

Workflow Process

Part 2 – Interaction with Contractors

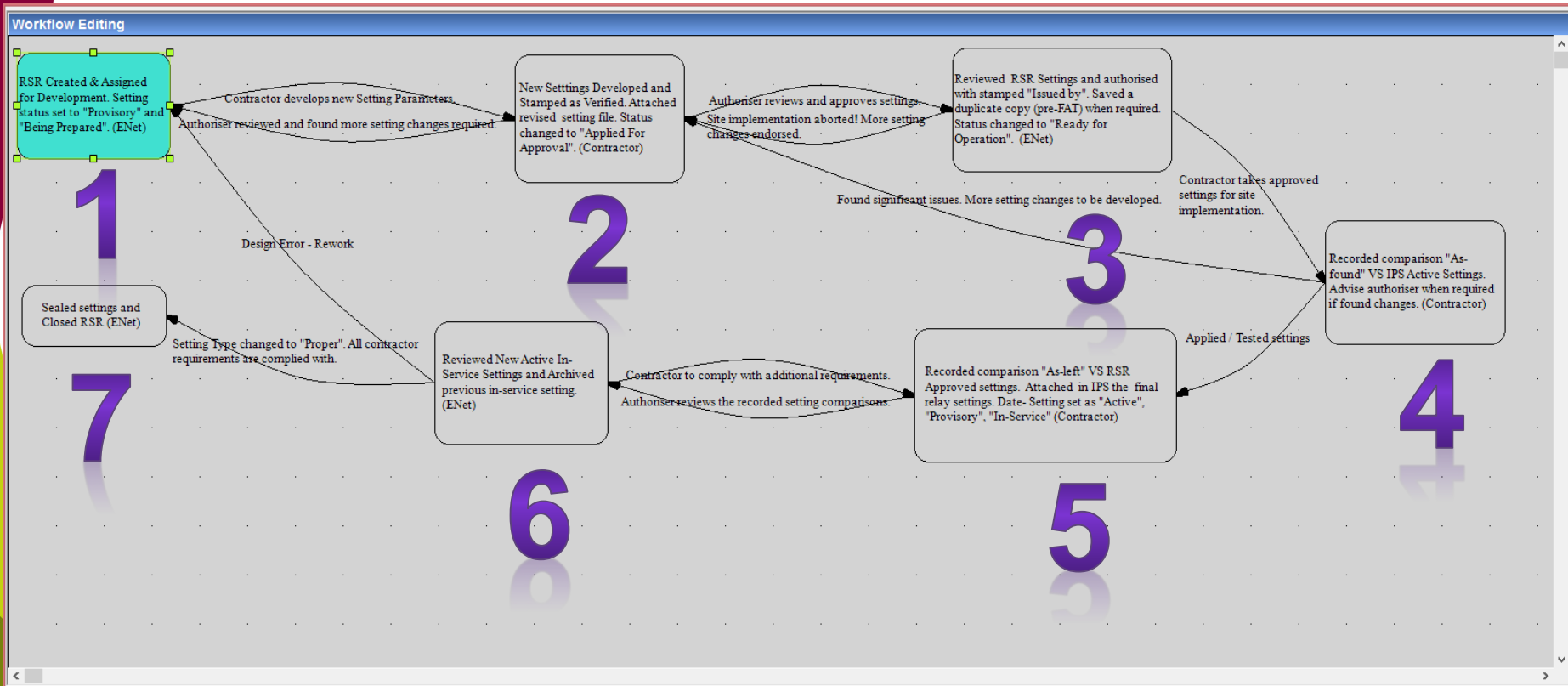
Name: Armstrong Apollo
Position: Network Engineer

Process (!)

- > ENet defines relay that is to be changed, for greenfield site will include standard SDM file
- > Contractor produces modified file and stores in database
- > Enet reviews and authorises modifications
- > Contractor applies on site
- > Compares new file to previous in service file and confirms that only approved changes have occurred
- > Enet confirms that only approved changes have occurred and “seals” new setting

Workflow

Process Steps:

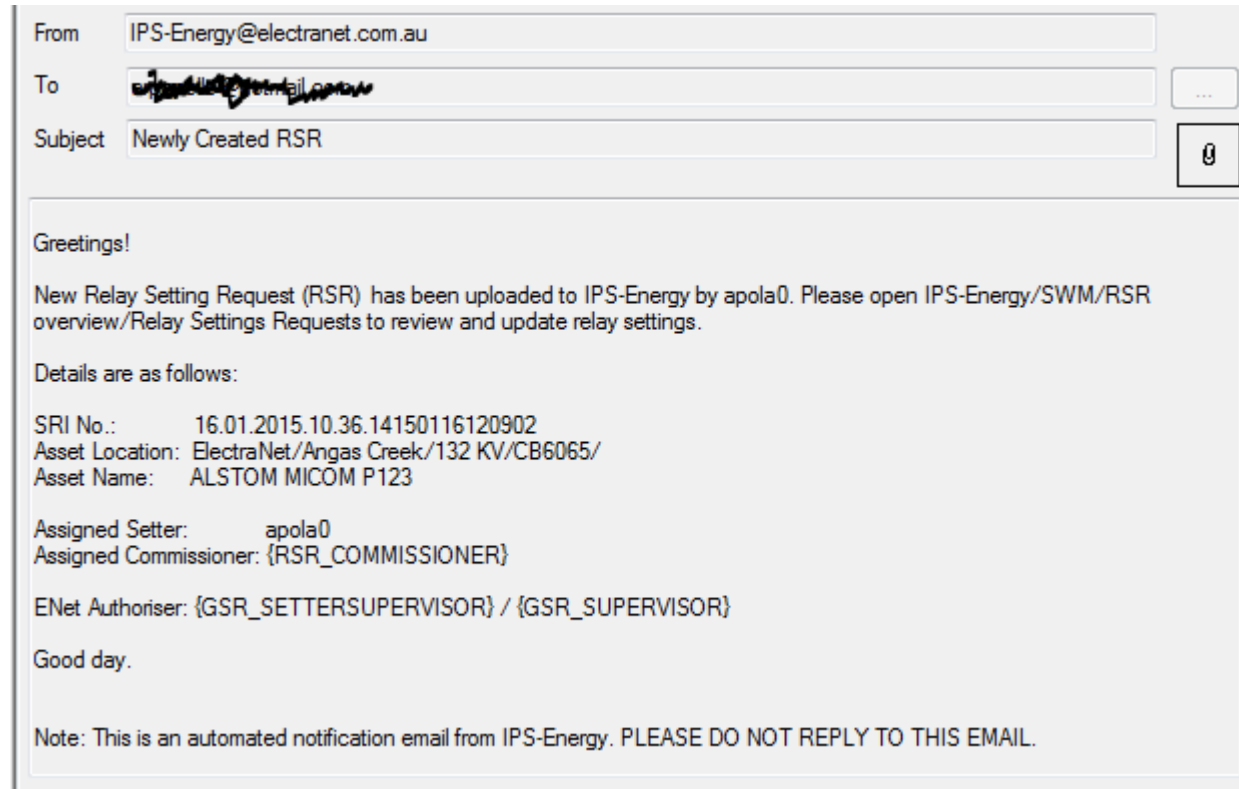


Steps: 1,3,6,7 – ENet Responsibilities

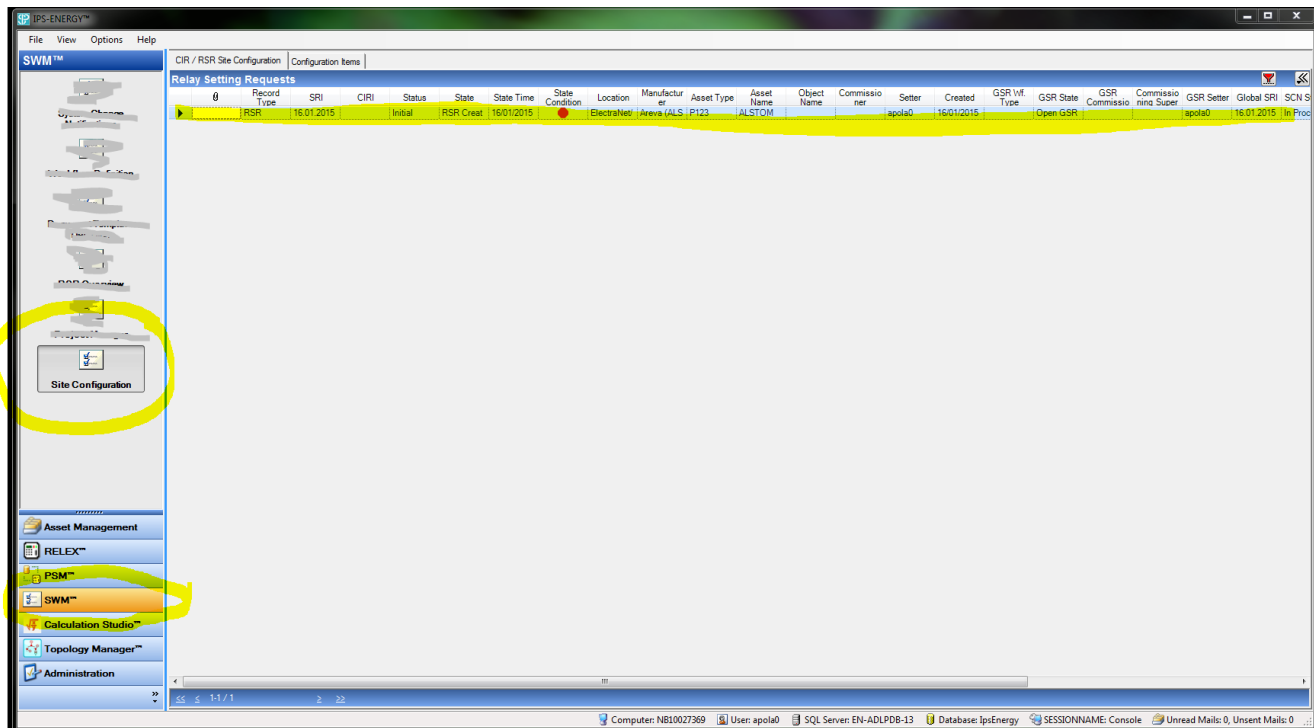
Steps: 2, 4, 5 - Contractor Responsibilities

After an RSR is created... (End of Step 1)

- > An email is sent to the nominated contractor notifying that a relay setting in IPS-Energy needs to be developed.



Contractor to open IPS-Energy
 Select: **SWM Module**
 Select: **Site Configuration Icon**

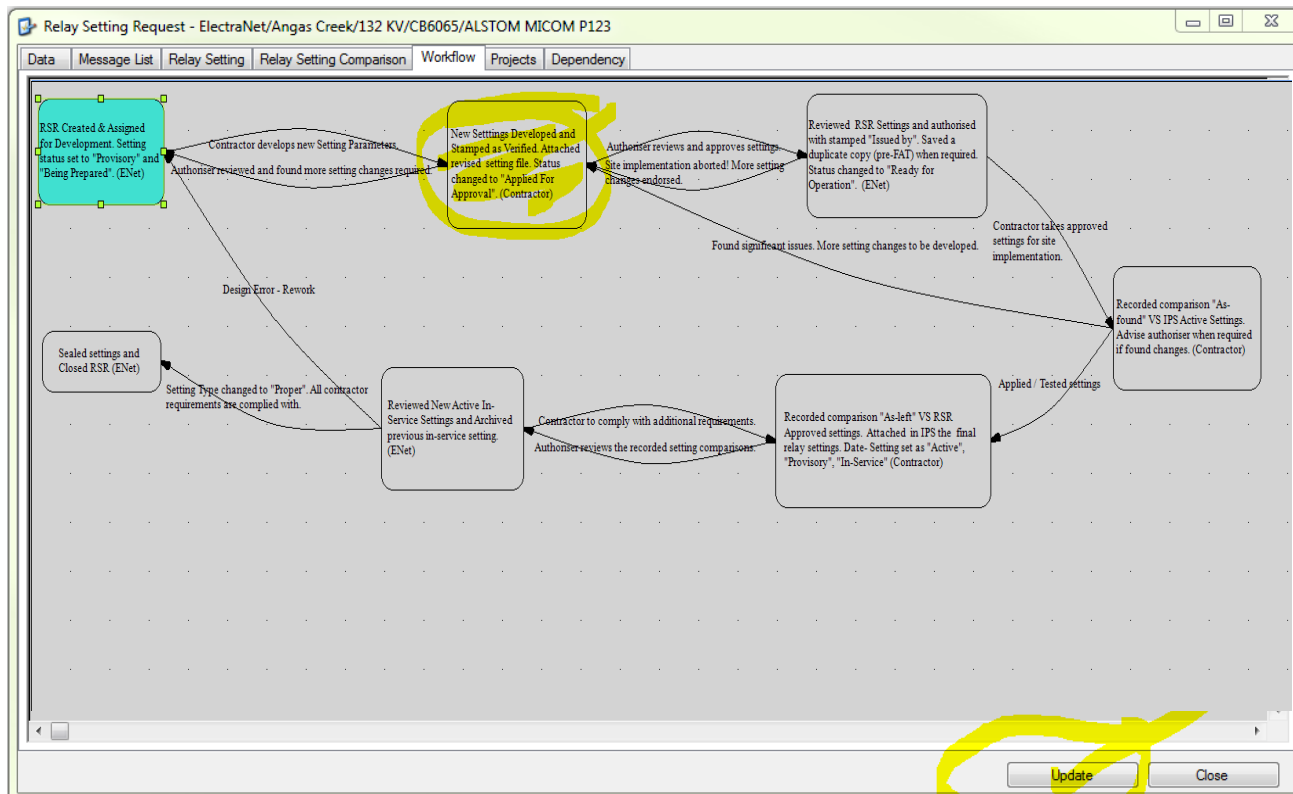


Select the RSR and double click to open!

2

Go to Workflow Tab

Click 2nd box : **New Settings Developed (Contractor)**

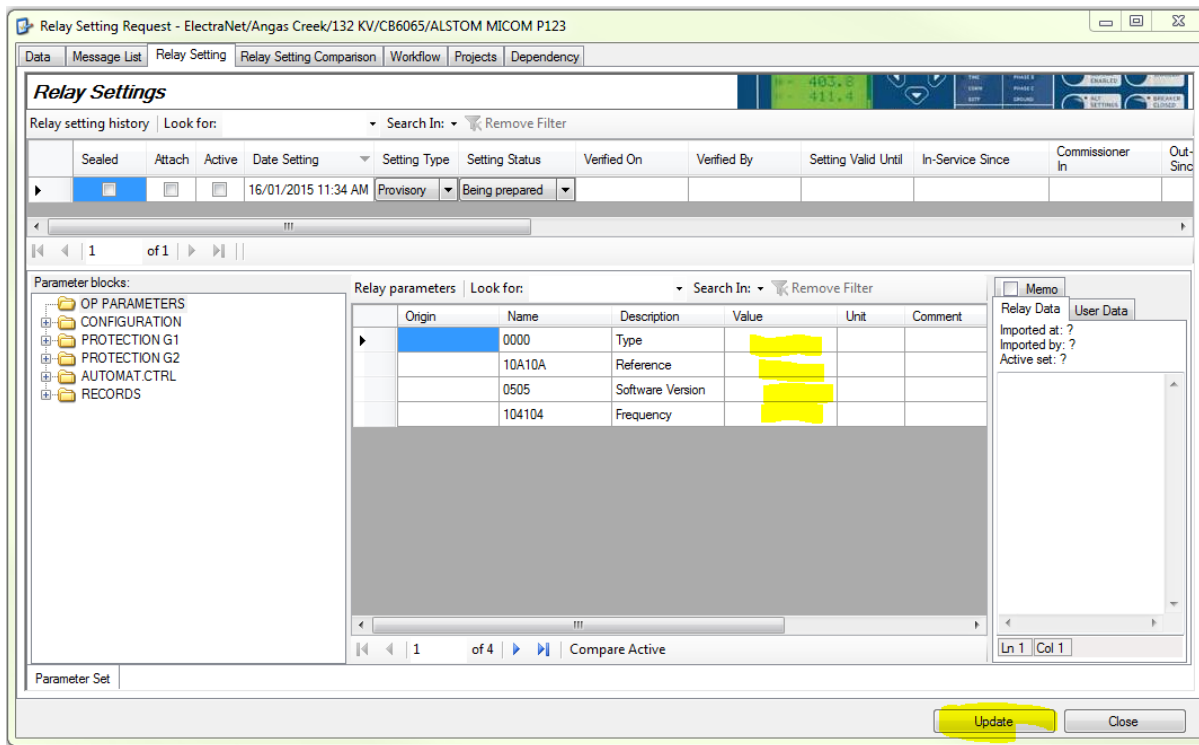


2

Relay Setting pops up!

