

Date: January 2015

*'South Australia's electricity transmission specialist'*

# Workflow Process

## *Part 1 - Creation of SCN, GSR & RSR*

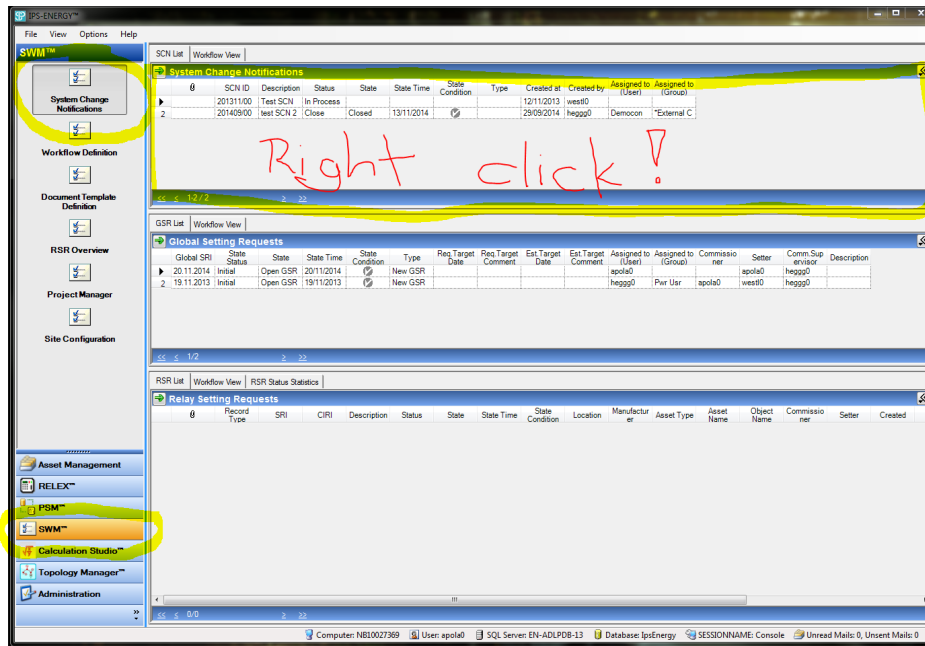
Name: Armstrong Apollo  
Position: Network Engineer

# 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 project or per type of activity
- > Task 2 – Creation of GSR (Global Setting Request)
  - could be created per ENet Authoriser
- > Task 3 – Creation of RSR (Relay Setting Request)
  - 1 RSR per relay

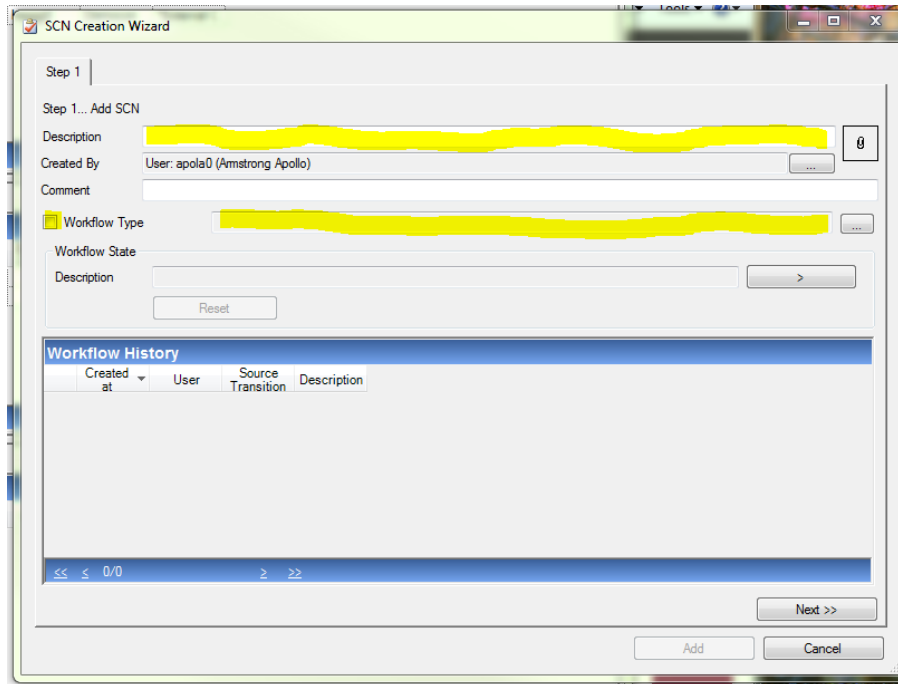
# Task1 – SCN Creation

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



Step 1 |

Step 1... Add SCN

Description

Created By User: apola0 (Armstrong Apollo)

Comment

Workflow Type

Workflow State

Description

**Workflow History**

Created at	User	Source Transition	Description
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<< ≤ 0/0 ≥ >>

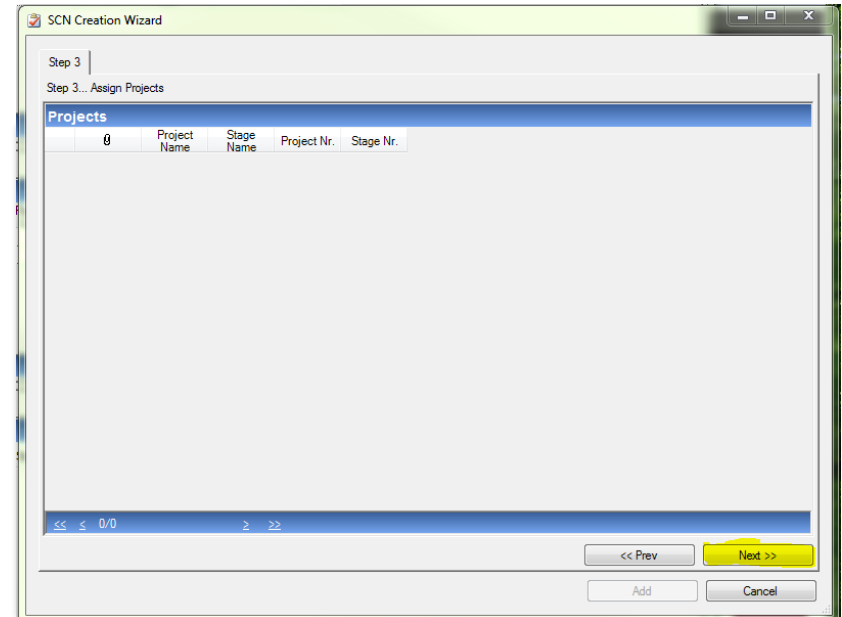
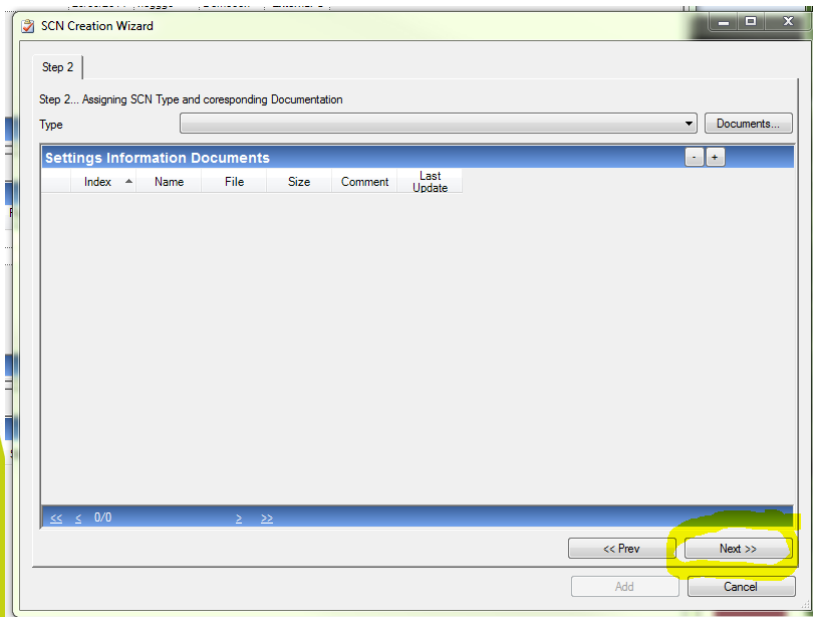
1.03 Fill out “**Description**” - The purpose of setting revision...

