

Instructions for organizations in creating users

6.5.2020



Change History

Date	Version	Change history
7.4.2020	0.1	Initialization
22.5.2020	1.0	First release version
27.5.2020	1.1	Updated appendix role names

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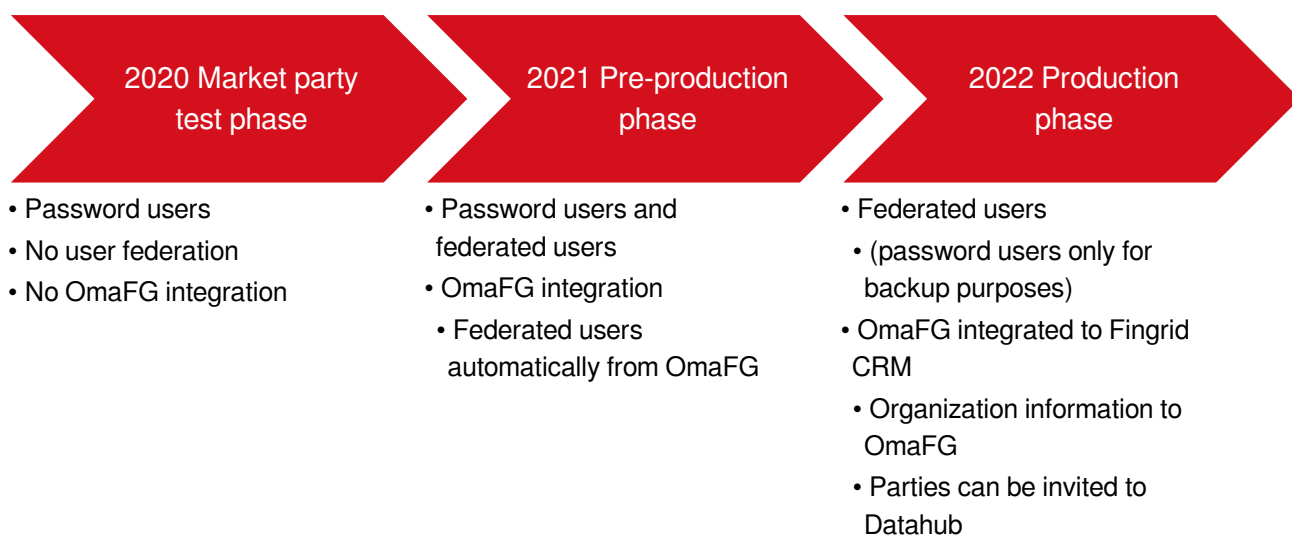
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1 Purpose of the document

This document provides instructions for Datahub web user interface:

- Organization in Datahub
- Administrator in Datahub
- Creating a portal user (GUI user) for the organization
- Creating a B2B user (System User) for the organization

These instructions are primarily meant for Datahub **2020 Market party test phase** when users are made from GUI instead of federation and OmaFingrid automation. The instructions and processes are subject for change before go-live. In production access management will be replaced by federated login through OmaFingrid extranet.



1.1 Prerequisites

Following prerequisites are required from the organization:

1. Organization has signed a contract with Datahub for using Datahub testing environments

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2. Admin user contact details have been provided to Datahub
3. B2B user (System User) testing requires following
 - a. IP addresses provided for Datahub whitelisting
 - b. SSL Certificate for B2B user authentication

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2 General

2.1 Fields and values in the Datahub and in this instruction

Each element: user, organization, contact, etc. has different fields and values. This instruction focuses on the mandatory and relevant ones, leaving the obvious/self-explanatory fields without description.

Common self-explanatory fields are fields such as: first name, last name, phone-number, email, etc. If there is description for the common field, then it usually has some remark; e.g. field cannot be altered after saving or that field purpose is something different than the field name indicates.

One of the most important fields to note is the "(User/Organization/...) **Identifier**". Identifier acts as a key value link between objects; e.g. User Identity <-> Organization User. Pay attention when filling the identifier field.

