



Align PDS Module User Guide

Welcome to the Align User Guide for the Periodic Data Submittals (PDS) module specific to the CEA role. Along with the Align [instructional videos](#), this user guide will help you navigate all the features included in this module. Click on a topic in the list below or in the ribbon above to begin.

- 1 Accessing Align
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Notice: Updates to the PDS and Attestation functionality remain under development as of this version update. This User Guide reflects current functionality in the Align and updates will be made as future releases are deployed to improve PDS and Attestation functionality.

 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**



Notice: All Align users MUST have an ERO Portal Account. Refer to the [CEAs Align User Access Guide](#) for details.



PDS Overview

CEAs require Periodic Data Submittals in accordance with the schedule stated in the applicable Reliability Standards; please refer to the current ERO Enterprise Periodic Data Submittals Schedule for further information. Each CEA issues annual and quarterly PDS requests for the required standards. A few standards have additional data submittals to the CEA specified in their requirements, typically based on the date of occurrence of specific events.

Within the PDS module, CEA users can access creating a distribution, scheduled PDS, active PDS, PDS in review, completed PDS, processed distributions, affected regional entity PDS, requests for information, and requests for extensions.

Note Align is configured to only allow creating PDS Distributions for specific requirements.

PDS Overview



In the CEA view of the PDS module in Align, there are several tabs with different purposes:

Create Distribution – Create new PDS distributions.

Scheduled PDS – Lists scheduled PDS distributions but not yet visible to entities.

Active PDS – Lists active PDS requests pending entity responses.

PDS in Review – Lists PDS requests submitted for review.

Completed PDS – Displays all completed PDS requests.

Processed Distributions – Lists processed PDS distributions and may be used to create distribution templates or locate favorite templates.

ARE PDS – Displays PDS requests for which the CEA is an Affected Regional Entity (ARE) in the Coordinated Oversight Program.

PDS RFIs – Lists active PDS Requests for Information.

PDS RFEs – Lists all PDS Requests for Extension.





Create a PDS Distribution

To create a PDS Distribution:

- 1 Use the dropdown to navigate to the **Periodic Data Submittal** view.
- 2 Click the **+** button to add a new draft PDS distribution. This opens a menu of PDS options.
- 3 Select the desired PDS option to continue.

The screenshot shows the 'Periodic Data Submittals' view in the software. A dropdown menu is open, showing 'Periodic Data Submittals' selected. A '+' button is highlighted, and a menu of distribution options is displayed. The table below shows existing distributions.

DISTRIBUTION ID	TYPE	FUNCTIONS	REPORTING PERIOD	SCHEDULED VISIBILITY DATE	SCHEDULED START DATE	SCHEDULED DUE DATE	SHORT NAME	DESCRIPTION
	+	Create FAC-003 US Distribution	TO, GO			08/27/2024	TEST for Bob	
	+	Create PRC-023-4 R5 US Distribution	TO, GO			06/30/2024	vlwh	
	+	Create FAC-003 WECC BC Distribution	TO, GO			06/18/2024	xxxx	
	+	Create FAC-003 MRO-SK Distribution	TO, GO			07/17/2024	TEST	
	+	Create PRC-023-4 R5 Distribution	TO, GO			06/21/2024	10125 Demo Test 6/17/2024	
	+	Create FAC-003 MRC Distribution	TO, GO			06/14/2024	6/14/2024 PDS Test	
	+	Create PRC-023-4 R5 M Distribution	TO, GO					
	+	Create FAC-003 NPCC NS Distribution	TO, GO					
DP2024-00068	FAC-003-4	TO, GO				05/09/2024	Davis Test for 10009	
DP2024-00067	FAC-003-4	TO, GO				05/31/2024	Holly's test PDS for FAC-003	

INSTRUCTIONS

Bulk Distributions are criteria that are used to generate Periodic Data Submittals in bulk. At the top, you can create a FAC-003-4 Distribution, or a PRC-023-4 R5 Distribution.

Previously created Distributions still in draft are shown above.



Create a PDS Distribution

- 4 Enter a unique title for this PDS in the **Short Name** field. This will be visible to entities.
 - 5 Click the **calendar** icon to enter dates.
- 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 entity is expected to submit its PDS response to the CEA. Ensure the entity is provided the required time per the Rules of Procedure, Appendix 4C.

Notice: The Visibility Date and Start date will automatically populate to the current date.

Create Periodic Data Submittal Distribution

General

4 Short Name * FAC-003 - NCR55555 Demo

Visibility Date * 08/13/2024 5

Start Date * 08/13/2024

Due Date *

Monitoring Period Start *

Monitoring Period End *

Compliance Enforcement * Authority MRO

Action

Instructions Please click "Update" to save your Distribution. The Distribution will be saved as a draft and can be accessed once you refresh the dashboard.

Update Close



Create a PDS Distribution

6 Click the **calendar** to select the **Monitoring Period Start** and **Monitoring Period End** dates to define the PDS monitoring period.

7 Click the **Update** button.

Notice: The PDS will now appear in the “Bulk Distributions in Draft” list. You may need to refresh the list for your draft distribution to show.



