

## Overview

Key Performance Indicator (KPI) reports help you track and measure your business objectives. On the Pason DataHub, you can generate Daily KPI Reports for any well that has completed at least one day of drilling, and End of Well KPI Reports for any well that is completed (as soon as the rig release date has been entered into the EDR). You can also choose to receive KPI reports automatically by email.

To provide feedback, or to report an issue regarding KPI reports, email [KPIFeedback@pason.com](mailto:KPIFeedback@pason.com).

## Downloading Daily KPI Reports for an Active Well

You can download Daily KPI Reports from the Pason DataHub in two formats:

- **PDF.** Choose a single PDF containing all the Daily KPI Reports or a zip folder with each day as a separate PDF.
- **CSV.** A zip folder of KPI reports with each day as a separate CSV file

To download a Daily KPI Report for an active well, log on to your Pason DataHub account and follow these steps:

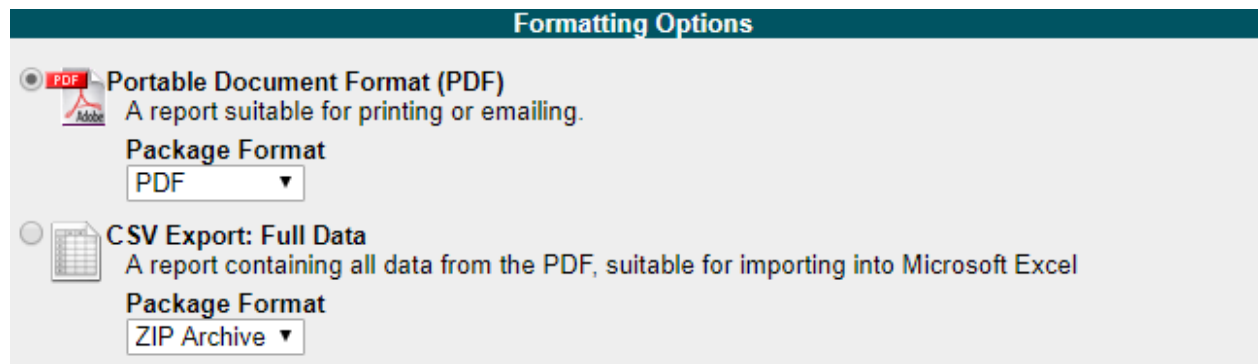
1. Select your well.
2. On the Well Home tab, scroll to the Daily KPI Report section.

The screenshot displays the Pason DataHub interface. On the left is a navigation menu with 'Well Home' highlighted. The main content area shows the 'Drilling Rig Data' section, followed by the 'Daily KPI Report' section which is highlighted with a red box. This section includes a 'Time Period' filter (From Date: 2018/10/25, To Date: 2018/11/01) and two report options: 'Portable Document Format (PDF)' and 'CSV Export: Full Data'. Each option has a 'Download' button and a 'Package Format' dropdown menu set to 'ZIP Archive'. Below this is the 'End of Well KPI Report' section, which also offers PDF and CSV options with 'Download' buttons and 'Package Format' dropdowns.

3. Select the date range for your reports.

By default, the *From Date* is the well's spud date and the *To Date* is the current date or rig release date, whichever is earlier.

4. Select your formatting options.



5. Select **Download**.

Your Daily KPI Reports begin to download in the format you selected.

### Downloading an End of Well KPI Report for a Completed Well

If your well is completed and the rig release date has been entered into the EDR, you'll have access to the End of Well KPI Report (in addition to the Daily KPI Reports).

You can download the End of Well KPI reports in two formats:

- **PDF**
- **CSV**. A .zip folder of End of Well KPI reports, with each category as a separate .CSV file

To download an End of Well KPI Report for a completed well, log on to your Pason DataHub account and follow these steps:

1. Select your well.
2. On the Well Home tab, scroll to the End of Well KPI Report section.

The screenshot shows the Pason DataHub interface. On the left is a navigation menu with 'Well Home' highlighted in red. The main content area is divided into sections: 'Drilling Rig Data', 'Daily KPI Report', and 'End of Well KPI Report'. The 'End of Well KPI Report' section is highlighted with a red box and shows two report options: 'Portable Document Format (PDF)' and 'CSV Export: Full Data'. Each option has a 'Package Format' dropdown menu and a 'Download' button.

3. Select your desired formatting.
4. Select **Download**.

Your End of Well KPI Report begins to download in the format you selected.

## Setting Up Automatic KPI Report Emails

You can choose to have Daily KPI Reports and End of Well KPI Reports automatically sent to your registered DataHub email. From your email, you can download the reports in PDF or CSV format.

Daily KPI Reports are emailed at the end of each day's last tour; End of Well KPI Reports are sent within a few hours of rig release time being entered into the EDR.

To set up automatic KPI report emails, log on to your Pason DataHub account and follow these steps:

1. From the toolbar at the top of the page, select **Reports**.

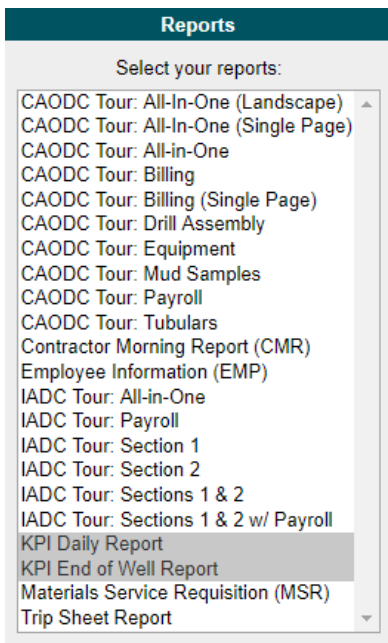
The screenshot shows the Pason DataHub toolbar with buttons for 'Home', 'Search', 'Reports', 'Applications', 'Analytics', 'Admin', 'Settings', and 'About'. The 'Reports' button is highlighted with a red box.

- From the list of reports, select Emailed Reports.

<a href="#">Break Tracking Reports</a>	Download B
<a href="#">Contractor Morning Reports</a>	View or dow
<a href="#">Daily Drilling Reports (Tour Sheets) - CAODC</a>	Download D
<a href="#">Daily Drilling Reports (Tour Sheets) - IADC</a>	Download D
<a href="#">Daily Drilling Reports Time Breakdown</a>	View or dow
<a href="#">Daily Servicing Reports Time Breakdown</a>	View or dow
<a href="#">Documents</a>	View Docum
<a href="#">Driver Log Summary Reports</a>	View Driver
<b>Emailed Reports</b>	Configure er
<a href="#">Employee Information Reports</a>	View or dow
<a href="#">Employee Verification Reports</a>	Download E
<a href="#">Field Estimate Reports</a>	View or dow
<a href="#">Hours of Service Reports</a>	View or dow
<a href="#">Materials and Service Requisition Reports</a>	View or dow
<a href="#">Monthly Tour Sheet Analytics Reports</a>	Download M
<a href="#">Monthly Tour Sheet Analytics Reports (Operator)</a>	Download M

The Emailed Reports Requests Administration page opens.

- From the top right of the page, select **Add Delivery Report**.
- Use the drop-down *Rigs* menu to select your rig.
- Use the drop-down *Reports* menu to select *KPI Daily Report* and/or *KPI End of Well Report*.



**Tip:**

Hold the **Ctrl** key to select multiple options in a drop-down menu.

6. Check the box to acknowledge that you understand and accept the risks of receiving emailed reports.

Add and remove reports to be emailed. Use the CTRL key to select multiple rigs and reports.

**Warning:** To our valued customer: Pason Systems Corp would like you to be aware that sending data via unencrypted email is never 100% secure. We strongly advise you to keep this in mind when using this reporting service and in your report selection. The reports generated and sent from this system may contain confidential information, such as SSNs for payroll reports, that you may not want shared outside of the intended parties.

understand and accept the risks.

7. Click **Add**.

KPI reports will now be sent automatically to your registered DataHub email.