

## List of Steps for Creation of Standards Manuals

Modified: 02/08/2002

1. Compile MR Recommendations, Minor Clarifications and Corrections, Errata, and Technical Change Log.
2. Use MR Recommendations, Minor Clarifications and Corrections, Errata, and Technical Change Log to make modifications to the following baseline documents, which comprise the standards manuals documents:

### Implementation Manuals: Nominations, Flowing Gas, Invoicing, and Capacity Release

- Table of Contents
- Version Notes
- Executive Summary
- Business Process and Practices
- Related Standards
- Version Cross Reference and Interpretation Cross Reference
- Principles, Definitions, Standards
- Interpretations
- Technical Implementation of the Business Processes
- Sample Paper Transactions
- Data Dictionaries
- Code Values Dictionaries
- Data Element Cross Reference to ASC X12
- Sample X12 Transaction
- EDI Document (EDISIM)
- Transaction Set Tables

### Implementation Manual: Electronic Delivery Mechanism (EDM)

- Table of Contents
- Version Notes
- Executive Summary
- Business Process and Practices
- Related Standards
- Version Cross Reference and Interpretation Cross Reference
- Technical Implementation – Internet EDI/EDM and Batch FF/EDM
- Technical Implementation – Informational Postings Web Site
- Technical Implementation –EBB/EDM
- Technical Implementation –FF/EDM
- Appendices

### Implementation Manual: Contracts

- Table of Contents
- Version Notes
- Executive Summary
- Business Process and Practices
- Related Standards
- Version Cross Reference and Interpretation Cross Reference
- Models and Standards
- Sample Contracts

All files above, except the EDI Documents, are updated using the Microsoft® Word product. The EDI Documents are updated using FORESIGHT's® EDISIM product.

3. Verify modifications made in step 2 above against the MR Recommendations, Minor Clarifications and Corrections, Errata, and Technical Change Log. Also, “eyeball” formatting, such as fonts, margins, spacing, etc.

4. Update Version Cross Reference and proofread.
5. Update Interpretations Cross Reference and proofread.
6. Create Version Notes and proofread.
7. All Word documents are converted directly to Adobe Acrobat PDF format. Each EDI document is first converted to RTF format and then imported into a Word file. This Word file is then modified to incorporate the same document formatting that is used in the rest of the standards manual. It is then converted to PDF format and merged in with the other PDF files in the standards manual. Each page is “eyeballed” for formatting issues. Most formatting issues can be resolved by creating the PDF file again.
8. Create .pdf file Bookmarks. Proofread and test.
9. Use updated Principles, Definitions, Standards, and Interpretations to create Book 1 of 2 (use modified baseline documents created in steps 2-5? above after they have been proofed and final version has been created).
10. Use updated Data Dictionaries and Code Values Dictionaries to create Book 2 of 2 (use modified baseline documents created in steps 2-5 above after they have been proofed and final version has been created).
11. Put Book 1 of 2 and Book 2 of 2 into .pdf format. Eyeball each page for formatting issues. Most formatting issues can be resolved by creating the .pdf file again.
12. Create .pdf file Bookmarks. Proofread and test.