

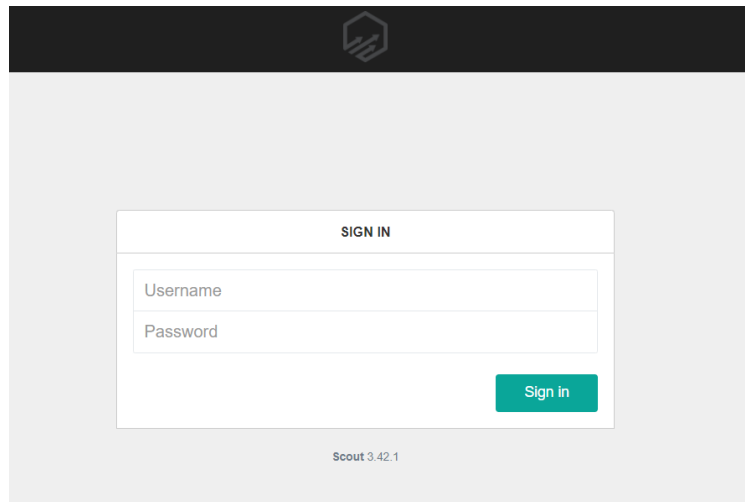
# Office Training Guide

# Scout Office Training Guide

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# Getting Started in Scout

Please use Google Chrome when signing into your web portal. Each user will have their own unique username and password.

The image shows a screenshot of the Scout web portal's sign-in page. At the top, there is a dark header bar with a hexagonal logo containing a stylized 'S' and 'C'. Below the header, the main content area is light gray. In the center, there is a white rectangular box with the title 'SIGN IN' at the top. Inside this box, there are two input fields: 'Username' and 'Password'. To the right of these fields is a green button with the text 'Sign in'. Below the sign-in box, the text 'Scout 3.42.1' is displayed.

## Overview

To log into the Scout web portal, enter the provided URL into a Google Chrome browser. You will then enter your provided username and password. Depending on your user permissions, you may or may not have access to all sections listed in this training guide.

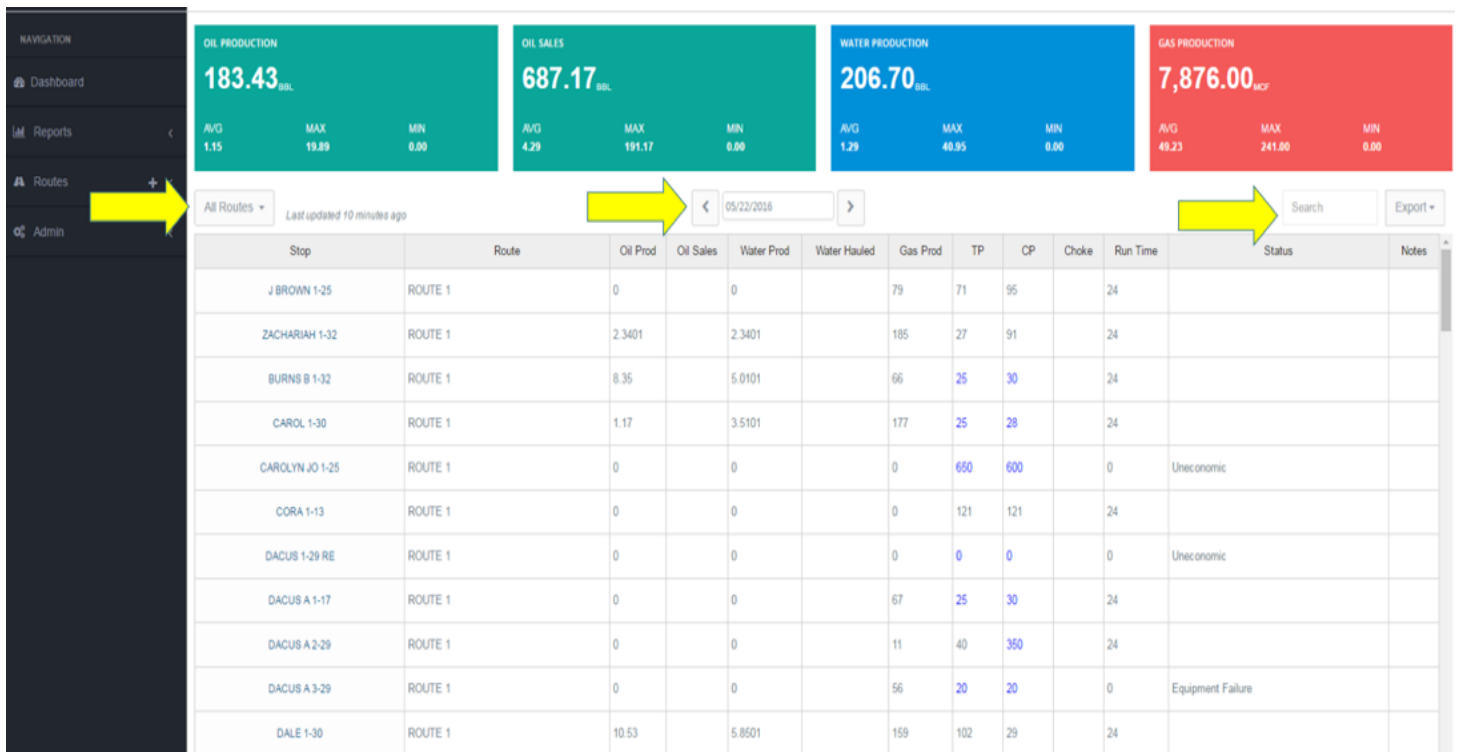
## Definitions

Throughout the following training guide, you will see recurring terms. Those terms and their definitions are defined below:

- *Stop*; a Route is broken into stops. A stop may be a single well, multi-well, battery, or meter.
- *Item*; a Stop may consist of multiple items. An item may be a meter, tank, or type of equipment.
- *Attribute*; an Item may consist of multiple attributes. An attribute will vary depending on the type of item. A few examples of attributes are: pressures, meter readings, and tank gauges.
- *Property*; a property is located within the well or header information on the stop's info tab.

# Dashboard

Upon logging into Scout, you will be brought to the Dashboard. The Dashboard gives a daily summary of the entire system. This is meant to give you a quick breakdown of a single day's production.



To filter the data by route, use the dropdown box on the left. To view different days, click on the date below the totals or use the left and right arrows. You may search for a well in the Search bar or export to Excel with the Export button on the right.

To sort the columns, click on the column header. **Blue font** reflects data that has been carried forward from the previous day in the app. **Red font** means the value is out of range.

OIL PRODUCTION			OIL SALES			WATER PRODUCTION			GAS PRODUCTION		
7.18 <sub>BBL</sub>			168.73 <sub>BBL</sub>			199.63 <sub>BBL</sub>			7,824.00 <sub>MCF</sub>		
AVG	MAX	MIN	AVG	MAX	MIN	AVG	MAX	MIN	AVG	MAX	MIN
0.04	37.44	-232.13	1.95	168.73	0.00	1.25	48.43	-8.35	48.90	238.00	0.00

All Routes ▾

Last updated 18 minutes ago

< 05/23/2016 >

Search

Export ▾

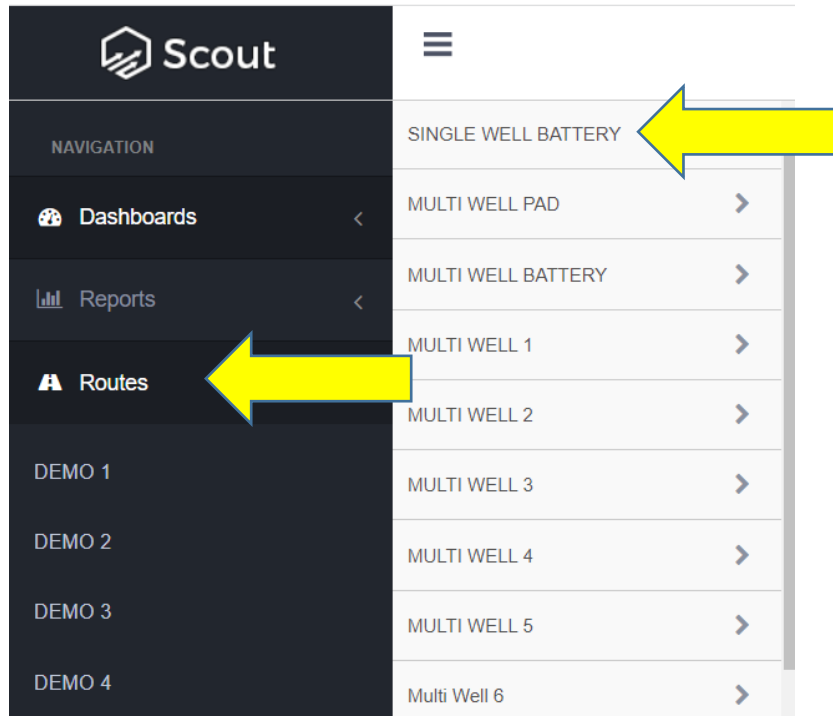
Stop	Route	Oil Prod	Oil Sales	Water Prod	Water Hauled	Gas Prod	TP	CP	Choke	Run Time	Status	Notes
FLUD 1-8	ROUTE 4	-232.13		48.43		25	130			24		
ROLEN 1-16	ROUTE 5	-1.67		0		73				24		
ROBINSON 1 (MC CLAIN)	ROUTE 3	0		0		0	700	10		24		
MILLER 1-17 (GARVIN)	ROUTE 5	0		0		48				24		
ERNA 1-29	ROUTE 1	0		0		165	40	50		24		
ABY 1-34	ROUTE 2	0		0		78	10	20		23	Rod Parted	
TRUMAN 1-27	ROUTE 2	0		1.6701		42	88	108		24		
DOUGHERTY 3-5	ROUTE 1	0		0		43	40	40		24		

To view a note, click on the note icon next to the status. To easily navigate to a stop's detail screen, click on the stop name.

