



USER GUIDE

Version 1.5

1 WELCOME TO THE HELP PAGES

1.1 WELCOME TO THE HELP PAGES FOR CROPEX'S DAY AHEAD WEB APPLICATION

Where to Access Production System

You can access the Day Ahead Web Production system from: <https://dam.cropex.hr/>

Service Breaks

We reserved the time between 17:00 and 18:00 CET for potential service breaks. An operational message will follow on the homepage in case the service break is used.

Help Pages

Here you will find all information about:

- System Training Period
- User Manual with pictures and instructions
- Contact information
- Known Issues currently in the Member Testing version

2 DA-WEB MEMBER TESTING

2.1 HOW TO ACCESS THE TEST SYSTEM

URL

The Day Ahead Web test system can be accessed from here: <https://dam.preprod.cropex.hr>

Login

In order to login to the test system the digipass you use in production is needed. Please note that your digipass password is only valid for 30 seconds, so you may want to be sure you have all input data available before starting to type in any values.

You login almost the same way as in production:

- Digipass Username: Same as in production
- Digipass Key: Use your digipass and get a key
- Personal Username: TEST_"your personal username"
- Personal Password: Your personal password

Example:

Digipass Username: CROPEX

Digipass Key: 445566

Personal Username: TEST_CROPEX

Personal Password: Password

2.2 ISSUE REPORTING AND POSSIBLE IMPROVEMENTS DURING MEMBER TESTING

Issue Reporting

In case you experience strange behaviour or issues in the system that prevents you from doing your daily tasks, we encourage you to report this to us via the support@cropex.hr with a screenshot of problems in the system.

Ideas or Improvements

We would also like you to report possible new ideas or improvements.

To do this, please send us a message on support@cropex.hr.

2.3 TIPS IN THE SYSTEM DURING MEMBER TESTING PERIOD

Below you will find an overview of issues know that are currently in the system.

Tips

Category	What to do?
TIP: Cut&Paste Single Hourly Order	When trying to do a cut&paste into a Hourly Order and you have already heighted a Volume or Price Step
TIP: Browser Refresh	Browser Refresh, F5
TIP: Zoom setting	Browser Zoom Setting - Ctrl-0
TIP: Export to Excel	Export to Excel does not have correct formatting

3 INTRODUCTION

3.1 INTRODUCTION TO THE DAY AHEAD WEB APPLICATION AND KEY FEATURES

INTRODUCTION TO THE DAY AHEAD WEB APPLICATION

The Day Ahead Web application for trading on CROPEX's DAM. From here, members can easily enter and administer their orders as well as receive results for the day-ahead power market.

Members access Day Ahead Web by using a digipass security token combined with a personal password. All customers receive one or more tokens associated to different user groups with different user rights.

KEY FEATURES IN THE DAY-AHEAD WEB APPLICATION

Graphical Visualizations

- Order Overview screen - better management of portfolios and products
- Delivery Charts per Portfolio or Area
- Informative Application Bar
- Hover over functionality to see more information on the screen

Functionalities for efficient trading

- «Emergency button – easily copy all orders from a previous day
- Enhanced Reasonability check with user defined settings
- Streamlined user actions minimize time and effort to administer daily trades and reporting
- Filtering functions by Member, Portfolio, Area and Bidding Products
- Analytics tool to easily check the range of your orders visually

3.2 SYSTEM AND BROWSER REQUIREMENTS

Supported Browsers

The Day-Ahead Web application supports the following web browsers, but for best performance we recommend you to use either Chrome or Firefox.

- Chrome latest release
- Firefox latest release
- Internet Explorer 11, Internet Explorer 10, Internet Explorer 9

Settings requirements

- JavaScript needs to be enabled.
- Local Storage needs to be enabled.

Non-supported Browsers?

If you are using a browser which is not supported by the Day-Ahead Web system the following message will appear:

Day Ahead

Unsupported Browser

The application has not been tested in your browser so may not behave as expected. We have stopped you logging in to prevent any trading issues that might occur as a result.

We recommend using IE9+, Chrome or Firefox.



DIGIPASS

Username

Key



PERSONAL

Username

Password

[Forgotten your password?](#)

Log In

4 GETTING STARTED

4.1 LOGGING IN TO THE WEB APPLICATION

How to log in?

To login go to <https://dam.cropep.hr/>

1. Enter your digipass username in the upper field.
2. Enter your personal PIN code into the digipass device to obtain a valid numeric password, then enter your digipass code into the field below.
3. Enter your personal username and password into the fields "PERSONAL"
4. Click Login to access the day-ahead trading system

NOTE:

- Your digipass password is only valid for 30 seconds, so you maybe want to be sure you have all input data available before starting to type in any values
- It is wise to insert the digipass Key in the end so that the Key does not expire while typing in the other fields.

CROPEX
CROATIAN POWER EXCHANGE

Day Ahead

DIGIPASS
Username

Key

PERSONAL
Username

Password

[Forgotten your password?](#)

Log In

What does the different steps mean/do?

Digipass Username - this is the username of your digipass, this is case sensitive, and often this is written on the back of your digipass (e.g. CROPEX1)

Digipass Key - this is the 6-digit key you get when you type in your 4-digit pin on the digipass device (e.g. 221133)

Personal Username - this is the personal username and is not case sensitive (e.g. CROPEX1)

Personal Password - this is the password you have personally selected (e.g. DayAhead)

Problems logging in?

If you have problems logging in or you have forgotten your password, please contact CROPEX trading desk on +3851 55 66 70 or via e-mail on support@cropex.hr.

CROPEX
CROATIAN POWER EXCHANGE

Day Ahead

DIGIPASS

Username

Key

PERSONAL

Username

Password

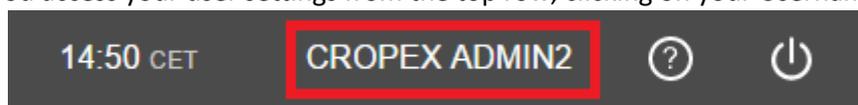
[Forgotten your password?](#)

Please contact support on +385 1 55 66 700

Log In

4.2 USER SETTINGS

You access your user settings from the top row, clicking on your Username.



Settings per computer and browser

Be aware that all settings are per computer setting and per browser, and not per user-setting. If you are using a different machine than normal you will have to remember to switch the settings accordingly. Also if you are using various browsers on the same computer the settings needs to be changed.

In case the local storage is cleared the User Settings will be returned to default settings (inactivity timeout and CET time zone).

After Browser Upgrades, we recommend that User Settings are double-checked.

Change passwords

From the User settings screen you can change your personal password for login.

Change Password

Current Password

New Password

Confirm New Password

Update Password

Preferences

Locale

Norway ▼

Dates Thu, 15 Jan 2015

Numbers 12 423,00

Time Zone

CET / CEST ▼

Time CEST

Session

Log out automatically after **15 minutes** of inactivity

Preferences

In order to ensure that the correct decimals separator is used by the system, you can select the Locale settings.

For example:

- If you have UK settings on your computer and in Excel, you will have "." as the decimal separator.
- If you have Norway as your Locale setting the system would use "," as decimal separator and not read your values from the UK formatted Excel sheet as numbers.
- You would then need to change the Locale setting to United Kingdom, so that the system settings are aligned with your local computer settings.