Create a PDS Distribution

- 8 Locate the draft you just created and click the **Distribution ID** to open the PDS. You may need to click the refresh button (A).
 - 9 Verify that the dates for **Visibility, Start, Due, Monitoring Period Start** and **Monitoring Period End** are correct.
 - 10 Add a description for this distribution in the field labeled **Description**.
- Notice:* Any text added to this field will be visible to the entity(ies) that are included in this distribution.

Periodic Data Submittals
Align for Regions

Create Distribution |
 Scheduled PDS |
 Active PDS |
 PDS in Review |
 Completed PDS |
 Processed Distributions |
 ARE PDS |
 PDS RFIs |
 PDS RFEs

PERIODIC DATA SUBMITTAL - BULK DISTRIBUTIONS IN DRAFT

	DISTRIBUTION ID	TYPE	FUNCTIONS	REPORTING PERIOD	SCHEDULED VISIBILITY DATE	SCHEDULED START DATE	SCHEDULED DUE DATE	SHORT NAME	DESCRIPTION
<input type="checkbox"/>	DP2024-00109	FAC-003-4	TO, GO		08/31/2024			FAC-003 - NCR55555 Demo	
<input type="checkbox"/>	DP2024-00086	FAC-003-4							
<input type="checkbox"/>	DP2024-00084	FAC-003-4							
<input type="checkbox"/>	DP2024-00080	FAC-003-4							
<input type="checkbox"/>	DP2024-00079	FAC-003-4							
<input type="checkbox"/>	DP2024-00072	FAC-003-4							
<input type="checkbox"/>	DP2024-00068	FAC-003-4							

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INSTRUCTIONS

Bulk Distributions are criteria that are used to generate Periodic Data Submittal, or a PRC-023-4 R5 Distribution.

Previously created Distributions still in draft are shown above.

Click to edit this PDS Request.

General

Distribution ID: DP2022-00196

PDS Type: PRC-023-4 R5

Short Name: Test Name

Visibility Date: 08/02/2022 9

Start Date: 08/02/2022

Due Date: 09/30/2022

Description:

10

Compliance Enforcement Authority: MRO

Monitoring Period Start: 01/01/2021

Monitoring Period End: 12/31/2021

Registered Entity Selection

REGION	NCR	ENTITY NAME	PCC	CO GROUP

Update
Close



Create a PDS Distribution

PDS Distributions can be configured specific to registered entities and Function(s) selected. To update Functions:

11 Scroll to the **Function Selection** section and verify the reliability functions are correct for the scope of the PDS.

12 If you wish to add or remove a reliability function, select **Click here to add or remove Functions**.

Notice: If the distribution is to be sent to multiple entities, it is recommended to start with Function Selection, as the list of entities will be filtered based on the functions selected.

Test 5-21
✕

Compliance Enforcement Authority: MRO

Registered Entity Selection

REGION	NCR	REGISTRATION	PCC	CO GROUP
This table is empty				

+ [Click here to Retrieve Applicable Registrations](#)

Function Selection

Reliability Functions: GO; TO

11
[Click here to add or remove Functions](#)

12
Update
Close



Create a PDS Distribution - Function Selection

To add a reliability Function:

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

The screenshot shows the 'PDS Function Selection' dialog box. It contains a 'Function Selection' table with columns 'NAME' and 'TO'. A 'link' icon (1) is in the top left. A table with 'FUNCTION' column shows 'GO' and 'TO' with checkboxes (2). A 'Confirm' button (3) is at the bottom right of the dialog. An 'Update' button (4) is at the bottom right of the main form. A yellow arrow labeled 'A' (5) points to the 'Update' button on the main form below the dialog.

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



Create a PDS Distribution - Function Selection

To remove a reliability function:

- 1 Select 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 (A).

EM Test 5-20

PDS Function Selection

Function Selection

NAME	GO
GO	<input checked="" type="checkbox"/>
TO	<input type="checkbox"/>

Reliability Function

Update Close

A Update Close



Create a PDS Distribution - Entity Selection

To add entities to the PDS Distribution, you can add *all* registered entities associated with the selected Functions or select individual registrations.

1 To load all registrations associated with the functions selected, select **Click here to add all applicable Registrations to this PDS.**

You can add or remove registrations by selecting the **Click here to add or remove Registrations** hyperlink now appearing (A) if you want to remove any specific registrations.

2 Click **Update**, as Align has saved your action but will not reflect the changes you just made until you Update on the PDS form.

Test EM 6-22

Registered Entity Selection

REGION	NCR	ENTITY NAME	PCC	CO GROUP
WECC	WECC001	Western Area Power Administration	WECC001	
WECC	WECC002	Western Area Power Administration	WECC002	

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1 Click here to add all applicable Registrations to this PDS, or click here to create an empty Registration List and add individual Registrations.

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2 Update Close

A Click here to add or remove Registrations



Create a PDS Distribution - Entity Selection

3 To select specific registrations associated with the functions selected, select **Click here to create an empty Registration List and add individual Registrations.**

You can add or remove registrations by selecting the **Click here to add or remove Registrations** hyperlink now appearing (A).

