





**British Petroleum  
WebPOPV User Guide**

**by Telaeris, Inc.**

**Revised 9/15/2009**



# Material Tracker



Version: 2.9.2 |

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Logged in as POPV Admin: [Carta, David](#) | [Give Feedback](#) | [Changelog](#) | [Logout](#)

Main Menu	search	actions
<a href="#">Requests</a>	<input type="text" value="Search Requests"/>	<a href="#">create request</a>
<a href="#">Web Requests</a>	<input type="text" value="Search Web Requests"/>	<a href="#">create web request</a>
<a href="#">Orders</a>	<input type="text" value="Search Orders"/>	<a href="#">create order</a>
<a href="#">Inventory</a>	<input type="text" value="Search Items"/>	
<a href="#">Files/References</a>	<input type="text" value="Search Files"/>	<a href="#">upload file</a>
<a href="#">Units</a>	<input type="text" value="Search Units"/>	<a href="#">create unit</a>
<a href="#">Vendors</a>	<input type="text" value="Search Vendors"/>	<a href="#">create vendor</a>
<a href="#">Companies</a>	<input type="text" value="Search Companies"/>	<a href="#">create company</a>
<a href="#">Users</a>	<input type="text" value="Search Users"/>	<a href="#">create user</a>
<a href="#">Reports</a>		
<a href="#">Events</a>		
<a href="#">Live Info</a>		
<a href="#">Tickets</a>		
<a href="#">POPV</a>		

## Basic Features

The standard Material Tracker navigation bar is available at the top of the page. Clicking on these links will take you back to the Material Tracker site, and out of the POPV application. It is recommended to open a new browser window before starting the POPV Online Application. You are brought by default to the Revision History and Piping Classes tab in the **GRID** area. Once the page has loaded, you will notice we have three main areas:

1. **NAVIGATION** menu on the left
2. **GRID** area on the top right
3. **FORM** area on the bottom right.

### Navigation Bar:

This contains a list of all resources available within the POPV application. This will always be visible. Clicking on any of these items will open a new tab in the area to the right or focus on a tab that is already open.

### Grid:

The grid area shows summaries of all the data for a section. Multiple tabs can be opened in this area. The grid area also contains a **Pagination** bar and a **Search** filter.

Right-clicking on a row in the grid can open a context menu showing useful options for that row.



**Sorting:** Grids can be sorted by clicking on the appropriate column.

**Pagination:** If many items are available in the grid, the pagination bar can be used to help find the appropriate record.

**Search Filter:** Enter a search term (such as a tracking # or employee name) and click the magnifying glass. The grid will be filled with data which matches your search. Clear the search by clicking the "X".

### Form:

Only Administrators can edit the main POPV information, but each user can create, edit and delete their own Bill of Materials records. The **Form** area can also be used as an advanced search.

**WebPOPV Overview**

**Material Tracker** | Menu | Orders | Web Requests | Reports | POPV | TELAERIS

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**Navigation**

- Bills of Material
  - All
  - Drafts
  - Mine
  - Current (B0001)
    - 10 Items
    - Updated At: 06/16/2008 09:18:34 PDT
- Piping
  - Classes
  - Notes
  - Valves
- Administration
  - Piping Components
  - Valve Components

**Grid: Bill of Materials (All)**

tracking	description	num items	status	created name	updated at
B0011	Outside area upgrade.	6	Draft	Stotts, Chris	06/17/2008 11:41:57 ...
B0010	Working Parts for DISENGAGER#1	12	Draft	Carta, David R	06/17/2008 11:40:54 ...
B0009	Gasket Replacement for North Tower	31	Draft	Bien, Hugh	06/17/2008 11:51:19 ...
B0008	Piping Repair Parts for Refinery #4	0	Draft	Bien, Hugh	06/17/2008 11:51:19 ...
B0007	Random Additions to Long Description	0	Draft	Stotts, Chris	06/17/2008 11:51:19 ...
B0006	Replacement parts for COKER#3	0	Draft	Stotts, Chris	06/17/2008 11:51:19 ...
B0005	Items for July AERATOR	40	Draft	Carta, David R	06/17/2008 11:36:13 ...
B0004	Extra items for June Turnaround	0	Draft	Stotts, Chris	06/17/2008 11:33:03 ...
B0003	Sample Final	29	Draft	Stotts, Chris	06/17/2008 11:31:07 ...
B0002	Test	6	Draft	McAulay, Douglas	06/16/2008 09:36:04 ...
B0001 (Current)	Sample Bill of Material	10	Draft	Stotts, Chris	06/16/2008 09:18:34 ...

**Form: Edit Bill of Material**

tracking: B0001

Description: Sample Bill of Material

required on: 06/19/2008

Unit: C-3 SPLITTER

Work Order: Work Order should be referenced here

Process: Don't forget to add new items after

MES: MES #

Buttons: Save Draft, Finalize Bill of Material, PDF

# Bill of Materials

## Bill of Materials Navigation:

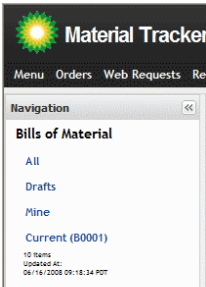
There are 4 resource views available for Bills of Materials.

**All:** will show all bills of materials, including other users.

**Drafts:** Will show only your own Draft bill of materials

**Mine:** Will show all bill of materials created by you.

**Current:** Will highlight and maximize form on your current bill. All users have a “Current” bill of materials. This the bill they are actively editing, and adding items to. Any Components added from the Piping Classes will be added to your current bill of material.



the Once you’re done editing, “Save” and “Undo” icons will appear on the right.

is **Manually Adding:** The window for adding items manually to a bill of materials can be opened by clicking the small “Plus” icon in the upper right corner of the Bill of Material Items

**Piping Component Adding:** Items may also be added from the piping components tab. See below for more info.

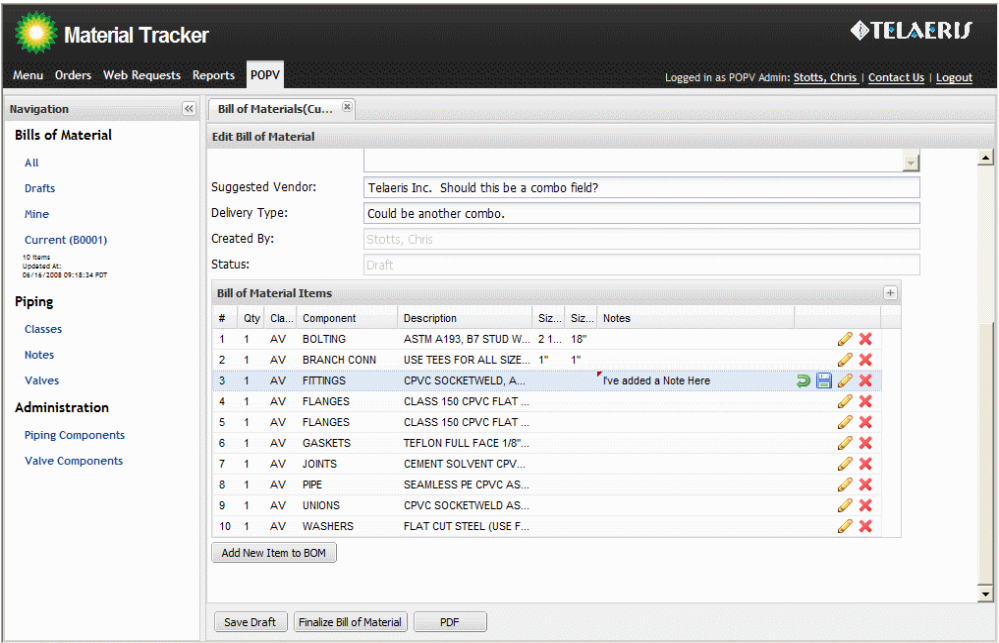


Figure 2.1

## Bills Line Items (Refer to Figures 2.1 and 2.2):

**Editing:** To edit a bill of materials line items, open the bill of material. At the bottom of the form, there will be a list with all of the line items available on that bill. Clicking the pencil icon on the right will bring up the Edit Bill Item window.

**Directly Editing:** Double clicking on the Qty, Description, Sizes, or Notes fields on the Bill of Material Items table will open up an editor where you can directly edit the bill.

