Form EIA-176 Query System

Getting Started Guide

Version 7.0

Energy Information Administration
U.S. Department of Energy   October 2008

1.0 Introduction
1.1 Purpose and Functions

The EIA-176 Query System is a PC-based system for users to produce reports and extract data from the Energy Information Administration (EIA) Form EIA-176, 'Annual Report of Natural and Supplemental Gas Supply and Disposition' database that is used to produce the *Natural Gas Annual (NGA)* publication. Its purpose is to provide users with annual company-level data as reported to EIA, in a format similar to the survey form for individual companies, as well as in files suitable for tabular calculation.

The query system has two functions:

1) To provide individual company level responses in a format that resembles the EIA-176 filings. A blank sample of the current form EIA-176 form is available on the EIA web site at:
   http://www.eia.doe.gov/oil_gas/natural_gas/survey_forms/nat_survey_forms.html

2) To provide files of the EIA-176 data in a variety of output formats that may be imported into various software packages.

The query system provides two methods to obtain tabular data:

1) The first is a set of 24 pre-selected queries that were designed to satisfy the most commonly asked questions and/or data requests received by the EIA. Appendix B outlines the pre-selected queries and their respective data items.

2) The second method is Custom queries. These queries offer users the ability to access sets of data items not included in the pre-specified queries.

Appendix C outlines the available data items. Data in the pre-selected and user-selected queries includes adjustment entries made by EIA staff to ensure that form EIA-176 and NGA publication data balance.

Data sets from both query methods can be saved to separate files in a variety of popular formats that include: text, comma-delimited for spreadsheets, SDF files for use with dBase, and fixed width format for use in other software packages.

1.2 Hardware and Software Requirements

The minimum hardware requirements needed to install and use the EIA-176 Query System are:
•An IBM-compatible personal computer (PC) – minimum Pentium 75 is suggested and 24 MB of RAM
•The Windows operating system 95, 98, 2000, XP or NT –4.0 Service Pack 3 or later)
•Internet Explorer 5.0 or higher

- An 80-column monitor
- 15 MB of hard-drive space

2.0 Installing and starting the EIA-176 Query System
2.1 Installing the EIA-176 Query System

To install the EIA-176 Query System on your PC:
1) Download the software from the EIA web site.
2) Open Windows Explorer and find the file. Depending on the version you downloaded the file will be called one of the following:

User Privileges	Version	Executable Name
Has Administrative privileges on PC.	Access 97 without Run Time	EIA176Qry 97 Wo RT – Access 97.exe
	Access 97 with Run Time	EIA176Qry 97 Wrt – Access 97.exe
	Access 2000 *	EIA176Qry Access 2000 NoRT.exe
Do not have Admin privileges.	Access 2000	EIA176Qry2k07.zip

*See notes below about installing on Access 2003.

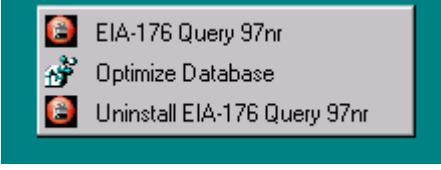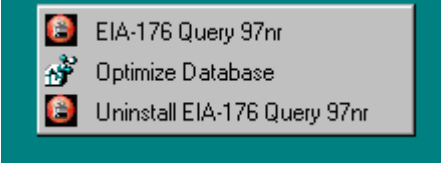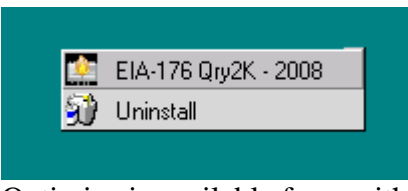**PLEASE NOTE – MOST USERS SHOULD INSTALL THE ACCESS 2000 VERSION.**

