



Scout Field Training Guide

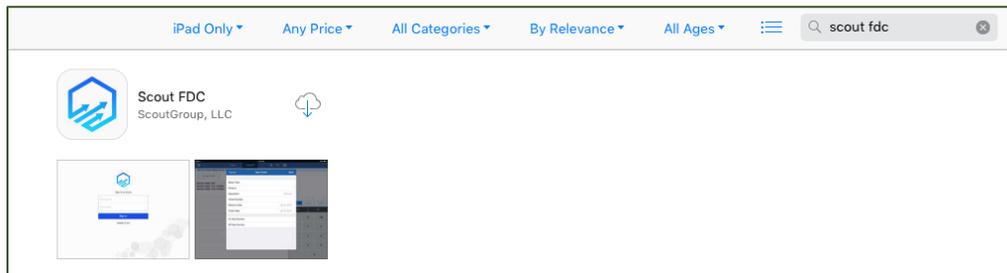
Scout Field Training Guide

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Getting Started in Scout

Overview

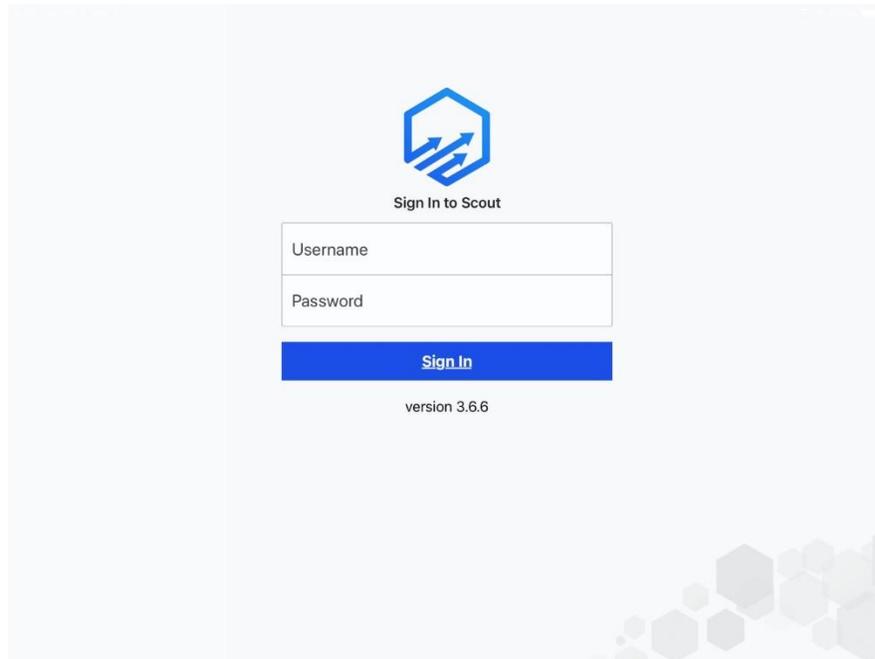
The Scout FDC app is available in the App Store. Search for “Scout FDC” and tap “Install”. When installing or updating Scout, make sure to have a good connection.



Once installed, tap on the Scout app located on your home screen, to launch the app and log in.



Once Scout has been launched, you will be presented with the log in screen.



Each user will have their own username and password. Based on your user profile, Scout will open to your default route. If you are having trouble or do not have access to the route that you need, you will need to contact your Scout admin.

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 CDP.
- *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.

