

eNAMS User Guide

OCLRs - Operational Capability Limit Records

March 2021



Contents

- Introduction2
- OCL Enhancement Request through to OCLR Enhancement.....3
- Enhancement.....12
- Reduction.....18
- Clone OCLR24
- OCLR Report.....26

Introduction

eNAMS provides OCLR functionality including:

- OCL Enhancement Requests from the ESO to the TO/OFTOs
- OCLRs raised by the TO/OFTOs for OCL enhancements or reductions, and their acknowledgement by the ESO
- Cloning an OCLR from a previous OCLR
- Reporting on OCLRs

There are 2 types of Operational Capability Limit (OCL). Both are effectively a change request, usually submitted by the TO Outage Planner (though an ESO can also raise them to record agreements made offline from eNAMS e.g. where a TO/OFTO does not use eNAMS to exchange OCLR information with the ESO):

- Any service **Reduction** to a TOs Transmission services
- Any **Enhancement** to the OCLs made available by the TO or requested by the ESO.

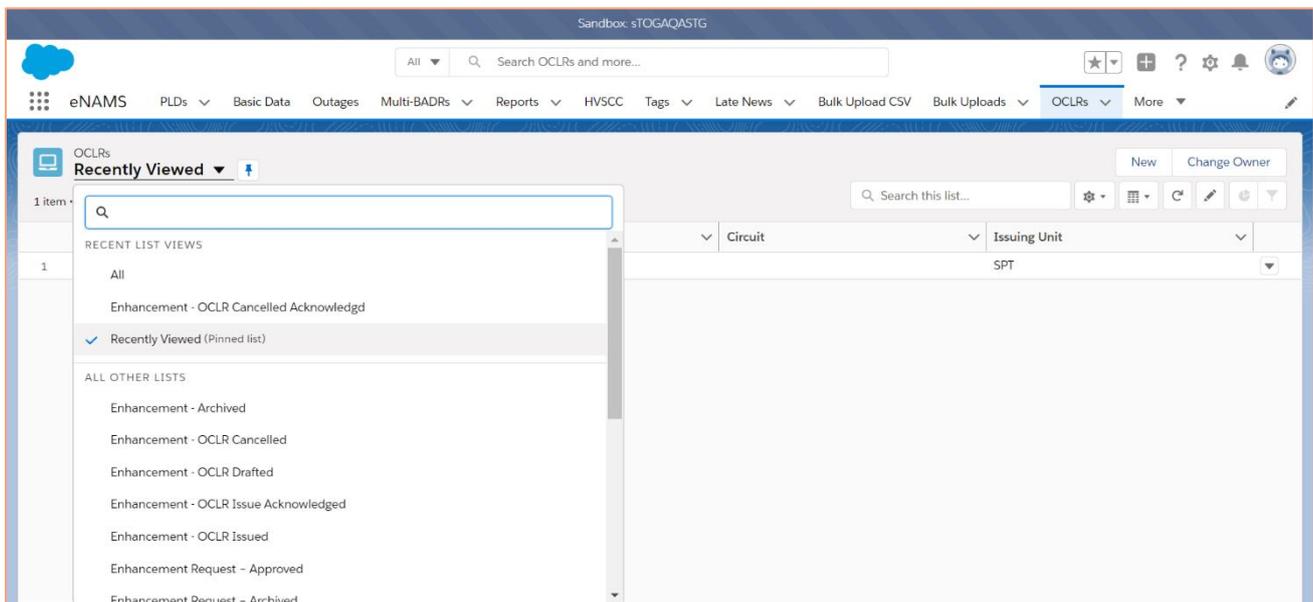
If a piece of equipment is working more or less efficiently than before, create a **Technical Limitation** - e.g. where you have an isolator that is now hand operation only rather than via telecommand, or vice versa.

Where you are changing equipment operation level e.g. from 100 to 95 Megawatts, or vice versa, this is classed as a **Ratings Change**.

For further detail on the above, consult STCP 04-4 and your internal procedures.

OCLs need to be factored in when scheduling Outages etc. OCLRs are done at substation level.

You can use the **Recently Viewed** filter box top left to view existing OCLRs by type and status:



OCL Enhancement Request through to OCLR Enhancement

Log in as an ESO:

1. At the top right of the OCLR screen, click the **New** button
2. From the dialog box, select the relevant option:

3. Select an **OCL Enhancement Request**, *this is an extra step performed by the ESO to ask the TO for an Enhancement – a TO can just create one as an OCLR Enhancement – click Next*
4. Complete the **Issuing Unit (e.g. NGET, SPT or SHETL)**, **OR** select **Other Issuing Unit** (if this is for an OFTO) – you can't select both, but you must select one or the other
5. Type in the **Circuit (e.g. B38G Creyke Beck – Hedon)** and select the **Plant Group** that the Circuit comes under (e.g. **Overhead Line**)

6. Complete the **OCLR Start/End Date and Time** – when the Enhancement will be in effect
7. Complete **Enhancement Request Rating Information**, and **Reason for OCL Enhancement Request**

- OCL Enhancement Requested By** and **Date and Time** auto complete with your details when you save, *or you can complete these fields if you submit the request on behalf of someone else:*

- Click **Save** and the **OCL Enhancement Request** is created, showing the statuses at the top, from “OCL Enhancement Request Drafted” to “Rejected OCL Enhancement Request Archived”:

- Before submitting to the TO, you need to add at least 1 Substation – you get an error if you don’t – scroll to the bottom (can also upload files if required) and click the button **Add Substations**:**

11. At **Substation Code**, enter a relevant substation code name and click **Search Substations**:

12. Tick the relevant substation and click **Add Substations**:

Name	Substation Code	Status	Transmission Owner	Commissioning Date	Decommissioning Date
<input checked="" type="checkbox"/> Caversham 400Kv Substation	CAV4	Approved	NGET		

13. Click **Add Substations** again and enter a code for the other substation involved, click **Search Substations**

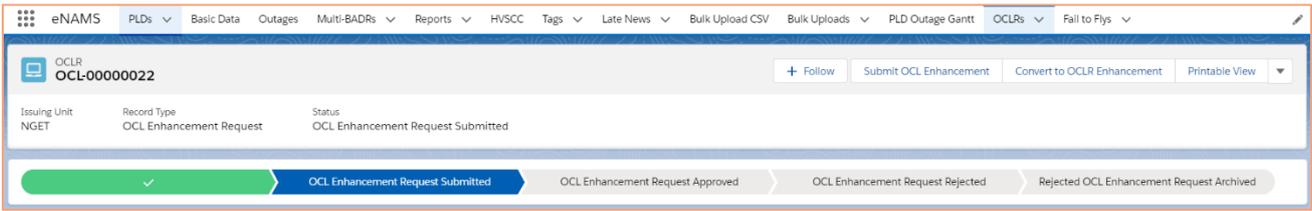
14. Tick the second relevant substation and click **Add Substations**. Both substations are displayed in the OCLR Substations area of the screen:

Substation	Substation Code	Commissioning D...	Decommissionin...	Status	Transmission Ow...
Caversham 400Kv Sub...	CAV4			Approved	NGET
Reading 400 KV Subst...	REA4			Approved	NGET

15. Click the button **Submit OCL Enhancement** top right.

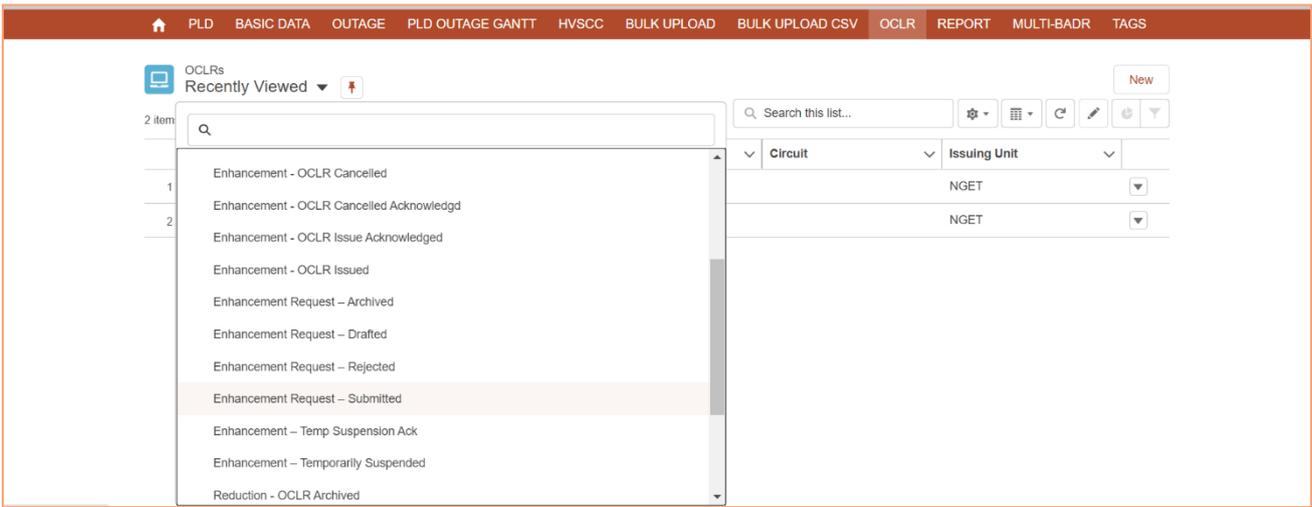
NOTE: There is no validation on the substations added.

16. Scroll back to the top of the screen - the status at the top of the screen has moved to **OCL Enhancement Request Submitted**:

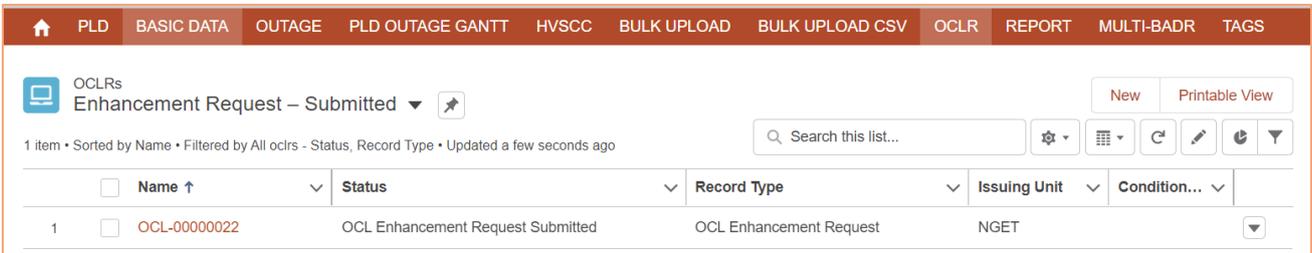


Log in as a TO Outage Planner (OR AS AN ESO):

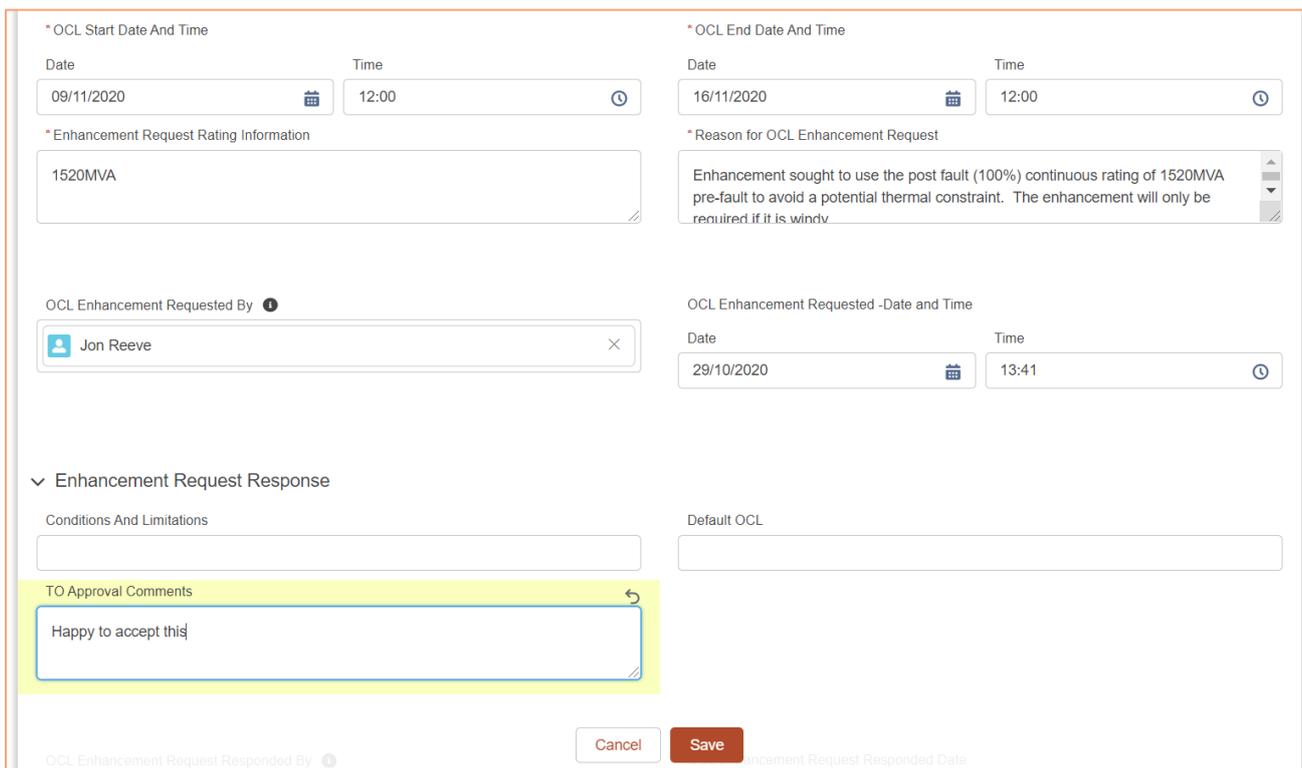
17. Go to the **OCLR** tab - from the **Recently Viewed** filter, select **Enhancement Request – Submitted**:



18. Click the submitted OCL Enhancement Request **Name** to open it:



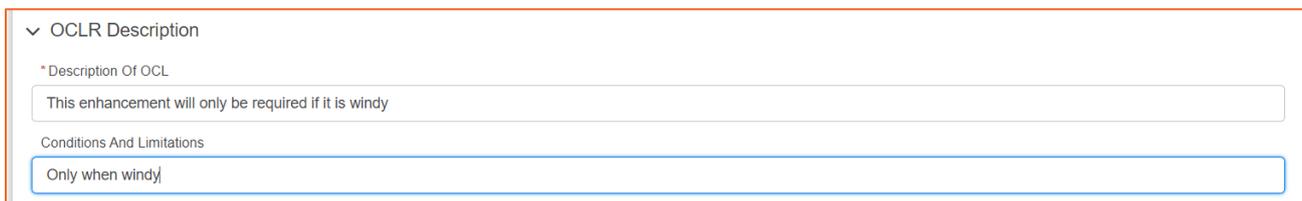
19. Scroll down and click the  to enter **TO Approval Comments**:



The screenshot shows a form with several sections:

- * OCL Start Date And Time:** Date: 09/11/2020, Time: 12:00
- * OCL End Date And Time:** Date: 16/11/2020, Time: 12:00
- * Enhancement Request Rating Information:** 1520MVA
- * Reason for OCL Enhancement Request:** Enhancement sought to use the post fault (100%) continuous rating of 1520MVA pre-fault to avoid a potential thermal constraint. The enhancement will only be required if it is windy.
- OCL Enhancement Requested By:** Jon Reeve
- OCL Enhancement Requested -Date and Time:** Date: 29/10/2020, Time: 13:41
- Enhancement Request Response:**
 - Conditions And Limitations: (empty)
 - Default OCL: (empty)
 - TO Approval Comments:** Happy to accept this (highlighted in yellow)
- Buttons:** Cancel, Save

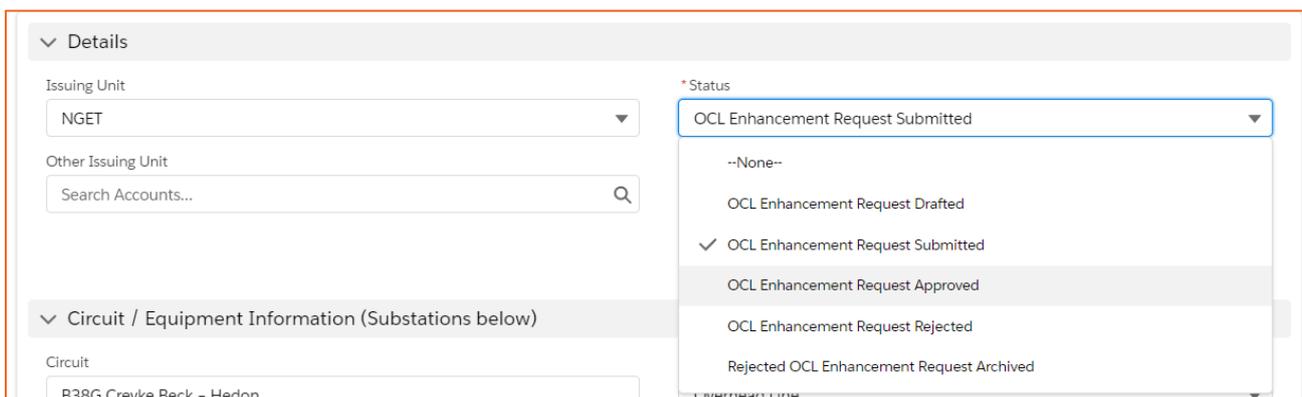
20. You can add more substations/attach files if required; prior to approving the OCLR, you need to click  to edit complete the field **Conditions and Limitations** or you will get an error, then click **Save**:



The screenshot shows the 'OCLR Description' section:

- * Description Of OCL:** This enhancement will only be required if it is windy
- Conditions And Limitations:** Only when windy (highlighted in blue)

21. Scroll up and edit the **Status** at the top right from **OCL Enhancement Request Submitted** to **OCL Enhancement Request Approved** (you can also reject if appropriate) then click **Save**:



The screenshot shows the 'Details' section:

- Issuing Unit:** NGET
- Other Issuing Unit:** Search Accounts...
- * Status:** OCL Enhancement Request Submitted (dropdown menu is open showing options: --None--, OCL Enhancement Request Drafted, **OCL Enhancement Request Submitted**, OCL Enhancement Request Approved, OCL Enhancement Request Rejected, Rejected OCL Enhancement Request Archived)
- Circuit / Equipment Information (Substations below):** B38G Crevke Beck - Hedon

22. Next, convert the request to an actual enhancement – click the button at the top right of the screen **Convert to OCLR Enhancement** (you can only do this when the request is at “Approved” status):

Convert to OCLR Enhancement

23. A form appears, largely completed; you need to input **OCLR Number** 5-digit number that the TO provides (e.g. **47318**) – the field is limited to 5 numbers and checks for duplicates - and **OCLR Number Year** – 2 digits (e.g. **20**) e.g. *the Full OCLR number could be B47418/20, or for an OFTO, could begin with FTWA, where the F denotes offshore, and TWA the OFTO code:*

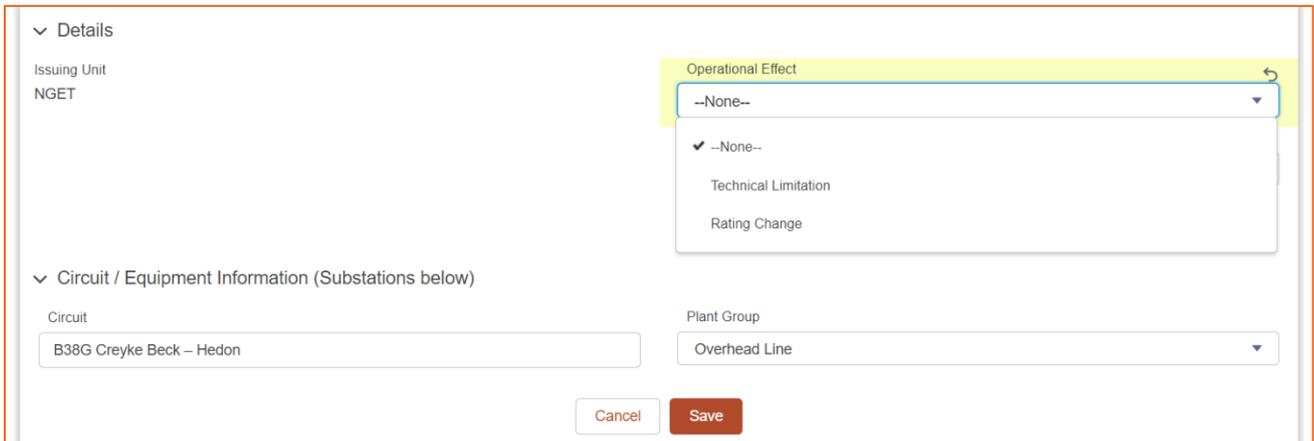
The screenshot shows a web form for OCLR entry. At the top, a dropdown menu is set to 'NGET'. Below it is a search box for 'Other Issuing Unit'. The form has two sections for dates and times: '* OCL Start Date And Time' with Date '09-Nov-2020' and Time '12:00', and '* OCL End Date And Time' with Date '16-Nov-2020' and Time '12:00'. A 'Plant Group' dropdown is set to 'Overhead Line'. The 'Circuit' field contains 'B38G Creyke Beck - Hedon'. The '* OCLR Number' field has '33447'. The '* OCLR Number Year' field has '20'. The 'Conditions And Limitations' field contains 'Only when windy'.

24. There are various other fields, the only other mandatory one is **Description of OCL** – this is deliberately not pulled in from the Description entered by the ESO to prompt the TO to add more information:

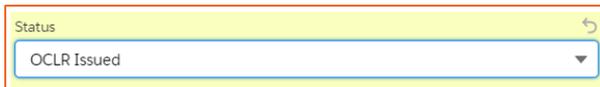
The screenshot shows the lower portion of the OCLR form. It includes three empty text boxes for 'New Pre-Fault Continuous Rating', 'New Post-Fault Continuous Rating', and another 'New Post-Fault Continuous Rating'. The '* Description Of OCL' field contains the text 'This enhancement will only be required if it is windy'. Below this are two sections for suspension times: 'OCL Enhancement Temp Suspension Start' with empty Date and Time fields, and 'OCL Enhancement Temp Suspension End' with empty Date and Time fields. At the bottom, there is a search box for 'OCL Enhancement Temp Suspended By' and an 'Update' button.

25. Scroll down and click the button **Update** in the bottom left. This takes you to the OCLR screen – the Full OCLR Number is generated, made up of the number prefix, e.g. B for NGET, 5-digit OCLR number assigned above, and the OCLR number year, or for an OFTO, could begin with **FTWA**, where the F denotes offshore, and TWA the OFTO code.

26. You may need to press **F5** on the keyboard to refresh the screen; click  to edit the field **Operational Effect** – and select either:
 - a. **Technical Limitation** – technical problem or change to the way equipment is operated
 - b. **Rating Change** – changing the rating of equipment – e.g. from 1500 to 1550 MVA:



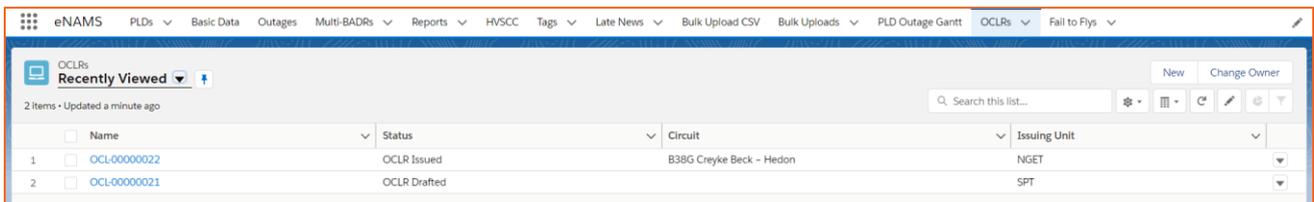
27. Various other fields, none are mandatory, click **Save**
28. The OCLR is now in **OCLR Drafted** status – edit the **Status** field and select **OCLR Issued** then **Save**;



scroll down to **Issue Details** – the date/time and your user ID are auto-populated.

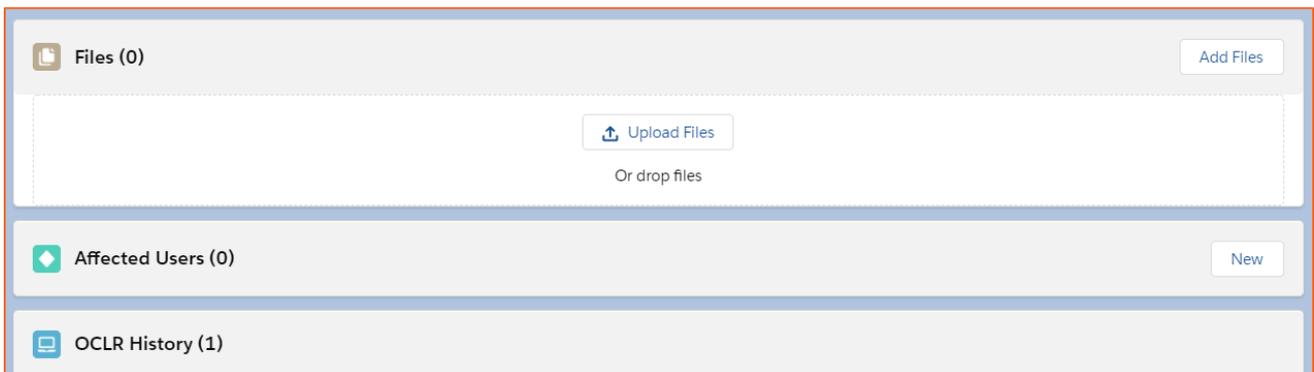
Log in as ESO:

29. Open **OCLR**s, find your OCLR using filter **Enhancement – OCLR Issued** top left if necessary – it has now become an **OCLR Enhancement** (see **Record Type** at the top) at the status **OCLR Issued**:



	Name	Status	Circuit	Issuing Unit
1	OCL-00000022	OCLR Issued	B38G Creyke Beck - Hedon	NGET
2	OCL-00000021	OCLR Drafted		SPT

30. Open the OCLR; you can scroll down and record details of users affected by the OCLR – under **Affected Users**, click **New**:



31. Select whether the users will be affected by either the OCLR or by Outages – in this case we will select **OCLR Affected User** and click **Next**:

New Affected User

Select a record type

OCLR Affected User
 Outage Affected User

32. Click in the **Account** field, type the first 2 letters of the account – account names are currently:

- Scottish Hydro Electric transmission Limited
- National Grid Electricity Transmission PLC
- SP Transmission PLC

then click **Show All Results for...**:

New Affected User: OCLR Affected User

Information

*** Account**

Q Show All Results for "SP"

+ New Account

Affected User

View all dependencies

Access Level

--None--

View all dependencies

*** OCLR**

X

33. Select the relevant account at the next screen:

Account

Account

Accounts

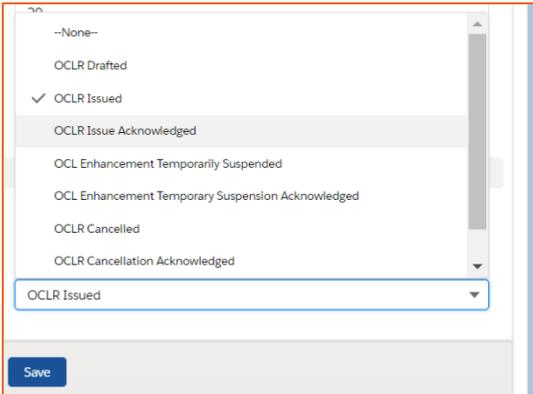
1 Result

ACCOUNT NAME	ACCOUNT OWNER ALIAS
SP Transmission plc	hgula

34. Click the **Save** button – your Affected User is added to the OCLR – you could click **New** again to add more if required:

Affected Users (1) New			
Account	Affected User Type	Access Level	Effective Date
SP Transmission plc	Affected User		
View All			

35. Click  to change the **Status** to **OCLR Issue Acknowledged** and **Save**:



NOTE: There are other statuses, e.g. **Suspended** that could be selected if the OCLR needs to be postponed, e.g. due to a thermal constraint that is not relevant in Summer.

