
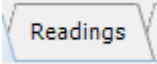
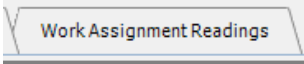



Helpful Hints

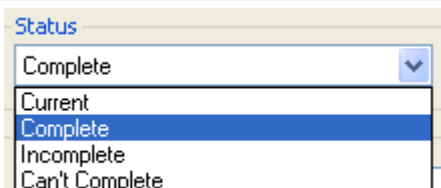
- Readings can have the following statuses: Current; Complete; Incomplete; Can't Complete
- If a Reading has been marked by the Creator as 'Response Required' but an Operator does not respond *before the end of the current shift*, the text describing the Reading will appear in **red** and the Reading will re-appear at the top of the Priorities screen (and the Reading screen) for the next shift.
- In order to remove the Reading in **red**, respond to the Reading.

Procedure



- On the navigation pane, click Readings icon  to navigate to the Readings screen.
- Click the Readings tab  or Work Assignment Readings  tab (located on the top of your screen) to navigate to the Readings.
- Click in the Readings display grid to select/highlight the active Reading you wish to respond to.
- Click Respond button (located on the middle of your screen)  to respond to the selected/highlighted Reading.
- Fill up the Relevant values by selecting dropdown or providing numeric or Alphanumeric values.

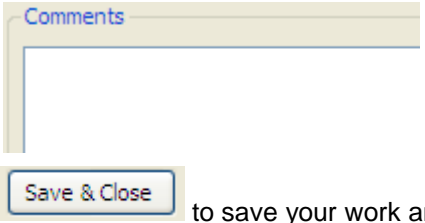
Name	Last Reading	New Reading	Comment
Crude Density	901.211	901.607	
Crude Charge Rate	5211.948	5194.438	
Reduced Crude Rate	2115.574	2146.833	
LVGO Flow Rate	750.507	749.882	
Kero Flow Rate	543.703	542.950	
COH Rate	916.758	934.481	
Crude Wash Water pH	6.019	6.128	
Vacuum Feed Rate	2592.451	2600.536	
Vacuum Bottoms Rate	628.226	620.027	
Pretreater Feed Rate	2363.958	2374.687	
De-Ethanizer Charge Rate	2466.462	2511.792	
abc	87		



- Click the drop-down arrow in the Status box  to select a status for the Reading.
- Click to choose desired status. For example, click 'Current' to select it from the list.

Note: Status can be set to Current; Complete; Incomplete or Can't Complete. Choose 'Current' if you are still working on the task. Choose 'Complete' if you were able to complete the task. Choose 'Incomplete' if you began to complete the task but for some reason were unable to finish it. Choose 'Can't Complete' if you were unable to begin the task.

Note: If you set the Status to either 'Incomplete' or 'Can't Complete' be sure to include an explanation.

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8. Click in the Comments box and type in information to provide a response.
9. Click Save & Close button to save your work and close the Reading Response screen.