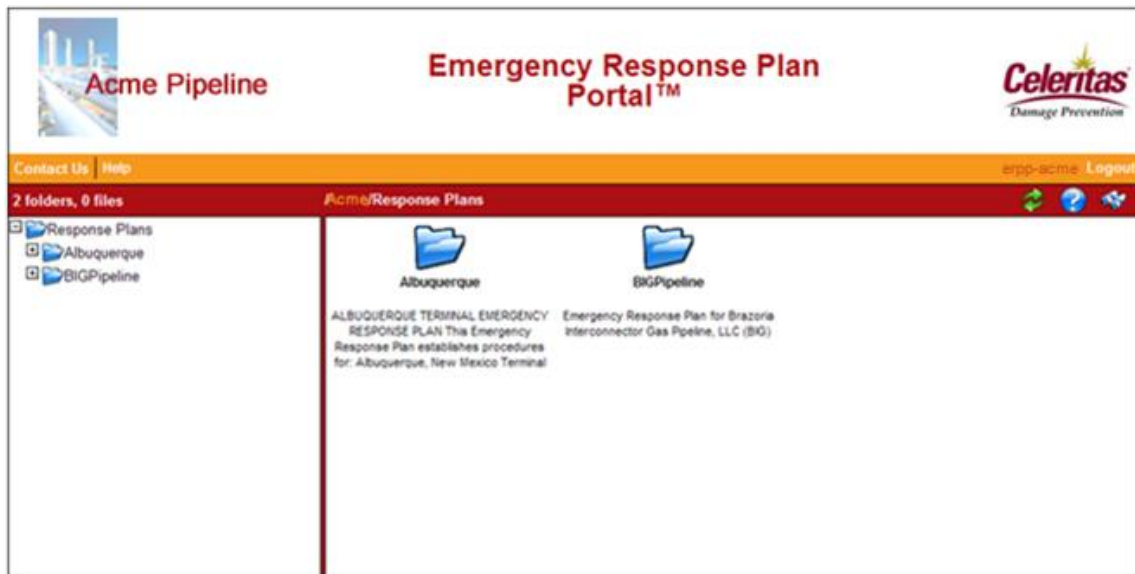


Emergency Response Plan Portal™ V 1.0 Help



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Prepared by: CeleritasWorks™ LLC

CeleritasWorks™, LLC
7101 College Blvd., Suite 600
Overland Park, KS 66210
(913) 491-9000

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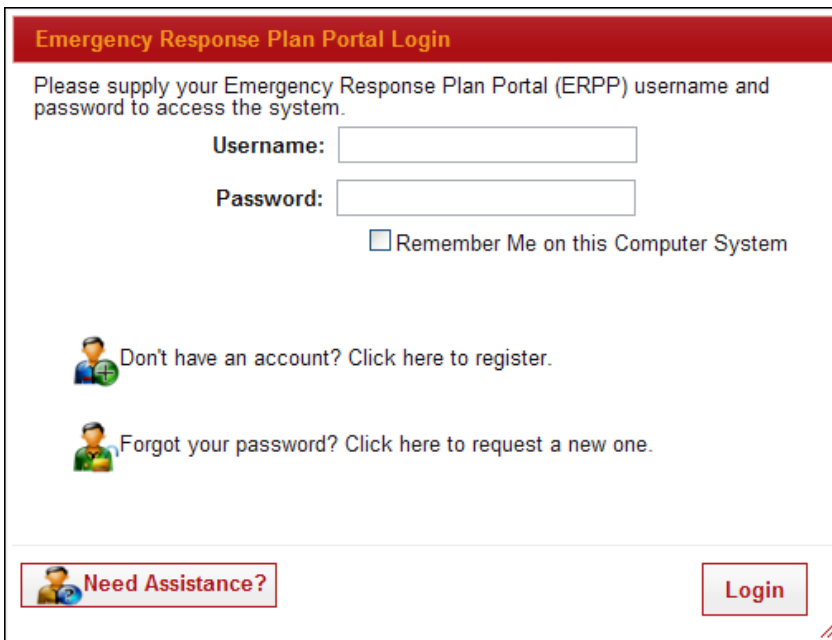
2 Emergency Response Plan Portal™

2.1 Overview

The Emergency Response Plan Portal™ provides a web-based repository of Emergency Response Plans for pipeline operators. The Pipeline and Hazardous Materials Safety Administration (PHMSA) has issued an advisory that gas and hazardous liquids pipeline operators will be evaluated as to the extent to which Emergency Response Plans are made available to local emergency officials (see advisory bulletin PHMSA-2010-0307).

