OHMS Quick Reference Guide for Service Provider Outage Planners

This document provides detailed instructions for navigating and using key features within OHMS Release 1, including managing outage blocks, outage windows, calendar views, and custom views.

Version: 1.0

20 October 2025



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Outage Blocks

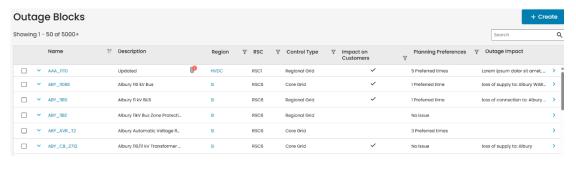
Access outage blocks via the OHMS menu, search by name or site, sort and filter by various criteria, and view detailed information by selecting an outage block or using the chevron icons for general info.

1. Go to OHMS Menu
Bar.

Open the drop-down menu and select
Outage Blocks.

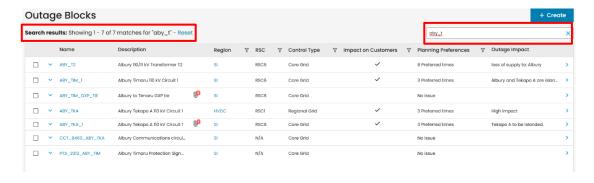
Outage Blocks
Operational Requests
Views
Calendar

2. This will take you to the outage block list screen.

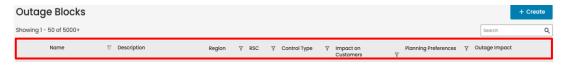


3. Search for an outage block. In the outage block screen click **search** on the right side of the screen and start typing, then enter. The search criteria can be the full name of the outage block or just site.

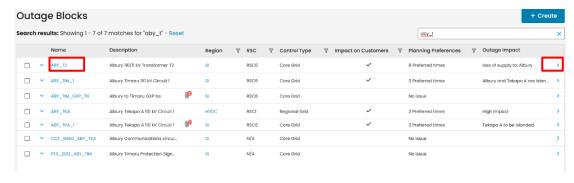
The search results are displayed in the header. This is also where you can reset your search to take you back to the landing page.



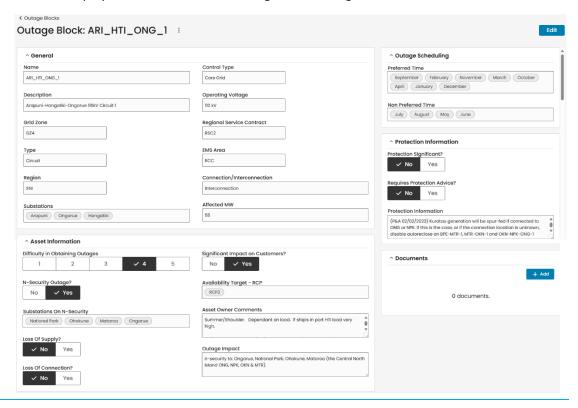
4. You can also sort name A-Z or Z-A, and filter by region, RSC, control type, impact on customers, and planning preferences.

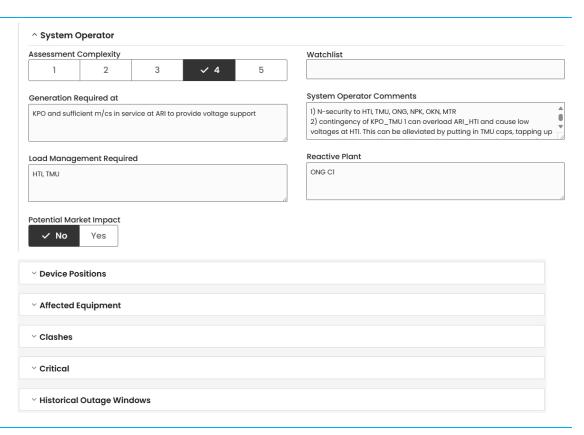


5. All outage blocks for that search will be displayed. To open the outage block, either click on the **outage block name** or click on the **chevron icon** at the end of the outage block.



