

How To Add Comments <u>Network Vision</u>



How To Add Comments



You will only be able to add comments once the Switching Stage has been added by the Outage Planning Team at UK Power Networks.

- 1. Login to Network Vision
- 1. Once logged in the 'Dashboard' screen will show

K over etworks etworks etworks						Charlotte 😝 Search	Outage Id Q Contact us	* ®
Dashboard	Sites Third Par	ty Sites Contacts Upcom	ing & In Progress Outages	Historic Outages				
K February	2024 🕅	A	egion DayNight Ou II • All •	Reset Filters				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29					

2. Select the dot on the outage you would like to add comments against

March 20	24 🕅	R 2 -	legion Day/Night Ou VII • All •	Reset Filters		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	 20 	21	22	23	24
25	26	27	28	29	30	31

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3. One the 'Outage Details' tab, scroll down and expand the 'Switching Stages' heading by clicking the drop down arrow

OUTAGE ID: 24824						*
Outage Details Updat	te Log Change Requests					
Circuits						^
REGION	SUBSTATION	CIRCUIT				
LPN	BLACKHORSE LANE	BORWICK AVE CHERRYS	Ξ.	🖌 Main Outage	Information Only	
Basic Outage Info						^
Start Date Start Time 22/2/2024 ☑ 06:00	End Date End Time 3/2/2024 22:00	Outage Description Fault Repair v				
Actual Start Date Actual Start 1 22/2/2024	Time O Actual End D Actual End T O	Outage Type Isolation and Earthing *				
Outage & Schedule						~
Third Party Impact						~
Switching Stages						~
					Unsubscribe Celit C	Close Without Save

4. Under the 'Switching Stages' heading click the 🧿 icon of the one you would like to add comments to

Switching Stages								^
Outage Switching Stages								
ID	REGION	SITE	CUSTOMER IMPACT	START DATE - TIME	END DATE - TIME	COMMENTS		
36863	LPN	Test Test Site 2		22/02/2024 - 06:00	22/02/2024 - 22:00	Auto Generated	Ο	
1								
36864	LPN	Test Test Site 2		23/02/2024 - 06:00	23/02/2024 - 22:00	Auto Generated	0	

5. Now click on the 'Impacted Third Party Sites, drop down

View Outage Switching Stage - 36863			\$
Switching Stage Details Discussion / Comments(visible to Th	hird Parties)		
Circuits			
REGION	SUBSTATION	CIRCUIT	
LPN	BLACKHORSE LANE	BORWICK AVE CHERRYS	
Basic Switching Stage Information			
Start Date Start Time End Date End Time 5/3/2024 06:00 6/3/2024 22:00 0	View Clashes 0 0.		
Actual Start D Actual Start T Actual End D Actual End T Impacted Third Party Sites	Auto Generated	4	~





6. On this drop down select the O icon of the site you would like to add the comment to

Impacted Third Party Sites						^
Third Party Site	Impact Type Button	Impact	Comments	Notes to Third Party	Service Requirement / Impact	Third Party Company
Test Test Site 2		Bushar Risk		N/A	N/A	Test Company 2
TEST TEST SILE 2	°	Dusbai Kisk		100	12/2	Sharon Test Company

7. Click on the discussions drop down

Customer Impact	#
Impact Busbar Risk •	
Notes to Third Party	
Service Requirement/Impact	
ESO Service Implications	~
Discussions	~
Comments	

8. Type you message in the box that says 'Type your message'

Discussions	^
15:43, 27/02/2024 Sharon Charlotte, can you see this comment and respond?	
Туре учиг төвхөдө	

9. Press the **>** icon to send the message

Typa your massage	>
	Save & Close Uthout Save

10. The Outage Planning Team at UK Power Networks will respond to your message here. Please note, this is not a live chat, so the response will not be immediate

Contact Us

Outage Planning Email Address: mbx-networkvision@ukpowernetworks.co.uk