


Activities in muddyboots.online

muddyboots.online (MBO) has the ability to record activities giving the user the ability to store operational data against equipment and sites. This document will cover how to turn on activities by selecting the required data entries, how to record activities from the equipment page and how to complete activities from the run sheet.

Logging In to MBO

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



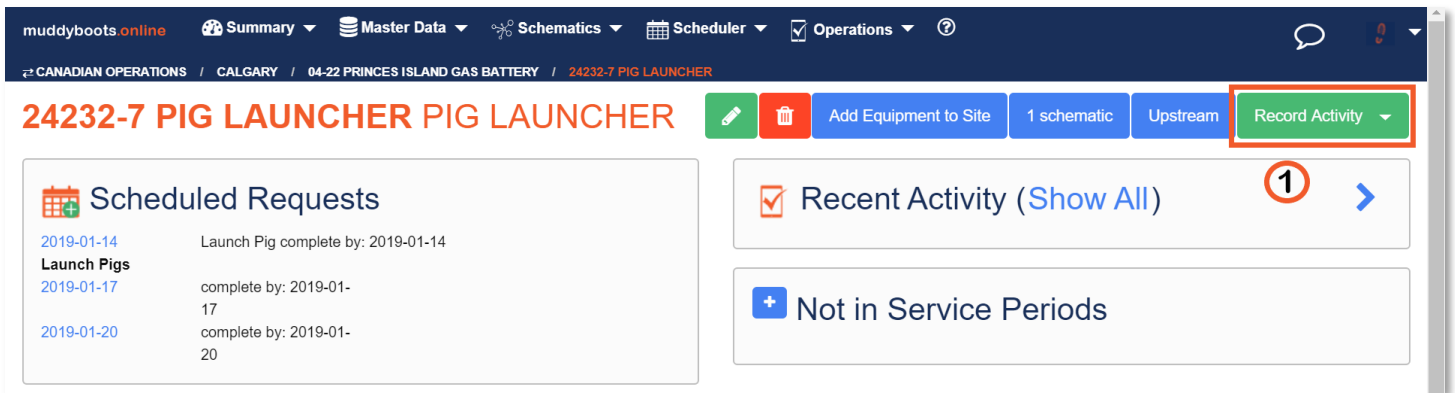
- **1** Enter the email and password that is associated with the muddyboots.online account, typically this is a company email.
- Click the  button to log into the muddy boots app.
- **Note:** Users who do not manually log out of the MBO application will remain logged in.
- **TIP:** Add a shortcut to 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.

Recording Activities

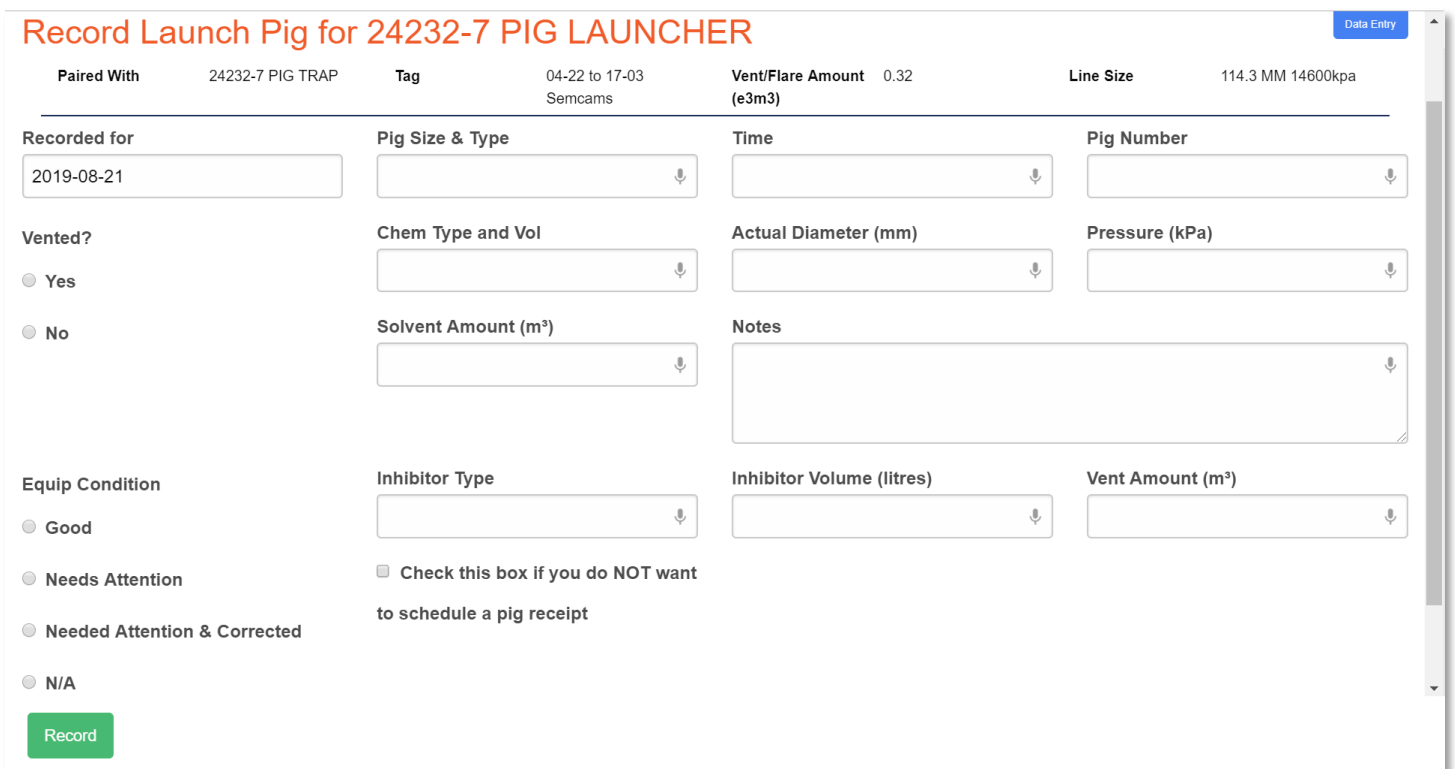
There are two ways to record activities in MBO. Activities can be recorded from the equipment details page as well as the mobile run sheet.

