Transmission Services

Short-Term Firm Designated Network Resource Query

The purpose of this document is to provide instructions on how to query OASIS for selected Short Term Firm (STF) Designated Network Resource (DNR) transactions. It is intended for BPA's Network Customers choosing to submit STF DNRs via. OASIS.

It is assumed that the user has at least read access to OASIS and is somewhat familiar with how to access it.

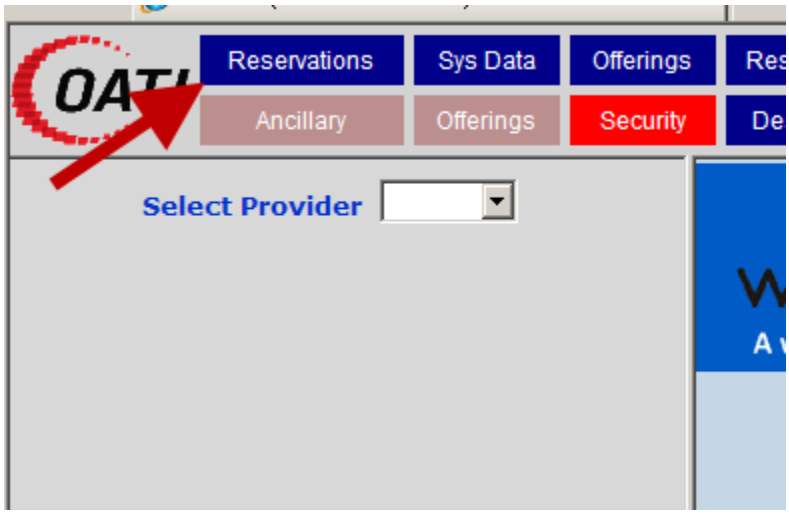
Instructions are provided to:

1. Enable the user to access the Reservation Summary Screen in OASIS, Step 1.
2. Enable the user to build a query in the Reservation Summary Screen for selecting their desired STF DNR transactions, Steps 2 – 9.
3. Enable the user to add, remove, or shift the various columns displayed on the Reservation Summary Screen, Steps 10 – 12.
4. Enable the user to create a spreadsheet containing the rows and columns for their selected data found on the Reservation summary Screen, Step 13.
5. Enable the user to save their selection criteria (the query) for future use. Step 14.
6. Enable the user to execute a saved query, Step 15.

Please note: The OATI system screenshots included in this document are proprietary and not to be used outside the context of this document. Do not distribute without specific authorization from OATI.

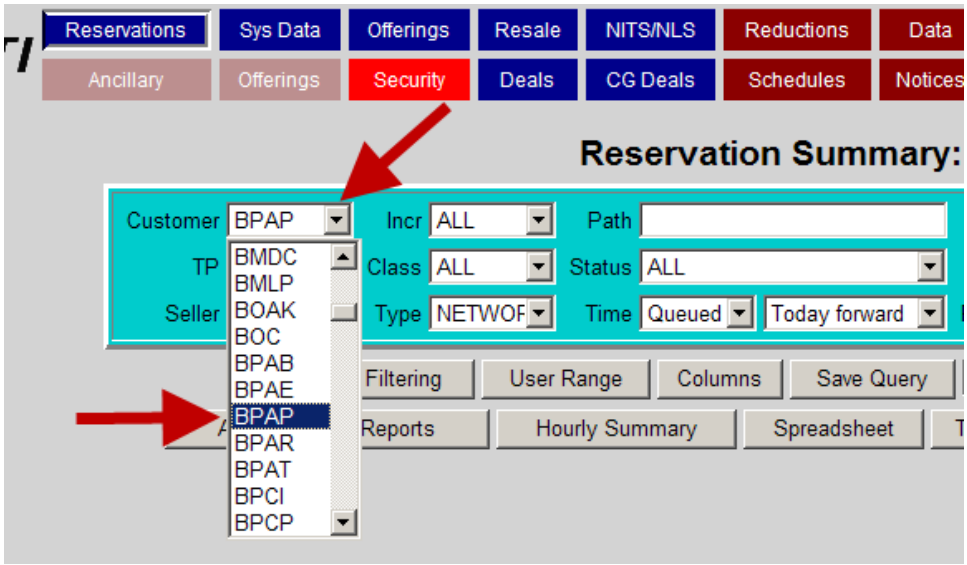
No customer production transactional data is used in the screenshots.

Step1 – Log onto the WestTrans OASIS application, and click on Reservations. This brings up the Reservation Summary Screen.



