

This document is classified as **Green** in accordance with the Panel Information Policy. Information can be shared with other SEC Parties and SMIP stakeholders at large, but not published (including publication online publicly).

# SECAS Guidance Document: CodeWorks - The Digital SEC

## What is CodeWorks?

[CodeWorks](#), the digital version of the Smart Energy Code (SEC), helps SEC Parties clearly understand the SEC obligations that apply to their Party category. It also hosts Code Required Documents.

You can use CodeWorks to:

- Search key words.
- Filter content related to your Party category.
- Post comments and questions for other SEC Parties and SECAS.
- Identify documents that relate to the content you're reading.
- Compare versions of the same document, with any changes highlighted.

If you have a [SEC website account](#), please view the CodeWorks webinar presentation slides and video recording for more information below. If you do not yet have a website login, please register [here](#).

- [CodeWorks Webinar - Presentation Slides](#)
- [CodeWorks Webinar - Video Recording](#)

## How to register and log in

SEC Parties and the stakeholders below can register to CodeWorks [here](#). You will receive an email from SECAS with your login details to log in [here](#). The following can use CodeWorks:

- SEC Parties
- BEIS, DCC and Ofgem
- [DCC Service Providers](#)
- SEC Panel and Sub-Committee members
- [Energy Code](#) Administrators.

Forgotten your password? Simply click the [Forgot Password link](#) and follow the steps.

## Your Dashboard Homepage

You will find all of the SEC documents that can be searched and navigated on your Policy Portal dashboard. These include:

SEC Sections, Schedules, Appendices, and Code Required Documents such as the Security & Privacy Controls Frameworks and Agreed Interpretations.

You can quickly access documents saved as **Favourites**. To save a document as a favourite, hover your mouse over a document and click the star that will appear to the right of the document title.

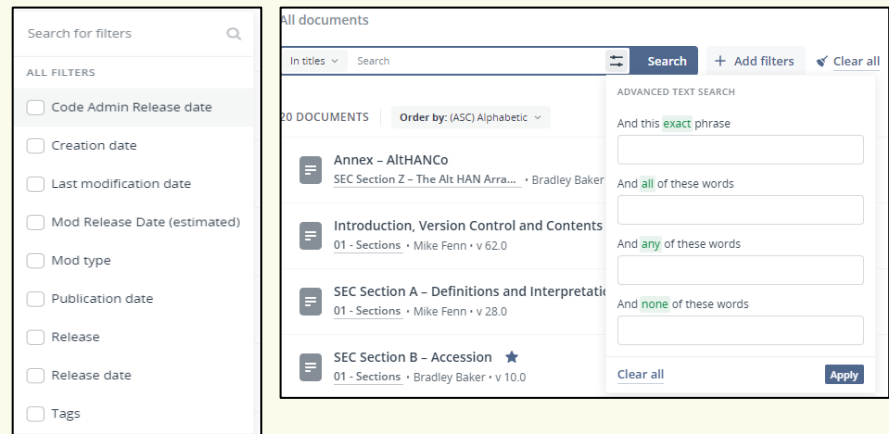
|                                        |    |
|----------------------------------------|----|
| All documents                          | 84 |
| Favourites                             | 3  |
| FEEDBACK                               |    |
| Questions & answers                    | 2  |
| 2 DOCUMENTS                            |    |
| Order by: (ASC) Alphabetic             |    |
| SEC Section B - Accession              |    |
| 01 - Sections • Bradley Baker • v 10.0 |    |

|                              |    |
|------------------------------|----|
| All documents                | 84 |
| Favourites                   | 3  |
| FEEDBACK                     |    |
| Questions & answers          | 2  |
| CATEGORIES                   |    |
| Smart Energy Code (SEC)      | 84 |
| 01 - Sections                | 20 |
| 02 - Schedules               | 12 |
| 03 - Appendices              | 39 |
| 04 - Code Required Documents | 4  |
| Modifications                | 7  |

## Searching with key words on the Homepage

First, click **All documents** to the top-left of your screen. In the Search Box you can search for key words either 'In Titles' or 'In Titles & Content'. You can use Advanced Text Search to search for / exclude key phrases. You can also filter your searches.

If a list of documents is produced from your search, you can amend the order of the documents in the Order by box.

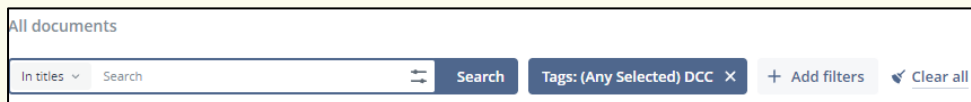


The screenshot shows the 'All documents' search results page. On the left, there's a 'Search for filters' sidebar with checkboxes for 'Code Admin Release date', 'Creation date', 'Last modification date', 'Mod Release Date (estimated)', 'Mod type', 'Publication date', 'Release', 'Release date', and 'Tags'. The main area shows a list of documents with columns for 'In titles', 'Search', and 'Order by: (ASC) Alphabetic'. The 'Advanced Text Search' panel on the right allows for searching by exact phrase, all words, any words, or none of the words.

