

## Transformer Maintenance

### Replacing an Existing Transformer

1. Select existing Transformer point
2. Edit
3. Fill out the below required fields
  - a. Install Date
  - b. Serial Number – This is required so inspection tables are not attached to the new transformer
  - c. Phases Normal
  - d. Nominal Voltage
  - e. Rated KVA
  - f. Secondary Voltage Line to Ground
  - g. Secondary Voltage Line to Line
  - h. Connection Type
4. Submit

### Removal of an existing Transformer

1. Select existing Transformer point
  - a. Edit
  - b. Lifecycle Status –
    - i. Change to Removed – Removed from the pole
    - ii. Change to Out of Service – Disconnected but not removed from the pole
  - c. Retired Date – Specify date the transformer was removed from the field
  - d. General Notes – Specify what MV or LV Line was also removed
  - e. Submit