6. This will display all the information relating to that outage block.



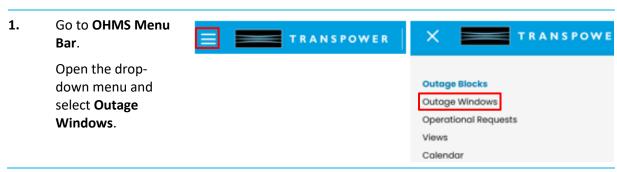


7. If you click on the **chevron icon** on the left side of the screen. This will show general information.

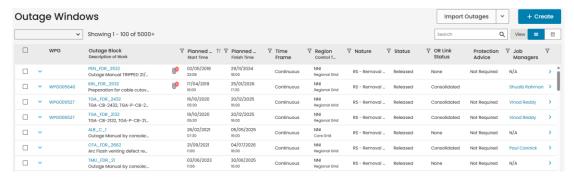


Outage Windows

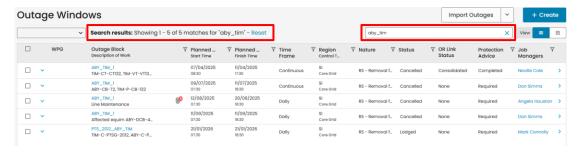
The outage windows section allows searching by name or window ID, filtering by multiple parameters such as planned dates, region, and status, and accessing detailed outage window information. Hovering over names reveals work descriptions, and a calendar can be accessed from this screen.



2. This will take you to the outage window list screen.



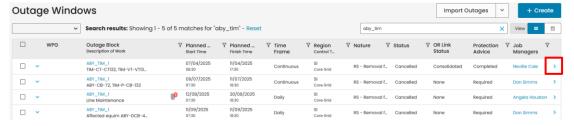
3. Search for an outage window. In the outage window screen click **search** on the right side of the screen and start typing, then enter. The search criteria can be the full name of the outage window, outage block, or just site.



4. You can also filter by outage block, planned start date/time, planned finish date/time, time frame, region, nature, status, protection advice, and job managers.



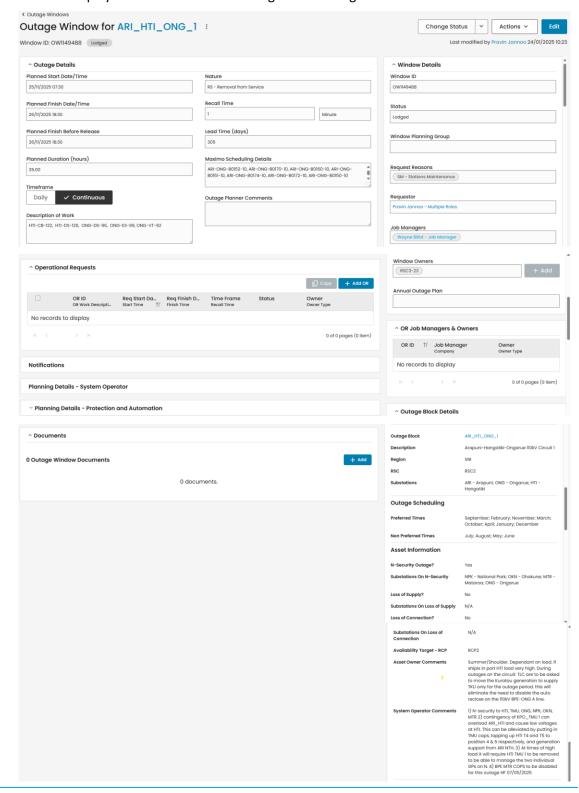
5. All outage windows for that search will be displayed. To open the outage window, click on the **chevron icon** at the end of the outage window.

