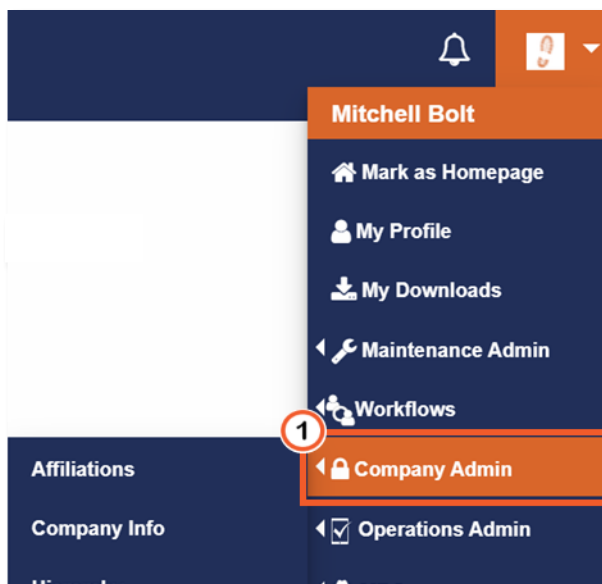


Administrative Functions within muddyboots.online

muddyboots.online (MBO) requires 1 or multiple users to be assigned as administrators for various tasks within the MBO software. Administrators are responsible for adding and deleting employees, assigning roles to employees, managing the hierarchy, and requesting affiliations between companies in MBO.

All Company Administrator roles can be found under the *Company Admin* ¹ header under the personal user dropdown found in the top righthand corner of the application



All or some of the following options will be available depending on the company accesses and features of muddyboots.online your company is currently using: *Company Info, Users, Affiliations, Hierarchy, Tags, Shift Log, Workflow*

Company Information

The Company Info selection will direct the user to the Company Information page. On this page several editable sections are made available.

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance ?

MUDDY BOOTS INC. / COMPANY INFO

Company Information

* Name 1
Muddy Boots Inc.

Address 2
950 - 555 4th Ave SW
Calgary, AB T2P 3E7

Time zone 3
(GMT-07:00) Mountain Time (US & Canada)

CHOOSE IMAGE...

Regulator Codes 4



The Employees list has been moved. To locate, please see below:

1. Open the menu button at the top right side of the app.
2. Open Company Admin > Users > List

If you have any questions please contact support@muddyboots.online

Improving muddyboots.online takes a community and we are so happy you are here with us! Thank you for your help and good luck keeping those boots muddy!

This message will be removed on April 19th, 2021

- 1 Type the company name in the name box.
Note: The company name will have been initially set up by MBO.
- 2 Type the company address in the address box.
- 3 Time zone - This is the time zone that will be used when a new user is added to the company.
- 4 Regulator Codes - Click  to add a reporting regulator code if applicable. Discuss with your muddyboots representative for more information.
- Click the  button at the bottom of the page to save Company Information changes.

Adding, Editing, and Deleting Employees

Each employee that is required to access the information within the MBO application will require their own unique log in. For security purposes, employees terminating employment with the company or employees transitioning to new roles within the organization will have their privileges removed or updated by the company administrator.

Name	Email	Authenticates Via	Status	Actions
TJ Bergeson	tj@muddybootsonline.com		Active	[Edit] [Details] [Copy]
Mitchell Bolt	mitch@muddybootsonline.com		Active	[Edit] [Details] [Copy]

- ① Click the **+ USER** button to add a new employee to the MBO system.
 - In the resulting window enter the employees name, email, and assign them roles by checking the applicable *Company Role* and *Activity Role* boxes.
 - Each Role will have a **DETAILS** button associated with it, by clicking this button the explanation of each role is provided for ease of user administration.
 - *Company Roles* give users access to system functionality within the muddyboots platform
 - *Activity Roles* give users access to specific activities within the platform which when selected the users will be able to see and complete
 - Click **CREATE USER** to finalize the addition of the new user to the system once the appropriate roles for the employee have been selected

Note: Employee information and Roles can be added or removed at anytime by editing the employee
- ① Click **EXCEL EXPORT** to export the User list. This export contains System Roles, User Tags, Workflow Templates, and User Groups associated with the Users
- ② To modify a user that has already been created in muddyboots the following options are available:
 - [Edit] – To update an employee’s user information or to edit their roles MBO
 - Editing further explained below
 - [Details] – To modify an employee’s personal dashboard
 - [Copy] – To copy this employee’s dashboard to other users within your organization

(a) Editing and Deleting A User

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance

BIG ROCK ENERGY / COMPANY ADMIN / EDITING MITCHELL BOLT

Editing Mitchell Bolt

* First name Last name Title

Mitchell Bolt mitch@muddybootsonline.com

* Email

mitch@muddybootsonline.com User Account is: Active

Time zone

(GMT-07:00) Mountain Time (US & Canada)

Tags

Roles in Big Rock Energy

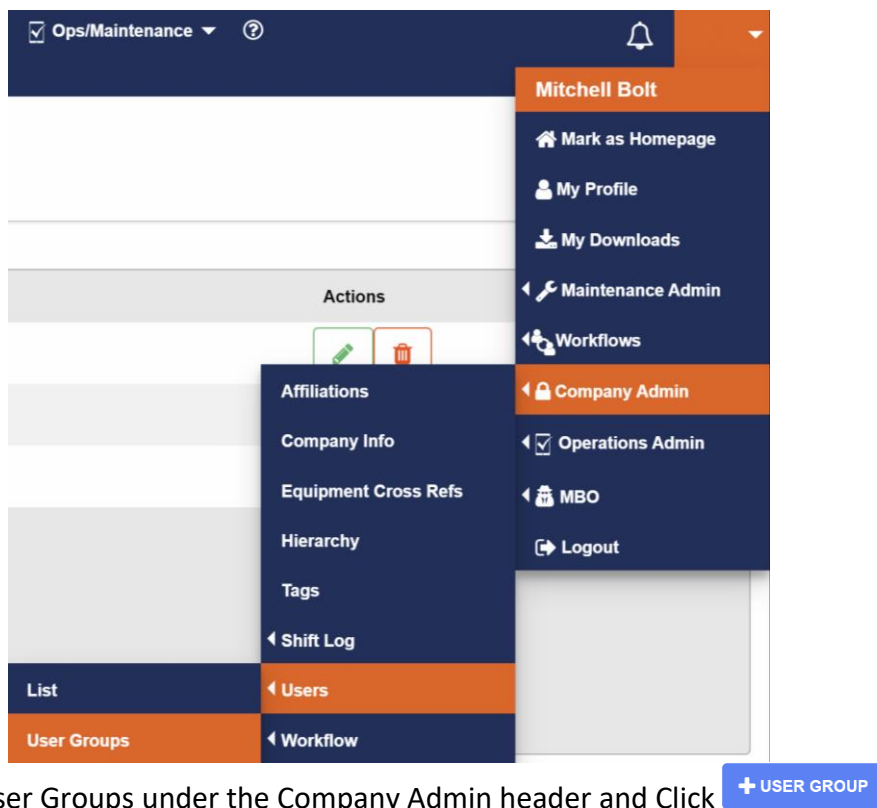
- ☒ Company admin DETAILS
- ☒ Maintenance admin DETAILS

