

# RSVP User's Manual

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## Accessing the Application

Go to:

[http://www.mro.webvote.oati.net/mro\\_rsvp/action/PubMainAction?type=Init](http://www.mro.webvote.oati.net/mro_rsvp/action/PubMainAction?type=Init)

This home page lists the current status of the MRO standards.

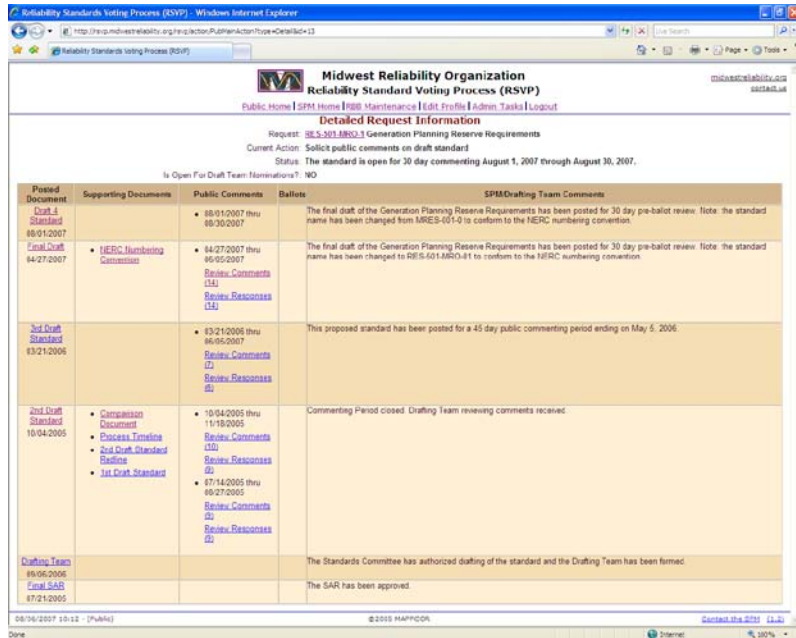
For detailed instructions on how to vote, register, leave a comment, or submit a SAR; click on the links provided on the left side of the screen.

## View Comments/Responses

To view comments or responses, click any standard listed on the home page and you will be brought to the screen shown to the right.

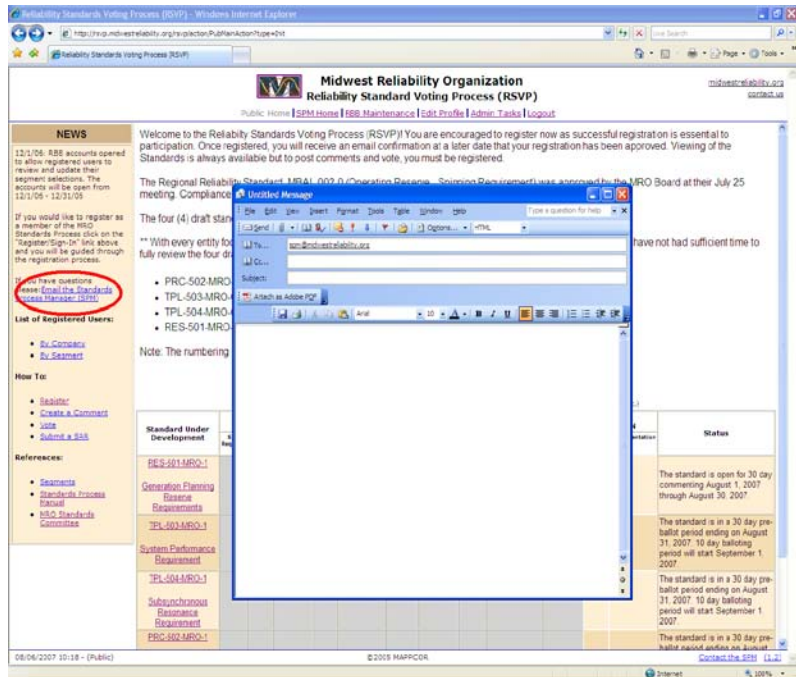
Here you can read the comments from registered users and responses from the Standards Process Manager. These comments and responses reports are listed under the Public Comments Column.

You can also read the current version of the standard by clicking on the link at the top of the page.



## Contacting the SPM

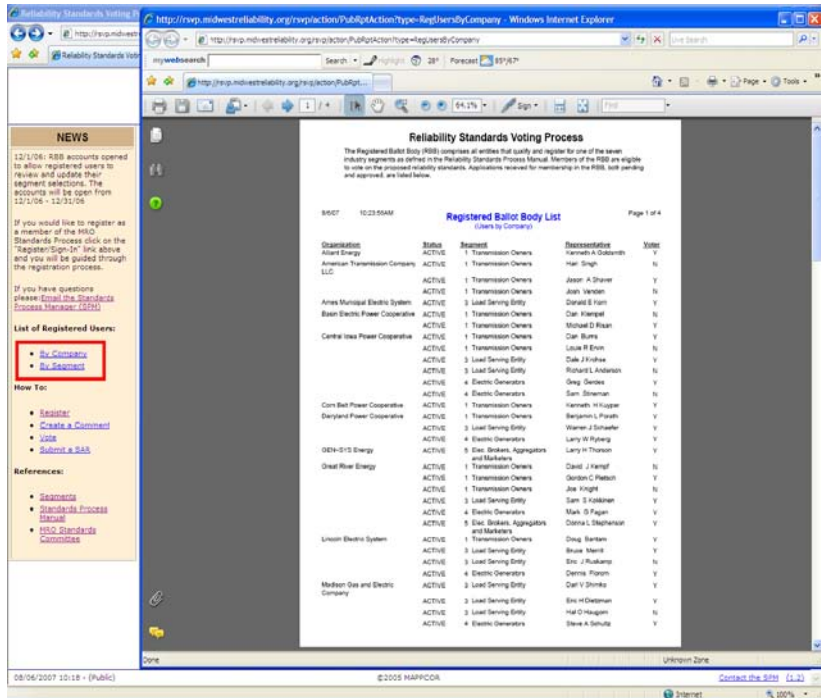
If you have questions or comments for the SPM, click e-mail the SPM on the left hand side of the screen on the home page.



