

Electronic Public Register (ePR) User Guide

User Guide

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Overview:

Ofgem has a legal obligation to make certain documents it issues available for public viewing on request. The documents are stored together and are known as the Public Register.

We also maintain an electronic version of the Public Register known as the ePR. We are not legally required to produce or maintain the ePR but do so for the purpose of convenience.

The public can use the ePR to search for documents related to licences that have been granted under the Gas Act 1986 and the Electricity Act 1989 and any documentation related to compliance with those licences. This system has been in operation for several years.

In June 2013, following a review of the existing ePRweb site, we upgraded to the current version in order to make searching for documents easier, faster and more effective. At the time of upgrading, the system contained close to 7000 documents, with new documents being added to it on a regular basis.

This document serves as a user guide for the ePR that was launched in June 2013.

Please send feedback to epr@ofgem.gov.uk.



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1. Key functions of the ePR

The electronic Public Register (ePR) is a read-only web application publicly available to anyone on the Internet. It allows for the searching, viewing and downloading of electronic documents that Ofgem is required to make publically available and store in its library.

These are the high level functions of the system:

- An easy-to-navigate tree structure based on the types of documents in the library and the companies to which they relate:
 - Multi-select allows documents to be displayed from different document areas at the same time
 - The tree structure can be refined based on company name
- A table view of the documents in selected folders
- The ability to sort document results by clicking on table column headers
- The ability to search within displayed documents for keywords in metadata
- An improved, full size PDF document preview, and all metadata easily accessible
- Icons allowing users to email the document link, download the document, print the document and copy the link to the clipboard.

Please note: The metadata in the documentation determines the file structure. Metadata in this case is data about the content of a document and can be viewed when you open a document in the preview screen on the ePR. Therefore if a document relates to more than one licensee and more than one licence type the licensees listed will have their names show up under all the licence types the document relates to whether they hold all those licence type or not. This means that company names may appear under a licence type that they do not hold. This is an issue that we are looking to rectify in the near future.

2. Interface overview

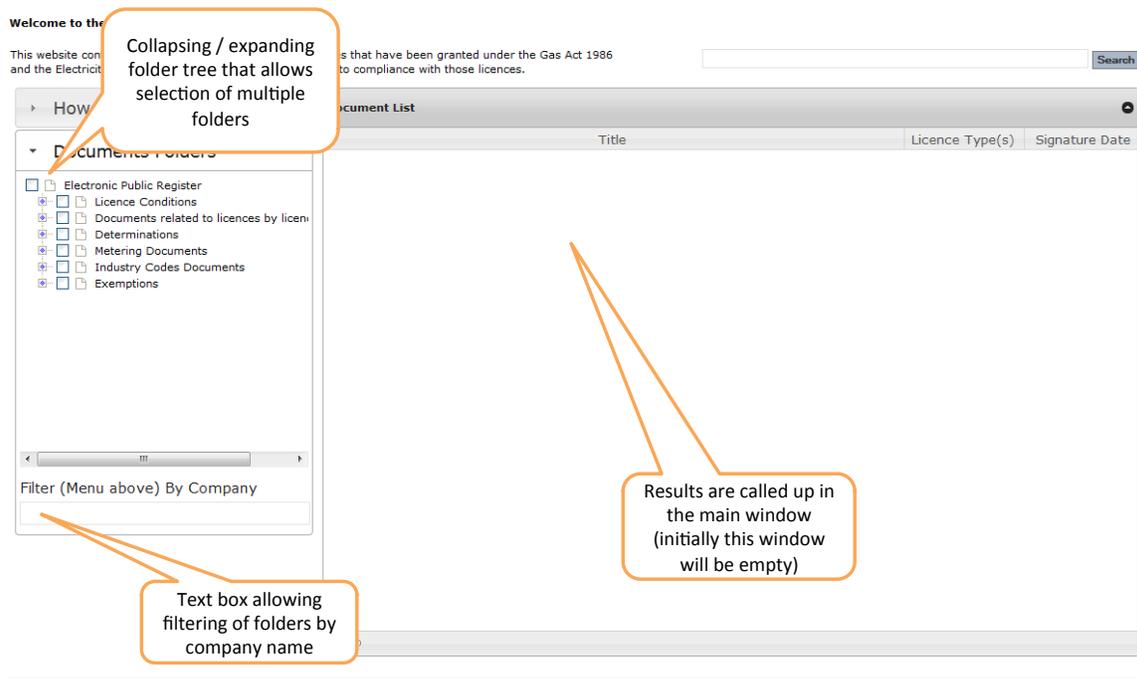
The web application uses an easy-to-navigate user interface. To launch the web application, users can go directly to <https://epr.ofgem.gov.uk>, or use the link on the www.ofgem.gov.uk main website.