- 1 Update the employees name, title, and email, if required, by typing in the boxes.
 - Note: Only the Employees first name and email are required. Employees can also update this information in their own profile.
- 2 Update the employees working time zone to reflect their geographical working area
- 3 User Tags can be set to indicate the working group of the user. This helps with reporting management for foreman and leads.
 - Tags are setup under the Tags selection under the Company Admin heading
- 4 Update roles by checking the check boxes.
 - Note: Reference the previous section for a role's explanation.
- To Finalize any changes, scroll to the bottom of the Edit employee page to be presented with the following options
 - Click the **EMPLOYEE NAME** button to delete an employee. If the employee has edited or created data in the system, they will not be deleted from the system completely but will instead be assigned as 'Inactive'. This is to maintain the audit trail for changes in the system. Inactive employees will not be able to log in to MBO and will have all MBO privileges revoked. Inactive employees can be re-activated if required.
 - Click the **UPDATE USER** button to save the changes made to the employees' profile.
 - Click the **CANCEL** button to cancel any changes made to the employees' profile.

Creating a User Group

Create a User Group that can be used to add groups of users to a Scheduled Request, Scheduled Default, Work Order, Workflow Template, or an open Workflow.

Note: User groups can also be used to for the assignment of activities, work orders and corrective actions.



- Navigate to the User Groups under the Company Admin header and Click

The screenshot shows the 'New User Group' form. The form has three numbered steps: 1. Set the Group Name (General Distribution), 2. Select the Users for the Group (Mitchell Bolt - Big Rock Energy, T.J. Bergeson - Big Rock Energy, Weldon Wright - Big Rock Energy), and 3. Create the User Group (CREATE USER GROUP button).



- ① Set the desired Group name.
- ② Select the Users for the Group.
- ③ Create the User Group.

Editing the Hierarchy

The Hierarchy is initially set up during the implementation process by muddyboots.online. The hierarchy may need to be updated as a company may acquire / sell assets. The hierarchy is designed to narrow or group data and make it easier for users to narrow their field of work in MBO. The hierarchy contains the fields in MBO organized into areas (groups), generally these areas are areas of operations within the company. Clicking into an area will show all the data for the fields in that area, drilling down farther will narrow the data until only data in a single field is shown.

Under the personal drop down in the top right corner, navigate to company admin and from the resulting menu select "Hierarchy" to load the edit page.

Name	Fields
Canadian Operations	Saskatchewan
Canadian Operations - Northern AB	Fort McMurray, Wapiti
Canadian Operations - Southern AB	Calgary, Hanna
Canadian Operations - Southern AB - Marathon	Bear Mountain, MacLeod Central, Willow Creek

- ① To add a new area to the Hierarchy, click the **+ AREA** button.
- ② Click the  edit button to edit an existing area. Click the  delete button to remove an area from the hierarchy.
 - Note: Removing an area from the hierarchy will not delete the area or the data behind it from the MBO system.

muddyboots online Summary Master Data Schematics Scheduler Ops/Maintenance

BIG ROCK ENERGY / COMPANY ADMIN / HIERARCHY / EDITING NORTHERN AB

Editing Northern AB

Area

Parent 1

Canadian Operations

* Name 2

Northern AB

Select Fields 3

☒ Fort McMurray

☐ Storage Yard

☒ Wapiti

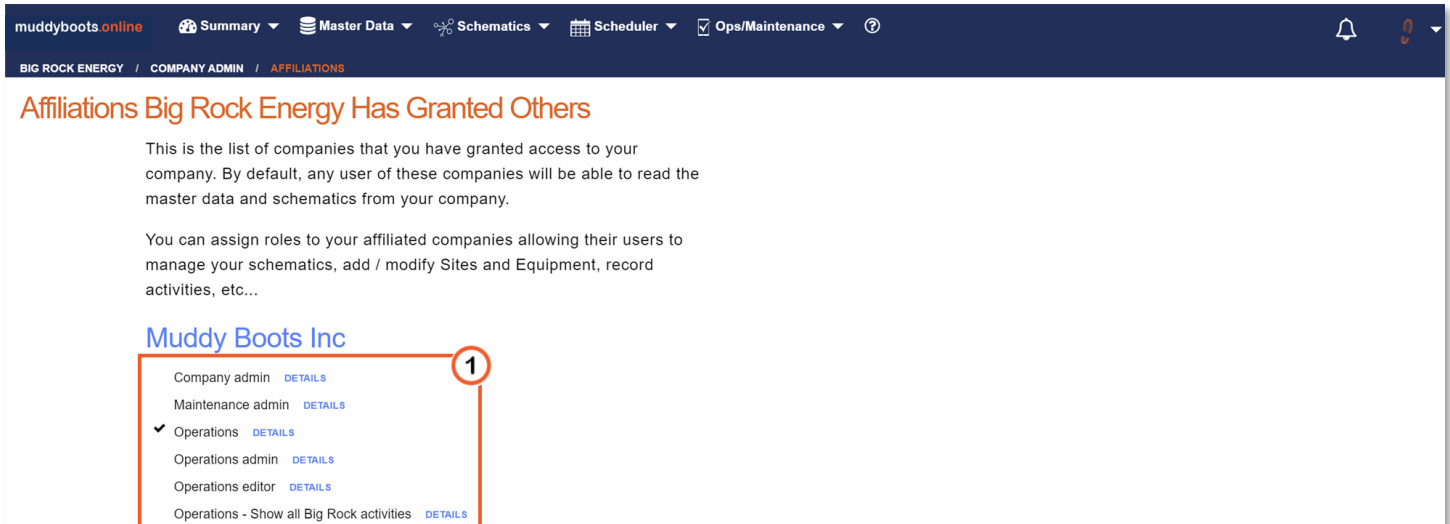
[CANCEL](#) [UPDATE AREA](#)

