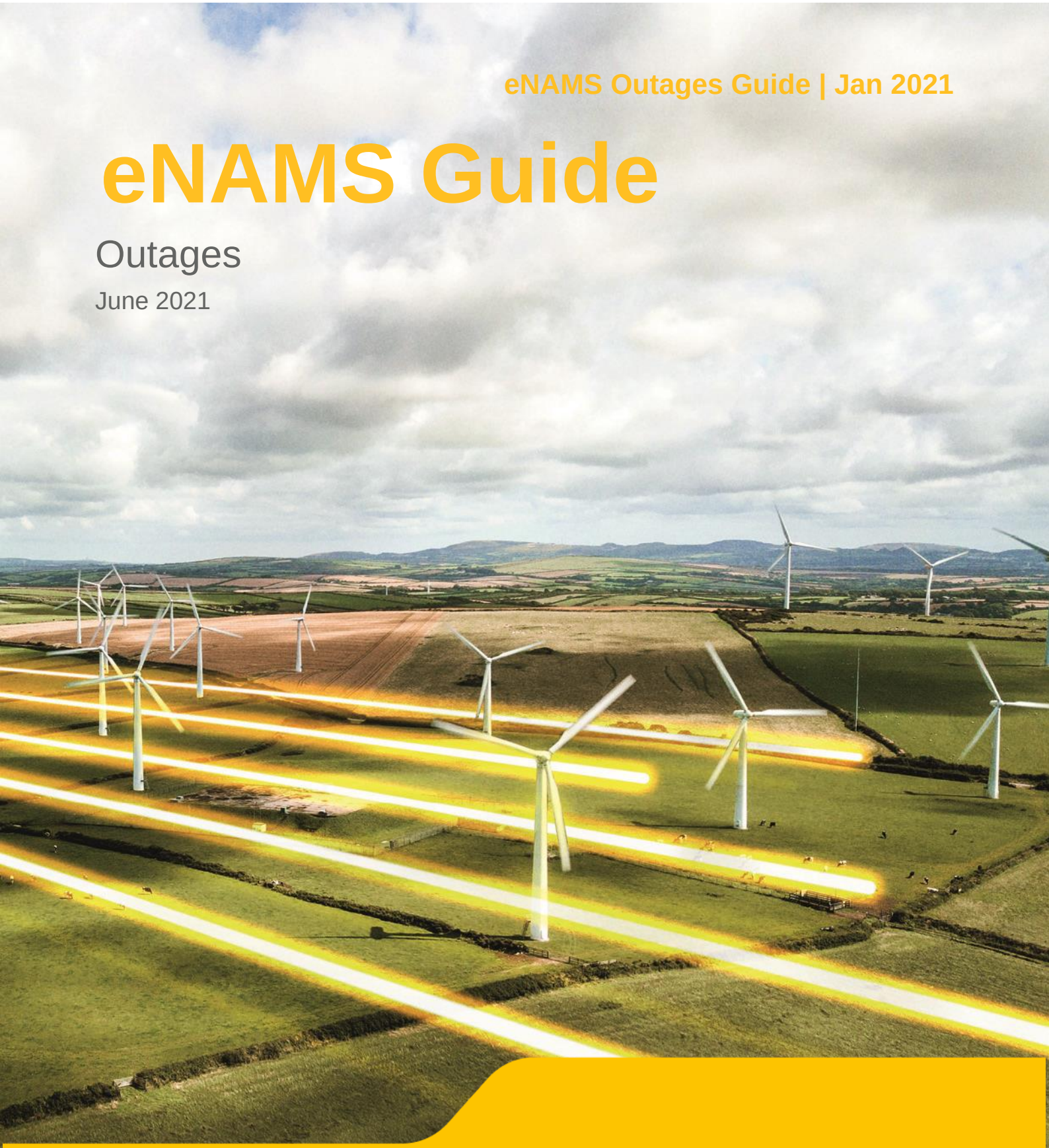
eNAMS Guide

Outages

June 2021

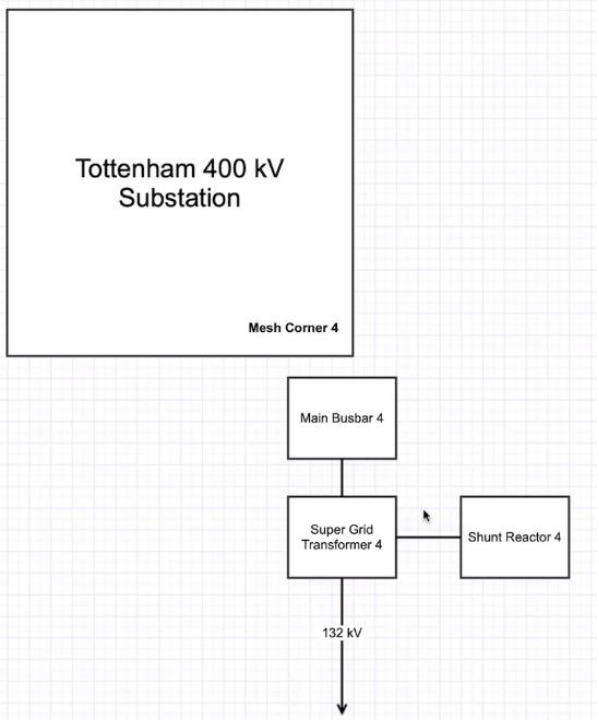


nationalgridESO

Contents

Introduction

Outages involve taking lines, cable, transformers, or various other types of equipment off the live system in order to conduct maintenance, construction, or other activities.Transmission Owner's (TO) may be tagged on DNO outages or cross boundary outages, therefore may be able to see other parties data. They can only see data that they should be aware about (in this example we will use a fictitious example of the Tottenham 400 KV Substation, see below) so we will use NGET as the TO:



Outage Management is accessed via the Outage tab. You can search/create/view the 3 types of outages. The view can be filtered to show conflicts and dependencies as well as additional meta data, e.g. Change Requests, ERTS Profile, Affected User, tags, HVSCC's, Files, and Outage History.

There are 3 types of outage:

- Basic Outage: a template for creating new outages
- Non-NGESO Basic Outage: Outages that the TO's do not need to inform the ESO about, e.g. they have their own mini substation they want to record an outage against
- Cross-Boundary Outage: Substations that will cross over TO networks. This is used to reduce duplication and ensure appropriate coverage by Affected Users.

Basic data is the key building block of any outage. For example, the Equipment in outages cannot be updated once a basic outage has been chosen as the building block for the planned outage.

Basic data is built up from Assets, TO parties, SO parties, External Parties, Substations, External Remarks etc. Before a new basic data entry can be created these items need to be populated in eNAMS.

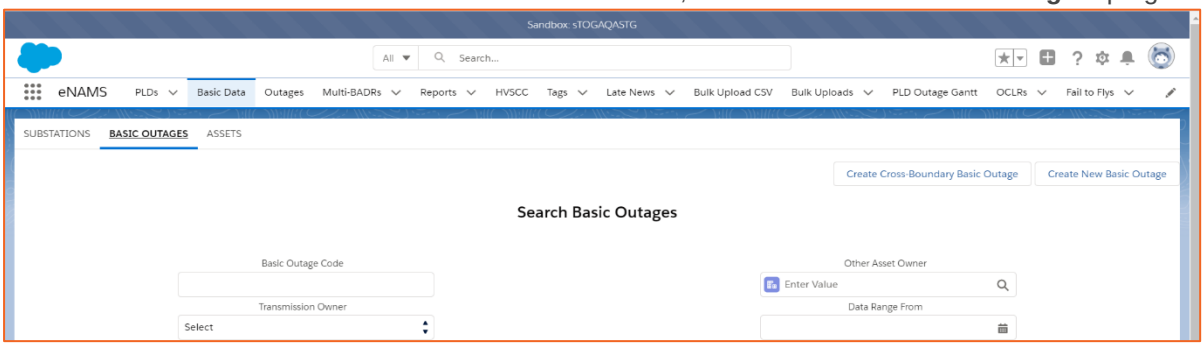
Create a Basic Outage

A Basic Outage is a template building block, used to create an actual instance of an outage. The basic outage contains data that is always relevant for an outage on the given equipment, such as the affected assets, impacted parties, and any relevant tags. Defining these details on the basic outage avoids these data items needing to be manually entered whenever you create an outage.

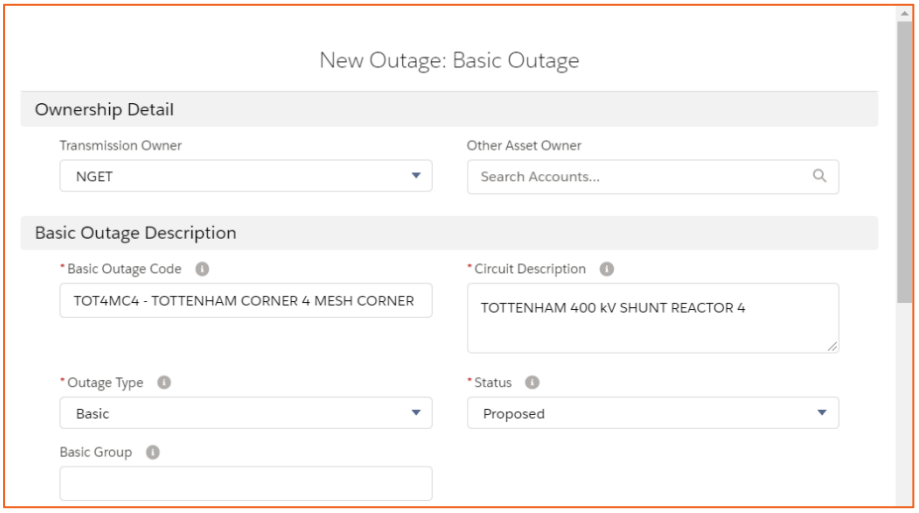
To search for an Outage, go to the **Outages** tab. Select the relevant fields and populate them. If you want to clear the data you entered, you can use the **Reset** button to reset search filters essentially blanking all fields ready for you to complete again.

Logon as SO.

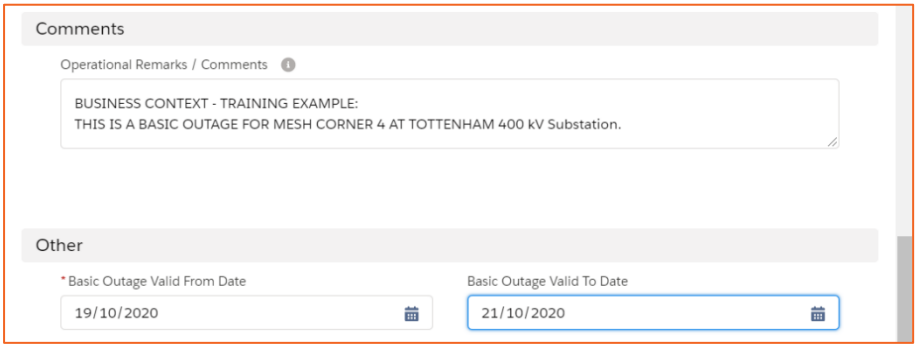
1. Click on **BASIC Data** tab then **BASIC OUTAGES** sub tab, click **Create New Basic Outage** top right:



2. At the screen that appears below, complete the mandatory fields (those with a red asterisk) i.e. **Transmission Owner** (or **Other Asset Owner**) – auto-completed based on log in detail for non-SO users, **Basic Outage Code, Circuit Description, Status** (always created at **Proposed** Status), **Basic Group** - populate with Substation basic groups:



3. Scroll down and complete **Comments** with meaningful information and context, **Basic Outage Valid From Date** (and the **Basic Outage Valid To Date** if required):



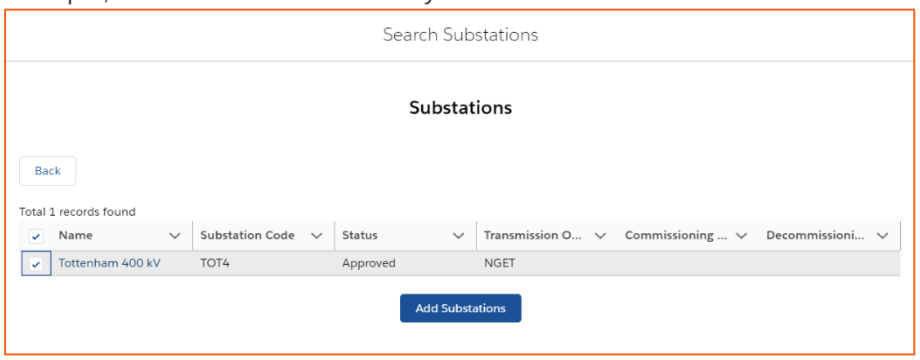
4. Scroll down, click into the **PLD** field and search for a PLD if required, then click **Save**:

Your basic outage is created; you can now add additional information before submitting the basic outage request.

5. TO: Scroll down to view the relational database section/SO: click **Related** tab; the numbers in brackets after the section header denote the number of items currently associated with the outage:

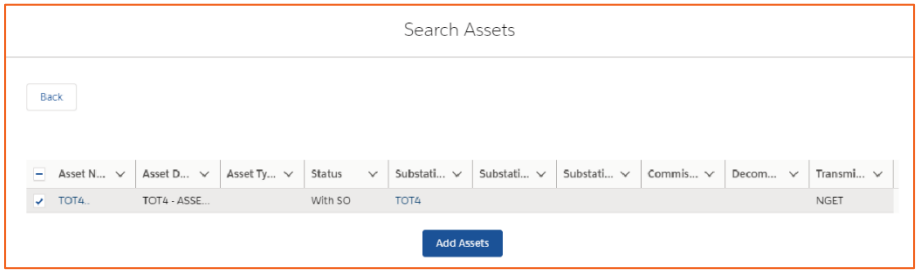
6. Click **Add Existing Substation**, complete the **Substation Code** e.g. TOT4, then click **Search Substations** to query the list of substations

7. Click to select the record in the first column beside **Name** then click **Add Substations**; for this example, we will use Tottenham only:



8. Just below the Substations area, click on **Add Existing Assets**, at **Substation 1** field, enter a substation code, e.g. **TOT4** and click on **Search**.

9. Select the record in the first column beside **Asset Name** then click **Add Assets**:



10. At **Affected User**, click on **Assign**:

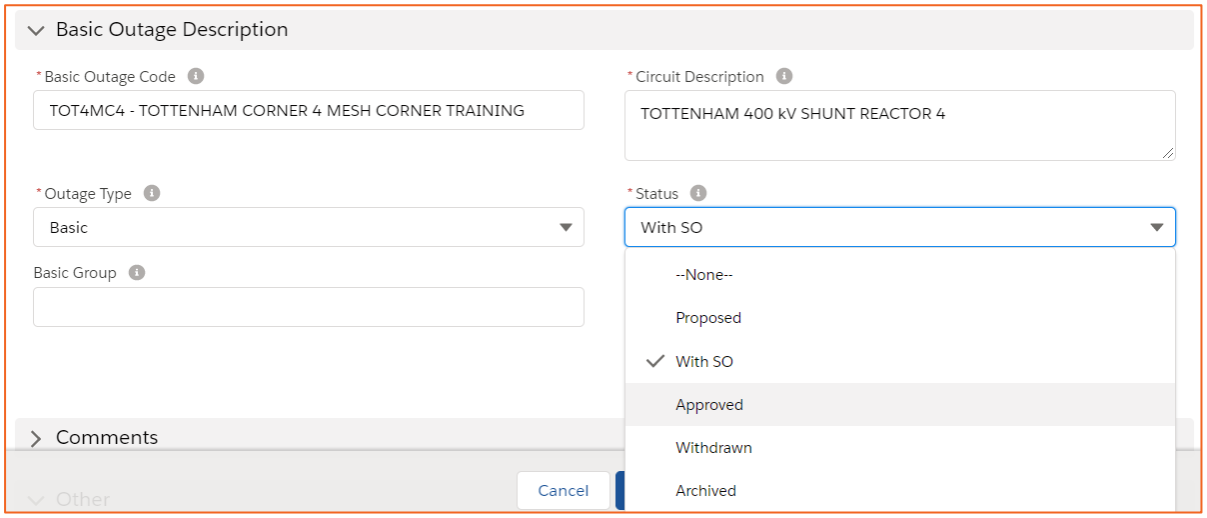
11. Populate **Account**, **Affected User Type**, **Access Level** Read/Write, and then click **Save**

12. Scroll down and click **Add Tags**; populate / search the **Tags** field as required, then click **Save**; there are 3 main types of tags: 1) SO Party, 2) External Party, 3) Free Codes 4) Schemes. Adding a tag at substation level means that linked assets automatically receive that tag (substations do not inherit Tags from Assets)

13. Click **Upload Files** and browse to find files related to the outage if required

14. At the top right, click the button **Submit Basic Outage Request** to submit the outage through workflow for approval; the Outage changes to **With SO** workflow status and will need to be approved by the SO.
15. To view this basic outage, click on **Basic Data** and search for **TO: NGET** and **Status: With SO** to find the basic outage in this example. Click on the line item to open.

