

Installing Reporter on a Service Rig

Revision 5 of DOCU194
Revised July 26, 2017

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1 Understanding Pason Reporter

1.1 About this Document

This document contains instructions for installing Pason Reporter on a service rig and provides information to help you understand the application. You can find user information in Reporter's online help.

1.2 About Pason Reporter

Pason Reporter simplifies and streamlines the reporting process. Using Reporter, you can create daily work records and field estimates; manage crews; and print, back up, and send reports. Completed reports can be exported, printed, or even revised before being sent to head office.

2 Installing Pason Reporter

2.1 Installing Pason Reporter

Before you can use Reporter, you need to obtain and set up a DataHub account, install the application, and then provision it.

Setting Up Pason DataHub Account Privileges

If you don't already have a Pason DataHub account, contact your Pason representative to obtain one. Once you have a DataHub account, Reporter requires the following DataHub privileges, which your company's DataHub administrator can set up:

- Tour Sheet access
- Well ID access
- Pason Reporter access
- DataHub API access
- Business unit access (for multiple business units, access to the Admin business unit)

Note:

If the DataHub user account doesn't have the appropriate privileges or access to the correct business units, an error message displays.

Installing Pason Reporter Using a DataHub Download

You install Reporter from a downloaded installer. You can download the installer from here: http://www.pason.com/images/Downloads/Reporter/reporter_setup.exe

Select **Run**, then select **Run** again to run the Reporter Setup Wizard. The installation wizard then leads you through the required steps.

Note:

You require administrator rights to install Reporter on most computers. If you do not have administrator rights on your computer, contact your company's IT department.

Provisioning Pason Reporter

The first time you run Reporter after it's installed, it must be set up, or "provisioned", so it can access the DataHub. Provisioning requires a Reporter activation key which can be obtained from the DataHub as follows:

Note:

Provisioning Reporter requires an active Internet connection.

1. Log on to the DataHub with the user account that will be used to provision Reporter.
2. Click the **Apps** tab. If the **Apps** tab is not present, you're missing a required privilege.
3. Click the **Reporter** link. If the **Reporter** link is not present, you're missing a required privilege.
4. Click **Continue**. The Reporter activation key displays.

Now that you have the Reporter activation key, follow the steps below with the Provisioning Wizard to set up the application for use:

1. Launch Reporter by double-clicking the desktop icon.
2. After Reporter launches, click **Next** on the welcome screen.
3. Select the country that matches the DataHub user account, select the service rig type, then click **Next**.
4. Enter the DataHub username and the Reporter activation key (copy and paste the key to avoid errors), then click **Next**.

Note:

Do not enter your DataHub password. If you have entered the DataHub username or the Reporter activation key incorrectly, an error message displays indicating that it's invalid.

5. Click **Update Picklist** to ensure you're using the most recent information from the DataHub. Select the correct Contractor, Business Unit, and Rig Number, then click **Next**.
6. Create a rig manager entry in the crew list, and assign the rig manager a password, then click **Next**.

Important:

This is the password you use to start Reporter. If it is forgotten or lost, Reporter needs to be re-provisioned. In this event, please contact Pason Technical Support for assistance at 1-877-255-3158 or techsupport@pason.com.

7. Click **Finish** and log on using the rig manager password you created.

3 Starting Pason Reporter

3.1 Launching Pason Reporter

After Reporter is installed, a shortcut displays in the **Start** menu. Click **Start, All Programs, Pason, Reporter**. Alternatively, double-click the **Reporter** shortcut on the desktop.

3.2 Logging on to Pason Reporter

Each time you launch Pason Reporter, you need to log on. Select your name from the list, enter your password, and click the **Login** button.

Note:

Use the same password you created when Reporter was provisioned. See Provisioning Pason Reporter on page 5 for more information.