4 Click the **link icon.**

5 Check the **box(es)** next to the registered entities you wish to add to this PDS Distribution.

6 Click **Confirm** in Relate Existing window.

7 Click **Update** in PDS Registration Selection window.

Test EM 6-22

Registered Entity Selection

REGION	NCR	ENTITY NAME

Page 0 of 0

Click here to add all applicable Registrations to this PDS, or click here to create an empty Registration List and add individual Registrations.

PDS Registration Selection

Registration Selection

REGION	NCR	REGISTRATI...	PCC	CO GROUP
This table is empty				

Update Close

3

A Click here to add or remove Registrations

Relate Existing

REGISTRATIONS

REGISTRATION	COORDINATED OVERSIGHT GROUP
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	

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Confirm Close



Create a PDS Distribution - Entity Selection

To remove a registered entity from the draft PDS Distribution:

- 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** in Unrelate Elements window.
- 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 (A).

Test 5-21
Monitoring Period Start * 02/01/2021

Start Date * 05/21/2021

Due Date * 07/21/2021

Description

Compliance Enforcement Authority MRO

Registered Entity Selection

REGION	NCR
MRO	NCR9999999

1 [Click here to add or remove Registrations](#)

A
Update Close

UNRELATE ELEMENTS

Do you want to unrelate the selected elements?

Yes No

5
Update Close



Create a PDS Distribution - Preview

From the Draft PDS Distribution, the PDS Distribution Section will display the entities and functions selected for the PDS Distribution.

If you made changes to selected entities or functions, ensure you have updated (A) the overall form to reflect such changes in the preview shown in this section.

FAC-003 Test Distribution

PDS Distribution Preview

Your PDS will be sent to the following entities and functions.

Note: You have to save (update) this form to see any changes you made above reflected in this summary.

SELECTED REGISTRATIONS	SELECTED FUNCTIONS	PCC
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	
XXXXXXXX - XXXXXXXXXXXXXXXXXX	GO, TO	

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A
Update
Close



Create a PDS Distribution - Attestation Reaffirmation

To initiate reaffirmation of an attestation from a draft PDS Distribution:

- 1 In the **PDS Distribution Preview** section, click **Bulk Reaffirmation**.
- 2 Click the **link icon**.
- 3 Check the **box** next to the attestation(s) you wish to have reaffirmed.
- 4 Click **Confirm** in Relate Existing window.

The screenshot shows the 'Create Attestation Reaffirmation Request' interface. It includes a 'Select Attestations to be Reaffirmed by entities' table and a 'Relate Existing' window with an 'ACTIVE ATTESTATIONS' table. Numbered callouts indicate the steps: 1. 'BULK REAFFIRMATION RELEVANT ATTESTATIONS' button; 2. Link icon; 3. Checkmark in the 'ACTIVE ATTESTATIONS' table; 4. 'Confirm' button.

ATTESTATION ID	NAME	REGISTRATION	STANDARD	REQUIREMENT	PART
This table is empty					

ACTIVE ATTESTATIONS	ATTESTATION ID	REGISTRATION	ATTESTATION SCOPE	EFFECTIVE DATE	RENEWAL DATE	ACTIVE/INACTIVE
<input checked="" type="checkbox"/>	AE / 281041		TPL-001-4	04/06/2021	10/12/2021	Active
<input type="checkbox"/>	AE-281033		FAC-003-4	03/23/2021	10/19/2021	Active
<input type="checkbox"/>	AE / 281049		FAC-008-3 RB	04/19/2021	10/19/2021	Active

Notice: At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.

Create a PDS Distribution - Attestation Reaffirmation



- 5 Enter a **Reaffirm Renewal Date**.
- 6 Type any notes for the entity in the **Reaffirmation Request Comment** textbox.
- 7 Select **Submit** from the Action dropdown .
- 8 Click **Update**.

The screenshot shows the 'Create Attestation Reaffirmation Request' form. It includes a header with 'AE / 281041' and 'TPL-001-4'. The main form area has a 'Reaffirmation Renewal Date' field with a calendar pop-up for May 2021. The calendar shows the 21st as selected. Below the calendar is an 'Instructions' section with the text 'I like to submit the reaffirmation request to the Regional Entity.' and a 'Reaffirmation Request Comment' text area. At the bottom, there is an 'Action' dropdown menu with options: 'Submit', '-- None --', 'Submit', and 'No Action'. The 'Submit' option is highlighted. At the very bottom of the form, there are 'Update' and 'Close' buttons.

Notice: At the time of updating this User Guide, there are ongoing enhancements ready for future Align deployments to fix Attestation functionality. User Guides will be updated when the deployment(s) occur. The following information reflects the limited functionality that currently exists.



Submitting the PDS Distribution

- 1 When the distribution is ready for sending, locate the **Bulk Distribution in Draft PDS**.
- 2 Click the **Distribution ID** to open.
- 3 In the Action section, select **Submit** from the dropdown.
- 4 Click **Update**.

