



This guide will assist users with the functionality of "My Dashboard".

Gulfstream

My Dashboard

Table of Contents

Important Information – Please Read	- 3 -
My Dashboard	- 4 -
Introduction	- 4 -
WGP Contacts.....	- 4 -
Action Required	- 5 -
Customer Resources/Action Required	- 5 -
Pipeline Operations	- 6 -
1Line Favorites Pages	- 7 -
Reports Subscriptions	- 7 -
Customer Feedback.....	- 8 -
Customize My Dashboard Sections	- 8 -

Important Information – Please Read

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To review the **tariff** language specific to any topic, go to www.1Line.williams.com>click on **Info Postings** under the Gulfstream heading to access the Informational Postings Page, and then select **Tariff** from the left hand navigation menu.

My Dashboard

Introduction

My Dashboard will provide quick access to information that can be used on a regular basis and other critical information that will assist in monitoring your daily business. You will also be able to customize your Dashboard with 1Line Favorite Page links, view your Report Subscriptions for easy access or change and save your personalized layout of the dashboard. **Bold** items will designate available links to view or alerts for areas needing prompt attention, such as contracts expiring or penalty charges. The items displayed solely depend on the login user's assigned roles.

My Dashboard will load once the user logs into 1Line.

The screenshot shows the 1Line My Dashboard interface. A red arrow points to the 'My Dashboard' tab in the top navigation bar. The dashboard displays various sections:

- WGP Contacts**: A section with a 'Collapse' button. It contains a table with columns for 'Customer Service Representative' and 'Scheduling Representatives'. The table lists Stacey Woolcock with contact information 713-215-3443 and email SysTestNotification@Williams.com.
- Action Required**: A section listing items like Inactive Operator Agency Appointments, Penalty Charges, Scheduled vs Measured over/under 15%, and Overdue Contract Routing Stops.
- Customer Resources/Action Required**: A section listing items like FT Contract Map, FT Contract Map - Released, and FT Contract Map - Scheduled.
- Pipeline Operations**: A section listing items like Operationally Available Capacity, Critical Notices, and Informational Postings.
- 1Line Favorite Pages**: A section with a 'Help' button and a list of favorite pages: Confirmation, Allocated Quantities, and Retrieve Nominations.
- Report Subscriptions**: A section with a 'Shipper Imbalance Daily Statement (No Data Found)' and a link to 'Daily Location Allocation'.
- Customer Feedback**: A section with a 'Do you like 1Line v2.0?' survey. The results show 'Yes: 2 (100%)' and 'No: 0'.

WGP Contacts

The first section of **My Dashboard** displays the user's WGP Contacts.

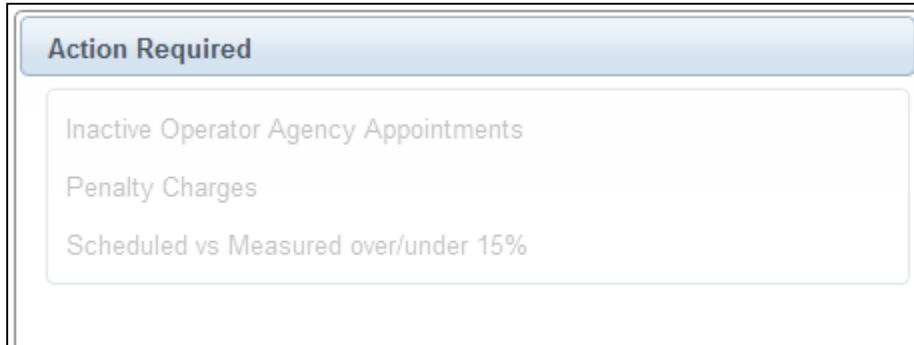
The screenshot shows the WGP Contacts section of the 1Line My Dashboard. It displays a table with the following data:

Customer Service Representative	Scheduling Representatives
Stacey Woolcock	713-215-3443 SysTestNotification@Williams.com

When the user selects **Retrieve**, My Dashboard will update to the latest information available.

Action Required

The **"Action Required"** section contains alert items that will be **bold** if any action is required. By selecting the bold item, a prompt box will appear with a brief description of the item that needs attention.

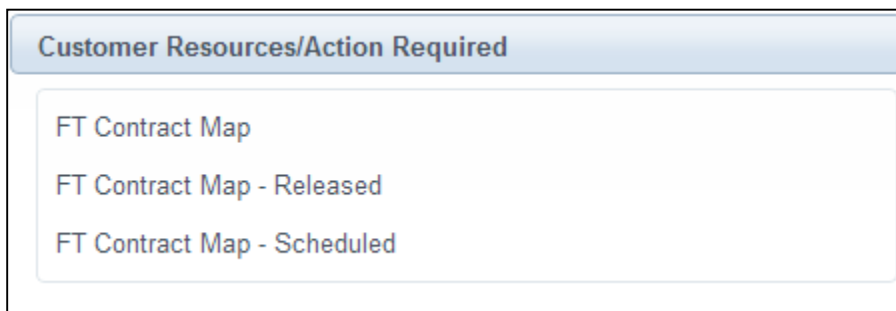


Explanations:

1. **Inactive Operator Agency Appointments**: click on the **bold** item and the prompt box will display the location operator and user of the operator BA with the Confirmation role. When a specific location is on an Agency Agreement and the Operator changes, the agency agreement needs to be amended to remove the location.
2. **Penalty Charges**: for the user with Billing and Invoicing Charge View role, click on the **bold** item and the prompt box will display the contracts and rate schedules that have Tier II and above penalty charges .
3. **Scheduled vs Measured over/under 15%**: click on the **bold** item and any locations that have variations of scheduled versus measured are displayed. This may require corrective action such as a nomination change.

Customer Resources/Action Required

The **"Customer Resources/Action Required"** section may assist the customer in identifying items that may need attention or action.

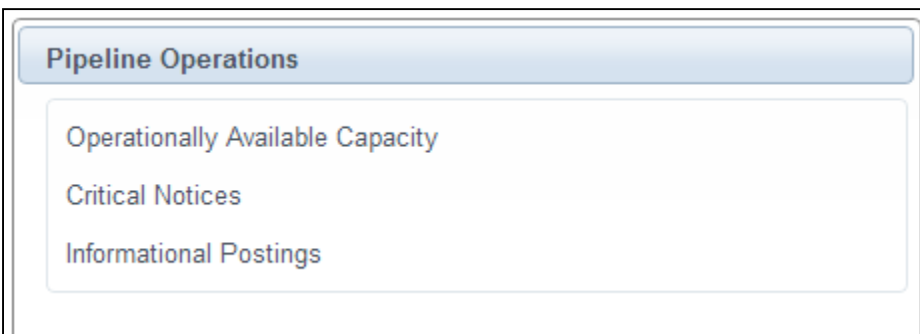


Explanations:

1. **FT Contract Map**: click on the **bold** hyperlink and it opens a new tab for the user with Contract View role. This page provides a high level graphical presentation of a firm contract's MDQ and breaks down the primary and secondary capacity rights along the contract path on a pipeline map.
2. **FT Contract Map-Released**: click on the **bold** hyperlink and it opens a new tab where you can view your FT contract's released segments as well the releasable amounts still available along the contract path.
3. **FT Contract Map-Scheduled**: click on the **bold** hyperlink and it opens a new tab where you can view your FT contract's scheduled segments as well the under-utilized amounts still available along the contract path.
4. **Scheduling Cut Analysis**: click on the **bold** item and a prompt box will display a detailed description of the transaction by contracts that have been cut for a specific cycle.

Pipeline Operations

The "**Pipeline Operations**" section provides hyperlinks links for easy access to specific 1Line areas.



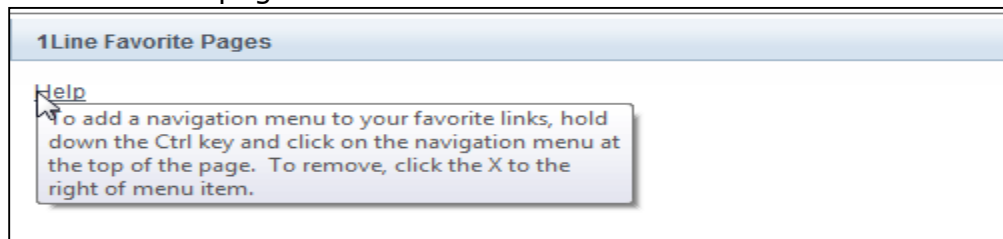
Explanations:

1. **Operationally Available Capacity**: click on this **bold** hyperlink and it will load the Operationally Available Capacity Map.
2. **Critical Notices**: click on this **bold** hyperlink and it loads the Critical Notices list that is located on the Information Postings page.
3. **Informational Postings**: click on this **bold** hyperlink takes you to the 1Line Portal Informational Postings page.

