

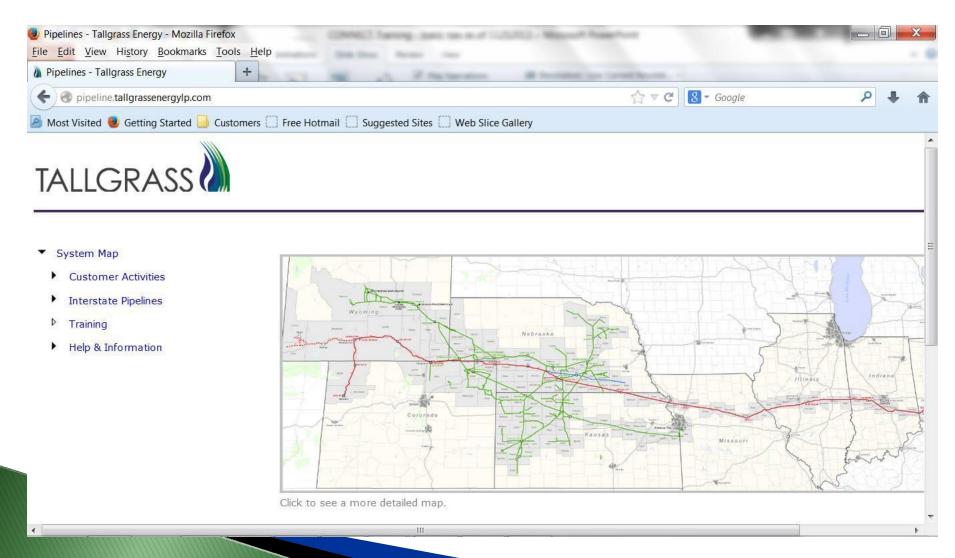


EBB Navigation

EBB - Main

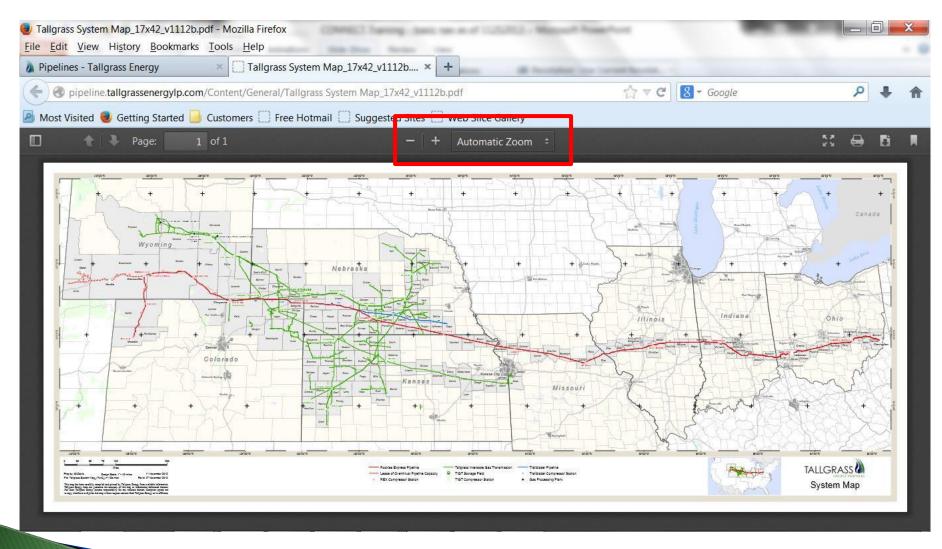


http://pipeline.tallgrassenergylp.com



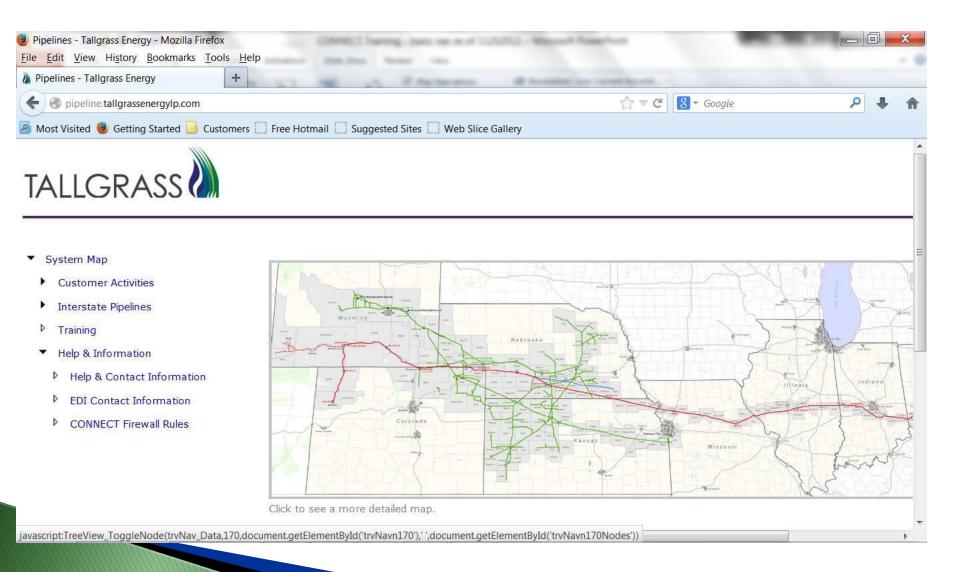
EBB – System Map





EBB – Help & Information





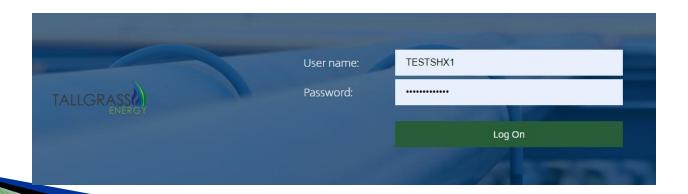




Tallgrass CONNECT Application Basics

Logging into Citrix

- In order to make our Citrix portal more user friendly, Tallgrass is updating its Citrix user interface (UI). You can access the new UI now by entering the below URL into your preferred web browser (Firefox, Chrome and Edge are supported while Internet Explorer is not): https://apps.tallgrassenergylp.com
- Starting in early October, the CONNECT link on our EBB (http://pipeline.tallgrassenergylp.com/) will also be changed to direct you to this new UI.
