

## Change Pipeline Settings in IMOS

### Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
12/13/2007	Amy	Created preliminary document
12/17/2007	Amy	Updated to Draft A
12/18/2007	Russ	Draft A edit
12/18/2007	Amy	Updated to Draft B
01/10/08	Amy	Added Space Allocation/Restriction, Nomination Attributes, and new screens to GEB.
01/11/08	Amy	SME approved, Final

## Change Pipeline Settings in IMOS

### Document Control Information

#### Purpose

Use this procedure to make changes to existing pipeline settings in IMOS.

#### Trigger

Perform this procedure when you have received a request to make changes to gasoline equivalency barrels or nomination periods.

#### Prerequisites

Pipeline transport master must exist in ODM and have been published to IMOS.

#### Business Application

IMOS

#### Menu Path or Transaction Code

Admin > Pipeline Settings

#### Filter Criteria

None

#### Performed By

Master Data Analyst

#### Helpful Hints

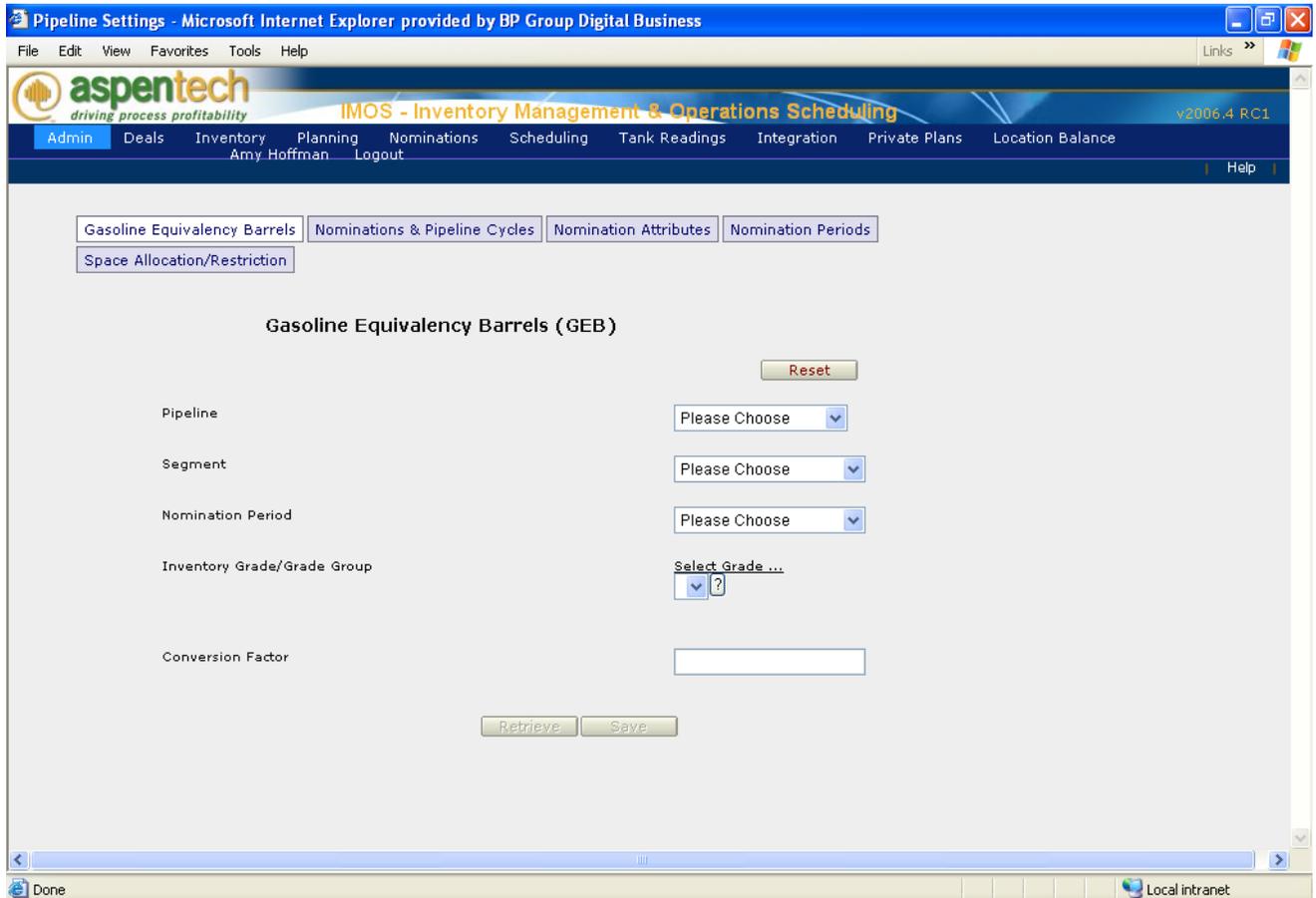
None

#### Revision Notes

The procedure described in this document has passed the business ready standards of the Physical Operations implementation.

**Business Procedure**

**Pipeline Settings – Gasoline Equivalency Barrels**



The Pipeline Settings screen opens with the options for changing gasoline equivalency barrels (GEB) displayed.

