

GDCC web interface User Guide for General Users

Document Control

Version	Status	Author	Release Date	Reason for release
0.1	DRAFT	Patrick Dwyer	08/01/2013	Initial draft issued for internal review
0.2	DRAFT	Dan Cattle	08/01/2013	Updated to align format with other GDCC documents, document purpose inserted. Copyright notice added
0.3	DRAFT	Patrick Dwyer	14/01/2013	Additional detail added
0.4	DRAFT	Patrick Dwyer	18/03/2013	Updated for Release 03.0
2.0	FINAL	Andy Bard	21/03/2013	Changes for Release 03.0 being GDC 064 Enhancements to CAS view of data flows; GDC 065 Usage reporting for CAS and MAUs; GDC 070 CAS screens to use HTTPS
3.0	DRAFT	Alys Garrett	22/08/2013	Updated for Release 04.0
4.0	FINAL	Andy Bard	22/08/2013	Updated for Release 04.0
5.0	FINAL	Andy Bard	27/02/2014	Updated in line with Release 05.0
6.0	FINAL	Andy Bard	26/06/2014	Updated in line with Release 06.0
7.0	FINAL	Andy Bard	06/11/2014	Updated in line with Release 07.0
8.0	FINAL	Andy Bard	04/03/2015	Updated in line with Release 08.0
9.0	FINAL	Alex Tear	05/11/2015	Updated in line with Release 09.0
10.0	FINAL	Alex Tear	25/02/2016	Updated in line with Release 10.0
11.0	FINAL	Alex Tear	30/06/2016	Updated in line with Release 11.0
12.0	FINAL	Alex Tear	03/11/2016	Updated in line with Release 12.0
13.0	FINAL	Gary Bilton	23/02/2017	Updated in line with Release 13.0
14.0	FINAL	Gary Bilton	22/02/2018	Updated in line with Release 14.0

Version	Status	Author	Release Date	Reason for release
15.0	FINAL	Gary Bilton	27/06/2019	Updated in line with Release 15.0
16.0	FINAL	Andy Bard	27/02/2020	Updated in line with Release 16.0
17.0	FINAL	Andy Bard	05/11/2020	Updated in line with Release 17.0
18.0	FINAL	RECCo	01/092021	Updated for REC v2

Document Purpose

This document provides an overview of the GDCC web interface for general users such that they will be able to access and utilise the web interface in accordance with permitted access rights as set out in the GDCC Access Agreement and the REC and managed by the organisation's Master Admin User (MAU).

1. Accessing the GDCC web interface for the first time

The GDCC web interface can be accessed using the following URL: www.GDCCportal.com

Before you can access the web interface your organisations Master Admin User (MAU) will need to create you an account.

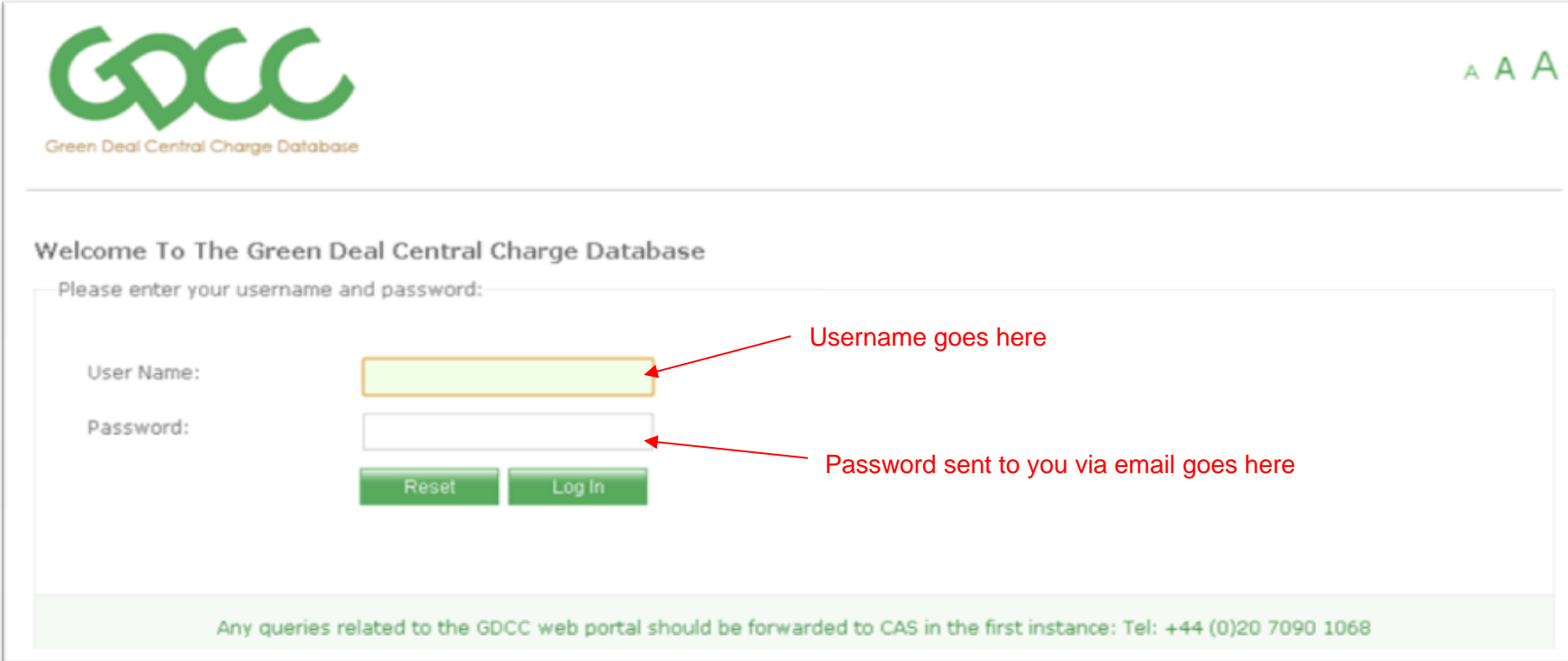
Once a new user account has been created a system generated email is sent to the email address associated with the account.

