User Manual for Online Benchmarking Platform

Author: RMSI

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1. INTRODUCTION

The Online Benchmarking Platform (OBM) will be used for strategic, tactical & operational planning and the development of performance improvement plans. The Online Benchmarking Platform can be foreseen as a robust system, in which data input will be possible, support the planning, implementation, analysis report generation and monitoring of multi-objective activities. It will perform the functions of-

- Data Input Interface related to Activity
- Data Verification
- Monitoring Interface
- Data reporting tool with external format

2. GLOSSARY

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<td>Pacific Power Association</td>
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<td>2</td>
<td>OBM</td>
<td>Online Benchmarking Platform</td>
</tr>
<tr>
<td>3</td>
<td>ToR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>4</td>
<td>UNA</td>
<td>User Needs Assessment</td>
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<td>5</td>
<td>HTTP</td>
<td>Hypertext Transfer Protocol</td>
</tr>
<tr>
<td>6</td>
<td>HTTPS</td>
<td>Hyper Text Transfer Protocol Secure</td>
</tr>
<tr>
<td>7</td>
<td>URL</td>
<td>Uniform Resource Locator</td>
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3. FUNCTIONAL DETAILS & HOW TO USE

User will first log in to the application and has to enter the URL<> in the web browser (Only on chrome and Mozilla). Then user will see the login page having following fields.

- Username
- Password
- Login button
- Register and forgot password
- Contact Information and Useful Links

![Figure 1: URL](http://115.124.110.139/OBM)

I. Login Page

Then application will initiate the OBM application with a login screen to every user of the application. User will be required to enter their credentials (user id and password) in order to access the application based on the assigned role(s).

OBM User will be authenticated through a login and password, which will be entered in the database through new user request. New user request will be verified through department hierarchy by admin. All the stages in the flow will have specific login controls. Each OBM user will have a unique login ID and password. This will also provide controlled, authorized access rights to a specific stage and give functionality to provide access rights based on designation to different department/Organization users.

Manage Users: For registering new user to access, OBM Application will provide the appropriate authentication by OBM administrator.
II. Home Page

Upon successful login, a Home page will appear. Home page is the initial page of an OBM website, the ‘point of entry’ to all the information stored within. It’s similar to the front page of a newspaper. Events, news and picture's and other menu bars are visible in this home page. User can navigate to other pages through menu bar or webpage link.
III. Change Password, Edit Profile and Log Out

User can change their profile and change their password also. After all the work is done user can logout through these functionalities:

![Logout, Change Password](image)

Figure 3: Home Page

Figure 4: Logout, Change Password
IV. **Benchmarking Survey**

1. Click on ‘Benchmarking Survey’.
2. Application will open a page having Analysis Year, Analysis Action, and Analysis Utility with ‘Save’ button.
3. Select Year from ‘Analysis Year’.
4. Select Action i.e. Fill Survey.
5. Select ‘Utility’ among all utilities.
6. Click on ‘Save’ button.
V. **Questionnaire**

1. Click on ‘Questionnaire’.
2. Application will open questionnaire forms named as:
   - Introductory Questions
   - Generation
   - Distribution and Customer Outages
   - Human Resources/ Safety
   - Customers/ General
   - Finance
   - Generation Expenditure
   - Transmission/ Distribution Expenditure
   - Overheads/ Other Expenditure

![Questionnaire](image)

**Figure 8: Questionnaire**
**Introductory Questions:-**
1. Click on ‘Introductory Questions’.
2. Application will open a form with personal information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Generation’.

