Operational Notes

Operational Notes define the actions that need to be taken to secure the network under outage conditions. Each outage will have an Operational Note for the start date and a note for the end date. Operational notes can be grouped if related work is taking place on the same day at the same location. Notes may include running arrangements, related outages, protection arrangements and affected user agreement.
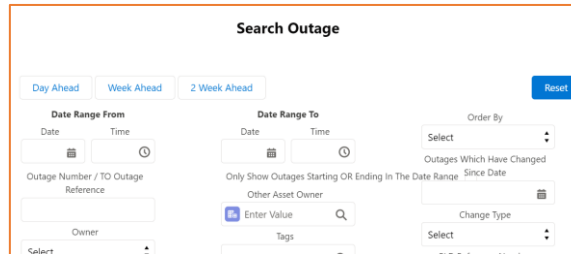
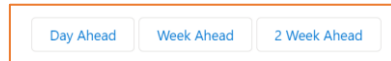## Access

Log on to the eNAMS Portal using **Google Chrome**.

Running the Operational Notes Report

Searching for an Outage

1. Navigate to the **Outages Search** page. As an ESO user click on **Outages** [Outages] or as a TO user click on **OUTAGE** [OUTAGE] from the navigation bar (visible on any logged in eNAMS screen) to open the **Search** Outages page.
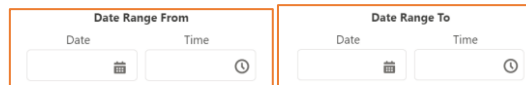

2. Enter a date range by using the date macro buttons or use the date range fields.
    Select a date macro if applicable
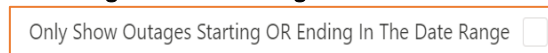   [Day Ahead] [Week Ahead] [2 Week Ahead] (will auto fill **Date Range From** and **Date Range To** fields) or you can do this manually by populating the **Date Range From** and **Date Range To** fields with the appropriate **Date** and **Time** values.

3. Select if required the **Only Show Outages Starting OR Ending In The Date Range** tick box.

    [Only Show Outages Starting OR Ending In The Date Range ☐]

    By ticking this box it can exclude ongoing daily outages from the total outages and the report will be shorter.

4. Search using the appropriate **Tags**:

- As an ESO user populate **Tags** using the following table:

ESO Tags	Description
PLNTH	Planning North
PLSTH	Planning South
PLSCOT	Planning Scotland
CTRSOUTH	Control South
CTRNORTH	Control North
CTRSCOTN	Control Scotland North
CTRSCOTS	Control Scotland South
NAT	National user for SO

- As a TO user populate **Tags** using the following table:

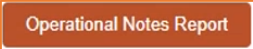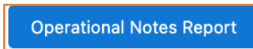| TO	Shared Tags	Description
NGET	**CTRSOUTH**	Control South
NGET	**CTRNORTH**	Control North
SHETL	**CTRSCOTN**	Control Scotland North
SP	**CTRSCOTS**	Control Scotland South

- Shared TAGS created specifically for searches by an ESO or TO person to return the same results. Record Access is based on your organisations access to those records.

Status and Outage Type fields

There is a dependency between the **Status** and **Outage Type** fields. If you want to select Fault Status you must also select Fault Outage Type. This is also true for Planned, and Unplanned outages.

5. Populate the **Status – Selected** field with the following: **With So**, **Planned**, **Unplanned**, **Fault**, **Started**.
6. Populate the **Outage Type** with the following: **Planned**, **Unplanned**, **Fault**.

It is strongly recommended that you replicate the image shown below by having certain **Statuses** and **Outage Types** selected at a minimum when running the Operational Notes report.

7. Click on **Operational Notes** Report button to run the report.
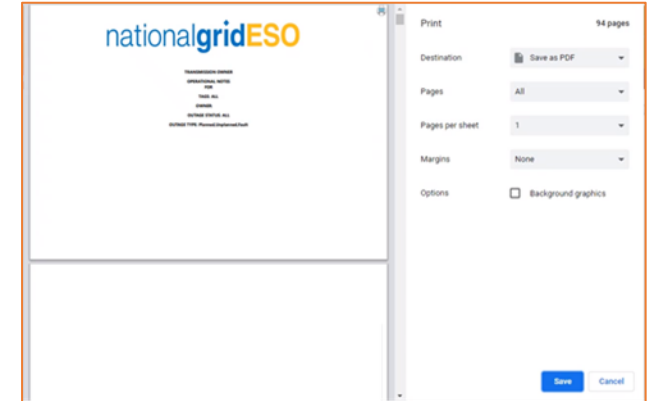
8. or

9. The report will open within eNAMS as shown:

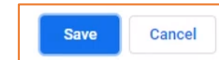## Printing the Operational Notes Report

10. To print the report, click on the printer icon (located at the top right-hand corner of the report on screen).

11. After clicking the printer icon a pop-up will appear.

12. Click **Save to** save this PDF to your local device.

13. After saving to your local device you can print this PDF using your printing facilities. The colour is in black and white and the orientation is defaulted to landscape (this is to accommodate diagrams associated with Operational Notes).