

Flex Activation

Guide

Summary	This guide explains the general concepts regarding the use of the Flex Activation website
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Date	10/03/2021

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1 Flex Activations B2C

Flex Activations B2C is the Elia website where Flexibility Service Providers (FSP) can submit their Activations, consult the states and history of the Activations and check if their FSP obligations are fulfilled.

An update of this document is foreseen. The latest version is always available on the Elia website

An Activation is the schedule of a planned flexibility injection or offtake by an FSP on some Delivery Points on the Elia Grid or on the connected Distributor grids.

The Activation contains:

- Offtake,
- Injections

These Activations have to be confirmed by the FSP before the actual transfer can take place.



Note

Call to Flex Activations can be automated via an API (so called "B2B"). See document FlexActivations B2B Guide

2 URL - Access

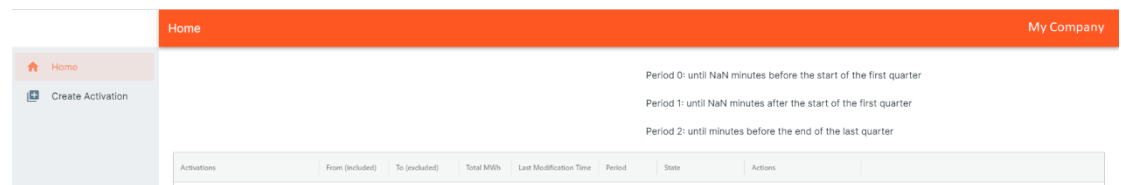
The Flex Activation is reachable at the Internet Address: <https://flexActivations.elia.be>

3 Web Browser

Elia recommends using Microsoft Edge based on Chromium.

4 Parts of Flex Activations B2C

Flex Activations B2C is composed of different parts, each with their specific purpose.



It consists of:

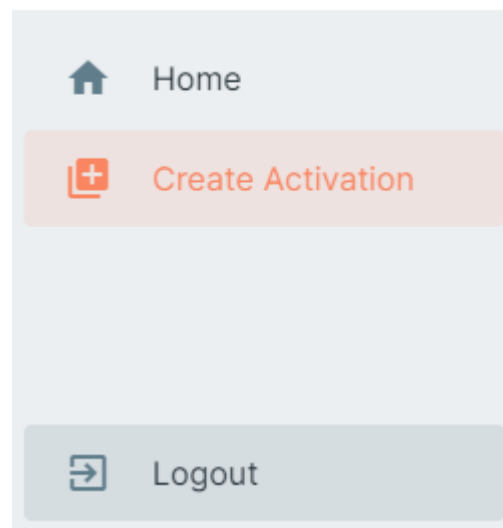
- A heading area
- A general menu item zone (also called the “hamburger zone”)
- A content zone

Heading area

A close-up screenshot of the heading area, showing a solid orange bar with the text 'Create Activation' in white.

The Heading zone contains the name of the current page and the name of the User connected

Hamburger Menu



The ‘Hamburger Menu’ consists of links to the **main functionalities** of Flex Activations B2C.

Each task must be launched from the ‘Hamburger Menu’ or via “hyperlinks” on different screen as explained in this manual on related screens

Content zone

The functionality or task you select in the 'Hamburger Menu' or through another link is displayed in the content zone.

Period 0: until 15 minutes before the start of the first quarter

Period 1: until 5 minutes after the start of the first quarter

Period 2: until 5 minutes before the end of the last quarter

Activations	From (included)	To (excluded)	Total MWh	Last Modification Time	Period	State	Actions
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5 Basic Principles

When using the Flex Activations B2C site, there are a few specific terms you should know.