## Registered Users

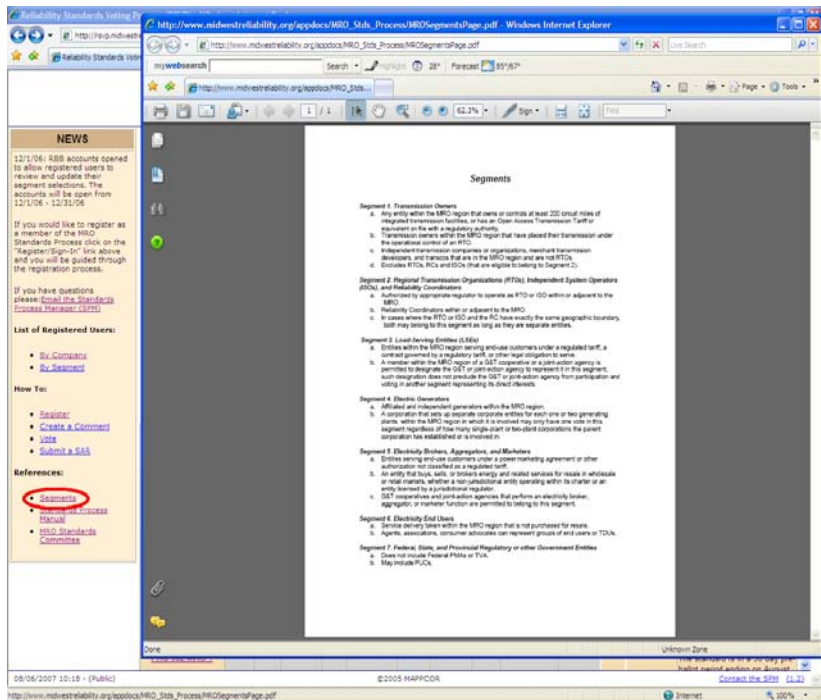
You can view the list of registered users by company or segment by clicking the appropriate link to the left side of the screen.

This is also a good tool to verify your registration to the website.



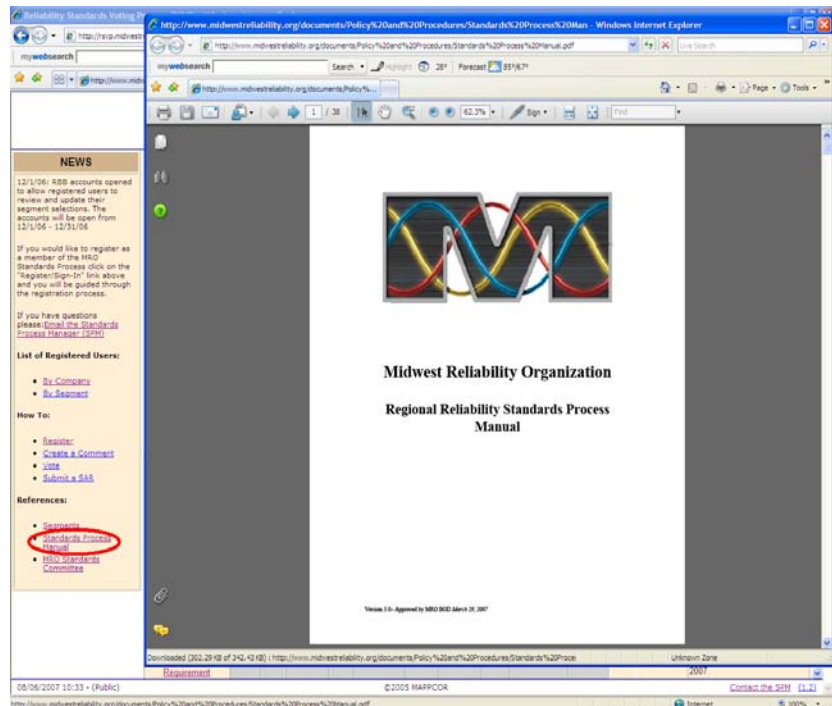
## Segments

If you are unsure of what your segment is, definitions are provided by clicking "Segments" under the references section on the left hand side of the screen.



## Standards Process Manual

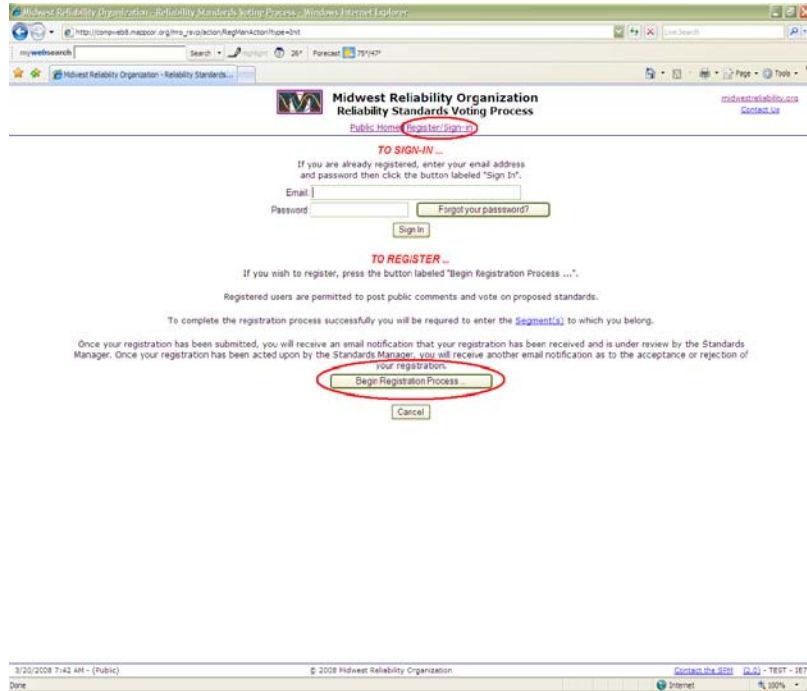
To understand more about the standards process, click on "Standards Process Manual" under the references section.