1. Perform one of the following:

If	Then	Go To
You need to change the GEB for a given inventory grade or grade group	---	Step <a href="#">2</a>
You need to change the dates of a nomination period	Click <a href="#">Nomination Periods</a>	Step <a href="#">8</a>
You need to assign a new nomination period to a pipeline cycle	Click <a href="#">Nominations &amp; Pipeline Cycles</a>	Step <a href="#">14</a>
You need to set up pipeline nomination attributes	Click <a href="#">Nomination Attributes</a>	Step <a href="#">20</a>

If	Then	Go To
You need to reset space allocation or restriction for a pipeline	Click <input type="button" value="Space Allocation/Restriction"/>	Step <a href="#">23</a>

2. As required, complete the following fields:

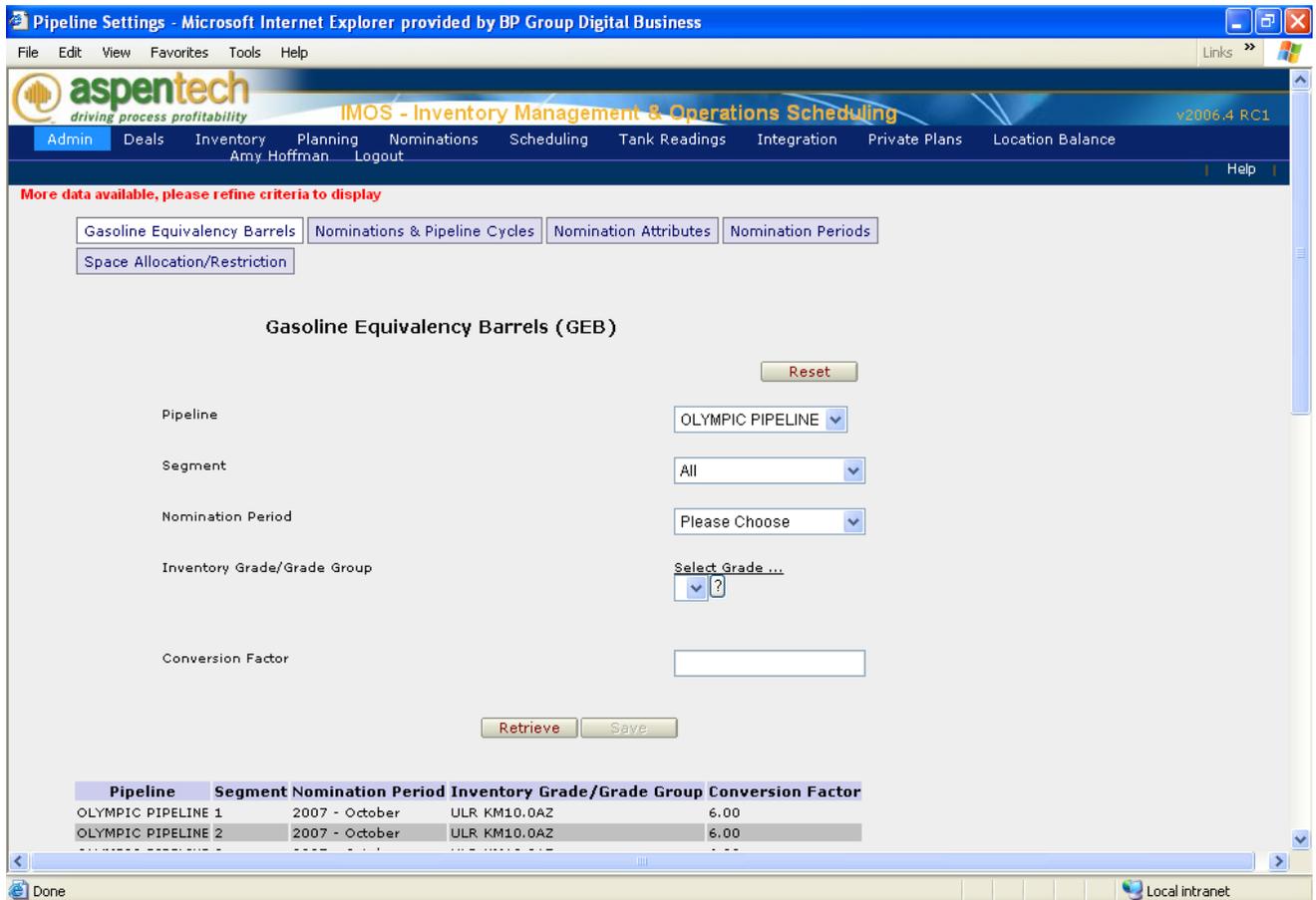
Field Name	R/O/C	Description
Pipeline	R	A network of pipes used to convey liquids and gasses. <b>Example: OLYMPIC PIPELINE</b>
Segment	R	A section of pipeline as defined by third-party owners. Pipeline Segments can connect an origin with one or many destination locations. Pipeline Segments are used when entering allocations. <b>Example: All</b>



If you know the name of the inventory grade or grade group you want, you can refine your search by selecting it from the **Inventory Grade/Grade Group** drop-down list. An open search may produce so many results that the following message appears at the top of the screen, "More data available, please refine criteria to display".

3. Click  to view inventory grades for that pipeline, each mapped to its conversion factor.

**Pipeline Settings – Gasoline Equivalency Barrels**



- Select an inventory grade by clicking it. That grade and its corresponding conversion factor appear in **Inventory Grade/Grade Group** and **Conversion Factor** fields.

**Example:** ULR KM10.0AZ

- As required, complete the following fields:

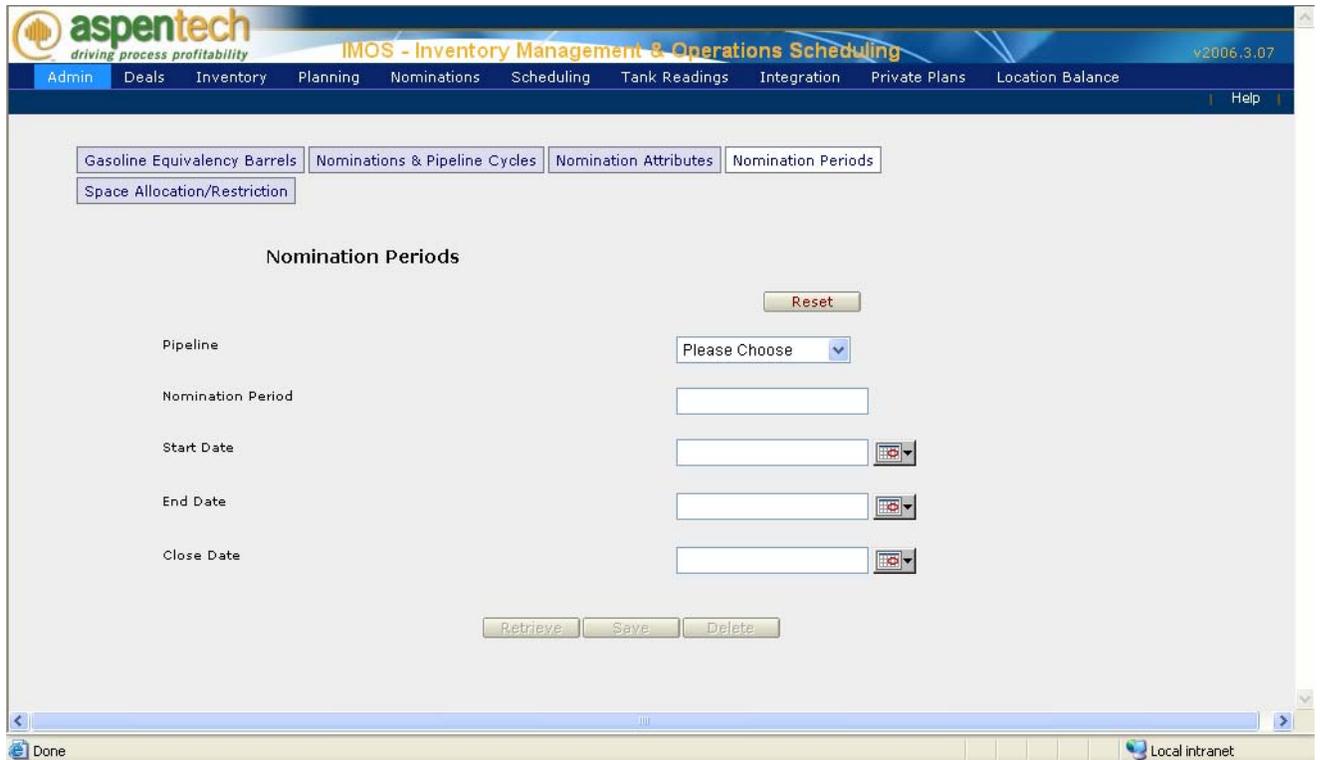
Field Name	R/O/C	Description
Conversion Factor	R	The number by which barrels of a given grade are multiplied to achieve gasoline equivalency barrels (GEB). For instance, if Jet A has a conversion factor of 3, then 10,000 barrels of Jet A will use the same space allocation as 30,000 barrels of gasoline. <b>Example:</b>

- Click **Save**. You have successfully changed the GEB for a given inventory grade or grade group.

7. Perform one of the following:

If	Then	Go To
You need to change the GEB for another inventory grade or grade group	---	Step <a href="#">2</a>
You need to change the dates of a nomination period	Click <a href="#">Nomination Periods</a>	Step <a href="#">8</a>
You need to assign a new nomination period to a pipeline cycle	Click <a href="#">Nominations &amp; Pipeline Cycles</a>	Step <a href="#">14</a>
You need to set up pipeline nomination attributes	Click <a href="#">Nomination Attributes</a>	Step <a href="#">20</a>
You need to reset space allocation or restriction for a pipeline	Click <a href="#">Space Allocation/Restriction</a>	Step <a href="#">23</a>
You have completed all changes to pipeline settings	The system task is complete	---

**Pipeline Settings – Nomination Periods**



- From the **Pipeline** drop-down list, select the name of a pipeline.

Example: OLYMPIC PIPELINE

- Click **Retrieve** to view all nomination periods. A list of nomination periods and their corresponding dates appears.

**Pipeline Settings – Nomination Periods**

Pipeline	Nomination Period	Start Date	End Date	Close Date
OLYMPIC PIPELINE	2007 - October	10/01/2007	10/31/2007	10/15/2007
OLYMPIC PIPELINE	2007 - November	11/01/2007	11/30/2007	11/15/2007
OLYMPIC PIPELINE	2007 - December	12/01/2007	12/31/2007	12/15/2007

