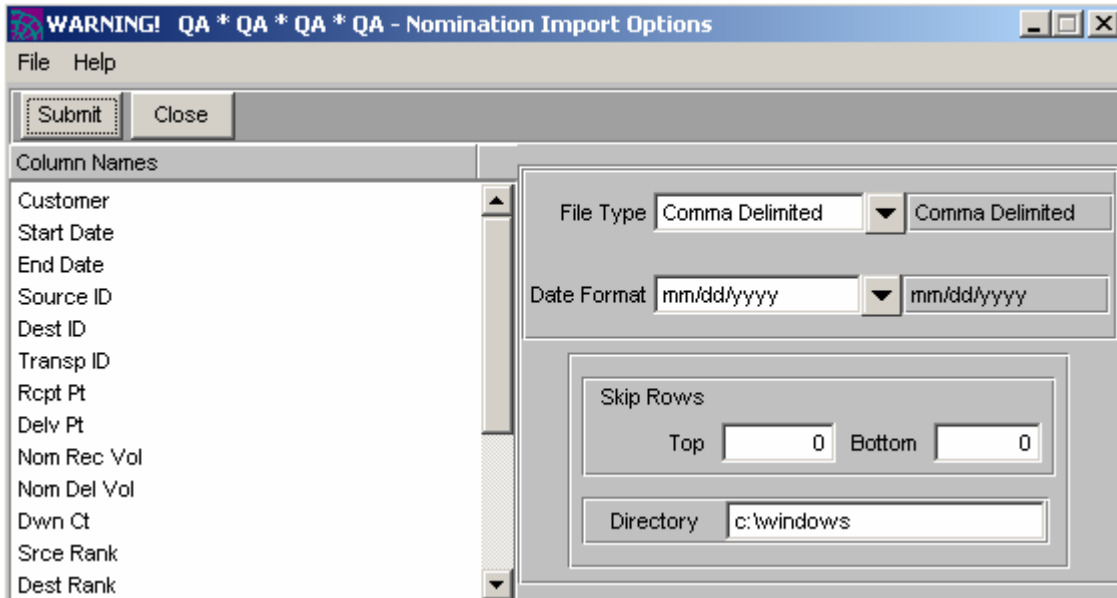




# INSIDE *tracc* Nomination Screens

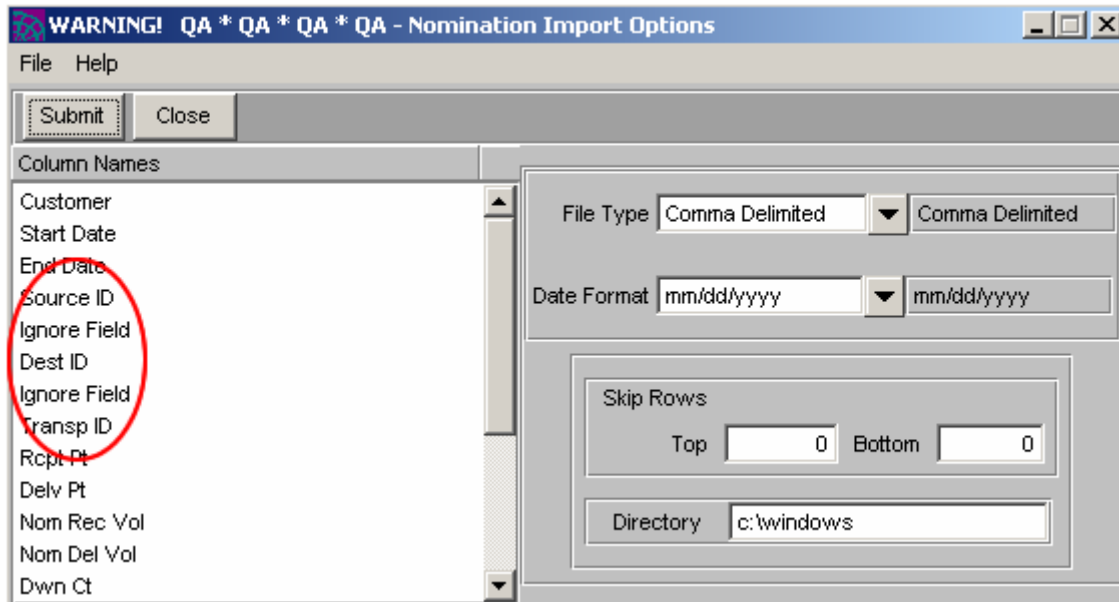
## Importing Nominations

- Set Import Options
  - Navigate, Nominations, Import
  - File, Import Options



- From top to bottom, click, and drag column names to the proper order to match your spreadsheet columns, left to right
- Use “Ignore Field” column names at the bottom of the list to designate fields in your spreadsheet not required by INSIDE *tracc*

# INSIDE *tracc* Nomination Screens



- Click Submit button
- Click Close button
- Select nominations in Excel spreadsheet to be imported
  - Edit, Copy
- Import into INSIDE *tracc* Import Nomination screen
  - File, Import from Clipboard or Import from File



# INSIDEtracc Nomination Screens

- Double click on a nomination or use the Edit button to access the Edit Imported Nomination Screen