1.04 Select Workflow Type: - **New SCN**

1.05 Click Next>>

# Task 1 – SCN Creation

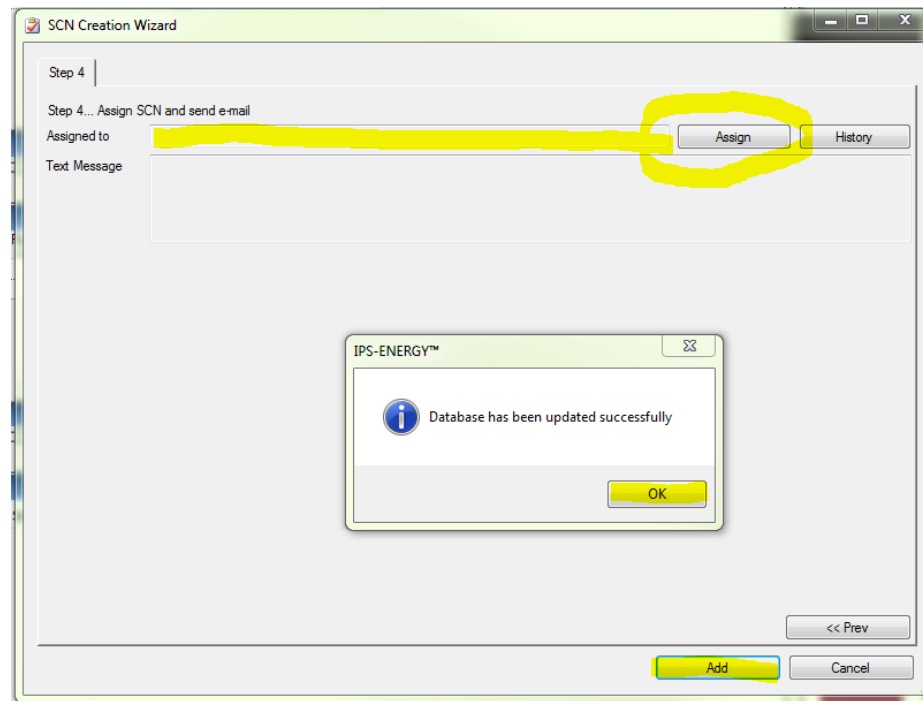
## 1.06 Skip Steps 2 & 3



1.07 Click Next>> *then* Next>>

# Task 1 – SCN Creation

## 1.08 Fill out Assigned to : **EXTERNAL CONTRACTOR**

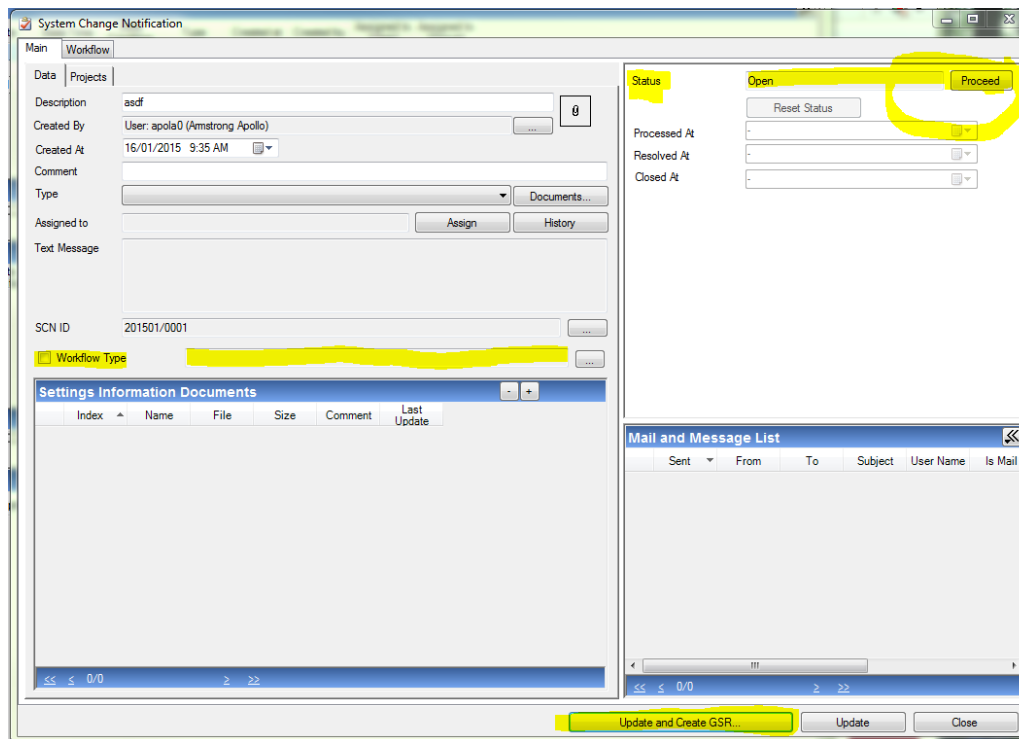


1.09 Click Add, then OK to save new SCN.

