

Adding Lesson Learned record

1. 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.

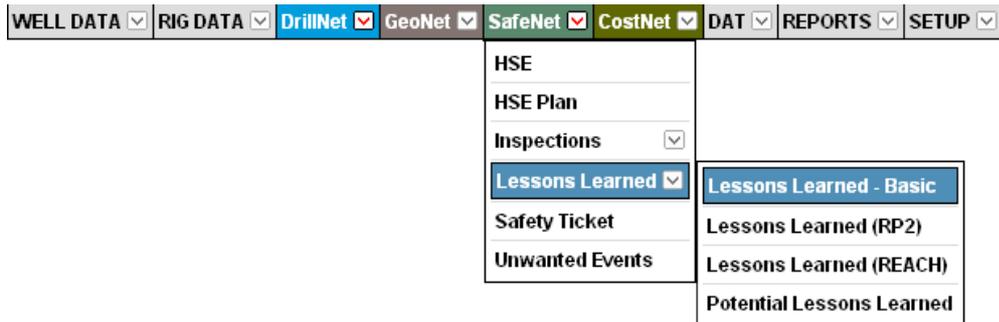


Figure 1.0 Accessing the Lesson Learned menu

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.

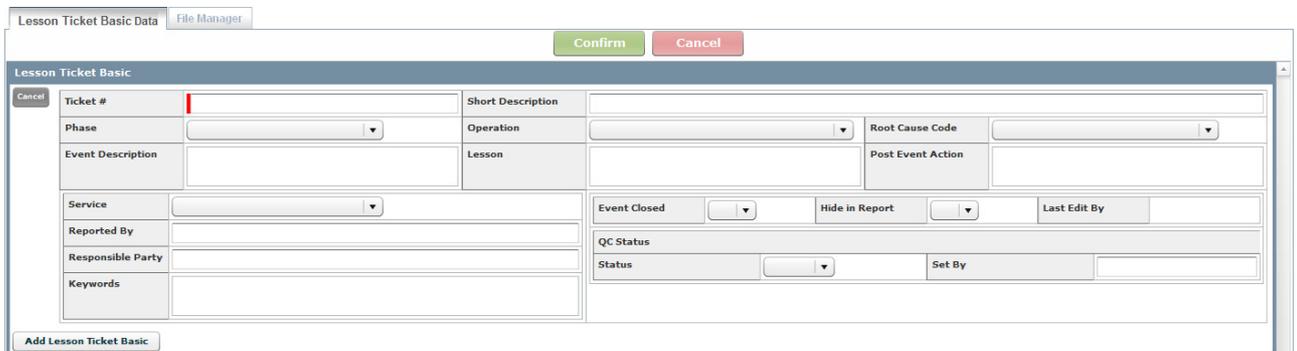


Figure 1.2 the Lesson Learned Screen (Basic)

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.