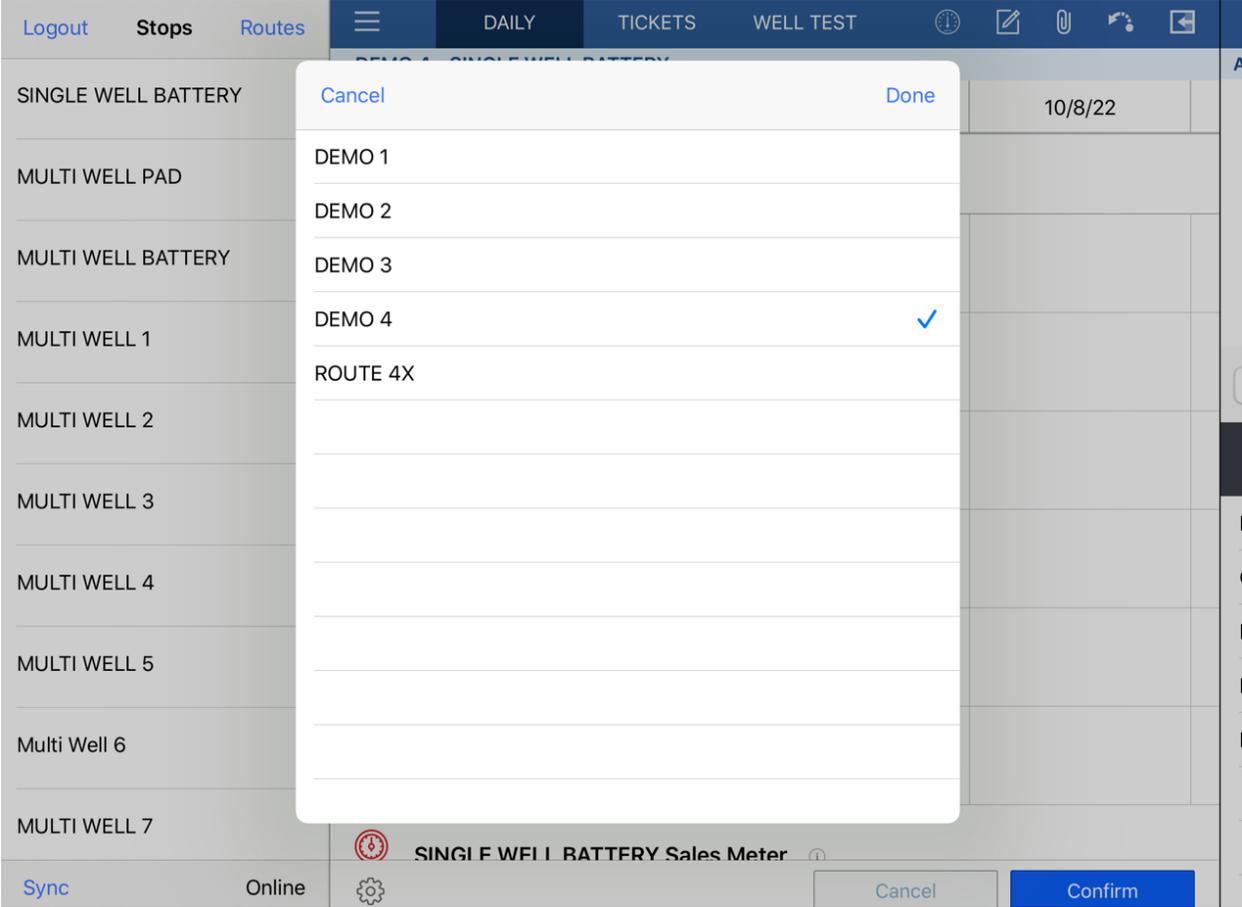
Navigating Routes

Once you are signed in, Scout will show you the stops on your default route. If your organization has more than one route, to change routes, tap on “Routes”, on the top right of the Route List.

The screenshot shows the Scout application interface with the 'Routes' tab selected. A yellow arrow points to the 'Routes' tab. The interface displays a list of wells and their associated data points, with a 'Sync' button at the bottom.

Logout	Stops	Routes	DAILY	TICKETS	WELL TEST	🕒	✍️	📎	🔄	🏠
DEMO 4 • SINGLE WELL BATTERY										
SINGLE WELL BATTERY			TODAY		10/9/22					10/8/22
MULTI WELL PAD	 SINGLE WELL BATTERY ⓘ									
MULTI WELL BATTERY	Artificial Lift Type									
MULTI WELL 1	Downtime									
MULTI WELL 2	Downtime Reason									
MULTI WELL 3	Tubing Pressure									
MULTI WELL 4	Casing Pressure									
MULTI WELL 5	Bottom Hole Pressure									
Multi Well 6										
MULTI WELL 7	 SINGLE WELL BATTERY Sales Meter ⓘ									
Sync	Online							Cancel		Confirm

To choose the desired route, select the Route and tap “Done”. You will be presented with the new route and stops.



Entering Data

Choosing a Desired Stop

To choose a desired stop, find the stop on the left panel and tap the stop name.

The screenshot shows a mobile application interface with a top navigation bar containing 'Logout', 'Stops', and 'Routes'. Below this is a sub-header 'DEMO 4 • SINGLE WELL BATTERY'. The main content is a list of stops on the left and a detailed view of the selected stop on the right. A yellow arrow points from the 'SINGLE WELL BATTERY' stop name to the detailed view.

Stop Name	Artificial Lift Type	Downtime	Downtime Reason	Tubing Pressure	Casing Pressure	Bottom Hole Pressure
SINGLE WELL BATTERY						
MULTI WELL PAD						
MULTI WELL BATTERY						
MULTI WELL 1						
MULTI WELL 2						
MULTI WELL 3						
MULTI WELL 4						
MULTI WELL 5						
Multi Well 6						
MULTI WELL 7						

At the bottom of the screen, there is a 'Sync' button, an 'Online' status indicator, a gear icon, and 'Cancel' and 'Confirm' buttons.

After tapping on the stop name, you will be presented with the stop's daily activity screen.

The stop's daily activity screen will contain items and equipment associated with the stop.

DEMO 4 • SINGLE WELL BATTERY				Casing Pressure
	TODAY	10/9/22	10/8/22	
SINGLE WELL BATTERY				
Artificial Lift Type	ROD PUMP			
Downtime	00:00			
Downtime Reason				
Tubing Pressure	125			
Casing Pressure	642			
Bottom Hole Pressure				
SINGLE WELL BATTERY Sales Meter				
		Cancel	Submit	

Historical data as well as data for the current day will be submitted from this screen.

Completion Data

Completion data is the first section presented within the stop, if applicable. To enter data, use the up/down arrows to navigate, or tap on the cell.

The screenshot shows a mobile application interface for 'Completion Data'. At the top, there is a navigation bar with tabs: 'DAILY', 'TICKETS', and 'WELL TEST'. Below the navigation bar, the header reads 'DEMO 4 • SINGLE WELL BATTERY'. The main data entry area is a table with columns for 'TODAY', '10/9/22', and '10/8/22'. The table contains the following rows:

	TODAY	10/9/22	10/8/22
SINGLE WELL BATTERY			
Artificial Lift Type	ROD PUMP		
Downtime	00:00		
Downtime Reason			
Tubing Pressure	125		
Casing Pressure	642		
Bottom Hole Pressure			

At the bottom of the screen, there is a 'SINGLE WELL BATTERY Sales Meter' section with a 'Cancel' button and a 'Submit' button. A numeric keypad is overlaid on the right side of the screen, with the '7' and '14' days buttons highlighted. The keypad also includes a 'C' button, a plus/minus sign, a delete button, and digits 1-9 and 0.

The cell that is selected for data entry will have a light blue highlight.

