WELCOME!

EBB - Main

> http://pipeline.tallgrassenergylp.com

EBB – System Map

EBB – Help & Information

EBB – Customer Activities

Tallgrass CONNECT
Application Basics

Logging into Citrix

➢ https://connect.tallgrassenergylp.com
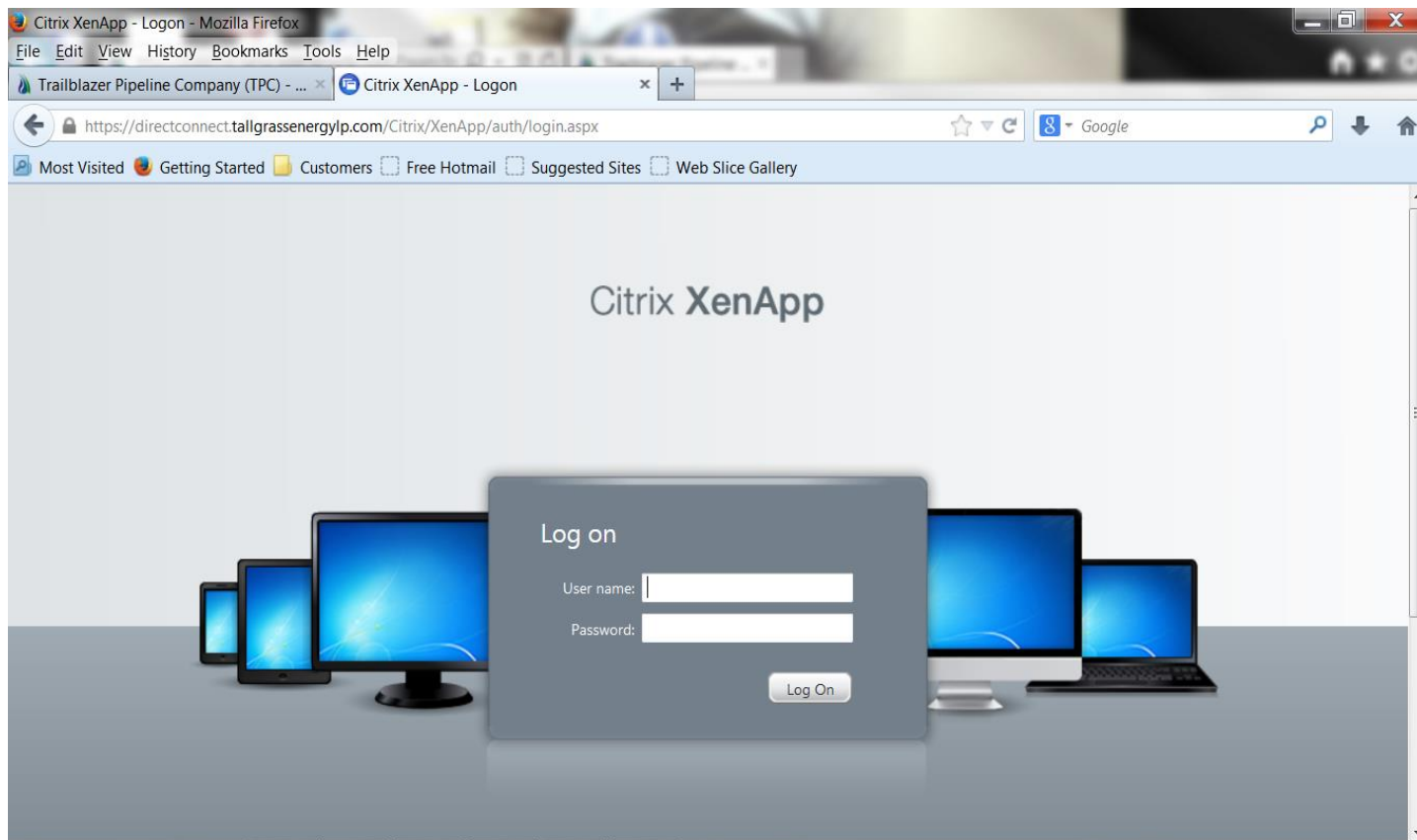
Launching Tallgrass CONNECT

