



Basic Data

Version 2

eNAMS Reference Guide

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Basic Data Introduction

Basic Data Overview

Basic Data is split into three categories: **Substations**, **Assets**, and **Basic Outages**.

Substations and **Assets** are fundamental to the construction of Basic Outages. Substation and Asset data is maintained in accordance with the processes laid out in the STCP's, specifically the HVSCC process.

Basic Outages are the building blocks used to create an actual instance of an Outage. Basic Outages contain data that is always relevant for an Outage on the given equipment, including the relevant Substations, 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.

Substations have four main statuses: *Proposed, With SO, Approved, Withdrawn*

Assets have seven main statuses: *Proposed, With SO, Approved, HVSCC, Existing, Decommissioned, Withdrawn*

Basic Outages have four main statuses: *Proposed, With SO, Approved, Withdrawn*

“**Cross-boundary**” **Basic Outages** have five main statuses: *Proposed by Requestor, With SO, With Boundary Party, Approved, Withdrawn*

Non-NGESO Basic Outages have one status only: *Non-NGESO*

Navigate to Basic Data

- To navigate to Basic Data in eNAMS, Click on **Basic Data** in your toolbar
- If Basic Data is not visible in the toolbar, click on the **pencil icon** on the right-hand side then click **Add More Items** then find **Basic Data**.

The screenshot displays the eNAMS application interface. At the top, a navigation menu includes 'Basic Data', which is highlighted with a red box. On the right side of the toolbar, a pencil icon is also highlighted with a red box. Below the main navigation, a modal window titled 'Edit eNAMS App Navigation Items' is open. This modal contains a list of navigation items: PLDs, Basic Data, Outages, Reports, HVSCC, and Tags. The 'Basic Data' item is highlighted with a red box. At the bottom right of the modal, there is a button labeled 'Add More Items', which is also highlighted with a red box. The background shows the 'Search Basic Outages' page with various search filters and a 'Create New Basic Outage' button.

(Basic) Substations

Requesting a New Substation (1/2)

- The first step to adding a new Substation into eNAMS is requesting a Substation Code
- Either the TO or the SO can do this, however the formal process requires this to be initiated by the TO
- To request a Substation Code, first navigate to **Substations** under **Basic Data** in eNAMS
- Next, click on **Request New Substation Code**

The screenshot displays the eNAMS web application interface. The top navigation bar includes the eNAMS logo and several menu items: Accounts, Contacts, Cases, HVSCC, Schemes, Outages, PLDs, Basic Data (highlighted with a red box), Multi-BADRs, Reports, Tags, and More. Below the navigation bar, the 'SUBSTATIONS' tab is highlighted with a red box, alongside 'BASIC OUTAGES' and 'ASSETS'. In the top right corner, a 'Request New Substation Code' button is highlighted with a red box. The main content area is titled 'Search Substations' and contains a search form with the following fields:

- Substation Code: A text input field.
- Status: A dropdown menu with 'Select' as the current value.
- Owner: A dropdown menu with 'Select' as the current value.
- Other Asset Owner: A text input field with a search icon.
- Data Range From: A date picker field.
- Data Range To: A date picker field.
- Tags: A text input field with a search icon.

At the bottom of the form, there is a checkbox labeled 'Only show Substations starting and ending within the date range' and a blue 'Search Substations' button.

Requesting a New Substation (2/2)

- When you arrive on the **New Location: Substation** page, populate all mandatory fields and the Owner / Other Asset Owner field as a bare minimum
- Ensure the **Substation Status** field remains as **Proposed** (default)
- When complete, click **Save**. This will create the Substation object.
- From the next page, click on **Submit Substation Request** to put the Substation request to **With SO** status

New Location: Substation

Ownership Details

Owner: NGET

Other Asset Owner: Search Accounts...

Details

* Name: Ryhall 400kV

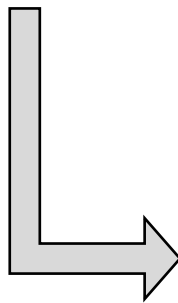
Substation Status: Proposed

* Voltage: 400kV

* TO Suggested Code: RYHA4

* Sub-Type: ON OFTO - ONSHORE SUBSTATION

Buttons: Cancel, Save & New, Save



Location: Ryhall 400kV

Substation Code: Substation Status: Proposed

Buttons: + Follow, Submit Substation Request

Details | Related | Diagrams

Ownership Details

Owner: NGET

Other Asset Owner:

Details

Name: Ryhall 400kV

Substation Status: Proposed

Activity | Chatter

Filters: All time • All activities • All types

Refresh • Expand All • View All

Upcoming & Overdue

No next steps.

To get things moving, add a task or set up a meeting.

Approving a New Substation

- The Substation Code request will follow the approval process with the RDB team, see [Assets and Substations Lifecycle](#) document
- If the TO Suggested Code is approved, the same will be entered into **Substation Code** field
- If the TO Suggested Code is not approved and requires amending, the SO proposed code will be entered into **Substation Code** field
- The Substation can then be agreed by changing the **Status** field of the Substation to **Approved**

Location
Ryahl 400kV

Ownership Details

Owner: NGET

Other Asset Owner: Search Accounts...

Details

* Name: Ryahl 400kV

Substation Status: With SO

* Substation Code: RYHA4

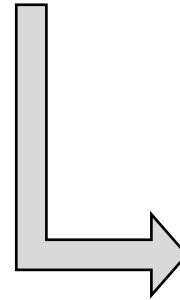
* TO Suggested Code: RYHA4

* Voltage: 400kV

* Sub-Type: ON OFTO – ONSHORE SUBSTATION

Substation Description

Cancel Save



Location
Ryahl 400kV

Ownership Details

Owner: NGET

Other Asset Owner: Search Accounts...

Details

* Name: Ryahl 400kV

Substation Status: Approved

* Substation Code: RYHA4

* TO Suggested Code: RYHA4

* Voltage: 400kV

* Sub-Type: ON OFTO – ONSHORE SUBSTATION

Substation Description

Cancel Save

Adding Tags to a Substation

- When a Substation is Approved, Tags should be added to ensure the relevant parties have visibility of the Substation
- Currently, only **ESO Party** and **External Party** Tags can be related to a Substation. Multiple tags can be related.
- These can be related one at a time by clicking on **Add Tags**
- On the **New Tag Assignments: Substation** page, start typing the Tag name and a dropdown list will appear. Select the relevant Tag
- There is a defect in which a new Tag can be created which is neither ESO or External Party (i.e. Free Code or Scheme). This however should not be done.
- Do not clear the **Substation** field
- Populate the **Effective Date** field if required – see [Appendix A](#) for details on how to use the field
- Click **Save** to add the Tag
- It should be noted that an **Affected User** cannot be linked to a Substation

The image shows a screenshot of a web application interface for managing substation details. The main header displays the location 'Ryahll 400kV'. Below this, there are fields for 'Substation Code' (RYHA4) and 'Substation Status' (Approved). The interface has three tabs: 'Details', 'Related', and 'Diagrams'. The 'Related' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Tags (0)' with an 'Add Tags' button highlighted by a red box. A large grey arrow points from the 'Add Tags' button to a modal window titled 'New Tag Assignments: Substation'. This modal window contains a 'Tags' field with a dropdown menu showing 'ESO Party' selected, highlighted by a red box. Other fields include 'Substation' (Ryahll 400kV), 'Effective Date', and 'Tag Assignments Name'. At the bottom of the modal, there are three buttons: 'Cancel', 'Save & New', and 'Save', with the 'Save' button highlighted by a red box.

Removing Tags from a Substation

- To remove a Tag, first navigate to the **Tags** section on the **Related** tab of the Substation
- Click on the **dropdown arrow** against the Tag you want to remove
- Click on **Remove**
- A **Enter Removal Effective Date** field will appear
- Populate this field if necessary – see **Appendix A** for further details on applying Effective Dates

Location
Ryahll 400kV

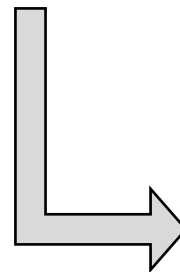
Substation Code: RYHA4 Substation Status: Approved

Details **Related** Diagrams

Tags (1) Add Tags

Tag Name	Description	Tag Type	Inactive
ESO Party	Description	ESO Party	

View All



Delete Tag Assignments

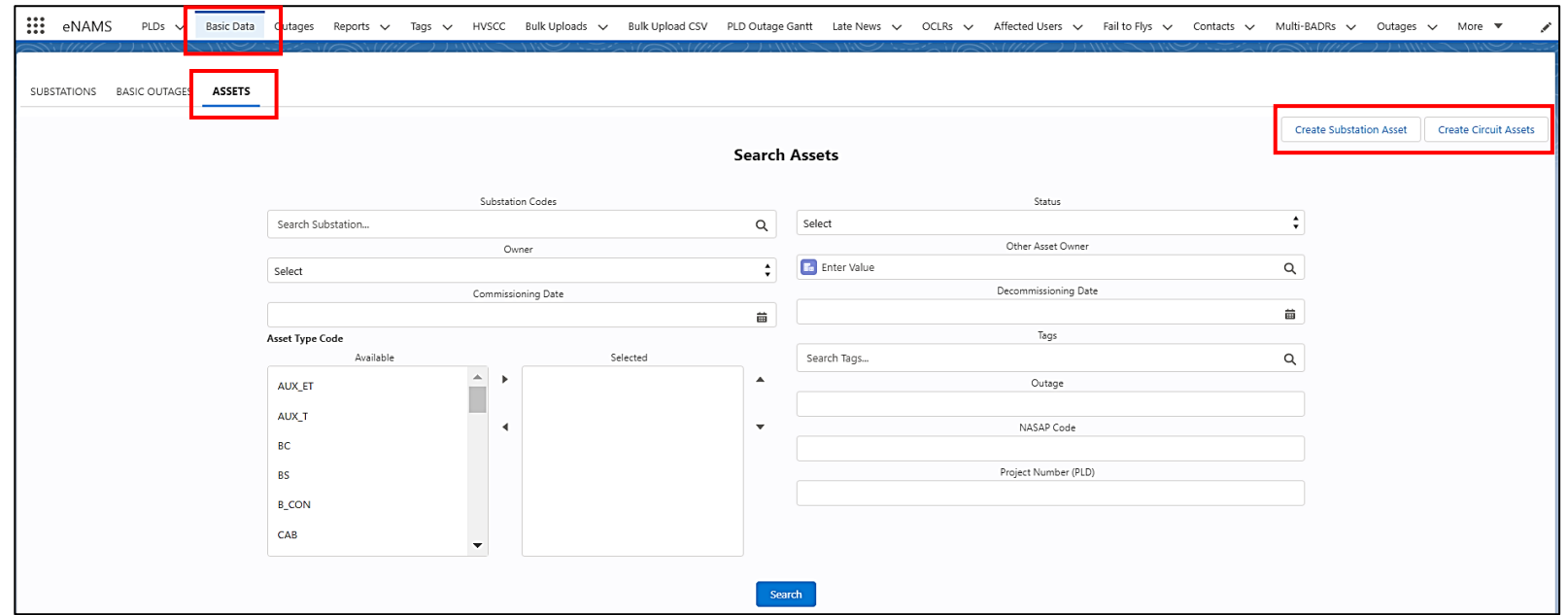
Enter Removal Effective Date

Cancel **Remove**

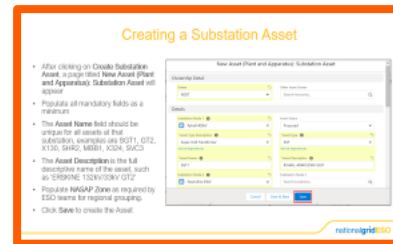
(Basic) Assets

Creating a New Asset

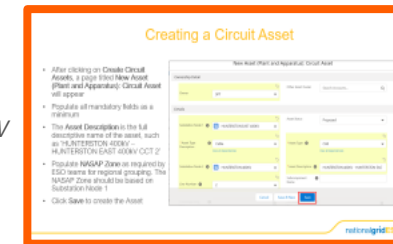
- To create a new Asset, navigate to Basic Data then click Assets
- Assets are split into two types:
 - Substation Assets
 - Circuit Assets
- Substation Assets comprise Assets at a single Location, this includes SGT's, CB's, Busbars
- Circuit Assets comprise Assets that span two or more Locations, this includes cables and OHL's between multiple Substations
- To create a new Asset, click on Create Substation Asset or Create Circuit Assets



[Create a Substation Asset](#)



[Create a Circuit Asset](#)



Click in Slide Show view to skip to slide

Creating a Substation Asset

- After clicking on **Create Substation Asset**, a page titled **New Asset (Plant and Apparatus): Substation Asset** will appear
- Populate all mandatory fields as a minimum
- The **Asset Name** field should be unique for all assets at that substation, examples are SGT1, GT2, X130, SHR2, MBB1, X324, SVC3
- The **Asset Description** is the full descriptive name of the asset, such as 'ERSKINE 132kV/33kV GT2'
- Populate **NASAP Zone** as required by ESO teams for regional grouping.
- Click **Save** to create the Asset

New Asset (Plant and Apparatus): Substation Asset

Ownership Detail

Owner: NGET

Other Asset Owner: Search Accounts...

Details

Substation Node 1: Ryhall 400kV

* Asset Type Description: Super Grid Transformer

View all dependencies

* Asset Name: SGT1

Substation Node 2: Essendine 25kV

Asset Status: Proposed

* Asset Type: SGT

View all dependencies

* Asset Description: RYHALL 400KV/25KV SGT1

Substation Node 3: Search Locations...

Buttons: Cancel, Save & New, Save

Creating a Circuit Asset

- After clicking on **Create Circuit Assets**, a page titled **New Asset (Plant and Apparatus): Circuit Asset** will appear
- Populate all mandatory fields as a minimum
- The **Asset Description** is the full descriptive name of the asset, such as 'HUNTERSTON 400kV – HUNTERSTON EAST 400kV CCT 2'
- Populate **NASAP Zone** as required by ESO teams for regional grouping. The NASAP Zone should be based on Substation Node 1
- Click **Save** to create the Asset

New Asset (Plant and Apparatus): Circuit Asset

Ownership Detail

Owner: SPT

Other Asset Owner: Search Accounts...

Details

Substation Node 1: HUNTERSTON EAST 400KV

* Asset Type Description: Cable

Substation Node 2: HUNTERSTON 400KV

Line Number: 2

Asset Status: Proposed

* Asset Type: CAB

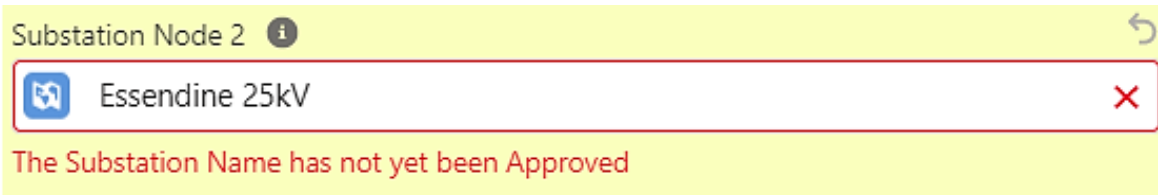
* Asset Description: HUNTERSTON 400KV - HUNTERSTON EAST

Subcomponent Name:

Buttons: Cancel, Save & New, Save

Adding information to an Asset

- For Substation Assets at a Location that span two or more Substations, it is recommended to state the **Substation Node 2** (and **Substation Node 3** if required). This applies to assets such as SGT's and GT's.
- For Circuit Assets, ensure **Substation Node 2** (and **Substation Node 3** if a three-ended circuit) is populated. It is not a mandatory field due to the design, but is imperative to populate.
- Any associated Substation should be in **Approved** status
- If a stated Substation is not in Approved status, an error will appear preventing the user from creating the Asset until the Substation is Approved, as shown in the screenshot below

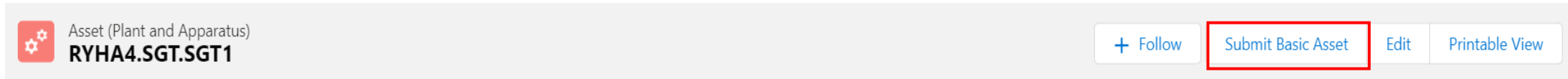


- Tags will be automatically inherited from any Substations associated with the Asset. Further Tags can be added to the Asset by clicking on **Add Tags**. The types of Tags that can be related are limited to **ESO Parties** and **External Party** Tags (the same limitation as with Substation – see previous chapter).



Submitting, Approving and RDF ID generation of an Asset

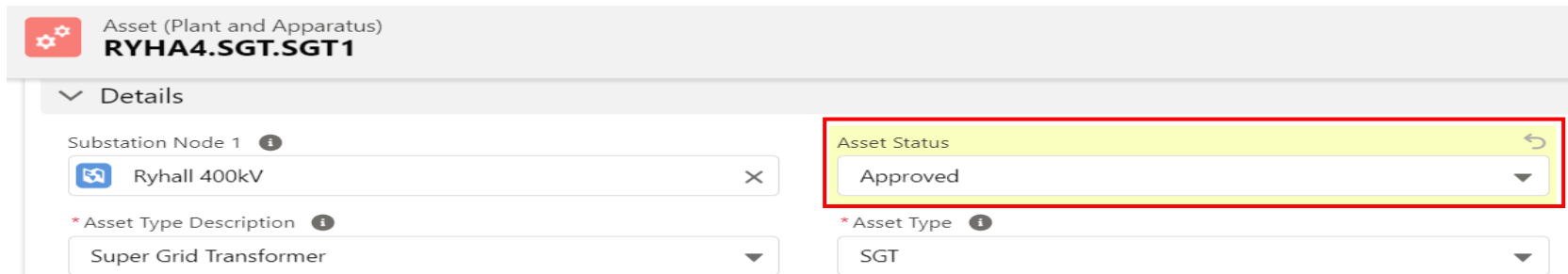
- To submit the Asset to the ESO for approval, click on **Submit Basic Asset** in the top right corner



Asset (Plant and Apparatus)
RYHA4.SGT.SGT1

+ Follow **Submit Basic Asset** Edit Printable View

- The ESO can approve the Asset by changing the Status field from **With SO** to **Approved**



Asset (Plant and Apparatus)
RYHA4.SGT.SGT1

Details

Substation Node 1 *i*
Ryhall 400kV

* Asset Type Description *i*
Super Grid Transformer

Asset Status *i*
Approved

* Asset Type *i*
SGT

- If an Asset is created by the TO, an RDF ID will only be created once Approved by the SO
- If an Asset is created by an SO user, an RDF ID is allocated from the Proposed status
- An RDF ID is a unique identifier for all assets in eNAMS. The RDF ID serves the same purpose, and therefore replaces the use of Foreign Keys (NASAPs) when applying outages to the OLTA (DIgSILENT PowerFactory) model.

Basic Asset Data Request (BADR)

- eNAMS has the functionality to allow the TO's to easily submit multiple Assets for review and approval by the ESO in what is known as a BADR request
- A BADR is effectively a batch asset request
- This functionality can be accessed from the Multi-BADR page shown below in the TO eNAMS view
- However, the Multi-BADR functionality is still under further development as of December 2021, therefore should not be used until further updates are made to this section of this Guide.

Multi-BADRs
All Approved Basic Asset Data Requets

3 items • Sorted by Multi_BADR Number • Filtered by All multi-badrs - Status • Updated a few seconds ago

Search this list...

Multi_BADR Number ↑	PLD	Status	Last Modified Date
1 MB-0000000	Create JORD-NORL-PITS circuit in eNAMS	Approved	19/08/2020 13:32

Commissioning / Decommissioning / Renaming an Asset (1/2)

- Once an Asset is in Approved status, a separate process needs to be followed to move it into HVSCC then to Existing status. This process is the HVSCC process.



- An HVSCC is required whenever a TO wishes to add, remove or subject an asset to a name / nomenclature change.
- When an HVSCC Record is created, Assets can be related to the HVSCC
- If an HVSCC is only for addition of new assets, then Assets can only be related for addition. Likewise for removal and name / nomenclature change.
- If an HVSCC is for addition, removal and naming changes, then Assets can be related for any of the three change types, as shown below.

The screenshot shows an interface for an HVSCC record with ID HV-0003088. It has two tabs: 'Details' and 'Related'. The 'Related' tab is active and displays three sections, each with a gear icon and an 'Add Assets' button:

- Assets To Add (0)** with an 'Add Assets' button.
- Assets To Remove (0)** with an 'Add Assets' button.
- Assets for Nomenclature Change (0)** with an 'Add Assets' button.

A red rectangular box highlights these three sections.

Commissioning / Decommissioning / Renaming an Asset (2/2)

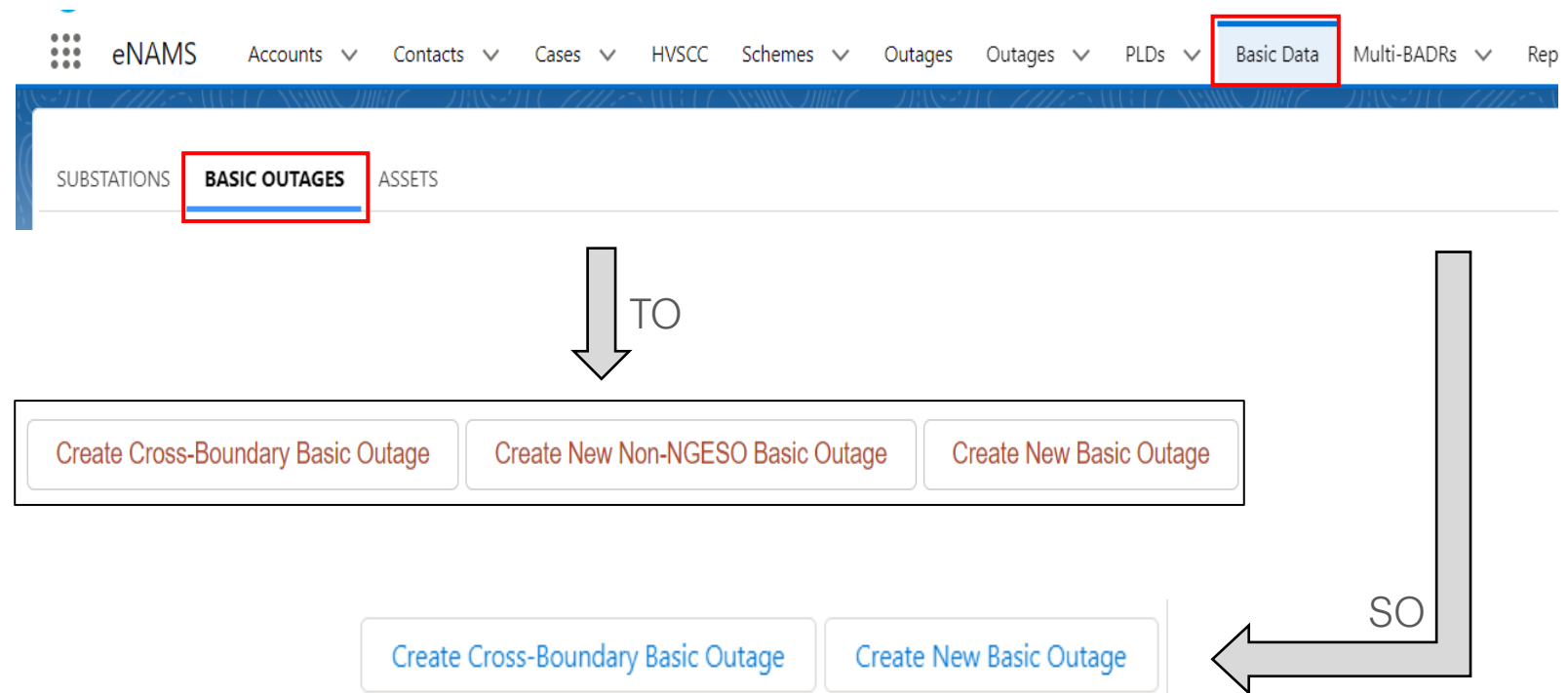
- To move an Asset to **Existing** status*:
 - 1) HVSCC submitted by the TO to bring the asset under safety rules
 - 2) HVSCC Record created in eNAMS with Addition ticked as an HVSCC Type and Effective Date and Commissioning Date both populated (mandatory fields)
 - 3) Click on Add Assets within Assets to Add section within the HVSCC on the Related tab, search, find and select the Asset in Approved status
 - 4) When the HVSCC Effective Date is passed the Asset will move to HVSCC status
 - 5) When the HVSCC Commissioning Date is passed AND provided the HVSCC is in Complete status, then the Asset will automatically move to Existing status
- To move an Asset to **Decommissioned** status*:
 - 1) HVSCC submitted by the TO to remove the asset from safety rules
 - 2) HVSCC Record created in eNAMS with Removal ticked as an HVSCC Type and Effective Date populated (mandatory field)
 - 3) Click on Add Assets within Assets to Remove section within the HVSCC on the Related tab, search, find and select the Asset in Existing status
 - 4) When the HVSCC Effective Date is passed AND the HVSCC is put in Complete status, then the Asset will automatically move to Decommissioned status
- To change an Asset **Name / Nomenclature***:
 - 1) HVSCC submitted by the TO to change an assets name / nomenclature
 - 2) HVSCC Record created in eNAMS with Nomenclature Change ticked as an HVSCC Type and Effective Date populated (mandatory field)
 - 3) Click on Add Assets within Assets for Nomenclature Change within the HVSCC on the Related tab, search, find and select the Asset in Existing status
 - 4) Click on dropdown arrow against each Asset and select Edit Nomenclature Details
 - 5) Enter New Asset Name and New Asset Description
 - 6) When the HVSCC Effective Date is passed AND the HVSCC is put in Complete status, then the Asset will automatically be renamed as pre-defined

*eNAMS Lead User's have the permissions to move an Asset directly into any status without going through the eNAMS HVSCC process.

Basic Outages

Creating a Basic Outage (1/4)

- To create a new Basic Outage, navigate to **Basic Data** then click **Basic Outages**
- There are three types of Basic Outages:
 - Basic Outage
 - Cross-boundary Basic Outage
 - Non-NGESO Basic Outage
- Only TO's / DNO's have the ability to create **Non-NGESO Basic Outages**
- Information on the purpose of **Cross-boundary** and **Non-NGESO** Outages can be found in the *Outages Guide*
- As of Nov 2021, Cross-boundary outages are not being used and instead, 'Standard' Basic Outages are being used with the Boundary TO added as an Affected User



Creating a Basic Outage (2/4)

- To create a Basic Outage, click **Create New Basic Outage** then populate required fields.
- The **Basic Outage Code** follows standard convention used in TOGA
- The **Basic Outage Valid From Date** should be set to prior to the start date of any outages to be created using this Basic Outage, otherwise a validation error will occur when creating an Outage
- **Operational Remarks / Comments** field may be populated but it should be noted that this won't inherit to any Outages (defect)
- **Demand at Risk** and **Demand At Risk Details** will inherit to Outages.
- When complete, click **Save**

The screenshot displays the 'New Outage: Basic Outage' form, which is organized into several sections:

- Ownership Detail:** Includes a dropdown for 'Owner' (set to 'SPT') and a search field for 'Other Asset Owner'.
- Basic Outage Description:** Contains several required fields: 'Basic Outage Code' (HUCS4R3), 'Outage Type' (Basic), 'Basic Outage Valid From Date' (29/11/2021), 'Circuit Description' (Hunterston Converter Station 400kV Shunt Reactor 3), and 'Status' (Proposed). There is also a 'Basic Outage Valid To Date' field.
- Comments:** A text area for 'Operational Remarks / Comments'.
- Other:** Includes checkboxes for 'Demand at Risk' and 'Generation at Risk', a text field for 'RDF-ID', and search fields for 'Demand at Risk Details', 'Tower References', and 'PLD'.
- System Information:** A field for 'Outage Number'.

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

Creating a Basic Outage (3/4)

- Go to the **Related** tab and add at least one **Substation**
- Relate an **Asset** if the appropriate Asset(s) is in eNAMS, otherwise create the Asset if required (see Chapter 3)
- Add an **Affected User** such as a DNO or Generator Account if required
- Add ESO Party Tags
- Add other **Tags** if necessary

Details **Related**

Substations (1) [Add Existing Substations](#)

Name	Substation Code	Status	Commissioning...	Decommissioni...	Transmission O...
HUNTERSTON CONVERTER STATION 400KV	HUCS4	Approved	31/03/2017		SPT

[View All](#)

Assets (1) [Add Existing Assets](#)

Asset Name	Asset Description	Status	Commissioning...	Decommissioni...	Transmission O...
HUCS4.SH_REAC.SHR3	HUNTERSTON CONVERTER STATION 400KV SHUNT REACTOR SHR3	Existing	01/04/2016		SPT

[View All](#)

Affected User (0) [Assign](#)

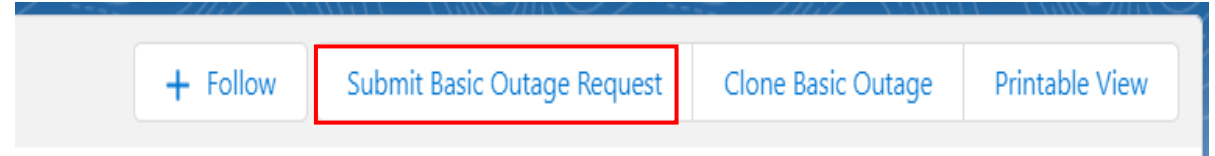
Tags (3) [Add Tags](#)

Tag Name	Description	Tag Type	Inactive
CTRSCOTS	Control Scotland South	ESO Party	<input type="checkbox"/>
PLSP	Planning SP	External Party	<input type="checkbox"/>
PLSCOT	Planning Scotland	ESO Party	<input type="checkbox"/>

[View All](#)

Creating a Basic Outage (4/4)

- Once the Basic Outage details are completed, click on **Submit Basic Outage Request** to move the Basic Outage status from **Proposed** to **With SO**
- An ESO user can move the status from **With SO** to **Approved**



Affected User, Contacts, Tags, Accounts Relationships

Linking Affected Users, Accounts, Contacts, Outages






- There are the two distinct account structures in eNAMS, this section shows how the associated Contacts, Tags and Outages are linked:
 - Scenario 1: Accounts with Parent / Child relationship
 - Scenario 2: Standalone account (i.e. Account with no “Parent” in Account Hierarchy OR Account with a “Parent” in Account Hierarchy such as a holding company, where the “Child” entities are legally separate)
- For further information to supplement this Chapter of the *Basic Data & Accounts, Affected User, Contacts Guide*, see [Appendix B](#) for recorded videos to help answer any additional questions.

Scenario 1 Examples

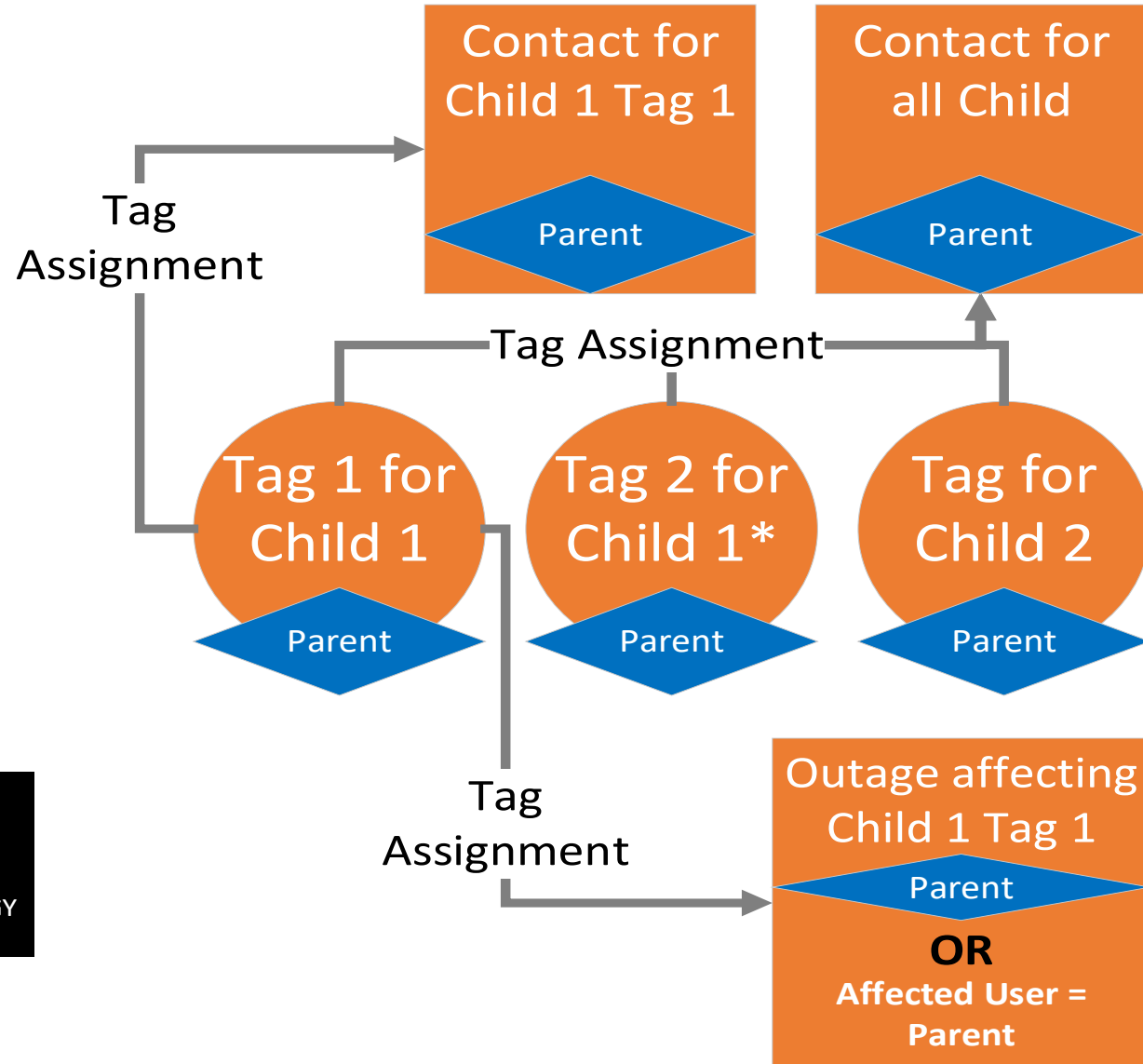
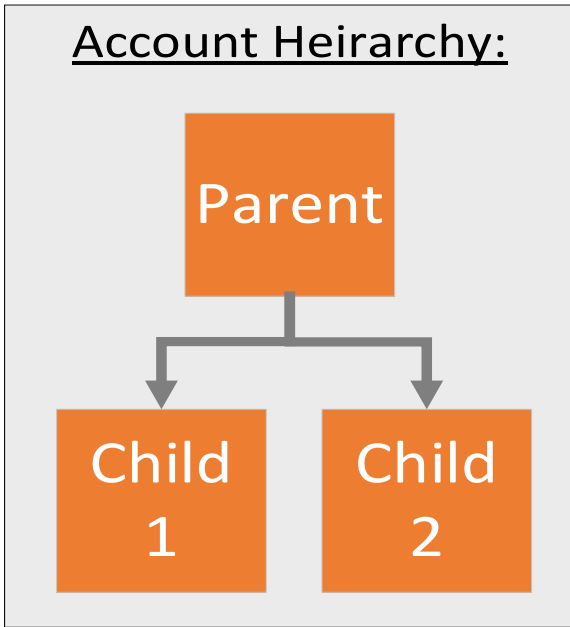
“RWE AG” (Parent) “AN SUIDHE WIND FARM LIMITED” (Child)

ACCOUNT > NPOWER LIMITED


Account Hierarchy

ACCOUNT NAME	ICON	ACCOUNT RECORD TYPE
▼ RWE AG		Electricity Account
AN SUIDHE WIND FARM LIMITED		Electricity Account
GLEN KYLLACHY WIND FARM LIMITED		Electricity Account
GREAT YARMOUTH POWER LIMITED		Electricity Account
NOVAR TWO WIND FARM LIMITED		Electricity Account

Scenario 1 Structure




* Tag 2 present only if required, if for instance there are several generators associated with a single Child Account (example being many Nuclear generators under account: "EDF ENERGY NUCLEAR GENERATION LIMITED")

 = OWNER

Scenario 2 Examples









“EDF ENERGY NUCLEAR GENERATION LIMITED”

ACCOUNT > EDF ENERGY NUCLEAR GENERATION LIMITED		
Account Hierarchy		
ACCOUNT NAME	ICON	ACCOUNT RECORD TYPE
EDF ENERGY NUCLEAR GENERATION LIMITED current		Electricity Account

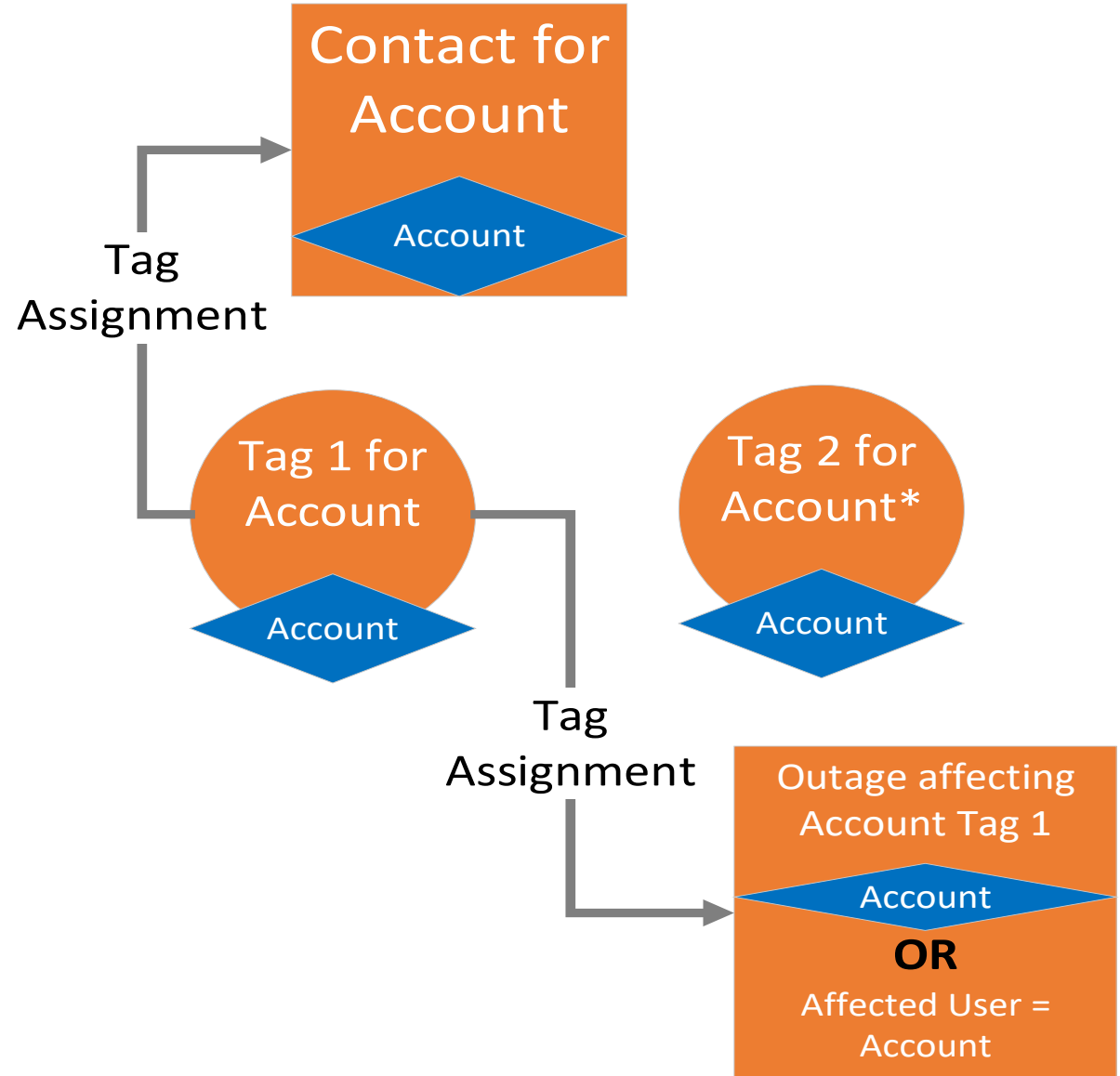
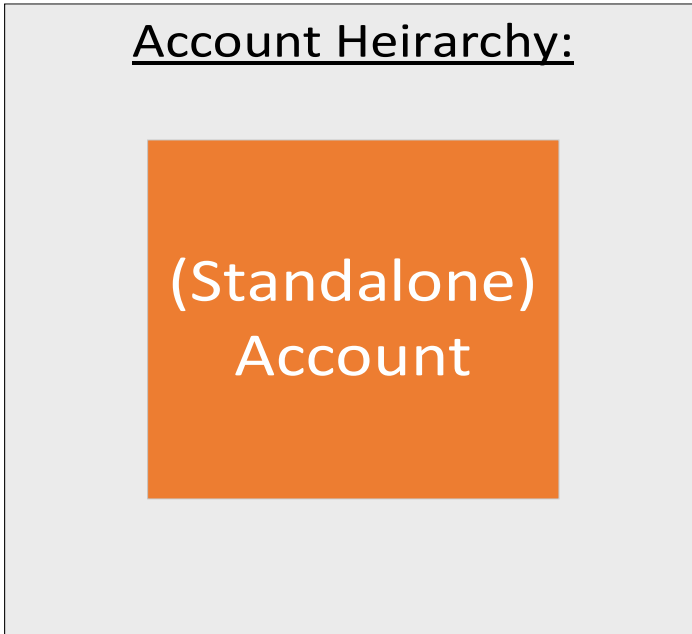
“PIVOT POWER LIMITED”

EDF ENERGY RENEWABLES LIMITED		Electricity Account
BRAEMORE WOOD WINDFARM LIMITED		Electricity Account
CORRIEMOILLIE WINDFARM LIMITED		Electricity Account
DORENELL WINDFARM LIMITED		Electricity Account
LONGPARK WINDFARM LIMITED		Electricity Account
PIVOT POWER LIMITED current		Electricity Account


“NATIONAL GRID GAS PLC”

ACCOUNT NAME	ICON	ACCOUNT RECORD TYPE
NATIONAL GRID PLC		Electricity Account
> NATIONAL GRID ELECTRICITY TRANSMISSION PLC		Electricity Account
NATIONAL GRID GAS PLC current		Electricity Account
NATIONAL GRID GRAIN LNG LIMITED		Electricity Account
> NATIONAL GRID INTERCONNECTOR HOLDINGS LIMITED		Electricity Account
NATIONAL GRID INTERNATIONAL LIMITED		Electricity Account
NATIONAL GRID VENTURES LIMITED		Electricity Account
WESTERN POWER DISTRIBUTION PLC		Electricity Account

Scenario 2 Structure



* Tag 2 present only if required, if for instance there are several generators associated with a single Child Account (example being many Nuclear generators under account: "EDF ENERGY NUCLEAR GENERATION LIMITED")

