



Optiflex

User Manual

Version 2.0 – 02-04-2025

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1 Introduction

The B2C Optiflex platform manages the submission, processing and validation of unavailability events and schedules.

Submitting information to Optiflex can be done via the External Communication Layer based structured asynchronous AMQP messaging or by using the web client application for which the functionalities are described in this document.

The B2C Optiflex web client provides:

- Functionality to submit/update/withdraw unavailability events based on predefined .xlsx templates
- Functionality to submit/update/withdraw via a UI form
- A screen to verify the results of the submitted unavailability events, status and reason of reply for each delivery point included in the Outage Planning Agent's contract
- A screen to view the details of valid updated unavailability plan for each delivery point included in the Outage Planning Agent's contract
- Export imported data to .csv, .xml or .xlsx files

This user manual will follow the incremental releases of the web client application and will be accessible via the web client itself. The information within the guide will always be in line with the features released to the demo and production environments and will evolve through time.

2 User Interface

2.1 Generic Components

2.1.1 Description

The Optiflex web client consists of a **menu bar** on the left used to navigate between the different sections, of a **section content** where the specific interface, information and available actions of each section will be displayed.



2.1.2 Elements

1. Menu

The sections will structure the application according to specific contents and functionalities:

- **Home:** redirects the end user to the “neutral” interface pictured above.
- **Scheduling:** the section where the end user can consult, submit, update the schedules.
- **Outage Planning:** the section where the end user can consult the existing availability plans and submit, consult, update or withdraw unavailability events.

2. Section Content

The main content of each section will be described in the subsequent chapters of this manual.

3. Documentation

Button to download the B2C user guide.

4. Logout

Button for the user to logout of Optiflex webclient.

2.2 Outage Planning

2.2.1 Description

The Outage Planning screen of the Optiflex web client allows the user to consult the existing availability plans and consult, submit, update or withdraw unavailability events for each of the delivery point included in the OPA contract.

2.2.2 Header

2.2.2.1 Filters

The screenshot shows the 'Outage planning' header. At the top right is a red button labeled '+ Add unavailability'. Below it, on the left, are two tabs: 'Calendar view' (with a calendar icon and a red circle 1) and 'List view' (with a list icon and a red circle 2). Below the tabs are two dropdown menus: 'Electrical zone' (with a red circle 3) and 'Delivery point name' (with a red circle 4). At the bottom left are two date input fields: 'Start' with the value '02/04/2025' (red circle 5) and 'End' with the value '09/04/2025' (red circle 6). To the right of these fields is a red 'Search' button (red circle 7). On the far right, there is a checkbox labeled 'Show Latest Version' and two buttons: 'Import' and 'Export'.

1. Calendar view

Calendar view showing the consolidated availability plans of the selected period.

2. List view

List of the unavailability events covering (partially) the selected period.

3. Electrical zone

Filter to select only Delivery Points of a specific Electrical Zone.

4. Delivery Point name

Filter to select a specific Delivery Point.

5. Start date

Start date of the period you want to show (maximum 1 year).

6. End date

End date of the period you want to show (maximum 1 year).

7. Search

Button to launch the search on the period defined with start and end date.

2.2.2.2 Actions

This screenshot is similar to the previous one but highlights different actions. The red circle 1 is on the '+ Add unavailability' button. The red circle 2 is on the 'Show Latest Version' checkbox. The red circle 3 is on the 'Import' button. The red circle 4 is on the 'Export' button. The other elements (tabs, filters, date fields, search button) are the same as in the previous screenshot.

1. Add unavailability

As described in section 2.

2. Show Latest Version (only in "List View")

To show only the latest valid version of the unavailability events.

3. Import unavailability template

As described in section 2.