An encrypted connection makes it harder to know what documents are being searched for and displayed, thereby protecting the privacy of the user.

Tree navigation

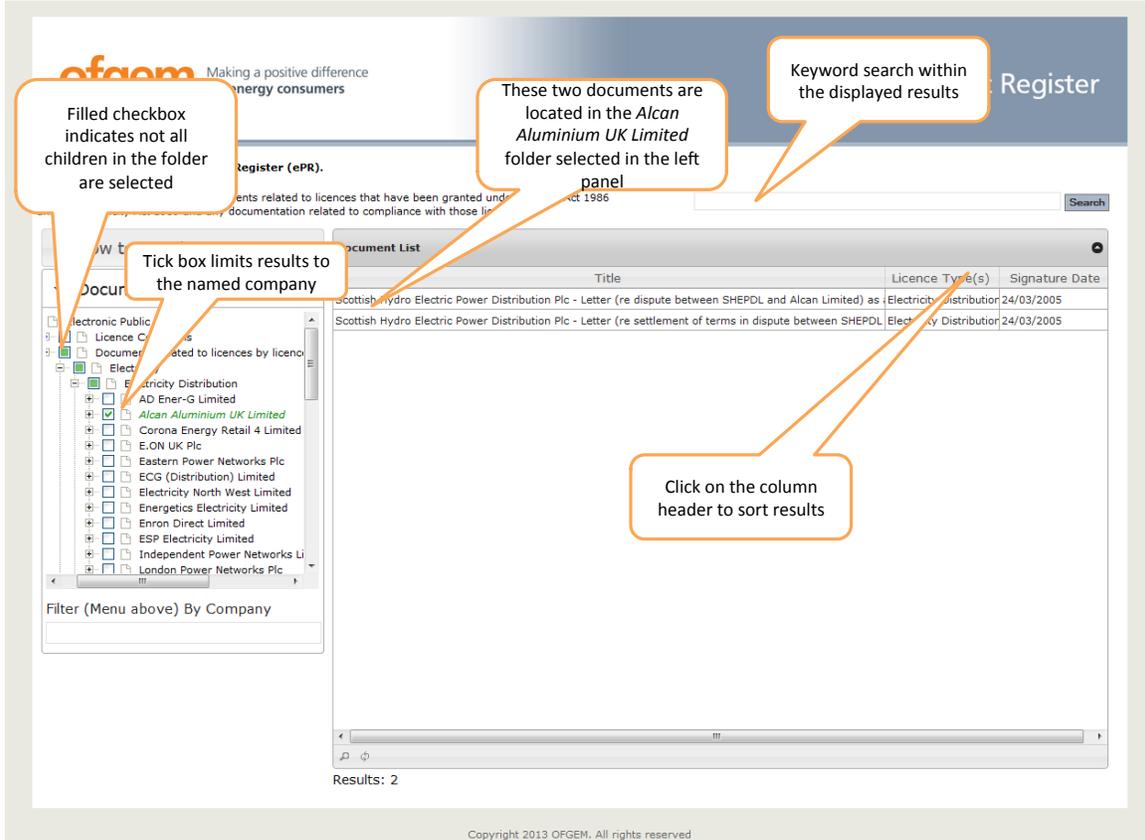
In its default status, the application has the folder tree expanded to the first level, with no folder selected and no results visible in the main panel.