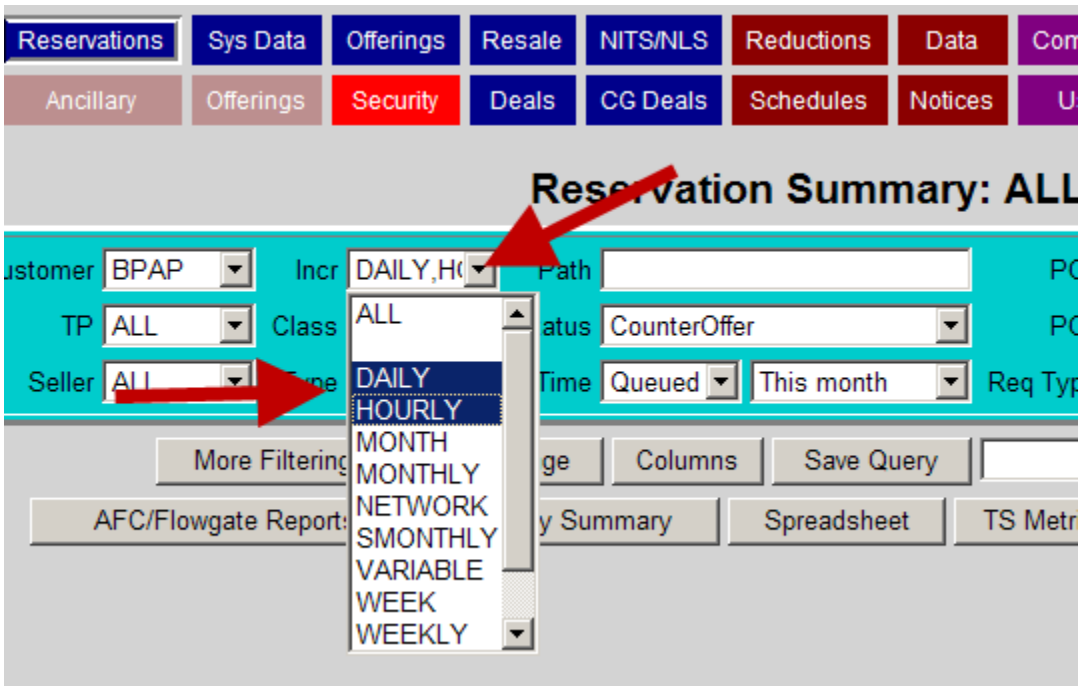
Once the screen comes up, the user should build their selection criteria.

Step 2 – On the Reservation Summary Screen, click on the drop down arrow for Customer. Scroll down until you find the desired company. Click on that company to select it. In this example, BPAP was selected.

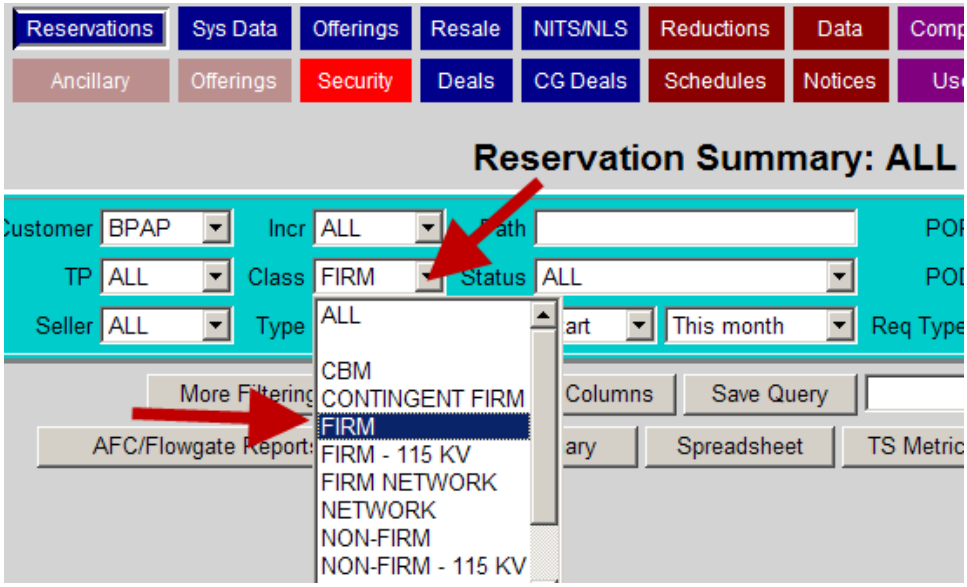


Step 3 – BPA only uses Hourly and Daily increments for its Short Term Firm products. The Short Term Firm Hourly products have an increment of HOURLY, and the Short Term Firm Daily, Weekly, and Monthly products have an increment of DAILY. Long Term products have an increment of YEARLY.

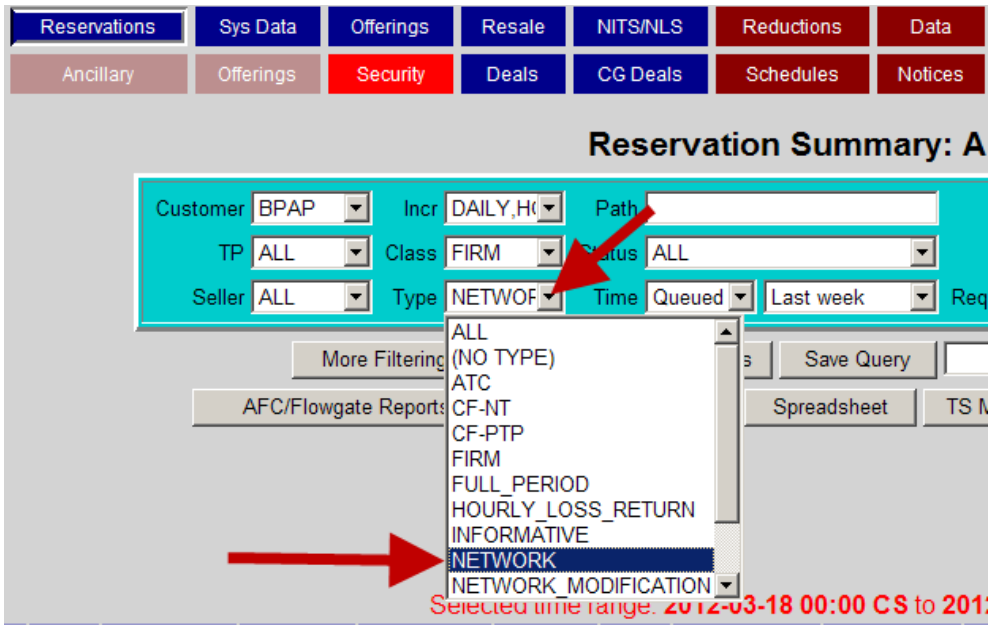
On the Reservation Summary Screen, click on the drop down arrow for Increment. Scroll down until you find "DAILY", then click on it to select it. Hold the Control Key down and select "HOURLY". This should cause both DAILY and HOURLY to be selected.