Contained in the email is a randomly generated Password which the user will be prompted to change the first time they login to the GDCC.

This process is depicted in the sequence of screenshots that follows.

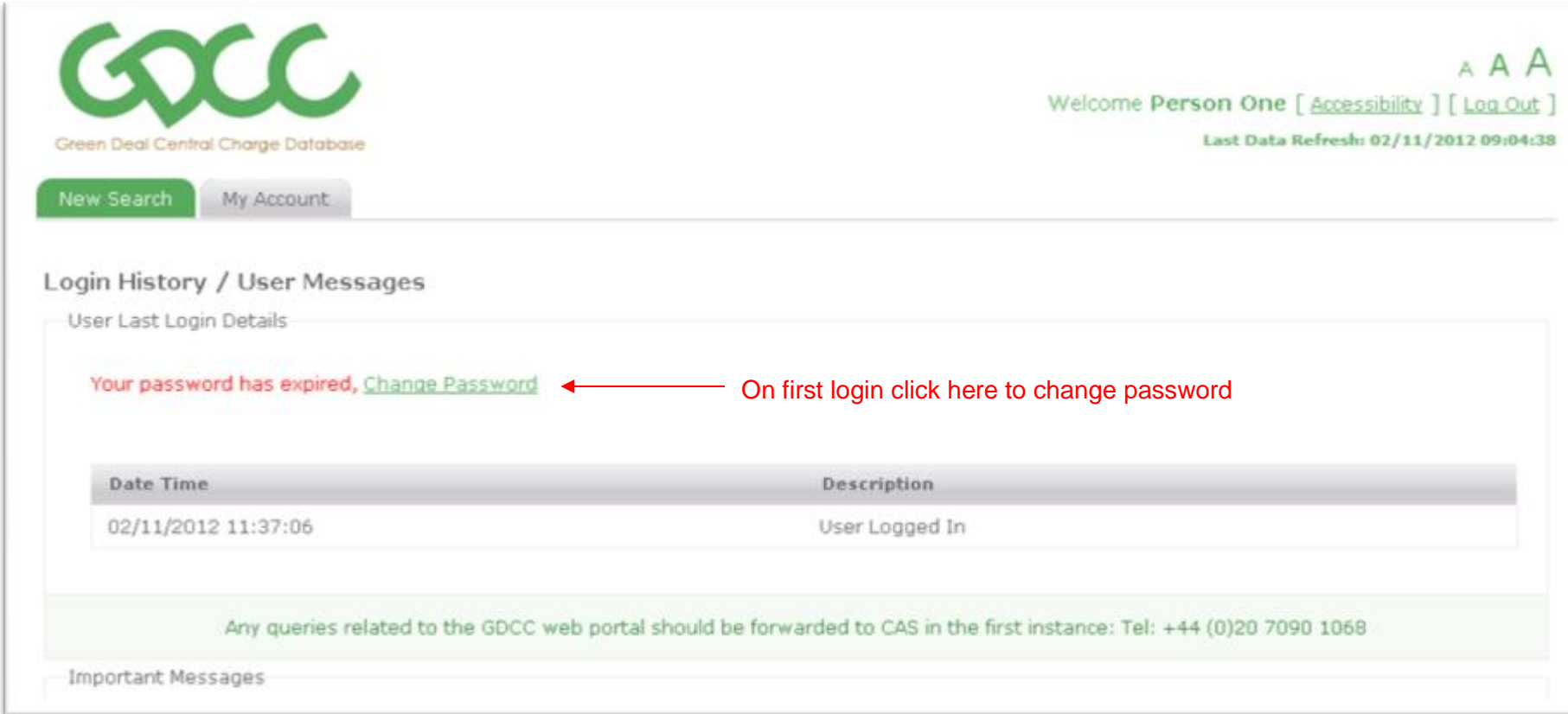
Enter your username and password and click “Log In”.