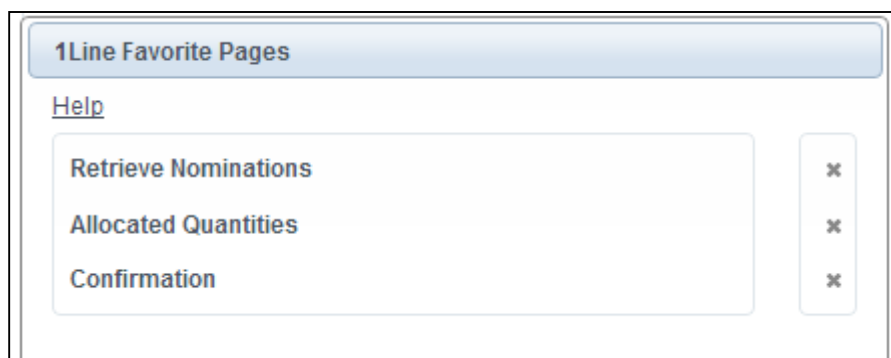
1Line Favorites Pages

The “**1Line Favorite Pages**” section lets a user customize their Favorite 1Line pages.

When you hover over the **Help**, it provides the instructions on how to add your favorite 1Line pages.



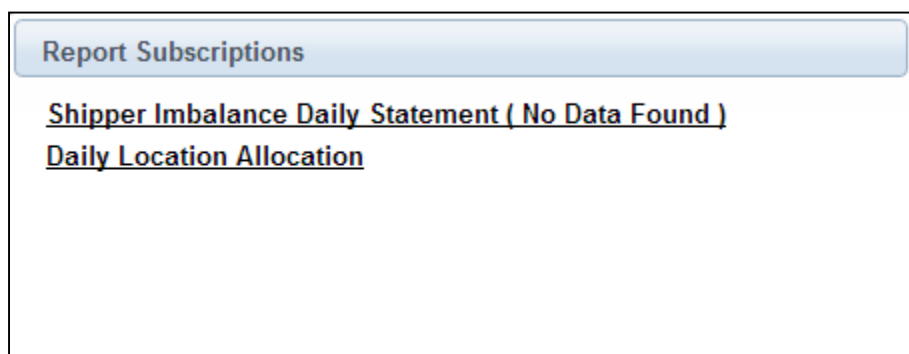
Once you add your 1Line Favorite page links, you can click on the **bold** page name, such as Retrieve Nominations, a new tab opens and the Retrieve Nominations page is now available to access.



To remove a favorite page from your lists, click on the **X** to the right of that page name.

Reports Subscriptions

The “**Report Subscriptions**” section will display reports where a user has set up a subscription. The user will click on the report name and the report will load.



Customer Feedback

The “**Customer Feedback**” section will display a question where the user may select a **Yes** or **No** from the drop down box and then **Submit** their response.

Customer Feedback

Do you like 1Line v2.0?

Select... ▾

Submit

Results To Date:

Yes: 8 (67%)

No: 4 (33%)

Customize My Dashboard Sections

The user also has the ability to rearrange or hide the sections on their dashboard and save the preferred layout. Select the **Customize** action, you now have the ability to hide sections and items by clicking on your desired change.

When you click **Hide**, the section or item will change to **Show**, then select **Save**. To un-hide a section or item, click on **Show**, then **Save**.

HomeMy DashboardNavigation ▾+Pipelines ▾Tools ▾ReportsPrintLogoff

My Dashboard

RetrieveSaveCancelCustomize

Action RequiredHide Section

Inactive Operator Agency Appointments

Penalty Charges

Scheduled vs Measured over/under 15%

ShowHideHide

Customer Resources/Action RequiredHide Section

FT Contract Map

FT Contract Map - Released

FT Contract Map - Scheduled

Scheduling Cuts

HideHideHideHide

Pipeline OperationsHide Section

Operationally Available Capacity

Critical Notices

Informational Postings

1Line Favorite PagesHide Section

Help

Invoice

Business Associate Contacts

✕✕

Report SubscriptionsHide Section

Customer FeedbackHide Section

To rearrange and moved the sections, select **Customize** then with a left click in the section, drag it to the new location. After customized changes have been completed, select **Save**. If you want the moved sections back to the original display, select **Reset** then **Save**.

In this example the 1Line Favorite Pages section has been switched with Pipeline Operations section.

