



Operational Notes

Version 1.01

eNAMS Reference Guide

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Accessing Operational Notes

Accessing Operational Notes (1/4)

- Operational Notes can be accessed directly from an **Outage**, this will be referred to as the **Single Operational Note view**
- First, go to an **Outage**
- From the **Details** tab, navigate to the **Operational Notes** section
- Click on **Start Date Operational Note** or **End Date Operational Note**

The screenshot displays the details for Outage ON-0011907. The 'Details' tab is selected and highlighted with a red box. Below the tab, a 'Related' section is visible. A large grey arrow points downwards to the 'Operational Notes' section, which is expanded to show two links: 'Start Date Operational Note' (with ID OP-00004086) and 'End Date Operational Note' (with ID OP-00004087). Both links are highlighted with red boxes.

Outage Type Description	Status	Planned Start Date/Time	Planned End Date/Time	Duration (Days)	Basic Outage Code
Planned Outage	Planned	15/06/2021 12:00	29/06/2021 12:00	15	FAWLX20-A

Operational Notes

- Start Date Operational Note [OP-00004086](#)
- End Date Operational Note [OP-00004087](#)

Accessing Operational Notes (2/4)

- Operational Notes can also be accessed from the **Search Outage** page; this will be referred to as the **Bulk Operational Notes view**
- Populate fields to refine the search
- Details on what fields that should be populated are shown on the next slide and in the screenshot on the right
- There must be a **Status** selected in order to return Operational Notes
- Click on **Search Operational Notes**
- This will load both Starting and Ending Operational Notes
- Please note you can only run Operational Notes of up to 7 days worth otherwise an error code will appear.

The screenshot displays the 'Search Outage' interface with several filters and search options. A red box highlights the 'Date Range From' and 'Date Range To' fields, which are set to '19-Jun-2021 00:00' and '25-Jun-2021 23:59' respectively. Another red box highlights the 'Tags' search field. Below the date range fields, there are sections for 'Owner', 'Substation Codes', 'ERTS From', and 'ERTS To'. A 'Status' filter is also visible, with 'With SO' selected. The 'Outage Type' filter is set to 'Planned'. At the bottom, there are buttons for 'Search Outages', 'Search Operational Notes', 'Bulk Approve/Reject', 'Operational Notes Report', and 'Availability Report'. The 'Search Operational Notes' button is highlighted with a red box. On the right side, there are additional filters for 'Operational Note Status' and 'Only Display'.

Accessing Operational Notes (3/4)

- Populate fields as shown to the right when running an Operational Notes query.
- The Outage Types are selected to match the selected Status' i.e. keep the default Outage Type selections, with the addition of Non-NGESO (Of Interest to SO) to view any Outages submitted by DNO's into eNAMS.

The screenshot shows the 'Search Outage' interface with several fields highlighted in red boxes:

- Date Range From:** Date: 07-Aug-2021, Time: 00:00
- Date Range To:** Date: 13-Aug-2021, Time: 23:59
- Tags:** Search Tags... (with 'PLSCOT X' entered)
- Status:** Selected status includes: With SO, Planned, Unplanned, Fault, Started
- Outage Type:** Selected types include: Planned, Unplanned, Fault, Non-NGESO (Of Interest to SO)

Other visible fields include: Owner, Substation Codes, ERTS From, ERTS To, Operational Note Status (With SO, TO Feedback Required, ENCC Feedback Required, Feedback With SO, Operational Note Needs Regrouping, Complete), and Only Display (Seasonal Risk, Cross-boundary Outages, Generation Risk, Demand at Risk, Affects Sensitive Sites).

Buttons at the bottom: Search Outages, Search Operational Notes (highlighted), Bulk Approve/Reject, Operational Notes Report, Availability Report.

Accessing Operational Notes (4/4)

- **Start/End Date Notes** are shown, you can filter by day by clicking the relevant day at the top
- **Daily Notes** will not automatically load on the Operational Notes page
- To view these, the user should click on **Load Daily Notes**
- Now a **Daily Operational Notes** row will show the notes for all Daily Outages that pass through that date and meet the search criteria.