Tab will add/change the value you’ve entered.

Once you’re done editing, “Save” and “Undo” icons will appear on the right.

**Manually Adding:** The window for adding items manually to a bill of materials can be opened by clicking the small “Plus” icon in the upper right corner of the Bill of Material Items

**Piping Component Adding:** Items may also be added from the piping components tab. See below for more info.

## Edit Bill Items Window

Editing a bill of materials, or its line items is only available to POPV Admins, or to the creator of the Bill of Materials. All bills can currently be viewed by anyone.

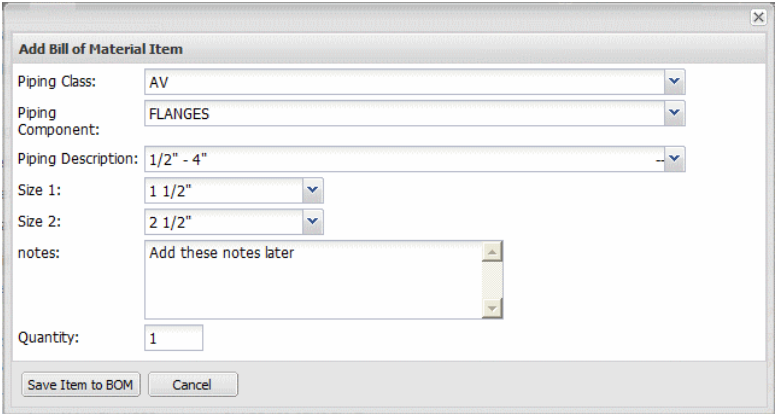
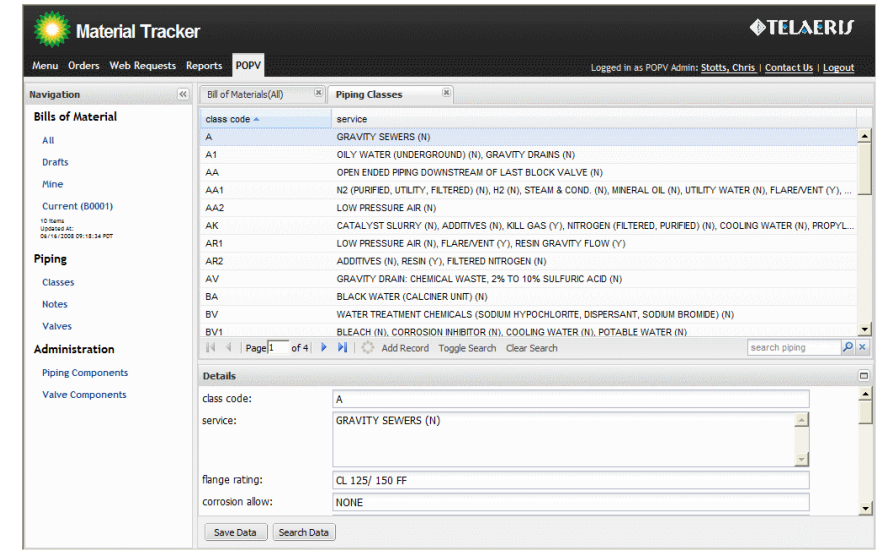


Figure 2.2

# Piping Classes and Details

## Piping Classes Tab

## Piping Classes



## Piping Class Details

### Editing:

As with other resources, a POPV Admin can edit or change any of the values for the piping components.

### Adding to Current BOM:

Select a single component or a group of components by dragging or CTRL/SHIFT clicking. Right Click on a selected item in the grid. This will bring up a context menu: “Add Selected Components to BOM”. Clicking this item will add all selected Piping Components to the user's current Bill of Materials.

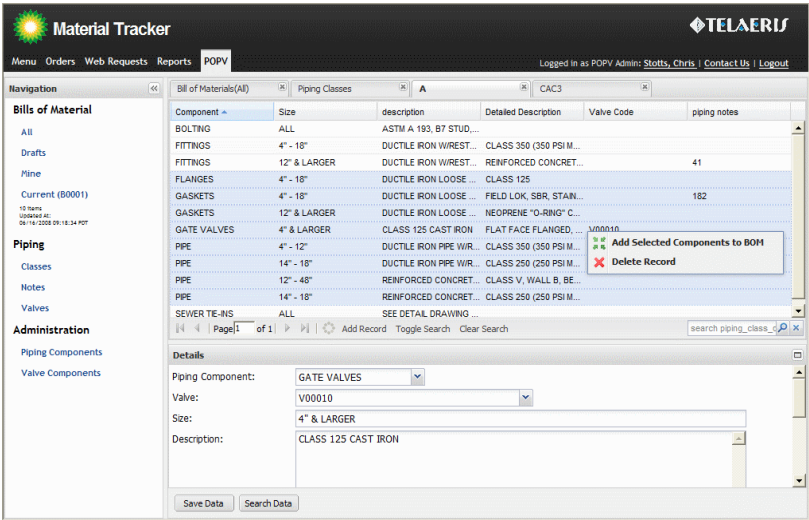
### Overview:

The Piping Classes Resource has the ability to view and edit all details for each Piping Class. This includes the special note, and maintenance note fields.

### Piping Class Details:

To pull up the Piping Components for any given Piping Class, double click on the appropriate row in the grid.

## Piping Class Detail Tab





# Tickets: Bug Reporting and Feature Requests

## Listing Tickets

Material Tracker

Menu Orders Requests Web Requests Reports POPV

Version: 2.9.2 | Logged in as POPV Admin: Carta\_David | Give Feedback | Changelog | Logout

List Tickets New Ticket

Listing Tickets

New Ticket

#	CATEGORY	PRIORITY	STATE	TITLE	CONTEXT	ASSIGNED TO	UPDATED
2	Comment	Low	New	Tickets Stuff	General		09/09/2009 05:36 PM
1	Comment	Low	New	POPV Menu Item Too Skinny for text	POPV		09/09/2009 05:32 PM

## Listing Tickets

### Overview:

Tickets can be viewed by clicking on the Menu link in the top-left section of the page and then clicking on Tickets.

## Creating a New Ticket

### Creating:

Any user can create a ticket to report bugs, suggest features, or provide feedback. To get the **New Ticket** page, simply click on the “Give Feedback” link in the upper right of the window.

## Creating a new Ticket

Material Tracker

Menu Orders Requests Web Requests Reports POPV

Version: 2.9.2 | Logged in as POPV Admin: Carta\_David | Give Feedback | Changelog | Logout

List Tickets New Ticket

New ticket

Category Bug

Title

Describe the problem

Context General Priority Low

Reported by David Carta <david.cartatelaeris.com>

Create Cancel

Leave us feedback!

We always enjoy feedback from our users, so if you have suggestions, comments, or bugs to report, this is the place to do it!

Select the **Category** of comment you would like to give, and fill out the **Title** and **Description** of the issue. To help us focus on the problem, select a **Context** and **Priority**. If your issue doesn't fall within the available Contexts, just select the "General" option.

You can also change the contact information in the **Reported By** field if the information is not accurate. When you are done, hit **Create** and we will receive your input. You should hear from us shortly!

You can review the status of your submitted tickets by clicking on **List Tickets** above or navigating to **Menu** and clicking **Tickets**.

## Using WebPOPV

### List of WebPOPV Reports

There are several Reports available for the different resources in WebPOPV:  
(Locations of the Report Buttons are in parentheses)

#### Bill of Materials:

- RFQ (form): Prints out a “Request For Quote” PDF of the selected Bill.
- CSV (form): Generates a CSV of each Line Item in the Bill.
- PDF (form): Prints out the full information for the Bill in PDF format.
- Excel (form): Downloads a Microsoft Excel compatible form with the Bill info and all Line Items that can be modified and printed.

#### Piping Classes:

- All Piping Classes PDF (grid): Generates a report of all the Piping Classes, including the Notes, Comments, and each Class Detail.
- Class Details PDF (form): Selecting a Piping Class from the grid and then pressing this report button will give a report on that Class' Details. It is essentially the same report that goes into the All Piping Classes PDF, only it is for one class.
- Class Valves PDF (form): Once a Piping Class has been selected, this button will generate a report with all the Valve Sheets that are tied to this Class.

#### Piping Class Details:

- View Valve Sheet PDF (form): Select a Detail in the grid above and then use this button to generate a report that will give you the Valve Sheet for the Detail's Valve, if there is one.

#### Revision History:

- CSV (form): Generates a CSV (a spreadsheet with comma-separated values) of the entire Revision History log.

#### Valves:

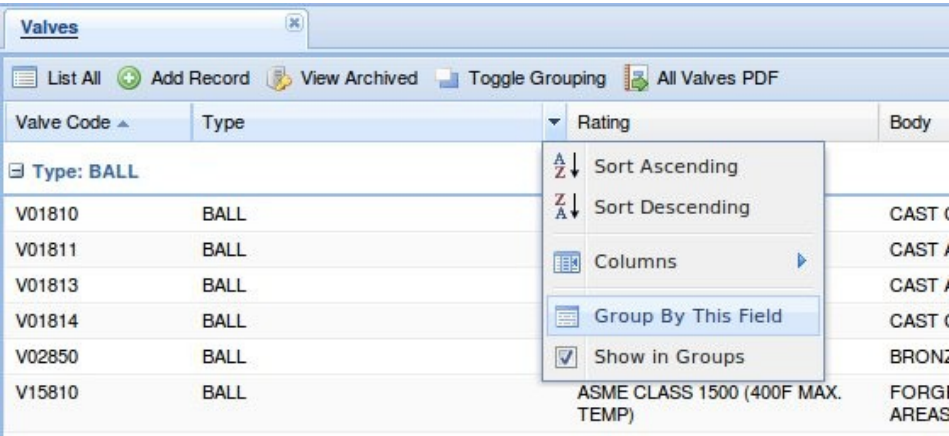
- All Valves PDF (grid): Generates a report with all the Valve Sheets combined.
- View Valve Sheet PDF (form): You can access the Valve Sheets through this button.

For the reports that are PDFs, clicking on a Report Button does something extra. A window will pop up, allowing the user to download the PDF, or if desired, they can click on the “Email PDF” tab to send the PDF as an email attachment to anyone they choose.

# Valves

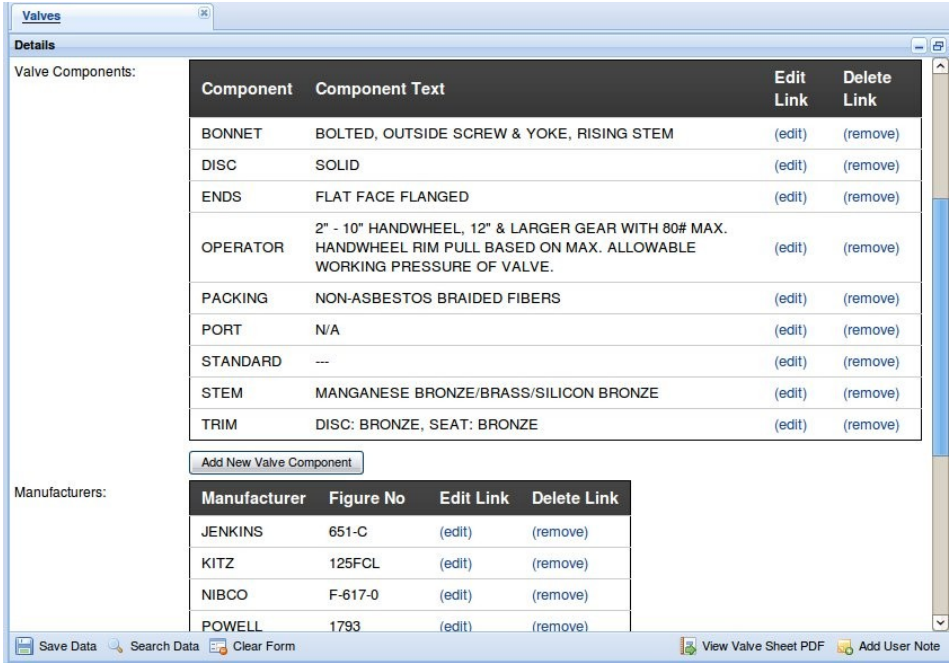
## Listing Valves

To get to the Valves resource, click the “Valves” link in the Navigation menu. Once opened, you can view all the valves and their details by clicking on them. To group the Valves by Type, Body, or Rating, click the “Toggle Grouping” button at the top. You can change the column by which the records are grouped by click on the downward-arrow at the right-hand side of any column. In the menu that pops up, select “Group By This Field”. To ungroup, press the “Toggle Grouping” button once more.