Notice: PDS records will now appear either in (a) the Scheduled PDS tab if the Visibility Date occurs in the future or (b) the Active PDS tab if the Visibility Date is the date you are submitting.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there are tabs for 'Create Distribution', 'Scheduled PDS', 'Active PDS', 'PDS In Review', 'Completed PDS', 'Processed Distributions', and 'ARE PDS'. The 'Active PDS' tab is selected. Below the tabs, there are buttons for 'Create FAC-003 Distribution' and 'Create PRC-023-4 R5 Distribution'. A modal window titled 'PERIODIC DATA SUBMITTAL - BULK DISTRIBUTIONS IN DRAFT' is open, showing a list of distributions with checkboxes. The distribution 'DP2021-00336' is selected. A second modal window titled 'fc test 8232' is open, showing a table of 'RELEVANT ATTESTATIONS' with columns for 'UNIQUE ID', 'REGISTRATION', 'APPLICABLE TO', 'EFFECTIVE DATE', 'RENEWAL DATE', 'ATTESTATION STATUS', and 'FUNCTIONS'. Below the table, there is an 'Action' section with a dropdown menu showing 'Submit' selected. At the bottom of the modal, there are 'Update' and 'Close' buttons.





PDS Requests for Extension

An entity may submit a Request for Extension (RFE) for the PDS. RFEs appear on the My Align dashboard and can be accessed from the PDS RFEs tab.

To approve/disapprove an RFE:

- 1 Locate the relevant Request for Extension (RFE) in the **Items Awaiting My Review** section in the My Align dashboard (A) or navigate to the **PDS RFEs** tab in the **Periodic Data Submittals** module (B).
- 2 Click the **RFE Unique ID** to open the RFE for review.

RFE ID	PDS ID	REGISTRATION	ORIGINAL DUE DATE	REQUESTED DUE DATE	NEW DUE DATE	STATUS
RFE-000005	PDS2021-000688		07/07/2021	07/14/2021	07/14/2021	Disapproved
RFE-000006	PDS2021-000688		07/07/2021	07/21/2021	07/21/2021	Requested
RFE-000017	PDS2021-000738		07/16/2021	07/23/2021	07/23/2021	Disapproved
RFE-000018	PDS2021-000738		07/16/2021	07/20/2021	07/21/2021	Approved
RFE-000026	PDS2021-001068		08/20/2021	12/01/2021	12/01/2021	Disapproved
RFE-000035	PDS2021-000739		08/10/2021	12/31/2021	12/31/2021	Approved
RFE-000038	PDS2021-001134	NCR55555 - Test Entity Name Change in WECC	10/20/2021	11/01/2021	11/01/2021	Requested
RFE-000040	PDS2021-001135	NCR55555 - Test Entity Name Change in WECC	09/30/2021	10/15/2021	10/15/2021	Disapproved
RFE-000042	PDS2021-001136	NCR55555 - Test Entity Name Change in WECC	09/30/2021	12/01/2021	12/01/2021	Disapproved
RFE / 000063	PDS2022-001039		10/22/2022	09/30/2024	09/30/2024	Requested



PDS Requests for Extension

3 Review the request and 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 for approving.

6 Click **Update**.

If you selected Disapproved:

7 Type any **comments** in the textbox for disapproving.

8 Click **Update**.

The screenshot shows a web application window titled "Test 5-21 RFE-000122" with a "Request for Extension" form. The form contains the following fields:

- Registration: NCR9999999 - Second Game Day Friday Entity in MRO
- Original Due Date: July 21, 2021
- Requested Due Date: July 13, 2021
- Reason for Extension: test

The "Approval of Request for Extension" section includes:

- 3** A dropdown menu for "Status" with options: -- None --, Approved, Disapproved, and Requested.
- 4** A date picker for "New Due Date" showing July 2021 with the 13th selected.
- 5** A large text area for "Approval Decision Comment".

At the bottom of the form are "Update" and "Close" buttons. A second screenshot shows the "Status" dropdown set to "Disapproved" and the "Approval Decision Comment" field with a callout **7**. A final callout **8** points to the "Update" button.





Reviewing a PDS

To view entities' PDS responses submitted for CEA review:

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

The screenshot illustrates the process of reviewing a PDS response. It shows the 'Periodic Data Submittals' interface with the 'PDS in Review' tab selected. A table lists various PDS entries, with one entry (PDS2021-000737) highlighted. The detailed view shows the 'Entity PDS Response' section, where a response for 'Transmission Vegetation Management' is displayed. The response includes a table for sustained outages and a 'Close' button at the bottom.

UNIQUE ID	TYPE
PDS2021-000687	FAC-003-4
PDS2021-001105	PRC-023-4 R5.
PDS2021-000651	PRC-002-2 R12.
PDS2021-000737	FAC-003-4
PDS2021-000740	EOP-008-2 R8.
PDS2021-000741	FAC-003-4 R2.
PDS2021-000742	PRC-002-2



Reviewing a PDS – Request Revision

- 5 If you need the entity to update their response, select **Revise**.
- 6 In the **Note** textbox, provide an update to explain to the entity your revision request.
- 7 Click **Update**.