Your organisations Master Admin User will be able to remind you of your Username or reset your password if required.



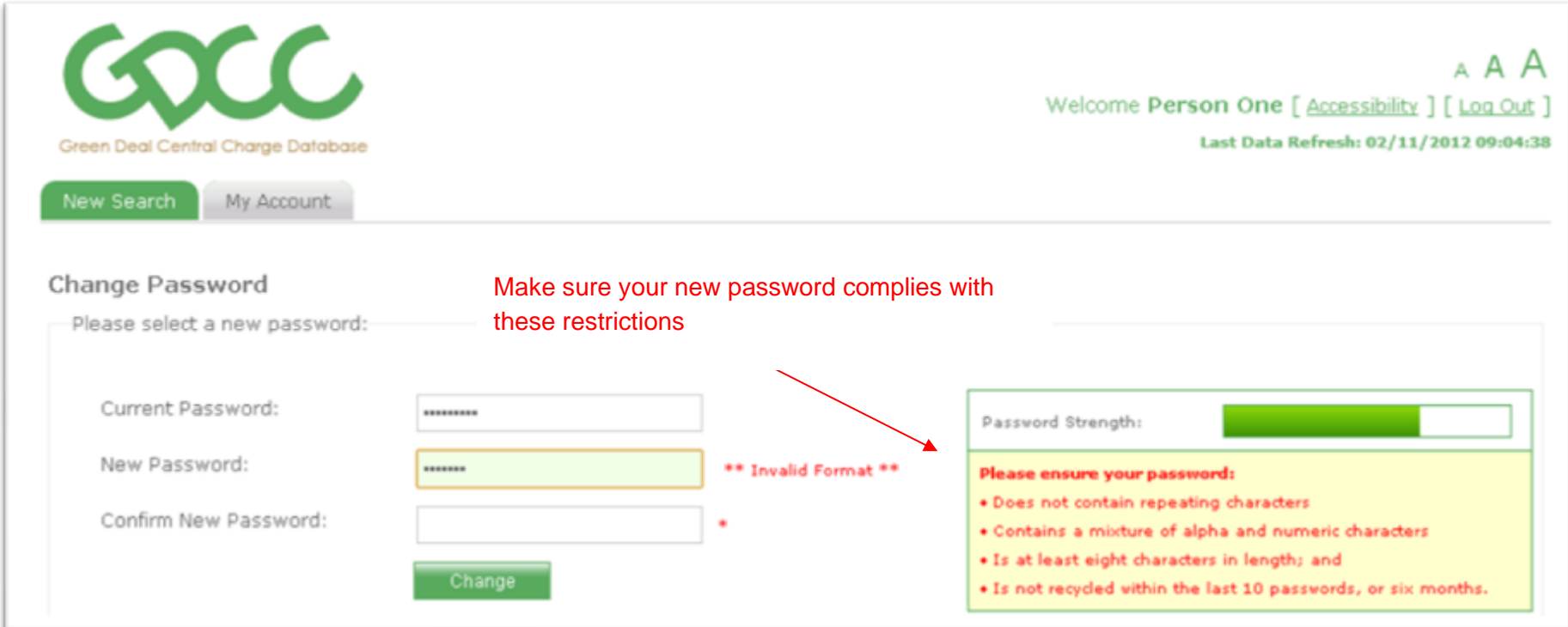
The screenshot shows the login page for the Green Deal Central Charge Database (GDCC). At the top left is the GDCC logo and the text "Green Deal Central Charge Database". At the top right are three "A" characters. Below the logo is a horizontal line. The main heading is "Welcome To The Green Deal Central Charge Database". Below this is the instruction "Please enter your username and password:". There are two input fields: "User Name:" and "Password:". Below the "Password:" field are two buttons: "Reset" and "Log In". Two red arrows point to the input fields: one to the "User Name:" field with the text "Username goes here" and one to the "Password:" field with the text "Password sent to you via email goes here". At the bottom of the page, there is a light green banner with the text: "Any queries related to the GDCC web portal should be forwarded to CAS in the first instance: Tel: +44 (0)20 7090 1068".

