



S.K.O.L.M.S Online

Version 4.2

USER GUIDE

Updated on July, 2nd 2018

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1. Scope of this User Guide

This User Guide introduces Version 4.0 of 'SKOLMS' online system. It describes the appearance and specific screens as well as giving the user a brief idea of the aims and concepts behind this system. A description of the operation of different browsers is not given here, neither is the operation or maintenance of PC Hardware. These are both beyond the scope of this User Guide.

2. User interface

Since a wide range of non-expert personnel may be requested to operate the 'SKOLMS 4.0', it has been a high priority to make the system as user-friendly as possible. Any requirements user might think of to make the system better are welcome by e-mail to **support@skolms.com**.

3. MODULES DETAILED DESCRIPTION

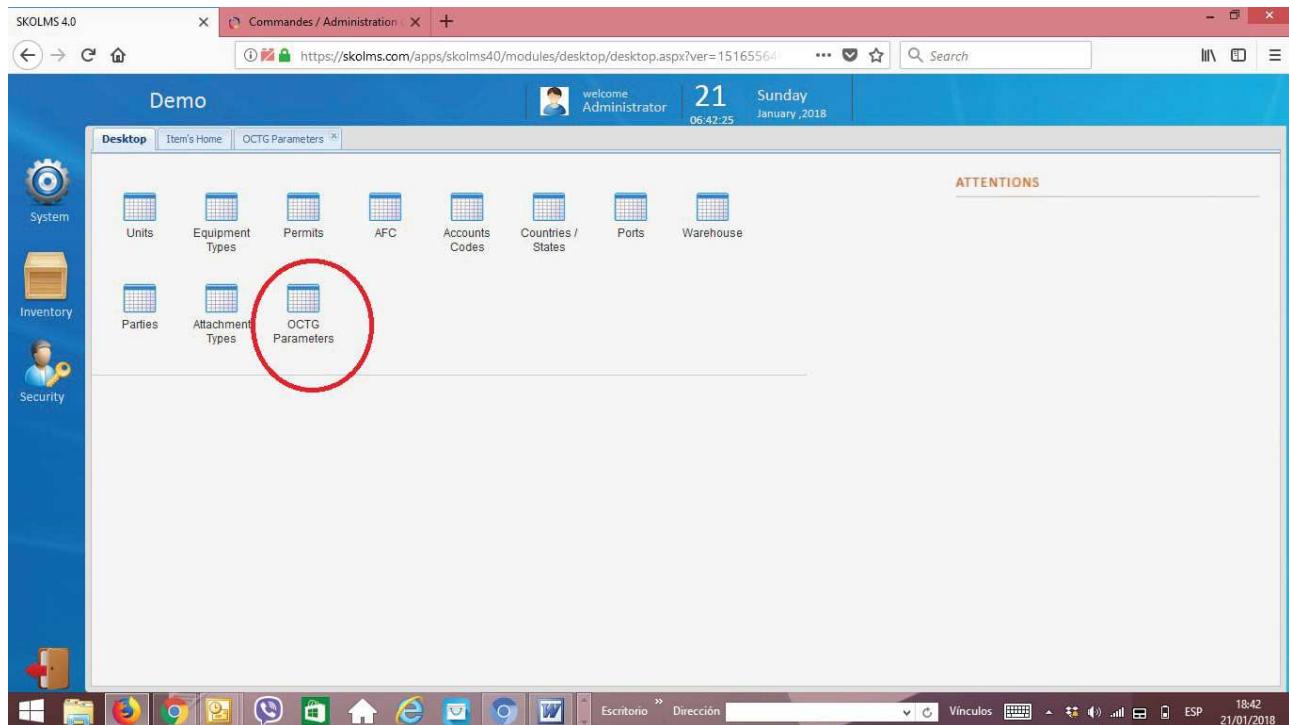
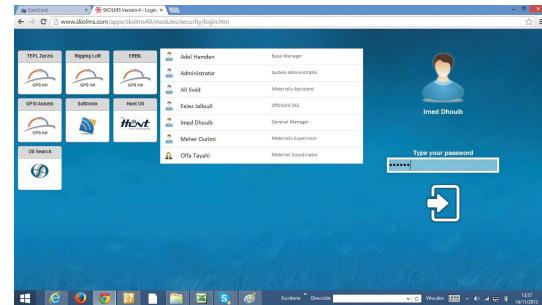
3. 1. Main Menu

The system is accessible through any web browser on <http://www.skolms.com/v4>, a Login Menu is displayed and user should select his/her name and then type the right password before hitting the 'OK' button.

When password is validated, user is then directed to the Main menu and will have access to certain modules according to the rights given by the administrator.

Note :

- All system pages are under https protocol with 128 bits security.



The main menu will show the database name, user name and Date and time on the top, Modules to access on the left (System, inventory and Security), and System sub modules (Units, Equipment types, Permits, AFCs, Accounting Codes, Ports, Warehouses, Parties & Attachments Types).

New Fiture : One module added "OCTG Parameters"

3. 2. System Menu

3. 2.A. Units

From within this screen, we can create various units to be used in the system. The left screen shows the list of "units" available and Right screen allow creation of new "units".

ID	Unit Name	Abbreviation	Type	Decimals
8	Assy	Assy	Measurement	2
2	EA	EA	Measurement	2
3	FT	FT	Measurement	2
4	JT	JT	Measurement	2
1	DR	DR	Other	2
5	JTs	JTs	Other	2
6	TEST	TES	Other	2
7	USG	USG	Other	2
9	Pallet	PL	Volume	2

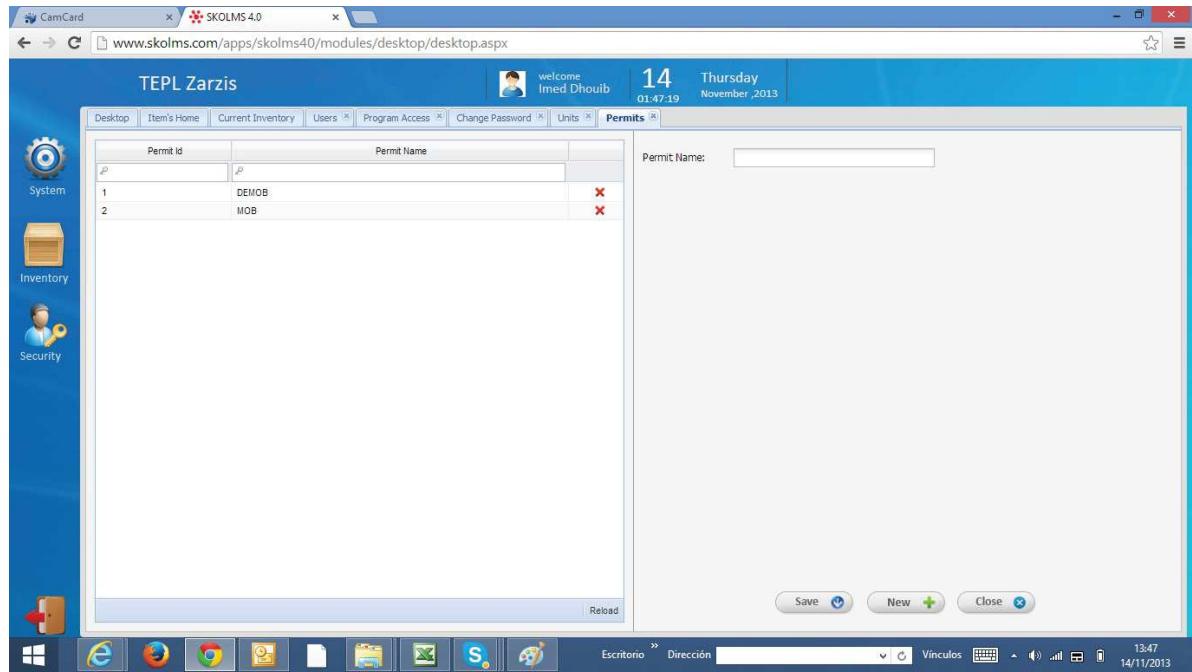
3. 2.B. Equipment Types

From within this screen, we can create various equipment types in the system. Adding equipment types will be useful when filtering stock cards at a later stage from within inventory modules. The left screen display the existing "Equipment Types" while the right screen is used to create new "Types".

Type	Equipment Type	Has Joints	Has Serial
11	Casing & Tubing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Casing Accessories	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Cementing Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Chemicals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Drill Bits	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Drilling Chemicals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	Float Equipment	<input type="checkbox"/>	<input type="checkbox"/>
6	Lifting Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Liner Hanger Tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Mecanique	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Running Tools Rental	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Safety equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Sandface Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	Testing Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	Water pumping unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	Water purification unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	Wellhead Accessories	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Wellhead SS-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	X overs & Pups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

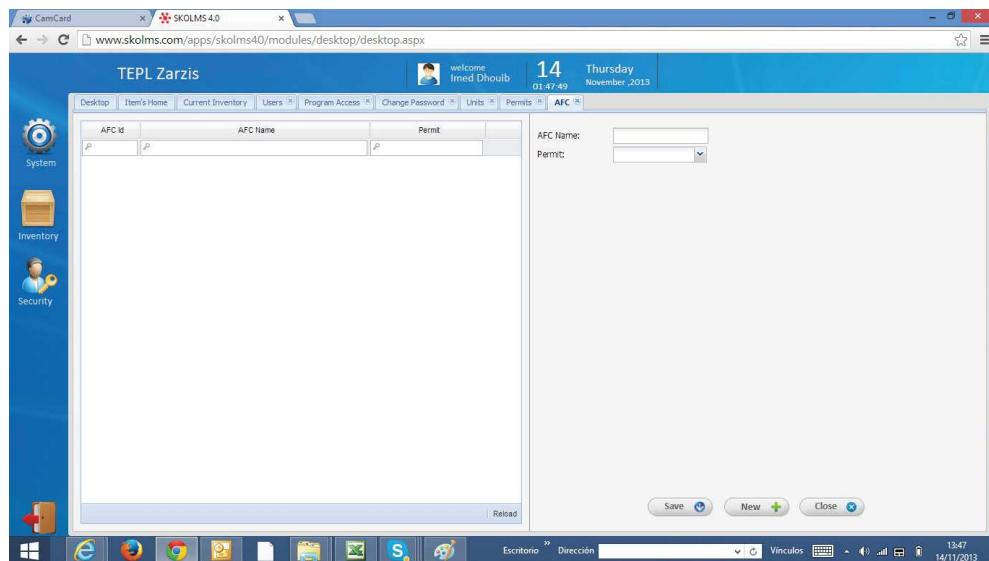
3. 2.C. Permits

Permit or AFE either the project name (When there is multiple ones) or an important phase of the project (Mob, Operations, Demob). The left screen display the existing "Permits" while the right screen is used to create new "Permits".



