March 10, 2008

The following instructions will help you through the steps to download the FERC Form 1 data base and the F1Viewer needed to read the data.

1. Open your browser to the following FERC home page:

http://www.ferc.gov/

2. Go to Documents & Filings and then to eForms

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- 4. Go to: >><u>Viewer Instructions & Download</u>
- 5. You may follow the complete "Viewer Instructions and Downloads" as described on this web page (including connecting to Microsoft Access). I suggest reading the instructions in their entirety and then skipping the Microsoft Access part. For the short cut, go to Step 6. Or continue using the instructions found on this page.

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6. There are two downloads you will need to complete to access and view utility data. The first step is to download the FERC FORM 1 Viewer (F1VIEW). This is as simple as clicking on the Software.EXE link below, [Or go to <u>Downloads & Links</u> on the right side of the <u>Viewer</u> <u>Instructions & Download</u> page at the FERC web site.], and saving at the default C:\ drive.

Viewer

- » <u>Software</u> [EXE]
- » <u>Software Updates</u> [EXE]

When successful, this is what the Viewer will look like on your computer screen. To access, click anywhere inside the box.



Click over the emblem for the final step on the download. A message will pop up stating "Form 1 data base not found." Go to the second download step...

The second step is to download the data base. To avoid using Microsoft Access (as instructed in the full instructions), I suggest downloading the data base from each utility directly from the FTP site as instructed below. The following **Documents & Filing** instructions are taken from the FERC site. Read it and then go the <u>FTP</u> link as described. This link is also found on the Instructions page at the FERC web site.

Once you complete the FTP download, unzip and transfer the files into your C:\F1View file under a new folder, for example "2006."



Documents & Filing (copied from the FERC website)

eForms

Form 1 - Electric Utility Annual Report

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Depending on your browser, you can either download the installation file, or run the installation from within your browser. In any event, the downloaded file is named **Form1v.exe** and can be considered the Installation Disk for the Viewer Application. You must execute this file to install the Viewer Application. Follow the instructions given during the installation process. It will be easier for us to help you with problems if you use the default directory/folder names for the software. The default for the viewer is **C:\F1viewer**. The software should be installed on the workstation. The database may be installed on a network for multiple user access.

Once the application is installed on the client PC, it is accessed through the Start\Programs\FERC Applications menu. There are two sub-items under this heading named Form 1 Data Download and Form 1 Data Viewer. You must first use the Form 1 Data Download application to obtain the database. Within the download application, you should select the companies you are interested in and the filing year. (You

select multiple companies by highlighting them on the displayed list. To highlight multiple companies, use the standard Windows selection technique of ctrl key/left mouse click.) You have a checkbox option of selecting all respondents (Form 1 Filers) for a particular filing year.

The download process may take a few minutes, depending on your connection speed and the number of companies requested. When requesting one or more companies, the server extracts the requested companies from our database and creates a small database with just the requested companies. This database is compressed, sent via Internet to your PC, and decompressed. All this takes some time. So, give it a few minutes before you think something is wrong.

The more companies you select, the **longer** it will take to get the data. If you want many companies, it may be quicker to download the entire database for the year instead of selecting individual companies.

When you use the Viewer, click on *Company Selected* to obtain a drop down list of companies downloaded to your PC. Then, select the company you wish to view.

The downloaded information is **not cumulative**. When you download a new selection, the previously downloaded data is replaced by the new download. (Of course, you can always copy or download it to another directory if you wish to retain it.) As an alternative, we have an <u>FTP</u> site where you can download a compressed (zipped) copy of the database for particular years. If you want the most current information, you might visit this site just to check the dates on the files. When the date changes, we have probably added more respondents, or made other corrections to the database. If you have problems with this, contact your computer support personnel. They know all about FTP and compressed files.

Download Problems

You should not experience much trouble downloading and installing the Viewer application on your workstation. However, the component of the viewer that provides the Listing of Available Companies - and downloads the database may not work properly with your workstation or network configuration. In the event that you cannot download data, it is suggested that you download the entire database for the specific year you desire from our <u>FTP</u> site. The downloaded file should be unzipped into the appropriate folder. Then, start the Viewer and use Options/Change DB (Data Base) Location to point to the database folder.

Download Problems - Potential Solutions

The Form 1 Viewer uses HTTP (to get the list of companies) and FTP Receive (to download the selected database data) and notify you of availability of updated Viewer software. These common Internet Communication Protocols may be blocked by your Internet Firewall for security reasons. This will require intervention by your computer or network support personnel. To assist in diagnosing this problem, we make available an Internet Communications Test Application – which you can download and run on your workstation just as you did the Form 1 Viewer. Please see a description of this application below under Forms Communications Test Application. Note that your workstation **only** needs to pass the HTTP send/receive and FTP Receive tests. FTP Send is not necessary for proper operation of the Form 1 Viewer.

The easiest and most effective solution is to ask your Firewall Administrator to install a rule in the Firewall permitting HTTP Send/Receive and FTP Receive from IP 208.207.43.25. This presents a minimal or non-existent security risk since all communication requests are issued by the Client (your workstation). The FERC Forms Server does not "push" unsolicited information to your workstation.

Privileged Treatment of Data

Last, but not least, some companies have selected certain parts of their Form 1 Submission for *Privileged Treatment*. These parts are not available for public distribution pending a decision by the Commission. There will be a very light blue hyphen (-) pattern in the fields where the data would appear if not privileged. So, if you come across this, the application is not broken, but rather the data was redacted for

these fields.

Problem Reporting and Assistance

If you have any problems with downloading or using the viewer application, please send an email describing the problem to <u>ferconlinesupport@ferc.gov</u>. In order to help in diagnosing a problem, please attach the file *F1view.log* to your email. The Viewer Application writes little notes on how it is feeling about life on your PC to this log file. If you don't attach it, we will send you a reply email asking for it. So, it just saves time for all of us if you do it first off. This file is found in the c:\F1viewer folder. If you see two files called F1view, and can't determine which is the log file, attach and forward the smaller of the two files.

End.

The above instructions should allow you to quickly and easily install the F1Viewer and the FF1 data base for each utility. There will be a workshop later this week to instruct on how to download the data into an excel spreadsheet for the ASC Cookbook. You may also give it a try now, the harder part is over!

If you have question, please contact Julia Shaughnessy at 503.230.7443 (desk) or 503.807.8034 (cell). You may also contact FERC in D.C. as follows:

FERC Online Support

Telephone: 202-502-6652 Toll-free: 1-866-208-3676 Email: <u>ferconlinesupport@ferc.gov</u>

Form 1/1F Filing Matters

Brenda Devine Telephone: 202-502-8522 Email: <u>brenda.devine@ferc.gov</u>

Content Inquiries

Email: Form1@ferc.gov