

**TransCanada – U. S. Pipelines Central
ANR Pipeline**

(EPTS)

Training Manual

For

External Security Administrators (ESA)

Training Manual ESA ®



TransCanada - U.S. Pipelines Central - ANR Pipeline

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Introduction to EPTS

EPTS Portal is an encapsulation of the Security System and Entity/Code Maintenance functions in a new system. This system replaces the security and entity maintenance functionality from within ANR Pipeline's Gas Energy Management System (GEMS) with a single web-based interface.

The system is designed to be a common interface for both Transportation Services Security Administrators (TSSA) and External Security Administrators (ESA) in a limited role to access and maintain data in multiple applications. The system is written utilizing Microsoft's .NET product, using Microsoft SQL Server software as the database platform.

Login into EPTS Portal

Access to the EPTS Portal is provided through an internet browser, and all screens are displayed in a Web format. This product has been tested on Microsoft's Internet Explorer and Netscape; support of this product by additional browsers, such as Opera, has not been tested. This application is best viewed with Internet Explorer and Netscape with a screen resolution of 1024 X 768

The External Security Administrator (ESA) logs into the Portal with the current EPTS User ID and password which has been furnished by the Transportation Services Security Administrator (TSSA).

Access to the EPTS Portal for each Transportation Service Provider (TSP) is available through the following site:

www.anrpl.com

The screenshot shows the ANR Pipeline website homepage. At the top left is the TransCanada logo with the tagline "In business to deliver". Below it is the "ANR Pipeline" header. A navigation menu on the left includes "Customer Activities", "Informational Postings", "U.S. Pipelines", and "Company Info" (with sub-links for "About Us", "New Business", "Quick Links", "Careers", and "Site Map"). The main content area is titled "ANR Pipeline" and contains several paragraphs of text describing the company's history and services. On the right side, there is a "GEMS" login section with "User Name:" and "Password:" input fields, a "Login" button, and a "Reset Password" link. Below the login section is a "Quick Links" section with a "WHAT'S NEW" heading and a link to "Outage Map". At the bottom of the quick links section, there is a "Nominations & Scheduling Help Line 800-8-ASK ANR (1-800-827-5267)".

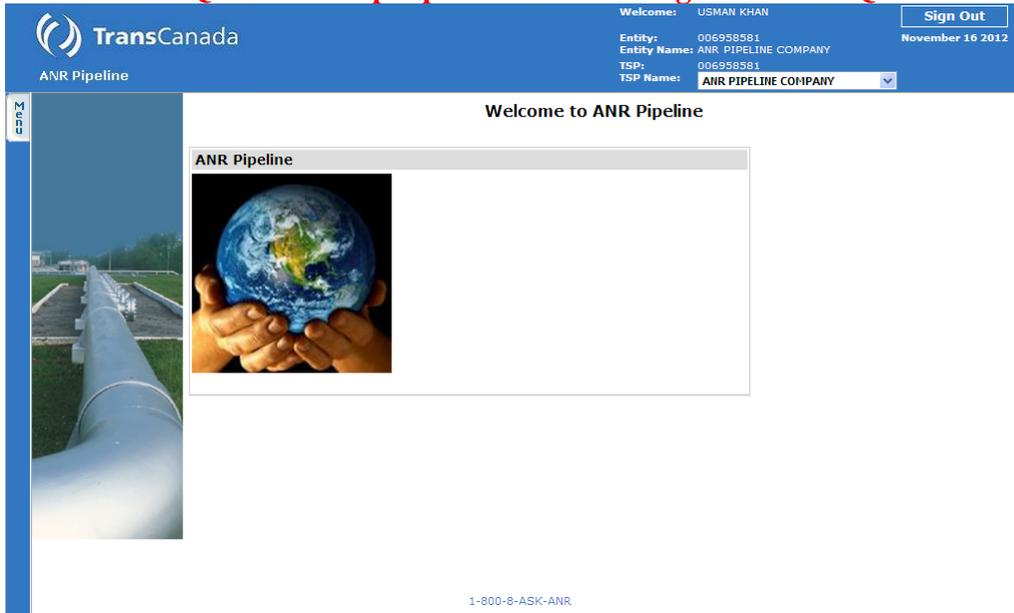
Note:

- 1. An ESA is given 3 attempts to log into the application. If a connection is not made by the third attempt and the User ID is valid in the application, the User ID will be locked from further access as a security precaution. The ESA will then be directed to Quest to reset the password.**
- 2. The system automatically logs system users out of the application after 10 hours of inactivity**

Overview of the EPTS Portal Home Page

After the system successfully authenticates the EPTS credentials, the ESA is directed to the EPTS Portal Home Page (similar to the screenshot below).

Note: If it is a first time login into the EPTS Portal, the ESA you will be automatically redirected to Quest to set up a profile. See training manual on Quest for more information.



The EPTS Portal Home Page contains information about the TSP that the system user is currently logged into and System User information

Welcome: Displays the Name of the Contact currently logged into the EPTS Portal

Entity: Displays information on the Legal Name and Duns number of the entity to which the contact is associated.

Logged: Displays the TSP the contact is currently logged onto. It also allows a contact (system user) with access to multiple TSPs to easily switch between TSPs without reentering login credentials.

Menu: Expands into sub menus that lead to the different areas in the application.

- Access points to ANR Pipeline's GEMS and Customer link
- Corporate Screens: Access point to maintenance of an entity's contact(s) and certain business use associations.
- Security Screens: Access point to maintenance of system users of an entity (External Security Administrator only)
- User options: Access point to allow system users to change login password.

Sign Out: Clicking this button logs the system user out of the application.

GEMS & Customer Link

The menu contains links to the ANR Legacy systems for system users with TSP access of ANR. The legacy systems for ANR are GEMS and Customer Link. Some of the functionalities related to corporate and security that were performed previously in these systems have been transferred into the new application. These functionalities are

- Corporate
 - § Creating and maintaining contacts
 - § Creating and maintaining business use associations.
- Security
 - § Requesting system access for a contact to a TSP(s)
 - § Inactivation of a contact's association to a TSP (s)
 - § Reactivation of a contact's association to a TSP(s)

Accessing the ANR Systems

Step 1: Move the cursor over the menu button on the upper left-hand corner of the welcome page

Step 2: The Menu button should automatically expand into a tab menu for the different areas within the application.

Step 3: Expand into the GEMS sub-menu by clicking on the PLUS (+) sign.

Step 4: Select GEMS or Customer Link.

The screenshot shows the ANR Pipeline web application interface. The browser window is titled "Microsoft Internet Explorer" and the address bar shows the URL "https://qa-anrportal.transcanada.com/UJA/Transportation/WebUI/Portal/PortalHome.aspx". The page header includes the TransCanada logo and "ANR Pipeline". A user is logged in as "CAROL WEHLMANN" on "July 01 2009". The main content area displays "Welcome to ANR Pipeline" and "Working on Solutions for You!" with an image of hands holding the Earth. A sidebar menu on the left is expanded to show "GEMS" and "Customer Link" options.

Navigating to the Security Screens

The security screens in the application provide a means by which the TSSA and ESA can perform security functions embedded in the application. The ANR ESA has access to the *User Maintenance Screen* and the *Role Maintenance Screen*. These security screens within the application can be accessed by expanding the Menu on the Portal homepage.