Note: The edit and new hierarchy screens function very similarly. The window used for the example is the edit window, follow the same steps listed below for adding a new area to the hierarchy.

- 1 Select the area parent, if required, from the drop down.
 - If the area has no parent (it is the parent), select “No Parent” from the drop down.
 - Multiple areas can be nested under one parent.
- 2 Give the new area a name. This is the name that will be displayed in the hierarchy for all users in the company.
- 3 Select the fields that reside under the hierarchy area by checking or unchecking the boxes.
 - Only sites that are currently in that area, or have no area in the hierarchy will show.
 - When moving a field from one area of the hierarchy to another, users will have to uncheck the box from its existing area before adding it to a new area
 - Note: When creating a new area, there will only be the option to add fields to that area.
- Click the [UPDATE AREA](#) to save the changes.

Affiliations within MBO

Companies using MBO often have 3rd party companies that are required to have access to the data in the MBO platform. To affiliate a company in MBO, users must contact the MBO team. Muddyboots will affiliate the company and assign them access following the requirements laid out by the requesting muddyboots client. To view a list of the companies that have been affiliated, open the personal drop down menu in the top right corner, navigate to company admin and from the resulting menu select “Affiliations”. Note that muddyboots.online is affiliated by default.



muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance

BIG ROCK ENERGY / COMPANY ADMIN / AFFILIATIONS

Affiliations Big Rock Energy Has Granted Others

This is the list of companies that you have granted access to your company. By default, any user of these companies will be able to read the master data and schematics from your company.

You can assign roles to your affiliated companies allowing their users to manage your schematics, add / modify Sites and Equipment, record activities, etc...

Muddy Boots Inc

Company admin	DETAILS
Maintenance admin	DETAILS
✓ Operations	DETAILS
Operations admin	DETAILS
Operations editor	DETAILS
Operations - Show all Big Rock activities	DETAILS

- ① Roles with checkmarks beside them show what privileges affiliated companies have been assigned within the parent company’s muddyboots platform.

Exporting and Importing Equipment and Sites

Bulk data exports and imports are available within muddyboots.online and are facilitated through the use of excel files.

The data imports can be used for the following updates:

1. Import new equipment or update equipment details
 - a. Import equipment details, including details displayed on equipment present on schematics
2. Import new sites or update existing sites

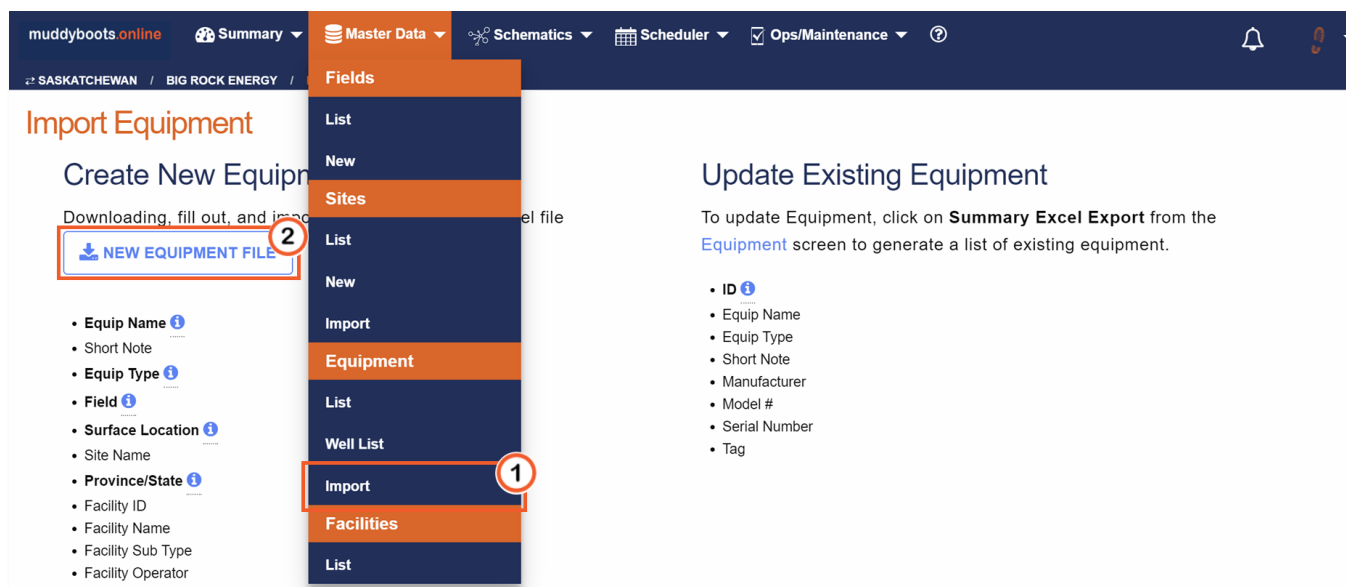
This process is initiated by first exporting an existing equipment list or generating a new (blank) equipment file.

