ElectraNet

'South Australia's electricity transmission specialist'

Workflow Process

Part 1 - Creation of SCN, GSR & RSR

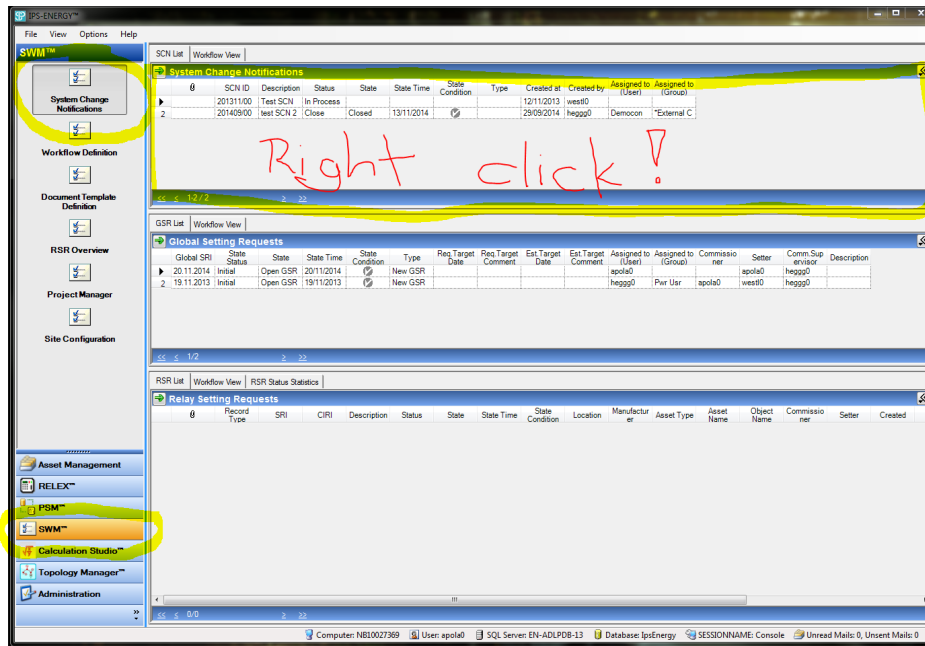Name: Armstrong Apollo
Position: Network Engineer

electranet.com.au

Tasks 1, 2 and 3

> To be done locally in ElectraNet by anyone with read/write access.

> Task 1 - Creation of SCN (System Change Notification)

- could be created per <u>project</u> or per <u>type of activity</u>

> Task 2 – Creation of GSR (Global Setting Request)

- could be created per <u>ENet Authoriser</u>

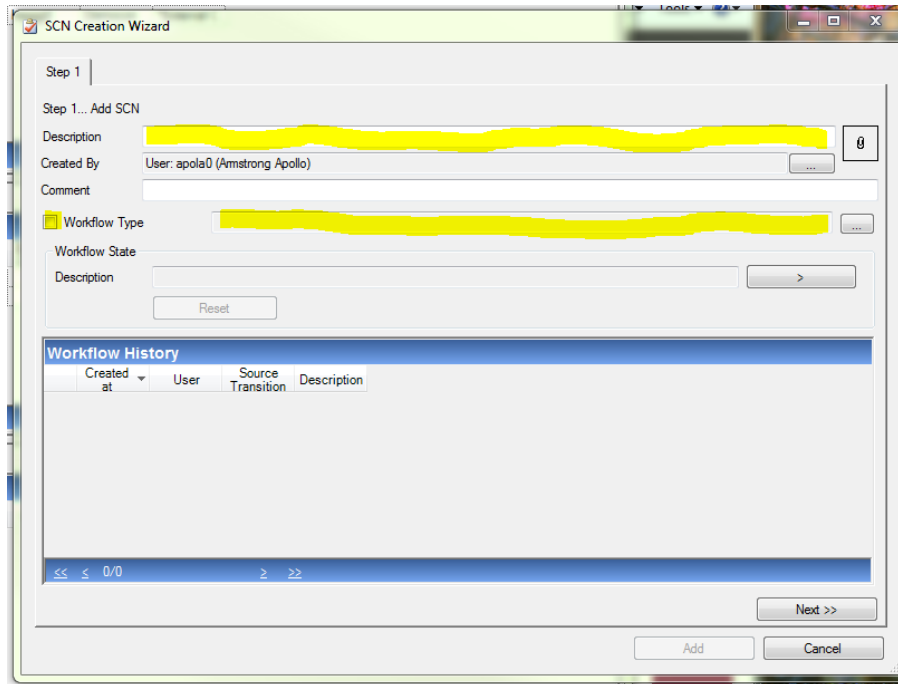> Task 3 – Creation of RSR (Relay Setting Request)

- <u>1 RSR per relay</u>

Task1 – SCN Creation

1.01 Go to SWM Module/System Change Notifications/SCN List

1.02 Right Click inside area and select "SCN Creation Wizard…"

Task 1 – SCN Creation
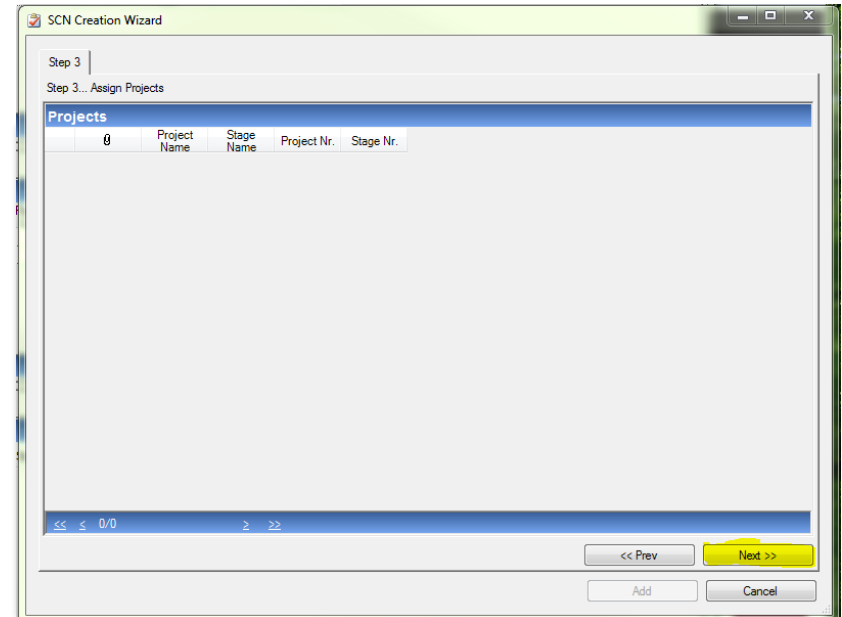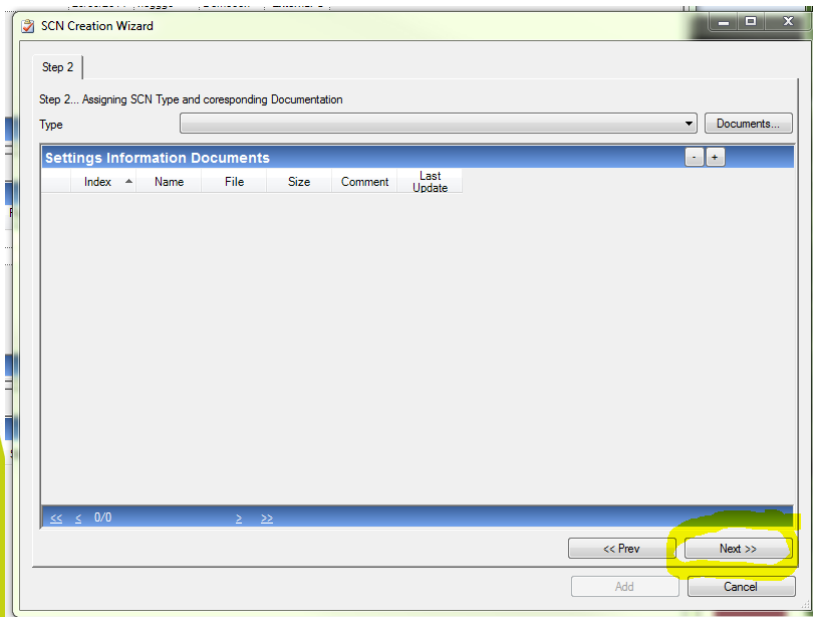

