



Registry Tip

Changes to Facility Lookup


Release/Revision Date	Location of Change in this Document	Comment
June 10 , 2011		Initial Release

Audience: All Stakeholders

Purpose: To advise users of changes to the Facility Lookup functionality when using the Query Facility Information screen.

Background: In many cases facility operators who receive product from other operators may only have a truck ticket with the Operator name and a location. In those cases (when the location is not a well location) users have to use the Facility Lookup to find the correct facility ID. Previously users needed to change the facility type multiple times to find out if the location was a BT (battery), a GP (gas plant), a IF (injection facility), etc.

Effective, June 2, 2011 new functionality has been added to allow a blank facility type to return all records associated with an Operator ID and location.

Step by Step: From the **Query Facility Information** screen click the lookup button , which will open a Facility Lookup window. The default facility type will be blank. If you know the type, (i.e. BT) select it from the dropdown list. If you do not know the type input the Operator ID and the location. Note: the location does not have to be complete, however the minimum required is TWP, RGE & M. Click GO.

All facility types operated by that BA at that location will be listed. If you do not enter an operator ID and location when the type is blank you will receive an error message. Select the appropriate facility ID, click OK. You will be returned to the Query Facility Information page. Click GO to see the data for the selected facility ID.



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