The screenshot shows two states of the 'Operational Notes' interface. The top state shows a navigation bar with days from Saturday 2021-06-19 to Friday 2021-06-25, with 'Monday 2021-06-21' selected. Below the navigation bar are two rows: '> Start Date Note -5' and '> End Date Note -2'. A red box highlights the 'Load Daily Notes' button. A yellow arrow points from the 'Refresh' button in the top right corner to the tip box on the right. A large grey arrow points down to the bottom state. The bottom state shows the same interface, but the 'Daily Operational Notes -67' row is now visible and highlighted with a red box. The 'Refresh' button is also present in the top right corner of the bottom state.

Tip: Click Refresh to do a “soft” refresh which retains the search criteria and simply updates the current page, unlike a “hard” refresh using the refresh button on IE or Chrome.

Categorising and Grouping Operational Notes

Categorising Operational Notes

- From the Bulk Operational Notes view, click each row with a > arrow to expand the notes
- Each Operational Note is assigned an **OP reference number** (i.e. OP-00001050)
- This OP number can be searched for and found using the Global Search in eNAMS
- A **Note Type** can be assigned by clicking on the Note Type field
- Select the appropriate Note Type category (same options as TOGA with the addition of Offshore Outages option)
- Select **Refresh** in the top right hand corner to see the categorisations take effect

The screenshot shows the 'Operational Notes' interface. At the top, there are navigation buttons for 'Back' and 'Refresh'. Below this is a calendar view for the week of June 19-25, 2021, with 'Monday 2021-06-21' selected. A dropdown menu is open, showing 'Start Date Note -5', 'Note Type Required-5', and 'OP-00001050'. Below the calendar is a section for 'Grouped Outages' containing a table with one row: 'OH-0007417' for 'CORRYTON SOUTH - RAYLEIGH 400KV CIRCUIT' starting on 21/06/2021 and ending on 30/07/2021, with a status of 'With SO' and a change type of 'Add'. Below the table is a 'Starting Notes' section with a form for 'Operational Note OP-00001050', including fields for 'Status' (With SO), 'Date' (21/06/2021), 'Note Type', and 'Owner' (user).



The screenshot shows a dropdown menu for 'Note Type'. The selected option is 'TO Outages'. Other options include '--None--', 'Commissioning', 'Protection Depletions', 'Offshore Outages', 'Information Bookings', 'DNO Outages', 'Protection Depletions By Third Parties', 'IET Tests', and 'No Note Required'.

Grouping Operational Notes

- Before or after Categorising an Outage, you may Group Outages together (up to 10) to form a single Operational Notes for multiple bookings.
- Click on **Group Outage** in the Outages field (note: a limitation is that With SO bookings cannot be grouped to another booking)
- This will open a **Search Outage** page with dates and Owner field already populated
- Though a date range is displayed, it should be noted that only Outages with a Start / End Date matching the Operational Note / Outage being grouped will be returned
- The **Owner** field in Search Outage will default to the owner of the Outage being grouped, but the user can change the Owner search should they wish
- Click **Search Outages**, then select the relevant Outage to group with using the checkbox on the left hand column, then click **Add Outages** to group
- It should be noted that it is not possible to group a **With SO** Outage

Screenshot of the Outages field in a system interface. The interface shows a list of Outages with columns for Outage Number, Circuit Description, Start Date, End Date, Status, Outage Type, Change Type, and Warning. A 'Group Outage' button is highlighted with a red box.



Screenshot of the Search Outage page. The page contains various search filters including Date Range From, Date Range To, Owner, Substation Codes, and Operational Note Status. The 'Search Outages' button at the bottom is highlighted with a red box.