7/9 CEA test - FAC-003

Entity PDS Response

RESPONSE(S)		
ANSWERED BY	ANSWER DATE	REVISE
NCR01015 MRO Editor 1	07/09/2021	<input type="checkbox"/>

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Update Close

Create Session Revision Flag

Session PDS2021-001072 - [redacted] - [redacted] - FAC-003-4 - [redacted] (Aug 11, 2021, 2:04:17 PM)

Note

Update Close



PDS Requests for Information

To send a Request for Information to an entity:

- 1 In the **Requests for Information** section click the **plus icon**.
- 2 Type request **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. In addition, RFIs can be submitted at any time after distribution. RFIs should be placed in Completed status prior to Completing the Review.

The screenshot shows the 'Request for Information' form in the PDS system. The form is titled 'Request for Information' and has a teal header. It contains the following sections:

- Requestor Comments:** A large text area for entering comments, with a circled '2' next to it.
- Requestor Attachments:** A section with an 'Attach file' button.
- Response Due By:** A date field set to '06/23/2021', with a calendar icon and a circled '3' next to it.
- Action:** A section with 'Update' and 'Close' buttons, with a circled '4' next to the 'Update' button.

At the top of the form, there are two buttons: 'Request an Extension' and 'Request for Information'. Below these is a plus icon with a circled '1' next to it, indicating where to click to add a new request. The background of the screenshot shows a grid of existing requests with columns for 'RFI ID' and 'REQUESTOR CONTACT'.





Reviewing a PDS - Related Issues

To create a Positive Observation, Area of Concern, or Recommendation:

1. Navigate to the **PDS In Review** tab.
2. Click the **Unique ID** to open the PDS.
3. Click to expand the **Related Issues** section.
4. Click the applicable **plus icon** to add a:
 - (A) Positive Observation
 - (B) Area of Concern
 - (C) Recommendation

Periodic Data Submittals

[Create Distribution](#) |
 [Scheduled PDS](#) |
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 [ARE PDS](#) |
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PERIODIC DATA SUBMITTALS AWAITING CEA REVIEW

UNIQUE ID	TYPE	REPORTING PERIOD	REGISTRATION	SHORT NAME
PDS2021-002149	PRC-023-4 RL	12/01/2020 - 12/31/2020		6/8 Steering Comm - Scheduled
PDS2021-001841	FAC-003-4	12/01/2020 - 12/31/2020		5/23 CEA CO Test
PDS2021-001848	FAC-003-4	02/01/2021 - 02/28/2021	NCR9999999 - Second Game Day Friday Entry in MRO	Test 5-21
PDS2021-002119	FAC-003-4	02/01/2021 - 02/28/2021	NCR9999999 - Second Game Day Friday Entry in MRO	Test 2 5-28 EM
PDS2021-002131	TPL-007-4	12/31/2020		6/8 Steering Committee Test
PDS2021-002351	FAC-003-4	05/01/2021 - 05/31/2021		4/15 CO Test CEA 1
PDS2021-002352	FAC-003-4	05/01/2021 - 05/31/2021		4/15 CO Test CEA 1
PDS2021-002354	PRC-002-2 R12	05/01/2021		4/15 CO Entry Test - WECC
PDS2021-002375	TPL-007-4	06/02/2021	NCR9999999 - Second Game Day Friday Entry in MRO	Test EM 6-21
PDS2021-002401	EOP-008-2 RL	06/02/2021	NCR9999999 - Second Game Day Friday Entry in MRO	Test Name

PDS2021-002149

Note: To view newly created Requests for Information please update the table above.

3 Related Issues

Click on the + sign to add a new Issue Types

4A +
 4B +
 4C +
 ...

PARENT NAME	ISSUE TYPE	ISSUE ID	REGISTRATION	STANDARD / REQUIREMENTS	ISSUE STATUS

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Note: To view newly created Issues please update the table above.

Notice: There is a delay after clicking the + sign to add Positive Observations, Areas of Concern, and Recommendations. Please be patient for the pop-up to open. Any additional clicking will result in multiple popup windows opening unnecessarily.



Reviewing a PDS - Related Issues

5 Fill out the information related to the Issue for the PDS.

6 Click **Save**.

Notice: The Related Issue that was just created will be in a “Draft” status by default. The user can choose to change the status to “Final” prior to saving, or the user can go back in and change the status to “Final” prior to completing the PDS Review. All issues should be completed prior to completing the PDS.

Also, entities are not automatically notified of any included Related Issues with the PDS review. CEAs should ensure the entity is notified if Related Issues are included in the completion of the PDS.

The screenshot shows a web form for creating a positive observation. The form is titled "Create Positive Observation" and has a "General" tab. The fields are as follows:

- Related Source: PDS021-00149
- Standards and Requirements: PRC-025-4 RD
- Registrations: (empty)
- Name: (empty) ID: -[value will be generated]-
- Description: (empty)
- Status: Draft
- No Additional Review Needed:
- Reviewer Comments: (empty)
- Follow-up Comments: (empty)
- Entity Contact Information: MRO Esby 1
- Category: Periodic Data Submittal

At the bottom right of the form, there is a green "Save" button and a grey "Close" button. A yellow circle with the number "6" is overlaid on the "Save" button.