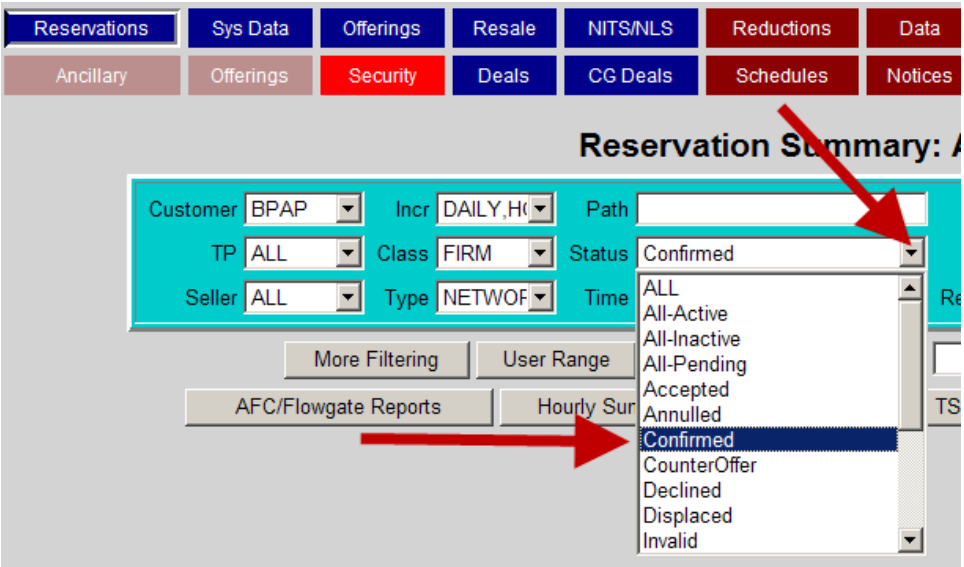
Step 4 – On the Reservation Summary Screen, click on the drop down arrow for Class. Scroll down until you find "FIRM", then click on it to select it.



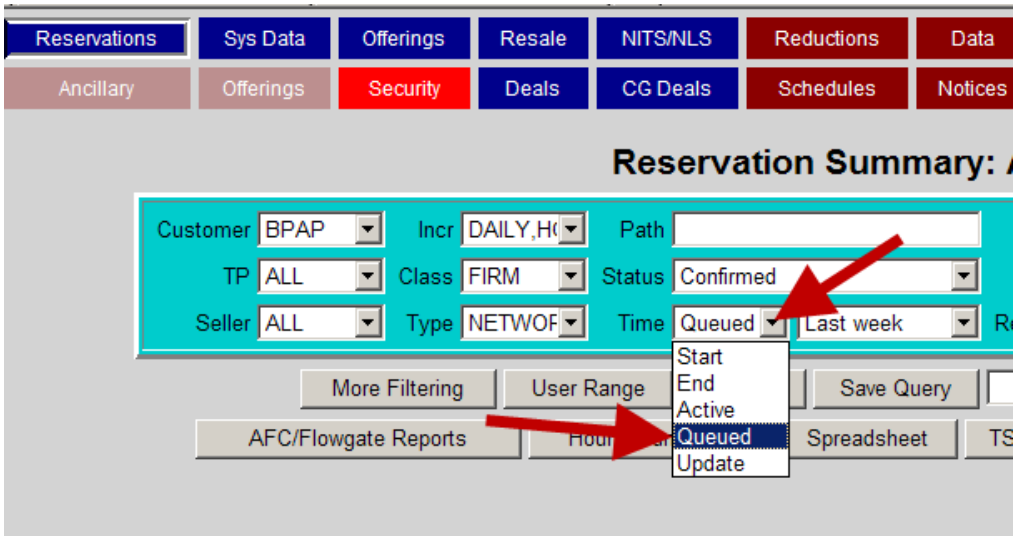
Step 5 – On the Reservation Summary Screen, click on the drop down arrow for Type. Scroll down until you find "NETWORK", then click on it to select it.



