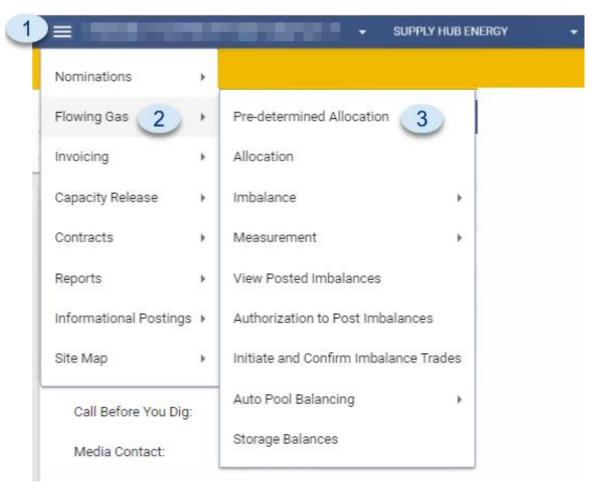


Messenger+
Scheduling and Allocation:
How to Enter a PDA

#### **How to Enter a PDA**

Pre-Determined Allocations can be entered for today and future days.





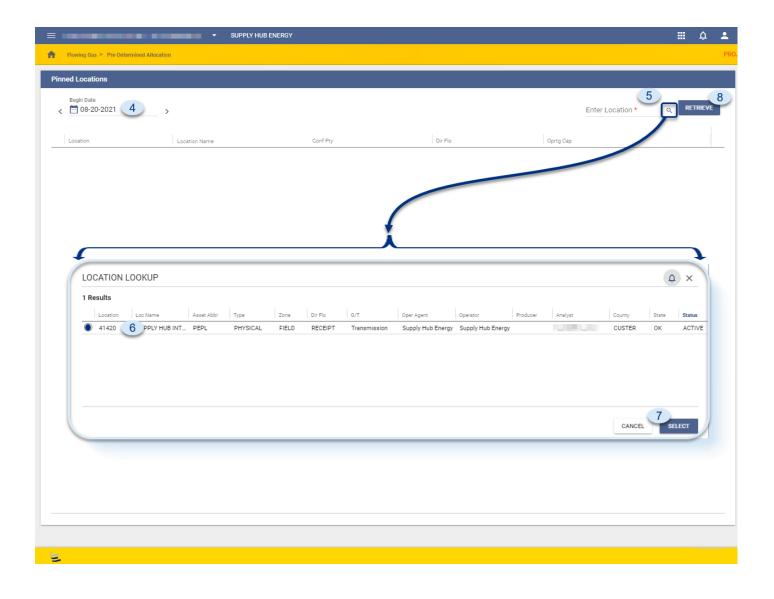
- 1. To Enter a PDA, select the Customer Activities

  Menu .
- 2 & 3. Select Flowing Gas and Pre-determined Allocation
- The **default** Allocation Method is **PRORATA**.

  Nominations will be proportionately allocated based upon their scheduled quantities.

## How to Enter a PDA, Cont.



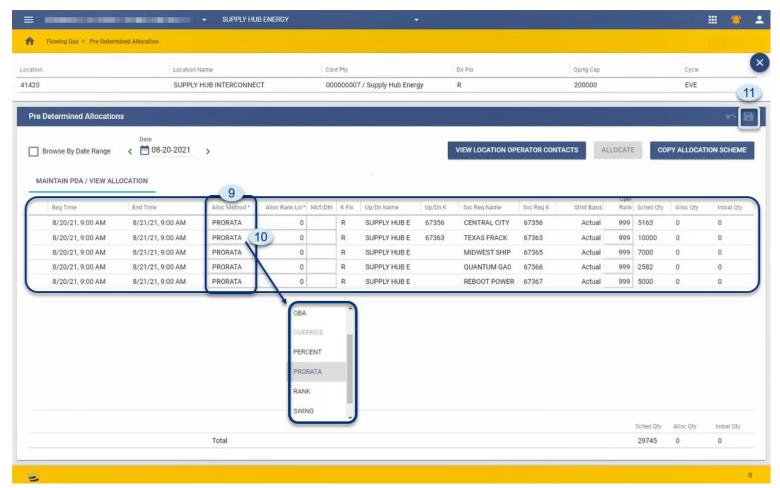


- **4.** Select the **Begin Date**.
- Allocation schemes cannot be entered for a prior day.
- **5.** Enter a **Location Number** or choose the Q button
- **6 & 7.** Choose the radio button for the **Location** and click the select button.
- 8. Click the RETRIEVE button

## How to Enter a PDA, Cont.



Once the **Location** is retrieved for the date, all **Nominated** contracts are displayed.

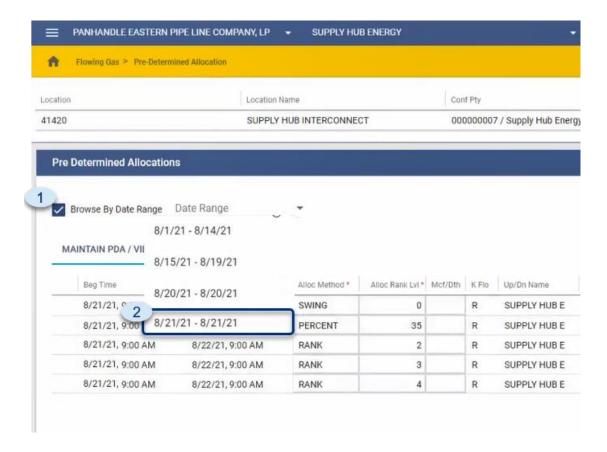


- 9. In this example there are five Contracts with an Allocation Method of 'PRORATA'.
- **10 & 11.** To **change** the allocation from Prorata select the preferred **Allocation Method** and **Save**.
- The **Allocation Methods** which may be available include:



## **Additional Features – Browse By Date Range**

The **Browse By Date Range** displays days where the nominations and allocation methodologies are the same.

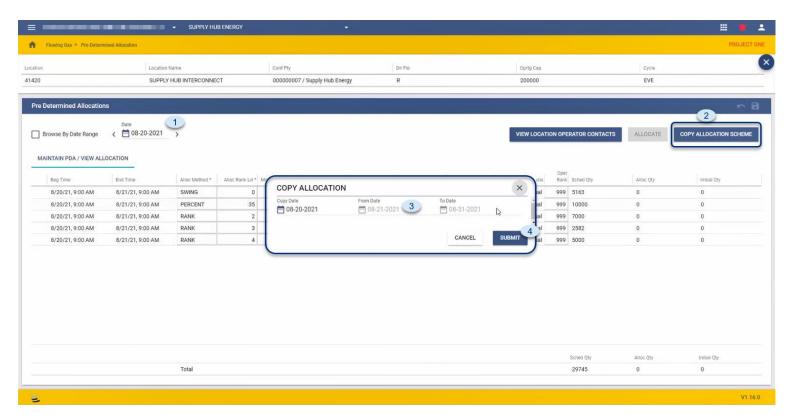




- 1. Select the Browse By Date Range button.
- 2. Select the Date Range.
- View or make changes and click the button.

# **Additional Features – Copy Allocation Scheme**





- 1. Retrieve the **Date** that is being updated.
- 2. Select the COPY ALLOCATION SCHEME button.
- 3. Select Copy from date.
- 4. Click the submit button.
- **1** The **Allocation Scheme** will be copied into the new date range.