16. The SO will click the ✎ at the **Status** field and change it from **With SO** to **Approved** then click **Save** You can only create an Outage from a Basic Outage in Approved Status:



Once no longer required, this Basic Outage could be moved in the same way to either **Withdrawn** or **Archived** Status. We will now look at creating an Outage from this Basic Outage.

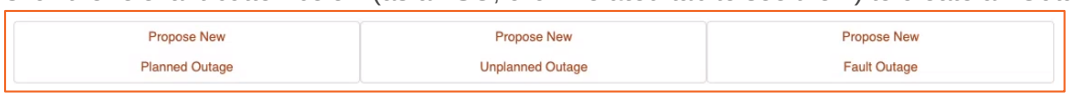
Create Outage

Logon as a TO.

From a Basic Outage in **Approved** status you can create an Outage – the Basic Outage is used as a template.

1. Search for the Basic Outage via **Basic Data** > **BASIC OUTAGES** > **Status: Approved** plus any other criteria, e.g. **Substation Code**, click **Search Basic Outage**, and open the Basic Outage you require

2. Click the relevant button below (as an SO, click **Related** tab to see them) to create an Outage:

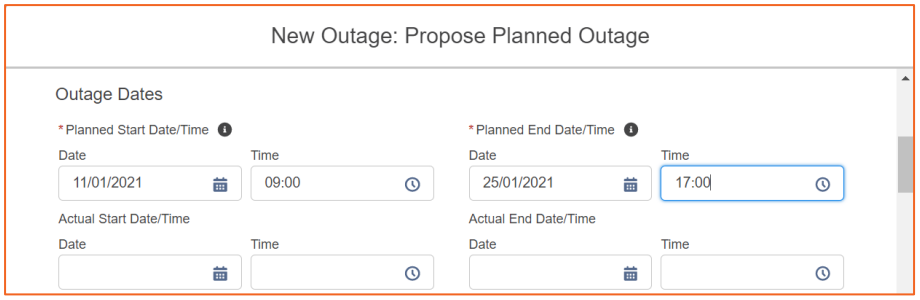


The process for each is similar; for this example, we will click **Propose Planned Outage**

3. A pop up appears: **New Outage: Propose Planned Outage**; the **Circuit Description** from the basic outage is auto-populated

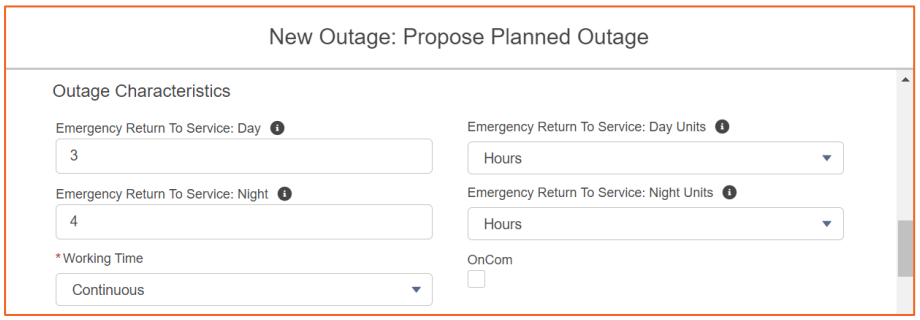
4. Populate the **Additional Description** field with information about the Outage then scroll down

5. Populate **Planned Start Date/Time** and **Planned End Date/Time**; to ensure completeness the Actuals must be recorded once known as they are important for fault reporting:

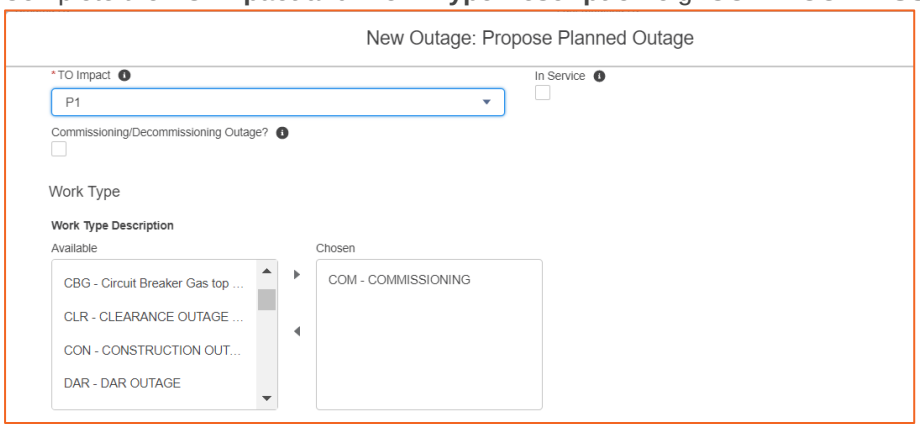


6. Populate **Work Involved**; a mandatory field to describe the work carried out during the outage

7. Complete the **Outage Characteristics** section; this is important for ERTS (Emergency Return to Service). This details if equipment needs to be returned for service – so this equipment will be out for this time period while commissioning a new asset and crucially the time required if National Grid need to back out of this.
    a. If you tick **OnCom** (On Commission) leave the following fields blank; otherwise populate the **Outage Characteristics**:
        i. Emergency Return To Service: Day
        ii. Emergency Return To Service: Day Units
        iii. Emergency Return To Service: Night
        iv. Emergency Return To Service: Night Units
    b. Select the correct **Working Time**; Continuous (Day and Night), Daily or Nightly:

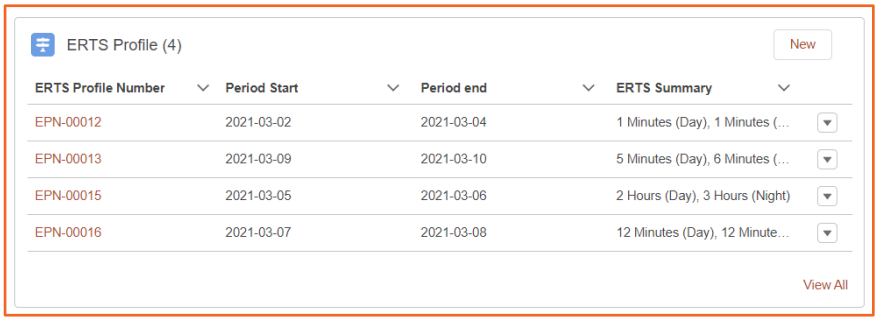


8. Complete the **TO Impact** and **Work Type Description** e.g. **COM – COMMISSIONING**:

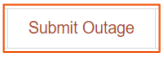


9. If required, populate any remaining fields in the sections **TO Work Description**, **Outage Comment**, **Sanction Review Details**, **Risk Characteristics**, **Demand Risk Details** and **Operational Notes**, though none of these are mandatory – *see Appendix 1 – Outage Risks for details about Demand/Generation/Seasonal Risk*

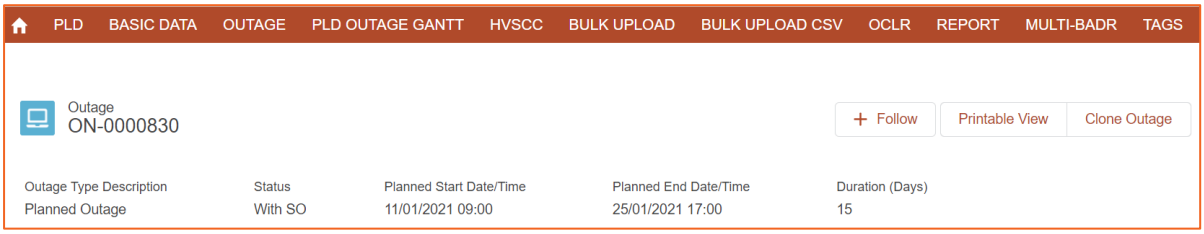
10. If necessary, you can also scroll down and create a more granular view of ERTS across the Outage at **ERTS Profiles** – click **New** for each profile you wish to create:



11. Click **Save.**

12. At the next screen, send the Outage for approval by clicking: 

- the **Status** changes from **Initial** to **With SO**:



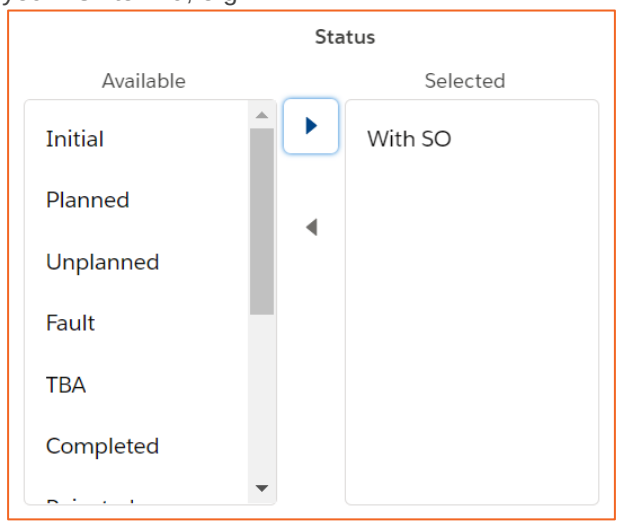
The SO will now pick up the Outage and either approve or reject it.

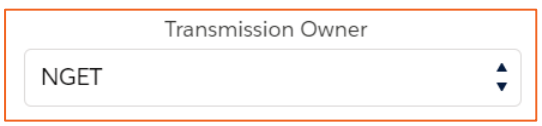
Logon as an SO.

The **SO** will log in and approve the Outage by searching for Outages as follows:

13. Click the **Outages** tab

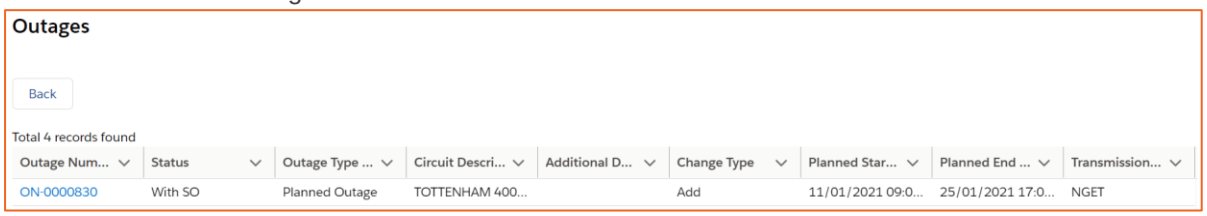
14. At the search screen enter criteria for the Outage you wish to find, e.g.:





15. Click: 

16. Select the relevant Outage:



17. Edit the **Status** field by clicking the **pencil** icon – change the status from **With SO** to **Planned** (or **Rejected** if appropriate) then click **Save**:

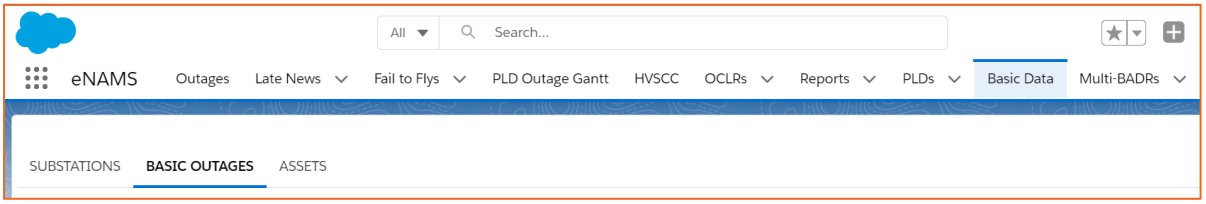
18. The workflow at the top of the Outage is updated to Planned; you can change the Status to later stages such as **Started** in the same way:

Alternatively, the SO can Bulk Approve Outages as shown later in this guide.

Find Outages Taken on a Basic Outage

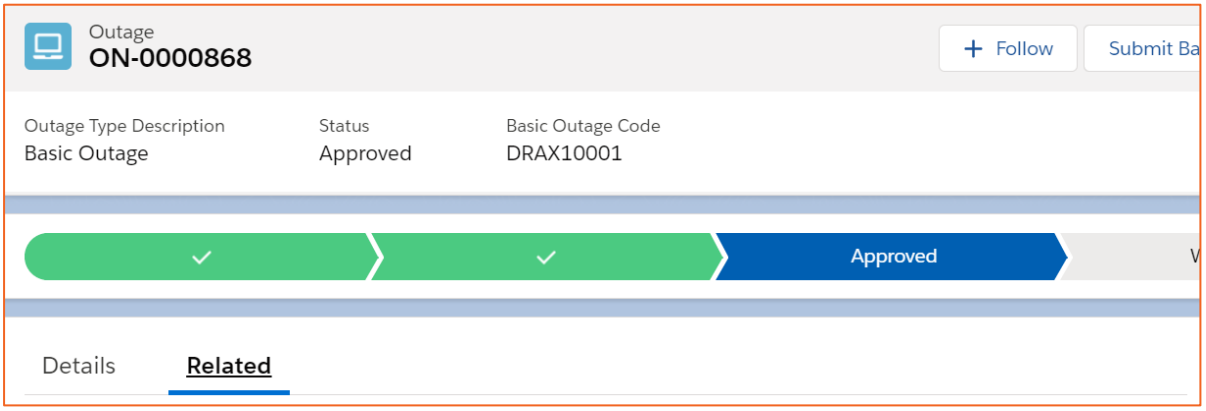
If you need to find all the Outages taken against a Basic Outage, you can do this via Basic Data.

1. Click **Basic Data** and **Basic Outages**:

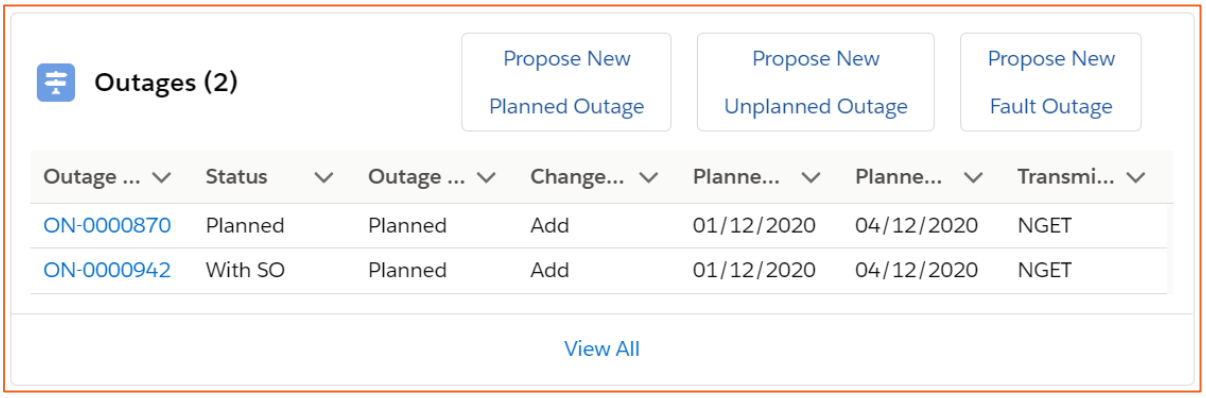


2. Enter your search criteria to find your basic outage, then click Search Basic Outages

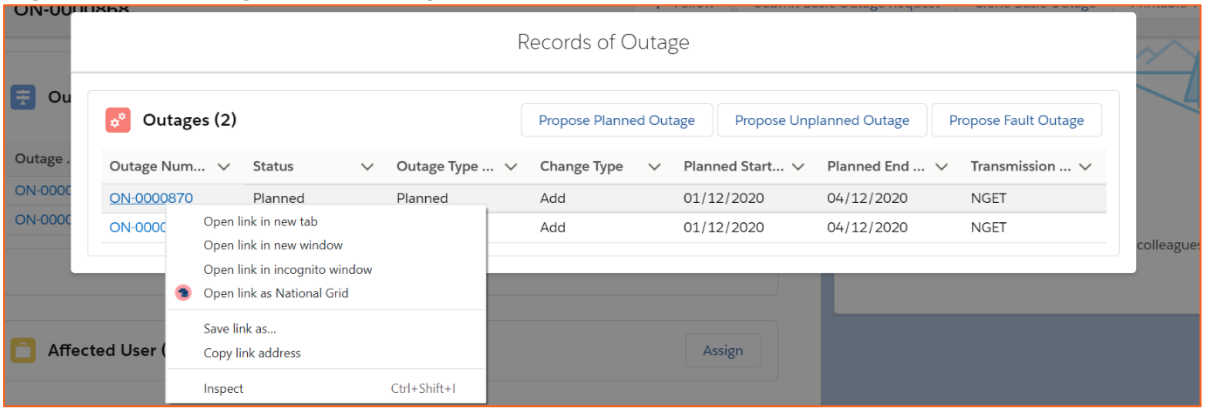
3. Open the relevant **Basic Outage** and click the **Related** tab:



4. Scroll to **Outages** and if necessary, click **View All**:

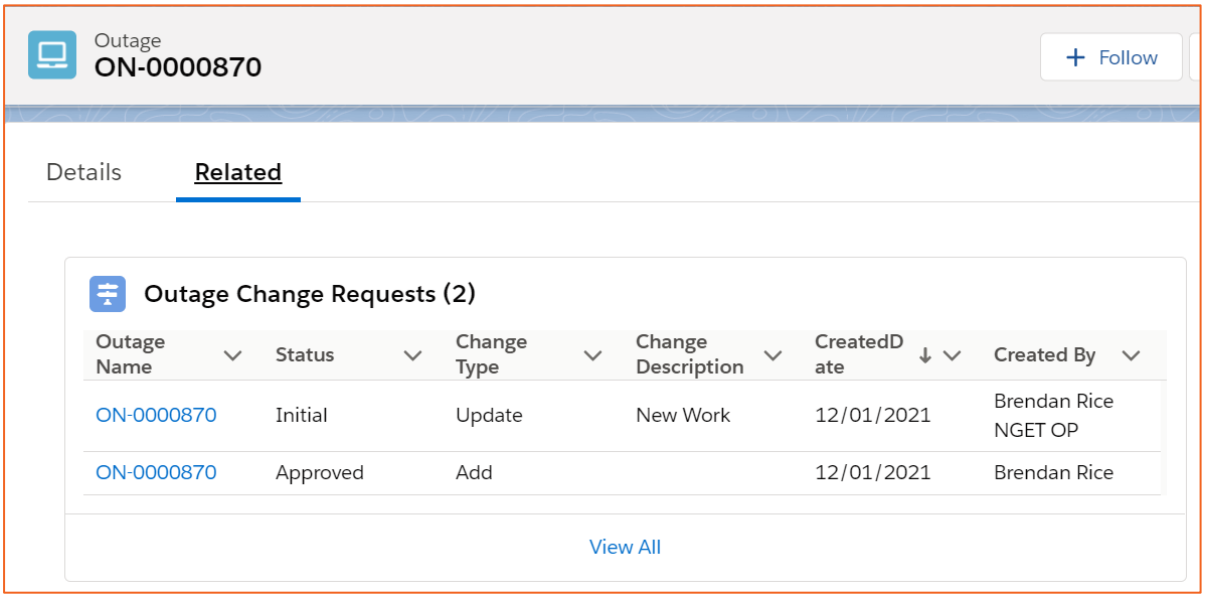


5. **Right-click** an Outage and select **Open link in new tab** to view details:

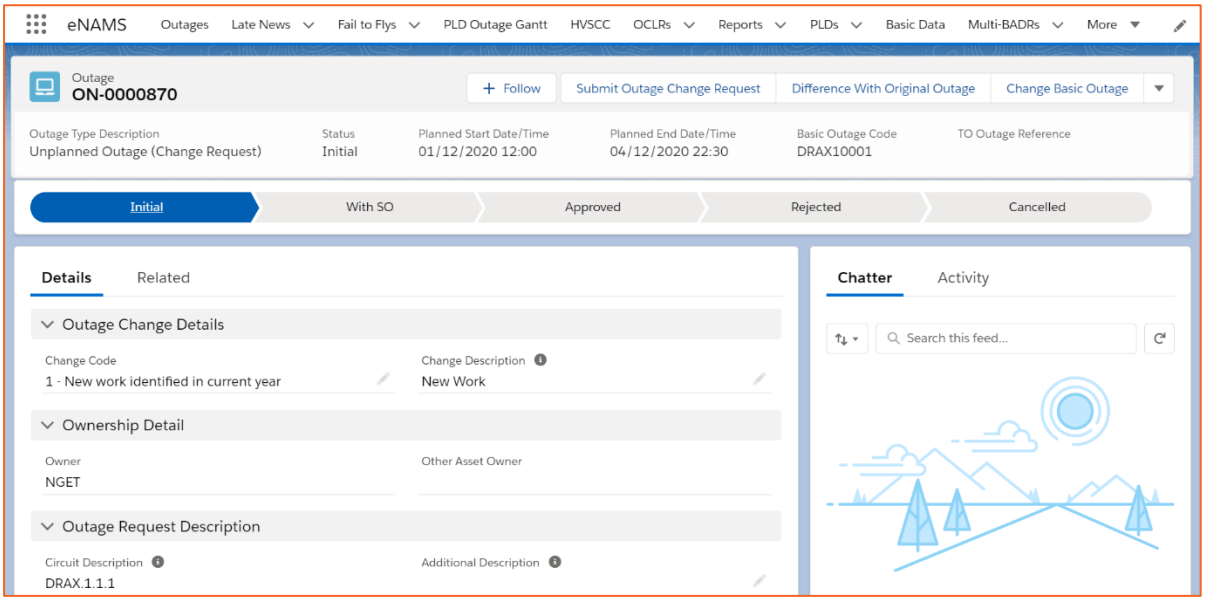


6. To view the history of the outage, click the **Related** tab on the outage

7. Scroll to **Change Requests** and click **View All**:



8. **Right-click** an **Outage** and select **Open link in new tab** to view details:

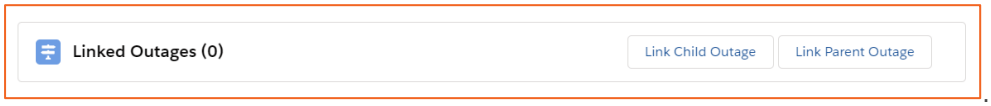


Linked Outages

Logon as an SO.

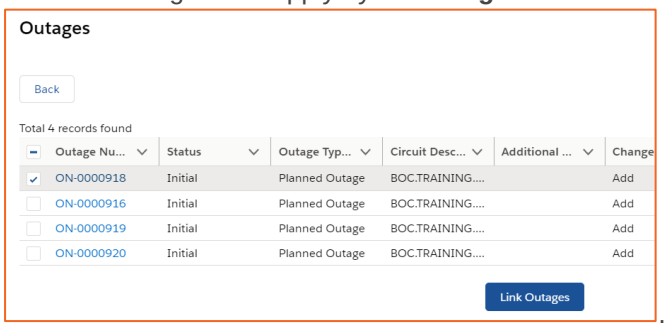
The **SO** will log in and open an Outage.

1. Click on the **Related** tab.
2. Scroll to the **Linked Outages** section as shown below:

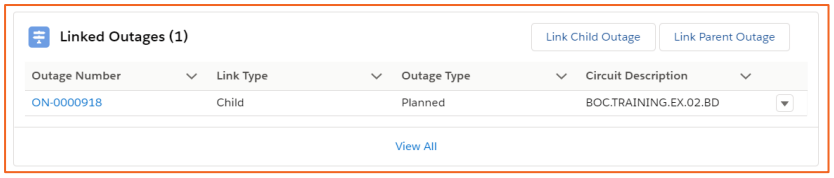


3. Click on either **Link Child Outage** or **Link Parent Outage**.
4. The **Search Outages** pop-up opens. At the search screen enter criteria for the Outage you wish to find.
5. Click: 

.
6. Select all outages that apply by **selecting the checkbox** to the left of the Outages listed.

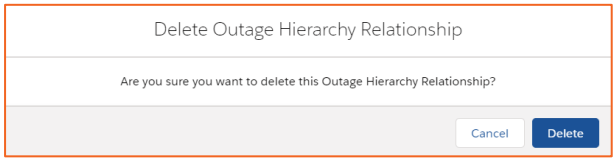


7. This action will bring you back to the Outage. Open the **Related** tab of the outage and scroll to **Linked Outages.**



8. To unlink an outage, click on the **dropdown arrow** to expand. Then click on **Remove Link** 

button.
9. On the **Delete Outage Hierarchy Relationship** pop-up click **Delete** to unlink the outage.



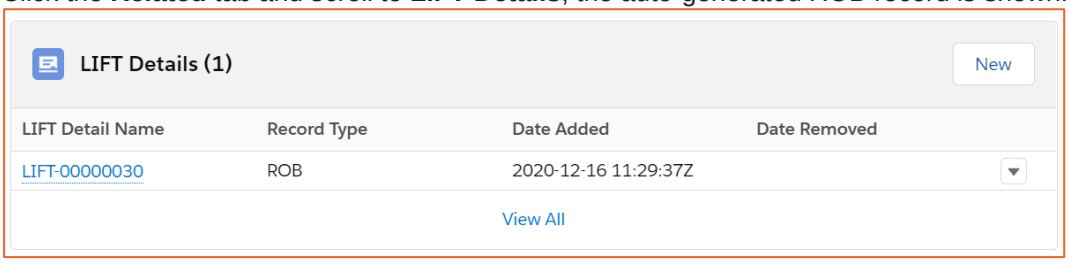
ROB/NOB

ROB (Regional Outage Board) are regional teams where outages at "With SO" status are discussed to ensure they won't impact each other. Regional boards review/approve Outages, or potentially escalate outages requiring assessment by the national team to NOB - National Outage Board. This process isn't part of the overall Outage workflow approval; it is a side process. ROB records are automatically created by the system when an Outage, or Outage Change Request goes to With SO status. To work with ROB/NOB records:

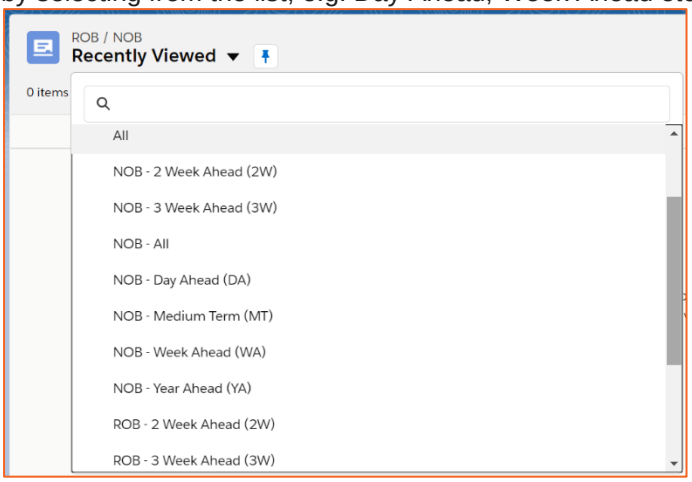
Logon as an SO.

1. Open an Outage at **With SO** Status, or submit an Outage to With SO status

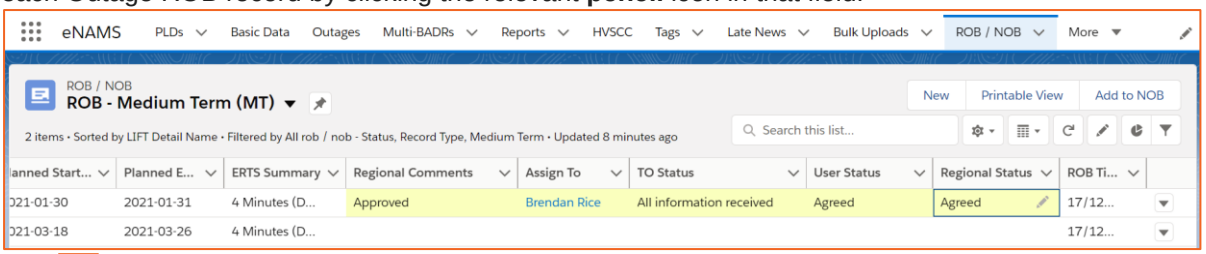
2. Click the **Related** tab and scroll to **LIFT Details**; the auto-generated ROB record is shown:



3. View ROB/NOB records by clicking the **ROB/NOB** tab at the top of the screen; you may need to click More to view the tab – the screen opens with a Recently Viewed filter – change this as required by selecting from the list, e.g. Day Ahead, Week Ahead etc.; we will select **ROB Medium Term**:



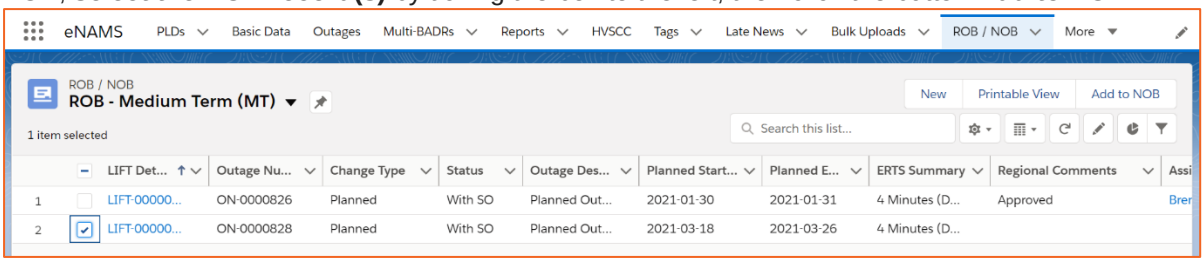
4. The ROB list appears of medium-term Outages at With SO Status; the Regional Outage Board members can amend **Regional Comments/Assign To/TO Status/User Status/Regional Status** for each Outage ROB record by clicking the relevant **pencil** icon in that field:



Use above to further filter, e.g. Planned North/Planned South.

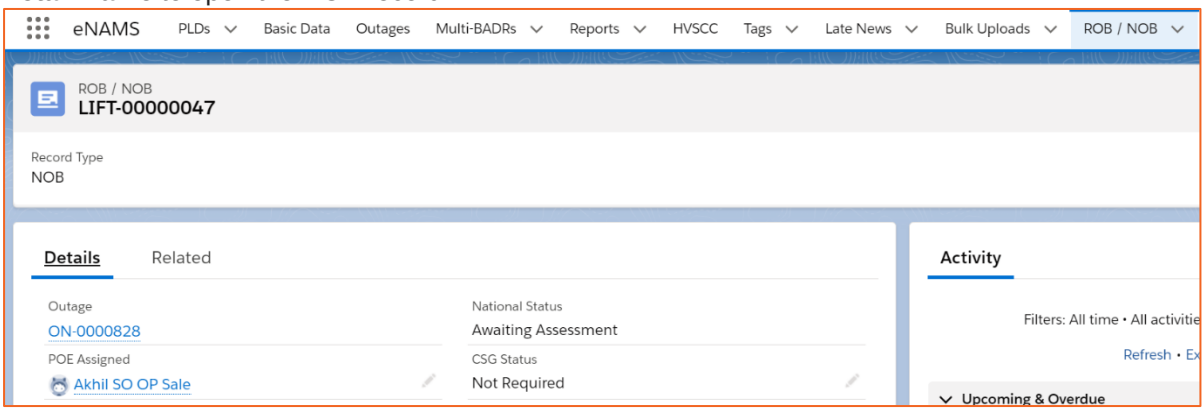
5. Click Save at the bottom centre of the screen to save the changes highlighted in yellow above

6. Where a ROB record requires assessment by the national team, e.g. an outage for an overhead line that goes across several regions, it is escalated to the NOB - National Outage Board. To escalate to NOB, **select the ROB record(s)** by ticking the box to the left, then click the button **Add to NOB**:

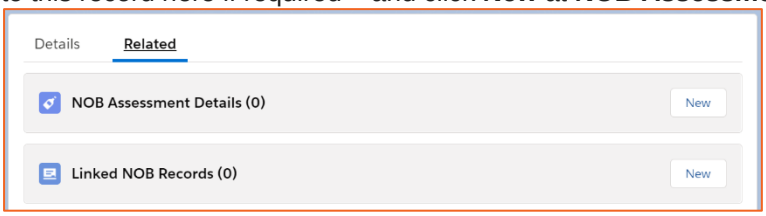


7. Click **Save** at the pop up; you will be prompted to go to the duplicate record if a NOB has already been created for this ROB

