

Logging in to MBO

- Navigate to the muddyboots.online app by typing app.muddyboots.online into the browser of choice.



- **1** Enter the email and password that is associated with the muddyboots.online account, typically this is a company email.
- Click the  button to log into the muddy boots app.
- **Note:** Users who do not manually log out of the MBO application will remain logged in.
- **TIP:** Add a shortcut to MBO on a desktop by dragging and dropping the desired MBO web page address to the computer desktop. This can also be done on a smartphone or tablet – search create a shortcut online to find the specific instructions for the correct device.

Work Order/Corrective Action Request Rules

Name	Type	Auto Assigned To	All Fields	
Calgary Assignment for Tank Inspections	Auto assignment	Calgary Distribution Group	No	
Oklahoma HS&E Follow-up	Auto assignment	Ashley Davison	No	
Suppress for Northern Alberta	Suppression	Nobody	No	Yes

Select Work Order/Corrective Action Request Rules from Maintenance Admin in the profile drop down.

Note: The Maintenance Admin Role is required to make these rules.

To create a new Work Order/Corrective Action Request Rule, tap the



button, or



to

The screenshot shows the 'Edit Calgary Assignment for Tank Inspections' form. At the top, there is a navigation bar with 'muddyboots online' and various menu items like 'Summary', 'Master Data', 'Schematics', 'Scheduler', and 'Ops/Maintenance'. Below the navigation bar, the breadcrumb trail reads 'ALL AREAS / BIG ROCK ENERGY / WORK ORDER RULES / EDIT CALGARY ASSIGNMENT FOR TANK INSPECTIONS'. The main heading is 'Edit Calgary Assignment for Tank Inspections'. The form contains several sections: 'Rule Name' with a text input field containing 'Calgary Assignment for Tank Inspections'; 'Rule Type' with radio buttons for 'Suppression' and 'Auto assignment'; 'Assigned to' with a dropdown menu showing 'Calgary Distribution Group'; 'All Activities?' with a checkbox; 'Please select activities' with a list of activity tags; 'All Fields?' with a checkbox; 'Fields' with a text input containing 'Calgary' and 'MacLeod Central'; 'Sites' with a search input; and 'Equipment' with a search input. At the bottom, there are 'CANCEL' and 'UPDATE' buttons. Red circles with numbers 1 through 4 are overlaid on the form to highlight specific elements: 1 on the Rule Name field, 2 on the Auto assignment radio button, 3 on the All Activities? checkbox, and 4 on the All Fields? checkbox.

- **1 Rule Name:** Choose a name that is descriptive yet concise
- **2 Rule Type:**
 - **Suppression** rules will prevent the auto creation of work orders/corrective action requests for recorded activities for the specified fields/sites/equipment
 - **Auto assignment** rules will assign work orders/corrective action requests created from recorded activities to the person or group selected in the **Assigned to** dropdown for the specified fields/sites/equipment
- **3 Activities:** Limit the rule to specific activities or All Activities
- **4 Scopes:** Limit the rule to specific fields, sites or equipment, or for All Fields

muddyboots online Summary Master Data Schematics Scheduler Ops/Maintenance

ALL AREAS / BIG ROCK ENERGY / WORK ORDER RULES / EDIT CALGARY ASSIGNMENT FOR TANK INSPECTIONS

Edit Calgary Assignment for Tank Inspections

* Rule Name
Calgary Assignment for Tank Inspections

Rule Type ⓘ
 Suppression
 Auto assignment

Assigned to
Calgary Distribution Group

No All Activities?

Please select activities

Tank Inspection - TANK - CHEM Tank Inspection - TANK Tank Inspection - TANK - HEATED Tank Inspection - TANK - HEATED
 Tank Inspection - KNOCK OUT Tank Inspection - STORAGE TANK (NON PRESS) Tank Inspection - TANK

No All Fields?

Fields
 Calgary MacLeod Central

Sites
Search

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ALL AREAS / BIG ROCK ENERGY / WORK ORDERS / 00000175

Work Order 00000175 - New

Header

Description:	Exterior Coating Status - Needs Attention for 200 BBL CONDY		
Site:	04-22 Princes Island Gas Battery	Equipment:	200 BBL CONDY - TANK
Number:	00000175	Status:	New
Begin Date			
End Date			
Assigned To	Calgary Distribution Group		
Category	TBD		
Priority	TBD		

Scheduled Requests +

Created from [Tank Inspection](#) for 200 BBL CONDY
Ref #: 232785

Note from Tank Inspection
Need to get someone out to repair the coating before the temperature drops.

Created By: Ashley Davison
Created On: Oct 2, 2020 13:37

To the right is an example of a Work Order created from a Tank Inspection that was auto assigned to the group from the associated rule