Screenshot of the Outages list. The list shows three records with columns for Outage N..., TO Outag..., Status, Outage Ty..., Circuit De..., Additional..., Change Ty..., Planned St..., Planned E..., and Owner. The 'Add Outages' button at the bottom is highlighted with a red box. A success message is displayed at the bottom right: "Success! Selected Outages Grouped Successfully!"

Changes to Grouped Operational Notes

- Changes to Outages that form part of a Group will be advised in the **Warning** column of the Operational Note Outages field
- A list of Warnings include amongst others:
 - **Status Changed** (i.e. change of status e.g. outage signed in)
 - **Grouping Changed** (i.e. new grouping)
 - **Date** (i.e. date has changed)
- Each Warning will be concatenated using a comma onto any pre-existing Warnings
- It is important to highlight that the Warning field does not currently highlight the following:
 - No Warning to advise when there is an existing Change Request
 - No Warning to advise of the status of risks (Demand / Generation / Seasonal)

Warning
Grouping Changed
Date, Grouping Changed

Writing Operational Notes

Adding Related Outages

- In the Bulk Operational Notes view, scroll down to the Related Outages section
- In the Single Operational Note view, the Related Outages is shown on the right hand side of the page
- Click on **Relate Outages** button
- Define your Outage search criteria (by default the date range and Owner fields are populated but can be changed) and click **Search Outages**
- Select the relevant Outages and click **Add Related Outages**
- A green popup will appear if successful
- Click **Refresh** on the Operational Note page to see the Related Outages appear

The screenshot shows the 'Related Outages' section of a web application. At the top, there is a header 'Related Outages' and a sub-header 'Related Outages (0)'. A red box highlights a 'Relate Outages' button in the top right corner. Below this is a table with columns for 'Initial', 'Planned Outage...', 'MNU', and dates. A red box highlights the 'ON-0011879' and 'ON-0011875' rows. A grey arrow points down from the 'Relate Outages' button to the table. Below the table, a blue button labeled 'Add Related Outages' is highlighted with a red box. To the right of this button is a green success message box that says 'Success! Related Outage Created Successfully!' with a checkmark icon and a close button (X).

Initial	Planned Outage...	MNU	11:00:00	11:00:00	SHETL			
<input checked="" type="checkbox"/>	ON-0011879	With SO	Planned Outag...	Denny North - Melgarve 400kV	Add	15/06/2021 11:00:00	17/06/2021 11:00:00	SHETL
<input checked="" type="checkbox"/>	ON-0011875	Planned	Planned Outag...	Denny North - Melgarve 400kV	Update	16/06/2021 11:00:00	18/06/2021 11:00:00	SHETL
<input type="checkbox"/>	ON-0012080	Planned	Planned Outage	Beaully - Fasnakyle 275kV (BN1)	Add	17/06/2021 11:00:00	17/06/2021 11:00:00	SHETL
<input checked="" type="checkbox"/>	ON-0012081	Planned	Planned Outage	Beaully - Fasnakyle 275kV (BN1)	Add	17/06/2021 11:00:00	18/06/2021 11:00:00	SHETL
<input checked="" type="checkbox"/>	ON-0011881	Completed	Planned Outage	Beaully - Fasnakyle 275kV (BN1)	Add	21/06/2021 11:00:00	23/06/2021 11:00:00	SHETL
<input type="checkbox"/>	ON-0011885	Completed	Planned Outage	Beaully 400/275kV SGT3 & SR3	Add	21/06/2021 11:00:00	29/06/2021 11:00:00	SHETL

Populating Operational Notes

- There are three fields where text can be stored that will be used when writing Outage Notes:
 - **Operational Notes**
 - This is used in the same way as in TOGA and will include all assessments & information that TO's and SO can view
 - **SOFI**
 - This field is used to store information that should only be visible to the SO Party i.e. individual generator constraints & agreements etc. This field is visible to the SO only.
 - **Placement**
 - This field can be used by Medium Term planners to provide advice. This field is visible to TO's.