2.2 Market party abbreviations

Code	Market Party	Markkinaosapuoli
DDQ	Supplier	Myyjä
DSO	Grid Operator	Jakeluverkonhaltija (JVH)
THP	Third Party	3.osapuoli (palveluntarjoaja)
MOP	Market Operator	Operaattori
ISR	eSett	eSett (pohjoismainen taseselvittäjä)
CPO	Product Owner/Support (CGI)	Tuoteomistaja/-tuki (CGI)

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2.3 User, organization user and user roles

Users in Datahub consist of a user identity and an organization user. The user identity is as the name indicates the identity that logs in to the system. The identity itself does not have any user rights in the system. The user identity is either a portal user or a system user. A portal user is person using the Datahub graphical user interface, while the system user is a system that is connected to Datahub.

Term	Explanation
User identity	a single identity that is identified using a username and password
Portal user (identity)	an identity of a natural person using the Datahub GUI
System user (identity)	an identity of a system that connects to Datahub through the B2B interface
Organization user	is linked to one identity and organization and has user roles assigned to it. Defines what that identity is entitled to do in the system.
User role	a predefined role with a set of system functions that can be performed with that role

A user identity always needs to be linked to an organization user. The organization user is the holder of the roles that define the access rights to perform functions in the system.

An identity can have one or several organization users. The identity can also represent several different organizations through different organization users.

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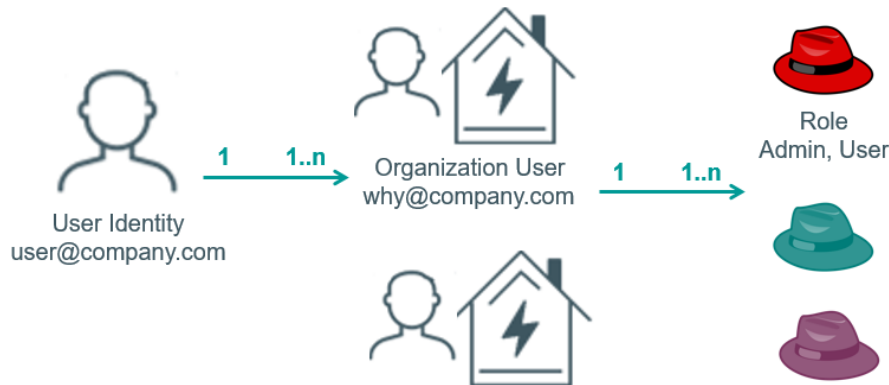
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User identity and roles

User has one identity. The identity can have one to many organization users. The organization user can be assigned one to many roles.

Organization User roles determine the permissions that the user has for that 'Organization User' account. i.e. the permission user can do and perform in Datahub-system when logged in as that user. Organization User role selection apply also for the Organization User attached to the B2B (System User). See Attachment A for available user roles, roles usage instructions and descriptions.

2.4 Common UI functions

Password reset can be initiated from the log on -screen using "Forgot Password" button.

New users need to create the password using "Forgot Password" -functionality before logging in the first time.

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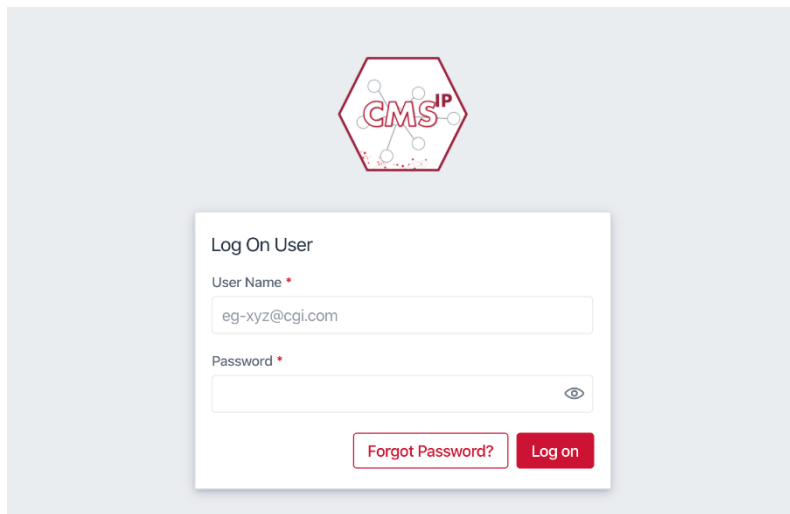
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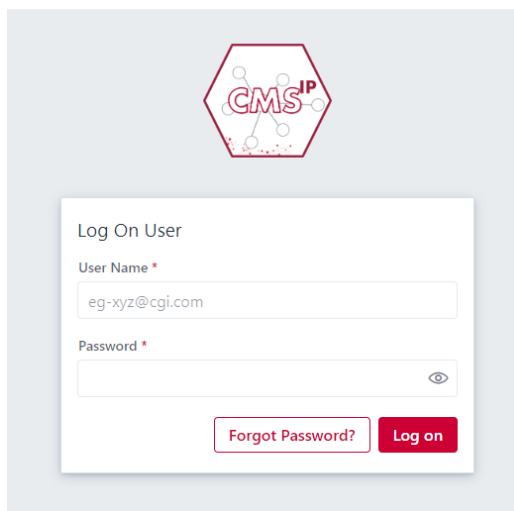
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Log in