Step 1: Move the cursor over the menu button on the upper left-hand corner of the welcome page

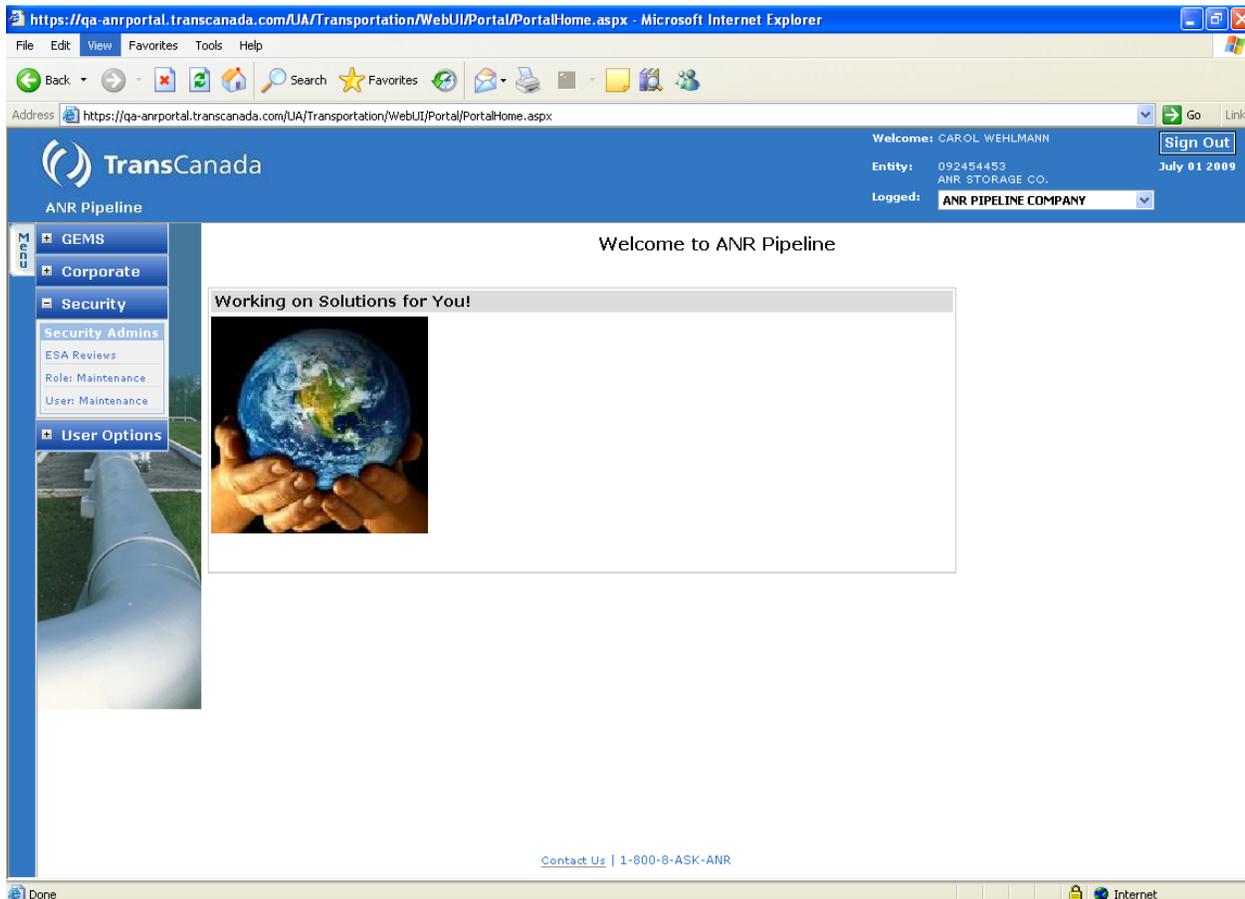
Step 2: Expand into the security sub-menu by clicking on the PLUS (+) sign.

Step 3: This expands to a sub menu, *Security Admins*:

Step 5: Click on Security Admins tab to open up the *User Maintenance Screen*.

Overview of the User Maintenance Security Screen

The User Maintenance security screen provides a means by which an External Security Administrator can perform maintenance on contacts with system access to the TSP of ANR Pipeline.



Process and Navigation Functions

All security screens have their Screen Name displayed on the Title bar located directly below the EPTS Portal. The title bar has two expandable menus which can be opened by moving the cursor over the menu name 'Navigation' or 'Process Functions'. All the navigation and process functions in these menus are also available at the bottom of the Maintain System User screen.

- Navigation: contains links to help you navigate through the security screens
- Process Function: contains links to manipulate and edit the data on the screen.

Directly below the title bar is more detailed information about the screen you are viewing

Process: Name of the process performed on that screen

Task: Name of the task in progress on the screen.

The screenshot displays the 'Maintain System User' screen within the TransCanada ANR Pipeline portal. The interface includes a navigation menu on the left, a task form, and a table of system user records.

Navigation Menu:

- Process: Back, Home, Close
- App: ANR
- TSP: ANR
- User TSP Status: All

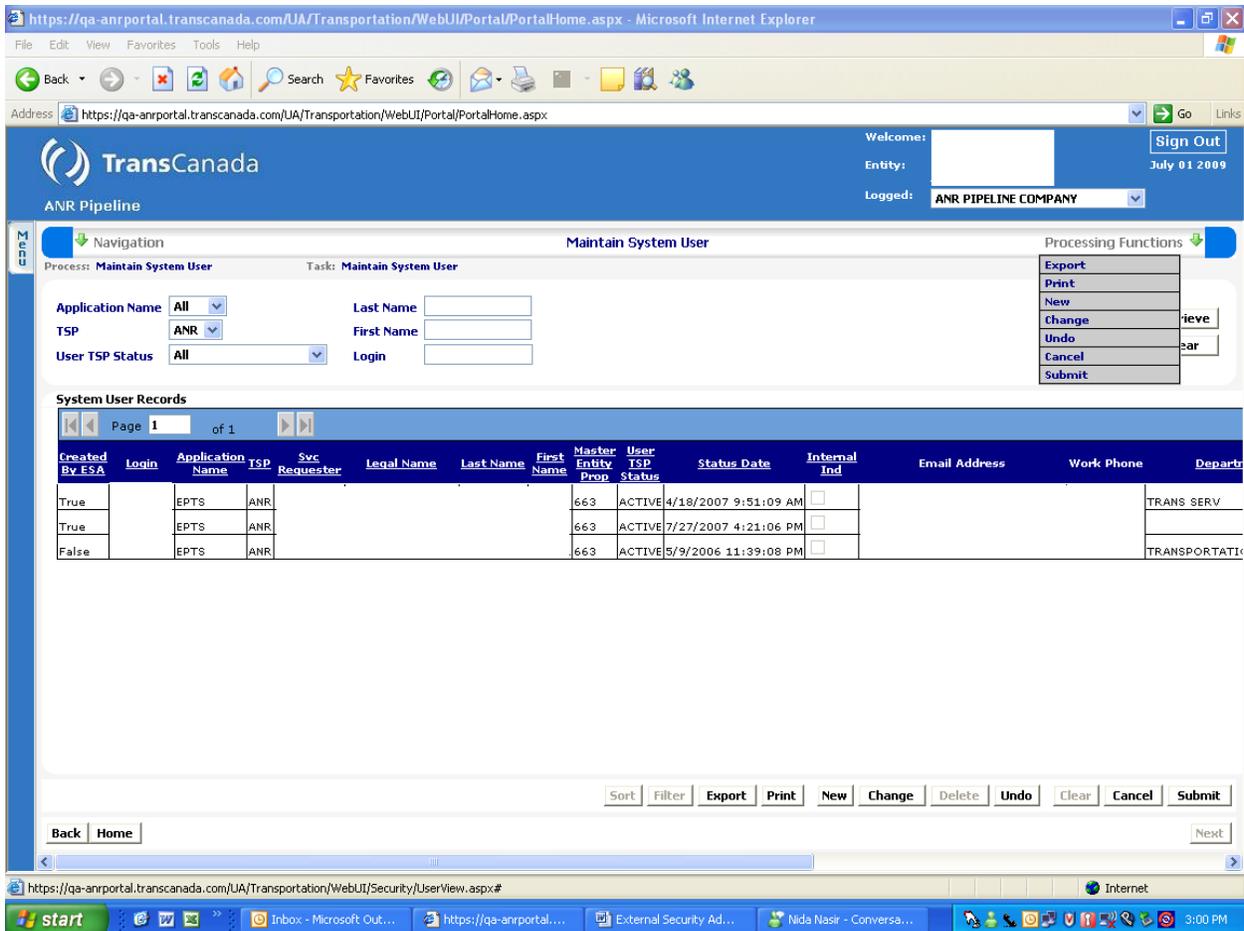
Task: Maintain System User

Form fields: Last Name, First Name, Login. Buttons: Retrieve, Clear.