Change your password to something more memorable than the randomly generated default password.



The screenshot shows the GDCC web interface. At the top left is the GDCC logo and the text "Green Deal Central Charge Database". At the top right, it says "Welcome Person One [Accessibility] [Log Out]" and "Last Data Refresh: 02/11/2012 09:04:38". Below the logo are two buttons: "New Search" and "My Account". The main content area is titled "Login History / User Messages". Underneath, there is a section for "User Last Login Details" which contains a message: "Your password has expired, [Change Password](#)". A red arrow points from the text "On first login click here to change password" to the "Change Password" link. Below this message is a table with two columns: "Date Time" and "Description". The table contains one row with the date "02/11/2012 11:37:06" and the description "User Logged In". At the bottom of the page, there is a green box with the text: "Any queries related to the GDCC web portal should be forwarded to CAS in the first instance: Tel: +44 (0)20 7090 1068". Below this is a section for "Important Messages".

A box with additional information on password restrictions will appear as you begin typing your new password.



GDCC
Green Deal Central Charge Database

Welcome Person One [[Accessibility](#)] [[Log Out](#)]
Last Data Refresh: 02/11/2012 09:04:38

[New Search](#) [My Account](#)

Change Password

Please select a new password:

Current Password:

New Password: **** Invalid Format ****

Confirm New Password:

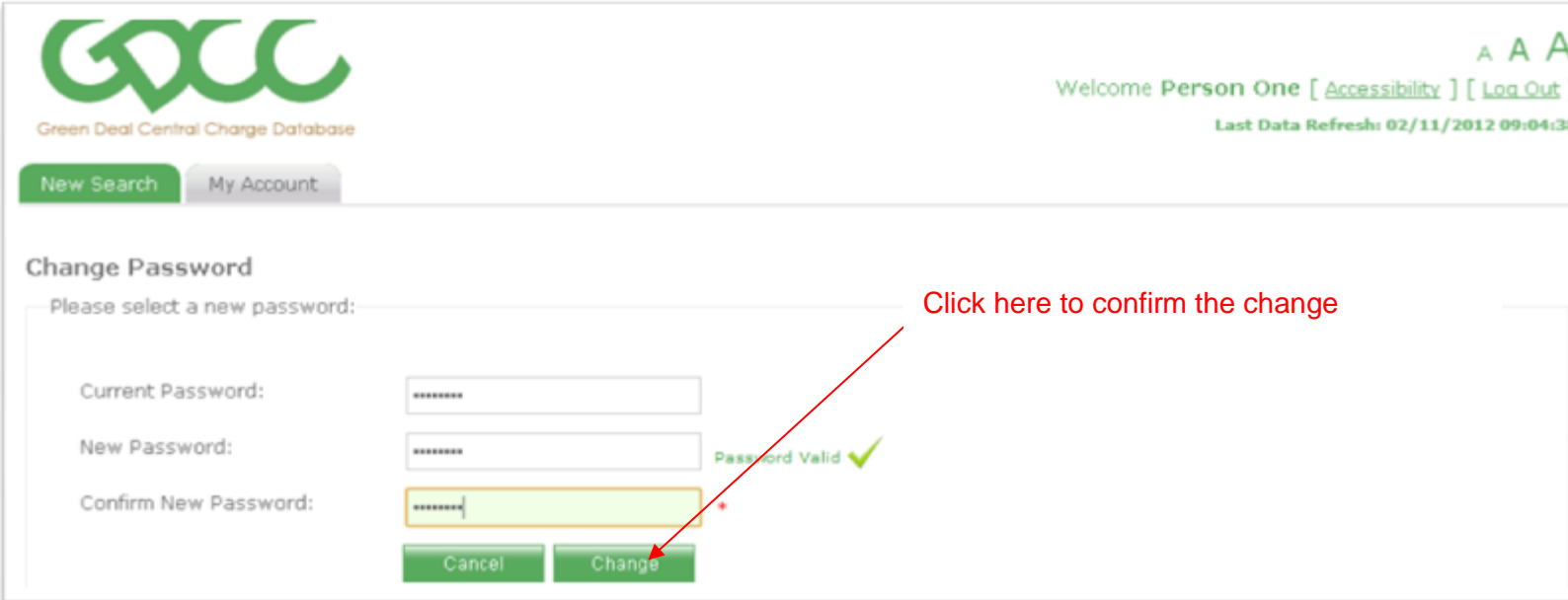
Make sure your new password complies with these restrictions

