

WELS Operator User Manual

Wellit AS

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Part I

General System Information

The WELS Operator Logistics System is secure, reliable and made to support the end-user's workflows and not vice-versa. The System's key strengths are combining the workflows of involved participants of an operation into one system which is updated in real-time.

1 Framework

1.1 System Overview

The System consist of a master data implementation that stores all generic master data such as definition of vessels, companies and geographic locations. Each operator company using the System has its separate data store for own data. This includes marine, cargo, equipment tracking, personnel transport info and inventory. Read access to master data is granted from the Master data instance to each operator instance. External web services connect to the System via an own master data platform that communicate with the System Master Service. The master service can route requests onwards to each operator instance.

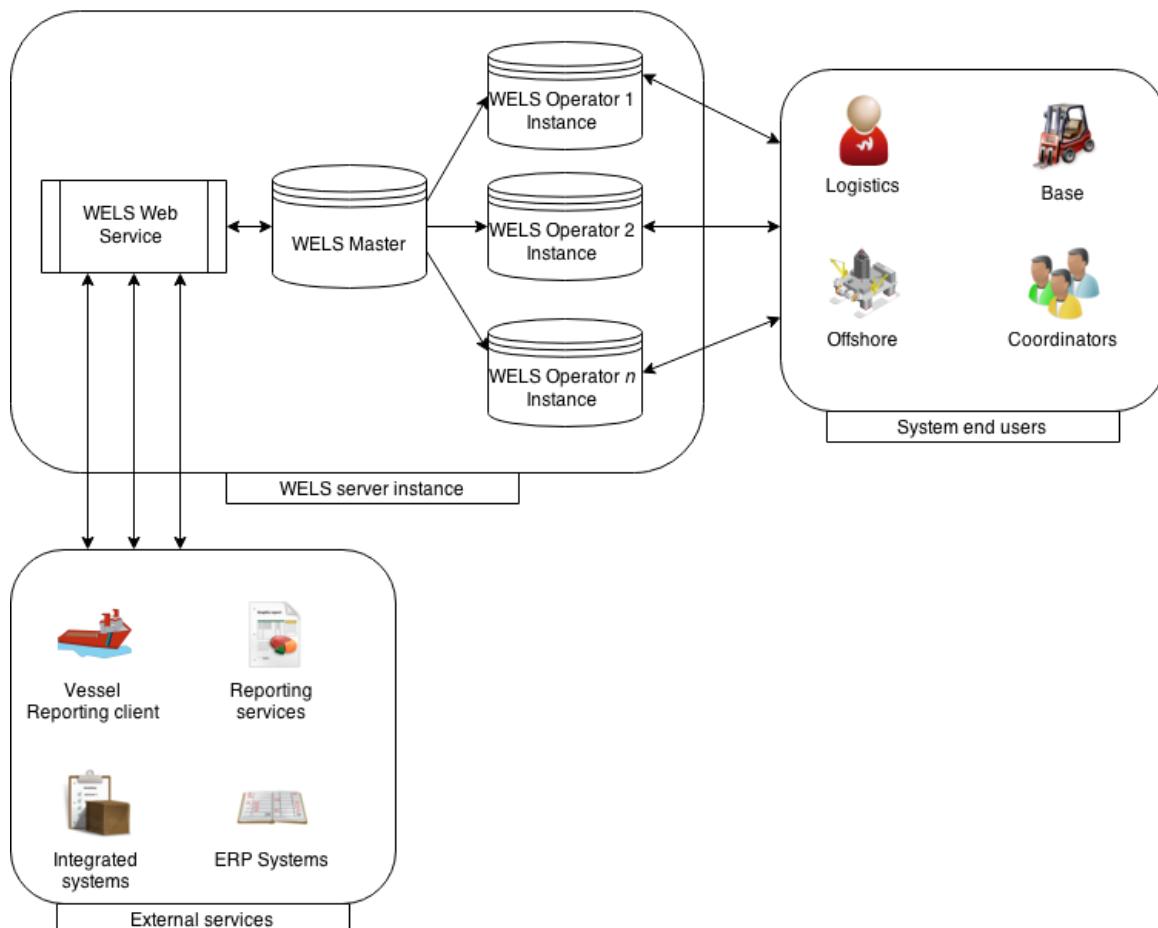


Figure 1.1: Operational Model

1.1.1 Modules

The System currently consists of the following modules:

- Marine Module: Vessel voyage reporting, marine assurance and vessel planning
- Stock Module: Control warehouses, 3rd party stock and movements
- Time Planner: Schedule and track activities related to ongoing drilling operations
- Cargo Module: Cargo handling
- POB Module: POB planning and management

The modules can be combined to expand on the logistics supply chain and give more granularity and control of where equipment and personnel are at any given time.

1.1.2 Architectural overview

The System is implemented as a web-based application.

1.1.3 General System Access

Access to the system is provided through a user name and password for end users. Each user can hold one or more roles, which will limit the functionality available and restrict readable and editable data.

1.1.4 Roles and access

The System allows for all parties (vendor, base, rig and more) involved in operations to create their own user accounts. Different user groups are defined for the System. Each user has a specific set of visible and allowed actions to minimize input effort and errors. Specific workflow pages have been added for base operators and offshore personnel to handle arriving and departing equipment.

Roles are granted by the application Super User(s).

1.2 Reporting framework

The System has a powerful on-demand reporting tool that allow for end user customization and chart creation. Interactive report overview. Each column in an interactive report can be clicked to add a quick filter or sort.

In addition, the Actions button has the following options:

- Select Columns specifies which columns to display and in what order.
- Filter focuses the report by adding or modifying the filter clause on the query.
- Rows Per Page determines how many rows display in the current report.
- Format contains the following submenu:
 - Sort - Changes the columns to sort on and determines whether to sort in ascending or descending order.
 - Control Break - Creates a break group on one or several columns. This pulls the columns out of the interactive report and displays them as a master record.
 - Highlight - Defines a filter that highlights the rows that meet the filter criteria.
 - Compute - Enables users to add computed columns to a report.

- Aggregate - Enables users to perform mathematical computations against a column.
- Chart - Displays the report data as a chart.
- Group By - Enables users to group the result set by one or more columns and perform mathematical computations against columns.
- Save Report - Saves the interactive report on a user level for later re-use
- Reset - Resets the report back to the default report settings.
- Help - Provides descriptions of how to customize interactive reports.
- Download - Downloads a report as Excel CSV file

Part II

Marine

Marine

The Marine module consists of the data coming from the vessels voyage reporting through their own reporting client, cost allocation, contract periods, marine planning of quay usage and sailing orders. It also includes a suite of KPIs based on the data generated from the different components.

2 Marine Assurance

The Marine assurance component allows vessels or inspectors to perform inspections, report HSEQ findings and create assurance plans.

2.1 Inspections

An inspector or coordinator can set up different inspections to be performed for an asset like a vessel. Each inspection can have an associated list of questions to be filled out and for any observations to be registered.

Title	Object Type	Object Name	Type	Date	Observations	# closed out
FMEA	Vessel	Caledonian Vision	FMEA	14.12.2016	-	-
Just a visit	Vessel	S/S Martha	Normal Visit	14.12.2016	-	-
WELS Quality Assurance	Vessel	S/S Martha	Normal Visit	14.12.2016	1	0
Safety Brief	Vessel	S/S Martha	Safety Brief	13.12.2016	-	-

Figure 2.1: Vessel Inspection. A list of all inspections.

The flags indicate different statuses. Yellow: In progress/Not submitted. Green: Submitted for approval. Red: Rejected. Blue: Approved. To get more information of the status, hover the mouse over the flag.

To inspect an existing inspection, click on the title of the inspection. To create a new inspection, click the "Create New" button.

Marine Assurance

Inspections & Visits

Observations

Assurance Plan

Emergency Flow Chart

Inspections and visits

Details

Related Observations

Asset: S/S Martha

Type: Normal Visit

Date: 14.12.2016

Title: WELS Quality Assurance

Inspector Name: Skibsreder O.P. Andersen

Remarks:

Related documents: 0 files

Edit Status: Submitted — Reopen for Editing

Created Date: 14.12.2016 10:01

Created By Name: Sindre Benonisens

Modified Date: 14.12.2016 10:01

Modified By Name: Sindre Benonisens

Inspection Summary

Figure 2.2: Vessel Inspection. Details.

Use the details view to set or update the details for the inspection

- Asset: Normally the Vessel
- Type of Inspection: To add or remove an inspection contact a super user or contact support to add an inspection in Settings - Application - Templates - Group Name - Inspection type
- Description
- Due Date
- Priority
- External ref: Any eventual references to external systems.
- Inspector Name
- Remarks
- Related Documents
- Edit Status: Click to submit or re-open. If submitted click the dropdown button to the right to approve or reject. If the incident isn't submitted this button will enable the delete button.
- Created Date and by

- Modified Data and by

The Inspection Summary generates a PDF with a summary and all related observations.

2.2 Observations

The marine observation component allows a vessel or an inspector to report HSEQ findings or to view findings from an inspection, which are then stored in the System.

Marine Assurance Inspections & Visits Observations Assurance Plan Emergency Flow Chart Inspection Questions

[Back](#)

Status	Flag
Observation for	PSV Vessel
Date	27.09.2016
Incident Type	Spill
Title	Oil leakage on main deck
Description	Oil leaking from a section of the pipe at starboard side of hose station. A worn out valve needs to be replaced. Inspection routines needs to be improved
Due Date	30.09.2016
Priority	Medium
External Ref	
Responsible	Captain
Related documents	0 files
Edit Status Button	Submit for approval

Figure 2.3: Details on an vessel observation

Each observation can have a set of corrective actions with deadlines. Each corrective action and observation has an approval workflow to validate whether all actions have been taken.

Corrective Actions		
Responsible	Date	Action
Mechanic	27.09.2016	Replace worn out valve
Captain	29.09.2016	Review current inspection routines.

Figure 2.4: Corrective actions related to an observation

2.3 Assurance Plan

The assurance plans allow a coordinator to view when different inspections are scheduled for an asset like vessel or rig. The list shows the inspections set up in the Inspections & Visit tab.

The Assurance Plan is where the vessel can see the latest inspection date for an inspection type, for example CMID. In the example below the latest CMID was 18.09.2014, and when you click on the cell/date you get an menu where you can Open, Create or Mark as N/A Open Will open the latest inspection.

Create Will create a new inspection (will be described in greater detail in the chapter Create new inspection) Mark as N/A If you click this button you will indicate that this inspection type is not applicable for this vessel. In the example below the Annual DP Trial Is set to N/A because the Prosper vessel does not have DP equipment.

The screenshot shows a web-based application for managing vessel assurance plans. At the top, there are five tabs: 'Marine Assurance' (selected), 'Inspections & Visits' (with a camera icon), 'Observations' (with binoculars icon), 'Assurance Plan' (with a bar chart icon), and 'Emergency Flow Chart' (with a person icon). Below the tabs, the title 'Vessel Assurance Plan' is displayed. A table lists ten vessels along with their inspection dates for various types: Annual DP Trial, CMID, FMEA, Hospital Drill, Mob Boat Drill, OVID, Oil Recovery Drill, and Tank Drill. The 'Annual DP Trial' column includes dates like '06.02.2016' and '17.03.2016'. The 'CMID' column includes dates like '22.10.2020' and '16.07.2020'. The 'FMEA' column contains '-' for most vessels. The 'Hospital Drill' column contains '-' for most vessels. The 'Mob Boat Drill' column contains '-' for most vessels. The 'OVID' column includes dates like '19.12.2016' and '30.11.2016'. The 'Oil Recovery Drill' column contains '-' for most vessels. The 'Tank Drill' column contains '-' for most vessels. At the bottom left of the table area is a blue button labeled 'Get PDF' with a document icon.

Vessel	Annual DP Trial	CMID	FMEA	Hospital Drill	Mob Boat Drill	OVID	Oil Recovery Drill	Tank Drill
Bourbon Monsoon	-	-	-	-	-	-	-	-
Esvagt Corona	-	-	-	-	-	19.12.2016	-	-
Esvagt Dee	-	-	-	-	-	30.11.2016	-	-
Island Challenger	06.02.2016	-	22.10.2020	-	-	11.02.2016	-	-
Island Chieftain	09.07.2016	-	10.08.2020	-	-	18.08.2016	-	-
NS Frayja	05.12.2016	-	03.12.2020	-	-	14.12.2016	-	-
NS Orla	09.11.2016	-	03.12.2020	-	-	29.09.2016	-	-
Saeborg	02.03.2016	-	24.02.2019	-	-	22.01.2016	-	-
Stril Mar	-	-	-	-	-	-	-	-
Stril Mariner	17.03.2016	-	16.07.2020	-	-	28.10.2016	-	-

Figure 2.5: Marine Assurance Plan

2.4 Emergency Flow Chart

Based on input on where a vessel operates and the setup of each Rig in the System, the Emergency Flowcharts can be automatically generated in the System. The flow chart includes the master data of the vessel as defined under settings, emergency contact information from vessel owners, operators and rig owner, and the default area contact information. Each VHF channel for the rig operating in the area is included in a list with corresponding coordinates.

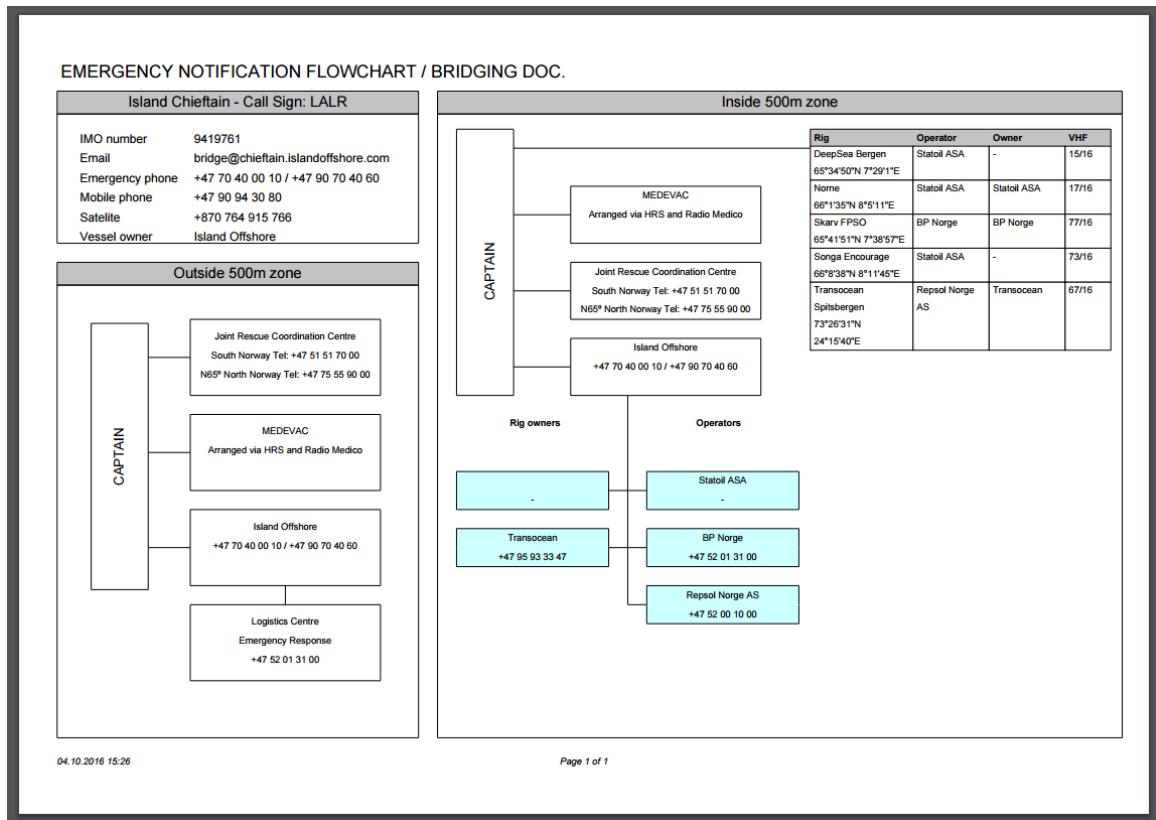


Figure 2.6: Export of Emergency Flow Chart

2.5 Inspection Questions

This is a component and needs to be enabled.

Inspection Questions is a framework for automatic generation of question based on filters like inspection, asset and equipment type or focus area. The intention is to have predefined question related to different inspection type, and can be automatically linked to an inspection in WELS.

2.5.1 Setup Filters

For Super Users and Administrators.

A filter in this context is a criterion a question have to meet. For example: If the the Focus Area is Risk Management, only questions that match this filter will be part of the generated questionare.

To add filters and filter categories. Navigate to Settings - Application - Templates.

First to create a filter choose Group Name "inspection question filter". (If this option is not enabled, please contact support@wellit.com and we will enable the option).

In name choose an unique identifier. Use only characters from A-Z and numbers and use underscore instead of spaces. Remember this id as it will be used when mapping filter options to this filter.

In the value column chose the name of the group like "Location" or "Inspection Type".

Leave params and object type empty and optimally fill input a number in the sort order. The lowest number will appear first in the list of filters so in the example below Location will appear before the Focus Area filter.

Group Name: inspection_question_filter

Name	Value	Params	Object type	Sort order
insp_type	Inspection Type	Type of inspection	insp_type	
location	Location	Where the inspection is located (Onshore/offshore).	location	

X Delete Selected **Add App code**

Figure 2.7: Two filters "Inspection Type" and "Location"

To add options to the filter switch Group name to inspection_question_filter_option.

Create an unique id in name column and display name in the value column like in the filter above. To map the filter option to the filter's id in the Object type column. Example to map "Marine Verification" to "Inspection Type" input "insp_type" in the Object type column.

Group Name: inspection_question_filter_option

Name	Value	Params	Object type	Sort order
insp_type_marin	Marine Verification		insp_type	10
insp_type_wels	WELS Verification		insp_type	20
offshore	Offshore		location	20
onshore	Onshore		location	10

X Delete Selected **Add App code**

Figure 2.8: Four filter options, connected to the two filters above.

The last thing in the Template is to create some headers for the questions. Switch Group name to inspection_question_header. Create with unique id and display value like the previous templates. These headers will be available when we

Group Name: inspection_question_header

Name	Value	Params	Object type	Sort order
wels	2 - Wels			
general	1 - General			

X Delete Selected **Add App code**

Figure 2.9: Two headers, "1 - General" and "2- Wels" will be available when creating questions.

2.5.2 Setup Questions

When the filters has been set it time to use them to generate questions. First we need some question templates. With a Marine, Super User or Administrator role navigate to the Marine Module and choose Inspection Questions in the Marine Assurance row.

Question Details

Question Id	110											
Question Header	2 - Wels ▾											
Question Text	Have the vessel received training in <u>Wels</u> ?											
Question Instruction												
Question Reference	Guideline 100											
Sequence Number	1											
Answer Type	Yes/No ▾											
1 - 1												
x Delete Question												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2; padding: 5px;">Filter</th> <th style="background-color: #f2f2f2; padding: 5px;">Ignore</th> <th style="background-color: #f2f2f2; padding: 5px;">Filter Option(s)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Inspection Type</td> <td style="padding: 5px;"><input type="checkbox"/> No</td> <td style="padding: 5px;"><input type="checkbox"/> Marine Verification</td> <td style="padding: 5px;"><input checked="" type="checkbox"/> WELS Verification</td> </tr> <tr> <td style="padding: 5px;">Location</td> <td style="padding: 5px;"><input checked="" type="checkbox"/> Yes</td> <td colspan="2"></td> </tr> </tbody> </table>		Filter	Ignore	Filter Option(s)	Inspection Type	<input type="checkbox"/> No	<input type="checkbox"/> Marine Verification	<input checked="" type="checkbox"/> WELS Verification	Location	<input checked="" type="checkbox"/> Yes		
Filter	Ignore	Filter Option(s)										
Inspection Type	<input type="checkbox"/> No	<input type="checkbox"/> Marine Verification	<input checked="" type="checkbox"/> WELS Verification									
Location	<input checked="" type="checkbox"/> Yes											
↻ Copy Filters From Latest Question ✖ Un-select All Filters ⊕ Select All Filters												

Figure 2.10:

Input the information for the question.

- Question Header: What header/group is do the question belong to.
- Question Text: The actual question.
- Question Instructions: Further instructions and details of how to carry out the inspection.
- Question Reference: References to external system or legislation.
- Sequence number: Just to order the questions.
- Answer type: Type of answers available. Yes/No, Yes/No/No seen etc.

Filter

Here it is possible to set what kind of filter this question should match. In the example above the question will be generated for if the WELS verification is checked and will apply both onshore, offshore and N/A since the location is ignored.

Generating a questions for inspections

Now when creating an inspection (see 2.1 for more information) about inspections. As of today questions are only available for Marine Verification (If not present: As a Super user add a inspection type with id marine_verification in group name inspection_type in Settings - Templates).

The screenshot shows the 'Questions' tab of an inspection creation form. The top navigation bar includes tabs for 'Inspections and visits', 'Details', 'Questions' (which is active), and 'Related Observations'. The form fields include:

- Asset: S/S Martha
- Type: Marine Verification
- Date: 15.12.2016
- Title: Marine Wels
- Inspector Name: Sindre Benonisen
- Remarks: (empty text area)
- Related documents: 0 files
- Edit Status: Submit for Approval
- Created Date: 15.12.2016 12:34
- Created By Name: Sindre Benonisen
- Modified Date: 15.12.2016 12:34
- Modified By Name: Sindre Benonisen

A blue button labeled 'Inspection Summary' is visible. Below the summary is a 'Filter Options(s)' section with:

- Inspection Type: Marine Verification (selected)
- WELS Verification (disabled)
- Location: Onshore (selected)
- Offshore (disabled)

A blue button labeled 'Generate Questions' is at the bottom.

Figure 2.11: An example of a question

Check the relevant filters for the inspection and press "Generate questions". The questions that match the filters will automatically be generated with answers. It is also possible to connect observations to the question.



Figure 2.12: Example of a generated question without WELS Verification checked

The screenshot shows a software application window with a toolbar at the top. On the left, there is a 'Filter' section with 'Filter Options(s)' dropdowns for 'Inspection Type' (Marine Verification, WELS Verification) and 'Location' (Onshore, Offshore). A red arrow points from the 'Generate Questions' button to the 'WELS Verification' dropdown. On the right, a list of questions is displayed under two sections: '1 - General' and '2 - Wels'. The first section contains one question: '1.100 - What if' with 'Guideline 109'. The second section contains one question: '2.110 - Have the vessel received training in Wels?' with 'Guideline 100'. Both questions have a dropdown menu next to them.

Figure 2.13: Example of a generated question with WELS Verification checked. The question created earlier is now a match and will included.

3 Voyage Reporting

3.1 Voyages

All data submitted by the vessels are displayed in this section. Section 3 has more information on data submitted. Additional adjustments and actions can be taken by marine coordinators or cost controllers.

Voyage Reports Overview												
Filters		Vessel	Rig	Status								
		All vessels	All rigs	Show All								
Options		Go		Actions		Create New Voyage						
Edit	Vessel	Voyage #	Year	Month	Start Date	End Date	Type	Mission	Locations	Remarks	Status	Vessel Editing
	Island Chieftain	94	2016	sep	23.09.2016 14:00	26.09.2016 10:00	normal	supply	Hornes Sandnessjøen, (ASCO) -> Skarv FPSO > Norme -> DeepSea Bergen	-	approved	no
	NS Frayja	67	2016	sep	23.09.2016 10:50	28.09.2016 12:45	normal	supply	Tananger, ASCO base -> Tambor -> Ula Q -> Ula D -> Ula P -> Gyda	-	approved	no
	Island Chieftain	93	2016	sep	21.09.2016 07:30	23.09.2016 14:00	normal	supply	Hornes Sandnessjøen, (ASCO) -> Norme -> DeepSea Bergen -> Skarv FPSO	-	approved	no
	Island Challenger	-	2016	sep	19.09.2016 20:50	-	normal	supply	Tananger, ASCO base	-	open	no
	NS Orta	65	2016	sep	19.09.2016 18:35	25.09.2016 12:51	normal	supply	Tananger, ASCO base -> Risavika Havn -> Valhall PH -> Valhall Flanke Sør -> Valhall QP -> Valhall IP -> Hod	-	approved	no
	Island Chieftain	92	2016	sep	19.09.2016 13:00	21.09.2016 07:30	normal	supply	Hornes Sandnessjøen, (ASCO) -> Skarv FPSO > Norme -> DeepSea Bergen	-	approved	no
	NS Frayja	66	2016	sep	19.09.2016 12:40	23.09.2016 10:50	normal	supply	Tananger, ASCO base -> Tambor -> Valhall IP -> Valhall QP -> Valhall PH -> Valhall WP -> Valhall DP -> Valhall Flanke Sør -> Valhall Flanke Nord -> Gyda	-	approved	no
	NS Frayja	65	2016	sep	16.09.2016 11:10	19.09.2016 12:40	normal	supply	Tananger, ASCO base -> Valhall PH -> Valhall DP	2 fuetanter på utgående, og kran/Aker på inngående.	approved	no
	Island Chieftain	91	2016	sep	16.09.2016 10:50	19.09.2016 13:00	normal	supply	Hornes Sandnessjøen, (ASCO) -> Skarv FPSO > DeepSea Bergen -> Norme	-	approved	no
	NS Orta	64	2016	sep	15.09.2016 13:36	19.09.2016 18:35	normal	supply	Tananger, ASCO base -> Valhall PH -> Valhall DP -> Valhall QP -> Valhall WP -> Valhall IP -> Hod -> Valhall Flanke Sør	-	approved	no
	Island Chieftain	90	2016	sep	14.09.2016 05:51	16.09.2016 10:50	normal	supply	Hornes Sandnessjøen, (ASCO) -> Skarv FPSO > DeepSea Bergen -> Norme	-	approved	no

Figure 3.1: Overview: Voyage reports

3.1.1 Voyage Report

The Voyage Report details page lists out all information on a single voyage. This is split into several sections: Voyage Log, ROB Log, Bulk Actions, Deck Submissions and Cost Allocation.

Voyage [Voyage Summary](#) [All Actions](#) [Voyage Log](#) [ROB Log](#) [Bulk Actions](#) [Deck Submissions](#) [Cost allocation](#)

Voyage number 396 of 397

Voyage Report

Vessel: Island Chieftain

Voyage #: 97

From Date: 30.09.2016 13:40

To Date: 03.10.2016 10:00

Mission Type: Supply Normal

Remarks: Completed unloading deck cargo

Edit Status: [Closed Out and Approved — Reopen](#)

[3 warnings/alerts found.](#)

Voyage Operator Remarks:

[Recalc voyage](#) [Recalc Voyage No](#) [Voyage Summary](#)

Figure 3.2: Voyage Report Details

3.1.2 Cost Allocation

On approval of a voyage report, the Marine role can cost allocate events during the voyage. This is either used to allocate the time spent to a single (dedicated) rig or field, or to define the voyage as a Pool voyage. This information can later be used to cost allocate all vessel voyages in a month based on the vessel usage, as outlined in section ?? regarding cost allocation and in the **38.1 Vessel Days Allocation report**.

3.2 Deck State

The Deck State page has a report showing the vessel and time of the submission of the deck state.

View	Object Type	Name	Submitted Date
 View	vessel	NS Frayja	18.10.2017 07:33
 View	vessel	Esvagt Caroline	16.10.2017 10:26
 View	vessel	Esvagt Caroline	16.10.2017 10:24
 View	vessel	NS Frayja	05.10.2017 09:28
 View	vessel	NS Frayja	05.10.2017 09:18
 View	vessel	NS Frayja	05.10.2017 08:56
 View	vessel	NS Frayja	05.10.2017 08:55
 View	vessel	NS Frayja	05.10.2017 08:53
 View	vessel	NS Frayja	05.10.2017 08:52
 View	vessel	NS Frayja	05.10.2017 08:36
 View	vessel	NS Frayja	05.10.2017 08:36
 View	vessel	NS Frayja	05.10.2017 07:56
 View	vessel	Esvagt Caroline	04.10.2017 15:23
 View	vessel	NS Frayja	04.10.2017 13:32
 View	vessel	NS Frayja	04.10.2017 13:31

Figure 3.3: Overview over submitted deck states.

By clicking view the selected deck state option can be shown. When viewing the deck state the submission date are at the top. Containers are colour coded to To/From destination and a legend at the top showing what the different marking on the container means. By clicking on a container more information can be shown.

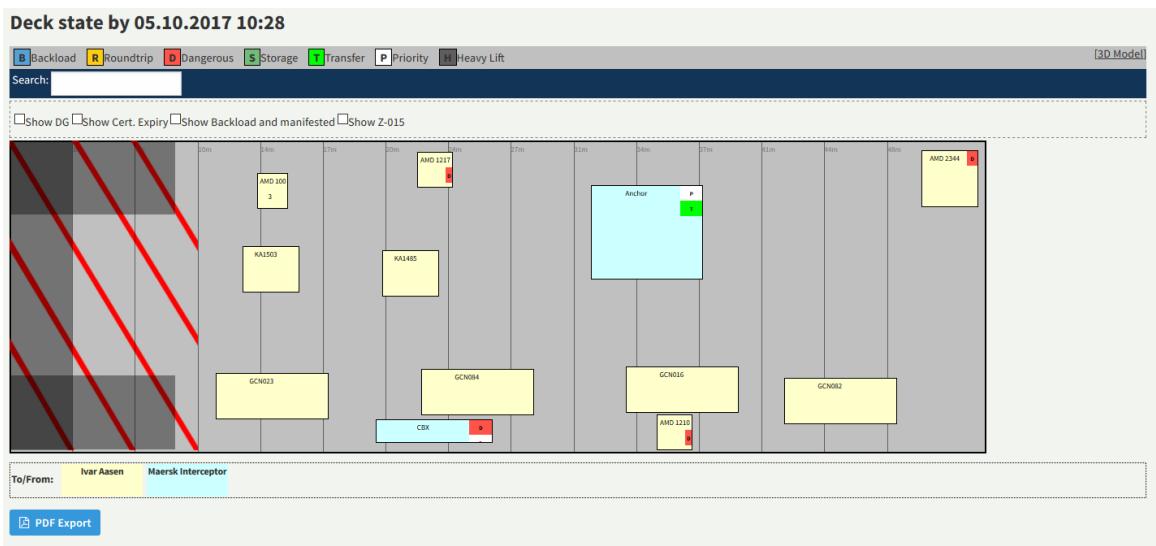


Figure 3.4: Deck state layout.

The option to get pdf of the deck state are also available.

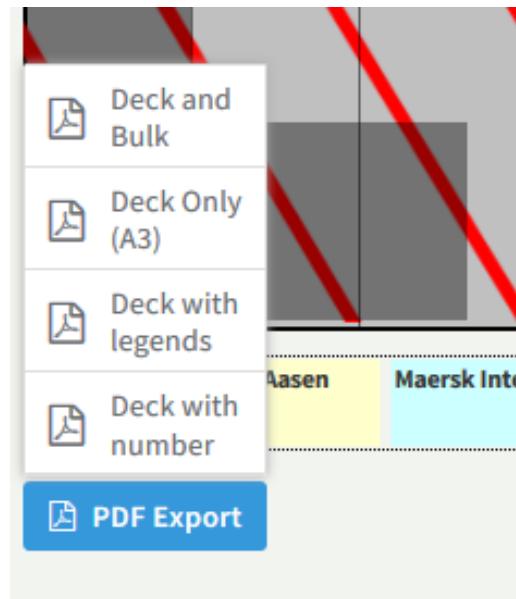


Figure 3.5: PDF option of deck state.

3.3 Bulk Tank Actions

The bulk tank report is an interactive report that lists all actions a vessel has reported. It can easily be filtered by date, vessel name, tank name, bulk type, action and other report headers.

The screenshot shows a software interface for managing bulk tank actions. At the top, there are several tabs: Voyage Reporting, Voyages, Deck State, Bulk Tank Actions (which is selected), Departure Report, Daily Reports, Report Approval, and Monthly Reports. Below the tabs are search and filter options, including a dropdown for 'Options' and a search bar with a 'Go' button. A message box indicates 'Action not in Rob_Rob_Adjustment'. The main area is a table with the following columns: ID, Vessel, Tank, Capacity, Unit, Date, Action, Qty, Unit, SG, Type, Bulk Description, New ROB, Location, Destination, Company, and Remarks. The table contains 14 rows of data, mostly from the vessel 'Island Chieftain', detailing various actions like 'Load', 'Offload', and 'Potwater' transfers to locations such as 'Hornes Sandnessjøen (ASCO)', 'Tananger ASCO base', and 'Valhall PH'.

ID	Vessel	Tank	Capacity	Unit	Date	Action	Qty	Unit	SG	Type	Bulk Description	New ROB	Location	Destination	Company	Remarks
8843532	Island Chieftain	Potwater total	850	m3	03.10.2016 12:35	Load	786	m3	1	Potwater	-	894	Hornes Sandnessjøen, (ASCO)	-	-	-
8841361	NS Frayja	Potwater total	1008	m3	03.10.2016 08:30	Load	132	m3	1	Potwater	-	898	Tananger, ASCO base	-	ASCO Norge AS	-
8841210	Island Chieftain	Fueloil	830	m3	02.10.2016 16:50	Offload	400	m3	,8457	Diesel	-	230,8	Norne	-	Statoil Fuel & Retail	-
8841215	Island Chieftain	Potwater total	850	m3	02.10.2016 12:40	Offload	150	m3	1	Potwater	-	111	Norne	-	ASCO Norge AS	-
8841227	Island Chieftain	TK 61 PS	62,7	m3	01.10.2016 21:30	Offload	45,9	m3	1,2	Brine	-	0	DeepSea Bergen	-	Halliburton	-
8841217	Island Chieftain	Potwater total	850	m3	01.10.2016 15:50	Offload	630	m3	1	Potwater	-	254	Skarv FPSO	-	ASCO Norge AS	-
8841371	NS Frayja	Fuel total	1419	m3	01.10.2016 14:10	Offload	77	m3	,86	Diesel	-	603	Valhall PH	-	Statoil Fuel & Retail	-
8842839	NS Orla	Potwater total	1007,6	m3	01.10.2016 09:00	Offload	220	m3	1	Potwater	-	550	Gyda	-	ASCO Norge AS	-
8841219	Island Chieftain	Potwater total	850	m3	30.09.2016 19:30	Load	580	m3	1	Potwater	-	895	Hornes Sandnessjøen, (ASCO)	-	ASCO Norge AS	-
8841228	Island Chieftain	TK 61 PS	62,7	m3	30.09.2016 14:50	Load	45,9	m3	1,2	Brine	-	45,9	Hornes Sandnessjøen, (ASCO)	DeepSea Bergen	Halliburton	-
8819419	Island Chieftain	TK 61 PS	62,7	m3	30.09.2016 03:10	Offload	50,6	m3	1,2	Brine	-	0	DeepSea Bergen	-	Halliburton	-
8819414	Island Chieftain	TK 63 PS	60,6	m3	30.09.2016 02:41	Offload	49,1	m3	1,2	Brine	-	0	DeepSea Bergen	-	Halliburton	-

Figure 3.6: Bulk tank actions report

The report can be used to e.g query all actions on a single tank prior to a tank cleaning to identify who and what has dirtied the tank.

3.4 Departure Report

Vessels submit departure reports on their way from and to the supply base. These include the total used deck area and utilization (percentage) and the Dead Weight Tonnage. The Departure Report interactive report can be used to query these reports over a period of time to e.g calculate the average deck utilization or DwT.

The screenshot shows a software interface for the Departure Report Interactive Report. At the top, there are search and filter options, including a dropdown for 'Options' and a search bar with a 'Go' button. A message box indicates 'Submit Date is in the last 1 weeks'. The main area is a table with the following columns: Vessel Name, Submit Date, Eta, From Port Name, To Port Name, Used M2, Reserved M2, Unavailable M2, Deck Utilization (%), and Current Dwt. The table lists 16 entries for various vessels (e.g., Island Chieftain, NS Orla, NS Frayja) and their movements between ports like Hornes Sandnessjøen, Tananger, Ula Q, Valhall DP, and Gyda, along with their respective deck utilization percentages and current dead weight tonnages.

Vessel Name	Submit Date	Eta	From Port Name	To Port Name	Used M2	Reserved M2	Unavailable M2	Deck Utilization (%)	Current Dwt
Island Chieftain	03.10.2016 16:05	04.10.2016 03:00	Hornes Sandnessjøen, (ASCO)	DeepSea Bergen	139	0	0	14	4050
Island Chieftain	02.10.2016 17:10	03.10.2016 05:00	Norne	Hornes Sandnessjøen, (ASCO)	383	108	360	71	2679
Island Chieftain	01.10.2016 22:35	02.10.2016 07:00	Norne	Hornes Sandnessjøen, (ASCO)	263	108	360	49	3975
Island Chieftain	30.09.2016 20:10	01.10.2016 12:00	Hornes Sandnessjøen, (ASCO)	Skarv FPSO	318	108	360	59	4008
Island Chieftain	30.09.2016 04:30	30.09.2016 13:00	DeepSea Bergen	Hornes Sandnessjøen, (ASCO)	150	108	360	28	3882
Island Chieftain	28.09.2016 20:00	29.09.2016 12:00	Hornes Sandnessjøen, (ASCO)	Skarv FPSO	180	108	360	33	3914
Island Chieftain	28.09.2016 03:40	28.09.2016 12:00	DeepSea Bergen	Hornes Sandnessjøen, (ASCO)	370	108	360	69	3072
NS Orla	03.10.2016 17:45	04.10.2016 07:00	Tananger, ASCO base	Gyda	374	0	0	43	3035
NS Orla	02.10.2016 20:30	03.10.2016 09:30	Ula Q	Tananger, ASCO base	201	85	210	36	3200
NS Orla	02.10.2016 08:45	02.10.2016 15:00	Valhall DP	Ula D	201	85	210	36	3200
NS Orla	01.10.2016 21:05	02.10.2016 01:30	Ula D	Valhall DP	292	85	210	52	3200
NS Orla	30.09.2016 17:56	01.10.2016 07:00	Tananger, ASCO base	Gyda	350	85	210	62	3310
NS Orla	28.09.2016 19:50	29.09.2016 13:00	Valhall QP	Tananger, ASCO base	363	85	210	64	2900
NS Frayja	02.10.2016 11:40	03.10.2016 08:00	Valhall PH	Tananger, ASCO base	450	85	210	80	3450
NS Frayja	30.09.2016 18:10	30.09.2016 23:00	Ula D	Valhall IP	565	85	210	100	3750

Figure 3.7: Departure Report Interactive Report

3.5 Daily Reports

The Daily Reports page are used to display the daily report the vessel sends inn to the system with information about Current Plan, Yesterday's actions, Current POB, Information about extra personnel, and the captain onboard. This can be displayed for all vessels or for the current captain only.

Vessel		Date Range																																																	
Filters	All vessels	Date Range	31.01 - 01.11																																																
Daily Status																																																			
<table border="1"><thead><tr><th>Check</th><th>Report Date</th><th>Captain on shift</th><th>Current POB</th><th>Extra Bedding</th><th>Extra Meals</th><th>Current Plan</th><th>Yesterday's Actions</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>05.10.2017</td><td>Ronny Otneim</td><td>22</td><td>2</td><td>2</td><td>travel from base</td><td>load on base</td></tr><tr><td><input type="checkbox"/></td><td>04.10.2017</td><td></td><td>22</td><td>2</td><td>2</td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>01.10.2017</td><td>Odd Rune Jensen</td><td>14</td><td></td><td></td><td>Cargo action at Gyda Sailing to Tananger</td><td>Sailing to field, cargo action when arriving</td></tr><tr><td><input type="checkbox"/></td><td>30.09.2017</td><td>Odd Rune Jensen</td><td>14</td><td></td><td></td><td>Sailing to field, cargo action when arriving</td><td>Loading FW Fire- and muster drill Loading deck cargo</td></tr><tr><td><input type="checkbox"/></td><td>29.09.2017</td><td></td><td>14</td><td></td><td></td><td></td><td></td></tr></tbody></table>				Check	Report Date	Captain on shift	Current POB	Extra Bedding	Extra Meals	Current Plan	Yesterday's Actions	<input type="checkbox"/>	05.10.2017	Ronny Otneim	22	2	2	travel from base	load on base	<input type="checkbox"/>	04.10.2017		22	2	2			<input type="checkbox"/>	01.10.2017	Odd Rune Jensen	14			Cargo action at Gyda Sailing to Tananger	Sailing to field, cargo action when arriving	<input type="checkbox"/>	30.09.2017	Odd Rune Jensen	14			Sailing to field, cargo action when arriving	Loading FW Fire- and muster drill Loading deck cargo	<input type="checkbox"/>	29.09.2017		14				
Check	Report Date	Captain on shift	Current POB	Extra Bedding	Extra Meals	Current Plan	Yesterday's Actions																																												
<input type="checkbox"/>	05.10.2017	Ronny Otneim	22	2	2	travel from base	load on base																																												
<input type="checkbox"/>	04.10.2017		22	2	2																																														
<input type="checkbox"/>	01.10.2017	Odd Rune Jensen	14			Cargo action at Gyda Sailing to Tananger	Sailing to field, cargo action when arriving																																												
<input type="checkbox"/>	30.09.2017	Odd Rune Jensen	14			Sailing to field, cargo action when arriving	Loading FW Fire- and muster drill Loading deck cargo																																												
<input type="checkbox"/>	29.09.2017		14																																																

Figure 3.8: Daily reporting overview.

3.6 Report Approval

3.7 Monthly Reports

The Monthly report page are used to display the monthly reports the vessel are sending in. The report shows Vessel and time period of the report. The monthly report are submitted from the vessel client.

Vessel		Status			
Filters	All vessels	Show All			
Options	<input type="text"/> Go	Actions			
Edit	Vessel	Start Date	End Date	Status	Report Remarks
	Stril Mar	01.09.2017 00:00	01.10.2017 00:00	submitted	-
	Stril Mar	01.08.2017 00:00	01.09.2017 00:00	submitted	-
	Esvagt Aurora	01.08.2017 00:00	01.09.2017 00:00	submitted	-
	KL Saltfjord	01.08.2017 00:00	01.09.2017 00:00	open	-
	Stril Barents	01.07.2017 00:00	01.08.2017 00:00	submitted	-
	Esvagt Aurora	01.07.2017 00:00	01.08.2017 00:00	submitted	-
	Stril Mar	01.07.2017 00:00	01.08.2017 00:00	approved	-
	Stril Mar	01.06.2017 00:00	01.07.2017 00:00	submitted	-
	Esvagt Aurora	01.06.2017 00:00	01.07.2017 00:00	approved	-
	Stril Barents	01.06.2017 00:00	01.07.2017 00:00	approved	-
	Stril Mar	01.05.2017 00:00	01.06.2017 00:00	submitted	-
	Esvagt Aurora	01.05.2017 00:00	01.06.2017 00:00	submitted	-
	Stril Barents	01.05.2017 00:00	01.06.2017 00:00	submitted	-
	Troms Pollux	01.04.2017 00:00	01.05.2017 00:00	submitted	-
	Stril Mar	01.04.2017 00:00	01.05.2017 00:00	submitted	-

1 - 15

Figure 3.9: Overview over submitted monthly reports.

When clicking the edit icon or vessel name the monthly report are shown.

Period report:

Vessel: Stril Mar

From date: 01.09.2017

To date: 01.10.2017

Remarks:

Edit Status:

Submitted for Approval – Click to Reopen



Get Pdf

Monthly report:

General Information

Number of trips

[Info](#)

5

[Remarks](#)

Number of passengers carried

[Info](#)

0

[Remarks](#)

Sailing Distance covered (nautical miles)

[Info](#)

514.5

[Remarks](#)

Average Daily POB (Fotel/livign quarters only)

[Info](#)

13.67

[Remarks](#)

Number of emergency Trip (Medevac)

[Info](#)

[Remarks](#)

Number of emergency Trip (Technical)

[Info](#)

[Remarks](#)

Materials Carried

Cargo on Deck (Pipe, casing etc) carried (MT)

[Info](#)

551.66

[Remarks](#)

Cargo on Deck (packages, containerized) carried (MT)

[Info](#)

1767.4

[Remarks](#)

Cargo Received from Onshore(Loadout)(MT)

[Info](#)

607.3

[Remarks](#)

Cargo delivered from Rig to Onshore (Backload)(MT)

[Info](#)

1022.76

[Remarks](#)

Figure 3.10: Monthly report.

The information are split into different section based on what information is shown (General, Materials Carried, etc.). To get more info about the line click the Info to show a infobox. PDF of the monthly report are available.

Monthly report:

General Information

Number of trips

[Info](#)

5

[Remarks](#)

Number of passengers carried

Voyage Seq	Type	Year	From	To
39	normal	2017	10.09.2017	13.09.2017
40	normal	2017	13.09.2017	20.09.2017
41	normal	2017	20.09.2017	25.09.2017
42	normal	2017	25.09.2017	28.09.2017
43	normal	2017	28.09.2017	01.10.2017

Sailing Distance covered (nautical miles)

Average Daily POB (Fotel/livign quarters only)

Number of emergency Trip (Medevac)

Number of emergency Trip (Technical)

Figure 3.11: Info about the selected line.

4 Planning

The System has several planning components which can be used to plan ahead for a vessels route, its deck and bulk content. Onshore locations can also plan which quays are available for vessels at location.

4.1 Route

The route is a module for planning upcoming port calls for vessels.

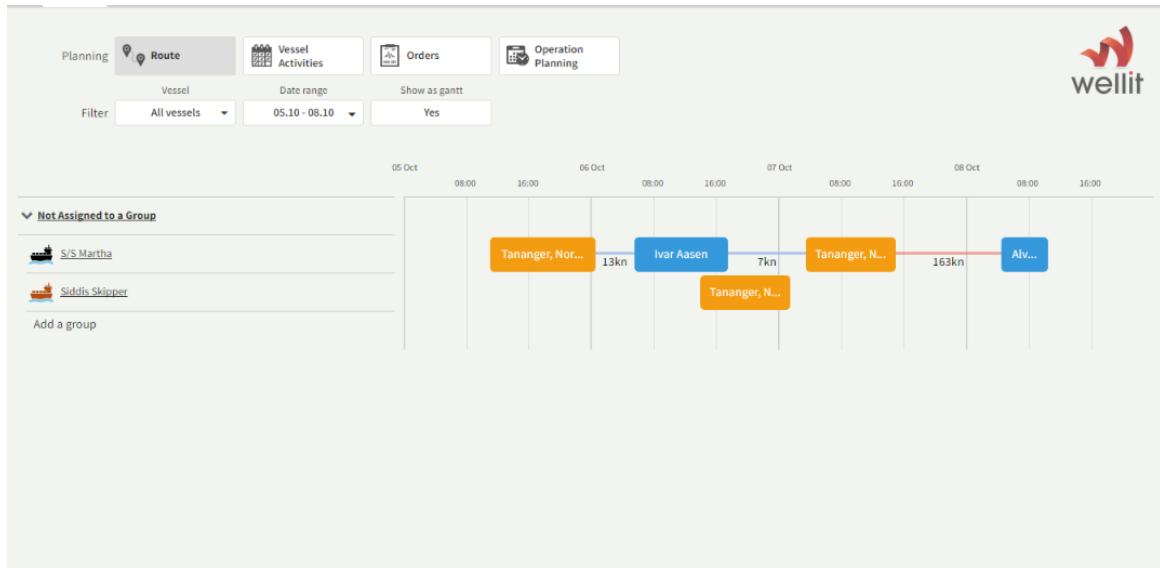


Figure 4.1: Route Planning Overview

4.1.1 Filter

Vessel: Choose to edit routes for all available vessels (default) or a single vessel.

Date Range: Show all planned routes within a date range. While working with drag and drop it is recommended not to have a higher daterange then one week.

Show as Gantt: Toggles between a visual chart mode and tabular display of the port calls.

4.1.2 Chart

The chart is separated in two main panels. To the left all available vessels in the application are listed. The vessels are grouped and at the bottom there is a button for adding a new group. It is possible to expand or contract the left panel by dragging in the vertical line beside the panel.

The right panel shows the port calls. Port call on the same line as the vessel are related. The horizontal axis display the start, end and duration of the port call. Hovering over the port call will display the exact ETA and ETD.

Port Calls blue, orange or gray, separating if they are on a rig, base or not port assigned respectively. The name of the port or field is written on the port call. If there are any activities assigned to the port call, their abbreviation are written in parentheses below the port name.

- BB: Backload Bulk
- DR: Drill
- LB: Load Bulk
- LC: Load Cargo
- LF: Load Fuel
- OB: Offload Bulk
- OC: Offload Cargo
- OF: Offload Fuel
- MA: Maintenance
- TC: Tank Cleaning
- W: Waiting
- WOP: Waiting on Platform
- WOQ: Waiting on Quay
- WOW: Waiting on Weather

4.1.3 Vessel Groups

To add a group, press the "Add a group" button at the bottom of the left panel. A input field will appear, type the name and press enter. To add a vessel to a group, drag and drop the vessel into the desired group. To close or open a group. Press the arrow beside the group name. The group will remain open or closed next time the page is opened. To delete a group, press the red X beside the the group name. Note that it is only possible to delete groups that are empty. To empty a group, drag the vessels to other groups, refresh the page and press the red X.

These vessel groups will only exist in the route planning, and will not affect other modules like Pools or Cost Allocation.

4.1.4 Add Port Calls

There are two ways to add a port call. By dragging in directly in the vessel chart. A black marker will appear, drag until desired laytime and release left mouse click. A popup will appear, where it is possible to choose port, adjust eta and laytime. Note that ETA and laytime are rounded to closest half hour.



Figure 4.2: Drag to add a new port call

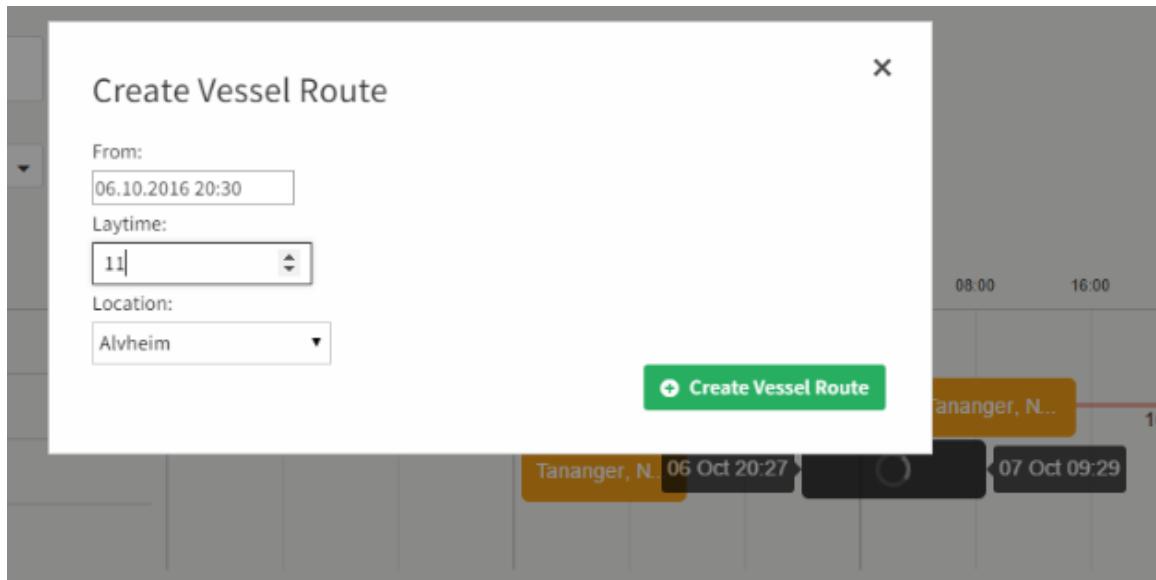


Figure 4.3: A Popup appear after releasing the mouse button

4.1.5 Edit Port Calls, Create Sailing order, Delay and Recalculate ETA

The other way to add a port call is to press the Vessel name (e.g. "S/S Martha") in the left panel. A popup will appear with all port calls within range and all port calls planned in the future. Press "Add port call", choose location, desired steam speed and laytime. A port call will be added with calculated ETA based on previous location. It is possible to edit the Location, ETA, Laytime and Remarks or delete the port call from the popup.

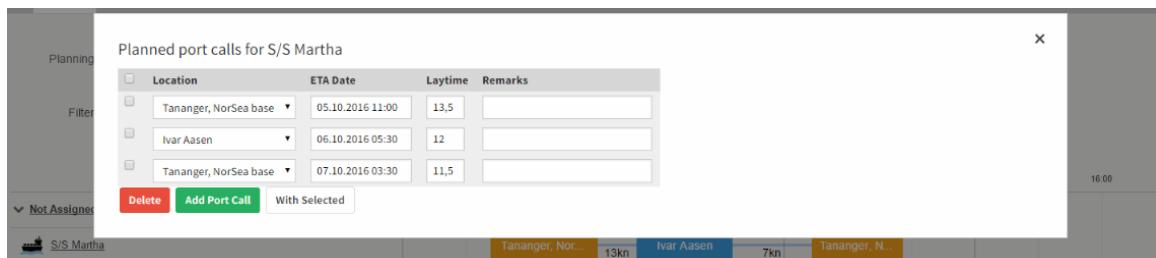


Figure 4.4: Edit planned port calls

To create a Sailing Order, check the desired port calls in the left column. Press "With Selected" and then "Create Sailing Order". It will be automatically redirected to the created Sailing Order.

It is possible to Delay or Automatic Recalculate the ETA for multiple port calls using the same method.

4.1.6 Edit Single Port Call and Activities

To edit the ETA, it is possible to drag the port call along the x-axis. By selecting the edges it is also possible to alter the laytime. Both the changing in ETA and Laytime is rounded to the nearest 30 minutes. If a port call is dragged between vertical lines the port call will change vessel. To avoid mistakes a confirmation will appear.

Figure 4.5: Edit a single port call

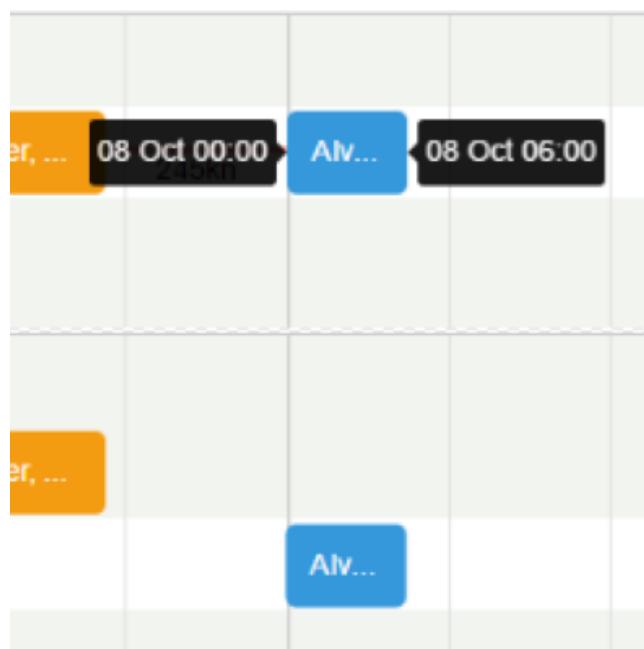


Figure 4.6: Drag between lines to change vessel

The red and blue lines between the port calls are indicators of how fast the vessel must be steaming to reach the ETA. The calculations are based on the port fixed or AIS position, and will turn red if the speed exceed 15 knots.

To see more details or edit the port call by input fields, double click the activity in the chart. A popup will appear. It is possible to change Location, ETA, Laytime and Remarks. From this view it is also possible to add activities during the port call, as Load Bulk, Offload Cargo etc.

Edit the start, duration, check if the task is done or add remarks. If there are any Quays connected to the port, it is possible to attach the activity to a quay. If it is not already done, it possible to create a ticket (order) for each activity. This will redirect the window to the order. By pressing the "Edit Activities" button you will be redirected to a new window with a chart that allows for more detailed view of the activities.

4.1.7 Single Vessel

If a vessel is filtered, it possible to see the deck state and bulk state. Add and edit the port calls and activities the same way as when editing multiple port calls.

4.2 Route Optimizer

4.3 Route Approval

4.4 Orders

The Orders page show created vessels order, created from the Route Planning tool 4.1 or from the order page directly. The menu filters on the different types of vessel order, default are to show all orders. The report show the newest first and older in a descending order. The report can be used to filter on vessel, port, pool, etc.

Edit	Vessel	Order type	Order date	Port	Pool	Remarks	Supplier	Email sent?
#	Esvagt Cobra	fuel	03.10.2017	Aberdeen	Sandnessjøen	-	-	no
#	Esvagt Caroline	fuel	09.10.2017	-	-	-	-	no
#	Stril Polar	voyage	02.10.2017	Tananger, ASCO base	South Pool	Best possible speed to TO Arctic. Polar to update depature report with a closer ETA when leaving Tananger tomorrow morning	-	cl
#	Stril Orion	bulk_backload	02.10.2017	Tananger, ASCO base	South Pool	To be co after Mi Swaco has loaded 35m3 WARP Concentrate on Orion from ca 1200hrs	-	cl
#	Stril Orion	bulk	02.10.2017	Tananger, ASCO base	South Pool	-	-	cl
#	Island Chieftain	bulk	02.10.2017	Horvnes Sandnessjøen, (ASCO)	Sandnessjøen	-	-	cl
#	Island Chieftain	fuel	02.10.2017	Horvnes Sandnessjøen, (ASCO)	Sandnessjøen	-	-	cl
#	Stril Polar	fuel	01.10.2017	Tananger, ASCO base	South Pool	flexible start loading time	-	cl
#	NS Orla	voyage	30.09.2017	Tananger, ASCO base	South Pool	Best possible speed to Valhall IP	-	cl
#	Island Challenger	voyage	29.09.2017	Tananger, ASCO base	South Pool	-	-	cl
#	Stril Polar	voyage	28.09.2017	Tananger, ASCO base	South Pool	Need to head for Alvheim around lunch Saturday if possible, to reach working weather Saturday/opering hour at Alvheim.	-	cl

Figure 4.7: Vessel Order overview.

To create a order directly on the Order page select a order type and use the "New Order" button to create a new order. Sailing Order are the only one that can only be created from the Route Planning tool 4.1.

Edit	Vessel	Order type	Order date	Port	Pool	Remarks	Supplier	Edit Status	Email sent?	Created
#	Esvagt Cobra	fuel	03.10.2017	Aberdeen	Sandnessjøen	-	-	open	no	09.10.2017
#	Esvagt Caroline	fuel	09.10.2017	-	-	-	-	open	yes	09.10.2017
#	Island Chieftain	fuel	02.10.2017	Horvnes Sandnessjøen, (ASCO)	Sandnessjøen	-	-	closed	yes	01.10.2017
#	Stril Polar	fuel	01.10.2017	Tananger, ASCO base	South Pool	flexible start loading time	-	closed	yes	30.09.2017
#	Evita	fuel	28.09.2017	Tananger, ASCO base	South Pool	-	-	closed	yes	28.09.2017

Figure 4.8: Fuel Order overview.

When opening a order the information shown in the top are the same but with different options in the section bellow. In a tank cleaning order the section bellow shows which tanks that are going to be cleaned.

Order ID 13710

Order type Tank_Clean

Pool South Pool

Seq No 1 Leave empty to auto generate

Order No DEVJHH-VO-13710

Order date 18.09.2017 11:00

Vessel Stril Luna

Port Mekjarvik

Supplier SAR AS

Remarks Avfallsprodusent Ivar Aasen.
Tankene vaskes til offhirestandard

Email Sent 17.09.2017 21:39

Quay -

Start 18.09.2017 11:00

Edit Status Open — Click to Close Out

Order Ticket Send in Email Delete Order

Order Lines

Tank	Action	Operation	Qty (slops)	Backload Unit	Tank content	Re
<input type="checkbox"/> LFL Tk 1 PS 30 MET 93 m3	Clean	3 - Light - Automatic with frame	0	m3	Slops, Special	0
<input type="checkbox"/> LFL Tk 1 SB 31 93 m3	Clean	3 - Light - Automatic with frame	0	m3	Slops, Special	0

Figure 4.9: Order for a tank cleaning.

There are options to take out the order as a pdf or send it as email attachment in an email.

4.5 Vessel Deck

The vessel deck planner will create a copy of the last submitted deck state from a selected vessel. Based on the location of which the planning is done, a list of containers to be loaded will appear in a transit zones. These containers are either the manifested ones for the vessel and not yet loaded, or a list of CCUs from Cargo Requests.

By dragging and dropping these onto the deck, a plan can be made on how the vessel should be loaded.

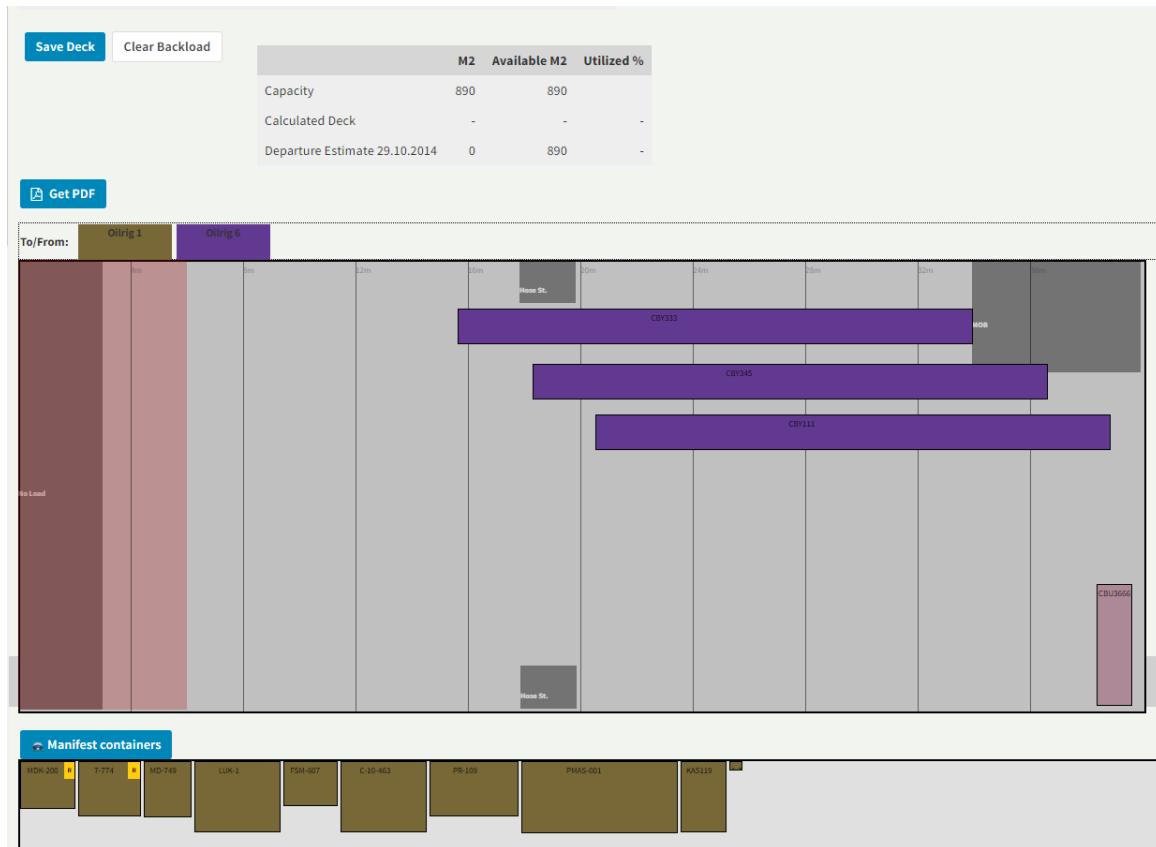


Figure 4.10: Vessel Deck Planning

4.6 Bulk Planning

A vessels bulk tanks can be planned at the base based on the vessels current content and bulk coming from the manifest and cargo request from the cargo module. A list of offload actions, load actions and tank cleans can be specified during planning.

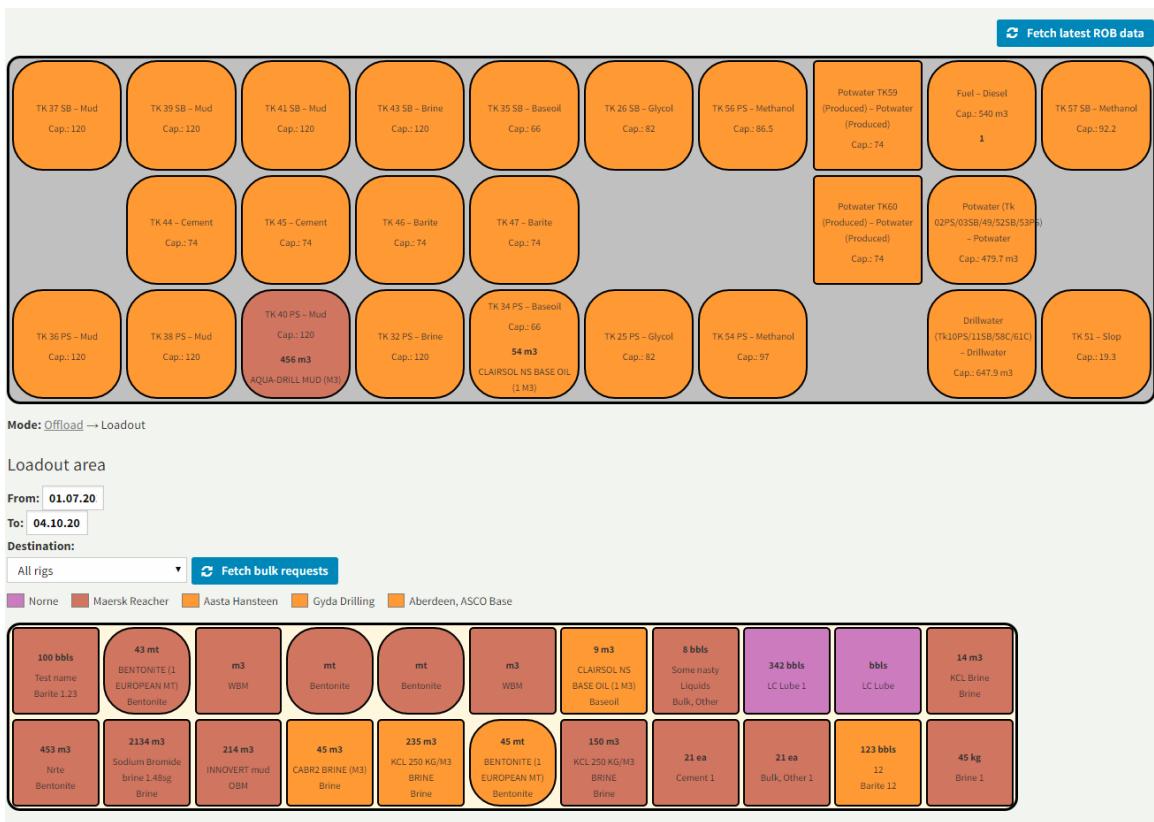


Figure 4.11: Bulk Planning

4.7 Quay Planning

Quay Planning is a module for approve/reject incoming port calls and to plan activities the vessel arriving on a port/quay.

4.7.1 Incoming port calls

A marine coordinator has planned a route for vessel S/S Martha travelling from Stavanger to Oilrig 1. On Oilrig 1 it is planned to Offload Fuel (OF) and Offload Cargo (OC).

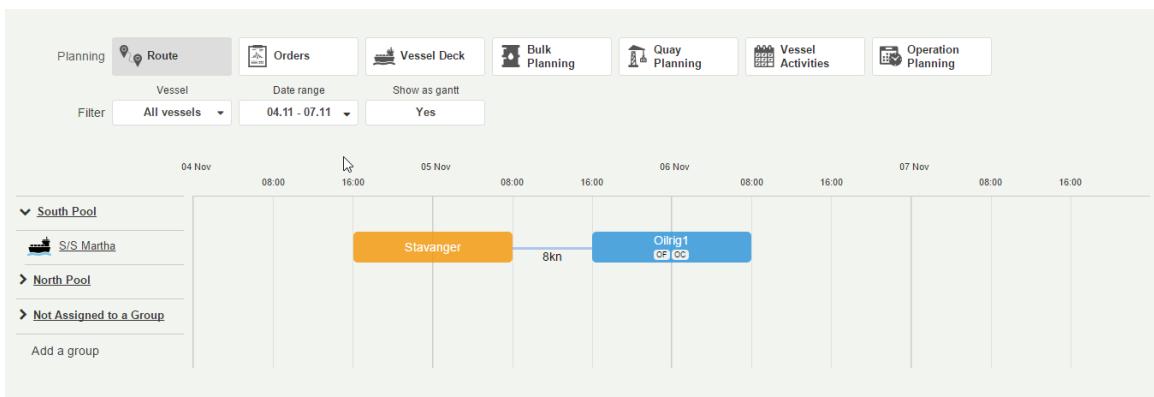


Figure 4.12: The planned route for S/S Martha with two port calls: Stavanger and Oilrig 1.

To approve or reject incoming port calls go to Marine - Quay Planning - Vessel Route Approval. Use the filters to find the port calls for the rig, base or harbour.

Status	Remarks	Vessel	Route Name	Location	ETA	Laytime	ETD	Route Remarks
<input checked="" type="checkbox"/> To approval	-	S/S Martha	-Ad hoc-	Oilrig1	05.11.2016	16	06.11.2016	-

With Selected: Approve ▾ Send email

Email CC recipients:

Email Body Extra Text:

Figure 4.13: The user interface for approve / reject port calls

4.7.2 Set status

Only applicable for following roles: Super User, Logistics, Offshore, Logistic Offshore and Field. Select one or more port calls. With selected set status in the dropdown and optionally write remarks.

The port call will be updated with status and remark. If a status is already applied, this will be overwritten. The route plan chart on the homepage / dashboard will be updated. Hover the port call to see the eventual remarks.

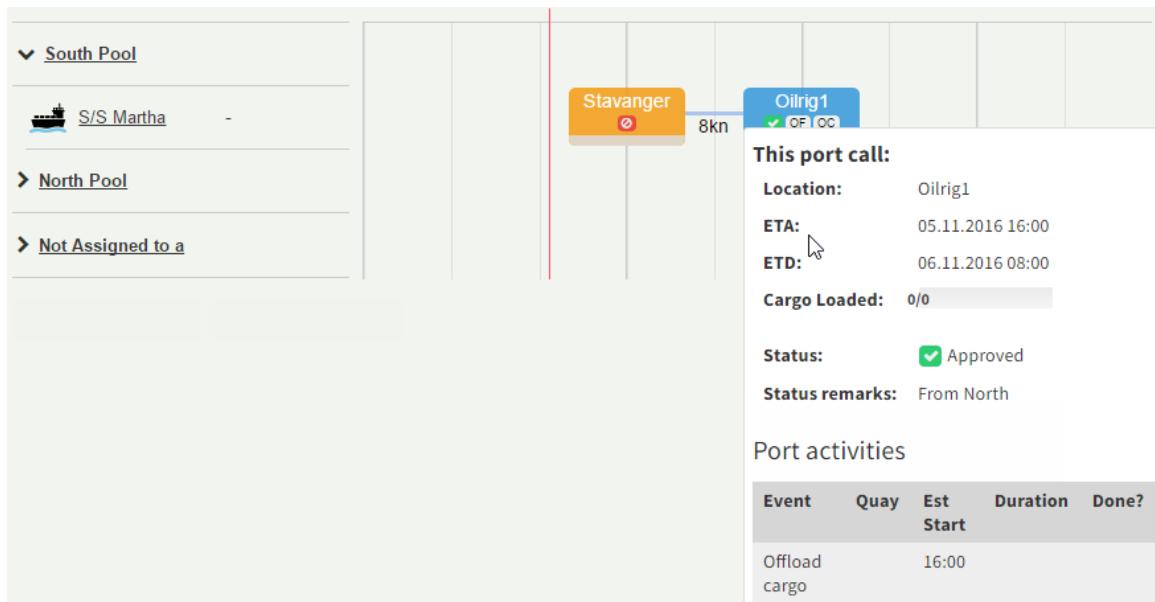


Figure 4.14: The port call has been updated with an icon, indicating that it has been approved.

4.7.3 Email

If an email should be sent, check the "Send email" checkbox. The email will be sent to all emails in the "Vessel Route Status Change" email list and the optional emails in the "Email CC recipients".

field.

4.7.4 Email list

When a email is added without a constraint this email address will receive all status changes in the application. It is therefore recommended to use Rig and Base constraints to limit the notifications to the email address, so only the relevant notification is sent. To edit a email list, contact a Super User or support.

User / Email	WELS Username	Constrained To	Object	Added By	Date
stavanger_route_changes@wellit.no	-	base	Stavanger	-	03.11.2016
all_route_changes@wellit.no	-	-	-	-	03.11.2016

Figure 4.15: In this example all_route_changes@wellit.no will receive ALL emails. stavanger_route_changes@wellit.no with only receive the emails with the Stavanger port selected.

4.7.5 Email Template

The email is formatted by a template. This template is editable for a super user in the Settings - Application - Parameters - Application Parameters - Marine with the two fields "Vessel Route Status Update Email Subject" and "Vessel Route Status Update Email Body". The numbers prefixed with percentages will be replaced with values from the Port Call. Which numbers that are replaced is written in the description field.

Figure 4.16: Showing the template, editable by Super Users.

4.8 Field Planning

4.9 Vessel Activities

4.10 Operation Planning

5 Accounting

5.1 Fuel Price Received

5.2 Tank Clean Invoice

5.3 Pool Cost Allocation

When more than one installation/license use a vessels for supply runs the cost for such vessel usage must be split between them. The Pool Cost Allocation feature is used to automatically split costs of vessel usage by running calculations on the vessel voyage reports.

Different models can be used to split such cost. Two models have been implemented in the solution:

- Norsok: Splits the cost using different models for onshore, offshore and at sea time
- Direct Allocation: Allows end users to allocate time on each voyage event directly to an Account Code

It is also possible to set a total cost, which will convert all allocated days to a figure corresponding to the amount of the total cost each location in the report has been assigned.

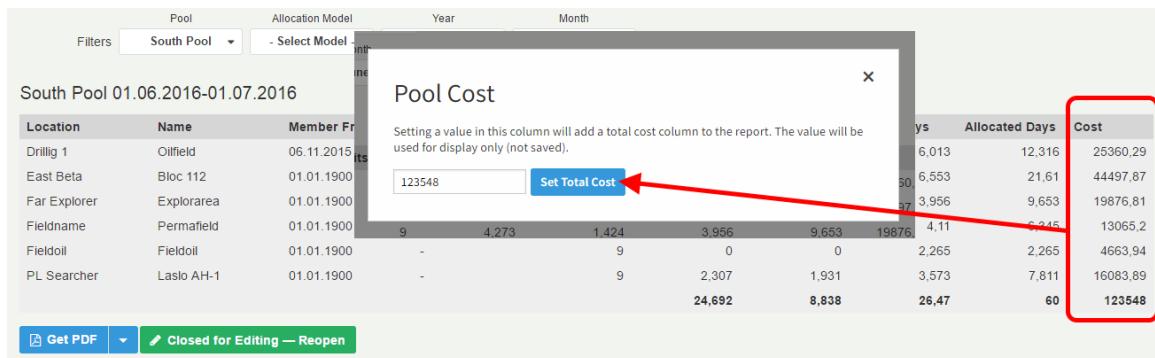


Figure 5.1: Cost Allocation Report with cost

5.3.1 The Norsok Cost Allocation Model

The Norsok Cost Allocation is based on the assumption that the Supply Vessel usage cost driver is the total time on hire.

When vessels fill out their voyage reports time spent on missions are categorized either as used onshore, at sea or offshore. The model assigns time spent offshore directly, while onshore and at sea use an indirect key to assign to installation/license.

Offshore Days Allocation

Offshore time consist of all voyage events defined as offshore activities, such as; discharge and backload, maneuvering at installation, standby duty and wait for ready rig.

Time spent along side the installations, either active or inactive, is the time-usage here, hence:

- All activities spent at installation are recorded and allocated to installation
- Allocation simply assigns all hours/minutes used at a specific installation as that installations total use of offshore time

Simple example: Two installations A, with 8 hours total visit time, and B, with 12 hours total visit time, would allocate 2/5 of at offshore time to A and 3/5 of at offshore time to B.

Onshore Days Allocation

Onshore time consists of all voyage events defined as onshore activities, such as; loading and offloading at base, maintenance, shift berth, waiting for load, and tank cleaning.

Tonnage is indicator of onshore activity (time-usage), hence:

- Outbound and inbound tonnage is recorded per installation for both deck and bulk cargo
- Allocation then considers each installations total tonnage in relation to all tonnage freighted and assigns Onshore time to installations based on that ratio

Simple example: Two installations A and B with a tonnage total of 100 and 200 would allocate 1/3 of onshore time to A and 2/3 of onshore time to B.

At Sea Days Allocation

At Sea time consists of all voyage events defined as at sea, such as steaming to and from offshore locations. It also includes all events under category waiting on weather.

Sailing distance from base to offshore site is the key driver of time-usage, hence:

- Distance from shore base to installation and number of visits to each installation is recorded
- Allocation then considers each installations total required sailing distance in relation to sum of all installations required sailing distance and assigns At Sea time to installations based on that ratio

Cooperation between installations/licenses is done by sharing resources that are sourced individually - it is therefore required to allocate cost based on agreed basic need and contractual obligations, hence:

- Installations included in the pool vessel sharing is given a minimum number of visits expected (can be 0)
- At Sea time is calculated using either the defined minimum visits or the actual number of visits, whichever is higher

Simple example: Two installations A, with distance 150 nm and 4 visits, and B, with distance 100 nm and 6 visits, would allocate 1/2 of at sea time to A and 1/2 of at sea time to B.

Allocated Days

The Allocated Days is the sum of allocated pool vessel days (offshore, onshore and at sea) that have been allocated to a Pool Member. It summarizes to the total number of pool vessel days allocated on the period.

The example 5.2 below displays an allocated month where a total of 2 vessels (60 days) have been split between five rigs.

The screenshot shows a report titled "South Pool 01.06.2016-01.07.2016". The top navigation bar includes "Pool", "Allocation Model", "Year", and "Month" dropdowns, with "Filters" set to "South Pool" and "Allocation Model" set to "- Select Model -". The "Year" is 2016 and the "Month" is June. The main table lists five rigs (Drillig 1, East Beta, Far Explorer, Fieldname, Fieldoil) with their respective locations, names, member from and to dates, visit counts, and offshore, onshore, and at-sea days. The total allocated days for all rigs is 60. At the bottom, there are buttons for "Get PDF" and "Closed for Editing — Reopen".

Location	Name	Member From	Member To	Visits	Offshore Days	Onshore Days	At Sea Days	Allocated Days
Drillig 1	Oilfield	06.11.2015	-	11	4,208	2,095	6,013	12,316
East Beta	Bloc 112	01.01.1900	-	12	12,528	2,529	6,553	21,61
Far Explorer	Explorarea	01.01.1900	-	9	4,273	1,424	3,956	9,653
Fieldname	Permafield	01.01.1900	-	9	1,376	.859	4,11	6,345
Fieldoil	Fieldoil	01.01.1900	-	9	0	0	2,265	2,265
PL Searcher	Laslo AH-1	01.01.1900	-	9	2,307	1,931	3,573	7,811
					24,692	8,838	26,47	60

Figure 5.2: Pool Cost Report (monthly period)

5.3.2 The Direct Cost Allocation Model

The Direct Cost Allocation model requires that all time spent during a voyage is allocated directly to accounting codes. The allocation model simply summarized all vessel time that has been allocated (with split percent) to a monthly total per account code.

The resulting report also summarized the percentage of the total cost each location has been assigned:

The screenshot shows a report titled "Object Reference" for the month of August 2016. The top navigation bar includes "Pool", "Allocation Model", "Year", and "Month" dropdowns, with "Filters" set to "Object Reference" and "Allocation Model" set to "Object Reference". The "Year" is 2016 and the "Month" is August. The main table lists various cost elements with their descriptions, company codes, allocated days, and allocation percentages. The total allocated days for all cost elements is 30.51.

LC Number	Cost Element	Description	Company Code	Alloc (Days)	Alloc (%)
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	8.268	2.261
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	6.953	1.901
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	16.801	4.594
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	12.961	3.544
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	16.3	4.457
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	.849	.232
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	.127	.035
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	4.747	1.298
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	.828	.226
00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	00000000000000000000000000000000	30.51	8.342

Figure 5.3: Pool Cost Allocated Directly

5.4 Pool Cost YTD

The Pool Cost YTD report is used to create a yearly account for all monthly pool costs and summarize them to a yearly percentage figure. Every monthly report has an Accrual column to input expected figures for the upcoming month.

The accrual figures are added as days to the total report:

Pool		Allocation Model		Year		Month													
Filters		South Pool	- Select Model -	2016	September														
Location	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Commitment	YTD (%)			
Drillig 1	Oilfield	24,445	18,019	15,273	12,137	10,247	12,316	14,538	4,141	5	-	-	-	-	240	-			
Fieldoil	Fieldoil	3,438	2,671	2,448	2,481	2,188	2,265	2,38	1,906	2	-	-	-	-	185	-			
PL Searcher	Laslo AH-1	12,973	7,266	6,887	7,404	6,805	7,811	5,073	3,007	5	-	-	-	-	185	-			
East Beta	Bloc 112	31,659	18,921	19,667	17,634	19,448	21,61	23,775	26,81	30	-	-	-	-	240	-			
Fieldname	Permafield	8,511	6,495	6,403	5,615	6,631	6,345	5,537	5,782	5	-	-	-	-	185	-			
Far Explorer	Explorarea	11,974	12,038	11,321	14,729	11,455	9,653	10,697	8,007	10	-	-	-	-	240	-			
		93	65,41	61,999	60	56,774	60	62	49,653	57	0	0	0	0	0	0			
											0					0			

Open for Editing — Close
Get PDF

Figure 5.4: Pool Cost YTD Report with accrual input

All monthly allocated figures are summarized to a yearly YTD) amount together with the accrual figures to create a yearly vessel days figure. The total figure is multiplied with the Pool Commitment Rate and normalized to create a final YTD percentage figure:

Pool		Allocation Model		Year		Month													
Filters		South Pool	- Select Model -	2016	September														
Location	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Commitment	YTD (%)			
Drillig 1	Oilfield	24,445	18,019	15,273	12,137	10,247	12,316	14,538	4,141	5	116,116	X	240	=21,758					
Fieldoil	Fieldoil	3,438	2,671	2,448	2,481	2,188	2,265	2,38	1,906	2	-	-	-	21,777	185	3,145			
PL Searcher	Laslo AH-1	12,973	7,266	6,887	7,404	6,805	7,811	5,073	3,007	5	-	-	-	62,226	185	8,988			
East Beta	Bloc 112	31,659	18,921	19,667	17,634	19,448	21,61	23,775	26,81	30	-	-	-	209,524	240	39,26			
Fieldname	Permafield	8,511	6,495	6,403	5,615	6,631	6,345	5,537	5,782	5	-	-	-	56,319	185	8,135			
Far Explorer	Explorarea	11,974	12,038	11,321	14,729	11,455	9,653	10,697	8,007	10	-	-	-	99,874	240	18,714			
		93	65,41	61,999	60	56,774	60	62	49,653	57	0	0	0	565,836		100			

Closed for Editing — Reopen
Get PDF

Figure 5.5: Pool Cost YTD With Commitment and YTD percentage

Percentage Deviation Calculation

The final figure of the YTD percentage column is rounded to 3 decimals. This may possibly result in a rounding issue where the total summarized percentage equals 99,999 or 100,001 instead of exactly 100,000%. To avoid this issue, a general rule has been applied: If the sum of all percentage values in the YTD column does not equal exactly 100,000%, add to or subtract the deviation from the highest value of the series. This rule is justified with an equal probably that the deviation may be positive or negative.

6 Administration

6.1 Pools

6.2 Location Positions

Moveable rigs and warehouses must be defined with a geographic position. This is used to place the location on a map and calculate distances.

6.3 Contract Periods

6.4 Voyage Cost Split

6.5 Bulk Clean Types

Part III

Stock

Stock Module

The stock module is used to control 3rd party and own stock material. The module gives possibility to manage Suppliers catalog, stock orders, modify equipment, perform stocktaking, and control the item values.

It also provides a complete insight into the inventory, both reporting and building views (2D overview over the areas and items allocated to each area). Stock module is connected to Cargo module and therefore stock items can be added to cargo packages (section [12.3.1](#)), and returned to Stock via Redelivery manifests (section [23.8](#)).

7 Equipment

The Equipment section gives control over the Suppliers catalogue. It provides user with possibility to add, remove and modify the items in order to reflect the current overview of the items provided by the suppliers. Users can add the items on their own, and the system administrators will review the added items and either approve or merge them with other items.

7.1 Suppliers Catalog

Suppliers Catalog gives a list of items each supplier is currently providing. It can be used to order equipment in cargo packages and stock orders. Also, when a list of approved chemicals (section 20.1.4) for a project is created, it's checked against item types in Suppliers Catalog. It's important to keep the item types and descriptions as accurate as possible.

Suppliers Catalog is not to be confused with inventory, as this does not reflect the available quantities, only what kind of equipment the supplier is providing. To read more about the inventory, please refer the Inventory (section 13.1)

Navigate to Stock - Equipment - Suppliers Catalog access the catalogue, where an overview of the items available in this installation can be accessed and edited. Depending on the user's current role and the company, the list is filtered out to provide the user with most relevant information.

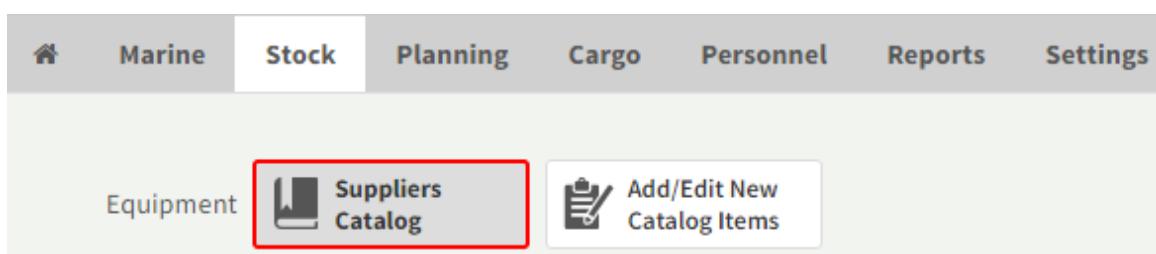


Figure 7.1: Access suppliers catalogue

View / Edit items: To edit the item, locate it in the list and open it by clicking on either Resource number or Description, and the editing window will appear.

Supplier	Baker Hughes
Resource no	BHN1800012
Type	Barite
*Description	Barite
DG Class	<input type="text"/>
UN Number	<input type="text"/>
DG Info	Add extra DG information
Supplier resource no	<input type="text"/>
Manufacturer no	<input type="text"/>
Related files	0 files
Edit status	Closed for Editing — Reopen

Application Specific Information

Operator reference and description (MM)

Operator reference

Operator cost category

Operator description

Item group (Bulk Matrix)

Figure 7.2: Edit an existing item

To edit the item, press 'Closed for editing - Reopen' button, provide a reason for opening and update the item information as needed. After the item information has been updated press 'Open for Editing - Close out' button and the modified item will become available in Supplier Catalog.

7.1.1 Service Level Entry

If the "Service Level Entry" component is enabled in the system, a few additional fields will appear in the item edit window.

DG Info	Add extra DG information
Supplier resource no	<input type="text"/>
Manufacturer no	<input type="text"/>
Related files	0 files
Edit status	Closed for Editing – Reopen
Application Specific Information	
<hr/>	
Operator reference and description (MM)	
Operator reference	<input type="text"/>
Cost reference	<input type="text"/>
Operator cost category	<input type="text"/>
Operator description	<input type="text"/>

Figure 7.3: Operator specific information

Operator reference: Used for the material number

Cost reference: Used for the contract cost reference

Operator cost category: The cost category of the item

Operator description: Operator-specific description

These fields will be transferred to the cargo item when added to the cargo package.

7.2 Add/Edit New Catalog Items

To add new items to Suppliers Catalogue, navigate to Stock - Equipment - Add / Edit New Catalog Items.

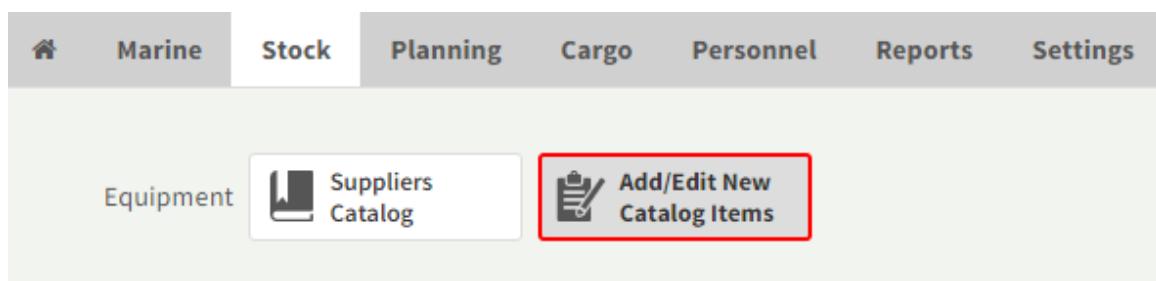


Figure 7.4: Add new Suppliers catalog items

To add an item to Suppliers catalog, Choose the Supplier, quantity and item type, and press 'Add'.

New items in suppliers catalog

<input type="checkbox"/>	Supplier	Type	Parameters	Description	Supplier Resource No	Manufacturer No	DG Class	UN Number	DG Info
<input checked="" type="checkbox"/>	Baker Hughes	Barite	-	Barite					

row(s) 1 - 1 of 1

Figure 7.5: Add new catalog items

The added item will appear in the list below, where additional information can be added; such as supplier resource number, manufacturer number and DG information. After adding the items, select the desired items and press 'Add to suppliers catalogue'. The item is then submitted for approval, and will be approved by the applications administrators.

8 Stock Actions

9 Stock Reports

10 Stock Accounting

11 Stock Order

Stock Order section provides users with the functionality to create stock orders, modify equipment and get an overview of inventory actions. Stock orders are used to populate the inventory, while modifications are used to make changes on existing items.

11.1 Stock Orders

Stock orders are used to populate the Stock inventory with items, which can be later added to cargo packages. To access the stock orders, navigate to Stock - Stock Order - Stock Orders. After choosing Supplier and the Location (warehouse / base) a list of all created orders will appear (if there are any).

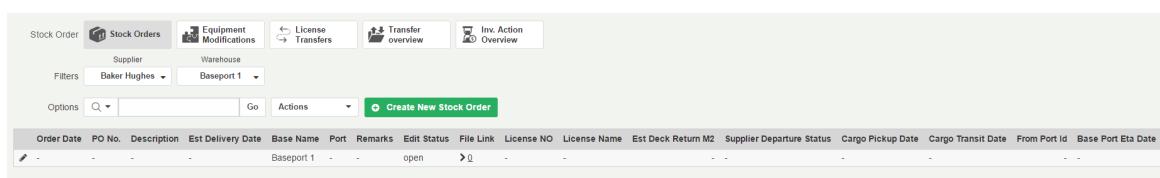


Figure 11.1: Stock order overview

To view / edit an existing stock order, press the edit icon (marked on the image bellow), and the Edit window will appear.

If the order is closed, but not received, you can reopen it by clicking 'Closed for Editing - Reopen' button, and providing a reason for opening. If the order is Closed and received however, it's not possible to edit the Stock order.

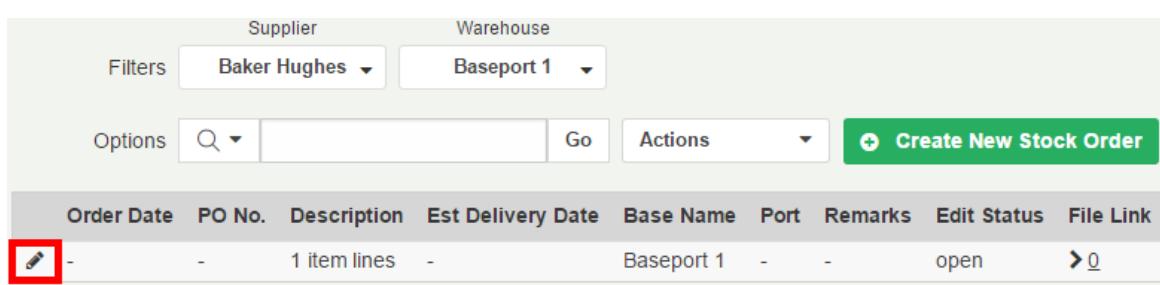


Figure 11.2: Open existing stock order

To create a new Stock order, select the Supplier and the warehouse / port where the items will be received, and press 'Create New Stock Order'. A new window will appear where users can provide more information about the order, download order reports, and add items to the order.

Figure 11.3: Edit stock order window

Items can be created on the spot by clicking 'Add New' button, or by adding them from Suppliers catalog (section 7.1.1). To remove the items simply mark the items to be removed and press 'Delete Selected' button.

'Order Items' tab gives an overview of all the items on this stock order, with the functionality to add and remove items.

'Customs' tab gives an option to create a new Customs note for this stock order by pressing the 'Add to Customs Note' button.

Figure 11.4: Create customs ticket

Once the ticket has been created, items in this order will be listed. Customs information is then filled out for each item.

Figure 11.5: Customs information

A customs ticket is available for download (press 'Customs ticket' button), and the the customs note itself will be available in Cargo: Customs: Customs Notes (section 26.4.3, if the Component is enabled in the application). After all the information and items has been added, the order can be closed by clicking the 'Open for Editing - Close Out' button. This order (and it's items) will be available for

receipt in Warehouse: Receive items (section 12.1). These items will be available in the inventory upon receiving the order.

11.2 Equipment Modifications

Equipment modifications are used to convert existing stock items into new ones. Multiple items can be used to create (multiple) new ones, and the entire item history will be preserved via modification packages. This can come in handy to create assemblies. To view / create modification packages navigate to Stock: Stock Order: Equipment Modifications. Select the desired Supplier and Location (warehouse / base), and the modification packages that meet those requirements will be listed.

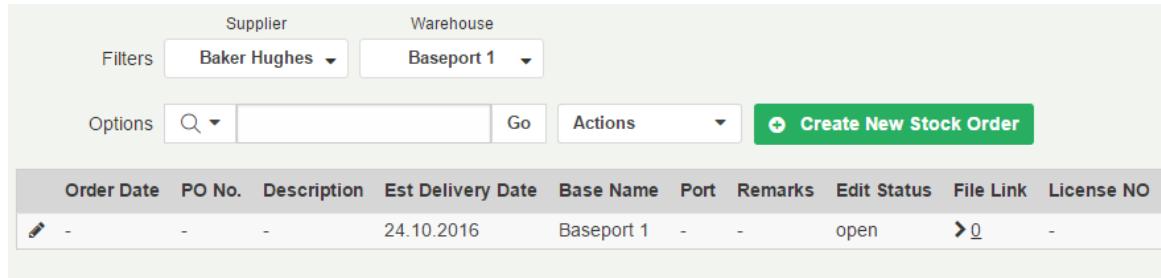


Figure 11.6: View / Create modification packages

It's possible to either edit an existing, or create a new package. The Edit window will appear in both cases.

Figure 11.7: Edit modification package

Fill out the information just like a Stock order - section 11.1. Package items: The ones that will be received to the inventory. Package can contain as many new items as necessary. For items used in creation: Press 'Add From Inventory' button to add the existing stock items to the package. After both types of items have been added, the package can be closed out. The package will then be available for receipt in Stock: Warehouse: Receive Items (section 12.1). After it's been received at the location,

existing stock items used in the modification are removed from the inventory, and the new items in the package are received at the location.

11.3 License Transfers

A report of license transfers is presented on this page. The generated report is based on data pulled from Stock: Accounting: Transfer License (section [14.2](#)).

Supplier		Warehouse								
Filters		All suppliers	All locations							
Options		Q ▾		Go	Actions ▾					
Order Date	PO No.	Description	Est Delivery Date	Base Name	Port	Remarks	Edit Status	File Link	License NO	License Name
11.10.2016		1 item lines	11.10.2016	Tananger, NorSea base	-	-	closed	► 0	Test Licence 1	-

Figure 11.8: License transfers report

It can be filtered per supplier / location by using the filter above the report. Item transfer tickets can be edited (to modify the license transfer). To open the ticket, click the edit icon, and the edit window will appear.

Cargo Package
 Details and summary
 Order Items
 Customs

Stock Cargo Edit

Supplier	Baker Hughes
Warehouse	Tananger, NorSea
Rig	
Order Description	
PO No	
Order Date	11.10.2016
Est Delivery Date	11.10.2016
License No	Test Licence 1
Status	Closed for Editing — Reopen

Order Form
 Item history (all)
Remarks: [► Remarks](#)
Related Files: [► 0 files](#)
Latest Changes: [► Changelog](#)

Package items

Drag	Qty	Unit	Dim.	Type	Item Description	Extra Info
<input type="checkbox"/>	1	ea		100	Casing	Good condition

Figure 11.9: Edit the licence transfer ticket

Click the 'Closed for Editing - Reopen' button to open the ticket. Make the necessary changes and close out the ticket to apply the changes. Modified item will appear in the inventory, connected to the desired license.

11.4 Transfer overview

The report containing all Warehouse transfers is generated and presented here. The data being displayed is based on tickets created in Stock: Warehouse: Transfer Warehouse (section 12.5). All stock transfers are displayed here, and can be filtered out by supplier / warehouse. If a warehouse is selected, both incoming and outgoing transferred items will be displayed.

Supplier		Warehouse					
Filters		All suppliers	Dusavik, NorSea base				
Options		Q	Go				
Company Name Manifest Name Manifest Date Cargo Name Description Origin Destination Transporter							
4Subsea AS	T-20161024-26377	24.10.2016	test	Item, Other Komprimatorer	Farsund, ASCO base	Dusavik, NorSea base	PD55555
4Subsea AS	T-20161024-26378	24.10.2016	test	Item, Other Komprimatorer	Dusavik, NorSea base	Edvard Grieg	Bourbon Monsoon

Figure 11.10: Transfer overview report

Detailed transfer ticket, cargo and item information is available by clicking on their respective links.

11.5 Inv. Action Overview

This page provides an overview of all stock inventory actions within a given date range. Data used to generate the report is being fetched from Stock: Warehouse: Equipment Service (section 12.4).

Year	Year	2013	2014	2015	2016	2017									
Month	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Date range	01.10.2016 00:00	01.11.2016 00:00	<input type="button" value="Apply"/>												
Options Q Go Actions															
Qty	Unit	Dim	Type	Description	Serial No	Package	Files	Supplier	Po No	Extra Info	Ext. Ref.	Manifest Type	Manifest Date	Manifest Name	Cargo Id
1	ea	10	Casing	Casing	333344445555	-	> 0 files	Baker Hughes	-	-	-	Service	24.10.2016	S-20161024-251	312

Figure 11.11: Inventory actions report

After a 'Equipment Service' ticket has been created, and items added to it, it will automatically be displayed in the this report (as long as the ticket is within the selected date range). To change the date range, select the desired year and month, and press the 'Apply' button. The report will be re-generated to comply with the selected date range.

Qty	Unit	Dim	Type	Description	Serial No	Package	Files	Supplier	Po No	Extra Info	Ext. Ref.	Manifest Type	Manifest Date	Manifest Name	Cargo Id
1	ea	10	Casing	Casing	333344445555	-	> 0 files	Baker Hughes	-	-	-	Service	24.10.2016	S-20161024-251	312

Choose File: No file chosen

Drag and drop file(s) to this area to auto upload.

No related files uploaded yet.

Figure 11.12: View / upload files for modified item

Item history can be accessed by clicking the 'Description' link. Files related to this item can be viewed / uploaded by expanding the 'Files' column link. Once the item has been received to the location (section 12.1), the files uploaded here will be available in the inventory.

12 Warehouse

The warehouse section is used to control the inventory items. Users can receive items (from stock orders, redelivery manifests (from cargo module, section 23.8), modification-, transfer- and service tickets), allocate items to different areas, modify equipment, create modification and service orders. It's also possible to move items between locations, and perform stocktakes for each warehouse.

12.1 Receive Items

All packages available for receipt are displayed here. Location has to be selected in order to display the available items.

The screenshot shows a software interface for receiving items. At the top, there are filters for 'Supplier' (Baker Hughes) and 'Warehouse' (Baseport 1). Below the filters is a search bar and an 'Actions' dropdown. The main area displays a table with columns: ID, Object, Name, From, Transporter, Po No, Object Date, Type, Arrival Status, and Remarks. A single row is selected, showing ID 690, Object Cargo, Name Baker Hughes, From -, Transporter -, Po No -, Object Date -, Type stock, Arrival Status none, and Remarks -. Below the table, there is a detailed view of the item: Unit (1), Dim. (/1 ea), Type (2), Description (Item, Other), Add. Info (Cutting tool), S.No, and Remarks. At the bottom, there are fields for Action date (24.10.2016) and Time (16:30), and a green button labeled 'Mark selected items/containers as received'.

Figure 12.1: Receive items to a location

Items can be received either in a group (i.e. to receive an entire stock order), or separately. To receive individual items press the 'plus' icon to expand the item section and select the needed items. To receive an entire package, select the main checkbox, and press the 'Mark selected items/containers as received' button.

This screenshot shows the same interface as Figure 12.1, but with a red box highlighting the main checkbox in the first column of the table. The rest of the interface is identical to Figure 12.1, including the table structure, item details, and the 'Mark selected items/containers as received' button at the bottom.

Figure 12.2: Receive entire package

To receive separate items expand the items section, choose the items that are to be received, and press the 'Mark selected items/containers as received' button.

ID	Object	Name	From	Transporter	Po No	Object Date	Type	Arrival Status	Remarks
690	Cargo	Baker Hughes	-	-	-	-	stock	none	-

Unit	Dim.	Type	Description	Add. Info	S.No	Remarks
1	/1ea	2	Item, Other	Cutting tool		

Action date: 24.10.2016 Time: 16:30 Mark selected items/containers as received

Figure 12.3: Receive individual items

Items being received can be allocated to a certain area (depending on the warehouse setup). To do so, start writing the area name in the text field (to the left of the receive button).

ID	Object	Name	From	Transporter	Po No	Object Date	Type	Arrival Status	Remarks
690	Cargo	Baker Hughes	-	-	-	-	stock	none	-

Action date: 25.10.2016 Time: 10:07 ma > Base Area > Main Warehouse[3804] Mark selected items/containers as received

Figure 12.4: Receive and allocate items

If an area with that name exists, it will automatically pop up as an option. When selected, received items will be allocated to that area. If no area is selected, the items are received to the "Main" area of the warehouse. After the items have been received, the package will disappear from this page, and the received items will appear in the Stock inventory (section 13.1).

12.2 Allocate Storage

To allocate the storage within a warehouse, navigate to Stock: Warehouse: Allocate Storage. Item allocation is a useful tool to keep track of all the item allocation, and helps to create a true image of the physical warehouse in the Stock module. To fully utilize item allocation, the Base / Warehouse needs to be set up properly. It should follow the following format: Base Area (yard)

- Warehouses
- Racks
- Shelves

Please contact Wellit Support to learn more about the Base setup. A warehouse needs to be selected in the top filter in order to display all items on that location.

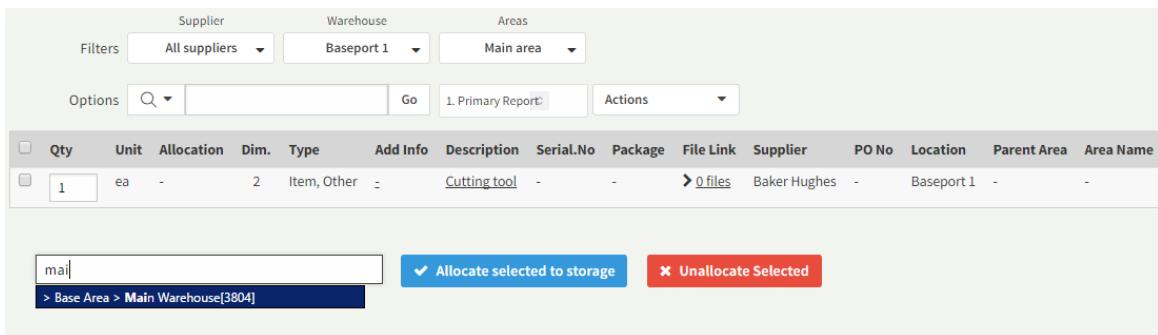


Figure 12.5: Allocate items to an area

If the warehouse has areas set up, items can be allocated to different areas by selecting an item / items, writing the area name in the text field (which is an auto-complete field, if anything with that name matches it will come up), selecting the desired area and then pressing 'Allocate selected to storage' button. To un-allocate an item from an area (return it to "Main" warehouse area), selected the needed items and press 'Unallocate Selected' button.

12.3 Modify Equipment

This page provides functionality for equipment modifications. Items can be converted, merged or split into new ones. Modification packages can be quite useful for creating assemblies. There are two main ways to modify equipment: 1. Create a modification package (12.3.1) 2. Using Quick Assembly (12.3.2)

12.3.1 Create modification package

Select the items in question, and click the 'Create new item(s) from selected' button:

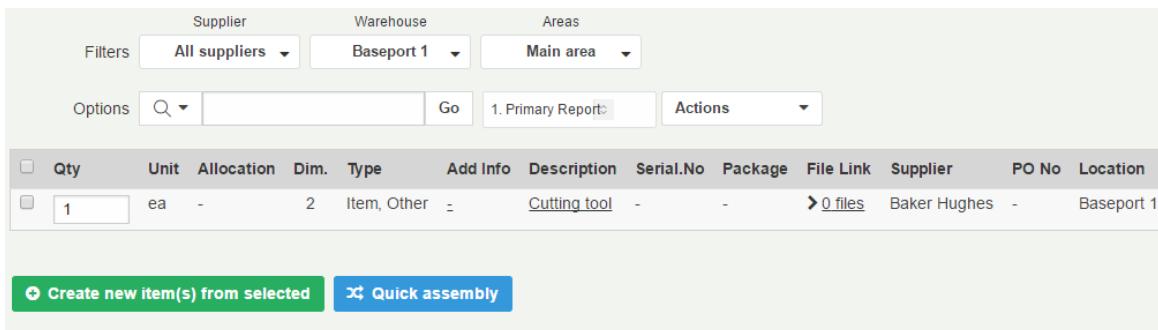


Figure 12.6: Create new modification package

After selecting the items and clicking the 'Create new' button, a new page is opened where the modification package can be edited.

Figure 12.7: Edit the modification package

In the opened package new items can be added (from either Suppliers Catalog or completely new items), and once all information is added, the package can be closed out by pressing 'Open for Editing - Close Out' button.

Figure 12.8: Items being created from the old one

After the package is closed out, it's ready to be received (and allocated) in Stock: Warehouse: Receive Items (section 12.1). The new item will be available in the inventory after it's been received. Modification packages can be found and reviewed in Stock: Stock Order: Equipment Modifications (section 11.2).

12.3.2 Quick Assemble Items

To use Quick assembly functionality, select the items to be modified and press 'Quick Assembly' button.

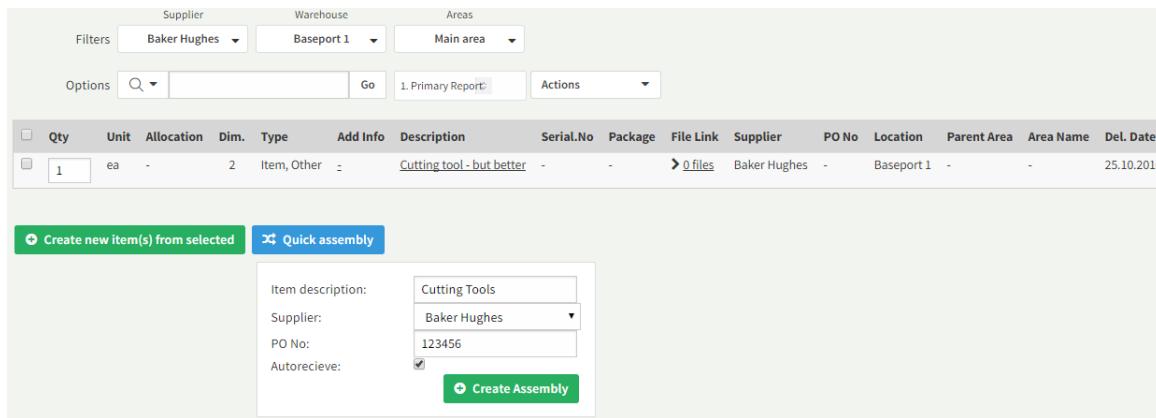


Figure 12.9: Quickly assemble items

Fill out the needed assembly information, this will be the created item. If the item is to appear in the inventory automatically, 'Autoreceive' checkbox needs to be selected. Press the 'Create assembly' button, and the selected items will disappear from the inventory, and the new one will appear. Optionally, if additional information needs to be added regarding the assembly, 'Autoreceive' can be left blank. Press 'Create assembly' button, and the modification package can be opened and edited in Stock: Stock Order: Equipment Modifications (section 11.2). After all the necessary information has been added, the modification package can be closed out, and then received (and allocated) in Stock: Warehouse: Receive Items (section 12.1).

12.4 Equipment Service

This section gives the possibility to create service tickets. Navigate to Stock: Warehouse: Equipment Service to view existing and create new service orders. Warehouse needs to be selected in the main filter in order to create a new order.

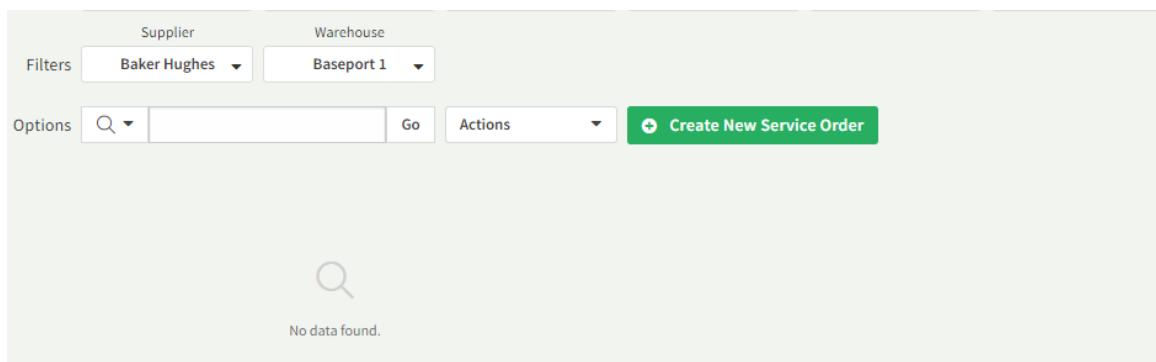


Figure 12.10: View / Create Service Orders

Once the order has been created, the new window is opened where all the necessary service info can be filled out. To add equipment to the service order press 'Add equipment to order' button. The inventory page will be displayed, showing items available on the location where the order has been created (Origin).

Service note details

Type	service
Manifest Name	S-20161026-270
Transport Type	Land
Transporter	PX12345
Origin	Baseport 1
Destination	Baker Hughes
Warehouse	Baseport 2
Manifest Date	26.10.2016
	10:17
Remarks	
Related Files	
Manifest Status	
Edit Status	Open for Editing — Close Out
Get PDF Ticket	

Service lines

Chk	Qty	Unit	Description	Cargo Package	Service Start	Service End	Complete (%)	Comments	Redelivery Date
<input type="checkbox"/>	1	ea	Cutting Tools	-	26.10.2016	31.10.2016			-

Figure 12.11: Service ticket

After the item(s) have been added, destination (Supplier) and warehouse (where the service is performed) is to be selected. Once all information is added, and the ticket closed out, the order will become visible in the Equipment Service overview. Service companies are then able to open the orders from overview, set the Service start and end date, together with the percentage of service performed. Once the service has been completed, the ticket can be received back to the selected warehouse in Stock: Warehouse: Receive Items (section 12.1).

Supplier		Warehouse							
Filters		Baker Hughes	Baseport 1	Actions		Create New Service Order			
Manifest Name	From Port Name	To Port Name	Manifest Date	Transport Type	Transporter Name	Manifest Remarks	Status		
S-20161026-270	Baseport 1	Baseport 2	26.10.2016	land	PX12345	This needs to be fixed	-		
1 - 1									

Figure 12.12: Service order overview

Service tickets can also be viewed in Stock: Stock Order: Inv. Action Overview (section 11.5).

12.5 Transfer Warehouse

Transfer warehouse section provides users with possibility to move items between two different warehouses / ports, and to get an overview of all the transfer manifests. To create a new transfer manifest, location needs to be selected in the top filter.

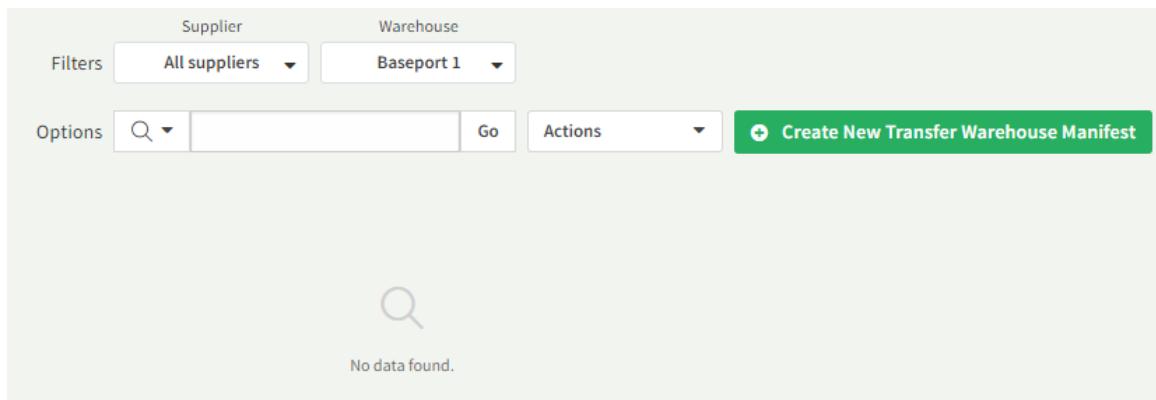


Figure 12.13: Create / view transfer manifests

To create a new Transfer manifest, choose the Warehouse where the items are moved from and press 'Create New Transfer Warehouse Manifest' button. A new page will open, where the information and items are added to the manifest. Select the desired transporter type / transporter, Destination (Supplier) and Warehouse (where the item/s are going to).

Qty	Unit	Dim.	Type	Description	Additional Info	Cargo Package	Supplier
1	ea	-	Item, Other	Cutting Tools	-	-	Baker Hughes

Figure 12.14: Transfer manifest details

To add the items to the manifest, press 'Add equipment to order'. Inventory page on origin location will show up, where the items can be selected and added to the transfer manifest. As soon as the items are added to a transfer manifest, they will be removed from the origin location, and will not become visible in the inventory until the manifest is received at destination location. Once information / items are added. The the manifest can be closed out (by pressing 'Open for Editing - Close Out' button). Once closed, it's ready to be received on the destination location, on page Stock: Warehouse: Receive Items (section 12.1). As soon as a new manifest has been created, it will automatically show up in the overview page, from where it can be opened and modified. Status column in the manifest overview indicated the receive status of the items on that manifest.

Supplier	Warehouse			
Filters	All suppliers	Baseport 1	Actions	Create New Transfer Warehouse Manifest
Options	<input type="text"/> <input type="button" value="Go"/>			
Manifest Name	From Port Name	To Port Name	Manifest Date	Transport Type
T-20161026-271	Baseport 1	Baseport 2	26.10.2016	land
PX54321	-	Received	1 - 1	

Figure 12.15: Transfer manifest overview

Item transfers are available the Stock: Stock Order: Transfer overview page as well (section 11.4).

12.6 Stocktaking

This section provides the possibility to perform stocktaking, when the current stock quantities need to be updated. The stocktaking can be performed on Warehouse, Area and Rack levels (depending on the port setup). This means that it's not necessary to perform stocktaking for an entire warehouse, if only one rack in a warehouse needs to be updated at a time. To create a new stocktake (or to view a list), navigate to Stock: Warehouse: Stocktaking. Choose a Warehouse / Area / Rack where the stocktaking will be performed. If the Supplier company (in the top filter) is selected as well, only that supplier's equipment will be listed when the stocktaking is created. Leave the date field blank and press the 'Create New Stocktaking' button.

Supplier	Warehouse	Areas	
Filters	All suppliers	Baseport 2	Main area
Date (?)	Select only for old stocktacking	<input type="button" value="Create New Stocktaking"/>	
Options	<input type="text"/> <input type="button" value="Go"/>	Actions	<input type="button"/>
 No data found.			

Figure 12.16: View / Create Stocktaking

When the stocktaking is created, a new page will be displayed, where additional info about stocktaking is to be added (such as the date and count remarks).

The screenshot shows the 'Stock-taking' application interface. At the top, there are two tabs: 'Stock-taking' (selected) and 'Count list'. Below the tabs, the title 'Stock-taking details' is displayed. The form contains the following fields:

- Type: Port
- Location: Baseport 2
- Company Name: -
- Count Date: 26.10.2016
- Count Remarks: Let's see how many cutting tools we have in stock on Baseport 2

Below the form, there is an 'Edit Status' dropdown set to 'Open for Editing — Close Out'. At the bottom, there is a blue button labeled 'Get report export'.

Figure 12.17: Stocktaking details

There are two ways to update the item quantities: 1. Via the application (see 12.6.1) 2. Via MS Excel (see 12.6.2)

12.6.1 Updating the quantities via Application

Once all the details are in place, switch to Count List tab. The items on selected location are listed here and quantities are to be updated, and can be opened at this point.

The screenshot shows the 'Count list' page. At the top, there are two tabs: 'Stock-taking' (selected) and 'Count list'. Below the tabs, the title 'Count list' is displayed. A table lists the counted quantities for an item:

Counted	Real	Alloc	Unit	Dim.	Type	Desc.	Add. info	S. no	Package	Supplier	Po no	License	Location	Del. Date	Item remarks	Cargo Id	Stock Id
2	1	-	ea	-	Item, Other	Cutting Tools	-	-	Baker Hughes	123456	-	-	26.10.2016	-	710	2180	

At the bottom, there are two buttons: 'Export stock' and 'Import stock'.

Figure 12.18: Update item quantities

After entering the counted quantities, switch back to the 'Details' tab to close out the stocktaking. Once it's closed, a new tab will appear, called 'Stock movements'.

12.6.2 Updating the quantities via MS Excel

On the 'Count list' page, press the 'Export Stock' button. This will download an excel file to the user's computer. Open the downloaded file and update the item quantities. Please note that new items can be added here (to add them to inventory). To indicate that the items are being added, the first column in the excel file (WELS ID) needs to be left out. The rest of the columns are to be filled out as usual.

The screenshot shows an Excel spreadsheet with the following data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	WELS id	Asset	PO No	Material Number 1	Material Number 2	Serial No	Product Type	Item description							
2	4175		123456				Item, Other	Cutting Tools							2016-10-26
3				565656				88888	Item, Other	New Cutting Tool - Just added					2016-10-26
4															
5															
6															

Figure 12.19: Stocktaking in excel - with a new item

Once the items are counted, excel file needs to be saved. Navigate back to the Count List page, and press 'Import stock' button. An upload area will appear, where the file can either be drag-and-dropped, or selected manually by pressing the 'Choose file' button. After the file has been uploaded, the stocktaking is closed automatically and the Stock movements page is opened.

Figure 12.20: Stock Movements

From here onwards the stocktaking process is the same, regardless of the count system used (WELS Operator or MS Excel). First of all, current stocktaking can be compared to an approved one, to see the differences. To do so, select a stocktaking in a drop-down list, and press 'Compare Lists' button. This will give a simple head-to-head comparison between the current and one of the previous stocktakings. To calculate the stock movement records, press 'Generate from stock-taking' button. This will calculate the differences between the current stock state and the counted one, and create appropriate records for the movements.

Flow Type	Quantity	Item	From License	To License	Remarks
Quantity changed	1	Cutting Tools			
Goods Receipt	1	New Cutting Tool -			

Figure 12.21: Generated stock movements

The example above shows that the Cutting Tools changed the quantity by +1, and that a new item (New Cutting Tool) has been added. New actions can be added for the counted items:

- Goods Receipt: Used when new items have been added to stock (only applicable for items added via excel)
- Licence transfer: To change the licence for an item
- Value changed: To change the item value (regarding accounting)
- Quantity changed: To increase / decrease quantity of an item (to decrease use the '-' in front of the number, i.e -2)
- PO Changed: To change to purchase order number for an item

After all the movement actions are in place, the stocktaking can be approved. To do so, navigate back to the 'Details' tab.

Figure 12.22: Closed stocktaking

Press the 'Open for Editing' button to close the stocktaking out. In case that the quantities are correct and the stocktaking was performed correctly, it can now be approved. Only upon approving the stocktaking will item quantities be updated in the inventory. After closing out the stocktaking the following reports are available (from the details page):

Get report export:

- With Expected quantity - report with the current stock quantity
- Without Expected quantity - report without the current stock quantity

The two reports above can be printed out, so that the count is filled out by hand, for easier entering in the system

The accounting personnel has two more reports available, the excel and pdf versions of the stocktaking report with item values.

- Get results: Stocktaking results - A brief summary of counted items and quantity deviations

Stocktaking can also be done back in time, where a date back in time is set. That stocktaking will reflect the stock quantities on that given date. This type of stocktaking can be performed only per Warehouse.

13 Inventory

In this section users are provided with a complete overview of all items currently in the inventory, together with their location and allocation. Two modes are available, report view (section 13.1) and a two-dimensional representation of the locations (section 13.2).

13.1 Inventory

The inventory section is a powerful reporting tool, that supports advanced user defined filtering.

Supplier		Warehouse																	
Filters		All suppliers	All locations																
Options		Q ▾		Go		1. Primary Report		Actions											
Qty	Unit	Allocation	Dim.	Type	Add Info	Description	Serial.No	Package	File Link	Supplier	PO No	Location	Parent Area	Area Name	Del. Date	Material No 2	License Name	License No	Item Remarks
10	ea	-	10.625	Casing	Good condition	Casing	111122223333	-	> 0 files	Baker Hughes	Baseport 1	-	-	26.11.2014	-	-	-	Ordered for project 1	
1	ea	-	10	Casing	Good condition	Casing	333344445555	-	> 1 file	Baker Hughes	Baseport 1	-	-	26.11.2014	-	-	-	Ordered for project 2	
1	ea	-	10	Casing	Good condition	Casing	222233334444	-	> 1 file	Baker Hughes	Baseport 1	-	-	11.10.2016	-	-	-	Test copy for last	
1	ea	-	-	Item, Other	=	New Cutting Tool - Just added	88888	-	> 0 files	-	565656	Baseport 2	Rack 1	Shelf 1	26.10.2016	-	-	-	-
1	ea	-	-	Item, Other	=	Cutting Tools	-	-	> 0 files	Baker Hughes	123456	Baseport 2	Rack 1	Shelf 2	26.10.2016	-	-	-	-

Figure 13.1: Inventory report

On top of the page there are two main filters, one for Supplier (which will exclude all items that aren't coming from selected company), and one for location (this one depends on the base setup). At the moment, when a location is created, it doesn't have any sub-locations. To learn more about the location (base) setup please contact Wellit directly. The bases are set up in the following manner:

- Main area (yard)
- Warehouses
 - Racks
 - Shelves

As the filters are changed, the report will adapt to filter out the items that aren't satisfying the selected options.

Supplier		Warehouse		Areas		Rack														
Filters		Baker Hughes	Baseport 2	Warehouse A	Baseport 2	Rack 1														
Options		Q ▾		Go		1. Primary Report		Actions												
Qty	Unit	Allocation	Dim.	Type	Add Info	Description	Serial.No	Package	File Link	Supplier	PO No	Location	Parent Area	Area Name	Del. Date	Material No 2	License Name	License No	Item Remarks	
1	ea	-	-	Item, Other	=	Cutting Tools	-	-	> 0 files	Baker Hughes	123456	Baseport 2	Rack 1	Shelf 2	26.10.2016	-	-	-	-	

Figure 13.2: Items filtered out by supplier and location

Items can be quickly re-allocated from here as well, using the same process as in Stock: Warehouse: Allocate Storage (section 12.2). The selection can be further refined by using the Area filter (to select the warehouse), and then select the rack in the Rack filter. In the example shown on figure above, the filters will narrow down the list only to the Baker Hughes items, currently on Rack 1. The shelf

name (if any) is displayed in Area column in the report. All the columns in the report are sortable and searchable.

To sort the columns, press the column header and select the sorting (ascending, descending), select the available options to choose one specific value, or type in text to search for in the column. Hold the cursor above the different options to show their description.

Location	Parent Area	Area Name	Del. Date	Material No 2
Baseport 2	Rack 1			<input type="text"/> Filter... Sort Descending

Figure 13.3: Sorting and searching the column content

Main filter can also be used to look for items. Simply type the text in search field, press enter, and all rows containing the requested text will be displayed. This search function is checking all columns in a row for the given text.

13.2 Building View

Building view is used to give a graphical representation of the locations in application.

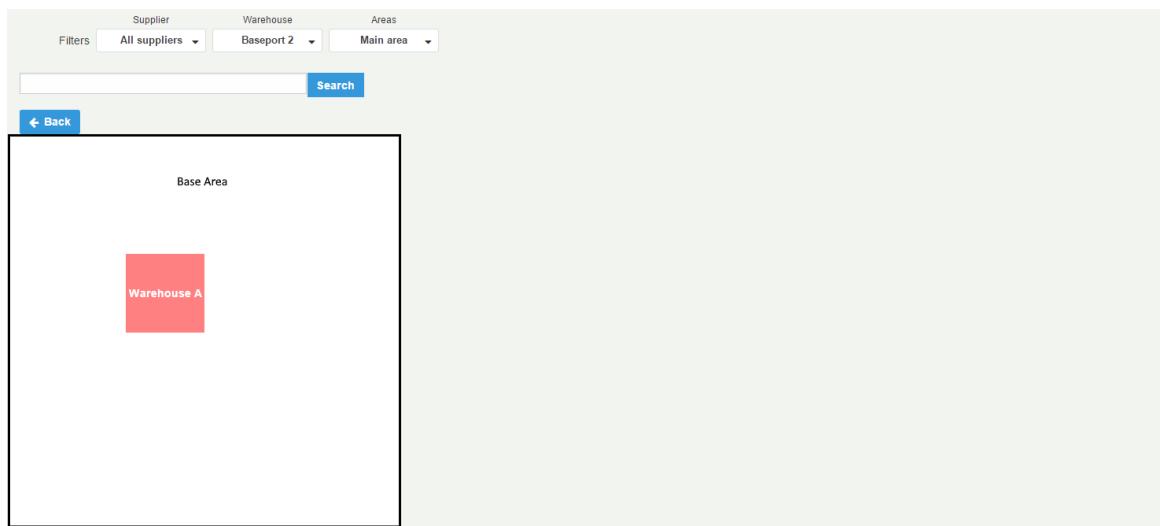


Figure 13.4: Building view

The areas displayed are clickable, single click will display the contents of the area (together with it's sub-areas content). Double-click will open the area. To go back in the hierarchy, use the back button.

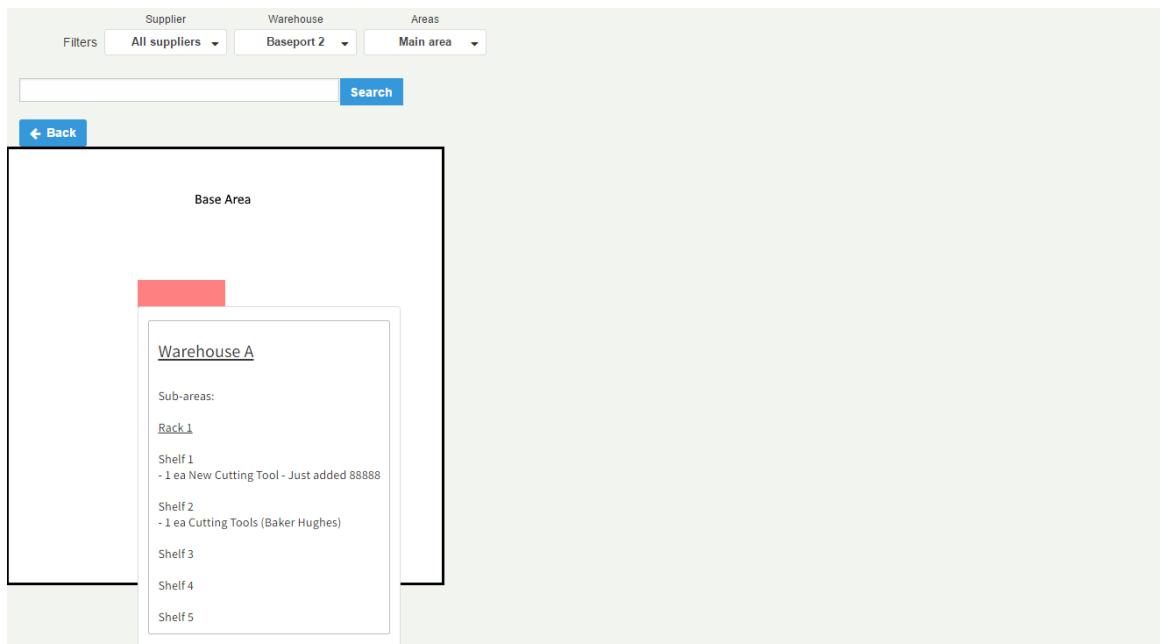


Figure 13.5: Displaying the content of an area

It's possible to open an area directly from the overview by clicking the area name (underlined names are links).

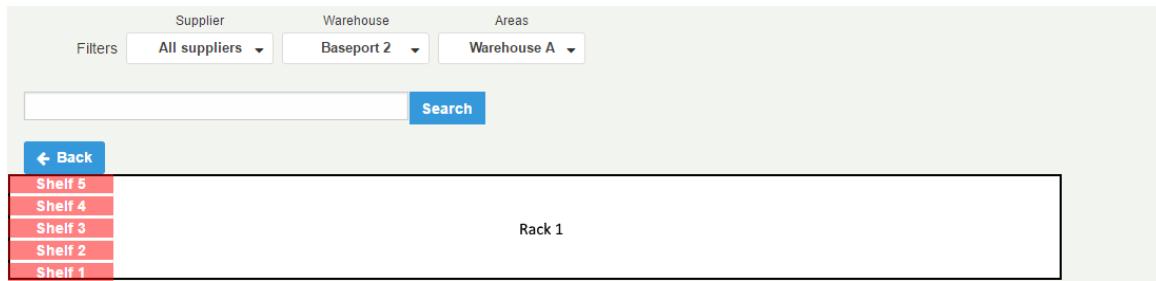


Figure 13.6: Rack view

Rack view is displayed above, which was opened by following the "Rack 1" link from the overview. It's possible to display the contents of each shelf by single-clicking on it.

The search bar will look for items containing the entered text, and highlight the areas where the matching items reside.

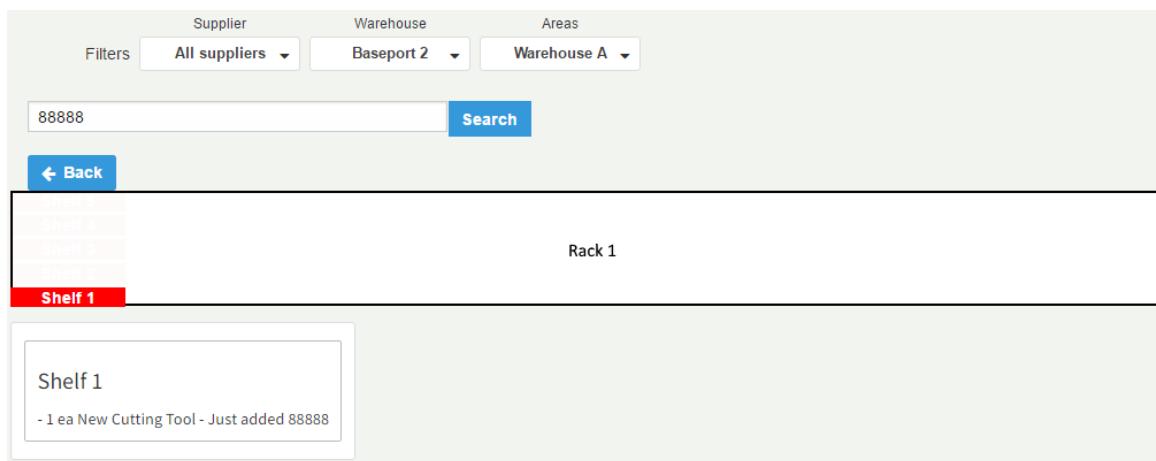


Figure 13.7: Highlighted area

In the example above, search text was the serial number, and one item was found on Shelf 1, which was highlighted. Search functionality works all across the building view, regardless of where in the hierarchy the user currently is.

14 Accounting

Accounting section provides administrative options when it comes to item inventory. It's possible to scrap items, exchange licenses, and optionally control item values and create accounting journals. The last two options are dependant on Item Values and Account Journal components. Please contact Wellit support to learn more about them.

14.1 Scrap Items

When item(s) don't exist in the inventory any more (for whatever reason), they are to be scrapped. To do so, navigate to Stock: Accounting: Scrap Items.

To create a new Scrap ticket choose a location where the items are being scrapped, a supplier (optional) and press the 'Create New Scrapping Ticket' button.

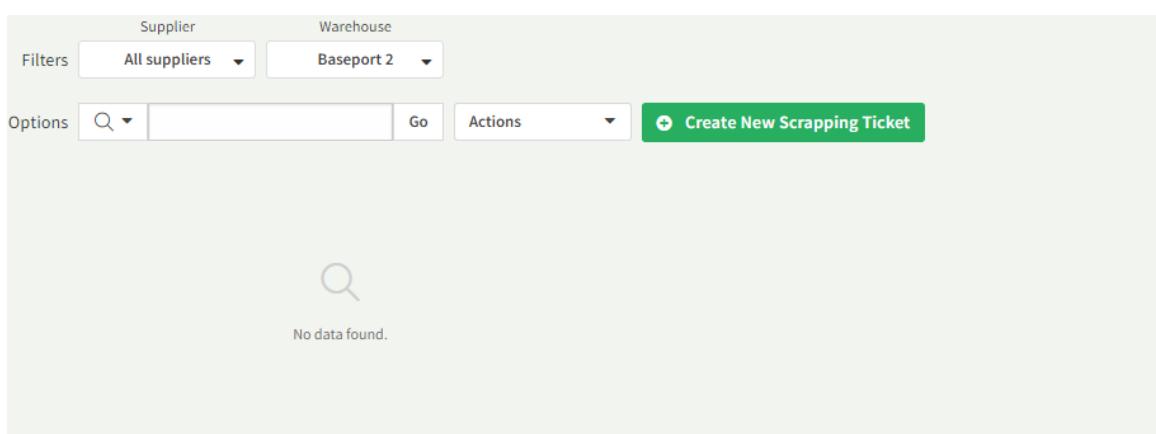


Figure 14.1: Create / view scrap tickets

After creating a scrap ticket all additional info can be added to it, together with the items to be scrapped. To add the items press the 'Add equipment to order' button, and the Inventory page will be displayed (filtered out for the chosen 'Origin' location).

Scrap note details

Type	scrap
Manifest Name	SCRAP-20161101-340
Transport Type	Land
Transporter	
Origin	Baseport 2
Destination	ACME Test 1
Warehouse	Baseport 1
Manifest Date	01.11.2016 11:59
Remarks	
Related Files	
Manifest Status	Open for Editing — Close Out
Get PDF Ticket	

Scrapped items

Qty	Unit	Dim.	Type	Description	Additional Info	Cargo Package	Supplier
1	ea	-	Item, Other	New Cutting Tool - Just added	-	-	-

1 - 1

[X Remove selected from order](#) [+ Add equipment to order](#)

Figure 14.2: Modify the scrap ticket

A pdf ticket can be downloaded by pressing the 'Get PDF Ticket' button.
As soon as the items and info have been added the ticket can be closed out.
The created scrap ticket will remain available in the main overview report, where it can be opened and edited (to open the ticket press either the edit icon or the manifest name). Scrap tickets can also be viewed in the Inventory Action Overview report (see section 11.5)

Supplier		Warehouse					
Filters	All suppliers	Baseport 2					
Options	Go	Actions					
+ Create New Scapping Ticket							
Manifest Name	From Port Name	To Port Name	Manifest Date	Transport Type	Transporter Name	Manifest Remarks	Status
SCRAP-20161101-340	Baseport 2	Baseport 1	01.11.2016	land	-	-	partial

1 - 1

Figure 14.3: Scrap ticket overview

Year	Year	2013	2014	2015	2016	2017									
Month	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Date range	01.10.2016 00:00	01.11.2016 00:00													
Options	Go	Actions													
Qty	Unit	Dim	Type	Description	Serial No	Package	Files	Supplier	Po No	Extra Info	Ext. Ref.	Manifest Type	Manifest Date	Manifest Name	Cargo Id
1	ea	10	Casing	Casing	333344445555	-	1 file	Baker Hughes	-	-	-	service	24.10.2016	S-20161024-251	312
1	ea	-	Item, Other	Cutting Tools	-	-	0 files	Baker Hughes	123456	-	-	service	26.10.2016	S-20161026-270	710
1	ea	10	Casing	Casing	222233334444	-	1 file	Baker Hughes	-	-	-	scrap	28.10.2016	SCRAP-20161028-333	692

Figure 14.4: Scrap tickets in Inventory Action Overview report

14.2 Transfer License

To exchange the licenses on items navigate to Stock: Accounting: Transfer License (licenses are defined per installation by application administrators).

After filtering out the items with the top filter (Supplier / Location), there will be left a report of the available items.

The screenshot shows a software interface for managing inventory items. At the top, there are filters for 'Supplier' (All suppliers), 'Warehouse' (Baseport 2), and 'Areas' (Main area). Below the filters is a search bar and a 'Go' button. The main area displays a table of items with the following columns: Qty, Unit, Allocation, Dim., Type, Add Info, Description, Serial.No, Package, File Link, Supplier, PO No, Location, Parent Area, Area Name, Del. Date, Material No 2, License Name, License No, and Item Remarks. Two items are listed:

Qty	Unit	Allocation	Dim.	Type	Add Info	Description	Serial.No	Package	File Link	Supplier	PO No	Location	Parent Area	Area Name	Del. Date	Material No 2	License Name	License No	Item Remarks	
1	ea	Transfer manifest	-	Item, Other	-	New Cutting Tool - Just added	88888	-	> 0 files	-	565656	Baseport 2	Rack 1	Shelf 1	26.10.2016	-	-	-	-	-
<input checked="" type="checkbox"/>	1	ea	-	Item, Other	-	Cutting Tools	-	-	> 0 files	Baker Hughes	123456	Baseport 2	Rack 1	Shelf 2	26.10.2016	-	-	-	-	-

At the bottom, there is a 'License' dropdown set to 'Test Licence 2' and a blue 'Transfer License' button.

Figure 14.5: Inventory items in License Transfer

Items applicable for license transfer will have the checkbox in the first column. In the example above the top item is unavailable since it's been scrapped, and is therefore not suitable for modifications. Select the items to transfer the items, choose the License from the drop-down list and press the 'Transfer License' button.

Selected item will automatically get the chosen license number, and the changes will be visible throughout the inventory.

This screenshot shows the same interface as Figure 14.5, but with one item now having a license assigned. The second item, 'Cutting Tools', now has 'Test Licence 2' assigned in the 'License' dropdown. The 'Transfer License' button is still present at the bottom.

Figure 14.6: Item after license transfer

The overview of all License Transfers will be available in Stock: Stock Order: License Transfers report (see section 11.3).

The screenshot shows a report titled 'License Transfers' with the following details:

Order Date	PO No.	Description	Est Delivery Date	Base Name	Port	Remarks	Edit Status	File Link	License NO	License Name	Est Deck Return M2	Supplier Departure Status	Cargo Pickup Date	Cargo Transit Date
-	123456	1 item lines	26.10.2016	Baseport 1	-	-	closed	> 0	-	Test Licence 2	-	-	-	-

Figure 14.7: License transfer overview

14.3 Item Values

This menu item is dependent on 'Item Values' component. It provides the functionality to allow accounting personnel to add monetary value to items in stock orders. To do so, navigate to Stock: Accounting: Item Values. A report is displayed with all the available stock orders, and can be filtered by using the top filter.

Supplier															Warehouse	Wt			
Filters	All suppliers	Baseport 1																	
Options	Q	Go	Actions																
Edit	Order Date	Supplier	PO No.	Description	Est Delivery Date	Base Name	Port	Remarks	Edit Status	Files	Cargo Active	Cargo Category	Cargo Xref	Wels Id	Est Deck Return M2	Supplier Departure Status	Cargo Pickup Date	Cargo Transit Date	From Port Id
✓	25.10.2016	Baker Hughes	-	1 item lines	25.10.2016	Baseport 1	Alvheim	-	closed	0	y	item	-	WELLIT701	-	-	-	-	
✓	-	Baker Hughes	-	1 item lines	-	Baseport 1	-	-	closed	0	y	item	-	WELLIT690	-	-	-	-	

Figure 14.8: Item value overview report

Item value assignment is based on stock orders.

To assign the value / currency to an item press whether the 'Edit' button or 'Supplier' on the Stock order row. Items contained within that stock order will be displayed, and value and currency are assigned there.

Edit	Order Date	Supplier	PO No.	Description	Est Delivery Date	Base Name	Port	Remarks	Edit Status	Files	Cargo Active	Cargo Category	Cargo Xref	Wels Id	Est Deck Return M2
✓	25.10.2016	Baker Hughes	-	1 item lines	25.10.2016	Baseport 1	Alvheim	-	closed	0	y	item	-	WELLIT701	-
✓	-	Baker Hughes	-	1 item lines	-	Baseport 1	-	-	closed	0	y	item	-	WELLIT690	-

Cargo Item Values

Package items

Ordered Qty	Item Description	Serial No	Value	Currency	Value date
1 ea	Cutting Tool	-	500	NOK	25.10.2016

Figure 14.9: Assign value and currency to an item

Once the values are written and the value date set, the item will have the given value throughout the inventory. It's possible to view the item value movements over time in stocktaking (for accounting personnel - see section [12.6.2](#)).

14.4 Accounting Journals

The stock account journal component allows users to generate accounting journal entries based on stock movements. These entries can be used to align the stock value with the accounting system stock value.

Navigate to Stock: Accounting: Accounting Journals and press the 'Add New Journal' to create a new journal. The Journal Details window will open, where the title, remarks and journal date span can be added, together with journal entries.

Accounting

Journal Details

Title	Test Journal
From Date	01.10.2016
To Date	01.11.2016
Remarks	Just some remarks...

Edit Status

Journal Entries

Figure 14.10: Accounting journal edit window

The entries can be either added manually, or generated from stocktaking. Press the 'Add New' button to add an empty line which can be filled out. Press the 'Add from Stocktaking' buttons to go to the generated stock movements page (the movements generated when a stocktaking is performed, see section 12.6.2).

Flow Details											
	Flow Name	Qty	Flow Text	Flow Date	Port Name	From Description	To Description	Line Usage Info	Flow Remarks	Flow Origin Name	Flow Action Info
<input type="checkbox"/>	Quantity Changed	1	Cutting Tools	01.11.2016	Baseport 2	-	-	-	-	Stock taking	For account journal
1 - 1											
+ Add selected lines ← Add selected lines and go back											

Figure 14.11: Add the generated stock movements to the journal

Journal Details											
Title	<input type="text" value="Test Journal"/>										
From Date	<input type="text" value="01.10.2016"/>										
To Date	<input type="text" value="01.11.2016"/>										
Remarks	<input type="text" value="Just some remarks..."/>										
Edit Status	Open for Editing — Close Out										
Journal Entries											
SEQ	Line Description	Amount	Currency	CRE WBS Code	CRE Account No	DEB WBS Code	DEB Account No	Line Comment	ID		
<input type="checkbox"/> 10	Quantity Changed								131		
1 - 1											
✖ Delete Selected + Add New ○ Add from Stocktaking											

Figure 14.12: Accounting journal filled out

After the required values, currencies, and accounting codes have been added for the different stock movements, the journal can be closed out, after which it will be available in the main overview page. The main goal here is to get an insight into the value of movements, and how they're justified. If the stocktaking shows that a value of an item has gone down, here would be a remarks to provide the reason for the value fluctuation, which account is to be credited and which one to be debited. Furthermore, this functionality has been developed to enable the export of accounting journals into 3rd party accounting systems, such as SAP.

Part IV

Planning

Planning

15 Rig

15.1 Timeplanner

The WELS Timeplanner is used to plan and track progress for drilling activities. We support both single and dual derrick operations, with import and export capabilities and integration with morning reports.

15.1.1 Plans Overview

The first thing that meets us in the Timeplanner is the list of existing plan and a button for creating new plans.

The screenshot shows the 'Timeplanner' interface. At the top, there are tabs for 'Rig', 'Timeplanner' (which is selected), and 'Offshore Coordination'. Below the tabs are buttons for 'Options' (with a search icon), 'Go', 'Actions' (with a dropdown arrow), and a green 'Create New Plan' button. A table below lists one plan: 'Test plan 1' (Ula D, From Date 17.03.2017, Status open, Locked By single). The table has columns for Edit, Plan Name, Port Name, From Date, Edit Status, Locked By, and Derrick Type. The bottom right corner of the table area shows '1 - 1'.

Figure 15.1: Plans Overview

15.1.2 Creating a New Plan

When creating a new plan, we have two options: (1) Create a brand new plan or (2) copy an existing plan.

The screenshot shows the 'Timeplanner' interface with a red box highlighting the top navigation bar. The bar includes 'Copy Plan', a dropdown menu showing '- Create New Plan -', 'Plan For' set to 'Alvheim', 'Derrick Type' set to 'Single', and a green 'Add New Plan' button. Below the bar is a table with one row, identical to the one in Figure 15.1. The bottom right corner shows '1 - 1'.

Figure 15.2: Add New Plan

If we copy a plan, all tasks and sub tasks will be copied into a new plan.

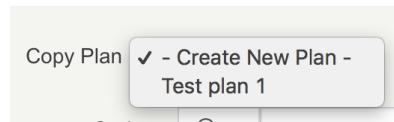


Figure 15.3: Copy Plan

15.1.3 Planning Mode vs. Operational Mode

A plan can be in either Planning Mode or Operational Mode. In Planning Mode, the following columns are editable: Task Name, Planned / P10, AFE / P50, Planned Depth and Remarks. Use this mode when planning the operation.

When the operation starts, the plan should be switched to operational mode by clicking Finish Planning Mode. This will make the following columns editable: Task Name, Estimate (DSV), Actual Time, NPT, WOW, Actual Depth and Remarks.

Tasks added in operational mode will have red text to indicate that the tasks were un-planned.

The plan can be switched back to Planning Mode and vice versa at a later time, if needed.

15.1.4 View and Edit Plan

When opening a new plan, we see an empty plan with no tasks and some general overview data.

1. Rig 2. Import Plan 3. Delete Plan 4. Lock Plan Plan can be edited by anyone at the moment

Last modified: by

Plan Details

Plan Name	Test plan 1	AFE/P50 Time	0.00 days (0.00 hours)
Linked To Activity	-	Planned/P10 Time	0.00 days (0.00 hours)
Start Date	19.03.2017 00:00	Estimated Time	0.00 days (0.00 hours)
Deliver Days Ahead	0	Actual Time	0.00 days (0.00 hours)
Cost Per Day	-	Current Depth	0 m
Remarks	-	Days On Well	0.00 days
End Date	Actual (Best Estimate): Estimate: Planned/P10: AFE/P50:	NP Time	0.00 days (0.00 hours) % of total time: 0.00%
Days Ahead	From AFE/P50: 0.00 days (0.00 hours) From Plan/P10: 0.00 days (0.00 hours) From Estimate (DSV): 0.00 days (0.00 hours)	WOW Time	0.00 days (0.00 hours) % of total time: 0.00%

Tasks

Task Name	Start Date	Estimate (DSV)	Actual Time	NPT	WOW	Planned / P10	AFE / P50	Actual Depth	Planned Depth	Ahead AFE-Act	Total Ahead	Remarks
Sum	-	-	-	-	-	-	-	-	-	-	-	-

5. Edit (e) 6. Reload (r)

Figure 15.4: Empty Time Plan

Plan Details

- **Linked to Activity** – select an activity from the rig to link tasks to group loadings in the MEL list
- **Start Date** – the start date of the plan
- **Deliver Days Ahead** – if the plan is linked to an activity, how many days ahead of the task should cargo packages arrive at the base?

- **Cost Per Day** – the cost of operating the rig for 24 hours

Main Actions

We have 6 buttons available:

1. Export Plan
2. Import Plan
3. Delete Plan
4. Lock Plan – will lock the plan for editing by other users
5. Edit
6. Reload – will reload the plan data (both details and tasks)

15.1.5 Export Plan

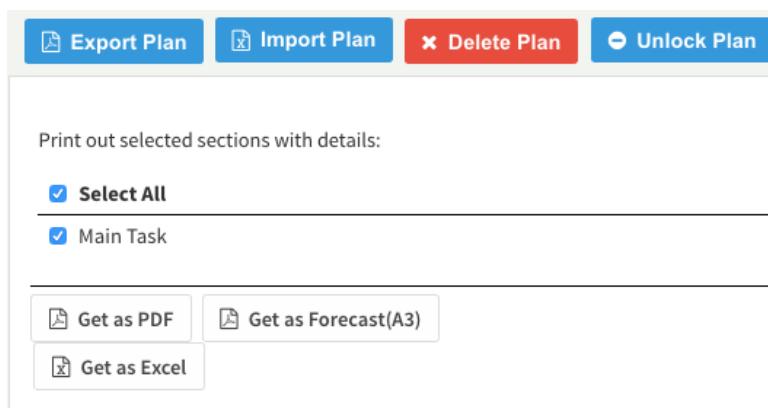


Figure 15.5: Export Plan

The plan can be exported to PDF and Excel. In addition you can get an A3 version of the forecast.

Make sure to select all the main tasks you want to export.

15.1.6 Import Plan

The screenshot shows a user interface for importing a plan. At the top, it says 'Import Plan'. Below that is a numbered list of steps:

1. On the [plan page](#), export the plan to Excel (check the "Select All" option).
2. Modify the template in Excel.
 - Set Level 1 for main tasks, Level 2 for sub tasks.
 - The sequence number denotes the position of the task (relative to the other tasks on the same level).
3. Upload the modified Excel file below.

 At the bottom, there is a file input field labeled 'Velg fil' with the placeholder 'Ingen fil valgt' and a green button labeled '+ Import Selected File'.

Figure 15.6: Import Plan

If you export an existing (or empty) plan, you get an Excel file with all the relevant columns. A modified Excel plan can be imported back into the timeplanner.

Well Plan - UI D - Test plan 1									
Planned Tasks									
No.	WELS_ID	Level	Seq. no.	Task Name	AUX Task Name	Crit. Path	From Date	Actual	NPT
1	100	1	1	Main Task		tirsdag 21.03.2017 14:26			
2	101	2	1	Sub Task 1		tirsdag 21.03.2017 14:26			
3	102	2	2	Sub Task 2		tirsdag 21.03.2017 19:26			

Figure 15.7: Exported Plan

The Level column indicates if this is a main task or a sub task. Possible values: 1 for main task, 2 for sub task.

The Seq. no column can be used if you want to overwrite the ordering of the tasks. They can be left empty, and a running sequence number will be assigned the tasks on import. Please note that the sequence number orders tasks that are on the same level, so main tasks will be assigned running sequence numbers, but each list of sub tasks under each main task will get running sequence numbers that start from 1 within the section.

Unless you change the WELS_ID column values, existing tasks will be updated with data from the Excel Sheet.

The Aux Task Name, Crit. Path and Aux Planned/P10 columns are only relevant for **Dual Derrick** plans, and can be left empty for single derrick plans.

See the [Column Description](#) for description of what the rest of the columns indicates.

15.1.7 Delete Plan

This deletes the plan. This option may not be available for all roles. Please contact your super user if you need to delete a plan but are missing the necessary user privileges.

15.1.8 Lock Plan

Locking a plan will prevent other users from editing the plan.

When you start editing a plan, the plan will be automatically locked until you save the plan. This is done to prevent conflicting changes to a plan.

The plan will be unlocked (1) when you save the plan, (2) when you click the View button and (3) automatically after 15 minutes. This is done to prevent you from inadvertently keeping a lock long-term if you forget to save or end the editing mode.

15.1.9 Edit

When pressing the Edit button, a request for locking the plan will be sent to the server. If no other user has a lock on the plan, you will automatically get a lock on the plan.

See [Lock Plan](#) for details about locking.

15.1.10 Dual Derrick

Dual Derrick plans are used for rigs with two derrick. The Critical Path is whichever derrick is performing a task the other derrick depends on.

I.e. drilling would be on the critical path and building casing would be on the non-critical path. If, however, the building of casing takes longer than the drilling part, the derrick used for building casing will become the critical path.

If you want the start dates for main tasks to be in sync, you might have to add rows marked as "Waiting" etc. with a planned time that make the Critical Path Start Date and the Non-Critical Path Start Date align.

15.1.11 Column Description

Task Name	Start Date	Estimate (DSV)	Actual Time	NPT	WOW	Planned / P10	AFE / P50	Actual Depth	Planned Depth	Ahead AFE-Act	Total Ahead	Remarks
-----------	------------	----------------	-------------	-----	-----	---------------	-----------	--------------	---------------	---------------	-------------	---------

Figure 15.8: Single Derrick Columns

- **Task Name** - Name / description of the task
- **Start Date** - Start date from the task. Is calculated from the previous task end date. If a value exists in either the Budget, Planned, WOW, NPT or Actual column it will use that value with least to highest priority. Non-editable.
- **Estimate (DSV)** - Drilling Supervisor (DSV) estimate. Usually used by drilling engineer during the operational phase
- **Actual Time** - Actual time spent on the task
- **NPT** - Non-Productive Tome (including Waiting on Weather)
- **WOW** – Waiting on Weather
- **Planned / P10** Planned time for the task. P10 = Probability 10%. There is a 10% probability we will hit this target. Sometimes referred to as the Technical Limit.
- **AFE / P50** AFE / Budget time for the task. P50 = Probability 50%. There is a 50% probability we will hit this target.
- **Actual Depth** - Actual depth of the drilling operation at the end of this task
- **Planned Depth** Planned depth of the drilling operation at the end of this task
- **Ahead AFE-Act** How far ahead of the AFE time we are for this particular task
- **Total Ahead** How far ahead of the AFE time we are (accumulated) at this point
- **Remarks** - Additional remarks for the task

Dual Derrick Columns

Task Name	Main Planned / P10	AUX Task Name	AUX Planned / P10	Critical Path	Critical Path Start Date	Non-Critical Path Start Date	Est. (DSV)	Actual Time	NPT	WOW	AFE / P50	Actual Depth	Planned Depth	Total Ahead	Remarks
-----------	--------------------	---------------	-------------------	---------------	--------------------------	------------------------------	------------	-------------	-----	-----	-----------	--------------	---------------	-------------	---------

Figure 15.9: Dual Derrick Columns

Dual Derrick plans have some extra columns:

- **Aux Task Name** - Name / description of the task in the aux derrick

- **Aux Planned / P10** - Planned time for the aux derrick task. Behaves the same as Main Planned / P10
- **Critical Path** – Main/Aux. Which derrick is on the critical path and will be used for Critical Path Start Date calculations
- **Critical Path Start Date** - Start date of the task on the critical path
- **Non-Critical Path Start Date** - start date of the task on the non-critical path

15.1.12 Actions

Main Task Actions

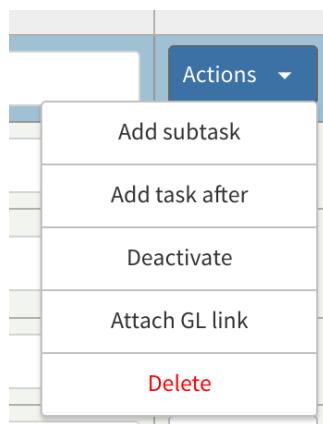


Figure 15.10: Main Task Actions

- **Add subtask** - adds a subtask to the task
- **Add task after** - adds another main task after this task
- **Deactivate** – a deactivate task shows up in the plan, but is ignored in the date calulations. Can be used for contingency plans where the task would start deactivated and potentially activated under certain conditions.
- **Omit** – used for planned tasks that have been omitted. An omitted task will have estimate, actual, npt, wow and actual depth set to 0. It will be included in normal prints but excluded from the Operation Status report
- **Mark as external plan** – used when the plan depends on an operation run with another plan. Pushes the start date of the next task with x hours. This option is only available if the task has no subtasks.
- **Attach GL Link** - links the task to a group loading, making the Base Delivery Date of the group loading change along with the task start date
- **Break GL Link** - breaks the link to the group loading
- **Delete** - deletes the task along with any sub tasks

Subtask Actions

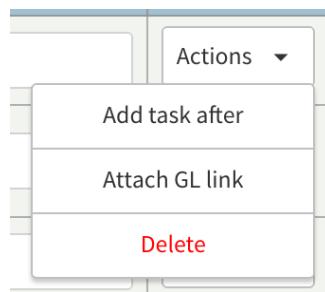


Figure 15.11: Subtask Actions

- **Add subtask** - adds a subtask to the task
- **Attach GL Link** - see main task action
- **Omit** – used for planned tasks that have been omitted. An omitted task will have estimate, actual, npt, wow and actual depth set to 0. It will be included in normal prints but excluded from the Operation Status report
- **Delete** - deletes the subtask

Drag and Drop

M/U & RIH with 17 1/2" x 20" BHA	06.12.2016 21:37	-	-	-	-	6.75	8	-	0.00	-9.00 (0.00)		Actions ▾
Fill riser. Test connections on riser / bop against the well	07.12.2016 04:22	-	-	-	-	4.5	6	-	0.00	-9.00 (0.00)		Actions ▾
M/U & RIH with 17 1/2" x 20" BHA	06.12.2016 21:37	-	-	-	-	6.75	8	-	0.00	-9.00 (0.00)		Actions ▾
choke drill	07.12.2016 08:52	-	-	-	-	0	0	-	0.00	-9.00 (0.00)		Actions ▾

Figure 15.12: Drag and Drop to reorder tasks

Both main tasks and subtasks can be dragged and dropped to be reordered. Main task can be dragged and dropped to changed the task order. Subtasks can be reordered within their main task, or dropped on another main task to move it to this task.

15.2 Offshore Coordination

16 Cargo

16.1 Activity Planning

16.2 Production Planning

16.3 Consolidated Planning

16.4 Project Planning

The Project Planning page is used for planning cargo packages to production rigs. When selecting a rig the project will automatically be set to the default one for the selected rig. If the role is a supplier role the supplier is automatically set. The date range is used to limit what cargo packages that are shown.

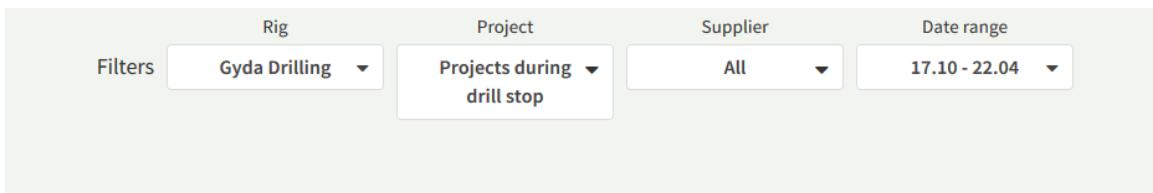


Figure 16.1: Project Planning Filter

When a rig, project, and supplier are set the cargo packages for this project are shown with the option to add new cargo packages. Some of the information can be updated using the front page. Click the WelsID to open the cargo package.

Gyda Drilling (Projects during drill stop) 17.10.2017 - 22.04.2018 (restricted to ABB AS)						
	WELSID	Base Del. Date	Package Name	Description	Reference	Remarks
<input type="checkbox"/>	DEVJHH76157	25.10.2017	Casing	-		
<input type="checkbox"/>	DEVJHH76158	26.10.2017	Spare Equipment for ROV	-		

ACTIONS IMPORT / EXPORT MOVE DATE

✖ Delete Selected ✚ Add New Import Cargo Get PDF Move selected packages days Move Date

Figure 16.2: Project Planning Cargo

The option to add multiple cargo packages using the Import Cargo functionality.

Download XLSX Template

Browse... No file selected. + Upload File

Files

✚ Add New Import Cargo Get PDF Move selected packages days Move Date

Figure 16.3: Import section

The template used are available to be downloaded in the Import Cargo sections.

16.5 Non Conformance

The Non Conformance page is used to show the receipt log for the selected Base. In the filter there are option to select a base, how old receipt logs you want to see (14 days are default value) and which status that are displayed (showing pending are default).

Non Conformance Overview																	
Filters		Base		Hide older than		Status											
Tananger, ASCO base	14 days	All															
<input type="checkbox"/> pending	Ula Q	1	ASCO Norge AS	17.10.2016 14:10	RET-088099	sendes 21.10	Ligger ikke i Wels \\\ Innkjøper: ?										
<input checked="" type="checkbox"/> approved	Valhall IP Drilling	1	IKM Kran og Lefferelektrikk	17.10.2016 12:58	IFS PO-240543 \\ BP PO-1G1183		Ligger ikke i Wels \\\ Innkjøper: Anders Ovedal Anfinsen \\ VIP, SEADRILL	17.10.2016	Palle fra Valhall til ULA Q, ABB Deler								
<input checked="" type="checkbox"/> rejected	Ula Q	1	BP Norge	17.10.2016 12:57	PO-161142		Ligger ikke i Wels \\\ Klarer ikke se hva jeg skal ta mottak på. 20 linjer i WorkMate viser til "Drager gassmåler til reperasjon" og pakkeleddet har 15 linjer med div. \\\ Innkjøper: Bjørn F. Knutsen		Trekasse, Wiresling casing 8m 4T								
<input type="checkbox"/> pending	Valhall PH	1	BP Norge	17.10.2016 12:49	PO-157421	meldes inn 24.10	Ligger ikke i Wels \\\ Innkjøper: Inge Iversen Ovedal		Eske fra Drager Safety, Verkstedmateriell								
<input type="checkbox"/> pending	Valhall Flanke Sor Prod	5	Ahlsell Norge AS	17.10.2016 12:47	SO-076551	meldes inn 31.10	Ligger ikke i Wels \\\ Innkjøper: Tor G Melås \\ Valhall Flanke Ser, OMC		liten lengde fra Module Solutions & Systems, Mesh Panel								
Actions, input variables depend on selected action. Confirm button only show when remarks are written.																	
<input type="checkbox"/> With Selected: - Approve -		20.10.2016		Confirmed date		<input type="button" value="Confirm"/>		<input checked="" type="checkbox"/> Send email									
Email CC recipients:																	
Email Body Extra Text:																	

Figure 16.4: Non Conformance overview

There are option to manually update the receipt log. To insure that the latest data is showing in the receipt log. There is also a job running in to import the receipt log. Under the report there are a region with the option to do different action available in the select list. The fields that shows in the action region depends on what are selected in the select list.

When clicking on the comment a region showing previous comments and the option to add a new comment appears. This region also show all comments that has been made on the non-conformance line. The report shows the start of the last comment made.

Comments Base Reason

sendes 21.10 Ligger ikke i Wels \\\ Innkjøper: ?

Add Comment

Ola Olsen 17.10.2016 15:18 sendes 21.10

Dan Hansen 17.10.2016 14:41 meldes inn 28/10

Figure 16.5: Comment on each receipt

When clicking the status text in the report a region showing the change log. The change log shows the date, new status, remarks and the user that made the changes. When clicking the name in the User column a new region show with info about the user.

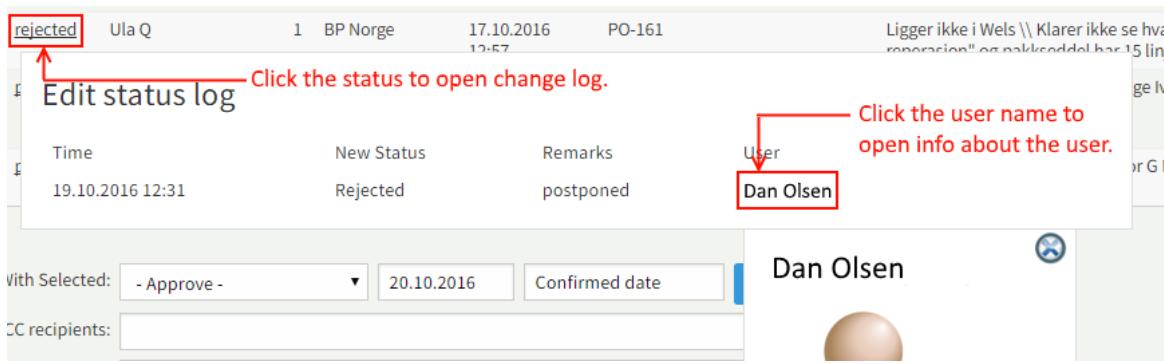


Figure 16.6: Log showing changes to the receipt

There are an option to send email with the selected action and selected receipt log. The email sender uses the email List Base Stating under =>Email List. When the email list is selected there are the option to add existing users or adding a email as a subscriber to the email list. If a constraint is selected the user/email address that is added has this constraint.

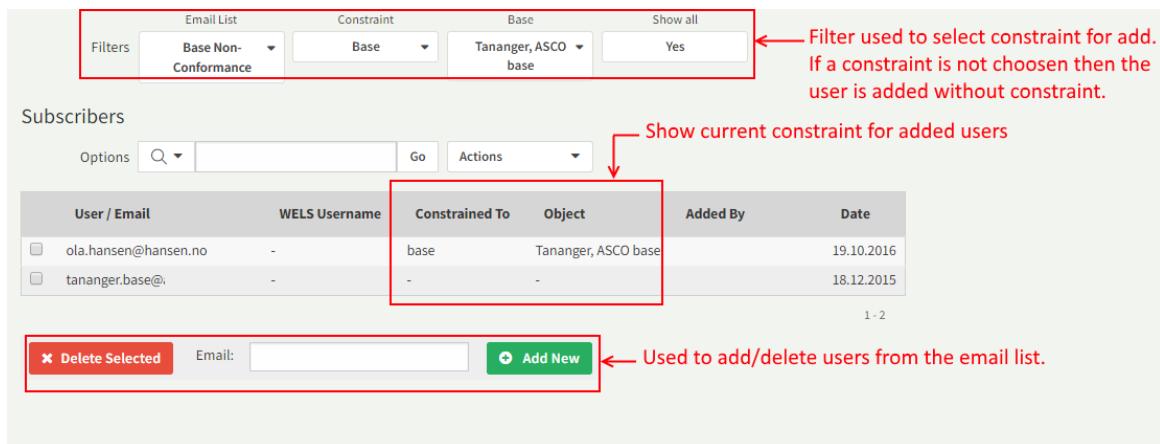


Figure 16.7: Log showing changes to the receipt

17 Marine

18 Operational

18.1 Duty Handover

The Duty Handover page are used to create a duty handover for a specific rig. With different information that can be added

What	Value	Info	Last modified	By
Weather Forecast	ok		18.07.2016	
Operation Status	starter opp med wireline kampanje. Personell er ute, utstyr går ut i dag med Mariner.		18.07.2016	
Helicopter	arbeidsdagen. Går ut med BHL381		18.07.2016	
Cargo	Sender ut wireline-utstyr pluss div pakkevarer til Gyda D. Ikke behov for vann før i neste uke		18.07.2016	
Personnel	Skal ikke være noe		18.07.2016	
Vessels	All last går ut med Stril Mariner i dag.		18.07.2016	
Remarks	sender deg ei kontaktliste på mail, MEN, denne er fra sept 2013, da serveren til Talisman nettopp har gått føyken og den oppdaterte får jeg derfor ikke tak i.		18.07.2016	
Temporary Equipment				

Figure 18.1: Duty handover information

The information section will show infomration about when and who that last edited each section. There are a option to either get a pdf or send the duty handover as a email.

Files
0 files

[Get PDF](#) [Send Email](#)

Contact List

User\Email	Company	Added By	Modified Date	Emergency Phone	Remarks
<input type="checkbox"/> hans@hans.no	ALS	Jon Hen	24.10.2017		
<input type="checkbox"/> Hans Chri	AkerBP	Jon Hen	24.10.2017		

row(s) 1 - 2 of 2

[Delete Selected](#) User\Email: Company: Phone Number: [Add New](#)

Figure 18.2: Duty Handover detail section

In this section you can add the personnel that should receive the email. Emergency phone number can also be included when adding person or email address.

18.2 Public Information

Part V

Cargo

Cargo Module

The Cargo Module provides utilities to:

- Plan activities and Group Loadings
- Create and input Master Equipment List for planning and execution.
- Loadout requests sent directly in WELS from all business partners of the operator
- Base cargo handling workflow
- Rig cargo handling workflow
- Customs handling

19 Equipment

19.1 Suppliers Catalog

The suppliers catalog can be used to define equipment as system master data. Based on the equipment type different form input files are mandatory (e.g Dimension, Weight, Grade and Thread for equipment of type casing).

By clicking an item in the catalog, an item detail window will appear. If the item is in status Open for editing, all details can be changed.

If the item has been approved as master data, related files can be uploaded. These files will be linked to Cargo Requests when the item is being used. If the file is an image, the image will automatically be shown in the Cargo Request.

19.1.1 Service Level Entry

If the "Service Level Entry" component is enabled in the system, a few additional fields will appear in the item edit window.

DG Info	Add extra DG information
Supplier resource no	<input type="text"/>
Manufacturer no	<input type="text"/>
Related files	0 files
Edit status	 Closed for Editing – Reopen
Application Specific Information	
<hr/>	
Operator reference and description (MM)	
Operator reference	<input type="text"/>
Cost reference	<input type="text"/>
Operator cost category	<input type="text"/>
Operator description	<input type="text"/>

Figure 19.1: Operator specific information

Operator reference: Used for the material number

Vendor Service Number: Used for the vendor service number

Operator cost category: The cost category of the item

Operator description: Operator-specific description

These fields will be transferred to the cargo item when added to the cargo package.

19.2 Add/Edit New Catalog Items

20 Cargo Planning

The cargo planning section is used for Logistics personnel to control the dates of activities and move packages.

20.1 Activity Planning

Onshore planners are responsible for setting up the tasks and Master Equipment List (MEL) for each project and well (Activity). Each activity is divided into sections (also called Group Loads or GLs). Each of these sections will have a set of vendors who will deliver equipment. The onshore planners will define their load-out list through the Activity Planning page by setting cargo packages for each vendor delivering equipment to each section. The vendors will add the equipment that they deliver which the drilling engineers can verify and then approve packages.

20.1.1 Setting up tasks

Planned offshore activities can be set up and managed through the Activity Planning as shown in 20.1:

The screenshot shows a software interface for Activity Planning. At the top, there's a navigation bar with tabs: Marine, Stock, Planning, Cargo (which is selected), Personnel, Reports, and Settings. Below the navigation bar, there are three buttons: 'Cargo Planning' (disabled), 'Activity Planning' (selected), 'Equipment List', and 'Production Planning'. A 'Rig Filter' dropdown is set to 'Oilrig WELLIT 1'. The main area is titled 'Tasks' and contains a table with columns: Site, Type, Project, Field, From Date, Delivery Base, To Date, and Activities. One row is visible, showing 'Oilrig WELLIT 1' as the Site, 'Ac pilot hole' as the Type, 'WELLIT Field' as the Field, '19.07.2016' as the From Date, 'Baseport WELLIT 1' as the Delivery Base, '21.08.2016' as the To Date, and '10' as the Activities count. At the bottom of the table are two buttons: 'Delete Selected' (red background) and 'Add Task' (green background).

Figure 20.1: Grid edit of activities for a selected rig

An Activity can be added by clicking on the Add Task button and details can be filled in. Once all details have been entered click on the activities link (the name of the location or the activity count) to add sections to the project. To delete an activity, select the activity by marking the checkbox and click on Delete Selected. Only activities which do not already have sections and cargo packages tied to it can be deleted.

- Project: Name of the Well/Project
- Type: if it is a drilling or production type
- Field: if fields are added to the installation then fields can be selected as well
- From Date: When operation starts
- To Date: When project is finished. This should be left empty until project is complete as this will be used to hide a project when its To Date is past a given threshold

- Delivery Base: where cargo primarily will be delivered to. All sections will inherit this delivery base, but can be overridden per section
- Heli Port: Where personnel primarily will be flying out from
- Account Code: Set a pre-defined account code number for cost allocation purposes
- Activities: Shows the number of GLs connected to project. Clicking on this link will also display all activities added so far
- Chemical Approval: Toggles the option to set up a chemical approval list for the project
- Remarks: Remarks regarding the project

20.1.2 Activity Sections

Add the needed number of activities to the project by clicking on the Add New button. Fill in the number and name for each section and set the planned delivery date and base for each section. All cargo packages added to that section will inherit the date and delivery base.

The screenshot shows a software interface for managing activity sections. At the top, there are tabs: Activity Planning, Plan Group Loadings, PO Administration, Approved Chemicals, and Equipment List. Below the tabs, there's a section titled 'Operation Details' with fields for Site (Oilrig1), Project (Dolor drill), From Date (08.11.2016), and To Date (11.12.2016). The main area is titled 'Operation Activities' and contains a grid table with 10 rows. Each row represents a section with columns for GL#, Activity name, Base Del. Date, End Date, Base Port, Est M2 Out, Est M2 In, and Account Code. The 'Activity name' column lists items like 'Rig move', '42" section', '26" section', etc. The 'Base Del. Date' column shows dates from 08.11.2016 to 26.11.2016. The 'Base Port' column consistently lists 'Tananger, ASCO base'. The 'Est M2 Out' and 'Est M2 In' columns are mostly empty or show 'Not selected'. The 'Account Code' column is also mostly empty or shows 'Not selected'. At the bottom of the grid, there are buttons for 'Delete Selected' (red), 'Add activity' (green), 'Move selected' (with a dropdown for days forward), 'Move Date' (blue), and 'Send date update email' (blue).

GL#	Activity name	Base Del. Date	End Date	Base Port	Est M2 Out	Est M2 In	Account Code
1	Rig move	08.11.2016		Tananger, ASCO base			Not selected
2	42" section	10.11.2016		Tananger, ASCO base			Not selected
3	26" section	12.11.2016		Tananger, ASCO base			Not selected
4	20" casing	14.11.2016		Tananger, ASCO base			Not selected
5	17 1/2" section	16.11.2016		Tananger, ASCO base			Not selected
6	13 3/8" Casing	18.11.2016		Tananger, ASCO base			Not selected
7	12 1/4" section	20.11.2016		Tananger, ASCO base			Not selected
8	9 7/8 Casing	22.11.2016		Tananger, ASCO base			Not selected
9	8 1/2 section	24.11.2016		Tananger, ASCO base			Not selected
10	P&A	26.11.2016		Tananger, ASCO base			Not selected

Figure 20.2: Grid edit of sections for a selected activity

- GL and letter: the number of the GL. Used for sorting sections. The letters can be used to logically split up a section into sub-sections
- Activity Name: name of the GL
- Base. Del. Date: the date equipment is to be arriving at the delivery base
- End Date: The expected end date. If left empty it will inherit the next sections Base. Del. Date or the activity's end date if it is the last section.
- Base Port: which base equipment is to be delivered to.
- Est M2 Out: The estimated total space (default M2) of cargo being sent out as part of the GL
- Est M2 In: The estimated total space (default M2) of cargo being sent back in as part of the GL
- Account Code: Set a pre-defined account code number for cost allocation purposes
- Remarks: Remarks regarding the activity

Dates can be changed afterwards either by changing the date directly in a group-load or select several and move them X days ahead or behind using either a positive or negative number. Changing the date or delivery base will also automatically change those values in each cargo package created.

Note: This does not apply to cargo packages that had their date changed individually afterwards. If the cargo package does not match the date of the section, then it will not be changed. Packages created as ad-hoc packages are not changed either.

`Send update email` will allow a user to send an email to everyone who are on the MEL Cargo mailing list. This can be used to notify users about the setup and any date changes done to the plan.

20.1.3 PO Administration (Cost Control)

If the PO Module is activated in the system then PO numbers for cargo packages can be added by adding the specific vendors delivering equipment and setting the PO number in the PO field. All cargo packages created after the number is set will automatically inherit it. If the PO changes during the operation the old number can be overwritten and any cargo packages added will receive the new PO. Older packages will keep the original number.

The screenshot shows the PO Administration module. At the top, there are tabs: Activity Planning, Plan Group Loadings, PO Administration (which is selected), Approved Chemicals, and Equipment List. Below the tabs, the 'Operation Details' section shows Site: Oilrig1, Project: Dolor drill, From Date: 08.11.2016, and To Date: 11.12.2016. The 'PO Administration' section contains a table with columns Supplier, PO, and Activity. It lists two entries: ASCO Norge AS with PO 456435436 and Activity Dolor drill (Activity default value); and Aker with PO 654444643 and Activity GL 01 Rig move. At the bottom of the table are buttons for 'Delete Selected' and 'Add New'.

Supplier	PO	Activity
ASCO Norge AS	456435436	Dolor drill (Activity default value)
Aker	654444643	GL 01 Rig move

Figure 20.3: Chemical Approval List

20.1.4 Approved Chemicals

If the Approved chemicals list module is active it can be used to define what chemicals that are approved for usage for a given Project. Unless the item is added to this list and has an approved status then it will yield a warning. Warnings will be displayed on cargo packages and manifest whenever unapproved items belonging to one of these 6 item types are added:

Cement, Bulk, Cement, Chemical, Mud, Bulk, Mud, Chemical, Bulk, Wet and Chemical. The items in this list are added from Suppliers Catalogue by using the Add from Suppliers catalog button. By default, newly added items get status open, which means that they are still not approved.

- From Date: For when the chemical is approved. Any chemicals of this type used before this date will yield a warning. If left empty, the chemical is valid for the whole of the activity's duration
- To Date: For when the chemical is no longer approved. Any chemicals of this type used after this date will yield a warning. If left empty, the chemical is valid for the whole of the activity's duration

Add from Suppliers Catalog will show a list of available items to add to the activity. If one or more items are added to the activity. To delete an item, select the item by marking the checkbox and click Delete Selected. Copy From Project copies over the Approved Chemical List from another activity. Change Status on Selected changes the status on all items whose checkbox has been marked.

Resource No	Item Type	Item Name	Supplier	DG	UN	Manufacturer No	External Ref No	From Date	To Date	Status
MIS10000005	Barite	BARITE	MI Swaco Fluids	-	-	-	-			approved
HAL2400028	Barite	Barite	Halliburton Cementing	-	-	-	-			approved
MIS10000006	Barite	MicroBar (EMI 1802)	MI Swaco Fluids	0	-	M0020710	-			approved
MIS2600010	Baseoil	EDC 90DW	MI Swaco Fluids	-	-	M0005247	-			approved
MIS10100071	Baseoil	SIPDRILL 2/D	MI Swaco Fluids	-	-	-	-			approved

Figure 20.4: Chemical Approval List

20.2 Equipment List

Equipment List shows a list of all active activities and their sections for a selected rig. This is where vendors will add their cargo and logistics personnel or drilling engineers can view and verify equipment to be sent out as part of the operation.

Select a rig in the filter to display a list of all active projects and sections. Any project that has received a To Date in Activity Planning will not be displayed if the current day is older than the current date filter. The list displays the name of the section and base delivery date which were set from the Activity Planning. The number and flags displayed show how many cargo packages have been added to the section and the overall status.

A vendor will only see a flag and number for a section it has created one or more cargo packages to. Logistics personnel will see flags and numbers for all cargo packages for all sections.

- Red: no cargo packages have been closed out. Most likely the vendor has not added anything or not confirmed what they are sending
- Yellow: some of the cargo packages have been closed out. Some vendors have confirmed what they are delivering
- Green: all vendors have confirmed what they are delivering
- Blue: All cargo packages have been approved by logistics personnel. The approval process is not necessary but can be useful for confirming which sections the logistics personnel have verified

To copy the contents of an activity to another activity, create an activity under Activity Planning then from the Equipment List, select the activity from the drop-down list, mark all sections to copy and press the Copy button. This copies over all marked sections and cargo packages. If With Contents is marked then the items within cargo package will also be copied.

Click on Export MEL to print out the selected sections and contents to a PDF or Excel spreadsheet.

Edvard Grieg: Summerland Project

Activity	Base Del. Date	End date	Cargo #
GL_01 Rig Move	07.11.2016	10.11.2016	1
GL_02 26" Hole, Drilling Equipment	07.11.2016	-	1
GL_03 20" Casing	14.11.2016	-	4
GL_04a 17-1/2" Hole, Fluids	18.11.2016	-	3
GL_04b 17-1/2" Hole, Drilling Equipment	18.11.2016	-	0
GL_05a 13-3/8" Casing - Stand Build	22.11.2016	-	0
GL_05b 13-3/8" Casing Running Equipment	22.11.2016	-	0

EXPORT WITH SELECTED

Export MEL Copy to: - Select project to copy to - With contents **Copy**

Figure 20.5: Master Equipment List

20.2.1 Equipment List Section

Click on a section name to view or add cargo packages.

To add an empty cargo package, select the supplier from the Supplier drop-down list and write in a descriptive name in Cargo Package Description. Click on Add New Cargo Package to first select if it is a bulk or item package and then create it. Bulk packages are for those shipments bulk for a vessel's bulk tanks, whereas an item package is for all items going on deck or packed into containers.

All cargo packages have a status:

- Gray icon: package is still open and not closed by vendor. This is the default status on new packages
- Green check marker: package is closed for editing of equipment. Packages have to be closed for the base to be able to receive equipment
- Blue Flag: package approved by logistics/drilling engineers
- Red Stop Sign: package is rejected by logistics/drilling engineers. Vendor should go back and do necessary changes

Click on a cargo package to edit or view details.

EXPORT WITH SELECTED

Export MEL Copy to: - Select project to copy to - With contents **Copy**

Figure 20.6: MEL Section Details

20.3 Production Planning

Production Planning is for those rigs who need cargo packages for a production activity that does not use a Master Equipment List. Onshore Logistics can set up an activity through Activity Planning and select Production as its type. These activities will then show up under Production Planning. To view or add cargo packages, select a rig, activity and Supplier and date range in the filter.

- Base. Del. Date: The delivery date for cargo package at base
- Package Name: A name for the cargo package
- Cargo Description Info: A summary of contents inside the cargo package
- Reference: A reference to an external resource for tracking purposes
- Remarks: Additional remarks for cargo package
- Est. Area: Estimated deck space of contents
- Base Port: The delivery base for cargo package

To edit a cargo package, click on the document icon. To delete cargo packages, select one or more by marking their checkboxes and click on Delete Selected. Add New adds a new cargo package to activity. Import Cargo imports contents from an excel spreadsheet template. This template can be found in the cargo package upload area.

Dates can be changed afterwards either. Select one or more packages by marking their checkboxes and move them X days ahead or behind using either a positive or negative number followed by Move Date.

	Base Del. Date	Package Name	Cargo Description Info	Reference	Remarks	Est. Area	Base Port
<input checked="" type="checkbox"/>	09.11.2016	Pipes & Flanges	2 item lines	64446446		2	Dusavik, NorSea base
<input checked="" type="checkbox"/>	15.11.2016	Hose packages		ADG-382217			Dusavik, NorSea base

Buttons:
Delete Selected | Add New | Import Cargo
Move selected days forward: Move Date

Figure 20.7: Production Cargo Planning

21 Operations

21.1 Loadout Requests

The Loadout Requests page gives an overview of all cargo packages to be delivered within a given time-frame and their current status. This page is an essential planning tool for the day-to-day logistics of what equipment is arriving and an estimate of how much space is on a vessel is required.

This is also the page where Ad-Hoc Cargo Packages are created.

Several filters exist to adjust which packages are displayed:

- Rig: Show cargo packages for all rigs or select a specific rig to view cargo packages destined for that rig only
- Cargo Type: View all cargo packages or either just Item or Bulk packages
- Date Range: View only packages with a base delivery date between the start and end date inclusive. A quick selection of upcoming shipment dates is also available.
- Content Search: Search for keywords in cargo packages (items) and display only those packages found within the given time frame Add a WELSID number and open just that package even if it is not in the current filter Show cargo packages that have been deleted
- Report: Provides an option to view all registered Cargo Items or CCUs (in addition to the default cargo packages view). This is useful to search for specific outbound materials

The list of cargo packages shows key details about the cargo packages, which manifests equipment has been put on and whether all or parts of the equipment has been received at delivery base and destination rig. Clicking on the Package Name displays the Cargo Package.

Logistics personnel also have the ability to move or copy packages from this screen without having to go into each one to perform that action.

- Move to New Date: Selected cargo packages have their Base Delivery Date changed to the specified date.
- Merge Selected Packages: The content of (items and containers) are merged into one package. The cargo details of the first selected package is kept, the rest is ignored.
- Copy Weekly Until: The selected packages are copied to every week until the specified stop date.
- Cancel Future Weekly Copies: If a cargo package is a weekly copy, then selected cargo package will delete any future copies.
- Copy To Date: Make a duplicate of the cargo package on the specified date. Content is included.
- Set Offshore Request Date: Set the offshore request date on the specified packages. Need Offshore Request Date component.

21.1.1 Report Export

Based on the Report filter item selected, it is possible to extract the list of cargo as either PDF or Excel report from the bottom bar of the page. These reports can be customized and named by Super Users (via the "Configure" option) by selecting which columns to include and how they are sorted. Please note that the extracted pdf or excel reports does not include report setup applied via the Interactive Reporting option.

21.2 Cargo Packages

Cargo packages exist as a list of items and containers to be shipped for a specific Activity either as part of a Master Equipment List, Production Cargo Planning or as Ad-Hoc Equipment. Whenever equipment is to be shipped to an offshore location the equipment must be defined in WELS in order for the base to be able to forward it onto a vessel.

The Cargo Package is split into four sections which deals with either cargo details, items, containers or delivery info.

21.2.1 Cargo Package Details

The top of the section shows the unique ID of the package followed by a list of attributes that can be set for the cargo package.

- Rig: Click on name to change which rig the package is destined for. Cannot be empty
- Project: Click on name to change which activity the package is tied to. Cannot be empty
- Activity(GL): Select the Group Load which package is tied to. Can be empty
- Package Name: A descriptive name of what is being delivered in the cargo package. Can be empty
- Supplier: The supplier which is sending the equipment. Cannot be empty
- Base Delivery Date: The date for when equipment is to be delivered at base. Can be empty
- Offshore Request Date: The date for when offshore requested equipment (Need Offshore Request Date component). Can be empty
- Base Port: The base delivery location. Cannot be empty
- PO Number: A reference to the PO. Can be empty
- Est. Area/Lifts: An estimation of how much deck space and how many lifts are needed. Can be empty
- Remarks: Any general remarks about the package. Can be empty Files: Expand area to upload files tied to the cargo package

The files should be files of relevance to the delivery - delivery tickets, certificates, IMDG sheets etc. Files tied to a specific container or item can be uploaded directly to those instead. See the Cargo Items and Container sections for more details.

The Edit Status button can be clicked to close out the package when done editing. This locks the package for editing. The button should turn green to indicate that package has been sent for approval. It is still possible to upload files, add containers and pack items into containers. Logistics / drilling personnel for the operator have the ability to review and approve or reject packages. This is not mandatory.

A closed package can be re-opened if modifications are needed as long as no items have been received at base or manifested.

The "Other Actions" button shows a list of other options available for the Cargo Package.

- Create Late Delivery Notice: Creates a delivery notice of equipment not being delivered on time. See the Late Delivery section for more details
- Customs Status: View and set Customs status on items in cargo package. Requires the Customs component
- Operator Extra Info: Extra details that can be set on items. See Extra Info section
- Changelog: Shows the log of changes done to the Cargo Package
- Email: Send an email regarding this cargo package. See 'Send Email' section for more info
- Administration: Shows a list of actions for changing details that only Superusers or a few other select personnel can do on a package

The Cargo Order Form lists up the different reports that can be printed:

- Cargo Order Form: A PDF order form of the cargo package
- Delivery Notice DG: A PDF showing all items' dangerous goods details
- Delivery Notice Customs: A PDF showing customs details for all items
- Item History(all): A PDF showing the delivery flow of all items in the cargo package

Cargo Late Delivery

The Late Delivery notice allows a vendor to specify equipment that will not be delivered on time and what implications this could have for the operation. Logistics and Marine personnel can then approve or reject the late delivery.

To create a redelivery notice, click on the Create Late Delivery Notice. Only one late delivery can be registered per cargo package.

The supplier can then provide the following information:

- Estimated Delivery: The date and time for when affected equipment is delivered
- Affected Equipment: Which equipment is affected
- Reason for Late Delivery: a list of different reasons for why equipment is not being delivered on time
- Consequence of Late Delivery: List of possible consequences offshore
- Remarks: Any additional remarks

The work-flow is then handed over to Logistics followed by Marine where either or both can fill in extra details and approve or reject the Late Delivery.

- Status Logistics: If Logistics has approved or rejected late delivery
- Status Marine: If Marine has approved or rejected late delivery
- Budget Responsible Owner: Which entity/rig is responsible for the budget
- Cost Center: The cost center name/code
- Approval Remarks: Remarks tied to the Approval or Rejection

Logistics and Marine can then approve, reject or re-open the Late Delivery and have the option to include an email to the supplier. Alternatively only an email can be sent without changing the Late Delivery Status. Those added to the Late Delivery e-mail list will be automatically added as recipients. Additional emails can be added manually before sending.

There is also an edit status log for Marine and Logistics to view when either party approved or reject the Late Delivery.

The Status button says what the current status on the Late Delivery is.

- Open: A late delivery has been created but not submitted for approval yet or re-opened by Logistics or Marine
- Submitted: Submitted for Approval. Further editing for vendor is not possible
- Approved: If approved by both Logistics and Marine
- Rejected: If either Logistics or Marine have rejected the package

Click on the arrow next to the submit button to delete an open Late Delivery. After submit it cannot be deleted.

Cargo Customs Status

The Customs Status section gives the supplier the ability to specify customs status on items being sent. These values can be tied to a bigger customs work-flow in the system or used just for informational purposes in the cargo package.

The actual number of fields and values in lists can be different from each application based on the rules and regulations of the country where the operator is working in, but the possible fields to fill in are listed below.

- Status: A list of possible different customs statuses an item can have
- ECCN#: ECCN code for item
- HTC: HTC code/reference for item
- Value(ea.): The value per unit
- Currency: The currency tied to the value
- License Code: License code for item
- Origin: Country of origin
- Customs Remarks: Additional customs remarks
- Inspection Date: When the item/container was inspected
- Remarks: Any remarks tied to the inspection
- Files: Upload documentation tied to the inspection
- Documentation Date: When documents were uploaded
- Onboard Date: When item/container was received at rig
- Returned Date: When item was returned onshore

Cargo Extra Info

The Extra Info area includes details for setting a Master Material number reference and Cost reference for Service Level Entry if the component is activated. These values can be automatically filled in if the item is added from the Supplier's Catalogue and the MM number and cost reference has been set there, otherwise they have to be manually added.

If the High Cost Rental component is activated then additional rental info can be added to each item.

- Cost Priority: A categorizing on how high cost the item has
- Rental Start: When the rental tracking starts. If left empty it uses the application's default end point
- Rental End: When the rental tracking ends. If left empty it uses the application's default end point
- Estimate Rental Days: An estimate on how many days it is offshore
- Cost Remark: Any additional remarks related to the cost tracking

21.2.2 Send Email

When sending the cargo email, the delivery ticket will be attached to it, while files uploaded in cargo package and email itself will be added as download links that are active for 7 days. The recipient list for cargo email can be set up in Settings - Application - Cargo Delivery (see [44.4](#)). The list can be bound to Rig, Base, and Supplier company.

Cargo Administration

The administration link gives a user ability to change some key features on the cargo package or to roll back changes done. Some roles will not have the ability to perform all these actions.

Reset all Package Actions reverts any received status to base so the package can be edited again. If any other actions have happened at base, manifestation for instance, then this action will throw up an error. Further actions need to be manually reverted before the package can be un-received.

Recalculate Package updates other info pages like Loadout Requests with which manifests items have been put on, how much has been received on rig etc. This should happen automatically, but if a change has been done without re-opening package then this action can be used to verify all changes are accounted for.

Delivery Type changes the Cargo Package from a Master Equipment List package to an Ad-Hoc package or vice versa.

Package Type changes a Cargo Package from being an Item package to a Bulk package or vice versa.

21.2.3 Cargo Items

This section is where all items to be tracked by the system are added. Each line will describe the key parameters of an item. Based on which components are active, some fields might not be available to all users, and based on how the item was added not all fields will necessarily be editable by the users.

Each item line contains the following:

- Drag: An icon to drag an item down to a container line for packing. Shift click on the hand icon to drag more than one item at the same time. Selected items turn green
- Tot. Need Qty: The total needed quantity of the item. The drop-down list shows a set of different unit types to select. Some item types or cargo package types will have different unit types available. Can be 0, but can't be empty
- Dim: The dimension of the item based on the drilling section. This is mainly used to filter or group items belonging to the 36" drilling, 12 1/2" drilling for example. Can be empty
- Type: A drop-down list of different categories of items. This is mainly used to filter or group items belonging to the same category. Bulk packages will have a different list than item packages. Can be empty, but will default to Item, Other or Bulk, Other.
- Item Description: The general description of the item being delivered. Should not be empty
- Serial No: Serial number of item. Can be empty
- Extra Info: Any additional info on the item that is specific to this shipment. Can be empty.
- Proc: If the item is rental, purchased etc. Will default to rental. The stock option is meant to be stock belonging to operator and not the supplier.
- Del Qty: The actual quantity delivered. Used to differentiate between planned quantities in Tot. Need Qty and what is actually being sent to the base to be received. Usually these fields will be the same. Cannot be empty, but can be less than Tot. Need Qty
- Remarks: Any additional remarks on the item
- Files: Expand region to upload files tied to the cargo item
- DG: Dangerous Goods Info. Click on "Add" to set DG info. Based on application settings there can be different fields to be filled out. Will display DG icon. Can be empty
- Cust: Customs info for item. Based on application settings there can be different fields to be filled out. Will display Customs icon. Can be empty
- Operator Reference: Master Material number and Vendor Service Number can be added here, if the 'Service Level Entry' component is enabled. If the item is added from Suppliers Catalog the values will be generated automatically. If no Operator reference info is added, text 'Add' will be displayed. If either MM number or Vendor Service Number are added an orange icon will be displayed. If both values are added a green icon is presented.
- Z-015: Z-015 inspection data. Can be empty. Clicking on the Edit icon will display additional inspection details.
- Seq: The sorting order of items. Change numbers to sort them differently in Cargo Package
- Container: List showing which container(s) item is packed into
- History: A link to show details on an item's history, rental status, admin actions and more

To add a single item click on the Add New Item button. To add several empty lines at once, click on the arrow next to the button and select Add Multiple Items and select number of item lines to add. The list also shows other options for adding items which is described below

To delete items, select the items to be deleted, click on the With Selected Items and choose the Delete Selected option.

The other two options under With Selected are Move to Cargo Package in GL which allows a supplier to put one or more items into a different supplier's cargo package which is in the same Activity and Section. This is intended for those items which is delivered by one supplier but shipped with

another supplier. The supplier will be able to see the item's history and rental tracking but can't otherwise edit or change the item. The supplier shipping the item will be able to pack item and use it on the rig as its own. To revert this action, the shipping supplier must delete the item from the cargo package. The original supplier will then resume ownership and can edit item. Once the item is shipped, this is not possible anymore.

Move to New Cargo Package takes the selected items and puts them into a different Cargo Package with the same details on the provided base delivery date. An error will be displayed if trying to move items which are packed or received at base.

Add From Excel

This option opens up a page where items can be added either through an Excel template provided by Wellit or by copying parts of an local document to a textfield to map columns from the document to WELS columns.

Click on Download Template File to download the template. Sheet 1 is for adding cargo items. The columns should map to the same columns used on a cargo item. Specifying a name in the container tag will create the container and pack items during import. Sheet 2 is for adding containers. Once done, save the file and upload it by choosing file and then Upload Template File.

To import items by copying from a local document first set the Column Separator to specify how columns are separated then an optional import pattern which presets the column lists. Copy the contents into the List of Items to Add and then map each column using the correct value from each of the Col # fields. Leave those not used as -N/A-. Click on Add Indicated Quantities and Go Back to import.

Add From Stock

This opens up the Stock module and shows available warehouses with an operator's stock items that a supplier is keeping track of. Select items to export from stock to the Cargo Package and click on Add to Cargo to go back. See the Stock module for more information on stock

Add from Supplier's Catalogue

This opens up a list of supplier's items registered in the Supplier's Catalogue. Select quantity of items and click on Add Indicated Quantities and Go Back to add items to Cargo Package. These items are not editable on all fields as they use the general description including uploaded files provided by the Supplier's Catalogue.

Add From Previous Package

This opens up a list of Cargo Packages previously created by the supplier. Selecting a cargo package allows a supplier to copy some or all of the cargo items from that cargo package without having to manually add items to a Cargo Package with similar content.

21.2.4 Container

The packing functionality is drag and drop enabled. By marking equipment lines by clicking on the hand icon and then drag onto one of the containers. Each item marked will turn green and will also be packed when dragging one of the lines.

Then select the quantities for each item to be packed in the selected container and press Pack.

To unpack quantities of an item from a container, click on the X icon in the container column.

21.2.5 Delivery Info

Delivery info

21.3 Backload Requests

The Backload Requests page gives an overview of all cargo packages to be sent from rig back to shore, or another rig, within a given time-frame and the current status on cargo packages. This page is an essential planning tool for the day-to-day logistics of what equipment is being shipped back and an estimate of how much space is on a vessel is required. Suppliers are able to create Backload Requests for their own equipment and specify which warehouse it is to be delivered back to.

To create a new Backload Request, select a rig in the filter and click on the "New Backload Request" button. Select if it is an item package or a bulk package.

Arrival	Wels Id	Cargo Date	Description	Cargo Name	Supplier Name	Files	Deck M2	Liftings#	Bulk MT	Bulk M3	Manifest Names	Warehouse	Port Name	Base	Cargo Remarks
	LC36807	02.12.2016	-	Casing Equipment	Wellit	> 0	50	-	0	0	-	Gyda	Hornvies Sandressjaen, (ASCO)	-	50

Figure 21.1: Backload Request Overview

21.3.1 Backload Request Package

Most fields for cargo items and containers, as well as reports are similar to Cargo Loadout packages. See that section for more details.

The main difference is that cargo items and containers can only be picked out from the rig's inventory and fields are not editable.

The package details includes the following fields

- Rig: Which rig equipment is being shipped from
- Package Name: Descriptive name of cargo being backloaded
- Est M2: Estimated deck space for cargo being backloaded
- Supplier: The supplier shipping back equipment
- Destination: Where equipment is being backloaded to (or transferred if to another rig). If supplier has registered one or more warehouses these are also available.
- BL Date: Date equipment is requested to be backloaded
- Remarks: Additional remarks on cargo package

Cargo items are added by clicking on "Add from Inventory". The page will then display rig's inventory with action buttons for adding selected items to the Backload Request. Suppliers will only see their own equipment. Backload files can be uploaded to items. To remove items, select those to be removed, click on "With Selected Item(s)" then "Delete Selected".

Containers are added by clicking on "Add Container". A pop-up search bar will be displayed. Only containers in rig inventory will be selectable. Suppliers will only see their own containers. If there are items packed into the container these will automatically be added to the item list. Backload files can be uploaded to container including Offload Instruction remarks. To remove a container from a Backload Request, select containers and click on "With Selected Items" then "Remove Selected".

Containers and items are available in inventory loadout up until the Backload Request is closed. After package is closed, items and containers are moved to the Backload Zone.

Rig	Package Name	Est M2	Supplier	Destination	BL Date	Remarks	WELS ID
Gyda	Casing Equipment	50	Wellit	Hornvnes Sandness	02.12.2016		LC36807

Open for Editing – Close Out		Other Actions		Cargo Order Form	
<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="Email"/>	<input type="button" value="Close Out"/>

Package Items																	
Drag	Tot. Need Qty	Dim.	Type	Item Description	Serial No.	Extra Info	Proc.	Del. Qty	Remarks	Files	DG	Cust	Z-015	Seq	Container	History	
<input type="checkbox"/>	1 ea	-	Item, Other	Tannhjulsgr med adapter	-	200282312464	p	1 ea	-	<input type="checkbox"/>	Add			70	791-10	Show	
<input type="checkbox"/>	440 m3	-	Mud, Bulk	OBM 1.65sg	-		p	440 m3	Lastes B. Mistral	<input type="checkbox"/>	Add			10	791-10	Show	
<input type="checkbox"/>	1 ea	-	Item, Other	deler til mudbucket cam lock	-	182744	p	1 ea	-	<input type="checkbox"/>	Add			140	791-10	Show	
<input type="checkbox"/>	1 ea	-	Item, Other	DML4 (DW) digimatic + sonde	-	219863	r	1 ea	-	<input type="checkbox"/>	Add			10	791-10	Show	
<input type="checkbox"/>	1 ea	18 5/8"	Casing, Running	Drift, 17,468"	-		r	1 ea	-	<input type="checkbox"/>	Add			90	-	Show	
<input type="checkbox"/>	1 ea	18 5/8"	Casing, Running	Tube-lok II	-		p	1 ea	-	<input type="checkbox"/>	Add			100	-	Show	

<input type="radio"/> Add from Inventory		<input type="radio"/> With Selected Item(s)	
------------------------------------------	--	---------------------------------------------	--

Containers						
Label	Type	Seal	DG Info	Remarks	Manifest	Files
<input type="checkbox"/>	791-10	container	456464		<input type="button" value="Manifest"/>	<input type="button" value="Offload instructions"/>

<input type="radio"/> Add Container		<input type="radio"/> With Selected Item(s)	
-------------------------------------	--	---------------------------------------------	--

Figure 21.2: Backload Request Package

21.4 Transport Requests

The Transport Request component gives suppliers, logistics and transport handlers a separate page to view and administrate cargo transports between supplier and delivery base. Suppliers can specify whether they are responsible for the transport or not, or when equipment is ready to be picked up if not. The report shows the key details logistics or 3rd part transporter needs to organize transport and pick-up equipment.

Each cargo package has the transport fields available for editing - see Cargo Loadout section for more details. The transport requests allows a user to edit several packages at the same time and filter on delivery base and date ranges.

To set new statuses on Cargo Packages, select the ones to edit and select an action in the drop-down list at the bottom. Based on user's role, some actions might not be available.

The possible actions are:

- Set Requested Delivery Date: Set the date in the text field next to drop-down list. This is the date the operator has requested cargo to be delivered
- Estimate Requested Pickup Date: Set the date in the text field next to drop-down list. This is the estimate pickup date the supplier gives
- Set Requested Pickup Date: Set the date in the text field next to drop-down list. This is the pickup date the supplier gives
- Set Supplier To Organize Transport: A flag which states whether supplier is responsible for organizing transport of equipment
- Set Freight Forwarder Transport Organized: A flag which states that 3rd party transporter has organized transport to pickup equipment at supplier's warehouse

- Set ETA Arrival: Set the date in the text field next to drop-down list. Date which says the ETA when equipment will arrive at delivery base
- Set Picked Up Date: Set the date in the text field next to drop-down list. Date that equipment was picked up at supplier

Suppliers can also specify which warehouse the equipment is to be picked up from, but this has to be set from within each Cargo Package.

A changelog is also available to add and read comments related to the transport requests.

The screenshot shows a table with the following data:

	WELS ID	Base Del. Date	Cargo Request	Base	Supplier	Pickup Loc.	Files	Opr. Req. Del.	Sup. Ready	ETA Base Arrival	Comments	Dest.
<input type="checkbox"/>	WELLIT40163	05.12.00:00	-TBN-	Tananger, NorSea base	Aker	-	> Q	03.12.10:00	02.12.14:00	04.12.09:00	View	Island Wellserver
<input checked="" type="checkbox"/>	WELLIT40164	05.12.00:00	Food Containers	Tananger, NorSea base	ASCO	-	> Q	05.12.00:00	-	-	View	Oilrig1
<input checked="" type="checkbox"/>	WELLIT40165	05.12.00:00	Well Equipment	Tananger, NorSea base	Claxton	-	> Q	05.12.00:00	05.12.08:00	-	View	OilRig2

Figure 21.3: Transport Requests

21.5 Shipment Instructions

The shipment Instructions page gives an overview over containers being sent offshore for given rigs within a time-period. Users are able to set priority on all containers from this page.

The screenshot shows a table with the following data:

Container Tag	Package Name	Delivery Date	At Base	Destination	Supplier	Opr	Manifest	Vessel	Priority
Hose packages		15.11.2016	-	Oilrig1	Aker	Mauris pilot hole	-	-	1 - Highest
Hose packages		15.11.2016	-	Oilrig1	Aker	Mauris pilot hole	-	-	2 - Higher
6-1987	Base inbound 1	18.11.2016	-	Oilrig1	4Subsea AS	Facilisis intervention	-	-	2 - Higher
AMC-198	Base inbound 2	18.11.2016	-	Oilrig1	4Subsea AS	Mauris pilot hole	-	-	2 - Higher
AMD2394	Base inbound 2	18.11.2016	-	Oilrig1	4Subsea AS	Mauris pilot hole	-	-	2 - Higher
AMH-022	Base inbound 2	18.11.2016	-	Oilrig1	4Subsea AS	Mauris pilot hole	-	-	2 - Higher
AORUT100264	Base inbound 1	18.11.2016	-	Oilrig1	4Subsea AS	Facilisis intervention	-	-	2 - Higher
BS1001057	Base inbound 1	18.11.2016	-	Oilrig1	4Subsea AS	Facilisis intervention	-	-	3 - High

Figure 21.4: Shipment Instructions

21.6 High Cost Tracking

High Cost Tracking component allows an operator to specify and track equipment which is deemed as high cost items. Items can receive additional details on how high cost it is, rental start and end along with estimate of how long it should be offshore.

The report shows all rental items filtered on rig and project. The report focuses on showing the the high cost rental fields and when equipment was received at various locations.

If suppliers are allowed to set high cost rental data on their own items they will have access to set these fields either from the Cargo Package or from the High Cost Tracking page. See Loadout Request for more details.

If a rental item hasn't explicitly set its rental start and rental end triggers, then it will revert to the application's default trigger point. If this hasn't been changed by the operator then the default start trigger is loadout received at base and the default end trigger is received backload at base.

To change the high cost rental data on one or more items, select those to be changed and then choose an action in the drop-down list at the bottom of the page.

Allowed actions:

- Set Priority: Choose the priority from the second drop-down list
- Set Rental Start/End: Set the start and end trigger point in the other two drop-down lists Choose No Rental to change back to application's default trigger points
- Set Estimated Days: Set the number of expected days offshore in the text field
- Set Remarks: Set a remark in the text field

All items marked with a priority will display a high cost rental icon in rig and base inventory. Containers with prioritized items will display a high cost rental icon on manifests and receiving loadout and backload pages. Cargo packages with high priority items will also display a high cost rental icon on Loadout Request pages.

If an item is offshore longer than its expected offshore days it will be marked in inventory as being overdue.

The screenshot shows a software interface titled "Operations" with several tabs: Loadout Requests, Backload Requests, Transport Requests, Shipment Instructions, High Cost Tracking, Approve Requests, and Manifest Overview. The "High Cost Tracking" tab is active. The main area displays a table of cargo packages with columns for Qty, Item, Type, Extra info, Serial no, Item remarks, Cargo name, PO No., Supplier, Overdue, Delivery Date, Cost Priority, Rental Start, Rental end, Est. Rental, Cost Remarks, Base received, and Rig received. There are four entries in the table:

Qty	Item	Type	Extra info	Serial no	Item remarks	Cargo name	PO No.	Supplier	Overdue	Delivery Date	Cost Priority	Rental Start	Rental end	Est. Rental	Cost Remarks	Base received	Rig received
1 ea	Drillbit	Item, Other	-	-	-	Drill Bits	-	45Subsea AS	-	28.11.2016	2 - Higher	Loadout Manifest	Supplier Redelivery	12	-	-	-
1 ea	Drillbit Backup	Item, Other	-	-	-	Drill Bits	-	45Subsea AS	-	28.11.2016	2 - Higher	-	-	-	-	-	
2 ea	L-Pipes	Item, Other	-	-	-	Pipes & Flanges	-	Aker	-	09.11.2016	3 - High	-	-	20	-	-	
2 ea	R-Pipes	Item, Other	-	-	-	Pipes & Flanges	-	Aker	-	09.11.2016	3 - High	-	-	10	-	-	

At the bottom of the interface, there are buttons for "Choose Action", "Set Remarks", and "Do Action".

Figure 21.5: High Cost Tracking

21.7 Approve Requests

Approve Requests shows all cargo packages which are part of a Master Equipment List project and which have not yet been approved by the operator. This is an alternate view which shows all Cargo Packages regardless of rig and project as opposed to going into a specific project and approving that Cargo Package.

Select Cargo Packages to be approved and click on the "Approve Selected" button at the bottom of the report. A blue flag will be displayed on selected cargo packages in the MEL section overview and Loadout Request pag

21.8 Manifest Overview

Manifeste Overview page shows a list of the all manifests that have been created in the system. These are grouped by their type - loadout, backload, transfer and re-delivery. By default only the last 30 days worth of manifests are displayed, but the filter can be expanded to go further back in time. It is also possible to search by container-tag and only displays those manifests which have a match.

The screenshot shows a table of manifest entries. Key columns include:

Package Name	Supplier Name	Cargo Description	Delivery Date	Est Deck M2	Deck M2	Bulk MT	Bulk M3	Delivery Type	Destination	Base	Root Task Name
All Equipment_1	4Subsea AS	10 item lines	15.10.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
All Equipment_2	4Subsea AS	10 item lines	15.10.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
Base arrived_1	4Subsea AS	10 item lines	16.11.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
Base arrived_2	4Subsea AS	10 item lines	16.11.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
Base inbound_1	4Subsea AS	CBTA-221, CBTA-400, CBV339, DR-1009, 6 item lines	18.11.2016	-	25	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
Base inbound_2	4Subsea AS	AMC-198, AMD2394, AMN-032, KBN 177, 6 item lines	18.11.2016	-	16	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
MEL w/equipment_1	4Subsea AS	10 item lines	20.11.2016	-	-	0	0	equipment_list	Oilrig1	Dusavik, NorSea base	Mauris pilot hole
All Equipment_1	4Subsea AS	10 item lines	15.10.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
All Equipment_2	4Subsea AS	10 item lines	15.10.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
Base arrived_1	4Subsea AS	10 item lines	16.11.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
Base arrived_2	4Subsea AS	10 item lines	16.11.2016	-	-	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
Base inbound_1	4Subsea AS	6-1987, AORUT100264, BS1001057, KA1732, 6 item lines	18.11.2016	-	7	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
Base inbound_2	4Subsea AS	GT-433, LOT9999, S-7388, WE 8052, 6 item lines	18.11.2016	-	4	0	0	ad_hoc	Oilrig1	Dusavik, NorSea base	Facilisis intervention
MEL w/equipment_2	4Subsea AS	10 item lines	20.11.2016	-	-	0	0	equipment_list	Oilrig1	Dusavik, NorSea base	Facilisis intervention
Hose packages	Aker	-	15.11.2016	-	-	0	0	equipment_list	Oilrig1	Dusavik, NorSea base	Mauris pilot hole

Figure 21.6: Approve Requests

The report shows key details of the manifest like point of origin and destination, when equipment was manifested and the transport type and name of transporter.

There is also a status bar displaying received and verification status on manifest. If the vessel has the manifest approval component, then a stop sign will be displayed if the vessel has not approved all containers. The second icon shows whether the vessel has received all containers and bulk in the vessel reporting client. The last icon shows whether manifest has been fully received at destination or not.

Clicking on the manifest name shows the content of the manifest. The Files column will display files attached to the manifest.

The screenshot shows a table of manifest entries. Key columns include:

Manifest Name	Status	Type	Manifest Date	Transport Type	Transporter	From Port	To Port	Remarks	Files	PDF	L.List	LLIST	Edit Status	External Id
SHM-045010		loadout	23.11.2016	vessel	Island Challenger	Tananger, ASCO base	Oilrig1	-					closed	-
L-20161116-26437		loadout	17.11.2016	vessel	S/S Martha	Dusavik, NorSea base	Oilrig1	-					open	-
L-20161116-26435		loadout	16.11.2016	vessel	S/S Martha	Dusavik, NorSea base	Oilrig1	-					closed	-
L-20161110-26417		loadout	10.11.2016	vessel	S/S Martha	Tananger, ASCO base	Oilrig1	-					open	-
L-20161110-26415		loadout	10.11.2016	vessel	S/S Martha	Tananger, ASCO base	Oilrig1	-					closed	-

Figure 21.7: Manifest Overview

22 Supplier

23 Base

The base section is for base personnel to receive incoming cargo, create loadout manifests and receive backload and re-deliver this to suppliers.

23.1 Receive Loadout

All cargo and bulk bookings that have not been received or partially received will by default be listed on the Receive Loadout page, as seen in Figure 23.1. In addition, you may toggle the Show Received filter option in order to list booking already received. Each line will display the supplier name, package description, content summary, related files, estimated delivery date, final destination and Project and Activity.

The screenshot shows the 'Base' tab selected in the top navigation bar. Below it, there are several buttons: 'Receive Loadout' (highlighted), 'Base Yard State', 'Containers', and 'Inventory'. There are also filters for 'Show Received' (set to 'Yes') and 'As of Days Ago' (set to '5'). The main area displays a table of incoming cargo packages:

Arrival	Supplier	Package Name	Content	Files	Delivery Date	Destination
21.03.2017	Acme Drilling	Camtorc actuator	> 1 item lines	> 0	23.03.2017	Ocean Traveler
21.03.2017	Acme Drilling	Drilling Slings	> 1 item lines	> 0	23.03.2017	Ocean Traveler
21.03.2017	Acme Drilling	Toolbox for top lock mounting	> 1 item lines	> 0	31.03.2017	Ocean Traveler
21.03.2017	Acme Drilling	Wireline 7"	> 1 item lines	> 0	06.04.2017	Ocean Traveler

At the bottom, there are buttons for 'With Selected Goods...', 'Report Export', and other navigation controls.

Figure 23.1: Base Receive Loadout

The bookings can either be received completely by selecting one or more cargo packages. If only parts of the cargo package has arrived, it can be received partially by expanding the Content section and marking only those items that were received. This is shown in Figure 23.2.

The date and time the cargo is received can be set before clicking on With Selected Goods... Then use the Receive to (selected Base) to move items and containers into the base inventory. If an open manifest exists on base the cargo can be received and manifested at the same time by selecting one of the manifests listed in the option menu under the Receive and... section. A pick-list can be printed out by clicking on the Report Export.

If the Show Received filter option is set as Yes, received goods will also be listed. Selecting the Receive and Add to a manifest option will then just move received material and containers still in the base inventory to the selected manifest. Thus, the functionality will silently skip the receive process

for material already received to the base port. Please note that manifesting material or containers which are already received only applies when selecting an entire loadout request.

Arrival	Supplier	Package Name	Content	Files	Delivery Date
Acme Drilling	Camtorc actuator	- > 1 item lines		> 0	23.03.2017
Acme Drilling	Drilling Slings	- > 1 item lines		> 0	23.03.2017
Acme Drilling	Toolbox for top lock mounting	- > 1 item lines		> 0	31.03.2017
Acme Drilling	Wireline 7"	- > AMD400, 2 item lines		> 0	06.04.2017

Containers
 190991 AMD400 container
Loose items/bulk
 1 / 1 ea Slings
 2 / 2 ea Lubeoil

21.03.2017 14:16 - No area - [With Selected Goods...](#) [Report Export](#)

Figure 23.2: Base Receive Partial

23.1.1 Limit by Days

The filter as shown in Figure 23.1 and 23.2 also allows the user to set a value for the option *As of Days Ago* which by default is set to 5. This indicates the number of days back in time for which Loadout requests should be included based on its cargo date.

23.2 Receipt Log

The Receipt Log feature allows base personnel to record every receipt at the base. Once added, it is possible to convert receipt log entries into a loadout cargo package or a stock order.

To create a new entry, click the "Add new entry" button at the bottom of the screen.

Receipt Code	Receipt Time	PO No	WO No	Files	Supplier	Parcels	Destination	Weight	Attention	Remarks	Delivery Status	External
po-158988	- 01.08.2016 15:17	po-158988	-	> 0 files	National Oilwell Varco	1	Valhall IP Production	-	-	palle, wire rope sheave	-	629
po-158645	- 01.08.2016 15:28	po-158645	-	> 0 files	BP Norge	1	Valhall PH	-	-	eske fra Wireless, separa	-	631
po-158546	- 01.08.2016 14:38	po-158546	-	> 0 files	Intertek	1	Ula Q	-	-	koffert, temp element, pneumatisk dødevektstester, decadeboks, pressure recorder	-	621
po-156740	- 01.08.2016 15:47	po-156740	-	> 0 files	BP Norge	4	Valhall PH	-	-	esker fra omniPCX enterprise	-	0632
so-076244	- 01.08.2016 12:54	so-076244	-	> 0 files	Ahlsell Norge AS	2	Valhall PH	-	-	esker, sparsavolvo, silikonfett	-	614
PO-157798-dummy	- 01.08.2016 14:04	PO-157798-dummy	-	> 0 files	ASCO Norge AS	1	Valhall Flanke Sør	-	-	konvolutt fra Asco Sandnessjøen med Solo detector testing kit	-	618
PO-159149	- 01.08.2016 12:49	PO-159149	-	> 0 files	Ahlsell Norge AS	1	Valhall PH	-	-	Palle med jelsafat	-	610
po-159097	- 01.08.2016 12:52	po-159097	-	> 0 files	Ahlsell Norge AS	1	-	-	-	kveil, gummikabel	-	612
N/A	- 01.08.2016 14:56	N/A	-	> 0 files	BP Norge	1	Ula Q	-	-	eske fra Horspray, trykktuttsystem	-	626
po-159097	- 01.08.2016 12:51	po-159097	-	> 0 files	Ahlsell Norge AS	1	-	-	-	pose, bulgin, schurter, gummikabel	-	611

ACTIONS **WITH SELECTED**

[Add New Entry](#) [Get PDF](#) [Delete](#)

Figure 23.3: Receipt Log Overview Page

Click on the edit button to edit details of a receipt log entry. The bottom bar section of the page offers the possibility to convert the receipt into either a loadout cargo package or a stock order.

The screenshot shows the 'Receipt Log Entry Details' page. At the top, there are navigation links: 'Base', 'Receive Loadout' (highlighted in grey), 'Receipt Log', 'Base Yard State', 'Containers', and 'Inventory'. Below these are several input fields:

- Receipt Time:** 01.08.2016 15:28
- Destination:** DeepSea Bergen
- Receipt Code:** (empty)
- Po No:** po-4j4n2u2
- Wo No:** (empty)
- Supplier:** --Altus Intervention AS
- Parcels:** 1
- Weight:** (empty)
- CCU:** (empty)
- Attention:** (empty)
- Remarks:** eske fra Wireless, separa
- Delivery Status:** (dropdown menu)
- External Reference:** 631
- Files:** > 0 files
- Comments:** meldt inn i wels 05....

At the bottom, there are buttons for 'ACTIONS': '+ Add New Entry' (green), 'THIS ENTRY': 'Delete' (red), 'Add to Loadout Cargo Package' (blue), and 'Add to Stock Order' (blue).

Figure 23.4: Receipt Log Details

23.3 Base Yard State

If the base yard state component is active then it is possible to upload a base yard map and define areas where warehouses are and place containers that are received at their physical location. Clicking on a container will display its contents and container details. It is also possible to search after content and highlight those containers which contain the keyword.

The top section can highlight containers based on which components are activated in the system. The different options are:

- Show DG: Show containers marked as dangerous goods
- Show Cert. Expiry: Show containers which have or are close to have their certificates expired (per certificate date found)
- Show Backload and Manifested: Show containers put on an open manifest or backloaded
- Show Z-015: Show containers with Z-15 certification

- Show High Cost: Show containers containing high cost priority items
- Show Lift Routes: Show lift routes (offshore)

All received containers will arrive in the loadout area underneath the base area map. To zoom in, select a "Deck" in the filter or double-click on the map area.

Once containers have been placed or moved the current state can be saved by clicking on Save Deck. To load the last saved state click on Load Deck. To have a PDF with details on containers placed on the yard state click on the Get PDF.

See Ports & Rigs under settings for more information on setting up warehouses.

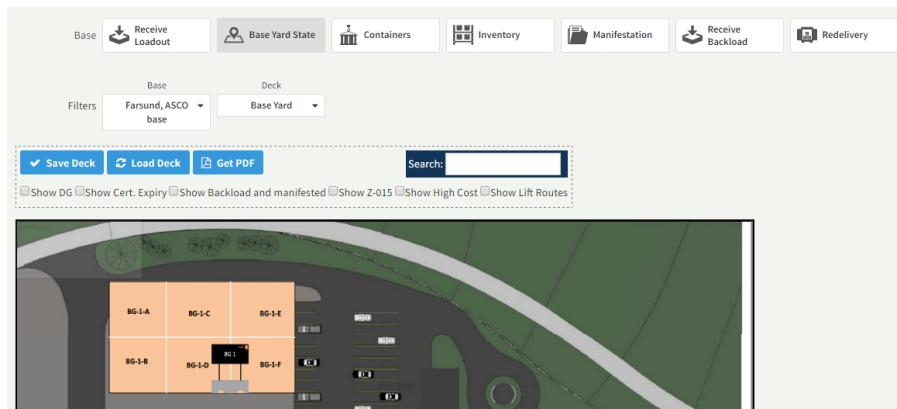


Figure 23.5: Base Yard State

23.4 Containers

Containers															
	-	Type	#	Dim.	Weight (MT)	Area	Supplier	Opr	DG	Z-015	Cert Date	Comment	Files	Rec. Date	Cargo Date
<input type="checkbox"/>	-	BASE-331	container	0	9,046 x 2,785	8201	-	ABB AS	-	●	-	-	➤ 0	20.10.2016	-
<input type="checkbox"/>	-	BASE-332	container	0	2,113 x 2,533	5561	-	ABB AS	-	◆	-	-	➤ 0	20.10.2016	-
<input type="checkbox"/>	-	BASE-333	container	0	3,077 x 3,31	5608	-	Halliburton Cementing	-	●	-	-	➤ 0	20.10.2016	-
<input type="checkbox"/>	-	BASE-334	container	0	7,464 x 2,239	8125	-	Aker	-	●	-	-	➤ 0	20.10.2016	-
<input type="checkbox"/>	-	BASE-335	container	0	12,825 x 1,631	6420	-	Wellit	-	●	-	-	➤ 0	20.10.2016	-
<input type="checkbox"/>	-	RACKTEST_1	rack	0	-	-	-	-	-	●	-	-	➤ 0	27.10.2016	-

Figure 23.6: Containers on Base

The Containers page will list all CCUs that have been received at the base. It is split into zones; one for loadout, one for temporary storage and one for backload. CCUs can be moved between these zones by selecting containers and clicking on Move area/zone and then selecting the new zone or area if the base has these added.

If a CCU is missing in the list, it can also be added manually directly to the inventory. This normally applies to CCUs that does not originate from cargo bookings but are available at the base.

CCUs can be allocated to shipments directly by first searching for open manifest in the Current Manifest field and then dragging containers onto the manifest name or click on the Add to Manifest button.

Containers (or pallets etc.) can be packed into other containers. This is done by finding an existing container by searching in the Current Container text field in the bottom bar and dragging them over the selected container, or checking one or more containers and clicking Pack in Container.

Inspections can be added to a container, by selecting one and click on Add Inspection and choose the available inspections. Some inspection types might also be available to add on each container line - Z-015 for example.

More Actions lists up other available actions. Remove from Inventory deletes the selected containers. This can only be done with empty containers. Merge Containers keeps the first selected container, moves all packed items from the other containers and deletes them afterwards. Unpack Containers unpacks all equipment in selected containers.

To view extra details on container or pack or unpack equipment click on the container name under the Tag column. Files can be uploaded from the container list or comments added.

<input type="checkbox"/>	<input checked="" type="radio"/> PR-92	compactor	Q	3 x 1,2	1,1	-	Westco Mijje	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> SKFA771	skip	Q	2,21 x 1,85	4,7	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> SKFB589	skip	Q	2,212 x 1,852	5,4	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> THSA1371	container	Q	2,75 x 1,85	4,5	-	Schlumberger Well Services	-	-				> Q	13.01.2015	-	-

Figure 23.7: Bottom bar with no container or manifest selected

<input type="checkbox"/>	<input checked="" type="radio"/> PR-92	compactor	Q	3 x 1,2	1,1	-	Westco Mijje	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> SKFA771	skip	Q	2,21 x 1,85	4,7	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> SKFB589	skip	Q	2,212 x 1,852	5,4	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> THSA1371	container	Q	2,75 x 1,85	4,5	-	Schlumberger Well Services	-	-				> Q	13.01.2015	-	-

Figure 23.8: Bottom bar with container and manifest selected

<input type="checkbox"/>	<input checked="" type="radio"/> SKFA771	skip	Q	2,21 x 1,85	4,7	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-
<input type="checkbox"/>	<input checked="" type="radio"/> SKFB589	skip	Q	2,212 x 1,852	5,4	-	Mi Swaco Cuttings	-	-				> Q	13.01.2015	-	-

Figure 23.9: Drag and drop containers into the bottom bar

23.4.1 Container Details and Content

To access container page click on Tag in the container list (or on the bottom bar if a container is selected).

Once opened, it's possible to edit container info: add container type, dimensions, vendor, files, add extra content for non-tracking equipment, add files, DG info, prioritize loading and mark it with multiple vendors flag (if it contains equipment from multiple supplier companies).

Container Content

Container Details									
Tag: AMD 181 Container History / Certificate - Expiry 6 months from now									
Type	Length(M)	Width(M)	Supplier	QR	Priority	M.V.			
Container	1,59	1,856	123 Communication AS	> 0 files					
#Lifts	Weight(MT)	Height(M)	Seal	DG Class	DG Remarks	Other Remarks			
1	100	2,887							

Content in Container

No content currently packed into container.

Figure 23.10: Container content page

It's also possible to perform equipment packing and unpacking from this page. Pressing the 'Add from inventory' button will open the Inventory page, where multiple items can be selected and added to the container in question.

Pressing the 'Add from previous shipment' button will add the equipment that came packed to the given port in this container. This mechanism will only work if the equipment is still in the inventory and has not been re-packed or removed from the inventory. If the equipment is not in the inventory an warning will be presented stating that it's impossible to add from previous shipment.

Container Content

Container Details									
Tag: AMD 181 Container History / Certificate - Expiry 6 months from now									
Type	Length(M)	Width(M)	Supplier	QR	Priority	M.V.			
Container	1,59	1,856	123 Communication AS	> 0 files					
#Lifts	Weight(MT)	Height(M)	Seal	DG Class	DG Remarks	Other Remarks			
1	100	2,887							

Content in Container

Qty	Unit	Dim.	Type	Description	Add. Info	Package	Supplier	Proc.	Project	Remarks
1	ea	-	Item, Other	Item 1	- TBN -	123 Communication AS	r	Drift	-	
1	ea	-	Item, Other	Item 2	- TBN -	123 Communication AS	r	Drift	-	

Figure 23.11: Item packing / unpacking

If equipment is already packed in the container, it's possible to unpack from it and bring it to the Inventory by selecting the desired item lines, and pressing the 'Unpack selected from container' button.

23.5 Inventory

Figure 23.12: Equipment on Base

The Inventory page lists all equipment currently at the base. It is split into zones; one for loadout, one for temporary storage, one for backload and one for parked equipment. Items can be moved between these zones by selecting these and clicking on Move area/zone and then selecting the new zone, or area if the base has these added.

Items packed in a CCU will have the CCU listed in the CCU column.

To pack equipment into a CCU or move items between CCUs, select a container in the Current Container section in the bottom bar, check the item(s) to pack and click Pack in Container. Alternatively, drag and drop items onto the Current Container section.

To put equipment as loose or as bulk on a manifest, select a manifest in the Current Manifest section in the bottom bar, check items and click Put as Loose on Manifest. Alternatively, drag and drop items onto the Current Manifest section.

Add Inspection shows available inspection types and adds an inspection to the selected items.

Inventory PDF prints out a PDF of current inventory. Mark specific companies to only print out those companies' equipment. If other columns than the default columns are wanted the Edit Report Columns allows custom PDF reports to be printed out.

Figure 23.13: Bottom bar with selected container and manifest

Figure 23.14: Dragging equipment onto a manifest

23.6 Manifestation

The manifest page shows an overview over all created manifests at location. Clicking on a manifest name will show the manifest details page for adding or removing equipment and CCUs. To create a new manifest click on the Create New Loadout Manifest. PDFs for Consolidated Manifest and Consolidated Loadlist can be printed out if the component is activated.

The screenshot shows a software interface for managing manifests. At the top, there are several tabs: Base, Receive Loadout, Base Yard State, Containers, Inventory, Manifestation (which is selected), Receive Backload, and Redelivery. Below the tabs are filters for 'Filters' (set to 'Tananger, NorSea base') and 'Manifest type' (set to 'Loadout'). There are also 'Options' (with a search bar and 'Go' button) and an 'Actions' dropdown menu. A prominent green button labeled 'Create New loadout Manifest' is visible. The main area contains a table with the following columns: Edit, Manifest No., Transporter, Type, Manifest Date, Acct Code, Remarks, Edit Status, From, To, Received, Line count, Deck MT, Deck M2, and Lifts. One row is shown in the table:

Edit	Manifest No.	Transporter	Type	Manifest Date	Acct Code	Remarks	Edit Status	From	To	Received	Line count	Deck MT	Deck M2	Lifts
<input type="checkbox"/>	L-20161204-26525	S/S Martha	loadout	04.12.2016	-	-	closed	Tananger, NorSea base	Oilrig1	none	12	101,205	61,8	12

At the bottom of the table, there are two buttons: 'Manifest consolidated' and 'Loadlist consolidated'. The page footer indicates '1 - 1'.

Figure 23.15: Manifest Overview

The details page allows for creating shipment manifests to either offshore locations or a different base port. There are also different sub-menus for focusing on specific parts of the manifest. Depending on which components are activated not all fields and menus are present. Based on regional rules and regulations some fields and reports might be displayed differently.

The different fields to fill out for the manifest details are:

- Type: If it is loadout (to offshore) or transfer (to onshore). Click on button to change type
- Manifest Name: Name of manifest. Defaults to a unique name when created
- Transport Type: Choose if it is a vessel, helicopter or land-based transport
- Transporter: The name of the transporter. If it is a vessel, the field will be a drop-down list of all registered vessels in the system. If it is land-based or by helicopter, it will be a text-field to enter a name for it. Well and Operator types are not applicable here and will not work as intended
- Origin: Where manifest is going from. Defaults to selected base
- Destination: A list of other offshore installations if it is a loadout manifest or bases and harbours if it is a transfer manifest.
- Cost Code: A cost code for the manifest
- Manifest Date: The date and time when manifest is done and vessel leaves location. Marking the check-box will update the date and time to current time when manifest is closed, otherwise the values entered will be used
- Remarks: Additional remarks to the manifest
- Related Files: Opens a pop-up for adding or removing files to the manifest. Also displays a list of current files attached to manifest
- Edit Status: Open or close manifest. A manifest needs to be closed for the destination to be able to receive equipment. Once closed manifest and contents aren't editable. If manifest is open, clicking on arrow shows option to delete manifest. All content needs to be removed before being able to delete.
- Email Sent: Shows whether email notification to users on the Manifest e-mail list has been sent. If the manifest is closed a button for sending email will be displayed.

The information section next to the manifest details shows the following type of information

- Revision: How many times the manifest has been re-opened for modifications. Expand region to see log of which users opened and closed the manifest at which date.
- Inspection Status: If there are items or CCUs with inspections which have not been closed out then this section will give a warning. Otherwise it says OK.
- Customs Status: Shows if CCUs are without customs status if the customs module is activated.
- Roundtrip: Shows how much cargo from a previous manifest has not been received or otherwise handled by the base. Expand region to tick off and move cargo onto current manifest as roundtrip.
- Loading Progress: Shows how many units have been received by vessel and placed on deck. This is dependent on vessel having submitted details about its deck.

The screenshot displays the 'Manifest Overview' page. On the left, a form contains fields for Manifest Name (L-20161204-26525), Transport Type (Vessel), Transporter (S/S Martha), Origin (Tønanger, NorSea base), Destination (Oilrig1), Cost Code (Not selected), Manifest Date (04.12.2016 14:59), Remarks, Related Files, Edit Status (Open for Editing – Close Out), and Email Sent. On the right, a summary box titled 'Changelog' shows 'Revision 1' and 'OK' for Inspection status. It also indicates 'Items without status' and 'You have 12 unreceived manifest line(s) from B-20161204-26526'. A progress bar shows 'Loading progress: 0 / 12 (containers/loose)'.

Figure 23.16: Manifest Overview

All content of the shipment manifest can be added page by typing CCU names into the Add text box with shows available containers. Alternatively, enter the quantity, unit and name of item to be added as ad-hoc. Click on Add to Manifest to show the different options for adding equipment to manifest.

- Add as Containers: Adds the CCU's entered in the text field. If CCU does not exist in inventory it will not be added
- Add as Ad-hoc Loose Deck Item: Add the entered data as a loose ad-hoc item on deck. This will not be a trackable item.
- Add as Ad-hoc bulk Item: A pop-up will show with additional details to be filled out. All fields must have a value before being added. This will be a trackable item from this point on.
- Containers: Opens up the Container page where multiple containers can be added. See that section for more details
- Equipment: Opens up the Inventory page where multiple items can be added. See that section for more details.
- Add Roundtrip: Opens up a page with the last backload/transfer manifest for this destination where equipment which hasn't yet been received or roundtripped can be selected and moved over to the current manifest.

CCUs on Deck													
	Tag	Files	Weight	Weight	Length	Width	Seal	DG Class	UN	Cust.	Supplier	Action	Remarks
□	3316	> 0	7,282	7,6	1,2			▼		▲	E Innovation	Loadout	
□	AMD2249	> 0	12,052	1,856	1,59			▼		▲	Hoover Container Solut	Loadout	
□	AMD2287	> 0	8,827	1,595	1,868			▼		▲	Magnar Eikeland Kontro	Loadout	
□	DNV26004	> 0	3,919					▼		▲	Weatherford Tubular Rv	Loadout	
□	FB-307	> 0	11,653	3,038	2,096			▼		▲	National Oilwell Varco	Loadout	
□	IEQ-442	> 0	10,854	6	2,44			▼		▲	PTC	Loadout	
□	NP-33	> 0	10,027	5,2	2,4			▼		▲	On & Offshore Services	Loadout	
□	PT-143	> 0	12,215					▼		▲	MODEX AS	Loadout	
□	SAC161	> 0	9,394	3,522	1,26			▼		▲	Wellit	Loadout	
□	ZT-226	> 0	5,252	2	2			▼		▲	Petroleum Services AS	Roundtrip	
□	CBQX 0040	> 0	6,022					▼		▲	Alistahaug Havnenevesen	Roundtrip	
□	CHHHL041-3	> 0	3,708	2,2	2,2			▼		▲	Helgelandbase	Roundtrip	

Figure 23.17: Manifest Overview

It is also possible to re-pack items on a manifest from different CCUs or as loose or bulk by dragging an item from one location and dropping on to another location. Click on the arrow button next to the container/item name to expand and show the item details. Drag an item by holding down the mouse button on the hand icon and drag the item to the selected CCUs. The CCU turns green when it is possible to drop the item and re-pack. To pack an item as loose or bulk, just drag the item over the bulk or loose area and item will be re-packed accordingly.

□	○	■	1	9820-B	> 0	4,2	2	2	4290304	▼	Wellit	Loadout	
□	○	■	1	9820-F	> 0	4,3	2	2	4290305	▼	Wellit	Loadout	
□	○	■	3	AMD2609	> 0	2,2	1,59	1,856	4899997	-	Wellit	Loadout	MISC EQUIP
Add from Inventory													
□	○	■	18	AMN616	> 0	2,2	1,59	1,856	4899991	▼	Wellit	Loadout	MISC EQUIP
CURRENT CONTAINER LOOSE/BULK REMOVE WITH SELECTED ITEMS													
9820-F 0 0 Pack as Loose/Bulk Remove from Manifest X Remove from Manifest Put on Other Manifest Set/Unset Transit Get Report Export													

Figure 23.18: Manifest Drag And Drop Functionality

Users can also pack equipment into a container directly from a manifest. Options available in the expanded area:

- Add from Inventory: Add the equipment currently in the inventory. User is redirected to the inventory page, where the current container and vessel manifest are set in the bottom bar, for easier packing and navigation.

Once CCUs, loose items or bulk have been added to the manifest, the required information can be viewed and updated in a grid edit view. Most of these fields are explained in the Loadout Request section.

Weight must be re-entered for CCUs that have been manifested but the weight as defined in the cargo booking will be displayed for review purposes. Extra details and files can be added to each CCU by clicking the edit button on the far left. The Action field sets whether equipment is Loadout, Backload, Storage, Roundtrip. This will only be a notification for vessel and those receiving equipment and will not affect which units can be received or not.

Once the manifest is closed the content will be split into sections for containers, bulk, loose items and which units are roundtrip.

CURRENT CONTAINER	LOOSE/BULK	REMOVE	WITH SELECTED ITEMS
Drop container here to pack into it	Pack as Loose/Bulk	Remove from Manifest	X Remove from Manifest Put on Other Manifest Set/Unset Transit Get Report Export

Figure 23.19: Manifest Bottom Bar

The bottom action bar lists up a few other actions which can be done on equipment whose check-box

has been marked or for assisting in the drag and drop re-packing.

Dragging a selected container to the Current Container area and items can be dragged from the manifest on to this area to pack items without having to scroll back and forth between units on the manifest list. Dragging item to the Loose/Bulk area will pack item as loose or bulk based on the item's category type. To remove an item from the manifest it can be dragged onto the Remove area.

Remove from Manifest puts equipment back into inventory or removes it completely if it was ad-hoc. Move to Other Manifest shows other open manifest at location. Equipment is moved over to the chosen one. Set/Unset Transit allows base personnel to mark equipment as received on vessel. This can be done if the vessel doesn't use the vessel client or if flag wasn't otherwise updated.

23.6.1 Download Manifest Report

It is possible to download manifest reports in several different format.

The Get Report Export lists up different reports that can be downloaded.

- Manifest (default): Shows the standard manifest in portrait mode
- Manifest (landscape): Shows the standard manifest in landscape mode
- Load List (generic): Shows the generic load list.
- Excel Load List: Shows the standard load list in excel format
- Customs Manifest: Get manifest with customs info
- DG Manifest: Get manifest with DG info
- Z-015 Manifest: Get manifest listing up Z-015 inspections

Configure Manifests or Load Lists

It is possible for Super Users to configure how the default manifest and possible options should be exported to PDF. Use the "Configure" option under "Get Report" button to define own variations of the Manifest. This includes several options for Manifests:

- Add Add Signature Section to Front Page: Will include a box for personnel to sign as a part of the front page of the manifest
- Include a summary of all lifts on manifest: Will use the first manifest pages to list all CCUs on manifest (with no detailed content information) in a separate report
- Manifest Details: Group by CCU header: Will Group each list of detailed content with CCU information as a part of the header
- PDF orientation portrait instead of landscape: Setting to yes will change the orientation of the print to portrait
- Print Language Which language to use for all labels? Currently on English and Portuguese is supported
- Signature Field: Disclaimer: If a signature section is added to the front page, this will define the disclaimer text to be displayed above it
- Signature: First/Second/Third Person: Up to three persons to sign the disclaimer as a part of the Signature section - e.g Company Representative, Dock Foreman and Vessel Master
- Which columns to include on lift summary: Will add and sort the table columns for the lift summary section

- Which columns to include on in manifest detail ccu header: Will define which columns the detailed CCU header of each new CCU in the manifest details section should be
- Which columns to include on in manifest detail table (equipment): Table columns for equipment details
- Which columns to include on in manifest detail table (bulk): Table columns for bulk line item details

Load List have similar options:

- PDF orientation portrait instead of landscape: Setting to yes will change the orientation of the print to portrait
- Sort by Supplier if load list should be sorted by supplier first
- Which columns to include on CCU list: Will define which columns the detailed CCU header of each new CCU in the manifest details section should be
- Which columns to include on in load list table (bulk): Table columns for bulk line item details

23.6.2 CCUs

Displays all CCUs on the manifest. This also gives option for adding additional customs and DG data where these components are activated.

23.6.3 Equipment

Displays all items packed into CCUs. This gives option for adding additional customs, cost codes and DG data where these components are activated.

23.6.4 Files

View all files attached to the manifest or files coming from the cargo packages and CCUs for the CCUs added to the manifest. Can also add or remove files to the manifest. These are the files that will also be available to the vessel for inspection.

23.6.5 Loading instructions

Define where and how to fetch the manifest items. If manifested items have been marked as priority, a number will also appear on this list.

23.6.6 Late Departure

Add a late departure for the transporter. Each deviation gives a list of reasons for deviation and additional remarks. The deviation can be submitted for approval for logistics/marine to approve or reject. This will not change when and how the manifest can be closed but is for logging purposes.

23.7 Receive Backload

The Receive Backload page allows the user to select an inbound manifest for base and select which equipment is to received. Offloading Instructions can also be added to each line. Loose items and bulk will also have a quantity field which can be adjusted based on how much was actually received or deviated.

Equipment can be marked and an action selected from the bottom bar:

- Receive Packed: Receive into backload zone with all equipment still packed in CCUs
- Receive & Unpack: Receive into backload zone with all equipment unpacked
- Roundtrip to Manifest: Show list of open loadout and transfer manifests. Move equipment as roundtrip to selected manifest.
- Receive and Redeliver: Put selected equipment onto Re-delivery manifests. It will create a new re-delivery ticket for each supplier selected. Equipment stays packed.
- Get Report Export: Get Offloading Instructions or Get Offload List PDFs.
- Other Actions: Available action is to set marked loose and bulk and the adjusted quantity fields as deviation.

If an item was received by mistake it can be reverted by expanding the line in the Received column and click on the revert button. This can only be done if the only action was to receive equipment into the backload zone. If equipment was un-packed or put on re-delivery manifests then these actions need to be reverted manually before being able to revert back to backload manifest.

ID	Label	#	Weight	Supplier	Action	Received	Remarks	Files	Handling instructions
176005	> 3009587,5144566,5146413,5204915	0	12,293	Hydra Well Intervention	backload	-	-	> 0	
176000	> AMN-144	0	6,282	IHK Mann og Loftteknikk	backload	-	-	> 0	
176007	> FRT-1600	0	8,335	Baker Hughes Cementing	backload	-	-	> 0	
176002	> FSC-10163	0	7,714	IKM Cleandrill	backload	-	-	> 0	
176003	> LBK-582	0	6,665	DOF Group	backload	-	-	> 0	
176006	> MD-630	0	10,124	Mi Swaco ES	backload	-	-	> 0	
175999	> SKFNL-612	0	7,031	4Subsea AS	backload	-	-	> 0	
176001	> THSA751	0	6,362	JWS GRUPPEN AS	backload	-	-	> 0	

Figure 23.20: Receive Backload

23.8 Redelivery

Items or CCUs that are in the backload zone of the base can be added to re-delivery tickets. This will remove them from the inventory and mark them as redelivered. The manifest is almost identical to the loadout manifest described in the Manifestation section. Only the key differences will be listed here.

Base	Receive Loadout	Base Yard State	Containers	Inventory	Manifestation	Receive Backload	Redelivery	
Filters	Tananger, NorSea base							
Options	Q Go	Actions	Create New Redelivery Manifest					
Edit	Manifest No.	Transporter	Type	Manifest Date	Acct Code	Remarks	Edit Status	
<input type="checkbox"/>	R-20161206-26536	-	redelivery	06.12.2016	-	-	open	
							Tananger, NorSea base	
							To	
							Received	
							Line count	
							Deck MT	
							Deck M2	
							Lifts	
							0	
							0,0	
							1	
							0	
							0,0	
							1	
1 - 1								
Send Rykkattest Reminder								
Manifest consolidated		Loadlist consolidated						

Figure 23.21: Re-delivery Manifests

The re-delivery overview shows all manifests created at location. Click on a name to view or edit manifest. Consolidated PDFs can be printed by clicking on Manifest Consolidated or Loadlist Consolidated. If applicable a Rykkattest Reminder can be sent to the selected manifests which are missing these.

The re-delivery details page has a few differences in the details section

- Transporter: Default to land
- Destination: Choose supplier to re-deliver to.
- Warehouse: Choose warehouse registered to selected supplier where equipment is being re-delivered.
- Remarks: This field will automatically copy information regarding backload manifest and vessel name that equipment came from.

Manifest R-20161206-26536	Manifest	CCUs	Equipment	Files	Loading Instructions
Type	Redelivery			Changelog	Revision 0
Manifest Name	R-20161206-26536			Inspection status	OK
Transport Type	Land				
Transporter					
Origin	Tananger, NorSea base				
Destination	Not selected				
Warehouse	Not selected				
Delivery Address					
Cost Code	- Not Selected -				
Manifest Date	06.12.2016	09:46	<input checked="" type="checkbox"/> Update on close		
Remarks					
Related Files	Open				
Edit Status	Open for Editing — Close Out				
Email Sent	No				

Figure 23.22: Re-delivery Manifest Details

The item list also includes the Height field and units of measure to give more details on the size of equipment.

Loose Items																
	Tag	Files	#Lifts	Weight	Unit	Length	Width	Height	Unit	Seal	DG Class	UN	Cust.	Supplier	Action	Remarks
<input type="checkbox"/>	20 ea flanges		1	322	kg	2	4	2	m					M-I Swaco	redelivery	
WITH SELECTED ITEMS																
	Remove from Manifest		Get Report Export													

Figure 23.23: Re-delivery Manifest Items

23.9 Collaboration Room

The collaboration room lets base and logistics personnel add Todos for tasks to be done. Once they are marked as done they are removed from the list. Older todos can be viewed and brought back as needed.

All fields are text fields to let users decide how to structure each section. Responsible name defaults to user who created the todo, but can be changed.

The screenshot shows the 'Operational Status Collaboration Room' for the 'Tananger, NorSea base'. At the top, there are navigation links: Base, Receive Loadout, Base Yard State, Containers, Inventory, Manifestation, Receive Backload, Redelivery, and Collaboration Room. A 'Filters' dropdown is set to 'Tananger, NorSea base'. Below the filters, the title 'Operational Status Collaboration Room : Tananger, NorSea base' is displayed. A search bar with placeholder 'What:' and a green 'Add new item to list' button are present. A table lists two tasks:

What	Title	Description	Responsible	Created Date	Modified Date
Inspection Check	AME-588		Jon Johnsen	06-DEC-16	-
Inspection Check	AMD-120		Jon Johnsen	06-DEC-16	06-DEC-16

At the bottom, there are buttons for 'Mark Done' (blue), 'Delete' (red), and 'View Older Tasks' (blue).

Figure 23.24: Collaboration Room

24 Rig

The rig flow is for storekeepers or offshore logistics to receive incoming cargo, have an overall control of inventory and create backload manifests for equipment going back. Suppliers can access and control their own equipment for consumption or for creating backload requests.

24.1 Receive Loadout

To receive a loadout or transfer manifest at an offshore location, a manifest must be selected in the interactive report. If the manifest is in open status, it can be viewed and handling instructions can be added. If manifest in closed status, it can be received by clicking the line items to receive in corresponding checkbox. For loose items and bulk products, partial receipt can be done by indicating a different quantity than the manifested one.

The options are:

- Receive packed: Receive the manifest line items packed to the inventory. If the location is set up with area definitions, a rig area can be indicated
- Receive and unpack: Receive the manifest items but unpack the content to the inventory and keep the CCU in inventory as empty
- Roundtrip to manifest: Move the items directly to an open backload/transfer manifest without receiving items to inventory
- Receive to bulk tank: For bulk products, and if the location has been set up with its bulk tanks, receive the loose items and allocate them to a tank
- Get Report Export: Get either Offload Instructions PDF or Offload List PDF
- Other Actions: Loose or bulk quantities can be marked as deviation instead of being received

CCUs and loose items can be placed in a rig area (defined by the deck area setup of the rig). The list of available areas appears once the Receive packed or Receive & unpack button is clicked.

Bulk content can be received to a bulk tank instead of simply to the inventory. This requires that the applicable rig bulk tanks has been set up as master data.

24.1.1 Handle Roundtrip items

The Receive Loadout page allows the user to select an inbound manifest for a rig and select which of the shipment manifest lines are to be roundtripped to an outbound manifest. The lines that are defined as roundtrip items from the base will be displayed as such on the inbound manifest.

24.2 Rig Deck State

All CCUs currently in the inventory of a location (base or rig) can be placed on a visual 2D deck state and moved around using drag and drop functionality. If the deck state is split into zones, each zone will be a sub deck of the main deck. Moving CCUs between zones will automatically update the area allocation in the inventory for the CCU and its corresponding equipment.

Clicking on a container will display its contents and container details. It is also possible to search after content and highlight those containers which contain the keyword.

The top section can highlight containers based on which components are activated in the system. The different options are:

- Show DG: Show containers marked as dangerous goods
- Show Cert. Expiry: Show containers which have or are close to have their certificates expired (per certificate date found)
- Show Backload and Manifested: Show containers put on an open manifest or backloaded
- Show Z-015: Show containers with Z-15 certification
- Show High Cost: Show containers containing high cost priority items
- Show Lift Routes: Show lift routes

The CCUs not placed on a deck state will be displayed in a transit area at the bottom of the screen. To zoom in, select a "Deck" in the filter or double-click on the map area.

A vessel temporary storage area is also included to place those containers which are stored on a vessel being standby close to rig.

Decks can also have a weight threshold and max weight limit be set. This will be displayed next to the map. If any area has a total weight over the threshold, then the line will be marked in yellow. It will be displayed in red if the total weight goes over the threshold.

Once containers have been placed or moved the current state can be saved by clicking on Save Deck. To load the last saved state click on Load Deck. To have a PDF with details on containers placed on the deck click on the Get PDF.

See Ports & Rigs under settings for more information on setting up decks and weight limits.

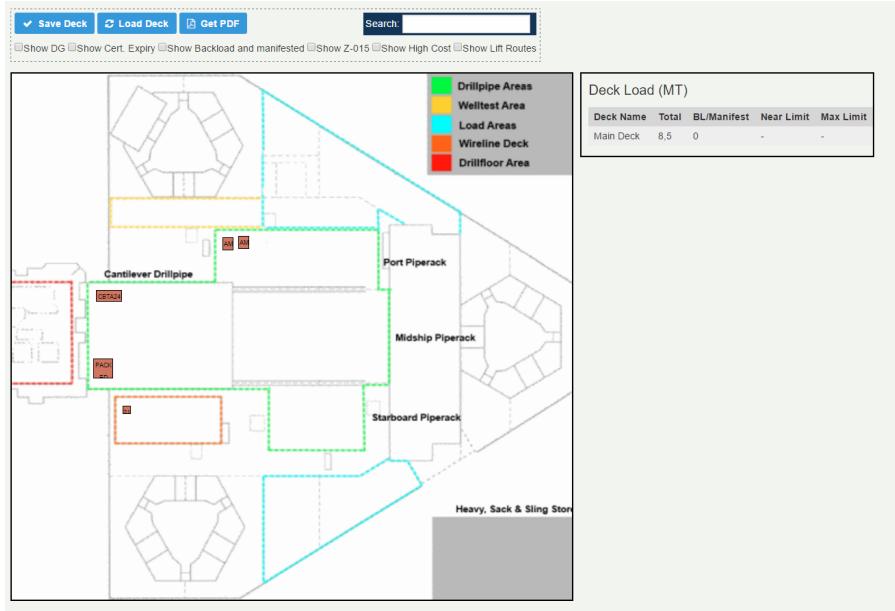


Figure 24.1: Rig Deck

24.3 Containers

Rig Container List																
	Tag	Type	#	Dim.	Weight (MT)	Area	Supplier	Opr	DG	Z-015	Comments	Files	Cert Date	Rec. Date	Cargo Date	Previous Port
<input type="checkbox"/>	- - - AMB2560	container	Q	1,59 x 1,856	12,866	-	Tenaris	-	-	05.12.2016	-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - AMD2027	container	Q	1,59 x 1,856	7,862	-	Sandvik Riser Technology	-	-	17.08.2016	-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - AME6522	container	Q	-	10,458	-	Petroleum Services AS	-	-		-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - AMF440	container	Q	-	12,055	-	Dorm Group Offshore AS	-	-		-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - AHM747	container	Z	1,59 x 1,856	4	-	ASCO Norge AS	-	-		-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - AORU580226	container	Q	4,8 x 1,2	5,649	-	Acona AS	-	-	01.09.2014	-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - B-1245	basket	Q	13,23 x 1,203	4,322	-	M1 Swaco	-	-		-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - B-640	container	Q	4,368 x 1,839	7,213	-	Project Design & Management Services	-	-	26.01.2016	-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - BL0801106	container	Q	-	10,801	-	Schlumberger Drilling	-	-		-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - CBTAN0408	container	Q	3,96 x 1,675	6,626	-	Cabot Fluids	-	-	03.08.2016	-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - CBTAN1111	basket	Q	3,96 x 1,675	5,998	-	Mento	-	-	27.04.2016	-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - CMS-0009	container	Q	2,202 x 1,642	6,237	-	Ahtslle Norge AS	-	-	05.06.2015	-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - CPV1754	tank	Q	2 x 2	7,512	-	Cabot	-	-	15.04.2016	-		05.12.2016	-	Tananger, ASCO base	
<input type="checkbox"/>	- - - DB0802	container	Q	-	7,532	-	Anlegg og Maritim Service AS	-	-		-		05.12.2016	-	Dusavik, NorSea base	
<input type="checkbox"/>	- - - FIBC-0373	container	Q	1,882 x 1,601	4,665	-	Lanne Elektriske Verksted AS	-	-	22.02.2016	-		05.12.2016	-	Tananger, ASCO base	

Figure 24.2: Rig Containers

The Containers page will list all CCUs that have been received at the location. It is split into zones - loadout, temporary storage, backload and shared zones. CCUs can be moved between these zones by selecting containers and clicking on Move area/zone and then selecting the new zone or area if the base has these added.

The shared zone is special as it allows other suppliers to pack equipment or containers which doesn't belong to them. This is intended for containers that have inventory from multiple suppliers.

Containers can also be moved between physical areas, if these have been defined for the offshore location. These are also listed under the Move area/zone.

If a CCU is missing in the list, it can also be added manually directly to the inventory. This normally applies to CCUs that does not originate from cargo bookings but are available at the base.

CCUs can be allocated to shipments directly by first searching for open manifest in the Current Manifest field and then dragging containers onto the manifest name or click on the Add to Manifest

button.

Containers (or pallets etc.) can be packed into other containers. This is done by finding an existing container by searching in the Current Container text field in the bottom bar and dragging them over the selected container, or checking one or more containers and clicking Pack in Container.

Inspections can be added to a container, by selecting one and click on Add Inspection and choose the available inspections. Some inspection types might also be available to add on each container line - Z-015 for example.

More Actions lists up other available actions. Remove from Inventory deletes the selected containers. This can only be done with empty containers. Merge Containers keeps the first selected container, moves all packed items from the other containers and deletes them afterwards. Unpack Containers unpacks all equipment in selected containers.

To view extra details on container or pack or unpack equipment click on the container name under the Tag column. Files can be uploaded from the container list or comments added.

Click on Inventory PDF to get PDFs of inventory.

<input type="checkbox"/> Ø - S9Z	container	Ø 1,5 x 1,2	,5	-	ASCO Norge AS	-	-	(0)	> Ø	-	-	26.09.2016	-	Tananger, ASCO base
<input type="checkbox"/> Ø - THH1785	tank	Ø 2,15 x 1,9	4,4	-	ASCO Norge AS	-	-	◆ (0)	> Ø	-	-	07.10.2015	11.03.2016	Tananger, ASCO base
<input type="checkbox"/> Ø - s3	container	Ø 2,212 x 1,852	-	-	-	-	-	(0)	> Ø	-	-	01.09.2016	-	-

Figure 24.3: Bottom bar with no container or manifest selected

<input type="checkbox"/> Ø - S9Z	container	Ø 1,5 x 1,2	,5	-	ASCO Norge AS	-	-	(0)	> Ø	-	-	26.09.2016	-	Tananger, ASCO base
<input type="checkbox"/> Ø - THH1785	tank	Ø 2,15 x 1,9	4,4	-	ASCO Norge AS	-	-	◆ (0)	> Ø	-	-	07.10.2015	11.03.2016	Tananger, ASCO base
<input type="checkbox"/> Ø - s3	container	Ø 2,212 x 1,852	-	-	-	-	-	(0)	> Ø	-	-	01.09.2016	-	-

Figure 24.4: Bottom bar with container and manifest selected

<input type="checkbox"/> Ø - S920L29	container	Ø 6,06 x 2,435	7,8	-	ASCO Norge AS	-	-	(0)	> Ø	-	02.12.2015	16.08.2015	-	Tananger, ASCO base
<input type="checkbox"/> Ø - S9Z	container	Ø 1,5 x 1,2	,5	-	ASCO Norge AS	-	-	(0)	> Ø	-	-	26.09.2016	-	Tananger, ASCO base
<input type="checkbox"/> Ø - s3	container	Ø 2,212 x 1,852	-	-	-	-	-	(0)	> Ø	-	-	01.09.2016	-	-

Figure 24.5: Drag and drop containers into the bottom bar

24.3.1 Container Details and Content

To access container page click on Tag in the container list (or on the bottom bar if a container is selected).

Once opened, it's possible to edit container info: add container type, dimensions, vendor, files, add extra content for non-tracking equipment, add files, DG info, prioritize loading and mark it with multiple vendors flag (if it contains equipment from multiple supplier companies).

Container Content

Container Details									
Tag: AMD 181 Container History / Certificate - Expiry 6 months from now									
Type	Length(M)	Width(M)	Supplier	QR	Priority	M.V.			
Container	1,59	1,856	123 Communication AS	> 0 files					
#Lifts	Weight(MT)	Height(M)	Seal	DG Class	DG Remarks	Other Remarks			
1	100	2,887							

Extra Content
(ONLY for equipment not to be tracked or not in inventory)

Content in Container

No content currently packed into container.

Add from Inventory **Add Non-Hazardous Waste** **Add from Previous Shipment**

Figure 24.6: Container content page

It's also possible to perform equipment packing and unpacking from this page. Pressing the 'Add from inventory' button will open the Inventory page, where multiple items can be selected and added to the container in question.

Pressing the 'Add Non Hazardous Waste' will display a popup window where waste can be added (and packed) directly to the container.

Pressing the 'Add from previous shipment' button will add the equipment that came packed to the given port in this container. This mechanism will only work if the equipment is still in the inventory and has not been re-packed or removed from the inventory. If the equipment is not in the inventory an warning will be presented stating that it's impossible to add from previous shipment.

Container Content

Container Details									
Tag: AMD 181 Container History / Certificate - Expiry 6 months from now									
Type	Length(M)	Width(M)	Supplier	QR	Priority	M.V.			
Container	1,59	1,856	123 Communication AS	> 0 files					
#Lifts	Weight(MT)	Height(M)	Seal	DG Class	DG Remarks	Other Remarks			
1	100	2,887							

Extra Content
(ONLY for equipment not to be tracked or not in inventory)

Content in Container

Qty	Unit	Dim.	Type	Description	Add. Info	Package	Supplier	Proc.	Project	Remarks
1	ea	-	Item, Other	Item 1	- TBN -	123 Communication AS	r	Drift	-	
1	ea	-	Item, Other	Item 2	- TBN -	123 Communication AS	r	Drift	-	

Add from Inventory **Add Non-Hazardous Waste** **Unpack selected from container**

Figure 24.7: Item packing / unpacking

If equipment is already packed in the container, it's possible to unpack from it and bring it to the Inventory by selecting the desired item lines, and pressing the 'Unpack selected from container' button.

24.4 Rig Inventory

	Qty	Unit	Dim.	Type	Form Type	Description	Serial No	Add.info	Proc	Remarks	Files	Company	Comments	Cargo Package	Operation	Project
	7	ea	-	Item, Other	-	Submersible bushing box	-	AH-12301	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	10	ea	-	Item, Other	-	Carbo indicator hot bushing	-	AH-12302	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	2	ea	-	Item, Other	-	Safety reversible wear sleeve	-	AH-12303	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	3	ea	-	Item, Other	-	Simple float cap	-	AH-12304	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	7	ea	-	Item, Other	-	Rov casing	-	AH-12305	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	6	ea	-	Item, Other	-	Simple hanger	-	AH-12306	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	7	ea	-	Item, Other	-	Lubricator multi-purpose indicator needle	-	AH-12307	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	2	ea	-	Item, Other	-	Half limited flexible bushing bit sub	-	AH-12308	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	9	ea	-	Item, Other	-	Stubbed coupled ROV bracket	-	AH-12309	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	9	ea	-	Item, Other	-	Wear gasket	-	AH-12310	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	6	ea	-	Item, Other	-	Reversible cylinder	-	AH-45601	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X
	3	ea	-	Item,	-	Limited half cone	-	AH-45602	-	-	> Q	-	(0)	AH Equipment	Oilrig1	Sit 5-X

CURRENT CONTAINER CURRENT MANIFEST WITH SELECTED ITEMS [Unpack to Area/Zone](#) [Inventory PDF](#) [Consume / Downhole](#) [More Actions](#) [Add to New...](#)

Figure 24.8: Equipment on Rig

The Inventory page lists all equipment currently at the rig. It is split into zones; loadout, backload, temporary, shared, consumed, parked and modifications. Items can be moved between these zones by selecting these and clicking on Move area/zone and then selecting the new zone, or area if the rig has these added.

Items packed in a CCU will have the CCU listed in the CCU column.

To pack equipment into a CCU or move items between CCUs, select a container in the Current Container section in the bottom bar, check the item(s) to pack and click Pack in Container. Alternatively, drag and drop items onto the Current Container section.

To put equipment as loose or as bulk on a manifest, select a manifest in the Current Manifest section in the bottom bar, check items and click Put as Loose on Manifest. Alternatively, drag and drop items onto the Current Manifest section.

More Actions lists up additional actions that might be available at rig. Add Inspection shows available inspection types and adds an inspection to the selected items. Bulk Decision Support will add a decision support on selected bulk item. If it isn't a bulk item, no action will be performed. See Bulk Decision Support section for more info. If Bulk is chosen in the top filter, there will also be an action to assign selected bulk to a bulk tank on rig if these have been registered. The process is similar to adding to a container except it will be in a static bulk tank.

Inventory PDF prints out a PDF of current inventory. Mark specific companies to only print out those companies' equipment. If other columns than the default columns are wanted the Edit Report Columns allows custom PDF reports to be printed out.

Add to New button will perform some action on the selected item(s):

- Backload Request(Item): Create a backload request for items and put selected items onto it.
- Backload Request(Bulk): Create a backload requests for items and put selected bulk onto it.
- Item Modification Package(Item): Combine selected items and define which new (item) is created from these items. Used typically for assemblies.
- Item Modification Package(Bulk): Combine selected items and define which new (bulk) is created from these items. Used typically for mixing bulk into something new or for creating bulk which didn't exist before like spillwater, slop etc.

- Merged Item: If the items are coming from the Suppliers Catalogue and are the same type of item, then they can be merged into one line to avoid having too many of the same type.

For offshore locations, it is possible to mark inventory as consumed into well, removing the product quantities from inventory. These can be pulled back into normal inventory again by going to the Consumed zone, selecting items and click on Pull Back.



Figure 24.9: Bottom bar with selected container and manifest

You can also drag and drop equipment into the Current Container or Current Manifest by dragging from the hand symbol on the equipment row.



Figure 24.10: Dragging equipment onto a manifest

Equipment can be moved directly from one rig to another on the same field by marking the rows to transfer, clicking the Transfer to other rig button, and choosing the rig to transfer to. This will automatically create a transfer manifest, add the items to it, and close it out.

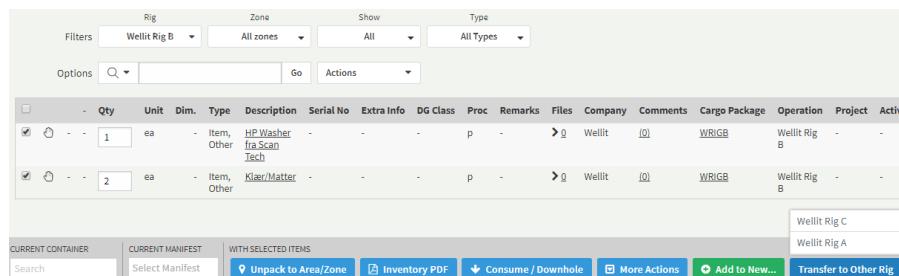


Figure 24.11: Transferring equipment to another rig

24.5 Injection

If the rig has activated injection then offshore personnel can create injection batches on the rig. Click on Add New Injection to create a new one or click on the name of an existing injection to view details and add bulk which is injected.

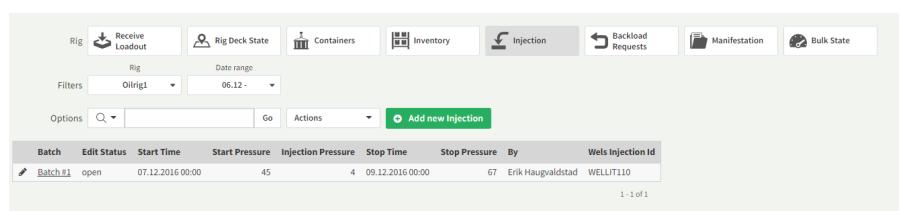


Figure 24.12: Injection Overview

The first part of a specific batch lists up when batch started and stopped and some key details:

- Project: Select the project for which the batch is tied to
- Activity: Select the section for which the batch is tied to
- Injection Name: Name for the injection batch
- From Date: When batch started
- Start Pressure: Pressure when batch started
- Injection Pressure: Pressure of injection
- Stop Date: When batch stopped
- Stop Pressure: Pressure when batch stopped
- Files: Attach files to the batch job
- Remarks: Any additional remarks on the batch

Once the batch is done, click on the Open For Editing button to close it. Alternatively, the batch can be deleted, but injected items have to be removed first.

Add items to be injected by clicking on the Add From Inventory which will show a list of all bulk items that exist on rig. Select items and quantities and add them to batch. Alternatively, click on Add ad-hoc Bulk to create item to batch.

Items added can be defined as either pre-flush, flush or post-flush. In addition, the start time for each flush operation and additional remarks can be added.

To remove items from a batch, select them and click on the Delete Selected.

The screenshot shows a software interface for managing injection batches. At the top, there's a toolbar with icons for Rig, Receive Loadout, Rig Deck State, Containers, Inventory, Injection, Backload Requests, Manifestation, and Bulk State. Below the toolbar, the title 'WELLIT40223' is displayed. The main area contains a table titled 'Package Items' with columns: Type, Qty, Unit, Unit Type, Item, Start Time, and Remarks. Two rows are visible: one for 'Pre Flush' (Qty 5, m3, Dirty Water, Slops, Light, Start Time 07.12.2016 02:00) and one for 'Injection' (Qty 45, m3, Filtrated OBM, Slops, Heavy, Start Time 07.12.2016 14:00). Below the table is a red 'Remove selected' button. At the bottom of the page, there are buttons for 'Open for Editing - Close Out', 'Other Actions', and 'Cargo Order Form'.

Figure 24.13: Injection Details

24.6 Backload Requests

The Backload Request page lets personnel to mark equipment on an offshore location to be backloaded. It is similar to an outbound cargo booking, but items and CCUs must be selected from rig inventory instead of being created manually.

The process is described in detail in section 21.3.1.

24.7 Manifestation

The manifest page shows an overview over all created manifests at location. Clicking on a manifest name will show the manifest details page for adding or removing equipment and CCUs. To create a

new manifest click on the Create New Manifest and select Transfer or Backload manifest. Transfer manifests are for other offshore locations whereas Backload is back to an onshore location.

PDFs for Consolidated Manifest and Consolidated Loadlist can be printed out if the component is activated.

Edit	Manifest No.	Transporter	Type	Manifest Date	Acct Code	Remarks	Edit Status	From	To	Received	Line count	Deck MT	Deck M2	Lifts
<input type="checkbox"/>	B-20161204-26526	S/S Martha	backload	04.12.2016	-	-	closed	Orlig1	Tananger, NorSea base	none	12	95,186	53,3	12
<input type="checkbox"/>	B-20161116-26438	S/S Martha	backload	16.11.2016	-	-	closed	Orlig1	Dusavik, NorSea base	none	12	105,151	56,5	12
<input type="checkbox"/>	B-20161116-26436	S/S Martha	backload	16.11.2016	-	-	closed	Orlig1	Dusavik, NorSea base	none	12	90,461	71,5	12
<input type="checkbox"/>	B-20161110-26418	S/S Martha	backload	10.11.2016	-	-	closed	Orlig1	Tananger, ASCO base	none	12	105,236	77,8	12
<input type="checkbox"/>	B-20161110-26416	S/S Martha	backload	10.11.2016	-	-	closed	Orlig1	Tananger, ASCO base	none	12	101,611	64,0	12
											497,645	323,1	60	

1 - 5

[Manifest consolidated](#) [Loadlist consolidated](#)

Figure 24.14: Manifest Overview

The details page allows for creating shipment manifests to either offshore locations or a base port. There are also different sub-menus for focusing on specific parts of the manifest. Depending on which components are activated not all fields and menus are present. Based on regional rules and regulations some fields and reports might be displayed differently.

The different fields to fill out for the manifest details are:

- Type: If it is loadout (to offshore) or transfer (to onshore). Click on button to change type
- Manifest Name: Name of manifest. Defaults to a unique name when created
- Transport Type: Choose if it is a vessel, helicopter or land-based transport
- Transporter: The name of the transporter. If it is a vessel, the field will be a drop-down list of all registered vessels in the system. If it is land-based or by helicopter, it will be a text-field to enter a name for it. Well and Operator types are not applicable here and will not work as intended
- Origin: Where manifest is going from. Defaults to selected rig
- Destination: A list of other onshore installations if it is a backload manifest or other offshore installations if it is a transfer manifest.
- Cost Code: A cost code for the manifest
- Manifest Date: The date and time when manifest is done and vessel leaves location. Marking the check-box will update the date and time to current time when manifest is closed, otherwise the values entered will be used
- Remarks: Additional remarks to the manifest
- Related Files: Opens a pop-up for adding or removing files to the manifest. Also displays a list of current files attached to manifest
- Edit Status: Open or close manifest. A manifest needs to be closed for the destination to be able to receive equipment. Once closed manifest and contents aren't editable. If manifest is open, clicking on arrow shows option to delete manifest. All content needs to be removed before being able to delete.
- Email Sent: Shows whether email notification to users on the Manifest e-mail list has been sent. If the manifest is closed a button for sending email will be displayed.

The information section next to the manifest details shows the following type of information

- Revision: How many times the manifest has been re-opened for modifications. Expand region to see log of which users opened and closed the manifest at which date.
- Inspection Status: If there are items or CCUs with inspections which have not been closed out then this section will give a warning. Otherwise it says OK.
- Customs Status: Shows if CCUs are without customs status if the customs module is activated.
- Roundtrip: Shows how much cargo from a previous manifest has not been received or otherwise handled by the rig. Expand region to tick off and move cargo onto current manifest as roundtrip.
- Loading Progress: Shows how many units have been received by vessel and placed on deck. This is dependent on vessel having submitted details about its deck.

The screenshot shows a software interface for managing manifests. At the top, there's a navigation bar with tabs: Rig, Receive Loadout, Rig Deck State, Containers, Inventory, Injection, Backload Requests, Manifestation, and Bulk State. Below the navigation bar, the title 'Manifest B-20161204-26526' is displayed, along with sub-titles 'Manifest' and 'CCUs'. A large central area contains form fields for manifest details: Type (Backload), Manifest Name (B-20161204-26526), Transport Type (Vessel), Transporter (S/S Martha), Origin (Oilrig1), Destination (Tananger, NorSea base), Cost Code (- Not Selected -), Manifest Date (04.12.2016 | 14:59), and Remarks. To the right of these fields are sections for 'Changelog' (Revision 1), 'Inspection status' (OK), and 'Loading progress' (0 / 12 (containers/loose)). Below the main form area, there are sections for 'Related Files' (with a file icon), 'Edit Status' (with 'Open for Editing — Close Out' dropdown), and 'Email Sent' (with an envelope icon). At the bottom, there are two buttons: 'Add Container Tag' and 'Add to Manifest'.

Figure 24.15: Manifest Overview

All content of the shipment manifest can be added page by typing CCU names into the Add text box with shows available containers. Alternatively, enter the quantity, unit and name of item to be added as ad-hoc. Click on Add to Manifest to show the different options for adding equipment to manifest.

- Add as Containers: Adds the CCU's entered in the text field. If CCU does not exist in inventory it will not be added
- Add as Ad-hoc Loose Deck Item: Add the entered data as a loose ad-hoc item on deck. This will not be a trackable item.
- Add as Ad-hoc bulk Item: A pop-up will show with additional details to be filled out. All fields must have a value before being added. This will be a trackable item from this point on.
- Containers: Opens up the Container page where multiple containers can be added. See that section for more details
- Equipment: Opens up the Inventory page where multiple items can be added. See that section for more details.
- Add Roundtrip: Opens up a page with the last backload/transfer manifest for this destination where equipment which hasn't yet been received or roundtripped can be selected and moved over to the current manifest.

CCUs on Deck													
	Tag	Files	Weight	Weight	Length	Width	Seal	DG Class	UN	Cust.	Supplier	Action	Remarks
□	3216	> Q	7,282	7,6	1,2			▼		▲	E Innovation	Loadout	
□	AMD2249	> Q	12,052	1,856	1,59			▼		▲	Hoover Container Solut	Loadout	
□	AMD2287	> Q	8,827	1,595	1,868			▼		▲	Magnar Eikeland Kontro	Loadout	
□	DNV26004	> Q	3,919					▼		▲	Weatherford Tubular Rv	Loadout	
□	FB-307	> Q	11,653	3,038	2,096			▼		▲	National Oilwell Varco	Loadout	
□	IEQ-442	> Q	10,854	6	2,44			▼		▲	PTC	Loadout	
□	NP-33	> Q	10,027	5,2	2,4			▼		▲	On & Offshore Services	Loadout	
□	PT-143	> Q	12,215					▼		▲	MODEX AS	Loadout	
□	SAC161	> Q	9,394	3,522	1,26			▼		▲	Wellit	Loadout	
□	ZT-226	> Q	5,252	2	2			▼		▲	Petroleum Services AS	Roundtrip	
□	CBQX1.0040	> Q	6,022					▼		▲	Alistahaug Havnevesen	Roundtrip	
□	CHHHL0417-3	> Q	3,708	2,2	2,2			▼		▲	Helglandsbase	Roundtrip	

Figure 24.16: Manifest Overview

It is also possible to re-pack items on a manifest from different CCUs or as loose or bulk by dragging an item from one location and dropping on to another location. Click on the arrow button next to the container/item name to expand and show the item details. Drag an item by holding down the mouse button on the hand icon and drag the item to the selected CCUs. The CCU turns green when it is possible to drop the item and re-pack. To pack an item as loose or bulk, just drag the item over the bulk or loose area and item will be re-packed accordingly.

□	○	□	1	9820-D	> Q	4,2	2	2	4290304	▼	Wellit	Loadout	
□	○	□	1	9820-E	> Q	4,3	2	2	4290305	▼	Wellit	Loadout	
□	○	□	3	AMD2659	> Q	2,2	1,59	1,856	4899997	▼	Wellit	Loadout	MISC EQUIP
- Qty Unit Dim. Type Description Add. Info Serial No. Package Supplier Proc. Project Remarks													
○	1	ea	-	Item, Other	Slipenull a 60 ark Multiflex Grå	-	Norspray-monarflex	Kaefer Energy AS	r	Production	-		
○	5	ea	-	Item, Other	Monarflex C-Stropp pakke a 100 stk	-	Norspray-monarflex	Kaefer Energy AS	r	Production	-		
○	10	ea	-	Item, Other	Monarflex Flameless super light 3,25x36	-	Norspray-monarflex	Kaefer Energy AS	r	Production	-		
Add New Inventory Add Ad Hoc Inventory Item Add Non Hazardous Waste Add Non Previous Shipment													
□	○	□	18	AMN16	> Q	2,2	1,59	1,856	4899991	▼	Wellit	Loadout	MISC EQUIP
CURRENT CONTAINER LOOSE/BULK Pack as Loose/Bulk REMOVE Remove from Manifest WITH SELECTED ITEMS Remove from Manifest Put on Other Manifest Set/Unset Transit Get Report Export													

Figure 24.17: Manifest Drag And Drop Functionality

Users can also pack equipment into a container directly from a manifest. Options available in the expanded area:

- Add from Inventory: Add the equipment currently in the inventory. User is redirected to the inventory page, where the current container and vessel manifest are set in the bottom bar, for easier packing and navigation.
- Add Ad Hoc Inventory Items: Create an item, add it directly to the manifest, and pack it into the container. A new page is opened where items can be added, and once it's closed out the items will be added to the container.
- Add Non Hazardous Waste: Waste Items can be added directly to the container. Waste types are pre-defined by superusers in the application.
- Add from Previous Shipment: This can be used when a container is received, unpacked, and is still empty. Pressing the button will add equipment that hasn't been repacked / used. Keep in mind that container must be empty to enable this functionality.

Once CCUs, loose items or bulk have been added to the manifest, the required information can be viewed and updated in a grid edit view. Most of these fields are explained in the Loadout Request section.

Weight must be re-entered for CCUs that have been manifested but the weight as defined in the cargo booking will be displayed for review purposes. Extra details and files can be added to each CCU by clicking the edit button on the far left. The Action field sets whether equipment is Loadout, Backload,

Storage, Roundtrip. This will only be a notification for vessel and those receiving equipment and will not affect which units can be received or not.

Once the manifest is closed the content will be split into sections for containers, bulk, loose items and which units are roundtrip.



Figure 24.18: Manifest Bottom Bar

The bottom action bar lists up a few other actions which can be done on equipment whose check-box has been marked or for assisting in the drag and drop re-packing.

Dragging a selected container to the Current Container area and items can be dragged from the manifest on to this area to pack items without having to scroll back and forth between units on the manifest list. Dragging item to the Loose/Bulk area will pack item as loose or bulk based on the item's category type. To remove an item from the manifest it can be dragged onto the Remove area.

Remove from Manifest puts equipment back into inventory or removes it completely if it was ad-hoc. Move to Other Manifest shows other open manifest at location. Equipment is moved over to the chosen one. Set/Unset Transit allows base personnel to mark equipment as received on vessel. This can be done if the vessel doesn't use the vessel client or if flag wasn't otherwise updated.

The Get Report Export lists up different reports that can be downloaded.

- Manifest (default): Shows the standard manifest in portrait mode
- Manifest (landscape): Shows the standard manifest in landscape mode
- Load List (generic): Shows the generic load list
- Excel Load List: Shows the standard load list in excel format
- Configure Load List: Configure load list
- Customs Manifest: Get manifest with customs info
- DG Manifest: Get manifest with DG info
- Z-015 Manifest: Get manifest listing up Z-015 inspections

24.7.1 CCUs

Displays all CCUs on the manifest. This also gives option for adding additional customs and DG data where these components are activated.

24.7.2 Equipment

Displays all items packed into CCUs. This gives option for adding additional customs, cost codes and DG data where these components are activated.

24.7.3 Files

View all files attached to the manifest or files coming from the cargo packages and CCUs for the CCUs added to the manifest. Can also add or remove files to the manifest. These are the files that will also be available to the vessel for inspection.

24.7.4 Loading instructions

Define where and how to fetch the manifest items. If manifested items have been marked as priority, a number will also appear on this list.

24.8 Bulk State

The Bulk State section is split into two different areas. The first is an overview over all bulk tanks and the content that has been placed there. The other is ROB reporting on fuel and water for the offshore installation.

24.8.1 Bulk Tank Overview

The bulk tank overview gives a visual representation over the bulk tanks registered on the rig. Clicking on a tank will show details on bulk that has been added to tank.

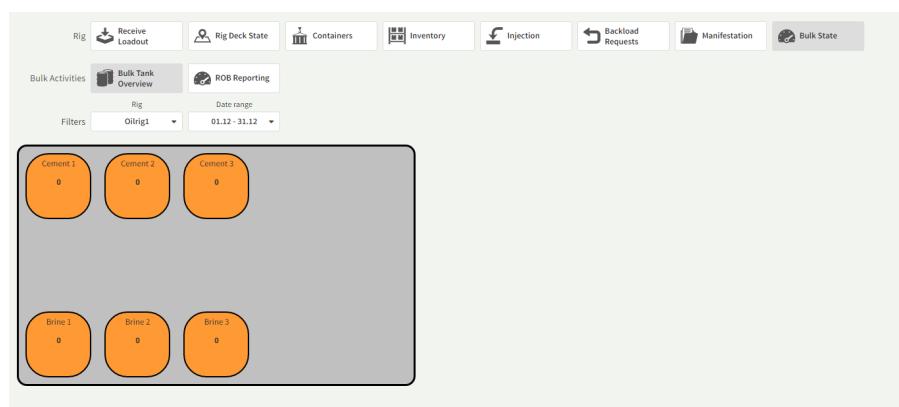


Figure 24.19: Rig Bulk State

24.8.2 ROB Reporting

The ROB reporting shows a field of different types of consumables to report on. Users fill in ROB values at midnight (or at other set timeslots) and load and offloads.

Set in the type of action, the time the action happened and the values of those consumables it affects. Click on the Add New to add a new row with the action.

The filter underneath displays either ROB logs only, load and offload actions only or shows a consumable report of how much has been used for the given time period.

To remove a row, select it and click Delete Selected.

The screenshot shows a software interface for managing rig operations. At the top, there's a navigation bar with various tabs: Rig, Receive Loadout, Rig Deck State, Containers, Inventory, Injection, Backload Requests, Manifestation, and Bulk State. Below this is a sub-navigation bar for Bulk Activities, with options like Bulk Task Overview and ROB Reporting. A search bar allows filtering by Rig (Oilrig1) and Date range (01.12 - 31.12). The main area is titled 'Consumables Input' and contains a table with columns: Action, Date, Time, Diesel, LNG, Potwater, Drillwater, Lubeoil, Urea, and Remarks. A row is shown with values: Action (ROB), Date (06.12.2016), Time (23:59), Diesel (654), LNG (blank), Potwater (1188), Drillwater (8432), Lubeoil (blank), Urea (blank), and Remarks (empty). There's a green 'Add new' button. Below the table are three buttons: ROB Log, Load/Offload Log, and Consumption Report. A red 'Delete' button is also present.

Figure 24.20: Rig ROB

25 Equipment Assurance

25.1 Container Assurance

The screenshot shows a table with the following data:

Tag Name	Update Type	Container Type	Storage Type Name	Certificate Date	Certificate No	Certified By	Tested By	Length	Width	Height	Update Date
CT-1504	manual	-	-	-	-	-	-	5,5	3	-	20.10.2016 14:00
CT-1504	manual	-	-	-	-	-	-	5,5	3	-	-
CT-0805	manual	-	-	-	-	-	-	5,33	3	-	-
CR1336	swire	-	3.6mtr/12ft Basket	05.04.2013	23337	DNV 2.7-1	T. Tender	3,66	1,46	1,67	17.10.2016 00:30
AMH101	swire	-	Mini Offshore Container	07.07.2014	249787	DNV 2.7-1	T.Tender	1,59	1,856	2,911	17.10.2016 00:30
LRK-020	euro_offshore	-	Drill Cuttings Container - 5 cbm	04.04.2016	68930	Visual Inspection (DNV 2.7-1)	-	2,2	1,84	1,57	17.10.2016 00:30
LRK-180	euro_offshore	-	Drill Cuttings Container - 5 cbm	19.08.2015	73930	Visual Inspection (DNV 2.7-1)	-	2,2	1,84	1,57	17.10.2016 00:30
ULTRA-X-MOTOR 12 3/4"	manual	-	-	-	-	-	-	-	-	-	-
CBTA182	swire	-	3.6mtr/12ft Basket	18.07.2016	247761	DNV 2.7-1	Stig Aspnes	3,96	1,68	1,759	17.10.2016 00:30
COTA239	swire	-	3.6mtr/12ft Basket	29.04.2016	258827	DNV 2.7-1	Jone Lauvik	3,96	1,68	1,759	17.10.2016 00:30
CBW029	swire	-	10.1mtr/33ft Offshore Basket	14.07.2015	LD521508/11	DNV 2.7-1	Olav Stromsey	10,26	1,19	,96	17.10.2016 00:30
CBZ019	swire	-	12.1mtr/40ft Offshore Basket	04.04.2016	61713	DNV 2.7-1	Stig Aspnes	12,26	1,195	1,231	17.10.2016 00:30
CBZ133	swire	-	12.1mtr/40ft Offshore Basket	17.06.2016	271070	DNV 2.7-1	R.Hagen	12,26	1,19	1,237	17.10.2016 00:30
CB5403	swire	-	8.1mtr/27ft Offshore Basket	30.05.2016	286609	DNV 2.7-1	A. Kristiansen	8,288	1,19	1,216	17.10.2016 00:30
AME091	swire	-	Mini Offshore Container	29.06.2015	240128	DNV 2.7-1	Swire Baerset	1,59	1,856	2,911	17.10.2016 00:30

With Selected: [Fetch info automatically from web](#)

Figure 25.1: Rig ROB

The container assurance shows a list of all "raw" data of all CCUs used by the application. This includes tag, dimensions and type of container. If there is an import link between CCU owner and system then the latest certificate data found will also be included.

Whenever a CCU is added to cargo package or added to inventory the system will try to match the tag against this list and copy over the relevant data so that users don't need to duplicate it.

Certificate details are copied over every night but if the user has the right credentials then CCUs can be marked and the Fetch Info Automatically From Web will try to update them.

Clicking on the tag name of a CCU will show a history of the CCUs usage in the application. Read from the bottom to the top it shows the different cargo packages, receipts at base or offshore installations and manifests that the CCU was put on.

The screenshot shows a table with the following data:

Label	Content	Cargo Name	Location	Port Date	Manifest No.	Manifest Date	Received Location	Received Date	Action	Files	Created By	Status	Created Date	Modified Date	Modified By
BASE-333	> Show	-	Tananger, NorSea base	05.12.2016	-	-	-	-	>	Created 05.12.2016 14:59 by	new	05.12.2016 14:59	05.12.2016 14:59	Sindre Benonsen	
BASE-333	> Show	-	Dusavik, NorSea base	17.11.2016	-	-	-	-	>	Created 17.11.2016 15:04 by	new	17.11.2016 15:04	17.11.2016 15:05	Sindre Benonsen	
BASE-333	> Show	-	Tananger, ASCO base	20.10.2016	-	-	-	-	>	Created 20.10.2016 12:58 by	new	20.10.2016 12:58	14.11.2016 11:20	Erik Haugvaldstad	

Figure 25.2: Rig ROB

Certificate details can be adjusted by logistics or superusers if it seems to be inaccurate, but these will be overwritten by any import functionality unless the Update Type is set to manual.

25.2 Equipment Inventory

25.3 Cargo Compliance

The Cargo Compliance component will make it obligatory to fill in a non-compliance checklist before closing out cargo packages. Compliance violations can be attached to the cargo package, and if one exists the package can't be closed out before the incident has been taken care of. If you view a cargo package and no checklist has been created, a box will be shown with a warning. A compliance checklist can be created by using the "Create Document" button in the list of files attached to the package.

This screenshot shows the 'Cargo' tab selected in the top navigation bar. Below it, there are several sub-navigation buttons: Operations, Loadout Requests, Backload Requests, Transport Requests, Shipment Instructions, and Manifest Overview. The main content area displays a cargo package with ID LC46493. The package details include: Rig (My rig), Project (Please select), Activity (GL) (- Not Selected -), Package name (Test package), Supplier (Not selected), Base Delivery Date (29.05.2017), Base Port (My base [Base]), PO Number (M2), Est. M2, Est. Lifts, and WELS ID (LC46493). A note in the Remarks field states: 'A Non-Compliance Checklist must be attached to the Cargo Package. Create Non-Compliance Checklist'. Below this, the 'Package Items' section lists an item: Oxygen tanks (Drag: 1, Tot. Need Qty: 1, Dim.: ez, Type: Item, Other). At the bottom, there are buttons for 'Open — Click to Close Out', 'Other Actions', 'Cargo Order Form', and a warning message.

Figure 25.3: Cargo Assurance

This screenshot shows the 'Non-Compliance Checklist' section. It includes a table with columns: ID, Title, Document Date, Remarks, Status, Report, and Actions. One entry is listed: ID 841, Title Non Compliance, Document Date 29.05.2017 14:20, Status Open — Click to Close Out, Report Get PDF, and Actions (button). Below this, a 'Document Section' dropdown is set to 'All'. The 'Non-Compliance Checklist (16)' section contains a table of 16 items, each with an attribute, unit, value (radio buttons for Yes, No, N/A), and a remarks field. Some examples of attributes include: 'Are all items pre-containerized and ready to load onto supply vessel?', 'Does inspection plate legibly show at least 30 days remaining before statutory examination (12 months visual and NDT, five-year proof of load test) is due?', and 'Are all lifting sets properly fitted and configured? (e.g. not twisted)'.

Figure 25.4: Cargo Compliance

If there are some irregularities with the package, an incident can be created. This is done with the Other Actions drop down. Click Add/Edit Compliance Violations, and you can see the list of any existing violations registered, or add a new one. The reasons to choose from are taken from the non-compliance checklist.

The screenshot shows the 'Cargo Compliance' section of a software application. At the top, there are dropdown menus for 'Activity (GL)', 'PO Number', 'Package name' (set to 'Test package'), 'Supplier' (set to 'Not selected'), and buttons for 'Est. M2' and 'Est. Lifts'. Below these are buttons for 'Open — Click to Close Out' and 'Cargo Order Form'. A large 'Package Items' section contains a table with columns: Drag, Tot. Need Qty, Dim., and Type. It shows one item: 1 ea. A green button '+ Add New Item' is available. To the right is a 'Containers' section with a table and a green 'With Selected' button. A context menu is open over the 'Containers' table, listing options like 'Create Late Delivery Notice', 'Customs Status', 'WELLIT Extra Info', 'Add/Edit compliance violations', and 'Administration'. Below the main sections are buttons for 'Edit Status' (with 'Open — Click to Close Out') and 'Actions' (with 'Send by email').

Figure 25.5: Cargo Compliance

After an incident has been created, a warning will be shown when viewing the package telling the user that there are open incidents registered, and they need to be resolved.

From the details of the incident you can choose to send an email to all people who have made status changes to it, including logistics, supplier and base personnel. The supplier can go in and register corrective actions for the incident. It could then be closed out and approved. The warning will then disappear from the cargo package, and it can be closed.

The screenshot shows the 'Incident #369' details page. It includes fields for 'Date' (29.05.2017), 'Reason for Non Compliance' (Are all drainage holes clear on open CCUs), 'Remarks' (It's clogged), 'Mitigation' (dropdown), 'Due Date' (dropdown), 'Priority' (Medium dropdown), 'Responsible' (dropdown), 'Related Files' (0 files), 'Edit Status' (button with 'Open — Click to Close Out'), and 'Actions' (button with 'Send by email'). Below this is a 'Corrective Actions' section with a table:

Responsible	Date	Action	Date	By
Camilla Stenersen	29.05.2017	The drainage holes were cleared.	2017-05-29 14:40	Camilla Stenersen

Buttons at the bottom include 'Delete Selected' and 'Add New'.

Figure 25.6: Cargo Compliance

25.4 Container Pool Overview

Container Pool Overview is a list of a base's own containers. These can be added to the pool list to show the current location and status. This is irrespective of whether the container currently resides

at location or is elsewhere.

To add a container to the pool list, write the name and select from the drop-down list followed by Add Container. The container is listed with last known location and manifest and certificate details. Additional remarks can be filled out as needed.

To remove a container from the pool, select it and click on Remove From Pool.

The screenshot shows a software interface for managing a container pool. At the top, there are tabs: Equipment Assurance, Containers (selected), Z-015, Container pool overview (disabled), Bulk Decision Support, and Documents. Below the tabs are filters: 'Filters' set to 'Tananger, ASCO base', 'New container' input field with placeholder 'Container Tag', and an 'Add New' button. There are also 'Options' and search ('Go') buttons. The main area displays a table of container information:

Tag Name	Manifest Name	Last Location	Remarks	Update Type	From Port	To Port	Vessel
AMD-4094	R-20160418-21943	Tananger, ASCO base		swire	Tananger, ASCO base	Tananger, Tanangerveien 501	-
BASE-331	-	Tananger, NorSea base		manual	-	-	-
BASE-332	-	Tananger, NorSea base		manual	-	-	-

At the bottom left is a red 'Remove from pool' button.

Figure 25.7: Container Pool Overview

25.5 Bulk Decision Support

25.6 Documents

26 Customs

26.1 Customs

WELS facilitates for managing customs information on material which is passed through a base port. The customs functionality is available as a component, and is intended for Logistics-, Base and Freight Forwarder role. The customs workflow is found under the *Cargo* section in the menu. The menu option is seen in Figure 26.1.

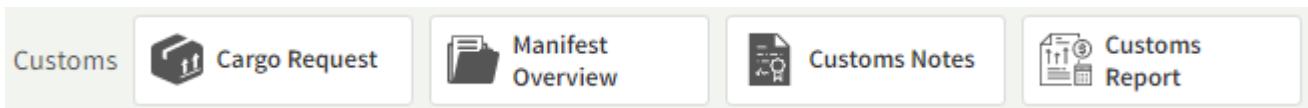


Figure 26.1: Customs menu

The functionality for each menu option is found in the following sections.

26.2 Customs for Cargo Request

The menu option for Cargo Request in the Customs menu (see 26.1) allows the user to add customs information to inbound Cargo requests prior to arrival. The report on the page consists of an exhaustive list of all Loadout (Cargo) Requests for a given Base port. Customs status is set for an entire Loadout request simply by ticking of the package in the list, and then clicking on the proper status button found below the list. The status set will be applied to all material and containers within the package, and will be remembered by the system in further processing of the material once received at the Base port. Thus, once material is added to a Customs Note (see 26.4.3), the customs status applied on the Loadout request will be automatically set for the material.

26.3 Manifest Overview

The *Manifest Overview* gives an exhaustive list of all Loadout-, and Backload manifests for a Base port, and the current customs status for each manifest. The status is based on information fetched from the corresponding Customs Note, also denoted as Goods No. (see ??), for the given manifest, and listed in the *Note* column.

26.3.1 Create Customs Note

In order to create a Customs Note related to a manifest, click on the manifest name in the manifest overview list. This will open a page listing all containers on the manifest, as shown in Figure 26.2.

Manifested items - L-20000101-10000 [Springfield Base] - MS Athena - Goods No.:											
	Pos	ID	Tag/Desc.	#	Type	Supplier	Action	Received	Remarks	Files	Customs info
	1	-	47374	>	SH123	0 compactor	Springfield hardware	loadout	2000-01-01	-	> 0 0 line(s).

Figure 26.2: Create Customs Note

Each container will have a number (1) which is editable. This implies the number of positions (customs note lines) to be created for the given container. As no customs information is yet applied for the container in Figure 26.2, the Customs info shows a warning indicating this. To add customs information for all entities on the given manifest, select all containers, and click on the *Put on new Customs Note* button found below the container list. This will create a new Customs Note with a position line for each container. Note that if the user altered the number next to the checkbox in the container list (see Figure 26.2), multiple lines would have been created for the given container. Also note that if any of the containers had been in a pre-processed Loadout request, as described in section 26.2, the customs status set on the Loadout request would have been applied to the position line(s).

26.4 Customs Notes

The Customs Note is linked to a manifest, and holds the customs information for each entity on the manifest. This may be for a container, loose items, or material packed within a container. The customs information is denoted as *Positions*, or custom note lines. A Customs Note example is found in Figure 26.3.

For each position on the Customs note, the user have the option of setting a pre-defined customs status for each of the items. Most notable is the FCG (Free Circulated Goods), Bonded and Not Applicable status. Please note that other customs statuses can be made available on request.

26.4.1 Customs Note Number

The customs note number, or Goods number, is automatically generated by WELS with the following logic applied: YYYY-CustomsID-DAY-SEQ

- YYYY - Current year in 4 digits
- CustomsID - A unique number for the location where the Customs Note is created, i.e. a Base port. This value is set in the Settings section, as described in ??.
- DAY - The day of the year (1..365)
- SEQ - Sequence number for the Customs note, counting number of Customs notes created for the given location at the given date.

26.4.2 Position numbers

The number for each position line is automatically generated by the system and may be altered. There is also an option of resetting all position numbers on the Customs note by using the *Reset Position Numbers* button. WELS will then recalculate a position number for each line on the Customs note. Please note that this is not reversible, and should not be done where paperwork already have been created.

L-20000101-10000  Manifest Details  Customs Ticket

Date	23.06.2017
Manifest Name	L-20000101-10000
Customs Note	08283-L-20000101-10000
Port	Florø, Fjordbase ▾
Remarks	
Reset Positions	 Reset Position Numbers
Edit Status	 Open – Click to Close Out ▾

There is 0 unmanifested item(s).

 Get Customs PDF Report

Customs note lines

<input type="checkbox"/>	Pos.	Tag / Desc.	Id	Type	Customs Status	ECCN	Licence C
<input type="checkbox"/>	001	SH123	47374	container	FCG ▾		

Figure 26.3: Customs Note

26.4.3 Customs Note ticket

A PDF report of the Customs Note are available with the *Get Customs PDF Report* button. This will export a list with the Customs note details including all positions (customs note lines).

26.5 Customs Report

The Customs Report is an exhaustive list of all customs note lines (positions) in the system. The list may be used to track customs history for an item, or to identify items with a given status, or where customs status are not set. Quick filters may be applied for listing only lines with a selected status. In addition, the filtering- and search capabilities of the reporting framework may be used as described in section 1.2.

Part VI

Cost

Cost Module

The Cost (or Cost Tracking) module provides drilling engineers with the ability to request and gather cost information on cargo packages, and real-time continuous tracking of well costs leveraging the TimePlanner and Activity Planning features of WELS Operator. The module is designed to simplify the data consolidation process by allowing suppliers to update their cost estimates directly in the system and seamlessly integrate with engineering tasks to provide an instant overview of well status.

The Cost Tracking module contains sensitive information about agreed prices and contractual terms and conditions. For this reason, added layers of user security are provided. The User Access page allows the designated administrator to allow access for suppliers to be able to register their own cost estimates and updates.

In addition to traditional role-based access for administrators, super-users and accounts, suppliers must be specifically granted access to cost (see the user Access page for details).

Also, authorized users of the cost tracking module must confirm their identity on each access of the system. Follow the on-screen instructions to enter the system.

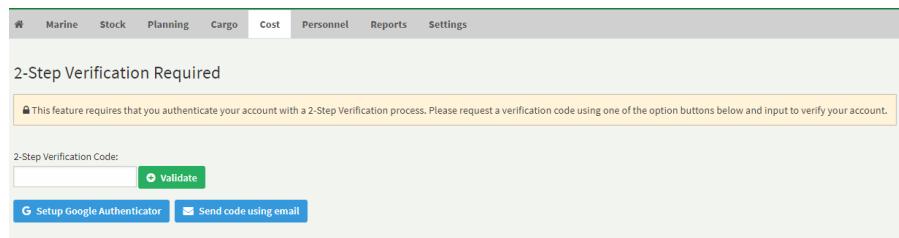


Figure 26.4: Users of the Cost Tracking Module must confirm their identity with an expiring pin number.

27 Administration

The Administration menu provides the drilling engineer with access to functions for setting up and maintaining the following building blocks of the cost tracking system:

- Projects
- Contracts
- PO Management
- GL-Code Administration
- User Access

27.1 Projects

A project is a logical unit for defining the scope for which costs are to be tracked. A project is defined on a specific well, in a defined date interval, encompasses a set of activities and involves contributions from multiple suppliers.

The Projects page provides an overview of all projects registered in the cost tracking system. To create a new cost tracking project, click on the "New project" button at the bottom of the page and provide appropriate values for the fields, as described below.

27.1.1 Details

The fields which describe the overall scope of the cost tracking project are displayed and edited in the details sub-page.

- Project Name: A name by which the project can be identified
- Project Description: A longer description to supplement the project name
- Rig: The rig for which the cost tracking project applies

The following optional fields provide powerful functionality for the cost tracking module.

- Linked to Plan: Link to the Timeplanner. When a Timeplanner project is linked here, the cost tracking system will automatically adjust the expected duration of project activities according to the latest changes made in the Timeplanner
- Linked to Activity: Link to the Activity Planner. When an Activity Plan is linked here, the cost tracking project will automatically track the costs of any related cargo packages from their related suppliers
- Project Currency: Provide a standard currency for this project. This setting provides a default which can be adjusted in the PO/estimate/reporting contexts as required.

- Default Mob Days: The standard number of mobilization days for equipment and personnel can be provided here, automating some data fields in the activities page.
- Default Demob Days: The standard number of demobilization days for equipment and personnel can be provided here, automating some data fields in the activities page.
- Technical Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Financial Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Engineer: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.

A set of fields is also provided for ease of integration with external systems.

- Ext Ref: A reference which can be used to refer to this project from another system (such as ERP)
- Ext Title: A text name or description by which this project may be referred in another system (such as ERP)
- Cost Object No: A reference number for cost assignment in another system (such as ERP).
- Cost Object Type: Specifies the interpretation of the Cost Objec No in another system (such as ERP).
- Company Code: A typical code information in external systems (such as ERP).
- Plant Code: Typical code information in external systems (such as ERP).

In addition, the following fields should be familiar to users of WELS operator:

- Project Remarks: Any remarks to be associated with this project
- Edit Status: This button can be used to close out the project, thus preventing accidental manual editing of the fields

Figure 27.1: Project Details

27.1.2 Activities

The activities which comprise the cost tracking project are displayed and edited in the activities sub-page. Activities can be manually added and deleted from the cost tracking project using the buttons provided, or automatically established and synchronized based on related sections of the linked Time-Planner plan, if this is being used, by clicking the Synchronize with Timeplanner button at the bottom of the page.

The fields which define activities within the cost tracking project are as follows:

- **Activity Name:** A name by which the activity can be identified
- **Short Name:** A concise activity name suitable for use as a column heading in reports
- **Description:** A longer description to supplement the activity name
- **Linked to Section (Timeplanner):** If the project has been linked to the TimePlanner, an activity in the project can be mapped to a TimePlanner section
- **Linked to Activity (MEL):** It is possible to associate cargo packages in a given Activity Plan with each project activity here
- **Start Date:** The start date for the activity. When linked to a TimePlanner section, this information will be automatically kept ajour with changes made there
- **End Date:** The end date for the activity. inked to Activity: Link to the Activity Planner. When linked to a TimePlanner section, this information will be automatically kept ajour with changes made there
- **Equipment Mob:** Mobilization days for equipment realted to this activity

- Equipment Demob: Demobilization days for equipment related to this activity
- Personnel Mob: Mobilization days for personnel related to this activity
- Personnel Demob: Demobilization days for personnel related to this activity
- Remarks: Any remarks to be associated with this activity

The screenshot shows a table titled "Project Activities: #740 - DEMO PROJECT". The table has columns for Activity Name, Short Name for report column headings, Linked to Section (Timeplanner), Linked to Activity (MEL), Start Date, End Date, Equipment Mob, Equipment Demob, Personnel Mob, Personnel Demob, and Remarks. There are 8 rows of data, each representing a different activity with its details. The "Remarks" column contains some descriptive text and icons.

Activity Name	Short Name for report column headings	Linked to Section (Timeplanner)	Linked to Activity (MEL)	Start Date	End Date	Equipment Mob	Equipment Demob	Personnel Mob	Personnel Demob	Remarks
Contingency run and cement	GL_01	Contingency run and cement co	GL_01 Getting started	26.10.2017 00:00	04.11.2017 00:00	1	1	1	1	Compellingly plagiarize extensible human capital
Casing run and cement	GL_02	Casing run and cement	GL_02 Starting to roll	04.11.2017 00:00	11.11.2017 23:00	1	1	1	1	
Abandon wireline	GL_03	Abandon wireline	GL_03 Now we're moving	11.11.2017 23:00	20.11.2017 11:00	1	1	1	1	
9 5/8" Casing pilot hole	GL_04	9 5/8" Casing pilot hole	GL_04 Full speed now	20.11.2017 11:00	29.11.2017 23:00	1	1	1	1	Dynamically harness stand-alone opportunities without
8 1/4" Sidetrack contingency	GL_05	8 1/4" Sidetrack contingency	GL_05 Keep it going	26.11.2017 22:00	07.12.2017 17:00	1	1	1	1	comprehensive permeation
Run abandon	GL_06	Run abandon	GL_06 Not long now	07.12.2017 23:00	15.12.2017 09:00	1	1	1	1	
Wireline pilot hole	GL_07	Wireline pilot hole	GL_07 You can do it	15.12.2017 09:00	25.12.2017 18:00	1	1	1	1	
9 5/8" Casing abandon	GL_08	9 5/8" Casing abandon	GL_08 What's a feeling	25.12.2017 18:00	03.01.2018 22:00	1	1	1	1	

Figure 27.2: Project Activities

When a project is connected to the TimePlanner, the project activities are kept automatically synchronized. The set of activities can be initialized using the "Synchronize with Timeplanner" button provided.

When a project is not connected to the TimePlanner, but to the Activity Plan, the project activities can be initialized and synchronized using the "Synchronize with Group Loads" button provided.

27.1.3 Suppliers

The suppliers subpage provides an overview of the suppliers involved in the cost project, their cost estimate submissions and the status of related purchase orders.

Each record represents a supplier account in the cost project, which provides the basis for issuing a purchase order. A single supplier may have several accounts in the project, one for each purchase order (PO) issued in the project. This flexibility allows the supplier to report cost on ad-hoc packages to the project as needed, while the drilling engineer manages the issuing of new purchase orders or uplift of existing purchase orders as the project runs.

Supplier accounts can be manually added to the project here using the buttons provided. In addition, the list of supplier accounts can be established and kept up-to-date with all related cargo packages using the "Synchronize with Cargo" button at the bottom of the page.

For more information about POs, see the PO Administration page.

27.2 Contracts

A contract provides the ability to register information specific to a single supplier in the cost tracking project. The information provided will be used to set information fields on a PO based on this contract.

The following optional fields are available.

- Contract Name: Provide a name so that the contract is easily identified where it is referred.
- Company: The supplier on the contract. It is possible to create multiple contracts for a single supplier.

- Contract Nr: A reference number for the contract.
- Currency ISO: The currency for this contract. provides a default value for a PO connected to this contract.
- Service Description: A text field which may be used to specify the services covered by the contract.
- UNSPSC: An international standard for specifying the services covered by the contract.
- Technical Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Financial Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Engineer: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- GL-Codes: Provide one or more GL-Codes which are covered by the contract. Use the priority field to determine the default order, which provides a default for any POs issued with this contract.

Priority	Cost Element
10	Casing Running - 604500000 SERVICES
20	Cement & Additives - 606500001 BULKS
30	Manpower & Overheads - 915000006 SERVICES
40	Assmnt Marine Services - 952605018 SERVICES
50	Cement Equipment & Service - 604500001 SERVICES
60	Catering - 611101001 SERVICES

Figure 27.3: Contract Details

27.3 PO Administration

A PO is issued (usually from an ERP system) as a means of tracking expected expenditure. The PO Administration page gives an overview of POs being tracked, their status and details, and provides functionality for requesting uplift of the approved PO amount.

The fields provided for the POs are as follows:

- Project: The cost tracking project to which this PO applies
- PO Name: Provide a name by which the PO can be easily recognized where it is referenced.
- PO No: A reference number for the PO
- Company: The company for which the PO is issued
- Contract: The contract associated with this PO.
- Company Code: A typical code information in external systems (such as ERP).
- Plant Code: Typical code information in external systems (such as ERP).
- UNSPSC: An international standard for specifying the services covered by the PO
- Technical Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Financial Approver: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- Engineer: Choose an authorized WELS user from the list, or provide a contact name in the text field provided.
- PO Initial Amount: The amount for which the PO was originally issued
- PO Amount Approved: The amount for which the PO is currently approved
- Amount Estimated: The total approved estimated cost from estimates associated with this PO.
- Updates Reported: The total approved cost from cost updateess associated with this PO.
- Currency: The currency in which this supplier's account will be reported and PO issued
- Default Cost Element: The default GL-Code for costs registered on this PO.
- PO Remarks: Any remarks to be associated with this PO
- Edit Status: This button can be used to close out the project, thus preventing accidental manual editing of the fields

It is possible to view a summary of the approved estimates and updates on the PO by clicking on the links provided. These pop-ups in turn have links to the specific estimates and updates involved.

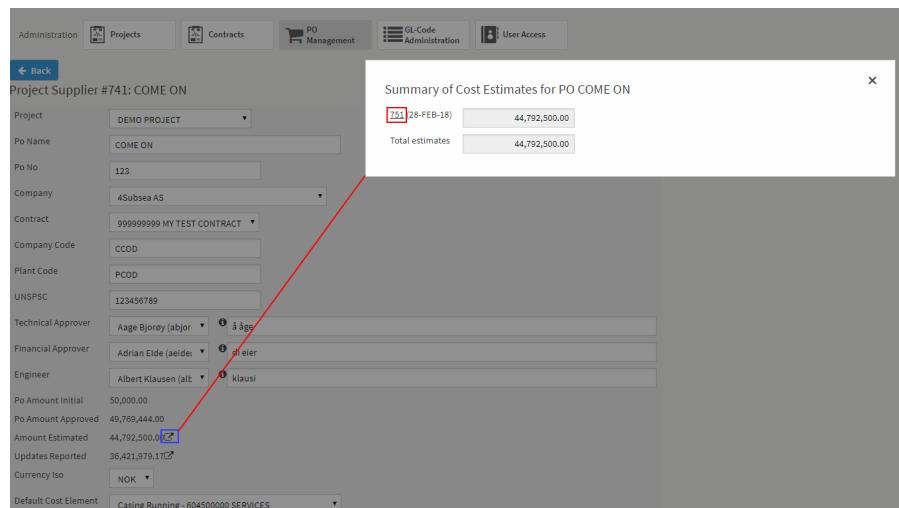


Figure 27.4: Estimates and Updates for a PO are available from a clickable link.

The process of setting and increasing the approved amount for a PO is an "Uplift". Uplifts accumulate during the lifetime of a project, and an Uplift Log is provided below the PO details.

Uplift Log						
Uplift Date	Amount Uplift	Amount Extra	Reason	Edit Status	Created By	Modified By
2018-02-28T12:27:25Z	49,719,444.00		- Uplift PO for 4Subsea AS based on cost estimate 751 submitted 28.02.2018 13:24	Closed Out – Click to Reopen	John Hughes	John Hughes
2018-02-28T12:25:00Z	40,000.00	10,000.00	Initializing this PO at 50 000	Closed Out – Click to Reopen	John Hughes	John Hughes

Figure 27.5: PO Uplift log.

Uplifts can be registered manually by pressing the "New Uplift" button. In this uplift edit subpage provide the following information:

- Po Log Date: The date for which the uplift applies.
- Amount Uplift: The amount to add to the PO, usually agreed with a supplier.
- Amount Extra: An additional amount or buffer, at the engineer's discretion.
- Reason: An explanation for the uplift.

When the uplift is Closed Out, the PO approved amount is increased accordingly.

The screenshot shows a user interface for managing PO uplifts. At the top, there are navigation tabs: Administration, Projects, Contracts, PO Management (which is the active tab), GL-Code Administration, and User Access. Below the tabs, there is a back button labeled "Back". The main form area contains the following fields:
- Po Log Date: 01.03.2018 14:00
- Amount Uplift: (empty input field)
- Amount Extra: (empty input field)
- Reason: A large text area for entering a reason.
- Edit status: A dropdown menu currently set to "Open – Click to Close Out".

Figure 27.6: New Uplift Dialogue.

An export function to generate a PO Uplift form is provided by the "Get PDF" button.

Vendor Information

Vendor Name	
Purchase Agreement	99999999
Service Provided	Casing Running

Project Information

Project Name	DEMO PROJECT
Well / Rig	Maersk Invincible
Cost Object Type	COT
Cost Object Number	CON
GL Account Code	604500000
Responsible Engineer	
Technical Approver	- - -
Financial Approver	
UNSPSC	123456789
Company Code	CCOD
Plant Code	PCOD
PO Start Date	28.02.2018
Currency	NOK
PO Total Value	49,769,444.00

Uplift Log

Item	Date	Description	Total
1	28.02.2018	Initializing this PO at 50 000	50,000.00
2	28.02.2018	Uplift PO for 4Subsea AS based on cost estimate 751 submitted 28.02.2018 13:24	49,719,444.00

Figure 27.7: PO Form exported to PDF

27.4 GL-Code Administration

An important task for the drilling engineer is to assign cost contributions to the financial account posts (often codes defined in the general ledger of an ERP system). Such codes are commonly known as "General ledger Codes" or GL-Codes for short. The GL-Code administration page allows a flexible interface for the creation and maintenance of such ledger codes in the cost tracking system, thus facilitating the seamless transfer of information with any financial systems involved.

27.4.1 Cost Elements

Under Cost Elements, it is possible to create and edit GL-Codes, using the fields provided:

- Cost Category: Provides a means of grouping GL-Codes (see the Cost Categories subpage for details).
- Code Name: Usually a numeric identifier.
- Code Description: A text description for this GL-Code

GL-Code "Messy stuff" Details

Cost Category	Tangibles
Code Name	11122233
Code Description	Messy stuff
Valid from	
Valid to	
Comments	
Edit Status	Open – Click to Close Out

Figure 27.8: Editing a Cost Element (GL-Code).

27.4.2 Cost Categories

Cost categories are provided as a means of grouping GL-Codes for reporting purposes. Categories can be added and edited using the fields provided:

- Screen text: Determines how the category appears on the screen and in reports.
- Sort order: Determines the order in which categories are displayed (for example in the project cost estimate matrix).

#	Screen text	Sort Order	Connected cost elements	Field value
1	Tangibles	1	16	tangibles
2	Bulks	2	4	bulks
3	Rig Costs	3	0	rig_costs
4	Services	4	81	services
5	Evaluation & Logging	5	1	evaluation_logging
10	Overheads	10	1	overheads

Figure 27.9: The Cost categories subpage.

27.5 User Access

The Cost Tracking module contains sensitive information about agreed prices and contractual terms and conditions. For this reason, added layers of user security are provided. The User Access page allows the designated administrator to allow access for suppliers to be able to register their own cost estimates and updates.

Administration	 Projects	 Contracts	 PO Management	 GL-Code Administration	 User Access
Options	<input type="text" value="Q"/>	Go	Actions	▼	
#	First Name	Last Name	Email	Cost Access	Application Roles
14791	John	Hughes	john.hughes@wellit.no	yes	<input checked="" type="checkbox"/> Administrator (Wellit) <input type="checkbox"/> Logistic_Offshore () <input type="checkbox"/>

Figure 27.10: The administrator can provide users with access to the cost module from a check-box.

28 Supplier

The Supplier menu provides suppliers with access to report their cost estimates on cargo, services and personnel related to the project and submit these for approval by the drilling engineer. Once operations are underway, suppliers can periodically update their costs and submit these for approval by the drilling engineer.

28.1 Cost Estimate

A cost estimate is used to report in the expected cost of equipment and personnel for each supplier involved in the cost tracking project.

A supplier can create a new Cost Estimate in the project with the "New Cost Estimate" button. This brings up a dialogue window to guide one through the process.

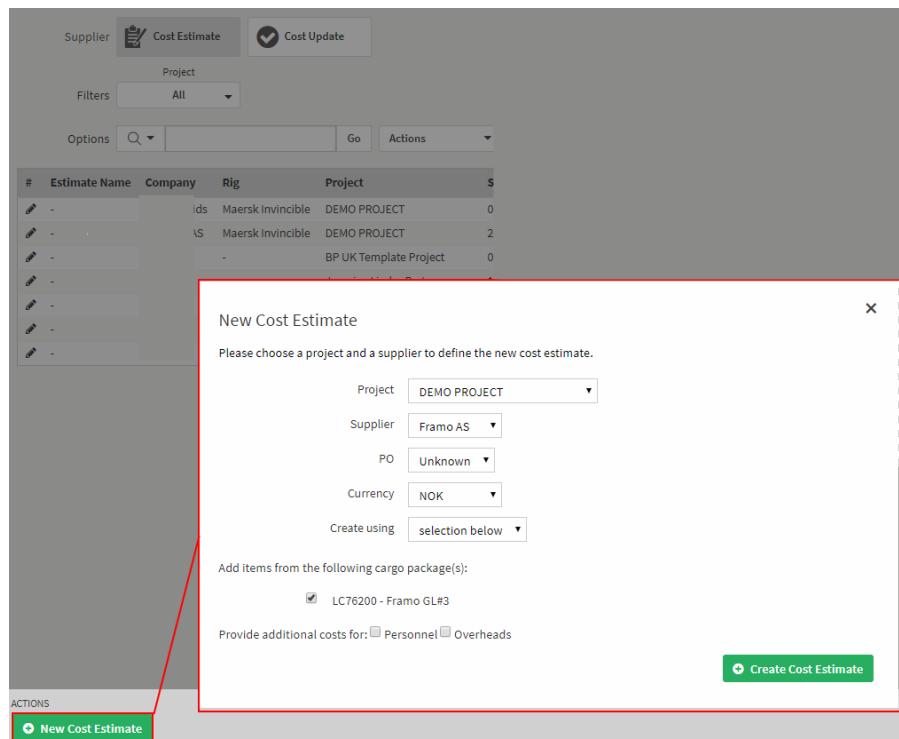


Figure 28.1: The New Cost Estimate dialogue guides a supplier through the process of registering a new cost estimate.

Once the selection has been confirmed, the cost statement page is displayed.

28.1.1 Preparing a Cost Estimate for Submission

The principal task of the supplier is then to make sure that each item has a price, and that each post has some defined time period within the parent project.

The Cost Estimate is organized at three levels:

- The estimate header which defines the over all scope of the estimate - The estimate line where items are grouped together by a time frame - The cost line where one specifies the prices of the individual items

This structure allows for one supplier to submit multiple estimates, say one for each cargo package, or collect them in a single estimate.

Each line must be assigned a time frame with the From and To fields. These can be specified in 3 ways:

- Activity: If the costs is to be associated with a specific task in the activity plan (MEL), choose Cost Type "Activity (Section)" and specify the task in the From field from the list provided.
- Running: If the costs are to be associated over multiple sequential tasks, choose Cost Type "Running" and specify the first and last activity involved from the From and To lists provided. A special case would be for running overhead costs for the entire project: here one would choose from the first to the last activity in the project.
- Fixed Dates: This option is provided in order to stipulate a fixed date range for the costs. Using this option provides the least flexibility for cost tracking because such costs cannot be adjusted in response to the progress of activities in the project.

#	Name	Statement Date	Company	PO	Total	Currency	Remarks	Edit Status	Other Actions		
ID#	Line Description	Linked To Package	Cost Type	From	To	Daily Cost	Fixed Cost	Mob Days	Demob Days	Total Cost	Currency
1231	LCT9198 : Subsea for GL#1 some stuff	LCT9198	Activity (Section)	Contingency run and cement [28-OCT-17-03-NOV-17]		1200000	0	1	1	13,200,000.00	NOK
1232	LCT9199 : Subsea GL#2	LCT9199	Running	Casing run and cement [03-NOV-17-12-NOV-17]	Abandon wireline [12-NOV-17-20-NOV-17]	7594.94	0	1	1	142,500.00	NOK
1233	LCT9202 : Subsea GL#5	LCT9202	Fixed Dates	01.01.2018 00:00	01.02.2018 00:00	2788381	0	1	1	92,400,000.00	NOK
1234	LCT9205 : Subsea GL#7 Big things	LCT9205	Activity (Section)	Wireline pilot hole [15.12.2017-25.12.2017]		48484.81	0	1	1	600,000.00	NOK
1235	LCT9206 : Subsea GL#7 smaller stuff	LCT9206	Activity (Section)	Wireline pilot hole [15.12.2017-25.12.2017]		232727.1	37500	1	1	2,817,500.00	NOK

Figure 28.2: A cost estimate for several cargo packages, showing the different ways of specifying the time frame for each estimate line.

Prices are added at the cost line level, which can be accessed in two ways:

- Cost Estimate Header Link: Clicking on the link at the top left of the Cost Estimate brings up all the cost item lines for the entire cost estimate.
- Cost Estimate Line Link: Clicking on the link to left of an individual cost estimate line brings up the cost lines for that specific estimate line.

Cost Estimate Details (751)											
#	Name	Statement Date	Company	PO	Total	Currency	Remarks	Edit Status			
751		02.03.2018 09:29	4Subsea AS	T41 COME ON	109,260,000.00	NOK		Submitted for Approval – Click to Reopen			
Cost Estimate Lines											
ID#	Line Description	Linked To Package	Cost Type	From	To	Daily Cost	Fixed Cost	Mob Days	Demob Days	Total Cost	Currency
13341	LCT6198 : Subsea for GL#1 some stuff	LCT6198	Activity (Section)	Contingency run and cement (08-OCT-17-03-NOV-17)		1200000	0	1	1	13,200,000.00	NOK
13342	LCT6199 : Subsea GL#2	LCT6199	Running	Casing run and cement (03-NOV-17-12-NOV-17)	Abandon wireline (12-NOV-17-20-NOV-17)	7594.94	0	1	1	142,500.00	NOK
13343	LCT6202 : Subsea GL#5	LCT6202	Fixed Days	01.01.2018 00:00	01.02.2018 00:00	2788381	0	1	1	92,400,000.00	NOK
13346	LCT6205 : Subsea GL#7 Big things	LCT6205	Activity (Section)	Wireline pilot hole (15.12.2017-25.12.2017)		48484.86	0	1	1	600,000.00	NOK
13348	LCT6208 : Subsea GL#7 smaller stuff	LCT6208	Activity (Section)	Wireline pilot hole (15.12.2017-25.12.2017)		232727.1	37500	1	1	2,817,500.00	NOK

Figure 28.3: A cost estimate for several cargo packages, showing the different ways of accessing the cost lines.

Prices can be specified in different ways using the Cost Type list for each item.

- Cost Qty: The number of items to be charged
- Unit: The unit by which the items are measured.
- Rate Type: Specifies how the quantity is to be charged. Items that are not dependent on calendar time (for example hours of consultancy or single payments), use Fixed Price. For rental items, where the charge period id to be derived from the time frame specified on the estimate line, choose Daily, Monthly or Hourly as appropriate. Items which are not to be charged can be marked Free of Charge.
- Unit Price: Register the unit price for item

Cost Estimate Details (751)												
Cost ID	Estimate Line	History	Seq No	Cost Description	Cost Qty	Unit	Rate Type	Unit Price	Currency	Rate Count	Total Price	Cost Remarks
2071	LCT6198 : SUbsea for GL#1 some stuff	Show	10	Really special equipment	400	ea	Daily	3000	NOK	11.00	13200000.0	
2072	LCT6199 : Subsea GL#2	Show	10	Lift Triangel	5	ea	Advanced	1500	NOK	19.00	142500.0	
2073	LCT6202 : Subsea GL#5	Show	10	Lots of special gadgetry	500	ea	Advanced	5000	NOK	33.00	82500000.0	

Figure 28.4: Prices are set on each cost line of the estimate by specifying values in the relevant fields.

To further specify the price, use the cost conditions link next to the Rate Type.

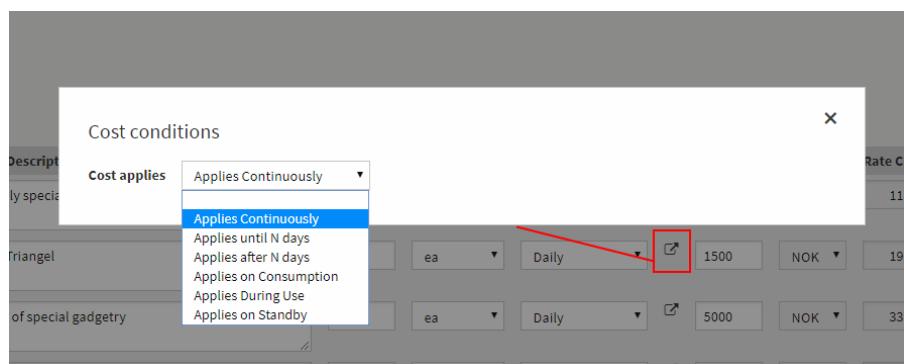


Figure 28.5: Prices can be further specified using the cost conditions pop-up.

In cases where multiple prices need to be applied to a single item, choose the Rate Type "Advanced" and add as many conditions as necessary.

Cost Description	Cost Qty	Unit	Rate Type
Really special equipment	400	ea	Advanced Edit

Figure 28.6: When the Advanced type is chosen, the Edit link opens up the ability to specify complex pricing structures for the item.

Cost Estimate Line													
ID#	Cost Element	Line Description	Cost Type	From	To	Daily Cost	Fixed Cost	Mob Days	Demob Days	Total Cost	Currency	Remarks	Linked To Package
1311	SERVICES - 604500000	LC76196 : Subsea for Casing Running GL#1 some stuff	activity	26.10.2017 00:00	03.11.2017 16:00 (section:GL 01)	0.00	0.00	1	1	13,200,000.00	NOK	-	LC76196
Advanced Cost Specification for Really special equipment													
Cost ID	Seq No	Cost Description	Cost Qty	Unit	Rate Type	Unit Price	Currency	Est.Count	Rate Count	Total Price	Cost Remarks		
2700		Standby Rate	400	ea	Daily	1000	NOK	10.67	8	3200000.0			
2701		Operating Rate	400	ea	Daily	4000	NOK	10.67	3	4800000.0			
												Cost Sum	8000000.0
Delete Selected Add New													

Figure 28.7: Editing the Advanced price for an item.

When all the estimate lines have been associated with a timeframe in the project, and all cost lines have been priced, the cost estimate may be submitted for approval.

28.1.2 Cost Estimate Approval

The principal task of the responsible engineer is to control the information submitted by the supplier and assign GL-codes to the cost estimate lines. It is also possible to assign the costs to a PO, or create a new PO with an appropriate uplift.

On each line, choose the GL-Code (Cost Element) from the list.

From	To	Daily Cost	Fixed Cost	Mob Days	Demob Days	Total Cost	Currency	Cost Element	Remarks
Contingency run and cement (26.10.2017-03.11.2017)		0	0	1	1	13,200,000.00	NOK	Casing Running - 604500000 SERVICES	
Casing run and cement (03.11.2017-12.11.2017)	Abandon wireline (12.11.2017-20.11.2017)	7418.66	0	1	1	142,500.00	NOK	Cement & Additives - 606500001 BULK5	
Abandon wireline (12-NOV-17-20-NOV-17)		2800000	0	1	1	30,800,000.00	NOK	Manpower & Overheads - 915000006 SERVICES	
Wireline pilot hole (15.12.2017-25.12.2017)		48484.87	0	1	1	600,000.00	NOK	Manpower & Overheads - 915000006 SERVICES	
Wireline pilot hole (15.12.2017-25.12.2017)		232727.2	37500	1	1	3,917,500.00	NOK	Cement Equipment & Service - 604500001 SERVICES	

Figure 28.8: The engineer ensures that costs are to be posted against the appropriate GL-codes.

Cost estimates can be used to create or uplift existing POs from the estimate header line PO link. See [27.3](#) for more information on PO Management.

The screenshot shows a software interface for creating a Purchase Order (PO). At the top, there are fields for 'Total' (47,660,000.00 NOK) and 'Currency' (NOK). A red box highlights a modal window titled 'Create New PO?'. The modal contains fields for 'Po Name' (empty), 'Contract' (None), 'Uplift amount' (47660000 NOK), 'Extra amount' (4766000 NOK), 'Uplift Reason' (text area: 'Create PO for 4Subsea AS based on cost estimate 751 submitted 02.03.2018 09:29'), and an 'Action' button labeled '+ Create PO and Uplift'.

Figure 28.9: The system will suggest an uplift amount and extra buffer such that the estimates do not exceed 90 per cent of the PO total.

When the cost estimate has been reviewed and all lines have been assigned to a GL-code, the estimate can be approved. At this point, the data becomes available in the cost tracking reports and PO status fields.

28.2 Cost Update

A cost update is used to report in the actual consumed cost of the tracked items in a cost statement for a given reporting period.

A supplier can create a new Cost Update in the project with the "New Cost Update" button. This brings up a dialogue window to guide one through the process.

The screenshot shows a 'New Cost Update' dialog box. It includes fields for 'Project' (DEMO PROJECT), 'Supplier' (Baker Fluids), 'Cost estimate' (760 approved Thursday 01.03.2018 (NOK)), 'Period starting' (22.11.2017), and 'Period ending' (01.01.2018). A note at the bottom states: 'This selection hits 4 items at an estimated total cost 160,000.00 NOK'. A green 'Create Cost Update' button is visible. In the bottom left corner of the main screen, there is a red box around a 'New Project Cost Update' button.

Figure 28.10: The New Cost Update dialogue guides a supplier through the process of registering a new cost update.

Once the selection has been confirmed, the cost update page is displayed. The job of the supplier is then to register the actual amount consumed for each item in the period being reported.

28.2.1 Preparing a Cost Update for Submission

When the Cost Update page is displayed, any items for which the WELS cost tracking system expects costs for the given reporting period will be displayed with the suggested cost and rental period pre-filled on the "WELS suggested" tab. These values may then be amended by the supplier as required.

The screenshot shows the 'Cost Update' page for Cost Estimate #760. The top navigation bar includes 'Back', 'Cost Update #400 for Cost Estimate #760', and tabs for 'All Items' and 'WELS suggested'. The main table has columns for Name, Company, PO, Starting, Ending, Total, Currency, and Edit Status. A single row is selected for 'Salty water' with the following details: Cost Description 'Salty water - what for', Qty '100', Unit 'm3', Rate Type 'fixed', Rate Price '200', Rate Count '8.667', On-hire '26.10.2017 00:00', Off-hire '03.11.2017 16:00', Total Price '20000', Currency 'NOK', and Cost Remarks empty. A red box highlights the 'Edit' icon in the 'Edit Status' column.

Figure 28.11: An example of an automatically generated cost update.

To register updates for any of the other items, choose the "All items" tab.

When all the necessary costs have been registered, the update may be submitted to the engineer for approval.

28.2.2 Cost Update Approval

The principal task of the responsible engineer is to control the information submitted by the supplier, and ensure that costs will be charged to the correct GL-code and activity.

The information provided by the supplier can be compared with WELS suggested costs for the period by viewing the WELS suggestion pop-up.

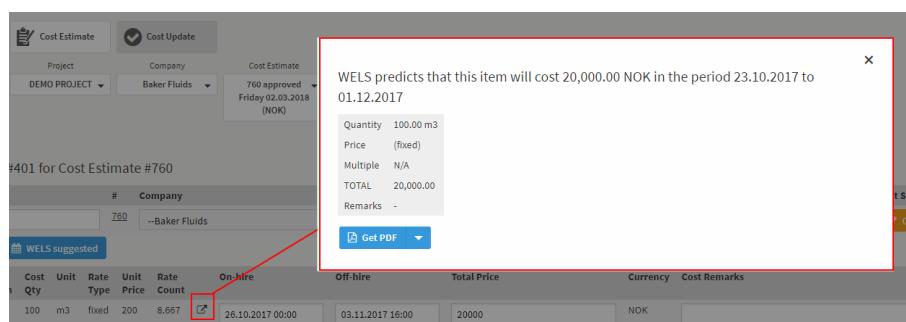


Figure 28.12: A pop-up shows WELS cost tracking predictions for the item.

The engineer has the opportunity to make sure that the cost for each item is posted against a specific GL-code or section, overriding any suggested values from the system.

The screenshot shows the 'Cost Update' page for Cost Estimate #401. A red box highlights the 'GL code' field, which contains 'LC76129 Messy stuff - 111222333 TANGIBLES'. Other visible fields include 'Total Price' '20000', 'Currency' 'NOK', 'Cost Remarks' empty, 'Item History' 'Show LC76129', 'Cargo Package' empty, and 'Project Activity' 'Contingency run and cement (26.10.2017-03.11.2017)'.

Figure 28.13: Fields are provided for each item on the update for accounting purposes.

POs may also be followed up in response to new updates.

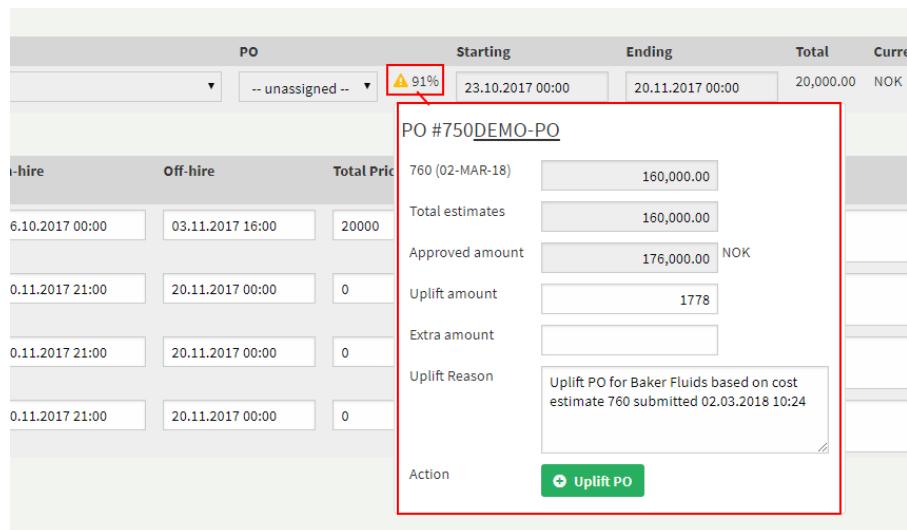


Figure 28.14: A pop-up provides the ability to track PO status and make corrective actions.

When the cost update has been reviewed and all costs assigned to the appropriate GL-codes and sections, the update can be approved. At this point, the data becomes available in the cost tracking reports and PO status fields.

29 Cost Tracking

The Cost Tracking menu provides sophisticated reporting abilities to the drilling engineer. The features available in this menu are:

- Project Cost Estimate: A consolidated view of approved cost estimates, updates and forecasted cost broken down by supplier, activity and account codes

29.1 Project Cost Estimate

The information registered in the Cost Tracking system as estimates and updates is made available in a sophisticated matrix-style report with drilldown and export functionality.

The data set to be displayed is dictated by the filters at the top of the page:

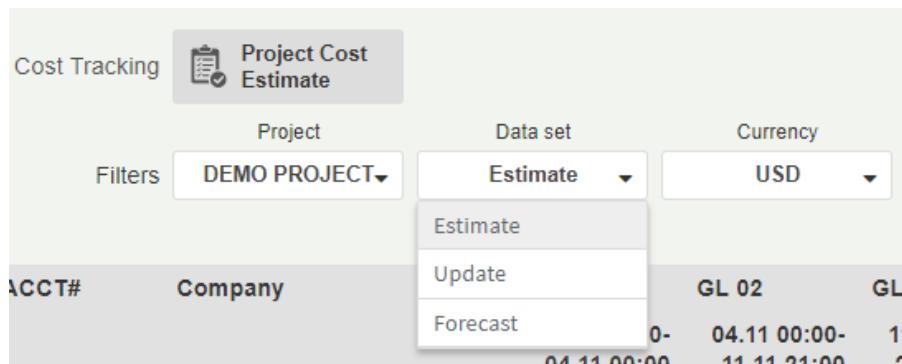


Figure 29.1: Always begin by selecting the specific project to be tracked. The data set filter provides the ability to see approved estimates, approved updates or a forecast based on the best data collected so far in the project. In addition, if there are costs registered in multiple currencies, it is possible to select the currency for which all data should be displayed (conversions are achieved using a spot rate).

ACCT#	Company	GL 01	GL 02	GL 03	GL 04	GL 05	GL 06	GL 07	GL 08	Sum
TANGIBLES		2.560	0	0	17.919	0	0	0	0	20.479
111222333	Baker Fluids	2.560	0	0	17.919	0	0	0	0	20479
Sum:		2560	0	0	17919	0	0	0	0	20479
BULKS		0	9.600	0	0	0	0	0	0	9.600
606500001	4Subsea AS	0	9600	0	0	0	0	0	0	9600
SERVICES		1.689.535	0	0	0	0	0	0	0	1,689,535
604500000	4Subsea AS	1.689.535	0	0	0	0	0	373.426	0	373,426
604500001	4Subsea AS	0	0	0	0	0	0	76.797	0	3,660,659
915000006	4Subsea AS	0	0	0	3.583.862	0	450223	0	5723620	Sum:
Total:		1689535	0	0	0	3583862	0	450223	0	5753699
		1692095	9600	0	17919	3583862	0	450223	0	5753699

Figure 29.2: The data is presented in a matrix, broken down by GL-code, supplier and project activity/section.

Project		Data set		Currency						
Filters	DEMO PROJECT	Forecast	Forecast	USD	USD					
ACCT# Company GL 01 GL 02 GL 03 GL 04 GL 05 GL 06 GL 07 GL 08 Sum										
26.10 00:00- 04.11 00:00- 11.11 21:00- 20.11 09:00- 29.11 20:00- 07.12 21:00- 15.12 07:00- 25.12 16:00- 03.01 20:00-										
TANGIBLES										
111222333	Baker Fluids	2,560	0	0	34,983	1,579	0	0	0	39,122
Sum:		2560	0	0	34983	1579	0	0	0	39122
BULKS										
606500001	4Subsea AS	0	7,560	0	0	0	0	0	0	7,560
Sum:		0	7560	0	0	0	0	0	0	7560
SERVICES										
604500000	4Subsea AS	1,382,347	0	0	0	0	0	0	0	1,382,347
604500001	4Subsea AS	0	0	0	0	0	0	0	323,508	323,508
915000006	4Subsea AS	0	0	0	2,882,023	0	66,397	0	0	2,948,420
Sum:		1382347	0	0	2882023	0	389905	0	0	4654275
Total:		1384907	7560	0	34983	2883602	0	389905	0	4700957
Get PDF										

Figure 29.3: The forecast matrix contains colour coding of the cells: green is used when the data consists of completed updates, yellow when there is a mixture of updates and original estimates for the cell.

Data set		Currency	
Estimate	USD	USD	USD
GL 01 GL 02			
26.10 00:00- 04.11 00:00- 11.11 21:00			
2,560	0	0	0
2560	0	0	0
0	9,600	0	0
0	9600	0	0
1,689,535	0	0	0
0	0	0	0
Get PDF			

Calculated Cost Estimate

Cost Element: 604500000 SERVICES Casing Running
Company: 4Subsea AS

Activity: Contingency run and cement
Period: 26.10 00:00 - 04.11 00:00 (9.00 days)

Cost Estimate Id	Cost Description	Cost Type	Calc Start	Mob+Demob	Calc Rental Days	Calc Rental Rate	Calc Fixed Cost	Calc Cost Total	Currency
751	LC76196: SUBsea for GL#1 some stuff	activity	26.10.2017 00:00	2	11	153,594.00	0.00	1,689,535.00	USD

Figure 29.4: The matrix contains clickable cells providing drilldown pop-ups for the underlying data. These link in turn to the appropriate cost estimates or cost updates.

The report matrix and all drilldown sub-reports are equipped with a simple export button enabling them to be taken out as PDF or Excel files.

Part VII

Personnel

Personnel

30 POB Planning

The Personnel module is used to control personnel planning travelling in/out of rigs. The module gives the possibility to manage personnel request, overview of personnel on rig, add travel details, create fixed rotation for person(s), manage personnel catalog, create flight manifest.

30.1 POB Planning

30.1.1 POB Planning

The POB Planning section allows a POB Planner to view and add personnel that are to be sent offshore or returning to shore. It can be divided by company and grouped into expertise/task areas. When a rig and start date are selected(Today's date are default). The POB plan for the selected weeks are shown.

The screenshot shows the POB Planning interface. At the top, there are dropdown menus for 'Rig' (Skarv FPSO), 'start date' (today), 'plan for' (Weekly planning), 'flight no' (All flights), and 'additional options'. Below this is a legend: Cancelled (red), Planned (blue), Info Added (yellow), and Confirmed (green). A message indicates the period is Skarv FPSO 07.11.2016 - 13.11.2016 (updated 07.11.2016 08:24). The main area is a grid showing personnel movement (Out, In, POB) for companies ABB and Aker across days from Monday 07.11 to Friday 11.11. The grid has columns for Company, Task, and Out/In/POB counts for each day. Buttons at the bottom include 'Delete Selected', 'Add New', and 'Get report export'. Red annotations provide instructions: 'Select rig and start date' points to the rig and start date dropdowns; 'Click to go to POB log' points to the legend; 'Click to go to daily plan for selected date.' points to the date range; 'Rows for companies and task' points to the company and task rows; and 'Add/Remove rows' points to the 'Add New' button.

Figure 30.1: POB Planning

The report show current companies and tasks that have been added to the rig, to add/remove company row set the report in Edit Mode: On and use the buttons underneath the report. Under the option section in the report the option to have a auto update of the report available. Otherwise the report has to manually be updated when changes to the Out/In section has been made. In the report the planned Out/In are show with a coloured field showing the status of the personnel added on the specific day.

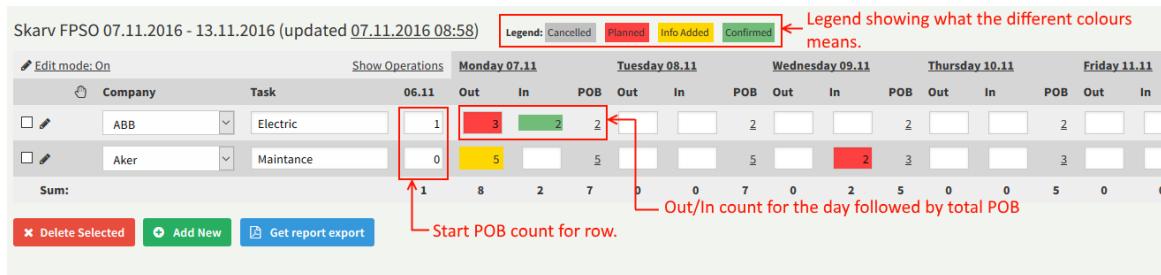


Figure 30.2: POB Planning Details

The personnel added on outgoing(out) or ingoing(in), if there are now info added the field are red indicating that no info beside travel numbers has been added. If the field are yellow some info has been added, are the field green the personnel has been all approved. To administrate the details for each day the specific day can be clicked to get a overview of the personnel on the selected date.

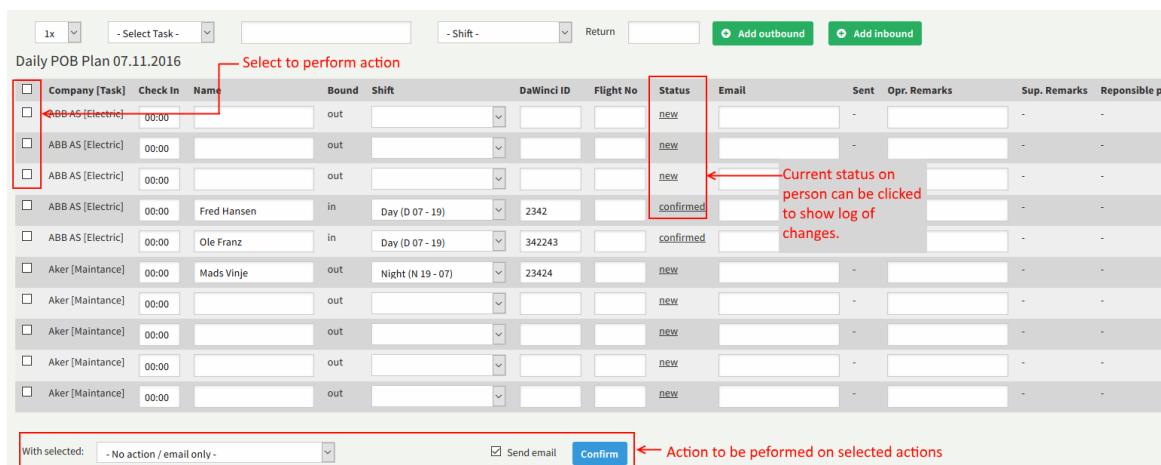


Figure 30.3: Personnel details

When showing the personnel details it can be shown for all company lines or for only one company line. Different actions can be performed to the selected personnel using the section underneath the listed personnel, a option to send email are available.

Adding of personnel can be done using the section above the report, if adding one person the person can be search using the auto-complete text box. Return date can also be sett if only one person is being added.

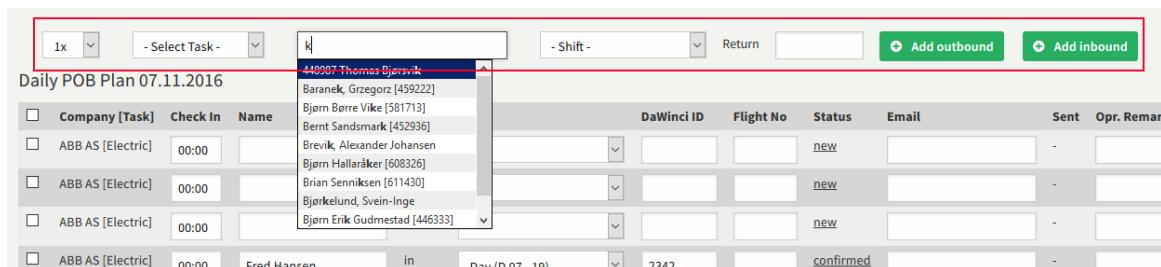


Figure 30.4: Adding of personnel

If multiple personnel are added only shift and org. unit can be sett. The different action that can be performed are:

- No action / email only: This option is used to simply send a notification email for the responsible person for each of the selected lines.
- Confirm Booking: This option is to be used when the person has been booked in the external booking system (e.g DaWinci). If the suppliers have provided names, shifts and booking codes then these should already be present in the list. Otherwise you can add or change personnel details yourself. Add the flight number and check-in time to the personnel you have confirmed. Once a person has been confirmed, her status will say Confirmed, unless name and DW info changes.
- Reschedule to new date: Will provide an option to change the date of the selected lines. A date input box will appear next to the action box line, in which you can select the new date.
- Reschedule to new date and confirm Same as above, but does not change the confirmation status.
- Cancel booking: Will cancel the booking and delete the line from the overview. If a person that have been confirmed is being canceled, the cancellation has to be made twice in order to confirm cancellation in external booking system for it to be deleted.
- Reset pax info: Will reset name, external ref no, check in time and flight no from the line.
- Set contact email: Will change the responsible email for each of the lines selected to the new one inputted in the text box.
- Set Flight No and/or Check-in time: This option will change the Flight No and/or check in time for the selected lines. To set a check in time, simply use the format HH:MM as a part of the text in the input box. To set only a Flight no, do not add a time indication to the text. To set both use the format FLIGHT NO HH:MM
- Copy as inbound at date: Will create a new copy of the lines selected as inbound at another date.
- Set Org. Unit: Offers a option to set the org. unit.:
- Set flight destination & living quarters: Offers a option to set the flight destination & living quarters.
- Set Remarks: Offers a option to set the remarks.

Org. unit, living quarters, and flight destination can also be sett on each person.

Org Unit	Living Q.	Flight Dest	Email
Not selected	- Same -	Skarv FPS	
Not selected	- Same -	- Same -	

Figure 30.5: Option to set extra info on personnel

The option to add a transfer of a person from on task to another rig are available. Only rigs with pob tasks will show as a option when using the function. When clicking a rig the different POB task lines will show. The transferred personnel will show as a request on the new rig.

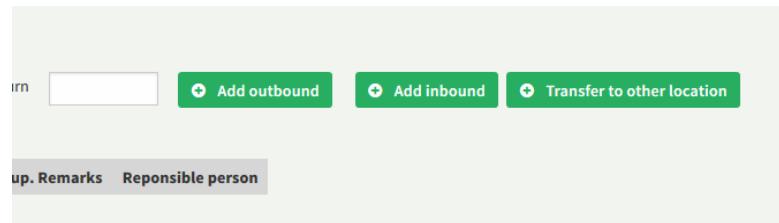


Figure 30.6: Option to transfer personnel to other rig

When looking at the POB plan there are different ways to get to the specific plan overview.

- Click the pencil beside the company name to go to 30 days edit.
- Click the pob total number to go daily company and task specific.
- Click the date on the pob header to look at daily overall plan.

Edit mode: Off		Show Operations		Monday 07.11			Tuesday 08.11			Wednesday 09.11			Thursday 10.11			
		Company	Task	06.11	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB
<input type="checkbox"/>		ABB	Electric	1	3	2	2			2			2			2
<input checked="" type="checkbox"/>		Aker	Maintance	0	5		5			5		2	3			3
Sum:				1	8	2	7	0	0	7	0	2	5	0	0	5
Operations:																
Get report export				Daily overall planning												
30 days planning				Daily company and task specific planning												

Figure 30.7: To look at specific.

To view a log over the latest changes over the POB movements click on the date in the POB header.

Log Date	Name Link	Action	Log Text	Company Name	Task Name	Value Type	Email To
07.11.2016 09:12:42	Jon Henning Haugland	Confirmed	Destination changed from - to Skarv FPSO for Fred Hansen	ABB AS	Electric	in	-
07.11.2016 09:12:37	Jon Henning Haugland	New	Destination changed from - to Skarv FPSO for	ABB AS	Electric	out	-
07.11.2016 08:58:52	Jon Henning Haugland	New	Shift changed from - to N for Mads Vinje	Aker	Maintance	out	-
07.11.2016 08:58:50	Jon Henning Haugland	New	Name changed from to Mads Vinje	Aker	Maintance	out	-
07.11.2016 08:58:34	Jon Henning Haugland	Confirmed	Ole Franz on 07.11.2016	ABB AS	Electric	in	-
07.11.2016 08:58:34	Jon Henning Haugland	Confirmed	Fred Hansen on 07.11.2016	ABB AS	Electric	in	-
07.11.2016 08:58:31	Jon Henning Haugland	New	Shift changed from - to D for Ole Franz	ABB AS	Electric	in	-

Figure 30.8: POB log.

30.1.2 POB Extra Operations

If the 'POB Extra Operation' component is enabled in the system, a quick summary of the activities on the selected date will be available for display by clicking on the 'Show Operations' link.

Gyda Drilling 15.02.2017 - 21.02.2017 (updated 06.02.2017 11:50)																								
Legend: Cancelled Pending Info Added Confirmed																								
Edit mode: Off		Show Operations		Wednesday 15.02			Thursday 16.02			Friday 17.02			Saturday 18.02			Sunday 19.02			Monday 20.02			Tuesday 21.02		
Company	Task	14.02	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	

Figure 30.9: Display Extra Operations

Three rows will appear, displaying the following information:

- Extra Cargo Out: Displays the data added in the Reports: Operation Status - Cargo Out (Extra) for the given date
- Group Loadings: Displays all the Group Loads set up in the cargo planning section for the selected date
- Timeplanner: Displays the tasks set up in the timeplanner for the selected date on the selected rig

Under the POB plan summary, the Operations row is displayed.

Sum:	55	0	0	55	0	0	55	0	0	55	0	0	55	0	0	55	0	0	55
Operations:																			
Get report export																			

Figure 30.10: Operations

The Operations row displays the data entered in the Reports: Operation Status - Operations field.

The fields displayed are used to get a quick overview of the current plans and operations for the selected dates in the POB plan.

30.1.3 POB Planning Extended

If the component extended pob are active, the option to separate the different rows with org units are available.

			Monday 07.11				Tuesday 08.11			
	Company	Task	Remarks	06.11	Out	In	POB	Out	In	POB
AIBEL	Org unit for company and task									
<input type="checkbox"/> Aibel	Aibel	ATS (3.part)	-	0			0			0
<input type="checkbox"/> Aibel	Aibel	Rotasjon	-	2	1	1	2			2
Sum:				2	1	1	2	0	0	2
DRIFT	Total for org unit									
<input type="checkbox"/> Det norske	Operations		-	39			39	7	5	41
<input type="checkbox"/> Det norske	Visitor/MNG besök		-	0			0			0
Sum:				39	0	0	39	7	5	41
Others	Rows that do not have org unit set									
<input type="checkbox"/> Det norske	ESS (catering)		-	6			6	1	1	6
<input type="checkbox"/> Det norske	ATS (3 parts)		-	15	6	6	15	3	1	17
<input type="checkbox"/> Det norske	Completion team		-	8			8	4	5	7
<input type="checkbox"/> Det norske	SURF (D&M)		-	0			0			0
Sum:				29	6	6	29	8	7	30
Total:	Ivar Aasen	Max POB: 70								
Sum:				70	7	7	70	15	12	73
 Get report export			Total for all rows							

Figure 30.11: POB extended.

When no org unit are added to the row they appears in the "Others" section in the POB sheet. Each org. unit section has it's own total, and the POB has a total for all the rows. To updated the POB click the edit symbol(pencil) to open a popup showing info.

The screenshot shows a software interface for managing a Personnel On Board (POB) list. At the top, there are fields for Company (Det norske), Task (ESS (catering)), Org. Unit (Select org.), and Remarks. Below these are two buttons: "Update" and "POB Personnel Edit". A red arrow points from the "Remarks" field to the "Update" button with the text "Click to save changes". Another red arrow points from the "Remarks" field to the "POB Personnel Edit" button with the text "Click to go to 30 days personnel edit for selected row". The main area displays a list of personnel entries with columns for Name, DaWinci ID, Out, In, and Status. The list includes:

	Name	DaWinci ID	Out	In	Status
<input type="checkbox"/>	1 Franco Sivje	23423	16.10.2017	-	-
<input type="checkbox"/>	2 Hans Hansen	21432	16.10.2017	-	-

At the bottom, there is a "Sum:" row showing a total of 29, a "Total:" row for Ivar Aasen, and a "Sum:" row showing a total of 70. A blue button at the bottom left says "Get report export".

Figure 30.12: POB extended edit.

To save the changes click the "Update" button or use the "POB Personnel Edit" button to go to the 30 days company task edit. To correct the start POB info, click number on the first line to get a pop-up with info on existing personnel on the POB with the option to add new person/update existing POB line.

This screenshot shows a modal dialog box titled "Talisman (Drilling Supervisor): 16.10.2017". It contains three buttons: "Add new person to POB line", "Update", and "POB Edit". The main area is a table with columns: Name, DaWinci ID, Out, In, and Status. It lists two personnel entries:

	Name	DaWinci ID	Out	In	Status
<input type="checkbox"/>	1 Franco Sivje	23423	16.10.2017	-	-
<input type="checkbox"/>	2 Hans Hansen	21432	16.10.2017	-	-

Below the table, there is a section labeled "With Selected:" with a dropdown menu containing the option "-- Select transfer --". At the bottom of the dialog, there are five tabs for the dates: Tuesday 17.10, Wednesday 18.10, Thursday 19.10, Friday 20.10, and Saturday 21.10.

Figure 30.13: Edit start personnel.

When you click the Update button a new dialog box will appear showing information about existing personnel onboard. See figure 30.34

	Name	DaVinci ID	Shift	Out	In	Status In
1	Franco Sivje	23423	Day (D 07 - 19)	06.11.2016	-	-
2	Hans Hansen	21432	Day (D 07 - 19)	06.11.2016	-	-

Confirm ← Click to confirm changes done to existing personnel

Figure 30.14: Edit existing personnel.

Make changes to the existing personnel, or clear the name and Da Vinci fields to remove a person, confirming your changes with the "Confirm" button.

Use the "With Selected:" option for the following actions, as shown in figure 30.35:

- Move to Other Task (Internal Transfer)
- Move In (POB Correction)
- Move to Other Rig (External Transfer)

Unit	Name	DaVinci ID	Out	In	Status In
<input type="checkbox"/> 1	Franco Sivje	23423	16.10.2017	-	-
<input type="checkbox"/> 2	Hans Hansen	21432	16.10.2017	-	-

With Selected:

-- Select transfer --
- Select transfer -
Move to Other Task (Internal Transfer)
Move In (POB Correction)
Move to Other Rig (External Transfer)

Figure 30.15: With transfer option.

Each action is carried out by providing appropriate options. The options for each action are as follows:

Move to Other Task (Internal Transfer):

- POB task on the same rig

- Date to do the transfer
- Remarks

These options are used to move the personnel internal on the rig as in figure 30.36.

With Selected:

Move to Other Task (Internal Transfer)	<input type="button" value="▼"/>
Not selected	<input type="button" value="▼"/>
17.10.2017	
Confirm	

Figure 30.16: Internal Transfer.

Move In (POB Correction):

- Date to do the correction.
- Remarks

These options are used to make a correction on the POB task line as in figure 30.37.

With Selected:

Move In (POB Correction)	<input type="button" value="▼"/>
17.10.2017	
Confirm	

Figure 30.17: POB Correction.

Move to Other Rig (External Transfer):

- Rig to send personnel
- POB task on the selected rig
- Date to do the transfer
- Remarks

These options are used to transfer personnel to a POB task on a different rig as in figure 30.38.

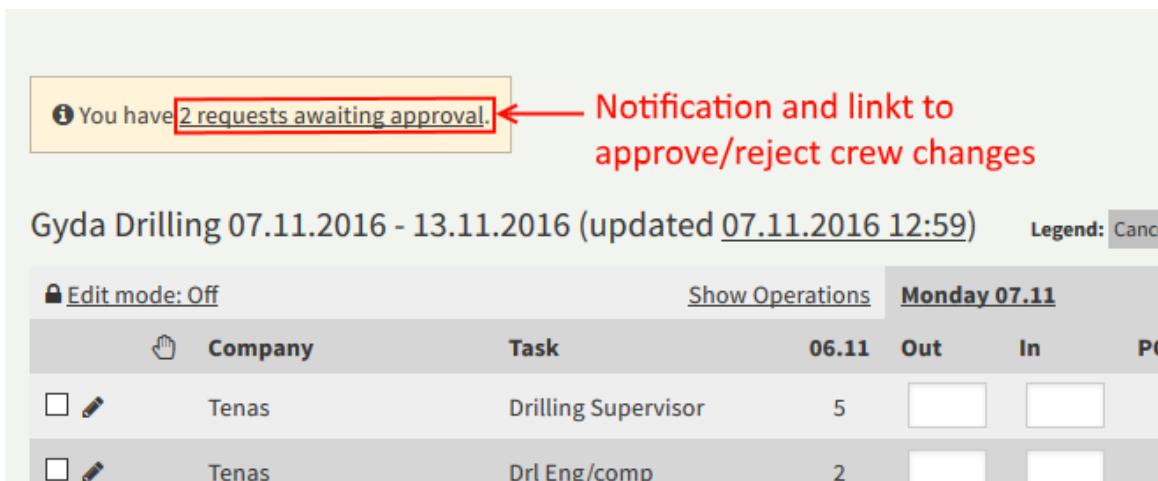
With Selected:

Move to Other Rig (External Transfer)
Gyda Drilling
Talisman: Visitor/M
17.10.2017
Confirm

Figure 30.18: External transfer of personnel.

30.1.4 Confirm Request for Crew Change

A supplier has the option of requesting a crew change by pressing the Request for Crew Change button and adding the name of the person going out and the person being sent back in.



The screenshot shows a software interface for managing crew changes. At the top, there is a yellow notification box containing the text: "You have 2 requests awaiting approval." A red arrow points from this text to the right side of the screen. To the right of the notification, there is a red annotation in the original image that reads: "Notification and link to approve/reject crew changes". Below the notification, the main interface displays a list of crew members and their tasks. The header of the list includes columns for "Company", "Task", "06.11", "Out", "In", and "PC". There are two entries in the list:

- For the first entry, the "Company" is "Tenas" and the "Task" is "Drilling Supervisor". The "Out" column shows the value "5" with two empty input fields next to it.
- For the second entry, the "Company" is "Tenas" and the "Task" is "Drl Eng/comp". The "Out" column shows the value "2" with two empty input fields next to it.

Figure 30.19: Request for crew change.

Once a request has been sent a section on the pob page will show a number (the number of personnel to confirm) along with a yellow text-area saying a confirmation is needed.

The screenshot shows a table titled "POB Crew Change Requests" with columns: Travel Date, Bound, Current Count, Company, Task, and Person Name. Three rows are listed, each with a checkbox in the first column. A red box highlights the first row's checkbox, and a red arrow points from it to the text "Mark to performe action". Below the table, there is a dropdown menu labeled "- Select action -" with a red box around it. To the right of the dropdown is a checkbox labeled "Notify in email" and a blue "Confirm" button. A red box highlights the "Confirm" button, and a red arrow points from it to the text "Click to confirm". There are also fields for "Email CC recipients:" and "Email Body Extra Text:".

Figure 30.20: Confirm request.

Pressing the link on the yellow text-area will show the list of personnel to exchange. Additional details can be filled in and then the personnel can be approved on the given date, approved but on a different date or rejected. If approved, the names will be added automatically to the list as yellow since the details have been filled in.

30.2 POB Planning

30.2.1 POB Planning

The POB Planning section allows a POB Planner to view and add personnel that are to be sent offshore or returning to shore. It can be divided by company and grouped into expertise/task areas. When a rig and start date are selected(Today's date are default). The POB plan for the selected weeks are shown.

The screenshot shows a weekly personnel planning grid. At the top, there are filters: Rig (Skarv FPSO), start date (today), plan for (Weekly planning), flight no (All flights), and additional options. A red box highlights the "start date" field, and a red arrow points from it to the text "Select rig and start date". Below the filters, a message says "Skarv FPSO 07.11.2016 - 13.11.2016 (updated 07.11.2016 08:24)" with a red box around it, and a red arrow points from it to the text "Click to go to POB log". To the right, a red box highlights the "Monday 07.11" header, and a red arrow points from it to the text "Click to go to daily plan for selected date.". The main grid has columns for Company, Task, and dates from Monday 07.11 to Friday 11.11. Each cell contains numerical values for POB (Personnel On Board) Out and In counts. A red box highlights the first two rows of the grid, and a red arrow points from it to the text "Rows for companies and task". At the bottom, there are buttons: "Delete Selected", "Add New", and "Get report export". A red box highlights the "Add New" button, and a red arrow points from it to the text "Add/Remove rows".

Figure 30.21: POB Planning

The report show current companies and tasks that have been added to the rig, to add/remove company row set the report in Edit Mode: On and use the buttons underneath the report. Under the

option section in the report the option to have a auto update of the report available. Otherwise the report has to manually be updated when changes to the Out/In section has been made. In the report the planned Out/In are show with a coloured field showing the status of the personnel added on the specific day.

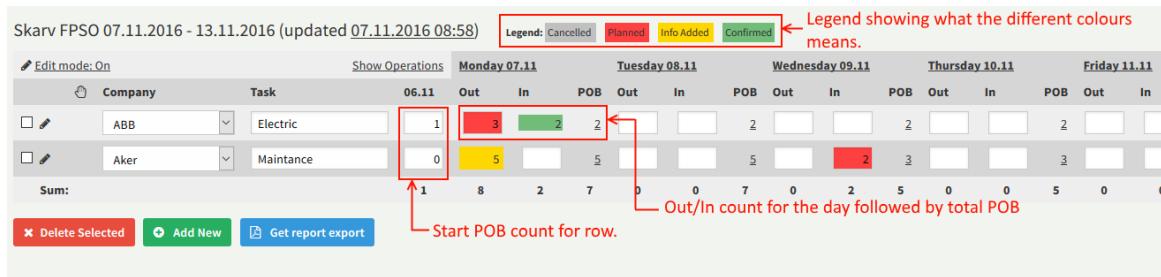


Figure 30.22: POB Planning Details

The personnel added on outgoing(out) or ingoing(in), if there are now info added the field are red indicating that no info beside travel numbers has been added. If the field are yellow some info has been added, are the field green the personnel has been all approved. To administrate the details for each day the specific day can be clicked to get a overview of the personnel on the selected date.

Company [Task]	Check in	Name	Bound	Shift	DaWinci ID	Flight No	Status	Email	Sent	Opr. Remarks	Sup. Remarks	Responsible person
ABB AS [Electric]	00:00		out				new		-		-	-
ABB AS [Electric]	00:00		out				new		-		-	-
ABB AS [Electric]	00:00		out				new		-		-	-
ABB AS [Electric]	00:00	Fred Hansen	in	Day (D 07 - 19)		2342	confirmed		-		-	-
ABB AS [Electric]	00:00	Ole Franz	in	Day (D 07 - 19)		342243	confirmed		-		-	-
Aker [Maintenance]	00:00	Mads Vinje	out	Night (N 19 - 07)		23424	new		-		-	-
Aker [Maintenance]	00:00		out				new		-		-	-
Aker [Maintenance]	00:00		out				new		-		-	-
Aker [Maintenance]	00:00		out				new		-		-	-
Aker [Maintenance]	00:00		out				new		-		-	-

Figure 30.23: Personnel details

When showing the personnel details it can be shown for all company lines or for only one company line. Different actions can be performed to the selected personnel using the section underneath the listed personnel, a option to send email are available.

Adding of personnel can be done using the section above the report, if adding one person the person can be search using the auto-complete text box. Return date can also be sett if only one person is being added.

Company [Task]	Check In	Name	DaWinci ID	Flight No	Status	Email	Sent	Opr. Remark
ABB AS [Electric]	00:00	Baranek, Grzegorz [459222]			new		-	
ABB AS [Electric]	00:00	Bjørn Berre Vike [581713]			new		-	
ABB AS [Electric]	00:00	Bernt Sandmark [452936]			new		-	
ABB AS [Electric]	00:00	Brevik, Alexander Johansen			new		-	
ABB AS [Electric]	00:00	Bjørn Hallaråker [608326]			new		-	
ABB AS [Electric]	00:00	Brian Senniksen [611430]			new		-	
ABB AS [Electric]	00:00	Bjørkelund, Svein-Inge			new		-	
ABB AS [Electric]	00:00	Bjørn Erik Gudmestad [446333]			new		-	
ABB AS [Electric]	00:00	Fred Hansen			confirmed		-	

Figure 30.24: Adding of personnel

If multiple personnel are added only shift and org. unit can be sett. The different action that can be performed are:

- No action / email only: This option is used to simply send a notification email for the responsible person for each of the selected lines.
- Confirm Booking: This option is to be used when the person has been booked in the external booking system (e.g DaWinci). If the suppliers have provided names, shifts and booking codes then these should already be present in the list. Otherwise you can add or change personnel details yourself. Add the flight number and check-in time to the personnel you have confirmed. Once a person has been confirmed, her status will say Confirmed, unless name and DW info changes.
- Reschedule to new date: Will provide an option to change the date of the selected lines. A date input box will appear next to the action box line, in which you can select the new date.
- Reschedule to new date and confirm Same as above, but does not change the confirmation status.
- Cancel booking: Will cancel the booking and delete the line from the overview. If a person that have been confirmed is being canceled, the cancellation has to be made twice in order to confirm cancellation in external booking system for it to be deleted.
- Reset pax info: Will reset name, external ref no, check in time and flight no from the line.
- Set contact email: Will change the responsible email for each of the lines selected to the new one inputted in the text box.
- Set Flight No and/or Check-in time: This option will change the Flight No and/or check in time for the selected lines. To set a check in time, simply use the format HH:MM as a part of the text in the input box. To set only a Flight no, do not add a time indication to the text. To set both use the format FLIGHT NO HH:MM
- Copy as inbound at date: Will create a new copy of the lines selected as inbound at another date.
- Set Org. Unit: Offers a option to set the org. unit.:
- Set flight destination & living quarters: Offers a option to set the flight destination & living quarters.
- Set Remarks: Offers a option to set the remarks.

Org. unit, living quarters, and flight destination can also be sett on each person.

Org Unit	Living Q.	Flight Dest	Email
Not selected	- Same -	Skarv FPS	
Not selected	- Same -	- Same -	

Figure 30.25: Option to set extra info on personnel

The option to add a transfer of a person from one task to another rig are available. Only rigs with pob tasks will show as an option when using the function. When clicking a rig the different POB task lines will show. The transferred personnel will show as a request on the new rig.

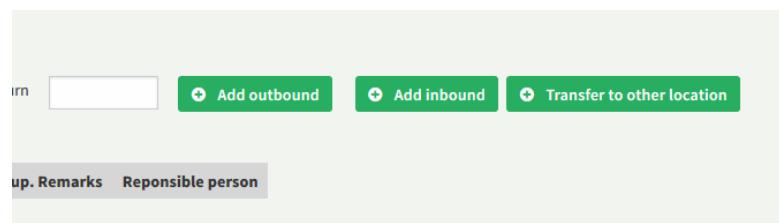


Figure 30.26: Option to transfer personnel to other rig

When looking at the POB plan there are different ways to get to the specific plan overview.

- Click the pencil beside the company name to go to 30 days edit.
- Click the pob total number to go daily company and task specific.
- Click the date on the pob header to look at daily overall plan.

Edit mode: Off		Show Operations		Monday 07.11			Tuesday 08.11			Wednesday 09.11			Thursday 10.11		
	Company	Task	06.11	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB
<input type="checkbox"/>	ABB	Electric	1	3	2	2				2			2		2
<input checked="" type="checkbox"/>	Aker	Maintenance	0	5	1	5				5	1	2	3	1	3
Sum:			1	8	2	7	0	0	7	0	2	5	0	0	5
Operations:															
<input type="button" value="Get report export"/>		Daily overall planning													
<input type="button" value="30 days planning"/>		Daily company and task specific planning													

Figure 30.27: To look at specific.

To view a log over the latest changes over the POB movements click on the date in the POB header.

Log Date	Name Link	Action	Log Text	Company Name	Task Name	Value Type	Email To
07.11.2016 09:12:42	Jon Henning Haugland	Confirmed	Destination changed from - to Skarv FPSO for Fred Hansen	ABB AS	Electric	in	-
07.11.2016 09:12:37	Jon Henning Haugland	New	Destination changed from - to Skarv FPSO for	ABB AS	Electric	out	-
07.11.2016 08:58:52	Jon Henning Haugland	New	Shift changed from - to N for Mads Vinje	Aker	Maintance	out	-
07.11.2016 08:58:50	Jon Henning Haugland	New	Name changed from to Mads Vinje	Aker	Maintance	out	-
07.11.2016 08:58:34	Jon Henning Haugland	Confirmed	Ole Franz on 07.11.2016	ABB AS	Electric	in	-
07.11.2016 08:58:34	Jon Henning Haugland	Confirmed	Fred Hansen on 07.11.2016	ABB AS	Electric	in	-
07.11.2016 08:58:31	Jon Henning Haugland	New	Shift changed from - to D for Ole Franz	ABB AS	Electric	in	-

Figure 30.28: POB log.

30.2.2 POB Extra Operations

If the 'POB Extra Operation' component is enabled in the system, a quick summary of the activities on the selected date will be available for display by clicking on the 'Show Operations' link.

Gyda Drilling 15.02.2017 - 21.02.2017 (updated 06.02.2017 11:50)		Legend: Cancelled Planned Info Added Confirmed																
<input checked="" type="checkbox"/> Edit mode: Off		Show Operations		Wednesday 15.02		Thursday 16.02		Friday 17.02		Saturday 18.02		Sunday 19.02		Monday 20.02		Tuesday 21.02		
Company	Task	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In
		14.02	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	Out	In	POB	

Figure 30.29: Display Extra Operations

Three row will appear, displaying the following information:

- Extra Cargo Out: Displays the data added in the Reports: Operation Status - Cargo Out (Extra) for the given date
- Group Loadings: Displays all the Group Loads set up in the cargo planning section for the selected date
- Timeplanner: Displays the tasks set up in the timeplanner for the selected date on the selected rig

Under the POB plan summary, the Operations row is displayed.

Sum:	55	0	0	55	0	0	55	0	0	55	0	0	55	0	0	55	0	0
Operations:																		
Get report export																		

Figure 30.30: Operations

The Operations row displays the data entered in the Reports: Operation Status - Operations field.

The fields displayed are used to get a quick overview of the current plans and operations for the selected dates in the POB plan.

30.2.3 POB Planning Extended

If the component extended pob are active, the option to separate the different rows with org units are available.

			Monday 07.11				Tuesday 08.11			
	Company	Task	Remarks	06.11	Out	In	POB	Out	In	POB
AIBEL	Org unit for company and task									
<input type="checkbox"/> Aibel	Aibel	ATS (3.part)	-	0			0			0
<input type="checkbox"/> Aibel	Aibel	Rotasjon	-	2	1	1	2			2
Sum:				2	1	1	2	0	0	2
DRIFT	Total for org unit									
<input type="checkbox"/> Det norske	Operations		-	39			39	7	5	41
<input type="checkbox"/> Det norske	Visitor/MNG besök		-	0			0			0
Sum:				39	0	0	39	7	5	41
Others	Rows that do not have org unit set									
<input type="checkbox"/> Det norske	ESS (catering)		-	6			6	1	1	6
<input type="checkbox"/> Det norske	ATS (3 parts)		-	15	6	6	15	3	1	17
<input type="checkbox"/> Det norske	Completion team		-	8			8	4	5	7
<input type="checkbox"/> Det norske	SURF (D&M)		-	0			0			0
Sum:				29	6	6	29	8	7	30
Total:	Ivar Aasen	Max POB: 70								
Sum:				70	7	7	70	15	12	73
Get report export			Total for all rows							

Figure 30.31: POB extended.

When no org unit are added to the row they appears in the "Others" section in the POB sheet. Each org. unit section has it's own total, and the POB has a total for all the rows. To updated the POB click the edit symbol(pencil) to open a popup showing info.

The screenshot shows a software interface for managing Personnel On Board (POB). At the top, there are fields for Company (Det norske), Task (ESS (catering)), and Org. Unit (Select org.). Below these are sections for Remarks and a list of personnel entries. The personnel list includes rows for 'Det norske ESS (catering)', 'Det norske ATS (3 parts)', 'Det norske Completion team', and a summary row 'Sum: 29'. A red box highlights the 'Update' and 'POB Personnel Edit' buttons at the bottom of the list. A red arrow points from the 'Remarks' field to the 'Update' button, and another red arrow points from the 'SU' column of the fourth row to the 'Click to go to 30 days personnel edit for selected row' text. At the bottom, there is a blue 'Get report export' button.

Figure 30.32: POB extended edit.

To save the changes click the "Update" button or use the "POB Personnel Edit" button to go to the 30 days company task edit. To correct the start POB info, click number on the first line to get a pop-up with info on existing personnel on the POB with the option to add new person/update existing POB line.

This screenshot shows a modal dialog box titled 'Talisman (Drilling Supervisor): 16.10.2017'. It contains three buttons: 'Add new person to POB line' (green), 'Update' (white), and 'POB Edit' (blue). Below these buttons is a table with columns: Name, DaWinCI ID, Out, In, and Status In. Two rows are listed: '1 Franco Sivje 23423 16.10.2017 - -' and '2 Hans Hansen 21432 16.10.2017 - -'. Below the table, there is a section labeled 'With Selected:' with a dropdown menu containing the option '-- Select transfer --'. At the bottom of the dialog, there is a navigation bar with dates: Tuesday 17.10, Wednesday 18.10, Thursday 19.10, Friday 20.10, and Saturday 21.10.

Figure 30.33: Edit start personnel.

When you click the Update button a new dialog box will appear showing information about existing personnel onboard. See figure 30.34

Aker (Maintenance): 06.11.2016

Name	DaVinci ID	Shift	Out	In	Status In
1 Franco Sivje	23423	Day (D 07 - 19)	06.11.2016	-	-
2 Hans Hansen	21432	Day (D 07 - 19)	06.11.2016	-	-

Confirm ← Click to confirm changes done to existing personnel

Figure 30.34: Edit existing personnel.

Make changes to the existing personnel, or clear the name and Da Vinci fields to remove a person, confirming your changes with the "Confirm" button.

Use the "With Selected:" option for the following actions, as shown in figure 30.35:

- Move to Other Task (Internal Transfer)
- Move In (POB Correction)
- Move to Other Rig (External Transfer)

Talisman (Drilling Supervisor): 16.10.2017

Name	DaVinci ID	Out	In	Status In
1 Franco Sivje	23423	16.10.2017	-	-
2 Hans Hansen	21432	16.10.2017	-	-

With Selected:

-- Select transfer --
- Select transfer -
Move to Other Task (Internal Transfer)
Move In (POB Correction)
Move to Other Rig (External Transfer)

Figure 30.35: With transfer option.

Each action is carried out by providing appropriate options. The options for each action are as follows:

Move to Other Task (Internal Transfer):

- POB task on the same rig

- Date to do the transfer
- Remarks

These options are used to move the personnel internal on the rig as in figure 30.36.

With Selected:

Move to Other Task (Internal Transfer)	<input type="button" value="▼"/>
Not selected	<input type="button" value="▼"/>
17.10.2017	
Confirm	

Figure 30.36: Internal Transfer.

Move In (POB Correction):

- Date to do the correction.
- Remarks

These options are used to make a correction on the POB task line as in figure 30.37.

With Selected:

Move In (POB Correction)	<input type="button" value="▼"/>
17.10.2017	
Confirm	

Figure 30.37: POB Correction.

Move to Other Rig (External Transfer):

- Rig to send personnel
- POB task on the selected rig
- Date to do the transfer
- Remarks

These options are used to transfer personnel to a POB task on a different rig as in figure 30.38.

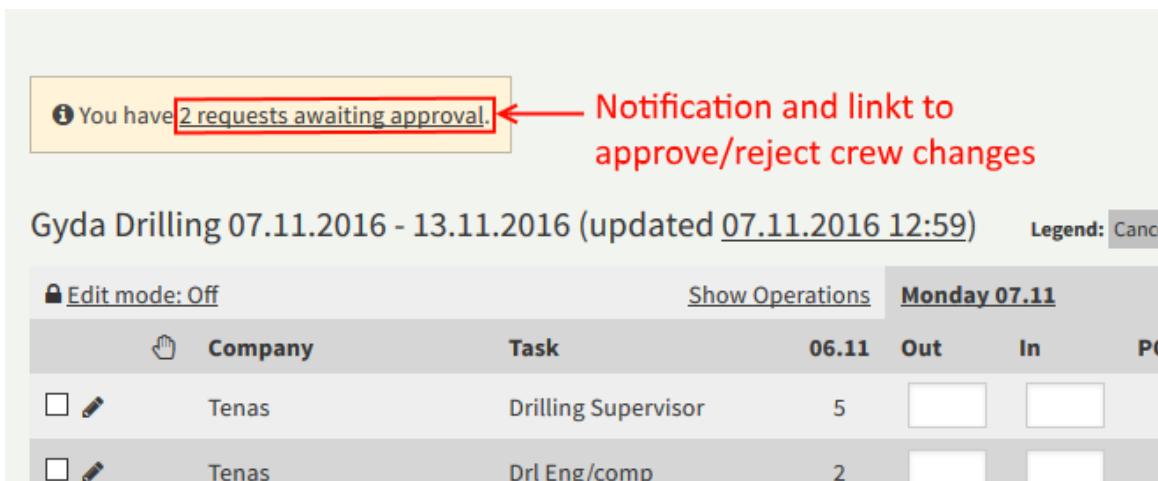
With Selected:

Move to Other Rig (External Transfer)
Gyda Drilling
Talisman: Visitor/M
17.10.2017
Confirm

Figure 30.38: External transfer of personnel.

30.2.4 Confirm Request for Crew Change

A supplier has the option of requesting a crew change by pressing the Request for Crew Change button and adding the name of the person going out and the person being sent back in.



The screenshot shows a software interface for managing crew changes. At the top, there is a notification box containing the message: "You have 2 requests awaiting approval." A red arrow points from this message to the text "Notification and link to approve/reject crew changes" located below it. Below the notification, the text "Gyda Drilling 07.11.2016 - 13.11.2016 (updated 07.11.2016 12:59)" is displayed, followed by a "Legend: Cancel" link. The main area shows a table with two rows of data. The columns are labeled: "Edit mode: Off", "Show Operations", "Monday 07.11", "Company", "Task", "06.11", "Out", "In", and "PC". The first row shows a task for "Tenas" as "Drilling Supervisor" with 5 "Out" entries. The second row shows a task for "Tenas" as "Drl Eng/comp" with 2 "Out" entries. Each row has edit icons (pencil) next to the company names.

Figure 30.39: Request for crew change.

Once a request has been sent a section on the pob page will show a number (the number of personnel to confirm) along with a yellow text-area saying a confirmation is needed.

The screenshot shows a table of travel requests:

	Travel Date	Bound	Current Count	Company	Task	Person Name
<input type="checkbox"/>	Friday 16.08.2013	out	0	Frank's International	Casing Running	Ryan Jerr
<input type="checkbox"/>	Friday 16.08.2013	in	0	Frank's International	Casing Running	Øyvind Hål

Below the table are input fields for "With selected:" (dropdown menu), "Email CC recipients:", "Email Body Extra Text:", and a "Select action" button. To the right, there is a checkbox for "Notify in email" and a "Confirm" button. Red annotations include arrows pointing to the checkboxes in the table header, the "Select action" button, the "Confirm" button, and the "Notify in email" checkbox.

Figure 30.40: Confirm request.

Pressing the link on the yellow text-area will show the list of personnel to exchange. Additional details can be filled in and then the personnel can be approved on the given date, approved but on a different date or rejected. If approved, the names will be added automatically to the list as yellow since the details have been filled in.

30.3 Travel Details

Choose rig and, if you have access to more than one company, select company.

A list of personnel that havent yet been confirmed will be displayed. Fill in the name, shift and DaWinci ID. If you also know the Flight No. and Check-in time for the flight to or from the rig you can fill in that as well. Missing info are marked with red, are the info added they are marked with green.

The screenshot shows a table of travel details for the Skarv FPSO rig, filtered for the date range 07.11 - 07.12 and company Aker. The table includes columns for Task, Bound, Date, Check-in, DaWinci ID, Shift, Name, Flight No, Status, Responsible email, and Remarks to Opr.

Annotations highlight specific fields and rows:

- "Task" column: A red box surrounds the first row under "Task".
- "Bound" column: A red box surrounds the "out" entry in the first row.
- "Date" column: A red box surrounds the "07.11.2016 00:00" entry in the first row.
- "Check-in" column: A red box surrounds the "07.11.2016 00:00" entry in the first row.
- "DaWinci ID" column: A red box surrounds the "23424" entry in the fifth row.
- "Shift" column: A red box surrounds the "Night (N 19 - 07)" entry in the fifth row.
- "Name" column: A red box surrounds the "Mads Vinje" entry in the fifth row.
- "Flight No" column: A red box surrounds the "-" entry in the fifth row.
- "Status" column: A red box surrounds the "new" entry in the fifth row.
- "Responsible email" column: A red box surrounds the empty field in the fifth row.
- "Remarks to Opr." column: A red box surrounds the empty field in the fifth row.
- "Fill in Details" link: An arrow points to the "Fill in Details" link at the top of the table.
- "Travel details" link: An arrow points to the "Travel details" link at the bottom left of the table.
- "Status on person" link: An arrow points to the "Status on person" link at the bottom right of the table.
- "Outgoing (out) or ingoing (in)" link: An arrow points to the "Outgoing (out) or ingoing (in)" link at the bottom center of the table.

Figure 30.41: Travel details.

30.4 Request for Crew Change

Crew changes, replacing someone offshore with someone new, can be easily achieved through the Request for Crew Change button. Select the company to show current request. Add the date you want the exchange to happen, and then the names of the person you want sent offshore and the person to be sent back onshore. If the names have been used before they'll show up in a dropdown list below and you can quickly select them to get their booking code. Click on the Confirm Request and fill in any additional details as needed

The screenshot shows the 'Request for Crew Change' page. At the top, there's a dropdown menu labeled 'Company' with 'Aker' selected. A red arrow points to it with the text 'Select company to add request'. Below this is a table titled 'Skarv FPSO requested personnel travel details - Aker'. The table has columns for Task (checkboxes for Maintenance, In), Bound (checkboxes for 10.11.2016, 00:00), Date (checkboxes for 10.11.2016, 00:00), Check-in (checkboxes for 10.11.2016, 00:00), DaWinci ID (dropdown menu with 'Vincent Vant' highlighted), Shift (dropdown menu), Name (text input field with 'Vincent Vant'), Flight No (text input field), Status (checkboxes for 'requested'), Responsible email (text input field), and Remarks to Opr. (text input field). A red arrow points to the 'Name' field with the text 'Fill in missing info'. Below the table is a section for 'Add Crew Change Request' with a date selector (10.11.2016), a dropdown for 'Aker [Maintenance]', and buttons for 'In: Add' and 'Out: Add'. A red arrow points to the 'Aker [Maintenance]' dropdown with the text 'Add task to add request'. At the bottom right is a green button labeled 'Add Crew Change Request'.

Figure 30.42: Request Crew change.

Info that are missing from the request are marked with a red ring. When the request have been added it appears on the POB Planning page as a request for POB Logistic Coordinator to approve. Once that happens, the approved personnel will be viewable in the POB Plan overview and already marked.

30.5 Fixed Rotation

Fixed Rotation, creates a outgoing and ingoing flight for a person on a specified time-frame. When adding person to create fixed rotation for the search field show personnel that already has been used in the system. If the person has not been used before all the information can be filled in manually

The screenshot shows the 'Fixed Rotation' page. At the top, there's a dropdown menu labeled 'Rig' with 'Skarv FPSO' selected. Below this is a search bar labeled 'Search for user' with 'jo' typed in. A red box highlights the dropdown menu that appears, listing several personnel entries: 'Brevik, Alexander Johansen', 'Barbro Johannessen [430032]', 'Bente Bjordal [568324]', 'Bergstrøm, Johnny [602409]', 'Børre Johnsen', 'Børre Johnsen [10517]', 'Bjørn Johnsen [13827]', and 'Brevik, Alexander Johansen [235550]'. To the left of the search bar are filters for 'Name', 'Booking ID', 'Shift', and 'Email'. Below the search bar are fields for 'Org Unit' and 'Flight Destination'. At the bottom right is a green button labeled 'Search' and a blue button labeled 'Clear/New'.

Figure 30.43: Fixed Rotation.

When a person has been added the information about the person has been added in the section
224

below. When all the info has been filled in, company, task, from date, and to date need to be added to create the fixed rotation.

Name: Ola Hansen
Booking ID: 213412
Shift: Night (N 19 - 07)
Email: ola.hansen@email.no
Org Unit:
Flight Destination: Skarv FPSO
Living Quarters:
Remarks:
Company: Aker
Task: Aker [Maintenance]
Outbound Flight No: BHL-123 Date: 07.11.2016 Check In: 13:00
Inbound Flight No: BHL-123 Date: 21.11.2016 Check In: 13:00
Rotation: 2/4 From Date: 07.11.2016 Until: 28.02.2017
Rotation Alternate: - No shift alteration -
Status: confirmed
+ Generate Rotation

Figure 30.44: Fixed Rotation Info.

When a fixed rotation is added a section showing the added lines are shown in a report. Lines can be deleted if changes happen or it have been added wrong.

Task	Date	Bound	Status	Flight No
<input type="checkbox"/> Aker [Maintenance]	07.11.2016 13:00	out	confirmed	BHL-123
<input type="checkbox"/> Aker [Maintenance]	21.11.2016 13:00	in	confirmed	BHL-123
<input type="checkbox"/> Aker [Maintenance]	19.12.2016 13:00	out	confirmed	BHL-123
<input type="checkbox"/> Aker [Maintenance]	02.01.2017 13:00	in	confirmed	BHL-123
<input type="checkbox"/> Aker [Maintenance]	30.01.2017 13:00	out	confirmed	BHL-123
<input type="checkbox"/> Aker [Maintenance]	13.02.2017 13:00	in	confirmed	BHL-123

1 - 6

✖ Delete Selected

Figure 30.45: Fixed Rotation Overview.

30.6 Default Email Addresses

Default Email Addresses, are used to set up the different email addresses that receives a email when they are sent from the system. It is possible to add email for each company on application level or for each rig. If a company has a parent company and a blank value, the parent company value will be the default one. To set multiple email in one field use "," as a separator.

Rig

Filters: No rig selected

Company	Application default value	Rig specific value
123 Communication AS		
4Subsea AS		
AAK Group	ola.hansen@email.no	
ABB AS		
AGA AS		
ASCO Norge AS		

Figure 30.46: No rig selected.

When a rig is not selected the application value are available to set. This email are used for all rigs when a email are sent to the company.

Rig

Filters: Skarv FPSO

Type	Parameters	Value	Last Modified	By	Sort Order
Show Field option in POB planning (Org Unit, Living Q., Flight Dest)	-	<input checked="" type="checkbox"/>	-	-	100
POB Emails: Default CC addresses for confirmation emails	-	ola.dunk@operator.no	-	-	-
POB Emails: Extra rig specific text	-	This is a specific text for a specific rig	-	-	-
POB Emails: List of optional CC addresses for confirmation emails	-		-	-	-

Company	Application default value	Rig specific value
123 Communication AS		
4Subsea AS		
AAK Group	ola.hansen@email.no	hans.vanje@rig.no
ABB AS		
AGA AS		
ASCO Norge AS		
Arona AS		

Figure 30.47: Rig is selected.

When a rig is selected the rig specific information and rig specific company email can be set. If a rig specific email is added it will override the default one. The option to select a POB Task and add a email for the selected task is only available to select when a rig is selected.

The screenshot shows a software interface with a header bar containing 'Rig' and 'POB Task' buttons, and 'Filters' dropdowns for 'Gyda Drilling' and 'Archer - Extra'. Below this is a table with the following data:

Company	Application default value	Rig specific value	Task specific value
123 Communication AS			
4Subsea AS			
AAK Group			
ABB AS			
AGA AS			

Figure 30.48: Task is selected.

If a task specific email is added it will override both rig specific and application default.

31 Operations

The Operations section contains a report showing planned in/out on the different rigs that are activated in the application.

31.1 Booking

The Booking page contains a report showing planned in/out personnel on all the rigs that are activated in the application. If the personnel has been confirmed they will not show up in the report. A filter is available to set how many days are to be shown(5 days are default).

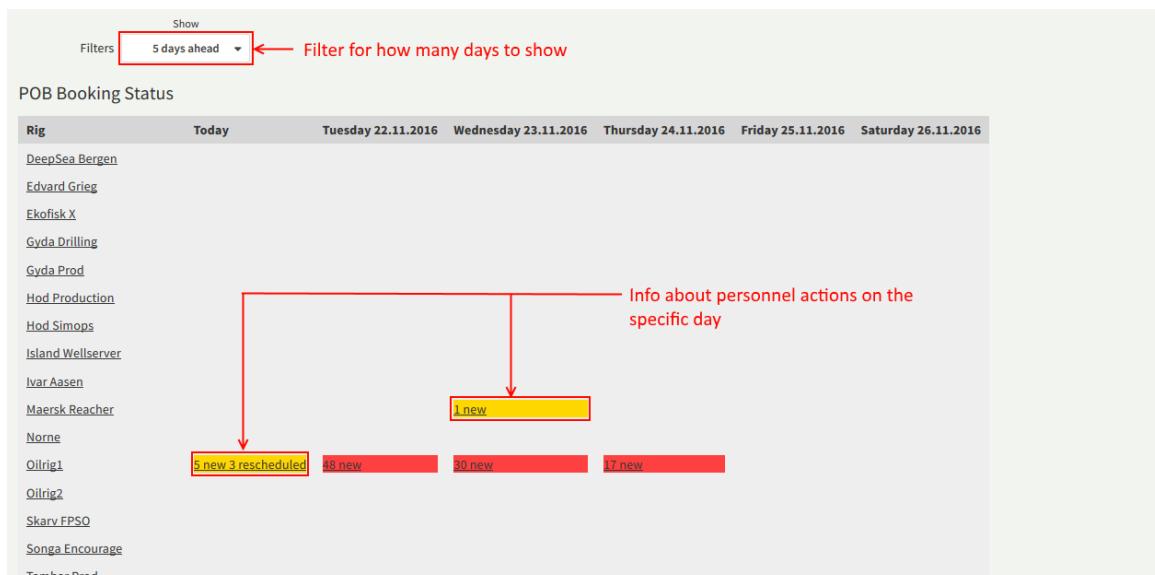


Figure 31.1: Booking report

On the report the option to use the mouse over functionality to show information in each section in the report if you click the text, the pob daily company plan will appear.

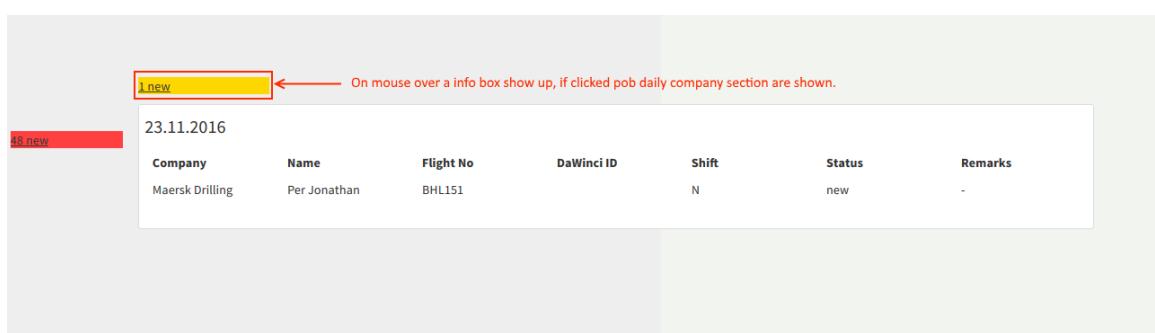


Figure 31.2: Booking report info

31.2 Transport Planning

32 Onshore

The Onshore section are used to plan and create the outgoing flight manifest.

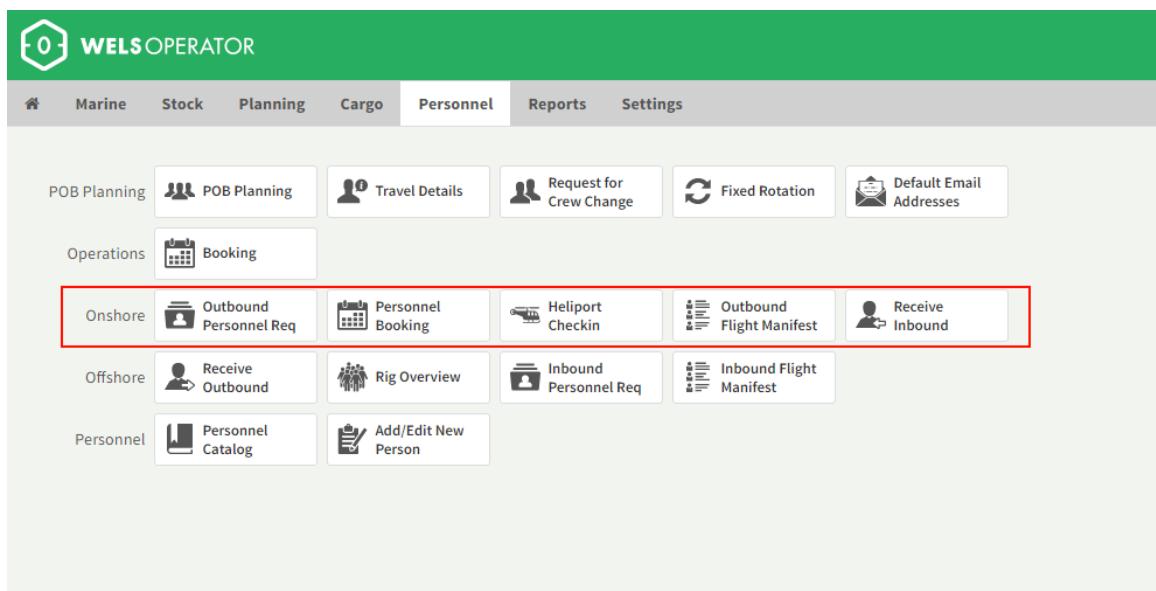


Figure 32.1: Onshore Section

This section contains:

- Outbound Personnel Request
- Personnel Booking
- Heliport Checkin
- Outbound Flight Manifest
- Receive Inbound

32.1 Outbound Personnel Req

The Outbound Personnel Request page are used to create request that are going to be sent out to the rig. The option to set specific rig or show all, and specify date range are available.

The screenshot shows a web-based application interface for managing personnel requests. At the top, there are filters for 'Rig' (set to 'Norne') and 'Date range' (set to '01.10 - 07.10'). A red box highlights these fields with the annotation 'Show all rigs, selected rig, set date range'. Below the filters is a search bar and an 'Actions' dropdown. A green button labeled 'Add New Personnel Request' is highlighted with a red box and the annotation 'Click to create new'. The main area contains a table with columns: Wels Id, Edit Status, Flight Date, Name, Supplier, Person Count, Type, Remarks, Heliport, Rig, Return Date, Project, and Activity. One row is visible, showing 'LC100' as closed on '03.10.2016' for 'Service personnel' from 'Acona AS' with a count of 3, type 'outbound' to 'Sola, Heliport', and rig 'Norne'. The bottom right corner of the table area shows '1 - 1'.

Figure 32.2: Request Overview

From this page the option to create a new or edit an existing outbound personnel request. When creating new or editing existing personnel request the top section of the request are information about the request and the second section are for personnel.

The screenshot shows the detailed view of a personnel request. The top section, labeled 'Request info', includes fields for Rig ('Norne'), Project ('Please select...'), Heliport Date ('03.10.2016'), Heliport ('Sola, Heliport'), WELS ID ('LC100'), Supplier ('Acona'), and Remarks. Below this is a table titled 'Personnel' listing three individuals: Fred, Frances Lint, and Ludvig Hansen, with columns for Name, Gender, Weight, Baggage Weight, Baggage Count, Shift, Return Date, Responsible, External ID, and Wels ID. At the bottom left, a red box highlights the 'Add New Person' button and the 'With Selected Item(s)' dropdown menu, with the annotation 'Add or do changes to added personnel'.

Figure 32.3: Request Overview

To add personnel use the Add New Person or use the drop down menu to Add Multiple or from the Personnel Catalog. With Selected can be used to remove personnel from request, put on flight manifest, or move to another request.

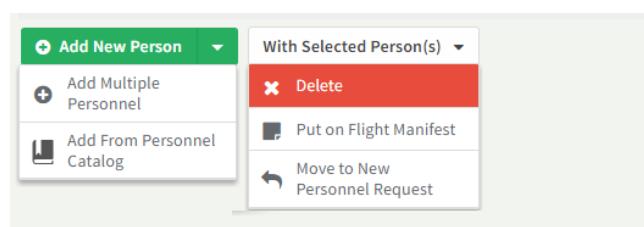


Figure 32.4: Add or do changes to personnel.

When adding a empty line there are a auto-complete for the personnel in the auto-complete. When starting to add the person name a list of personnel matching what are typed is shown.

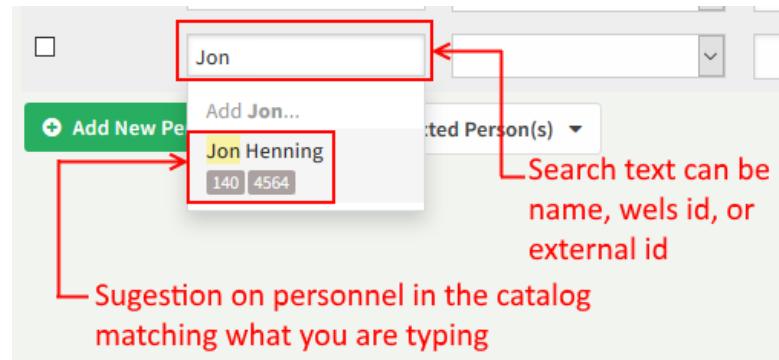


Figure 32.5: Add person.

The option to search with are Name, Wels Id, or External id. If the person are not showing in the list the option to click add option. A window are shown with the option to add the personnel to the Personnel Catalog and the personnel request.

Add Person

A person with this name does not exist in the personnel catalog for your company.
Please provide some more information in order to add the person to the catalog.

Person Name	Sam Thorn
Gender	Male
External ID	3424323
Person Weight	89

Click to add person in → **+ Add Person**

Figure 32.6: Add person to catalog.

After filling out the needed information and clicking the "Add Person" button the window closes and the person is added. If there are a person that are similar to the name a section showing the similar person(s) is shown in the top of the window.

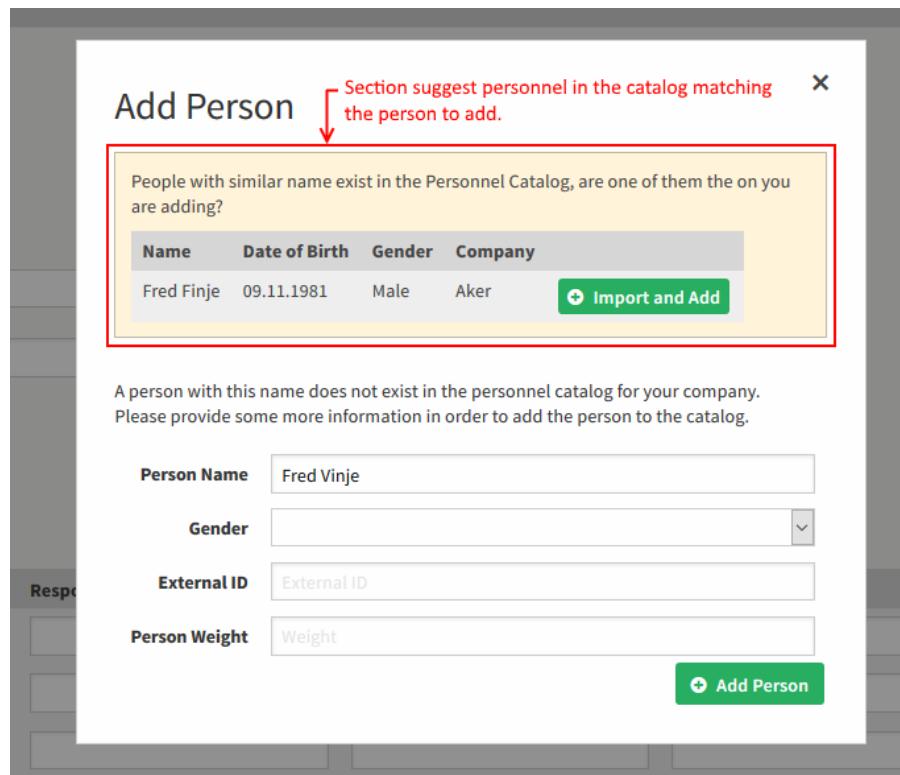


Figure 32.7: Add person to catalog with a similar person shown.

So that duplicate personnel are not added to the personnel catalog. If it is not the same person the option to add the person are available underneath.

32.2 Personnel Booking

Personnel Booking page are used for booking of personnel from the personnel request on to a existing flight manifest. If the request are not added a new request can be added from the booking page. There are the option to book the whole request, or only book some of the personnel in the request.

The screenshot shows the WELS Operator interface for booking personnel. At the top, there are tabs for 'Booking' and 'Waiting List'. Below them are filters for 'Location' set to 'Sola, Heliport' and a 'Show requests' dropdown set to '5 days old and newer'. There is also a search bar and an 'Actions' dropdown.

The main table lists booking requests:

Wels Id	Supplier	Status	Req. Name	POB Task	Persons	Files	Flight Date	Rig	Project
- WELLIT220	Archer	✓	Booking/Waiting List	-	Personnel	0 files	04.07.2017	Gyda Drilling	Projects during
- -	Archer	-	-	Extra	Personnel	-	05.07.2017	Gyda Drilling	-
WELLIT210 Archer ✓ Extra personnel - Personnel									

A modal window titled 'Personnel' is open, listing two individuals:

Person Name	Shift	Wels ID
Ole Olsen	-	WELLIT492
Fredrik Larsen	-	WELLIT493

At the bottom left, there is an 'ACTION' section with buttons for 'Book to manifest' and 'Add person to Waiting List'.

Figure 32.8: Book personnel to manifest.

Multiple request for different rigs can be available on the booking page, but only for the selected heliport. When clicking the "Book to Manifest" button open manifest for the selected heliport are shown. The option to add a person to the waiting list are now available under the booking page.

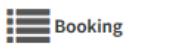
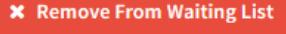
 Booking	 Waiting List						
Location	Rig						
Filters	Sola, Heliport ▾						
	- Select Location - ▾						
Options  <input type="text"/> Go Actions ▾							
<input type="checkbox"/> Person Id	Name	Supplier	Status	Origin	Destination	Travel Date	POB Task
<input type="checkbox"/>	190 Lars Franzen	Archer	waiting	Sola, Heliport	Gyda Drilling	04.07.2017	Extra
1 - 1							
ACTION							
 Book to manifest							
 Remove From Waiting List							

Figure 32.9: Waiting list for personnel.

The waiting list have it's own section. Where the option to add to manifest or remove from the waiting list are available.

32.3 Heliport Checkin

Heliport Checkin page are used to confirm the personnel that are added to the flight manifest. Personnel booked on Flight Manifest for selected Heliport and date are shown. The option to correct Weight, Baggage Weight, and Baggage count are available before the person(s) are confirmed. If the options are available there are also a option to check if a person has been tested or not.

Figure 32.10: Confirm personnel to manifest.

The report are split in two sections. One for booked personnel and one for confirmed personnel.

32.4 Outbound Manifest

Outbound Manifest shows Manifest from base port to rig or base port to base port. To create a new Manifest click the Add New Manifest button.

Figure 32.11: Flight Manifest Overview

When adding new or clicking on a existing Manifest the info are shown. On the Manifest edit information about the flight can be edited and information about personnel added to the flight are shown. The personnel on the manifest can be moved to another flight manifest using the Move to other manifest button. To show up the Manifest needs to be open and have the same Origin.

Manifest Waiting List

Type: Outbound

Manifest: O-20170725-00390

Transporter Type: Air

Transporter: LN-ONF

Flight: HKS-231 - Sola, He

Origin: Sola, Heliport

Destination: Gyda Drilling

Departure Date: 30.07.2017 / 16:30

Arrival Date: 30.07.2017 / 20:30

Remarks:

Files: 0 files

Edit status: Open — Click to Close Out

Cert	Name	Gender	Status	Weight	Baggage Wt.	Baggage #	Seat	Shift	Company
<input type="checkbox"/>	Lars Franzen	-	Booked	75	25	2	1a		Archer
<input type="checkbox"/>	Jon Henning	Male	Booked	85	25	2	Select Seat		Archer

ACTION: Back, Add Personnel, Move to other manifest, GET REPORT, Get Report Export

Figure 32.12: Flight Manifest

There are option to add personnel directly to manifest or remove person from manifest using the Add Person menu. To edit the the column shown in the report click Get Report Export in the menu. The waiting list section show personnel that are putt on the list for the selected Origin and Destination the section will be updated when changing the Origin or Destination. To go to the waiting list click the Menu element or the section showing how many there are the waiting list. When the Transporter are selected the option to add seat number on each person are available, if the transporter selected has a seat layout selected. If another transporter are selected the seating will be reset.

Status	Weight	Baggage Wt.	Baggage #	Shift	Company
70	26	2	D/N	Wellit	
92	18	1	D	Wellit	

MANIFEST

- Get manifest PDF
- Get manifest Excel
- CUSTOM MANIFEST
- Edit report columns
- Custom print

Move to other manifest, Get Report Export

Figure 32.13: Export Section

By clicking Edit report columns the section to edit default columns or create a new report are shown.

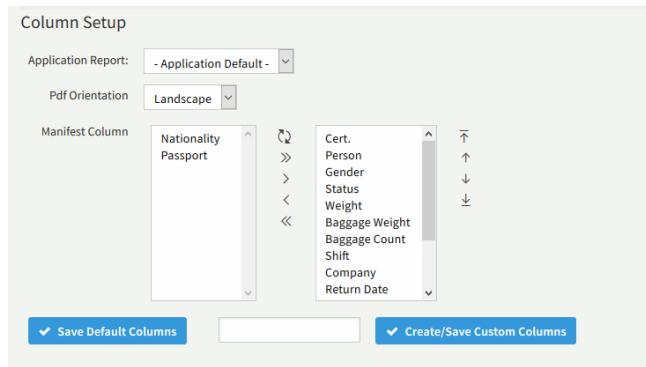


Figure 32.14: Edit columns section

In the edit column section the option to edit default report or the option to create a new PDF report are available. When adding a custom pdf report fill in the name or select a existing custom report in the lov and edit it.

32.5 Receive Inbound

Receive Inbound page are used to receive personnel from rigs or other heliports.

Figure 32.15: Receive personnel from Flight Manifest

Personnel can also be put on another manifest using the add to other manifest function. A pdf for the receive manifest is also available.

33 Offshore

The Offshore section are used to receive personnel on rig and create ingoing flight manifest.

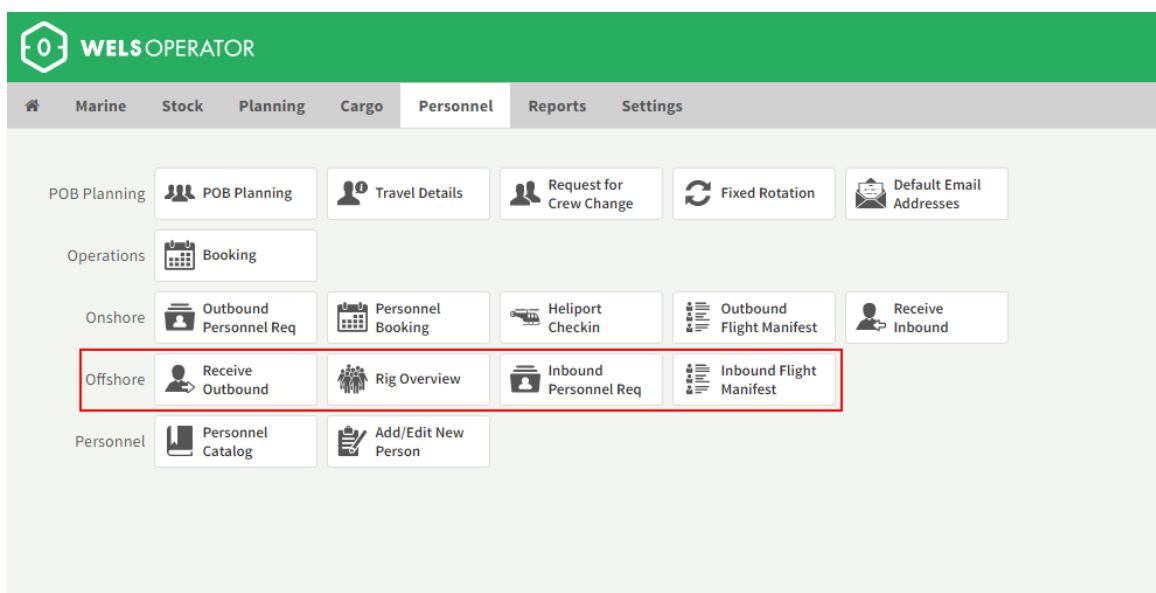


Figure 33.1: Offshore Section

This section contains:

- Receive Outbound
- Rig Overview
- Inbound Personnel Req
- Inbound Flight Manifest

33.1 Receive Outbound

Receive Outbound page are used to receive personnel from Outbound Flight Manifest to the rig.

The screenshot shows a table of personnel with columns: Wels Id, Name, Shift, Company, External Id, Receive Status, Return Date, Person Responsible, Person Remarks, Transporter, Departure Date, and Arrival Date. Three rows are listed: LC102 (Fred), LC104 (Frances Lint), and LC105 (Ludvig Hansen). A red box highlights the 'Rig' and 'Manifest' dropdowns at the top left, with a note: "Select Rig and Manifest to show personnel, option to set how old manifest to show and to show open." Another red box highlights the 'Arrival date and time' column, with a note: "Arrival date and time". A third red box highlights the 'Departure date and time' column, with a note: "Departure date and time". At the bottom, there are three buttons: 'Receive personnel' (selected), 'Add person to other manifest', and 'Get Receive PDF'. A red arrow points to the 'Receive personnel' button with the note: "Select personnel are received at the rig".

Rig		Hide older than days		Show open		Manifest					
Filters	Norne	7	No	O-20161003-00100							
Options		Go		Actions							
Wels Id	Name	Shift	Company	External Id	Receive Status	Return Date	Person Responsible	Person Remarks	Transporter	Departure Date	Arrival Date
LC102	Fred	D	Acona AS	456879	-	22.10.2016	-	-	HKS-156	03.10.2016 08:33	03.10.2016 10:33
LC104	Frances Lint	-	Acona AS	511234	-	-	-	-	HKS-156	03.10.2016 08:33	03.10.2016 10:33
LC105	Ludvig Hansen	-	Acona AS	123412	-	-	-	-	HKS-156	03.10.2016 08:33	03.10.2016 10:33

Figure 33.2: Receive Page

From the receive page the option to receive the personnel on to the rig or put on another manifest are available. If the personnel are received they are added to the Rig Overview. When clicking the "Add person to other manifest" button flight manifest that are open on the selected rig appears.

33.2 Rig Overview

Rig Overview page contains a overview over personnel on the rig. The overview shows personnel that has been received and not sent back. A filter to select to show personnel on a open flight manifest, not on a manifest, on the waiting list, or all personnel are available. If a person is added to the waiting list a clock icon will show in the report to indicate that the person is added to the waiting list.

The screenshot shows a table of personnel with columns: Person Name, Shift, Company, External Ref, Flight Name, Flight Date, Return Flight Name, Return Date, Return Flight Date, and Waiting. Two rows are listed: Jon Henning and Lars Lauritz. A red box highlights the 'Person Name' column, with a note: "Person Name". A red box highlights the 'Waiting' column, with a note: "Waiting". At the bottom, there are three buttons: 'Add From Personnel Catalog' (with a catalog icon), 'Add To Waiting List' (with a clock icon), 'ACTION', 'PDF', and 'More Actions'.

Rig		Show							
Filters	Gyda Drilling	All							
Options		Go	Actions						
Person Name	Shift	Company	External Ref	Flight Name	Flight Date	Return Flight Name	Return Date	Return Flight Date	Waiting
Jon Henning	D	Archer	4321	O-Flight-1	09.06.2017	-	-	-	
Lars Lauritz	D	Archer	-	O-Flight-1	09.06.2017	I-20170702-00340	-	02.07.2017	-

1 - 2

Add From Personnel Catalog
Add To Waiting List

ACTION

PDF

More Actions

Figure 33.3: Rig Overview

Adding and removing personnel from an open flight manifest are available on overview page. Getting a report for the personnel on-board is also available. If there are personnel on-board that has not been sent out on a flight manifest "More Action" button can be used to add personnel directly on the rig.

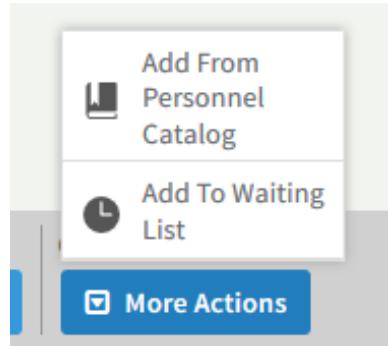


Figure 33.4: Add Directly

The "More Action" button has two options, "Add From Personnel Catalog" that uses the info from the Personnel Catalog to add personnel directly to the rig without using an outbound manifest, or adding the person to the waiting list so that they will show on the manifest as waiting for travel inbound. If the Waiting List are selected in the filter, the option to Remove from waiting list are available.

33.3 Inbound Personnel Req

Inbound Personnel Req page are used to create request for sending of personnel from the rig to land. It uses the rig overview to find the available personnel to be added.

Wels Id	Edit Status	Flight Date	Name	Supplier	Person Count	Type	Remarks	Heliport	Rig	Return Date	Project	Activity
WELLIT280	open	06.10.2016	Drilling personnel	-	0	inbound	-	Flesland Heliport	Valhall DP Drilling	-	Valhall DP Drilling	-

Figure 33.5: Inbound Request Overview

From this page the option to create a new or edit an existing inbound personnel request. When creating new or editing existing personnel request the top section of the request are information about the request and the second section are for personnel.

[Back](#)

Rig	Valhall DP Drilling	Heliport Date	06.10.2016	WELS ID	WELLIT280
Project	Valhall DP Drilling	Heliport	Flesland Heliport	Supplier	Not selected
Activity (GL)	- Not Selected -	Request Name	Drilling personnel	Remarks	
Files	> 0 files				
Open for Editing — Close Out		Get PDF			

Personnel

Name	Gender	Weight	Baggage Weight	Baggage Count	Shift	Return Date	Responsible
Gunnar Hilte	Not selected	23	2	2	Day (D 07 - 19)		
Hans Fredriksen	Not selected	22	2	2	Day (D 07 - 19)		

[+ Add from Rig Overview](#) With Selected Person(s) Click to add personnel from the Rig Overview

Figure 33.6: Inbound Request

On the request personnel from the rig overview can be added using "Add from Rig Overview" button. The personnel in the request can be added to another request or put on a manifest using the "With Selected Person(s)" functionality.

34 Personnel

The Personnel section are used to add/edit personnel for the personnel catalog.

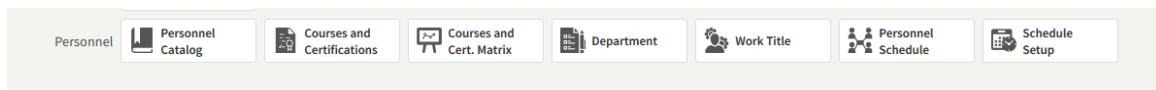


Figure 34.1: Personnel Section

This section contains:

- Personnel Catalog
- Courses and Certification
- Courses and Cert. Matrix
- Department
- Work Title
- Personnel Schedule
- Schedule Setup

34.1 Personnel Catalogue

Personnel Catalogue page contains a overview over personnel that has been added. The option to edit existing or add missing personnel are available. From the overview new personnel can be added, removed, or edited.

Personnel Catalogue								
Actions		Personnel Overview						
Actions		Personnel Overview						
Actions		Personnel Overview						
Edit	Edit Status	Name	Company	Dawinci ID	Vantage ID	External ID	Email	Actions
<input type="checkbox"/>	open	Leif Berge	Aibel AS	35434	-	-	-	Edit
<input type="checkbox"/>	open	Ludvig Hansen	Aibel AS	63633	Click to go edit page	-	-	Edit
<input type="checkbox"/>	open	Martin Dante	Aibel AS	34224	-	-	-	Edit

Below the table:

- [Add/Remove personnel](#)
- [Delete Selected](#)
- [Create New](#)
- [Get catalog PDF](#)
- [Get a overview](#)

Figure 34.2: Personnel Catalog

The overview also contains some information about the personnel and a overview of personnel are available. To see all the information about each person, go to the edit page. On the edit page courses, department, work title, and schedule can be added using the buttons on the page.

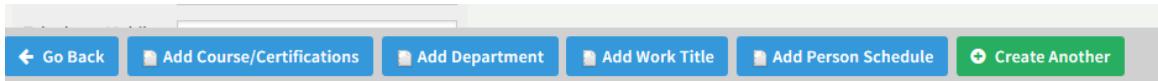


Figure 34.3: Person Add menu

When adding a specific course, department, work title, or schedule click on the corresponding button.

34.1.1 Course and Certification

To add a course click the Add Course/Certification button. This will take you to the adding of course. This show region where to add a course, default value are from today and to some many days the course are valid.

Courses and Certifications								
	Course/Certification	Type	Description	Valid From	Valid To	Planned	Remarks	Files
<input type="checkbox"/>	ROV Pilot	Certification	ROV Pilot Certification	26.04.2017	31.07.2017			> 0 files
-	ROV Pilot	Certification	ROV Pilot Certification	20.04.2017	20.04.2018			> 0 files
<input type="checkbox"/>	Maersk Rig Course	Course	Offshore rig safety course			04.05.2017		> 0 files
<input type="checkbox"/>	Electrical Course			25.04.2017	26.05.2017			> 0 files
-	Diamond Mill Course	Course	Diamond Mill Course	01.06.2017	01.06.2019			> 0 files

Figure 34.4: Person Course

If a course have been approved the for other then super user and POB Administrator are the only one that can edit. To approve a course click on unapproved link on the main page.

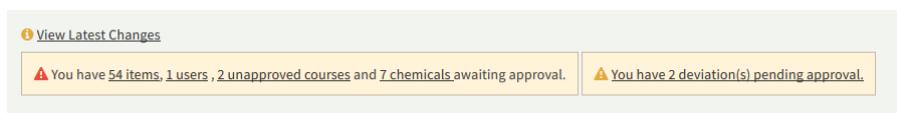


Figure 34.5: Course Approval main page

After clicking on the link the page to approve the courses.

Unapproved Courses						
Options		Go		Actions		
Name	Company	Attest	Attest Short	Type	Valid From	Valid To
<input type="checkbox"/> Per Persen	Aker	ROV Pilot	ROVP	Certification	20.04.2017	20.04.2018
<input type="checkbox"/> Jon Henning	Archer	ROV Pilot	ROVP	Certification	26.04.2017	31.07.2017

1 - 2

[**✓ Approve Attest/Course**](#)

Figure 34.6: Person Course

After approval the course is removed from the page.

34.1.2 Department and Work Title

To add a department click Add Department or Add Work Title button. This will take you to the adding of department or work title.

Departments and Work Titles						
<input type="checkbox"/>	Department	Work Title	Port	Valid From	Valid To	Position
<input type="checkbox"/>	Dep 1		Ekofisk J	24.04.2017	24.04.2018	
<input type="checkbox"/>		Logistic	DeepSea Bergen	03.05.2017	03.05.2018	
<input type="checkbox"/>	Dep 2		DeepSea Bergen	24.04.2017	24.04.2018	

[✖ Delete Selected](#)

Figure 34.7: Person Department and Work Title

A person can have multiple departments and work titles.

34.1.3 Person Schedule

To add a schedule click Add Person Schedule button. After adding the

Schedule Setup Info						
<input type="checkbox"/>	Name	Crew	From date	To date	Port POB	Travel Status
<input type="checkbox"/>	2/4/1	Crew 1 [Dep 1]	09.05.2017		Select POB	<input type="button" value="Select Status"/>
<input type="checkbox"/>	2/4/1	Select Crew	10.05.2017	28.07.2017	Select POB	<input type="button" value="Select Status"/>

[✖ Delete Selected](#)

Figure 34.8: Person Catalogue Setup

In this report the option to do changes and remove are possible.

Date range
Filters 07.06 - 19.07

Personnel Schedule Info

Options Actions

<input type="checkbox"/>	From Date	To Date	Period Type	Shift Type	Comment
<input type="checkbox"/>	01.06.2017	12.07.2017	On Period	Day (D 07 - 19)	
<input type="checkbox"/>	12.07.2017	19.07.2017	Office	Select Shift	
<input type="checkbox"/>	19.07.2017	02.08.2017	On Period	Day (D 07 - 19)	

1 - 3

Figure 34.9: Person Catalogue Setup

34.2 Courses and Certifications

The Courses and Certifications page is used to define which courses and certifications applies to the current installation. The list of certifications is a part of the system master data, and each Super User must select the appropriate Applicable checkbox to make a certification check mandatory for personnel travelling within the application.

Rig Department Work Title
Filters All Not Selected Not Selected

Options Actions

<input type="checkbox"/>	ID	Name	Name Short	Type	Description	Code	Object	Days Expiry Warning	Days Valid	Remarks	Edit Status	Mandatory (Application)	Applica
<input type="checkbox"/>	131	Electrical Course	El. Course	-	-	-	person	60	365	-	closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	100	WELS Operator Super User Course	WELS SU	Certification	Course for super users	WELS-SU	person	14	365	Mandatory	open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	101	WELS Operator Supplier Course	SUPWELSO2	Certification	Course for suppliers	-	person	5	180	-	closed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	121	Maersk Rig Course	Maersk Rig	Course	Offshore rig safety course	MaeRig	person	14	365	Mandatory on all Maersk rigs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	110	Grunnleggende Sikkerhetskurs	GSK	Course	Basic safety course	BSC	person	14	365	-	closed	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	122	ROV Pilot	ROVP	Certification	ROV Pilot Certification	ROVP	person	60	365	Mandatory	-	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	120	Diamond Mill Course	DMC	Course	Diamond Mill Course	DRL-DMC	person	30	365	-	-	<input type="checkbox"/>	<input type="checkbox"/>

Figure 34.10: Course Overview

If a certification only applies to a specific rig and not all rigs within the application, the Filter option can be used to define courses that only applies to rig. The same filter option can be used to set department, and work title specific courses.

Edit Certification/Course Details (131)

Name	Electircal Course
Short Name	El. Course
Type	
Description	
Mapping Code	
Days Valid	365
Warn Days Before Expiry	60
Send email on warning	<input checked="" type="checkbox"/>
Approval of Course	<input type="checkbox"/>
Remarks	
Edit Status	
FLAG Closed Out — Click to Reopen	

Figure 34.11: Course Info

When opening a course the option to set if the course need to be approved or of a warning email should be sent. Days valid and days before expiry is also set here. The days before expiry are used to send the email warning.

34.3 Courses and Cert. Matrix

The courses and certification matrix contains a overview over personnel in department where the department have been selected to show in the Matrix/Schedule. The Matrix contains a overview over the courses needed. There are filter option for course, department, crew, work title, and only mandatory courses.

Course	Department	Crew	Work Title	Only Mandatory	
Filters	Not Selected	Not Selected	Not Selected	Not Selected	No
Name	Department(s)	Diamond Mill Course	Electircal Course	Grunnleggende Sikkerhetskurs	Maersk Rig Course
Hans Hansen	Dep 2	Missing	Valid	Missing	Missing
Jon Frank Hansen	Dep 2	Missing	Missing	Missing	Missing
Jon Henning	Dep 1, Dep 2	Valid	Missing	Missing	Valid
Kari Nordmann	Dep 2	Missing	Missing	Missing	Missing
Lars Lauritz	Dep 1	Missing	Missing	Missing	Missing
Ole Fredriksen	Dep 1	Missing	Missing	Missing	Missing
Ole Olsen	Dep 2	Missing	Missing	Missing	Missing
					WELS Operator Super User Course

Figure 34.12: Course Matrix Overview

When clicking on the person name you are taken to the personnel catalogue for this specific person.
When clicking on a course a info box showing more info for each specific person and course.

Dep 2	Missing	Missing	Missing	Missing
Dep 1, Dep 2	Valid	Missing	Missing	Missing
Dep 2		Certifications and Courses Overview		
Dep 1		Course/Certification	Valid From	Valid To
Dep 1		Diamond Mill Course	01.06.2017	01.06.2019
Dep 2				2 years from now

Figure 34.13: Course Matrix Info

The newest from date that are valid are shown on the top, and more courses are shown in descending order.

34.4 Department

The department page are used to define department and child departments.

Rig				
Filters		Actions		
Options		Go	Actions	
ID Name Parent Department				
<input type="checkbox"/>		100	Dep 1	-
<input type="checkbox"/>		101	Dep 2	-
<input type="checkbox"/>		102	Service	-
<input type="checkbox"/>		110	Rig Crew	-
<input type="checkbox"/>		130	Crew 1	Dep 1
<input type="checkbox"/>		131	Crew 2	Dep 1
<input type="checkbox"/>		132	Crew 1	Dep 2

Figure 34.14: Department Overview

By clicking the Create New button to add new department or click on a existing on to edit.

Edit Department Details (101)

Name	Dep 2
Port	DeepSea Bergen
Parent Department	Not Selected
Show	<input checked="" type="checkbox"/>
Remarks	

Figure 34.15: Department Info

The show checkbox are used to say if this department should show in the matrix/gantt. Parent Department are used to add a extra filter option around the departments.

34.5 Work Title

The work title page are used to define Work Titles.

Title	Remarks	Rig
<input type="checkbox"/>  Electric	-	Gyda Drilling
<input type="checkbox"/>  Welder	-	Gyda Drilling
<input type="checkbox"/>  Cran Operator	-	-
<input type="checkbox"/>  Logistic	-	DeepSea Bergen

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Figure 34.16: Work Title Overview

By clicking the Create New button to add new work title or click on a existing one to edit.

Title	Electric
Port	Gyda Drilling
Remarks	

Figure 34.17: Work Title Info

34.6 Personnel Schedule

The personnel schedule shows the schedule for personnel in a department that have been selected to show.

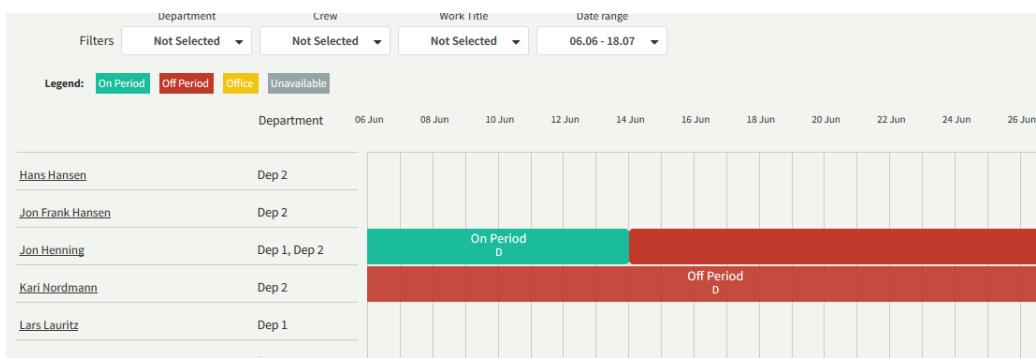


Figure 34.18: Work Title Overview

The different filter option on the top are used to filter down the personnel that are shown in the schedule.

There are also a option to se the schedule for each person in a interactive report where the option to do changes are also available.

Under the person catalogue, by clicking on the person name you are taken to the personnel catalogue and by going to the schedule and click the schedule header the report are shown.

Schedule Setup Info		Click to go to report showing all added schedule.					
<input type="checkbox"/>	Name	Crew	From date	To date	Port POB	Travel Status	
<input type="checkbox"/>	2/4/1	Crew 1 [Dep 1]	09.05.2017		Select POB	Select Status	<input checked="" type="radio"/> Create Schedule
<input type="checkbox"/>	2/4/1	Select Crew	10.05.2017	28.07.2017	Select POB	Select Status	<input checked="" type="radio"/> Create Schedule
X Delete Selected							

Figure 34.19: Person Catalogue Setup

In this report the option to do changes and remove are possible.

Personnel Schedule Info					
Options		From Date	To Date	Period Type	Shift Type
<input type="checkbox"/>	01.06.2017	12.07.2017	On Period	Day (D 07 - 19)	
<input type="checkbox"/>	12.07.2017	19.07.2017	Office	Select Shift	
<input type="checkbox"/>	19.07.2017	02.08.2017	On Period	Day (D 07 - 19)	

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[← Go Back](#) [✖ Delete Selected](#)

Figure 34.20: Person Catalogue Setup

The filter on the top limits how many of the schedule lines that are shown.

34.7 Schedule Setup

The schedule setup page are used to define the different schedules a person can have.

Schedule Setup Overview		
	ID	Name
<input type="checkbox"/>	 120	<u>2/1/4</u>
<input type="checkbox"/>	 100	<u>2/4/1</u>
<input type="checkbox"/>	 110	-

1 - 3

Figure 34.21: Schedule Setup Overview

Click the name or Edit symbol to edit the schedule or click the Create New to add a new Schedule.

Schedule (120)

Name

Period Info

<input type="checkbox"/>	Type	Days	Seq No	Shift	
<input type="checkbox"/>	On Period	<input type="button" value="▼"/>	14	1	Day (D 07 - 19) <input type="button" value="▼"/>
<input type="checkbox"/>	Office	<input type="button" value="▼"/>	7	2	Day (D 07 - 19) <input type="button" value="▼"/>
<input type="checkbox"/>	Off Period	<input type="button" value="▼"/>	28	3	Select Shift <input type="button" value="▼"/>
<input type="checkbox"/>	On Period	<input type="button" value="▼"/>	14		Night (N 19 - 07) <input type="button" value="▼"/>

✖ Delete Period

✚ Add New

Figure 34.22: Schedule Setup Info

Use Add New to add lines to the schedule or Delete Period to remove from.

Part VIII

Reports

Reports

This section describes the different reports and KPIs that can be found under Reports module.

35 Operational

The operational section are used show reports and KPIs tied to operations on a rig

35.1 Operation Status

Operation Status reports compiles important information regarding cargo, personnel and time-planner into a weekly look-ahead for a selected rig. The default report shows information on cargo packages being sent out and coming back from an offshore location. It shows the number of personnel per task going offshore or coming back and it shows the planned activities. There are extra fields for logistics personnel to fill out additional operational information.

The report can be printed out in PDF by clicking on Get PDF and Excel by clicking on Get XLSX. The report can also be sent to any personnel assigned to the Operation Status mailing list by clicking on Send Report in Email.

Rig		From date	Configuration						
Filters		Oilrig1	27.12.2016						
		Default							
Oilrig1	Tue 27/12	Wed 28/12	Thu 29/12	Fri 30/12	Sat 31/12	Sun 01/01			
Operations		SS Martha departs 15:00							
Group Loadings	-	GL 07 12 1/4" section GL 07 12 1/4" section	-	GL 08 9 7/8 Casing GL 08 9 7/8 Casing	-	GL 09 8 1/2 section GL 09 8 1/2 section			
Cargo Out	-	-	-	- PTC: MEL empty - PTC: MEL empty	-	-			
Cargo Out (Extra)									
Cargo In (Extra)		Waste containers from prev. operation							
Personnel Movements	-	-	-	-	-	-			
POB Count	+0	=420	-0 +0	=420	-0 +0	=420	-0 +0	=420	-0
00:00-01:59	-	-	-	-	-	-	-	-	-
02:00-03:59	-	-	-	-	-	-	-	-	-
04:00-05:59	-	-	-	-	-	-	-	-	-
06:00-07:59	-	-	-	-	-	-	-	-	-
08:00-09:59	-	-	-	-	-	-	-	-	-
10:00-11:59	-	-	-	-	-	-	-	-	-
12:00-13:59	-	-	-	-	-	-	-	-	-
14:00-15:59	-	-	-	-	-	-	-	-	-
16:00-17:59	-	-	-	-	-	-	-	-	-
18:00-19:59	-	-	-	-	-	-	-	-	-
20:00-21:59	-	-	-	-	-	-	-	-	-
22:00-23:59	-	-	-	-	-	-	-	-	-

Figure 35.1: Operation Status Overview

35.1.1 Operation Status Configuration

The report can also be customized to include or exclude sections to conform to the operational needs. Clicking on the Configuration filter and selecting Configure Reports will allow a user to add or delete user-defined reports. Click on Add New Configuration to add a new report. Select existing user-defined reports and click on Delete Selected to remove them. All user-defined reports will show up in the Configuration filter as a choice.

Enter a name for the report and for which location the report will be applicable for. If the report is to be the default report seen by everyone click on Set as Default Report.

The choices to set are

- Font Size: The text size on the report
- Number of Days: How many days to show in look-ahead plan. Suggest to show no more than 7 days if using PDF print
- Start Yesterday: Whether yesterday should be the first day in the look-ahead report
- Truncate Long Text: Show a maximum of 30 characters per line from compiled data to save space
- Use double linebreaks: Extra linebreak to separate sections
- POB Skip 0 Rows: If including the POB section, skip any tasks that have no personnel going in or out during the look-ahead
- Time-planner Hour Interval: How many hours between the interval in time-planner. Shorter interval gives more details
- Show Main tasks on Timeplanner Overview only: Should only the main activities display on the interval section or all tasks
- Include time-vs-depth: Include time-vs-depth chart in report
- Include time-planner in PDF: Include additional details on the time-planner
- Export as file-type: If file is to be exported as a specific type

The last section shows a list of available sections to include in the operation status report. Select and move sections over to the right-hand text-area to include. The sections are

- Operations: Text-field for logistics to add additional operational status
- Vessel Route: Include vessel route from Marine module
- Helicopter Route: Include heli-flights from POB sheet
- Group Loadings: Include name of activities from the Activity Planning starting on this date
- Cargo Out: Include name of all cargo packages from Loadout Request with the same dates
- Cargo Out(Extra): Text-area for extra details regarding cargo going offshore
- Cargo In(Extra); Text-area for extra details regarding cargo going back to shore
- Personnel Movements: Show summary of all movements on POB plan
- Personnel In: Show summary of personnel for each task going back to shore
- Personnel Out: Show summary of personnel for each tasking going offshore
- Personnel Count: Show summary of number of personnel currently offshore
- Time-planner Overview: Show overview of tasks for current time-planner project
- Time-planner Aux Overview: Show overview of tasks on auxiliary plan of current time-planner project
- POB Sheet: Show current POB sheet

ID	Report Name	Location	Code	Default
100	User Defined Report	Oiling1	operation_status_rpt	<input checked="" type="checkbox"/> Set as default report
What Value Info Last modified By				
Font Size		The size of the font to use in the report.		
Number of days		The number of days ahead to show in the report.		
Start yesterday?	<input type="radio"/> Yes <input type="radio"/> No	Start the report on the previous day instead of the current?		
Truncate long text?	<input type="radio"/> Yes <input type="radio"/> No	In order to ensure that the report uses less space when printing, truncate long text after 30 characters in order to use less print lines in the report.		
Use double linebreaks?	<input type="radio"/> Yes <input type="radio"/> No	To visually separate lines in cargo and pod travel columns, apply double linebreak to each new line		
POB Overview: Skip 0 rows?	<input type="radio"/> Yes <input type="radio"/> No	If the POB Overview is added to the report, ignore POB lines with 0 in POB and no travel information in the period		
Timeplanner overview: Hour interval		If the Timeplanner Overview is added to the report, which hourly interval should the lines be grouped into?		
Include time vs depth in PDF?	<input type="radio"/> Yes <input type="radio"/> No	PDF Print: include Time vs Depth Curve from timeplanner in report?		
Include timeplanner in PDF?	<input type="radio"/> Yes <input type="radio"/> No	PDF Print: include full timeplanner?		
Export as file type		Export as file type		
Include and sort columns as specified:				
<input type="checkbox"/> Operations <input type="checkbox"/> Vessel Route <input type="checkbox"/> Helicopter Route <input type="checkbox"/> Group Loadings <input type="checkbox"/> Cargo Out <input type="checkbox"/> Cargo In (Extra) <input type="checkbox"/> Cargo In (Extra) <input type="checkbox"/> Personnel Movements <input type="checkbox"/> Personnel Out <input type="checkbox"/> Personnel In		<input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value=">>"/> <input type="button" value="<<"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="<"/>		
<input type="button" value="Apply Configuration"/>				

Figure 35.2: Operation Status Overview

35.2 Logistics Lookahead

The Logistics Lookahead combines information from the route planning and outbound cargo to provide a combined lookahead of logistics operations.

My New Report

General Remarks: -

Spot-Hire

Day	Base	Vessel	Route	ETD	Equipment	Bulk	RT M2	CC	Remarks
Tue 19/09	Peterhead	Island Champion	MRA	13:30	-	-	35	05.10	-
Thu 21/09	Peterhead	Island Champion	MRII-SFI-MRA	23:30	-	-	35	05.10	-

Re-Supply

Day	Base	Vessel	Route	ETD	Equipment	Bulk	RT M2	CC	Remarks
Tue 19/09	Peterhead	Sea Falcon	TSB	10:30	-	-	0	27.09	-
Tue 19/09	Peterhead	Sea Spider	TSB	23:30	-	-	44	12.10	-
Wed 20/09	Peterhead	Sea Frost	NLN-SFB-MRA	00:00	-	-	0	16.10	-
Fri 22/09	Peterhead	Sea Falcon	TSB	11:30	-	-	0	27.09	-
Sat 23/09	Peterhead	Sea Spider	-	12:00	-	-	44	12.10	-

Timeline:

- Mon 18/09: Island Champion (MRA) → Peterhead (MRA)
- Tue 19/09: Island Champion (MRA) → Peterhead (MRA) → Peterhead (MRA) → Peterhead (MRA)
- Wed 20/09: Sea Frost (NLN) → Peterhead (MRA)
- Fri 22/09: Sea Falcon (TSB) → Peterhead (MRA)
- Sat 23/09: Sea Spider (TSB) → Peterhead (MRA) → Peterhead (MRA)
- Sun 24/09: Peterhead (MRA)

Spot-Hire: Island Champion (MRA), Sea Falcon (TSB), Sea Spider (TSB), Sea Frost (NLN), Sea Falcon (TSB), Sea Spider (TSB)

Standby: Portland Sentinel, Marine Sentinel, Esvagt Champion

Re-Supply: Sea Spider (TSB), Sea Falcon (TSB), Sea Frost (NLN)

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Figure 35.3: Logistics Lookahead PDF print (page 1)

35.2.1 Attaching Cargo To Port Calls

The report will list port calls at base for selected vessel routes - and their planned offshore route. One can manually allocate cargo packages to the list of port calls by clicking the link found under

"Equipment" or "Bulk" and select the corresponding packages in the Cargo Request overview.

The screenshot shows the WELS Operator Cargo Request overview page. At the top, there are four main tabs: 'Operational' (selected), 'Logistics Lookahead', 'Cargo Transported', and 'KPI'. Below these are filters for 'Rig' (All rigs), 'Cargo Type' (All), 'Date range' (16.09 - 22.09), and 'Content search' (N/A). The 'Options' bar includes a search field, a 'Go' button, an 'Actions' dropdown, and a green 'Add Ad-hoc Cargo Pack' button. The main table lists cargo packages with columns: Arrival, WELS ID, Delivery Date, Description, Package Name, Supplier, and Files. Four rows are selected, indicated by a red box and checkmarks. A red arrow points from the 'WITH SELECTED ITEMS' label to the 'Allocate Port Call' dropdown. Another red arrow points to the blue 'Apply' button at the bottom of the table area. The bottom right corner features a 'REPORTS' section with a 'Shipment List' button.

Figure 35.4: Allocate cargo packages to selected Port Call

Allocating cargo packages to port calls will result in a summary of cargo being displayed as a part of the report.

35.2.2 Configuration

As a Super User - by selecting the option "Configure Reports" in the Configuration filter select list, it is possible to set up how a report should look.

The screenshot shows a configuration page for report setup. At the top, there are four tabs: Operational Status, Logistics Lookahead, Cargo Transported, and KPI. Below the tabs, a back button is visible. The main area has sections for 'Report Name' (My New Report), 'Location', 'Code' (logistics_loookahead), and 'Default'. A green button labeled 'Set as default report' is present. Below this, there's a table for 'Configuration for Operation Status Report' with columns for 'What', 'Value', 'Info', 'Last modified', and 'By'. Under 'What', 'Configuration for Operation Status Report' is set to 'Lookahead NLN [Noble Lloyd Noble]'. Under 'Info', 'Include Vessel Route Gantt' is checked. There are also sections for selecting rigs ('Select which rig(s) to include operation status report from') and vessel groups ('Select which vessel group(s) to include vessels from'). Both sections show lists of rigs and vessel groups with arrows for navigation. At the bottom is a blue 'Apply Configuration' button.

Figure 35.5: Configure Report Setup

It is possible to include 35.1.1 Operation Status reports in the PDF version of the Logistic Lookahead report by attaching them as a part of the configuration. The same applies to groups in the Vessel Route planning.

It is possible to create multiple reports by naming them separately. Only one can be the application default.

35.3 Cargo Transported

Report of the total M2, MT and bulk transported. The report can be filtered by vessels, time interval and locations, and if MT, M2 or Bulk is to be viewed. The report can be viewed as a regular report or as a KPI showing (stacked) bars. The volumes are based on the manifests to and from locations.

Click on Export to Excel to receive the report in Excel format.

The screenshot shows a report table for cargo transported. At the top, there are filters for 'Rig' (Oilrig1), 'Vessel' (All vessels), 'Time Period' (01.01.2016 - 28.12.2016), 'View mode' (Report), and 'Report Type' (Deck). Below the filters is a search bar and an 'Actions' dropdown. A note states 'Figures are calculated based on values set on Loadout-, and Backload manifests'. The main table has columns: Manifest Type, From Port, To Port, Sum MT, Sum M2, Avg MT, Avg M2, Manifest Count, and Vessel. The data is as follows:

Manifest Type	From Port	To Port	Sum MT	Sum M2	Avg MT	Avg M2	Manifest Count	Vessel
loadout	Tananger, ASCO base	Oilrig1	102.694	55.46	51.35	27.73	2	-
loadout	Dusavik, NorSea base	Oilrig1	296.551	161.01	98.85	53.87	3	-
backload	Oilrig1	Tananger, ASCO base	206.547	141.87	103.42	70.94	2	-
backload	Oilrig1	Dusavik, NorSea base	364.188	257.68	91.05	64.42	4	-
			970.28	615.02	Average:86.168	Average:54.19		

Figure 35.6: Cargo Transported Report

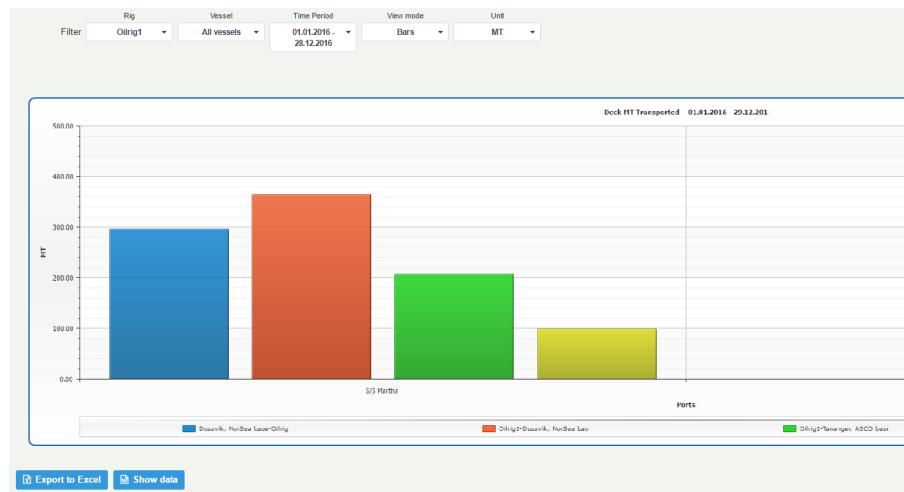


Figure 35.7: Cargo Transported KPI

35.4 Operation Report

35.5 KPI

35.5.1 Vessel KPI

The Vessel KPI report will list a set of parameters in a report view that can be downloaded to PDF and XLSX.

35.5.2 Rig KPI

The Rig KPI report will list a set of parameters in a report view that can be downloaded to PDF and XLSX.

35.5.3 Vessel Mission Type

The report provides key parameters to benchmark the daily utilization by mission. This is based on the vessel voyages mission type, and will be a good indicator on how many vessels are being used on average per month (including spot hires).



Figure 35.8: KPI: Avg Vessel Mission Days

35.5.4 DwT Utilization

The DwT Utilization KPI displays a graph on monthly basis the average utilization of Dead Weight Tonnage across the supply vessel pool.

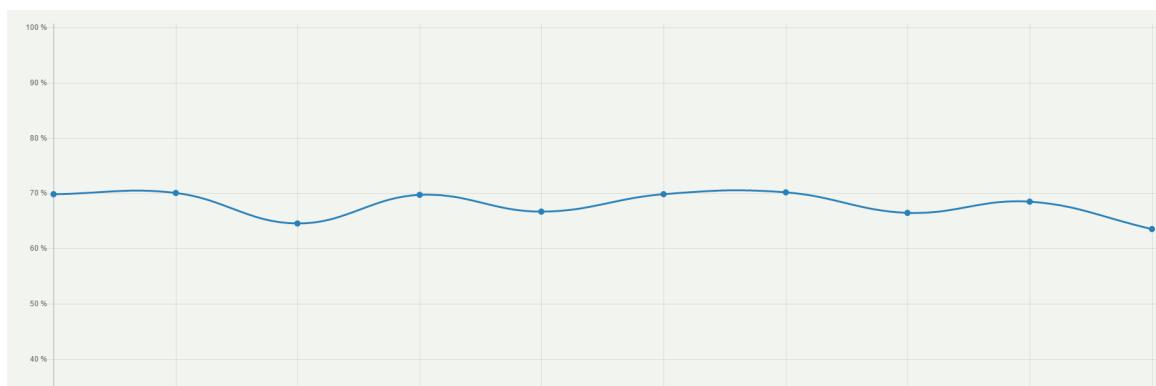


Figure 35.9: KPI: DwT Utilization

35.5.5 Deck Utilization

The Deck DwT Utilization KPI displays a graph on monthly basis the average utilization of Deck Space across the supply vessel pool.

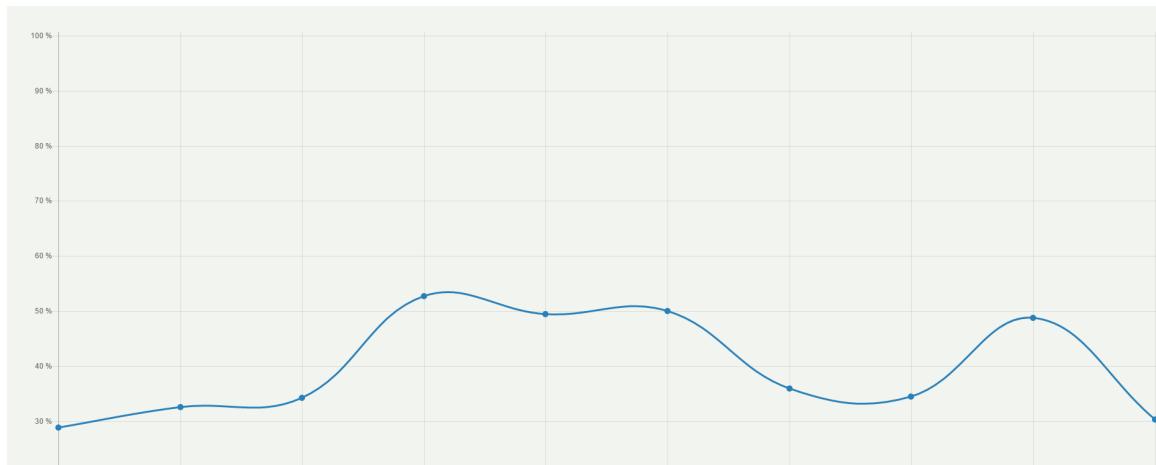


Figure 35.10: KPI: Deck Utilization

35.5.6 Marine Location Time

The Location Time KPI will list the location which a vessel or all vessels have spent their time in pie chart. If a location is selected in the filter menu, the pie chart will display how vessels have been utilized at the location (how much time has been spent of each event).

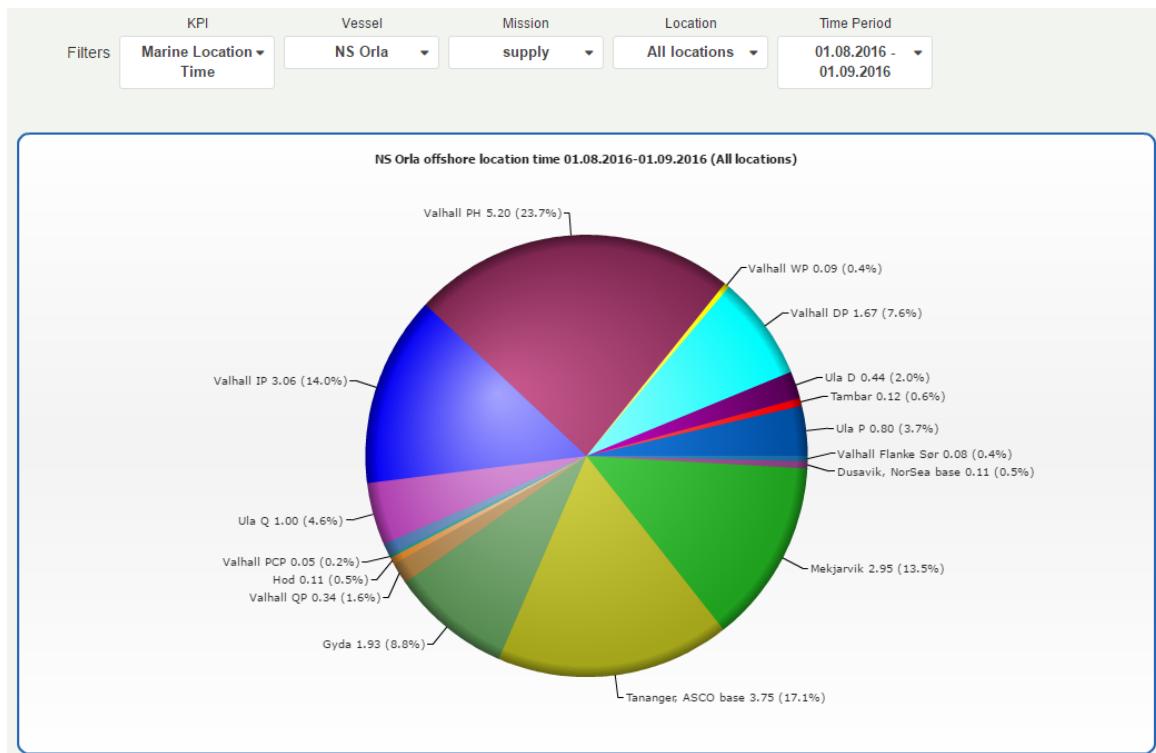


Figure 35.11: KPI: Location Time

35.5.7 Marine Waiting Time

The Waiting Time KPI will list the different events separated by those characterized as 'waiting' and those characterized as 'operational' which a vessel or all vessels have spent their time in pie chart. If a location is selected in the filter menu, the pie chart will display how vessels have been utilized at the location (how much time has been spent of each event).

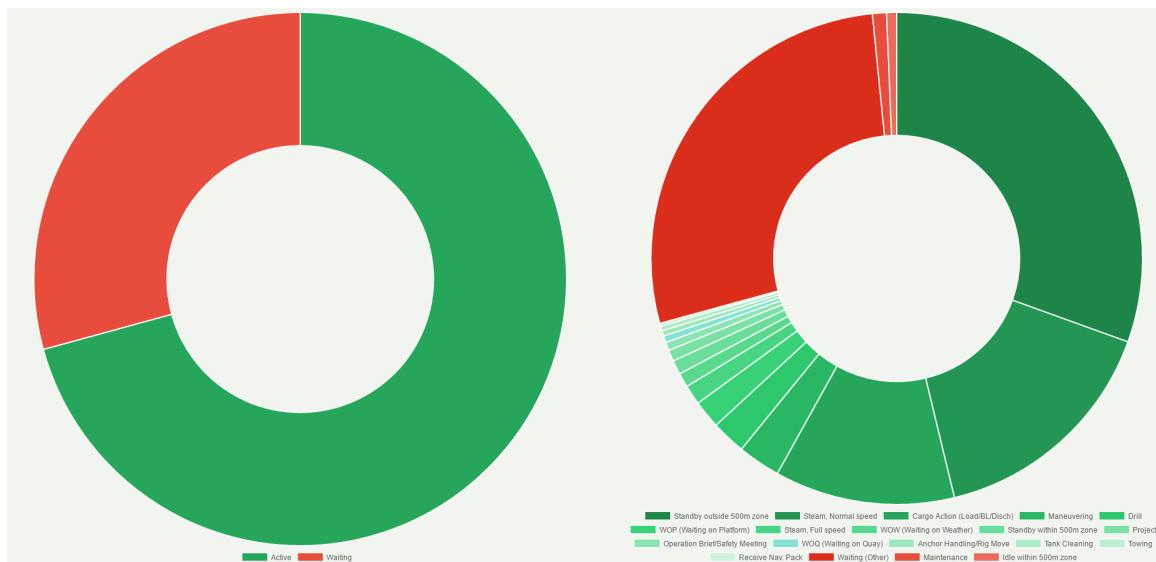


Figure 35.12: KPI: Waiting Time

35.5.8 Location MT Offload

The Marine Location Offload KPI shows a bar chart of the MT offloaded per location based on current filters.

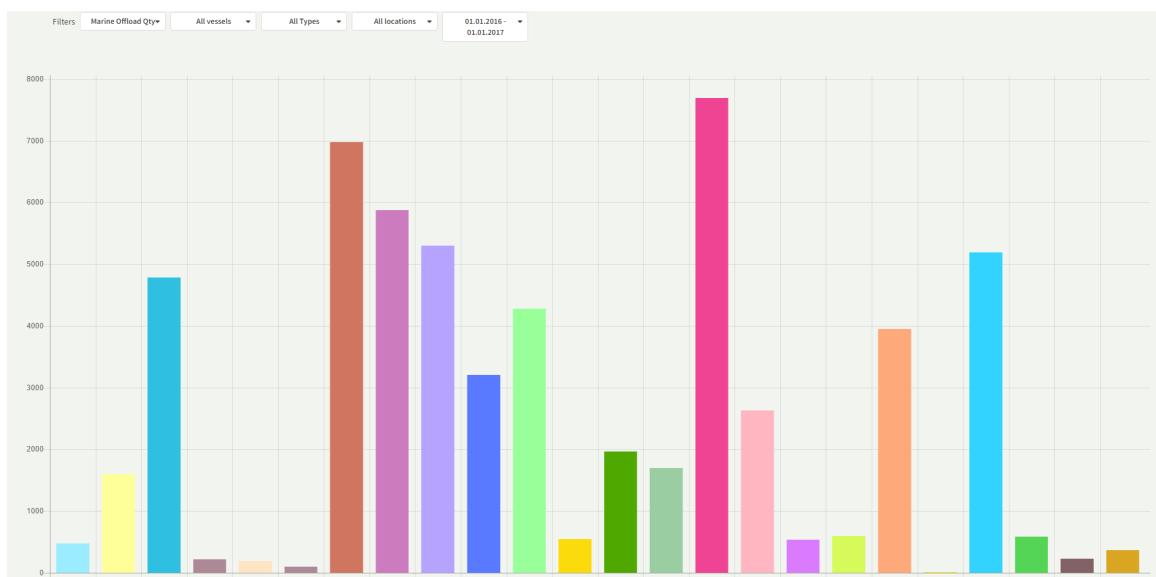


Figure 35.13: KPI: Waiting Time

35.5.9 Sailings Per Week

Sailings Per Week shows the average sailings per week for vessels selected based on locations and time interval.

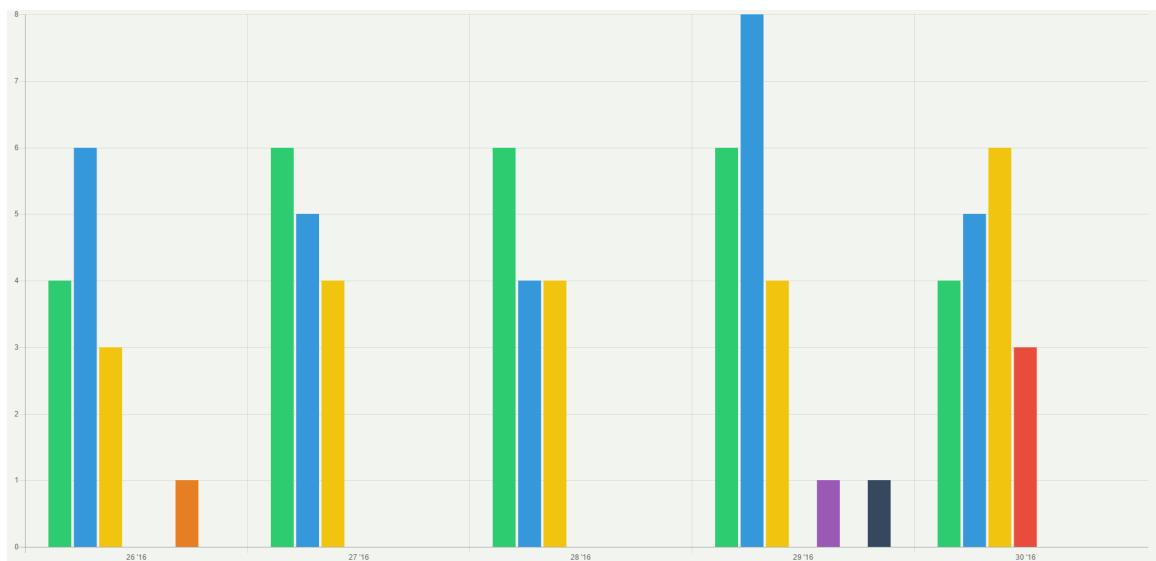


Figure 35.14: KPI: Sailings Per Week

35.5.10 Waiting Time at Port

This KPI shows the percent value for reported waiting (inactive) time by the vessels. The values includes all waiting time related to either an onshore (base) port, or an offshore installation. Please note that Waiting on Weather is considered as inactive time. The KPI also gives an indication of how much of the total time is used for waiting onshore or offshore respectively.

35.5.11 Late Deliveries

This KPI shows a pie graph detailing the amount of late deliveries tied to one or all locations within a given time-frame. The first pie-chart separates the late deliveries between the different types of reasons for late deliveries. The second pie chart shows the amount per location if all locations have been selected or it is from an on-shore location. If an off-shore location is selected, the second pie chart will show the amount of registered late deliveries per supplier.

35.5.12 Location M2 Roundtrip

This KPI shows the amount of M2 (or different unit) that has been roundtripped at all locations or a specific location for a given time-frame as a bar chart.

35.5.13 Monthly M2 Roundtrip

This KPI shows the amount of M2 per month for a given time-frame for all locations or a specific location. The amount is shown as bar chart.

36 Planning

The planning section are used show reports and KPIs tied to time-planner

36.1 Time vs Depth

This report shows a summary of a selected time-plan and a graph of the depth of drilling vs time spent against planned, AFE and actual times. This plan only needs to have the planned and actual depths input on a plan to work.

Select a plan from the drop-down list and click on Update button to display current summaries and graphs.

The red line shows the depth based on planned depth and the AFE time. The blue line shows the depth based on planned depth and the planned time. The green and yellow line shows a combination of the actual depth and actual time spent (green) followed by the remaining estimated time and planned depth.

The plan can be printed out in PDF by clicking on Get PDF or Excel by clicking on Report to Excel.

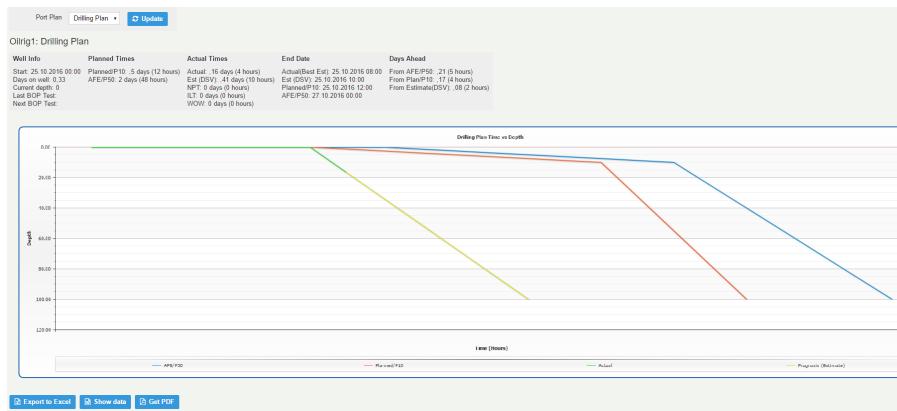


Figure 36.1: Time vs Depth Overview

36.2 Well Cost

This report shows an estimate of how much the cost of the well is based on the daily cost set in the time-planner against AFE, planned and actual times spent on well.

Select a plan and click Update button to display a cost summary and a graph showing total costs.

The first bar shows cost based on AFE time. The second bar shows cost based on planned time. The third bar shows the actual cost based on actual time along with remaining estimate time. Any NPT and WOW are separated to show that cost separately.

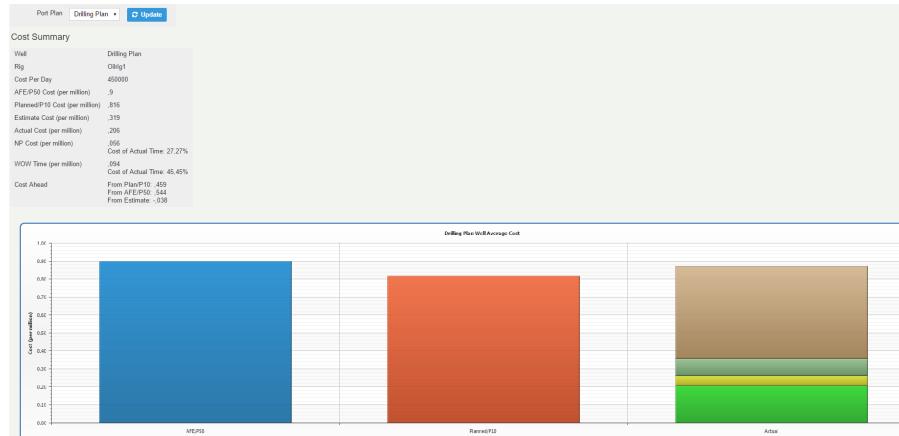


Figure 36.2: Well Cost Overview

37 Marine

The marine section are used show reports and KPIs tied to vessels and voyages

37.1 Voyage Events

The Voyage Events interactive report list all events report by vessels. It is listed by event type, and can be used to extract detailed information on vessel usage across the vessel pool or for a specific location. It can be interactively filtered and grouped on such as voyage mission type, event location and category, whether the activity is defined as waiting time, the distance steamed and fuel consumed.

Vessel	Voyage #	Mission	Event	Location	Quay	Remarks	Is active?	From	To	Hours	Port Type	Year	Voyage Type	Consumed Fuel
Stril Mariner	12487	standby	Standby outside 500m zone	Gyda	-	-	yes	01.10.2016 00:00	-	0.00	rig	2016	normal	
Esvagt Corona	12502	standby	Standby outside 500m zone	Yme	-	-	yes	30.09.2016 23:49	01.10.2016 00:00	0.18	rig	2016	normal	1,000
Esvagt Corona	12502	standby	Standby outside 500m zone	Yme	-	-	yes	29.09.2016 23:49	30.09.2016 23:49	24.00	rig	2016	normal	
Esvagt Corona	12502	standby	Standby outside 500m zone	Yme	-	-	yes	27.09.2016 23:47	29.09.2016 00:00	24.22	rig	2016	normal	1,000
Sæborg	12846	standby	Standby outside 500m zone	Valhall PH	-	-	yes	03.10.2016 22:05	-	0.00	rig	2016	normal	
Sæborg	12846	standby	Steam; Normal speed	Valhall Flanke Nord	-	-	yes	03.10.2016 19:15	03.10.2016 22:05	2.83	rig	2016	normal	
NS Orla	12871	supply	Steam; Normal speed	Gyda	-	-	yes	03.10.2016 17:45	-	0.00	rig	2016	normal	
NS Orla	12871	supply	Waiting (Other)	Tananger, ASCO base	Quay 21	-	no	03.10.2016 17:15	03.10.2016 17:45	0.50	base	2016	normal	
Island Chieftain	12866	supply	Steam; Normal speed	DeepSea Bergen	-	-	yes	03.10.2016 16:05	-	0.00	rig	2016	normal	
Island Chieftain	12866	supply	Cargo Action (Load/BL/Disch)	Hornvnes Sandnessjøen, (ASCO)	Kai 2	Complete loading deck cargo	yes	03.10.2016 15:10	03.10.2016 16:05	0.92	base	2016	normal	
Island Chieftain	12866	supply	Cargo Action (Load/BL/Disch)	Hornvnes Sandnessjøen, (ASCO)	Kai 2	Loading deck cargo	yes	03.10.2016 14:35	03.10.2016 15:10	0.58	base	2016	normal	
NS Frayja	12867	supply	Waiting (Other)	Tananger, ASCO base	Quay 21	-	no	03.10.2016 14:30	-	0.00	base	2016	normal	
NS Orla	12871	supply	Cargo Action (Load/BL/Disch)	Tananger, ASCO base	Quay 21	deck cargo	yes	03.10.2016 14:00	03.10.2016 17:15	3.25	base	2016	normal	
NS Frayja	12867	supply	Waiting (Other)	Stavanger	-	Konsentrhuskaien	no	03.10.2016 13:00	03.10.2016 14:30	1.50	harbour	2016	normal	
NS Orla	12837	supply	Waiting (Other)	Tananger, ASCO base	-	-	no	03.10.2016 12:49	03.10.2016 12:49	0.00	base	2016	normal	

Figure 37.1: Voyage Events interactive report

37.2 Consumption

Using ROB figures and load/offload actions on vessel tanks, the fuel report will yield a monthly overview of daily consumption for a vessel. This report can be analyzed to see if vessels are consuming more at certain periods than others or if relevant data has not been added.

The report can also be extracted for other relevant consumable products in addition to fuel: LNG, Water, Lubeoil and Urea. The report can list all ROB inputs or only those at midnight. The report can be viewed either as detailed monthly report or as a summarized yearly report.

*Vessel NS Orla Year 2016 Month July 1 - Fuel

Date	Event Type	Start ROB	End ROB	Consumption	Load/offload actions
01.07.2016 00:00	Daily ROB	266,000	258,000	8,000	-
02.07.2016 00:00	Daily ROB	258,000	643,000	15,000	Tananger, ASCO base: load 400m3
03.07.2016 00:00	Daily ROB	643,000	403,000	8,375	Gyda: offload 231,625m3
04.07.2016 00:00	Daily ROB	403,000	397,000	6,000	-
05.07.2016 00:00	Daily ROB	397,000	641,060	5,940	Tananger, ASCO base: load 250m3
06.07.2016 00:00	Daily ROB	641,060	631,880	9,180	-
07.07.2016 00:00	Daily ROB	631,880	622,790	9,090	-
08.07.2016 00:00	Daily ROB	622,790	614,790	8,000	-
09.07.2016 00:00	Daily ROB	614,790	605,290	9,500	-
10.07.2016 00:00	Daily ROB	605,290	347,690	5,860	Petrojarl Varg: offload 251,74
11.07.2016 00:00	Daily ROB	347,690	344,180	3,510	-
12.07.2016 00:00	Daily ROB	344,180	337,070	7,110	-
13.07.2016 00:00	Daily ROB	337,070	326,870	10,200	-
14.07.2016 00:00	Daily ROB	326,870	316,170	10,700	-
15.07.2016 00:00	Daily ROB	316,170	307,890	8,280	-
16.07.2016 00:00	Daily ROB	307,890	296,520	11,370	-
17.07.2016 00:00	Daily ROB	296,520	289,290	7,230	-
18.07.2016 00:00	Daily ROB	289,290	281,000	8,290	-
19.07.2016 00:00	Daily ROB	281,000	776,360	4,737	Tananger, ASCO base: load 500,097m3
20.07.2016 00:00	Daily ROB	776,360	765,600	10,760	-
21.07.2016 00:00	Daily ROB	765,600	655,480	8,620	Maersk Reacher: offload 101,5m3
22.07.2016 00:00	Daily ROB	655,480	647,820	7,660	-
23.07.2016 00:00	Daily ROB	647,820	639,970	7,850	-
24.07.2016 00:00	Daily ROB	639,970	634,250	5,720	-
25.07.2016 00:00	Daily ROB	634,250	630,280	3,970	-
26.07.2016 00:00	Daily ROB	630,280	625,100	5,180	-
27.07.2016 00:00	Daily ROB	625,100	615,220	9,880	-
28.07.2016 00:00	Daily ROB	615,220	607,440	7,780	-
29.07.2016 00:00	Daily ROB	607,440	599,500	7,940	-
30.07.2016 00:00	Daily ROB	599,500	592,770	6,730	-
31.07.2016 00:00	Daily ROB	592,770	587,290	5,480	-
Total				243,942	

Figure 37.2: Monthly consumption for a single vessel

37.3 Location Fuel Account

The Location fuel account will list all fuel Load and Offload actions reported by vessel. The report can be viewed as a list of events with attached documentation or as a bar chart showing the number of loads and offloads per location.

The screenshot shows a software interface for managing fuel account reports. At the top, there are dropdown menus for Port (- All -), Vessel (- Show all -), Year (2016), Month (- Show all -), and an Update button. Below these are buttons for Options, Search, Go, and Actions. The main area is a table with the following columns: Vessel, Voyage No, Date, Action, Qty, Unit, Location, Destination, Company, and Files.

Vessel	Voyage No	Date	Action	Qty	Unit	Location	Destination	Company	Files
NS Orla	39	15.06.2016 13:04	offload	328	m3	Ula Q	-	Statoil Fuel & Retail	> 1 file
NS Orla	38	13.06.2016 18:50	load	300	m3	Tananger, ASCO base	-	Statoil Fuel & Retail	> 1 file
NS Frayja	44	13.06.2016 09:00	load	300	m3	Tananger, ASCO base	-	Statoil Fuel & Retail	> 1 file
NS Orla	38	12.06.2016 14:22	offload	299,06	m3	Petrojarl Varg	-	Statoil Fuel & Retail	> 1 file
NS Frayja	44	11.06.2016 12:10	offload	117	m3	Valhall PH	-	Statoil Fuel & Retail	> 1 file
NS Orla	38	10.06.2016 14:20	load	500	m3	Tananger, ASCO base	-	Statoil Fuel & Retail	> 2 files
NS Orla	37	08.06.2016 08:35	offload	442,5	m3	Ula Q	-	Statoil Fuel & Retail	> 1 file
NS Frayja	43	08.06.2016 05:00	offload	100	m3	Valhall DP	-	Statoil Fuel & Retail	> 1 file
NS Frayja	43	07.06.2016 13:14	offload	180	m3	Maersk Reacher	-	Statoil Fuel & Retail	> 1 file
NS Orla	37	07.06.2016 09:44	load	400	m3	Tananger, ASCO base	-	Statoil Fuel & Retail	> 1 file
NS Frayja	42	06.06.2016 09:40	load	300	m3	Tananger, ASCO base	Maersk Reacher	Statoil Fuel & Retail	> 1 file
NS Frayja	42	05.06.2016 09:10	offload	3	m3	Hod	-	Statoil Fuel & Retail	> 2 files
NS Frayja	42	03.06.2016 16:46	offload	55	m3	Valhall PH	-	Statoil Fuel & Retail	> 1 file
Island Chieftain	49	01.06.2016 13:10	load	550	m3	Horvnes Sandnessjøen, (ASCO)	Horvnes Sandnessjøen, (ASCO)	Statoil Fuel & Retail	> 0 files
Island Chieftain	48	31.05.2016 16:15	offload	500	m3	Songa Encourage	-	Statoil Fuel & Retail	> 0 files

Figure 37.3: Fuel Account report

37.4 Month End Assurance

This report shows a summary of voyage reports for all vessels for a given month and whether all days have been reported and that all voyages have been approved by marine coordinators. If the contract days matches the number of reporting days and all reports have been approved then the vessel is listed as OK for that month.

The screenshot shows a software interface for the Month End Assurance Report. At the top, there are dropdown menus for Year (2016) and Month (November), and a blue 'Show Report' button. The main area is a table with the following columns: Vessel, Contract Days, Reporting Days, All Reports Approved?, and OK?.

Vessel	Contract Days	Reporting Days	All Reports Approved?	OK?
Bourbon Monsoon	29	60	No	No
Island Challenger	30	120	No	No
Island Chieftain	30	30	Yes	Yes
NS Frayja	30	30	Yes	Yes
NS Orla	30	30	Yes	Yes
Saeborg	30	29,576	No	No

Figure 37.4: Month End Assurance Report

37.5 Location Distances

Location Distance Report shows the distance between all selected locations and the estimated time spent sailing to that location. The location is based on the latest position added to that location found under Settings and the speed set in the Speed text-field. To update the list of locations click on the Edit Location List and move locations from the left-hand text-field to the right-hand text-field. Move the opposite way to remove locations.

Click on Get PDF to get a PDF print.

The screenshot shows a user interface for generating a location distance report. At the top, there are buttons for 'Speed' (set to 12), 'Edit Location List', and 'Get PDF'. Below this is a table with data rows. The first row contains column headers: Oilrig1, OilRig2, Risavika Havn, Skarv FPSO, Skålevik Bergen, Sløvåg, Songa Encourage, and Tambar. Subsequent rows list distances between these locations, such as 499.9 km between Oilrig1 and Skarv FPSO, or 137.1 km between Oilrig1 and Tambar. Each entry also includes a duration in hours and minutes.

	Oilrig1	OilRig2	Risavika Havn	Skarv FPSO	Skålevik Bergen	Sløvåg	Songa Encourage	Tambar
Oilrig1				499,9 41h 39m	147,1 12h 15m	166,4 13h 51m	534,4 44h 32m	137,1 11h 25m
Oilrig2								
Risavika Havn								
Skarv FPSO	499,9 41h 39m				374,4 31h 12m	344,8 28h 43m	34,5 02h 52m	622,3 51h 51m
Skålevik Bergen	147,1 12h 15m			374,4 31h 12m		31,9 02h 39m	408,1 34h 00m	249,9 20h 49m
Sløvåg	166,4 13h 51m			344,8 28h 43m	31,9 02h 39m		378,6 31h 33m	278 23h 09m
Songa Encourage	534,4 44h 32m			34,5 02h 52m	408,1 34h 00m	378,6 31h 33m		656,3 54h 41m
Tambar	137,1 11h 25m			622,3 51h 51m	249,9 20h 49m	278 23h 09m	656,3 54h 41m	

Figure 37.5: Location Distance Report

37.6 Active Vessel Overview

This report lists up all vessels currently active in the application with all necessary contact details and key master-data details. The vessels are grouped by pool and can be printed out by clicking on Get PDF, or it can be sent to personnel who have signed up to the Active Vessel mailing list by clicking on Send in Email.

Pool:							
Name	Vessel Type	Call Sign	IMO	M2 Deck	MT Dw	Owner	
Lewek Inspector	SUBSEA	9HA3485	9662083	-	-	-	
5KO Explorer	RRV	NPE1201	120186	100	4000	-	
Nenad Explorer	-	-	-	-	-	-	
Esvagt Corona	RRV	OVQE2	9302035	-	520	Esvagt Standby	
Siddis Skipper	PSV	LMLU	9307114	680	3555	OH Meling & Co AS	
Cindy Brown Tide	PSV	KCBE	9418547	793,7	3540	Tidewater LLC	
Stril Mariner	PSV	OZ2083	9489493	750	4000	Simon Møkster Shipping	
Bourbon Monsoon	PSV	LNXX	9362011	985	4779	Bourbon Offshore Norway AS	
S/S Martha	-	-	-	-	-	-	

[Get PDF](#)
 [Send Email](#)

Figure 37.6: Active Vessel Overview

37.7 Bulk Report

37.8 Vessel Monthly Report

38 Marine Cost Allocation

38.1 Vessel Days Allocation

The Vessel Days Allocation report is used to query how a vessel has been cost allocated in a period. This is normally used to split the cost of a contract period to how the vessel has been used in the period (e.g dedicated a single rig or serving a common supply pool).

The screenshot shows a web-based reporting interface for vessel days allocation. At the top, there are filters for 'Vessel' (set to 'NS Orla') and 'Report Type' (set to 'Usage'). Below these are dropdowns for 'Year' (2013, 2014, 2015, 2016, 2017) and 'Month' (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep). A date range is set from '01.08.2016 00:00' to '01.09.2016 00:00'. A blue 'Apply' button is present. Below the filters is a 'Export As PDF' button. The main content area displays a summary table and a detailed mission allocation table.

Mission	Type	Name	Activity Ref.	Alloc (days)	Alloc (days %)
Standby	Dedicated	Hod (Valhall)	-	,591	1,907
Supply	Pool	South Pool	-	23,787	76,732
Standby	Pool	(Valhall)	-	,13	,42
Standby	Dedicated	(Valhall field)	-	5,32	17,161
Standby	Pool	(Valhall field)	-	1,172	3,78
Total				31	100

Figure 38.1: Vessel Days Allocation for a single month

38.2 Vessel Cost Report

38.3 Monthly Consumption

38.4 Cost Alloc Details

39 Cargo

The cargo section are used show reports and KPIs tied to cargo packages, cargo items, containers and related info

39.1 Cargo and Container Log

This report shows a list of all items or units that have been received at a location for a specific supplier and location.

Select a company, a time-frame and location and then select the desired "action". No value can be left empty. click on Update to update the report. The actions are separated between viewing all items or just rental items that have been received at a location, manifested, or consumed at an offshore installation.

The screenshot shows a web-based application for managing cargo and container logs. At the top, there is a navigation bar with various links: Cargo KPIs, Cargo and Container, Late Deliveries, Shipment Quantities, Rental Equipment, High Cost Tracking, Equipment, Parked Equipment, Cargo Item History, and Container Shipment. Below the navigation bar, there are several input fields and dropdown menus: 'From' (01.04.2016), 'To' (05.01.2017), 'Supplier' (123 Communication AS), 'Location' (Received loadout (rental equipment)), and 'Site' (Tananger, ASCO base). A large blue 'Update' button is positioned to the right of these fields. Below these controls is a table titled 'Tananger, ASCO base 01.04.2016 - 05.01.2017'. The table has columns for Date, Qty, Item, Add. Info / Remarks, and Project. The data in the table is as follows:

Date	Qty	Item	Add. Info / Remarks	Project
07.04.2016 08:58	1 ea	Nut Splitters for 21 1/4" Clamp Nuts	DP	Valhall DP Drilling
07.04.2016 08:58	2 ea	Slingset for half clamp	DP	Valhall DP Drilling
07.04.2016 08:58	1 ea	Lift Plate Adapter for Tubing Spool	DP	Valhall DP Drilling
07.04.2016 08:58	1 ea	Dedicated Dual Bore Bushing retrieval jacking plate c/w slingset	DP	Valhall DP Drilling
07.04.2016 08:58	1 ea	Handtools to retrieve Secondary Pack off	DP	Valhall DP Drilling
16.05.2016 10:13	1 ea	palle med Cylinder fra Aker Kristiansand	-	A-06(P&A)

At the bottom left of the table area, there is a blue 'Get PDF' button.

Figure 39.1: Cargo and Container Log

39.2 Late Deliveries

This report shows a list of all registered late deliveries. All approved late deliveries are highlighted in green and rejected packages are highlighted in red. Each column can be filtered, grouped or searched through to show only a subset of late deliveries. Clicking on the link in the Cargo Package link displays the late delivery details registered on the cargo package.

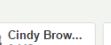
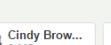
Cargo	Cargo KPIs	Cargo and Container	Late Deliveries	Shipment Quantities	Rental Equipment	High Cost Tracking	Equipment	Parked Equipment	Cargo Item History	Container Shipment						
Options	<input type="checkbox"/> Dest = 'OilRig2'	<input type="checkbox"/> Unapproved Chemicals	<input type="checkbox"/> Bulk Deviations	<input type="checkbox"/> Injection Report												
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Cargo Date	Wels Id	Package Name	Supplier	Dest	Base	Project	ETA	Affected Cargo	Reason	Consequence	Late Remarks	Cost Centre	Approval Remarks	Status	Status Logistics	BRO
✓ 10.11.2016	WELLIT39932	Base arrived_2	-	OilRig2	Tanger, Mauritius	ASC0	05.01.2017 00:00	Sea (item, Other) Sample Take BA-00201 10ea (item, Other) Carbo tool BA-00202 7ea (item, Other) Lubricator stop needle BA-00203 7ea (item, Other) Advanced flexible cased elbow BA-00204 7ea (item, Other) Multi-Purpose plate BA-00205 7ea (item, Other) Rov spool float BA-00206 7ea (item, Other) Upper gasket BA-00208 8ea (item, Other) Shoe module BA-00209 7ea (item, Other) Shoe advanced bushing BA-00210 7ea (item, Other)	Late Rig Call	None	-	HK53332	-	approved	approved	SSN55

Figure 39.2: Cargo Late Delivery Report

39.3 Shipment Quantities

The shipment Quantities report shows a list for a given day on how much cargo is being shipped out offshore based on the Base Delivery Date in the cargo packages. It is separated between total area, lifts, tonnage and bulk quantities for each location in the selected pool both inbound and outbound. The outbound values are based on the cargo packages whereas the inbound are based on manifests or backload-requests.

There is also a section showing the amount of roundtrip the vessels had on their deck for that day.

Pool		Date range	
Filters	<input type="button" value="All"/>	04.01 - 07.01	
Vessel Roundtrip M2	 SKO Explorer 0 M2	 Bourbon M... 9 M2	 Cindy Brow... 0 M2
	 S/S Martha 0 M2	 Saaborg 0 M2	 Esvagt Cor... 0 M2
		 Island Chal... 6 M2	 Island Chie... 0 M2
		 Stril Mariner 0 M2	 Lewek Insp... 0 M2
		 NS Frayja 0 M2	

Wednesday 04.01.2017

Rig	Op.	Deck M2 out	Lifts out	Wetbulk M3 out	Drybulk MT out	Deck M2 in	Lifts in	Wetbulk M3 in	Drybulk MT in
> Oilrig2	-	12	2	0	0	6	2	0	0
Total Wed 04/01		12	2	0	0	6	2	0	0

Figure 39.3: Shipment Quantities

39.4 High Cost Tracking

39.5 Equipment

The Equipment report is a list of different views for displaying equipment that is at a given location or zone.

39.5.1 MEL Equipment Tracking

The Equipment Tracking displays all items currently at the selected location and tied to the selected project. The report displays key item details and also the dates for when items were received at base, the offshore location and whether any were consumed or parked on the rig. The flag on each

line shows as green if the item has been fully returned to supplier on a redelivery manifest. Optional comments can be added by clicking on the cells in the **Comments** column.

39.5.2 Service Entry Report

The Equipment Service report is displayed if the 'Service level entry' component is enabled in the System. The report gives an overview of all items at a rig, connected to a given project and within a provided time range. Links to the cargo package and item history are provided, together with all of the service relevant information (such as Master Material number and Vendor Service Number). A filter is available to search for items connected to a certain PO or Cost Reference.

39.5.3 Consumed

The Consumed Report shows equipment that has been consumed at a selected location and project.

39.6 Cargo Item History

The Cargo Item History displays all items which are tied to an offshore location. The report displays key item details and also the dates for when items were received at base, the offshore location. It lists up the dates and quantities for when items were received at each location. Clicking on the **Item Description** will show the detailed history of that item. Clicking on the **WELSID** column will display the cargo package the item is originating from.

WELSID	Qty	Unit	Dim	Type	Item Description	Serial No	Proc.	Supplier	Received Base	Base	Received Rig	Rig	Backloaded	Backloaded to	Base Del. Date
WELLIT40356	1	ea	36	Drilling Bit	Drill Bit X045723	345463	c	Archer	04.01.2017 13:31 (1) []	Farsund, ASCO base	04.01.2017 13:41 (1) []	Oilrig2	-	-	04.01.2017
WELLIT40356	3	ea	36	Drilling Bit	Drill Bit Accessories	-	r	Archer	04.01.2017 13:31 (3) []	Farsund, ASCO base	04.01.2017 13:41 (3) []	Oilrig2	-	-	04.01.2017
WELLIT40356	30	ea	36	Drilling	Drillers	-	r	Archer	04.01.2017 13:31 (30) []	Farsund, ASCO base	04.01.2017 13:41 (30) []	Oilrig2	-	-	04.01.2017

Figure 39.4: Cargo Item History

39.6.1 Waste Backload

This report will display all waste that's been backloaded from a selected rig, to a selected base, within a given time frame. It also displays the vessel and vessel manifest it's been sent by. The report is interactive, and can be filtered to narrow down the result set.

Qty	Unit	Type	Description	Extra Info	Container Tag	Manifest Name	Transporter	From Location	To Location	Sent Date
3	ea	Waste	Bags of Trash	-	AME 181	B-20170511-30319	5KO Explorer	Norne	Hammerfest, Polarbase	11.05.2017
1	ea	Waste	Used Batteries for recycle	-	AME 181	B-20170511-30319	5KO Explorer	Norne	Hammerfest, Polarbase	11.05.2017
1	ea	Waste	Light Bulbs for recycle	-	AME 181	B-20170511-30319	5KO Explorer	Norne	Hammerfest, Polarbase	11.05.2017
1	ea	Waste	Light Bulbs for recycle	-	AMD2971	B-20170504-30287	5KO Explorer	Skarv FPSO	Farsund, ASCO base	10.05.2017

Figure 39.5: Waste Backload Report

39.6.2 Rental Equipment

The rental report shows a list of rental equipment that was received at a location and project between the given time-frame. The report doesn't give details on when items were received but it has a link to the cargo package in the Cargo column, and a link to the detailed history of the item in the Item Description column. If the 'Service Level Entry' component is enabled in the system, the Master Material number, Vendor Service Number and ta search Filter for Cost reference will be displayed in the report.

The screenshot shows a software interface for managing rental equipment. At the top, there are four filter dropdowns: 'Rig' (set to 'Oilrig2'), 'Project' (set to 'TEST BORING 2'), 'Date range' (set to '01.06 - 05.02'), and 'PO Number' (set to '- N/A -'). Below the filters is a toolbar with 'Options', a search bar, a 'Go' button, and a 'Actions' dropdown. The main area is a table with the following columns: Qty, Unit, Description, Add. Info, Serial No, Remarks, Cargo, Company Name, Port Name, Activity, Po No, and Ci Comment. The table contains three rows of data:

Qty	Unit	Description	Add. Info	Serial No	Remarks	Cargo	Company Name	Port Name	Activity	Po No	Ci Comment
10	ea	Pliers	-	-	10 already on rig	Drill Bit	Archer	Oilrig2	Rig Move	-	-
20	ea	Pliers	-	-	10 already on rig	Drill Bit	Archer	Oilrig2	Rig Move	-	-
3	ea	Drill Bit Accessories	-	-	-	Drill Bit	Archer	Oilrig2	Rig Move	-	-

1 - 3

Figure 39.6: Rental Equipment

39.6.3 Unapproved Chemicals

The Unapproved Chemicals Report lists up all chemicals that have not been approved for a project that uses the Chemical Approval workflow and whether any quantities were received at base, manifested, received at rig or consumed on the rig. Clicking on the History column will display detailed history of the selected item.

The screenshot shows a software interface for managing unapproved chemicals. At the top, there are three filter dropdowns: 'Rig' (set to 'No rig selected'), 'Project' (set to 'Select project'), and 'Supplier' (set to 'Select supplier'). Below the filters is a toolbar with 'Options', a search bar, and a 'Actions' dropdown. The main area is a table with the following columns: Activity, Package Name, Supplier, Base Del. Date, Item Description, Package Qty, Unit, Rec. Base Qty, Rec. Rig Qty, Cons. Rig Qty, and History. The table contains seven rows of data:

Activity	Package Name	Supplier	Base Del. Date	Item Description	Package Qty	Unit	Rec. Base Qty	Rec. Rig Qty	Cons. Rig Qty	History
SIMOPS	- Unknown -	Halliburton	08.12.2016	BARALUBE W-511	47	mt	47	0	0	Show
SIMOPS	- Unknown -	Halliburton	08.12.2016	CALCIUM BROMIDE- CHLORIDE BRINE	45	-	45	0	0	Show
SIMOPS	Calcium Bromide Brine	Baker Fluids	09.01.2014	Calcium Bromide Brine	8	m3	8	0	0	Show
SIMOPS	MEG	Baker Fluids	09.04.2015	MEG / Water, 60:40 blend in 25 bbl tank	3	ea	3	0	0	Show
SIMOPS	MEG/VANN 60/40	Baker Fluids	30.06.2016	MEG/VANN 60/40, IBC	1	m3	1	0	0	Show
SIMOPS	MEG/Water 60/40	Baker Fluids	01.05.2015	MEG/Water mix (4 m3 tank)	4	ea	4	0	0	Show
SIMOPS	ThermaSet Cleaner	WellCem	22.01.2014	ThermaSet Cleaner	6	m3	6	0	0	Show

1 - 7

Figure 39.7: Unapproved Chemicals Report

39.6.4 Parked Equipment

The parked report shows a list of parked equipment that was received at an offshore location and on a project between the given time-frame. The report doesn't give details on when items were received but it has a link to the cargo package in the Cargo column, and a link to the detailed history of the item in the Item Description column.

39.6.5 Injection

The Injection report shows equipment that has been injected at a selected location and project.

39.7 Late Departure

39.8 Container Shipment Log

The Container Shipment Log report displays a line for each container and the manifest it was shipped on within a given time-frame. This includes loadout, backload and transfer manifests. Clicking on the Container column displays more detailed history of that unit. Clicking on the Manifest column displays the manifes details.

Tag	Container Type	Manifest Action	Manifest	Port	Received Port	Vessel	Supplier	Weight (MT)	Tare Weight	Length	Width	Dim. M2	Received Date
Options	Q	Go	Actions										
AMD-669	container	loadout	L-20170104-26595	Farsund, ASCO base	Oilrig2	Island Chieftain	Archer	3	-	2	3	6	04.01.2017
AME-1222	container	loadout	L-20170104-26595	Farsund, ASCO base	Oilrig2	Island Chieftain	Archer	4,1	-	2	3	6	04.01.2017
								7,1					12

Figure 39.8: Container Shipment Log

39.9 Bulk Deviations

The Bulk Deviations Report lists up the different quantities of bulk that have been marked as deviation by the base or offshore location. The Load Devation and Offload Deviation specifies whether the vessel has marked any quantity as deviated. Although it is the receiving location that specifies the total deviation those values can be used to see whether any deviation occurred during the loading or offloading on the vessel.

Qty	Unit	SG	Form Type	Description	Serial No	Add. Info	Proc.	DG Class	Remarks	Date	Port	Po No	Cargo Name	Voyage Id	Load Deviation	Offload Deviation	Dg Un Number	
Options	Rig	Date range	PO Number	Get PDF	Q	Go	Actions											
2	m3	1,2	-	Bulk	-	-	-	-	-	07.01.2017	Oilrig2	-	Bulk	-	-	-	-	
7	m3	1	-	Fuel	-	-	-	-	-	07.01.2017	Oilrig2	-	Fuel	-	-	-	-	
10	m3	1,2	-	Bulk	-	-	-	-	-	07.01.2017	Oilrig2	-	Bulk	-	-	-	-	

Figure 39.9: Bulk Deviation Report

40 Personnel

The Personnel section are used show info about the pob tasks planned under the Personnel module.

40.1 POB Report

The POB Report page is used to show a overview over all personnel that travels Out/In on the selected Rig for the selected time period.

Company	Task	Day	Time	Name	Direction	Flight No	Booking Sys ID	Shift	Org Unit	Living Quarters	Flight Dest.	Status	Month	Year
PTC	M-SAS	23.08.2016	00:00	-	in	-	-	-	-	-	-	new	08	2016
BP Norge	WSL-I	23.08.2016	00:00	Bue, Olav	in	-	4520002	D	-	-	-	confirmed	08	2016
BP Norge	WSL-I	23.08.2016	00:00	Gunnar Haraldsen	in	-	195895	N	-	-	-	confirmed	08	2016
PTC	M-SAS	23.08.2016	00:00	-	in	-	-	-	-	-	-	new	08	2016
PTC	M-SAS	23.08.2016	00:00	-	in	-	-	-	-	-	-	new	08	2016
PTC	M-SAS	23.08.2016	00:00	-	in	-	-	-	-	-	-	new	08	2016
Schlumberger Well Services	Coil Tubing	28.09.2016	00:00	-	out	-	-	-	-	-	-	new	09	2016
Altus Intervention AS	Tractor	23.11.2016	00:00	-	out	-	-	-	-	-	-	new	11	2016
Altus Intervention AS	Tractor	23.11.2016	00:00	-	out	-	-	-	-	-	-	new	11	2016
Altus Intervention AS	Tractor	25.11.2016	00:00	-	in	-	-	-	-	-	-	new	11	2016
Altus Intervention AS	Tractor	25.11.2016	00:00	-	in	-	-	-	-	-	-	new	11	2016

Figure 40.1: POB Out/In overview.

Different layouts/filtering for the report can be sett up using the report functionality.

40.2 POB Rig Days

The POB Report page is used to show a overview days the personnel have been on each pob task for the selected rig. For a task to show in the report the from date has to be older then the selected start date and do not have a to date. The day the person are sendt out and the day the person are sendt in is counted as 0.5 days. So if the person are send out on Monday and back on Wednesday on the same week it is counted as 2 days.

The screenshot shows a booking report interface. At the top, there is a filter section with a megaphone icon and the text "Show personnel travelling between". Below this are two input fields: "21.08.2016" and "and", followed by another input field "30.12.2016" and a blue "Apply" button. A red box highlights this entire filter area, with a red arrow pointing to it from the text "Date filter that only show pob rows that has a start date before selected start date.".

Below the filter is a table with the following columns: Start Date, End Date, Company, Task, and Days. The data in the table is:

Start Date	End Date	Company	Task	Days
21.08.2016	30.12.2016	Altus Intervention AS	Tractor	4 days
21.08.2016	30.12.2016	BP Norge	WSL-I	6 days
21.08.2016	30.12.2016	PTC	M-SAS	12 days
21.08.2016	30.12.2016	Schlumberger Well Services	Coil Tubing	93 days
Rig total				115 days

A red box highlights the "Days" column header, with a red arrow pointing to it from the text "Shows number of days personnel have been on the specific pob task.".

A red box highlights the "Rig total" row, with a red arrow pointing to it from the text "Shows total number of days personnel has been on the rig for all pob tasks.".

At the bottom left is a blue "Get PDF" button.

Figure 40.2: Booking report

The total personnel days for the rig are also shown in the report.

Part IX

Settings

Settings

Settings section is used for administration of different aspects of the application. It's split up in the following subsections:

- Administration
- Master Data
- Application
- Setup Cargo
- Excel Import
- Import / Export
- Integration

Different roles have different features available, and depending on their grants they can set up the system to the their own or the company's liking.

41 Administration

41.1 Users and Roles

New users must apply for a new account in the System. Users apply for access by submitting a New user request from the System Front page.

41.1.1 Approving user requests

Once a user request has been sent, System end users with Super User privileges are notified via their System front page.

By following the user approval link, Super Users are provided with a detailed list on all users that currently have requested access but not been approved yet. From the user details page, the Super User can grant System roles to the end user and click on a button to generate a new password and send in email.

Only System administrators may grant the Super User role. This role requires that the end user have attended a formal Super User course prior to granting the role.

41.1.2 User Administration

All the information about the user is presented in the Summary tab. From there it's possible to change user's name, last name, contact info, change the password and add / remove roles.

User access is administrated from the Credentials tab. Password can be changed there (both set manually or generated by the system and sent in email to the end user), and users can be notified about the granted access to the application.

The Emails tab provides a report of all emails sent from the system to the user in question.

41.2 Role Grants

Role grants provides system administrators with the possibility to control page access per role in the System.

To modify the page access select the role in question, locate the needed page and change the page access type (Read / Write / No Access).

41.3 System Log

System Log displays all the events logged in the system. Can be a very useful tool to track down issues, login problems, code errors etc.

There are multiple levels of logs in the system:

- Info: Displays information about an event.
- Warning: Displays a warning about an event, usually when user tries to do something he doesn't have permission to do.
- Error: Displays an error when an action is being performed, usually accompanied with the error message to help developers and support team tracking down the issue.
- Debug: Used by developers for debugging purposes. This is disabled in the Production environment.

41.4 Approve Master Data

Approve master data page gives an option to register, merge or approve items entered in the system. Data source on this page is the items added in the Suppliers Catalog by supplier companies.

An algorithm works compares the items added to the system with the existing ones, calculates the similarity percentage, and it's up to the system administrators to decide whether the items should be registered, approved or merged with the existing ones. Items are usually merged when the similarity percentage is greater than 98%, although it's not always the case. It's up to the administrators to assess each item and choose the correct course of action.

The entire purpose of this process is that to avoid item duplication in the suppliers catalog, which is shared among the applications in the system.

41.5 Admin Actions

This page is used to administrate the installations in the system and to generate the course (used for courses) and test data (used for presentations). Course and test data are usually used in test environments.

41.5.1 Configuration

Each installation (client) can be managed from this page. Installations can be enabled / disabled, Test environment can be turned on and off for each of them. In case of name change for the operator, its name and alias can be changed in there.

Additionally, detailed information about each installation is displayed here, such as different identifiers, timezone, locale settings, area, units etc.

This page is to be used with extreme caution, as it can have big consequences throughout the system.

41.5.2 Course Data

In case Wellit personnel is training customers, course data is needed in order for the course to be presented in a correct manner. Since Wellit has standardized test, a fresh set of course data is needed for them to have a predictable outcome.

The course data in question is being generated from this page.

41.5.3 Test Data

Whenever the Wellit sales representatives (or any other company employees) are having a presentation, they will need a high quality data set to be presented. This kind of data is generated on this page.

Choose the supplier company, base port, rig and the vessel in order to create the necessary master equipment lists, cargo packages, inventory, manifests and rig personnel.

41.6 External Access Grants

WELS Operator gives an option for the application data to be shared between operators. Data sharing is done from this page.

41.6.1 Voyage Data

Vessel voyage data can be shared between the operators.

To grant another operator access to the current operator's voyage data, select the vessel, add a new row, choose the grantee operator, access type (read / write), and the desired date range for the access.

The voyage data for the vessel will appear in the selected operator's WELS Operator installation.

41.6.2 Rig Cargo

Just like vessel voyage data, the rig cargo can be shared between operators.

Choose the desired rig, add a new grant row, select the grantee operator, access type (read / write) and the data range for the access.

Cargo for the selected rig will appear in the operator's WELS Operator installation.

42 Master Data

Masterdata section provides the possibility to add new data to the application, which can be used throughout entire WELS Operator, or can be application-specific.

Administrator role has access rights to these pages, but Super User can edit some application specific data for Companies, Ports and Rigs, and Vessels.

Superusers can edit the following:

- Companies: Application info
- Ports and Rigs: Application info and Org Units
- Vessels: Deck Specification

Locate the 'Application Info' icon in their respective interactive reports to get access to application-specific pages (see image bellow).

Name	Short Name	Identifier	Parent Company	Country Name	Type	Edit Status	Bulk cmp?	Org No	Area Code	Created Date	Modified Date	Available	Approve Packages	Company Sub Type	Storage Update Type	Application Info
123 Communication AS	123 Communication AS	123	-	Norway	supplier	closed	no	988 797 537	ns	23.10.2013	11.05.2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-	-	
123Stores Inc	123Stores	1SI	-	United States of America	supplier	open	no	-	gom	20.12.2016	20.12.2016	<input type="checkbox"/>	<input type="checkbox"/>	-	-	

Figure 42.1: Application Specific Info

42.1 Companies

The company edit page allows edit of a company definition.

Applicable company types are: Operator, Rig owner, Supplier, Vessel Owner, and Freight Forwarder. If a company is defined as a bulk company it will appear in select list for vessels and marine personnel when delivering and receiving bulk products. Each company is assigned to a certain area where it's operating.,

Information such as company address, emergency phone, contact and pob information is to be added here.

If it's a supplier company, it can be requested that their cargo packages need to be approved prior to receipt at the base (there's a field in Application Info tab).

Multiple warehouses can be added to companies (with addresses and positions), which will be available on re-delivery tickets - used when returning equipment to the supplier companies.

42.2 Fields

Fields provide a way to group multiple ports into logical units. They work in a combination with Field role, so that a single user can get access to multiple ports at once.

To create a new field press the Create new button, provide the name for it and press create. Below the Field details section there's a select list with available ports and rigs that can be added to the newly created field. Once all editing is done, the pool can be closed out.

42.3 Ports and Rigs

The ports and rigs edit page allows edit of a location. This can be either a base port, an offshore location (rig, platform), a harbour or a warehouse.

42.3.1 Details

General info is to be added to the main page, such as port name, port type, owner and area. Pipelines can be added on this page, which are used to connect multiple ports, for direct bulk transfer between ports.

42.3.2 Positions

Added port position is used to display the port on the map. If it's a stationary port (such as harbour or a base) then it's enough to simply add the position here.

If it's a rig, the position needs to be added via AIS.

42.3.3 Deck Setup

All base and rig locations can be defined with a 2D overview to show where CCUs are being stored. This is defined by a Main deck (total length and width) and possibly a set of sub decks placed on the main deck (with position, length and width). The position, length and width are to be defined in meter. Position 0,0 on a sub deck means the top left corner of the 2D overview of the Main deck.

42.3.4 Bulk Tank Setup

To be able to allocate inventory bulk items to tanks on a rig, the tanks must be set up as master data. This requires the name of a tank, capacity, a 2D position number for visual display, default content and default unit).

42.4 Vessels

Vessels page provides the option to create vessels in WELS Operator (which are also available in WELS Base, regardless of their state). When set up correctly, the vessel personnel can utilize the WELS Vessel Reporting Client for reporting. The vessels are used as intermediaries for manifestation between ports and rigs. The data they report in is visible in the Marine module, and is being used to generate various reports that are available in the Reports section.

42.4.1 Details

This subsection holds the general information about the vessel, such as its name, vessel type, call sign, IMO number, deck area, deadweight, owner, color, area where it operates and crew change date and intervals. Vessel edit status is also being changed here (Open / Closed).

A user account for the vessel can be created on this page (bridge email is a requirement for this). If the vessel already has a user account, the password can be changed here instead of the user account page.

When a new vessel is added to the system, and a user account has been created, a welcome email can be sent to the crew by pressing the 'Send welcome email' button.

The screenshot shows a web-based application interface for managing vessel details. At the top, there's a dropdown menu labeled 'Edit Status' with the option 'Closed Out – Click to Reopen'. Below this, there are two sections: 'Available' (checkbox checked) and 'Next Crew Change' (set to 28.06.2017, interval days: 28). Under 'Vessel Access Status', it says 'Password not sent.' In the 'Password' section, there are fields for 'New Password' and 'Confirm Password', and a 'Change Password' button. At the bottom, there's a prominent blue button labeled 'Send Welcome Email' with a red rectangular border around it.

Figure 42.2: Sent Welcome Email

This will generate an email by using the text from Settings (Application) - Parameters - Administrator Settings - Vessel Welcome Email. That text can be edited to conform each application.

In addition to that, it will attach the reporting client user manual located in Settings (Application) - Files - Reporting Client Manual / Global VRC Manual.

Reporting Client Manual can be uploaded in each application if the Global VRC Manual is not to be used. The Global manual is uploaded by Wellit, and is the standard option in all applications. Application-specific manual has priority over the standard one for attachment.

42.4.2 General Info

In this subsection detailed information about the vessel is provided, as well the contact info about the vessel. It's worth noting that the bridge email is added here, and that's the requirement for the user account to be created. Without a user account, the vessel cannot use WELS Vessel Reporting Client.

42.4.3 Deck

The deck for the vessel is to be created in this subsection. First, deck width and length are entered, followed by deck lines (bay numbers). They can be added in two ways:

1. If all the lines are the same width, only the Grid Width field is to be entered
2. If they need to be customized, the dimensions can be entered in the Deck Lines field in the following format: deck-number:deck-length. The lines are separated by a semicolon (;), and the length decimals are marked with a coma (,). E.g. 1:3;2:3,5; - Which produces two lines; first one is 3m wide, and the second one is 3,5m wide.

Constraints can be added to the deck by clicking on the 'Edit constraints' link. A new window will pop up where different shapes for different use cases can be drawn on the deck (e.g. winch zone, no cargo zones or the no DG zones).

If the vessel is a sister vessel of another one, the entire deck setup can be copied over. In the Copy deck from another vessel select list the source vessel can be selected, and the deck is copied by pressing the Copy Data button.

42.4.4 Bulk Tanks

In this section a visual representation of the vessel bulk tanks is being created. Bulk tanks are added by pressing the Add New button, and can be deleted by selecting a tank and pressing the Delete Selected button.

Each bulk tank has a name, type, capacity, unit of measurement, type, radius, shape, position X and Y, default content and cons SEQ number.

If the vessel is used in an area where imperial units are used then both metric and imperial units are to be filled in.

Positions X and Y represent the bulk tank location in a virtual coordinate system with X and Y axis. The X axis is the longitudinal axis and the Y is a reversed latitudinal axis. Example:

NAME	CAPACITY	TYPE	SHAPE	POSITION X	POSITION Y
Mud P	100 m3	Mud	square	1	1
Mud S	100 m3	Mud	square	1	4
Barite P	100 m3	barite	square	3	1
Barite S	100 m3	barite	square	3	2
Cement P	100 m3	cement	square	3	3
Cement S	100 m3	cement	square	3	4
Fuel	1000 m3	fuel	square	4	2
Potwater	1000 m3	potwater	square	4	3
Drillwater	1000 m3	drillwater	square	4	4

Figure 42.3: Bulk tank setup

This setup will produce similar bulk tank overview visible throughout WELS Operator.

	X-Axis ->	1	2	3	4
Y-Axis ->	1	Mud P (1,1)		Barite P (3,1)	
	2			Cement P (3,2)	Fuel (4,2)
	3			Cement S (3,3)	Potwater (4,3)
	4	Mud S (1,4)		Barite P (3,4)	Drillwater (4,4)

Figure 42.4: Bulk tank overview

Cons SEQ number is used for the types of tanks that require the daily ROB values to be reported in (such as fuel, potwater, drillwater etc.).

42.4.5 External Access Grants

It's possible to grant access to another operator in WELS system for the current vessel in this subsection. Add a new row, choose the operator, access type (read / write), and the desired date range for the access.

42.4.6 Seating

In this section the seating of the transporter is added if applicable. Seat's are added using the New Seat button, and can be deleted by selecting a seat and pressing the Delete Seat button. Each seat has a seat row, seat id, and remarks.

<input type="checkbox"/>	Seat Row	Seat Id	Remarks
<input type="checkbox"/>	1	a	
<input type="checkbox"/>	1	b	
<input type="checkbox"/>	2	a	
<input type="checkbox"/>	2	b	

1 - 4

[× Delete Seat](#) [+ New Seat](#)

Figure 42.5: Seating overview

42.5 Helicopter and Planes

42.6 Trucks and Buses

42.7 Licenses

This page is dedicated to licence administration, which are used in Stock module. Administrators can add new ones, Superusers can enable existing ones, and other roles can only lookup the licences currently available in the application.

42.8 Pools

Pools are logical units by which the platforms can be grouped together.

Each Pool consists of Pool members, which are grouped platforms. Each platform in the application can be allocated to a Pool member.

Pools are used in cost allocation, and vessel operation planning.

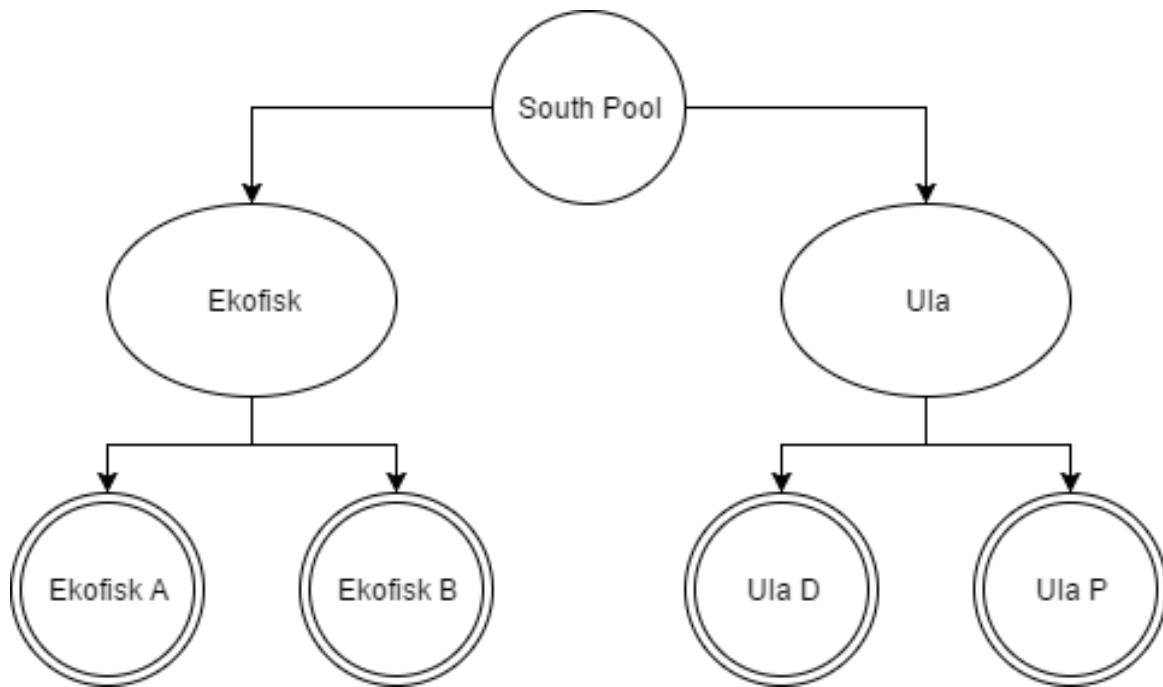


Figure 42.6: Logical Pool Overview Example

42.9 Positions

This page is dedicated to position administration and overview. Superusers can add locations (with name, latitude, longitude and address). All positions aggregated from the application are also displayed here - from ports, rigs, vessels, warehouses etc.

These location are used to calculate distances between objects (see [37.5](#)), and for distance / speed calculation in Route Planning (see [4](#))

42.10 Country

On this page it's possible to get a complete overview of available countries in the application. Administrators / Superusers can enable / disable countries in their application.

42.11 Currency

This page is dedicated to give a complete overview of available currencies in the application. Administrators / Superusers can enable / disable certain currencies in order to satisfy the operator's needs.

42.12 Maps

42.13 Import Masterdata

43 Application Master Data

44 Application

44.1 Setup

44.1.1 Container Types

The container types section are used to add/edit different container types that are used in the system.

The screenshot shows a table titled 'Container Types' under the 'Setup' tab. The table has columns for Material, Short Name, Length (m), Width (m), Height (m), and Type. A red box highlights the 'Material' column, and a red arrow points to it from the text 'Used to generate lov.'. Another red box highlights the 'Length (m)' column, and a red arrow points to it from the text 'Info about the container, used in the cargo package'. The table contains the following data:

Material	Short Name	Length (m)	Width (m)	Height (m)	Type
A-60 Tank 6.000ltr	A-60	4,2	1,83	3	Tank
AMB Mini	AMB	1,59	1,856	2	Container
AMC Mini	AMC	1,59	1,856	2	Container
AMD Mini	AMD	1,49	1,856		Container
AMF Mini	AMF	1,59	1,83	4	Container

Figure 44.1: Container Types

The info to be filled in are Name, Short Name, Length, Width, Height, and Container Type. When the container info are filled in it can be used places like in the cargo package to fill in info about containers that are used.

44.1.2 Rotation Types

The rotation types defined here are being used when booking people in Personnel module. The rotation types are defined by a number of days offshore, and number of days onshore. Both administrators and superusers can define rotation types.

The screenshot shows a table titled 'Rotation Offshore in Weeks' and 'Rotation Onshore in Weeks'. The table has columns for Offshore Weeks and Onshore Weeks. A red box highlights the 'Offshore Weeks' column, and a red arrow points to it from the text 'Used to generate lov.'. A red box highlights the 'Onshore Weeks' column, and a red arrow points to it from the text 'Info about the rotation, used in the booking'. The table contains the following data:

Rotation Offshore in Weeks	Rotation Onshore in Weeks
2	2
2	3
2	4
3	3
4	4

Buttons at the bottom:

- * Delete Selected
- + Add new Rotation Type

Figure 44.2: Rotation Types

44.1.3 Route Asset

The route asset section are used to define what are going to be show in the different gantt's. The Route type vessel are for the vessel gantt and Helicopter are for the Transport gantt. If the type are vessel a vessel are linked to the vessel by using "ASSET ID" and setting the correct vessel.

Route Type	Asset Type	Asset ID	Asset Name	From	To	Remarks	Click to add info	Info
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Helicopter	Not selected	HKS-231					<button>Info</button>
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Helicopter							<button>Info</button>
<input type="checkbox"/> Helicopter	<input type="checkbox"/> Helicopter	Not selected	HKS-675					<button>Info</button>
<input type="checkbox"/> Vessel	<input type="checkbox"/> Vessel		Island Chieftain	Island Chieftain				<button>Info</button>
<input type="checkbox"/> Vessel	<input type="checkbox"/> Vessel	Stril Orion	Stril Orion					<button>Info</button>

Figure 44.3: Route Assets

If the type are helicopter the option to create weekly manifest creation are available under "Info" button. Here the information needed to create a weekly manifest is added.

HKS-231		Set date for autogenerating of travel manifest.							
Week Day	Flight Time	From	To	Capacity	Auto Generate	From Date	To Date	Remarks	
<input type="checkbox"/> Monday	10:15	Sola, Heliport	Gyda Prod	20	Yes	07.03.2017	28.04.2017		
<input type="checkbox"/> Wednesday	12:00	Sola, Heliport	Norne	19	Yes	06.03.2017			

Figure 44.4: Route Assets Info

44.1.4 Waste Types

This page is dedicated for definition of waste types that are available when backloading waste from a platform. The first column is description, the second one is the sort order (in which waste will be listed when selecting the waste type to be packed in a container). Both superusers and administrators can add / edit the Waste types

Waste Description	Sort Order
<input type="checkbox"/> Wood scraps for disposal	1
<input type="checkbox"/> Wood scraps for recycle	2
<input type="checkbox"/> Oily water for disposal	3
<input type="checkbox"/> Oily water for recycle	4
<input type="checkbox"/> Used Oil	5
<input type="checkbox"/> Used Batteries for recycle	6
<input type="checkbox"/> Light Bulbs for recycle	7
<input type="checkbox"/> Used Cooking Oil	8
<input type="checkbox"/> Cardboard for recycle	9
<input type="checkbox"/> Cardboard for disposal	10
<input type="checkbox"/> Bags of Trash	11
<input type="checkbox"/> Misc	12

Figure 44.5: Waste Types

44.2 Components

44.3 Parameters

Parameter section gives an option to Administrators and Super users to customize the application. If the Operator has certain company policies and rules, this is where the customization will take place in order to comply to those rules. The Parameters page is split up in following sub-sections:

- Marine - Settings regarding Marine module
- Stock - Settings regarding Stock module
- Planning - Settings regarding Planning module
- Cargo - Settings regarding Cargo module
- Personnel - Settings regarding Personnel module
- Other Settings - Uncategorised settings
- Administrator Settings - Settings only available to Administrators

44.3.1 Marine

Settings regarding Marine module

44.3.2 Stock

Settings regarding Stock module

44.3.3 Planning

Settings regarding Planning module

44.3.4 Cargo

This page contains settings regarding the cargo module.

Supplier Cargo Delete This parameter controls whether the supplier role is allowed to delete their cargo packages. Check the tickbox to allow deletion, uncheck to deny.

44.3.5 Personnel

Settings regarding Personnel module s

44.3.6 Other Settings

Uncategorised settings

44.3.7 Administrator Settings

Settings only available to Administrators

44.4 Email Lists

The Email lists are used to manage the different recipients for the email that are sent from the system. After the email list to be edit are selected in the filter, the option to add constraint are available so that the added email only gets email for that specific Base/Rig/Company etc.

The screenshot shows the 'Email List' interface. At the top, there are filters: 'Email List' set to 'MEL Cargo', 'Constraint' set to 'Rig' with 'VAL_DP D' selected, and 'Rig' set to 'Yes'. Below the filters is a section labeled 'Subscribers' with the placeholder 'Select email to add email to.' To the right of this is a note 'Constraint for added email.' Further down, there's a search bar and an 'Actions' dropdown. The main area displays a table with columns: User / Email, WELS Username, Constrained To, Object, Added By, and Date. One row is shown: ola.dunk@test.no, -, rig, Valhall DP Drilling, 04.11.2016. At the bottom, there are buttons for 'Delete Selected' (red box), 'Email:' (text input), and 'Add New' (green button). A note 'Add/delete emails from selected list.' points to the 'Add New' button. A counter '1 - 1' is also visible.

Figure 44.6: Email List

Both user in wels and other email addresses can be added. The constraints for each added email are shown, the user that added the email is also shown in the report and the date the email was added.

44.5 Files

Files page provides possibility to upload application related files.

44.5.1 Marine Manual

The files uploaded here will be available for download to the vessels in Vessel Reporting Client. Files can be found on home page, under "Marine Manual" icon.

44.5.2 500m zone entry checklist

The files uploaded here will be available for download to the vessels in Vessel Reporting Client. Files can be found on home page, under "500m zone entry checklist" icon.

44.5.3 Emergency Flowchart

The files uploaded here will be available for download to the vessels in Vessel Reporting Client. Files can be found on home page, under "Emergency Flowchart" icon.

44.5.4 POB Documentation

These are the POB related files. The files uploaded here will be available to select as attachments when sending emails from POB planning page

44.5.5 Reporting Client Manual

A user manual for Vessel Reporting client can be uploaded here. Once a Welcome email with all the details has been sent to a vessel, this document will be attached to the email. This is used if the operator wants to use their own user manual, instead of Wellit's default one.

44.5.6 Global VRC Manual (Administrators Only)

User manual for Vessel Reporting Client is to be uploaded here. It will be sent as attachment in the welcome email to the vessels.

44.5.7 Company Documents

Documents uploaded here will be displayed on the WELS Operator's home page if the Company Documents component is active in the installation.

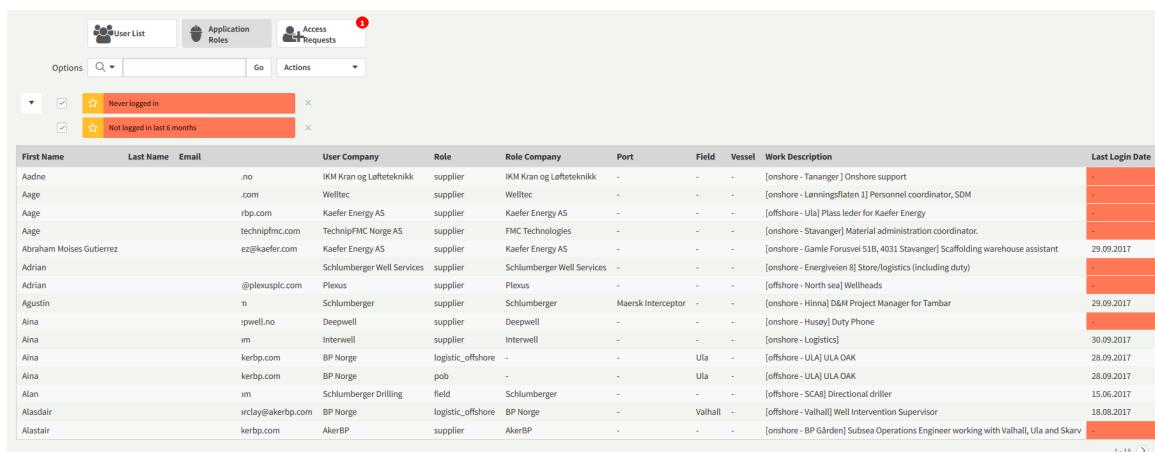
44.6 Checklists

44.7 Templates

44.8 Email Log

44.9 All user roles

The All user roles page are used to show the different users that have roles in the system and the last the time they logged into the system



The screenshot shows a user management interface with a navigation bar at the top featuring 'User List', 'Application Roles', and 'Access Requests'. Below the navigation is a search bar and a dropdown menu labeled 'Actions'. A filter section contains two checked filters: 'Never logged in' and 'Not logged in last 6 months'. The main area is a table with the following columns: First Name, Last Name, Email, User Company, Role, Role Company, Port, Field, Vessel, Work Description, and Last Login Date. The table lists numerous users from various companies like IKM Kran og Laffetechnikk, Welltec, Kaefer Energy AS, FMC Technologies, Kaeler Energy AS, Schlumberger Well Services, Plexus, Schlumberger, Maersk Interceptor, Deepwell, Interwell, BP Norge, kerbp.com, Ula, and Valhall, along with their respective roles and last login dates.

First Name	Last Name	Email	User Company	Role	Role Company	Port	Field	Vessel	Work Description	Last Login Date	
Aadne	.no	IKM Kran og Laffetechnikk	supplier	IKM Kran og Laffetechnikk	-	-	-	[onshore - Tønsberg]	Onshore support	-	
Aage	.com	Welltec	supplier	Welltec	-	-	-	[onshore - Lærdalsfjorden]	Personnel coordinator, SDM	-	
Aage	rpb.com	Kaefer Energy AS	supplier	Kaefer Energy AS	-	-	-	[offshore - Ula]	Plass leder for Kaefer Energy	-	
Aage	technipfmc.com	TechnipFMC Norge AS	supplier	FMC Technologies	-	-	-	[onshore - Stavanger]	Material administration coordinator	-	
Abraham Moises Gutierrez	ezj@kaefer.com	Kaefer Energy AS	supplier	Kaefer Energy AS	-	-	-	[onshore - Gamle Forsus]	Scaffolding warehouse assistant	29.09.2017	
Adrian		Schlumberger Well Services	supplier	Schlumberger Well Services	-	-	-	[onshore - Energiheim]	Store/logistics (including duty)	-	
Adrian	@plexusplc.com	Plexus	supplier	Plexus	-	-	-	[offshore - North sea]	Wellheads	-	
Agustin	m	Schlumberger	supplier	Schlumberger	Maersk Interceptor	-	-	[onshore - Hinnøya]	D&M Project Manager for Tambar	29.09.2017	
Aina	ipwell.no	Deepwell	supplier	Deepwell	-	-	-	[onshore - Husøy]	Duty Phone	-	
Aina	im	Interwell	supplier	Interwell	-	-	-	[onshore - Logistics]	-	30.09.2017	
Aina	kerbp.com	BP Norge	logistic_offshore	-	-	Ula	-	[offshore - Ula]	ULA OAK	28.09.2017	
Aina	kerbp.com	BP Norge	pob	-	-	Ula	-	[offshore - Ula]	ULA OAK	28.09.2017	
Alan	im	Schlumberger Drilling	field	Schlumberger	-	-	-	[offshore - SCA]	Directional driller	15.06.2017	
Alasdair	rclay@akerbp.com	BP Norge	logistic_offshore	BP Norge	-	-	Valhall	-	[offshore - Valhall]	Well Intervention Supervisor	18.08.2017
Alastair	kerbp.com	AkerBP	supplier	AkerBP	-	-	-	[onshore - BP Gården]	Subsea Operations Engineer working with Valhall, Ula and Skarv	-	

Figure 44.7: Report over all user roles in the system.

44.10 Email List Summary

The Email List Summary page are used to show what email list the different user are a member of without going into each email list.

Names Between:
Filters A-F

Name	Email	Active Vessel Report	Base Non-Conformance	Bulk Backload Order	Bulk Order	Cargo Delivery	Cargo Late Delivery approval	Cargo Late Delivery submittal	Cargo Redelivery	Departure Report	Fuel Order	Logistics Lookahead Report	MEL Cargo	Manifest	Marine Operation Report	Morning Report	Sailing Order	Tank Clean Order	Vessel Daily Report	Vessel Route Status Update	Z-015 Manifest
Jone Aa	haliburton.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Øyvind Aarskjø	com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Lennart Aarslett	vallurec.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>										
Lars Aar	mitomocorp.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Lars Aar	troleumservices.no	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Tor-Ingv	tnor.no	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Erik Aas	n	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Eva Alsv		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Eirik Alt	zL.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

Figure 44.8: Report showing what the different user are available.

44.11 Ext systems mapping

Here the option to map different object like Vessel, Companies, Bases, etc. to other system are available.

Object Vessel Companies Bases Rigs Deck areas Vessel Event Codes

System Wels Base

Wels Base reference codes (to be used in system mappings)

Port Rig name	ID	Wels Base ref no
Alvheim of Camilla	391	
Gyda	310	
Gyda Drilling	421	
Gyda Prod	455	
Hod	320	
Hod Production	453	
Hod Simops	447	

Figure 44.9: Ext system mapping of object.

44.12 Reporting Client

The Reporting Client page provides an overview of the available voyage log events with options for each application to specify their own set of preferred event texts.

44.12.1 Event Codes

The Event Codes page displays an overview of the available voyage log events for the reporting client. Root events are those which can chosen as "Event" in the reporting client; the available "Sub-Event" are listed under their respective parents. New event codes must be requested.

Parent Name : -Root Event-

ID	Available	Event	Short Name	Location	Active Time?	Mission	Category	Code	Parent Mission	Custom Name	Description
103	<input checked="" type="checkbox"/>	WOW (Waiting on Weather)	WOW	sea	yes	-	waiting	wow	-	-	-
174	<input checked="" type="checkbox"/>	WOQ (Waiting on Quay)	WOQ	base	no	-	waiting	waiting_on_quay	-	-	-
101	<input checked="" type="checkbox"/>	Steam, Normal speed	-	sea	yes	-	steam	normal_economy	-	-	-
102	<input checked="" type="checkbox"/>	Steam, Full speed	-	sea	yes	-	steam	full_economy	-	-	-
106	<input checked="" type="checkbox"/>	Standby within 500m zone	-	rig	yes	-	-	standby_within_500	-	-	-
120	<input checked="" type="checkbox"/>	Standby outside 500m zone	-	rig	yes	-	-	standby_outside_500	-	-	-
176	<input checked="" type="checkbox"/>	Project	-	all	yes	-	-	project	-	-	-
173	<input checked="" type="checkbox"/>	Operation Brief/Safety Meeting	-	all	yes	-	-	operation_brief	-	-	-
105	<input checked="" type="checkbox"/>	Cargo Action (Load/BL/Disch)	-	all	yes	-	cargo	cargo_action	-	-	-
108	<input checked="" type="checkbox"/>	Maneuvering	MN	all	yes	-	-	maneuvering	-	-	-
109	<input checked="" type="checkbox"/>	Maintenance	MA	base	yes	-	maintenance	maintenance	-	-	-
107	<input checked="" type="checkbox"/>	Waiting (Other)	W	all	no	-	waiting	waiting	-	-	-

Parent Name : Anchor Handling/Rig Move

ID	Available	Event	Short Name	Location	Active Time?	Mission	Category	Code	Parent Mission	Custom Name	Description
170	<input checked="" type="checkbox"/>	Buoy off	-	all	yes	anchor_handling	-	buoy_off	-	-	-
162	<input checked="" type="checkbox"/>	Receive Nav. Pack	-	all	yes	anchor_handling	-	nav_pack_received	-	-	-
163	<input checked="" type="checkbox"/>	Deliver Nav. Pack	-	all	yes	anchor_handling	-	nav_pack_delivered	-	-	-
169	<input checked="" type="checkbox"/>	Lay-down	-	all	yes	anchor_handling	-	lay_down	-	-	-
161	<input checked="" type="checkbox"/>	De-Mobilization	-	base	yes	anchor_handling	-	de_mobilization	-	-	-

Figure 44.10: Reporting Client event codes

Although the set of events is determined by Wellit, the associated text for each event can be customized such that familiar descriptions can be presented in pages and reports. Customizations are available from editing each event code.

Steam, Normal speed

Event Name	Event Location	Active Time?	Event Category
Steam, Normal speed	sea	yes	steam
Custom Name	Underway		
Custom Short Name	steam		
Custom Description	Underway at normal speed		

Figure 44.11: Customizing Reporting Client event codes

With the above customization in place, the event with standard text "Steam, Normal Speed" will display as "Underway" in the voyage event log.

Event Log

Event	Location	Quay	Start Date
Waiting (Other)	Tananger, ASCO	Quay 22	16.09.2017 08:00
Waiting (Other)	Tananger, ASCO	Quay 22	16.09.2017 16:35
Underway	Tambar	- N/A -	16.09.2017 17:05
Standby outside 500m zone	Tambar	- N/A -	17.09.2017 07:25

Figure 44.12: Voyage event log with customized event code text

44.13 Cost Codes

45 Setup Cargo

45.1 Document Templates

45.2 Bulk Compatibility

46 Excel Import

46.1 Suppliers Catalog

46.2 Stock Items

46.3 Equipment List

46.4 POB Import

46.5 Vessel Voyage Reports

47 Import / Export

47.1 WELS Export

47.2 WELS Import

47.3 External File Import Log

48 Integration

48.1 Transfer log