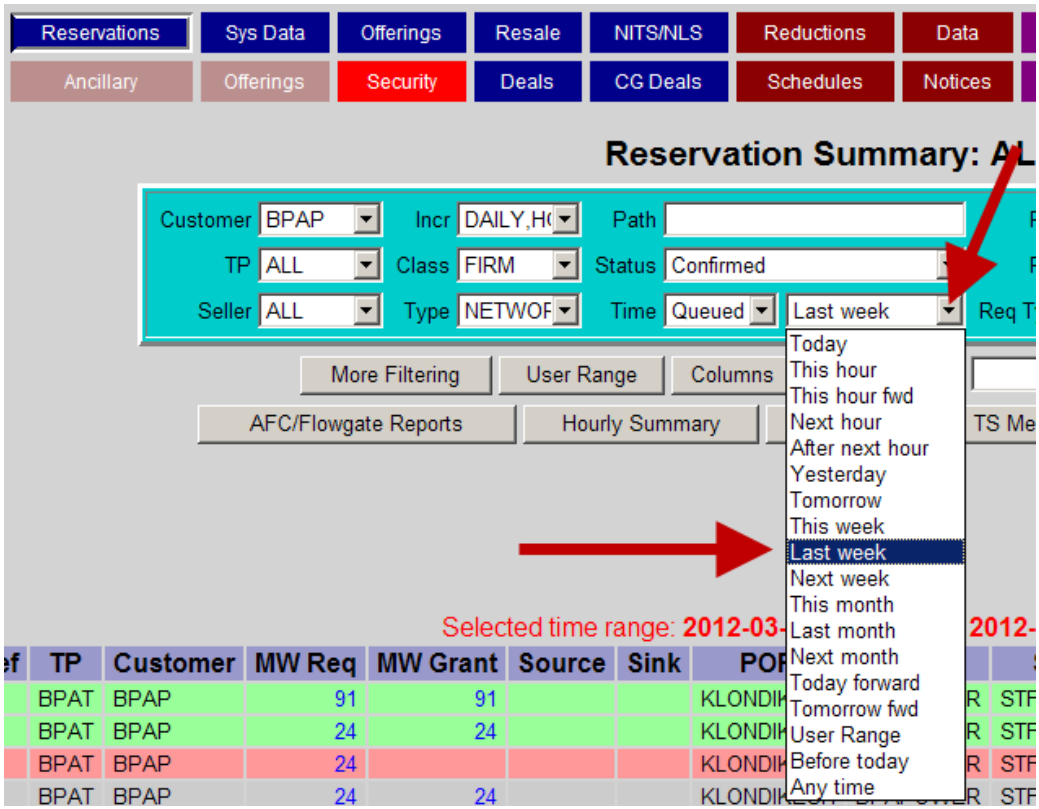
Step 6 – On the Reservation Summary Screen, click on the drop down arrow for Status. Scroll down until you find "CONFIRMED", then click on it to select it. This will select only confirmed DNRs. Leave Status set to ALL to see all transactions, confirmed or otherwise.



Step 7 – On the Reservation Summary Screen, click on the first drop down arrow for Time. Scroll down until you find your desired activity (in this example, Queued), then click on it to select it. Select Start for selecting by Start Time, Queued for selecting by Time Queued, etc.

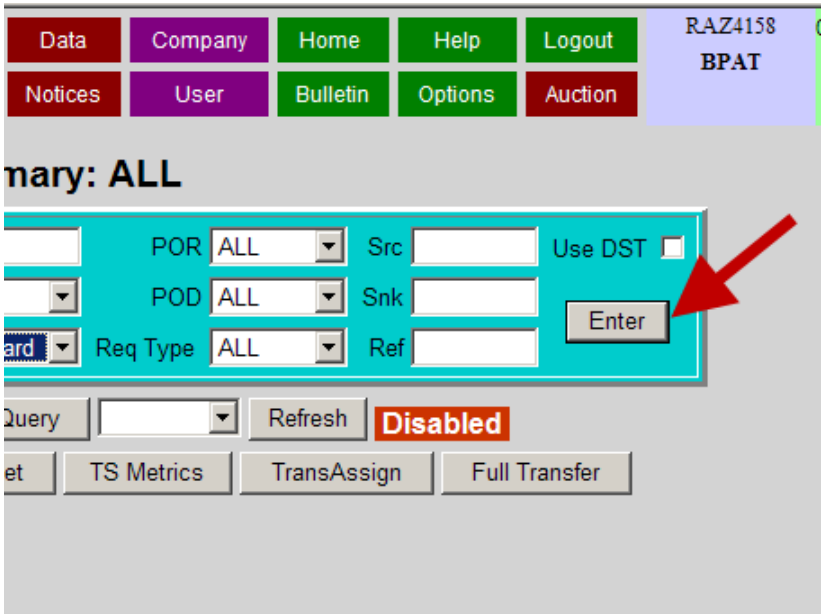


Step 8 – On the Reservation Summary Screen, click on the drop down arrow for the second box to the right of Time. Scroll down until you find your desired time range (in this example, Last Week), then click on it to select it. Other selection criteria that might be meaningful would be Today, Yesterday or Last Month, depending upon how often the query was run.

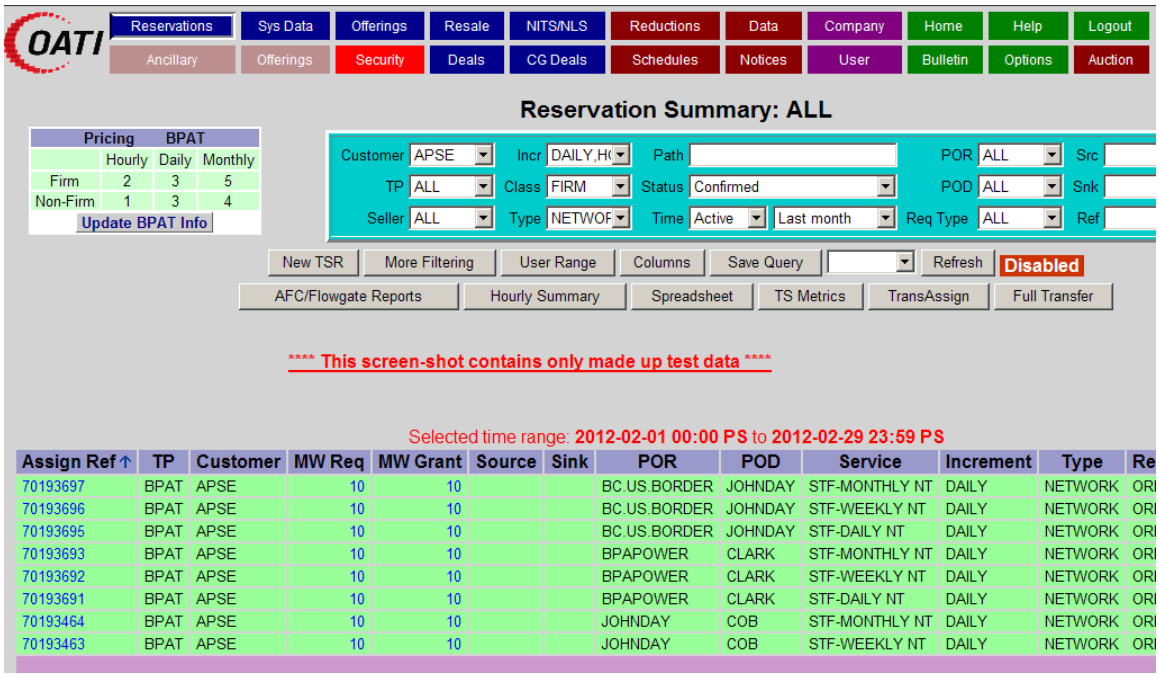


Further refinement is possible by selecting other drop downs (such as TP or Seller) if desired.

Step 9 – Once the final selection entries are made, click on “Enter” on the Reservation Summary Screen.

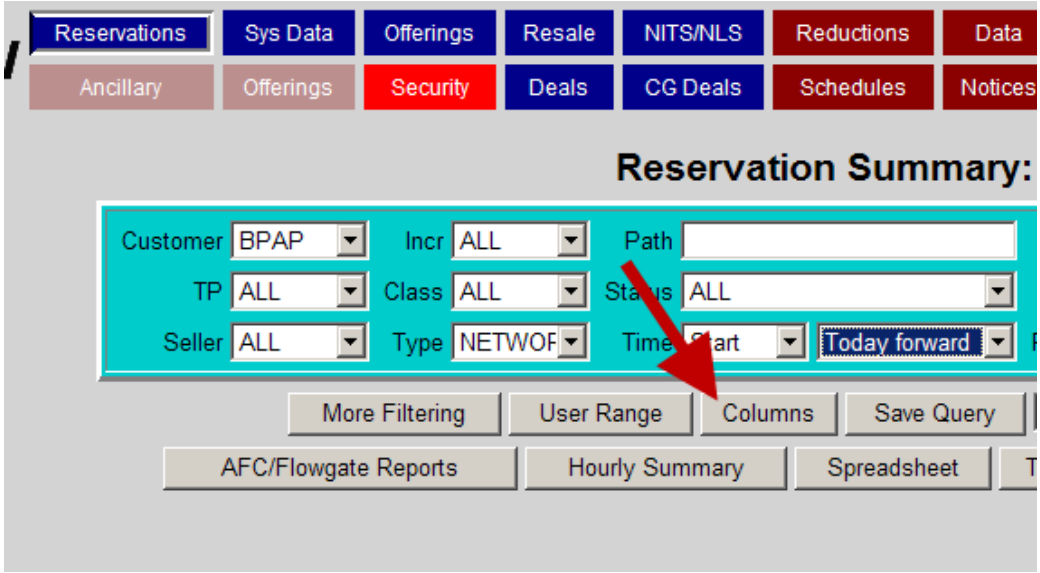


This should bring up the list of transactions that match the selection criteria, in this case all Confirmed Short Term Firm Network transactions that were entered last week for the selected company. The user can sort on various columns by clicking on the column header.

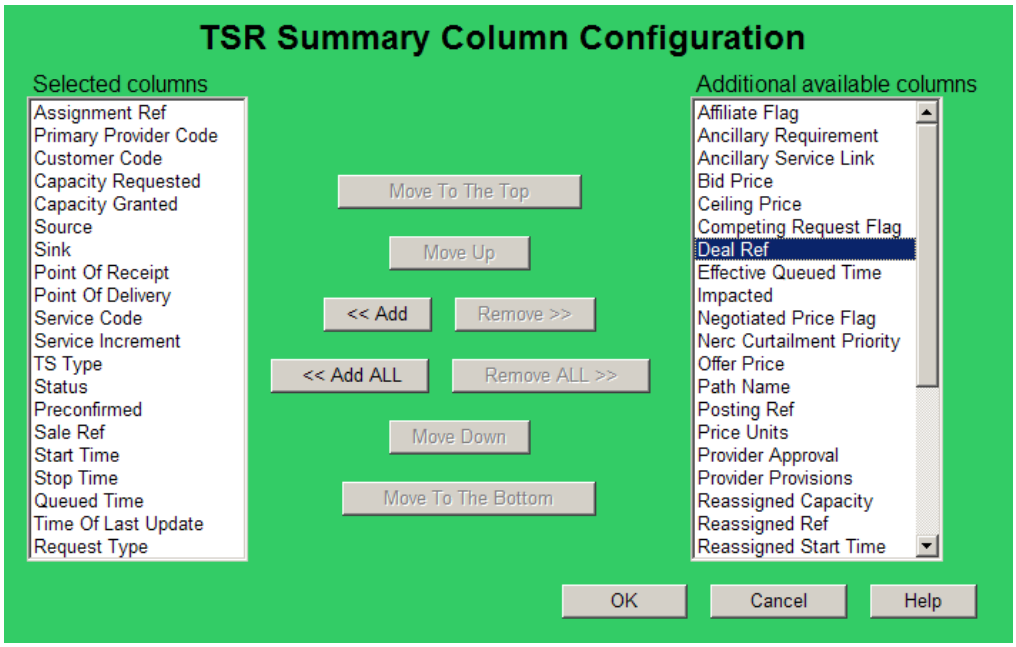


Assign Ref	TP	Customer	MW Req	MW Grant	Source	Sink	POR	POD	Service	Increment	Type	Re
70193697	BPAT	APSE	10	10			BC.US.BORDER	JOHNDAY	STF-MONTHLY NT	DAILY	NETWORK	ORI
70193696	BPAT	APSE	10	10			BC.US.BORDER	JOHNDAY	STF-WEEKLY NT	DAILY	NETWORK	ORI
70193695	BPAT	APSE	10	10			BC.US.BORDER	JOHNDAY	STF-DAILY NT	DAILY	NETWORK	ORI
70193693	BPAT	APSE	10	10			BPAPOWER	CLARK	STF-MONTHLY NT	DAILY	NETWORK	ORI
70193692	BPAT	APSE	10	10			BPAPOWER	CLARK	STF-WEEKLY NT	DAILY	NETWORK	ORI
70193691	BPAT	APSE	10	10			BPAPOWER	CLARK	STF-DAILY NT	DAILY	NETWORK	ORI
70193464	BPAT	APSE	10	10			JOHNDAY	COB	STF-MONTHLY NT	DAILY	NETWORK	ORI
70193463	BPAT	APSE	10	10			JOHNDAY	COB	STF-WEEKLY NT	DAILY	NETWORK	ORI

Step 10 –If the user would like to add, delete, or rearrange the columns on the Reservation Summary Screen, click on the "columns" icon.

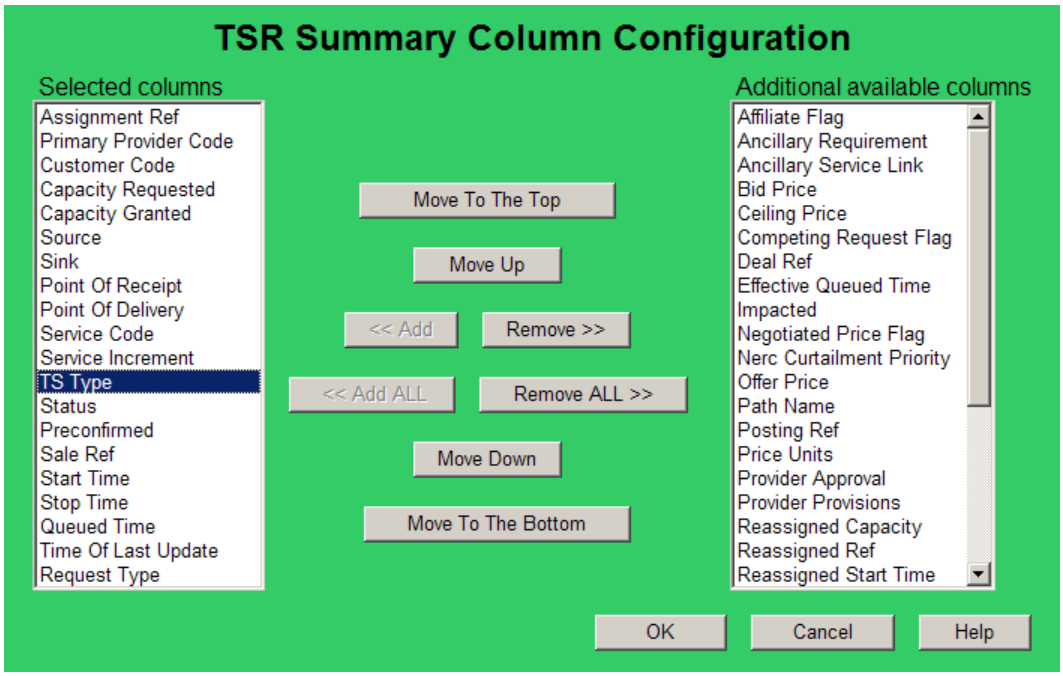


Step 11 –This will bring up the TSR Summary Column Configuration screen. To add a column to the reservation summary screen, click on the column name in the box to the right. That will activate the "<<Add" and the "<<Add ALL" buttons. Clicking on the "<<Add" button will move the selected field to the bottom of the box on the left, and thus to the right most column on the report. Clicking on "<<Add ALL" will move all of the fields on the right to the box on the left regardless of which field is highlighted.

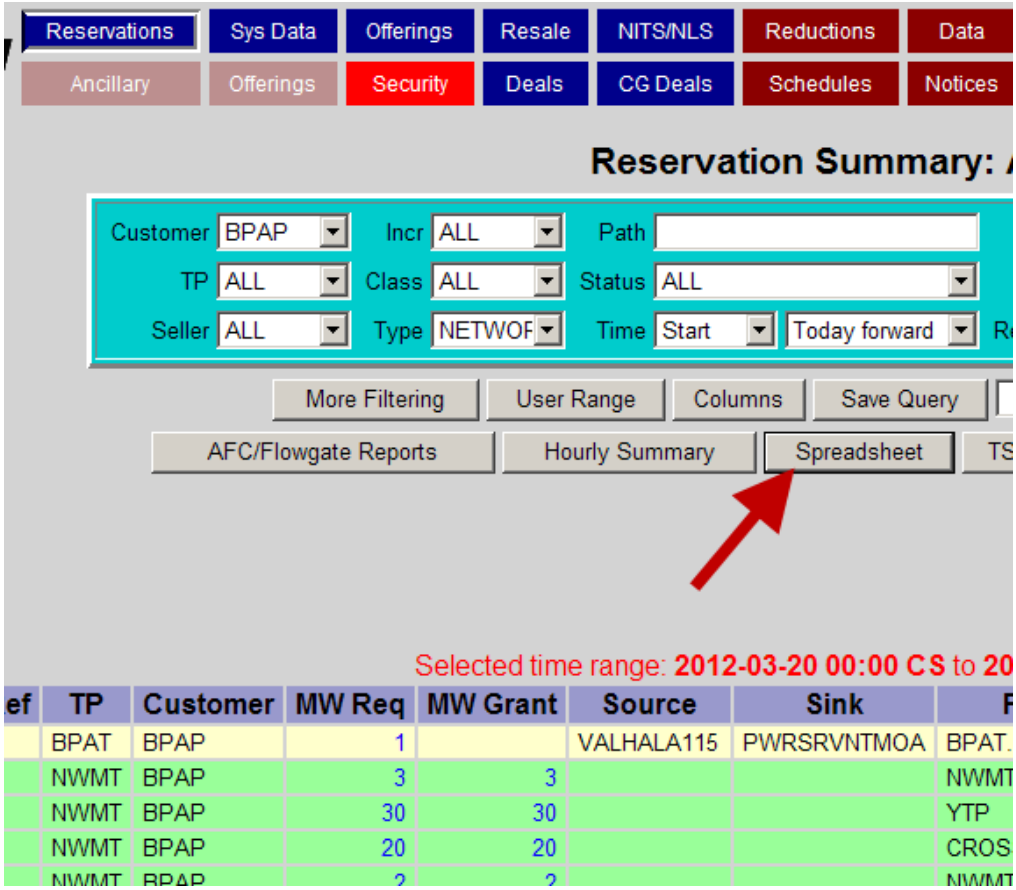


Step 12 –To delete or move a column on the Reservation Summary screen, click on the column name in the box to the left. That will activate several buttons. Clicking on the buttons cause the following to happen.

- Move To The Top – will move that column name to the top of the list on the left, and thus the column to the far left of the Reservation Summary Screen.
- Move Up – will move that column name up one in the list on the left, and thus one column to the left on the Reservation Summary screen.
- Remove >> – will delete the column name, and thus the column on the Reservation Summary screen, from the list and add it to the box on the right.
- Remove ALL >> – will delete all of the column names, and thus all of the columns on the Reservation Summary screen, from the list and add them to the box on the right.
- Move Down – will move that column name down one in the list on the left, and thus that column one to the right on the Reservation Summary screen.
- Move To The Bottom – will move that column name to the bottom of the list on the left, and thus the column to the far right of the Reservation Summary Screen.

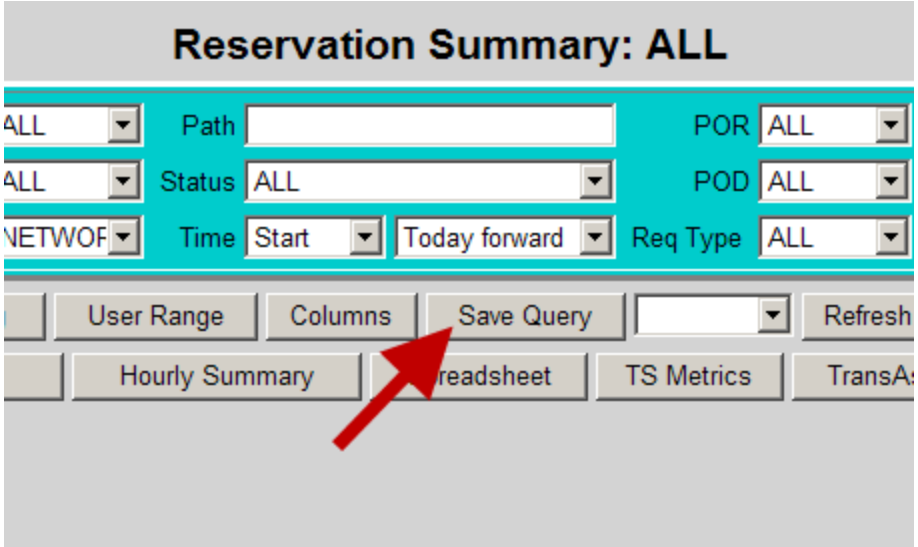


Step 13 –If the user would like to create an Excel spreadsheet of the selected reservations, click on the Spreadsheet Icon on the Reservation Summary Screen.

