



WEL OPERATOR

General Navigation/Access Guide

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Abstract

by Wellit AS

The purpose of this document is to provide a basic understanding in how to navigate through WELS Operator, and access the main functions.

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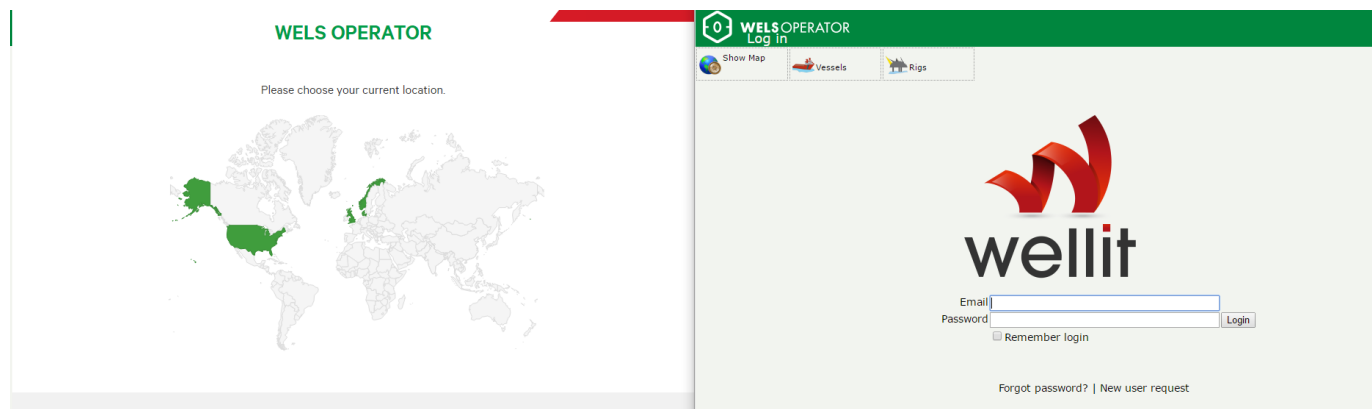
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Introduction

1 Introduction

The WELS Logistics System (WELS) is a web based system used to maintain information about and monitor offshore operations, cargo and resource planning.

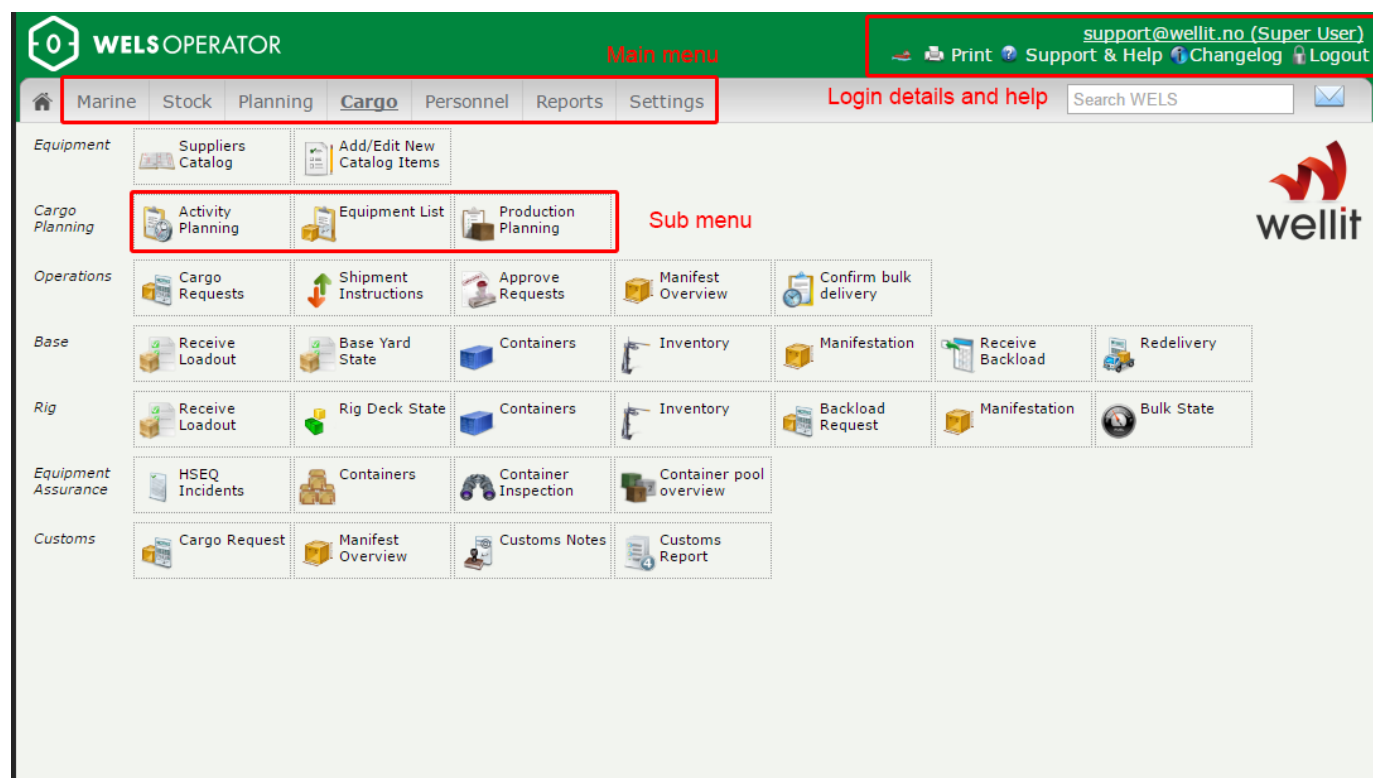
To access the system, visit the URL <http://www.welsoperator.com> using your web browser and click the appropriate location and operator. If you have not received a user account, one can be requested on the login page for each operator. If you require access to multiple operators, it required to request access to each operator. Your username and password will be the same at each operator.



Navigation

2 Navigation

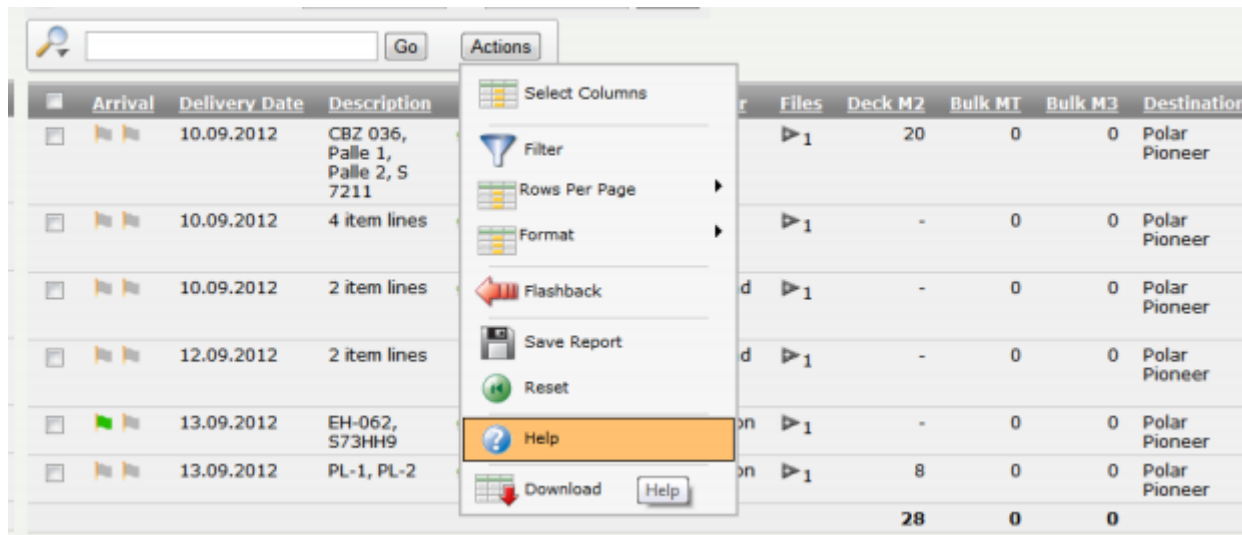
The system consist of a Main menu, several sub menus and a login information region as shown below. Click on the menu item and sub menu item to view a specific page. A page specific help page is shown by clicking on the "Support and help" button.



Reports and lists

3 Reports and lists

Reports and lists in the system are interactive, which means they can be easily customized, filtered and aggregated. For more help on how to set up custom reports, click the "Action" button next to the report search bar and click "Help".



Arrival	Delivery Date	Description	Files	Deck M2	Bulk MT	Bulk M3	Destination
<input type="checkbox"/>	10.09.2012	CBZ 036, Palle 1, Palle 2, S 7211	▶ 1	20	0	0	Polar Pioneer
<input type="checkbox"/>	10.09.2012	4 item lines	▶ 1	-	0	0	Polar Pioneer
<input type="checkbox"/>	10.09.2012	2 item lines	d ▶ 1	-	0	0	Polar Pioneer
<input type="checkbox"/>	12.09.2012	2 item lines	d ▶ 1	-	0	0	Polar Pioneer
<input type="checkbox"/>	13.09.2012	EH-062, S73HH9	on ▶ 1	-	0	0	Polar Pioneer
<input type="checkbox"/>	13.09.2012	PL-1, PL-2	▶ 1	8	0	0	Polar Pioneer
				28	0	0	

Main Menu

4 Main Menu

Access to main menu and sub menu items is restricted by your current role. Your current role is visible in the login and help region. If your user is associated with multiple roles can change this by clicking your username.

More detailed information on each of these sections can be found by clicking the "Support and Help" link in the Login details section, and using the PDF download link.

Home

The home screen compiles the most recent information by role type. For example a Super User will have an overview with items, users and chemicals waiting approval.

Marine

The marine tab is used to handle marine functionality such as marine assurance and vessel voyage reports.

Stock

The stock module of the system provides functionality to handle supplier equipment lists, stock equipment orders, warehouse workflow, live inventory status and license transfers.

Cargo

The cargo page provides functionality to edit and review equipment definitions, plan cargo loadout and handle cargo flow at base, rig and warehouse.

Personnel

Provides functionality for personnel on board (POB) planning, and a workflow to confirm and reschedule personnel transportation, including automatic emailing.

Reports

The reporting framework of the application provides a powerful tool to create ad hoc reports and on demand charts.

Settings

Used to control master data of the application and administrate user access. This functionality is only available for super users and system administrators.

Roles and access

5 Roles and access

A user can hold one or more roles, which will limit the functionality available, and restrict readable and editable data. A quick presentation of each role type is given below.

Accounting

The Accounting role grants read access to the system in addition to write access to accounting features.

The role is responsible to control the following part of the system found under the tab Stock:

- Transfer license: Indicate when stock items have changed their license allocation by selecting a license in the select list and click to transfer them to a new license.

Administrator

A system administrator has full write access to the complete installation. This role is reserved for support personnel.

Logistics

The logistics role is for onshore personnel involved in controlling activity planning, cargo shipments and POB.

Can be restricted access to a rig.

The Logistics role is responsible for the following parts of the system:

- Activity Planning: Review and move planned cargo delivery dates for each group loading. These dates are used by the suppliers to plan their cargo delivery.
- Equipment List: Add (empty) cargo packages by supplier to each group loading. Once the suppliers have indicated that they have added all equipment to be delivered within each cargo package, logistics personnel should review and confirm it. The cargo package status of each activity within a group loading is indicated by a flag on each line.
- Cargo requests: Review the delivery status for the upcoming days and ensure that is according to plan (flags next to each package indicates whether equipment has arrived at base or rig). Cargo packages not part of an Equipment List (Ad Hoc cargo packages) can be added directly by to the delivery schedule by clicking the "+" sign next to each date or project name.

Logistic Offshore (Field) *Requires field module

Same as logistics, but can restrict to a field instead of rig.

Management

Management is a read only access for reporting and review functionality. Marine Assurance. The Marine assurance role is responsible to report vessel visits and record HSEQ-reports and inspection details.

Super User

The Super User role has write access to all parts of the system apart from closed masterdata that is shared across the applications. To ensure the quality and avoid duplicates these data will be handled by Wellit. To be a super user this requires a course provided by Wellit. To book a course contact support.

Supplier

The supplier role is for onshore and offshore personnel responsible to provide information for a single supplier company (or a parent company and all its departments). This includes adding, specifying and packing cargo packages, handling inventory at locations, and providing POB information for service personnel.

The Supplier role is responsible for the following parts of the system found under the "Cargo" tab:

- Suppliers catalog: Ensure that the suppliers catalog contains all the equipment that will be delivered in the forthcoming projects. Any pictures or specification documents related to an equipment definition should be added as a related file. An item cannot be added to equipment lists before they have been submitted by the supplier and approved by the system administrators.
- Equipment list: Add cargo items cargo packages on each group loading. Each cargo item line contains a delivery quantity of an item already defined in the suppliers catalog. If the items has been packed into a container before sent to base, the supplier should also add the container(s) related to the cargo package and which item(s) are packed into it. Once the cargo package definition is finished, it should be submitted for approval by logistics by clicking the "Change edit status" button.
- Cargo requests: When the need to ship equipment not related to a cargo package arises, the supplier should add an ad hoc cargo request to the Loadout Requests page and line cargo items to it, similar as for planned packages in the equipment list. If the operator company holds stock equipment at the supplier warehouse.