➤ After entering your user ID and password and clicking "Log On", you will see the screen below (or similar). Click on the "CONNECT" folder.
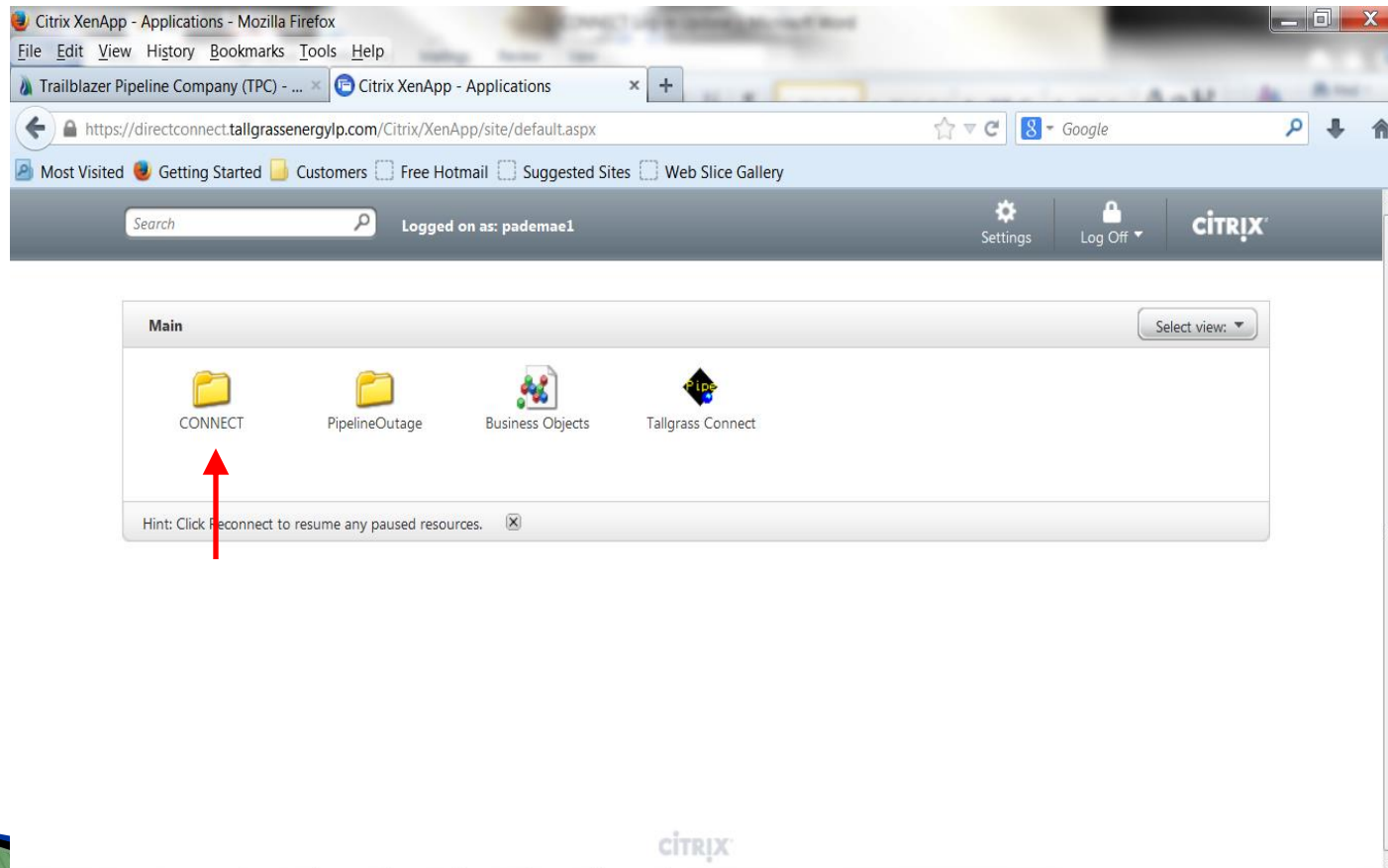
Launching Tallgrass CONNECT