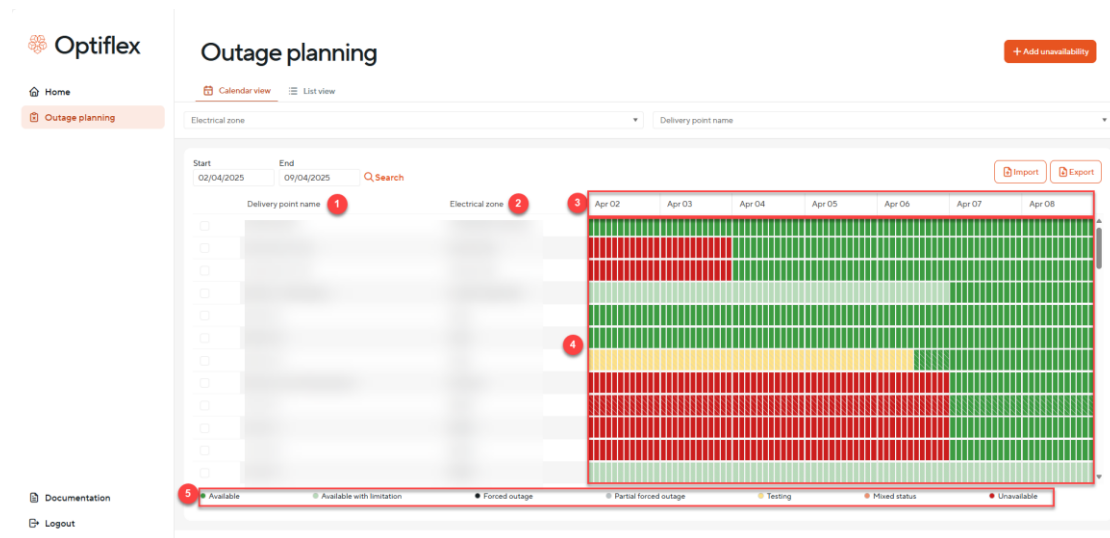
4. Download unavailability template

As described in section 2

2.2.3 Content section

2.2.3.1 Calendar view

The calendar view shows the availability plan consolidated with the latest active versions of the submitted unavailability events (unavailability events pending Elia validations aren't considered) for all delivery point in the OPA portfolio.



1. Delivery Point Name

Name of the delivery point.

2. Electrical zone

Electrical Zone in which the delivery point is located.

3. Timeline

Time indication of the selected time period.

4. Availability Plan

Availability plan for the selected period (PMAX is shown when hovering availability plan's cell).

5. Color coding

Color coding of the above availability plan.

2.2.3.2 List view

When no unavailability crosses into the selected Execution Date, no data will be shown. When unavailability events do cross into the execution date, all relevant info of that unavailability event will be shown.

Outage planning

+ Add unavailability

Calendar viewList view

Electrical zoneDelivery point name

Start01/01/2025End31/12/2025Search

Show Latest VersionImport

	1	2	3	4	5	6	7	8	9	10	11
	Delivery point EAN	Delivery point name	Electrical zone	Reason Code	Status	Version	Withdraw	Start	End	Creation date	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	17/03/2025 16:18	17/03/2025 17:18	17/03/2025 17:05	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	17/03/2025 16:18	17/03/2025 17:18	17/03/2025 17:05	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	28/03/2025 12:00	29/03/2025 13:00	27/03/2025 12:05	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	28/03/2025 03:00	27/03/2025 05:00	17/03/2025 13:35	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	28/03/2025 12:17	30/03/2025 13:17	27/03/2025 12:18	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	11/03/2025 15:00	11/03/2025 18:00	10/03/2025 11:21	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	20/03/2025 23:38	21/03/2025 01:25	18/03/2025 09:47	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	21/03/2025 10:00	22/03/2025 05:45	18/03/2025 09:51	
<input type="checkbox"/>					Accepted	1	<input type="checkbox"/>	19/03/2025 21:15	19/03/2025 21:20	18/03/2025 10:28	

1. Delivery Point EAN

'Friendly' name of the Delivery Point.

2. Delivery Point Name:

The delivery point EAN representing the point for which the unavailability is sent.

3. Electrical zone

Electrical Zone in which the delivery point is located.

4. Reason code

In case the uploaded document gets "Rejected" or "Waiting for confirmation" the reason code described in the validation rules will be mentioned to provide further information.

When hovering over the reason code with the mouse cursor, the explanation of the reason code is displayed:

The number of points must match with the time interval of the period			Version
Liège	A49	Rejected	1

5. Status:

Validation status of the market document that was submitted based on technical and functional validation rules.