- Execution date
- Unit
- States
- Versions

Execution date

Execution date :

Date
11/03/2021



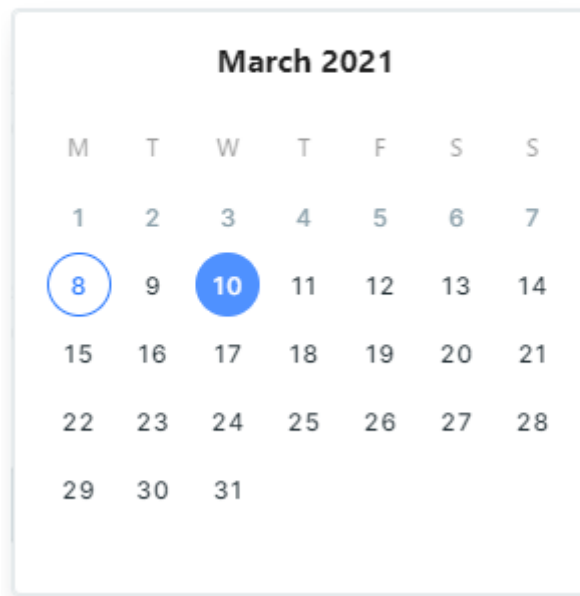
The execution date or Delivery date is the day when the Activation will be running.

The execution date is used as the default date in Flex Activations B2C. You can modify the execution date on each page.

Enter the execution date in the field and **Enter** key, or select the execution date from a pop-up calendar.

Date

10/03/2021



MWh Values

All Activation data on the Flex Activations B2C site are entered/displayed in absolute (= positive) values.

Versions

An Activation has 2 types of Versions:

- **Period:** A "period" is the time when the FSP can make some Operations on his Activations. There are 3 Periods:
 - **Period 0:** This period starts at any time before the first quarter and finishes 15 minutes before the start of the first Activation quarter. The FSP has the right to:

- Create the Activation
- Modify the duration (within the selected execution date)
- Add or remove Delivery Points
- Confirm the Activation
- Delete the Activation
- Modify the quarter hourly values for each Delivery Point and the direction

**Note**

The total duration (start time, end time and number of quarters) of the Activation may no longer be modified after period 0.

- **Period 1:** This period starts when the period 0 finishes and finishes 5 minutes before the start of the first Activation quarter. The FSP has the right to
 - Delete the Activation
 - Modify the values for each Delivery Point and the direction
 - Confirm the Activation
- **Period 2:** This period starts when the period 1 finishes and finishes 5 minutes before the end of the last Activation quarter. The FSP has the right to
 - Take a "photo" (so called an 'Update') of the Activation as explained here below.

**Note**

The Activation must be confirmed after each period

- Delete the Activation
- Modify the values for each Delivery Point and the direction
- Confirm the Activation
- **Update:** An "Update" is a "photo". The FSP has the right to save an 'Update' only during the Period 2.

**Note**

The 'Update' are only possible during Period 2

Each Update has a 'version number' starting at 1 and incremented with each new Update.

For example, if you request an Activation 'Update', it has **version number** 1. If you request it afterwards, the new version of the Activation is saved under version number 2.

