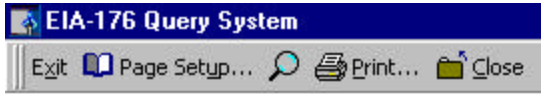







EIA-176 Query System – Appendix A

Appendix A – EIA-176 Menus

View Company filing Menu

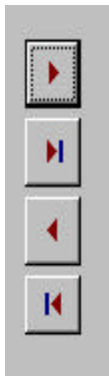
The View EIA-176 Company Menu offers options for controlling the display of individual company filings





-  – Closes this application.
-  – Choose a printer and set the page orientation (portrait works best).
-  – Changes the magnification of the report.
-  – Sends the report to the printer.
-  – Closes this report and either shows the next report if more than one has been selected more than one, or returns to the Choose Company screen.


Choose Company Arrow Functions

Below is a summary of what the arrow buttons in the Choose and EIA-176 Company do:



 Move the highlighted item in the left box to the right box.

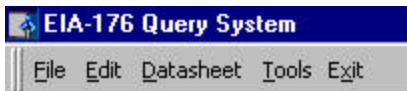
 Move all the items in the left box to the right box.

 Moves the highlighted item in the right box to the left box.

 Move all the items (highlighted or not) from the right box to the left box.

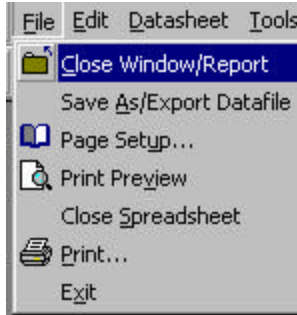
Query Menu Functions

Menu items available with the Pre-selected and Custom queries are used to filter output, or export to other data formats.



File

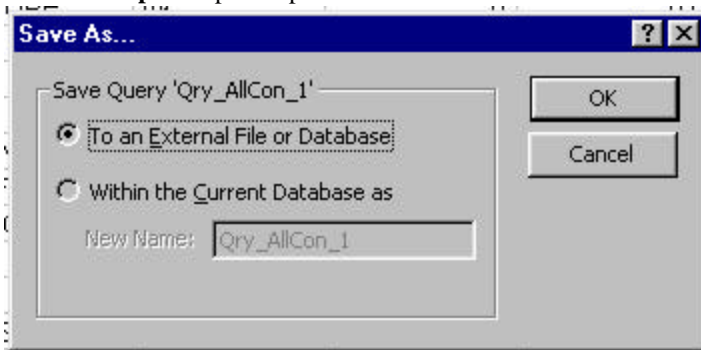
EIA-176 Query System – Appendix A



Close – Closes the query grid.
Save As/Export – Saves the data to another file
Page Setup – Choose print settings
Print Preview – Shows what a printout will look like
Close Spreadsheet – closes the query grid
Print – prints the query grid
Exit – Quits the Query system.

Close – Exits the select query window.

Save As/Export - option opens an intermediate box.



Intermediate output box from the Save As/Export Datafile menu option.

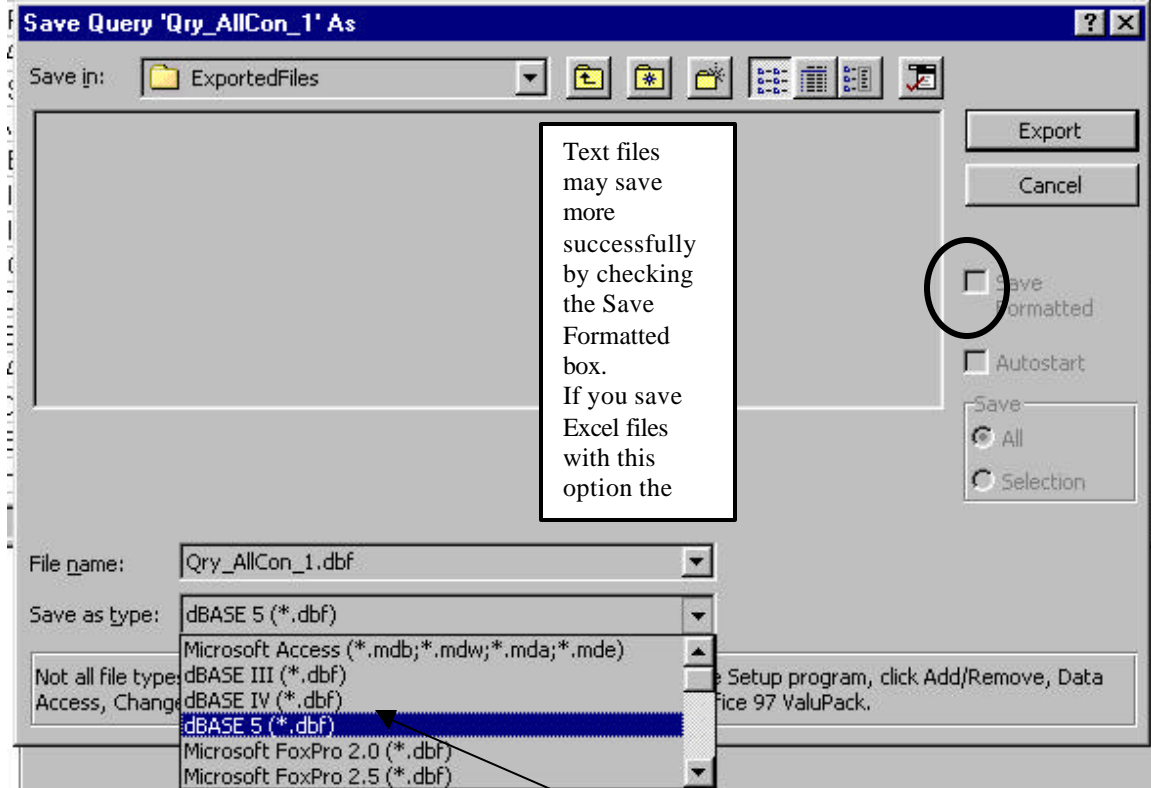
After the Save As/Export option has been selected an initial 'Save As' dialog box opens. Select the 'To an External File or Database' option, and click the OK button.

Do not select the 'Within the Current Database' option

Next a Windows dialog box will be displayed. Headers may look better with the Save Formatted option.

The File Name can be edited to a unique name.

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Save As/Export dialog box.

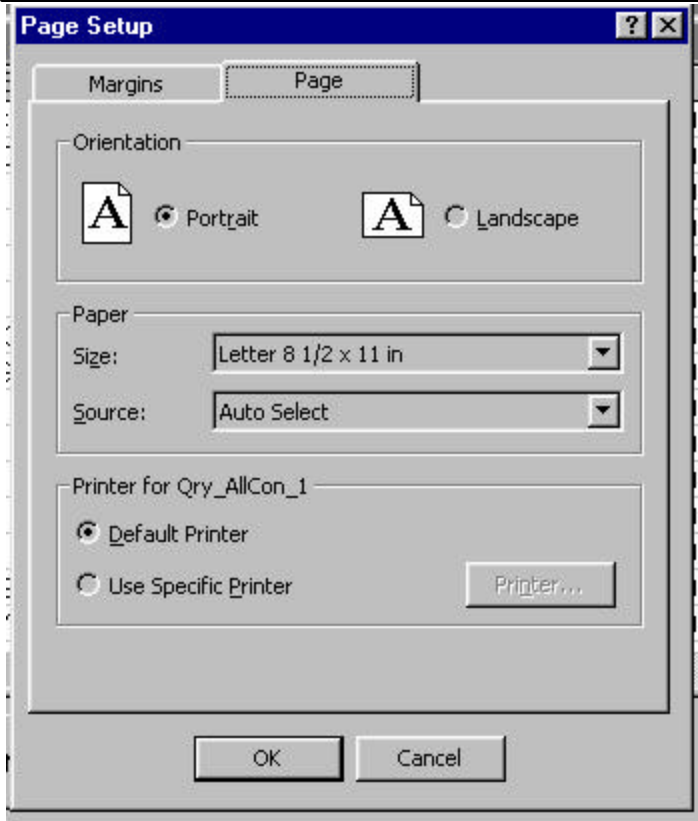
Different file type options are available by pulling down the 'Save as File Type' list box as shown. By scrolling down the list of available file types different formats can be selected including dBase, Excel and text. To save into a Microsoft Access database the *.mdb file must already exist.

Once the file has been named and the file type selected click the Export button to finish the operation.



Page Setup

This option sets printer and page settings.

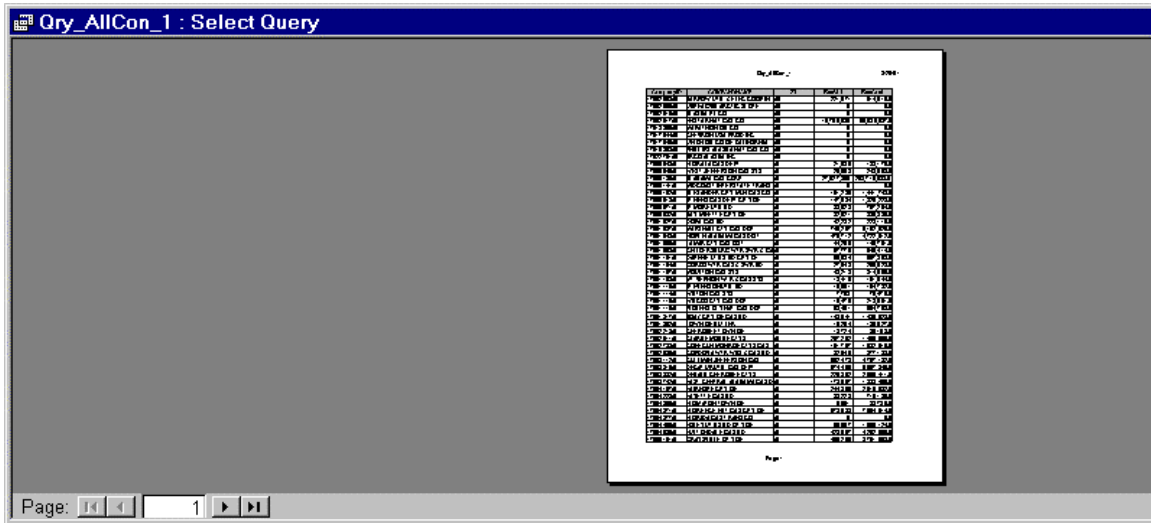


Page Setup Menu option

Note: Landscape orientation is recommended for most query outputs, and can be accessed by selecting the “Page” tab.

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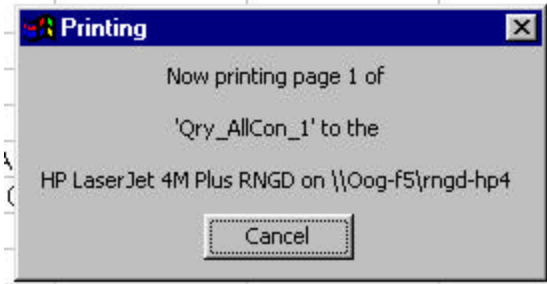
Print Preview



Print Preview Menu option

The Print Preview button displays what printed output will look like.

Print

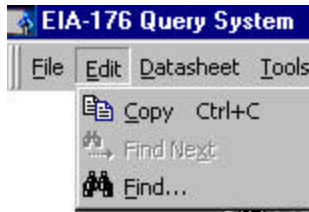


Print Menu option

The Print button prints the grid off. Some of the queries are large so be ready!

EIA-176 Query System – Appendix A

Edit Menu



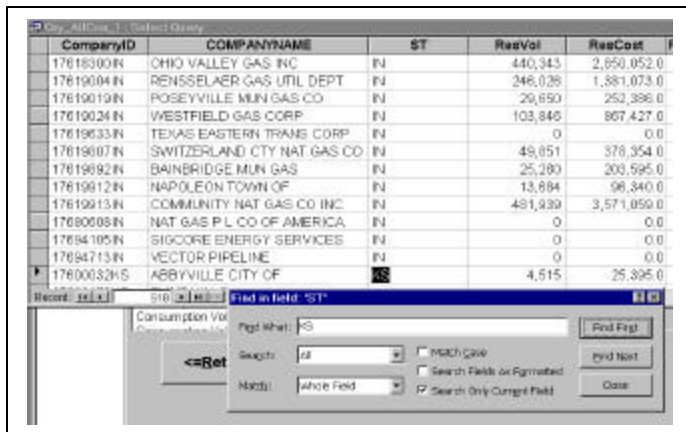
To use the **Copy** option the grid or column needs to be highlighted. The entire grid can be highlighted by clicking in the upper left corner (circled). Individual columns can be highlighted by clicking in the column header.

To use **Find**, select just one column by clicking on the column header. The ST column is highlighted in this example.



Highlight a column or the entire grid to use Edit Menu options

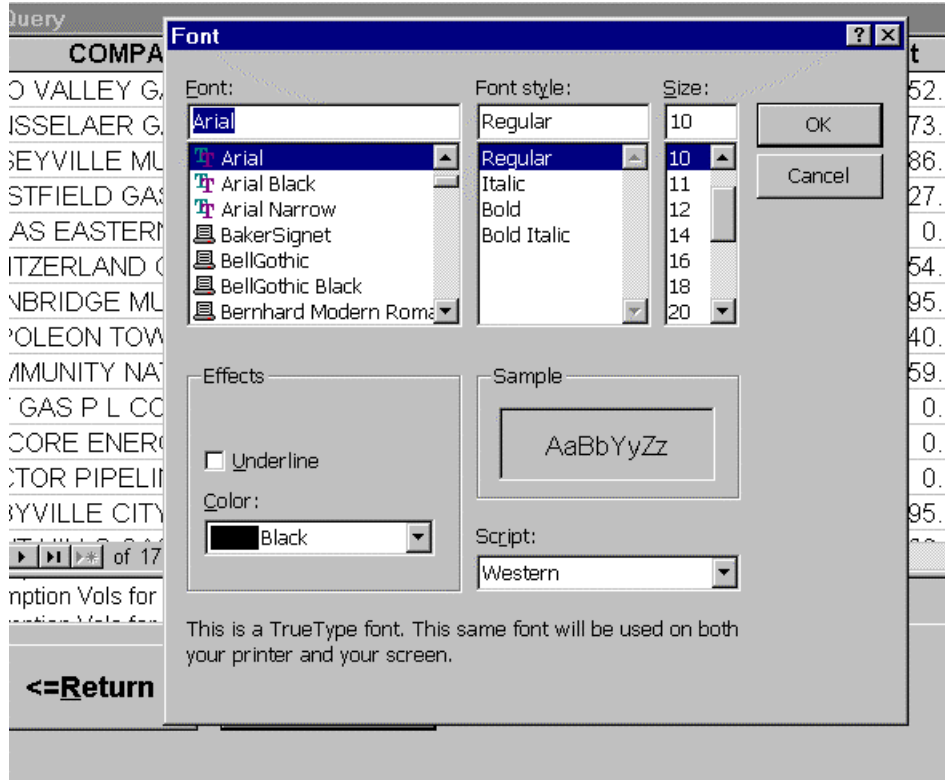
With the column selected pull down the Edit menu and click on the Find option.



Find function of Edit Menu

A dialog box will appear. Enter the value to be searched for. After the value has been entered, click either Find First, or Find Next. The grid will advance to the found value.

EIA-176 Query System – Appendix A



Datasheet Menu – Font option

The Freeze column options always displays a frozen one column on the screen. To freeze columns place the cursor in the desired column. In this example that column is COMPANYNAME.

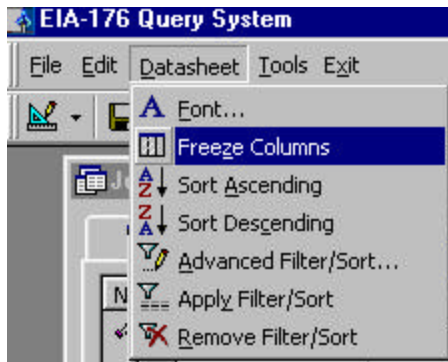
COMPANYNAME	ST	CompanyID	ResVol	ResCost	R
BARROW UTIL & ELEC COOP INC	AK	17602003AK	221,971	514,510.0	
UKPEAGVIK ARCTIC SLOPE	AK	17602009AK	0	0.0	
ALASKA P L CO	AK	17602016AK	0	0.0	
ENSTAR NAT GAS CO	AK	17602017AK	15,756,589	56,585,987.0	
MARATHON OIL CO	AK	17613300AK	0	0.0	
CHEVRON USA PROD INC	AK	17617544AK	0	0.0	
UNION OIL CO OF CALIFORNIA	AK	17617545AK	0	0.0	
PHILLIPS ALASKA NAT GAS CO	AK	17619863AK	0	0.0	
ARCO ALASKA INC	AK	17622751AK	0	0.0	
FLORALA GAS DEPT	AL	17600048AL	21,680	133,170.0	
WEST JEFFERSON GAS SYS	AL	17600049AL	25,653	248,993.0	
ALABAMA GAS CORP	AL	17600139AL	27,627,365	258,719,088.0	
MIDCOAST INTERSTATE TRANS IN	AL	17600141AL	0	0.0	

The table shows a list of companies with columns for COMPANYNAME, ST, CompanyID, ResVol, ResCost, and R. The 'COMPANYNAME' column is circled in the original image. The status bar at the bottom indicates 'Record: 1 of 1792'.

Datasheet menu – Freeze columns option

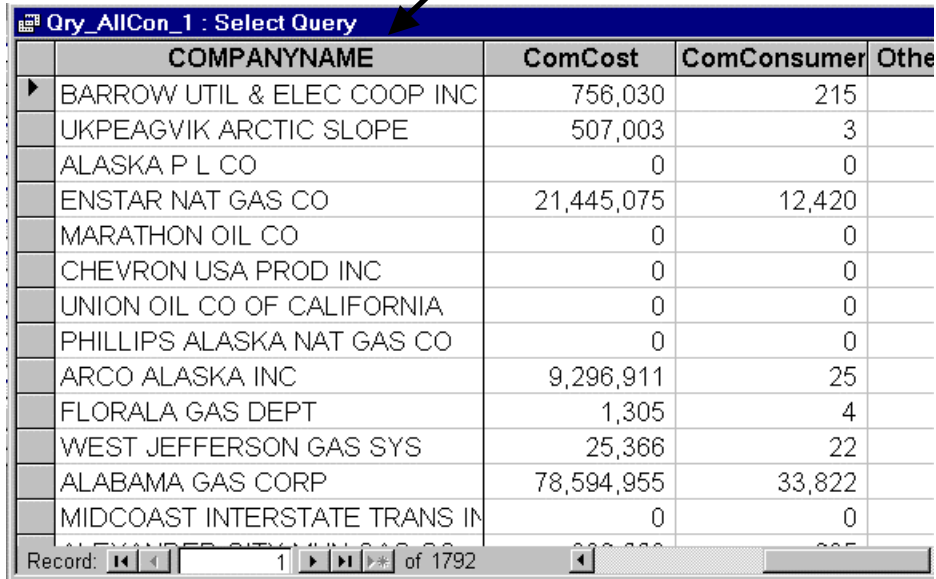
EIA-176 Query System – Appendix A

Pull down on the Datasheet menu item and click Freeze columns.



Datasheet Menu – freeze columns example

The COMPANYNAME column always appears at the left. Even when scrolling to the right, COMPANYNAME stays on the screen: (notice that the first data column is now ComCost instead of ResVol, yet the COMPANYNAME column still shows).



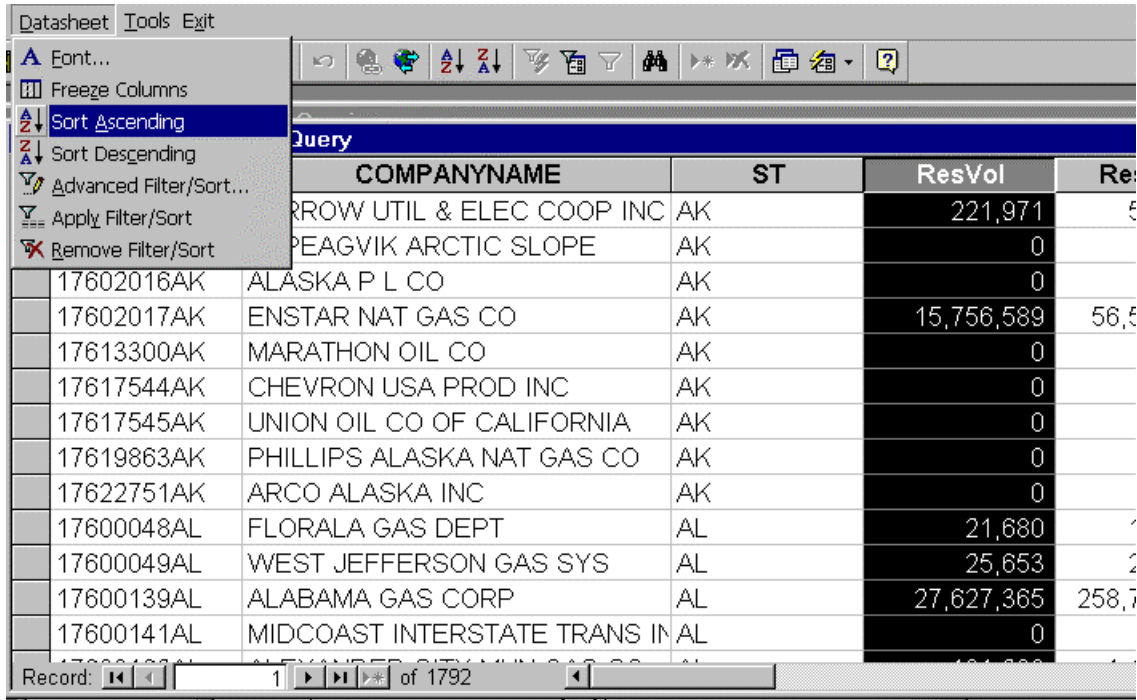
	COMPANYNAME	ComCost	ComConsumer	Othe
▶	BARROW UTIL & ELEC COOP INC	756,030	215	
	UKPEAGVIK ARCTIC SLOPE	507,003	3	
	ALASKA P L CO	0	0	
	ENSTAR NAT GAS CO	21,445,075	12,420	
	MARATHON OIL CO	0	0	
	CHEVRON USA PROD INC	0	0	
	UNION OIL CO OF CALIFORNIA	0	0	
	PHILLIPS ALASKA NAT GAS CO	0	0	
	ARCO ALASKA INC	9,296,911	25	
	FLORALA GAS DEPT	1,305	4	
	WEST JEFFERSON GAS SYS	25,366	22	
	ALABAMA GAS CORP	78,594,955	33,822	
	MIDCOAST INTERSTATE TRANS IN	0	0	

Record: 1 of 1792

Note: Columns can be 'unfrozen' only by exiting the query grid.

