



# Late News

Version 1

## eNAMS Reference Guide

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# Viewing Late News

# View Late News (1/3)

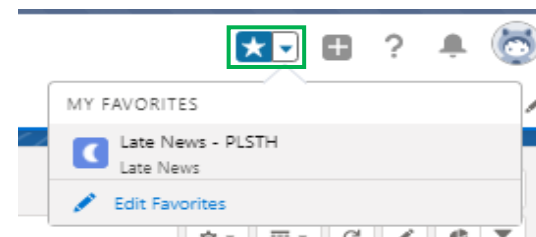
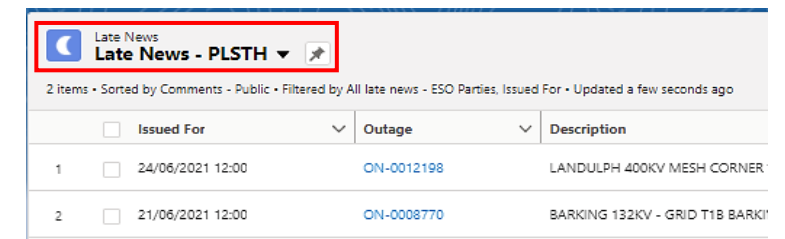
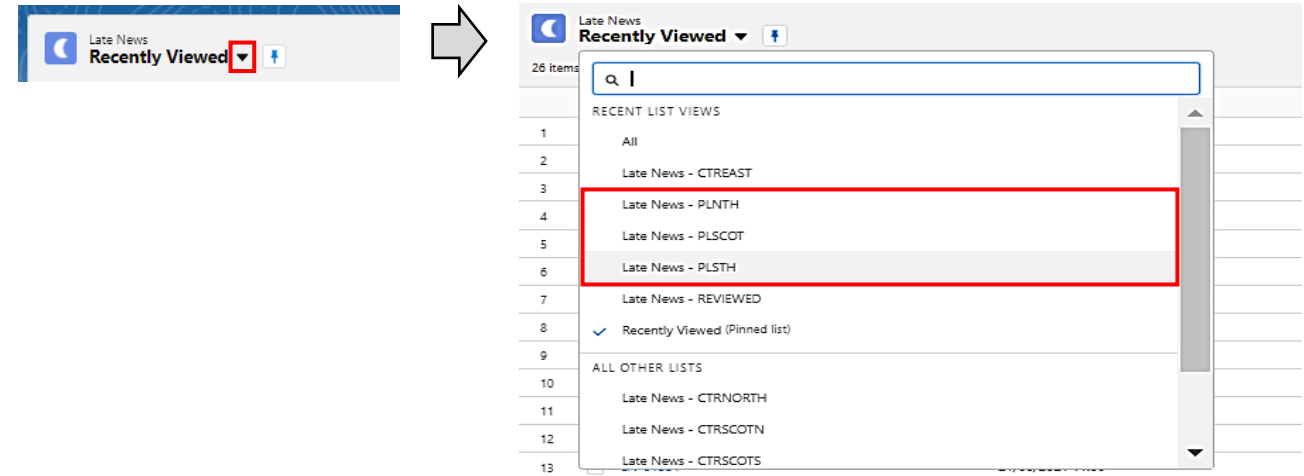
- A user cannot manually create a Late News item – the system generates a Late News report item off the back of late changes to an Outage
- Any changes made that affect the Day Ahead plan week will be automatically recorded in Late News in eNAMS
- The NAP planner will review Late News items and add comments / remove irrelevant entries before issuing the report
- To navigate to Late News, click on Late News in the toolbar.
- If the Late News tab is not visible, click on the pencil icon on the toolbar and click Add More Items then find Late News