To record historical activities or record current activities directly on the equipment or site, first navigate to the desired piece of equipment or site data page. This can be accomplished by navigating to the “**Master Data**” drop down and under the **Equipment or site** selection, click List. Click on the desired equipment or site name to load the equipment or site information page.

Note: The example will use equipment to demonstrate recording activities outside the mobile runsheet. This process is the same for recording activities on sites within MBO.



- 1 Click on the **Record Activity** dropdown button and select the desired activity from the resulting dropdown list.
 - This will open the activity forum for recording the activity in MBO



- Fill out the required information in the boxes provided.
 - Remember:** more or less data entry fields can be added to this window based on the data entry fields that were selected in the “Configuring Activities” portion of this document.
- Click the **Record** button to save the data and complete the activity.

Recording Activities on the Runsheet

The Run Sheet portion of muddyboots.online is designed to record activities online or offline while in the field.

To open the Run Sheet, navigate to the Operations drop down across the top of the page and select Run Sheets.


The screenshot shows the top navigation bar with 'muddyboots.online' and various menu items like 'Summary', 'Master Data', 'Schematics', 'Scheduler', and 'Operations'. Below this, the breadcrumb 'ALL AREAS / RUN SHEETS' is visible. The main content area is titled 'Run Sheets' and contains a table with columns: 'Load Runsheet', '7 Day History', 'Site Count', 'View Edit', and 'Description'. The 'Load Runsheet' column has a button labeled 'Load Run 1' which is highlighted with a red box and a circled '1' next to it. The '7 Day History' column shows '7 Day History', 'Site Count' shows '1', and 'View Edit' has a green pencil icon.



- 1 Select the desired run from the run sheet list to load the Runsheet.
 - Once the Runsheet has loaded it is safe to disconnect the device from the internet or turn off cellular data.
 - Note:** It may take some time to load the Run Sheet. This is normal as the system is configuring the run sheet and populating the specific details required for offline functionality.


The screenshot shows the top navigation bar with 'muddyboots.online' and 'Exit Run' and 'T.J. Bergeson' buttons. Below this, a list of sites is displayed. The first site is '(9) 08-15 Compressor Station' and the second is '(! 3) 07-15 Wapiti'. The second site is highlighted with a red box and a circled '1' next to it.

- 1 Open a site to view the recordable activities by clicking on the sites title in the list.

The screenshot shows the top navigation bar with 'muddyboots.online' and 'Exit Run' and 'T.J. Bergeson' buttons. Below this, a site details view is shown for '(1) 07-15 Wapiti'. The site title is highlighted with a red box and a circled '1' next to it. Below the site title, there is a button labeled 'Save 07-15 Wapiti' and a button labeled '+ Record Activity (1)'. The 'Record Activity' button is highlighted with a red box and a circled '1' next to it. Below this, there is a message 'Nothing recorded today' and a button labeled '1 Launch Pig Due' which is highlighted with a red box and a circled '2' next to it. There is also a 'Receive Pig' button.

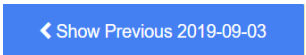
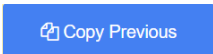
- 1 Click the  button to open the activities that can recorded for the selected site.

 - The  states that an activity is scheduled to be recorded. The number states how many activities are scheduled to be completed for the selected site.
- 2 To record the activity, click on it the blue box with the activity title, eg. . This will load all the pieces of equipment for the selected site, that can have that activity recorded against them.

 - Activities will be shown in orange boxes stating when they are due or how many days are left complete the activity eg. 
 - Click the target orange box to open the activity forum.
 - Note:** activities can be completed at anytime even if they are not scheduled to be completed.

- Fill out the required information in the provided data entry fields.

 - Remember:** Data entry fields can be added or removed from this window. This is covered in the “Configuring Activities” portion of this document.
- 1 After the activity has been filled out, click the green save button in the top corner to save the activity.

 - Recommendation:** Click the save button after completing each activity to ensure that no data is lost.
- 2 Clicking the  button, allows users to see the previous activity that was filled out for that piece of equipment.
- 3 Clicking the  button will carry forward data from the pervious activity

 - Tip:** Use the copy previous functionality when the data is unchanged from the previous time the activity was completed.