Do the calculations, revise/upload settings then ***Attached the final proposed settings.***

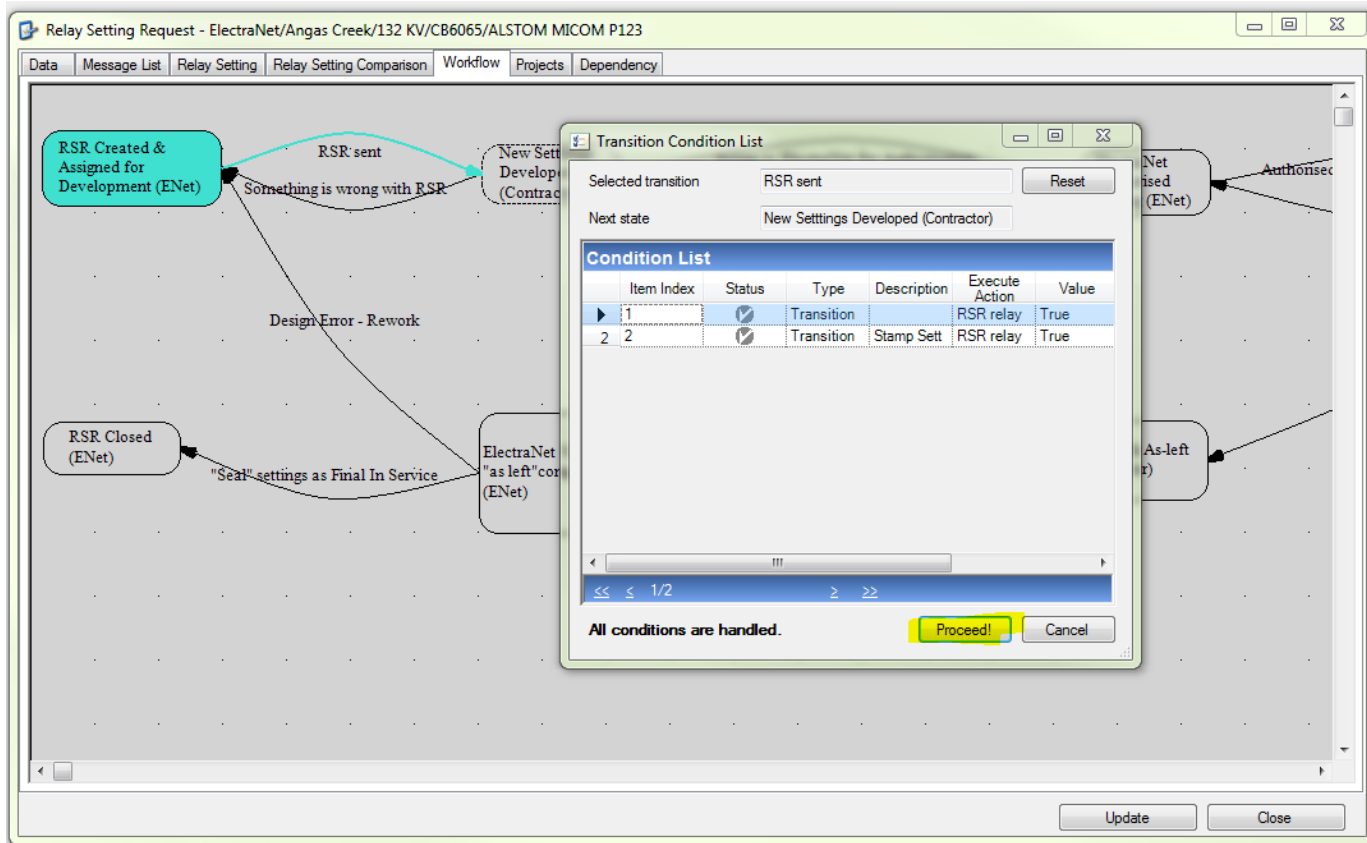
Finally, right click *Verified on box* and select **Stamp... Set verified on.**



Click **“Update”** to save. Otherwise, just hit close.

2

Click “**Proceed**” when all conditions are satisfied.



The screenshot shows the 'Relay Setting Request' application window. The main area displays a workflow diagram with states like 'RSR Created & Assigned for Development (ENet)', 'New Settings Developed (Contractor)', and 'RSR Closed (ENet)'. A 'Transition Condition List' dialog box is open, showing the selected transition 'RSR sent' and the next state 'New Settings Developed (Contractor)'. The dialog contains a table with the following data:

Item Index	Status	Type	Description	Execute Action	Value
1	<input checked="" type="checkbox"/>	Transition	RSR relay	RSR relay	True
2	<input checked="" type="checkbox"/>	Transition	Stamp Sett	RSR relay	True

At the bottom of the dialog, it states 'All conditions are handled.' and has 'Proceed!' and 'Cancel' buttons. The 'Proceed!' button is highlighted with a yellow box.

This will pass the action from Contractor to ElectraNet.

Note: Windows images might be different.

2

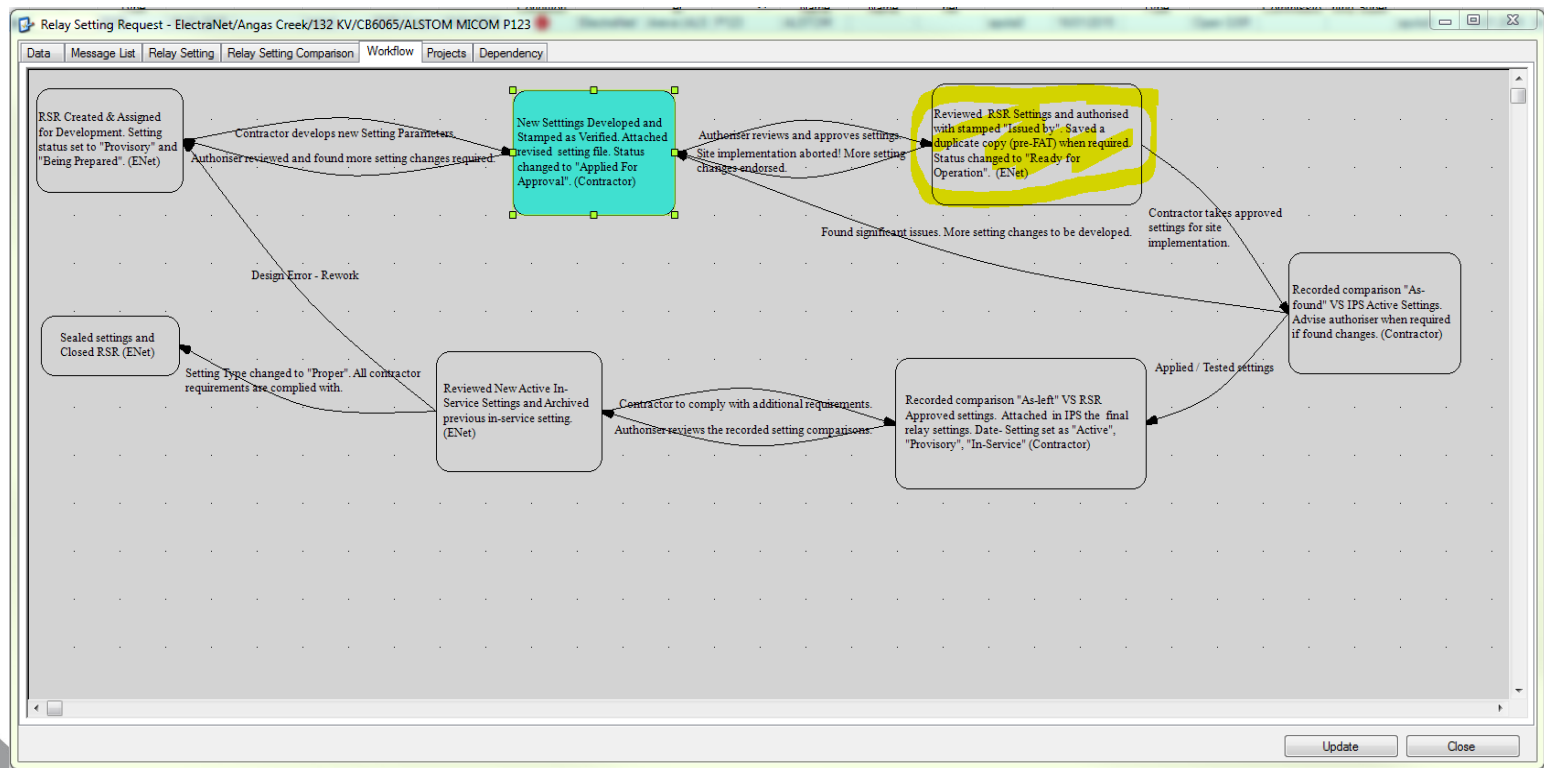
Remarks:

Pre-requisite to Step 2 are the following...

- > Setting Calculation Sheet.
- > List of Relay Setting Changes.
- > Other Setting Documentations.

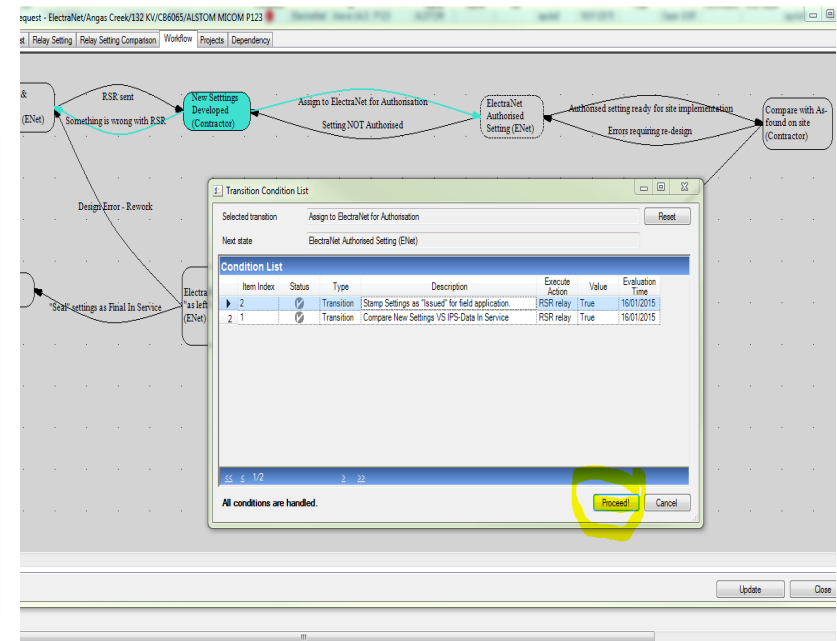
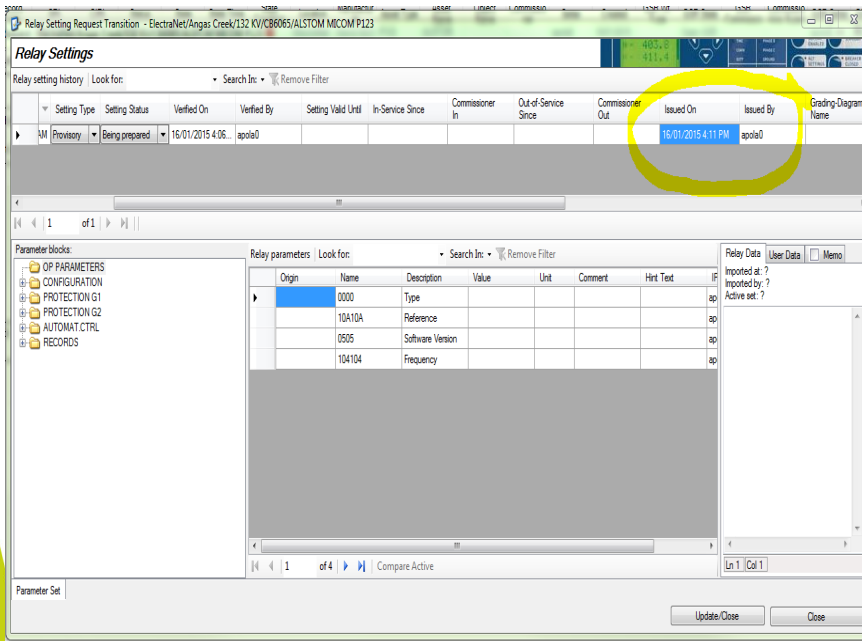
Electronic copies should be forwarded to ElectraNet as part of the approving process in Step 3.

ENet Authoriser will received email from contractor about the proposed settings. Likewise, authoriser shall go and double click next step box in the work flow.



3

ENet Authoriser will review, compare and analyse proposed settings and when satisfied stamp “**ISSUED On Date**” in IPS.



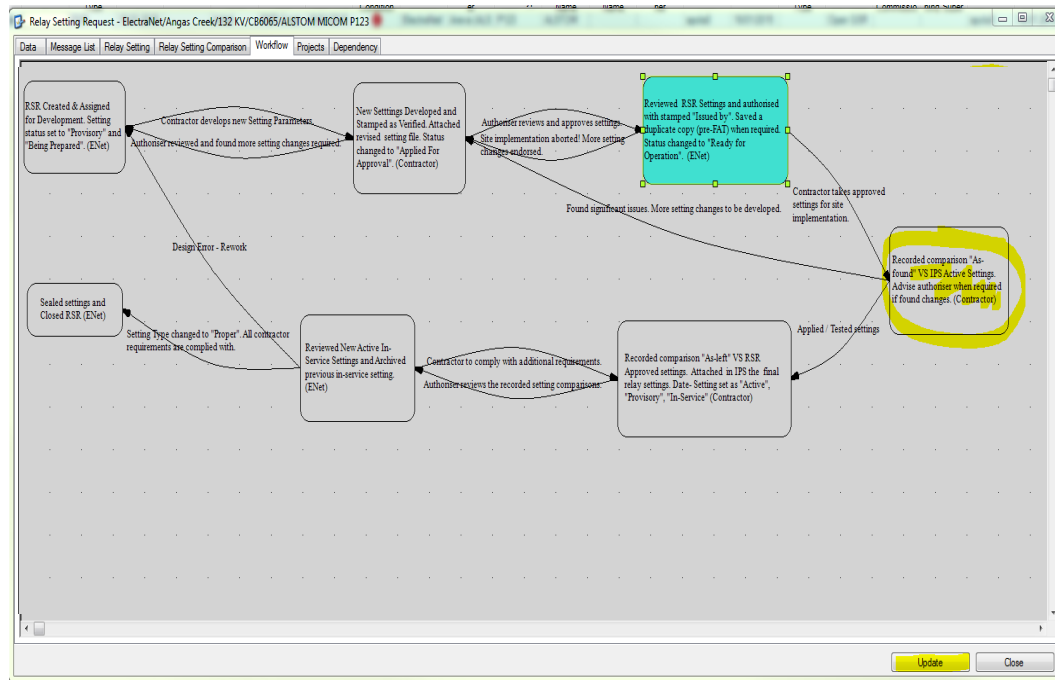
3

Click “Update/Close”

Click “Proceed!” to go to next step!

Note: Windows images might be different.

