

Datahub GUI Manual for basic functionalities

16.6.2021



Table of Contents

Definitions and abbreviations	6
About this document	7
1 Getting started	8
1.1 Local/Federated Login	8
1.2 First time access	8
1.3 Logging on to the Datahub Portal.....	9
1.3.1 Local Login	9
1.3.2 Federated Login.....	10
1.4 Choosing the Organisation User	10
1.5 Changing your Password	11
1.6 Log out from Datahub Portal	13
1.6.1 Local Login	13
1.6.2 Federated Login.....	13
1.7 Forgot Password.....	14
1.8 Updating personal information	16
2 General Principles	18
2.1 Finding your way around Datahub portalfor	18
2.1.1 General navigation.....	19
2.1.2 Navigating using the 'Cancel' button	19
2.1.3 Using mouse or access keys	20
2.2 Contextual messages	20
2.3 Validation.....	21
2.3.1 Frontend validation	21

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530			FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	forename.surname@fingrid.fi
				www.fingrid.fi

2.3.2	Backend validation.....	22
2.4	How to interact with the system.....	22
2.4.1	Entering alphanumeric data	23
2.4.2	Using buttons.....	23
2.4.2.1	Submit.....	24
2.4.2.2	Delete.....	24
2.4.3	Selecting checkboxes	25
2.4.4	Date & Date Time field.....	25
2.4.5	Selecting from a drop-down box	25
2.4.6	Data tables	26
2.4.7	Multiple Select	27
2.5	BTD screens.....	27
2.5.1	List BTDs (List Business Transaction Details).....	27
2.5.2	View BTD.....	29
2.5.4	View BTD Step	30
2.5.5	View BTD Step Message	32
2.5.6	View BTD Step Rejection Message	34
3	Participant Management	35
3.1	Organisation: Search, View, Update	35
3.1.1	Search Results	36
3.1.2	View Organisation.....	37
3.1.3	Organisation Address: View, Update and Delete	39
3.1.3.1	View Organisation Address	39
3.1.3.2	Update Organisation Address	41
3.1.4	Organisation Contact: View, Update and Delete	43
3.1.4.1	View Organisation Contact.....	43

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.1.4.2	Update Organisation Contact	46
3.1.5	Update Organisation	47
3.2	Organisation User: Search, View, Update and Delete	49
3.2.1	Search Results	50
3.2.2	View Organisation User	50
3.2.3	Update Organisation User	52
3.3	Organisation User: Create	54
3.4	Organisation Contact: Create.....	56
3.5	Organisation Address: Create.....	58
3.6	User Role: Search, View, Update and Delete.....	61
3.6.1	Search Results	63
3.6.2	View User Role.....	65
3.6.3	Update User Role	66
3.7	User Role: Create	67
3.8	Portal User Identity: Search, View, Update and Delete	69
3.8.1	Search Results	70
3.8.2	View Portal User Identity.....	71
3.8.3	Update Portal User Identity.....	73
3.9	Portal User Identity: Create.....	75
3.10	System User Identities: Search, View, Update and Delete	78
3.10.1	Search Results	79
3.10.2	View System User Identity	79
3.10.3	Update System User Identity	82
3.11	System User Identity: Create	84
3.12	Inbound Delegations: Search, View, Update	86

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.12.1	Search Results	88
3.12.2	View Inbound Delegation	88
3.12.3	Update Inbound Delegation	89
3.13	Sent Emails: Search and View	91
3.13.1	Search Results	92
3.13.2	View Sent Email.....	92
4	Reporting	93
4.1	Ad-hoc and Interactive Reports.....	94
4.1.1	General Usage PowerBI Functions	94
4.1.1.1	Authorisation	99
4.1.1.2	Dynamical filtering.....	100
4.1.1.3	Sensitive data.....	100
4.1.2	Business.....	101
4.1.2.1	Functional Business Errors for DDQ/DSO/THP	101
4.1.2.2	Technical Business Errors for DDQ/DSO/THP	102
4.1.2.3	Open Transactions for DDQ/DSO/THP	102
4.1.2.4	Open Business Transaction Dossiers for DDQ/DSO/THP	103
5	Follow Up	103
5.1	Messages: Peek and Dequeue	103
5.2	Open Transactions: Search and List	105
5.2.1	Search Results	106
Appendix A: Datahub Portal User, Using Buttons.....		108
Appendix B: Export Data.....		109
Appendix C: Datahub Manuals for Market Parties.....		110
Appendix D: Error Codes		111

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Definitions and abbreviations

A complete list of definitions and abbreviations can be found from document “Electricity retail marked business processes in Datahub”. **The parties involved** in Datahub use can be described as follows

- **Market Party.** A company acting in one or more roles in the electricity retail market. Market parties are distribution system operators, suppliers, balance responsible parties, balance settlement unit and third parties. Market Party needs a service agreement with Datahub.
- **Distribution System Operator (DSO).** A distribution grid owner, who is responsible for the distribution grid or the high-voltage grid and who has licenced electricity market activity in the respective grid. DSO's within the balance settlement of the centralised information exchange are the ones who have electricity market activity in the distribution network stated in the Energy Market Act and whom have granted the grid license for the distribution network or closed distributed network. A Distribution Grid is the electricity grid, which nominal voltage is lower than 110 kV (nominal voltage is defined in the grid license).
- **Metering Responsible Party or Meter Data Responsible (MDR).** A party, which is responsible for the collection of metering data from a certain metering point and for reporting it to Datahub. For accounting points, this party is always the distribution system operator (DSO). Metering grid area has to have always a metering responsible party that is responsible of the imbalance settlement of the metering grid area.
- **Market Operator (MOP)** authorised operator user Datahub.
- **(Electricity) Supplier (DDQ).** Any person, organisation or company that sells electricity or buys it (in this context, small-scale or production unit's customer production).
- **Service Provider (Third Party, THP).** Service provider that needs the information from Datahub with the customer authorisation. Alternatively, the service provider operates in Datahub with a delegation by another market party.
- **System Operator.** A trader who is in control of the power grid and is engaged in licensed electricity grid operations on this network.
- **Transmission System Operator (TSO).** Responsible party of the main Grid, Fingrid Oyj. Unit of centralised information exchange in electricity retail market. Transmission system operator Fingrid Oyj's subsidiary Fingrid Datahub Oy, that operates the centralised information exchange in electricity retail market. Company can use also abbreviation Datahub.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

About this document

This Datahub GUI Manual for basic functionalities is an extension to the Datahub GUI User Manual for Market Parties. See Appendix C for Manuals for Market Parties.

This Manual describes in detail how to use the Datahub Portal from a participant perspective. This document also references functionalities that may not be visible to you, based on the rights assigned to your user account.

This manual is divided into a list of chapters. In order to help you to familiarise yourself with the content of this manual, a summary of each chapter is presented below. The chapters follow the general structure of the application.

- **Chapter 1: Getting Started**
As with any other system, you first need access to log on. In this chapter, we explain how to access the Datahub Portal, how to change your password and how to resolve log on issues using self-service functions such as 'Forgot Username' and 'Forgot Password'.
- **Chapter 2: General Principles**
Whilst there are many different transactions that can be completed in the Datahub Portal, they follow similar patterns that can be demonstrated using a handful of examples. In this chapter, we explain these common patterns which will help you find your way around the Datahub Portal.
- **Chapter 3: Administration -> Participant Management**
This chapter describes the system functionality provided by Datahub that enables Market Participants to execute Business Processes for managing their Market Participant Data. More specific setting up / managing Organisations and Users within the Message Hub subsystem.
- **Chapter 4 Reporting**
This chapter describes the reporting functionality within Datahub Portal. Ad-hoc and interactive reports which are executed via the GUI. The results are *directly* visible via the reporting tool PowerBI.
- **Chapter 5 Follow Up**
This chapter describes the peeking and dequeueing of outbound messages through the Datahub Portal. On top of that this chapter describes the List Open Transactions. List Open Transactions will display an overview of all relevant Open Transactions as registered at the time of processing for the Organisation involved. Such an Open Transaction requires follow up by the Organisation.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

1 Getting started

In this chapter

1. Local/Federated Login
2. First time access
3. Logging on to the Datahub Portal
4. Choosing the Organisation User
5. Changing your password
6. Logging off the Datahub Portal
7. Forgot password?
8. Updating personal information

In this chapter you will learn how to access the Datahub portal, how to change your password and how to resolve log on issues using self-service function 'Forgot Password'.

1.1 Local/Federated Login

The Datahub Portal supports two login mechanism:

- Local Login: the combination of user name and password are checked for existence and validity (authenticated) inside Datahub Portal.
- Federated Login: the user is authenticated via a token outside of Datahub Portal and therefor user accesses Datahub using Federation.

1.2 First time access

This section is only applicable for Local Login.

You will receive an email as a new user with your username and instructions to set your password as per [1.7 Forgot password](#). An administrator has to assign an organisation user to the account. Once this is done the user will receive an email informing them of the new rights. At this point you can choose an organisation as per [1.4 Choosing the Organisation User](#).

Fingrid Datahub Oy

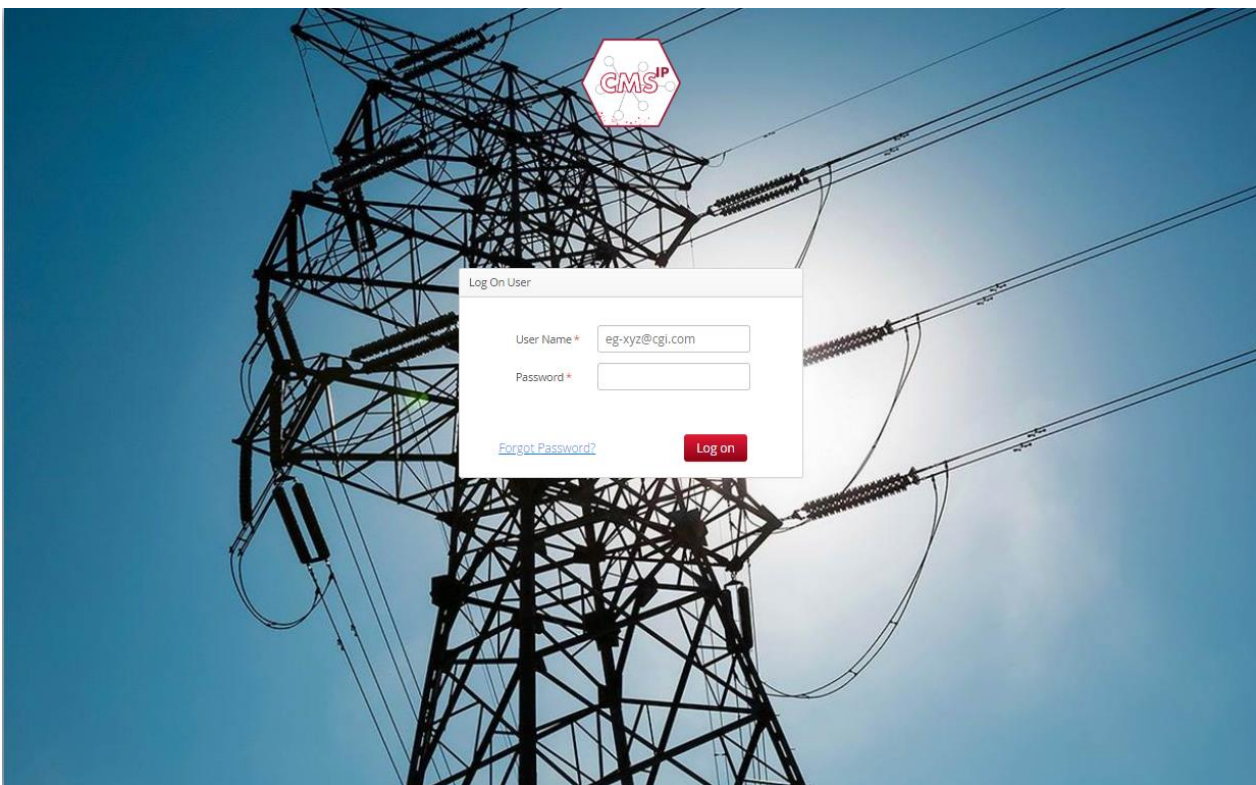
Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

1.3 Logging on to the Datahub Portal

Navigate to the Datahub Portal home screen using the URL for the system.

1.3.1 Local Login

1. Enter your **User Name**
2. Enter your **Password**
3. Click **Log on**



Entering a wrong password will notify you of a wrong user name/password combination and allow you to enter the password again. Entering a wrong password five times will block the account temporarily and start an increasing timer before you can enter a password again. In the case that you do not recall your password, select [1.7 Forgot Password](#) to reset your password.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

1.3.2 Federated Login

The (authentication) token is validated without input from the user.

1.4 Choosing the Organisation User

Once you have logged into your account, you must select the Organisation User with which you wish to proceed. Choosing the Organisation User will allow you to perform your role within that environment. Once you have double clicked the Organisation User, you will be redirected to the **Home** page.

Note that some of the options outlined in this document may not be available to your role and organisation, if the account is not authorised for such options.



Form fields

	Field	Notes
1	User Name	
2	Organisation Name	
3	Organisation Identifier	
4	Market Role	The market role of the chosen Organisation.

Datahub Portal allows you to access the system with a single user identity but allow access to multiple organisations and roles within the tenant structure.

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

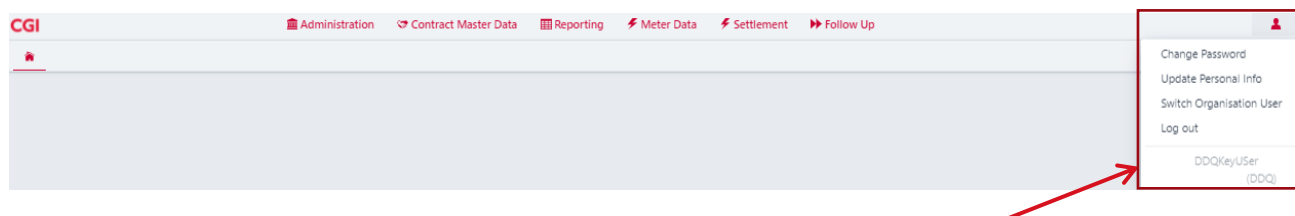
P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

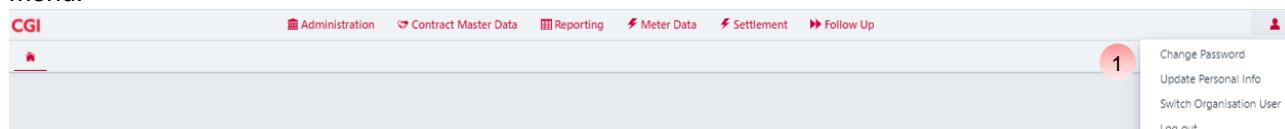
You can always see the current user and market role in the top right corner once you have chosen your role.



1.5 Changing your Password

This section is only applicable for Local Login.

1. Hover over the **Account Icon** in the top right corner and select **Change Password** from the dropdown menu.



2. You will be presented with the following **Change Password** webform.

Change Password ✕

1	User Identifier	<input type="text" value="tester01@example.com"/>
2	User Name	<input type="text" value="GUICGdso1AAdmin"/>
3	Current Password *	<input type="password"/>
4	New Password *	<input type="password"/>
5	Confirm New Password *	<input type="password"/>

Cancel
Submit

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

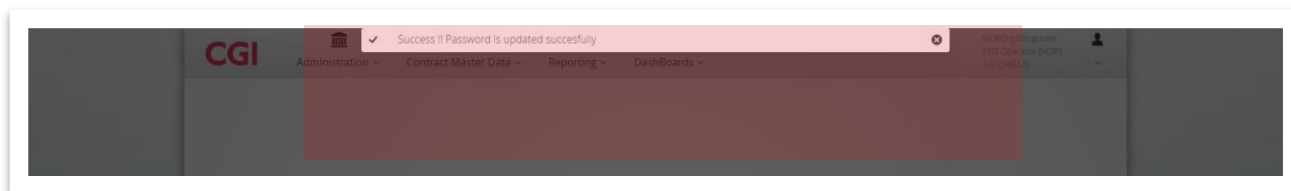
FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3. Populate the fields.

Form fields

	Field name	Input type	Obligation	Notes
1	User Identifier	Text	Disabled	User Identifier is the email address of the user.
2	User Name	Text	Disabled	
3	Current Password	Text	Required	
4	New Password	Text	Required	
5	Confirm New Password	Text	Required	

4. Click **Submit**. On successful validation, you will receive a notification as well as a notification email that the password has been changed, and you are redirected to the **Home** page.



Note: You are required to change your password every 90 days in the interest of security.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

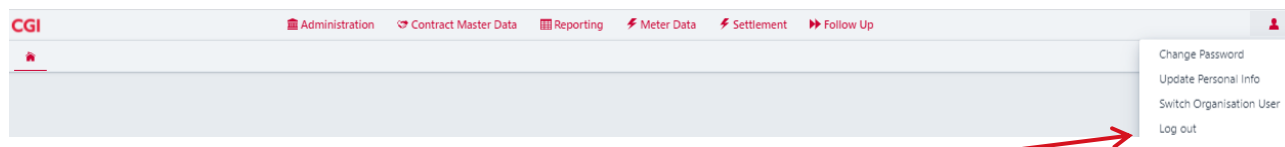
+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

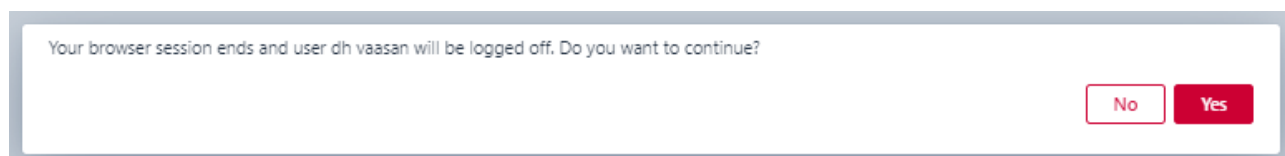
1.6 Log out from Datahub Portal

Hover over the **Account Icon** in the top right corner and select **Log Out** from the dropdown menu.



1.6.1 Local Login

1. Confirm that you want to log out. You will be redirected to the **Log On** page as described in [1.3.1 Local Login](#).



You will be logged off the system and redirected to the **Log On** page if you have been inactive for a period of time. Once this notification message appears, make note of your current work as it is not saved if you were in the process of editing it. Press **Escape** to continue to the **Log On** page.

1.6.2 Federated Login

1. Confirm that you want to log out. You will be redirected to the Logged Out page.

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

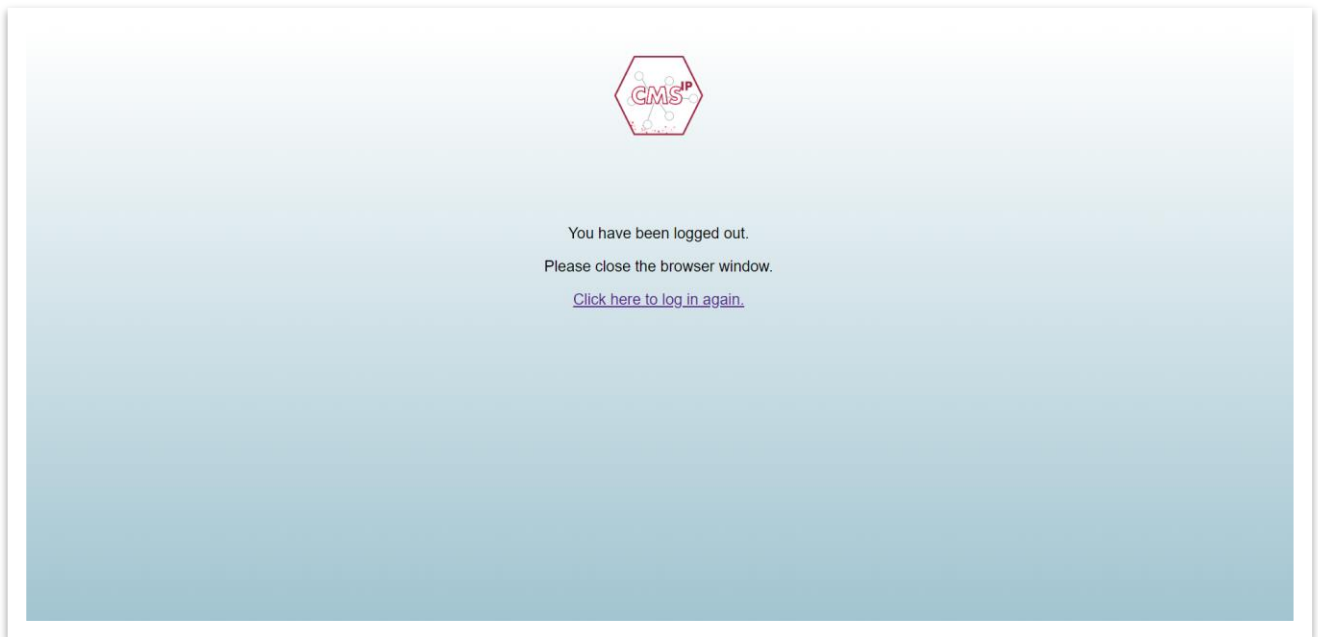
Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



If the user is being logged off automatically as result of a session time out due to prolonged inactivity, then the user is immediately redirected to the Choose Organisation User page as described in [1.4 Choosing the Organisation User](#).

1.7 Forgot Password

This section is only applicable for Local Login.

If you forget your password, you can reset it using the **Forgot password?** self-service function.