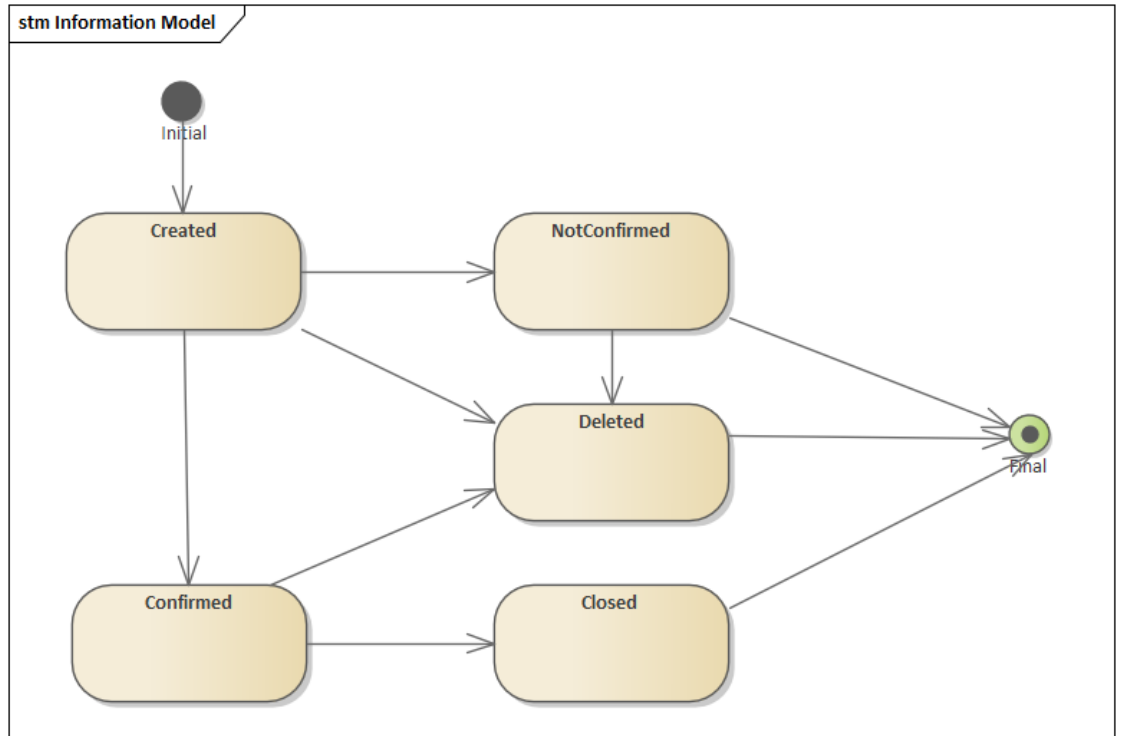
**Note**

After Period 2, the FSP can only consult previous Activations

States

As soon as you submit the Activation, it is automatically checked by Elia and it receives a state.

Possible states from a process point of view for a Period are:



- **Created:** A new Activation has been received by Flex Activations B2C (Period 0) or a new Period has started (Period 1 or 2); based on the Period, some actions are possible: See 5.3 "Versions" p 5
- **Confirmed:** The Activation Period has been confirmed by the FSP.
- **Not Confirmed:** At the end of the Period, the Activation has not been confirmed.
- **Deleted:** the FSP has deleted the Activation.
- **Closed:** At the end of the period, the FSP has confirmed the Activation.

6 The Flex Activations B2C pages

The screenshot shows a web interface with a top navigation bar containing 'Home' and 'My Company'. On the left is a sidebar with 'Home' and 'Create Activation'. The main content area displays three time periods: 'Period 0: until 15 minutes before the start of the first quarter', 'Period 1: until 5 minutes after the start of the first quarter', and 'Period 2: until 5 minutes before the end of the last quarter'. Below this is a table with the following data:

Activations	From (included)	To (excluded)	Total MWh	Last Modification Time	Period	State	Actions
test activation confirmation	09/03/2021 17:15	09/03/2021 17:45	7	09/03/2021 16:46	Period 0	Confirmed	
test confirmation activation 3	09/03/2021 11:30	09/03/2021 12:00	6	09/03/2021 11:15	Period 0	NotConfirmed	
test confirmation activation 2	09/03/2021 11:15	09/03/2021 11:30	0	09/03/2021 11:10	Period 1	NotConfirmed	
test confirmation activation	09/03/2021 11:00	09/03/2021 11:15	0	09/03/2021 10:31	Period 0	NotConfirmed	

The List of Activations is the summary of all your Activations and their latest period and State listed alphabetically based on your Reference.



Note

If you did not enter a reference then the Flex Activation B2C web site created a technical reference for your Activation.

6.1. List of Activations

The 'List of Activations' is the main and default page and presents a summary of the Activations to the FSP.

6.1.1. Data

In the 'list of Activations', you can see, for each Activation:

- **'Activation'**: The reference given by you or the technical one given by the Flex Activation B2C.
- **From**: The first quarter of the Activation (included).
- **To**: The first quarter after the end of the Activation. In other term, the first quarter excluded of the Activation.
- **Total MWh**: The total MWh of all quarters of the Activation.
- **Last modification Time**: The date and time the Activation was modified in Flex Activations B2C or B2B for the last time.
- **Period**: The period of the Activation. See 5.3 "Versions" p5
- **State**: The state from a process point of view. See 5.4 "States" p 6 .
- **Actions**: The different actions you can perform on the Activation.

6.1.2. Activation related actions

For an Activation, you can perform the following actions via the list of "Actions".