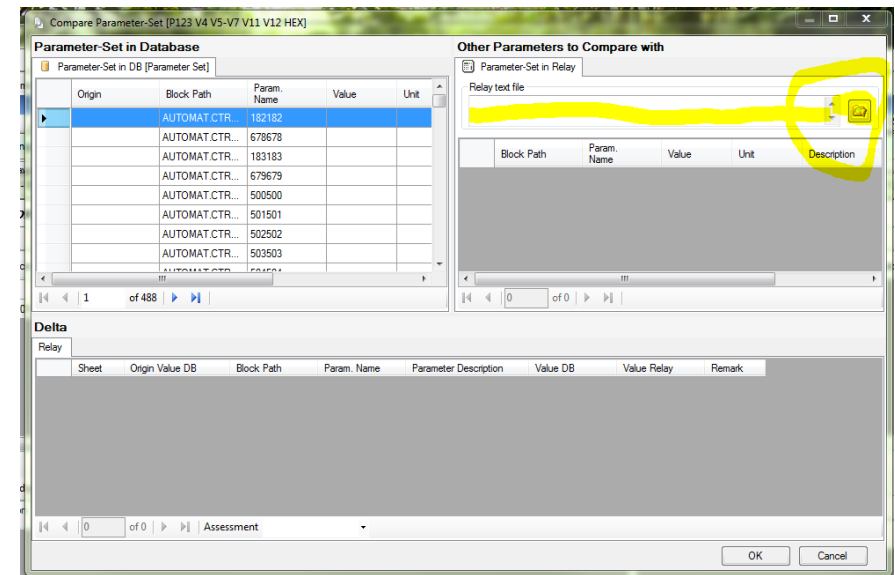
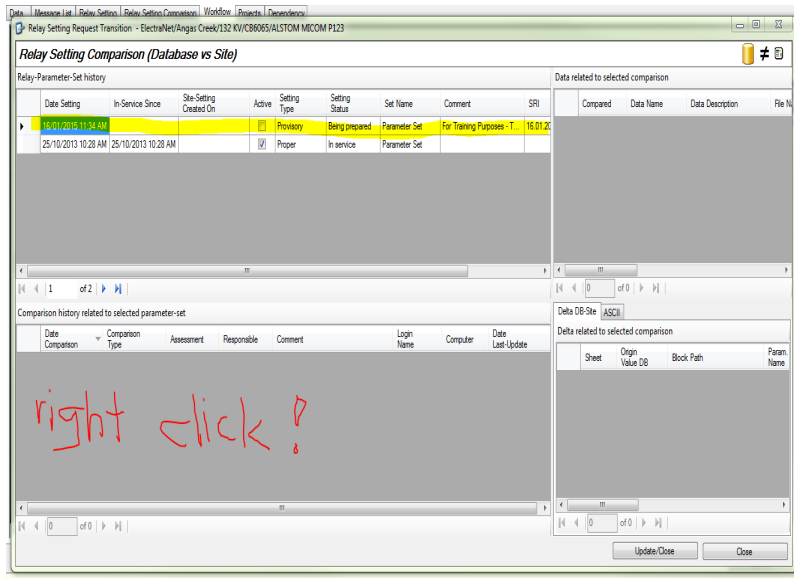
Contractor will receive the email that the settings are approved for uploading to site.



Contractor to open RSR Workflow, double Click the next step to reveal the next required action.

4

Contractor needs to conduct “as-found” comparison between Setting found on-site VS Active Settings in IPS...

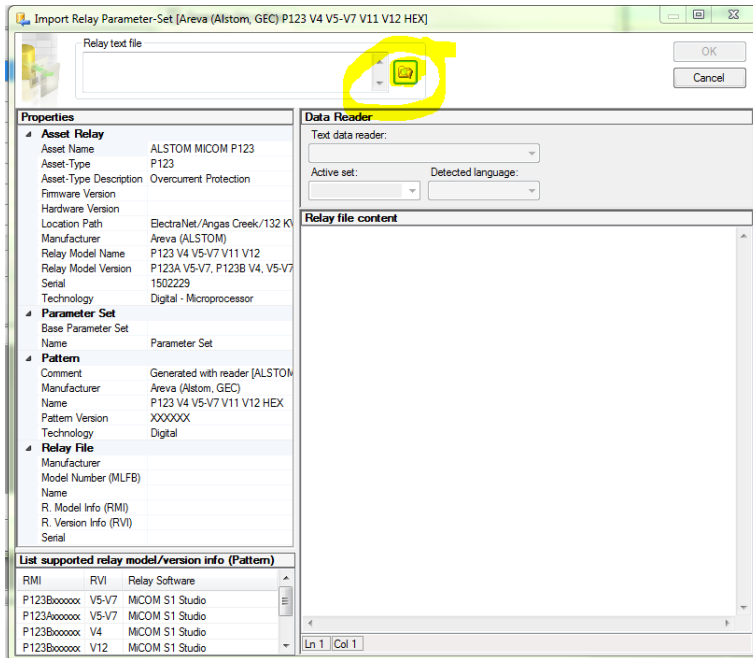


Right click and select **New from Relay Text File...**

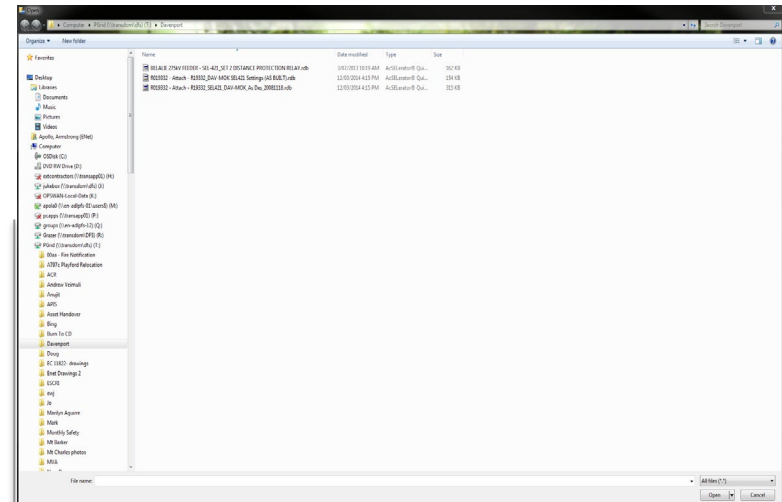
Click folder button to upload relay file.

4

Comparing relay files...



Click folder button...



Find select the file location.

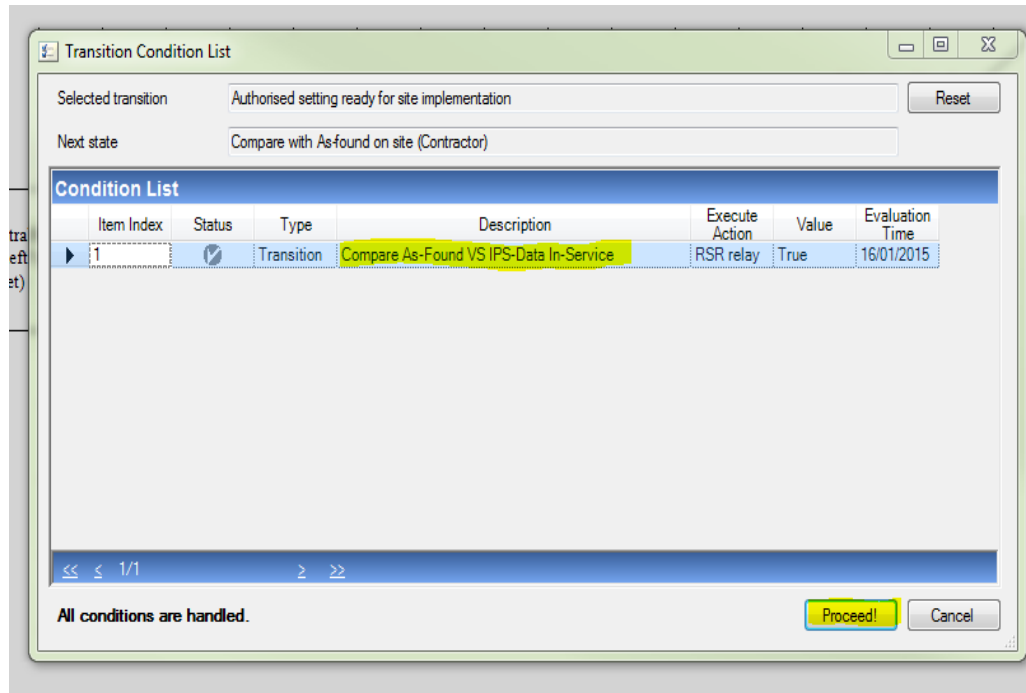
Note:

Ensure that the file has been converted first to txt, xml, cape format, etc. as the case may be.