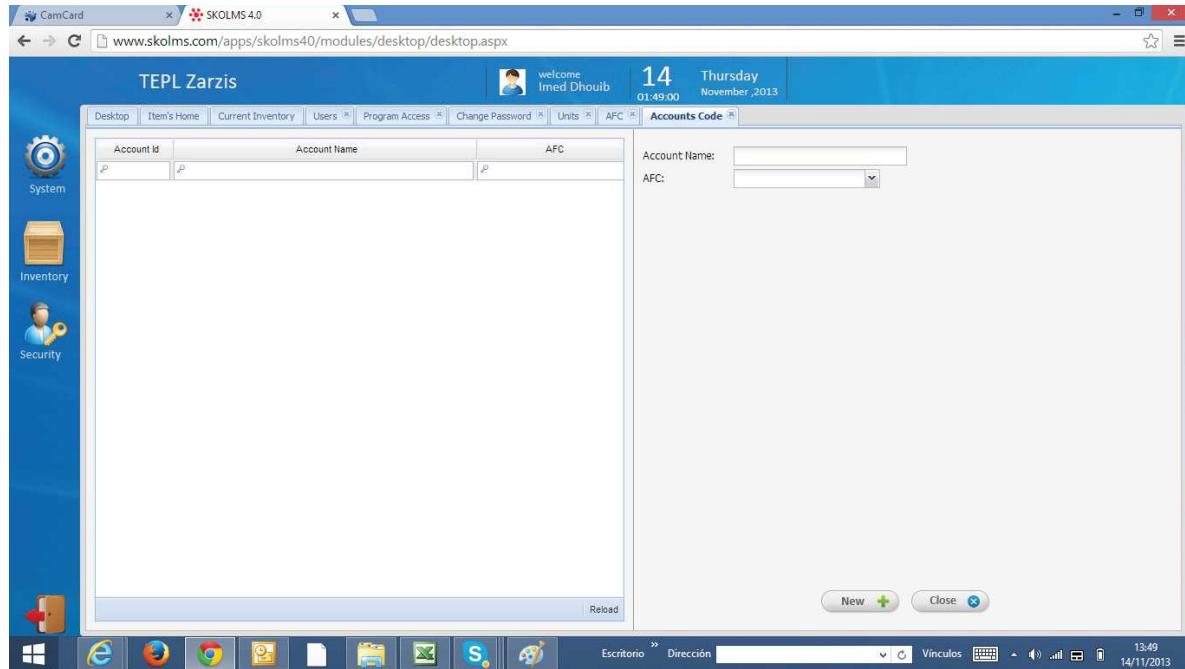
3. 2.D. AFC

"AFC" is the Authorisation for Charge, or budget, to specific areas within a specific "Permit", which means that for any "Permit", we can have unlimited "AFCs" (Ex: Drilling, Logistics, Maintenance, etc.). The left screen display the existing "AFCs" while the right screen is used to create new "AFCs".



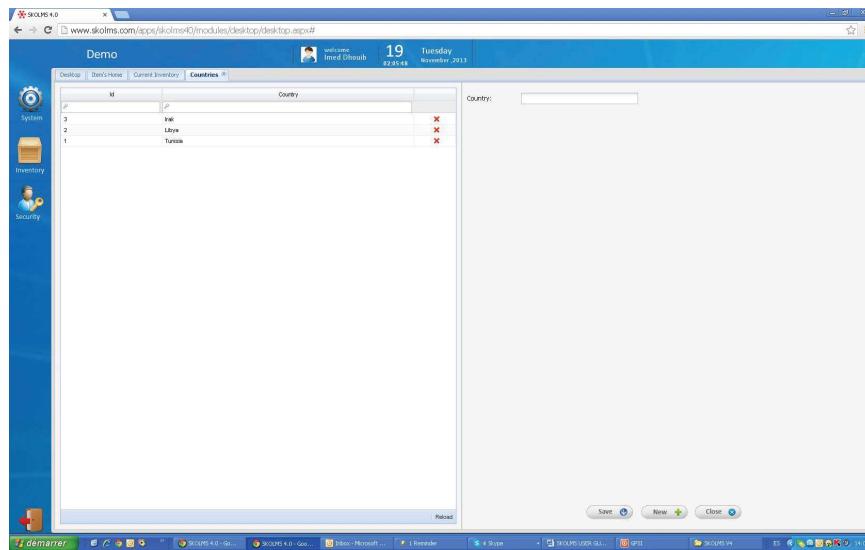
3. 2.E. Accounting Codes

"Accounting Codes" are codes for specific areas within a specific "AFC", which means that for any "AFC", we can have unlimited "Accounts" (Ex: Drilling may have Accounts like Mud, Fishing, Bits, Running Tools, Logistics, Maintenance, etc.). The left screen display the existing "Accounting Codes" while the right screen is used to create new "Accounting Codes".



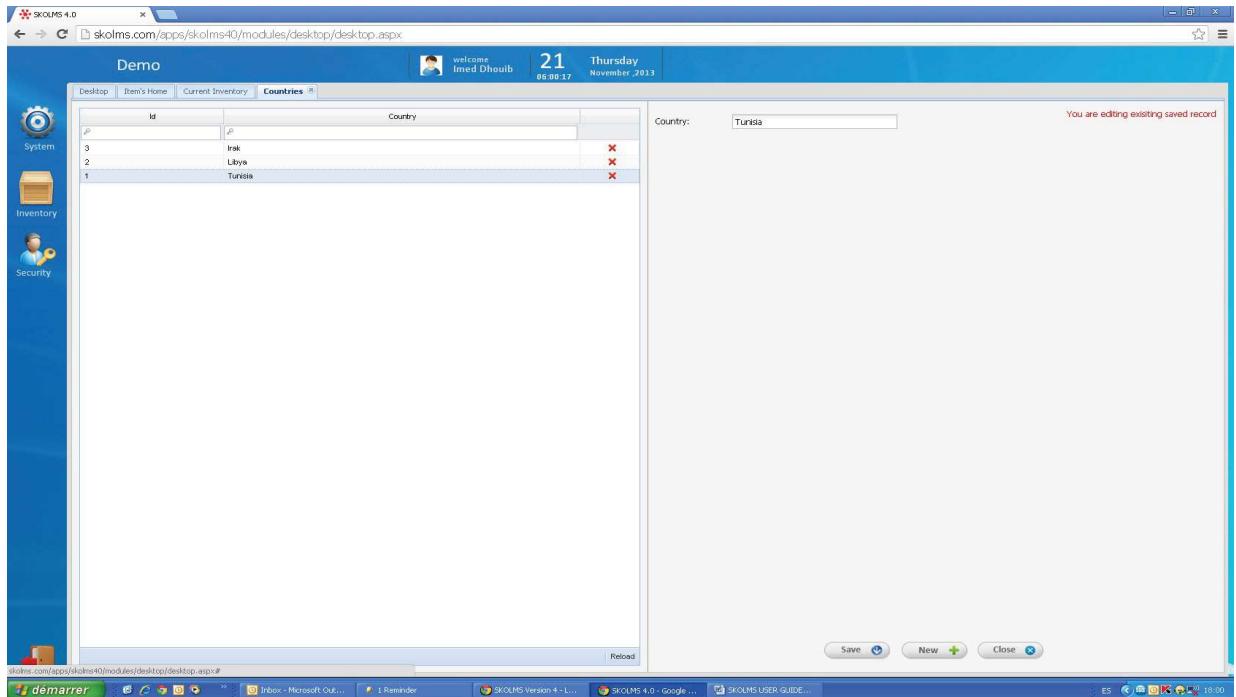
3. 2.F. Countries

"Countries" is mainly useful when database is related to a stock under customs area (Bounded warehouse, Free Zone, etc) as stock items need to be classified by imported country in this case. The left screen display the existing "Countries" while the right screen is used to create new "Countries".



3. 2.G. Ports

This screen is generally accessible by Administrator and Material Supervisors. "Ports" is mainly used in Logistics Module. The left screen display the existing "Ports" while the right screen is used to create new "Ports".



3. 2.H. Warehouses

The configuration of the warehouse locations is essential before stock is inserted in the system. The left screen display the existing "Warehouse Locations" while the right screen is used to create new "Warehouse locations".

To Create a Parent Warehouse, user have Click on the button "New +" in the Right side of the screen and then tick the "Create Parent Warehouse" check box, then type the Parent Warehouse name and Hit the "Save" button. Note that the parent warehouse can also be part of another parent Warehouse and therefore a selection of the Parent name in the "Parent" drop down list is required before Save.

Child Warehouse can also be created the same way, and without ticking the "Create as Parent Warehouse" checkbox. If the child warehouse has already been created and now required to be moved into a Parent Warehouse, user can select the child on the left screen and then select the appropriate Parent Warehouse on the Right Screen then "Save".

Note : Administrator may restrict access for specific users to certain Parent warehouse locations, this can be done by selecting the specific Parent Warehouse on the left screen tree and select the checkbox "This warehouse is no more available" then select user(s) to have restriction from seeing such warehouse and childs.

The screenshot shows the SKOLMS 4.0 software interface. The top navigation bar includes links for 'www.beverlyflightcenter.co...', 'AD - Aerodromes - Navegaci...', '718-390-LE_AD_.pdf', 'SKOLMS 4.0', 'logout - 16:1', 'How-To Backup your Phone...', 'Administrator de contactos', and the date 'Friday January, 2015'. The system status bar at the bottom shows 'welcome Administrator 23 06:56:53'.

The main workspace is titled 'TEPL Zarzis' and displays the 'Warehouses' module. The left sidebar contains icons for 'System', 'Inventory', and 'Security'. The central area features a tree view of 'Warehouse Locations list' with various categories and sub-nodes. On the right, there is a form for managing warehouses, a table of users with their designations, and standard application buttons for saving changes.

User Name	Designation
Adel Hamden	Base Manager
Faiez Jallouli	Offshore DLC
med Dhouib	General Manager
Oifa Tayehi	Material Coordinator
Said Abdelkarim	HSE Supervisor

3. 2.I. Parties

The configuration of the various parties (Suppliers, Contractors, Clients, Well) is done through this screen. The left screen display the existing "Parties" while the right screen is used to create new "Parties".