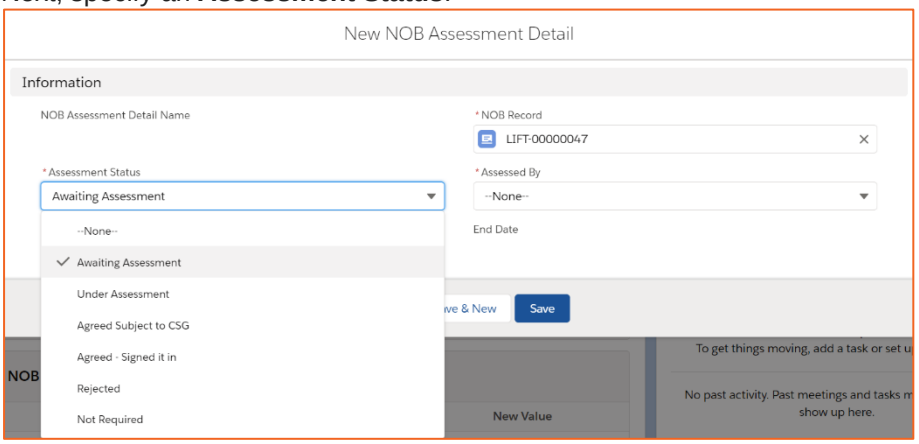
8. Using the filter arrow at the top of the screen, change the view to NOB – Medium Term, or **select the relevant NOB view to see your record**, corresponding to the ROB view you used, and click the **LIFT Detail Name** to open the NOB record:



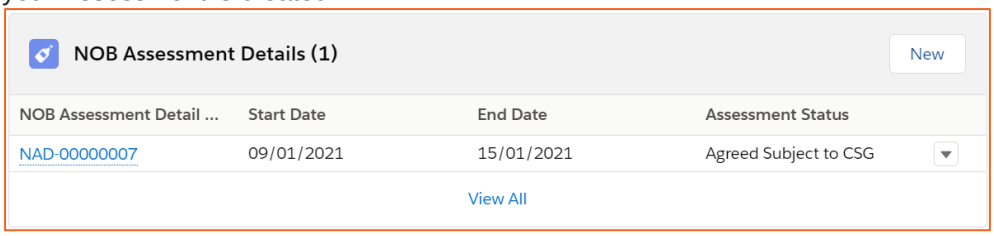
9. The NOB team would then click the **Related** tab of the NOB record – you can link other NOB records to this record here if required – and click **New** at **NOB Assessment Details**:



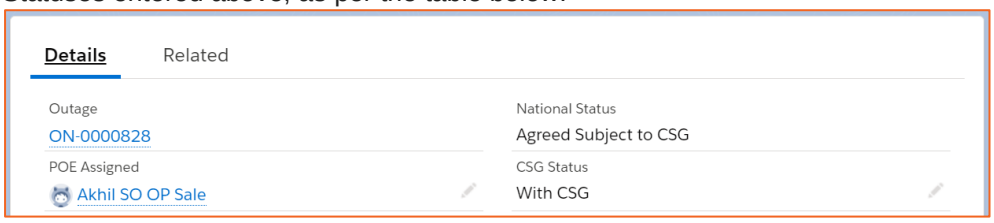
10. Next, specify an **Assessment Status**:



11. Finally, state who the NOB was **Assessed By**, e.g. DA (Day Ahead), WA (Week Ahead) etc. and click either **Save**, or **Save and New** to repeat the process for a different assessment group; click **Save** and your Assessment is created:

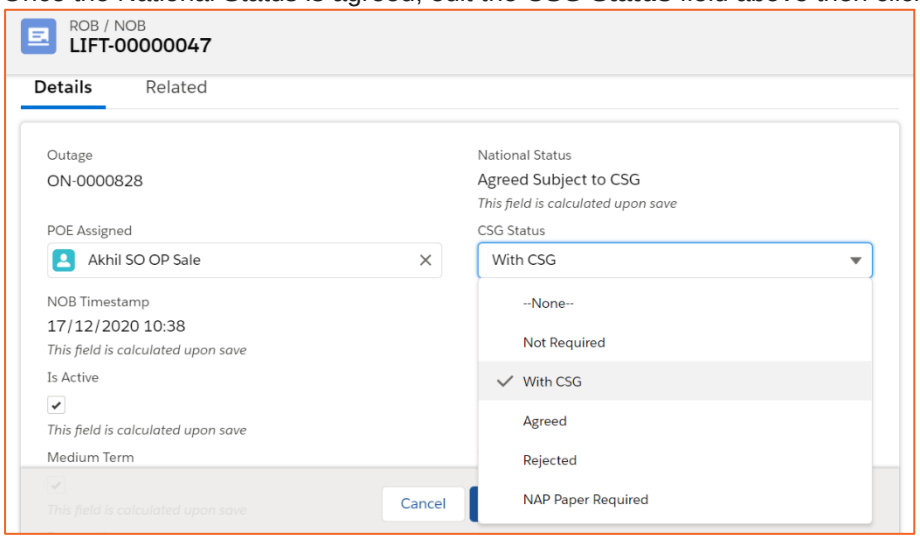


12. Back on the **Details** tab, the **National Status** field will reflect the combination of the NOB Assessment Statuses entered above, as per the table below:

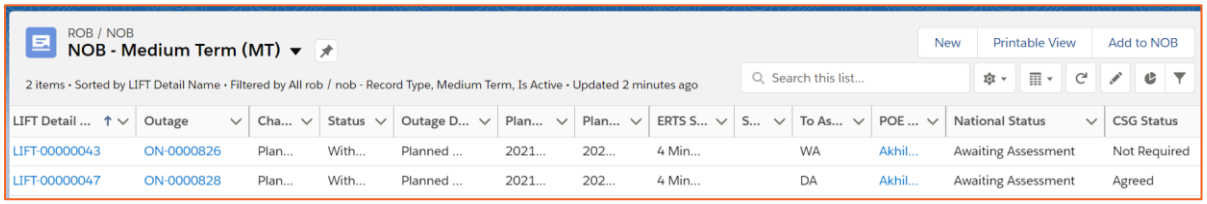


If…	National Status is…
NOB Assessment Statuses are ALL Not Required	Not Required
NOB Assessment Statuses are ALL Agreed - Signed it in	Agreed - Signed it in
NOB Assessment Statuses are ALL Agreed - Signed it in/Agreed Subject to CSG	Agreed Subject to CSG
ANY NOB Assessment Statuses are Rejected	Rejected
ANY NOB Assessment Statuses are Under Assessment	Under Assessment
Any other combination of NOB Assessment Statuses	Awaiting Assessment

13. Once the National Status is agreed, edit the **CSG Status** field above then click **Save**:



14. The National and CSG Statuses of the NOB records are also shown on the relevant filter list:



Bulk Approve/Reject

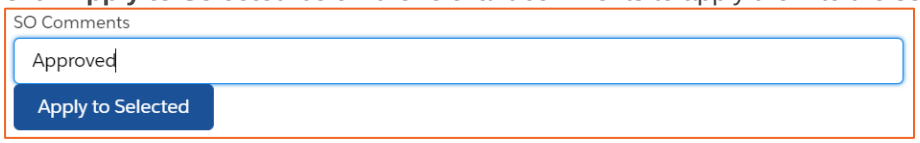
Logon as an SO.

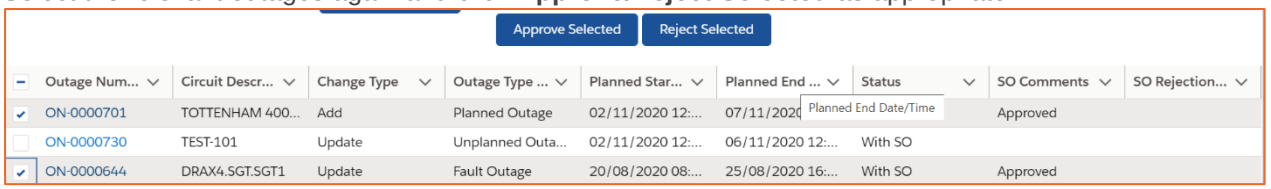
As an SO, you can bulk approve/reject several outages at once to save time.

1. Click the Outages tab, then search for the relevant Outages you wish to bulk approve/reject as shown above

2. At the bottom of the Outage Search page click: 

3. Select the relevant Outage check boxes, then populate the relevant fields as applicable: **SO Comments** or **SO Rejection Comments**

4. Click **Apply to Selected** below the relevant comments to apply them to the selected Outages:


5. Select the relevant outages again and click **Approve/Reject Selected** as appropriate:


The selected outages are approved, as indicated by the green pop up message at the top of the screen.

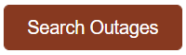
Change Requests

A change request is required if you wish to make changes to an outage; this can occur:

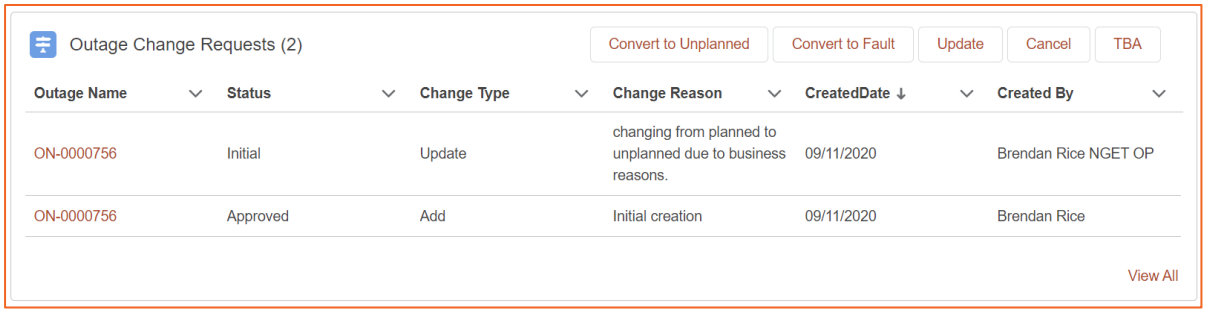
- when an Outage has already been submitted for approval
- when an Outage has already been approved
- when the Basic Group of an Outage needs to be updated

Steps to create a change request:

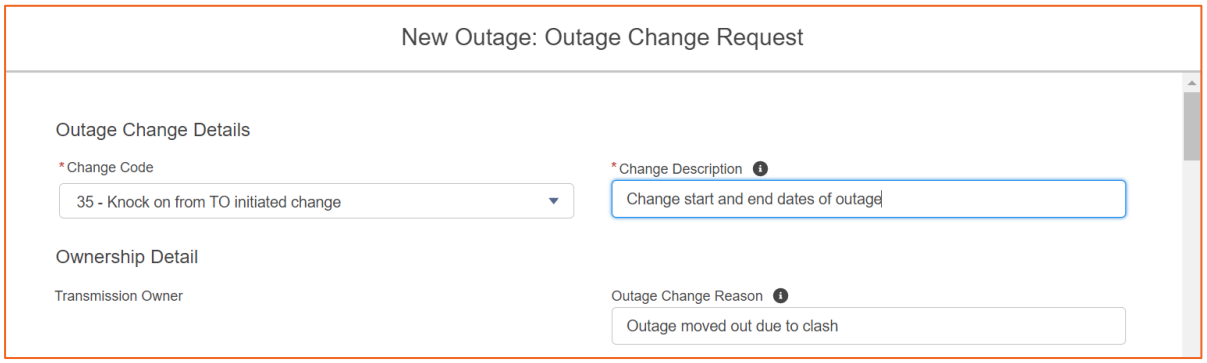
Logon as TOOP.

1. Click the **Outages** tab and apply criteria to find Outages in **Planned**, **Unplanned** or **Fault Status**
2. Click 

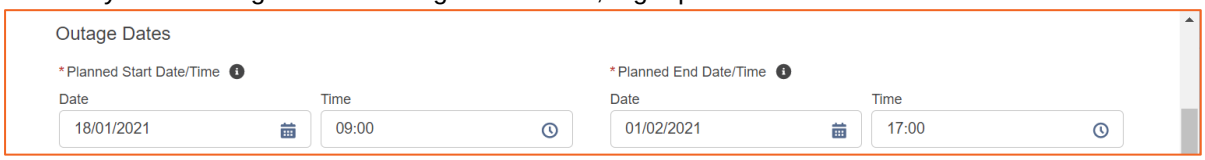
3. Scroll down to **Outage Change Requests** - you can also see any previous changes:



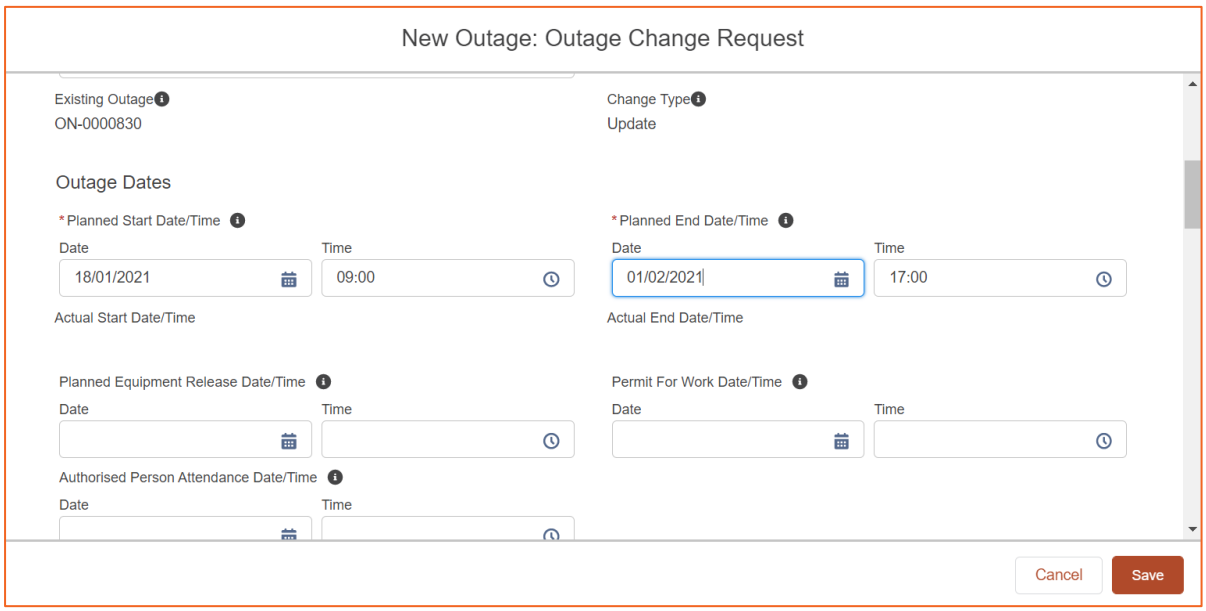
4. Change the outage by clicking the relevant button:
   a. Convert to Unplanned (change type of outage to Unplanned)
   b. Convert to Fault (change type of outage to Fault)
   c. Update (make changes to the outage details)
   d. Cancel (move outage to Cancelled Status)
   e. TBA (move outage to TBA Status)
5. Select **Update**, as the other options only change the type or status of the outage, covered below
6. Select an **Outage Change Code**, enter a **Change Description** and an **Outage Change Reason** in the field:



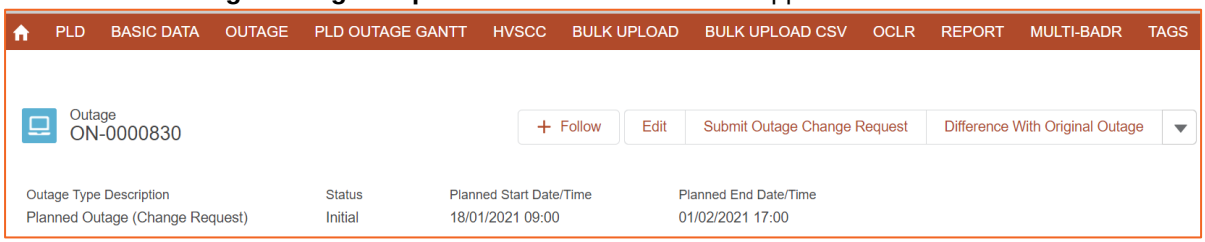
7. Make any other changes to the Outage in the form, e.g. update **Planned Start/End Date/Time**



8. Click **Save**:



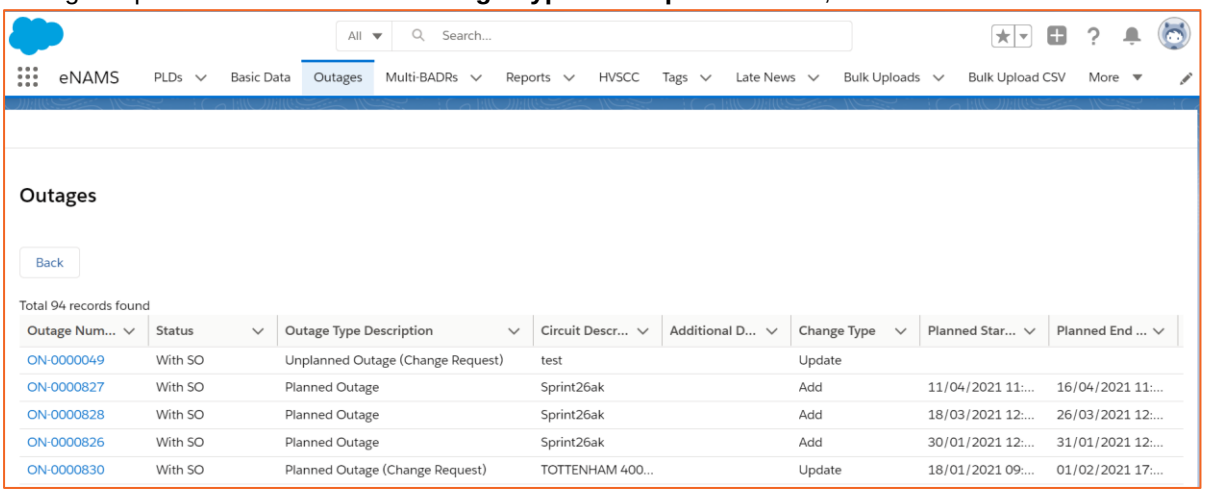
9. Click **Submit Outage Change Request** to submit to the SO for approval:



Logon as SO.