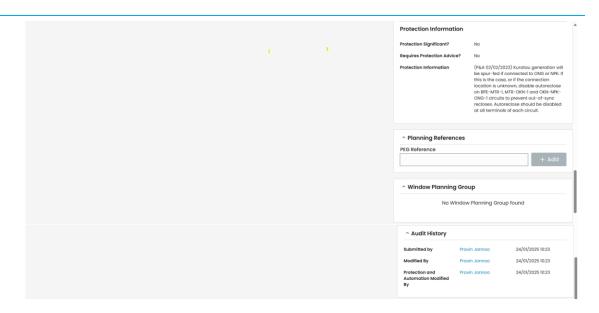


Note: Clicking on the **outage block name** will take you to the *outage block*, not to the outage window.



6. This will display all the information relating to that outage window.





7. You can also search by window ID.



8. If you click on the **chevron icon** on the left side of the screen. This will show general information.



9. In the general information drop down, if you click on **window ID** this will also take you to the outage window.



10. Hover over the outage window name and this will show the full description of work.



11. From the outage window main screen, you can also access the calendar.



Calendar View

The calendar view provides a visual representation of outages with colour codes, filters, and options to view by month, week, day, or today. Navigation controls allows date changes and hovering over outages displays detailed information, with easy access to outage windows by clicking on them.

1. Go to OHMS Menu Bar.

> Open the dropdown menu and select **Calendar.**



2. This will take you to the calendar view screen.



3. To view calendar colour codes, click on **Calendar colour codes** in the bottom right. An overlay will display.



4. You can filter by outages, status, region, grid zone, outage block type, control type, RSC, and other.

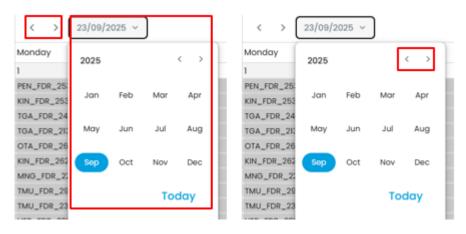


5. By default, the calendar opens in the current month. You can also view by week, day and today

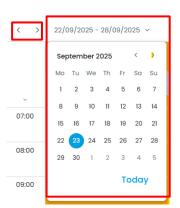


6. If you are viewing the calendar by month and want to change, you can either click on the drop-down arrow next to the date and select month or click on the arrow top left to move between months.

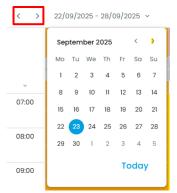
To change year, click on the arrow below.



7. If you are viewing the calendar by week and want to change, you can either click on the drop-down arrow next to the date and select date or click on the arrow top left to move between weeks.

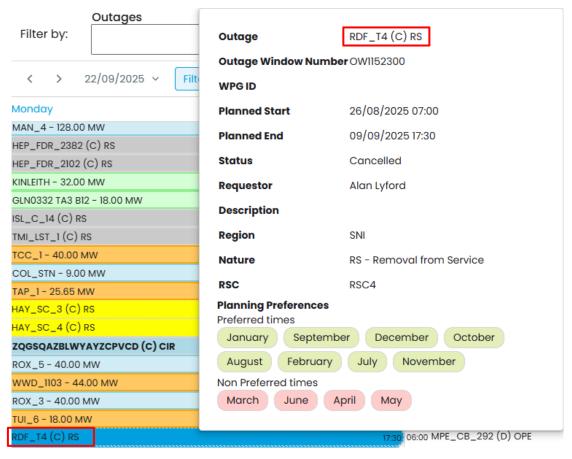


To change month, click on the arrow below.

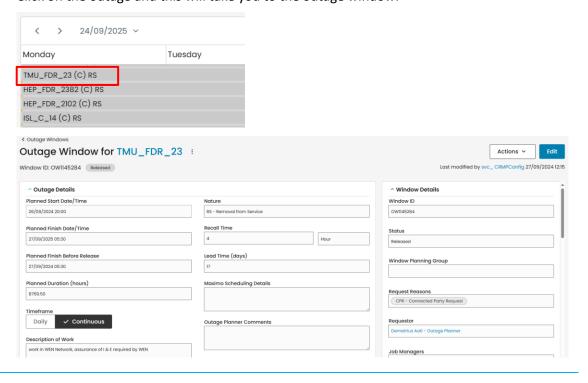


8. Day and today calendar views can be changed. See step 7.

9. Hover over an outage and this will display outage information.



10. Click on the outage and this will take you to the outage window.



Creating and Managing Views

Custom views can be created by selecting fields, criteria, and options to filter outage windows. The preview function displays matching outages, and additional conditions or groups can be added. Views can be deleted, and column displays customized within the preview section.

