

Adding Unwanted Events record

1. To add **Unwanted Event** 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 **Unwanted Events** from the drop down menu.



Figure 1.0 Accessing the Unwanted Events menu

3. This will load the **Unwanted Event Data** page, showing the existing record associated with the selected **Well** and **Day** records (if any).
4. To add a new **Unwanted Event** record, click the **Add New** button at the top of the page as show in Figure 1.1.

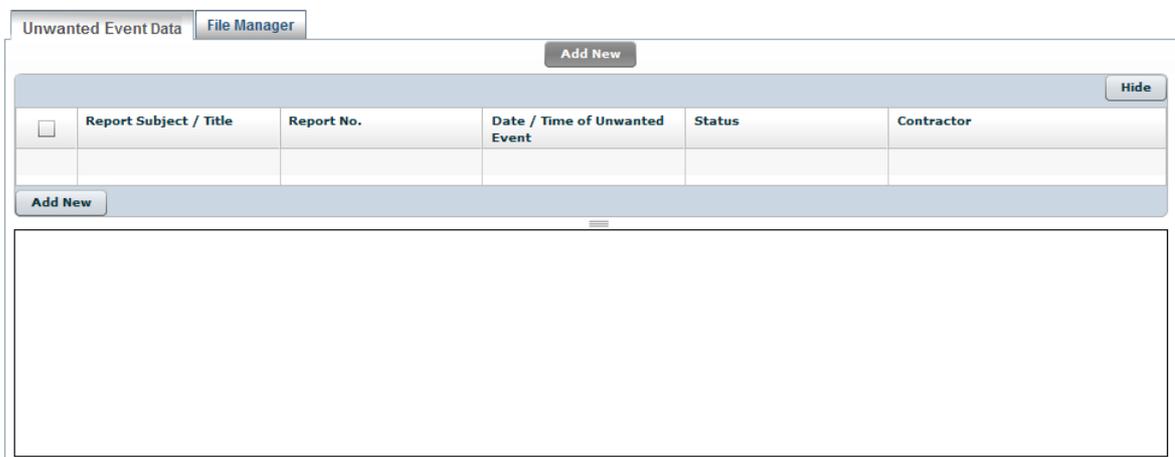


Figure 1.1 Unwanted Event Data Page

5. A new **Unwanted Event Data** page will be displayed underneath the page as shown in Figure 1.2.

Figure 1.1 Unwanted Event Data page (New record screen)

6. Enter the necessary information including all the required fields denoted with red vertical bar next to it.
7. To have a bigger real estate view of the screen while filling in the information, toggle the **Show/Hide** button at the far right top corner.
8. To save, click the **Confirm** button.