Operational Notes

Salesforce Sans Select an B I

Running Arrangements
BAGB2: Main Bar Working
MAGA2: Single switch sit
GRAN6: No change, to remain Margam and Pyle running i
SWAN4: Straight switch out from standard R/A

MIS Issues
BAGB2: Site at bar fault risk
SWAN4: Bar fault studies show no issues.
BAGB generation is at risk to SWAN-BAGB circuit fault and

Demand Issues
Baglan Bay BP / LPG storage 40 MVA demand (sensitive site
Post-fault, Baglan Bay demand can be recovered in ERTS ti

SOFI

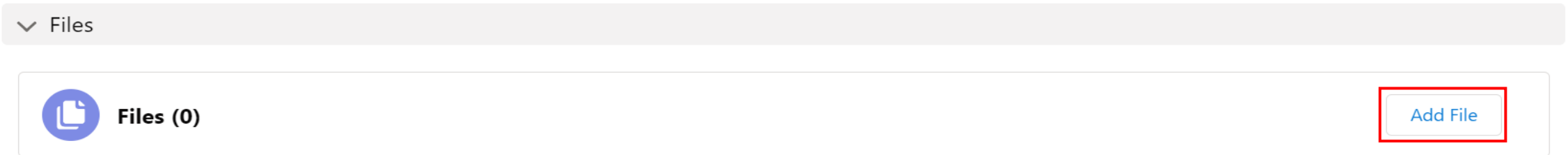
Salesforce Sans 12 B

Switching Notes :No comment
KL 17/06/21

Placement

Attaching Running Arrangements

- The Files field of Operational Notes includes the capability to attach almost any type of file up to 4.5MB. Click **Add File** to attach

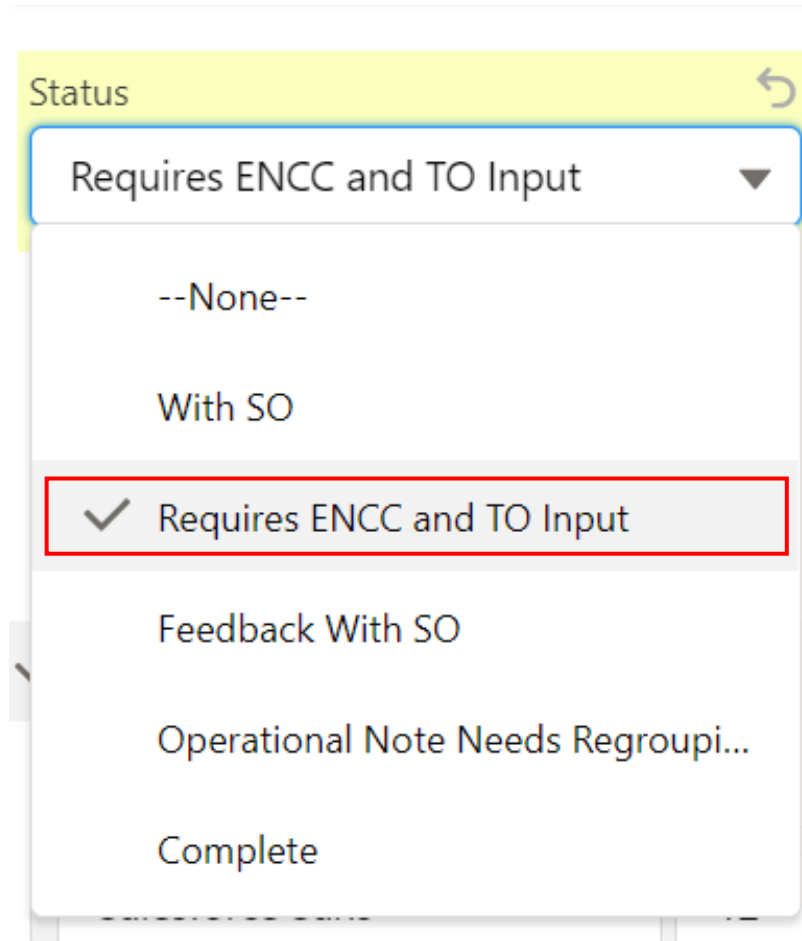


- Once attached, any user can view the file in eNAMS
- Although Visio (.VSD) files can be attached, these types of files do not appear in the Operational Notes Report and therefore do not appear in a printout of the Operational Notes
- To ensure Running Arrangements appear in the printed reports, the diagram needs to be attached as an **SVG** file
- A macro has been written to automatically attach the Visio R/A to an Op Note from the MS Visio window, more information can be found in Work Instruction **NAP-004**.