# Accessing Routes and Stops

## Stop Detail

You may also access routes and stops by clicking on Routes in the left Navigation panel.



Once a route is selected, choose a stop to see its details. The stop's screen contains multiple tabs to view production data, tickets, information and edit configurations. Those tabs will be explored in following sections of this guide.

## Activity Tab

The Activity Tab contains historical data detail by item. It will also show you the same color coding as the dashboard. Depending on your permissions, users will see this as 'read-only' or editable.

SINGLE WELL BATTERY

ACTIVITY

TICKETS

WELL TESTS

CONFIGURATION

INFO

EVENTS

< 10/10/2022 - 10/04/2022 >

Add/Edit Note

Carry Forward

DAILY DETAILS

SINGLE WELL BATTERY							
	TODAY	10/09/22	10/08/22	10/07/22	10/06/22	10/05/22	10/04/22
Artificial Lift Type							
Downtime							

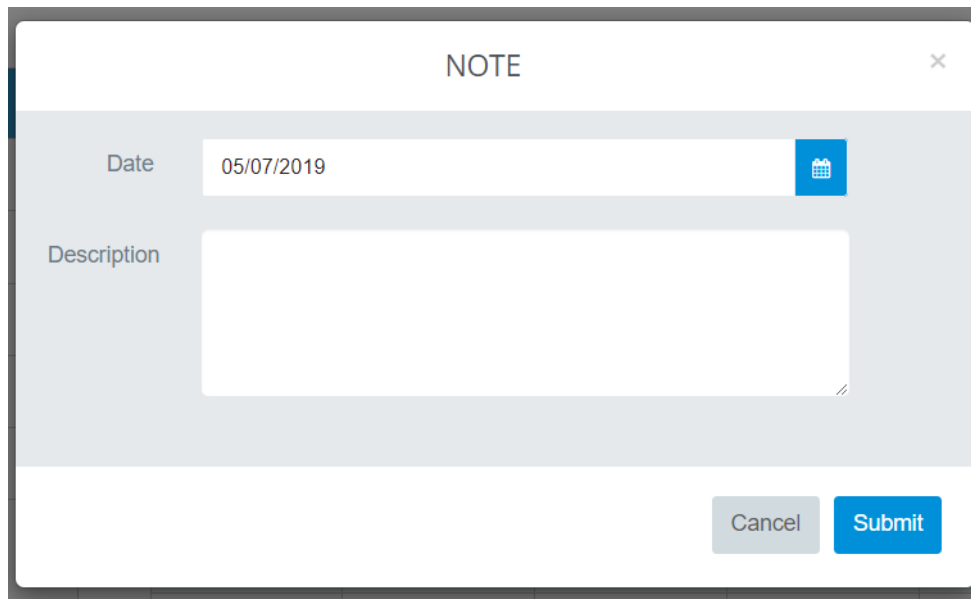
To view or edit past seven days, click on the calendar above the daily details. If you do not see a value here, it was either not entered, submitted, or synced on the iOS application yet.

The values within the Production item, that are grayed out, are calculated attributes. These calculated attributes are locked and cannot be manually entered.

To enter a value, click on the cell you would like to enter or edit data for, and type the value. After the information has been entered, click on the blue Submit button within the lower right corner to save any changes.



To add or edit an existing note, click on the blue “Add/Edit Note” button, to the right of the calendar control.



The image shows a modal dialog box titled "NOTE". Inside the dialog, there is a "Date" label followed by a text input field containing "05/07/2019". To the right of the date input is a blue square button with a white calendar icon. Below the date field is a "Description" label followed by a large, empty text area for entering the note's content. At the bottom right of the dialog are two buttons: a light gray "Cancel" button and a blue "Submit" button.

To change the date, type the new date or click the blue calendar button. The note can be entered within the Description section. To save the note, click the blue Submit button. A note icon will appear to the right of the date if a note is present.

To carry forward data from yesterday to today, click the blue “Carry Forward” button.

ITEM	CARRY FORWARD <input checked="" type="checkbox"/>
SINGLE WELL BATTERY	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Sales Meter	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Water Tank	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Oil Tank 1	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Oil Tank 2	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Oil Tank 3	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Oil Tank 4	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY LACT Meter	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Buyback Meter	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Flare Meter	<input checked="" type="checkbox"/>
SINGLE WELL BATTERY Water Meter	<input checked="" type="checkbox"/>

Cancel Apply

Click the gray box to the right of each item you would like to carry forward and click the blue Apply button. The values from yesterday will be carried forward to today. Those values that were carried forward will appear in a blue font. Carried forward values may be overwritten, if needed. If values have already been submitted for today, carry forward will not overwrite those values.

To export the Activity tab to Excel, click on Export, to the left of the Submit button, within the lower right corner. This will export the week of data visible within the Activity tab.

## Tickets Tab


The Tickets Tab shows historical Oil and Water tickets and detail.

