

Follow this workflow to fill in and send the hours of service of report to the office.

1. On the **Daily Work Record** tab, click the **Crew** tab to show the up-to-date crew hours.
2. Use the **Driver** check boxes to select crew members to assign as drivers.

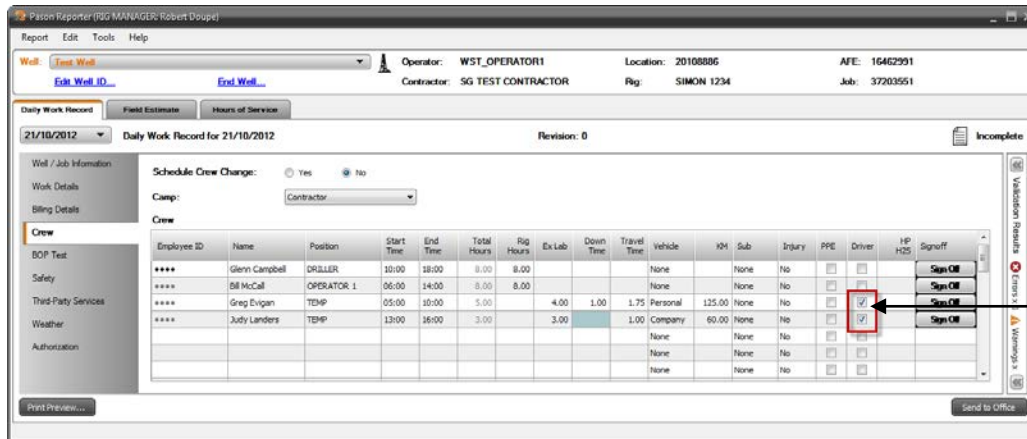


Figure 1: Daily work record crew tab

3. Click the **Hours of Service** tab, and review the job information under Well / Job Information.
4. Click the **Crew** tab. Some of the boxes are automatically filled in with information from the daily work record.

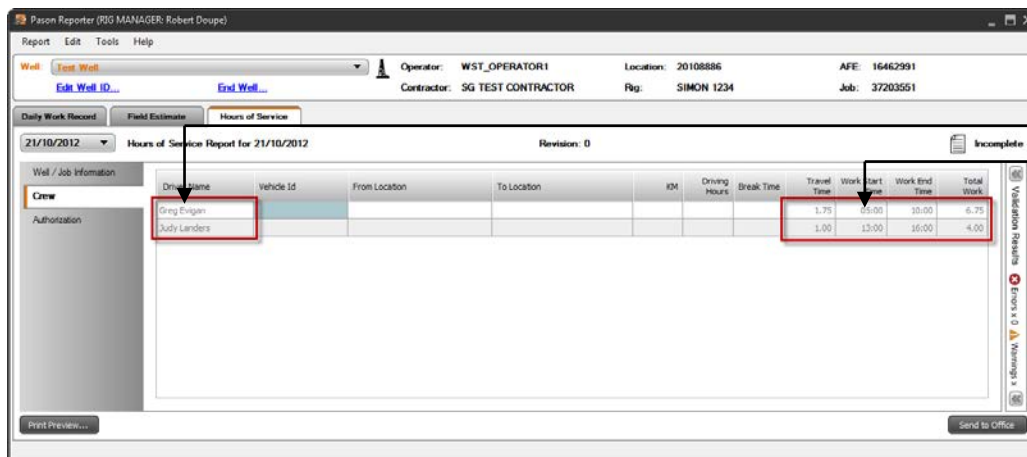
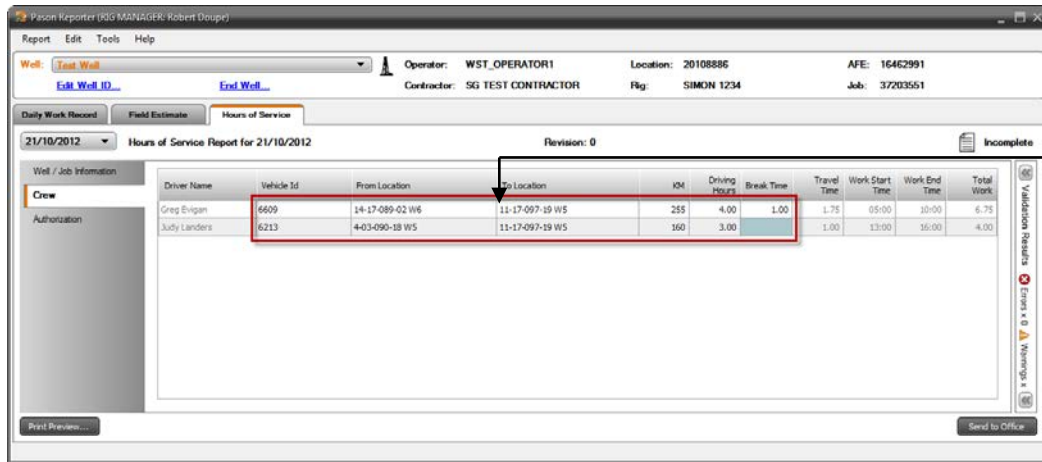


Figure 2: Hours of service crew tab

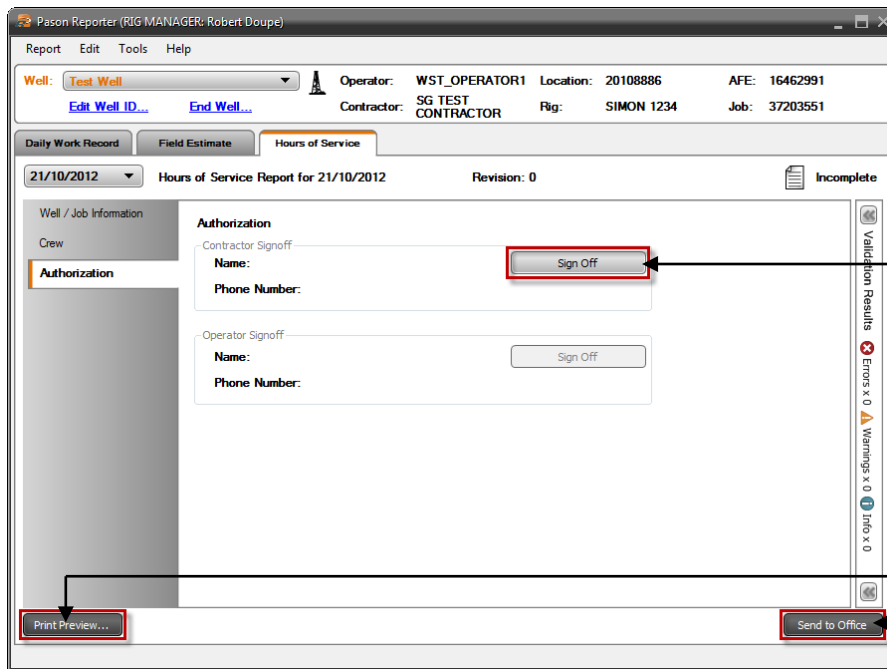
5. Fill in the rest of the boxes with information about the rig moves carried out by each driver. Note that the km information you fill in here is different from km information in the daily work record. This information is about rig moves only. After you've filled in all of the boxes, the **Crew** tab should look like Figure 3 below.



Rig move information to add

Figure 3: Hours of service crew tab – filled in

6. Click the **Authorization** tab.



Sign off

Print preview

Send to office

Figure 4: Authorization tab

- When the report is complete and correct, click the **Sign Off** button and sign off, just as you do for the daily work record.
- Click the **Send to Office** button to send the hours of service report to the office.
- Click the **Print Preview** button to see how the report looks on paper. From here, you can print the report, or save it as a PDF document.