**WARNING! QA \* QA \* QA \* QA - Edit Imported Nomination**

File Edit Help

Enter Undo Close

Customer	9997	Customer A Demo	Start Date	04/04/2006	End Date	04/04/2006
Source ID	TN9999R	Customer TKN R Pool	Dest ID	TN9997R	Customer TKN R Pool	
Rcpt Pt	TKN	Topock No. Intercon - TWV PL Co	Delv Pt	TKN	Topock No. Intercon - TWV PL Co	
Package	3L		Dwn Ct	N/A		
Src Rank	0		Dest Rank	0		
			Transp ID			
			Nom Rec Vol	0		
			Nom Del Vol	20,000		

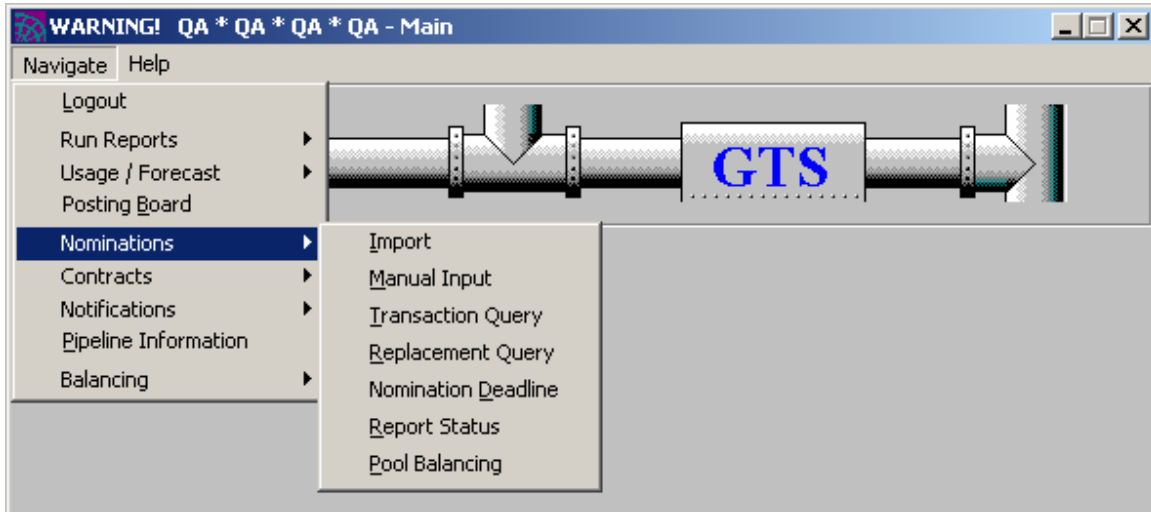
Messages

Code	Description	Create Date-Time	Cut Cycle	Process
NOM10010	Source Ranking must be between 1 and 99.	29-Jul-2005 11:23:10		ERROR
NOM10010	Destination Ranking must be between 1 and 99.	29-Jul-2005 11:23:10		ERROR

# INSIDE *tracc* Nomination Screens

**Manual Input screen:** Use to create new nominations to be processed in the next cycle

This stand-alone screen is found from the menu selection:  
Navigate, Nominations, Manual Input



# INSIDEtracc Nomination Screens

## Manually Entering Nominations

- Navigate, Nominations, Manual Input
  - Enter Date Range
  - Make radio button selection:
    - 1 Source to 1 or more Destination(s)
    - 1 Destination from 1 or more Source(s)
  - Enter Source or Dest ID
  - Click Insert New Destination (or Insert New Source) button

WARNING! QA \* QA \* QA \* QA - Manual Input

File Navigate Help

Submit Clear Close

Customer 9997 Customer A Demo Start Date \*\*\*/\*\*/\*\*\*\* End Date \*\*\*/\*\*/\*\*\*\*

Choose from the following:

- 1 Source to 1 or more Destination(s)
- 1 Destination from 1 or more Source(s)

Source / Receipt

Source ID Rcpt Pt

Insert New Destination

Dest / Delivery

Zero Records

Status	Package	Dest ID	Dwn Ct	Transp ID	Nom Rec Vol	Nom Del Vol	Cycle	Del	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit

Total Nom Rec Vol 0

Total Nom Del Vol 0

- Select 1 Source to 1 or more Destination(s), or
- Select 1 Destination from 1 or more Source(s)

# INSIDEtracc Nomination Screens

## Manually Entering Nominations (continued)

- At Enter New Destination (or Enter New Source) screen:
  - Fill in yellow required fields and click the Enter button
  - Continue until all nominations are entered
  - Click Close button
- Verify all nominations in the Manual Input table
- Click Submit button

WARNING! QA \* QA \* QA \* QA - Enter New Destination

File Edit Help

Enter Undo Close

Customer	9997	Customer A Demo	Start Date	04/04/2006	End Date	04/04/2006
Source ID	TN9997R	Customer TKN R Pool	Dest ID	DG9997N	Customer DAG N Pool	
Rcpt Pt	TKN	Topock No. Intercn - TW PL Cc	Delv Pt	DAG	Daggett Interconnect - KRGT	
Package	N/A		Dwn Ct	N/A		
Srcce Rank	99		Dest Rank	99		
			Transp ID	9997BON007	Customer A	
			Nom Rec Vol	8,000		
			Nom Del Vol	N/A		