The Emergency Response Plan Portal allows pipeline operators to publish those plans in a secure web portal.

2.2 Logging In



The screenshot shows the login interface for the Emergency Response Plan Portal. It features a red header with the text "Emergency Response Plan Portal Login". Below the header, there is a prompt: "Please supply your Emergency Response Plan Portal (ERPP) username and password to access the system." This is followed by two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember Me on this Computer System". At the bottom of the form area, there are two links: "Don't have an account? Click here to register." and "Forgot your password? Click here to request a new one.", each accompanied by a small user icon. At the very bottom, there are two buttons: "Need Assistance?" on the left and "Login" on the right.

- Enter your **Username** and **Password**, then click the **Login** button

If you forget your password, click on “Forgot your password? Click here to request a new one”

The screenshot shows the 'Emergency Response Plan Portal Login' page. It features a red header with the title. Below the header, there is a text prompt: 'Please supply your Emergency Response Plan Portal (ERPP) username and password to access the system.' This is followed by two input fields: 'Username:' and 'Password:'. A checkbox labeled 'Remember Me on this Computer System' is positioned below the password field. At the bottom of the form area, there are two links with user icons: 'Don't have an account? Click here to register.' and 'Forgot your password? Click here to request a new one.' A mouse cursor is pointing at the second link. At the very bottom of the page, there are two buttons: 'Need Assistance?' and 'Login'.

The screenshot shows a 'Forgotten Password' dialog box with a red header and a close button (X). The main text reads: 'In order to reset your password, please enter your username in the field below. When finished, click the "Reset Password" button.' Below this text is an input field labeled 'Account Username:'. At the bottom of the dialog, there are three buttons: 'Need Assistance?', 'Reset Password', and 'Cancel'.

Enter your **Account Username** and click on **Reset Password**. A new password will be sent to you.

If you can't remember your Account Username, click on **Need Assistance?**, fill out the form and click Submit.

2.3 Viewing Documents and Folders

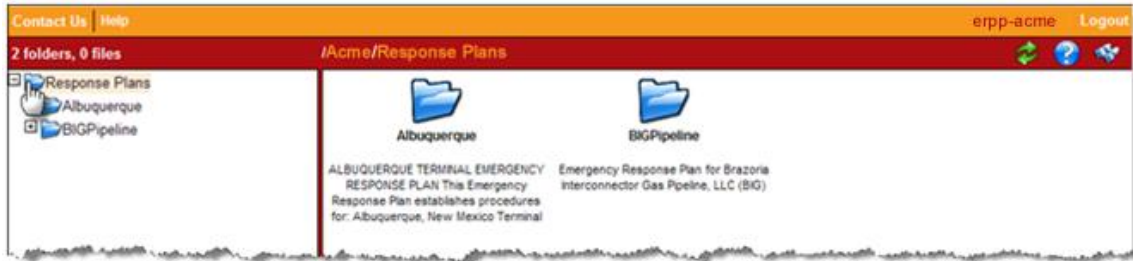
Folders are displayed on the left side of the screen; any documents in a folder are displayed on the right side.

Folders can contain subfolders or documents.