SINGLE WELL BATTERY

ACTIVITY **TICKETS** WELL TESTS CONFIGURATION

10/01/2022 - 10/10/2022

TICKET NUMBER	EFFECTIVE DATE
7180703	



Effective Date: 12/17/2020

Ticket Date: 12/17/2020

Ticket Number: 7180703

Disposition: Trucked

Tank: Lang Battery Oil Tank 290786

Seal Info: ☐ off ☐ on

Transporter: Plains Mktg.

Open Gauge: 9 ☐ ft 4.25 ☐ in / qts

Open Gauge Temperature: 92 ☐ deg

Close Gauge: 1 ☐ ft 2.5 ☐ in / qts

Close Gauge Temperature: 70 ☐ deg

Observed Gravity: 32.5 ☐ numeric

Observed Temperature: 88 ☐ deg

BSW: 0.2 ☐ %

Ticket Volume: 161.06 ☐ bbl

Gross Volume: 137.1215 ☐ bbl

Net Volume: 134.67779 ☐ bbl

Depending on your permission, users will see these as ‘read-only’ or editable (also can create or delete). To view ticket detail, click on the ticket number. While viewing the ticket detail, you may edit the ticket. To edit the ticket, make the necessary changes and click “Update” at the bottom of the ticket. To delete a ticket, click “Delete” on the bottom left of the ticket. You may also create a new oil or water ticket within the Tickets tab by clicking the blue “Create Ticket” button on the top right of the screen.

## Configuration Tab

The stop's Configuration Tab allows you to define which data should be entered for a specific item and Max/Min/Variance values for that item. If data is entered in the app that is not within your defined parameters, it will appear **red** in the Activity Tab.

SINGLE WELL BATTERY

The screenshot shows the 'SINGLE WELL BATTERY' stop page. At the top, there are tabs: ACTIVITY, TICKETS, WELL TESTS, CONFIGURATION (which is selected and highlighted with a blue border), INFO, and EVENTS. Below the tabs, there's a 'STOP DETAILS' section with a plus icon. To the right of this section are two toggle switches: 'DAILY' (which is turned on) and 'FLOWBACK' (which is also turned on). Below the 'STOP DETAILS' section, there are two items listed: 'SINGLE WELL BATTERY' with a house icon and 'SINGLE WELL BATTERY SALES METER' with a meter icon. Each item has three icons to its right: an information icon, a list icon, and a settings icon.

## Adding Items

Clicking the '+' button next to Stop Details will allow you to add an item. Once you select the type, subtype, and choose a name, you will be able to add the item and start configurations.

ACADIA 65

The screenshot shows the 'ACADIA 65' stop page. At the top, there are two tabs: ACTIVITY and TICKETS. Below the tabs, there's a 'STOP DETAILS' section with a plus icon.

STOP DETAILS +

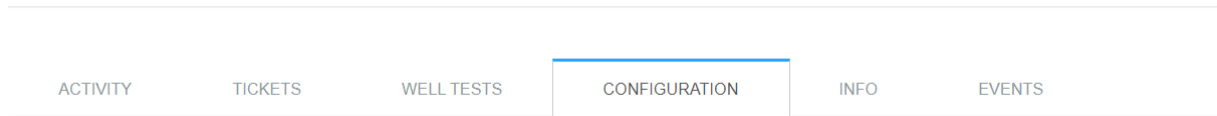


The 'ADD ITEM' dialog box is shown. It has a title bar with 'ADD ITEM' and a close button (X). Inside the dialog, there are three fields: 'Type' with a dropdown menu showing 'Meter', 'Sub Type' with a dropdown menu showing 'Check', and 'Name' with a text input field containing 'SINGLE WELL BATTERY Check Meter'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Add'.

## Adding Attributes

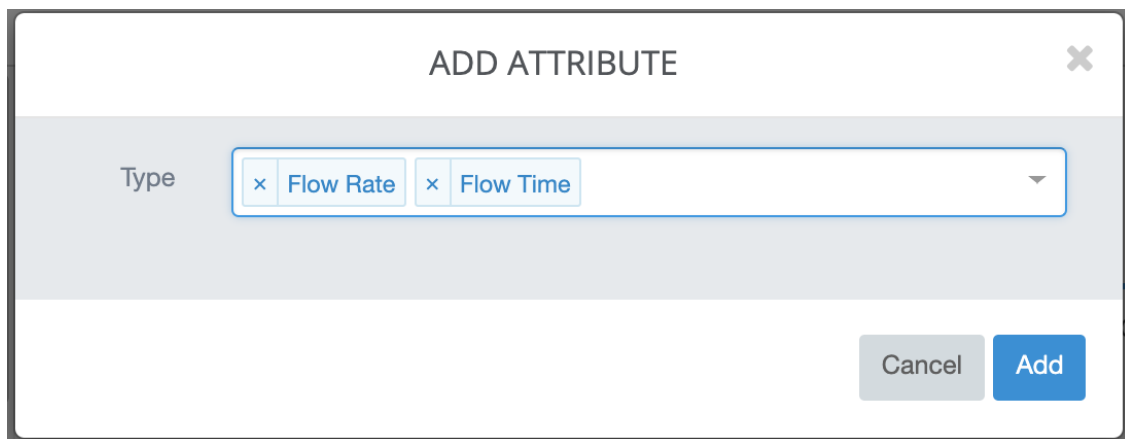
To add an attribute, click the cog icon to the far right of the item name.

