



Bulk Uploads

Version 3

eNAMS Reference Guide

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Section 1

Bulk Upload Template

This section will show a sample BU and give a list of the fieldnames and the options that can be entered into those fields.

Section 1: Bulk Upload Template

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.

The latest **Bulk Outage Upload Template.xlsx** is embedded in page 7 of this guide. The file must be created and updated in Excel format (*.xlsx) then only be saved in CSV format at the point when you wish to upload.

The **Outage Number** field is important – if it is blank or does not match to existing outage, it creates a new one, if it does, it updates the existing one.

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 **Initial** (places the outage in initial status), **TBA** (submits a TBA change request) or **With SO** (auto-submits the Outage for new outages or creates a change request for updates).

You can also specify multiple entries against each outage in the Tags and Work Type columns – separate each Tag with a semi-colon.

Section 1: Bulk Upload Template

The figure 1a, 1b and 1c below shows all the fields required for a Bulk Outage Upload, together with the options available to you for completing those fields.

Columns A, D, F, G, I, J, L, M, N, O, P, Q, R, T, U, W and Y in the Bulk Upload template are mandatory.

For a list of the fieldnames and the options that can be entered into those fields, see the file **Bulk Outage Upload Details.xlsx** embedded in page 7.

A	B	C	D	E	F	G	H	I	J
Outage Status	Outage Number	TO Reference field on the Outage	Basic Reference	Additional outage description	Work Involved	TO Impact	TO comment	Planned Start Date/Time	Planned End Date/Time
<i>Status of the Outage</i>	<i>eNAMS Outage Number</i>	<i>The external TO ID of the Outage</i>	<i>Basic Outage Code relating to equipment</i>	<i>Free text outage description</i>	<i>Description of work involved for the Outage</i>	<i>The TO Impact</i>	<i>Engineering Comments</i>	<i>Planned Start Date/Time of the Outage</i>	<i>Planned End Date/Time of the Outage</i>
Choose option:	Auto-populated by eNAMS	Example:	Example:	Example:	Example:	Choose option:	Example:	Format:	Format:
<ul style="list-style-type: none"> Initial With SO TBA 	E.g. ON-123456	T253618	DRAX400	Outage for planned maintenance	Perform maintenance in line with guidelines	<ul style="list-style-type: none"> P1 P2 P3 P4 P5 	Ensure isolation of...	YYYY-MM-DD HH:MM:SS	YYYY-MM-DD HH:MM:SS
		<i>Text field max. 20 characters</i>	<i>Text field max. 50 characters</i>	<i>Text field max. 250 characters</i>	<i>Text field max. 5000 characters</i>		<i>Text field max. 5000 characters</i>	Example: 2021-01-31 23:45:00	Example: 2021-01-31 23:45:00
								<i>The excel cell needs to be formatted to Text</i>	<i>The excel cell needs to be formatted to Text</i>

Fig 1a: Column A - J of the Bulk Upload template sheet

Section 1: Bulk Upload Template

K	L	M	N	O	P	Q	R
Authorised Person Attendance Date/Time	Planned Equipment Release Date Time	Emergency Return To Service: Day	Emergency Return To Service: Day Units	Emergency Return To Service: Night	Emergency Return To Service: Night Units	OnCom	Work Type - Short Codes
<i>Authorised Person Attendance Date/Time</i>	<i>Planned Equipment Release Date Time</i>	<i>ERTS day value</i>	<i>ERTS day units</i>	<i>ERTS night value</i>	<i>ERTS night units</i>	<i>Shows the Outage ERTS is On Commission</i>	<i>Short description of work</i>
Format:	Format:	Format:	Choose option:	Format:	Choose option:	Choose option:	Choose option:
YYYY-MM-DD HH:MM:SS	YYYY-MM-DD HH:MM:SS	Number	<ul style="list-style-type: none"> • Days • Minutes • Hours 	Number	<ul style="list-style-type: none"> • Days • Minutes • Hours 	<ul style="list-style-type: none"> • TRUE • FALSE 	<ul style="list-style-type: none"> • ADR • ANC • AVC • CAP • CBG
Example: 2021-01-31 23:45:00	Example: 2021-01-31 23:45:00	Example: 10		Example: 10			
<i>The excel cell needs to be formatted to Text</i>	<i>The excel cell needs to be formatted to Text</i>						<i>See attached Template for full list</i>