Depending on the data, there will be different keypad options. For example, the Downtime Reason attribute will have a picklist while Downtime will have hours “:” minutes.

DEMO 4 • SINGLE WELL BATTERY		Downtime Reason	
TODAY	10/9/22	10/8/22	
Artificial Lift Type	ROD PUMP		
Downtime	00:00		
Downtime Reason			
Tubing Pressure	125		
Casing Pressure	642		
Bottom Hole Pressure			

SINGLE WELL BATTERY Sales Meter

Cancel Submit

- ESP Failure
- Broken Shaft
- Grounded ESP
- Hole in Tubing
- Inability to surface fluid
- Stuck Pump
- ESP Down**
- Control Motor Temp

To select a Downtime Reason, tap on the reason and you will see a check mark. To uncheck the item, tap on it again. Downtime must have a corresponding Downtime Reason prior to submitting.

Oil and Water Tanks

To enter in a value for a tank, enter feet first then tap “+in” to enter inches. Quarter inches are entered by increments of 0.25 ($1/4 = 0.25$, $1/2 = 0.50$, $3/4 = 0.75$). Scout will determine oil and water production based on tickets and the gauges entered.

The screenshot shows the Scout application interface for 'DEMO 4 • SINGLE WELL BATTERY'. The top navigation bar includes 'DAILY', 'TICKETS', and 'WELL TEST'. The main content area displays data for three tanks:

SINGLE WELL BATTERY Oil Tank 1	
Tank Gauge Top	10' 4"
	206.67
Tank Gauge Color Cut	1' 2"
	23.33

SINGLE WELL BATTERY Oil Tank 2	
Tank Gauge Top	5' 2"
	103.33
Tank Gauge Color Cut	1' 3"
	25

SINGLE WELL BATTERY Oil Tank 3	
Tank Gauge Top	

At the bottom, there are 'Cancel' and 'Submit' buttons. On the right side, a numeric keypad is visible with the '+in' button highlighted in yellow.

Scout is calculating volumes based off the tank strappings that are set in the web. You may view the current strapping for a tank, by tapping the information icon next to the tank name.

Entering/Editing Historical Data

To change or enter data on a previous day, press on the desired cell. Hold the cell for a few seconds and you will see a blue outline around the cell. You can now edit or enter data for that cell. You may enter or edit data for the previous 7 days.

The screenshot displays the application interface for entering historical data. At the top, there are navigation tabs: 'DAILY', 'TICKETS', and 'WELL TEST'. Below the tabs, the screen is divided into a table and a right-hand panel.

The table has columns for 'TODAY', '10/9/22', and '10/8/22'. It lists three oil tanks:

- SINGLE WELL BATTERY Oil Tank 1:** Tank Gauge Top is 10' 4" (value 206.67), Tank Gauge Color Cut is 1' 2" (value 23.33).
- SINGLE WELL BATTERY Oil Tank 2:** Tank Gauge Top is 5' 2" (value 103.33), Tank Gauge Color Cut is 1' 3" (value 25). The '5' 2"' cell is highlighted with a blue border, indicating it is selected for editing.
- SINGLE WELL BATTERY Oil Tank 3:** Tank Gauge Top is empty.

At the bottom of the table, there are 'Cancel' and 'Confirm' buttons. To the right of the table is a 'Tank Gauge Top' graph showing a line with red dots for the last 7 days. Below the graph are '7 days' and '14 days' selection buttons. A numeric keypad is visible on the right side of the screen, with the '5' key highlighted.

The previous 14 days are visible within the iPad. To view the past 14 days, swipe from the right to left over the data.

The arrow icon, to the left of the graph, will collapse the side panel to view more data easily.

Navigation bar: DAILY | TICKETS | WELL TEST | [Icons: Clock, Edit, Print, Refresh, Arrow]

DEMO 4 • SINGLE WELL BATTERY

	TODAY	10/9/22	10/8/22	10/7/22	10/6/22
--	-------	---------	---------	---------	---------

SINGLE WELL BATTERY Oil Tank 1 ⓘ

Tank Gauge Top	206.67	10' 4"			
Tank Gauge Color Cut	23.33	1' 2"			

SINGLE WELL BATTERY Oil Tank 2 ⓘ

Tank Gauge Top	103.33	5' 2"			
Tank Gauge Color Cut	25	1' 3"			

SINGLE WELL BATTERY Oil Tank 3 ⓘ

Tank Gauge Top					
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[Settings icon] [Cancel] [Confirm]

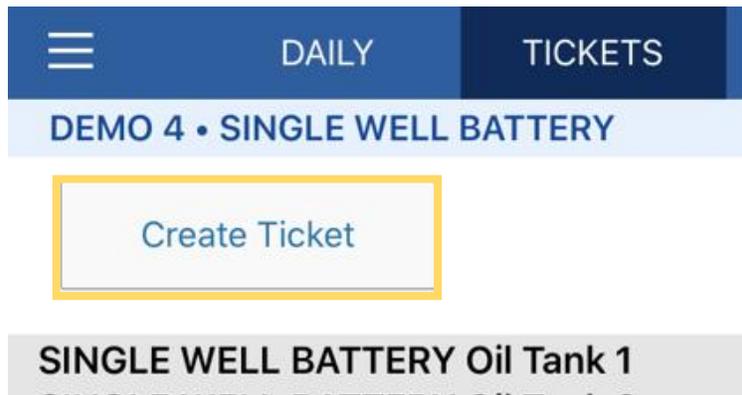
To collapse or expand the side panel, tap on the arrow icon.

