

Grid Operations Log

GRD OPERATIONS LOG | OUTAGE SCHEDULE | HVDC CONFIGURATION | SHIFT HANDOVER

UserID goes here

From: 11/06/2016 00:00 To: 14/06/2016 16:17

Region: NNI, SNI, SI, HVDC

Region	Event date	Follow up	Event type	Party	Asset location	Subject	Detail	Description	Group	Group ID	Group name	WO	WO ID	Handover	Handover closed	ITC	GOR/MER	Owner	Event ID
NNI	20/06/2016 14:54	<input type="checkbox"/>	N	TFR	CVF_45YH_G7	Shift Handover close		Lorem ipsum dolor	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		Close	Closed			brownl	1234567900
SI	18/06/2016 01:25	<input checked="" type="checkbox"/>	I	Party	ABY_110BS_LH2	Shift Handover update		Præsent eget nisi quam	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		Update	Not editable (auto-generated)	TTC 12345		smthj	1234567898
NNI	14/06/2016 16:17	<input checked="" type="checkbox"/>	N	ABB	TUV	Shift Handover update		Lorem ipsum dolor sit amet consectetur adipiscing elit	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>	998787	Update	Not editable once selected and saved			blouptp	1234567895
SI	14/06/2016 19:03	<input checked="" type="checkbox"/>	S	Party	ABY_110BS_LH2	Shift Handover update		Aliquam vel sapien vitae massa molestie mollis a vitae nibh	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		Update			smthj	1234567897	
NNI	13/06/2016 15:24	<input type="checkbox"/>	I	TFR	CVF_45YH_G7	Commissioning	Complete	Donec arcu lectus	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		Update	Closed		MER 76529	brownl	1234567896
NNI	13/06/2016 14:05	<input type="checkbox"/>	I	CCC	ABY_110BS_LH_CHANGE	Issued	RCB agreement XX to XX	Et dolore magna aliqua ut enim ad minim veniam	<input type="checkbox"/>			<input type="checkbox"/>	984984	Update				blouptp	1234567895
SNI	13/06/2016 04:22	<input checked="" type="checkbox"/>	I	CNP	TUV	Shift Handover update		Quis nostrud exercitation ullamco laboris nisi	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		Update			GOR 95037	greensa	1234567894
NNI	12/06/2016 12:33	<input type="checkbox"/>	N	TFR	CVF_45YH_G7	Commissioning	Complete	Quisque malesuada quis eros non cursus	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		Update	Closed			martinp	1234567893
SI	12/06/2016 12:06	<input type="checkbox"/>	S	Party	ABY_110BS_LH2	HVDC Frequency Offset		Curabitur ex dui pulvinar laculis lorem congue	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		Update			smthj	1234567892	
SI	11/06/2016 23:17	<input type="checkbox"/>	S	ORN	PZZ_2360P_UV7	Here's my own subject		Fugiat nulla pariatur	<input checked="" type="checkbox"/>	G8765	Hawkes Bay outage 2016/08/12 05:35	<input type="checkbox"/>	987654	New			jonasm	1234567891	
NNI	10/06/2016 16:17	<input type="checkbox"/>	N	ABB	TUV	Transferred		Lorem ipsum dolor sit amet consectetur adipiscing elit	<input checked="" type="checkbox"/>	G1234	Some other group 2016/01/12 10:51	<input type="checkbox"/>		Update			blouptp	1234567890	

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NOTE that the History tab saves all changes to a row that are triggered by steps in the Shift Handover process, in the same way that any other change to a row is recorded in the History tab.

NOTE also that, for rows that have been in Shift Handover, the History tab grid displays 5 additional columns covering Follow up date, Asset location detail, and Contact person's name, phone number and email address fields. These columns are hidden in the History tab grid of all other rows.

If a row is put in the SH, the group cannot ever again be changed for that row in the GOL. Permanently disable inline and popup editing capability for Group, Group ID and Group name when a row enters SH grid.

A row in the GOL that has been in Shift Handover can NEVER have its Group changed, even after it leaves Shift Handover. This is so that we can sort/filter by Group in the GOL to see what's been in SH.

Note that all members of the Taupo #456 pylon group are marked "Closed" because a "Close" row has been created for this group.

AUDIT LOG - ACCESSIBLE ONLY BY ADMINS

Change date	Region	Event date	Follow up	Follow up date	Event type	Party	Asset location	Asset location detail	Subject	Detail	Description	Group	Group ID	Group name	WO	WO ID	Handover	Handover closed	ITC	GOR/MER	Contact name	Contact phone	Contact email	Owner	Event ID
14/06/2016 16:18	NNI	14/06/2016 16:18	<input type="checkbox"/>	14/06/2016 21:35	N	TFR	CVF_45YH_G7	Gate switch on SE side	Tripped	NCC advised	NCC in Taupo will be investigating	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input checked="" type="checkbox"/>	123456	New	Closed	ITC 7654		Hemi Parata	01 234 5678	hemi@parata.co.nz	martinp	1234567893
13/06/2016 22:00	NNI	13/06/2016 21:35	<input checked="" type="checkbox"/>	14/06/2016 21:35	N	TFR	CVF_45YH_G7	Gate switch on SE side	Tripped	NCC advised	NCC in Taupo will be investigating	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input checked="" type="checkbox"/>	123456	New	Closed	ITC 7654		Hemi Parata	01 234 5678	hemi@parata.co.nz	martinp	1234567893
13/06/2016 20:16	NNI	13/06/2016 20:16	<input checked="" type="checkbox"/>	14/06/2016 20:16	N	TFR	CVF_45YH_G7	Gate switch on SE side	Tripped	NCC advised	NCC in Taupo will be investigating	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		New		ITC 7654		Hemi Parata	01 234 5678	hemi@parata.co.nz	martinp	1234567893
13/06/2016 17:03	NNI	13/06/2016 15:45	<input type="checkbox"/>	14/06/2016 15:45	N	TFR	CVF_45YH_G7		Tripped	NCC advised	NCC in Taupo will be investigating	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		New				Hemi Parata	01 234 5678	hemi@parata.co.nz	martinp	1234567893
12/06/2016 12:33	NNI	12/06/2016 12:33	<input type="checkbox"/>		N	TFR	CVF_45YH_G7		Tripped	NCC advised	NCC in Taupo will be investigating	<input checked="" type="checkbox"/>	G1234	Taupo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>		New				Hemi Parata	01 234 5678	hemi@parata.co.nz	martinp	1234567893

The Shift Handover tab contains a grid, similar to the GOL grid, but with fewer columns. Some columns are the same as the GOL, others are unique to the SH grid.

The Shift Handover tab contains all the rows from the GOL grid referring to work that has yet to be completed at the time of the daily Shift Handover. It allows successive GACs to track work across shifts. Once a job has been completed, it is removed from the Shift Handover grid.

Jobs can consist of a number of rows within the GOL grid that tell the story of a piece of work. One row in each set plays the role of "New", others play the role of "Update", and one row in each set plays the role of "Close". All rows that are part of the same story must be put into the same Group.

If you need to change the Group, you do it in the GOL grid before you trigger the Shift Handover popup. Group ID and Group name cannot be changed or edited in the GOL for any rows that have ever been in the Shift Handover grid.

In each set there will be one "New" row that is created at the end of the shift for any job that's not been completed. Each job needs its own "New" row. There may be a number of "Update" rows that may be added over a period of hours, days, weeks or even months as the job progresses. Each "Update" row provides additional information eg "Job has been logged with the service provider" "Service provider will send worker to site tomorrow" "Worker has investigated issue and ordered spare parts" etc. "Update" rows can be added from either the GOL (auto-populating the Shift Handover grid) or from the Shift Handover grid (auto-populating the GOL).

Once a job is complete, the final row in the set will be the "Close" row. This is initiated in the Shift Handover grid. Once a "Close" row is saved, all the rows in the Shift Handover that are part of that job set (identified by sharing the same Group name/ID as the "Close" row) will be removed from the Shift Handover grid. The word "Closed" is automatically added to the "Handover closed" column in the GOL grid for every row that's part of the story/Group to indicate that this has happened. This field is not editable.

The dropdown in the "Handover" column is permanently disabled and the contents of the "Handover" column cannot be edited (changed) inline in the GOL once they have been selected and the row saved. Therefore, rows can only enter and leave the Shift Handover once in their lifetime. "Handover" fields do not appear in the GOL create or edit popups.

Any edits made in the GOL to rows that are also in Shift Handover will trigger the same updates to those rows in Shift Handover for fields that they both share. This does not happen in the other direction because rows in Shift Handover cannot be edited (they can only be selected and then the Handover dropdown selected in the context menu for that row).

The Shift Handover Archive is saved for all eternity for auditing purposes, but doesn't show up on the Shift Handover tab. How do you view the Archive?

NOTE THAT this process begins in the GOL tab (New Shift Handover), can then be continued in either the GOL or Shift Handover (Update Shift Handover), moves to the Shift Handover tab only (the end of Close Shift Handover) and finishes back in the GOL again (the end of Close Shift Handover).

The process has been designed to take place within a single tab (either GOL or SH) for each part of the process (New, Update, or Close) to optimise performance. This means that we do not have to load the content of all tabs all the time, but only when they are required (clicked on).

Changes from previous grid layout

- Changed from checkbox to dropdown select
- Column header changed to "Handover closed"
- "Completion date" and "Comp details" columns removed

New Update

The word "Closed" is automatically added by system once Handover "Close" is selected

Note that ALL members of the closed Group get the word "Closed". This is not editable by the user.

Shift Handover

GRD OPERATIONS LOG | OUTAGE SCHEDULE | HVDC CONFIGURATION | SHIFT HANDOVER

UserID goes here

Region: NNI, SNI, SI, HVDC

No fields are editable inline in the SH grid.

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact email	Event date	Group ID	Group name
NNI	Update	14/06/2016 05:16	ABB	TUV	The front gate in the main fence	Lorem ipsum dolor sit amet consectetur adipiscing elit	998787	Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	14/06/2016 16:17	G7890	Flatbush outage 2016/08/09 13:45
SNI	Update	13/06/2016 04:22	CNP	TUV		Quis nostrud exercitation ullamco laboris nisi		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
SI	Update	14/06/2016 16:17	Party	ABY_110BS_LH2		Præsent eget nisi quam		Jane Smith	07 345 6789	jane@employer.co.nz	18/06/2016 01:25	G2333	BoP transformer 2016/02/16 08:16
SI	Update	13/06/2016 04:22	Party	ABY_110BS_LH2		Aliquam vel sapien vitae massa molestie mollis a vitae nibh		Julie Edmonds	04 477 8978	julie@hellohello.co.nz	14/06/2016 19:03	G2333	BoP transformer 2016/02/16 08:16
SI	New	11/06/2016 12:06	Party	ABY_110BS_LH2		Curabitur ex dui pulvinar laculis lorem congue		Geeta Sampurathanga	027 345 2345	geeta@placename.com	12/06/2016 12:06	G2333	BoP transformer 2016/02/16 08:16
SI	New	12/06/2016 23:17	ORN	PZZ_2360P_UV7		Fugiat nulla pariatur		Chen Ho	04 234 5678	chen@gmail.com	11/06/2016 23:17	G8765	Hawkes Bay outage 2016/08/12 05:35

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If you have multiple regions visible, the default sort is by region, and then alphabetically by group, and then reverse chronological on Follow-up date within each group.

Note that the Taupo #456 pylon group from the GOL grid no longer appears in the Shift Handover grid because a "Close" row has been created for this group in the GOL grid.

CHARACTERISTICS OF THE SHIFT HANDOVER GRID

- Only editable as follows:
 - No fields are directly editable inline in the grid.
 - A row can be selected, and the arrow on the far left is right-clicked to reveal a context menu.
 - Selecting "Update" or "Close" in the context menu triggers an editable pre-populated popup based on the row you originally selected.
- Some sort/filter functionality as the GOL grid.
- #1 default sort order is region.
- Within region, #2 default sort is group, alphabetically.
- Within group, #3 default sort order is follow-up date - in reverse chronological order top to bottom:
 - next week
 - tomorrow
 - yesterday
 - last week.
- Edits in the GOL pass through to their equivalent row in the Shift Handover grid.
- The whole story (generally made up of multiple rows) stays in the Shift Handover grid until the job is complete and the final "Close" row is created.

Excel file is generated:

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact email	Event date	Group ID	Group name
NNI	Update	14/06/2016 05:16	ABB	TUV	The front gate in the main fence	Lorem ipsum dolor sit amet consectetur adipiscing elit	998787	Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	14/06/2016 16:17	G7890	Flatbush outage 2016/08/09 13:45
SNI	Update	13/06/2016 04:22	CNP	TUV		Quis nostrud exercitation ullamco laboris nisi		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
SI	Update	14/06/2016 16:17	Party	ABY_110BS_LH2		Præsent eget nisi quam		Jane Smith	07 345 6789	jane@employer.co.nz	18/06/2016 01:25	G2333	BoP transformer 2016/02/16 08:16
SI	Update	13/06/2016 04:22	Party	ABY_110BS_LH2		Aliquam vel sapien vitae massa molestie mollis a vitae nibh		Julie Edmonds	04 477 8978	julie@hellohello.co.nz	14/06/2016 19:03	G2333	BoP transformer 2016/02/16 08:16
SI	New	11/06/2016 12:06	Party	ABY_110BS_LH2		Curabitur ex dui pulvinar laculis lorem congue		Geeta Sampurathanga	027 345 2345	geeta@placename.com	12/06/2016 12:06	G2333	BoP transformer 2016/02/16 08:16
SI	New	12/06/2016 23:17	ORN	PZZ_2360P_UV7		Fugiat nulla pariatur		Chen Ho	04 234 5678	chen@gmail.com	11/06/2016 23:17	G8765	Hawkes Bay outage 2016/08/12 05:35

Excel file includes whatever regions have been selected in the LH sidebar.

Excel file is ordered by region and then by group, then follow-up date (same as SH grid).

All other filters/sorts done in the SH grid will also pass through to the Excel file version.

COST CHECKED W MAN - no significant increase in complexity (because we're already doing this for Raw data Excel export in the GOL)

EXCEL FILE DELIVERY:

- Excel file is generated by the SH database
- Dialogue box opens and invites user to select a folder in which to save the file
- File is saved in user's selected folder.

FILE NAMING CONVENTION:

- Shift-Handover-Report-YYYY-MM-DD.xls

CREATE A NEW SHIFT HANDOVER ITEM IN THE GOL

New Shift Handover

Region * [NNI] Work Order ID [987654]

Follow up date * [dd/mm/yyyy hh:mm] Contact name * []

Service provider * [ABB] Contact phone * []

Asset location * [ABY_11085_LH2] Contact email * []

Asset location detail * [] Event date * [dd/mm/yyyy hh:mm]

Description * [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in] Group ID * [G7890]

Group name * [Flatbush outage 2016/07/18 12:45]

Owner and Event ID fields will be generated automatically by the system and added to the GOL entry.

New Shift Handover Cancel

1 Region * Dropdown select Mandatory Pre-populated Not editable [NNI] Pre-populated from "Region" list in GOL

2 Follow up date * Calendar input Mandatory Blank by default Editable [13/04/2016 14:05] New, unique to Shift Handover

3 Service provider * Predictive search Mandatory Pre-populated Not editable [ABB] Pre-populated from "Party" list in GOL

4 Asset location * Predictive search Mandatory Must be pre-populated Not editable [ABY_11085_LH2] Could be empty (it's only mandatory in the GOL with a Work Order), in which case an alert is triggered to complete it in the GOL before popup is generated

5 Asset location detail * Text field Mandatory Blank by default Editable [] New, unique to Shift Handover. Additional information for instances where the asset location is not specific enough eg the gate at Asset location ABY.

6 Description * Text box Mandatory Must be pre-populated Not editable [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

7 Work Order ID Text field Optional May be pre-populated Not editable [987654] Could also be an empty disabled text field (not editable)

8 Contact name * Text field Mandatory Blank by default Editable [] New, unique to Shift Handover

9 Contact phone Text field Optional Blank by default Editable [] New, unique to Shift Handover

10 Contact email Text field Optional Blank by default Editable [] New, unique to Shift Handover

11 Event date * Calendar input Mandatory Pre-populated Not editable [dd/mm/yyyy hh:mm] Prepopulated from "Event date" list in GOL

12 Group ID * Accordion Mandatory May be pre-populated Not editable [G7890] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

13 Group name * Accordion Mandatory May be pre-populated Not editable [Flatbush outage 2016/07/18 12:45] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

CREATE AN UPDATE SHIFT HANDOVER ITEM IN SHIFT HANDOVER

Update Shift Handover

Region * [NNI] Work Order ID []

Follow up date * [15/04/2016 05:16] Contact name * [Henrietta Strangelove]

Service provider * [ABB] Contact phone * [021 876 5646]

Asset location * [TUV_1234_XYZ] Contact email * [henrietta@L.co.nz]

Asset location detail * [The front gate in the main fence] Event date * [14/04/2016 23:09]

Description * [Parts ordered by contractor - waiting for delivery] Group ID * [G7890]

Group name * [Flatbush outage 2016/07/18 12:45]

Additional fields for the GOL

Actions Follow up

Event type * []

Subject * [Shift Handover update]

Owner and Event ID fields will be generated automatically by the system and added to the GOL entry.

Update Shift Handover Cancel

Region * Dropdown select Mandatory Pre-populated Editable [NNI] Pre-populated from duplicated row in SH

Follow up date * Calendar input Mandatory Pre-populated Editable [15/04/2016 05:16] Pre-populated from duplicated row in SH, unique to Shift Handover

Service provider * Predictive search Mandatory Pre-populated Editable [ABB] Pre-populated from duplicated row in SH

Asset location * Predictive search Mandatory Pre-populated Editable [ABY_11085_LH2] Pre-populated from duplicated row in SH

Asset location detail * Text field Mandatory Pre-populated Editable [The front gate in the main fence] Pre-populated from duplicated row in SH, unique to Shift Handover

Description * Text box Mandatory Pre-populated Editable [Parts ordered by contractor - waiting for delivery] Pre-populated from duplicated row in SH

Work Order ID Text field N/A Blank by default Not editable [] Deliberately left blank and uneditable. WO ID should not be copied across from duplicate, and a new WO cannot be generated within the SH tab.

Contact name * Text field Mandatory Pre-populated Editable [Henrietta Strangelove] Pre-populated from duplicated row in SH, unique to Shift Handover

Contact phone Text field Optional Pre-populated Editable [021 876 5646] Pre-populated from duplicated row in SH, unique to Shift Handover

Contact email Text field Optional Pre-populated Editable [henrietta@L.co.nz] Pre-populated from duplicated row in SH, unique to Shift Handover

Event date * Calendar input Mandatory Pre-populated Editable [14/04/2016 23:09] Pre-populated from duplicated row in SH

Group ID * Accordion Mandatory Pre-populated Not editable [G7890] Pre-populated from duplicated row in SH

Group name * Accordion Mandatory Pre-populated Not editable [Flatbush outage 2016/07/18 12:45] Pre-populated from duplicated row in SH

Follow up Checkbox Optional Blank by default Editable Follow up Field for the GOL

Event type * Dropdown select Mandatory Blank by default Editable [] Field for the GOL

Subject * Text field Mandatory Pre-populated Not editable [Shift Handover update] Field for the GOL

CREATE AN UPDATE SHIFT HANDOVER ITEM IN THE GOL

Update Shift Handover

Region * [NNI] Work Order ID []

Follow up date * [dd/mm/yyyy hh:mm] Contact name * []

Service provider * [ABB] Contact phone * []

Asset location * [TUV_1234_XYZ] Contact email * []

Asset location detail * [] Event date * [14/04/2016 23:09]

Description * [Another important piece of information] Group ID * [G7890]

Group name * [Flatbush outage 2016/07/18 12:45]

Owner and Event ID fields will be generated automatically by the system and added to the GOL entry.

Update Shift Handover Cancel

Region * Dropdown select Mandatory Pre-populated Not editable [NNI] Pre-populated from "Region" list in GOL

Follow up date * Calendar input Mandatory Blank by default Editable [13/04/2016 14:05] New, unique to Shift Handover

Service provider * Predictive search Mandatory Pre-populated Not editable [ABB] Pre-populated from "Party" list in GOL

Asset location * Predictive search Mandatory Must be pre-populated Not editable [ABY_11085_LH2] Could be empty (it's only mandatory in the GOL with a Work Order), in which case an alert is triggered to complete it in the GOL before popup is generated

Asset location detail * Text field Mandatory Blank by default Editable [] New, unique to Shift Handover. Additional information for instances where the asset location is not specific enough eg the gate at Asset location ABY.

Description * Text box Mandatory Must be pre-populated Not editable [Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

Work Order ID Text field Optional May be pre-populated Not editable [987654] Could also be an empty disabled text field (not editable)

Contact name * Text field Mandatory Blank by default Editable [] New, unique to Shift Handover

Contact phone Text field Optional Blank by default Editable [] New, unique to Shift Handover

Contact email Text field Optional Blank by default Editable [] New, unique to Shift Handover

Event date * Calendar input Mandatory Pre-populated Not editable [dd/mm/yyyy hh:mm] Prepopulated from "Event date" list in GOL

Group ID * Accordion Mandatory May be pre-populated Not editable [G7890] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

Group name * Accordion Mandatory May be pre-populated Not editable [Flatbush outage 2016/07/18 12:45] Could be empty, in which case an alert is triggered to complete it in the GOL before popup is generated

CREATE A CLOSE SHIFT HANDOVER ITEM IN SHIFT HANDOVER

Close Shift Handover

Region * [NNI] Work Order ID []

Follow up date * [] Contact name * [Henrietta Strangelove]

Service provider * [ABB] Contact phone * [021 876 5646]

Asset location * [TUV_1234_XYZ] Contact email * [henrietta@L.co.nz]

Asset location detail * [The front gate in the main fence] Event date * [14/04/2016 23:09]

Description * [Parts installed by contractor - job complete] Group ID * [G7890]

Group name * [Flatbush outage 2016/07/18 12:45]

Additional fields for the GOL

Actions Follow up

Event type * [N]

Subject * [Shift Handover close]

Owner and Event ID fields will be generated automatically by the system and added to the GOL entry.

Close Shift Handover Cancel

Region * Dropdown select Mandatory Pre-populated Editable [NNI] Pre-populated from duplicated row in SH

Follow up date * Calendar input Mandatory Pre-populated Not editable [] Empty for "Close", disabled as the row will never actually appear in the SH grid

Service provider * Predictive search Mandatory Pre-populated Editable [ABB] Pre-populated from duplicated row in SH

Asset location * Predictive search Mandatory Pre-populated Editable [ABY_11085_LH2] Pre-populated from duplicated row in SH

Asset location detail * Text field Mandatory Pre-populated Not editable [The front gate in the main fence] Pre-populated from duplicated row in SH, unique to Shift Handover, disabled

Description * Text box Mandatory Pre-populated Editable [Parts installed by contractor - job complete] Pre-populated from duplicated row in SH

Work Order ID Text field N/A Blank by default Not editable [] Deliberately left blank and uneditable. WO ID should not be copied across from duplicate, and a new WO cannot be generated within the SH tab.

Contact name * Text field Mandatory Pre-populated Not editable [Henrietta Strangelove] Pre-populated from duplicated row in SH, unique to Shift Handover, disabled

Contact phone Text field Optional Pre-populated Not editable [021 876 5646] Pre-populated from duplicated row in SH, unique to Shift Handover, disabled

Contact email Text field Optional Pre-populated Not editable [henrietta@L.co.nz] Pre-populated from duplicated row in SH, unique to Shift Handover, disabled

Event date * Calendar input Mandatory Pre-populated Editable [14/04/2016 23:09] Pre-populated from duplicated row in SH

Group ID * Accordion Mandatory Pre-populated Not editable [G7890] Pre-populated from duplicated row in SH

Group name * Accordion Mandatory Pre-populated Not editable [Flatbush outage 2016/07/18 12:45] Pre-populated from duplicated row in SH

Follow up Checkbox Optional Blank by default Editable Follow up Field for the GOL

Event type * Dropdown select Mandatory Blank by default Editable [] Field for the GOL

Subject * Text field Mandatory Pre-populated Not editable [Shift Handover close] Field for the GOL

Shift Handover
Production server

GRID OPERATIONS LOG
OUTAGE SCHEDULE
HVDC CONFIGURATION
SHIFT HANDOVER

UserID goes here

Region

 NNI
 SNI
 SI
 HVDC

Update log view

- Defaults to whatever's been selected in the GOL.
- Can be updated here.
- Changes to region views here don't get reflected in the GOL.

Reports Export to Excel

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact email	Event date	Group ID	Group name
NNI	Update	14/06/2016 05:16	ABB	TUV	The front gate in the main fence	Lorem ipsum dolor sit amet consectetur adipisicing elit	998787	Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	14/06/2016 16:17	G7890	Flatbush outage 2016/08/09 13:45
SNI	Update	13/06/2016 04:22	CNP	TUV		Quis nostrud exercitation ullamco laboris nisi		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
SI	Update	14/06/2016 16:17	Party	ABY_110BS_LH2		Praesent eget nisi quam		Jane Smith	07 345 6789	jane@employer.co.nz	18/06/2016 01:25	G2333	BoP transformer 2016/02/16 08:16
SI	Update	13/06/2016 04:22	Party	ABY_110BS_LH2		Aliquam vel sapien vitae massa molestie mollis a vitae nibh		Julie Edmonds	04 477 8978	julie@hellohello.co.nz	14/06/2016 19:03	G2333	BoP transformer 2016/02/16 08:16
SI	New	11/06/2016 12:06	Party	ABY_110BS_LH2		Curabitur ex dui pulvinar iaculis lorem congue		Geeta Sampurathanga	027 345 2345	geeta@placename.com	12/06/2016 12:06	G2333	BoP transformer 2016/02/16 08:16
SI	New	12/06/2016 23:17	ORN	PZQ_236OP_UV7		Fugiat nulla pariatur	987654	Chen Ho	04 234 5678	chen@gmail.com	11/06/2016 23:17	G8765	Hawkes Bay outage 2016/08/12 05:35

◀ ▶
1 2 3 4 5 ...
▶ ▶
20 items per page

SORTING

SORTING - can be UP or DOWN - arrow next to header text

Arrow up = A-Z ▲

Arrow down = Z-A ▼

Can sort/filter multiple columns at once

FILTERING

FILTERING as standard is a dropdown list of all data shown.

Different columns require different sorts of filtering.

Filtering is triggered by clicking on the arrow in the RH corner of the header cell.

You can sort the columns alphabetically A-Z or chronologically oldest/newest and vice versa when you click up and down arrows in the column headers.

All columns can be sorted by default.

If you have multiple regions visible, the standard sort on first view is by region, and then group name alphabetically, then reverse chronological on Follow-up date within each group.

Indicates the order of the default sort

	SORTING	FILTERING/SEARCHING		SORTING	FILTERING/SEARCHING
1	Region	NNI SNI SI HVDC	Geographical N-S (NNI, SNI, SI, HVDC) and vv		
2	Handover	New Update	Process order (Update, Close) and vv		<ul style="list-style-type: none"> • Filter with multiple check boxes
3	Follow-up date	dd/mm/yyyy hh:mm	Chronological (includes future) and vv. So the oldest jobs will be at the top.		<ul style="list-style-type: none"> • Standard date filtering
4	Service provider	ABB etc	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Predictive text with standard parameters
5	Asset location	ABY_110BS_LH2 etc	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Predictive text with standard parameters (3 char minimum)
6	Asset location detail	Lorem ipsum dolor sit amet	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Standard parameter search. If key words are hidden in the text beyond 25 char, this is OK because you can click the box to see all char.
7	Description	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Standard parameter search. If key words are hidden in the text beyond 25 char, this is OK because you can click the box to see all char.
8	WO ID	123456	Numerical highest down to lowest and vv		<ul style="list-style-type: none"> • Integer filter (incl greater than, smaller than, etc)
9	Contact name	Jane Smith	Alphabetical A-Z and vice versa		<ul style="list-style-type: none"> • Standard parameter search.
10	Contact phone	04 123 4567	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Standard parameter search.
11	Contact email	jane@smith.co.nz	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Standard parameter search.
12	Event date	dd/mm/yyyy hh:mm	Reverse chronological, newest down to oldest and vv		<ul style="list-style-type: none"> • Standard date filtering
13	Group ID	G1234	Numerical highest down to lowest and vv		<ul style="list-style-type: none"> • Integer filter (incl greater than, smaller than, etc)
14	Group name	Flatbush 2016/07/12 10:30	Alphabetical A-Z and vv		<ul style="list-style-type: none"> • Predictive text with standard parameters (3 char minimum)

In the Shift Handover tab **STEP 1** Select an existing Shift Handover item and select "Update" from context menu

Select a row in the Shift Handover grid (most likely to be the New row from your Group, or the most recent Update row if there is one)

The screenshot shows the 'Shift Handover' application interface. At the top, there are navigation tabs: 'GRID OPERATIONS LOG', 'OUTAGE SCHEDULE', 'HVDC CONFIGURATION', and 'SHIFT HANDOVER'. The 'SHIFT HANDOVER' tab is active. On the left, there is a sidebar with a 'UserID goes here' field, a 'Region' filter (with checkboxes for NNI, SNI, SI, HVDC), an 'Update log view' button, and an 'Export to Excel' button. The main area contains a grid with columns: Region, Handover, Follow up date, Service provider, Asset location, Asset location detail, Description, WO ID, Contact name, Contact phone, Contact email, Event date, Group ID, and Group name. A row is highlighted in purple, and a context menu is open over it with 'Update' and 'Close' options. A yellow callout box points to the grid with the text: 'No fields are editable inline in the SH grid.' Another yellow callout box on the right lists 'CHARACTERISTICS OF THE SHIFT HANDOVER GRID'.

CHARACTERISTICS OF THE SHIFT HANDOVER GRID

- Only editable as follows:
 - No fields are directly editable inline in the grid.
 - A row can be selected, and the arrow on the far left is right-clicked to reveal a context menu.
 - Selecting "Update" in the context menu triggers an editable pre-populated popup based on the row you originally selected.
- Same sort/filter functionality as the GOL grid.
- #1 default sort order is region.
- Within region, #2 default sort is group, alphabetically.
- Within group, #3 default sort order is follow-up date - in reverse chronological order top to bottom:
 - next week
 - tomorrow
 - yesterday
 - last week
- Edits in the GOL pass through to their equivalent row in the Shift Handover grid.
- The whole story (generally made up of multiple rows) stays in the Shift Handover grid until the job is complete and the final "Close" row is created.

OVERVIEW

The Shift Handover tab contains a grid, similar to the GOL grid, but with fewer columns. Some columns are the same as the GOL, others are unique to the SH grid.

The Shift Handover tab contains all the rows from the GOL grid referring to work that has yet to be completed at the time of the daily Shift Handover. It allows successive GACs to track work across shifts. Once a job has been completed, it is removed from the Shift Handover grid.

Jobs can consist of a number of rows within the GOL grid that tell the story of a piece of work. One row in each set plays the role of "New", others play the role of "Update", and one row in each set plays the role of "Close". All rows that are part of the same story must be put into the same Group.

If you need to change the Group, you do it in the GOL grid before you trigger the Shift Handover popup. Group ID and Group name cannot be changed or edited in the GOL for any rows that have ever been in the Shift Handover grid.

In the Shift Handover tab **STEP 2** Edit the popup

Select "Update" from the context menu for the selected row. (Fields/rows are not editable within the grid.)
A popup window appears.

All fields (apart from WO ID which is left blank) are initially populated with the contents of the row that was originally selected. Apart from Group ID, Group name, WO ID and Subject, all fields are editable.

PROCESS FOR CREATING AN UPDATE SHIFT HANDOVER ITEM

At the end of your shift, identify jobs that have not yet been completed and will rollover into the next shift.

Identify those jobs that are already in Shift Handover - their current status in the "Handover" column of the GOL will either be "New" or "Update".

For each of these jobs where progress needs to be updated:

- In the Shift Handover grid, decide which row to select. This is likely to be the most recent "New" or "Update" row from the same group.
- Right-click the arrow at the far left of the row and select "Update" from the context menu.
- Update Shift Handover popup appears. All SH fields are initially populated with the contents of the row that has been selected. There are some additional fields at the end of the popup which are required for the matching GOL entry. These are initially empty except for "Subject" which is pre-populated and not editable.
- Apart from Group ID, Group name and WO ID, all fields are editable. Make your edits as required.
- Click "Update Shift Handover" button.
- New row will be created in the Shift Handover grid and auto-saved.
- At the same time, a matching row will be created in the GOL. This will contain data from those fields that the SH and GOL grids have in common, plus the data from the additional GOL fields that were completed in the popup. This row saves itself automatically.
- Shift Handover grid can be sorted to display all members of the same Group together, so that you can see the progress (the "story") of each job.

POPUP ERROR MESSAGES

Update Shift Handover

Follow up date *
 Incorrectly formatted. Should be dd/mm/yyyy hhmm
 Date and time must be entered

Contact name *
 Field cannot be empty

Contact phone

Contact email

Region *
 Field cannot be empty

Event date *
 Incorrectly formatted. Should be dd/mm/yyyy hhmm
 Date and time must be entered
 Cannot be in the future

Service provider *
 Field cannot be empty

Asset location *
 Field cannot be empty

Asset location detail

Description *
 Limited to 500 characters
 You have entered 231 characters.
 You have entered 765 characters. Please reduce this to 500 or less.

Group ID *

Group name *

Work Order ID

Additional fields for the GOL

Actions Follow up

Event type *
 Field cannot be empty

Subject *

In each set there will be one "New" row that is created at the end of the shift for any job that's not been completed. Each job needs its own "New" row. There may be a number of "Update" rows that may be added over a period of hours, days, weeks or even months as the job progresses. Each "Update" row provides additional information eg "Job has been logged with the service provider" "Service provider will send worker to site tomorrow" "Worker has investigated issue and ordered spare parts" etc. "Update" rows can be added from either the GOL (auto-populating the Shift Handover grid) or from the Shift Handover grid (auto-populating the GOL).

Once a job is complete, the final row in the set will be the "Close" row. This is initiated in the Shift Handover grid. Once a "Close" row is saved, all the rows in the Shift Handover that are part of that job set (identified by sharing the same Group name/ID as the "Close" row) will be removed from the Shift Handover grid. The word "Closed" is automatically added to the "Handover closed" column in the GOL grid for every row that's part of the story/Group to indicate that this has happened. This field is not editable.

The dropdown in the "Handover" column is permanently disabled and the contents of the "Handover" column cannot be edited (changed) inline in the GOL once they have been selected and the row saved. Therefore, rows can only enter and leave the Shift Handover once in their lifetime. "Handover" fields do not appear in the GOL create or edit popups.

Any edits made in the GOL to rows that are also in Shift Handover will trigger the same updates to those rows in Shift Handover for fields that they both share. This does not happen in the other direction because rows in Shift Handover cannot be edited (they can only be selected and then the Handover dropdown selected in the context menu for that row).

The Shift Handover Archive is saved for all eternity for auditing purposes, but doesn't show up on the Shift Handover tab. How do you view the Archive?

NOTE THAT this process begins in the GOL tab (New Shift Handover), can then be continued in either the GOL or Shift Handover (Update Shift Handover), moves to the Shift Handover tab only (the start of Close Shift Handover) and finishes back in the GOL again (the end of Close Shift Handover).

The process has been designed to take place within a single tab (either GOL or SH) for each part of the process (New, Update, or Close) to optimise performance. This means that we do not have to load the content of all tabs all the time, but only when they are required (clicked on).

In the Shift Handover tab

New row is created in the Shift Handover grid and placed in its correct chronological position and auto-saved.

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact email	Event date	Group ID	Group name
NNI	Update	15/06/2016 05:16	ABB	TUV_1234_XYZ	The front gate in the main fence	Parts ordered by contractor - waiting for delivery		Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	14/06/2016 23:09	G7890	Flatbush outage 2016/08/09 13:45

Matching new row is also created in the GOL. This saves itself automatically and is placed in the correct chronological order within the grid. Once the GAC returns to the GOL they can edit this row as they would any other.

Region	Event date	Follow up	Event type	Party	Asset location	Subject	Detail	Description	Group	Group ID	Group name	WO	WO ID	Handover	Handover closed	ITC	GOR/MER	Owner	Event ID
NNI	14/06/2016 23:09	<input type="checkbox"/>	N	ABB	TUV_1234_XYZ	Shift Handover update		Parts ordered - waiting for delivery	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		Update				greena	1234567901

In the GOL, select your row and click "Edit"

Sometimes it might be useful to add existing rows in the GOL to the Shift Handover "story" of that Group. In that case, you would need to initiate the creation of an "Update" row from the GOL, rather than from within Shift Handover.

Grid Operations Log

Production server

Transpower logo

GRID OPERATIONS LOG | OUTAGE SCHEDULE | HVDC CONFIGURATION | SHIFT HANDOVER

UserID goes here

Create new | Edit | Save changes | Cancel changes | Hide auto | Clear layout

From: 11/06/2016 00:00
To: 14/06/2016 16:17

Region: NNI, SNI, SI, HVDC

Region	Event date	Follow up	Event type	Party	Asset location	Subject	Detail	Description	Group	Group ID	Group name	WC	WO ID	Handover	Handover closed	ITC	GOR/MER	Owner	Event ID	
NNI	16/06/2016 12:30	<input checked="" type="checkbox"/>	N	ABB	TUV	Transferred	OCR XX to XX	Another important bit of the story goes here	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		New				bllogg	1234567902	
SNI	14/06/2016 14:08	<input type="checkbox"/>	I	XBA	XBA_467AG_T3	Fire alarm activated	Dispatch SP to investigate	Lorem ipsum dolor sit amet consectetur adipiscing elit sed do	<input checked="" type="checkbox"/>	G9381	Wellington substation #1 2016/06/14 15:00	<input type="checkbox"/>	276534	Update				bllogg	1234567901	
SI	18/06/2016 01:25	<input checked="" type="checkbox"/>	S	Party	ABY_110BS_LH2	HVDC Frequency Offset	Selected XX mHz at XX for NCC to reduce time error	Present eget nisi quam	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>				ITC 94384		bllogg	1234567900	
SI	14/06/2016 16:17	<input checked="" type="checkbox"/>	N	ABB	TUV	Transferred	OCR XX to XX	Lorem ipsum dolor sit amet consectetur adipiscing elit	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		99878				bllogg	1234567898	
SI	14/06/2016 19:03	<input checked="" type="checkbox"/>	S	Party	ABY_110BS_LH2	HVDC Frequency Offset	Selected XX mHz at XX for NCC to reduce time error	Aliquam vel sapien vitae massa molestie mollis a vitae nibh	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>						bllogg	1234567897	
SI	13/06/2016 15:24	<input type="checkbox"/>	N	TFR	CVF_45YH_G7	Commissioning	Complete	Donec arcu lectus	<input checked="" type="checkbox"/>	G1234	Tsipo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>						blount	1234567896	
SI	13/06/2016 14:05	<input type="checkbox"/>	I	CCC	ABY_110BS_LH_CHANGE	Issued	RCB agreement XX to XX	Et dolore magna aliqua ut enim ad minim veniam	<input type="checkbox"/>			<input type="checkbox"/>	984984	Update			MER 27639		blount	1234567895
SNI	13/06/2016 04:22	<input checked="" type="checkbox"/>	S	CNP	TUV	Relayed	Assurance XX from XX to XX	Quis nostrud exercitation ullamco laboris nisi	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>						greens	1234567894	
SI	12/06/2016 12:33	<input checked="" type="checkbox"/>	I	TFR	CVF_45YH_G7	Commissioning	Complete	Quisque molestiae quis eros non cursus	<input checked="" type="checkbox"/>	G1234	Tsipo #456 pylon 2016/07/23 12:32	<input type="checkbox"/>						blount	1234567893	
SI	12/06/2016 12:06	<input checked="" type="checkbox"/>	S	Party	ABY_110BS_LH2	HVDC Frequency Offset	Selected XX mHz at XX for NCC to reduce time error	Curabitur ex dul pulvinar laculis lorem congue	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>						bllogg	1234567892	
SI	11/06/2016 23:17	<input type="checkbox"/>	S	ORN	PZQ_236OP_LUV7	Here's my own subject	I'm writing whatever the heck I like in this one	Fugiat nulla pariatur	<input checked="" type="checkbox"/>	G8745	Hawkes Bay outage 2016/08/12 05:35	<input type="checkbox"/>		987654	New			jonesm	1234567891	
SI	10/06/2016 16:17	<input type="checkbox"/>	N	ABB	TUV	Transferred	OCR XX to XX	Lorem ipsum dolor sit amet consectetur adipiscing elit	<input checked="" type="checkbox"/>	G1234	Some other group 2016/01/12 10:51	<input type="checkbox"/>						bllogg	1234567890	

Excel: Daily Ops, Raw data, Export to Excel

Alert boxes generated as required for any mandatory fields or unsaved edits (see below)

4. Popup is generated (see below)

OVERVIEW

The Shift Handover tab contains a grid, similar to the GOL grid, but with fewer columns. Some columns are the same as the GOL, others are unique to the SH grid.

The Shift Handover tab contains all the rows from the GOL grid referring to work that has yet to be completed at the time of the daily Shift Handover. It allows successive GACs to track work across shifts. Once a job has been completed, it is removed from the Shift Handover grid.

Jobs can consist of a number of rows within the GOL grid that tell the story of a piece of work. One row in each set plays the role of "New", others play the role of "Update", and one row in each set plays the role of "Close". All rows that are part of the same story must be put into the same Group.

If you need to change the Group, you do it in the GOL grid before you trigger the Shift Handover popup. Group ID and Group name cannot be changed or edited in the GOL for any rows that have ever been in the Shift Handover grid.

In each set there will be one "New" row that is created at the end of the shift for any job that's not been completed. Each job needs its own "New" row. There may be a number of "Update" rows that may be added over a period of hours, days, weeks or even months as the job progresses. Each "Update" row provides additional information eg "Job has been logged with the service provider". "Service provider" will send worker to site tomorrow. "Worker has investigated issue and ordered spare parts" etc. "Update" rows can be added from either the GOL (auto-populating the Shift Handover grid) or from the Shift Handover grid (auto-populating the GOL).

Once a job is complete, the final row in the set will be the "Close" row. This is initiated in the Shift Handover grid. Once a "Close" row is saved, all the rows in the Shift Handover that are part of that job set (identified by sharing the same Group name/ID as the "Close" row) will be removed from the Shift Handover grid. The word "Closed" is automatically added to the "Handover closed" column in the GOL grid for every row that's part of the story/Group to indicate that this has happened. This field is not editable.

The dropdown in the "Handover" column is permanently disabled and the contents of the "Handover" column cannot be edited (changed) inline in the GOL once they have been selected and the row saved. Therefore, rows can only enter and leave the Shift Handover once in their lifetime. "Handover" fields do not appear in the GOL create or edit popups.

Any edits made in the GOL to rows that are also in Shift Handover will trigger the same updates to those rows in Shift Handover for fields that they both share. This does not happen in the other direction because rows in Shift Handover cannot be edited (they can only be selected and then the Handover dropdown selected in the context menu for that row).

The Shift Handover Archive is saved for all eternity for auditing purposes, but doesn't show up on the Shift Handover tab. How do you view the Archive?

NOTE THAT this process begins in the GOL tab (New Shift Handover), can then be continued in either the GOL or Shift Handover (Update Shift Handover), moves to the Shift Handover tab only (the start of Close Shift Handover) and finishes back in the GOL again (the end of Close Shift Handover).

The process has been designed to take place within a single tab (either GOL or SH) for each part of the process (New, Update, or Close) to optimise performance. This means that we do not have to load the content of all tabs all the time, but only when they are required (clicked on).

Possible alert boxes before Update Shift Handover popup can be generated

Before you create a Shift Handover item, please fill in the following field and save the log entry:

- Asset location

Before you create a Shift Handover item, please fill in the following field and save the log entry:

- Description

Before you create a Shift Handover item, please fill in the following field and save the log entry:

- Group name

Before you create a Shift Handover item, please fill in the following fields and save the log entry:

- Asset location
- Description
- Group name

Before you create a Shift Handover item, please save the log entry.

This Group is NOT in Shift Handover. Select "New" for this row instead of "Update".

Popup doesn't appear if you get any of these alerts, until you've solved the issue and saved the row.

In the GOL tab

Region: SNI

Follow up date: dd/mm/yyyy hh:mm

Service provider: XBA

Asset location: XBA_467AG_T3

Asset location detail

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Work Order ID: 276534

Contact name

Contact phone

Contact email

Event date: 14/06/2016 14:08

Group ID: 69381

Group name: Wellington substation #1 2016/06/14 15:00

Update Shift Handover

PROCESS FOR CREATING AN UPDATE SHIFT HANDOVER ITEM FROM THE GOL

- At the end of your shift, identify jobs that have not yet been completed and will rollover into the next shift. Identify those jobs that are already in Shift Handover - their current status in the "Handover" column of the GOL will either be "New" or "Update".
- For most of these jobs where progress needs to be updated, an "Update" row can be made within the Shift Handover grid. However, occasionally it may be useful to add an existing row in the GOL to a set that's already in Shift Handover and shares the same Group. This would be done by initiating an "Update" row in the GOL.
- In the GOL, identify the row that needs adding to Shift Handover. This must be in the same Group as row(s) already in Shift Handover.
- You can update the Group if you need to at this stage, and make any other edits as required, then save the row.
- Select "Update" from Handover dropdown select in the grid.
- If any mandatory Shift Handover fields have not been completed in this row, an alert is triggered, requiring the GAC to complete the field(s) and save the row before they can create an Update Shift Handover entry.
- If the Group for the selected row is NOT already in Shift Handover, an alert is triggered, suggesting that "New" is selected instead. Alternatively, update the Group, re-save, and then re-select "Update" in the dropdown.
- Once all fields are properly filled in in the GOL, Update Shift Handover popup appears.
- All mandatory and other completed fields will be pre-populated from the GOL. These are not editable in the popup. None of the Shift Handover-only fields will be pre-populated, but all are editable.
- Note that "Group" (name and ID) is mandatory for Shift Handover. Rows in Shift Handover can be part of the same group as rows not in Shift Handover (although this is unlikely to happen often).
- Make your edits as required. Note that Follow up date and Contact name are mandatory for Shift Handover and must be filled in.
- Click "Update Shift Handover" button.
- Row will be copied into the Shift Handover grid and saved automatically.
- The row in the GOL will change so that all Group-related fields are now permanently disabled and cannot be changed or removed. The Handover dropdown is also replaced with the word "Update", which is not editable and cannot be changed.
- Shift Handover grid can be sorted to display all members of the same Group together, so that you can see the progress (the "story") of each job.

POPUP ERROR MESSAGES

Update Shift Handover

Region: SNI

Follow up date: dd/mm/yyyy hh:mm

Service provider: XBA

Asset location: XBA_467AG_T3

Asset location detail

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Work Order ID: 276534

Contact name: Field cannot be empty

Contact phone

Contact email

Event date: 14/06/2016 14:08

Group ID: 69381

Group name: Wellington substation #1 2016/06/14 15:00

Update Shift Handover

In the Shift Handover tab

An Update Shift Handover row is automatically added to the grid and auto-saved

Note that GAC doesn't need to go into Shift Handover tab or do anything - this happens automatically.

Note also that any future edits to rows in the GOL will be replicated in those rows in the Shift Handover

Shift Handover

Production server

Transpower logo

GRID OPERATIONS LOG | OUTAGE SCHEDULE | HVDC CONFIGURATION | SHIFT HANDOVER

UserID goes here

Region: NNI, SNI, SI, HVDC

Update log view

Defaults to whatever's been selected in the GOL. Can be updated here. Changes to region views here don't get reflected in the GOL.

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact email	Event date	Group ID	Group name
NNI	Update	16/06/2016 14:30	ABB	TUV	The front gate in the main fence	Another important bit of the story goes here		Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	16/06/2016 12:30	G7890	Flatbush outage 2016/08/09 13:45
NNI	Update	14/06/2016 05:16	ABB	TUV	The front gate in the main fence	Lorem ipsum dolor sit amet consectetur adipiscing elit	998787	Henrietta Strangelove	021 876 5646	henrietta@sl.co.nz	14/06/2016 16:17	G7890	Flatbush outage 2016/08/09 13:45
NNI	Update	13/06/2016 04:22	CNP	TUV		Quis nostrud exercitation ullamco laboris nisi		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
SNI	New	14/06/2016 14:37	XBA	XBA_467AG_T3	Alarm triggered in NE quadrant	Lorem ipsum dolor sit amet consectetur adipiscing elit sed do	276534	Fred Blogsworth	027 983 0593	fredb@gmail.com	14/06/2016 14:08	G9381	Wellington substation #1 2016/06/14 15:00
SI	Update	14/06/2016 16:17	Party	ABY_110BS_LH2		Present eget nisi quam		Jane Smith	07 345 6789	jane@employer.co.nz	18/06/2016 01:25	G2333	BoP transformer 2016/02/16 08:16
SI	Update	13/06/2016 04:22	Party	ABY_110BS_LH2		Aliquam vel sapien vitae massa molestie mollis a vitae nibh		Julie Edmonds	04 477 8978	julie@helloloco.co.nz	14/06/2016 19:03	G2333	BoP transformer 2016/02/16 08:16
SI	New	11/06/2016 12:06	Party	ABY_110BS_LH2		Curabitur ex dul pulvinar laculis lorem congue		Geeta Sampurathanga	027 345 2345	geeta@placename.com	14/06/2016 12:06	G2333	BoP transformer 2016/02/16 08:16
SI	New	12/06/2016 23:17	ORN	PZQ_236OP_LUV7		Fugiat nulla pariatur	987654	Chen Ho	04 234 5678	chen@gndil.com	11/06/2016 23:17	G8745	Hawkes Bay outage 2016/08/12 05:35

CHARACTERISTICS OF THE SHIFT HANDOVER GRID

- Only editable as follows:
 - No fields are directly editable inline in the grid.
 - A row can be selected, and the arrow on the far left is right-clicked to reveal a context menu.
 - Selecting "Update" in the context menu triggers an editable pre-populated popup based on the row you originally selected.
- Some sort/filter functionality as the GOL grid.
- #1 default sort order is region.
- Within region, #2 default sort is group, alphabetically.
- Within group, #3 default sort order is follow-up date - in reverse chronological order top to bottom:
 - next week
 - tomorrow
 - yesterday
 - last week
- Edits in the GOL pass through to their equivalent row in the Shift Handover grid.
- The whole story (generally made up of multiple rows) stays in the Shift Handover grid until the job is complete and the final "Close" row is created.

In the Shift Handover tab **STEP 1** Select an existing Shift Handover item and select "Close" from the context menu

Select a row in the Shift Handover grid (most likely to be the New row from your Group, or the most recent Update row if there is one)

Shift Handover

GRID OPERATIONS LOG | OUTAGE SCHEDULE | HVDC CONFIGURATION | SHIFT HANDOVER

UserID goes here

Region: NNI, SNI, SI, HVDC

Update log view

- Defaults to whatever's been selected in the GOL.
- Can be updated here.
- Changes to region views here don't get reflected in the GOL.

Reports: Export to Excel

Region	Handover	Follow up date	Service provider	Asset location	Asset location detail	Description	WO ID	Contact name	Contact phone	Contact_email	Event date	Group ID	Group name
Update	Close	15/06/2016 05:16	ABB	TUV_1234_XYZ	The front gate in the main fence	Parts ordered by contractor - waiting for delivery		Henrietta Strangelove	021 876 5446	henrietta@si.co.nz	14/06/2016 23:09	G7890	Flatbush outage 2016/08/09 13:45
Update	Close	14/06/2016 05:16	ABB	TUV_1234_XYZ	The front gate in the main fence	Contractor contacted and report passed on	998787	Henrietta Strangelove	021 876 5446	henrietta@si.co.nz	14/06/2016 14:17	G7890	Flatbush outage 2016/08/09 13:45
NNI	Update	13/06/2016 16:45	CNP	TUV_1234_XYZ		NCC has visited site and will provide report tomorrow		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
NNI	New	13/06/2016 04:22	CNP	TUV_1234_XYZ		Tripped switch - NCC advised and will be investigating		Hemi Parata	01 234 5678	hemi@parata.co.nz	13/06/2016 04:22	G7890	Flatbush outage 2016/08/09 13:45
SI	Update	14/06/2016 16:17	Partly	ABY_11085_LH2		Present eget nisi quam		Jane Smith	07 345 6789	jane@employer.co.nz	14/06/2016 01:25	G2333	BoP transformer 2016/02/16 08:16
SI	Update	13/06/2016 04:22	Partly	ABY_11085_LH2		Aliquam vel sapien vitae massa molestie mollis a vitae nibh		Julie Edmonds	04 477 8978	julie@hellohello.co.nz	14/06/2016 19:03	G2333	BoP transformer 2016/02/16 08:16
SI	New	11/06/2016 12:06	Partly	ABY_11085_LH2		Curabitur ex dul pulvinar laculis lorem congue		Geeta Sampurathanga	027 345 2345	geeta@placenames.com	12/06/2016 12:06	G2333	BoP transformer 2016/02/16 08:16
SI	New	12/06/2016 23:17	ORN	PZQ_234OP_UV7		Fugiat nulla perlatur	987654	Chen Ho	04 234 5678	chen@gmail.com	11/06/2016 23:17	G8765	Hawkes Bay outage 2016/08/12 05:35

CHARACTERISTICS OF THE SHIFT HANDOVER GRID

- Only editable as follows:
 - No fields are directly editable inline in the grid.
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- Some sort/filter functionality as the GOL grid.
- #1 default sort order is region.
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- Within group, #3 default sort order is follow-up date - in reverse chronological order top to bottom:
 - next week
 - tomorrow
 - yesterday
 - last week.
- Edits in the GOL pass through to their equivalent row in the Shift Handover grid.
- The whole story (generally made up of multiple rows) stays in the Shift Handover grid until the job is complete and the final "Close" row is created.

Original row (most recent update in same group)

OVERVIEW

The Shift Handover tab contains a grid, similar to the GOL grid, but with fewer columns. Some columns are the same as the GOL, others are unique to the SH grid.

The Shift Handover tab contains all the rows from the GOL grid referring to work that has yet to be completed at the time of the daily Shift Handover. It allows successive GACs to track work across shifts. Once a job has been completed, it is removed from the Shift Handover grid.

Jobs can consist of a number of rows within the GOL grid that tell the story of a piece of work. One row in each set plays the role of "New", others play the role of "Update", and one row in each set plays the role of "Close". All rows that are part of the same story must be put into the same Group.

If you need to change the Group, you do it in the GOL grid before you trigger the Shift Handover popup. Group ID and Group name cannot be changed or edited in the GOL for any rows that have ever been in the Shift Handover grid.

In each set there will be one "New" row that is created at the end of the shift for any job that's not been completed. Each job needs its own "New" row. There may be a number of "Update" rows that may be added over a period of hours, days, weeks or even months as the job progresses. Each "Update" row provides additional information eg "Job has been logged with the service provider" "Service provider will send worker to site tomorrow" "Worker has investigated issue and ordered spare parts" etc. "Update" rows can be added from either the GOL (auto-populating the Shift Handover grid) or from the Shift Handover grid (auto-populating the GOL).

Once a job is complete, the final row in the set will be the "Close" row. This is initiated in the Shift Handover grid. Once a "Close" row is saved, all the rows in the Shift Handover that are part of the job set (identified by sharing the same Group name/ID as the "Close" row) will be removed from the Shift Handover grid. The word "Closed" is automatically added to the "Handover closed" column in the GOL grid for every row that's part of the story/group to indicate that this has happened. This field is not editable.

The dropdown in the "Handover" column is permanently disabled and the contents of the "Handover" column cannot be edited (changed) inline in the GOL once they have been selected and the row saved. Therefore, rows can only enter and leave the Shift Handover once in their lifetime. "Handover" fields do not appear in the GOL create or edit popups.

Any edits made in the GOL to rows that are also in Shift Handover will trigger the same updates to those rows in Shift Handover for fields that they both share. This does not happen in the other direction because rows in Shift Handover cannot be edited (they can only be selected and then the Handover dropdown selected in the context menu for that row).

The Shift Handover Archive is saved for all eternity for auditing purposes, but doesn't show up on the Shift Handover tab. How do you view the Archive?

NOTE THAT this process begins in the GOL tab (New Shift Handover), can then be continued in either the GOL or Shift Handover (Update Shift Handover), moves to the Shift Handover tab only (the start of Close Shift Handover) and finishes back in the GOL again (the end of Close Shift Handover).

The process has been designed to take place within a single tab (either GOL or SH) for each part of the process (New, Update, or Close) to optimise performance. This means that we do not have to load the content of all tabs all the time, but only when they are required (clicked on).

In the Shift Handover tab **STEP 2** Edit the popup

Select "Close" from the context menu for the selected row. (Fields/rows are not editable within the grid.)

A popup window appears. Shift Handover-only fields are not editable in this popup as the edited row will disappear from the Shift Handover grid once the popup alert box button is clicked.

All fields (apart from WO ID which is left blank) are initially populated with the contents of the row that has been duplicated. SH-only rows are not editable. Apart from Group ID, Group name, WO ID and Subject, all other fields are editable.

PROCESS FOR CREATING A CLOSE SHIFT HANDOVER ITEM

- At the end of your shift, identify jobs that have been completed during this shift.
- Identify these jobs that are already in Shift Handover - their current status in the "Handover" column of the GOL will either be "New" or "Update".
- For each of these jobs that are now complete:
- In the Shift Handover grid, decide which row to select. This is likely to be the most recent "New" or "Update" row from the same group.
 - Right-click the arrow at the far left of the row and select "Close" from the context menu.
 - Close Shift Handover popup appears. All SH fields are initially populated with the contents of the row that has been selected. SH-only fields are included, but as these are not needed in the GOL and the row will be leaving the Shift Handover grid immediately they are not editable. Note that "Follow up date" is left empty. There are some additional fields at the end of the popup which are required for the matching GOL entry. These are initially empty except for Subject which is pre-populated and not editable.
 - Apart from the SH-only fields plus Group ID, Group name and WO ID, all fields are editable. Make your edits as required.
 - Click "Close Shift Handover" button.
 - A popup is triggered that checks whether you really want to close this group and remove it from the SH grid. It displays the Group ID and Group name and lists the rows that will be removed.
 - Click "Yes, close this Group" button.
 - Rows are removed from the SH grid.
 - At the same time, a "Close" row will be created in the GOL. This will contain data from those fields that the SH and GOL grids have in common, plus the data from the additional GOL fields that were completed in the popup. This row saves itself automatically.
 - In the GOL, all members of that group that have just been removed from Shift Handover will have the word "Closed" added to the "Handover closed" column of their row. These updates are also saved automatically by the GOL.

POPUP ERROR MESSAGES

Update Shift Handover

Region: Field cannot be empty

Follow up date: 15/06/2016 05:16

Service provider: Field cannot be empty

Asset location: Field cannot be empty

Asset location detail: The front gate in the main fence

Description: Limited to 500 characters. You have entered 231 characters. You have entered 765 characters. Please reduce this to 500 or less.

Work Order ID:

Contact name: Henrietta Strangelove

Contact phone: 021 876 5446

Contact email: henrietta@si.co.nz

Event date: Incorrectly formatted. Should be dd/mm/yyyy hh:mm. Date and time must be entered. Cannot be in the future.

Group ID: G7890

Group name: Flatbush outage 2016/07/18 12:45

Additional fields for the GOL

Actions: Follow up

Event type: Field cannot be empty

Subject: Shift Handover close

Buttons: Close Shift Handover, Cancel

Close Shift Handover

Region: NNI

Follow up date: 15/06/2016 05:16

Service provider: ABB

Asset location: TUV_123

Asset location detail: The front gate in the main fence

Description: Parts installed by contractor - job complete

Work Order ID:

Contact name: Henrietta Strangelove

Contact phone: 021 876 5446

Contact email: henrietta@si.co.nz

Event date: 14/06/2016 23:09

Group ID: G7890

Group name: Flatbush outage

Additional fields for the GOL

Actions: Follow up

Event type:

Subject: Shift Handover close

Buttons: Close Shift Handover, Cancel

Owner and Event ID fields will be generated automatically by the system and added to the GOL entry.

Note that WO ID is deliberately left blank and uneditable. WO ID should not be copied across from duplicate, and a new WO cannot be generated within the Shift Handover tab.

Close Shift Handover

You are about to Close the following group:

G7890 - Flatbush outage 2016/08/09 13:45

This means that the following rows will be removed from Shift Handover:

- Close, TUV_1234_XYZ, Parts installed by contractor - job complete
- Update, 15/06/2016 05:16, TUV_1234_XYZ, Parts ordered by contractor - waiting for delivery
- Update, 14/06/2016 05:16, TUV_1234_XYZ, Contractor contacted and report passed on
- Update, 13/06/2016 16:45, TUV_1234_XYZ, NCC has visited site and will provide report tomorrow
- New, 13/06/2016 04:22, TUV_1234_XYZ, Tripped switch - NCC advised and will be investigating

Is this correct?

Buttons: Yes, close this Group, Cancel

IDENTIFYING ROW DATA IS:

- Handover
- Follow-up date
- Asset location
- Description

Note that the Close row itself will not have a follow-up date

If you click "Cancel", this alert popup disappears and returns you to the Close Shift Handover popup again. You can then edit the popup and try again or also click "Cancel" on the popup to cancel completely.

In the Shift Handover tab

All rows in the Group are removed from the Shift Handover grid. This cannot be undone.

Follow up date	Contact name	Contact phone	Contact_email	Region	Event date	Service provider	Asset location	Asset location detail	Description	Group ID	Group name	WO ID	Handover

New row is created in the GOL using the updated data entered in the popup. This saves itself automatically and is placed in the correct chronological order within the grid. Once the GAC returns to the GOL they can edit this row as they would any other.

In the GOL tab

Region	Event date	Follow up	Event type	Partly	Asset location	Subject	Detail	Description	Group	Group ID	Group name	WO	WO ID	Handover	Handover closed	ITC	GOR/MER	Owner	Event ID
NNI	20/04/2016 14:54	<input type="checkbox"/>	1	TFR	CVF_45YH_G7	Shift handover close		Lorem ipsum dolor	<input checked="" type="checkbox"/>	G1234	Toupo #454 pylon 2016/07/23 12:32	<input type="checkbox"/>		Close	Closed		MER 28519	brownl	1234567904
SI	18/06/2016 01:25	<input checked="" type="checkbox"/>	5	Partly	ABY_11085_LH2	Shift Handover update		Present eget nisi quam	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		Update				smithj	1234567903
NNI	15/06/2016 11:24	<input type="checkbox"/>	1	ABB	TUV_1234_XYZ	Shift handover close		Parts installed by contractor - job complete	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		Close	Closed			greens	1234567902
NNI	15/06/2016 05:16	<input type="checkbox"/>	1	ABB	TUV_1234_XYZ	Shift handover update		Parts ordered by contractor - waiting for delivery	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		Update	Closed			greens	1234567901
NNI	14/06/2016 16:17	<input type="checkbox"/>	1	ABB	TUV_1234_XYZ	Relayed	Assurance XX from XX to XX	Contractor contacted and report passed on	<input checked="" type="checkbox"/>	G98787	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>	998787	Update	Closed			greens	1234567900
SNI	14/06/2016 14:08	<input type="checkbox"/>	1	XBA	XBA_447AG_T3	Fire alarm activated	Dispatch SP to investigate	Lorem ipsum dolor sit amet consectetur adipiscing elit sed do	<input checked="" type="checkbox"/>	G9381	Wellington substation #1 2016/04/14 15:00	<input type="checkbox"/>	276534	Update		ITC 28594		greens	1234567899
SI	14/06/2016 19:03	<input checked="" type="checkbox"/>	5	Partly	ABY_11085_LH2	Shift handover update		Aliquam vel sapien vitae massa molestie mollis a vitae nibh	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		Update				smithj	1234567898
NNI	13/06/2016 15:24	<input type="checkbox"/>	N	TFR	CVF_45YH_G7	Shift handover update		Donec arcu lectus	<input checked="" type="checkbox"/>	G1234	Toupo #454 pylon 2016/07/23 12:32	<input type="checkbox"/>		Update	Closed			brownl	1234567897
NNI	13/06/2016 14:05	<input type="checkbox"/>	1	CCC	ABY_11085_LH_CHANGE	Issued	RCB agreement XX to XX	Et dolore magna aliquet enim ad minim veniam	<input type="checkbox"/>			<input type="checkbox"/>	984984	Update				blountp	1234567896
NNI	14/06/2016 04:22	<input type="checkbox"/>	1	ONP	TUV_1234_XYZ	Shift Handover update		NCC has visited site and will provide report tomorrow	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		Update	Closed			greens	1234567895
NNI	13/06/2016 04:22	<input type="checkbox"/>	1	CNP	TUV_1234_XYZ	Relayed	Assurance XX from XX to XX	Tripped switch - NCC advised and will be investigating	<input checked="" type="checkbox"/>	G7890	Flatbush outage 2016/08/09 13:45	<input type="checkbox"/>		New	Closed			greens	1234567894
NNI	12/06/2016 12:33	<input type="checkbox"/>	N	TFR	CVF_45YH_G7	Commissioning	Complete	Quisque molestuada quis eros non cursus	<input checked="" type="checkbox"/>	G1234	Toupo #454 pylon 2016/07/23 12:32	<input type="checkbox"/>		New	Closed			martinp	1234567893
SI	12/06/2016 12:06	<input checked="" type="checkbox"/>	5	Partly	ABY_11085_LH2	HVDC Frequency Offset	Selected XX mHz at XX for NCC to reduce time error	Curabitur ex dul pulvinar laculis lorem congue	<input checked="" type="checkbox"/>	G2333	BoP transformer 2016/02/16 08:16	<input type="checkbox"/>		New				smithj	1234567892
SI	11/06/2016 23:17	<input type="checkbox"/>	1	ORN	PZQ_234OP_UV7	My's my own subject	I'm writing whatever the heck I like in this one	Fugiat nulla perlatur	<input checked="" type="checkbox"/>	G8765	Hawkes Bay outage 2016/08/12 05:35	<input type="checkbox"/>	987654	New			GOR 93720	jonesm	1234567891
NNI	10/06/2016 16:17	<input type="checkbox"/>	N	ABB	TUV	Transferred	OCR XX to XX	Lorem ipsum dolor sit amet consectetur adipiscing elit	<input checked="" type="checkbox"/>	G1234	Some other group 2016/01/12 10:51	<input type="checkbox"/>		Close				bloggff	1234567890

The "Close" row and other members of same group

A row in the GOL that has been in Shift Handover can NEVER have its Group changed, even after it leaves Shift Handover. This is so that we can sort/filter by Group to see what's been in SH.

Note that the word "Closed" is automatically added in the "Handover closed" column for all members of a "Close" group. All of these rows will be saved automatically after this update to the "Handover closed" fields.