

## Overview

The Pason password serves as a secure electronic signature on the Pason Electronic Drilling Recorder (EDR) to protect the security of your data. This password has the following strengths:

- **Alpha-numeric characters:** the Pason password supports the use of up to eight alpha-numeric (letters, numbers, or symbols) characters in the password field. This enables users to create easy-to-remember, strong passwords such as *Brn2rUn!*
- **Mandatory use:** the EDR requires that any person added to the electronic tour sheet's crew list enter a confidential Pason password. If they do not, the EDR will not add them to the crew list.
- **Uniqueness:** the EDR prevents the use of duplicate Pason passwords in any crew list. Each person on the rig is required to enter a password that is unique.
- **Limited accessibility:** Pason passwords can only be created and edited on the rig manager's personal computer (RMPC) or on an operator Workstation.
- **Logs:** The DataHub records all changes to Pason passwords in a log file, which can be audited.

## Using Pason Passwords

Operator representatives use their Pason passwords to:

- approve charges assigned to the operator in the Pason Billing System (PBS)
- approve and sign, or unsign, electronic tour sheets. In the US, the rig manager must enable operator tour sheet privileges on the RMPC before operator representatives can access tour sheets. Once enabled, this access lasts until the well's completion, or until the rig manager disables it.

### Rigs with an Operator Workstation

If the rig has an operator Workstation, then operator representatives use it to access PBS, approve charges, and sign tour sheets. Operator representatives also use the operator Workstation to add themselves to the crew list and set up their Pason passwords. To confirm that a Pason computer is an operator Workstation, look in the upper left corner of the EDR main screen: you should see OPERATOR WKSTN displayed (Figure 1). If you don't see it, and want to add an operator Workstation, call Pason Technical Support at 1-877-255-3158.

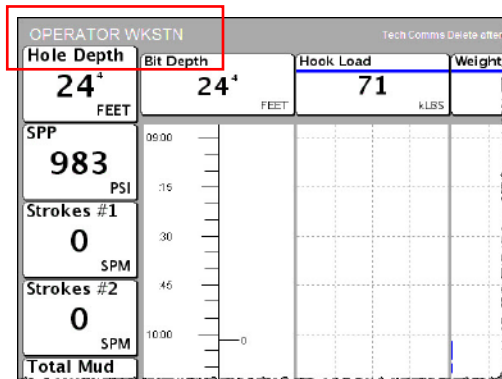


Figure 1: Operator Workstation label on the EDR

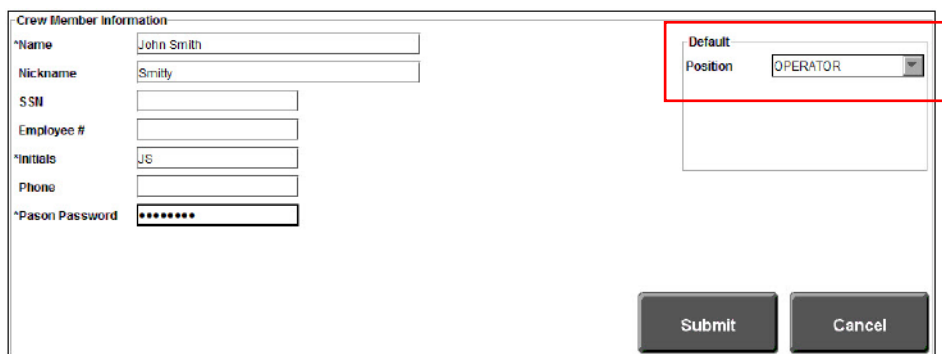
### Rigs without an Operator Workstation

If the rig doesn't have an operator Workstation, then operator representatives must use the RMPC or another Pason Workstation (except the DHC) to access PBS, approve charges, and sign tour sheets. Operators have to use the RMPC to add themselves to the crew list and set up their Pason passwords. To enable this, have your Pason field technician specify on the EDR that there is no operator Workstation on the rig.

### Setting Up Pason Passwords

Follow the steps below to assign a Pason password to an operator representative. If the rig has an operator Workstation, this is done on the operator Workstation, as shown below. If the rig doesn't have an operator Workstation, this is done on the RMPC with the rig manager's assistance.

1. Click **Menu, Tools**, then **Tour Sheet**.
2. Select the current date in the calendar, then click **Setup**. The crew list opens.
3. Click **Add**. The Crew Member Information dialog box opens. Select **Operator** from the Position drop-down list.



4. Click in the Name box and enter the operator representative's name. The Name, Initials, and

Pason Password fields are mandatory.

5. Click in the Initials box and enter the representative’s initials.
6. Click in the Pason Password box and privately enter a password for yourself, or have the operator representative privately enter a password for him/herself.
7. Click **Submit**, then re-enter the Pason password and click **Submit** again.
8. Click in the remaining boxes and enter information as desired.
9. Click **Submit** on the Crew Member Information dialog box to save the Pason password.

Figure 2 shows a valid operator representative in the crew list.

OPERATOR WKSTN							12:22:40	
Hole Depth <b>99'</b> <small>FEET</small>	Bit Depth <b>99'</b> <small>FEET</small>	Hook Load <b>71</b> <small>KLBS</small>	Weight On Bit <b>0.0</b> <small>KLBS</small>	Rotary <b>3</b> <small>RPM</small>	Torque <b>2.762</b> <small>KFT-LBS</small>	ROP <b>173.8</b> <small>FT/HR</small>		
Crew List								
Position	Name	Nickname	Initials	Employee#	Pason Password	SSN	Phone#	
OPERATOR	John Smith	Smithy	JS		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
RIG MANAGER	Jim McBride	Jimmy	JM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Figure 2: Valid operator representative in the crew list

**Important:**

Your Pason Password is your electronic signature—keep it confidential.

**Changing Pason Passwords**

Follow the steps below to change an operator representative’s Pason password. If the rig has an operator Workstation, this is done on the operator Workstation, as shown below. If the rig doesn’t have an operator Workstation, this is done on the RMPC with the rig manager’s assistance.

1. Click **Menu, Tools**, then **Tour Sheet**.
2. Select the current date in the calendar, then click **Setup**. The crew list opens.
3. Click the name of the operator representative who wants to change his/her password.
4. Click **Edit**. The Crew Member Information dialog box opens.
5. Click in the Pason Password box and privately enter a new password for yourself, or have the operator representative enter a new password for him/herself.
6. Click **Submit**, then enter the old Pason password and click **Submit** again.
7. Privately enter the new Pason password and click **Submit**.
8. Click **Submit** on the Crew Member Information dialog box to save the Pason password.