Completing a PDS Review

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

- 1 Select the appropriate **CEA Response** from the dropdown. If closed with PNC, ensure a Finding is created.
- 2 Type any review comments in the **CEA Comment** textbox. Comments entered here are not visible to the entity.
- 3 In the **Submit PDS Review** section, select **Review Completed** from the Action dropdown.
- 4 Click **Update**.

The screenshot shows a web form titled "Test 5-24 EM" with a teal header. The form is divided into several sections:

- Attachments:** Contains an "Attach file" button.
- CEA Response:** A dropdown menu is open, showing options: "-- None --", "In review", "Close with PNC", and "Close with no PNC". A circled "1" is next to the dropdown.
- CEA Comment:** A text input field with a circled "2" next to it.
- Submit PDS Review:** A section with an "Instructions" field containing the text "Please select 'Review Completed' Action option when you have finalized the review and click 'Update'". Below it is an "Action" dropdown menu with options: "-- None --", "Reopen", "Review In Progress", and "Review Completed". A circled "3" is next to the dropdown.
- Update:** A green button with a white "Update" label and a circled "4" next to it.



Reviewing a PDS - Creating a Finding

To create a Finding related to the PDS:

- 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**.

The screenshot shows the 'PDS In Review' interface. At the top, there are tabs for 'Create Distribution', 'Scheduled PDS', 'Active PDS', 'PDS in Review', 'Completed PDS', 'Processed Distributions', and 'ARE PDS'. The 'PDS in Review' tab is selected and circled with a '1'. Below the tabs, there is a list of PDS entries with 'UNIQUE ID' and 'PDS / ID'. The entry 'PDS2021-001845' is highlighted and circled with a '2'. To the right of this list, the 'Findings' section is expanded, circled with a '3'. Below the 'Findings' section, there are sections for 'Request for Extension' and 'Requests for Information'. A 'CREATE FINDING' modal is open, showing a table of 'RELATED FINDINGS'. The table has columns for 'REGISTRATION', 'REQUIREMENT', 'CREATE FINDING', 'ID', 'REGISTRATION', and 'REQUIREMENT'. The first row is highlighted, and a plus icon in the 'CREATE FINDING' column is circled with a '4'. Below the table, there are 'Update' and 'Close' buttons.



Reviewing a PDS - Creating a Finding

5 Following region processes, fill out the **Create a Finding** form.

6 Click **Save**.

The **draft** Finding created will display in the Findings section of the PDS, but the CEA will need to **submit** the draft from the **Findings** module in Align.

Ensure any changes to the PDS record are saved (pressing Update) before moving to next steps.

Notice: Refer to the **Align Enforcement and Mitigation User Guide** for additional instructions when creating a Finding.

Create a Finding
✕

Instructions

Complete the information on this form and **Save** you as a draft. You can access draft Findings under the **Drafts** section of the **Create Finding** tab and continue editing until you are ready to submit.

Created By CEA	Yes	
Monitoring Method	Periodic Data Submittal	

General Information

Registration	NCR55555 - Test Entity Name Change in WECC	
Entity in Coordinated Oversight	No	
Applicable Requirement	FAC-003-4 R1.	
Applicable Part(s)	<input type="text" value="FAC-003-4 R1.1. x"/> <input type="text" value="FAC-003-4 R1.2. x"/> <input type="text" value="FAC-003-4 R1.3. x"/> <input type="text" value="FAC-003-4 R1.4. x"/>	
Applicable Reliability Function(s)	<input type="text" value="TO x"/> <input type="text" value="GO x"/>	

Region – Jurisdiction in which the Potential Noncompliance occurred	<input type="text" value="WECC-US"/>	
Other Region – Jurisdiction(s) where you are reporting this Potential Noncompliance	<input type="text"/>	

Discovery and Description

6
Save
Close



Reviewing a PDS - Submitting a Finding

To submit a Finding:

- 1 Navigate to the **Findings** module.
- 2 In the **Draft Findings** section, click the **Unique ID** of the Finding to open it.
- 3 If the Finding drafted is ready for next steps, in the **Action** section, select **Submit** from the dropdown.

4 Click **Save and Action**.

Notice: Clicking **Save** will only update the draft and will not *action* the Finding to a submitted state.

The screenshot shows the 'Findings' module interface. At the top, a navigation menu includes 'My Align', 'Findings', 'Periodic Data Submittals', 'Self Certifications', 'Self Cert Administration', 'PNC Processing', 'Enforcement Processing', 'Mitigation Management', 'CMEP Activity Search', and 'Entity Information'. A yellow circle '1' highlights the 'Findings' menu item.

Below the menu is a 'DRAFT FINDINGS' table with columns: MONITORING METHOD, UNIQUE ID, NCR, and ENTITY. The table lists several entries, including 'Self-Report' and 'Periodic Data Submittal'. A yellow circle '2' highlights the '2021-00118' Unique ID in the 'Periodic Data Submittal' row.