Remarks:

- Save all comparison results in IPS-Energy.
- Ideally, there should be **NO** discrepancy between the two settings...
- If comparison **Failed!**, contact ElectraNet for advise before continuing to Step 5.

After comparison ...



Click “Proceed!” to continue or Cancel to go close window.

4

Proceed to Step 5 only if...

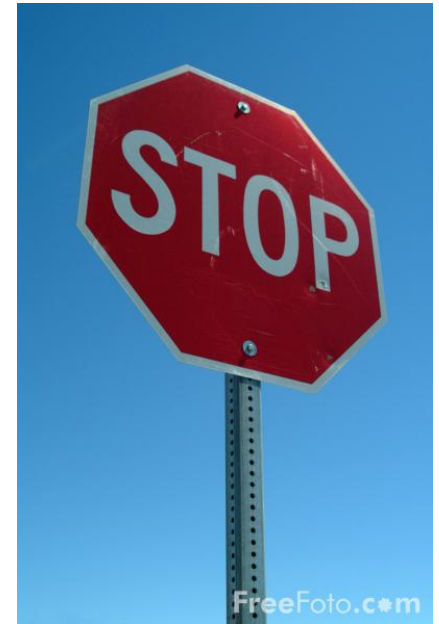


Result in Step 4 comparison Passed!

Or

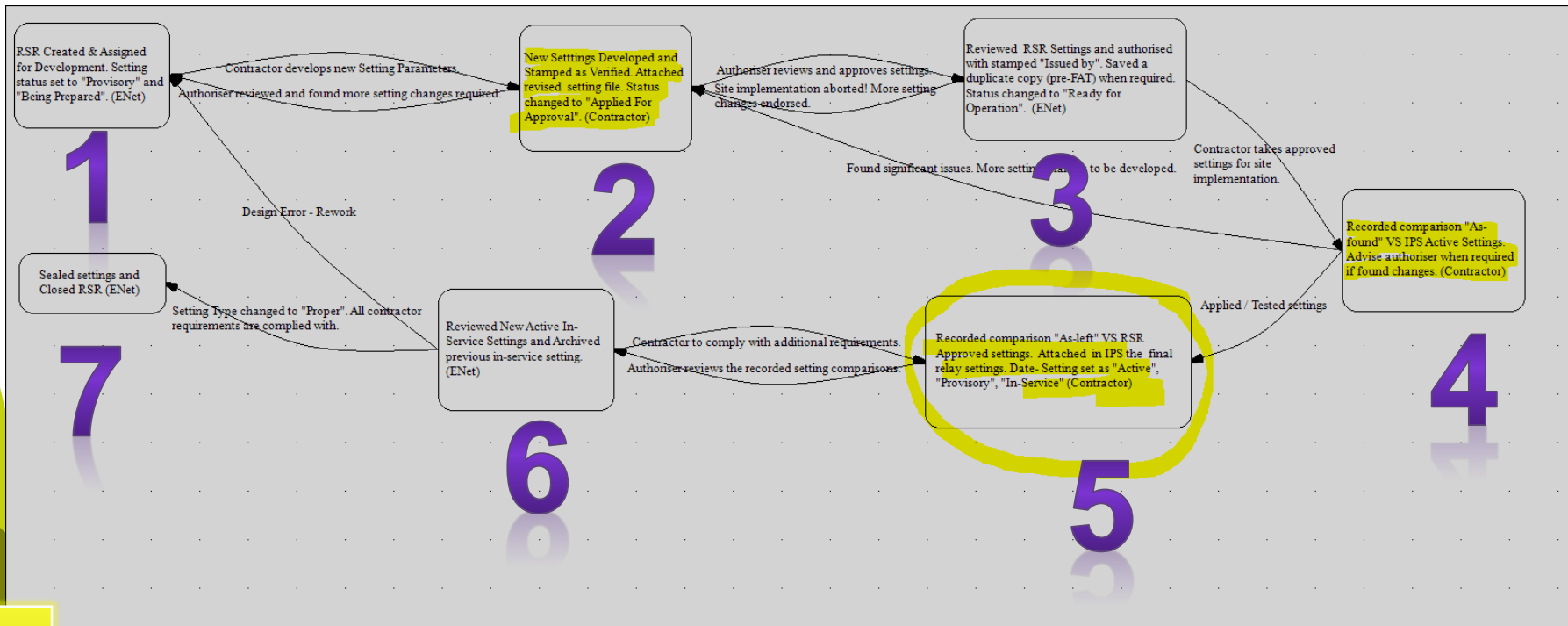


Comparison Failed! but given instruction by *ElectraNet Authoriser* to proceed likewise!



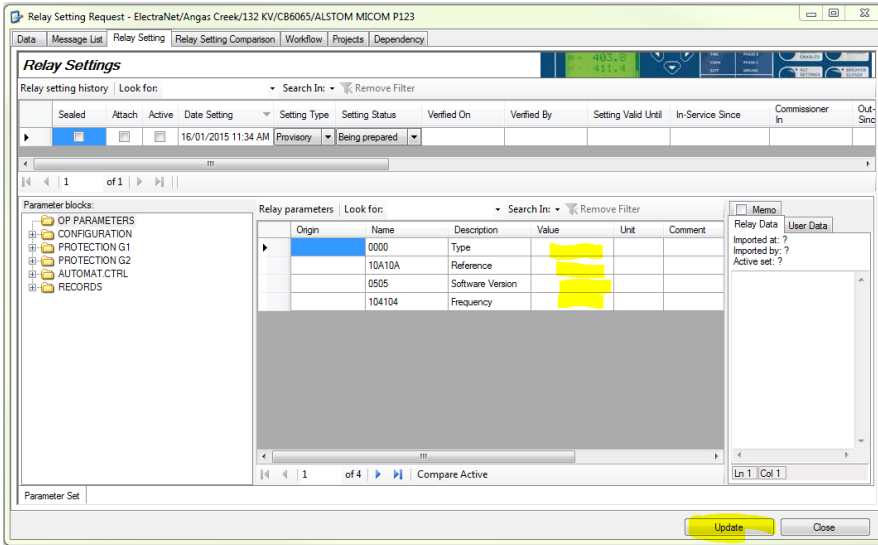
When OK to proceed...

Double click Step 5 box in the flow chart to get to the next step.

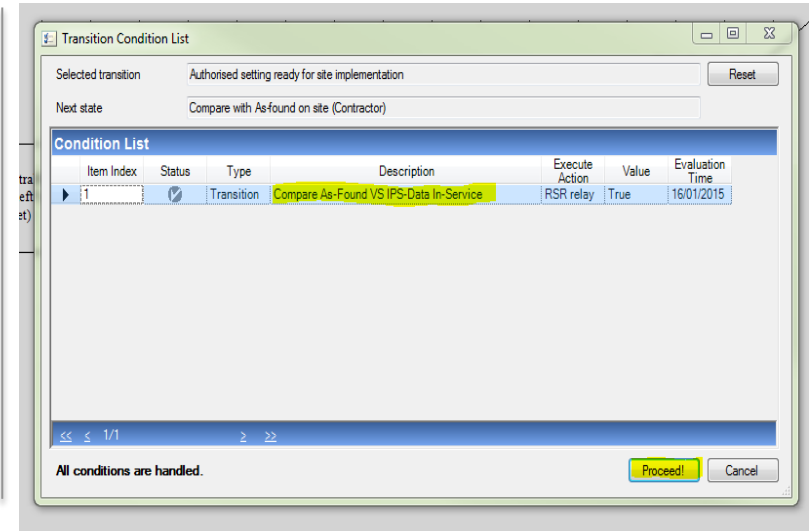


- > **Upload the approved new settings to the relay!**
- > Same as Step 4, conduct another comparison *between “As-left” relay settings VS new approved settings* in IPS.
- > Comparison results... should be **PASSED!**
- > Otherwise, consult ElectraNet Authoriser for the changes.
- > All results of comparisons should be saved in IPS.

