

Confirmation Report

In this course, we will run the Daily Confirmations report, which provides the confirmed quantities for meters on a given gas day.

1. Select the **Main Menu** icon.

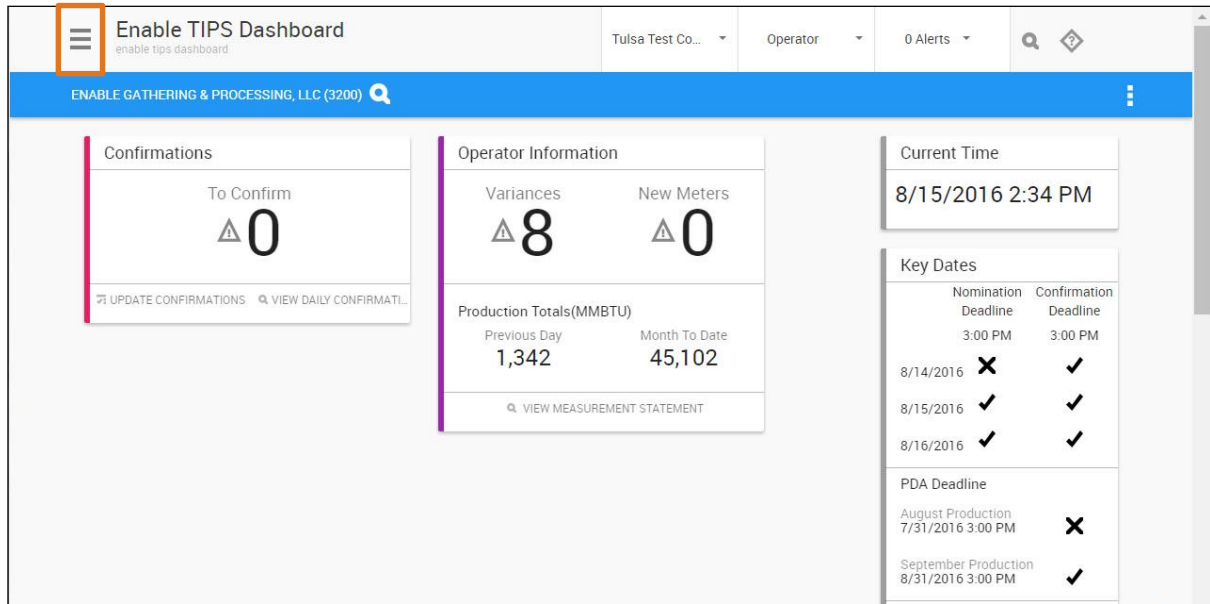


Figure 1: Main Menu icon

2. Select **System**.
3. Select **Reports**.

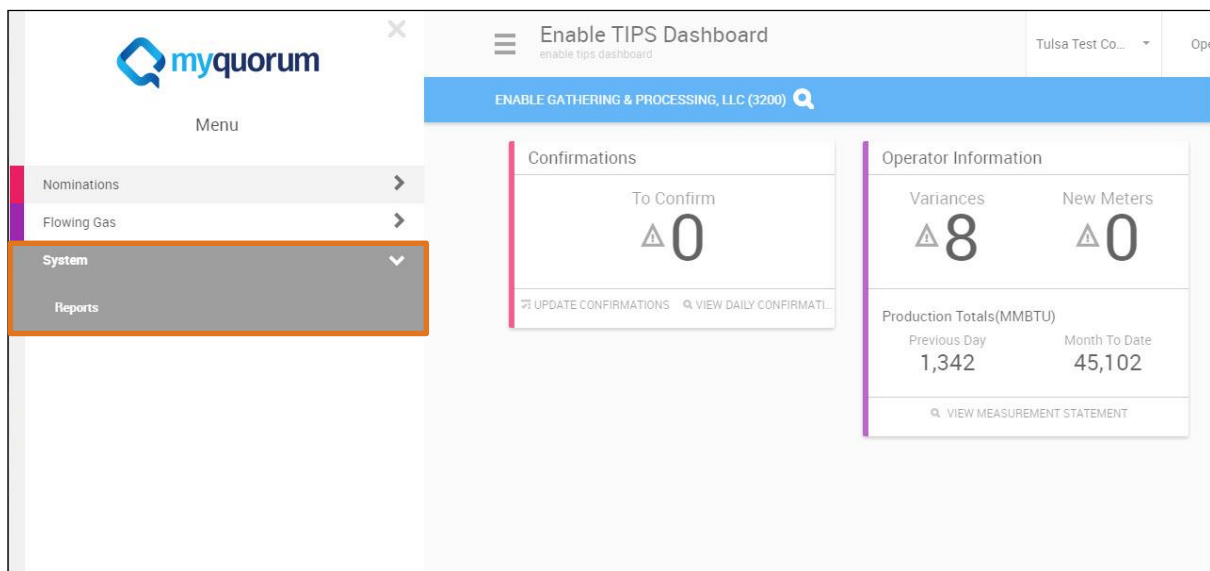


Figure 2: Reports

4. Select **Operator Reports**.

Note: To find the report, you may need to look through the report pages. Use the arrows to advance until you find the Daily Confirmations report.

Note: You could also use the search feature to locate the report.

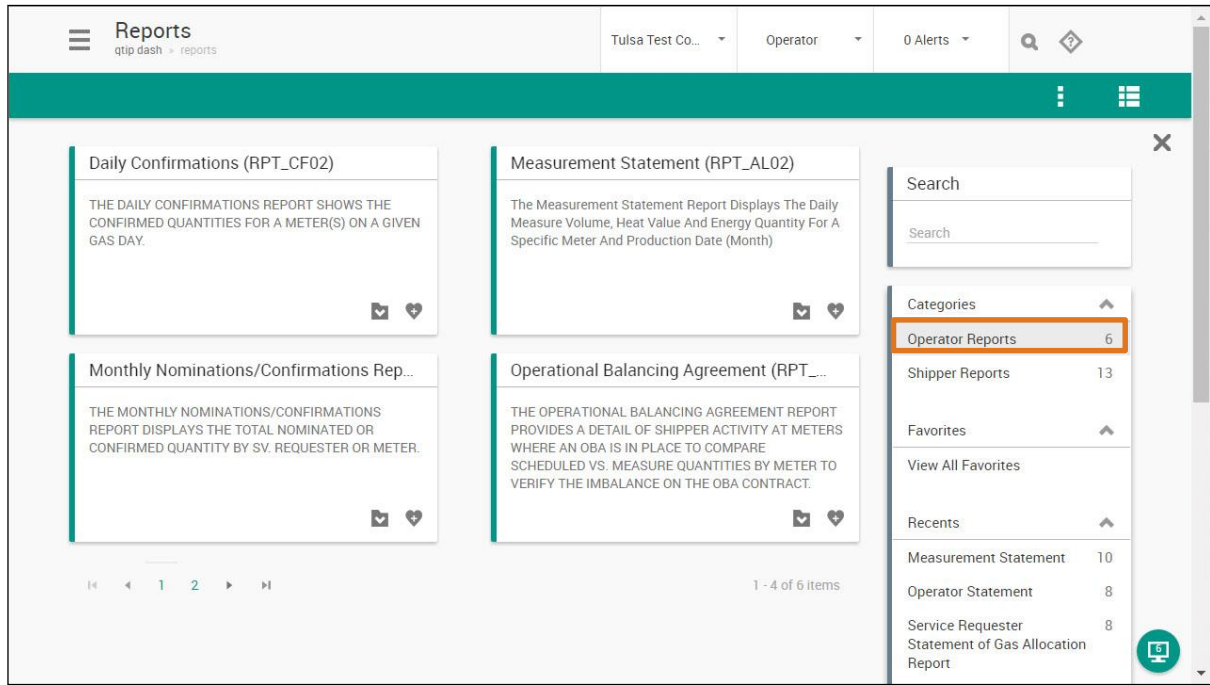


Figure 3: Operator Reports

5. Select the **Launch Report** icon on the Daily Confirmations Report.

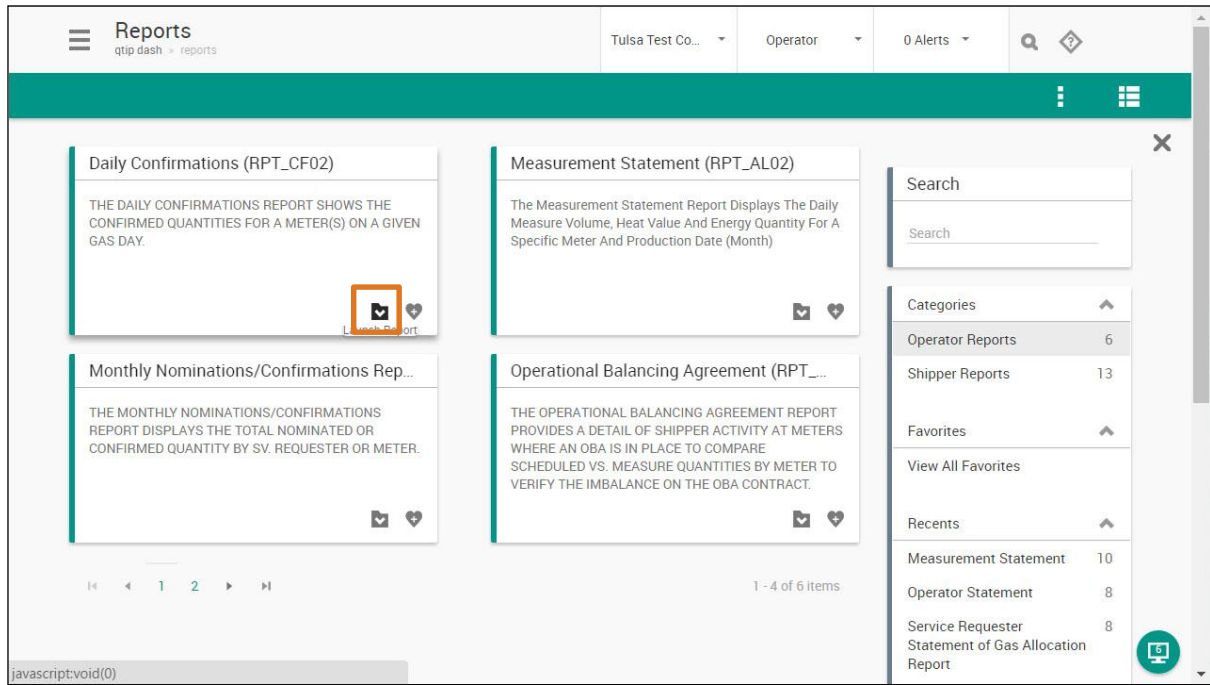


Figure 4: Launch Report

Required parameters are marked with a red asterisk.

6. Select the dropdown arrow by **Company**.
7. Select company.
8. Update the default **Gas Day**, if needed.
9. Select the **Meter No** field.
10. Enter meter number, or select it from a list using the picklist icon (magnifying glass).
11. Select the dropdown arrow by **Report Table Map CD** field.

Note: Results from the current month are non-posted, while results from the previous month are posted. Results from previous months are considered “posted” because they are closed.

12. Select the appropriate option
13. Change the **Report Export File Type**, if needed.

Note: The default file type is PDF.

14. Select the **Execute** button.

Note: If the report does not run, check for errors and correct as needed.

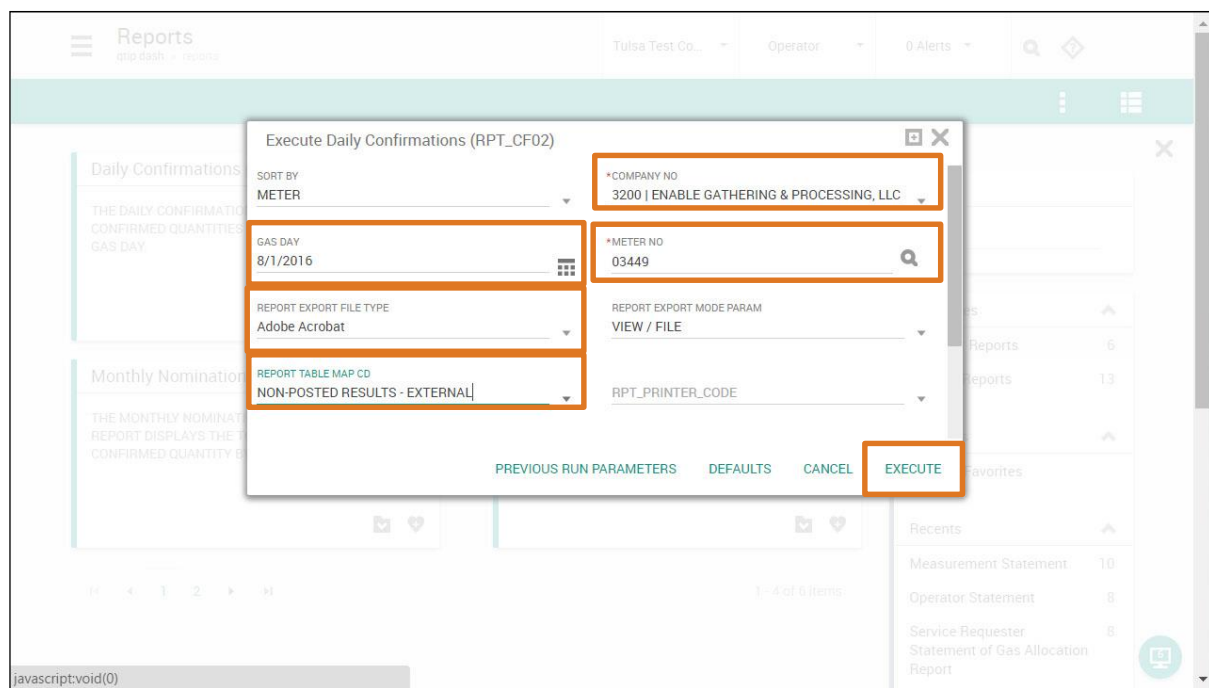


Figure 5: Execute Daily Confirmations

A window appears in the lower right with the status of the report.

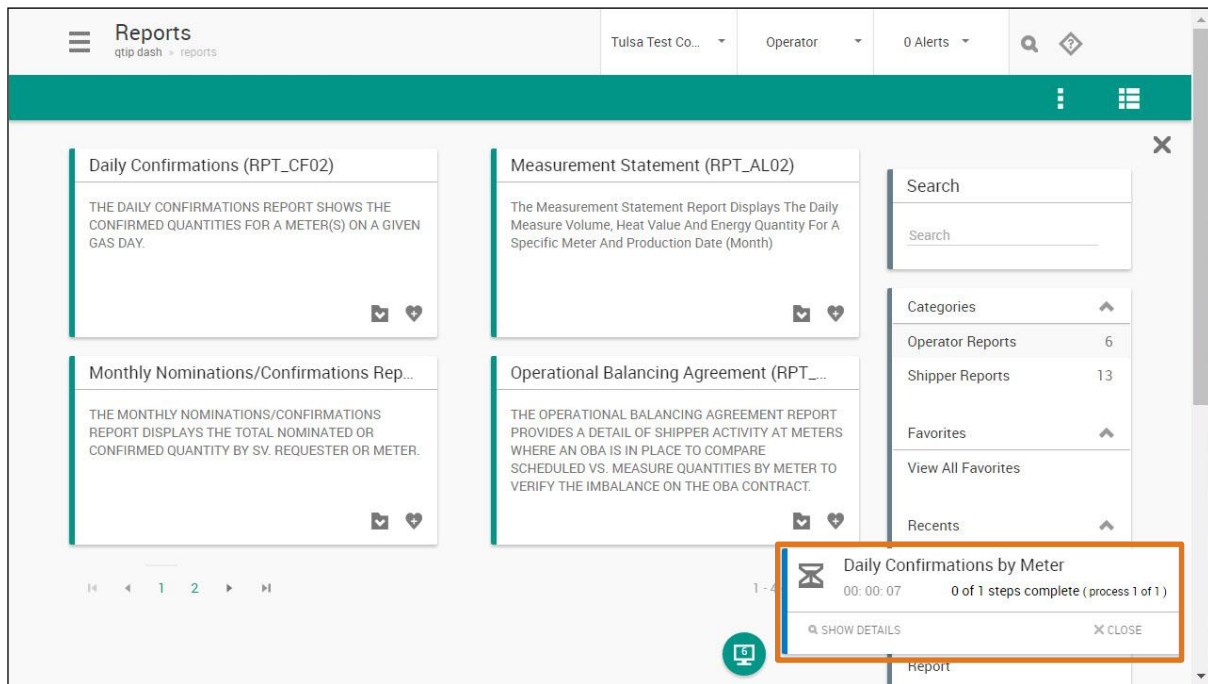


Figure 6: Report status

- 15. Select the **Report** icon.

