TOGA –TOPAM External User Guide

Document Issue Record

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Introduction

This Guide is specifically orientated to external users and the view that they see of National Grids TOGA - TOPAM system, guidance for viewing updating and submitting generator outage data is not included in this guide.

Security and access and User Types

TOGA has a fairly complex security functions with the ability to create a roles from a pick list of options, ensuring users only see the data necessary for their role. This is particularly important as TOGA is externally accessible by TO's DNO's and Generators. TOGA also stores confidential information. Users are divided into five types:

- SO users who potentially can see all data
- TO users who see a smaller set of data
- Generator users – Company level who can see outages that affect all Power Stations that they own
- Generator users – Power Station level who can see outages that affect their Power Station.
- DNO User who see all outages that affect their DNO

The first two are known as internal users and the last three as external users.

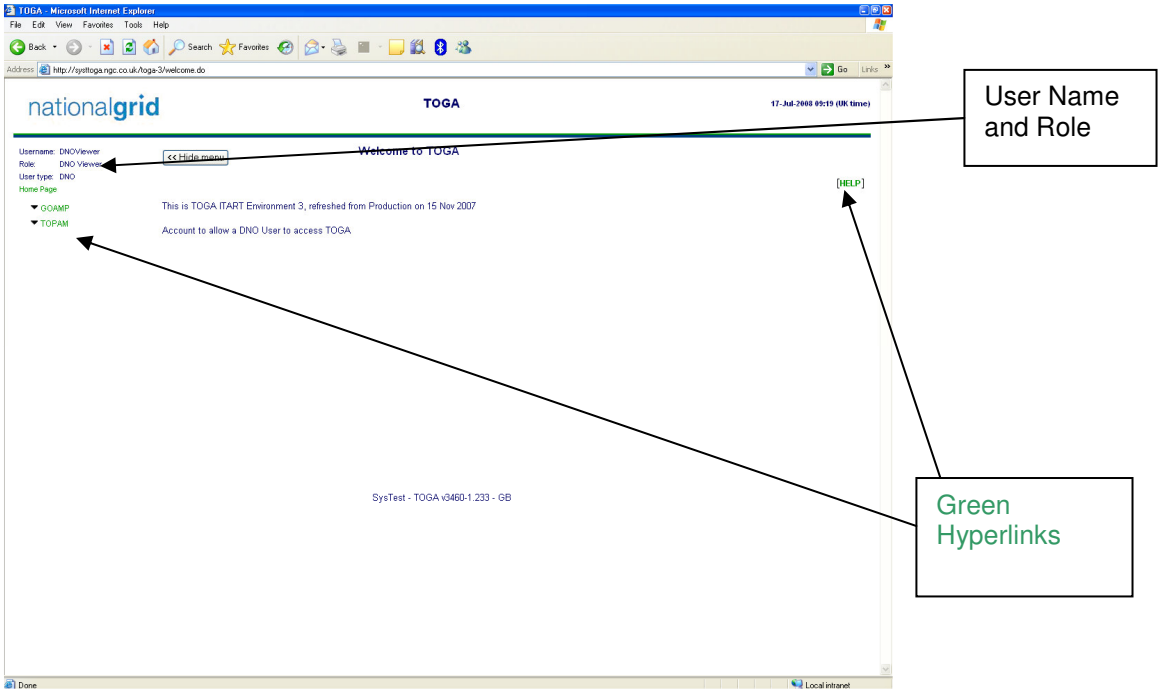
TOGA production can be accessed by external users following the hyperlink: https://www.toga.ngtuk.co.uk/toga and logging in using your unique login ID and Password.

Navigation

Having logged into the TOGA system navigation is via the green hyper links which can be seen on the screen.

The browser Back button does not always work, use the green navigation to move around the system.

The screen below shows the view of toga once you have successfully logged on.

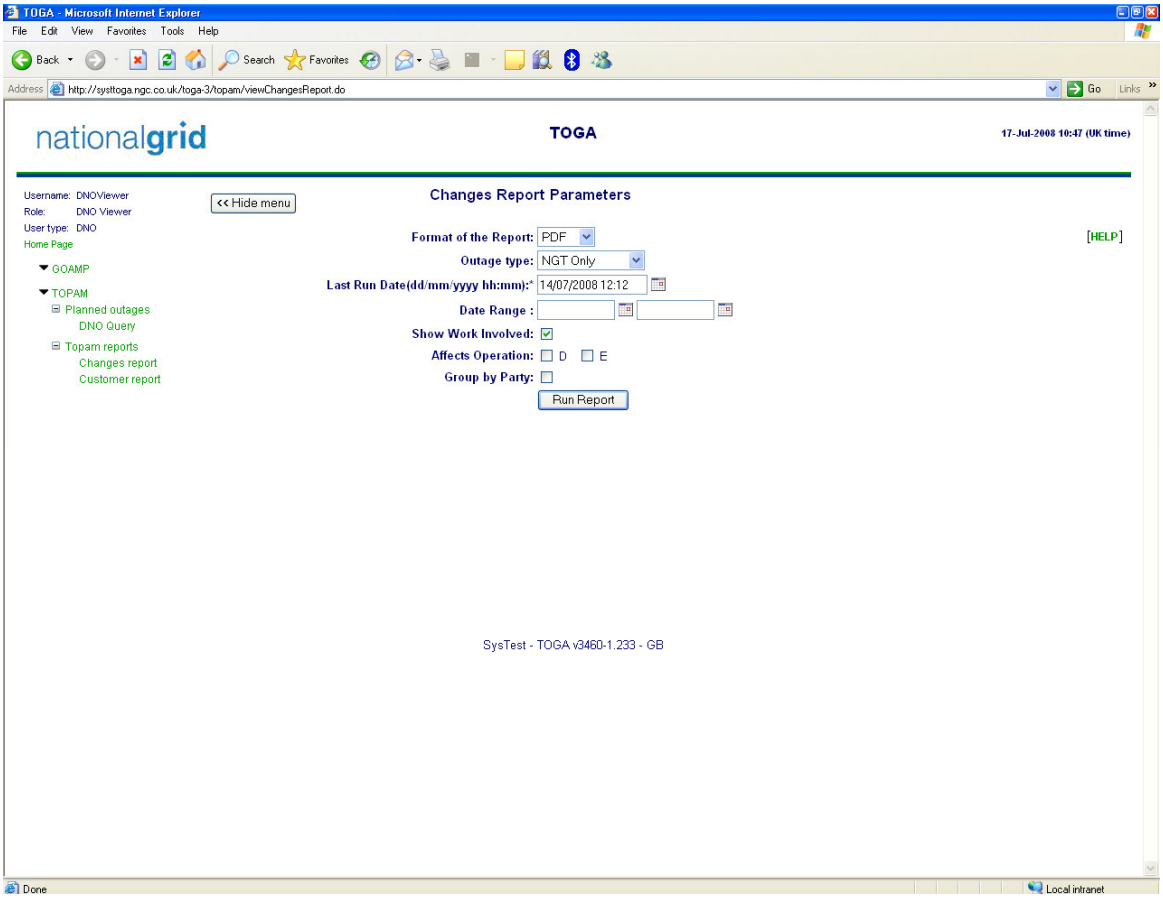


Reports

There are a number of reports available to you within TOGA TOPAM:

Changes Report:

To access the changes report from the Menu select: TOPAM> Topam Reports>Changes Report
The following screen is displayed if you are a demand side customer:



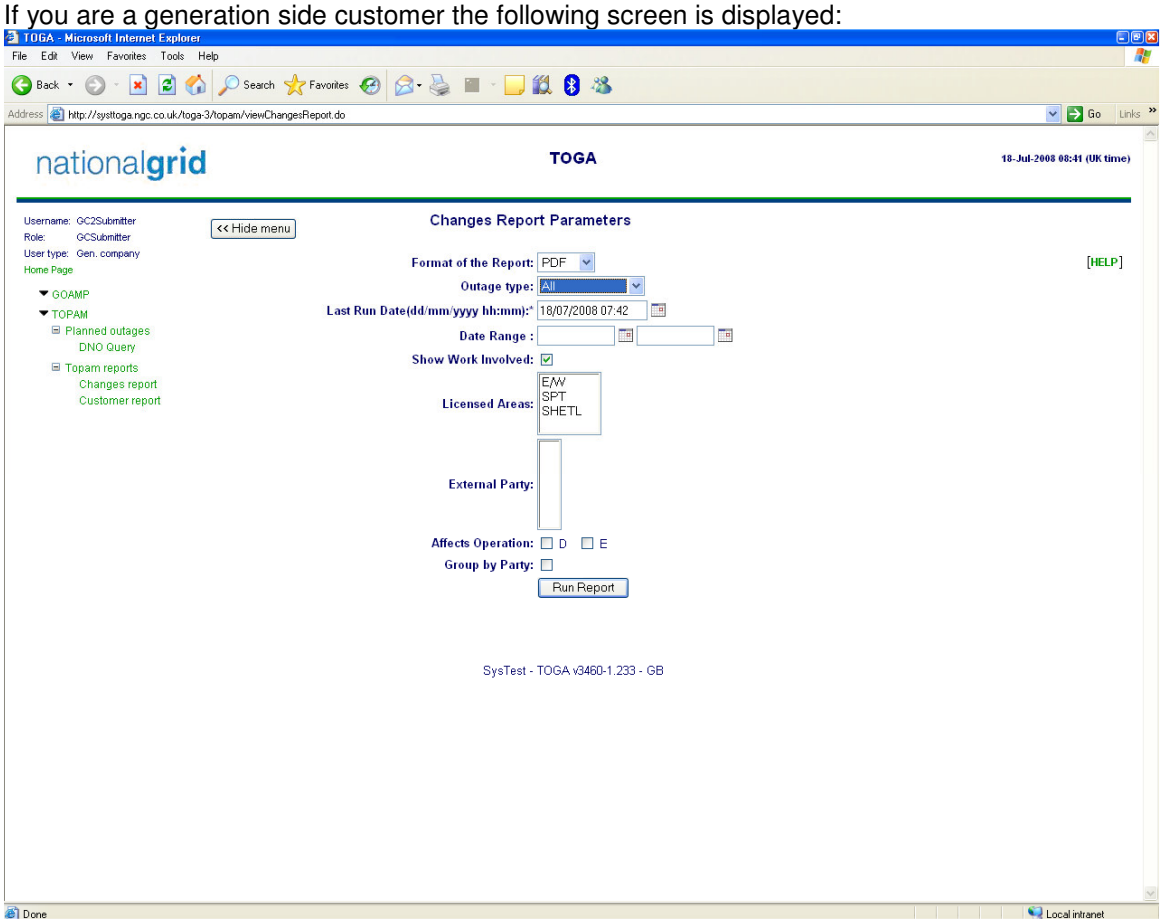
Selecting the information you would like returned:

The screen above shows some of the parameters that can be entered to create a search:

Field Description	**Options**	**Comment**
Format of the report	PDF HTML	Defaults to PDF, this is the best format to use unless you wish to edit the output.
Outage Type	NGT Only DNO/DCC Only All TO Bookings	By default it returns **NGT only**, to see your changes have been reflected dint he NG plan choose **DNO/DCC Only**, select **TO Bookings** for information bookings entered by the Transmission Owner or Select **ALL** for all Changes
Lat Run Date and Time	Enter the date and time you last ran the report	The system remembers the time it was last run. Note the time is always in GMT.
Date Range		Select the Date range for the changes report
Show work involved		Checked by Default
Affect Operation	Check Box D Check Box E	All outages are categorised from A-E A = MIS B =Connection C = Affects NG i.e. 132kV Bars D = Affects Operation i.e. interconnectors between GSP's E = No operational Impact

		A to C are selected by default, be aware that a lot of your outages will be type D & E
Group By	Check Box	If this Box is ticked it groups the outage by the external Party, as you have a restricted view this does not work. Please leave the box unchecked.

If you are a generation side customer the following screen is displayed:



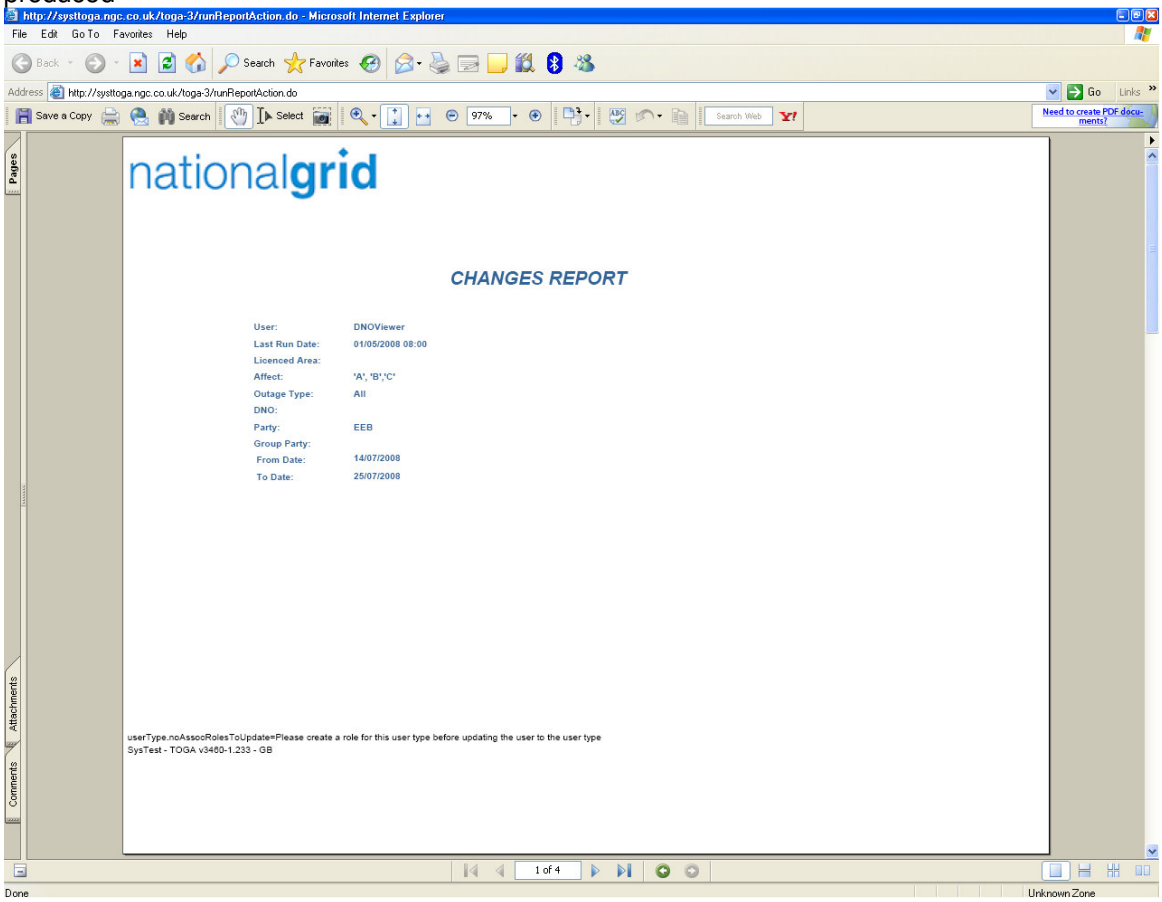
Selecting the information you would like returned:

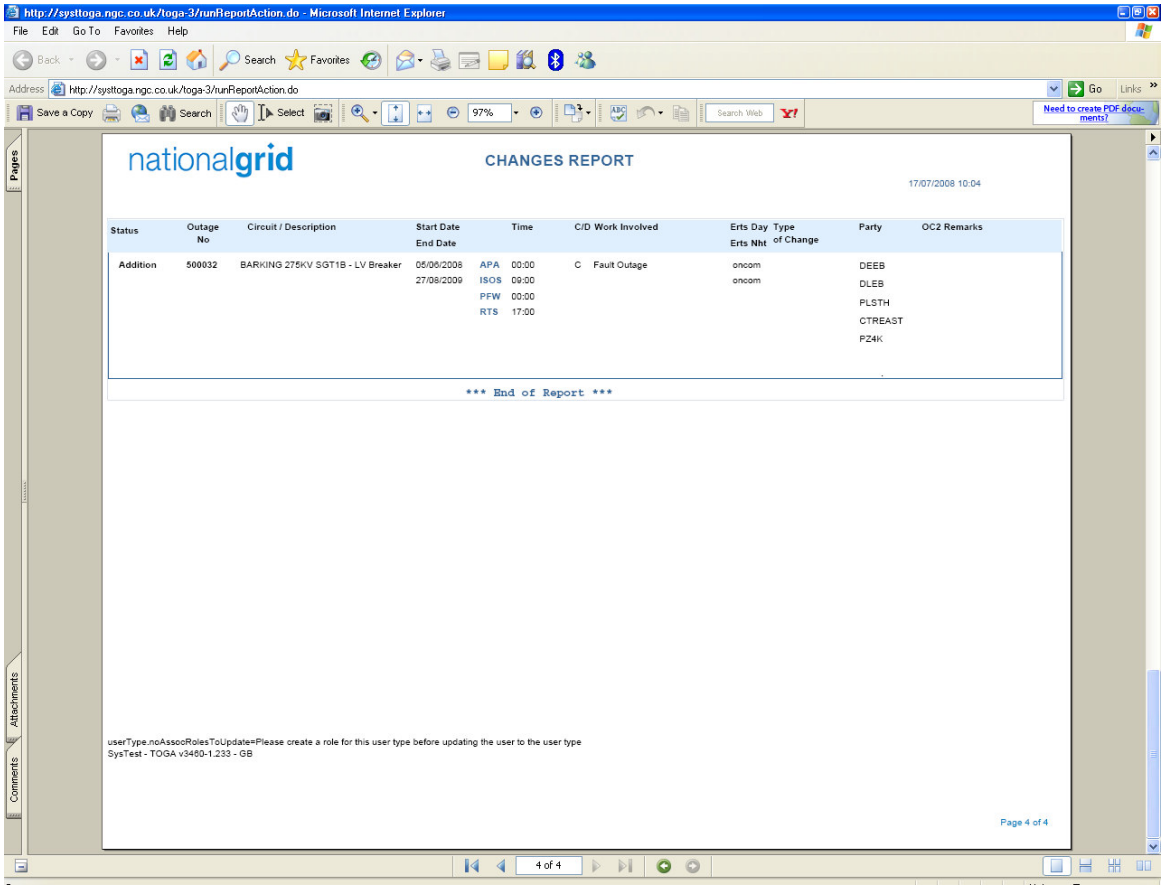
The screen above shows some of the parameters that can be entered to create a search:

Field Description	Options	Comment
Format of the report	PDF HTML	Defaults to PDF, this is the best format to use unless you wish to edit the output.
Outage Type	NGT Only DNO/DCC Only All TO Bookings	By default it returns **NGT only**, to see your changes have been reflected dint he NG plan choose **DNO/DCC Only**, select **TO Bookings** for information bookings entered by the Transmission Owner or Select **ALL** for all Changes
Lat Run Date and Time	Enter the date and time you last ran the report	The system remembers the time it was last run. Note the time is always in GMT.
Date Range		Select the Date range for the changes report

Show work involved		Checked by Default
Licensed Area	E/W SPT SHETL	You can select changes in all of the TO's areas or one or two of them by selecting them using the mouse or mouse and Ctrl key
External Party	Blank	Not used in this report
Affect Operation	Check Box D Check Box E	All outages are categorised from A-E A = MIS B =Connection C = Affects NG i.e. 132kV Bars D = Affects Operation i.e. interconnectors between GSP's E = No operational Impact A to C are selected by default, be aware that a lot of your outages will be type D & E
Group By	Check Box	If this Box is ticked it groups the outage by the external Party, as you have a restricted view this does not work. Please leave the box unchecked.

To execute the report press the "Run Report" Button a report similar to the one below will be produced



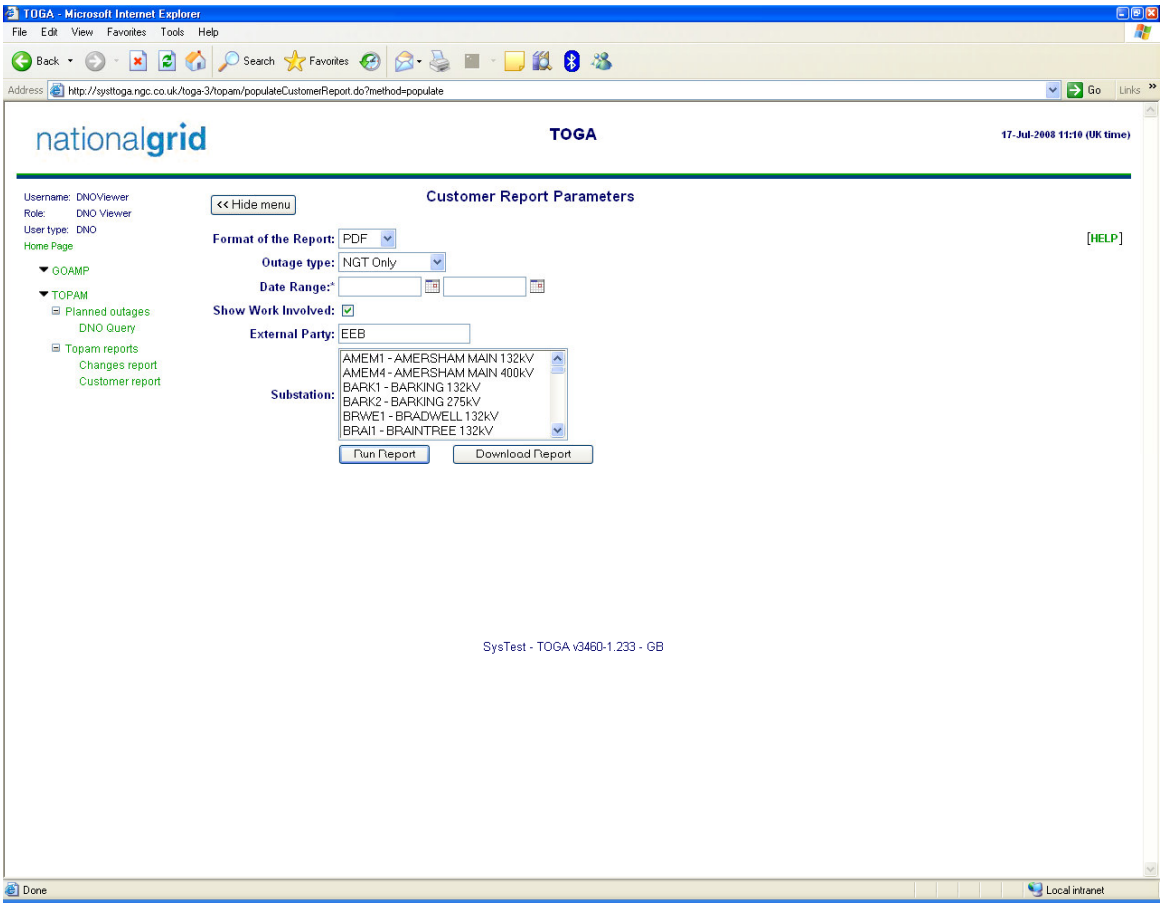


The report is self explanatory

Customer Report

To access the Customer Report from the menu select: TOPAM>Topam Reports>Customer report

The following screen is displayed if you are a demand side customer:

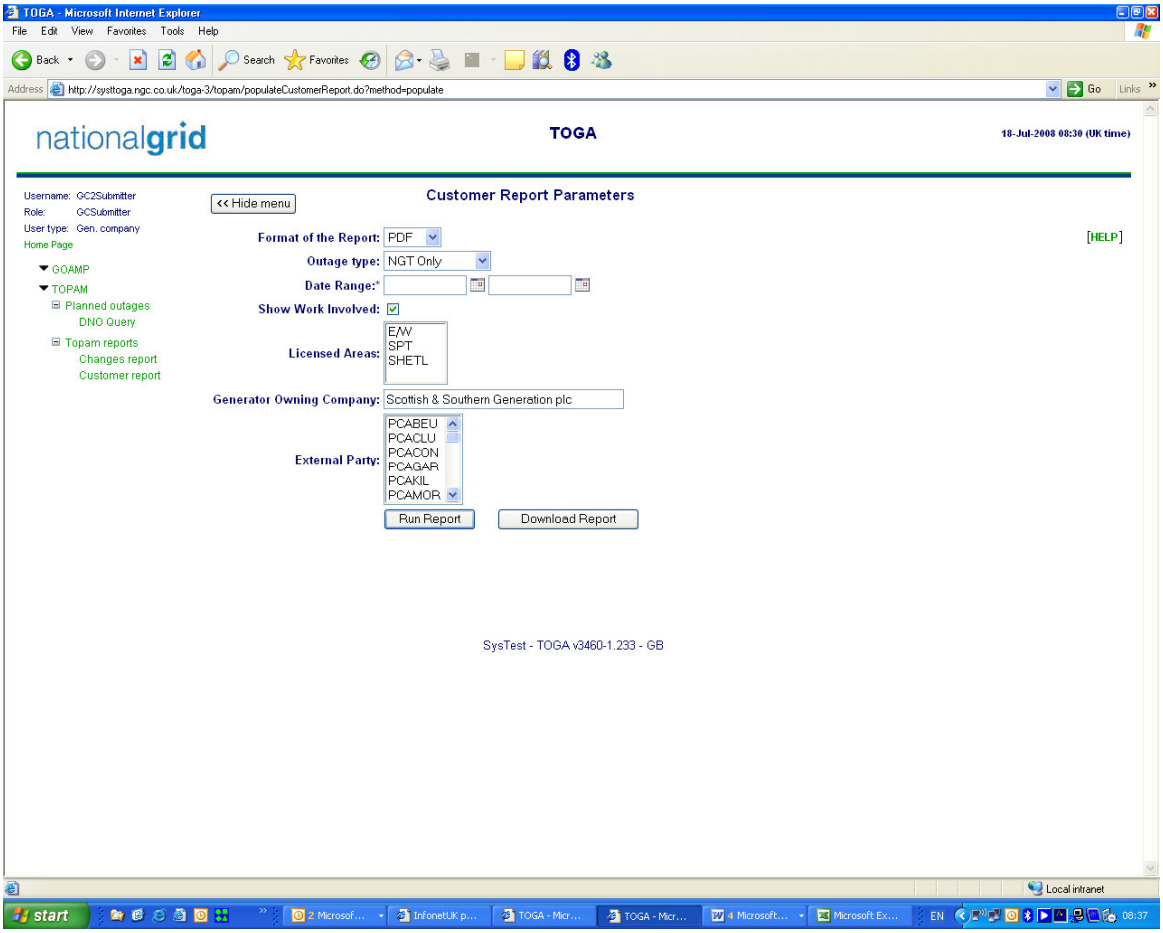


The screen above shows some of the parameters that can be entered to create a search:

Field Description	Options	Comment
Format of Report	PDF HTML	Format of output, default PDF
Outage Type	NGT Only DNO/DCC Only All TO Bookings	By default it returns **NGT only**, to see your changes have been reflected dint he NG plan choose **DNO/DCC Only**, select **TO Bookings** for information bookings entered by the Transmission Owner or Select **ALL** for all Changes
Date Range		Select the Date range for the report
Show Work Involved	Ticked	Displays details of work
External Party	Defaults to your abbreviation in the TOGA System	Cannot be updated buy user.
Substation		List of substations that you are party to. If you select one or more substations

		using the mouse and CTRL keys then the report will only return outages affecting those substations. TO deselect substations use the Ctrl Key and the Mouse.

If you are a generation customer the following screen is displayed:



The screen above shows some of the parameters that can be entered to create a search:

Field Description	Options	Comment
Format of Report	PDF HTML	Format of output, default PDF
Outage Type	NGT Only DNO/DCC Only All TO Bookings	By default it returns **NGT only**, to see your changes have been reflected dint he NG plan choose **DNO/DCC Only**, select **TO Bookings** for information bookings entered by the Transmission Owner or Select **ALL** for all Changes
Date Range		Select the Date range for the report
Show Work Involved	Ticked	Displays details of work
Generator Owning Company	Defaults to your Company	No option to change
External Party	Defaults to a list of Power stations you own prefixed with the letter 'P'	If you select none of these then all are selected. To select 1 highlight it in the window by clicking on it with the mouse. TO highlight more than one use the Ctrl key and the mouse to make multiple

		selections.

If the Run Report option is selected it opens a new window in the format requested. The report can then be viewed on screen or printed.

If the "Download Report" option is selected, the data is downloaded to an excel spreadsheet.

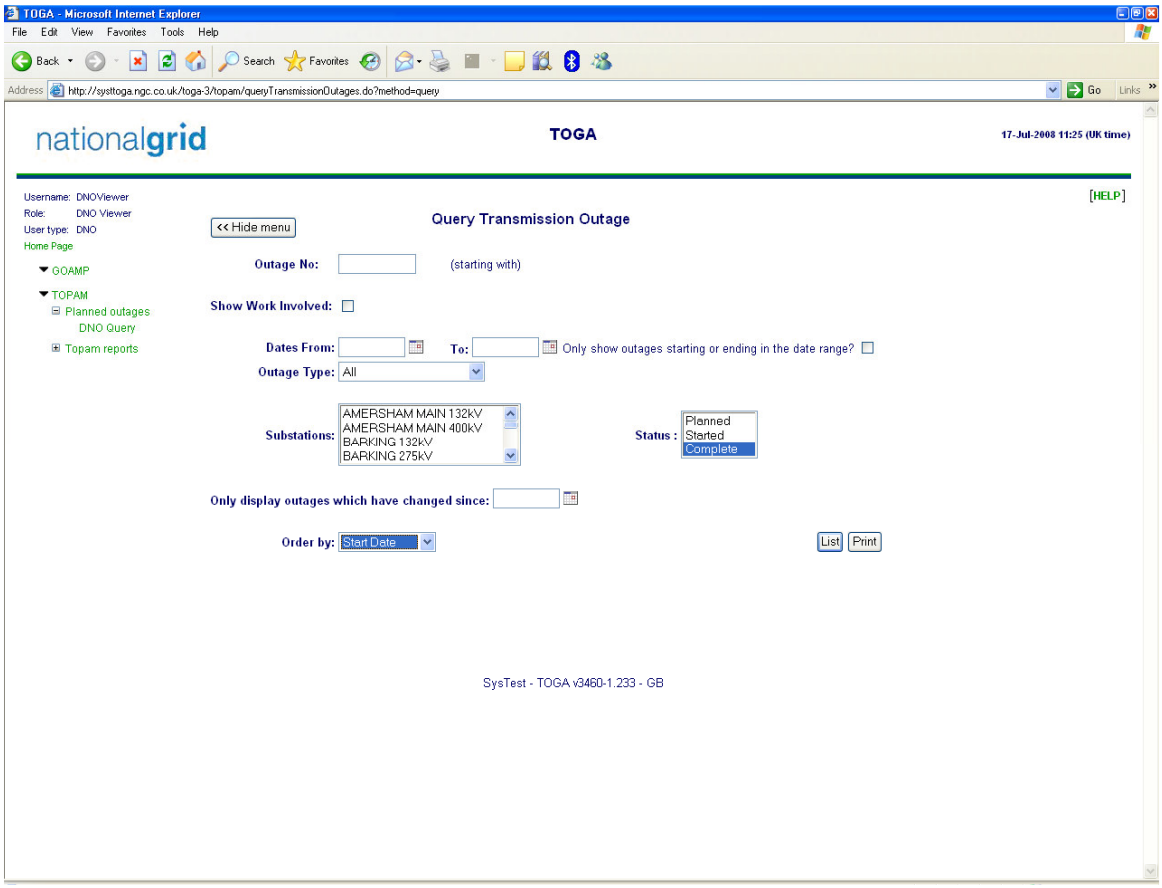
A known feature is that the login screen appears about 3 times before the data is exported, just press the cancel option 3 times to get the data from the system.