SINGLE WELL BATTERY





STOP DETAILS +

DAILY ☒ FLOWBACK ☒



After clicking the cog icon, a screen will pop up that will allow you to choose which attributes to add to a certain item. If you do not see the specific attribute you are looking for, please contact your Scout admin. The information icon, to the left of the cog icon, will display the information for that item. Within the information screen, you may change the item's name, see when it was created and last updated, the item's properties, as well as, tank strappings if you are looking at a tank item.

To update tank strappings, you will click the  to the left of the gear icon on the tank you are wanting to update or remove the strappings on. If there are no strappings configured the icon to the left of the Gear Icon will be . Either click the +Add Strappings or enter in the Step and Factor boxes the updated strapping values and click save.

	SINGLE WELL BATTERY WATER TANK	
	SINGLE WELL BATTERY OIL TANK 1	
	SINGLE WELL BATTERY OIL TANK 2	
	SINGLE WELL BATTERY OIL TANK 3	 

SINGLE WELL BATTERY OIL TANK 1 INFO

Name

SINGLE WELL BATTERY Oil Tank 1

Created At

2021-12-09 11:07:17 am

Updated At

2022-09-07 9:04:02 am

Latitude

Longitude

+ Add Property

STRAPPINGS

STEP	FACTOR	LAST UPDATED	
720	0.41667	12/09/2021	<div>Remove</div>

+ Add Strapping

Delete

Cancel

Save

## Info Tab

The Info Tab within a stop displays stop information, header information, as well as purchaser and ownership information.

Within the Well or Header Info section, you may add new properties for a stop. Common properties are API #, County, State, etc. To add a new property, click “Add New Property” and the blue “Update” button on the bottom right of the screen to save. To remove a property, click the red “Remove” button to the right of the property you would like to delete and “Update” to save the change.

To choose a purchaser, click the dropdown list next to Purchaser. The corresponding shrink and yield values will display. You may update these values or create new purchasers within the Purchaser Management section.

To edit a stop’s ownership information, click the pencil icon to the right of Operator. You may also add new ownership information by clicking on the plus icon to the right of Ownership Info.

### WELL INFO

Name	SINGLE WELL BATTERY
Created At	12/09/2021 11:07 AM
Latitude	
Longitude	
Enertia Code	
API #	
Lift Type	GAS LIFT

## Events Tab

Any event associated with a specific stop can be found under the stop's Events tab. Within this section, you may search for an event by category, form, date or user who submitted the event. To search within a specific time frame, choose the desired date range.

SINGLE WELL BATTERY

ACTIVITY

TICKETS

WELL TESTS

CONFIGURATION

INFO


EVENTS

Event Tracking

Scheduled Events

EVENT TRACKING

09/27/2022 - 10/10/2022



Enter New Event

ALL CATEGORIES ▾

ALL EVENTS

SITE / ITEM


ALL USERS ▾


ACTIVITY DATE ↓


STATUS ▾

ACKD ▾

PASSORFAIL ▾





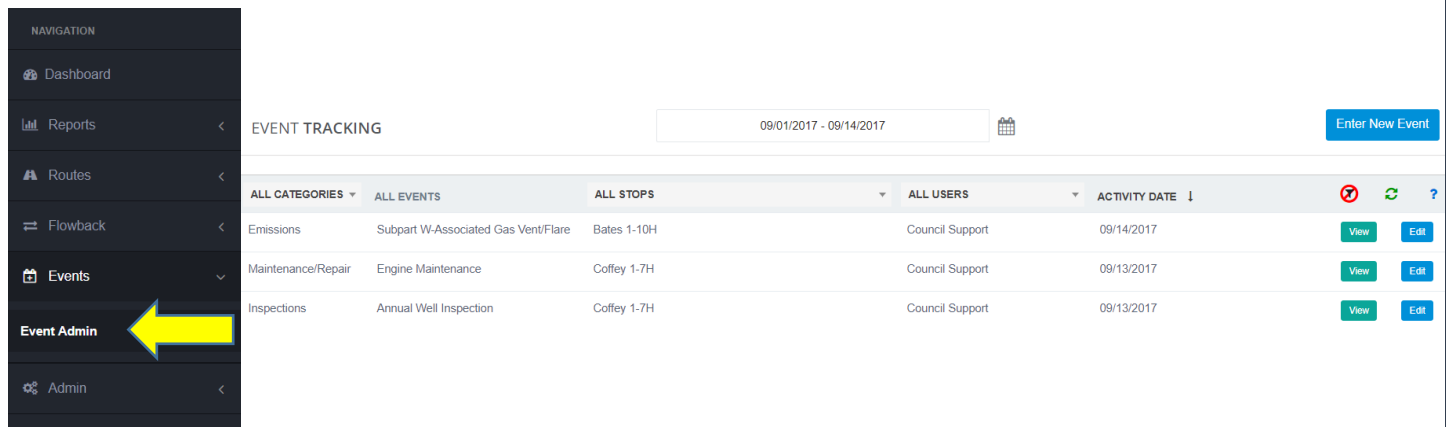


The events matching your criteria will be displayed within the table. To view an event in more detail, click “View” to the right of the event to view a read-only version of the event. To edit an event, click “Edit” to edit any fields within the event; click “Update” to save the changes and update the event. To delete an event, click “Edit”, the Delete button is within the lower left corner of the event.