# Task 1 – SCN Creation

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

1.11 Revised Status from “OPEN” to “In-Process”

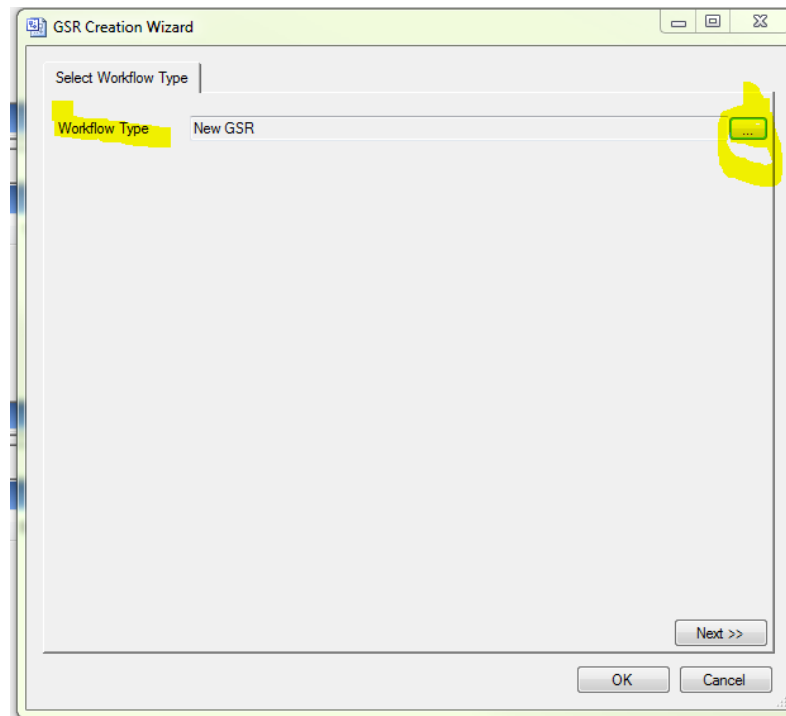


1.12 Click “Update and Create GSR...”

# 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},...)**

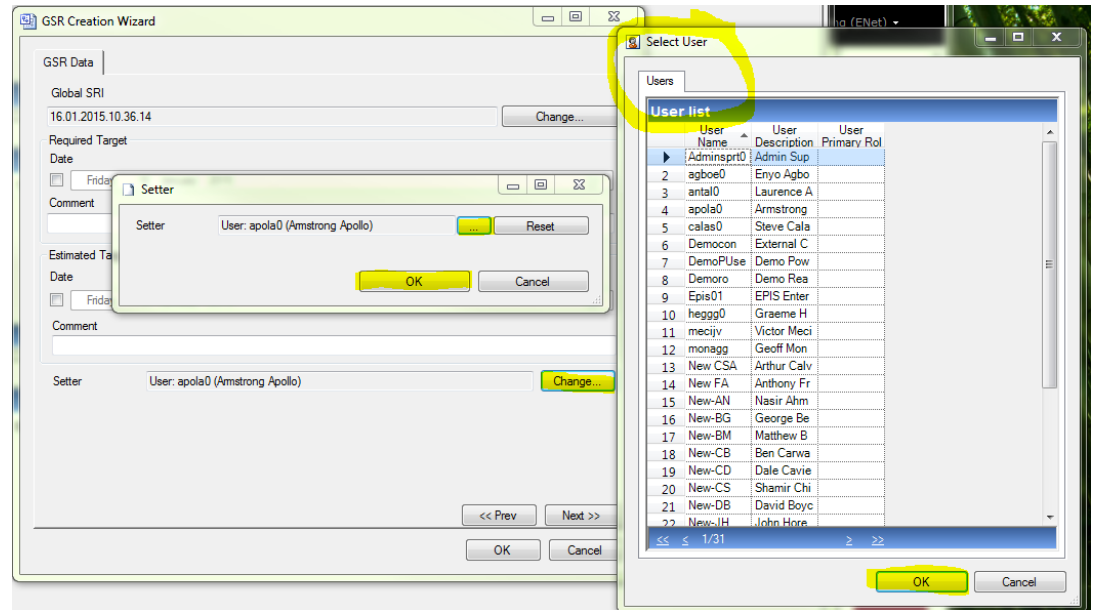
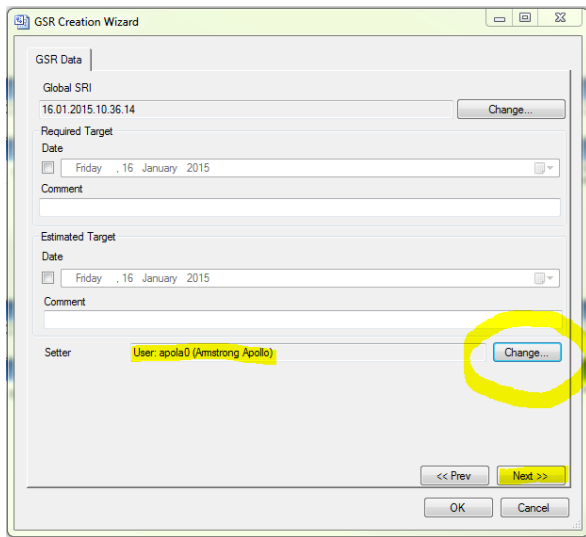


