Operational Notes

Version 1.01

eNAMS Reference Guide

nationalgridESO

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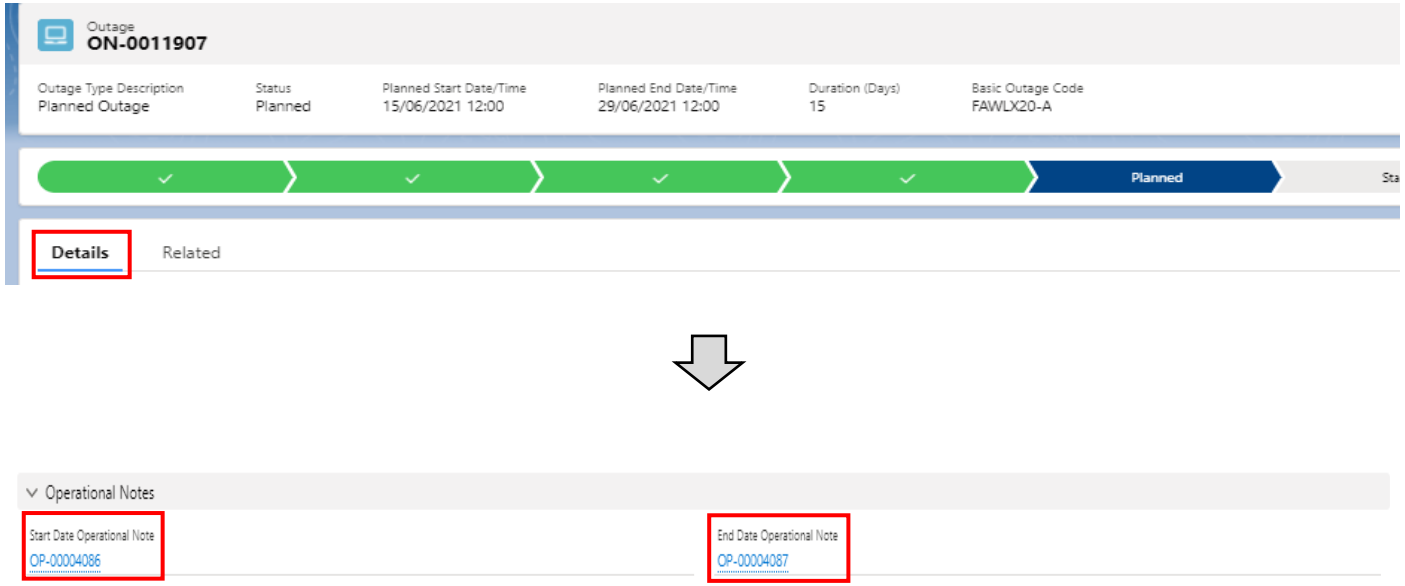
Accessing Operational Notes

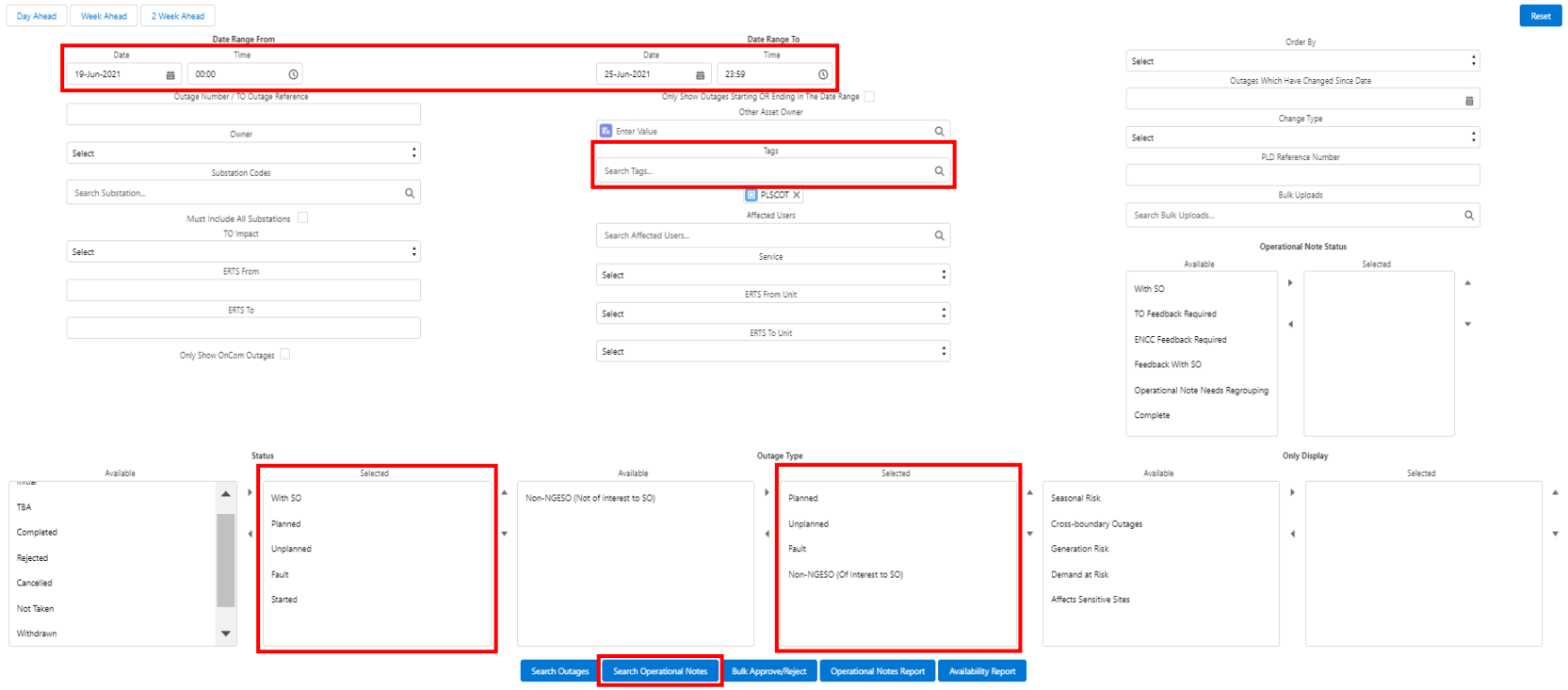
Accessing Operational Notes (1/4)