Party Id	Party Name	Party Type
1	A1-NC42 well	Supplier
2	AI Binq Yard	Supplier
3	AVA Drilling Fluids	Supplier
55	Baker Hughes EHO LTD	Supplier
4	BJ Services	Supplier
53	Bourton	Contractor
5	BP EGYPTE	Supplier
6	D4-VELL	Supplier
7	DESCO International	Supplier
8	DODI - Diamond Offshore	Supplier
9	Dril-Quip	Supplier
10	Dril-Quip Denmark	Supplier
11	Dril-Quip Egypt	Supplier
12	Dril-Quip Norway	Supplier
13	EI Sharara Repsol Field	Supplier
14	FMC Technologies	Supplier
15	Frank's International	Supplier
16	FUSERO	Supplier
17	General Services Portuare	Supplier
57	General Shipping Services	Supplier
18	Global Metals	Supplier
19	Global Petroleum Services	Supplier
20	Halliburton	Supplier
21	INA Pétroléum	Supplier
52	INA-Stex	Supplier
22	International Oilfield Services	Supplier
58	KHOCIE TDE	Contractor
23	Makruk Oil Operation	Supplier
51	Marinetec	Supplier
24	Merubens	Supplier
25	MediTun	Supplier
26	National Petroleum Company	Supplier
27	National Service Company	Supplier
28	Nippon Oil Exploration Limited	Supplier
29	Ocean Lexington	Supplier

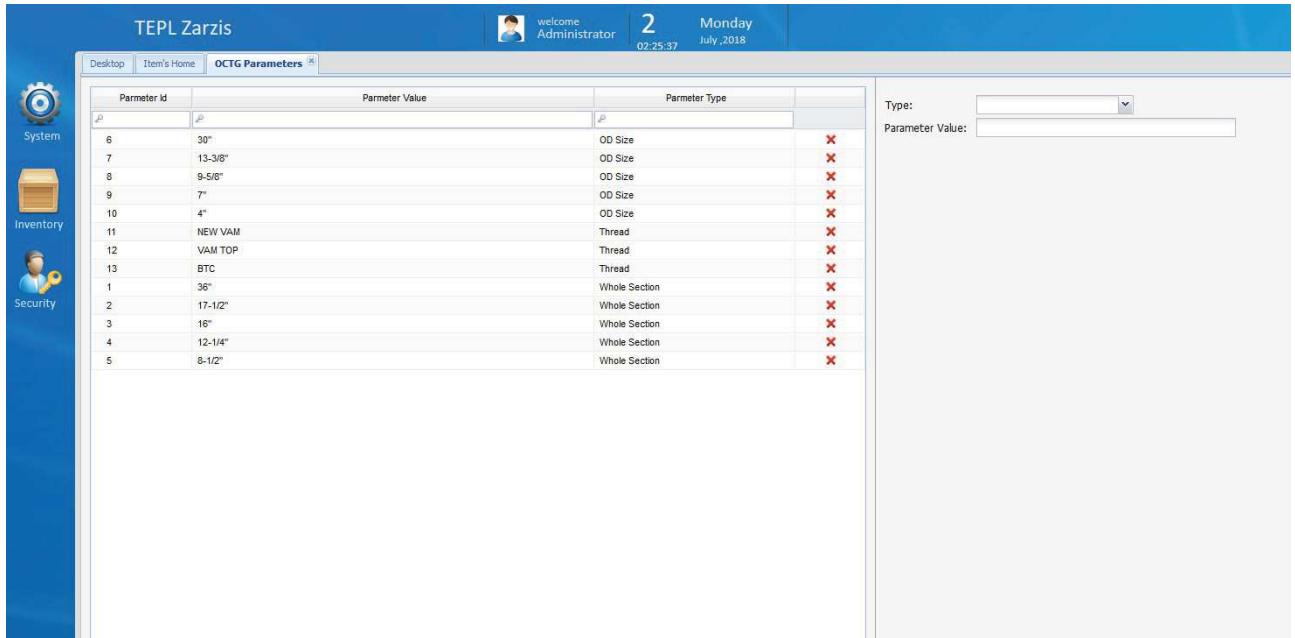
3. 2.J. Attachment Types

It is recommended to attach supporting backups to all reports in the system, these backups can therefore be viewed by all other users having access to the reports and allow cross check reference between data inserted and other parties documents (ie: BL, AWB, Supplier invoice, Inspection Report, etc). The management of these attachment types is performed through this screen.

Type Id	Type
1	AIRWAY BILL
2	Attachement
3	Bill Of Lading
4	Certificate
5	Cession
25	Claim
24	CMR
23	Correspondance
7	Currency Conversion
8	Customer Voucher
9	Delivery Note
10	Detailed Spare Parts
11	Inspection Report
12	MSDS
13	PACKING LIST
14	Payment Receipt
15	Purchase Order
16	Quotation
17	Requisition
18	SEA WAYBILL
19	Shipping Docs
20	Supplier Credit Note

3. 2.K. OCTG Parameters (New Feature)

This new feature have been implemented to enhance OCTG management in SKOLMS, a Parameters table has been added to add OCTG Parameters and Well Section Parameters.

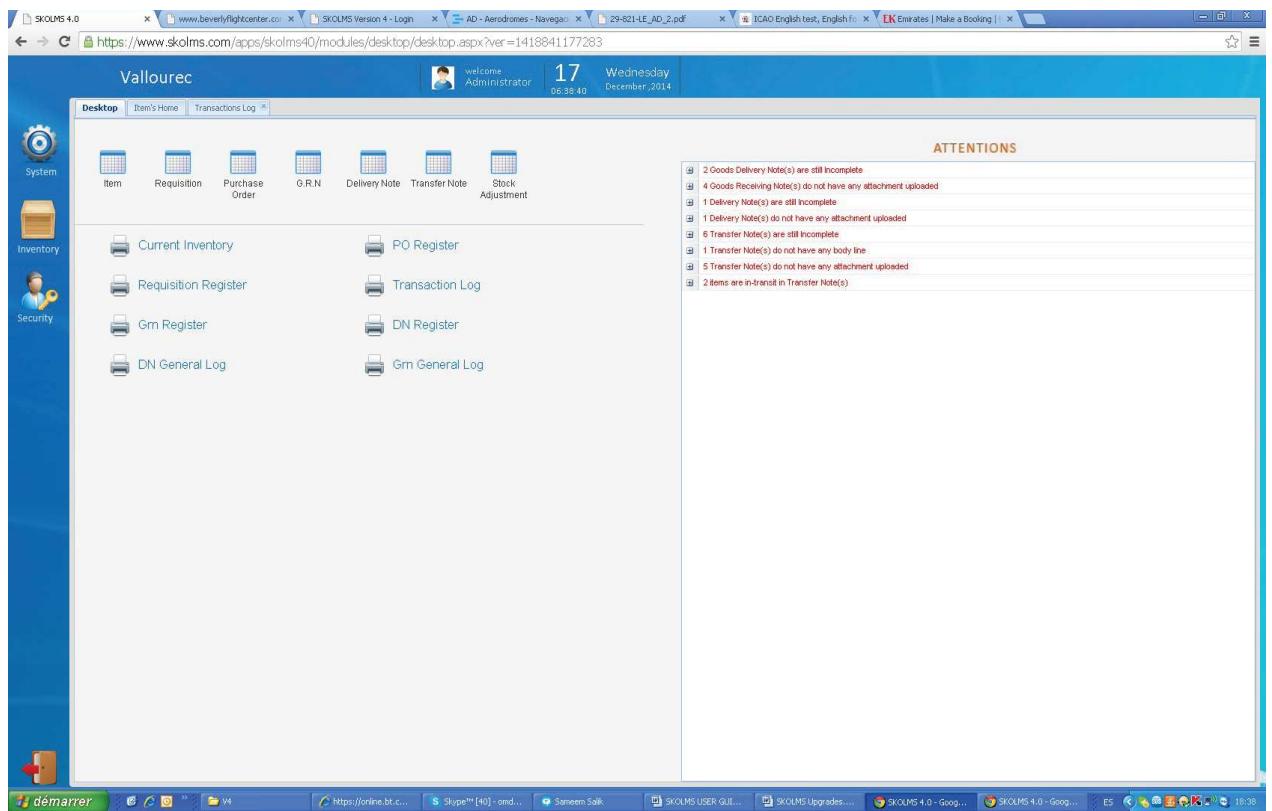


The screenshot shows a software application window titled "TEPL Zarzis". The top menu bar includes "Desktop", "Item's Home", and "OCTG Parameters". The top right corner displays the user "Administrator", the date "Monday July , 2018", and the time "02:25:37". On the left, there is a vertical sidebar with icons for "System", "Inventory", and "Security". The main content area contains a table titled "OCTG Parameters" with three columns: "Parameter Id", "Parameter Value", and "Parameter Type". The table lists various parameters such as OD Size, Thread, and Whole Section, each associated with a specific value and type. A search bar at the bottom right allows users to filter the results by "Type" and "Parameter Value".

Parameter Id	Parameter Value	Parameter Type
6	30"	OD Size
7	13-3/8"	OD Size
8	9-5/8"	OD Size
9	7"	OD Size
10	4"	OD Size
11	NEW VAM	Thread
12	VAM TOP	Thread
13	BTC	Thread
1	36"	Whole Section
2	17-1/2"	Whole Section
3	16"	Whole Section
4	12-1/4"	Whole Section
5	8-1/2"	Whole Section

3. Inventory Menu

The Inventory Menu include "Item", "Requisition", "Purchase Order", "GRN", "Delivery Note", Transfer Note", "Stock Adjustment" and various printouts.



3. 3.A Item's Home

Item's Home is a Pad directly accessible through all modules to enable quick access to Stock Items and historical. User can use the multiple filter to search for a specific item and once selected, the item description is displayed on the Top of the screen, the left side of the screen will show Current Stock by warehouse and the Right Screen show all activity for all warehouses since start.

Note : the Search field has been adapted to include secondary vocab and include multiple parts of the item description filed. The lines are displayed by Warehouse/PO to enable complete visibility on Purchase Orders.

NS-0212 (Float Equipment)

COLLAR JOINT, FLOAT, 20", consisting of Float Collar 20", 94_106.5 PPF, K55, STD, slip JT, mounted on casing 20", 129#, x-56, E60-MT Box - STD

Warehouse	Cond...	Qty-In	Joints-In	Qty-Out	Joints-Out	Qty-Bal	Joints-Bal
Inspection Area	A	3	3	3	0	0	
YD1 - R16	A	6	6	3	3	3	
YD2 - R23	A	3	3	3	0	0	

Once an item is selected in "Item's home", The "Activity Log" pad can show a more detailed historical of transactions since the creation of the stock item.

New Feature(s) : The lines are displayed by Warehouse/PO to enable complete visibility on Purchase Orders.

Txn Id	Date	Doc Nbr	Location	Cond	Txn Type	Qty	Joints	Unit Cost	TTL Value	Transit	Removed	User
6907	26/11/2012	Gm Nbr : 08-2012	YD2 - R23	A	Stock In	3	3	0	0		No	Otta Tayahi
6971	19/12/2012	TN Nbr : 14-2012	YD2 - R23	A	Stock Out	3	3	0	0		No	Otta Tayahi
6971	19/12/2012	TN Nbr : 14-2012	YD1 - R16	A	Stock In	3	3	0	0		No	Otta Tayahi
7089	22/12/2012	TN Nbr : 27-2012	YD1 - R16	A	Stock Out	3	3	0	0		No	Otta Tayahi
7089	22/12/2012	TN Nbr : 27-2012	Inspection Area	A	Stock In	3	3	0	0		No	Otta Tayahi
7099	23/12/2012	TN Nbr : 28-2012	Inspection Area	A	Stock Out	3	3	0	0		No	Otta Tayahi
7099	23/12/2012	TN Nbr : 28-2012	YD1 - R16	A	Stock In	3	3	0	0		No	Otta Tayahi

3. 3.B Item

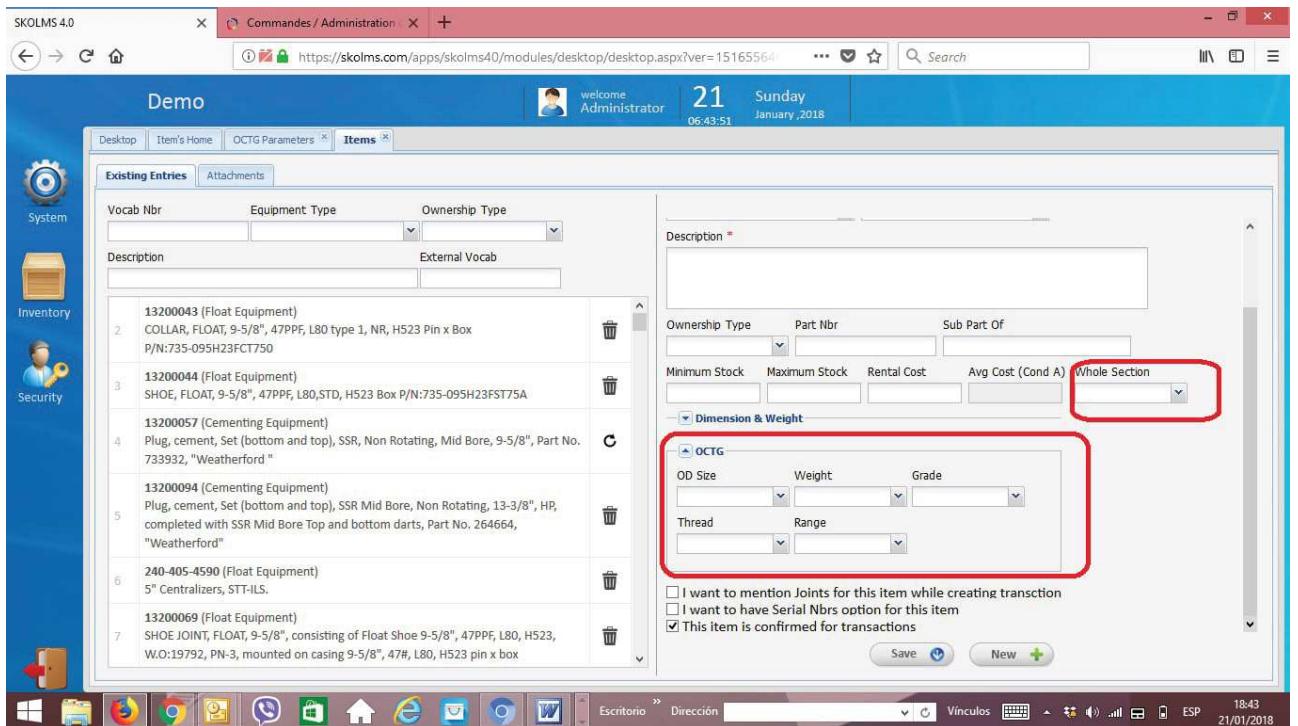
This screen is used to create new Stock cards or modify existing ones. The left side of the screen shows all stock cards created in the system and user can refine his/her search by filling the filter fields (Vocab number, Equipment Type, Ownership Type, Description & Part number), the items list is therefore updated with only fields satisfying to the selected criteria.

User can either select an item from the list with the mouse or then modify the data displayed on the right side of the screen or hit the button "New +" on the bottom and create a new item from scratch.

The check boxes "Has Joints" and "Has Serial number" are not mandatory but better verified since they affect the management of the stock item within the other modules.

When user enables the check box "Enable Joints", he/she can enter an "Average Joint Length" in the above Textbox, the system will show Joints Fields in all reports and if "Average Length" is bigger than zero (0), an automatic interaction will be ongoing between the two fields "Qty" and "Joints" within all reports.

New Feature(s) : The External Vocab has been added to companies using two systems. In Items Module, user can now select "Well Section" for specific item and if the item is OCTG, and OCTG menu can be dropped to select these parameters for the item as per figure 1.2



3. 3.C. Requisition

Two pads are accessible upon the selection of this module, "New Requisition" & "Existing Requisitions".

3. 3.C.1. New Requisition

The Pad opened by Default is "New GRN" and show the header field of a new Requisition. The Mandatory fields are "REQ Date", "Party" & "REQ Type", all the other fields are optional, it is meanwhile important to fill as many of these fields when they are available to users.

When user selects a date, the system checks the number of Requisitions for the specific year and increment a number in the "SKOLMS Req Number" field, the number may change upon saving if various users are creating Requisitions in the same time, since the system checks again upon saving and allocate the final SKOLMS Requisition number on the end of the process.

New Feature(s) : Requisition creation is depending on 3 Scenarios.

Scenario 1 : Client Requested goods are located in Client Buffer Stock, a requisition is therefore created and submitted to the client for approval. The Requisition should be "Book from Stock" type, this type of requisition can only be visible and imported from PO of the same type "Book from Stock" since the movement of material is handled through a GTN (Goods Transfer Note) and not a GRN "Good Receiving Note) in this particular case.

Scenario 2 : If the scenario 2 does not apply, and goods are found in Client buffer stock (in Separate database), a requisition is prepared and approved internally. Requisition type is "Purchase or Owned"

Scenario 3 : When scenario 1 & 2 does not apply, a Requisition is prepared to manufacture the required goods and approved internally.

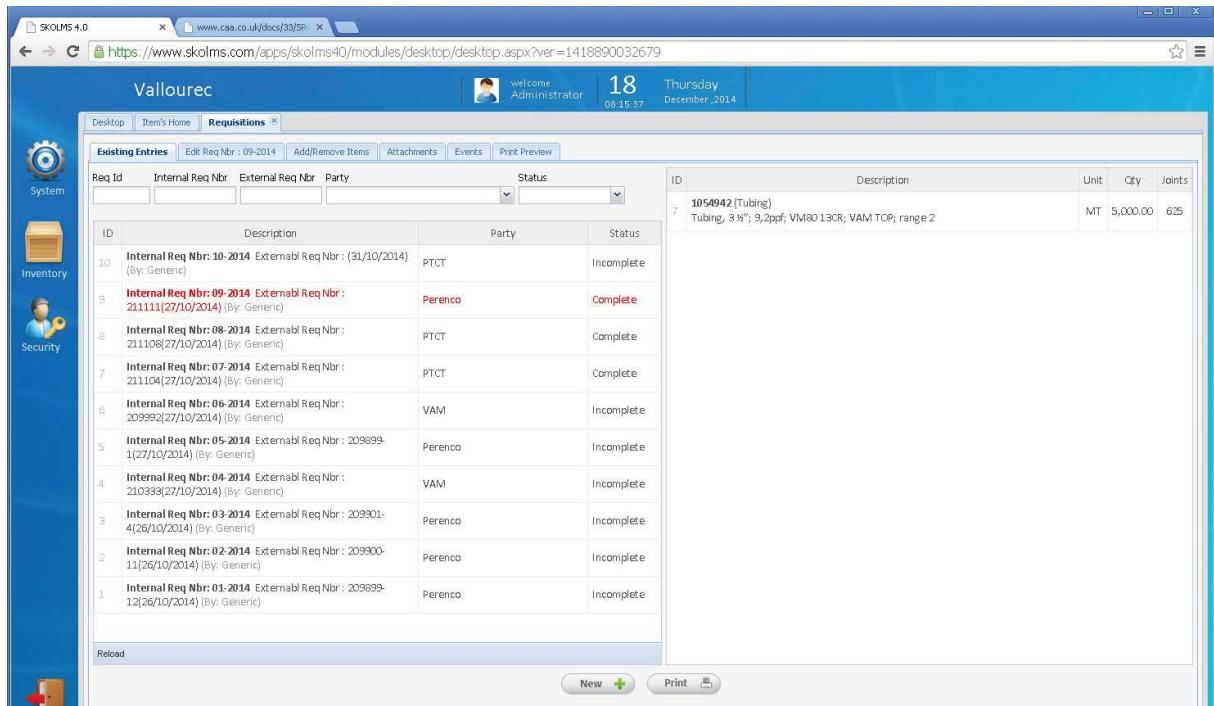
The screenshot shows the 'Requisitions' module in the SKOLMS 4.0 application. The 'New Requisition' tab is active. The form contains fields for mandatory requisition details like Req Date, SKOLMS REQ #, Company REQ #, Client REQ #, Party, and Req Status. It also includes dropdowns for Permit and Account Code, and a Remarks section. The left sidebar provides navigation links for System, Inventory, and Security.

3. 3.C.2. Existing Requisitions

On the right side of the Pad "New Requisition", comes the pad "Existing Entries" to open existing Requisitions for view/editing. The left screen display the headers information of the Requisitions (SKOLMS Req #, "Company Req #", "Client Req#" , "Party" and "Status") and user can narrow the displayed list by filtering on the filter fields showed on top of the list.

When a Requisition is selected, the Lines of the specific Requisition are displayed on the Right side of the screen.

Printing the data for the selected Requisition can be done through selecting the "Print Out" pad. The same page is also used to export the Requisition data to different formats (Excel, PDF, TIFF, RTF, etc.)



3. 3.C.3. "Add/Remove Items"

The pad "Add/remove Items" allow editing of existing lines or creation of new lines within the selected Requisition.

To add a new line, user will hit the "New Button" on the right side of the screen and enter the Stock item through the above filter search, then select the condition, quantity, unit cost and "Warehouse location" where the item will be received, estimated delivery date, ETD (Estimated Departure from Supplier) and ETA (Estimated Arrival to Receiving Location)

New Feature(s) : This feature is implement to prepare for "Collaborative Planning module" which will display one year look ahead for each item according to Wells consumption planning.

The screenshot shows the SKOLMS 4.0 software interface. The top navigation bar includes links to Desktop, Item's Home, and Requisitions. The Requisitions tab is active. The main content area displays a requisition form with tabs for Existing Entries, Edit Req Nbr : 09-2014, Add/Remove Items, Attachments, Events, and Print Preview. The Add/Remove Items tab is selected. The form includes fields for Condition, Qty, Nbr of Joints, Unit Cost, Total Value, Receiving Location, Est Delivery, ETD, and ETA. Below the form is a table with columns: Sr Nbr, ID, Description, Unit, Qty, Joints, Cond, Location, Unit Cost, TTL Value, and ETA. One row is visible, showing Sr Nbr 1, ID 7, Description 1054942 (Tubing), Unit MT, Qty 5,000.00, Joints 625, Cond A, Location Aulnoye, Unit Cost, TTL Value, and ETA. To the right of the table are delivery details: Delivery: 21/11/2014, ETD: 19/03/2015, ETA: 19/03/2015. A trash can icon is also present.

3. 3.C.4. "Attachments"

The "Attachments" Pad is available in all reports (REQ, PO, GRN, GTN, GDN), highlighted in Red when the report include some attachments, by selecting the pad, the screen will show all attachments under the selected Report (ie : Bill of lading, AWB, packing List, PO, Correspondence, etc) and user can run any of the attachments in the top screen or add a new attachment by selecting the "Attachment Type", selecting the file in his/her local computer and then hitting "Upload" button at the bottom of the screen.

It is recommended to use common file types (PDF, JPG, etc) and avoid attaching document of a big size (More than 5 Mb), chiefly when Internet Bandwidth is limited.

New Feature(s) : New Page is added "Stock Attachments" which includes all attachments relative to all stock items in the report, this feature has been added to enable tracking of Stock Items Certs without going back to the Item Module.

3. 3.C.5. "Events"

The "Events" Pad is available in all reports (REQ, PO, GRN, GTN, GDN and display all the events for the selected Report from the start date, this is mainly useful to track the generator of a mistake (If any) but display also names of users having accessed the Reports for read only.

3. 3.D. Purchase Orders

The System allows creation of Purchase Orders directly or following an approved Requisition.

Two pads are accessible upon the selection of this module, "New PO" & "Existing POs".

New Feature(s) : When the PO is created following an approved Requisition, it should have the same type, meaning that a Standard PO will only be able to visualize and import from a Standard Requisition and a "Book from Stock PO" will only be able to visualize and import from a "Book from Stock Requisition"

3. 3.D.1. New PO

The Pad opened by Default is "New PO" and show the header field of a new Requisition. The Mandatory fields are "PO Date", "SKOLMS PO #", "Party" & "PO Type", all the other fields are optional, it is meanwhile important to fill as many of these fields when they are available to users.

New Feature(s) : PO creation is depending on the same 3 Scenarios as explained in the Requisition Creation 3.3.C.1

The screenshot shows the SKOLMS 4.0 application interface for creating a new Purchase Order. The main window title is "Purchase Order". The top navigation bar includes "Desktop", "Item's Home", and "Purchase Order". The "Purchase Order" tab is active. Below the tabs, there are several buttons: "Existing Entries", "New PO" (which is highlighted in blue), "Import from Requisition", "Add/Remove Items", "Attachments", "Events", and "Print Preview".

The main content area is divided into sections:

- PO**: This section contains mandatory fields: "PO Date *" (set to 19/12/2014), "Internal PO Nbr" (set to 08-2014), "External PO Nbr" (empty), "Supplier *" (dropdown menu open), "Permit" (dropdown menu open), "AFC" (dropdown menu open), "Account Code" (dropdown menu open), "Remarks" (text area), "PO Type *" (dropdown menu open), and "Incoterm" (dropdown menu open).
- Shipping**: This section contains fields for "Vessel Doc Type" (dropdown menu open), "Vessel Name" (text box), "Vessel Doc Nbr" (text box), "Packing List Nbr" (text box), and "Custom Ref Nbr" (text box).

A "Save" button is located at the bottom right of the form. On the left side of the application, there is a vertical sidebar with icons for "System" (gear), "Inventory" (box), "Security" (key and user), and a red arrow icon pointing left.

3. 3.D.2. Existing POs

On the right side of the Pad "New PO", comes the pad "Existing Entries" to open exiting POs for view/editing. The left screen display the headers information of the POs (SKOLMS PO #, "Company PO #", "Client PO #", "Party" and "Status") and user can narrow the displayed list by filtering on the filter fields showed on top of the list.

When a PO is selected, the Lines of the specific Requisition are displayed on the Right side of the screen.

Printing the data for the selected PO can be done through selecting the "Print Out" pad. The same page is also used to export the PO data to different formats (Excel, PDF, TIFF, RTF, etc.)

ID	Description	Unit	Qty	Joints
7	1054942 (Tubing) Tubing, 3 1/2"; 9,2ppf; VM80 13CR; VAM TOP; range 2	MT	5,000.00	625

3. 3.D.3. Import from Requisition

When a requisition is prepared and approved prior to PO elaboration, there is no need to retype the same lines again, user should select the Tab "Import from Requisition", select the requisition he/she wants to import from and then click on the Down arrow "↓" to import the lines shown on the right screen.

New Feature(s) : "Book from Stock Requisitions" will only show to "Book from Stock POs"

ID	Description	Party	Unit	Cond	Requisition		Remaining		
					Qty	Joints	Qty	Joints	Location
10	Req Nbr: 10-2014	PTCT							
9	Req Nbr: 09-2014	Perenco							
8	Req Nbr: 08-2014	PTCT							
7	Req Nbr: 07-2014	PTCT							
6	Req Nbr: 06-2014	VAM							
5	Req Nbr: 05-2014	Perenco							
4	Req Nbr: 04-2014	VAM							
3	Req Nbr: 03-2014	Perenco							
2	Req Nbr: 02-2014	Perenco							
1	Req Nbr: 01-2014	Perenco							

3. 3.D.3. "Add/Remove Items"

Same as "Add/remove items" in Requisitions module 3.3.C.3

The pad "Add/remove Items" allow editing of existing lines or creation of new lines within the selected PO.

To add a new line, user will hit the "New Button" on the right side of the screen and enter the Stock item through the above filter search, then select the condition, quantity, unit cost and "Warehouse location" where the item will be received, estimated delivery date, ETD (Estimated Departure from Supplier) and ETA (Estimated Arrival to Receiving Location)

3. 3.D.4. "Attachments & Events"

Same as 3. 3.C.4. & 3. 3.C.4

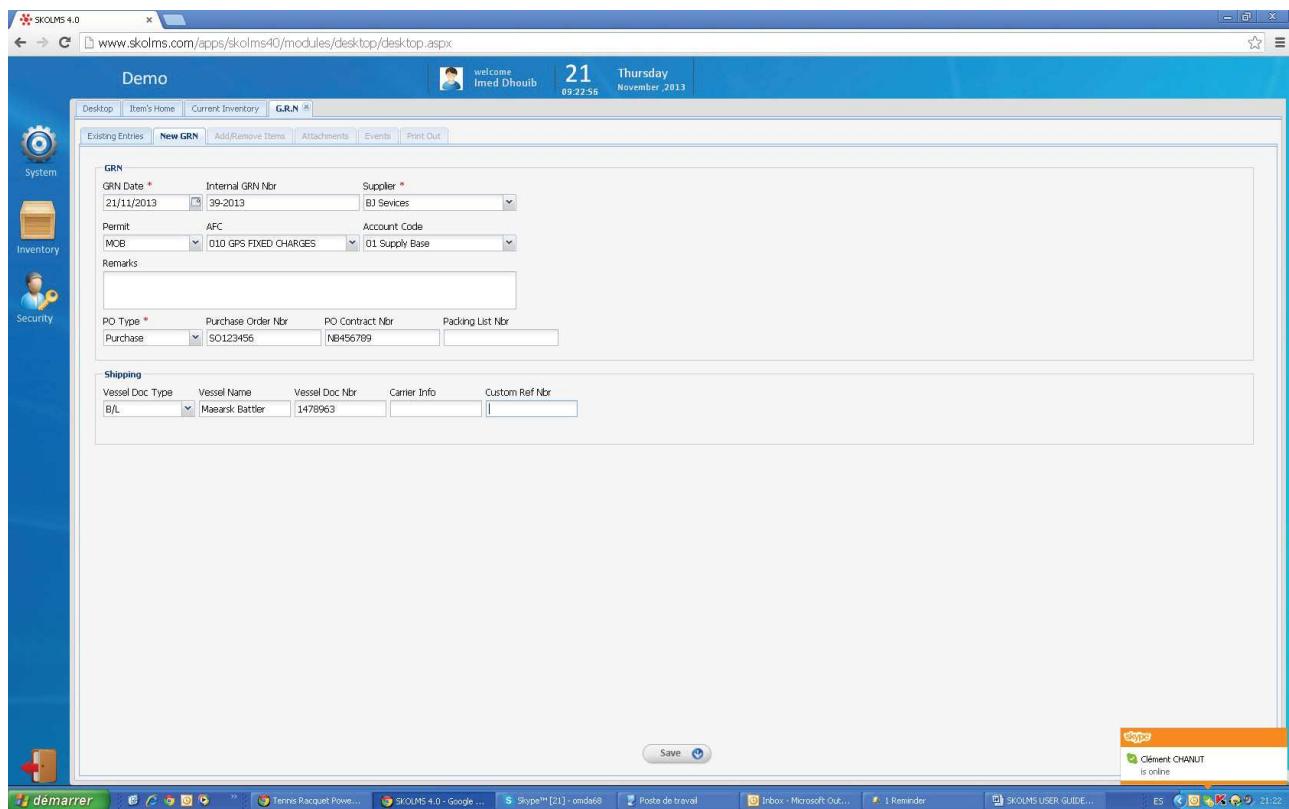
3. 3.E. GRN

Two pads are accessible upon the selection of this module, "New GRN" & "Existing Entries".

3. 3.E.1. New GRN

The Pad opened by Default is "New GRN" and show the header field of a new GRN. The Mandatory fields are "GRN Date", "Supplier" & "PO Type", all the other fields are optional, it is meanwhile important to fill as many of these fields when they are available to users.

When user selects a date, the system checks the number of GRNs for the specific year and increment a number in the "Internal GRN Number" field, the number may change upon saving if various users are creating GRN's in the same time, since the system checks again upon saving and allocate the final GRN number on the end of the process.



3. 3.E.2. Existing GRNs

On the right side of the Pad "New GRN", comes the pad "Existing Entries" to open exiting GRNs for view/editing. The left screen display the headers information of the GRNs (GRN number, description, PO number, Party and Status) and user can narrow the displayed list by filtering on the fields "GRN ID", "GRN Nbr", "PO, Nbr", "Party" or "Status".

When a GRN is selected, the Lines of the specific GRN are displayed on the Right side of the screen.

Printing the data for the selected GRN can be done through selecting the "Print Out" pad. The same page is also used to export the GRN data to different formats (Excel, PDF, TIFF, RTF, etc.)

SKOLMS 4.0 - Windows Internet Explorer

http://www.skolms.com/apps/skolms40/modules/desktop/desktop.aspx

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Oil Search

welcome Administrator 20 10:13:43

Existing Entries Edit GRN Nbr : 35-2013 Add/Remove Items Attachments Events Print Out

Gm Id Gm Nbr PO Nbr Party Status

ID	Description	Party	Status
353	Grn Nbr: 38-2013 (22/10/2013) [Created by : Olfa Tayah] Receiving Casing 20" R4A	PO Nbr : 0351 Total E&P UK	Complete
352	Grn Nbr: 37-2013 (19/10/2013) [Created by : Olfa Tayah] Receiving 18-3/4" Wellhead Housing	PO Nbr : 0014 Drill-Quip	Complete
351	Grn Nbr: 36-2013 (19/10/2013) [Created by : Olfa Tayah] Receiving 20" Flange Shoe & Collar	PO Nbr : N/A Weatherford	Complete
350	Grn Nbr: 35-2013 (03/10/2013) [Created by : Meher Ourimi] Receiving Drill-Quip Running tool equipment	PO Nbr : 0125 Drill-Quip	Complete
349	Grn Nbr: 34-2013 (02/10/2013) [Created by : Ali Swid] Receiving Drill-Quip connector	PO Nbr : 0219 Drill-Quip	Complete
348	Grn Nbr: 33-2013 (26/08/2013) [Created by : Meher Ourimi] Receiving Drill-Quip Running tool equipment	PO Nbr : 0125 Drill-Quip	Complete
347	Grn Nbr: 32-2013 (29/08/2013) [Created by : Meher Ourimi] Receiving Tajoura's equipment	PO Nbr : N/A TOTAL E&P	Complete
346	Grn Nbr: 31-2013 (29/08/2013) [Created by : Meher Ourimi] Receiving Tajoura's equipment	PO Nbr : N/A TOTAL E&P	Cancel
345	Grn Nbr: 31-2013 (21/08/2013) [Created by : Meher Ourimi] Fugro cardboard box with spare parts as per the attached packing list	PO Nbr : N/A FUGRO	Complete
344	Grn Nbr: 30-2013 (23/07/2013) [Created by : Faiez Jalloufi] Fugro Spare Parts	PO Nbr : N/A FUGRO	Complete
343	Grn Nbr: 29-2013 (27/06/2013) [Created by : Ali Swid] Receiving SPIE equipment liner Hanger	PO Nbr : 101 SPIE Oil & Gas	Complete
342	Grn Nbr: 28-2013 (26/06/2013) [Created by : Faiez Jalloufi] Fugro	PO Nbr : N/A FUGRO	Complete

Reload New + Print

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181 Control Panel Login 181 Webmail 2.0 CamCard Administrator Logon SKOLMS 4.0 Tennis Racquet Power Comp Options

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Demo welcome Imed Dhouib 22 Friday November ,2013

Existing Entries Edit GRN Nbr : 34-2013 Add/Remove Items Attachments Events Print Preview

Export to the selected format Export

Goods Receiving Note

Grn Nbr : 34-2013 Date : 10/2/2013 12:00:00 AM
 Shipper : Drill-Quip Receiving Location : Drill-Quip
 P.O Type : Company Owned Custom Ref : Company Owned
 P.O Nbr : 0219 Vessel Document :
 P.O Contract Nbr : Vessel Name :
 Carrier : Packing List :
 Comments : Receiving Drill-Quip connectors

Item	Item Description	Unit	Cond	Qty	Joints	Rec.Location	Unit Cost	Total Value
1 NS 0282 (Casing Accessories)	Connector, Box, 20", O.D.X.625" WALL, E-60/MT, BUTTWELD PREP, with protector.	EA	A	12.00		WH1- Area	0.00	0.00
2 NS 0283 (Casing Accessories)	Connector, Pin, 20", O.D.X.625" wall, E-60/MT, BUTTWELD PREP, with protector.	EA	A	5.00		WH1- Area	0.00	0.00
3 NS 0297 (Casing Accessories)	O-Ring 20" for box connector E-60/MT	EA	A	12.00		Cold container	0.00	0.00

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3. 3.E.3. "Add/Remove Items"

The pad "Add/remove Items" allow editing of existing lines or creation of new lines within the selected GRN. Note that the "Serial Number" window will only display for stock items having "Serial Numbers" in them "Items" entry.

To add a new line, user will hit the "New Button" on the right side of the screen and enter the Stock item through the above filter search, then select the condition, quantity, unit cost and "Warehouse location" where the item is received. When "Serial Nbr" window is displayed, user can enter the serial number of the item if applicable.

Note that non stock items can also be inserted in the system, the radio button "Non-Stock Item" should be selected in that case.

When the item is still not physically received, but being shipped under the client responsibility (Ex Works Supplier Facility), the check box "In Transit" should be enabled, and then the item will show under "In Transit Stock" for "Inventory Reports".

Each inserted item creates a "Receipt" Transaction with a unique number allocated by the system and Credit the selected "Warehouse Location" with the Quantity selected.

The system has 4 conditions (A/B/C/D/E) for each stock item, A is new and valuable to 100% of original price, B is old but usable and valuable to 75%, C is damaged but can be repaired with small cost and valuable to 50%, D is damaged and require huge repair and valuable to 25%, E is Junk and valuable at \$0.01

Sr Nbr	ID	Description	Unit	Qty	Cond	Location	Unit Cost	TTL Value	Tns Nbr
1	736	RT-4-400448-02 (Running Tools Rental) P/N : 4-400448-02, POST,GDE :AS GES, POST, GUIDE, F/USE W/SINGLE ARM R.O.V. POST RELEASE MECHANISM, W/ 'REGAN' TYPE POST TOPS	EA	8.00	A	YD1-TEMP		8077	
2	737	RW 5967 (Running Tools Rental) P/N : 4-401783-02, SVS, GUIDE BASE, PERMANENT, RETRIEVABLE/RE-RUNNABLE, W/ROV POST RECEPTECLES, W/2 BULLSEYE MOUNTING BRACKETS, W/2 CEMENT FUNNELS, W/ PROVISION F/TITUS, SPECIAL, F/RENTAL SUBSEA WELLHEAD SYSTEM , S/N : 40031978	EA	1.00	A	YD1-TEMP		8078	
3	738	RT-4-401030-02 (Running Tools Rental) P/N : 4-401030-02, BULLSEYE :AS SVS, BULLSEYE, 0-2 DEG RANGE, C/W LOCK DOWN & ADJUSTMENT SCREWS Pre-Installed to PGB	EA	4.00	A	YD1-TEMP		8079	
4	739	RW 6177 (Running Tools Rental) P/N : 4-401783-02, SVS, GUIDE BASE, PERMANENT, RETRIEVABLE/RE-RUNNABLE, W/ROV POST RECEPTECLES, W/2 BULLSEYE MOUNTING BRACKETS, W/2 CEMENT FUNNELS, W/ PROVISION F/TITUS, SPECIAL, F/RENTAL SUBSEA WELLHEAD SYSTEM , S/N : 40031980	EA	1.00	A	YD1-TEMP		8081	
5	740	RT-4-400434-02 (Running Tools Rental) P/N : 4-400434-02, FUNNEL, RE-ENTRY :AS SVS, FUNNEL, RE-ENTRY, F/RETRIEVABLE/RE-RUNNABLE P.G.B. Installed to PGB RW 6177 (24-10-2013), S/N : 4004288-01	EA	1.00	A	YD1-TEMP		8082	
6	741	RW 6146 (Running Tools Rental) P/N : 4-10000-02, 16" WEAR BUSHING 18-3/4" X 16" WEAR BUSHING TYPE SS-15; PROTECTS I.D. OF HOUSING, RUN AND RETRIEVED WITH MULTI-PURPOSE TOOL, S/N : H6521-05	EA	1.00	A	YD1-TEMP		8083	

3. 3.E.4. "Import from PO"

When a Po is prepared and approved prior to GRN elaboration, there is no need to retype the same lines again, user should select the Tab “Import from PO”, select the PO he/she wants to import from and then click on the Down arrow “↓” to import the lines shown on the right screen.

New Feature(s) : “Book from Stock POs” will not show under this module since they are subject to GTN instead.

3. 3.E.5. "Attachments"& "Events"

Same process than GRN in 3.3.B.4

3. 3.F. Delivery Note

Two pads are accessible upon the selection of this module, “New DN” & “Existing Entries”.

3. 3.F.1. New DN

Same process than GRN in 3.3.E.1

3. 3.F.2. Existing DNs

Same process than GRN in 3.3.E.2

3. 3.F.3. "Add/Remove Items"

Same process than GRN in 3.3.E.3, the only difference the that Each inserted item creates an “ISSUE” Transaction with a unique number allocated by the system and Debit the selected “Warehouse Location” with the Quantity selected.

3. 3.F.4. "Attachments"& "Events"

Same process than GRN in 3.3.B.4

3. 3.G. Goods Transfer Note (GTN)

Two pads are accessible upon the selection of this module, "New GTN" & "Existing Entries".

3. 3.G.1. New GTN

Same process than GRN in 3.3.E.1

3. 3.G.2. Existing GTNs

Same process than GRN in 3.3.E.2

3. 3.G.3. "Add/Remove Items"

Same process than GRN in 3.3.B.3, the only difference is that Each inserted item creates a double transaction "ISSUE" & "Receipt" a unique number allocated by the system, a debit is created on the Issuer "Warehouse Location" with the Quantity selected and a credit to the receiving "Warehouse Location". The Overall Stock will not change during GTN but warehouse locations quantities will vary.

3. 3.D.4. "Attachments" & "Events"

Same process than GRN in 3.3.B.4

3. 3.E. Stock Adjustment

Stock adjustment is a module which need to be monitored carefully, generally only one person have access to this module as it allows direct access to the stock system behind reporting structure. This access is used to rectify some previous input errors or discrepancies found during stock audits, etc.

User can either update directly existing transactions by selecting one of the Transactions displayed on the left screen or simply create a new Transaction on the right side of the screen then hits the button "Save"

ID	Adjustment Nbr	Item Description	Type	Location
823-2013	13200371 (Casing & Tubing)	02/11/2013 Casing, 16", 84#, N80, DINO VAM MS, Drift 14.822".	+	
821-2013	13200374 (Casing & Tubing)	01/11/2013 Casing, 16", 84#, N80, DINO VAM MS, Normal Drift 14.822"	-	
822-2013	13200374 (Casing & Tubing)	01/11/2013 Casing, 16", 84#, N80, DINO VAM MS, Normal Drift 14.822"	+	
819-2013	13200410 (Drill Bits)	19/05/2013 Bit, Drill, 8-1/2", Varel, Type CH3GMRS, S.No. 233510, 4"-1/2 Reg Pin, IADC 137	+	
818-2013	13200484 (Drill Bits)	19/05/2013 Bit, Drill, 8-1/2", Varel, Type CH3GMRS, 4"-1/2 Reg Pin, IADC 137	-	
816-2013	NS-0140 (Drill Bits)	19/05/2013 Bit, Drill, PDC, 8-1/4", Huges, Type HCM506Z, 6 blades, S.No. 7108732	-	
817-2013	NS-0140 (Drill Bits)	19/05/2013 Bit, Drill, PDC, 8-1/4", Huges, Type HCM506Z, 6 blades, S.No. 7108732	+	
815-2013	13200262 (Wellhead 55-15)	06/05/2013 Wellhead, Housing, Rigid Lock Down, 30", 55-15, Part No. 380021-02, fitted to the 30" housing extension joint with Salsa No. 13200264	+	
813-2013	13200327 (Casing Accessories)	20/04/2013 Drift, mandrel, 9-5/8" Casing, 47 lb/ft, Dia=8.525"	+	
811-2013	13200361 (Casing & Tubing)	20/04/2013 Casing 13-3/8", L80, 72#, Hydrill SLX, R3, Special Drift 12-1/4"	-	
812-2013	13200260 (X overs & Pups)	20/04/2013 Crossover, 10-3/4" VT pin x 9-5/8" SLIJ-H pin 53.5#, L-80, P/N:4-955601-43.	+	
809-2013	13200398 (Casing & Tubing)	04/04/2013 Tubing, 4-1/2" x 15.10 lb/ft P110 VAM TOP Regular, Range 3, Drift 3.700".	-	
810-2013	13200398 (Casing & Tubing)	04/04/2013 Tubing, 4-1/2" x 15.10 lb/ft P110 VAM TOP Regular, Range 3, Drift 3.700".	-	
808-2013	13200339 (Casing & Tubing)	03/04/2013 Casing, 11-3/4", P110, 65pf, SLIJ-H, Drift 10.525".	+	
807-2013	13200302 (Casing & Tubing)	02/04/2013 Casing, 7", P110, 38#, VAM TOP, R3, Drift 5.794".	-	
804-2013	13200400 (Casing & Tubing)	27/03/2013 Tubing, 4-1/2", 13.5#, L80, VAMP TOP, R3, Drift 3.794".	+	
803-2013	13200352 (Casing & Tubing)		-	

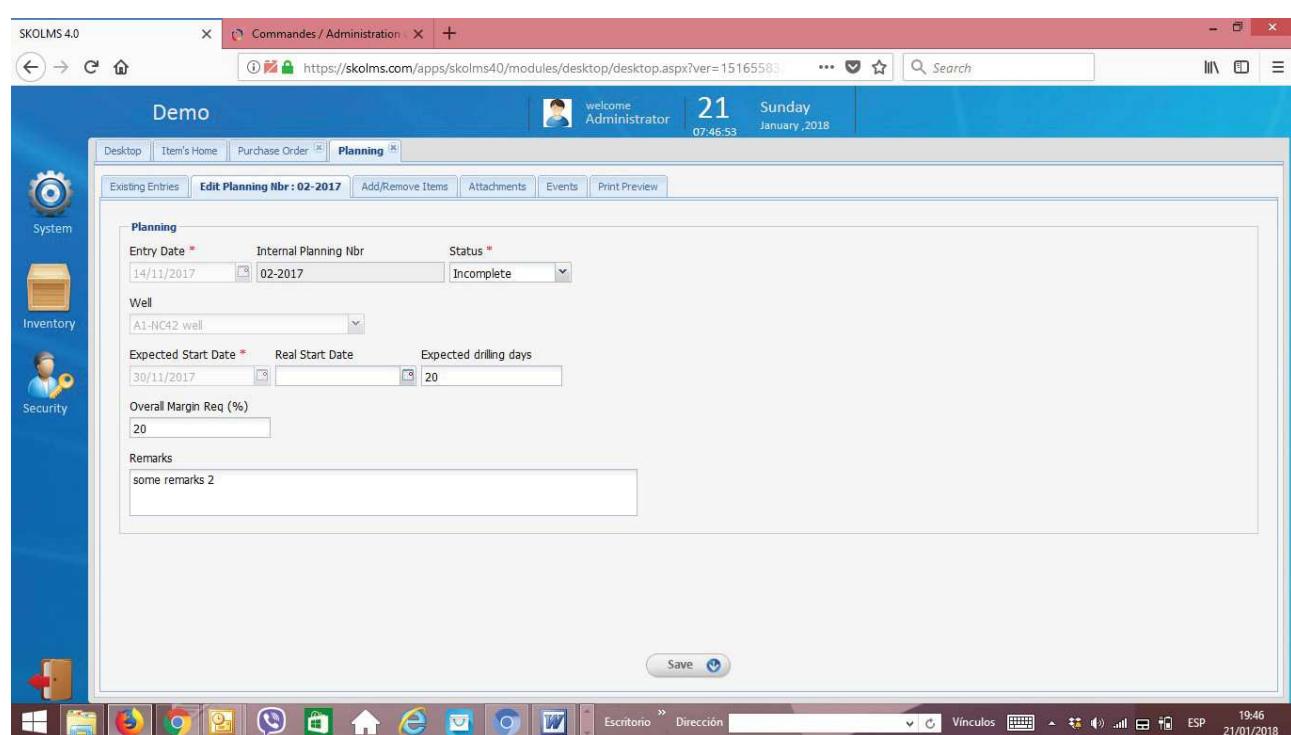
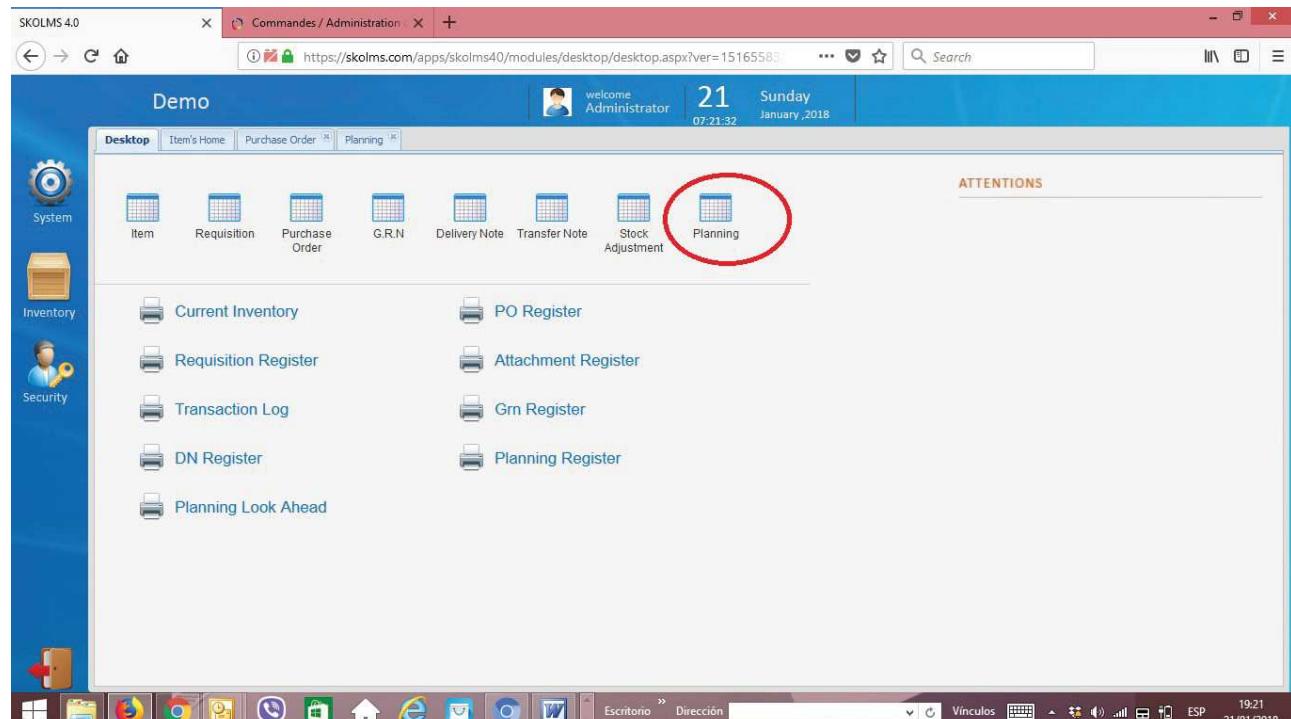
Adjustment Date *: 19/05/2013 Adjustment Nbr: 818-2013 Adjustment Type: Decrease Qty or Joints
 Description: Bit, Drill, 8-1/2", Varel, Type CH3GMRS, 4"-1/2 Reg Pin, IADC 137
 Warehouse: VHL - SHA3-1 Serial Nbr:
 Qty *: 1 Condition: A
 Remarks: Bit s/n:233512 sent to Tripoli and not 233510 DN 10-00162

Save New

3. 3.F Planning & Lookahead

To minimize the risk of equipment shortage, chiefly for Batch drill operations, this module has been created to give the user one of two years look-ahead and therefore spot any shortage in the Supply Chain. A planning Module has been added to the Reports Section as per figure 3.3.F.1 in order to add planned equipment for Specific Well with date's requirements as per figure 3.3.F.2

Once Wells requirements are complete, user can visualize the "Look Head report" for all equipment or for specific item as per Figure 3.3.F.4, the system will show the look ahead for each stock item in the selection according to stock figures and planned consumptions and shortages will be displayed in Red Color.



SKOLMS 4.0 X Commands / Administration X +

https://skolms.com/apps/skolms40/modules/desktop/desktop.aspx?ver=15165583

Demo welcome Administrator 21 Sunday January, 2018 07:47:10

Desktop | Item's Home | Purchase Order | Planning

Existing Entries | Edit Planning Nbr : 02-2017 | Add/Remove Items | Attachments | Events | Print Preview

Registered Item Non-Stock Item

You can type and search your item by Vocab Nbr, Description or Equipment

Description *

Condition * Qty * Nbr of Joints * Unit Cost Total Value

Margin % Qty With Margin Joins With Margin

Save New

ID	Description	Unit	Cond	Qty	Joints	Margin %	Qty W/Margin	Joint W/Margin	Qty Used	Joints Used	
8	13200076 (Float Equipment) COLLAR JOINT, FLOAT, 9-5/8", 47#, L80, NR, H523, W.O:19791, PN-3, mounted on casing 9-5/8", 47#, L80, H523 pin x box, 40.12 ft	EA	A	100.00	25	15.00	115.00	28	0.00	0	
9	240-413-1085 (Float Equipment) Float Shoe 13-3/8", Hydrill Supreme LX 72#, L80 4-1/4" Super SEAL II VALVE SLX BOX x PIN WELDED With Casing 13-3/8", L80, 72#, Hydrill SLX, R3, Special Drift 12-1/4"	EA	C	250.00	5	20.00	300.00	6	10.00	0	

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https://skolms.com/apps/skolms40/modules/desktop/desktop.aspx?ver=15165622

Demo welcome Administrator 21 Sunday January, 2018 08:19:46

Desktop | Item's Home | Planning Look Ahead

Filter Criteria

Years Lookahead
Two Years Lookahead

As on date
01/01/2017

Vocab Nbr External Vocab Nbr

Item Description

Equipment Type

Demo Company Printed On : 21/01/2018 01:18 PM Page : 1 of 1

Planning Look Ahead

Vocab	Item Description	Equipment Type	Cond	Unit	Unit Cost			01/01/2017		02/01/2017 - 01/02/2017	
						Qty	Joints	Qty	Joints		
i13	Casing, 7-5/8", 39#, L80 SLU-II, SLU-II, R3, SPECIAL DRIFT 6.500".	Casing & Tubing	A	FT	0.00	Starting Stock	16,648	358	16,648	358	
						On Order To Receive	0	0	0	0	
						On Order Remaining	1,500	31	1,500	31	
						To Consume	0	0	0	0	
						Stock Balance	16,648	358	16,648	358	
i12	Casing, chrome, 7", 26#, 65VS22, Vam Ace, R3	Casing & Tubing	A	FT	0.00	Starting Stock	675	15	675	15	
						On Order To Receive	0	0	0	0	
						On Order Remaining	0	0	0	0	
						To Consume	0	0	0	0	
						Stock Balance	675	15	675	15	

Print Close

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3. 3.G Printouts & Extracts

All printout can be extracted for offline use under Excel, PDF, TIFF, and other formats

3. 3.G.1 Current Inventory

"Current inventory" is one of the most important reports in the system, not only to display actual stock in all of specific warehouses, but to display also stock values in any specific date. User can filter on the displayed list by using the filter fields on the top of the screen ("Stock date", "Stock card nbr", "Item Description", "unit", "Warehouse" & "Equipment Type" and then Hit the button "Print" to display the list of items satisfying the filter criteria

New Feature(s) : "Secondary Vocabulary number" is added in the filter screen and multiple criteria in the "Description" field, user can therefore filter on "N80 13 casing 3/8 Dino" to search for "13-3/8" CSG, N80, DINO VAM"

The screenshot shows the SKOLMS 4.0 software interface for 'Current Inventory'. The main window displays a grid of items from various warehouses, including Aulnoye, Buffer Perenco Stock, Customs Warehouse, and Perenco Existing Stock. The columns include Sr. Nbr, Vocab, Item Description, Equipment Type, Cond, Unit, Unit Cost, Executed Stock, In-Transit Stock, and On Order. The 'Warehouse' column lists the locations: 0, Aulnoye, Buffer Perenco Stock, Customs Warehouse, and Perenco Existing Stock. The 'Vocab' column contains secondary vocabulary numbers like 'Tubing, 3 1/2"; 9,2ppf, VM80 13CR, VAM TOP, range 2 Tubing' and 'CASING 13 3/8 68 N80 Dino VAM R3'. The 'Item Description' column provides detailed descriptions of the items. The 'Equipment Type' column shows categories like 'Tubing' and 'Casing'. The 'Cond' column indicates condition codes. The 'Unit' column specifies units of measurement. The 'Unit Cost' column shows the cost per unit. The 'Executed Stock' column shows quantities and joint counts. The 'In-Transit Stock' column shows quantities and joint counts. The 'On Order' column shows quantities and joint counts.

3. 3.G.2 Transactions Register

"Transactions Register" is very useful to track historical movement for a particular stock item or for specific WELL. User have to select the timeframe of the search in "From date" and "To date" then if required specific transactions on a specific Vocab, type the Vocab number and hit the "Print" button.

New Feature(s) : "Secondary Vocabulary number" is added in the filter screen and multiple criteria in the "Description" field, user can therefore filter on "N80 13 casing 3/8 Dino" to search for "13-3/8" CSG, N80, DINO VAM"

Tns Id	Doc Nbr	Item Nbr	Description	Type	Unit	From Location	To Location	Cond	Qty	Joints	Unit Cost	Value	M
5	Grn : 02-2014	1040563	CASING 9 5/8"; 47# L80 VAM TOP R3	Casing	Meter	VAM	VAM Stock	A	6500.00	500	0	0	Oct 26, 2014
6	Grn : 02-2014	1040733	Pup Joint: 4 1/2"; 12.6ppf; L80; VAM TOP; "Range" 3 m	X overs & Pups	EA	VAM	VAM Stock	A	50.00		0	0	
7	Grn : 02-2014	1054942	Tubing 3 1/2"; 29ppf; VAM 13CR; VAM TOP; range 2	Tubing	Meter	VAM	VAM Stock	A	5000.00	625	0	0	
9	Grn : 03-2014	1040732	Pup Joint: 4 1/2"; 12.6ppf; L80; VAM TOP; "Range" 3 m	X overs & Pups	EA	VAM	POG1	A	50.00		0	0	Oct 30, 2014
10	Grn : 03-2014	1037526	Tubing 2 7/8"; 6.4ppf; L80; VAM TOP; Range 2	Tubing	Meter	VAM	POG1	A	2000.00	250	0	0	
11	Grn : 04-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	PTCT	PTCT	A	20000.00	1538	0	0	Oct 31, 2014
12	TR : 02-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	PTCT	POG Port	A	10000.00	769	0	0	
13	TR : 03-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	PTCT	Buffer Perenco Stock	A	5000.00	984	0	0	
14	TR : 05-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	POG Port	Rack 101 - Customs	A	10000.00	769	0	0	
15	TR : 06-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	Rack 101 - Customs	DIABA1	A	10000.00	769	0	0	
16	DN : 01-2014	1040564	CASING 7"; 29ppf; L80; VAM TOP; Range 3; special drift 6.125"	Casing	Meter	DIABA1	Perenco	A	10000.00	769	0	0	
1	Grn : 01-2014	1040562	CASING 13 3/8 68 N80 Dino VAM R3	Casing	Meter	Perenco	Perenco Existing Stock	A	6500.00	500	0	0	Nov 03, 2014
2	Grn : 01-2014	1040731	Pup Joint: 4 1/2"; 12.6ppf; L80; VAM TOP; "Range" 1 m	X overs & Pups	EA	Perenco	Perenco Existing Stock	A	50.00		0	0	
3	Grn : 01-2014	1054942	Tubing 3 1/2"; 9.2ppf; VAM 13CR; VAM TOP; range 2	Tubing	Meter	Perenco	Perenco Existing Stock	A	5000.00	625	0	0	
4	Grn : 01-2014	1037526	Tubing 2 7/8"; 6.4ppf; L80; VAM TOP; Range 2	Tubing	Meter	Perenco	Perenco Existing Stock	A	5000.00	625	0	0	
17	Grn : 04-2014	1040562	CASING 13 3/8 68 N80 Dino VAM R3	Casing	Meter	PTCT	Customs Warehouse	A	3000.00	230			Nov 04, 2014

3.4. Security Menu

3. 4. A. Users

"Users" menu is generally accessible by the Administrator only or by users mandated by the Administrator, the list on the left of the screen shows all user's created and the right screen allows new user's creation.

The screenshot shows the 'Users' module of the SKOLMS 4.0 application. On the left, there is a sidebar with icons for System, Inventory, and Security. The main area has a title bar 'Demo' and a header with the date '23 Saturday November 2013'. Below the header is a navigation bar with tabs: Desktop, Item's Home, Current Inventory, Stock Adjustment, and Users. The 'Users' tab is selected. The main content area contains a table with columns: User Id, User Name, and Designation. The table lists numerous users with their respective IDs, names, and roles. To the right of the table is a form for creating a new user, including fields for User Name, Password, Designation, Role (Male/Female), and a checkbox for 'Do not allow this user to login'. At the bottom are buttons for Save, New, and Close.

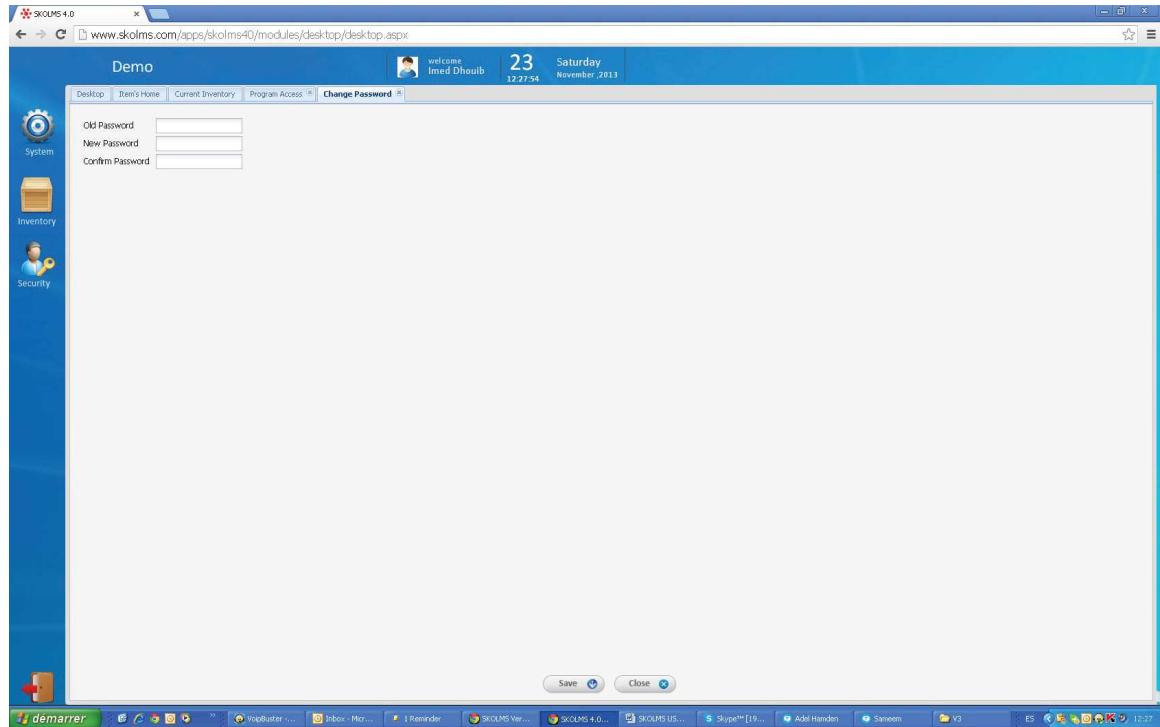
3. 4. B. Programs Access

"Programs Access" is the screen used by Administrator to define different access to each user in the system. The user name is selected on the Drop down list on the top of the screen and accesses to each module is selected through Check boxes. There are four (04) different accesses in each module (View, Insert, Modify and remove)

The screenshot shows the 'Program Access' module of the SKOLMS 4.0 application. The interface is similar to the 'Users' screen, with a sidebar, a title bar 'Demo', and a header with the date '23 Saturday November 2013'. The 'Program Access' tab is selected in the navigation bar. The main content area shows a table with columns: Group Name, Feature, View, Insert, Modify, and Remove. The table is organized into sections for 'System' and 'Inventory'. Under 'System', there are entries for Accounts Codes, AFC, Countries / States, Equipment Types, Parties, Permits, Ports, Units, and Warehouse. Under 'Inventory', there are entries for Delivery Note, G.R.N, Item, Stock Adjustment, Transfer Note, and DN General Log. Each entry has checkboxes for View, Insert, Modify, and Remove. At the bottom are buttons for Save, Close, and a red 'New' button.

3. 4. C. Change Password

This screen is accessible by all users in order to change them passwords when needed.



3. 4. D. Restore Password

"Users" menu is generally accessible by the Administrator, or by users mandated by the Administrator, in order to override any user password with a new one when the old one is forgotten.