1. Navigate to the Datahub Portal Log On screen.
2. Click the **Forgot password?** link.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

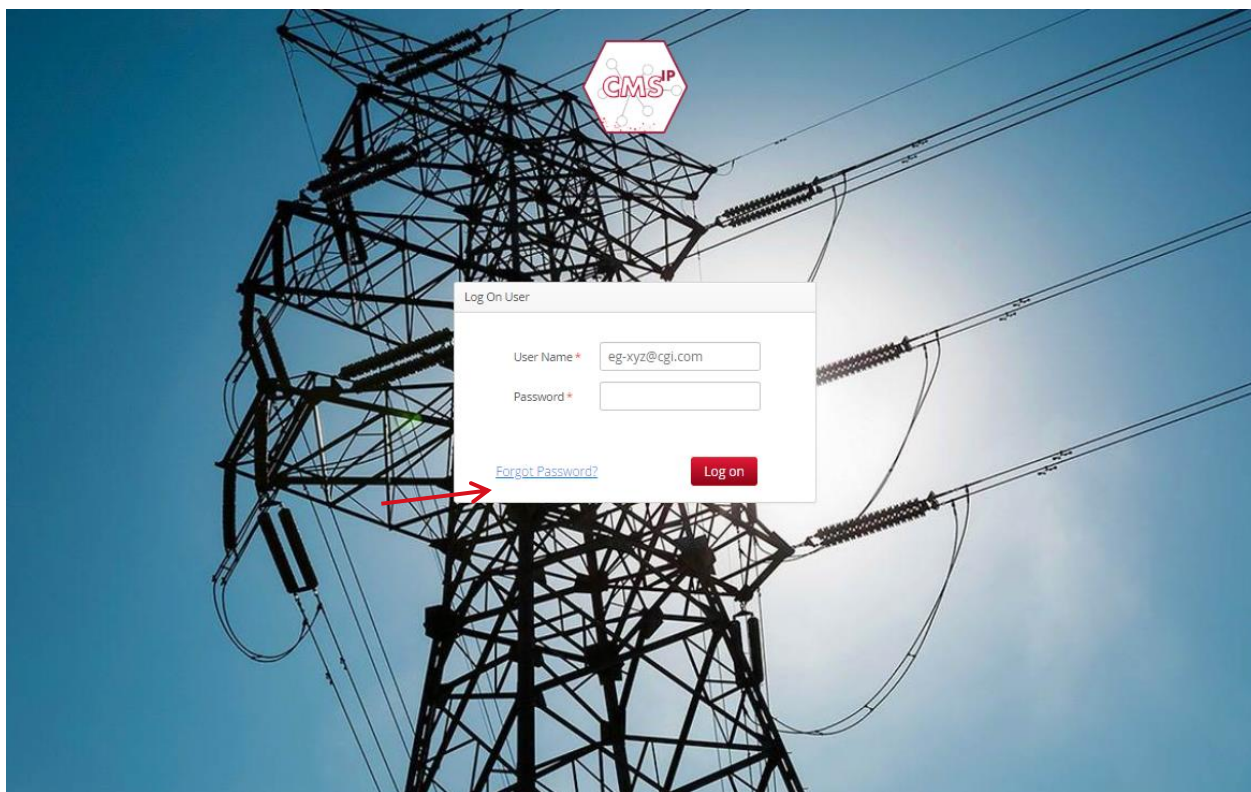
+358 30 395 5000

Fax

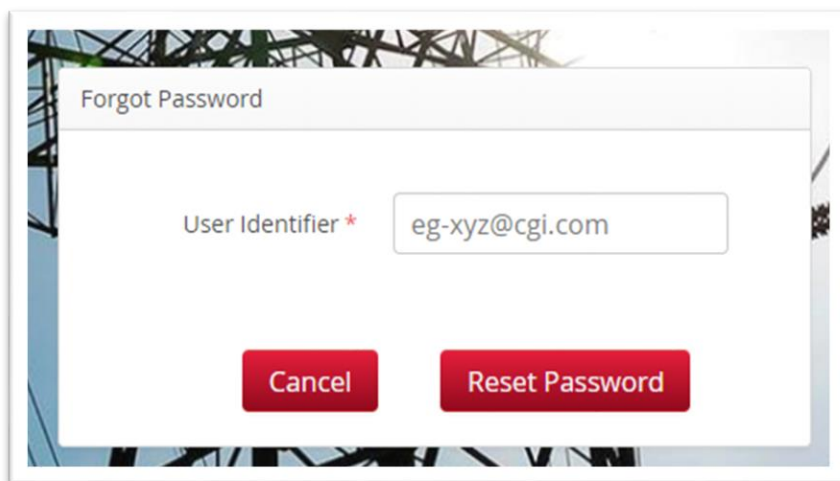
+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



3. Enter your user identifier (email-address) and click **Reset Password**. An email will be sent to your email address with a temporary password, which must be changed on first logon as per [1.5 Changing your Password](#). This token is only valid for a limited amount of time.



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

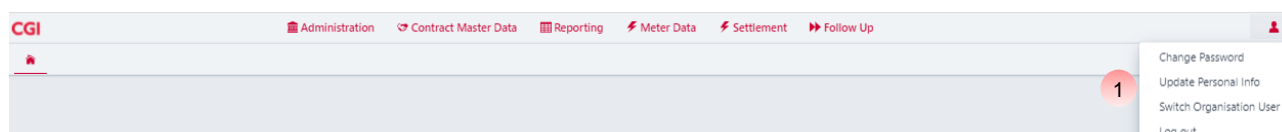
Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

1.8 Updating personal information

You can update your personal and contact information.

1. Hover over the account icon in the top right corner and select **Update Personal information** from the dropdown menu.



2. Populate these fields as follows:

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Form fields

Field name	Input	Obligation	Notes
First Name	Text	Required	Only editable for Local Login.
Last Name	Text	Required	Only editable for Local Login.
Email Address	Text	Required	Only editable for Local Login.
Mobile Number	Text	Required	Only editable for Local Login.
Organisation	Text	Disabled	
Full Name	Text	Required	Only editable for Local Login.
Email Address	Text	Required	Only editable for Local Login.
Phone Number	Text	Required	Only editable for Local Login.
Default Language	Dropdown	Required	Editable for both Local Login and Federated Login.
Is Administrator	Check Box	Disabled	

- Click **Submit**. On successful validation, you will receive a notification that the information was updated.

Note: If you change the default language, you are required to log off and log on again to see the language changes take effect.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2 General Principles

In this chapter:

- Finding your way around the Datahub Portal (navigation)
- What are the contextual messages?
- Validations by Datahub Portal
- Validations by back-end functions
- How do I interact with the system?

Datahub Portal is the only way for Market Participant to visually interact with the system. The Market Operator has access to functions to enable this interaction and to fulfil the Market Operator role. In this chapter, you will learn the basic principles of the Datahub Portal.

Datahub portal will only give you access to functions you are authorised to use. This means buttons and menu items, which represent a function, will not be visible if you are not authorised to see them. The encompassing menu will not be visible if you do not have authorisation for any of the functions.

When navigating from one function to another or when executing a function, the page may need to load. This is displayed as a red loading bar at the top of the screen (left to right).

2.1 Finding your way around Datahub portalfor

In this section:

1. General navigation
2. Navigation using tabs
3. Navigating to sub-groups within tabs
4. Navigating using the 'Cancel' button
5. Using the mouse or access keys

In this section, you will learn how to navigate around Datahub Portal.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

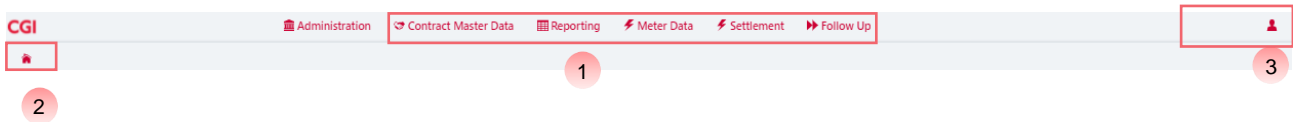
Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.1.1 General navigation



You can navigate to functions in Datahub Portal in the following ways:

Item	Note
	The menu has two levels. Hover over a menu header to open the sub menu. Menu items will be shown according to your role.
	Click home icon to return to the Home page.
	Hover over the account icon to access Change Password, Update Personal Information and Log Out.

2.1.2 Navigating using the 'Cancel' button

Using the **Cancel** button, or the cross in the top right corner of the different webforms, will close the current webform and redirect you to the previous webform or the **Home** page. Any work in progress will not be saved.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

2.1.3 Using mouse or access keys

You can use your mouse or access keys to navigate and to start functions.

Hit the Tab-key to navigate from one field to another. Note that the main menu is navigated with the arrow keys once selected. The navigation flow is from left to right and then from top to bottom. In practice this means:

- Header items tab from left to right,
- Menu/navigation bar tabs from left to right,
- Content tabs from top to bottom - first the input fields from top to bottom and then the transaction buttons on the right from top to bottom.

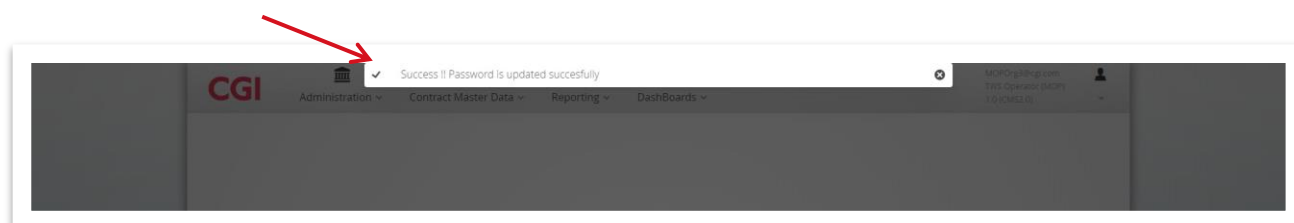
Once you have navigated to a function-link or an action-button using the Tab-key, you can start a function with the Enter-key or the Space-bar.

Note that hitting the browser 'back' button will close the current webform and redirect you to the **Home** page, even if other webforms are still open.

2.2 Contextual messages

Contextual messages are warnings, information and success messages. They contain meaningful feedback on your actions.

The messages are situated directly at the top of the page or under a field which is validated while entering data.



The contextual error message must be closed before continuing. **Read More** shows more technical details on the message.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.3 Validation

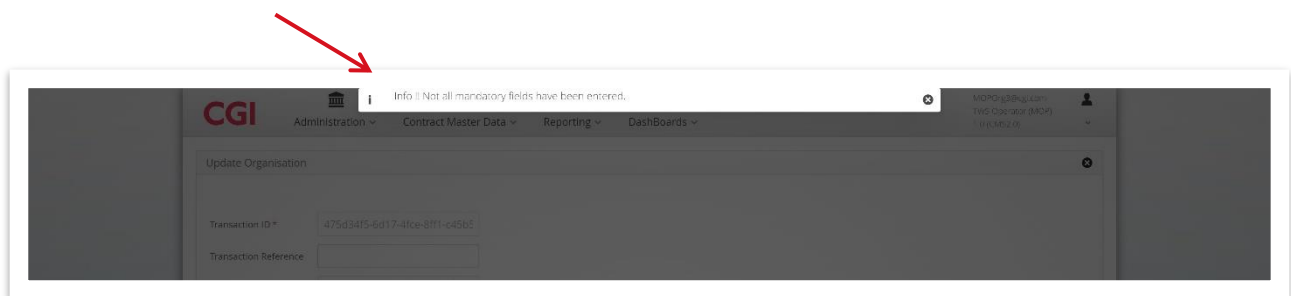
Datahub Portal validates input in the frontend and in the backend to prevent erroneous data from being entered.

2.3.1 Frontend validation

Datahub Portal performs basic validations on fields. Datahub Portal prevents submission of bad data. Errors are indicated with a red explanation mark (!). Possible validations:

Validation	Notes
Field length	Checks against a pre-defined maximum or minimum field length. On hover over the field, a contextual message is displayed below the input field if validation fails.
Required Field	Required fields are indicated with a red asterisk (*) placed to the right of the field label. On hover over the field, a contextual message is displayed below the input field if validation fails.
Field Type / Input Mask	Datahub Portal will check that entered data conforms to the data type for the field. On hover over the field, a contextual message is displayed below the input field if validation fails.

Example of a validation message:



Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi www.fingrid.fi

2.3.2 Backend validation

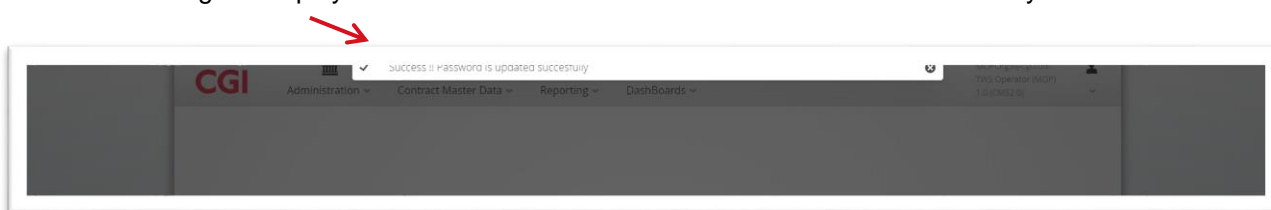
Functional validations

The functional validation of a system function (e.g. a transaction function) is executed by Datahub Portal backend system. Any errors are grouped together and reported in a single block.

The error message is presented when errors are found after the **Submit** or **Save** button is clicked. The contextual error message must be closed before continuing. **See More** shows more technical details on the error message.

Success messages

A success message is displayed when a function or transaction is submitted successfully.



2.4 How to interact with the system

In this section:

1. Entering alphanumeric data
2. Using buttons
3. Selecting checkboxes
4. Date & Date Time Field
5. Selecting from a drop-down box
6. Data table
7. Multiple Select

In this section, you will learn how to interact with Datahub Portal and which common items you will see.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.4.1 Entering alphanumeric data

There are no restrictions on the characters that can be entered into an alphanumeric field. Specific forms of alphanumeric fields are:



Field	Notes
Password field	The password is concealed as you type. The password field is case sensitive. The password will have to conform to the password policy.
Text Field	You can enter a large amount of (text) data over multiple lines.
Numeric Field	Only numeric characters and decimal points are allowed in these fields.

2.4.2 Using buttons

There are three types of buttons:

1. Form buttons – used to perform a specific action on the webform. For example: Submit, Delete and Cancel.
2. Navigation buttons – used to navigate back to previous webform or forward to the next task.
3. Transactional buttons – starting a specific transaction on a data element.

The following table presents the form and navigation buttons you may need to use on the webforms:

Field	Icon/text	Notes
Search	Search	Searches and displays the results based on the filters you provided and given the dataset you are allowed to see.
Clear	Clear	Clears the filters on the search fields.
Update	Update	Takes you to the update webform of the associated item.
List BTDs	List BTDs	Takes you to the list BTD webform, displaying the BTD's of the associated item.
Submit	Submit	Submits the staged changes. Backend validation may trigger in submit and will require you to make changes until it passes the validation.
Cancel	Cancel	Discards the staged changes and returns you to the previous webform.
Delete	Delete	Deletes the current item. You will be prompted with a confirmation. On selecting 'Yes', the item will be deactivated. On selecting 'No', the action is cancelled. The system in principle never deletes anything from the database but puts either a stop-date or a final status to the data.
Close		Closes the current webform.
Dropdown		Shows the options of the Dropdown menu.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone


+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Open		Used in data tables. Opens ' View <item>' webform for following data table item.
-------------	-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------

2.4.2.1 Submit

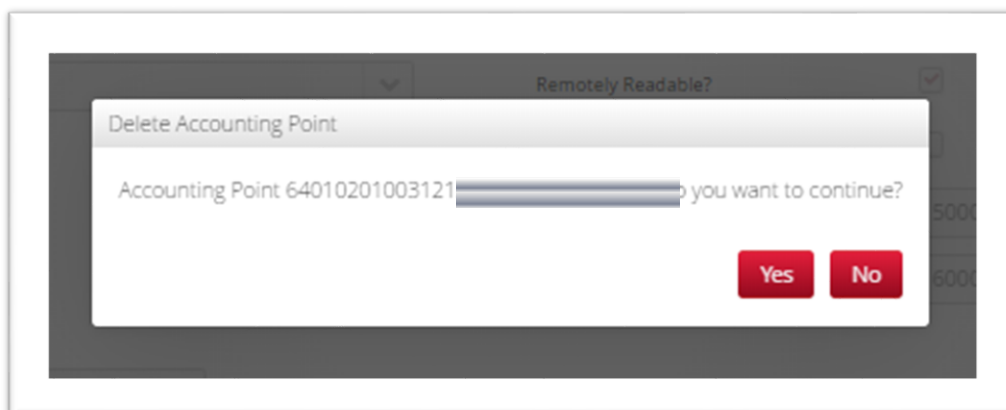
Prior to being submitted, the values will be validated in the frontend. They will be also validated again in the backend. If all validations pass, you will be prompted with a success message and returned to the **View** webform of that particular item.

If validations fail, you will be prompted with an error message and the data will not be submitted. Fields that contain a frontend validation error will be marked red with an exclamation mark next to it.

Validations are further explained in [2.3 Validation](#).

2.4.2.2 Delete

On pressing **Delete**, you will be prompted with a **Confirmation** webform. Pressing **Yes** will deactivate the item. On pressing **No**, the action is cancelled and you are returned to the **View** webform.



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.4.3 Selecting checkboxes

An example of a Checkbox is given below. The implication of this is described in the label of the field.



2.4.4 Date & Date Time field

Date Field and Date Time Field are specific versions of the alphanumerical field. You are able to both type the specific date or select it from the dropdown.

Date formats

Date:

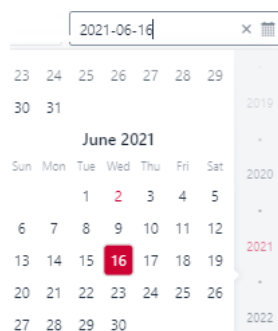
YYYY-MM-DD or

(2021-06-16)

Date and time (in UTC):

YYYY-MM-DD HH:MM

(2021-06-16 05:25)



If the date input format is invalid, form validation will display an error.

2.4.5 Selecting from a drop-down box

A dropdown list is used to select a single item from a valid set of values.

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



2.4.6 Data tables

Sets of data are displayed in a table, showing up to 10 results. Additional results can be accessed by scrolling down.

User Name	Full Name	Phone Number	Email Address	Is Administrator	Is Active
B2BOrguser13	B2BOrguser13	885640004	B2BOrguser13@cgi.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DDQORG1@cgi.com	DDQ Organisation User 1	0885640017	DDQORG1@cgi.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IEErku	De Vries	989899988977745	ddq2@cgi.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1 NewUser	Full Name	78739893	Email@cgi.com	<input type="checkbox"/>	<input type="checkbox"/>
OnFtnE	De Vries	989899988977745	ddq2@cgi.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OrgUser8@cgi.com	Organisation User 8	0885640004	OrgUser8@cgi.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yndmjo	DDQORG1@cgi.com	885640004	DDQORG1@cgi.com	<input type="checkbox"/>	<input type="checkbox"/>
bUeWqj	DDQORG1@cgi.com	885640004	DDQORG1@cgi.com	<input type="checkbox"/>	<input type="checkbox"/>
ijdvTw	DDQORG1@cgi.com	885640004	DDQORG1@cgi.com	<input type="checkbox"/>	<input type="checkbox"/>
ImZWQB	De Vries	989899988977745	ddq2@cgi.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Field	Notes
1	Row select	If configured, when you click once on a data table item, it will be selected. If configured, double clicking a data table item will load and display the details of that item in a new webform.
2	Header select	The tables can be sorted by clicking on the header. They can either be sorted in ascending or descending order.

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

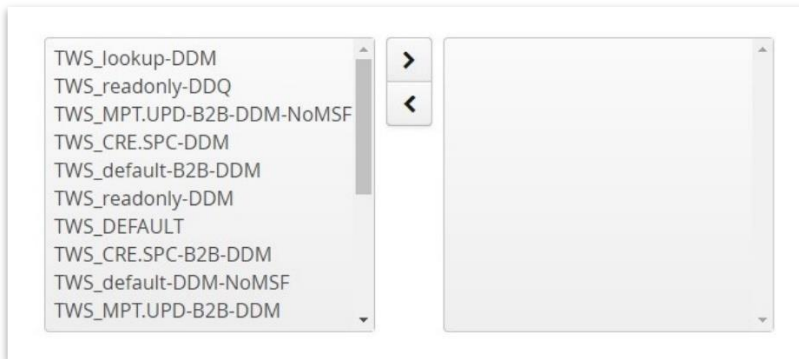
+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.4.7 Multiple Select

Multiple select allows you to select multiple options for the input. Values on the left are available, values on the right have been selected.



2.5 BTD screens

A common recurrence within Datahub Portal is the Business Transaction Details (shortened to BTD), that underlines nearly every functionality within Datahub Portal.

2.5.1 List BTDs (List Business Transaction Details)





List BTDs will display all associated BTDs. This screen is accessed by clicking the “List BTDs” of the associated item.

