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*WODEX
Conventions for EDI*

*867
Production History -
Well Level*

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867 Product Transfer and Resale Report

FUNCTIONAL GROUP ID - **PT**

This Draft Standard for Trial Use contains the format and establishes the data contents of the Product Transfer and Resale Report Transaction Set (867) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to: (1) report information about product that has been transferred from one location to another; (2) report sales of product from one or more locations to an end customer; or (3) report sales of a product from one or more locations to an end customer, and demand beyond actual sales (lost orders). Report may be issued by either buyer or seller.

This PIDX Well Operation Data Exchange User Group implementation of ASC X12 transaction set 867 is used for Production History - Well Level.

Header

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max. Use	Loop Repeat
4	010	ST	Transaction Set Header	M	1	
5	020	BPT	Beginning Segment for Product Transfer and Resale	M	1	
Not Used	040	CUR	Currency	O	1	
Not Used	050	DTM	Date/Time Reference	O	10	
Not Used	060	REF	Reference Numbers	O	12	
Not Used	070	PER	Administrative Communications Contact	O	3	
6	080	N1	Name	O	1	5
Not Used	090	N2	Additional Name Information	O	2	
Not Used	100	N3	Address Information	O	2	
Not Used	110	N4	Geographic Location	O	1	
Not Used	120	REF	Reference Numbers	O	12	
Not Used	130	PER	Administrative Communications Contact	O	3	

Detail

7	010	PTD	Product Transfer and Resale Detail	M	1	10000
8	020	DTM	Date/Time Reference	O	10	
9	030	REF	Reference Numbers	O	20	
Not Used	035	PRF	Purchase Order Reference	O	1	
Not Used	040	PER	Administrative Communications Contact	O	3	
Not Used	050	N1	Name	O	1	5
Not Used	060	N2	Additional Name Information	O	2	
Not Used	070	N3	Address Information	O	2	
Not Used	080	N4	Geographic Location	O	1	

Not Used	090 REF	Reference Numbers	O	20	
Not Used	100 PER	Administrative Communications Contact	O	3	
10	110 QTY	Quantity	O	1	>1
12	120 LIN	Item Identification	O	1	
Not Used	130 UIT	Unit Detail	O	12	
Not Used	140 AMT	Monetary Amount	O	12	
Not Used	141 ITA	Allowance, Charge or Service	O	10	
Not Used	150 PID	Product/Item Description	O	200	
Not Used	160 MEA	Measurements	O	40	
Not Used	170 PWK	Paperwork	O	25	
Not Used	180 PKG	Marking, Packaging, Loading	O	25	
Not Used	190 REF	Reference Numbers	O	>1	
Not Used	200 PER	Administrative Communications Contact	O	3	
Not Used	210 DTM	Date/Time Reference	O	10	
Not Used	220 CUR	Currency	O	1	
Not Used	230 MAN	Marks and Numbers	O	1	

Summary

18	010 CTT	Transaction Totals	M	1	
Not Used	020 AMT	Monetary Amount	O	12	
Not Used	021 ITA	Allowance, Charge or Service	O	10	
20	030 SE	Transaction Set Trailer	M	1	

Segment: ST Transaction Set Header
Level: Header
Loop: ____
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
ST01	143	Transaction Set Identifier Code	M ID 3/3
		Code uniquely identifying a Transaction Set.	
		867 X12.33 Product Transfer and Resale Report	
ST02	329	Transaction Set Control Number	M AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	

Segment: **BPT** Beginning Segment for Product Transfer and Resale
Level: Header
Loop: _____
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the product transfer and/or resale report and transmit identifying data.
Syntax: 1 P0506
 If either BPT05 or BPT06 is present, then the other is required.

Notes: WODEX uses this BPT segment to identify the purpose of the send, report creation date and type of information.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
BPT01	353	Transaction Set Purpose Code Code identifying purpose of transaction set.	M ID 2/2
		00 Original First submission	
		04 Change Update	
		15 Re-Submission Error correction	
BPT02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	M AN 1/30
		Sender assigned number to identify this transaction.	
BPT03	373	Date Date (YYMMDD).	M DT 6/6
		Report creation date	
BPT04	755	Report Type Code Code indicating the title or contents of a document, report or supporting item	O ID 2/2
		PW Production History - Well Level	
BPT05	648	Price Multiplier Qualifier Code indicating the type of price multiplier.	C ID 3/3
		Not Used by WODEX	
BPT06	649	Multiplier Value to be used as a multiplier to obtain a new value	C R 1/10
		Not Used by WODEX	

Segment: **N1** Name
Level: Header
Loop: N1 Repeat: 5
Usage: Optional
Max Use: 1
Purpose: To identify a party by type of organization, name and code
Notes: WODEX uses this N1 segment to identify the transmitting company. This is a "key" required element.

The N1 segment is also used to transmit the Reservoir Code.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
N101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, or an individual	M ID 2/2
		RV Reservoir Use API assigned code pending ASC X12 data maintenance.	
		OP Operator of property or unit	
N102	93	Name Free-form name.	C AN 1/35
		Not Used by WODEX	
N103	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67).	C ID 1/2
		32 Assigned by Property Operator Used when N101 contains "RV".	
		9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix Used when N101 contains "OP".	
N104	67	Identification Code Code identifying a party or other code.	C AN 2/17
		Required by WODEX	

Segment: **PTD** Product Transfer and Resale Detail
Level: Detail
Loop: PTD **Repeat:** 10000
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of detail information relating to the transfer/resale of a product and provide identifying data.

Notes: WODEX uses this PTD segment to identify the API well number, a "key" required element.

WODEX also uses this PTD segment to indicate whether the submission is at the well level or at the property level.

If production is only reported at the property level, then production volumes should be reported in the Property Level section. Information on individual wells on the lease including Days Operated and Days Produced is required in this Well Level section along with the Well Test section.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
PTD01	521	Product Transfer Type Code Code identifying the type of product transfer.	M ID 2/2
		PL Property Level Movement/Sale	
		WL Well Level Movement/Sale	
PTD02	648	Price Multiplier Qualifier Code indicating the type of price multiplier.	C ID 3/3
		Not Used by WODEX	
PTD03	649	Multiplier Value to be used as a multiplier to obtain a new value	C R 1/10
		Not Used by WODEX	
PTD04	128	Reference Number Qualifier Code qualifying the Reference Number.	C ID 2/2
		WN Well Number	
PTD05	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C AN 1/30
		API Well Number	
PTD06	486	Product Transfer Movement Type Code To indicate the type of product transfer movement.	O ID 2/2
		Not Used by WODEX	

Segment: **DTM** Date/Time Reference
Level: Detail
Loop: PTD
Usage: Optional
Max Use: 10
Purpose: To specify pertinent dates and times

Notes: WODEX uses this DTM segment to give the month and year which the production information matches. Anytime the month and year is not the current month, then it is an amount of period correction. Use "01" for the day as it must be a part of the full date.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time.	M ID 3/3
		405 Production	
DTM02	373	Date Date (YYMMDD).	C DT 6/6
DTM03	337	Time Time expressed in 24-hour clock time (HHMMSS) (Time range: 000000 through 235959)	C TM 4/6
		Not Used by WODEX	
DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.	O ID 2/2
		Not Used by WODEX	
DTM05	624	Century The first two characters in the designation of the year (CCYY).	O N0 2/2

Segment: REF Reference Numbers

Level: Detail

Loop: PTD

Usage: Optional

Max Use: 20

Purpose: To specify identifying numbers.

Notes: WODEX uses this REF segment to add any specific comments about the monthly production.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
REF01	128	Reference Number Qualifier Code qualifying the Reference Number.	M ID 2/2
<p>C4 Monthly Production Comments This code is not part of the ASC X12 003030 release.</p>			
REF02	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	C AN 1/30
<p>Use the value "1".</p>			
REF03	352	Description A free-form description to clarify the related data elements and their content.	C AN 1/80
<p>Maximum length of this free-form comment is 50 characters.</p>			

Segment: QTY Quantity

Level: Detail

Loop: PTD/QTY Repeat: >1

Usage: Optional

Max Use: 1

Purpose: To specify quantity information.

Notes: WODEX uses this QTY segment to transmit individual well production volumes, cumulative volumes, days operated, days produced and production dispositions.

Two QTY loops are required to transmit information on days produced and days operated. There are four conditional uses for this QTY loop. There are eight optional uses.

The chart following QTY03 details the fourteen possible uses for this QTY loop.

The first column indicates the requirement of each loop: R=Required, C=Conditional, O=Optional.

The second column specifies the value sent as QTY01.

The third column specifies the maximum length of QTY02. An optional format statement can follow this number. The decimal point, which is not counted as part of the maximum length, must be transmitted. If there is no format statement, the value transmitted in QTY02 is a whole number sent without a decimal point.

The fourth column contains the value sent as QTY03 and the definition of that value in parentheses.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
QTY01	673	Quantity Qualifier Code specifying the type of quantity.	M ID 2/2
QTY02	380	Quantity Numeric value of quantity.	M R 1/15
QTY03	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	O ID 2/2

REQ	QTY01	QTY02	QTY03
R	DAYS PRODUCED		
	DP	4 - NN.NN	DA (Days)

REQ	QTY01	QTY02	QTY03
R	DAYS OPERATED		
	DO	2	DA (Days)
C	OIL/CONDENSATE VOLUME		
	This is conditional depending on the well product		
	LV	5	BR (Barrels)
C	MONTHLY GAS VOLUME		
	This is conditional depending on the well product		
	GV	10	TZ (Thousand Cubic Feet)
C	PRESSURE BASE		
	This is conditional depending on well product. This is required if a QTY loop is used with QTY01 = "GV" (Gas Volume).		
	PB	5 - NN.NNN	PS (Pounds per Square Inch)
C	MONTHLY WATER VOLUME		
	This is conditional depending on well product.		
	WV	5	BR (Barrels)
O	MONTHLY LIQUID INJECTION VOLUME		
	LI	5	BR (Barrels)
O	MONTHLY GAS INJECTION VOLUME		
	GI	10	TZ (Thousand Cubic Feet)
O	MONTHLY GAS LIFT VOLUME		
	GL	10	TZ (Thousand Cubic Feet)
O	CUMULATIVE OIL/CONDENSATE VOLUME		
	CO	10	BR (Barrels)
O	CUMULATIVE GAS VOLUME		
	CG	15	TZ (Thousand Cubic Feet)
O	CUMULATIVE WATER VOLUME		
	CW	10	BR (Barrels)
O	CUMULATIVE LIQUID INJECTION VOLUME		
	CL	10	BR (Barrels)
O	CUMULATIVE GAS INJECTION VOLUME		
	CI	15	TZ (Thousand Cubic Feet)
C	OIL PRODUCTION DISPOSITION (QUANTITY DISPENSED)		
	QB	5	BR (Barrels)
C	GAS PRODUCTION DISPOSITION (QUANTITY DISPENSED)		
	QB	10	TZ (Thousand Cubic Feet)
	These must have accompanying LIN value.		

Segment: **LIN** Item Identification
Level: Detail
Loop: PTD/QTY
Usage: Optional
Max Use: 1
Purpose: To specify basic item identification data.
Syntax: 1 **C0809**
 If LIN08 is present, then LIN09 is required.
 2 **C1011**
 If LIN10 is present, then LIN11 is required.
 3 **C1213**
 If LIN12 is present, then LIN13 is required.
 4 **C1415**
 If LIN14 is present, then LIN15 is required.
 5 **C1617**
 If LIN16 is present, then LIN17 is required.
 6 **C1819**
 If LIN18 is present, then LIN19 is required.
 7 **C2021**
 If LIN20 is present, then LIN21 is required.
 8 **C2223**
 If LIN22 is present, then LIN23 is required.
 9 **C2425**
 If LIN24 is present, then LIN25 is required.
 10 **C2627**
 If LIN26 is present, then LIN27 is required.
 11 **C2829**
 If LIN28 is present, then LIN29 is required.
 12 **C3031**
 If LIN30 is present, then LIN31 is required.

Notes: **Required by WODEX**

WODEX uses this LIN segment to transmit well description information (LIN02-07).

WODEX also uses this LIN segment to describe the specific type of production disposition (LIN08-09). This is required if there is a "QB" code found in the preceding QTY segment in data element 673 (QTY01). There are separate codes for oil and gas.

The chart following LIN09 details the possible uses for this LIN segment for describing product disposition.

The first column indicates the requirement of each loop:
 R=Required, C=Conditional, O=Optional.

The second column contains the value sent as LIN08.

The third column contains the value sent as LIN09 to
 indicate the type of Production Disposition.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
LIN01	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set.	O AN 1/11
Company assigned			
LIN02	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	M ID 2/2
Required by WODEX			
PQ Product ID Attribute Code			
LIN03	234	Product/Service ID Identifying number for a product or service.	M AN 1/30
Required by WODEX			
O Oil G Gas W Water A Air C Carbon Dioxide (CO ₂) T Geothermal S Steam N Nitrogen (N ₂) X Other			
LIN04	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O ID 2/2
Required by WODEX			
TP Product Type Code			
LIN05	234	Product/Service ID Identifying number for a product or service.	C AN 1/30
Required by WODEX			
FL Flowing PM Pumping GL Gas Lift IJ Injection DS Disposal SU Supply CY Cyclic XX Other			

LIN06	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O ID 2/2
Required by WODEX			
PS Position			
LIN07	234	Product/Service ID Identifying number for a product or service.	C AN 1/30
Required by WODEX			
AC Active SI Shut-in Producing Well IN Inactive Service Well PA Plugged and Abandoned TA Temporarily Abandoned SO Sold XX Other			
LIN08	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O ID 2/2
LIN09	234	Product/Service ID Identifying number for a product or service.	C AN 1/30

REQ	LIN08	LIN09
C	OIL - SALES DISPOSITION	
	GU	O01
C	OIL - FUEL USE	
	GU	O02
C	OIL - SHRINKAGE	
	GU	O03
C	OIL - SPILL/LOSS/THEFT	
	GU	O04
C	OIL - OTHER DISPOSITION	
	GU	O05
C	ENDING INVENTORY (OIL/CONDENSATE)	
	GU	O06
C	BASIC SEDIMENT & WATER (BS&W)	
	GU	O07
C	GAS - SALES DISPOSITION	
	GU	G01
C	GAS - FUEL USE	
	GU	G02
C	GAS - SHRINKAGE	
	GU	G03

REQ	LIN08	LIN09	
C	GAS - SPILL/LOSS/THEFT		
	GU	G04	
C	GAS - OTHER DISPOSITION		
	GU	G05	
C	GAS LIFT GAS SUPPLIED		
	GU	G06	
C	PRESSURE MAINTENANCE		
	GU	G07	
C	VENT/FLARED		
	GU	G08	
LIN10	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN11	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN12	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN13	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN14	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN15	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN16	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN17	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN18	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2

LIN19	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN20	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN21	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN22	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN23	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN24	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN25	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN26	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN27	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN28	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2
LIN29	234	Product/Service ID Identifying number for a product or service. Not Used by WODEX	C AN 1/30
LIN30	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Not Used by WODEX	O ID 2/2

LIN31 234 **Product/Service ID** C AN 1/30
 Identifying number for a product or service.

Not Used by WODEX

FINAL

Segment: CTT Transaction Totals

Level: Summary

Loop: _____

Usage: Mandatory

Max Use: 1

Purpose: To transmit a hash total for a specific element in the transaction set

Set Notes: 1 The number of line items (CTT01) is the accumulation of the number of PTD segments. If used, hash total (CTT02) is the sum of the value of quantities (QTY02) for each QTY segment.

Data Element Summary

REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
CTT01	354	Number of Line Items Total number of line items in the transaction set.	M NO 1/6
CTT02	347	Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the leftmost digits if the sum is greater than the maximum size of the hash total of the data element.	O R 1/10

Example:

-.0018 First occurrence of value being hashed.
 .18 Second occurrence of value being hashed.
 1.8 Third occurrence of value being hashed.
 18.01 Fourth occurrence of value being hashed.
 1855 Hash total prior to truncation.
 855 Hash total after truncation to three-digit field.

Not Used by WODEX

CTT03 81 **Weight** O R 1/10
 Numeric value of weight.

Not Used by WODEX

CTT04 355 **Unit or Basis for Measurement Code** C ID 2/2
 Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

Not Used by WODEX

CTT05 183 **Volume** O R 1/8
 Value of volumetric measure.

Not Used by WODEX

CTT06 355 **Unit or Basis for Measurement Code** C ID 2/2
 Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken

Not Used by WODEX

CTT07 352 Description **O AN 1/80**
 A free-form description to clarify the related data elements and their content.

Not Used by WODEX

FINAL

Segment: SE Transaction Set Trailer

Level: Summary

Loop: _____

Usage: Mandatory

Max Use: 1

Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Data Element Summary


REF. DES.	DATA ELEMENT	NAME	ATTRIBUTES
SE01	96	Number of Included Segments Total number of segments included in a transaction set including ST and SE segments.	M NO 1/10
SE02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9


FINAL


Acrobat™


Tips *These buttons help you find, view and use ACCESSRAMP™ text*


Bookmarks/Thumbnails

 When bookmarks are onscreen, click on triangles to show or hide subtopics.

 When bookmarks are onscreen, a double-click on one of these brings its topic to the page window.

 Closes thumbnails or bookmarks and displays the page window only.

 Displays bookmarks and a page.

 Displays thumbnails and a page.

Page Viewing



Magnifies, reduces the page: click the button, then click within the document. Or click and drag to enlarge an area.



When part of the page fills the window, the hand icon drags the page so that the rest can be shown.

Text Copying



Selects text to copy to the clipboard.

Page 1 of 5, click this button for page 2 

Acrobat™

Tips *Use these buttons to quickly move from page to page and to set the page size*

Page Turning



Displays the first page.



Displays the previous page.



Displays the last page.



Displays the next page.



Displays the previous page viewed.

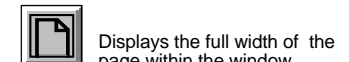


Returns from previous pages.

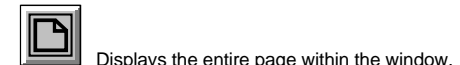
Page Size Setting



Sets the page view to 100%.



Displays the full width of the page within the window.



Displays the entire page within the window.

 Click this button for page 1

Page 2 of 5

Click this button for page 3 

Acrobat™

Tips *ACCESSRAMP™ bookmarks work like a table of contents*

Collapsing and expanding topics

Triangle icons in the bookmark area let you expand or collapse subtopics by clicking. A triangle that faces down indicates a topic is expanded. A triangle that faces to the right indicates a topic is collapsed.

To make scrolling the bookmark area easier, collapse all topics.

As you move the cursor past the border between the bookmark area and the page window a double arrow appears. Drag the double arrow to resize the bookmark area.

Finding EDI segments in ACCESSRAMP

Most ACCESSRAMP titles are based upon ASC X12 transaction sets or UN/EDIFACT messages. The hierarchy of these EDI standards creates a natural way to locate a message's interrelated parts.

- In each message listing, there is a column of page numbers to the left of the segment identifier. Click on a page number and the page window changes to the selected segment.
- You can also use the bookmarks for the same purpose.



Click this button for page 2

Page 3 of 5

Click this button for page 4



Acrobat™

Tips *Tips for opening multiple documents and jumping to specific pages*

Opening multiple documents

You might want to have more than one ACCESSRAMP document open at one time. For example, a data element dictionary and one or more transaction sets can be open for instant cross access.

From within ACCESSRAMP, choose File|Open to open another document. Files that can be read by ACCESSRAMP have the file extension *.PDF.

Use the Window menu to switch between the documents that are open.

Going to a specific page

In addition to using bookmarks and the message listing, there are two additional ways to get to a specific page.

- Click the page number box at the bottom of the window. Type the number of the page in the dialog box, then click OK.
- Click and hold the vertical scroll box; as you move the scroll box, a page number appears to the left of the scroll bar. Stop dragging the scroll box when it reaches the page you want.



Click this button for page 3

Page 4 of 5

Click this button for page 5



Acrobat™

Tips *Magnification and manipulating the size of the onscreen image*

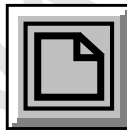
Changing page magnification

The magnification box is at the bottom of the page window next to the page number box. Click and hold to select a preset percentage of magnification.

Selecting "Other..." displays a dialog box. By typing in a number (between 12 and 800) you can set any magnification from 12% to 800%.

You can preset ACCESSRAMP to open at any desired magnification by using the "Preferences..." dialog box under the "Edit" menu.

Fitting the page to your screen



When the displayed image is too small or too large, click this button. The page will fill the window at the maximum magnification possible.



[Click this button for page 4](#)

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