Gas Nomination System

User Manual

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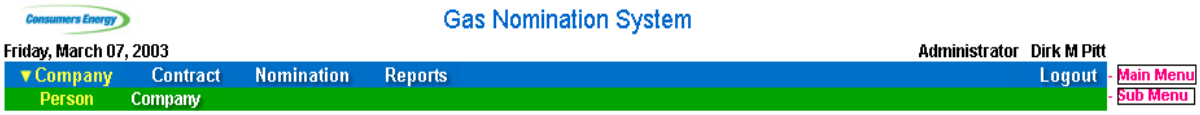
1. Introduction

This manual contains general information for the new user about how GNS works and how to get started. This manual is designed as a reference guide for using the GNS Web application. If, after reading this User's Manual, you still have questions about GNS, or need assistance, please contact our Customer Support.

1.1 Navigation

The application can be navigated using the menu on the top of each page. By clicking the Top menu, you can see the additional Menu (Sub Menu) below to the Main Menu, which allows you to navigate other pages.



1.2 Button functionalities

Save Defaults Button is used to save your default search criteria values in search screen. When you come to same screen next time, your default values will appear as the search selections.

Cancel Button is used to navigate back to search screen from save or view screen. It also avoids the changes you made in the save screen.

Clear Button clears all controls in the screen & there by you can enter new data in the controls.

The Save button is used to save all data entries on a page.

The Search Button is used to initiate a search of all entities (companies, contracts, etc) that meet the search criteria.

The Create Button is used to navigate to a fresh Create page for a particular entity. Because Create is used to enter a new entity, there is no need to enter any data in the Search page before clicking the Create Button.

1.3 Date Formats

You can enter the date in the application by following ways.

1. Type the date in the text box with the system allowed date formats like mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy.
2. Click the down arrow, which appears next to the date text box. This will span a new calendar window. Select the required date by clicking the Blue link.

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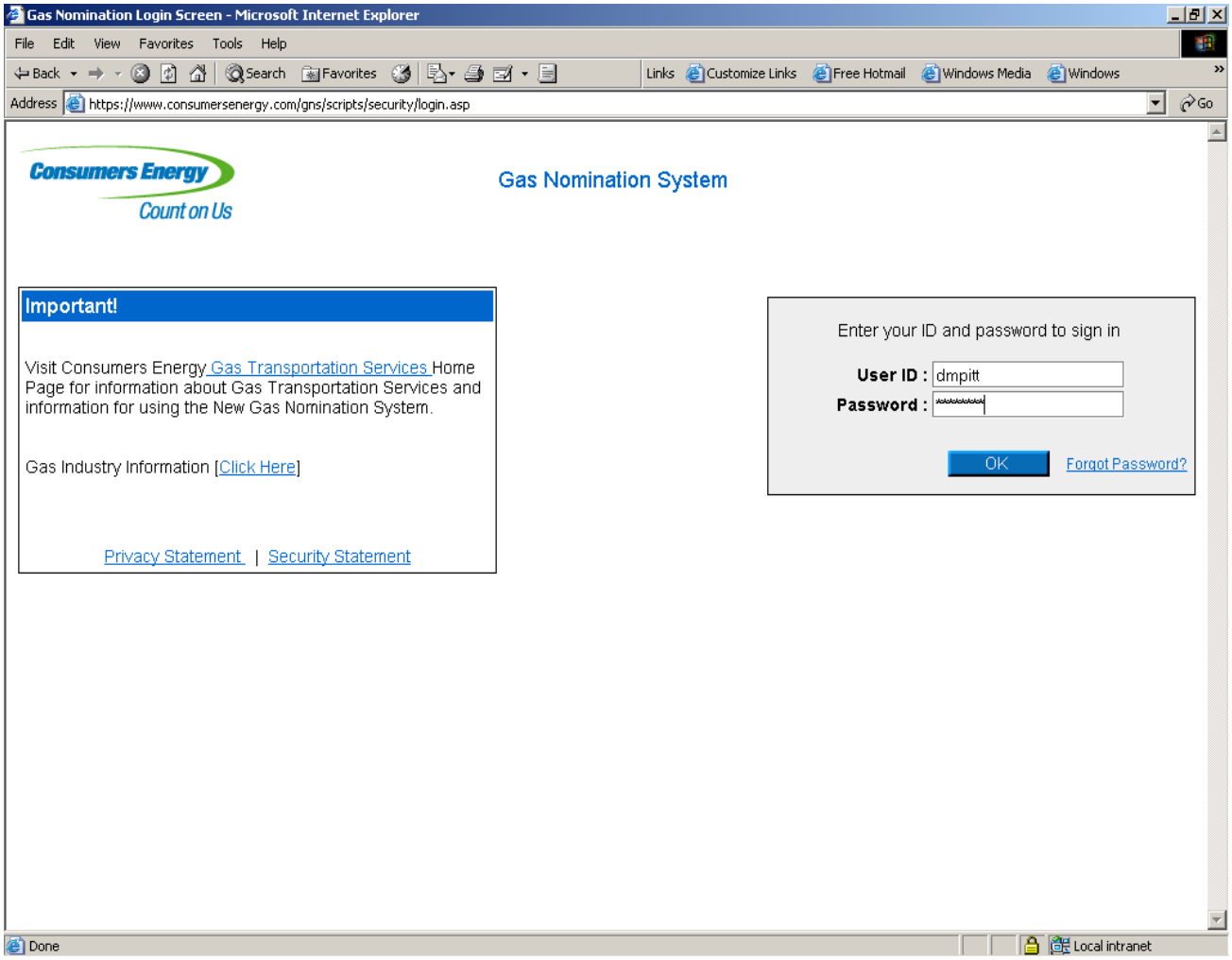
2. Security Module

2.1 Login to Gas Nomination System



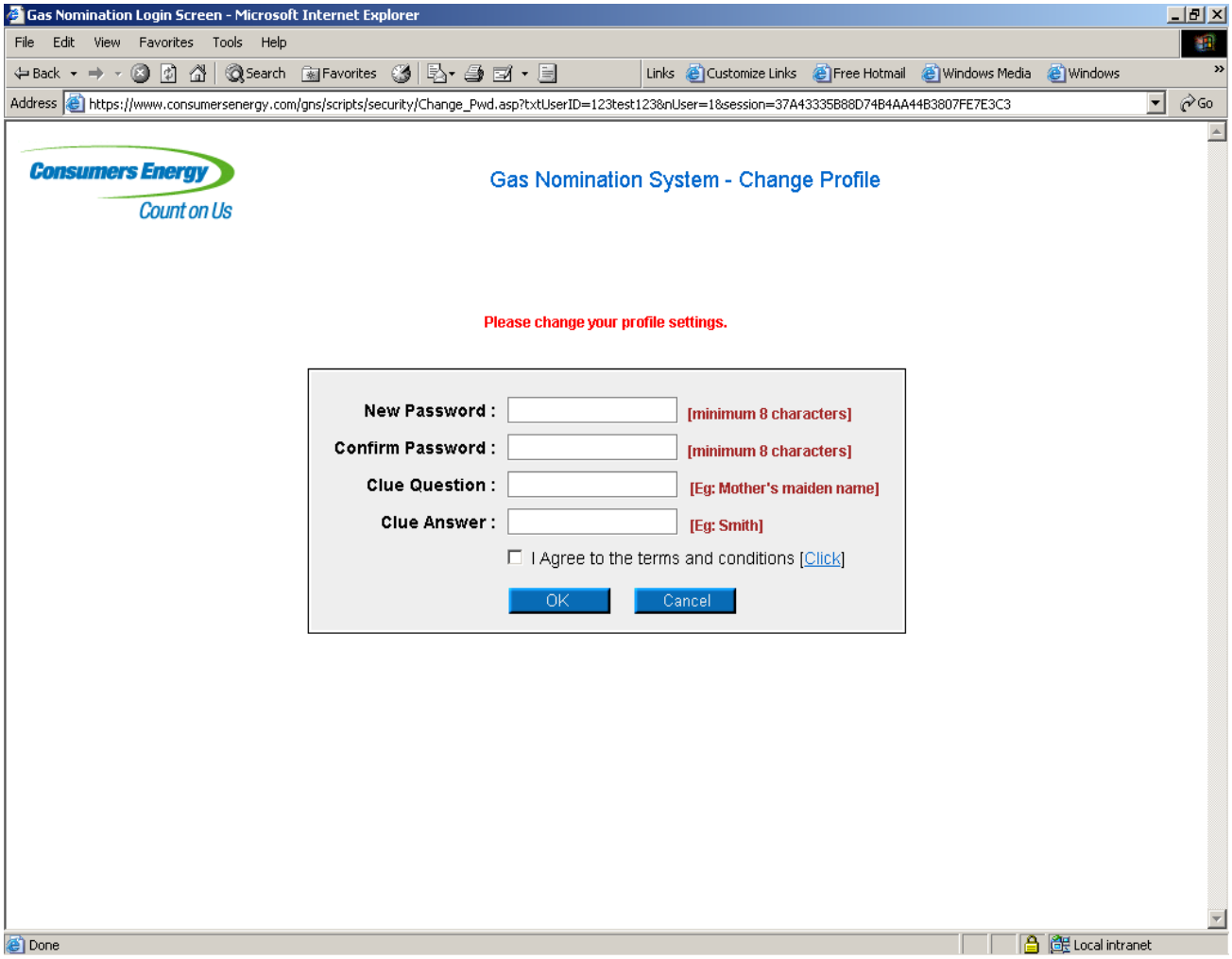
1. Type in the URL *(https://www.consumersenergy.com/gns)* in the Address textbox in the web browser.
   This will bring up the Gas Nomination System website login page.

2. Enter a valid User ID in the User ID textbox.

3. Enter a valid Password for the User ID in the Password textbox.

4. Click the **OK** button
   - If there are errors related to login, they appear on the page, and You must rectify these errors in order to login.

2.2 Login to Gas Nomination System for a first time user



1. The first time you log into GNS, use the User ID and temporary password (e-mailed to you). You will then be taken to the *Change Password* Page

2. Enter a new password in the New Password textbox. The password must be at least 8 characters, and is case-sensitive.

3. Enter the same new password entered above in the Confirm Password textbox. This is to verify that you did not mistype the password, as it is not visible.

4. Enter a clue question in the Clue Question textbox, and a clue answer in the Clue Answer textbox.
   - The Clue Question and Clue Answer will be used to verify your identity in the event you forget your password and need your password reset. The Clue Question can be any thing you like, such as Mother's maiden name;

or Favorite Cartoon character. The Clue Answer should be something that only you would know.

- In the event you forget your password, your clue question will be displayed.
- If the clue answer matches what is stored in his profile, password will be emailed to you.
- The next time you log into GNS, you will be required to change your password.

5. Before accessing GNS for the first time, you must agree to the Terms and Conditions.

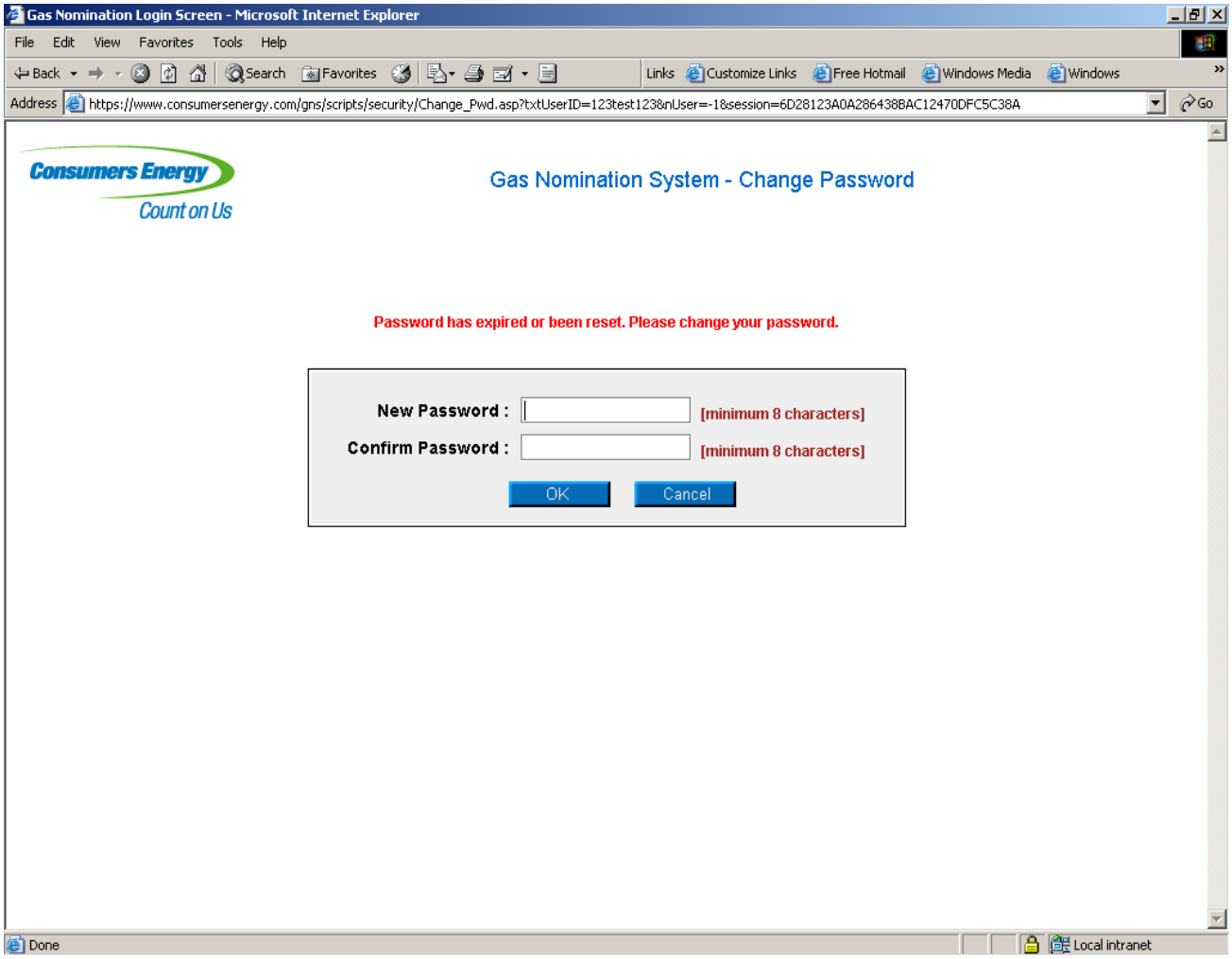
6. Click on the [*click here*] link to view the Terms and Conditions document.

7. After reading the Terms and Conditions document, click the checkbox next to "I agree to the terms and conditions"

8. Click the **OK** button or hit the Enter key to successfully login to the GNS
   - If there are errors related to login, they appear on the page, and You must rectify these errors in order to login.

9. Click the Cancel button to return to the Login page.

2.3 Change Password



1. There are three scenarios in which you may be taken to the **Change Password** page.
   - You might have your password reset by your administrator.
   - When your administrator resets your password, an email with the reset and temporary password is sent to you.
   - When you log in to GNS using the e-mailed password, you will be taken to the Change Password page.

     OR
   - Your password expires every 90 days.
   - When you log in to GNS after your password has expired, you will be taken to the **Change Password** page

     OR
   - When you request a password in the **Forgot Password** page.
   - Your password is emailed to you. This password is now considered

temporary.
- When you log in to GNS using this password, you will be taken to the **Change Password** page.

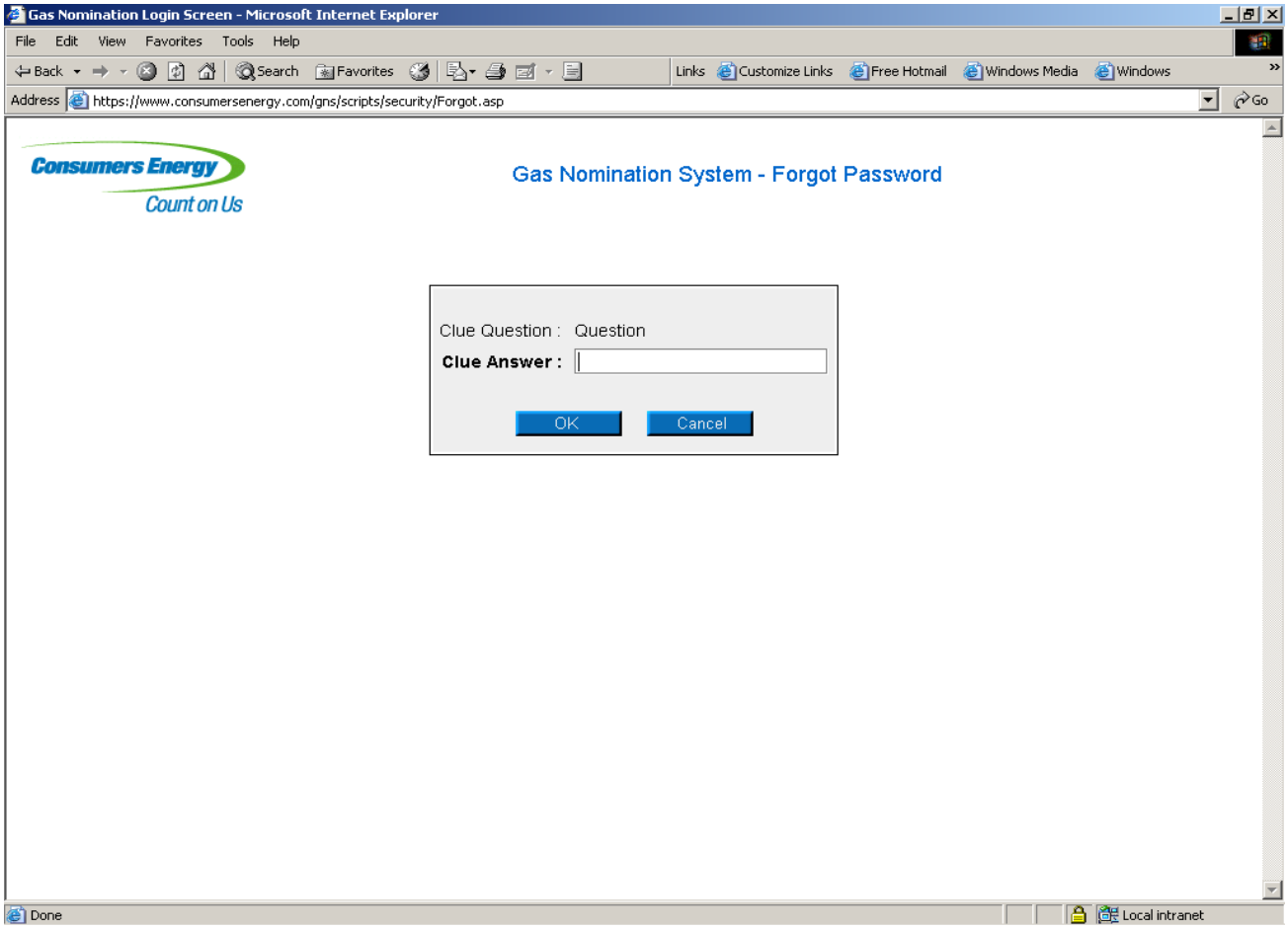
2. Enter a new password in the New Password textbox. The password must be at least 8 characters, and is case-sensitive.

3. Enter the same new password entered above in the Confirm Password textbox. This is to verify that you did not mistype the password, as it is not visible.

4. Click the **OK** button or Enter key to successfully login to the GNS.
   - If there are errors related to login, they appear on the page, and you will need to rectify these errors in order to login.

5. Click the **Cancel** button to return to the Login page.

2.4 Forgot Password



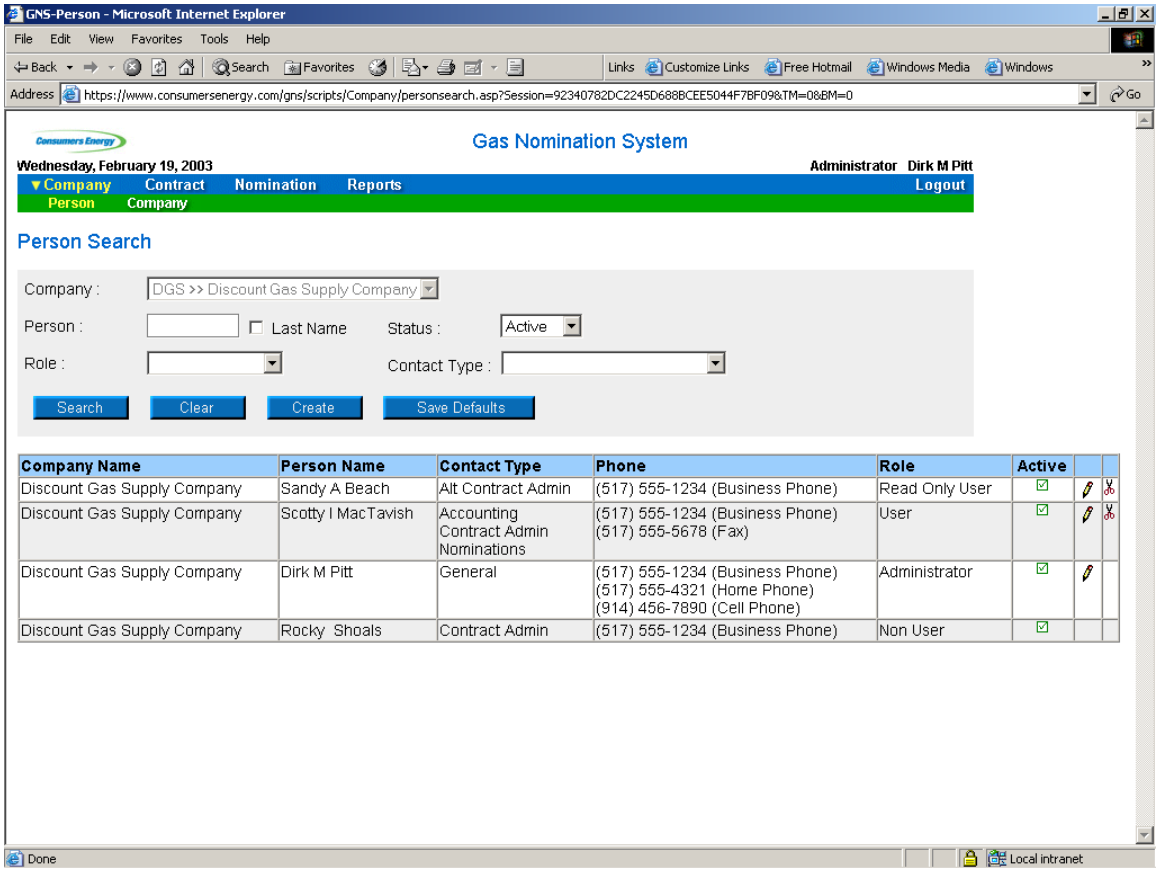
1. If you forget your password, click on the **Forgot Password** link
   (Note: Your User ID must be entered in the User ID textbox before clicking the **Forgot Password** button)
   - If there are related errors like Invalid UserID due to invalid Login name or Inactive User Login, they appear on the page.
   - You must rectify these errors in order to proceed to the **Forgot Password** page.
   - On successful correction of these errors, the user is taken to the **Forgot Password** page.
   - If you can't get to the forgot password page, it may be that the system isn't recognizing your UserID. If you can't remember your UserID, you will need to call your local Administrator for help. If you don't know who your local Administrator is, or if you are your company's Administrator, call Consumers Energy's Gas Transportation Services, at (517) 788-2907.

2. The Clue Question your previously stored will be displayed.

3. Enter your clue answer in the **Clue Answer** textbox
   - If the clue answer matches what is stored in your profile, your current password will be emailed to you.
   - You can gain access into the GNS using this password, but you will be required to change your password in the **change password** page
   - Please look at the Section "**Change Password"** [Page: 8] for more information on the **Change Password** page.

3. Company Module

3.1 Person Search



Function:

Admin can search his company persons in this page by person first name, person last name, role, contact type and person status.
Admin can create, update and delete a person for his company from this page.

1. Click on **Company** in the Main Menu
   (The **Person Search** page of the **Person** Submenu is opened by default)

2. Person Search can be filtered by searching on any of the following optional fields. Alternately, to see a listing of all the persons in your company, simply click the SEARCH button:
   - Person First Name
   - Person Last Name
   - Role
   - Contact type
   - Person Status

3. In order to search by **Person First Name**:
   - Enter the first few characters of a person's first name in the Person textbox.

4. In order to search by **Person Last Name**:
   - Check the Last Name checkbox
   - Enter the first few characters of a person's last name in the Person textbox

5. In order to search by **Role**:
   - Select a role provided in the list

   There are six different roles a CEAdmin can select from in the list.
   They are

   Administrator – This person can do everything a User can do, plus create and update information on other people in their company. Each company must have at least one Administrator. Multiple administrators are allowed.

   User – This person can create nominations, view contracts, view and create paths, and generate reports to their company, as well as maintain their own "person" information.

   ReadOnlyUser – This user has read only privileges. They can view all information related to their company in the GNS, but cannot make any changes.

   Non-User – A person who may do business with Consumers Energy, but doesn't use the Gas Nomination System.

6. In order to search by **Contact Type**:
   - Select a contact type provided in the list
7. In order to search by **Person Status**:
   - Select Active, Inactive or blank from the choices provided in the list
   - A blank status means selecting both Active and Inactive status.

8. Click **Search** button to retrieve search results based on the combination of above criteria.

   Person Search Results return the following person information:
   - Company Name
   - Person Name
   - Contact Type
   - Phone
   - Role
   - Person Status
     (If the person is active, then the green box is checked.
     If the person is inactive, then the green box is unchecked)
   - Update Button

- Delete Button

If no records are found for the selection criteria, a corresponding message appears which says ‘no records found’.
If records are found for the selection criteria, the selected records appear on the page.
If more than one record is found for the selection criteria, the Person Search Results will be sorted alphabetically by Last Name and Role.

9. Click on the Update Button
   - To update the person information
     OR
   - To view detailed information of the person

10. Click on the Delete Button to delete the person.
    - An alert box appears asking you to confirm the delete action.
    - You can cancel the delete action by clicking on the **Cancel** button
      OR
    - Confirm the delete action by clicking the **OK** button

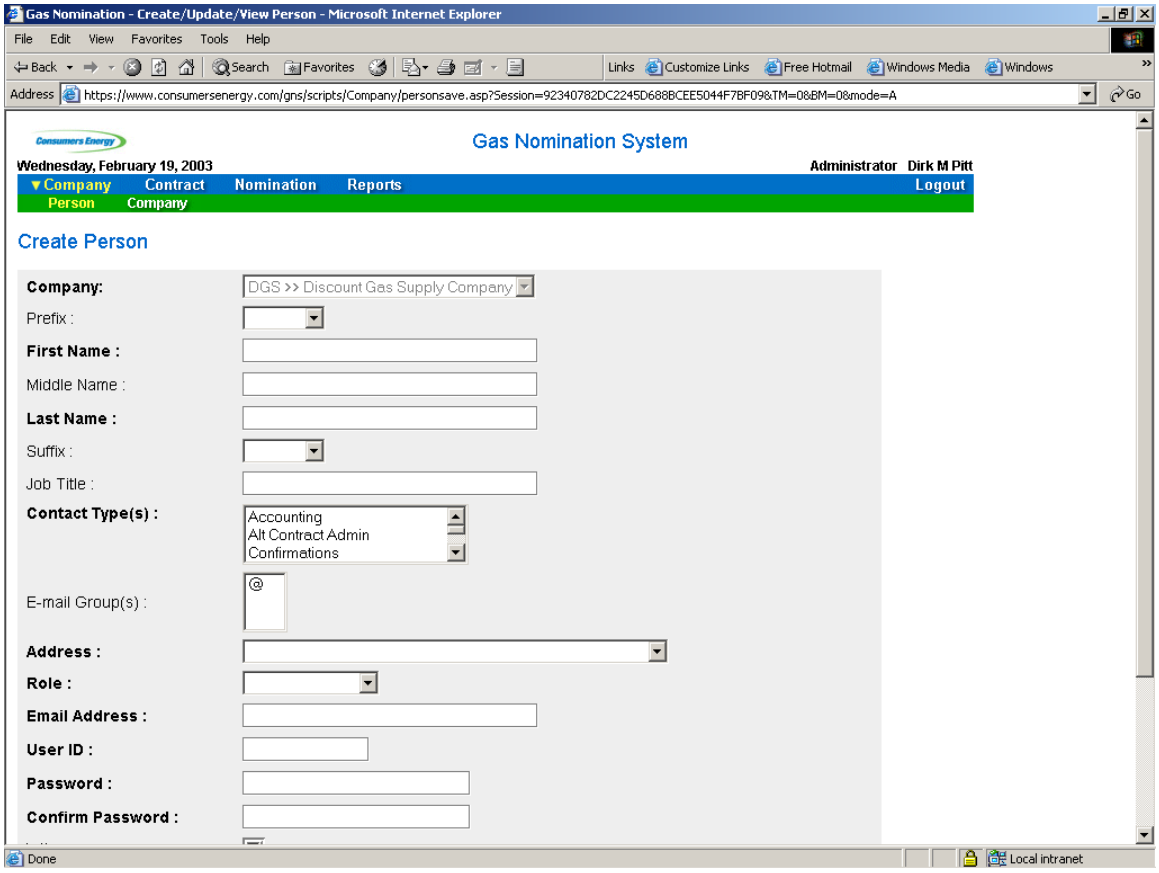
    The record will not be deleted if it is referenced in other areas, such as **Nomination.**
    On successful delete, a corresponding message appears which says ‘Person deleted successfully’

11. Click **Clear** button to clear the contents.

12. Click **Create** button to create a new person.

13. Click on **Save Defaults** button to create your own default values.
    Fill in all the desired search selections.
    Click on the Save Defaults button.
    When you log in next time, your user-defined selection will appear as the search selections.

3.2 Create Person



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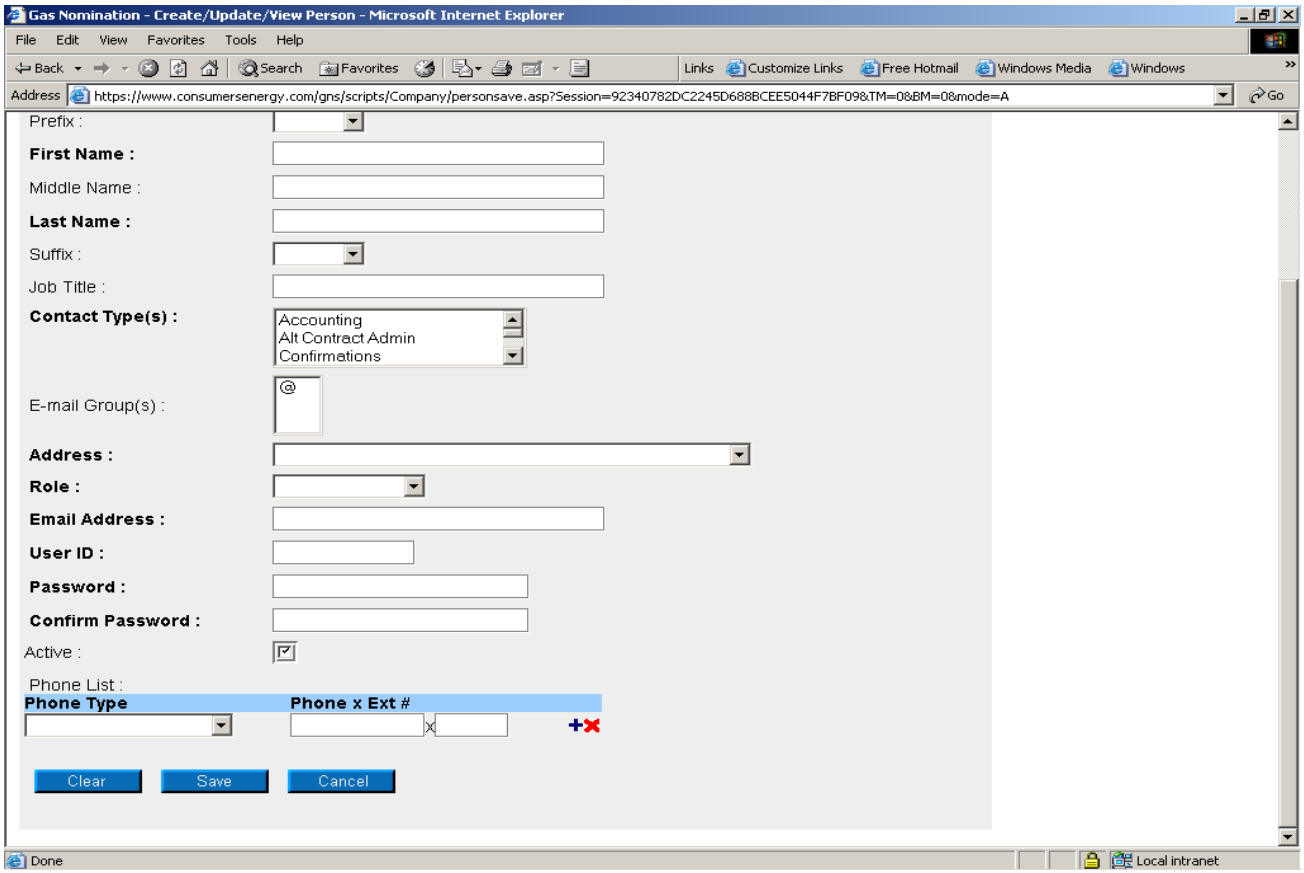


Function:

This page can be reached by clicking the **Create** button on the **Person Search** page.
A user can successfully create a person in this page.

1. Click on **Company** in the Main Menu
   (The **Person Search** page of the **Person** Submenu is opened by default)

2. Click on the **Create** button in the **Person Search** page.

3. Fill in the required fields:
   - First Name
   - Last Name
   - Select Contact Types provided in the list. This will help Consumers Energy know whom to contact for various business issues
     (*To select or deselect multiple contact types, hold the Ctrl key down while scrolling through the choices and making selections with the mouse*)
   - Select an Address provided in the list
   - Select a Role provided in the list
   - Email Address

- User ID
- Password
- Confirm Password

Note: Email Address, User ID, Password and Confirm Password are only required for people who will be accessing the GNS.

4. Fill in optional fields:
   - Select a Prefix provided in the list
   - Fill in a Middle Name
   - Select a Suffix provided in the list
   - Fill in a Job Title
   - Select Email Groups provided in the list
     (*To select or deselect multiple email groups, hold the Ctrl key down while scrolling through the choices and making selections with the mouse*)

5. Check Active (optional field)
   This field indicates the active or inactive status of a person.
   If it is checked, it is an active person.
   If it is not checked, it is an inactive person.

6. Fill in Phone (optional field)
   Fill in the required fields:
   - Select a Phone Type provided in the list
   - Phone Number. You need not type punctuation. You can simply type the 10 digits, and the punctuation will be added upon saving.

   Fill in optional Extension if applicable:
   - Extension

   Click on the Update Button to add the phone.

   Click on the Cancel Button to cancel any action related to the phone.

   A phone once added, can be updated by clicking on the Edit Button.
   When the Update Button of a phone is clicked, that phone information appears in the textboxes.
   On updating that phone information, click on the Update Button to save the phone.
   Click on Delete Button to delete the phone.

   Phone changes take effect only on click of the **Save** button located at the bottom of the page.

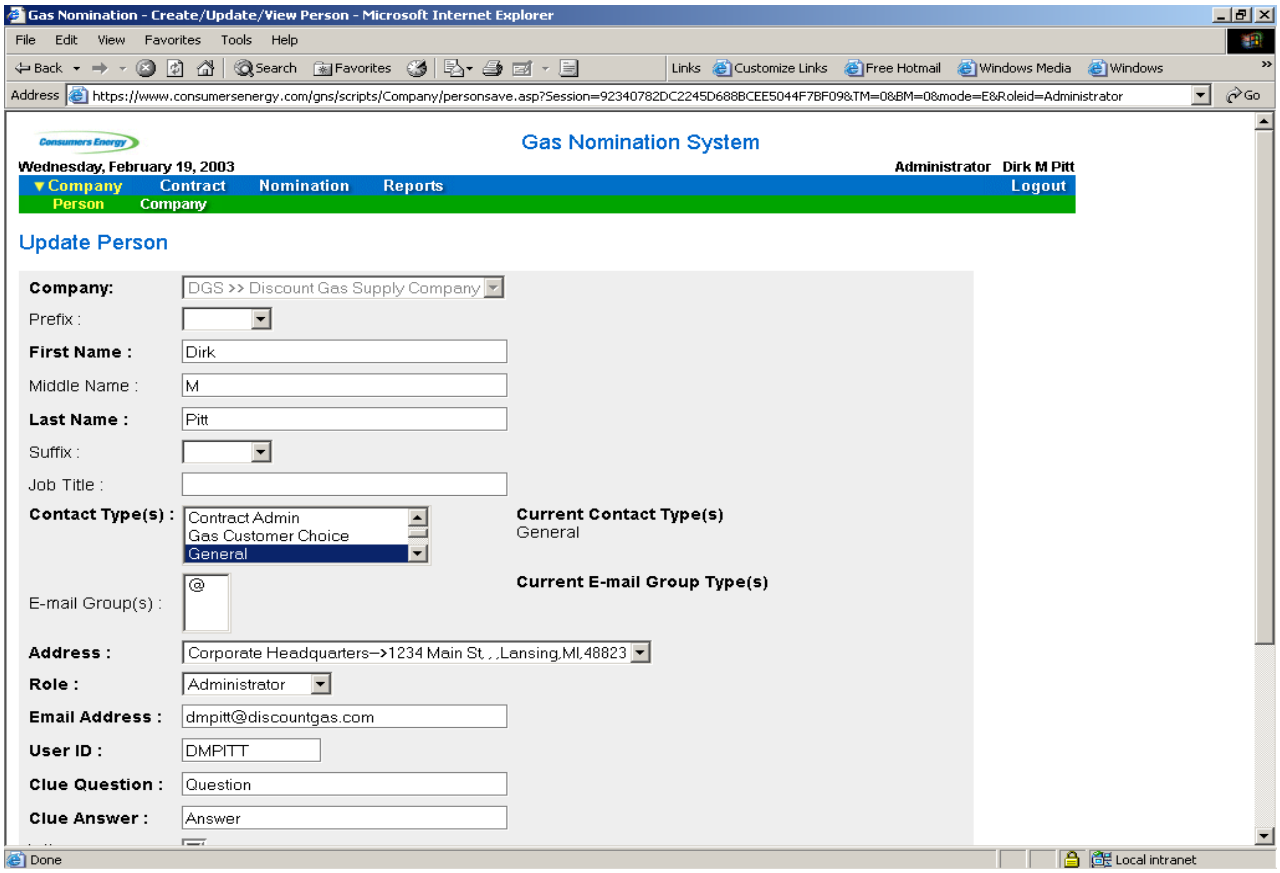
7. Click on the **Save** button to create the person
   - If there are errors related to saving the person, they appear on the page.
   - The user needs to rectify those errors in order to save the person.

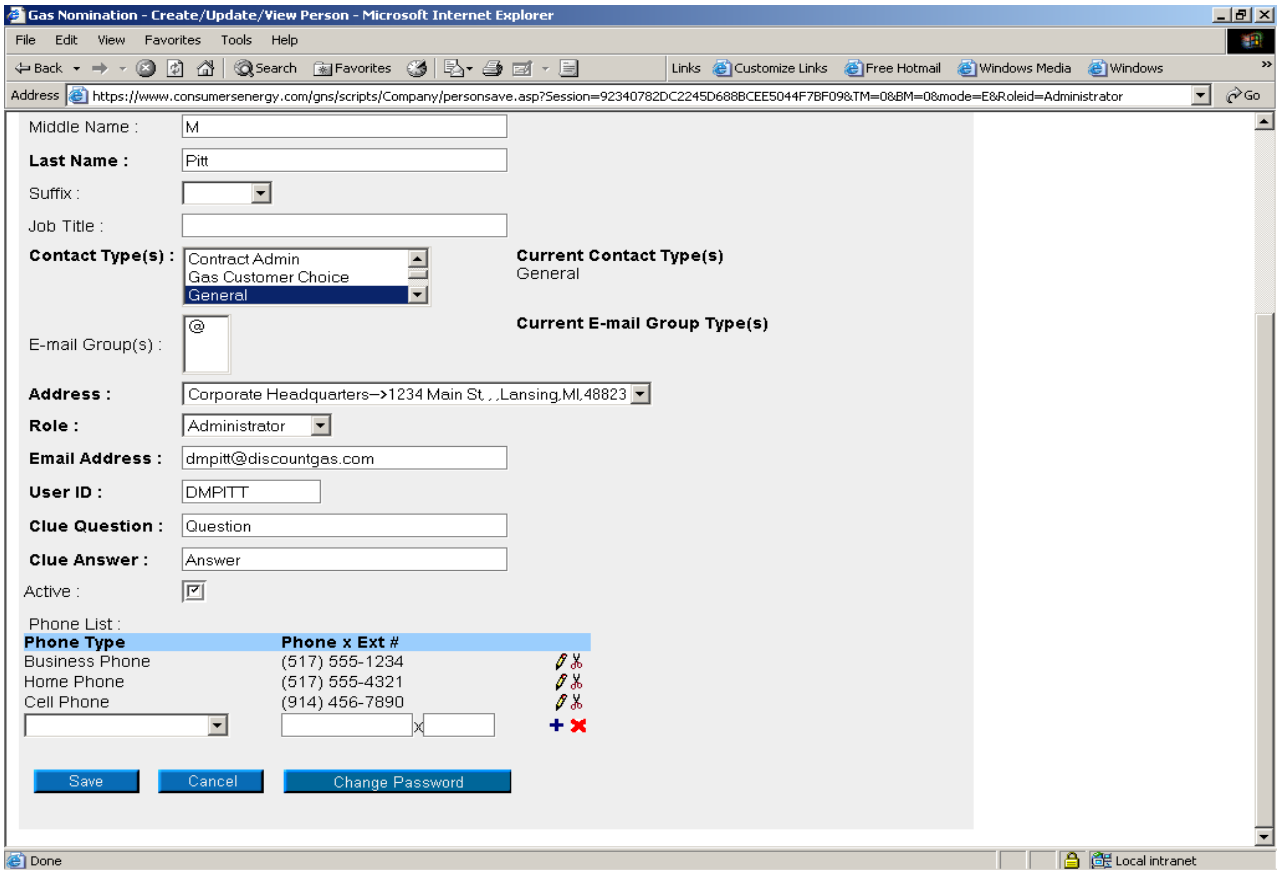
- On successful save of a person, the user is taken back to the **Person Search** page with a message saying ‘Person saved successfully’.

8. Click on the **Clear** button to clear the contents

9. Click on the **Cancel** button to cancel any action related to the person and return to the **Person Search** page.

3.3 Update Person





Function:

To update the person information, click on the Edit Button for a person in the **Person Search Results** page.

1. The clue question and clue answer can be updated only by the actual person. A company's Administrator can update all the other fields.

2. To update the information, Follow the same procedures listed in Create Person Page.

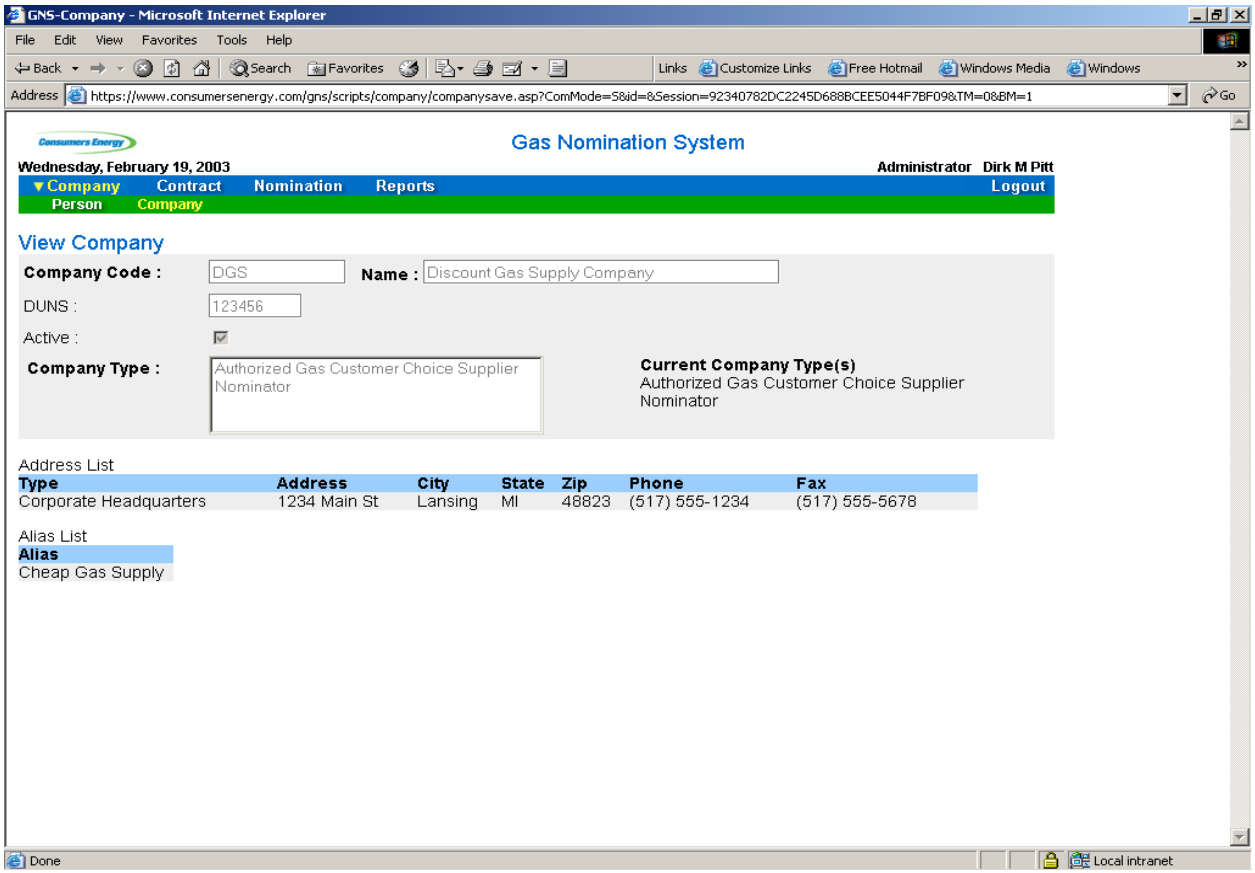
3. Changing a phone record:
   - To change a phone number, click on the update Edit Button next to that phone number. The information for that phone record now appears in the text boxes. Click in the boxes and make the necessary changes. When finished, click on the Update Button to save that record.
   - Click on Delete Button to delete the phone

4. To Add a phone record:
   - Enter the phone type, Phone number and extension in the text boxes
   - Click on the Update Buton to save the new phone record.

5. Click on the **Save** button to update the person
    - If there are errors related to saving the person, they appear on the page.
    - You must rectify those errors in order to save the person.
    - On successful save of a person, You will be taken back to the **Person Search** page with a message saying ‘Person saved successfully’.

6. Click on the **Cancel** button to cancel any action related to the person and return to the **Person Search** page.

3.4 View Company



Function:

View your company details from this page.

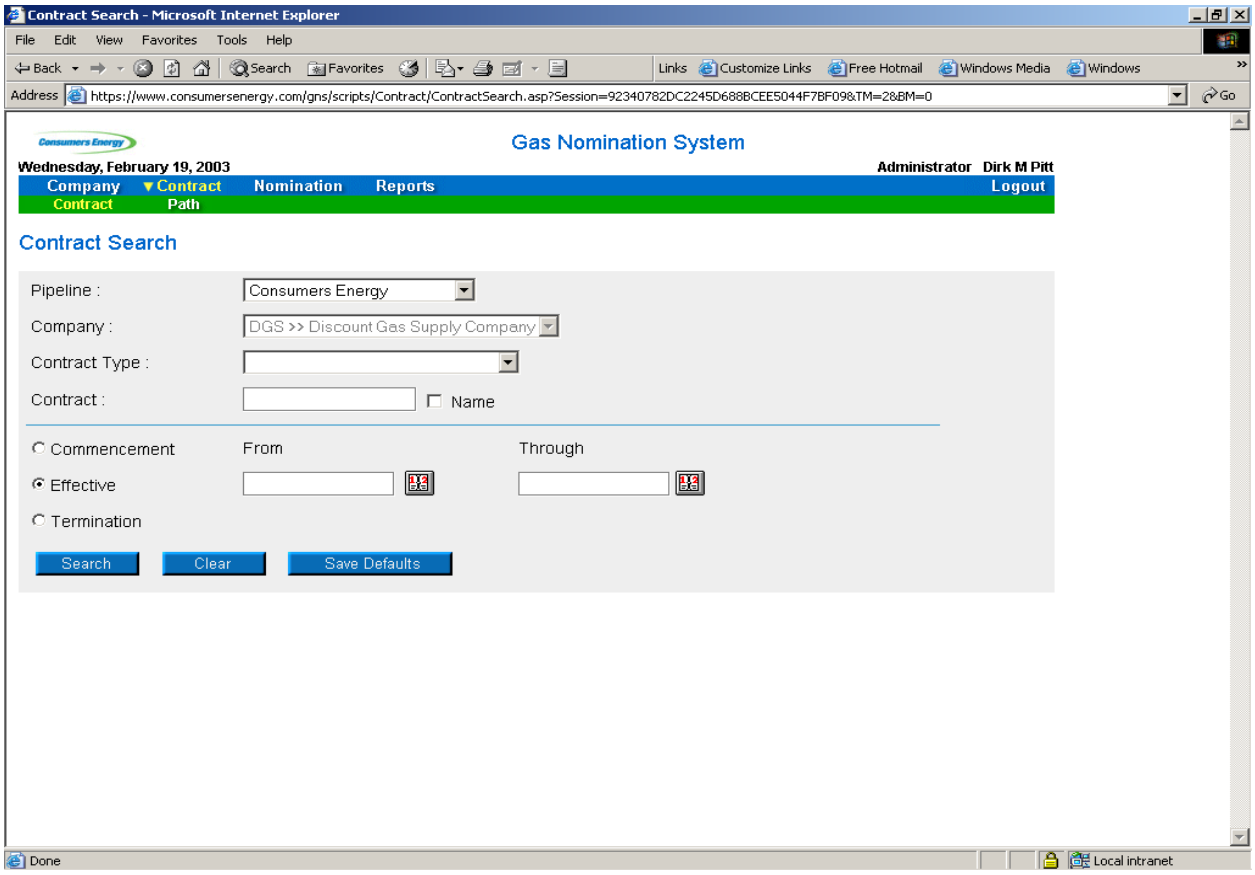
1. Click on **Company** in the Main Menu
   (The Person Search page of the **Person** Submenu is opened by default)

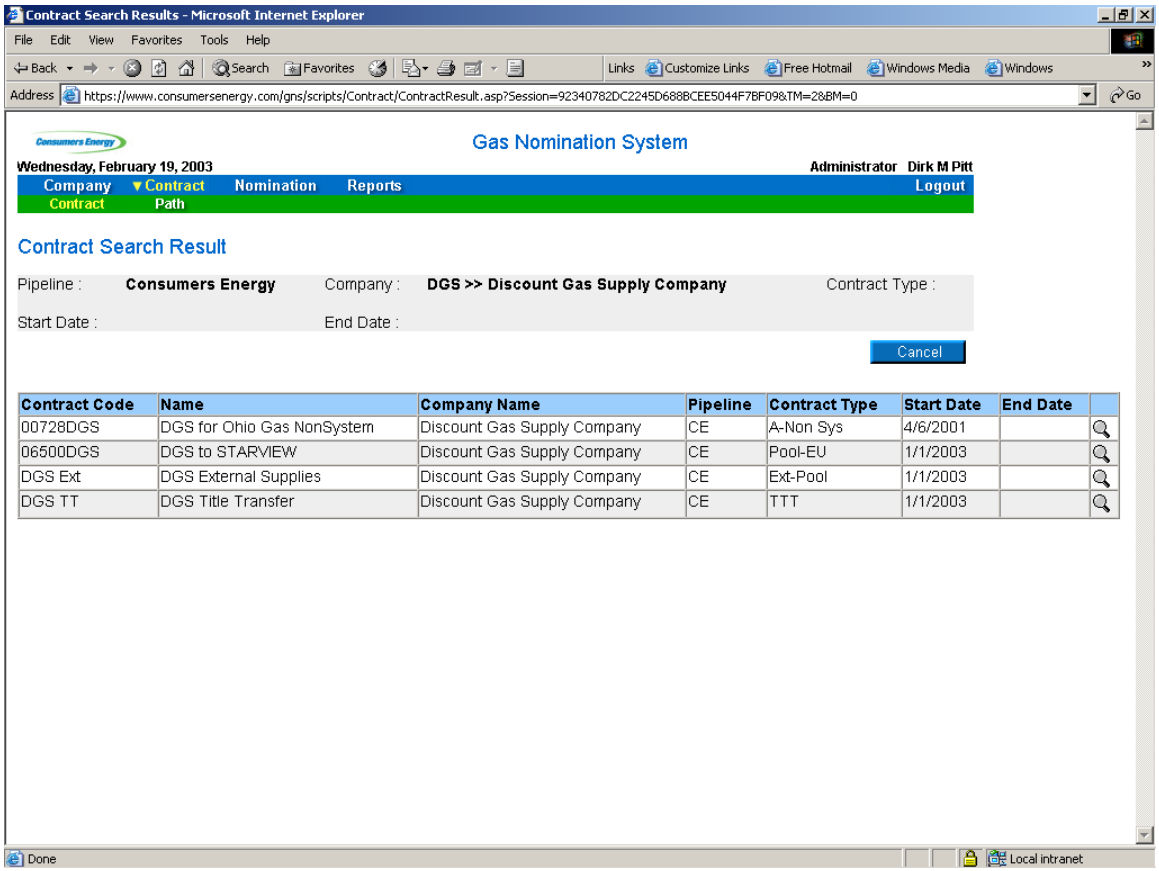
2. Click on **Company** in the Sub Menu

3. The following information will be displayed:
   - Company Code
   - Company Name
   - DUNS
   - Active Status
   - Company Types
   - List of Addresses for the company
   - List of Aliases (Other names the company may be know by)

4. Contract Module

4.1 Contract Search





Function:

You can search for your Company's Contracts in this page by Pipeline, Contract Type or Contract Name, or Date Range.

1. Click on **Contract** in the Main Menu
   (The Contract Search page of the **Contract** Submenu is opened by default)

2. **Contract Search** can be filtered by searching the following fields:
   - Pipeline
   - Contract Type
   - Contract Code or Name
   - Start Date
   - End Date

3. In order to search by **Pipeline**:
   - Select a Pipeline from the Pipeline select box.

4. In order to search by **Contract**:
   - Enter the first few characters of Contract code or Contract Name [If Name Checkbox is checked]

5. In order to search by **Start Date**:
   - Click on Commencement.
   - Enter a range of possible start dates in the From and To date boxes.

6. In order to search by **End Date**:
   - Click on Termination
   - Enter a range of possible End dates in the From and To date boxes.

7. In order to search for all contracts effective at any time within a certain date range:
   - Click on Effective
   - Enter a range of possible End dates in the From and To date boxes.

7. Click **Search** button to retrieve search results based on the combination of above criteria.
   The Contract Search Results will display the following Contract information in Contract Result Screen (in new screen).
   - Contract Code
   - Contract Name
   - Company Name
   - Pipeline
   - Contract Type
   - Start Date
   - End Date
   - View Button

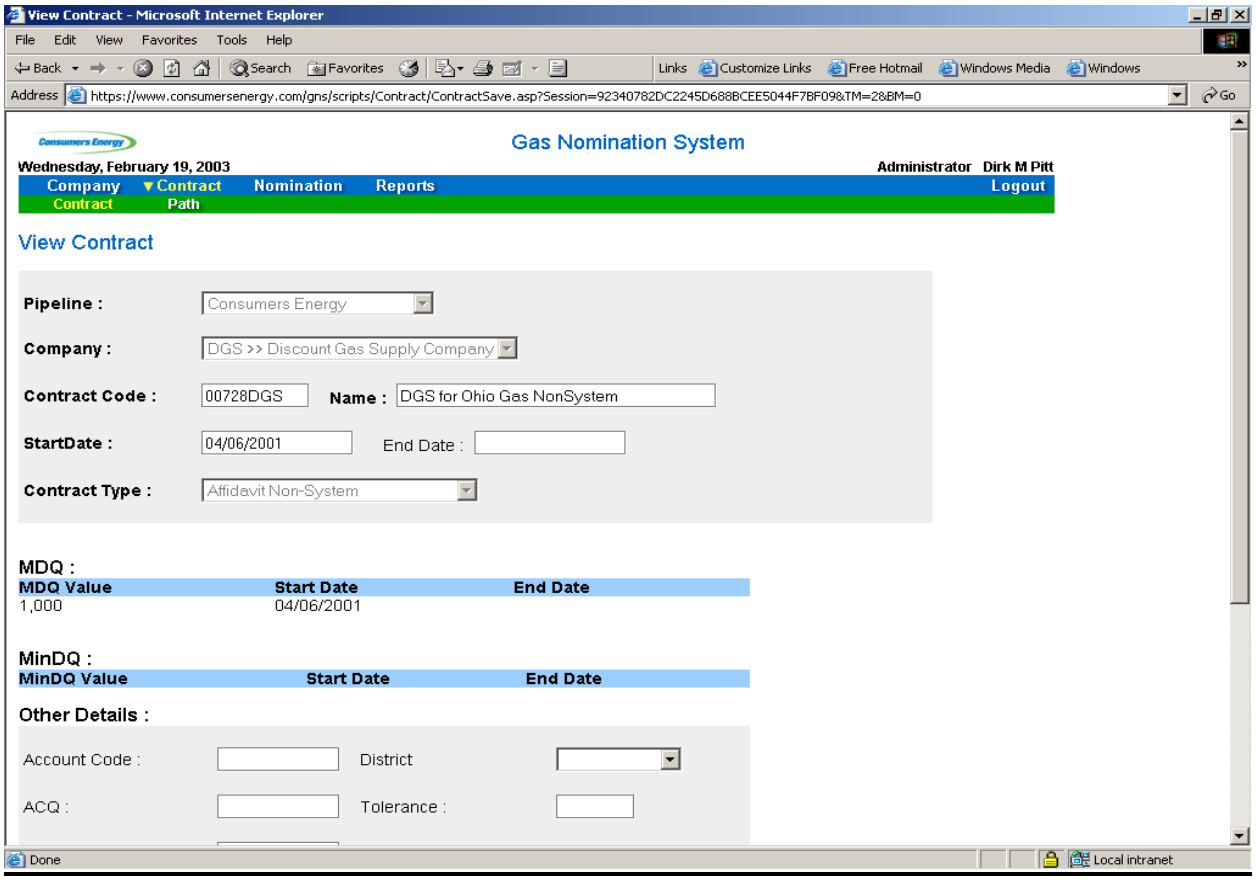
   If no records are found for the selection criteria, a corresponding message appears which says ‘no records found’.
   If records are found for the selection criteria, the selected records appear on the page.
   If more than one record is found for the selection criteria, the contract search results will be sorted alphabetically by Contract Code.

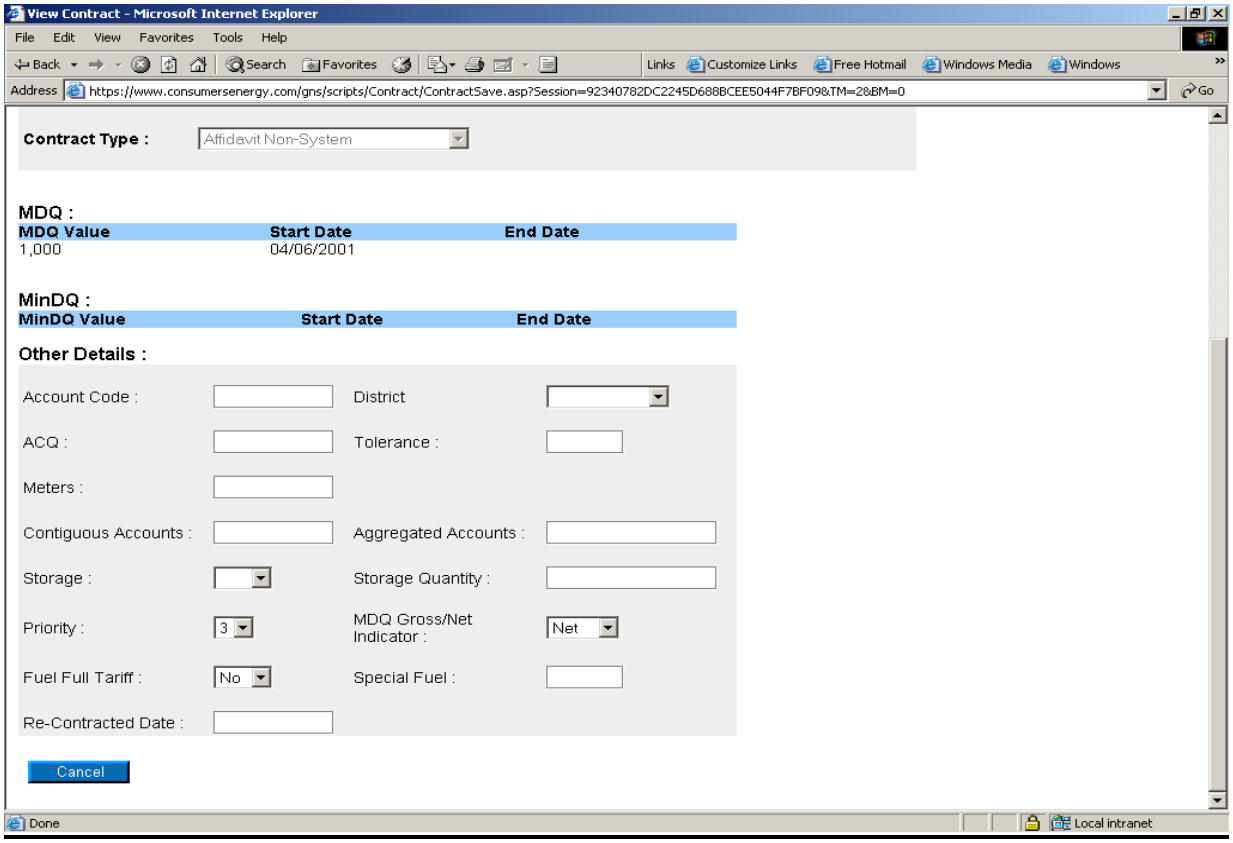
9. Click on the View Button to view detailed information of the Contract

10. Click **Clear** button to clear the contents.

11. Click on **Save Defaults** button to create a user-defined default.
    Fill in all the desired search selections.
    Click on the Save Defaults button.
    When you log in from next time, your user-defined selection will appear as the search selections.

4.2 View Contract





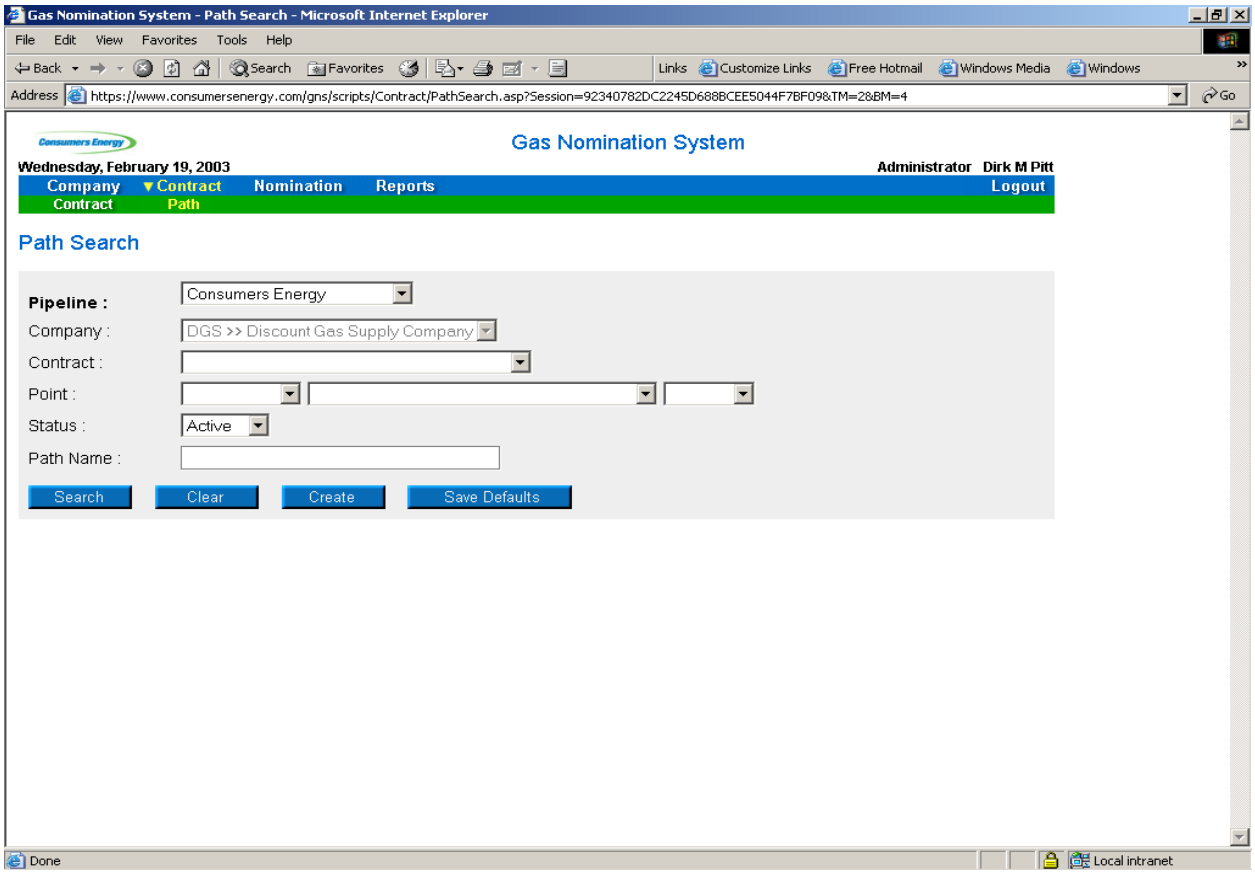
Function:

To view contract details, click on the View Button for a contract in the contract search results of the **Contract Search Result** page.

1. The View Contract page will display the following information about a contract in contract:
   - Pipeline - Pipeline on which contract created
   - Company - Owner of the contract
   - Contract Code - Contract Code
   - Contract Name - Contract Name
   - Start Date - Contract Start date
   - End Date - Contract End date
   - Contract Type - Contract type of the contract
   - MDQ - Maximum daily quantity detail of the contract
   - MinDQ - Minimum daily quantity detail of the contract
   - Other details like Account Code, District, ACQ, Tolerance, Meters, Contiguous Account, Aggregated Account, Storage, Storage Quantity, Priority, MDQ Gross/Net Indicator, Fuel Full Tariff, Special Fuel, and Re-Contract Date.

5. Click on the **Cancel** button to return to the **Contract Search** page.

4.3 Path Search



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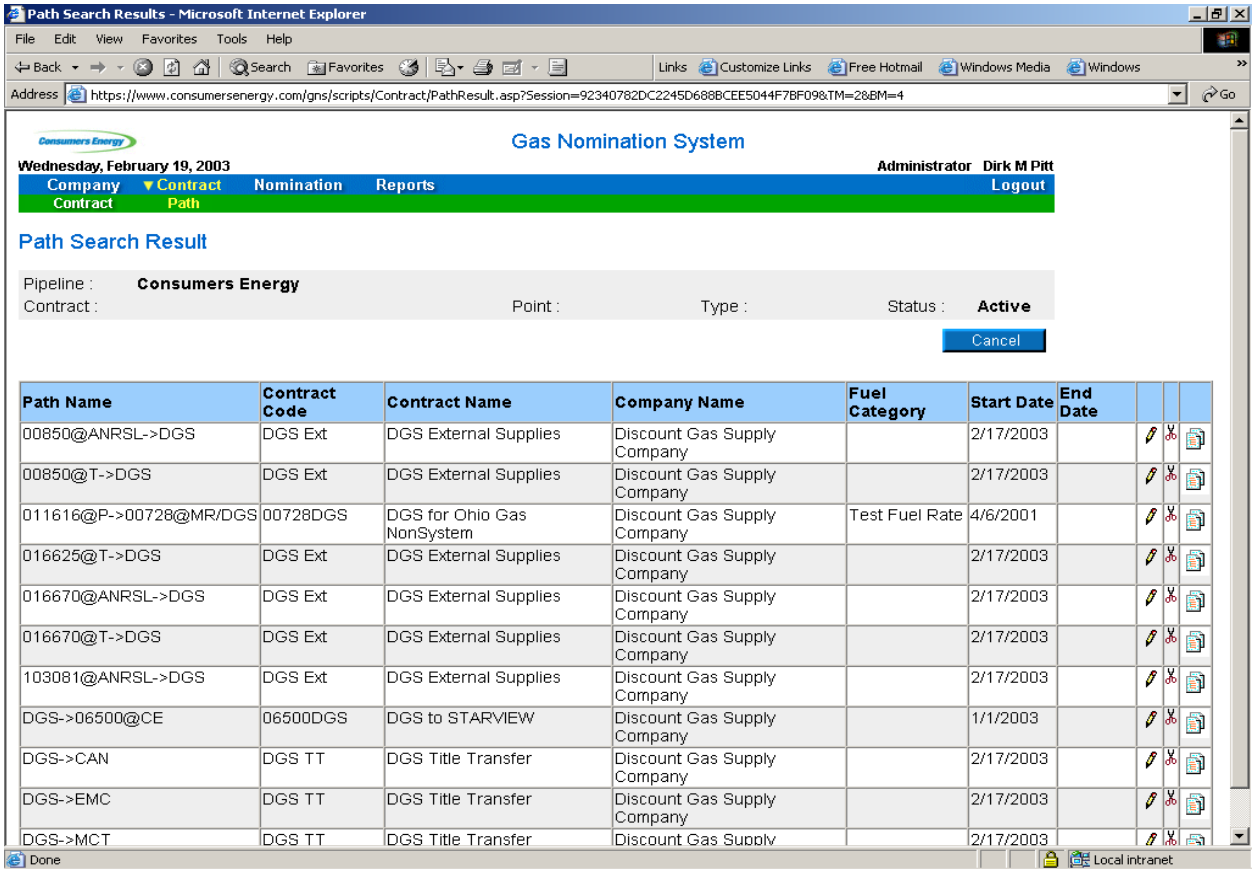


Function:

You can search for your company's Paths in this page by Pipeline, Contract, Point, Point Type, Path Status or Path Name.
User can create or update and delete a Path from this page.

1. Click on **Contract** in the Main Menu
   (The ContractSearch page of the **Contract** Submenu is opened by default)

2. Click on **Path** in the Sub Menu

3. **Path Search** can be filtered by searching the following fields:
   - Pipeline
   - Contract
   - Point Code
   - Point Name
   - Point Type
   - Path Status
   - Path Name

4. In order to search by **Pipeline**:

- Select a Pipeline from the Pipeline select box.

5. In order to search by **Contract**:
   - Select a Contract from the Contract select box.

6. In order to search by **Point Code**:
   - Select a point code from the point code select box.

7. In order to search by **Point Name**:
   - Select a point name from the point name select box.

8. In order to search by **Path Status**:
   - Select Active, Inactive or blank from the choices provided in the list
   - A blank status means selecting both Active and Inactive status.

9. In order to search by **Path Name**:
   - Enter the first few characters of a path name in the Path textbox.

10. Click **Search** button to retrieve search results based on the combination of above criteria.
    Path Search Results return the following Path information in Path Result Screen (in new screen).
    - Path Name
    - Contract Code
    - Contract Name
    - Company Name
    - Fuel Category
    - Start Date
    - End Date
    - Update Button
    - Delete Button
    - Copy Button

    If no records are found for the selection criteria, a corresponding message appears which says ‘no records found’.
    If records are found for the selection criteria, the selected records appear on the page.
    If more than one record is found for the selection criteria, the Path Search results will be sorted alphabetically by Path Name.

11. Click on the Edit Button
    - To update the Path Information
      OR
    - To view detailed information of the Path

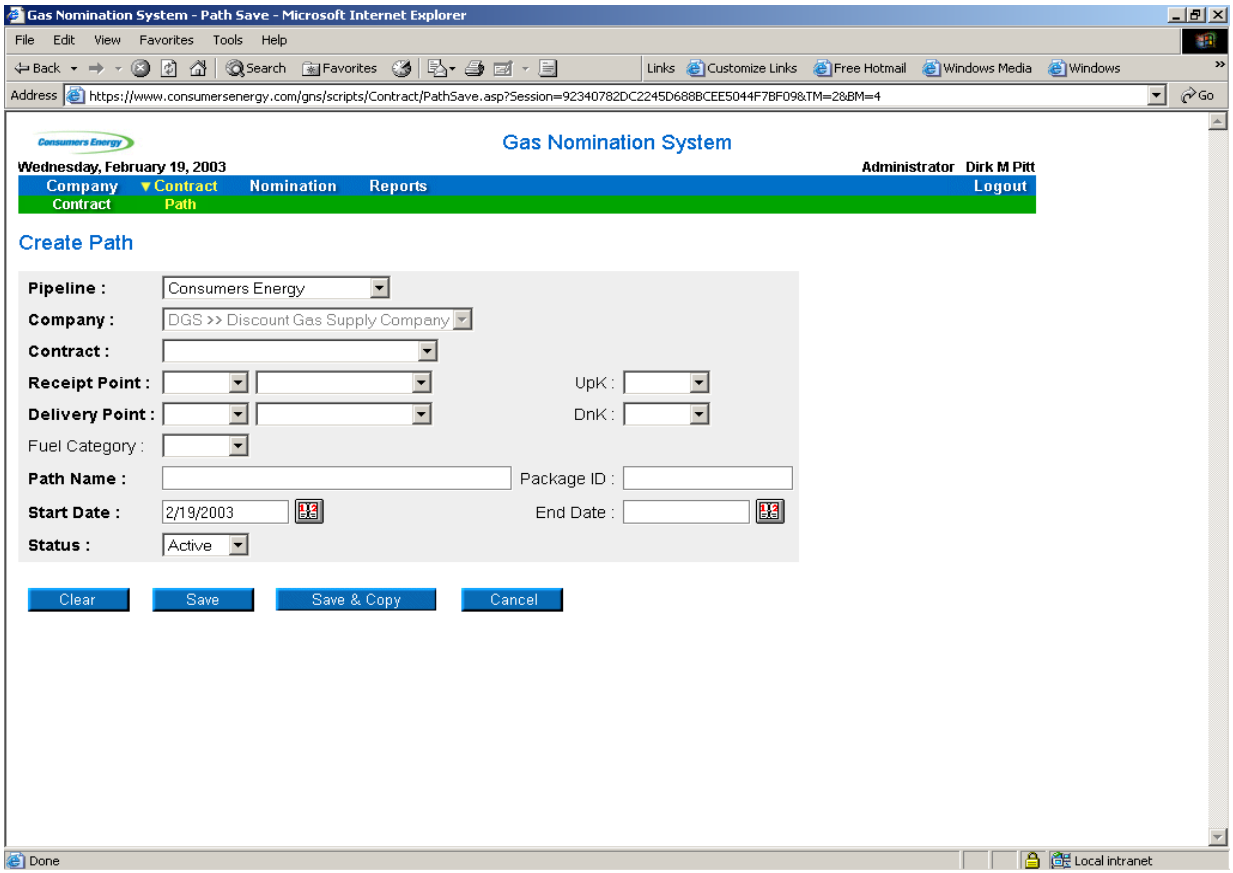
12. Click on the Delete Button to delete the path.

- An alert box appears asking the user to confirm the delete action.
- You can cancel the delete action by clicking on the **Cancel** button
  OR
- You can confirm the delete action by clicking the **OK** button

The record will not be deleted if it is referenced in other entities, such as **Nomination** On successful delete; a corresponding message appears which says 'Path deleted successfully'.

13. Click **Clear** button to clear the contents.
14. Click **Create** button to create a new Path.
15. Click on **Save Defaults** button to create a user-defined default.
    Fill in all the desired search selections.
    Click on the Save Defaults button.
    When the user logs in from next time, his user-defined selection will appear as the search selections.

4.4 Create Path



Function:

This page can be reached by clicking the **Create** button on the **Path Search** page.

1. Click on **Contract** in the Main Menu
   (The Contract Search page of the **Contract** Submenu is opened by default)

2. Click on **Path** in the Sub Menu
   (The Path Search page is opened by default)

3. Click on the **Create** button in the **Path Search** page.

4. Fill in the required fields:
   - Pipeline
   - Contract
   - Receipt Point
   - Delivery Point

- Path Name
- Start Date
- Status

5. Fill in Optional fields
   - Upstream Contract
   - Downstream Contract
   - Fuel Category
   - Package ID
   - End Date

6. Only Pool-to-Pool & External to Pool contract type's contracts will be available in the contract select Box.

7. Receipt & Delivery Select Box will be populated based upon Contract.

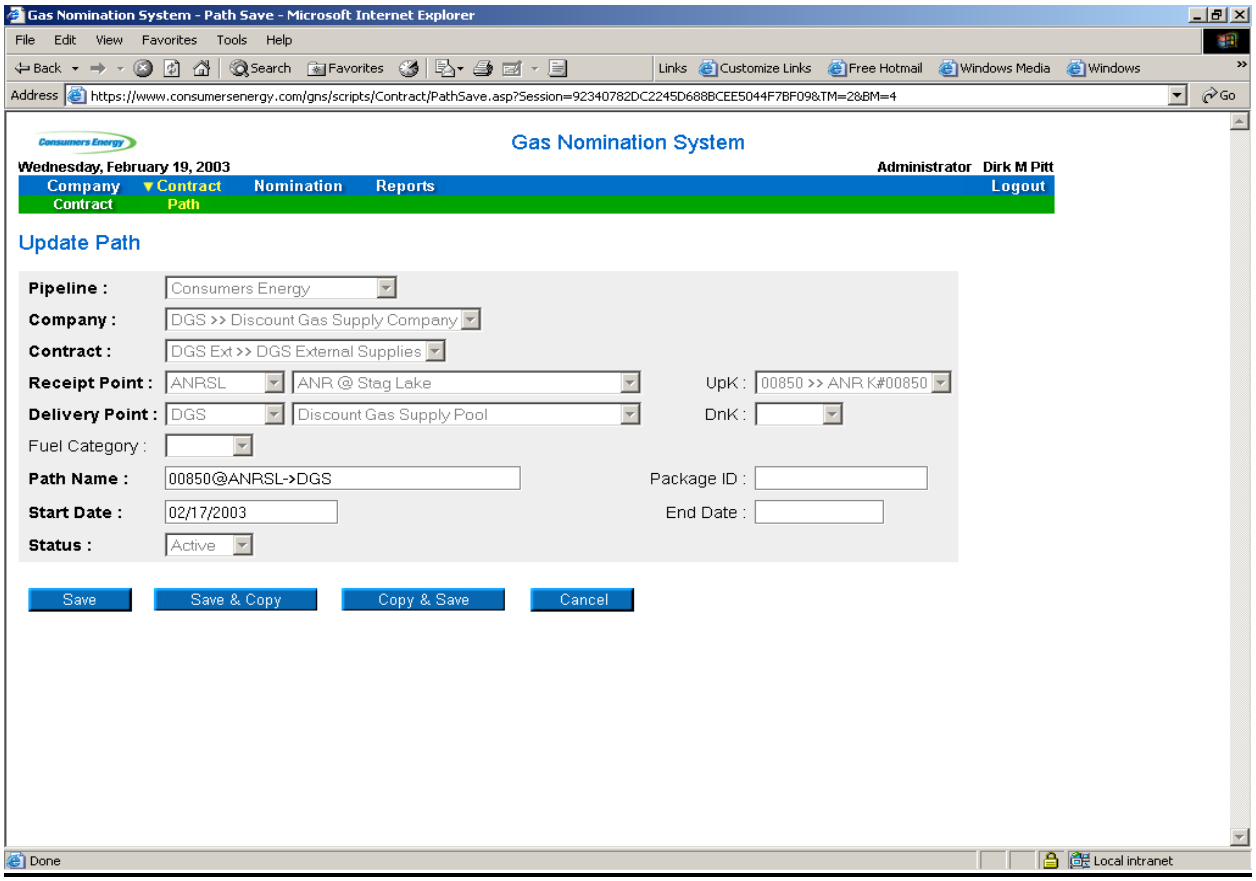
8. Upstream & Downstream contract Select Box will be populated based upon Contract.
   (Note: For External Contract Type contract, the upstream contract select box will be Populated based upon Receipt Point)

6. Click on the **Save** button to create the path category
   - If there are errors related to saving the path, they appear on the page.
   - You must rectify those errors in order to save the fuel category.
   - On successful save of a path, You will be taken back to the **Path Search** page with a message saying 'Path saved successfully'.

7. Click on the **Clear** button to clear the contents

8. Click on the **Cancel** button to cancel any action related to the Create Path and return to the **Path Search** page.

4.5 Update Path



Function:

This page can be reached by clicking on the Edit Button of a Path in the Path search results of the **Path Result** page.

1. Click on **Path** in the Main Menu
   (The Path Search page of the Path Submenu is opened by default)

2. Perform a Path search.
   Path Search Results return the following Path information in Path Result Screen (in new screen).
   - Path Name
   - Contract Code
   - Contract Name
   - Company Name
   - Fuel Category
   - Start Date

- End Date
- Edit Button
- Delete Button
- Copy Button

If no records are found for the selection criteria, a corresponding message appears which says ‘no records found’
If records are found for the selection criteria, the selected records appear under Path Search Results
If more than one record is found for the selection criteria, the Path Search Results will be sorted alphabetically by Path Name.

4. Click on the Edit Button
   - To update the path
     OR
   - To view detailed information about the path

5. Pipeline, Company, Contract, Receipt Point, Upstream Contract, Delivery Point, Downstream Contract, Path Name, Start Date and End Date cannot be updated.

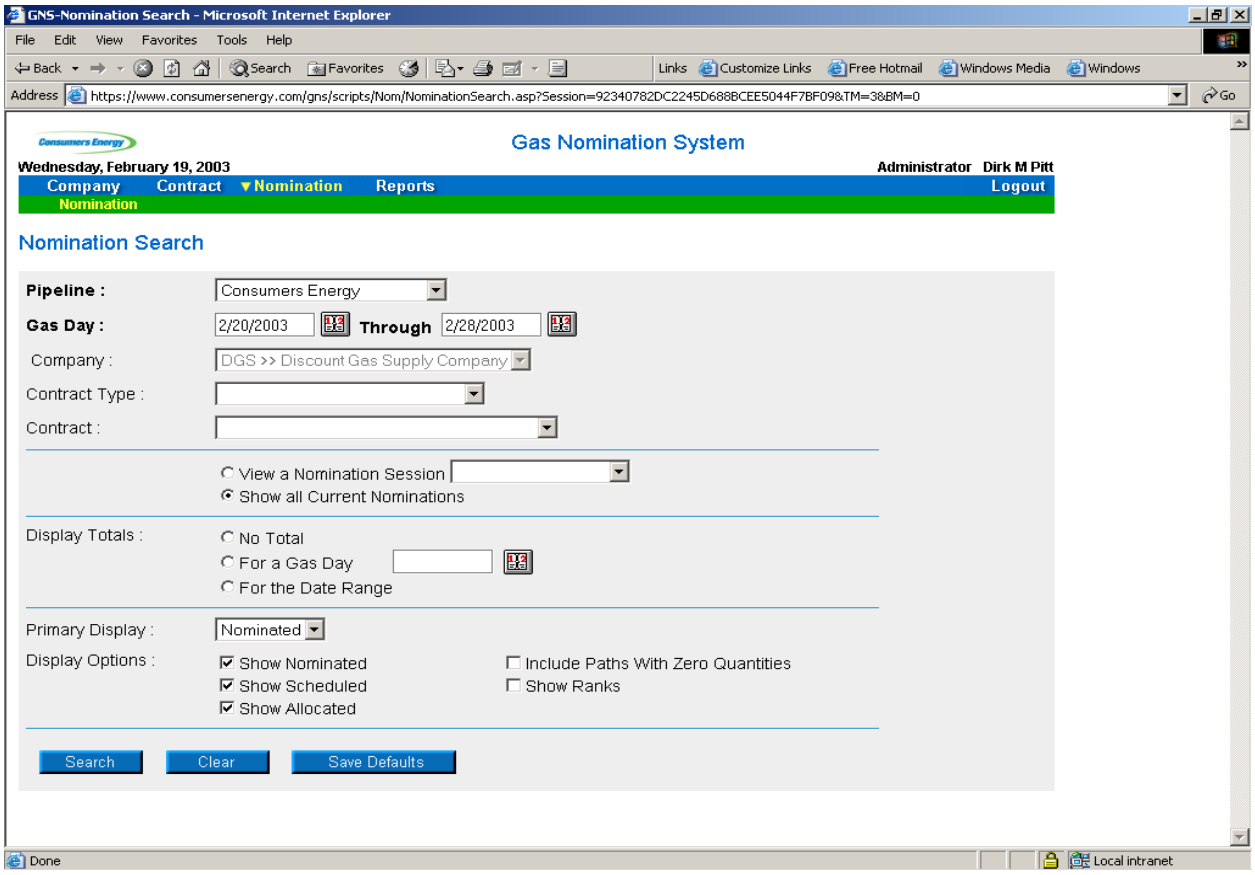
6. Package ID can be updated.

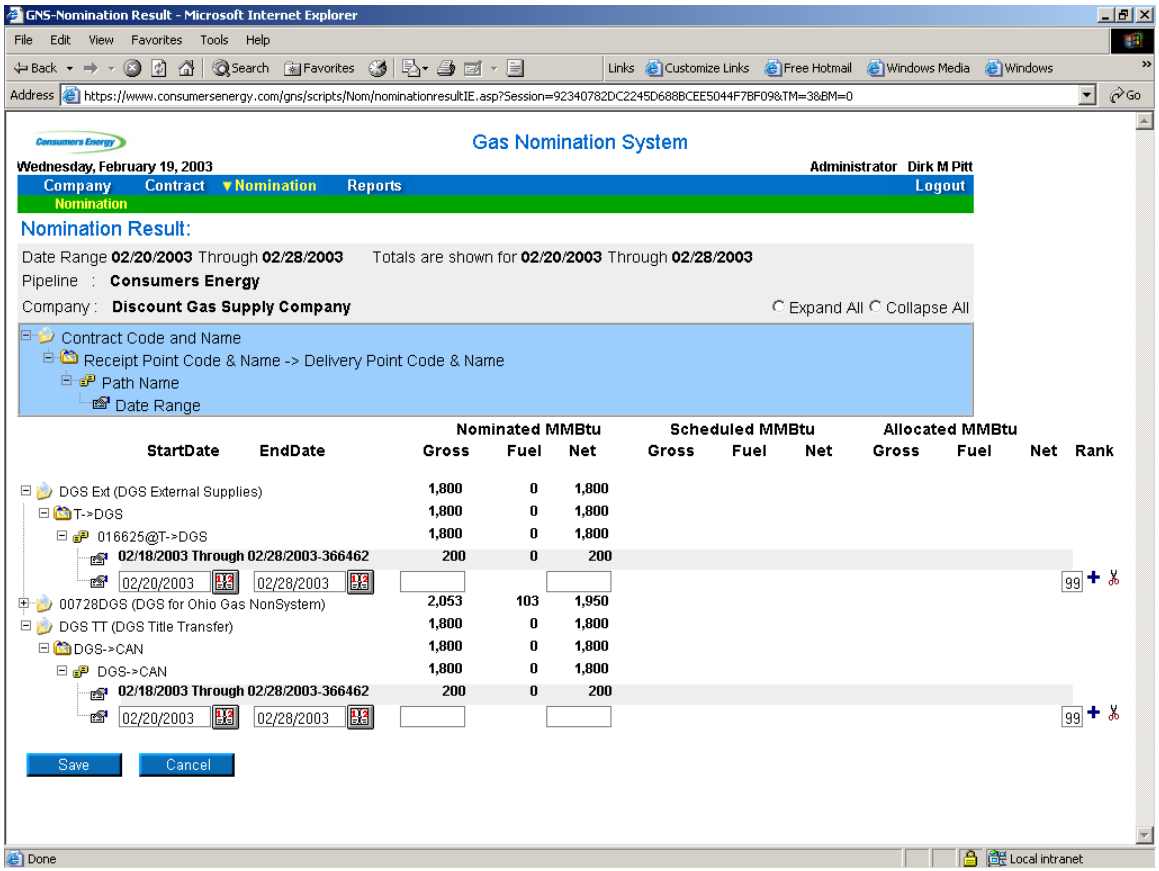
7. Click on the **Save** button to update the Path.
   - If there are errors related to saving the path, they appear on the page.
   - You must rectify those errors in order to save the path.
   - On successful save of a Path, You will be taken back to the **Path Search** page with a message saying ‘Path saved successfully’.

8. Click on the **Cancel** button to cancel any action related to the Update Path and return to the **Path Search** page.

5. Nomination Module

5.1 Nomination Search





Function:

User can search the nominations for a date range and submit a new nomination from these screens.

Nominations are acceptable,

a. Only for 365 days.
b. For Zero quantity.
c. That may overlap the previous nominations.
d. To submit multiple concurrent nominations for a path, if the paths are identified by distinct package IDs.

Nominations are not acceptable,

a. If a nomination date range exceeds the Path date range.
b. If a nominated quantity greater than the MDQ of the contract.
c. If a nomination start date less than Today – 365 days.
d. On Inactive paths.

If a user submits multiple nomination for a given gas day, the system will look at the most recently submitted nomination to determine which nomination quantity to apply following ‘last in wins’ rule.

1. Click on **Nomination** in the Main Menu
   (The Nomination Search page of the **Nomination** Submenu is opened by default)

2. **Nominations** can be filtered by searching on the following fields:
   - **Gas Date Range** (mandatory)
   - **Pipeline** (mandatory)
   - Contract Type
   - Contract
   - Nomination Session

3. In order to search by **Pipeline**:
   - Select a Pipeline from the Pipeline select box.

4. In order to search by **Gas Date Range**:
   - Enter the dates in the acceptable date formats or select a date from the calendar next to the Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)

5. In order to search by **Contract**:
   - Select a Contract from the Contract select box.

6. In order to search by Nomination Session
   - To view all Nominations, click on “Show all Current Nominations”
   - To view one particular Nomination Session, click on “View a Nomination Session” and select Session Information from the select box behind to this text

7. Display Totals section
   - Click on “No Total” to view the Nomination result with no Total on each node.
   - Click on “For a Gas Day” to view the Nomination result total for a given gas day & to view the Scheduled & allocated qty for the given gas day.
   - Click on “For the Date Range” to view the Nomination result with Total on each node.

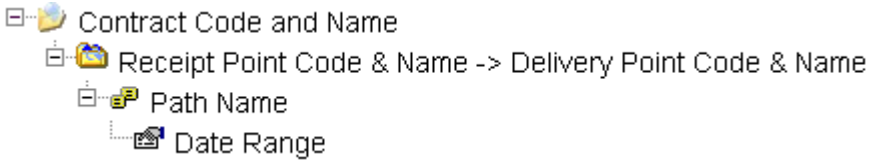
8. Primary Display section
   - Select Nominated or Scheduled or Allocated to appear as first column in the tree view display.

9. Display Option section
   - Check “Show Nominated” to display the nominated qty in the result screen.
   - Check “Show Scheduled” to display the scheduled qty in the result screen.
   - Check “Show Allocated” to display the allocated qty in the result screen.

- Check “Include Paths With Zero Quantities” to view all paths even if the paths are not nominated.
- Check “Show Ranks” to view the Nominations Rank.

10. Click **Search** button to retrieve search results based on the combination of above criteria.
Nomination Search Results return the following information in Nomination Result screen:
    - Contract Code & Name
    - Receipt Point -> Delivery Point
    - Path Name
    - Nomination Information
        - Nomination Date Range
        - Nominated Gross Qty
        - Nominated Fuel Qty
        - Nominated Net Qty
        - Scheduled Gross Qty
        - Scheduled Fuel Qty
        - Scheduled Net Qty
        - Allocated Gross Qty
        - Allocated Fuel Qty
        - Allocated Net Qty
        - Update Button
        - Cancel Button

    The result will appear in the following tree view format,



Add Nominations:

- Navigate to the nomination path node by clicking the contract node & point node in the Treeview.
- Fill in the required fields
    - Start Date
    - End Date
    - Gross or Net Qty
    - Rank
- To add more nomination on another path. Navigate to that path & enter the required fields

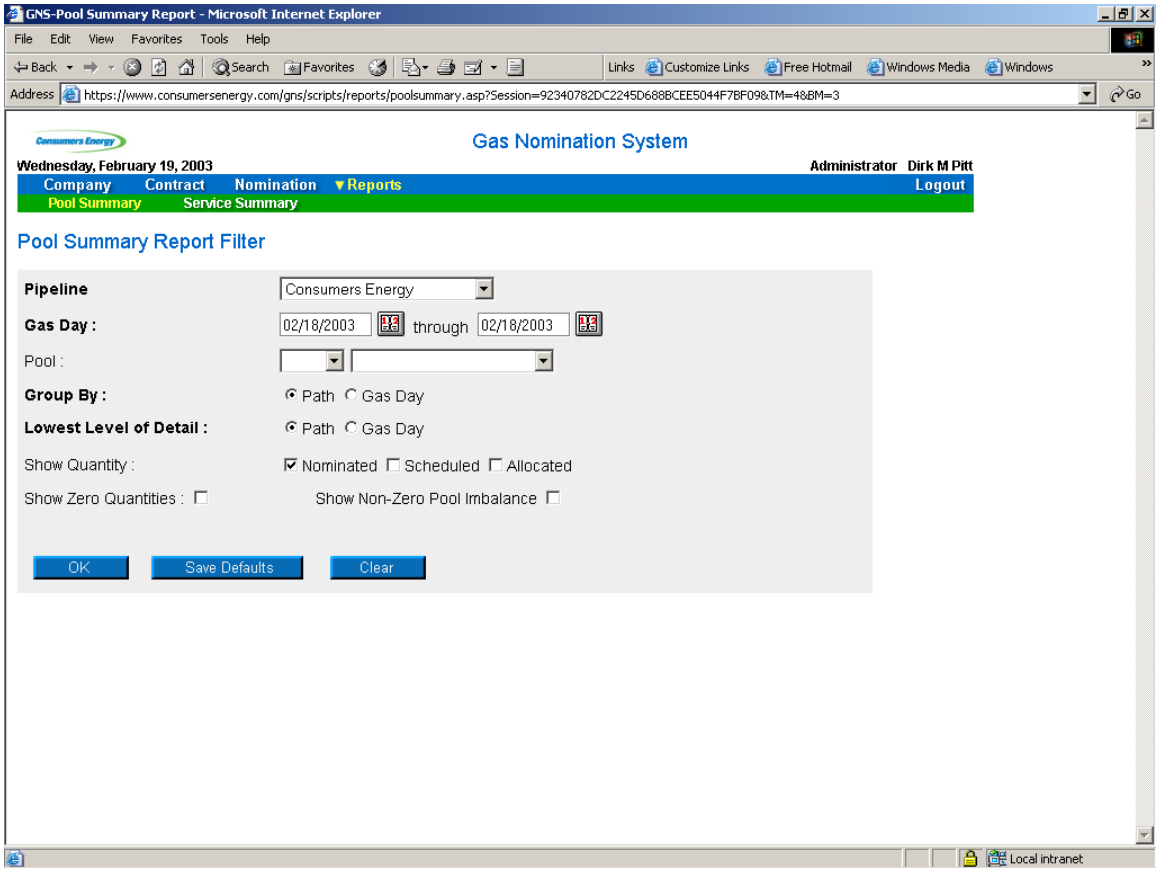
- To add one more nomination on the same path, click on the Update Button.
- To clear the added nomination in the current session, click on the Cancel Button.
- To save all nominations added in the current session, click the **Update** button and then the **Save Button**.
    - If there are errors related to saving the nomination, they appear on the Nomination error window
    - You must rectify those errors in order to save the nominations.
    - On successful save of the nominations, the window appears with the message "Your nominations have passed validation. All nominations have been saved."
- To view the last nominations error, click on the link "**View Nomination Save Result**".
- To expand the Treeview content, click "**Expand All**" option box
- To collapse the expanded Treeview content, click "**Collapse All**" option box
- Click on the **Cancel** button to cancel any action related to the Nomination and return to the Nomination Search page.

11. Click **Clear** button to clear the contents.

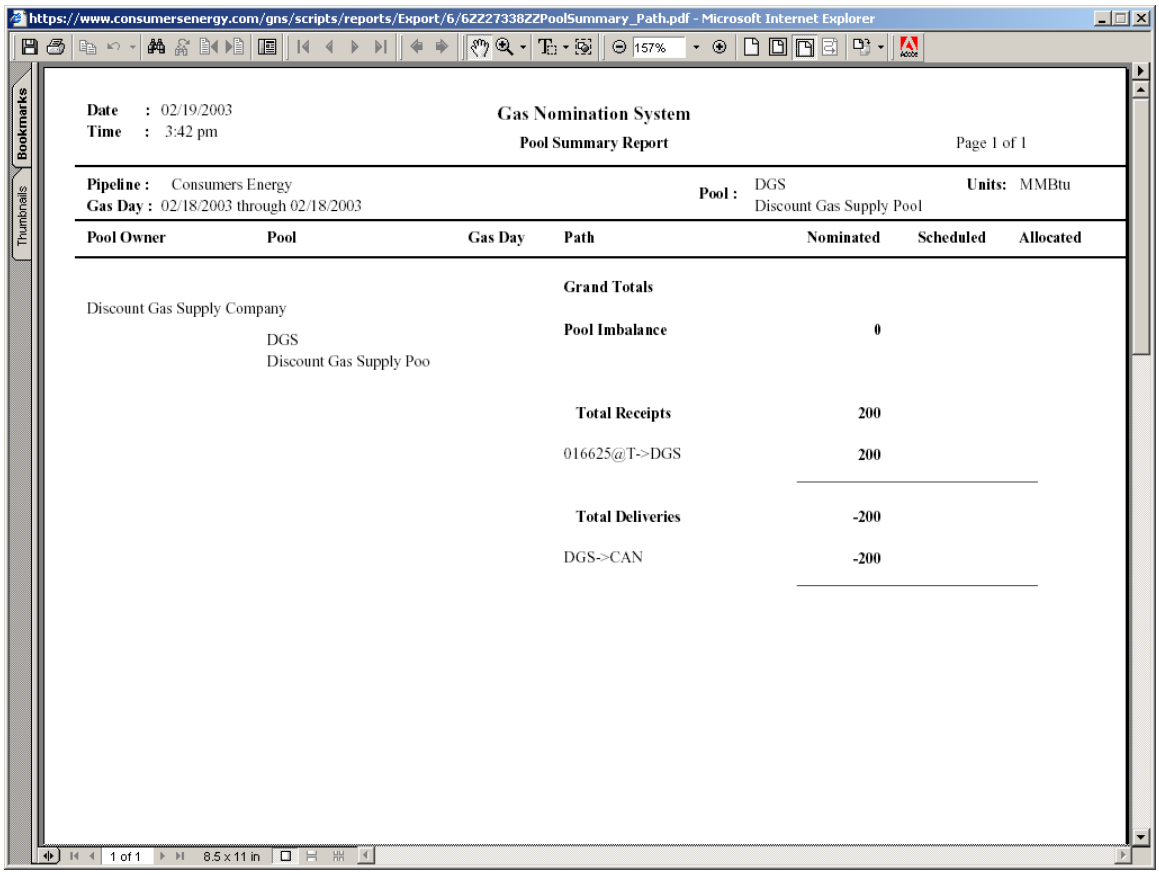
12. Click on **Save Defaults** button to create a user-defined default.
Fill in all the desired search selections.
Click on the Save Defaults button.
When you log in next time, your user-defined selection will appear as the search selections.

6. Report Module

6.1 Pool Summary Report Filter



PDF File Output



Function:

User can retrieve Pool Summary report from this page by providing Pipeline (mandatory), Gas Day (mandatory), Group By (mandatory), Lowest level of Detail (mandatory), Show Quantity: Nominated or Show Quantity: Scheduled or Show Quantity: Allocated or Show Zero Quantities or Show Non-Zero Pool Imbalance.
The report output (pdf format) will display in a new window.

1. Click on **Report** in the Main Menu and Click on **Pool Summary** Submenu. (The **Pool Summary** filter Submenu will be opened)

2. **Pool Summary report** would be filtering by the following fields:

   - **Pipeline** (mandatory)
   - **Gas Day** (mandatory)
   - Pool
   - **Group by** (mandatory)

- **Lowest level of Detail** (mandatory)
- Show Quantity: Nominated
- Show Quantity: Scheduled
- Show Quantity: Allocated
- Show Zero Quantities
- Show Non-Zero Pool Imbalance.

3. In order to filter by **Pool**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Group by** check box (Path or Gas Day).
     AND
   - Enable **Lowest Level of Detail** check box (Path or Gas Day).
     AND
   - Select **Pool** from the selection box.

4. To see the report results in **Group by Path**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Lowest Level of Detail** check box (Path or Gas Day).
     AND
   - Enable **Group by Path** check box.

5. To see the report results in **Group by Gas Day**:
   - Select a **Pipeline** from the Pipeline select box.
     AND

- Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Lowest Level of Detail** check box (Path or Gas Day).
  AND
- Enable **Group by Gas Day** check box.

6. To see the report results of **Lowest Level of Detail** by **Path**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Group by** check box (Path or Gas Day).
     AND
   - Enable **Lowest Level of Detail - Path** check box.

7. To see the report results of **Lowest Level of Detail** by **Gas Day**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Group by** check box (Path or Gas Day).
     AND

- Enable **Lowest Level of Detail – Gas Day** check box.

8. To see **Nominated quantity** in the report:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Group by** check box (Path or Gas Day).
     AND
   - Enable **Lowest Level of Detail** check box (Path or Gas Day).
     AND
   - Select any combination of above criteria.
   - Enable the check box in the **Show Quantity: Nominated** Check box option.

9. To see **Scheduled quantity** in the report:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Group by** check box (Path or Gas Day).
     AND
   - Enable **Lowest Level of Detail** check box (Path or Gas Day).
     AND
   - Select combination of fields.
   - Enable the check box in the **Show Quantity: Scheduled** Check box option.

10. To see **Allocated quantity** in the report:
    - Select a **Pipeline** from the Pipeline select box.

AND

- Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Group by** check box (Path or Gas Day).
  AND
- Enable **Lowest Level of Detail** check box (Path or Gas Day).
  AND
- Select combination of fields.
- Enable the check box in the **Show Quantity: Allocated** Check box option.

11. To see **Nominated, Scheduled and Allocated quantity** in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Enable **Group by** check box (Path or Gas Day).
      AND
    - Enable **Lowest Level of Detail – Gas Day** check box.
      AND
    - Select combination of fields.
    - Enable the check box in the **Show Quantity: Nominated, Scheduled** and **Allocated** Check box option.

12. To see including **Zero Quantity** values in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)

AND

- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Group by** check box (Path or Gas Day).
  AND
- Enable **Lowest Level of Detail** check box (Path or Gas Day).
  AND
- Select combination of fields.
- Enable the check box in the **Show Zero Quantities** Check box option.

13. To see **Non-Zero Pool Imbalance Quantity** values in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Select **Display** from the selection box.
      AND
    - Select **Sort by** from the selection box.
      AND
    - Select combination of fields.
    - Enable the check box in the **Show Non-Zero Pool Imbalance** Check box option.

14. Click **OK** button to display report results based on the combination of above criteria.
    Pool Summary report result would be displayed the following details.

    - Selected Pipeline
    - Selected Gas Day Range (Start Date through End Date)
    - Selected Pool
    - Pool Owner
    - Pool
    - Gas Day
    - Path
    - Nominated

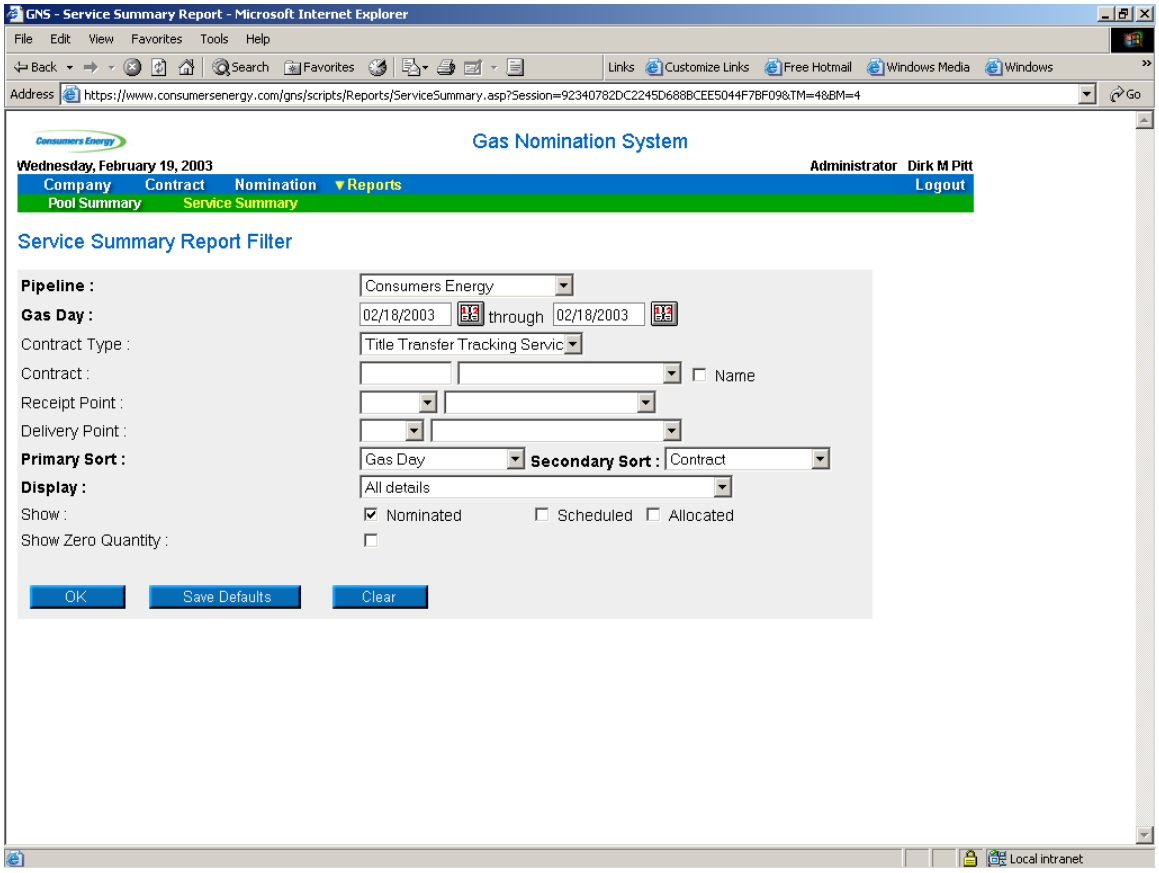
- Scheduled
- Allocated
- Pool Imbalance
- Gas Day Subtotal
- Total Receipts
- Total Deliveries

If no records were found for the selection criteria, the report result wouldn't show any result or data except selected Pipeline and Gas Day Range.

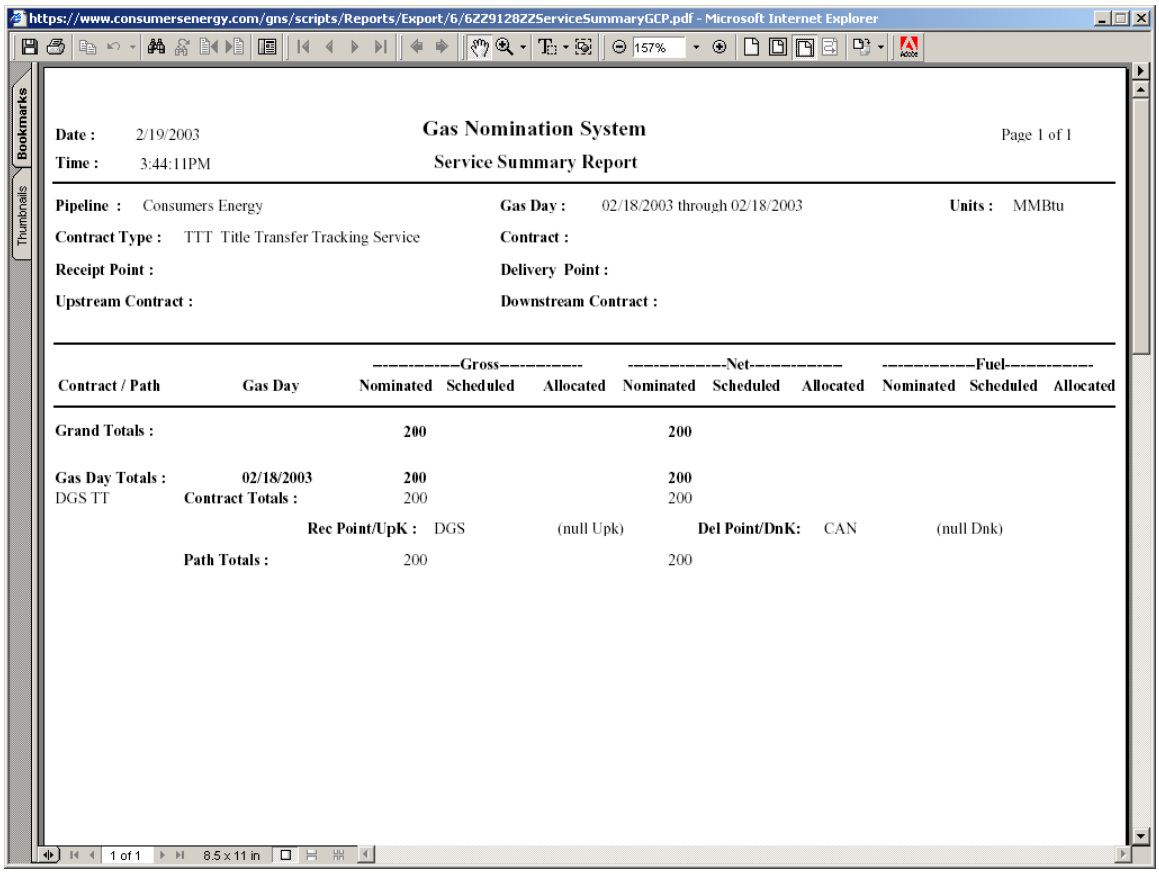
15. Click **Clear** button to clear the contents.

16. Click on **Save Defaults** button to create a user-defined default.
Fill in all the desired search selections.
Click on the Save Defaults button.
When the user logs in from next time, his user-defined selection will appear as the search selections.

6.2 Service Summary Report Filter



PDF File Output



https://www.consumersenergy.com/gns/scripts/Reports/Export/6/6ZZ9128ZZServiceSummaryGCP.pdf - Microsoft Internet Explorer

Date : 2/19/2003 — Gas Nomination System — Page 1 of 1
Time : 3:44:11PM — Service Summary Report

Pipeline : Consumers Energy — Gas Day : 02/18/2003 through 02/18/2003 — Units : MMBtu
Contract Type : TTT Title Transfer Tracking Service — Contract :
Receipt Point : — Delivery Point :
Upstream Contract : — Downstream Contract :

Contract / Path	Gas Day	Gross Nominated	Gross Scheduled	Gross Allocated	Net Nominated	Net Scheduled	Net Allocated	Fuel Nominated	Fuel Scheduled	Fuel Allocated
Grand Totals :		**200**			**200**					
Gas Day Totals :	**02/18/2003**	**200**			**200**					
DGS TT	**Contract Totals :**	200			200					
	Rec Point/UpK : DGS (null Upk)				**Del Point/DnK:** CAN (null Dnk)					
	Path Totals :	200			200					

Function:

User can retrieve Service Summary report from this page by providing Pipeline (mandatory), Gas Day (mandatory), Primary Sort (mandatory), Secondary Sort (mandatory) Display (mandatory), Contract Type or Contract or Receipt Point or Show: Nominated or Show: Scheduled or Show: Allocated or Show Zero Quantity.
The report output (pdf format) will display in a new window.

1. Click on **Report** in the Main Menu and Click on **Service Summary** Submenu. (The **Service Summary** filter Submenu will be opened)

2. **Service Summary report** will be filtered by the following fields:

   - **Pipeline** (mandatory)
   - **Gas Day** (mandatory)

- Contract Type
- Contract
- Receipt Point
- Delivery Point
- **Primary Sort** (mandatory)
- **Secondary Sort** (mandatory)
- **Display** (mandatory)
- Show: Nominated
- Show: Scheduled
- Show: Allocated
- Show Zero Quantity

3. In order to filter by **Contract Type**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable **Primary Sort** check box (Gas Day or Contract or Path).
     AND
   - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
     AND
   - Select **Display** from the selection box.
     AND
   - Select Contract Type from the selection box.

   (Note: Primary Sort and Secondary Sort should not be same)

4. In order to filter by **Contract**:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.

(Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
AND
- Enable **Primary Sort** check box (Gas Day or Contract or Path).
AND
- Enable **Secondary Sort** check box (Gas Day or Contract or Path).
AND
- Select **Display** from the selection box.
AND
- Select a Contract from the Contract select box.

(Note: Primary Sort and Secondary Sort should not be same)

5. In order to filter by **Receipt Point**:
   - Select a **Pipeline** from the Pipeline select box.
   AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
   (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
   AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
   (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
   AND
   - Enable **Primary Sort** check box (Gas Day or Contract or Path).
   AND
   - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
   AND
   - Select **Display** from the selection box.
   AND
   - Select a Receipt Point Short Name from the first Receipt Point select box.
   OR
   - Select a Receipt Point Long Name from the second Receipt Point select box. This will bring up the desired Receipt Point in the Receipt Point select box.

   (Note: Primary Sort and Secondary Sort should not be same)

6. In order to filter by **Delivery Point**:
   - Select a **Pipeline** from the Pipeline select box.
   AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
   (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
   AND

- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Primary Sort** check box (Gas Day or Contract or Path).
  AND
- Enable **Secondary Sort** check box (Gas Day or Contract or Path).
  AND
- Select **Display** from the selection box.
  AND
- Select a Delivery Point Short Name from the first Delivery Point select box.
  OR
- Select a Delivery Point Long Name from the second Delivery Point select box This will bring up the desired Delivery Point in the Delivery Point select box.

(Note: Primary Sort and Secondary Sort should not be same)

7. To see the report results in **Primary Sort** (Contract or Gas day or Path):
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enable any one of the options **Gas Day** or **Contract** or **Path** in the **Primary Sort** check box.
     AND
   - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
     AND
   - Select **Display** from the selection box.
     AND
   - Select at least one field combination (Contract Type or Contract or Receipt/Delivery Point)

   (Note: Primary Sort and Secondary Sort should not be same)

8. To see **Nominated quantity** in the report:
   - Select a **Pipeline** from the Pipeline select box.

AND

- Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
  - Enable **Primary Sort** check box (Gas Day or Contract or Path).
    AND
  - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
    AND
  - Select **Display** from the selection box.
    AND
- Select any combination of above criteria.
- Enable the check box in the **Show: Nominated** Check box option.

9. To see **Scheduled quantity** in the report:
   - Select a **Pipeline** from the Pipeline select box.
     AND
   - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
   - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
     (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
     AND
     - Enable **Primary Sort** check box (Gas Day or Contract or Path).
       AND
     - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
       AND
     - Select **Display** from the selection box.
       AND
   - Select combination of fields.
   - Enable the check box in the **Show: Scheduled** Check box option.
     ``

10. To see **Allocated quantity** in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.

(Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
AND

- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Primary Sort** check box (Gas Day or Contract or Path).
  AND
- Enable **Secondary Sort** check box (Gas Day or Contract or Path).
  AND
- Select **Display** from the selection box.
  AND
- Select combination of fields.
- Enable the check box in the **Show: Allocated** Check box option.

11. To see **Nominated, Scheduled and Allocated quantity** in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
      AND
    - Enable **Primary Sort** check box (Gas Day or Contract or Path).
      AND
    - Enable **Secondary Sort** check box (Gas Day or Contract or Path).
      AND
    - Select **Display** from the selection box.
      AND
    - Select combination of fields.
    - Enable the check box in the **Show: Nominated, Scheduled** and **Allocated** Check box option.

12. To see including **Zero Quantity** values in the report:
    - Select a **Pipeline** from the Pipeline select box.
      AND
    - Enter a **Gas Day** (Start Date) in the first box (in the acceptable date formats or select a date from the calendar next to the Start Date textbox.
      (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)

AND

- Enter a **Gas Day** (End Date) in the second box in the same row (in the acceptable date formats or select a date from the calendar next to the End Date textbox.
  (Note: Acceptable date formats are mm.dd.yy, mm-dd-yy, mm/dd/yy, mm.dd.yyyy, mm-dd-yyyy, mm/dd/yyyy)
  AND
- Enable **Primary Sort** check box (Gas Day or Contract or Path).
  AND
- Enable **Secondary Sort** check box (Gas Day or Contract or Path).
  AND
- Select **Display** from the selection box.
  AND
- Select combination of fields.
- Enable the check box in the **Show Zero Quantity** Check box option.

13. Click **OK** button to display report results based on the combination of above criteria.

    Service summary displays the following details:

    - Selected Pipeline
    - Selected Gas Day Range (Start Date through End Date)
    - Selected Contract Type
    - Selected Contract
    - Selected Receipt Point
    - Selected Delivery Point
    - Contract/Path
    - Gas Day
    - Gross Nominated
    - Gross Scheduled
    - Gross Allocated
    - Net Nominated
    - Net Scheduled
    - Net Allocated
    - Fuel Nominated
    - Fuel Scheduled
    - Fuel Allocated
    - Grand Totals
    - Contract Totals
    - Path Totals
    - Gas Day Totals.

    If no records were found for the selection criteria, the report result wouldn't show any result or data except selected fields.

14. Click **Clear** button to clear the contents.

15. Click on **Save Defaults** button to create a user-defined default.
Fill in all the desired search selections.
Click on the Save Defaults button.
When the user logs in from next time, his user-defined selection will appear as the search selections.

7. Browser Shortcut Keys

7.1 Internet Explorer

Command	Keys
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Close Window	Ctrl+W
Delete Next Word	Ctrl+Del
Scroll Up One Page	Page Up
Scroll Down One Page	Page Down
Go Up One Line	Up Arrow
Go Down One Line	Down Arrow
Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Find	Ctrl+F
Open Context Menu	Shift+F10
Open Main Menu (Select the first drop-down menu at the top of the window: for example, "File" in Windows)	F10
Move to beginning of line (in a text-editing field)	Home
Move to end of line (in a text-editing field)	End
Exit	Ctrl+F4
Home Page	ALT + Home
Go to Next Page	ALT+Right Arrow
Go to the previous page	ALT+Left Arrow
Refresh the current page	F5 or CTRL+R
Open a new window	CTRL + N
Print the current page	CTRL + P
Select the text in the Address box	ALT + D

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Toggle between full-screen and other views in the browser	F11

7.2 Netscape Navigator

Command	Keys
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Close Window	Ctrl+W
Delete Next Word	Ctrl+Del
Scroll Up One Page	Page Up
Scroll Down One Page	Page Down
Go Up One Line	Up Arrow
Go Down One Line	Down Arrow
Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Find	Ctrl+F
Find Again	Ctrl+G or F3
Open Context Menu	Shift+F10
Open Main Menu (Select the first drop-down menu at the top of the window: for example, "File" in Windows)	Alt or F10
Move to beginning of line (in a text-editing field)	Home
Move to end of line (in a text-editing field)	End
Exit Netscape	Ctrl+Q
Start Navigator	Ctrl+1
Start Mail & Newsgroups	Ctrl+2
Start Instant Messenger	Ctrl+3
Start Composer	Ctrl+4
Start Address Book	Ctrl+5