Transaction Type	Business Process	Entity Type	Created Date Time	Effectuation Date	Accepted
Retrieve Sales Agreement (AGR,RTR,SLS)		Agreements (AGREEMENT)	2021-06-02 13:52	2021-06-02	true
> DMG.SLS.CRE		Agreements (AGREEMENT)	2021-02-03 16:46	2016-02-02	true
Retrieve Sales Agreement (AGR,RTR,SLS)		Agreements (AGREEMENT)	2021-06-02 14:02	2021-06-02	true
DH-132: Accounting point retrieval by current or leaving supplier (ACP,RTC)		Agreements (AGREEMENT)	2021-03-22 09:49	2020-03-22	true

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input	Obligation	Notes
Transaction Type	Dropdown	Optional	
Business Process	Dropdown	Optional	
Entity Type	Dropdown	Optional	
Created Date/Time	Date Time	Optional	
Effectuation Date	Date	Optional	
Accepted	Dropdown	Optional	<p>Visual indication if the business process was either accepted or technically or functionally rejected. In case of a rejection, the reason behind this can be found as a part of the BTD rejection steps.</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;">  Accepted </div> <div style="display: flex; align-items: center;">  Rejected </div> </div>
Status	Dropdown	Optional	
Actions	<p> View BTD: Will open a new webform that displays the details of the BTD as in View BTD.</p> <p> Show Steps: Will display the BTD steps in the webform below View BTD Step.</p>		

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.5.2 View BTD

Displays the details of the selected BTB.

The screenshot shows a 'View BTB' dialog box with the following fields and values:

- Transaction Type:** ORG.RTR
- Business Process:**
- Entity Type:** ORGANISATION
- Created Date/Time:** 2018-09-25 10:10
- Effectuation Date:** 2018-09-25
- Accepted:**
- Status:** Finished
- BTD Core ID:** 95c89434-8fe2-46bb-9d84-51723703d554
- Initiated By BTB:**

A red 'Close' button is located at the bottom right of the dialog box.

Form fields

Field name	Notes
Transaction Type	
Business Process	
Entity Type	
Created Date/Time	
Effectuation Date	
Accepted	Visual indication if the business process was either accepted or technically of functionally rejected. In case of a rejection, the reason behind this can be found as a part of the BTB rejection steps.
Status	
BTD Core ID	The system UUID associated with the BTB.
Initiated By BTB	The system UUID of the main BTB that caused this linked Business Transaction Dossier.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.5.3 Show BTM Steps

Displays the BTM steps listed with the selected BTM. This is displayed in the additional webform below the primary table.

Transaction Step	Date/Time	Due/Scheduled	Organisation	Status
Retrieve sales agreement request (AGR,RTR,SLS,REQ)	2021-06-02 14:02		Vaasan Sähkö Oy (6430076260017, DDQ)	Received
Retrieve sales agreement notification (AGR,RTR,SLS,NTF)	2021-06-02 14:02		Fingrid Datahub Oy (6430076050014, MOP)	Dequeued

Form fields

Field name	Notes
Step Type	
Updated Date/Time	
Due/Scheduled Date	
Juridical Sender ID	The system ID of the sending (juridical) organisation.
Status	
Actions	<p>View BTM Step: Opens the View Business Transaction Dossier Step pop-up window with the details.</p> <p>View BTM Step Message: Opens the View BTM Step Message webform with the content of the Message associated with the selected row. Only available for status 'Received' or 'Dequeued'.</p> <p>View BTM Rejection Message: Opens the View Business Transaction Dossier Step pop-up window with the details of the rejected BTMs. This will only be displayed if there are rejected BTMs.</p>

2.5.4 View BTM Step

Displays the detailed information of the selected BTM step in a new webform.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg firstname.surname@fingrid.fi www.fingrid.fi

View BTD Step x

BTD Step ID 89bf6435-8095-49d1-8e01-a61411b39e1c	Receiver Process Role MIA
BTD Core ID 981736e7-fbeb-44f9-b8e8-48e98bc0c7c0	Physical Sender Name CGldso1A
Transaction Step DH-121: New accounting point request (ACP.CRE.REQ)	Physical Sender Identifier 6401020100000
Status Received	Physical Receiver Name Fingrid Oyj
Date/Time 2019-07-15 20:32	Physical Receiver Identifier 6410000000001
Due/Scheduled	Internal Message ID 6f1817cc-5289-4550-a9ff-3541cc984dd3
Juridical Sender Name CGldso1A	External Message ID 182331996274d7104654a001f04cf52a167c
Juridical Sender Identifier 6401020100000	
Sender Process Role DDZ	
Juridical Receiver Name Fingrid Oyj	
Juridical Receiver Identifier 6410000000001	

Close

Form fields

Field name	Notes
BTD Step ID	The system UUID associated with the Step.
BTD Core ID	The system UUID associated with the parent BTD.
Step Type	The step type that represents either a message or a general action that took place as part of the BTD.
Status	
Updated Date/Time	
Due/Scheduled Date	
Juridical Sender ID	The ID of the organisation.
Juridical Sender Name	The functional name of the sender as registered for the organisation.
Juridical Sender Identifier	The ID and functional role of the organisation to execute the step of the business process.
Sender Process Role	

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Juridical Receiver ID	The ID of the organisation.
Juridical Receiver Name	The functional name of the receiver as registered for the organisation.
Juridical Receiver Identifier	The ID and functional role of the organisation to execute the step of the business process.
Receiver Process Role	
Physical Sender Name	The functional name of the sender as registered for the organisation.
Physical Sender Identifier	The ID and functional role of the organisation to execute the step of the business process.
Physical Receiver Name	The functional name of the receiver as registered for the organisation.
Physical Receiver Identifier	The ID and functional role of the organisation to execute the step of the business process.
Internal Message ID	The system UUID of the Business Message that was involved with this BTM Step.
External Message ID	The external UUID of the Business Message that was involved with this BTM Step.

2.5.5 View BTM Step Message

Displays the Business Message that is related to the selected BTM Step.

Note: The retrieved/displayed content of the Business Message may contain obfuscated fields (content cannot be revealed) if sensitive data is involved.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

View BTD Step Message x

Internal Message Type
MSG.PRC

Format
SOAP

Content

```

<soapenv:Envelope xmlns:soapenv="http://www.w3.org/2003/05/soap-envelope" xmlns:urn="urn:cms:b2b:v01"
xmlns:urn2="urn:fi:Datahub:mif:common:HDR_Header:elements:v1"
xmlns:urn3="urn:fi:Datahub:mif:common:PEC_ProcessEnergyContext:elements:v1"
xmlns:urn7="urn:fi:Datahub:mif:masterdata:E58_MasterDataMPEvent:v1"
xmlns:urn8="urn:fi:Datahub:mif:masterdata:E58_MasterDataMPEvent:elements:v1">
  <soapenv:Header/>
  <soapenv:Body>
    <urn:ProcessMessageRequest>
      <!--Optional:-->
      <urn:MessageContainer>
        <urn:Payload>
          <!--You have a CHOICE of the next 14 items at this level-->
          <urn7:MasterDataMPEventMessage>
            <urn7:MasterDataMPEvent>
              <urn7:Header>
                <urn2:Identification>182331996274d7104654a001f04cf52a167c</urn2:Identification>
                <urn2:DocumentType>E58</urn2:DocumentType>
                <urn2:Creation>2019-07-15T19:32:07Z</urn2:Creation>
                <urn2:PhysicalSenderEnergyParty>
                  <urn2:Identification schemeAgencyIdentifier="9">6401020100000</urn2:Identification>
                </urn2:PhysicalSenderEnergyParty>
                <urn2:JuridicalSenderEnergyParty>
                  <urn2:Identification schemeAgencyIdentifier="9">6401020100000</urn2:Identification>
              </urn7:Header>
            </urn7:MasterDataMPEvent>
          </urn7:MasterDataMPEventMessage>
        </urn:Payload>
      </urn:MessageContainer>
    </urn:ProcessMessageRequest>
  </soapenv:Body>
</soapenv:Envelope>

```

Close

Form fields

Field name	Notes
Internal Message Type	The type of the Business Message.
Format	
Content	

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

2.5.6 View BTD Step Rejection Message

Displays a table of Step Rejection Messages in a new webform.



Form fields

Field name	Notes
Reason Code	The (external) reason code registered for the rejection reason.
Error Code	The (internal) error code registered for the rejection reason, from which the associated reason code and error message are determined.
Error Message	

2.6 Availability (system) functions

Datahub Portal provisions a large number of (system) functions required for day-to-day execution of market processes.

A portal user's access to these various (system) functions is granted based on the user roles (see: '[3.7 User Role: search, View, Update and Delete](#)') assigned to the organisation user he/she uses while being logged on to Datahub Portal.

Assigning system functions to user roles is completely configurable. By adding or removing system functions from a given user role, related provisioning GUI components (for example specific buttons or menu items) are put available or are removed from usage.

Access to the 'Manage user role' functions is restricted.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

3 Participant Management

This chapter describes the system functionality provided by Datahub Portal that enables Market Participants to execute Business Processes for managing their Market Participant Data regarding Organisations and Users within the Message Hub subsystem.

In this section:

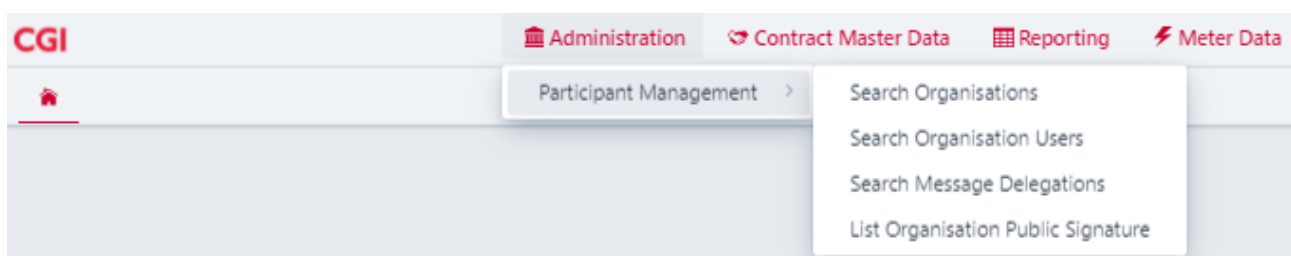
1. Organisation Management
2. Organisation User Management
3. Organisation Contact Management
4. Organisation Address Management
5. User Role Management
6. Portal User Management
7. System User Management
8. Inbound Delegation Management
9. Email Management

3.1 Organisation: Search, View, Update

You are able to search, view, update and delete Organisations from the following webforms.

Navigation path to the Search screen:

1. Hover over menu item **Administration**
2. Hover over menu item **Participant Management**
3. Select **Search Organisations**



When you don't enter any filter criteria and click '**Search**', the system will display the known organisations that you are allowed to see. Entering a value and clicking **Search** will display filtered results.



Search Organisations 1 2 x

Name	Organisation Identifier	Business ID	Tax Number (Not used)	Market Role	Combined Invoice?	Status
<input type="text" value="Enter Value"/>	<input type="text" value="Enter Value"/>	<input type="text" value="Enter Value"/>	<input type="text" value="Enter Value"/>	<input type="text" value="Select Value"/>	<input type="text" value="Enter Value"/>	<input type="text" value="Select Value"/>

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will validate and, if passed, trigger a search request afterwhich the search filter results are displayed.

Form fields

Field name	Input	Obligation	Notes
Name	Text	Optional	
Organisation Identifier	Text	Optional	
Registration COC	Text	Optional	Registration number with the Chamber Of Commerce.
Tax Number	Text	Optional	
Market Role	Dropdown	Optional	
Combined invoice?	Dropdown	Optional	
Status	Dropdown	Optional	

3.1.1 Search Results

Based on the filters, you will be presented with the results as shown below.


Search Organisations ✕

Name Organisation Identifier Business ID Tax Number (Not used) Market Role Combined Invoice? Status

Search Results ✕

Organisation Identifier	Name	Market Role	Business ID	Tax Number (Not used)	Combined Invoice?	Status	
6425	Ene	Balance Power Supplier (DDQ)	28655		<input type="checkbox"/>	Active (ACT)	

Annotation bullets

	Item	Component type	Note
		Button	When you click this button the ' View Organisation ' webform for the designated production unit will be displayed.

Double clicking on a data table item will display the selected organisation in a new webform.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Field name	Notes
Organisation Identifier	
Name	
Market Role	Organisation's Market Role within Datahub Portal.
Registration COC	Registration number with the Chamber Of Commerce.
Tax Number	
Combined Invoice?	
Status	

3.1.2 View Organisation

The **View organisation** webform will display the general information as shown below.

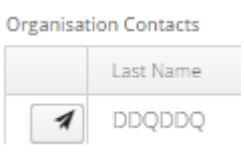



The screenshot shows the 'View Organisation' webform. It contains several input fields and dropdown menus for various data points. Red circles with numbers 1, 2, and 3 are placed over the 'Street Name' field in the 'Organisation Address' table, the 'Last' field in the 'Organisation Contacts' table, and a 'List BTGs' button respectively.

Annotation bullets

	Item	Component type	Note
1		Button	When you double-click an Organisation Address or click the preceding action button, the ' View Organisation Address ' webform is opened with the address details, giving you the possibility to update or delete these.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

2		Button	When you double-click an Organisation Contact or click the preceding action button, the ' View Organisation Contact ' webform is opened with the contact details, giving you the possibility to update or delete these.
3		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related LTD's for the associated item.
4		Button	Feature available for certain administrator role. You will be shown a webform to confirm deleting the organisation.
6		Button	Feature available for dedicated administrator role. You will be forwarded to the ' Update Organisation ' webform.

Form fields

Field name	Input	Obligation	Notes
Parent Organisation	Dropdown	Disabled	
Organisation Identifier	Text	Disabled	
Secondary Organisation Identifier	Text	Disabled	
Tertiary Organisation Identifier	Text	Disabled	
Market Role	Dropdown	Disabled	
Registration COC	Text	Disabled	
Tax Number	Text	Disabled	
Country Code	Text	Disabled	
Invoicing Channel	Text	Disabled	
Combined Invoice	Checkbox	Disabled	
Bank Name	Text	Disabled	
BIC	Text	Disabled	
IBAN	Text	Disabled	
Electronic Invoice Address	Text	Disabled	
Invoicing Mediator	Text	Disabled	
Invoicing Directive	Text	Disabled	
Status	Dropdown	Disabled	
Valid From Date	Dated	Disabled	
Valid To Date	Date	Disabled	

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.1.3 Organisation Address: View, Update and Delete

The Organisation Address is a separate functionality within the Organisation overview. Here you can view the Organisation Address, and with dedicated administrator role update or delete it.

Note: To create an Organisation Address, see [3.5 Organisation Address: Create.](#)

3.1.3.1 View Organisation Address

The **View Organisation Address** webform will display the information of an Organisation Address as shown below.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi




View Organisation Address ✕

Organisation	<input type="text" value="CGiddq1A (6401010100003, DDQ)"/>
Address Type	<input type="text" value="Billing address (BLL)"/>
Street Name	<input type="text" value="StreetName"/>
Building Number	<input type="text" value="B1"/>
Floor ID	<input type="text" value="F1"/>
Room ID	<input type="text" value="R1"/>
City Sub Division Name	<input type="text" value="CitySub"/>
Postcode	<input type="text" value="00161"/>
City Name	<input type="text" value="Helsinki"/>
Post Office Box	<input type="text" value="P17"/>
Country Code	<input type="text" value="Finland (FI)"/>
Active?	<input checked="" type="checkbox"/>
Address Description	<input type="text" value="dummy"/>
Valid From Date	<input type="text" value="1970-01-02"/>
Valid To Date	<input type="text"/>

BTD List
Delete
Update

1
2
3

Annotation bullets

Item	Component type	Note
1		You will be shown the ‘List Business Transaction Dossiers’ webform showing the overview of related BTB’s for the associated item.
2		Feature available for certain administrator role. You will be shown a webform to confirm deleting the organisation address.
3		Feature available for dedicated administrator role. You will be forwarded to the ‘Update Organisation Address’ webform.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Form fields

Field name	Input	Obligation	Notes
Organisation	Dropdown	Disabled	
Address Type	Text	Disabled	
Street Name	Text	Disabled	
Building Number	Dropdown	Disabled	
Floor ID	Text	Disabled	
Room ID	Text	Disabled	
City Sub Division Name	Text	Disabled	
Postal Code	Text	Disabled	
City Name	Text	Disabled	
Post Office Box	Checkbox	Disabled	
Country Code	Dropdown	Disabled	
Active?	Checkbox	Disabled	
Address Description	Text	Disabled	
Valid From Date	Date	Disabled	
Valid To Date	Date	Disabled	

3.1.3.2 Update Organisation Address

You can update the Organisation Address using the following webform:

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Update Organisation Address ✕

Transaction ID

Transaction Reference

Start Of Occurrence *

Organisation *

Address Type *

Street Name

Building Number

Floor ID

Room ID

City Sub Division Name

Postcode *

City Name *

Post Office Box



Country Code *

Active?

Address Description

Cancel
Submit

Annotation bullets

Item	Component type	Note
1		When you click the 'Cancel' button any staged changes will be ignored. You will return to Datahub Portal home page.
2		The update request is submitted and validated. If passed, a confirmation message is shown (see below), after which you are forwarded to the the ' View Organisation ' webform. If validation fails you are prompted with an error message, containing the triggered constraint, and forwarded to the ' View organisation Address ' webform.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Form fields

Field name	Input	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Start of Occurrence	Date	Required	Date/time on which the updated Organisation Address becomes effective.
Organisation	Dropdown	Disabled	
Address Type	Dropdown	Required	
Street Name	Text	Optional	
Building Number	Text	Optional	You can enter a specific building of a campus, if applicable.
Floor ID	Text	Optional	You can enter a specific floor to a building, if applicable.
Room ID	Text	Optional	You can enter a specific room to a floor, if applicable.
City Sub Division Name	Text	Optional	You can enter a specific subsection of a city, if applicable.
Postal code	Text	Required	
City Name	Text	Required	
Post Office Box	Text	Optional	
Country Code	Dropdown	Required	
Active	Checkbox	Optional	
Address Description	Text	Optional	

3.1.4 Organisation Contact: View, Update and Delete

Organisation Contact is a separate functionality within the Organisation overview. Here you can view the Organisation Contact, and where needed, update or delete it.

Note: To create an Organisation Contact, see [3.5 Organisation Contact: Create](#).

3.1.4.1 View Organisation Contact

The **View Organisation Contact** screen will display the general information of an Organisation Contact as shown below.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi




View Organisation Contact ✕

Organisation	<input type="text" value="CGliddq1A (6401010100003, DDQ)"/>	▼
Contact Role	<input type="text" value="Default (DEF)"/>	▼
First Name	<input type="text" value="tester01"/>	
Last Name	<input type="text" value="DDQDDQ"/>	
Full Name	<input type="text" value="tester01 DDQDDQ"/>	
Email Address	<input type="text" value="CGliddq1A@example.com"/>	
Phone Number 1	<input type="text" value="+3123456879"/>	
Phone Number 2	<input type="text"/>	
Fax Number	<input type="text" value="+3133456879"/>	
Active?	<input checked="" type="checkbox"/>	
Valid From Date	<input type="text" value="1970-01-02"/>	
Valid To Date	<input type="text"/>	

BTD List
Delete
Update

1
2
3

Annotation bullets

Item	Component type	Note
1		You will be shown the ‘List Business Transaction Dossiers’ webform showing the overview of related BTD’s for the associated item.
2		Feature available for certain administrator role. You will be shown a webform to confirm deleting the organisation contact.
3		Feature available for dedicated administrator role. You will be forwarded to the ‘Update Organisation Contact’ webform.