Status is either: "Accepted", "Rejected" or "Waiting for confirmation":

<input type="checkbox"/>		Accepted	1	<input type="checkbox"/>	11/03/2025 15:00	11/03/2025 18:00	10/03/2025 11:21	
<input type="checkbox"/>	Y37	Waiting for confirmation	1	<input type="checkbox"/>	19/03/2025 13:15	20/03/2025 14:15	18/03/2025 13:08	
<input type="checkbox"/>	Y111	Rejected	1	<input type="checkbox"/>	19/03/2025 13:15	20/03/2025 14:15	18/03/2025 13:08	

6. Version

Version number for the MarketDocument.

7. Withdraw

Tick box indicates if the version of the unavailability event is a withdraw.

8. Start date

Start date and time of the unavailability event.

9. End date

End date and time of the unavailability event.

10. Creation date

The timestamp on which the document was sent

11. Show details of unavailability event

To open popup window with the details of the unavailability events:

Unavailability detail

Accepted

Information

Information

Delivery Point

Remarks

Complementary Info

Additional information

Market document mRID

Timeseries mRID

Version

Unavailability details

Reason

Reason

Withdraw

PlannedUnavailable

Period	Available capaci...	From	To
1	0,0	25/03/2026 00:00	25/03/2027 13:00

Clicking on edit (**12**) will reopen the UI form to withdraw or submit an updated version of the unavailability event.

2.2.4 Submission of information

Interaction with the Optiflex can be done in the following ways:

- via the External Communication Layer based structured asynchronous AMQP messaging
- via the web client application using .xlsx files
- Via the web client application using the UI form

For all information related to the External Communication Layer, please refer to the Technical Guide.

The functionalities provided to submit information via the web client are described below.

2.2.4.1 Via form

The upload process UI form exists out of two basic steps. First, the form is filled in and, then, the content of the messages contained in the form is validated. The result of the validation per message is provided in the UI form window. If the validation status is different from 'Accepted', the user should control the reason code to see the detailed reason.

The UI form is accessible by clicking on the below button via the Scheduling or the Outage Planning sections:

The UI form is composed of two sections (Information & Unavailability details) and a summary.

Information

#	Field	Mandatory	Description
1	Delivery Point Name	Y	Friendly delivery point name
2	Delivery Point EAN	Y	EAN code of the delivery point
3	Complementary Info	Y	Complementary information (additional information on the unavailability) Allows free text
4	Remarks	N	Remarks (more detailed information on the event that allows a full understanding of its potential impact) Allows free text
5	Market Document mRID	Y	Unique identifier for the MarketDocument
6	Timeseries mRID	Y	Unique identified for the unavailability event
7	Version	Y	Version number for the MarketDocument

The “Next” button (8) allows you to go to the “Unavailability Details” section once all mandatory information have been filled in.

Unavailability details

Add Unavailability

Information Unavailability details Summary

Unavailability Type 9

☐ Planned unavailability
☐ Forced outage
☐ Testing

Unavailability details

Decommissioning ☐ 10

Period 1

Available capacity (MW)* 11

From 07/10/2025 22:00 12 To 07/10/2025 23:15 13

+ Add Period 14

← Previous 15 Next → 8

#	Field	Mandatory	Description
9	Unavailability Type	Y	Using the dropdown list to indicate the nature of the unavailability event. The following CIM codes are used <ul style="list-style-type: none"> Planned Unavailability Forced Outage Testing
10	Decommissioning	N	Flag that the unit will be unavailable for an extended period of time above the 5 years limitations due to decommissioning of the unit
11	Maximum Available Capacity	Y	Expressed available capacity is in Megawatt for the full duration of the unavailability period.
12	Unavailability Period Start	Y	The start date and time of the period to which the unavailability refers to, expressed in
13	Unavailability Period End	Y	The end date and time of the period to which the unavailability refers to

The “Add Period” button (14) allows the user to add additional unavailability period(s) within the same unavailability events. A different Maximum Available Capacity can be defined for each period.

The “Previous” button (15) allows you to go back to the “Information” section while the “Next button” (7) allows you to go to the summary of the unavailability event created.