 = OWNER

Accounts

- Salesforce contains 100s of Accounts, not all of which can / should be used in eNAMS
- Only Electricity Accounts should be used in eNAMS (not AR Mastered accounts)

	Account Name	Account Type	Account Record Type
1	[REDACTED]	Electricity Account SC189126	Electricity Account
2	[REDACTED]	Electricity Account SC389555	Electricity Account
3	[REDACTED]	AR Mastered SC189126	AR Mastered
4	[REDACTED]	Electricity Account 556036-2138	Electricity Account

- To identify if an Account is set up to be used in eNAMS, open the Account then navigate to the **eNAMS Details** section
- If **Is eNAMS Account** is ticked then this account can be used as an Affected User in Basic Outages / Outages

▼ eNAMS Details

Is eGAMA Account	<input type="checkbox"/>	
Is eNAMS Account	<input checked="" type="checkbox"/>	
Is High Volume Data Owner	<input checked="" type="checkbox"/>	

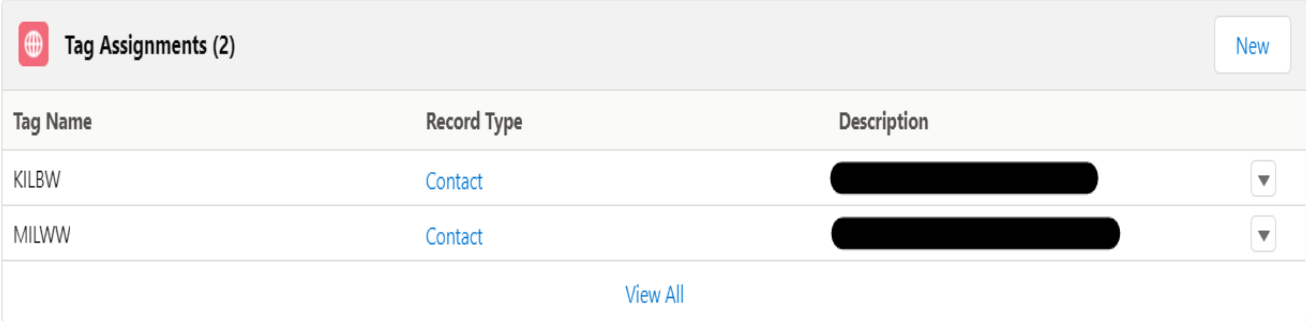
Contacts (1/2)

- To ensure a contact receives reports, go to the Contact, go to the **Details** tab, then scroll to the **Contact Information** section
- Here there are four reports options:
 - OC2 Customer Report
 - OC2 Change Report
 - OC2 YA Report
 - Report Emails
- Tick the relevant reports for the Contact
- Once an hour, the updated data is pulled into Power BI which is reflected in the next scheduled report

Contact Information	
Name	[REDACTED]
Account Name	SSE GENERATION LIMITED
Job Title	
Do Not Contact	<input type="checkbox"/>
Inactive	<input type="checkbox"/>
Receive eNAMs OC2 Customer Report	<input checked="" type="checkbox"/>
Receive eNAMs OC2 Change Report	<input type="checkbox"/>
Receive eNAMs OC2 YA Report	<input type="checkbox"/>
Receive eNAMs Report Emails	<input type="checkbox"/>
Email	[REDACTED]
Alternative Email	
Phone	
Mobile	

Contacts (2/2)

- If a Contact is related to an eNAMS Account that is an Affected User, or has a Child that is an Affected User, and is ticked to receive reports, then the Contact will receive a single report that covers all related Outages
- This may be a long report made up of several generators in different regions. The report can be split up into each generator, for instance, by applying **Tag Assignments** (as shown in Scenario 1 & Scenario 2 slides above)
- The Tag Assignments can be added at the Contact level
- The Contact will receive one email with one report attached per Tag Assignment (it should be noted that this will result in the Contact receiving as many emails per day as Tag Assignments, if ticked for Customer Report)



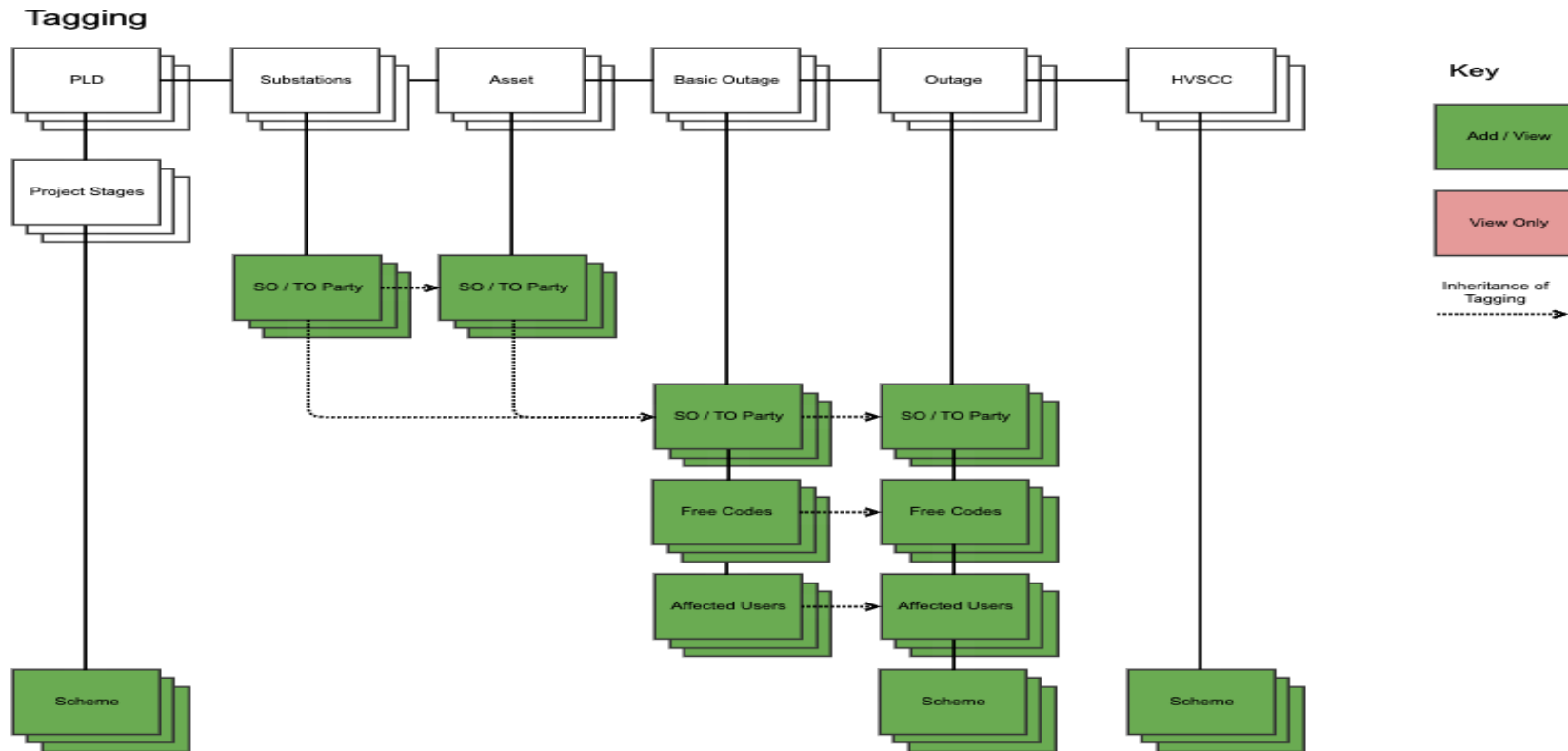
Tag Name	Record Type	Description
KILBW	Contact	[REDACTED]
MILWW	Contact	[REDACTED]