1. Go to OHMS Menu Bar.

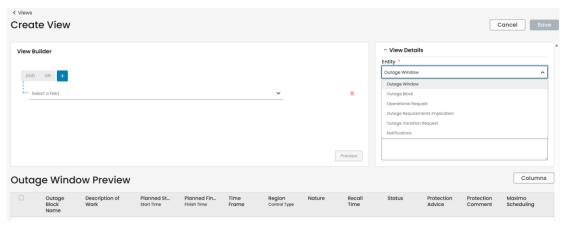
Open the drop-down menu and select Views.



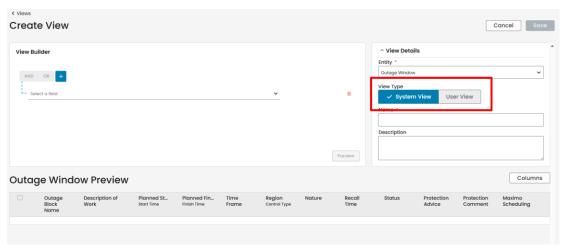
2. This will take you to the views screen. Click on **create**.



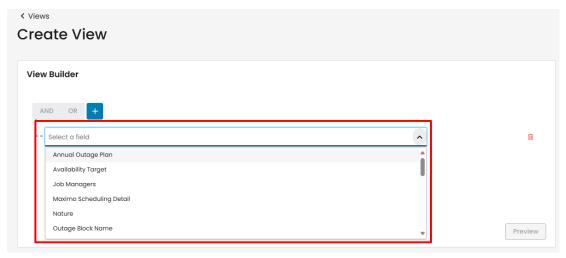
3. In the view details, entity views only apply to outage windows. The other views are still being developed.



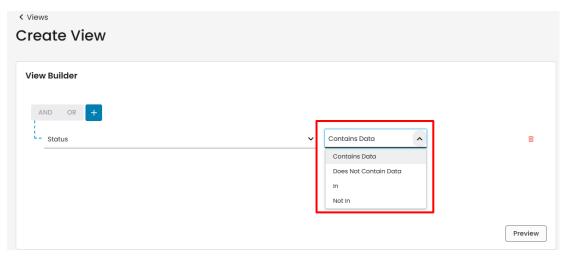
4. View type for *user view* is still being developed and is unavailable in OHMS Release 1. This is what you will use to create your own views in later releases.



5. To create a view, click on the **drop-down arrow** to select a field.



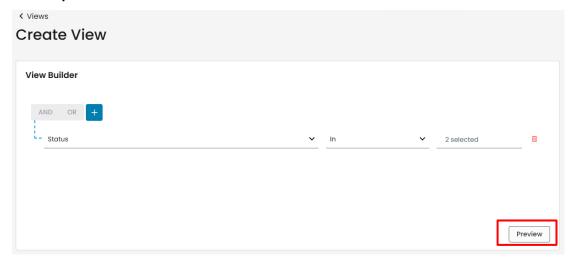
6. Select **criteria**.



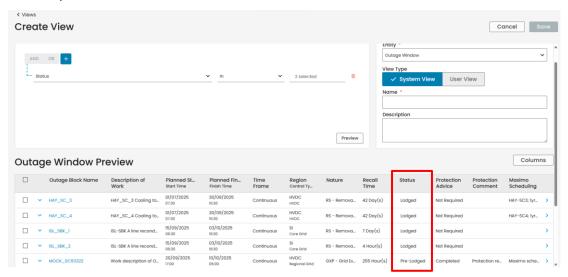
7. Select **options** from drop down list. You can select multiple options.



