

RAAdAR Enhancements Training Document

Improvements

1. System Timeout

Timeout duration has been increased from 20 minutes to 45 minutes. This provides you with more time to complete any necessary actions within the system.

2. Land Rights Flexibility

Land rights are not locked down until the SPEN Design Engineer closes the job. You can change the responses to the land rights questions as many times as you want until this point. The land rights team are only notified of any requirements after the job is closed by the SPEN Design Engineer. After the job is closed, any change to the land rights requirements must follow the existing variation process

3. POC Register & Design Detail Improvements

- SLC Due date added to POC Register & Design detail screens
- Due time for SLC updated to show 23:59:00...rather than 17:00

Design Acceptance Application Details

N787942 - TEST AG 8

General Information (Hide)

Project No	N787942	Quotation Ref	TEST_AG_8
Applicant's Name	Demo ICP	Design Ref	SHTest12
POC Classification	1f - Other Demand and Generation	DA Status	Original
DA Classification	Other Demand/Generation	Type	Metered
Application Type	Fully Adopted	Requested Load (kVA)	5000
Site Name	TEST AG 8	Site Address	TEST AG 8
Date Requested/Submitted	03/11/2022 14:47:00	OS Grid Ref (X,Y)	123654 120365
		SLC15 Due Date	02/12/2022 23:59:00 (if Applicable)

Applicant's POC Register

Demo ICP

Select in	Select out	Applicant's Ref	Project No	Capacity No	Application Type	Adoption Type	Classified As	SPEN (QAS) Ref	Site Name	Site Address	Post Codes (1-3)	Delivery Centre (District)	Request/Submitted Date	SLC15 Expiry Date	Application Acknowledgement/Status	Formal Offer Status	Date Actioned	Action
<input type="checkbox"/>	<input type="checkbox"/>	RGTest4	N787981	N40426_V1	Standard Metered POC	Fully Adopted	1a - LV Demand	6416161616	Test	Test	G5 7DX	Glasgow	24/10/2022	14/11/2022	Original	Issued	30/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	RGTest3	N787980	N40425_V1	Single Site UMS	Fully Adopted	1a - LV Demand	1616161606	Test	Test	G5 7DX	Glasgow	24/10/2022	14/11/2022	Original	Issued	24/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	RGTest2	N787979	N40424_V1	Dual Offer - Single Site UMS	Adopted SPEN	1a - LV Demand	6516546846	Test	Test	G5 3SX	Glasgow	23/10/2022	14/11/2022	Original	Acknowledged	23/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	RGTest1	N787978	N40423_V1	Single Site UMS	Fully Adopted	1a - LV Demand	6816816846	Test	Test	G3 6DX	Glasgow	23/10/2022	14/11/2022	Original	Issued	23/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest4	N787977	N40422_V1	SD - Final Submission	Adopted to IDNO	1a - LV Demand	6584164684	Test	Test	G4 8ED	Glasgow	23/10/2022	14/11/2022	Original	Issued - Exempt	23/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest3	N787976	N40421_V1	Dual Offer	Adopted SPEN	1a - LV Demand	6581686846	Test	Test	G5 5CX	Glasgow	23/10/2022	14/11/2022	Original	Acknowledged	23/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest2	N787975	N40420_V1	Standard Metered POC	Fully Adopted	1a - LV Demand	6846166684	Test	Test	G5 7RX	Glasgow	17/10/2022	08/11/2022	Original	Issued	17/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest1	N787974	N40419_V1	Standard Metered POC	Fully Adopted	1a - LV Demand	6161646652	Test	Test	G5 7RX	Glasgow	17/10/2022	07/11/2022	Original	Issued	17/10/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest6	N787971	N40418_V1	Dual Offer - Single Site UMS	Adopted SPEN	1a - LV Demand	3343313542	Test	Test	G4 3DX	Glasgow	17/09/2022	10/10/2022	Original	Acknowledged	17/09/2022	
<input type="checkbox"/>	<input type="checkbox"/>	SHTest4	N787972	N40417_V1	Single Site UMS	Fully Adopted	1a - LV Demand	6843343435	Test	Test	G3 3DX	Glasgow	17/09/2022	10/10/2022	Original	Issued	13/10/2022	