Form fields

Field name	Input	Obligation	Notes
Organisation	Dropdown	Disabled	
Contact Role	Dropdown	Disabled	
First Name	Text	Disabled	
Last Name	Text	Disabled	

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Full Name	Text	Disabled	Combined first and last name of the contact.
Email Address	Text	Disabled	
Phone Number 1	Text	Disabled	
Phone Number 2	Text	Disabled	
Fax Number	Text	Disabled	
Active?	Checkbox	Disabled	
Valid From Date	Date	Disabled	
Valid To Date	Date	Disabled	

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.1.4.2 Update Organisation Contact

You can update the Organisation Contact using the following webform:

Update Organisation Contact ✕

Transaction ID	<input type="text" value="1d5f647d-1ec6-46e2-a926-7e02d6ec6e8e"/>
Transaction Reference	<input type="text"/>
Start Of Occurrence *	<input type="text" value="2019-09-13"/>
Organisation *	<input type="text" value="CGiddq1A (6401010100003, DDQ)"/> ▼
Contact Role *	<input type="text" value="Default (DEF)"/> ▼
First Name	<input type="text" value="tester01"/>
Last Name	<input type="text" value="DDQDDQ"/>
Full Name	<input type="text" value="tester01 DDQDDQ"/>
Email Address	<input type="text" value="CGiddq1A@example.com"/>
Phone Number 1	<input type="text" value="+3123456879"/>
Phone Number 2	<input type="text"/>
Fax Number	<input type="text" value="+3133456879"/>
Active?	<input checked="" type="checkbox"/>

1
2

Annotation bullets

	Item	Component type	Note
1	<input type="button" value="Cancel"/>	Button	When you click the 'Cancel' button any staged changes will be ignored. You will return to Datahub Portal home page.
2	<input type="button" value="Submit"/>	Button	The creation request is submitted and validated. If passed, you are prompted with a confirmation 'Success' message bar, afterwhich the ' View Organisation Contact ' webform is shown. If validation fails you are prompted with an error message, containing the triggered constraint, and returned to the ' View Organisation Contact ' webform.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Form fields

Field name	Input	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Start of Occurrence	Date	Required	Date/time on which the updated Organisation Contact becomes effective.
Organisation	Dropdown	Disabled	
Contact Role	Dropdown	Required	
First Name	Text	Optional	
Last Name	Text	Optional	
Full Name	Text	Optional	Combined first and last name of the contact.
Email Address	Text	Optional	
Phone Number 1	Text	Optional	
Phone Number 2	Text	Optional	
Fax Number	Text	Optional	
Active?	Checkbox	Optional	

3.1.5 Update Organisation

You can update the Organisation using the following webform:

Update Organisation ✕

<p>Transaction ID * <input type="text" value="4b127941-068f-4dfb-9f42-c94675d35071"/></p> <p>Transaction Reference <input type="text"/></p> <p>Start of Occurrence * <input type="text" value="2019-09-13"/></p> <p>Parent Organisation <input type="text"/></p> <p>Organisation Identifier <input type="text" value="6401010100003"/></p> <p>Secondary Organisation Identifier <input type="text"/></p> <p>Tertiary Organisation Identifier <input type="text"/></p> <p>Market Role <input type="text" value="Balance Power Supplier (DDQ)"/></p> <p>Name * <input type="text" value="CGiddq1A"/></p> <p>Registration COC <input type="text" value="710000001"/></p>	<p>Tax Number <input type="text" value="6401010100003"/></p> <p>Country Code * <input type="text" value="Finland (FI)"/></p> <p>Invoicing Channel <input type="text"/></p> <p>Combined Invoice? <input type="checkbox"/></p> <p>Bank Name <input type="text"/></p> <p>BIC <input type="text"/></p> <p>IBAN <input type="text"/></p> <p>Electronic Invoice Address <input type="text"/></p> <p>Invoicing Mediator <input type="text"/></p> <p>Invoicing Directive <input type="text"/></p> <p>Status * <input type="text" value="Active (ACT)"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1
2

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000




Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored. You will return to the ' View Organisation ' webform.
2		Button	<p>When you click this button the changes are submitted for further processing:</p> <ul style="list-style-type: none"> • if rejected, the 'Error' message bar is displayed; • if accepted, the 'Success' message bar is displayed,  <p>the 'Update Organisation' webform is closed and the 'View Organisation' webform with the new details is opened.</p>

Form fields

Field name	Input	Obligation	Notes
Transaction ID	Text	Disabled	Generated Transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Start of Occurrence	Date	Required	Date/time on which the updated Organisation becomes effective.
Parent Organisation	Dropdown	Disabled	The Organisation Identifier of the parent organisation.
Organisation Identifier	Text	Disabled	
Secondary Organisation Identifier	Text	Optional	Can be used on top of the Organisation Identifier.
Tertiary Organisation Identifier	Text	Optional	Can be used on top of the Organisation Identifier.
Market Role	Dropdown	Disabled	
Name	Text	Required	
Registration COC	Text	Optional	Registration number with the Chamber Of Commerce.
Tax Number	Text	Optional	
Country Code	Dropdown	Required	
Invoicing Channel	Dropdown	Optional	Channel used for invoicing: the Organisation can inform other Organisations of its preferred invoicing channel.
Combined Invoice?	Checkbox	Optional	
Bank Name	Text	Optional	
BIC	Text	Optional	
IBAN	Text	Optional	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Electronic Invoice Address	Text	Optional	Address of the sender or recipient of the invoice, based on which electronic invoices are forwarded. The format of an electronic invoicing address can be an OVT code, IBAN code, electronic invoice account or online service ID.
Invoicing Mediator	Text	Optional	The mediator ID is the ID of the operator or bank acting as the forwarder of the recipient's electronic invoices.
Invoicing Directive	Text	Optional	Reference information given by the customer for directing invoices. Directs the invoice to the correct place in the customer's purchase invoice system.
Status	Dropdown	Required	

3.2 Organisation User: Search, View, Update and Delete

You are able to search, view, update and delete Organisation Users with dedicated administrator role with the following webforms.

Navigation path to the Search webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search Organisation Users**



To search organisation users, you must select an Organisation Identifier, which is required for filtering the results. Additional fields can be filled to further filter the results.

Search Organisation Users 1 2

Organisation *	User Name	Email Address	Full Name	Is Administrator	Is Active	
CGIdso1A (640102) ▼	Enter Value	Enter Value	Enter Value	false ▼	true ▼	<div style="display: flex; justify-content: space-between;"> Clear Search </div>

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will be validated and, if passed, trigger a search request after which the search filter results are displayed.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Organisation Identifier	Dropdown	Required	List with available organisations (except inactive ones) for the user.
User Name	Text	Optional	
Email Address	Text	Optional	
Full Name	Text	Optional	First and last name entered for user.
Is Administrator	Dropdown	Optional	
Is Active	Dropdown	Optional	

3.2.1 Search Results

Based on the filters, you will be presented with the results as shown below.

Search Organisation Users ✕

Organisation *
 User Name
 Email Address
 Full Name
 Is Administrator
 Is Active

	User Name	Full Name	Phone Number	Email Address	Is Administrator	Is Active
<input type="checkbox"/>	B2BCGdso1AAdmin	B2BCGdso1AAdmin	+35820123456	B2BCGdso1A@Example.c...	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GUICGdso1AAdmin	GUICGdso1AAdmin	+35820123456	GUICGdso1A@Example.co...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+

Clicking '+' will open up the webform to create an Organisation User, as described in [3.4 Organisation User: Create](#)

Form fields

Field name	Input type	Obligation	Notes
User Name	Text	Disabled	
Full Name	Text	Disabled	
Phone Number	Text	Disabled	
Email Address	Text	Disabled	
Is Administrator	Checkbox	Disabled	
Is Active	Checkbox	Disabled	

3.2.2 View Organisation User

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

The **View Organisation User** webform will display the general information as shown below. This webform is purely for displaying information.

✕
View Organisation User

Organisation

User Identifier

User Name

Full Name

Email Address

Phone Number

Contract End Date

Role Name

- FGR-CGI-B2B-DDQ-admin
- FGR-FGR-GUI-Generic
- FGR-FGR-DataHubUIScreens
- FGR-Generic-Reports
- FGR-GUI-MOP-admin
- FGR-CGI-DataHubUIScreens
- FGR-B2B-DDQ-admin
- FGR-Generic-DHProcesses
- FGR-Generic-Messaging
- FGR-CGI-B2B-DSO-admin




- FGR-CGI-GUI-DSO-admin

Is Administrator

Is Active

1
BTD List
2
Delete
3
Update

Annotation bullets

Item	Component type	Note
1		You will be shown the 'List Business Transaction Dossiers' webform showing the overview of related BTD's for the associated item.
2		You will be shown a webform to confirm deleting the organisation user. Federated Organisation Users cannot be deleted via Datahub Portal.
3		You will be forwarded to the 'Update Organisation User' webform. For Federated Organisation Users: only the User Roles associated with the Federated Organisation User can be updated via Datahub Portal.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Organisation Identifier	Dropdown	Disabled	
User Identifier	Text	Disabled	
User Name	Text	Disabled	
Full Name	Text	Disabled	
Email Address	Text	Disabled	
Phone Number	Text	Disabled	
Contract End Date	Date	Disabled	
Role Name	Multi Select	Disabled	List with User Roles of the Organisation User.
Is Administrator	Checkbox	Disabled	
Is Active	Checkbox	Disabled	

3.2.3 Update Organisation User

You can update the Organisation User using the following webform:

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Update Organisation User ✕

Transaction ID:

Transaction Reference:

Organisation: ▼

Organisation User ID:

User Name:

Full Name *:

Email Address *:

Phone Number *:

Contract End Date:

Role Name *:

- FGR-CGI-B2B-DDQ-admin
- FGR-FGR-GUI-Generic
- FGR-FGR-DataHubUIScreens
- FGR-Generic-Reports
- FGR-GUI-MOP-admin
- FGR-CGI-DataHubUIScreens
- FGR-B2B-DDQ-admin
- FGR-Generic-DHProcesses
- FGR-Generic-Messaging
- FGR-CGI-B2B-DSO-admin

>
<




- FGR-CGI-GUI-DSO-admin

Is Administrator:

Is Active:

+R
Cancel
Submit

Annotation bullets

Item	Component type	Note
1		When you click '+R', you will be allowed to create a User Role in a new webform, as described in '3.8 User Role: Create' .
2		When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
3		When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> • if rejected, the 'Error' message bar is displayed; • if accepted, the 'Success' message bar is displayed, the 'Update Organisation User' webform is closed and the 'View Organisation User' webform with the new details is opened.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Organisation Identifier	Dropdown	Disabled	
User Identifier	Text	Disabled	
User Name	Text	Disabled	
Full Name	Text	Required	First and last name entered for user.
Email Address	Text	Required	
Phone Number	Text	Required	
Contract End Date	Date	Optional	
Role Name	Multi Select	Required	List with available User Roles for the Organisation User.
Is Administrator	Checkbox	Optional	
Is Active	Checkbox	Optional	

3.3 Organisation User: Create

You can create an Organisation User with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create Organisation User**

Alternatively, you can approach this webform through:

- **Search Organisation User**
- Click **+R (Create Organisation User)** in the search results webform



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Create Organisation User
✕

Transaction ID *

Transaction Reference

Organisation * ▼

User Identifier *

User Name *

Full Name *

Email Address *

Phone Number *

Contract End Date

Role Name *

FGR-CGI-B2B-DDQ-admin
 FGR-FGR-GUI-Generic
 FGR-FGR-DataHubUIScreens
 FGR-Generic-Reports
 FGR-GUI-MOP-admin
 FGR-CGI-DataHubUIScreens
 FGR-B2B-DDQ-admin
 FGR-Generic-DHPProcesses
 FGR-CGI-GUI-DSO-admin
 FGR-Generic-Messaging




>
<

Is Administrator

Is Active

1
+R
2
Cancel
3
Submit

Annotation bullets

	Item	Component type	Note
1		Button	When you click '+R', you will be allowed to create a User Role in a new webform, as described in '3.8 User Role: Create' .
2		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
3		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create Organisation User' webform is closed and the 'View Organisation User' webform with the new details is opened.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

			Federated Organisation Users cannot be created via Datahub Portal.
--	--	--	--------------------------------------------------------------------

Form fields

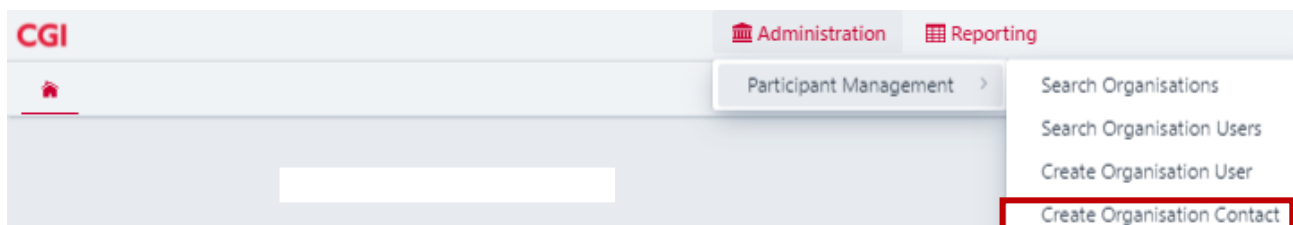
Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Organisation Identifier	Dropdown	Required	List with available organisations (except inactive ones) for the user.
User Identifier	Text	Required	
User Name	Text	Required	
Full Name	Text	Required	
Email Address	Text	Required	
Phone Number	Text	Required	
Contract End Date	Date	Optional	
Role Name	Multi Select	Required	List with available User Roles for the Organisation User.
Is Administrator	Checkbox	Optional	
Is Active	Checkbox	Optional	

3.4 Organisation Contact: Create

You can create an Organisation Contact with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create Organisation Contact**



Fingrid Datahub Oy



Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530			FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	forename.surname@fingrid.fi
				www.fingrid.fi

Create Organisation Contact ✕

Transaction ID	<input type="text" value="a6ace45f-9696-4a58-bbe0-e5a7fa5ab357"/>
Transaction Reference	<input type="text"/>
Start Of Occurrence *	<input type="text" value="2019-09-16"/>
Organisation *	<input type="text" value="CGIdso1A (6401020100000, DSO)"/> ▼
Contact Role *	<input type="text" value="Default (DEF)"/> ▼
First Name	<input type="text"/>
Last Name	<input type="text"/>
Full Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number 1	<input type="text"/>
Phone Number 2	<input type="text"/>
Fax Number	<input type="text"/>
Active?	<input checked="" type="checkbox"/>

Cancel
Submit

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create User Role' webform is closed and the 'View Organisation Contact' webform with the new details is opened.

Note: Organisation is prefilled with your current Organisation if you are a Market Participant.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Note: To update an Organisation Contact, you must go through Administration, Participant Management, Search Organisation, select the correct Organisation, and update the contact as described in [3.1.4.2 Update Organisation Contact](#).

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Prefilled	Generated transaction UUID.
Transaction Reference	Text	Optional	
Start of Occurrence	Date	Required	Date/time on which the new Organisation Contact becomes effective.
Organisation	Dropdown	Required	List with available organisations (except inactive ones) for the user.
Contact Role	Dropdown	Required	
First Name	Text	Optional	
Last Name	Text	Optional	
Full Name	Text	Optional	
Email Address	Text	Optional	Organisation Contact must be submitted with Email Address or Phone Number 1 or both.
Phone Number 1	Text	Optional	Organisation Contact must be submitted with Email Address or Phone Number 1 or both.
Phone Number 2	Text	Optional	
Fax Number	Text	Optional	
Active?	Checkbox	Optional	

3.5 Organisation Address: Create

You can create an Organisation Contact with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create Organisation Address**

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

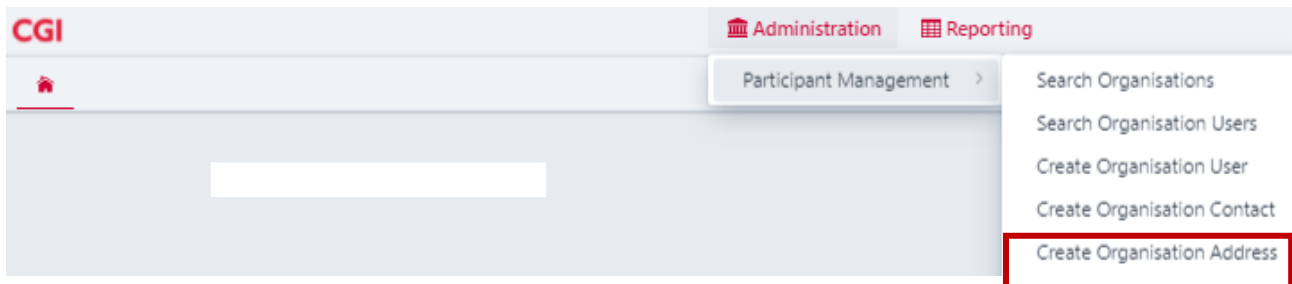
+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



Create Organisation Address

Transaction ID: b813326a-332a-4ac9-8b16-d3219ec8e781

Transaction Reference:

Start Of Occurrence *:

Organisation *: CGIdso1A (6401020100000, DSO)

Address Type *:

Street Name:

Building Number:

Floor ID:

Room ID:

City Sub Division Name:

Postcode *:

City Name *:

Post Office Box:

Country Code *:

Address Description:

Active?

1 Cancel 2 Submit

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000



Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create Organisation Address' webform is closed and the 'View Organisation Address' webform with the new details is opened.

Note: To **update** an Organisation Address, you must go through Administration, Participant Management, Search Organisation, select the correct Organisation, and update the address as described in [3.1.3.2 Update Organisation Address](#).

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Prefilled	Generated transaction UUID.
Transaction Reference	Text	Optional	
Start of Occurrence	Date	Required	Date/time on which the new Organisation Address becomes effective.
Organisation	Dropdown	Required	List with available organisations (except inactive ones) for the user.
Address Type	Dropdown	Required	
Street Name	Text	Optional	
Building Number	Text	Optional	You can enter a specific building of a campus, if applicable.
Floor ID	Text	Optional	You can enter a specific floor to a building, if applicable.
Room ID	Text	Optional	You can enter a specific room to a floor, if applicable.
City Sub Division Name	Text	Optional	You can enter a specific subsection of a city, if applicable.
Postcode	Text	Required	
City Name	Text	Required	
Post Office Box	Text	Optional	
Country Code	Dropdown	Required	
Address Description	Text	Optional	
Active?	Checkbox	Optional	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

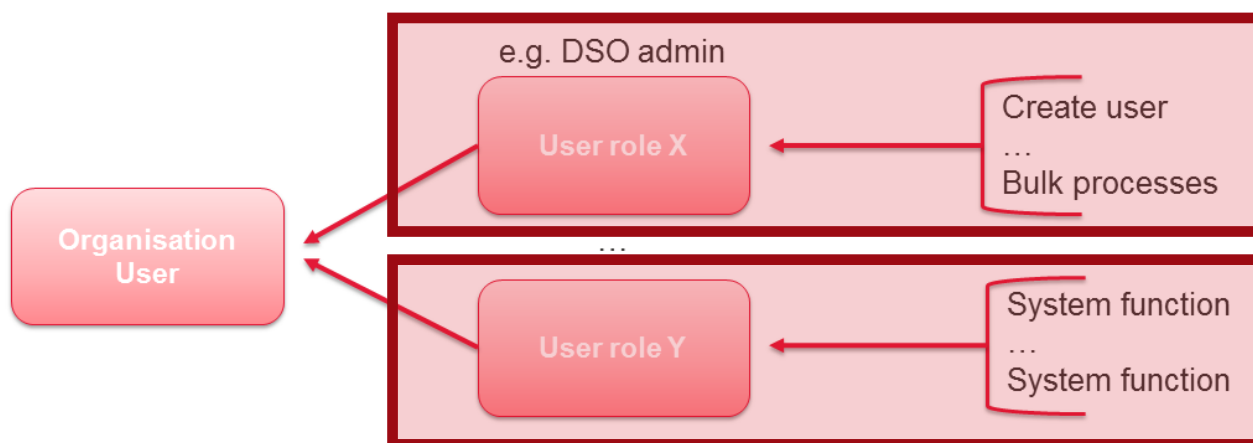
3.6 User Role: Search, View, Update and Delete

A user role can have a parent-child relationship with another user role on a maximum of two levels, **or** have system functions.

The combination of parenting and system functions is **not** permitted.

Example below shows a organisation user with 2 user roles linked to it:

- User role 'X' consists of a number of 'child' user roles;
- User role 'Y' consists of a number of system functions.



Note that system functions are limited to the market role an organisation user has.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

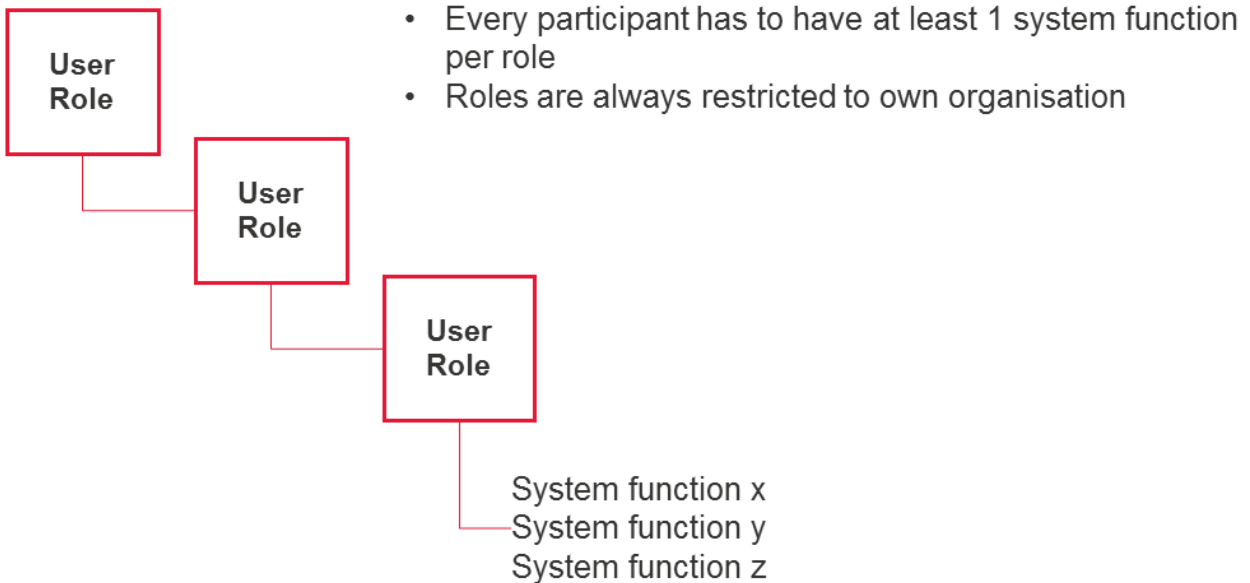
+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

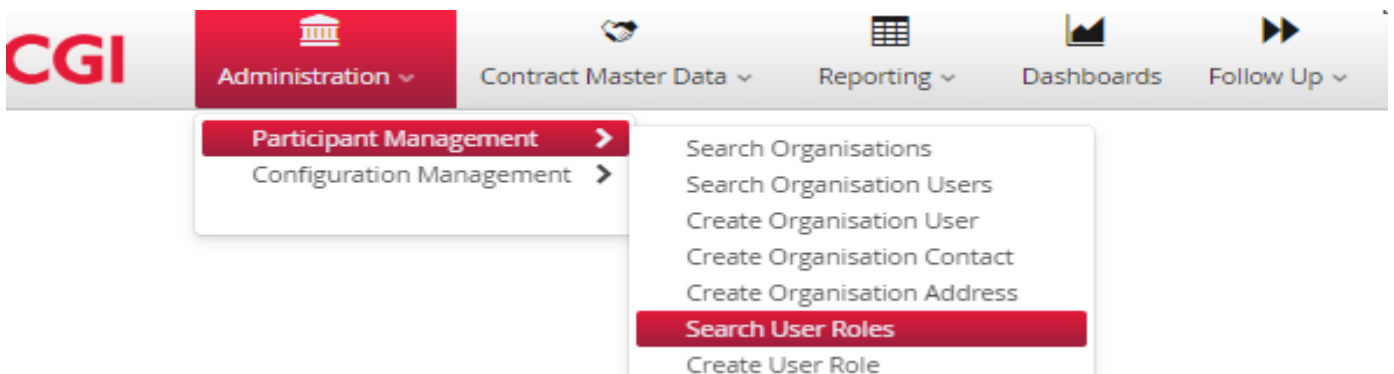
FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



You are able to search, view, update and delete user roles with dedicated administrator role from the following webforms.