Time zone

In the User settings you may choose which time zone you would like the Day Ahead Web platform to use, either CET/CEST (Central European Time / Central European Summer Time) or GMT/BST (Greenwich Mean Time / British Summer Time).

The time zone influences:

- The time stamps displayed on the visualizations
- In the Excel-template an additional field is required for specifying the relevant time zone for the orders
- The time in the application bar will show which time zone that is selected.

4.3 INACTIVITY TIMEOUT

NB! Be aware that these settings are per-machine and not per user.

Inactivity timeout

- The Day Ahead Web platform has an automatically timeout if the user has been inactive for 15 minutes.

- The timeout can be disabled from the User Settings as shown below (unselect the Timeout setting to disable).

⚙ User Settings for CROPEX2 user

Change Password

Current Password

New Password

Confirm New Password

Update Password

Preferences

Locale

Norway ▾

Dates Thu, 15 Jan 2015
Numbers 12 423,00

Time Zone

CET / CEST ▾

Time CEST

Session

Log out automatically after **15 minutes** of inactivity

60 minutes Timeout

- After a 60-minute session, the system will display a window where it requests Digipass and Personal login information. The user needs to enter this information within 5 minutes, otherwise the system will automatically log out.

Your session will expire in 4 minutes and 6 seconds,
please login to continue.



DIGIPASS

Username

Key



PERSONAL

Username

Password

[Forgotten your password?](#)

Log In

4.4 INFORMATION MESSAGES

Toast Messages (Confirmation)

For several actions in the Day-Ahead Web system, a small green box will appear in the upper right corner for a short period. It will give you a confirmation that the action you just perform has succeeded. The following actions will give you a toast message:

- Copying from Excel
- Copying from Past

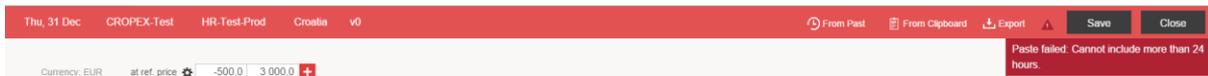
Example: Copying from Past

Currency: EUR	at ref. price	-500.0	0.0	0.1	10.0	10.1	3 000.0
Hour 1	00-01	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 2	01-02	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 3	02-03	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 4	03-04	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 5	04-05	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 6	05-06	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 7	06-07	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 8	07-08	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 9	08-09	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 10	09-10	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 11	10-11	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 12	11-12	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 13	12-13	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 14	13-14	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 15	14-15	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 16	15-16	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 17	16-17	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 18	17-18	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 19	18-19	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 20	19-20	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 21	20-21	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 22	21-22	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 23	22-23	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Hour 24	23-24	0.0	0.0	-5.0	-6.5	-8.0	-8.0
Sum		0.0	0.0	-120.0	-156.0	-192.0	-192.0
Min		0.0	0.0	-5.0	-6.5	-8.0	-8.0
Max		0.0	0.0	-5.0	-6.5	-8.0	-8.0

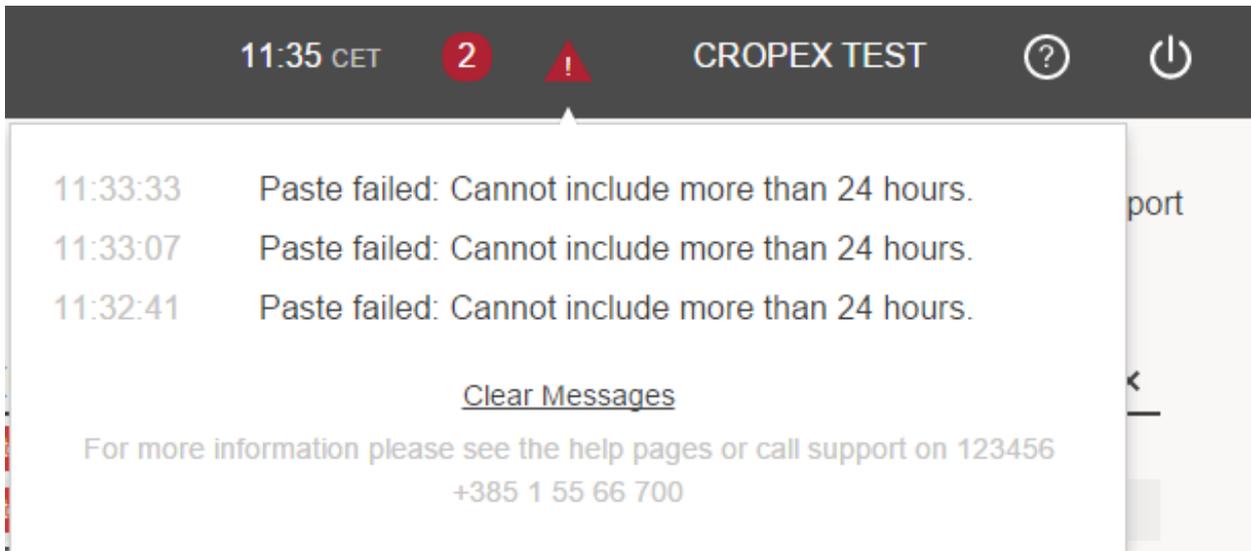
Error Messages (Rejection)

If you are trying to perform actions which are not supported by the Day-Ahead System, red error messages will appear in the right part of the screen, for a short period. All kind of actions not receiving your orders properly, or where product limitations are reached will give you the error message

Example: Trying to paste a Single Hourly Order that includes more than 24 hours.



A warning sign will also be displayed in the top bar, where you can click to see the latest error messages displayed. The warning-sign will keep the history of error messages displayed in the current session. You can clear the messages, and the warning sign will disappear from the Top Bar. The same warning sign will appear inside the Order Modal.