➢ The screen below will appear. Click on the "PRD" (for Production) folder.
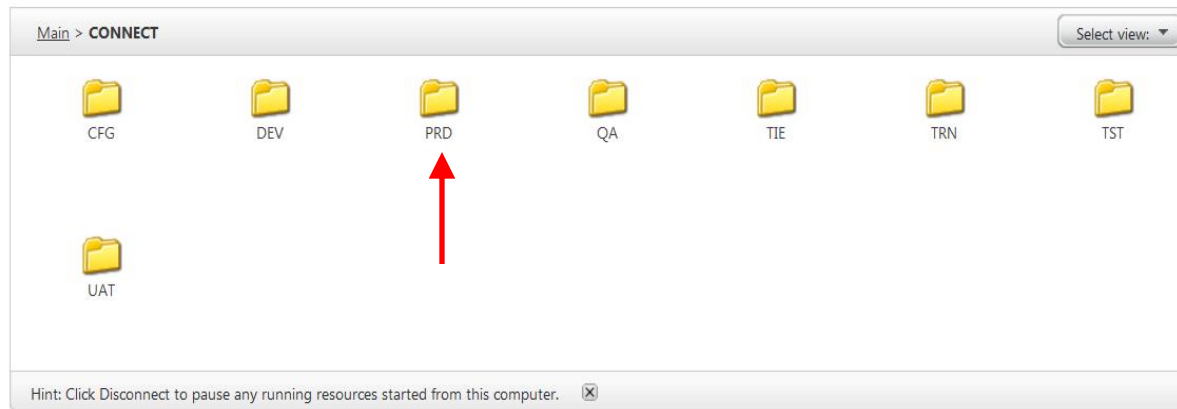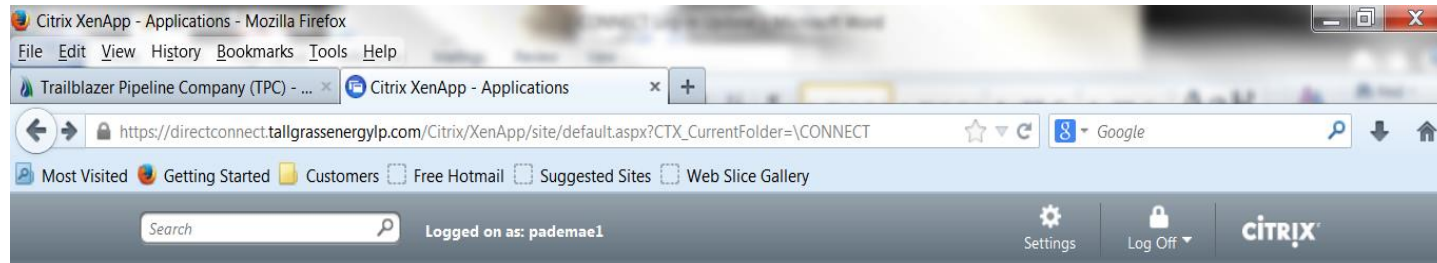
Launching Tallgrass CONNECT

➢ Double click on CONNECT_CAW_PRD. This will launch the application. It may take a minute or two for it to open.