(a) How to Export Equipment Excel Files

(i) Exporting an existing equipment list (Full detail Excel Export)

Site Name	Name	Short Note	Current Status	Equipment Type
02-19-02-08 W2	SK WI 111/02-19-052-08W2/00		In Service	WELLHEAD - OIL - ELECTRICPUMPJACK
02-19-02-08 W2	TANK		In Service	TANK
02-19-02-08 W2	Tank Vent		In Service	VENT EST
02-19-02-08 W2	TRUCK		In Service	TRUCK

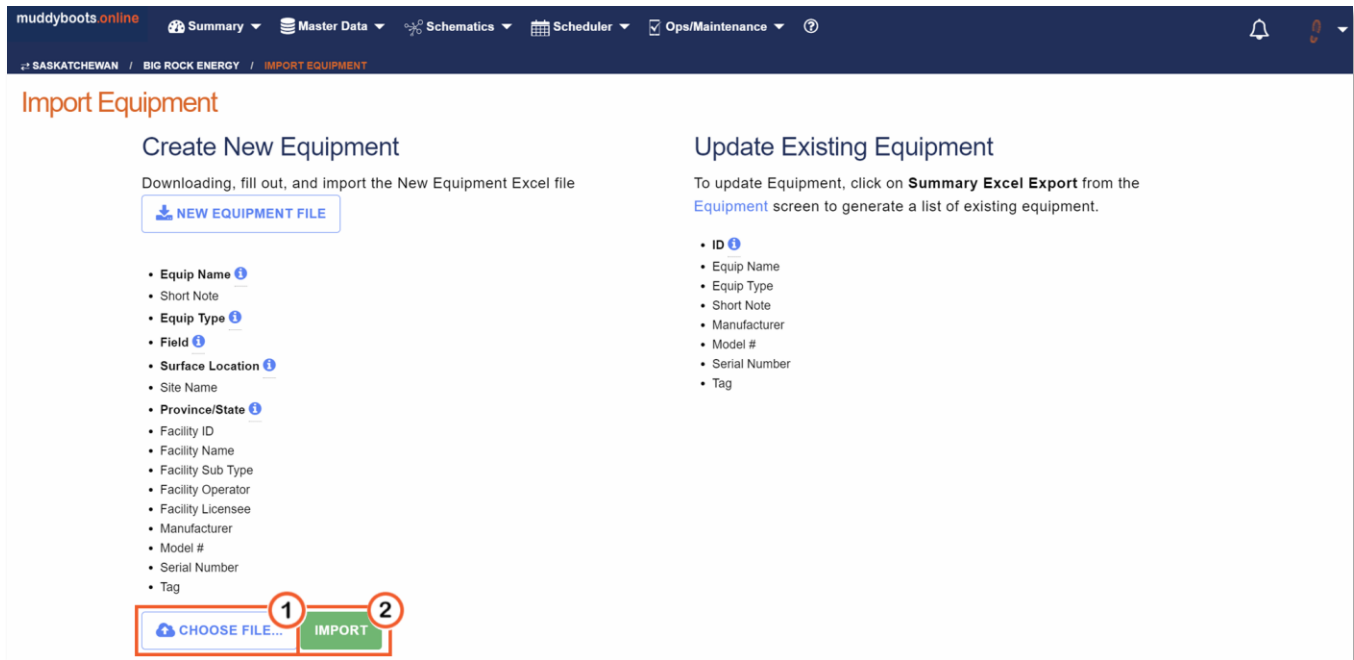
- **1** Summary Excel Export: For exporting standard equipment details
 - Equipment Name, Short Note, equipment type
- **1** Detailed Excel Export: For exporting complete equipment details.
Note: Full equipment detail exports will place each equipment type on an individual excel tab in the export file
Note: Exports of over 200 records will be placed into the *My Downloads* folder found under the users personal dropdown located in the top righthand corner of the MBO application
Note: The MBO ID in the equipment export is fixed to the equipment in the muddyboots.online application, do not modify this column

(ii) Exporting an empty equipment file

- ① Click Import under the equipment heading from the Master Data Dropdown
- ② Click New Equipment File to download a formatted excel file for populating with new equipment information
- The new equipment file will include a second tab with acceptable equipment types to be populated on the mandatory **Equip Type** column

(b) How to Import Equipment Excel Files

- Edit the Excel file for import to include the updated information.
Note: The import will only accept predefined column headers that match those from the exports. Contact your MBO representative for more information.
- Save the newly updated Excel file.
- Navigate to the Equipment Import page on muddyboots.online by selecting *Import* under the *Equipment* heading from the *Master Data* Dropdown



- **1** Choose the file for importing.
Note: Updating existing equipment and importing new equipment must be completed using separate import file as the files cannot be combined.
- **2** Click Import.

Note: Mandatory fields will be highlighted as **Bold** on the *Import* page with a tooltip description of *Required*

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance

SASKATCHEWAN / BIG ROCK ENERGY / IMPORT EQUIPMENT / UPDATE EQUIPMENT IMPORT

Update Equipment Import

1 sheet to import, totalling 1 record.

#1 MBO Well List

1 record to import, including 1 error.

Row	ID	Message
2	86399	Error: Not Found. Please check the ID value.

Next step:

☐ Cancel this import

You can upload the spreadsheet again after you've edited it.

CONTINUE

- Once Import has been selected, ① muddyboots.online will check the file for errors prior to uploading and both note where the error(s) and give an error description.
- ② Once this check has been completed, you can continue to complete your import or cancel and review the file prior to another upload attempt.

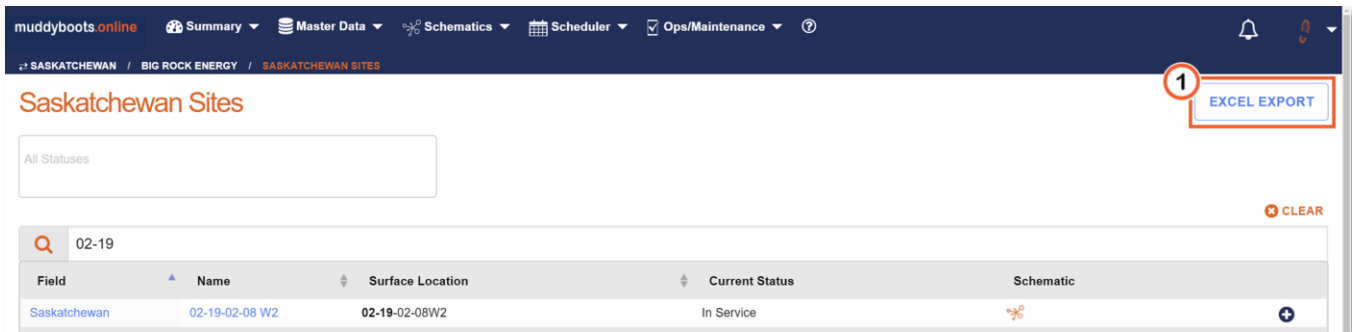
Note: Equipment imports over 200 records may time out during the import process. To prevent timeouts, split the import file to keep the number of updating records below 200. For large imports please contact your MBO representative.