2.03 Click “Next >>”



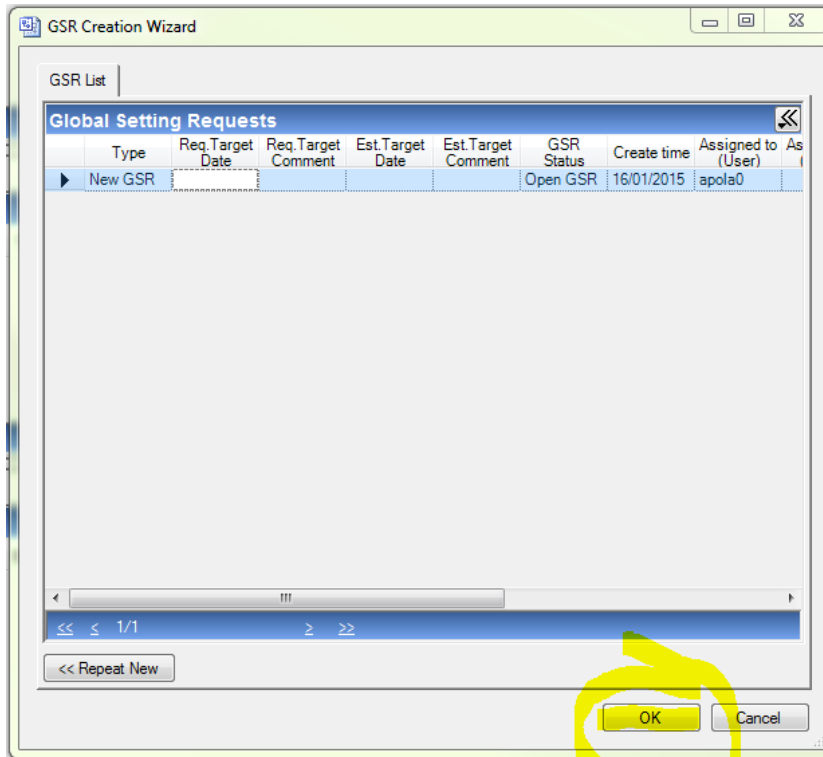
# Task 2 – GSR Creation

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



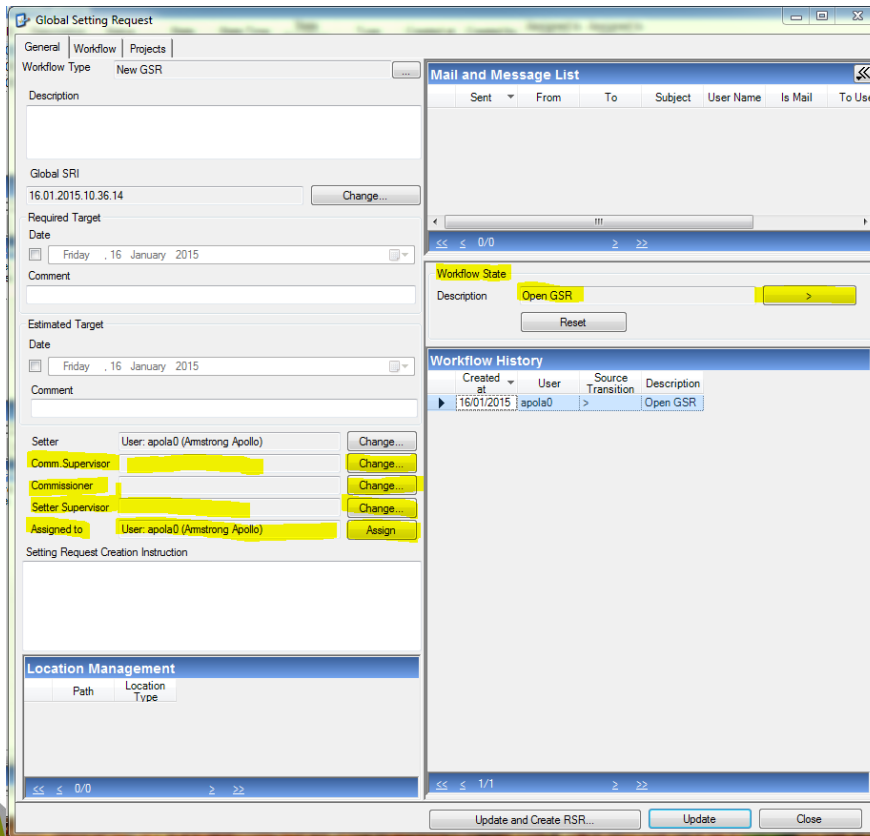
2.05 Click "Next >>"

## Task 2 – GSR Creation



2.06 Click "OK"

# Task 2 – GSR Creation (End)

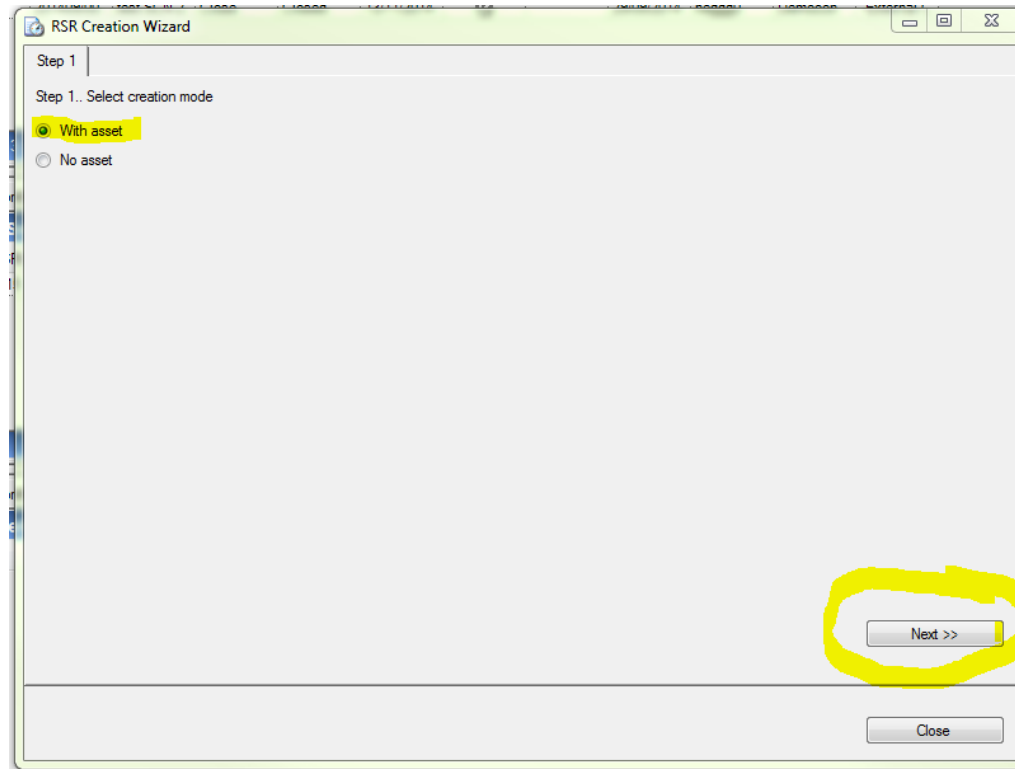


- **Setter – External Contractor (Company)**
- **Comm Supervisor – PROJECT MANAGER**
- **Commissioner – ENet Authoriser !**
- **Setter Supervisor – ENet Authoriser**
- **Assigned to - Ext. Contractor (Person)**