- Once your login page loads, you will enter the same credentials you used with the previous Citrix portal:



Launching Tallgrass CONNECT



> When you first log on, you should see a large tile called Connect

Welcome Shipper, Test!



Launching Tallgrass CONNECT

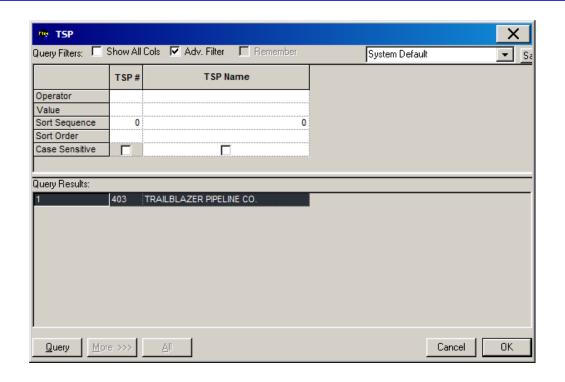


➤ Click the Tallgrass Connect tile and your web browser should begin launching the application.



Opening a TSP





After logging in, the *Open TSP* screen will appear.

- 1. TSP Pick List Select the TSP to open.
- 2. OK Button Click the OK Button to open the TSP and its Tree View. (Double-clicking the TSP from the Pick List will also open the TSP.)

