Outage Submission:
New Request (Un-Forced)

1. Log into CROW > Select “Outage Requests” tab

2. Click “New Outage Request”

3. From the Request Summary tab, click “Add…”

4. From drop-down lists, select Station, Equipment Type and Equipment; Click “OK”

5. Use “Outage priority” drop-down to select PLANNED and complete additional fields
   (Refer to “CROW Outage Scheduler Web GUI Tutorial” for Outage Coordination Methodology Tables. These provide minimum and maximum lead times for each priority type); Click “Submit”

6. **SUCCESS:**
   The application returns to the Request Summary with a notification in GREEN.

   ![Success notification](image)

   ![Submit successful](image)

   ![Submit successful](image)

**CONFLICT:**
If the outage request conflicts with an existing outage request, the user will receive an error.

![Error message](image)
<table>
<thead>
<tr>
<th>Date or Version Number</th>
<th>Author</th>
<th>Change Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/15/2011</td>
<td>Dwayne Dush</td>
<td>Initial Draft</td>
<td></td>
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