TALLGRASS

Capacity Release Reports

Once logged into Connect Navigate to the menu option in the upper left-hand corner

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Reports can also be found by clicking on the magnifying glass in the upper right-hand corner and typing in reports.

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eSuite: Reports Total 1 items found	



Click on Reports.







Click on CAW CAPACITY RELEASE (Pipeline)

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Three options will be presented under Capacity Release. Award | Bid | Offer Downloads.

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Click on Report Needed.

This will open up the 3rd column. Click on the query box highlighted in red.

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Select the Offer, Bid, or Award Number and then click on OK in the bottom right-hand corner.

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javascript:void(0)					Help (?)



A notification will appear in the bottom right corner that the **Download** is ready





PREVIOUS RUN PARAMETERS

Depending on the browser utilized the download report will show up in different areas of the screen to open. The PDF file can also be accessed in the downloads folder in windows explorer. Chrome lower left corner





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Contact:

If you have questions or need assistance, please reach out to the Contracts Team:

Contracts Hotline: 303-763-3399

E-mail: TGContracts@tallgrass.com



