TOGA – TO Training Guide (View Only)

Specific Processes Training for Asset Management Planning

Document Issue Record

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TOGA - Background

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Introduction

This Guide is specifically orientated to the training needs and processes within Asset Management Field Staff and View only users, to enable them to continue to function using TOGA as opposed to TOPAM 2. It is therefore not an exhaustive guide on the functionality of TOGA but specific view only users. There are two key areas that this document explores from an AM perspective, the most likely used reports and Viewing Records, commissioning, planned pending and request outages.

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 know as internal users and the last three as external users.

TOGA production can be accessed by following the hyperlink: <u>http://toga.ngc.co.uk/toga</u> and logging in using your unique login ID and Password.

Reports

There are a number of reports available within TOGA the key one is the General Report.

General Report:

To access the General report from the Menu select: Topam Reports>Outage reports>General

The following screen is displayed:

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Address 🕘 http://systtoga.ngc.co.uk/t	oga-3/topam/populateGeneralDutageReport.do?method	=query&display=Planned%200utages	🖌 🔁 Go Links *
nationalgri	d	TOGA	16-Apr-2008 09:36 (UK time)
Username: TOUserNG03		General Outage Parameters	
Role: TO E&W Planner	<< Hide menu		
Usertype: TO Home Page	Display: Planned Outages 🛩		[HELP]
▼ GOAMP	Format of PDF		
▼ ТОРАМ	Service:		
Commissioning	Plan Year :	Outgoing only with this plan year	
Planned outages Request outages	Round Up	Odrages only with this plan year	
■ List Filters	Date:	SU Cost Change :	
Topam basic data Topam reports	Display outages		
Changes report	which have	SO Cost Reference :	
Risk report	changed since		
Outages reports	Start Date:*	End Date:*	
Basic	Only show outages starting or ending in t	he date range? 🔲	
MIMS	Basic		
Request	Reference		
Plan. change hist			
Single Outage	In-Plan : Started Complete		-
	Not In-Plan : Not Taken Cancelled TBA		
	SO Parties : OR OR CTREAST CTRNORTH CTRSCOTN CTRSCOTN CTRWEST	TO ENERGS Parties: LON MID NET V MEPD V	
	Work Types: ANC ANC ANC CLR COM COM		
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Things to Note:

All navigation is via the green links on the screen. The Back button does not work consistently so I advise you don't use it. There is always a help page link on top right hand corner of the page.

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
Display	Planned Outages	Displays only the outages that are in
	Pending Outages	the plan, pending, or either pending or
	Both	planned depending on the selection.
Format of Report	PDF	Format of output, default PDF
	HTML	
Service	(Blank)	If Left Blank will select in Service and
	In Service	Out of service bookings
	Out Of Service	
Plan Year	Selection of available	If a plan year is selected the Start and
	plan years	End date field will disappear, there is no
		need to select a plan year.
Outages only with this	Ticked	Returns outages only with this plan year
Plan Year Tick Box		
Round Up Date	Date	If a date in the past is entered the report
		will use the history record to display
		what the plan for the period looked like
		at the specified date.
SO Cost Change	Ticked	Searches for SO Cost Risk Changes

Display Outages which have changed since	Date	Report only displays outages that have changed since specified date.		
SO Cost Reference	Reference No	Searches for outages that have		
Start Data	Data	Reference No		
Start Date	Date			
Only Show Outages	Ticked	If Ticked only shows outgoes starting or		
Starting or Ending in the	Ticked	ending in period.		
Date Range		-		
Basic Reference	Basic Data Code	Filters outages built on selected basic data		
Outage No	Part Outage No	Returns data matching Part Outage No		
In Plan	Planned	All Options Automatically Selected		
	Started Complete			
Not In Plan	Not Taken	Non planned statuses can be selected		
	Cancelled			
SO Parties	List of SO Partice			
TO Parties	List of TO Parties			
External Parties	Lit of External Parties			
Work Type	List of Work Types			
	(DCD Codes)			
Free Codes	List of Free Codes			
TO Significance	1 to 5	Priority of outage to TO 1 High 5 Low		
Licensed Area	Default E/W	Not Selectable as TO User		
Which Comments to	SO Comments	Report contains selected comments		
Display	TO Comments			
ERIS Between	xH and yH	Enter ERIS range		
Outages Must Include all	LICK BOX	If Selected all Substations in list must		
Group By Substation	Tick Rox	If selected report groups outages by		
Group by Substation	HCK BOX	Substation		
Substation	Either Substation or Group	Group is a predefined group of Substations.		
Find and Add Buttons		Either Type 4 letter and Voltage code of		
		substation and click add or use find		
		commend and select substation and		
Oraha Tara a	Otoredovel	click add.		
Only Type	Standard	If selected report will only return		
	TO Booking	outages of that type if hole selected all		
	DNO	outages are retained		
Only Display	Fault	Wil only diplay fault or commissioning		
, , ,	Commissioning	bookings if selected otherwise it will		
	_	return all outages.		
SO Impact	A- MIS	By default all these options are		
	B- Connection	selected.		
	C- Affects NGC			
	D- Allecis Operation			
	E- No impact to			
	SO			
Display Summary Report	Tick Box	By Default ticks only displays high level		
		information.		
Actual Start/ End Dates	Lick Box	It selected replaces planned information		
DEW time only	Tiek Pey	with Actual Information when available.		
Sort By outcoo No	Tick Box	Displays Prive Time Only		
Sort by outage NO	HUK DUX	in selected orders report by Outage NO		

Run Report	Executes report in new window.
Download Report	Executes report and returns Widow that
	can be saved as a text file.

This screen allows a User to generate a report listing planned or pending outages. In addition the user may enter a Round Up date (which uses the outage history to show the outages as at that point in time).

The report offers detailed and summary report formats: -

1 Paged Print option (which groups the outages by their starting week and displays the week number in the report heading)

2 The ability to group the data by substations

3 Download options for files of either planned or request outages listing outages that start, end or span the specific date.

4 The ability to look at outages that have changed since a user specified date and time.

Request Report:

To access the Request report from the Menu select: Topam Reports>Outage reports>Request

The following screen is displayed:

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Format of the Report PDE Format of the Report Service: Format outages Start Date: # Commissioning Start Date: # Panned outages End Date: # Request fortages Order By: # Toparm basic data Request No # Toparm basic data Request No # Toparm proofs Outage No Changes reports Outage No Basic Lead Plannes: Basic Cancelled - Cancelled In Plan-In plan Impon Min8 Starts Codes: Prevented Report List Report Display Summary Report List Report SysTest - TOGA v3460-1 233 - 68	Home Page				[HELP]
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Moniforing report B ⊂ Outages reports Basic Ceneral MMS Pian. change hist Single Outage Display Summary Report: ♥ Download Report SysTest - TOGA v3460-1 233 - 68	Risk report	Request Batch No			
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			SysTest - TOGA v3460-1.233 - GB		
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	8				S Local intranet

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

Field Description	Options	Comment
Format of Report	PDF	PDF is the default.
	HTMP	
Service	(Blank)	If Left Blank will select in Service and
	In Service	Out of service bookings
	Out Of Service	
Start Date	dd/mm/yyyy	Mandatory
End Date	dd/mm/yyyy	Mandatory
Order By	Request No or Start	
	Date	
Request No	Text	Enter part of the request No. Note case
		sensitive.
Outage No.	Text	Enter part of the outage No. Note case
		sensitive.
Request Batch No	Text	Enter part of the Batch No. if request
		added via a file upload. Note case
		sensitive.
Lead Planners	Select Name(s) from list	To select multiple names use Control
		Key and Mouse.
Status Code	Select one from list	Mandatory Field
Display Summary Report	Check Box	Checked by default if unchecked a full
		report is displayed with all the request
		information.

There are two execution options: List Report produces a screen display in a new window that can be viewed and printed.

Download Report: opens up an Excel Spread sheet, note the login screen reappears several times, just press cancel and it will eventually get the data in the spread sheet.

Reports Covered Later under Other Sections: MIMS Download Report Basic Data Report

Outages.

There are 3 generic types of outage within TOGA, Request Outages, Pending Outages and Planned outages. As an AM view only user you can review request outages, pending outages and planned outages. The diagram below shows in more detail the process around which TOGA was designed for standard transmission outages.



Querying Requests.

To find requests you need to be able to query requests to do this select: Topam>Request outages>Query the following screen will be displayed:

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File Edit View Favorites Tools	Help			<i>A</i> 2
G Back + O + 🗶 😰	V Search X Favorites 🛃 🔯	· 🥥 🖩 · 🛄 🛄 🖏		
Address en http://systtoga.ngc.co.uk/	toga-3/topam/viewUueryHequestUutage.do/method=r	1ewQuery		
nationalari	d	TOGA		16-Apr-2008 11:11 (UK time)
	15-1			
Username: TOUserNG03 Role: TO E&W Planner User type: TO Home Page	<< Hide menu	Query Request Outages		(HELP)
GOAMP	Request No:	(starting with)	Plan Year: 2008 💙	
Commissioning	Outage No:	(starting with)	Lead Planner:	
Planned outages Request outages	Basic Reference:	(starting with)	Fault Outages Only: 🔲	
Add	SO Cost Reference:		SO Cost Change: 🔲	
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	Status CodesPop Status : Agreed Cancelled In Plen	eb et al.	External Parties: EEB-D EMEB-D MEB-D MEB-D	
	Batch Upload Seq: From:	To :	Only show request outages starting or ending wi	thin the date range? \Box
	Substations Outage must inclusion	ude all substations?		
	Only display requests where status h Service:	as changed since: 📰		
	order by: Stan Date 🎽		Display List Typ	: Stanuard List Y
		SysTest - TOGA v3460-1.233 - (ЭВ	
Done				Second Intranet

This is a screen that allows you to refine the query you wish to make the fields are as detailed below:

Field Description	Options	Comment
Request No.	All or part of request	
	number	
Outage Number	All or part of Outage No	
Basic Reference	Basic data code	
Plan Year	Select from list	
Lead Planner	Select from List	
Fault Outage	Check	If Checked only returns fault outages
SO Cost Change	Check	Outage Changes due to SO Cost
		Change
Licensed Area	Defaults to your TO	
SO Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
TO Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
External Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
Status	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
Batch Up load Sequence	Enter upload No	
From	Dd/mm/yyyy	
То	Dd/mm/yyyy	
Only Show requests	Check Box	
starting or ending within		
date range		
Substations	Type in short code or	

	use find and add to	
	select substations	
Outage must include all	Check Box	
substations		
Only Display outages that	Dd/mm/yyyy	
have changed since		
Service	In Service	
	Out of Service	
	Blank	
Order By	Start Date	
	Request No	
	Outage No	
Display List Type	Standard List	
	Updateable List	

This document will only look at the standard list, an updateable list is available which gives a fuller view but as you do not have update rights you cannot make changes, you wish to explore it further.

When a Query is run a screen similar to the one shown below is displayed:

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B: Commissioning H1082/1 2100/2008 (240) Ne6891/A 2007 Test data - 200/2008 Agree4/Y	ТОРАМ	Request No	Last Update	Outage No	Plan Year	Circuit Description	Start Date	End Date Risk	Fault Status	SO Cost Change	Accept
iii Planned outages B Request Outages Add Query Unload R110830-1 21002/2008 9.000E-A 2007 Test data - 250/22008 Agreed-Y I I July R110830-1 21002/2008 0.00533-A 2007 Test data - 250/22008 Agreed-Y I <td< td=""><td>Commissioning</td><td>R110827-1</td><td>21/02/2008 12:40</td><td>NG6591-A</td><td>2007</td><td>Test data -</td><td>20/02/2008</td><td>29/02/2008</td><td>Agreed-Y</td><td></td><td></td></td<>	Commissioning	R110827-1	21/02/2008 12:40	NG6591-A	2007	Test data -	20/02/2008	29/02/2008	Agreed-Y		
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Upload R110915/W1 1604/2008 10.062016 NC6621-A 2008 Test data - 3004/2008 2305/2008 Risk Agreed Image: Control of Control o	Query	R110830-1	21/02/2008 09:58	NG6589-U	2007	Test data -	27/02/2008	29/02/2008	Pending-	Y 🗌	
III Last Hitters R110311-1 10.04/2008 10.04 12467-A 2008 Test data - demo 19.05/2008 10.146-/2008 Initial-/? IIII III Toppam reports R110312-1 10.04/2008 10.37 500012-A 2009 Test data - 01.06/2008 01.06/2008 Initial-? IIIII IIIIIII IIIIIIIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Upload	R110915-W	16/04/2008 10:16	NG6621-A	2008	Test data -	30/04/2008	29/05/2008 Risk	Agreed		
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SysTest - TOGA v3460-1.233 - GB									Refresh	Accept to Pe	nding
SysTest - TOGA v3460-1.233 - GB										Bulk Status Ch	ange
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										<i>67</i>	

Note the Green hyperlinks to the records on the Request No on the Risk field and also on the fault field if it is a fault booking.

It is possible to look at each record individually it by clicking on the Green Request No.

To view one request booking click on the Green hyperlink and open the request record.

A screen similar to the one below will be displayed:

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Address 🕘 http://systtoga.ngc.co.uk/loga-3/topan/popUpEdtRequestOutage.do?u=e&popup=tue&requestNo-R110858	🔽 🛃 Go 🛛 Links 🎇
Add/Edit Request Outage	^
Outage with status code Pending not editable by role TO Field staff	[HELP]
Request No: R110858 Status:* Pending Current Pending Venz 2008	
Outage Number: 500003 Type: Standard / Update Standard /	
Circuit Description: Test data	
Additional User Ref: Fault : Fault :	
SO Cost SO Cost Change :	
Work Involved:*	E
ERTS (Might): H CD:* C In Service: TO Significance:* 2 M	
Eng/TO Comments:	
Existing Start Date: 28/02/2008 End: 28/02/2008	
APA Time: PFW Time: 00:00 CON	
Window Start End: Duration:	
Proposed Start 1: 25/06/2008 09:00 ce.awce) End: 30/06/2008 17:00 cz.twos) Selected: N 🗠	
Proposed Start 2: 29/02/2008 00:00 @Swoos End: 29/02/2008 17:00 @Swoos Selected: Y	
Rating 0 % Batch Upload Seq: 110862	
TO Lead Planner: Commissioning Data Required	
Change Test-Request type 'R' 2 attempts	
Requesting NET Change Code:	~
B Done	😔 Local intranet