SO and TO Feedback

Marking Operational Note for TO & ENCC Feedback

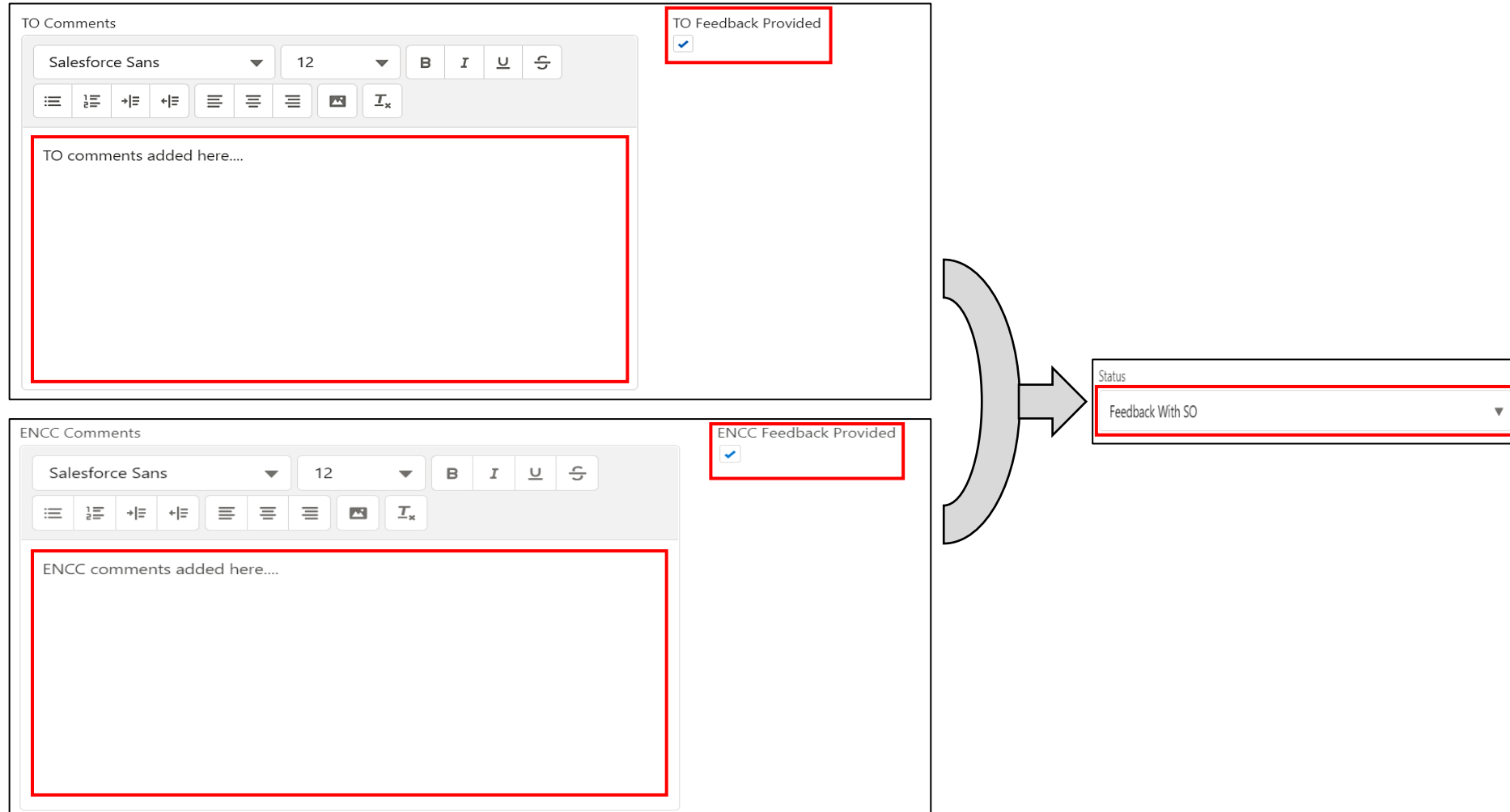
- To mark the Operational Note as requiring feedback, the Operational Note Status needs to be updated
- Go to the **Status** field and change to **Requires ENCC and TO Input**
- Do not change the Status to **Operational Note Needs Regrouping** as this will prevent further changes to the Operational Note Status (defect has been raised)
- When all the Outages associated with an Operational Note have been set to Complete, then the Operational Note Status field will automatically update to **Complete**.



