

Adding Safety Ticket record

1. To add a **Safety Ticket** record, first select a **Well** record and a **Day** record from the **Well Operations** and **Day** selectors respectively.
2. Next, mouse-over the **SafeNet** menu tab and select **Safety Ticket** from the drop down menu.

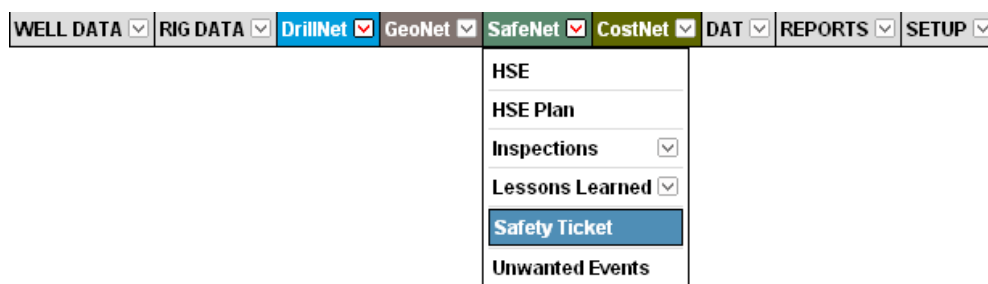


Figure 1.0 Accessing the Safety Ticket menu

3. This will load the **Safety Ticket** page, showing the existing record associated with the selected **Well** and **Day** records (if any).

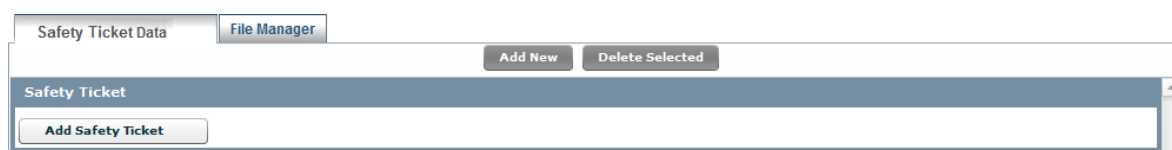


Figure 1.1 the Safety Ticket Data page



Figure 1.2 Add New

4. To add a new **Safety Ticket** record, click the **Add New** button at the top of the page shown in Figure 1.1 and Figure 1.2.
5. A blank **Safety Ticket Data** will be displayed in Edit mode as shown in Figure 1.3.
6. To perform inline editing, mouse-over the row and click the column. Enter the necessary information.

Safety Ticket Data

File Manager

Confirm

Cancel

Cancel

Properties

Sequence #		Observer's Dept./Company	
Reported By		Site/Area Observed	
Date/Time Observed	<div> <div></div> <div></div> <div>h</div> <div>m</div> <div>C</div> </div>	Risk Area	
Reactions Of People	<input type="checkbox"/> Adjusting Personal Protective Equipment <input type="checkbox"/> Changing Position <input type="checkbox"/> Rearranging Job <input type="checkbox"/> Stopping Job <input type="checkbox"/> Attaching Grounds <input type="checkbox"/> Performing Lockouts <input type="checkbox"/> -	Tools and Equipment	<input type="checkbox"/> Wrong for the Job <input type="checkbox"/> Used Incorrectly <input type="checkbox"/> In Unsafe Condition <input type="checkbox"/> -
		Procedures and Orderliness	<input type="checkbox"/> Procedures Inadequate <input type="checkbox"/> Procedures Not Known/Understood

Figure 1.3 the Safety Ticket Data page.

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