
SPEX

Online Planning Tool

User Guide

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1 System Overview

1.1 System Description

The Malampaya Online Planning Tool is a web-based database application that is used to manage and monitor the personnel on board the Malampaya platform at any given time. The application is used for planning and optimizing the activities on the platform along with the personnel required for each activity.

1.1.1 Main Application Screen

Application Title

Version No.

Toolbar

Current User

Main Menu

Application Modules Window

1.2 Main Menu

The Main Menu is located at the upper right hand portion of the main screen just beside the User name display.

Click the Main Menu button to see all the available modules

Select an item from the menu options

Click on an item on the main menu to view a specific module.

The system then displays the selected application module.

The screenshot shows the SPEX Online Planning Tool interface. On the left, there is a sidebar with a search bar and a list of modules under 'Core' and 'Non-Core'. The 'Core' section includes 'Operations Core Crew' (selected), 'Maintenance Core Crew', 'Crane Operator', 'Facility Services', 'Medic', 'PMs & CMS Workload', 'RIM Inspectors', 'Fabric Maintenance Core Crew', 'Engineering Crew', and 'Upmanning: Facility Services'. The 'Non-Core' section has one item. At the top right, it says 'User: Archangel Villarojo (Administrator)' and has icons for add, edit, and delete. The main area is titled 'Team Details' and shows a table of team members. A red arrow points from the text 'Teams module selected' to the 'Operations Core Crew' entry in the sidebar.

Name	Company	Position	Del
Albert Emas	Ops_SPEX	OIM A	X
Aldin Dela Cruz	Ops_SPEX	OE A	X
Alex Pangilinan	Ops_SPEX	OE A	X
Alexander Rico	Ops_SPEX	OE B	X
Angelique Manlangit	Ops_SPEX	OE A	X
Ariel Benipayo	Ops_SPEX	OE A	X
Armando Malaluan	Ops_SPEX	OTL A	X

Teams module selected

1.3 Application Modules

1.3.1 Personnel Module

The personnel module is used to manage the list of people who are registered in the system as resources for the various activities carried out on the platform. In this module, the relevant information and other pertinent details for each person can be recorded.

1.3.2 Teams Module

The teams module is used to manage the various teams that are registered in the system where members are assigned for various activities on the platform. In this module, the members of each team can be managed along with other pertinent details regarding each team.

1.3.3 STIAP View

The STIAP (Short Term Integrated Activity Plan) view is an integrated view of activities for a given month. In this view, no names are displayed but the count of POB for each day is shown. The activities are sorted by activity priority classification.

1.3.4 POB Calendar

The POB (Personnel On Board) calendar is a calendar view of all the scheduled activities on the platform including the personnel required for each activity. The calendar show a total off the people on board at any given time based on the plan.

1.3.5 POB Profile

The POB (Personnel On Board) profile is a stacked bar chart that shows the count of POB per day, grouped by teams. In this view, the start and end date can be specified.

1.3.6 Settings

The settings module contain various software settings that are required by the application.

2 Personnel Module

2.1 Personnel Module Screen

List Sorting Option

Search Box

Command Buttons

Personnel Listing

Personnel Details

GLMS Section

2.2 Viewing and Searching Personnel Records

2.2.1 Viewing Personnel Records

Click on a name in the **Personnel Listing** and the details of the selected person will be displayed on the left side of the screen

Selected Person

Details Displayed

2.2.2 Sorting Personnel Listing

By default, the Personnel Listing is sorted alphabetically **By Name**. However, users can change how the personnel listing is displayed.

A screenshot of the SPEX Online Planning Tool interface. At the top left is a search bar with placeholder text "Search...". Below it is a dropdown menu with options: "By Name" (selected), "By Company", and "By Position". Underneath this menu, there is a list of names: "Abdul Najeer Jainulabedeen" and "Abelardo Papa". A red arrow points from the text "List Sorting Options" to the "By Company" and "By Position" dropdown items.

Using the pull-down list just under the search box, users can choose to display personnel **By Company** or **By Position**. The screen shots below show the various list sorting options.

Two side-by-side screenshots of the personnel listing. The left screenshot shows the "By Company" sorting option selected, with a red circle highlighting the dropdown menu. The list contains entries like "ENG_Argo", "ENG_BENTLEY NEVADA", "ENG_BRWP", etc. The right screenshot shows the "By Position" sorting option selected, with a red circle highlighting the dropdown menu. The list contains entries like "Abseiler (Level 1)", "Abseiler (Level 2)", "Abseiler (Level 3)", "Abseilers Shaft 1,2,3,4", etc.

Users can expand or collapse the Personnel Listing by using the up and down arrow icons. On the example below, if the **Personnel Listing** is sorted **By Name**, then users can expand and collapse the list by the first letter of each name.

A screenshot of the personnel listing interface. The "By Name" dropdown menu is circled in red. The list is currently collapsed, showing only the first letter of each name (A through L) in the main body, each preceded by a small square icon with a downward arrow. A red arrow points from the text "Click the down arrow to expand the list group" to the downward arrow icon next to the letter "C". Another red arrow points from the text "Click the up arrow to collapse the list group" to the upward arrow icon next to the letter "C". The right panel shows the expanded list for the letter "C", listing individual names: Callum Smith, Calvin De La Cerna, Camilo Colcol, Capt Carlos Sabarre, Carlos Gobangco, Caroline Mae Janairo, Carolyn Esmenda, Carpo de Torres, and Catalin Mihai. Each name is preceded by a small square icon with a downward arrow, indicating they are part of the expanded group.

After expanding the desired list group, click on a name in the **Personnel Listing** and the system will display the details for the selected person.

Selected Person

Details Displayed

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="radio"/>	1 yr		
BOSIET/FOET	<input checked="" type="radio"/>	4 yrs		
HUET	<input type="radio"/>			
HUET Dispensation	<input type="radio"/>			
PTW Users Training	<input checked="" type="radio"/>	2 yrs		
PICWS Training	<input type="radio"/>	2 yrs		
Malaria Briefing	<input type="radio"/>	1 yr		
Donut Training	<input type="radio"/>			

2.2.3 Search Function

Users can use the **Search...** function to look for specific names in the **Personnel Listing**.

1 In the **Search...** box, type-in the name to search

2 Click on the magnifying glass button to start the search

3 The search results will be displayed in the **Personnel Listing**

4 Use the up or down arrow keys to expand or collapse the list to view other matching names

5 Other matching names displayed

2.3 Adding New Personnel

To add new personnel, click the **Add** command button.

Personnel Details

Full Name	Certificate	Req	Freq	Issued	Expiry
Abd Halim	FTW Clearance	<input checked="" type="checkbox"/>	1 yr		
	BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
	HUET	<input checked="" type="checkbox"/>			
	HUET Dispensation	<input checked="" type="checkbox"/>			
	PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
	PICWS Training	<input checked="" type="checkbox"/>	2 yrs		
	Malaria Briefing	<input checked="" type="checkbox"/>	1 yr		
	Donut Training	<input checked="" type="checkbox"/>			

Functional Sponsor_Company: MEx_Esprat

Position: Abseller (ESPRAT Malaysia)

Current and upcoming activities:

Activity	Start	End	MOB	DEMOB	Night Shift

A blank details form will then be displayed as shown below.

Personnel Details

Full Name	Certificate	Req	Freq	Issued	Expiry
Enter full name	FTW Clearance	<input checked="" type="checkbox"/>	1 yr		
	BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
	HUET	<input checked="" type="checkbox"/>			
	HUET Dispensation	<input checked="" type="checkbox"/>			
	PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
	PICWS Training	<input checked="" type="checkbox"/>	2 yrs		
	Malaria Briefing	<input checked="" type="checkbox"/>	1 yr		
	Donut Training	<input checked="" type="checkbox"/>			

Functional Sponsor_Company:

Position:

Current and upcoming activities:

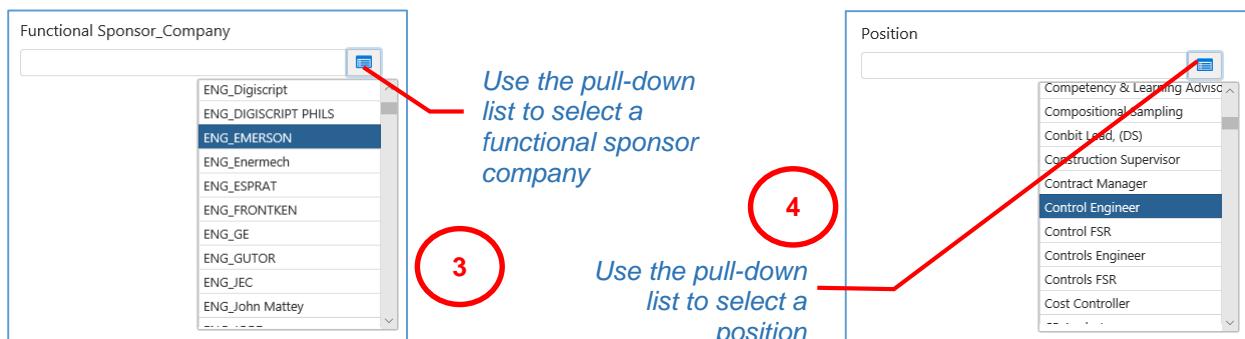
Activity	Start	End	MOB	DEMOB	Night Shift

Cancel Save

On the **Full Name** box, type-in the name of the new personnel to be added.

Personnel Details

Full Name
Sheldon Cooper



Note: Changes to the GLMS details can only be made when on edit mode (i.e. using the **Edit** command).

A table titled 'GLMS' showing various certificates with their requirements (Req) and frequencies (Freq). The table includes columns for Certificate, Req, Freq, Issued, and Expiry. A large blue 'Ban' symbol is overlaid on the table. A red arrow points from the 'Ban' symbol to the text "Ban symbol indicating that GLMS data cannot be entered during creation of record".

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	☒	1 yr		
BOSIET/FOET	☒	4 yrs		
HUET	☒			
HUET Dispensation	☒			
PTW Users Training	☒	2 yrs		
PICWS Training	☒	2 yrs		
Malaria Briefing	☒	1 yr		
Donut Training	☒			

Once all the entries are completed, click the **Save** button.

The screenshot shows the 'Personnel Details' screen. On the left, there is a search bar and a list of personnel names starting with 'A'. In the center, there is a form for entering details: 'Full Name' (Sheldon Cooper), 'Functional Sponsor_Company' (ENG_EMERSON), and 'Position' (Control Engineer). To the right, there is a table for 'GLMS' data entry with columns for Certificate, Req, Freq, Issued, and Expiry. At the bottom right of the screen, there are 'Cancel' and 'Save' buttons, with the 'Save' button being circled in red.

The system then returns to the main **Personnel Details** screen displaying the new person that was added.

GLMS Detail Displays Default Required Certification for New Personnel

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="checkbox"/>	1 yr		
BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
HUET	<input checked="" type="checkbox"/>			
HUET Dispensation	<input checked="" type="checkbox"/>			
PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
PICWS Training	<input checked="" type="checkbox"/>	2 yrs		
Malaria Briefing	<input checked="" type="checkbox"/>	1 yr		
Donut Training	<input checked="" type="checkbox"/>			

2.4 Editing Personnel Records

By default, while viewing personnel details, the data items are locked and cannot be edited. To edit personnel records, first select a person to edit, then click the **Edit** command button.

Select a person to edit

Click the Edit button

The person details will then be unlocked and editing will be allowed. While in **Edit** mode, users can edit or change the **Full Name**, **Functional Sponsor_Company**, **Position** and **GLMS Details**.

Personnel Details

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="checkbox"/>	1 yr		
BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
HUET	<input checked="" type="checkbox"/>			
HUET Dispensation	<input checked="" type="checkbox"/>			
PTW Users Training	<input checked="" type="checkbox"/>			
PICWS Training	<input checked="" type="checkbox"/>	1 yr		
Malaria Briefing	<input checked="" type="checkbox"/>	1 yr		
Donut Training	<input checked="" type="checkbox"/>			

To edit the **Full Name**, click on the **Full Name** text box and make the necessary changes.

Full Name
Sheldon Cooper

When cursor appears on the text box, use the left or right arrow keys to position the cursor and edit the contents as required.

Full Name
Sheldon S|Cooper

To edit the **Functional Sponsor_Company**, use the pull-down list and select a different company.

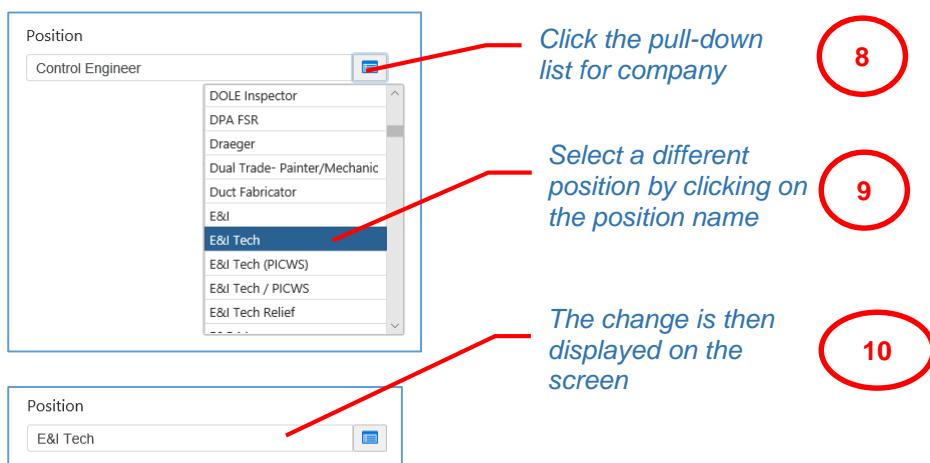
Functional Sponsor_Company
ENG_EMERSON

Current and upcoming ac...

- ENG_IN-TECH
- ENG PPP
- ENG_Rockwell Automation
- ENG_ROLLS ROYCE**
- ENG_SA Technologies
- ENG_SCHNEIDER ELECTRIC
- ENG_SEA ORGA SDN BHD
- ENG_SGS-KL
- ENG_Siemens

Functional Sponsor_Company
ENG_ROLLS ROYCE

To edit the **Position**, use the pull-down list for **Position** and select a different position.



The **GLMS Section** shows the list of certifications required to allow personnel to get onboard. To edit, the *Req* (required), *Issued* and *Expiry* date columns is changed.

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="checkbox"/>	1 yr	*	
BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
HUET	<input type="checkbox"/>			
HUET Dispensation	<input type="checkbox"/>			
PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
PICWS Training	<input type="checkbox"/>	2 yrs		
Malaria Briefing	<input type="checkbox"/>	1 yr		
Donut Training	<input type="checkbox"/>			

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="checkbox"/>	1 yr	*	17 Oct 2018
BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs		
HUET	<input type="checkbox"/>			
HUET Dispensation	<input type="checkbox"/>			
PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
PICWS Training	<input type="checkbox"/>	2 yrs		
Malaria Briefing	<input type="checkbox"/>	1 yr		
Donut Training	<input type="checkbox"/>			

Start End MO

Click "x" to clear entry Click "x" to clear entry

< Oct, 2018 >

Sun Mon Tue Wed Thu Fri Sat

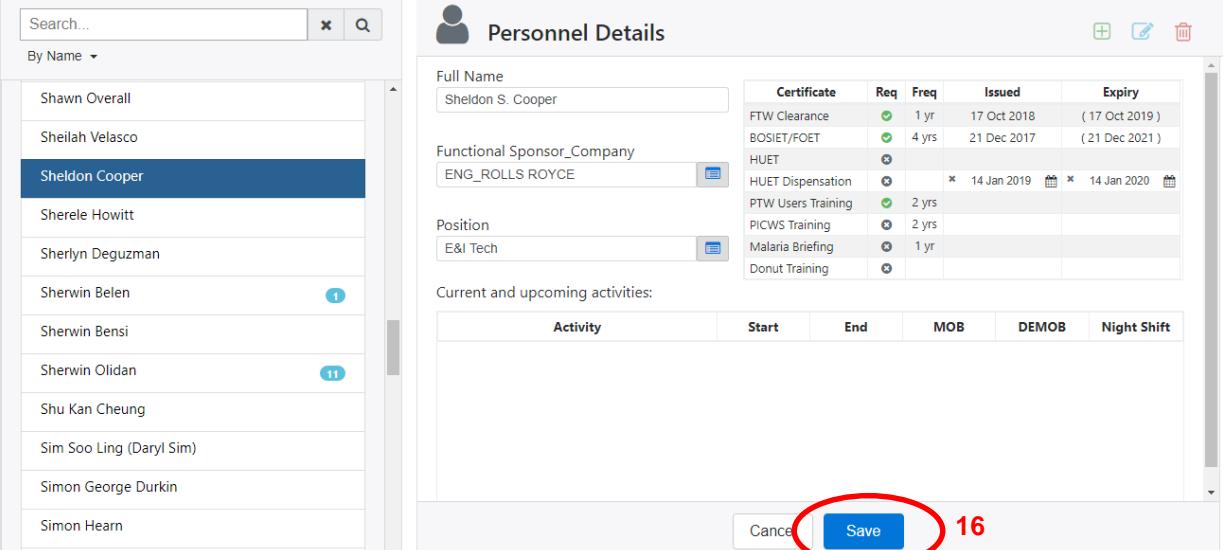
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10

ft

Note:

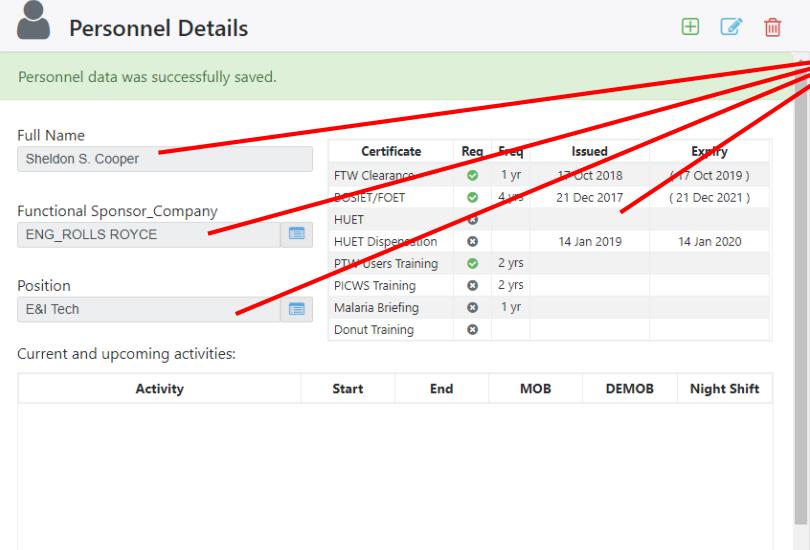
- The required flag can be toggled for all certificates except for “FTW Clearance” which is mandatory. When the personnel record is created, required flags for “FTW Clearance”, “BOSIET/FOET” and “PTW Users Training” are set by default.
- For certificates with set frequency, the expiry date is calculated automatically (displayed in parenthesis) when the expiry date is left blank.