Oil and Water Tickets

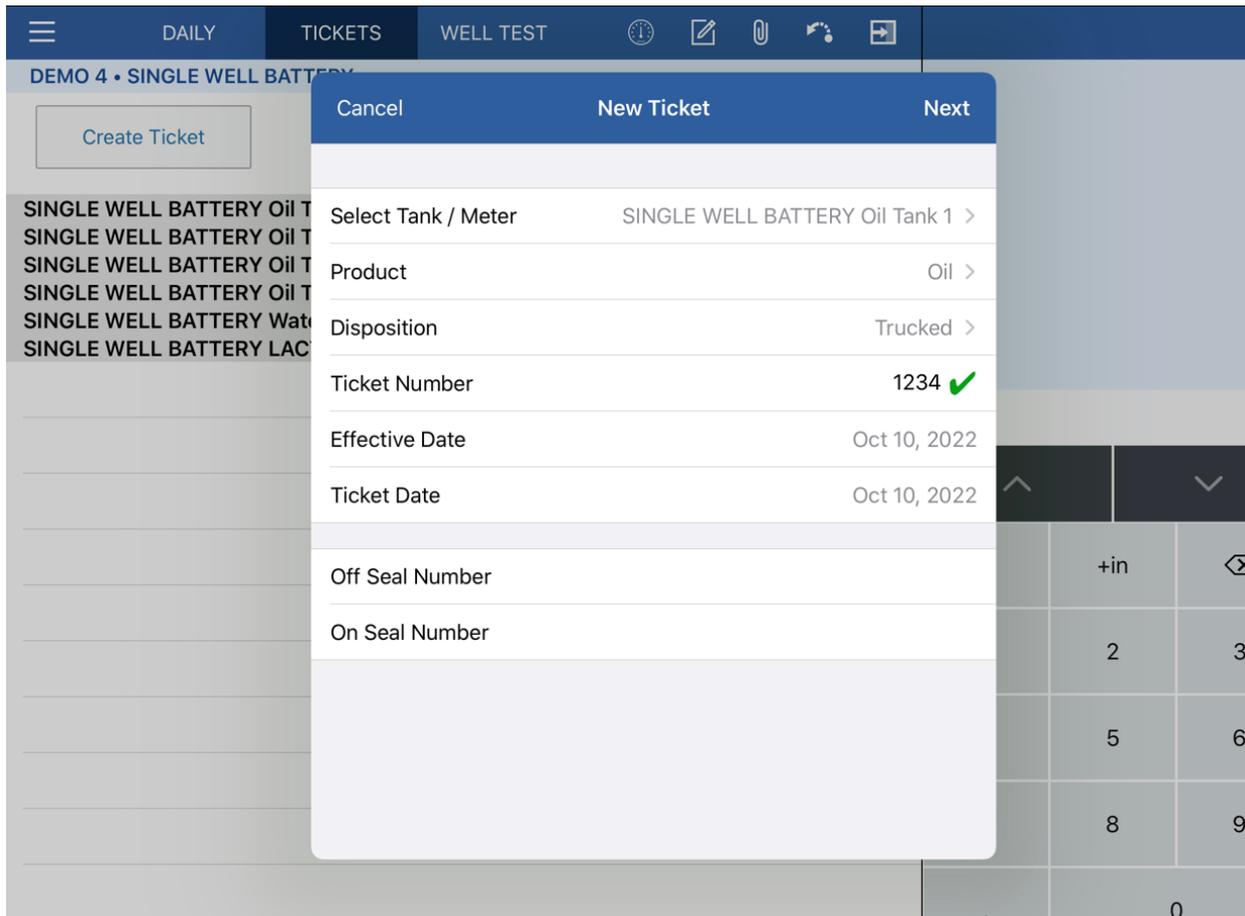
To enter a new ticket, tap “Tickets” at the top of the screen. All ticket types will be entered here, including oil and water.



To create a new ticket, tap on the “Create Ticket” button.



All choices are accessible by tapping the arrow at the end of the row.



The Disposition defaults to Trucked. Tap on the arrow to select a different Disposition. The list of available dispositions will change depending on whether the ticket is for oil or water.

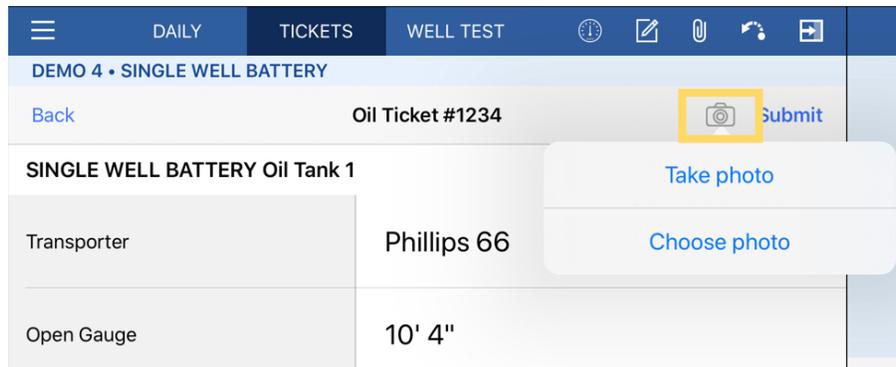
The Effective Date is the date the ticket volume will add to production. The Ticket Date is the date on the ticket. Once you have entered the above information, tap “Next”.

After tapping “Next”, you will enter the ticket detail. You may choose a transporter from the provided picklist. To select a transporter, tap the desired company and you will see a check mark. To de-select, tap the company again. Transporters are required for all tickets.