User might be assigned to several organizations with Organization User accounts. Organization Users determine the working roles the user is granted for that organization. (E.g. user is working on behalf of several organizations or has more than one working role for one organization.) If this is the case, user needs to select the correct Organization User (-role) when logging in to the Datahub.

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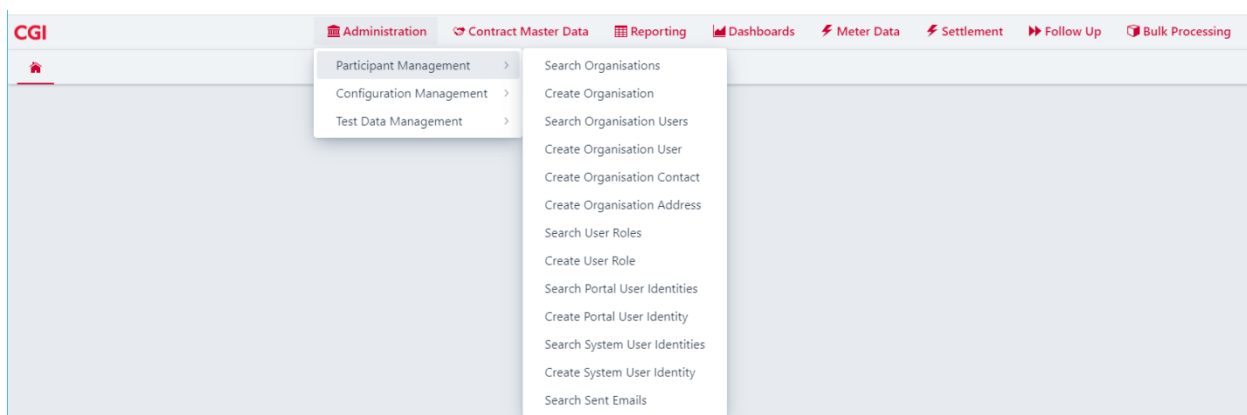
Choose correct organization role based on the job function you are performing.



User Name	Organisation Name	Organisation Identifier	Market Role
fgradmin	Fingrid Oyj	6430076050014	Market Operator
fgradmin2	Fingrid Oyj	6430076050014	Market Operator

Navigation

All participant management administration functions related to this manual can be found in the Datahub UI Administration panel and section Participant Management



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3 Organization information

Organization information is created by Datahub, based on organization data provided to Titta.



Organization contact is mandatory data for an organization, but during testing, synthetic values are used as the system is still under construction. Check the organization information in GUI.

3.1 Organization

Mandatory fields filled in example

Field explanations:

Field	Information
Organization Identifier	· The GLN identifier registered for the Organization.