Topics

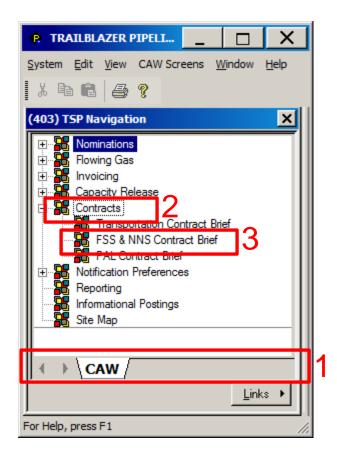


> Functional Topics

- ❖ Logging into Tallgrass CONNECT
- Tree View Navigation
- Field Colors
- ❖ Standard Buttons
- ❖ Pick Lists
- Online Help and User Guide
- ❖ Report Execution

Tree View Navigation



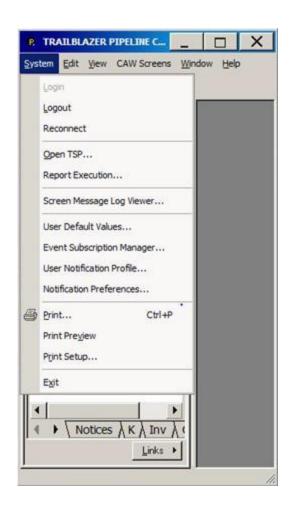


The Tree View is a configurable application navigation tool that allows users to launch screens, open hyperlinks and retrieve data.

- Tree View Tabs Provides a quick link to certain screens and their data
- Nodes A node for each various areas of CONNECT can be expanded and will contain links to the screens in each area
- Screens Double clicking the links will open the screen

Standard Menu Navigation





Standard Menu Navigation

- Provides access to additional "administrative" functionality, such as Notification Preferences, Logout command and online help.
- can be used to launch all CONNECT screens

Standard Menu Navigation





Standard Menu Navigation

 The CAW Screens may also be accessed from the drop down menu.

CONNECT Field Colors



TALLGRASS CONNECT CAW - KONITRV1 [QPTM_QA.TEP_QA_QPTM410 WW Screens Window Help	0 - TEP] - [(403) Daily Allocated Quantity Maintenance]				_ <i>5</i> <i>5</i>
Allocation Links	<u>R</u> ei	trieve <u>U</u> pdate <u>H</u> elp <u>C</u> ancel			
Prep ID/Prep ID Prop:	403 Prep Name:		Contact Name:	Cont	act Phone:
Recipient/Recipient Prop: 105830681	403 Recipient Name:	TRAILBLAZER PIPELINE CO.	Stmt D/T:/		
Alloc TT:		Parent Alloc TT:		Billing Method:	POV:
Loc/Loc Prop:	Loc Name:			Loc Operator:	
Beg Date/Beg Time://::	▼ End Date/End Time:	_/_/ -			
Gas Day From://	▼ To _/_/_	V			
Svc Req/Svc Req Prop:				Svc Req K:	
Dn ID/Dn Prop:				Dn K:	
Meas Qty (Vol) Meas Qty		Alloc (Vol) Alloc (Vol)	Variance (Vol)	Prev Tier Alloc	Alloc Variance
Total: 0	O Total: O	0	0	Total: 0	0
Daily Summary Beg End Low Low Heart	Piesta Paulas Rec Loc Rec Loc		Sue Dear	Svc Req	oo Dalloo
Acct Per Date/Beg Date/End Loc Loc Nai	me Dir Flo Rec Loc Prop Name	Up ID Up ID Prop Up Name Up K	Up Pkg ID Svc Req Prop	Svc Req K Del Loc Del Loc Pro	
Total					<u> </u>

CONNECT Field Colors



- 1. Blue key field that is required. It defines the set of data to be viewed on the screen. When the blue field is an ID like Contract # or Location ID, you can type in the number and hit enter to retrieve.
- 2. Green description field that can be used to enter partial values. Enter the partial value and hit the Tab key to get a pick list that is limited to the values from the corresponding pick list.
- 3. Yellow required field
- 4. White optional field
- 5. Gray read-only field

CONNECT Standard Buttons



[]	"Scoped" pick buttons bring back results related to the current screen.
	"Un-scoped" pick buttons bring back all results related to the field, not just for the current screen.
N->	Assigns the next available ID. <new> will appear in the field when selected. Upon Add, an ID will be assigned.</new>
Open Ended	Signifies that a record is effective until the end of time, which in CONNECT is 12/31/9000.
То	Allows for the selection of an end date for a time period.
<u>R</u> etrieve	Returns records based on the input values that you enter into the required fields.

CONNECT Standard Buttons (continued)



<u>M</u> ore >>>	Shows additional records in a grid when more than 100 records exist.
All	Shows all records in a grid.
∆dd	Adds a new record to the system.
<u>U</u> pdate	Saves changes to the record on the screen.
<u>L</u> inks ▶	Provides a set of options available from the current screen.
<u>C</u> ancel	Closes the current screen.

Pick Lists



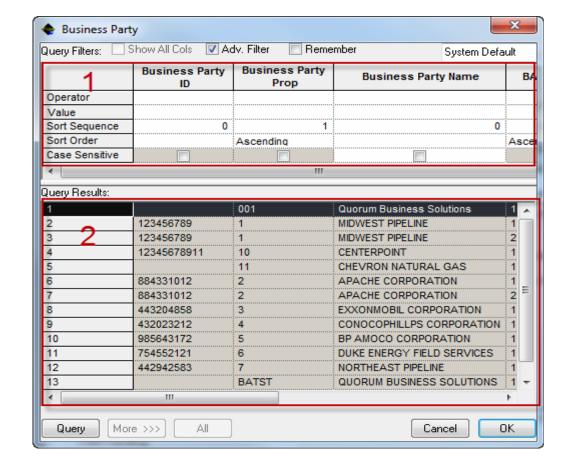
Pick lists are used throughout CONNECT to assist users with the selection of data. The query filters available on pick lists are also available on various CONNECT screens to allow filtering of data.

Pick lists have two sections:

- 1. The query filter section
- 2. The query results section

To filter and display the query results in a particular order, populate the query filters and

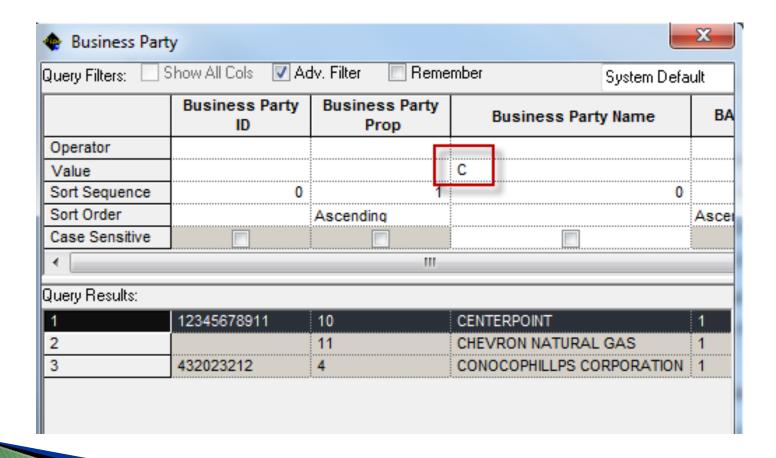




Pick Lists - Filter

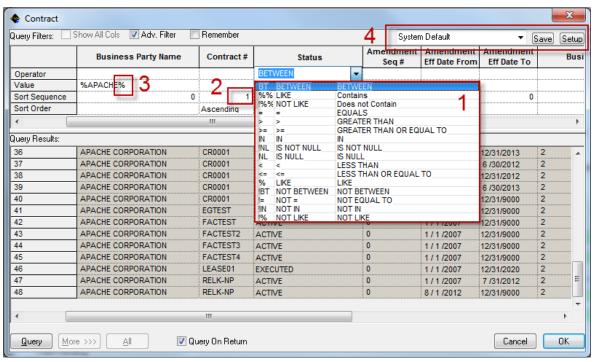


Query results can be filtered by typing a full or partial value in the Value field.
An "=" sign in the Operator field is not required.