Summary

Add Unavailability

Information Unavailability details Summary

Summary

Information [Edit](#)

Information
Delivery Point
Remarks
Complementary Info
Test Remark
Test complementary info

Additional information
Market document mRID
Timeseries mRID
Version
MarketDocumentmRID_Test
TimeseriesmRID_Test
1

Unavailability details [Edit](#)

Reason
Reason
Planned unavailability

Unavailability details		From	To
Period	Available capacity (MW)		
1	0	02/04/2025 13:30	02/04/2025 14:45

[Previous](#) **16** [Save unavailability](#)

The summary section of the UI form provides an overview the information previously filled in the form. By clicking on the "Save unavailability" button (**16**) the user can submit the unavailability event.

2.2.4.2 Via Excel file

Upload zone

The upload process via .xlsx files exists out of two basic steps. First, the files are uploaded, parsed and provided to Optiflex. In a second step, the content of the messages contained in each file is validated. The result of the validation per message is provided in the upload window. If the validation status is different from 'Accepted', the user should control the reason code to see the detailed reason.

The upload zone is accessible by clicking on the below button via the Outage Planning section:

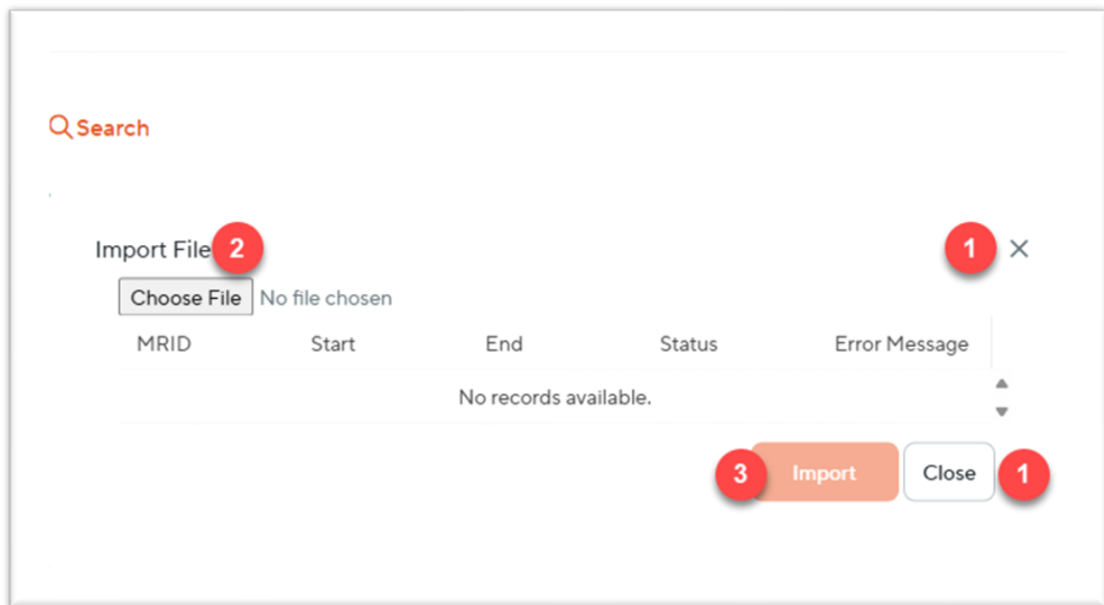
Outage planning [+ Add unavailability](#)

[Calendar view](#) [List view](#)

Electrical zone Delivery point name

Start End [Search](#) ☒ Show Latest Version [Import](#) [Export](#)

The upload zone opens as an overlay on the screen and exists out of a number of elements. These elements are explained below.