Note: New equipment imported to muddyboots will not be added to schematics. See the schematics training document for adding equipment to schematics.

Note: Schematics will become unverified if equipment details displaying on the schematic are updated and then imported

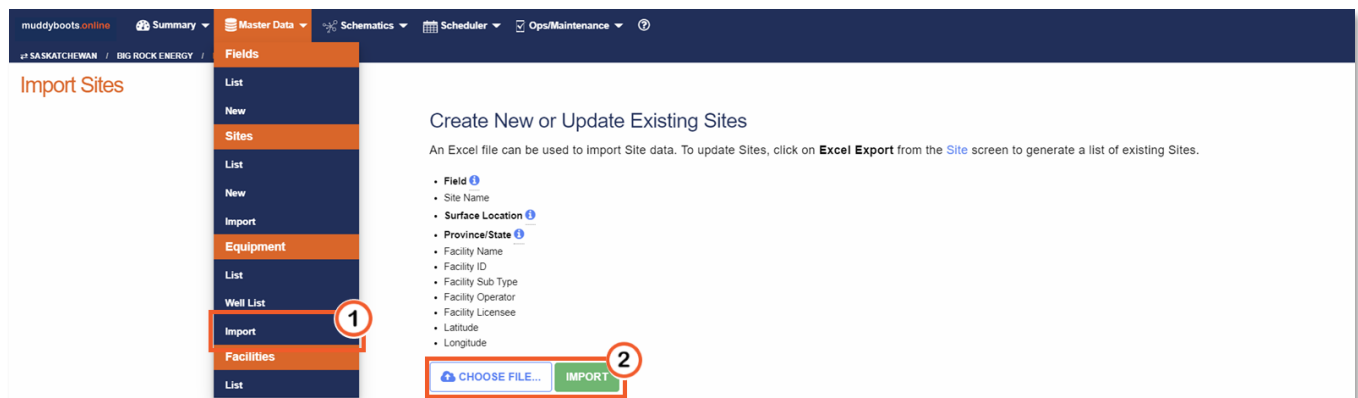
(c) How to Export and Import Site Excel Files

You can import both new sites and make updates to existing sites using this process.



- Navigate to the Site list
- Filter down to the desired site list
- ① Click Excel Export to download the filtered list
- Edit and save the Excel file that was downloaded

Note: Site Surface Location cannot be updated via import, this is accomplished by editing the site within the application



- ① Click *Import* below the *Site* header under the *Master Data* Dropdown
- ② Choose the newly saved Excel file and click *Import*
- muddyboots.online will check the file for errors prior to uploading and both note the location of the error(s) and give an error description.
- Once this check has been completed, you can continue to complete your import or cancel and review the file prior to another site update attempt.

Workflow Quick Start: Templates and Preferences

muddyboots.online (MBO) is set up to accommodate diverse workflow. This document will cover how to create a workflow template, how to create a user group and how to manage workflow requests.

(a) Workflow Templates

Workflow Templates can be applied to Work Orders, Activities, and MOC's within MBO.

- Select Workflow Templates from "Company Admin" in the personal drop down.

(i) Creating a New Workflow Template

- Click **+ WORKFLOW TEMPLATE** to create a new Workflow Template

Note: Changes to a Workflow Template will not affect existing Workflows, however once saved, those changes will apply to any new Workflows.



The screenshot shows the 'New Workflow Template' form. It includes a 'Name' field (1) with the value 'HSE Document Review'. Below this is the 'Applies to' section (2) with radio buttons for 'Activity Type' (selected), 'MOC', and 'Work Order'. To the right of this is the 'Please select activities' section (3) with a search bar and two selected items: 'Hazard ID' and 'HS&E Incident Report'. Below the 'Applies to' section is the 'If Workflow is rejected' dropdown (4) with the value 'Do Nothing'. At the bottom left is the 'Fields' section (5) with a checkbox 'All Fields?' (unchecked) and a list of selected fields: 'Calgary' and 'Fort McMurray'. At the bottom are two buttons: 'CREATE' and 'CREATE & ADD STEP'. On the right side of the form, there are three preview cards for workflow steps: 'Initial Draft Notification', 'Supervisor Review', and 'Investigation'. Each card shows a table with columns for Name, Title, Action, and Group, and a list of users with their roles and actions.

Name	Title	Action	Group
Mitchell Bolt	Operator	Notify	

Name	Title	Action	Group
Mitchell Bolt	HSE Supervisor	Approve	

Name	Title	Action	Group
T.J. Bergeson	Operations Lead	Approve	

- **1** Name the Workflow Template.
- **2** Select the function of the workflow: Activity Type, MOC, Work Order, or Schematic.
Note: If a Schematic Workflow Template is created, Schematic flow diagrams will only allow for verification via the workflow functionality as the manual VERIFY entry by schematic verifier users is replaced by the workflows.
- **3** If the Workflow applies to Activity Types, select the activities for the workflow template being created.

- ④ Determine what happens to a Workflow if a user rejects it:
 - **Do Nothing** – No change the work workflow if rejected.
Note: This option is not available for Schematic Workflows
 - **Restart Workflow** – Workflow starts over, and the workflow email(s) are sent to those associated to the initial step
 - **Restart Step** – This will restart the current workflow step, re-sending workflow emails to those on the current step with any new notes included
 - **Close Workflow** – If the workflow is rejected, the workflow will close
Note: This option is not available for Schematic Workflows
- ⑤ Select one or more, or all fields for this Workflow Template to apply to.
- Click  to create the template and setup the initial workflow template step.
Note: This can be completed later if you select .

(ii) Creating a New Workflow Step

Multiple Workflow steps can be created to create a complex workflow allowing notifications across an organization.

Edit Supervisor Review

1

* Name
Supervisor Review

2

When Step is Active

3

Group/Individual Name

4

☒ All approvers must approve
☐ Only one approval required

5

When Step is Complete

6


Action

Approve
Approve
Review
Notify

7

Name	Title	Action	Group
Mitchell Bolt	HSE Supervisor	Approve	

UPDATE

- 1 Name the Workflow Step.
- 2 Select if the Activity/Work Order is to be locked for editing while the workflow step is active.
- 3 Select the Group(s) / Individual(s) to be notified during this step.
- 4 Select the review requirements for the Workflow Step.
- 5 Select if the Workflowed item is to be locked for editing, have the review status updated, or verify once the Workflow Step is complete.
Note: Schematic Workflows will require the final step to *Mark Schematic as verified (creates a verified schematic)* otherwise the workflows will not action the schematics they are applied to.
- 6 Select the required action from the Group(s) / Individual(s) selected for the Workflow Step.
- 7 If the Workflow Step is being edited after initial creation, the Users Title and Actions can be manually updated. Users can also be removed from the Workflow Step using the  button.
- Click **CREATE STEP** / **UPDATE** to complete the step or
- Click **CREATE & ADD STEP** to create an additional Workflow Step.

(iii) Editing a Current Workflow Template and Layout

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance ?

BIG ROCK ENERGY / COMPANY ADMIN / WORKFLOW TEMPLATES / HSE DOCUMENT REVIEW / EDIT HSE DOCUMENT REVIEW

Edit Workflow Template

Step Missing: Complete Action

At least one step must contain the option "Mark Schematic as verified (creates a verified schematic)" for "When Step is Complete"

Make this change before using this Workflow or contact support@muddyboots.online for help.

* Name
Schematic Verification

Applies to

☐ Activity Type

☒ Schematic

☐ Work Order

If Workflow is rejected

Restart Workflow

Yes ☐ All Fields?

Fields

Search

UPDATE UPDATE & ADD STEP

Steps in Order

Field Leads - Schematic Review and Approve

Only 1 approval required in this step

Name	Title	Action	Group
Tara Sweet (Carson Oilfield Service)	tara@muddyboots.online	Approve	

Post Operations Review - Schematic Verification

Only 1 approval required in this step

Name	Title	Action	Group
Mitchell Bolt (Carson Oilfield Service)	Superintendent	Approve	

When editing a previously created Workflow Template, all fields are available to reconfigure.

- 1 To reorder the workflow steps, use the blue arrows.
- Click the edit button to edit an existing template step.
- Click the delete button an existing template step.
- To finalize any changes, click **UPDATE**.

Note: 2 Critical Errors in your workflow template will appear in the application and inform the editor / creator of the incorrect components and a brief description on how to rectify.

(b) Workflow Preferences

Workflow Preferences dictate mandatory assignment of Workflows for Activities and Work Orders.

Note: This is a global setting that will apply to all Fields within a company.

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance ?

BIG ROCK ENERGY / COMPANY ADMIN / EDIT PREFERENCES

Edit Preferences

Make Workflow Selection Mandatory for the Following

Activities 2

× Hazard ID

Yes ☐ Work Orders? 3

[CANCEL](#) [UPDATE PREFERENCES](#)

Affiliations
Company Info
Equipment Cross Refs
Hierarchy
Tags
Shift Log
Users
Workflow 1

Templates
Preferences 1

Mitchell Bolt

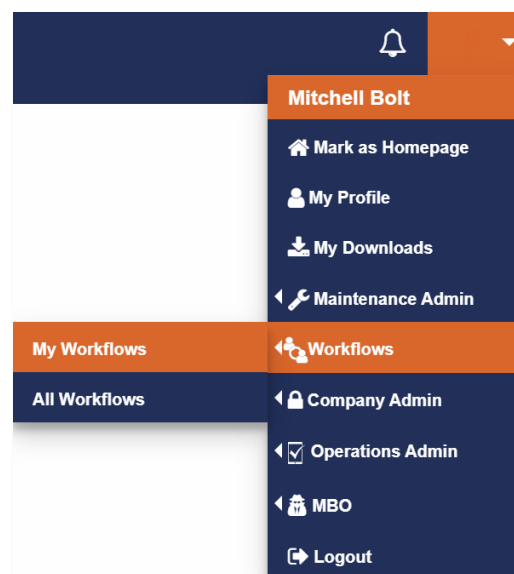
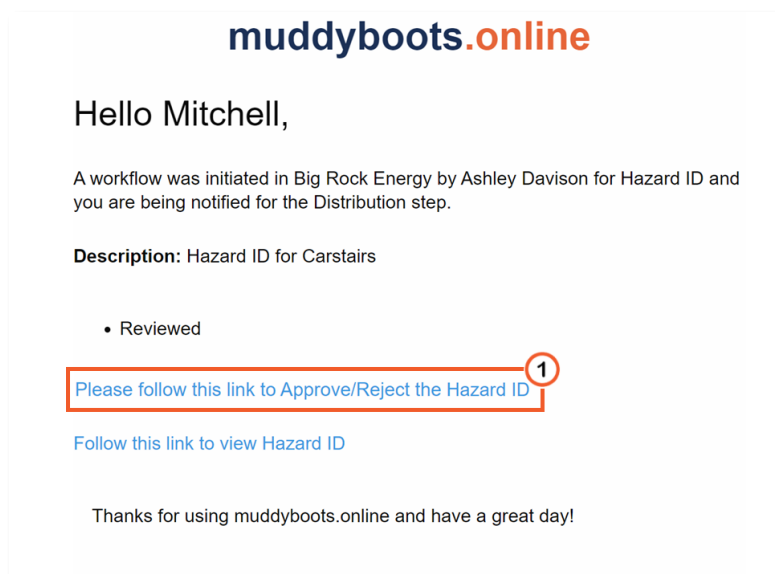
- Mark as Homepage
- My Profile
- My Downloads
- Maintenance Admin
- Workflows
- Company Admin
- Operations Admin
- MBO
- Logout

- 1 Navigate to Workflow Preferences under the Company Admin menu within the personal dropdown.
- 2 Select the activities that require mandatory Workflow selections.
- 3 Select if Work Orders require mandatory Workflows.
- Click [UPDATE PREFERENCES](#) to save the changes. Click Cancel to cancel any changes.

(c) Handling Workflows

Once an Activity / Work Order / MOC tied to a Workflow Template is recorded in the field specified in that template, a Workflow will be initiated and users in the first step will be notified via email.

(i) Workflow Emails



- 1 A user will receive an email when their step has been reached and can use the link to perform the requested action. Separate emails are sent out for every step.
Note: Users can also login to muddyboots.online and go to 'My Workflows' to view all outstanding workflows.

(ii) Approve/Reject and Review Workflow

Workflow Tracking - Open

Created from Hazard ID on Nov 11, 2020 12:44 by [User]

Title	Status	Date Sent	Date Actioned
<p>→ Supervisor Review </p> <p>All approvers must approve in this step</p> <p>Mitchell Bolt HSE Supervisor Pending Approval 2020-11-11 12:44:03 -</p> <p>APPROVE/REJECT</p>			
<p>- Investigation </p> <p>All approvers must approve in this step</p> <p>T.J. Bergeson Operations Lead Not Yet Started</p>			
<p>- General Distribution </p>			

- ① To generate the Workflow pdf, click
- ② Click to Approve/Reject or Review the active workflow step.
- ③ To edit a workflow step, click to modify the step.
Note: The option may not be available.
- ④ To delete a workflow step or workflow, click to delete.
Note: The option may not be available.

(iii) Approve/Reject and Review of Activity Workflow

Risk Assessment

Impact Category	Severity (potential)	Severity (actual)
--	--	--

Probability/Likelihood Assessment	Risk Rating
--	--

Corrective Action Required?	Notes
N/A	-

Workflow Note

APPROVE **REJECT**

- After following the email workflow link or the button from the active workflow, the activity review will be initiated. Review the Activity or MOC.
- ① Add workflow notes at the bottoms of the activity review.
- ② Approve, Reject, or Review the workflow.

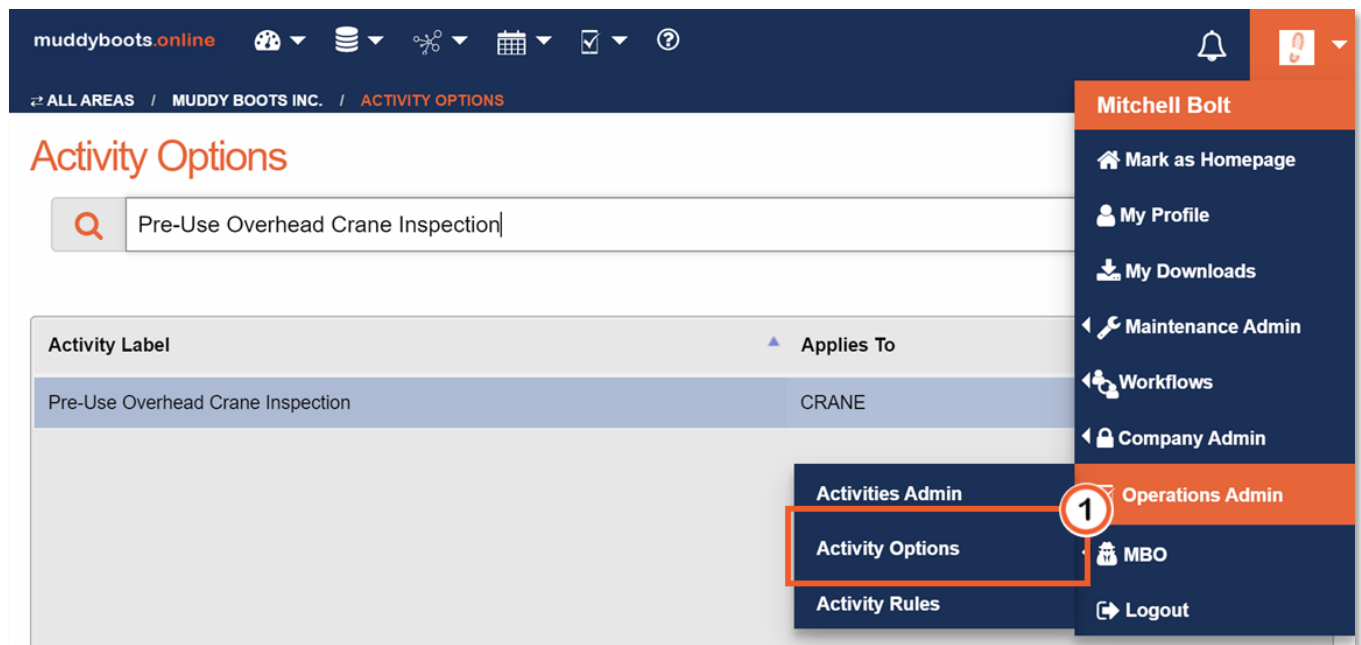
Email Notifications for External Acceptance


This document will cover how to activate external acceptance email notifications, generating these notifications, along with a short instruction for external stakeholder navigation of this feature.

(a) External Acceptance Email Activation

Emailed notifications for acceptance can be sent to external stakeholders who are not users of the MBO platform. These can be especially useful for ensuring external stakeholders are informed, and for receiving their digital signature for safety, permitting, and other reporting purposes.

External stakeholders will receive an email with a PDF copy of the activity report from Muddy Boots, along with a link to mark the report as accepted or rejected. The Acceptance Summary section of the record in Muddy Boots will display one of the following statuses: pending, accepted, or rejected.



- **1** To activate this functionality on specific reports, navigate to Activity Options under the Operations Admin heading.
- Search for and accept the activity type for enabling this functionality and click .

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance ?