## How to Register

Click on "Register/Sign-in" at the top of the page.

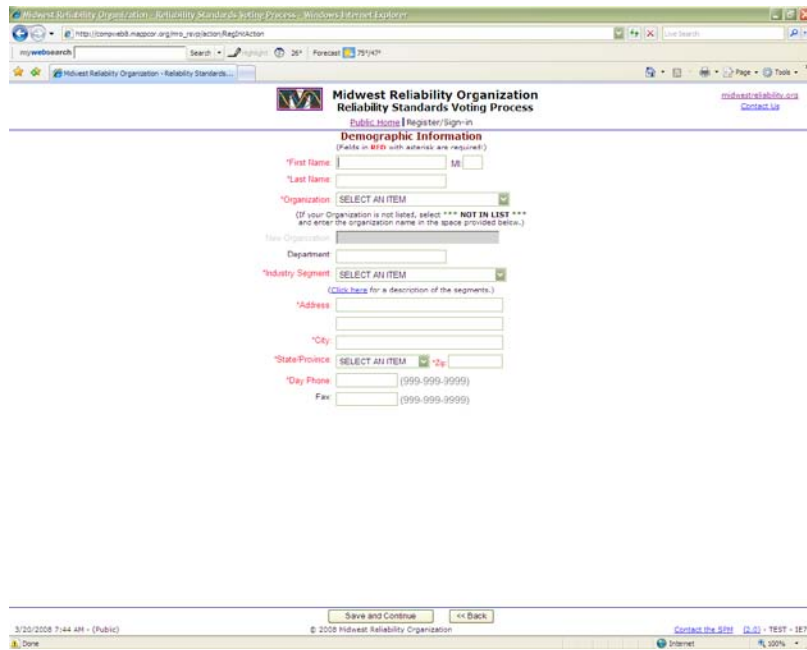
Then click "Begin Registration Process" at the bottom of the page.



Enter your information, making sure that all areas in \*RED are filled.

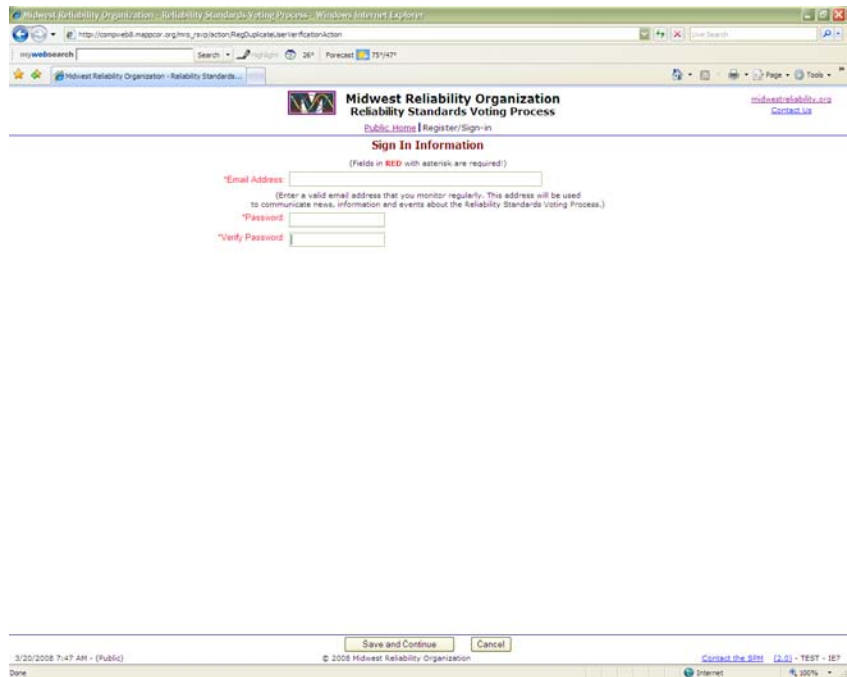
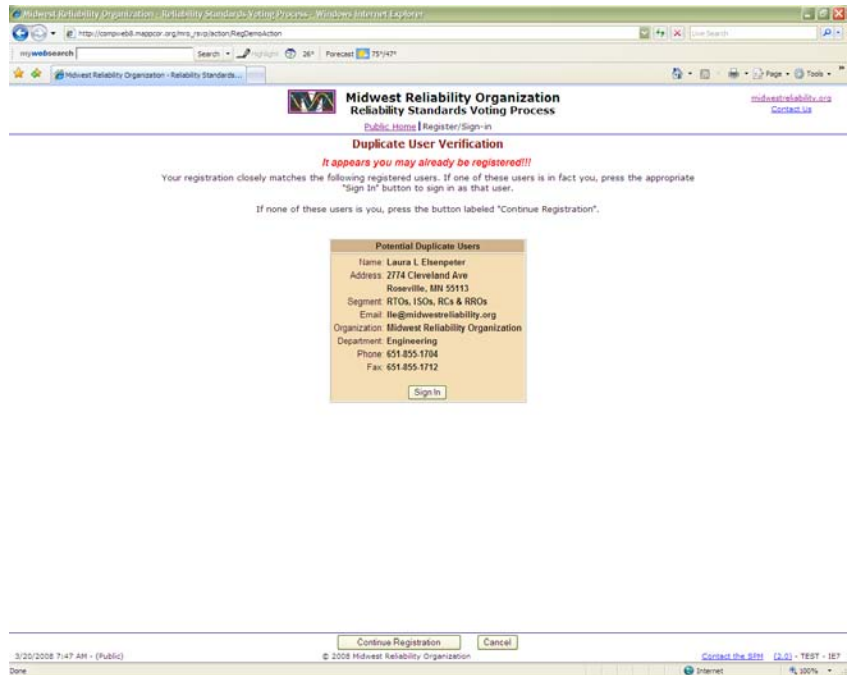
If you are unsure of your segment(s) click on the link below the segments to view the segments definitions.

Click "Save and Continue" at the bottom of the screen when finished.



If you have already registered for RSVP, you will see this screen. If this is you, click "Sign In."

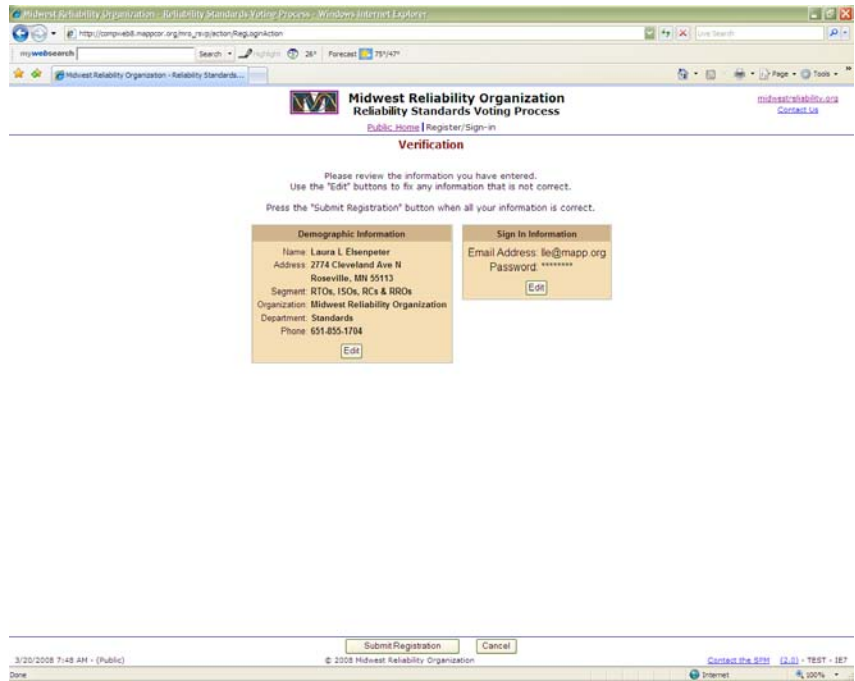
If this is not you, click "Continue Registration."



Enter your contact e-mail address and a password. Click "Save and Continue."

Make any necessary changes to the information listed at this time by clicking "Edit."

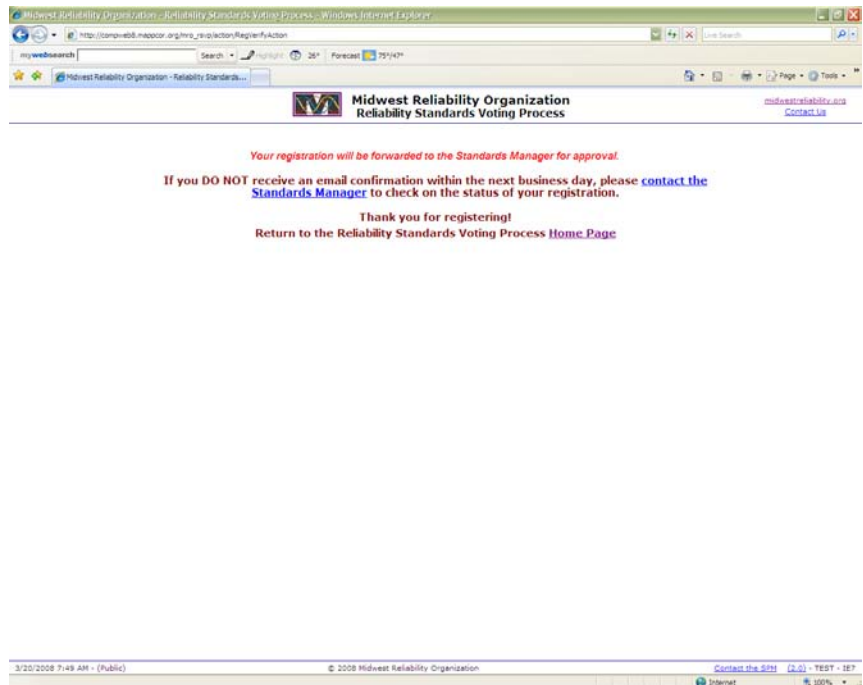
When you are sure that all information is correct, click "Submit Registration."



Once submitted you should see this screen.

The SPM will approve your registration and then send you a confirmation e-mail.

You DO NOT have access to RSVP until you confirm your registration through the CONFIRMATION E-MAIL.