# Events

For a more comprehensive view of events within your organization, click on the Events section on the left Navigation panel. Within the Events Admin section, you may track any event that has occurred, within any route. You may search by stop, category, form, or user. To search within a specific time frame, choose the desired date range.



The screenshot displays the 'Events Admin' section of a software interface. On the left is a dark navigation sidebar with the following items: 'NAVIGATION', 'Dashboard', 'Reports', 'Routes', 'Flowback', 'Events', 'Event Admin' (highlighted with a yellow arrow), and 'Admin'. The main content area is titled 'EVENT TRACKING' and includes a date range filter set to '09/01/2017 - 09/14/2017' and a calendar icon. A table lists events with columns for 'ALL CATEGORIES', 'ALL EVENTS', 'ALL STOPS', 'ALL USERS', and 'ACTIVITY DATE'. Each row has 'View' and 'Edit' buttons. A 'Enter New Event' button is in the top right.

ALL CATEGORIES	ALL EVENTS	ALL STOPS	ALL USERS	ACTIVITY DATE	
Emissions	Subpart W-Associated Gas Vent/Flare	Bates 1-10H	Council Support	09/14/2017	<a href="#">View</a> <a href="#">Edit</a>
Maintenance/Repair	Engine Maintenance	Coffey 1-7H	Council Support	09/13/2017	<a href="#">View</a> <a href="#">Edit</a>
Inspections	Annual Well Inspection	Coffey 1-7H	Council Support	09/13/2017	<a href="#">View</a> <a href="#">Edit</a>

The events matching your criteria will be displayed within the table. To view an event in more detail, click “View” to the right of the event to view a read-only version of the event. To edit an event, click “Edit” to edit any fields within the event; click “Update” to save the changes and update the event. To delete an event, click “Edit”, the Delete button is within the lower left corner of the event.

# Flowback

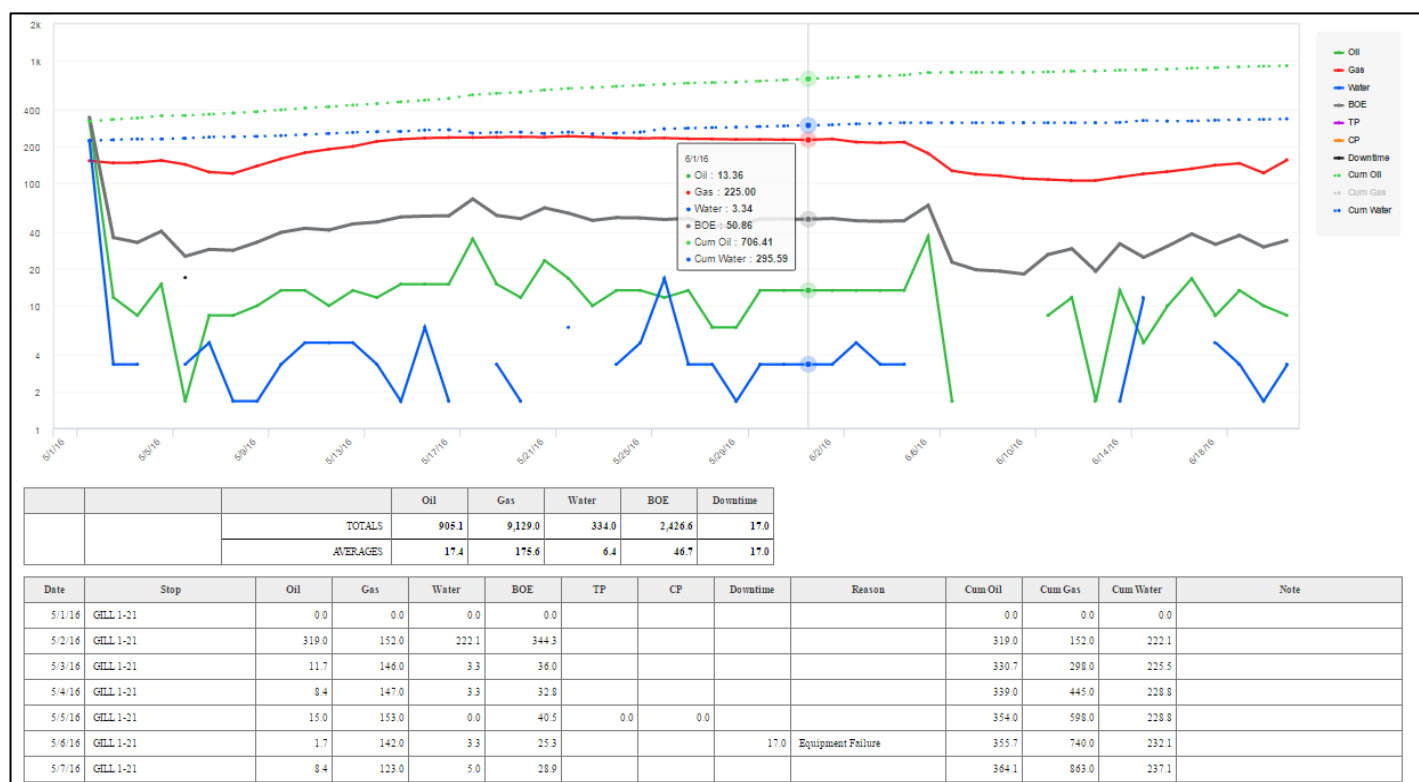
If a stop is currently on flowback, it will be displayed within the Flowback section, on the left Navigation panel. To turn a stop on flowback, visit the stop's Configuration tab and turn on Flowback, located at the top right of the screen.