1.03 Fill out "**Description**" - The purpose of setting revision…

1.04 Select Workflow Type: - *New SCN*
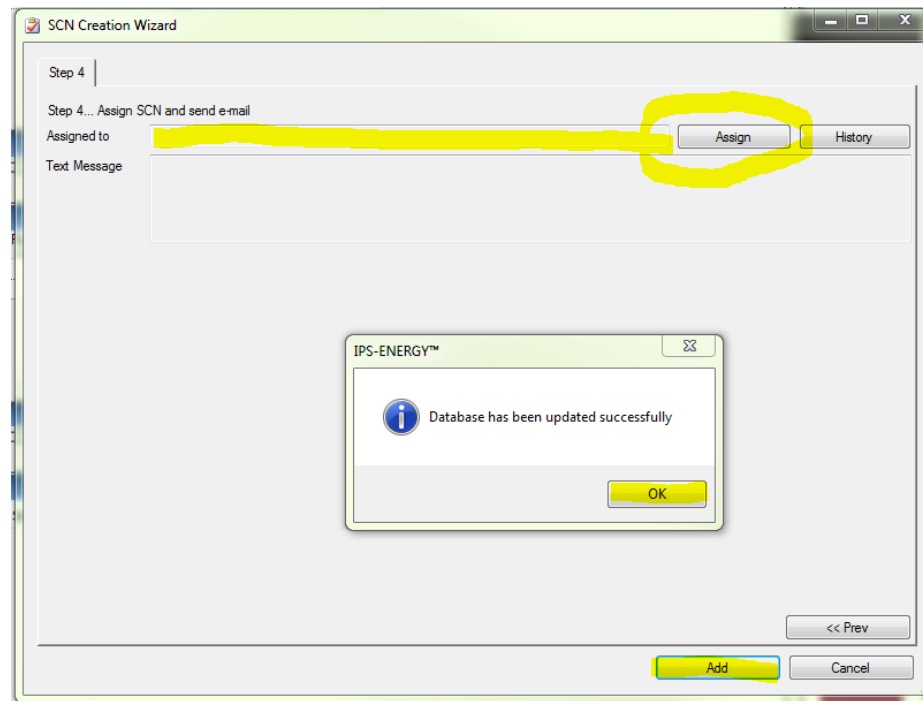
1.05 Click Next>>

Task 1 – SCN Creation

1.06 Skip Steps 2 & 3

1.07 Click Next>> *then* Next>>

Task 1 – SCN Creation
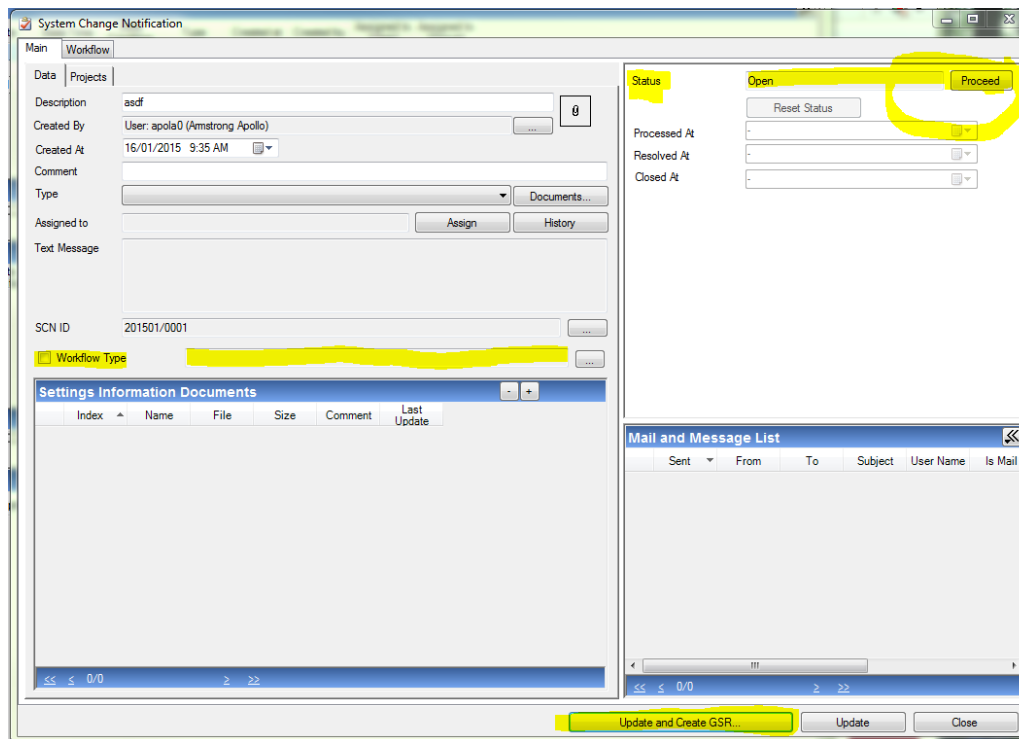
1.08 Fill out Assigned to : **EXTERNAL CONTRACTOR**

