

Adding Activity record

1. To create an **Activity** record, mouse-over the **DrillNet** tab and select **Activity** from the drop down menu displayed. This will load the **Activity Data** page.

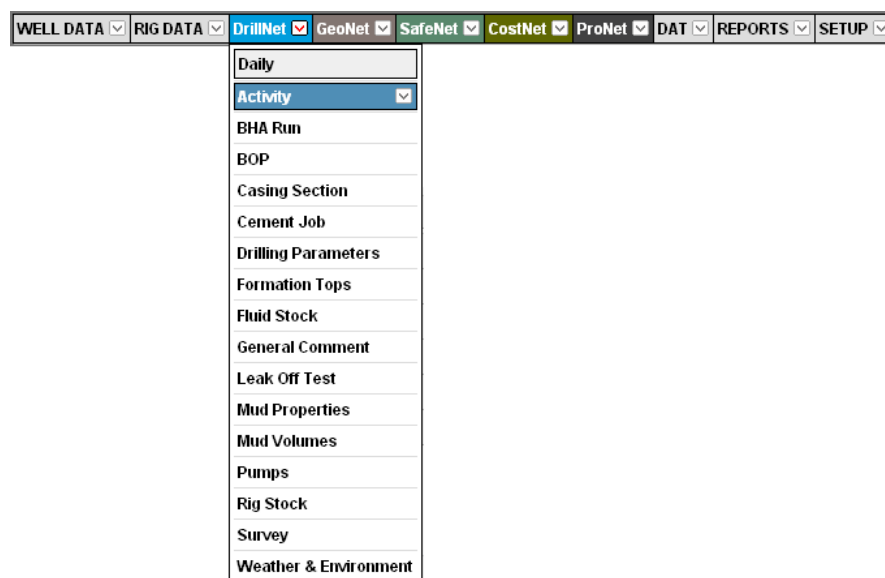


Figure 1.0 Accessing DrillNet's Activity menu

2. **Activity Data** page is a two-part record comprising of:-
 - a. **Activity** (referring to Current Day's Activity)
 - b. **Next Day Activity**
3. When it comes to creating an **Activity**, you have the following options:-
 - a. [Add New Activity](#) from scratch
 - b. Re-use **Previous Day's Activity** record using the [Copy/Paste From Yesterday](#) feature

Add New Activity

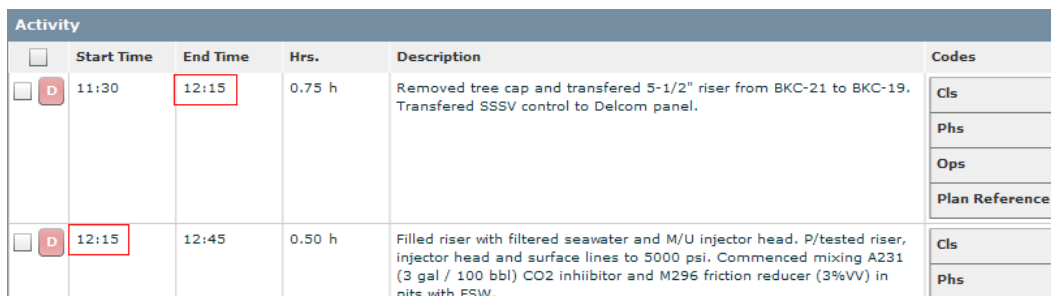
1. To create the **Current Day's Activity**, click the [Add New](#) button or the [Add Activity](#) button. Both perform the same function.



The screenshot shows a software interface with a header bar containing three buttons: 'Add New' (highlighted with a red box), 'Delete Selected', and 'Copy/Paste From Yesterday'. Below the header is a table titled 'Activity' with columns: Start Time, End Time, Hrs., Description, and Codes. A row for 'Total Duration' shows '0.00 h'. At the bottom of the table, there is an 'Add Activity' button, also highlighted with a red box.

Figure 1.1 The 'Add New Activity' button

2. Enter the **Start Time** and the **End Time** information to automatically calculate the **Duration**. From now on, the **Start Time** and **Duration** will be automatically calculated from the **Previous End Time**.
3. Fill-out the **Activity's Description** and then select the **Activity Codes** from drop down lists provided.



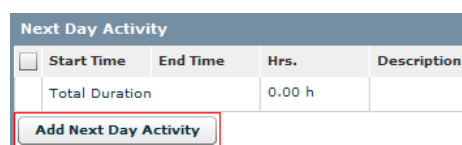
The screenshot shows the 'Activity' table with two entries. The first entry has a start time of 11:30, an end time of 12:15 (highlighted with a red box), a duration of 0.75 h, and a description: 'Removed tree cap and transfered 5-1/2" riser from BKC-21 to BKC-19. Transfered SSSV control to Delcom panel.' The second entry has a start time of 12:15 (highlighted with a red box), an end time of 12:45, a duration of 0.50 h, and a description: 'Filled riser with filtered seawater and M/U injector head. P/tested riser, injector head and surface lines to 5000 psi. Commenced mixing A231 (3 gal / 100 bbl) CO2 inhibitor and M296 friction reducer (3%VV) in pits with FSW.' Both entries have a 'D' icon in the first column. The 'Codes' column has dropdown menus for 'Cls', 'Phs', 'Ops', and 'Plan Reference'.

Figure 1.2 Start Time, End Time, Description and Codes

NOTE

1. The standard **IDS** coding system uses three main tiers - **Class codes**, **Phase codes** and **Operational codes** - supplement by a root cause tier when an **Activity** is classified as '**Trouble Time**' or **NPT**.

4. To add **Next Day's Activity** record for the period midnight to 06:00, click the [Add Next Day Activity](#) and enter the necessary information.



Start Time	End Time	Hrs.	Description
Total Duration		0.00 h	

Add Next Day Activity

Figure 1.3 The 'Add Next Day Activity' button

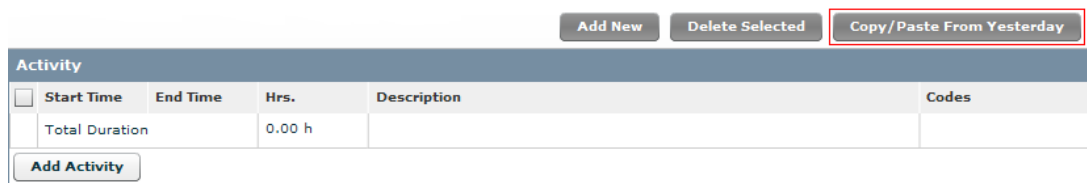
5. To save, click the [Confirm](#) button.

Copy/Paste From Yesterday

1. In **DrillNet** you can re-use data record from the **Previous Day**.

To do so, click the **DrillNet** tab and select **Activity** from the drop down menu.

2. Click the **Copy / Paste from Yesterday** button to populate the fields. Edit the information as you wish.



The screenshot shows the DrillNet interface. At the top, there are three buttons: 'Add New', 'Delete Selected', and 'Copy/Paste From Yesterday'. The 'Copy/Paste From Yesterday' button is highlighted with a red rectangular box. Below these buttons is a table with the title 'Activity'. The table has five columns: 'Start Time', 'End Time', 'Hrs.', 'Description', and 'Codes'. The first row of the table is empty. The second row has 'Total Duration' in the 'Start Time' column and '0.00 h' in the 'Hrs.' column. Below the table is a button labeled 'Add Activity'.

Figure 1.5 The 'Copy/Paste from Yesterday' button

3. To save, click the **Confirm** button.