3) Double click on the file and follow the instructions.
4) As the installation begins, a 'Welcome' screen is displayed. Click the '**Next**' button to continue.
5) The 'Select Destination Directory' screen will be displayed. Click the '**Next**' button if you wish to continue the installation to the default directory – C:\Program Files\EIA176Qry. If you wish to change the default directory, click the '**Browse**' button.
6) The 'Ready to Install' screen will be displayed. To continue with the installation click on the '**Next**' button.
7) A progress bar will appear.
8) When the installation is completed the 'Installation Completed' screen will be displayed.
Note: In some instances you will be prompted to re-start you computer to complete the installation. This is normal and can be done immediately to use the query system, or later if so desired.
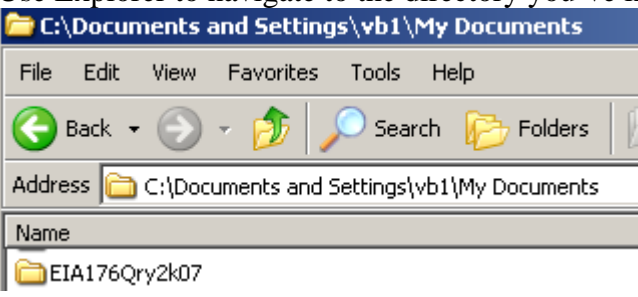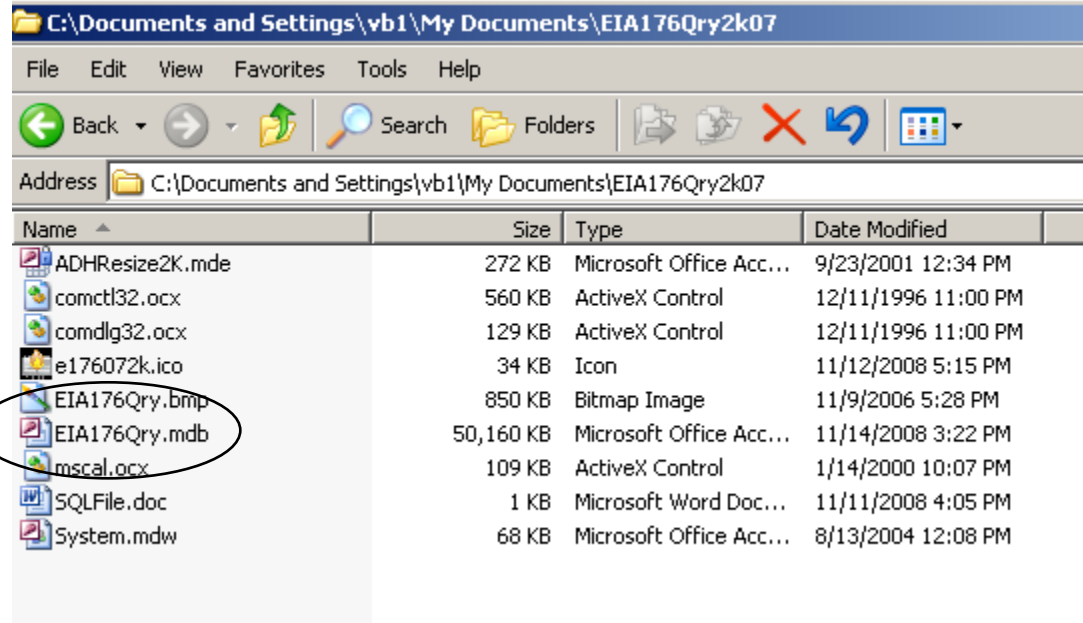
2.2 Starting the EIA-176 Query System

If you use thehe query installation program creates a program group and a desktop icon for the EIA-176 Query System. The desktop icon starts the query system up immediately and appears on the desktop after the install program runs.

