### eNAMS OCLR User Guide | Mar 2021

# eNAMS User Guide

A PLACE MALS

OCLRs - Operational Capability Limit Records March 2021



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### 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:

	Sandt	lbox: sTOGAQASTG						
	All 🔻 🔍 Search OCLRs and n	more				*• •	?‡	ê 👩
•••• •	NAMS PLDs V Basic Data Outages Multi-BADRs V Reports V HVS	SCC Tags 🗸	Late News 🗸	Bulk Upload CSV Bulk Upl	oads 🗸 OCLR	Rs ∨ More	•	
	OCLRs Recently Viewed ▼ ♣	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	SS2000 - 270 S	<u>5-7-1)-7-777</u>		New	Change	Owner
1 item •	9			Q Search this list		\$ • III •	C 🖌	C Y
2	RECENT LIST VIEWS	_ 	Circuit	~	Issuing Unit			~
1	All				SPT			•
	Enhancement - OCLR Cancelled Acknowledgd							
	✓ Recently Viewed (Pinned list)							
	ALL OTHER LISTS							
	Enhancement - Archived							
	Enhancement - OCLR Cancelled							
	Enhancement - OCLR Drafted							
	Enhancement - OCLR Issue Acknowledged							
	Enhancement - OCLR Issued							
	Enhancement Request - Approved							
	Enhancement Request - Archived	•						

### **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:

	New OCLR
Select a record type	OCL Enhancement Request OCLR Enhancement OCLR Reduction
	Cancel Next

- 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**)

New (	DCLR: OCL Enl	hancement Request	
letails			
Issuing Unit	5	* Status	
NGET	-	OCL Enhancement Request Drafted	-
Other Issuing Unit			
Search Accounts	Q		
Request Another TO/OFTO 🕚			
Request to Remove Another TO/OFTO (			
OFTO Code			
ircuit / Equipment Information (S	ubstations below	)	
Circuit	5	Plant Group	5
B38G Creyke Beck - Hedon		Overhead Line	•
Outage			
Search Outages	Q		
	-		
	Cancel Sav	re & New Save	

- 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

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8. 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:

En	ihancement Requ	uest Infe	ormation						•
	* OCL Start Date And	Time		5	* OCL End Date And	Time		5	
	Date		Time		Date		Time		
	15/02/2021	苗	12:00	O	17/02/2021	苗	12:00	0	
	*Enhancement Reque	est Rating	Information	5	* Reason for OCL Enh	ancement	: Request	5	
	1520MVA			11	Enhancement sou (100%) continuo to avoid a potenti enhancement will	ight to us us rating al therma I only be i	e the post fault of 1520MVA pre-fault I constraint. The required if it is windy.	▲ ▼ //	
	OCL Enhancement Re Date	equested 益	-Date and Time Time	0	OCL Enhancement Re	quested B	ây 🛈		l
En	hancement Regi	uest Res	ponse	0					l
			pence						18
	Conditions And Limite	ations			Default OCL				
				11				11	
	TO Approval Commer	nts							
				Cancel Save	& New Save				

9. 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":

	Sandbox: sTOGAQASTG	
<b>*</b>	All 💌 Q, Search OCLRs and more	× = ? ¢ + 🕅
eNAMS PLDs ∨ Basic Data Outages	Multi-BADRs V Reports V HVSCC Tags V Late News V Bulk Upload CSV	Bulk Uploads ∨ PLD Outage Gantt OCLRs ∨ Fail to Flys ∨
OCLR OCL-00000022	MIGH 27 MISSING 2016 MIGH 27 MISSING	+ Follow Submit OCL Enhancement Convert to OCLR Enhancement Printable View V
Issuing Unit Record Type NGET OCL Enhancement Request	Status OCL Enhancement Request Drafted	
OCL Enhancement Request Drafted	OCL Enhancement Request Submitted OCL Enhancement Request Approved	OCL Enhancement Request Rejected Rejected OCL Enhancement Request Archived
Details		Chatter Activity
✓ Details		Post
Issuing Unit NGET	Status CLEnhancement Request Drafted	Share an update Share

10. 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:

OCLR Substations (0)		Add Substations
Files (0)		Add Files
	▲ Upload Files Or drop files	