Messages

Code	Description	Create Date-Time	Cut Cycle	Process

# INSIDEtracc Nomination Screens

WARNING! QA \* QA \* QA \* QA - Manual Input

File Navigate Help

Submit Clear Close

Customer 9997 Customer A Demo Start Date 04/04/2006 End Date 04/04/2006

Choose from the following:

1 Source to 1 or more Destination(s)

1 Destination from 1 or more Source(s)

**Source / Receipt**

Source ID TN9997R Customer TKN R Pool

Rcpt Pt TKN Topock No. Intercon - TW PL Co

Please Note: Any changes made to Start/End Dates, or Source/Dest will affect all nominations entered. Insert New Destination

**Dest / Delivery**

2 Total Records

Status	Package	Dest ID	Dwn Ct	Transp ID	Nom Rec Vol	Nom Del Vol	Cycle	Del	Edit
UNPROCESD		19997		9997BON007	15,000	0		<input type="checkbox"/>	Edit
UNPROCESD		CG9997N		9997BON007	10,000	0		<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit
								<input type="checkbox"/>	Edit

Total Nom Rec Vol 25,000

Total Nom Del Vol 0

Some new features include:

- Total records shown on top of matrix
- Total volumes shown on bottom of matrix
- Invalid nominations do not get saved into the database

General information:

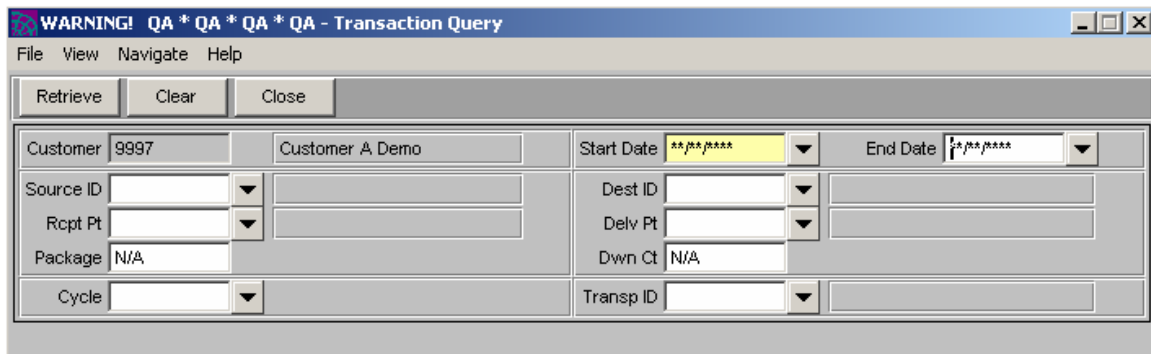
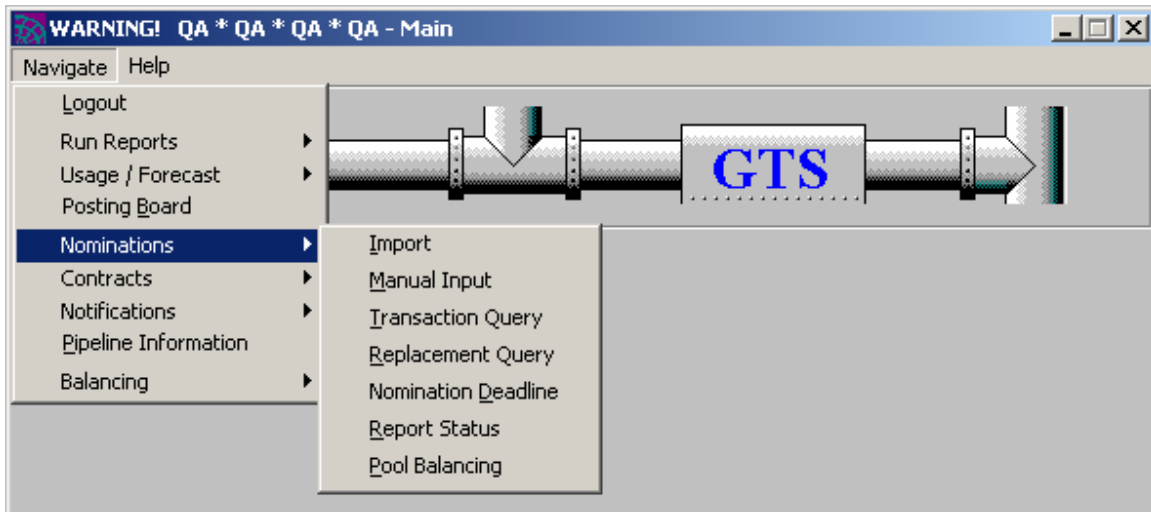
- Source ID will remain constant for all new Destinations
- Dest ID will remain constant for all new Sources
- Rcpt Pt and Delv Pt are auto-filled by the system based on Source ID and Dest ID (except for CTA Source or Dest IDs)
- CTA Source or Dest IDs must enter Rcpt Pt / Delv Pt fields
- Tabbing is down, then across
- Dwn Ct field will turn yellow (required) only when Dest ID is a "DD" location
- Transp ID field will turn yellow (required) only when Rcpt Pt and Delv Pt are different
- All errors must be corrected or deleted in order to submit all data
- Deleted nomination will display in blue font
- After noms are submitted, the Edit button changes to View
- Clear button will refresh your screen to begin next set of noms
- File, Copy to Clipboard selection will copy Manual Input noms to the clipboard to paste back into your spreadsheet