Password Strength:

Please ensure your passwords:

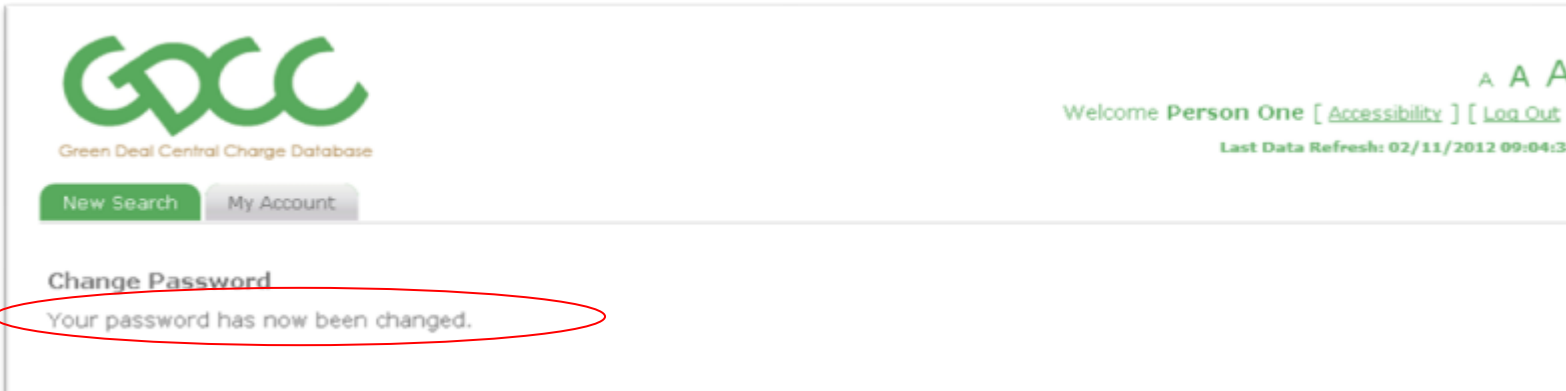
- Does not contain repeating characters
- Contains a mixture of alpha and numeric characters
- Is at least eight characters in length; and
- Is not recycled within the last 10 passwords, or six months.

Click “Change” to confirm the change and finish the process.



The screenshot shows the 'Change Password' form in the GDCC web interface. At the top left is the GDCC logo and 'Green Deal Central Charge Database'. At the top right, it says 'Welcome Person One' with links for 'Accessibility' and 'Log Out', and 'Last Data Refresh: 02/11/2012 09:04:38'. Below the header are 'New Search' and 'My Account' buttons. The main heading is 'Change Password'. Below it is the instruction 'Please select a new password:'. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The 'New Password' field has a green checkmark and the text 'Password Valid' next to it. At the bottom of the form are 'Cancel' and 'Change' buttons. A red arrow points from the text 'Click here to confirm the change' to the 'Change' button.

You will be provided with confirmation that the change has occurred successfully.



The screenshot shows the same GDCC web interface after the password change. The 'Change Password' heading is circled in red, and below it, the message 'Your password has now been changed.' is also circled in red. The rest of the page layout, including the header and navigation buttons, remains the same.

2. Viewing Account Details

The My Account tab can be used to access the “Change Password” screen or the “Login History / Messages” screen.



To change your Password via this screen, follow the same procedure, you carried out when changing password, the first time you logged in.

The “Login History / Messages” screen shows the date and time of your previous login attempts and a description of the results thereof.

Below the login history is an area in which any Important Messages sent to you by your organisations Master Admin User or the GDCC Central Administration Service. This is usually the first screen displayed by default after a successful login.

