SITREP Quick Start: Terminal Group Leader (TGL) Guidance: ANNEX C

STEP 1. Log on to <https://itportal.decc.gov.uk/eng/fox/live/PORTAL_LOGIN/login>

STEP 2. From your work basket click on Edit Report

STEP 3. You can View Report and monitor progress of **Terminals** submitting data or if the terminal is having difficulties submitting data (or wants to make and update after submitting data) you can Edit Report

STEP 4. Complete the **Current Incident** **\*Summary** text box highlighting any issues any constrains production or delivery capability and if there is any scope to increase production or delivery e.g. non-essential maintenance due to be carried out but could be delayed.

STEP 5. (optional) you can save any data entered whilst, for example, you collect other information up until DECC locks the AGREP.

STEP 6. Submit information to DECC. Once the AGGREP has been submitted, it can be viewed (View Aggregate Report), but cannot further updated by the TGL. If you have made a mistake of have an update, please contact DECC.

STEP 7. DECC will lock the AGGREP and generate summary reports in PDF and Excel under ‘Report’, and charts under ‘Forecast Production Availability’. To view charts press Generate Graph Data then press F11

Comprehensive guidance is also available in Help Documentation on the left hand side menu on the SITREP page of the Portal.