- 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**



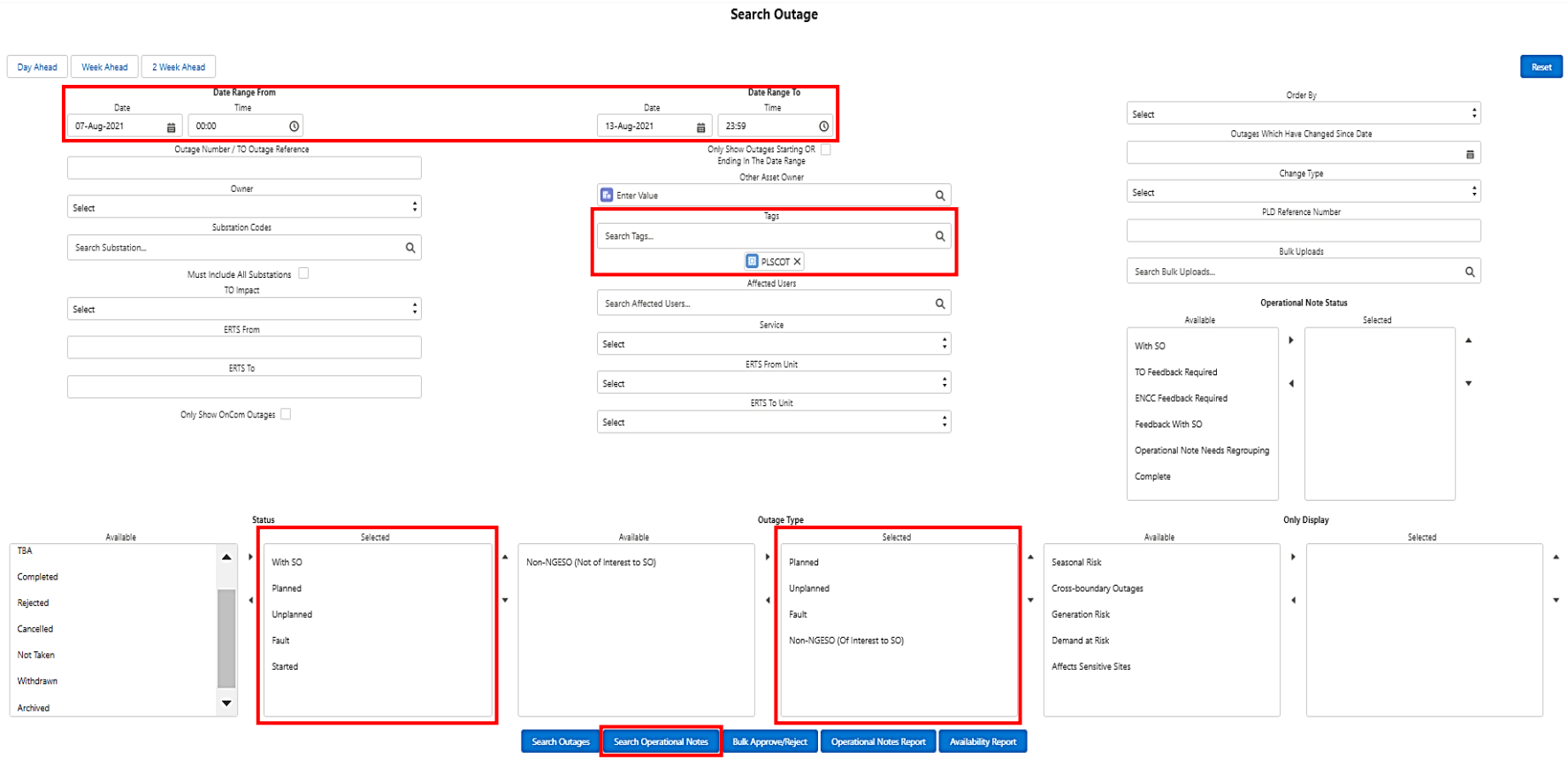
Accessing Operational Notes (2/4)

- 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.