DEMO 4 • SINGLE WELL BATTERY	
Back	Oil Ticket #1234  Submit
SINGLE WELL BATTERY Oil Tank 1	
Transporter	Phillips 66
Open Gauge	10' 4"
Close Gauge	1' 2"
Close Gauge Temperature	85
Open Gauge Temperature	88
Observed Gravity	42
Observed Temperature	86

At the bottom of the ticket, you will see a calculated Gross Volume and a calculated Net Volume. The Gross Volume is calculated based on the gauges entered. The Net Volume is calculated based on the gauges and additional values entered. Once the data has been entered, tap “Submit”.

To attach a run ticket picture, tap the camera icon to the left of the Submit button. There are two options, Take a Photo or Choose a Photo.



After an option has been selected, the attached picture will display in the top right corner. Additionally, an image icon will also display to the right of the submitted ticket.



Once the ticket has been submitted, you will find the ticket under the Tickets tab, beneath the corresponding tank. You can only edit tickets up to 7 days. After this date, the ticket will not be visible within the iPad.



To edit or delete a ticket, swipe left on the ticket. To edit, tap the gray “Edit” icon, tap on the cell you would like to change and tap “Submit”. To delete a ticket, swipe left on the ticket and tap “Delete”.

Submitting Data

If you would like to enter data for a different day, enter a ticket, or change stops, you must SUBMIT any changes to the current day's data you would like to save. Submitting data can also be considered the same as saving.

The screenshot shows a mobile application interface for 'SINGLE WELL BATTERY'. The top navigation bar includes 'DAILY', 'TICKETS', and 'WELL TEST'. Below the navigation bar, there are tabs for 'TODAY', '10/9/22', and '10/8/22'. The main data entry screen is titled 'SINGLE WELL BATTERY' and contains the following fields:

Field	Value
Artificial Lift Type	ROD PUMP
Downtime	00:00
Downtime Reason	
Tubing Pressure	125
Casing Pressure	642
Bottom Hole Pressure	1125

An 'Unsubmitted Changes' dialog box is displayed in the center of the screen, with the following text:

Unsubmitted Changes
You have entries for this stop that have not been submitted, switching to tickets will discard these changes.
Are you sure you wish to continue?

The dialog box has two buttons: 'Cancel' and 'Continue'. At the bottom of the screen, there is a 'Submit' button and a 'Cancel' button. The 'Submit' button is highlighted in blue.

Submit

If a user is in an area with bad connectivity, then the data will not sync to the server when you tap the “Submit” button. A **green** dot by a stop indicates that submitted data has synced successfully. An **amber** square by a stop indicates that you do not have a good connection, but your data has been saved.

The screenshot shows a mobile application interface with a list of well stops. At the top, there are three tabs: "Logout", "Stops", and "Routes". The "Stops" tab is selected. The list contains the following items:

- SINGLE WELL BATTERY (10-10-2022 08:41:40) with a green dot to its right. A callout box points to this dot with the text: "Submitted data successfully synced."
- MULTI WELL PAD
- MULTI WELL BATTERY
- MULTI WELL 1
- MULTI WELL 2
- MULTI WELL 3 (10-10-2022 08:44:10) with an amber square to its right. A callout box points to this square with the text: "Data is not synced. Manual Sync can be performed."
- MULTI WELL 4 (10-10-2022 08:43:35) with a green dot to its right.
- MULTI WELL 5
- Multi Well 6
- MULTI WELL 7

At the bottom of the screen, there is a "Sync" button and a status indicator "Offli...". A callout box points to the "Offli..." text with the text: "Sync Feedback".

Scout will re-sync in the background every ten minutes. The user can also manually sync the data at any time by tapping the “Sync” button. If dots stay amber after manually syncing, check the feedback. If you see “Offline”, check that your wifi or 4G is on. If you see “Error Syncing”, contact your Scout Admin.

Route Summary Feature

Route Summary is a condensed outline of a route, giving the operator the ability to view all stops within a route at once. To access Route Summary, swipe down on the Route list.

The screenshot shows a mobile application interface. At the top, there are three tabs: 'Logout', 'Stops', and 'Routes'. Below the tabs is a 'Route Summary' section. On the left, a list of routes is shown, including 'SINGLE WELL BATTERY', 'MULTI WELL PAD', 'MULTI WELL BATTERY', 'MULTI WELL 1', 'MULTI WELL 2', 'MULTI WELL 3', 'MULTI WELL 4', 'MULTI WELL 5', 'Multi Well 6', and 'MULTI WELL 7'. A yellow arrow points from the 'Routes' tab to the 'Route Summary' section of the route list. On the right, a detailed route summary table is displayed. The table has a blue header with 'Reset Sort', 'Route Summary', and 'Done'. The table columns are 'Oil', 'Gas', 'Water', and 'TP'. The 'Oil' column shows a current value of 261.67, a yesterday's value of 261.67, and a variance of 0.00. The 'Gas' column shows a current value of 0.00, a yesterday's value of 0.00, and a variance of 0.00. The 'Water' column shows a current value of 48.33, a yesterday's value of 48.33, and a variance of 0.00. The 'TP' column shows a current value of 125.00, a yesterday's value of 125.00, and a variance of 0.00. The table rows include 'HP Test', 'HP Test Battery', 'MULTI WELL 1', 'MULTI WELL 2', 'MULTI WELL 3', 'MULTI WELL 4', 'MULTI WELL 5', 'MULTI WELL 7', 'MULTI WELL 8', and 'MULTI WELL BATTERY'.

