## **Transformer Loading Database Instructions**

• On receiving file, double click and open the zipped file



## Click on open

Openin	Opening Mail Attachment										
$\bigcirc$	You should only open attachments from a trustworthy source.										
	Attachment: Transformer Loading DB North v1_2014.zip from Inbox - asweeney@scottishpower.com - Microsoft Outlook										
	Would you like to open the file or save it to your computer?										
	Open Save Cancel										
	Always ask before opening this type of file										

• A screen like below should appear, different PCs will have different versions of the software to extract the file.

🔍   🕒 🖉 🖪 Ŧ	WinZi	ip - Trans	former L	oading DB Ne	orth v!	1_2014.zip							• 💌
Unzip/Sha	are	Edit	Backup	Tools	Set	ttings V	iew	Help					۲
Do to the second					0	All files							
Location:	D:\user	/s\Z487203	1\Docum	ents OnZip	0	Selected File	25 Se	*	Ehn y	Media	Share *		
	Ur	nzip			Fi	les to Unzip				Shar	2		
A Name		Туре		Modified		Size	Ratio	Pack	ced	Path			
Transformer	r Loa	Microsc	oft Ac	10/07/2015	15:	66,883,	86%	9,437	,			 	
la la													
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Selected 0 files, 0 byte	ES .					Toti	al 1 file,	65,316	КВ				

• Double click the Transformer loading base file

Search : e.g.	"Bonnyfield" or "8180/002" (Please	exclu	de the first 3 chars "/")		_	_				
ist of all GM Subs Double Cli	ick a S/S to add to the lookup list >		Substations to looku	p: 🗰	Clear All	Run				
Substation Name	<ul> <li>Functional Location</li> </ul>									
1 Broadway Park	GSS-NT1871/004									
110A LOANINGHILL RD	GSS-NT0671/001									
112 RENTON STREET	GSS-NS5966/026									
14 SLENAVON AVE	GSS-NS6259/013									
149 INGRAM ST	GSS-NS5965/004	>>								
167A CUIKEN TERR	GSS-NT2260/002									
21-51 HUTCHESON ST	GSS-NS5965/049									
241 DUMBARTON RD	GSS-NS5566/020									
26 CASTLE AVENUE	GSS-NT3461/001 👻									
III. III.			Double Click a S/S to REM	10VE it from th	e lookup l	ist:				
				licer Ont	ionc:					
stuctions				User Opti						
1) Search on a Substation Name or th	e Sub Number minus the first three	e char	acters e.g. 6372/003	2 Power	· Factor 👻	Units				
<ol><li>Double Click to add a Substation to</li></ol>	o the report - it will appear in the bo	ox on	the right	0.5		MVA				
To remove a Substation from the re	eport double click it in the box on th	ne rig	ht	You can ch	ange the P	ower Fact				
3) Select Power Factor / Units (optional) and toggle between kVA and MI										
A) Click 'Bun' at the ten of the second.										

• The database should be open and the following screen should be displayed

• Double click on required Transformer in the list, then click on "run" in the top right hand side

Search : e.g.	Bonnyfield" or "8180/002" (Please	e exclude th	e first 3 chars "/")		
t of all GM Subs Double Click	k a S/S to add to the lookup list >	Sul	bstations to lookup:	K Clear All	Run
Substation Name	<ul> <li>Functional Location </li> </ul>	112	RENTON STREET	GSS-NS5	966/026
1 Broadway Park	GSS-NT1871/004				
110A LOANINGHILL RD	GSS-NT0671/001				
112 RENTON STREET	GSS-NS5966/026				
14 SLENAVON AVE	GSS-NS6259/013				
149 INGRAM ST	GSS-NS5965/004	>>			
167A CUIKEN TERR	GSS-NT2260/002				
21-51 HUTCHESON ST	GSS-NS5965/049				
241 DUMBARTON RD	GSS-NS5566/020				
26 CASTLE AVENUE	GSS-NT3461/001 👻				
		Dou	ible Click a S/S to REMOVE it	from the lookup lis	st:
<ul> <li>tuctions:</li> <li>1) Search on a Substation Name or the</li> <li>2) Double Click to add a Substation to</li> <li>To remove a Substation from the rej</li> <li>3) Select Power Factor / Units (option:</li> <li>4) Click 'Run' at the top of the screen</li> </ul>	s e.g. 6372/003 ight	Power Factor + 0.5 0.5 0.5 0.5 0.5 0.5	Units - MVA ower Factor VA and MV,		

## The data should be displayed as below

Transformer Loadings Export to PDF Export to Excel												
Power Factor: 0.5 Units: MVA												
Substation Name Functional Location Tx Rating												
110A LOANIN	GHILL RD		GSS-NT0671	315								
Date	Red (A)	Yell (A)	Blue (A)	Total (A)		Total MVA	Total MW	MVAr	% Loading			
14/02/2014	380	200	320	900		0.207	0.104	0.179	66			
05/02/2013	300	200	200	700		0.161	0.08	0.14	51			
29/02/2012	340	200	300	840		0.193	0.096	0.167	61			
31/05/2011	400	200	220	820		0.189	0.094	0.164	60			
21/06/2010	400	200	200	800		0.184	0.092	0.159	58			
02/03/2009	250	200	200	650		0.15	0.075	0.13	48			
11/06/2008	200	200	200	600		0.138	0.069	0.12	44			
04/06/2007	200	200	200	600		0.138	0.069	0.12	44			
11/05/2006	200	200	200	600		0.138	0.069	0.12	44			
18/05/2005	200	200	200	600		0.138	0.069	0.12	44			
10 July 2015								Page 1 of	1			