Login History / User Messages

User Last Login Details

Date Time	Description
14/01/2013 14:02:13	User Logged In
14/01/2013 14:02:08	Login Attempt Failed
14/01/2013 13:33:10	User Logged In

Any queries related to the GDCC web portal should be forwarded to CAS in the first instance: Tel: +44 (0)20 7090 1068

Important Messages

3. Viewing Data on a Green Deal Plan

Once you have successfully logged into your account you can search for and view information on Green Deal Plans that your organisation is involved in via the “New Search” tab.

There are two types of search available, “Plan Search” and “MPAN Search”.

3.1 “MPAN Search”

MPAN Search

Any unauthorised viewing of data may constitute a breach of the Data Protection Act, other legislation or contractual arrangements.

Search Green Deal Records

Green Deal MPAN Core:

Green Deal MPAN Core:

Search Results

MPAN
8040000002404

By accessing this information, you are confirming that you have the data owners informed consent to view these data and/or a statutory right to do so.

Green Deal MPAN: 8040000002404

View MPAN Details

Green Deal MPAN

Green Deal MPAN Core:	<input type="text" value="8040000002404"/>
GD MPAN EFD:	<input type="text" value="08/03/2013"/>
GD MPAN ETD:	<input type="text"/>

3.2 “Plan Search”

The GDCC has been designed to enable GD Plans to be searched for using either a GD Plan ID or the Green Deal MPAN Core they are associated with. If there are more than one GD Plans associated with a Green Deal MPAN Core a search on the latter will return all of those the organisation is associated with and the user can select the plan of interest.

New Search

User Guide

My Account

Reports

Green Deal Search

Any unauthorised viewing of data may constitute a breach of the Data Protection Act, other legislation or contractual arrangements.

Search Green Deal Records

GD Plan ID: Green Deal MPAN Core:

Search Results

Green Deal Plan ID	MPAN	
AB0000003083	8010000047832	<input type="button" value="Select"/>

The search criteria required/allowed by users to retrieve information on GD Plans varies based on their company type as follows:

Company Type	Search criteria required/allowed
Code Manager	GD Plan Id and/or GD MPAN Core
Distribution Business	GD MPAN Core Only
MPAS	GD MPAN Core Only
Green Deal Licensee	GD Plan Id and/or GD MPAN Core
Green Deal Provider/GDAA Finance Party	GD Plan Id Only
Remittance Processor	GD Plan Id Only
ESAS	GD Plan Id Only
Licensed Gas Supplier	GD Plan Id AND GD MPAN Core
Green Deal Government Incentive Scheme Administrator	GD Plan Id Only

Clicking on the Select button alongside a search result will bring up a confirmation screen asking if you are entitled to view the data.

Please note that an auditable log of GD Plans viewed by each user is retained by the GDCC, and that by clicking on the “Yes” button, you are stating that you are entitled to view the data. Clicking “No” will navigate back to the results screen.

By accessing this information, you are confirming that you have the data owners informed consent to view these data and/or a statutory right to do so.

Green Deal Plan ID: AB0000003083

Green Deal MPAN: 8010000047832

Yes

No

The screenshots on the following pages show the information currently visible to a user from a Green Deal Licensee who is the supplier for the MPAN associated with a Green Deal Plan.

Please note that the information tabs visible to a user are dependent on their organisations company type. Under version 2.0 of the GDCC web interface the information tabs available to the different Company Types is as indicated in the table 1:

Table 1: Visibility of information tabs by user roles

	Green Deal Details	GD Plan Status History	GD Licensee History	GD Provider History	GD Remittance Processor History	Default Bill Payer History	EPC Register Details	GD Charges	DTC Flow Details
Code Manager	X	X	X	X	X	X	X	X	X
Distribution Business	X								
MPAS	X								
Green Deal Licensee	X		X	X	X	X	X	X	
Green Deal Provider/GDAA Finance Party	X		X	X	X	X	X	X	
Remittance Processor	X		X	X	X			X	
ESAS	X		X	X	X		X	X	
Licensed Gas Supplier	X						X		
Green Deal Government Incentive Scheme Administrator	X			X				X	

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

} Click on relevant tab to view associated information.