5 THE OVERVIEW

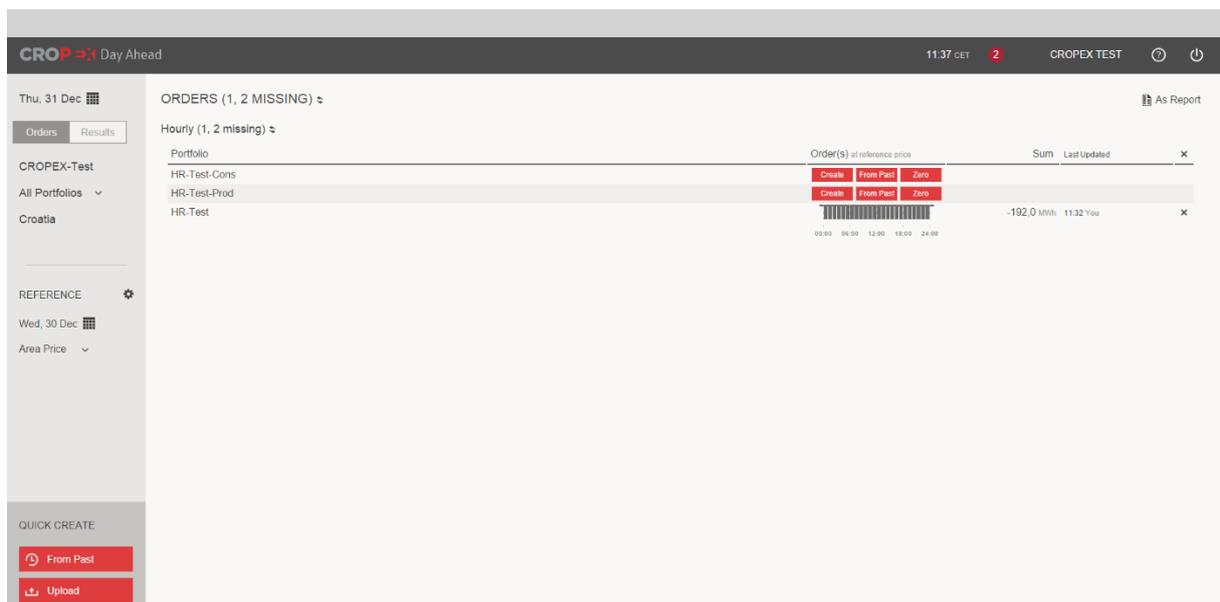
5.1 THE OVERVIEW SCREEN

Once logged in the following Overview Screen will be presented.

The Overview Screen provides quick access to more detailed overviews of all the order types. The overview screen displays all the orders that has been sent to, and are received by, the CROPEX trading system.

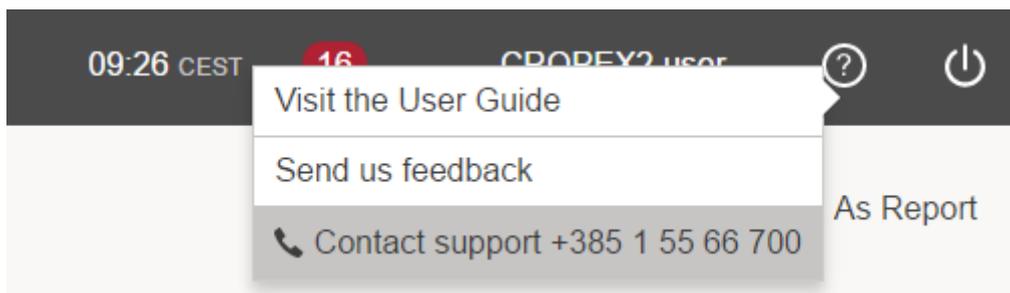
For more details on what information the Overview Screen gives you please see the relevant chapters:

- Header section
- Filter section
- Counting of Orders
- Create, From Past or Zero
- Reference Price and Graphics
- Quick Create
- Refresh buttons
- Issue and Improvement reporting



5.2 THE HEADER

The Header sections gives you the following information and actions:

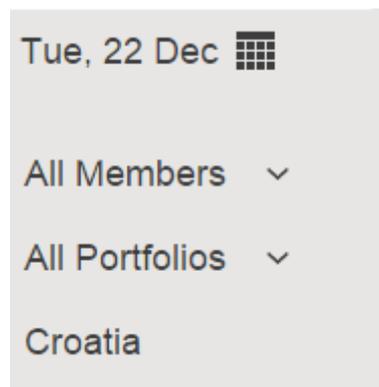


- Time in CET.
- The red circle with a number indicate how many Single Hourly Orders are missing. When you submit the missing order(s) the circle will disappear.
- The username of the user that has logged in is displayed. By clicking the name your User Settings are accessed.
- The question mark directs you to the Help pages of the Day-Ahead Web Application and to the feedback form.
- Logout button.
- If you have encountered any error messages, and red warning sign will appear. For more information about this go to “INFORMATION MESSAGES”.

5.3 FILTERS

The Filter section is placed on the left-side of the screen and is always available. It is possible to filter on:

- Date
- Member
- Portfolios
- Areas

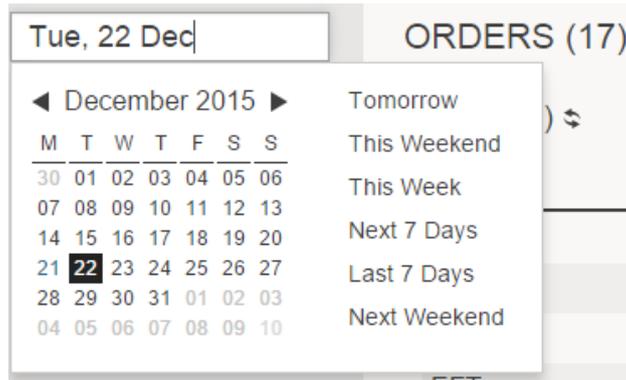


Date filter

The date filter will allow the trader to easily move between different dates to review and place orders.

As default, the application will show the following day, however it is possible to choose any consecutive day within the open period for bidding from the date picker. It is also possible to choose historic dates to view the bids entered and the results.

To view bids for entire periods choose from the specified short-cut selections in the right hand side of the date picker menu.



Portfolio filter

By clicking on the Portfolio filter you will see which Portfolios you have access to from your digipass.

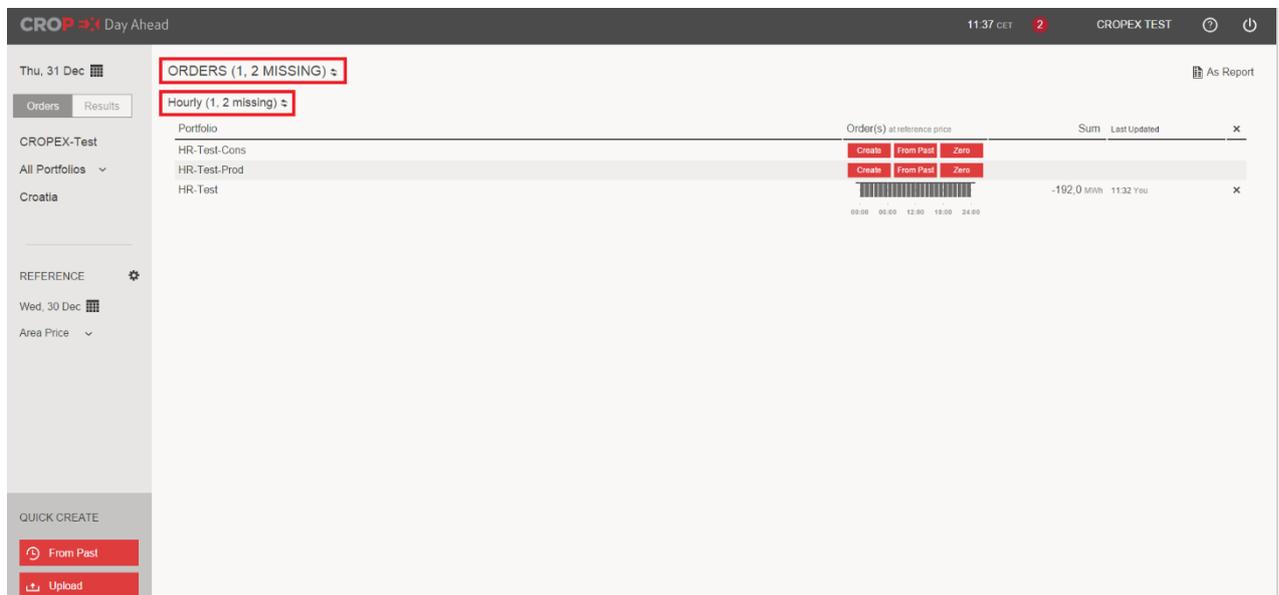
Area filter

By clicking on the Area filter you will see which bidding areas you have portfolios available in.

