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Basic Data Introduction
Basic Data is split into three categories: **Substations**, **Assets**, and **Basic Outages**.

**Substations** and **Assets** are fundamental to the construction of Basic Outages. Substation and Asset data is maintained in accordance with the processes laid out in the STCP's, specifically the HVSCC process.

**Basic Outages** are the building blocks used to create an actual instance of an Outage. Basic Outages contain data that is always relevant for an Outage on the given equipment, including the relevant Substations, affected Assets, impacted parties, and any relevant Tags. Defining these details on the Basic Outage avoids these data items needing to be manually entered whenever you create an Outage.

**Substations** have four main statuses: *Proposed, With SO, Approved, Withdrawn*

**Assets** have seven main statuses: *Proposed, With SO, Approved, HVSCC, Existing, Decommissioned, Withdrawn*

**Basic Outages** have four main statuses: *Proposed, With SO, Approved, Withdrawn*

“**Cross-boundary**” **Basic Outages** have five main statuses: *Proposed by Requestor, With SO, With Boundary Party, Approved, Withdrawn*

**Non-NGESO Basic Outages** have one status only: *Non-NGESO*
Navigate to Basic Data

- To navigate to Basic Data in eNAMS, Click on Basic Data in your toolbar.
- If Basic Data is not visible in the toolbar, click on the pencil icon on the right-hand side then click Add More Items then find Basic Data.
(Basic) Substations
• The first step to adding a new Substation into eNAMS is requesting a Substation Code.
• Either the TO or the SO can do this, however the formal process requires this to be initiated by the TO.
• To request a Substation Code, first navigate to Substations under Basic Data in eNAMS.
• Next, click on Request New Substation Code.
Requesting a New Substation (2/2)

- When you arrive on the New Location: Substation page, populate all mandatory fields and the Owner / Other Asset Owner field as a bare minimum.
- Ensure the Substation Status field remains as Proposed (default).
- When complete, click Save. This will create the Substation object.
- From the next page, click on Submit Substation Request to put the Substation request to With SO status.
Approving a New Substation

- The Substation Code request will follow the approval process with the RDB team, see Assets and Substations Lifecycle document.
- If the TO Suggested Code is approved, the same will be entered into Substation Code field.
- If the TO Suggested Code is not approved and requires amending, the SO proposed code will be entered into Substation Code field.
- The Substation can then be agreed by changing the Status field of the Substation to Approved.
Adding Tags to a Substation

• When a Substation is Approved, Tags should be added to ensure the relevant parties have visibility of the Substation.

• Currently, only ESO Party and External Party Tags can be related to a Substation. Multiple tags can be related.

• These can be related one at a time by clicking on Add Tags.

• On the New Tag Assignments: Substation page, start typing the Tag name and a dropdown list will appear. Select the relevant Tag.

• There is a defect in which a new Tag can be created which is neither ESO or External Party (i.e. Free Code or Scheme). This however should not be done.

• Do not clear the Substation field.

• Populate the Effective Date field if required – see Appendix A for details on how to use the field.

• Click Save to add the Tag.

• It should be noted that an Affected User cannot be linked to a Substation.
Removing Tags from a Substation

- To remove a Tag, first navigate to the Tags section on the Related tab of the Substation.
- Click on the dropdown arrow against the Tag you want to remove.
- Click on Remove.
- A Enter Removal Effective Date field will appear.
- Populate this field if necessary – see Appendix A for further details on applying Effective Dates.
(Basic) Assets
Creating a New Asset

- To create a new Asset, navigate to Basic Data then click Assets
- Assets are split into two types:
  - Substation Assets
  - Circuit Assets
- Substation Assets comprise Assets at a single Location, this includes SGT's, CB's, Busbars
- Circuit Assets comprise Assets that span two or more Locations, this includes cables and OHL's between multiple Substations
- To create a new Asset, click on Create Substation Asset or Create Circuit Assets
Creating a Substation Asset

- After clicking on Create Substation Asset, a page titled New Asset (Plant and Apparatus): Substation Asset will appear.
- Populate all mandatory fields as a minimum.
- The Asset Name field should be unique for all assets at that substation, examples are SGT1, GT2, X130, SHR2, MBB1, X324, SVC3.
- The Asset Description is the full descriptive name of the asset, such as ‘ERSKINE 132kV/33kV GT2’.
- Populate NASAP Zone as required by ESO teams for regional grouping.
- Click Save to create the Asset.
Creating a Circuit Asset

- After clicking on Create Circuit Assets, a page titled New Asset (Plant and Apparatus): Circuit Asset will appear.
- Populate all mandatory fields as a minimum.
- The Asset Description is the full descriptive name of the asset, such as ‘HUNTERSTON 400kV – HUNTERSTON EAST 400kV CCT 2’.
- Populate NASAP Zone as required by ESO teams for regional grouping. The NASAP Zone should be based on Substation Node 1.
- Click Save to create the Asset.
Adding information to an Asset

- For Substation Assets at a Location that span two or more Substations, it is recommended to state the Substation Node 2 (and Substation Node 3 if required). This applies to assets such as SGT’s and GT’s.
- For Circuit Assets, ensure Substation Node 2 (and Substation Node 3 if a three-ended circuit) is populated. It is not a mandatory field due to the design, but is imperative to populate.
- Any associated Substation should be in Approved status.
- If a stated Substation is not in Approved status, an error will appear preventing the user from creating the Asset until the Substation is Approved, as shown in the screenshot below.

![Screenshot](image)

- Tags will be automatically inherited from any Substations associated with the Asset. Further Tags can be added to the Asset by clicking on Add Tags. The types of Tags that can be related are limited to ESO Parties and External Party Tags (the same limitation as with Substation – see previous chapter).
Submitting, Approving and RDF ID generation of an Asset

• To submit the Asset to the ESO for approval, click on Submit Basic Asset in the top right corner.

• The ESO can approve the Asset by changing the Status field from With SO to Approved.

• If an Asset is created by the TO, an RDF ID will only be created once Approved by the SO.

• If an Asset is created by an SO user, an RDF ID is allocated from the Proposed status.

• An RDF ID is a unique identifier for all assets in eNAMS. The RDF ID serves the same purpose, and therefore replaces the use of Foreign Keys (NASAPs) when applying outages to the OLTA (DIgSILENT PowerFactory) model.
Basic Asset Data Request (BADR)

- eNAMS has the functionality to allow the TO’s to easily submit multiple Assets for review and approval by the ESO in what is known as a BADR request.
- A BADR is effectively a batch asset request.
- This functionality can be accessed from the Multi-BADR page shown below in the TO eNAMS view.
- However, the Multi-BADR functionality is still under further development as of December 2021, therefore should not be used until further updates are made to this section of this Guide.

![Multi-BADR page example](image-url)
Commissioning / Decommissioning / Renaming an Asset (1/2)

- Once an Asset is in Approved status, a separate process needs to be followed to move it into HVSCC then to Existing status. This process is the HVSCC process.

- An HVSCC is required whenever a TO wishes to add, remove or subject an asset to a name / nomenclature change.

- When an HVSCC Record is created, Assets can be related to the HVSCC

- If an HVSCC is only for addition of new assets, then Assets can only be related for addition. Likewise for removal and name / nomenclature change.

- If an HVSCC is for addition, removal and naming changes, then Assets can be related for any of the three change types, as shown below.
To move an Asset to **Existing status**:  
1) HVSCC submitted by the TO to bring the asset under safety rules  
2) HVSCC Record created in eNAMS with Addition ticked as an HVSCC Type and Effective Date and Commissioning Date both populated (mandatory fields)  
3) Click on Add Assets within Assets to Add section within the HVSCC on the Related tab, search, find and select the Asset in Approved status  
4) When the HVSCC Effective Date is passed the Asset will move to HVSCC status  
5) When the HVSCC Commissioning Date is passed AND provided the HVSCC is in Complete status, then the Asset will automatically move to Existing status

To move an Asset to **Decommissioned status**:

1) HVSCC submitted by the TO to remove the asset from safety rules  
2) HVSCC Record created in eNAMS with Removal ticked as an HVSCC Type and Effective Date populated (mandatory field)  
3) Click on Add Assets within Assets to Remove section within the HVSCC on the Related tab, search, find and select the Asset in Existing status  
4) When the HVSCC Effective Date is passed AND the HVSCC is put in Complete status, then the Asset will automatically move to Decommissioned status

To change an Asset **Name / Nomenclature**:

1) HVSCC submitted by the TO to change an assets name / nomenclature  
2) HVSCC Record created in eNAMS with Nomenclature Change ticked as an HVSCC Type and Effective Date populated (mandatory field)  
3) Click on Add Assets within Assets for Nomenclature Change within the HVSCC on the Related tab, search, find and select the Asset in Existing status  
4) Click on dropdown arrow against each Asset and select Edit Nomenclature Details  
5) Enter New Asset Name and New Asset Description  
6) When the HVSCC Effective Date is passed AND the HVSCC is put in Complete status, then the Asset will automatically be renamed as pre-defined

*eNAMS Lead User’s have the permissions to move an Asset directly into any status without going through the eNAMS HVSCC process.*
Basic Outages
Creating a Basic Outage (1/4)

- To create a new Basic Outage, navigate to Basic Data then click Basic Outages.
- There are three types of Basic Outages:
  - Basic Outage
  - Cross-boundary Basic Outage
  - Non-NGESO Basic Outage
- Only TO’s / DNO’s have the ability to create Non-NGESO Basic Outages.
- Information on the purpose of Cross-boundary and Non-NGESO Outages can be found in the Outages Guide.
- As of Nov 2021, Cross-boundary outages are not being used and instead, ‘Standard’ Basic Outages are being used with the Boundary TO added as an Affected User.
Creating a Basic Outage (2/4)

- To create a Basic Outage, click **Create New Basic Outage** then populate required fields.

- The **Basic Outage Code** follows standard convention used in TOGA.

- The **Basic Outage Valid From Date** should be set to prior to the start date of any outages to be created using this Basic Outage, otherwise a validation error will occur when creating an Outage.

- **Operational Remarks / Comments** field may be populated but it should be noted that this won't inherit to any Outages (defect).

- **Demand at Risk** and **Demand At Risk Details** will inherit to Outages.

- When complete, click **Save**.
Go to the Related tab and add at least one Substation.

Relate an Asset if the appropriate Asset(s) is in eNAMS, otherwise create the Asset if required (see Chapter 3).

Add an Affected User such as a DNO or Generator Account if required.

Add ESO Party Tags.

Add other Tags if necessary.
Creating a Basic Outage (4/4)

- Once the Basic Outage details are completed, click on **Submit Basic Outage Request** to move the Basic Outage status from **Proposed** to **With SO**
- An ESO user can move the status from **With SO** to **Approved**
Affected User, Contacts, Tags, Accounts Relationships
Linking Affected Users, Accounts, Contacts, Outages

• There are the two distinct account structures in eNAMS, this section shows how the associated Contacts, Tags and Outages are linked:

  • **Scenario 1:** Accounts with Parent / Child relationship

  • **Scenario 2:** Standalone account (i.e. Account with no “Parent” in Account Hierarchy OR Account with a “Parent” in Account Hierarchy such as a holding company, where the “Child” entities are legally separate)

• For further information to supplement this Chapter of the *Basic Data & Accounts, Affected User, Contacts Guide*, see Appendix B for recorded videos to help answer any additional questions.
Scenario 1 Examples

“RWE AG” (Parent)
“AN SUIDHE WIND FARM LIMITED” (Child)

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ICON</th>
<th>ACCOUNT RECORD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RWE AG</td>
<td>✅</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>AN SUIDHE WIND FARM LIMITED</td>
<td>✅</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>GLEN KIUACH WIND FARM LIMITED</td>
<td>✅</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>GREAT HARRYOUTH POWER LIMITED</td>
<td>✅</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>LOCH TAR WIND FARM LIMITED</td>
<td>✅</td>
<td>Electricity Account</td>
</tr>
</tbody>
</table>
Scenario 1 Structure

Account Heirarchy:

- Parent
  - Child 1
  - Child 2

Contact for Child 1 Tag 1

- Parent

Tag Assignment

Tag 1 for Child 1

- Parent

Tag Assignment

Tag 2 for Child 1*

- Parent

Tag Assignment

Tag for Child 2

- Parent

Outage affecting Child 1 Tag 1

- Parent

OR

Affected User = Parent

*Tag 2 present only if required, if for instance there are several generators associated with a single Child Account (example being many Nuclear generators under account: “EDF ENERGY NUCLEAR GENERATION LIMITED”)
**Scenario 2 Examples**

**“EDF ENERGY NUCLEAR GENERATION LIMITED”**

```
<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ICON</th>
<th>ACCOUNT RECORD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF ENERGY NUCLEAR GENERATION LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
</tbody>
</table>
```

**“PIVOT POWER LIMITED”**

```
<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ICON</th>
<th>ACCOUNT RECORD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF ENERGY RENEWABLES LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>BANMORE WOOD WINDFARM LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>CORRELLIO WINDFARM LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>DORENELL WINDFARM LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>LONGSTABLE WINDFARM LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>PIVOT POWER LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
</tbody>
</table>
```

**“NATIONAL GRID GAS PLC”**

```
<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ICON</th>
<th>ACCOUNT RECORD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL GRID PLC</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID ELECTRICITY TRANSMISSION PLC</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID NATURAL GAS PLC</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID GRASS ROOTS LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID INTERCONNECTOR HOLDINGS LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID INTERNATIONAL LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>NATIONAL GRID VENTURE LTD</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
<tr>
<td>WESTERN POWER DISTRIBUTION PLC</td>
<td>🌍</td>
<td>Electricity Account</td>
</tr>
</tbody>
</table>
```
Scenario 2 Structure

Account Heirarchy:

(Standalone) Account

Contact for Account

Tag 1 for Account

Tag 2 for Account*

Outage affecting Account Tag 1

Tag Assignment

Tag Assignment

Affected User = Account

= OWNER

* Tag 2 present only if required, if for instance there are several generators associated with a single Child Account (example being many Nuclear generators under account: “EDF ENERGY NUCLEAR GENERATION LIMITED”)
Accounts

- Salesforce contains 100s of Accounts, not all of which can / should be used in eNAMS
- Only Electricity Accounts should be used in eNAMS (not AR Mastered accounts)

To identify if an Account is set up to be used in eNAMS, open the Account then navigate to the eNAMS Details section
- If **Is eNAMS Account** is ticked then this account can be used as an Affected User in Basic Outages / Outages
To ensure a contact receives reports, go to the Contact, go to the Details tab, then scroll to the Contact Information section.

Here there are four reports options:
- OC2 Customer Report
- OC2 Change Report
- OC2 YA Report
- Report Emails

Tick the relevant reports for the Contact.

Once an hour, the updated data is pulled into Power BI which is reflected in the next scheduled report.
• If a Contact is related to an eNAMS Account that is an Affected User, or has a Child that is an Affected User, and is ticked to receive reports, then the Contact will receive a single report that covers all related Outages

• This may be a long report made up of several generators in different regions. The report can be split up into each generator, for instance, by applying **Tag Assignments** (as shown in Scenario 1 & Scenario 2 slides above)

• The Tag Assignments can be added at the Contact level

• The Contact will receive one email with one report attached per Tag Assignment (it should be noted that this will result in the Contact receiving as many emails per day as Tag Assignments, if ticked for Customer Report)
Appendix A
• Populating an **Effective Date** will enable the Tag / Affected User to be inherited onto downstream objects (i.e. Outages for a Basic Outage) – see next slide for further information
The above diagram has been drawn up to depict how the Effective Date is applied when adding a Tag / Affected User.

- The Outages shaded in Green would have the Tag assigned to it and those shaded in Red would not.
• The above diagram has been drawn up to depict how the Effective Date is applied when removing a Tag / Affected User.
• The Outages shaded in Green would have the Tag removed from it and those shaded in Red would not.