Reporter CMR Quick Tips (8 ½ x 14)

Overview

Reporter version 2.0 includes a Contractor Morning Report (CMR) feature that enables drilling rig managers to create and send morning reports using information from the Tour Sheet and previous CMRs. The CMR feature is available under the Morning Report tab in Reporter.

Opening a CMR

Follow the steps below to open a CMR. Note that whenever you start Reporter, it automatically creates a morning report for the current open well on the current date.

1. Ensure that Reporter displays the correct well at the top of the screen. If not, select the well from the Well drop-down list.
2. Click the Create/Edit drop-down list on the header to see the Reporter calendar. Any date on the Reporter calendar that displays a paper icon has a CMR associated with it.
3. Click the date you want to use for the new CMR (Reporter creates and opens a CMR for that date) or,
4. Click the date of the CMR you want to open. If the selected date has additional wells and reports associated with it, Reporter displays a message asking you which report you want to open.
5. To return to the current day's report, reopen the calendar and click on the current date.

Using Help Mode

Reporter Help Mode visually shows you how CMR fields are populated. When Help Mode is turned on, Reporter displays indicators on the CMR data fields that show you where the data originated. To toggle this feature on and off, click **Enable Help Mode** or **Disable Help Mode** at the bottom of the morning report. Reporter displays the following legend when enabled:

Well Id Tour Sheet Calculation Carry Forward User Entry

Well ID: Data comes from the EDR's Well Information on the Toolpush Computer (TPC).

Tour Sheet: Data comes from the Tour Sheet on the TPC. You are able to edit Tour Sheet fields by using the Edit Tour Data feature described below.

Calculation: Data comes from a Reporter calculation.

Carry Forward: Data comes from the last CMR. You fill in the carry forward fields once, for the well's first CMR. After that, you can carry forward this data to future reports for that well.

User Entry: Data is manually entered by the user.

Entering Data Automatically

1. Click **Populate** at the bottom of the CMR. The Populate window opens.
2. Use the check boxes to select which areas to populate.
3. To import data from the previous day's Tour Sheet, check **Import Tour Sheet**.
4. To carry forward information from the last CMR, check **Carry Forward from previous report**.
5. Click **OK**. The Populate Wizard displays values from the Tour Sheet.
6. Click **Next** to scroll through and review the values. Use the check boxes to select which value you want to import. If the Tour Sheet uses multiple values, the wizard displays all of them.
7. When you complete your review, click **Finish**. Reporter imports the values you selected.

Entering Data Manually

Follow these steps to manually enter data:

1. Click in the field you want to edit. A cursor appears in the field.
2. Enter your information. Reporter automatically saves information as soon as you enter it.

Editing Data

You cannot edit data in any field that is greyed out, or that displays grey text, but all other fields are editable. Editing fields that use data imported from the Tour Sheet requires you to follow these steps:

1. Click in the field you want to edit. If the field is locked, a warning screen appears.
2. Review the warning screen and click **Yes** to proceed. Reporter unlocks the previously locked Tour Sheet data fields. Note that these fields remain unlocked until you submit the CMR.

Validation Results

Whenever Reporter receives new data, the system scans your report and lists any problems that it finds in the Validation Results pane. An Error message indicates that the report contains invalid data and blocks submission until you correct the problem. Warning and Information messages indicate that you should review the data, but does not block submission. Also, if Reporter detects a problem while you enter data in the CMR, it displays an onscreen message.

To show the Validation Results pane, click the show button above Validation Results to the right of the main screen. Click an issue in the list to display a description of the problem and a suggested resolution. You can also click the link under Resolution to jump to the section of the report that contains the problem.

Submitting a CMR

Once you have completed a CMR, you can send it to the DataHub where others can view it.

1. Click **Send to Office** in the bottom right corner of the screen. Reporter checks the CMR for errors and displays a Validation Results list of problems that includes descriptions of problems and their severity.
2. Review the Validation Results. You can submit CMRs with problems classified as Warnings or Informations, but you cannot submit CMRs with problems classified as Errors.
3. Once you have fixed the problems, click **Continue with submission**. Reporter displays a message that it is sending the CMR to the DataHub, and changes the status indicator in the top right corner to Sending to Office. When Reporter completes the sending process, it changes the status indicator to Sent to Office.
   If you revise a CMR that has already been sent to the office, Reporter increases the revision number and changes the status indicator to Incomplete. Note that the first submitted CMR for a well is Revision 0.

Printing a CMR

1. Click **Report**, **Print Preview** in the Reporter toolbar, or click the **Print Preview** button at the bottom of the morning report.
2. Reporter generates a PDF of the CMR and opens it in your default viewer.
3. If you are satisfied with the preview, you can print the CMR from the PDF viewer.

Note:
When you print a CMR that you haven't submitted to the office, "DRAFT" appears on the printout.