



Contractor Morning Report User Guide (CDN)

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1 Overview

Pason Contractor Morning Report (CMR) is a software application that allows rig managers to create, edit, send, and print morning reports quickly and easily. The reports use information from the Pason Electronic Tour Sheet (ETS) and previous CMRs, eliminating the need for data to be entered more than once. Some of the information from the tour sheet that relates to the specific reporting period can be copied to the CMR with the click of a button. Other information is carried over from previous reports, and may be edited as needed. The remaining information can be entered manually.

This manual will show you how to open the CMR and create a new report, navigate around the program, edit fields, create different types of reports, and guide you through the program's main screens. The troubleshooting section at the end of the document lists common problems and their solutions. If you have a question that isn't answered in this manual, please call the Pason Technical Support Centre at 1-877-255-3158.

1.1 Acronyms

Throughout this manual, the following acronyms are used:

- CMR: Contractor Morning Report
- DHC: Doghouse Computer
- EDR: Electronic Drilling Recorder
- ETS: Electronic Tour Sheet
- RMPC: Rig Manager Computer
- TPC server: The Toolpush Computer that “serves” the rest of the EDR computers (including the RMPC and WS).

Note:

In previous versions of the EDR, you could access the TPC in the toolpush shack, and perform toolpush functions that were not available on the DHC and the workstations. In EDR 3.0, the TPC is a server that “serves” the rest of the computers that run the EDR. It does not have an interface that you can use. The RMPC is now the computer you use to access TPC functionality as well as the CMR.

- WS: Any other computer (workstation) supplied by Pason
- JSA: Job Safety Analysis worksheet

1.2 Getting Started

The CMR is installed on the RMPC, which also runs the EDR. If the EDR software is running, minimize it by clicking the minimize button in the top right corner of the window.

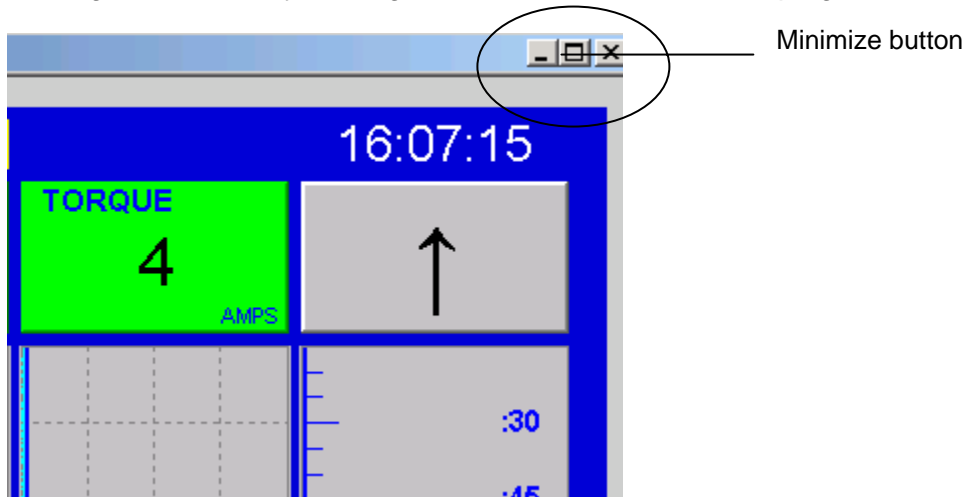


Figure 1.1: The Minimize button on the EDR main screen

Opening CMR

To open the CMR, double-click the **Contractor Morning Report** icon. The CMR application will launch, and a blank morning report will open.



Figure 1.2: CMR desktop icon

Alternatively, you can access CMR by using the Windows **Start** menu. Click **Start**, point to **Programs**, **Pason**, then click **Contractor Morning Reports**.