The supplier role is also responsible for the following parts of the system found under the "Stock" tab

- Stock orders: When a new batch of stock items is ordered, to add the order into the system as a stock order, and indicate PO reference, quantity, license allocation and estimated arrival at warehouse. The order must be closed for editing when the order is committed.
- Receive items: When a batch of equipment ordered is received at the warehouse, this must be indicated by selecting the received quantities and clicking the "Receive selected button."
- Transfer warehouse: When stock items are dispatched to a different warehouse or base port, this must be indicated using the "dispatch selected" button and indicated which items the equipment is dispatched to. This does not apply when stock items are dispatched as a party of cargo delivery for an offshore operations, as this is covered by the cargo package workflow.
- Create items: When stock items are used to create new item(s), e.g assemblies or pup joints, to select the items used and indicate which new items are created.
- Inventory: The page lists all stock items currently in stock at each warehouse listed by supplier. Storage information (rack, shelf) can be indicated by clicking on each item and updating the corresponding text field.

Base Operator

The base operator role is personnel serving supply bases and is responsible for the following parts of the system:

- Receive Loadout: Indicate when containers or loose equipment has been received at the base. This is done by querying the received containers/items in the loadout list, tick its corresponding check box and click "Marks selected items as received".
- Container packing: Add transit containers using the "Add new container" button, and indicate which items are packed into them by adding unpacked base items from the base equipment list below. Empty containers such as waste containers should be added without being packed.
- Manifestation: Create loadout manifests. All containers, loose items and bulk that are to be loaded onto the vessel with the manifest destination should be added to the manifest using the "Add selected

item(s) to manifest" button. Weight, dimensions, seal and possible danger class must be indicated for each container on the manifest. When the manifest is finalized, this "Change edit status to closed" button must be clicked to indicate that the manifest revision is final.

- Receive backload: Receive selected containers, loose items and bulk from rig backload manifests.
- Redelivery: Indicate when backloaded items has departed base back to suppliers by selecting items from the list and click the "Mark selected items as redelivered" button.

Offshore

The offshore role is primarily for storekeeper personnel located offshore. It will also include those handling POB/Receive Cargo at location. If granted with both a company and a field, the role will be restricted to only able to handle onboard inventory for a specific company (or parent company with all its departments). Such a role is intended for service personnel offshore that are allowed to receive their own equipment. If granted with only a field, the role will be able to handle the complete rig inventory for each rig in that field, in addition to manifestation.

The Offshore role is responsible for the following parts of the system

- Receive loadout: Indicate which containers, items and the quantity of bulk received as loadout from each vessel manifest.
- Rig deck state: Indicate how their deck is loaded by loading new containers onto the transit area and placing them on the sketched deck area.
- Holding inventory: Control and review the container and equipment inventory of the rig
- Usage, Consumption/downhole, Pullback: Indicate when equipment is used, consumed or pulled back on the rig.
- Container packing: Indicate which items are packed into them by adding unpacked base items from the rig inventory list. Empty containers to be backloaded should be added without being packed.
- Manifestation: Create backload manifests. All containers, loose items and bulk that are to be backloaded onto the vessel with the manifest destination should be added to the manifest using the "Add selected item(s) to manifest" button. Weight, dimensions, seal and possible danger class must be indicated for each container on the manifest. When the manifest is finalized, this "Change edit status to closed" button must be clicked to indicate that the manifest revision is final.

Supplier specific offshore roles such as Mud Engineers should also request Loadout directly as a supplier.

Offshore (Field) * Requires Field module

Same as Offshore but can be restricted to field instead of Rig.

Inspector

The Inspector role is limited to perform inspections in regard to an object or activity, i.e. Containers.

Asset

The asset role grants access to data related to a specific asset (Vessel, Rig, etc.). The role must be associated with the asset.

Commonly used to give vessels read access to their reports in Wels Operator.

Asset Owner

The asset owner role grants access to data related to assets (Vessels, Rigs, etc.) owned by a company.

Freight Forwarder

The freight forwarder role grants access to to view cargo movement in the system, in addition to control customs.

POB Logistics

The POB (Personell on Board) Logistics role is for personnel responsible for controlling and booking POB. The role will grant complete write access to all POB features for all companies.

Marine

The marine role is for personnel responsible of handling vessels and marine operations.

Operational Planner * Requires offshore coordination plan module

The Operational Planner manages the offshore coordination plan. The role has otherwise read access to most other Logistics pages.