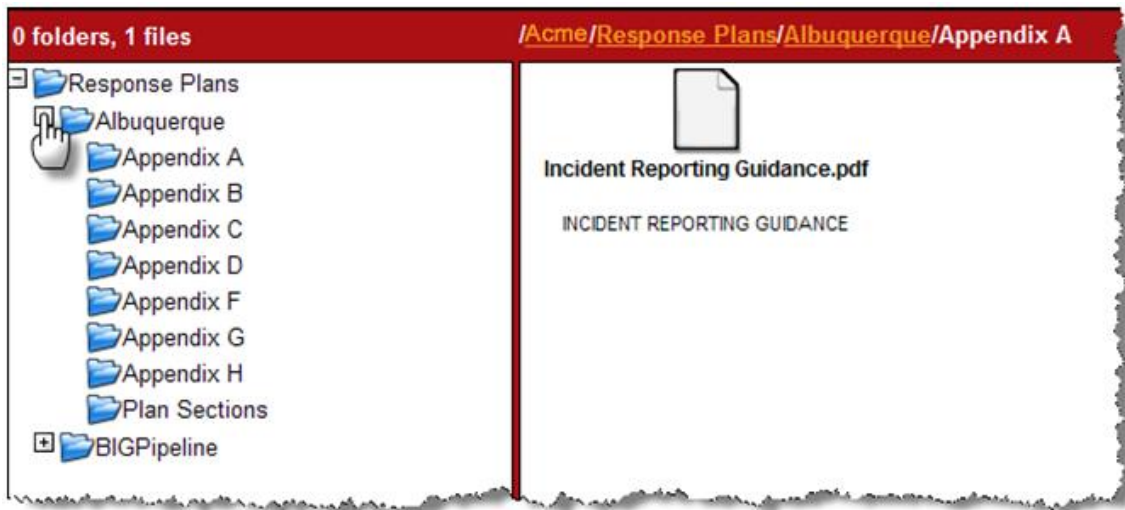
- To see the contents of a folder, click on the folder name



For example, if you click on the **Response Plans** folder on the left, its contents are displayed on the right; in this case two subfolders:

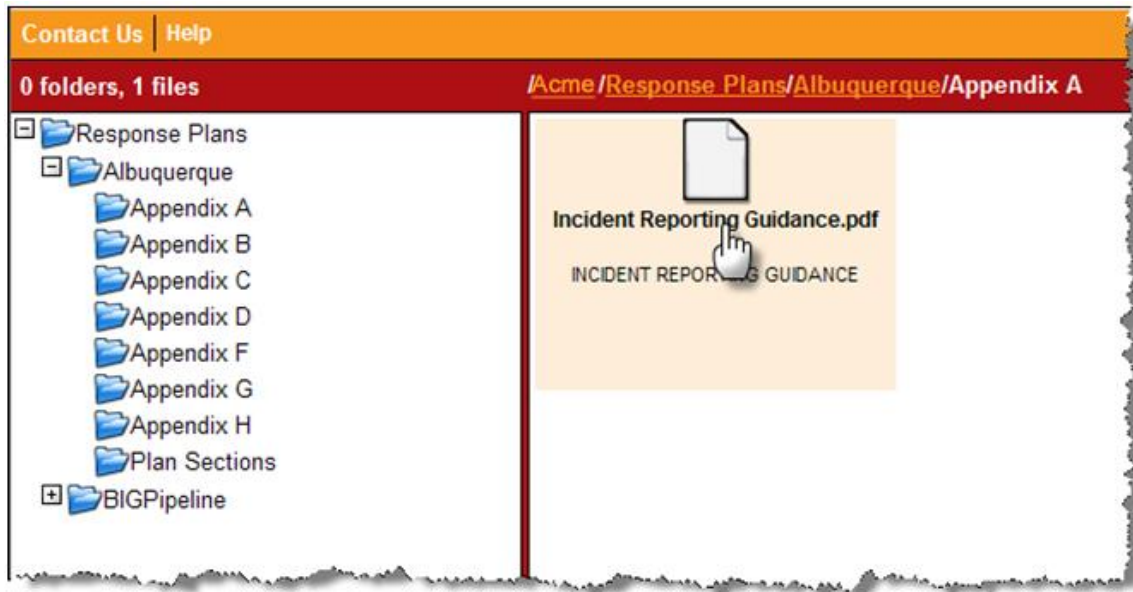


If a folder has anything in it, it will have an **expand button** (+) next to it. You can click the expand button list the contents of the folder. For example, if you click the expand button next to the Albuquerque folder, you can see that there are several subfolders:



You can also see that the Appendix A folder has a single document in it, displayed on the right.