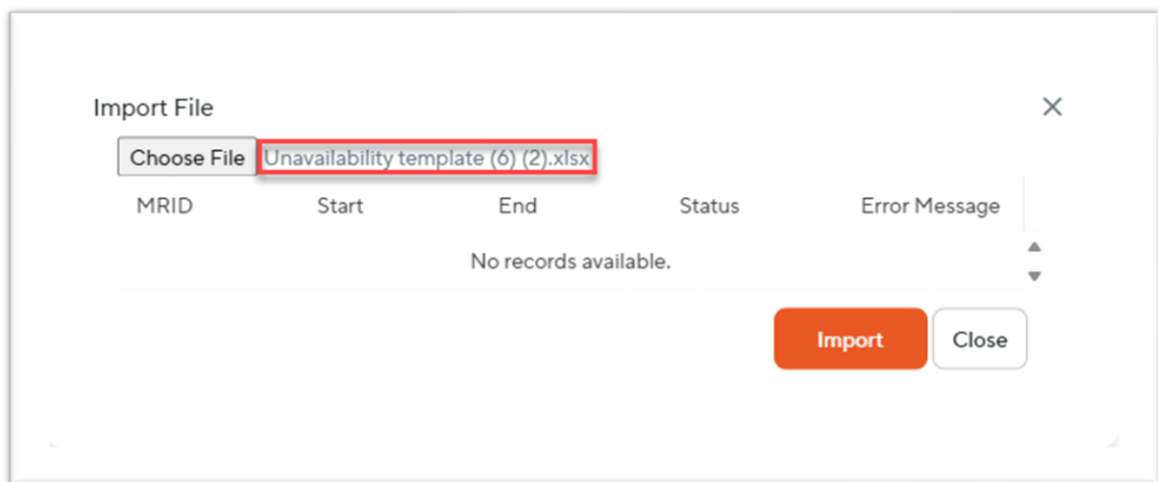


1. Close

The upload zone can be closed by clicking the "Close" button in the lower right corner or by clicking on the exit button in the top right corner.

2. Choose File

By clicking on "Choose File" button a file explorer dialog will open. In this dialog the end user can select the file that needs to be uploaded to Optiflex. After selecting the file, the file will appear in the next to the "Choose File" button, which means they are ready to be uploaded.



In case files are added in error, the file can be cleared by clicking again on the "Choose File" button.

3. Upload files or clear list buttons

After selecting a file to upload via the file explorer, the end-user is able to trigger the upload process by clicking the 'Import' button.

A message will indicate whether the file was correctly uploaded or not as pictured below:

Import File

Choose File

No file chosen

MRID	Start	End	Status	Error Message
54145310393...	28/02/2026 23:00	29/05/2026 03:30	Success	

Import

Close

Unavailability Template

As indicated above, there are a number of things that must be respected when uploading files to Optiflex:

- First of all, the file extension must be .xlsx. Optiflex does not accept files with another extension.
- Secondly, the worksheet(s) in the workbook must respect a predefined structure. This structure is explained in the paragraphs below and is provided in the templates which can be downloaded in the Outage Planning and Scheduling sections.

Remark: The templates also contain a number conditional formatting and data validations (using available MS Excel functionality). These conditional formatting and validations aim to enhance the usability and to reduce probability on errors when filling in the templates. However, it is not the goal to impose any hard restrictions on the end user when using the templates. This means that the end user is allowed to change elements in the provided templates.

DP List worksheet

The 'DP List' worksheet can be used to hold a list of Delivery Point EANs and the 'friendly' name of the Delivery Point. The data from this list is used by the formulas in the template to populate the Delivery Points in the "Unavailabilities" worksheet.

	A	B
1	Name of Delivery Point	EAN
2		
3		
4		
5		

When adding extra lines make sure that the lines are added to the table (see blue corner in the bottom right. Extra lines can be added by right clicking on a line (e.g. line 3, 4 or 5) and choosing 'Insert'. The formulas will only use data, which is entered in the table. Data, which is added just below the table, will not be visible for the formulas in the 'Unavailabilities' worksheet.

Unavailabilities worksheet

The 'Unavailabilities' worksheet is the main worksheet of this template. This worksheet is used to provide all information related to unavailability events.

The end user is expected to fill in the cells with a white background.

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P	
Market Document Unavailability		Company EIC code		Market Document mRID		Unavailability mRID		Version		Market Document Status		Unavailability Type		Complementary mIs		Remarks		Decommissioned unit		Unavailability Period Start		Unavailability Period End		Polarisation		Full duration		Full duration		Full duration	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15A		15B	
Market Document Unavailability		Company EIC code		Market Document mRID		Unavailability mRID		Version		Market Document Status		Unavailability Type		Complementary mIs		Remarks		Decommissioned unit		Unavailability Period Start		Unavailability Period End		Polarisation		Full duration		Full duration		Full duration	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15A		15B	

15A	Full duration	Y	Field to express the maximum available capacity when it is the same for the whole unavailability period.
15B	Points	Y	<p>List of points associated to the period.</p> <p>It should contain as many points as needed to complete the period. If only 1 point is given, it is assumed that the same maximum available capacity is used for the entire period.</p>

2.3 Scheduling

2.3.1 Description

The Scheduling screen of the Optiflex web client allows the user to consult, submit or update schedules for each of the delivery point included in the SA contract.

2.3.2 Header

2.3.2.1 Filters

1. Delivery Point EAN

This specific filter will allow the user to filter on Delivery Points.

2. Execution date

The execution date determines the date to which the Energy / Prequalification Bids relate to

3. Display all version of unavailability events

Checking the “Display all versions” box allows user to see all the versions of a same message that were submitted.

4. Display Schedule mFRR baseline

Checking the “Display Schedule mFRR baseline” box allows user to see all the mFRR baseline updates submitted by the BSP.

2.3.2.2 Actions

5. Refresh button

The refresh button should be used to load the latest data which is needed after the submission of information.

6. Upload unavailability event

As described in section 2.

7. Template

As described in section 2.3.4.1.

2.3.3 Content section

The screenshot shows the 'Content section' interface. At the top, there are filters for 'Delivery point EAN', 'Execution date' (07/10/2025), 'Display all versions' (checkbox), and 'Display Schedule mFRR baseline' (toggle). Below these are dropdown menus for 'Delivery point EAN', 'Delivery point name', 'Status' (set to 'Accepted'), 'Last reference ...' (set to 'True'), 'Reason code' (set to 'B06'), 'Message creati...' (set to '30/09/2025 08:36:30'), 'Type' (set to 'Schedule'), and 'Version' (set to '1'). The main table has columns for 'Delivery point EAN', 'Delivery point name', 'Status', 'Last reference ...', 'Reason code', 'Message creati...', 'Type', and 'Version'. A red box highlights a grid of 24 columns (00-01 to 23-24) and 4 rows, each containing the value '-64'. Below the grid, there are three rows of data, each with a green 'Accepted' status and a 'True' last reference version.

This section provides an overview of the Delivery Points with an active SA contract right. When no valid schedule is sent in, the Status field turns red enabling the SA to monitor schedule submissions.

The following fields are used:

1. Delivery Point EAN

The delivery point EAN representing the point for which the unavailability is sent.

2. Delivery Point Name:

'Friendly' name of the Delivery Point.

3. Status:

Validation status of the market document that was submitted based on technical and functional validation rules.

Status is either: **"Accepted"**, **"Rejected"** or **"Waiting for confirmation"**:

>		Accepted	true	B06	14/06/2022, 15:39	1
>		Rejected	false	Y94	14/06/2022, 15:39	
>		Waiting for confirmation	true	Y87	14/06/2022, 15:57	2

4. Last reference version

Indicates whether the market document is the latest version applicable or not.

5. Reason code

In case the uploaded document gets "Rejected" or "Waiting for confirmation" the reason code described in the validation rules will be mentioned to provide further information.

When hovering over the reason code with the mouse cursor, the explanation of the reason code is displayed:

The screenshot shows the 'Content section' interface with a tooltip for the 'Reason code' field. The tooltip displays the text 'Accepted' and 'B06'. The main table has columns for 'Delivery point EAN', 'Delivery point name', 'Status' (set to 'Accepted'), 'Last reference ...' (set to 'True'), 'Reason code' (set to 'B06'), 'Message creati...' (set to '30/09/2025 08:36:30'), 'Type' (set to 'Schedule'), and 'Version' (set to '1').

6. Message creation date

The timestamp on which the document was sent

7. Type

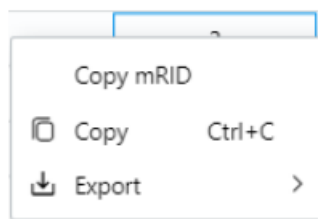
Indicates the type of uploaded market document:

- Schedule
- mFRR baseline update

8. Version

Version number for the MarketDocument.

By hovering over the version number, the mRID becomes visible. By right clicking, the user can copy the mRID:



9. Schedule

When using the dropdown arrow, a view on the latest valid version of the schedule is shown.

2.3.4 Submission of information

Interaction with the Optiflex can be done in the following ways:

- via the External Communication Layer based structured asynchronous AMQP messaging
- via the web client application using .xlsx files
- Via the web client application using the UI form

For all information related to the External Communication Layer, please refer to the Technical Guide.

