

EMAR FAQs

1 GENERAL QUESTIONS

Question 1: What is EMAR?

Answer: EMAR stands for Energy Market Architecture Repository. EMAR contains within it a digital version of the Retail Energy Code (REC). EMAR has various functions to help you navigate the code, including the ability to generate reports, carry out advanced searches and view future version of the code (i.e. pre-releases).

Question 2: How do I access EMAR?

Answer: To access EMAR, you need to set up an account on the REC Portal. Once you have set up your REC Portal account, you will have access via this account to EMAR.

If you already have a REC Portal account, you can navigate to EMAR via the REC Portal menu, or you can access EMAR directly [here](#).

Question 3: Is there a separate 'master' text version of the REC that feeds into EMAR or does EMAR become the only place where the REC effectively exists

Answer: EMAR contains the “master” version of the REC, there is no separately maintained version. Should you rather use a PDF version of the Code, you can view these [here](#).

Question 4: What is the maintenance process for EMAR?

Answer: Each time a REC Change Proposal is raised, a “change set” will be created within EMAR that contains the proposed changes. Upon approval of the Change Proposal, this “change set” will be released into a pre-release version of the REC, along with all other approved Change Proposals for that release date. Upon the release date, this pre-release will become the live version of the REC. If a Change Proposal is not approved, then the “change set” will not be released but will be retained in the system for future reference.

2 NAVIGATION

Question 1: How do I navigate to the REC Schedules?

Answer: From the dashboard ([here](#)) you can select the “Schedules” tab and then click on the schedule that you wish to view.

Question 2: Can we hyperlink to sections of the code?

Answer: Yes, EMAR is accessed via your web browser and you can hyperlink to any page on EMAR.

Question 3: Does hovering over a defined term in the schedule bring up the definition?

Answer: Yes, hovering over a defined term in the Schedule will show a pop-up of its definition.

Question 4: Will all terms be defined in the interpretations schedule or are things defined elsewhere and, if so, when you hover will it tell you where it is defined?

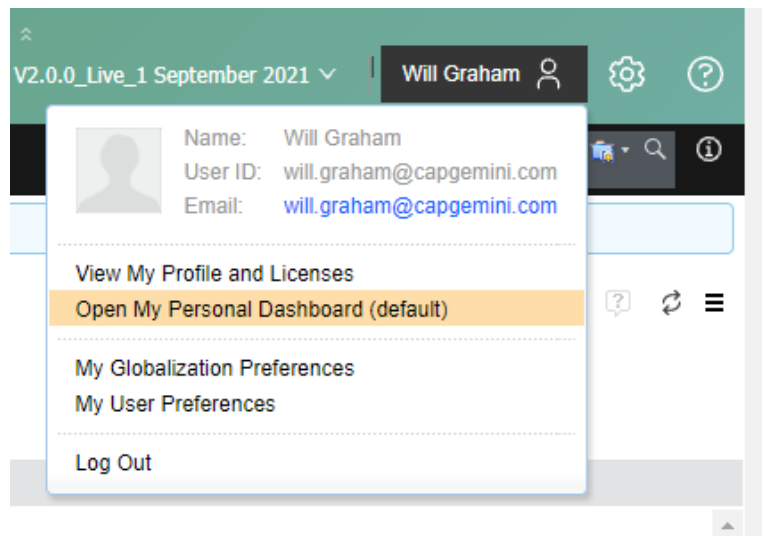
Answer: The majority of terms are defined within the Interpretations Schedule, however, there are a small number of terms that are defined elsewhere. For example, the Company Governance Schedule

contains an appendix setting out the Articles of Association for RECCo Ltd that includes a list of defined terms.

The ability to hover over a defined term and view a pop up containing the definition only applies to terms that are defined within the Interpretation schedule.

Question 5: Is there a generic dashboard set up which users can customise?

Answer: The EMAR homepage ([here](#)) is a dashboard which has been pre-configured for you. Should you wish to do so, you can also set up your own personalised dashboard by clicking on your name on the top right of the EMAR screen and selecting “Open My Personal Dashboard”



This will take you to your own customisable dashboard where you can add “widgets” displaying information of interest to you.

Question 6: How do I search for a particular term?

Answer: There are various ways in which you can search for a specific term:

- **Within Schedule search:** when you are viewing a Schedule, you press Ctr+F to bring up a search box.
- **Within Schedule filter:** you can also filter schedules to show only lines that contain specific text by entering that text into the box on the top left that says:

Type to filter artifacts by text or by ID

- **Search all artifacts:** you can search all artifacts by using the box on the top right that says:



- **Traceability Report:** you can run the following report to search for specific terms:

<https://emar.energycodes.co.uk/rs/reports#view=327>.

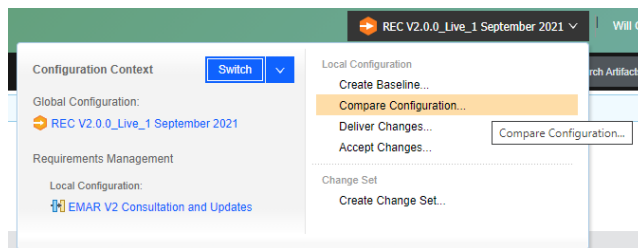
Note, when entering search terms of more than one word, quotation marks should be used, for example, “meter dump”.

3 CHANGE MANAGEMENT

Question 1: Will Change Proposals be available to view in EMAR?

Answer: Yes, each time a REC Change Proposal is raised, a “change set” will be created within EMAR that contains the proposed changes. This is essentially a full copy of all elements of the digital REC with the specific CP changes applied. You will be able to navigate to this change set via the CP page on the REC Portal.

Should you wish to compare the change set to the main stream (the baseline), you can do so by clicking on the EMAR version number at the top of the screen to get a list of options. From these options, click on “compare configuration”.



A PDF document showing changes in tracked change format will also be made available for all Change Proposals.

Question 2: Will there be a clear and separate change proposal section to allow easy access to any pending/awaiting implementation CPs?

Answer: Yes, from the Reports tab on the Dashboard you can access a list of all Change Proposals.

4 REPORTING

Question 1: How do I generate a report in EMAR?

Answer: A number of pre-defined reports are available via the EMAR dashboard. If there is a specific report you would like to request, please contact us via the REC service desk to discuss your requirements.

Question 2: Will a supplier be able to run a report to generate all supplier obligations and be 100% confident that complying with the generated list = 100% REC compliance?

Answer: EMAR contains links between different types of artifact that enable us to generate reports based on these links. At present Market Participants are linked to the Schedules that are mandatory for

them to comply with and they are also linked to all tables that set out processes that occur between Market Participants (e.g. the tables in the Green Deal Arrangements Schedule).

We can generate reports based on these links. For example, the following report shows processes by market participant:

<https://emar.energycodes.co.uk/rs/reports#view=316>

At present, individual clauses within the schedules have not been linked to Market Participants, just the process tables. This means that the reporting function cannot generate a report that will list each and every obligation.

EMAR will continue to be developed during its lifetime, so if there is a particular improvement that would better support your organisation, please talk to us about the potential to add this to the Codes Roadmap as a future EMAR enhancement.

5 OTHER

Question 1: Does EMAR contain the guidance that sits alongside the actual REC obligations themselves?

Answer: No, guidance documentation is available via the REC Portal.

6 FURTHER INFORMATION

You can view the EMAR User Guide, which provides more detail on using EMAR [here](#).

If you require further assistance in using EMAR, you can also contact the REC Service Desk via enquiries@recmanager.co.uk.