1.09 Click Add, then OK to save new SCN.

Task 1 – SCN Creation

1.10 Fill Work Flow Type: **STANDARD WORKFLOW**

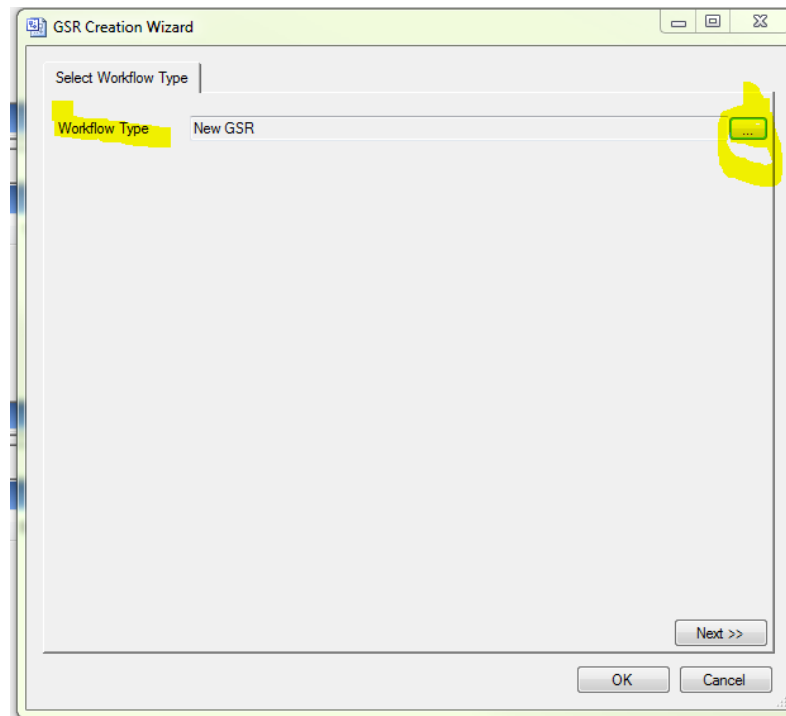1.11 Revised Status from "OPEN" to **"In-Process"**

1.12 Click "Update and **Create GSR**…"

Task 2 – GSR Creation

2.01 Fill out Work Flow Type by clicking button and selecting: **New GSR**

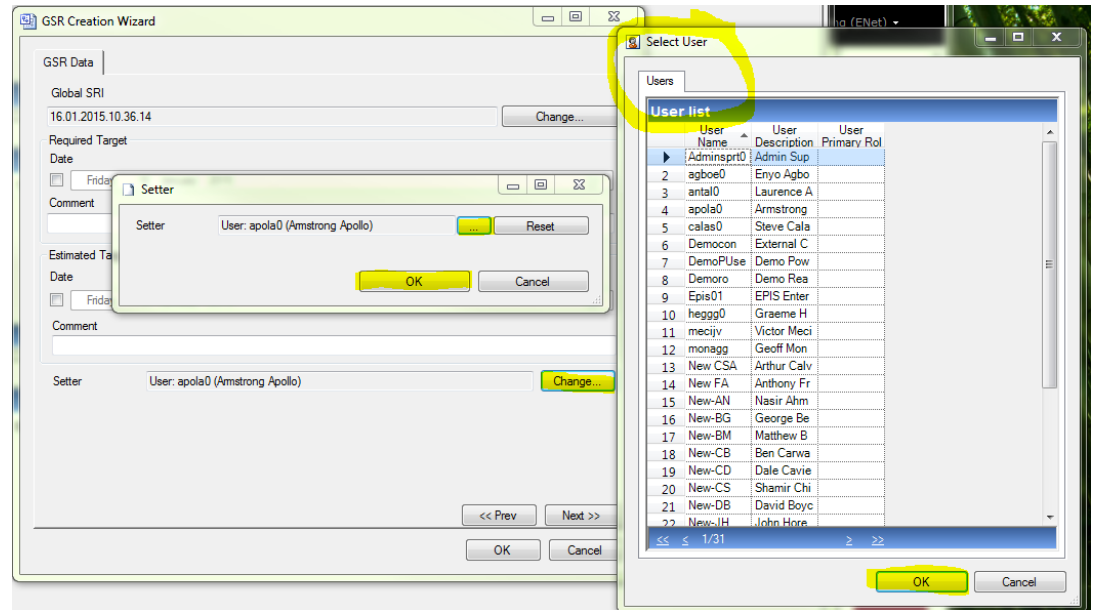2.02 … then select … **Default Time({DD},{MM}, {YYYY}, {MM},…)**
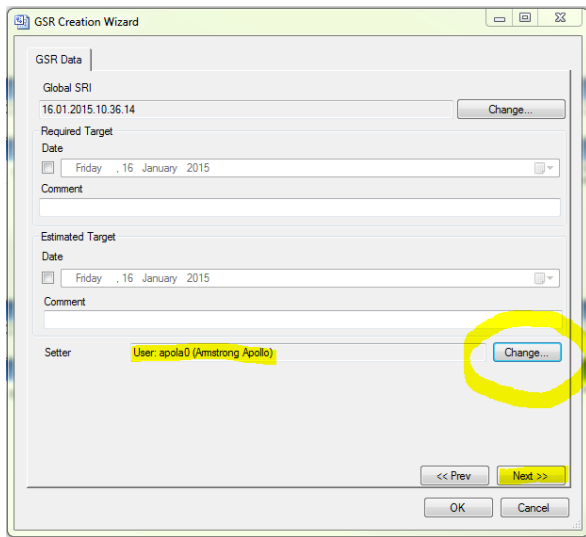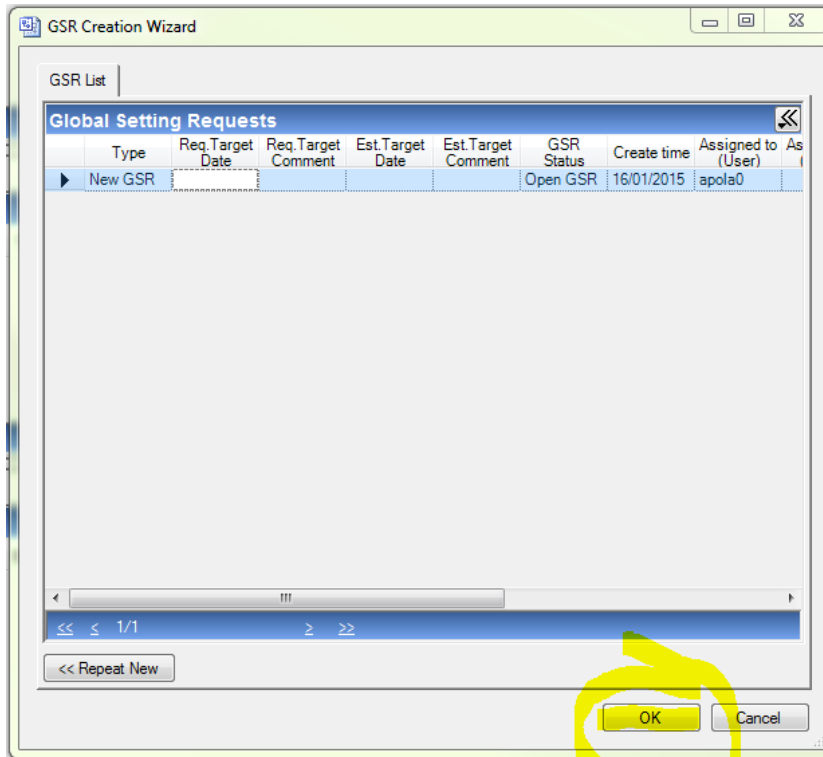