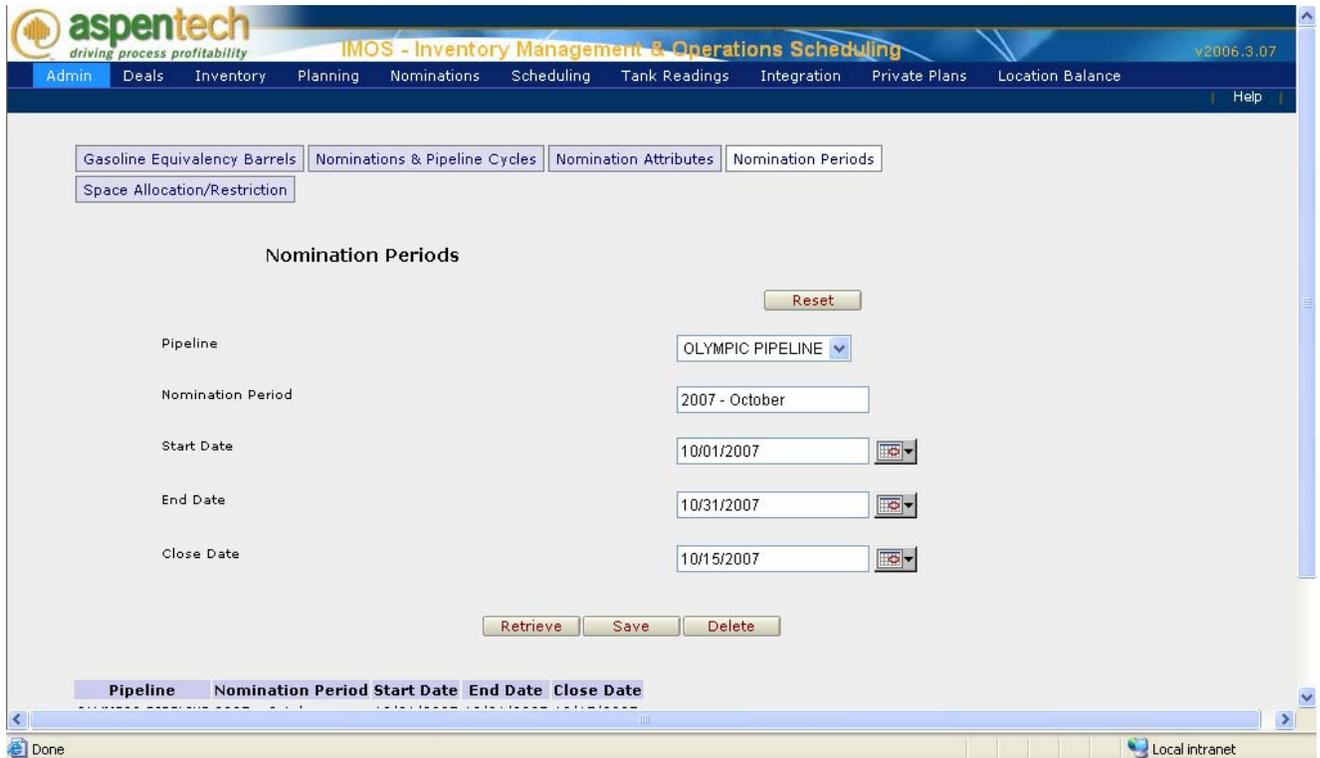


You may need to scroll down, as shown, to view the list of nomination periods.

- Click a nomination period to select it. That period and its corresponding dates populate the screen fields.

**Example:** 2007 - October

**Pipeline Settings – Nomination Periods**



11. Conditional upon on the request you received for a date change, complete the following fields:

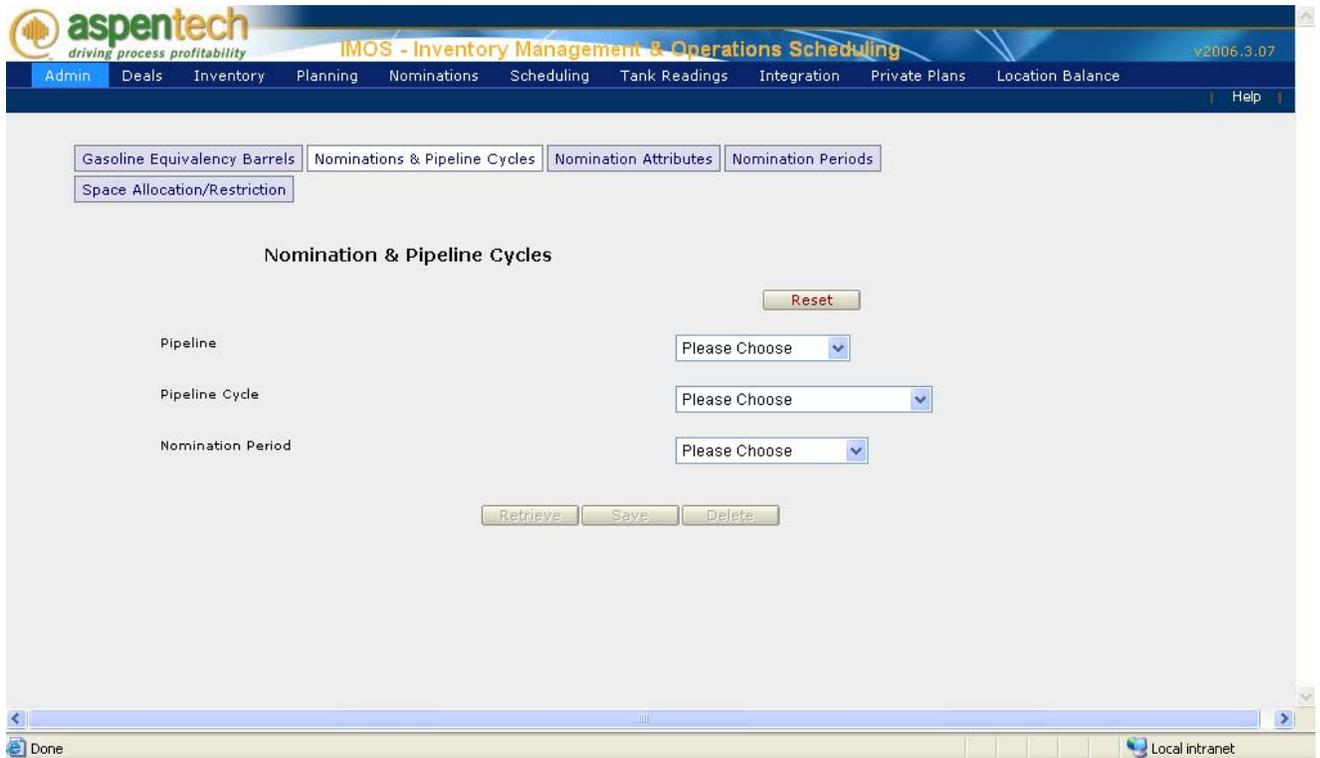
Field Name	R/O/C	Description
Start Date	C	The earliest date in a range of dates. <b>Example:</b> 10/01/207
End Date	C	The latest date in a range of dates. <b>Example:</b> 10/31/2007
Close Date	C	The date by which all nominations for a period must be received. The close date precedes the end date of the period. <b>Example:</b> 10/15/2007

12. Click . You have successfully changed the dates of a nomination period.

13. Perform one of the following:

If	Then	Go To
You need to change the dates of another nomination period	---	Step <a href="#">8</a>
You need to change the GEB for a given inventory grade or grade group	Click <a href="#">Gasoline Equivalency Barrels</a>	Step <a href="#">2</a>
You need to assign a new nomination period to a pipeline cycle	Click <a href="#">Nominations &amp; Pipeline Cycles</a>	Step <a href="#">14</a>
You need to set up pipeline nomination attributes	Click <a href="#">Nomination Attributes</a>	Step <a href="#">20</a>
You need to reset space allocation or restriction for a pipeline	Click <a href="#">Space Allocation/Restriction</a>	Step <a href="#">23</a>
You have completed all changes to pipeline settings	The system task is complete	---

**Pipeline Settings – Nominations & Pipeline Cycles**

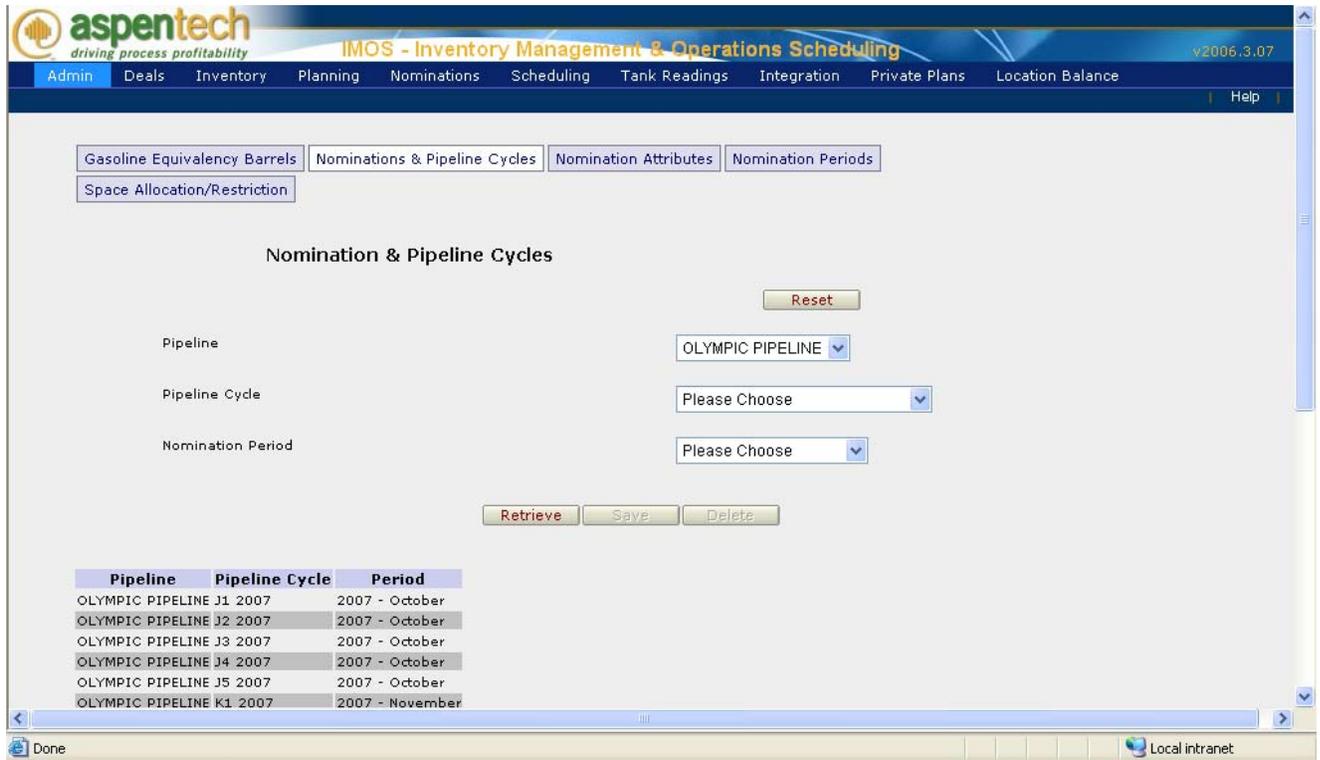


14. From the **Pipeline** drop-down list, select the name of a pipeline.

**Example:** OLYMPIC PIPELINE

15. Click **Retrieve** to view all pipeline cycles, mapped to their corresponding nomination periods, as shown in the following screen image.

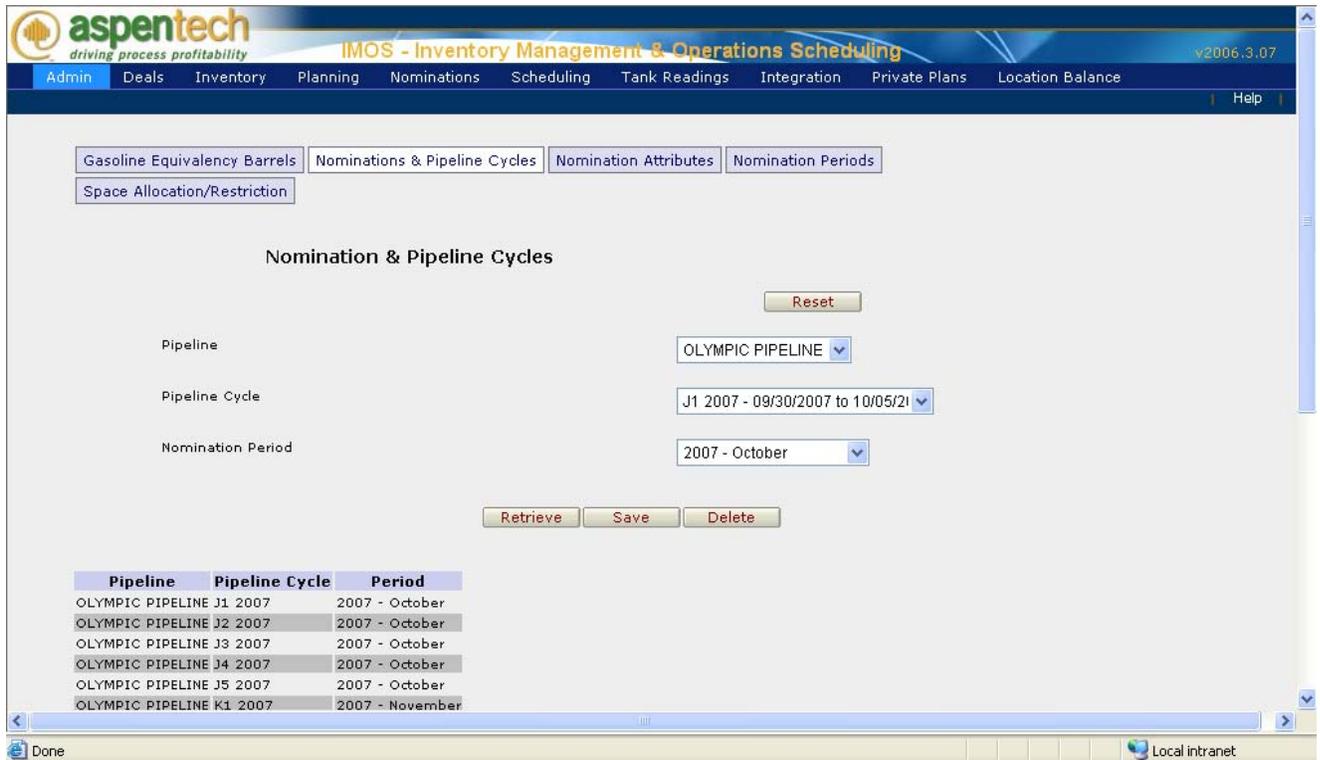
**Pipeline Settings – Nominations & Pipeline Cycles**



16. Click a pipeline cycle to select it. That cycle and the corresponding nomination period appear in Pipeline Cycle and Nomination Period fields.

**Example:** J1 2007

**Pipeline Settings – Nominations & Pipeline Cycles**



17. From the Nomination Period drop-down list, select a new period.

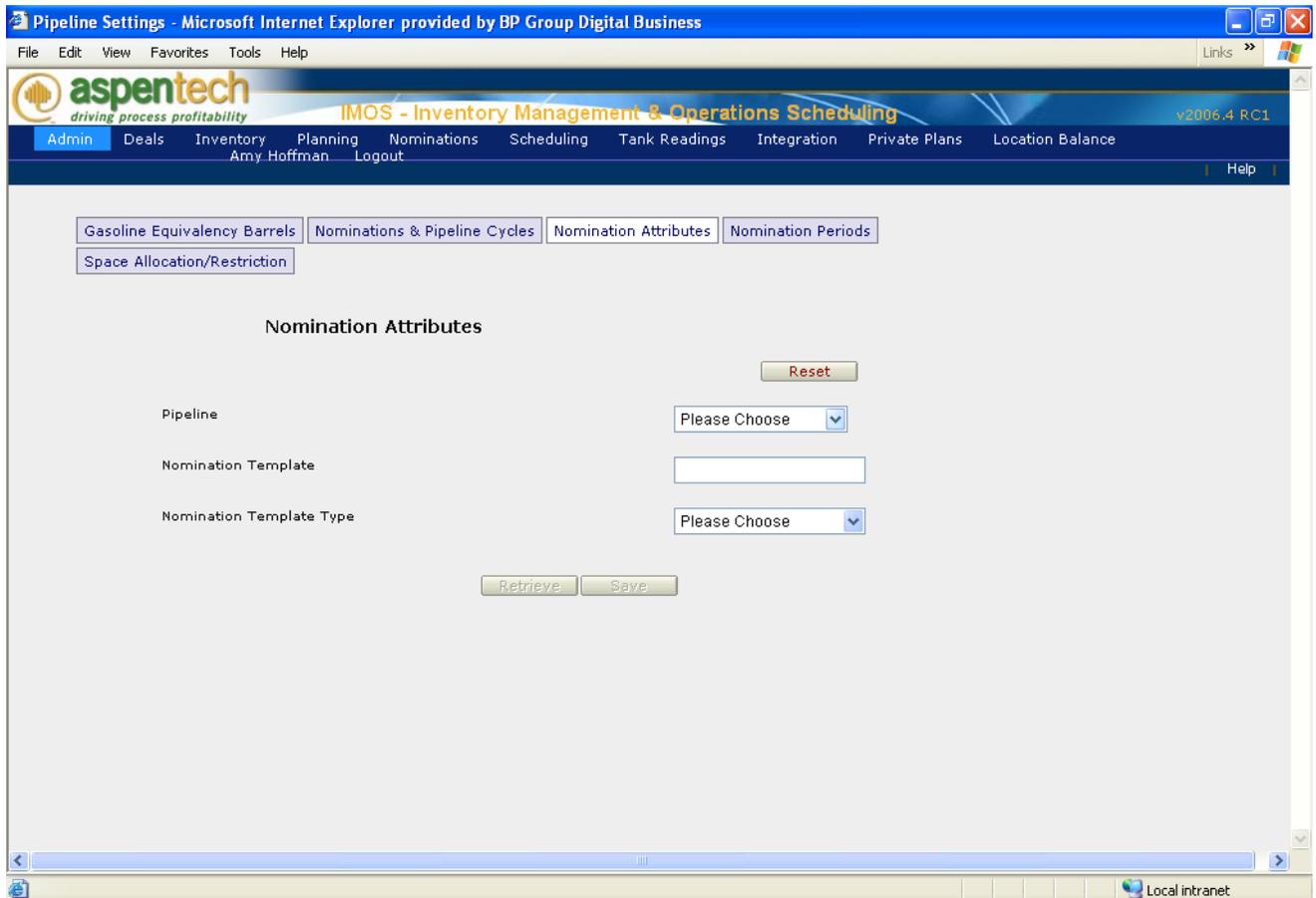
**Example:** 2007 – September

18. Click . You have successfully reassigned the nomination period for a pipeline cycle.

19. Perform one of the following:

If	Then	Go To
You need to assign a new nomination period to another pipeline cycle	---	Step <a href="#">14</a>
You need to change the GEB factor for an inventory grade or grade group	Click <a href="#">Gasoline Equivalency Barrels</a>	Step <a href="#">2</a>
You need to change the dates of a nomination period	Click <a href="#">Nomination Periods</a>	Step <a href="#">8</a>
You need to set up pipeline nomination attributes	Click <a href="#">Nomination Attributes</a>	Step <a href="#">20</a>
You need to reset space allocation or restriction for a pipeline	Click <a href="#">Space Allocation/Restriction</a>	Step <a href="#">23</a>
You have completed all changes to pipeline settings	The system task is complete	---