*Note: Cannot use this screen to change a nom that is already processed*

# INSIDE *tracc* Nomination Screens

**Transaction Query screen:** Use to create new nominations for a date range (replaces the **Nominations, Normal View** screen)

This stand-alone screen is found from the menu selection:  
Navigate, Nominations, Transaction Query



# INSIDEtracc Nomination Screens

## Querying (searching) for Transactions

- Navigate, Nominations, Transaction Query
  - Enter Start Date
    - Enter additional information to narrow search, if desired
  - Click Retrieve button

**WARNING! QA \* QA \* QA \* QA - Transaction Query**

File View Navigate Help

Retrieve Clear Show Results Close

Customer 9997 Customer A Demo Start Date 04/04/2006 End Date 04/04/2006

Source ID Dest ID 19997 Customer A Demo CTA

Rcpt Pt Delv Pt

Package N/A Dwn Ct N/A

Cycle Transp ID

---

**Query Results** 3 Total Records

Total Nom Rec Vol 57,694

Total Nom Del Vol 57,000

- Results screen shows current nominations in the system, by cycle
  - Select nomination and click Action button to:
    - Copy nomination
    - View nomination details

**WARNING! QA \* QA \* QA \* QA - Transaction Query**

File View Navigate Help

Retrieve Clear Hide Results Close

**Query Results** 3 Total Records

Cycle	Start Date	End Date	Source ID	Dest ID	Transp ID	Nom Rec Vol	Nom Del Vol	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	7,086	7,000	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	10,122	10,000	Action
TIMELY	04/04/2006	04/04/2006	TS9997R	19997	9997BON007	40,486	40,000	Action
								Action
								Action
								Action
								Action
								Action
								Action
								Action
								Action
								Action

Total Nom Rec Vol 57,694

Total Nom Del Vol 57,000

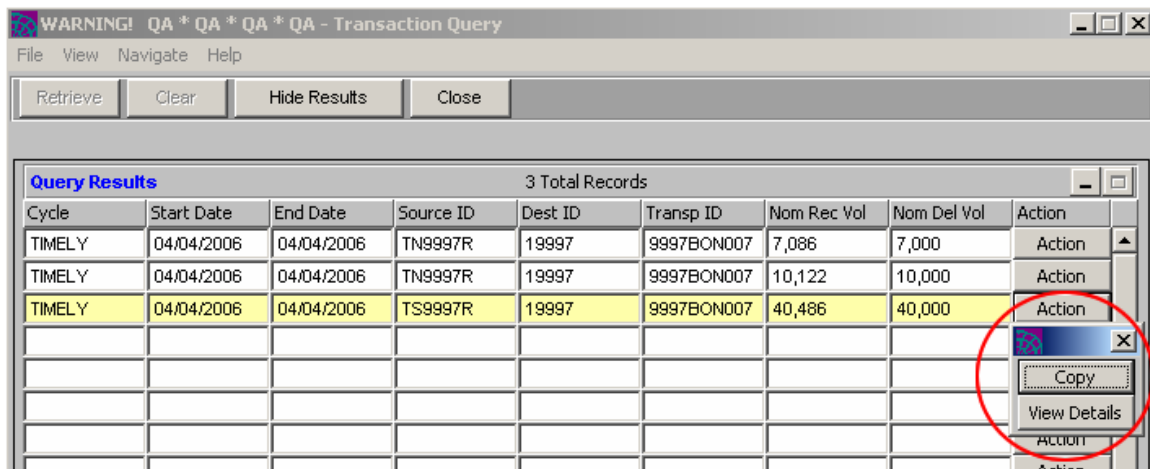
# INSIDE *tracc* Nomination Screens

Some new features include:

- Total records shown on top of matrix
- Total volumes shown on bottom of matrix
- Check totals by specific entity
- Copy a nom to a single future date or for multiple days  
(must be done prior to Timely cycle processing for the start date)

General Information:

- File, Copy to Clipboard selection will copy queried noms to the clipboard to paste back into your spreadsheet
- Hide Results / Show Results button toggles between query field entry and previously queried results screens
- Action button displays two options (Copy & View Details)



WARNING! QA \* QA \* QA \* QA - Transaction Query

File View Navigate Help

Retrieve Clear Hide Results Close

Query Results 3 Total Records

Cycle	Start Date	End Date	Source ID	Dest ID	Transp ID	Nom Rec Vol	Nom Del Vol	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	7,086	7,000	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	10,122	10,000	Action
TIMELY	04/04/2006	04/04/2006	TS9997R	19997	9997BON007	40,486	40,000	Action

Copy View Details

- Double click a nomination or select a nomination and choose Action, View Details to view details of the nomination

# INSIDE *tracc* Nomination Screens

The screenshot shows a software window titled "WARNING! QA \* QA \* QA \* QA - View Nomination Only". The window contains a "Close" button and a "File Help" menu. Below the menu is a form with various nomination details:

Customer	9997	Customer A Demo	Start Date	04/04/2006	End Date	04/04/2006
Source ID	TS9997R	Customer TKS R Pool	Dest ID	19997	Customer A Demo CTA	
Rcpt Pt	TKS	Topock So. Intercon - EPNG Co	Delv Pt	CTYG	PG&E Ctygte Distrib Intercon	
Package	BL		Dwn Ct	N/A		
Srcr Rank	1		Dest Rank	1		
Cycle	TIMELY		Transp ID	9997BON007	Customer A	
Role	BOTH		Nom Rec Vol	40,486		
			Nom Del Vol	40,000		

Below the form is a tabbed interface with three tabs: "Messages", "History", and "Audit". The "Messages" tab is selected and circled in red. It contains a table with the following columns: Code, Description, Create Date-Time, Cut Cycle, and Process.

Code	Description	Create Date-Time	Cut Cycle	Process

- Tabs will list additional information about the nomination

# INSIDE *tracc* Nomination Screens

- From the results screen, highlight a nom and select Action, Copy to copy the nomination data to a future date or date range

WARNING! QA \* QA \* QA \* QA - Transaction Query

File View Navigate Help

Retrieve Clear Hide Results Close

**Query Results** 3 Total Records

Cycle	Start Date	End Date	Source ID	Dest ID	Transp ID	Nom Rec Vol	Nom Del Vol	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	7,086	7,000	Action
TIMELY	04/04/2006	04/04/2006	TN9997R	19997	9997BON007	10,122	10,000	Action
TIMELY	04/04/2006	04/04/2006	TS9997R	19997	9997BON007	40,486	40,000	Action

Copy View Details

WARNING! QA \* QA \* QA \* QA - Copy Nomination

File Edit Navigate Help

Submit Undo Close

Customer 9997	Customer A Demo	Start Date 04/04/2006	End Date 04/04/2006
Source ID TS9997R	Customer TKS R Pool	Dest ID 19997	Customer A Demo CTA
Rcpt Pt TKS	Topock So. Intercon - EPNG Co	Delv Pt CTYG	PG&E Ctygte Distrib Intercon
Package BL		Dwn Ct N/A	
Srcce Rank 1		Dest Rank 1	
		Transp ID 9997BON007	Customer A
		Nom Rec Vol N/A	
		Nom Del Vol N/A	

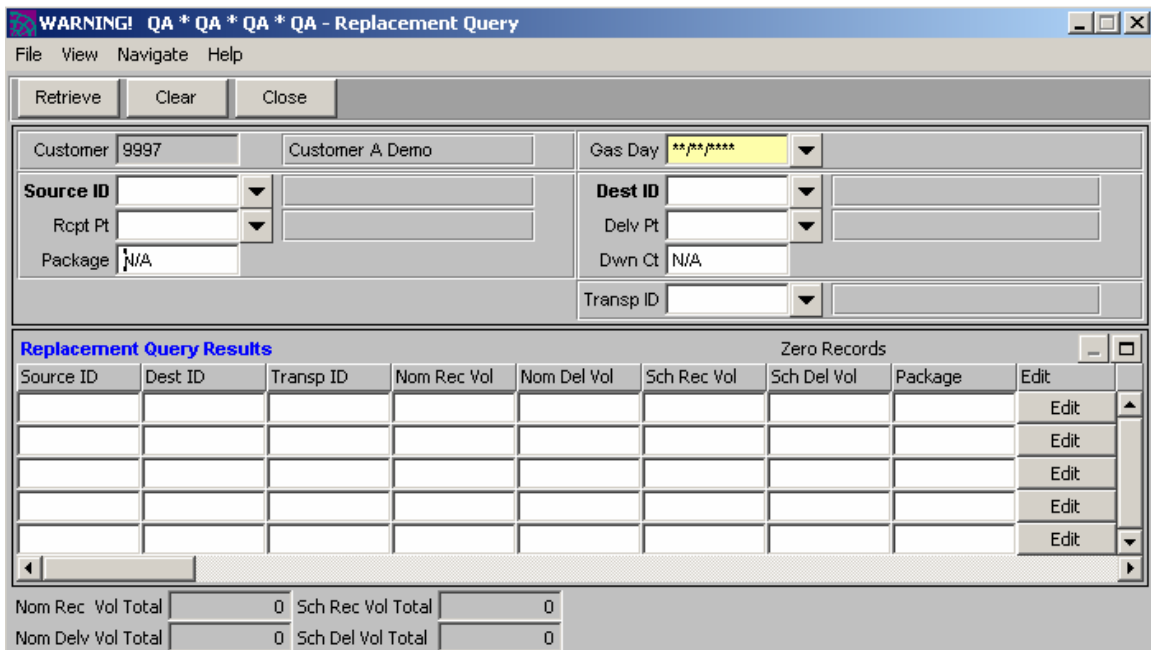
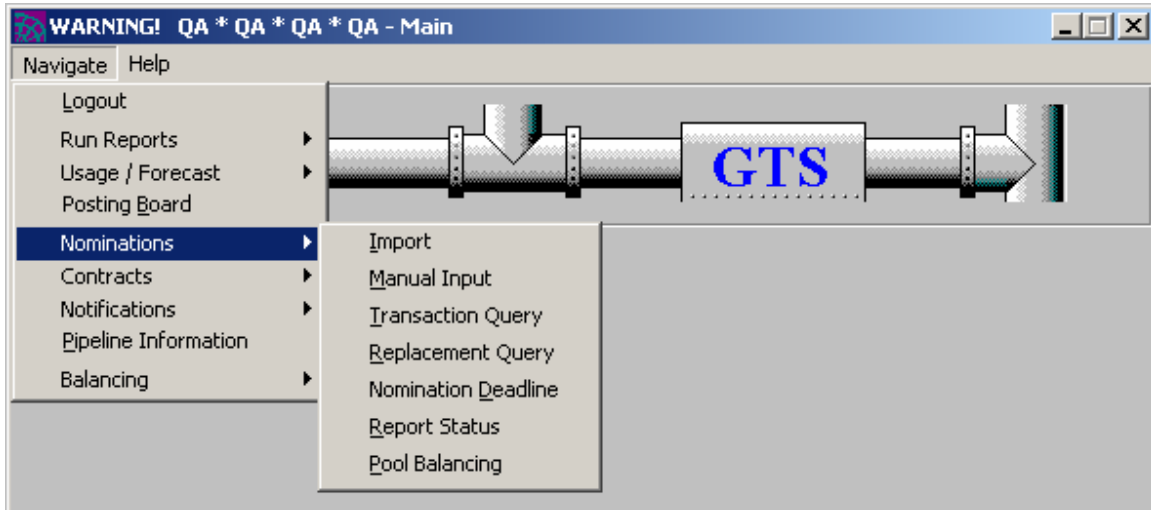
Messages

Code	Description	Create Date-Time	Cut Cycle	Process

# INSIDE *tracc* Nomination Screens

**Replacement Query screen:** Use to modify a single, daily nomination transaction (replaces the **Nominations, Flow Date Status** screen)

This stand-alone screen is found from the menu selection:  
 Navigate, Nominations, Replacement Query



# INSIDE *tracc* Nomination Screens

## Replacing Transactions

- Navigate, Nominations, Replacement Query
  - Enter Start Date
    - Enter additional information to narrow search, if desired
  - Click Retrieve button
- Can only make changes after the Timely cycle has been processed for the gas day
  - Click Edit button or double click on a nomination to make changes
    - Enter new replacement volume for nomination
    - Enter new replacement ranking for nomination
  - Click Submit button

**Replacement Query Results** 3 of 3

Source ID	Dest ID	Transp ID	Nom Rec Vol	Nom Del Vol	Sch Rec Vol	Sch Del Vol	Package	Edit
TN9997R	19997	9997BON007	7,086	7,000	0	0	BL	Edit
TN9997R	19997	9997BON007	10,122	10,000	0	0		Edit
TS9997R	19997	9997BON007	40,486	40,000	0	0	BL	Edit
								Edit
								Edit

Nom Rec Vol Total	57,694	Sch Rec Vol Total	0
Nom Delv Vol Total	57,000	Sch Del Vol Total	0

Some new features include:

- Replace volume (increase or decrease) for a single day (only if Timely cycle has been processed)
- Replace rank (increase or decrease) for a single day (only if Timely cycle has been processed)

*Note: A replacement volume or ranking will become effective in the next cycle to be processed*

# INSIDEtracc Nomination Screens

## General Information:

- Total Records displayed on top of matrix
- Total Nominated and Scheduled Volumes are displayed on bottom of matrix
- Edit button opens the Replace Volume Or Rank screen

**WARNING! QA \* QA \* QA \* QA - Replace Volume Or Rank**

File Help

Submit Close

Seller: 9997	Customer: A Demo	Gas Day: 04/04/2006
Buyer: 9997	Customer: A Demo	
Source ID: TS9997R	Customer: TKS R Pool	Dest ID: 19997
Receipt Pt: TKS	Topock So. Intercn - EPNG Co	Customer: A Demo CTA
Package: BL		Delv Pt: CTYG
		PG&E Ctygte Distrib Intercon
Role: BOTH		Dwn Ct: N/A
		Transp ID: 9997BON007
		Customer: A

	Nominated	Confirmed	Scheduled	EPSQ	Replacement Vol
Receipt (Dth)	40,486	0	0	0	N/A
Delivery (Dth)	40,000	0	0	0	N/A

Cycle History Message

**Cycle** 3 Total Records

Cycle	Status	Srcce Rank	Dest Rank	Nom Rec Vol	Nom Del Vol	Conf Rec Vol	Conf Del Vol	Repl Rank
TIMELY	SCHEDULED	1	1	40,486	40,000	0	0	Repl Rank
EVENING	SCHEDULED	1	1	40,486	40,000	0	0	Repl Rank
EVENING	VALID	1	1	40,486	40,000	N/A	N/A	Repl Rank

**Replace Rank**

Enter Cancel

Rank	Current	New
Source	4	0
Dest	4	0

- Cycle tab will list all transactions by each cycle and the current status
- New Elapsed Pro rata Scheduled Quantity (EPSQ) field shows minimum volume allowed on nomination
- Replacement Vol can be higher (or lower based on EPSQ), and can only be changed after the Timely cycle process has been run
- Repl Rank must be between 1 and 99, and can only be changed after the Timely cycle process has been run
- Any replaced volume or rank will be effective in the next cycle
- Nominated Receipt & Delivery volumes are changed to the Replacement Vol
- Repl Rank button is grayed out on prior cycle nominations

*Note: Changes to volume or rank should only happen after the Schedule process has been run*

# INSIDEtracc Nomination Screens

- History tab from the Replace Volume or Rank screen works the same as today but now includes a new field, Record Source

**WARNING! QA \* QA \* QA \* QA - Replace Volume Or Rank**

File Help

Submit Close

Seller	9997	Customer A Demo	Gas Day	04/04/2006
Buyer	9997	Customer A Demo		
Source ID	TN9997R	Customer TKN R Pool	Dest ID	19997
Rcpt Pt	TKN	Topock No. Intercon - TWV PL Cc	Delv Pt	CTYG
Package	BL		Dwn Ct	N/A
Role	BOTH		Transp ID	9997BON007
				Customer A
	Nominated	Confirmed	Scheduled	EPSQ
Receipt (Dth)	7,086	0	0	0
Delivery (Dth)	7,000	0	0	0
			Replacement Vol	
			Receipt (Dth)	N/A
			Delivery (Dth)	N/A

Cycle History Message

**History** 4 Total Records

Start Date	End Date	Cycle	Record Source	Nom Rec Vol	Nom Del Vol	Src Rank	Dest Rank	Role
04/04/2006	04/04/2006	EVENING	System Renor	7,086	7,000	4	4	BOTH
04/04/2006	04/04/2006	TIMELY	Import	1,013	1,000	99	99	BOTH
04/04/2006	04/04/2006	TIMELY	Import	7,086	7,000	4	4	BOTH
04/04/2006	04/04/2006	TIMELY	Import	10,122	10,000	1	1	BOTH

# INSIDEtracc Nomination Screens

- Message tab shows all confirm and schedule messages with a date and time stamp

**WARNING! QA \* QA \* QA \* QA - Replace Volume Or Rank**

File Help

Submit Close

Seller	9997	Customer A Demo	Gas Day	04/04/2006
Buyer	9997	Customer A Demo		
<b>Source ID</b>	TN9997R	Customer TKN R Pool	<b>Dest ID</b>	19997
Rcpt Pt	TKN	Topock No. Intercon - TWPL Cc	Delv Pt	CTYG
Package	BL		Dwn Ct	N/A
Role	BOTH		Transp ID	9997BON007
			Customer A	
	Nominated	Confirmed	Scheduled	EPSQ
Receipt (Dth)	7,086	0	0	0
Delivery (Dth)	7,000	0	0	0
			Replacement Vol	
			Receipt (Dth)	N/A
			Delivery (Dth)	N/A

Cycle History **Message**

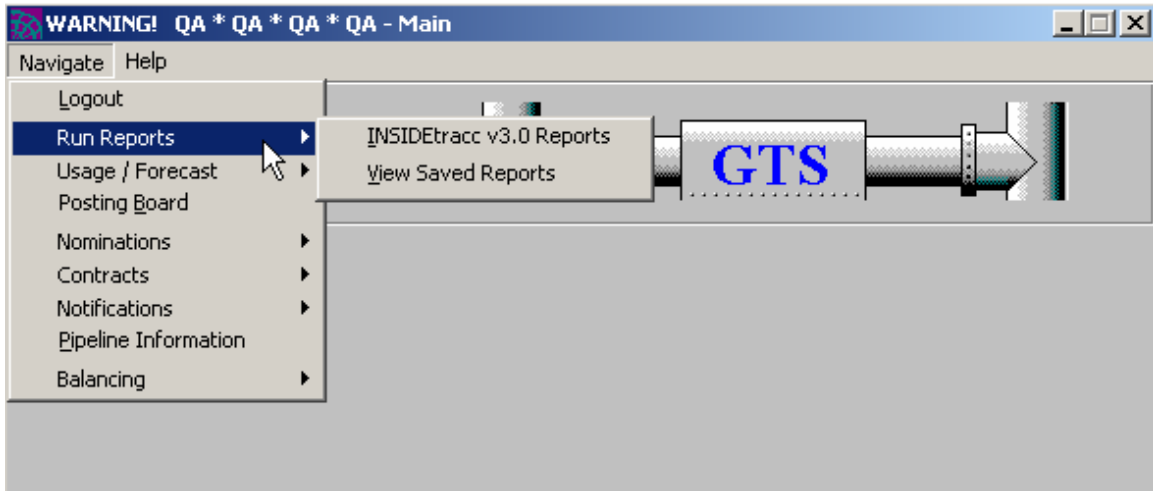
Code	Description	Create Date-Time	Cut Cycle	Process
ImbPool-01	Nomination reduced by 7086 Dth due to upstream supply cuts to source pool TN9997R.	29-Jul-2005 09:57:00	TIMELY	CONFIRM
SysGenNom-01	INSIDEtracc generated a nomination for this transaction.	29-Jul-2005 10:22:47	TIMELY	SCHEDULE