2.03 Click "Next >>"

Task 2 – GSR Creation

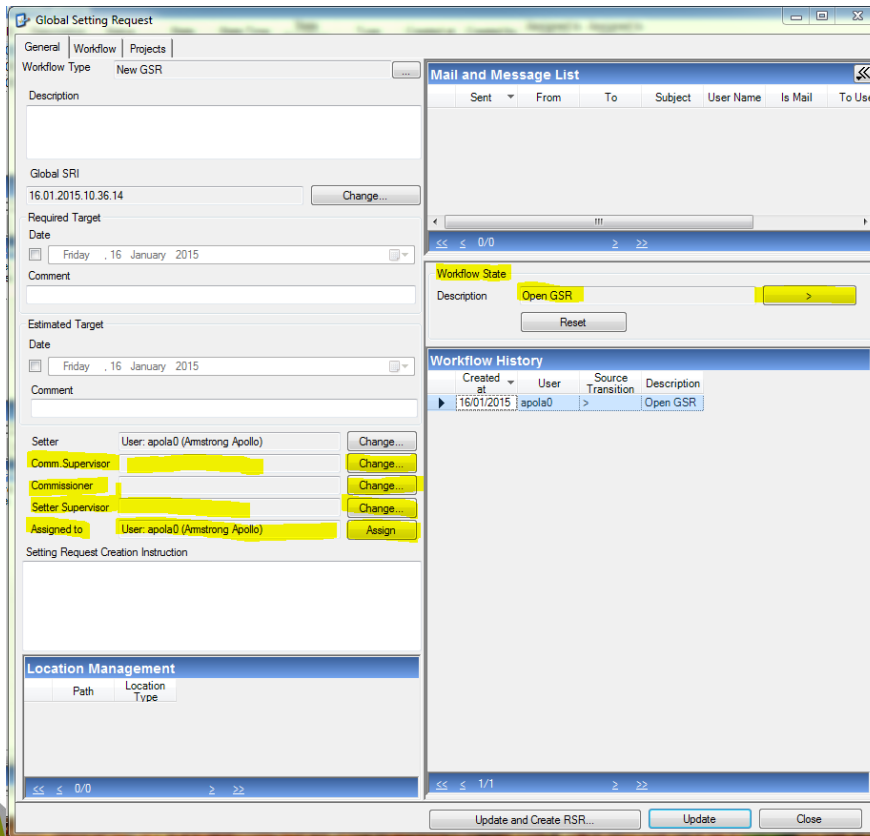2.04 Change Setter to: **External Contractor from the User List**

2.05 Click "Next >>"

Task 2 – GSR Creation
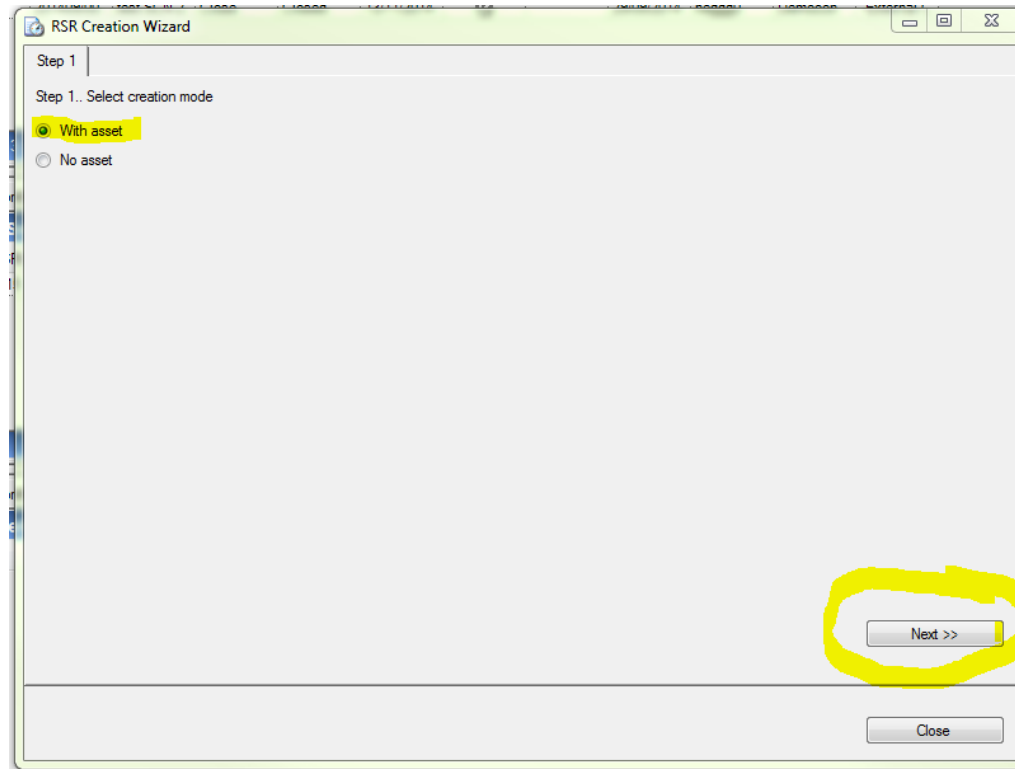

2.06 Click "OK

Task 2 – GSR Creation (End)

- **Setter –** *External Contractor (Company)*

- **Comm Supervisor –** *PROJECT MANAGER*

- **Commissioner –** *ENet Authoriser !*

- **Setter Supervisor –** *ENet Authoriser*

- **Assigned to -** *Ext. Contractor (Person)*

Click > in Workflow State then select : "**Develop Setting Drafts thru RSRs**"