The screenshot shows the Scout application interface. On the left is a dark navigation panel with the 'Scout' logo at the top. Below the logo is a 'NAVIGATION' section with icons and labels for 'Dashboard', 'Reports', 'Routes', 'Flowback' (highlighted with a yellow arrow), 'Test flowback Wells', 'Events', and 'Admin'. The main content area is titled 'Test flowback Wells' and has two tabs: 'Entry' (selected) and 'Insights'. The 'Entry' tab displays a table with columns: BOPH, BOPD, Cum. Oil, API Gravity, GOR, BWPH, BWPD, Cum. Water, Load to Recover, and % Load Recovered. The rows are time-based, starting from 0:00 and ending at 22:00. The right panel is titled 'Flowback Details' and contains several input fields: 'Frac Water Pumped' (with a value of 106000), 'API #', 'Completion Id', 'County', 'Enertia Id', and 'State'. Below these fields are three tabs: 'INFORMATION', 'CONFIGURATION', and 'ACTIVITY'. A 'Save' button is located at the bottom right of the interface.

Click on the Flowback section to reveal the stops currently being tracked. The Entry tab is where the flowback data will be entered. Calculated cells are locked, simply Tab to the right to enter data. Within the Flowback Details section, on the right, you may access the well's information, configure its flowback dates and see any activity that has been entered. The Insights tab will display graphs of the information entered. A user set up as a flowhand, will only have access to this section and will not see any other routes, stops or reports.

# Reports

Reports are located on the Navigation bar on the left. Within any report, you can set parameters, sort the columns, and filter by criteria. Reports can be exported in CSV, Excel, PDF and other formats. Depending on the report, there will be different, custom filters at the top. Any report can be set up on a distribution.



The Well Trending Report is more interactive and allows users to:

- Hover over the data
- Zoom in and out
- Change chart type
- Click attributes on and off



# Admin

## Stop Management

Under the Admin section, in the Navigation panel, there is a Stop Management module. Within Stop Management, you may move, delete or create a new stop.

### STOP MANAGEMENT

[Create Stop](#)

NAME	ROUTE	TYPE	CREATED	
MULTI WELL 7	DEMO 4	Single Well	02/01/2022 3:37 PM	
MULTI WELL 8	DEMO 4	Single Well	08/05/2022 10:16 AM	
MULTI WELL BATTERY	DEMO 4	Battery	02/01/2022 3:38 PM	
MULTI WELL BB 1	DEMO 4	Single Well	12/09/2021 11:47 AM	
MULTI WELL BB 2	DEMO 4	Single Well	12/09/2021 11:47 AM	
MULTI WELL BB 3	DEMO 4	Single Well	12/09/2021 11:48 AM	
MULTI WELL BB 4	DEMO 4	Single Well	12/09/2021 11:48 AM	
MULTI WELL METER 1	DEMO 4	Single Well	12/09/2021 12:17 PM	
MULTI WELL METER 2	DEMO 4	Single Well	12/09/2021 12:17 PM	
MULTI WELL PAD	DEMO 4	Battery	12/09/2021 11:20 AM	

#### What does it mean to Hide a Stop?

When a Stop is hidden, it will be removed from the list of Stops within the web application as well as the Scout iPad application. The Stop and all associated Items or Equipment will also be hidden. The history will continue to be preserved with the Reports.

If changes or configurations are needed, the Stop will need to be unhidden.

#### If a Stop is Deleted, is it gone forever?







No, the Stop can be retrieved if needed. Deleting a Stop will remove all historical data from Reports as well as remove the Stop from the active well count.

#### What is copied when a Stop is Cloned?

When a Stop is Cloned, all of the Items, Attributes, Min/Max/Variance values, and Property labels are duplicated. Additionally, any tank strappings and Purchaser information will be copied to match the Cloned Stop.

