Navigating the muddyboots.online App

This document is to help refresh users on how to quickly and efficiently navigate the MBO system.

Logging In to MBO

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

- ①Enter the email and password that is associated with the muddyboots.online account, typically this is a company email.

- Click the [Log In] 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.
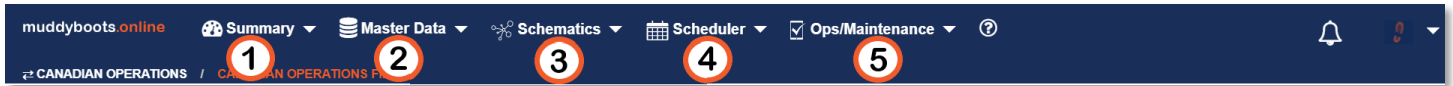
Hierarchy

Typically, the muddyboot.online hierarchy is set up in a geographical or organization-based layout. The hierarchy selection dictates what information users see when navigating and searching in MBO.

- ①To open the hierarchy click on the portion of the bread crumbs directly under the muddyboots.online logo.

- ③The hierarchy will open on the left side of the screen
    - ②The current user selection will be shown in light blue.

- Clicking the ▶ arrow next to selections will expand that selection. Clicking the ▼ arrow will minimize the list.

- Click the desired area of the hierarchy to only see information associated with that area.
    - **NOTE:** This selection will be saved until it is manually changed.
    - Once selected, only information contained in the selection of the hierarchy will show up while navigating in MBO

- In the example, Canadian operations and US operations are geographical areas, along with Northern Alberta and Southern Alberta. The selections shown under Northern Alberta are all fields.

- **NOTE:** Selections in the hierarchy without ▶ or ▼ arrows beside them will always be fields in MBO

The MBO Drop Downs

Located across the top of the of the MBO page there are a selection of drop-down menus. This selection will vary based on which modules a company is using in the MBO Software.

- The quickest way to find what information is located under each drop down is to simply click through each one and explore the program. **NOTE:** the information contained in the drop downs will be limited by the current hierarchy selection.

- ① The summary dropdown contains selections to see what is happening in MBO. This includes:

  - The Dashboard
  - Operations Activity Summaries for the past 3 months
  - Schematic activities for the past 3 months, including number created, modified, verified, expired, needing verification and never verified. It also contains links to schematics that need attention and schematics that have been verified.

- ② The Master Data dropdown contains navigation to all the company data related to assets and where they are located. This includes:
  - Fields list – View and Search the Fields in MBO
  - Sites list – View and Search the Sites in MBO
  - Master Equipment list – View and Search the Equipment in MBO
  - Facilities list – View and Search the Facilities in MBO

- ③ The schematics drop down contains navigation to schematic information and tasks. This includes:
  - Schematic list – Access, Browse, and Search for Schematics
  - Schematic History – View and Search the most recent schematic changes in MBO
  - Clone tool – Clone current schematics for similar new sites being created

- ④ The Scheduler drop down contains navigation to scheduling information in MBO. This includes:
  - Scheduled Activities – Browse, search, and view scheduled activities in MBO. Users can see when activities are due and what activities are overdue or have been missed.
  - Schedule Defaults – Set a default schedule, by field, for the same equipment types.

- ⑤ The Ops/Maintenance drop down contains navigation to all the information and functions regarding operations. This includes:
  - Run Sheets – Access to mobile run sheets for operations activity recording
  - Activity Review – Review activities that have been completed in MBO
  - Maintenance – View and search Work Orders
  - Reporting – View and search Completed Activities, Activity History and Missed Activities In MBO

▪ Shift Log – Access to new and current Shift Logs. Browse, search, and view Shift Log Entries

Sorting Data Tables and Exporting to Excel in MBO

An important portion of using the MBO software is being able to navigate and sort through the abundance of data that can be stored in the application. **NOTE:** the data tables in MBO will be limited by the hierarchy selection and it is recommended that the target area in the hierarchy be selected before trying to find information in the muddyboots.online app. The master equipment list will be used for the example. All the tables in MBO follow a similar layout and function.

- ① Using the ⇕ arrows, located to the right of the column names, will organize the column in alphabetical order, biggest to smallest depending on the information in the column.

  - ▪ ▲ or ▼ arrows indicate that a column has been sorted.

- ② The search box can be used to search the tables or narrow down selections by entering keywords or numbers.
  - ▪ The search box is used by first entering a word, a portion of a word or a number and clicking enter on the keyboard.
  - ▪ Clicking the ⊗ button will clear all current search entries, applied filters and sorts on the table.
  - ▪ For example, typing "16-16" in the search box, will narrow the table results to only show rows that contain "16-16".
  - ▪ **NOTE:** <u>The search box needs to be manually cleared as the selection will remain until the user clears the box and clicks the enter key on the keyboard, or clicks the</u> ⊗ <u>button under the search box to clear all current search, filters, and sorts.</u>

- ③ Many tables in MBO will contain a status or state box.

- Clicking the box will open a drop-down menu that allows users to select states or statuses to filter the table based on users' selections.

- **(4)** After the tables have been sorted to meet the users needs, the data can be exported to Excel by using the export buttons located on most muddyboots.online tables.
    - The excel export will only contain the data that shows up on the screen narrowed by the search or status boxes.

- **(5)** Drill down by clicking on any blue entries in MBO tables.
    - In the example clicking "07-06 MRU Gas Plant" will take the user to the site associated with that name.
    - In the example clicking "HEAT EXCHANGER 2" will take the user to the equipment data page associated with that equipment.

- **(6)** When tables are wider than the screen of the device users are using to access the MBO application using the **➕** or **➖** buttons will expand or minimize the additional information columns. This allows all the information to be viewed without the need to scroll horizontally.

- **(7)** In the example, the schematic link button is under the expanded information. Clicking this button will take users to the schematic where the equipment is located.

Setting the Home Page

The default or set user home page will show up when users sign in or navigate to the MBO app. The "Fields" list page, which lists all the fields in the MBO software, is the default home page. Users can set their home page based on their preferences, this is very useful if users only use specific pages in the system.

- **(1)** Navigate to the desired home page and click the "Mark as Homepage" button, located under the user options drop down in the top right corner.
    - The current page will be set as the home page. When users log in they will be taken to their set home page.

- (2) Users can also click the "muddyboots.online" icon, located in the top left corner, to be taken to their home page once they have navigated to different pages in the system.