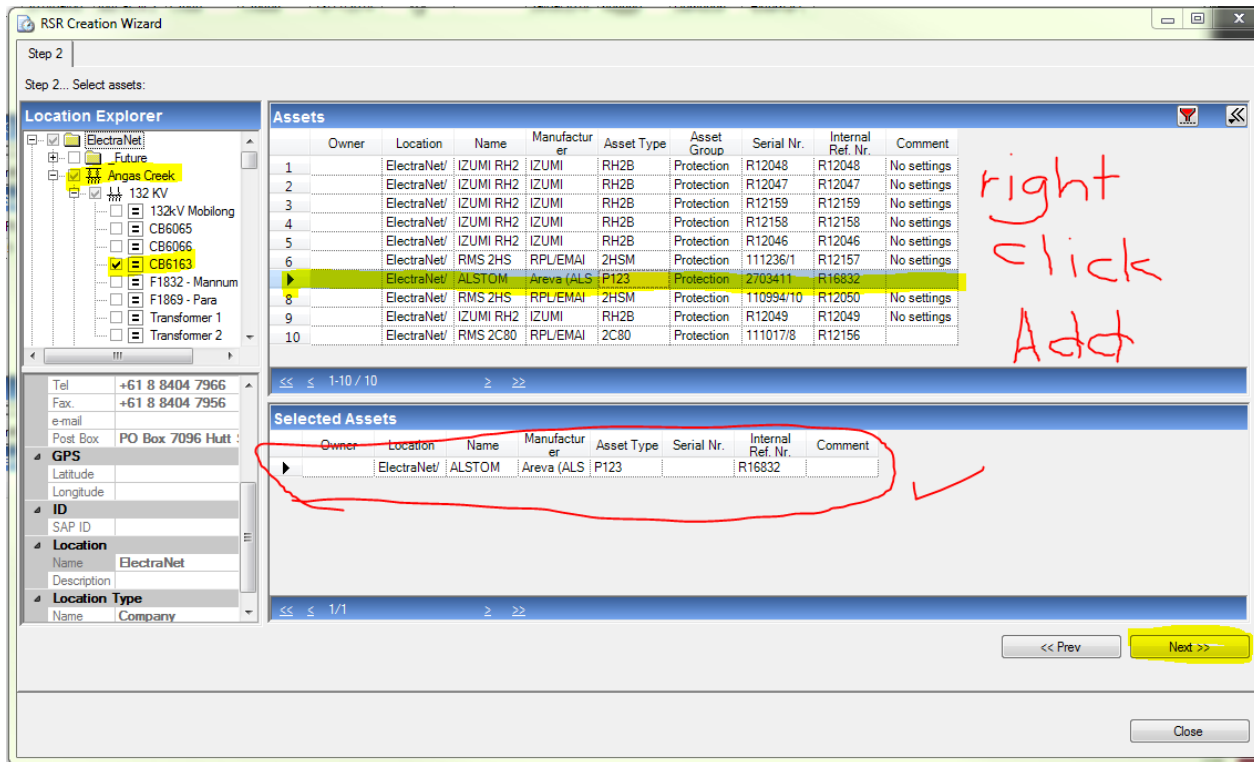2.07 Click "Update and Create RSR…"

Task 3 – RSR Creation

3.01 Select "**With Asset**" then Click "Next".

Task 3 – RSR Creation

Before proceeding, please ensure the following are already done:

1. *The relay location and relay assets are already in IPS.*
2. *New setting Tags are "Provisory" and "Being Prepared"*
3. *"Parameter" is renamed to "Version 0".*
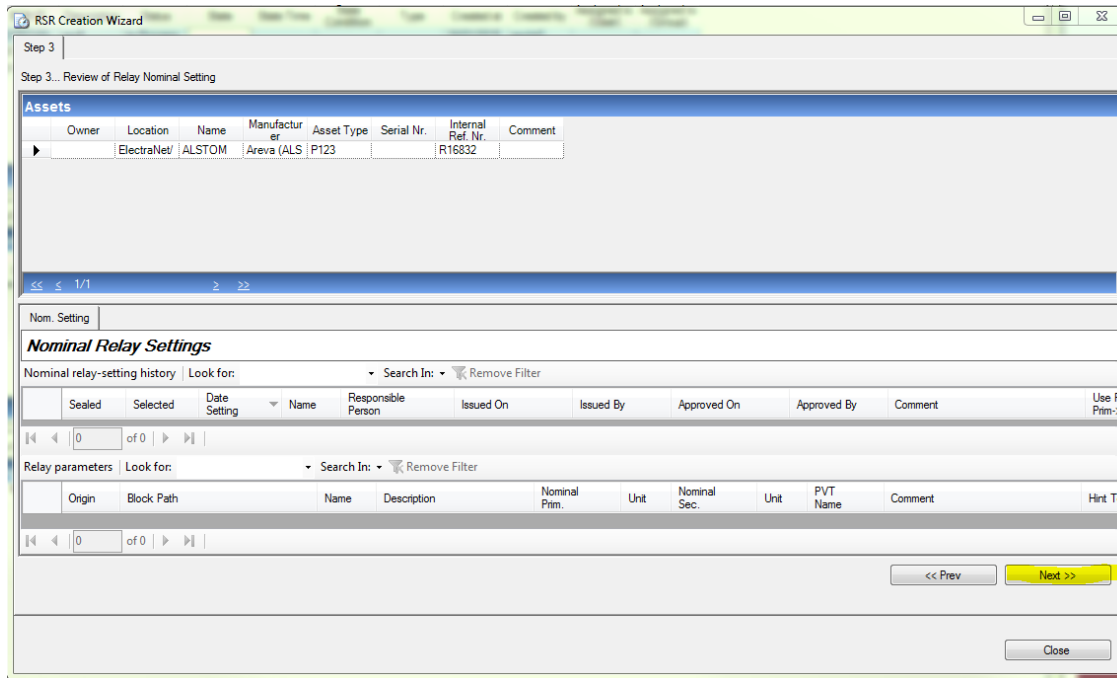4. *Config file and the exported file are attached.*

Task 3 – RSR Creation

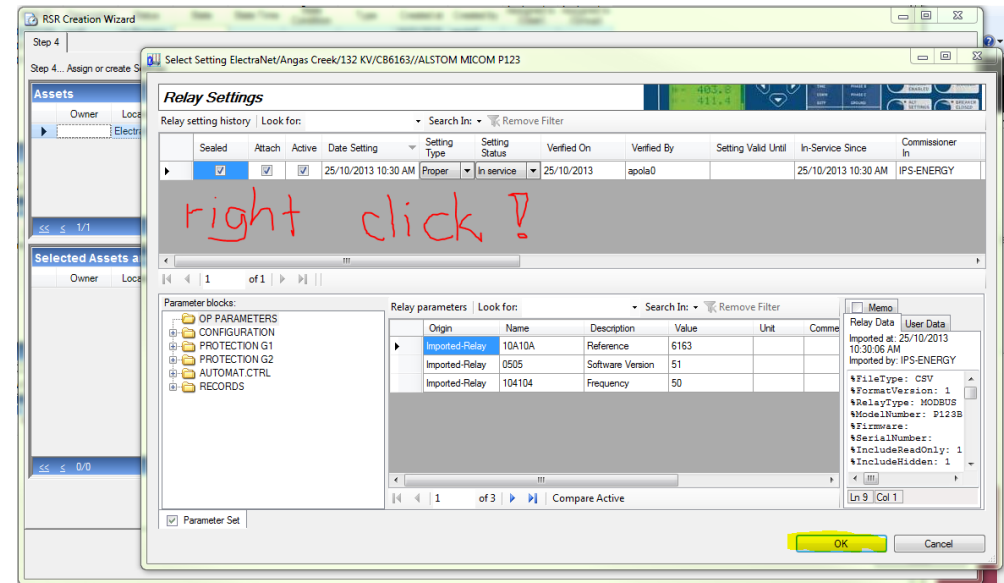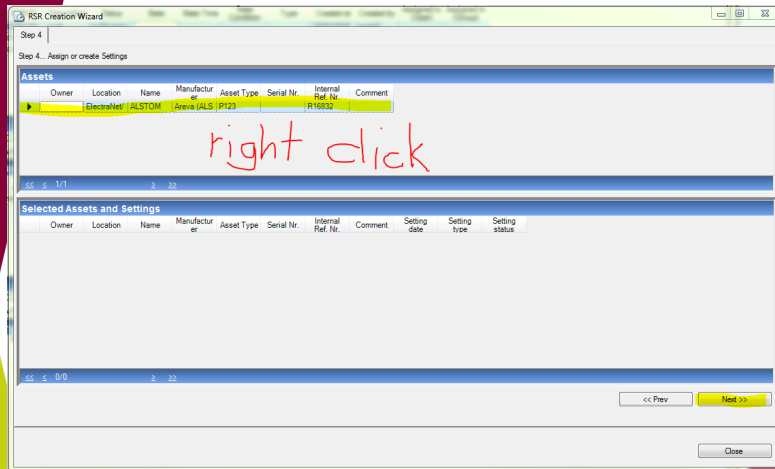3.02 Select location… select Asset … Right click on Asset … click "**ADD**"

3.03 Add 1 asset only. Then… Click "Next>>"

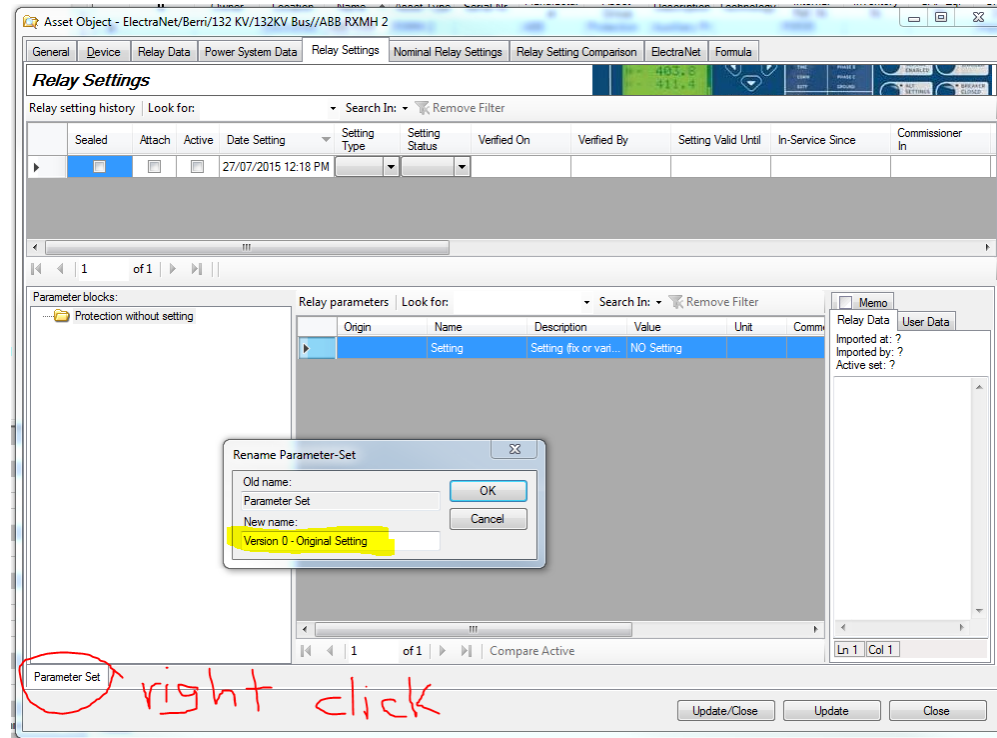# Task 3 – RSR Creation

3.04 Skip Step 3… Click "Next>>"

Task 3 – RSR Creation

3.05 Right Click … then
3.06 Right Click … then select the setting with provisory and being prepared tags previously done in RELEX before RSR creation.
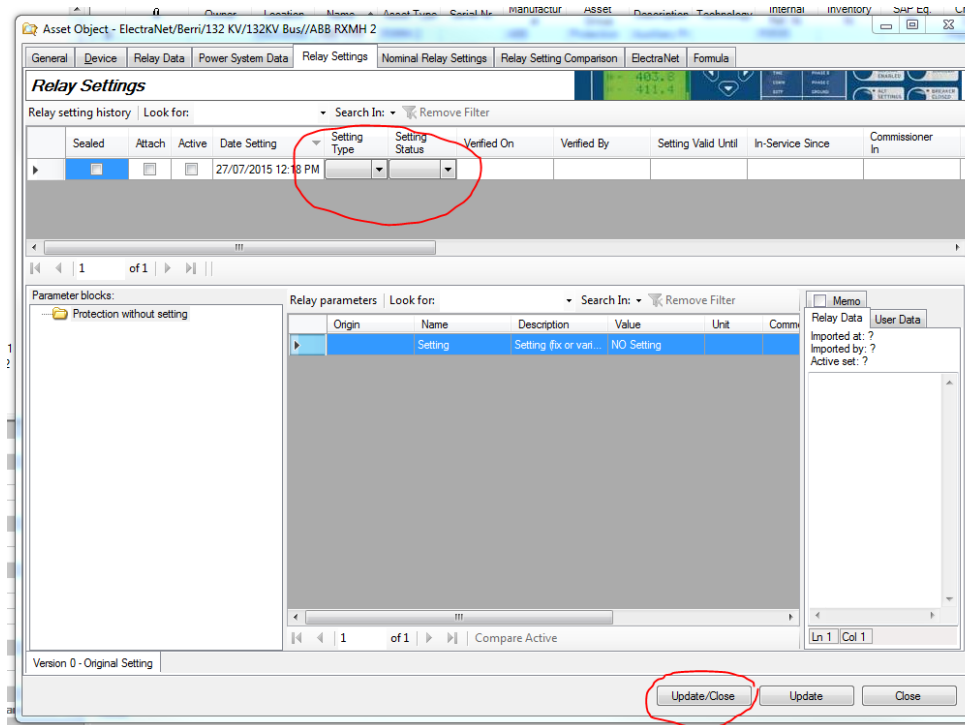
Task 3 – RSR Creation

