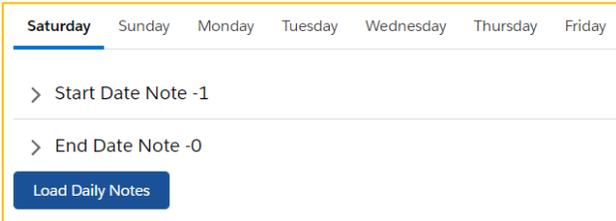


## Operational Note

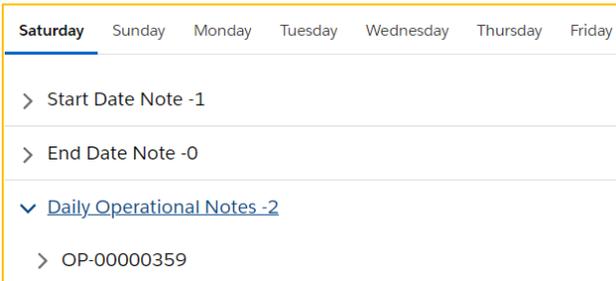
On submitting an Outage to the SO (Status: **With SO**), a Start Date and End Date Operational Note will automatically be created.

### Search Operational Notes

1. On the **Outages** tab, enter criteria and/or click **Week Ahead** button, then click **Search Operational Notes**
2. Start/End Date Notes are shown, you can filter by day by clicking the relevant day at the top:

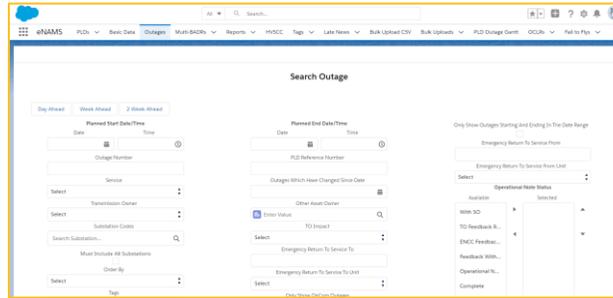


3. Click the > arrow to expand the notes; you can also use Relate/Group Outages buttons here, see below
4. Click **Load Daily Notes** to view Operational Notes for recurring daily outages:

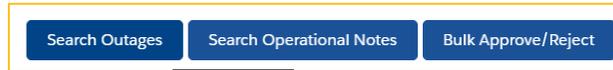


### Searching an Operational Note on an Outage

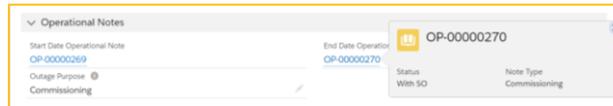
1. Search for an Outage by clicking on **Outages** and completing the search criteria.



2. Click **Search Outages** to find the relevant Outages and associated Operational Note:



3. After opening the outage scroll down to Operational Note section.
4. Hover over the **Operational Notes** link to show a popup to display the Operational Note **Reference**, **Status**, and **Note Type**. This can be useful if there are multiple Operational Notes.



5. This view will show all Operational Notes with Start Date / End Date within the date range. Click on the left arrow to expand each Operational Note: Grouped Outages, Related Outages, Files.

### Editing an Operational Note

- Use the pencil icon beside fields to edit.
- An operational note contains all information required for when the Outage is taking place: ERTS, Risk, Detail of day to day activity is captured in the ON.

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- Note: it is best practise to complete the Select Note Type (categorising the ON) to enhance the discoverability of the Operational Note.

### Updating the Status of an Operational Note

Update Status as required (Use the pencil icon beside fields to edit):



1. With SO (Initial stage of an Operational Note)
2. Requires ENCC & TO Input (From Control Room/ TO) if used it then needs to move to Feedback With SO
3. Feedback With SO (Can then be moved to Complete)
4. Operational Note Needs Regrouping
5. Complete

### View Operational Note

Operational Note view shows Outages, Files, and Operational Note history.

- From the Operational Note section, you can view associated Outages and if required can use the **Group Outage** or **Relate Outage** functionality on the right:
- **Group Outages:** Group similar Operational Notes that impact an outage (if this occurs on same day you can combine an Operational Note so there is one source of truth). Note that the date must be on the same day to be grouped. Both (up to 10) outages will have the same Operational Note after this is performed.



- **Relate Outages:** Can associate outages where the date is on a different day. This is the main distinction between Group and Related Operational Note. This is useful if an item is cancelled or delayed, as it can advise the planning team.