Next... Relay Setting pops up!
 Right click *Setting Status* and Change from “Being Prepared” to
 “In Service” and “Active”



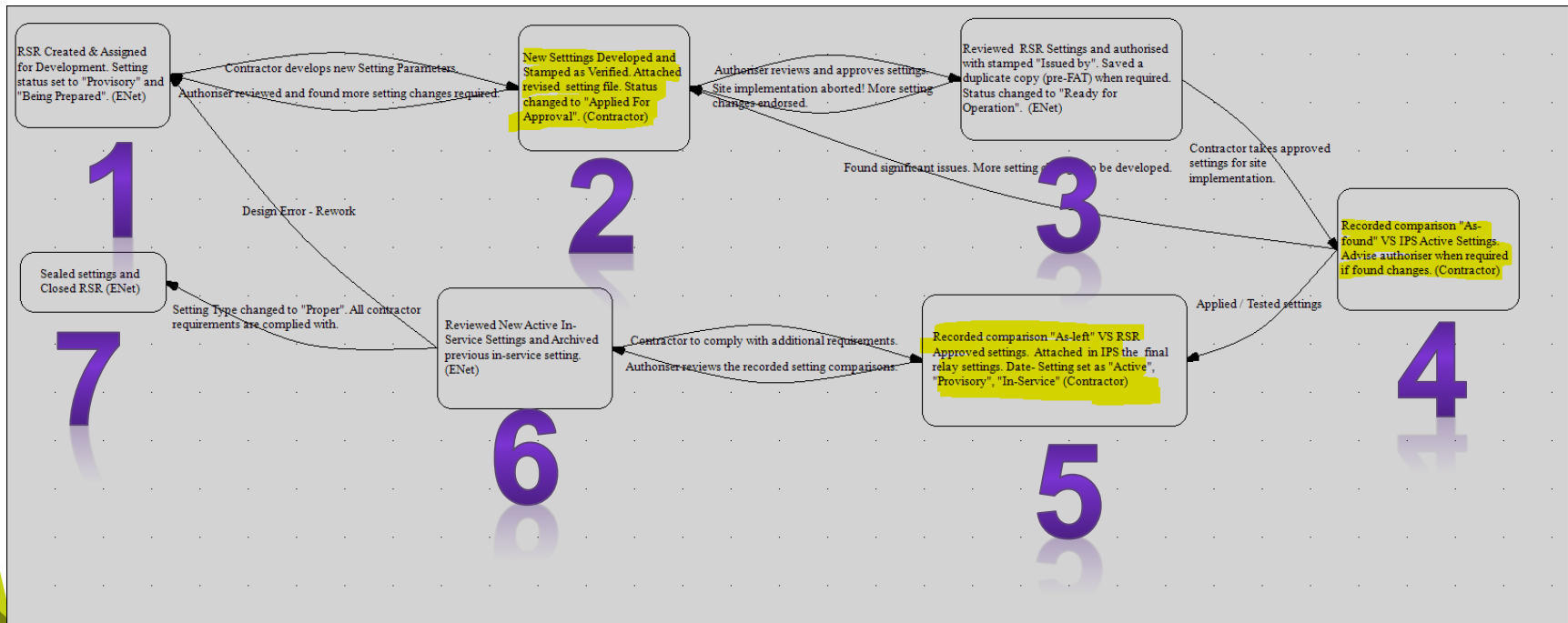
Upload an updated New Setting File in
 IPS if required.



Click Proceed and Close tab to
 continue.

5

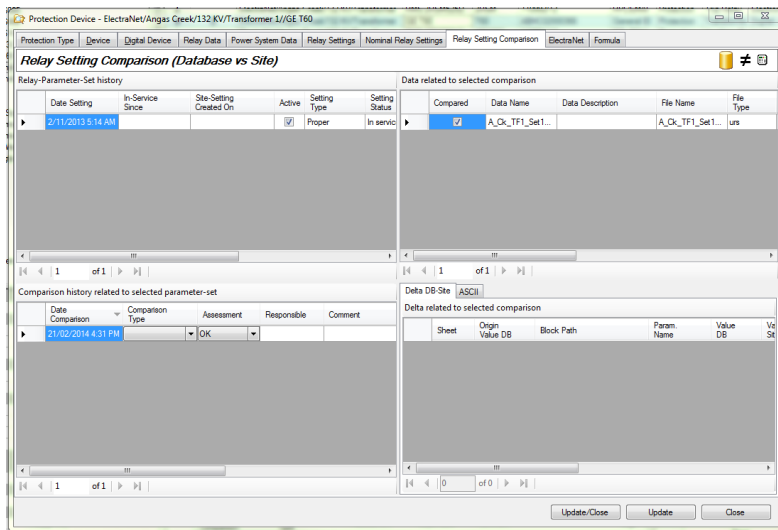
ElectraNet Authoriser will received email notification.
 'Will go to workflow tab and double click Step box 6.



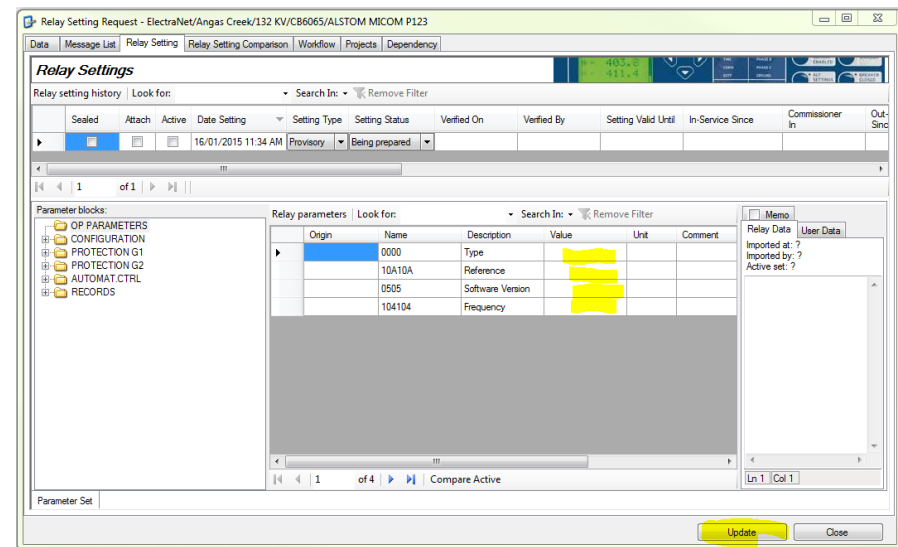
6

Next... Relay Setting Comparison pops up!

Review , then under Relay Settings Tab re-set previous settings as “Archived”...