To move, delete, clone, or hide a stop, click the gear icon to the right of the stop name and choose “Move”, “Delete”, “Clone” or “Hide”. To create a new stop, click on the blue “Create Stop” button on the top right of the page.

To clone an existing stop, choose “Clone”, under the gear icon.

MULTI WELL 7	DEMO 4	Single Well	02/01/2022 3:37 PM	
MULTI WELL 8	DEMO 4	Single Well	08/05/2022 10:16 AM	
MULTI WELL BATTERY	DEMO 4	Battery	02/01/2022 3:38 PM	 <div><div>Move...</div><div>Clone</div><div>Link</div><div>Delete</div><div>Hide</div></div>
MULTI WELL BB 1	DEMO 4	Single Well	12/09/2021 11:47 AM	
MULTI WELL BB 2	DEMO 4	Single Well	12/09/2021 11:47 AM	
MULTI WELL BB 3	DEMO 4	Single Well	12/09/2021 11:48 AM	
MULTI WELL BB 4	DEMO 4	Single Well	12/09/2021 11:48 AM	
MULTI WELL METER 1	DEMO 4	Single Well	12/09/2021 12:17 PM	
MULTI WELL METER 2	DEMO 4	Single Well	12/09/2021 12:17 PM	

After selecting Clone, the user will be able to enter the new well’s name and select the route the new well will be associated to. If the new well is part of a network, check the Link To box and select the Battery/Network to associate the well. The user can also remove items to be cloned by de-selecting any items from this screen. Once all changes have been made, click the blue Clone button in the lower right corner.

CLONE MULTI WELL 8

Stop Name

Type Single Well

Route DEMO 4

Link to ☐

The checked items will be cloned with the stop.

☒ Rename Items Automatically

MULTI WELL 8 ☒

MULTI WELL 8 Well Test Tickets ☒

Cancel Clone

After cloning the location, a user can click OK to stay on Stop Management or select Stop Info or Configuration. By selecting Stop Info or Configuration, the user will be brought to the newly created location's Info or Configuration tabs.

TEST CLONED

Success

The stop Test and all its items and strappings have been cloned successfully.

OK Go to Stop Info Go to Configuration

The newly cloned location will mirror the setup of the cloned location. The items selected during cloning will have the same property names, attribute configuration, and strapping values.

## Users


Under the Users section, you may edit existing users or create a new user. To edit an existing user, click “Edit” to the right of the user you would like to change. Within a user profile, you may edit names, email addresses, usernames and passwords. You may also prevent access for a specific user or change their permissions. A default or primary route may be selected for a specific user as well as access to all or specific routes.

## Purchaser Management

Under the Admin section, in the left Navigation panel, there is a purchaser management screen. Within Purchaser Management, you may apply a shrink and yield value as well as an effective date.

**PURCHASER MANAGEMENT**

Effective Date:



NAME	SHRINK (#.##)	YIELD (%)	EFFECTIVE DATE	LAST UPDATED
Superior - Minco Plant	<input type="text"/>	<input type="text"/>		
EnLink Midstream	<input type="text"/>	<input type="text"/>		
DCP	<input type="text"/>	<input type="text"/>		

**PURCHASER INFO**

<b>Purchaser</b>	<input type="text" value="Semgas"/>
<b>Shrink</b>	0.2275
<b>Yield</b>	59.5

Once the shrink and yield values are defined for a purchaser, you can assign a purchaser by well. To assign a purchaser, visit the well's Info tab and choose the purchaser under the Purchaser Info section.



# Imports

Under the Admin section, on the left Navigation panel, click on Imports to navigate to the data importer. Within Imports, you will be able to load NonOp data and historical production using a .csv file.

**Scout**

NAVIGATION

- Dashboards
- Reports
- Routes
- Events
- Admin
- Stop Management
- Users
- Purchasers
- Imports**
- Attributes
- Associates

**DATA IMPORTER**

FILE UPLOAD

Choose a type  No file chosen

	A	B	C	D	E	F	G
	API #	Date	Oil Production	Gas Production	Water Production	Tubing Pressure	Casing Pressure
1	35-023-23579	2/1/2016	245.56	559.25	457.2	65	88
2	35-023-23579	2/2/2016	225.4	558	460	65	90
3	35-023-23579	2/3/2016	284.5	540	480	68	92
4	35-023-23579	2/4/2016	290	590	520	62	95

[Download Sample Import Template](#)

The log at the bottom of the page will tell you the upload's progress, status, and log if there was an error.

## FAQ/Support

- Effective vs. Ticket Dates - The Ticket Date is the date on the ticket, the day the hauler picked up the load. The Effective Date is the date the pumper recorded the change in gauges.
- Strappings – If gauges are entered and you are seeing production numbers of 0, check to ensure strappings are entered for that tank.
- Red values – Values will appear red when the value has exceeded a set threshold (max/min/variance).
- Please email your Scout admin with any questions, comments or concerns. This includes:
  - Change requests
  - Reporting needs
  - Scout issues
  - Enhancements
- For support tickets, send an email to [support@fdc.io](mailto:support@fdc.io) or text 918-992-2081.