



## NOMINATIONS

### Grid Capabilities

**Pin** - freezes column to the far left of grid and can not be moved.

	Stat	Beg Date	Beg Time	End Date	el Loc Prop	Del Up/Dn ID	Del Up/Dn Name	Del Qty	Del Rank	TT
1	S	4/1/2009	09:00	4/25/2009	209			804	500	01

**Scroll to right**

**Un-Pin** - deactivates pin and becomes the first unpinned column. Unpin is the default.

	Stat	Beg Date	Beg Time	End Date	End Time	Rec Loc	Rec Loc Prop	Rec Up/Dn ID	Rec Up/Dn Name	Rec Qty
1	S	4/1/2009	09:00	4/25/2009	09:00					

**Move** - changes column to a new location. The double red arrows indicate where column will be placed.

Contract Pool

	Stat	Beg Date	Beg Time	Del Rank	TT	Pkg ID	QTI	Fuel Qty	Net Qty	Rate	Discount ID	Cycle	FOC
1	S	4/1/2009	09:00	500	01		D						

**Resize** - changes column width. The double sided black arrow appears as column width changes.

	Stat	Beg Date	Beg Time	Del Up/Dn ID	Del Up/Dn Name	Del Qty	Del Rank	TT	QTI	Pkg ID	Fuel Qty	Net Qty
1	S	4/1/2009	09:00	540804037	ALPHA STRIN	804	500	01	D			

### Save Matrix Settings

	Stat	Beg Date	Beg Time	Del Up/Dn ID	Del Up/Dn Name	Del Qty	Del Rank	TT	QTI	Pkg ID	Fuel Qty	Net Qty
1	S	4/1/2009	09:00	540804037	ALPHA STRIN	804	500	01	D			

#### Matrix Settings Screen

**Matrix Settings**

Matrix Settings -- Web Page Dialog

Save  Save current grid settings.

Restore  Restore to PASSKEY default settings.

https://alpha.eplasopipelines.com/LA/Transportation/ Local Intranet

Save – Retains modified settings  
Restore – Returns to default settings.

### Suppression of Zeros

Display Zero Routes

Blank box - is the default and does not retrieve zero routes.

Display Zero Routes

Checked box - displays the zero routes.

## CONTRACTS

**Submit a Bid** - Click the Check Credit button first to enable the Submit button.

**Check Credit before submitting the bid. Credit must be available before the Submit button becomes enabled.**

Credit Status  Check Credit

**View a Bid on Capacity Release Offer**- From the Offer List Browser screen, click the View Bids button.

Bids against selected offer number 71500-3

Bid Number	Offer Number	Bid Term Sta...	Bid Term End...	Max Bid Qty -...	Bid Value	Bid Rate (Tra...	Biddable	PreArranged	Bid Status
71500-3-1	71500-3	5/1/2009 12:0...	5/31/2009 11:...	700	3504.287842	4.92	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Approved

**Click on View Bids to view the bids for the highlighted offer.**

View Bids

**Agencies can be terminated systematically by the agent or contract holder via PASKEY with 48 hours notice to the other party.**

**The start and end date of an agreement can be changed.**

Update  to   
Start Date  
End Date

\* Recalls and reputs are allowed on Approved contracts.

## ALL PASKEY APPLICATIONS

### Filtering

#### Common Operators

**Equal To** - ONLY those records that match exactly will be displayed.

**Not Equal To** - All records will show EXCEPT the records that match the search criteria.

#### String Operators

**Start With** - All records with the same value at the BEGINNING of the field

**End With** - All records with the same value at the END of the field

**Contains** - All records that have the given value any where in the field

**In the List** - All records that have the given value in the field - Multiple values can be given and seperated by a comma (",")

**Not In the List** - All records will show EXCEPT the records that match the search criteria - Multiple values can be given and seperated by a comma (",")

#### Numeric Operators

**Greater Than (>)** - Records with values greater than the value in the filter will be shown.

**Less Than (<)** - Records with values less than the value in the filter will be shown.

**Greater Than** Records with values greater and equal to the value in the filter will be shown.

**Equal to (>=)** -

**Less Than Equal** Records with values less and equal to the value in the filter will be shown.

**To (<=)** -

**Inside Range** - All records with the field value between the two range values given in the filter will be shown.

**Outside Range** - All records with the field value NOT between the two range values given in the filter will be shown