

Outage Submission: New Request (Un-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 **PLANNED** 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 "Submit"
6. **SUCCESS:**
The application returns to the Request Summary with a notification in GREEN.

✔ Submit on 1-00000004 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/Reqd. Appr.	Request Type	Priority	Control Center	Contit Area
08/23/2011 16:00	29 Hours Continuous	08/22/2011 11:01	-	Implemented	OOS	Forced	SPA GCC	SPAG
08/23/2011 23:00	23 Hours	08/22/2011	-	Implemented	OOS	Forced	SPA GCC	SPAG

3 Click "Add..."

4 Select information from drop-down and click "OK"

5 Select "Planned"

Enter Recall Time (Min/Hr/Days)

Continuous / Daily

Select from drop-down

Click "Submit"

Revision History

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