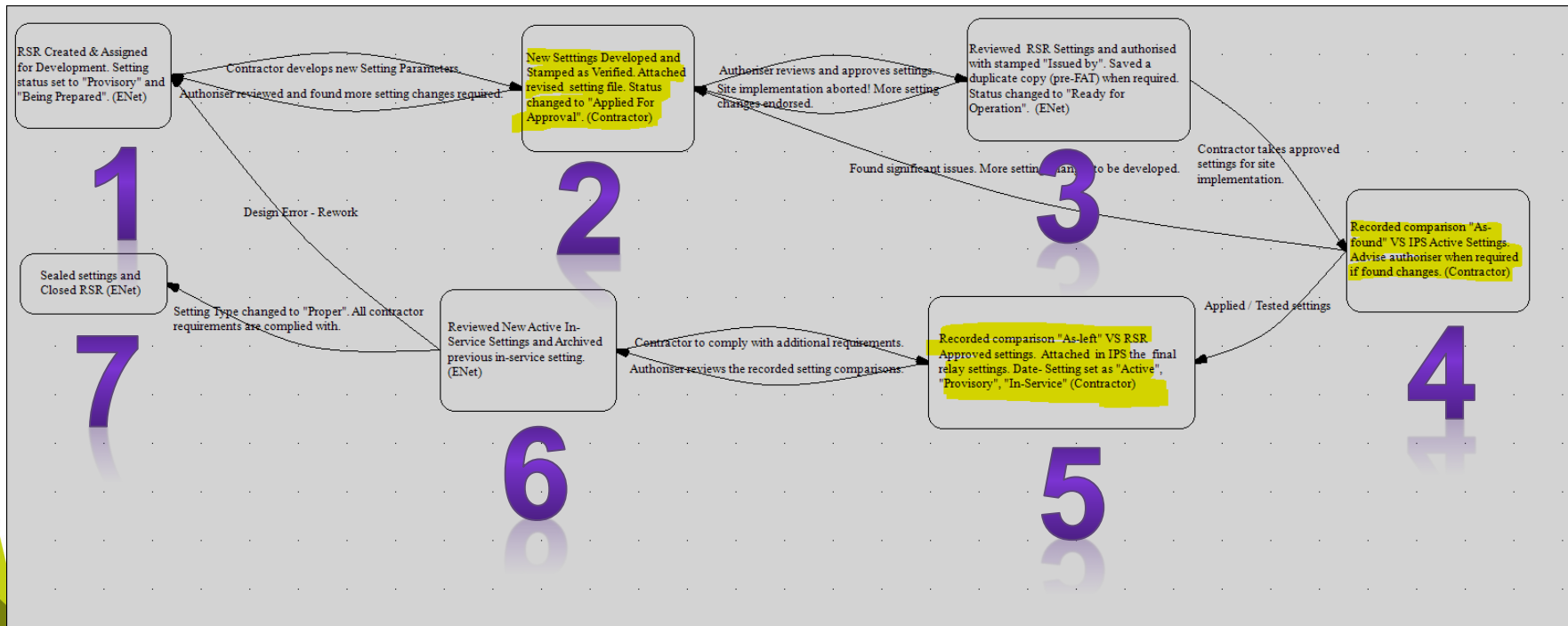


Review recorded comparisons.



Click Close ... Save database.
Click Proceed and Close tab to continue

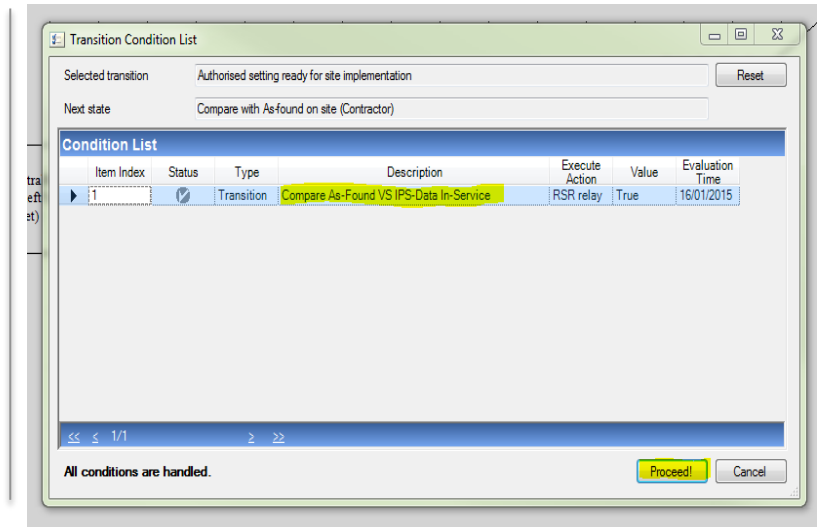
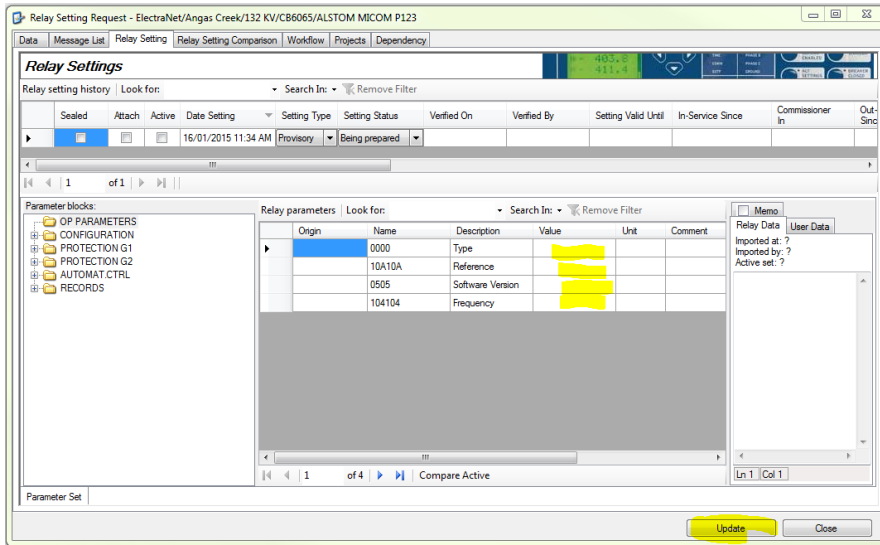
ElectraNet Authoriser selects Step Box 7 to finalise and Close RSR.



Double Click Step box 7 ...

ElectraNet Authoriser has an option to close out the workflow or for any reason go back and re-start Step Box 1.

Next... Relay Setting pops up!
 Save Database and “Seal” the new setting!

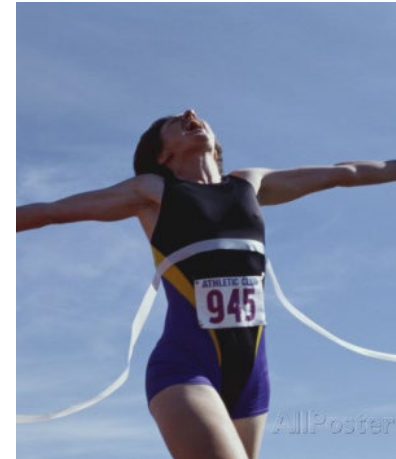


Remember to Save database first in order to allow to “Seal”!!!

Click Proceed and Close tab to continue.

7

RSR Closed!



The screenshot displays the SWM™ software interface with the following sections:

- System Change Notifications:** A table with columns: #, SCN ID, Description, Status, State, State Time, State Condition, Type, Created at, Created by, Assigned to (User), Assigned to (Group).

#	SCN ID	Description	Status	State	State Time	State Condition	Type	Created at	Created by	Assigned to (User)	Assigned to (Group)
1	20150100	asdf	In Process		16/01/2015			16/01/2015	apola0		
2	20151100	Test SCN	In Process		12/11/2013			12/11/2013	weath0		
3	20140500	test SCN 2	Close	Closed	13/11/2014			29/09/2014	hepp0	Democon	*External C
- Global Setting Requests:** A table with columns: Global SRI, State 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), Commission, Setter, Comm Supervisor, Description.
- RSR Status Statistics:** A flowchart diagram showing the lifecycle of an RSR. Key steps include:
 - RSR Created & Assigned for Development (ENet)
 - RSR sent (Something is wrong with RSR)
 - New Settings Developed (Contractor)
 - Assign to ElectraNet for Authorisation (Setting NOT Authorised)
 - ElectraNet Authorised Setting (ENet)
 - Authorised setting ready for site implementation (Errors requiring re-design)
 - Compare with As-found on site (Contractor)
 - Unloading New. More Action Required
 - Additional Action Required
 - Compare with As-left file (Contractor)
 - Set 'in service' and forward RSR for final approval
 - ElectraNet Verification of 'as left' comparison (ENet)
 - Small settings as Final In Service
 - RSR Closed (ENet)
 - Design Error - Rework

Internal email notification will automatically be sent to contractor.

Note: Windows images might be different.

7

Questions?



Insert Photo Here

Thank you

Presenter's name

Phone:

Mobile:

Email: