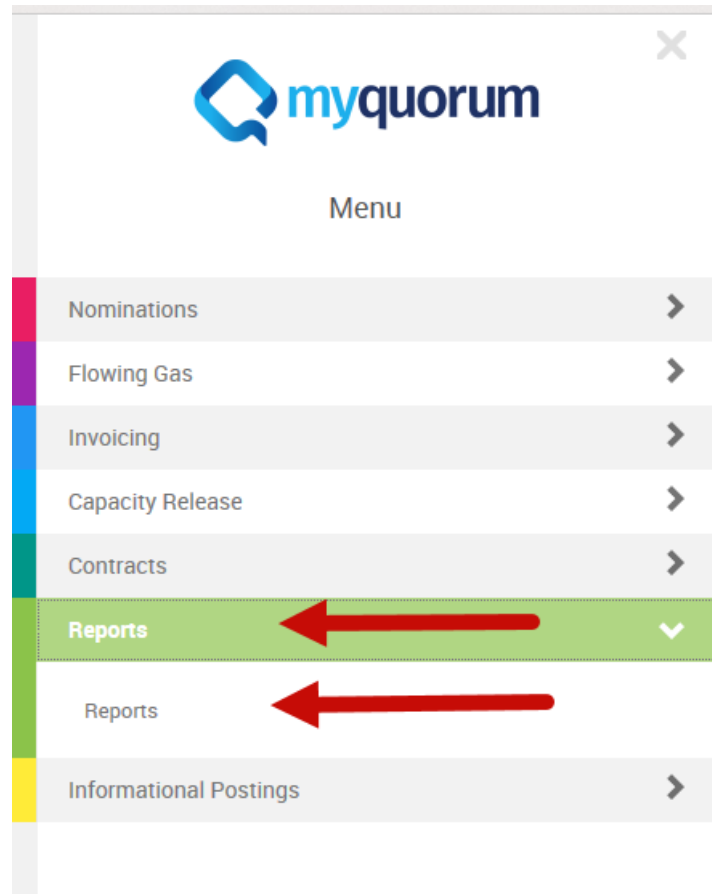




Reports

Reports

- There are a variety of reports available for customers to run



In the Reports section,
choose Reports.

Reports Main Screen

The screenshot shows the Reports Main Screen with several callouts:

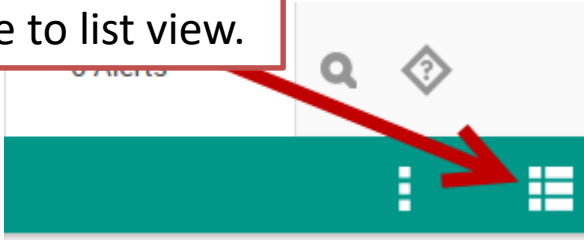
- Change to list view.**: Points to the list view icon in the top right corner.
- Search for specific reports**: Points to the search bar in the right sidebar.
- Report Categories**: Points to the 'Categories' section in the right sidebar.
- Reports you've saved as favourites**: Points to the 'Favorites' section in the right sidebar.
- Reports you've run recently**: Points to the 'Recents' section in the right sidebar.











The main content area displays a grid of report cards, each with a title, description, and icons for email and favorite. The right sidebar contains a search bar, a 'Categories' list, 'Favorites', and 'Recents' sections.

Categories	Count
CAW ALLOCATIONS	25
CAW BILLING	2
CAW CAPACITY ALLOCATION SCHEDULING	3
CAW CAPACITY RELEASE	3
CAW CONTRACTS	2
CAW INVENTORY	13
CAW NAESB DOWNLOADS	3
CAW NOMINATIONS	15
NOMINATIONS	0
MEASUREMENT INFORMATION (EXTERNAL)	18


Change to List View

Click here to
change to list view.



Reports		Darcy McFarlen	Scheduler
AGGREGATE LOCATION DAILY (EXTERNAL) (RPT_ALRX08)	 		
AGGREGATE LOCATION DAILY (EXTERNAL - EXPORT) (RALRX08_EX)	 		
AGGREGATE LOCATION MONTHLY (EXTERNAL - EXPORT) (RALRX07_EX)	 		
AGGREGATE LOCATION MONTHLY (EXTERNAL) (RPT_ALRX07)	 		
ALLOCATED-TO-SCHEDULED COMPARISON (CONTRACT SUMMARY) (EXTERNAL) (RPT_ALRX51)	 		

Search for a Report

Search	
<input type="text" value="Search"/>	
Categories 	
CAW ALLOCATIONS	25
CAW BILLING	2
CAW CAPACITY ALLOCATION SCHEDULING	3
CAW CAPACITY RELEASE	3
CAW CONTRACTS	2
CAW INVENTORY	13
CAW NAESB DOWNLOADS	3
CAW NOMINATIONS	15
NOMINATIONS	0

Search	
<input type="text" value="invoice"/>	
BILLING - INVOICE DOCUMENTS - (EXTERNAL - EXPORT)	
BILLING - INVOICE DOCUMENTS - EXTERNAL	

In the search box, type in a word in the report. This will populate report options for you to choose from. Click on the report you want to run.

Report Categories

Categories	▲
CAW ALLOCATIONS	25
CAW BILLING	2
CAW CAPACITY ALLOCATION SCHEDULING	3
CAW CAPACITY RELEASE	3
CAW CONTRACTS	2
CAW INVENTORY	13
CAW NAESB DOWNLOADS	3
CAW NOMINATIONS	15
NOMINATIONS	0

This displays all of the report categories as well as the number you have access to in each category.

Launch a Report

Reports
qptm dash > reports

Darcy McFarlen Scheduler

- AGGREGATE LOCATION DAILY (EXTERNAL) (RPT_ALRX08) [dropdown] [heart]
- AGGREGATE LOCATION DAILY (EXTERNAL - EXPORT) (RALRX08_EX) [dropdown] [heart]
- AGGREGATE LOCATION MONTHLY (EXTERNAL - EXPORT) (RALRX08) [dropdown] [heart]
- AGGREGATE LOCATION MONTHLY (EXTERNAL) (RPT_ALRX07) [dropdown] [heart]
- ALLOCATED-TO-SCHEDULED COMPARISON (CONTRACT SUMMARY) (EXTERNAL) (RPT_ALRX51) [dropdown] [heart]











Click on [dropdown] to launch the report parameters.


Add to your Favourites


Reports
qptm dash » reports

Darcy McFarlen

Scheduler

AGGREGATE LOCATION DAILY (EXTERNAL) (RPT_ALRX08)	 
AGGREGATE LOCATION DAILY (EXTERNAL - EXPORT) (RALRX08_EX)	 
AGGREGATE LOCATION MONTHLY (EXTERNAL - EXPORT) (RPT_ALRX09)	 
AGGREGATE LOCATION MONTHLY (EXTERNAL) (RPT_ALRX10)	 
ALLOCATED-TO-SCHEDULED COMPARISON (CONTRACT SUMMARY) (EXTERNAL) (RPT_ALRX51)	 

STEP 1
Click on  to add a report to your favourites.



Add to your Favourites

Add Favorite Process



Favorite Name

ACCOUNTING MONTH

OPERATOR

REPORT EXPORT MODE PARAM
VIEW / FILE

ADDITIONAL EMAILS or FAX PARAM (M)

Report Email Body

(M) - Multiple value input. Use ';' to separate values.

PRODUCTION MONTH

AGGREGATE LOCATION

REPORT EXPORT FILE TYPE
Adobe Acrobat

RPT_PRINTER_CODE

Report Email Subject

Favorites

LOCATION SUMMARY

PREVIOUS RUN PARAMETERS DEFAULTS CANCEL **ADD**

STEP 2

Give this report a name (Eg/Location Summary). You can also fill in any other common parameters that you will always use to run this report. Once all parameters are in, click **ADD**.

Executing a Report

Execute SHIPPER ACCOUNT BALANCE (EXTERNAL) (RPT_INX63) + ×

CUSTOMER BP NUMBER 35 🔍	ACCOUNTING MONTH 3/1/2016 📅
MIN DAYS EXCEEDING	PRODUCTION MONTH 📅
ACCOUNT TYPE ▼	ACTIVITY DATE 📅
REPORT EXPORT FILE TYPE Adobe Acrobat ▼	REPORT EXPORT MODE PARAM VIEW / FILE ▼
RPT_PRINTER_CODE ▼	ADDI
Report Email Subject	Repo

(M) - Multiple value input. Use ',' to separate values.

For all reports you must enter specific parameters. After all parameters are entered, click **EXECUTE**.

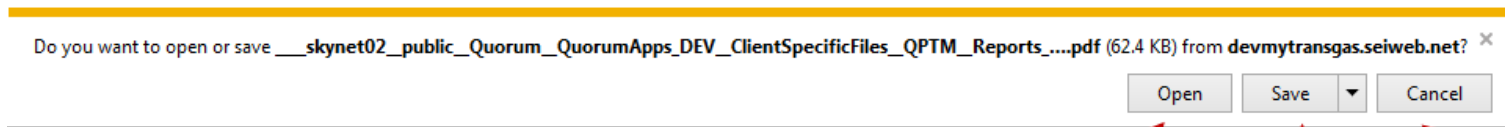
[PREVIOUS RUN PARAMETERS](#) [DEFAULTS](#) [CANCEL](#) [EXECUTE](#)

Loading a Report



You will see progress as the report is loading.

Once the report parameters are loaded, it will show all steps complete. You must close this box to make it disappear.



You can then either Open, Save or Cancel the report.

Recently Run Reports

Recents	▲
MEASUREMENT INFORMATION (EXTERNAL)	18
SHIPPER ACCOUNT BALANCE (EXTERNAL)	1
CONTRACT LOCATION SUMMARY BY METER (EXTERNAL)	4
SERVICE REQUESTER STATEMENT OF GAS ALLOCATION BY SERVICE REQUESTER	4
SERVICE REQUESTER STATEMENT OF GAS ALLOCATION BY CONTRACT	3
BILLING - INVOICE DOCUMENTS - EXTERNAL	5
CONTRACT BRIEF (EXTERNAL)	1
AWARD DOWNLOAD (EXTERNAL)	1
See all Recents (30 Days)	

In your Recents list, it will display all of the reports you have recently run.

Support

- Customer Service Administrators
 - Email: Transport@transgas.com (nominations , invoices, allocations)
 - Email: Custserv@transgas.com (contracts)
 - Phone: 306-777-9900
- Manager, Customer Services - Sharla
 - Email: ssparvier@transgas.com
 - Phone: 306-777-9805
- Manager, Ebusiness - Shelley
 - Email: ebusiness@transgas.com
 - Phone: 306-777-9579
- Key Account Managers - Alyssa and Wendy
 - Email: astoeck@transgas.com or wuytterhagen@transgas.com
 - Phone: 306-777-9501 or 306-777-9687
- Online Help documents