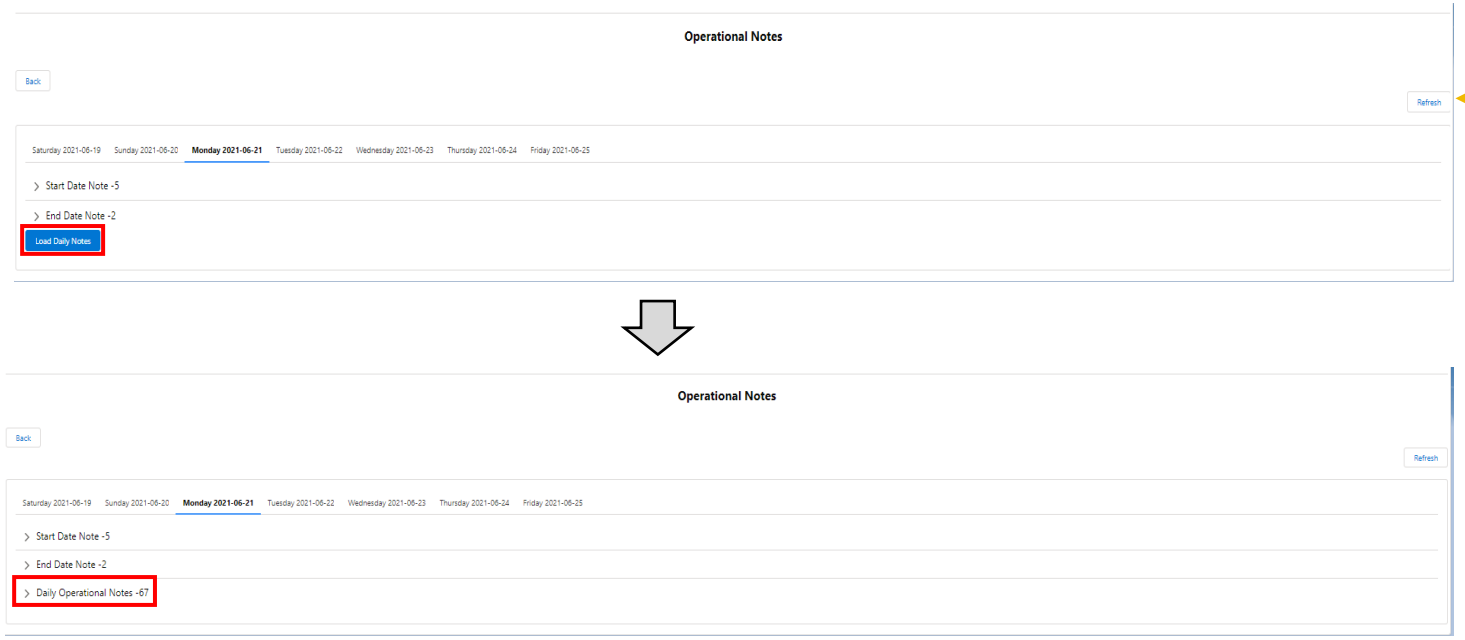
Accessing Operational Notes (3/4)

- 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.



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.

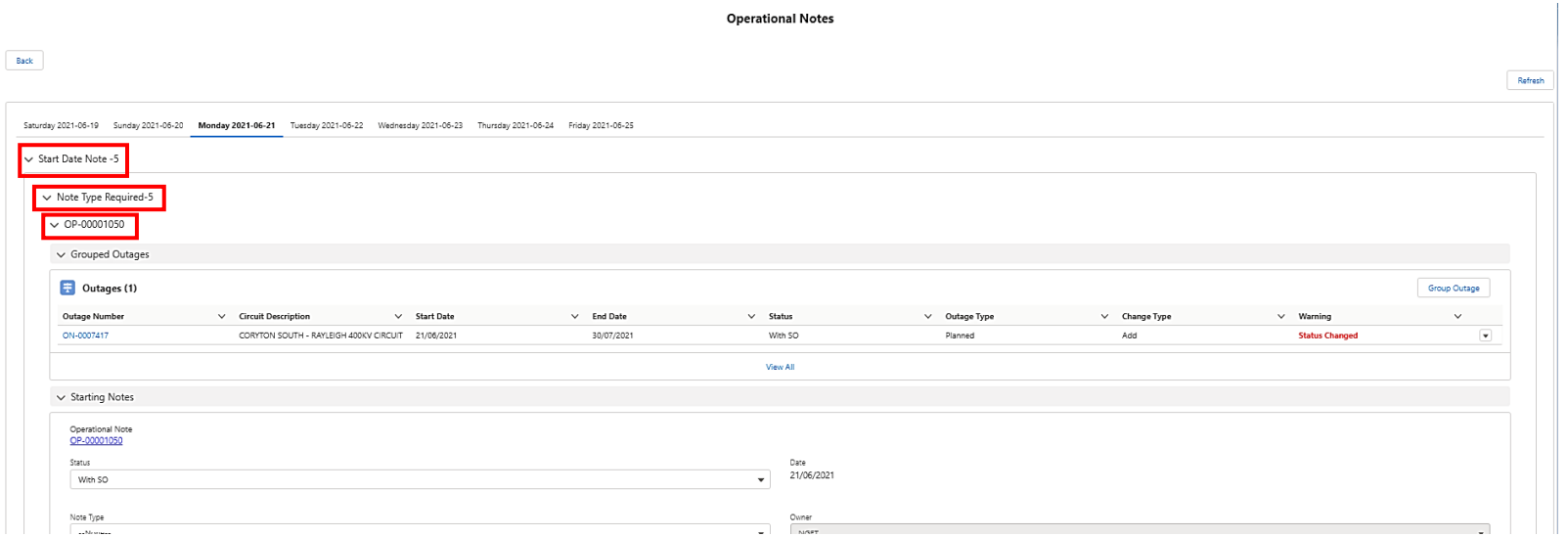


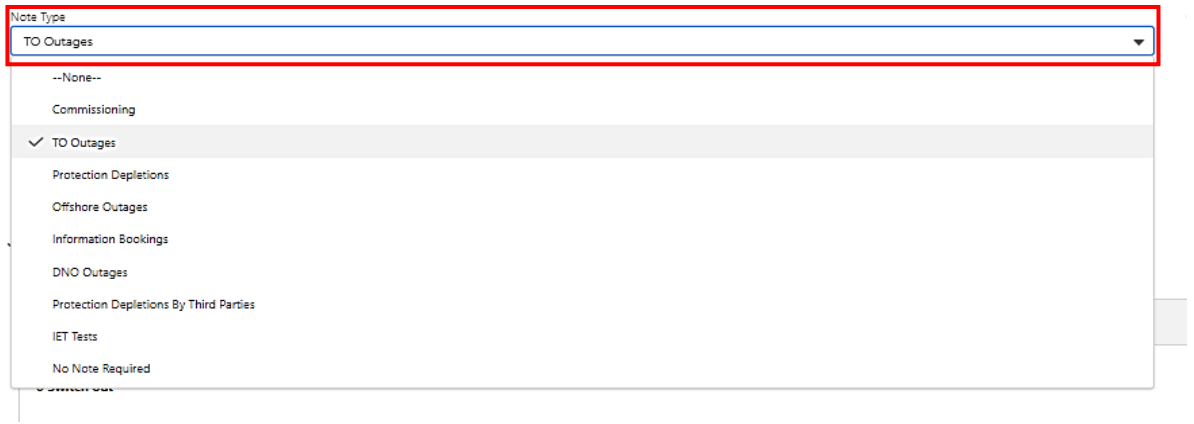
Tip: Click Refresh to do a "soft" refresh which retains the search criteria and simply updates the current page, unlike a "hard" refresh using the refresh button on IE or Chrome.

Categorising and Grouping Operational Notes

Categorising Operational Notes

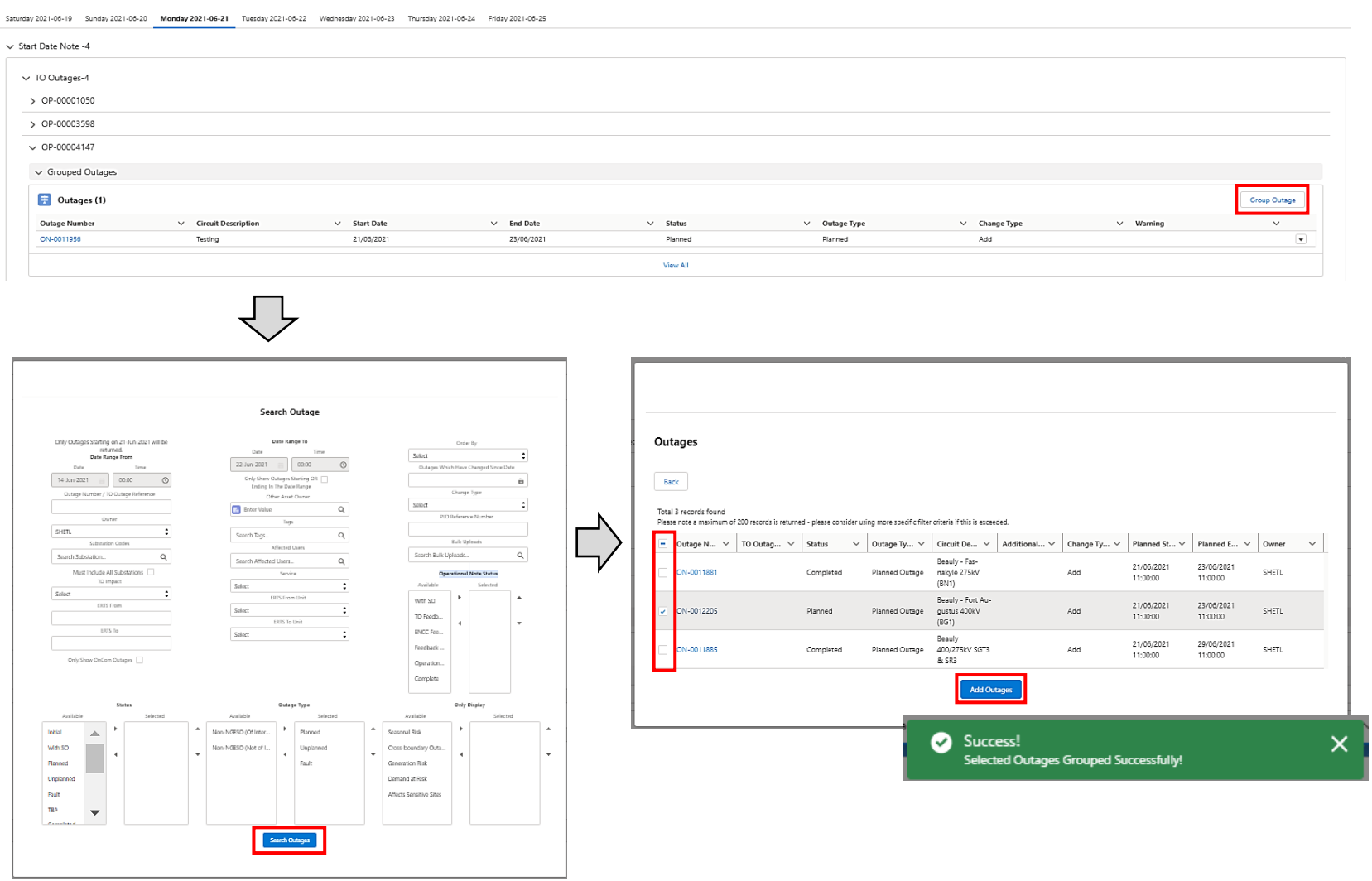
- From the Bulk Operational Notes view, click each row with a > arrow to expand the notes
- Each Operational Note is assigned an **OP reference number** (i.e. OP-00001050)
- This OP number can be searched for and found using the Global Search in eNAMS
- A **Note Type** can be assigned by clicking on 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





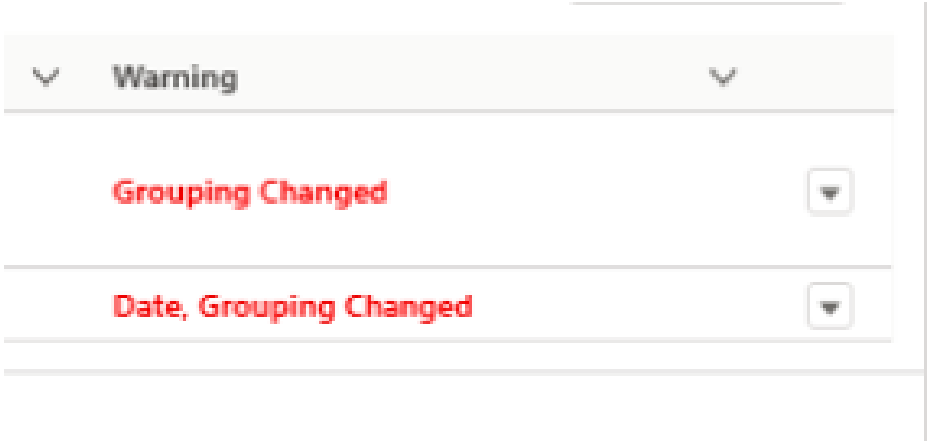
Grouping Operational Notes

- 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



Changes to Grouped Operational Notes

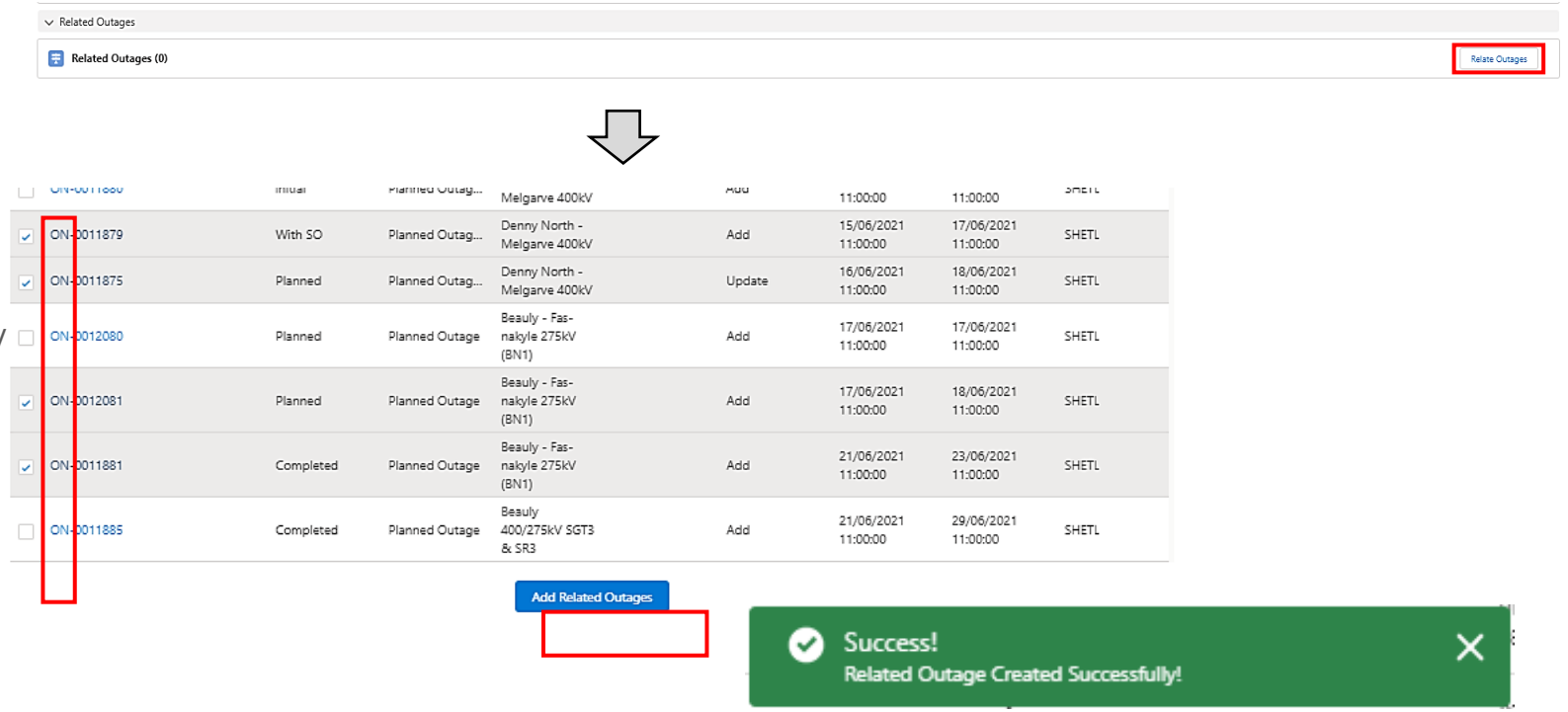
- Changes to Outages that form part of a Group will be advised in the **Warning** column of the Operational Note Outages field
- A list of Warnings include amongst others:
  - Status Changed (i.e. change of status e.g. outage signed in)
  - Grouping Changed (i.e. new grouping)
  - Date (i.e. date has 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)