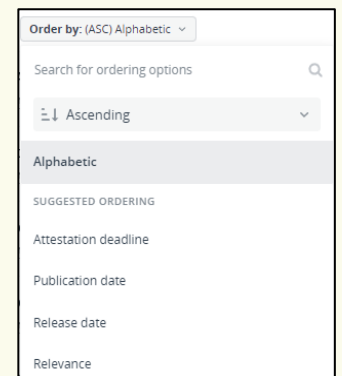
## Filtering with Tags on the Homepage

You can also filter content by **Tags** to display documents linked to specific topics or Party categories. Selecting a tag will narrow your search by returning only documents categorised by that tag. On the Homepage search bar, click **+** **Add Filters**, then click Tags. This then will offer you a list of different Tags to choose from. You can combine document categories and multiple filters / tags to narrow down your search.

To remove your filters and tags, simply click the **x** or the **Clear All** button next to the search bar:



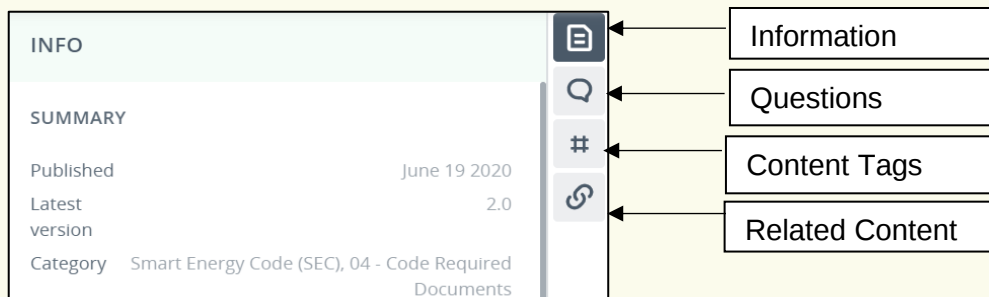
The screenshot shows the search bar with 'All documents' selected. The search bar contains 'In titles' and 'Search'. Below the search bar, there's a 'Tags: (Any Selected) DCC' button and a 'Clear all' button.



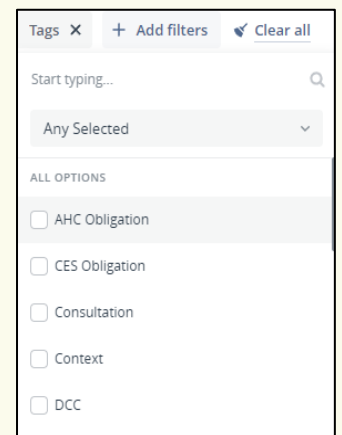
The screenshot shows the 'Order by: (ASC) Alphabetic' dropdown menu. It lists 'Ascending' as the selected option. Below the dropdown, there's a list of 'SUGGESTED ORDERING' options: 'Alphabetic', 'Attestation deadline', 'Publication date', 'Release date', and 'Relevance'.

## How to navigate within a document in CodeWorks

Click on a document you'd like to view. There are four ways to navigate your way through the content:

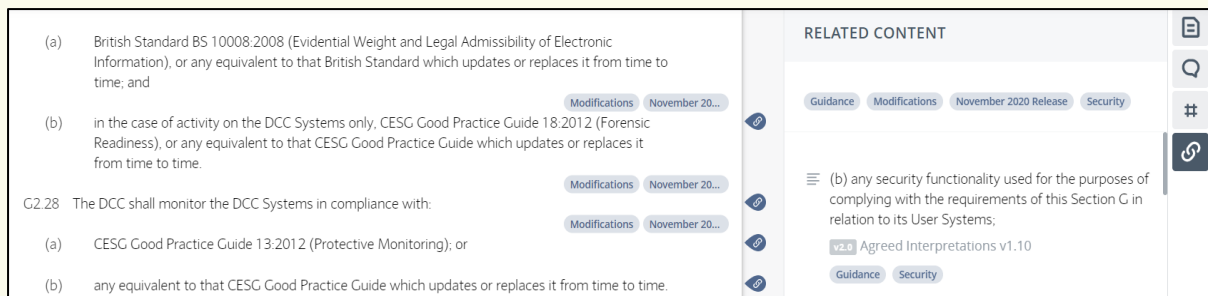


The screenshot shows the document navigation sidebar. It has four main sections: 'INFO', 'SUMMARY', 'Published', and 'Latest version'. To the right of the sidebar, there are four labels with arrows pointing to the corresponding icons in the sidebar: 'Information' (document icon), 'Questions' (speech bubble icon), 'Content Tags' (hash icon), and 'Related Content' (link icon).



