










TMS-Hot Keys and Tool Bar Icons Descriptions












File Hot Keys

| Function | Hot Keys | Notes |
|----------------------------|----------|---|
| Open Nomination | Alt+O | Opens the Contract screen where you can enter and select the company, contract number, and gas date you want to retrieve. |
| Retrieve Nomination | Alt+R | Retrieves pre-existing nomination data for the gas date selected. |
| Submit Nomination | Alt+S | Saves the nomination to the TMS database. |

System Tool Bar Icons

The following tool bar icons are used generically throughout the TMS program.

| Icon | Hot Key | Notes |
|--|---------|--|
|  Delete | Alt+D | Deletes selected information at a line item level. Only paths that have not been scheduled can be deleted. |
|  Delv | None | Identifies only the delivery side of the data fields. Use this for delivery makeup only transactions on a contract, such as pooling, storage, makeup, or P-N-R. When you click  , the system removes the receipt input data fields and defaults the Transaction Type to code 04 which is imbalance payback from the pipe. |
|  Dtotal | Alt+L | Delivery Total. Sums all applied delivery location totals in POI number order. Displays location number, location name, and total POI quantity. For FGT DRNs will be displayed. |
|  EPSQ | | Elapsed Pro-rata Scheduled Quantity (EPSQ). Displays the EPSQ calculation for the highlighted path, thus allowing you to see the reason why your nominated quantity is less than the actual scheduled quantity. |
|  Exit | | Closes the active screen and returns you to the main menu. |
|  Export | Alt+B | Exports data on the active screen to a tab delimited file. You can then customize the data into your own file as needed. |

| Icon | Hot Key | Notes |
|--|---------|---|
|  Open | Alt+O | Opens the Contract screen where you can enter and select the company, contract number, and gas day you want to retrieve. The Contract screen also provides a copy function that allows you to copy the entire nomination from one gas date to a new gas date range. |
|  Path | None | Identifies the type of transaction that you are going to enter in the data fields. For transportation contracts, the system defaults to a path transaction that requires both receipt and delivery information to be entered in the data field. |
|  Path Detective | | Enables service requesters to view scheduled quantity cuts made by the pipeline for the each cycle. |
|  Preview | Alt+V | Previews the entire nomination detail for the contract that you have open. |
|  Print | Alt+P | Prints the entire nomination detail for the contract that you have open regardless if all paths have been saved. |
|  Rates | Alt+T | Commodity Path rate information can be viewed for the contract nomination path detail line that you have highlighted in the data display area. This rate is based on the information available at the time of nomination and is subject to change. This feature is not available for FGT at this time. |
|  Rcpt | None | Identifies only the receipt side of the data fields. Use this for receipt makeup only transactions on a contract, such as pooling, storage, makeup, or P-N-R. When you select the Rcpt Icon, the system removes the delivery input data fields and defaults the Transaction Type to code 03 which is imbalance payback to the pipe. |
|  Retrieve | Alt+R | Retrieves pre-existing data for the gas day selected. Re-retrieves the contract you already have open. |
|  Rtotal | Alt+E | Receipt Total. Sums all applied receipt location totals in POI number order for the gas day of the path highlighted in the Data Display area. Displays location number, location name, and total POI quantity. For FGT, DRNs will be displayed. |
|  Submit | Alt+S | Saves all current updates to TMS database if all validation criteria are met. If an error message appears changes will not be saved. All error messages must be adjusted and corrected before the nomination can be saved. |
|  Sort | Alt+Z | Sorts all applied data fields available in the Selection View screen (ascending or descending order) based on the selection criteria the user selects. |
| Cancel | Alt+X | Exits you from the Nomination Maintenance screen. |