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

2.07 Click “Update and Create RSR...”

# Task 3 – RSR Creation



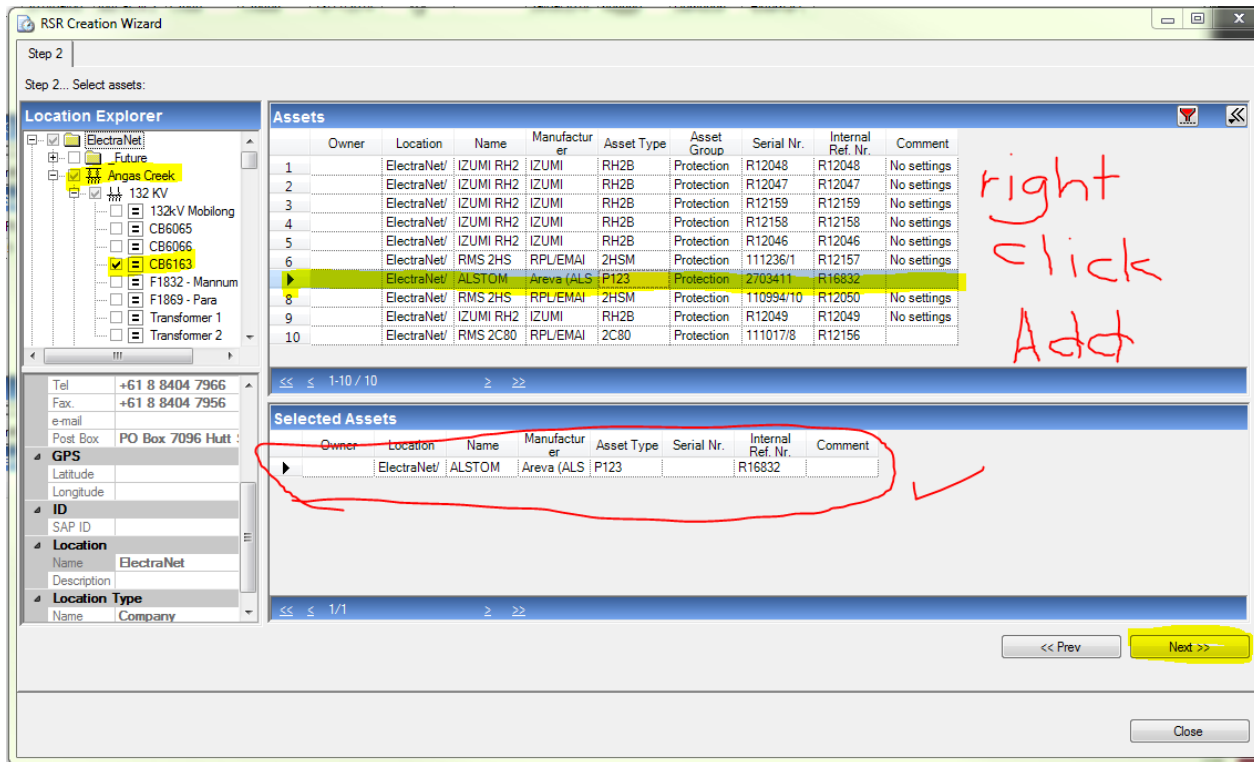
3.01 Select **“With Asset”** then Click **“Next”**.

## 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.*

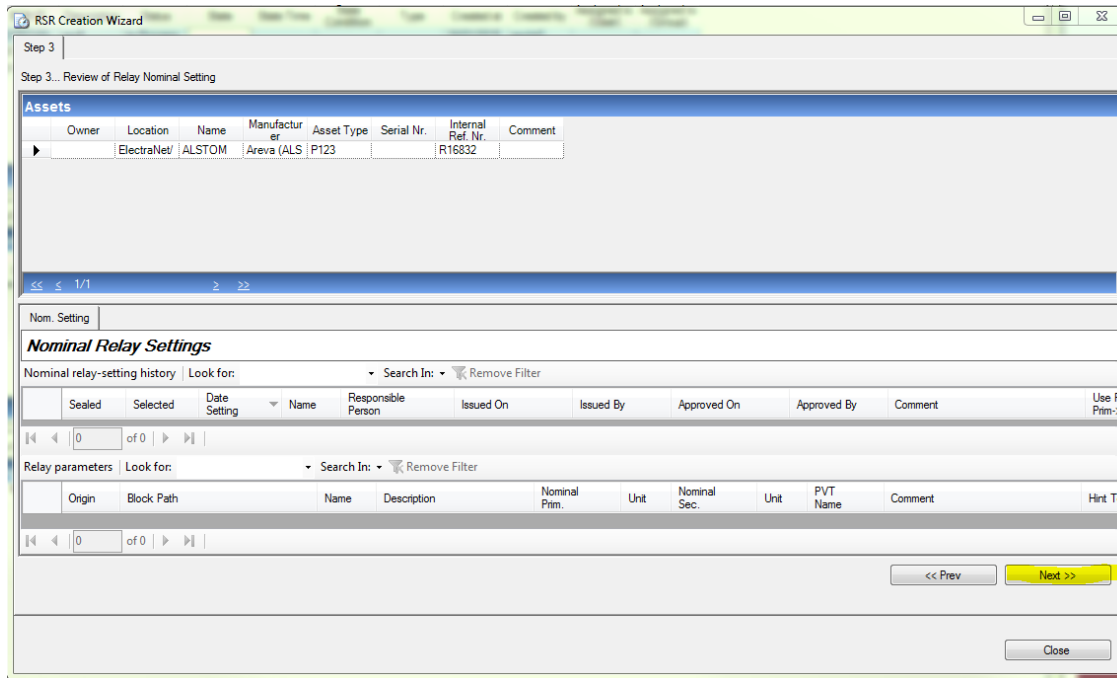
# Task 3 – RSR Creation



3.02 Select location... select Asset ... Right click on Asset ... click “**ADD**”

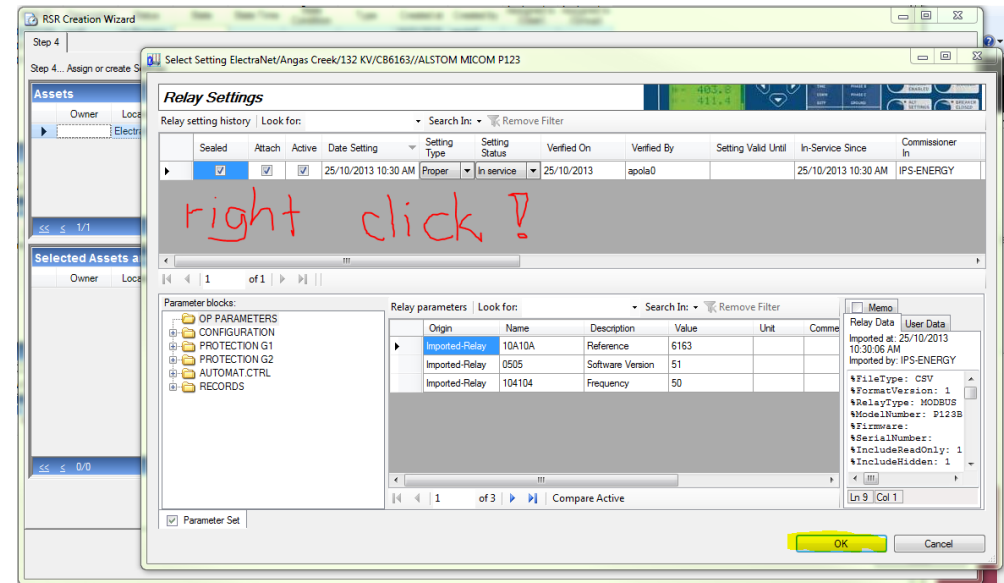
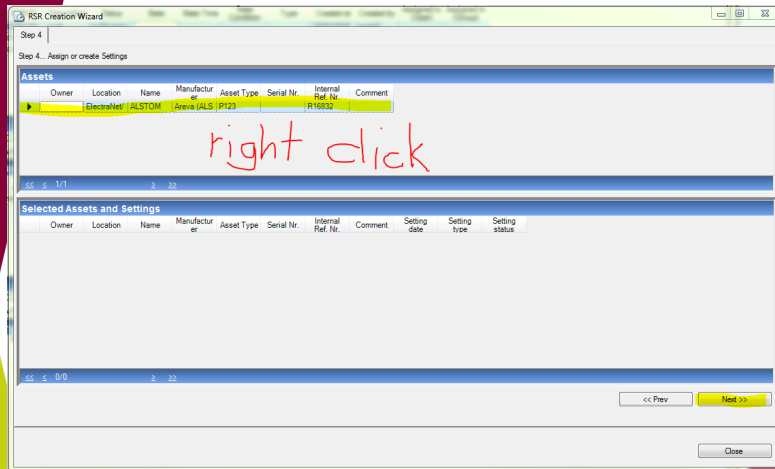
3.03 Add 1 asset only. Then... Click “Next>>”

