

# GNS -> EGMS Job Aid

## (Nicor)

	I want to...	In EGMS go to...
Alerts & Key Document	Receive Alerts for Orders in your email	<b>Subscriptions – Manage Subscriptions</b> to receive emails
	Read Alerts	<b>Subscriptions – Alerts</b>
	View Key Documents	<b>Subscriptions – Key Documents</b>
Customer & Facility Info	View Business Associates Information - Customers	<b>Administration – Business Associates</b>
	<b>New!</b> View Facility Connections (Receipts and Delivery Points)	<b>Administration – Facilities - Connections</b>
	<b>New!</b> View Facility Service Offerings, Aggregate Pools, Locations, and Pipeline Locations	<b>Administration – Facilities</b>
Reports	<b>New!</b> Reports	View under each menu section available reports
	<b>New!</b> I want to see my data differently	Select the <b>Excel icon</b> to export the data to Excel and create your own report or Select <b>Export</b> on the menu and select a format to export the data
Nominations	Add a pipeline contract for a nomination	<b>Gas Operations – TPS Overview</b> , select <b>Add Contract</b>
	Add a nomination	<b>Gas Operations – TPS Overview</b> , select <b>Add Nomination</b> or <b>Gas Operations – Nomination Summary</b> , select <b>Add Nomination</b>
	Copy a nomination	<b>Gas Operations – TPS Overview</b> , select nomination, then select <b>copy icon (pages)</b> , or <b>Copy Entire Nomination</b> button. or <b>Gas Operations – Nomination Summary</b> , select nomination then select <b>copy icon (pages)</b> , or <b>Copy Entire Nomination</b> button.
	Edit a nomination	<b>Gas Operations – TPS Overview</b> , select nomination, then select <b>edit icon (pencil)</b> or <b>Gas Operations – Nomination Summary</b> , select nomination then select <b>edit icon (pencil)</b>
	View my nomination in the NARCS confirmation process	<b>Gas Operations – Nomination Summary (status field)</b> to view <b>entire NARCS click nomination</b>
	Bulk upload nominations	<b>Gas Operations – TPS Overview</b> , select <b>Upload Nomination</b>