Fig 1b: Column K – R of the Bulk Upload template sheet

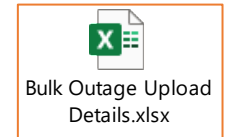
S	T	U	V	W	X	Y	Z
Working Time	In Service	Change Code	Change Description	Tags	Outage Type	Permit For Work Time	Transmission Owner
<i>Working Time of the Outage</i>	<i>Shows if the Outage is In Service</i>	<i>The Change Code of the Outage</i>	<i>Details of the change A way to associate Tags to an Outage</i>	<i>Identifies type of Outage</i>	<i>Permit for Work Date/Time</i>	<i>The Owner of the Outage</i>	
Choose option:	Choose option:	Choose option - only enter number, e.g. 1:	Example:	Example:	Choose option:	Format:	Choose option:
<ul style="list-style-type: none"> • Daily • Nightly • Continuous 	<ul style="list-style-type: none"> • TRUE • FALSE 	1 - New work identified in current year 2 - OESB/ EMI / RHMZ 3 - Prev WND 4 - WSE 5 - Maintain FOI / Defects 6 - Faults <i>See attached Template for full list</i>	Replace isolator	CTRNORTH; CTRSOUTH	<ul style="list-style-type: none"> • Planned • Unplanned • Fault • Non-NGESO 	YYYY-MM-DD HH:MM:SS Example: 2021-01-31 23:45:00 <i>The excel cell needs to be formatted to Text</i>	<ul style="list-style-type: none"> • SPT • SHETL • NGET • WPD • Electricity North West • Scottish and Southern <i>See attached Template for full list</i>

Fig 1c: Column S – Z of the Bulk Upload template sheet

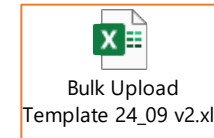
Section 1: Bulk Upload Template

Important things to note:

See embedded **Bulk Outage Upload Details.xlsx** for the full list of the fieldnames and the options that can be entered into those fields



See embedded latest **Bulk Outage Upload Template v1.xlsx**



When updating 'In Plan' Outages, ensure that **Authorised Person Attendance Date/Time**, **Planned Equipment Release Date Time** and **Permit For Work Time** are populated with dates between the Planned start and Planned end dates.

When using Bulk Uploads, the file must be **created and updated in Excel format (*.xlsx)** then only be **saved in CSV format at the point when you wish to upload** - do not then re-open the CSV file, or the date format will be corrupted.

Section 1: Bulk Upload Template

Important things to note:

Fig 2 shows the different types of outage change the bulk upload functionality can perform.

This could be creating new outages or updating existing outages.

Creating New Outage	
Initial	The Bulk Upload can create Initial outages
With SO	The Bulk Upload can create With SO outages

Updating Outages	
Initial	The Bulk Upload can update Initial outages
Initial	The Bulk Upload can change the Initial status to With SO
With SO	The Bulk Upload can update With SO outages by creating With SO change requests
With SO (Change Request)	The Bulk Upload cannot update change requests (With SO)
In Plan	The Bulk Upload can update In Plan outages by creating With SO change requests
In Plan	The Bulk Upload can TBA In Plan outages by creating TBA change requests
In Plan (Change Request)	The Bulk Upload cannot update change requests (In Plan)