## Pipeline Settings – Nomination Attributes



20. As required, complete the following fields:

Field Name	R/O/C	Description
Pipeline	R	A network of pipes used to convey liquids and gasses. <b>Example: OLYMPIC PIPELINE</b>
Nomination Template	R	The name of the MS Excel or .CSV file that reformats outgoing nomination messages in the style preferred by a specific pipeline. <b>Example: Olympic</b>
Nomination Template Type	R	An IMOS pipeline setting that specifies whether a pipeline company wants full or partial nomination reports. If "Full" is selected, the pipeline gets a complete report of a nomination every time there is a new iteration. If "Partial" is selected, the pipeline gets a full report for the first iteration; for each subsequent iteration, only changes appear on the report. <b>Example: Partial</b>

21. Click . You have successfully configured the nomination template and template type for a pipeline.

22. Perform one of the following:

If	Then	Go To
You need to set up nomination attributes for another pipeline	---	Step <a href="#">20</a>
You need to change the GEB factor for an inventory grade or grade group	Click 	Step <a href="#">2</a>
You need to change the dates of a nomination period	Click 	Step <a href="#">8</a>
You need to assign a new nomination period to a pipeline cycle	Click 	Step <a href="#">14</a>
You need to reset space allocation or restriction for a pipeline	Click 	Step <a href="#">23</a>
You have completed all changes to pipeline settings	The system task is complete	---

## Pipeline Settings – Space Allocation/Restriction



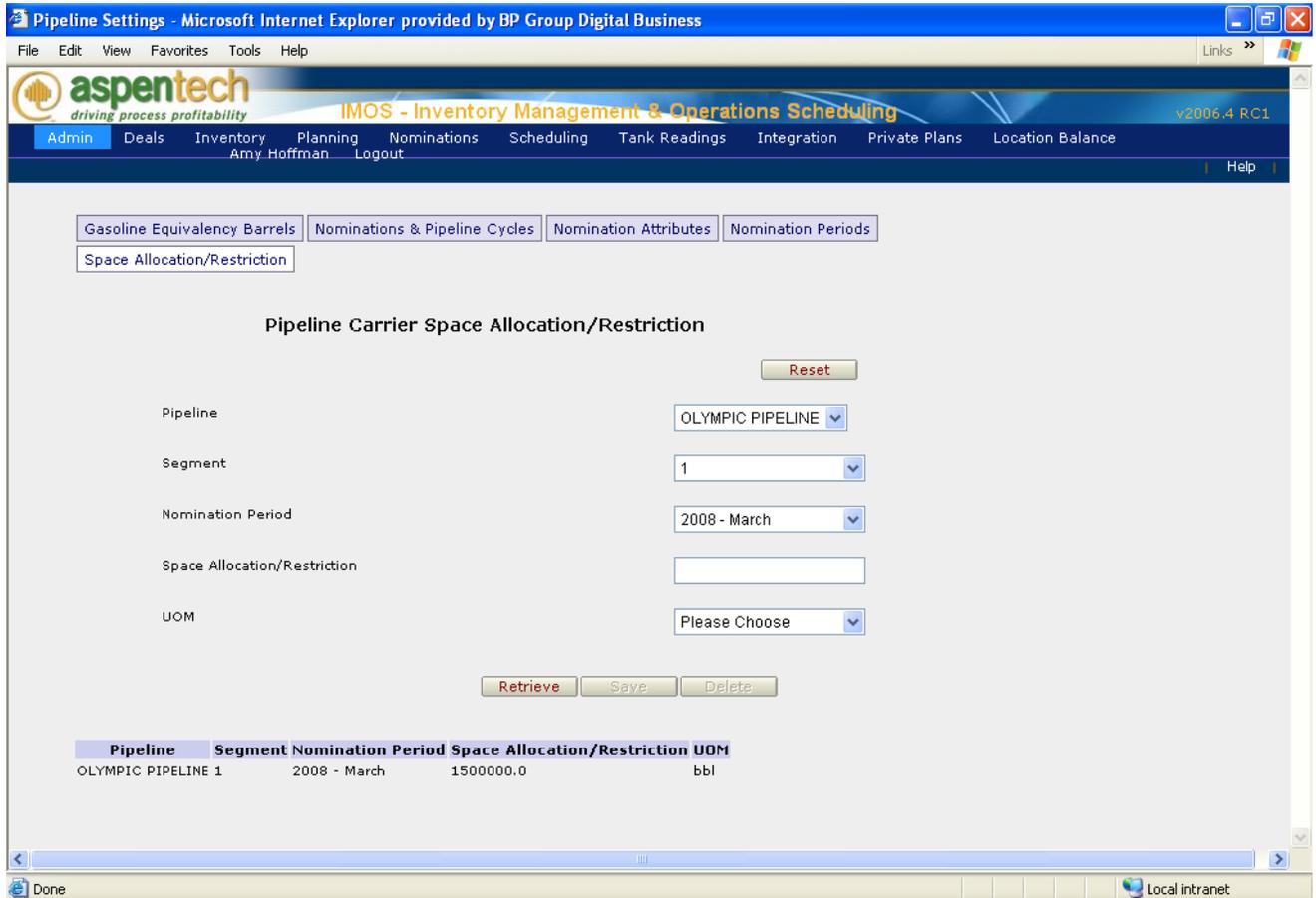
Schedulers can change space allocation from IMOS Nominations screen. Changes made there will be reflected on the Admin screen shown in this work instruction.

23. As required, complete the following fields:

Field Name	R/O/C	Description
Pipeline	R	A network of pipes used to convey liquids and gasses. <b>Example: OLYMPIC PIPELINE</b>
Segment	R	A section of pipeline as defined by third-party owners. Pipeline Segments can connect an origin with one or many destination locations. Pipeline Segments are used when entering allocations. <b>Example: 1</b>
Nomination Period		A grouping of pipeline cycles, usually congruent with a calendar month. For example, Kinder-Morgan cycles 21-24 would be part of Nomination Period 6, June. <b>Example: 2008 – March</b>

24. Click  .

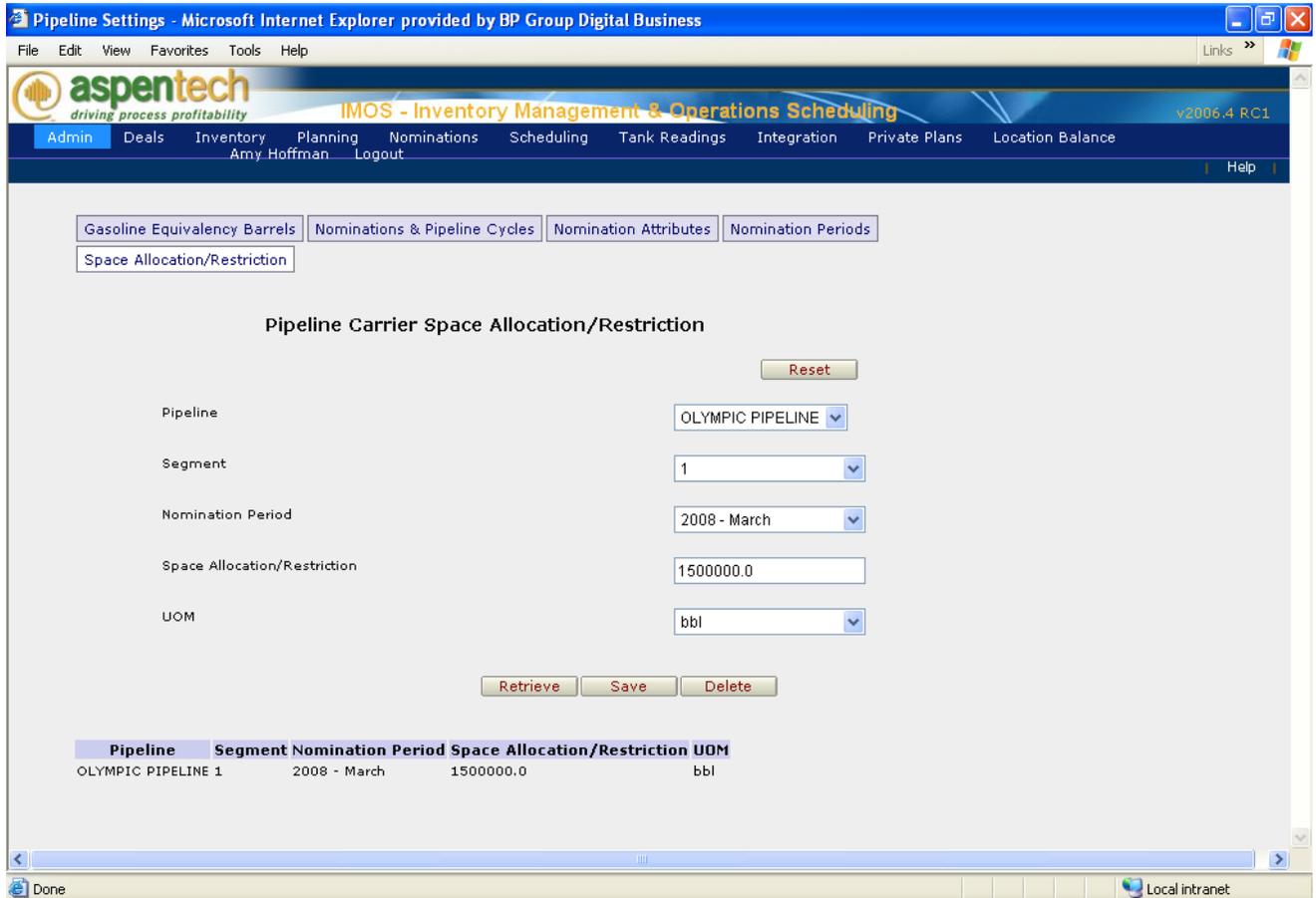
**Pipeline Settings – Space Allocation/Restriction**



25. Click a pipeline segment to select it. That segment and its current space allocation populate the screen fields.

**Example:** OLYMPIC PIPELINE 1

**Pipeline Settings – Space Allocation/Restriction**



26. As required, complete the following fields:

Field Name	R/O/C	Description
Space Allocation/Restriction	R	Volume, in GEB, set aside for COMPANY on a pipeline segment during a given nomination period. Sometimes, allocation is subdivided by pipeline cycle. Also known as Pipeline Allocation or GEB Allocated. <b>Example: 1000000.0</b>

27. Click . You have successfully changed the space allocated on a pipeline segment for a particular nomination period.

28. Perform one of the following:

If	Then	Go To
You need to reset space allocation or restriction for another pipeline	---	Step <a href="#">23</a>
You need to change the GEB factor for an inventory grade or grade group	Click <a href="#">Gasoline Equivalency Barrels</a>	Step <a href="#">2</a>
You need to change the dates of a nomination period	Click <a href="#">Nomination Periods</a>	Step <a href="#">8</a>
You need to assign a new nomination period to a pipeline cycle	Click <a href="#">Nominations &amp; Pipeline Cycles</a>	Step <a href="#">14</a>
You need to set up nomination attributes for a pipeline	Click <a href="#">Nomination Attributes</a>	Step <a href="#">20</a>
You have completed all changes to pipeline settings	The system task is complete	---