The screenshot shows a dropdown menu for the 'Status' field. The menu is open, displaying several options. The option 'Requires ENCC and TO Input' is selected and highlighted with a red border. Other options include '--None--', 'With SO', 'Feedback With SO', 'Operational Note Needs Regroupi...', and 'Complete'.

Providing TO & ENCC Feedback

- The TO (or TO's for cross-boundary Outages) and ENCC can provide comments into the TO Comments and ENCC Comments fields respectively, within Operational Notes.
- When ENCC and TO have provided comments and ticked the **TO Feedback Provided** and **ENCC Feedback Provided** fields, the Status field of the Operational Note will automatically change to **Feedback With SO**

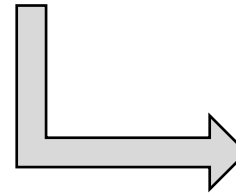


Responding to TO & ENCC Feedback

- eNAMS does not have a separate field for responding to ENCC and TO Feedback (unlike TOGA).
- The planner shall use the same fields as those used to provide the feedback to provide responses
- This is done by colouring the response text red: (RGB: 255,0,0) for ease of colouring – see screenshots for clarity
- Please note colouring of text is only available via the Single Operational Note view and not the Bulk Operational Note view.

TO Comments ⓘ

TO feedback :1. Demand Issue: WPD usually interconnects Maga to Pyle during a Maga SGT outage so Maga isn't on SC risk. Do they have an outage on their network to prevent this (or has there been a permanent change)?
2. Protection and Limitation: Is WPD interconnecting Pyle1 to anything other than Maga? You mentioned needing the DAR out on Pyle SGT1 & 2 to avoid backcharging the MIS from WPD, but unless Pyle1 is interconnected outside of the Maga/Pyle, won't the Abth-Care-Pyle/ Abth-Pyle DC shutdown Maga and Pyle?



TO Comments ⓘ

TO feedback :1. Demand Issue: WPD usually interconnects Maga to Pyle during a Maga SGT outage so Maga isn't on SC risk. Do they have an outage on their network to prevent this (or has there been a permanent change)?
NS 21/06/2021: Correct, WPD booking preventing this. Booking has now been added to related outages for clarity. Single circuit risk to demand for duration of outage.

2. Protection and Limitation: Is WPD interconnecting Pyle1 to anything other than Maga? You mentioned needing the DAR out on Pyle SGT1 & 2 to avoid backcharging the MIS from WPD, but unless Pyle1 is interconnected outside of the Maga/Pyle, won't the Abth-Care-Pyle/ Abth-Pyle DC shutdown Maga and Pyle?
NS 21/06/2021: Further information added to the Op Notes - see bit in bold

Please note all migrated SO responses will appear as shown

ENCC Comments ⓘ

SO feedback :
This outage will off-load the NORT / SGT4 cct for switching time
AJ / CV 28/3/21

SO Response :
I can't see the reason for this. Will discuss.