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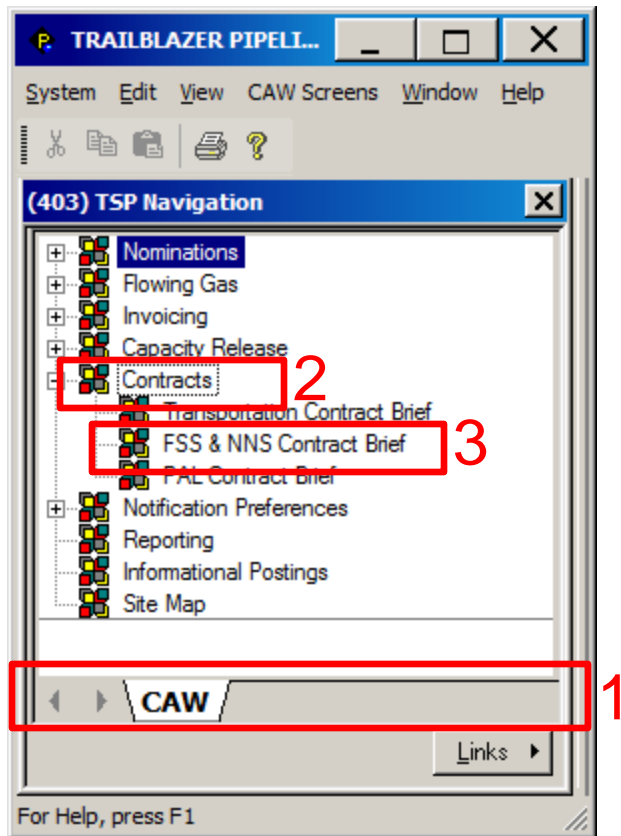
The Tree View is a configurable application navigation tool that allows users to launch screens, open hyperlinks and retrieve data.

1. Tree View Tabs – Provides a quick link to certain screens and their data

2. Nodes – A node for each various areas of CONNECT can be expanded and will contain links to the screens in each area

3. Screens – Double clicking the links will open the screen

Standard Menu Navigation
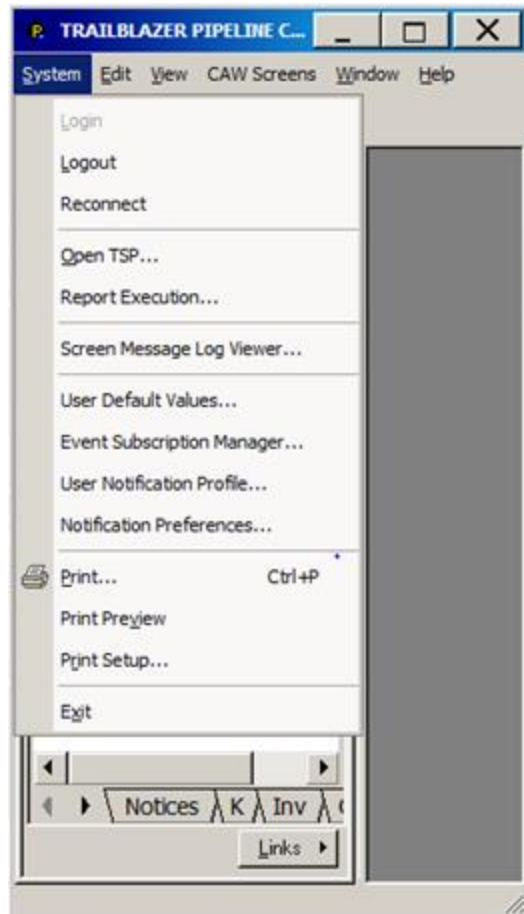
Standard Menu Navigation

1. Provides access to additional "administrative" functionality, such as Notification Preferences, Logout command and online help.

2. can be used to launch all CONNECT screens

Standard Menu Navigation

Standard Menu Navigation

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

Notification Preferences

1. The grid displays the contact's current notification settings and enables users to select each TSP that they have rights to log into.
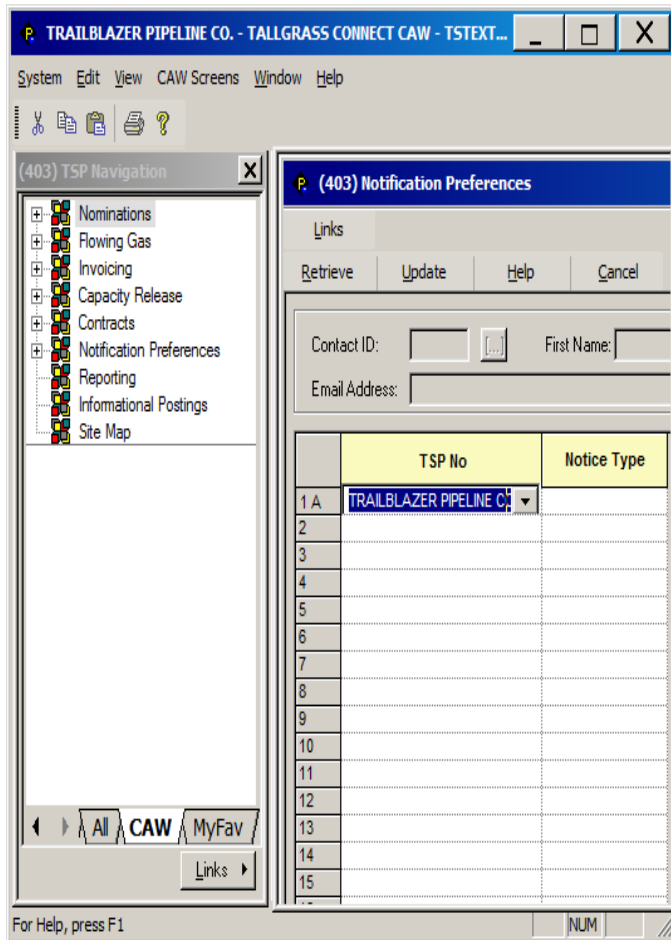
2. Can modify preferences by selecting a TSP and a Notice Type for which they would like to receive notices.

3. Can add multiple TSP's or select an additional Notice Type for the same TSP.

4. Notice types will dictate which notices the user will receive email notifications.

CONNECT Field Colors

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
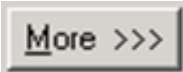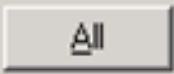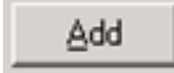
CONNECT Standard Buttons

[...]	"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.
Open Ended	Signifies that a record is effective until the end of time, which in CONNECT is 12/31/9000.
To	Allows for the selection of an end date for a time period.
Retrieve	Returns records based on the input values that you enter into the required fields.

CONNECT Standard Buttons (continued)

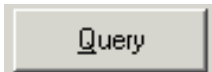|	
More >>>	Shows additional records in a grid when more than 100 records exist.
All	Shows all records in a grid.
Add	Adds a new record to the system.
Update	Saves changes to the record on the screen.
Links ▶	Provides a set of options available from the current screen.
Cancel	Closes the current screen.

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

hit [Query]

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.

CONFIDENTIAL: NOT FOR REPRODUCTION OR DISTRIBUTION

Row State Indicators for Grids

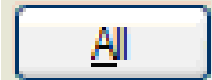Grid-based screens have row state indicators in the far left column that specify the current state of each row.

	...	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	

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

|	
M	Some data in the corresponding record has been modified.
A	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
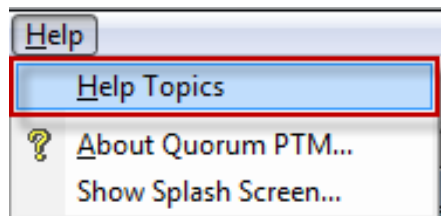
Online Help and User Guide

➢ All Quorum application screens include Online Help

➢ Online Help describes overall functionality of screen and includes a description of each field on the screen
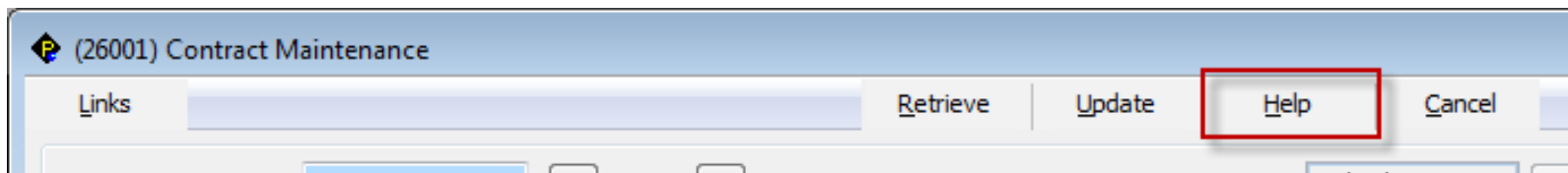
➢ Application User Guide can be accessed through the Help Topics menu