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	<ul style="list-style-type: none"> · 13-characters long, created from global GS1 company code · System wide unique · Non-changeable
Market Role	<ul style="list-style-type: none"> · The market role registered for the Organization · Non-changeable · Selected from list, use only: <ul style="list-style-type: none"> ○ DDQ (Supplier) ○ DSO (Grid Operator) ○ THP (Third Party)
Name	<ul style="list-style-type: none"> · Company legal name registered for the Organization · Changeable · Non-unique
Tax Number (NOT USED)	
Registration COC	<ul style="list-style-type: none"> · "Business ID" (Y-tunnus) <ul style="list-style-type: none"> ○ E.g. 1234567-8 · Changeable · Non-unique · Maximum of 16 characters
Invoicing Channel	<ul style="list-style-type: none"> · The invoicing channel registered for the Organization · Non-mandatory · Selectable: <ul style="list-style-type: none"> ○ Electronic Invoicing (AI02) ○ Paper Invoice (AI01)

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ElectronicInvoiceAddress	<ul style="list-style-type: none"> The electronic invoice address registered for the Organisation Mandatory if 'InvoicingChannel' = 'Electronic Invoicing'
InvoicingMediator	<ul style="list-style-type: none"> The invoicing mediator registered for the Organisation Mandatory if 'InvoicingChannel' = 'Electronic Invoicing'

3.2 Organization Contact

CGI Administration Contract Master Data Reporting Dashboards Meter Data Settlement Follow Up Bulk Processing

Create Organisation Contact

Start Of Occurrence: 2020-04-03

Organisation: 900 Vekelu Jarkot Oy (9001234567891, DSO)

Contact Role: Default (DEF)

First Name: [Firstname]

Last Name: [Lastname]

Full Name: [Lastname] [Firstname]

Email Address: first.last@company.end

Website:

Phone Number 1: 1234567890

Phone Number 2:

Fax Number:

☒ Active?

Submit Cancel

Organization Contact fields (one mandatory):

Field	Information
User Contact Role	<ul style="list-style-type: none"> Mandatory Select: Default (DEF)

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	<ul style="list-style-type: none">○ One Default role required for each organization in order to complete organization activation.
Email Address	<ul style="list-style-type: none">· Organization contact email address· Changeable
Phone Number 1	<ul style="list-style-type: none">· Organization contact phone number· Changeable

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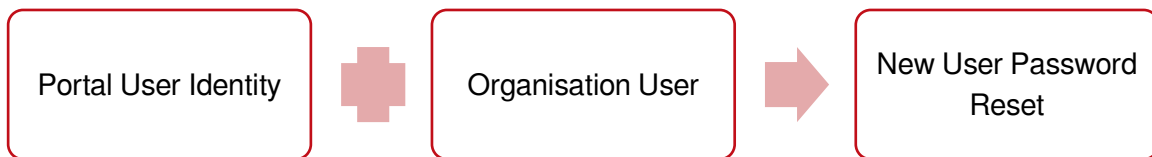
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4 Market Party admin

Fingrid Admin/Operator creates the admin user based on the information provided to Titta.

User consist of a user identity that is assigned an organization user.



When user is created, the first login is done using the Reset password functionality

4.1 Portal User Identity

A portal user is a person using the web user interface of Datahub. This is the unique user, that can have several user roles assigned to it within one or several organizations.

The screenshot shows the 'Create Portal User Identity' form in the Fingrid Datahub interface. The form is titled 'Create Portal User Identity' and is part of the 'Administration' section. It contains several input fields for user information:

- Transaction Reference: Empty text field.
- Organisation: Dropdown menu showing '900 Vekelu Jarkot Oy (9001234567891, DSO)'.
- User Identifier: Text field with placeholder 'user.email@address.here'.
- Authentication Type: Dropdown menu showing 'Password (PWD)'.
- First Name: Text field with placeholder 'Firstname'.
- Last Name: Text field with placeholder 'Lastname'.
- Email Address: Text field with placeholder 'user.email@address.here'.
- Mobile Number: Text field with placeholder '1234567890'.
- Blocked?: Checkbox.

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

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Field explanations:

Field	Information
Organization	<ul style="list-style-type: none"> · The organization the user works for · Mandatory · Non-changeable
User Identifier	<ul style="list-style-type: none"> · Used as a Logon Name to the Datahub · Must be a working email address, required for receiving password reset messages · System wide unique · Non-changeable · Some validation limitations (e.g. does not allow "+" sign)
Authentication Type	<ul style="list-style-type: none"> · Select "Password (PWD)" for local user / testing phase · (Federated users created automatically through API – cannot be chosen when creating users in Datahub GUI)
First Name	<ul style="list-style-type: none"> · Mandatory
Last Name	<ul style="list-style-type: none"> · Mandatory
Email Address	<ul style="list-style-type: none"> · Mandatory
Mobile Number	<ul style="list-style-type: none"> · Optional

4.2 Organization User

Is the entity that has roles and user rights. A portal user that does not have an organization user assigned to it, cannot access Datahub. Roles are assigned always on organization user level.

