

Outage Submission: New Request (Forced)

1. Log into CROW > Select "Outage Requests" tab
2. Click "New Outage Request"
3. From the Request Summary tab, click "Add..."
4. From drop-down lists, select Station, Equipment Type and Equipment; Click "OK"
5. Use "Outage priority" drop-down to select **FORCED** and complete additional fields;
(Refer to "CROW Outage Scheduler Web GUI Tutorial" for Outage Coordination Methodology Tables. These provide minimum and maximum lead times for each priority type); Click "Implement"
6. Log the actual outage start time; Click "Implement"

Outage # -- ROXANNE.3 OOS

Log Outage Start For: Element: ROXANNE.3 Equipment Req. Type: OOS

Element(s) O/S: 08 / 23 / 2011 12:39

7. **SUCCESS:**
The application returns to the Request Summary with a notification in GREEN.

✔ Implement on 1-00000534 rev. 1 was completed successfully.

CONFLICT:

If the outage request conflicts with an existing outage request, the user will receive an error.

❗ **Errors in Implement...**

The Outage Request could not be updated because of the following errors:

You cannot submit an outage request that conflicts with another outage request.

The following conflict(s) exist for this outage request:
[1-00000005](#)

1 Operations Reports | Outage Requests | Options

2 Click "New Outage Request"

Pending Approvals: Ignore Filter

New Outage Request | Export to Excel | Export to Gantt | Refresh | No Auto Refresh

Outage Requests appearing in red are overdue.

Planned End	Duration	Actual Start	Actual Completion	Status/Req. Appr.	Request Type	Priority	Control Center	Cont Area
08/23/2011 16:00	29 Hours Continuous	08/22/2011 11:01	-	Implemented	OOS	Forced	SPA GCC	SPAG
08/23/2011 23 Hours		08/22/2011		Implemented	OOS	Forced	SPA GCC	SPAG

3 Request Details/Approval: ROXANNE.3

Requested by: Dash, Dwayne | Work order number: | Submitted by: | Last updated: | Outage category: O T O G

Outage priority: | Priority date: 08 / 21 / 2011 08:00 | Continuous/Daily: Continuous | Planned end: 08 / 24 / 2011 16:00 | Outage duration: | Recall Time: 0 (Min) | Outage flags: | Equip. Requested: | Outage Cause: | Requester Notes: |

4 Select Circuit(s)/Equipment

Company: COMPANY XYZ | Station: Rox Anne | Equipment Type: Unit | Equipment: ROXANNE.1, ROXANNE.2, ROXANNE.3, ROXANNE.4

Select information from drop-down and click "OK"

5 Web 5.3.0.133 - 0-00000000 (New)

Select "Forced" Outage priority

Complete additional fields

Outage priority: Forced | Priority date: 08 / 24 / 2011 16:00 | Continuous/Daily: Continuous | Outage duration: Exactly 27.5 (Hours) | Recall Time: 0 (Min) | Outage flags: Black Start, JCU | Equip. Requested: | Outage Cause: Unknown | Requester Notes: |

Select value for "Outage Cause"

Click "Implement"

Revision History

Date or Version Number	Author	Change Description	Comments
08/15/2011	Dwayne Dush	Initial Draft	