This would be initiated by the **TO**, who would change the **Status** to **OCLR Enhancement Temporarily Suspended**. On hitting **Save**, they would be prompted to complete Suspension Details fields: Start/End Dates/Times and Reason. Hit **Save** once these fields are completed.

The **ESO** would then update the **Status** field to **OCLR Enhancement Temporary Suspension Acknowledged** and **Save**.

Once the OCLR is no longer required, the **TO** sets the **Status** to **OCLR Cancelled**.

ESO then sets the **Status** to **OCLR Cancellation Acknowledged** and clicks **Save**.

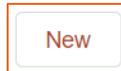
Finally, the OCLR can be archived via the Status field to remove it from the "Cancelled" view.

Enhancement

The TO Outage Planner can also raise an Enhancement, as described below.

Log in as TOOP (OR AS AN ESO):

1. Click **OCLR** at the Navigation bar, then at the top right of the OCLR screen, click the **New** button:



2. Select **OCLR Enhancement** then **Next**:

3. Enter **OCLR Number**; 5-digit number that TO provides; the field is limited to 5 numbers and checks for duplicates, then **OCLR Number Year** – 2 digits *e.g. the Full OCLR number could be B47318/20, or for an OFTO, could begin with FTWA, where the F denotes offshore, and TWA the OFTO code*
4. Click into **Operational Effect** and select **Technical Limitation** or **Rating Change** then scroll down:

5. At **Circuit**, input description of circuit affected, e.g. REDBRIDGE-TOTTENHAM 1 275kV
6. Select **Plant Group**, e.g. Overhead Line

7. Set OCL Start/End Date/Time:

New OCLR: OCLR Enhancement

Circuit / Equipment Information (Substations below)

Circuit: REDBRIDGE-TOTTENHAM 1 275kV Plant Group: Overhead Line

Outage: Search Outages...

OCLR Information

* OCL Start Date And Time: Date: 29/03/2021 Time: 12:00

* OCL End Date And Time: Date: 02/04/2021 Time: 12:00

Issue Details

OCLR Issued - Date And Time: Date: Time:

OCLR Issued - By On Behalf of TO/OFTO:

OCLR Issue Acknowledged - Date and Time: OCLR Issue Acknowledged on behalf of ESO:

Buttons: Cancel Save

8. Scroll down; and set the OCLR Indicative Duration e.g. to Next Outage:

OCLR Indicative Duration

--None--

✓ --None--

Immediate Consideration

Next Outage

Permanent

Next Outage

9. Scroll down and add Description of OCL, Conditions And Limitations if required and click Save:

New OCLR: OCLR Enhancement

OCLR Description

* Description Of OCL: Increase continuous rating to 1520MVA

Conditions And Limitations: N/A

Default OCL:

Rating Additional Description:

Fault Information

Buttons: Cancel Save

- The OCLR is in **OCLR Drafted** status – **before submitting, you need to now add at least 1 Substation – you get an error if you don't** – scroll down to the bottom (you can also upload files if required) and click the button **Add Substations**:

- At **Substation Code**, enter relevant substation code names, e.g. **REDB2** for Redbridge and click **Search Substations**:

- Tick the relevant substation (repeat as necessary for other affected substations) and click **Add Substations** – repeat for each substation you are adding:

Name	Substation Code	Status	Transmission Owner	Commissioning Date	Decommissioning D...
<input checked="" type="checkbox"/> Reading 400 KV Substation	REA4	Approved	NGET		

The substation is displayed in the OCLR Substations area of the screen.

- Edit the **Status** field and select **OCLR Issued** then **Save** – scroll down to **Issue Details** – the date/time and your user ID are auto-populated:

Log in as ESO:

14. At **OCLR**, from the **filter** top left, select **Enhancement – OCLR Issued** and open your OCLR:

Name ↑	Full OCLR Number	Status	Record Type	Issuing Unit	Conditions And Limitatio...
1 OCL-00000010	C77756/20	OCLR Issued	OCLR Enhancement	SPT	test
2 OCL-00000011	D56464/20	OCLR Issued	OCLR Enhancement	SHETL	ytr
3 OCL-00000025	C97322/20	OCLR Issued	OCLR Enhancement Issued	SPT	
4 OCL-00000027	65456/20	OCLR Issued	OCLR Enhancement Issued		hfg
5 OCL-00000031	C67890/20	OCLR Issued	OCLR Enhancement Issued	SPT	
6 OCL-00000032	B22993/20	OCLR Issued	OCLR Enhancement Issued	NGET	Only when windy
7 OCL-00000077	B98532/21	OCLR Issued	OCLR Enhancement Issued	NGET	N/A

15. Change Status to **OCLR Issue Acknowledged** and **Save**:

Status

16. Scroll down to **Issue Details** – the OCLR is date, time and name stamped with your details:

Issue Details	
OCLR Issued - Date And Time 26/03/2021 13:36	OCLR Issued - By On Behalf of TO/OFTO Jon Reeve NGET OP
OCLR Issue Acknowledged - Date and Time 26/03/2021 13:47	OCLR Issue Acknowledged on behalf of ESO Jon Reeve NGET OP

Log in as TOOP:

17. Once the OCLR is no longer required, open it, change the status to **OCLR Cancelled** and **Save**:

The screenshot displays a web interface for managing OCLR (Outage Control List Record) items. At the top, a progress bar shows the workflow: OCLR Issued, OCLR Issue Acknowledged, OCL Enhancement Temporarily Suspended, OCL Enhancement Temporary Suspension Acknowledged, OCLR Cancelled, OCLR Cancellation Acknowledged, and OCLR Archived. The 'OCLR Cancelled' step is currently active.

Below the progress bar, there are three tabs: **DETAILS**, CHATTER, and ACTIVITY. The **DETAILS** tab is selected.

The **DETAILS** section is divided into two main areas:

- OCLR Number Details:**
 - Full OCLR Number: B33447/20
 - * OCLR Number: 33447
- * OCLR Number Year:** A dropdown menu is open, showing the following options:
 - OCLR Issued
 - OCLR Issue Acknowledged
 - OCL Enhancement Temporarily Suspended
 - OCL Enhancement Temporary Suspension Acknowledged
 - OCLR Cancelled** (highlighted)
 - OCLR Cancellation Acknowledged
 - OCLR Archived

Below the dropdown menu, there is a **Status** dropdown menu currently set to **OCLR Issue Acknowledged**. A small **OCLR Cancelled** button is visible next to the highlighted option in the dropdown.