Operational Notes Report

Operational Notes Report

- The Operational Notes Report cannot be run from the Operational Notes view
- A button to run the Report is found on the Search Outage page
- First, populate the necessary fields on the Search Outage page to refine your query
- Remove the default selections on the Outage Type field so that it is blank
- When ready, click on the Operational Notes Report button at the bottom of the Search Outage page

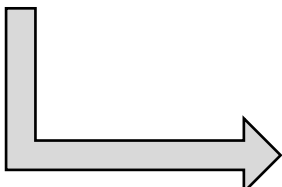
The screenshot shows the 'Search Outage' interface. At the top, there are tabs for 'Day Ahead', 'Week Ahead', and '2 Week Ahead'. A 'Reset' button is in the top right. The main form includes several sections:


- Date Range:** A red box highlights the 'Date Range From' and 'Date Range To' fields. 'Date Range From' is set to '07-Aug-2021 00:00' and 'Date Range To' is set to '13-Aug-2021 23:59'. There are checkboxes for 'Only Show Outages Starting OR Ending In The Date Range' and 'Other Asset Owner'.
- Search Fields:** Fields for 'Outage Number / TO Outage Reference', 'Owner', 'Substation Codes', 'Search Substation...', 'Must Include All Substations TO Impact', 'ERTS From', 'ERTS To', and 'Only Show OnCom Outages'.
- Tags:** A red box highlights the 'Tags' field, which contains 'PLSCOT X'.
- Affected Users:** A search field for 'Affected Users'.
- Service:** A 'Select' dropdown for 'Service'.
- ERTS From Unit:** A 'Select' dropdown for 'ERTS From Unit'.
- ERTS To Unit:** A 'Select' dropdown for 'ERTS To Unit'.
- Order By:** A dropdown menu with 'Outages Which Have Changed Since Date' selected.
- Change Type:** A dropdown menu.
- PLD Reference Number:** A search field.
- Bulk Uploads:** A search field.
- Operational Note Status:** A list of status options: 'With SO', 'TO Feedback Required', 'ENCC Feedback Required', 'Feedback With SO', 'Operational Note Needs Regrouping', and 'Complete'. There are 'Available' and 'Selected' columns.
- Outage Type:** A red box highlights this section. It has 'Available' and 'Selected' columns. The 'Available' column contains: 'Planned', 'Unplanned', 'Fault', 'Non-NGESO (Of Interest to SO)', and 'Non-NGESO (Not of Interest to SO)'. The 'Selected' column is empty.
- Only Display:** A list of display options: 'Seasonal Risk', 'Cross-boundary Outages', 'Generation Risk', 'Demand at Risk', and 'Affects Sensitive Sites'. There are 'Available' and 'Selected' columns.

At the bottom, there are five buttons: 'Search Outages', 'Search Operational Notes', 'Bulk Approve/Reject', 'Operational Notes Report' (highlighted with a red box), and 'Availability Report'.

Operational Notes Report

Approve/Reject **Operational Notes Report** Availability Rep



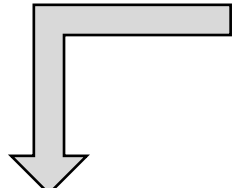
nationalgridESO 

SYSTEM OPERATOR
OPERATIONAL NOTES
FOR
TAGS: PLSP
OWNER: ALL
OUTAGE STATUS: With SO,Planned,Unplanned,Fault,Started
OUTAGE TYPE: Planned,Unplanned,Fault,Of Interest to the SO


COVERING THE PERIOD
03/07/2021 - 09/07/2021
Week 26.6 - Week 27.5

Issued On:
21/06/2021, 23:53:54
Issued by:
Nathanael Sims

CONFIDENTIAL



Print 71 pages

Destination 

- The Report when run will appear on a single webpage
- To Save the Report, click on the **Print icon** on the top right corner of the Report
- A print screen will appear
- Change Destination to **Save as PDF** then click on **Save**