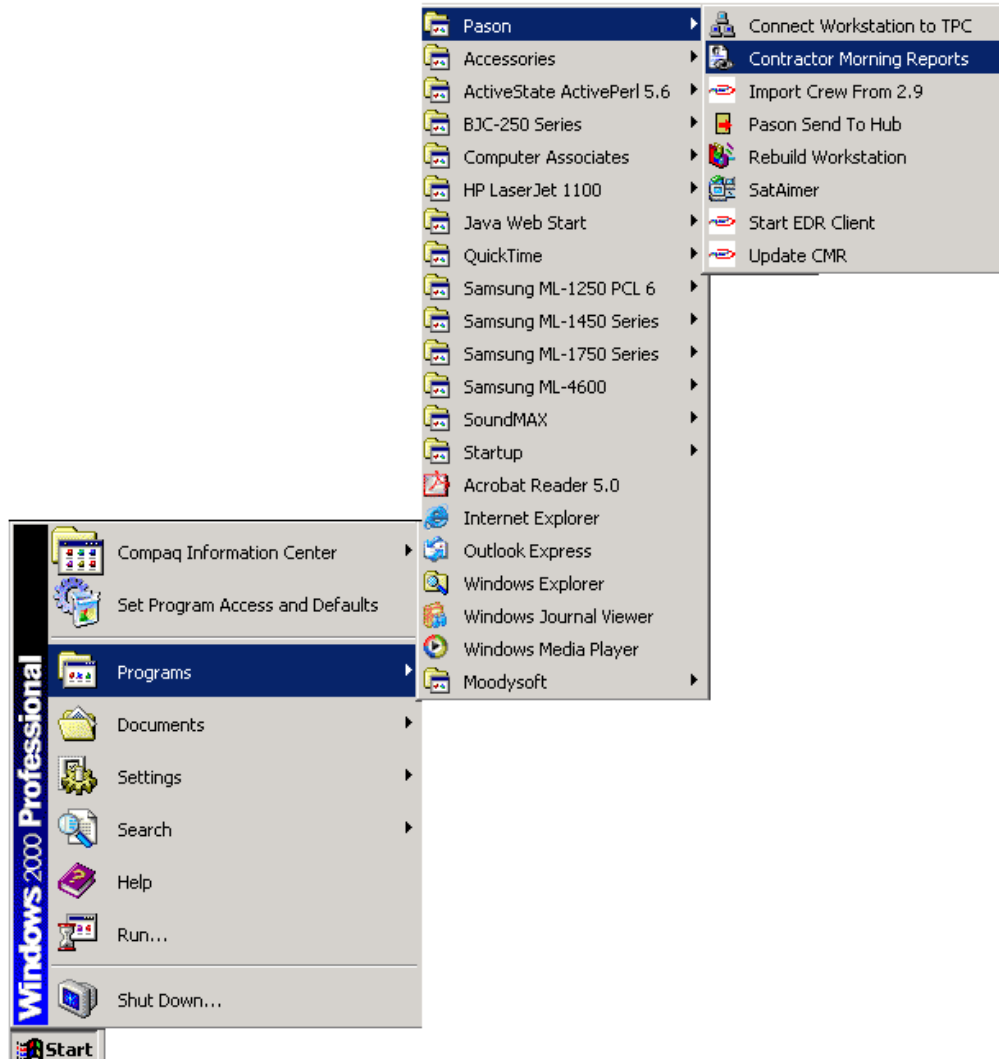


Figure 1.3: Quick Launch button on the Windows Start menu

The CMR application will launch, and a blank morning report will open.

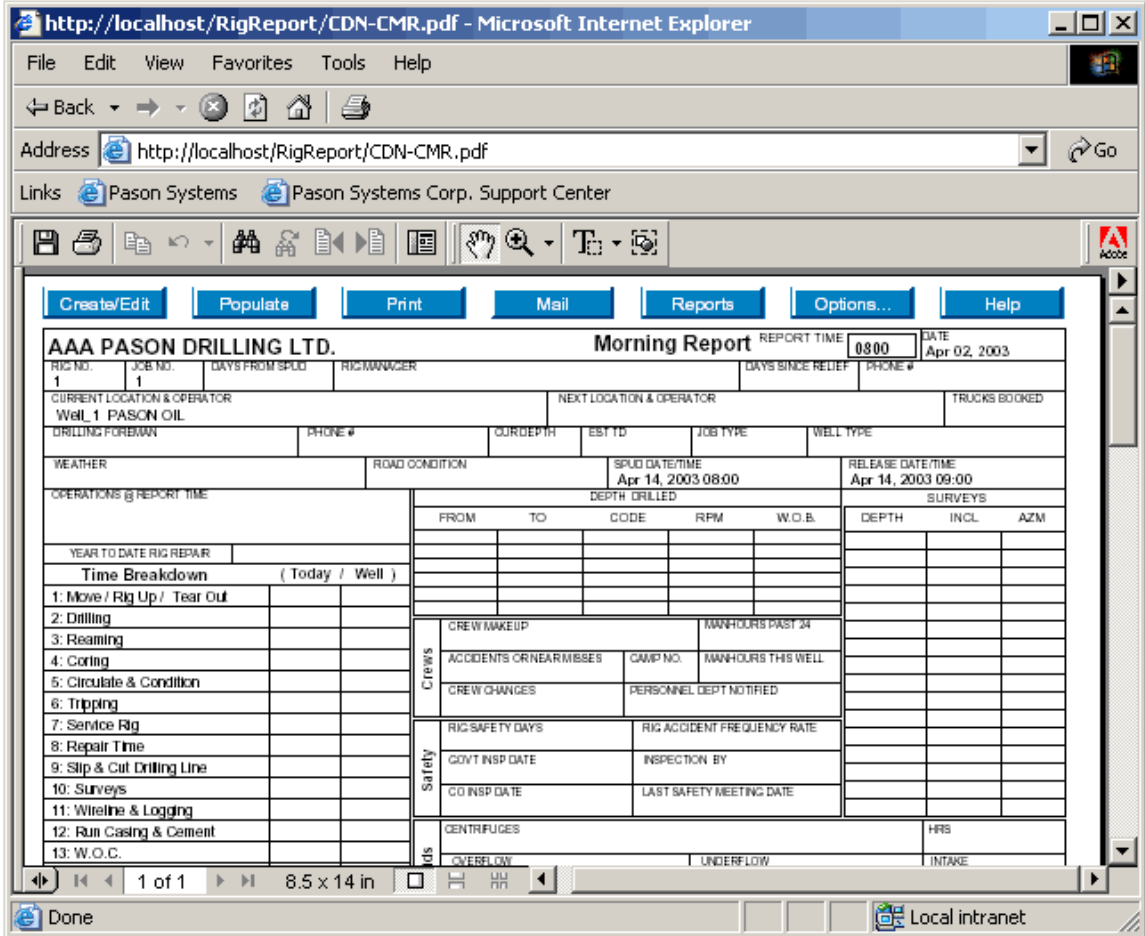


Figure 1.4: CMR main screen

CMR Screens

The CMR has seven main screens, or pages, which you can open by using the mouse to click on the corresponding buttons on the CMR toolbar.



Figure 1.5: CMR toolbar

- **Create/Edit:** Creates a new CMR or edits an existing one
- **Populate:** Copies data from the ETS and previous CMRs
- **Print:** Prints a copy of the report
- **Mail:** Sends the open report through the mailing system on the RMPC EDR
- **Reports:** Jumps between the CMR and different report types (Contractor Morning Report, Materials and Service Requisition Report, the Equipment Rental Report, the Rig Employee Information Report, or the Rig Employee Verification Report)
- **Options:** Allows the user to perform various selections (Backup, Restore, Delete, Configure reports, and Cancel)
- **Help:** Search for additional help information

1.3 Navigating the CMR

Navigating around the CMR is as easy as using Internet Explorer or any popular desktop application. In fact, the CMR opens in a web browser, so you will see the Internet Explorer menu bar, toolbar, and **Address** bar across the top of your screen.

The **Links** bar below the **Address** bar contains handy links that function if the rig has satellite service; you can quickly access the Pason Systems website, or go to the Pason Systems Support Centre.

Note:

The buttons on the **Links** bar will not function if you don't have Internet access.

The toolbar located below the **Links** bar also contains a number of icons that you can click to perform specific actions. For example, you can use the zoom tools to zoom into or out of an area.

Note:

Because the CMR is placed within an Adobe Acrobat page (i.e., a .pdf file) this toolbar is the Adobe toolbar.

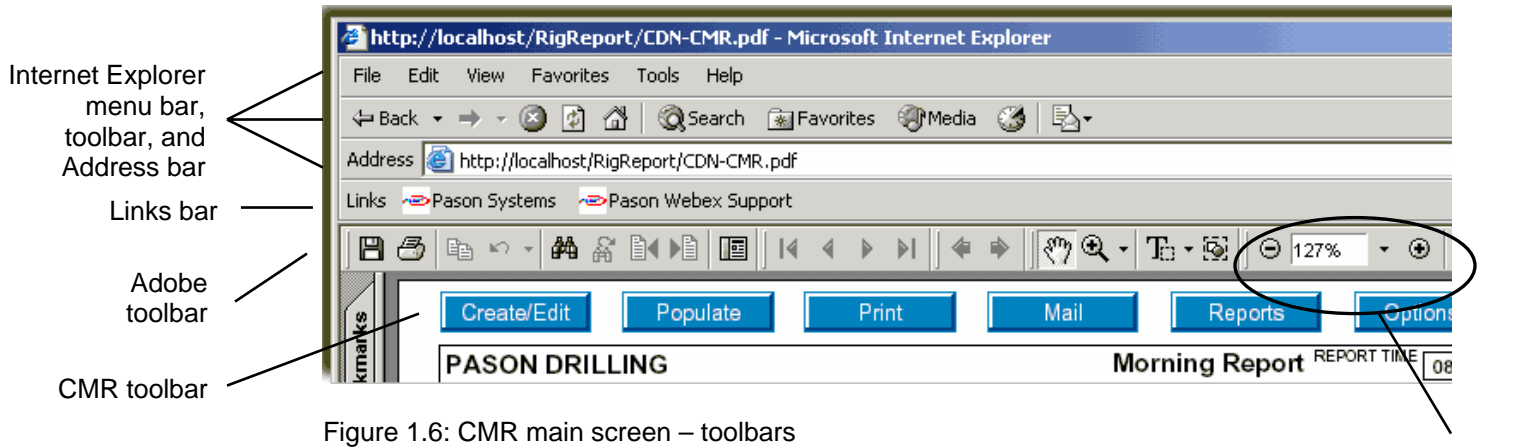


Figure 1.6: CMR main screen – toolbars

Important:

Pason recommends that you mainly use the CMR toolbar, as it contains the buttons shown in *CMR Screens* on page 5.

1.4 Editing Fields

Most of the fields in the CMR can be edited. When your mouse pointer passes over an area of the screen that can be edited, the pointer will change from a “hand” to an “I”, indicating that you can enter or edit data in that field.

PASON DRILLING			
RIG NO. 233	JOB NO. 333	DAYS FROM SPUD	RIG MANAGER
CURRENT LOCATION & OPERATOR Brad's well PASON OIL			
DRILLING FOREMAN		PHONE #	
WEATHER		ROAD CONDITION	

Figure 1.7: Edit a field

To go to the next field, press the **TAB** key. When you see the insertion point (“|”) blink, you can type in that field. To go to the previous field, hold down the Shift key and press the Tab key.

Note:

It is not necessary to save the report. As data is entered, it is automatically saved once you exit a field. To exit a field, press the **TAB** key.

2 Creating/Editing a CMR

Create/Edit

If you need to create the report for the current date, it is not necessary to select **Create/Edit**. A blank CMR will open automatically when you start the program.

However, if the program was not closed after a previous report was completed, or if you need to create a CMR for a date **other** than the current date, then you must click the **Create/Edit** button from the CMR main screen to choose the current date.

Once you click the **Create/Edit** button, the **JUMP TO REPORT DATE** screen will open (see figure 2.1). On days when a CMR already exists, a small image of the document is shown next to the date.



Figure 2.1: JUMP TO REPORT DATE screen

If there is more than one CMR for a specific day, an image of more than one report will appear.

Sun	Mon	Tue	Wed
		1	2
6	7	8	9
13	14	15	16
20	21	22	23

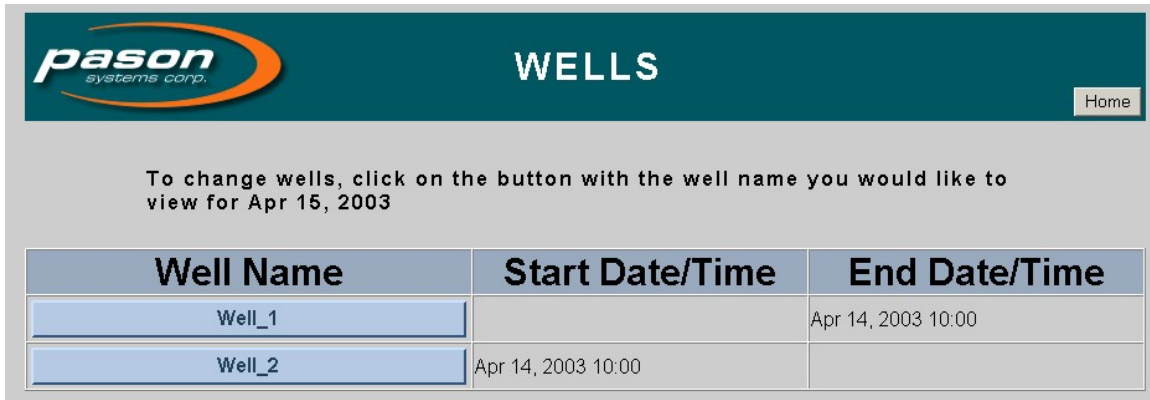
Figure 2.2: Single and multiple CMR icons

Note:

To avoid duplicating data, you **cannot** have more than one CMR for the same day for the same well. So, if you see two report icons for the same day, as shown in the figure above, then you are viewing CMRs for more than one well.

To create or edit a CMR, click on the **Create/Edit** button on the main screen, and the desired date on the **JUMP TO REPORT DATE** screen. If there is no existing CMR for that date, one will be created. If a CMR already exists for the selected date, it will load and can then be edited.

If more than one well exists for that day, then the **WELLS** screen will open, allowing you to select the well you need. To open your CMR, click the name of the well below the **Well Name** column heading.



The screenshot shows the 'WELLS' screen. At the top left is the 'pason systems corp.' logo. To the right of the logo is the word 'WELLS' in large white letters on a dark teal background. Further right is a 'Home' button. Below the header, there is a grey box containing the text: 'To change wells, click on the button with the well name you would like to view for Apr 15, 2003'. Below this is a table with three columns: 'Well Name', 'Start Date/Time', and 'End Date/Time'. The table contains two rows of data.

Well Name	Start Date/Time	End Date/Time
Well_1		Apr 14, 2003 10:00
Well_2	Apr 14, 2003 10:00	

Figure 2.3: WELLS screen

3 Populating a CMR

Populate

The populate function copies selected information from the corresponding Pason Electronic Tour Sheet (ETS) and the previous day's CMR (for that well) into the CMR, and performs a few calculations.

Perform the following steps to populate a CMR with data:

1. Once the correct well and date are chosen, and the blank CMR is displayed, click the **Populate** button. The **POPULATE** screen displays the available sections of the ETS and previous CMRs.

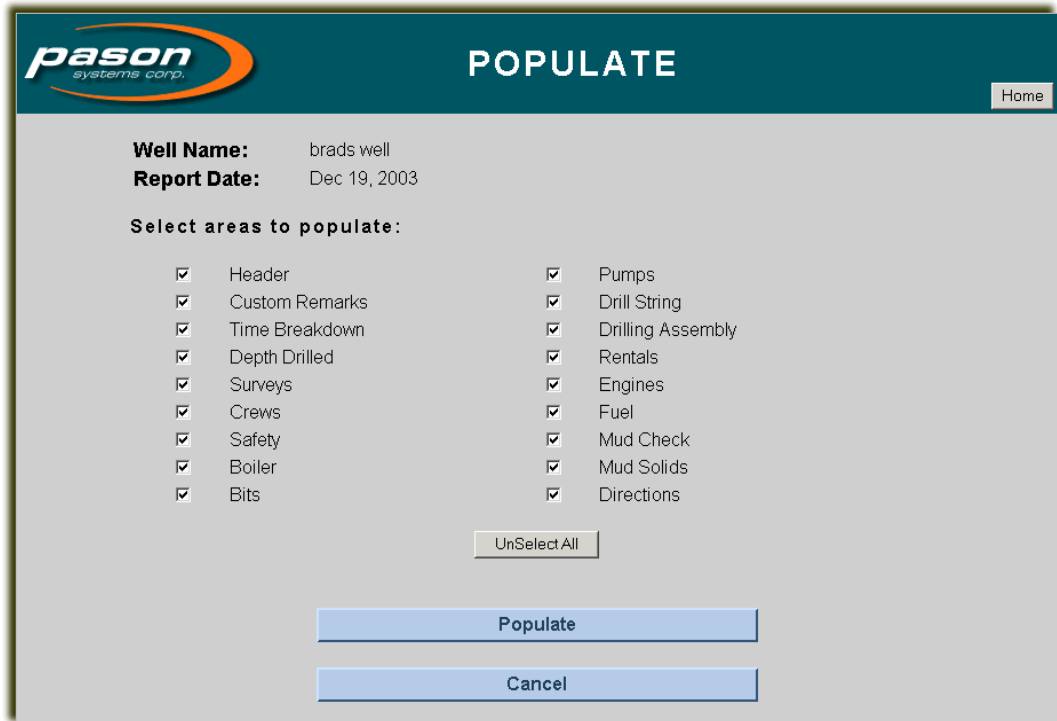


Figure 3.1: POPULATE screen

2. Select areas to populate by selecting or de-selecting the checkbox to the left of each item. All areas are selected by default. You can also use the **Unselect All** button to quickly de-select all the choices. Once the **Unselect All** button has been clicked, it changes to a **Select All** button. You can then use this button to check all the boxes with one click.

3. Once you have made your selections, click the **Populate** button at the bottom of the screen.
4. After the data has been collected, a screen for each selected area will open. For example, if there is no data with which to populate the CMR, you will see a screen similar to figure 3.2 below. Click the **CONTINUE** button to proceed to the next screen.

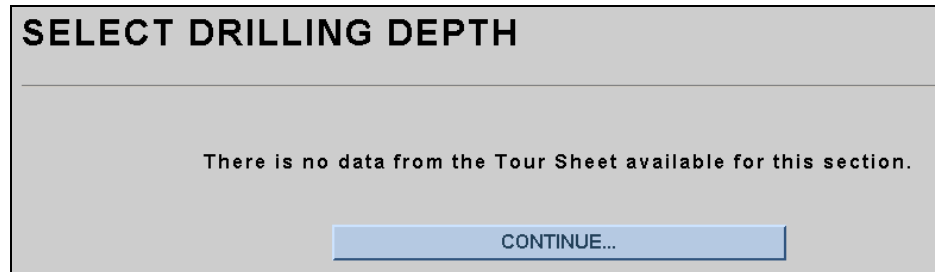


Figure 3.2: Select Drilling Depth screen

Other populate screens will open, requesting some input from you. For example, in the **SELECT PUMP RECORDS** screen, select the checkbox beside the pump model that applies to your CMR. Click **CONTINUE**.

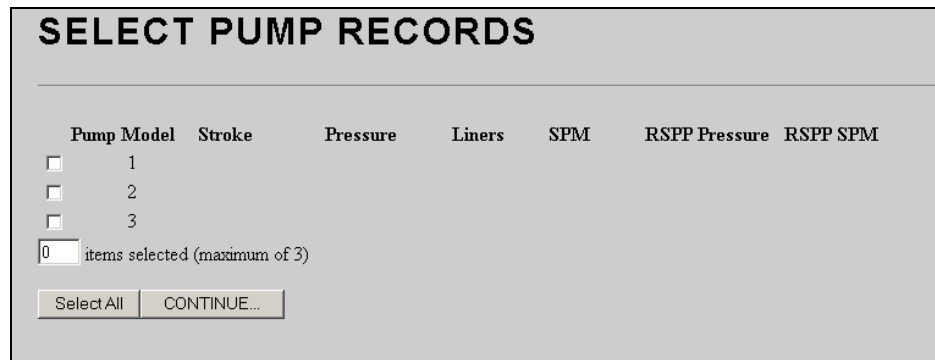


Figure 3.3: Select Pump Records screen

Note:

Watch for maximums (stated in brackets beside the **items selected** checkbox) when selecting items. If the maximum number of items has been exceeded, the CMR will not allow you to continue.

5. Once all selections have been made, the CMR will populate with the data you selected, and you will return to the CMR main screen. Incorrect or missing data can now be entered manually.

4 Printing a CMR



You may print reports by clicking on the **Print** button on the CMR toolbar. Make sure you have the correct sized paper in your printer; CMRs print on 8.5 by 14 inch paper (Legal size).

To print an open CMR, follow these steps:

1. Select the **Print** button from the CMR main screen.
2. The **Print** dialog box will open. Ensure the printer type is correct and click **OK**.

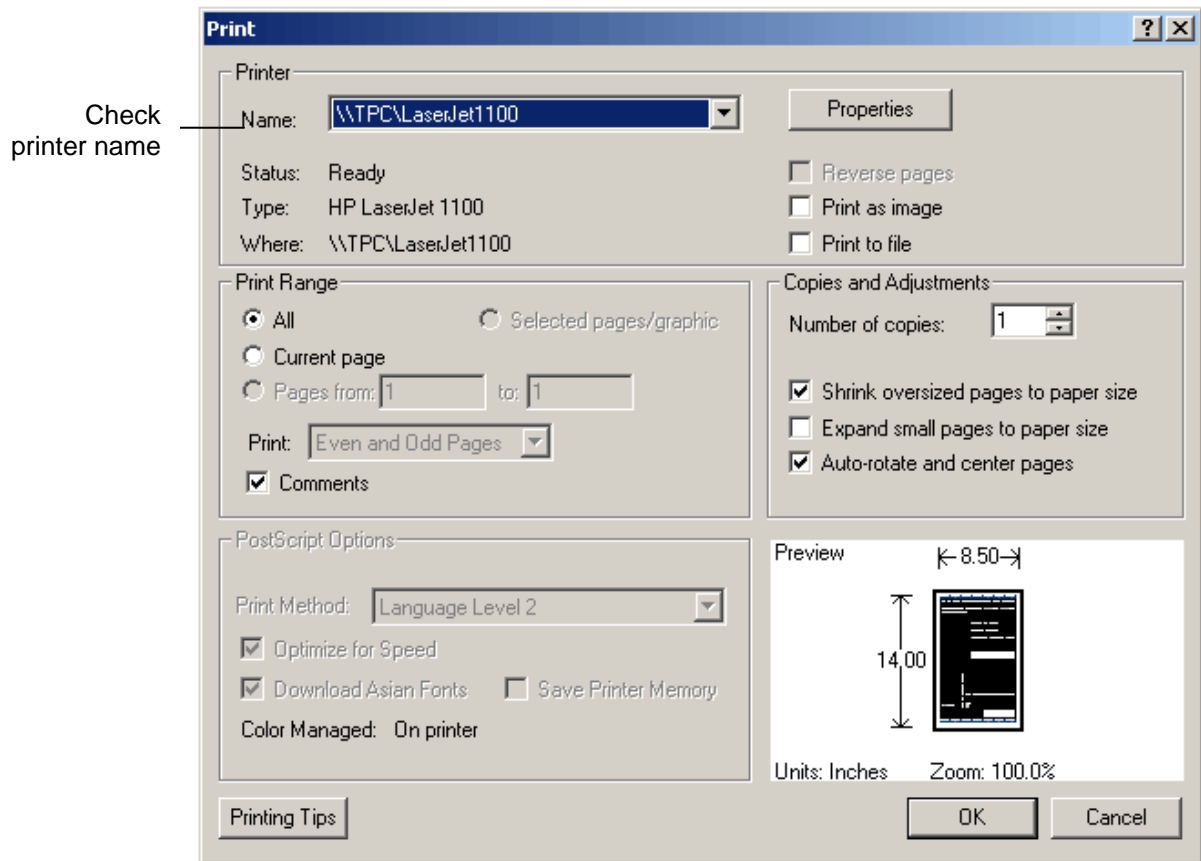


Figure 4.1: Print dialog box

3. If the wrong printer is displayed in the **Name** field, click the down arrow and select the correct printer. Click **OK**.

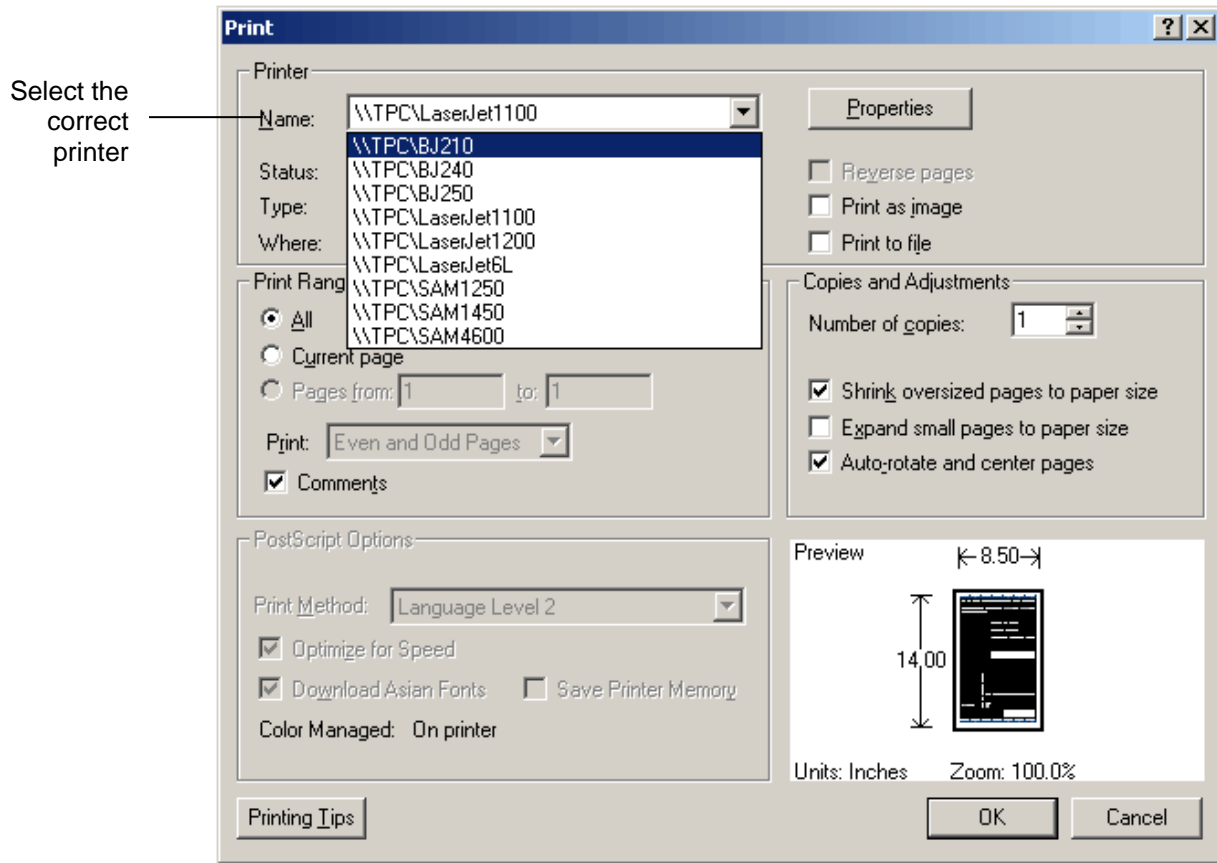


Figure 4.2: Print dialog box – select the correct printer

5 Mailing a CMR



When you have populated a CMR and manually entered any necessary data, you are ready to send it to the TPC, which will then forward it to the Pason DataHub.

To mail your open CMR, perform the following steps:

1. Click **Mail** from the CMR toolbar.
2. The **MAIL** screen will open, indicating the name of the well and the date of the CMR to be mailed.

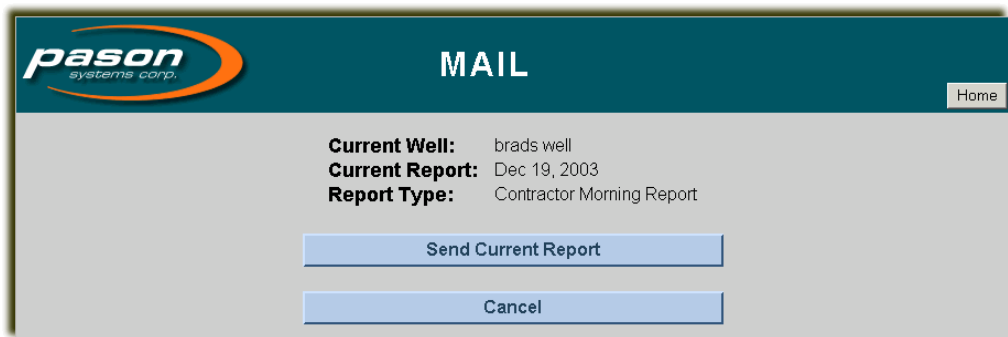


Figure 5.1: MAIL screen

3. Click **Send Current Report**. If you are not on the well or the date you want, click **Cancel**, and then open the correct report.

Note:

To return to the CMR of the current day, click the **Home** button.

- The **MAIL SENT** screen will open, indicating the Well Name, Report Date, and Report Type of the CMR, and the successful completion of the mail process.

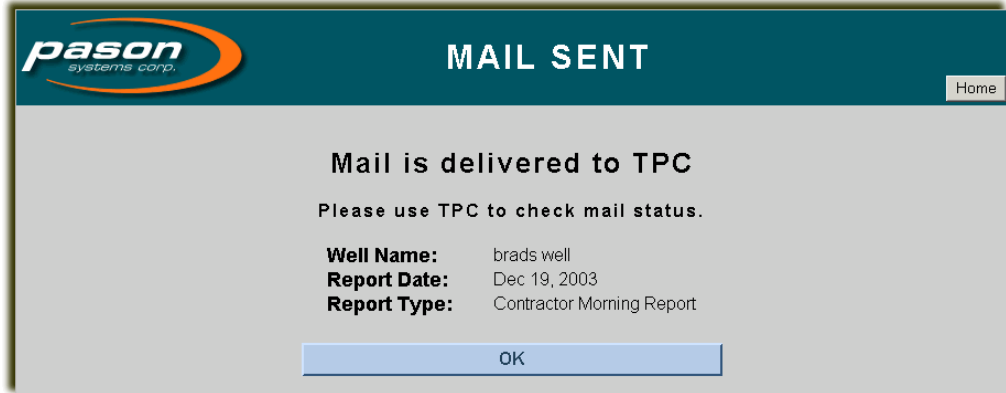


Figure 5.2: MAIL SENT screen

- Click **OK** to return to the CMR main screen.
- Click the **Home** button to return to the current day's CMR.

Note:

The CMR Mail function sends your CMR to the RMPC EDR, which then sends the report to the Pason DataHub. Therefore, to verify that your mail has been sent to the DataHub, you need to use the EDR screen. On the RMPC EDR main screen, select **SETUP**, **DIAGNOSTICS**, **MAIL STATS**, or you can select **TOOLS**, **MAIL STATS**. On the **MAIL STATS SUMMARY** screen, verify that your report was sent.

Note:

Reports other than the CMR (such as the Materials and Service Requisition Report, Equipment Rental Report, Rig Employee Information Report, Job Safety Analysis, or the Rig Employee Verification Checklist) can only be mailed if the RMPC has an Internet connection.

6 Reports

Reports

The **REPORTS** screen allows you to open different types of reports.

You can choose to display the Contractor Morning Report (which is the default setting), the Materials and Service Requisition Report, the Equipment Rental Report, the Rig Employee Information Report, or the Rig Employee Verification Report (Checklist).

When the **Reports** button is selected from the CMR main screen, the **REPORTS** screen will open. Select one of the buttons to either open a report (if it already exists), or create it if it doesn't yet exist. Click the **Cancel** button to return to the CMR that was previously opened. Click the **Home** button to return to the last report you opened.



Figure 6.1: REPORTS screen

By default, the CMR application functions in “CMR mode”. This means that if you are working on a CMR, if you click **Create/Edit**, **Populate**, **Print**, or **Mail**, you will be presented with options and screens relating to the CMR.

However, when using the **REPORTS** screen, you can switch to a different report mode. Then, depending on the type of report you are working on, those same buttons will reflect the status of that report type. For example, if you click the **Create/Edit** button while in **Equipment Rental Report** mode, you will jump to the **JUMP TO REPORT DATE** screen, just as you would in CMR mode. However, if you see report icons on any date, those icons will refer only to Equipment Rental Reports, and not to other types of reports, including CMRs.

6.1 Contractor Morning Report

The **Contractor Morning Report** button on the **REPORTS** screen loads the last opened CMR (e.g., if the last CMR viewed was for January 1 and the current day is January 3, selecting this button will load the report from January 1, not the current day's report).

6.3 Equipment Rental Report

EQUIPMENT RENTAL									
OPERATOR			LOCATION			RIG NO	JOB NO		
DESCRIPTION OF RENTAL	PRICE PER DAY	START DATE	FINISH DATE	# DAYS	CONTRACTOR		OPERATOR SUPPLIED		
					OWNED	RENTED			
ADDITIONAL DRILL STRING	PRICE PER JOINT	START DATE	FINISH DATE	# DAYS	MAX # JOINTS USED	CONTRACTOR		OPERATOR SUPPLIED	
						OWNED	RENTED		
FUEL: RENTAL EQUIPMENT		TOTAL # LITRES USED			The Operator agrees to the prices quoted above and agrees that this document will be used for billing purposes. If any prices quoted in this document conflict with the Exhibit "A" or any amending letters referring to Exhibit "A" for this well or program, the Exhibit "A" or amending letter will take precedence.				
LOADER FUEL						CONTRACTOR REPRESENTATIVE _____ DATE _____			
LIGHT PLANT						OPERATORS REPRESENTATIVE _____ DATE _____			
PRE-MIX						OPERATOR AFE No. _____			
TOP DRIVE									
RIG									
BOILER									
OTHER									
TOTAL # LITRES USED									
COMMENTS									

Figure 6.3: Equipment Rental report

The Equipment Rental Report may be completed and mailed daily with the tour sheet, or on an as-needed basis. (It can also be printed and mailed like a CMR.) It can be used to keep track of various rental items and their related details, such as price per day, start and finish dates, number of days, if equipment is owned or rented by the Contractor, and if the equipment was supplied by the Operator.

When you click the **Create/Edit** button at the top or the bottom of the Equipment Rental Report, it will take you to **JUMP TO REPORT DATE** where you can choose from various dates to load.

Note:

Header information in this report is not editable; it is populated directly from the ETS Well ID.

6.4 Rig Employee Information Report

RIG EMPLOYEE INFORMATION		
Rig No.	Form Type	Re-hired <input type="checkbox"/>
Surname	Date of Birth	
Middle Name	SIN / SSN No.	
First Name	Start Date	
Address		
Home Ph. No.	Cellular No.	Other Ph. No.
Driller Assigned		Position Hired To
TERMINATION DATA		
Surname	Date of Birth	
Middle Name	SIN / SSN No.	
First Name	Start Date	
Termination Date		
Last Position		Consider Rehiring
REASON FOR TERMINATION		
COMMENTS		

Figure 6.4: Rig Employee Information Report

The Rig Employee Information Report may be completed and printed as needed to keep track of rig employee information, such as new hires and terminations.

Note:

The data on the Rig Employee Information Report is not carried forward from report to report.

The Rig Employee Information Report may also be printed and mailed in the same way as the CMR. To create a Rig Employee Information Report for a different date, click **Create/Edit**. The **JUMP TO REPORT DATE** screen will open, allowing you to create a Rig Employee Information Report for a different date.

6.5 Rig Employee Verification Checklist

RIG EMPLOYEE VERIFICATION CHECKLIST			
Rig No.	Form Type Re-hired	From Rig	
Surname		Date of Birth	
Middle Name		SIN / SSN No.	
First Name		Start Date	
Home Ph. No.	Cellular No.	Other Ph. No.	
Drivers Licence <input type="radio"/> Yes <input type="radio"/> No	Lic. No.	Prov/ State	Abstract <input type="radio"/> Yes <input type="radio"/> No
Driller Assigned		Position Hired To	
Orientation Completed: <input type="radio"/> Yes <input type="radio"/> No		Walkaround Completed: <input type="radio"/> Yes <input type="radio"/> No	
WHMIS Test Completed: <input type="radio"/> Yes <input type="radio"/> No		Drug Test Completed: <input type="radio"/> Yes <input type="radio"/> No	
Respirator Fit Testing Completed: <input type="radio"/> Yes <input type="radio"/> No		Hearing Test Completed: <input type="radio"/> Yes <input type="radio"/> No	
Emergency Contacts		Phone Number /s	Relationship
Current Known Medical Conditions			
Additional Emergency Info			
Training Type	Certificate Number	Date Description	Date
Employee			
Rig Manager			
Remarks			
Office Use Only			
Received By			
Checked By			

Figure 6.5: Rig Employee Verification Checklist

This form may be completed and printed as needed to keep track of rig employee information, such as employee training and certifications. The data on the Rig Employee Verification Checklist is not carried forward from report to report.

The Rig Employee Verification Checklist may also be printed and mailed the in same way as the CMR. To create a Rig Employee Verification Checklist for a different date, click **Create/Edit**. The **JUMP TO REPORT DATE** screen will open, allowing you to create a Rig Employee Verification Checklist for a different date.

6.6 Job Safety Analysis Worksheet

PASON DRILLING
JOB SAFETY ANALYSIS WORKSHEET

Job Task:	Rig Manager:	Created / Revised by	Page:
Date Completed/Revised:	Rig # 233	Position:	_____ Of _____
Job Steps:	Potential Incidents or Hazards:	Recommendations to eliminate or render Hazard:	

Sign Off / Approval: _____
Rig Manager

Identify HAZARDS: Is there a possibility of striking against, being struck by, or making harmful contact with an object.; of being caught in, by, or between objects; of slipping, tripping, or falling; of developing a strain from pushing, pulling, lifting, bending, or twisting; of coming in contact with electricity or other power source; of receiving a thermal or chemical burn; of being exposed to a hazardous environment?

Figure 6.6: Job Safety Analysis Worksheet

This form may be completed and printed, or mailed as needed; it is an electronic copy of a JSA worksheet that includes information such as potential hazards and recommendations. The data on the Job Safety Analysis Worksheet is not carried forward from report to report.

The Job Safety Analysis Worksheet may also be printed and mailed the same way as the CMR. To create a Job Safety Analysis Worksheet for a different date, click **Create/Edit**. The **JUMP TO REPORT DATE** screen will open, allowing you to create a Job Safety Analysis Worksheet for a different date. To create a new page for the same day, click **Create/Edit**, and select the desired report date. On the **SELECT A REPORT** page, click **New Report**.

7 Options



Most of the options listed on the **OPTIONS** screen are for administrative purposes only. Please contact the Pason Technical Support Centre at (877) 255-3158 for assistance.

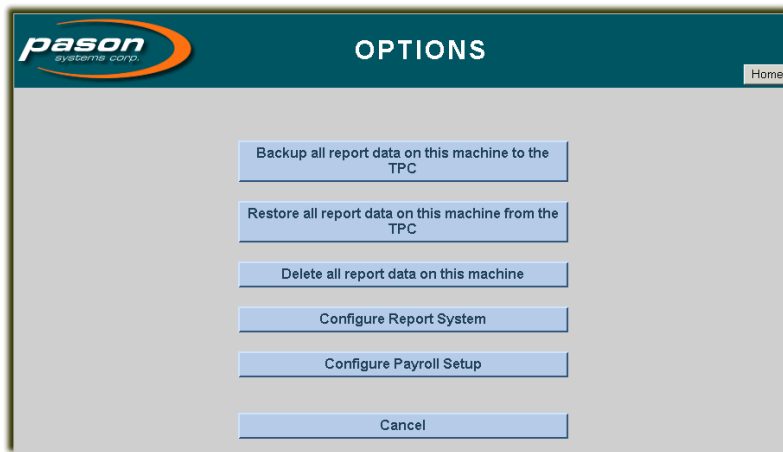


Figure 7.1: OPTIONS screen

Backup all report data on this machine to the TPC: Stores a copy of saved reports to the TPC hard drive. If your backup was successful, the following dialog box displays:



Figure 7.2: Options – backup successful

Restore all report data on this machine from TPC: Copies archived reports back to the hard drive of the RMPC.

Delete all report data on this machine: Erases all report files from the hard drive of the RMPC.

Configure Report System: Allows the user to configure the CMR report cutoff time and tour sheet date default.

Cancel: Returns to the CMR main screen.

8 Help



Clicking the **Help** button displays the main help screen. You can select a subject link to display more detailed information.

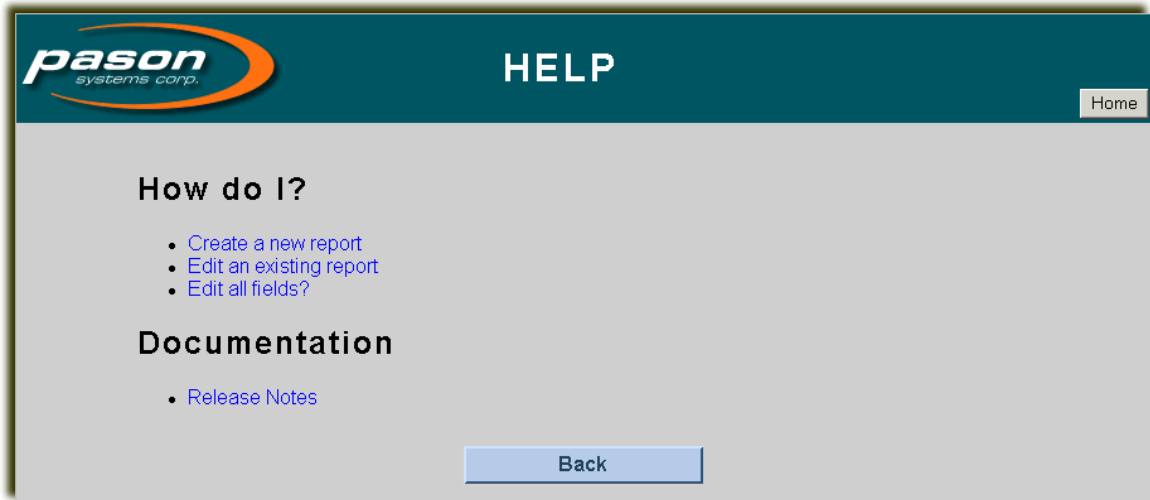


Figure 8.1: HELP screen

- Click any link to display detailed information on the chosen subject.
- Click the **Back** button to return to the CMR main screen.
- Click the **Home** button to return to the last report you opened.

9 Troubleshooting

If the problem you are experiencing is not listed in this section, please call the Pason Technical Support Centre at 1-877-255-3158.

Problem: The contractor name, rig number, spud date/time, or release date/time are missing or incorrect and you cannot edit them in the CMR.

Solution: This "header" data is retrieved directly from the Well ID in the RMPC EDR. The data is then compared to the tour sheets for that well to ensure that the software has chosen the correct data to populate into the CMR. If the Well ID has been changed, and the tour sheets not updated to reflect the change, this problem can occur.

In order to correct the problem, after updating the Well ID reopen each tour sheet for the well. As the tour sheet is opened, the Well ID data will automatically update. After the Well ID data in each tour sheet for the well has been updated, select **Create/Edit** in the CMR to create the current day's morning report. If numerous reports need to have the header information updated, then **for each report** select **Populate, Unselect All**, then check the **Header** checkbox only. Select **Populate**. Only the header information will be updated in the CMR.

Problem: The report time is incorrect.

Solution: Click the **Options** button and then click the **Configure Report System** button to change the report time.

Problem: You cannot edit a report.

Solution: You are only allowed to edit reports for days from the start of the well until one day after the end of the well. Also, reports that were created under an old well name (in cases in which the well was renamed) are only available in read-only format (i.e., you can read it but are not allowed to edit it).

Problem: The date on the report is incorrect.

Solution: Click the **Create/Edit** button, and on the **JUMP TO REPORT DATE** screen, select the day for which you need to create a report.

Problem: You cannot load a CMR for the current date (it always shows the wrong date).

Solution: From the main desktop, select **Start** → **Settings** → **Control Panel** → **Date/Time**. Adjust the date and time. The CMR must be closed and then re-opened for the changes to take effect.

Problem: The CMR cannot connect to the TPC.

Solution: Ensure that the network cable is properly connected.

Problem: You encounter an Apache Tomcat error.

Solution: Reboot the RMPC. If problem persists, contact Pason Technical Support Centre at 1-877-255-3158.

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