At the bottom of the form, there are **Cancel** and **Save** buttons. Below the buttons, there is a section for **Circuit / Equipment Information (Substations below)** with a **Circuit** label.

Log in as ESO:

18. Open the OCLR, change OCLR status to **OCLR Cancellation Acknowledged** and **Save**:

The screenshot shows the eNAMS interface for OCLR OCL-00000022. The 'Details' section is expanded, showing 'OCLR Number Details' and 'Details'. In the 'Details' section, the 'Status' dropdown menu is open, and 'OCLR Cancellation Acknowledged' is selected. The 'Save' button is highlighted.

19. Scroll down and you'll see the **Cancellation Details** have been populated:

The screenshot shows the 'Cancellation Details' section populated with the following information:

OCLR Cancelled - Date and Time	30/10/2020 14:24	OCLR Cancelled - by on behalf of TO/OFTO	Jon Reeve NGET OP
OCLR Cancellation Acknowledged Date	30/10/2020 14:31	OCLR Cancellation Acknowledged By	Jon Reeve

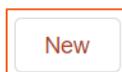
20. If you need to add actions off the back of the OCLR, these can be recorded in the section **Actions and Audit (ESO Internal)** under **Actions and Updates**:

The screenshot shows the 'Actions and Audit (SO Internal)' section. It contains a text area for 'Actions and Updates' with a single character 'I' entered, and a text area for 'OCLR TSE Audit Data' which is currently empty.

Reduction

Log in as TOOP (OR AS AN ESO):

1. Click **OCLR** at the Navigation bar, then at the top right of the OCLR screen, click the **New** button:



2. Select **OCLR Reduction** then **Next**:

3. Enter **OCLR Number**; 5-digit number that TO provides; the field is limited to 5 numbers and checks for duplicates, then **OCLR Number Year** – 2 digits **e.g. the Full OCLR number could be B47318/20**, or for an OFTO, could begin with **FTWA**, where the **F** denotes offshore, and **TWA** the OFTO code
4. Click into **Operational Effect** and select **Technical Limitation** or **Rating Change** then scroll down:

5. At **Circuit**, input description of circuit affected, e.g. **REDBRIDGE-TOTTENHAM 1 275kV**
6. Select **Plant Group**, e.g. **Overhead Line**

7. Set OCL Start/End Date/Time:

New OCLR: OCLR Reduction

Circuit / Equipment Information (Substations below)

Circuit: Redbridge to Tottenham 1 275kV * Plant Group: Overhead Line

OCL Information

* OCL Start Date And Time: Date: 15/02/2021, Time: 12:00

OCL End Date And Time: Date: 17/02/2021, Time: 12:00

Issue Details

OCLR Issued - Date And Time: Date: [], Time: []

OCLR Issued - By On Behalf of TO/OFTO: []

OCLR Issue Acknowledged - Date and Time: []

OCLR Issue Acknowledged on behalf of ESO: []

Buttons: Cancel, Save

8. Scroll down; and set the OCLR Indicative Duration e.g. to Next Outage:

OCLR Indicative Duration

--None--

✓ --None--

Immediate Consideration

Next Outage

Permanent

Next Outage

9. Scroll down and complete Description of OCL, Conditions And Limitations and click Save:

New OCLR: OCLR Reduction

OCL Description

* Description Of OCL: LSOL L43 stiff mechanical operation - hand op only

* Conditions And Limitations: In wet weather, operate manually

Default OCL: I

Fault Information

Original Pre-Fault Continuous Rating: [] Original Post-Fault Continuous Rating: []

New Pre-Fault Continuous Rating: [] New Post-Fault Continuous Rating: []

Buttons: Cancel, Save

NOTE: There is no "suspension" process with a reduction.

- The OCLR is in **OCLR Drafted** status – **before submitting, you need to now add at least 1 Substation – you get an error if you don't** – scroll down to the bottom (you can also upload files if required) and click the button **Add Substations**:

- At **Substation Code**, enter relevant substation code names, e.g. **REDB2** for Redbridge and click **Search Substations**:

- Tick the relevant substation (repeat as necessary for other affected substations) and click **Add Substations** – repeat for each substation you are adding:

Name	Substation Code	Status	Transmission Owner	Commissioning Date	Decommissioning D...
<input checked="" type="checkbox"/> Reading 400 KV Substation	REA4	Approved	NGET		

The substation is displayed in the OCLR Substations area of the screen.

- Edit the **Status** field and select **OCLR Issued** then **Save** – scroll down to **Issue Details** – the date/time and your user ID are auto-populated:

Log in as ESO:

14. At **OCLR**, from the **filter** drop-down top left, select **Reduction – OCLR Issued** and open your OCLR:

Name ↑	Status	Record Type	Issuing Unit
1 OCL-00000023	OCLR Issued	OCLR Reduction	NGET
2 OCL-00000029	OCLR Issued	OCLR Reduction Issued	SPT
3 OCL-00000034	OCLR Issued	OCLR Reduction Issued	SHETL

15. Change Status to **OCLR Issue Acknowledged** and **Save**:

16. Scroll down to **Issue Details** – the OCLR is date, time and name stamped with your details:

Issue Details		
OCLR Issued - Date And Time	30/10/2020 12:31	OCLR Issued - By On Behalf of TO/OFTO Jon Reeve NGET OP
OCLR Issue Acknowledged - Date and Time	30/10/2020 13:59	OCLR Issue Acknowledged on behalf of ESO Jon Reeve

Log in as TOOP:

17. Once the OCLR is no longer required, open it, change the status to **OCLR Cancelled** and **Save**:

The screenshot displays a web interface for managing OCLR (Outage Control List Record) items. At the top, a progress bar shows the workflow: OCLR Issued, OCLR Issue Acknowledged, OCL Enhancement Temporarily Suspended, OCL Enhancement Temporary Suspension Acknowledged, OCLR Cancelled, OCLR Cancellation Acknowledged, and OCLR Archived. The 'OCLR Cancelled' step is currently active.

Below the progress bar, there are three tabs: **DETAILS**, CHATTER, and ACTIVITY. The **DETAILS** tab is selected.

The **DETAILS** section is divided into two main areas:

- OCLR Number Details:**
 - Full OCLR Number: B33447/20
 - * OCLR Number: 33447 (input field)
- * OCLR Number Year:** A dropdown menu with the following options:
 - OCLR Issued
 - OCLR Issue Acknowledged
 - OCL Enhancement Temporarily Suspended
 - OCL Enhancement Temporary Suspension Acknowledged
 - OCLR Cancelled** (highlighted)
 - OCLR Cancellation Acknowledged
 - OCLR Archived

Below the dropdown menu, there is a **Status** dropdown menu currently set to **OCLR Issue Acknowledged**. A button labeled **OCLR Cancelled** is visible next to the dropdown.