5.4 ORDER COUNTING

To easily keep track of the placed and missing orders there are different order counters on the overview page.

- Overall orders: The total count of all Order types is displayed on the top of the Overview screen
- Hourly orders: The total count of accepted orders, and displaying how many orders that are missing. The Hourly Orders are displayed in the table below with one row per Order placed.



5.5 CREATING OPTIONS FROM THE OVERVIEW SCREEN

Single Hourly Orders

The Hourly order overview will alert to any missing orders.

To create the missing order from the missing overview page there are three alternatives.

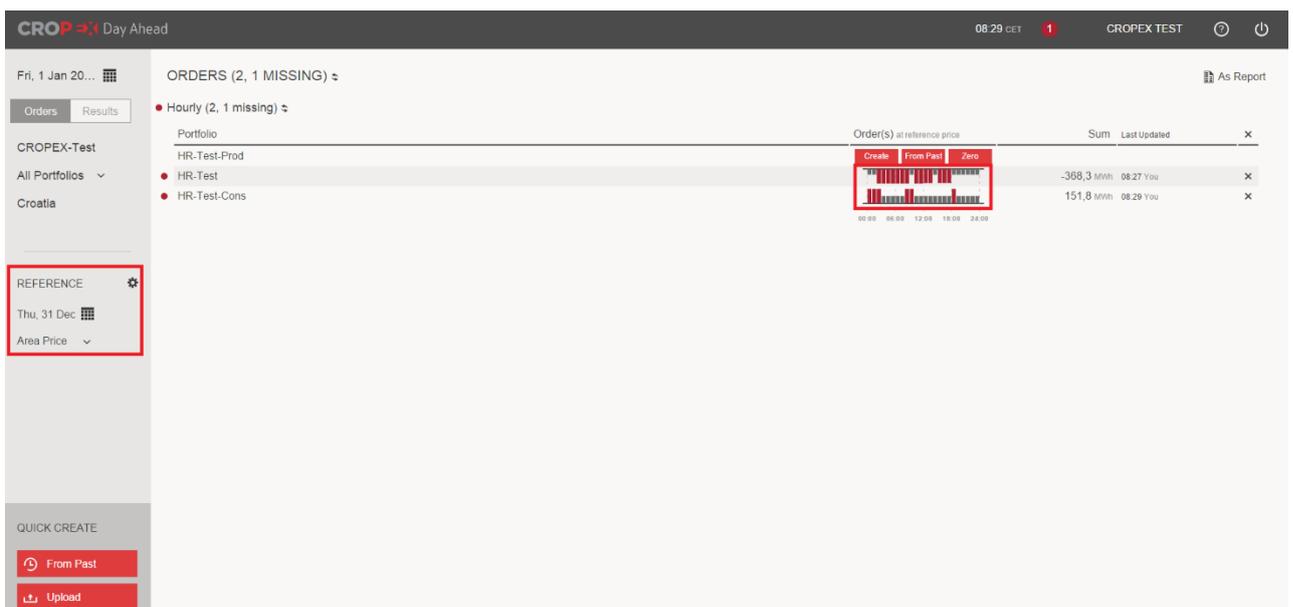
- “Create”: will open the Single Hourly Order entry screen. For more information about creating Single Hourly Order go to “HOW TO PLACE A SINGLE HOURLY ORDER”.
- “From Past”: will direct you to the screen for quickly and easily copy an order from past to the selected portfolio and area. For more information about the "From Past" functionality go to “COPYING SINGLE HOURLY ORDERS FROM PAST”.
- "Zero": will create an order with zero volume in one click. If you are not submitting any volume on a portfolio for one day this is a preferred actions, as the Trading Desk will not have to contact you and ask if you have forgotten to place the order.



5.6 REFERENCE PRICE AND GRAPHICS

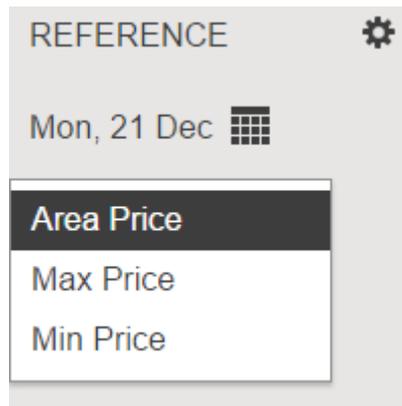
On the overview page, all orders are displayed graphically using a user-defined set reference price.

The Reference Price is used as a basis for comparing the orders places today with previously placed orders, and for use when giving you a graphic representation of what your realized volume would be if the area prices are similar to the selected reference day.



Setting the reference date

- In the Reference-section, choose the date you want to use as a reference day for the prices. Today's prices will be used as default when placing orders for tomorrow.
- Select the price type you want to use as a reference price. The Graphics will then be displayed based on the choice of price. Selecting Max Price would compare the volume placed at the Max price on a portfolio/area pair today, with the order placed on the same portfolio on the previous day.
- Note: The Reasonability check is only configured for Area Prices.



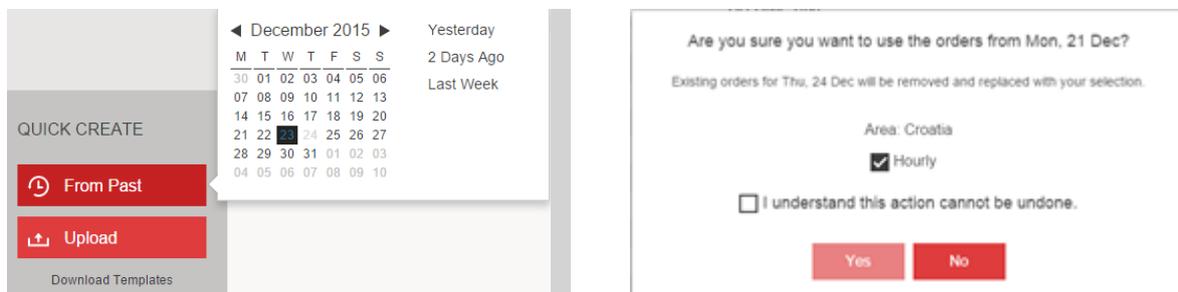
Single Hourly Orders

The Graphics for the Single Hourly Orders are shown with sales volumes being displayed as volume bars below the zero line and purchase volumes being displayed as volume bars above the zero line.

5.7 QUICK CREATE

The Quick Create section in the lower right corner gives you the option to easily copy all orders from another day onto the selected date.