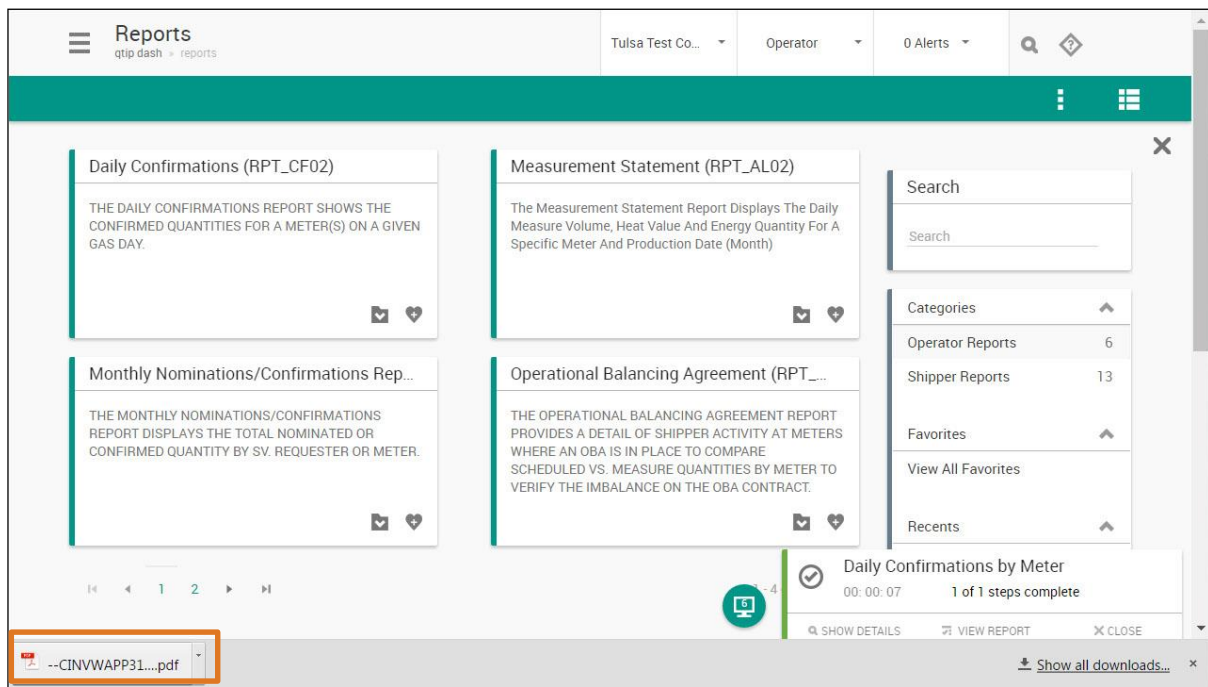


Figure 7: Report icon

The report opens in a separate window.

Note: This report shows nominations in place for a given meter, including what is nominated and confirmed. Month-to-date information displays the total confirmation for the month. You can download a copy of the report, or print the report, if needed.

16. Close the **Report** window to return to myQuorum.

Svc Req BA No.	Svc Req Name	Up/Dn	Pkg ID	Nom Rank	Up/Dn Party Name	Up/Dn Party #	Up/Dn Contract #	Prior Day Conf DTH	Current Day Nom DTH	Current Day Conf DTH	Confirmed Interest %	MTD Conf DTH
999362	Agent One Company	UP		1	Bedlam	999361			1	1		1
999359	COWBOY ENERGY LLC	UP		1	COWBOY ENERGY LLC	999359			1	1		1
999358	TULSA TEST COMPANY	UP		1	TULSA TEST COMPANY	999358			9	9		9
Svc. Rqst. Subtotal:									11	11		11
Meter Total:									11	11		11

Figure 8: Daily Confirmations Report

17. Select the **Close** button.

The dashboard displays a grid of report cards. Each card has a title, a brief description, and icons for email and heart. A notification banner at the bottom right shows a checkmark, the text 'Daily Confirmations by Meter', a timer '00:00:07', and '1 of 1 steps complete'. Below the banner are buttons for 'SHOW DETAILS', 'VIEW REPORT', and a highlighted 'CLOSE' button.

Figure 9: Close

Note: For more information on the reports functionality in myQuorum, or how to run other reports, please view the additional training modules for reporting.

This concludes the myQuorum Confirmation Report training module.