Once the changes have been made, click the **Save** button.



The screenshot shows the 'Personnel Details' page. On the left is a search bar and a dropdown menu. The main area contains fields for 'Full Name' (Sheldon S. Cooper), 'Functional Sponsor_Company' (ENG_ROLLS ROYCE), and 'Position' (E&I Tech). To the right is a table of certificates with columns for 'Certificate', 'Req', 'Freq', 'Issued', and 'Expiry'. At the bottom is a table for 'Current and upcoming activities' with columns for 'Activity', 'Start', 'End', 'MOB', 'DEMOP', and 'Night Shift'. The 'Save' button is highlighted with a red circle.

The changes are then saved, and a message will be displayed on the screen as shown below.



The screenshot shows the 'Personnel Details' page after saving. A message 'Personnel data was successfully saved.' is displayed. Red arrows point from this message to the 'Functional Sponsor_Company' field and the 'Position' field. On the right, a status message 'Details are again locked and editing is not allowed' is displayed. A red circle highlights the number 17 at the bottom right.

At this point, the data screen is again locked and editing is no longer allowed.

2.5 Deleting Personnel Records

To delete a person from the **Personnel Listing**, select the person to be deleted from the list and use the **Delete** command button.

Personnel Details

Search...

By Name ▾

Servillano Balmes
Sesinando Cadavid
Shaju Pazhanath Subrahmanian
Shamarah Ingente
Sharon Teh Shing Ling
Sharulzam Bin Ismail
Shawn Haskett
Shawn Overall
Sheilah Velasco
Sheldon S. Cooper
Sherele Howitt
Sherlyn Deguzman
Sherwin Belen

Full Name: Sheldon S. Cooper

Functional Sponsor_Company: ENG_ROLLS ROYCE

Position: E&I Tech

Certificate Expiry

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	✓	1 yr	17 Oct 2018	(17 Oct 2019)
BOSIET/FOET	✓	4 yrs	21 Dec 2017	(21 Dec 2021)
HUET	✗			
HUET Dispensation	✗		14 Jan 2019	14 Jan 2020
PTW Users Training	✓	2 yrs		
PICWS Training	✗	2 yrs		
Malaria Briefing	✗	1 yr		
Donut Training	✗			

Current and upcoming activities:

Activity	Start	End	MOB	DEMOB	Night Shift

Select a person to delete

Click the Delete button

A warning message will then be displayed as shown below. Click the **No** button to cancel the operation or click the **Yes** button to proceed delete the selected person from the list.

Personnel Details

Search...

By Name ▾

Servillano Balmes
Sesinando Cadavid
Shaju Pazhanath Subrahmanian
Shamarah Ingente
Sharon Teh Shing Ling
Sharulzam Bin Ismail
Shawn Haskett
Shawn Overall
Sheilah Velasco
Sheldon S. Cooper
Sherele Howitt
Sherlyn Deguzman
Sherwin Belen

Full Name: Sheldon S. Cooper

Functional Sponsor_Company: ENG_ROLLS ROYCE

Position: E&I Tech

Certificate Expiry

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	✓	1 yr	17 Oct 2018	(17 Oct 2019)
BOSIET/FOET	✓	4 yrs	21 Dec 2017	(21 Dec 2021)
HUET	✗			
HUET Dispensation	✗		14 Jan 2019	14 Jan 2020
PTW Users Training	✓	2 yrs		
PICWS Training	✗	2 yrs		
Malaria Briefing	✗	1 yr		
Donut Training	✗			

WARNING: You are about to delete the current record and related items. Do you want to proceed?

Yes **No**

Click the Yes button to delete the selected person from the list

A confirmation message will then be displayed as shown below.

Personnel Details

Information: Personnel 'Sheldon S. Cooper' has been deleted.

Certificate	Req	Freq	Issued	Expiry
FTW Clearance	<input checked="" type="checkbox"/>	1 yr	17 Oct 2018	(17 Oct 2019)
BOSIET/FOET	<input checked="" type="checkbox"/>	4 yrs	21 Dec 2017	(21 Dec 2021)
HUET	<input checked="" type="checkbox"/>			
HUET Dispensation	<input checked="" type="checkbox"/>		14 Jan 2019	14 Jan 2020
PTW Users Training	<input checked="" type="checkbox"/>	2 yrs		
PICWS Training	<input checked="" type="checkbox"/>	2 yrs		
Malaria Briefing	<input checked="" type="checkbox"/>	1 yr		
Donut Training	<input checked="" type="checkbox"/>			

Current and upcoming activities:

Activity	Start	End	MOB	DEMOB	Night Shift

At this point the selected person has been deleted from the database.

3 Teams Module

3.1 Teams Module Screen

Search Box

Team Details

Command Buttons

User: Archangel Villarojo (Administrator)

Team Details

Members:

Name	Company	Position	Del
Albert Emas	Ops_SPEX	OIM A	X
Aldin Dela Cruz	Ops_SPEX	OE A	X
Alex Pangilinan	Ops_SPEX	OE A	X
Alexander Rico	Ops_SPEX	OE B	X
Angelique Manlangit	Ops_SPEX	OE A	X

Teams Listing

Team Members

3.2 Viewing and Searching Team Records

3.2.1 Viewing Team Records

Click on a team name in the **Team Listing** and the details for the selected team will be displayed.

Team Details

Team Name: Operations Core Crew

Description: Team A Description

Members:

Name	Company	Position	Del
Albert Emas	Ops_SPEX	OIM A	X
Aldin Dela Cruz	Ops_SPEX	OE A	X
Alex Pangilinan	Ops_SPEX	OE A	X
Alexander Rico	Ops_SPEX	OE B	X
Angelique Manlangit	Ops_SPEX	OE A	X

3.2.2 Team Grouping

Teams are mainly classified as **Core** or **Non-Core**. Core teams are usually residents of the platform while non-core teams are more transients and not regularly scheduled.

Core

Non-Core

Use the up or down arrow to expand or collapse the team group

Core

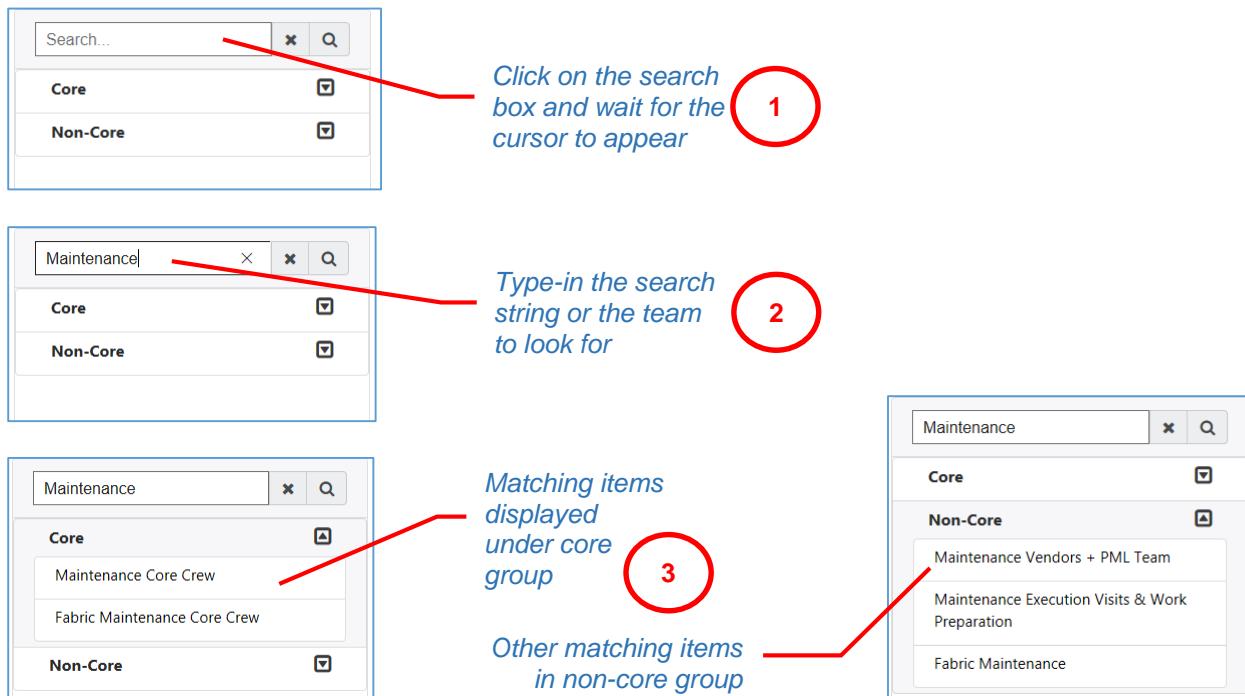
Core team expanded

Non-Core

Non-core team expanded

3.2.3 Search Teams

Users can search for specific teams in the team listing by supplying a search string. The search string does not have to be an exact match and it is also not case sensitive. In the example below, the search string is “**Maintenance**” and as such, any team with the word “**maintenance**” on any part of its’ name will be a considered a match. Matching items may appear on both core and non-core group.



3.3 Adding a New Team

To add a new team, click the **Add** command button as shown below.

Click the Add command button

Name	Company	Position	Del
Albert Emas	Ops_SPEX	OIM A	X
Aldin Dela Cruz	Ops_SPEX	OE A	X
Alex Pangilinan	Ops_SPEX	OE A	X
Alexander Rico	Ops_SPEX	OE B	X
Angelique Manlangit	Ops_SPEX	OE A	X

A blank team details form will then be displayed as shown below.

The screenshot shows the 'Team Details' form with the following fields and configurations:

- Team Name:** Underwater Inspection Team (highlighted by a red arrow pointing to step 1)
- Description:** Enter team description (highlighted by a red arrow pointing to step 2)
- Core team?**: (highlighted by a red arrow pointing to step 3)
- Up-Manning?**: (highlighted by a red arrow pointing to step 4)
- Members:** A table with columns: Name, Company, Position, Del. It has a header row and one empty data row. A button 'select a person...' is above the table.
- Buttons:** Cancel and Save (the 'Save' button is highlighted by a red arrow pointing to step 5)

Step 1: Click on the Team Name box and type-in the desired name for the new team

Step 2: Click on the Description box and type-in the desired description for the new team

Step 3: Use the check box to indicate if the new team belongs to the core or non-core group

Step 4: Use the check box to indicate if the new team is part of upmanning or not

Once all the entries are complete, click the **Save** button.

The screenshot shows the 'Team Details' form with the same fields and configurations as the previous screenshot, but with the following additional visual element:

- A red arrow points from the text 'Click the Save button to save the new team record' to the 'Save' button at the bottom of the form.

Step 5: Click the **Save** button to save the new team record

The screenshot shows the 'Team Details' page. At the top, there is a message: 'Information: New team was successfully created.' Below this, there are fields for 'Team Name' (Underwater Inspection Team), 'Description' (Team for carrying out inspection on underwater assets and pipelines), and checkboxes for 'Core team?' and 'Up-Manning?'. A table for 'Members' is present with columns for 'Name', 'Company', 'Position', and 'Del'. A red arrow points from the confirmation message to the text 'A confirmation message is displayed indicating that the new team has been created'.

The system then returns to the main screen showing the newly created team as shown below.

The screenshot shows the main interface of the SPEX Online Planning Tool. On the left, a sidebar lists various teams and vendor categories. The 'Underwater Inspection Team' is highlighted in blue. The main content area displays the 'Team Details' for the Underwater Inspection Team, which matches the information entered during creation. The sidebar also shows other teams like 'Engineering Crew/Vendors / Visits' and 'UWS Vendors / Visits'.

3.3.1 Adding Team Members

Once a new team has been created, the next step is to add the members of the team. Note that adding team members can also be done on existing teams. To add team members:

Name	Company	Position	Del
Agustin Rios	MEx_Cape East	Cape Insulator	X

1 Click on the Personnel pull-down list to expand the list of names

2 Locate the name of the person to be added and click the name, use the scroll bar to move up and down the list

3 The selected name is then displayed in the text box

4 Click the Add button to add the new team member

5 The new team member is then added to the list

This process can be repeated as many times as required. Each team can have multiple team members.

3.4 Editing Team Details

To edit team details, first select the team whose details need to be edited and then click the **Edit** button.

The record is now unlocked for editing. The details that can be edited or changed are:

- Team Name
- Description
- Core Team
- Up-Manning

In the example below, the description of the team is being changed.

The record is now unlocked for editing. The details that can be edited or changed are:

- Team Name
- Description
- Core Team
- Up-Manning

Team Details

Team Name: Underwater Inspection Team

Description: Team for carrying out inspection on **subsea** assets and pipelines.

Core team?

Up-Manning?

Members:

Name	Company	Position	Del
Agustin Rios	MEx_Cape East	Cape Insulator	X

Save

Make the required changes to the data

*Once the editing is completed, click the **Save** button to save the changes*

Information: New team was successfully saved.

A confirmation message is displayed indicating that the changes were saved successfully

3.4.1 Deleting Team Members

To delete existing team members, use the **Delete** button to the right of each team member.

Team Details

Information: Team member 'Agustin Rios' has been added to the team.

Team Name: Underwater Inspection Team

Description: Team for carrying out inspection on underwater assets and pipelines.

Core team?

Up-Manning?

Members:

Name	Company	Position	Del
Agustin Rios	MEx_Cape East	Cape Insulator	X

Click the Delete button

Information: Team member 'Agustin Rios' has been added to the team.

The screenshot shows the 'Team Details' page. At the top, there is a warning message: 'You are about to remove 'Agustin Rios' as member of the team. Do you want to proceed?'. Below the message are fields for 'Team Name' (Underwater Inspection Team), 'Description' (Team for carrying out inspection on subsea assets and pipelines), and checkboxes for 'Core team?' and 'Up-Manning?'. A table titled 'Members:' lists 'Agustin Rios' with details: Name (Agustin Rios), Company (MEx_Cape East), Position (Cape Insulator), and a 'Del' button. A red arrow points from the 'Yes' button in the warning message to the 'Del' button in the member table.

2 A warning message is displayed

3 Click the Yes button to proceed and the delete the selected team member

The screenshot shows the 'Team Details' page after a member has been deleted. The warning message from the previous step is now a confirmation: 'Reminder: Team member 'Agustin Rios' was removed.'. The member table is empty. A red arrow points from the confirmation message to the 'Del' button in the member table.

4 A confirmation message is displayed indicating that the selected member has been deleted from the team

3.5 Deleting a Team

To delete a team from the teams listing, select the team to be deleted and click the **Delete** button.

The screenshot shows the main application window with a sidebar on the left containing a list of teams: Engineering Crew/Vendors / Visits, UWS Vendors / Visits, Maintenance Vendors + PML Team, Maintenance Execution Visits & Work Preparation, Work Preparation, Fabric Maintenance, Turnaround 2017, Logistics, AMSC Transition Shadowing, and Underwater Inspection Team. The 'Underwater Inspection Team' item is highlighted in blue. The main panel shows the 'Team Details' form for the selected team. A red arrow points from the sidebar to the 'Underwater Inspection Team' entry. Another red arrow points from the 'Underwater Inspection Team' entry to the 'Delete' button in the member table. Red circles labeled '1' and '2' are placed over the 'Underwater Inspection Team' entry and the 'Delete' button respectively.

1 Select the team to be deleted

2 Click the Delete button

Team Details

WARNING:
You are about to delete the current team and its related data. Do you want to proceed?

Yes **No**

Team Name: Underwater Inspection Team

Description: Team for carrying out inspection on subsea assets and pipelines.

Core team?

Up-Manning?

Members:

Name	Company	Position	Del
select a person... <input type="button" value=""/>			

Reminder: Team 'Underwater Inspection Team' has been deleted.

Enter team name:

Enter team description:

Core team?

Up-Manning?

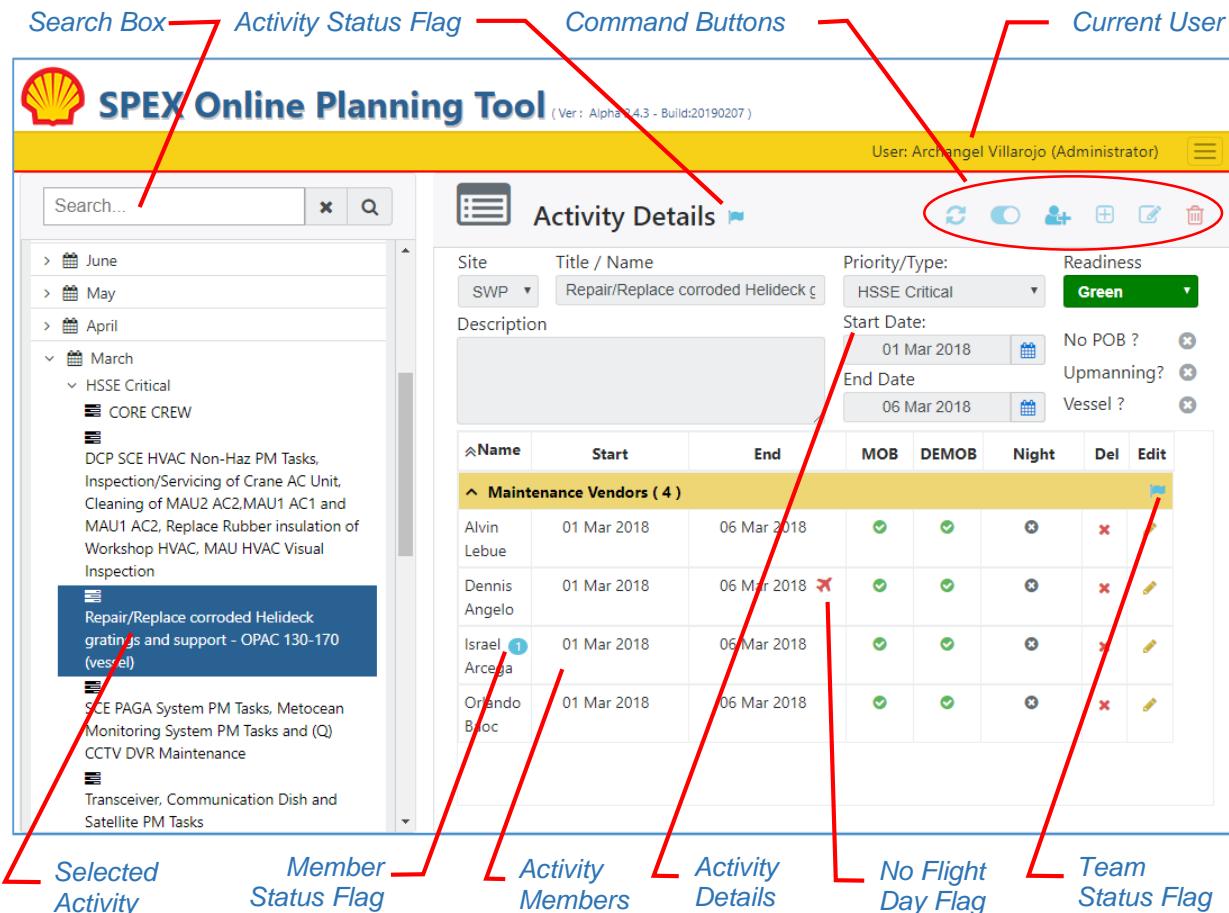
Members:

Name	Company	Position	Del
select a person... <input type="button" value=""/>			

4 Activities Module

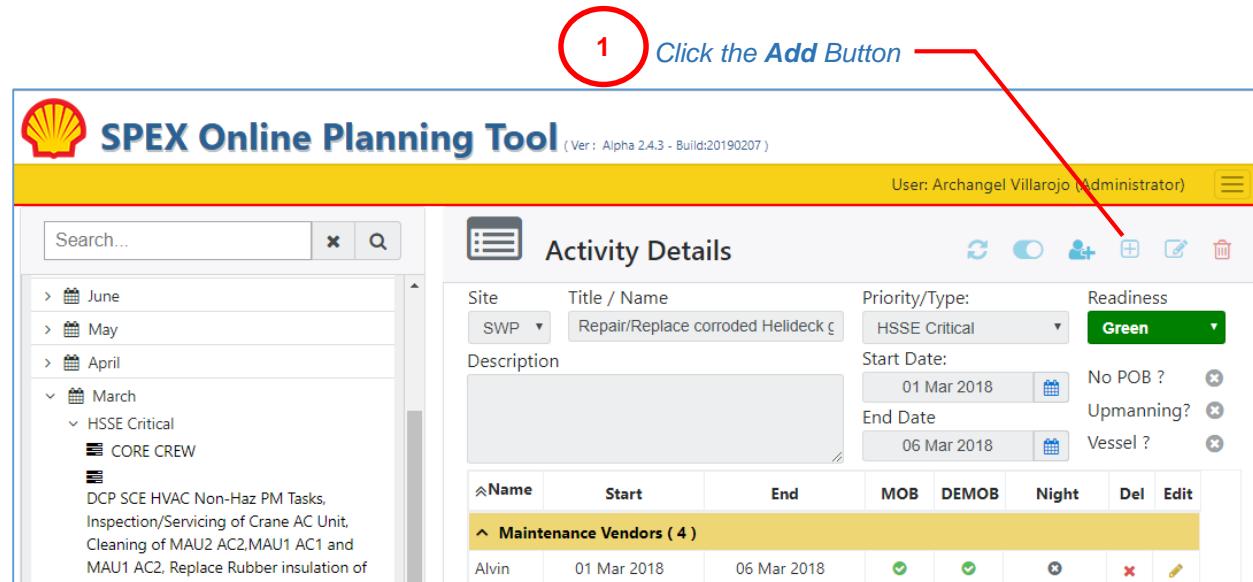
The activities module is used to manage all the activities scheduled for the platform. In this module, the activity details are defined along with the resources required for carrying out the activity.

4.1 Activities Module Screen Layout



4.2 Adding a New Activity

To add a new activity, click the Add command button as shown below.



A blank activity details form will then be displayed.

The screenshot shows the 'Activity Details' form. At the top, there are dropdown menus for 'Site' (set to 'SWP') and 'Priority/Type' (set to 'Amber'). Below these are fields for 'Start Date' and 'End Date'. The main area contains a large text box for 'Description' with the placeholder 'Enter activity description'. At the bottom are 'Cancel' and 'Save' buttons.

A blank activity details form is displayed on the screen

2

Click on the Activity Title/Name box

3

The screenshot shows the 'Activity Details' form with the 'Title / Name' field filled with 'Riser Inspection'. The 'Priority/Type' dropdown menu is open, showing options like 'HSSE Critical', 'MIE', 'Production Critical Inc.', etc.

Select Site and type-in the desired title or name of the activity

4

Type-in the desired description of the activity

The screenshot shows the 'Activity Details' form with the 'Description' field containing 'Enter activity description'.

The screenshot shows the 'Activity Details' form with the 'Priority/Type' dropdown open, displaying a list of categories such as HSSE Critical, MIE, Production Critical Inc., DCP Projects, Fabric Maintenance, Opportunity Surveys/Visits, and Milestone.

Use the pull-down list to select the Priority/Type of the new activity

6

The screenshot shows the 'Activity Details' form with the 'Start Date' field's date picker open, showing the month of May 2018. The calendar grid displays dates from 29 to 31 of May, with the 30th highlighted.

Click the date picker for the Start Date to show the calendar

7

Click the desired start date for the activity

8

The screenshot shows the 'Activity Details' page. The 'Start Date' field is populated with '23 May 2018'. A red arrow points from the text 'Click the date picker for the End Date to show the calendar' to the 'End Date' field, which has a calendar icon next to it. A red circle with the number '9' is positioned to the right of the calendar icon.

Click the date picker for the End Date to show the calendar

9

The screenshot shows the 'Activity Details' page. The 'Readiness' dropdown is set to 'Green'. A red arrow points from the text 'Click the desired end date for the activity' to the 'End Date' field, which has a calendar icon next to it. A red circle with the number '10' is positioned to the right of the calendar icon.

Click the desired end date for the activity

10

The screenshot shows the 'Activity Details' page. The 'MOB' checkbox is checked. A red arrow points from the text 'Click the check box to indicate if the new activity will not be counted on the POB monitoring' to the 'MOB' checkbox. A red circle with the number '11' is positioned to the right of the 'Readiness' dropdown.

Click the readiness status to the new activity

11

The screenshot shows the 'Activity Details' page. The 'UpManning?' checkbox is checked. A red arrow points from the text 'Click the check box to indicate UpManning is enforced' to the 'UpManning?' checkbox. A red circle with the number '12' is positioned to the right of the 'UpManning?' checkbox.

Click the check box to indicate if the new activity will not be counted on the POB monitoring

12

The screenshot shows the 'Activity Details' page. The 'Vessel?' checkbox is checked. A red arrow points from the text 'Click the check box to indicate Vessel-specific activity' to the 'Vessel?' checkbox. A red circle with the number '13' is positioned to the right of the 'UpManning?' checkbox.

Click the check box to indicate UpManning is enforced

13

The screenshot shows the 'Activity Details' page. The 'Save' button is highlighted with a blue box. A red arrow points from the text 'Once all the entries are complete, click the Save button to save the new activity' to the 'Save' button. A red circle with the number '14' is positioned to the right of the 'Vessel?' checkbox.

Click the check box to indicate Vessel-specific activity

14

The screenshot shows the 'Activity Details' page. The 'Save' button is highlighted with a blue box. A red arrow points from the text 'Once all the entries are complete, click the Save button to save the new activity' to the 'Save' button. A red circle with the number '15' is positioned to the right of the 'Save' button.

Once all the entries are complete, click the Save button to save the new activity

15

New activity added

Details of the new activity

4.2.1 Adding Activity Members

After a new activity has been created and saved, the activity members can be added.

1 Click the Add new activity member button

A dialog box will then be displayed as shown below.

Click the person selector to show the list of personnel

Activity Member

Select a member...
select a person...

Functional Sponsor / Company

Position

Start End

Group Mob? Demob? Night Shift?

Save changes

Close

2

Click the person to be added as activity member

Activity Member

Select a member...
select a person...

Search for...

Operations Core Crew:
Albert Emas
Aldin Dela Cruz
Alex Pangilinan
Alexander Rico
Angelique Manlangit
Ariel Benipayo
Armando Malaluan

3

Use the pull-down list to show the functional sponsor company listing

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
Ops_SPEX

Position
OE A

Start

Group Mob?

ENG_BRWP
ENG_BWES
ENG_CAMERON
ENG_CAPE
ENG_Cape East
ENG_Chalmers
ENG_CHITICK
ENG_CR ASIA
ENG_DESCO

Select the sponsor company for the activity member

4

5

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
OE A

Start End

Group Mob?

Lead Mechanical Engineer
Lead Process Engineer
Lead Steward
Lead Steward Relief
LEWA Engineer
Lifecycle Planner
Lifting Supervisor
Lifting & Hoisting Inspector
Lifting Supervisor
Liquid N2 Operator

Use the pull-down list to show the position listing

6

Select the position for the new activity member

7

Activity Member

< May, 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

Start End

Group Mob? Demob? Night Shift?

Click the pull-down list for the start date to show the calendar

8

Select the start date for the new activity member

9

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
Lead Process Engineer

Start 23 May 2018 End

Group Mob? Demob? Night Shift?

Click the pull-down list for the end date to show the calendar

10

Select the end date for the new activity member

11

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
Lead Process Engineer

Start 23 May 2018 End 30 May 2018

Group Shift A Shift B MEX Relievers Scaffolders Derusters/Painters/Blasters OPS Relievers

Mob? Demob? Night Shift?

Save changes

Use the pull-down list to select the group for the new activity member

12

Use the night shift check box to indicate if the activity member will be on the night shift

13

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
Lead Process Engineer

Start 23 May 2018 End 30 May 2018

Group Shift B

Mob? Demob? Night Shift?

Save changes

Use the mob and demob check box to indicate if the activity member will be mobbing or demobing during this activity

14

Once all the entries are complete, click the Save button to add the new activity member

15

Activity Details

Site SWP	Title / Name Riser Inspection	Priority/Type Production Critical inc.	Readiness Green				
Description Inspection of riser section 10m below sea level.		Start Date 23 May 2018	No POB ?				
		End Date 30 May 2018	Upmanning ?				
			Vessel ?				
Name	Start	End	MOB	DEMOB	Night	Del	Edit
Operations Core Crew (1)							
SHIFT B							
Ariel Benipayo	23 May 2018	30 May 2018	<input checked="" type="checkbox"/>				

New activity member added

16

4.2.2 Editing Activity Members

To edit activity members, click the **Edit** button on the right hand side.

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical Inc. Readiness: Green

Description: Inspection of riser section 10m below sea level.

Start Date: 23 May 2018 End Date: 30 May 2018 No POB? Upmanning? Vessel?

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Operations Core Crew (1)							
SHIFT B							
Ariel Benipayo	23 May 2018	30 May 2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Click the Edit button 1

A dialog box will then be displayed as shown below.

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
Lead Process Engineer

Start: 23 May 2018 End: 30 May 2018

Group: Shift B Mob? Demob? Night Shift?

The selected activity member is displayed for editing

Close **Save changes**

At this point, the record is open for editing and the details for the activity member can be changed including the activity member itself. For example, to change the sponsor company of the activity member:

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
ENG_Cape East

Position
Lead Process Engineer

Start: 23 May 2018 End: 30 May 2018

Group: Shift B Mob?

Use the pull-down list to show the functional sponsor company listing 2

Select the new sponsor company for the activity member 3

Activity Member

Operations Core Crew
Ariel Benipayo

Functional Sponsor / Company
UWS_DOF

Position
Lead Process Engineer

Start
23 May 2018

End
30 May 2018

Group
Shift B

Mob? Demob? Night Shift?

Once all the required changes have been made, click the Save button to save the changes

4

Save changes

The system then returns to the main activity screen as shown below.

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical inc. Readiness: Green

Description: Inspection of riser section 10m below sea level.

Start Date: 23 May 2018 No POB? End Date: 30 May 2018 Upmanning? Vessel?

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Operations Core Crew (1)							
SHIFT B							
Ariel Benipayo	23 May 2018	30 May 2018	✓	✓	✗	✗	✎

4.2.3 Deleting Activity Members

To delete an activity member, click the **Delete** button on the right hand side.

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical inc. Readiness: Green

Description: Inspection of riser section 10m below sea level.

Start Date: 23 May 2018 No POB? End Date: 30 May 2018 Upmanning? Vessel?

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Operations Core Crew (1)							
SHIFT B							
Ariel Benipayo	23 May 2018	30 May 2018	✓	✓	✗	✗	✎

Click the Delete button

1

A warning message will then be displayed as shown below.

The screenshot shows the 'Activity Details' page. At the top, there is a red warning box with the text: 'WARNING: You are about to delete the current record and related items. Do you want to proceed?'. Below this, there is a table with a single row labeled 'Operations Core Crew (1)'. The row contains columns for Name (Ariel, Benipayo), Start Date (23 May 2018), End Date (30 May 2018), MOB (green checkmark), DEMOB (green checkmark), Night (grey), Del (red X), and Edit (pencil icon). A red arrow points from the text 'Click the Yes button to proceed and delete the selected activity member' to the 'Yes' button in the warning box. A red circle with the number '2' is drawn around the 'Yes' button.

Click the Yes button to proceed and delete the selected activity member

The screenshot shows the 'Activity Details' page. At the top, there is a red reminder box with the text: 'Reminder: Activity member 'Ariel Benipayo' has been removed.'. Below this, there is a table with a single row labeled 'Operations Core Crew (1)'. The row contains columns for Name (Ariel, Benipayo), Start Date (23 May 2018), End Date (30 May 2018), MOB (green checkmark), DEMOB (green checkmark), Night (grey), Del (red X), and Edit (pencil icon). A red arrow points from the text 'A confirmation message will then be displayed indicating that the member has been deleted from the activity' to the reminder message. A red circle with the number '3' is drawn around the reminder message.

A confirmation message will then be displayed indicating that the member has been deleted from the activity

4.3 Calendar Visibility

The visibility of activities in the POB calendar can be controlled by the user. This allows users to create tentative activities that will not be displayed in the main plan right away. To toggle the visibility of an activity, use the **Visibility** button as shown below.

The screenshot shows the 'Activity Details' page. The visibility button (a blue circle with a white switch icon) is highlighted with a red arrow. A red circle with the number '2' is drawn around the visibility button. The rest of the page includes fields for Site (SWP), Title / Name (Riser Inspection), Priority/Type (Production Critical inc.), Readiness (Green), Description (Inspection of riser section 10m below sea level), Start Date (23 May 2018), End Date (30 May 2018), No POB? (grey), Upmanning? (grey), and Vessel? (grey).

Click the Visibility button to toggle the visibility of the selected activity

The screenshot shows the 'Activity Details' page. The visibility button is now in the 'on' position (blue circle with a white switch icon). A red arrow points from the text 'Activity will be visible on the POB calendar' to the visibility button. The rest of the page is identical to the previous screenshot.

Activity will be visible on the POB calendar

The screenshot shows the 'Activity Details' page. The visibility button is now in the 'off' position (blue circle with a white switch icon). A red arrow points from the text 'Activity will not be visible on the POB calendar' to the visibility button. The rest of the page is identical to the previous screenshots.

Activity will not be visible on the POB calendar

4.4 Editing Activity Details

To edit the details of an existing activity, first select the activity to be edited and then click use the **Edit** button as shown below.

SPEX Online Planning Tool (Ver: Alpha 2.4.3 - Build:20190207)

User: Archangel Villarojo (Administrator) ☰

Activity Details

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Riser Inspection	23 May 2018	30 May 2018					

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical Inc. Readiness: Green
Description: Inspection of riser section 10m below sea level.
Start Date: 23 May 2018 No POB ?
End Date: 30 May 2018 Upmanning?
Vessel ?

Search... x Q

2018
December
November
October
September
August
July
June
May
HSSE Critical
MIE
Production Critical inc. DCP
G171C Troubleshooting
Riser Inspection

The selected activity record will then be opened for editing. At this point all the details of the activity can be changed. In the example below, the description of the activity is being changed.

Activity Details

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Riser Inspection	23 May 2018	30 May 2018					

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical Inc. Readiness: Green
Description: Inspection of riser section **10m** below sea level.
Start Date: 23 May 2018 No POB ?
End Date: 30 May 2018 Upmanning?
Vessel ?

To edit the activity description, click on the description text box 3

When the cursor appears, highlight the word or phrase to be edited 4

Make the required changes to the data 5

Cancel Save

Activity Details

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Riser Inspection	23 May 2018	30 May 2018					

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical Inc. Readiness: Green
Description: Inspection of riser section **10m** below sea level.
Start Date: 23 May 2018 No POB ?
End Date: 30 May 2018 Upmanning?
Vessel ?

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical inc. Readiness: Green

Description: Inspection of riser section 10m below sea level.

Name	Start	End	MOB	DEMOB	Night	Del	Edit

Cancel Save

Once the changes have been completed, click the Save button to save the changes

6

The system then returns to the main activity screen showing the changes to the activity details.

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical inc. Readiness: Green

Description: Inspection of riser section 50m below sea level.

Name	Start	End	MOB	DEMOB	Night	Del	Edit

4.5 Delete Activity

To delete an existing activity, first select the activity to be deleted and use the **Delete** button.

2 Click the Delete button

1 Select the activity to deleted

SPEX Online Planning Tool (Ver: Alpha 2.4.3 - Build:20190207)

User: Archangel Villarojo (Administrator)

Search...

Activity Details

Site: SWP Title / Name: Riser Inspection Priority/Type: Production Critical inc. Readiness: Green

Description: Inspection of riser section 10m below sea level.

Name	Start	End	MOB	DEMOB	Night	Del	Edit

2018

- > December
- > November
- > October
- > September
- > August
- > July
- > June
- > May
 - > HSSE Critical
 - > MIE
 - > Production Critical inc. DCP
 - G171C Troubleshooting
 - Riser Inspection

A warning message will be displayed

2

Click the Yes button to proceed and delete the selected activity

3

A confirmation message will be displayed indicating that the activity has been deleted

4

The image contains two screenshots of the 'Activity Details' page from the SPEX Online Planning Tool.

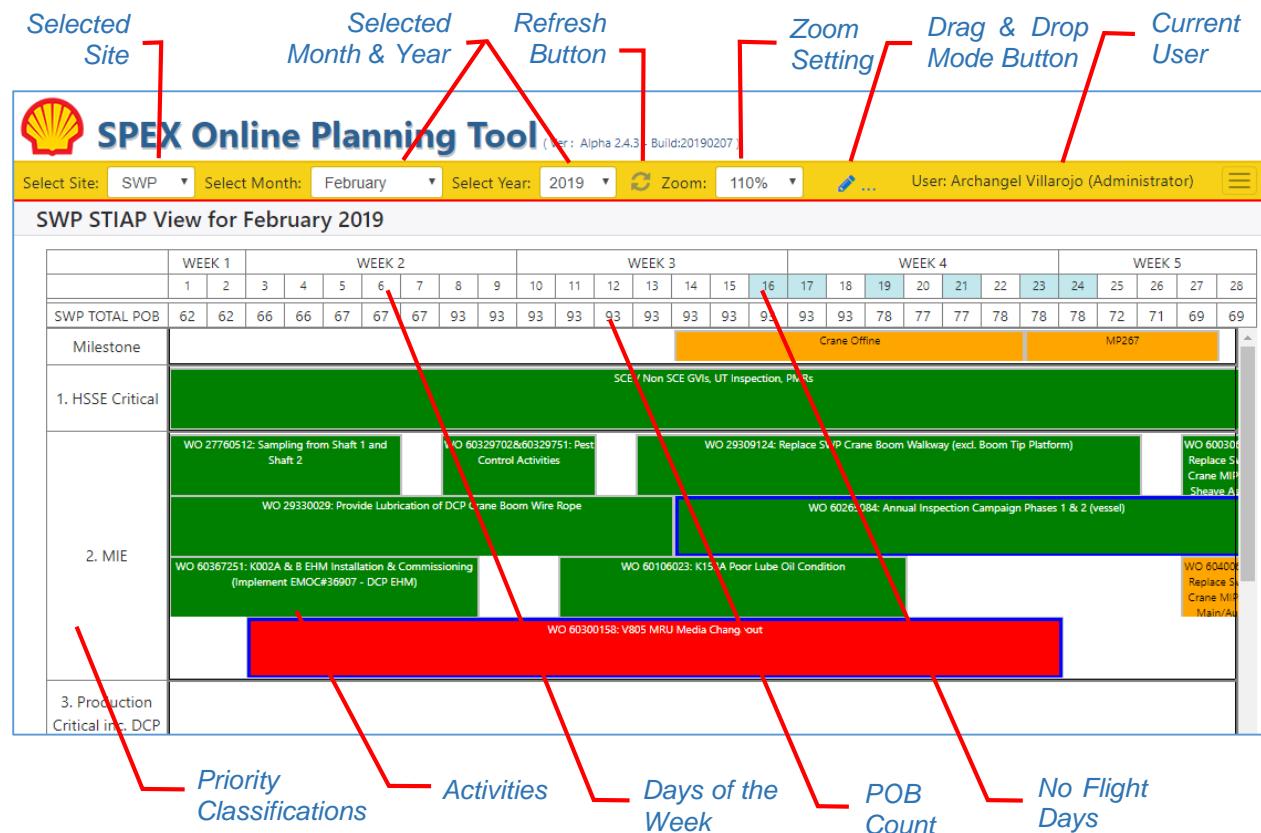
Screenshot 1: Shows a warning message: "WARNING: You are about to delete the current record and related items. Do you want to proceed?". Below the message are buttons for "Yes" (red) and "No". The activity details include: Description: "Inspection of riser section 50m below sea level.", Start Date: 23 May 2018, End Date: 30 May 2018, and various checkboxes for "No POB?", "Upmanning?", and "Vessel?". A red arrow points from the text "A warning message will be displayed" to the warning box. Another red arrow points from the text "Click the Yes button to proceed and delete the selected activity" to the "Yes" button. A red circle with the number "2" is positioned near the top right of the screenshot.

Screenshot 2: Shows a confirmation message: "Reminder: Selected activity has been deleted.". The activity details section is empty. A red arrow points from the text "A confirmation message will be displayed indicating that the activity has been deleted" to the confirmation message. A red circle with the number "4" is positioned near the top right of the screenshot.

5 STIAP View Module

The STIAP (Short Term Integrated Activity Plan) view is an integrated view of activities for a given month. In this module, no names are displayed but the count of POB for each day is shown. The activities are sorted by activity priority classification.

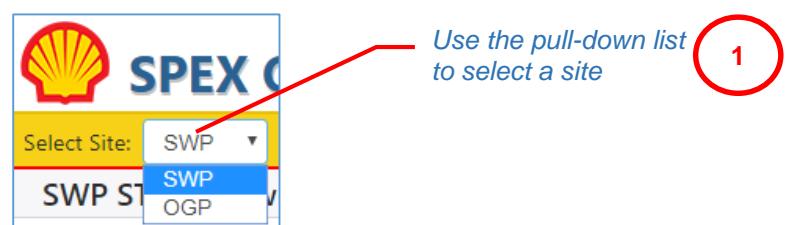
5.1 STIAP Screen Layout



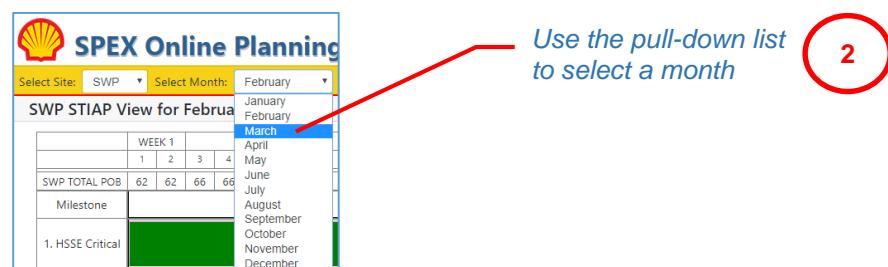
5.2 Changing the Site, Month and Year

Users can change the site, month and year that is displayed on the STIAP view. This allows for a look ahead on all the planned activities.

To change the site, use the pull down list as shown below.



To change the month, use the pull down list as shown below.



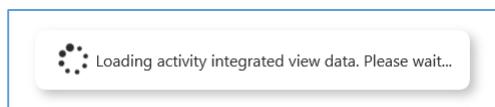
To change the year, use the pull down list as shown below.

The screenshot shows the SPEX Online Planning Tool interface. At the top, there are dropdown menus for 'Select Site' (SWP), 'Select Month' (February), and 'Select Year'. The 'Select Year' dropdown is open, showing a list from 2019 to 2025. The year '2019' is highlighted in blue. A red arrow points from the text 'Use the pull-down list to select a year' to the 'Select Year' dropdown. A red circle with the number '3' is positioned to the right of the dropdown.

If any of the site, month and date has been changed, **Refresh** button becomes enabled. Click the button to load the new set of activities.

The screenshot shows the SPEX Online Planning Tool interface after changing the year to 2019. The 'Select Year' dropdown now shows '2019'. A red arrow points from the text 'Click the Refresh button' to the refresh icon (a circular arrow) in the top right corner of the header. A red circle with the number '4' is positioned to the right of the refresh button.

A message will be displayed indicating that the system is loading data for the selected site, month and year.



The screen will then be refreshed showing the data for the selected month and year.

The screenshot shows the SPEX Online Planning Tool interface for March 2019. The header includes dropdowns for 'Select Site' (SWP), 'Select Month' (March), 'Select Year' (2019), and a 'Zoom' button set to 100%. The user is listed as 'Archangel Villarojo (Administrator)'. The main area displays the 'SWP STIAP View for March 2019' with a weekly grid. Several tasks are listed in the grid, including 'Crane Offline', 'MP268', 'WO 60481363: DCP SCE PEDESTAL CRANE PM TASK & WO 6050303 SWP SCE PEDESTAL CRANE PM TASK', 'WO 60536006: SCE CB TOP SYSTEM PM TASKS', 'WO 60030610: Rectify P-422B Stuck up Gover linkages', 'WO 27760512: B 1 & 2 Remediation', 'WO 60265084: Annual Inspection Campaign Phases 1 & 2 (vessel)', 'WO 60030608: Replace SWP Crane MIPG Sheave Assy', 'WO 29036476: Replace gratings at MeOH lift pump area', 'WO 60400684: Replace SWP Crane MIPG Main/Aux sensor', and 'WO 60486605: UWS 2019 Span Rectification'. A red box highlights the 'Crane Offline' task. A red circle with the number '5' is located in the bottom right corner of the grid area.

5.3 Changing the Zoom Factor

To change the zoom factor, use the pull down list as shown below.



The screen will then be refreshed, and the selected zoom factor is applied. At this point the items on the screen will appear larger than normal.

The screenshot shows the SWP STIAP View for March 2019. The zoom level is set to 200%. A red circle with the number '1' highlights the zoom dropdown in the top navigation bar. The main grid shows activity blocks for weeks 1 through 14. One activity block for week 2 is highlighted in orange and labeled 'Crane Offline'. Another activity block for week 3 is highlighted in green and labeled 'WO 60456434: SCE ESCAPE EQUIPMENT HARNESS / LANYARD PM TASK, WO 60361027: DCP SCE LIFTING EQUIPMENT PM TASK, WO 60252264: CCLHI SWP RIGGING LOFT, WO 60252198: CCLHI - SWP FIXED RUNWAYS & PADEYES & WO 60298513: CCLHI - LIFTED EQUIPMENT INSPECTION'.

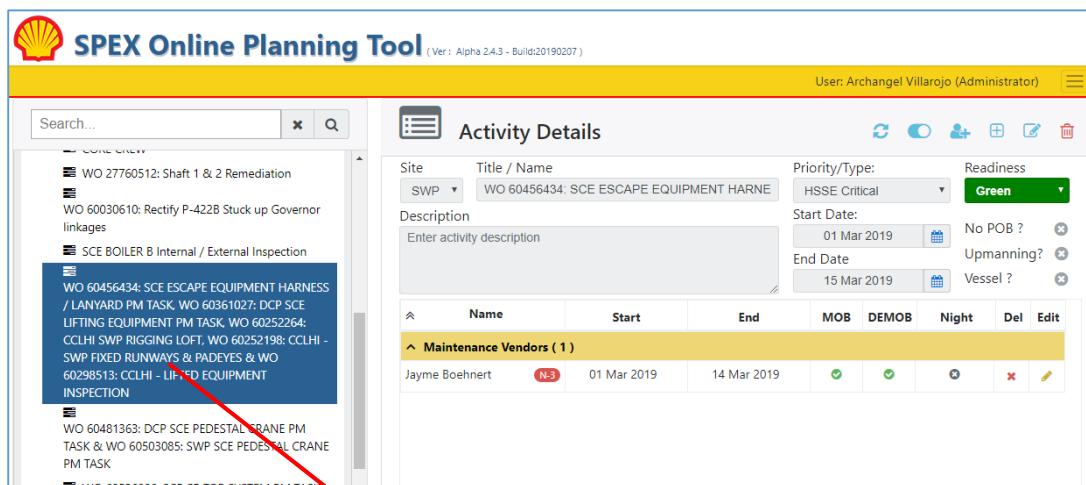
5.4 Loading Activity Details

Users can load the activity details by selecting and double-clicking on an activity block.

The screenshot shows the SWP STIAP View for March 2019. A red arrow points from the text 'Double-click the activity bar to load details' to the 'Crane Offline' activity block. A red circle with the number '1' highlights the activity bar.

Double-click the activity bar to load details

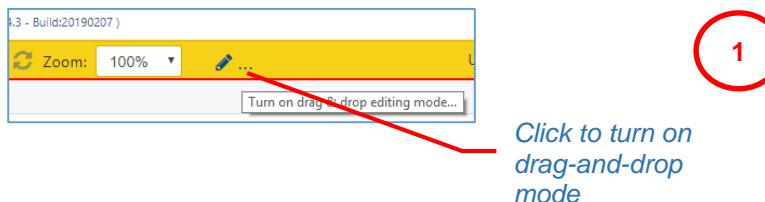
Activity will then be launched and by default loads the activity that was double-clicked while in the STIAP Module.



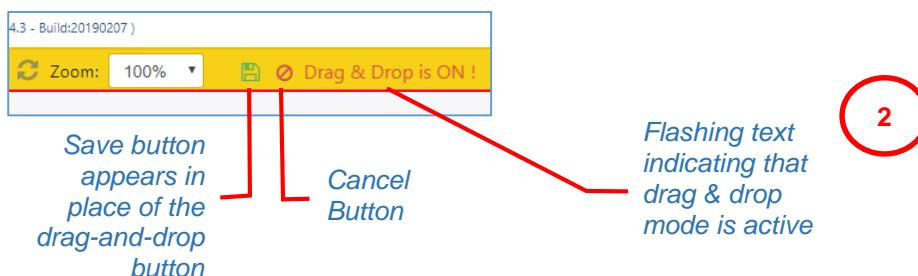
Double-clicked activity from the STIAP View Module

5.5 Changing activity date scope by drag-and-drop

Users can change activity start date and end date using the drag-and-drop feature. When the activity date scope is altered using this feature, member assignment dates will follow the change made on the activity.

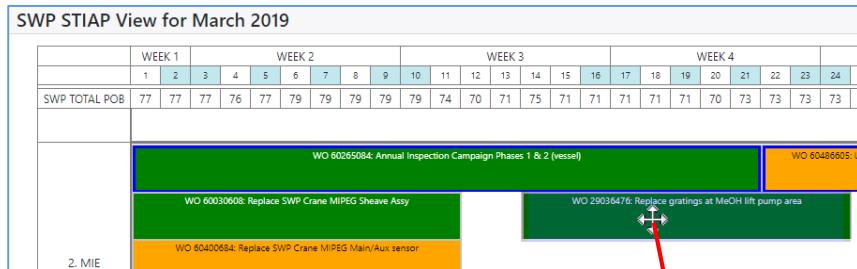


Save and Cancel action buttons and a flashing text appear indicating that the drag-and-drop mode is active appear on the tool bar.



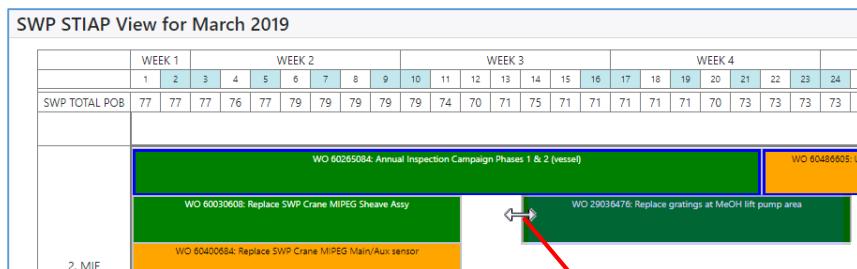
While on the drag-and-drop mode and an activity is hovered, it will be highlighted indicating that drag-and-drop action will affect the date scope of the selected activity. Notice that the cursor change depending on where the mouse is positioned above the highlighted activity bar.

When the mouse is somewhere in the middle section of the bar, the move () cursor will appear. This indicates that when the drag-and-drop action is performed, the start and end date will be changed but the entire duration of the activity will remain the same.



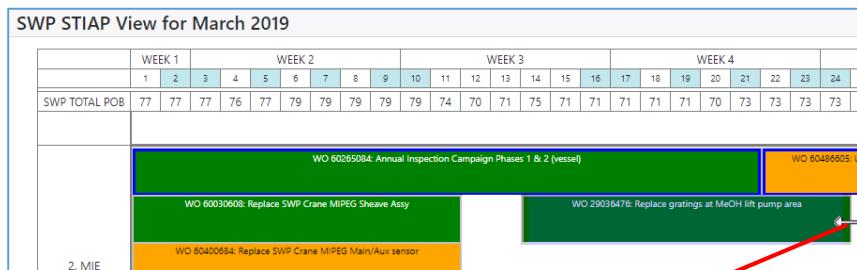
Position cursor somewhere in the middle portion of the highlighted activity bar and perform drag-and-drop operation

When the mouse is hovered at the left edge of the highlighted activity bar, the horizontal resize () cursor will appear. This means that the drag and drop action will alter the activity start date to an earlier or later date but the end date will remain the same.



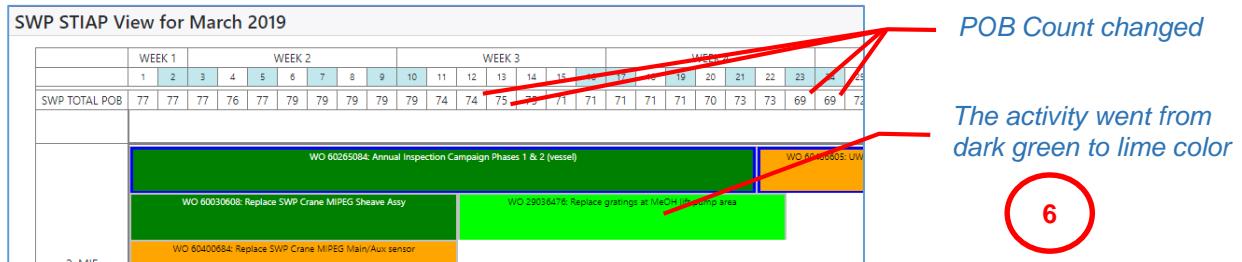
Position cursor to the left edge of the highlighted activity bar and perform drag-and-drop operation

When the mouse is hovered at the right edge of the highlighted activity bar, the horizontal resize () cursor will appear. This means that the drag and drop action will alter the activity end date to an earlier or later date but the start date will remain the same.

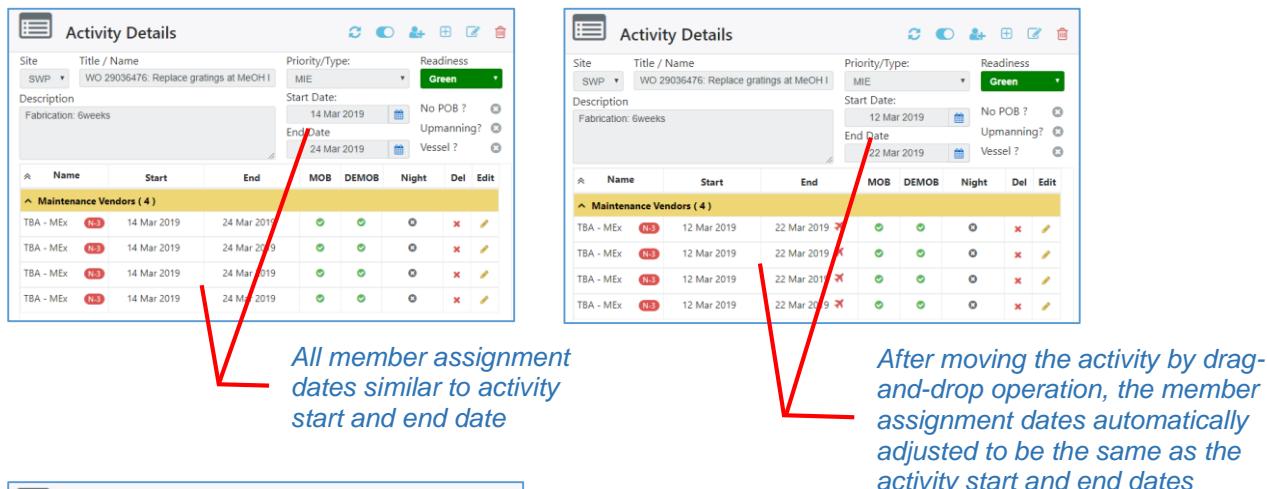


Position cursor to the right edge of the highlighted activity bar and perform drag-and-drop operation

After the drag-and-drop operation on an activity, the activity bar will appear in brighter color (**GREEN** to **LIME**, **ORANGE** to **YELLOW**, **RED** to **PINK**) indicating changes on its date scope were made. POB Total count will also change depending on the number of activity members affected by the date scope change.



If all members of the activity are part of the activity for the entire duration (i.e. activity start is the same as assignment start date and activity end is the same as the assignment end date), all member assignment dates will be automatically adjusted to follow the new activity start and end dates.



Name	Start	End	MOB	DEMOB	Night	Del	Edit
TBA - MEx	14 Mar 2019	24 Mar 2019	○	○	○	×	✎
TBA - MEx	14 Mar 2019	24 Mar 2019	○	○	○	×	✎
TBA - MEx	14 Mar 2019	24 Mar 2019	○	○	○	×	✎
TBA - MEx	14 Mar 2019	24 Mar 2019	○	○	○	×	✎

After adjusting activity's start and end dates by drag-and-drop operation, the member assignment dates automatically adjusted to be the same as the activity start and end dates

If any of the members will not remain on board for the entire duration of the activity, all members will maintain their original assignment duration but will follow any movement on the activity start date.

Not all member assignment dates similar to activity start

Activity Details

Site
Title / Name
Priority/Type:
MIE
Readiness
Green

Description

Crane Shutdown: 3 Days

Start Date:

27 Feb 2019

End Date:

13 Mar 2019

No POB ?

Upmanning?

Vessel :

Name	Start	End	MOB	DEMOB	Night	Del.	Edit
Maintenance Vendors (4)							
Alex Marasigan	(N-3) 27 Feb 2019	11 Mar 2019	✓	✓	●	✗	✎
Arvin Antonio	(N-3) 28 Feb 2019	11 Mar 2019	✓	✓	●	✗	✎
Christopher Alagon	(N-3) 27 Feb 2019	10 Mar 2019	✓	✓	●	✗	✎
Goreba Nasrulla	(N-3) 27 Feb 2019	11 Mar 2019	✓	✓	●	✗	✎

After adjusting activity's end date by drag-and-drop operation, the member assignment dates remain the same

Activity Details

Site: SWP Title / Name: WO 60030608: Replace SWP Crane MIEP Priority/Type: MIE Readiness: Green

Description: Crane Shutdown: 3 Days Start Date: 01 Mar 2019 No POB ? End Date: 13 Mar 2019 Upcoming: Vessel ?

Name	Start	End	MOB	DEMOB	Night	Del	Edit
Maintenance Vendors (4)							
Alex Marasigan	01 Mar 2019	13 Mar 2019	✓	✓	✗	✗	✎
Arvin Antonio	02 Mar 2019	13 Mar 2019	✓	✓	✗	✗	✎
Christopher Alagon	01 Mar 2019	12 Mar 2019	✓	✓	✗	✗	✎
Goreba Nasrulla	01 Mar 2019	13 Mar 2019	✓	✓	✗	✗	✎

After adjusting activity's start date by drag-and-drop operation, the member assignment dates are moved by the same number of days the activity start date was adjusted

After making all changes to activity date scopes, user must click on the save button to send all updates to the database.

Click to save changes

7

Confirmation prompt appears when the save button is clicked.

You are about to COMMIT/SAVE all changes made to activity periods.
Click OK to continue or CANCEL to abort.

OK Cancel

A screenshot of a Windows-style confirmation dialog box. The title bar is blue with the text "Activity Periods" and a close button. The main message area contains the text: "You are about to COMMIT/SAVE all changes made to activity periods. Click OK to continue or CANCEL to abort." Below the message are two buttons: "OK" and "Cancel". A red arrow points from the top right towards the "OK" button.

Hit Ok to proceed saving or Cancel to continue editing by drag-and-drop operation

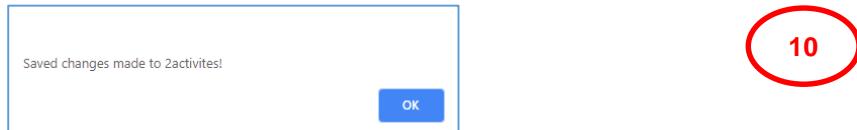
8

Progress prompt appear.

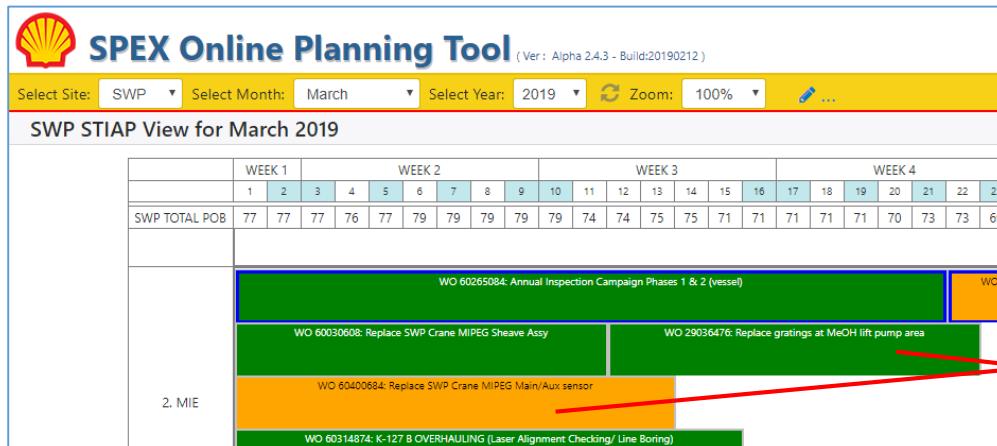
 Saving all modified activity periods. Please wait...

6

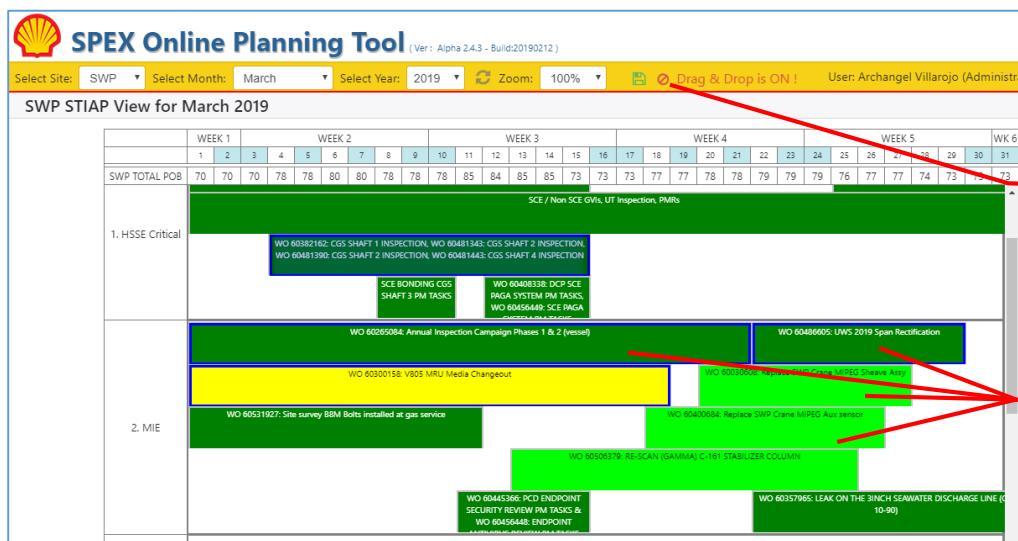
Followed by a confirmation prompt.



Then finally, the modified activities will return to its normal appearance and the Drag and Drop mode will be turned off.



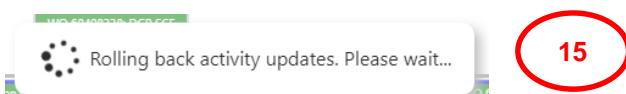
All changes made can be undone while the Drag and Drop mode is still active by clicking the cancel button.



Confirmation prompt appears when the cancel button is clicked



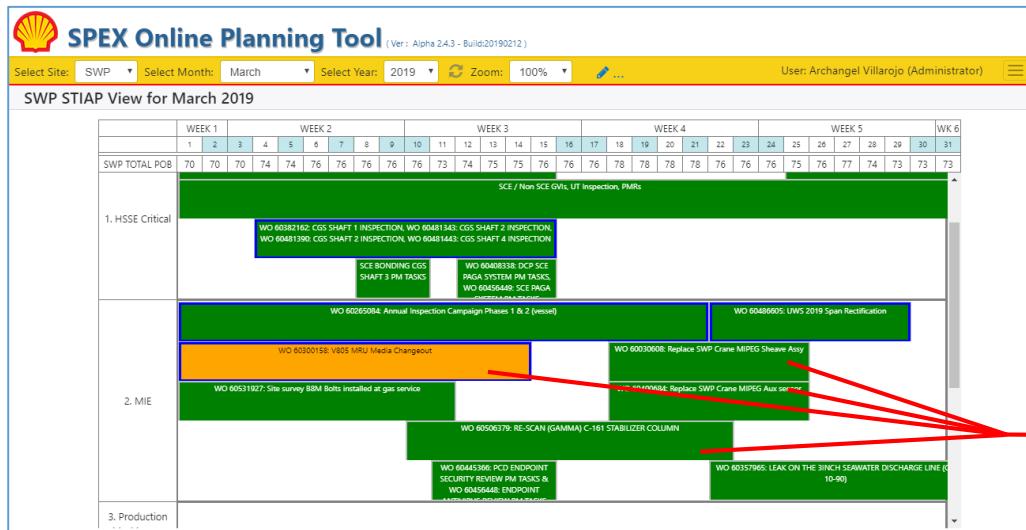
Progress prompt appear.



Followed by a confirmation prompt.



Modified activities will return back to the original scope and drag and drop mode will be cancelled.



Activity date
scope rolled
back

17

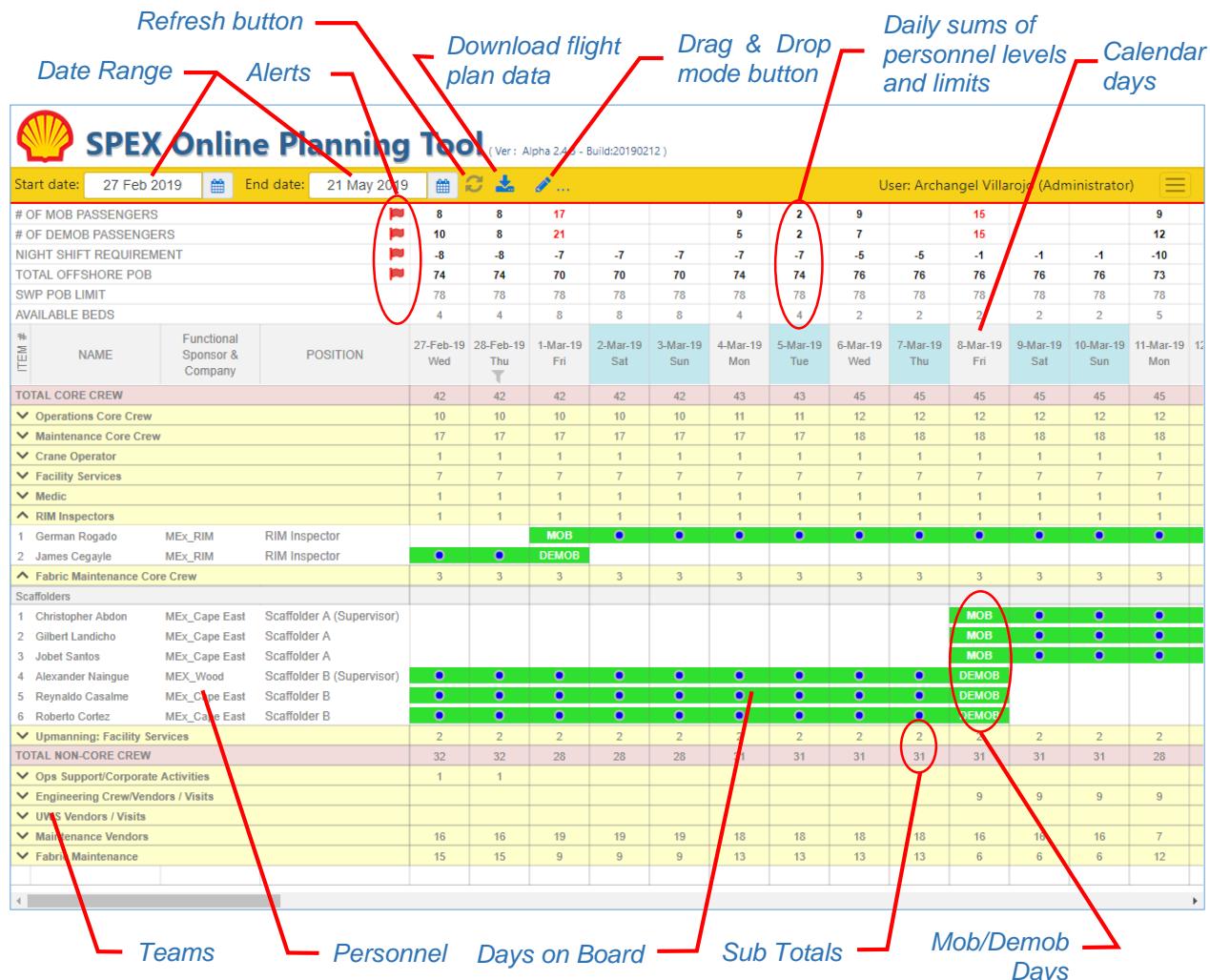
6 POB Calendar

The POB calendar is a gannt chart type view of activities and resources. Each person on board on any given day is represented as a bar on the chart and the length of the bar depends on the duration that each person is on board the platform. The personnel listing is arranged by teams with a main grouping on core and non-core crew categories.

The start date and end date defines the data range that is displayed on the calendar. Users can change the date range to zoom in on specific periods for planning purposes. For each day on the calendar the system shows the totals of personnel levels against pre-defined limits. The system displays alerts whenever limits are exceeded.

6.1 POB Calendar Screen Layout

The layout of the POB Calendar screen is shown below along with the various screen sections and components.



Depending on the available screen size vertical and horizontal scroll bars will automatically appear on the screen. The horizontal scroll bars will appear at the bottom of the screen and can be used to scroll to the left or to the right to view the rest of the days in the calendar. Vertical scroll bars will appear on the right hand side of the screen and can be used to scroll up and down to view the long list of teams and personnel displayed in the calendar.

6.2 Setting the Date Range

To set the date range, use the date pickers as shown below.

Click the date picker for **Start Date**

1

Click the desired start date

2

Click the date picker for **End Date**

3

Click the desired end date

4

Once the dates have been selected, click the Refresh button.

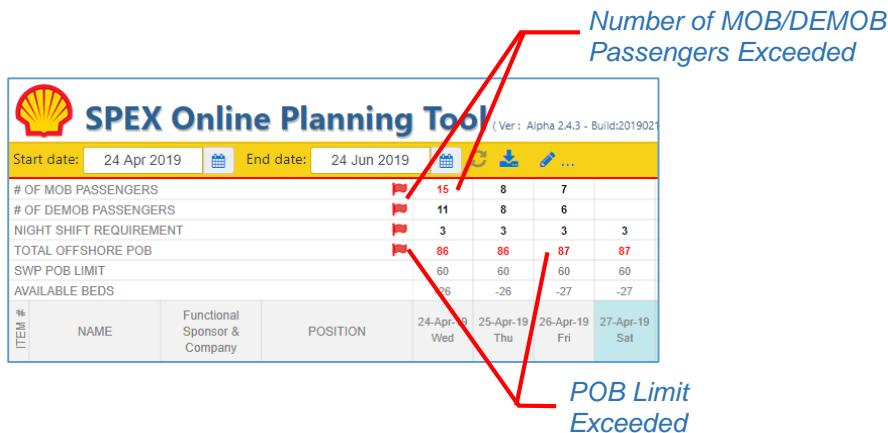
Click the **Refresh** button

5

The screen will then be refreshed with the data displayed for the selected date range.

6.3 Alerts

The system displays alerts whenever the pre-defined limits are exceeded on any given day. This gives the user an active notification that certain data items need attention.



6.4 Expanding & Collapsing Team Grouping

The list of teams and personnel on the left hand side of the screen can be expanded or collapsed to allow users to view specific data items.

When collapsed, only teams are displayed

Click the down arrow to expand a group

When expanded, the list of personnel under the selected group will be displayed

When expanded, the days on board for each person will also be displayed along with any MOB and DEMOB dates.

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat	3-Jun-18 Sun
TOTAL CORE CREW				45	45	45	45	45
▼ Operations Core Crew				14	14	14	14	14
▼ Maintenance Core Crew				18	18	18	18	18
▼ Crane Operator				1	1	1	1	1
▼ Facility Services				7	7	7	7	7
▼ Medic				1	1	1	1	1
▼ RIM Inspectors				1	1	1	1	1
▼ Fabric Maintenance Core Crew				3	3	3	3	3
▼ Engineering Crew								
TOTAL NON-CORE CREW				18	18	18	18	18
▼ Engineering Crew/Vendors / Visits				9	9	9	9	9
▼ Fabric Maintenance				9	9	9	9	9

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat	3-Jun-18 Sun
TOTAL CORE CREW				45	45	45	45	45
▼ Operations Core Crew				14	14	14	14	14
▼ Maintenance Core Crew				18	18	18	18	18
▼ Crane Operator				1	1	1	1	1
▼ Facility Services				7	7	7	7	7
▼ Medic				1	1	1	1	1
▼ RIM Inspectors				1	1	1	1	1
▲ Fabric Maintenance Core Crew				3	3	3	3	3
Scaffolders								
1 Reynaldo Casalme	MEX_Cape East	Scaffolder					MOB	• •
2 Roberto Cortez	MEX_Cape East	Scaffolder					MOB	• •
Christopher Abdon	MEX_BWES	Scaffolder A (Supervisor)						
4 Gilbert Landicho	MEX_Cape East	Scaffolder A	• •	• •	DEMOP			
5 Jobet Santos	MEX_Cape East	Scaffolder A	• •	• •	DEMOP			
6 Joseph Invento	MEX_Cape East	Scaffolder A	• •	• •	DEMOP			
7 Alexander Naingue	MEX_BWES	Scaffolder B (Supervisor)					MOB	• •
▼ Engineering Crew								
TOTAL NON-CORE CREW				18	18	18	18	18
▼ Engineering Crew/Vendors / Visits				9	9	9	9	9
▼ Fabric Maintenance				9	9	9	9	9

6.5 Filtering Data

The system allows filtering of data by applying a filter on a selected calendar day. The filter can only be applied to one calendar day at a time. The available filter options are:

- POB – display only personnel on board on the selected day
- MOB – display only personnel who are mobilizing on the selected day
- DEMOB – display only personnel who are de-mobilizing on the selected day
- NIGHT SHIFT – display only personnel who are on night shift on the selected day

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat	3-Jun-18 Sun
TOTAL CORE CREW								
Operations Core Crew				45	45	45	45	45
Maintenance Core Crew				14	14	14	14	14
Crane Operator				18	18	18	18	18
Facility Services				1	1	1	1	1
Medic				7	7	7	7	7
RIM Inspectors				1	1	1	1	1
Fabric Maintenance Core Crew				3	3	3	3	3
Scaffolders								
1 Reynaldo Casalme	MEx_Cape East	Scaffolder				MOB	●	●
2 Roberto Cortez	MEx_Cape East	Scaffolder				MOB	●	●
3 Christopher Abdon	MEx_BWES	Scaffolder A (Supervisor)			●	●	DEMOP	
4 Gilbert Landicho	MEx_Cape East	Scaffolder A			●	●	DEMOP	
5 Jobet Santos	MEx_Cape East	Scaffolder A			●	●	DEMOP	
6 Joseph Invento	MEx_Cape East	Scaffolder A			●	●	DEMOP	
7 Alexander Nangu	MEx_BWES	Scaffolder B (Supervisor)				MOB	●	●
Engineering Crew								

Hover the mouse pointer over the column heading and the filter symbol will appear

1

When the filter symbol appears, click on the column heading and the filter will be activated

2

By default, the four filter options are enabled. Each filter option can be enabled/disabled by clicking on each item

Click this icon to clear any filter that is currently in effect

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat	3-Jun-18 Sun
TOTAL CORE CREW								
Operations Core Crew				45	45	45	45	45
Maintenance Core Crew				14	14	14	14	14
Crane Operator				18	18	18	18	18
Facility Services				1	1	1	1	1
Medic				7	7	7	7	7
RIM Inspectors				1	1	1	1	1
Fabric Maintenance Core Crew				3	3	3	3	3
Scaffolders								
1 Christopher Abdon	MEx_BWES	Scaffolder A (Supervisor)		●	●	DEMOP		
2 Gilbert Landicho	MEx_Cape East	Scaffolder A		●	●	DEMOP		
3 Jobet Santos	MEx_Cape East	Scaffolder A		●	●	DEMOP		
TOTAL NON-CORE CREW								
Engineering Crew/Vendors / Visits				18	18	18	18	18
Fabric Maintenance				9	9	9	9	9

6.5.1 Filter POB

To apply POB filter, disable the other filter options by clicking on each item. Each filter option is colored green when enabled and colored grey when disabled. In the sample below, the MOB, DEMOB and NIGHT SHIFT filters have been disabled.

Only POB filter is enabled

Selected day

Personnel on board on the selected day

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat	3-Jun-18 Sun
TOTAL CORE CREW								
Operations Core Crew				45	45	45	45	45
Maintenance Core Crew				14	14	14	14	14
Crane Operator				18	18	18	18	18
Facility Services				1	1	1	1	1
Medic				7	7	7	7	7
RIM Inspectors				1	1	1	1	1
Fabric Maintenance Core Crew				3	3	3	3	3
Scaffolders								
1 Christopher Abdon	MEx_BWES	Scaffolder A (Supervisor)		●	●	DEMOP		
2 Gilbert Landicho	MEx_Cape East	Scaffolder A		●	●	DEMOP		
3 Jobet Santos	MEx_Cape East	Scaffolder A		●	●	DEMOP		
TOTAL NON-CORE CREW								
Engineering Crew/Vendors / Visits				18	18	18	18	18
Fabric Maintenance				9	9	9	9	9

With this filter applied, only the personnel who are on board on the selected day (**31-May-2018**) will be displayed on the calendar view.

6.5.2 Filter MOB

To apply MOB filter, disable the other filter options by clicking on each item. Each filter option is colored green when enabled and colored grey when disabled. In the sample below, the POB, DEMOB and NIGHT SHIFT filters have been disabled.

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18	31-May-18	1-Jun-18	2-Jun-18	3-Jun-18
				Wed	Thu	Fri	Sat	Sun
TOTAL CORE CREW								
▼ Maintenance Core Crew								
▼ Crane Operator								
▲ Fabric Maintenance Core Crew								
Scaffolders								
1	Reynaldo Casalme	MES_Cape East	Scaffolder					
2	Roberto Corlez	MES_Cape East	Scaffolder					
3	Alexander Naingue	MES_BWES	Scaffolder B (Supervisor)					
						MOB	● ●	
						MOB	● ●	
						MOB	● ●	

With this filter applied, only the personnel who are mobilizing on the selected day (**1-Jun-2018**) will be displayed on the calendar view.

6.5.3 Filter DEMOB

To apply DEMOB filter, disable the other filter options by clicking on each item. Each filter option is colored green when enabled and colored grey when disabled. In the sample below, the POB, MOB and NIGHT SHIFT filters have been disabled.

ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18	31-May-18	1-Jun-18	2-Jun-18	3-Jun-18
				Wed	Thu	Fri	Sat	Sun
TOTAL CORE CREW								
▼ Maintenance Core Crew								
▼ Crane Operator								
▲ Fabric Maintenance Core Crew								
Scaffolders								
1	Christopher Abdon	MES_BWES	Scaffolder A (Supervisor)			● ● DEMOB		
2	Gilbert Landicho	MES_Cape East	Scaffolder A			● ● DEMOB		
3	Inbet Santos	MES_Cape East	Scaffolder A			● ● DEMOB		

With this filter applied, only the personnel who are de-mobilizing on the selected day (**1-Jun-2018**) will be displayed on the calendar view.

6.5.4 Filter NIGHT SHIFT

To apply NIGHT SHIFT filter, disable the other filter options by clicking on each item. Each filter option is colored green when enabled and colored grey when disabled. In the sample below, the POB, MOB and DEMOB filters have been disabled.

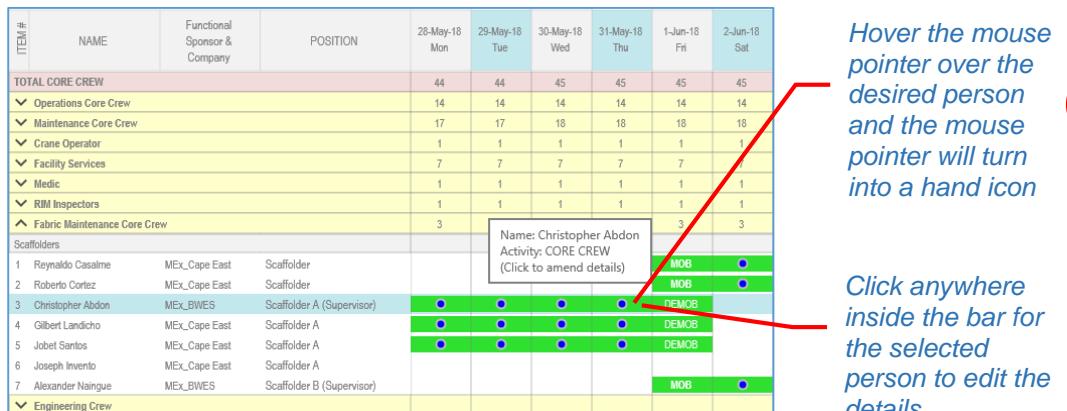
ITEM #	NAME	Functional Sponsor & Company	POSITION	30-May-18	31-May-18	1-Jun-18	2-Jun-18	3-Jun-18
				Wed	Thu	Fri	Sat	Sun
TOTAL NON-CORE CREW								
▼ Engineering Crew Non-Core Visits								
▲ PHSA-2018 Replacement of Corroded Piping Drain (PHSA Pre-works & Phase 5A Pipe Replacement)								
1	Noli Condino	ENG_DESCO	Pipe Fitter			● ● ● ● ●		
2	Rogelio Antolilao Jr	ENG_DESCO	Pipe Fitter			● ● ● ● ●		
3	TBA - 1 CORRODED DRAIN	ENG_DESCO	Welder			MOB	● ● ● ● ●	
4	TBA - 2 CORRODED DRAIN	ENG_DESCO	Welder			MOB	● ● ● ● ●	
Fabric Maintenance								

6.5.5 Combined Filter

Note that the four available filter options can be used in combination when required. For example, the MOB and DEMOB filters can be turned on at the same time. With this filter applied, the people who will be displayed are those who are either mobilizing or de-mobilizing on the selected date. All the four filter options can be turned on at the same time.

6.6 Editing Activity Member

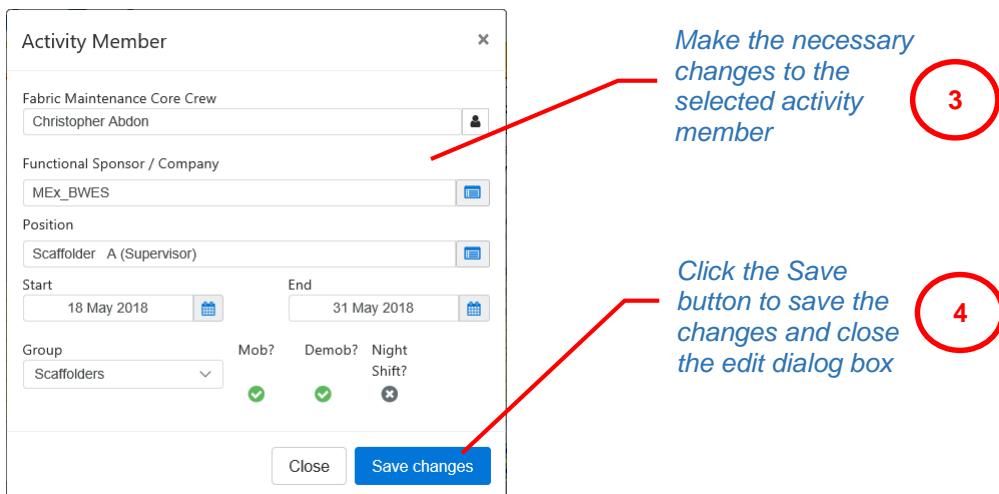
The system allows editing of the personnel who are currently displayed on the POB calendar. This allows users to edit the details for a specific person or even change a person assigned to a particular activity on the calendar.



A screenshot of the SPEX Online Planning Tool's POB calendar interface. The calendar shows a week from Monday, 28-May-18 to Saturday, 2-Jun-18. A tooltip is overlaid on the calendar grid for the entry on Wednesday, May 30th, which is highlighted in pink. The tooltip contains the text: "Name: Christopher Abdon", "Activity: CORE CREW", and "(Click to amend details)". A red arrow points from the text "Hover the mouse pointer over the desired person and the mouse pointer will turn into a hand icon" to the tooltip. Another red arrow points from the text "Click anywhere inside the bar for the selected person to edit the details" to the same tooltip area.

ITEM #:	NAME	Functional Sponsor & Company	POSITION	28-May-18 Mon	29-May-18 Tue	30-May-18 Wed	31-May-18 Thu	1-Jun-18 Fri	2-Jun-18 Sat
TOTAL CORE CREW				44	44	45	45	45	45
Operations Core Crew				14	14	14	14	14	14
Maintenance Core Crew				17	17	18	18	18	18
Crane Operator				1	1	1	1	1	1
Facility Services				7	7	7	7	7	7
Medic				1	1	1	1	1	1
RIM Inspectors				1	1	1	1	1	1
Fabric Maintenance Core Crew				3				3	3
Scaffolders									
1 Reynaldo Casalme	MEx_Cape East	Scaffolder						MOB	•
2 Roberto Cortez	MEx_Cape East	Scaffolder						MOB	•
3 Christopher Abdon	MEx_BWES	Scaffolder A (Supervisor)		•	•	•	•	•	•
4 Gilbert Landicho	MEx_Cape East	Scaffolder A		•	•	•	•	DEM	•
5 Jobet Santos	MEx_Cape East	Scaffolder A		•	•	•	•	DEM	•
6 Joseph Invento	MEx_Cape East	Scaffolder A						DEM	•
7 Alexander Naingue	MEx_BWES	Scaffolder B (Supervisor)						MOB	•
Engineering Crew									

A dialog box will be displayed as shown below. This is the same dialog box that can be seen when editing details in the activities module. This way, users can edit the activity members without having to leave the POB calendar screen and go to the activities module. The editing can be done directly on the POB calendar screen.



A screenshot of the "Activity Member" edit dialog box. The dialog shows fields for "Fabric Maintenance Core Crew" (Christopher Abdon), "Functional Sponsor / Company" (MEX_BWES), "Position" (Scaffolder A (Supervisor)), "Start" date (18 May 2018), "End" date (31 May 2018), "Group" (Scaffolders), and checkboxes for "Mob?", "Demob?", and "Night Shift?". A red arrow points from the text "Make the necessary changes to the selected activity member" to the dialog box. Another red arrow points from the text "Click the Save button to save the changes and close the edit dialog box" to the "Save changes" button at the bottom right of the dialog.

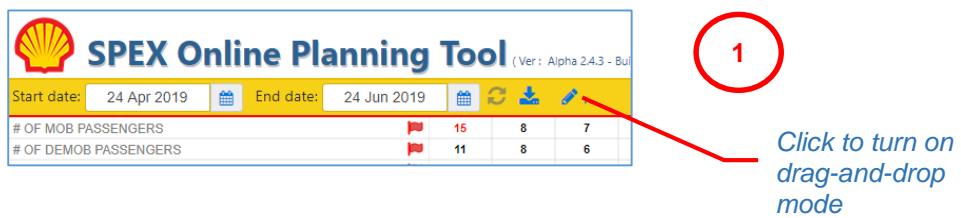
Note that users can change the Activity Member to a different person. This will be equivalent to assigning a totally different person to the selected activity.

Users can also change the:

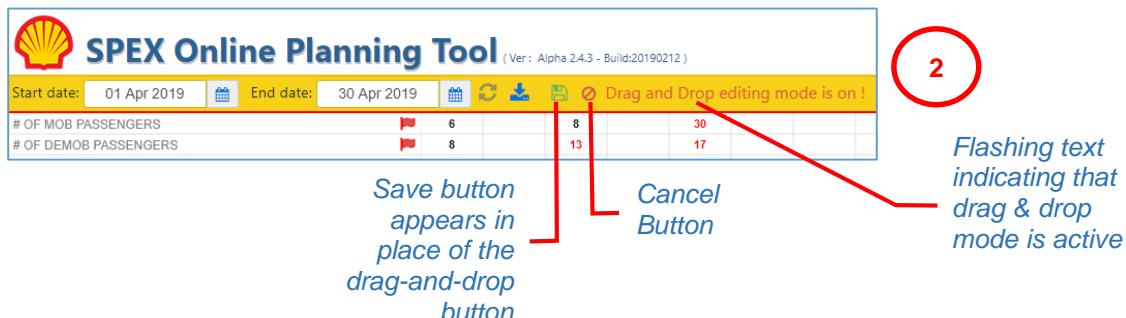
- Functional Sponsor Company
- Position
- Start Date
- End Date
- Group
- Mob
- Demob
- Night Shift

6.7 Editing activity member assignment dates by drag-and-drop

Users can change activity member assignment start date and end date using the drag-and-drop feature.

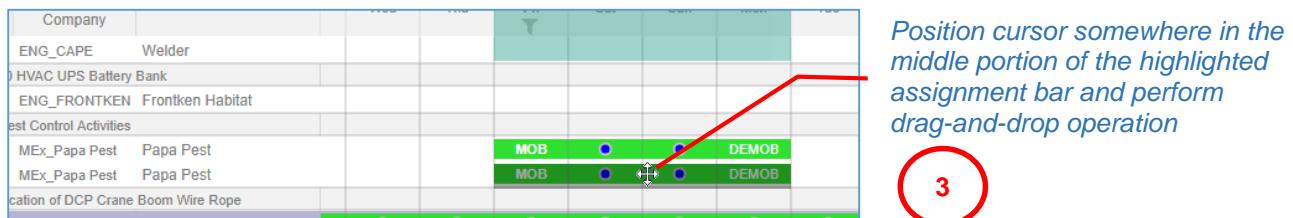


Save and Cancel action buttons and a flashing text appear indicating that the drag-and-drop mode is active appear on the tool bar.

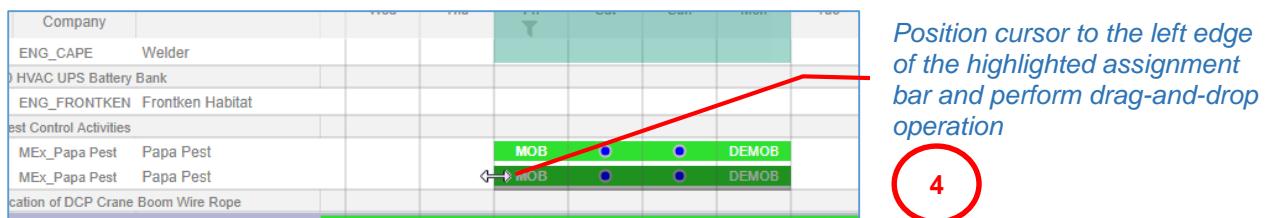


While on the drag-and-drop mode and a member assignment bar is hovered, it will be highlighted which indicates the drag-and-drop action will affect the selected member's assignment dates. Notice that the mouse cursor change depending on where the mouse is positioned above the highlighted assignment bar.

When the mouse is somewhere in the middle section of the bar, the move (\diamond) cursor will appear. This indicates that when the drag-and-drop action is performed, the assignment start and end date will be changed but the duration will remain the same.



When the mouse is hovered at the left edge of the highlighted assignment bar, the horizontal resize (\leftrightarrow) cursor will appear. This means that the drag and drop action will alter the assignment start date to an earlier or later date but the end date will remain the same.



When the mouse is hovered at the right edge of the highlighted assignment bar, the horizontal resize () cursor will appear. This means that the drag and drop action will alter the activity end date to an earlier or later date but the start date will remain the same.

Company	ENG_CAPE	Welder	MOB	DEMOP	MOB	DEMOP
HVAC UPS Battery Bank						
ENG_FRONTKEN	Frontken Habitat					
est Control Activities						
MEx_Papa Pest	Papa Pest					
MEx_Papa Pest	Papa Pest					
cation of DCP Crane Boom Wire Rope						

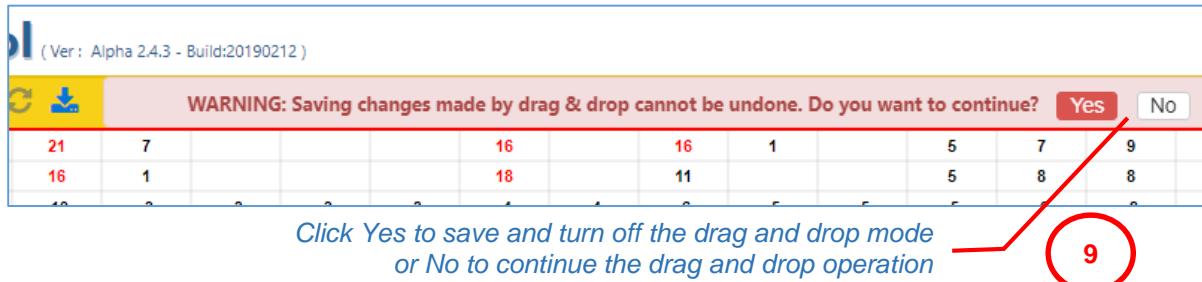
Position cursor to the right edge of the highlighted assignment bar and perform drag-and-drop operation

5

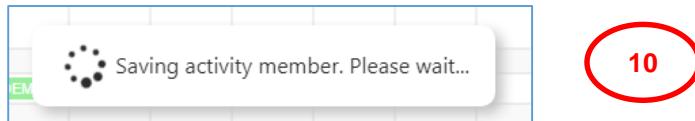
After the drag-and-drop operation on a member assignment, the assignment bar will appear in darker color (LIME to GREEN, PINK to RED) indicating changes on its date scope were made. Adjustment to subtotals and summary counts will be reflected after each completed operation.

Company	ENG_CAPE	Welder	MOB	DEMOP	MOB	DEMOP	MOB	DEMOP
Habitat Tech								
Industrial Hygienist								
Liquid N2 Operator								
Mechanical Technician								
Welder								
Habitat Tech								
Industrial Hygienist								
Liquid N2 Operator								
Mechanical Technician								
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Liquid N2 Operator								
Mechanical Technician								
Welder								
Habitat Tech								
Industrial Hygienist								
Liquid N2 Operator								
Mechanical Technician								
Welder								

Confirmation prompt appears when the save button is clicked.



Progress prompt appear.



Then the POB Calendar display will return to the normal state.

SPEX Online Planning Tool (Ver : Alpha 2.4.3 - Build:20190212)												User: Archangel Villarojo (Admin)															
Start date: 31 Jan 2019 End date: 28 Feb 2019																											
# OF MOB PASSENGERS																											
# OF DEMOB PASSENGERS																											
NIGHT SHIFT REQUIREMENT																											
TOTAL OFFSHORE POB																											
SWP POB LIMIT																											
AVAILABLE BEDS																											
ITEM	NAME	Functional Sponsor & Company	POSITION	31-Jan-19 Tue	1-Feb-19 Fri	2-Feb-19 Sat	3-Feb-19 Sun	4-Feb-19 Mon	5-Feb-19 Tue	6-Feb-19 Wed	7-Feb-19 Thu	8-Feb-19 Fri	9-Feb-19 Sat	10-Feb-19 Sun	11-Feb-19 Mon	12-Feb-19 Tue											
13	Eugenio Raynon	Ops_SPEX	Industrial Hygienist																								
14	Aekasit Paokhem	MEx_CR Asia	Liquid N2 Operator																								
15	Romel Torres	ENG_FRONTKEN	Mechanical Technician																								
16	Rogelio Antolihao Jr	ENG_CAPE	Welder																								
WO 29240480: Replace L200 HVAC UPS Battery Bank																											
17	Ismael Ali	ENG_FRONTKEN	Frontken Habitat																								
WO 60329702&60329751: Pest Control Activities																											
18	Abelardo Papa	MEx_Papa Pest	Papa Pest																								
19	Rodel Santos	MEx_Papa Pest	Papa Pest																								

Drag-and-Drop button re-appeared

Reflects changes made during the drag and drop operation

11

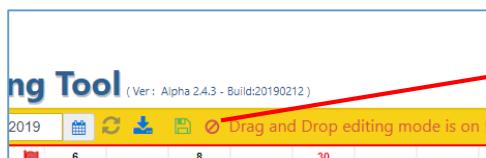
User can undo changes made by the drag and drop operation. However, this can only be done while the drag and drop mode is still active (i.e. neither saved nor cancelled using the action buttons in the toolbar).

To undo changes on individual member assignment, click on the undo button which appears on the left portion of the hovered modified assignment bar.

Click on the undo button to roll back the member assignment to the original dates.

12

If the user wishes to undo all changes made while in a drag-and-drop mode. Click on the cancel button on the toolbar.



Click cancel button to undo all changes made by drag and drop operation

13

A confirmation prompt will appear on the toolbar. Click Yes to undo all changes and turn off the drag and drop mode or No to abort cancellation and continue with drag and drop operations.

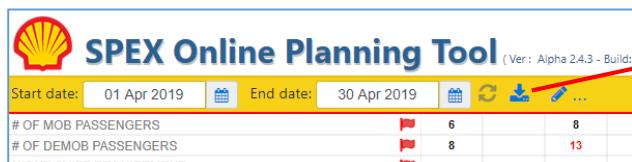


Click Yes to confirm undo action or No to continue drag-and-drop operation

14

6.8 Extracting flight plan data

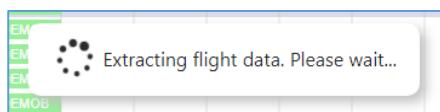
User can extract the selected POB calendar data to a CSV file which will be used as input for the Flight Plan tool. The Flight Plan tool is a macro enabled Excel file which produces daily flight plan report out of the extracted data from the POB calendar.



Click to download flight plan data

1

Progress prompt will appear and data will be downloaded to a file called "FlightPlanData_<start-yyyymmdd>_<end-yyyymmdd>.csv" and a prompt will appear indicating progress.



2

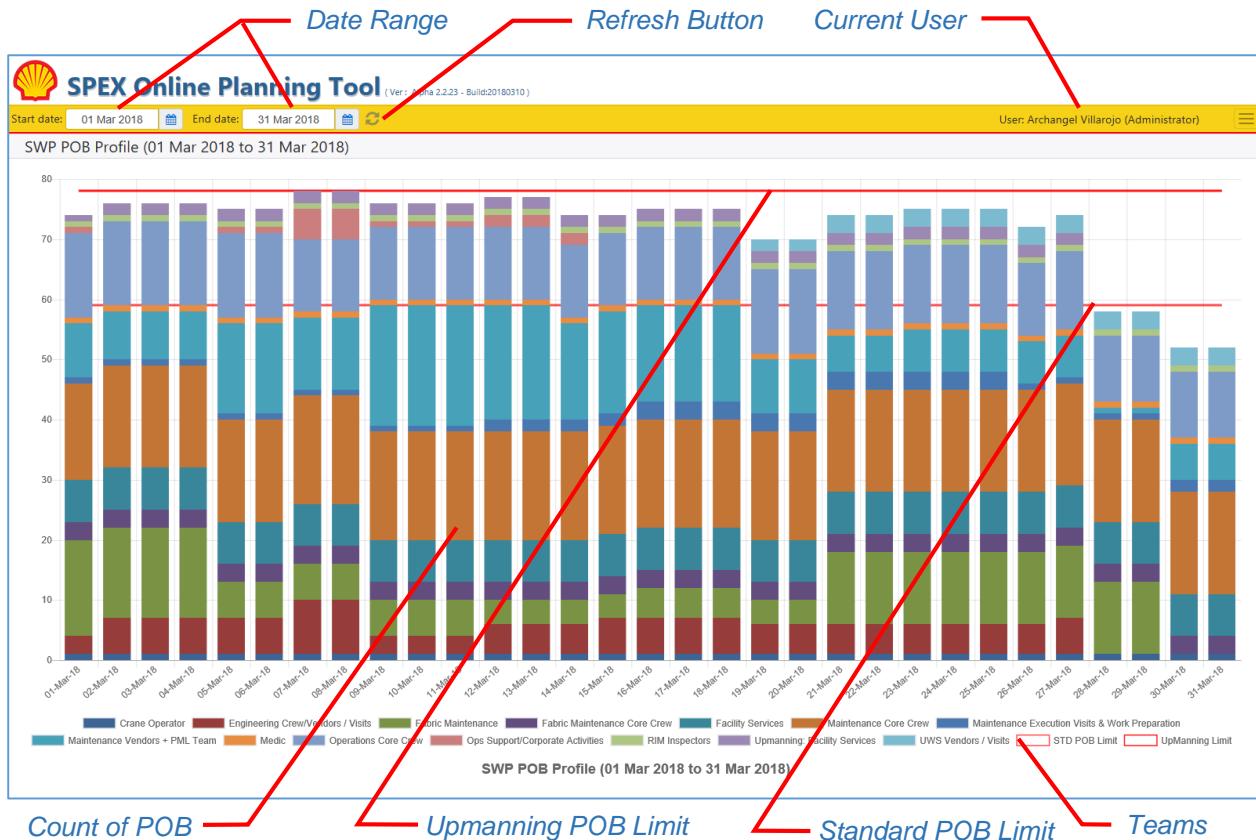
Note that the browser's popup blocker must be turned off for the online planning to site for the download process to continue.

7 POB Profile

The POB (Personnel On Board) profile is a stacked bar chart that shows the count of POB per day, grouped by teams. In this view, the start and end date can be specified.

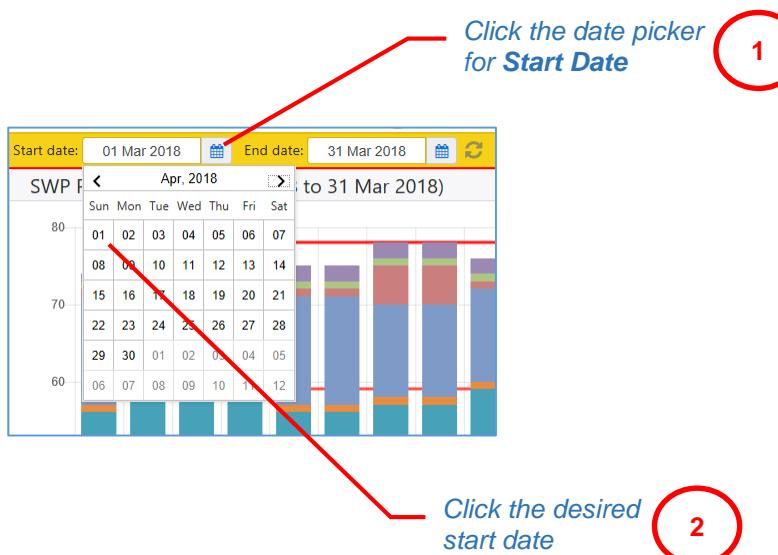
7.1 POB Profile Screen

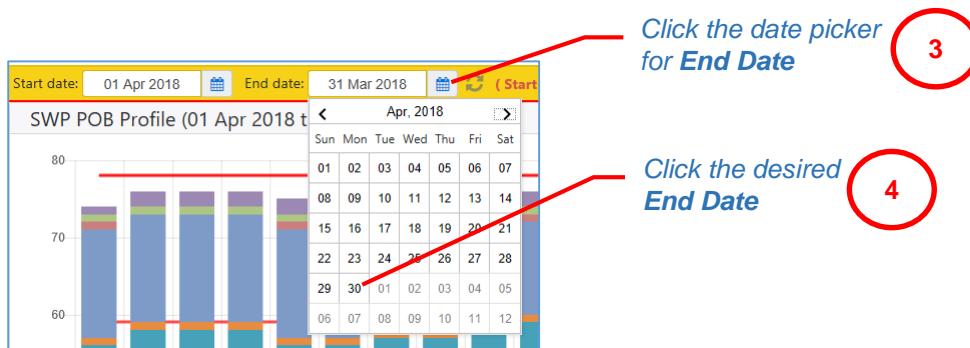
The layout of the POB profile screen is shown below.



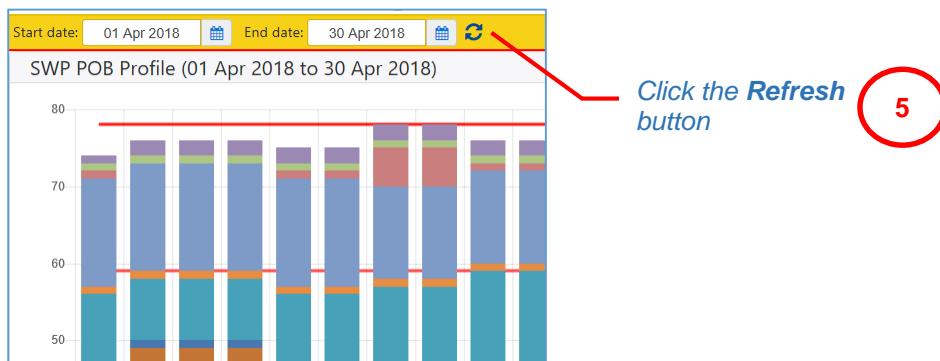
7.2 Changing the Date Range

To change the date range, use the date pickers as shown below.

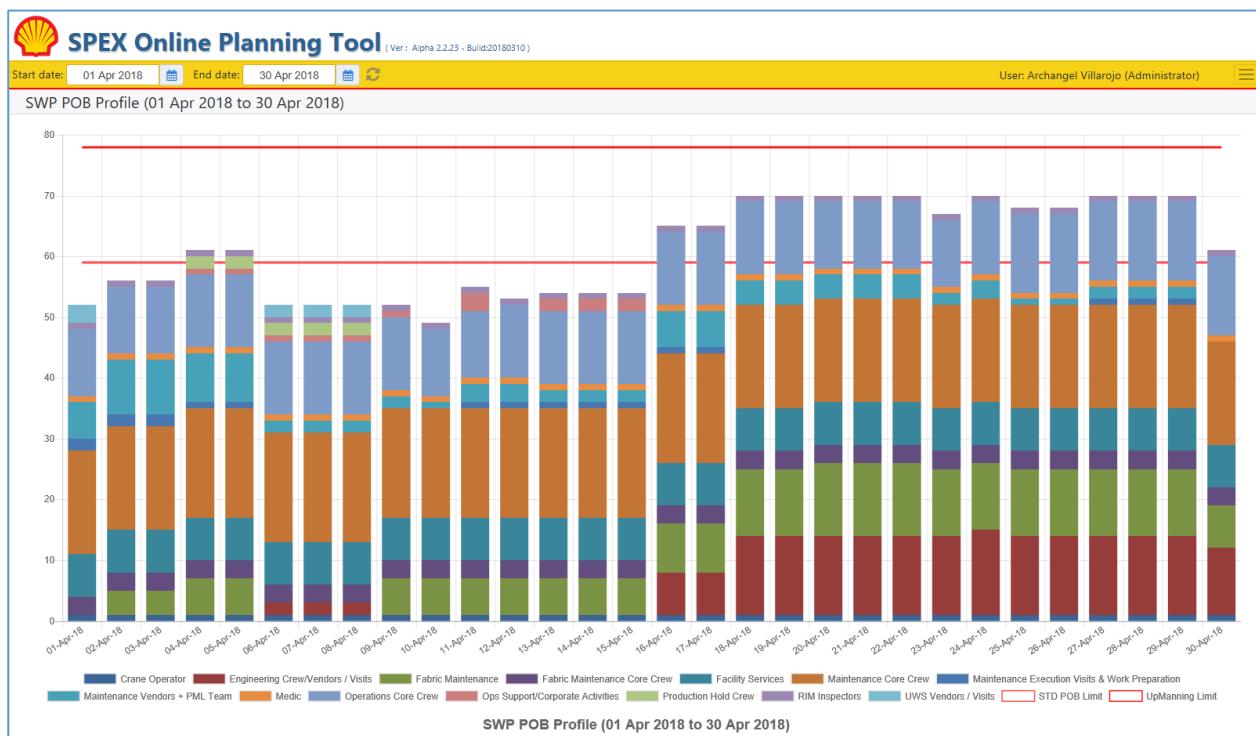




Once the start and end date has been selected, click the **Refresh** button.



The chart will then be refreshed showing the data for the selected date range.



8 Settings

The settings screen is shown below. All the software settings required by the application can be changed in this screen. These functions are only allowed for administrators.

Standard POB Limit		Upmanning Period		Mobilization Limit	
Date	Limit	Start Date	End Date	Date	Limit
(Initial)	59	16 Apr 2018	31 May 2018	(Initial)	9
		16 Feb 2018	29 Mar 2018		
		12 Jan 2018	04 Feb 2018		

Upmanning POB Limit		Demobilization Limit	
Date	Limit	Date	Limit
(Initial)	78	(Initial)	12

8.1 Application Settings

- **Standard POB Limit** – is a numeric value that sets the maximum number of personnel allowed on board at any given time.
- **Upmanning POB Limit** – is a numeric value that sets the maximum number of personnel allowed on board during upmanning periods.
- **Upmanning Periods** – are date ranges when upmanning is allowed on the platform. During these periods the maximum number of personnel allowed may be higher than the standard POB limit.
- **Mobilization Limit** – is a numeric value that sets the maximum number of personnel than can be mobilized on any given date.
- **De-mobilization Limit** – is a numeric value that sets the maximum number of personnel that can be de-mobilized on any given date.

8.2 Setting the Standard POB Limit

The Standard POB limit is the maximum allowed number of personnel on board the platform. This limit is dependent on the available beddings on the platform for each personnel. This limit is also set for safety reasons.

The standard POB limit is set by providing an effectivity date and a numeric value for the limit. The effectivity date is the date when the numeric value will take effect as the standard POB limit. This means that the system allows for different standard POB limits across the calendar as the year progresses.

To add a standard POB limit, use the date picker to select the effectivity date and then enter a numeric value for the limit.

Date	Limit
(Initial)	59
01 May 2018	61
(Initial)	59

Click the date picker to display the calendar

Click the desired effectivity date for the new POB limit

Click on the limit box and type-in a numeric value for the new limit

Click the Add button

The new POB limit has been added

At this point, a new POB limit of **61** has been added and will take effect from **1st May 2018** onwards.

To delete a Standard POB limit, click the **Delete** button on the left hand side.

Date	Limit
01 May 2018	61
(Initial)	59

Hover the mouse pointer over the desired limit and click the Delete button to remove an existing POB

8.3 Setting the Upmanning POB Limit

The Upmanning POB limit is the maximum allowed number of personnel on board the platform during an upmanning period. The system allows for the definition of an upmanning period where the Standard POB limit can be exceeded under special consideration.

The Upmanning POB limit is set by providing an effectivity date and a numeric value for the limit. The effectivity date is the date when the numeric value will take effect as the Upmanning POB limit. This means that the system allows for different Upmanning POB limits across the calendar as the year progresses.

To add an Upmanning POB limit, use the date picker to select the effectivity date and then enter a numeric value for the limit.

Uppmanning POB Limit	
Date	Limit
(Initial)	78
04 Jun 2018	75

At this point, a new Uppmanning POB limit of **75** has been added and will take effect from **4th June 2018** onwards. The setting for the upmanning period is defined in the next section.

To delete an Uppmanning POB limit, click the **Delete** button on the left hand side.

Uppmanning POB Limit	
Date	Limit
04 Jun 2018	75
(Initial)	78

8.4 Setting the Upmanning Periods

The Upmanning Periods define the start and end date when the Upmanning Limit value takes effect. The Upmanning period is defined by a start date and an end date.

To add a new upmanning period, use the date pickers as shown below.

Upmanning Period	
Start Date	End Date
16 Apr 2018	31 May 2018
16 Feb 2018	29 Mar 2018
12 Jan 2018	04 Feb 2018
<input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/>	

1 Click the date picker to display the calendar for start date

2 Click the date picker to display the calendar for end date

3 Click the desired start date for the new Upmanning period

4 Click the desired end date for the new upmanning period

5 Once the dates have been selected, click the Add button

6 The new upmanning period has been added

Upmanning Period	
Start Date	End Date
04 Jun 2018	20 Jun 2018
16 Apr 2018	31 May 2018
16 Feb 2018	29 Mar 2018
12 Jan 2018	04 Feb 2018
<input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/>	

At this point, a new Upmanning Period has been added and will covering the period **4th June 2018 to 20th June 2018**.

To delete an Upmanning Period, click the **Delete** button on the left hand side.

Upmanning Period	
Start Date	End Date
04 Jun 2018	20 Jun 2018
16 Apr 2018	31 May 2018
16 Feb 2018	29 Mar 2018
12 Jan 2018	04 Feb 2018
<input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/> <input type="button" value="Select date..."/>	

Hover the mouse pointer over the desired period and click the Delete button to remove an existing upmanning period

8.5 Setting the Mobilization Limit

The mobilization limit is the maximum allowed number of personnel that can be mobilized on any given day. This limit is dependent on the available transport to the platform for each personnel.

The mobilization limit is set by providing an effectivity date and a numeric value for the limit. The effectivity date is the date when the numeric value will take effect as the mobilization limit. This means that the system allows for different mobilization limits across the calendar as the year progresses.

To add a mobilization limit, use the date picker to select the effectivity date and then enter a numeric value for the limit.

Date	Limit
(Initial)	9
21 Mar 2018	14

To delete a Standard POB limit, click the **Delete** button on the left hand side.

Date	Limit
21 Mar 2018	14
(Initial)	9

8.6 Setting the De-mobilization Limit

The de-mobilization limit is the maximum allowed number of personnel that can be de-mobilized on any given day. This limit is dependent on the available transport from the platform for each personnel.

The de-mobilization limit is set by providing an effectivity date and a numeric value for the limit. The effectivity date is the date when the numeric value will take effect as the de-mobilization limit. This means that the system allows for different de-mobilization limits across the calendar as the year progresses.

To add a de-mobilization limit, use the date picker to select the effectivity date and then enter a numeric value for the limit.

Demobilization Limit						
< Mar, 2018 >						Limit
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07
Select date...			<input type="button" value=""/>	Enter limit... <input type="button" value="+"/>		

Click the date picker to display the calendar **1**

Click the desired effectivity date for the new de-mobilization limit **2**

Demobilization Limit	
Date	Limit
(Initial)	12
29 Mar 2018	<input type="text" value="8"/> <input type="button" value="x"/> <input type="button" value="+"/>

Click on the limit box and type-in a numeric value for the new de-mobilization limit **3**

Click the Add button **4**

Demobilization Limit	
Date	Limit
29 Mar 2018	8
(Initial)	12
Select date...	<input type="button" value=""/>
Enter limit... <input type="button" value="+"/>	

The new de-mobilization limit has been added **5**

To delete a de-mobilization limit, click the **Delete** button on the left hand side.

Demobilization Limit	
Date	Limit
29 Mar 2018	8 <input type="button" value="x"/>
(Initial)	12
Select date...	<input type="button" value=""/>
Enter limit... <input type="button" value="+"/>	

Hover the mouse pointer over the desired de-mobilization limit and click the Delete button to remove the existing limit