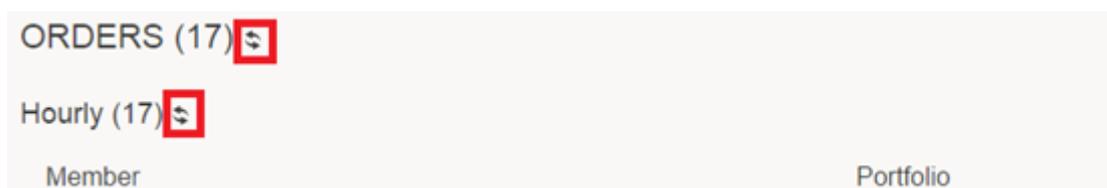
1. Click on "From Past"
2. In the calendar, select the day you want to copy orders from
3. You will be asked to confirm that you want to copy the selected date's orders onto the specified date (which is selected from the Date filter).
4. To apply the copying, tick of the box and press "Yes".
5. All your copied Orders will be displayed in the Overview screen.



5.8 REFRESH BUTTON IN OVERVIEW SCREEN

On the Overview screen you will see several Refresh buttons. The Refresh buttons can be used to refresh the page which will load potential newer orders, for example if another user in your company has entered orders while you have been logged in.

1. Next to the header Orders - this button refreshes all Order types
2. Next to Hourly Order - this button refreshes only the selected Order type



6 SINGLE HOURLY ORDERS

6.1 THE TOP ROW EXPLAINED

Before any editing of Orders is performed

The different buttons on the top row performs the following actions:

- From Past: Allows you to copy a Single Hourly Order from a previous day, for more details go to "COPYING SINGLE HOURLY ORDERS FROM PAST".
- From Clipboard: Will paste the values you currently have selected in your computer's clipboard
- Export: Will export the Single Hourly Order you have on the screen to a csv.file
- Close: Will close the dialog with no changes to current order(s)



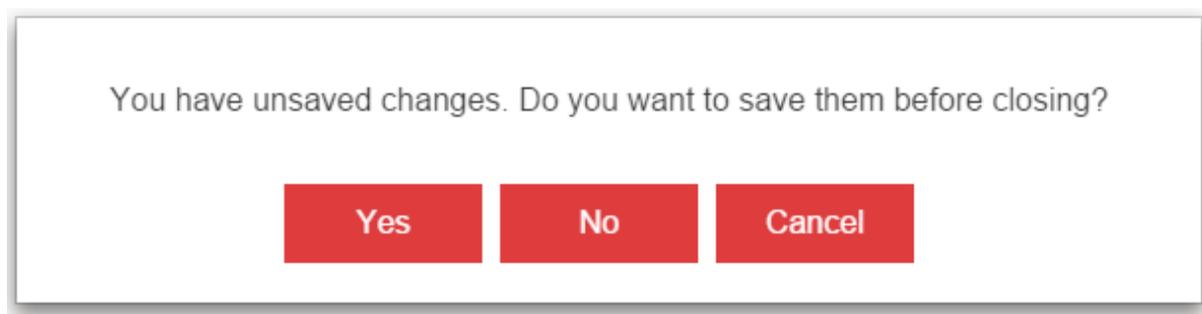
After editing of Orders is performed

The different buttons on the top row performs the following actions:

- From Past: allows you to copy a Single Hourly Order from a previous day, for more details go to "COPYING SINGLE HOURLY ORDERS FROM PAST".
- From Clipboard: will paste the values you currently have selected in your computer's clipboard
- Export: Will export the Single Hourly Order you have on the screen to a csv.file
- Save: Saves and applies the changes to the Order(s)
- Close: Will close the dialog, and prompt you with a confirmation window asking you what to do with the changes you have made to the order



- Yes: Will save and apply the changes you made to the Order(s)
- No: Will close the dialog and not save the changes you have made to the Order(s)
- Cancel: Will keep the dialog open and let you continue the editing.



6.2 HOW TO PLACE A SINGLE HOURLY ORDER

1. Find the relevant day, Member, Portfolio and Area in the Overview screen
2. Click on "Create" and the Single Hourly Order Edit screen will open
3. You can now type in volume values in the matrix
4. To add more price steps, click on the + sign

- To remove price steps, use click on the column and use the X-sign on the top of the selected column.

Hour	at ref. price	-500,0	3 000,0
Hour 1			
Hour 2			
Hour 3			
Hour 4			
Hour 5			
Hour 6			
Hour 7			
Hour 8			
Hour 9			
Hour 10			
Hour 11			
Hour 12			
Hour 13			
Hour 14			
Hour 15			
Hour 16			
Hour 17			
Hour 18			
Hour 19			
Hour 20			
Hour 21			
Hour 22			
Hour 23			
Hour 24			
Sum	-	0,0	0,0
Min	-	0,0	0,0
Max	-	0,0	0,0

- When you have edited the bid, you get the option to "Save" or to "Cancel" in the upper-right corner
 - Save: You will send the bid to CROPEX
 - Cancel: You will leave the editing page and be directed back to the Overview screen without any changes to your Single Hourly Order

Hour	at ref. price	-500,0	3 000,0
Hour 1		23,0	20,0
Hour 2		22,0	20,0
Hour 3		20,0	20,0
Hour 4			
Hour 5			
Hour 6			
Hour 7			
Hour 8			
Hour 9			
Hour 10			
Hour 11			
Hour 12			
Hour 13			
Hour 14			
Hour 15			
Hour 16			
Hour 17			
Hour 18			
Hour 19			
Hour 20			
Hour 21			
Hour 22			
Hour 23			
Hour 24			
Sum	-	65,0	60,0
Min	-	20,0	20,0
Max	-	23,0	20,0

6.3 COPYING SINGLE HOURLY ORDERS FROM PAST

- In the Single Hourly Order Edit screen click on the "From Past" icon in the top row



- A calendar will pop-up. Select the delivery date you want to copy a Single Hourly Order from. (Here: 31 December)
- The Single Hourly Order from the selected delivery date will be displayed.
- To copy this Single Hourly Order on to today's date (Here: 1 January), click "Use" and the old Order will be displayed on today's delivery date. If you want to cancel the process, click "Cancel".
- You will be directed back to the Single Hourly Order Edit Screen, and a green toast message will inform you that the copying from the selected date succeeded.
- Click "Save" to apply the changes. For more information about the top row actions, please see here.

Removing several Single Hourly Orders at the same time

1. If you want to remove all the Single Hourly Orders shown by the filter-selection you can use the X on the header
2. A confirmation window will pop-up and ask you to confirm if you want to remove all these Single Hourly Orders. When clicking "Yes" the Orders will no longer be retrievable.

6.6 EDITING A SINGLE HOURLY ORDER

1. On the Overview screen, click on the row containing the relevant Member, Portfolio and Area, and the Single Hourly Order Edit screen will open
2. You may then either edit volume values or price steps manually by clicking at the different cells, and type in new values OR you can copy from Excel in the same way as explained at "COPYING A SINGLE HOURLY ORDER FROM EXCEL".

6.7 VERSION HISTORY OF SINGLE HOURLY ORDERS

When opening the Single Hourly Order Edit screen you will see the Latest version.

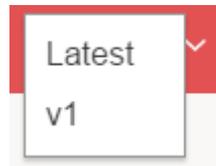
Latest

The version number will increase when you edit the order inside the system.