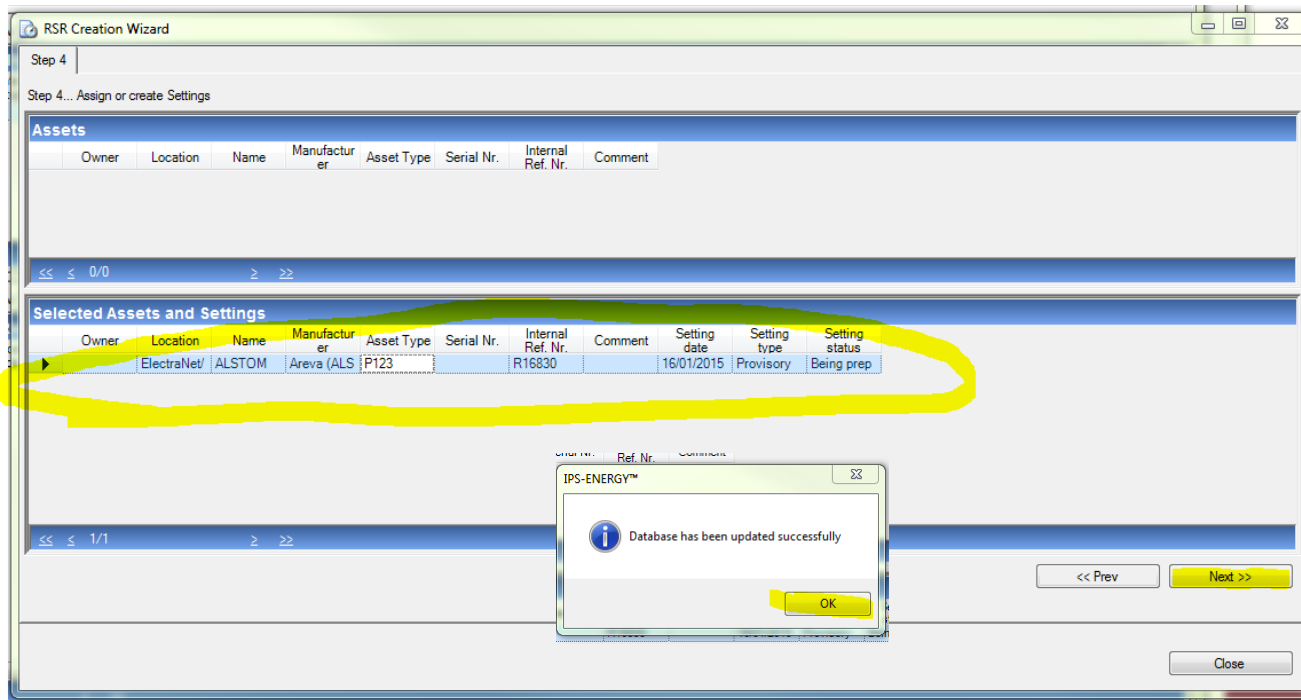*3.07 Ensure that it is Rev. 0 otherwise Right Click "Parameter Set" and rename to "Version 0 – Original Setting"*
3.08 Click Ok.

Task 3 – RSR Creation

3.09 Ensure that attachment is checked.
3.10 Ensure that attachments are correct.
3.11 Click Update/Close

Task 3 – RSR Creation

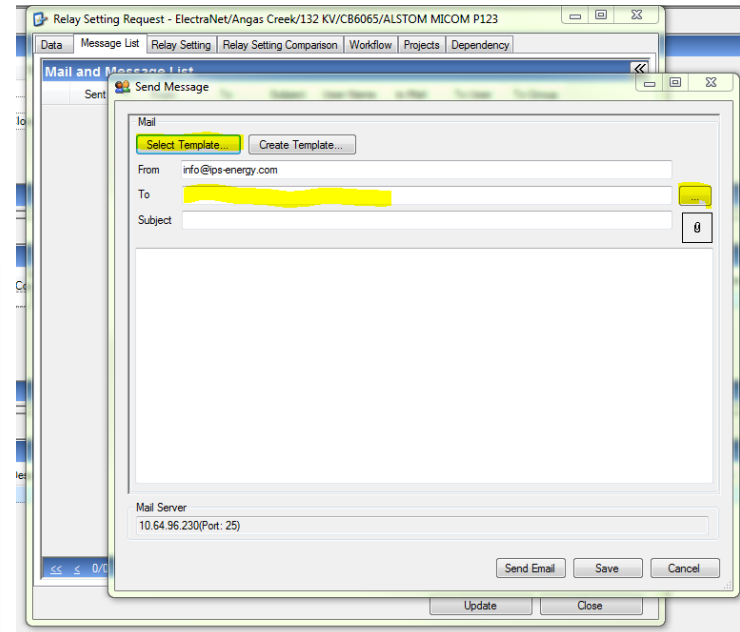3.09 Review and hit "Next" then… "OK" … then "Close"
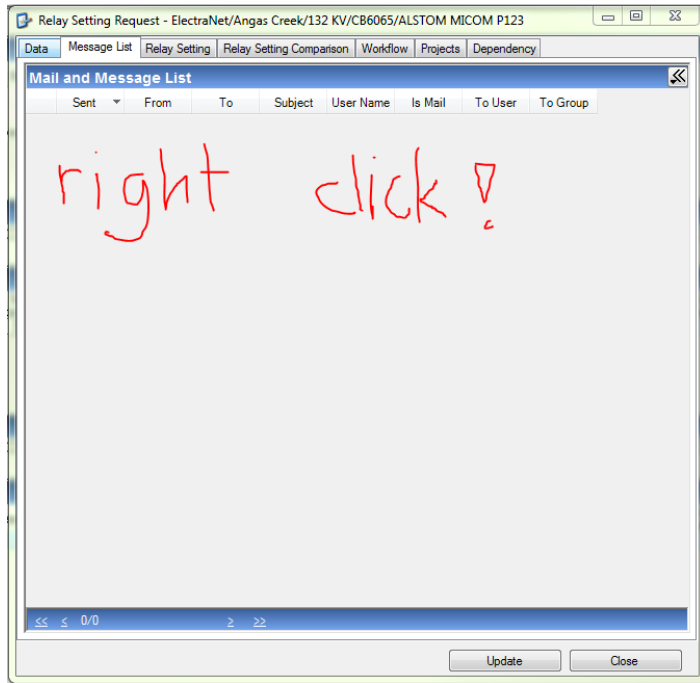
Task 3 – RSR Creation

Fill out the following:

- Ready for Site Implementation: ☑
- Setter: **Ext. Contractor**
- Comm. Supervisor – **Project Manager** *(or ENet Authoriser)*
- Commissioner – **External Contractor**
- Workflow Type: *Select* "**NEW RSR**"
- Workflow State: **"RSR Created & Assigned for Development (ENet)"**