# Task 3 – RSR Creation



3.04 Skip Step 3... Click “Next>>”

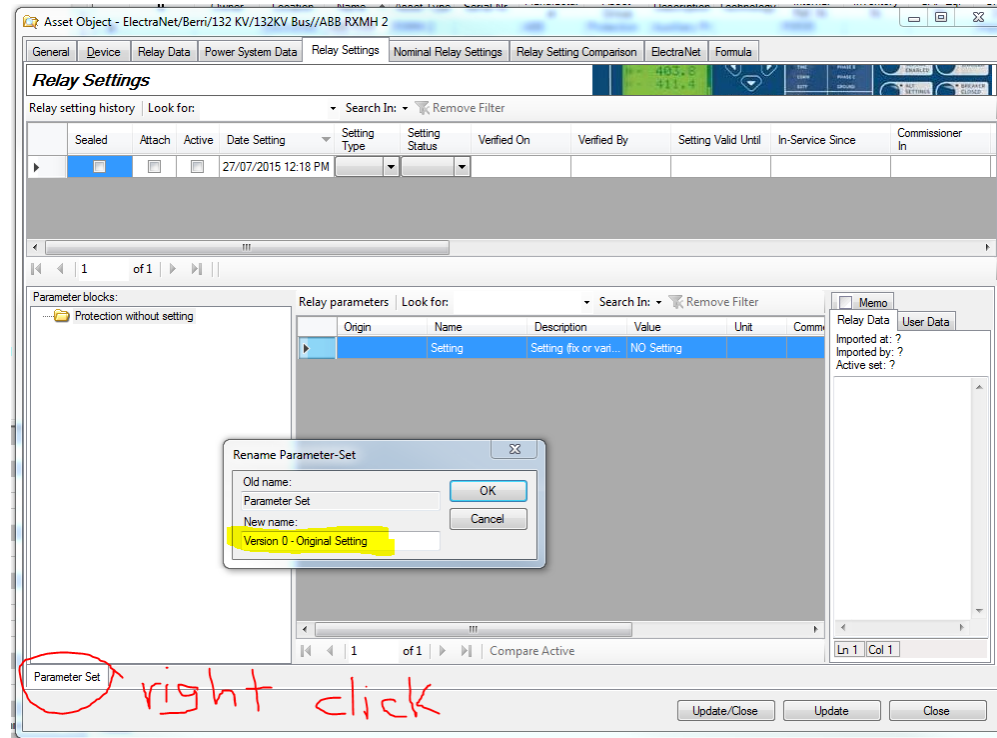
# Task 3 – RSR Creation



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.



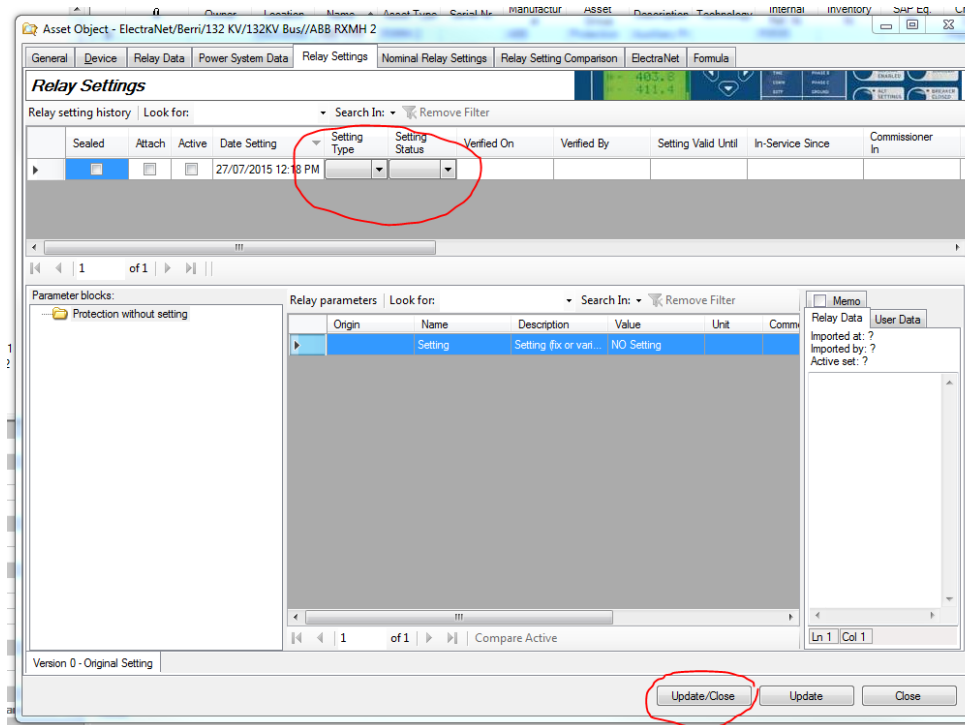
# Task 3 – RSR Creation



3.07 Ensure that it is Rev. 0 otherwise Right Click “Parameter Set” and rename to “Version 0 – Original Setting”

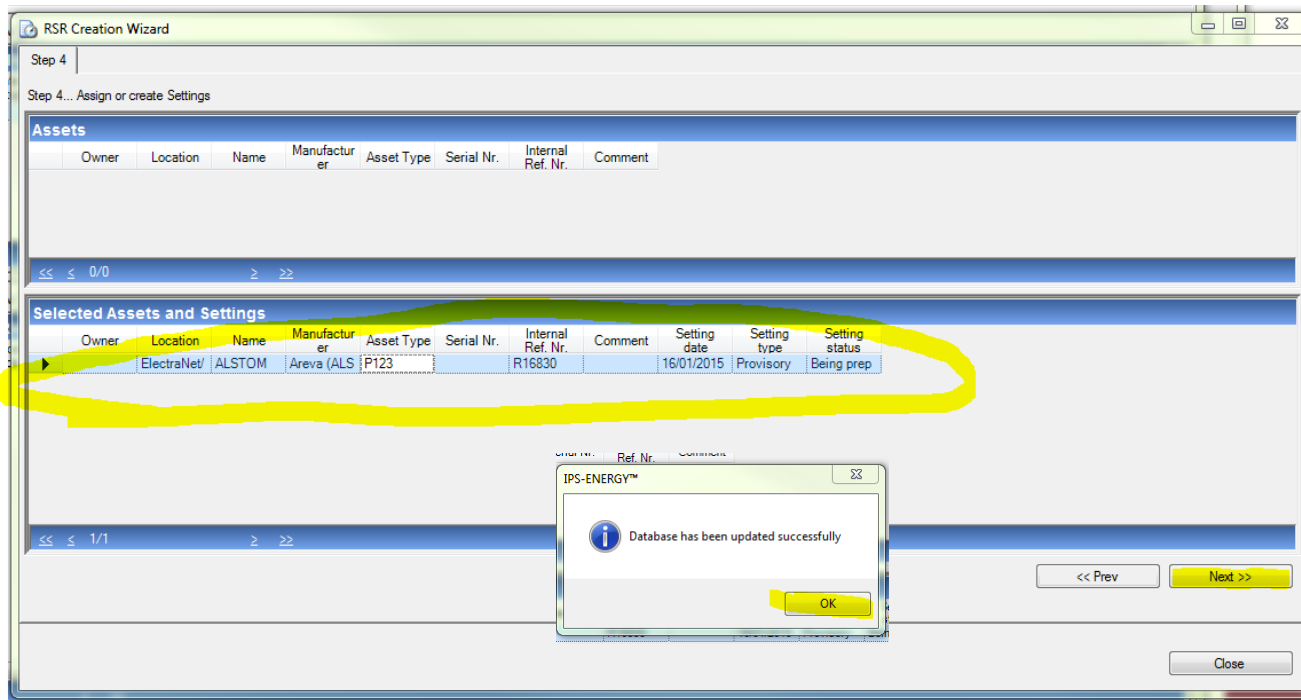
3.08 Click Ok.

# 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

Created at	User	Source Transition	Description
16/01/2015	apola0	>	RSR Creat

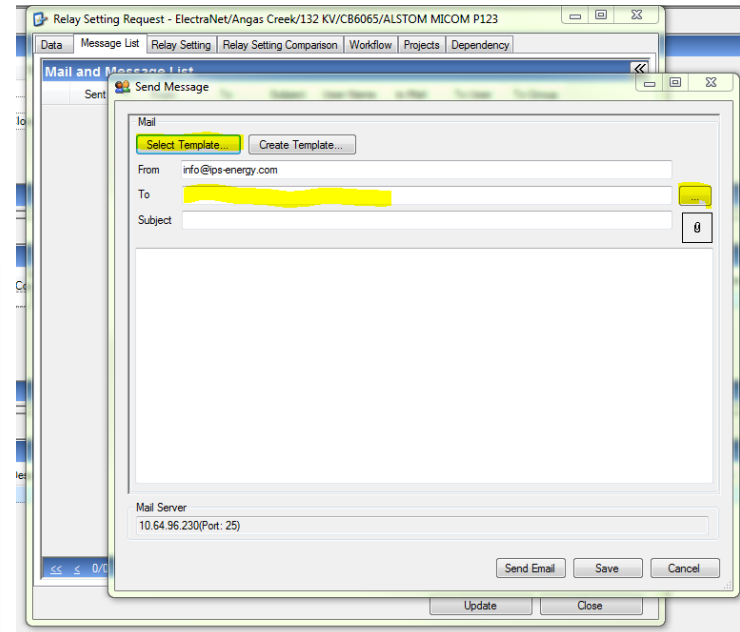
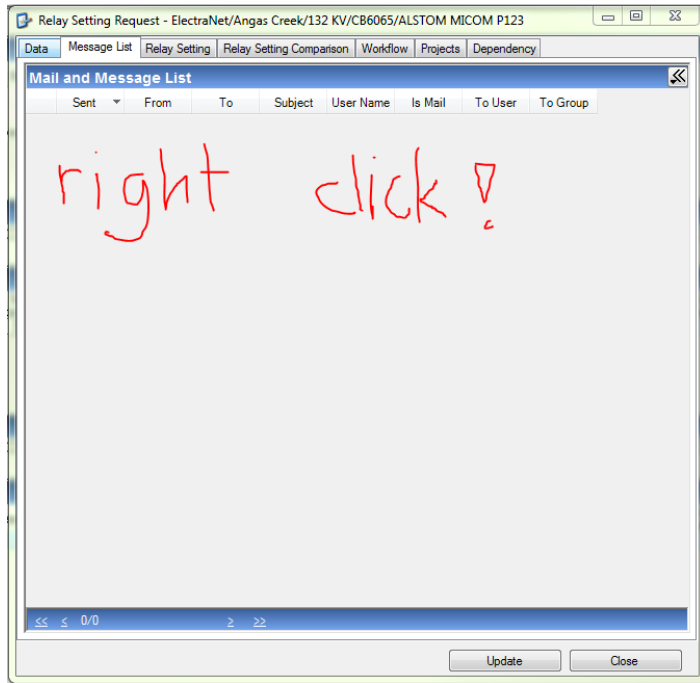
Fill out the following:

- 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

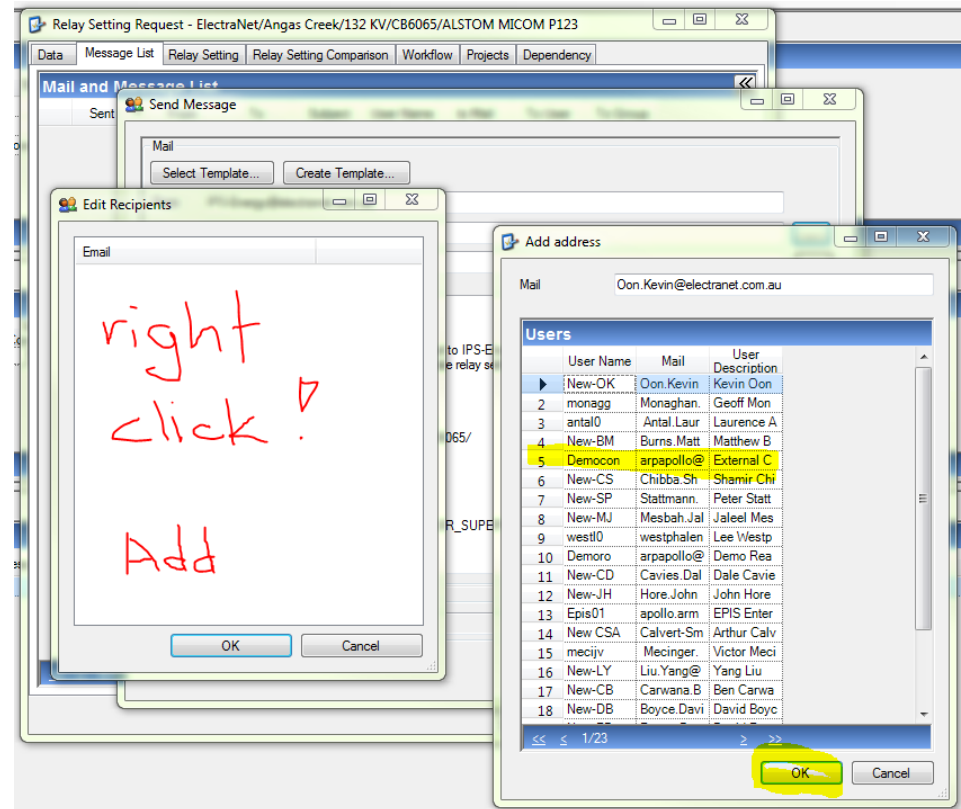
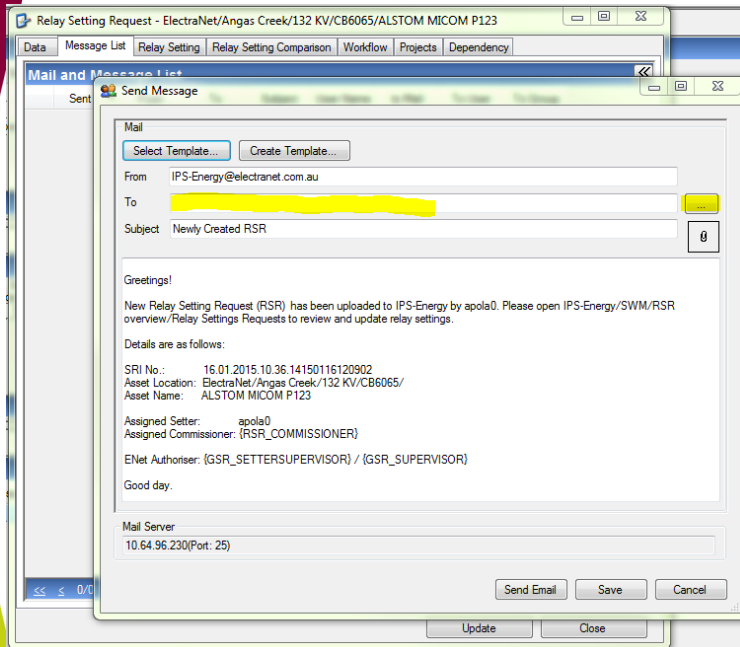


3.12 Click **“Select Template...”**

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**”

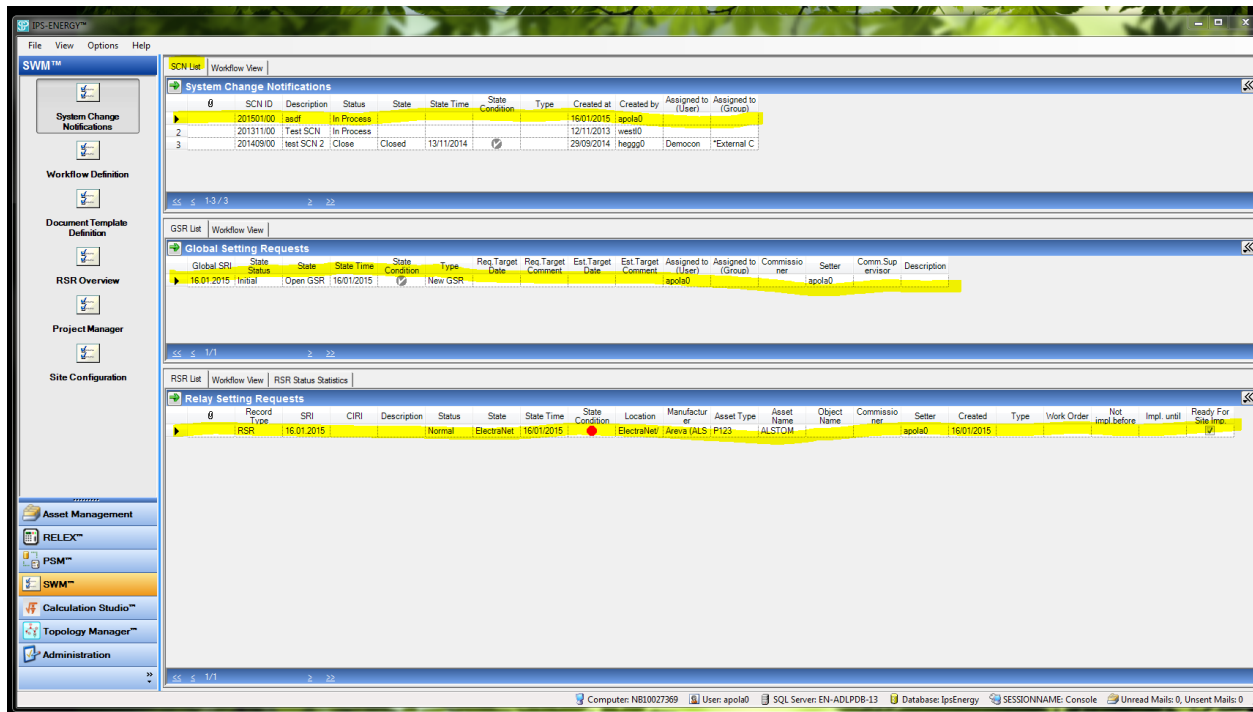
3.17 Select *Ext. Contractor Username* and click “**OK**”, “**OK**”, “**Send Email**”

3.18 Finally, click “**Update**”... “**OK**”... then “**Close**”.

# Task 3 – RSR Creation (End)



dreamstime.com



The screenshot displays the SWM application window with the following data tables:

**System Change Notifications**

SCN ID	Description	Status	State	State Time	State Condition	Type	Created at	Created by	Assigned to (User)	Assigned to (Group)
0	20150100	asaf	In Process				16/01/2015	apola0		
2	20131100	Test SCN	In Process				12/11/2013	west0		
3	20140900	test SCN 2	Close	Closed	13/11/2014		29/09/2014	hegg0	Demoon	External C

**Global Setting Requests**

Global SRI	Status	State	State Time	State Condition	Type	Req Target Date	Req Target Comment	Est Target Date	Est Target Comment	Assigned to (User)	Assigned to (Group)	Commissioner	Setter	Comm Supervisor	Description
16/01/2015	Initial	Open GSR	16/01/2015		New GSR					apola0			apola0		

**Relay Setting Requests**

Record Type	SRI	CIRI	Description	Status	State	State Time	State Condition	Location	Manufacturer	Asset Type	Asset Name	Object Name	Commissioner	Setter	Created	Type	Work Order	Not Impl before	Impl until	Ready For Site Insp	
RSR	16/01/2015			Normal	ElectraNet	16/01/2015		ElectraNet	Areva (ALS)	FP123	ALSTOM		apola0	apola0	16/01/2015						

Here is the final SWM window should look like.”

Questions?





# Thank you

Presenter's name:

Phone:

Mobile:

Email:

