

SEL Release Notes

Date of Deployment: January 25, 2024

Background

Align and the Secure Evidence Locker (SEL) are tools used by NERC, Regional Entities, and registered entities in the conduct of the ERO Enterprise Compliance Monitoring and Enforcement Program (CMEP). Initial training and training materials have been offered throughout the initial deployment of functionality. Ongoing maintenance and enhancements to Align and the SEL (CMEP tools) will occur as needed to assure effective implementation of the CMEP. Maintenance may include modifications to correct existing objects, notifications, records, workflows, etc. Enhancements may include new or improved functionality, workflows, reports, etc. These changes are expected as these CMEP tools are adjusted from their initial deployment to provide additional user functionality, efficiency, and enhancements to usability.

Purpose

As changes are implemented to the CMEP tools, training and training materials provided during initial deployment may no longer be accurate. As part of an effective communication plan and to assure the effectiveness of user training, NERC is providing detailed release notes in this report. These release notes include detailed information regarding what features are changing or being added, what users are impacted by the changes, and if current training materials are impacted and have been updated. Users are encouraged to familiarize themselves with any changes that impact features or workflows regularly used.

Terminology

Ongoing maintenance and enhancement of the CMEP Tools is conducted using an adaptive and iterative software development process. Terminology used within this document may refer to various processes most users may be unfamiliar with.

CEA: Compliance Enforcement Authority

Module: Used to refer to a set of features used within Align. As shown in [Figure 1](#), each item that can be selected from the My Align drop-down menu is a Module. *Example: Risk and Planning*

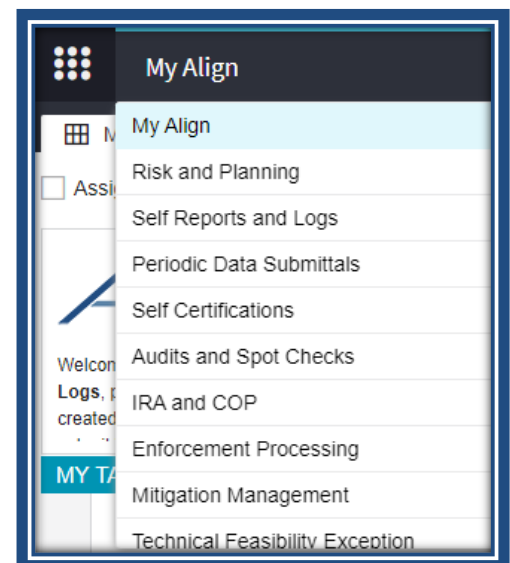


Figure 1: My Align Drop-Down Menu

User Story #: As shown in **Figure 2**, a unique number is used by the developers, NERC IT, and testers when referencing discrete changes. This number is used to aggregate all details, testing, and development information regarding a specific change. This number is not used by most CMEP tool users and users are not expected to become familiar or track these numbers. These numbers are provided for transparency purposes regarding changes and change controls. However, users may leverage these numbers to facilitate any follow up discussion, troubleshooting, testing, or IT support ticket details.

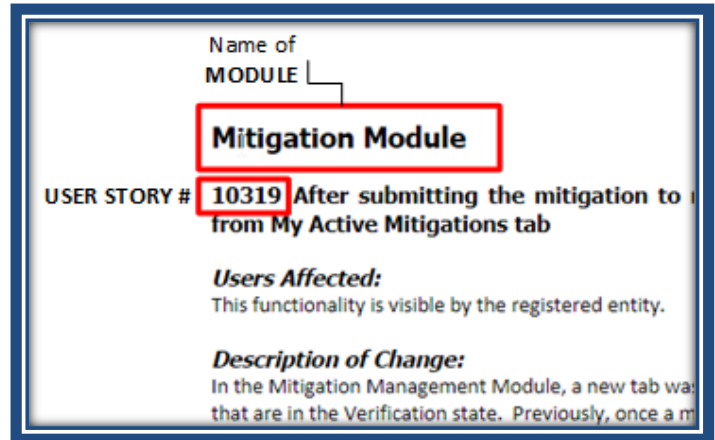


Figure 2: Elements of a User Story

SEL Submission Portal

User Story # 10780

Title: Expand Reference ID field on SEL Submission Portal

Users Affected: Registered Entities, CEA

Description of Change:

- The SEL Reference ID field on the submission portal screen has been expanded so that the entire reference ID is visible in the field.
- When entering an extra-long ID string, the field will auto-extend itself and the Validate button will eventually move to the right and then below the field, such that the entirety of the string always remains visible within the field.

Length of field sufficiently long to display entire string:

The screenshot displays the 'Secure Evidence Locker' interface with three steps: Step 1 - Validation, Step 2 - Upload Files, and Step 3 - Submit Evidence. The validation step shows a text input field containing a long reference ID string: 'WECC|NCR|5|VI| | |VI| | |CIP-002-5.1a|R1.1.3,1.2,1.1'. A 'Validate' button is positioned to the right of the input field. Step 2 includes an 'Upload' button and a warning about sensitive information in file names. Step 3 includes 'Submit' and 'Cancel' buttons.

Submission Failed 11/29/2023 14:32:00








do-not-reply@nerc.com
To: [Redacted]

Retention Policy: 1 Year Delete (1 year) Expires: 11/28/2024

Red category

Follow up - Completed on Wednesday, December 6, 2023.

This sender might be impersonating a domain that's associated with your organization. [Learn why this could be a risk](#)

The SEL Submission Portal is available Monday through Friday from 0800-2300 EST.
Individual File Uploads are currently limited to 40MB in size. Multiple File Uploads are limited to 10GB in total.

An error occurred for your submission as of 11/29/2023 14:32:00

Error Information: An error occurred when submitting files.

Validation Reference ID for your **FAILED SUBMISSION** is: WECC|WCRO|VI2023-00001|VI2023-00005|VAR-501-WECC-3.1|REPAIR COLUMN|/R1./

Training Materials Modified: The following user guide may need to be modified.

- *RE NERC SEL Portal User Guide*

User Story # 10801

Title: Include validation reference ID in confirmation email

Users Affected: Registered Entities, CEA

Description of Change:

- When uploading documentation through the submission portal, the validation reference ID will be included in the confirmation email that is sent out.

Appendix A – Table of User Stories

ID	Chapter	Title
10780	SEL Submission Portal	Expand Reference ID field on SEL Submission Portal
10802	SEL Submission Portal	Failed submission notification email
10801	SEL Submission Portal	Include validation reference ID in confirmation email

Appendix B – Revision History

Revision History		
Version	Date	Revision Details
1.0	1/16/2024	Initial Draft
1.0	1/26/2024	Published Notes