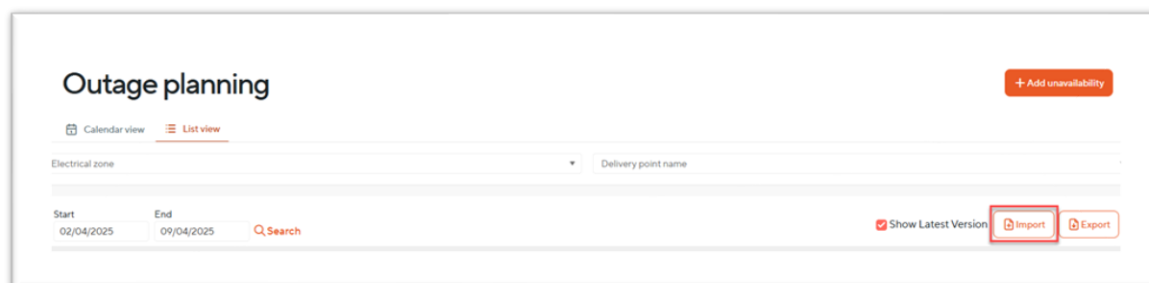
The functionalities provided to submit information via the web client are described below.

2.3.4.1 Via Excel file

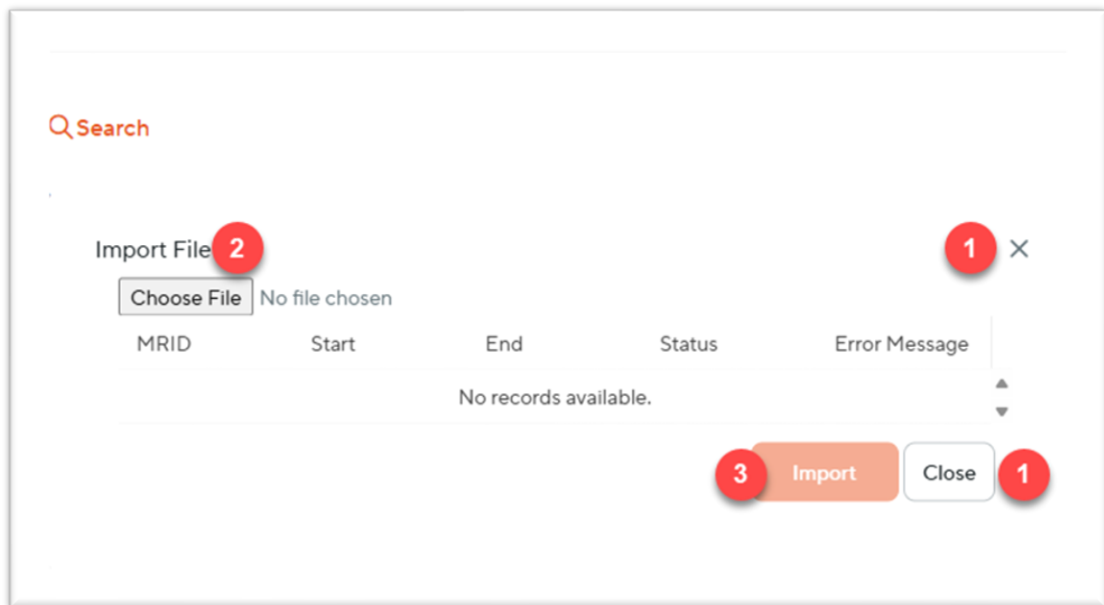
Upload zone

The upload process via .xlsx files exists out of two basic steps. First, the files are uploaded, parsed and provided to Optiflex. In a second step, the content of the messages contained in each file is validated. The result of the validation per message is provided in the upload window. If the validation status is different from 'Accepted', the user should control the reason code to see the detailed reason.

The upload zone is accessible by clicking on the below button via the Outage Planning section:



The upload zone opens as an overlay on the screen and exists out of a number of elements. These elements are explained below.