Fig 2: Bulk upload functionality



Section 2

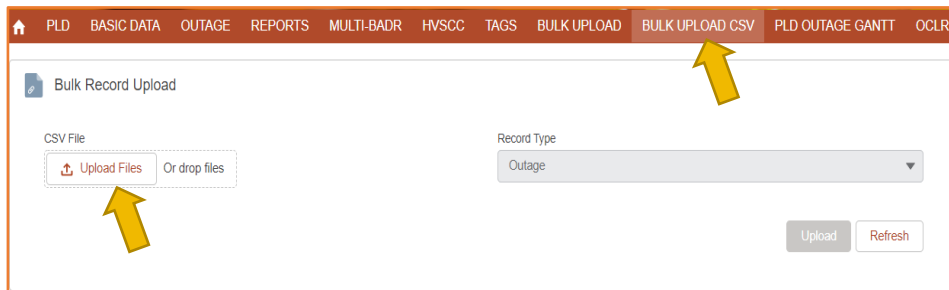
Uploading a Bulk Upload file

This section will show a how to upload a Bulk Upload

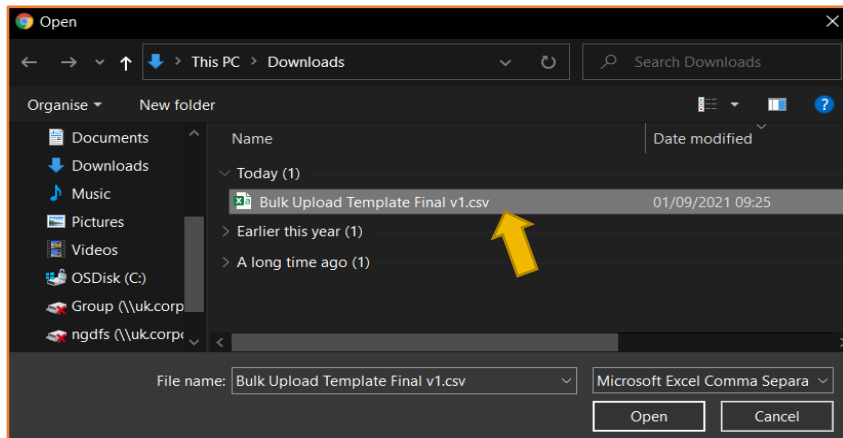


Section 2: Uploading a Bulk Upload file

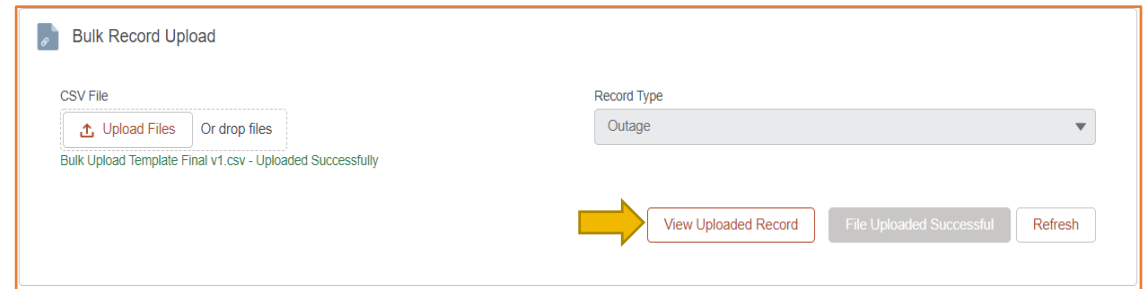
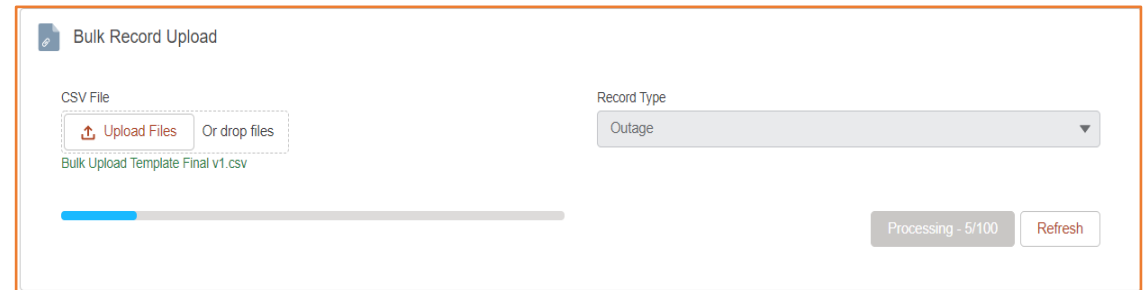
1. Click **Bulk Upload CSV** from the navigation bar (**Bulk Upload** tab shows previous uploads)
2. Click **Upload Files** button:



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



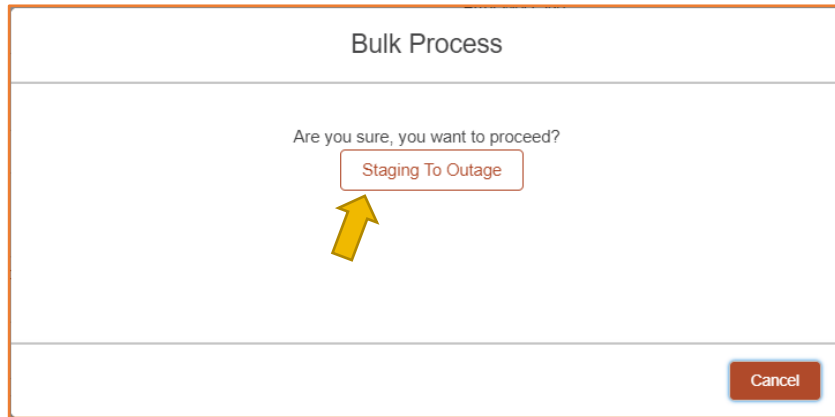
4. Click **Upload** button – once the progress bar finishes, click **View Uploaded Record**:



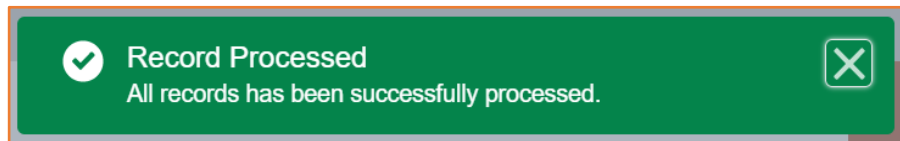
5. The staging record is displayed – click the **Bulk Process** button at the top right of the screen

Section 2: Uploading a Bulk Upload file

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 and display outage links or display errors as to why they didn't.

DETAILS

Bulk Upload Name: BU-0000317

Status: Passed

Created By: Paul Obanor SHETL OP, 28/05/2021 14:35

Record Type: Bulk Outage Upload TO

Error Message: All records has been successfully processed.

Last Modified By: Paul Obanor SHETL OP, 28/05/2021 14:36

Files (1)

New Master Template SHET v32.csv

28-May-2021 • 987B • csv

Bulk Upload Staging Records (3)

Bulk Upload Staging Record Name	Outage Number	Error Message
BUSR-0001252	ON-0011179	
BUSR-0001253	ON-0011180	
BUSR-0001254	ON-0011181	

9. Click on one of the **Outage** links to view it.



Section 3

Recently uploaded files and Bulk Upload Report

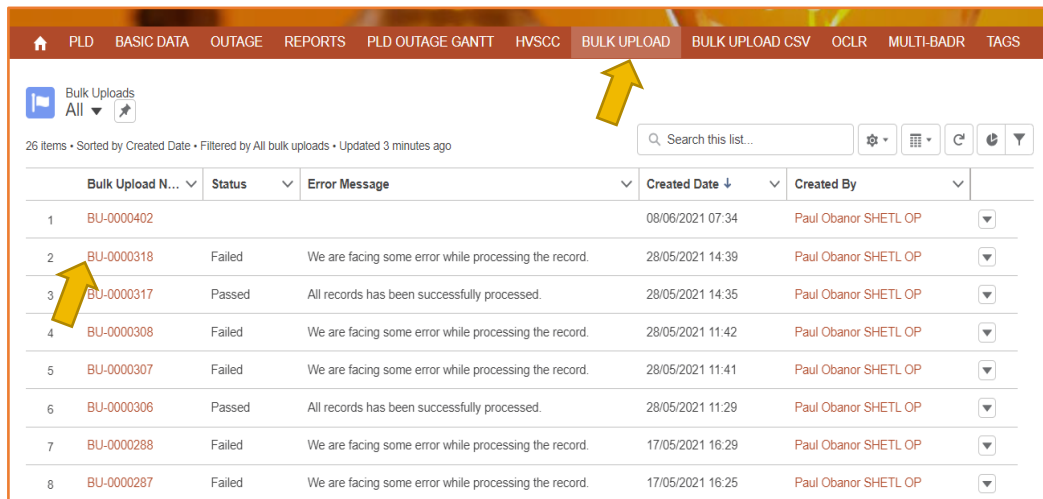
This section will show a how to create a Bulk Upload Report after an upload and also show where all Bulk Uploads are stored