Navigation path to the Search User Roles' webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search User Roles**



Search User Roles



Role Name Enter Value	Custom Description Enter Value	MarketRole Select Value	Organisation CGIdso1A (640102)	Exposed? true	Active? true	1 Clear	2 Search
--------------------------	-----------------------------------	----------------------------	-----------------------------------	------------------	-----------------	------------	-------------

Note: By default the linked organisation is set as search filter

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will validate and, if passed, trigger a search request afterwhich the search filter results are displayed.

Form fields

Field name	Input type	Obligation	Notes
Role Name	Text	Optional	
Custom Description	Text	Optional	
Market Role	Dropdown	Optional	
Organisation	Dropdown	Optional	List with available organisations (except inactive ones) for the user.
Exposed?	Dropdown	Optional	
Active?	Dropdown	Optional	

3.6.1 Search Results

Based on the filters, you will be presented with the results as shown below.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Search User Roles

Role Name: Custom Description: MarketRole: Organisation: Exposed?: Active?:

	Role Name	Organisation	Market Role	Default Description	Custom Description	Exposed?	Active?
	FGR-CGI-B2B-DDQ-admin			[CGI-B2B-DDQ-admin]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-FGR-GUI-Generic			[Fingrid-DataHubUIScreens]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-FGR-DataHubUIScreens			[Fingrid-DataHubUIScreens]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-Generic-Reports			[Generic-Reports]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-GUI-MOP-admin			[GUI-MOP-admin]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-CGI-DataHubUIScreens			[CGI-DataHubUIScreens]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-B2B-DDQ-admin			[B2B-DDQ-admin]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-Generic-DHPProcesses			[Generic-DHPProcesses]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-CGI-GUI-DSO-admin			[CGI-GUI-DSO-admin]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	FGR-Generic-Messaging			[Generic-Messaging]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1

Annotation bullets

	Item	Component type	Note
1		Button	When you click '+R' the webform to create a User Role will be opened, as described in 3.7 User Role: Create .

Form fields

Field name	Input type	Obligation	Notes
Role Name	Text	Disabled	
Organisation	Text	Disabled	
Market Role	Text	Disabled	
Default Description	Text	Disabled	
Custom Description	Text	Disabled	
Exposed?	Checkbox	Disabled	
Active?	Checkbox	Disabled	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.6.2 View User Role

The **View User Role** webform will display the information of a User Role as shown below.

Annotation bullets

	Item	Component type	Note
1		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related BTD's for the associated item.
2		Button	You will be forwarded to the ' Update User Role ' webform.

Form fields

Field name	Input type	Obligation	Notes
Role Name	Text	Disabled	
Default Description	Text	Disabled	
Custom Description	Text	Disabled	
Market Role	Dropdown	Disabled	
Organisation	Dropdown	Disabled	
Exposed?	Checkbox	Disabled	

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530			FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	forename.surname@fingrid.fi
				www.fingrid.fi

Active?	Checkbox	Disabled	
Child User Roles	Multi Select	Disabled	The child User Role(s) registered with the User Role.
System Functions	Multi Select	Disabled	The System Function(s) registered with the User Role.

3.6.3 Update User Role

You can update the User Role using the following webform:

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Update User Role' webform is closed and the 'View User Role' webform with the new details is opened.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to Transaction from requesting Market Participant.
Role Name Prefix	Text	Disabled	
Role Name	Text	Required	Role Name displayed in search functions.
Custom Description	Text	Required	The custom description registered for the User Role.
Market Role	Dropdown	Disabled	
Organisation	Dropdown	Disabled	
Exposed?	Checkbox	Optional	
Active?	Checkbox	Optional	
Child User Roles	Multi Select	Optional	The child User Role(s) registered with the User Role.
System Functions	Multi Select	Optional	The System Function(s) registered with the User Role.

3.7 User Role: Create

You can create a User Role with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create User Role**

Alternatively you can navigate to this webform through:

- **Search User Roles**
- Select **+R (Create User Role)** in the search results webform

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000



Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create User Role' webform is closed and the 'View User Role' webform with the new details is opened.

Form fields

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

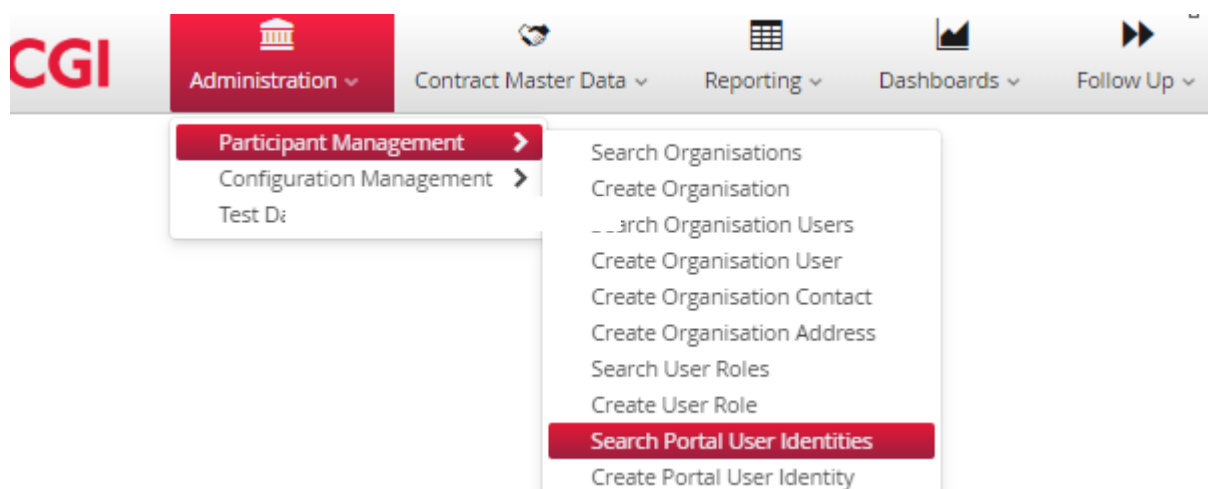
Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	
Role Name	Text	Required	Role Name displayed in search functions.
Custom Description	Text	Required	
Market Role	Dropdown	Optional	
Organisation	Dropdown	Optional	List with available organisations (except inactive ones) for the user.
Exposed?	Checkbox	Optional	
Active?	Checkbox	Optional	
Child User Roles	Multi Select	Optional	The child User Role(s) registered with the User Role.
System Functions	Multi Select	Optional	The System Function(s) registered with the User Role.

3.8 Portal User Identity: Search, View, Update and Delete

You are able to search, view, update and delete Portal User Identities with dedicated administrator role from the following webforms.

Navigation path to the Search webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search Portal User Identities**



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Search Portal User Identities ✕

Organisation *	User Identifier	Email Address	Blocked?		
Fingrid Oyj (64100) ▾	<input type="text" value="Enter Value"/>	<input type="text" value="Enter Value"/>	false ▾	<input style="background-color: #c00; color: white; padding: 2px 10px; border: none; border-radius: 3px; margin-left: 5px;" type="button" value="Clear"/>	<input style="background-color: #c00; color: white; padding: 2px 10px; border: none; border-radius: 3px; margin-left: 5px;" type="button" value="Search"/>

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will validate and, if passed, trigger a search request after which the search filter results are displayed.

Form fields

Field name	Input type	Obligation	Notes
Organisation	Dropdown	Required	List with available organisations (except inactive ones) for the user.
User Identifier	Text	Optional	
Email Address	Text	Optional	
Blocked?	Dropdown	Optional	

3.8.1 Search Results

Based on the filters, you will be presented with the results as shown below.

Search Portal User Identities ✕

Organisation *	User Identifier	Email Address	Blocked?		
Fingrid Oyj (64100) ▾	<input type="text" value="Enter Value"/>	<input type="text" value="Enter Value"/>	false ▾	<input style="background-color: #c00; color: white; padding: 2px 10px; border: none; border-radius: 3px; margin-left: 5px;" type="button" value="Clear"/>	<input style="background-color: #c00; color: white; padding: 2px 10px; border: none; border-radius: 3px; margin-left: 5px;" type="button" value="Search"/>

	User Identifier	Email Address	Authentication Type	First Name	Last Name	Mobile Number	Blocked?	
1	fgradin@exam...	fgradin@exa...	Password (PWD)	fgradin	example1	+12(345)-678 90	<input type="checkbox"/>	☰

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI


P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button the ' View Portal User Identity ' webform for the designated portal user identity will be displayed.

Form fields

Field name	Input type	Obligation	Notes
User Identifier	Text	Disabled	
Email Address	Text	Disabled	
Authentication Type	Text	Disabled	
First Name	Text	Disabled	
Last Name	Text	Disabled	
Mobile Number	Text	Disabled	
Blocked?	Checkbox	Disabled	

3.8.2 View Portal User Identity

The **View Portal User Identity** webform will display the information of a Portal User Identity as shown below.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

View Portal User Identity ✕

Organisation	Helen Sähköverkko Oy (6430000000009, DSO) ▼									
User Identifier	fgradmin@example.com									
Authentication Type	Password (PWD) ▼									
First Name	fgradmin									
Last Name	example1									
Email Address	fgradmin@example.com									
Mobile Number	+12(345)-678 90									
Blocked?	<input type="checkbox"/>									
Organisation Users	<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="width: 60%;">Organisation</th> <th style="width: 40%;">User Name</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Fingrid Oyj (6410000000...)</td> <td>fgradmin</td> <td style="text-align: center;">≡</td> </tr> <tr> <td>Fingrid Oyj (6410000000...)</td> <td>fgradmin2</td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> 1 BTD List 2 Delete 3 Update </div>	Organisation	User Name		Fingrid Oyj (6410000000...)	fgradmin	≡	Fingrid Oyj (6410000000...)	fgradmin2	
Organisation	User Name									
Fingrid Oyj (6410000000...)	fgradmin	≡								
Fingrid Oyj (6410000000...)	fgradmin2									

Annotation bullets

	Item	Component type	Note
1		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related BTD's for the associated item.
2		Button	You will be shown a webform to confirm deleting the organisation user. Federated User Identities cannot be deleted via Datahub Portal.
3		Button	You will be forwarded to the ' Update Portal User Identity ' webform. Federated User Identities cannot be updated via Datahub Portal.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes												
Organisation	Dropdown	Disabled													
User Identifier	Text	Disabled													
Authentication Type	Dropdown	Disabled													
First Name	Text	Disabled													
Last Name	Text	Disabled													
Email Address	Text	Disabled													
Mobile Number	Text	Disabled													
Blocked?	Checkbox	Disabled													
Organisation Users	Grid	Disabled	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Organisation</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>User Name</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> </tbody> </table>	Field name	Input type	Obligation	Notes	Organisation	Text	Disabled		User Name	Text	Disabled	
Field name	Input type	Obligation	Notes												
Organisation	Text	Disabled													
User Name	Text	Disabled													

3.8.3 Update Portal User Identity

You can update a Portal User using the following webform:

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Update Portal User Identity
✕

Transaction ID

Transaction Reference

Organisation ▼

User Identifier

Authentication Type * ▼

First Name *

Last Name *

Email Address *

Mobile Number *

Blocked?

Organisation Users



Organisation	User Name	
Fingrid Oyj (6410000000...)	fgradmin	
Fingrid Oyj (6410000000...)	fgradmin2	

1
2

Cancel

Submit

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Update Portal User Identity' webform is closed and the 'View Portal User Identity' webform with the new details is opened.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes												
Transaction ID	Text	Disabled	Generated transaction UUID.												
Transaction Reference	Text	Optional													
Organisation	Dropdown	Disabled													
User Identifier	Text	Disabled													
Authentication Type	Dropdown	Required													
First Name	Text	Required													
Last Name	Text	Required													
Email Address	Text	Required													
Mobile Number	Text	Required													
Blocked	Checkbox	Optional													
Organisation User Table	Table	Disabled	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Organisation</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>User Name</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> </tbody> </table>	Field name	Input type	Obligation	Notes	Organisation	Text	Disabled		User Name	Text	Disabled	
			Field name	Input type	Obligation	Notes									
			Organisation	Text	Disabled										
User Name	Text	Disabled													

3.9 Portal User Identity: Create

You can create a Portal User with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create Portal User Identity**

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

CGI Administration ▾ Contract Master Data ▾ Reporting ▾ Dashboards ▾ Follow Up ▾

- Participant Management >
 - Configuration Management >
 - Test D
- Search Organisations
- Create Organisation
- Search Organisation Users
- Create Organisation User
- Create Organisation Contact
- Create Organisation Address
- Search User Roles
- Create User Role
- Search Portal User Identities
- Create Portal User Identity**
- Search System User Identities

Create Portal User Identity ✕

Transaction ID	<input type="text" value="1b105c2b-c440-4a8c-addf-55170a224ecf"/>
Transaction Reference	<input type="text"/>
Organisation *	<input type="text"/> ▾
User Identifier *	<input type="text"/>
Authentication Type *	<input type="text"/> ▾
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Mobile Number *	<input type="text"/>
Blocked?	<input type="checkbox"/>

Cancel ¹
Submit ²

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000



Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create Portal User Identity' webform is closed and the 'View Portal User Identity' webform with the new details is opened. Federated User Identities cannot be created via Datahub.

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Organisation	Dropdown	Required	List with available organisations (except inactive ones) for the user.
User Identifier	Text	Required	
Authentication Type	Dropdown	Required	
First Name	Text	Required	
Last Name	Text	Required	
Email Address	Text	Required	
Mobile Number	Text	Required	
Blocked?	Checkbox	Optional	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

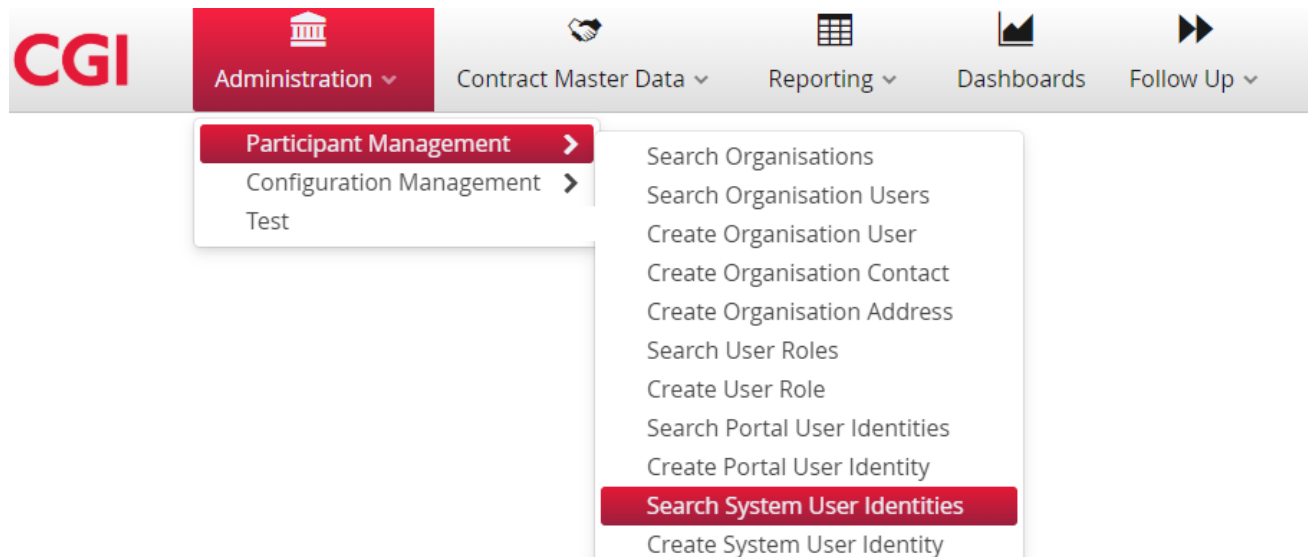
FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.10 System User Identities: Search, View, Update and Delete

You are able to search, view, update and delete System Users through the following webforms.

Navigation path to the Search webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search System User Identities**



Search System User Identities

Organisation *
CGIdso1A (640102) ▼



User Identifier
Enter Value

Blocked?
false ▼

1 Clear

2 Search

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will validate and, if passed, trigger a search request after which the search filter results are displayed.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Organisation	Dropdown	Required	
User Identifier	Text	Optional	
Blocked?	Dropdown	Optional	

3.10.1 Search Results

Based on the filters, you will be presented with the results as shown below.

Search System User Identities ✕

Organisation *
 User Identifier
 Blocked?
Clear Search

	User Identifier	Authentication Type	Blocked?
➤	B2BUserFGR	Certificate (CRT)	<input type="checkbox"/>

Form fields grid

Field name	Input type	Obligation	Notes
User Identifier	Dropdown	Disabled	
Authentication Type	Text	Disabled	
Blocked?	Checkbox	Disabled	

3.10.2 View System User Identity

The **View System User Identity** webform will display the information of a System User as shown below.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

View System User Identity ✕

Organisation: ▼

User Identifier:

Authentication Type: ▼

Blocked?:

Organisation Users

Organisation	User Name
CGldso10A (6410020100...	B2BCGso10AAdmin
CGldso7B (64040202000...	B2BCGdso7BAdmin
CGithp9B (64060304000...	B2BCGthp9BAdmin
CGithp10B (6410030200...	B2BCGhp10BAdmin
CGldso11B (6411020200...	B2BCGso11BAdmin
Helen Sähköverkko Oy (6...	HelenB2BDSOAdmin
@nil (@nil, @nil)	B2BCGthp9DAdmin
CGldso11D (6411020400...	B2BCGso11DAdmin
CGithp1A (64010301000...	B2BCGthp1AAdmin
CGldso8B (64050202000...	B2BCGdso8BAdmin

Primary Certificate

Certificate Type:

Certificate Subject:

Certificate Thumbprint:

Valid From Date:

Valid To Date:

Certificate:

Secondary Certificate

2 3 4

BTD List
Delete
Update

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI





P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	When you click Primary Certificate or Secondary Certificate , the details of that Certificate are shown while the details of the other Certificate are hidden.
2		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related BTD's for the associated item.
3		Button	You will be shown a webform to confirm deleting the system user identity.
4		Button	You will be forwarded to the ' Update System User Identity ' webform

Form fields

Field name	Input type	Obligation	Notes	
Organisation	Text	Disabled		
User Identifier	Text	Disabled		
Authentication Type	Text	Disabled		
Blocked?	Text	Disabled		
Organisation Users	Users listed with the Organisation			
	Field name	Input type	Obligation	Notes
	Organisation	Text	Disabled	
	User Name	Text	Disabled	
Primary Certificate	Field name	Input type	Obligation	Notes
	Certificate Type	Text	Disabled	
	Certificate Subject	Text	Disabled	
	Certificate Thumbprint	Text	Disabled	
	Valid From Date	Date	Disabled	
	Valid To Date	Date	Disabled	
Certificate	Text	Disabled		

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

	Field name	Input type	Obligation	Notes
Secondary Certificate	Certificate Type	Text	Disabled	
	Certificate Subject	Text	Disabled	
	Certificate Thumbprint	Text	Disabled	
	Valid From Date	Date	Disabled	
	Valid To Date	Date	Disabled	
	Certificate	Text	Disabled	

3.10.3 Update System User Identity

You can update a System User using the following webform:

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

✕
Update System User Identity

Transaction ID

Transaction Reference

Organisation ▼

User Identifier

Authentication Type * ▼

Blocked?