The fields that can be seen are described below:

Field Description	Options	Comment
Outage Number		
Status	Cancelled Initial Pending With SO	Initial the Status of all new requests unless changed by user. Cancelled Request no longer required Pending, moves the Request straight to Editable Pending, See Notes Below With SO promotes the reqest to the SO to look at.
Circuit Description	Free text field to enter the relevant information	Mandatory
Additional Description	Free Text	Added to Circuit description in most reports
User Reference	Free Text	Space to add personal / company reference
Fault Check Box	Ticked / Not Ticked	
Fault	Blank Trip Emergency	
SO Cost Reference	Free text for SO cost ref	
Work Involved	Free Text	Mandatory
ERTS (Day)	Emergency Return to Service (Day) format xM or xH or xD or xW or ONCOM	Mandatory Field in either Minutes, Hours, Days or Weeks or ONCOM
ERTS (Night)	As above	Mandatory Field if Continuous Booking
C/D	C D	Continuous Daily Booking select one. Mandatory

In Service	Checked	If Checked then the booking is an In
TO Significance		Service Booking.
Final TO Significance	Free Text	T = Inust have 5= Theed this some time
Eng/ TO Comment	Fiee Text	outage
Bating Adjustment	0-100 or Blank	Jeave Blank
	Select DCD(s) code	Leave Dialik
Work Type	from list	more than one
APA Time	hh:mm	Expected APA time if known
PFW Time	hh:mm	Expected PFW time if known
Window Start	dd/mm/yyyy	If window dates are proposed complete
		this field
Window End	dd/mm/yyyy	If window dates are proposed complete
		this field
Duration	хM	Any value with a letter suffix to identify
	хH	units i.e. Minutes, Hours, Days, Weeks
	xD	
	×W	
Proposed Start 1 or 2	dd/mm/yyyy hh:mm	Start option with ISOS time
Proposed End 1 or 2	dd/mm/yyyy hh:mm	End Option with RTS time
Selected	?	To promote a request to pending at
	Y	least one option must be available and
	IN	In there are two options one must be
TO Lead Planner	Will default your log in	Tes.
	name but can be	
	changed to other users	
Commissioning Data	Check Box	Used for Primary outages to indicate
Required		there is a commissioning involvement.
Change Description	Free text reason for	Required if monitored change
. .	change	
Change Code	Predefined list of	Required if monitored change
	Change Codes	
Requesting Party	Default to your TO Party	Can be changed to any TO Party
SO Comment	Free Text for SO to	Not available for use
	enter comments	
Operational Remarks	Space for any	
	operational type	
	comments primarily for	
	planned outages not TO	
Winter EBTS Dick	Check if EPTS - 194	Can be checked by TO or SO
	For winter outgoes	Can be checked by 10 01 30
Demand at Risk	Check if Demand at	Can be checked by TO or SO
	Risk	
SO Impact	E	Not available to change.

As you do not have update rights you are unable to update any of these fields.

Links

When selecting the Links hyper link at the bottom of the record the following screen is displayed:

TOGA National Grid User Guide

nationalgrid

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Address 🗃 http://systtoga.ngc.co.uk/toga-3/topam/updatePlannedTr	aOutage.do			🖌 🄁 Go	Links »
		~			^
	ERTS ERTS	In Sonder: TO Significance."			
	y):* (Night): [HELP]	HELP]			
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Address 🗿 http://sustinga.pag.c	n uk/tona-3/tonam/net/Tutanel inks do?outaneTunes	=Planned&outageID=NG6614&canEdit=true	V 📑 Go Links »		
Outage Links					
Outage Number : NG661	4	Type : Planned	[HELP]		
Circuit / Description : De	emonstartion				
Linked Transmission Outa	ges				
Number Outag	Find Decent of Add	Link lype			
Request	Parent Y Aud				
Linked Commissioning	Records				
Record Id Effectiv	ve Date Nature of Change				
Find Add					
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12.20.00	SysTect TO	DCA v2460 1 223 CB			
	aystest - to				~
Error on page.				Second Entranet	

Links can be added to other outages and commissioning records, these can be viewed from this screen.

Once the Links have been viewed the window can be closed.

When selecting the Free Codes/Parties/Docs hyperlink the following window is displayed:

TOGA - Microsoft Internet Explorer				. 6
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Address 🧃 http://systtoga.ngc.co.uk/toga-3/topam/updateF				nks
■ Topam reports		Search 🏑 Favorites 🛃 🖾	· 🥥 🖻 · 🛄 🛄 🚯 🚳	
Wor	Address 🕘 http://systtoga.ngc.co.uk/toga-3/to	opam/queryPartiesFreeCodesRequestOutage.di	o?basicOutageId=test&requestOutageId=R110915&canEdit=true	Go Links 🎽
	Edit Outage Parties & Free Cod	es		
ERTS (Day)				
	Request No: R110915	Outage No:	Description: Test data	[HELP]
	Add Eree Code: TEST		Equip Owner: EAV	
Eng/10			Equip owner. E/W	
	TO Parties		S0 Parties	
Existing	NE1 - North East 1	_	CTRNORTH - Control North	
	CONS	Add	PLNTH - Planning North	
w	External Parties			
Prop	DATMEL Annual March Transmide		Default comment OC2	
Prop	DATMEL - Atmen North Tyneside			×
	Substations	Assets (TO Specific Code) Tow	er References
Rating <i>I</i>	FOUR2 - FOURSTONES 275kV		,	
TO Lea				
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Reques	e de la companya de l			
	d in the second s			
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Operationa	2 Done	<u></u>		S Local Philanet
Winter ER1	'S Risk: 🗹 🛛 Demand at Risk	c 🔽		
SO Impact:	· A 🔽 [HELP]	SO Lead	I Planner: TO: E/W	
Last updated by	TOUserN003 on 16/04/2008 Links L Fre	e Codes/Parties	Risk Save	
00.40.11	Lance 110		Details	
	Line 1110		Defails	
0.0.1	2000 1110			
	Sys	sTest - TOGA v3460-1.233 - GB		

The parties associated with the BASIC data is populated here.

Query Planned Pending Outages.

To find requests you need to be able to query requests to do this select: Topam>Planned Outages>Query the following screen will be displayed:

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Address 🕘 http://systtoga.ngc.co.uk	/toga-3/topam/newRequestOutageQuery.do			So Links *
				^
nationalgr	id	т	DGA	17-Apr-2008 08:27 (UK time)
Username: TOUserNG03				[HELP]
Role: TO E&W Planner	CC Hide monu	Query Planned/Pendi	ng Outages	
User type: TO Home Page	<< Hide menu			
T COAMP				
TOPAM	Display: Planned Outages	~		
Commissioning	From:	To:	Only show outages starting or ending in the date range?	
Planned outages Add	Outras Nac	(atomican 1983)	Dian Maan III	
Query		(starting with)	Plan fear:	
Request outages	Reference:		SO Cost Change : 🔲	
Add	Basic	(starting with)	Licensed E/W Y	
Upload			CO Parties	
List Filters	In-Plan : Complete		O AND CTREAST	
 I opam basic data Topam reports 	ANY Started			
		Work ADR	~	
	Not In-Plan: Not Taken	Types: ANC =	TO Parties: CONS	
	Cancelled	⊙ OR CLR ⊻		
	Free Codes: TEST			
	OAND		External ALLSTL-D = Parties: FEB-D	
	• OR		EMEB-D	
	Substations Outage must includ	le all substations? 🔲		
	Substation 🖌	Find Add		
	Rating Between: and			
	ERTS		TO	
	Between:		Significance:	
	Only Type	Only Displa	y SO Impact	
	Standard Comment	ERTS R	isk 🗵 B - Connection	
	TO Booking	Demand	Risk C - Affects NGC	
	DNO	Commis	sioning U - Affects Operation	
				~

Note that it defaults to Displaying Planned outages in the Display drop down.

TO look for Pending Bookings select Pending Outages. To look for both Planned and Pending Bookings Select Both.

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Address A http://sustaga.ngc.co.uk	linna (Jonan/man/Jaun/Jaun/Juan/Jaun/Jaun/Jaun/Jaun/Ja	V 🖪 Go 🛛 Links ×
nationalgr	id toga	17-Apr-2008 08:37 (UK time)
Username: TOUserNG03 Role: TO E&W Planner User type: TO Hone Page	CK Hide menu Query Planned/Pending Outages	(HELP)
 CoAMP TOPAM Commissioning Planned outages Add Query Reguest outages Add Query Upload Elar Filters Topam basic data Topam reports 	Display: Pending Outages From: To: Outage No: (starting with) SO Cost SO Cost Change : Reference: (starting with) Status: Awaking Agreement ANNY Prior Work ADR Price: CTEFAST OR CLR Substations Outage all substations?	
	Only Type Only Display So Impact Standard Fault A - MIS Comment Demand Risk C - Affects NGC D DNO Commissioning E + No Impact to SO	
Done 🖉		Second Intranet

The field that can be searched on are as detailed below:

Field Description	Options	Comment
Display	Planned	The widow changes slightly depending
	Pending	on which type of record is required.
	Both	
From To	dd/mm/yyyy	
Only show outages	Check Box	If Checked only displays outages
Starting and Ending in the		starting and ending in dare range.
Date Range?		
Plan Year	Select from list	
Outage Number	All or part of Outage No	
SO Cost Reference	Text	All or part of Cost refernence
Basic Reference	Basic data code	
Licensed Area	Defaults to your	
	Licensed Area	
Status	Select from List or	To make multiple selections use Control
	Check any	Key and Mouse.
SO Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
TO Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
External Parties	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
Work Type	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
Free Code	Select from list or leave	Use Control Key and Mouse to make
	blank	multiple selections.
Fault Outage	Check	If Checked only returns fault outages

Substations	Type in short code or use find and add to	
Detter habitation	select substations	Nuclear and a state of the second line of the second state of the
Rating between	Number 0- 100	Not proposed not be used initially.
ERIS Between	Number	Only searches for hours, this could be suspect. Suggest don't use.
TO Significance	Number 1 -5	
Only Type	Standard Comment TO Booking DNO	
Only Display	Fault ERTS Risk Demand Risk Commissioning	
SO Impact	A- MIS B- Connection C- Affects NGC D- Affect Operation E- No Impact on SO	
Include Commissioning Records	Check Box	Checked by default.
Only Display Outages which have changed Since	dd/mm/yyyy	
Service	Blank In Service Out Of Service	
Order By	Start Date Request No Outage No	
Display List Type	Standard List	Only option for TO

There are two options List or Bar Chart The bar chart displays outages in a graphical format but you are more likely to use the List option which returns a list of outages meeting the criteria.

When running a Query a screen similar to the one below is displayed depending on the search criteria used:

IGA - Microsoft Internet Explore	ਸ										
Edit View Favorites Tools	Help	- Favorites	a .	3 🖬 🗸	■ #4 • **						
is 🗿 http://systinga.ngc.co.uk/toc	10 - 3/tonam/listPlane	pedDutare do								🗸 🛃 G	o Lir
nationalgric	d				TOGA				17-Apr-2	:008 09:08 (U	K time)
ername: TOUserNG03	<< Hide me	nu	Li	st Planned	d/Pending Outage	s					
le: TO E&W Planner ertype: TO me Page	 1 Outage 1 commis 	 found. ssioning record four	nd.							[H	ELP]
▼ GOAMP ▼ TOPAM	Planned / Pending	pe Status Ou No	tage Plan Year	Circuit / Dese	cription	Start Date End Date	Risk His	story SO Cost Change			
Commissioning Planned outages	Pending Sta	andard Editable 12	3467 2008	Test data de	emo	19/05/2008 23/05/200	18				
Add								View report	Refresh		
■ Request outages											
Add Query Upload	Commissi	ioning record	6								
■ List Filters ■ Topam basic data ■ Topam reports	Record Id	Effective Date	Linked Outage	s Status	Nature of Change				Record Type	HVSCC IE (req) (r	MS eq)
	COM220	22/05/2008 08:	00	Active	Add New Substation				System Change	Y Y	
				Sys	Test - TOGA v3460-1.23	3 - GB					
									•	Local intran	et

Again note the Green Hyperlink on the Outage No.

To open the outage record Click on the Hyperlink

List Filters

These are available but it is not envisaged that these will be used by view only users.

Commissioning Records

Commissioning records replace the information bookings placed within TOPAM 2 for HVSCC bookings and dates. Existing bookings have been carried forward as Outages within TOGA but new HVSCC's should be entered into a commissioning record. These commissioning records will be used to drive changes in the new study tool OLTA. This section looks at commissioning records and was written primarily for the NOC but is of interest if you need to veiw commissioning records.

Viewing Commissioning Records.

To View an existing commissioning record select Commissioning>View Comm, when this option is selected the following query screen is displayed.

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🔇 Back + 🕥 - 💌 🛃	🟠 🔎 Search 📌 Favorites 🦃 🔗 - 🏊 🔳 - 🗔 🛍 💈	- 28	
Address Address Address	toga-3/topam/viewQueryCommissioningBecords do?method=newQuery		V 🗗 Go Links **
nationalari	то	GA	15-Apr-2008 08:18 (UK time)
nationalgi			
Lisername: TOLiserNG07	Query Commissioning	n Records	
Role: NOC Room Manager	< Hide menu		
User type: TO			[HELP]
nulle Fage	Record Id:		
 GOAMP TODAM 	Effective Date Between 🔤 and 📑		
Commissioning	Temporary/Permanent:	Requirements	
Add Comm	Activity	Operational Diagram	
View Comm	Pocord Type:	Commissioning Program	
Planned outages	Kecola Type:	LI HVSCC	
List Filters	Status:	Rating Schedule	
Topam reports	Responsible SO Planner:	Protection Schedule	
		EMS Change	
	Show records not associated with an outage	ELLA Unange Site Reserved to	
	Show records which have been changed since	Site Resp. Schedule	
	Paferanced Substations (Click hyperlink to remove)	Equipment Acceptance Certificate	
		Other Requirements	
	Substation V Find Add	Only show records with an overdue requirement 🔲	
	Outage Number: (starting with)		
	TECT	CTDEAST	
	Free Codes: Partie	CTRNORTH	
	O AND O AN	D CTRSCOTN	
	Order by: Record Id	Detailed Report Print List	
	SusTeet TOCA	-2460 1 322 CP	
	System - TOGA	0400-1.253 - 08	
) Done			Second intranet