3.10 Review and hit "**Update**"…
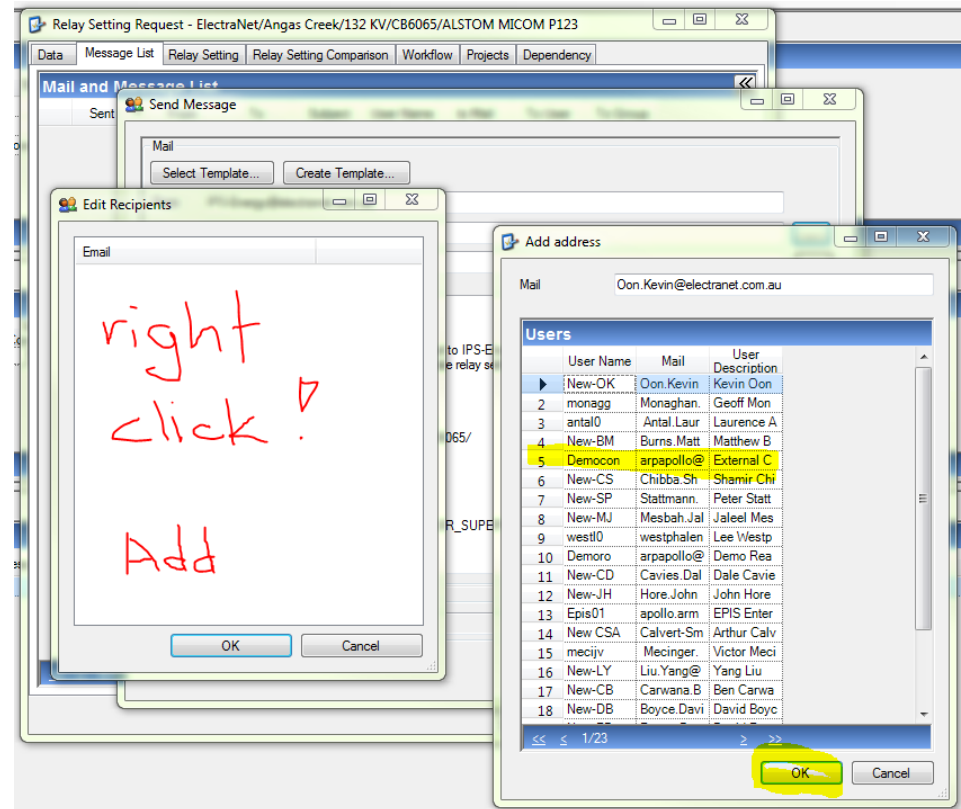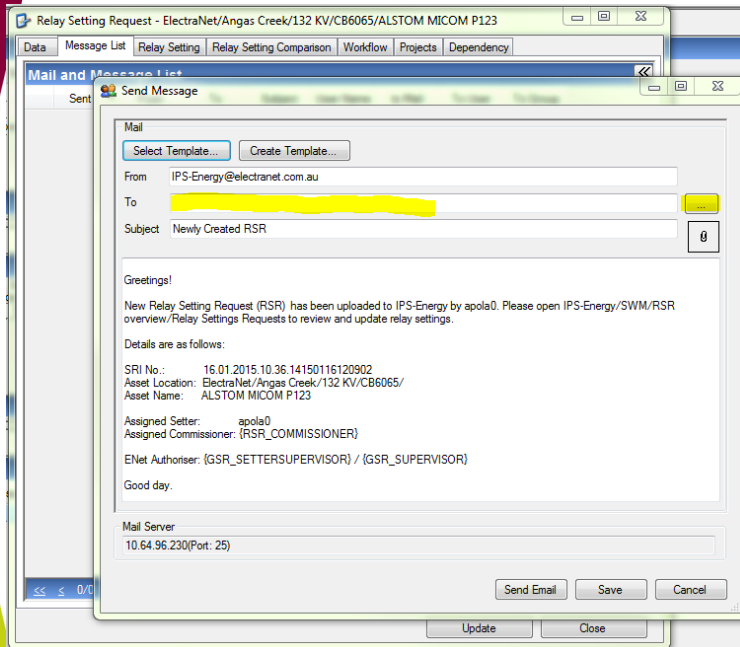*3.11 Click "**Message List**" Tab on top!*

Task 3 – RSR Creation

3.12 Click **"Select Template…"**
*3.13 Select: "**When on RSR is checked "Ready for site implementation"**".*
*3.14 Click "**OK**"*

Task 3 – RSR Creation

3.15 Click "…" button to add addressee.

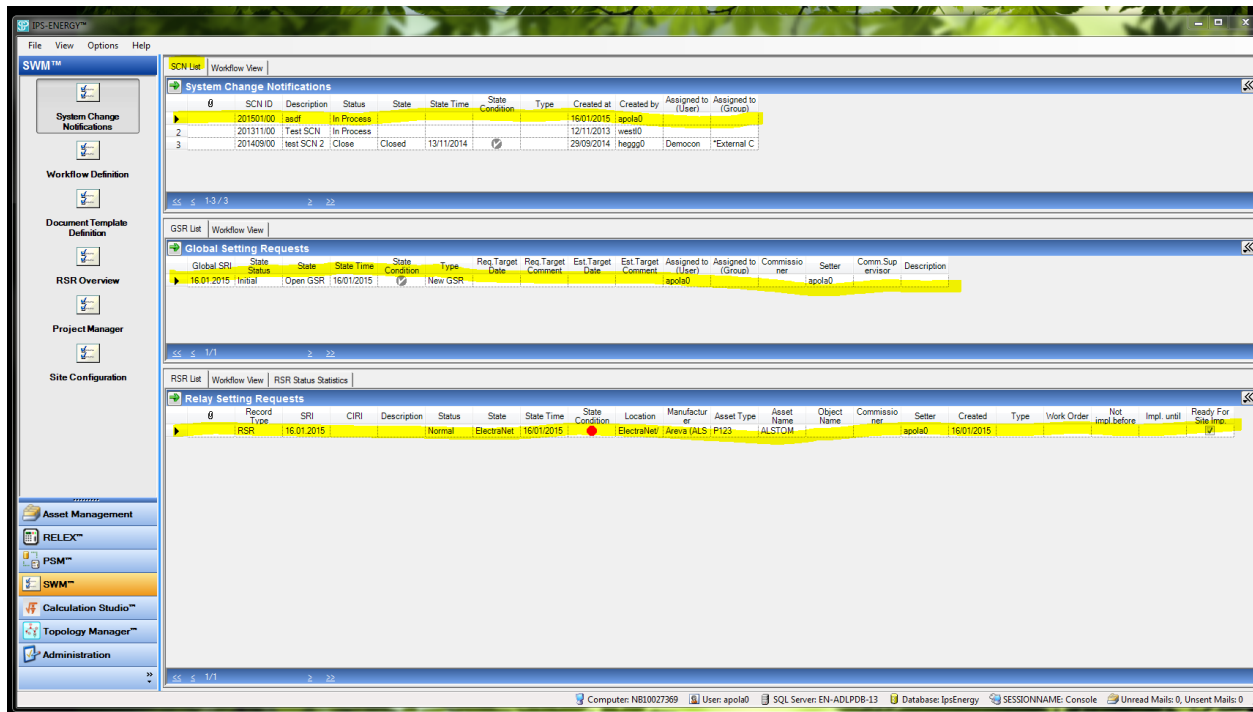*3.16 Right click Edit Recipients window and select "**Add**"*

*3.17 Select Ext. Contractor Username and click "**OK**", "**OK**", "**Send Email**"*

*3.18 Finally, click "Update"… "**OK**"… then "**Close**".*

Task 3 – RSR Creation (End)

Here is the final SWM window should look like."

Questions?

Thank you

Presenter's name:

Phone:

Mobile:

Email: