Introduction

RAdAR (Register of Adopted Asset Requests) is the replacement application for CRAM.

In most cases Independent Connections Providers (ICPs) and Independent Distribution Network Operators (IDNOs) as well as our own employees will be able to access, send and receive information from the system directly.

In order to facilitate and control this there are a number of System Administration processes to follow. These are:

- Manage Companies
- Manage Users
- SPEN Contacts
- Designer Postcodes
- System Emergency Register

All of these processes are accessed via the **SysAdmin** Menu.

How to Manage Companies

Once selected, the **Manage Companies** application gives users the following options:

Add Company Use this to create a new company in the system. This can only be done by the SysAdmin user in the DNO.

Edit Use this to view or amend details of existing companies.

Both options take you to the same form, one blank for input and the other displaying details of existing companies that can be amended.

Input or amend details here starting with the Company Info tab.

Any field marked * cannot be left blank.

Field	Entry
Company Name	Name of Company
Applicant Type	One off customers
Select as appropriate	Licensee
	Affiliate and related parties
	Independent ICP
	Hybrid
	IDNOs
	DNO
Company Email	Company email address
Active	Must be ticked to allow system access
Address	Town/County/Post Code (postcode must be in caps)
Tel No	
Fax no	

- Now click Save Company .

An e-mail with RAdAR login details will be generated and sent to the company e-mail address supplied. The company will then be able to manage their own users.

How to Manage Users

Once selected the Manage Users application works in exactly the same way as the Manage Companies application.

Add User Use this to create a new user in the system.

- Use this to view or amend details of existing users.

Both options take you to the same form, one blank for input and the other displaying details of existing users that can be amended.

Input or amend details here starting with the **User Info tab**.

User Info | User Roles

Any field marked * cannot be left blank.

Use the **Comment** box to record any relevant additional information about the user.

Comment : Designer Administrator Data Management All roles

Is approved must be ticked or the user will not be able to access the system.

Now complete or amend the **User Role tab**.

User Info | User Roles

Selections made here will be dependent on the role of the user being created. A matrix is being issued with standard user profiles.

Role	Description
Adhoc Customers	SPEN acting as an applicant where the applicant has no access to RAdAR
Commercial & Compliance	To assist with financial data
CIC Acceptance	POC acceptance and process payment for CIC applications
CIC Admin	Carry out admin jobs for CIC Applications
CIC Designer	Design jobs for CIC applications
CIC Inspectors	Complete inspections on whereabouts and ad-hoc inspections on sites, also do inspections on live closing joints
CIC Manager	Authorise jobs for CIC applications. Also any 'red' (about to fail) jobs are escalated to the CIC Manager and the volume of jobs/designer or area information is on the Managers dashboard

CIC Project Delivery	Coordinates the project at the delivery stage
CIC Project Manager	Manage projects at the delivery stage
Data Management	Update asset records and record any IDNO sites
Process & Compliance	Carry out reporting and manage compliant use of system
Quantity Surveyor	Financially close the project and update Asset Values
ScottishPower Basic User	Limited access to RAdAR
System Administrator	Super users that manage Users, Applicants etc
Wayleaves	Confirm legal consents granted and job released for connection

- Put a tick in the box next to the roles the user requires

- Now click **Save User**

An e-mail with RAdAR login details will be generated and sent to the users e-mail address supplied.

SPEN Contacts

Once selected, SPEN Contacts will allow you to view the Name, e-mail, Job title and phone numbers of each user with that role associated.

- Click on the role of the contact you require

CiC Admin | CiC Designer | CiC Manager | CiC Acceptance

To exit this screen make a selection from the main menu.

Designer Post codes

This application allows the administrator to specify what postcodes a designer can be allocated work within. Designers can be allocated work in as many postcodes as required.

- Click Designer Postcodes

- Click **Allocate**

There are two dropdown fields for selection:

Users acting as Designers: scottish power

Postcode available for assignment: CW1

Users acting as Designers lists all users who have the Designer role mapped to their profile.

- Select the required Designer from the list.

Post Codes available for Assignment lists all the postcodes that are not already assigned to that designer. Once you select a postcode from the list it is assigns it to that designer and no longer appears in the list for selection.

- Select one post code at a time.

- Now click **Allocate** .

SP ENERGY NETWORKS

DNO Guide

System Administrator

RAdAR
Register of Adopted Asset Requests
WebNet