Report Execution

➢ Reports generated through the *Report Execution* screen
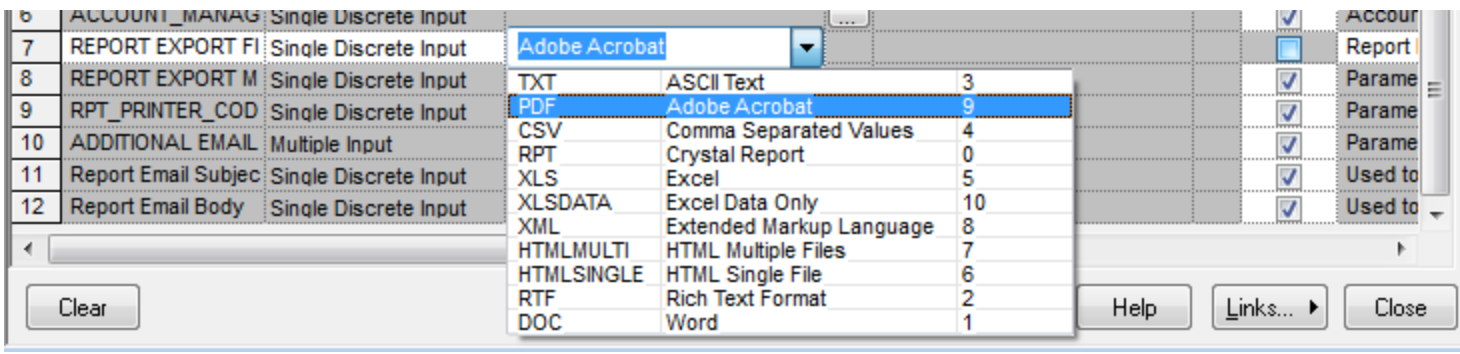


System→ Report Execution

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
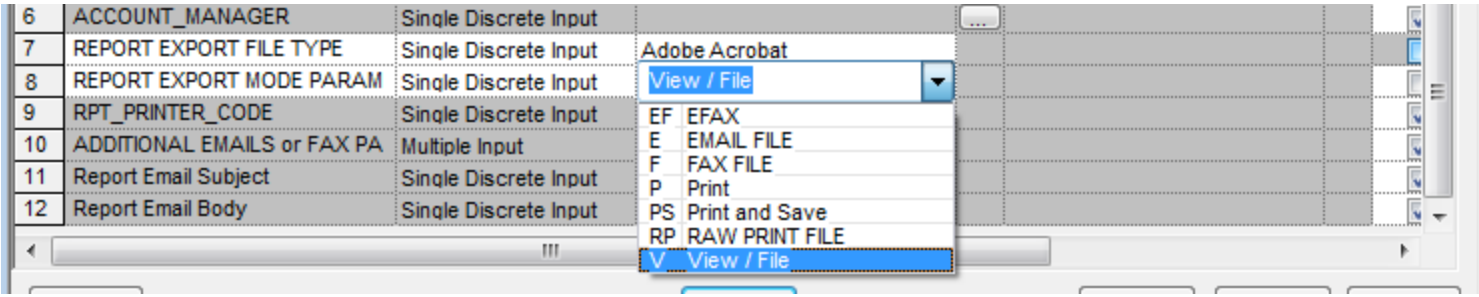
EDI Information

➢ Data Sets supported

   ❖ Data sets will be posted on EBB

   ❖ Please have your EDI analyst contact either
   - Josh Schwartz   Josh.Schwartz@tallgrassenergylp.com   (303) 763-3389
   - Eric Kasischke   Eric.Kasischke@tallgrassenergylp.com   (303) 763-3357
   - EDI.Support@tallgrassenergylp.com

QUESTIONS?

THANK YOU!