A modal window titled '2021-00118' is open, showing a form with sections for 'Please provide any additional comments', 'Evidence', and 'Action'. The 'Action' section contains instructions and a dropdown menu. A yellow circle '3' highlights the 'Submit' option in the dropdown menu.

At the bottom of the modal, there are buttons for 'Save and Action', 'Save', and 'Close'. A yellow circle '4' highlights the 'Save and Action' button.



Creating a Template PDS Distribution

Previous PDS Distribution can be used to create templates for PDS Distributions.

To create a template from a previous PDS Distribution:

- 1 From the Periodic Data Submittals module, navigate to the **Processed Distributions** tab.
- 2 Click the **plus icon** next to the PDS distribution you wish to use for creating a template.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there are navigation tabs: 'Create Distribution', 'Scheduled PDS', 'Active PDS', 'PDS in Review', 'Completed PDS', 'Processed Distributions' (highlighted with a circled '1'), and 'ARE PDS'. Below the tabs, there are buttons for 'Create FAC-003 Distribution' and 'Create PRC-023-4 R5 Distribution'. The main content area is titled 'PERIODIC DATA SUBMITTAL - BULK DISTRIBUTIONS IN DRAFT' and contains a table with columns: DISTRIBUTION ID, TYPE, FUNCTIONS, REPORTING PERIOD, SCHEDULED VISIBILITY DATE, SCHEDULED START DATE, SCHEDULED DUE DATE, and SHORT NAME. A second screenshot is overlaid on top, showing the 'Processed Distributions' tab selected. This view has a table with columns: DISTRIBUTION ID, TYPE, FUNCTIONS, REPORTING PERIOD, VISIBILITY DATE, START DATE, DUE DATE, SHORT NAME, and DESCRIPTION. A circled '2' highlights the plus icon next to the first row in this table. The first row is: DP2021-00354, FAC-003-4, GO, TO, 05/03/2021 - 05/07/2021, 05/27/2021, 05/27/2021, 06/30/2021, dc test ncr01015.



Creating a Template PDS Distribution

3 Type the **Short Name** and update any **Dates**. The short name will be visible to entities.

4 Add a description for this distribution in the field labeled **Description**.

Notice: Any text added to this field will be visible to the entity(ies) that are included in this distribution.

5 Click **Update**.

Notice: The draft PDS template created will now appear on the **Create Distribution** tab (A).

Create Periodic Data Submittal Distribution

General

3 PDS Type: FAC-003-4

Short Name *

Visibility Date * 05/24/2021

Start Date * 05/24/2021

Due Date * 07/21/2021

Monitoring Period Start * 02/01/2021

Monitoring Period End * 02/28/2021

4 Description: test

Compliance Enforcement Authority: MRO

Previously

Registration(s): NCR9999999

Reliability Function(s): TO

5 [Update](#) **A**

Periodic Data Submittals

Align for Regions

PERIODIC DATA SUBMITTAL - BULK DISTRIBUTIONS IN DRAFT

DISTRIBUTION	TYPE	FUNCTIONS	REPORTING PERIOD	SCHEDULED VISIBILITY ...	SCHеду... START D...	SCHеду... DUE DATE	SHORT NAME	DESCRIPTION
<input type="checkbox"/>	DP2024-00014	FAC-003-4	GO, TO			11/21/2024	Creating a Template PDS Distribution.	This is a template test.
<input type="checkbox"/>	DP2022-00128	PRC-023-4 R5	TO, GO			09/30/2022	Test Name	



Creating a Template PDS Distribution

To mark a particular PDS distribution as a favorite:

- 1 From the Periodic Data Submittals module, navigate to the **Processed Distributions** tab.
- 2 Click the **Distribution ID** of the PDS distribution you wish to mark as a favorite template.
- 3 Select the **checkbox** next to **Mark as Favorite/Template**.
- 4 Click **Update**.

Notice: The PDS will now have a ribbon icon displayed next to it (A) and appear at the top of the **Processed Distributions** tab's list.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there are tabs for 'Create Distribution', 'Scheduled PDS', 'Active PDS', 'PDS in Review', 'Completed PDS', 'Processed Distributions', and 'ARE PDS'. The 'Processed Distributions' tab is selected and highlighted with a circled '1'. Below the tabs is a table titled 'PERIODIC DATA SUBMITTAL - PROCESSED BULK DISTRIBUTIONS'. The table has columns for 'DISTRIBUTION ID', 'TYPE', 'FUNCTIONS', and 'REPORTING PERIOD'. One row is highlighted with a circled '2', showing 'DP2021-00354'. A modal window is open over this row, showing details for 'PDSR / 00' with a ribbon icon 'A' next to it. The modal includes fields for 'Name', 'Visibility Date', 'Start Date', 'Due Date', 'Description', 'CEA', and 'Monitoring Period Start/End'. At the bottom of the modal, there is a 'Mark as Favorite/Template' checkbox with a circled '3' next to it. Below the modal, there is a 'PDS Distribution Summary' section with a table of 'SELECTED REGISTRATIONS', 'SELECTED FUNCTIONS', and 'PCC'. At the bottom of the modal, there is an 'Update' button with a circled '4' next to it and a 'Close' button.



