



1Line Basic Training

This packet provides a basic walk-through of some of the most frequently used areas of the 1Line System

Transco

1Line Basic Training

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Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information.

To review the tariff language specific to any topic, go to [Transco's Informational Postings page](#), and select **Tariff** from the left hand navigation menu.

1Line Basic Training

Introduction

This training packet is intended to be a quick walk-through of some of the “most used” areas of the 1Line System, including the following subjects: [Requesting 1Line Access](#), [Login to 1Line](#), [1Line Introduction](#), [Customer Activities Home Page](#), [Informational Postings](#), [Contracts](#), [Capacity Release](#), [Nominations](#), [Confirmations](#), [PDA Method](#), [Allocated Quantities](#), [Measurement](#), [Shipper Imbalance](#), [Storage](#), [Viewing Invoices](#), and [Reports](#). In addition to this packet of information, training sessions that are tailored to your company’s needs may be set up by your Commercial Services Representative.

Accessing the 1Line System

Requesting 1Line Access

1. **To gain access to 1Line**, go to the Williams Portal Page: <http://www.1Line.Williams.com>
2. Under **Transco**, select **Info Postings**
3. At the top of the page, select **Resources > Agreements/Forms > Business Associate online Form**
4. Provide the requested information, and click **Submit Form** at the bottom of the page.
5. Once your Company has access to 1Line, new users are added by your Company’s [System Security Administrator \(SSA\)](#).

Login to 1Line

1. The **Login page** for 1Line contains the following elements: User ID and Password, Remember Me Option, Change Password, Password Reset, Minimum System Requirements, and Terms of Use.
2. **User ID and Password** must be entered to login to the 1Line system. You may be asked to reset your password immediately. Password rules are displayed on the Change Password screen.
3. **Password Reset** - Type in the User ID in the User ID field and Select Reset Password. Displayed are the User ID and a Security Question that needs to be answered correctly. Select the save action, customer will be returned to the log in page and a success message will be displayed; Cancel returns the customer to the log in page. An **expired password can be reset** if you know the old password and the latest email on-file can be verified.
4. **Security (Roles)** –1Line uses **roles** to facilitate security for the various functional areas of the system. These roles are assigned by the Business Associate’s [System Security Administrator \(SSA\)](#).
5. **Minimum System Requirements** is the recommended minimum configuration for a PC that will be accessing the 1Line system via the Internet. The back action returns the customer to the log in page.

Terms of Use - Use of the 1Line website is subject to the Terms of Use contained under this section. The terms and conditions apply to all visitors to the website or persons that

use the web site for business, both now and in the future. Click on the [1Line Application Term of Use link](#). [Introduction to 1Line Screens](#)

Customer Activities Home Page

The 1Line **Customer Activities Home** page is the first page displayed in 1Line. The following information is provided on this page:

1. **Cycle Indicators** – Open/Closed indicators for Nominations and Confirmations cycles.
2. **Monthly Status** – status (preliminary, final, open, closed, etc.) of Allocations, Imbalances, Prior Gas Day Changes, Invoices, and Trade Periods.
3. **Pipeline Conditions** – availability of WSS/GSS injections/withdrawals, PAL nominations, Auto Pool Balancing (allowed tolerance) and Imbalance payback nominations.

Basic Screen Layout

Information displayed on 1Line screens varies, but some common information is described in this section.

1. **Banner Menu** – the same menu is displayed across the top of every page. The following options can be selected from the Banner Menu:
 - **Home** – returns customer back to the 1Line Customer Activities Home page.
 - **My Dashboard** – the initial default page when logging in will include a view of: WGP Contacts, Action Required, Customer Assistance, Pipeline Operations, with the ability to create a link to 1Line Favorite Pages, Report Subscriptions, and a place where customer can provide feedback.
 - **Navigation Menu** – lists all functional areas including: Nominations, Flowing Gas, Invoicing, Capacity Release, Contracts, Discounts, Retro Request List. Administrative areas in the menu include: Customer Information, and Downloads. In addition, there are links to Reports, other (1line Service Agreement), [Informational Postings page](#), and Site Map.
 - **Gas Measurement** – shows the customer measurement from Gas Measurement (GM).
 - **Pipelines** – takes the customer to the Customer Activities home page of Pine Needle, Gulfstream, and Cardinal Pipeline (if users have the security to access them).
 - **Tools -the following options are available from this menu:**
 - **Messages** – provides messages generated from within the 1Line system.
 - **Rate Calculator** – provides page with filters that can be filled-in to calculate rates and fuel factor percentages.
 - **ICTS Validation Tool** – (Interconnect Transfer Service) – provides page with filters that can be filled-in to validate that the distance between the receipt location and delivery location is not greater than 50 miles.
 - **Preferences** – provides the ability to set up to 5 default pages that will automatically open upon login.
 - **Upload** – used to upload data files to 1Line.
 - **Help** – takes the customer to system documentation arranged by functional area.
 - **About** – a support tool used in diagnosing system problems.

- **Reports** – takes the customer to the Report List page where the customer can view/request reports.
 - **Print** – prints the active screen.
 - **Logoff** – terminates session when exiting 1Line (preferred method for ending session).
2. **1Line Screens** – most 1Line screens (other than the Customer Activities Home page) have some common features:
- **Actions Menu** on the upper right hand corner of the screen.
 - **Right-Click Action Menu** will allow user to right click in a data window to access the action menu.
 - The **Retrieve** action is used to display the list of data on the page based on filter fields selected. To start over and generate a new list, the customer can use the **Clear** action to clear the screen, and then **Retrieve** again after fields are populated.
 - **Breadcrumbs** are used to reveal the user’s page location, allowing the user to back up to previously visited pages in the path or “jump” back to the original parent page.
 - **Required fields** are marked with a red asterisk.
 - **System Messages** are displayed at the right portion of the page above the data list; for example, “a required field must be completed.” Messages are color coded:
 - **Red messages** indicate a customer input Error; the customer cannot proceed without correcting the error.
 - **Green messages** indicate a Warning; customer can proceed, but in some cases, must ultimately correct the error.
 - **Blue messages** indicate an informational message. Customers can proceed.
 - **Nomination Error Messaging** – displays color coded hyperlinks to each nomination if additional information is available such as **Warnings** or **Errors**. Clicking each hyperlink will open a message box in the middle of the page revealing additional information that may need action taken.
 - **Collapsible/Expandable Filters** allow the Customer to gain additional real estate by collapsing sections of a page to view more data at any given time.
 - **Modal Lookup** is a look up feature that will open up a new window requiring the user to perform an action before the user can get back to the original screen.
 - **Column Header Freeze** allows the user to view multiple rows without losing the column header.
 - **Single/Multiple Column Sorting** is used to sort all columns with up (ascending) down (descending) indicator within a single column or multiple columns.
 - **Simplified Row Selection** is used to select one or more rows that will highlight in yellow. To unselect a row the user will click the highlighted row.
 - **Highlighted Row** allows the user to view in BOLD print data as they hover over row.
 - **Calendar Widget** – user can enter the date or use the widget to enter date.

- **Stop action is available on Retrieve action only.** If you click the Stop action, the system will display user cancelled current operation or current operation cannot be stopped.
- **Expand/collapse data** – click the plus(+) symbol to expand a single row and the minus(-) symbol to collapse the data.
- **Add a row/delete a row icons** - allows the user to add or delete one row at a time.
- **Download feature** will allow (1) the user to download all selected data in a comma delimited format (CSV) from the page. (2) If the user selects "include nested", a view of all the headings and subheadings will be downloaded in a (CSV) format.
- **Tabs** may be used to open more than one page at a time. Maximum of 6 tabs in a single session is allowed. User can open a new tab using the plus sign and then navigate directly from the open page. 1Line will not allow the same page/area to be opened at the same time on two tabs.

Transco's Informational Postings Page

The Informational Postings ([Info Postings](#)) page contains FERC and NAESB WGQ-required information, as well as other public information that Transco provides to assist customers in conducting their daily business. The Info Postings page is updated regularly to provide the most current information. To access Transco's Info Postings page, go to the Williams portal page www.1line.williams.com, and select **Info Postings** under the **Transco** heading, or go directly to <http://www.1line.williams.com/Transco/index.html>, or from the Customer Activities Home Page. Brief descriptions of some of the information that is available from the page are listed below. For an expanded view of all information that can be found on the page, see the [Site Map](#), located on the bottom of the left-hand Navigation Menu on the Info Postings page.

Navigation Menu

The Navigation Menu on the left side of the screen provides links to notices, reports and other information (as required by NAESB WGQ Standards). More detailed information on some of the Navigation Menu options follows:

- **Capacity**
 - Operationally Available – by Cycle at Transco points.
 - Unsubscribed – Firm capacity available on the pipeline.
 - No Notice Activity – Part 284 Firm contracts on the pipeline
- **Gas Quality**
 - Daily Gas Quality Values – select type chromatographs and moisture content
 - Monthly Gas Quality Values – select type chromatographs, hydrogen sulfide and total sulfur
 - Gas Quality Tariff Provisions – located in TGPL FERC Gas Tariff in the General Terms and Conditions -Section 3
 - Methodology – gas quality methods

- **Index of Customers** – lists Transco firm customers and their contract entitlements.
- **Notices**
 - Critical Notices – notices regarding conditions that **do affect** scheduling or adversely affect scheduled gas flow.
 - Non-Critical Notices – notices that **do not affect** scheduling or the scheduled flow of gas but still pertain to daily business.
 - Planned Service Outages – notifications for service outages performed on the system and updates. Tentative dates are provided of when construction projects are anticipated to occur.
 - Waste Heat – notice regarding information about waste energy recovery opportunities for interstate pipelines
- **Posted Imbalances** – an aid for customers in managing imbalances.
 - Posted Imbalances – transportation imbalances available for trading.
 - Posted Storage Balances – storage balances available for trading.
 - Systemwide Imbalance – month-to-date netted imbalance of entire system.
- **Regulatory**
 - **FERC Watch** – Transco FERC watch.
 - **NAESB News** – North American Energy Standards Board News – a customer service provided by Williams.
 - **Rate Case** – Transco’s Rate Case Website is used for delivery of discovery. Access to this website is limited to interveners in Transco’s Rate Case who have signed an Access Agreement.
 - **Rates Matrices** - The rate matrices reflect the effective rates and surcharges included in Transco's FERC Gas Tariff for non-incrementally priced services.
 - **Tariff Filings** – Transcontinental Gas Pipe Line Company, LLC. Tariff filings.
- **Standards of Conduct**
- **Tariff** – Transco FERC Gas Tariff.
- **Transactional Reporting** – provides transactional reporting for capacity release, firm and interruptible contracts.
- **Capacity Release Indices** – capacity release indices from Gas Industry publications
- **Downloads** – downloadable reporting
- **Search** – search capability for the entire Tariff, Rate Schedules, General Terms and Conditions, and Forms of Service Agreements.
- **Customers Activities** – navigate to the Customer Activities Home Page.

- **Site Map** – a directory to the entire informational portal page and 1Line login

Daily Operational Information

In the middle of the [Info Postings](#) page is information provided by Transco to aid customers in performing their daily operations. Some of this content is described briefly below.

1. Operational Information

- **Pipeline Conditions** – notices regarding the availability of various services (Park, Loan, ISS, etc.) and other operational information to assist shippers in tracking restrictions on service flexibility.
- **Operationally Available Tools** – includes graphical maps and queries
 - **Operationally Available Capacity** - Customers can request information by flow date and cycles. The OAC map shows a group of locations, storage area, pipeline throughput section boundaries and identified capacity constraint locations(s).
 - **Swing Service Delivery Points** – This map outlines all Swing Service Delivery Points, Pooling Stations and Delivery Point Constraints that are reflected on the map in milepost order. Placing the cursor over any symbol will display information.
- **Queries**
 - **Operationally Available Capacity** – The OAC includes beginning and ending flow date, cycles and locations that can be viewed in a report format. Query request for the report in its entirety is limited to 3 months at a time to ensure timely performance retrieval.
 - **Swing Service Delivery Points** – the Swing Service Delivery Points/Constraints query includes beginning and ending flow date, cycles that can be viewed in a report format. This report reflects an additional breakdown of the quantity of interruptible transportation service (secondary Firm Transportation (FT) and Interruptible Transportation (IT)) available through our delivery point constraints that can be received upstream for delivery downstream. This subset of information coincides with information currently available under Transco's Operationally Available Capacity report and Transco's Market and Production Area IT pipeline constraint notice. This report does not include any information regarding primary firm or primary firm PDAs. It is available on the graphical map for today - ID1, ID2, TIMELY, EVENING; tomorrow - TIMELY, EVENING; and yesterday - POST. Historical data can be obtained through the query.
 - **Pipeline Constraints Physically Used** – the query include beginning flow date for pipeline and location delivery point constraints physically used. The Constraint report provides information on the delivery constraint package as provided in Transco's Market and Production Area IT pipeline constraint notice (under Critical Notices). The query also displays all Swing Service Overtakes quantity.

2. 1Line Timelines

- **Monthly Status** – status (Final or Preliminary, Open or Closed, etc.) of Invoices, Allocations, Imbalances, and Monthly Trading.

- **Cycle Indicators** – status (Open or Closed) of the Nomination and Confirmation cycles (ID-1, Timely, ID-2, Evening, and Post).
 - **Planned Service Outages** – include schedules for 1Line maintenance and Pipeline Outages.
3. **Contacts** – a reference for Transco contacts, including weekend and evening, Customer Services and the scheduling desk. **24 Hour Pipeline Emergency 1-800-440-8475**
4. **Weather** – weather for Houston, Atlanta, New York and Charlotte
- **Notices and Constraint Points**
 - **Critical Notices** – notices regarding conditions that do affect scheduling or adversely affect scheduled gas flow.
 - **Constraint Points** – lists segments, points or locations on the mainline where transportation services may be physically constrained.
 - **Non Critical Notices** – notices that do not affect scheduling or the scheduled flow of gas but still pertain to daily business.

Banner Menu Options

From the Banner Menu across the top of the [Info Postings page](#), various sources of information can be accessed. A few are mentioned here.

1Line

- **Flat File Upload** – takes customer directly to a screen for uploading files.
- **Login** – direct login from here.
- **Technical Resources** – Information to assist with PC configurations includes Internet Explorer 8 Suggestions, Minimum system Requirements and Terms of Use.
- **Training** – instructional materials on all areas of 1Line.

Customer Info

- **Newsletters** – The **1Line in FOCUS Newsletter** provides tips and updates for 1Line users, the **Transco Connection Newsletter** is a note to our customers about company news; published in the spring and fall. Customers can sign up through Portal Subscriptions located on the Informational Posting Page.
- **Operations** – Williams Operations
- **Presentations** – a link to Transco Presentations
- **Services** – provides a summary of TGPL services.

Expansions

- **Expansion/Projects Information** – a summary of expansion/projects information.

Resources

- **Agreements/Forms**

- 1Line Form of Service Agreement (informational only, must be entered into electronically; required prior to 1Line access)
- 1Line Testing & Training Agreement
- Agency Appointment Form
- Agreements Requiring electronic Execution
- Business Associate Online Form
- Online Credit Application Form
- Delivery Point Operator Designation Form
- Discount Request Form
- IT Agreement
- Location Identification Form
- Park & Loan – Loaning Agreement
- Park & Loan - Parking Agreement
- Pooling Agreement
- Service Request Form
- TPA Agreement - EDM(required for exchanging electronic files with Transco)
- TPA Agreement – FTP (required for exchanging electronic files with Transco)
- TPA Worksheet – to be completed by the Information Technology group
- **Cross References** – includes BA Cross-Reference (gives Transco BA ID numbers and DUNS numbers of customers) and Contracts and Reports cross references.
- **Electronic Files** – information on data exchange with the 1Line System.
- **Glossary** – a glossary index for popular Natural Gas Industry Sites.
- **Master Location List** – Line Map, Pal Point of Service, and Receipt/Delivery Points.
- **System Maps** – Transco’s system maps.

Safety

- Emergency Preparedness
- How We Keep Our Pipeline Safe
- Locating a Pipeline
- Natural Gas 101
- Pipeline Damage Prevention
- Signs of a Pipeline Leak

Subscriptions

- Transco 1Line Notices – users can subscribe to Transco 1Line Notices.
 - Critical Notices

- Non-Critical Notices
- Planned Service Outages
- Customer Newsletter
- NAESB News
- 1Line Training Modules

For more assistance on locating information from the Info Postings page, see the [Site Map](#), or contact your Commercial Services representative.

Notices

Information about pipeline operations and conducting business with Transco are posted on the [Informational Postings page](#).

To **View** notices from the 1Line Main Menu:

1. Select **Informational Postings** to access the Public EBB portal page.
2. From the left hand navigation menu, select one of the four types of notices from under the **Notices** title: **Critical, Non-Critical, Planned Service Outages or Waste Heat**.
 - All notices are retained online for 90 days and are downloadable. Notices older than 90 days and no longer posted publicly can be requested from your Commercial Services Representative.
 - For customers that have requested the service, posted notices are emailed automatically by the 1Line system. To arrange this service, contact your Company's 1Line **System Security Administrator** to get access to the desired notices. Once access is given, individual users can go to **Customer Information>Business Associate Contacts** and request the email service for notices.

Contracts

The **Contracts/Amendments** pages in 1Line allow the customer to be able to view contract information, and to create, edit or amend contract requests.

Retrieve Contract Information

1. Select: **Navigation>Contract>Contracts/Amendments**
2. Input desired information in the filter fields provided, and select **Retrieve** to display all contracts meeting the filter criteria.
3. To see more contract detail, **select a contract** from the lower portion of the screen and then select **Actions> Review**.

Request an IT Contract

1. Select: **Navigation> Contracts>Contracts/Amendments**.
2. Select: **Add** from the action menu and input the Service Requestor (Prop) lookup feature, Rate Schedule Type (TFO) from drop down list, Rate Schedule /Service (IT) lookup. You will be

returned to the Create Contract page, Regulatory Authority (284g-Other) from drop down list.
Select the Create Action.

3. Fill-in information on the **Contract Terms** panel, certain fields will become available for the customer to input data.
Note that contracts should be requested for the *current* or *future* date and not for a retroactive date.

On the Terms panel enter in the details of the contract. The following fields will be displayed:

- **Commencement Date:** *the first anticipated day of flow; it should not be a day in the past*
 - **Document Expiration Date:** *should be one month from the Commencement Date, or*
 - **Contract terms:** *system calculated*
 - **Note:** *Fill in Document Expiration Date or Contract terms and the system will calculate the other.*
 - **Delivery Zone:** *leave this field blank*
 - **Evergreen:** *defaults to Yes. This means the contract will continue until the shipper or pipeline terminates it in writing.*
 - **Notification Period:** *defaults to 30 Days*
 - **Notification Responsibility:** *defaults to Either Party.*
 - **Rollover Period:** *same as Notification Period.*
 - **Regulatory Authority:** *defaults to 284g - Other.*
4. Select Save from the action menu and a contract number will be generated. Your contract will be saved in 'Draft' mode and can be modified.
 5. On the **Quantities-Transportation panel, select the 'add row' icon.** The fields to input will be displayed. You can also remove a row.
 - **Estimated Annual Flow Quantity:** *will be automatically calculated by 1Line when you enter the quantity.*
 - **Quantity Type:** *the estimated daily flow*
 - **Quantity:** *enter the volume that you anticipate flowing on a daily basis.*
 - **Season:** *Non-Seasonal*
 6. If you would like to add comments, you may add comments in the comments panel.
 7. Scroll up the page to review the contract and if everything is satisfactory, **Select>Action>Submit.**
 8. A routing approvals slip is created the moment the contract is submitted. The person(s) with the Contract Execute role will receive an email from 1Line informing them that there are contracts awaiting their approval.

Request a Pool Contract

1. Select: **Navigation> Contracts>Contracts/Amendments.**
2. Select **Add** from the action menu and input the Service Requestor (Prop) lookup feature, Rate Schedule Type (POOL) from drop down list, Rate Schedule/ Service (IT of FT) lookup feature. You will be returned to the Create Contract page, Regulatory Authority: None Selected. **Select the Create Action.**
3. Fill in information on the Contract Terms panel, certain fields will become available for the customer to input data.
4. Note that contracts should be requested for the current or future date and not for a retroactive date.

On the Terms panel enter in the details of the contract. The following fields will be displayed:

- **Commencement Date:** *the first anticipated day of flow; it should not be a day in the past.*
 - **Document Expiration Date:** *should be one month from the Commencement Date, or*
 - **Contract terms:** *system calculated*
 - **Note:** *Fill in Document Expiration Date or Contract terms and the system will calculate the other.*
 - **Evergreen:** *defaults to Yes. This means the contract will continue until the shipper or pipeline terminates it in writing.*
 - **Notification Period: 30 Days – (Recommended)** *Type 30 in the filter, and select Days from the dropdown.*
 - **Notification Responsibility: Either Party.**
 - **Rollover Period:** *same as Notification Period.*
 - **Regulatory Authority:** *defaults to 284g - Other.*
5. On the Locations panel a list of pools will be generated.
 6. Select **Save** and a contract number will be generated. Your contract will be saved in 'Draft' mode and can be modified.
 7. If you would like to add comments, you may add comments in the comments panel.
 8. Scroll up to review the contract and if everything is satisfactory, **Select>Action>Submit.**
 9. A routing approvals slip is created the moment the contract is submitted. The person(s) with the Contract Execute role will receive an email from 1Line informing them that there are contracts awaiting their approval.

Request a PAL (Loan) Contract

1. Select: **Navigation> Contracts>Contracts/Amendments.**
2. Select: **Add** from the action menu and input the Service Requestor (Prop) lookup feature, Rate Schedule Type (PAL) from drop down list, Rate Schedule/Service Type (IT) (PAL-LOAN) lookup.

You will be returned to the Create Contract page, Regulatory Authority: None Selected from drop down list. **Select the Create Action.**

3. Fill-in information on the **Contract Terms** panel, certain fields will become available for the customer to input data.
Note that contracts should be requested for the *current* or *future* date and not for a retroactive date.

On the Terms panel enter in the details of the contract. The following fields will be displayed:

- **Commencement Date:** *the first anticipated day of flow; it should not be a day in the past*
 - **Document Expiration Date:** *should be one month from the Commencement Date, or*
 - **Contract terms:** *system calculated*
 - **Note:** *Fill in Document Expiration Date or Contract terms and the system will calculate the other.*
 - **Evergreen:** *defaults to Yes. This means the contract will continue until the shipper or pipeline terminates it in writing.*
 - **Notification Period:** *defaults to 30 Days*
 - **Notification Responsibility:** *defaults to Either Party.*
 - **Rollover Period:** *same as Notification Period.*
 - **Regulatory Authority:** *defaults to 284g - Other.*
4. Select **Save** from the action menu and a contract number will be generated. Your contract will be saved in 'Draft' mode and can be modified.
 5. On the **Quantities-Park and Loan**, select the 'add row' icon. The fields to input will be displayed. You can also remove a row.
 - **Location:** *choose PAL location from drop down list. Add a row to add more PAL points.*
 - **Maximum Quantity (dt)** – *all three quantities should be the same*
 - **Loaned Contract:** *enter the volume that you anticipate borrowing, ex. 5000.*
 - **Daily Loaned:** *enter the volume that you anticipate daily, ex. 5000.*
 - **Daily Loan Payback:** *enter the volume that you anticipate daily, ex. 5000.*
 6. If you would like to add comments, you may add comments in the comments panel.
 7. Scroll up the page to review the contract and if everything is satisfactory, **Select>Action>Submit.**
 8. A routing approvals slip is created the moment the contract is submitted. The person(s) with the Contract Execute role will receive an email from 1Line informing them that there are contracts awaiting their approval.

FT Contracts Rights Maps

The Contract Rights Maps provide different views of firm contracts in a graphical presentation of the pipeline map. The first page is a **high level view** of a firm contract's maximum daily quantity with a breakdown of the selected primary and/or secondary capacity rights along the contract path. The second page reflects firm volumes **released** by contract and the releasable amounts still available along the contract path. The third page reflects firm volumes **scheduled** by contract and the un-utilized amounts still available along the contract path by the last completed cycle (Post, Timely, Evening, ID1, ID2, and Retro). A **specified path** of firm volumes by receipt and delivery locations can also be selected and viewed as well as a display of a **bar chart** depicting the primary and secondary underutilized view for each map segment. Each map has a legend that provides an explanatory list of the symbols on the graphical map. If the Legend is unselected it will not be displayed on the map.

[Click here](#) for more information about FT Contract Rights Maps.

Capacity Release

Customers with currently effective service agreements for firm transportation and/or firm storage service rendered under Seller's blanket certificate or Part 284 of the Commission's regulations (excluding Rate Schedule FT-G) may release all or a portion of their primary or secondary capacity on the pipeline to another shipper for a specified period of time, path (transportation)/location (storage), and rate. The capacity release section of 1Line provides a means for customers to create offers, submit bids, view awards and recall capacity. Releases of secondary capacity may only be done on a non-telescoped basis.

Create an Offer

The **Create Offer** page is initially loaded with only the **Header** section displayed. Proceed to fill in the fields as requested; note the required fields marked with a red asterisk.

1. Select **Navigation>Capacity Release>Offers>Create Offer**.

The Create Offer page has five sections: **Header**, **Terms**, **Bidding Details**, **Loc/Qty & Rates**, and **Contact Info**. To progress from section to section, use **Enter**.

- a. Data specified in the **Header** section determines the fields displayed in other sections of the offer.
- b. The **Terms** section displays the same options for all types of offers. The **Offer No.** and **Offer Status** fields are blank until **Save** or **Submit** is selected.
- c. The **Bidding Details** section requires limited data for non-biddable offers, but more data for biddable offers, including bid period and bid evaluation methods.
- d. The **Loc/Qty & Rates** section differs based on the type of offer, as follows:
 - i. Telescoped offers: To release the maximum ARQ, enter the Delivery Location, leave the **Max Offer Qty-K** field at the default of zero, and click on **Create Loc Qty Data**. To release less than the maximum ARQ, enter the desired release quantity before clicking **Create Loc Qty Data**.

- ii. **Non-telescoped offers:** To release the maximum ARQ, enter the **Receipt and Delivery path**, leave the **Max Offer Qty-K** field at the default of zero, and click **Create Loc Qty Data**. To release less than the maximum ARQ, enter the desired release quantity before clicking **Create Loc Qty Data**.
 - iii. **Storage offers:** To release the maximum ARQ, leave the **Max Offer Qty-K** field at the default of zero, and click **Create Loc Qty Data**. To release less than the maximum ARQ, enter the desired release quantity before clicking **Create Loc Qty Data**.
- e. The **Contact Info** section will require Releasing Shipper contact information on all offers, but Prearranged Bidder contact information for a prearranged offer only. Also, the **Affiliate Indicator** information is required for a prearranged offer.

2. Upon completion of the offer information, select **Clear, Submit, Validate** or **Save**.

Note: To save time, customers releasing capacity on a contract that has been released before can use the **Quick Copy** function to create their new offer. Go to **Offers**, enter the old Offer No., hit **Retrieve**, select the offer and then, from the Actions Menu, choose **Quick Copy**. Update the dates, volume and rate information, as needed. **Create New Offer** is available from the **Create Offer** page to allow the releaser to create multiple offers for a single contract.

Important: For prearranged offers, the prearranged bidder must access 1Line and accept the prearranged bid before the deadline; otherwise, the deal will expire. The deadline for bid acceptance for Timely deals is 11:30 a.m. for non-biddable deals (for tomorrow's flow) and 12:00 noon for biddable deals where the Bid Period Start Time is 12:00 noon. Click [here](#) for Capacity Release timelines.

Accept a Prearranged Bid

1. Select **Bids** from the Capacity Release section of the Navigation menu, **input the Offer number** and click **Retrieve**. On the **Bids** page, expand the row by clicking on the plus sign (located to the left of the row), **select the bid and click on the Accept** action. (Terms of the bid may be reviewed prior to acceptance by clicking **View** after selecting the bid.)
2. Select OK to confirm your bid acceptance.

Bid on an Offer

1. Select **Navigation>Capacity Release>Bids**.
 - **Note:** The typical bid period begins at noon CCT (although the Releasing Shipper can indicate in the offer that the bid period starts earlier for that offer); the bid period always ends at 1:00 CCT on the **Bid Period End Date**.
 - It is recommended that customers verify their available credit prior to submitting a bid. Click the **View Available Credit** action located on the **Bids** page to retrieve the available credit. The total will be displayed in the message area in blue.
2. Select an offer and click **Create**.
3. Proceed to edit the details of your specific bid.
4. Upon completion of the Bid information, from the Actions Menu, select **Validate** and then **Submit**.

Awards

The **Awards** section in Capacity Release provides a list of offers and bids that have been awarded. Fill in desired filter information and from the Actions Menu select **Retrieve** to see awarded capacity.

Recall/Reput List

The **Recall/Reput List** may be used to view or issue recalls and reputs for a particular award.

1. Enter the **Award number** or **Offer number** in the filters at the top of the page (or use other filters to return the desired awards), then click **Retrieve**.
2. Once the award(s) has been returned, you may View the Award(s) or View or Create a Recall or Reput.
 - a. To view a recall/reput, expand the row to view the desired Recall/Reput List. Any recalls/reputs previously issued will display below the Award. **Select** either the **View Recall** or **View Reput** action to view recalls and reputs.
 - b. To recall capacity, highlight the **Award** and Select the **Create Recall** action, the **Recall Details** page opens. The dates of the recall and the quantity to be recalled must be entered; recall comments may be entered. Next, click the **Validate or Submit** action from the Actions Menu.
 - c. To reput capacity, highlight the **Recall** and Select the **Create Reput** action; the **Reput Details** page opens. The dates of the Reput and the quantity to be reput must be entered; reput comments may be entered. Next, click the **Validate or Submit** action from the Actions Menu.

Note: For a comprehensive timeline of the Capacity Release Deadlines, click [here](#).

Nominations

The Nominations process is the way those who want to transport gas provide the level of information required to the pipeline. From the **Nominations** pages in 1Line, the customer can create or update nominations, calculate fuel, and submit nominations. Nominations can be **Retrieved, Created or Uploaded** on the **Retrieve Nominations** page. A nomination can be either created or copied from an existing nomination. **(See the Mobile Training Module for mobile nominations information)**

Create a Nomination

1. The customer can either build a new nomination, or use an existing nomination to copy.
3. From the 1Line Banner Menu, select: **Nominations>Nomination> Retrieve Nominations**.
4. Enter the **Transaction Type** (TT) in the text box at the top left corner of the page. Descriptions of TT(s) are available by clicking the TT Detail hyperlink. Multiple nom(s) can be created simultaneously by inputting multiple TTS and separating with commas and no space (i.e. 1, 8, and 3).
5. Click the **Create** action from the action menu.

- Depending on the TT, certain fields will become available for the customer to input data. **Package ID** should always be filled-in (up to 30 alphanumeric characters) to help identify the nomination.
 - The lookup actions are used to help find certain information. For instance – clicking on the delivery look up action will bring you to another page where the customer can view all the available locations that a customer can use to nominate. .
6. Once data is entered, **Validate** the nomination for accuracy, or **Save** or **Submit Collection** the nomination(s). (Note that the **Save** option does not validate). The **Submit Collection** nomination process will also verify that the data meets the minimum requirements for that TT.

Copy an Existing Nomination

1. Fill in applicable filters at the top of the page and click **Retrieve** to display desired nominations.
2. Using the nominations as a template, select each row to be copied, and click **Edit Create**.
3. The **Edit Create** action will provide the fields editable for the nomination selected so modifications can be made and the nomination can be submitted.
4. **Submit** the nomination(s).
 - Upon submission, a successful nomination submission message will appear in the message frame at the bottom of the page. If there are errors, these will display in the message frame as well, and the necessary adjustments should be made to the nomination before it is re-submitted.

Upload a Nomination Flat File

1. Select **Actions>Upload** on the **Retrieve Nominations** page.
 - Nominations will upload to the bottom of the page in **WIP** status and may be edited, validated and submitted, or select **Upload** from the Banner Menu at the top of the page to automatically submit the nominations where they can be viewed using the **Retrieve Nominations** page.

View Pool Balancing Summary

1. From the 1Line Banner Menu, select: **Nominations>Nomination>Pool Balancing Summary**.
2. Click on the **View Balanced and Unbalanced** checkbox to display data for all pools.
3. Enter filter data and click **Retrieve**.
 - The Entity Imbalance column will indicate a **Yes** if the pool is out of balance for nominations (i.e. Market Nominations and the Disaggregation Nominations).

Confirmations

The Confirmation process allows the location operator to verify or edit the expected volumes at a particular location based on the nominations received. Confirmations of nominated or scheduled volumes at a location can be done using the 1Line **Confirmation** pages, by using EDI or Flat File delivery, or by selecting the **Auto Confirm** option. [\(See the Mobile Training Module for mobile confirmation information\)](#)

Confirmations through 1Line can be done at any one of four levels: **Contract, Upstream/Downstream Contract, Nomination, and Transaction**. The **Location** level is available for viewing only. Each of these pages is independent of the others, and changes made at any of the levels will not be reflected at the other levels until the Scheduling Engine runs. Each successive level is more detailed (less aggregated) than the previous level(s), with the most detail at the **Transaction** level of Confirmation.

Confirming Nominations

1. Select **Navigation > Nomination > Confirmation > desired level for confirmation**
2. Enter **Begin (Flow) Date**
3. Select **Location ID** if multiple locations are displayed.
4. Select **Retrieve**
5. Select row(s) and edit volumes
5. **Actions>Submit Confirmation**

Note: Prior to the Confirmation window close, volumes can be changed. **Auto Confirmation** can also be used to confirm volumes. The Confirming Party is able to automatically confirm all volumes nominated for a specified location, and date range. The setting can be changed for any cycles that do not have a committed Final Confirmation run. Setting **Auto Conf On** does not preclude the customer from viewing or confirming transactions before the confirmation deadline.

Setting Auto Confirmation

1. Select **Navigation > Nomination > Confirmation > Auto Confirmation** or choose the subsequent cycle option from the Action Menu on any confirmation page.
2. Enter **Cycle, Begin and End (Flow) Dates** and **Location ID. Retrieve**
3. Select **Auto Conf Off** or **Auto Conf On** from the Action Menu to change settings.

Pre-determined Allocation Methods (PDAs)

PDAs determine how volumes received or delivered at a location are allocated. A **PDA Method** can be set at the **Contract, Up/Down Contract, Nomination** or **Transaction** level. Location

operators are responsible for setting PDA Methods. PDA Method options vary depending on whether or not the affected Location is a Delivery Point Swing.

Delivery Point Swing Location Operators can only use the PDA Method of **Rank**. This option allows LDC operators to specify Ranks and Limit Values for allocating gas on both high- and low-burn days. *Note: If the sum of the nominated quantities and Limit Values exceed the applicable contract's MDQ, the scheduling process will reduce the Limit Values so that the sum equals the MDQ.*

Interconnect Receipt Location Operators may set a PDA Method of Pro Rata, Percentage, Rank, or Operator Provided Value (OPV).

Receipt/Delivery Interconnect Location Operators cannot set PDA methods and should enter into an Operational Balancing Agreement (OBA). If no OBA agreement is executed, volumes are allocated on a pro-rata basis.

Setting a PDA Method

PDA's may be set from the **Confirmations** pages of 1Line, or from the PDA area.

1. Select **Navigation> Flowing Gas> PDA ,LDC Quick View** or **Navigation>Nominations> Confirmation>Confirmation** (at desired Level)
2. Enter a **Beg Date, Cycle, Location ID** and **Confirming level** then **Retrieve**
3. Display PDA's by selecting the **show PDA's** checkbox; Check to filter out Zero quantity nominations. **Parties can select Conf Options.**

The type of Location (LDC or Non-LDC) will determine the page view and PDA Method options that will be displayed.

Non-LDC Location

1. **Select** the **Allocation Method** (Pro-Rata, Percentage, Rank, or OPV (Operator Provided Value))
2. **Change the PDA** value(s)
3. **Actions>Submit PDA's** to save all changes

*Note: Confirmations may be updated at the same time as PDA's by selecting the **Submit PDA and Selected Confirmations** Action.*

LDC Location

Allocation Method is set to **Rank** because this is the only valid PDA Method for a Transco LDC delivery point. Five **High** and five **Low** Rank/Limit Value combinations can be entered.

To add additional rows for setting Rank Indicators/Limit Values:

1. **Highlight row** of Rank/Indicator/Limit Values
2. **Actions>Add PDA List**

To modify Rank Indicator/Limit Value data:

1. Change or add Ranks, Hi/Lo Indicators, and Limit Values.
2. Save changes by selecting **Actions>Submit PDAs**.

LDC Quick View Page

LDC operators can view their existing PDAs for a gas day in a sortable table from the **LDC Quick View** Page. From this page, customers are able to edit and submit Ranks and Limit Values. The page can be accessed by selecting:

1. **Select: Navigation>Flowing Gas>PDA>LDC Quick View**

Allocated Quantities

The **Allocated Quantities** page is accessible to Operators and their Agents to allow them to view Allocated transactions for their locations daily, monthly and yearly. Scheduled quantities for the current day can be viewed on this page as well.

To **View Allocated Quantities**:

1. Select: **Navigation>Flowing Gas>Allocation>Allocated Quantities**.
2. Fill in a **Location ID** (prop) and a **Flow Date** (the Flow Date will default to the latest available allocated information) which are needed to view the location requested.
3. Select **Retrieve** to view allocated quantities.

Measurement

Operators and their Agents have the ability to view the best available measurement data associated with their locations via the 1Line system. Volumes are carried in 1Line at an aggregated level, where applicable. A City Gate (where multiple meters are used to measure the gas being delivered) is an example of an aggregated level. While each of these meters will appear as a Location, the City Gate also has its own location number (but no meter number) which will reflect the total measured volumes of all associated meters.

Accessing Measurement – Gas Measurement (GM)

To view Measurement, from the 1Line Customer Activities Home page:

1. Select **Gas Measurement** near the middle of the page. The tab will display measurement features on the drop down menu.
2. After selecting the appropriate measurement feature from the drop down menu fill in the filters needed and select **Retrieve**.
3. When selecting **Reports** select the **Request** tab and select the appropriate **Report Name** from the drop down box.

Accessing Measurement Using 1Line

Viewing Daily Measurement

1. Select: **Navigation>Flowing Gas>Measurement>Daily Measurement.**
2. To see **Daily measured** volumes by Flow Date, one or more of the following fields must be populated: Operator ID, Meter ID or Location ID.
3. To filter by Flow Month/Flow Year: Meter ID or Location ID (or both) must be provided.
4. After filling in the desired filters select **Retrieve** to return measurement and scheduled quantity data.
5. If data is by Location ID, select a Location, and select **Inquire** from the **Action Menu**. Page will load additional details about the selected location including transportation contact and phone number.

Viewing Hourly Measurement

1. Select : **Navigation>Flowing Gas>Measurement>Hourly Measurement**
2. To see hourly measured volumes for the current day, one or more of the following fields must be populated: Operator ID, Meter ID, Location ID or DRN.
3. After filling in the desired filters select **Retrieve** to return hourly measurement and scheduled quantity data.

Shipper Imbalance

The Shipper Imbalance area of 1Line is divided into four sections, each targeted to a different audience. The first, **Monthly Summary**, provides information on imbalance data during the month. The second, **Yearly Summary**, provides information on imbalance data for a year. The third, **Imbalance Trading**, is for netting and trading imbalances. The fourth, **Imbalance Resolution**, allows viewing imbalance resolution details, including cash out tiering information. The roles required for this section include **Balances View** and **Trade Balances**. Specific instructions on the use of each area are given below.

Monthly Summary

1. To **view** imbalance data during the month, select: **Flowing Gas> Imbalance > Monthly Summary.**
 - From this page select the right click menu or the action menu to **View Aggregated Transactions, View Daily Transactions or View Zone to Zone Imbalance** to view the details behind the aggregated quantities. The page will default to your Svc Req. ID. and current accounting period.

Post an Imbalance

1. Select : **Navigation>Flowing Gas>Imbalance>Trade Summary.**
2. Select rows to be posted.
3. Select the **Post 100% of Imbalance for Month** box, or enter the **Posted Amount** and **Posted Date.**

4. To **post or unpost** an imbalance amount, click the **Post/Unpost Imbalance(s)** from the **right click menu or the action menu**.

Auto Post Imbalances

1. Select: **Navigation>Flowing Gas> Imbalance>Auto Post Imbalances**.
2. **Select a contract row** (or multiple rows)
3. Select **Auto Post On/Off** The election to auto post these contract imbalances will be effective with the next trade period. Once you have posted your imbalance it will be viewable on [Transco's Informational Postings page](#) as posted Imbalance.

View Posted Imbalances

1. Go to [Transco's Informational Postings page](#).
2. Select **Posted Imbalances** which will display all contract holders that have posted their imbalances. The download action allows you to download posted imbalances data.
3. Posted Imbalances can be viewed from the **Create Trade** page within 1Line.

Create a Trade

1. Select: **Navigation>Flowing Gas> Imbalance>Trade Summary**.
2. **Select line item** to Trade
3. Select **Create Trade** from the right click menu or the action menu.
 - The top of the Create Trade page will display the imbalances selected with all Initiating Party information completed.
 - The bottom portion of the page displays the following information: 1) all posted imbalances that are in the same OIA, and in the opposite direction, of the Initiating Party imbalances displayed at the top of the page, and 2) all of the Initiating Party's offsetting imbalances (whether they are posted or not).
4. **Select an Initiating row** (top portion), and the **offsetting imbalance** row (bottom portion).
5. Select **Create Trade** action.
 - Once all Trades are built and saved or submitted, The **Trade Details page** will display all Trades for final review or confirmation.
6. To access the trade details select **Flowing Gas>Imbalance>Trade Details**

Create a Self Trade

Customers may net their own imbalances by creating **Self Trades**.

1. Select: **Navigation>Flowing Gas>Imbalance>Trade Summary**.
2. **Select line item** to trade
3. Select **Create Self Trade** from action menu.

4. Select an **Initiating row** (top portion), and the **offsetting imbalance** row (bottom portion). Select **Create Trade** action.
 - Once all Trades are built, you have 3 options:
 - Select **Save** and the trade will stay in WIP status until it is **Submitted** or **Withdrawn**.
 - Select **Self Trade Submit/Confirm** action to submit and confirm in one step or
 - Select **Submit Trade** and put the trade in Pending status, you will then need to navigate to the **Trade Details page** which will display all Trades for final review or and then **Confirm Pending**.
5. To Access the trade details select: **Flowing Gas>Imbalance>Trade Details**.

Edit Trade in WIP Status

1. Select: **Flowing Gas>Imbalance>Trade Details**.
2. Select the trade to be edited and then **Edit WIP**.
3. The **Create Trade** page will open with the selected WIP trades displayed for editing.
4. After editing the trade, select: Save as WIP or the **Submit WIP** action. The trade can then be viewed on the Trade Details page.
5. To confirm or reject a Trade: Select the trade or trades to be confirmed or rejected, and select: **Confirm Pending**, Withdraw Pending (or the **Reject Pending** action).

Imbalance Resolution

To view Imbalance Resolution Summary Activities:

1. Select: **Navigation>Flowing Gas>Imbalance>Imbalance Resolution Summary**.

Imbalances Subject to Cash Out

1. Select desired row and then select: **View Imbalance Details**
2. Select **View Cash out Details** on the upper left corner of the table displayed to view the cash out tier information including minority/majority position.
 - Note: Cash out details are available after the trade period ends.

Imbalances Not Subject to Cash Out

1. Select **Not Subject to Cash Out**.
 - The page automatically refreshes to display the **Not Subject to Cash Out** contracts.

Park and Loan Balances

The 1Line Park and Loan Balances (PAL) allow customers to view their park and loan balances.

View Park and Loan Balances

1. Select: **Navigation>Flowing Gas>Park and Loan Balances**
2. Select contract number, flow date (default – current date), desired filters and then **Retrieve**.
 - Page opens with available max Daily Park and unpark quantities, max daily loan and loan payback quantities with ending balances and Max Park and loan quantity percentages.

Storage

The 1Line **Storage** pages allow customers to view and post storage balances and to initiate and confirm storage transfers.

View Storage Balance

1. Select:**Navigation>Flowing Gas>Storage>Inventory Balance**
2. Select contract number, flow date (default – current date), desired filters and then **Retrieve**.
 - Also, from this page, you can submit a **Storage Adjustment Detail** Report. This report details information of any PPAs displayed in the **Net PPA** column.

Submit a Storage Adjustment Detail Report

1. **Select a row that shows PPA adjustment.**
2. Select **Actions>Submit Stg Adj Detail Rpt.**

Post a Storage Volume

1. Select:**Navigation> Flowing Gas > Storage > Transfer Summary**
 - Page opens with available contracts and balances.
2. Select a **Contract**.
3. **Enter effective date and quantity** to post in either the Stor W/D or Stor Inj field.
4. **Select** row.
5. Select the **Post/Unpost Balance** action.

Create Storage Transfer-Prearranged

1. Select: **Navigation>Flowing Gas > Storage > Transfer Summary**
2. **Select row.**
3. Select **Request Transfer**

4. Page displayed is in split screen format.
5. Under **Initiating Actions**, enter **flow date**, **direction W/D (From) Inj (To)** and **quantity** (or check 100% option).
6. Under **Confirming Actions**, type in appropriate **contract**.
7. Under **Initiating Actions**, select **Submit**. If the Initiating party and the confirming party are the same, then select **Self-Transfer Submit/Confirm**.
8. If the confirming party is different from the initiating, then under **Confirming Actions**, select **Confirm**.

Create Storage Transfer–Non Prearranged

1. Select **Navigation > Flowing Gas > Storage > Transfer Summary**
2. **Select row.**
3. Select **Request Transfer**
 - Page displayed with initiating balance in a split screen format.
4. Under **Initiating Actions**, enter **flow date**, **direction W/D (From) Inj (To)**, **volume** and **Prearranged Transfer indicator** (Prearranged default = checked (yes)).
5. Select **Get Confirm Party Info box** to populate the Confirming Party contact information.
 - The **Posted Storage Balance** page is displayed.
6. Select **Confirming Party** and appropriate **Contract**.
7. Select **OK**.
8. Under **Initiating Actions**, select **Save, Submit, add comments, etc.**

View/Confirm Existing Transfers

1. Select **Navigation > Flowing Gas > Storage > Transfer Summary**
2. **Select row.**
3. Select **View Transfers**.
 - Page displayed with transfer activity listed in a split screen format.
4. From bottom screen, select **Confirm or Reject**.

Viewing Invoices

The Invoice section in 1Line affords customers the ability to access invoice packets and generate supporting invoice statements.

Final invoices will be available in 1Line, by the **1st of each month** for demand bills and the **10th of each month** for commodity bills. **There are three ways to be notified when bills/invoices are Final (not estimates).**

1. The status of invoices will be posted on the [Transco's Informational Postings page](#) and on the 1line Customer Activities Home page (login required).
2. A message will be viewable in 1Line. From the banner menu of any 1Line page, select **Tools>Messages**>select Invoicing from the Type of Message Filter>click Retrieve.
3. Automated email notification is sent to Billable Parties and/or to parties with the Billing and Invoicing View role that have selected the option to receive Email Notifications. This option may be selected from the **Navigation>Customer Information> Business Associate Contacts>Contacts** page in 1Line.

Submit Invoice Packets

From the **1st through the 24th of the current production month** invoice packets must first be submitted prior to viewing or printing.

To submit and then view available invoice packets:

1. **Select: Navigation>Invoicing>Invoice**
2. Fill-in the required filters and then select Retrieve
3. Highlight Row of desired packet and then **Actions>Submit Packet Report** (allow time for report to generate)
4. To view the same packet submitted above, select it, and **Actions>View Invoice Packet**.
 - This action will retrieve the **Invoice Packet – Statements** page.
5. Select **Actions>Reporting Tool Packet View**
 - This action will retrieve the **Invoicing>Invoice Packet Reports** page, where a list of all submitted reports that comprise the selected Invoice Packet is displayed. If you have any issues with viewing reports, please contact your Commercial Services Representative.

View/Print Invoice Statements

From the **25th of the current production month to the 10th of the subsequent month** invoices for that production month are submitted each night by a system-generated batch job and are available for customers to view and print (customer does not need to submit the invoice packet).

To **View** or **Print** Invoice statements, select:

1. **Select: Navigation>Invoicing>Invoice**
2. From the **Invoice Packets** page, **select** an invoice packet, and then **Actions> View Invoice Packet/Print**.
 - This action will launch Adobe Acrobat®™ and display the entire invoice packet for view or printing.

If you have any issues with viewing reports, please contact your Commercial Services Representative.

Invoice Delivery Method

Per Transco's FERC Gas Tariff:

Buyer or OBA Party may change the method by which Seller renders bills to such Buyer or OBA Party upon 10 days prior written notice to Seller; provided however, such change will not become effective until the first day of the month following the expiration of the 10-day notice period.

"Rendered" is defined as postmarked, time stamped, and delivered to the designated site or designated as approved or final on 1Line.

Reports

Reports are tools that customers can use to monitor their business on the 1Line system. They are useful in making sound business decisions as the month progresses.

Report Page

Reports may be accessed by selecting the **Reports** option from the Banner Menu on any page in 1Line. Reports that are generated on-request, or via batch processes (Include Batch Generated checkbox must be selected) can be viewed, printed or saved from the **Reports** page.

1. From the 1Line Banner Menu, select **Reports**.
2. The Report page loads.

Reports are divided into three sections. **List, Request** and **Report Subscriptions tabs**. The system defaults to the **Reports List** page. You are able to navigate between the **Report List, Report Request** and the **Report Subscriptions** tabs by selecting either one from the upper left side of the screen. .

Report List tab– lists reports which have already been generated by a regular batch process or by customer request.

When the Report List page loads, the ID of the customer who is logged-in to 1Line is displayed along with the date range during which the customer with this ID has submitted reports.

To display a particular report, use the various filters provided to assist in the search. Some of the filters are: Functional Area, Report Name, Date Report Created Range, etc.

1. Once desired filters are populated, click **Retrieve**.
2. **Click on the blue report name** to view or print (for reports with a status of Success).

A message box displaying all parameters that were used to generate the report can be accessed by **hovering** over the report name in the list.

Once a report has been accessed, the font will change color indicating you have opened that report. This will only hold true while the **current** Report List session is active.

Report Request Tab

The **Report Request** tab is used for requesting reports that have not yet been generated. To generate a Report:

1. Select the **Report Request** tab.
2. The **Report Request** page loads.
3. Select a **Functional Area**. *Note: If report name is known it can be entered and the Functional Area selection bypassed*
4. After the Functional Area is selected, the list of available reports is shown under Report Name.
5. Select a **Report Name** from the list.
 - A "**What's This**" hyperlink is provided next to the **Report Name** filter. Clicking this link will open a separate browser and display a Report Reference that lists all available reports along with a brief description of each.
 - Based on the selected report, certain report parameters will be available such as Flow Date, Location ID, Begin Date, and End Date. Some report parameters are required (marked with an asterisk (*)).
6. Select the desired report format.
7. Reports generated from within Report Requests will **default** to a report format of Acrobat PDF. Other report format choices are available (Excel Spreadsheet, Word Document) from the Report Format drop down list.
8. Click on **Submit Report** to begin generating the report.
9. Go to the **Report List** tab and click **Retrieve** until the submitted report appears on the list page.

Report Subscription

Customers that have a need for the same reports on a regular basis may want to use 1Line's Report Subscription Service. This service allows the customer to select from a list of popular reports and to define how often these reports should be generated. If customers do not access the subscribed reports in 90 days they will be notified via email that they have another 90 days to access the subscribed reports or the subscriptions will be automatically terminated.

To set up Report Subscriptions:

1. Select **Subscriptions** tab
 - The **Report Subscriptions** page loads.
2. To view the current subscriptions for the logged on party, click Retrieve.
3. To see the parameters of any existing report subscription, select the checkbox of the report, and then **Actions>Edit**.

4. To add a new report subscription, select the **Report Name** from the Report dropdown list, and then **Actions>Add**.
5. Input desired criteria, including when the report should run (Overnight or Best Available, on which days of the week, whether or not a Monthly Final Report is desired, and if email notification is requested.
 - Selecting the **Best Available** option will result in the report running as soon as new data is available. For example, a report that provides Allocation data will run when allocations data is available during the day. See [Transco's Info Postings page](#) for availability of data.
 - The **Monthly Final** option is available for reports that are tied to Allocations or Accounting close dates. If this option is selected, the report will be generated automatically when numbers are final for the month.
6. Select **Action>Save** when the subscription parameters are completed.
7. Select **Action>Clear** when you want to clear out filters and enter new data.
8. Select **Action>Close** to return to the **Report Subscriptions** page.
9. Existing subscriptions can be deleted by selecting the report, and then **Actions>Delete**.
10. The reports that are generated through Report Subscription will appear on the **Report List** page along with other reports that have been generated.

This document is intended to provide a brief description of some 1Line pages and features. Please contact your Commercial Services Representative with any questions, or to set-up additional training sessions.

Viewing Scheduling Results

Review Select Scheduling Runs

1. To check for scheduling cuts, select **Navigation >Nominations > Scheduled Quantity > Review/Select Scheduling Runs**
2. Fill in the required (*) fields for the **Flow Date, Cycle** and **Run Type**. Run Type options include: Pre-Confirmation, Intermediate or Final Confirmation with the default being Final Confirmation.
3. You can also choose to **View Cuts** or **View All** from the **Viewing Options**. Click **Retrieve** to get the requested data.
4. To view the nomination details, highlight one of the contracts by clicking on the row (the row should be yellow), then right-click to access the floating actions menu, and select **Nom Detail**. You may also access the same menu by clicking on the **Actions Menu** button in the upper right-hand corner. You are also able to download the Scheduled Quantity Report data file from the **Actions menu**.

5. Once the nominations on the contract are displayed, you can select a transaction to view the detail of any cuts. To see the cut details, highlight the specific transaction by clicking on the row. **Actions menu** (or right click)> **Cut Detail**.
6. The cut detail outlines the nomination history of the transaction for the selected date and provides the Cut Reason and Code/s. From this page you can also see in which cycle the cut first occurred.

Scheduling Cuts Quick View Page

The Scheduling Cuts Quick View page allows a user to quickly analyze their cuts from a single page for the final scheduling run for a current or past scheduling cycle. The page displays only cuts and also displays the quantity scheduled in the chosen cycle, scheduling cuts and scheduling cut codes.

1. To view cuts using the Quick View page select **Navigation> Scheduled Quantity>Scheduling Cuts Quick View**
2. Select a desired **Flow Date** and **Cycle** and then click **Retrieve**
3. This new quick view will provide cut detail by contract and allows you to sort the columns any which way. To view more detailed cut information can you can click on the **hyperlink** and it will take you to the cut detail page.

SQR Data File

A new data file has been created to allow shippers or operators to view scheduled and nominated data for a given date or range of time.

1. To access the scheduled quantities data file go to the **Reports** Tab in 1line. Then click the **Request** Tab and select the report named "Nominated and Scheduled Quantities for Shipper (or Operator). Fill out the desired fields and click **Submit Report**.