Pick Lists - Other Query Options





- 1. A variety of Operator values are available for querying the pick list data.
- 2. Sort sequence can be specified for the pick list data.
- 3. The "%" sign can be used before and after a value to retrieve, as in the example above, all business parties that contain "APACHE" in their Business Party Name.
- 4. Popular queries can be saved for future use by typing in a query name and clicking Save after querying the data.

Row State Indicators for Grids



Grid-based screens have row state indicators in the far left column that specify the current state of each row.

	 Contact First Name	Contact Last Name	Type of Contact	BP Number	Business Party Name	(
1 D	 JOONS	FILL	CONFIRMING PARTY	1	MIDWEST PIPELINE	
2 M	 JOONS	FILL	MANAGEMENT	1	MIDWEST PIPELINE	
3 Q	 JOONS	FILL	OPERATOR	1	MIDWEST PIPELINE	
4 A	 SUSAN	SIMPSON	LOCATION ANALYST	1	MIDWEST PIPELINE	Ĭ

The following table describes the meaning of each row state indicator.

М	Some data in the corresponding record has been modified.
А	The corresponding record is newly added.
D	The corresponding record is flagged for deletion.

More / All Functionality for Grids



- > The number of records returned to the grids by default is 100
- ➤ If the specified filter criteria retrieves more than 100 rows,
 the More and All buttons are enabled, allowing
 either 100 more records or all of the records to be returned

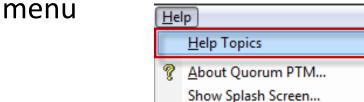
Online Help and User Guide



- > All Quorum application screens include Online Help
- Online Help describes overall functionality of screen and includes a description of each field on the screen



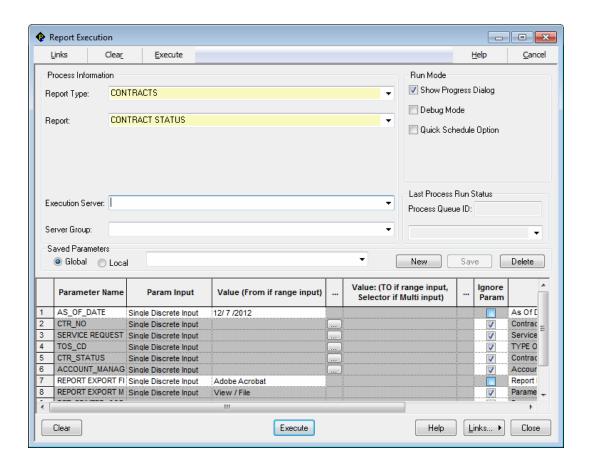
> Application User Guide can be accessed through the Help Topics



Report Execution



> Reports generated through the *Report Execution* screen

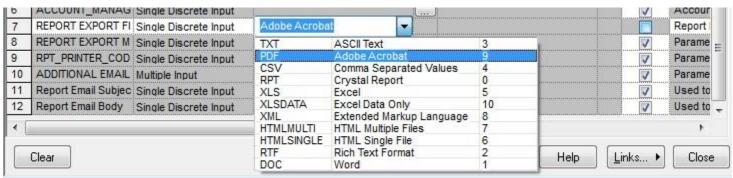


System → Report Execution

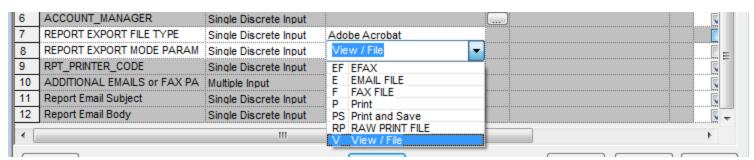
Report Execution (continued)



- To run a report in a different format, select the desired report format from the dropdown list in the Report Export File Type parameter
- Certain reports are formatted specifically for export to Excel



 To change the export method, select the desired export method from the dropdown list in the Report Export Method Type parameter



EDI Information



- Data Sets supported
 - Data sets will be posted on EBB
 - Please Contact: EDI.Support@tallgrassenergylp.com