- **Versions**: View all versions of the Activation. You can then view the details of each version or modify one of the versions (if allowed). See 6.9 "View Versions of an Activation" p17.
- **Details**: View the details of the selected Activation, especially the schedule by quarter hour. This page is described in 6.2 "Create an Activation"
- From the 'Hamburger Menu' menu, you can click on the menu item 'Create Activation' to enter within this page.

On this page, you can create and submit a new Activation.

The screenshot shows a web form for creating a new activation. The form is titled "Create Activation" and is for "My Company". It contains the following fields and values:

- Execution date :** 10/03/2021
- First quarter of activation (Included):** Select time 08:00
- Last quarter of activation (excluded):** Select time 09:00
- Number of Quarters:** 4
- Reference name:** Activation step 1

At the bottom right, there are two buttons: "CANCEL" and "SAVE".

6.1.3. Data

You enter the following data:

- **Execution date**: The operation day date on which the energy is transferred: the Day of the Activation. One Activation may only be defined on one day.
- **Start Time first quarter**: first quarter (included).

- **First quarter excluded:** quarter following the last quarter of the Activation.
- **Reference name:** The unique reference that you want to give to this Activation (maximum 60 characters: Only letters and digits are accepted).

**Note**

Flex Activations accept an Activation on one Day. No overlap is allowed!
The reference may never be modified after the Activation is created.

**Tip**

Flex Activations takes into account **daylight saving time**. The third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h (based on the official information in february 2021)

6.1.4. Page actions

After finishing your entries for the Activation, click:

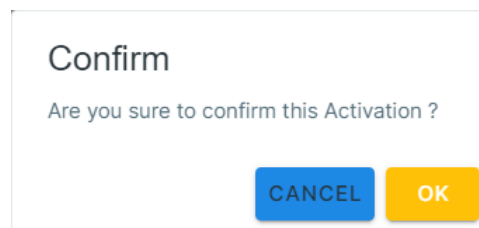
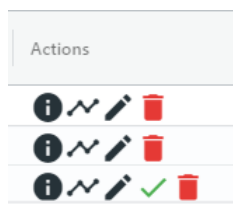
- **Save:** Save your changes and go the page 'Modify Activation' to add details.
- **Cancel:** Discard your changes. No Activation will be created.

**Tip**

Another way to create a new Activation is by **copying** an existing Activation. This way, all values in the new Activation form are already filled in, but can be modified: See below.

6.2. Confirm an Activation

On the Home page in the activation list you can see a green checkbox in the Actions list for activations in the future with a State NotConfirmed. Click on it to get the Confirm pop-up.



6.2.1. Page actions

- **OK:** The Activation will be confirmed. The State is updated to Confirmed.
- **Cancel:** The pop-up disappears and the Activation remains in its initial state.

6.3. Copy an Activation

Coming from the page 'List Activations', you can create a complete new Activation using the selected existing Activation as template and submit a new Activation.

[At this stage the functionality is not yet available.]

6.3.1. Data

You enter the following data:

- **Execution date:** The operation day date on which the energy is transferred: the Day of the Activation. One Activation may only be defined on one day.
- **Start Time first quarter:** first quarter (included).
- **First quarter excluded:** quarter following the last quarter of the Activation.
- **Reference name:** The unique reference that you want to give to this Activation (maximum 60 characters: Only letters and digits are accepted).

6.3.2. Page actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Save & create new:** Save your changes and go to an empty form to create a new Activation.
- **Cancel:** Discard your changes.



Tip

Another way to create a new Activation is by **copying** an existing Activation. This way, all values in the new Activation form are already filled in, but can be modified.

6.4. Modify an Activation

If you modify an existing Activation (or an Activation that you have just created), the current version is updated with your new values.