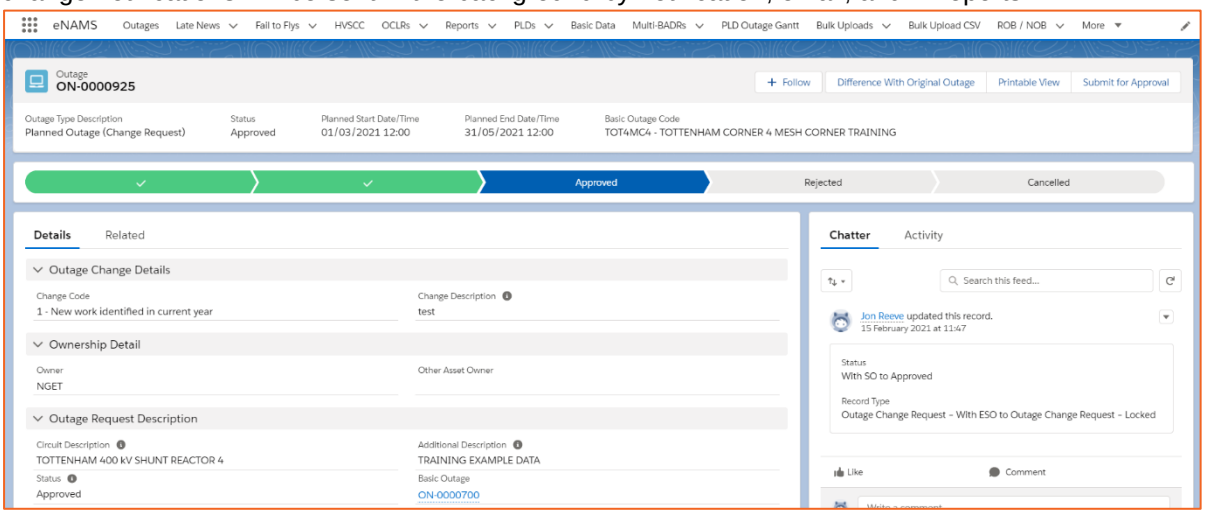
10. The SO goes to the **Outages** tab and searches for Outages that are at **Status: With SO**

11. Change requests are shown in the **Outage Type Description** column; select the relevant one:



12. Click the button **Difference With Original Outage** below to see the changes made; when you are finished, click **Cancel**

13. The SO will then Approve the change by changing the **Status** to **Approved**; and clicking **Save**; change notifications will be sent in the background by notification, email, and in reports:



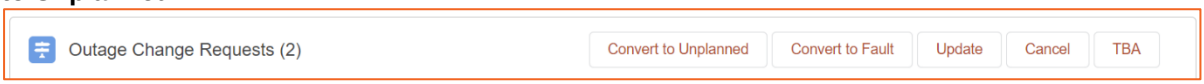
*NOTE: There is also a **Cancelled** status above; this can only be selected by the TO when the Outage Change Request is at the **Initial** stage of workflow if the change is no longer required.*

Convert an Outage

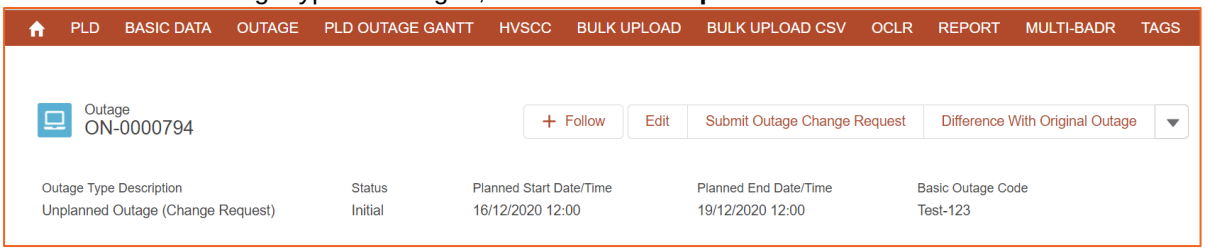
See Outage Change Request above, you can also convert outages between Planned, Unplanned and Fault.

Logon as TOOP.

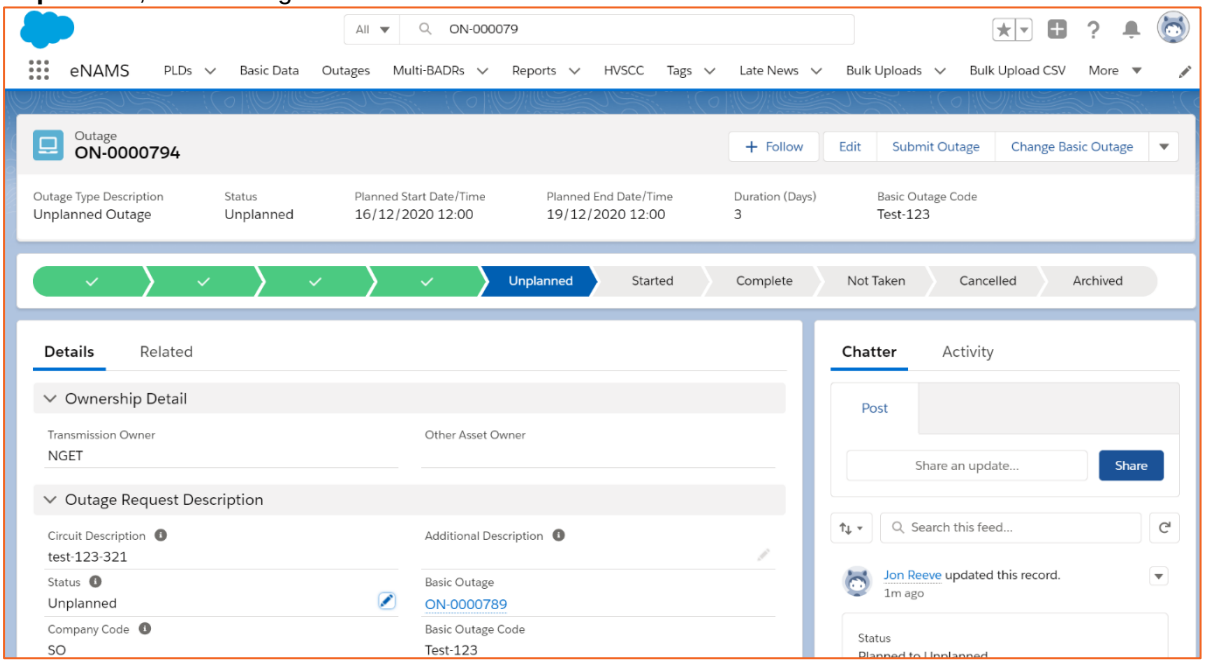
1. Complete steps 1 to 3 at Outage Change Request above
2. Click on the relevant convert button – these will vary based on the outage type selected, e.g. **Convert to Unplanned**:



3. Populate the mandatory fields: **Change Code**, **Change Description**
4. Click **Save** – the outage type is changed, in this case to **Unplanned**:



5. Click **Submit Outage Change Request** to send the change to the SO
6. The **SO** will approve this by changing the **Status** of the now unplanned Outage from **Planned** to **Unplanned**; and clicking **Save**:

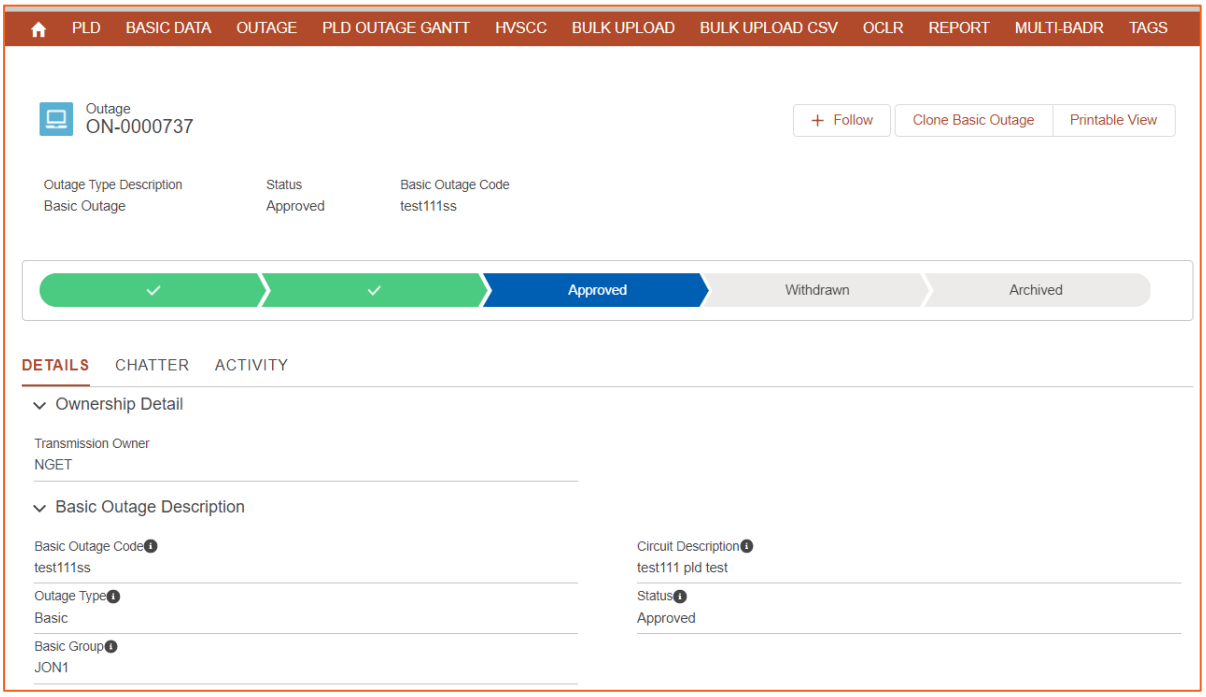


Change Association of Basic Group of an Outage

Rather than cancel an Outage you can just change the Basic Outage association if you just need to update the impacted substation/assets. For example, if you have 4 assets at a substation and your Outage will impact asset A and C but not B and D, as long as you have more than one Basic Outage with the same **Basic Group**, you can associate your Outage to another Basic Outage in that same Basic Group.

Logon as an SO.

1. Search or Create a Basic Outage; ensure the **Basic Group** field is populated, see below, **that there is at least one other Basic Outage with that same Basic Group**, and the Outage is in **Approved** status:



2. Click on the **Related** tab

3. Scroll down to Outages and click **Propose New Planned Outage**

4. Populate **Work involved, Planned Start Date/Time, Working Time**, select **OnCom** if appropriate, click **Save**

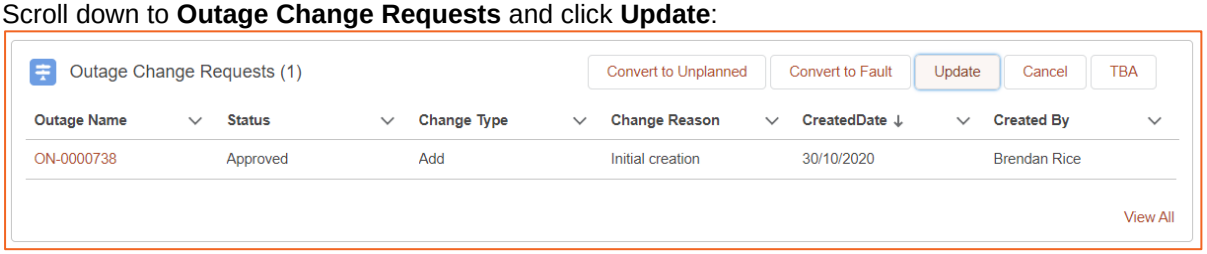
5. Click **Change Basic Outage** and select the appropriate **Basic Outage** from the drop down

6. Note the **Basic Outage** reference has been updated.

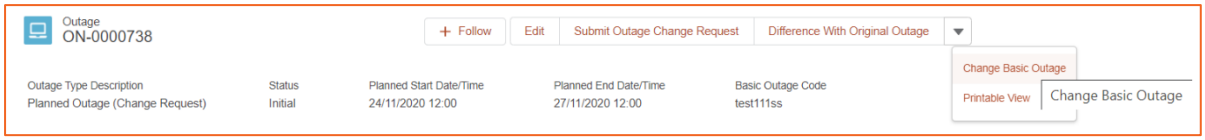
Logon as a TOOP.

1. Search or Create an Outage – ensure that the **Basic Group** is populated & outage is in **Planned/Unplanned/Fault** status
   *NOTE: as a TO, you can **Change Basic Outage** yourself if required, at **Initial** stage of workflow only.*

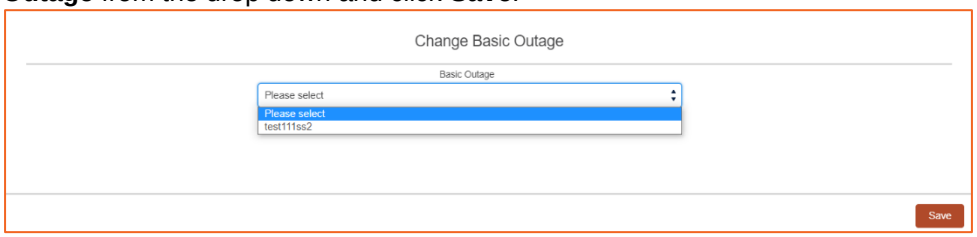
2. Scroll down to **Outage Change Requests** and click **Update**:



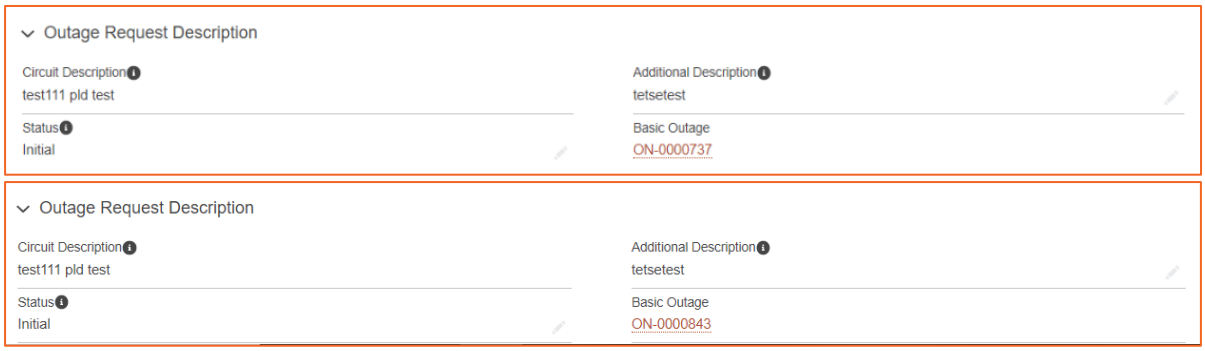
3. Populate the mandatory fields to complete the Change Request; once the CR is opened, select the **Change Basic Outage** button under the arrow:



4. The list below shows any other Basic Outages in the same Basic Group. Select the new **Basic Outage** from the drop down and click **Save**:



5. Note that the Basic Outage Reference shown in the first image below was ON-0000737; on pressing **F5** to refresh the screen, it has been changed to the reference of the Basic Outage selected above, ON-0000843:



Clone a Basic Outage

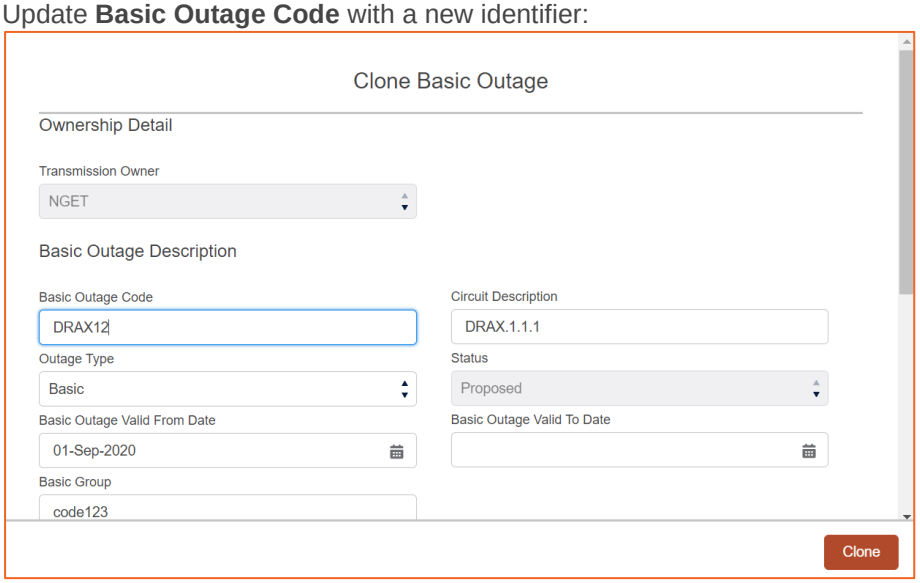
You can clone a Basic Outage at any stage. However, it is preferable to **Clone** the most complete item to mitigate against rework/elapsed time in completing this activity. Cloning enables you to duplicate a Basic Outage and then update details to reduce the manual effort required to populate a new Basic Outage.

