



My Dashboard

Training Module

This module will assist users with the functionality of “My Dashboard”.



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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 www.1Line.williams.com click on **Info Postings** under the Transco heading to access the Informational Postings Page, and then select **Tariff** from the left-hand navigation menu.

Introduction

My Dashboard will provide quick access to information that can be used on a regular basis and other critical information that will assist in monitoring your daily business. You will also be able to customize your Dashboard with 1Line Favorite Page links, view your Report Subscriptions for easy access or change and save your personalized layout of the dashboard. **Bold** items will designate available links to view or alerts for areas needing prompt attention, such as: retro's that are pending or about to expire; contracts expiring; and penalty charges. The items displayed solely depend on the login user's assigned roles.

My Dashboard will load once the user logs into 1Line.

Home My Dashboard Navigation Tools Reports Print Logout

My Dashboard

WGP Contacts COLLAPSE

Commercial Services Representative				Commercial Services Manager			
Name	Phone	ICE IM	Email Address	Name	Phone	ICE IM	Email Address
Julian Arias	713-215-3683	jarias	Julian.Arias@williams.com	Julian Arias	713-215-3683	jarias	Julian.Arias@williams.com

Retrieve Customize

Action Required

- Inactive Operator Agency Appointments
- Penalty Charges
- Retro's Needing Operator Approval
- Retro's Needing Shipper Approval
- Scheduled vs Measured over/under 15%
- Overdue Contract Routing Stops

1Line Favorite Pages

Hello

Customer Resources/Action Required

- Expiring Storage Contracts
- FT Contract Map
- Post Cycle Nominations
- Scheduling Cuts
- Out of Balance Pools
- Measurement Updates

Report Subscriptions

Pipeline Operations

- Operability Available Capacity
- Non/HBLV Delivery Based Constraints
- Delivery Based Constraints - Physically Used
- Critical Notices
- Locations Electronically Confirmed
- Maintenance Schedule
- Informational Postings

WGP Contacts

The first section of **My Dashboard** displays the user's WGP Contacts.

My Dashboard

WGP Contacts

Commercial Services Representative			
Name	Phone	ICE IM	Email Address
Julian Arias	713-215-3683	jarias	Julian.Arias@williams.com

Retrieve



When the user selects **Retrieve**, My Dashboard will update to the latest information available.

Action Required

The “**Action Required**” section contains alert items that will be **bold** if any action is required. By selecting the bold item, a prompt box will appear with a detail description of the item that needs attention.

Action Required

Inactive Operator Agency Appointments
 Penalty Charges
Retros Needing Rep Approval
 Scheduled vs Measured over/under 15%
 Overdue Contract Routing Stops

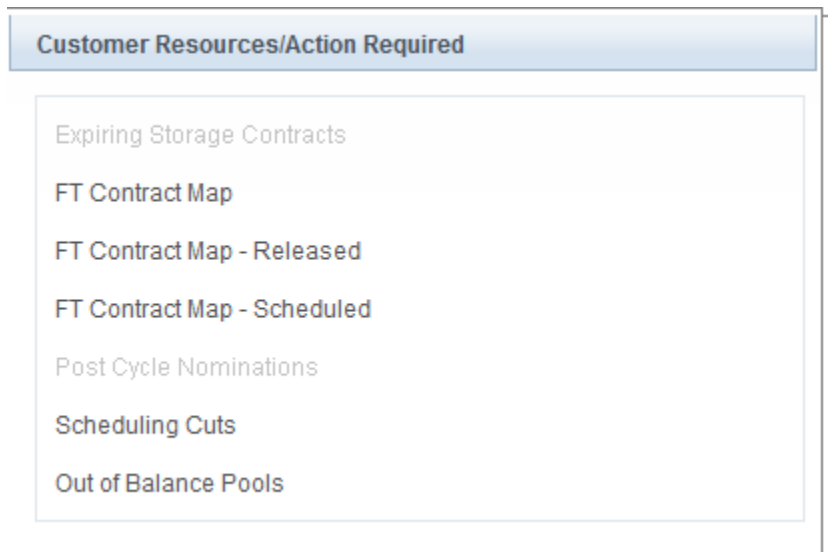
Explanations:

1. **Inactive Operator Agency Appointments:** click on the **bold** item and the prompt box will display the location operator and user of the operator BA with the Confirmation role. When a specific location is on an Agency Agreement and the Operator changes, the agency agreement needs to be amended to remove the location.
2. **Penalty Charges:** for the user with Billing and Invoicing Charge View role, click on the **bold** item and the prompt box will display the contracts and rate schedule. More information will be available on the Invoice.
3. **Retros Needing Rep Approval:** click on the **bold** item and the prompt box will display the retro request pending stop that requires approval from the users’ Transportation Services Representative.

4. **Scheduled vs Measured over/under 15%:** click on the **bold** item and any locations that have variations of scheduled versus measured are displayed. This may require corrective action such as a nomination change.
5. **Overdue Contract Routing Stops:** the user with Contract Execution role can click on the **bold** item to display a contract that has a pending Shipper Execution routing stop that requires approval.

Customer Resources/Action Required

The "Customer **Resources/Action Required**" section may assist the customer in identifying items that may need attention or action.



Explanations:

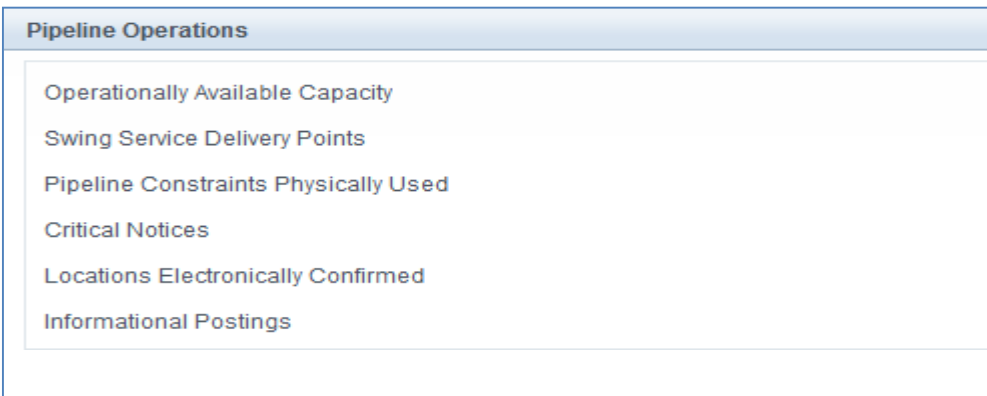
1. **Expiring Storage Contracts:** click on the **bold** item and a prompt box will display storage contracts that are going to expire in 15 days or less for the user with Contract Maintenance or Contract View role.
2. **FT Contract Map(link):** click on the **bold** item and it opens a new tab for the user with Contract View role. This page provides a high-level graphical presentation of a firm contract's MDQ and breaks down the primary and secondary capacity rights along the contract path on a pipeline map.
3. **FT Contract Map-Released(link):** click on the **bold** item and it opens a new tab where you can view your FT contract's released segments as well the releasable amounts still available along the contract path.
4. **FT Contract Map-Scheduled(link):** click on the **bold** item and it opens a new tab where

you can view your FT contract’s scheduled segments as well the under-utilized amounts still available along the contract path.

5. **Post Cycle Nominations**: click on the **bold** item and a prompt box will display post nominations that require confirmation approvals.
6. **Scheduling Cut Analysis**: click on the **bold** item and a prompt box will display a detailed description of the transaction by contracts that have been cut for a specific cycle.
7. **Out of Balance Pools**: click on the **bold** item and a prompt box will display a detailed description of the pool(s) that are out of balance for a specific cycle.

Pipeline Operations

The “**Pipeline Operations**” section provides hyperlinks for easy access to specific 1Line areas.



Explanations:

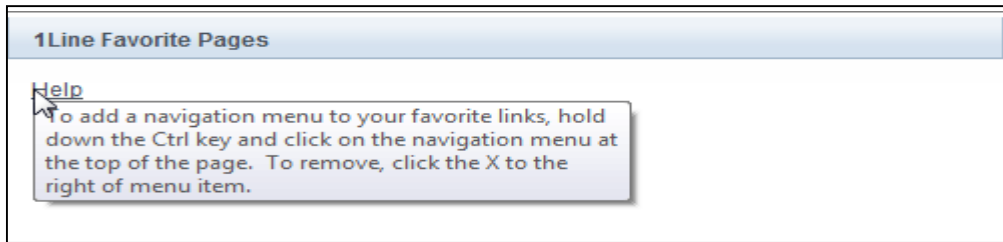
1. **Operationally Available Capacity**: click on this **bold** hyperlink and it will load the Operationally Available Capacity Map.
2. **Swing Service Delivery Points**: click on this **bold** hyperlink and it will load the Swing Service Delivery Points and Delivery Constraint Points Map.
3. **Pipeline Constraints Physically Used**: click on this **bold** hyperlink and it will load a report request for Pipeline and Location Delivery Point Constraints- Physically Used. Select a Begin Flow Date then click on View Report.
4. **Critical Notices**: click on this **bold** hyperlink and it loads the Critical Notices list that is located on the Information Postings page.

5. **Locations Electronically Confirmed**: click on this **bold** hyperlink takes you to the Notice on the Portal that lists all the Interconnecting Pipelines and their locations who confirm electronically in 1Line.
6. **Informational Postings**: click on this **bold** hyperlink takes you to the 1Line Portal Informational Postings page.

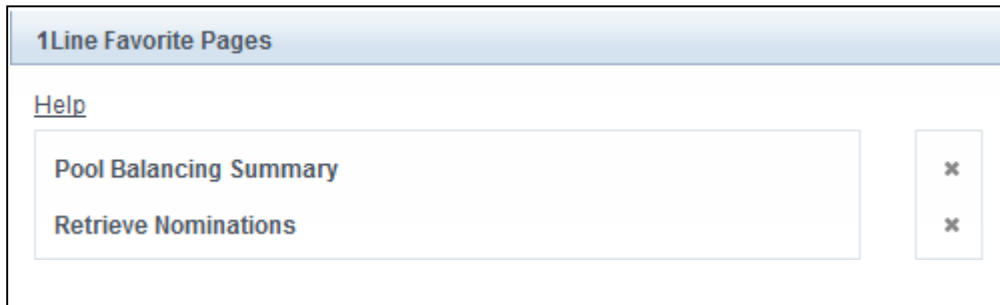
1Line Favorites Pages

The “**1Line Favorite Pages**” section lets a user customize their Favorite 1Line pages.

When you hover over the Help, it provides the instructions on how to add your favorite 1Line pages.



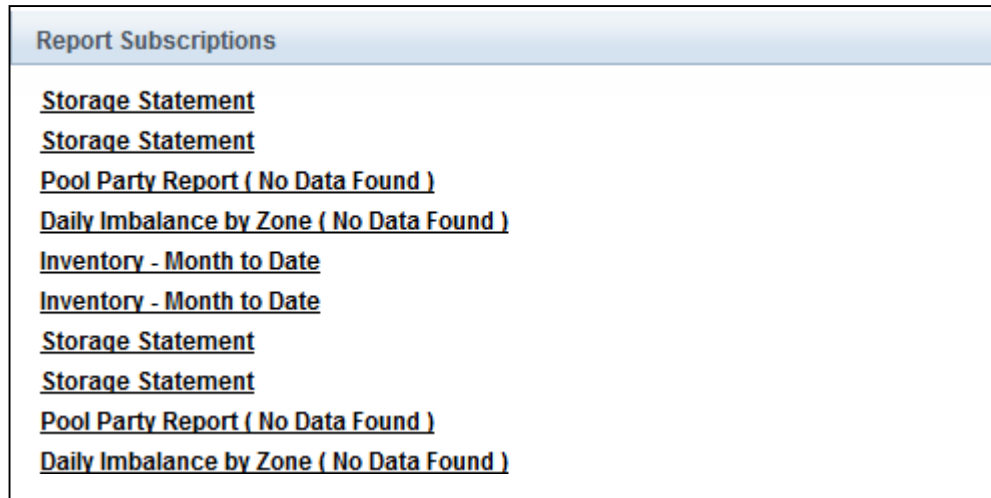
Once you add your 1Line Favorite page links, you can click on the **bold** page name, such as Retrieve Nominations, a new tab opens and the Retrieve Nominations page is now available to access. When you add seven or more 1Line Favorite page links, a scroll bar will be available.



To remove a favorite page from your lists, click on the **X** to the right of that page name.

Reports Subscriptions

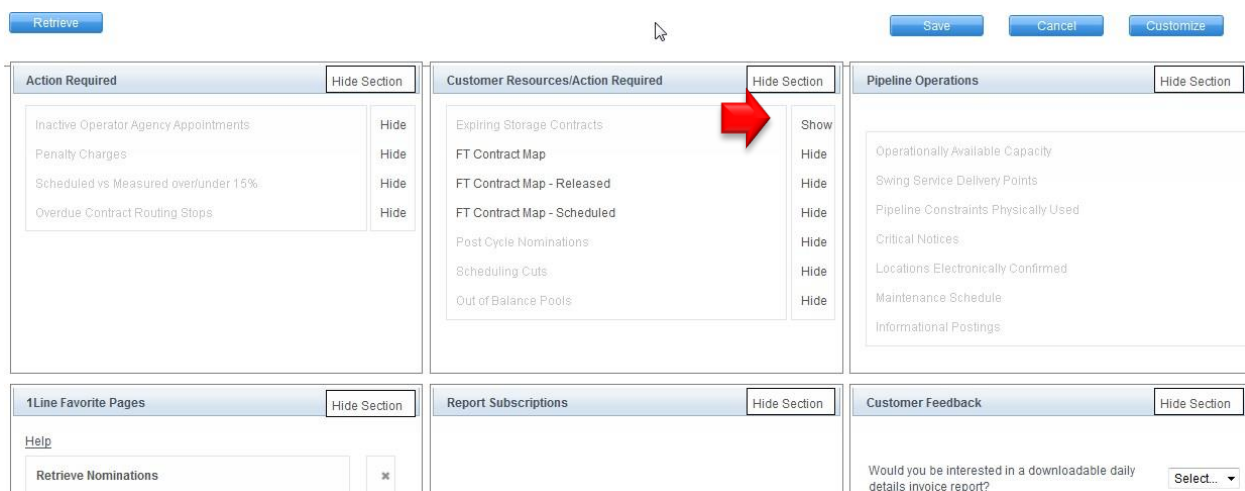
The “**Report Subscriptions**” section will display reports where a user has set up a subscription. The user will click on the report name and the report will load.



Customize My Dashboard Sections

The user also has the ability to rearrange or hide the sections on their dashboard and save the preferred layout. Select the **Customize** action, you now have the ability to hide sections and items by clicking on your desired change.

When you click **Hide**, the section or item will change to **Show**, then select **Save**. To un-hide a section or item, click on **Show**, then **Save**.



To rearrange and moved the sections, select **Customize** then with a left click in the section, drag it to the new location. After customized changes have been completed, select **Save**. If you want the moved sections back to the original display, select **Reset** then **Save**.

My Dashboard

Retrieve Reset Cancel Customize

Action Required	Hide Section	Customer Resources/Action Required	Hide Section	Pipeline Operations	Hide Section
Inactive Operator Agency Appointments	Hide	Exploring Storage Contracts	Hide	Operationally Available Capacity	
Penalty Charges	Hide	FT Contract Map	Hide	Swing Service Delivery Points	
Scheduled vs Measured over/under 15%	Hide	FT Contract Map - Released	Hide	Pipeline Constraints Physically Used	
Overdue Contract Routing Stops	Hide	FT Contract Map - Scheduled	Hide	Critical Notices	
		Post Cycle Nominations	Hide	Locations Electronically Confirmed	
		Scheduling Cuts	Hide	Maintenance Schedule	
		Out of Balance Pools	Hide	Informational Postings	

1Line Favorite Pages	Hide Section	Report Subscriptions	Hide Section	Customer Feedback	Hide Section
Help				Would you be interested in a downloadable daily details invoice report?	Select...
Retrieve Nominations	x			Submit	
Retro Request List	x			Results To Date:	
Pool Balancing Summary	x				

Please contact your Commercial Services Representative with any Dashboard questions.