The image shows two screenshots of the eNAMS application interface. The top screenshot displays the main navigation bar with various menu items: 'ed Users', 'Fail to Flys', 'Contacts', 'Multi-BADRs', and 'Outages'. A red box highlights a pencil icon in the top right corner of the navigation bar. A large grey arrow points down to the second screenshot. The second screenshot shows a dialog box titled 'Edit eNAMS App Navigation Items'. The dialog contains the text 'Personalize your nav bar for this app. Reorder items, and rename or remove items you've added.' and a 'Learn More' link. Below this, it says 'NAVIGATION ITEMS (17)'. A red box highlights the 'Add More Items' button in the bottom right corner of the dialog. The bottom screenshot shows the eNAMS application's main navigation bar with a search bar and a list of menu items: 'eNAMS', 'PLDs', 'Basic Data', 'Outages', 'Reports', 'Tags', 'HVSCC', 'Bulk Uploads', 'Bulk Upload CSV', 'PLD Outage Gantt', 'Late News', 'OCLRs', 'ROB / NOB', 'Affected Users', and 'Fail to'. A red box highlights the 'Late News' menu item.

# View Late News (2/3)

- On the Late News page, the user may filter by region to view Late News applicable to the specific planning region
- To filter, click on the down arrow at the top left hand corner (set to Recently Viewed by Default)
- Select the appropriate region
- The filtering is carried out based on the assigned Tag on an Outage (each Outage will have at least one PL[region] Tag)

*Tip: It is recommended that the filtered Late News page is added as Favourite to the users account for Delivery Engineers for ease of viewing. This can be set by clicking the star icon when on the relevant region Late News page*



# View Late News (3/3)

- Late News can also be viewed by first clicking on an **Outage**
- Go to the **Related** tab
- Scroll to the **Late News** field
- An LN number is assigned to each Late News item generated
- A Late News item can be edited from this view but also from the Late News tab

The screenshot shows the 'Outage ON-0008770' interface. At the top, there is a header with the outage ID and a progress bar with five steps, the last of which is 'Planned'. Below this, there are two tabs: 'Details' and 'Related', with 'Related' highlighted in a red box. A large grey arrow points down from the 'Related' tab to a table titled 'Late News (2)'. The table has four columns: 'Name', 'Issued For', 'Comments - Public', and 'ESO Approved'. It contains two rows of data, each with a link to a Late News item (LN-01371 and LN-01372) and a checkbox for 'ESO Approved'. A 'View All' link is located at the bottom of the table.

Name	Issued For	Comments - Public	ESO Approved
<a href="#">LN-01371</a>	21/06/2021 12:00		<input type="checkbox"/>
<a href="#">LN-01372</a>	21/06/2021 12:00		<input type="checkbox"/>

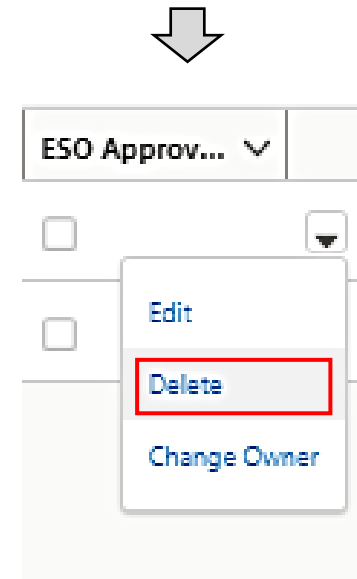
[View All](#)

# Creating Late News

# Create / Delete Late News

- If any of the following changes are made to the Day Ahead plan week (Sat – Fri), this will be recorded automatically as a Late News item with the change recorded in the appropriate column of the Late News view as a WAS and IS NOW value:
  - New Outages
  - Outage Status changed
  - Outage Start Date / Time changed
  - Outage End Date / Time changed
  - Outage ERTS changed
  - Operational Note changed (Op Note column)
- A Late News item cannot be manually created
- To delete a Late News, click on the down arrow against the individual Late News item
- Then, click Delete
- This can be done from the Late News page (as shown in the screenshots on the right) or from the individual Outage.