Logon as TOOP.

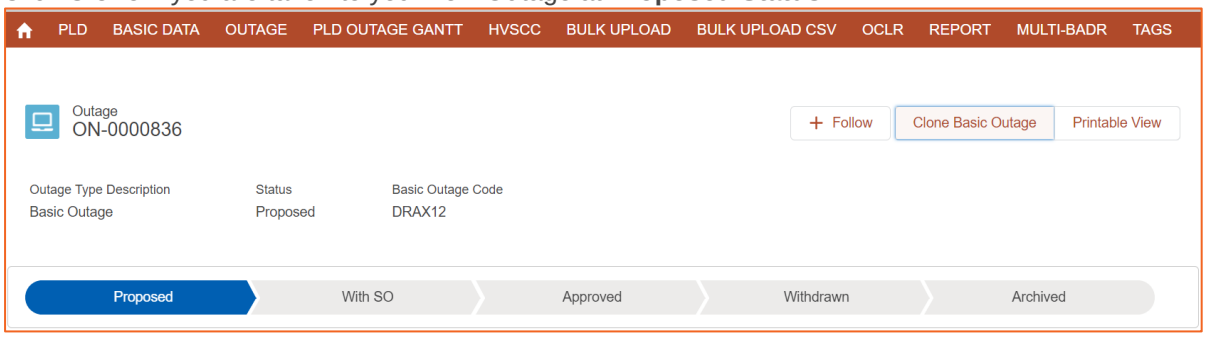
1. Search or Create a Basic Outage – ensure that the **Basic Group** is populated & outage is in **Approved** status

2. Click the button **Clone Basic Outage** at the top right

3. Update **Basic Outage Code** with a new identifier:



4. Click **Clone** – you are taken to your new Outage at **Proposed Status**:



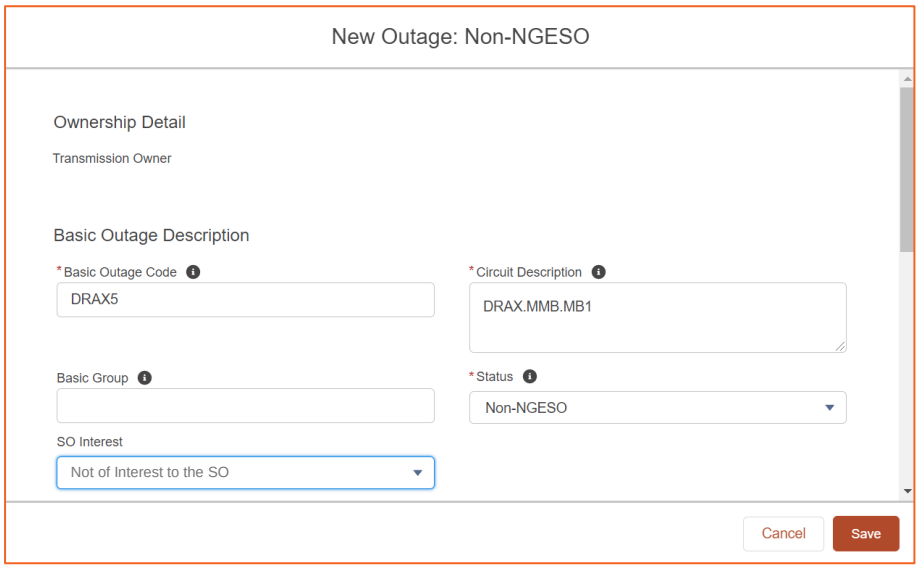
Non-NGESO Outage

A non-NGESO outage is can be used by TOs to manage their lower down network. It can be used to share the impact with the SO and use the Gantt chart facility to make their own plans.

Note that when searching for a **Non-NGESO outage** in the **Outage Type** area you need to include Non-NGESO **Outage Type** before clicking **Search Outages**.

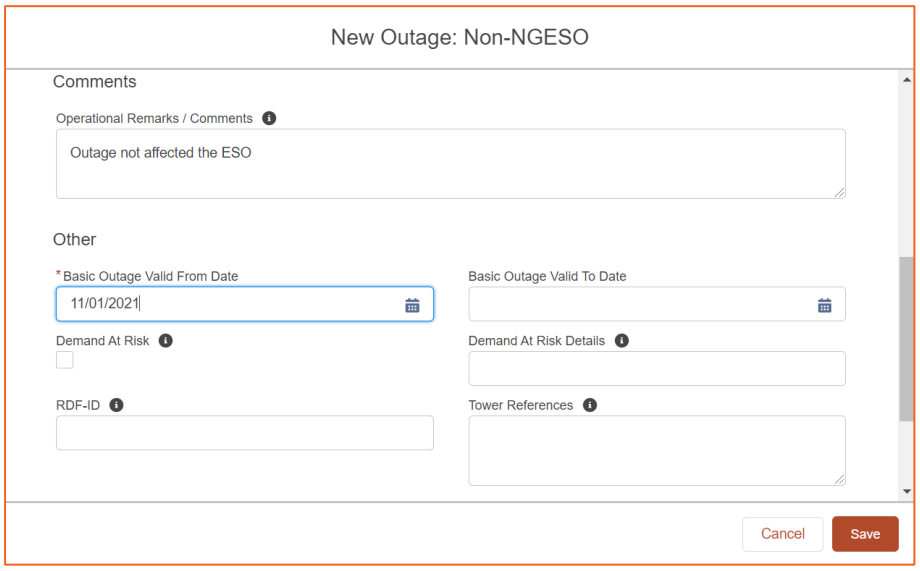
Logon as TOOP:

1. Click **Basic Data** and **BASIC OUTAGES**
2. Click **Create New Non-NGESO Basic Outage**; a pop-up appears; Ownership Detail is pre-populated
3. Populate the **Basic Outage** Description
4. Note **Status** will remain in Non-NGESO as there is no status workflow
5. Populate **Basic Outage Code** e.g. **DRAX5**
6. Populate **Circuit Description** e.g.: **DRAX.MMB.MB1**
7. Populate **Basic Group** if required
8. Select **SO Interest** (can be changed by the TO and SO) options: **Of Interest to the SO, Not of Interest to the SO**:



9. At the **Comments** field capture information as required for the outage
10. Select **Basic Outage Valid From Date** and leave “To Date” blank for now

11. Click **Save**

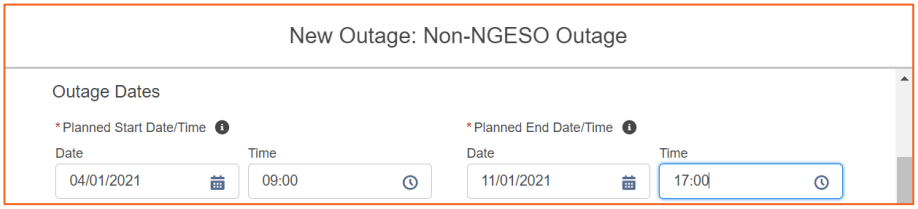


12. The Non-NGESO Outage is displayed – note that there is no workflow approval for this outage type; scroll down to see the Substations, Assets etc. sections

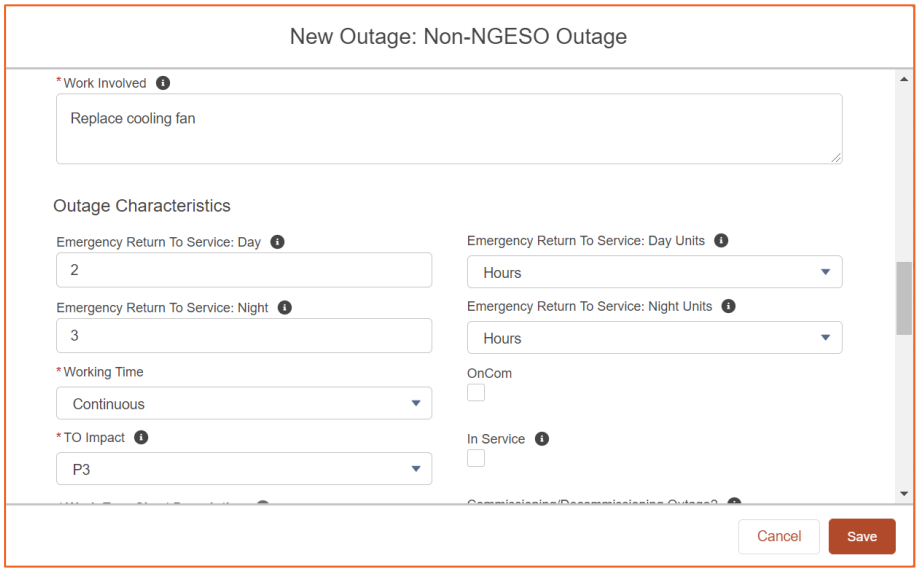
NOTE: The process below is valid if you are recording your Non-NGESO Outage in eNAMS (this would be necessary if the Basic Outage above was flagged as "**Of Interest to the SO**").

13. At the **Outages** section, click the **Create Non-NGESO Outage** button

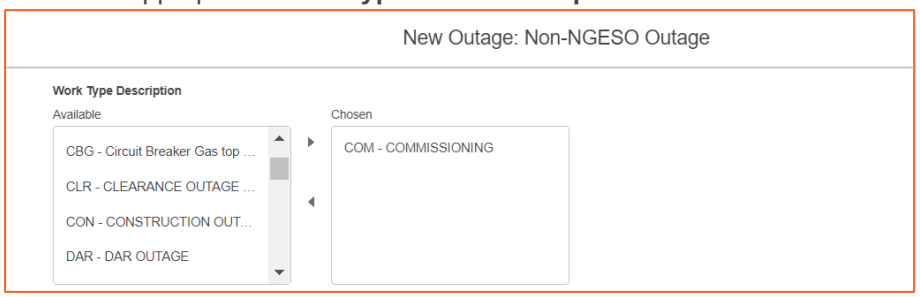
14. **Outage Type** is fixed as **Non-NGESO**; scroll down and select **Planned Start/End Date/Time**:



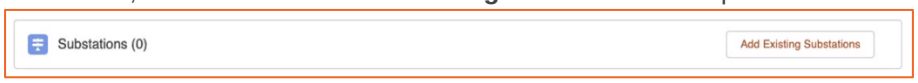
15. Populate the **Work Involved**, **TO Impact**, **ERTS** and **Working Time** fields:



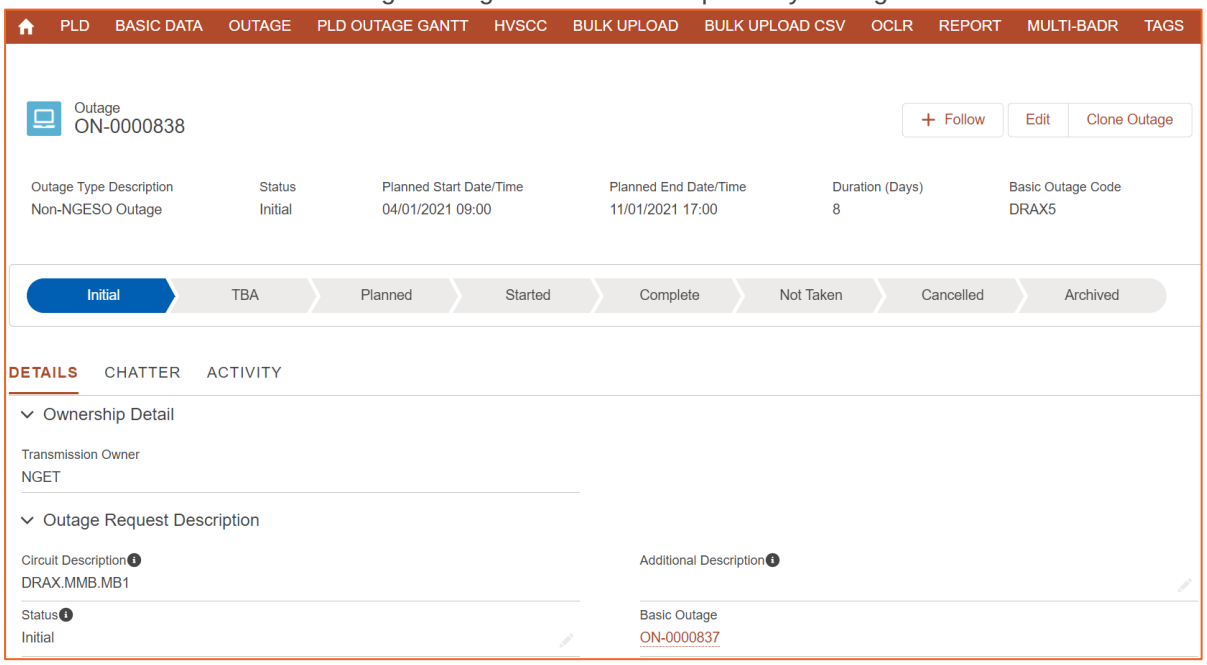
16. Select the appropriate **Work Type Short Description**:



17. Click **Save**; scroll down and **Add Existing Substations** if required:



18. The TO can now move the Outage through Workflow as required by editing the **Status** field:



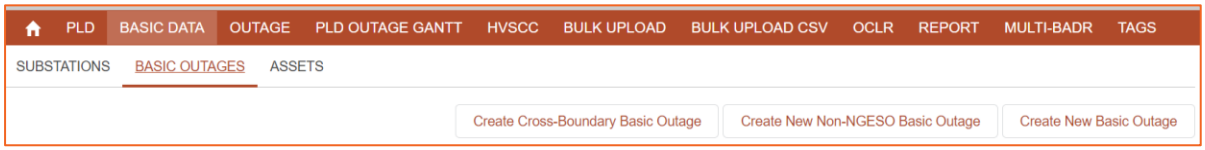
Cross Boundary Outages

A Cross-Boundary Outage can be used by TOs to create an Outage that affects more than one transmission owner, e.g. SHETL and SPT or NGET and SPT. It can be used to share the impact with the SO and use the Gantt chart facility to make their own plans.

Note that when searching for a **Non-NGESO outage** in the **Outage Type** area you need to include Non-NGESO **Outage Type** before clicking **Search Outages**.