ALL AREAS / MUDDY BOOTS INC. / ACTIVITY OPTIONS / EDIT PRE-USE OVERHEAD CRANE INSPECTION

Edit Pre-Use Overhead Crane Inspection - CRANE

Fields

Sites

Equipment

Options

☐ No Always on Runsheet? ⓘ

☒ Yes Allow Attachments? ⓘ

☐ No Only Once per Day? ⓘ

☒ Yes Can be Scheduled? ⓘ

☐ No Email For External Acceptance? ⓘ **1**

Description/Instructions

This static text will appear at the beginning of each activity form and is saved to each completed activity. Updating this text will not affect historical records.

2

- 1** Click the **Email For External Acceptance?** Toggle to Yes.
- 2** Click . The functionality has now been enabled for the specific report selected.

(b) External Acceptance Email MBO User Initiation

muddyboots.online Summary Master Data Schematics Scheduler Ops/Maintenance ?

ALL AREAS / MUDDY BOOTS INC. / TEST / 03-05-001-16W4 / CRANE #021 / PRE-USE OVERHEAD CRANE INSPECTION


Pre-Use Overhead Crane Inspection for Crane #021 on Jun 23, 2021

by Mitchell Bolt, Jun 23, 2021 08:30

Perform Crane/Hoist Visual Inspection

Good

Check rails/runway/monorail items (bumper stops, condition, obstructions, tools, workers, hanging objects, wires, air lines, hoses, panels, other)

- 1 When viewing completed reports, click the  button to enter the external email addresses. Once selected, a pop-up window will appear.

Please Provide Recipients Email(s)

Note: This is only to be used with recorded activities that need to be actioned upon (accept, reject).


After inputting an email, press the enter key to add the email to the email list.

The recipient(s) will receive an email with instructions and a pdf attachment of the recorded activity.

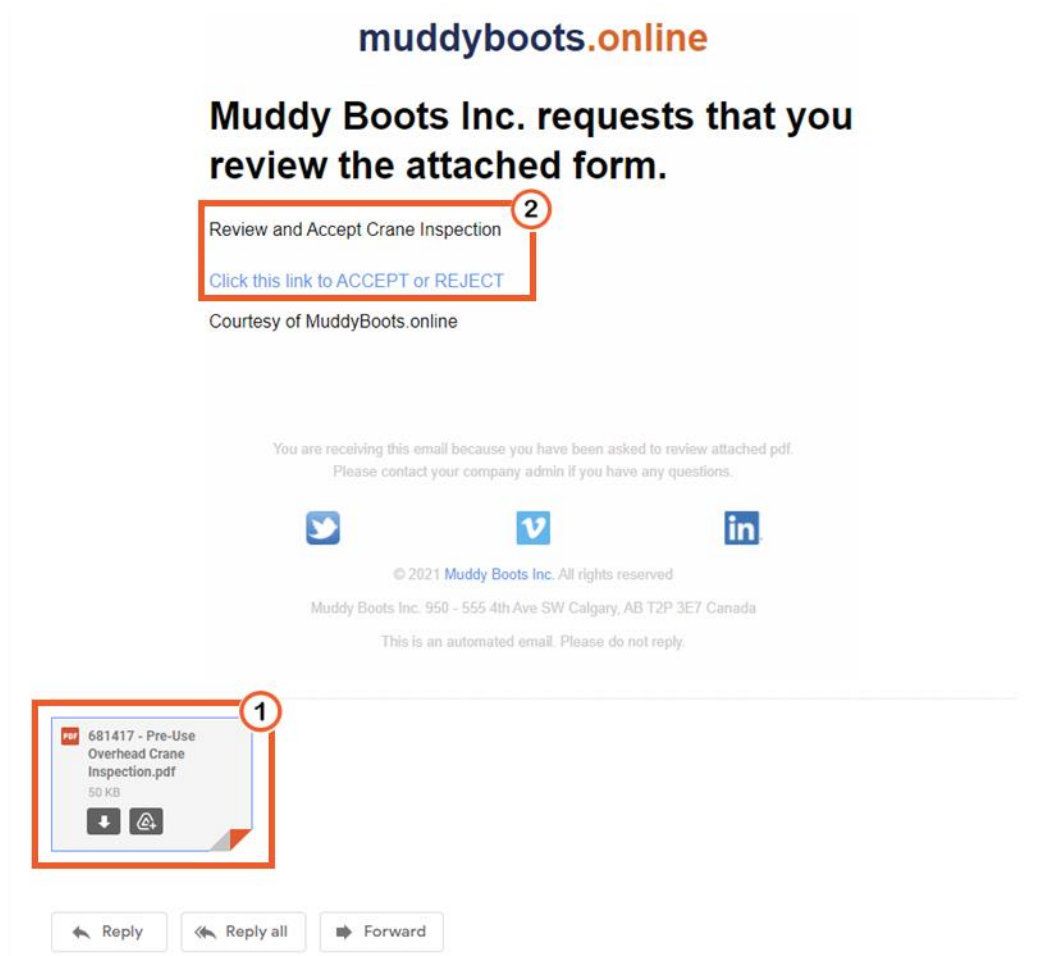
* Email Addresses

Comments

CANCEL SEND

- 1 Enter the email addresses of individuals that are required to accept the report.
- 2 Add any comments necessary for communication of this request.
- 3 Click . The external stakeholder will now receive an email to accept or reject the pdf report received.

(c) External User Instruction for Accepting / Rejecting Emailed Forms



- Open the email received from muddyboots.online.
- ① Review the pdf report received via email.
- ② Read the included email comment and click the link to Accept or Reject the attached report. This will open a webpage where an acceptance or rejection can be completed.

Muddy Boots Inc.

Please make your selection below:

Please leave a comment:

ACCEPT

Please give a reason:

REJECT

- 1 Accept or reject the report and include any relevant comments or rejection reasons.

muddyboots.online

mitch@muddybootsonline.com has accepted your Pre-Use Overhead Crane Inspection

With the following Comment:

Approved, Looks good. Let's get to work!

...

Reply Forward

- 1 The person who initiated the email will receive a response with the acceptance or rejection comment, this will also be visible at the bottom of the report in the Acceptance Summary (shown below).

Acceptance Summary

1. Accepted, By: mitch@muddyboots.online, At: Monday, July 19, 2021 13:14, Sent At: Monday, July 19, 2021 13:14, With Comment: Approved, Looks good. Let's get to work!

Work Orders +

CHOOSE FILES...