



Registry Alert

Registry Enhancements: Partner Reporting – Reports (save report request parameters)

Release/Revision Date	Location of change in this document	Comment
December 04, 2004		Initial Release

Audience: All stakeholders

Purpose: This alert outlines the impact enhancements will have in allowing clients to save report request parameters for Registry Reports.

Background: This enhancement was brought forward and funded by industry.

Enhancements involving Registry Reports have a scheduled release date of:

- Volumetric Facility Activity Report – December 3, 2003
- Allocation – SAF Report - December 3, 2003
- Allocation – OAF Report – December 3, 2003
- All remaining identified reports - January 10, 2004.

The enhancements will:

1. Create a save function to allow report request parameters to be saved on the clients computer (not the Registry).
2. Allow the report parameters to be batch uploaded in the Registry by the client.

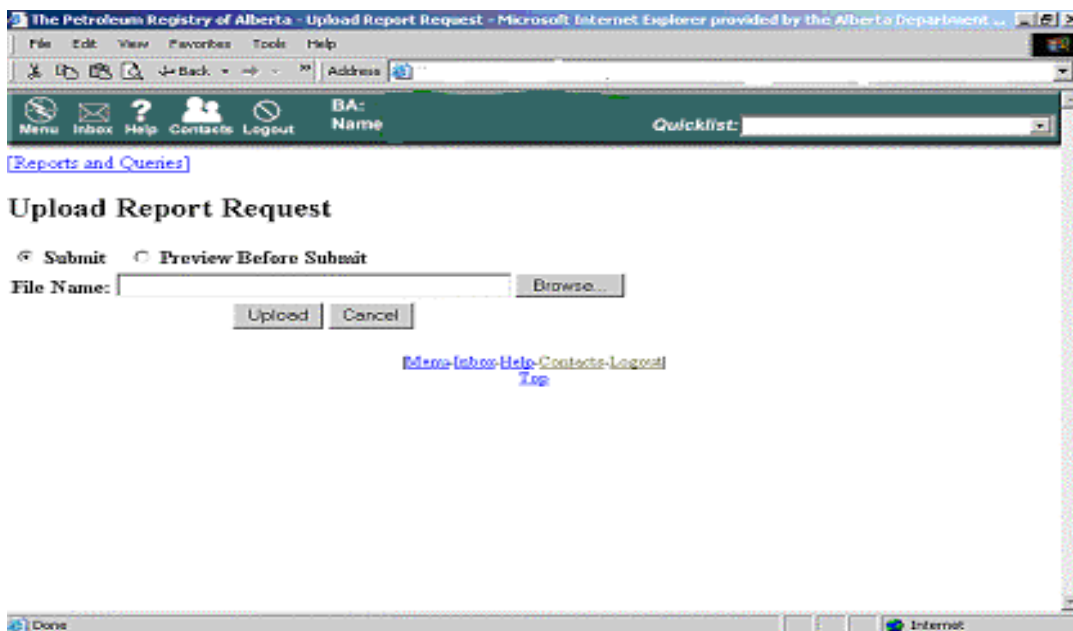
Key Principles: The ability to save parameters will only be applied to reports that are most likely to used month after month.

See table below for report that will, and will not, have the enhancement.



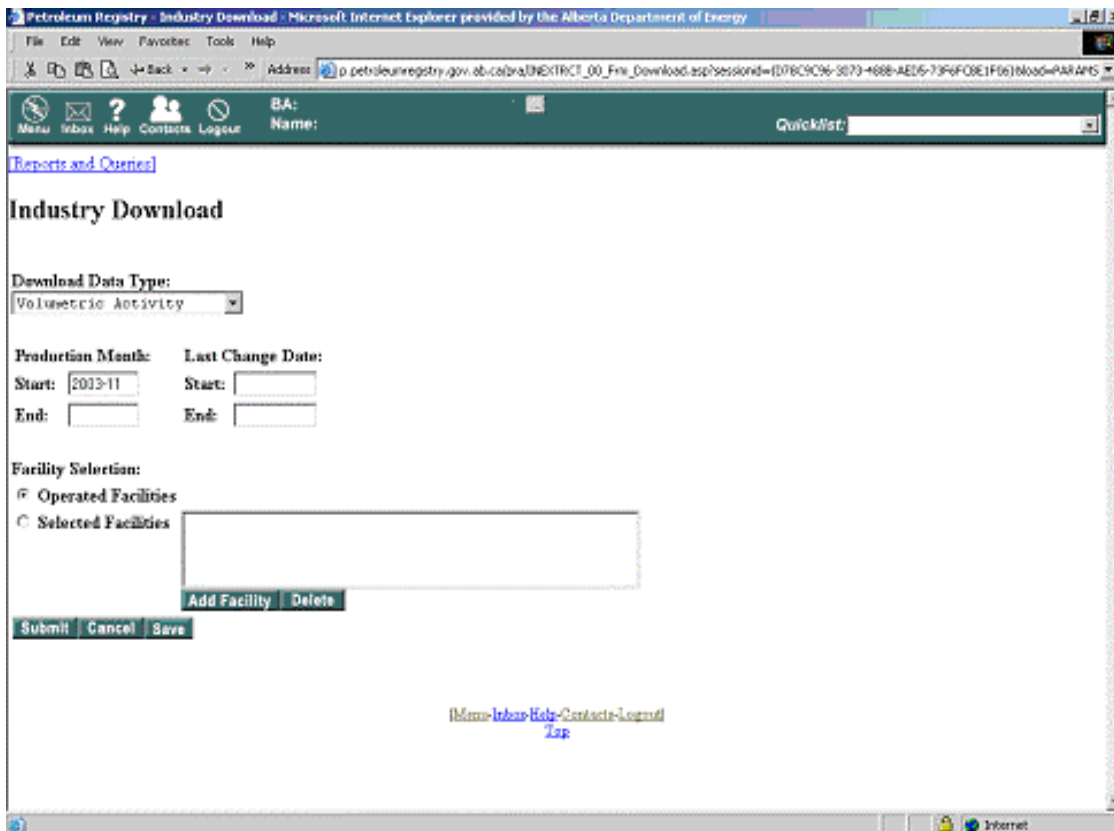
Save Selection Available	No Save Selection Available
Volumetric Facility Activity Report	Well Licence Report
Volumetric In Stream Component Report	Well To Facility Link Report
Well Infrastructure Report	Well to Production Entity Links Report
Facility Infrastructure Report	Facility Operator Report
Allocation – SAF Report	Business Associate Report
Allocation – OAF Report	BA User by Role and Facility Report
Allocation – Variance Report	BA User by Role and Task Report
Gas-Oil-LPG Operator Pipeline Splits Report	Raw Gas Allocation Report
Gas-Oil-LPG Shipper-Purchaser Pipeline Splits Report	Pipeline Splits Current Report
Gas-Oil-LPG Owner Pipeline Splits Report	Oil Condensate APMC Volumes Report
Industry Downloads – All types	
EUB Non Compliance Report	
SAF/OAF Ensure Complete Report	
APMC Transportation & Over Deliveries	

For an example of what the Report Submission screen looks like, see the draft screen capture below.



- Selecting “**Preview before Submit**” option will result in the applicable report screen being displayed with all the report parameters filled in.
- Users can then **edit the parameters, submit or save** from this screen.

See the draft screen print of the “preview” Report Submission screen below.



- **Choosing “Save”** on the detailed Report Submission screen will result in a new window opening up and the standard Microsoft “file save” process being initiated.
- Clients will need to **identify the file name and location** that they would like the report parameters to be saved as.
- **NOTE:** These files will be saved on the user’s computer, not in the Registry.
- These files can then be **uploaded to the Registry** from the user’s computer using the Report Submission screen’s browse button.
- The report parameters will be **saved in a CSV format**.

IMPORTANT

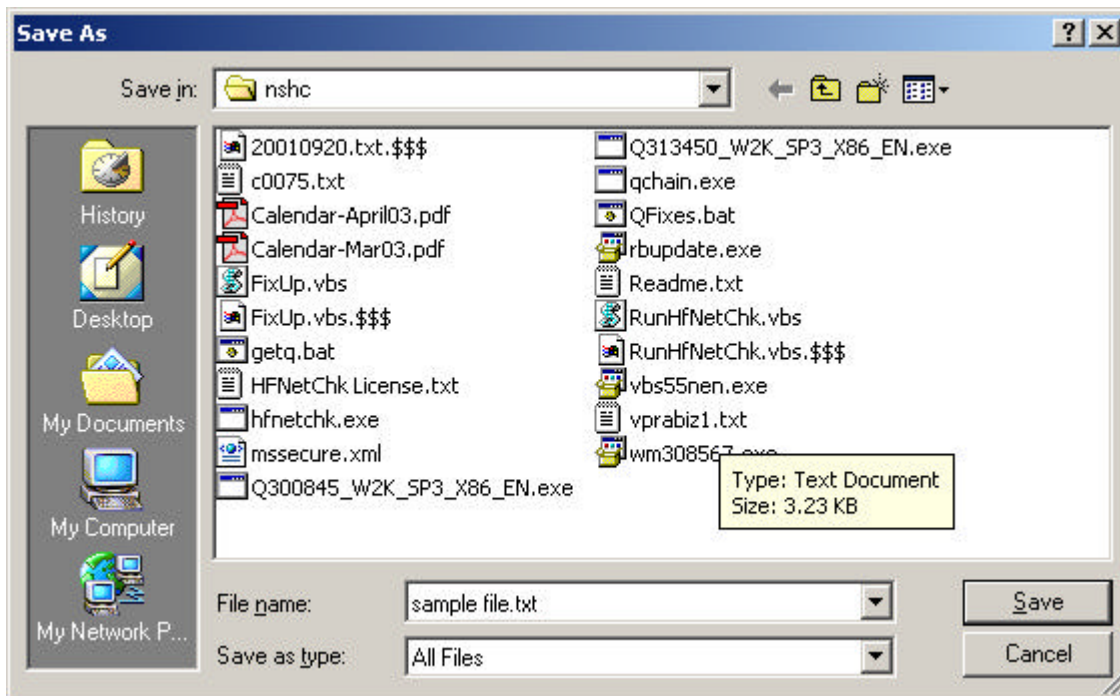
Users should exercise caution with opening a CSV file using Excel. When opening the CSV file, Excel may cause some zeros to be dropped. (i.e. BA ID 0031 becomes 31). It is recommended you always use the preview function when uploading a saved report parameter CSV file. If a file needs to be opened to edit use notepad or be careful to add back in the missing zeros using an apostrophe before the zeros i.e. '0031.

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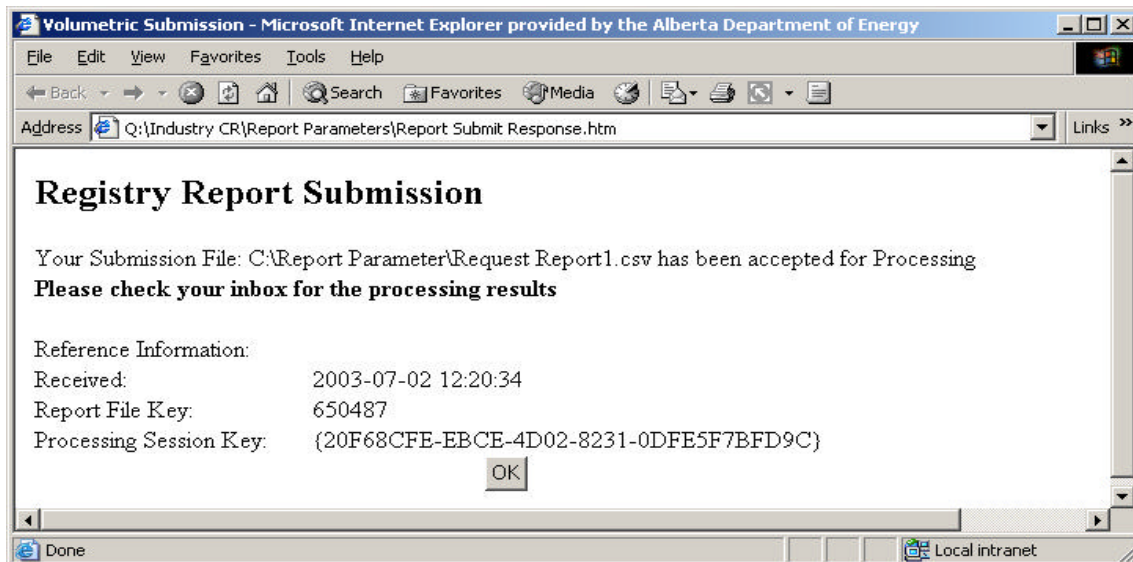
- The “Save” button will also be available on the Request EUB Non-Compliance and Request Ensure Complete screens.

See draft screen below for the window that will open when save is selected.



- **All successful submissions** of report requests, including the EUB Non-compliance and Ensure Complete reports, will now identify reference information such as a File Key.

See draft of screen Registry Report Submission below:



More information:

Existing training modules will be updated to reflect the changes created by this enhancement

Please contact the Registry Service Desk for more information.