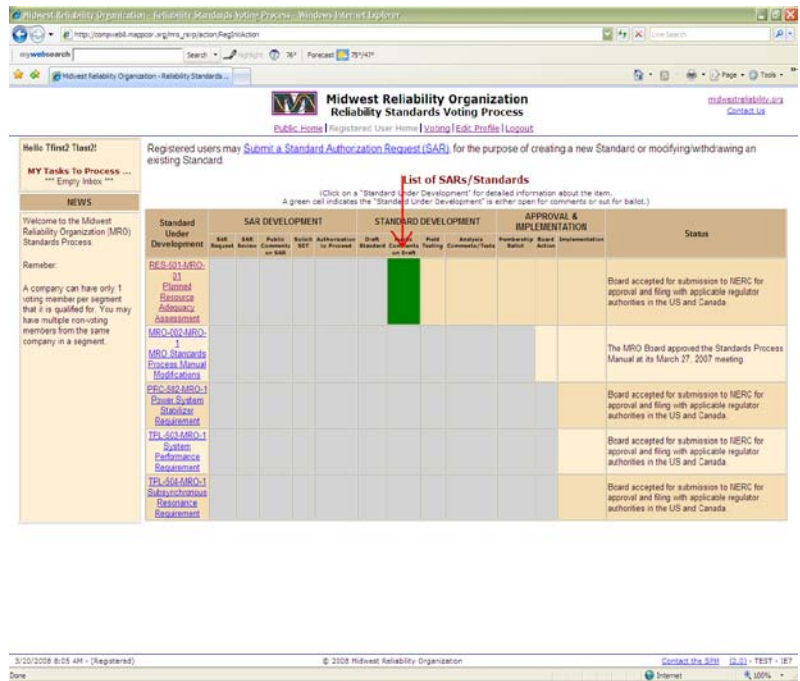




## How to Post a Comment

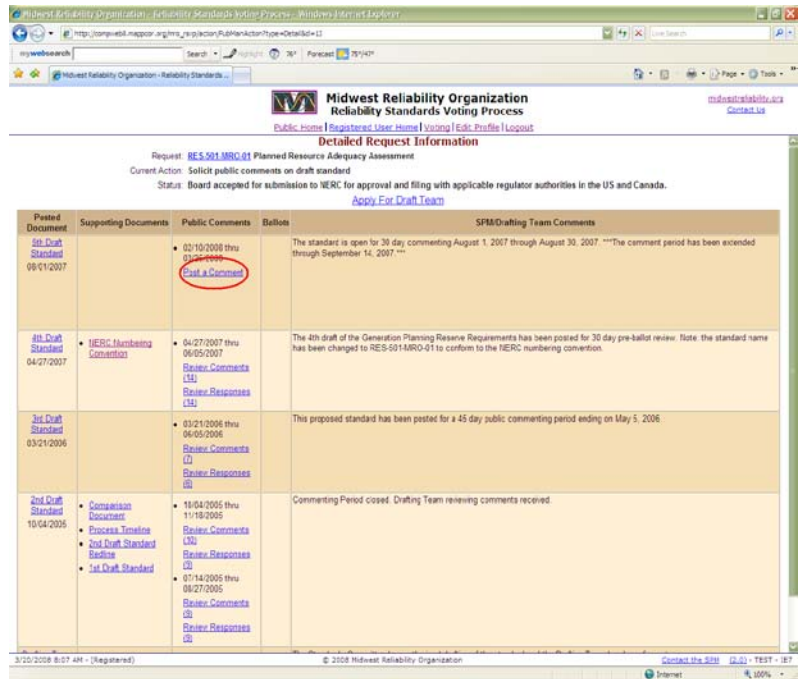
Once you have completed the registration process and have confirmed your registration ...

Sign in to RSVP

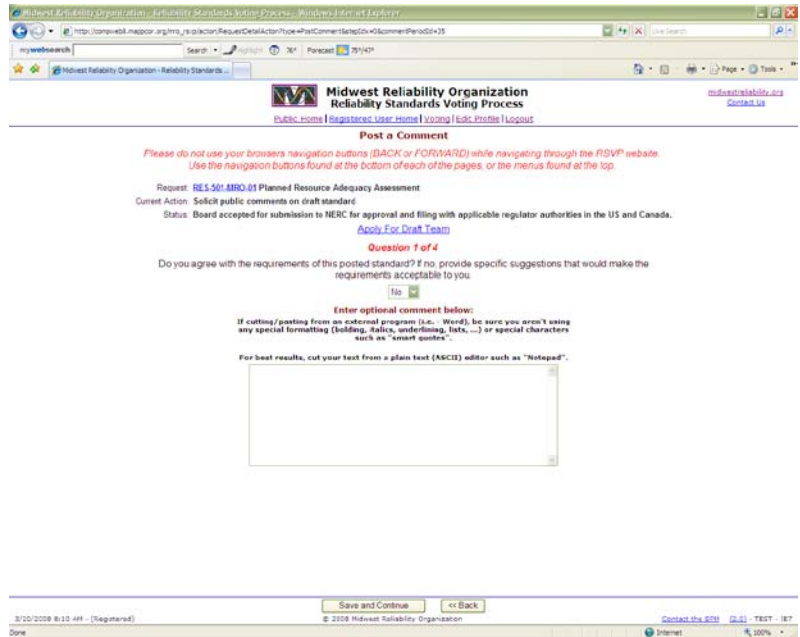


When a standard is available for comment, the box below the "Public Comment on Draft" under "Standard Development" will be highlighted.

Click on the standard you would like to leave a comment on.



Click on "Post a Comment" under the "Public Comments" column.



You will be asked a series of questions about the standard you clicked on.

Answer the question with an appropriate response from the drop-down menu.

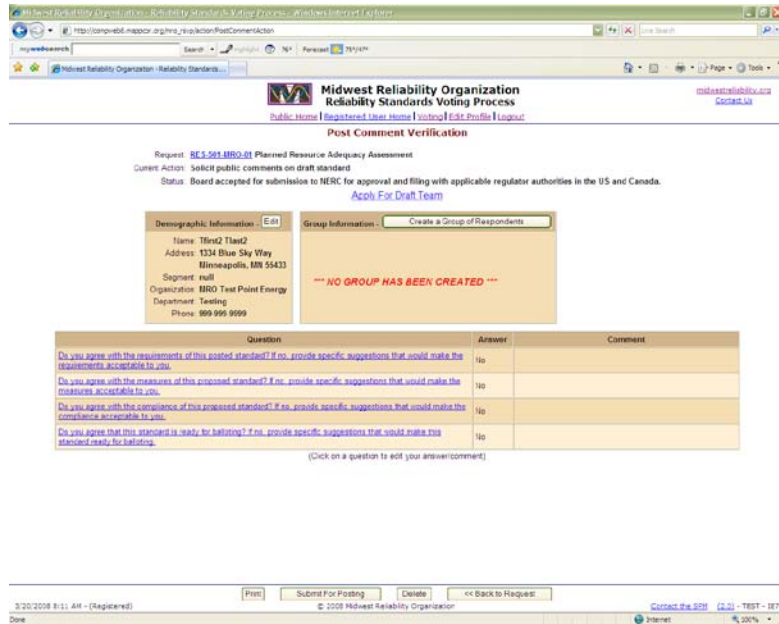
Enter additional comments in the box provided.

When you are finished with each question, click "next" (or "back" to edit) at the bottom of the page.

All of your responses to each question will be listed at the end.

Review your comments to make sure they are what you entered. If not, click on the question to edit your response.