The query parameters that can be entered are detailed below:

Field Description	Options	Comment
Record Id	Any Part or all of a know	
	commissioning record	
F (()) D (D)	NO	
Effective Date Between	Dd/mm/yyyy	Start of date range for search
and	Dd/mm/yyyy	End of date range for search
Temporary / Permanent	Blank	Note: Blank selects both Temporary
	Temporary	and Permanent Changes
	Permanent	_
Activity	Blank	Note: Blank selects all Activity types
	New	
	Replace	
	Remove	
	Update	
Record Type	Blank	Record Type defines the type of
	System Change	commissioning Record: A System
	Commissioning	Change would be a change to the
	_	system i.e. requiring an HVSCC,
		commissioning would be a record that
		identifies the commissioning date and
		requirements
Status	Blank	The status of the record show's where it
	Active	is, this should be updated for System
	Part Complete	Change Records by the NOC Control
	Complete	Room to show that the System Change
	Cancelled	status once input by the NOC day staff.
Responsible SO planner	List of all SO planners	· · · · ·
Requirements	Series of Check Boxes	Operational Diagram

		Commissioning Program
		Bating Schedule
		Protection Schedule
		IEMS Change
		ELLA Change
		Site Responsibility Schedule
		Equipment Acceptance Certificate
		Other Requirements
Only Show Records with	Check Box	If this check box is ticked it will only
an overdue requirement		display records with Overdue dates as
		per TP106 time scales.
Referenced Substations	Any valid Substation	This can either be typed or the Find
	short code	functionality can be used See below
Outage No	A part or all of a valid	Commissioning Records can be
	outage No	associated with valid outage no's
Freecode	Any valid free code	Use Control key and mouse to select
	selected from list	multiples
Parties	Both SO and TO parties	Use Control key and mouse to select
	are on this list	multiples
AND / OR	Default OR Can Select	IF AND is Selected then when multiple
	AND	selections are made the record must
		contain both.
Order By	Record Id	
	Effective Date	

Once the required parameters for the Query have been entered 3 options exist to process the output:

- 1) Detailed Report (opens in a new window that can then be printed
- 2) Print (Summary Report opens in another window that can then be printed)
- 3) List (an on Screen view from which the record can be accessed and updated.)

The List Report is shown below:

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Address (a) http://systtoga.ngc.co.uk/toga	·3/topam/listQu	eryCommissioningRecords.do														× 🖻	Go Links
nationalarid	1				TOGA										15-A	Apr-2008 09:51	l (UK time)
nationalgina	1																
Username: TOUserNG07																	[HELP]
Role: NOC Room Manager	<< Hide m	ienu	List Comm	ission	ing Records												
Home Page																	
▼ GOAMP	Record Id/	rouna.			Record Type/												
 TOPAM Commissioning 	Effective Date/	Nature of Change			Temp/Perm /												
Add Comm View Comm	Status COM221	Demonstration of Comn	nissioning Record		System Change	OP-D Y	C-P N	HVSCC Y	RAT	PROT N	ELLA	SRS Y	OTH N	IEMS Y	EAC N	(Required)	
Planned outages	28/03/2008		•		Permanent New	Y	N	N	N	N	N	N	N	N	N/A	(Received)	
 Request outages List Filters 	Active																
Topam reports																	
			Sys	Test - T(0GA v3460-1.233 -	GB											
																	~
8																Second Local in	tranet
🛃 start 🔰 💿 🚳 🔿 🖸 🖪	w 🛛	Calendar - Mic	InfonetUK por	@ Mo	neyextra L 🔏	TOGA -	Micros.	. 101		OPAM	1			3 в	N 🤞		09:57

Note the Green link on the record which will take you to that record and allow you to update it if you have the correct permissions, also note the received note received flags in this view for the different required items and the highlighted items in Red that are required but overdue.