Edit Activation
My Company

Modify the activation Activation step 1 for My Company

Execution date : Date
08/03/2021 📅

First quarter of activation (included) : Select time
10:45

Last quarter of activation (excluded) : Select time
11:45

Number of Quarters

Reference name :

Total MWh :

ADD DELIVERYPOINT
CANCEL
SAVE

Delivery Point	EAN-Code	Direction	State	Total MWh	Reception Time	Actions
Power Plant A	5414531894965...	Offtake	Running	5	08/03/2021 10:30	🔍 ✎ 🗑

You may modify the values associated with a Delivery Point or add a Delivery Point (if this is allowed during the current period of the Activation; See 5.3 "Versions" p5)

6.4.1. Delivery Point related actions

For each Delivery Point, following actions may be available (depending of the Period):

- **Details:** displays the details of the Delivery Point within an Activation :
 See "6.7 Add/ modify quarter hourly values of a Delivery Point within an Activation

This page allows to modify values and direction for a Delivery Point you selected in an Activation or to add a Delivery Point quarter hourly values in an existing Activation (if the activation is still in Period 0: See 5.3 "Versions" p5).

Edit Delivery Point
My Company

Add Delivery Point to Activation Activation step 1 for My Company

Direction

Select Delivery Point

Max Up : 6

Max Down : 2

	0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	
0-15												5					
15-30												5					
30-45												5					
45-0											5						

CANCEL
SAVE AND CREATE NEW
SAVE

6.4.2. Data

On this page, you can modify:

- **Select Delivery Point:** Ean code of the Delivery Point in the direction 'Injection' and/or 'Offtake'

6.4.3. Delivery Point quarter hourly values

Values are entered in MW on an hourly basis. The total in MWh is displayed in the upper right corner of the schedule. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right:** Copy the value you entered to all cells on the right.
- **Fill Down:** Copy the value you entered to all cells lower than the selected cell.
- **Clear:** Delete all values on screen.

6.4.4. Page actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Save & add Delivery Point:** Save your changes and go to an empty form to create a new Quarter hourly Schedule for another Delivery Point within this Activation.
- **Cancel:** Discard your changes.

- Details of a Delivery Point within an Activation " p 14
- **Copy:** Copy the value you entered to all cells on the right.
- **Modify:** display the Screen 'Modify a Delivery Point within an Activation'. See
- **Delete:** Discard all data of this Delivery Point within this Activation

6.4.5. Actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Cancel:** Discard your changes.
- Details of an Activation" p10
- **Modify:** modify all data (in period 0) or the values (in period 1). See 6.8 "Modify an Activation" p12.
- **Copy:** Copies this Activation
- **Update :** Save an 'Update' of the Activation
- **Delete:** delete the Activation.
- **Confirm:** confirm the current period selected Activation.

6.5. Create an Activation

From the 'Hamburger Menu' menu, you can click on the menu item 'Create Activation' to enter within this page.

On this page, you can create and submit a new Activation.

The screenshot shows a web form for creating a new activation. The form is titled "Create Activation" and is for "My Company". It contains the following fields and values:

- Execution date :** 10/03/2021
- First quarter of activation (included):** 08:00
- Last quarter of activation (excluded):** 08:00
- Number of Quarters:** 4
- Reference name:** Activation step 1

At the bottom right, there are two buttons: "CANCEL" and "SAVE".

6.5.1. Data

You enter the following data:

- **Execution date:** The operation day date on which the energy is transferred: the Day of the Activation. One Activation may only be defined on one day.
- **Start Time first quarter:** first quarter (included).
- **First quarter excluded:** quarter following the last quarter of the Activation.
- **Reference name:** The unique reference that you want to give to this Activation (maximum 60 characters: Only letters and digits are accepted).



Note

Flex Activations accept an Activation on one Day. No overlap is allowed!
The reference may never be modified after the Activation is created.

 **Tip**

Flex Activations takes into account **daylight saving time**. The third hour (2-3h) will be omitted on the last Sunday of March and added as an additional hour on the last Sunday of October. An extra column appears in the schedule before 3-4h (based on the official information in february 2021)

6.5.2. Page actions

After finishing your entries for the Activation, click:

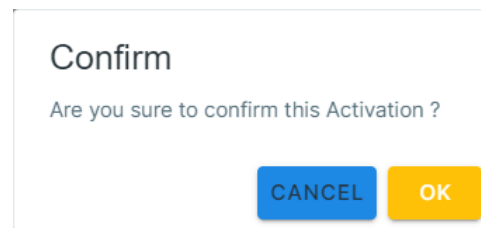
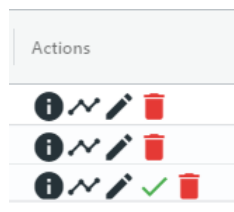
- **Save:** Save your changes and go the page 'Modify Activation' to add details.
- **Cancel:** Discard your changes. No Activation will be created.