System User Records

Created By ESA	Login	Application Name	TSP	Svc Requester	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone	Depart
True		EPTS	ANR						ACTIVE	4/18/2007 9:51:09 AM	<input type="checkbox"/>			TRANS SERV
True		EPTS	ANR						ACTIVE	7/27/2007 4:21:06 PM	<input type="checkbox"/>			
False		EPTS	ANR						ACTIVE	5/9/2006 11:39:08 PM	<input type="checkbox"/>			TRANSPORTATI

Buttons at the bottom: Sort, Filter, Export, Print, New, Change, Delete, Undo, Clear, Cancel, Submit.



The Bottom of the screen contains buttons used to control functionalities built into the screen. The ESA has access to the following buttons/functions:

Navigation Functions

- Back Button: Redirects to the previous Page
- Home Button: Redirects to the Portal Home Page
- Close: Redirects to the Portal Home Page

Process Functions

- Export Button: Opens the data export dialogue box. The ESA can export Data, viewed on the screen, in 4 different formats
 - § Excel, Word, Tab Delimited and XML
- Print Button: Shows records currently retrieved in a new window in a print friendly format
- New Button: Link to the request system user screen. An ESA can request system access for a new contact from this screen.
- Change Button: Changes an existing Record into edit mode. Allows an ESA to change the User TSP Status of a record from:

- § Inactive status => Pending Review status
- § Active status => Inactive status
- § Pending Review => Denied status

- Undo Button: Allows changes made to a record in edit mode to be undone before clicking the submit button.
- Cancel Button: Same functionality as the undo button but, instead of remaining on the current screen, it returns to the Portal Home Page
- Submit Button: To submit an edit on an existing record.

Search Fields

The Basic Data Search Criteria options come directly below the title bar; user records can be searched by entering some or all of the following criteria:

- Application Name: defaults to ALL; ESA can select EPTS
- TSP: Defaults to the TSP ESA is logged into; no other options available
- User TSP Status: defaults to ALL; ESA can select Active, Denied, Inactive, Pending Activation, and Pending Review.
- Last Name: free form text entry
- First Name: free form text entry
- Login: free form text entry

There are 2 buttons related to the Basic Data Search Criteria on the right side of the screen.

- a. Retrieve: Clicking this button retrieves user records based on search criteria entered.
- b. Clear: Clears all values entered in the search criteria box.

System User Record

All records are sorted by the Entity's legal name, followed by system user last name, then first name. Each system TSP user record is contained in a single row with the different columns have different information related to that system user.

- Created by ESA: Indicates if the system user record was created by the External Security Administrator
- Login: Displays the login ID for the system user record
- Application Name: Displays the name of the application under which User login ID was created.
- Svc Requestor: This is the Duns number for the entity under which the system user was created. This will always match the ESA's entity Duns Number.
- Legal Name: This is the legal name for the entity under which the system user was created. This will always match the ESA's entity legal name.
- Last Name: The last name of the system user
- First Name: The first name of the system user
- Master Entity Prop: A number created by the application to identify an entity.
- User TSP Status: Displays the current TSP Status of the system user, which can be;
 - § Active: System user is active on the TSP
 - § Inactive: System user is inactive on the Tsp
 - § Pending Review: System TSP user record is awaiting TSSA approval
 - § Pending Activation: System user TSP record is in the process of being activated
 - § Denied: TSSA denied the new system user request for the contact or ESA changed user TSP status from 'pending review' to 'denied' before review by TSSA

- Status Date: Displays the effective date of the current User TSP status
- Internal Ind: Indicates if the user is an external or an internal user. This will never be checked when the system user is an external user.
- Email Address: Displays the email address of system user
- Work Phone: Displays the work phone number for system user if available in contact information
- Department: Displays the department information for the system user if available in contact information
- Supervisor: Displays the supervisor information for the system user if available in contact information
- Title: Display the current title for the system user if available in contact information.
- Svc Req Name: Short name for the system user's Entity. This will always be the same as the ESA's Entity.
- Modify User: Displays information on the last user or process to edit the system user record. This will always have the name of the last user to edit the system user record or one of the following
 - § INITLOAD: The system record has not been edited since the inception of the application.
 - § ADSYNC: A system process performed the last update on the system user record.
- Modify Timestamp: Displays the captured time when the last edit was performed on the system user record
- Create Timestamp: Displays the captured time when the system user record was created.

TransCanada
ANR Pipeline

Welcome: USMAN KHAN
Entity: 092454453
Entity Name: ANR STORAGE COMPANY
TSP: 006958581
TSP Name: ANR PIPELINE COMPANY

Sign Out
November 16 2012

Navigation
Process: Maintain System User Task: Maintain System User Processing Functions