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Create Organisation User

Transaction ID
3dab8db8-a7eb-434a-b6c1-268f28972dd2

Transaction Reference

Organisation
900 Vekelu Jarkot Oy (9001234567891, DSO)

User Identifier
user.email@address.here

User Name
GLN-UserIdentifier

Full Name
[Lastname] [Firstname]

Email Address
user.email@address.here

Phone Number
1234567890

Contract End Date

Role Name *

- FGR-FGR-Federation
- FGR-FGR-GUI-Generic
- FGR-GUI-CFO-admin
- FGR-GUI-DDQ-admin
- FGR-GUI-MOP-admin
- FGR-GUI-THP-admin
- FGR-GUI-admin
- FGR-Generis-CFM
- FGR-Generis-THP@nonactive

→ FGR-GUI-DSO-admin
←

☒ Is Administrator
☒ Is Active

Submit Cancel +R

Roles explained in: "0 Appendix A Organization User Roles".

Field explanations:

Field	Information
Organization	<ul style="list-style-type: none"> Organization to which the admin/operator is assigned for Mandatory Non-changeable
User Identifier	<ul style="list-style-type: none"> Must be the previously created Portal User Identity's User Identifier <ul style="list-style-type: none"> Ties the Organization User to a Portal User Mandatory <ul style="list-style-type: none"> Used for system communication Non-changeable Does not allow åäö – replace with ao
User Name	<ul style="list-style-type: none"> System wide unique

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	<ul style="list-style-type: none"> · Non-changeable · Should refer somehow to the user and organization. Naming convention: <ul style="list-style-type: none"> ○ [GLN-Number]-[Firstname].[Lastname](-[optional other info, such as role]) ○ "9009876543210-First.Last-admin"
Full Name	<ul style="list-style-type: none"> · Changeable · Can be anything <ul style="list-style-type: none"> ○ Prefer naming convention: [Lastname] [Firstname]
Email Address	<ul style="list-style-type: none"> · Email address for notifications · Changeable
Phone Number	
Contract End Date (NOT USED)	<ul style="list-style-type: none"> · Not used
Role Name	<ul style="list-style-type: none"> · Should be selected based on the organization type. E.g. DSO organization operator should have FGR-GUI-DSO-admin
Is Administrator (NOT USED)	<ul style="list-style-type: none"> · Not used · Just a boolean value for user search filtering
Is Active	<ul style="list-style-type: none"> · Activity

4.3 New User Password Reset

Created organization admin/operator/user can now do a password reset from the Datahub front page. **Password reset link is sent to the email address in the User Identifier -field.**

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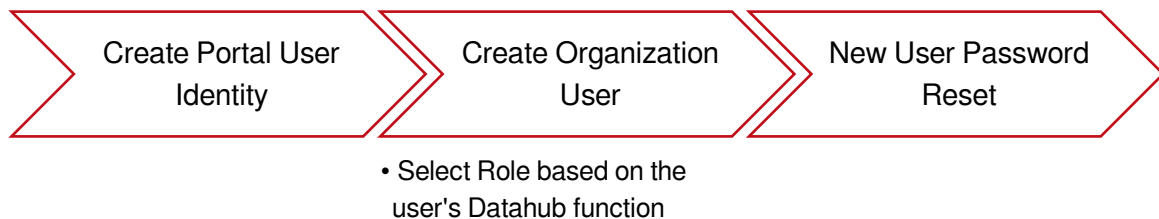
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5 Creating a user for organization

Creating a person user for Datahub web user interface and assign user access roles to that user.

Organization Admin performs (the Datahub user with Admin role).

Process in short:



5.1 Create Portal User Identity

CGI Administration Contract Master Data Reporting Dashboards Meter Data Settlement ...