8. Click on **preview**.



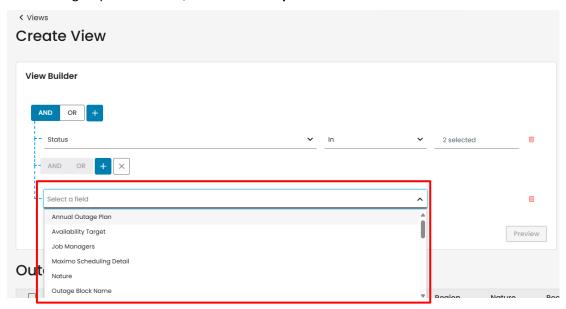
9. All the outages with a status of *lodged* and *pre-lodged* will be displayed in the outage window preview.



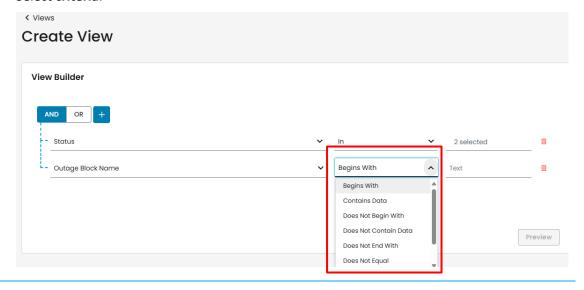
10. To apply additional criteria, select +



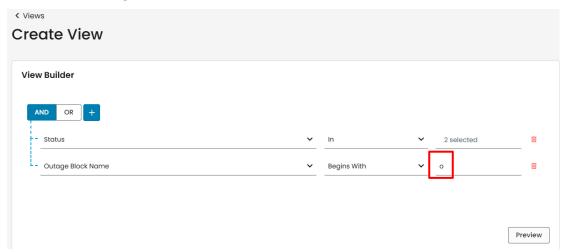
11. Select add group or condition, click on the **drop-down arrow** to select a field.



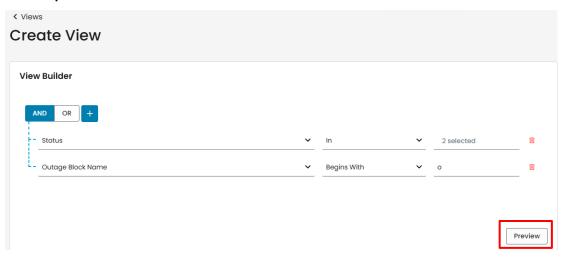
12. Select **criteria**.



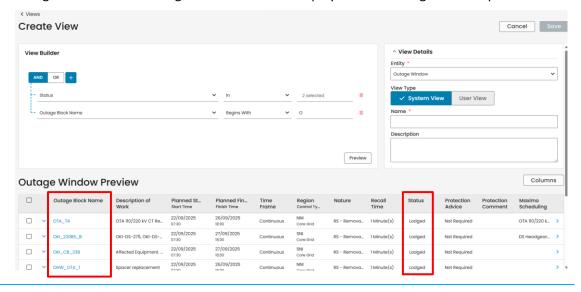
13. Free text. Add outage block name or first letter



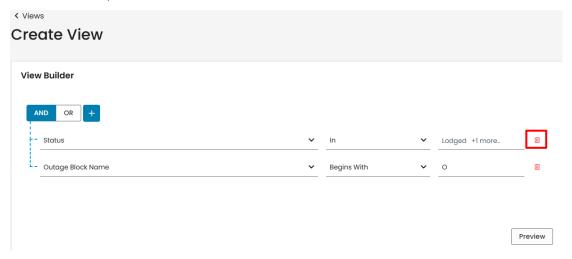
14. Click on **preview**.



15. In the example below, all the outages with a status of *lodged* and *pre-lodged*, <u>and</u> have an outage block name that begins with 'O' will be displayed in the outage window preview.



16. To delete a view, click on the **bin icon**.



17. Within the outage window preview section, you can create customised views. Click on **columns.**



18. To change column displays, you can either select all, search or scroll and tick/untick.