## Viewing Valve Details

Clicking on a Valve row will show the valve specifics in the form below. Scrolling down in the form allows for viewing of the Valve's Components, associated manufacturers and figure no's, and the Piping Classes that this valve is present in. Only admins can modify any of these relationships.





# Revision History

## Adding Comments

The Revision History records get automatically created whenever certain resources get created, updated or deleted. An administrator might want to add additional comments to the history records, either for adding additional information or clarifying changes. To do this, an Admin must click on the row they'd like to modify, and then edit whatever information they'd like. We recommend only changing the “Comment” field, but every field is editable.

Revision History

List All

search record\_chang

Action	Record Type	Record Identifier	Comment	Modified At
Updated	Piping Class	BW1	Special Note: added notation "F" for pressure- temp rating chart and changed following notations.	04/27/2009
Updated	Piping Detail	CAK - PIPE	Added COAT & WRAP to 26" & larger pipe description.	04/09/2009
Updated	Piping Detail	CAL - PIPE	Added COAT & WRAP UNDERGROUND for all pipe descriptions.	04/09/2009

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Details

Record Type :

Piping Class

Record Identifier :

BW1

Action :

Updated

Comment :

Special Note: added notation "F" for pressure- temp rating chart and changed following notations.

Field Name :

Old Value :

New Value :

Modified By :

LOOMT0

Modified At :

04/27/2009

Save Data

Search Data

Clear Form

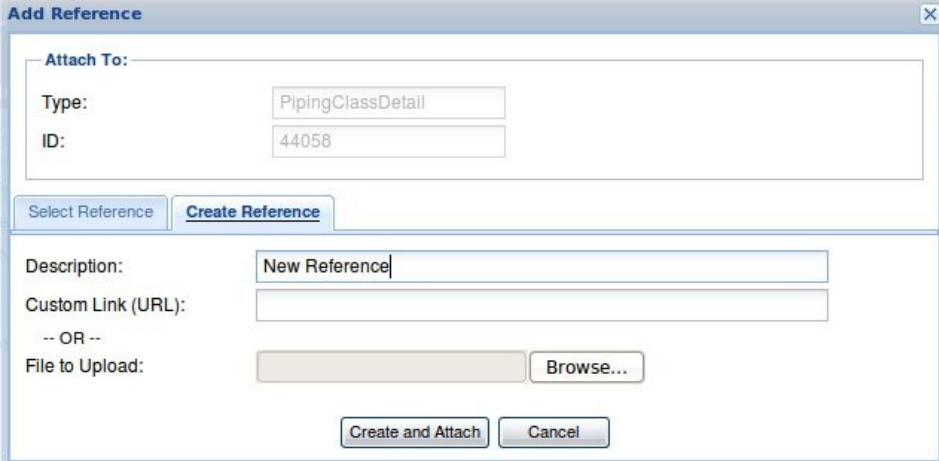
CSV

Add User Note

## References

### Add New References

References provide the ability to attach files and custom web links to certain resources. This allows Administrators to include branch charts and other specification documents along with specific valves and classes. To add references, find a resource that includes an “Add Reference” button at the bottom of the form. Upon clicking this button, a window opens that gives the options to attach a current Reference, or create a new one. To create a new Reference, click the “Create Reference” tab, and fill in the fields. Give your Reference a Description and provide it with either a custom URL (a normal web link, ex: “<http://www.google.com>”) or click “Browse” to find a file on your computer to upload.



The screenshot shows a dialog box titled "Add Reference" with a close button (X) in the top right corner. The dialog is divided into two tabs: "Select Reference" and "Create Reference". The "Create Reference" tab is currently selected. In the "Attach To:" section, the "Type" is set to "PipingClassDetail" and the "ID" is "44058". Below the tabs, there are three input fields: "Description:" with the text "New Reference", "Custom Link (URL):" which is empty, and "File to Upload:" which is also empty. A "Browse..." button is next to the "File to Upload:" field. At the bottom of the dialog, there are two buttons: "Create and Attach" and "Cancel".