

# PLANNINGDBMS USER MANUAL


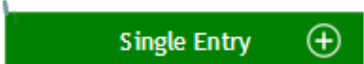




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The planningDBMS is a web application developed to store historic records for the planning division.

The application was developed on microsoft .Net development platform using c# (C Sharp) as the front end and MS-SQL server as the database.

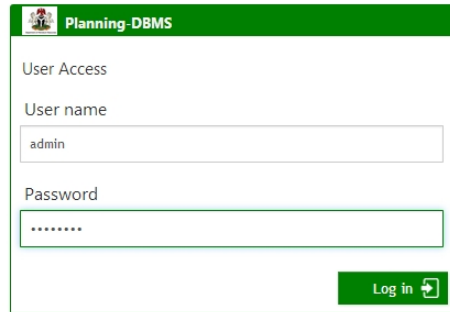
## 1. Symbols Used

the table below shows the various icons used on any of the interfaces and the related actions

	icon	Action signified
I		Click on this button to select a microsoft excel spreadsheet of the data to be uploaded
ii		To display a form for data entry
iii	 - excel	Anywhere the microsoft excel logo appears, either of two actions can be performed. a. export the data in view to microsoft excel. This is normally the case with reports. b. download a sample data template to mass upload record. it is important to always download this template in order to format the data to be uploaded in the right order.
Iv	 - pencil	Used to edit a record
V	 -trash	To delete a record
Vi	 padlock with key	Used to change user password

## 2. Accessing the Solution

- I. visit [www.planningdbms.dpr.gov.ng](http://www.planningdbms.dpr.gov.ng)
- II. login with your username and password. On successful login, you will be redirected to a dashboard where you can perform any of the task associated with your user profile on the portal.



**Planning-DBMS**

User Access

User name

admin

Password

\*\*\*\*\*

**Log in**

a.

### 3. User Account

#### 3.1 Dashboard

The Userdashboard is the landing page for any logged in user. it contain links to all the task that can be performed by the logged in user.

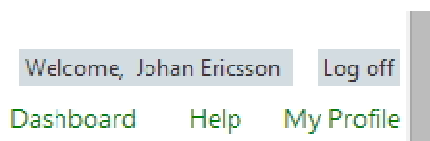


Click on any of the links in your view to perform the underlining task.

#### 3.2 User Menu

each logged in user has two menu categories.

The main menu for performing user specific task.



The user role menu accessible from the left column on each page

## 4. Users & Roles

there are three(3) user roles on the system, namely

### 4.1 Data Entry

The data entry roles is designed for any user responsible for entering day-day records on the system.

Data Entry	Reports
Production	General Reports
Well Workovers	Report Builders
Well Completion	
Projects	
Incidents	

This user will also have access to all system reports.

#### 4.1.1 Standard User

This role is designated for anyone that needs to extract data from the system. this user can either use the general report or the report builder.

#### 4.1.2 Administrator

This role is required to manage the entire application, creating user accounts and other fundamental variables.

## 4.2 User Management

only the administrator can setup or modified user details. The logged in user can however update his record using the user profile menu item on the main menu.

### 4.2.1 Create a new user;

- login as an administrator
- Select Users under the administration menu item
- click on add user menu

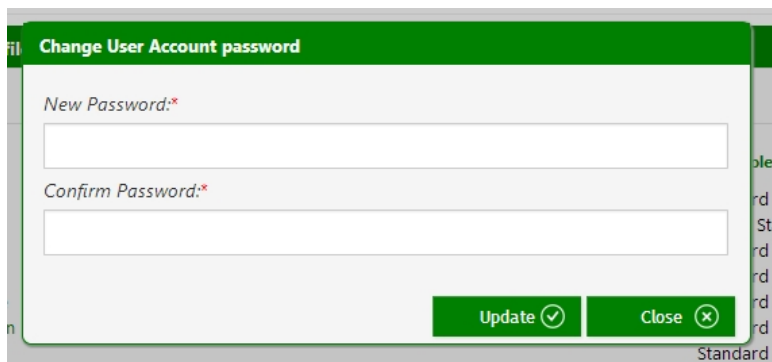
S/N	User Name
1	adegbola
2	admin3
3	ajayi
4	ajewole
5	akinyosoye
6	animashaun
7	anyanwu
8	ayodeji
9	ayuba
10	babsjonah
11	badmus
12	balarabe

User Roles	Action
Standard User;	
Admin; Standard User; Data Entry;	
Standard User;	
Standard User;	
Standard User;	
Standard User;	
Standard User;	
Standard User;	
Admin; Standard User; Data Entry;	
Standard User;	
Standard User;	
Standard User;	

- Enter the details of the user and click submit to create the user account.

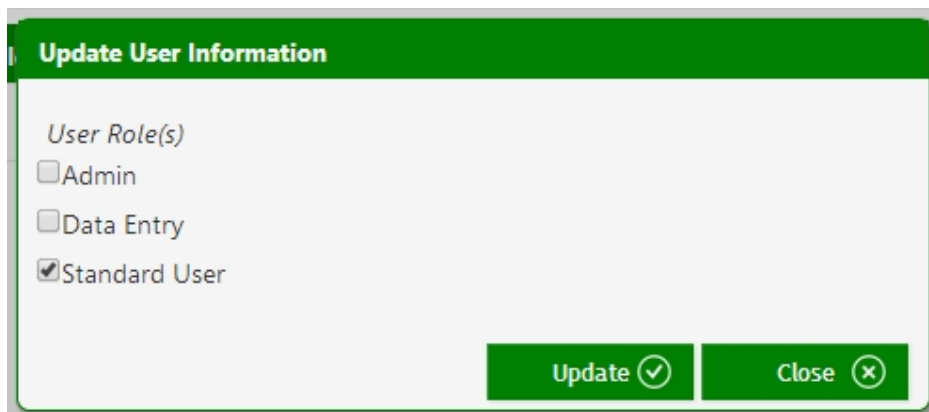
#### 4.2.2 Edit User Account

- i. login as administrator
- ii. browse to the user profile to be edited
- iii. To Update the user profile
  - a. Click the username to display the user details a form.
  - b. Edit the required fields and click the update button
- iv. To Change Password
  - a. Click the padlock with a key in it to display the new password form





A dialog box titled "Change User Account password" with a green header. It contains two text input fields: "New Password:\*" and "Confirm Password:\*". At the bottom right, there are two buttons: "Update" with a green checkmark icon and "Close" with a red X icon.

- b. Click update when done.
- v. To Change Role
  - a. Click the pencil symbol to display the user role management form



A dialog box titled "Update User Information" with a green header. It contains a section labeled "User Role(s)" with three checkboxes: "Admin", "Data Entry", and "Standard User". The "Standard User" checkbox is checked. At the bottom right, there are two buttons: "Update" with a green checkmark icon and "Close" with a red X icon.

- b. Add or remove roles as required.
  - c. Click the update button to button to apply the changes.

<p> <b>Administration</b></p> <p>Users</p> <p>Companies</p> <p>Fields</p> <p>Wells</p> <p>Blocks</p> <p>Equipments</p> <p> <b>Settings</b></p> <p>Project Types</p> <p>Equipment Types</p> <p>Well Workover Reason</p> <p>Well Classes</p> <p>Well Classifications</p> <p>Well Type</p> <p>Well Completion Types</p> <p>Terrains</p> <p>Zones</p> <p>Sectors</p> <p>Products</p> <p>Incident Types</p>	<p>The administrator can select any of the menu items to the left and manage the underlisted record.</p> <p>Principally, the administrator is expected to manage system settings upon which data entry operations are performed.</p> <p>Other activities that can be performed other than setting up these parameters include update or data removal as the situation demands.</p>
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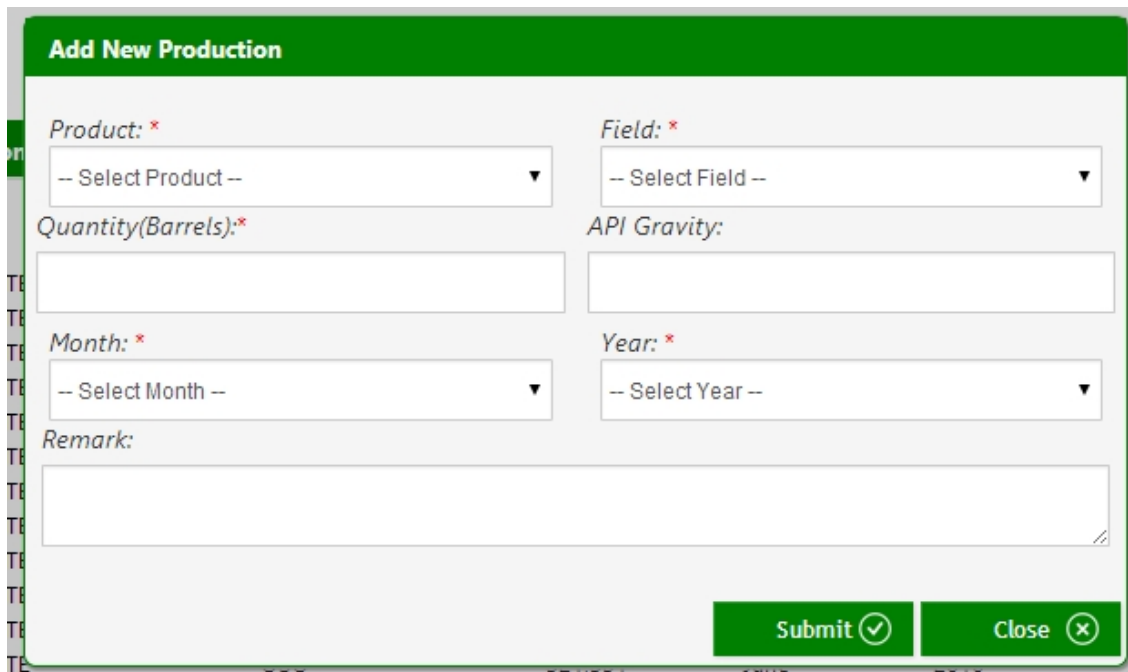
## 5. DATA ENTRY

To perform any data entry operation, the logged in user is required to click on the item type that data needs to be entered.

Manage Productions							
S/N	Product	Field	Quantity(Barrels)	Month	Year	Remark	Action
1	CONDENSATE	IBEWA	559,852	January	2010		 
2	CONDENSATE	OSO	480,202	January	2010		 
3	CONDENSATE	IBEWA	123,331	February	2010		 

There are two(2) ways of uploading data into the system, namely; Bulk Upload and Single entry.

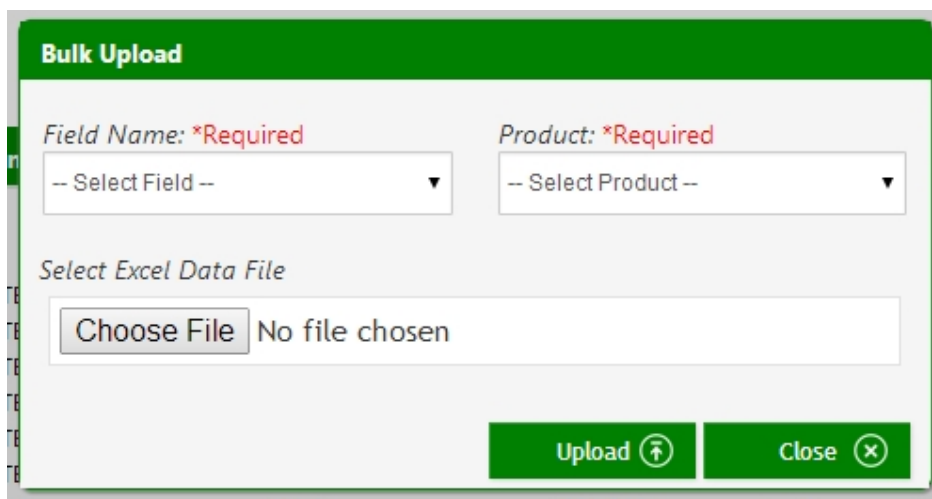
While the bulk upload allows the uploading of multiple records at once, the single entry button provides the user with a form to enter all specified data one at a time.



The screenshot shows a web form titled "Add New Production" with a green header. The form contains several input fields: "Product: \*" and "Field: \*" are dropdown menus with "-- Select Product --" and "-- Select Field --" respectively. "Quantity(Barrels):\*" and "API Gravity:" are text input fields. "Month: \*" and "Year: \*" are dropdown menus with "-- Select Month --" and "-- Select Year --" respectively. There is a "Remark:" text area. At the bottom right, there are two green buttons: "Submit" with a checkmark icon and "Close" with an 'x' icon.

on successful completion of the form, the user is required to click the submit button for the data to be saved in the database.

To use the bulk upload tool, we have provided a data entry template which must be downloaded from the relevant page and used to format the data to be uploaded.



The screenshot shows a web form titled "Bulk Upload" with a green header. The form contains two dropdown menus: "Field Name: \*Required" with "-- Select Field --" and "Product: \*Required" with "-- Select Product --". Below these is a section titled "Select Excel Data File" with a "Choose File" button and the text "No file chosen". At the bottom right, there are two green buttons: "Upload" with an upward arrow icon and "Close" with an 'x' icon.

After providing all the required data for the bulk upload, the user is expected to click the upload button to populated the data in the attached file in the database.


## 6. Reporting



The reporting tool provides the user, two ways of accessing reports about the dataset in the database.

General Reports	Report Builders
Production Reports	Production Reports
Well Workover Reports	Well Workover Reports
Well Completion	Well Completion Reports
Well Report	Well Reports
Incident Report	Field Reports
Project Reports	Incident Reports
Equipment Report	
Block Report	

General reports are a pre-made reports ready to be printed or exported to excel.

Retrieve Well Completion Reports by Period.

Year: -- Select Year -- Month: -- Select Month -- Search 

Production Report Data									
S/N	Company	Field	Block	Product	Quantity(Barrels)	Terrain	Zone	Production Period	Remarks
1	TOTAL EXP & PROD NIGERIA LTD	IBEWA	OML 58	CONDENSATE	67,376	ONSHORE	Not Available	July/2012	

export to excel

The report Builder tool provides the user with the ability to filter items upon which the report is based.

### 6.1 Report Builder

The following steps are required to build a report using the report builder tool

Use a previous query: -- List is empty -- Go  Select Query Criteria 

Production Report

- navigate to the report typed to be built.
- Select Query criteria** button (see image above). this will present a form with all the available filter fields for the selected report type.

Product:

< All >

Block Type:

< All >

Zone:

< All >

Production Year:

< All >

Field:

< All >

Terrain:

< All >

Company:

< All >

Production Month:

< All >

Generate Rport

Close

choose all the filter fields that is applicable to the report you which to build,

iii. Click on the Generate Report button. All record that meet the selected criteria will be displayed afterwards

Use a previous query:

-- List is empty --

Go

Select Query Criteria

Save Query

S/N	Company	Field Name	Block	Block Type	Zone	Technical Allowable
1	Not Available	ABAK ENIN	OML 109	OML	Not Available	
2	ATLAS PETROLEUM NIGERIA LTD	EJULEBE	OML 109	OML	Not Available	

iv. The Save Query link at the right hand side of the result set allows the user to save the report for future use. The provided excel icon beside the print icon also alllows the user the ability to export the generated report into microsoft excel.