The screenshot shows the 'Tags' dropdown menu. It lists 'Any Selected' as the selected option. Below the dropdown, there's a list of 'ALL OPTIONS' tags: 'AHC Obligation', 'CES Obligation', 'Consultation', 'Context', and 'DCC'.

| Ways to Navigate | What you will view                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information      | You will see when the document was published, the latest version number, the document category and key contacts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Questions        | You can ask questions on either the entire document or particular paragraphs. Click the selected paragraph and enter your question, then click <b>Ask</b> . SECAS will be notified of your question and all CodeWorks Users will be able to both see and comment on your question. On your Homepage, you will be able to quickly see all SEC Party Questions and SECAS Responses.                                                                                                                                                                                                                                                                                        |
| Content Tags     | Here you can filter paragraphs by content tag. These tags will also appear visible on the left of certain paragraphs. You can choose whether to show tags on paragraphs or not. Using this tool will result in paragraphs that are not relevant to that particular tag being hidden.                                                                                                                                                                                                                                                                                                                                                                                     |
| Related Content  | <p>You will see related paragraphs and documents to the document you are viewing. Related content will be tagged to summarise the relationship between the related content and the paragraphs you are viewing. You can filter the related content using these tags to focus on certain relationships. Hover your mouse over the related content in this window and you can view the related content in an expandable window, or navigate to that information in a new tab.</p> <p>If you click the little blue related content symbol that appears next to certain paragraphs, this will open a window that will show you related paragraphs in other SEC documents.</p> |



## SEC document Table of Contents and searching in a document

In each document you can search for key words using the small magnifying glass in the top left

of your screen  once you have opened a document. Clicking on the bulleted list beneath the magnifying glass in a document will show you the Table of Contents (ToC). Clicking on an item in the ToC will instantly take you to that associated paragraph. You can also search for embedded objects, tables within the document and see if the document contains any links.



## Comparing SEC Versions

On any SEC document that you view, you can view any past versions of that document using the Compare function. This will also show you the edits that have been made between different versions.



Clicking through the **edits** will allow you to skip straight to the next change between the two documents.

Text in **Green** is added text, and text in **Red** which has been struck-through is text that has been removed.

## How to download a document

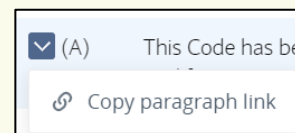
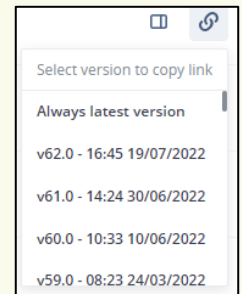
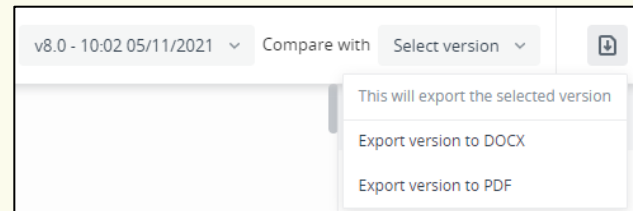
You can download documents in either PDF or DOCX format. Open the document you wish to download and click on the **Download Sign** at the top right corner, and click **Export version to PDF or DOCX**. When comparing different versions of documents, you can download DOCX documents which display the redlined changes.

You can copy links of SEC documents and certain paragraphs within those documents which you can send to other CodeWorks Users to direct them to particular sections. To copy links to SEC documents, hover your mouse over the document title and you will see the copy link button to the far right of your screen. Click on **Always latest version** so the document link will always direct you to the latest version. An example of SEC Section C can be found [here](#).

For specific paragraphs, enter the document and click **Copy Paragraph Link** which will appear when you hover your mouse over the left side of a paragraph.

Paragraph links will only be valid for the specific version of SEC document that you are currently viewing (e.g. version 8.0). An example of SEC Section C1.1 in version 9.0 can be found [here](#).

If you experience any issues or have any queries, please get in touch by emailing our [SECAS Helpdesk](#) or call 020 7090 7755. Defined terms can be found in our SEC Glossary [here](#).



## Disclaimer

By using CodeWorks, you agree that whilst SECCo endeavours to ensure that this digitised version of the Smart Energy Code and its functionality is accurate, SECCo does not guarantee that this digitised version of the Smart Energy Code or the information made available by its functionality is accurate or complete. SECCo makes no representation and gives no warranty that this version or such information is accurate or complete or fit for any purpose, and none should be implied.

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The SEC website hosts the PDF (and MS Word where applicable) versions of all SEC documents [here](#).