## SafeNet Quickstart Adding Lesson Learned record

- To add a Lesson Learned 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. From the **Lessons Learned** drop down menu, refine your selection by choosing one of the four (4) submenu presented as shown in Figure 1.0.

WELL DATA 🖂	RIG DATA 🖂	DrillNet 💌	GeoNet 🗹	SafeNet ⊻	CostNet 🖂	DAT 🖂	REPORTS 🖂	SETUP 🗹
				HSE				
				HSE Plan				
				Inspections	s 🖂			
				Lessons L	earned 🔽	Lesson	s Learned - B	asic
				Safety Tick	et	Lesson	s Learned (RF	22)
				Unwanted	Events	Lesson	s Learned (RE	ACH)
						Potentia	al Lessons Le	arned

Figure 1.0 Accessing the Lesson Learned menu

- 3. This will load the *Lesson Learned* page, showing the existing record associated with the selected *Well* and *Day* records.
- 4. To add a new *Lesson Learned* record, click the *Add New* button at the top of the page as shown in Figure 1.1.



Figure 1.1 the Add New button

5. This will load a new *Lesson Learned* screen in edit mode, corresponding to the *Lesson Learned* submenu selected. See example shown in Figure 1.2.

et Basic						
et #		Short Description				
se		Operation		Root Cause Code	de 🛛 🗸	
nt Description		Lesson		Post Event Action		
rvice			Event Closed T Hide in R	Report v	Last Edit By	
ported By			OC Status			
sponsible Party			Status	Set By		
ywords						
	t #	t #  t Description  t Description  tice  orted By  ponsible Party  words	t # Short Description	t # Short Description  e V Operation  t Description  t Description t Description t Description t Description t Description t Description t Description t Description t Description t Description t Descri	t # Short Description  e	t#     Short Description       e     V       0 Operation     Root Cause Code       t Description     Lesson       ice     V       orted By     Event Closed       onshible Party     Status



- 6. To perform inline editing, mouse-over the row and click the column. Enter the necessary information and fill-in all required fields denoted with the red vertical bar.
- 7. To save, click the **Confirm** button.