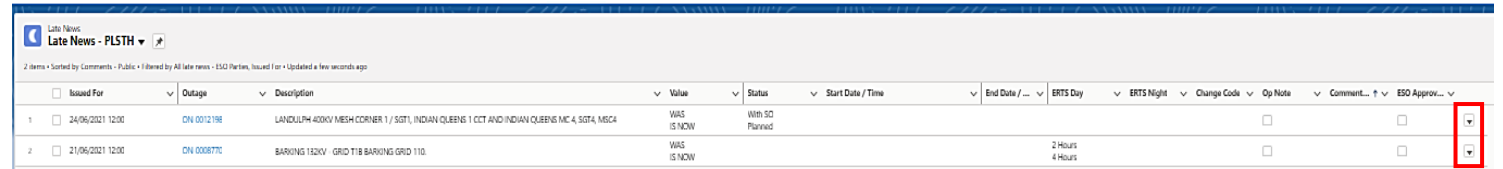
Issued For	Outage	Description	Value	Status	Start Date / Time	End Date / Time	ERTS Day	ERTS Night	Change Code	Op Note	Comment...	ESO Approv...
24/06/2021 12:00	DN 0012198	LANDULPH 40KV MESH CORNER 1 / SGT1, INDIAN QUEENS 1 CCT AND INDIAN QUEENS MC 4, SGT4, MSC4	WAS IS NOW	With SO Planned						<input type="checkbox"/>		<input type="checkbox"/>
21/06/2021 12:00	DN 0008770	BARKING 120KV GRID T18 BARKING GRID 110	WAS IS NOW			2 Hours 4 Hours				<input type="checkbox"/>		<input type="checkbox"/>



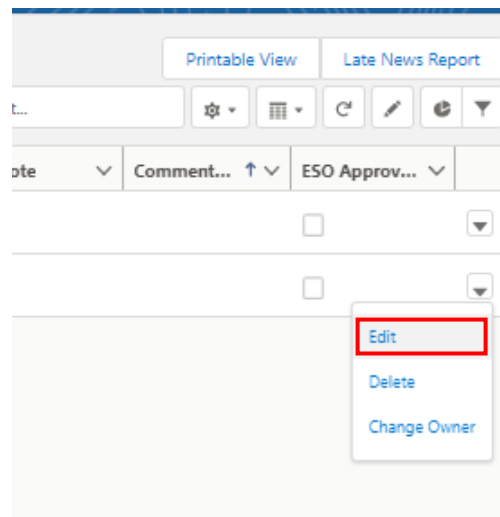


# Edit Late News (1/2)

- To add Comments to a Late News item, click on the down arrow against the individual Late News item
- Then, click on **Edit**
- Type comments into **Comments - Public** field



Issued For	Outage	Description	Value	Status	Start Date / Time	End Date / ...	ERTS Day	ERTS Night	Change Code	Op Note	Comment...	ESO Approv...
24/06/2021 12:00	DN 0012198	LANDULPH 400KV MESH CORNER 1 / SGT1, INDIAN QUEENS 1 CCT AND INDIAN QUEENS MC 4 SGT4, M5C4	WAS IS NOW	With SO Planned								
21/06/2021 12:00	DN 000870	BARKING 152KV GRID T1B BARKING GRID 110	WAS IS NOW				2 Hours 4 Hours					



Printable View Late News Report

Outage: ON-0012301

Issued For: Date 30/06/2021 Time 13:00

ESO Approved:

Owner: NGET

Other Asset Owner

Comments - Public

Outage signed in to start tomorrow. Agreed with all affected parties



# Edit Late News (2/2)

- On the Edit LN page, the following fields can be populated / changed:
  - **Outage**
    - This can be changed to relate a different Outage by typing in the ON number
  - **Issued For (Date / Time)**
    - This Date / Time can be adjusted to reflect the relevant date this Late News applies for
  - **ESO Approved**
    - This should be ticked after reviewing the Late News item so that it is visible to those accessing the Late News report that the Late News item is final
  - **Comments – Public**
    - These comments will appear for all who access the Late News and may be an explanation of the change etc.
- When complete, click on **Save**

The screenshot shows the 'Edit LN-01372' form with several fields highlighted by red boxes:

- Outage:** A dropdown menu showing 'ON-0008770'.
- Issued For:** A section containing 'Date' (21/06/2021) and 'Time' (12:00).
- ESO Approved:** A checkbox that is currently unchecked.
- Comments - Public:** A text input field.
- Save:** A blue button at the bottom right of the form.

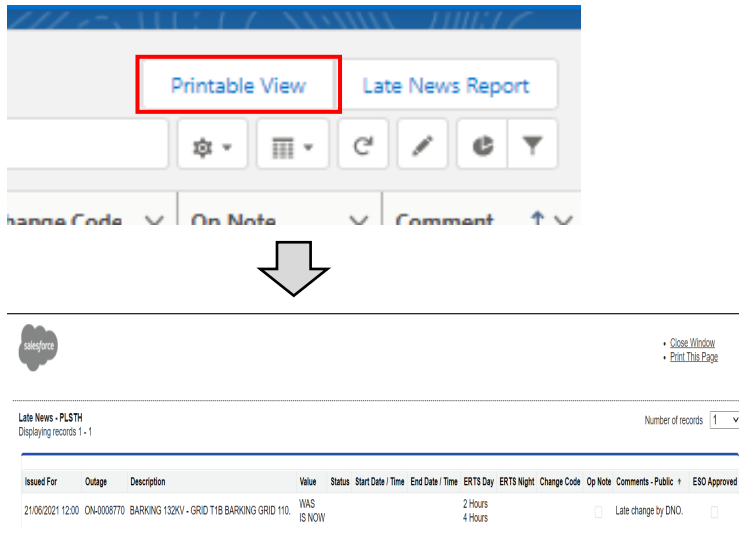
Other visible fields include 'Owner' (NGET), 'ESO Parties' (PLSTH 162316377999), 'Comments', 'Changes' (with columns for Old and New values), 'Op Note', 'Created By' (Nathanael Sims SO, 20/06/2021 13:12), and 'Last Modified By' (Nathanael Sims SO, 20/06/2021 13:12).

# Issuing Late News

# Issue Late News

- There are two ways of Issuing Late News:

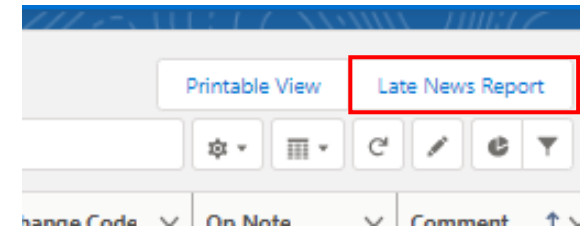
- 1) Printable View (Report) – this shall be emailed out each day
  - This is accessed using the Printable View button on the Late News page



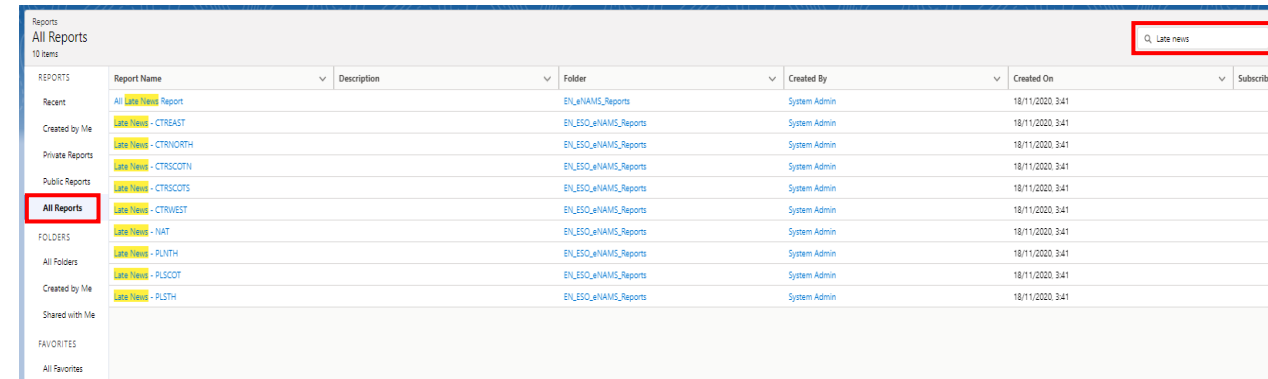
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- 2) Late News Report – this can be self served by those with access to eNAMS Late News

- This can be accessed using the Late News Report button on the Late News page and then manually filtered to the region of interest



- Or this can be accessed directly from the Reports page in eNAMS by searching for Late News under All Reports



# 1) Printable View

- From the Printable View page, click on Print This Page
- This will load Printing options
- Click on the Destination field and change to Save as PDF
- Click on Save and save the file in your directory
- Once saved, you may issue the Late News to the usual distribution list



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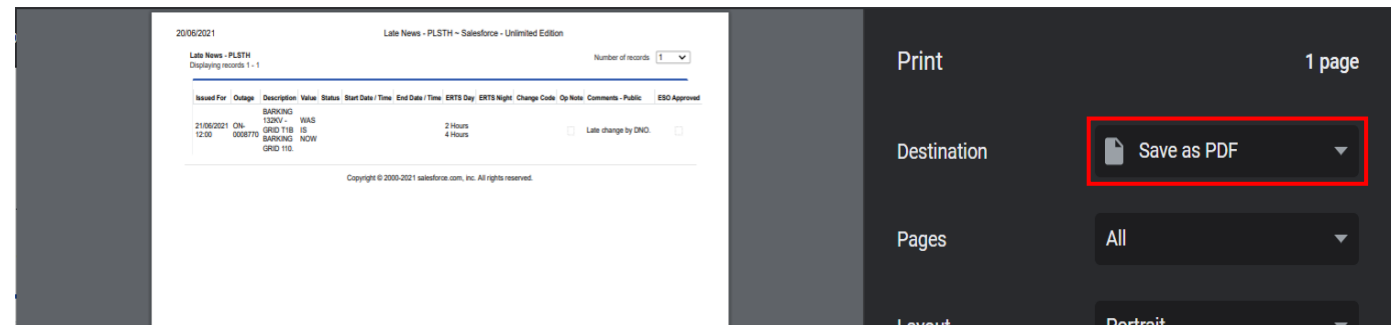
Close Window  
Print This Page

Late News - PLSTH  
Displaying records 1 - 1

Number of records 1

Issued For	Outage	Description	Value	Status	Start Date / Time	End Date / Time	ERTS Day	ERTS Night	Change Code	Op Note	Comments - Public	ESO Approved
21/06/2021 12:00	ON-0008770	BARKING 132KV - GRID T1B BARKING GRID 110.	WAS IS NOW				2 Hours 4 Hours			<input type="checkbox"/>	Late change by DNO.	<input type="checkbox"/>

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20/06/2021 Late News - PLSTH - Salesforce - Unlimited Edition

Late News - PLSTH  
Displaying records 1 - 1

Number of records 1

Issued For	Outage	Description	Value	Status	Start Date / Time	End Date / Time	ERTS Day	ERTS Night	Change Code	Op Note	Comments - Public	ESO Approved
21/06/2021 12:00	ON-0008770	BARKING 132KV - GRID T1B BARKING GRID 110.	WAS IS NOW				2 Hours 4 Hours			<input type="checkbox"/>	Late change by DNO.	<input type="checkbox"/>

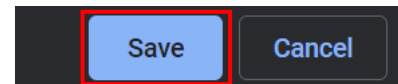
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Print 1 page

Destination Save as PDF

Pages All

Layout Portrait



Save Cancel

## 2) Late News Report

- The Late News Report accessed using the Late News Report button is filtered by default to show the following:
  - Issued For field as the Day Ahead plan week (Sat – Fri)
  - ESO Parties as the region of interest
- The filters can be viewed by navigating from the Report view to Edit then click on the Filters tab
- If an additional filter is shown as: Issued For equals THIS WEEK, this can be removed by clicking the bin icon, then click Run to view the amended Report.

The screenshot shows the 'REPORT' interface for 'Late News - PLSTH'. The 'Filters' tab is active, displaying a list of filters. The filters are:

- Filters (dropdown arrow)
- Add filter... (search icon)
- Show Me All late news
- Issued For Next Week (21-Jun-2021 - 27-Jun-2021)
- ESO Parties contains PLSTH (trash icon)
- Issued For equals THIS WEEK (trash icon, highlighted with a red box)

A large grey arrow points down from the 'Issued For equals THIS WEEK' filter to the 'Run' button in the bottom toolbar, which is also highlighted with a red box. The bottom toolbar includes buttons for 'Got Feedback?', 'Add Chart', 'Save', 'Close', and 'Run'.