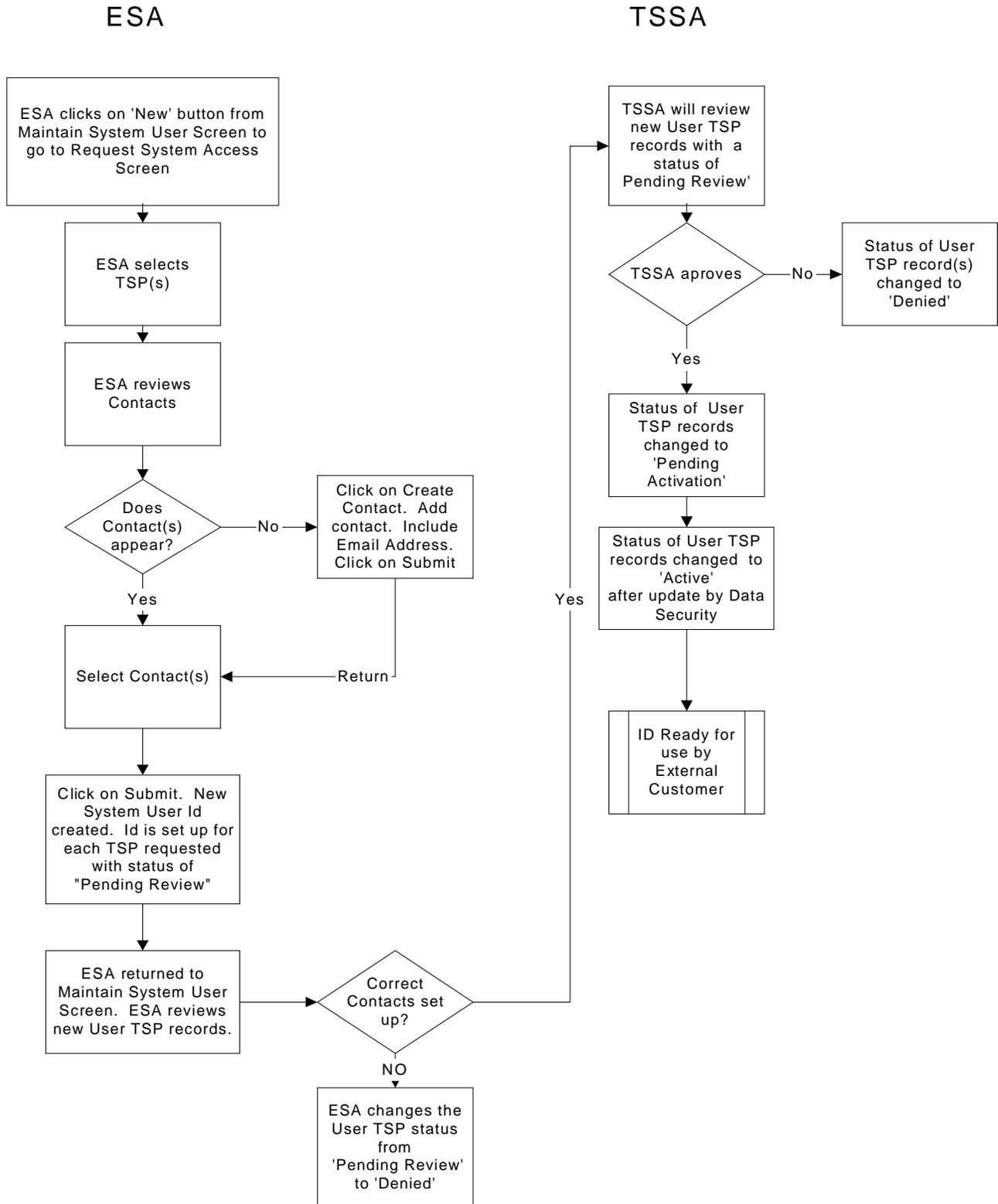
Application Name: All
TSP: ANR
User TSP Status: All
Last Name: []
First Name: []
Login: []
Retrieve
Clear

System User Records
Page 1 of 1

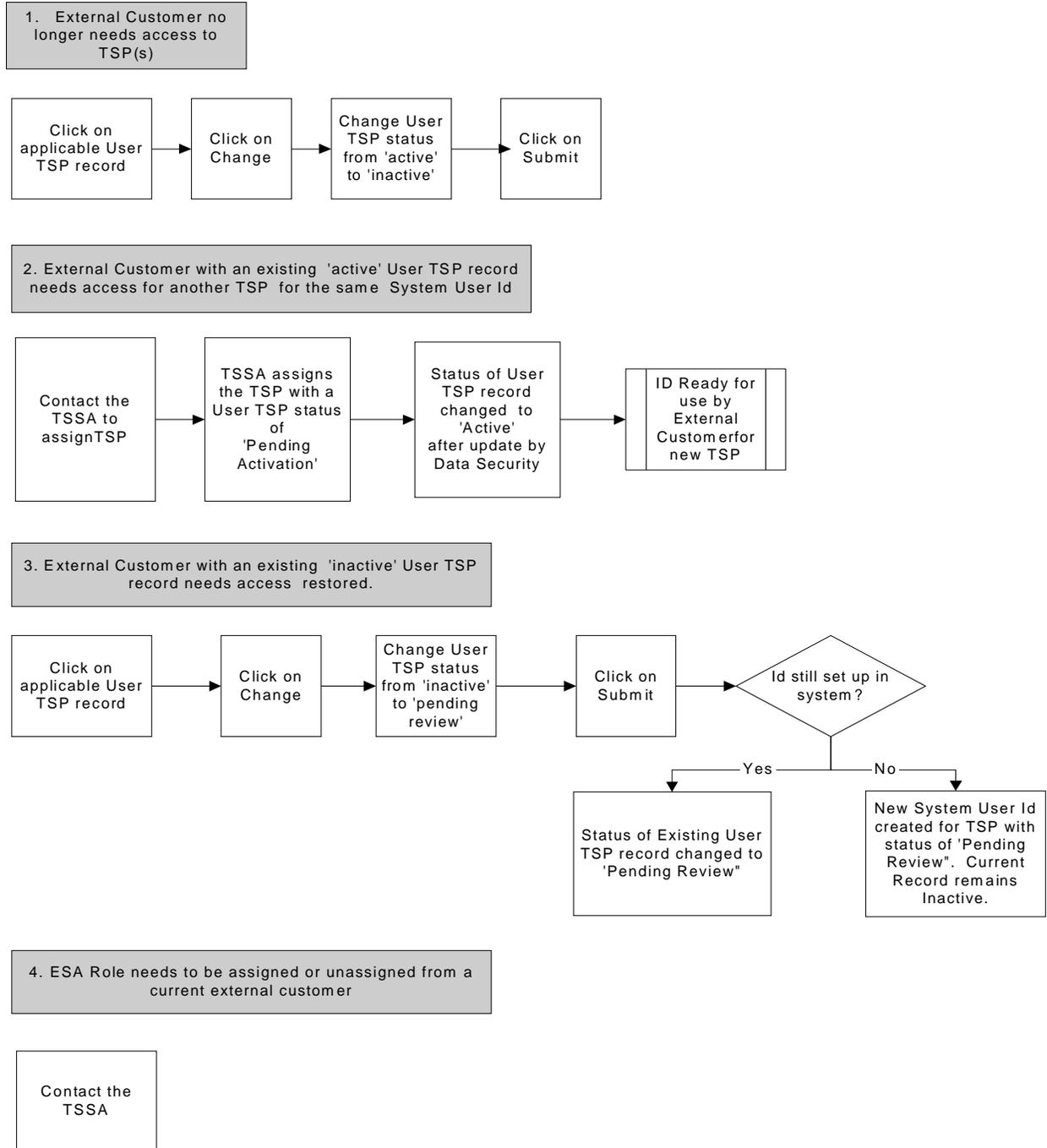
Created By ESA	Login	Application Name	TSP	Svc Requester	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address
False	XC27DFEF	EPTS	ANR	092454453	ANR STORAGE COMPANY	BOLDEN	BRIDGETT	663	ACTIVE	9/6/2012 2:25:06 PM	<input type="checkbox"/>	bridgett_bolden@transcanad
True	XCD3EFCC	EPTS	ANR	092454453	ANR STORAGE COMPANY	DIXON	MARK	663	INACTIVE	11/17/2011 2:32:35 PM	<input type="checkbox"/>	mark_dixon@transcanada.cc
True	XC301426	EPTS	ANR	092454453	ANR STORAGE COMPANY	KHAN	USMAN	663	ACTIVE	8/4/2010 1:25:11 PM	<input type="checkbox"/>	usman_khan@transcanada.c
True	XC942409	EPTS	ANR	092454453	ANR STORAGE COMPANY	MEYERS	SANDY	663	ACTIVE	3/5/2010 2:10:19 PM	<input type="checkbox"/>	sandra_meyers@transcanad
False	[]	[]	ANR	092454453	ANR STORAGE COMPAN	[]	[]	[]	ACTIVE	5/9/2006 11:39:08 PM	<input type="checkbox"/>	carol_wahlmann@transcanad

Back Home Next

Process to Set up a New External User Flow Chart



Routine Maintenance Task Processes Flow Chart



Requesting/Creating a New External System User

Requesting a new external system user is done from the Maintain System User screen. The new application is built to allow the ESA to request system access for multiple contacts or just one contact at a time. **If trying to reactivate an inactive system user, proceed to the reactivate external user section of this manual.**

Procedure:

Step 1: Click the New Button on the Maintain System User screen to be directed to the Request System User Screen.

The request System User screen lists all TSP Entities, for which an ESA can request System User Access, in the Available TSP Entities Box. It also lists all available contacts in the Available Contacts Box.

The screenshot displays the 'Maintain System User' interface. At the top, the user is logged in as USMAN KHAN on November 16, 2012. The page title is 'ANR Pipeline Maintain System User'. Search filters include Application Name (All), TSP (ANR), and User TSP Status (All). The 'System User Records' table is as follows:

Created By ESA	Login	Application Name	TSP	Svc Requester	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address
False		EF EPTS	ANR	092454453	ANR STORAGE COMPAN			663	ACTIVE	9/6/2012 2:25:06 PM	<input type="checkbox"/>	bridgett_bolden@transcanad
True		CC EPTS	ANR	092454453	ANR STORAGE COMPAN			663	INACTIVE	11/17/2011 2:32:35 PM	<input type="checkbox"/>	mark_dixon@transcanada.cc
True		26 EPTS	ANR	092454453	ANR STORAGE COMPAN			663	ACTIVE	8/4/2010 1:25:11 PM	<input type="checkbox"/>	usman_khan@transcanada.c
True		09 EPTS	ANR	092454453	ANR STORAGE COMPAN			663	ACTIVE	3/5/2010 2:10:19 PM	<input type="checkbox"/>	sandra_meyers@transcanad
False		0 EPTS	ANR	092454453	ANR STORAGE COMPAN			663	ACTIVE	5/9/2006 11:39:08 PM	<input type="checkbox"/>	carol_wehlmann@transcanac

Step 2: Select the TSP, for which a system User access is being requested for a contact, and use the buttons in-between the Available TSP Entities Box and the Selected TSP Entities Box to move the selected record into the Selected TSP Entities Box.

TransCanada
ANR Pipeline

Welcome: USMAN KHAN
Entity: 092454453
Entity Name: ANR STORAGE COMPANY
TSP: 006958581
TSP Name: ANR PIPELINE COMPANY

Sign Out
November 16 2012

Navigation
Process: Maintain System User Task: Create System User
Request System User
Processing Functions

Legal Name: ANR STORAGE COMPANY

Available TSP Entities

Select	TSP	Svc Requester	Svc Req Name
<input type="checkbox"/>	ANR	092454453	ANR STORAGE CO

Selected TSP Entities

Select	TSP	Svc Requester	Svc Req Name
--------	-----	---------------	--------------

Available Contacts

Select	Full Name	Department	Phone Number	Er
<input type="checkbox"/>	DIXON, MARK	TRANS SERV	(832) 320-5341	m
<input type="checkbox"/>	FAX, HO		(832) 320-5227	
<input type="checkbox"/>	NGUYEN-XUAN, HANG		(832) 320-5415	h

Selected Contacts

Select	Full Name	Department	Phone Number	Email Address
--------	-----------	------------	--------------	---------------

Create Contact
Sort Filter Export Print New Change Delete Undo Clear Cancel Submit

Back Home Next

Step 3: Select the contact, for which the system User access is being requested, and use the buttons in-between the Available Contact Box and the Selected Contact Box to move the selected record into the Selected Contact Box.



: Move all Records into the Selected TSP Entities and Selected Contact Boxes



: Moves only records with check marks into the Selected TSP and Selected Contact Boxes



: Moves only records with check mark back into the Available TSP Entity and Available Contact Boxes.



: Moves all record back into the Available TSP Entities and Available Contact Boxes

Note:

1. If system access was previously requested for a contact, the contact would not be populated on the screen in the available contact box
2. If no e-mail address was entered, at the time of the contact creation, the contact will not be populated on the screen in the available contact box. The ESA will need to go back to the corporate screen to add the contact's email address to the contact information. Refer to the corporate training manual for external users for more details

If the system displays an error message similar to the one in the screenshot, it either means that there are no contacts, for the Entity, that do not already have system access or the Entity has no contacts. Click on the create contact button on the screen and proceed to the section of this manual detailing the create contact process.

Step 4: Click the submit Button. The system should display a message that the Request was saved successfully. A new External ID starting with XC..... is generated for the Contact.

Step 5: The ESA will be returned to the Maintain System Screen to verify that a New System User was created for the contact and the User TSP Status is “Pending Review”. The record will be reviewed by the Transportation Security Administrator (TSSA).

Navigation: Maintain System User

Process: Maintain System User Task: Maintain System User

Application Name: All Last Name:

TSP: ANR First Name:

User TSP Status: All Login:

Buttons: Retrieve, Clear

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone
False		EPTS	TGP		ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS	TGP		ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS	TGP		ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS	TGP		ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS	TGP		ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS	TGP	006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING REVIEW	4/26/2006 10:22:06 AM	<input checked="" type="checkbox"/>	unknown@unknow.com	713420000

Buttons: Sort, Filter, Export, Print, New, Change, Delete, Undo, Clear, Cancel, Submit

Step 6: TSSA will be notified by email of the System User request for the contact. The TSSA will go into the application and approve or deny the System User Request. If the TSSA approves the request the User TSP status of New User is changed to “Pending Activation”; if he denies the request the TSP Entity status changes to “Denied”. See examples below.

Navigation: Maintain System User

Process: Maintain System User Task: Maintain System User

Application Name: All Last Name:

TSP: First Name:

User TSP Status: All Login:

Buttons: Retrieve, Clear

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknow.com	713420000
True	KC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknow.com	713420000

Buttons: Sort, Filter, Export, Print, New, Change, Delete, Undo, Clear, Cancel, Submit

Step 7: Return to check TSP Status of New User to verify when the TSP Entity Status becomes active at which point the user now has access to the system.

Creating a New External Contact

A new contact for an Entity can either be created through the Corporate or the Security screen. To create or edit an existing contact through the corporate screen refer to the corporate training manual for external users.

Process to access the Create Contact screen through the security screen:

Step 1: Click on the Maintain System User link on the menu

Step 2: Click the New button to be directed to the Request System User Screen. On that screen, click Create Contact button. Fill in the required information for the contact being created. To add additional information about the contact, click on the Additional Information button and proceed to step 3

TransCanada
ANR Pipeline

Welcome: USMAN KHAN
Entity: 092454453
Entity Name: ANR STORAGE COMPANY
TSP: 006958581
TSP Name: ANR PIPELINE COMPANY

Sign Out
November 16 2012

Task: Create Contact

Processing Functions

TSP Entity: ANR STORAGE COMPANY

First Name: BOB Middle Initial:

Last Name: SMITH

Room Number:

Role: 8323205418 Extension#: 0

User: eg: 7134202000 Cell Phone#:

Email: bob.smith@transcanada.com EMail address is required for system user id

Status Code: ACTIVE

Additional Info

Sort Filter Export Print New Change Delete Clear Cancel Submit

Back Home Next

Note: Department is required only when First and Last Names are not entered. An active contact that is not associated to a business use within 30 days of creation will automatically be inactivated. Please filter to review inactive status contacts
Disclaimer: Updates occurring after the 2nd workday of the month will appear in next month's invoice for ANR

Note: In order to request system user access for a contact, an email address must be entered.

Step 3: Click on the add detail to add new line to contact record.

Legal Name: ANR STORAGE COMPANY
 User Id Exists: ESA:
 Contact Identifier: 34361
 User Id TSP: N/A
 First Name **: NO
 Last Name **: FAX
 Status Code: ACTIVE
 Comments:
 Modified By: BRIDGETT BOLDEN
 Modified TimeStamp: 11/20/2007 10:21:56

Contact Type	Phone Number	Phone Extension	Email Address	No Fax
FAX	5555555555	0		<input type="checkbox"/>
WORK	8323205227	0		<input type="checkbox"/>

Add Detail | Change Detail | Delete Detail | Sort | Filter | Export | Print | New | Change | Delete | Clear | Cancel | Submit

Back | Home | Next

Note: Department is required only when First and Last Names are not entered
 Disclaimer: Updates occurring after the 2nd workday of the month will appear in next month's invoice for ANR

Step 4: Click the submit button after all the contact information has been entered. This will return the ESA to the Request System User Screen, with the newly created contact populated in the available contact screen.

Legal Name: ANR STORAGE COMPANY
 User Id Exists: ESA:
 Contact Identifier: 34361
 User Id TSP: N/A
 First Name **: NO
 Last Name **: FAX
 Status Code: ACTIVE
 Comments:
 Modified By: BRIDGETT BOLDEN
 Modified TimeStamp: 11/20/2007 10:21:56

Contact Type	Phone Number	Phone Extension	Email Address	No Fax
CELL		0		<input type="checkbox"/>
CELL				<input type="checkbox"/>
EMAIL	5555555555	0		<input type="checkbox"/>
FAX	8323205227	0		<input type="checkbox"/>

Add Detail | Change Detail | Delete Detail | Sort | Filter | Export | Print | New | Change | Delete | Clear | Cancel | Submit

Back | Home | Next

Note: Department is required only when First and Last Names are not entered
 Disclaimer: Updates occurring after the 2nd workday of the month will appear in next month's invoice for ANR

Step 5: Return to Request System Access for New Contacts

Legal Name: ANR STORAGE CO.

Available TSP Entities

Select	TSP	Svr Requestor	Svr Req Name
<input type="checkbox"/>	ANR 092454453		ANR STORAGE CO

Selected TSP Entities

Select	TSP	Svr Requestor	Svr Req Name
--------	-----	---------------	--------------

Available Contacts

Select	Full Name	Department	Phone Number	Email
<input type="checkbox"/>	Manual, Training TESTING		(713) 420-0000	unknc

Selected Contacts

Select	Full Name	Department	Phone Number	Email Address
--------	-----------	------------	--------------	---------------

Buttons: Create Contact, Back, Home, Next, Sort, Filter, Export, Print, New, Change, Delete, Undo, Clear, Cancel, Submit

Inactivating an External System User

This process is used to inactivate an existing external system user TSP record.

Procedure:

Step 1: On the Maintain System User Screen highlight the System User Record to be inactivated.

Step 2: Click the Change Button (this changes the User TSP status into edit mode)

Step 3: Select "INACTIVE" from the drop down list on the User TSP Status Column for the System User Record.

Welcome: Sign Out
 Entity: April 26 2006
 Logged: AIR Pipeline

Navigation Maintain System User Processing Functions

Process: Maintain System User Task: Maintain System User

Application Name: All Last Name:
 TSP: ANR First Name:
 User TSP Status: All Login:

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phon
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	INACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknow.com	713420000
True	KC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknown.com	713420000

Step 4: Click the save button to save changes to System User Record.

Welcome: Sign Out
 Entity: April 26 2006
 Logged: AIR Pipeline

Messages Available Maintain System User Processing Functions

SUCCESS: The Record(s) were saved to the Database

Application Name: All Last Name:
 TSP: ANR First Name:
 User TSP Status: All Login:

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phon
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	INACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000
True	KC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000

Note: All external system user IDs are automatically inactivated by the system after 12 months of inactivity. A warning notification email will be sent to the ESA one month prior to the pending inactivation.

Reactivating an External User

This procedure is used to reactivate an inactive External User.

Procedure:

Step 1: Select the record of the **inactive** External user to be reactivated.

Messages Available
SUCCESS: The Record(s) were saved to the Database

Welcome: [Sign Out](#)
Entity: April 26 2006
Logged: AIIR Pipeline

Maintain System User Processing Functions

Application Name: All Last Name:
TSP: ANR First Name:
User TSP Status: All Login:
Retrieve Clear

System User Records
Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	INACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000
True	XC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000

Sort Filter Export Print New Change Delete Undo Clear Cancel Submit

Back Home Next

Step 2: Click the Change Button to change the record into edit mode.

Step 3: Select “Pending Review” from the drop down list on the User TSP Status Column for the System User Record

Welcome: Sign Out
 Entity: April 26 2006
 Logged: AIR Pipeline

Navigation: Maintain System User Task: Maintain System User Processing Functions

Process: Maintain System User Task: Maintain System User

Application Name: All Last Name:
 TSP: First Name:
 User TSP Status: All Login:

Retrieve
Clear

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	PENDING REVIEW	4/26/2006 10:49:32 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknow.com	713420000
True	KC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>	unknown@unknown.com	713420000

Sort Filter Export Print New Change Delete Undo Clear Cancel Submit

Step 4: Click the Save Button to save changes to Record.

Step 5: The system displays a message that the record has been saved successfully.

Welcome: Sign Out
 Entity: April 26 2006
 Logged: AIR Pipeline

Messages Available: SUCCESS: The Record(s) were saved to the Database

Navigation: Maintain System User Processing Functions

Process: Maintain System User Task: Maintain System User

Application Name: All Last Name:
 TSP: First Name:
 User TSP Status: All Login:

Retrieve
Clear

System User Records

Page 1 of 1

Created By ESA	Login	Application Name	TSP	Svc Requestor	Legal Name	Last Name	First Name	Master Entity Prop	User TSP Status	Status Date	Internal Ind	Email Address	Work Phone
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	PENDING REVIEW	4/26/2006 10:49:32 AM	<input type="checkbox"/>		
False		EPTS		006958581	ANR PIPELINE COMPANY			3966	ACTIVE	4/21/2006 8:22:49 AM	<input type="checkbox"/>		
True	XCE7C7DE	EPTS		006958581	ANR PIPELINE COMPANY	Manual	TRAINING	3966	PENDING ACTIVATION	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000
True	KC30001F	EPTS		006958581	ANR PIPELINE COMPANY	USER	TEST	3966	DENIED	4/26/2006 10:33:52 AM	<input type="checkbox"/>		713420000

Sort Filter Export Print New Change Delete Undo Clear Cancel Submit

Note:

If the system user's User ID has been completely erased from the system before the ESA tries to reactivate a the system user , a new system user ID is generated for the contact and the previous record for the existing ID will remain with a User TSP status of Inactive.

Annual Reviews

Overview:

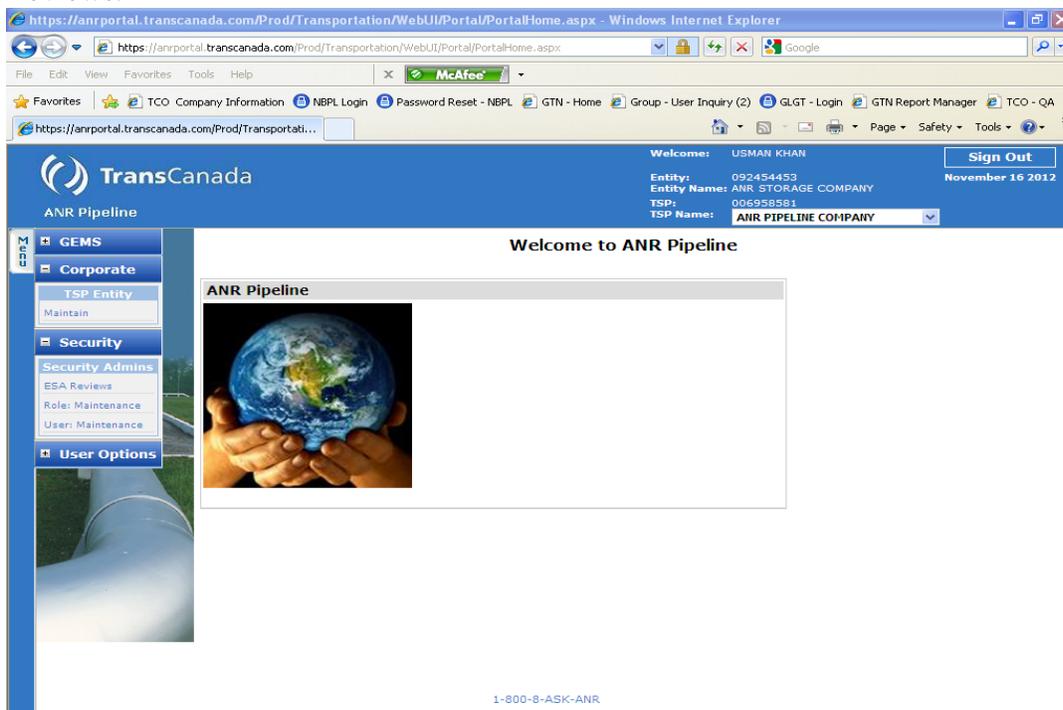
Once a year, External Security Administrators (ESAs) are required to review external roles (External Inquiry, External User, External User – VISA System and ESA) and the users to which those roles have been assigned. The TSSA is responsible for creating the annual review period; ESAs are notified via e-mail prior to the review period opening. The ESA has the ability to approve or deny each user/role assignment.

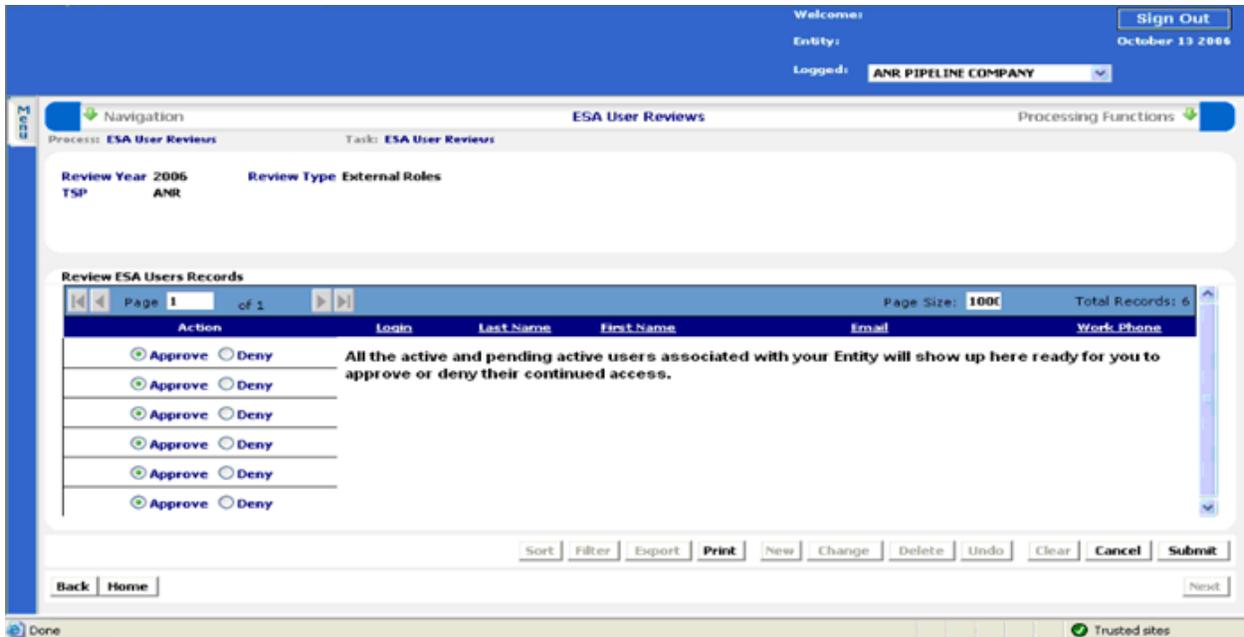
Once an annual review period is CLOSED (current date is equal to, or greater than, effective end date) and/or COMPLETED (all role assignments have been approved/denied), no changes are allowed by the ESA. Additionally, ESA can no longer view this review period through the ESA Reviews screen; any changes that were made can be viewed on the User Maintenance screen.

Quick Steps to Approve/Deny Role Assignments: (1) Select Security; (2) Select ESA Reviews under Security Admins; (3) System defaults all role assignment records to Approve; deny any records necessary and click Submit or click Submit to Approve all.

ESA User Reviews

To access the annual review screen, open the Security menu, then Security Admins, and select Reviews.





Note: If records are not viewable, confirm that the screen resolution is set to 1024 X 768.

Sort:

ESA can sort on each individual column by clicking the column title/heading; columns can be sorted in ascending or descending order.

Print

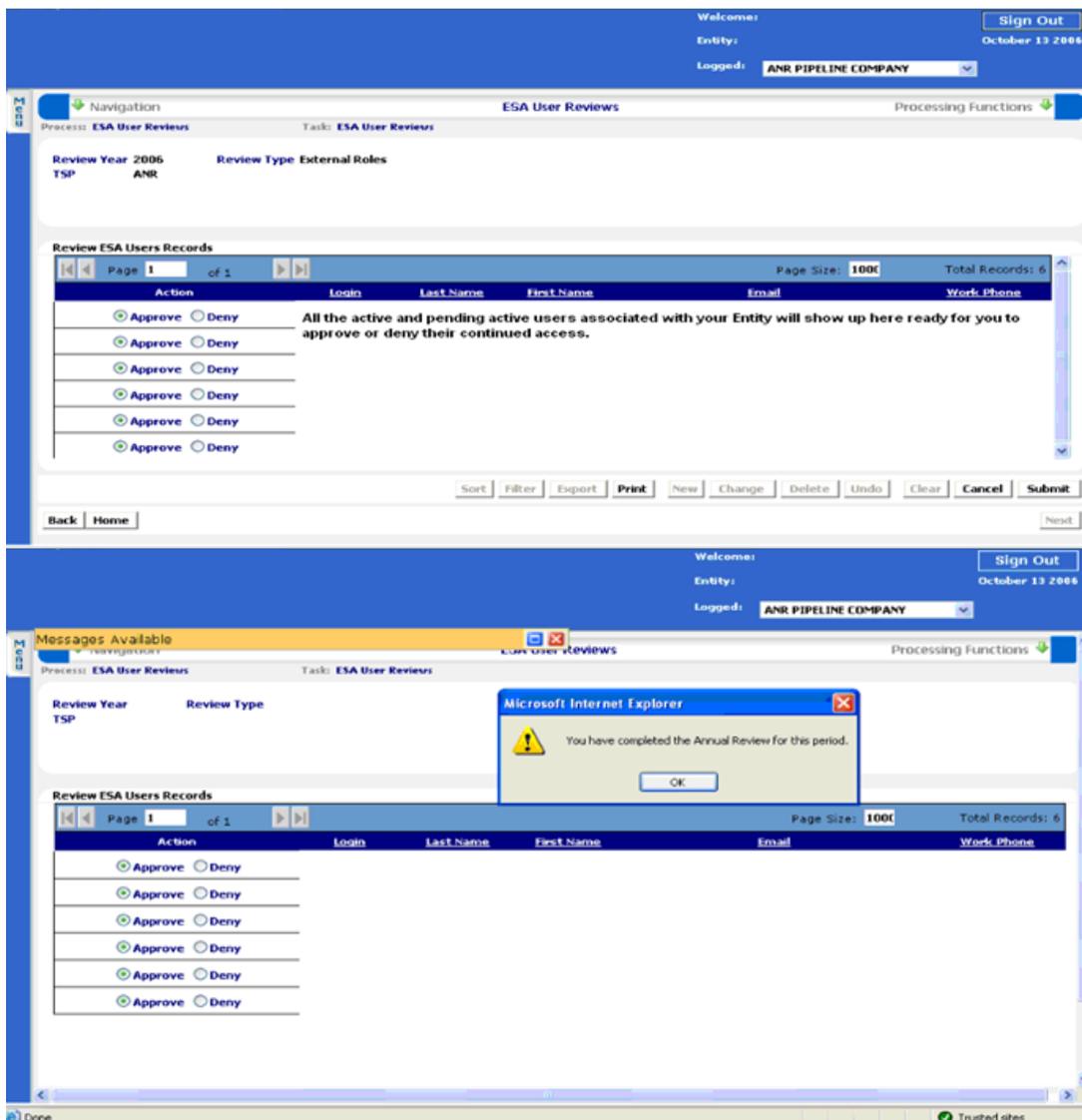
ESA can print all records within the grid by clicking the Print button at the bottom of the screen.

Approve/Deny Role:

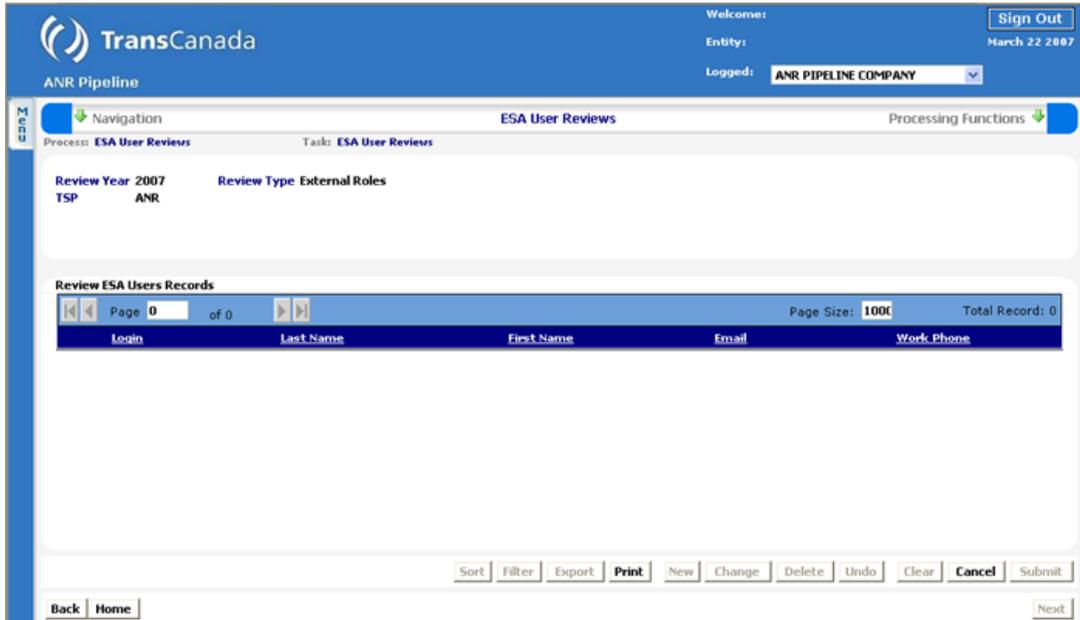
On this screen, the ESA has the ability to approve/deny external role assignments; all assignments are automatically defaulted to approve. If the ESA wishes to deny a role assignment, then he/she clicks the Deny toggle, for those assignments that should be denied, and then clicks the Submit button; if the ESA wishes to approve all role assignments, he/she clicks the Submit button, after entering the screen.

A Review Period must be in OPEN status, and the current date must be equal to or greater than the Start Date, in order for an ESA to approve/deny role assignments. If the ESA tries to access a review period prior to the start date, the system will give a message that the review period has not yet opened and no changes are allowed.

After the system has saved the data, the ESA will receive a message that the Annual Review has been completed.



Clicking OK clears the screen of all data; as stated above, any changes that were made can be viewed on the User Maintenance screen.



Assigning and Un-assigning the External Security Administrator (ESA)

An ESA is the primary contact for an entity (company) engaged in business activity on the TSP of ANR Pipeline Company. The ESA responsibilities also include.

- Creating contact(s)
- Request system access for contact(s) (create ID)
- Removing contact(s) system access
- Updating contact information
- Creating business use associations
- Acting as primary liaison between their entity and EPTS application security.

Every entity is allowed a maximum of two ESAs per TSP.

All requests to assign and/or un-assign the ESA role to a system user should be directed to the TSSA at TSSA@transcanada.com.

**External Security Administrators (ESA)
Reference Guide for Security Application**



1. I need to set up a new employee with access to ANR Pipeline.
 - a. Go to maintain System User Screen by clicking on the following tabs: Security, Security Admins, User: Maintenance.
 - b. Click New button.
 - c. Select the TSP of ANR from the Available TSP Entities box.
 - d. Select a contact record for the employee from the Available Contacts box.
 - e. Click Submit button.
2. An existing contact record does not appear in the Available Contacts box on the Request System User screen
 - a. There are three reasons why an existing contact may not appear on this screen:
 - i. Contact is Inactive
 - ii. Contact has No email address
 - iii. Contact is already set up with a system user ID
3. I just added a new contact record but it does not appear in the Available Contacts box on the Request System User Screen.
 - a. The contact record does not have an email address. The contact record must have an email address to appear in the Available Contacts box. See the Corporate Training manual for procedures to edit a contact record.
4. Can the TSSA set up a new system user record for ANR for me, if needed, if for some reason I do not have access to my pc?
 - a. Yes. Email the TSSA at tssa@transcanada.com
5. When I am viewing my system user information I do not see any system user TSP records with an 'inactive' status.
 - a. The default view for the ESA does not include system user TSP records with an 'inactive' status. Select 'inactive' from the drop down list for User TSP status and click on Retrieve.
6. I am trying to set up a new system user and when I hit the submit button I get an error message "Error accessing Quest Web Service".
 - a. Contact the TSSA to report this problem. The Quest web service is unavailable. It needs to be 'on' in order to set up a new system user.
7. How do I assign or unassign the ESA role to a current external user? The ESA role assignment will need to be done by the TSSA. Email the TSSA at tssa@transcanada.com

Terminology

Contact Information:	Information on a company employee
Contact Record:	Saved information about a company employee
Contact:	A company employee
Credentials:	User ID and Passwords
EPTS:	The new system that replaces some functionality GEMS
ESA:	External Security Administrator
Login credential:	User ID and Password
Portal:	The application home page
Quest:	Application used to verify a contact identity before a password reset.
Quest Profile:	Answers to identification questions provided by system user.
System authentication:	The application verifying accuracy of system user login credentials.
System User:	A contact with access to a TSP
System User ID:	User ID assigned to a system user
TSP:	Transportation Services Provider
TSSA:	Transportation Services Security Administrator
User ID:	A six digit number assigned to all system users.
User TSP Entity Status:	Same as User TSP status
User TSP Status:	Refers to the current state of a system user's access.