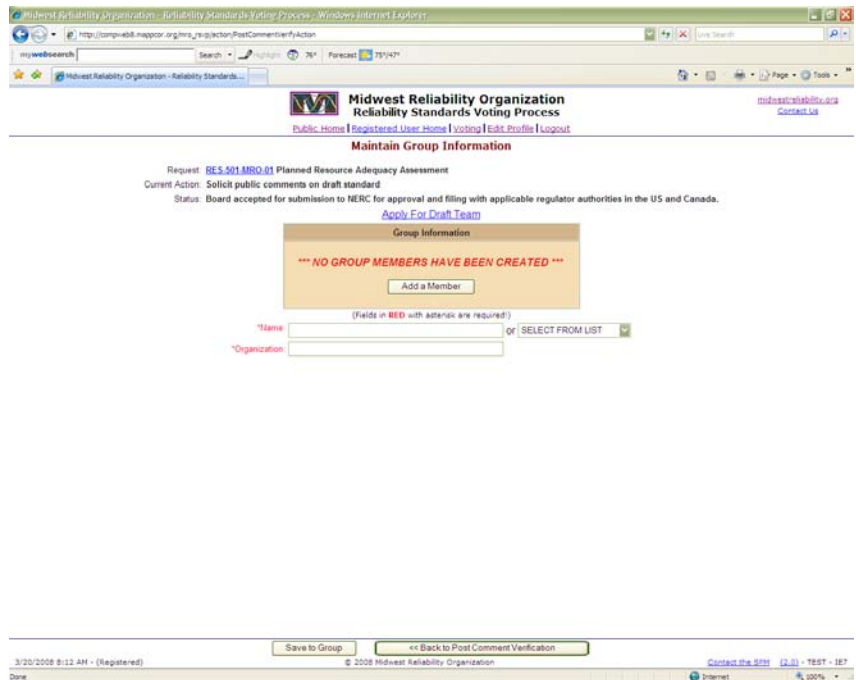
You can also make sure that your demographic information is correct. If any of this information is incorrect, change it by clicking the "Edit" button.



If you are submitting comments for a group of people, click on "Create a Group of Respondents."

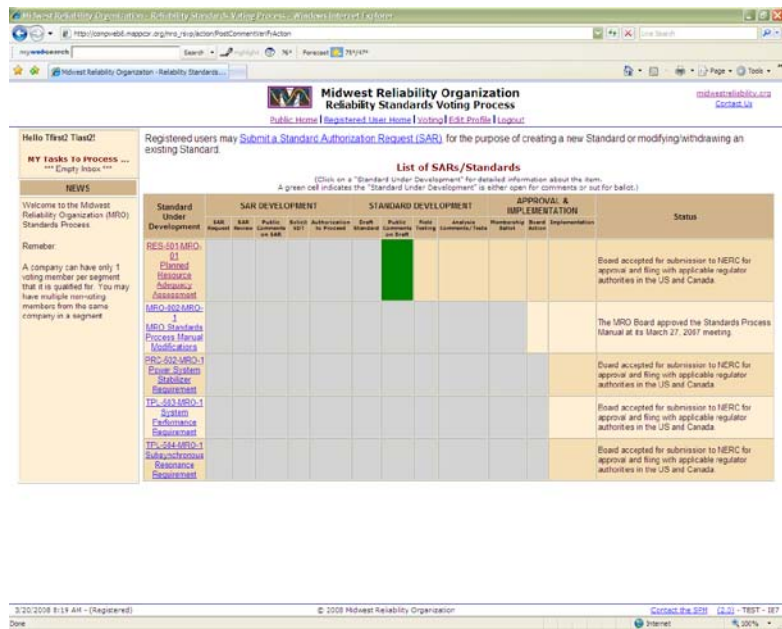
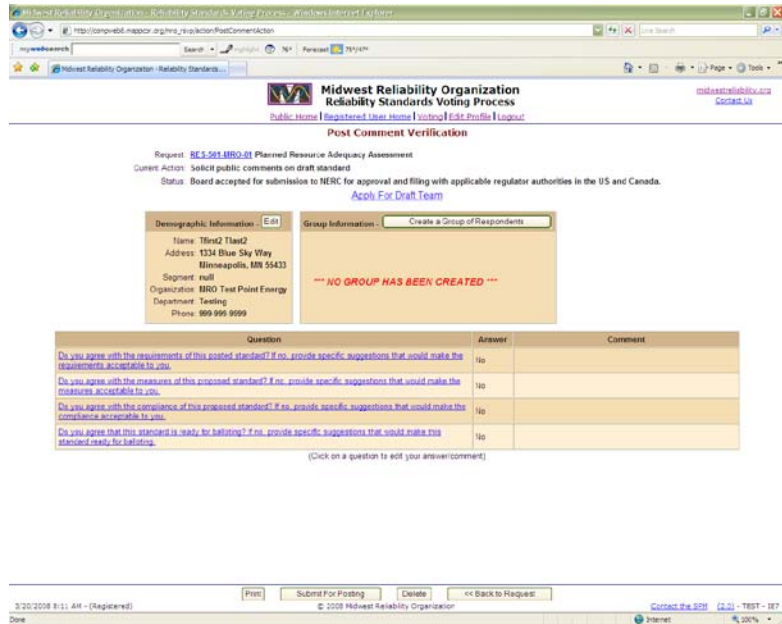
Enter the Name and Organization of the first member or select the member from the drop down. Click on "Save to Group" at the bottom of the screen.

Click on "Add a Member" to add more members to the group. When finished click on "<<Back to Post Comment Verification."



If you would like a copy of your comments, click on "Print" at the bottom of the screen.

When you are sure all of your information is correct, click "Submit for Posting" at the bottom of the page.