Section 3: Recently uploaded files & Bulk Upload Report

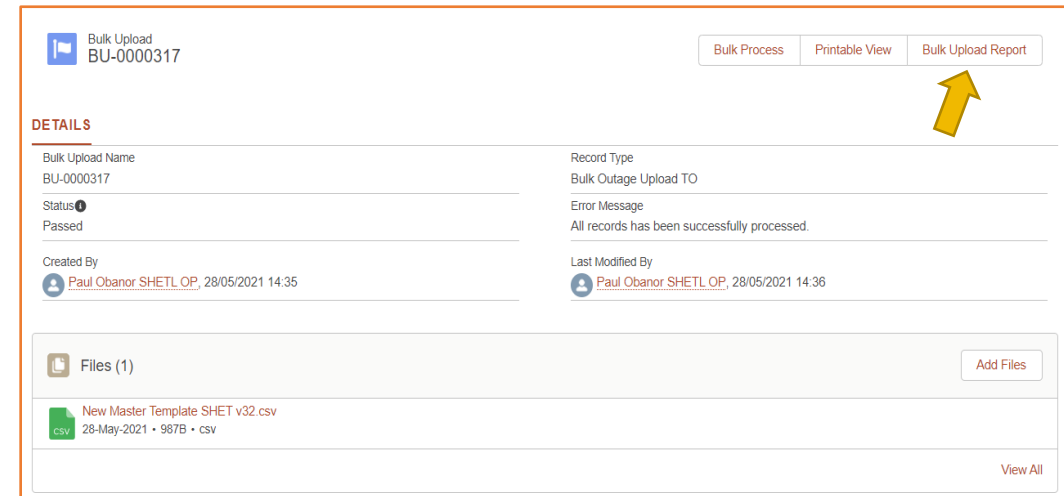
1. Click **Bulk Upload** from the navigation bar to shows previous uploads:

2. Click on any **Bulk Upload record** in the list :



Bulk Upload N...	Status	Error Message	Created Date	Created By
1 BU-0000402			08/06/2021 07:34	Paul Obanor SHETL OP
2 BU-0000318	Failed	We are facing some error while processing the record.	28/05/2021 14:39	Paul Obanor SHETL OP
3 BU-0000317	Passed	All records has been successfully processed.	28/05/2021 14:35	Paul Obanor SHETL OP
4 BU-0000308	Failed	We are facing some error while processing the record.	28/05/2021 11:42	Paul Obanor SHETL OP
5 BU-0000307	Failed	We are facing some error while processing the record.	28/05/2021 11:41	Paul Obanor SHETL OP
6 BU-0000306	Passed	All records has been successfully processed.	28/05/2021 11:29	Paul Obanor SHETL OP
7 BU-0000288	Failed	We are facing some error while processing the record.	17/05/2021 16:29	Paul Obanor SHETL OP
8 BU-0000287	Failed	We are facing some error while processing the record.	17/05/2021 16:25	Paul Obanor SHETL OP

3. Click **Bulk Upload Report** button – to see the a report of all uploaded outages in the record:



Bulk Upload BU-0000317

Bulk Process Printable View **Bulk Upload Report**

DETAILS

Bulk Upload Name
BU-0000317

Record Type
Bulk Outage Upload TO

Status
Passed

Error Message
All records has been successfully processed.

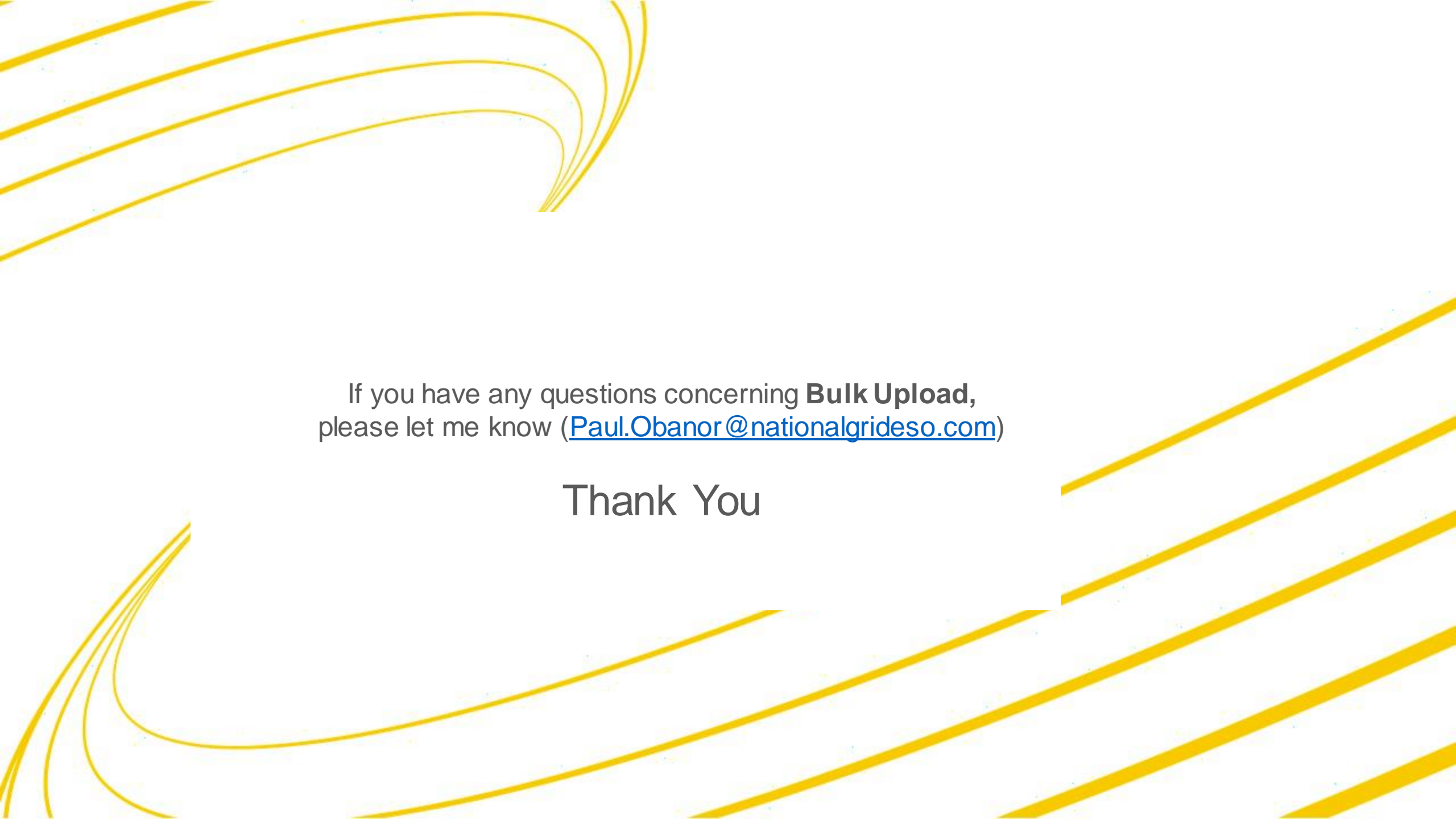
Created By
Paul Obanor SHETL OP, 28/05/2021 14:35

Last Modified By
Paul Obanor SHETL OP, 28/05/2021 14:36

Files (1) [Add Files](#)

New Master Template SHET v32.csv
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[View All](#)



If you have any questions concerning **Bulk Upload**,
please let me know (Paul.Obanor@nationalgrideso.com)

Thank You