GD Plan ID:	<input type="text" value="AB0000003083"/>	GD Plan Status:	<input type="text" value="LIVE"/>
GD Plan Status EFD:	<input type="text" value="13/09/2013"/>	GD Plan Actual End Date:	<input type="text" value="01/01/2040"/>
Green Deal MPAN Core:	<input type="text" value="8010000047832"/>		

Green Deal Provider Name:	<input type="text" value="CIDB P"/>	GD Licensee Name:	<input type="text" value="CIDA L"/>
Green Deal Provider Registration Number:	<input type="text" value="GDPA200"/>	GD Licensee MPID:	<input type="text" value="CIDA"/>
GD Provider MPID:	<input type="text" value="CIDB"/>	Erroneously Registered Licensee:	<input type="checkbox"/>
Green Deal Provider EFD:	<input type="text" value="13/09/2013"/>	GD Licensee EFD:	<input type="text" value="13/09/2013"/>
Different GD Provider?	<input type="checkbox"/>	GD Remittance Processor Name:	<input type="text" value="CIDA RP"/>
GD Provider Name:	<input type="text"/>	GD Remittance Processor MPID:	<input type="text" value="CIDA"/>
GD Provider MPID:	<input type="text"/>	GD Remittance Processor EFD:	<input type="text" value="23/10/2013"/>
GD Provider EFD:	<input type="text"/>		

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID: Green Deal MPAN Core:

No Change of Supplier (CoS) has taken place so there is only one Supplier listed and no ETD

GD Licensee

Name	MPID	EFD	ETD	Erroneously Registered Licensee
CIDA L	CIDA	13/09/2013		<input type="checkbox"/>

1

GD MPANs

MPAN Core	EFD	ETD
8010000047832	13/09/2013	

1

If GD Licensee has notified Code Manager of an Erroneous Registration then this box would be ticked

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID:	AB0000003083	GD Plan Status:	LIVE
GD Plan Status EFD:	13/09/2013	GD Plan Status ETD:	
GD Plan Actual End Date:	01/01/2040		

GD Provider

Name	Registration Number	MPID	EFD	ETD	Is Acting GD Provider?
CIDB P	GDPA200	CIDB	13/09/2013		<input type="checkbox"/>

1



No Change of Provider event has taken place so there is only one Provider listed and no ETD

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID: GD Plan Status:

GD Plan Actual End Date:

GD Plan Status

Status	Calendar Days of Status	EFD	ETD
NEW	1	13/09/2013	13/09/2013
PENDING	1	13/09/2013	13/09/2013
LIVE	384	13/09/2013	

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID:

GD Remittance Processor

MPID	Name	EFD	ETD
CIDA	CIDA RP	23/10/2013	

1

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID: Green Deal MPAN Core:

GD Default Bill Payer

Name	Company Registration Number	Address	Postcode	Overseas Address Indicator	Contact Telephone Number	EFD	ETD
Default Name		Address Line 1, Address Line 2, Address Line 3	IP27 9RU	F	270832201	13/10/2013	

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

This data is indicative of that held on the EPC Register, user should confirm details on the relevant EPC Register.

GD Plan ID:	<input type="text" value="AB0000003083"/>
-------------	---

EPC Register Indicator:	<input type="text" value="E"/>	GD Premises Postcode:	<input type="text" value="IP27 9RU"/>
EPC Domestic or Non-Domestic Indicator:	<input type="text" value="D"/>	GD Savings - Electricity	<input type="text" value="£998.00"/>
EPC Property Reference Number:	<input type="text" value="0000000009"/>	GD Savings - Gas:	<input type="text" value="£2.00"/>
EPC Report Reference (Pre-install):	<input type="text" value="1111-2222-3333-4444-5551"/>	GD Savings - Other Fuels:	<input type="text" value="£0.00"/>
EPC Report Reference (Post-install):	<input type="text" value="1111-2222-3333-4444-5552"/>	GD Savings EFD:	<input type="text" value="01/12/2012"/>

- Green Deal Details
- Licensee History
- Provider History
- Status History
- Remittance Processor History
- Default Bill Payer
- EPC Register details
- Charges

GD Plan ID: Green Deal MPAN Core:

GD Charges

Daily Charge	Start Date	End Date	Amended due to Erroneous Registration
£0.05	23/10/2013	01/01/2040	<input type="checkbox"/>