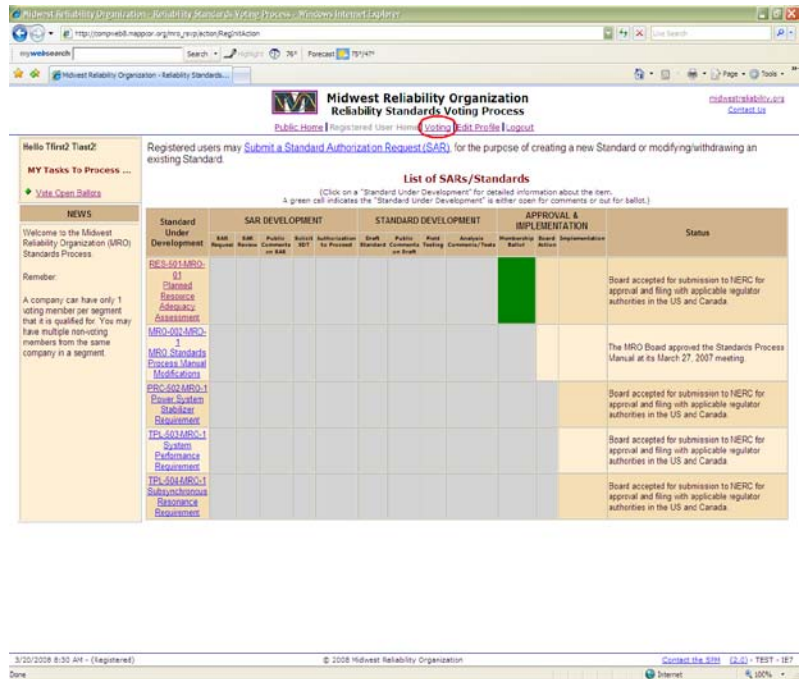
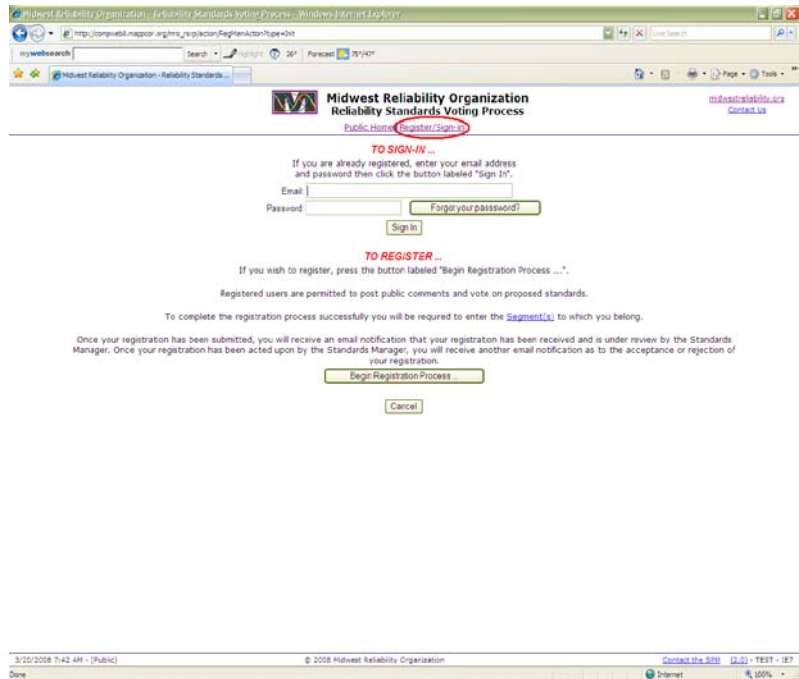


Once you have clicked "Submit for Posting" you will be forwarded back to the User Home Page where you can comment on another standard.

## How to Vote

Once you have completed the registration process and have confirmed your registration ...

Sign in to RSVP



If you have been elected to be a Voter, and there are standards open for voting; a link to the voting process will appear at the top of the screen.

Click on the link to place a vote.

Your voting history as well as standards open for voting will be listed in this window.

To print your voting history, click on "Voting History Report" at the top of the screen.



	Request Id	Title	No.	Vote	Open	Close	Status	
<a href="#">Assign Proxy Cast Vote</a>	TRD-001-MRO-0	Franks Test Standard	1		03/10/2008	03/20/2008		
	MRAL-002-MRO-0	Operating Reserve - Spinning Requirement	2		02/01/2008	02/10/2008	PASSED	<a href="#">Results</a>
	TEL-504-MRO-1	Subsynchronous Resonance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	TEL-503-MRO-1	System Performance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	PRC-502-MRO-1	Power System Stabilizer Requirement	3		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	PRC-502-MRO-1	Power System Stabilizer Requirement	2		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	TEL-534-MRO-1	Subsynchronous Resonance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	TEL-503-MRO-1	System Performance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	MRO-302-MRO-1	MRO Standards Process Manual Modifications	2		01/15/2007	01/30/2007	PASSED	<a href="#">Results</a>
	MRAL-002-MRO-0	Operating Reserve - Spinning Requirement	1		02/23/2006	03/09/2006	PASSED	<a href="#">Results</a>



	Request Id	Title	No.	Vote	Open	Close	Status	
<a href="#">Assign Proxy Cast Vote</a>	TRD-001-MRO-0	Franks Test Standard	1		03/10/2008	03/20/2008		
	MRAL-002-MRO-0	Operating Reserve - Spinning Requirement	2		02/01/2008	02/10/2008	PASSED	<a href="#">Results</a>
	TEL-534-MRO-1	Subsynchronous Resonance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	TEL-533-MRO-1	System Performance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	PRC-502-MRO-1	Power System Stabilizer Requirement	3		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
	PRC-502-MRO-1	Power System Stabilizer Requirement	2		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	TEL-534-MRO-1	Subsynchronous Resonance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	TEL-533-MRO-1	System Performance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
	MRO-302-MRO-1	MRO Standards Process Manual Modifications	2		01/15/2007	01/30/2007	PASSED	<a href="#">Results</a>
	MRAL-002-MRO-0	Operating Reserve - Spinning Requirement	1		02/23/2006	03/09/2006	PASSED	<a href="#">Results</a>

[Assign Proxy  
Cast Vote](#)

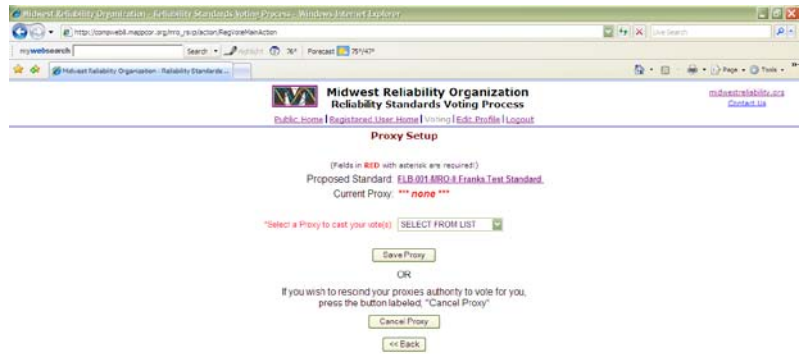


If you would like to appoint someone else to vote for you, click on "Assign Proxy."

Select from the list who you would like to submit your vote. Then click on "Save Proxy."

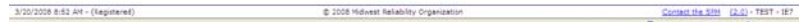
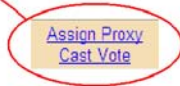
If you have changed your mind, click on "Cancel" or "Back."

You are allowed to modify or cancel your proxy at any time during the ballot period.



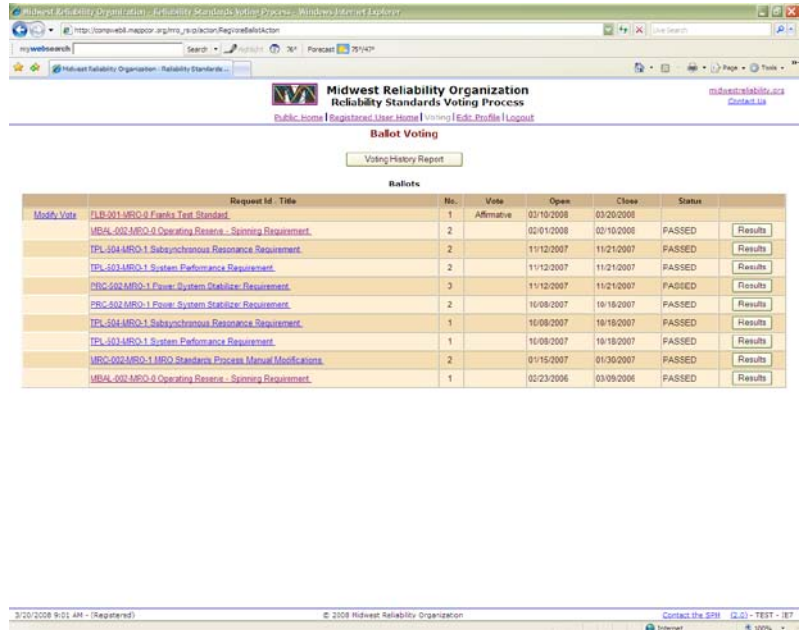
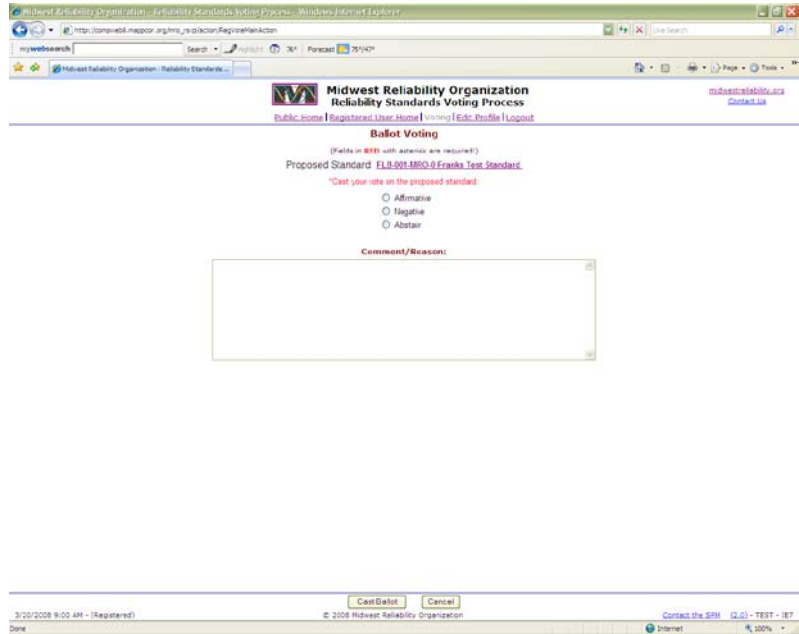
Request Id	Title	No.	Vote	Open	Close	Status	
ELB-011-MRO-1	Franks Test Standard	1		03/10/2008	03/20/2008		
ELB-002-MRO-0	Operating Reserve - Spinning Requirement	2		02/01/2008	02/10/2008	FAILED	<a href="#">Results</a>
TSL-534-MRO-1	Subsynchronous Resonance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
TSL-533-MRO-1	System Performance Requirement	2		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
PRC-302-MRO-1	Power System Stabilizer Requirement	3		11/12/2007	11/21/2007	PASSED	<a href="#">Results</a>
PRC-302-MRO-1	Power System Stabilizer Requirement	2		10/09/2007	10/19/2007	PASSED	<a href="#">Results</a>
TSL-534-MRO-1	Subsynchronous Resonance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
TSL-533-MRO-1	System Performance Requirement	1		10/08/2007	10/18/2007	PASSED	<a href="#">Results</a>
MRO-302-MRO-1	MRO Standards Process Manual Modifications	2		01/15/2007	01/30/2007	PASSED	<a href="#">Results</a>
MRAL-002-MRO-0	Operating Reserve - Spinning Requirement	1		02/23/2006	03/09/2006	FAILED	<a href="#">Results</a>

To vote, click on "Cast Vote" next to the standard you would like to vote on.



Click inside the circle next to your vote and leave additional comments if necessary.

Click "Cast Ballot" at the bottom of the page when you are finished.



You will be directed back to the Ballot Voting page.

You are allowed to modify your vote at any time during the ballot period.