



MEASUREMENT PORTAL TRAINING GUIDE

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The Measurement Portal provides our customers with best-available measurement data for the meters to which they have access. Daily and monthly measurement reports are available for the current month and the prior two full months. The hourly measurement report covers the past three gas days. Reports can be run interactively or scheduled for email delivery of CSV files.

1. CONFIGURING YOUR REPORT

Upon logging into the Measurement Portal, users will be directed to the **Configure Your Report** screen. On this screen, users will select the measurement frequency, data delivery method, and pipeline for which they would like to obtain data.

Configure Your Report

Measurement Frequency Report Type: Monthly

Data Delivery Method: On-screen Scheduled via Email

Pipeline: Equitrans

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Measurement Frequency Report Type

Users have three frequency options – hourly, daily, or monthly. If hourly is selected, only hourly meter information will display for the selected date range (up to 72 hours). The hourly data will roll up into daily measurements. If daily is selected, daily meter data for the selected month and most frequently polled hourly meter data will display. Daily meters will also roll up into monthly measurements. If monthly is selected, a monthly measurement total for the selected meters and most frequently polled hourly and daily meters will display. Users will only see meters that fit into the selected frequency type, as well as user associations within QPTM/TIPS.

Data Delivery Method

Users have two options for viewing their data. The first option is **On-screen**. If this option is selected, the data will display on the screen once all selections have been made. Once the data is displayed, users will have the ability to export that data to CSV or XLS. The second option is **Scheduled via Email**. Users have the ability to schedule automatic reports that will be sent on the specified date/time for the specified meters.

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Pipeline

Users will be able to select either the **Equitrans (QPTM)** or **Gathering (TIPS)**. Meters will populate based on the selection.

How do you want to select your meters?

Users will have the ability to pick how they want to select their meters. There are three options – **By Meter Name/Number**, **By Contract**, or **By Party**. Meters that users are associated with in QPTM/TIPS will be available to be selected.

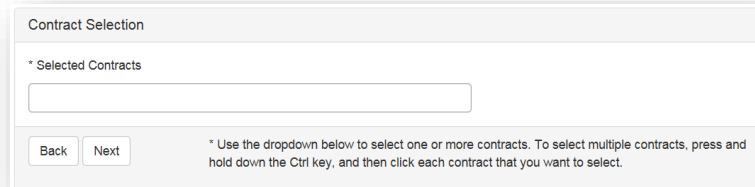


How do you want to select your meters?

By Meter Name / Number By Contract By Party

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If **By Contract** or **By Party** is selected, users will be prompted to select the Contract or Party, before selecting the meters.

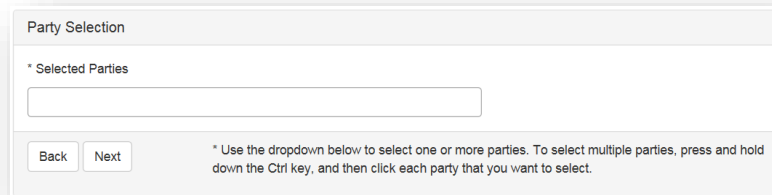


Contract Selection

* Selected Contracts

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* Use the dropdown below to select one or more contracts. To select multiple contracts, press and hold down the Ctrl key, and then click each contract that you want to select.



Party Selection

* Selected Parties

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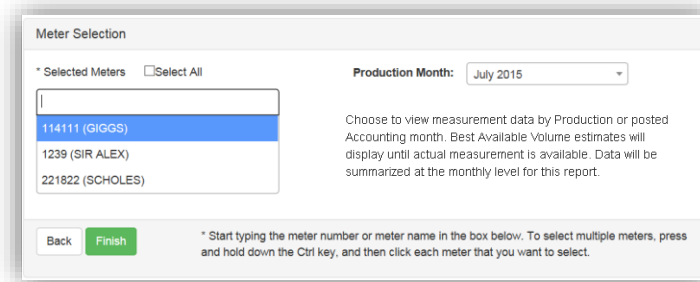
* Use the dropdown below to select one or more parties. To select multiple parties, press and hold down the Ctrl key, and then click each party that you want to select.

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Meter Selection

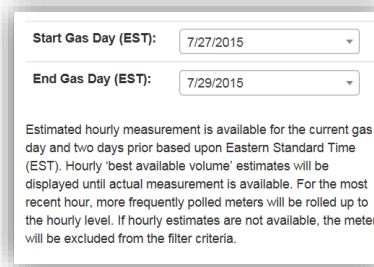
After selecting **By Meter** or **By Contract/By Party** and selecting the Contract/Party, users will see the list of meters for which they have access to in QPTM/TIPS. Users can select one or multiple meters. To select multiple meters, press and hold the Ctrl button, and then click each meter you would like to add to your report. To select all of your meters, click the **Select All** check box.



Date Ranges

Based on the frequency selected, users will select the days or months of data to view:

HOURLY DATA – Estimated hourly measurement is available for the current gas day and two days prior based upon Eastern Standard Time (EST). Hourly ‘best available volume’ estimates will be displayed for the selected date range. If hourly estimates are not available, the meter will be excluded from the filter criteria.



DAILY OR MONTHLY DATA – Daily and monthly measurement data can be viewed for the current month and the two most recent previous months. Any meter may be selected when viewing monthly data. However, only those meters with daily readings or estimates will appear in the dropdown selection for a query of daily data.

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Production Month – Gathering and Equitrans data can be viewed by Production Month. Users may select the current month or one of the two most recent production periods. This view displays the most current and ‘best available volume’ estimates by meter. In cases where daily or monthly Mcf or MMBtu data has been adjusted, the modified volume is displayed and ‘Yes’ appears in the PPA (Prior Period Adjustment) column.

Accounting Month – Equitrans data can be viewed for the most recently posted Accounting Month. This view displays posted data and adjustments for the most recent accounting period. Identify PPAs by looking for a Production Month for a previous period, or for a ‘Yes’ indicator in the PPA column. The volume displayed for PPAs in this view is a revised value (rather than the incremental change in volume). As an example, consider a meter with a posted MMBtu value of 10 in June which is adjusted by +8 MMBtu in September for a final revised value of 18 MMBtu. The September Accounting Month report will display the current a value of 18 MMBtu with ‘Prod Mo’= June and ‘PPA’= Yes.

On-Screen Output

After running the report selections, the output will display on the screen, if the user selected ‘On-screen’ as the Data Delivery Method.

Contract ID	Prod Month	Acctg Month	Meter / Loc ID	Meter Name	Start Date	End Date	MCF	BTU	MMBtu	PPA	Edited	Facility / District	Smt Basis	Company	DIR	Meter Type	Update Date/Time
OBA-All-Am	07-2015	07-2015	114111	GIGGS	7/1/2015	7/1/2015	869000	1.139	990000	No	No	WEMBL	E		R	EFM	7/29/2015 2:07 PM

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New Query – click this option to start over with the selection process

Edit this Query – this will allow users to go back and change their selection options for the current query

Export to CSV/Export to XLS – selecting either one of these options will export the current output to either CSV or XLS, depending on the user’s selection

Contract ID	Prod Month	Acctg Month	Meter/Loc ID	Meter Name	Gas Day	MCF	BTU	MMBtu	Accum MCF	Accum MMBtu	PPA	Edited	Facility/District	Stmt Basis	Company	Direction	Meter Type	Update Date/Time
1	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/1/2015	39500	1.14	45000	39500	45000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
2	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/2/2015	39500	1.14	45000	79000	90000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
3	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/3/2015	39500	1.14	45000	118500	135000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
4	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/4/2015	39500	1.14	45000	158000	180000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
5	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/5/2015	39500	1.14	45000	197500	225000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
6	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/6/2015	39500	1.14	45000	237000	270000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
7	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/7/2015	39500	1.14	45000	276500	315000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
8	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/8/2015	39500	1.14	45000	316000	360000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
9	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/9/2015	39500	1.14	45000	355500	405000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
10	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/10/2015	39500	1.14	45000	395000	450000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
11	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/11/2015	39500	1.14	45000	434500	495000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
12	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/12/2015	39500	1.14	45000	474000	540000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM
13	OBA-All-Am	Jul-15	Jul-15	114111	GIGGS	7/12/2015	39500	1.14	45000	474000	540000	No	WEMBL	E		R	EFM	7/28/2015 9:58 AM

Show entries – users can select the number of entries they would like to view. Hourly is defaulted to 24 entries, while monthly and daily are defaulted to 50 entries.

Meter Investigation Request Forms

At the bottom of the On-Screen output, users will see a link for **the Meter Investigation Request Form**. This form allows a customer to dispute or question the accuracy of measurement data. By submitting this form, we will be able to easily track measurement accuracy issues.

For meter investigations and inquiries, please complete and submit a [Meter Investigation Request Form](#).

Disclaimer: This is unaudited data that may have missing and/or duplicate records and, therefore, is preliminary until finalized through EQT Gas Measurement Closing Process. EQT makes no representation or warranty as to the accuracy or completeness of this unaudited data and shall have no liability to Customer from its reliance on or use of such unaudited data.

Scheduled via Email

If **Scheduled via Email** was selected as the Data Delivery Method, users will set up their report email schedule.

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HOURLY METER FREQUENCY SCHEDULING – when scheduling for hourly meters, users will enter an Email Subject Line, select their file format (CSV or XLS), select the time of day they would like their report to be delivered, and the number of hours they would like to report on. The number of hours is based on the most recent data from the time of the report generation.

DAILY METER FREQUENCY SCHEDULING - when scheduling for daily meters, users will enter an Email Subject line, select the file format, and select the time of day they would like the report to be delivered.

MONTHLY METER FREQUENCY SCHEDULING – when scheduling for monthly meters, users will enter an Email Subject Line, select the file format, select the day of the month they would like the report delivered, select the time of day they would like the report delivered, and select the Measurement month (Current month, Last Month, or Two Months Ago).

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View Schedules

On the right side of the screen, users will see a **View schedules** button. This will display all of the currently scheduled emails. From this screen, users can view the meters for each scheduled report or delete a schedule.

Your saved measurement report schedules:

Email Subject	Report Interval	Report Schedule	Report Time of Day	Format	Meter List
Daily Meters Report	Daily	Daily	2:00PM	CSV	Show Meters Delete
Hourly Report	Hourly	Daily	11:00AM	CSV	Show Meters Delete
Monthly Meters Report	Monthly	4th Day of Month	12:00PM	CSV	Show Meters Delete