At the bottom of the **DETAILS** section, there is a section for **Circuit / Equipment Information (Substations below)** with a **Circuit** label. At the very bottom, there are **Cancel** and **Save** buttons.

Log in as ESO:

18. Open the OCLR, change OCLR status to **OCLR Cancellation Acknowledged** and **Save**:

The screenshot shows the eNAMS interface for OCLR OCL-00000022. The 'Details' section is expanded to show 'OCLR Number Details' and 'Details'. In the 'Details' section, the 'Status' dropdown menu is open, and 'OCLR Cancellation Acknowledged' is selected. The 'Save' button is highlighted.

19. Scroll down and you'll see the **Cancellation Details** have been populated:

The screenshot shows the 'Cancellation Details' section populated with the following information:

OCLR Cancelled - Date and Time	30/10/2020 14:24	OCLR Cancelled - by on behalf of TO/OFTO	Jon Reeve NGET OP
OCLR Cancellation Acknowledged Date	30/10/2020 14:31	OCLR Cancellation Acknowledged By	Jon Reeve

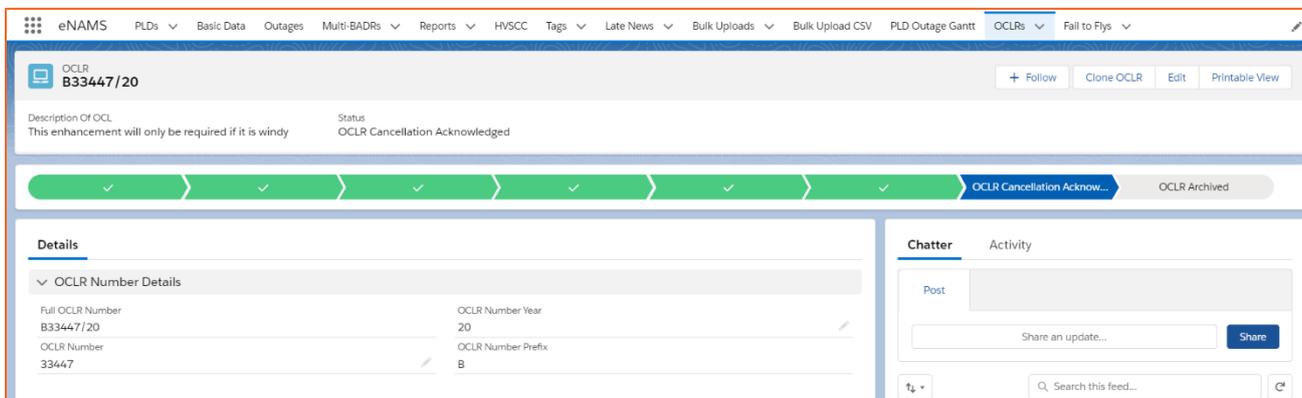
20. If you need to add actions off the back of the OCLR, these can be recorded in the section **Actions and Audit (ESO Internal)** under **Actions and Updates**:

The screenshot shows the 'Actions and Audit (SO Internal)' section. The 'Actions and Updates' field is highlighted with a blue border, indicating it is the focus for adding actions. Below it is the 'OCLR TSE Audit Data' field.

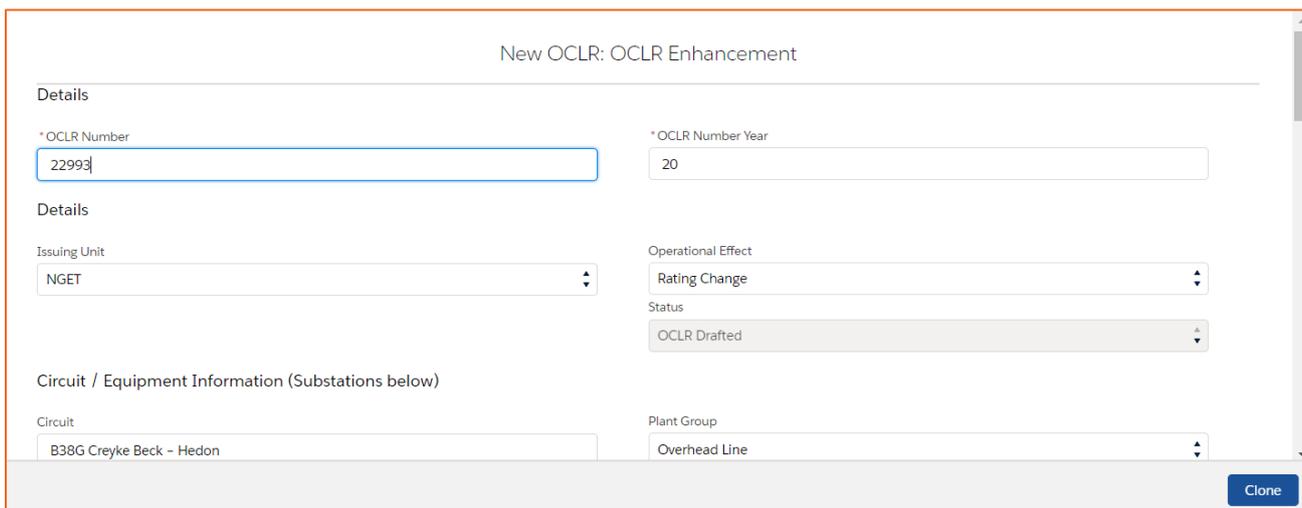
Clone OCLR

If you need to create an OCLR that is similar to an existing one, use the **Clone OCLR** button as a time saver. This can be used on an OCLR at any workflow status.

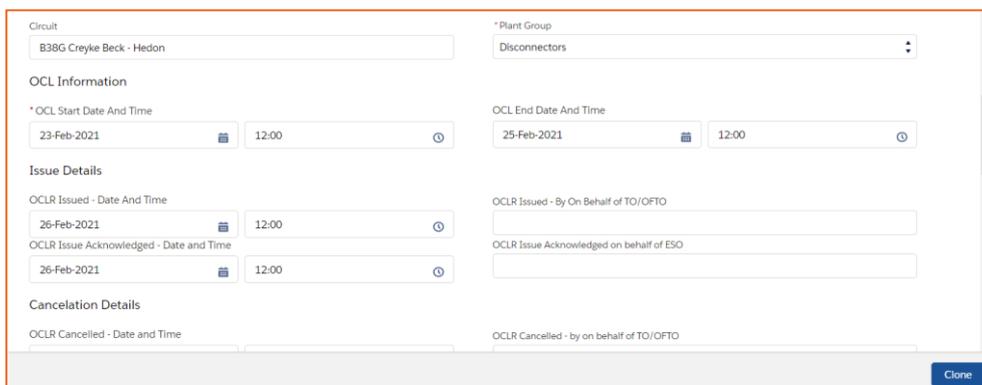
1. Open an existing OCLR similar to the one you need to create
2. At the top right of the OCLR screen, click the **Clone OCLR** button:



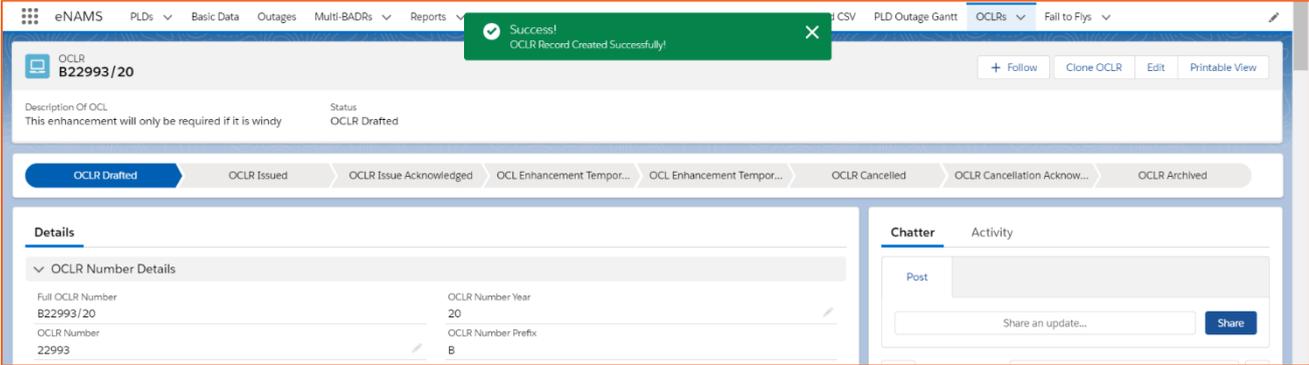
3. You are presented with a form – most of the fields are completed with the existing OCLR information – add a new **OCLR Number** as shown below:



4. Scroll down and input **OCL Start/End Date And Time** for your new OCLR then click **Clone**:



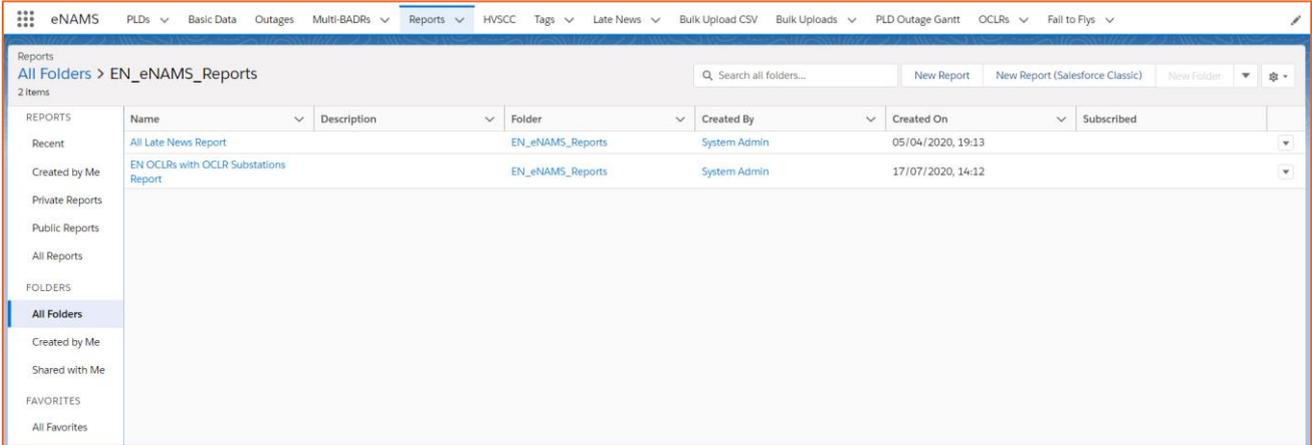
5. Your cloned OCLR is created at OCLR Drafted status and you can take it through workflow as described previously in this document:



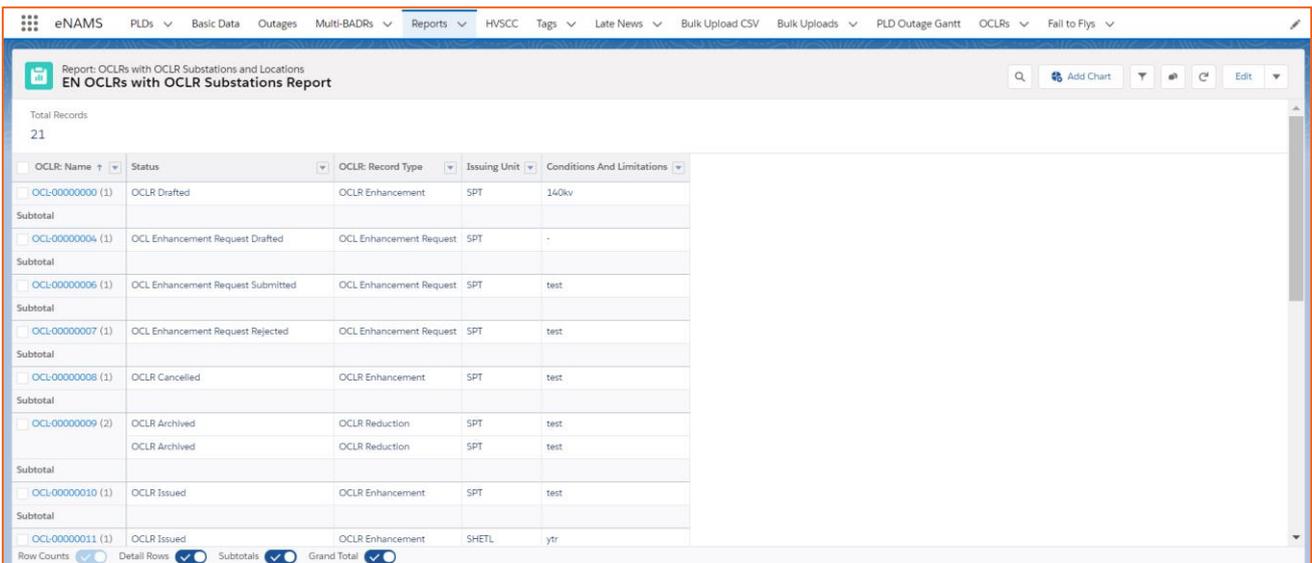
OCLR Report

There is a report on OCLRs for SOs and TOs accessed via:

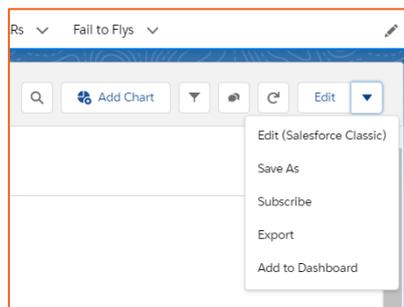
1. **Reports > All Report Folders > EN_eNAMS_Reports**
2. Click **EN OCLRs with OCLR Substations Report** (can be viewed by TOs and SOs):



3. The report is shown below - you can use  top right to filter e.g. by date:



4. You can export the report to Excel via the Export button:





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