

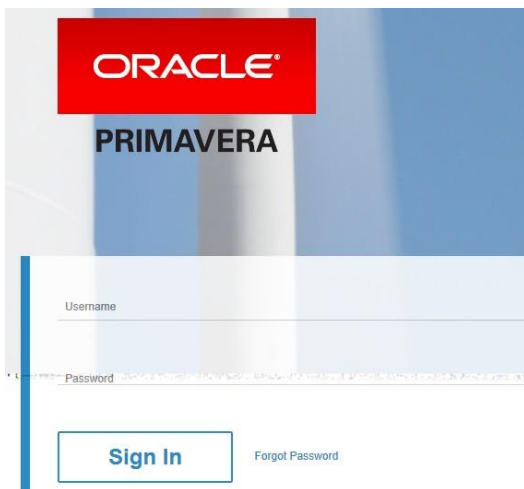
ATTACHMENT A

ACCESS INSTRUCTIONS FOR PG&E UNIFIER DOCUMENT MANAGEMENT SYSTEM AND PG&E TECHNICAL INFORMATION LIBRARY (TIL)

1. These Access Instructions will provide you information to accomplish the following actions within PG&E's **Unifier Document Management System**.
 - Log In to Unifier System.
 - Navigate to Project Folders.
 - Upload your Site- Specific Safety Plans (Safety Plans) and Site-Specific Safety Checklists (Safety Checklists) to the Unifier Site for review by PG&E staff members.
 - Download Contract Attachments for reference and compliance.
 - Troubleshooting : "Download Error Messages" and "Pop-Up Blocker Error Messages"
 - Accessing PG&E's Gas Standards & Procedures in Unifier

2. **Log-In Instructions:**

2.1 Go to <https://ues.skire.com/bluedoor> and enter your Login name and Password and click the "Login" button. Be sure to enter your User Name and Password credentials **exactly as they appeared** when you received them. The system **is case sensitive**.

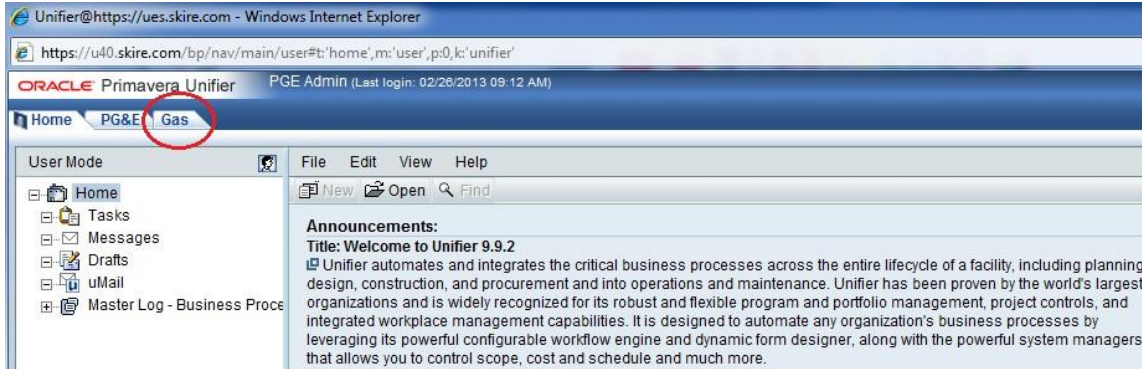


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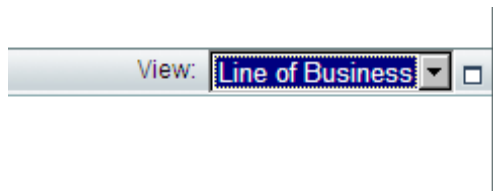
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3. Instructions for Navigating to Project Folders:

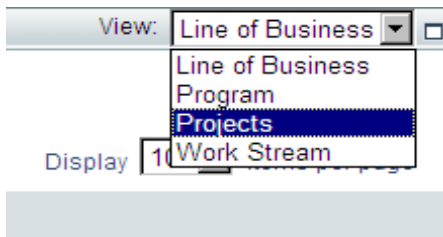
3.1 From the home page, click on the “Gas” tab:



3.2 Select the “View” dropdown (about half-way down the page on the right-hand side).



3.3 Select “Projects” from the dropdown list.



3.4 A list of the **Project Files** will populate below. Double click on the project you would like to open. This will enable you to begin the uploading process for your Safety Plans and Safety Checklists.

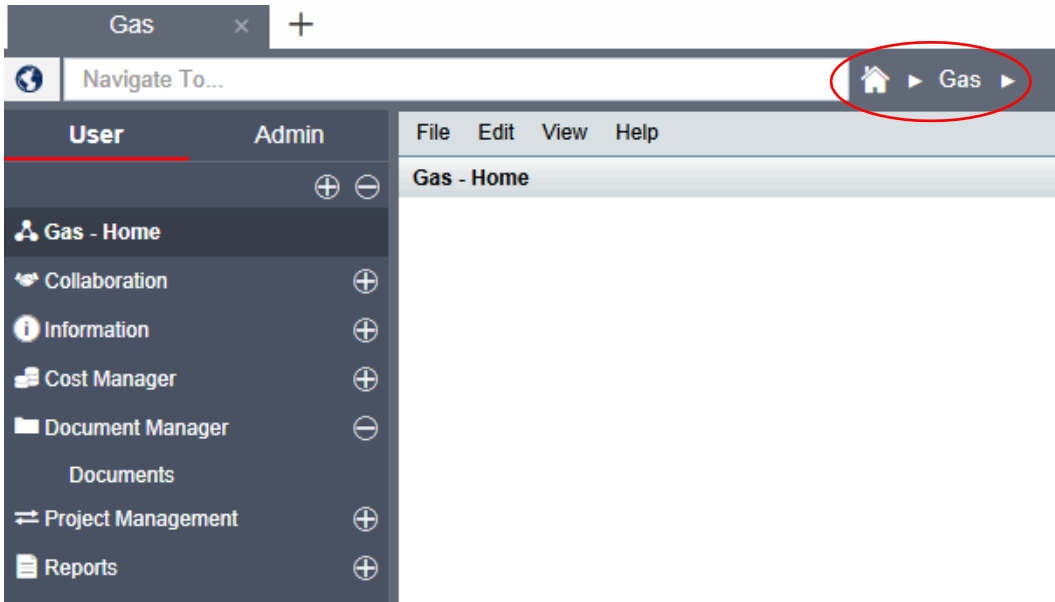
Project No.	Project Name	Order #	PSRS #	Region	City	Work Stream	Project Type	Year	Status
V-28	V-28 Valve Auto - Half Moon Bay Tap, 2V,	30842289	23970	Ctr Cst	San Mateo	Valve Automation	VA	2013	Active
V-070	V-070 Valve Auto - Airport & Sorona, 3V, F	30842264	23660	Ctr Vly	Concord	Valve Automation	VA	2013	Active
V-069	V-069 Valve Auto - Airport & French Cam,	30842263	23662	Ctr Vly	Stockton	Valve Automation	VA	2013	Active
V-068	V-068 Valve Auto - Airport & Yosemite, 3V	30842265	23664	Ctr Vly	Manteca	Valve Automation	VA	2013	Active
V-067	V-067 Valve Auto - Ripon-Modesto, 2V, PI	30842311	23667	Ctr Vly	Manteca	Valve Automation	VA	2013	Active
V-063	V-063 Valve Auto - Valero Refinery Tap, 3	30842322	23674	Bay	Benicia	Valve Automation	VA	2013	Active
V-057	V-057 Valve Auto - Palm Tract, 2V, Ph. 1	30842308	23663	Bay	Brentwood	Valve Automation	VA	2013	Active
V-052	V-052 Valve Auto - 4th & Jefferson, 1V, Ph	30842250	23655	Bay	Oakland	Valve Automation	VA	2013	Active

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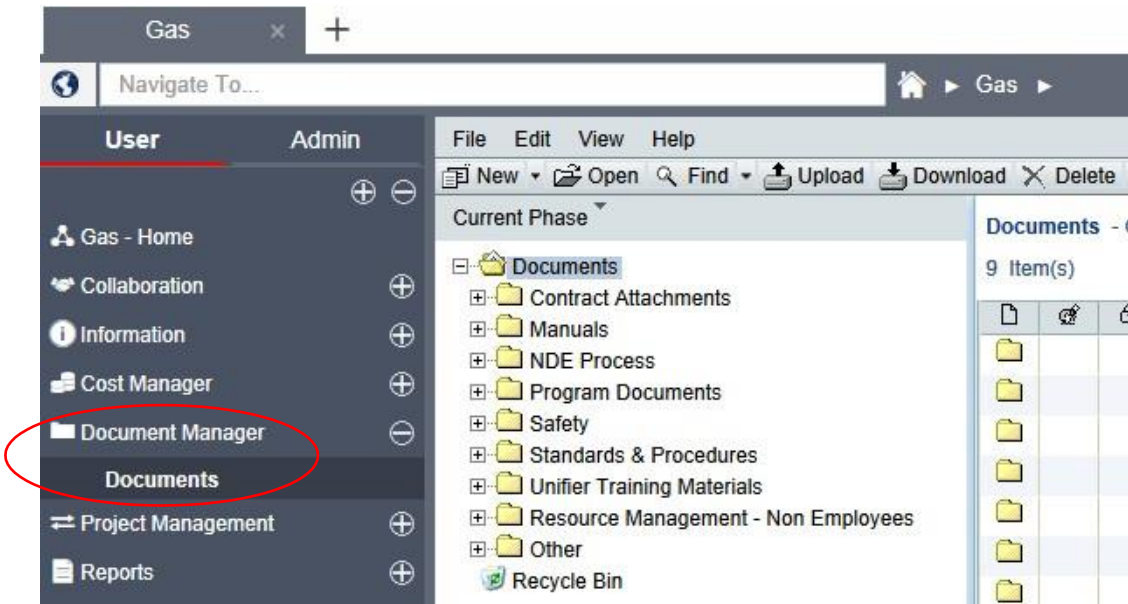
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4. **Downloading Instructions: PG&E Contractor Safety Program Requirement and Contract Attachments**

4.1 From the Home Page, click on the “Gas” tab:



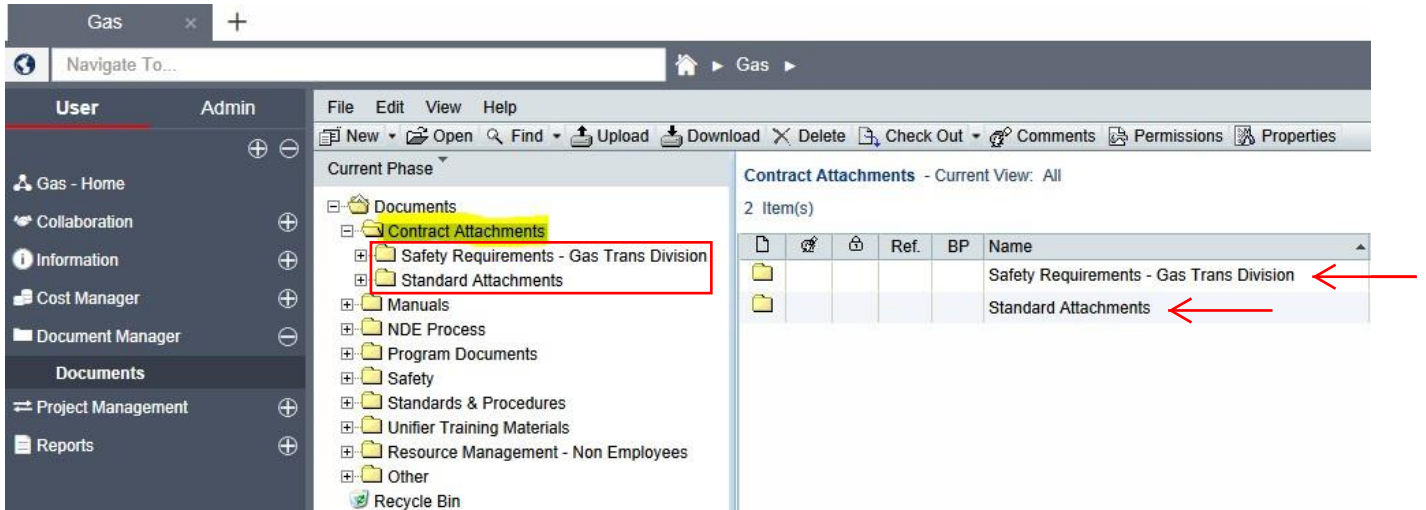
4.2 In the left-hand navigation window, select “Document Manager”, and then click on the “Documents” sub-folder.



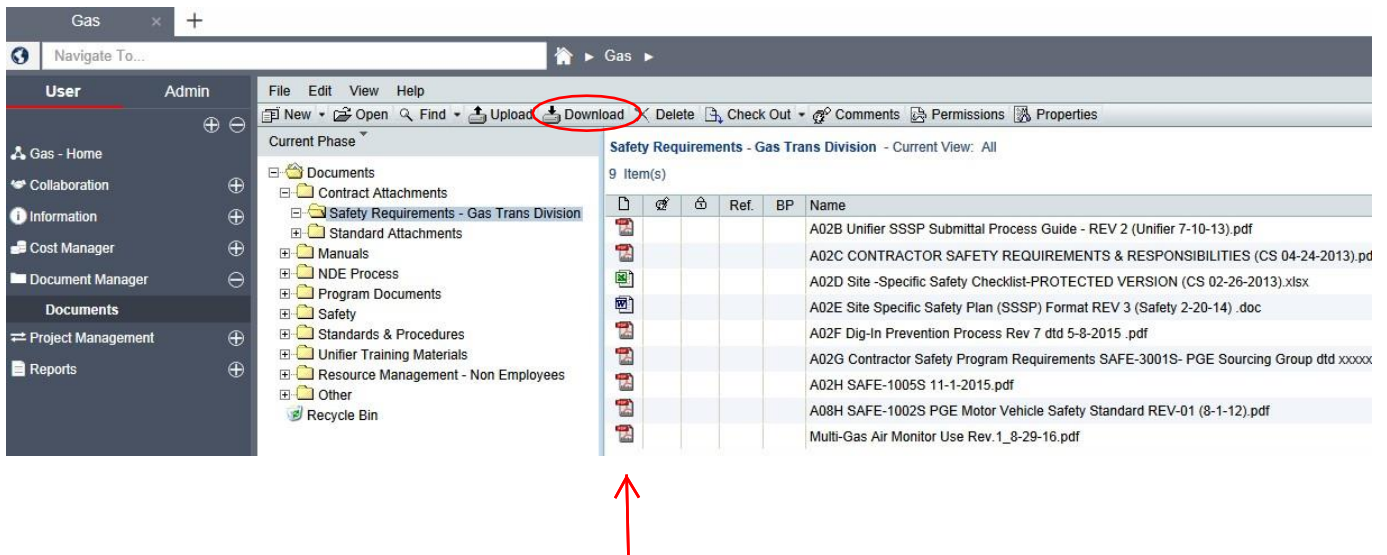
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4.3 Click on the "Contract Attachments" folder and navigate to the "Safety Requirements – Gas Trans Division" folder or to the "Standard Attachments" folder by either clicking on it once in the middle section (solid arrow) or double clicking on it in the right-hand window (outline arrow).



4.4 Once in the folder, you'll see a list of the files contained within. Double click on a file to open it, single click to select it, and then click on the "Download" button to save it to your computer.

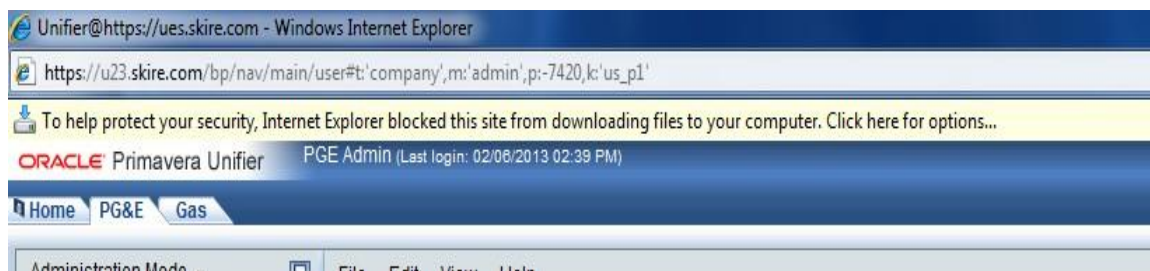


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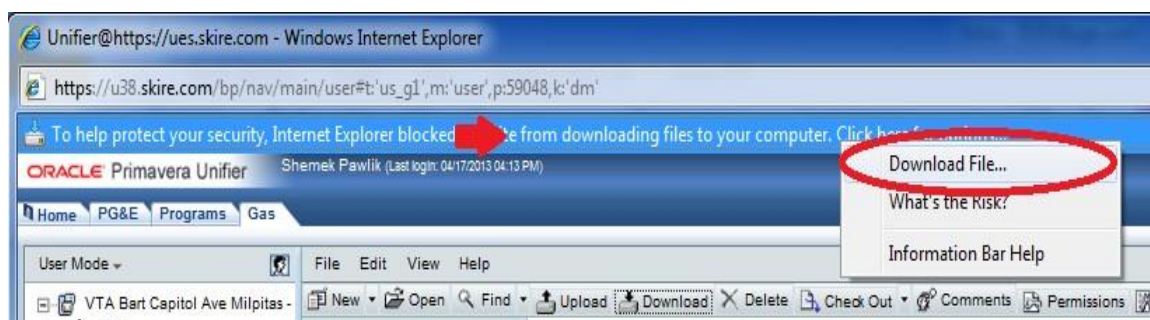
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5. Troubleshooting - Download Error Message.

5.1 When attempting to download a file in Unifier, you may encounter an Internet Explorer Security Warning. This is governed by your Internet Explorer Security Settings and is often set by your Company Administrators. You may be able to have this feature disabled (check with your IT department about this). This will not keep you from getting the files you need, it just involves an extra step.



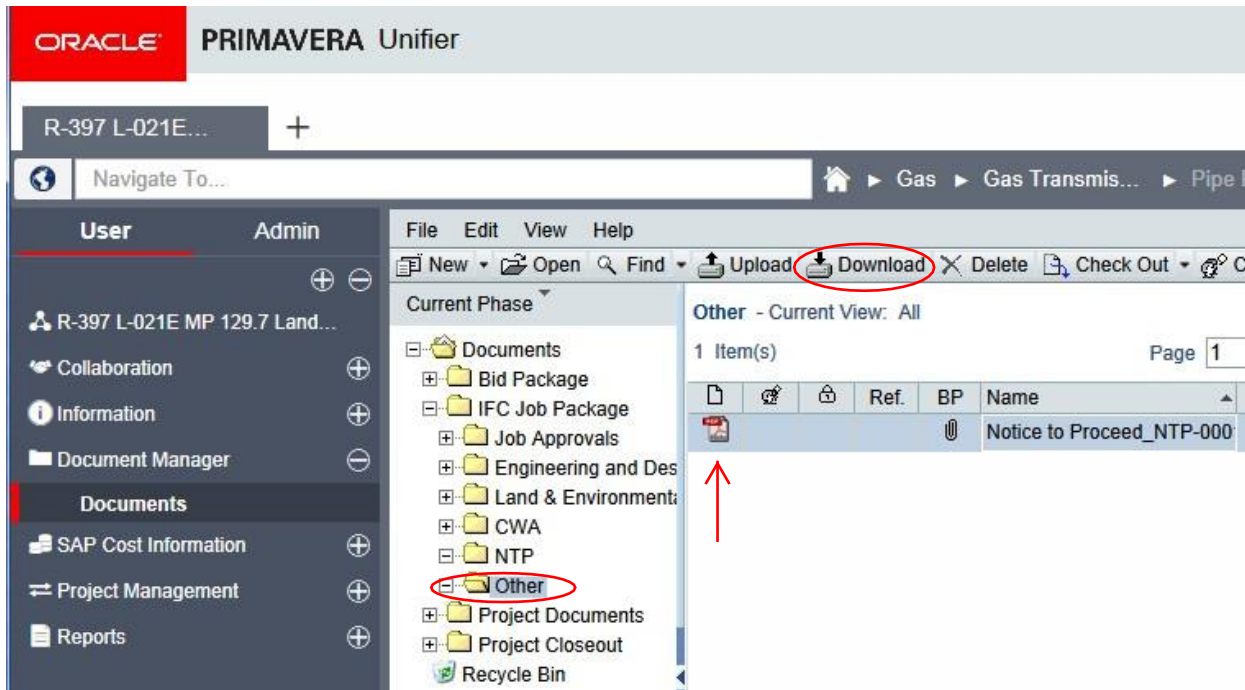
5.2 When you click on “Download” and the Error Message pops up, you will see the above message appear just below your address bar. Click on it to bring up more options.



5.3 After clicking on the bar, a menu will pop up with several choices; pick the first one to “Download File.” After doing this, your Unifier screen may flash and take you back to the area you were just in (it may kick you out of the folder you were in, but this happens very rarely). Go ahead and select the file you wish to download again, and click on the Download Button. This time, you won’t receive the Download Error Message and your file should begin downloading.

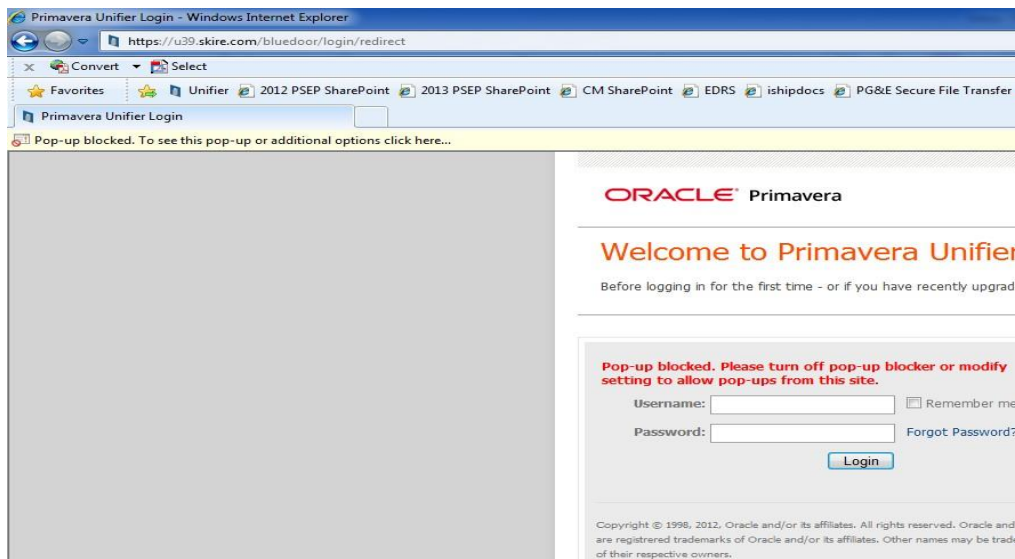
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6. Troubleshooting - Pop-Up Blocker Error Message.

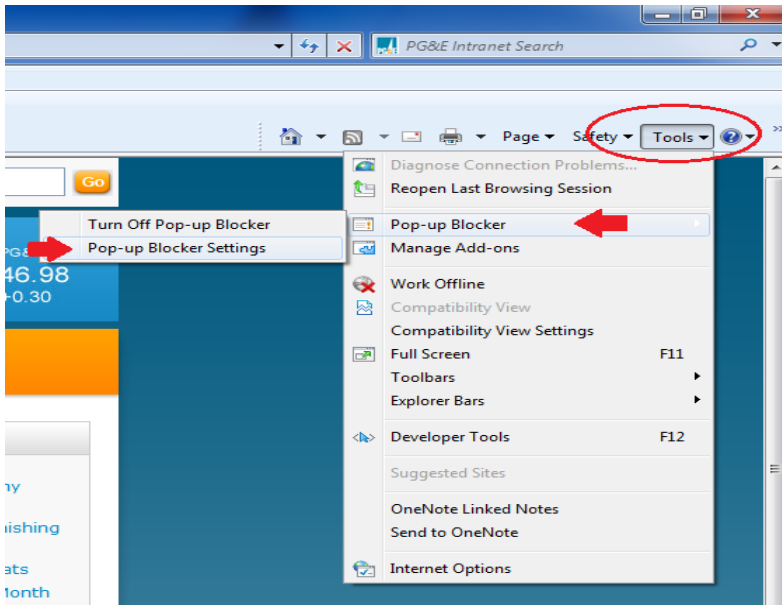
6.1 When logging into Unifier, you may experience a Pop-Up Blocker Error Message. While it's perfectly fine to click "Allow this Website," this will not solve the issue over the long-term. Each time you connect to Unifier, you may be directed to a different server site and encounter the Pop-Up Blocker each time. There's a relatively simple fix to make sure you never encounter the Pop-Up Blocker Error Message again.



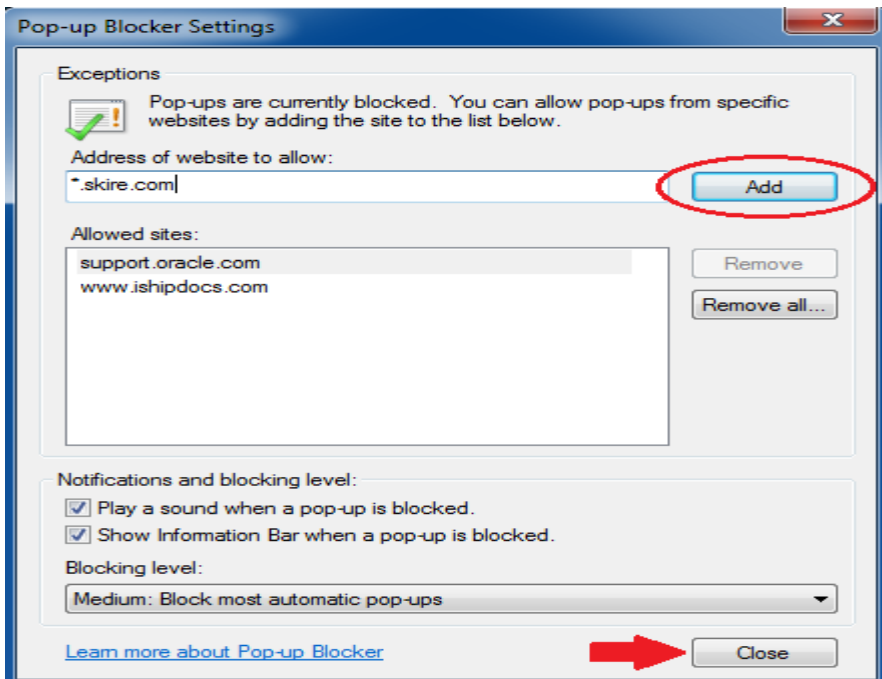
6.2 Go to "Tools" (it may be named "Internet Settings," depending on the version of Internet Explorer you are using). Navigate to your Pop-Up Blocker, and select "Pop-up Blocker Settings."

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6.3 In your Pop-Up Blocker settings, you should see an area for “Exceptions.” In the field “Address of Website to Allow”, type in *.skire.com and click on “Add,” and then “Close.” You may need to close and reopen your browser for these settings to go into effect.



7. **Technical Assistance:** UnifierSpecialists@pge.com.

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Technical Information Library – External
TILViewer

External TILViewer
Revised: 12/9/2016

TILViewer

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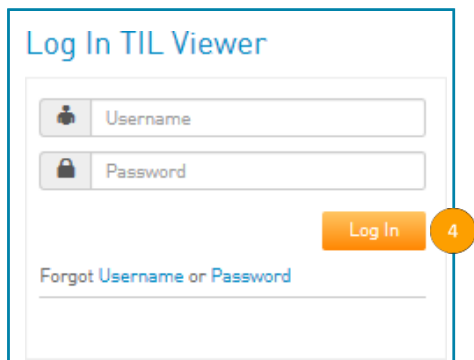
External TILViewer Introduction

What is the External TILViewer?

Step	Description
①	<p>In an effort to provide all our contractors with an easy access to our most recent and updated Standards and Procedures. PG&E has migrated all the standards and procedures from Unifier to a new platform called External TILViewer.</p> <p>External TILViewer is available with its updated search capabilities, providing access to the latest guidance documents including manuals, policies, standards, guidelines, bulletins, procedures, forms, and job aids.</p> 

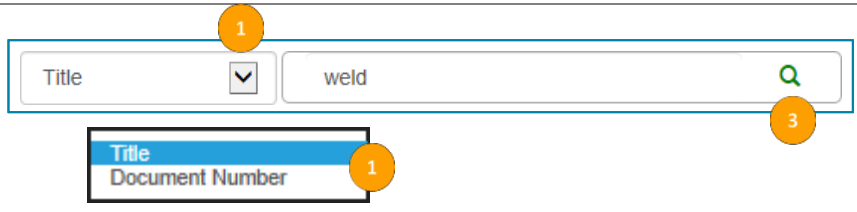
Access the External TILViewer

Step	Description
①	You will be provided access to the External TILViewer with a temporary password.
1	Visit the External TILViewer site. https://www3.pge.com/TILViewer
2	Enter your Username , which is the same as in Unifier.
3	Enter your temporary password (you will find it in an email that was sent to you) and select a security question from the provided list of choices.
4	<p>Click the Log In button.</p> <p>Note: You will be asked to change your temporary password using specific guidelines:</p> <ul style="list-style-type: none"> • Case-sensitive • 6-35 characters • No spaces or special characters (e.g., % ~ < >)
5	Having trouble logging into the External TILViewer? If so, send a request to the following email address: gastdmmail@pge.com



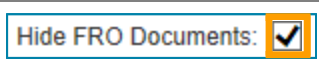
Search

Step	Description
	<p>The External TILViewer allows you to search by either the Title or Document Number. You do not need to use the entire title or document number. Selecting Title and typing in a portion of the title will return search results that contain the word or words that you selected.</p> <p>In the same way, you do not need to type the entire document number (TD-4160-60). Selecting Document Number and typing 4160 in the search field will return all documents that contain that number.</p>
1	<p>Select either Title or Document Number using the Drop-down arrow.</p>
2	<p>Type the Title or Document Number in the Search Title/Document Number field</p>
3	<p>Click the green Search symbol or just press Enter.</p>



External TILViewer Layout Basics

Step	Description															
	<p>The following screen appears.</p>															
1	<p>Note the four icons at the top, used to identify documents in your search results.</p> <table border="1"> <thead> <tr> <th>Icon</th> <th>Name</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td></td> <td>New</td> <td>The document has been added to the TIL in the last 6 months</td> </tr> <tr> <td></td> <td>Updated</td> <td>The document has been updated within the last 6 months</td> </tr> <tr> <td></td> <td>Bulletin</td> <td>The document is a bulletin</td> </tr> <tr> <td></td> <td>Has Bulletin</td> <td>The document has a bulletin related to it</td> </tr> </tbody> </table>	Icon	Name	Meaning		New	The document has been added to the TIL in the last 6 months		Updated	The document has been updated within the last 6 months		Bulletin	The document is a bulletin		Has Bulletin	The document has a bulletin related to it
Icon	Name	Meaning														
	New	The document has been added to the TIL in the last 6 months														
	Updated	The document has been updated within the last 6 months														
	Bulletin	The document is a bulletin														
	Has Bulletin	The document has a bulletin related to it														
2	<p>The Hide FRO Documents selector is checked to automatically hide FRO documents in your search results. Clear the checkmark to display them.</p> <p>FRO (For Reference Only) is applied to documents that are needed only for reference.</p>															





Step	Description	
3	The Document Number/Title Filter field dynamically filters the document list as you type.	
4	The list of search results can be sorted in ascending or descending order by clicking the up or down arrows next to Document Number or Document Title column headers.	
5	Click the blue circle with the greater than symbol to display the other related documents. These could be Bulletins, Guidance Documents, or subsections of a manual.	
6	Open a document by left-clicking on the Document Number or Document Title (follow the prompts depending on browser type).	
7	If you are using Internet Explorer , this is what you will see at the bottom of the screen. Click Open	
8	If you are using Chrome , you are asked to save the document. Then you will see an icon in the lower left of your screen. Click it to Open the document	
9	Refresh your screen at any time by clicking the Title of the web page	




Logout of the TILViewer

Step	Description	
1	To log out of the External TILViewer, click the Logout button, located at the top, right of the screen.	
2	This message appears stating that you have successfully logged out. You can click the Log In again link to log back in.	






External TILViewer–Browse



Browse by Document Type under Line of Business

Step	Description
	<p>The External TILViewer allows you to browse for documents by document type under the Gas Operations Line of Business.</p>
1	<p>Start by selecting the Gas Operations blue button at the top of the list.</p> 
2	<p>Then choose from one of the asset families that are listed.</p> 



Step	Description	
3	Next, choose the type of document that you are interested in browsing.	 <p>Basis Document - General Basis Document - Supporting PGE Documentation BUSINESS-UPDATE-REQUIRED Contact List Design Standard Guidance Document - Analysis GDA Guidance Document - Bulletin Guidance Document - Form - General Purpose Guidance Document - Job Aid Guidance Document - Procedure Guidance Document - Standard Guidance Document - Tailboard Manual Section - Utility Operations TIL Report</p> <p>Showing 1 to 14 of 14 entries</p>
4	After choosing the document type, you can use the Document Number/Title filter to refine your list or just select the document you are looking for.	 <p>Document Number/Title filter: <input type="text"/></p>
5	Use the breadcrumbs on top to navigate back without restarting your search. In this example, you can click Distribution Mains if you want to choose a different document type or click Gas Operations if you want to choose a different asset family.	 <p>Gas Operations → Distribution Mains → Guidance Document - Job Aid</p>

Browse by Document Type

Step	Description	
1	Choose the document type you are interested in from the list below the Line of Business.	 <p>Bulletins Utility Standards Utility Procedures Manuals Utility Policies Forms</p>
2	You can use the Document Number/Title filter to dynamically filter the list using a key word in the document title or you can filter by the document number.	 <p>Document Number/Title filter: <input type="text"/></p>