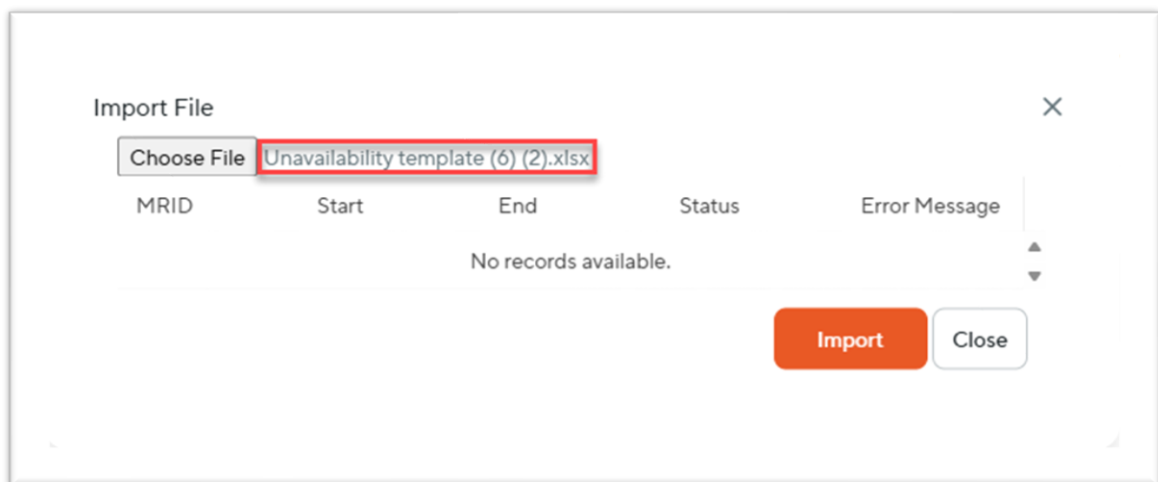


4. Close

The upload zone can be closed by clicking the "Close" button in the lower right corner or by clicking on the exit button in the top right corner.

5. Choose File

By clicking on "Choose File" button a file explorer dialog will open. In this dialog the end user can select the file that needs to be uploaded to Optiflex. After selecting the file, the file will appear in the next to the "Choose File" button, which means they are ready to be uploaded.



In case files are added in error, the file can be cleared by clicking again on the "Choose File" button.

6. Upload files or clear list buttons

After selecting a file to upload via the file explorer, the end-user is able to trigger the upload process by clicking the 'Import' button.

A message will indicate whether the file was correctly uploaded or not as pictured below:

Import File

Choose File

No file chosen

MRID	Start	End	Status	Error Message
54145310393...	28/02/2026 23:00	29/05/2026 03:30	Success	

Import

Close

Scheduling template

DP List worksheet

The 'DP List' worksheet can be used to hold a list of Delivery Point EANs and the 'friendly' name of the Delivery Point. The data from this list is used by the formulas in the template to populate the Delivery Points in the Providing Group on the 'Schedule' worksheet.

	A	B
1	Name of Delivery Point	EAN
2		
3		
4		
5		

When adding extra lines make sure that the lines are added to the table (see blue corner in the bottom right. Extra lines can be added by right clicking on a line (e.g. line 3, 4 or 5) and choosing 'Insert'. The formulas will only use data, which is entered in the table. Data, which is added just below the table, will not be visible for the formulas in the 'Schedule' worksheet.

Schedule worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Market Document Schedule		To add a reason = Forced Outage, place 1 behind quantity (ex: 0!)														
2	Company EIC code	1			Scheduled Power												
3	Execution date	2			00:00	00:15	00:30	00:45	01:00	01:15	01:30	01:45	02:00	02:15	02:30	02:45	03:00
4	Delivery Point Name	Delivery Point EAN	Market Document mRID	Version													
5	3	4	5	6	7												
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	

#	Field	Mandatory	Description
1	Company EIC code	Y	Identification number of the sender
2	Execution date	Y	The execution date determines the date to which the schedule relates to
3	Delivery Point Name	Y	Friendly delivery point name
4	Delivery Point EAN	Y	The delivery point EAN representing the point for which the unavailability is sent

5	Market Document mRID	Y	Unique identifier for the MarketDocument
6	Version	Y	Version number for the MarketDocument
7	Scheduled Power	Y	The value (MW) of the scheduled per quarterly hour. We require an accuracy of 0.1 MW.