1

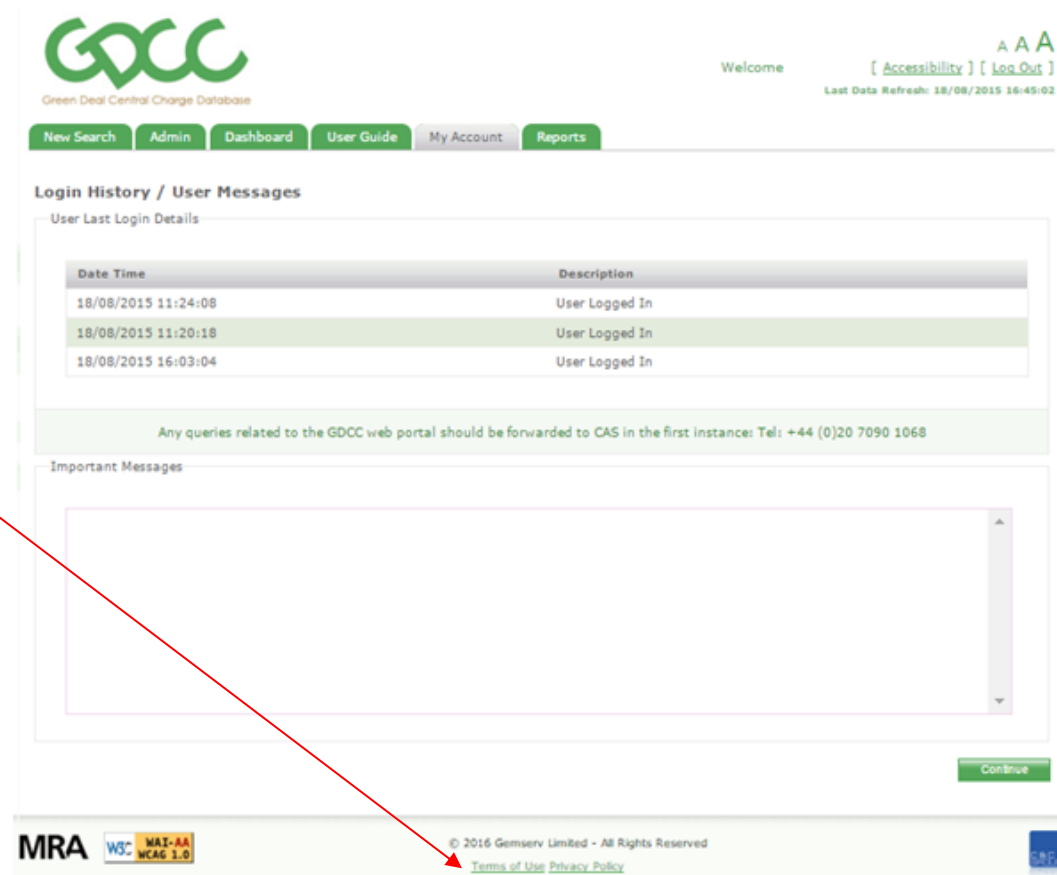
If charges had been amended due to an Erroneous Registration then this box would be ticked

To navigate back to the search screen to conduct a search for a different Green Deal Plan, click again on the New Search tab.

4. Viewing GDCC 'Terms of Use' and 'Privacy Policy'

The GDCC 'Terms of Use' and 'Privacy Policy' will always be accessible in the footer of every page within the portal.

To view the documents a user will click on the hyperlink which will open the relevant document in a new browser window.



The screenshot displays the GDCC web interface. At the top left is the GDCC logo and the text 'Green Deal Central Charge Database'. To the right, it says 'Welcome' and includes links for '[Accessibility]' and '[Log Out]', along with the text 'Last Data Refresh: 18/08/2015 16:45:02'. Below this is a navigation bar with buttons for 'New Search', 'Admin', 'Dashboard', 'User Guide', 'My Account', and 'Reports'. The main content area is titled 'Login History / User Messages' and contains a table of 'User Last Login Details'.

Date Time	Description
18/08/2015 11:24:08	User Logged In
18/08/2015 11:20:18	User Logged In
18/08/2015 16:03:04	User Logged In

Below the table is a message: 'Any queries related to the GDCC web portal should be forwarded to CAS in the first instance! Tel: +44 (0)20 7090 1068'. Underneath is an 'Important Messages' section with a large empty box and a 'Continue' button at the bottom right.

The footer contains logos for 'MRA', 'WSC', 'MAI-AA', and 'WCAG 1.0'. It also includes the copyright notice '© 2016 Genserv Limited - All Rights Reserved' and a link to 'Terms of Use Privacy Policy'. A red arrow points from the text in the previous block to this link.