Logon as TOOP:

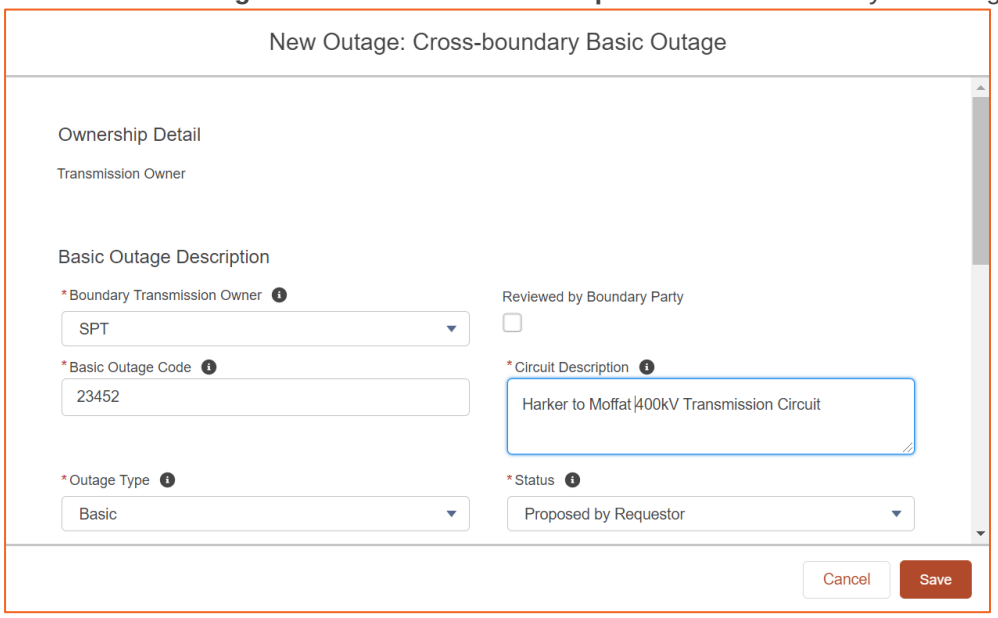
1. Click **Basic Data** and **BASIC OUTAGES**:



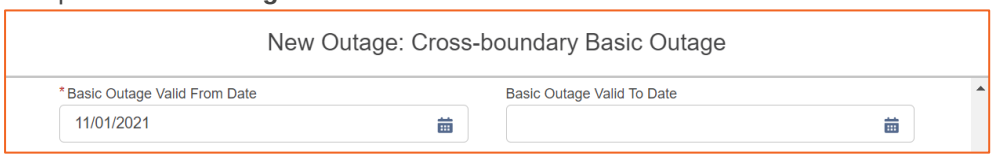
2. Click **Create Cross-Boundary Basic Outage**; a pop-up appears; Ownership Detail is pre-populated

3. Select the **Boundary Transmission Owner** – this is the second party affected by the cross-boundary outage – your Transmission Owner area is automatically the first party affected.

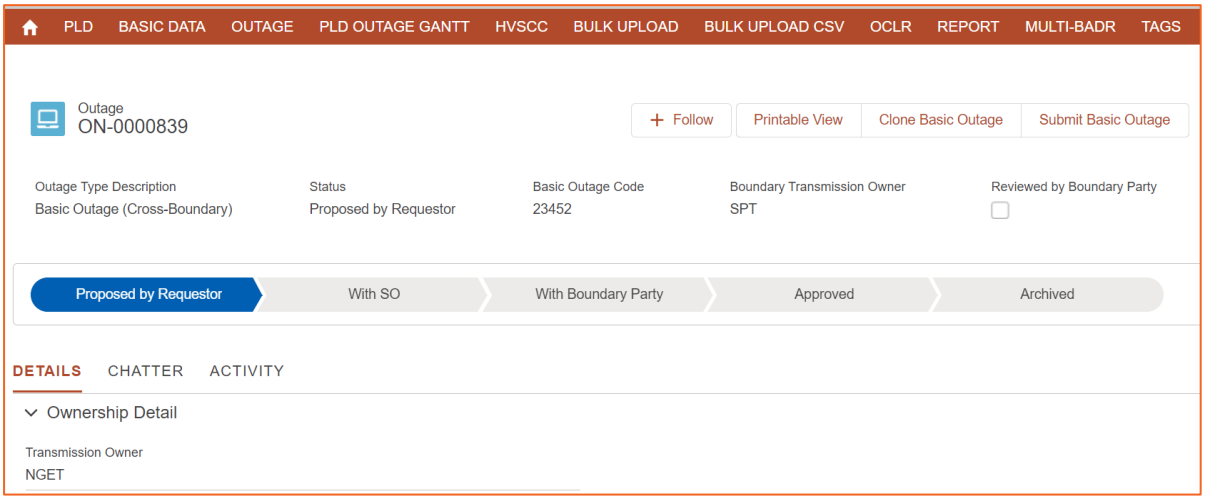
4. Enter a **Basic Outage Code** and a **Circuit Description**: circuit affected by the outage:



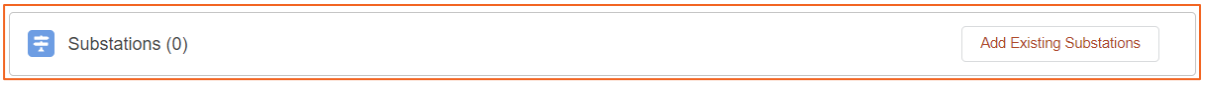
5. Complete **Basic Outage Valid From Date** and click **Save**:



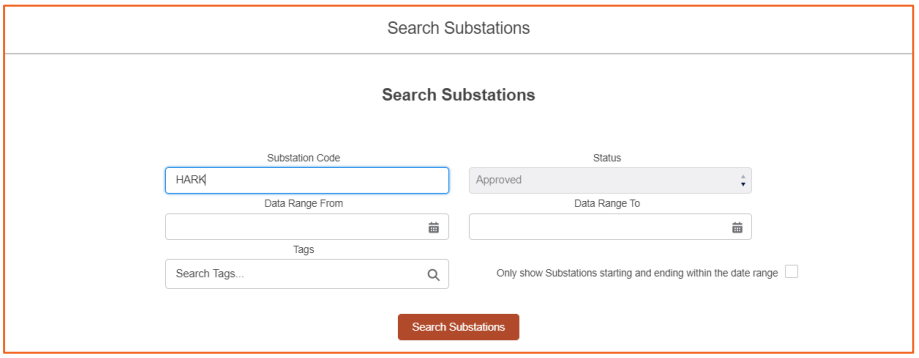
6. The Cross-boundary Basic Outage is created; scroll down the screen to **Substations**:



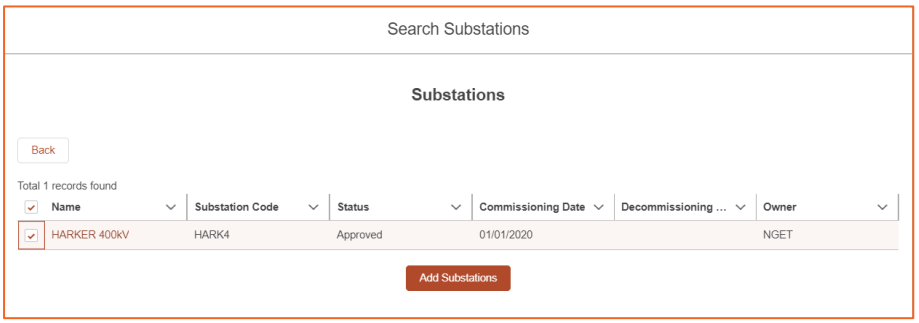
7. Click the button **Add Existing Substations** to specify substations affected by the Outage:



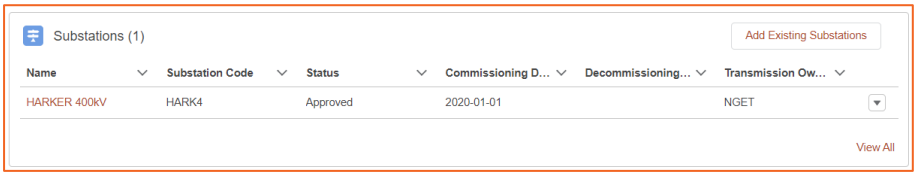
8. Enter substation search criteria and click **Search Substations**:



9. Tick the relevant substations and click **Add Substations**:



10. The substation is added to the Basic Outage; add **Assets** if required, scroll to the top of the screen:

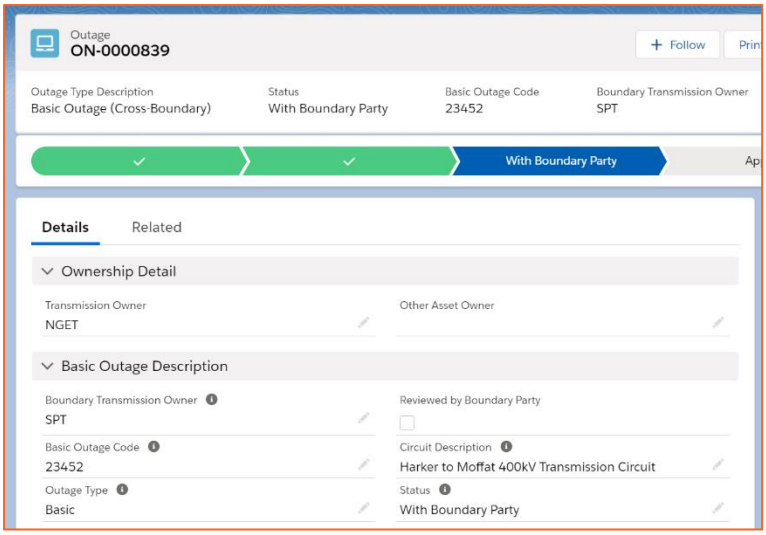


11. The Basic Outage must be approved by both the SO and the other TO involved, as shown by the workflow – click the button **Submit Basic Outage**; the status of the Outage will move to **With SO**.

Login as SO.

12. The **SO** finds the Cross-boundary Basic Outage at With SO status via **Basic Data** > **BASIC OUTAGES**

13. The SO changes the **Status** to **With Boundary Party** - note that the box **Reviewed by Boundary Party** is not ticked below:

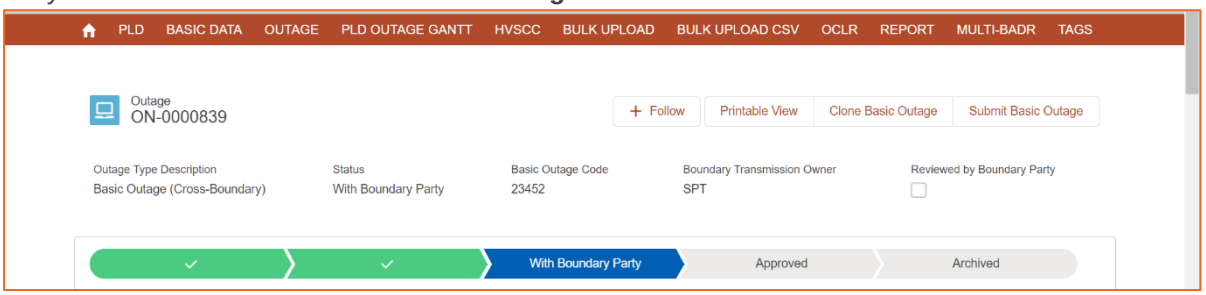


Logon as TOOP (from the other affected TO):

14. The other affected **TO** finds the Cross-boundary Basic Outage at With SO status via **Basic Data** > **BASIC OUTAGES** > **Status: With Boundary Party**

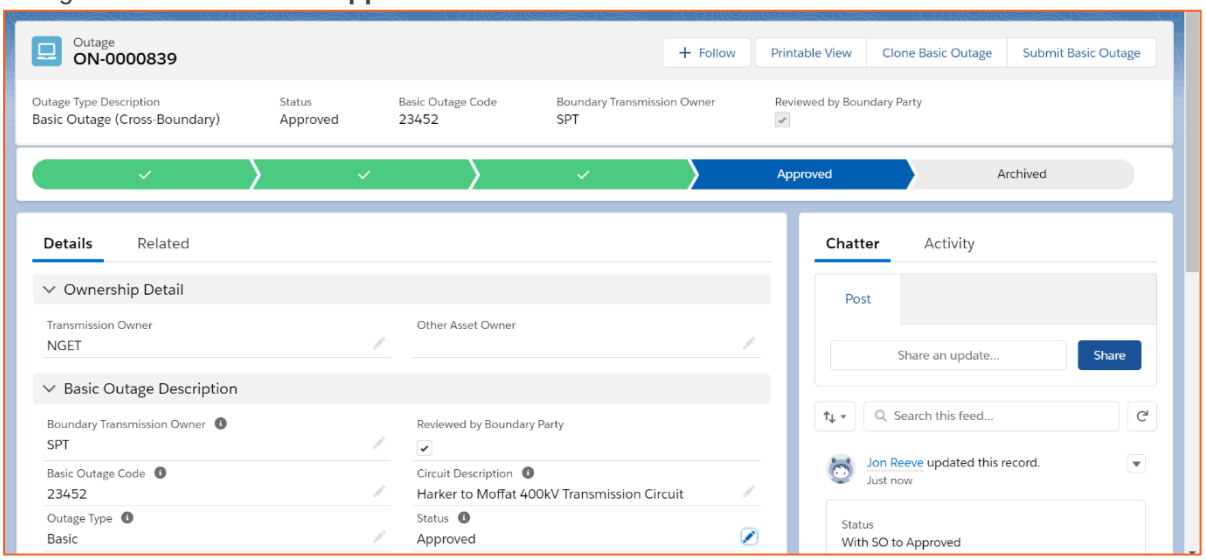
15. The affected boundary party TO will then add any of their **Substations** affected by the Basic Outage, see steps 7-10 above for process, and add **Assets** if required

16. They then click the button **Submit Basic Outage**:



Login as SO:

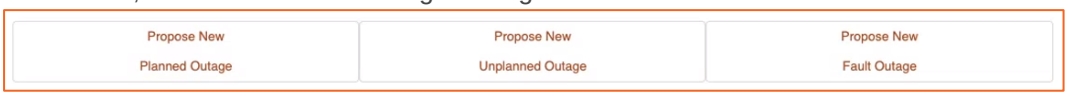
17. The SO reviews the outage, noting that the "**Reviewed by Boundary Party**" box is now ticked, and changes the **Status** field to **Approved**:



18. The Cross-boundary Basic Outage will remain in this state until no longer required, when the Status can be changed to Archived.

Login as TOOP.

19. The TO Outage Planner can now open the Basic Outage above via **BASIC DATA** > **BASIC OUTAGES**, then create actual outages using one of the three buttons shown:



The process for creating a Cross-Boundary Outage is similar to that described under "**Create Outage**" above.

NOTE: Only the requesting TO can create Outages against a Cross Boundary Outage, not the Boundary Party TO. There would need to be a corresponding "opposite" Cross Boundary Outage, e.g. requested by SPT, with NGET as the Boundary Party TO.

Tags

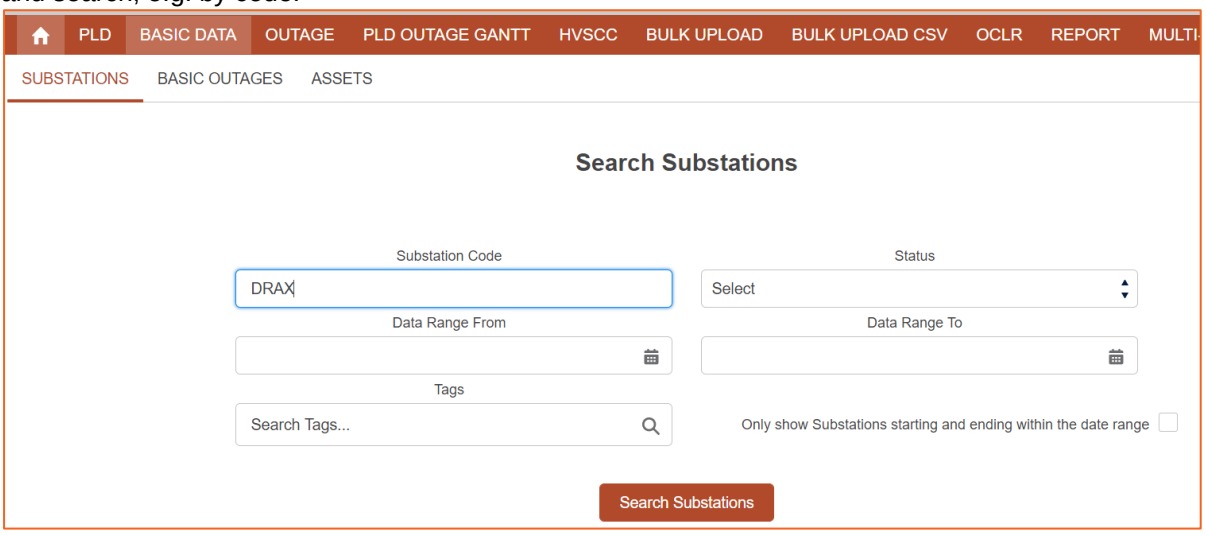
Tags are identifiers for grouping and filtering items such as substations, assets and outages. Use **Inactive** check box to archive tags once no longer needed.