# INSIDEtracc Nomination Screens

**Report Changes:** New 110 Report and modified 100 Report

Reports are found from the menu selection:

Navigate, Run Reports, INSIDEtracc v.3.0 Reports



# INSIDEtracc Nomination Screens

**110 Report (New – “Daily Nomination Summary”):** Summary of noms at the time the report is run

Pacific Gas and Electric Company Daily Nomination(s) Summary 110 Report (Volumes in Decathems) MM-DD-YYYY										
Customer Code: 9997 Customer Name: Customer A DUNS Number: 99-777-9977										
<b>INTRADAY 1 CONFIRM</b>										
Rcpt. Pt.: TransCanada GTN Source ID: 77999 Source Name: MAL Pool										
Pkg	Src Rank	Dest ID	Dest. Name	Delv. Pt.	Dwn Ct	Dest Rank	Transp. ID	Delivered Nominated	Delivered Confirmed	Delivered Scheduled
BL	99	PN9997R	Customer A	PGN Pipe		99	<b>TOTALS</b>	75,000	70,000	65,000
								<u>75,000</u>	<u>70,000</u>	<u>65,000</u>
Source ID: PN9997R Source Name: Customer A MAL R Pool										
Pkg	Src Rank	Dest ID	Dest. Name	Delv. Pt.	Dwn Ct	Dest Rank	Transp. ID	Delivered Nominated	Delivered Confirmed	Delivered Scheduled
BL	1	CG9997N	Customer A	Citygate		1	9997RON001	50,000	50,000	50,000
BL	2	PN9999R	Customer B	PGN Pipe		2	<b>TOTALS</b>	25,000	20,000	15,000
								<u>75,000</u>	<u>70,000</u>	<u>65,000</u>
Rcpt. Pt.: El Paso Pipeline Source ID: 7777 Source Name: MAL Pool										
Pkg	Src Rank	Dest ID	Dest. Name	Delv. Pt.	Dwn Ct	Dest Rank	Transp. ID	Delivered Nominated	Delivered Confirmed	Delivered Scheduled

Some new features include:

- No cut codes
- Totals by entity
- Delivered volumes only show on report

# INSIDEtracc Nomination Screens

## 100 Report (Daily Nomination Details) - Modified

*Pacific Gas & Electric Company*  
 DAILY NOMINATION(S) DETAILS (100 Report)  
 (Volumes in Decatherms)  
 Gas Day: 12-01-2005

[Click here to Export to Excel](#)

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Pipeline Schedules Received and Processed By PG&E

	Timely	Evening	Intraday 1	Intraday 2
TransCanada GTN System	X			
El Paso Natural Gas Company	X			
KRG T High Dewert Lateral				
Kern River Gas Transmission Company	X			
Quincy Southern Trail Pipeline				
Southern California Gas Company	X			
Transwestern Pipeline Company	X			

Customer Code: 9397  
 Customer Name: Customer A Demo  
 DUNS Number: 11-111-1112

Rept. Pt.: Malin Intercon - TC GTN SYS  
 Source ID: 00777 Source Name: Customer A Demo GTN TSA

Plg	Base Rank	De ct ID	De ct Name	De lv. Point	D:n Ct	De ct Rank	Tran sp. ID	Cycle	Receipt Nominated	Delivery Nominated	Receipt Confirmed	Delivery Confirmed	Cut Volume Code	Receipt Scheduled	Delivery Scheduled
PG17	7	ML997R	CUSTOMER MAL R POOL	Malin	25			TIMELY	32,000	32,000	32,000	32,000		32,000	32,000
PHG9	1	TN9990D	CUSTOMER TNX DD POOL	Topook North	12345	1	9997R0F00P	TIMELY	10,102	10,000	10,102	10,000		10,102	10,000
									<b>42,102</b>		<b>42,102</b>				
Source ID: ML997R Source Name: Customer MAL R Pool															
PG17	7	CG997N	CUSTOMER CTYGN POOL	Chigate		30	9997R0N00P	TIMELY	32,389	32,000	32,000	31,616	389 mbPool-01	32,000	31,616
														<b>32,000</b>	<b>31,616</b>
Rept. Pt.: Topook So. Intercon - EPNG Co Source ID: 722X Source Name: Customer A Demo EP TSA															
PHG3	1	TS997R	CUSTOMER TKS R POOL	Topook South		1		TIMELY	20,000	20,000	10,122	10,122	9,878 mbPool-02	10,122	10,122
														<b>10,122</b>	<b>10,122</b>
Source ID: TS997R Source Name: Customer TKS R Pool															

Some new features include:

- Report can be exported to an Excel spreadsheet
- Customer Code, Name and DUNS Number are left justified
- Black divider lines have been changed to gray
- Totals have been removed from Nominated/Confirmed columns