Create Portal User Identity

Transaction Reference

Organisation
900 Vekelu Jarkot Oy (9001234567891, DSO)

User Identifier
user.email@address.here

Authentication Type
Password (PWD)

First Name
Firstname

Last Name
Lastname

Email Address
user.email@address.here

Mobile Number
1234567890

☐ Blocked?

Submit Cancel

Field explanations:

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Field	Information
Organization	<ul style="list-style-type: none">· The organization the user works for· Mandatory· Selectable from list· Non-changeable
User Identifier	<ul style="list-style-type: none">· Used as a Logon Name to the Datahub· Must be a working email address, required for receiving password reset messages· System wide unique· Non-changeable· Some validation limitations (e.g. does not allow "+" sign)
Authentication Type	<ul style="list-style-type: none">· Select "Password (PWD)" for local user / testing purposes· (Federated users created automatically)
First Name	<ul style="list-style-type: none">· Mandatory
Last Name	<ul style="list-style-type: none">· Mandatory
Email Address	<ul style="list-style-type: none">· Mandatory
Mobile Number	<ul style="list-style-type: none">· Optional

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5.2 Create Organization User

The screenshot shows the 'Create Organisation User' form in the Fingrid Datahub interface. The form is titled 'Create Organisation User' and includes a navigation bar with links to Administration, Contract Master Data, Reporting, Meter Data, Settlement, Follow Up, and Bulk Processing. The form fields are as follows:

- Transaction ID: a8502327-6641-4aa0-ac86-7c55d38101ba
- Transaktioviite: (empty)
- Organisation: 900 Vekelu Jarkot Oy (9001234567891, DSO)
- User Identifier: user.email@address.here
- User Name: 9001234567891-user.email@address.here
- Full Name: (empty)
- Lastname Firstname: (empty)
- Email Address: user.email@address.here
- Phone Number: 1234567890
- Contract End Date: (empty)

Below the form fields, there is a section for 'Rola Name' with a list of roles and a search box. The roles listed are:

- FGR_GUI_DSO_User
- FGR_GUI_DSO_Admin
- FGR_GUI_DSO_KeyUser
- FGR_GUI_DSO_KeyUser_GUIOnlyParty
- FGR_GUI_DSO_Update
- FGR_GUI_DSO_Update_GUIOnlyParty
- FGR_GUI_MOP_KeyUser_MOP_Configuration
- FGR_GUI_MOP_KeyUser_MOP_Settlement

The search box contains the text 'FGR_GUI_DSO_User'. There are also checkboxes for 'Is Administrator' and 'Is Active', and buttons for 'Toimita', 'Peruuttaa', and '+R'.

When selecting the role, refer to an attached table of selectable roles: “0 Appendix A Organization User Roles”.

Field explanations:

Field	Information
Organization	<ul style="list-style-type: none"> Organization to which the admin/operator is assigned for Mandatory Selectable from list Non-changeable
User Identifier	<ul style="list-style-type: none"> The exact value the admin/operator has in Portal User Identity User Identifier -field Mandatory

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	<ul style="list-style-type: none"> · Non-changeable · Does not allow åäö – replace with ao
User Name	<ul style="list-style-type: none"> · System wide unique · Non-changeable · Should refer somehow to the user and organization. Naming convention: <ul style="list-style-type: none"> ○ [GLN-Number]-[Firstname].[Lastname](-[optional other info, such as role]) ○ "9009876543210-First.Last-viewer"
Full Name	<ul style="list-style-type: none"> · Changeable · Can be anything <ul style="list-style-type: none"> ○ Prefer naming convention: [Lastname] [Firstname]
Email Address	<ul style="list-style-type: none"> · Changeable
Phone Number	
Contract End Date (NOT USED)	
Role Name	<ul style="list-style-type: none"> · Should be selected based on the organization type. E.g. DSO user should get FGR_GUI_DSO_User

5.3 New User Password Reset

Created organization user can now do a password reset from the Datahub front page. **Password reset link is sent to the email address in the User Identifier -field.**

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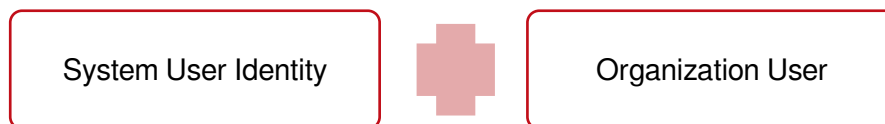
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6 B2B User (System User)

Datahub creates the System user. Organization creates the needed organization users.

System user is needed for the B2B interface. B2B user is authenticated with SSL-certificate. Market participant needs to retrieve SSL-certificate and install the private key to its own environment that calls Datahub. Separate instruction for retrieving the SSL-certificate *“Instruction to retrieve SSL-certificate”*.

B2B user consists of a system user identity and a organization user that has the correct business role assigned to it.



NOTE. If several organizations within the same group are using the same system to connect to Datahub, then only one system user identity and SSL-certificate is needed. Each organization requires still a organization user that is assigned to that System user identity. The organization user represents its market role.

6.1 System User Identity

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CGI Administration Contract Master Data Reporting Dashboards Meter Data ...

Create System User Identity

Create System User Identity X

Transaction ID
38ee7b3d-26da-4dfa-a77c-da81551fa267

Transaction Reference

Organisation
900 Vekelu Jarkot Oy (9001234567891, DSO) X v

User Identifier
9001234567891.DSO X

Authentication Type
Certificate (CRT) X v

☐ Blocked?

Primary Certificate

Certificate
-----BEGIN CERTIFICATE-----
-----END CERTIFICATE-----

Secondary Certificate

Submit **Cancel**

Field explanations:

Field	Information
Organization	<ul style="list-style-type: none"> The organization the user works for Mandatory Selectable from list Non-changeable
User Identifier	<ul style="list-style-type: none"> Identifier for the system user Use naming convention of: <ul style="list-style-type: none"> [Organization GLN].[Market role]

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	<ul style="list-style-type: none"> ○ E.g. 9001234567891.DSO
Authentication Type	<ul style="list-style-type: none"> · Certificate (CRT)
Certificate	<ul style="list-style-type: none"> · SSL certificate here

6.2 Organization User for the system user

Organization user is needed to as it defines the organization and the market role for which the system user identity is used. The system user identity is the same as the user name of the SSL-certificate.

Create Organisation User

Transaction ID: 2e6acbd5-e85b-4702-918c-e1b16a7132fb

Transaction Reference:

Organisation: 900 Vekelu Jarkot Oy (9001234567891, DSO)

User Identifier: 9001234567891.DSO

User Name: 9001234567891.DSO

Full Name: 9001234567891.DSO

Email Address: testing1@weare.fi

Phone Number: 1234567890

Contract End Date:

Role Name *

- FGR_B2B_DDQ_DataInterface
- FGR_B2B_DDQ_RegulatedProcesses
- FGR_B2B_DSO_RegulatedProcesses
- FGR_B2B_ISR_eSett
- FGR_B2B_MOP_B2B_Reporting
- FGR_B2B_MOP_CertificationAPI
- FGR_B2B_MOP_DataInterface
- FGR_B2B_MOP_Federation

→ FGR_B2B_DSO_DataInterface

☐ Is Administrator

☒ Is Active

Submit **Cancel** **+R**

Note. User Identifier cannot be searched in Datahub. System user identity that is used here, is the same as the SSL-certificate username. SSL-certificate name is visible when downloading the certificate.

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Field explanations:

Field	Information
Organization	<ul style="list-style-type: none"> · Organization to which the admin/operator is assigned for · Mandatory · Non-changeable
User Identifier	<ul style="list-style-type: none"> · The exact value the system user has in System User: User Identifier -field · Mandatory · Non-changeable
User Name	<ul style="list-style-type: none"> · System wide unique · Non-changeable · For the B2B Organization User the naming convention should be the same as user Identifier <ul style="list-style-type: none"> ○ [Organization GLN].[Market Role]
Full Name	<ul style="list-style-type: none"> · Changeable · Can be anything <ul style="list-style-type: none"> ○ For System User (B2B) prefer naming convention: User Identifier
Email Address	<ul style="list-style-type: none"> · Changeable
Phone Number	
Contract End Date	
Role Name	<ul style="list-style-type: none"> · Should be selected based on the organization type. E.g. DSO user should get FGR_B2B_DSO_RegulatedProcesses

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Appendix A Organization User Roles

General description of roles and rights to the Datahub system.