	Oil	Gas	Water	TP
	261.67 261.67	0.00 0.00	48.33 48.33	125.00 125.00
HP Test	0.00	0.00	0.00	0.00
HP Test Battery	0.00	0.00	0.00	0.00
MULTI WELL 1	0.00	0.00	0.00	0.00
MULTI WELL 2	0.00	0.00	0.00	0.00
MULTI WELL 3	0.00	0.00	0.00	0.00
MULTI WELL 4	0.00	0.00	0.00	0.00
MULTI WELL 5	0.00	0.00	0.00	0.00
MULTI WELL 7	0.00	0.00	0.00	0.00
MULTI WELL 8	0.00	0.00	0.00	0.00
MULTI WELL BATTERY	0.00	0.00	0.00	0.00

Each attribute collected for a stop will appear like the following example. The value in the middle is the current day's value. The value to the bottom left is the value entered for yesterday. The variance between the two is on the bottom right.

	123.45	Today's Value
105.25 ← Yest. Value	Variance →	18.2

Additionally, any recorded notes for the current day will be displayed in the last column.

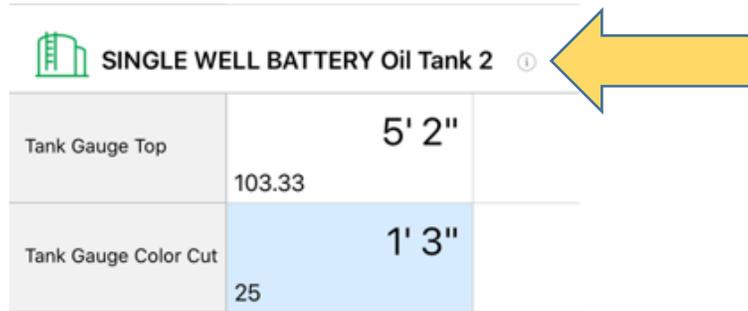
To edit an existing note or add a new note within Route Summary, tap the Notes section for the stop.

Reset Sort		Route Summary		Done
		TP	NOTES	
		125.00		
		125.00		
HP Test	0.00	0.00		
HP Test Battery	0.00	0.00		
MULTI WELL 1	0.00	0.00		
MULTI WELL 2	0.00	0.00		
MULTI WELL 3	0.00	0.00		
MULTI WELL 4	0.00	0.00		
MULTI WELL 5	0.00	0.00		
MULTI WELL 7	0.00	0.00		
MULTI WELL 8	0.00	0.00		
MULTI WELL BATTERY	0.00	0.00		

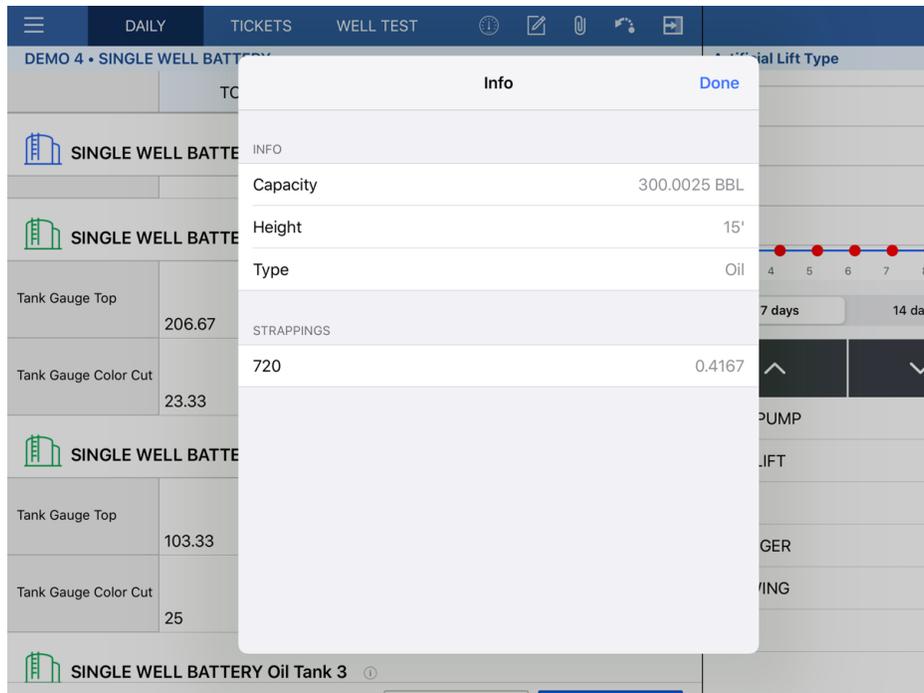
Additionally, to visit a stop, tap on the stop's name within Route Summary. You will then be presented with the stop's daily activity screen.

Viewing Item Properties

To view the properties of a given item, tap on the light gray ⓘ icon to the right of the item name.



After tapping on the information icon, the properties for that item will be displayed.

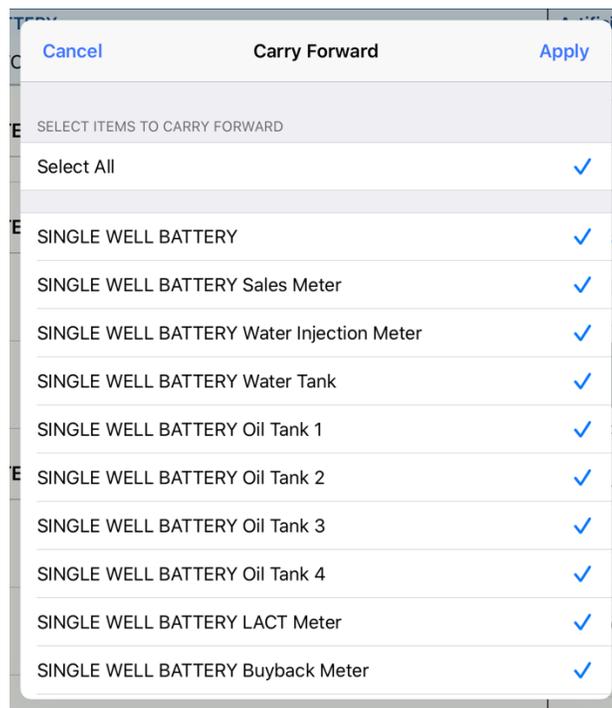


Carry Forward Feature

For low producers or SI wells, “Carry Forward” allows you to copy data from the previous day to the current day. While the cell is on the current day, tap on the arrow at the top right.