Currency: EUR		at ref. price	-500,0	0,0	-5	10,0	10,1	3 000,0	+
Hour 1	00-01		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 2	01-02		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 3	02-03		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 4	03-04		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 5	04-05		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 6	05-06		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 7	06-07		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 8	07-08		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 9	08-09		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 10	09-10		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 11	10-11		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 12	11-12		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 13	12-13		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 14	13-14		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 15	14-15		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 16	15-16		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 17	16-17		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 18	17-18		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 19	18-19		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 20	19-20		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 21	20-21		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 22	21-22		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 23	22-23		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Hour 24	23-24		0,0	0,0	-5,0	-6,5	-8,0	-8,0	
Sum			0,0	0,0	-120,0	-156,0	-192,0	-192,0	
Min			-	0,0	-5,0	-6,5	-8,0	-8,0	
Max			-	0,0	-5,0	-6,5	-8,0	-8,0	

A cancelled trade does not show as a version.

If you press on the versions in the modal's top row then you can see the different versions and their version number. You can view the different versions by clicking on the corresponding number.



Note:

- Only the latest version is active in the auction.
- You cannot reuse or export a previous version it can only be viewed in the application.
- A cancelled trade does not show as a version.

6.8 REFRESH BUTTON IN SINGLE HOURLY ORDER SCREEN

A red Refresh button will appear inside the Single Hourly Order Screen if another User in your company has submitted an order meanwhile you are watching/editing the Order.

What will happen in the different situations is described below the picture in Case 1 and Case 2.

A screenshot of a web application interface. At the top, there is a red navigation bar with the text 'Thu, 31 Dec', 'CROPEX-Test', 'HR-Test', 'Croatia', and 'v3'. On the right side of this bar are several buttons: 'Refresh', 'From Past', 'From Clipboard', 'Export', 'Save', and 'Close'. Below the navigation bar is a table with columns for 'Currency: EUR', 'at ref price', and numerical values. The table has 24 rows labeled 'Hour 1' through 'Hour 24', plus a 'Sum', 'Min', and 'Max' row. The 'at ref price' column has a red 'x' icon next to it. The 'Refresh' button is highlighted in red.

Case 1: You want to view the latest Order version

If, for example, another users places an Order while you are watching/editing the Order the Refresh-button will appear on your screen. If you click the Refresh-button the newest Order which is submitted by the other user will be displayed.

If you have already edited the order, and not yet saved the order, and the Refresh button appears, you can click the Refresh-button but the system will then prompt you with the following window.

YES: You will lose the modifications you have done

NO: Will take you back to the screen with the possibility to click Refresh again, or to Save (see Case 2 for what will happen then)

After you have refreshed, you will see that the Order version number has increased.

The modifications you have made will be lost and you will see the latest, saved order version. Are you sure you want to refresh?

Yes

No

Case 2: You disregard the Refresh-button and Click Save

If you have already done modifications to the current Single Hourly Order, and you disregard the Refresh-button and click Save, the system will prompt you with the following window.

YES: Will save the modifications you have done

NO: Will take you back to the Order where you can refresh the order to see the newest Order version

The order you are saving will overwrite an order version you have not yet seen. Are you sure you want to save?

Click No to return to the order, where you can refresh the order.

Yes

No

7 REASONABILITY CHECK

7.1 REASONABILITY CHECK

What is the Reasonability Check?

The Reasonability Check is a tool used for checking that the orders you have placed for the next day do not deviate more than acceptable from the orders placed on a previous reference day. The reference day you select will be the day which the orders from the current date will be compared against. The Reasonability check is currently only set to be working for Area Price. For more information about setting the reference date go to "REFERENCE PRICE AND GRAPHICS".

The Reasonability Check compares the volume in the selected day's order at the reference day's area price, with the realized volume of the reference day.

How does the Reasonability Check work?

You can set user-defined limits for when you want the Reasonability Check to give you an alert. If the deviations between the orders placed for the current day compared to the reference day, the Reasonability Check will alert you in three ways:

Showing you red bars in the Graphics

1. Showing a red dot on the left side of the row contain the order.
2. A red dot will be displayed in the header of the Order type. This is useful in case your filter selection does not show the row with the deviating order.

Details on how to set the user-defined limits for the Reasonability Check can be found [here](#).

How can I see how much the volume in my orders deviates, and how to approve the deviations?