Writing Operational Notes

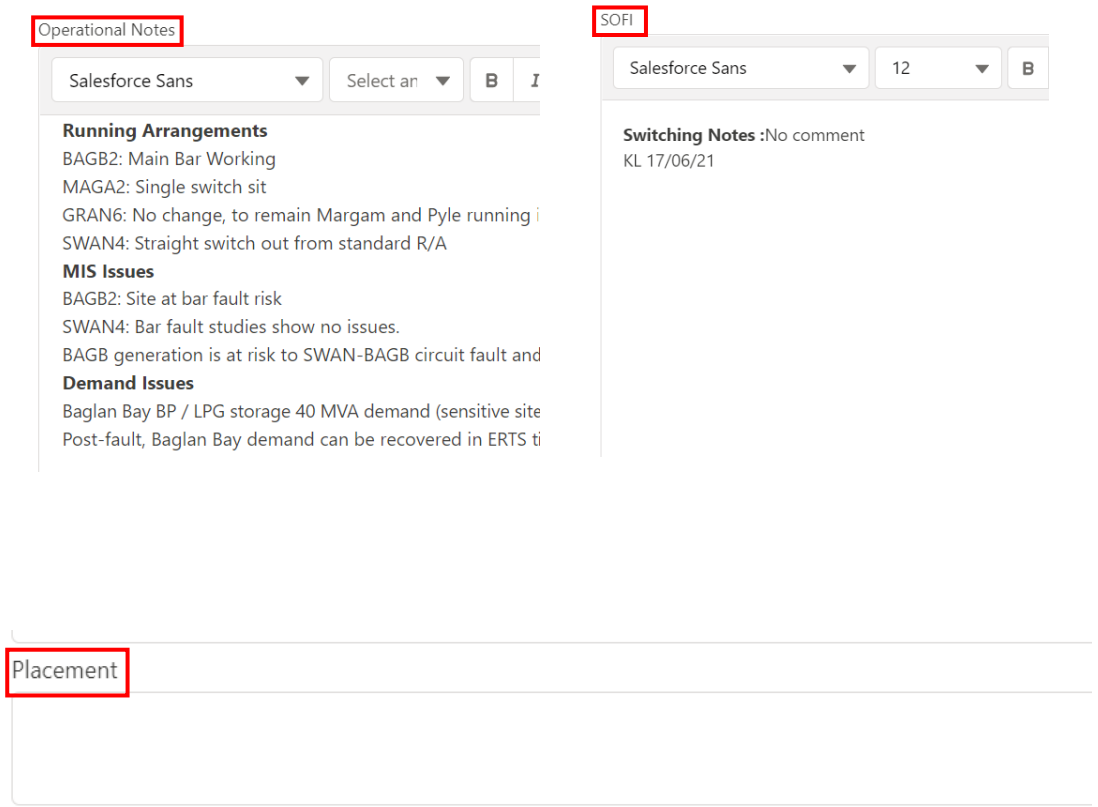
Adding Related Outages

- 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



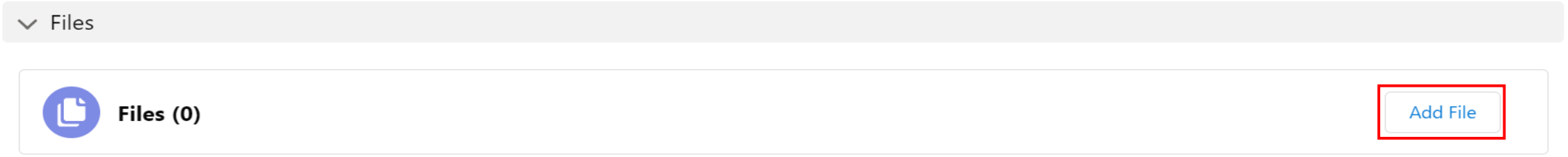
Populating Operational Notes

- 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.



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

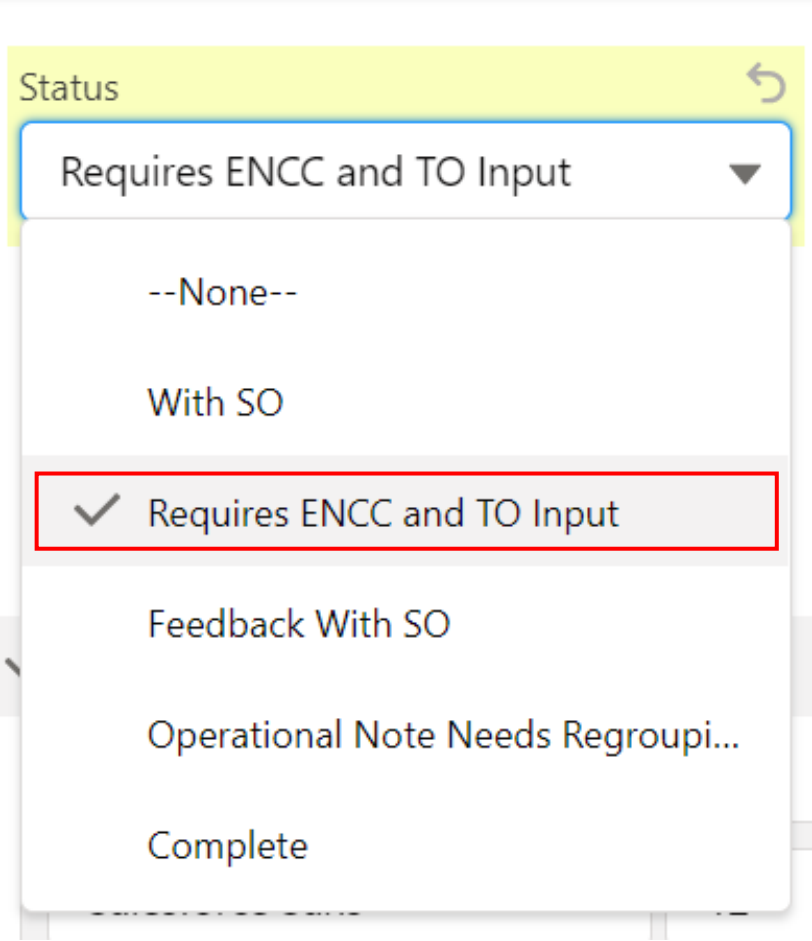


- Once attached, any user can view the file in eNAMS
- Although Visio (.VSD) files can be attached, these types of files do not appear in the Operational Notes Report and therefore do not appear in a printout of the Operational Notes
- To ensure Running Arrangements appear in the printed reports, the 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

