

**Late News**

Late News is used by SOs to record last minute changes to Outages e.g. last-minute changes to ERTS (Emergency Return to Service) details etc.

The Control Room are made aware of this via Late News. A report is issued to the Control Room at 4.00pm each day, listing the changes they need to be aware of for tomorrow.

TO / OFTO access the report to gain visibility of the Late News item when the Late News item is selected as 'SO Approved' by the check box.

A user cannot create Late News – the system generates a Late News report item off the back of late changes to an Outage. Hence, an SO Planner will review Late News items before issuing the report and remove irrelevant entries. To see what has been created and added to the report:

1. Search for an Outage via the **Outages** search screen
2. Open the Outage and **make a change** to it (e.g. **End Date** to this week) and **Save**, click the **Related** tab
3. Scroll down to find **Late News** – late changes to the outage and their issue date are shown
4. Click one of the **Late News** items and scroll down to **Changes** – old and new values (before and after the change) are shown for Status, dates, ERTS, updates to Operational Notes etc.
5. You can add **Comments** if desired by clicking the LN code below and editing the Comments field:

Late News (2)		
Name	Issued For	Comments
<a href="#">LN-00214</a>	02/10/2020 12:00	ERTS Date Changed
<a href="#">LN-00213</a>	28/09/2020 12:00	

[View All](#)

**Late News Report**

1. At the end of each day, the Control Room clicks the **Late News** tab on the Navigation Bar; this shows **Recently Viewed** Outages
2. You could change the filter to **All** to show all changes made to Outages as **WAS** and **IS NOW** values:

Issued For	Outage	Description	Value	Status	Start	End	ERTS Day
28/09/2020 12:00	CN-0000676	DRAX.MME.MB1		WAS IS NOW			20 Hours
28/09/2020 12:00	CN-0000508			WAS IS NOW			
02/10/2020 12:00	CN-0000676	DRAX.MME.MB1		WAS IS NOW			20 Hours

3. You can further filter by **Control Room**: e.g. **CTREAST** etc. from the dropdown, or **Planning: PLScot** etc.
4. Once you have the data you want displayed, click **Late News Report** top right and it breaks the data down into columns showing each old/new piece of recorded data.
5. You can further filter the report by clicking [dropdown] and amending the settings, or you can export to Excel.

**Fail to Fly**

This is similar to Late News but Fail to Fly records where Outages failed to start as scheduled.

Unlike Late News however, Fail to Fly is created manually by SO, usually just before the Outage was planned to go ahead.

Only a **SO Superuser** can record a **Fail to Fly for an Outage already started**.

**To Record a Fail to Fly:**

1. Search for an **Outage** at **Planned** status
2. On the **Related** tab, scroll to **Fail to Flys**
3. Click the **New** button and complete the form with details of Fail To Fly e.g.:
  - a. **Responsible Party**: **NAP** (NW Access Planning), **ENCC** (Control Room) etc.
  - b. **Category** - what was the reason for Fail to Fly, e.g. **Commissioning Issue**
  - c. **TO Request/SO Release/SO Clearance** are a time sequence of when these occurred (optional)
  - d. **Reason/Impact/Comments** – free format fields to describe what happened and why
  - e. Click **Save** and the Fail to Fly is added to the Outage:

Fail to Fly Name	Responsible Party	Category	Reason
<a href="#">F2F-00000003</a>	ENCC		No parts available

[View All](#)

**Fail to Fly Report**

1. Go to the **Fail to Flys** tab (may need to click arrow next to More)
2. You can filter on **Recently Viewed** or **All**:

Fail to Fly Name
<a href="#">F2F-00000000</a>
<a href="#">F2F-00000002</a>
<a href="#">F2F-00000003</a>
<a href="#">F2F-00000004</a>
<a href="#">F2F-00000005</a>