You can select all items or certain items to carry forward to the current day.

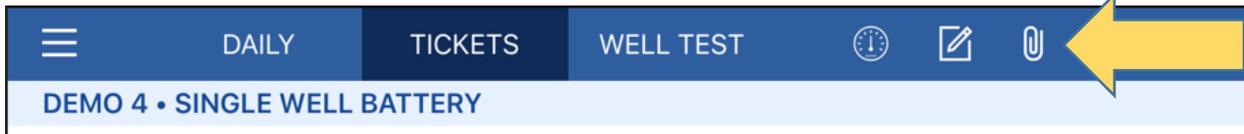


Values that have been carried forward will appear in a **blue font**.

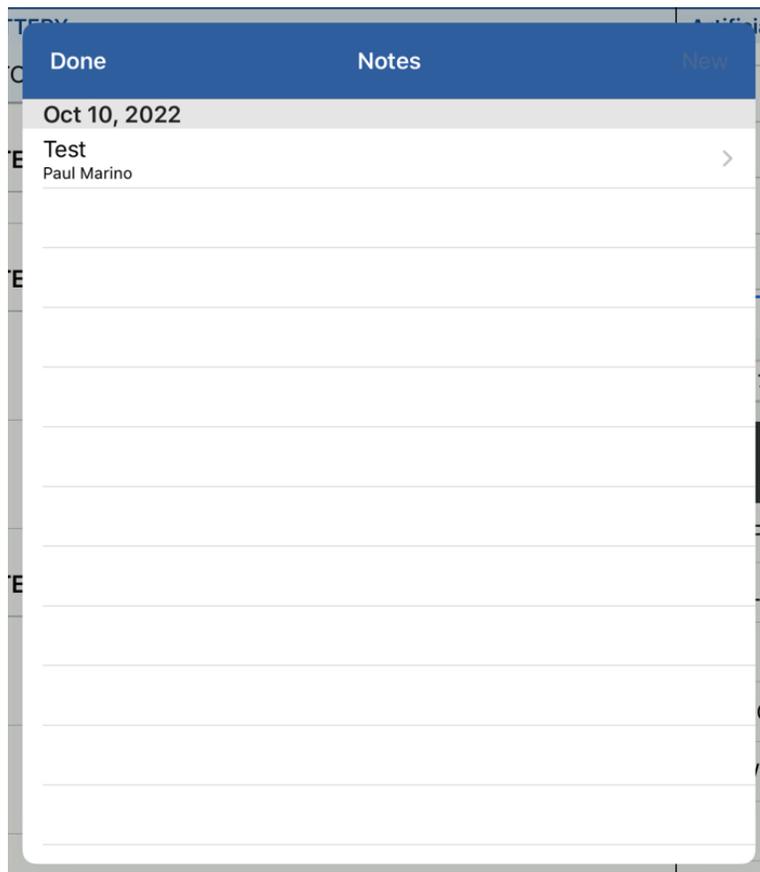
You may key over any value that has been carried forward. Once a carried forward value has been updated, it will reflect the typical black font.

Notes

Notes can be added to the current day and viewed for the previous seven days. To begin a note, tap on the paper clip icon.



Tap “New” in the upper right corner and begin typing your note. After entering the note, tap “Save”. The author of the note will be visible and all notes are visible in the web. You may edit your note by tapping on the created note.



Creating an Event

Overview

An event is any activity that does not typically occur daily. You will be presented with applicable events for the stop you currently on. A list of some available events is below. If you would like to add another event, contact your Scout admin.

Activities:

- Change Chart – Equipment
- Change Chart – Meter
- Change Chart – Well
- Pipeline Freeze
- Pipeline Salted Off
- Plunger Lift Setting Change
- Pumping Unit Timer Change
- Rainwater Evaluation and Discharge Log
- Well Treatments

Emissions:

- Compressor/Vessel Blowdowns
- Other Venting
- Pipeline Blowdowns
- Subpart W-Associated Gas Vent/Flare
- Subpart W-Dump Valve Malfunction
- Subpart W-Unloading Liquids, Auto with Plunger
- Subpart W-Unloading Liquids, Auto without Plunger
- Subpart W-Unloading Liquids, Manual with Plunger
- Subpart W-Unloading Liquids, Manual without Plunger
- Subpart W-Well Testing Vent/Flare

Inspections:

- Annual Well Inspection
- AST Tank Inspection
- SPCC Inspection

Maintenance/Repair:

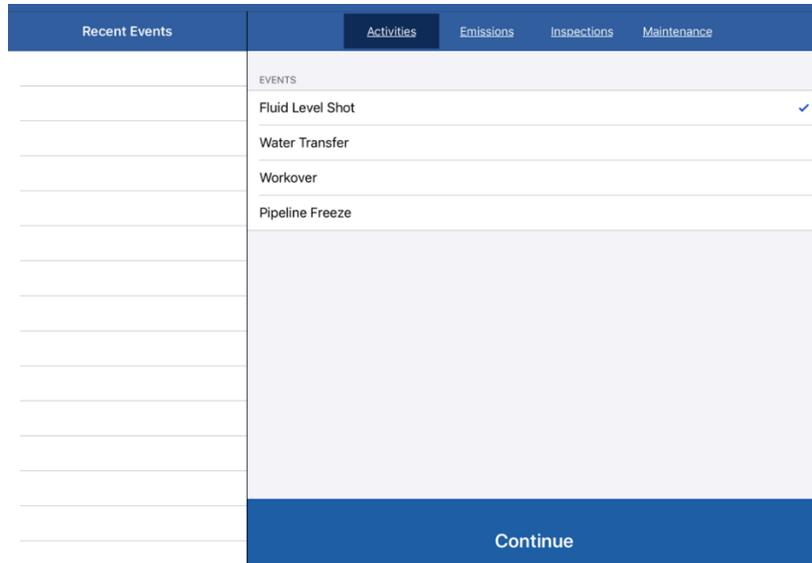
- Compressor Maintenance
- Engine Maintenance
- Maintenance/Repair Comment
- Mow Location
- Paint
- Plunger Lift Maintenance/Repair
- Pipeline Repair
- Pumping Unit Maintenance/Repair

Creating a New Event

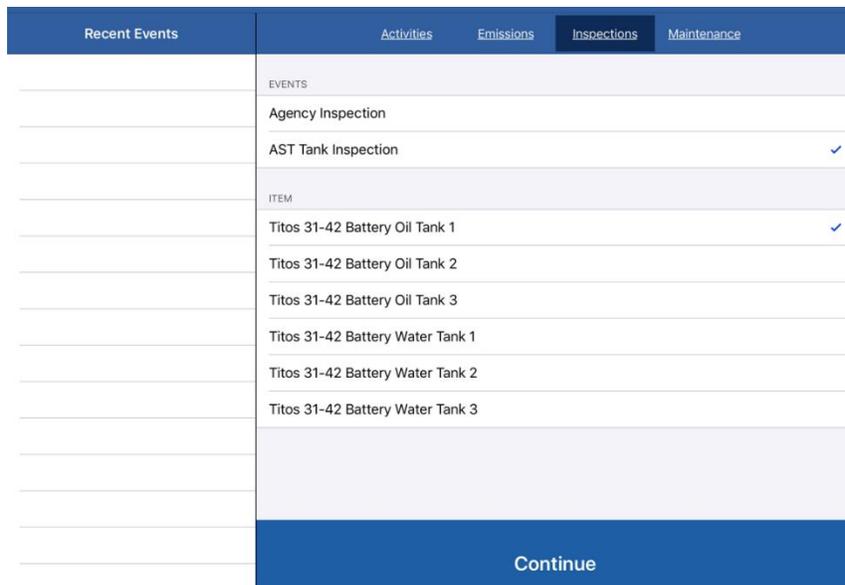
To record a new event, tap the event icon pictured below.



You will be presented with the available events for the stop you are currently on. Any recent events for the current stop will also be shown on the left. Tap on the event category to show the corresponding events.



Tap on the event you would like to record and you will see a check mark. To de-select, tap the event again.



Depending on the type of event, you may select an item to attribute the event to, or apply the event to the stop. Tap “Continue” once you have selected the desired event and item, if required. You will be presented with the event form.

Inspector's Last Name		
Secondary Containment		
Area is free of potential hazardous environmental conditions (leakage, overflow, etc)?	Yes	<div style="border: 2px solid black; padding: 5px;"> <input type="text" value="Yes"/> <input type="text" value="No"/> <input type="text" value="N/A"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>
Secondary containment is free of deterioration/damage?	Yes	
Secondary containment is free of accumulated liquids, including water?	Yes	
Containment drain valves are closed and secure?		
		<input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="button" value="📷"/>		<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

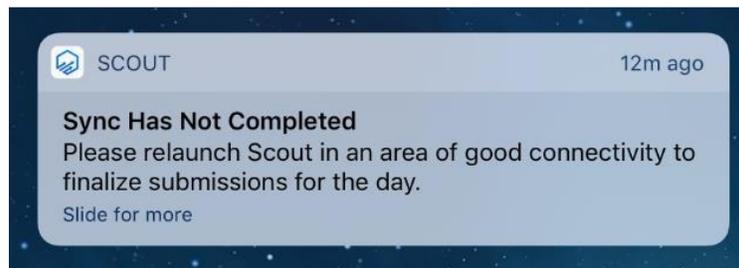
Fill out the form in the same manner as entering in daily values. Once the form has been filled out, tap the blue "Submit" button on the bottom right. Your event will be visible under the Recent Events section and on the web.

Notifications in iPad

If a user leaves Scout or locks their iPad without submitting data, they will receive notifications to remind them to submit their data. Upon leaving the app, a red number will be displayed in the upper right corner of the Scout app, indicating the number of unsubmitted entries.



Additionally, a push notification will be sent if a user has unsubmitted data. The following notification will appear within the iPad to remind the user to sync their unsubmitted data.



FAQ/Support

- Some fields will have a minimum, maximum or variance threshold set. If a value is entered outside the parameters, the value will turn **red**. When you submit, Scout will prompt you – “Values are Out of Range, Are you sure you wish to submit this data?”
 - If you would like to change the threshold, contact your Scout Admin
- At the end of the day, make sure you have all green dots by your stops.
- 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.
- If an item is missing or an attribute needs to be added or removed, contact your Scout Admin to make the change.
- You will frequently notice an updated Scout app with new features or improvements.
 - Installing updates ensures you are using the latest version of Scout.
 - Always install new builds when you are in an area of good connection.
- If you have any additional questions, please contact your Scout Admin.
- For support tickets, send an email to support@fdc.io or text 918-992-2081.