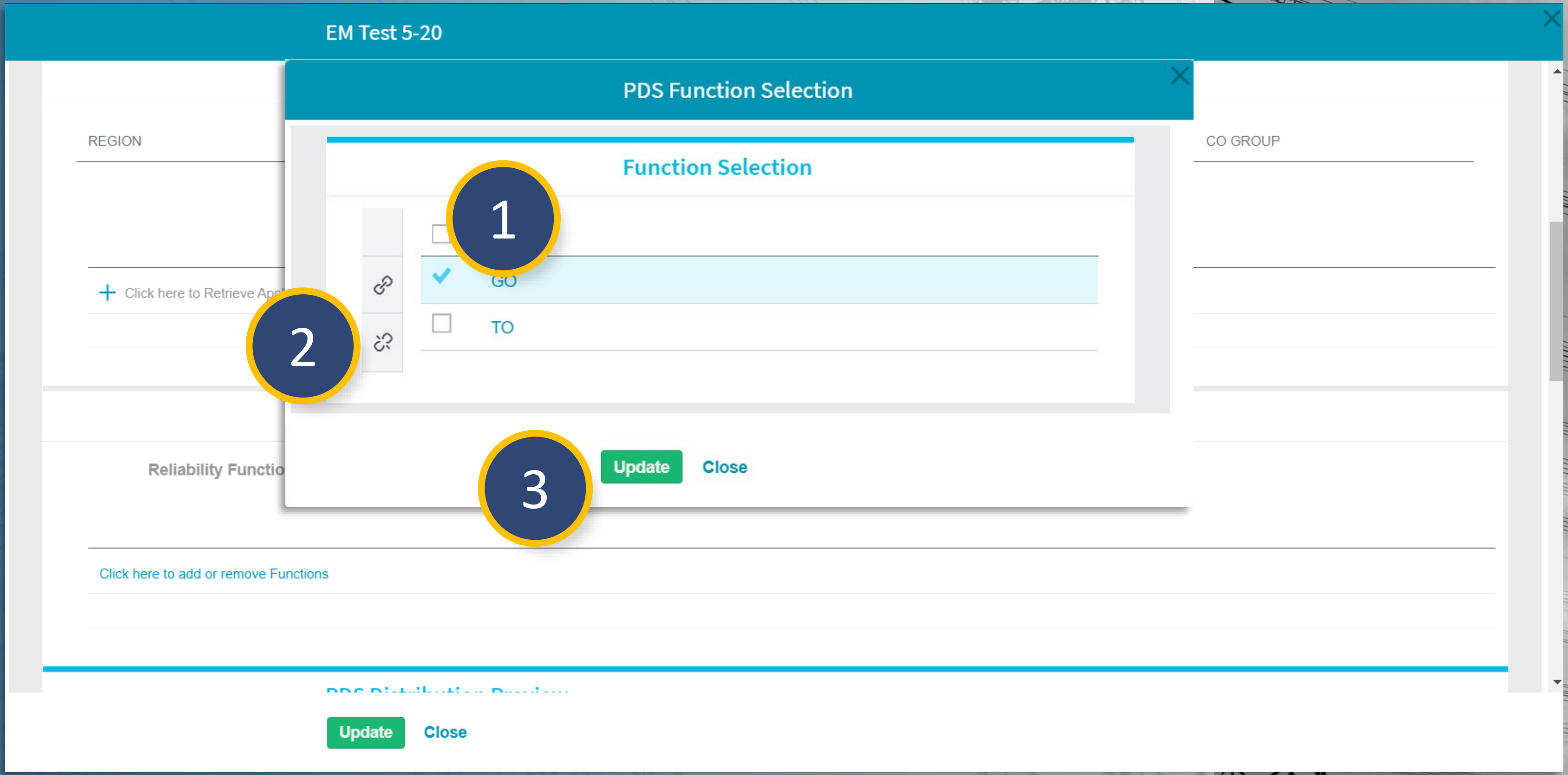


Create a PDS Distribution (Function Selection)

To remove a reliability function:

1. Check the **box** of the reliability function you wish to remove
2. Click the **unlink icon**
3. Click **Update**

Notice: Align has saved your action but will not reflect the changes you just made until you click Update on the PDS form

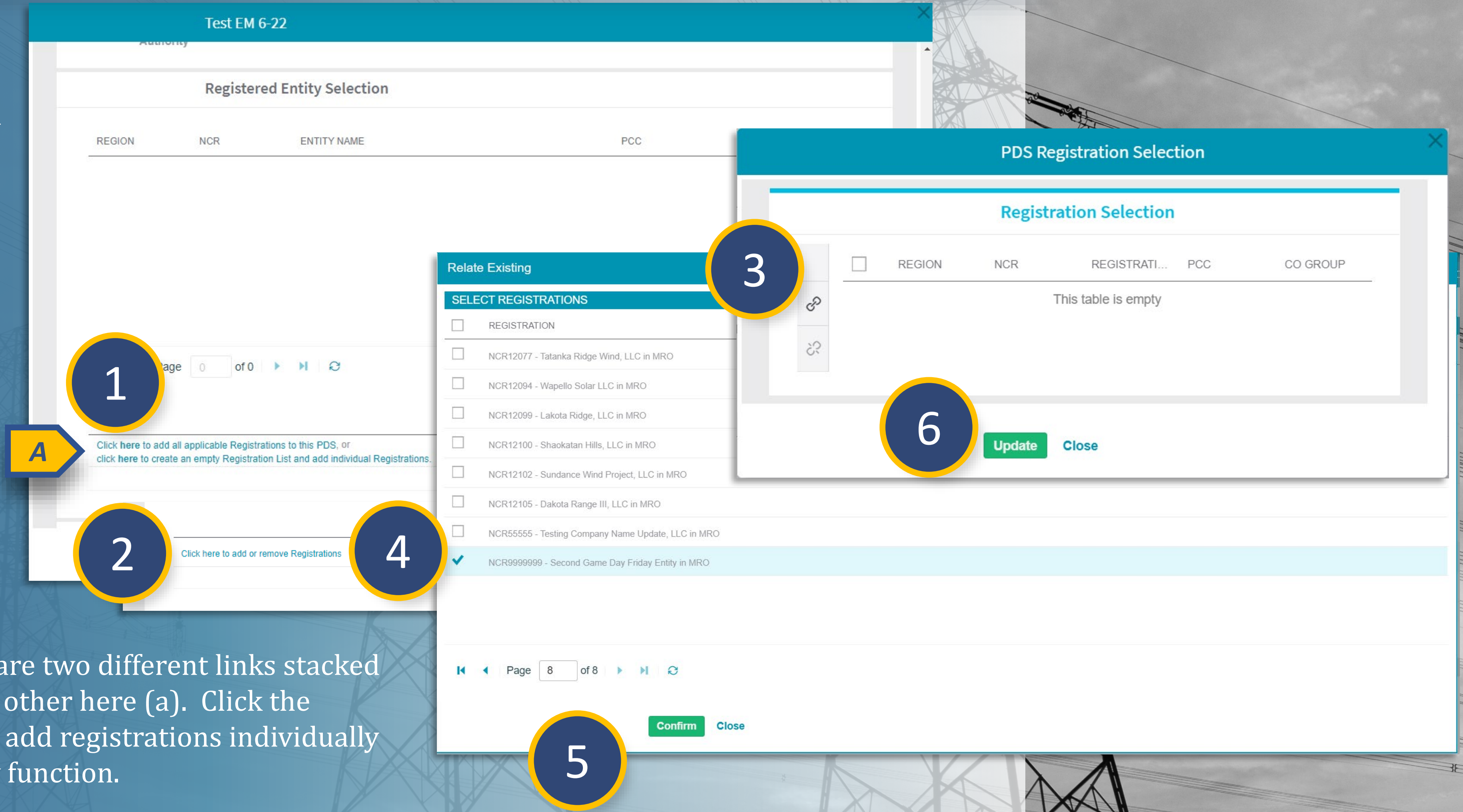


Create a PDS Distribution (RE Selection)

To add registrations to the PDS:

1. Click the top **hyperlink** to load all registrations associated with the functions you chose
2. You can add or remove registrations by clicking the new **hyperlink** that appears
3. Click the **link icon**
4. Check the **box** next to the registered entities you wish to add to this PDS
5. Click **Confirm**
6. Click **Update**

Notice: There are two different links stacked on top of each other here (a). Click the bottom link to add registrations individually rather than by function.

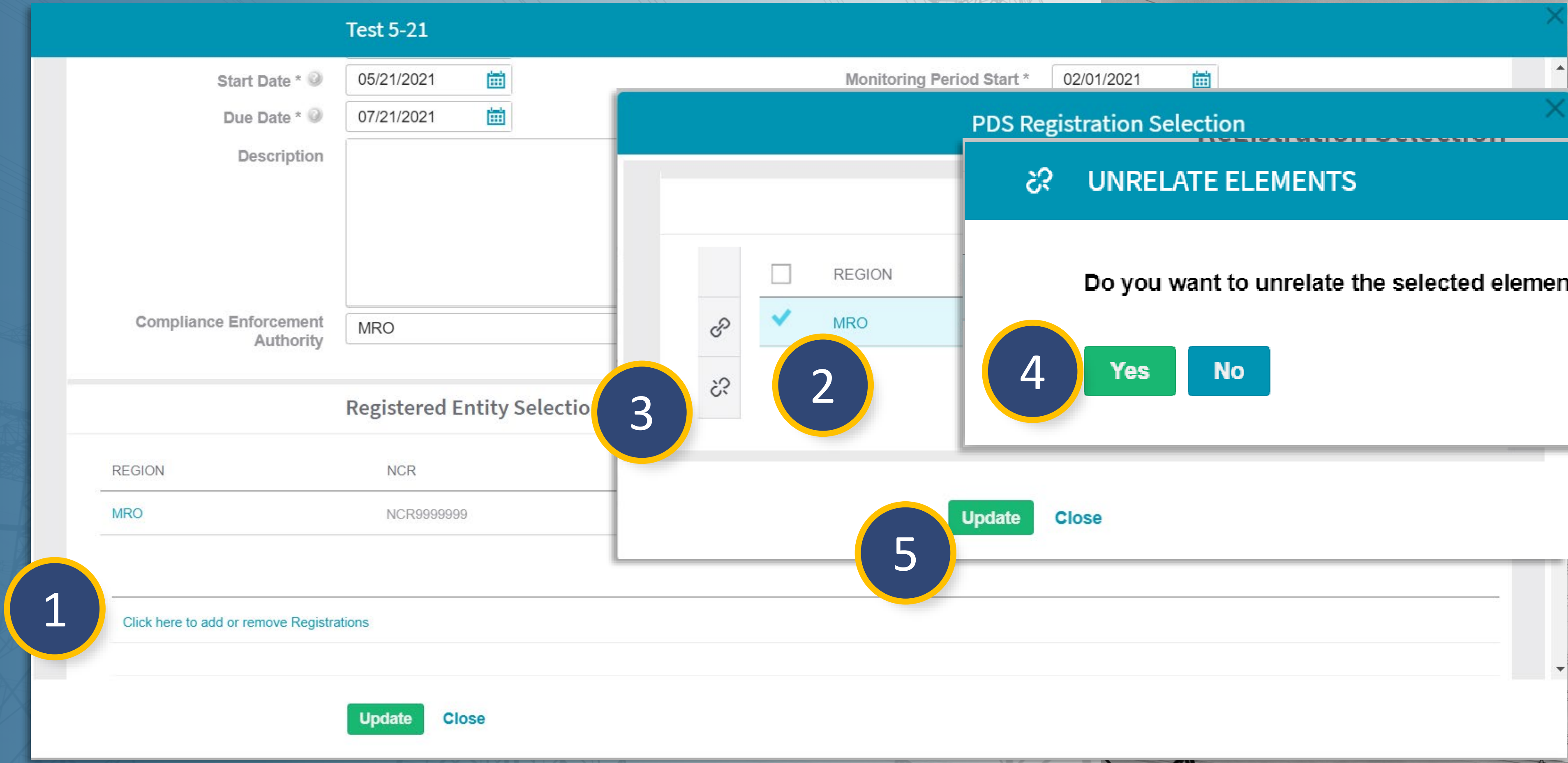


Create a PDS Distribution (RE Selection)

To remove a registered entity from the PDS:

1. In the Registered Entity Selection section, click the **hyperlink**
2. Check the **box** next to the Registered entity you wish to remove
3. Click the **unlink icon**
4. Click **Yes**
5. Click **Update**

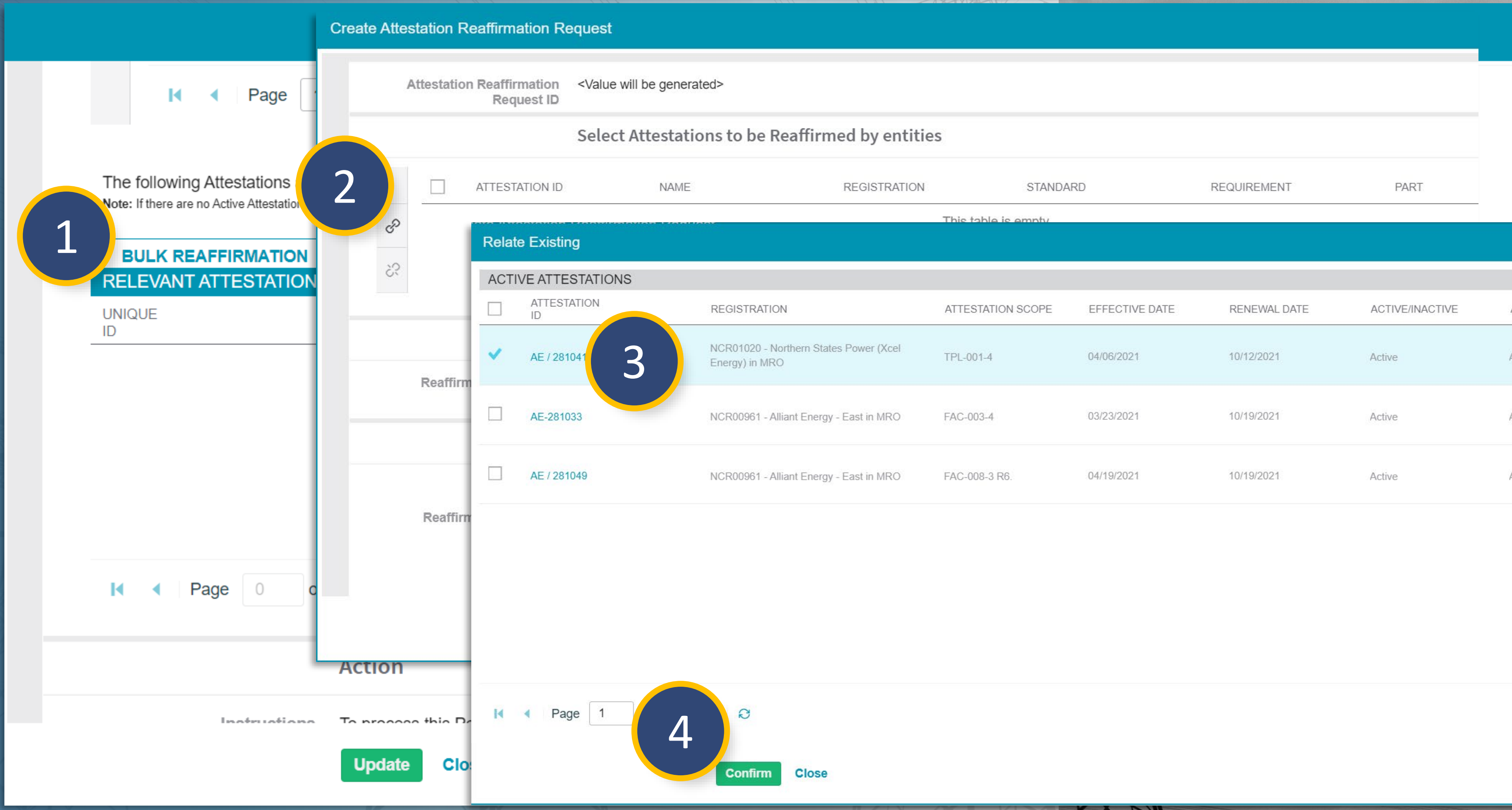
Notice: Align has saved your action but will not reflect the changes you just made until you click Update on the PDS form



Create a PDS Distribution (Attestation Reaffirmation)

To reaffirm an attestation:

1. In the **Bulk Reaffirmation** section, click the **tab**
2. Click the **link icon**
3. Check the **box** next to the attestation you wish to have reaffirmed
4. Click **Confirm**



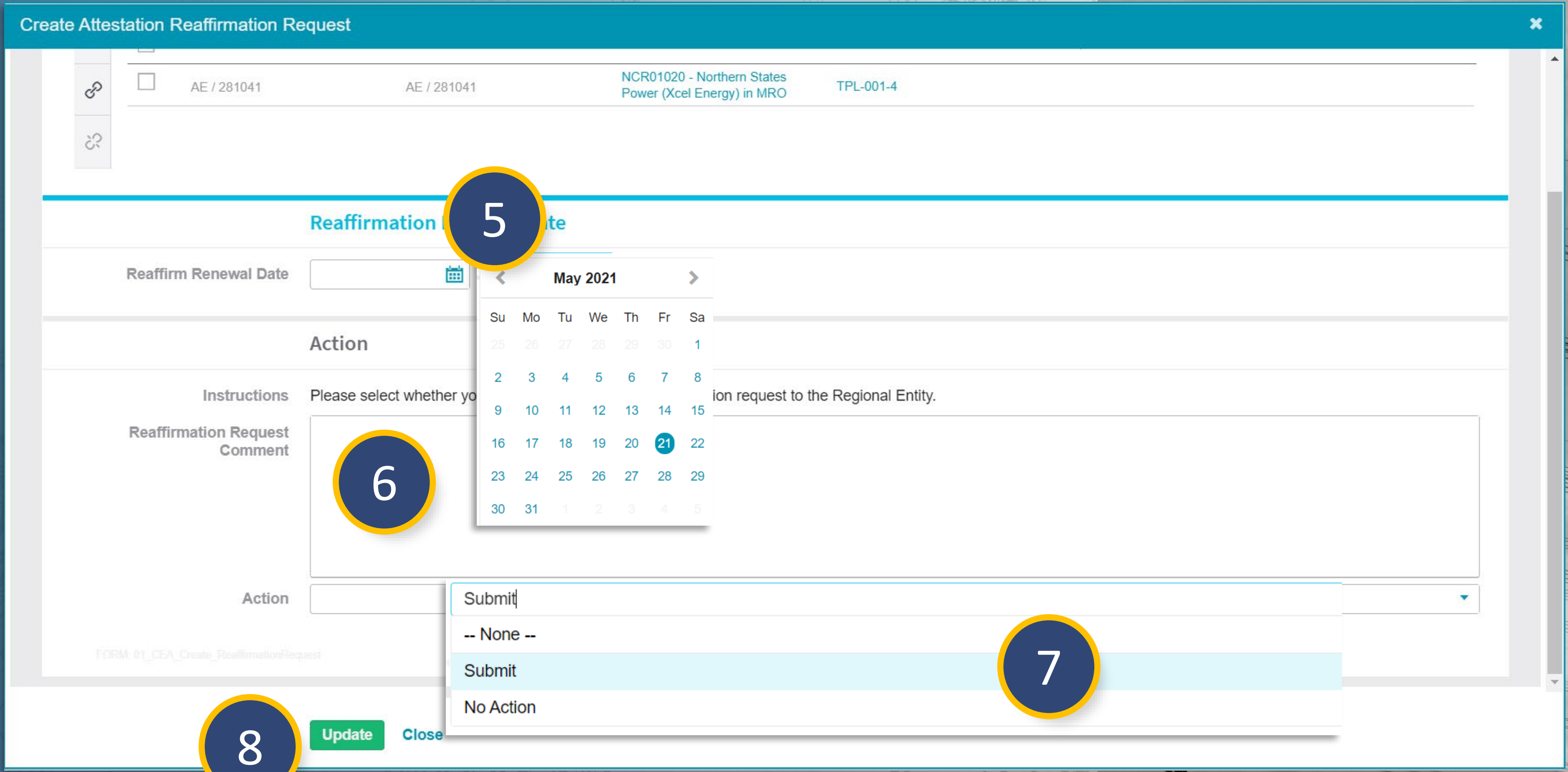
Create a PDS Distribution (Attestation Reaffirmation)

5 Select the **Reaffirm Renewal Date**

6 Type any notes to the Registered Entity in the **textbox**

7 Select **Submit** from the dropdown

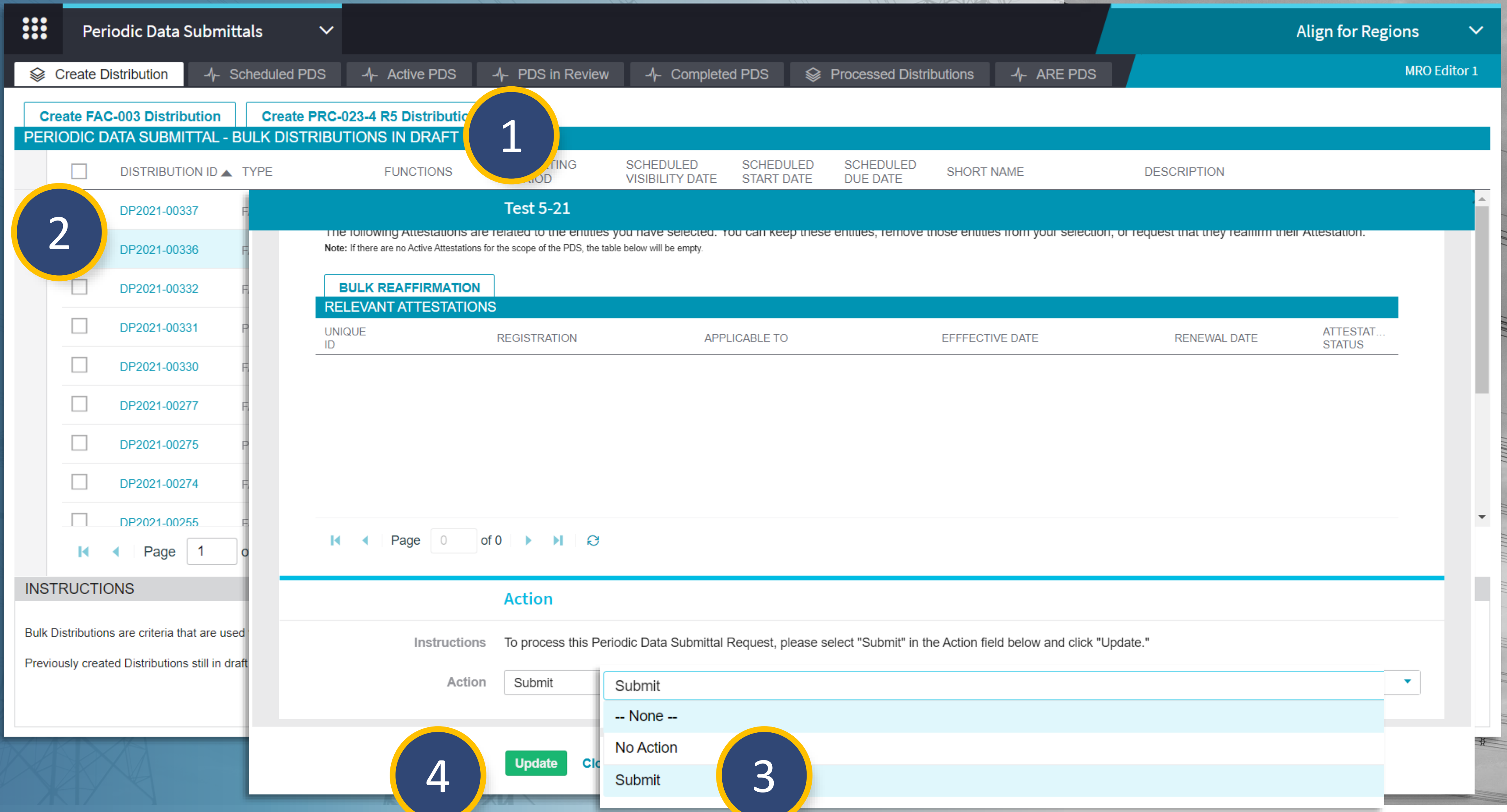
8 Click **Update**



Create a PDS Distribution (Sending the PDS)

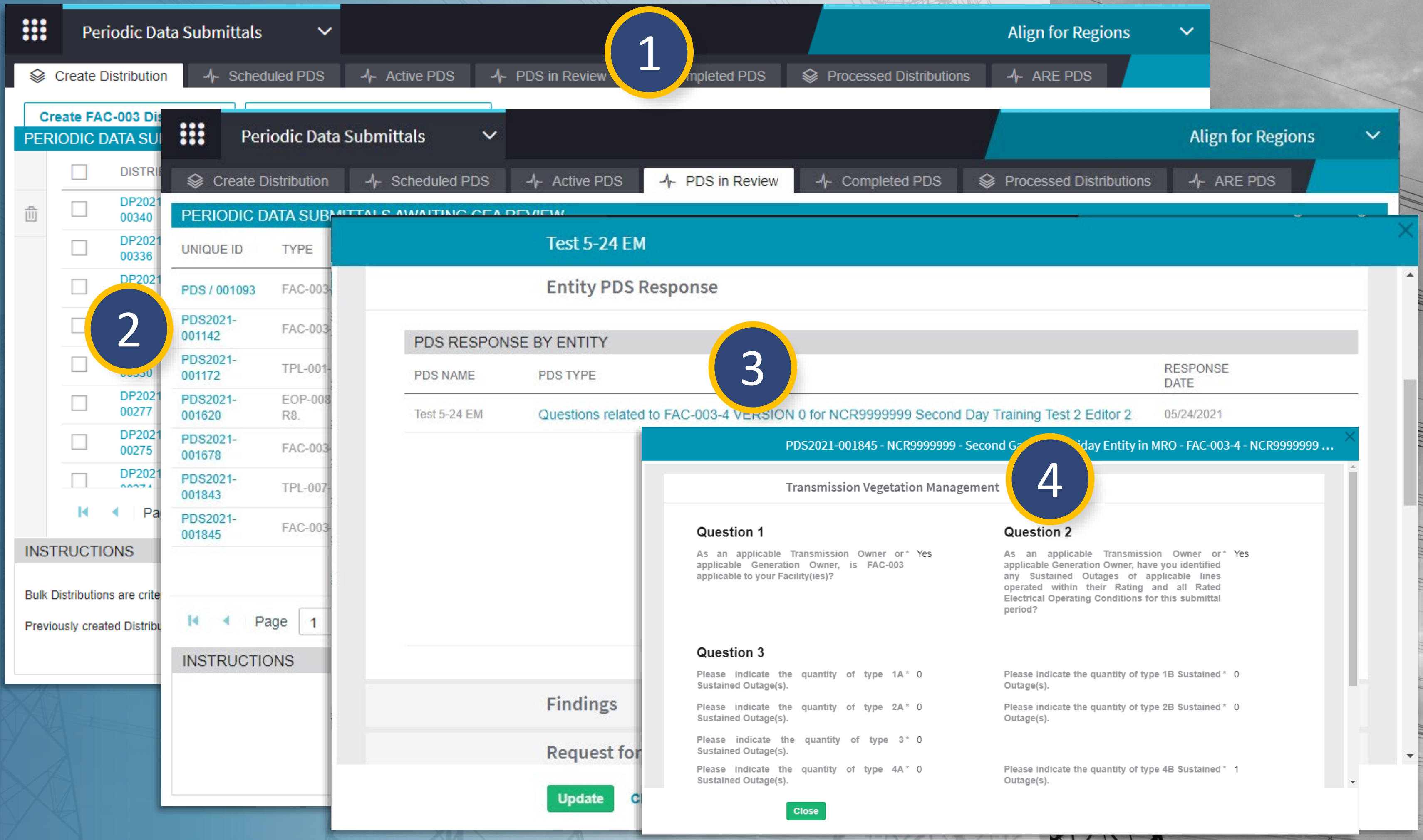
1. Locate the **draft PDS** you wish to send in the Bulk Distributions in Draft Section
2. Click the **Distribution ID** to open the PDS
3. In the Action section, select **Submit** from the dropdown
4. Click **Update**

Notice: A record of the PDS will now appear in the Active PDS tab if the Visibility Date is the date you are submitting or the Scheduled PDS tab if the Visibility Date occurs in the future



Reviewing a PDS

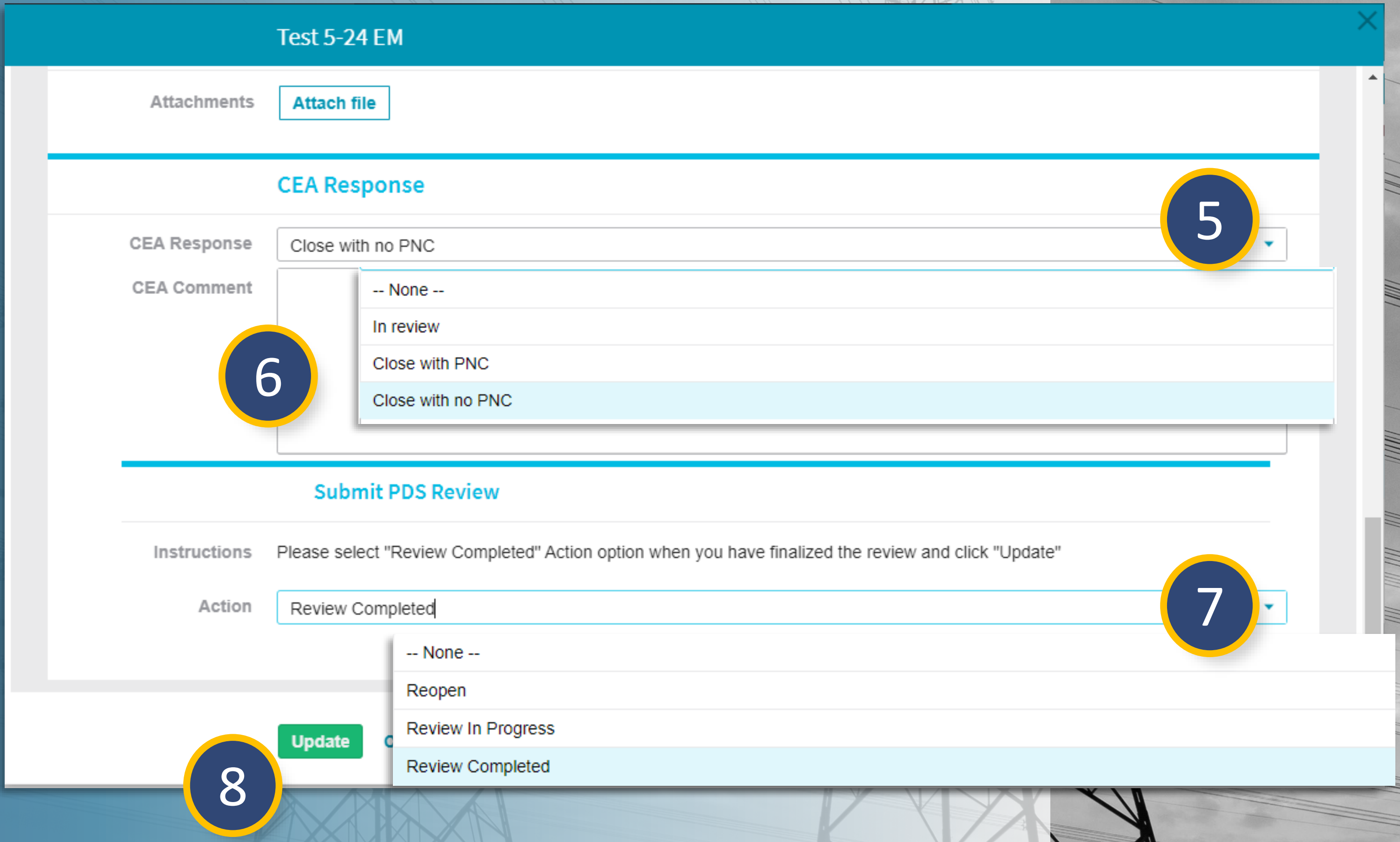
1. Navigate to the **PDS in Review** section
2. Locate the PDS you wish to review and click the **Unique ID** to open the PDS
3. In the **Entity PDS Response** section, click the **hyperlink** to view the entity's responses
4. **Review** the entity's responses



Reviewing a PDS (Completing a Review)

If you have completed your review and are ready to close the PDS:

5. Select the **CEA Response** from the dropdown
6. Type any **comments** in the textbox
7. In the **Submit PDS Review** section, select **Review Completed** from the dropdown
8. Click **Update**

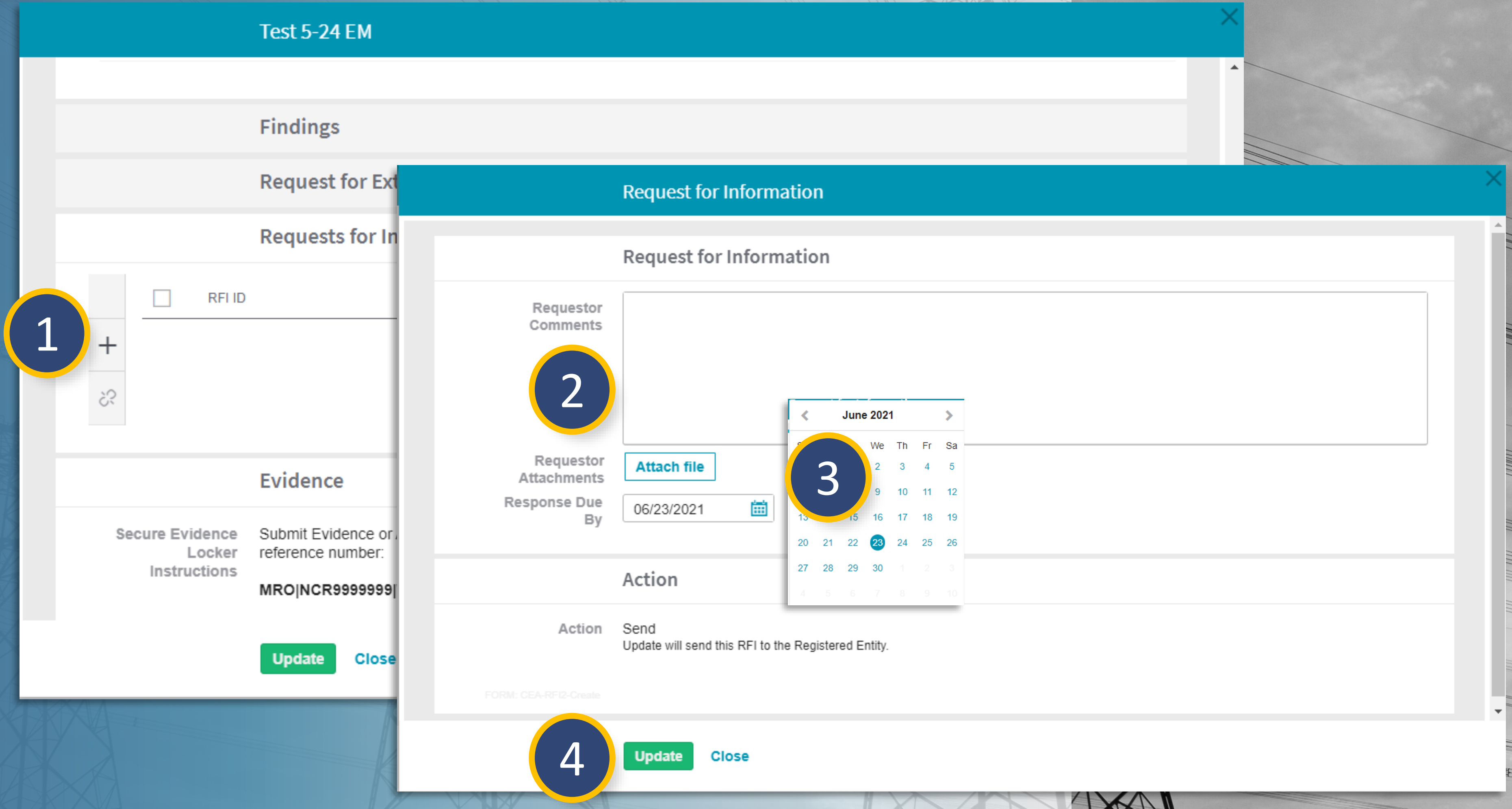


Reviewing a PDS (RFIs)

To send a Request for Information to an entity:

1. In the **Requests for Information** section click the **plus icon**
2. Type any **comments** in the textbox and add any **attachments**
3. Select the **Response Due By** date
4. Click **Update**

Notice: Clicking Update will send the Request for Information to the entity for their response. Their response will not appear on your My Align dashboard but will appear in the RFI section of the PDS



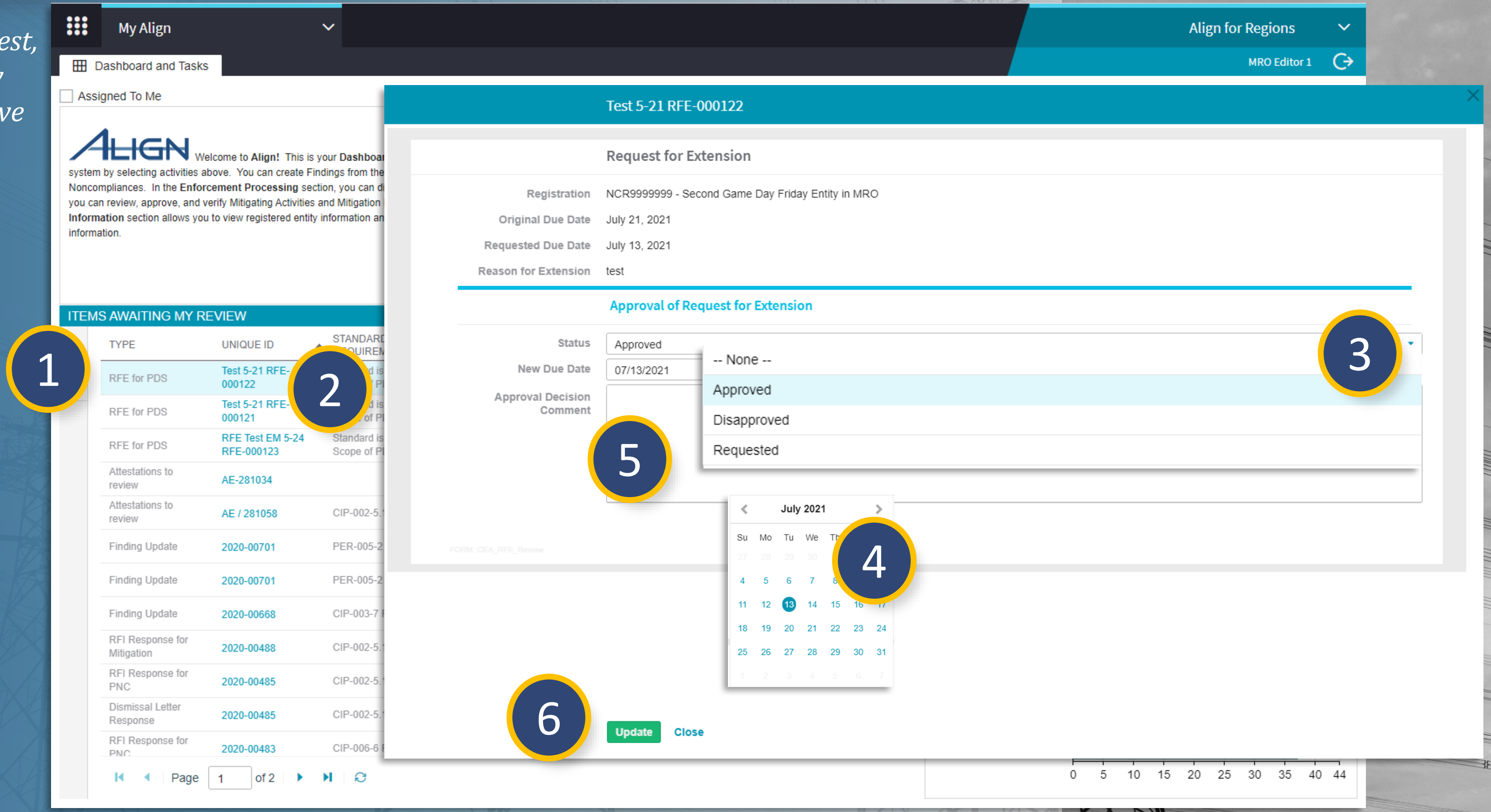
Reviewing a PDS (Extension Requests)

If an Entity submits an Extension Request, the notification will appear on your My Align dashboard. To approve/disapprove an extension request:

1. Locate the relevant RFE in the **Items Awaiting My Review** section
2. Click the **Unique ID** to open the RFE
3. Select **Approved** or **Disapproved** from the dropdown

If you selected Approved:

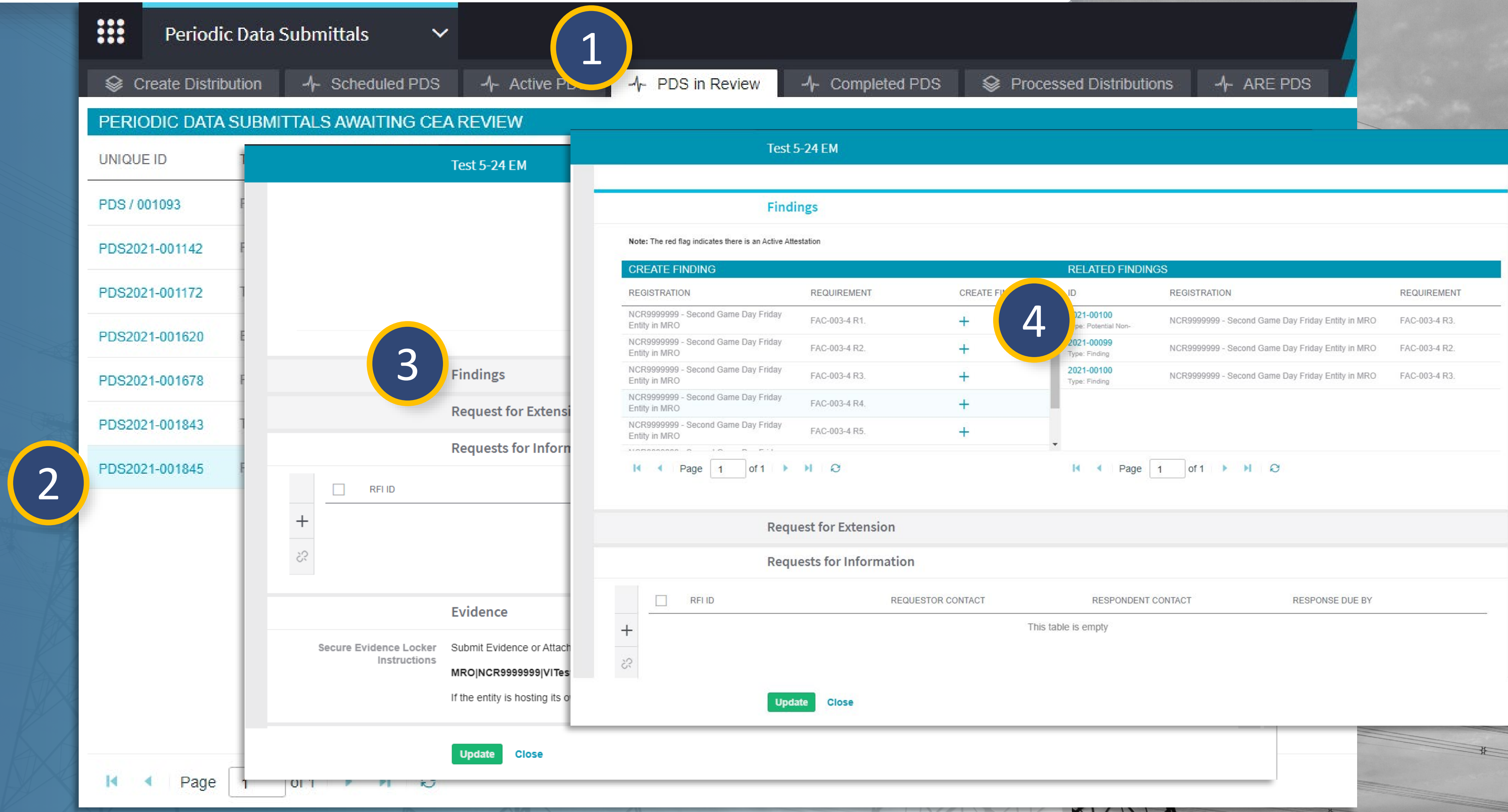
4. Select the **New Due Date** for the PDS
5. Type any **comments** in the textbox
6. Click **Update**



Reviewing a PDS (Creating a Finding)

To create a Finding within the PDS form:

1. Navigate to the **PDS In Review tab**
2. Click the **Unique ID** of the PDS you wish to create a finding for
3. Click to expand the **Findings** section
4. Locate the relevant requirement and click the **plus icon**



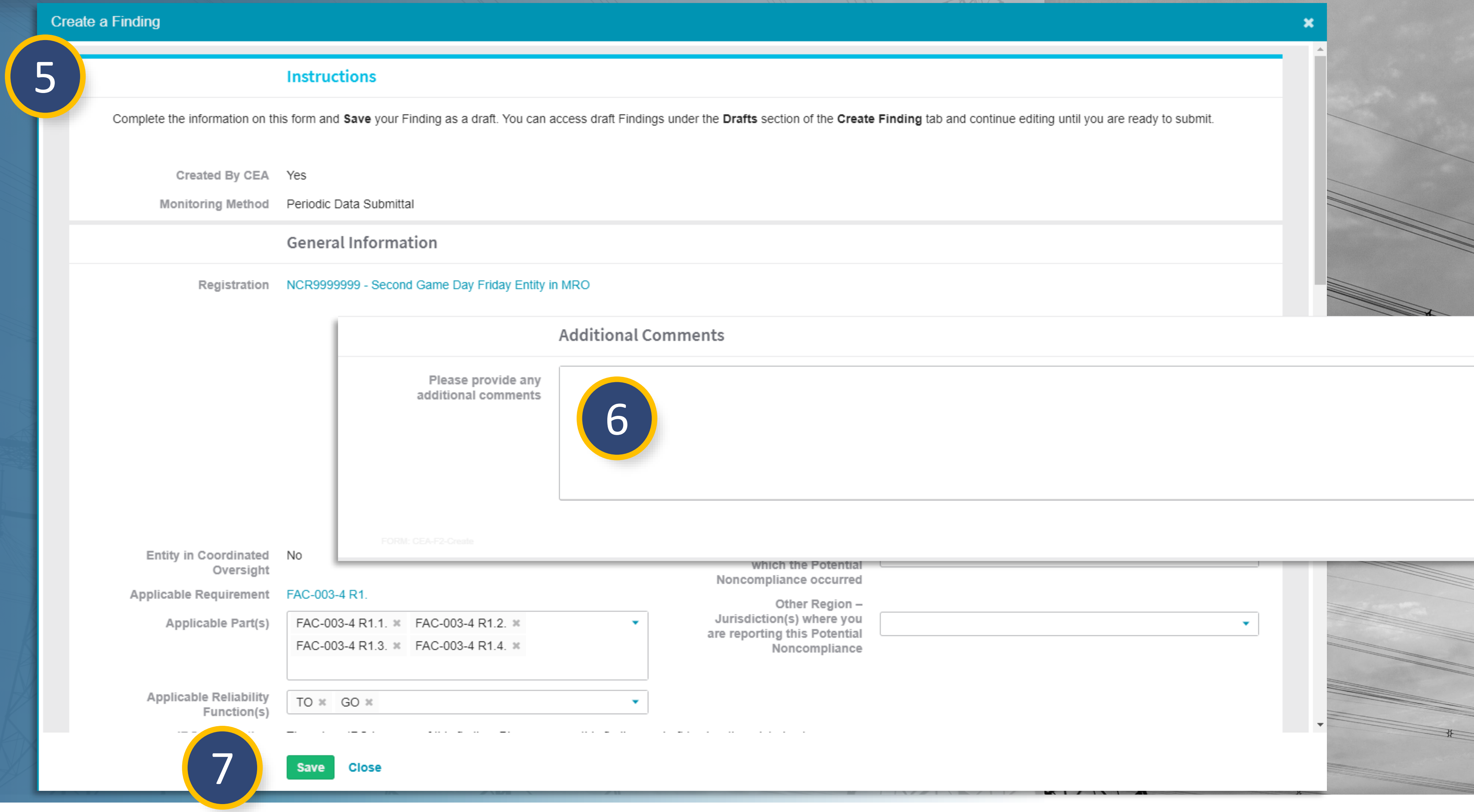
Reviewing a PDS (Creating a Finding)

5 Fill out the **Create a Finding** form

6 Type any comments in the **textbox**

7 Click **Save**

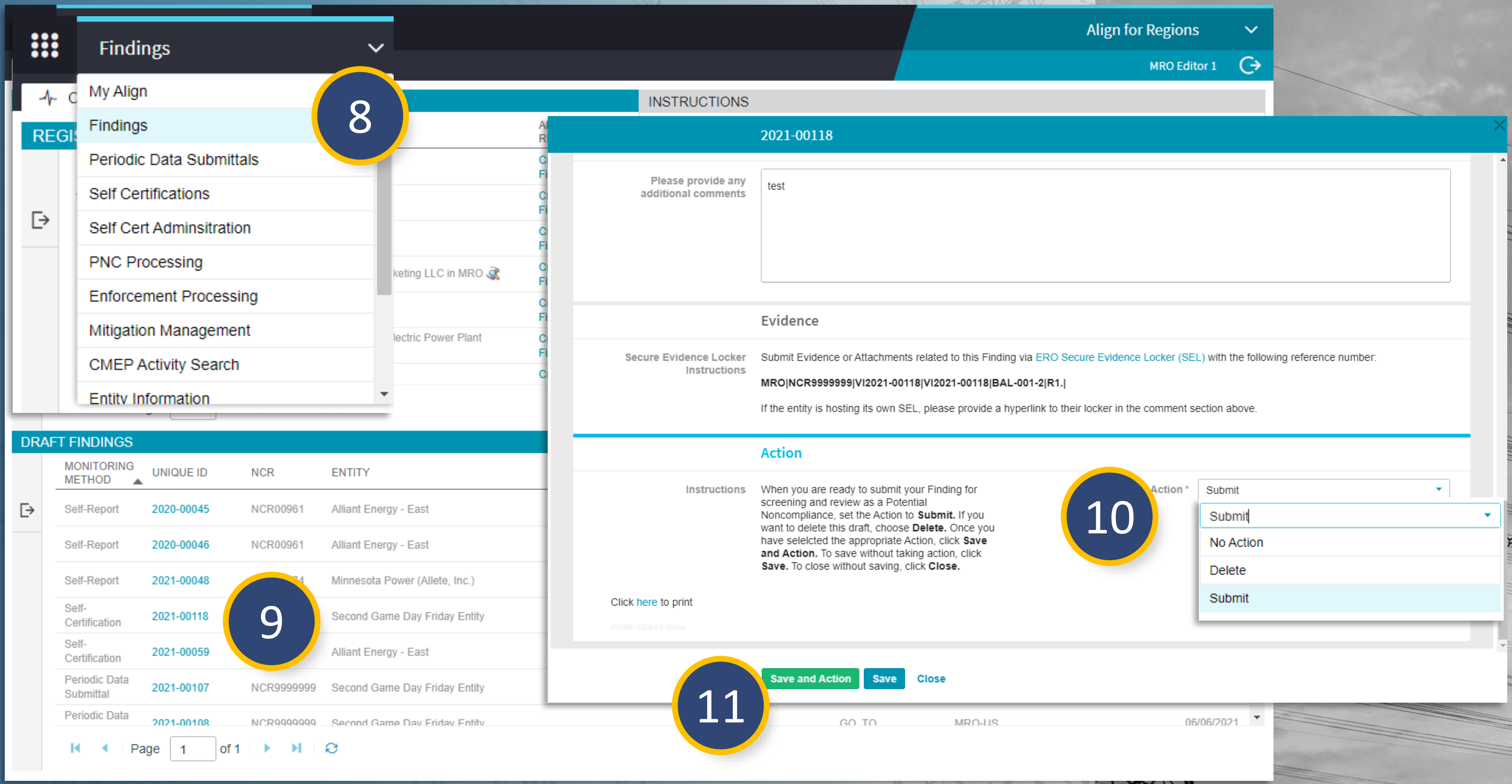
Notice: The Finding just created will appear in the Findings section of the PDS but the CEA will need to submit it from the Findings tab in ALIGN.



Reviewing a PDS (Creating a Finding)

To submit a Finding:

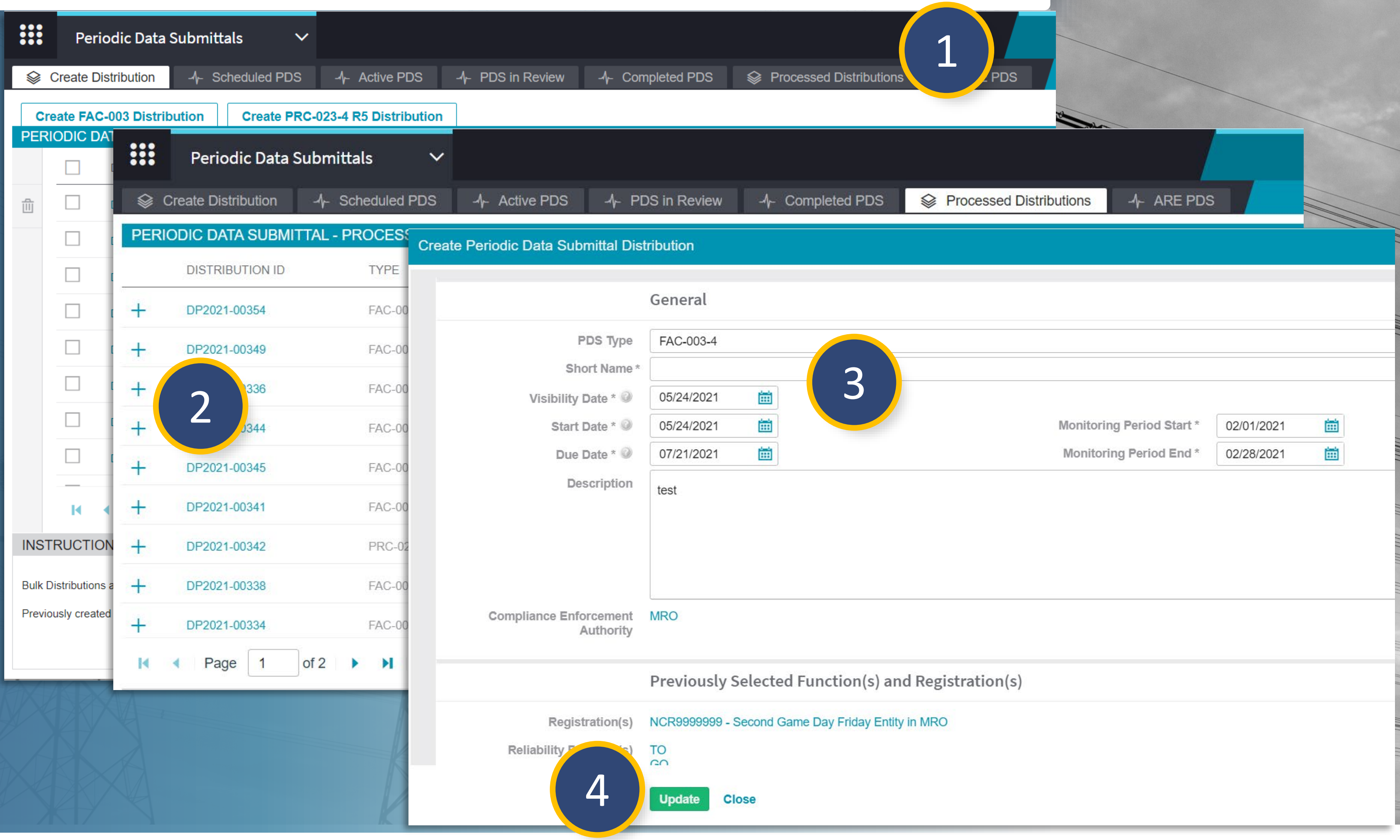
8. Navigate to the **Findings view**
9. In the **Draft Findings** section, click the **Unique ID** of the Finding to open it
10. In the **Action** section, select **Submit** from the **dropdown**
11. Click **Save and Action**



Create a PDS Distribution (Creating a template PDS)

1. From the Periodic Data Submittals View, navigate to the **Processed Distributions** tab
2. Click the **plus icon** next to the PDS distribution you wish to use as a template
3. Type the **Short Name** and update any **Dates**
4. Click **Update**

Notice: The draft PDS you just created will now appear under the Create Distribution tab in the Bulk Distributions in Draft section

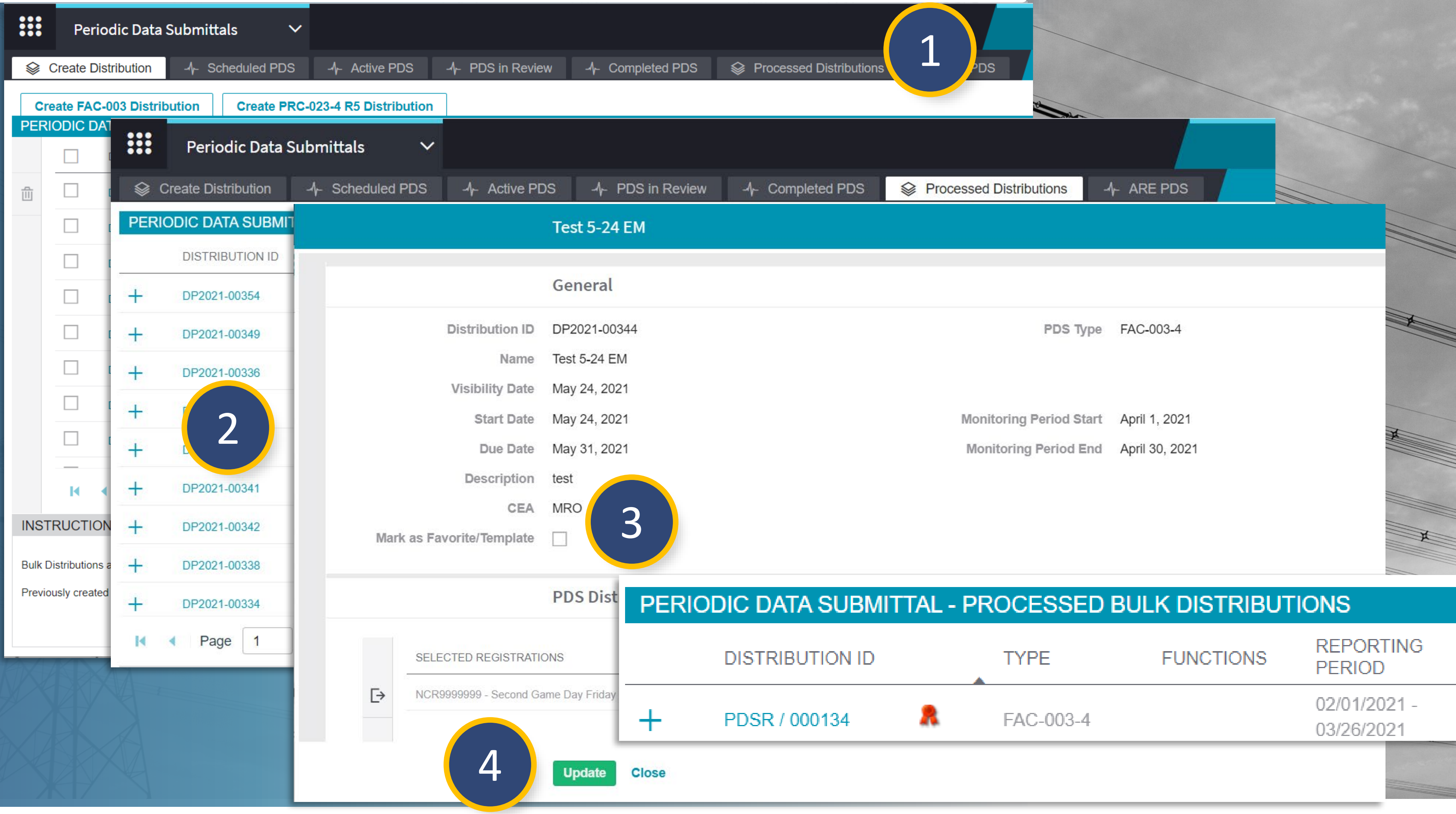


Create a PDS Distribution (Creating a template PDS)

To mark a particular distribution as a favorite:

1. From the Periodic Data Submittals View, navigate to the **Processed Distributions** tab
2. Click the **Distribution ID** of the PDS distribution you wish to mark as a favorite
3. Click the **checkbox**
4. Click **Update**

Notice: The PDS will now have a ribbon icon displayed next to it and appear at the top of the Processed Distributions list



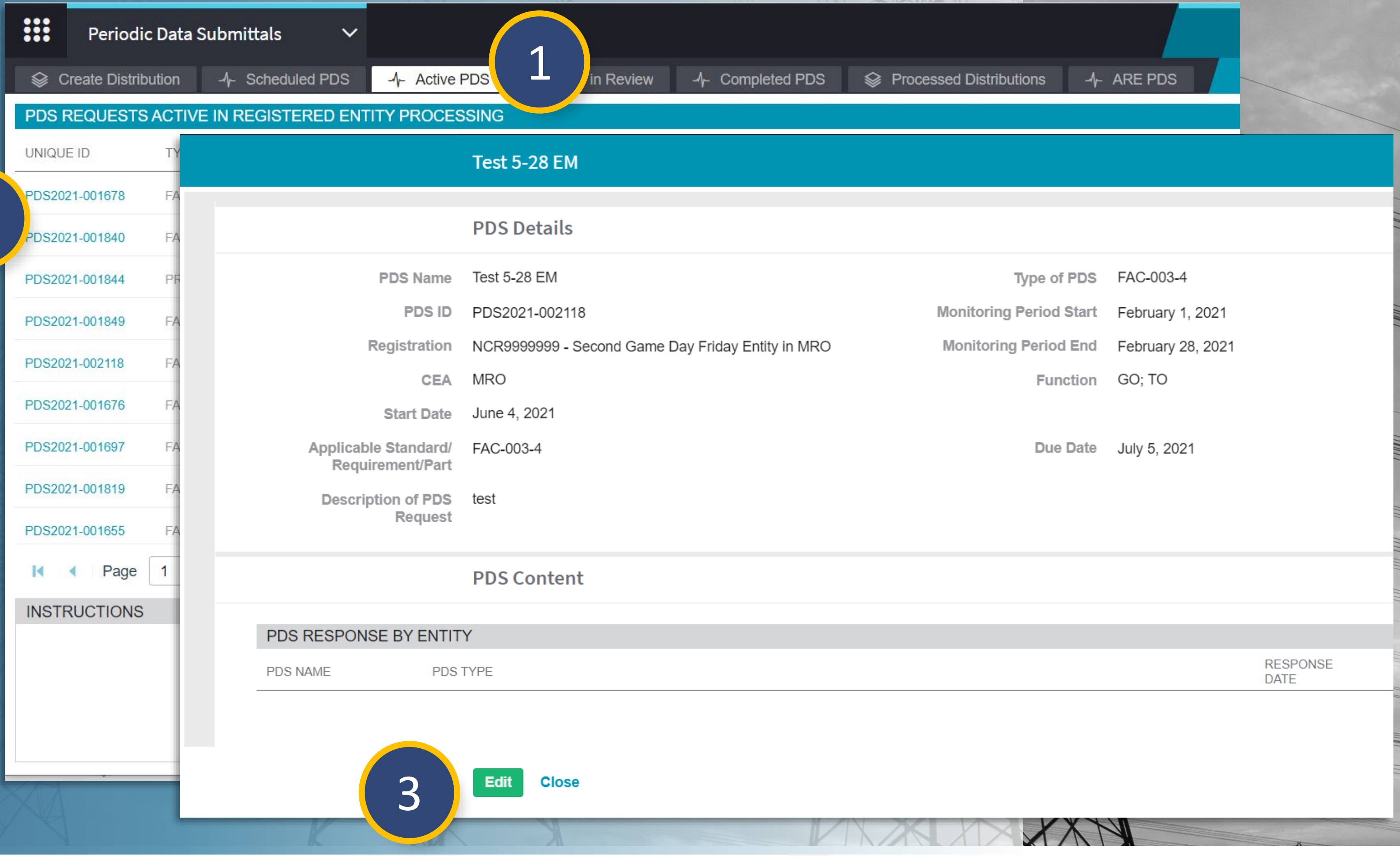
Create a PDS Distribution (Canceling a PDS)

ALIGN

To cancel a PDS request that was previously scheduled or sent to an entity:

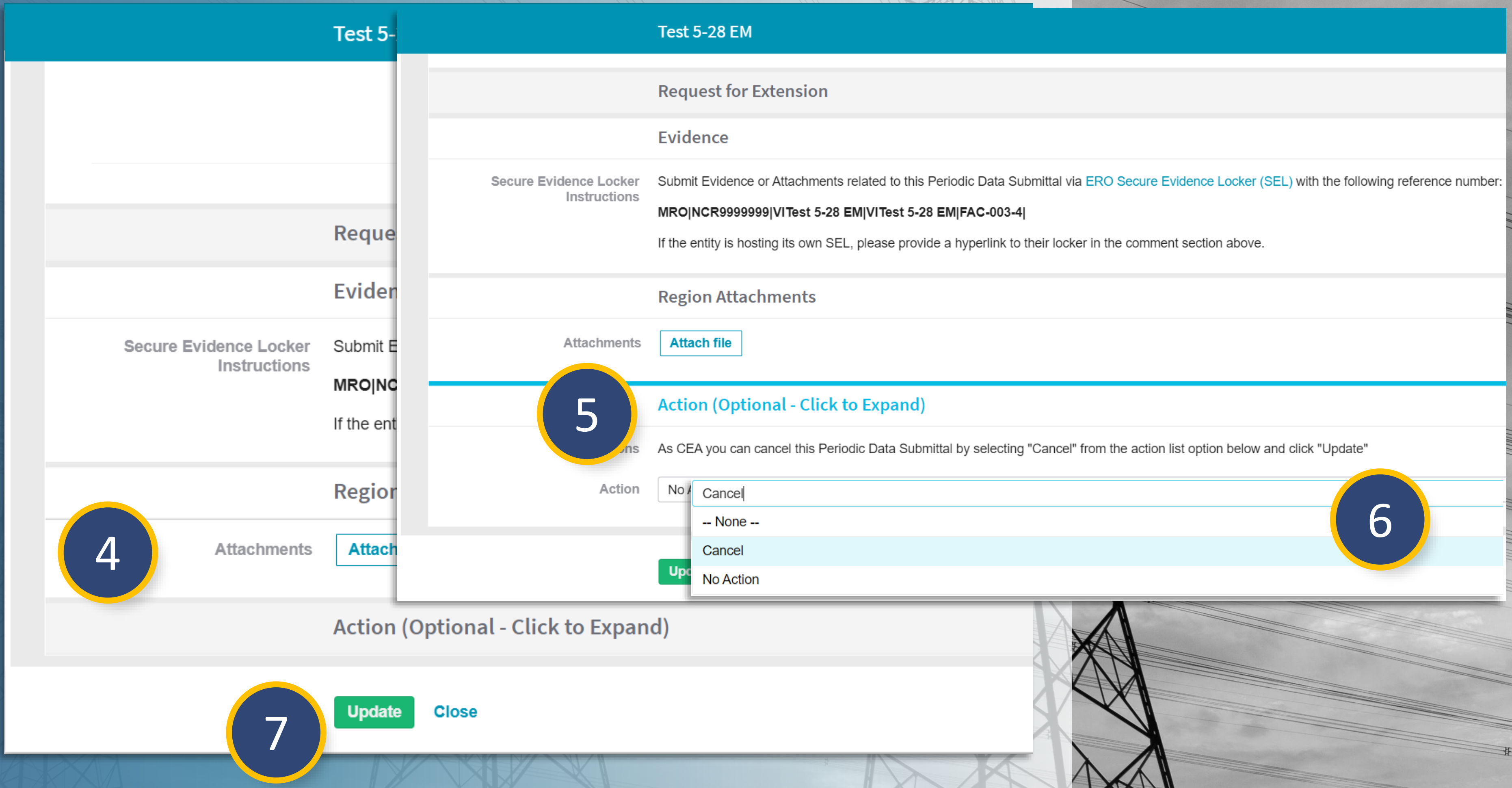
1. Navigate to the **Active PDS tab** or the **Scheduled PDS tab**
2. Click the **Unique ID** to open the PDS
3. Click **Edit**

Notice: You only need to click edit if the PDS you are trying to cancel is located in the Active PDS tab. Distributions located in the Scheduled PDS tab can be immediately edited.



Create a PDS Distribution (Canceling a PDS)

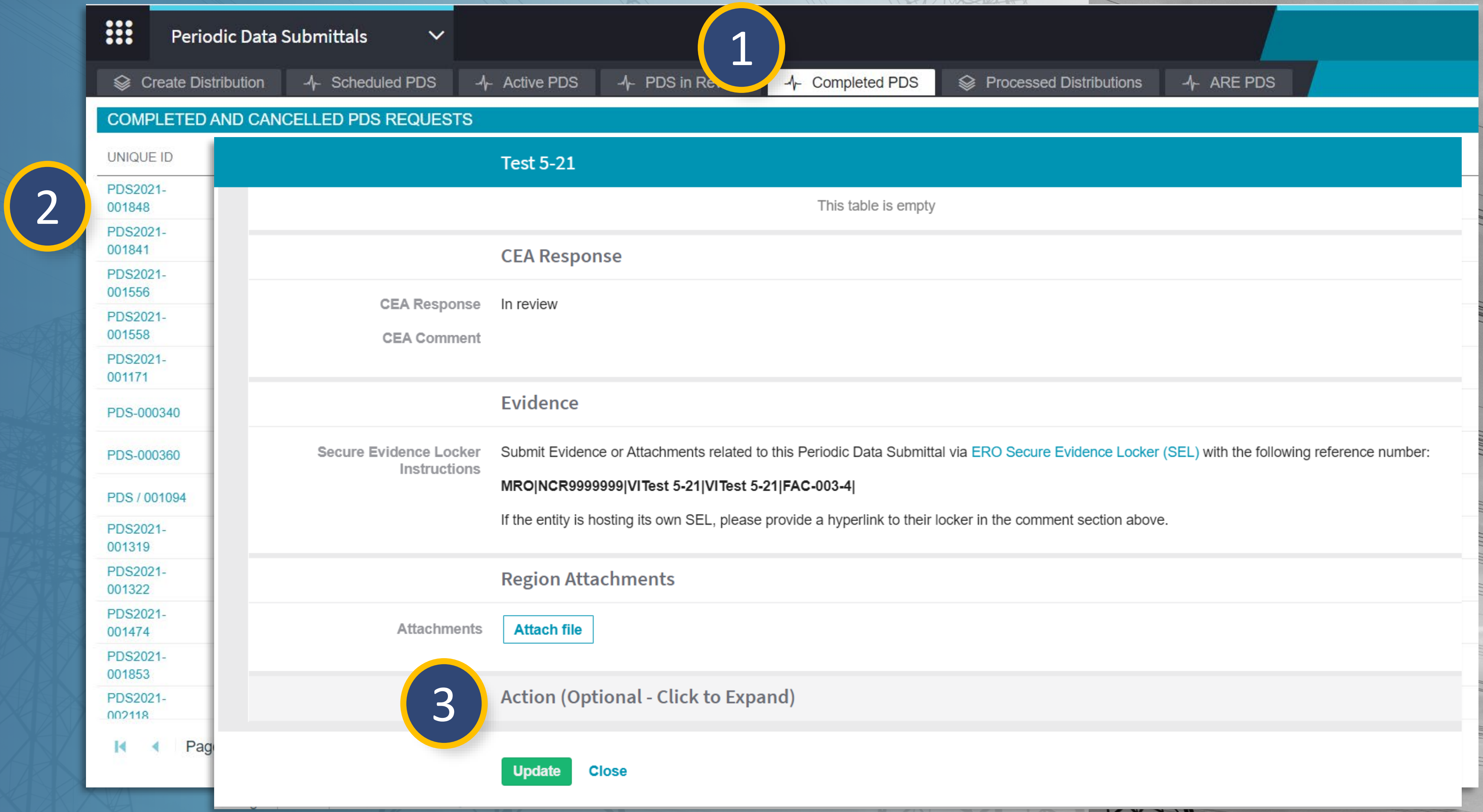
4. Scroll to the **Action section**
5. Click the **Action bar** to expand it
6. Select **Cancel** from the dropdown
7. Click **Update**



Reviewing a PDS (Reopening a PDS)

To reopen a completed PDS:

1. Navigate to the **Completed PDS tab**
2. Click the **Unique ID** to open the PDS
3. Scroll to the **Action Section**



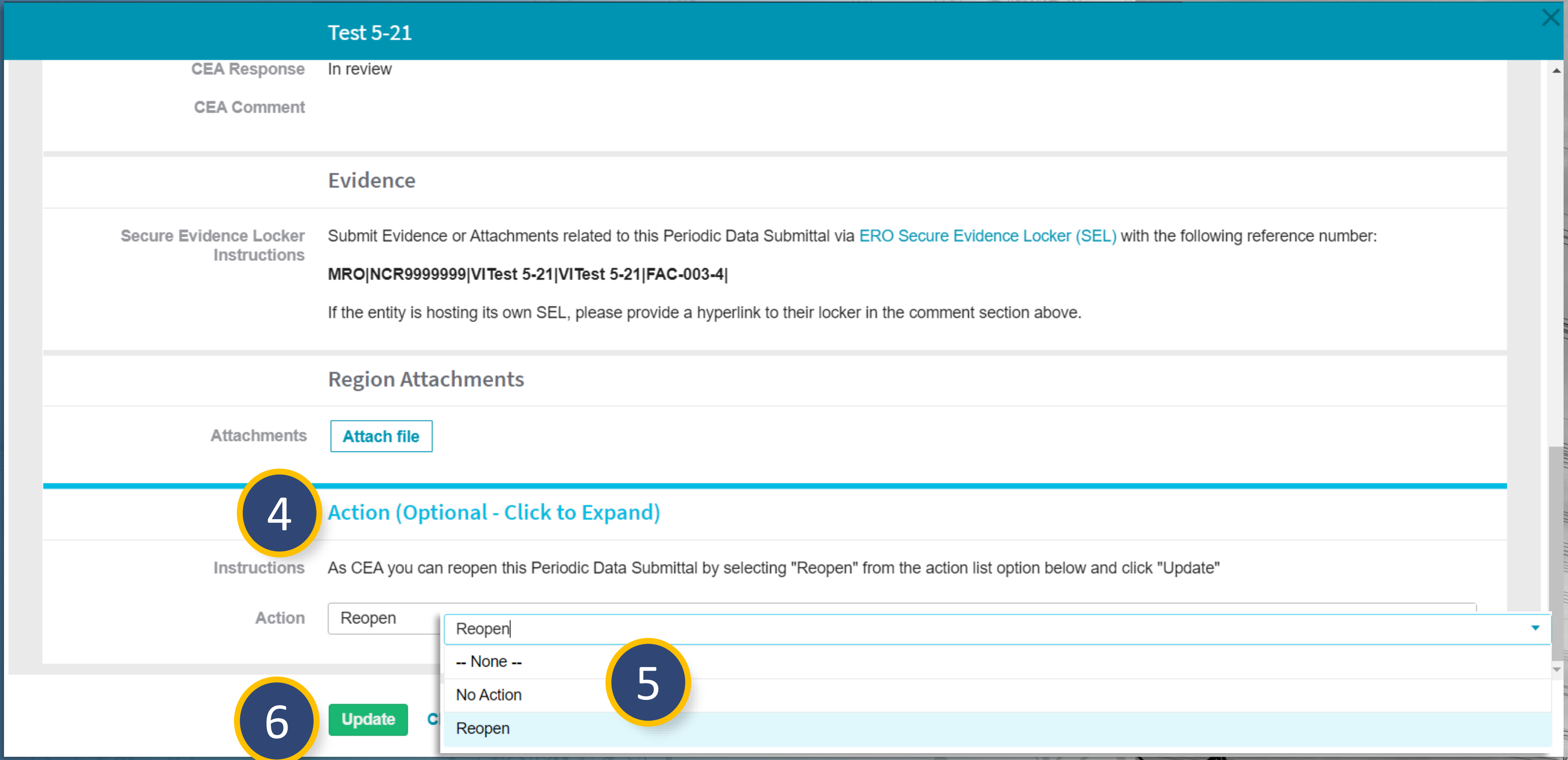
Reviewing a PDS (Reopening a PDS)

4 Click the **Action bar** to expand it

5 Select **Reopen** from the dropdown

6 Click **Update**

Notice: The PDS will now appear in your PDS In Review tab and the entity's PDS Submittals tab. The entity will not be able to edit the PDS.

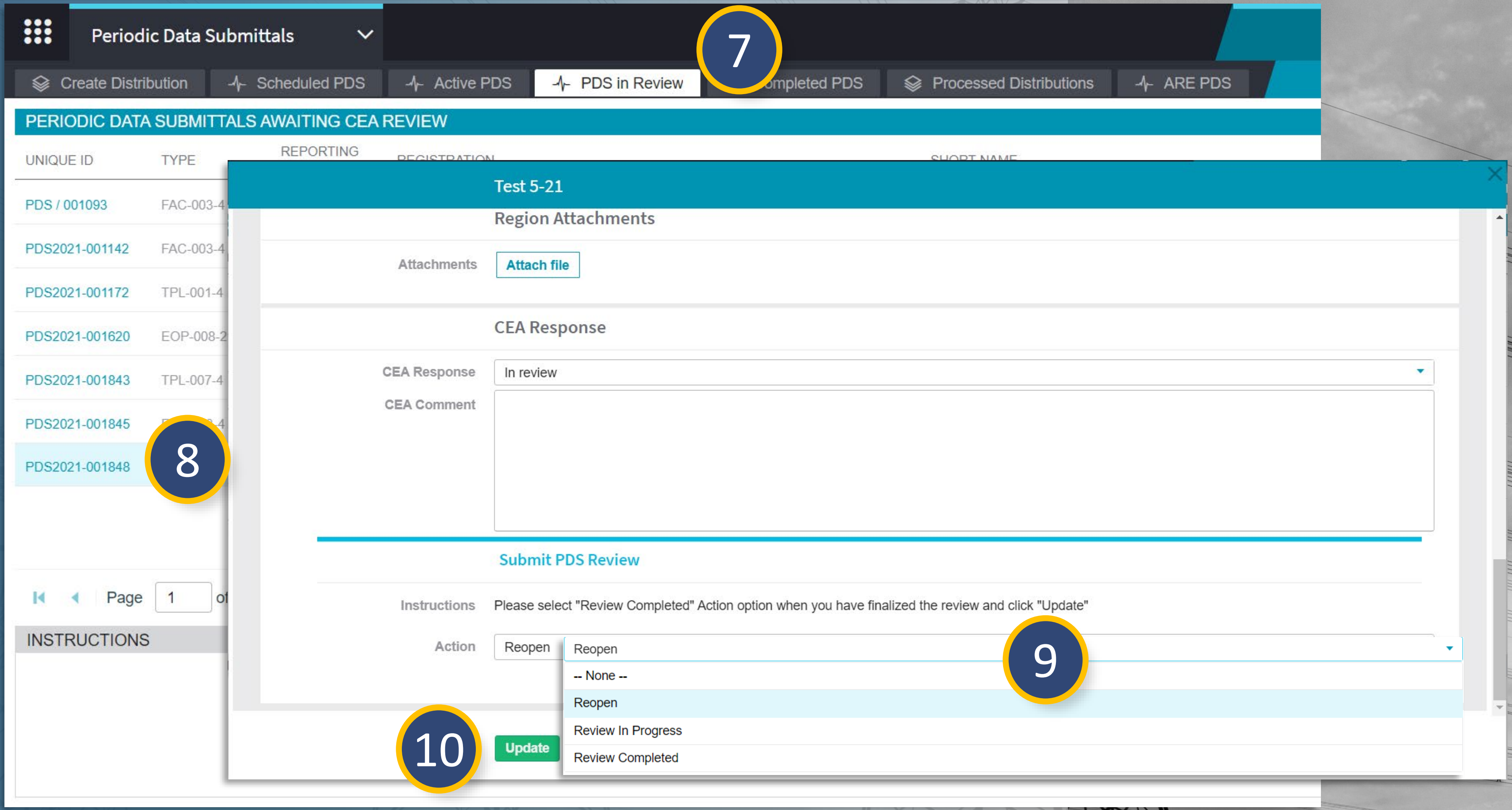


Reviewing a PDS (Reopening a PDS)

To give the entity edit access of the PDS form after reopening:

7. Navigate to the **PDS In Review** tab
8. Locate the PDS you previously reopened and click the **Unique ID** to open the PDS
9. In the **Submit PDS Review** section, Select **Reopen** from the dropdown
10. Click **Update**

Notice: The PDS will now appear on your Active PDS tab

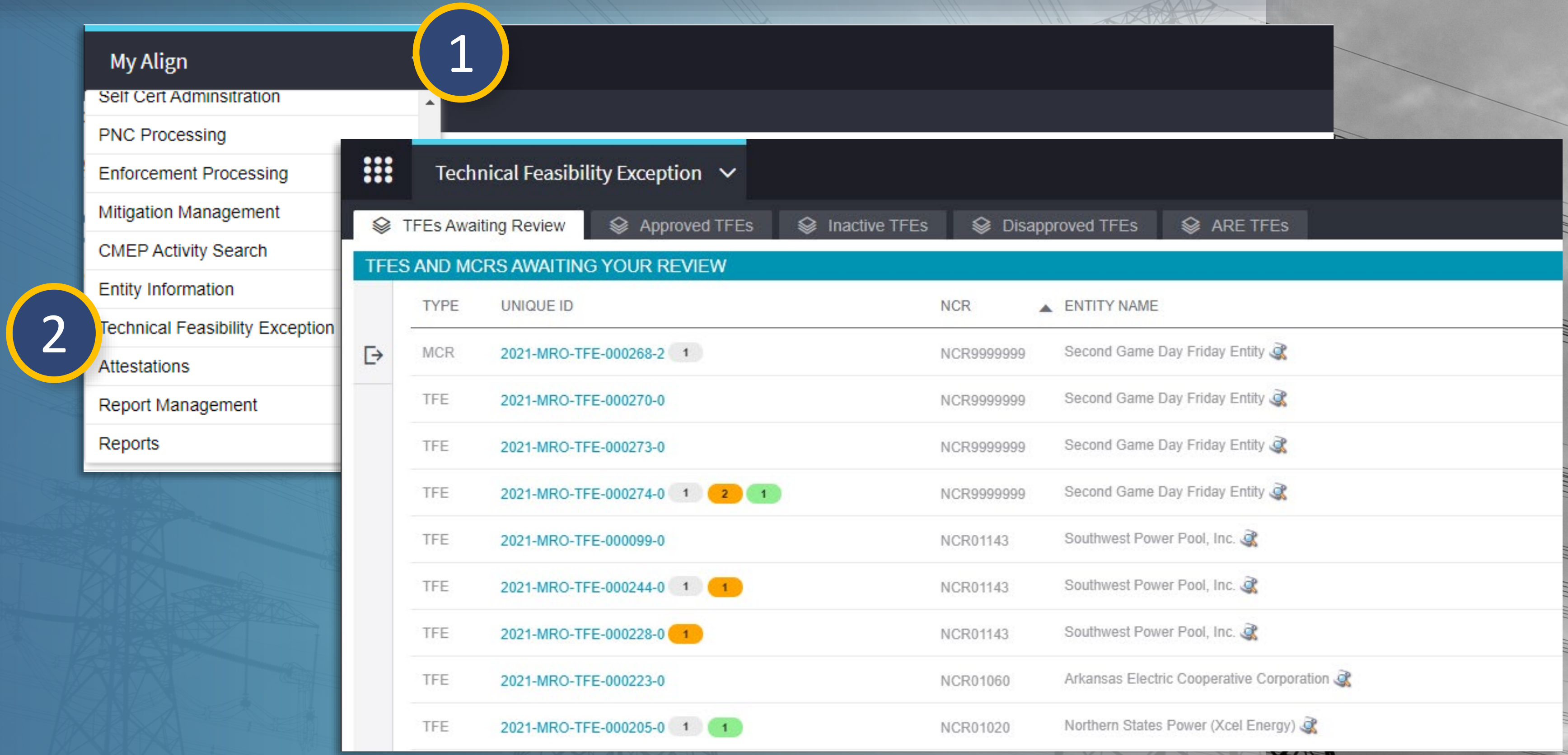


Technical Feasibility Exceptions

To navigate to the ***Technical Feasibility Exception*** *view:*

1. Click the **dropdown arrow**

2. Select the **Technical Feasibility Exception** View

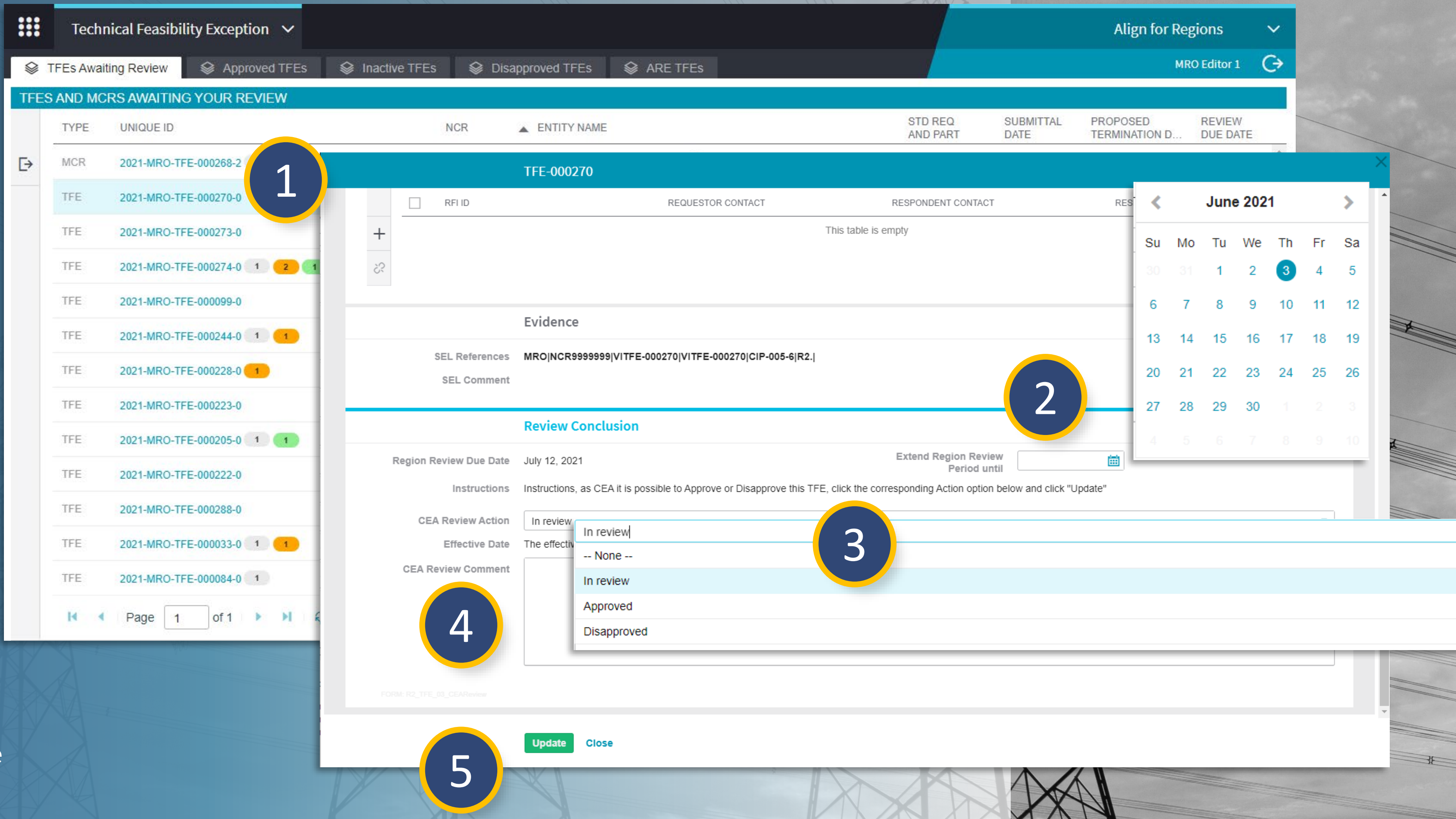


Technical Feasibility Exceptions (Extending Due Date)

To extend the due date of a ***Technical Feasibility Exception:***

1. Click the **Unique ID** of the TFE
2. In the **Review Conclusion** section, select a new **Review Due Date**
3. Select **In Review** from the **dropdown**
4. Type any **comments** in the textbox
5. Click **Update**

Notice: Comments made in this textbox will not be visible to the entity until the TFE is approved/disapproved

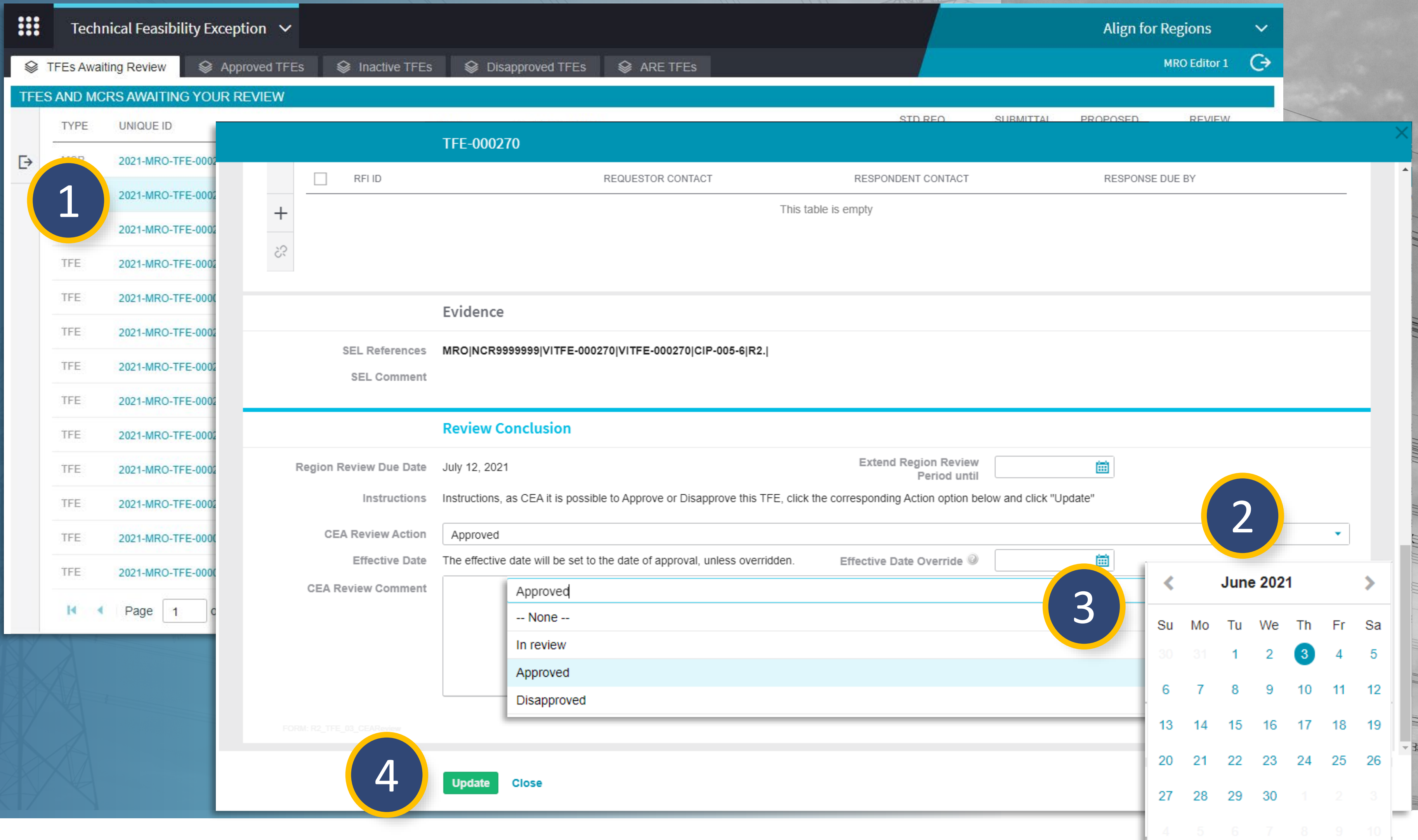


Technical Feasibility Exceptions (Approve/Disapprove)

To approve or disapprove a ***Technical Feasibility Exception:***

1. Click the **Unique ID** of the TFE
2. In the **Review Conclusion** section, select **Approved** or **Disapproved** from the **dropdown**
3. Select an **Effective Date**
4. Click **Update**

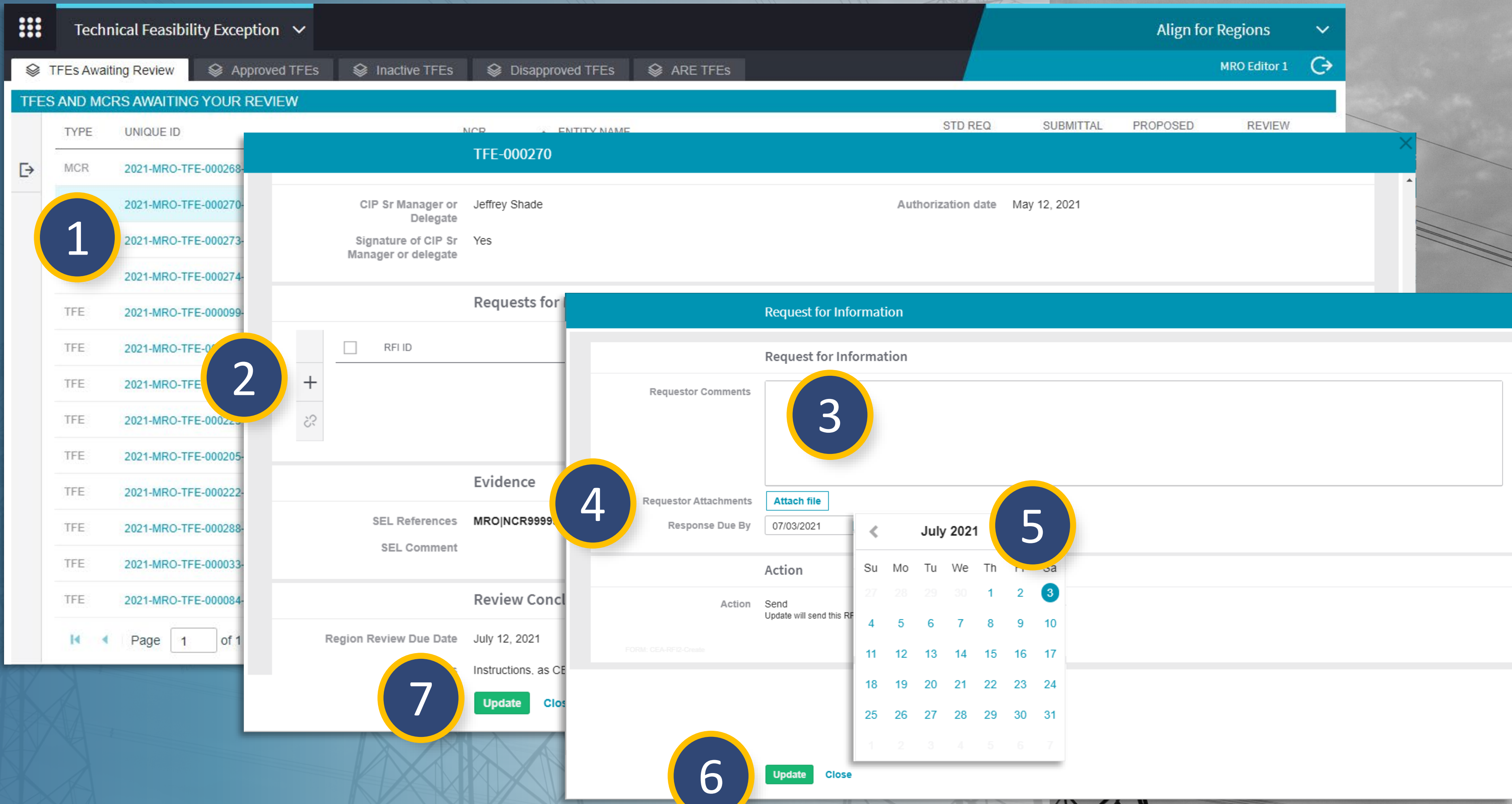
Notice: The TFE will appear in the Approved TFEs or Disapproved TFEs tab



Technical Feasibility Exceptions (Issuing RFIs)

*To issue a Request for Information within a **Technical Feasibility Exception:***

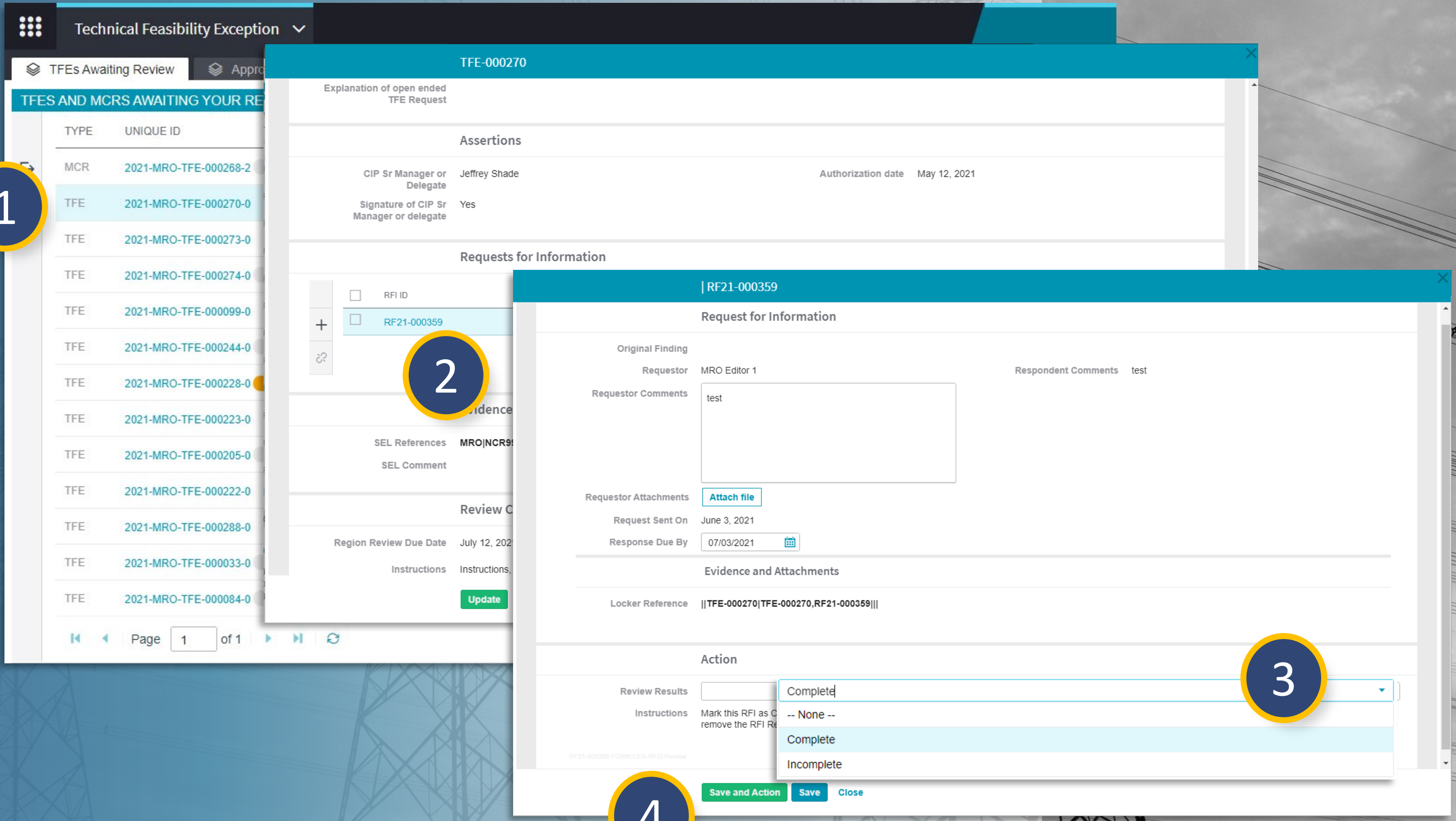
1. Click the **Unique ID** of the TFE
2. In the **Requests for Information** section, click the **+ icon**
3. Type any **comments**
4. Attach any **files**
5. Select a **Response Due By Date**
6. Click **Update**
7. Click **Update** to send the RFI



Technical Feasibility Exceptions (Approving RFIs)

To approve/disapprove a Request for Information within a ***Technical Feasibility Exception:***

1. Click the **Unique ID** of the TFE
2. In the **Requests for Information** section, click the **RFI ID**
3. In the **Action** section, select **Complete** or **Incomplete** from the **dropdown**
4. Click **Save and Action**

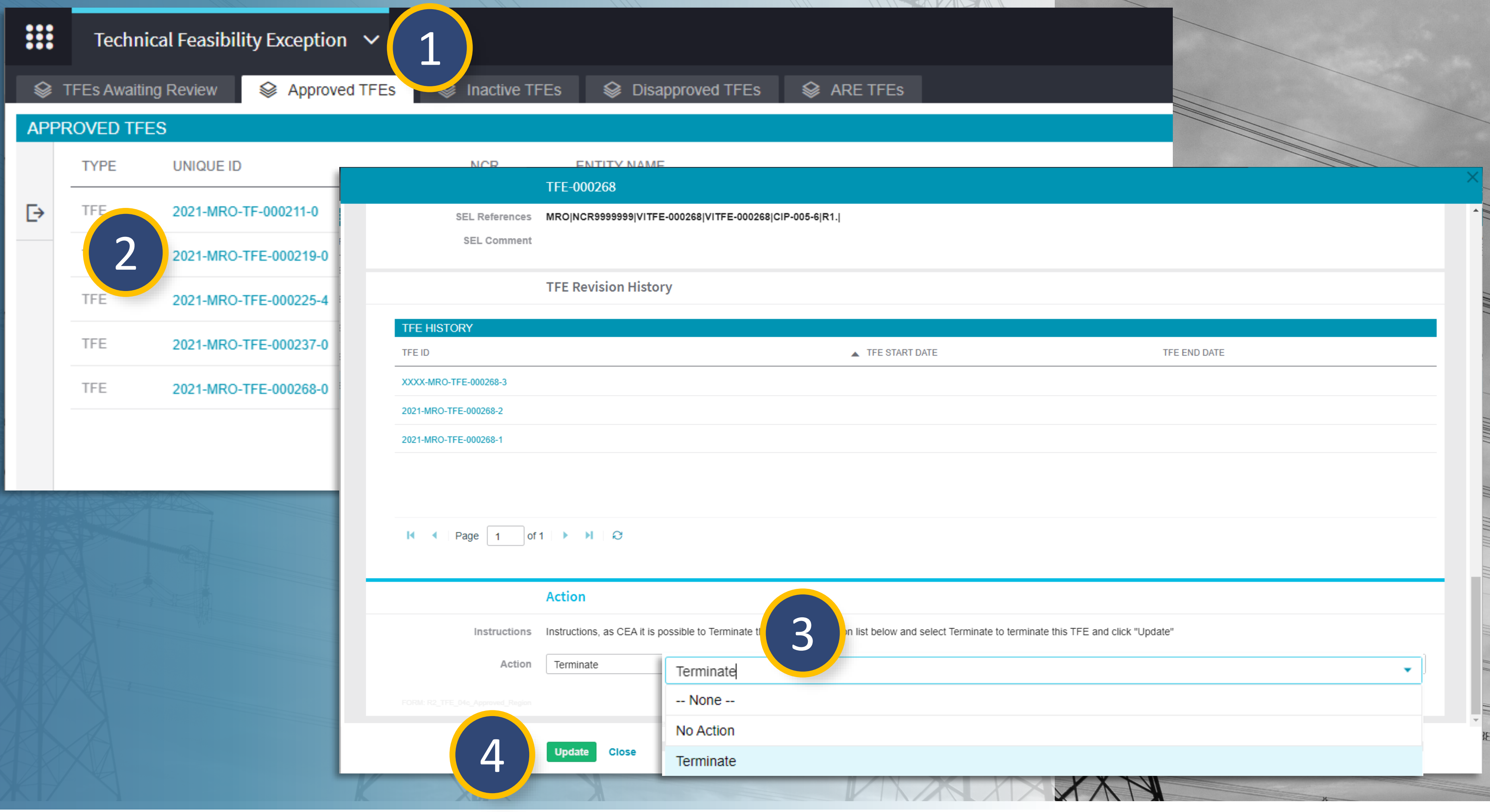


Technical Feasibility Exceptions (Terminating a TFE)

To terminate a TFE in Align:

1. Navigate to the **Approved TFEs** section
2. Click the **Unique ID** of the TFE you wish to terminate
3. In the **Action** section, select **Terminate** from the dropdown
4. Click the **Update button**

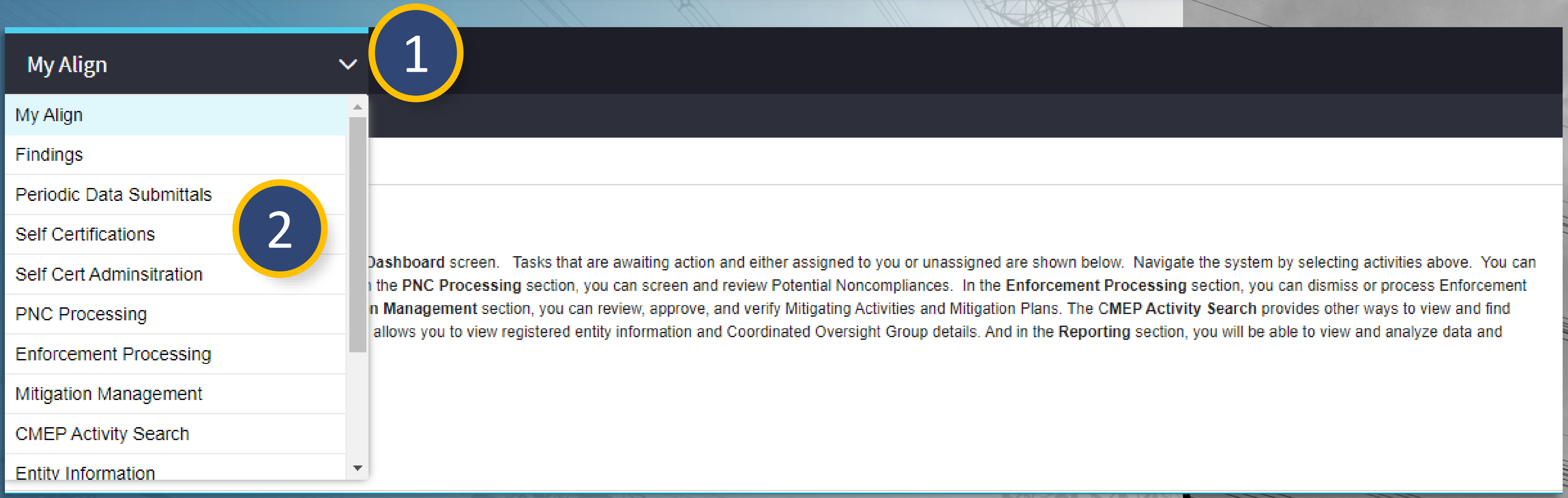
Notice: A record of this TFE will now appear in the **Inactive TFEs Section**



Self-Certifications

*To navigate to the **Self Certifications** view:*

1. Click the **dropdown arrow**
2. Select the **Self Certifications** View



Creating a Self-Certification Distribution (4 ways)

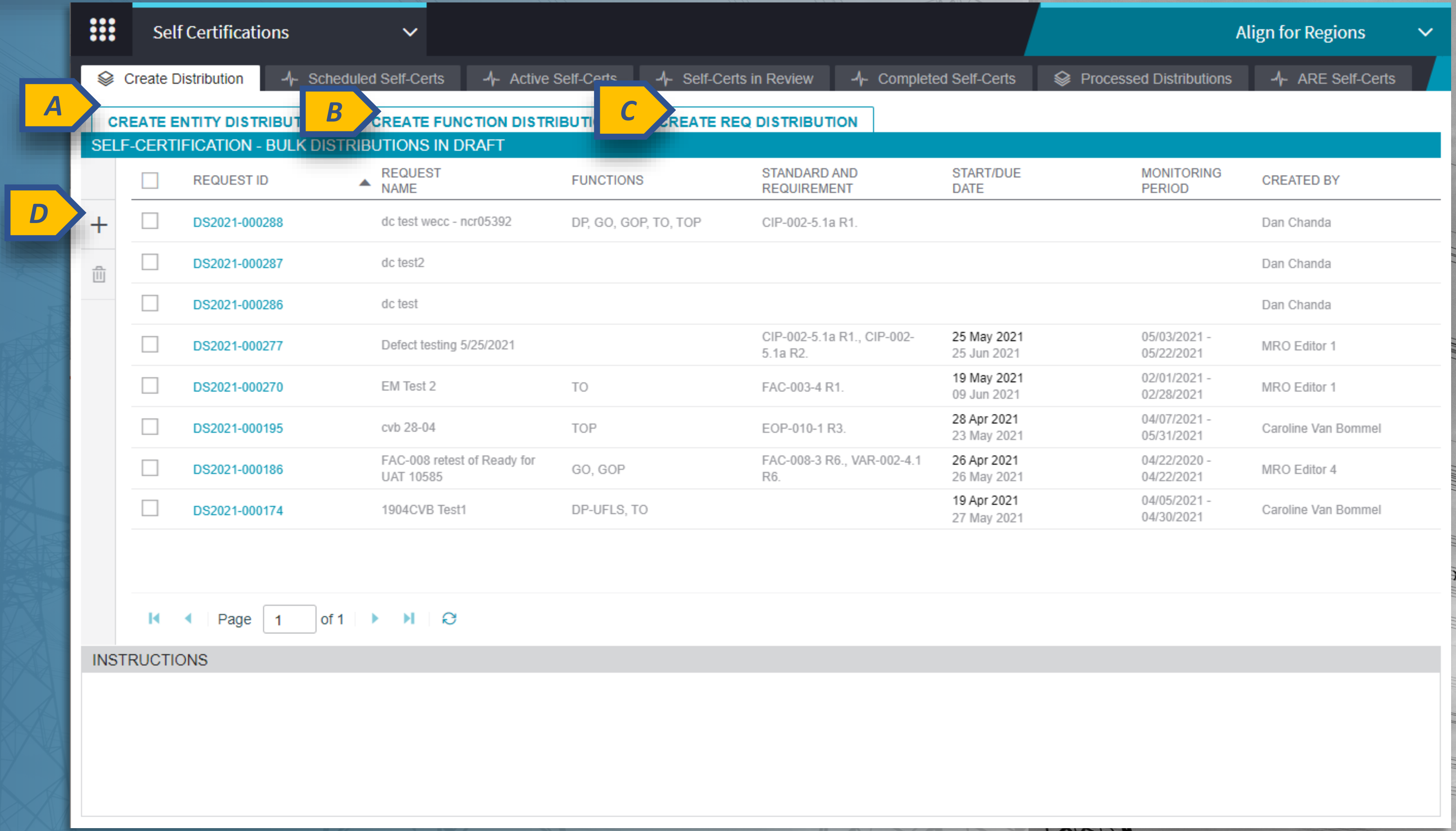
There are 4 ways to create a Self-Certification Distribution:

Create Entity Distribution (A) allows you to pre-select the applicable Registered Entities for the Self-Certification

Create Function Distribution (B) allows you to pre-select the Functions applicable to the Self-Certification

Create Requirement Distribution (C) allows you to pre-select the applicable Requirements for the Self-Certification

General Self-Certification (D) does not pre-select entities, functions, or requirements but creates the most basic version of a Self-Certification



REQUEST ID	REQUEST NAME	FUNCTIONS	STANDARD AND REQUIREMENT	START/DUE DATE	MONITORING PERIOD	CREATED BY
DS2021-000288	dc test wecc - ncr05392	DP, GO, GOP, TO, TOP	CIP-002-5.1a R1.			Dan Chanda
DS2021-000287	dc test2					Dan Chanda
DS2021-000286	dc test					Dan Chanda
DS2021-000277	Defect testing 5/25/2021		CIP-002-5.1a R1., CIP-002-5.1a R2.	25 May 2021 25 Jun 2021	05/03/2021 - 05/22/2021	MRO Editor 1
DS2021-000270	EM Test 2	TO	FAC-003-4 R1.	19 May 2021 09 Jun 2021	02/01/2021 - 02/28/2021	MRO Editor 1
DS2021-000195	cvb 28-04	TOP	EOP-010-1 R3.	28 Apr 2021 23 May 2021	04/07/2021 - 05/31/2021	Caroline Van Bommel
DS2021-000186	FAC-008 retest of Ready for UAT 10585	GO, GOP	FAC-008-3 R6., VAR-002-4.1 R6.	26 Apr 2021 26 May 2021	04/22/2020 - 04/22/2021	MRO Editor 4
DS2021-000174	1904CVB Test1	DP-UFLS, TO		19 Apr 2021 27 May 2021	04/05/2021 - 04/30/2021	Caroline Van Bommel

Creating a Self-Certification Distribution

To create a general Self Certification Distribution draft:

1. Click the **plus icon**

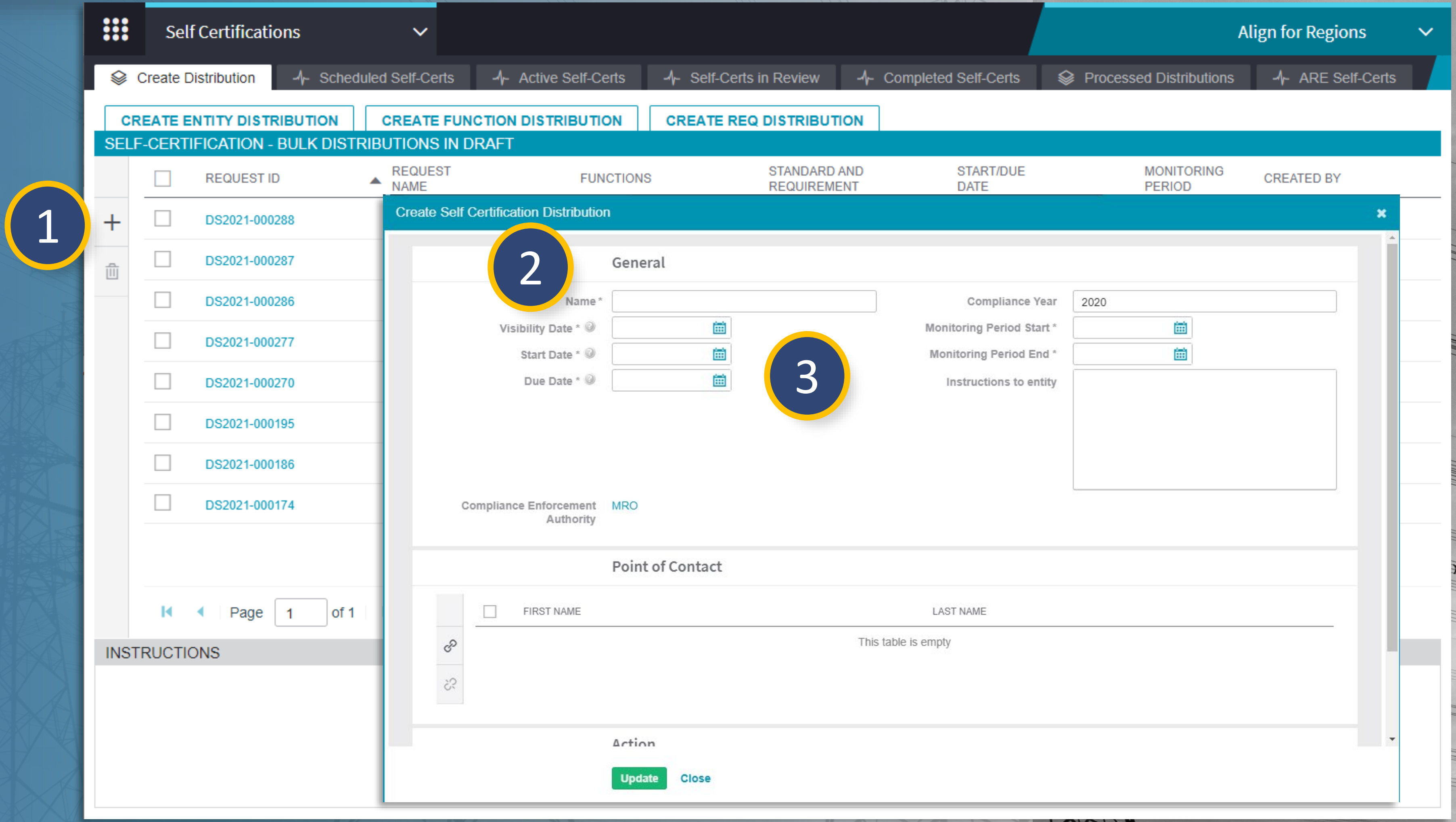
2. Enter a custom title for this Self Certification in the **Name** field

3. Enter the following dates into the next 3 fields:

   Visibility Date: The date the entity can see the PDS

   Start Date: The date the entity can begin editing the PDS

   Due Date: The date the PDS must be submitted back to the CEA



Creating a Self-Certification Distribution

4 Select the **Monitoring Period Start** and **Monitoring Period End** dates to define the time period that you want entities to submit data for

If you wish to add a point of contact:

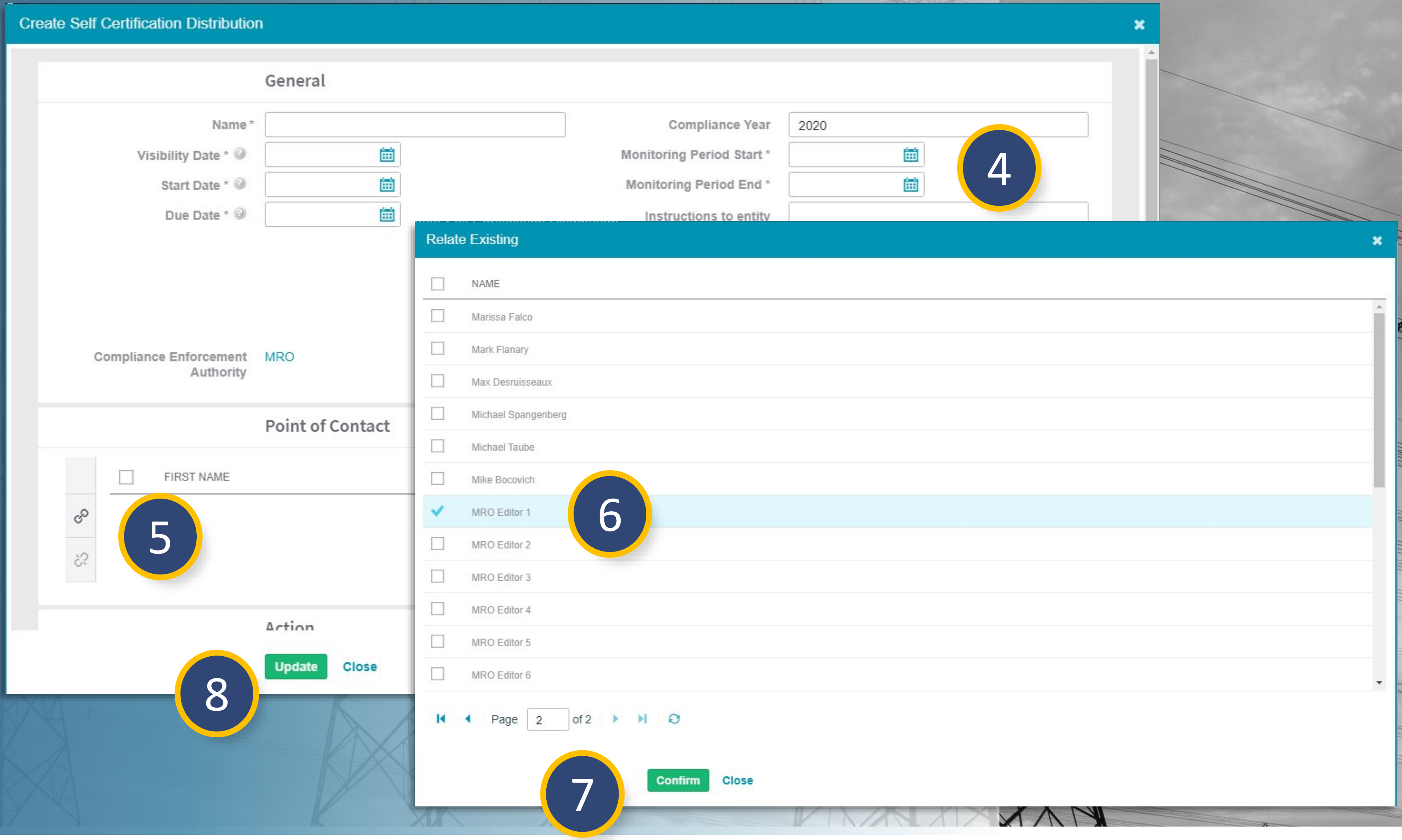
5 Click the **link icon**

6 Check the **checkbox**

7 Click **confirm**

8 Click the **Update button**

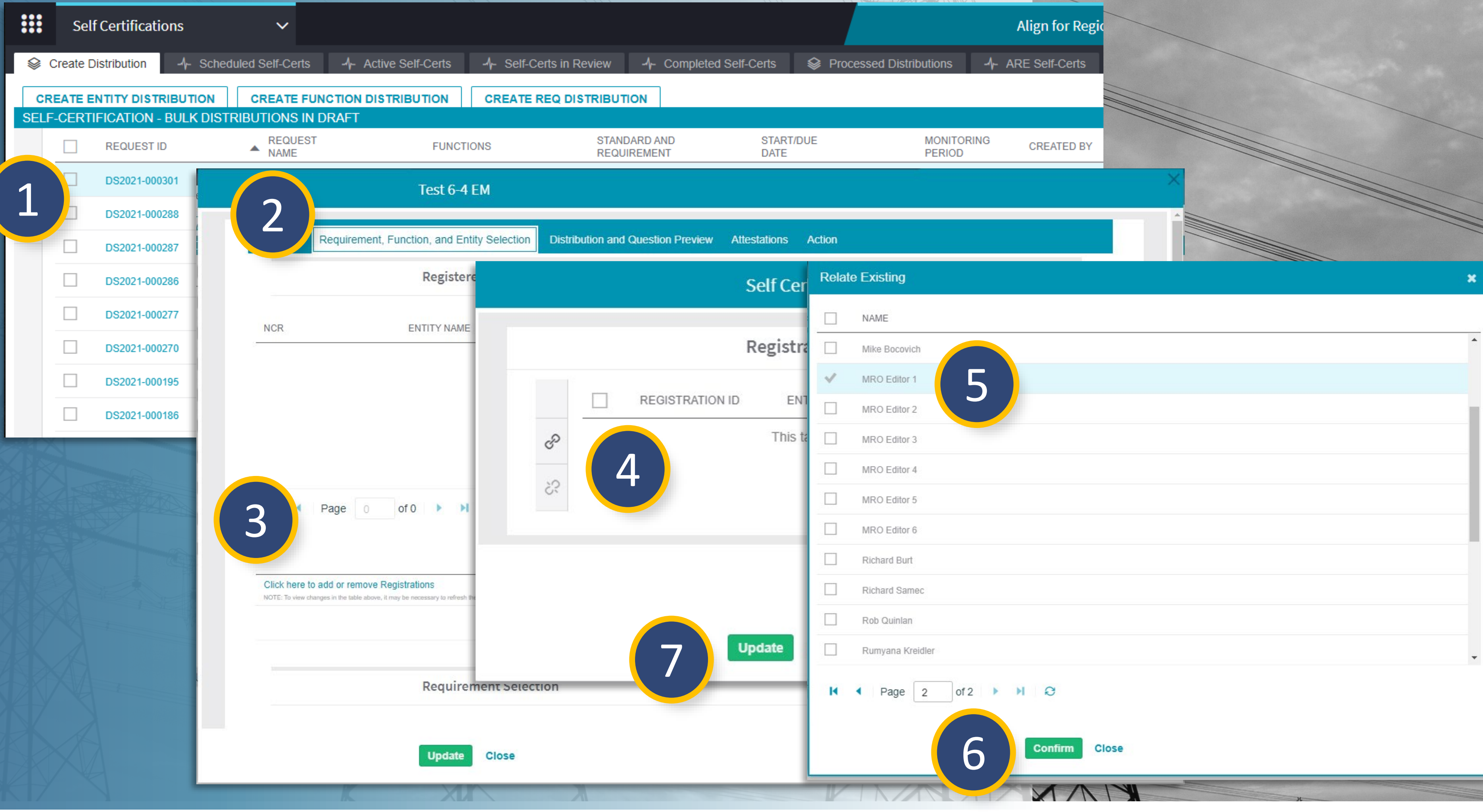
Notice: This Self-Certification will now appear as a draft in the Bulk Distributions in Draft section



Creating a Self-Certification Distribution (RE Selection)

To add Registered Entities to the distribution:

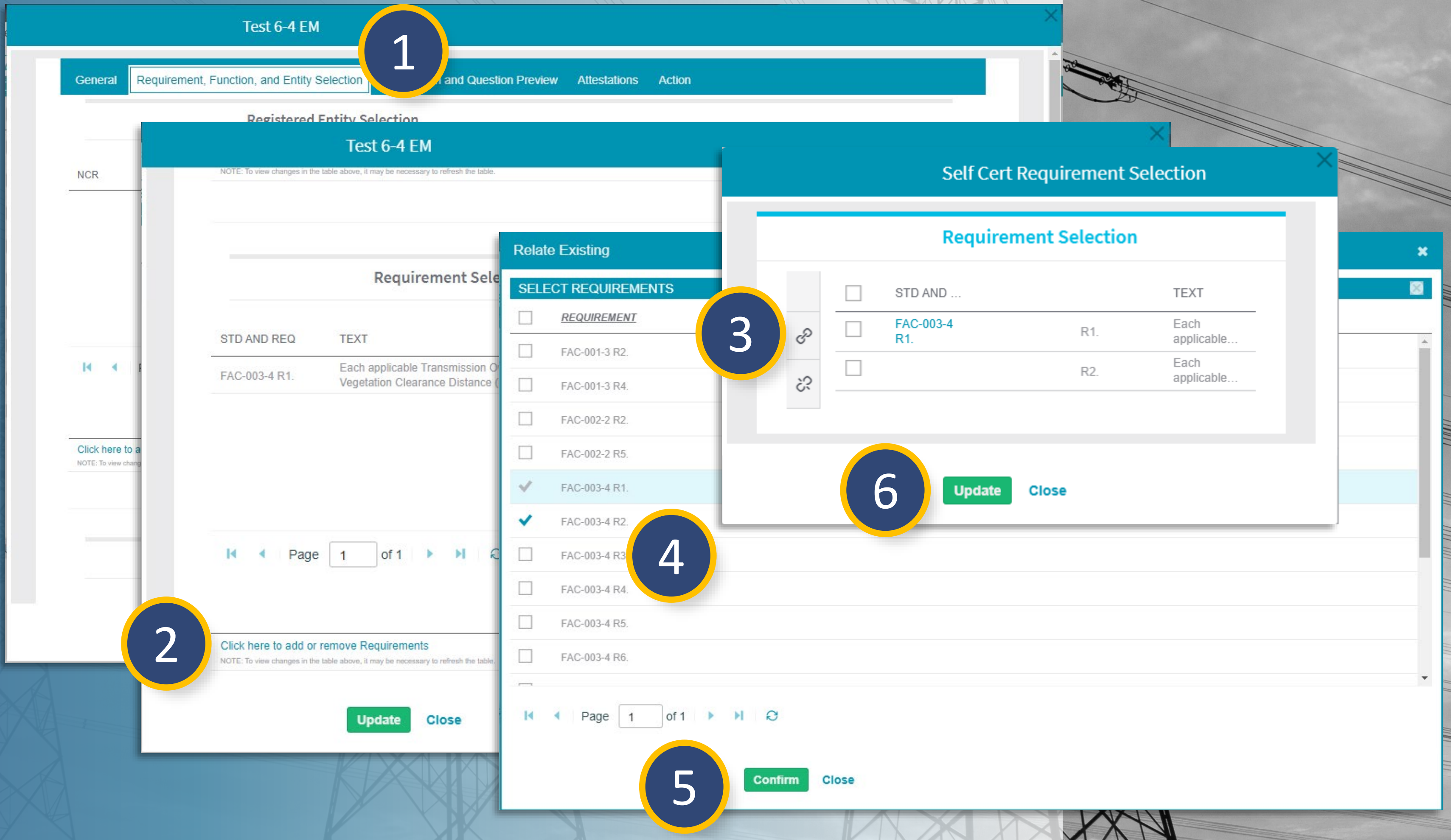
1. Click the **Request ID**
2. Navigate to the **Requirement, Function, and Entity Selection tab**
3. Click the **hyperlink**
4. Click the **link icon**
5. Check the **checkbox** to select the entities you wish to add
6. Click **Confirm**
7. Click the **Update button**



Creating a Self-Certification Distribution (Req. Selection)

To add a requirement to the distribution:

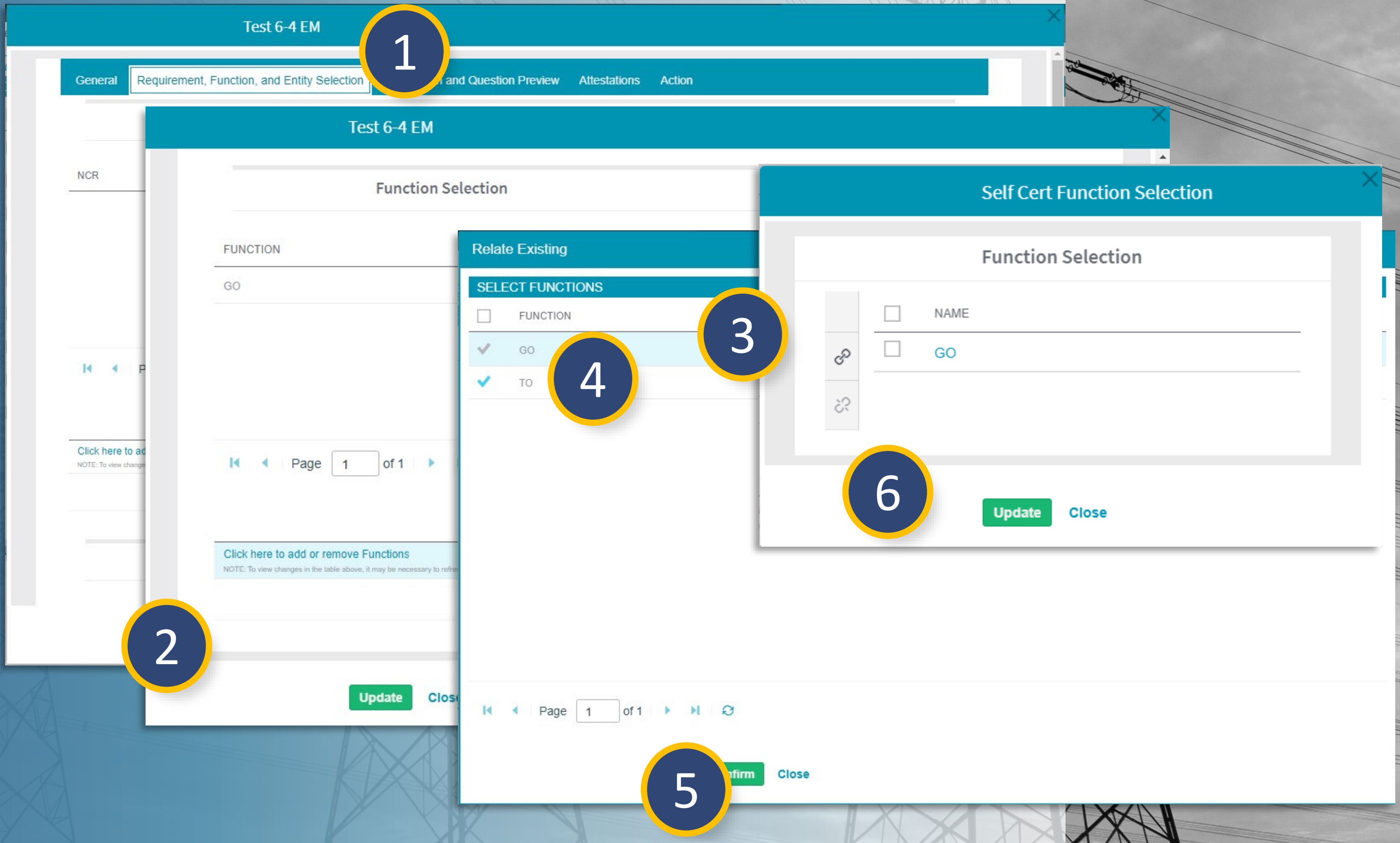
1. Navigate to the **Requirement, Function, and Entity Selection tab**
2. In the **Requirement Selection** section, click the **hyperlink**
3. Click the **link icon**
4. Check the **checkbox** to select the requirements you wish to add
5. Click **Confirm**
6. Click the **Update button**



Creating a Self-Certification Distribution (Function Selection)

To add a function to the distribution:

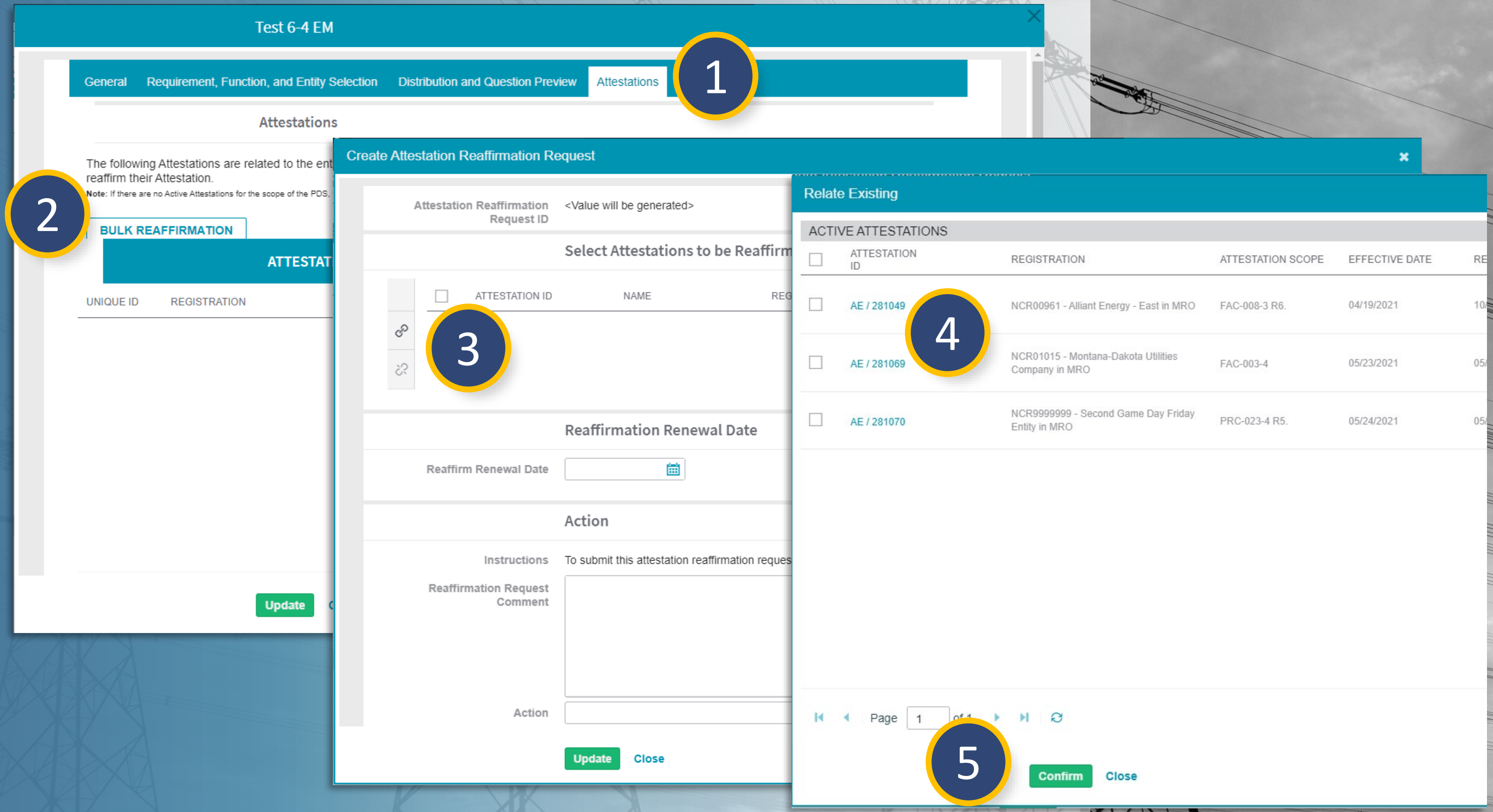
1. Navigate to the **Requirement, Function, and Entity Selection tab**
2. In the **Function Selection** section, click the **hyperlink**
3. Click the **link icon**
4. Check the **checkbox** to select the requirements you wish to add
5. Click **Confirm**
6. Click the **Update button**



Creating a Self-Certification Distribution (Attestations)

To request an entity to reaffirm an attestation within the Self-Certification Request:

1. Navigate to the **Attestations tab**
2. Click the **Bulk Reaffirmation tab**
3. Click the **link icon**
4. Check the **box** next to the attestation you wish to reaffirm
5. Click **Confirm**



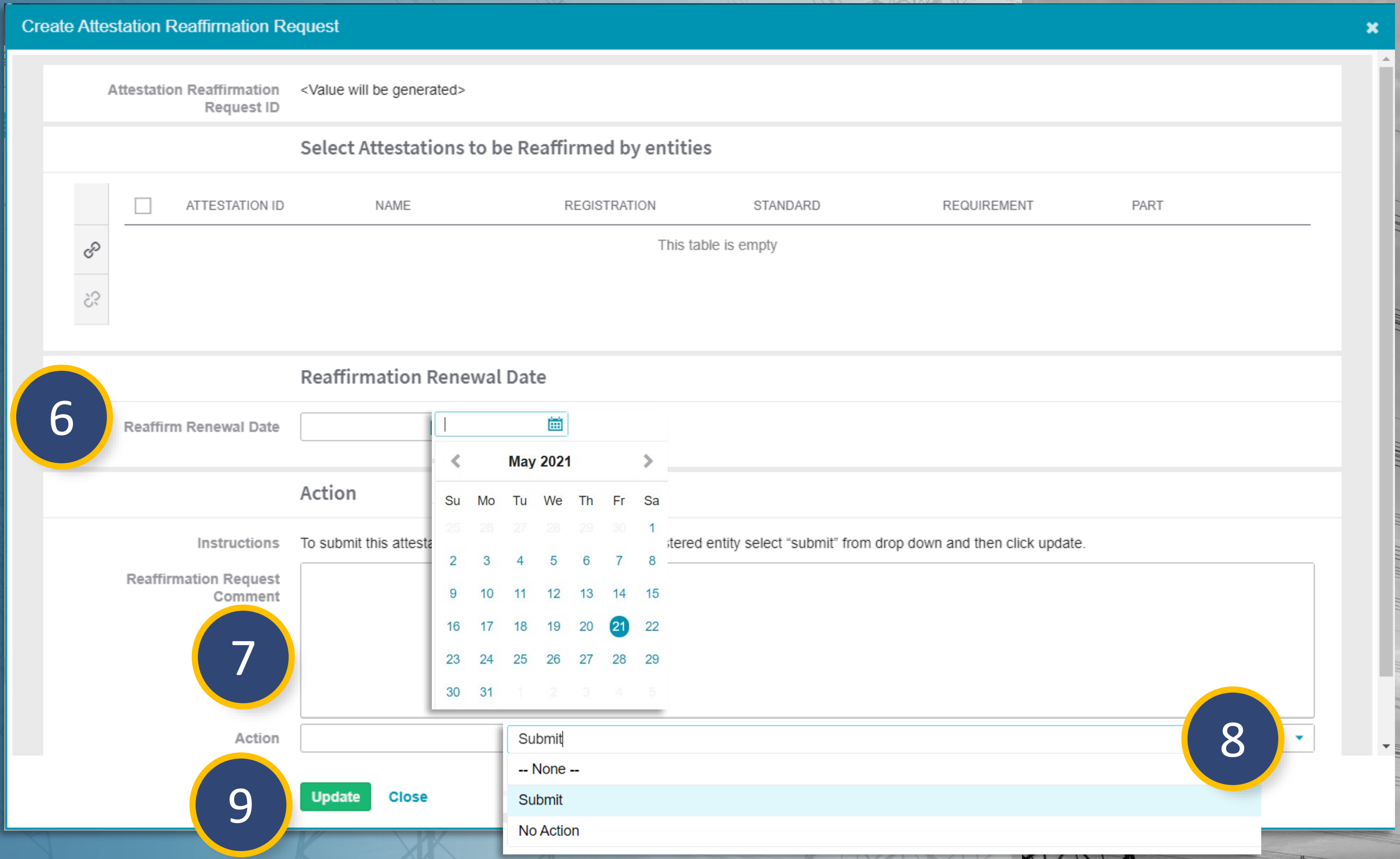
Creating a Self-Certification Distribution (Attestations)

6 Select the **Reaffirm Renewal Date**

7 Type any notes to the Registered Entity in the **textbox**

8 Select **Submit** from the dropdown

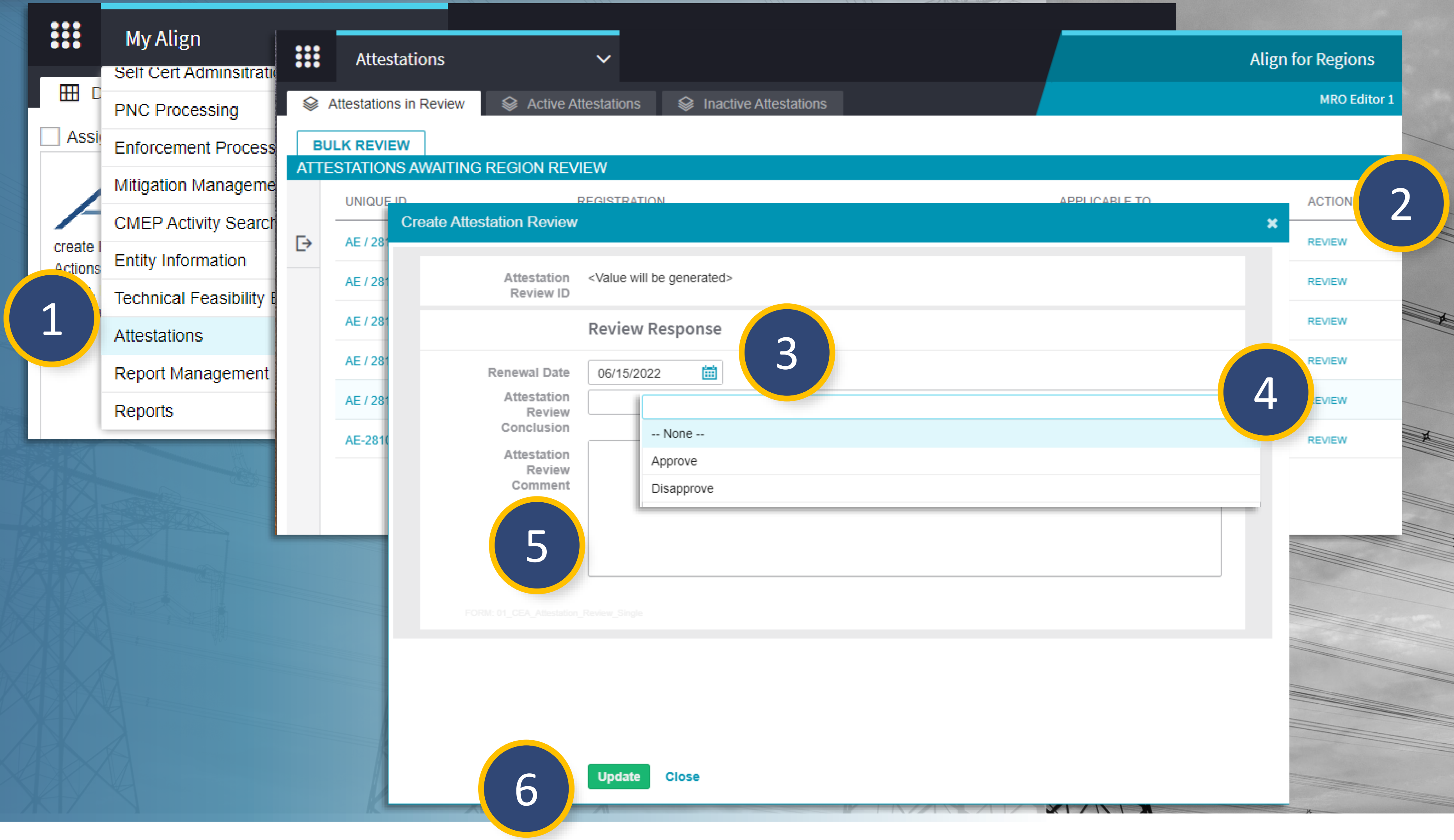
9 Click **Update**



Attestation Reaffirmation Approval (Self-Certifications)

To review attestations sent by the Registered Entity from the Attestations View:

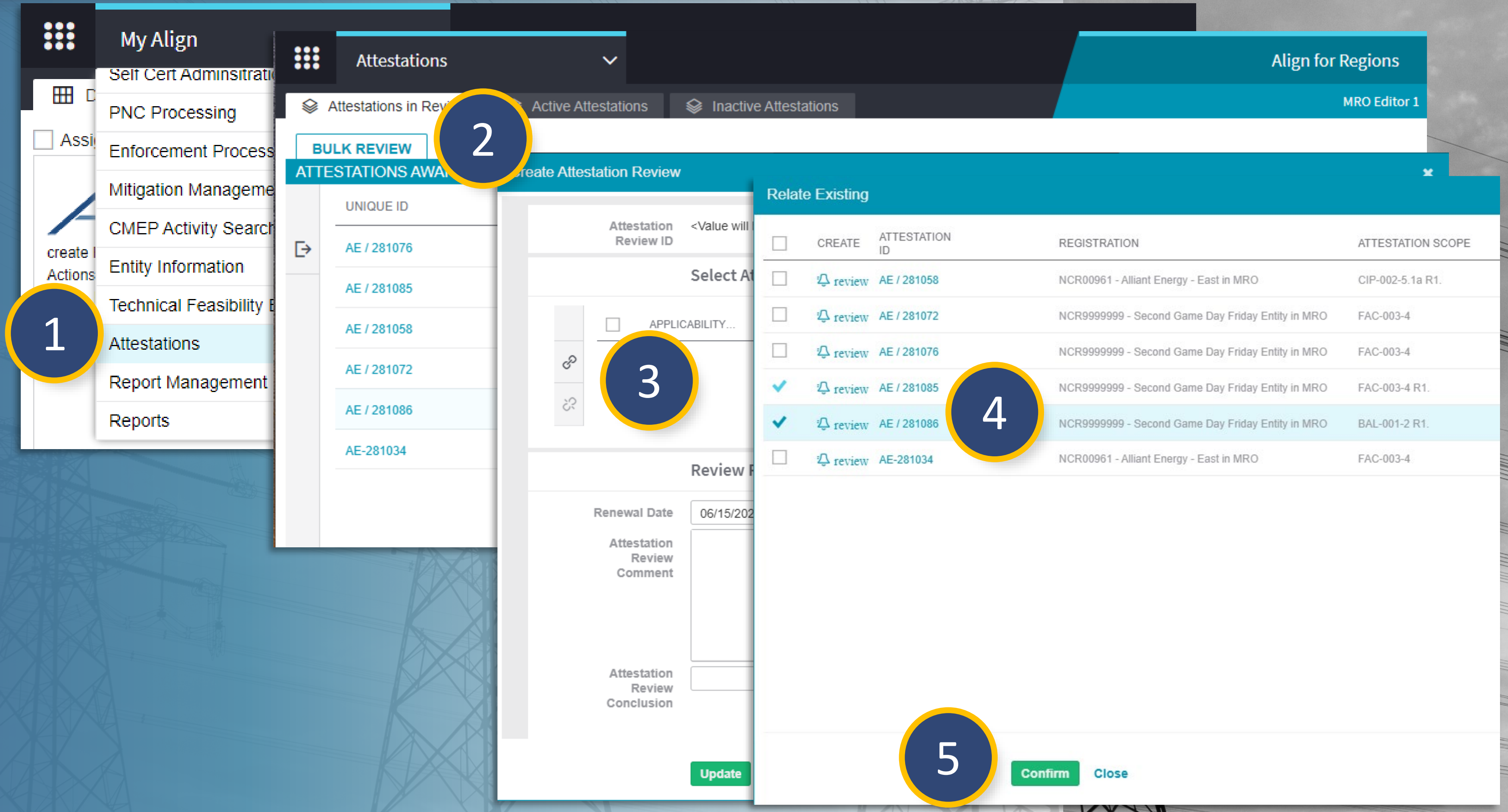
1. Navigate to the **Attestations View**
2. Click **Review** next to the attestation you wish to review
3. Select the **Renewal Date**
4. Select **Approve or Disapprove** from the dropdown
5. Type any **comments**
6. Click **Update**



Attestation Reaffirmation Approval (Self-Certifications)

To review multiple attestations sent by the Registered Entity:

1. Navigate to the **Attestations View**
2. Click the **Bulk Review** button
3. Click the **link icon**
4. Check the **checkboxes** next to the attestations you wish to review
5. Click **Confirm**



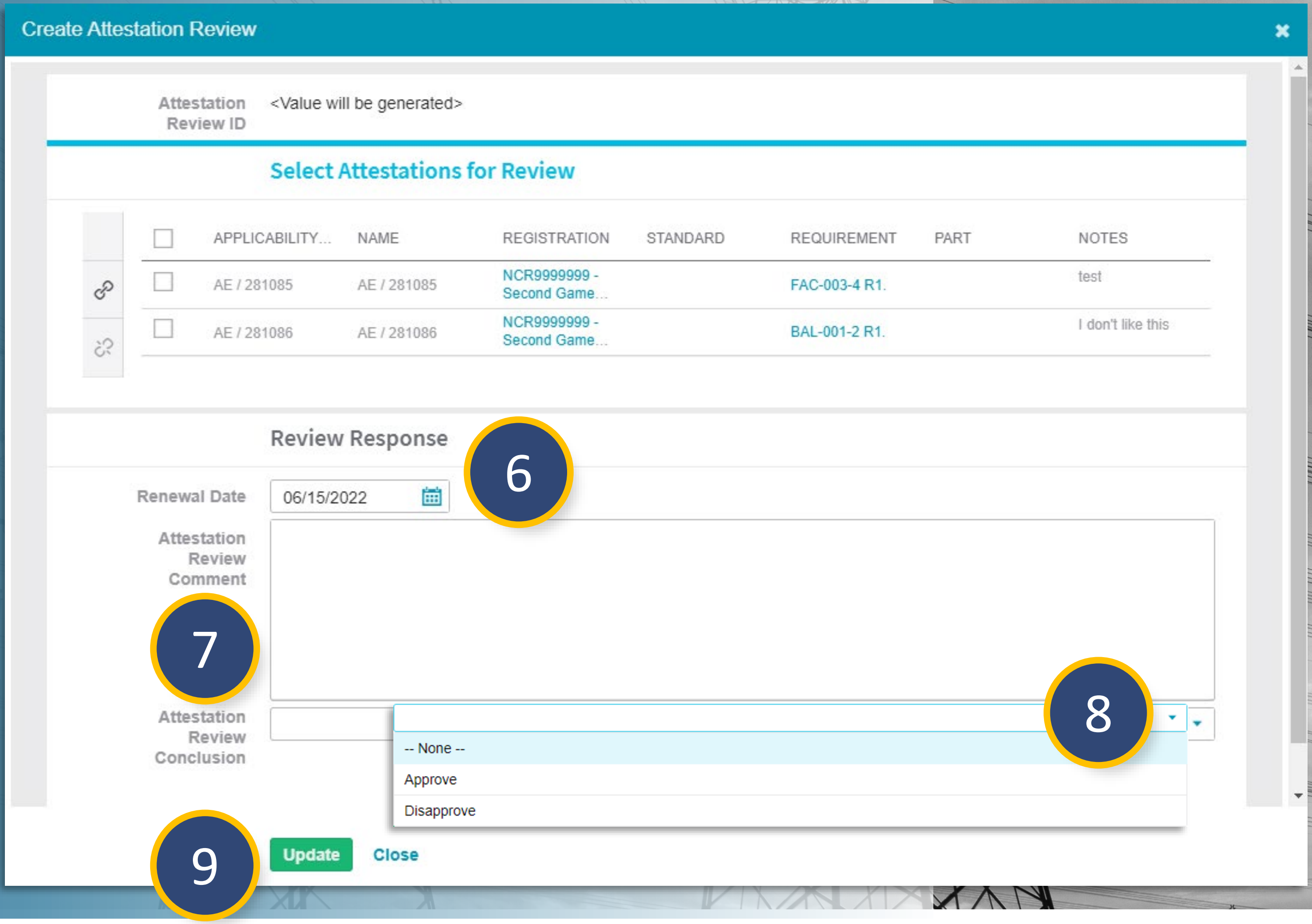
Attestation Reaffirmation Approval (Self-Certifications)

6 Select the **Renewal Date**

7 Type any **comments**

8 Select **Approve or Disapprove** from the dropdown

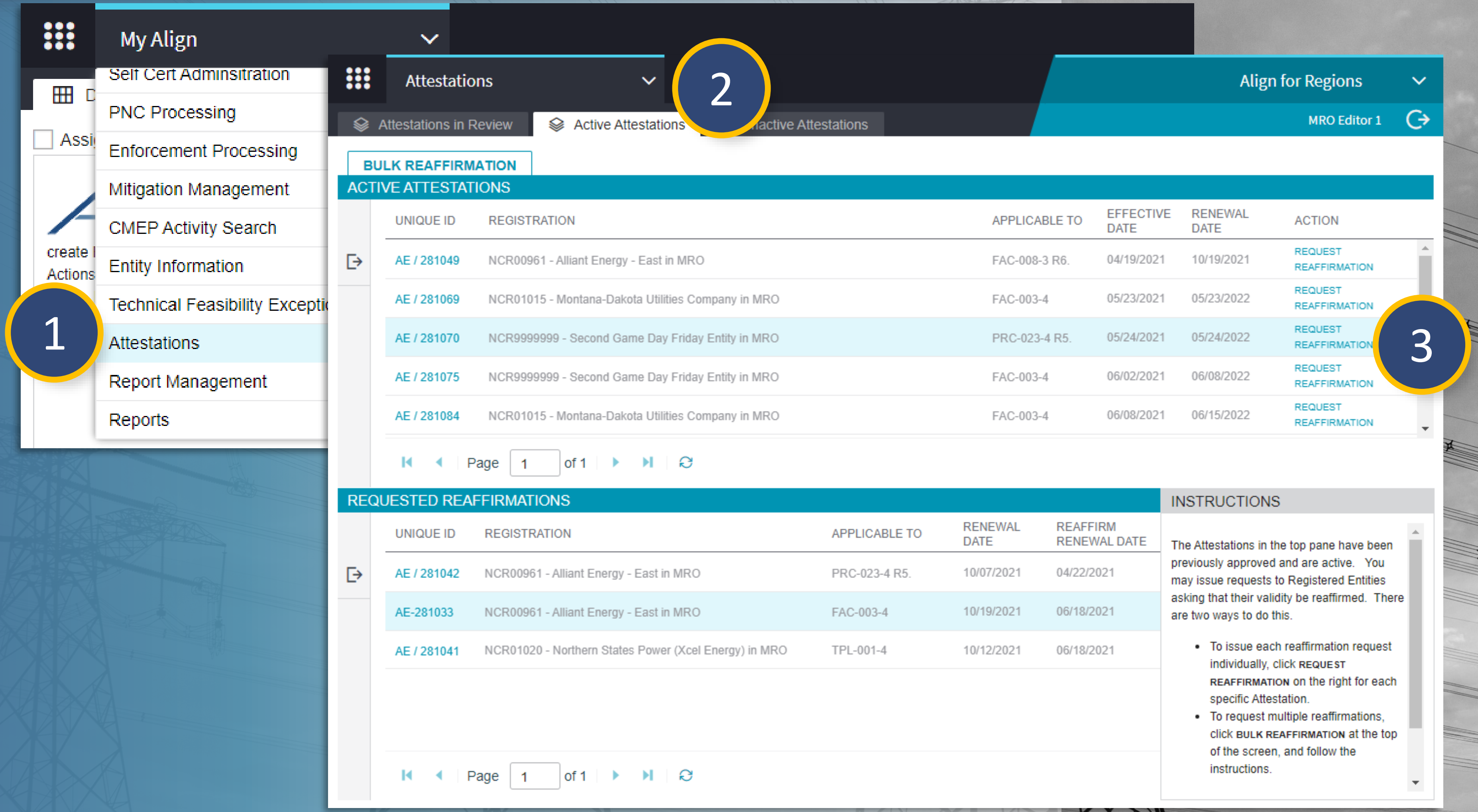
9 Click **Update**



Attestation Reaffirmation Approval (Self-Certifications)

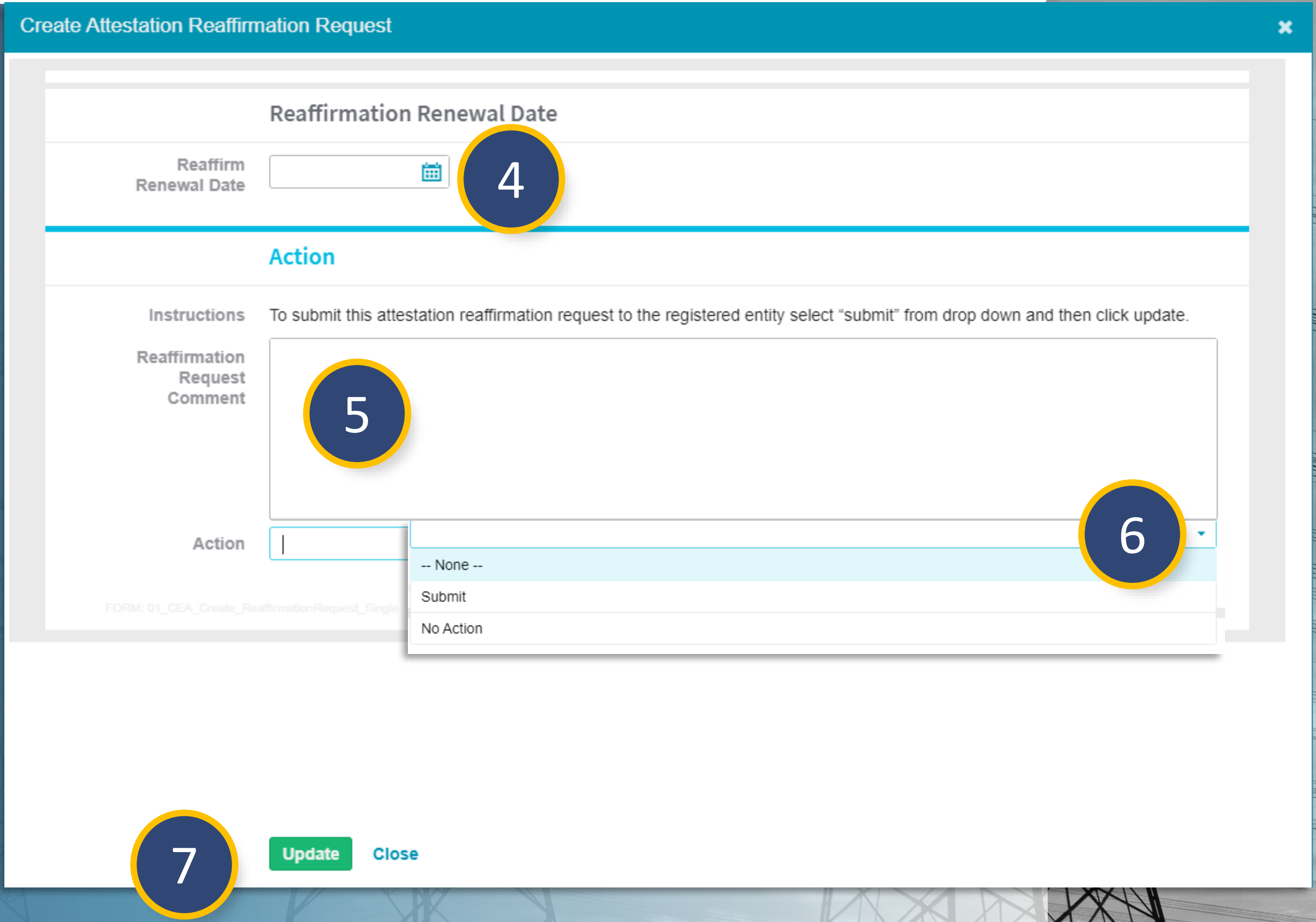
To request an entity reaffirm an active attestation:

1. Navigate to the **Attestations View**
2. Click the **Active Attestations** tab
3. Click the **Request Reaffirmation link**



Attestation Reaffirmation (Self-Certifications)

4. Select the **Reaffirm Renewal Date**
5. Type any **comments**
6. Select **Submit** from the **dropdown**
7. Click **Update**

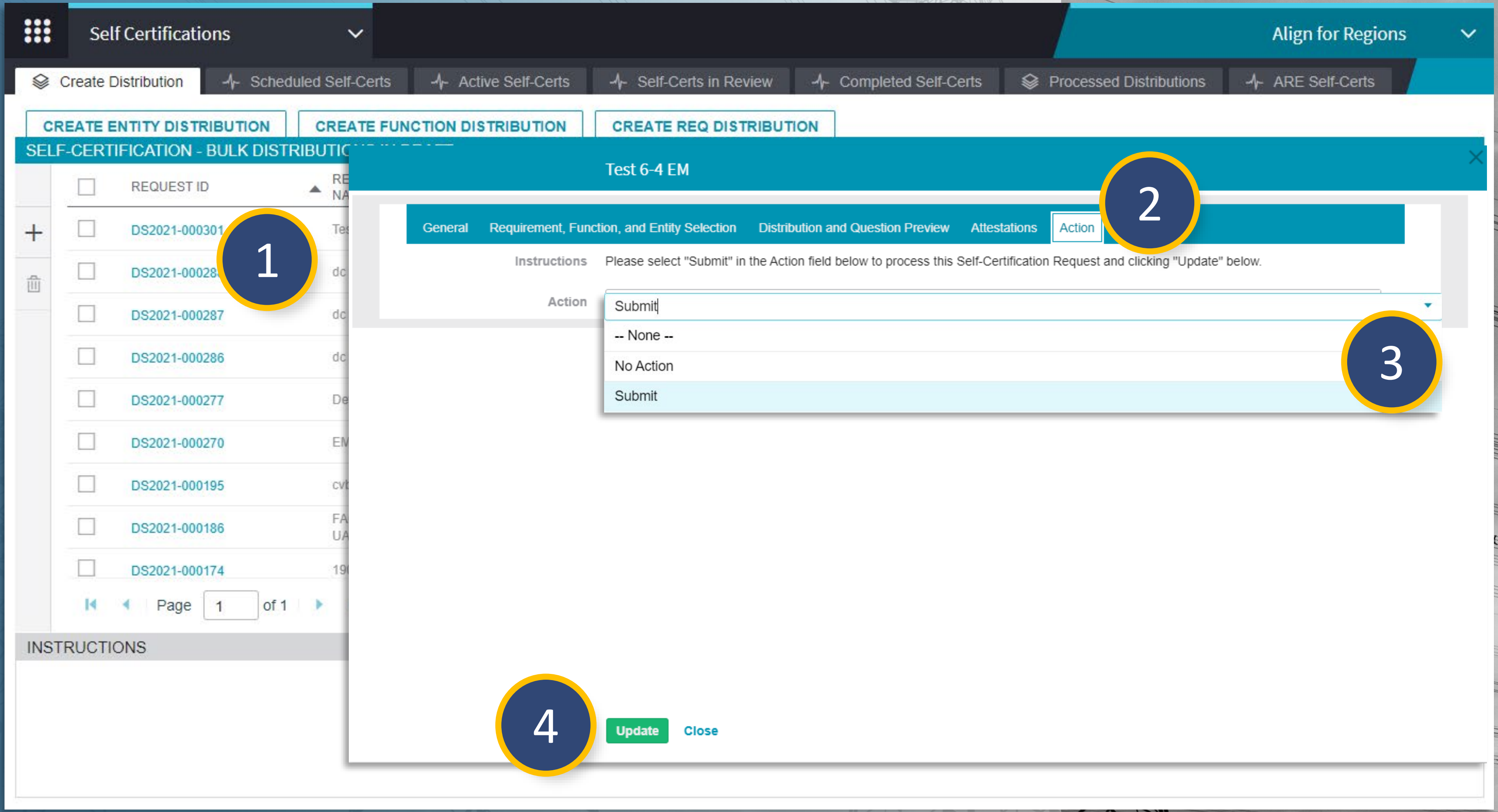


Sending a Self-Certification Distribution

To send the Self-Certification request to the Registered Entities:

1. Click the **Request ID** to open the Self Cert
2. Navigate to the **Action tab**
3. Select **Submit** from the dropdown
4. Click **Update**

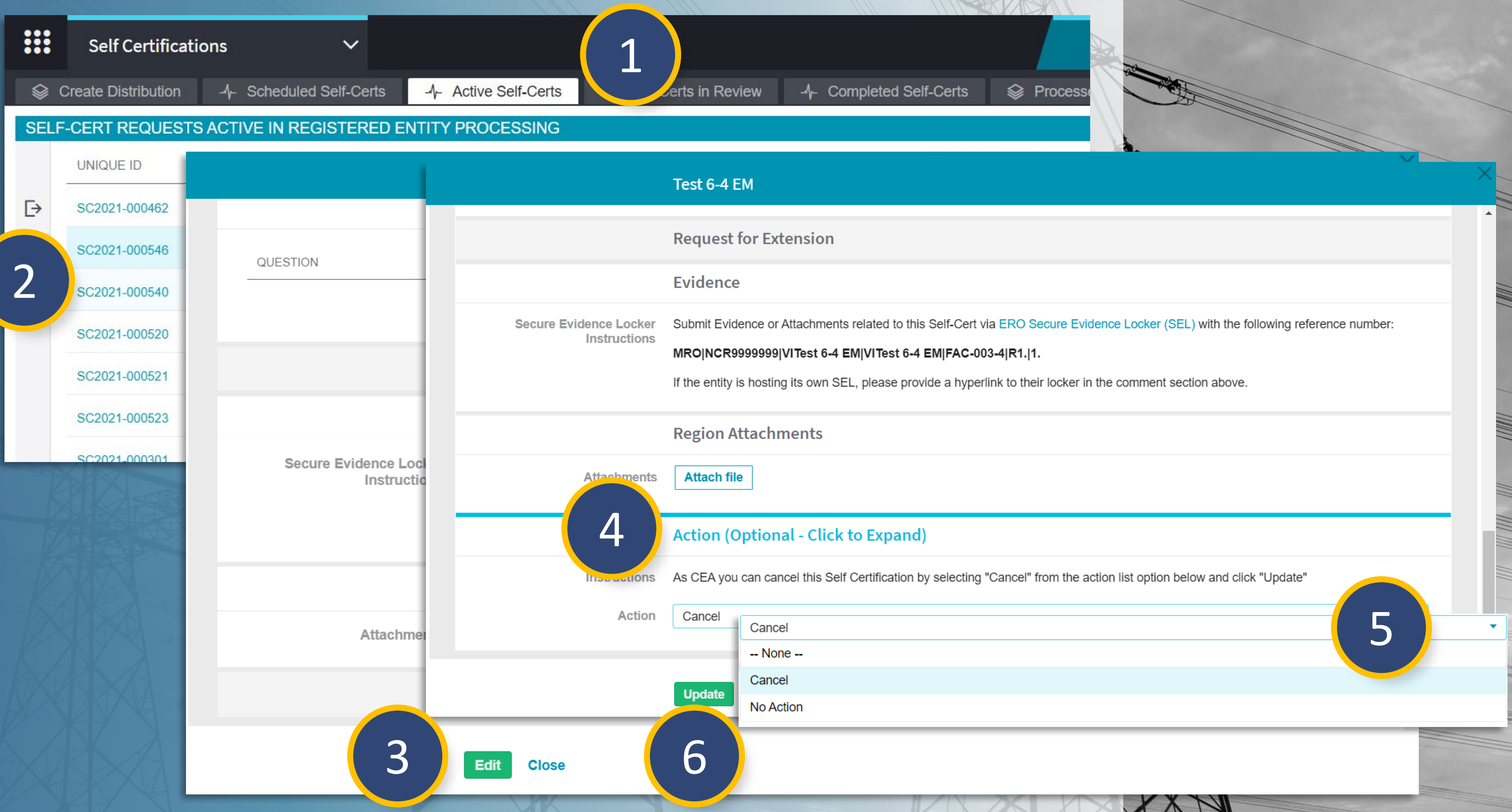
Notice: The Self Cert will now appear in the Active Self-Certs tab or the Scheduled Self-Certs tab if the Start Date occurs in the future



Terminating a Self-Certification

To cancel a Self-Certification request:

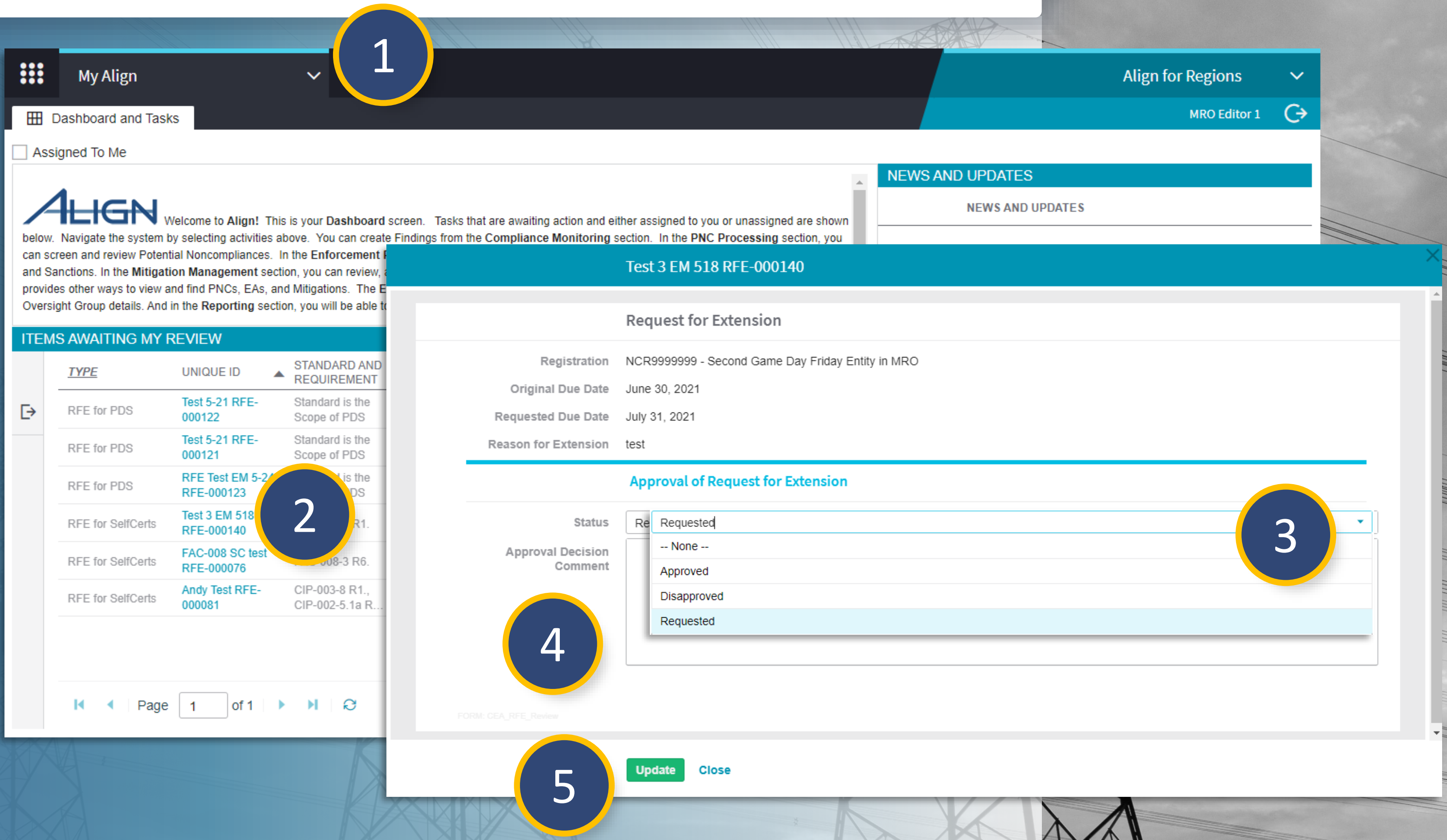
1. Navigate to the **Active Self-Certs tab**
2. Click the **Unique ID** to open the Self-Cert
3. Click the **Edit button**
4. Click to expand the **Action section**
5. Select **Cancel** from the **dropdown**
6. Click **Update**



Reviewing a Self-Certification (Extension Requests)

When an entity submits an extension request, it will appear on the My Align Dashboard. To approve/disapprove the request:

1. Navigate to the **My Align Dashboard**
2. Click the **Unique ID** to open the RFE
3. Select **Approved or Disapproved** from the **dropdown**
4. Type any **comments** to the entity
5. Click **Update**

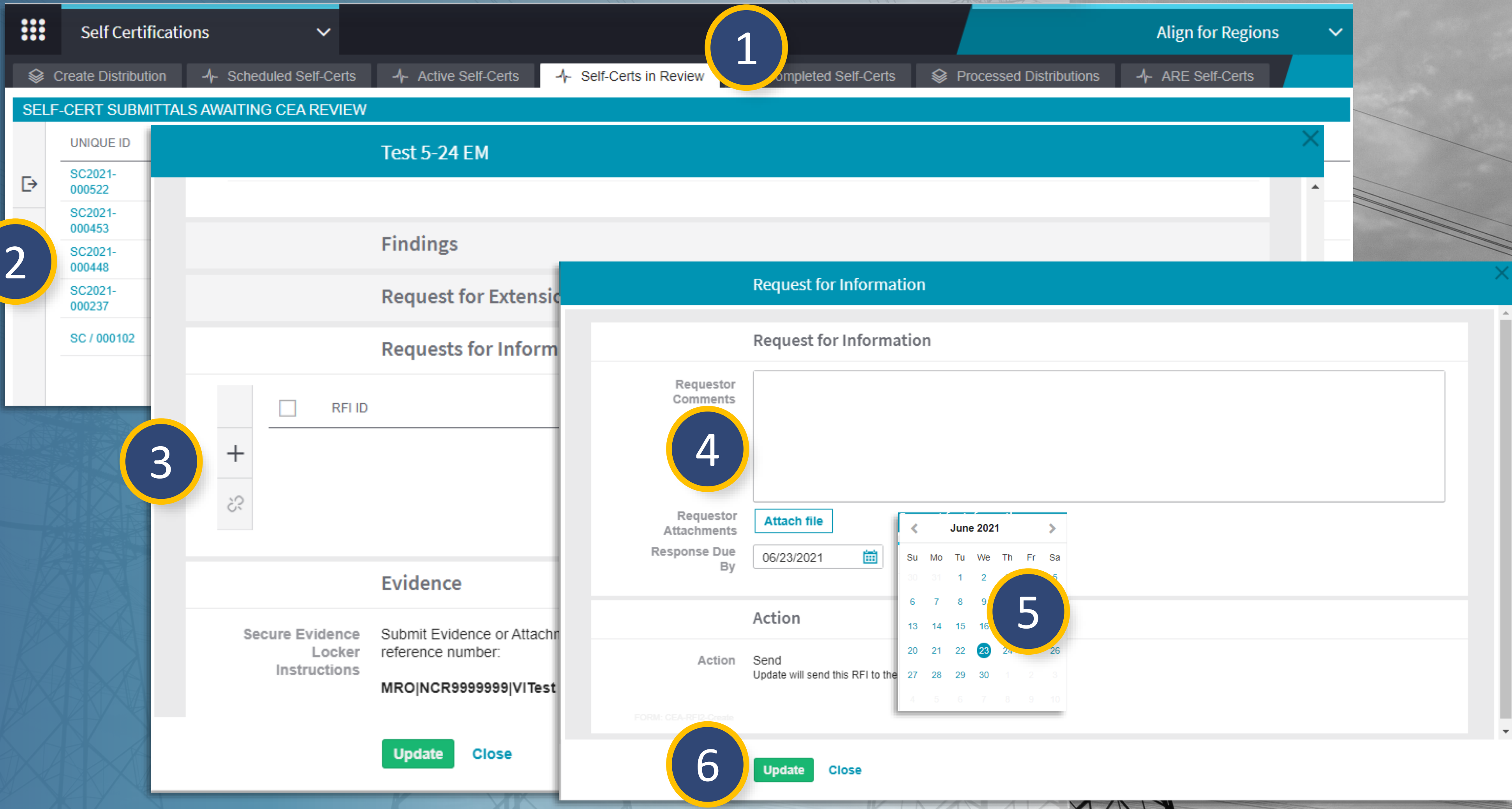


Notice: If you select Approved, you will need to enter a New Due Date for the Self-Certification

Reviewing a Self-Certification (RFIs)

To send a Request for Information to an entity:

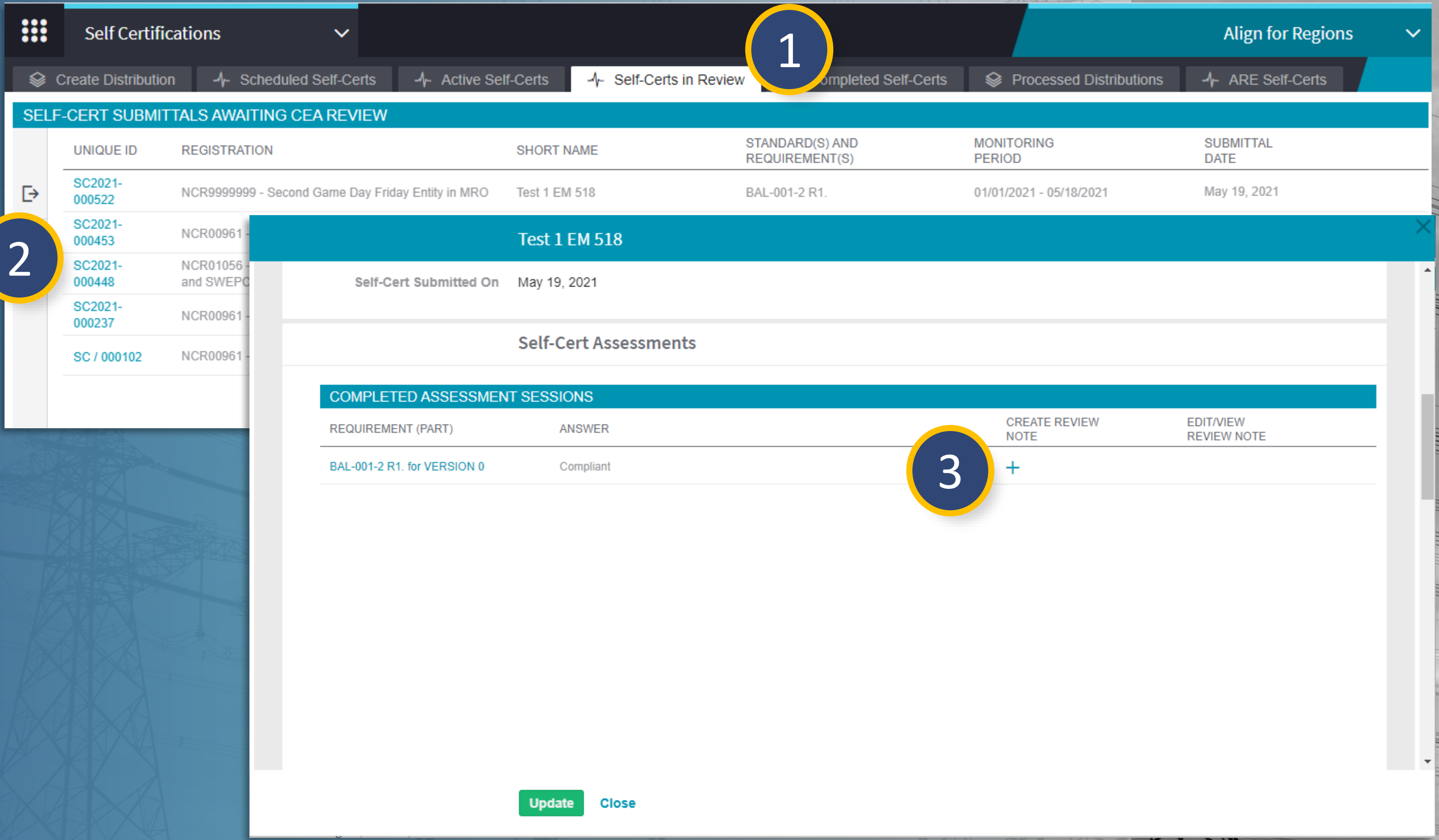
1. Navigate to the **Self-Certs In Review tab**
2. Click the **Unique ID** to open the RFE
3. In the **Requests for Information** section click the **plus icon**
4. Type any **comments** in the textbox and add any **attachments**
5. Select the **Response Due By** date
6. Click **Update**



Reviewing a Self-Certification (Review Notes)

To create a review note for a Self-Certification:

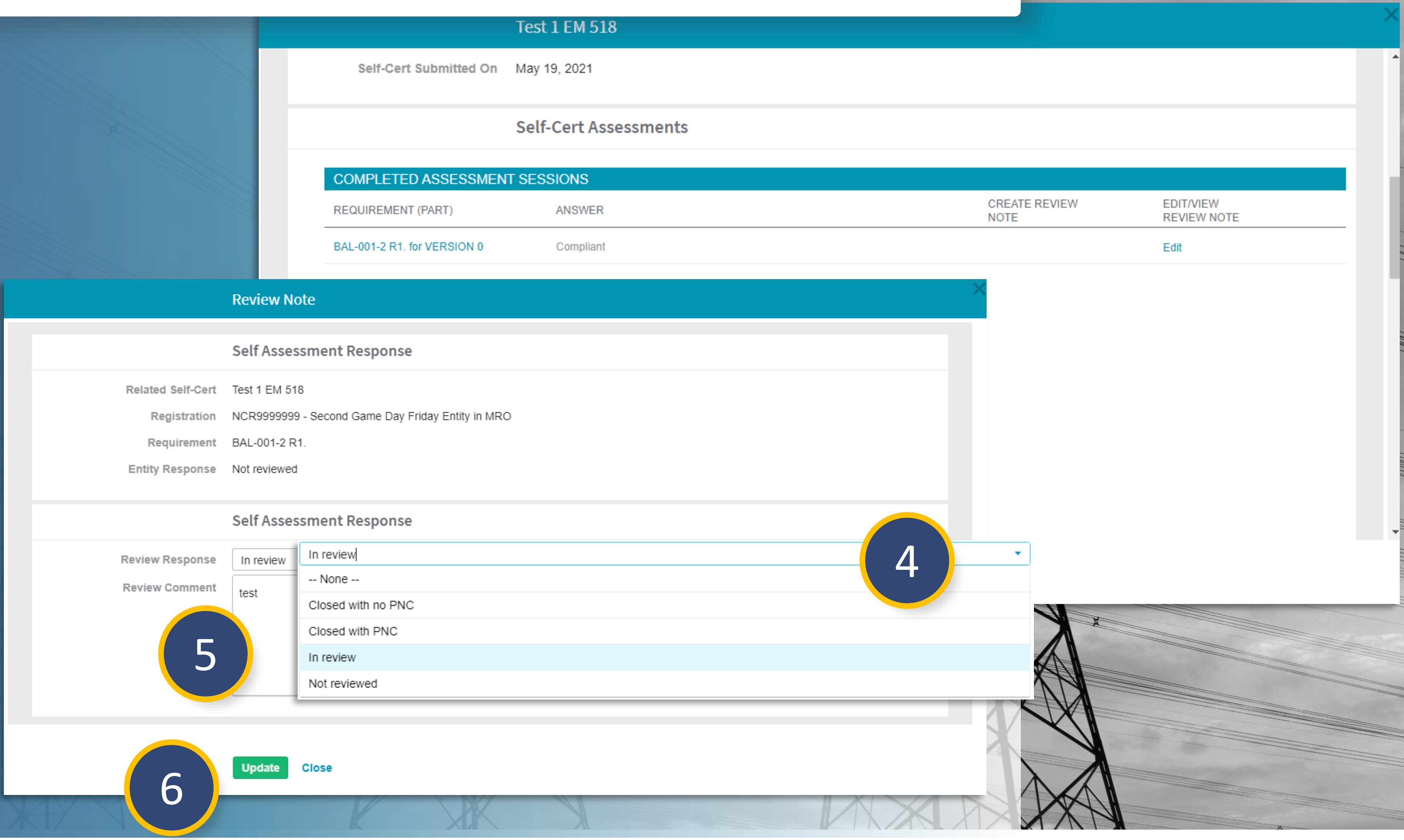
1. Navigate to the **Self-Certs In Review tab**
2. Click the **Unique ID** to open the Self-Cert
3. In the **Self-Cert Assessments section**, click the **plus icon** next to the applicable requirement



Reviewing a Self-Certification (Review Notes)

4. Select your **Review Response** from the **dropdown**
5. Type any **comments** to the entity
6. Click **Update**

Notice: If you wish to edit your review note after you submit, click the Edit link in the Self-Cert Assessment section

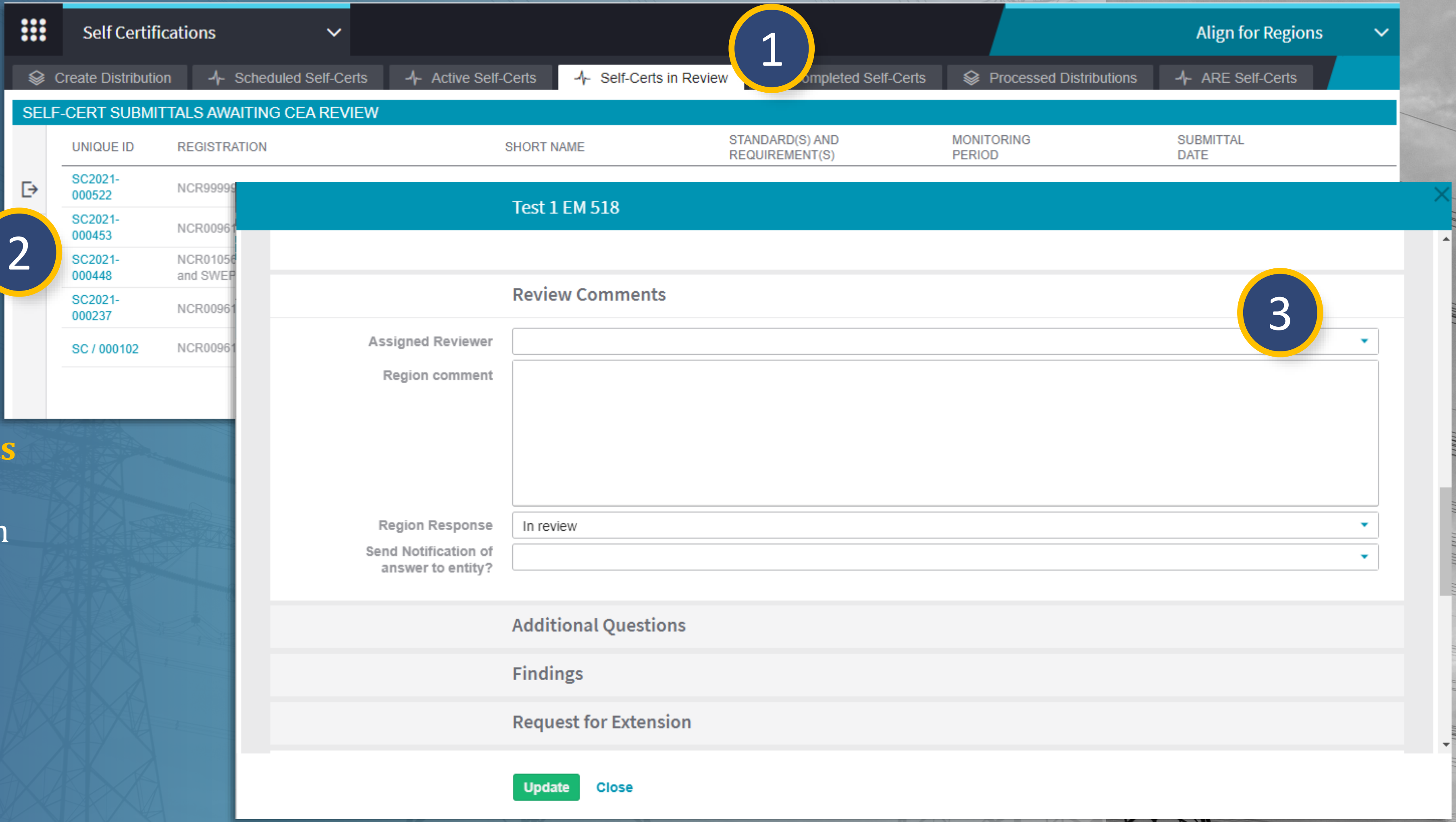


Reviewing a Self-Certification (Review Comments)

To Review Comments to a Self-Certification:

1. Navigate to the **Self-Certs In Review tab**
2. Click the **Unique ID** to open the Self-Cert
3. In the **Review Comments section**, select an **Assigned Reviewer** from the **dropdown**

Notice: For easier selection, you can also type the name of the reviewer to filter the list of results

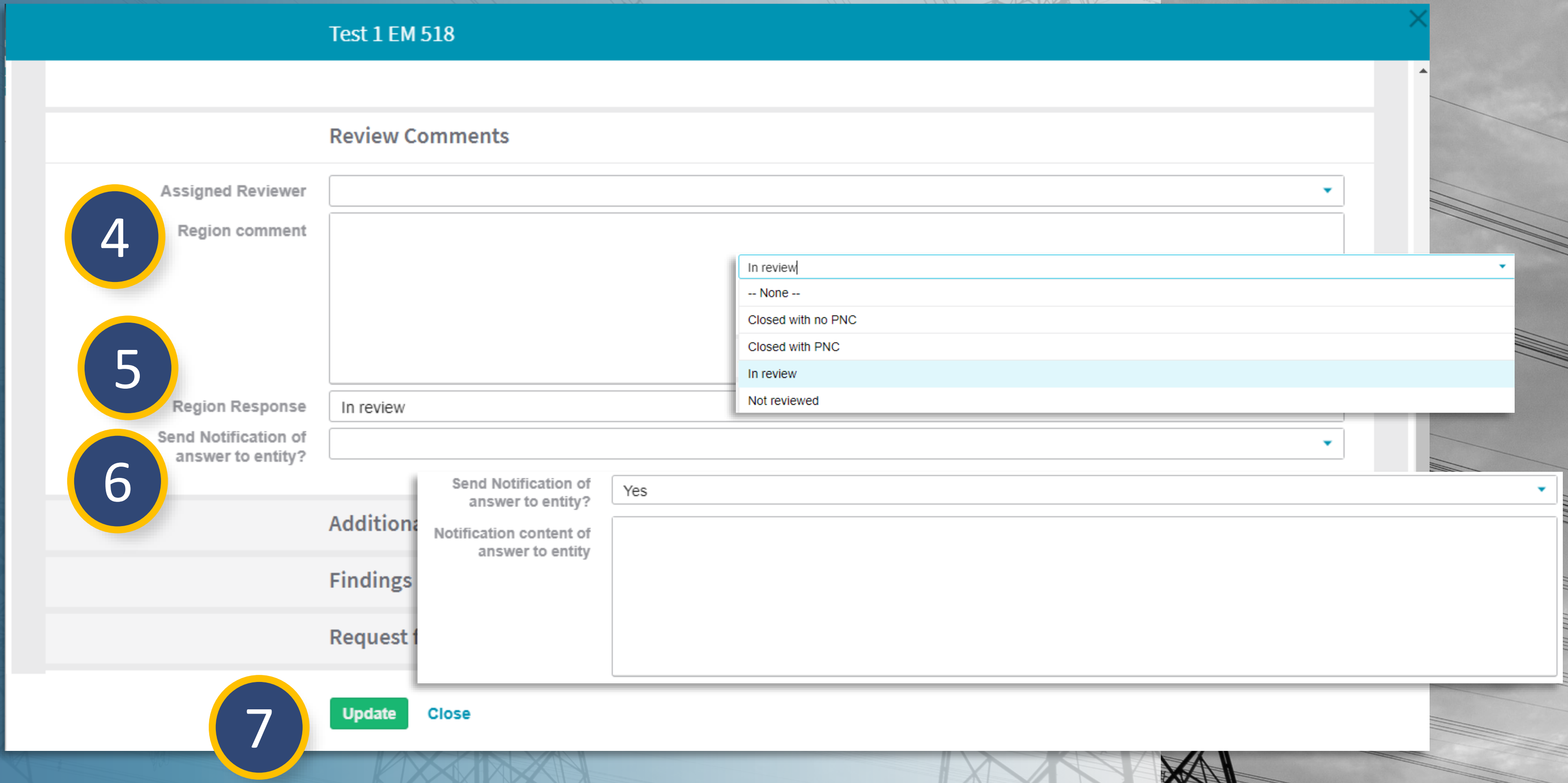


Reviewing a Self-Certification (Review Comments)

4. Type any **comments** to the entity
5. Select the **Region Response** from the **dropdown**
6. Select **Yes or No** from the Notification **dropdown**

Notice: If you selected Yes, type your response to the entity in the textbox

7. Click **Update**

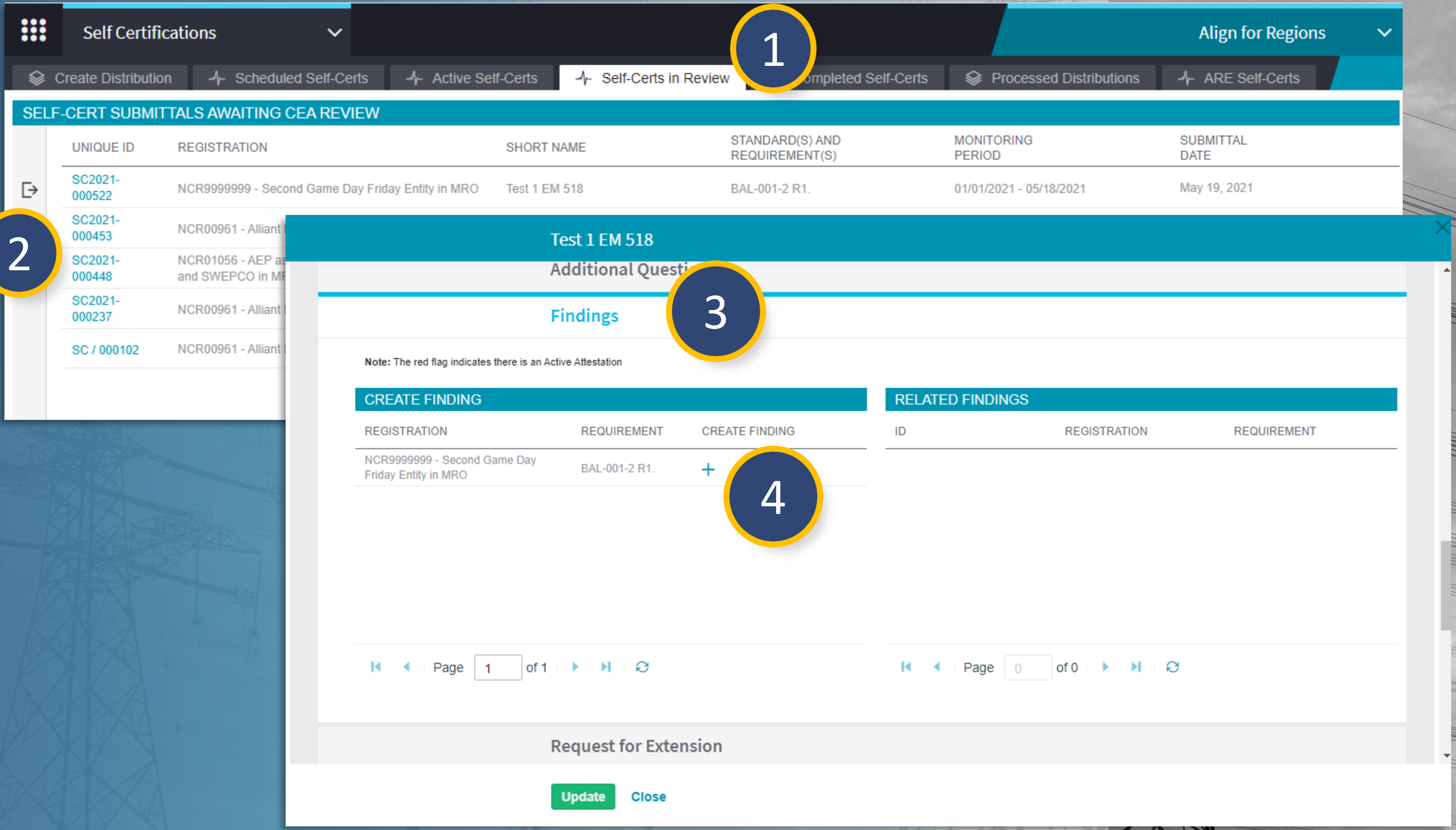


Reviewing a Self-Certification (Findings)

ALIGN

To create a Finding for a Self-Certification:

1. Navigate to the **Self-Certs In Review tab**
2. Click the **Unique ID** to open the Self-Cert
3. Click to expand the **Findings section**
4. Click the **plus icon** next to the applicable requirement



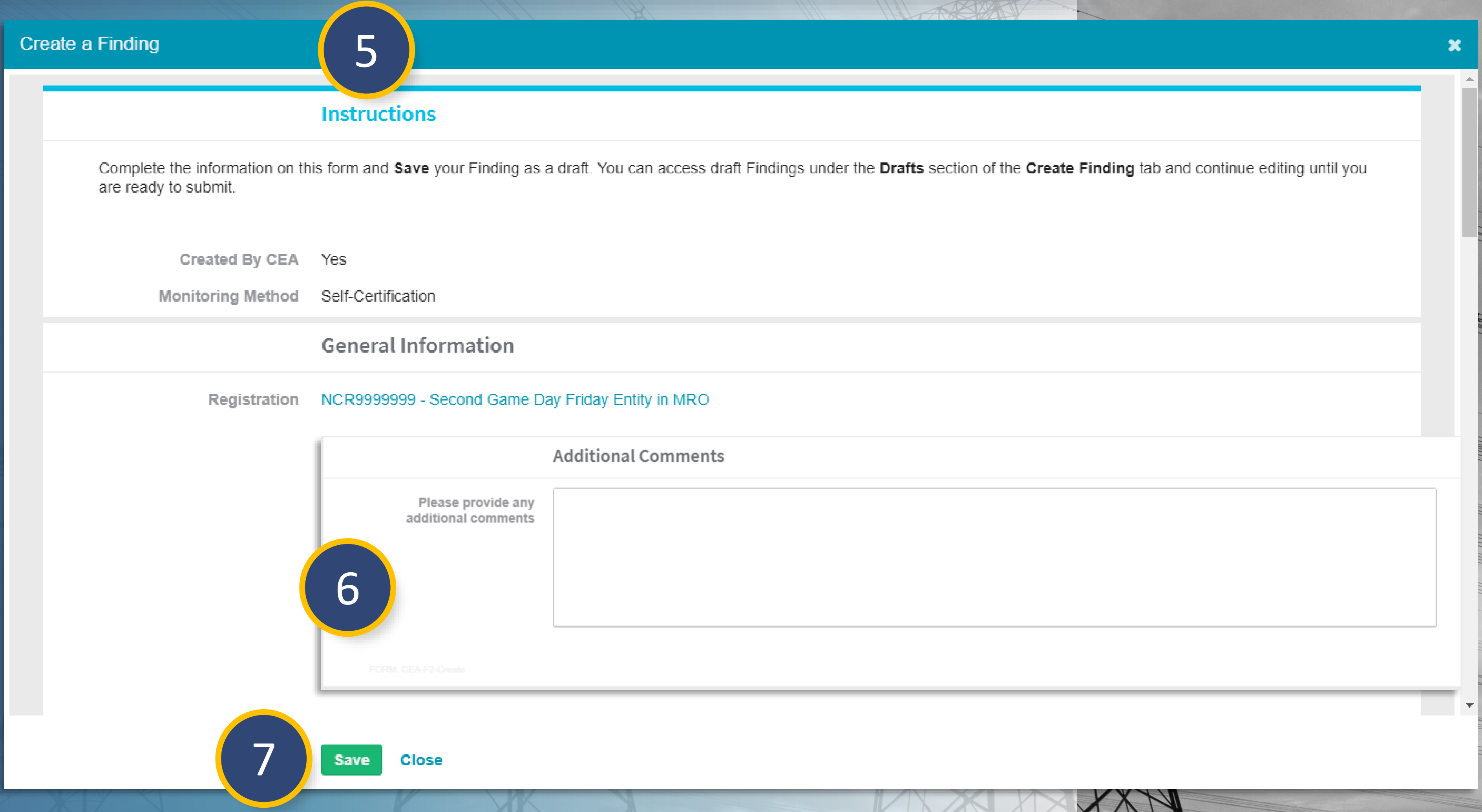
Reviewing a Self-Certification (Findings)

5. Fill out the **Create a Finding** form

6. Type any comments in the **textbox**

7. Click **Save**

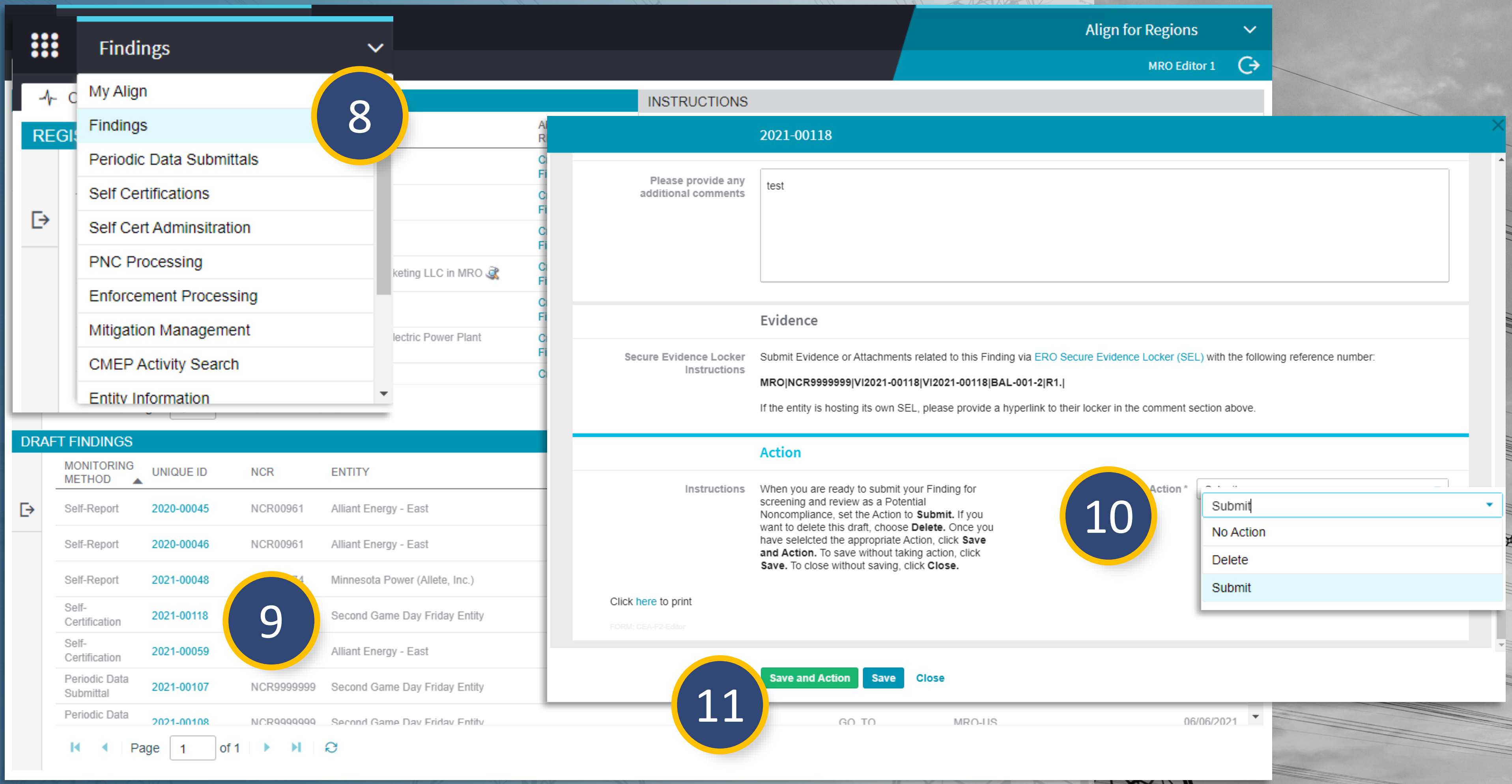
Notice: The Finding just created will appear in the Self-Findings section of the Self-Certification request but the CEA will need to submit it from the Findings tab in ALIGN.



Reviewing a Self-Certification (Findings)

To submit a Finding:

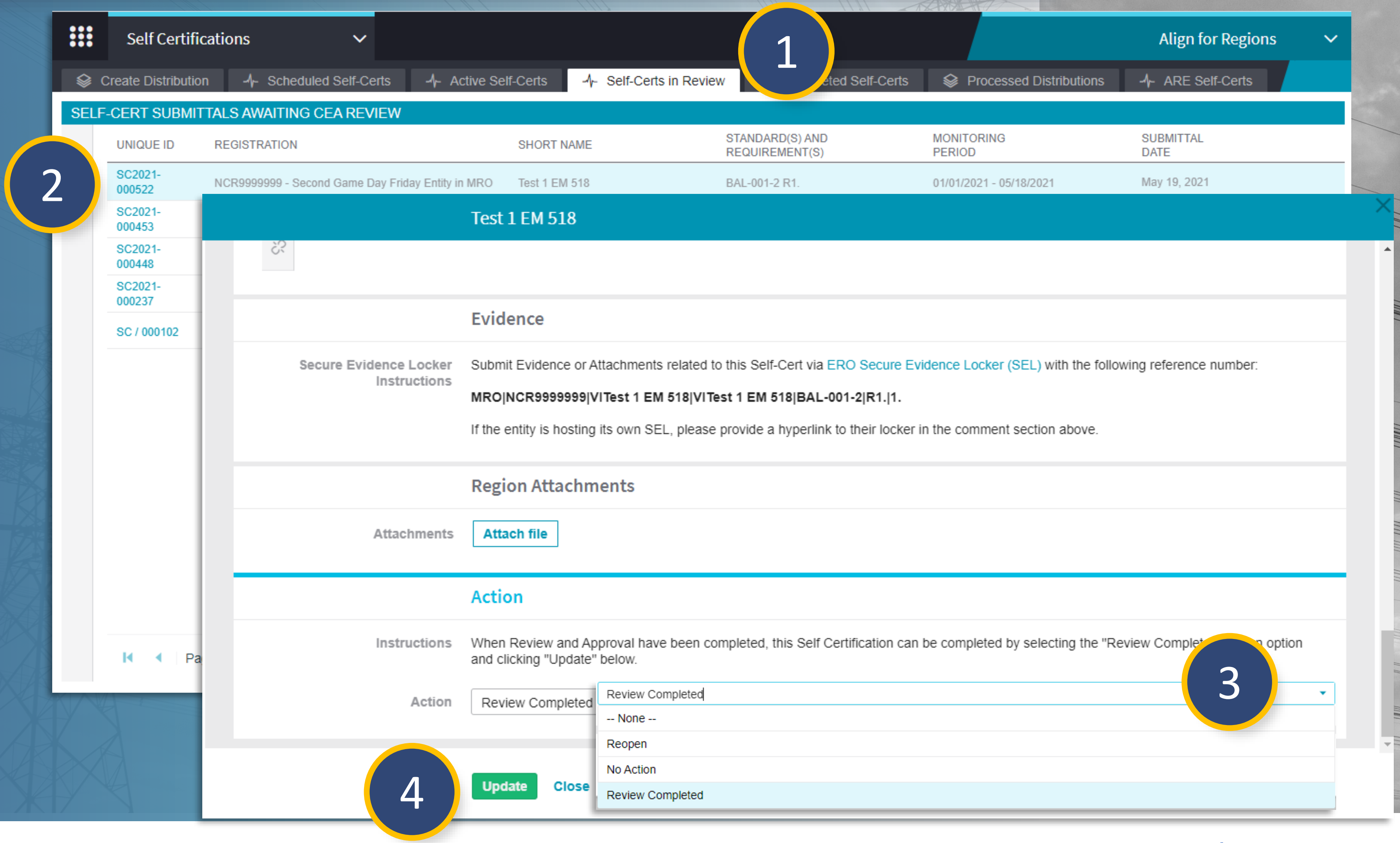
8. Navigate to the **Findings view**
9. In the **Draft Findings** section, click the **Unique ID** of the Finding to open it
10. In the **Action** section, select **Submit** from the **dropdown**
11. Click **Save and Action**



Reviewing a Self-Certification (Completing a Review)

To complete your review and close the Self-Certification:

1. Navigate to the **Self-Certs In Review tab**
2. Click the **Unique ID** to open the Self-Cert
3. In the Action Section, select **Review Completed** from the **dropdown**
4. Click **Update**

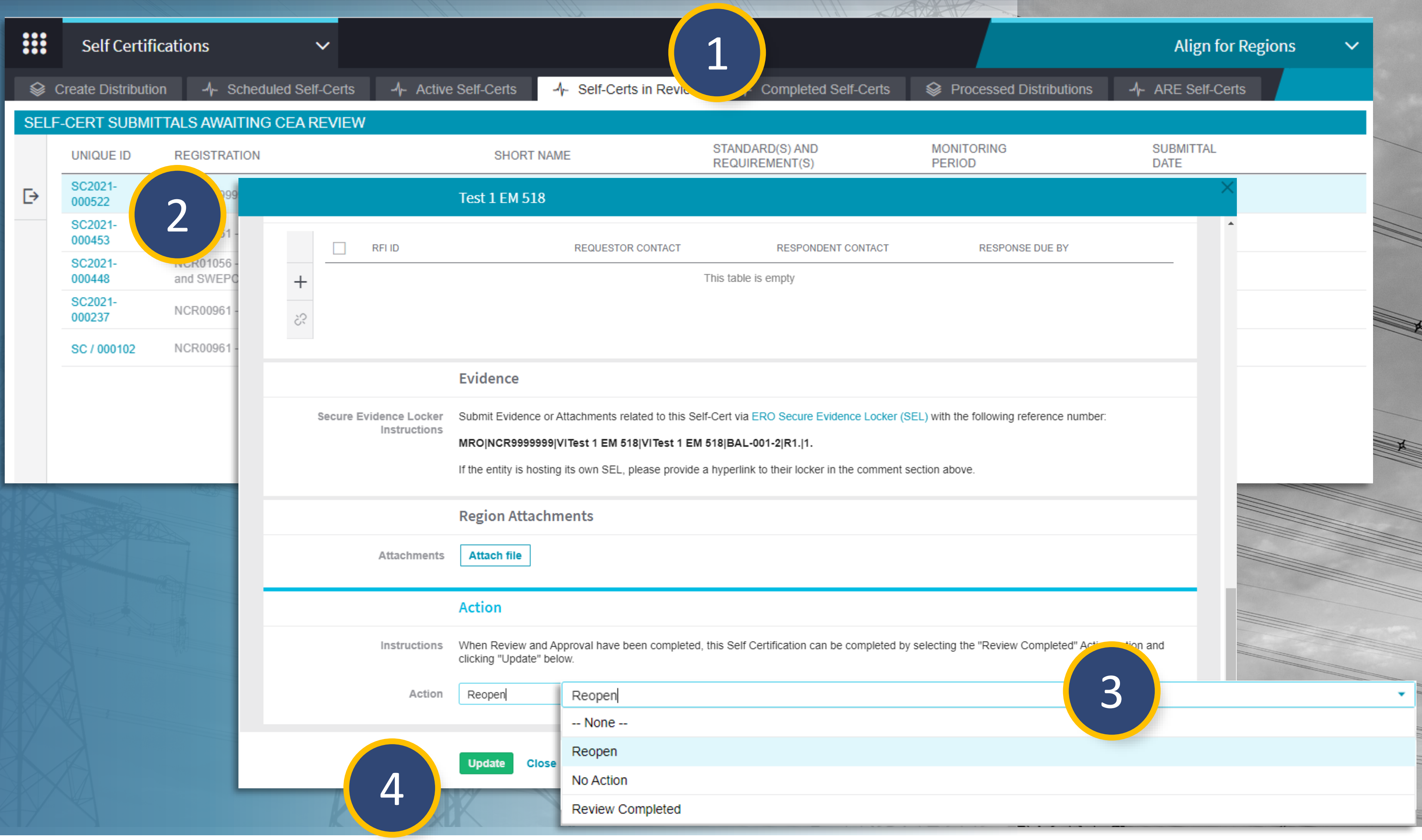


Reviewing a Self-Certification (Reopening a Self-Cert)

To reopen a Self-Certification:

1. Navigate to the **Self-Certs In Review or Completed Self-Certs tab**
2. Click the **Unique ID** to open the Self-Cert
3. In the Action Section, select **Reopen** from the **dropdown**
4. Click **Update**

Notice: The entity will not receive an email notification that the Self-Certification has been reopened. The CEA will need to contact the entity prior to reopening.



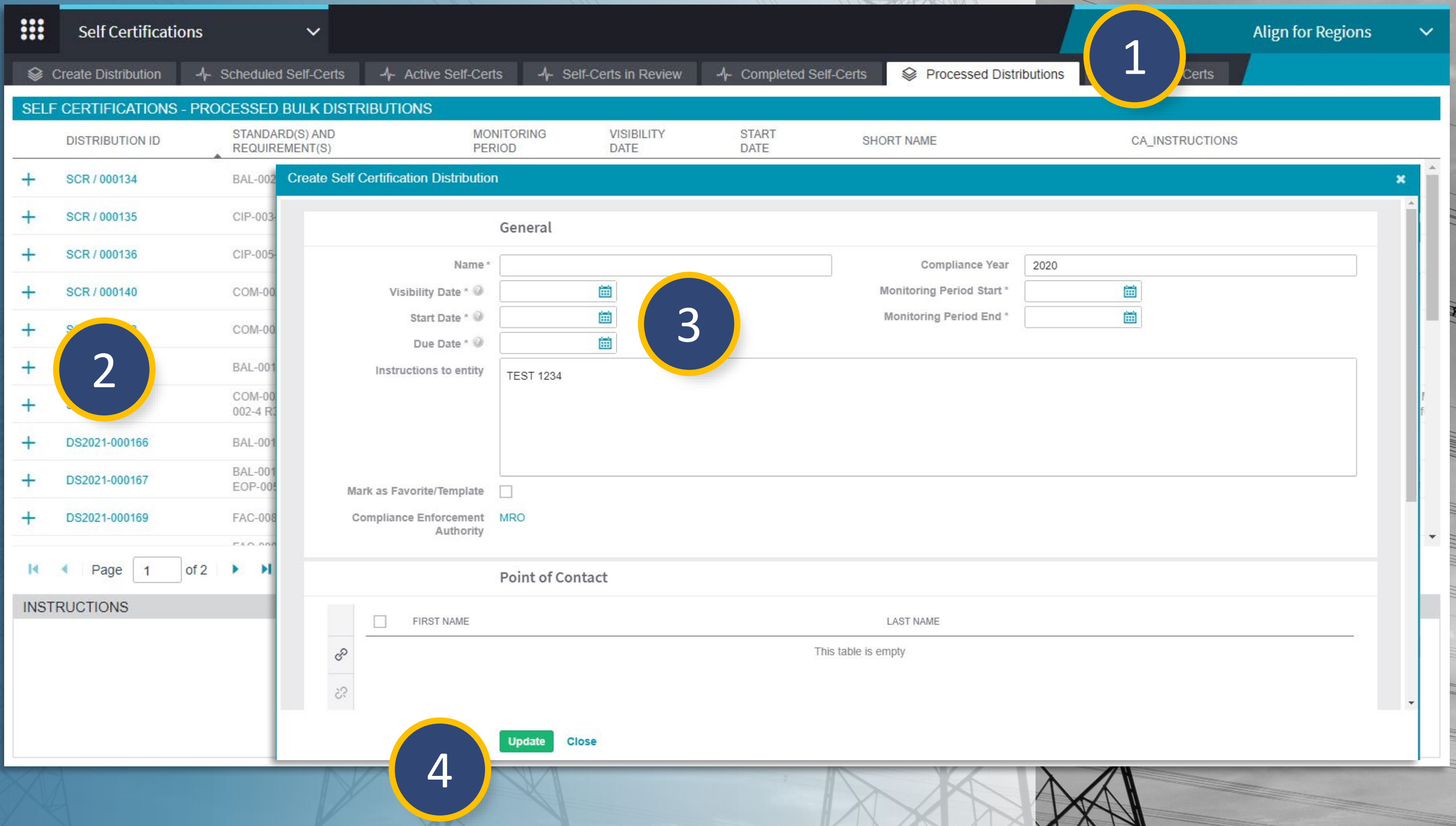
Self-Certification Templates

ALIGN

To use a previously distributed Self-Certification as a template:

1. Navigate to the **Processed Distributions tab**
2. Click the **plus icon** next to the Self-Cert you wish to use as a template
3. Type the **Short Name** and update any **Dates**
4. Click **Update**

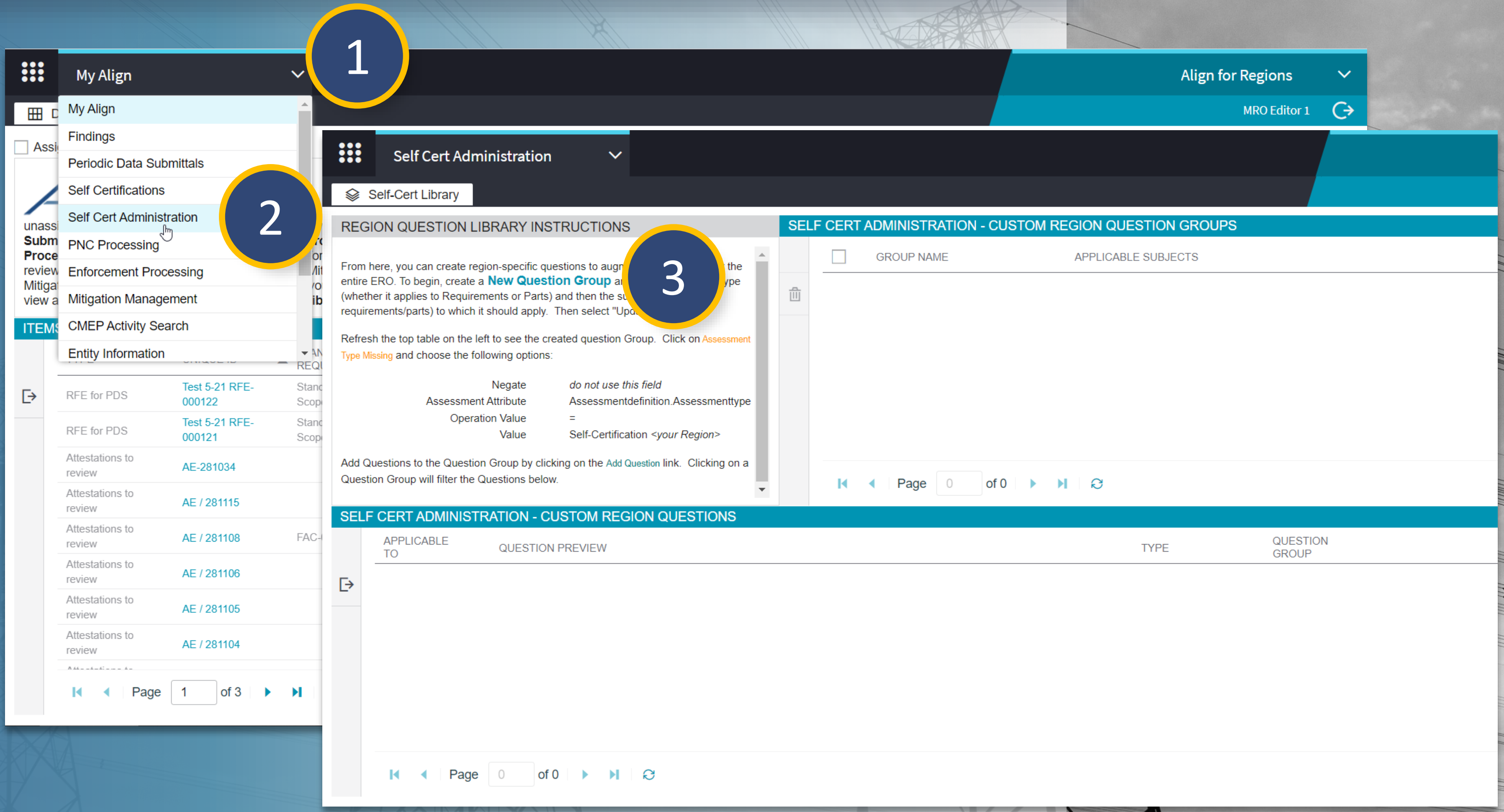
Notice: The draft PDS you just created will now appear under the Create Distribution tab in the Bulk Distributions in Draft section.



Self-Certification Administration

To add :

1. Click the Menu **dropdown**
2. Select the **Self Cert Administration** view
3. Click the **New Question Group** link



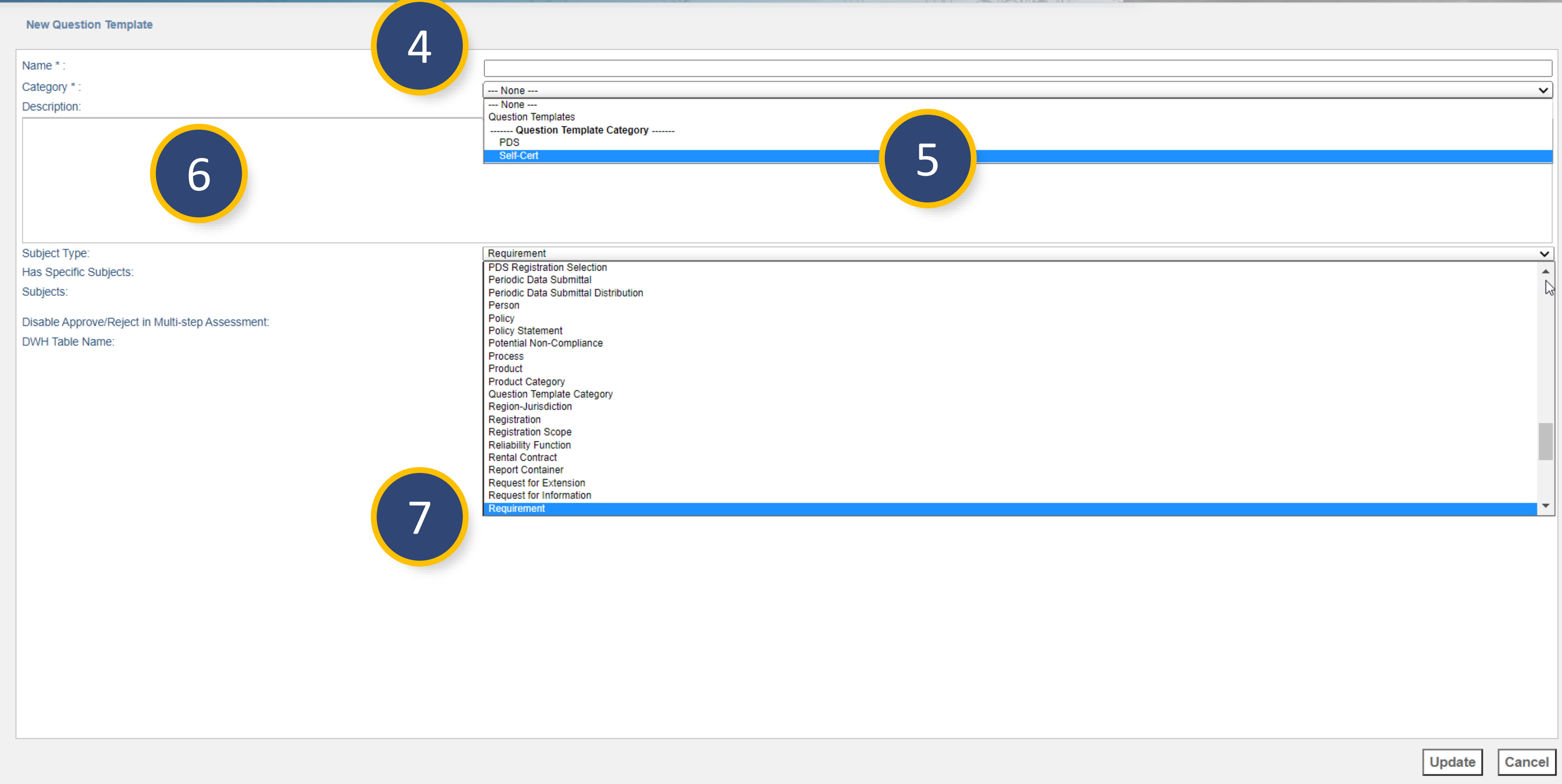
Self-Certification Administration

4 Enter a **name** for the Question Group

5 Select **Self Cert** from the Category dropdown

6 Add a **Description** of the Question Group

7 Select either **Part** or **Requirement** as the Subject Type



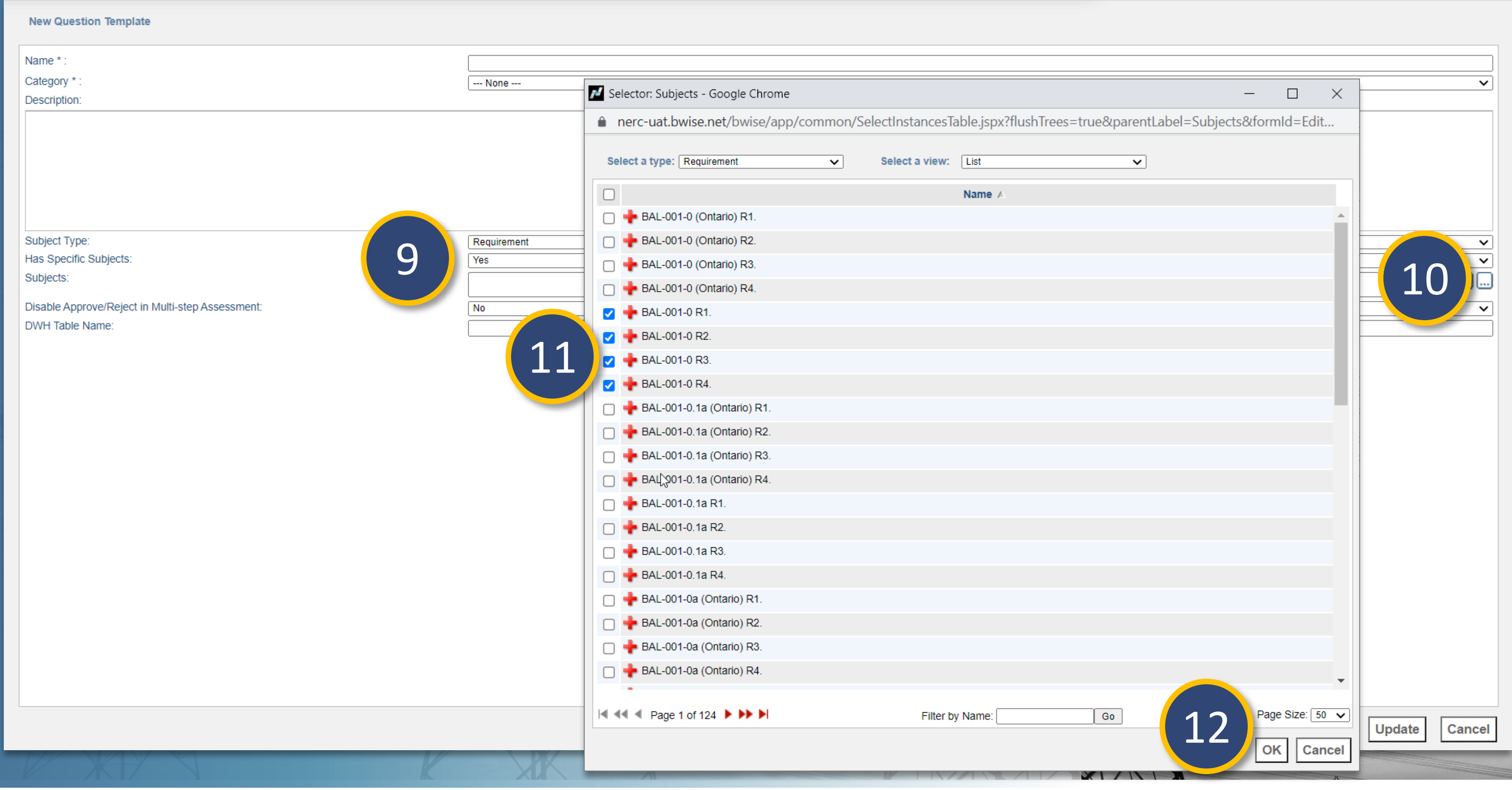
Self-Certification Administration

9 Leave the **Has Specific Subjects** field as Yes

10 Click the **Ellipsis** button

11 Click the **checkboxes** next to the parts or requirements that you want to create a set of questions for

12 Click the **OK** button



Self-Certification Administration

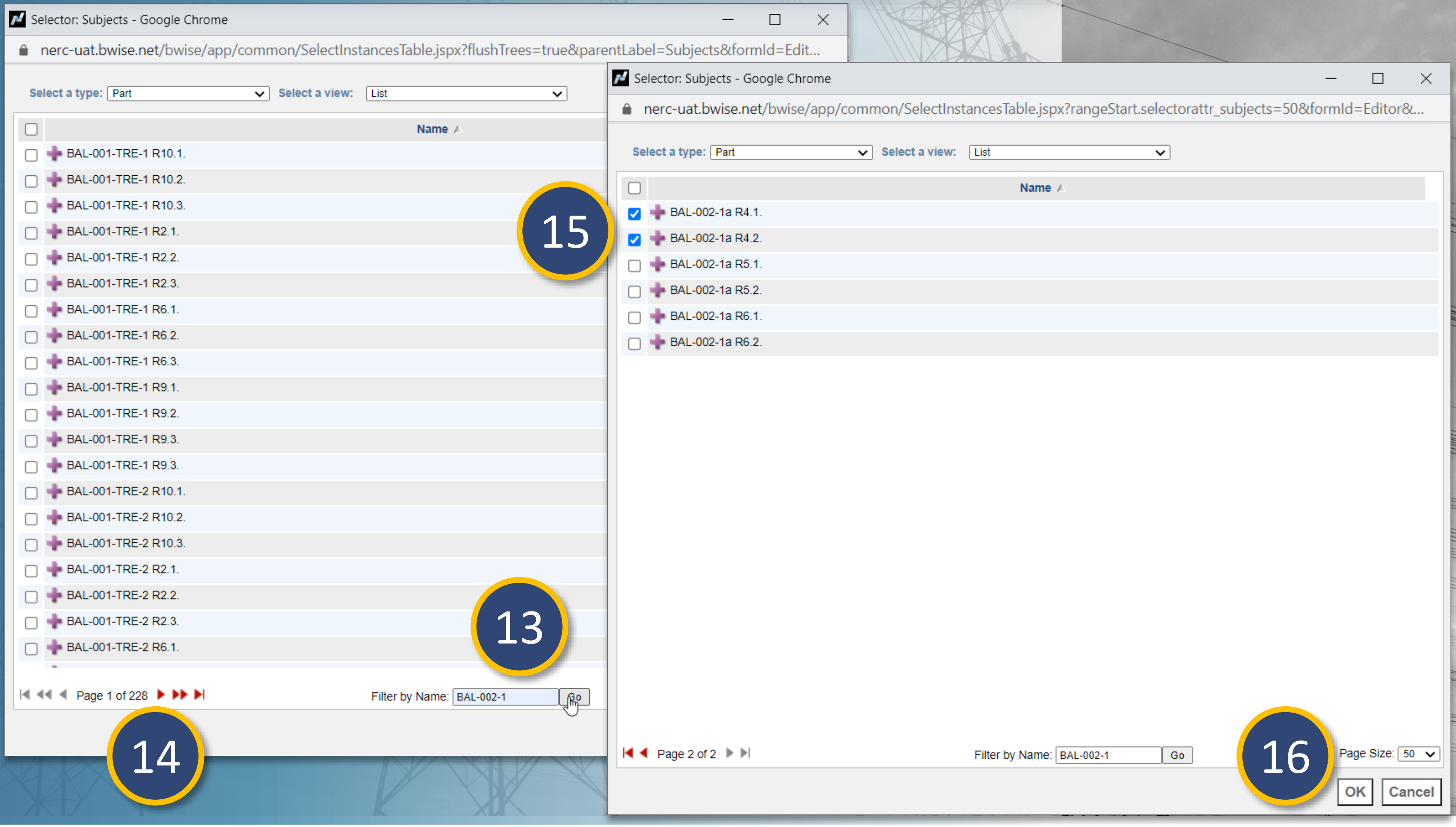
To filter the list of parts or requirements:

13 Type in a part of the standard you are looking for and click **Go**

14 Even after you click Go, the page numbers may not update. Click the **next arrow** to see more results and the actual page count

15 Select parts or requirements

16 Click the **OK** button

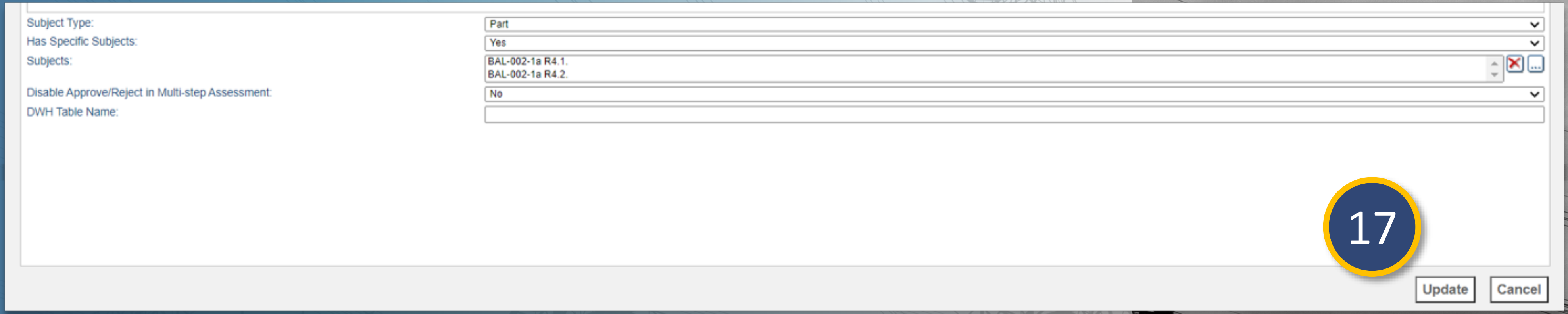


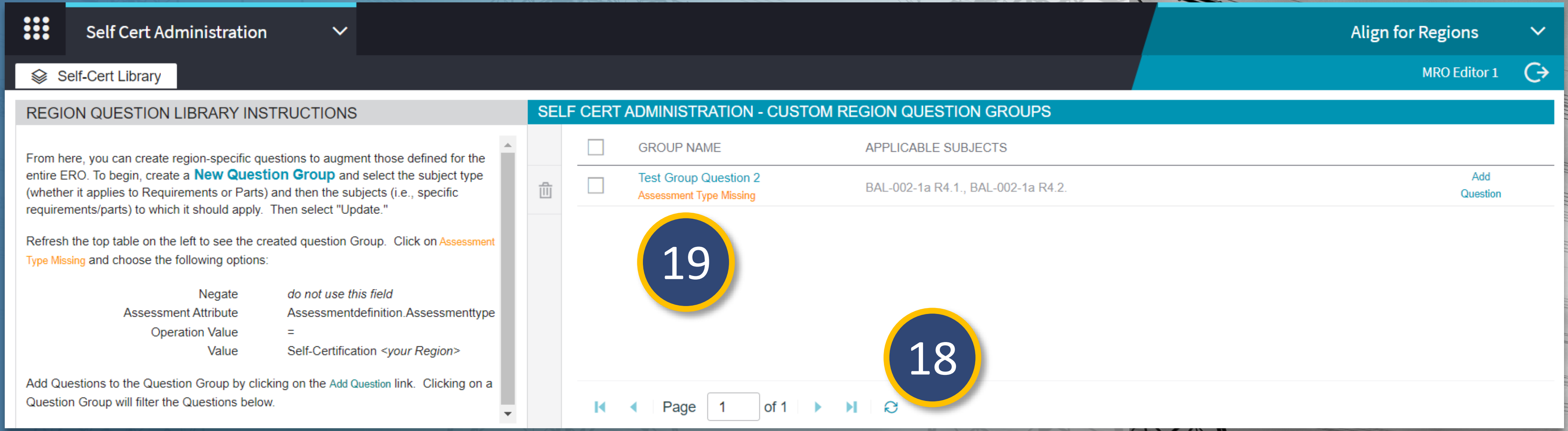
Self-Certification Administration

17 Click the **Update** button

18 Click the **Refresh** button to pull in the new question group

19 Click the **Assessment Type Missing** link to complete the Group



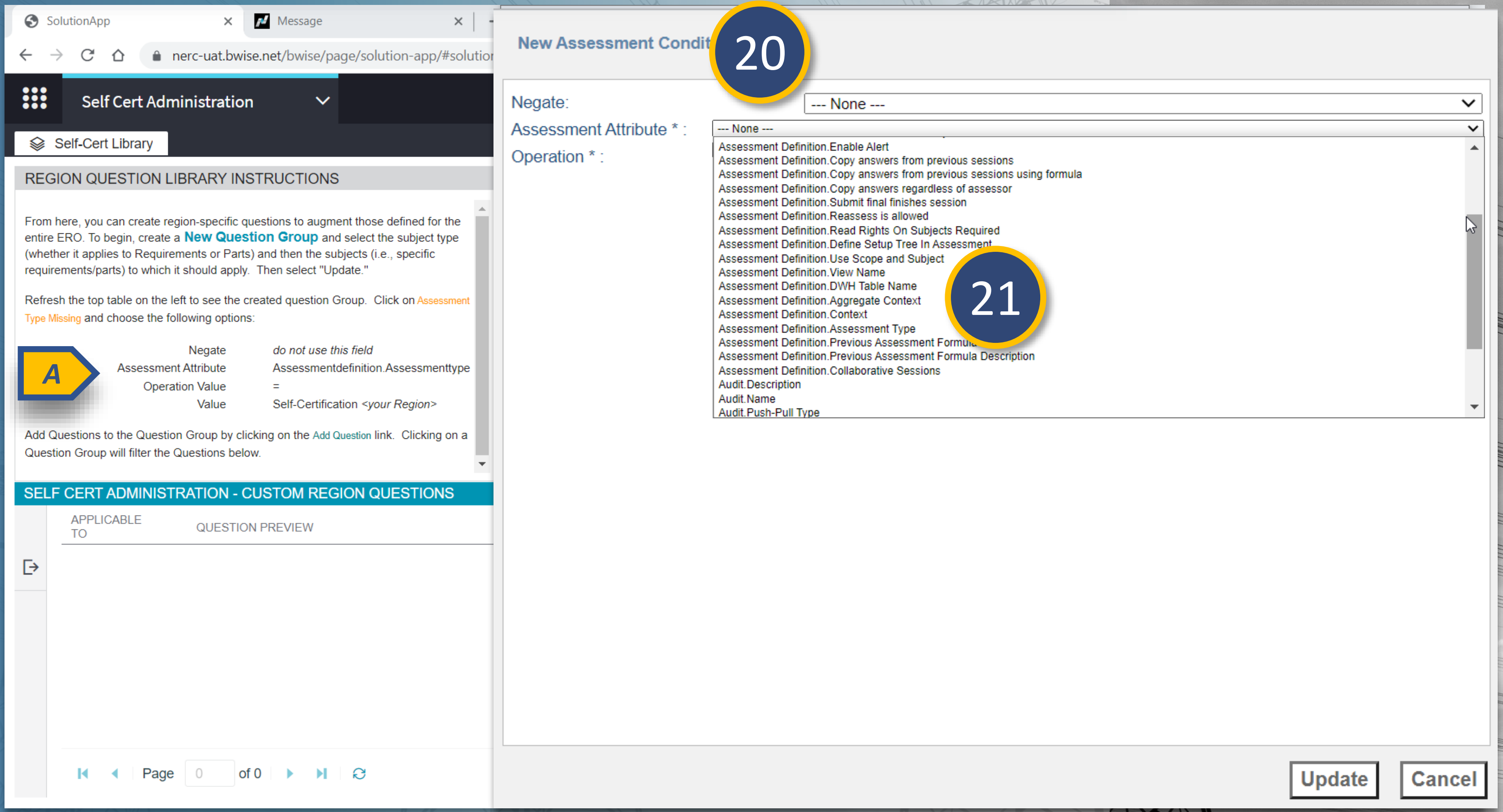


Self-Certification Administration

To fill out the fields on this form, follow the directions in the Instructions panel (A).

20 Leave the **Negate** field at its default selection of "None"

21 Select the **Assessment Definition.Assessment Type** option from the Assessment Attribute dropdown

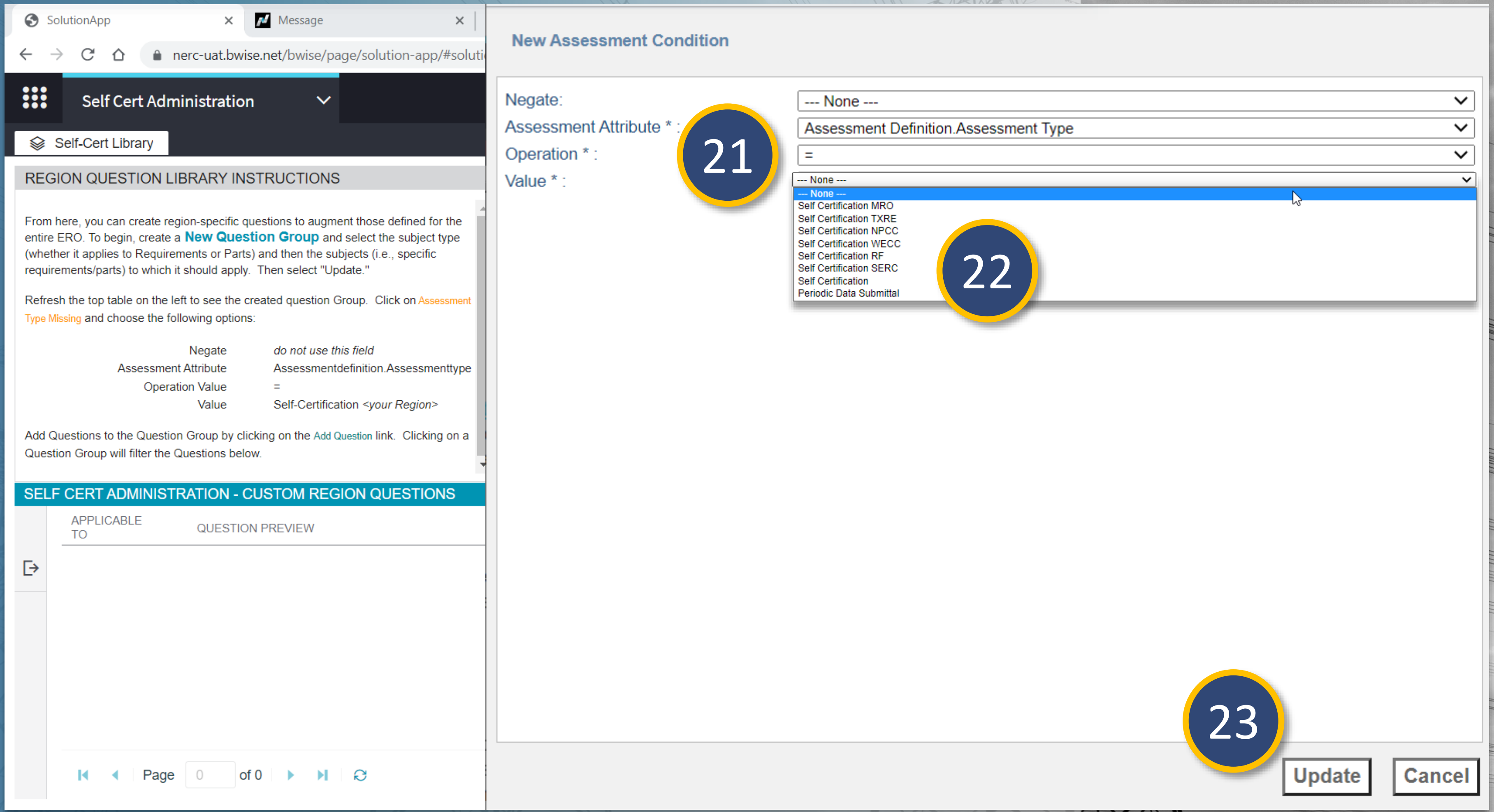


Self-Certification Administration

21 Select **=** for the Operation field. This will create a new field called Value

22 **IMPORTANT**: Be sure to select the correct Region for whom this Question Group applies in the **Value** field. Align will assign the questions you add to the group to this Region

23 Click the **Update** button. Align will assign the questions you add to the group to this Region



Self-Certification Administration

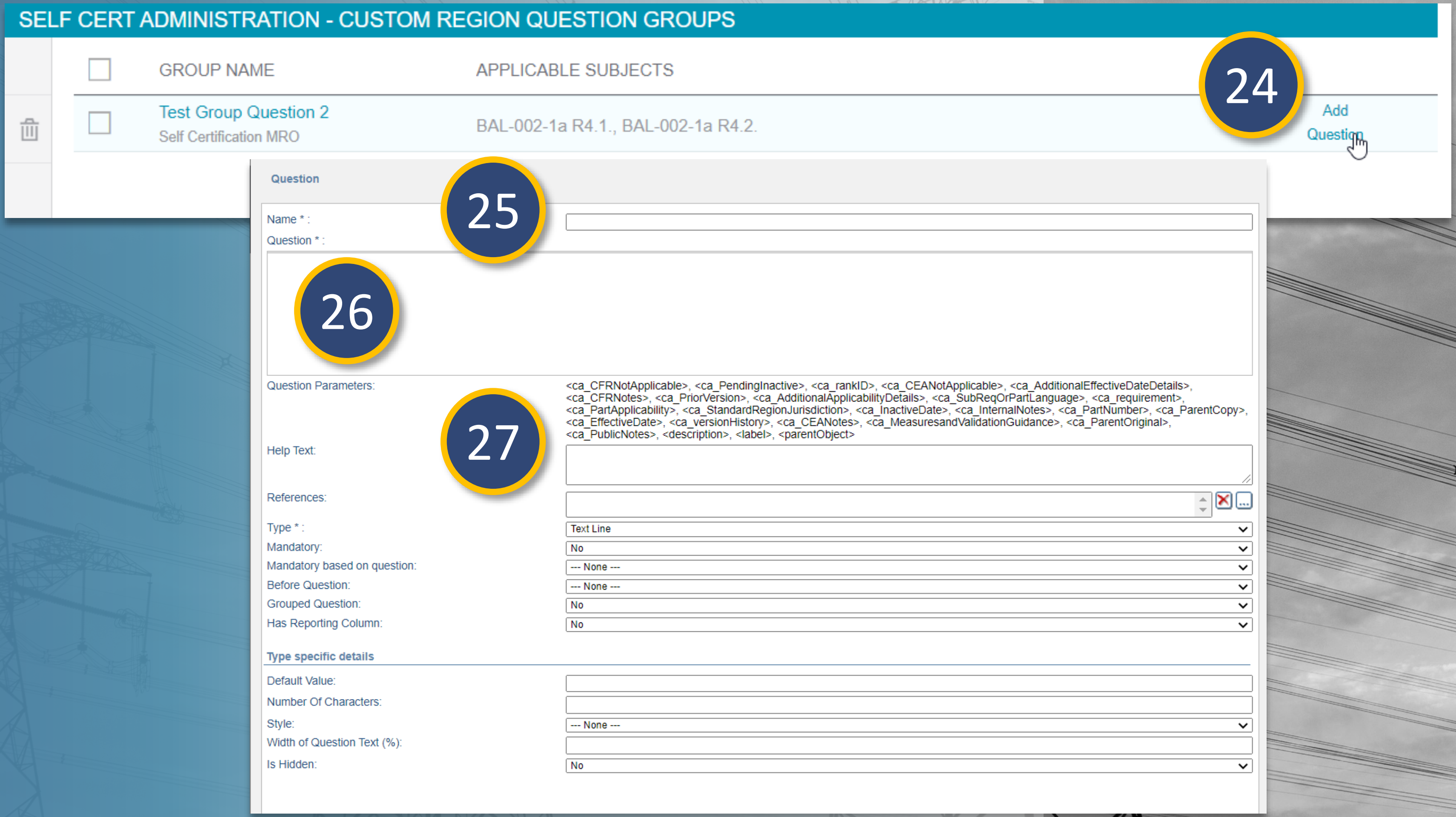
To add questions to the group that you have created:

24 Click the **Add Question** link

25 Give the question a **Name** for your reference

26 Type the question that you want the entity to answer into the **Question** field

27 Add any instructions or clarifications into the **Help Text** field (not mandatory)



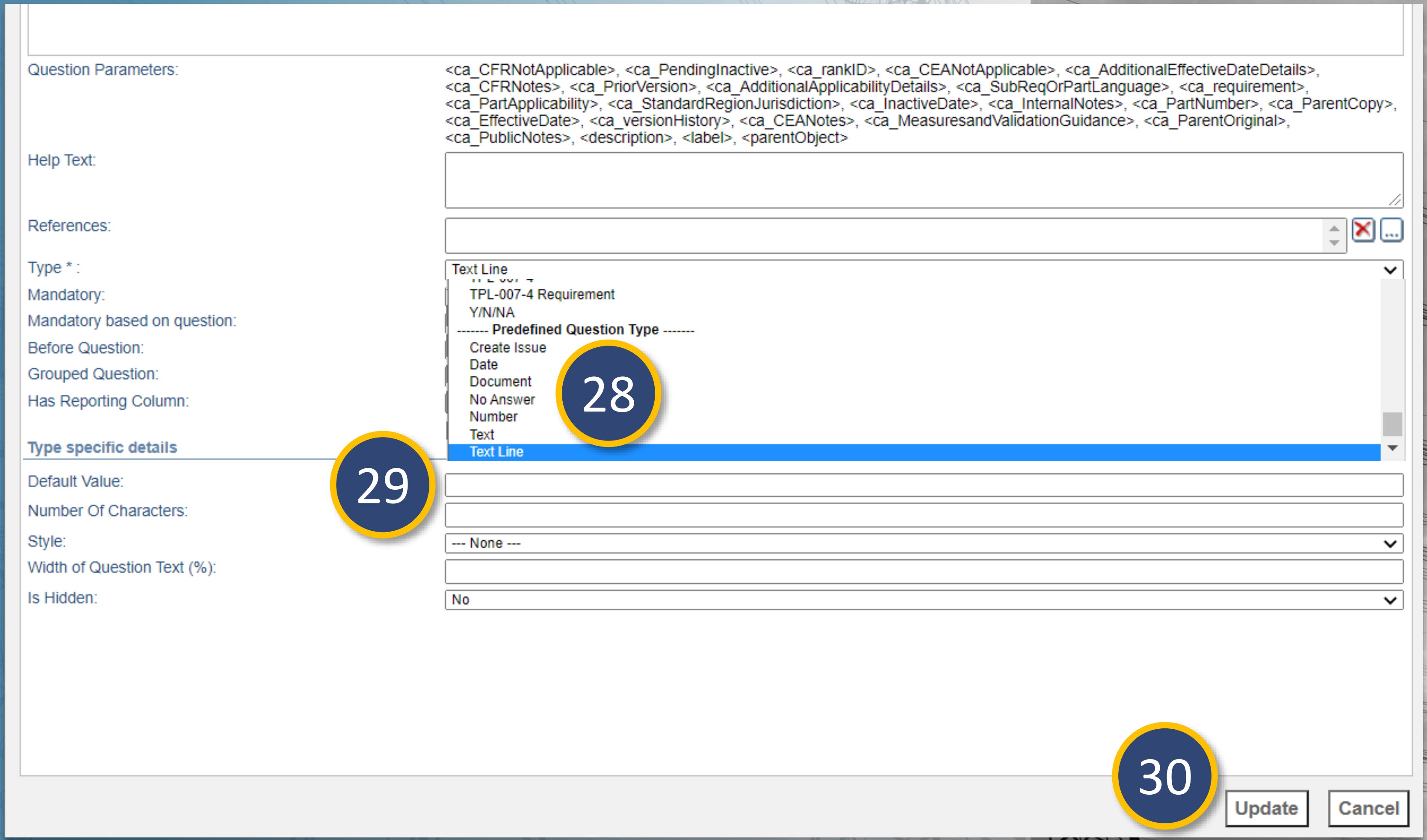
Self-Certification Administration

28 Select the question **Type** from the Predefined Question Type section of the Type dropdown

NOTICE: The Document option in the Type dropdown will allow your entities to Attach documents within Align. This would only be used in rare cases as all documents should come through the SEL

29 Depending on the Type that you select, you can adjust the parameters of the question in the **Type specific details** section (not mandatory)

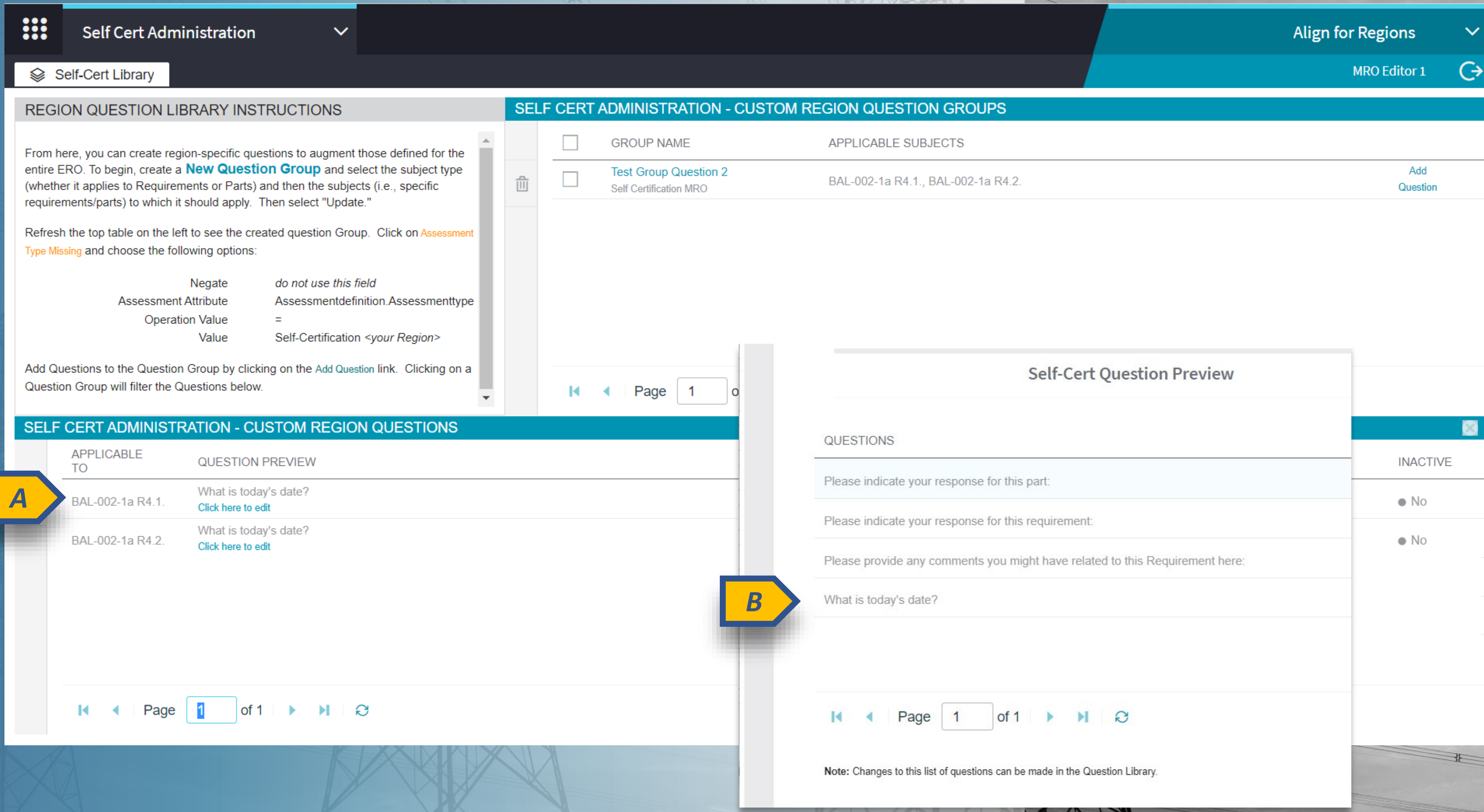
30 Click the **Update** button



Self-Certification Administration

Custom Region Questions (A) Once you complete a question you will see it appear in the Custom Region Questions section. Notice that there are two copies of the same question – one for each Requirement or Part that it applies to

Self-Cert Question Preview (B) Once you have added an active question, you will see it appear on each new Self-Cert that you create in the Self-Cert Preview section



Self-Cert Administration (Inactivating a question)

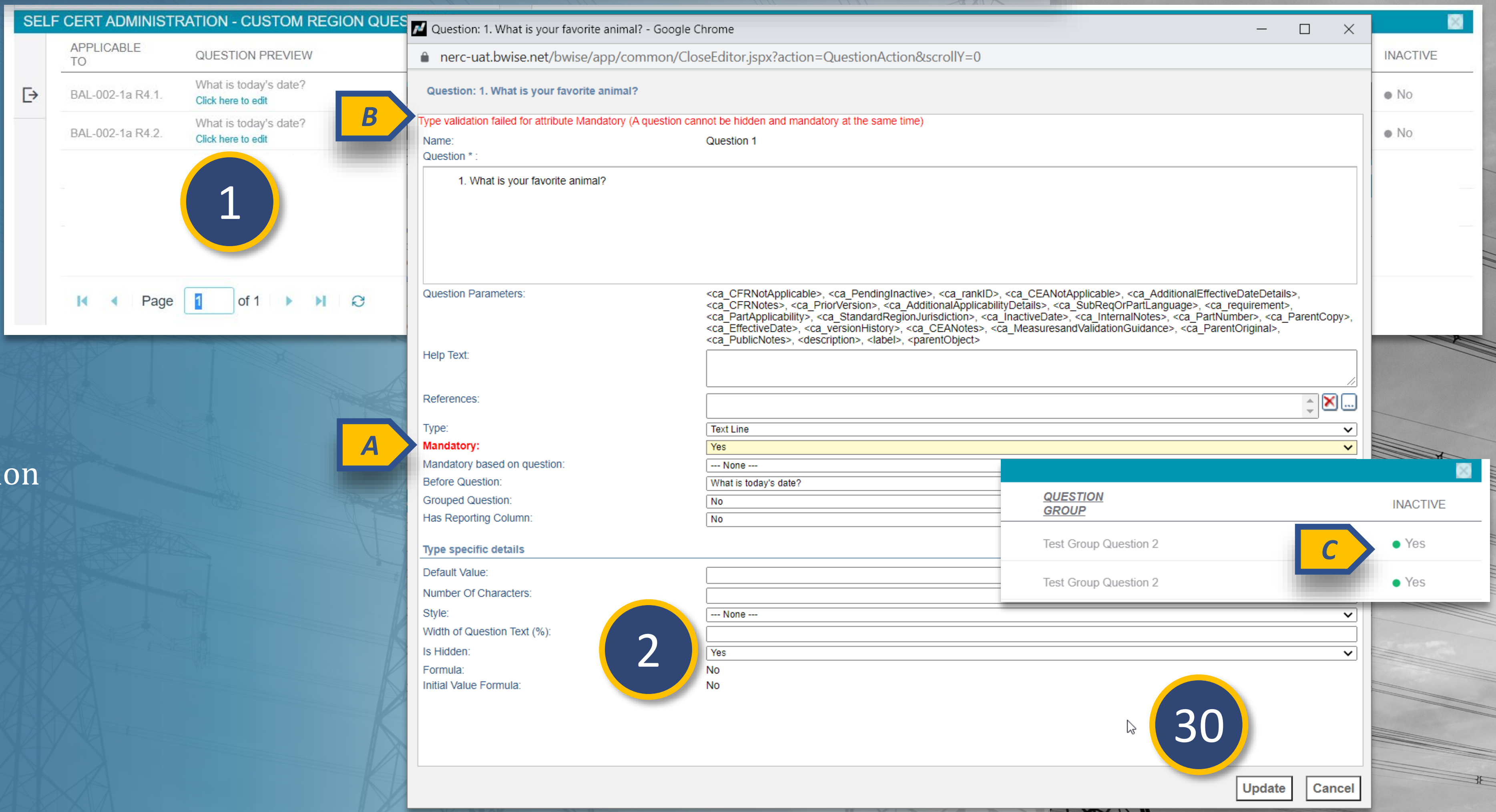
If you need to inactiveate a question:

1 Click the **Click here to edit** link

2 Change the **Is Hidden** field to ‘Yes’

NOTICE: You cannot hide a question that is mandatory (A). This will throw an error (B)

3 Click the **Update** button



Email Notifications in Align

The list below contains all instances when Align will generate an email to the Registered Entity under the scope of Release 2

- Creation of Periodic Data Submittals
- PDS Extension Request Approval/Disapproval
- Creation of Self-Certification Requests
- Terminating Self-Certifications
- Technical Feasibility Exception Approval/Disapproval
- Material Change Request Approval/Disapproval*
- TFE Extension Request Approval*
- Terminating Technical Feasibility Exceptions

*An email is sent to NERC as well as the Registered Entity