Primary Certificate

Certificate Type

Certificate Subject

Certificate Thumbprint

Valid From Date 📅

Valid To Date 📅

Certificate *




Clear 1

Secondary Certificate

Cancel Submit

2
3

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Clear' button the (in this case secondary) Certificate will be deleted.
2		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
3		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Update System User Identity' webform is closed and the 'View System User Identity' webform with the new details is opened.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes																												
Transaction ID	Text	Disabled	Generated transaction UUID.																												
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.																												
Organisation	Dropdown	Disabled																													
User Identifier	Text	Disabled																													
Authentication Type	Dropdown	Required																													
Blocked?	Checkbox	Optional																													
Primary Certificate	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Certificate Type</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate Subject</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate Thumbprint</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Valid From Date</td> <td>Date</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Valid To Date</td> <td>Date</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate</td> <td>Text</td> <td>Required</td> <td></td> </tr> </tbody> </table>			Field name	Input type	Obligation	Notes	Certificate Type	Text	Disabled		Certificate Subject	Text	Disabled		Certificate Thumbprint	Text	Disabled		Valid From Date	Date	Disabled		Valid To Date	Date	Disabled		Certificate	Text	Required	
	Field name	Input type	Obligation	Notes																											
	Certificate Type	Text	Disabled																												
	Certificate Subject	Text	Disabled																												
	Certificate Thumbprint	Text	Disabled																												
	Valid From Date	Date	Disabled																												
	Valid To Date	Date	Disabled																												
Certificate	Text	Required																													
Secondary Certificate	<table border="1"> <thead> <tr> <th>Field Name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Certificate Type</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate Subject</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate Thumbprint</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Valid From Date</td> <td>Date</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Valid To Date</td> <td>Date</td> <td>Disabled</td> <td></td> </tr> <tr> <td>Certificate</td> <td>Text</td> <td>Required</td> <td></td> </tr> </tbody> </table>			Field Name	Input type	Obligation	Notes	Certificate Type	Text	Disabled		Certificate Subject	Text	Disabled		Certificate Thumbprint	Text	Disabled		Valid From Date	Date	Disabled		Valid To Date	Date	Disabled		Certificate	Text	Required	
	Field Name	Input type	Obligation	Notes																											
	Certificate Type	Text	Disabled																												
	Certificate Subject	Text	Disabled																												
	Certificate Thumbprint	Text	Disabled																												
	Valid From Date	Date	Disabled																												
	Valid To Date	Date	Disabled																												
Certificate	Text	Required																													

3.11 System User Identity: Create

You can create a System User with dedicated administrator role using the following webform:

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Create System User Identity**

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

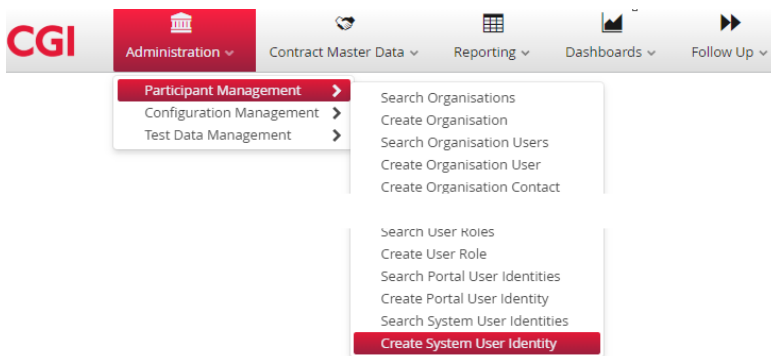
+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



Create System User Identity ✕

Transaction ID:

Transaction Reference:

Organisation *: ▼

User Identifier *:

Authentication Type *: ▼

Blocked?:



Primary Certificate

Certificate *:

Secondary Certificate

1
Cancel
2
Submit

Annotation bullets

	Item	Component type	Note
1		Button	When you click the 'Cancel' button any staged changes will be ignored and the webform will be closed.
2		Button	When you click this button the changes are submitted for further processing: <ul style="list-style-type: none"> if rejected, the 'Error' message bar is displayed; if accepted, the 'Success' message bar is displayed, the 'Create System User Identity' webform is closed and the 'View System User Identity' webform with the new details is opened.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes								
Transaction ID	Text	Prefilled	Generated transaction UUID.								
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.								
Organisation	Dropdown	Required	List with available organisations (except inactive ones) for the user.								
User Identifier	Text	Required									
Authentication Type	Dropdown	Required									
Blocked?	Checkbox	Optional									
Primary Certificate	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>Text</td> <td>Required</td> <td></td> </tr> </tbody> </table>			Field name	Input type	Obligation	Notes	Certificate	Text	Required	
	Field name	Input type	Obligation	Notes							
Certificate	Text	Required									
Secondary Certificate	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>Text</td> <td>Required</td> <td></td> </tr> </tbody> </table>			Field name	Input type	Obligation	Notes	Certificate	Text	Required	
	Field name	Input type	Obligation	Notes							
Certificate	Text	Required									

3.12 Inbound Delegations: Search, View, Update

You are able to search, view, update and delete Inbound Delegations from the following webforms.

Navigation path to the Search webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search Inbound Delegations**

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Form fields

Field name	Input type	Obligation	Notes
Delegating Organisation	Dropdown	Optional	
Delegated Organisation	Dropdown	Optional	
Delegated System Function	Dropdown	Optional	
Active?	Dropdown	Optional	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.12.1 Search Results

Based on the filters you will be presented with the results as shown below.

Delegating Organisation	Delegated Organisation	Delegated System Function	Active?	Valid From Date	Valid To Date
Essent (8700000000002, DDQ)		MPT.CRE.SPC.[NA]	<input checked="" type="checkbox"/>	1970-01-02 00:00:00	
Stedin (8700000000001, DDM)		MPT.CRE.SPC.[NA]	<input checked="" type="checkbox"/>	1970-01-02 00:00:00	
Cogas (8700000000011, DDM)		MPT.CRE.SPC.[NA]	<input checked="" type="checkbox"/>	1970-01-02 00:00:00	
Essent (8700000000002, DDQ)		MPT.CRE.SPC.[NA]	<input checked="" type="checkbox"/>	1970-01-02 00:00:00	

Form fields

Field name	Notes
Delegating Organisation	
Delegated Organisation	
Delegated System Function	
Active?	
Valid From Date	
Valid To Date	

3.12.2 View Inbound Delegation

The **View Inbound Delegation** will display the information as shown below.

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

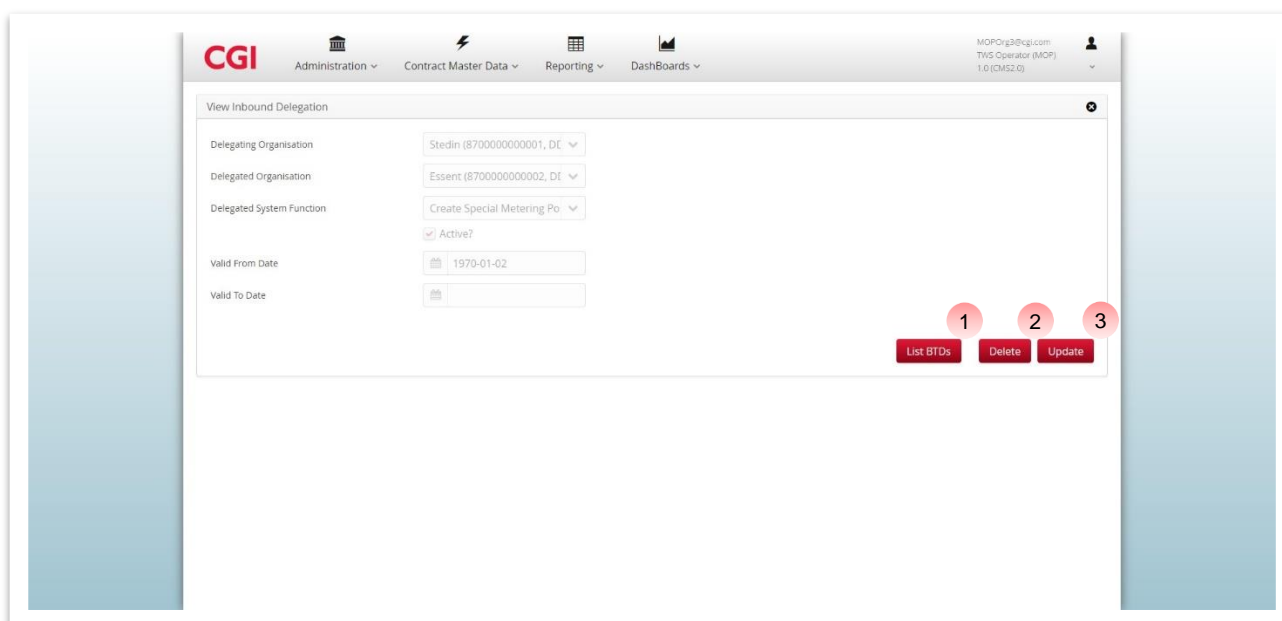
+358 30 395 5000

Fax




+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi



Annotation bullets

	Item	Component type	Note
2		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related BTB's for the associated item.
3		Button	When you click the Delete, a popup window wil prompt you to confirm that you wish to delete this item. Pressing No will abort this request.
4		Button	Clicking the Update will open a new webform to update the current item.

Form fields

Field name	Notes
Delegating Organisation	
Delegated Organisation	
Delegated System Function	
Active?	
Valid From Date	
Valid To Date	

3.12.3 Update Inbound Delegation

You can update an Inbound Delegation using the following webform:

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Annotation bullets

Item	Component type	Note
1	Button	When you click Cancel , the staged changes will be discarded.
2	Button	When you click Submit , the changes will be validated and applied if all validations are passed. You will be prompted with a success message bar and returned to the View webform.

Form fields

Field name	Input type	Obligation	Notes
Transaction ID	Text	Disabled	Generated transaction UUID.
Transaction Reference	Text	Optional	Reference to transaction from requesting Market Participant.
Delegating Organisation	Dropdown	Disabled	
Delegated Organisation	Dropdown	Disabled	
Delegated System Function	Dropdown	Disabled	
Active?	Checkbox	Optional	
Valid From Date	Date	Required	
Valid To Date	Date	Optional	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

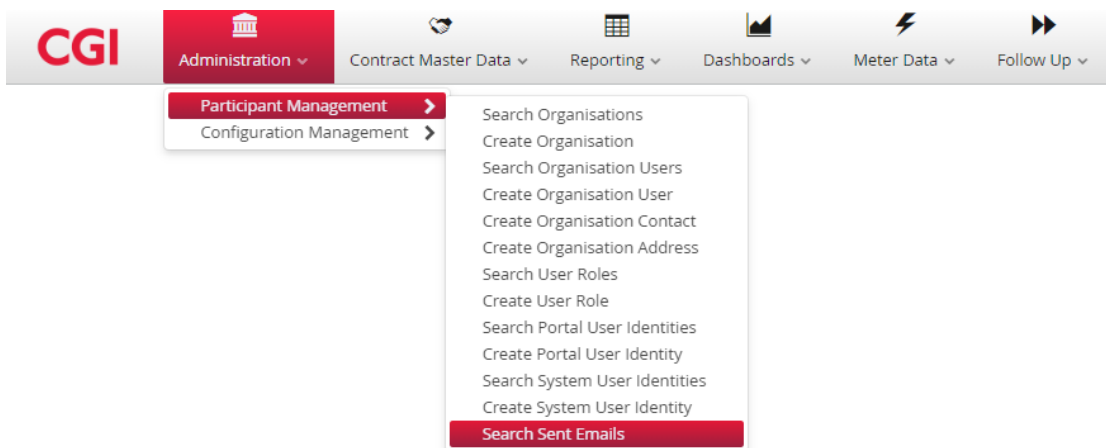
FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

3.13 Sent Emails: Search and View

The **Search Sent Emails** webform will display the general information as shown below.

Navigation path to this webform:

- Hover over menu item **Administration**
- Hover over menu item **Participant Management**
- Select **Search Sent Emails**



Search Sent Emails

Subject: From: To: Status: Attachment?: Log Start Date: Log End Date: 1 Clear 2 Search

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button any staged selection filters will be undone.
2		Button	When you click this button staged filters will validate and, if passed, trigger a search request after which the search filter results are displayed.

Form fields

Field name	Input type	Obligation	Notes
Subject	Text	Optional	
From	Text	Optional	
To	Text	Optional	
Status	Dropdown	Optional	
Attachment	Dropdown	Optional	

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Log Start Date	Date	Optional	
Log End Date	Date	Optional	

3.13.1 Search Results


Based on the filters, you will be presented with the results as shown below.

Search Sent Emails

Subject: Enter Value | From: Enter Value | To: Enter Value | Status: Select Value | Attachment?: Select Value | Log Start Date: | Log End Date: | Clear | Search

Subject	From	To	File	Status	Log Date/Time
<input type="checkbox"/> CMS Organisation Contact Update Notification <input type="checkbox"/> CMS Contact Deletion Notification <input type="checkbox"/> CMS Organisation Contact Creation Notification <input type="checkbox"/> CMS Organisation Contact Update Notification <input type="checkbox"/> CMS Contact Deletion Notification <input type="checkbox"/> CMS Organisation User Creation Notification <input type="checkbox"/> CMS Organisation Contact Update Notification <input type="checkbox"/> CMS Organisation Contact Update Notification <input type="checkbox"/> CMS Contact Deletion Notification <input type="checkbox"/> CMS Portal User Identity Deletion Notification	from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com from_address@yopmail.com	knnwhazr@example.com Mijar.Marchal@example.com Marshall@example.com user3@noreply.com Kenny.Tang@example.com DDQORG1@cgi.com user3@noreply.com user13@noreply.com Mijar.Marchal@example.com oqjown@example.com	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PRC PRC PRC PRC PRC PRC PRC PRC PRC PRC	2019-11-12 2019-11-12 2019-11-12 2019-11-12 2019-11-12 2019-11-11 2019-11-11 2019-11-11 2019-11-11 2019-11-11 2019-11-11

Annotation bullets

Item	Component type	Note
1 	Button	When you click on this button or double click on a grid item the selected Sent Email details are shown in a new webform ' View Sent Email '.

Form fields grid

Field name	Input type	Obligation	Notes
Subject	Text	Disabled	
From	Text	Disabled	
To	Text	Disabled	
File	Text	Disabled	
Status	Text	Disabled	
Log Date/Time	Text	Disabled	

3.13.2 View Sent Email

The **View Sent Email** webform will display the general information as shown below

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

Annotation bullets

	Item	Component type	Note
1		Button	You will be shown the ' List Business Transaction Dossiers ' webform showing the overview of related BTDS for the associated item.

Form fields

Field name	Input type	Obligation	Notes								
Log Date/Time	Date Time	Disabled									
Status	Text	Disabled									
Subject	Text	Disabled									
From	Text	Disabled									
To	Text	Disabled									
CC	Text	Disabled									
Body	Text	Disabled									
Organisation	Dropdown	Disabled									
User	Text	Disabled									
Email Attachments	Grid	<table border="1"> <thead> <tr> <th>Field name</th> <th>Input type</th> <th>Obligation</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>File Name</td> <td>Text</td> <td>Disabled</td> <td></td> </tr> </tbody> </table>		Field name	Input type	Obligation	Notes	File Name	Text	Disabled	
		Field name	Input type	Obligation	Notes						
File Name	Text	Disabled									

4 Reporting

Datahub Portal contains two sets of reports:

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi

- Ad-hoc and interactive reports which are executed via the GUI. The results are *directly* visible via the reporting tool PowerBI.
- (Large) preconfigured reports which are scheduled via the GUI to be executed. The results can be downloaded in the proper output format and language.

4.1 Ad-hoc and Interactive Reports

4.1.1 General Usage PowerBI Functions

The reporting tool PowerBI is rather dynamically set up and a number of useful features is put available. Elaboration is done below.

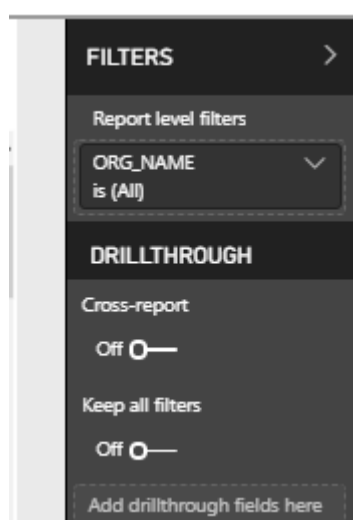
- Dynamical filtering:

Click on the vertical black bar on the right side of the webform to gain access to the report level filtering options

Closed:



Opened:



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

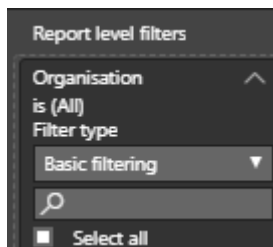
Fax

+358 30 395 5196

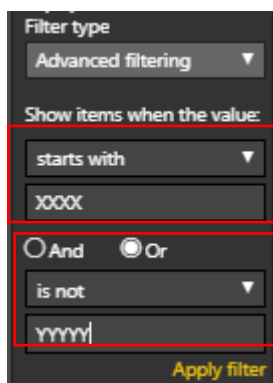
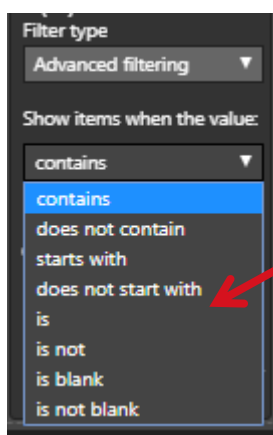
Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

- Basic filtering



- Advanced filtering, using expressions:



- Clicking in Charts

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

New Sales Agreements per Reason



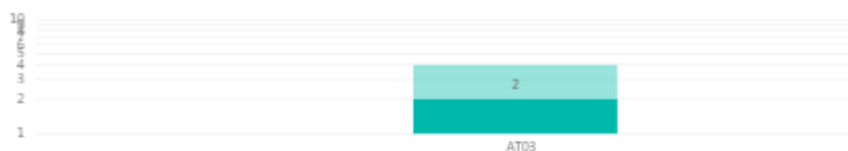
Sales Agreements per Grid Area



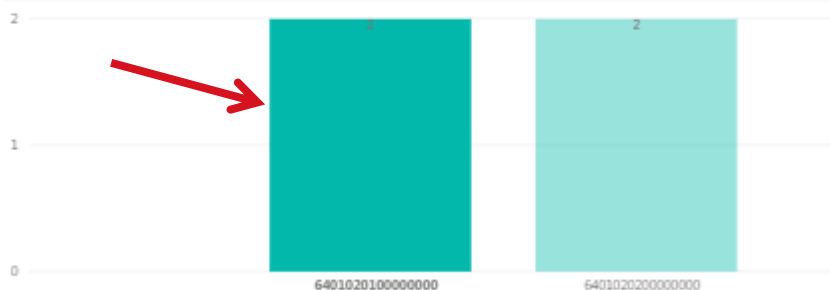
Agreement Type	Grid Area	#	Supplier	Grid Operator	Supplier Code	Grid Operator Code	Agreement Start Date
AT03	6401020100000000	1	CGiddq1B	CGldso1A	6401010200000 DDQ	6401020100000 DSO	2019 10 12
AT03	6401020100000000	1	CGiddq1B	CGldso1A	6401010200000 DDQ	6401020100000 DSO	2019 10 15
AT03	6401020200000000	1	CGiddq1B	CGldso1B	6401010200000 DDQ	6401020200007 DSO	2019 10 19
AT03	6401020200000000	1	CGiddq1B	CGldso1B	6401010200000 DDQ	6401020200007 DSO	2019 10 22
Total		4					

Clicked on left column

New Sales Agreements per Reason



Sales Agreements per Grid Area



Agreement Type	Grid Area	#	Supplier	Grid Operator	Supplier Code	Grid Operator Code	Agreement Start
AT03	6401020100000000	1	CGiddq1B	CGldso1A	6401010200000 DDQ	6401020100000 DSO	2019 10 12
AT03	6401020100000000	1	CGiddq1B	CGldso1A	6401010200000 DDQ	6401020100000 DSO	2019 10 15
Total		2					

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

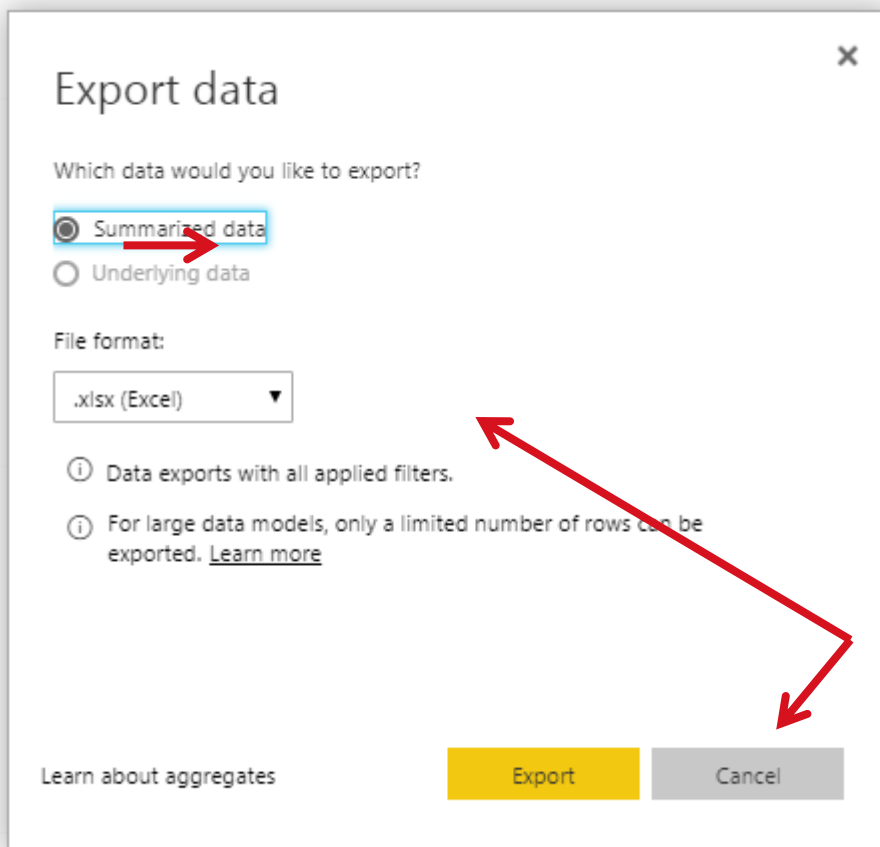
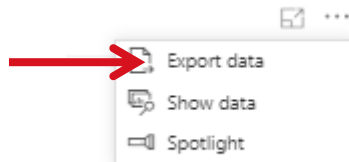
Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

- Export data function



- You can choose to export the summarized or the underlying data
- Available formats are .XLSX and .CSV