Improvements

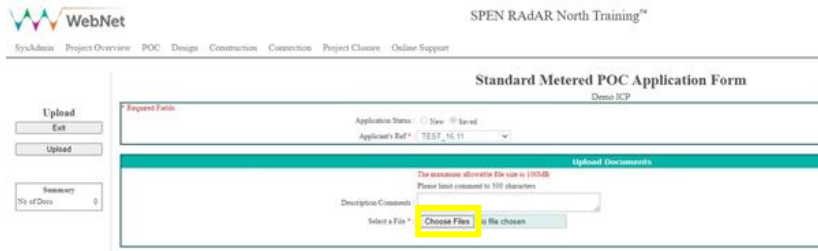
4. File Upload Enhancements

Individual file size limit increased to 100MB

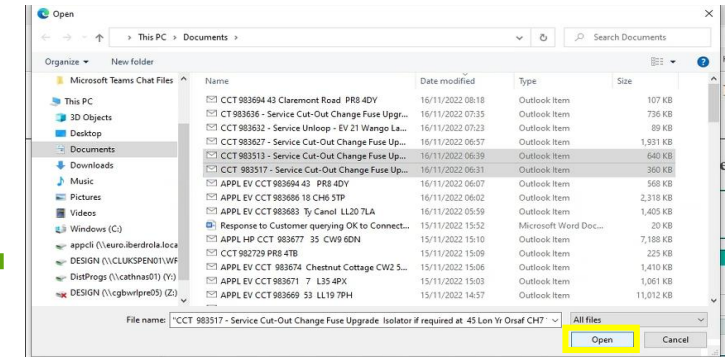
Multiple files can be uploaded at the same time up to a combined upload limit of 200MB

Multiple uploads can be carried out with no limit to the total number of files stored

Click on 'Choose Files'



Select the files you want to upload, Hold 'ctrl' to select multiple files and then press 'Open'



When you have selected your files for upload press 'Upload'



When complete, the files you have uploaded will be displayed on screen



Improvements

5. Minimum Information improvements

Application form has been updated with the removal of the bullet points showing the minimum Information requirements and replaced with a link to the minimum info document on the SPEN webpage

6. Search Functionality improvements

SPEN Contacts page updated with improved search functionality

Users can now search on first name, last name, email address or users role

Search uses 'like' functionality so an exact match is not required



WebNet SPEN RADAR North Training™

SysAdmin Project Overview POC Design Construction Connection Project Closure Online Support ICP Test Logout

SPEN CONTACTS

Search (Hide)

First Name (Like): Role: All

Last Name (Like):

Email (Like):

Clear Search Search

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Name	Email Address	Job Title	Telephone Number	Mobile Number
Adam Murray	adam.murray@spenergynetworks.co.uk	Project Co-ordinator (Design)	01416148057	01416148057
Adam Hughes	ahughes@spenergynetworks.co.uk	Graduate		
Aileen Dalrymple	aileen.dalrymle@scottishpower.com	Acceptance Team Member	744 0346	
Alan Cochrane	alan.cochrane@scottishpower.com	CIC Senior Project Engineer		
Alan Pearson	alan.pearson3@spenergynetworks.co.uk	Project Engineer	07753 524177	07753 524177
Alastair Douglas	alastair.douglas@spenergynetworks.co.uk	Project Engineer	01416148060	01416148060
Alastair Oldfield	alastair.oldfield@scottishpower.com	Senior Engineer	0141 614 5685	07919 881 244
Alexander Greig	alexander.greig@sppowersystems.com	Delivery Borders	0131 272 4238	0131 272 4238
Alistair Peacock	alistair.peacock@scottishpower.com	CIC Senior Project Engineer	0141 614 1287	
Alistair Menzies	Alistair.menzies@scottishpower.com	Head of Planning & Design	07753 624146	07753 624146

Improvements

7. POC Acceptance Rejection/Approval

New process in place to ensure all documents received for POC Approval

- POC Acceptance Form
- Proof of Payment
- Proof that applicant has been appointed to work on developer/landowners behalf

SPEN PROCESS

Press 'Confirm Acceptance' button to confirm which documents have been received

Standard Metered POC Application Status
N40434_V1

Index	Stage	POC Status	Date	Comments
1	Request	Quotation Requested	04/11/2022 10:26:00	
4	Application	Check Year Date	04/11/2022 10:26:00	Started same working day as request
2	Register	Compliant Request Received	05/11/2022 13:03:00	Yes, Validated by Stuart Haslam
3	Design	Registration	05/11/2022 13:03:00	Registered by Stuart Haslam
		SLC11.3 Min Info Checked	05/11/2022 13:04:00	Design Min Info Checked by Stuart Haslam
		Last Additional Info requested	N/A	
		Last Additional Info received	N/A	
		Last Clock Passed	N/A	