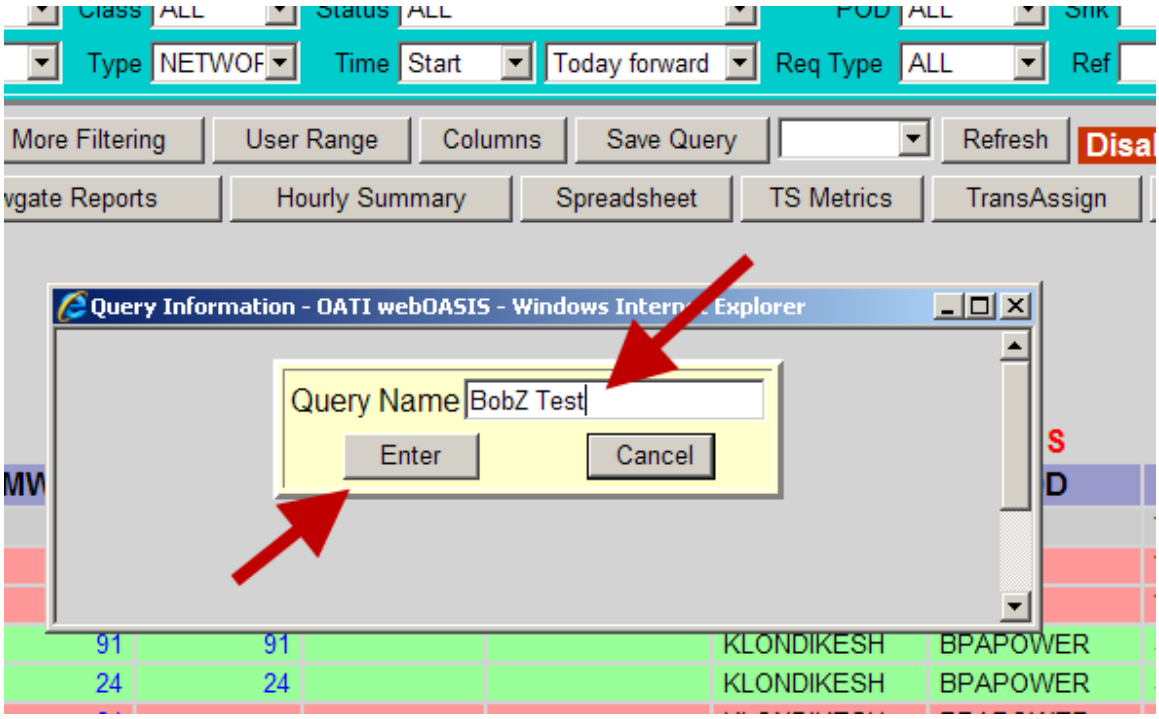


This will create a spreadsheet containing the columns and rows that were included in the Reservation Summary screen. That spreadsheet can be sorted and saved however the user desires.

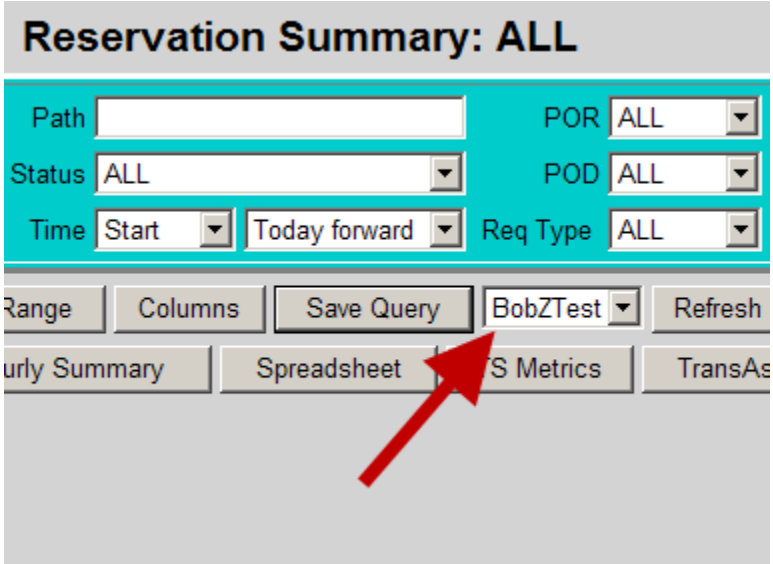
Step 14 – Once the user has established a Reservation Summary selection that they would like to reuse, they can save that query by clicking on the Save Query Icon.



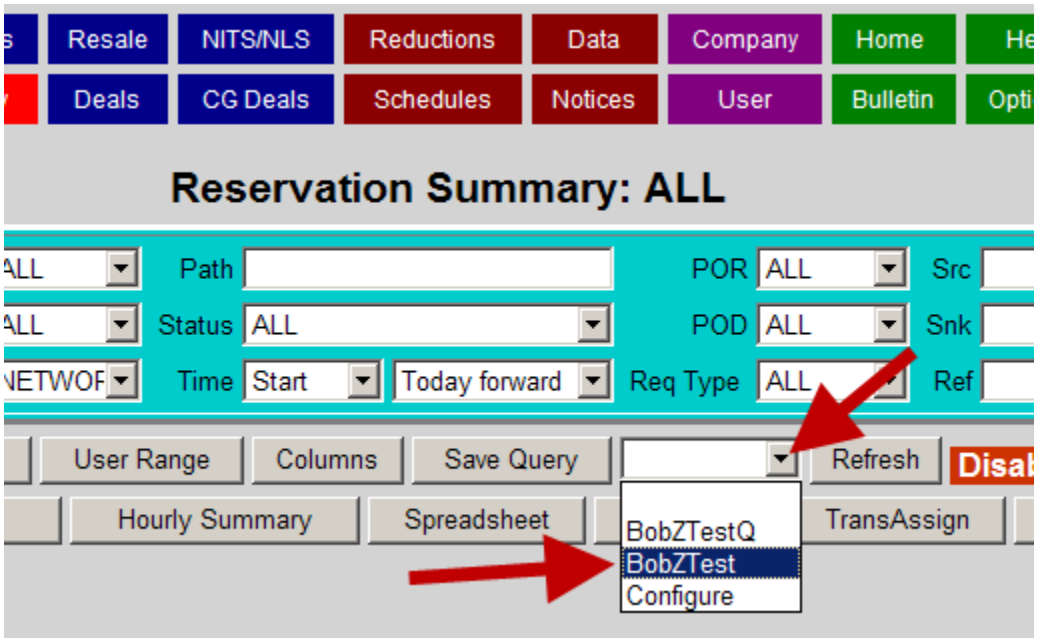
This will bring up a box where the user can name the query. In this example, the query was named "BobZ Test".



Click on the Enter Icon once the name is entered. The user should now see that name in the box to the right of the Save Query Icon. Note that the space has been deleted.



Step 15 – To execute a saved Query from the Reservation Summary Screen, click on the drop down arrow for the box to the right of the Save Query Icon. Highlight the name of the saved query that is to be executed.



That will automatically run the selected query.