 **Tip**

Another way to create a new Activation is by **copying** an existing Activation. This way, all values in the new Activation form are already filled in, but can be modified: See below.

6.6. Confirm an Activation

On the Home page in the activation list you can see a green checkbox in the Actions list for activations in the future with a State NotConfirmed. Click on it to get the Confirm pop-up.



6.6.1. Page actions

- **OK:** The Activation will be confirmed. The State is updated to Confirmed.
- **Cancel:** The pop-up disappears and the Activation remains in its initial state.

6.7. Copy an Activation

Coming from the page 'List Activations', you can create a complete new Activation using the selected existing Activation as template and submit a new Activation.

[At this stage the functionality is not yet available.]

6.7.1. Data

You enter the following data:

- **Execution date:** The operation day date on which the energy is transferred: the Day of the Activation. One Activation may only be defined on one day.
- **Start Time first quarter:** first quarter (included).

- **First quarter excluded:** quarter following the last quarter of the Activation.
- **Reference name:** The unique reference that you want to give to this Activation (maximum 60 characters: Only letters and digits are accepted).

6.7.2. Page actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Save & create new:** Save your changes and go to an empty form to create a new Activation.
- **Cancel:** Discard your changes.



Tip

Another way to create a new Activation is by **copying** an existing Activation. This way, all values in the new Activation form are already filled in, but can be modified.

6.8. Modify an Activation

If you modify an existing Activation (or an Activation that you have just created), the current version is updated with your new values.

Edit Activation
My Company

Modify the activation Activation step 1 for My Company

Execution date : Date
08/03/2021

First quarter of activation (included) : Select time
10:45

Last quarter of activation (excluded) : Select time
11:45

Number of Quarters

Reference name :

Total MWh :

ADD DELIVERYPOINT
CANCEL
SAVE

Delivery Point	EAN-Code	Direction	State	Total MWh	Reception Time	Actions
Power Plant A	5414531894965...	Offtake	Running	5	08/03/2021 10:30	

You may modify the values associated with a Delivery Point or add a Delivery Point (if this is allowed during the current period of the Activation; See 5.3 "Versions" p5)

6.8.1. Delivery Point related actions

For each Delivery Point, following actions may be available (depending of the Period):

- **Details:** displays the details of the Delivery Point within an Activation : See "6.7 Add/ modify quarter hourly values of a Delivery Point within an Activation

This page allows to modify values and direction for a Delivery Point you selected in an Activation or to add a Delivery Point quarter hourly values in

an existing Activation (if the activation is still in Period 0: See 5.3 "Versions" p5).

Edit Delivery Point
My Company

Add Delivery Point to Activation Activation step 1 for My Company

Direction

Select Delivery Point

Max Up : 6
 Max Down : 2

	0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	
0-15												5					
15-30												5					
30-45												5					
45-0												5					

CANCEL
SAVE AND CREATE NEW
SAVE

6.8.2. Data

On this page, you can modify:

- **Select Delivery Point:** Ean code of the Delivery Point in the direction 'Injection' and/or 'Offtake'

6.8.3. Delivery Point quarter hourly values

Values are entered in MW on an hourly basis. The total in MWh is displayed in the upper right corner of the schedule. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right:** Copy the value you entered to all cells on the right.
- **Fill Down:** Copy the value you entered to all cells lower than the selected cell.
- **Clear:** Delete all values on screen.

6.8.4. Page actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Save & add Delivery Point:** Save your changes and go to an empty form to create a new Quarter hourly Schedule for another Delivery Point within this Activation.
- **Cancel:** Discard your changes.

- Details of a Delivery Point within an Activation " p 14
- **Copy:** Copy the value you entered to all cells on the right.
- **Modify:** display the Screen 'Modify a Delivery Point within an Activation'. See
- **Delete:** Discard all data of this Delivery Point within this Activation


6.8.5. Actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Cancel:** Discard your changes.

6.9. Details of an Activation

The details page shows you the details of a specific Activation you selected in the 'List of Activations' page.