Figure 1 - ePR main screen (default)



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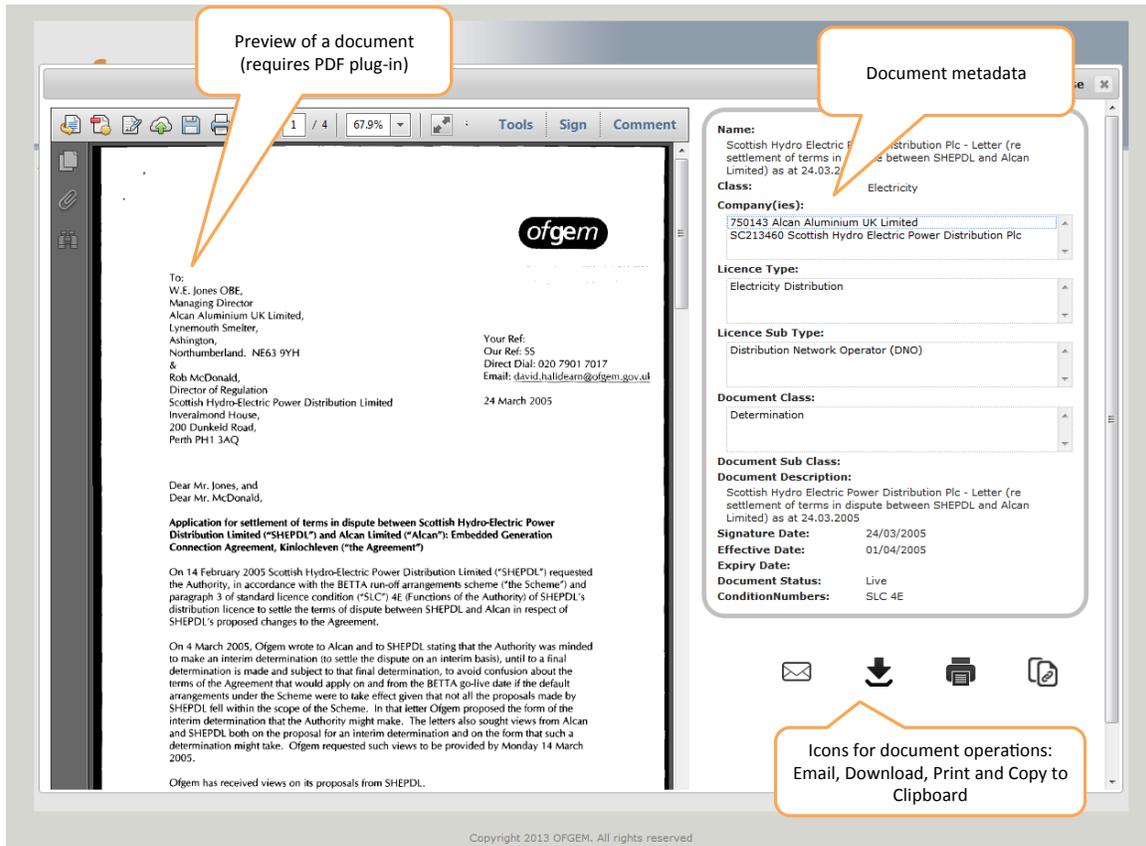
Figure 2 – ePR main screen (folder selected)



ePR document view

After clicking on a document in the document list, a document view is displayed with a preview of the document, relevant metadata and icons for key operations (email document link, download document, print document, copy document link).

Figure 2 - ePR document view



The icons allow users to quickly perform document operations. The 'Copy the link' icon shows the permanent URL of the PDF document that can be sent to someone in an IM message or pasted into a document.

Figure 3 - Actions with a document

The screenshot shows a document details page with the following fields:

- Name:** Scottish Hydro Electric Power Distribution Plc - Letter (re settlement of terms in dispute between SHEPDL and Alcan Limited) as at 24.03.2005
- Class:** Electricity
- Company(ies):** A list box containing "750143 Alcan Aluminium UK Limited" and "SC213460 Scottish Hydro Electric Power Distribution Plc".
- Licence Type:** Electricity Distribution
- Licence Sub Type:** Distribution Network Operator (DNO)
- Document Class:** Determination
- Document Sub Class:** (empty)
- Document Description:** Scottish Hydro Electric Power Distribution Plc - Letter (re settlement of terms in dispute between SHEPDL and Alcan Limited) as at 24.03.2005
- Signature Date:** 24/03/2005
- Effective Date:** 01/04/2005
- Expiry Date:** (empty)
- Document Status:** Live
- ConditionNumbers:** SLC 4E
- URL:** <http://localhost:3020//Content/Documents/Scottish%20Hydro%20>

At the bottom of the page are four icons: an envelope, a download arrow, a printer, and a document with a copy icon. Two callout boxes provide instructions:

- The first callout points to the URL field: "Select the link and copy to clipboard (usually CRTL+C on Windows or CMD-C on Mac)"
- The second callout points to the copy icon: "Click the copy icon to display the document link in the text box below"

Pressing ESC key on the keyboard or clicking the "X" icon will close the document window. Please do not use browser's Back button, as it would refresh the application into its default state.

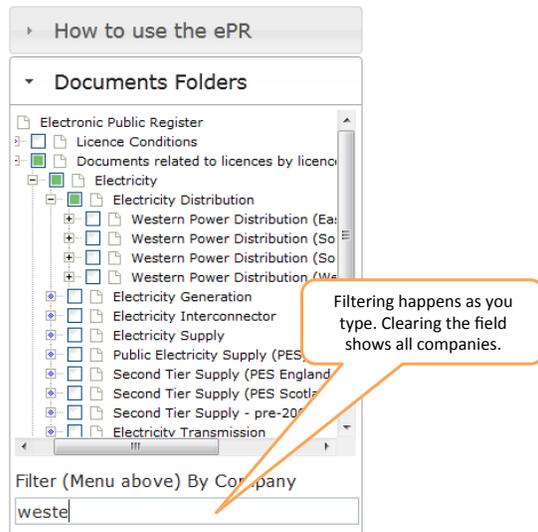
Filtering by company

The ePR allows for filtering of the tree structure based on the company name. This is applicable to the sub-folders where the company names are displayed.

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In order to filter by company name, start typing the company name in the filter field and the folder tree will change accordingly. Delete all characters from the filter box to display all companies.

Figure 4 - Filtering by company name

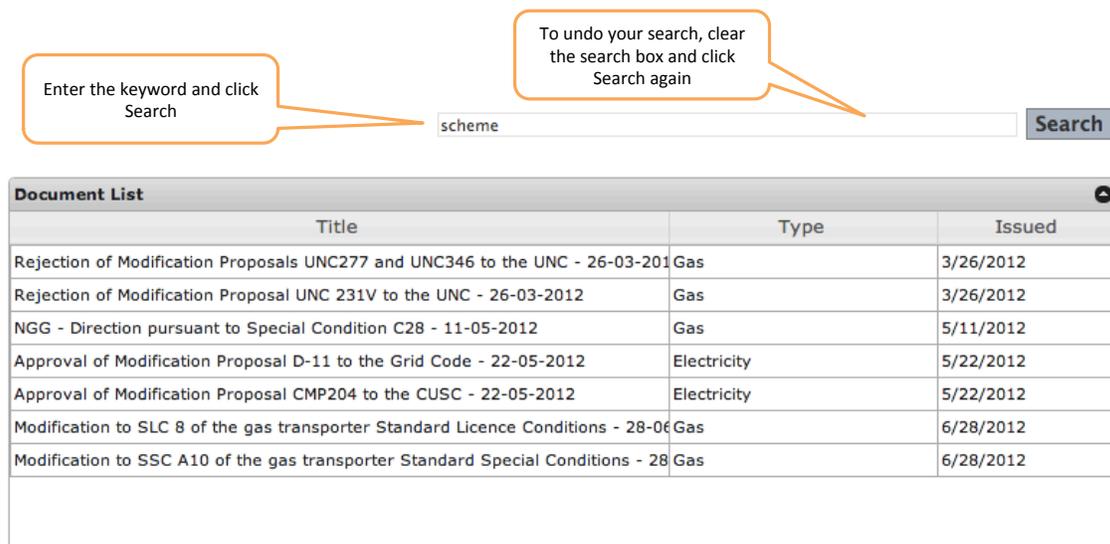


Searching for metadata in displayed documents

As you select folders in the folder list the relevant documents will appear in the document list view in the main panel. The search box above allows you to further refine those documents by metadata keywords.

In order to clear the filter, empty the search box and click the search button.

Figure 5 - Filtering by keywords in the document list





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The search is always performed on the documents that are displayed in the document list window.