![Figure 9: Introductory Questions](image)

**Generation:-**
1. Click on ‘Generation’.
2. Application will open a form with generation information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Transmission’.
### Figure 101: Generation 1

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<th>Grid 3</th>
<th>Others</th>
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<td>Name of the Grid</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>2</td>
<td>Total Utility Generation (MW)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maximum Demand / Peak Generation (MW)</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>3</td>
<td></td>
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<td>4</td>
<td>Minimum Demand Generation (MW)</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Generator 1 Nameplate Capacity Rating(MW)</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Generator 2 Nameplate Capacity Rating(MW)</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Generator 3 Nameplate Capacity Rating(MW)</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>8</td>
<td></td>
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<tr>
<td>8</td>
<td>Generator 4 Nameplate Capacity Rating(MW)</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Generator 5 Nameplate Capacity Rating(MW)</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>10</td>
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### Figure 11: Generation 2

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<td>10</td>
<td>LNG (kg / tonne)</td>
<td>151</td>
<td>152</td>
<td>153</td>
<td>52</td>
<td>kg</td>
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<td>11</td>
<td>Total Lubricants Used in Generation (L, KL, ML)</td>
<td>154</td>
<td>155</td>
<td>156</td>
<td>53</td>
<td>L</td>
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<td>12</td>
<td>Utility Capacity Hours Out of Service Due to Generation Forced Outage Events (MWh)</td>
<td>157</td>
<td>158</td>
<td>159</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Utility Capacity Hours Out of Service Due to Generation Planned Outage Events (MWh)</td>
<td>160</td>
<td>161</td>
<td>162</td>
<td>55</td>
<td></td>
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<tr>
<td>14</td>
<td>Utility Capacity Hours Out of Service Due to Generation De-rated Events (MWh)</td>
<td>163</td>
<td>164</td>
<td>165</td>
<td>56</td>
<td></td>
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<tr>
<td>15</td>
<td>IPP Capacity Hours Out of Service Due to Generation Forced Outage Events (MWh)</td>
<td>166</td>
<td>167</td>
<td>168</td>
<td>57</td>
<td></td>
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<tr>
<td>16</td>
<td>IPP Capacity Hours Out of Service Due to Generation Planned Outage Events (MWh)</td>
<td>169</td>
<td>170</td>
<td>171</td>
<td>58</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>IPP Capacity Hours Out of Service Due to Generation De-rated Events (MWh)</td>
<td>172</td>
<td>173</td>
<td>174</td>
<td>59</td>
<td></td>
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*Note: Generation SAIDI data is recorded under the Distribution Section below.

<table>
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<th>Grid 3</th>
<th>Others</th>
<th>Comments</th>
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<tbody>
<tr>
<td>18</td>
<td>Enabling Framework for Private Sector ParticipationIPP/PFP Arrangement (Y/N)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Transmission:-
1. Click on ‘Transmission’.
2. Application will open a form with transmission information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Distribution and Customer Outages’.

Figure 12: Transmission

Distribution and Customer Outage:-
1. Click on ‘Distribution and Customer Outage’.
2. Application will open a form with Distribution and Customer Outage information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Demand Side Management’.
Demand Side Management:

1. Click on ‘Demand Side Management’.
2. Application will open a form with Demand Side Management information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Human Resource/Safety’.
Figure 14: Demand Side Management

Human Resources And Safety:-
1. Click on ‘Human Resource and Safety’.
2. Application will open a form with Human Resource and Safety information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Customers/ General’.
**Figure 15: Human Resources And Safety**

**Customers/General:-**

1. Click on ‘Customers/ General’.
2. Application will open a form with customer information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Finance’.
**Finance:-**

1. Click on ‘Finance’.
2. Application will open a form with finance related information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Generation Expenditure’.
### Figure 17: Finance

**Generation Expenditure:**

1. Click on ‘Generation Expenditure’.
2. Application will open a form with generation expenditure related information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Generation Expenditure’.