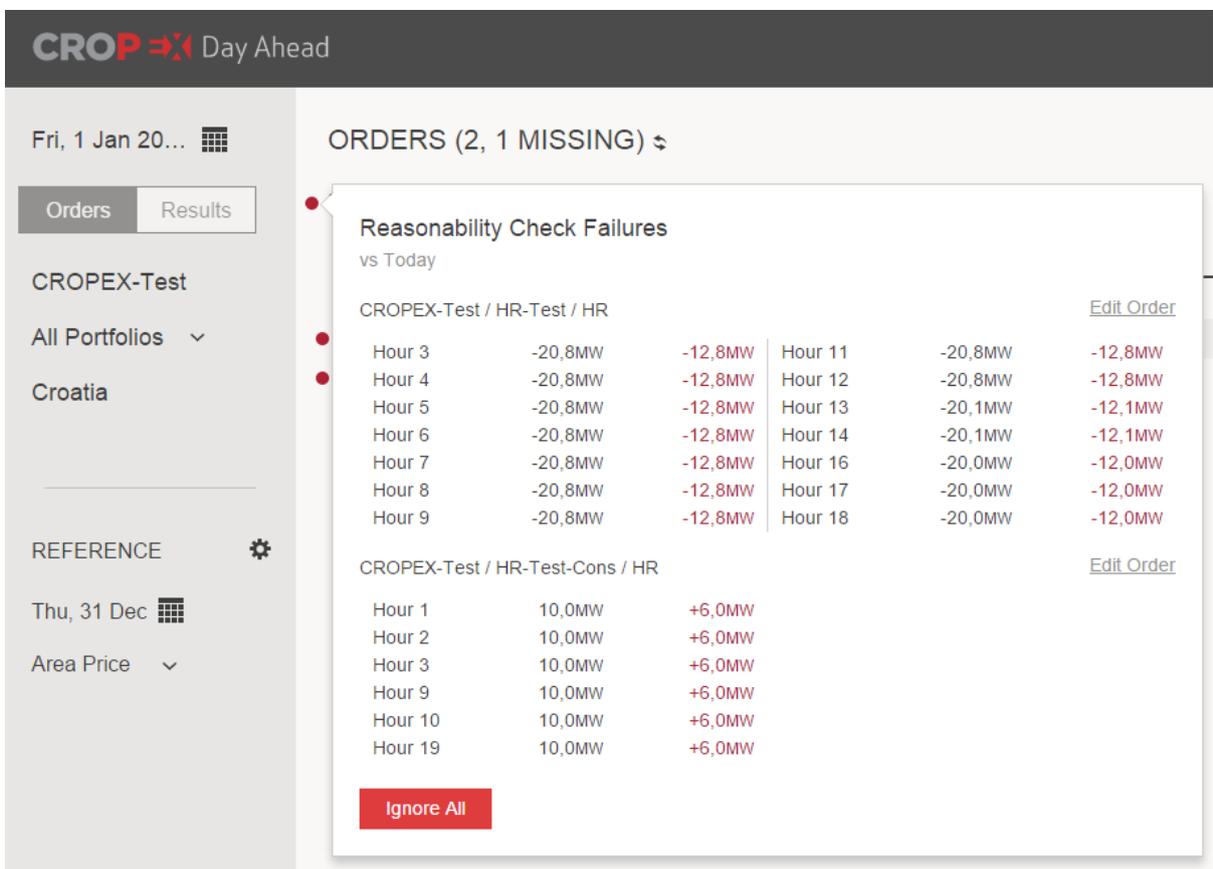
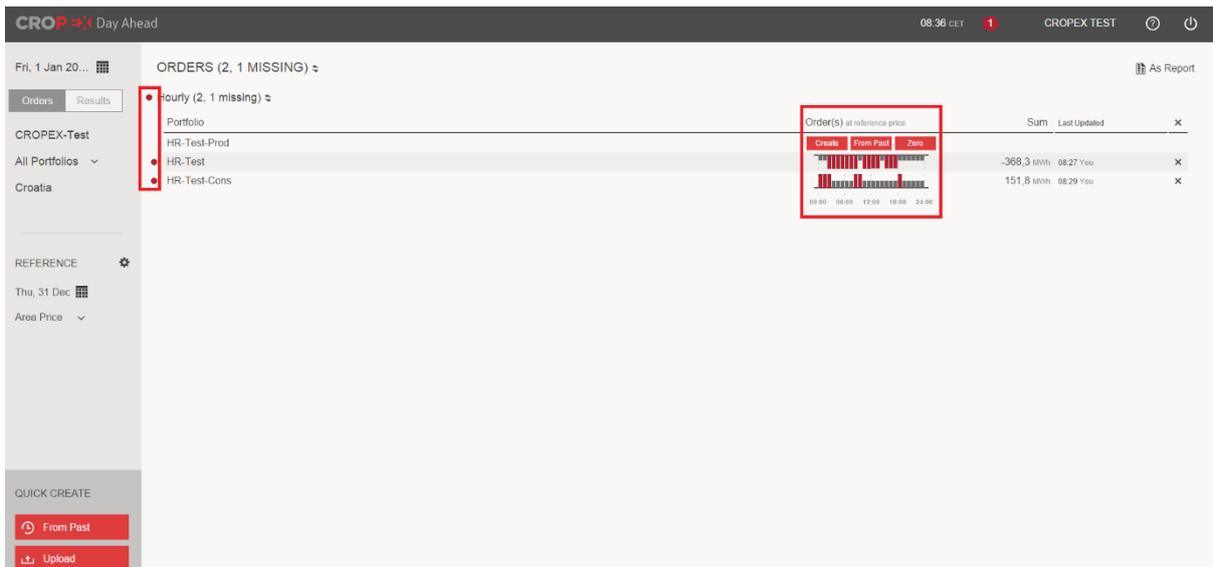
The details of the Reasonability Check deviations can be seen by clicking on the different red dots that are displayed on the screen.

1. Clicking on the red dot in the header of the Order type will give you a summary of all deviations on all your portfolios.
2. Clicking on the red dot on the left side of the row will only give you the details of the deviations linked to that specific portfolio and area.

From each red dot you have two options:

- a) Ignore: Meaning that you accept the deviations and leave the order as it is for the day-ahead auction.
- b) Edit Order: This will direct you to the Edit screen where you can make changes to your order if you see that there is an error.
- c) Ignore all: (only from the header of the Order type) meaning that you accept all deviations in one action.

For Single Hourly Orders: you also open the order and in the edit screen you will see the deviations on the left of the price matrix.



7.2 USER SETTINGS FOR REASONABILITY CHECK

The first time using the reasonability check user limits has to be defined per portfolio area. The functionality can be switched on and off per portfolio.

Setting the Reasonability Limits

1. Filter down to one portfolio and one area
2. Turn the Reasonability check ON, or OFF if you do not want warnings on deviations in your orders

3. Choose your limits for Hourly orders and Total Delivery. The Limits can be set in MW and/or percent. If both limits are set, the Reasonability check will use the strictest limit.
4. To apply the settings, click on the little wheel and if deviations are larger than your limits the relevant bars in the graphics on the Overview screen will now be displayed as red.

Note: The Total delivery settings will not be in use for the first release of the system. This will be implemented at a later stage, so filling out the fields do not have any effect on the reasonability check.

The screenshot shows a user interface for managing orders. On the left, there's a sidebar with navigation options: 'Orders' (selected), 'Results', 'CROPEX-Test', 'HR-Test', 'Croatia', and 'REFERENCE'. A date 'Thu, 31 Dec' is shown at the top left. The main area displays 'ORDERS (1 OF 2, 1 MISSING)' and a sub-section for 'Hourly (1 of 2, 1 missing)'. Below this is a bar chart titled 'Order(s) at reference price' with an x-axis from 00:00 to 24:00. A settings popup is open, showing 'Reasonability Check' set to 'OFF' and limits for 'Hourly orders' (3,0 MW or 20%), 'Block orders' (empty), and 'Total delivery' (10,0 MW or 20%). A 'Reset' link is also visible.

NOTE! Once the limits are set, the reasonability check will use the limits until they are changed.

8 TRADE RESULTS AND REPORTS

8.1 HOW TO ACCESS TRADE RESULTS

From the Overview screen you will see the "Results" button being greyed out if Trade Results are not available for the selected day. Once Trade Results are available the "Results" button will be white and clickable.

What do I see on the Trade Results Overview screen?

The first page will show you the total realized volume aggregated on a Member and Area level for all Order types, shown per hour and also the total sum over the 24 hours.

If you click the arrow to the left the Member will expand with showing the available portfolios in the selected area, and the corresponding total realized volume on the portfolio for all Order types.

Member	Area	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Sum
▼ CROPEX-Test	HR	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-96.0 MWh
HR-Test		-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-192.0 MWh
HR-Test-Cons		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	96.0 MWh

How do I see more details about my Trade Results?

From the Overview screen you have two options on how to access the details about our Trade Results:

1. Click on the row with the Member name will show you the Trade Results on a Member and Area level. For more information about what you see on this screen go to "TRADE RESULTS ON MEMBER AND AREA LEVEL".
2. Click on the row with the portfolio name will show you the Trade Results on a Portfolio and Area level.