Tag types:

- **ESO Party** (*not in TO Portal*) - used by the SO to tag and group outages together, e.g. by geographical area or business team responsible, enables efficient searching and reporting of Outages
- **External Party** - Used by the SO to tag/group outages and link to external users; allows external users in companies with a hierarchical structure to filter, view and report Outages most relevant to them. For example an EDF user who works for a power station will need to receive reports for that specific power station not all outages related to EDF.
- **Free Codes** – allow TO or SO to tag Outages to provide additional filtering, querying.
- **Scheme** – allow TO or SO to tag Outages to provide additional filtering, querying by project.

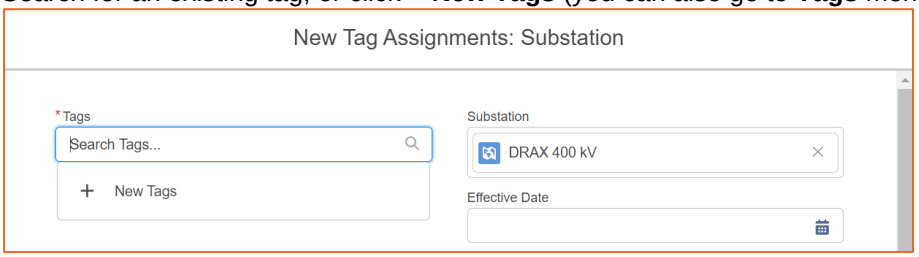
Tags are added at Substation/Asset level; all assets at that substation inherit an applied tag, but this inheritance doesn't work backwards up to the substation e.g. if applied at asset level, the substation does not inherit the tag. Tags are also pulled down from the asset to the basic outage. You can also add tags at Basic Outage or Outage levels too.

1. Search for the relevant item you need to tag, e.g. for Locations, go to **Basic Data** > **SUBSTATIONS** and search, e.g. by code:

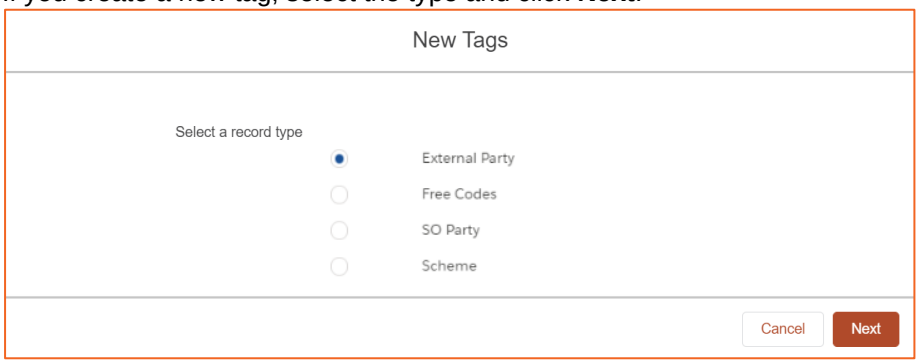


2. On the Location screen, scroll to bottom and add Tags via **Tags** > **Add Tag**:

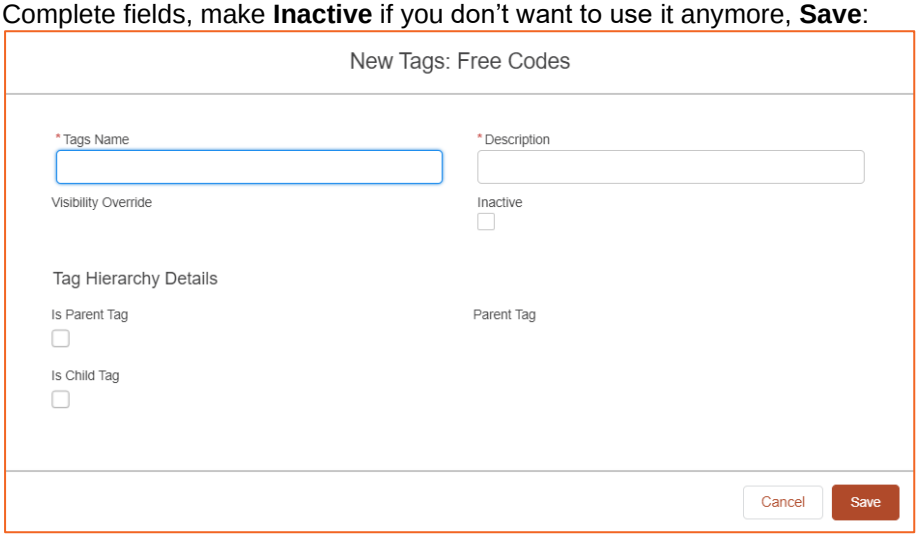
3. Search for an existing tag, or click **+ New Tags** (you can also go to **Tags** menu and click **New**):



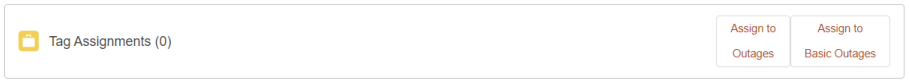
4. If you create a new tag, select the type and click **Next**:



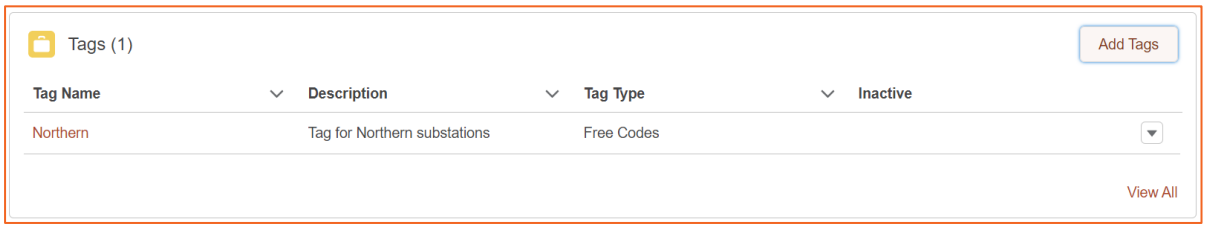
5. Complete fields, make **Inactive** if you don't want to use it anymore, **Save**:



6. Navigate to **Tag Assignments** (external users scroll down, SO click **Related** tab) and select the relevant **Assign…** button – the buttons displayed vary by role:



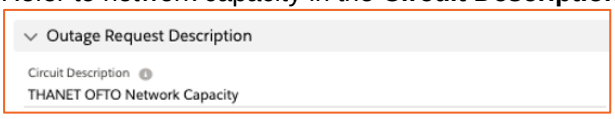
7. Use the **Search** pane to find the relevant item you want to Tag, **tick** it and **Add** it; the tag is applied to the selected item:



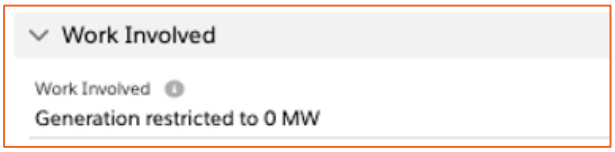
Outages - Capacity Declarations

A Capacity Declaration is the ability to add multiple assets without an associated substation. It is used to improve transparency and communications via eNAMS functionality, e.g. affected users and notifications. For example, a DMO makes a capacity declaration and informs ESO. The ESO can then share the information with generators (DNO/OFTO/TO) about available capacity. The generator can then take appropriate action.

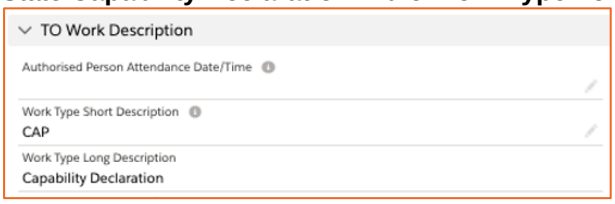
1. Create an **Outage** with the following information specific to that Outage:
   a. Refer to network capacity in the **Circuit Description**:



   b. State the MW level to which the Generator is restricted in **Work Involved**:



   c. State **Capability Declaration** in the **Work Type Long Description**:

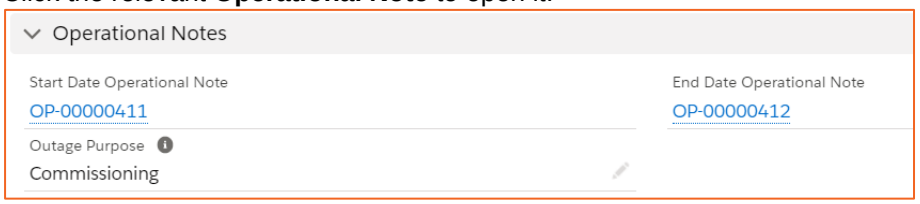


   d. Confirm whether the Generator has been informed and the level of restriction in the **SO Comments**:

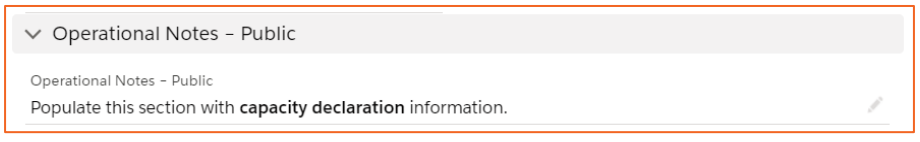
   e. Link to the associated OFTO Outage

2. Scroll down to **Operational Notes**

3. Click the relevant **Operational Note** to open it:



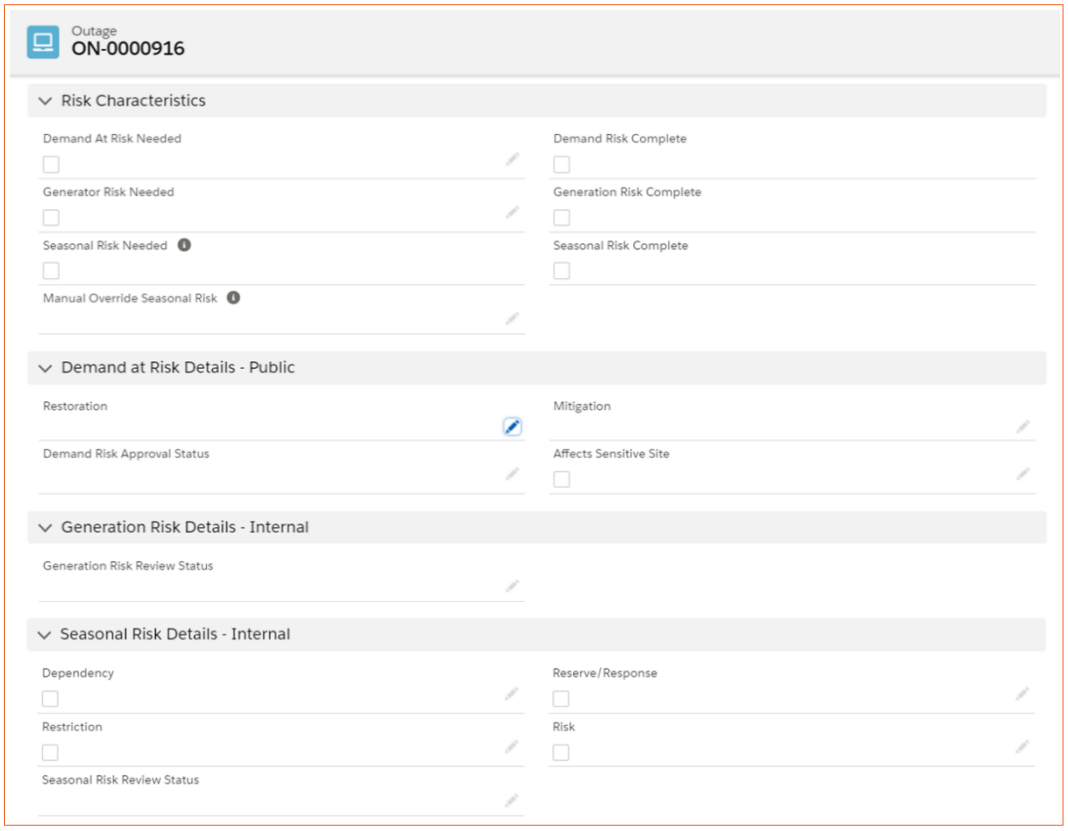
4. Edit the **Operational Notes – Public** section, add your note and click **Save**; the information is recorded in the field:



5. **Approve** the Operational Note following the **Status** workflow.

Appendix 1 – Outage Risks

In the Outage, populate appropriate fields in the sections **Risk Characteristics**, **Demand at Risk Details**, **Generation Risk Details** and **Seasonal Risk Details**:

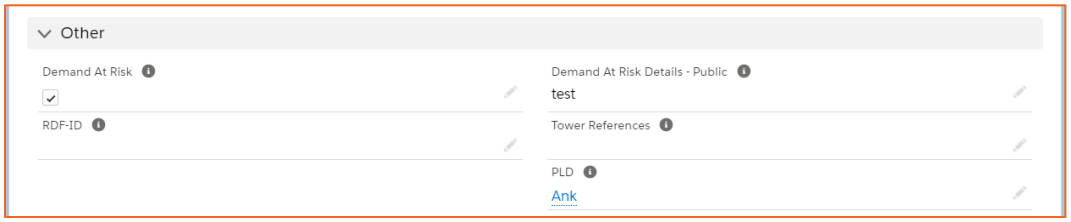


Inheritance of Risks from Assets > Basic Outages > Outages:

Demand/Generation at Risk Assets can be added by the SO at **Asset** level. When **Demand/Generation Risk** are ticked on **Details** tab of the **Asset**, Demand/Generation at Risk Assets sections appear on the **Related** tab of the **Asset**.

Demand at Risk in **Other** section of **Basic Outages** (**Details** tab):

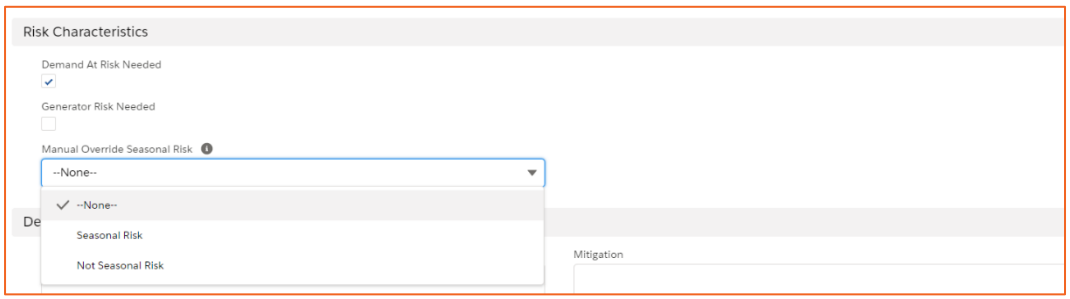
- If **Demand at Risk** is ticked on the **Asset**, **Demand at Risk Needed** is ticked on the **Outage**
- However, if **Demand at Risk** is then un-ticked on the **Asset**, **Demand at Risk Needed** is **not un-ticked** on the Outage:



Where **Generation Risk** is ticked in an **Asset** associated to a **Basic Outage**, the **Generation Risk** is inherited by the associated **Planned Outage**.

Seasonal Risks:

Seasonal Risks are auto-flagged on Outages in winter; **week 45 to week 9**, where the **Emergency Return to Service** time is more than **18 hours**. When creating an Outage, there is a **Manual Override Seasonal Risk** to override this at the initial creation form:

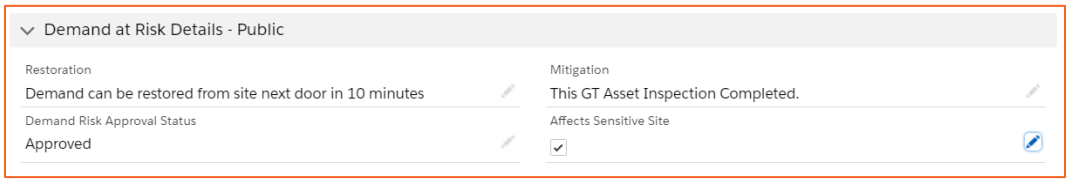


Sensitive vs Non-Sensitive Sites:

For **Demand Risk** on a **non-Sensitive** site, the **TO** can add a **Mitigation** below and move the **Demand Risk Approval Status** to **Approved**.

For **Demand Risk** on a **Sensitive Site**, e.g. political/security sensitivity to the asset, i.e. airport etc., the **Outage Risk** must come back to the **SO** for approval as follows:

1. **Demand at Risk – Affects Sensitive Site** is ticked by the SO when the **Outage** at **With SO Status**
2. **SO** completes **Restoration**, sets **Demand Risk Approval Status** to **With TO** and clicks **Save**
3. **TO** finds the **Outage** using **Demand at Risk** filter; completes **Mitigation**, moves **Demand Risk Approval Status** to **With SO**
4. **SO** then changes **Demand Risk Approval Status** to **Approved**:



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