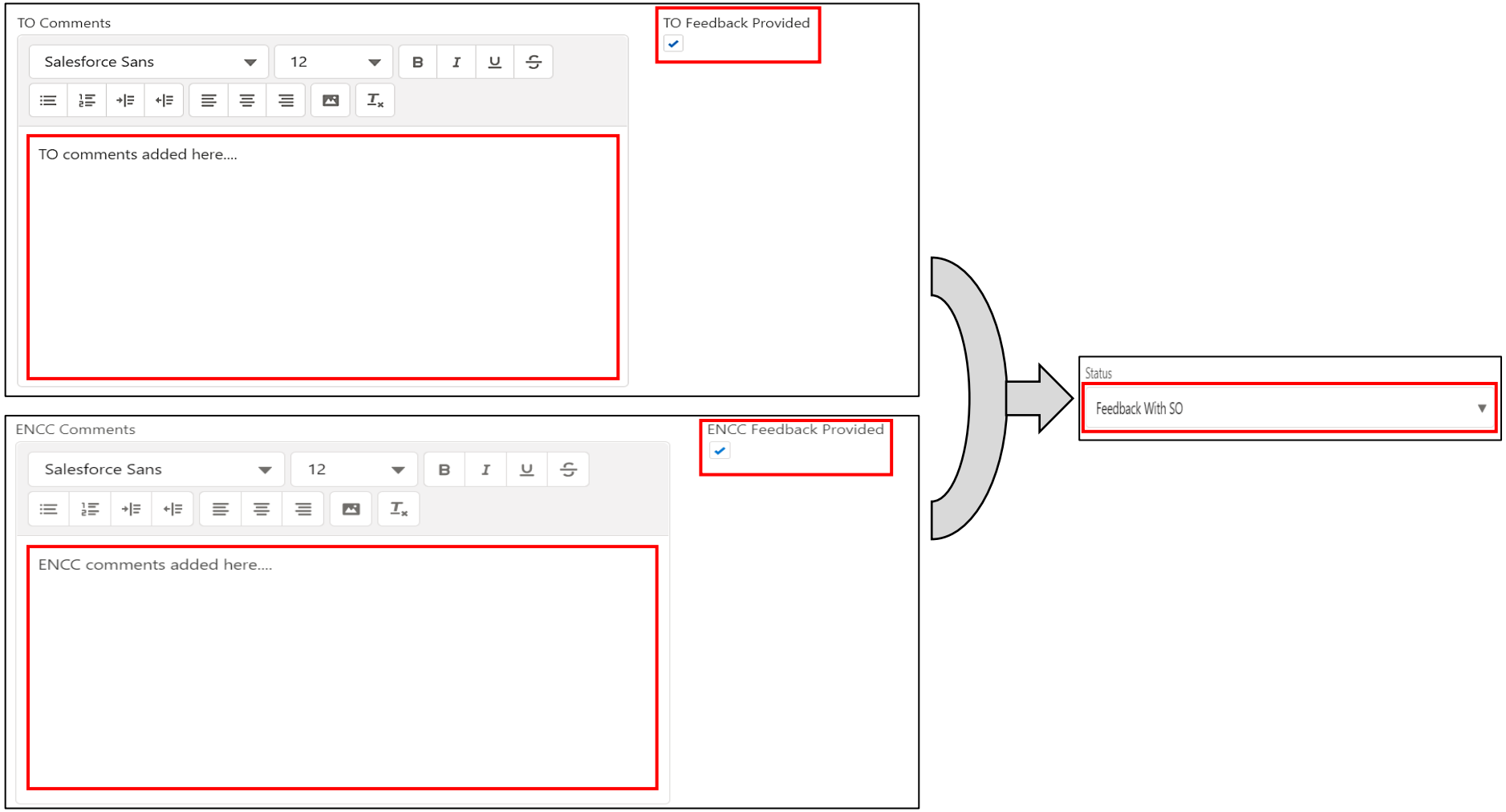
Marking Operational Note for TO & ENCC Feedback

- 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**.



