

Bulk Outage Uploads

This process allows for Outages to be uploaded to eNAMS in bulk rather than individually within the User Interface.

The process can be used to bulk create, or bulk update existing outages, and is mainly used by a TO Outage Planner, but an SO can also do this.

An **SO** can also do this on behalf of a **TO OP** – select their name from the **Bulk Upload CSV** screen - the reason for this is that each Outage will then initiate a change request.

If you open a Bulk Outage CSV in Excel, each row is a separate Outage. The Outage Status for each Outage can be entered as either Initial or With SO, the latter auto-submits the Outage.

The TO Outage Reference field is important – if does not match to existing outage, it creates a new one, if it does, it updates the existing one.

You can also specify multiple Tags against each outage – separate each Tag with a semi-colon.

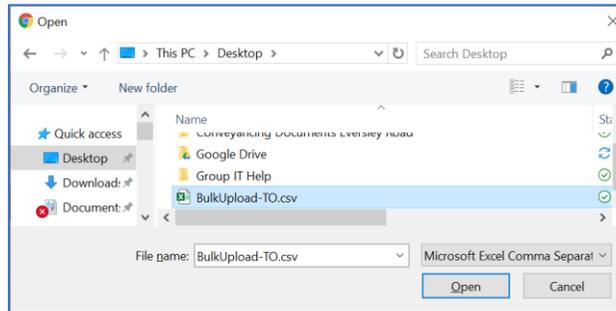
For a list of the fieldnames and the options that can be entered into those fields, see the file **Bulk Outage Upload Details.xlsx**

Create a Bulk Outage Upload

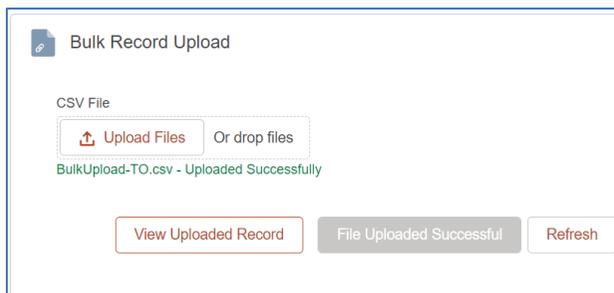
1. Click **Bulk Upload CSV** from the navigation bar (**Bulk Upload** tab shows previous uploads)
2. Click **Upload Files** button:



3. Find the relevant **CSV** file and click **Open**:



4. Click **Upload** button – once the progress bar finishes, click **View Uploaded Record**:

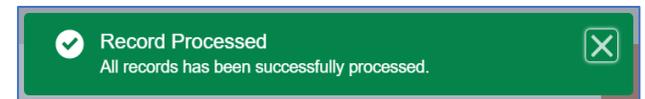


5. The staging record is displayed – click the button **Bulk Process** at the top right of the screen

6. At the confirmation message, click **Staging to Outage**:



7. A green message at the top of the screen confirms that your outages were uploaded:



8. Right click and **Reload** the Internet Browser tab – the outages will either load or display errors as to why they didn't.
9. Click on one of the **Outage** links to view it.