Activation							My Company
Activation Activation step 1 for My Company							
Execution date :	08/03/2021						
First quarter of activation (included) :	10:45						
Last quarter of activation (excluded) :	11:45						
Number of Quarters	4						
Reference name :	Activation step 1						
State :	NotConfirmed						
Version :	0						
Total MWh :	5						
Delivery Point	EAN-Code	Direction	State	Total MWh	Reception Time	Actions	
Power Plant A	541453189496554145	Offtake	Running	5	08/03/2021 10:30		

6.9.1. Data

On this page, you can consult:

The netted total of the Activation for each quarter for all the Delivery Points defined in the Activation.

The list of Delivery Point that are defined in this Activation. For each Delivery Point:

- **Delivery Point:** The name of the Delivery Point on the Elia or DGO Grid.
- **EANcode:** The EAN code of the Delivery Point.
- **Direction:** The direction on which the energy is transferred.
- **State:** The state from a process point of view. See 5.4 "States" p6.
- **Total MWh:** The total in MWh for all quarters of this Delivery Point.
- **Reception time:** Latest change of the data on this Delivery Point.
- **Version:** The version number of the Activation.

6.9.2. Page actions

On the details page, you can perform the following actions via the **Action zone**:

- **Detail:** access to the details page of the Activation on this Delivery Point.
- **Detail overview:** you can display the breakdown per QH for a specific Delivery Point by clicking its entry in the list.

6.10. Add/ modify quarter hourly values of a Delivery Point within an Activation

This page allows to modify values and direction for a Delivery Point you selected in an Activation or to add a Delivery Point quarter hourly values in an existing Activation (if the activation is still in Period 0: See 5.3 "Versions" p5).

Edit Delivery Point
My Company

Add Delivery Point to Activation Activation step 1 for My Company

Direction

Select Delivery Point

Max Up : 6

Max Down : 2

	0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16
0-15												5				
15-30												5				
30-45												5				
45-0												5				

CANCEL SAVE AND CREATE NEW SAVE

6.10.1. Data

On this page, you can modify:

- **Select Delivery Point:** Ean code of the Delivery Point in the direction 'Injection' and/or 'Offtake'

6.10.2. Delivery Point quarter hourly values

Values are entered in MW on an hourly basis. The total in MWh is displayed in the upper right corner of the schedule. If you have to fill in the same value many times in the schedule, you can make use of the following actions:

- **Fill Right:** Copy the value you entered to all cells on the right.
- **Fill Down:** Copy the value you entered to all cells lower than the selected cell.
- **Clear:** Delete all values on screen.

6.10.3. Page actions

After finishing your entries for the Activation, click:

- **Save:** Save your changes and go back to the list of Activations.
- **Save & add Delivery Point:** Save your changes and go to an empty form to create a new Quarter hourly Schedule for another Delivery Point within this Activation.
- **Cancel:** Discard your changes.

6.11. Details of a Delivery Point within an Activation

The details page shows you the details of a Delivery Point quarter hourly value you selected in the page 'Detail of an Activation'.

Delivery Point
My Company

Power Plant A in Activation Step 1 for My Company

Direction : Offtake
 Delivery Point : Power Plant A - 541453189496554145
 Max Up : 10
 Max Down : 2
 Total MWh : 40

	0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16
0-15														10		
15-30														10		
30-45														10		
45-0														10		

6.11.1. Data

On this page, you can consult each quarter hourly values and the direction of the selected Delivery Point within an Activation

6.11.2. Page action

- **Cancel:** You can only cancel this page because no change may be added here.

6.12. View Versions of an Activation

Each time you save an 'Update' or the Activation passes from a period to another, a new version is created.

The newest version is saved under the previous version number+1 (if this is an update). You still have the possibility to consult older versions. This allows you to keep track of the history.

6.12.1. Version related actions

You can perform the following actions via the **list of versions**:

- **Details:** View the details of the selected version.
- **Copy:** Create a new Activation based on the values and schedule of the selected Activation.
- **Versions:** View all versions of the Activation. You can then view the details of each version or modify/copy one of the versions.