Searching for Specific outages:

It is possible to search for outages that you are a party to within the system.

To do this select TOPAM>Planned outages> DNO Query

A screen similar to the one below will be displayed:



From this screen you can define a query of the outages you are party to, the fields are described below:

Field Description	Options	Comment
Outage No		If you are searching for a specific outage number or you know the beginning of the number you can enter it here. Note your outage numbers may be used with a prefix for each DNO / DCC

		See Appendix B for details of prefixes.
Show Work involved		If Checked shows the work involved (Not available to Generation Customers.)
Date From To		Select the Date range for the report
Outage Type	All, Transmission Outages User Outages	Displays either **ALL** outages, **transmission outages** or **your outages** depending on the selection.
Substation		List of substations that you are party to. If you select one or more substations using the mouse and CTRL keys then the report will only return outages affecting those substations. TO deselect substations use the Ctrl Key and the Mouse.
Status	Planned Started Complete	To display all statuses leave blank To display only planned outages select "Planned" To display only started outages select "Started" To display only complete outages select "Complete" To select two statuses use the Control Key and Mouse
Only display outages which have changed since		If a date is entered in this field it will display outages that have changed since that date.
Order By	Start Date Outage No Last Updated	Sets the report order

The execution options are "List" for an onscreen List or "Print" for a printable report

Appendix A Planned Outage Statuses

Status	Description
Planned - Planned	An outage that forms part of the plan. An outage will first get this status when it goes into the plan for the first time either from a Request Outage or from a Pending Add outage
Planned - Started	An outage that has started and actual start dates have been entered. Note it is only possible to update the end date at this status.
Planned - Complete	An outage that has been completed and actual start and end dates have been entered. Note it is NOT possible to update any dates at this status.

Appendix B Outage Number Prefixes

Company	Outage Number Prefix
Scottish Power TO	SP
Scottish Power's DNO	SD
Scottish Hydro TO	SH
Scottish & Southern (Scotland)DNO	HD
National Grid E/W TO / SO	None
System generated by SO user or screen entry by TO if outages are normally transferred by file	NG
Allied Steel (Tremorfa)	AS
Alpha Steel	AL
Alstholm Power Electronic Systems	AP
Anglsea Aluminium	AA
Atmel North Tyneside	SV
BOC gases	BO
BP Grangemouth	GR
Caledonian Paper	CP
Central networks (East Midlands)	EM
Central networks (Midlands)	MB
Corus	CO
Corus Steel Ravenscraig	CR
Culham Jet	JT
Drax Flue Gas Desulphurisation	FG
EDF Energy (East)	EE
EDF Energy (London)	LE
EDF Energy (South East)	SE
EDF Private Networks (CTRL)	EC
Exxon Mossmorran	EM
ICI	IC
Interconnections	IS
Jarvis Rail Maintenance	RA
NEDL (North East)	NE
Network Rail Scotland	RS
Network Rail Scotland old	RS
NetworkRail Scotland	RS
Outakumpu Stainless Ltd.	SS
Railtrack Euston Planning	RL
Railtrack Scotland	RS
Railtrack-East Coast	RE
Railtrack-West Coast	RW
SONI Interconnector	SI
SP Power Systems (Mersyside)	MN
Scotish Power Distribution	SD
Scottish Hydro-Electric Power Distribution Ltd	HD
Scottish Power (TO)	SP
Scottish and Southern Energy (Southern)	ST
Shell Mossmorran	SM
St Furgus Mobil	MS
United Utilities (North West)	NW
Urenco (formerly BNFL at Capenhurst)	UR
WPD (South West)	SW
WPD (Wales)	WA
YEDL (Yorkshire)	YE