The program group, which is available through the START menu has the EIA-176 Query System icon, as well as an option to Optimize (Compact and Repair) the query system. The Optimize option should be run periodically so that the query database does not become fragmented.
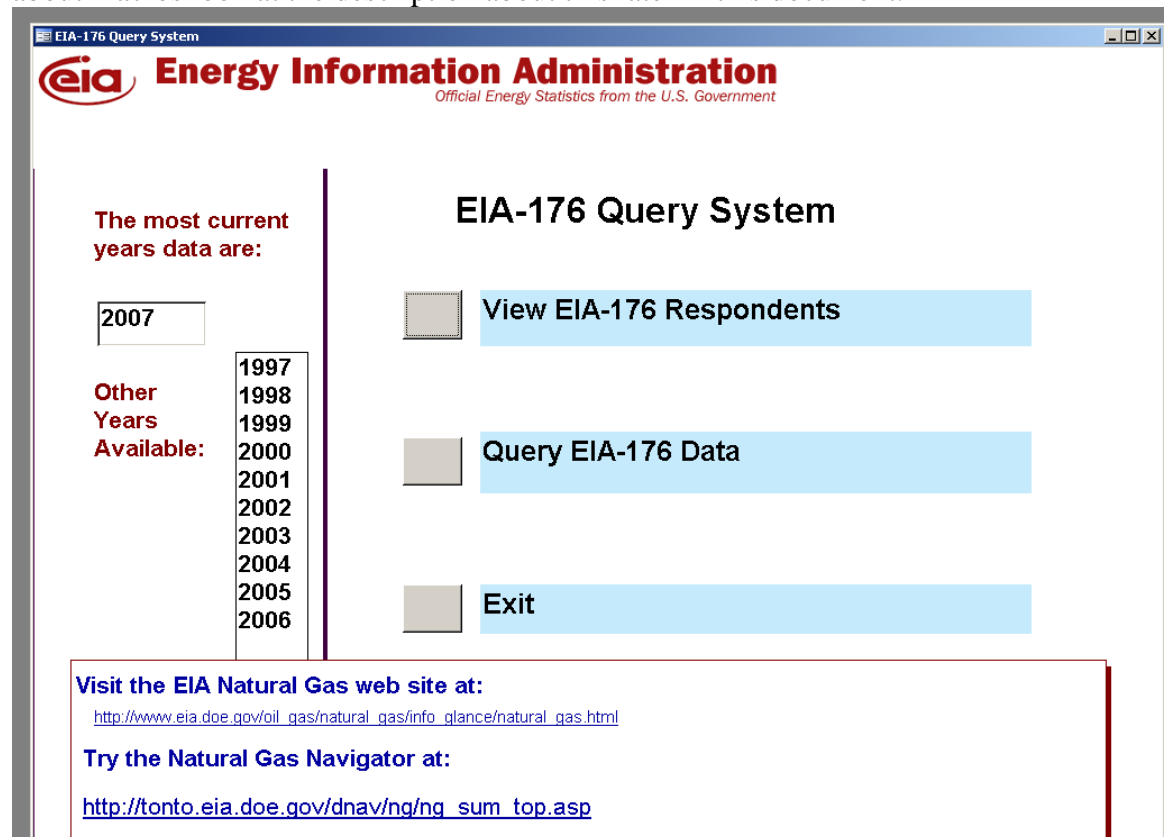
Version	Desktop Icon	Program Start Menu/EIA Applications
Access 97 without Run Time		EIA-176 Query 97nr Optimize Database Uninstall EIA-176 Query 97nr
Access 97 with Run Time		EIA-176 Query 97nr Optimize Database Uninstall EIA-176 Query 97nr
Access 2000		EIA-176 Qry2K - 2008 Uninstall Optimize is available from within the Access 2000 application.

If you do not have administrator permissions you will need to start the query system manually or make your own icon.

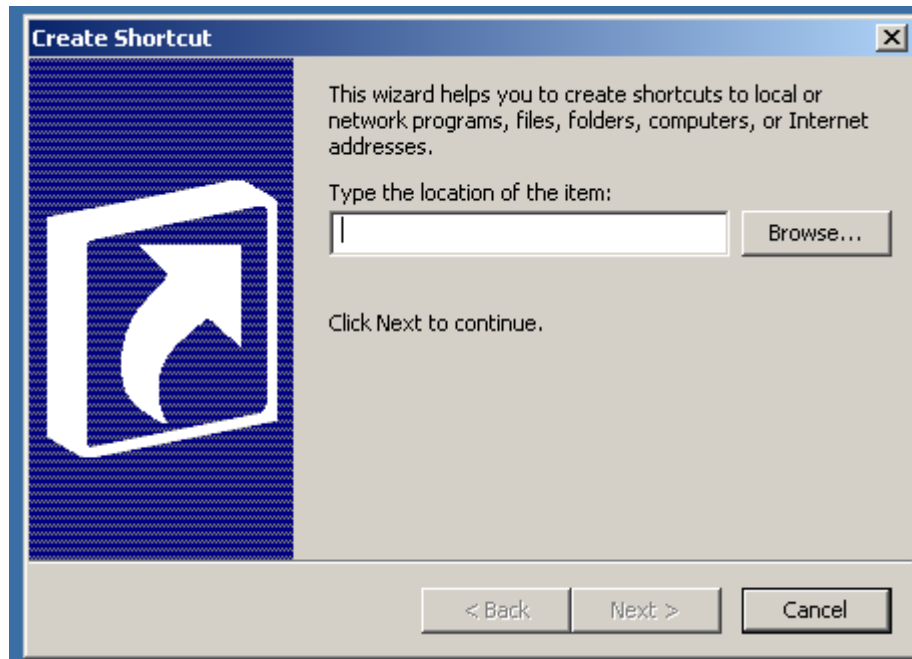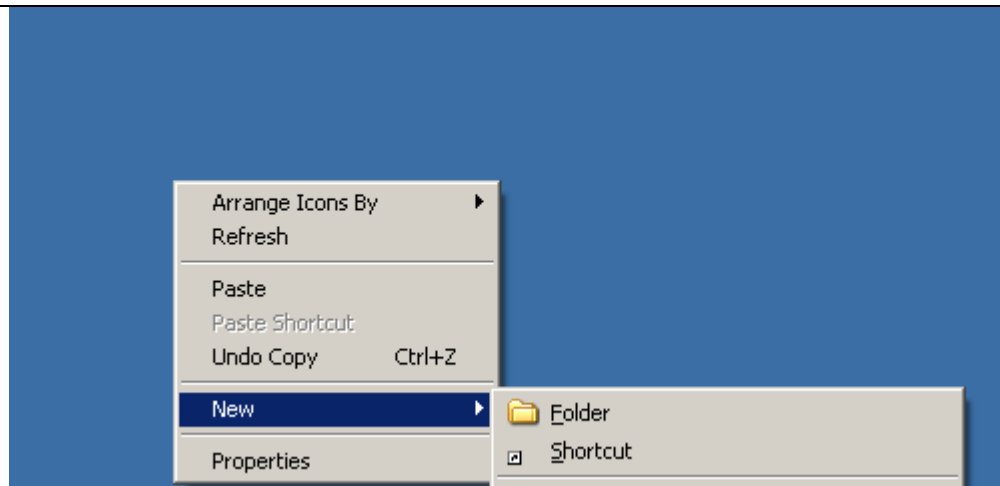| Action	Result
Start system manually.	Use Explorer to navigate to the directory you've installed the query in. C:\Documents and Settings\vb1\My Documents File Edit View Favorites Tools Help Back • Search Folders Address C:\Documents and Settings\vb1\My Documents Name EIA176Qry2k07 Open the folder and click on the EIA176Qry.mdb file:

The application will open and the screen display automatically. If you get a message about macros look at the description about this later in this document.
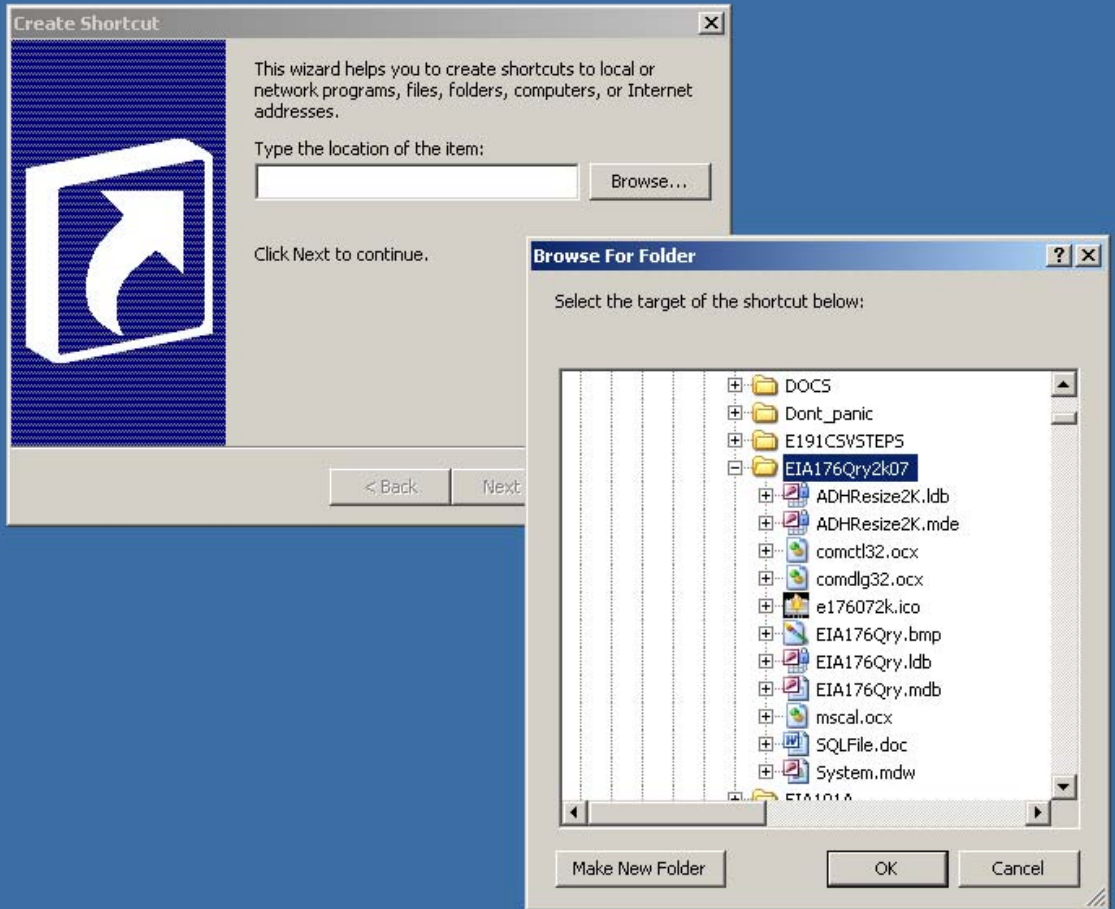

| Make a Desktop icon | Right click on your desktop and select New➜ Shortcut: |

Arrange Icons By ▸
Refresh

Paste
~~Paste Shortcut~~
Undo Copy   Ctrl+Z

New ▸   📁   <u>F</u>older
      <u>S</u>hortcut

Properties

Create Shortcut

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

[   ]   Browse...

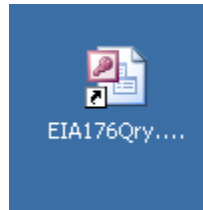Click Next to continue.

< Back   Next >   Cancel

Use the Browse button to navigate to the folder you saved the query in:

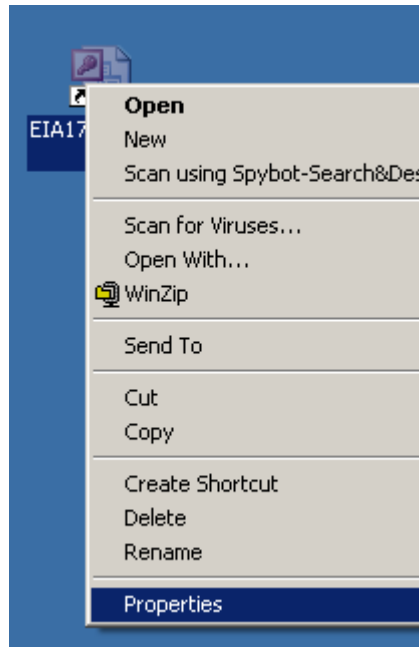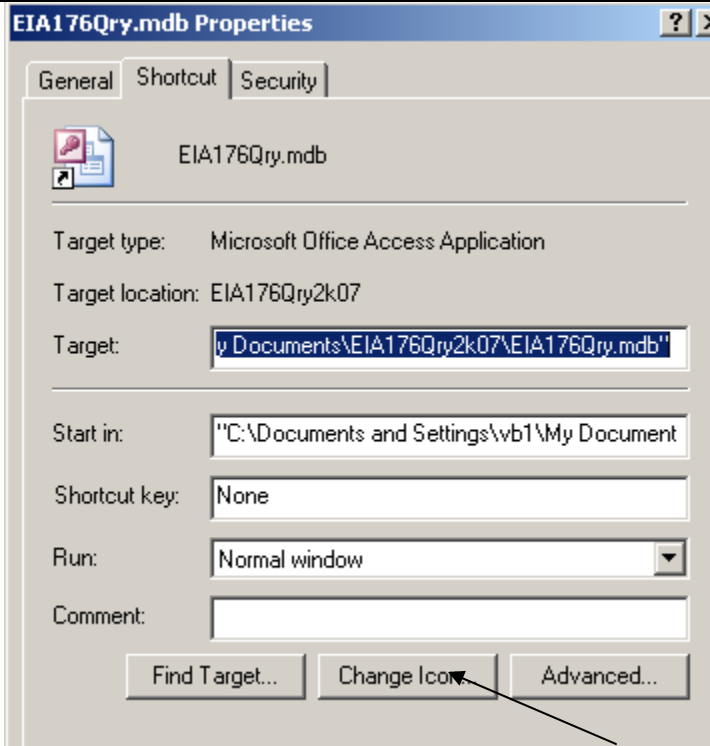Select or double click on the Eia176QRy.mdb file and click OK.

Select **Next>**

EIA176Qry....
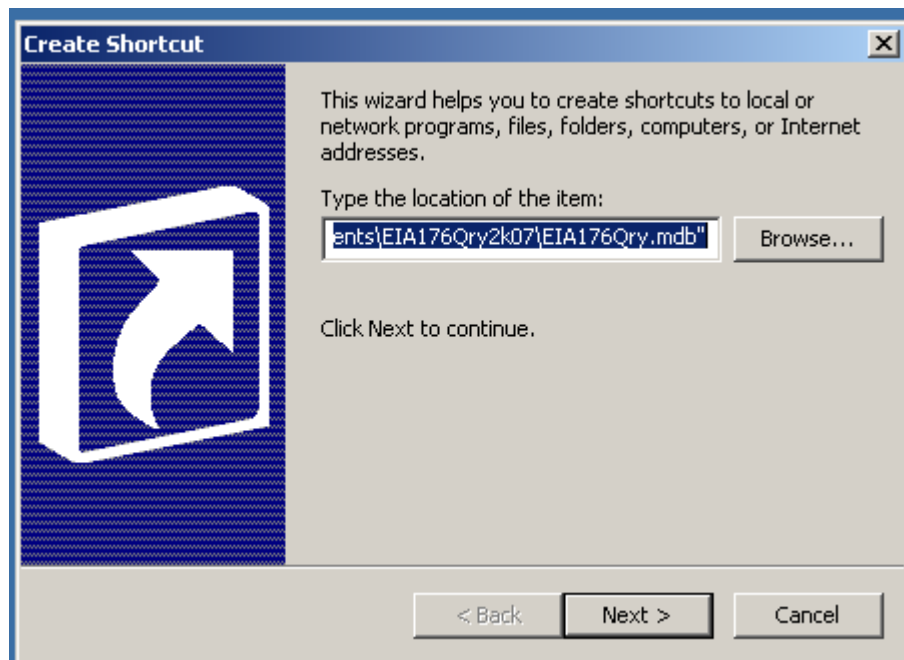
The dialog box will close and you'll see the shortcut.
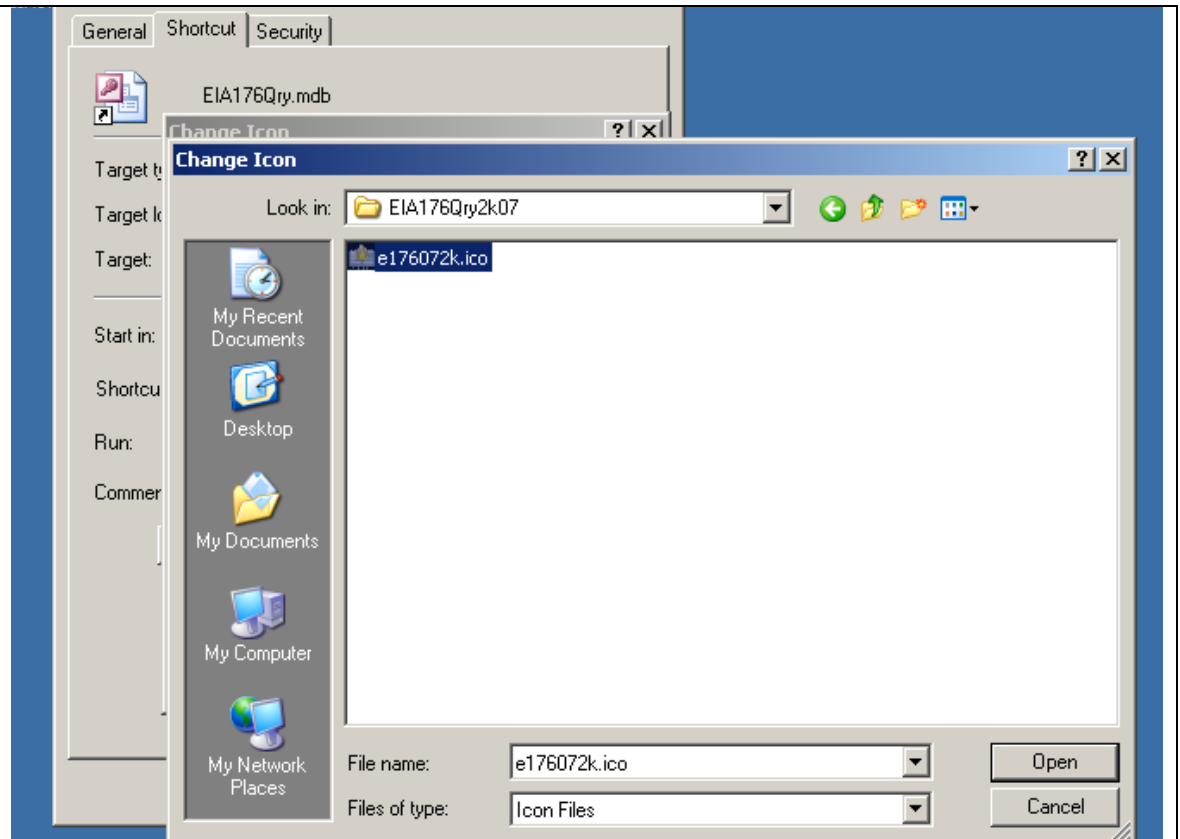You can associate an icon with it by right clicking on the shortcut and selecting
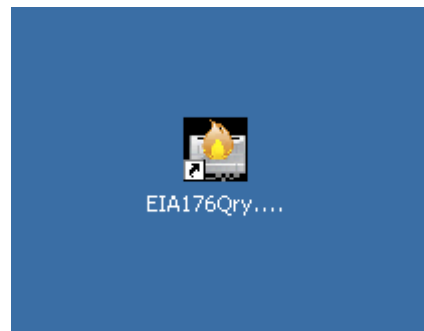Properties.

When the Properties window opens click **Change Icon**.

Use the Browse button to navigate to the folder you copied the query to and click on the ".ico" file.
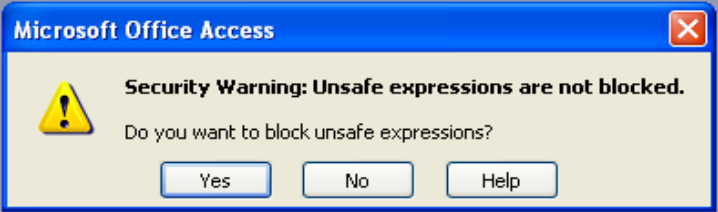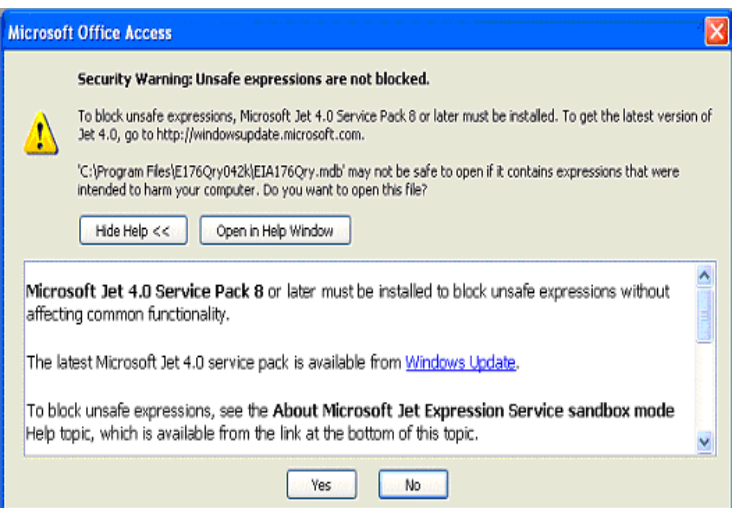
Select this icon and press OK to exit all the way out of the menu structure.
Your shortcut should display with the icon now:

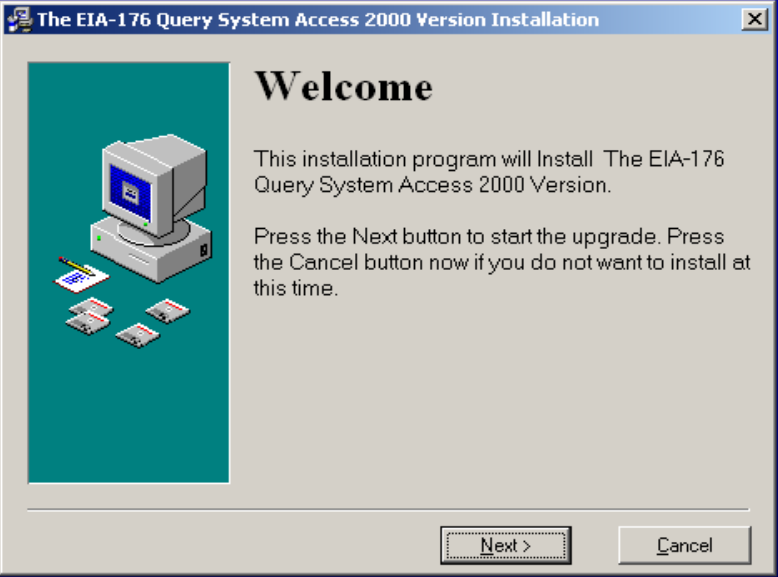2.3 **Running the EIA-176 Query under new versions of Access/Windows.**

The EIA-176 Query will work with versions of Access newer than 2000. Starting with Access 2003, the original installation of Access will warn users' if applications contain VBA coding because VBA coding has been associated with computer viruses. The EIA-176 Query uses Access VBA code to generate screens and data queries. The VBA is virus free and will not undertake mischief on PCs.

If your security settings in Access 2003 are unchanged from the original installation you will get the following screens when invoking the EIA-176 Query.

Description	Screen
A warning like this may appear when you first open the EIA-176 Query. The EIA-176 Query contains VBA statements. **THEY ARE NOT DESIGNED TO HARM YOUR COMPUTER** and are not unsafe.	 The query will not work properly if you block the VBA code. Click 'No' to continue executing the query.
You many want to consult with your User Services Department before installing any new updates.	 To continue opening the EIA-176 Query WITHOUT installing any updates click 'Yes'.
The EIA-176 Query does not contain code that is intended to harm your computer. You may	

safely open this file.	**Security Warning** Opening "C:\Program Files\E176Qry042k\EIA176Qry.mdb" This file may not be safe if it contains code that was intended to harm your computer. Do you want to open this file or cancel the operation? [Cancel] [Open] [More Info]
	Click Open to continue with the EIA-176 Query.

Some users have reported problems installing into the Program File directory. If your installation does not allow you to run in Administrator mode this may be a permissions error. *If you do not have Administrator permissions then use the Access 2000 version for those without permissions.* You can redirect the installation to another directory during the installation sequence as follows:

Description	**Screen**
If you need to install the application in a different folder you can do this during the installation. Click **Next>**	**The EIA-176 Query System Access 2000 Version Installation** **Welcome** This installation program will Install The EIA-176 Query System Access 2000 Version. Press the Next button to start the upgrade. Press the Cancel button now if you do not want to install at this time. [Next >] [Cancel]
To select a different destination directory click the **Browse** button on this screen.	
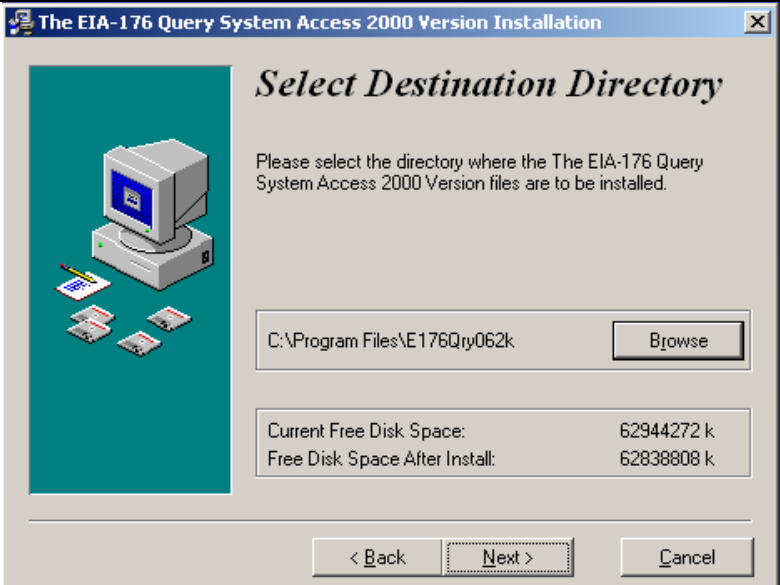
A list will appear. Either enter the drive and directory you wish to create, or select an existing directory and click **OK**.

The "Select Destination Directory" dialog will close.

Then click **Next>**
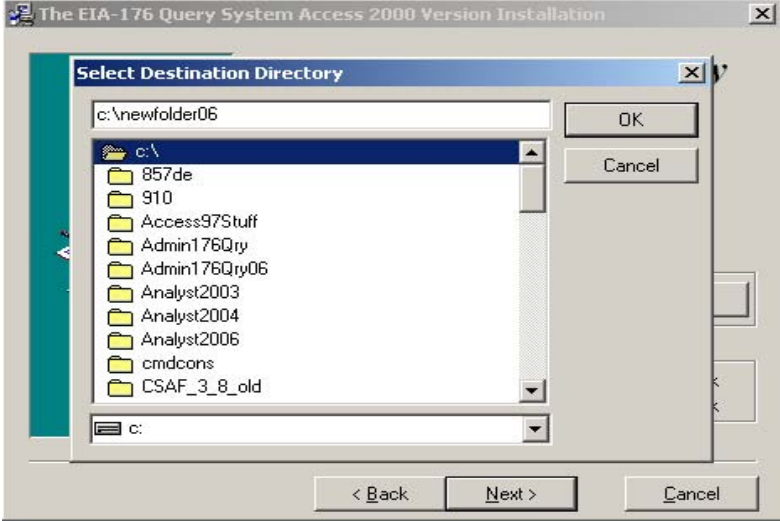
The new folder you selected should show up in the upper box.

If it does not then click **<Back** and re-select the folder you want to install in.

Otherwise click **Next>**

The EIA-176 Query System Access 2000 Version Installation

Select Destination Directory

Please select the directory where the The EIA-176 Query System Access 2000 Version files are to be installed.

c:\newfolder06   Browse

Current Free Disk Space: 62942288 k
Free Disk Space After Install: 62836824 k

< Back   Next >   Cancel