

Electric Transmission Geographic Information System RW Notification Process

SUMMARY

This utility procedure ensures that electric transmission work-in-progress data is spatially accurate and readily available. A Request for Work (RW) is the process where personnel use the Electric Transmission Geographic Information System (ET GIS) WebViewer or SAP to submit mapping changes verified by field employees. The RW process can also be used by maintenance planners, estimators, and engineers. This information supports maintenance and inspection, system infrastructure assessment, system planning, vegetation management, and asset data management.

Level of Use: Reference Use

TARGET AUDIENCE

The target audience is comprised of the following personnel who are responsible for updating and managing electric transmission maps and records:

- Electric mapping
- Transmission field
- Clerical
- Estimating
- Engineering
- Maintenance and planning

SAFETY

Performing this procedure does not raise the risk of a hazard to personnel, the public, or equipment.

BEFORE YOU START

ENSURE personnel performing the tasks in this procedure have been trained on ET GIS WebViewer and SAP.

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PROCEDURE STEPS

1 Creating an RW in ET GIS WebViewer

1.1 FOLLOW these steps to create a Request for Work (RW):

1. IDENTIFY conflicting information between the field and ET GIS WebViewer by zooming in on the location with WebViewer.
2. CLICK the **[RW Notification]** tab at the top of ET GIS WebViewer.
3. CLICK the **[Map Correction]** tab. *A table pops up.*
4. CLICK the arrow on the upper left side of the box, AND then HOVER over the appropriate asset.
5. CLICK any asset to auto populate the Functional Location, Division, and Work Center.
 - a. CLICK the Type of Correction box AND then MAKE the following entries:
 - (1) Type of Correction – SELECT one of the options from the drop-down menu.
 - (2) Location – This is an open-entry field that requires four or more characters; for example, “Location 1.” A simple “1” will not allow the notification to be submitted.
 - (3) SAP Equipment ID, Number 3 – This is the SAP ID number of a structure or line. SELECT the Identify Tool by clicking on a structure or line from WebViewer.
 - (4) Comments – This is an open-entry field used to describe what needs to be fixed.
 - i. BE concise, but INCLUDE sufficient information for the mapper to make a correction without needing an outside source of information.
 - ii. ENTER any relevant facility identification numbers. Arrows can be referenced to help describe exact locations.

NOTE

Latitude/Longitude – **DO NOT** POPULATE the latitude/longitude fields. These entries are automatically populated when the submitter places the location marker on the map using the buttons in SAP Equipment, Number 6.

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1.1 (continued)

- b. USE the Attach/Edit Map buttons to perform the following functions:
- LEFT-CLICK the button furthest to the left AND then LEFT-CLICK the map to place a location marker on the map.
 - CLICK the button in the center to delete the entire row and any entered information.
 - CLICK the button to the right to attach documents to the notification. Allowable documents include PDF, JPG, and Word files. It is not necessary to attach documents to submit a request, but it is highly recommended.
- c. The following three buttons are located on the bottom right side of the Map Correction Form dialogue window:
- USE the Add Location button to add additional rows for multiple locations on a single request.
 - USE the Submit button to submit a notification.
 - USE the Reset button to clear the form of all information.

NOTE

IF an email confirmation stating that the RW was created is not received,
THEN REPEAT [Section 1](#), starting on Page 2.

2 Creating an RW in SAP

- 2.1 LOG IN to SAP.
- 2.2 ENTER Transaction Code **ZNOTIF**. CLICK the **Green Checkmark** next to the Notification field.
- 2.3 From the Problem Category drop-down menu, SELECT **REQUEST FOR WORK**.
- 2.4 CLICK the **create** icon on the right. *The Create Notification Header page appears.*
- 2.5 ENTER the functional location of the asset in the Functional Location field:
1. CLICK the **Hierarchy** icon on the right.
 2. IF the SAP Equipment # of the asset is known,
THEN ENTER it in the SAP Equipment field. *The functional location populates.*

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- 2.6 When the Reference Object screen appears, CHECK the **Check All** box.
- 2.7 CLICK **Yes** to access the Main Work center for the functional location.
- 2.8 When the Object Information screen appears, CLICK the **Green Checkmark**.
- 2.9 From the Description drop-down menu, CHOOSE the type of correction/work required:
 1. CLICK the correct department AND then VERIFY that the correct department was selected. *The remaining fields automatically populate.*

NOTE

The work type code for mapping is ETMP; the planning code is ETAS.

- 2.10 ADJUST the required end date to the correct duration time, based on the description type:
 1. The required start and end dates are defaulted, based on priority.
 2. CLICK the calendar next to the Required End field to change the required end date.
 3. When the calendar appears, SELECT the correct date, based on the duration of the selected description type.
 4. CLICK the **Green Checkmark** to update the end date.
- 2.11 CLICK **Repair Data** on the left side of the Notification Checklist panel. PROVIDE details of the issue(s) and/or work requested in the Comments field.