- Sorting features

Column header sorting: click on the header



Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

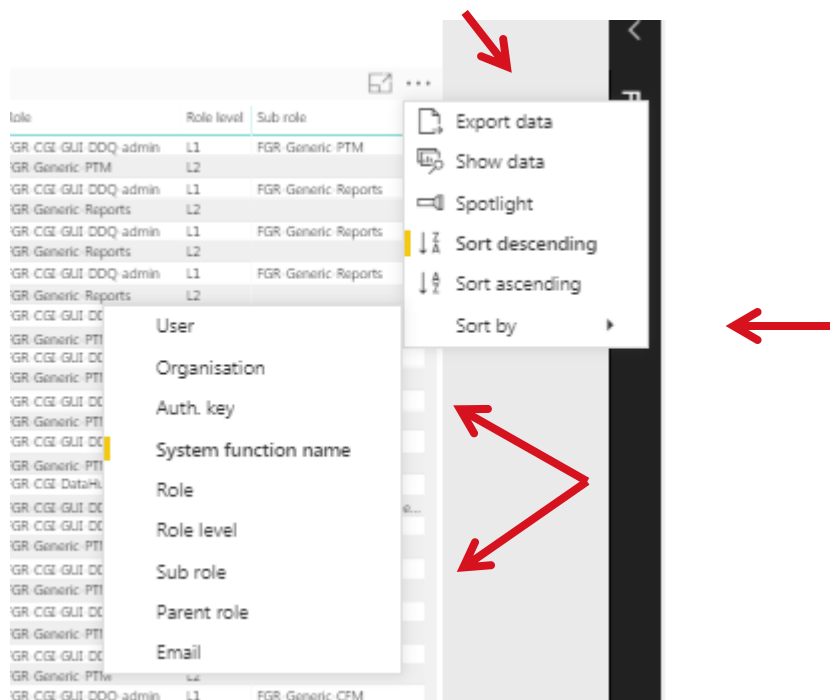
+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

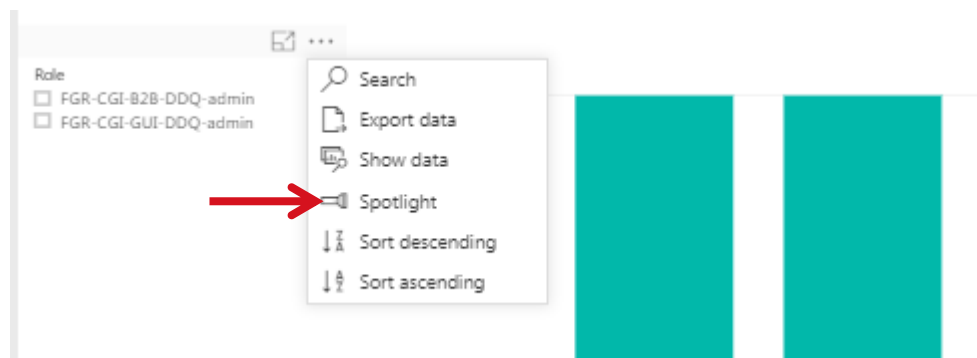
User	Organisation	Auth. key	System function name	Role	Role level	Sub role
B2BCGddq1BAdmin	CGiddq1B	ACP.CNS	Accounting Point Data Update (by Supplier)	FGR CGI B2B DDQ admin	L1	FGR Ger
B2BCGddq1BAdmin	CGiddq1B	ACP.CNS	Accounting Point Data Update (by Supplier)	FGR Generic DHProcesses	L2	
B2BCGddq1BAdmin	CGiddq1B	ACP.DCS	Process Disconnect Accounting Point Request (by Supplier)	FGR CGI B2B DDQ admin	L1	FGR Ger
B2BCGddq1BAdmin	CGiddq1B	ACP.DCS	Process Disconnect Accounting Point Request (by Supplier)	FGR Generic DHProcesses	L2	
B2BCGddq1BAdmin	CGiddq1B	ACP.LSI	DH 131: Accounting Point Identification List	FGR CGI B2B DDQ admin	L1	FGR Ger
B2BCGddq1BAdmin	CGiddq1B	ACP.LSI	DH 131: Accounting Point Identification List	FGR Generic DHProcesses	L2	
B2BCGddq1BAdmin	CGiddq1B	ACP.RTC	DH 132:Accounting Point Retrieval - Current/Leaving Supplier	FGR CGI B2B DDQ admin	L1	FGR Ger
B2BCGddq1BAdmin	CGiddq1B	ACP.RTC	DH 132:Accounting Point Retrieval - Current/Leaving Supplier	FGR Generic DHProcesses	L2	
B2BCGddq1BAdmin	CGiddq1B	ACP.RTW	DH 133: Accounting Point Retrieval - Potential Supplier	FGR CGI B2B DDQ admin	L1	FGR Ger
B2BCGddq1BAdmin	CGiddq1B	ACP.RTW	DH 133: Accounting Point Retrieval - Potential Supplier	FGR Generic DHProcesses	L2	

Grid sorting



- Spotlight: focus on a segment of a report (bring it forward and fade all other segments).

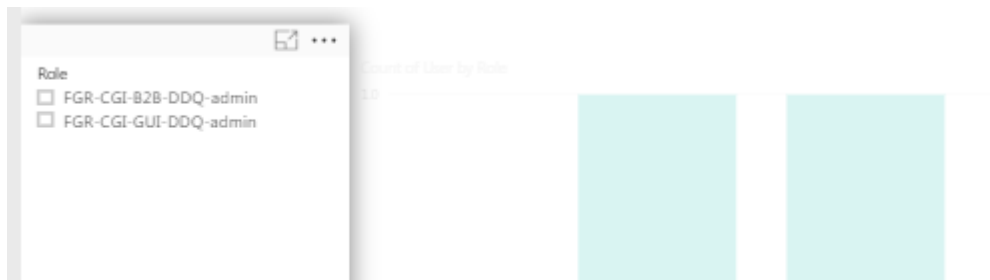
From:



To:

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi
				www.fingrid.fi



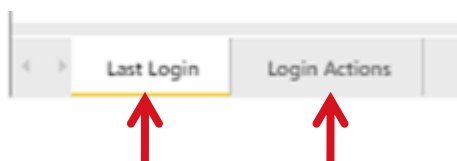
Or click on a row in a grid

User	Organisation	Auth. key	System function name	Role	Role level	Sub role
GUICGddq1BAdmin	CGddq1B	OAD.RTR	View Organisation Address	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic PTM
GUICGddq1BAdmin	CGddq1B	OAD.RTR	View Organisation Address	FGR-Generic PTM	L2	FGR-Generic PTM
GUICGddq1BAdmin	CGddq1B	OUS.RPT.URL	User Roles	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.URL	User Roles	FGR-Generic Reports	L2	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UCD	User Contract Date	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UCD	User Contract Date	FGR-Generic Reports	L2	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UAD	User Authorisation Details	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UAD	User Authorisation Details	FGR-Generic Reports	L2	FGR-Generic Reports

Selected:

User	Organisation	Auth. key	System function name	Role	Role level	Sub role
GUICGddq1BAdmin	CGddq1B	OAD.RTR	View Organisation Address	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic PTM
GUICGddq1BAdmin	CGddq1B	OAD.RTR	View Organisation Address	FGR-Generic PTM	L2	FGR-Generic PTM
GUICGddq1BAdmin	CGddq1B	OUS.RPT.URL	User Roles	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.URL	User Roles	FGR-Generic Reports	L2	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UCD	User Contract Date	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UCD	User Contract Date	FGR-Generic Reports	L2	FGR-Generic Reports
GUICGddq1BAdmin	CGddq1B	OUS.RPT.UAD	User Authorisation Details	FGR-CGE-GUI-DDQ-admin	L1	FGR-Generic Reports

- Multiple report tabs: a report can contain multiple reporting tabs displaying specific info



4.1.1.1 Authorisation

Each report is a System Function that can be linked to one or more user roles. Only users with a user role that contains this system function can open the report.

Options for data authorization:

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530			FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	forename.surname@fingrid.fi
				www.fingrid.fi

1. A user can see all data for the organisation (s)he is linked to:
Applies to non MOP market roles, but can also be applied to MOP.
2. A user can see his own data.

4.1.1.2 Dynamical filtering

The PowerBI reports use a data source for getting the data. All the data (where the user is authorised for) in the report is shown to the user. The user can apply extra filters on this data set as explained above.

4.1.1.3 Sensitive data

Sensitive data is not revealed in the reports. This is not a technical limitation.

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

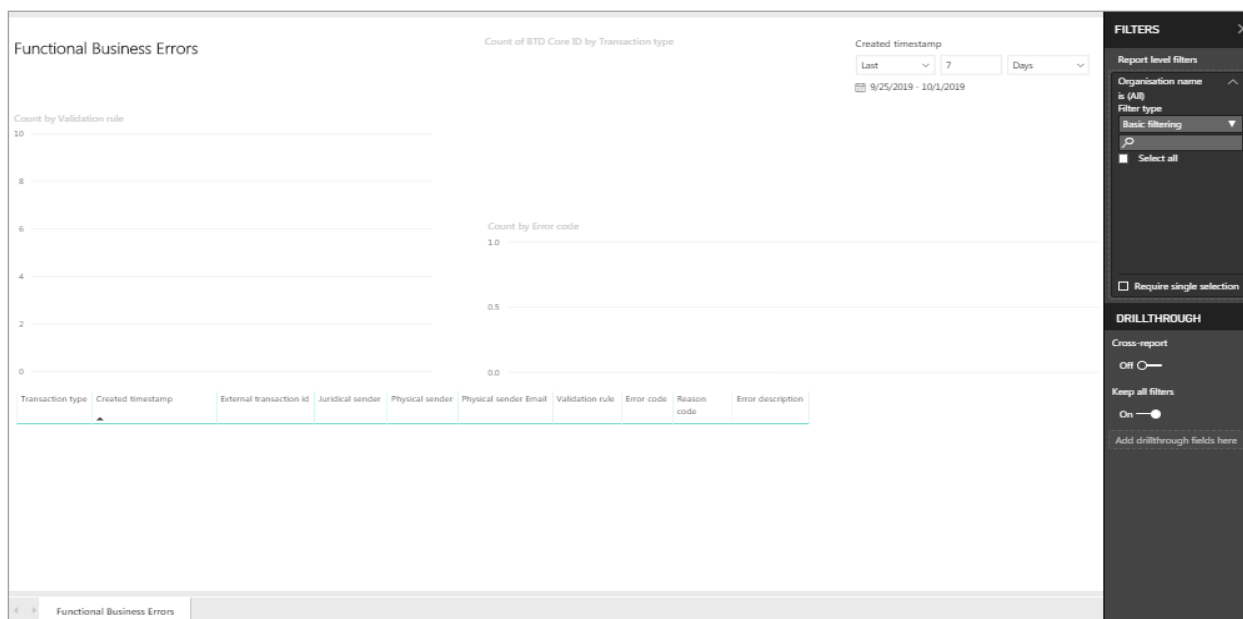
+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

4.1.2 Business

A number of business reports is available.

4.1.2.1 Functional Business Errors for DDQ/DSO/THP



Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

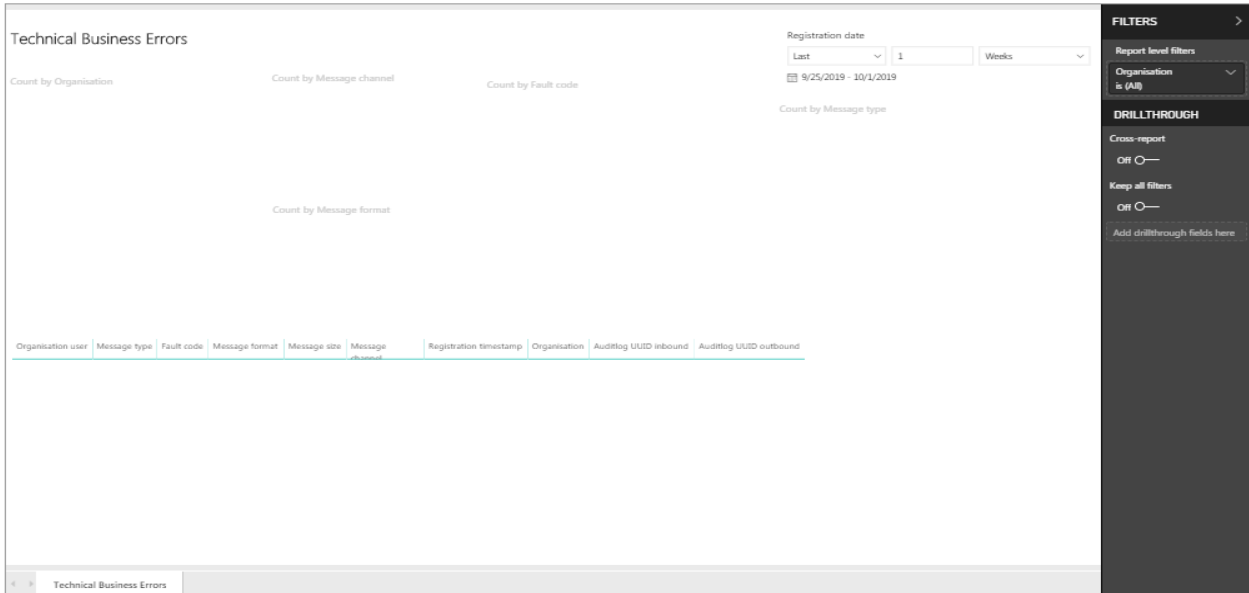
Fax

+358 30 395 5196

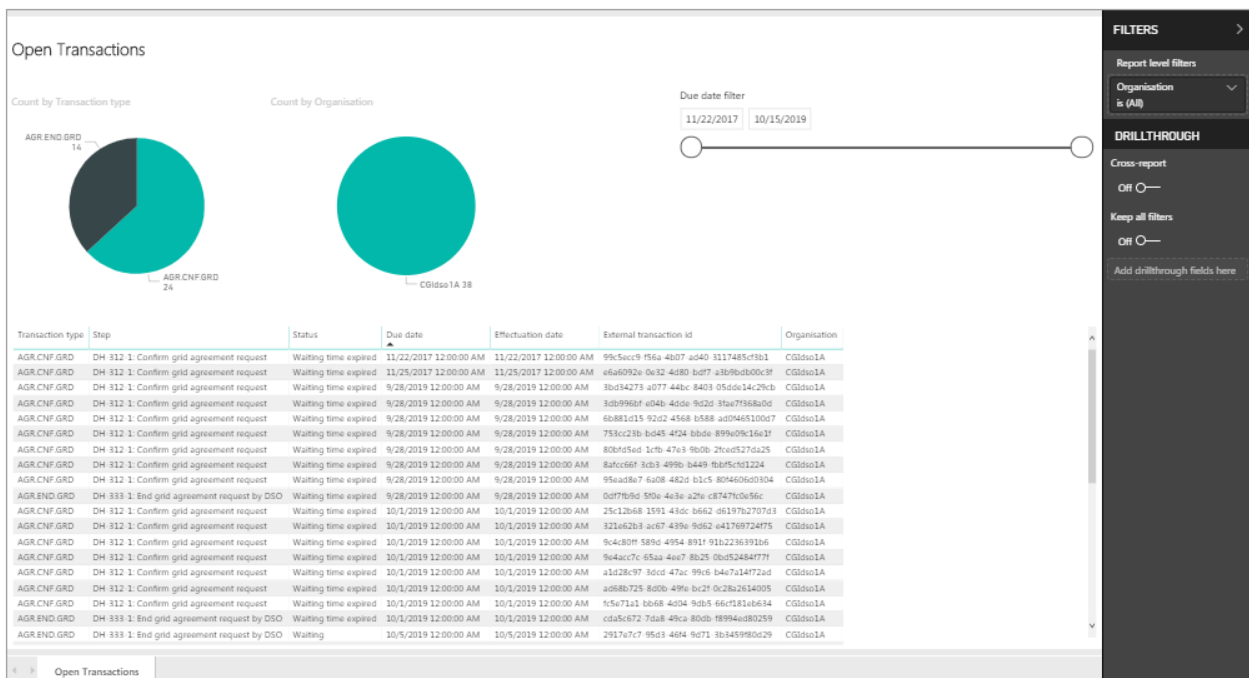
Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

4.1.2.2 Technical Business Errors for DDQ/DSO/THP



4.1.2.3 Open Transactions for DDQ/DSO/THP



Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

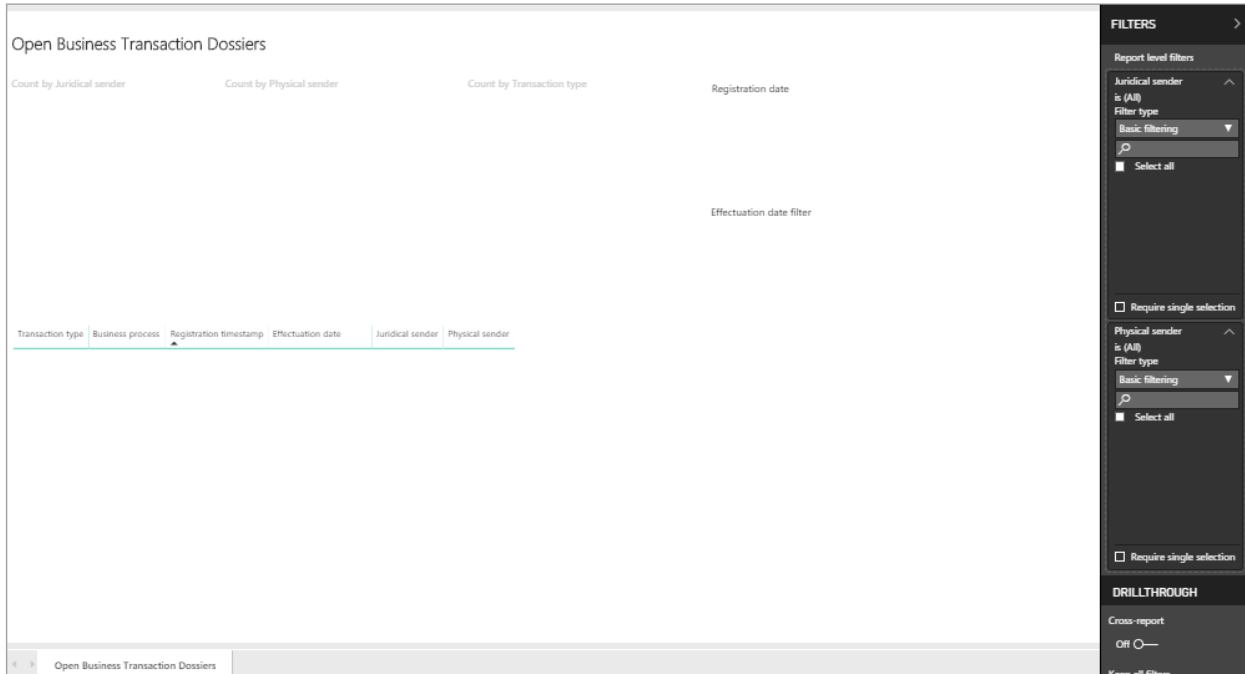
P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

4.1.2.4 Open Business Transaction Dossiers for DDQ/DSO/THP



5 Follow Up

Datahub Portal provides 2 main frontend channels to the Market Participants, offering both inbound and outbound communication to execute the market functionality. This is the (automated) B2B channel and the (manual) GUI channel. One of the channels through which outbound messages are sent is the Message Queue.

For the Message Queue the outbound messages are handled according to the First in First out (FIFO) principle, but optionally take precedence based on functional domains/attributes. This means that only the oldest message for a particular Market Participant is made available. As long as this message has not been retrieved (peeked) and acknowledged (dequeued), no other messages are made available to the Market Participant. The peeking and dequeuing of messages is also available through the CMS Portal.

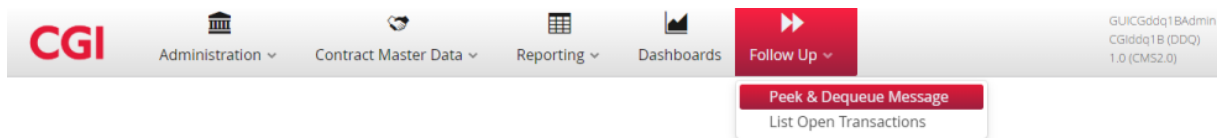
Warning: Messages which are peeked and dequeued through Datahub Portal are not exchanged through the B2B channel. As the message will no longer be available through the B2B channel it is the Organisation's own responsibility to ensure the message contents are processed in their own systems.

5.1 Messages: Peek and Dequeue

Fingrid Datahub Oy				
Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530			FI27455435, VAT reg
FI-00020 HELSINKI	FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	forename.surname@fingrid.fi
				www.fingrid.fi

Navigation path to this webform:

- Hover over menu item **Follow Up**
- Select **Peek & Dequeue Message**



Peek & Dequeue Message

Peek ¹

External Message ID: 6b997186-a7bd-4054-
Queued Date Time: 2019-10-18 4:36

Message

```
<soapenv:Envelope xmlns:soapenv="http://www.w3.org/2003/05/soap-envelope" xmlns:urn="urn:cms:b2b:v01">
  <soapenv:Header/>
  <soapenv:Body>
    <urn:PeekMessageResponse>
      <urn:MessageContainer>
        <urn:DocumentReferenceNumber>6b997186-a7bd-4054-90b2-f67a46e290ee</urn:DocumentReferenceNumber>
        <urn:Payload>
          <urn17:MasterDataContractEventMessage
            xmlns:urn18="urn:fi:Datahub:mif:masterdata:F06_MasterDataContractEvent:elements:v1"
            xmlns:urn2="urn:fi:Datahub:mif:common:HDR_Header:elements:v1"
            xmlns:urn3="urn:fi:Datahub:mif:common:PEC_ProcessEnergyContext:elements:v1"
            xmlns:urn17="urn:fi:Datahub:mif:masterdata:F06_MasterDataContractEvent:v1">
            <urn17:MasterDataContractEvent>
              <urn17:Header>
                <urn2:Identification>6b997186-a7bd-4054-90b2-f67a46e290ee</urn2:Identification>
                <urn2:DocumentType>F06</urn2:DocumentType>
                <urn2:Creation>2019-10-18T01:36:44.685Z</urn2:Creation>
                <urn2:PhysicalSenderEnergyParty>
                  <urn2:Identification schemeAgencyIdentifier="9">641000000001</urn2:Identification>
                </urn2:PhysicalSenderEnergyParty>
                <urn2:juridicalSenderEnergyParty>
                  <urn2:Identification schemeAgencyIdentifier="9">641000000001</urn2:Identification>
                </urn2:juridicalSenderEnergyParty>
                <urn2:juridicalRecipientEnergyParty>
                  <urn2:Identification schemeAgencyIdentifier="9">640101020000</urn2:Identification>
                </urn2:juridicalRecipientEnergyParty>
                <urn2:PhysicalRecipientEnergyParty>

```


Dequeue ²

Annotation bullets

	Item	Component type	Note
1		Button	When you click this button the oldest message currently available in the Message Queue will be retrieved and will show all other fields.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

2		Button	When you click this button the peeked message will be removed from the Message Queue.
---	-----------------------------------------------------------------------------------	--------	---------------------------------------------------------------------------------------

Form fields

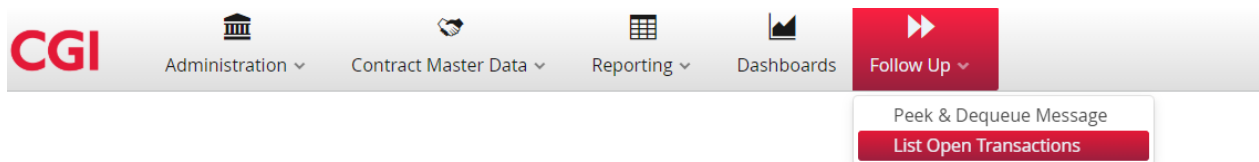
Field name	Input	Obligation	Notes
External Message ID	Text	Disabled	Unique identification of the message that has been retrieved from the Message Queue.
Queued Date Time	Text	Disabled	Date/time at which the retrieved message has been put onto the Message Queue.
Message	Text	Disabled	Content of the retrieved message.

5.2 Open Transactions: Search and List

List Open Transactions will display an overview of all relevant Open Transactions as registered at the time of processing for the Organisation involved. It means effectively that Business Transaction Dossiers are retrieved that hold BTS Steps for which inbound Messages are still anticipated. After being selected, an open Transaction can be (manually) followed up by entering the required input and submitting for further processing to complete the Business Process involved. Transactions that have been followed up successfully are removed from the list with open Transactions. The Market Operator can search/filter on an Organisation but cannot actually follow up open Transactions.

Navigation path to this webform:

- Hover over menu item **Follow Up**
- Select **List Open Transactions**



List Open Transactions ✕



Transaction Type	Business Process	Transaction Step	Due Date	Organisation *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Fingrid Oyj (64100"/>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">1 Clear</div> <div style="text-align: center;">2 Search</div> </div>

Annotation bullets

Item	Component type	Note
------	----------------	------

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi

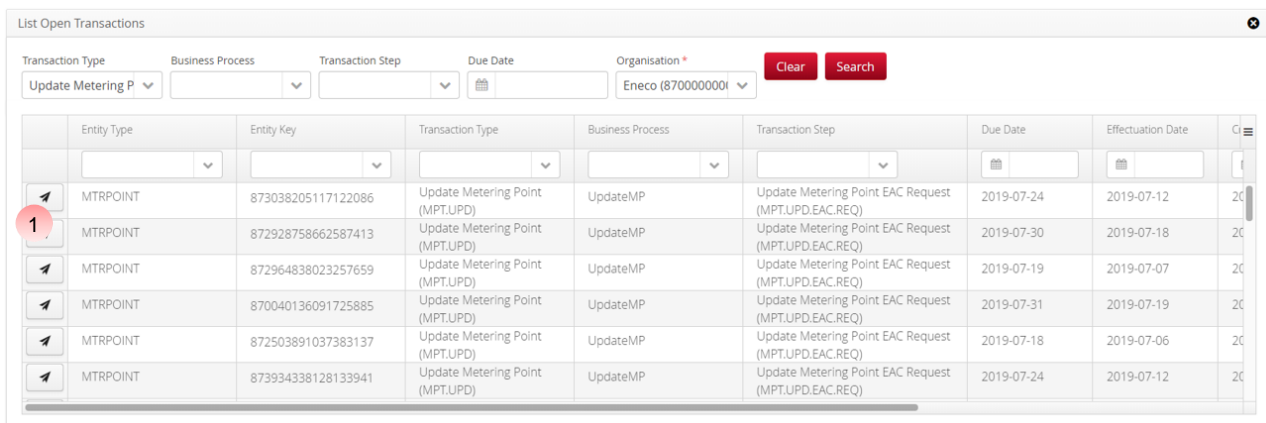
1		Button	<Clear> will undo any staged selection filters.
2		Button	When you click the 'Search' button staged filters will be validated and, if passed, trigger a search request after which the search filter results are displayed.

Form fields

Field name	Input	Obligation	Notes
Transaction Type	Dropdown	Optional	
Business Process	Dropdown	Optional	
Transaction Step	Dropdown	Optional	
Due Date	Date	Optional	Defines the date until which the Transaction must be received at the latest.
Organisation	Dropdown	Required	

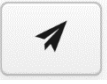
5.2.1 Search Results

Based on the filters, you will be presented with the results as shown below.



The screenshot shows a web interface titled 'List Open Transactions'. At the top, there are filter fields for Transaction Type (set to 'Update Metering P'), Business Process, Transaction Step, Due Date, and Organisation (set to 'Eneco (870000000)'). There are 'Clear' and 'Search' buttons. Below the filters is a table with columns: Entity Type, Entity Key, Transaction Type, Business Process, Transaction Step, Due Date, Effectuation Date, and a 'G' icon. The table contains several rows of transaction data, with the first row highlighted in red and a red circle around the first column icon.

Annotation bullets

	Item	Component type	Note
1		Button	Show Open Transaction: Will open a new panel or pop-up window with the (request) details of the Open Transaction that requires follow-up.

Form fields

Field name	Input	Obligation	Notes
Entity Type	Dropdown	Optional	
Entity Key	Text	Optional	Functional key(s) from instance of selected Entity Type.

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21	P.O.Box 530	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg
FI-00620 HELSINKI	FI-00101 HELSINKI			forename.surname@fingrid.fi www.fingrid.fi

Transaction Type	Dropdown	Optional	
Business Process	Dropdown	Optional	
Transaction Step	Dropdown	Optional	
Due Date	Date	Optional	Defines the date until which the Transaction must be received at the latest.
Effectuation Date	Date	Optional	
Created Date	Date	Optional	
Organisation	Text	Optional	
Market Role	Dropdown	Optional	

Fingrid Datahub Oy

Street address

Postal address

Phone

Fax

Business Identity Code

Läkkisepäntie 21
FI-00620 HELSINKI

P.O.Box 530
FI-00101 HELSINKI

+358 30 395 5000

+358 30 395 5196





FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Appendix A: Datahub Portal User, Using Buttons

There are three types of buttons:

4. Form buttons – used to perform a specific action on the webform. For example: Submit, Delete and Cancel.
5. Navigation buttons – used to navigate back to previous webform or forward to the next task.
6. Transactional buttons – starting a specific transaction on a data element.

The following table presents the form and navigation buttons you may need to use on the webforms:

Field	Icon/text	Notes
Search	Search	Searches and displays the results based on the filters you provided and given the dataset you are allowed to see.
Clear	Clear	Clears the filters on the search fields.
Update	Update	Takes you to the update webform of the associated item.
List BTDs	List BTDs	Takes you to the list BTB webform, displaying the BTB's of the associated item.
Submit	Submit	Submits the staged changes. Backend validation may trigger in submit and will require you to make changes until it passes the validation.
Cancel	Cancel	Discards the staged changes and returns you to the previous webform.
Delete	Delete	Deletes the current item. You will be prompted with a confirmation. On selecting 'Yes', the item will be deactivated. On selecting 'No', the action is cancelled. The system in principle never deletes anything from the database but puts either an stop-date or a final status to the data.
Close		Closes the current webform.
Dropdown		Shows the options of the Dropdown menu.
Open		Used in data tables. Opens 'View <item>' webform for following data table item.
Actions	 View BTB: Will open a new webform that displays the details of the BTB  Show Steps: Will display the BTB steps in the webform	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

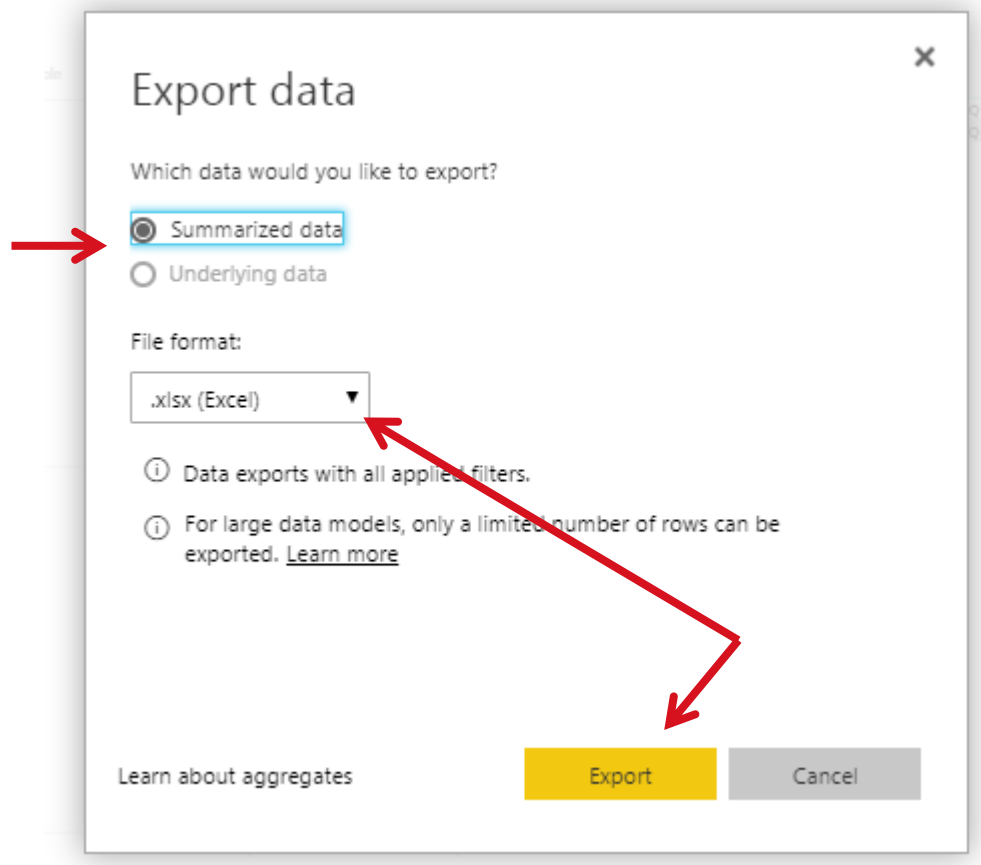
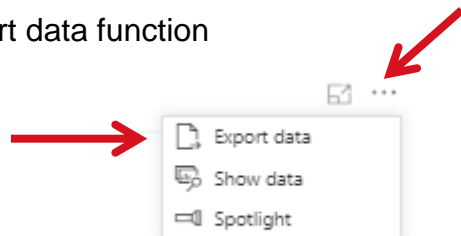
+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Appendix B: Export Data

Export data function



- You can choose to export the summarized or the underlying data
- Available formats are .XLSX and .CSV

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Appendix C: Datahub Manuals for Market Parties

There are the following extension Manuals in addition to the [Datahub GUI User Manual for Market Parties](#):

- Datahub Portal User Manual for Market Parties,
- Datahub MDM User Manual for Market Parties (Meter Data Management) and
- Datahub SMT User Manual for Market Parties (Settlement)

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Appendix D: Error Codes

Energy Time Series Processing

Error Code	Description	Remark
Message Validations		
EC-MDM-PMV-001	The number of transactions in the message is no more than cmsSdlTransMax .	cmsSdlTransMax default 10.000.
EC-MDM-PMV-002	The number of time series records in the message is no more than cmsSdlRecsMax .	cmsSdlRecsMax default 10.000.
EC-MDM-PMV-003	The number of positions for the reading values in the transaction shall be in line with the reported period and resolution.	
EC-MDM-PMV-004	The juridical sender / process role combination is a valid combination.	Combinations to be configured for a specific implementation.
Time Series Transaction Validations		
EC-MDM-PTV-001	The reported product type must be a valid domain value.	<p>Allowed product types:</p> <ul style="list-style-type: none"> UNKNOWN (Unknown); 8716867000030 (Active Energy); 8716867000139 (Reactive Energy (input)); 8716867000146 (Reactive Energy (output)); 8716867000047 (Reactive Energy (general / exchange points)). <p>Note that invalid domain codes will typically fail technical syntax check already.</p>
EC-MDM-PTV-002	The reported resolution (time step) must be a valid domain value.	<p>Allowed resolutions:</p> <ul style="list-style-type: none"> UNKNOWN (Unknown); PT1S (1 second interval); PT1M (1 minute interval); PT5M (5 minute interval); PT10M (10 minute interval); PT15M (15 minute interval); PT30M (30 minute interval); PT1H (1 hour interval); P1D (Daily); P1M (Monthly); P3M (Quarterly); P1Y (Yearly). <p>Note that invalid domain codes will typically fail technical syntax check already.</p>

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Error Code	Description	Remark
EC-MDM-PTV-003	The reported unit type (unit of measure) must be a valid domain value.	<p>Allowed unit types:</p> <ul style="list-style-type: none"> • UNKNOWN (Unknown); • KWH (Kilowatt hour (kWh)); • KVARH (Kilovolt-ampere reactive hour (kvarh)); • WH (Watt hour (Wh)); • MWH (Megawatt hour (MWh)); • GWH (Gigawatt hour (GWh)); • VARH (Volt-ampere reactive hour (varh)); • MVARH (Megavolt-ampere reactive hour (Mvarh)); • GVARH (Gigavolt-ampere reactive hour (Gvarh)). <p>Note that invalid domain codes will typically fail technical syntax check already.</p>
EC-MDM-PTV-004	The reported status/quality of a time series value must be a valid domain value.	<p>Valid status/quality values are:</p> <ul style="list-style-type: none"> • NONE (None (not reported)); • MISSING (Missing); • UNCERTAIN (Uncertain); • EST (Estimated); • CALC (Calculated); • OK (OK); • REVISED (Revised (corrected OK)); • PMISSING (Partial missing ("Z04" – only user responses, not stored); • 21 (Temporary ("21")); • 56 (Estimated, approved for billing ("56")). <p>Note that invalid domain codes will typically fail technical syntax check already.</p>
EC-MDM-PTV-005	SMP (metering point) must exist.	
EC-MDM-PTV-006	The physical status of the metering point must be in the list of allowed status.	Configurable list.
EC-MDM-PTV-007	The metering point type in the incoming transaction must match the metering point type of the stored metering point.	
EC-MDM-PTV-008	The MGA IN and MGA OUT elements in the message transaction shall be empty for non-exchange metering points.	
EC-MDM-PTV-009	The MGA IN and MGA OUT attributes in the message transaction shall correspond with the MGA IN and MGA OUT stored with the exchange metering point.	Either both elements match exactly, or they are exactly switched.
EC-MDM-PTV-010	The MGA in the incoming transaction must match the MGA of the stored metering point.	
EC-MDM-PTV-011	The settlement method in the incoming transaction must match the settlement method of the stored metering point.	

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Error Code	Description	Remark
EC-MDM-PTV-012	Metering data of the incoming transaction having active energy must have a matching active pre-existing channel for the period to which the time series data is reported.	Active energy: product type = 8716867000030 Matching means: <ul style="list-style-type: none"> Resolution: exact same resolution (time step); Unit of Measure: equal unit and same or suitable for conversion metric prefix (e.g. the stored UOM is kWh and the reported UOM is Wh, kWh, MWh or GWh).
EC-MDM-PTV-013	Metering data of the incoming transaction having reactive energy must have a matching active channel to which the time series data is reported or a pre-existing active energy channel with the same resolution must be active for the reported period.	A channel for reactive energy is automatically created based on the resolution of an active energy channel when time series data is reported. Reactive energy: product type = <ul style="list-style-type: none"> 8716867000139 or 8716867000146 for non-exchange metering points; 8716867000047 for exchange metering points.
EC-MDM-PTV-014	The reported unit of measure (UOM) must be equal to the UOM of the corresponding channel, or must be suitable for conversion based on the metric prefix.	
EC-MDM-PTV-015	The specified resolution must be an intraday time series resolution.	MDM does not (yet) support 'calendar based' resolution. Note: Depending on market implementation, the resolution could be limited in the schema definitions.
EC-MDM-PTV-016	The period (start time, end time), resolution (time step) must match the number of values/positions in the transaction.	
EC-MDM-PTV-017	Reporting metering data is limited for the future up to cmsSdiReadTsLimitFuture number of days.	cmsSdiReadTsLimitFuture = 0 (not allowed to send metering data for the future).
EC-MDM-PTV-018	Reporting metering data is limited for the past up to cmsSdiReadTsLimitPast number of months.	cmsSdiReadTsLimitPast = 72 (updates up to 6 years back in time are allowed).
EC-MDM-PTV-019	The metering point and channel must be valid for the full period being reported.	
EC-MDM-PTV-020	Multiple transactions in a single message shall not have an overlapping period for the same channel (combination of metering point, product type and direction).	To prevent race conditions / ambiguity. All overlapping transactions are rejected.
EC-MDM-PTV-021	The juridical sender (orgID) must match with the organisation responsible for reporting metering data (dsOID).	
EC-MDM-PTV-022	In a message transaction, each position – starting at 1 and incremented by 1 – shall be available.	
EC-MDM-PTV-023	The number of records in the time series transaction shall not exceed cmsSdiTransRecsMax .	Default value for parameter cmsSdiTransRecsMax is 10.000.
EC-MDM-PTV-024	The metering point is disabled for receiving time series.	The metering point is disabled for receiving time series.
Inbound Delegation Validations		

Fingrid Datahub Oy

Street address

Läkkisepäntie 21
FI-00620 HELSINKI

Postal address

P.O.Box 530
FI-00101 HELSINKI

Phone

+358 30 395 5000

Fax

+358 30 395 5196

Business Identity Code

FI27455435, VAT reg
forename.surname@fingrid.fi
www.fingrid.fi

Error Code	Description	Remark
EC-MDM-PDV-001	Juridical sender equals physical sender, or an active inbound delegation rule exists from the juridical sender to the physical sender and matches the mga and reason code (or applies to all).	
VEE (Validation, Estimation, Editing) Validations		
EC-MDM-VAL-QUAL	The status replacement of a reading value shall follow the predefined transitions (prevent a weaker status).	Exhaustive list of allowed transitions, <none> is considered not value reported at all (see table in 'Meter Data Reporting and Forwarding'). See 'VEE Rules: Search, Create, View, Update and Delete' for reference.
EC-MDM-VAL-RANGE-NEG	The reading value shall not be negative.	Fixed range check: <ul style="list-style-type: none"> Method = Lower; Lower Limit = 0. See 'VEE Rules: Search, Create, View, Update and Delete' for reference.
EC-MDM-VAL-RANGE-CAPACITY	The reading value of a metering point shall not exceed the capacity by a factor 10 (hourly) or factor 2,5 (15 minutes).	Include the interval in the Upper Limit: <ul style="list-style-type: none"> Method = Upper; PT1H: intv = 60, then Upper Limit = capacity * 10; PT15M: intv = 15, then Upper Limit = capacity * 2,5. See 'VEE Rules: Search, Create, View, Update and Delete' for reference.

Request Energy Time Series

Error Code	Description	Remark
Message Validations		
EC-MDM-RMV-001	The requested product type must be valid.	Verified against list of product types (active energy, etc.).
EC-MDM-RMV-002	The requested unit of measure must be valid.	Verified against list of UOM (kWh, kVAh, etc.).
EC-MDM-RMV-003	The requested product type and unit of measure must be a valid combination.	Metric variances of: <ul style="list-style-type: none"> Active energy: Wh; Reactive energy: VAh. e.g. kWh, MWh, kVAh, etc.
EC-MDM-RMV-004	Period end is greater than period start.	
EC-MDM-RMV-005	The organisation / process role combination is invalid.	The following combination are valid: <ul style="list-style-type: none"> DSO: MDR, ESC; Supplier: DDQ, ESC; Third Party: ESC.
EC-MDM-RMV-010	There should be data for the requested period to return a response message, otherwise an acknowledgement with error 'no data found' is returned.	

Fingrid Datahub Oy

Street address	Postal address	Phone	Fax	Business Identity Code
Läkkisepäntie 21 FI-00620 HELSINKI	P.O.Box 530 FI-00101 HELSINKI	+358 30 395 5000	+358 30 395 5196	FI27455435, VAT reg forename.surname@fingrid.fi www.fingrid.fi