Select the tickbox to show documents which have been received. If all documents are received the 'Incomplete' button will change to 'Complete'

POC Offer Acceptance Confirmation and Supporting Documentation
CCT562729.P28.4TB_msp

View File	Description/Comments	Date Added	File Size (Bytes)	Uploaded By
CCT562729.P28.4TB_msp		16/11/2022	259888	ICP Test

POC Offer Acceptance Confirmation

Signed Copy of the POC Acceptance Form
 Copy of Proof of Payment
 Proof from Developer/Landowner that the Applicant has been appointed to work on their behalf

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 Copy of Proof of Payment
 Proof from Developer/Landowner that the Applicant has been appointed to work on their behalf

Improvements

If there are missing documents, press the 'Incomplete' button to reject the acceptance back to the ICP and you will get the following message.



When all documents have been received, press the 'Complete' button to accept the acceptance and you will get the following message



Improvements

7. POC Acceptance Rejection/Approval

ICP PROCESS

Please upload the 3 expected documents to proceed with POC acceptance.

If any documentation is missing the acceptance will be rejected and the acceptance will go into the 'Acceptance Incomplete' status. This will also result in emails being sent to both the quotation requestor and the ICP Company email addresses. The email will notify of any missing documentation

This gives you the opportunity to attach the missing documents and resubmit the acceptance

Once all documentation has been received and accepted, the status will show as 'Acceptance Confirmed'

Standard Metered POC Application Status
N40433_V1

General Information

Applicant's Ref:	SHTest29	Enquiry No:	N40433_V1
Applicant Name:	Demo ICP	Project No:	N787988
Adoption Type:	Fully Adopted	SPEN (OAS) Ref:	616
Customer Type:	Domestic	Applications Type:	Metered
POC Classification:	1a - LV Demand	No Of Connections Requested:	10
Disruptive Load:	No	Details:	
Street Lighting:	No	No of Columns:	0
Costeatable closing joint works:	No	Type:	
Generation:	N/A	Generation Type:	N/A
Requested Load (kVA):	20	Submission Type:	Original
Date Requested Submitted:	03/11/2022 14:37:00	Date Received:	05/11/2022 15:36:00
Site Name:	Test	SLC15 Due Date:	24/11/2022 23:59:00 (if Applicable)
Site Address:		SLC12 Due Date:	07/02/2023 14:37:00 (if Applicable)
OS Grid Ref (X,Y):	616161,156161	SPEN Designer:	Kenneth Spence
IDNO Consultant:	Demo ICP		

Items	Stages	POC Status	Date	Comments
1	Request	Quotation Requested	03/11/2022 14:37:00	
2	Register	Compliant Request Received	03/11/2022 15:35:00	Yes Validated by Stuart Haslon
3	Design	Registration	03/11/2022 15:35:00	Registered by Stuart Haslon
		SLC15 Min Info Checked	05/11/2022 15:36:00	Design Min Info Checked by Stuart Haslon
		Last Additional Info requested		N/A
		Last Additional Info received		N/A
		Last Clock Passed		N/A
		Last Clock Restarted		N/A
		Additional Info Request Completed		No more Additional Info Required
4	Issued	Formal Offer Issued	03/11/2022 15:38:00	Formal Offer Issued by Stuart Haslon
5	Accept	Formal Offer Accepted	03/11/2022	Accepted by ICP Test
		Formal Offer Expires	03/02/2023	Formal Offer accepted within timescale.

Standard Metered POC Application Status
N40433_V1

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Street Lighting:	No	No of Columns:	0
Costeatable closing joint works:	No	Type:	
Generation:	N/A	Generation Type:	N/A
Requested Load (kVA):	20	Submission Type:	Original
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3	Design	Registration	03/11/2022 15:35:00	Registered by Stuart Haslon
		SLC15 Min Info Checked	05/11/2022 15:36:00	Design Min Info Checked by Stuart Haslon
		Last Additional Info requested		N/A
		Last Additional Info received		N/A
		Last Clock Passed		N/A
		Last Clock Restarted		N/A
		Additional Info Request Completed		No more Additional Info Required
4	Issued	Formal Offer Issued	03/11/2022 15:38:00	Formal Offer Issued by Stuart Haslon
5	Accept	Formal Offer Accepted	03/11/2022	Accepted by ICP Test
		Formal Offer Expires	03/02/2023	Formal Offer accepted within timescale.