Cancelling a PDS Request

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 **Action (Optional - Click to Expand)** and then select **Cancel** from the dropdown.
- 4 Click **Update**.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there are several tabs: 'Create Distribution', 'Scheduled PDS', 'Active PDS' (highlighted with a circled '1'), 'PDS in Review', 'Completed PDS', 'Processed Distributions', and 'ARE PDS'. Below the tabs is a table titled 'PDS REQUESTS ACTIVE IN REGISTERED ENTITY PROCESSING'. The table has columns for 'UNIQUE ID', 'TYPE', 'REPORTING PERIOD', 'REGISTRATION', and 'SHORT NAME'. A circled '2' points to the 'UNIQUE ID' column. Below the table, there is a section for 'Evidence' with a 'Secure Evidence Locker Instructions' and a 'Region Attachments' section with an 'Attach file' button. At the bottom, there is an 'Action (Optional - Click to Expand)' section with a dropdown menu showing 'Cancel' (highlighted with a circled '3') and an 'Update' button (highlighted with a circled '4').

Notice: A PDS request can only be canceled if it is in Active or Scheduled Status. To cancel a PDS in Review, the user must reopen the PDS to send it back to Active Status and then follow the steps to cancel.



Reopening a PDS Request

Sometimes a PDS should be reopened to allow the Registered Entity to revise their response or for the CEA to add additional notes.

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**.

The screenshot shows the 'Periodic Data Submittals' interface. At the top, there is a navigation bar with several tabs: 'Create Distribution', 'Scheduled PDS', 'Active PDS', 'PDS in Review', 'Completed PDS', 'Processed Distributions', and 'ARE PDS'. The 'Completed PDS' tab is selected and highlighted with a yellow circle containing the number '1'. Below the navigation bar is a table titled 'COMPLETED AND CANCELLED PDS REQUESTS'. The table has columns for 'UNIQUE ID', 'TYPE', 'REPORTING', 'REGISTRATION', 'SHORT NAME', 'SUBMITTAL DATE', and 'DUE DATE'. A row with 'UNIQUE ID' 'PDS2021-001848' is highlighted with a yellow circle containing the number '2'. To the right of the table, a detailed view of the PDS request is shown. This view includes sections for 'CEA Response' (with 'In review' status), 'Evidence' (with 'Secure Evidence Locker Instructions'), and 'Region Attachments' (with an 'Attach file' button). At the bottom of this view, there is an 'Action (Optional - Click to Expand)' section, which is highlighted with a yellow circle containing the number '3'. Below the action section are 'Update' and 'Close' buttons.



Reopening a PDS Request

- 4 Click the **Action** section to expand it.
- 5 Select **Reopen** from the dropdown.
- 6 Click **Update**.

By reopening the PDS, it will be sent back to the **PDS In Review** tab and wait for CEA action and appear to the entity on their PDS Submittals tab.

The CEA can update any desired information, or if desired to send the PDS back to the entity, additional steps are required (see next page).

Test 5-21
✕

CEA Response In review

CEA Comment

Evidence

Secure Evidence Locker Instructions Submit Evidence or Attachments related to this Periodic Data Submittal via [ERO Secure Evidence Locker \(SEL\)](#) with the following reference number:
MRO|NCR9999999|VITest 5-21|VITest 5-21|FAC-003-4|

If the entity is hosting its own SEL, please provide a hyperlink to their locker in the comment section above.

Region Attachments

Attachments Attach file

4 Action (Optional - Click to Expand)

Instructions As CEA you can reopen this Periodic Data Submittal by selecting "Reopen" from the action list option below and click "Update"

Action Reopen

5

- Reopen|
- None --
- No Action
- Reopen

6 Update



Reopening a PDS Request

To give the entity the ability to edit its response to the PDS request:

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

The PDS request will now appear on the **Active PDS** tab, and the entity will be able to edit its response.

The screenshot shows the 'Periodic Data Submittals' interface. The 'PDS in Review' tab is selected and highlighted with a yellow circle containing the number 7. A table lists several PDS requests. The request with Unique ID 'PDS2021-001848' is highlighted in blue, with a yellow circle containing the number 8 next to it. A modal window titled 'Test 5-21' is open, showing 'Region Attachments' and 'CEA Response' sections. In the 'Submit PDS Review' section, the 'Action' dropdown menu is open, showing options: 'Reopen', '-- None --', 'Reopen', 'Review In Progress', and 'Review Completed'. The 'Reopen' option is highlighted with a yellow circle containing the number 9. At the bottom of the modal, there is a green 'Update' button highlighted with a yellow circle containing the number 10.

Email Notifications in Align



The list below contains all instances when Align will generate an email to the Registered Entity under the scope of Periodic Data Submittals.

-  Creation of Periodic Data Submittals
-  PDS Extension Request Approval/Disapproval
-  PDS Requests for Information

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



Appendix: Revision History

Revision Date	Brief Description of Updates
2021	Initial release of guide (Align Release 2)
December 2024	Retitled user guide to reflect Align module rather than Release 2 Corrected typos Updated steps and screenshots to match recent updates in PDS module