Member	Area	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Sum
▼ CROPEX-Test	HR	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-4.0	-96.0 MWh
HR-Test		-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-8.0	-192.0 MWh
HR-Test-Cons		4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	96.0 MWh

8.2 TRADE RESULTS ON MEMBER AND AREA LEVEL

The page will display:

- The total realized volume for the relevant area
- The area price which represents the CROPEX day ahead price per hour

Thu, 31 Dec CROPEX-Test All Portfolios Croatia Export Close

Schedule Blocks Flexible Hourly

Hours	Price EUR	Total Volume	Total MW	Sys. Price EUR
Hour 1 00-01	250,02		-4,0	9,34
Hour 2 01-02	250,02		-4,0	8,18
Hour 3 02-03	250,02		-4,0	7,60
Hour 4 03-04	250,02		-4,0	7,91
Hour 5 04-05	250,02		-4,0	8,38
Hour 6 05-06	250,02		-4,0	9,93
Hour 7 06-07	250,02		-4,0	12,79
Hour 8 07-08	250,02		-4,0	13,44
Hour 9 08-09	250,02		-4,0	13,81
Hour 10 09-10	250,02		-4,0	13,76
Hour 11 10-11	250,02		-4,0	13,67
Hour 12 11-12	250,02		-4,0	13,59
Hour 13 12-13	250,02		-4,0	13,29
Hour 14 13-14	250,02		-4,0	13,14
Hour 15 14-15	250,02		-4,0	13,17
Hour 16 15-16	250,02		-4,0	13,48
Hour 17 16-17	250,02		-4,0	13,74
Hour 18 17-18	250,02		-4,0	13,78
Hour 19 18-19	250,02		-4,0	13,48
Hour 20 19-20	250,02		-4,0	13,03
Hour 21 20-21	250,02		-4,0	12,65
Hour 22 21-22	250,02		-4,0	12,40
Hour 23 22-23	250,02		-4,0	11,23
Hour 24 23-24	250,02		-4,0	9,29

avg 250,02 sum -96,0 avg 11,88

8.3 ORDER AND RESULTS - EXPORTING FUNCTIONALITY

To get a report of the orders you have entered, you can use the Export-functionality for each portfolio and area combination on Single Hourly Order Modal.

The exported file will be in csv-format and provide you with the time stamp of when the file was exported.

The exported file is in the same format as the template, so that you can easily mark the relevant fields and copy-paste the order again to another portfolio, or modify it and copy-paste it again.

Example from the Single Hourly Order Modal

Thu, 31 Dec CROPEX-Test HR-Test Croatia v3 Export Close

Currency: EUR at ref. price

	-500,0	0,0	0,1	10,0	10,1	3 000,0
Hour 1 00-01	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 2 01-02	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 3 02-03	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 4 03-04	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 5 04-05	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 6 05-06	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 7 06-07	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 8 07-08	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 9 08-09	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 10 09-10	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 11 10-11	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 12 11-12	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 13 12-13	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 14 13-14	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 15 14-15	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 16 15-16	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 17 16-17	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 18 17-18	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 19 18-19	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 20 19-20	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 21 20-21	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 22 21-22	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 23 22-23	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 24 23-24	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Sum	-	0,0	-120,0	-156,0	-192,0	-192,0
Min	-	0,0	-5,0	-6,5	-8,0	-8,0
Max	-	0,0	0,0	-5,0	-6,5	-8,0

Excel-file looks like:

Type	Hourly					
Exported At	30/12/2015 13:59 CET					
Date	31/12/2015					
Member	CROPEX-Test					
Portfolio	HR-Test					
Area	Croatia					
Currency	EUR					
Price Steps	-500,0	0,0	0,1	10,0	10,1	3000,0
Hour 1	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 2	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 3	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 4	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 5	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 6	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 7	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 8	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 9	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 10	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 11	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 12	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 13	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 14	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 15	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 16	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 17	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 18	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 19	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 20	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 21	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 22	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 23	0,0	0,0	-5,0	-6,5	-8,0	-8,0
Hour 24	0,0	0,0	-5,0	-6,5	-8,0	-8,0



8.4 MISSING ORDER

After the Trade Results are published, you can go back and look at the Orders you placed before Gate Closure.

You can there see a status "Missing Order". This means that you did not place any kind of order, not zero order nor an order with values on that portfolio/area combination.

ORDERS (2, 1 MISSING) ↕			
Hourly (2, 1 missing) ↕			
Portfolio	Order(s) at reference price	Sum	Last Updated
HR-Test-Prod	Missing Order		
HR-Test		-192,0 MWh	13.07 CROPEX Status
HR-Test-Cons		0,0 MWh	13.07 CROPEX Status
	00:00 06:00 12:00 18:00 24:00		

9 PROBLEM SOLVING

9.1 QUICK TASK LIST FOR SOLVING PROBLEMS WITH THE TRADING SYSTEM

1. Check if there are market messages on planned maintenance of the Day Ahead system.
2. Log out of Day Ahead Web and log in again.
3. Test your internet connection by going to another webpage.
4. If possible, contact your IT staff to find out if any changes have been done to your network security settings. The most common causes for problems are firewall and/or proxy server settings. Also make sure you have the right to access: <https://dam.cropex.hr>.
5. Call the DAM trading desk at +385 (0)1 55 66 700.

9.2 HOW TO REPORT AN ISSUE AND PROVIDE FEEDBACK

Please report any issues or provide us feedback on support@cropex.hr

10 DST

10.1 LONG CLOCK CHANGE

10.1.1 OVERVIEW AND GRAPHICS ON DST LONG

During the Autumn Daylight Saving Time long clock change, you can place orders on 25 individual hours.

The additional hour is named hour 3b.

On the overview page, all orders are displayed graphically using a user-defined reference price, however for the DST long day there is no area reference price for hour 3b and the column is shown completely black for this hour.

Using the Max and Min price as reference will give the corresponding volume in the graph for hour 3b.

10.1.2 SINGLE HOURLY ORDERS ON DST LONG

Placing a Single Hourly order on DST long

The hour from 02-03 is called hour 3a and the additional DST hour from 02-03, has been added to the matrix and, is called hour 3b as shown below.

Place the order as normal including this extra hour.

When copying a Single Hourly Order from a template or excel sheet, make sure that you have included hour 3b.

Copy in 25 hours in total.

Copy from past to DST long day

When copying from past an information message will appear informing that hour 3b will be left blank.

Hour 3b can be filled in manually.

10.2 SHORT CLOCK CHANGE

10.2.1 OVERVIEW ON DST SHORT

During the spring Daylight Saving Time short clock change, you can only place orders on 23 individual hours since hour 3 is removed.

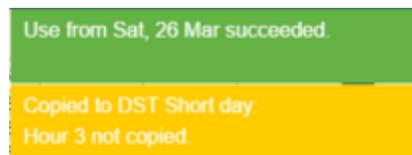
On the overview page, all orders are displayed graphically using a user-defined reference price, however for DST short the bar graph for hour 3 is empty since there are no bids spanning this hour.

10.2.2 SINGLE HOURLY ORDERS ON DST SHORT

Placing a Single Hourly Order on DST Short

The Single Hourly Order matrix looks exactly as before, but hour 3 is removed. Uploading files or copying bids from Excel also works as before, but remember to remove hour 3 (note that just leaving hour 3 blank will not work, your clipboard can maximum contain 23 cells). If you try to copy from Excel, or uploading an Excel file containing more than 23 hours, you will get an error message.

Copy From Past to DST Short



When copying from past, hour 3 will be removed from the bid you are copying. An information message will appear informing that hour 3 is removed.

11 CONTACT INFORMATION

If you have any questions, please do not hesitate to contact our Trading Desk which operates every day from 8:00 CET to 16:00 CET.

Phone: +385 (0)1 55 66 700

E-mail: support@cropex.hr