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Datasheet – Sort Ascending



Datasheet Menu – Sort Ascending – highlight a column to sort on

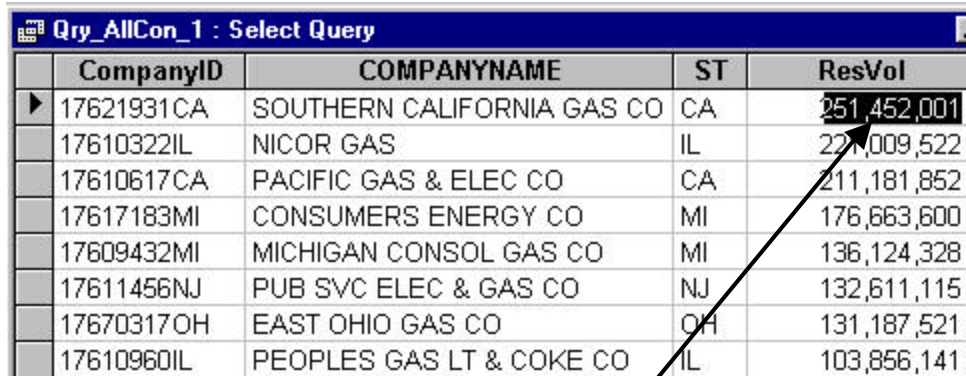
To use the sort ascending feature select a column by clicking on the column heading. Pull down the Datasheet menu and click on Sort Ascending. The query will be sorted according to the values in the selected column.

Qry_AllCon_1 : Select Query				
	CompanyID	COMPANYNAME	ST	ResVol
▶	17680806TX	PANENERGY TEXAS INTRASTATE	TX	0
	17694747ND	ALLIANCE PIPELINE	ND	0
	17692405FL	SOUTHERN NAT GAS CO	FL	0
	17692327IL	SOUTHWEST GAS STORAGE CO	IL	0
	17692326MI	SOUTHWEST GAS STORAGE CO	MI	0
	17690603MO	KN INTERSTATE GAS TRANSLLC	MO	0
	17690514CA	CPN PIPELINE COMPANY	CA	0
	17690506MS	DESTIN PIPELINE CO LLC	MS	0

In the example above the ResVol values are sorted in ascending order, starting with zero.

Sort descending works the same way.

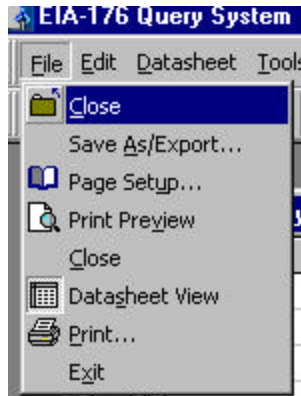
EIA-176 Query System – Appendix A



CompanyID	COMPANYNAME	ST	ResVol
17621931CA	SOUTHERN CALIFORNIA GAS CO	CA	251,452,001
17610322IL	NICOR GAS	IL	221,009,522
17610617CA	PACIFIC GAS & ELEC CO	CA	211,181,852
17617183MI	CONSUMERS ENERGY CO	MI	176,663,600
17609432MI	MICHIGAN CONSOL GAS CO	MI	136,124,328
17611456NJ	PUB SVC ELEC & GAS CO	NJ	132,611,115
17670317OH	EAST OHIO GAS CO	OH	131,187,521
17610960IL	PEOPLES GAS LT & COKE CO	IL	103,856,141

With sort descending the largest values appear first.

Saving Query Outputs



The File menu provides options over for query output.

Close – closes the query and returns to the selection screen.

When returning to the selection screen company, year and data item selections are still be in place. Any aggregate functions will be cleared.

If you have filtered your output the file will not Save As/Export. In this case select the entire grid and copy it. The output can then be pasted into a spreadsheet application for saving. When the output is pasted it may be necessary to resize the row hights. This is done by selecting the spreadsheet grid and clicking on the Format/Rows menu items.