NOTE

To add more information about the location of an asset, CLICK **Location** on the left side of the Notification Checklist panel.

- 2.12 CLICK the **Save** icon to save the data and create the RW notification. *The Information screen appears with the notification number.*
 1. WRITE down the notification number for future reference.
 2. CLICK the **Green Checkmark** to exit the screen.
- 2.13 To add attachments to the notification, CLICK the **Pencil** icon next to the notification number. *The Change Notification: Header page appears.*
 1. CLICK the **Create** icon on the left side of the panel, AND THEN SELECT **Create Attachment**. *The Import File screen appears.*
 2. SELECT the file you want to attach to the RW.

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2.13 (continued)

3. CLICK **Open**. *A message that the attachment was successfully created appears at the bottom of the screen.*

3 Processing an RW Notification in SAP

- 3.1 An RW Notification weekly report is generated by mapping support personnel and distributed to the electric mapping supervisors and electric mapping principals/leads.
- 3.2 Electric mapping principal/experts/leads PERFORM the following tasks:
 1. RECEIVE the RW Notification weekly report.
 2. SEND jobs to mapping personnel to complete.
- 3.3 Mapping personnel PERFORM the following tasks:
 1. LOG INTO SAP Work Management.
 2. RUN the ZNOTIF transaction:
 - a. Under Existing Notification, ENTER the SAP RW Notification number in the Notification Number field.
 - b. CLICK the **Change** icon (pencil) next to the new SAP RW Notification number.
 - c. Under Notification Checklist, CLICK **Status**. *The Status Indicators screen appears.*
 - d. Under Status Indicators, SELECT **comp** (complete).
 - e. Under Notification Checklist, CLICK **Repair Data**. *The Completion Data screen appears.*
 - f. ENTER the number of Actual Hours for the SAP RW Notification.
 - g. ENTER today's date in the Completion Date field.
 - h. ENTER the actions taken to complete the request in the Repair Data field.
 - i. Under the Notification Checklist, click **Assignments**. *The Tasks Documented screen appears.*
 - j. Under Code, ENTER **MC01**. *An SAP RW Notification Map Correction appears in the Task Code Text field.*
 - k. ENTER the LAN ID under Completed By.

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3.3 (continued)

- l. ENTER the Completion Date (the date the SAP RW Notification Map Correction is completed).
- m. Under **Assignments**, ENTER the LAN ID and the Completion Date of the technical inspection.
- n. CLICK the **Complete Flag** on the top left side of the screen.
- o. CLICK the **Save** button.

END of Instructions

DEFINITIONS

Electric Transmission Geographical Information System WebViewer (ET GIS WebViewer): A browser-based application that provides access to ET GIS maps and data.

Job Package/Issue for Construction (IFC) Package: A collection of work documents used by estimating, construction, engineering, and mapping personnel.

Map: Any PG&E diagram, sketch, or diagrammatic drawing of a defined geographic area displaying electrical facilities and/or land base.

Request for Work (RW): The process that uses ET GIS WebViewer and SAP to submit mapping changes verified by field employees.

SAP: PG&E's system of record and suite of web tools.

IMPLEMENTATION RESPONSIBILITIES

Electric supervisors use tailboards to communicate this procedure to affected employees (see the [Target Audience](#)).

GOVERNING DOCUMENT

[Utility Standard TD-3330S, "Transmission Line and Substation Project Engineering Requirements"](#)

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COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

The document owner, or designee, must ensure that any records generated by this procedure are maintained in accordance with the Enterprise Records and Information (ERIM) program policy, standards, and Enterprise Records Retention Schedule (ERRS). Refer to [Utility Standard GOV-7101S, "Enterprise Records and Information Management,"](#) and related documents including, but not limited to, the following:

- Integrity
- Storage
- Retention and disposition
- Classification and protection

REFERENCE DOCUMENTS

Developmental References:

[ET GIS SAP – Request for Work Job Aid – Creation](#)

Supplemental References:

NA

APPENDICES

NA

ATTACHMENTS

NA

DOCUMENT REVISION

NA

DOCUMENT APPROVER

██████████, Director, Asset Knowledge Management

██████████, Senior Director, Transmission Substation E&P

Electric Transmission Geographic Information System RW Notification Process**DOCUMENT OWNER**

██████████, Senior Manager, Electric Asset Data Management

██████████, Manager, T-Line Portfolio Management & Compliance

DOCUMENT CONTACT

██████████, Senior Business System Specialist
Asset Data Quality and Process Management

██████████, Manager
Mapping Analytics and Governance

REVISION NOTES

Where?	What Changed?
NA	This is a new utility procedure.