If the record is opened via Green link the following screen is displayed:

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	J - Sealer - Pavolites			0 40		I I Canada Antonio A
Aduress en http://systtoga.ngc.co.uk/tog	ja-3/topam/editUeleteLommissioningHec	ora. do				
nationalario	d		т	OGA		15-Apr-2008 09:59 (UK time)
- Holdino - San						
Username: TOUserNG07						[HELP]
Role: NOC Room Manager User type: TO	<< Hide menu	Edit/	Delete Commissi	oning Record		
Home Page	 Commissioning record is up 	dated for ID : (COM221			
▼ GOAMP ▼ TOPAM						
Commissioning	Record ID: COM221		Effec	tive Date*: 28/03/2008 08:00	format dd/mm/yyyy hh:mm	
Add Comm View Comm	Record Type*: System Cha	nge 🔽		Status*: Active	Updated on 25/03/2008 11:26:14 by TOUserN002	
Planned outages Request outages	Responsible SO Planner:	*	Temporary/Pe	ermanent*: Permanent 💌		
List Filters	Activity*: New	*	Licen	sed Area*: E/W 💌		
I opam reports	Nature of Demonstrati	on of Commiss	sioning Record		~	
Change* :						
		Required /	Received /			
		Date	Date / Received By	Comments		
	Our set in a l Discourse	v	25/03/2008	Demo	<u>^</u>	
	Operational Diagram.	18/01/2008	TOUserNG07		~	_
		_			~	
	Commissioning Program:	15/02/2008			~	
	HVSCC:	☑ 15/02/2008		1		
	Rating Schedule:					
	, in the second s	25/01/2008			V	
					~	
	Protection Schedule:	15/02/2008				
		_			<u></u>	
A Done	ELLA AL			1		Si local intranet

From this screen you can view and update the commissioning records if your role has sufficient permissions.

The	fields	in the	record are:	

Field Description	Options	Comment
Record Id	None	This number is auto generated by the
		system.
Effective Date	dd/mm/yyyy hh:mm	Effective date and time, the date can be
		selected form the calendar the time
		must be typed.
Record Type	System Change	Record Type defines the type of
	Commissioning	commissioning Record: A System
		Change would be a change to the
		system i.e. requiring an HVSCC,
		commissioning would be a record that
		requirements
Status	Active	The status of the record show's where it
Claide	Part Complete	is this should be updated for System
	Complete	Change Records by the NOC Control
	Cancelled	from Active to Part Complete or
		Complete
Responsible SO planner	List of all SO planners	If you know the SO scheme rep then
		select their name from the list
Temporary / Permanent	Temporary	Temporary or Permanent Change
	Permanent	
Activity	New	What is the record for? A New asset, a
	Replace	Replacement asset, Removing an
	Remove	asset, Updating an existing asset.
	Update	

Licensed Area	Defaults to your Licensed Area	
Nature of Change	Free Text description of	
Requirements	Series of Check Boxes Operational Diagram Commissioning Program	When the required check box is checked the required date is calculated when the Save button is used.
	HVSCC Rating Schedule Protection Schedule IEMS Change ELLA Change	Note the Received Check Box can also be Checked and today's date is entered as a default but this can be updated by the user.
	Site Responsibility Schedule Equipment Acceptance	Comments against each requirement can be entered.
	Certificate Other Requirements	When the record is saved the user entering the data's id is also stored.

At the end of the record there is the ability to link the record to a Substation, Asset or Outage.

For the Asset and Substation either type in their code or use the find functionality to find the data you require.

For the Outage it is necessary to know the outage no and type it in and press add.

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 NOTpossible to update any dates at this status.
Planned - TBA	After an outage has been placed in the plan the outage cannot be taken due to resources or system constraints / issues, although the work is still required.
Planned – Not Taken	An outage that has not been taken. Usually set to this status at short notice by the SO. If necessary the TO can then use a Request Outage to make suggestions for a new placement or make a new pending entry.
Planned – Cancelled	An outage that has been cancelled but a record that is retained for history. An outage is usually cancelled by the TO either by submitting a file a request to cancel an outage or by submitting via the screen a direct cancellation of a planned outage to be agreed by the SO

Appendix B Work types

oulage.		
Code	Description	Usual Status Main Circuit
AVC	SGT AVC out of service	In Service
CLR	Clearance outage	Out of service
COM	Commissioning work with SO	Out of service
CON	Construction work	Either
DAR	Dar outage	In Service
GEN	Generator outage	Out of service
INS	Insurance inspection	Out of service.
OFC	Over flying conductors	Out of service
OPS	Operational switching	Either
PRO	Protection outage	In Service
PTT	On load trip test	In Service
RAT	Rating restriction	In Service
ROM	Routine maintenance (equipment outage)	Out of service
ROT	Risk of trip	In Service
RSS	Requirement for safety switching	Out of service
SCO	System construction outage	Either
UCO	User construction outage	Either
UNC	Unclassified	Either
ADR	Ad hoc repairs/maintenance	Either
DEP	Protection Depletion	In service
ANC	Ancillary equipment on site, air systems etc	In Service
DOC	Comment entry for information only	In Service

The following are the available work types. Several of these can be used when creating an outage.

Appendix C Outage Number Prefixes

Company	Outage Number Prefix
Scottish Power	SP
Scottish Power's DNO	SD
Scottish & Southern	SH
Scottish & Southern (Scotland)DNO	HD
National Grid E/W TO	None
System generated by SO user or screen entry by TO if	NG
outages are normally transferred by file	