Note. Update role is for GUI only users. GUI only users need to make the updates manually to their own systems since b2b connection is not used.

Role	DSO	DDQ (supplier)	THP
Admin	<p>Adding/removing user roles to party's users.</p> <p>Update party's organization data Maintaining system user information (certificate)</p>	<p>Adding/removing user roles to party's users.</p> <p>Update party's organization data Maintaining system user information (certificate)</p>	<p>Adding/removing user roles to party's users.</p> <p>Update party's organization data Maintaining system user information (certificate)</p>
Key User	<p>Exchange point and production unit management, MGA management</p> <p>Update party authorizations and delegations</p> <p>Control reports</p> <p>DH-712, DH-714, DH-716, DH-718</p>	<p>Update party authorizations and delegations</p> <p>Control reports</p> <p>DH-711, DH-713, DH-715, DH-717</p>	
Update	<p>Initiating market processes.</p> <p>Receive and view all notifications DSO receives from datahub as part of market processes (open transactions and other notifications).</p> <p>Peek&Dequeue</p> <p>Role is typically customer service clerk</p>	<p>Initiating market processes</p> <p>Receive and view all notifications supplier receives from datahub as part of market processes (open transactions and other notifications).</p> <p>Peek&Dequeue</p> <p>Role is typically customer service clerk</p>	<p>Initiating market processes</p> <p>Receive and view all notifications THP receives from datahub as part of market processes (open transactions and other notifications).</p> <p>Peek&Dequeue</p>
User	<p>Search & View rights to market data</p> <p>Run and view reports provided for market party</p>	<p>Search & View rights to market data</p> <p>Run and view reports provided for market party</p>	<p>Search & View rights to market data</p> <p>Run and view reports provided for market party</p>

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	Role is customer service clerk	Role is customer service clerk	Role is customer service clerk
--	--------------------------------	--------------------------------	--------------------------------

Note! Each role is created for every Market Role. The Role name contains the Market role abbreviation, and the role needs to be chosen to reflect the market role the organization represents.

User Role	Use Case	Description
DEFAULT	Log in access only, no other user rights (FED users only)	GUI users
DDQ_Admin	User Access management	GUI users
DDQ_DataInterface	Data interface	B2B connection
DDQ_RegulatedProcesses	Market processes	B2B connection
DDQ_Key_User		GUI users
DDQ_KeyUser_GUIOnlyParty		
DDQ_Update		GUI users
DDQ_Update_GUIOnlyParty	For GUI only party	GUI users
DDQ_User		GUI users
DSO_DataInterface	Data interface	B2B connection
DSO_RegulatedProcesses	Market processes	B2B connection
DSO_Admin	User Access management	GUI users
DSO_KeyUser		GUI users
DSO_KeyUser_GUIOnlyParty	For GUI only party	GUI users
DSO_Update		GUI users

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DSO_Update_GUIOnlyParty	For GUI only party	GUI users
DSO_User		GUI users
THP_Admin	User Access management	GUI users
THP_KeyUser		GUI users
THP_KeyUser_GUIOnlyParty		GUI users
THP_Update		GUI users
THP_Update_GUIOnlyParty		
THP_User		
THP_DataInterface	Data interface	B2B connection
THP_RegulatedProcesses	Market processes	B2B connection
MOP_KeyUser_Configuration		Market operator
MOP_KeyUser_Settlement		Market operator
MOP_Admin		Market operator
MOP_User		Market operator
MOP_Privacy		Market operator
MOP_Reporting		Market operator
MOP_SysAdmin		Market operator
MOP_B2B_Reporting	Technical	B2B connection
MOP_CertificationAPI	Technical	B2B connection
MOP_Federation	Technical	B2B connection
MOP_ODATA	Technical	B2B connection

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MOP_DataInterface	Technical	B2B connection
CPO_2nd_line	Support organization	GUI users
CAP_CustomerAccessPortal		
ISR_eSett	Technical	B2B connection

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