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<thead>
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<th>Question</th>
<th>Formula</th>
<th>Value</th>
<th>Comments</th>
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<tr>
<td>59</td>
<td>Depreciation Generation Assets</td>
<td>15000000</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Depreciation Transmission &amp; Distribution Assets</td>
<td>15000000</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Other Depreciation</td>
<td>15000000</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Total Operating Revenue</td>
<td>4273762</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Total Operating Expenditure</td>
<td>3632636</td>
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</tr>
<tr>
<td>64</td>
<td>Earnings Before Interest and Tax (EBIT)</td>
<td>5953956</td>
<td></td>
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<tr>
<td>65</td>
<td>Profit After Tax (PAT)</td>
<td>9983946</td>
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<tr>
<td>66</td>
<td>Long Term Debt / Non Current Liability</td>
<td>5726035</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Equity / Net Assets / Capital and Reserve</td>
<td>149094850</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Non Current Asset at End of Previous Period</td>
<td>74521605</td>
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<tr>
<td>69</td>
<td>Non Current Asset at End of Benchmarking</td>
<td>96256489</td>
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<td>70</td>
<td>Current Assets</td>
<td>22665604</td>
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<tr>
<td>71</td>
<td>Current Liabilities</td>
<td>15342032</td>
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<tr>
<td>72</td>
<td>Debtors/Receivables at Period End</td>
<td>20038836</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Are utility finances independently audited? (Y/N)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>What is the accounting standard used by the utility?</td>
<td>US GAAP</td>
<td></td>
</tr>
</tbody>
</table>
Transmission/Distribution Expenditure:-
1. Click on ‘Transmission/Distribution Expenditure’.
2. Application will open a form with Transmission/Distribution expenditure related information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Next’ button.
6. Application will save the form and move to the next questionnaire form i.e. ‘Overheads/ Other Expenditure’.

Figure 18: Generation Expenditure

Figure 19: Transmission/Distribution Expenditure
**Overheads/Other Expenditure:-**
1. Click on ‘Overheads/Other Expenditure’.
2. Application will open a form with overheads/other expenditure related information to be filled up.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Submit’ button.
6. Application will save the form.

![Figure 20: Overheads/Other Expenditure](image)

**VI. Data Reliability**
1. Click on ‘Data Reliability’.
2. Application will open a form with some question to be rated as A, B, C and D.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Submit’ button.
6. Application will save the form.

![Figure 21: Data Reliability](image)
VII. Governance

1. Click on ‘Governance’.
2. Application will open a form with some Yes/No questions.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Submit’ button.
6. Application will save the form.
VIII. Gender

1. Click on ‘Gender’.
2. Application will open a form with gender related questions.
3. Fill the form.
4. Click on ‘Save as Draft’ button if some information will be filled later.
5. Click on ‘Submit’ button.
6. Application will save the form.
IX. Calculated Factor

1. Click on ‘Calculated Factor’.
2. Application will open a form auto calculated fields which are non editable.
3. View the form.
X. **Indicators**

4. Click on ‘Indicators’.
5. Application will open a form auto calculated fields which are non editable.
6. View the following fields listed below:
   - Generation
   - Transmission
   - Distribution
   - Demand Side Management
   - Human Resource/ Safety
   - Customers/ General
   - Financial Indicators
Figure 29: Indicators

Generation:

Figure 30: Generation Indicator
Transmission:-

Figure 31: Transmission Indicator

Distribution:-

Figure 32: Distribution Indicators

Demand Side Management:-

Figure 33: Demand Side Management
**Human Resources/ Safety:**

![Image of Human Resources/Safety](image)

**Figure 34: Human Resource/Safety**

**Customers/General:**

![Image of Customers/General](image)

**Figure 35: Customers/General**
**Financial Indicators:**

![Image of Financial Indicators]

*Figure 36: Financial Indicators*
REVISION HISTORY

<table>
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<td>RMSI</td>
<td>PREPARED</td>
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APPROVALS

[Approvals Section authenticates the document and is signed by authorized signatories.]

This document has been read and approved by the following departments responsible for its implementation. Those signing below indicate, by their signature, that the contents of this document are correct and complete and have been prepared in accordance with the currently approved processes.

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