- To **view** that document, just click on it

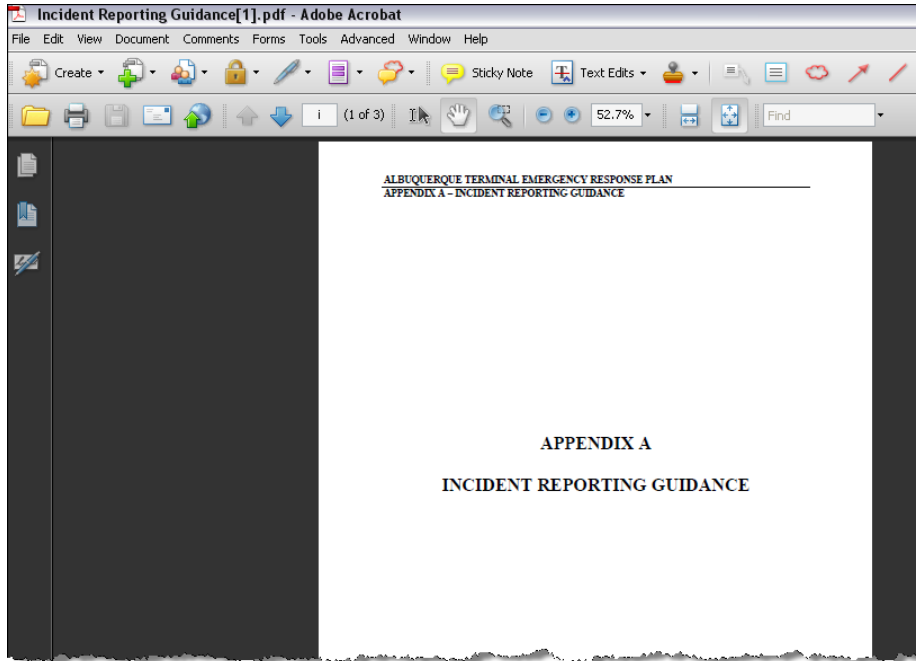


The **File Download** dialog box is displayed:



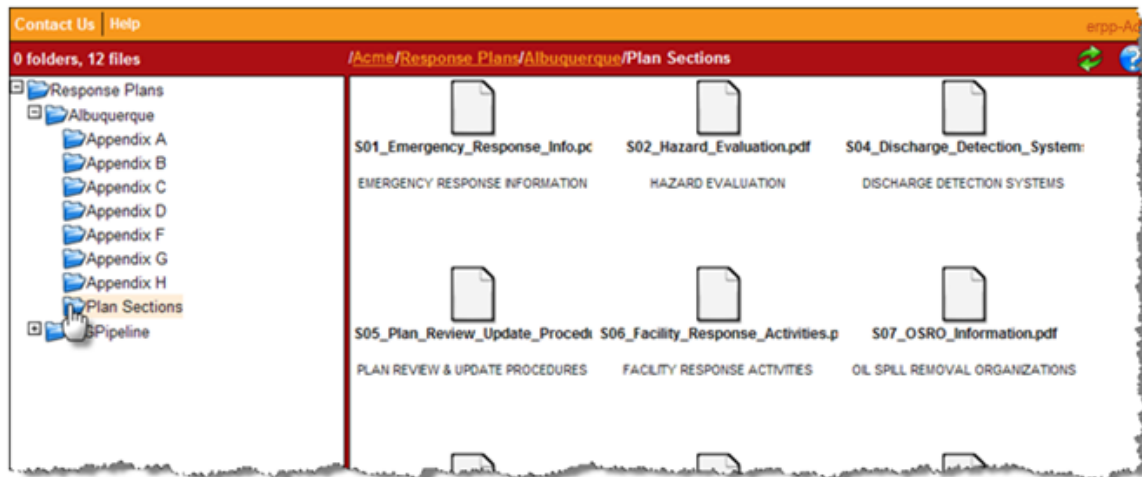
You can **Open** or **Save** the document.

- Click on **Open** to view the document:



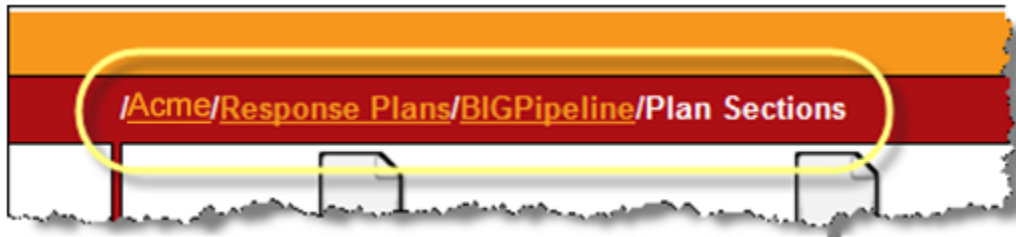
If the document is a PDF document, it is displayed in the Acrobat Reader. Exit the Acrobat Reader to return to the Emergency Response Plan Portal.

If you click the **Plan Sections** folder on the left, you see the contents of the folder on the right:



Again, you can click on any of the documents or files on the right to view them.

Note that as you move around in the different folders, the Emergency Response Plan Portal™ keeps track of where you are:



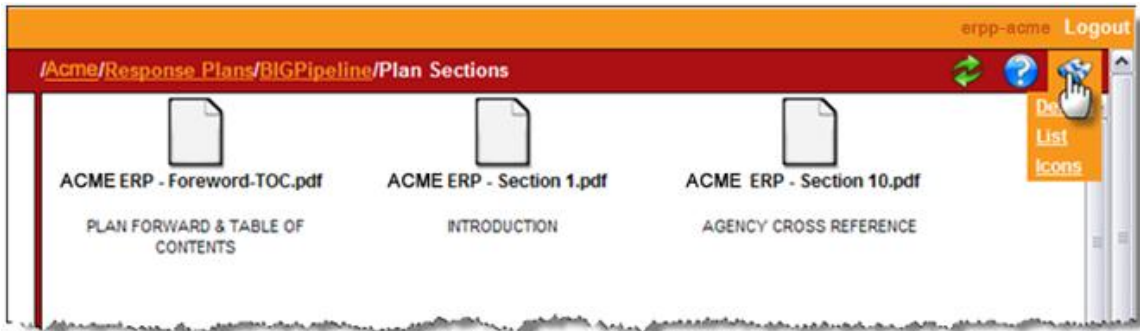
You can click on a portion of this “bread crumb” to go back to a different folder. For example, if you click on “BIGPipeline” here, you move back to the BIGPipeline folder.



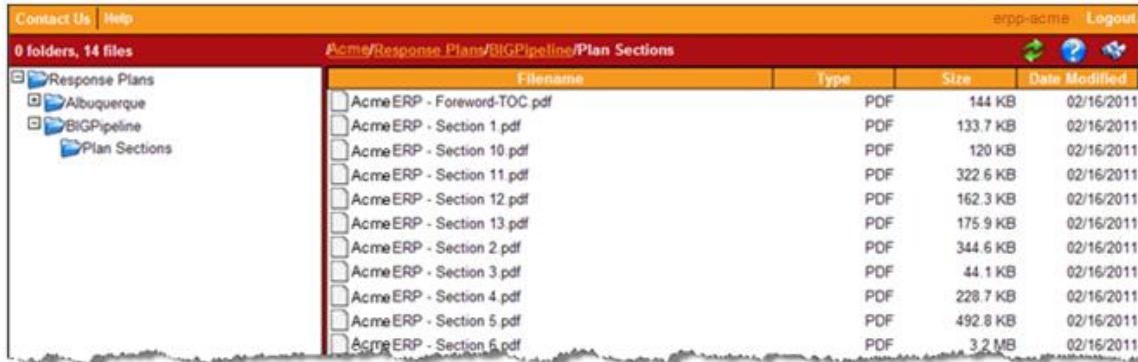
2.4 Changing Document Views

There are three different ways to view documents: as **icons**, as a **list** or as a list with **details**.

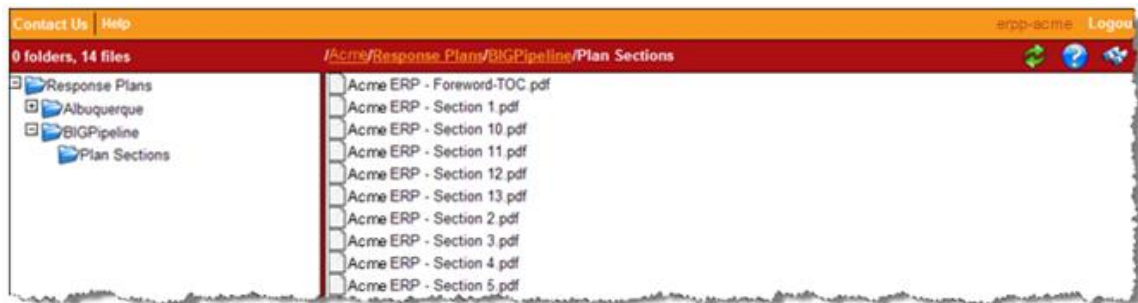
- Click the **Change Views** icon to choose a view:



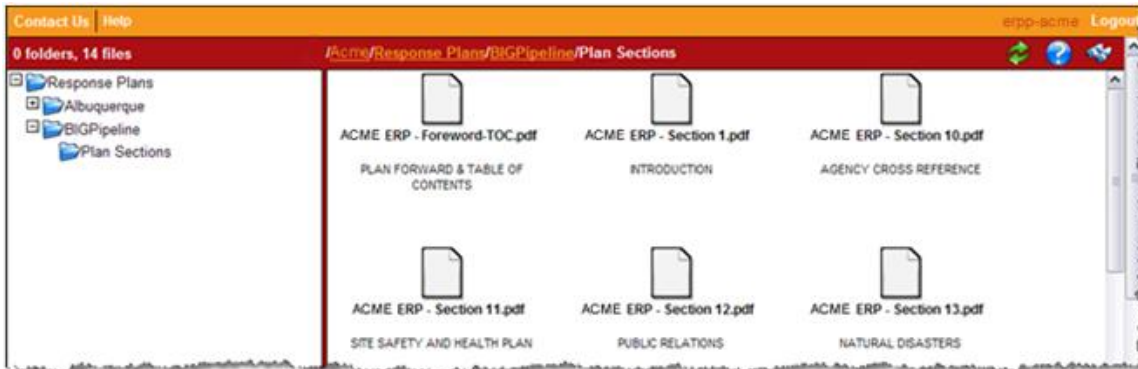
For example, the **Details** view includes information about each document (Type, Size, Date Modified):



This is the **List** view:

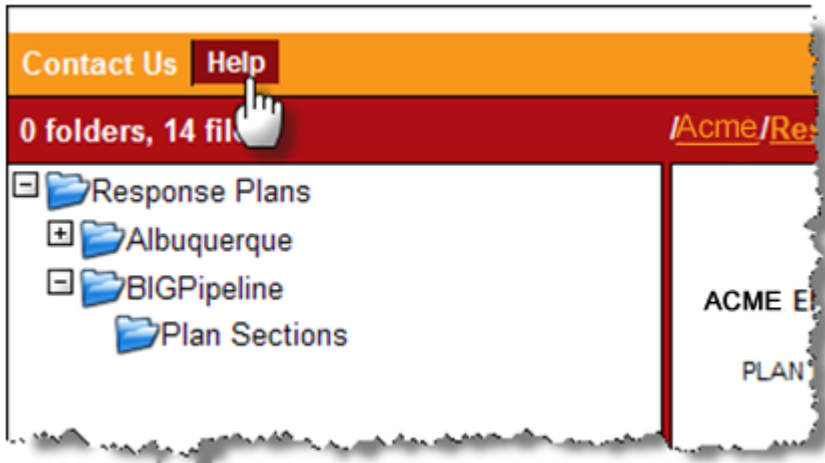


And this is the **Icons** view:

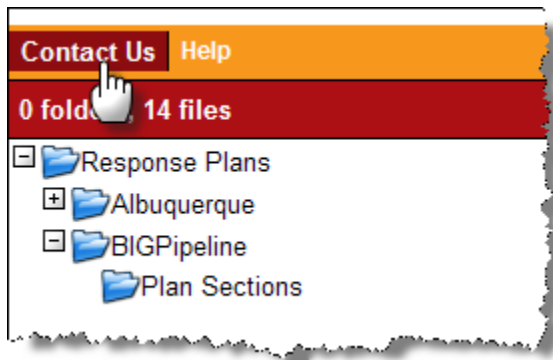


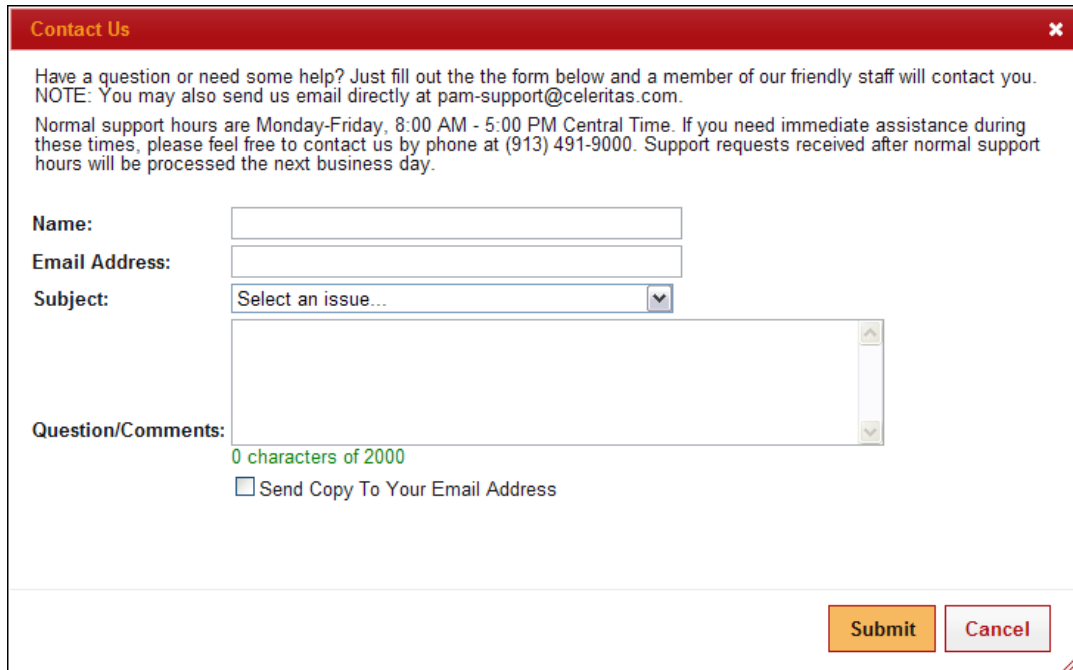
2.5 Getting Help

- To access the online Help documentation, click on **Help**



- To contact the **Support Team** at Celeritas, click **Contact Us**





Contact Us [X]

Have a question or need some help? Just fill out the the form below and a member of our friendly staff will contact you.
NOTE: You may also send us email directly at pam-support@celeritas.com.

Normal support hours are Monday-Friday, 8:00 AM - 5:00 PM Central Time. If you need immediate assistance during these times, please feel free to contact us by phone at (913) 491-9000. Support requests received after normal support hours will be processed the next business day.

Name:

Email Address:

Subject:

Question/Comments:

0 characters of 2000

Send Copy To Your Email Address

Submit **Cancel**

- Fill out the form presented, and click the **Submit** button