

Placid Refining Company

Online Message Center Quick Reference Guide

V1.0 January 25, 2008

Displays messages for the selected date. Click [Left Arrow] for Previous day. Click [Right Arrow] for Next day.

Date Displayed: Date when messages were received. Defaults to current day. To change date, click the Calendar.

Click to select a date.

Wednesday, January 23, 2008 Total Messages: 126

Toolbar: Scroll over your mouse to see options.

Click arrows to move through pages.

Click to Select All messages on a page. Next click Print Preview to print or save the messages, or click a Download option to download the messages.

Click Column Heads to change sort order.

Click to filter by Message Type. (See Available Message Types on Page 2.)

View opens online copy.

Click Page Preference to set the number of messages per page and the default Message Type. The Preference window will open.

Click BOX to select a specific message. Next, go to the Toolbar and click Print Preview to print or save the message, or click a Download option to download the message.

Click Edit to make changes.

When you click Edit the Preference Edit screen will open.

Click arrow to return to Messages.

Enter the Number of Messages per Page. Select a Message Type default filter and click Update. The default is All Messages.

	Time Received	Type	Size	Seq. ID
1 <input type="checkbox"/>	View 1/23/2008 12:50 PM	EFT	3.10	0001
2 <input type="checkbox"/>	View 1/23/2008 12:50 PM	EFT	7.20	0002
			4.70	0003
			6.90	
			28.40	
6 <input type="checkbox"/>	View 1/23/2008 12:51 PM	INV	28.70	0001
7 <input type="checkbox"/>	View 1/23/2008 12:51 PM	INV		
8 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV		
9 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV	3.40	0004
10 <input type="checkbox"/>	View			
11 <input type="checkbox"/>	View			
	View 1/23/2008 12:52 PM	INV*	1.30	
	View 1/23/2008 12:52 PM	INV*	1.80	
	View 1/23/2008 12:52 PM	INV*	1.20	
	View 1/23/2008 12:52 PM	INV*	1.30	
17 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV*	1.30	
18 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV*	1.30	
19 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV*	1.30	
20 <input type="checkbox"/>	View 1/23/2008 12:52 PM	INV*	1.30	

* Translated Message

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Available Message Types

Type Code	Message Type	Messages Displayed
EFT	Draft Notices	Electronic Funds Transfer (EFT) Draft Notifications
INV	Invoices	Fuel Invoices
\$\$\$	Prices	Rack Prices

Toolbar Tips




Search to find a specific message

1. Click **Search** .
2. Select a **Document Type**.
3. Enter Search criteria.
4. Click **Search**.



Print Preview displays the formatted message onscreen so that it can be printed or saved to a file.

1. Find the message(s) you want to print.
2. Select the desired message(s).
3. Click **Print Preview**  in the Messages Screen toolbar.
A File Download pop-up will open.
4. Click **Open** and the formatted document will open onscreen. (You can also click **Save** to save the document to a file.)
5. If you want to print the document, click the Print icon in your browser's toolbar.
6. To return to the Messages Screen, click the Back arrow in your browser's toolbar.



Download 1 lets you download selected documents **each** to a single file.



Download Individual lets you download selected documents to a separate file for each document.



Download All lets you download all files. Options are as follows:

Download Messages

To download all your messages as received, click the Download 'Messages.txt' File option. This will place all messages -- regardless of message type -- into a single file named *Messages.txt*. The *Messages.txt* file will then be placed in a self-extracting Zip File named *zip.exe*.

Download All Translated Messages

To download all translated messages, click the Download 'Xlated.txt' File option. This will place all message translations -- regardless of Message Type -- in a single file named *Xlated.txt*. The file will then be placed in a self-extracting Zip File named *zip.exe* to facilitate the download.

Download Individual Translated Messages

To download each translated message sent into its own file, click the Download Files button. This will place each translated message -- regardless of Message Type -- in a separate file, each with an extension representing the specific Message Type. These separate files will then be placed in a self-extracting Zip File named *zip.exe* to facilitate the download.