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

		Search Substations		
		Search Substations		
Substation Code			Account Nam	1e
CAV4			🔚 Enter Value	Q
Transmission Owner			Data Range Fro	om
Select	\$			曲
Status			Data Range T	o
Approved	* *			苗
Tags				
Search Tags	Q		Only show Substations starting and	ending within the date range
		Search Substations		

12. Tick the relevant substation and click Add Substations:

Search Substations									
			Substat	iions					
Total 1 records found									
✓ Name ✓	Substation Code V	Status	$\sim$	Iransmission Owner	$\sim$	Commissioning Date	$\sim$	Decommissioning Date	$\sim$
Caversham 400Kv Substation	CAV4	Approved		NGET					
Add Substations									

- 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:

:::	eNAMS	PLDs N	<ul> <li>Basic Data</li> </ul>	Outages	s Multi-BADRs 🔨	∠ Rej	ports 🗸	HVSCC	Tags 🗸	Late News	✓ Bulk	Jpload CSV	Bulk Uploads	- v	PLD Outage Gar	itt O	CLRs 🗸	Fail to Flys 🗸	/		/
	OCLR OCL-0000	0022											+ Follow	Subr	it OCL Enhance	ment	Convert	to OCLR Enhand	cement	Printable Viev	•
								AV						in il	$\widetilde{\mathcal{A}}$		$\hat{\boldsymbol{z}}$	S		) SO	Â
	🗧 OCLR Su	bstatior	is (2)									Add Sul	bstations								
	Substation	~	Substation Co	de 🗸	Commissioning D.	v I	Decommis	sionin	✓ Status		∨ Transn	ission Ow	· ~								
	Caversham 400	Kv Sub	CAV4						Approv	ved	NGET		•								
	Reading 400 KV	Subst	REA4						Appro	ved	NGET		•								
						v	/iew All														

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**:

***	eNAMS	PLDs 🗸	Basic Data	Outages	Multi-BADRs	√ F	Reports 🗸	HVSCC	Tags 🗸	Late News 🗸	Bulk Upload CSV	Bulk Upload	ls ∨	PLD Outage Gantt	OCLRs ·	✓ Fail to Flys ✓		1
	OCLR OCL-0000	00022			81677 293	11162	219					+ Follow	Su	bmit OCL Enhanceme	nt Com	vert to OCLR Enhancement	Printable View	
Issuin NGET	g Unit F	Record Type OCL Enhanc	ement Requ	est	Status OCL Enhance	ment R	equest Sub	mitted										
		~		>	OCL Enhancem	ent Req	uest Submit	ted	OCL E	nhancement Req	uest Approved	OCL En	hance	ment Request Rejecter	ı >	Rejected OCL Enhancemen	nt Request Archived	

#### 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:

÷.	PLD BASIC DATA OUTAGE PLD OUTAGE GANTT HVSCC BULK UPLOAD B	BULK UPLOAD CSV OCLR REPORT MULTI-BADR TAGS
	OCLRs Recently Viewed V	New
2 item	Q	Q. Search this list 🕸 - 📰 - C 🖉 🖉
		✓ Circuit ✓ Issuing Unit ✓
1	Enhancement - OCLR Cancelled	NGET
2	Enhancement - OCLR Cancelled Acknowledgd	NGET
	Enhancement - OCLR Issue Acknowledged	
	Enhancement - OCLR Issued	
	Enhancement Request – Archived	
	Enhancement Request – Drafted	
	Enhancement Request – Rejected	
	Enhancement Request – Submitted	
	Enhancement – Temp Suspension Ack	
	Enhancement – Temporarily Suspended	
	Reduction - OCLR Archived	

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

A	PLD	BASIC DATA	OUTAGE	PLD OUTAGE GANTT	HVSCC	BULK UPI	LOAD E	BULK UPLOAD CSV	OCLR	REPORT	MULTI-BADR	TAGS
	<sub>OCLRs</sub> Enhar	ncement Req	uest – Sul	omitted 🔻 🖈							New Prir	ntable View
1 item •	Sorted by	y Name • Filtered by	All oclrs - Stat	tus, Record Type • Updated a fe	w seconds ag	0		Q Search this list		\$ •	C C	° C T
		Name ↑	~	Status		$\sim$	Record Ty	ре	$\sim$ 1	ssuing Unit	<ul> <li>✓ Condition</li> </ul>	~
1		OCL-00000022		OCL Enhancement Reques	t Submitted		OCL Enha	ncement Request	١	IGET		

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

				OUL End Date And Time			
Date		Time		Date		Time	
09/11/2020	ä	12:00	0	16/11/2020	ä	12:00	C
Enhancement Request Rating	Information			* Reason for OCL Enhancem	ent Request		
1520MVA			12	Enhancement sought to u pre-fault to avoid a potenti required if it is windy	se the post fault ( ial thermal constra	100%) continuous rating of 1 aint. The enhancement will c	520MVA only be
CL Enhancement Requested E	Ву 🚺			OCL Enhancement Requeste	ed -Date and Time	Tara	
Jon Reeve			×	29/10/2020	<b>#</b>	13·41	0
Enhancement Request	Response						
Enhancement Request	Response			Default OCL			
Enhancement Request	Response			Default OCL			
Enhancement Request Conditions And Limitations	Response		5	Default OCL			
Enhancement Request Conditions And Limitations TO Approval Comments Happy to accept this	Response		<u>5</u>	Default OCL			

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

✓ OCLR Description	
* Description Of OCL	
This enhancement will only be required if it is windy	
Conditions And Limitations	
Only when windy	

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:

Issuing Unit		* Status	
NGET	-	OCL Enhancement Request Submitted	•
Other Issuing Unit		None	
Search Accounts	Q	OCL Enhancement Request Drafted	
		✓ OCL Enhancement Request Submitted	
		OCL Enhancement Request Approved	
<ul> <li>Circuit / Equipment Information (Substations below)</li> </ul>		OCL Enhancement Request Rejected	
Circuit		Rejected OCL Enhancement Request Archived	
B38G Crevke Beck - Hedon		Overnead Line	

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:

NGET				▼
Other Issuing Unit				
Search Accounts				Q
* OCL Start Date And Ti	me			
Date		Time		
09-Nov-2020	i	12:00	0	
* OCL End Date And Tin	ne			
Date		Time		
16-Nov-2020	苗	12:00	0	
Plant Group				
Overhead Line				•
Circuit				
B38G Creyke Beck -	Hedon			
* OCLR Number				
33447				
* OCLR Number Year				
20				
Conditions And Limitatic	ins			
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:

New Pre-Fault Continuous	Kating		
New Post-Fault Continuous	s Rating		
New Post-Fault Continuou:	s Rating		
* Description Of OCL			
This enhancement will	l only be required if it is wir	lvt.	
OCL Enhancement Temp	Suspension Start		
Date	Time		
	Ħ	0	
OCL Enhancement Temp	Suspension End		
Date	Time		
	苗	0	
OCL Enhancement Temp S	Suspended By 🕚		
Search People			Q
Update			

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 it 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:

✓ Details	
Issuing Unit	Operational Effect 5
NGET	None
	✓None
	Technical Limitation
	Rating Change
✓ Circuit / Equipment Information (Substations below)	
Circuit	Plant Group
B38G Creyke Beck – Hedon	Overhead Line
Can	Cel Save

- 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;

Status	5
OCLR Issued	•

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

#### Log in as ESO:

29. Open OCLRs, 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:

***	eNAMS	PLDs 🗸	Basic Data	Outages	Multi-BADRs	$\sim$	Reports 🗸	HVSCC	Tags 🗸	Late News	<ul> <li>Bulk Upload CSV</li> </ul>	Bulk Uploads 🚿	PLD Outa	age Gantt C	ICLRs 🗸	Fail to I	Flys 🗸						/
2 ite	OCLRs Recently	Viewed	<b>. .</b>	788-77		11137		nnii Cara	11WS#11 (*		: ( / NYSSA / 11157 /	//////////////////////////////////////	CHLET AND	Q Search	this list	JUNE	·//( /	///.** \$ • [	New	Chi C'	inge O	wner	
6	Name				~	State	us			~	Circuit				√ Iss	uing Unit					``	/	
1	OCL-0	0000022				OCL	R Issued				B38G Creyke Beck -	Hedon			NO	έET						Ţ	
2	OCL-0	0000021				OCL	R Drafted								SP	Т							)
	00000	000021				000	n pranca								51								_

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

🕒 Files (0)		Add Files
	1 Upload Files	
	Or drop files	
• Affected Users (0)		New
OCLR History (1)		

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	
		Cancel Next

- 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	Access Level	
SP	Q,None	•
Q Show All Results for "SP"	View all dependencies	
+ New Account		
Affected User	<b>v</b>	
View all dependencies		
* OCLR		
OCL-00000022	×	
	Cancel Save & New Save	

33. Select the relevant account at the next screen:

	Account		
Account SP	Q		
Accounts 1 Result			
ACCOUNT NAME	ACCOUNT OWNER ALIAS		
SP Transmission plc	hgula		
		Cance	el l

 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:

20	
None	<b>A</b>
OCLR Drafted	
✓ OCLR Issued	
OCLR Issue Acknowledged	
OCL Enhancement Temporarily Suspended	
OCL Enhancement Temporary Suspension Acknowledged	
OCLR Cancelled	
OCLR Cancellation Acknowledged	-
OCLR Issued	•
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:

New	

2. Select OCLR Enhancement then Next:

Select a record type  OCLR Enhancement  OCLR Reduction

- 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:

New	OCLR: OCLR Enhancement		
OCLR Number Details			
Full OCLR Number	* OCLR Number Year 21		
* OCLR Number	OCLR Number Prefix		
98532			
Request Another TO/OFTO (1)			
Request Another TO/OFTO ① Request to Remove Another TO/OFTO ① OFTO Code①			
Request Another TO/OFTO ① Request to Remove Another TO/OFTO ① CFTO Code Details			
Request Another TO/OFTO	Operational Effect		
Request Another TO/OFTO	Operational Effect Rating Change	¥	
Request Another TO/OFTO	Operational Effect Rating Change Status	· · · · · · · · · · · · · · · · · · ·	

- 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:

	ormation (Subst	tations below	)		
Circuit			Plant Group		
REDBRIDGE-TOTTENH	AM 1 275kV		Overhead Line		-
Outage		0			
Search Outages		Q			
OCLR Information					
o o El timo mation					
* OCL Start Date And Time	Time		* OCL End Date And T	ime Tiere	
	12:00	0	Date	12:00	
29/03/2021	12:00	U	02/04/2021	12:00	U
ssue Details					
ssue Details					
SSUE DetailS OCLR Issued - Date And Tim	e Time		OCLR Issued - By On	Behalf of TO/OFTO	
SSUE Details OCLR Issued - Date And Tim Date	e Time	0	OCLR Issued - By On	Behalf of TO/OFTO	
SSUE DetailS OCLR Issued - Date And Tim Date	e Time	0	OCLR Issued - By On	Behalf of TO/OFTO	

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	
	J
Fault Information	
Cancel Save	

10. 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:

CCLR Substa	ations ()			Add Substations
Files (0)				Add Files
Title	Owner	Last Modified	Size	

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

		Search Substations	
	ę	Search Substations	5
Substation Code			Data Range From
REA4			ä
Status			Data Range To
Approved	* *		i
Tags			
Search Tags	Q		Only show Substations starting and ending within the date range
		Search Substations	

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

Search Substations						
Substations						
Total 1 records found	1	1	1	1		
✓ Name ∨	Substation Code 🗸 🗸	Status V	Transmission Owner 🗸 🗸	Commissioning Date 🗸	Decommissioning D $\lor$	
Reading 400 KV Substation	REA4	Approved	NGET			
4					۲	
Add Substations						

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

13. 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:

	Status	5
	OCLR Issued	•
Cancel	Save	

#### Log in as ESO:

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

	eNAMS Outages	Late News 👽 🛛 Fail to Flys	<ul> <li>PLD Outage Gantt</li> </ul>	HVSCC OCLRs 🗸 Rep	oorts 🗸 PLD	Ds 🗸 Basic Data	Multi-BADRs 🗸 More 🔻	
7 item	OCLRs Enhancement - OCL	LR Issued 👽 🖈 All oclrs - Status, Record Type - Up	dated a few seconds ago		Q Search this	s list	New Printable Vi	iew T
	Name 1	✓ Full OCLR Number ✓	Status 🗸	Record Type	~	Issuing Unit $\checkmark$	Conditions And Limitatio $\checkmark$	
1	OCL-0000010	C77756/20	OCLR Issued	OCLR Enhancement		SPT	test	•
2	OCL-00000011	D56464/20	OCLR Issued	OCLR Enhancement		SHETL	ytr	•
3	OCL-0000025	C97322/20	OCLR Issued	OCLR Enhancement Issued	d	SPT		•
4	OCL-0000027	65456/20	OCLR Issued	OCLR Enhancement Issued	d		hjg	•
5	OCL-0000031	C67890/20	OCLR Issued	OCLR Enhancement Issued	d	SPT		•
6	OCL-0000032	B22993/20	OCLR Issued	OCLR Enhancement Issued	d	NGET	Only when windy	•
7	OCL-0000077	B98532/21	OCLR Issued	OCLR Enhancement Issued	d	NGET	N/A	•

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

	Status	5
Q	OCLR Issue Acknowledged	•
Cancel	Save	

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

***	eNAMS	Outages	Late News	$\sim$	Fail to Flys	$\sim$	PLD Outage Gantt	HVSCC	OCLRs	$\sim$	Reports 🗸
	OCLR OCL-0000	00077									
~	Issue Details	6									
00 26	CLR Issued - Date 5/03/2021 13:	And Time 36			1	J	OCLR Issued - By On Beha on Reeve NGET OP	alf of TO/OF	ТО		1
00 26	CLR Issue Acknow 5/03/2021 13:	vledged - Date 47	e and Time		1	J	OCLR Issue Acknowledge on Reeve NGET OP	d on behalf (	of ESO		1

### eNAMS OCLR User Guide | Mar 2021

### Log in as TOOP:

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

OCLR Issue Ac     OCL Enhancem	OCL Enhancem OCLR Cancelled OCLR Cancella OCLR Archived
DETAILS CHATTER ACTIVITY	
✓ OCLR Number Details	
Full OCLR Number	* OCLR Number Year
B33447/20	OCLR Issued
* OCLR Number	✓ OCLR Issue Acknowledged
33447	OCL Enhancement Temporarily Suspended
	OCL Enhancement Temporary Suspension Acknowledged
v Datails	OCLR Cancelled
sevina linit	OCLR Cancellation Acknowledged OCLR Cancelled
NGET	OCLR Archived
	Status
	OCLR Issue Acknowledged
Circuit / Equipment Information (Substations below)     Cancel	Save
Circuit	and an and a second a

#### Log in as ESO:

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

eNAMS	PLDs 🗸	Basic Data	Outages	Multi-BADRs	$\sim$	Reports	∨ н	IVSCC	Tags 🗸	Late New	vs 🗸	Bulk Upload CSV	Bulk Uplo	bads
OCLR OCL-0000	00022													
<ul> <li>•</li> </ul>			✓ ✓			~			~((lo) ~		>			00
Details														
✓ OCLR Num	ber Details	6												
Full OCLR Numbe B33447/20	er						*OCLR Nu 20	umber Ye	ar					
* OCLR Number						(	OCLR Nun B	nber Pret	fix					
33447														
V. Dotails														
Issuing Unit							Operation	al Effect						
NGET						•	Rating	Change						•
Other Issuing Uni	t						Status							5
						0	OCLDC	ancollat	tion Advance	edged				

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

***	eNAMS	PLDs ∨	Basic Data	Outages	Multi-BADRs	$\sim$	Reports	$\sim$	HVSCC	Tags 🚿	/	Late News	$\sim$	Bulk Upload CSV	Bulk Upload	s 🗸
Ľ	OCLR OCL-000	00022														
`	∕ Cancellatio	n Details														
	OCLR Cancelled - 1 30/10/2020 14	Date and Time +:24					/	OCLR (	Cancelled - on Reeve N	by on beha	alfof	TO/OFTO			/	
	OCLR Cancellatior 30/10/2020 14	n Acknowledged +:31	l Date				1		Cancellatior	n Acknowle	edged	d By 🚯			/	

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:

✓ Actions and Audit (SO Internal)	
Actions and Updates ()	
1	
	//
OCLR TSE Audit Data	
	1

### eNAMS OCLR User Guide | Mar 2021

### **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:

		New OCLR
Select a record type	○ ●	OCLR Enhancement OCLR Reduction
		Cancel 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:

New	OCLR: OCLR Reduction	
OCLR Number Details		
Full OCLR Number	* OCLR Number Year 21	
* OCLR Number 39123	OCLR Number Prefix	
Request Another TO/OFTO		
Request to Remove Another TO/OFTO		
DFTO Code		
Details		
	Operational Effect	
	Technical Limitation	•
	Status	
	OCLR Drafted	•

- 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:

Circuit			* Plant Group			
Redbridge to Tottenha	m 1 275kV		Overhead Line		•	
OCL Information			OCI End Date And Time			
Date	Time		Date	Time		
15/02/2021	12:00	0	17/02/2021	12:00	0	
ssue Details						
OCI R Issued - Date And T	īme		OCI D Issued By On Rehalf (			
Date	Time		COLK Issued - by On Denair C	5110/0110		
	<b></b>	O				
	Data and Time		OCLR Issue Acknowledged or	behalf of ESO		

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	1								
Conditions And Limitations									
In wet weather, operate manually									
Default OCL									
1									
Fault Information									
Original Pre-Fault Continous Rating	Original Post-Fault Continuous Rating								
New Pre-Fault Continuous Rating	New Post-Fault Continuous Rating								
	Cancel Save								

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

10. 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:

CCLR Substa	ations ()			Add Substations
Files (0)				Add Files
Title	Owner	Last Modified	Size	

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

		Search Substations					
	ę	Search Substations	5				
Substation Code			Data Range From				
REA4			ä				
Status			Data Range To				
Approved	* *		<b></b>				
Tags							
Search Tags	Q		Only show Substations starting and ending within the date range				
		Search Substations					

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

	Search Substations										
					Substat	ions					
Total	1 records found										
✓	Name v	Substation Code	$\sim$	Status	$\sim$	Transmission Owner	$\sim$	Commissioning Date 🗸	Decommissioning D $\lor$		
	Reading 400 KV Substation	REA4		Approved		NGET					
4	4								Þ		
	Add Substations										

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

13. 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:

	Status 5						
	OCLR Issued •						
Cancel	Save						
Cantoci	A Plant Crous						

### eNAMS OCLR User Guide | Mar 2021

#### Log in as ESO:

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

	CCLRs Reduction - OCLR Issued 👻 🖈										
3 items	3 items • Sorted by Name • Filtered by All oclrs - Status, Record Type • Updated a few seconds ago										
	Name 🕈 🛛 🗸	Status 🗸	Record Type 🗸	Issuing Unit	$\sim$						
1	OCL-00000023	OCLR Issued	OCLR Reduction	NGET							
2	OCL-00000029	OCLR Issued	OCLR Reduction Issued	SPT							
3	OCL-0000034	OCLR Issued	OCLR Reduction Issued	SHETL							

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

	Status	5
Q	OCLR Issue Acknowledged	-
Cancel	Save	

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

	eNAMS	PLDs 🗸	Basic Data	Outages	Multi-BADRs	$\sim$	Reports	$\sim$	HVSCC	Tags	$\sim$	Late News	$\sim$	Bulk Upload CSV	Bulk Uploads	- v
E	OCLR OCL-0000	00022														
~	Issue Detail	5														
3	CLR Issued - Date 0/10/2020 12:	And Time					1	OCLR :	Issued - By ( on Reeve N	On Behalf IGET OP	of T(	D/OFTO			1	
3	CLR Issue Acknov 0/10/2020 13:	vledged - Date 59	and Time				1	OCLR	Issue Ackno on Reeve	wledged	on be	ehalf of ESO			1	_

### eNAMS OCLR User Guide | Mar 2021

### Log in as TOOP:

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

OCLR issue Ac     OCL Enhancem	OCL Enhancem OCLR Cancelled OCLR Cancella OCLR Archived
DETAILS CHATTER ACTIVITY	
✓ OCLR Number Details	
Full OCLR Number	* OCLR Number Year
* OCLR Number	OCLR Issued
33447	OCL Enhancement Temporarily Suspended
	OCL Enhancement Temporary Suspension Acknowledged
	OCLR Cancelled
ssuino l Init	OCLR Cancellation Acknowledged OCLR Cancelled
NGET	OCLR Archived
	Status
	OCLR Issue Acknowledged
Circuit / Equipment Information (Substations below) Cancel	Save
Circuit	up

#### Log in as ESO:

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

eNAMS	PLDs 🗸	Basic Data	Outages	Multi-BADRs	$\sim$	Reports	$\sim$	HVSCC	Tags 🗸	Late News	$\sim$	Bulk Upload CSV	Bulk Uplo	ads 🕚
OCLR OCL-0000	00022													
<ul> <li>•</li> </ul>			✓			~		>		)   		<ul> <li></li> <li><th></th><th>OC</th></li></ul>		OC
Details														
✓ OCLR Num	nber Details	5												
Full OCLR Numbe B33447/20	er.						*OCLR N	Number Y	ear					
* OCLR Number							OCLR NI	umber Pre	fix					
55447														
∨ Details														
Issuing Unit							Operatio	nal Effect						
NGET	NGET 💌				•	Rating Change							-	
Other Issuing Uni	t						Status							5
	ata					0	OCLR	Cancella	tion Acknow	edged				

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

***	eNAMS	PLDs ∨	Basic Data	Outages	Multi-BADRs	$\sim$	Reports	$\sim$	HVSCC	Tags 🚿	/	Late News	$\sim$	Bulk Upload CSV	Bulk Upload	s 🗸
Ľ	OCLR OCL-000	00022														
`	∕ Cancellatio	n Details														
	OCLR Cancelled - 1 30/10/2020 14	Date and Time +:24					/	OCLR (	Cancelled - on Reeve N	by on beha	alfof	TO/OFTO			/	
	OCLR Cancellatior 30/10/2020 14	n Acknowledged +:31	l Date				1		Cancellatior	n Acknowle	edged	d By 🚯			/	

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:

✓ Actions and Audit (SO Internal)	
Actions and Updates ()	
1	
	//
OCLR TSE Audit Data	
	1

### eNAMS OCLR User Guide | Mar 2021

### **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:

eNAMS PLDs ∨ Basic Data Outages I	Multi-BADRs 🗸 Reports 🗸 HVSCC Tags 🗸 Late Ne	ws 🗸 🛛 Bulk Uploads 🗸 🛛 Bulk Upload CSV	PLD Outage Gantt OCLRs V Fail to Flys V	1
CCLR B33447/20			+ Follow Clone OCLR Edit Printable V	/lew
Description Of OCL This enhancement will only be required if it is windy	Status OCLR Cancellation Acknowledged			
	$\rangle$ $\checkmark$ $\rangle$ $\checkmark$	> ~ > ~	OCLR Cancellation Acknow OCLR Archived	
Details			Chatter Activity	
✓ OCLR Number Details			Post	
Full OCLR Number B33447/20	OCLR Number Year 20	· · · · · · · · · · · · · · · · · · ·	Share an update Share	re
33447	B		t₄ + Q. Search this feed	C

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:

Details		
OCLR Number	* OCLR Number Year	
22993	20	
Details		
ssuing Unit	Operational Effect	
NGET	Rating Change	\$
	Status	
	OCLR Drafted	÷
Circuit / Equipment Information (Substations below)		
Circuit	Plant Group	
R386 Crevke Beck - Hedon	Overhead Line	<b></b>

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

Circuit			* Plant Group					
B38G Creyke Beck - Hedo	n		Disconnectors					
OCL Information								
OCL Start Date And Time			OCL End Date And Time					
23-Feb-2021	<b>ii</b> 12:00	0	25-Feb-2021	<b>ii</b> 12:00	0			
Issue Details								
OCLR Issued - Date And Tim	ne		OCLR Issued - By On Behalf	of TO/OFTO				
26-Feb-2021		0						
OCLR Issue Acknowledged	- Date and Time		OCLR Issue Acknowledged of	on behalf of ESO				
26-Feb-2021	iii 12:00	0						
Cancelation Details								
OCLR Cancelled - Date and	Time		OCLR Cancelled - by on beh	alf of TO/OFTO				
					Clone			

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

eNAMS PLDs ∨ Basic Data Outages	Multi-BADRs 🗸 Reports 🗸	Success! OCLR Record Created Succe	ssfully!	×	PLD Outage Gar	ntt OCLRs ∨ Fi	ail to Flys 🗸	
CLR Partice To CLR Issued OCLR Issued OCLR Issued OCLR Record Created Successfully CLR Number Details Ful OCLR Number Prefix Successing CCLR Number Prefix CCLR Number Prefix CCLR Number Prefix CCLR Number Prefix Status CCLR Number Prefix CCLR Number Prefix Status Status Status CCLR Number Prefix Status Status Status CCLR Number Prefix Status Status CCLR Number Prefix Status Status Status Status CCLR Number Prefix Status								
Description Of OCL This enhancement will only be required if it is windy	Status OCLR Drafted							
OCLR Drafted OCLR Issued	OCLR Issue Acknowledged	OCL Enhancement Tempor	OCL Enhancement Tempor	OCLR Ca	ncelled	OCLR Cancellation A	cknow	OCLR Archived
Details					Chatter	Activity		
$\sim$ OCLR Number Details					Post			
Full OCLR Number B22993/20	OCLR1 20	Number Year		1		Sharo an u	indato	Share
OCLR Number 22993	OCLRI B	Number Prefix				Share and	puate	

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### **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):

eNAMS	PLDs ∨ Basic Data	Outages	Multi-BADRs 🗸	Reports 🗸 HVS	iCC Tags 🗸	Late News 🗸 🛛 B	Bulk	Upload CSV Bulk Uploads	∨ P	LD Outage Gantt O	CLRs ∨ Fall to	Flys 🗸	1111115-5-1		/
Reports All Folders > E 2 Items	N_eNAMS_Reports	5						Q Search all folders		New Report	New Report (Sale	esforce Classic)	New Folder	*	\$ ·
REPORTS	Name	~	Description	~	Folder	~		Created By	~	Created On	~	Subscribed			
Recent	All Late News Report				EN_eNAMS_Re	ports		System Admin		05/04/2020, 19:13					¥
Created by Me	EN OCLRs with OCLR Subs Report	tations			EN_eNAMS_Re	ports		System Admin		17/07/2020, 14:12					¥
Private Reports															
Public Reports															
All Reports															
FOLDERS															
All Folders															
Created by Me															
Shared with Me															
FAVORITES															
All Favorites															

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

eNAMS	PLDs 🗸 Basic Data Outages M	ulti-BADRs 🗸 Reports	✓ HVSCC <sup>1</sup>	Tags 🗸 🛛 Late News	✓ Bulk Upload CSV	Bulk Uploads 🗸 🗸	PLD Outage Gantt	OCLRs ∨	Fail to Flys 🗸 🗸				
Report: OCLR	s with OCLR Substations and Locations s with OCLR Substations Repor	t						Q	🍪 Add Chart	T	•	Ed	9
Total Records 21													
OCLR: Name 🕇 💌	Status	OCLR: Record Type	Issuing Unit 💌	Conditions And Limita	ations 💌								
OCL-00000000 (1)	OCLR Drafted	OCLR Enhancement	SPT	140kv									
śubtotal													
OCL-0000004 (1)	OCL Enhancement Request Drafted	OCL Enhancement Request	SPT										
iubtotal													
OCL-0000006 (1)	OCL Enhancement Request Submitted	OCL Enhancement Request	SPT	test									
ubtotal													
OCL-0000007 (1)	OCL Enhancement Request Rejected	OCL Enhancement Request	SPT	test									
ubtotal													
OCL-0000008 (1)	OCLR Cancelled	OCLR Enhancement	SPT	test									
iubtotal													
OCI-0000009 (2)	OCLR Archived	OCLR Reduction	SPT	test									
	OCLR Archived	OCLR Reduction	SPT	test									
iubtotal													
OCL-0000010 (1)	OCLR Issued	OCLR Enhancement	SPT	test									
Subtotal													
OCL-00000011 (1)	OCLR Issued	OCLR Enhancement	SHETL	ytr									

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



Faraday House, Warwick Technology Park, Gallows Hill, Warwick, CV346DA

1. TALL \* 1941. \*

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