[View All](#)

[New](#)

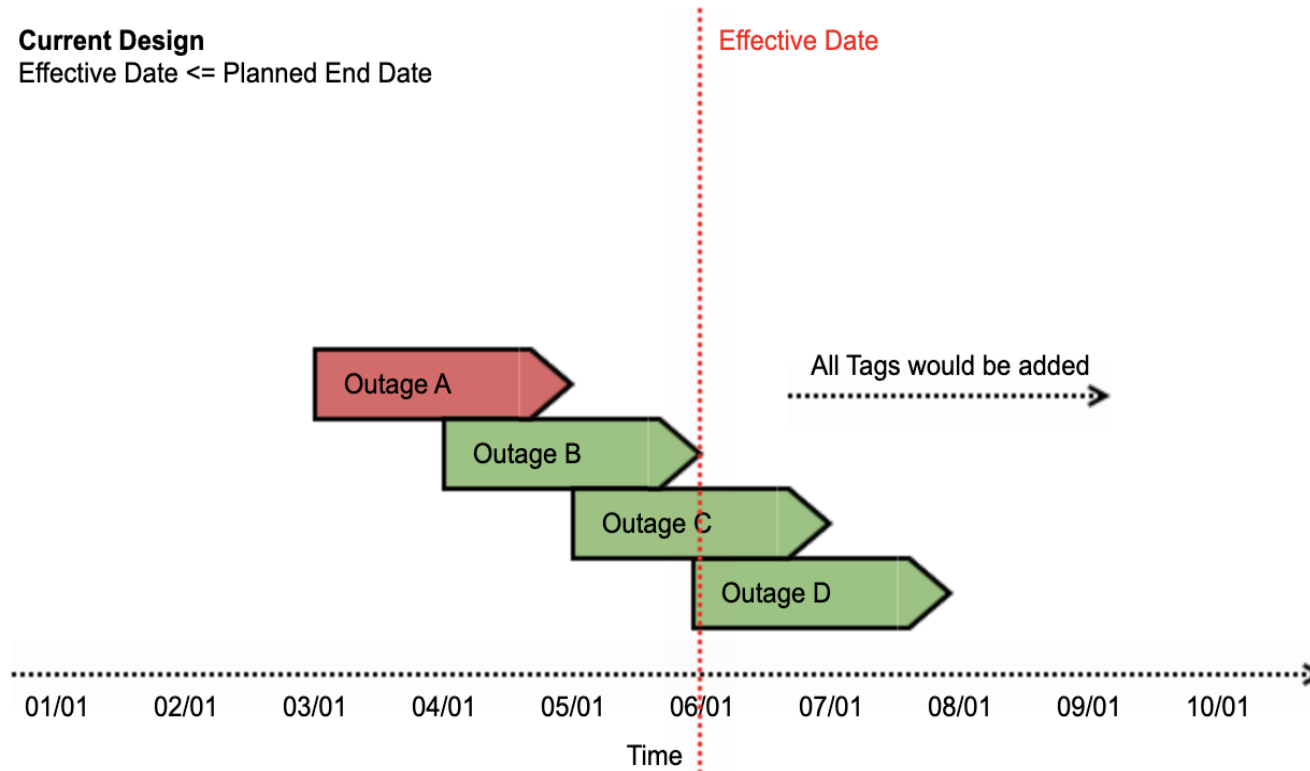
Appendix A

Tag / Affected User Inheritance



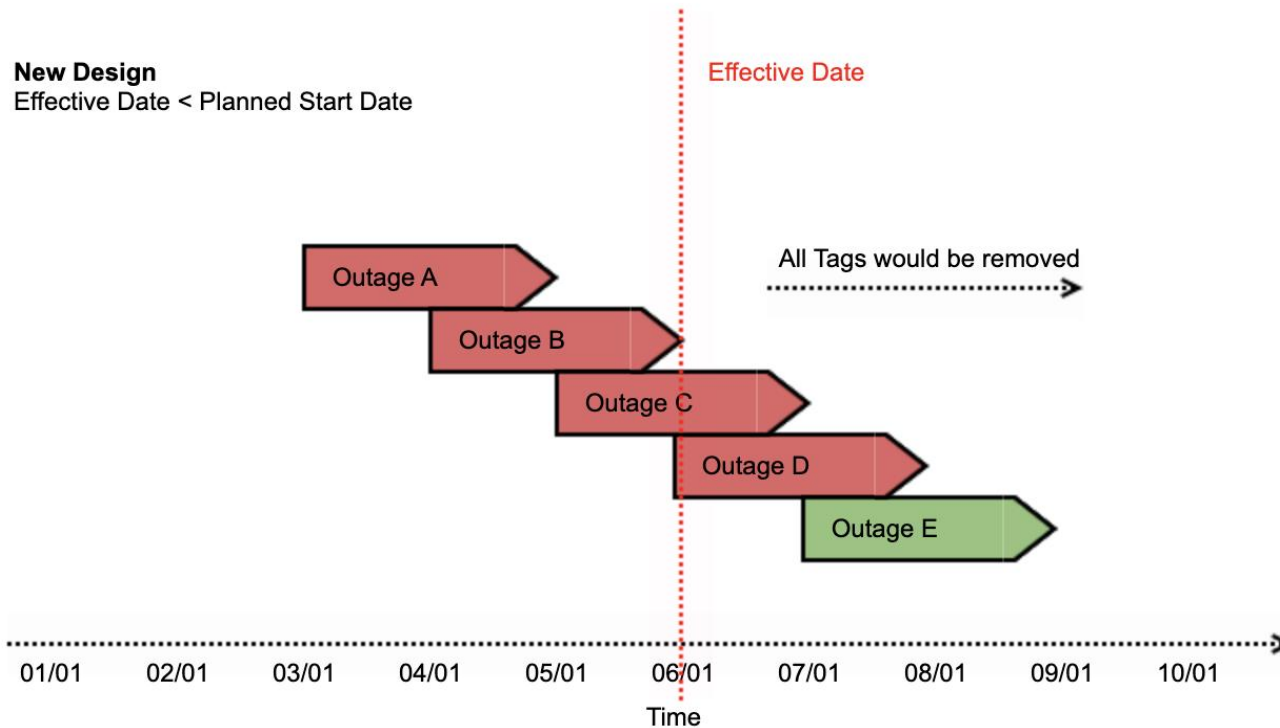
- Populating an **Effective Date** will enable the Tag / Affected User to be inherited onto downstream objects (i.e. Outages for a Basic Outage) – see next slide for further information

Inheritance for Addition of Tag / Affected User



- The above diagram has been drawn up to depict how the Effective Date is applied when adding a Tag / Affected User.
- The Outages shaded in Green would have the Tag assigned to it and those shaded in Red would not.

Inheritance for Removal of Tag / Affected User



- The above diagram has been drawn up to depict how the Effective Date is applied when removing a Tag / Affected User.
- The Outages shaded in Green would have the Tag removed from it and those shaded in Red would not.