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

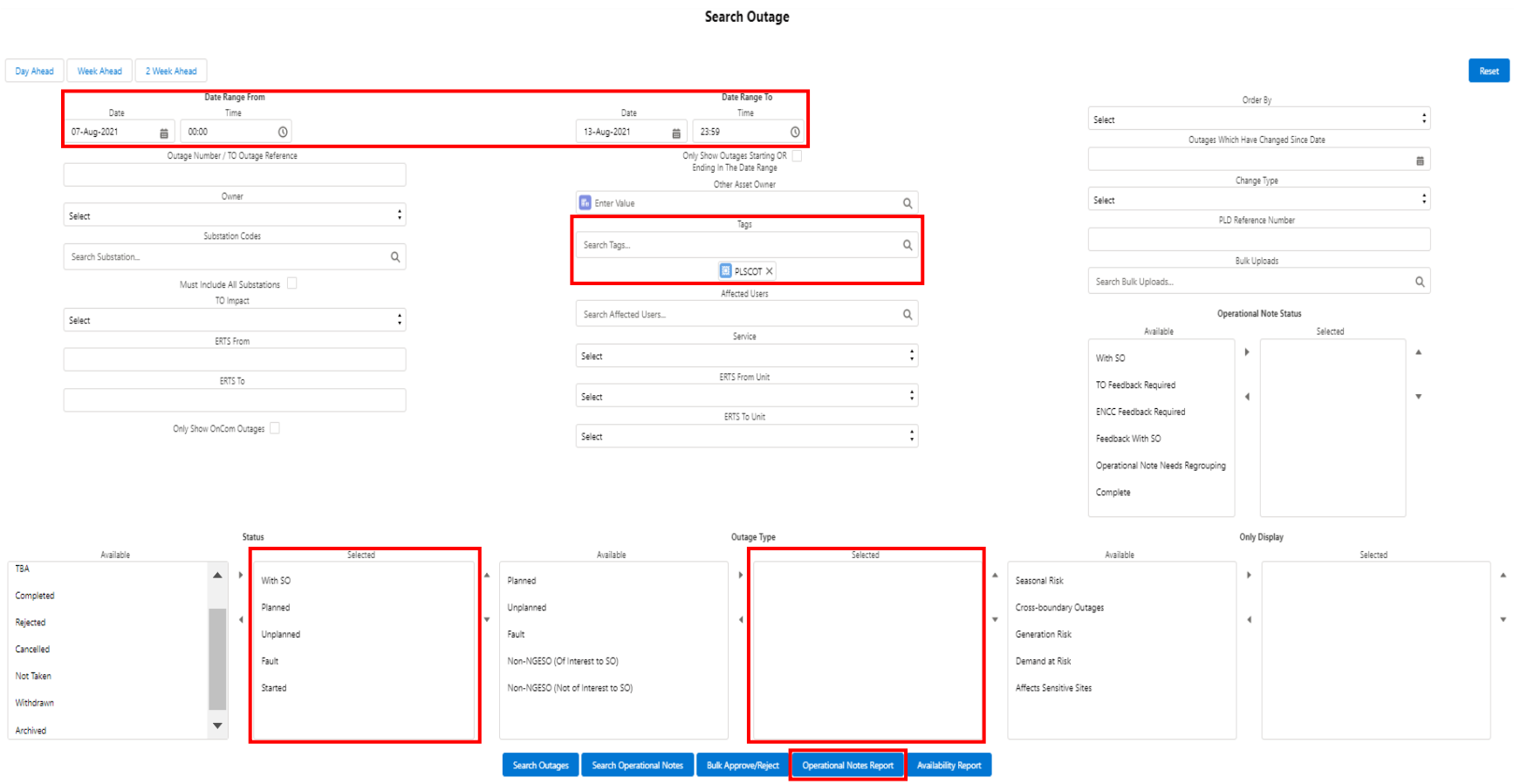
SO feedback :
This outage will off-load the NORT / SGT4 cct for switching time
AJ / CV 28/3/21

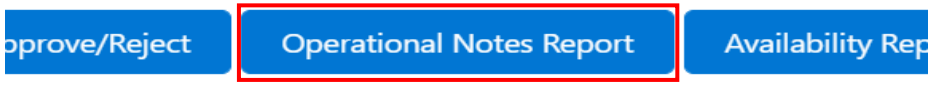
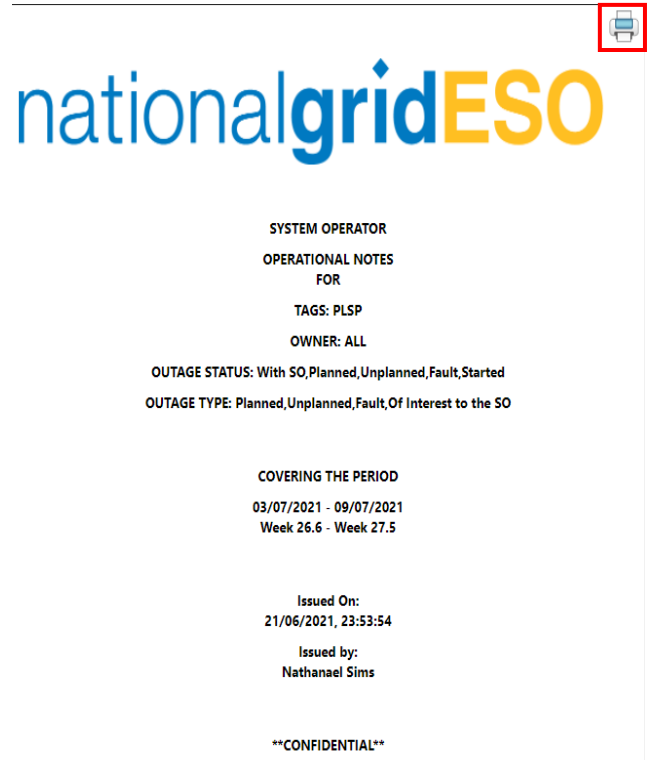
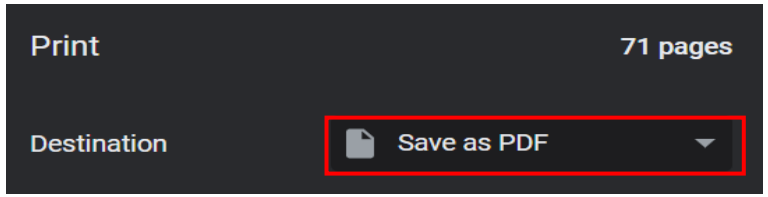
SO Response :
I can't see the reason for this. Will discuss.

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



Operational Notes Report

- 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**