DPEntryEZTM

Inspection Report Transcription Software

User Manual



Applicable For North Dakota Revised 7/3/2024 Chase B. Gartner V 2.0

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i. INTRODUCTION

The DPEntryEZ[™] Inspection Report Transcription Software was developed to help streamline the data entry process for Drill Pipe/Tubing Inspection Reports. Before the introduction of this software, handwritten inspection reports were manually entered into Microsoft Excel Spreadsheet Templates (the document that is ultimately sent off to our customers). Due to the nature of the Excel Spreadsheets, and the sheer volume of data columns, the consistent need of the Data Entry Specialist to shift their visual focus between the handwritten report and the Excel Spreadsheet resulted in significant eye strain, and extensive turnaround times for report completion. The purpose of this software is to eliminate this eye strain, reduce keyboard strokes, and reduce the overall complexity of the process. It allows the user to simply enter the values they see on the screen, one by one, until the report is complete. After the inputting process is complete, the user then transfers that data to the Excel Spreadsheet instantaneously.

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3			R 441/495	245	SER003	28					
4		EMI		240	SEROOY	29					
5	DT OS		or hb	200	SEROOS	30					
6						31					
7						32					
•											

Figure i-1 – An Example Handwritten Report with 5 rows of joint data.



Figure i-2 – The information from Figure i-1 correctly transcribed to the Microsoft Excel Report Template

ii. INSTALLING THE SOFTWARE

To Install DPEntryEZ[™], double-click the install file (See *Figure ii-1*)

Name	Date modified	Туре	Size
🛎 dpentryez4setup	6/25/2024 3:10 PM	Application	55,108 KB

Figure ii-1 – The DPEntryEZ 4.0 setup file

You will be prompted to enter a password before installing the software. This will be provided by your administrator (See Figure ii-2):

Setup - DPEntryEZ version 4.0		_		×
Password This installation is password protected.			(HOM
Please provide the password, then click Next to continue. Passwords are ca	ase-sensitive.			
Password:				
		_		
	Next		Ca	ncel

Figure ii-2 – Password required for installation

Continue pressing the 'Next' button until the software successfully installs. Once completed, you should have a Desktop Icon for the software (See Figure ii-3):



Figure ii-3 – The DPEntryEZ Desktop Icon

1. GETTING STARTED

After receiving a (handwritten) report, you will be expected to return a completed Microsoft Excel Spreadsheet. The first thing you will need to do is scan the physical report so that you can create a PDF file of the report. In order for the PDF files to work with the software the files must contain a cover page as their first page (See *Figure 1a*), followed by their accompanying data sheets (See *Figure 1c* and *Figure 1d*). Once you have scanned the report, it is a good practice to rename the file with some unique identifying information, such as the Joint Count (See *Figure 1b*) This will be particularly helpful with keeping track of multiple reports and using them within the software. You can rename the PDF file as you wish, as long as it helps you keep track of the reports.

		Inspec	tion Summary
PATHFINDER NSPECTIONS & FIELD SERVICES	Operator <u>F</u> Contractor <u></u> Location <u>۲۰۰۰</u>	e mountain tools	Date_12-11-23 Field Invoice _35398 Page of
Type of Inspection: <u>тини</u> Connection Size and Type: <u></u>	<u>5-1, 62. 3 с/ 12</u> 7 <u>8 РНС</u> ТС	طالب ، ۲۰ ۵ , ۲۰۴ tal # of Joints I	nspected: 179
Total Damages:o Damage Seal: (Box) (_ Damage Threads: (6Box) (_ Short Box: Bent Tube: Other:51:ρ (ຟະ ໃຈເຄດ-່າ ()]	Pin) Pin)	Total DBR: Min Tong: EMI: Damaged Tr MIN Wall: Other:	 (Box) (Pin) ube:
Total Refaces: Pin: Box:		Total Hardb Pin: Box:	ands:
(<u>19</u> Repair Joints) (<u>-</u> Remarks: <u>Slip cut Report / Re</u> (159) доог 2 ⁻⁷ в рн Missing caps (_DBR Joints) f (1) 	(HB Join	is) (Repair / HB Joints)
Inspections done per TH-Hill DS-1 * All damages ma	5th Edition arked in yellow v	Inspecte vith stencil or da	d by maged at upset. Gutty Guts Prot. Distance, NC

Figure 1a – An example of an Inspection Report Cover Page

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PDF		19	IR.	O	w
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12/12/2023 8:42 AM

Figure 1b – A Scanned PDF Report renamed using its 'Total # of Joints Inspected' value.

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SPECTIO	NS & FIELD SER	VICES	Lo	cation _			Page _	of
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Applicable Template Files for the 25-Row Data Sheet (See Section 1.2)



P/ IN 5	ATH PECTION BOX	FIN			Contra	ctor			_ Fiel	a Invoic	
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1			PIN			П	BOX		PIN	T	
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22						47					
23						48					
24						49					
25						50					
DS =	Damaged	Seal		HB = Ha	rdband Box		SB = Short i	Box	CR = Crack	ed	RB=Reface Box
DT = Damaged Threads HP = Hardband Pin							SP = Short i	Pin	BT = Bent	Tube	RP=Reface Pin
OTP	= Damage	d Threads Pi	tting	HCP = H	B Center Pad		LB = Long B	Box	MS= Minim	um Seal	MW=Min Wall
SW =	Swelled B	ox Dia		Dtube =	Damaged Tube		LP = Long P	Pin	UG = Unde	r Gauge	
Rem	arks: Ins	pections o	lone per T	H-Hill D	OS-1 5th Edition	I					
Conn	ection			Counterl	bore	1	Maximum			Recomm	ended

Figure 1d – A Blank 50-Row Data Sheet

1.1 Uploading PDF Reports

After you have scanned and renamed your PDF File, you will then need to upload it into the software. If you haven't already, double-click the DPEntryEZ[™] desktop item to run the software (See *Figure ii-3*). You should be presented with the following window (See *Figure 1.1a*).



Figure 1.1a - The initial window you are presented with when starting the software

To upload your PDF Report, go to the File Menu and select 'Upload PDF' (*Figure 1.1b*).



Figure 1.1b – 'Upload PDF' option from the File Menu

You will then be prompted to select a PDF file to upload. Press 'Open' to upload the file (*Figure 1.1c*).

🔄 Open						×
\leftrightarrow \rightarrow \land \uparrow	« 0.21 DPEntryEZ-TexasVersion-Workthrough_3	.1.2024 > Instruction Guide	: ~ (C Search Instr	uction Guide	م
Organize 🔻 New folder	r					?
✓ 👝 USB (E:)	Name	Date modified	Туре	Size		
> 🧰 0.1 PF Software	👼 50RowExample	6/26/2024 11:17 AM	Microsoft Edge P	902 KB		
> 🗖 0.2 PF Report 1	🧰 179Row	12/12/2023 8:42 AM	Microsoft Edge P	3,487 KB		
Anatoly Fome	🧰 200Row	12/12/2023 8:42 AM	Microsoft Edge P	3,487 KB		
	Introduction-HandwrittenExample_i1	6/21/2024 3:52 PM	Microsoft Edge P	433 KB		
> Blender loolJoi	PDPIRHWDPSubsComboCover	6/26/2024 10:59 AM	Microsoft Edge P	1,037 KB		
> Compensation						
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Financial						
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> Contractional earn						
File na	me: 50RowExample			✓ PDF files		~
				Open	Cance	

Figure 1.1c – File Dialog Menu allowing you to select a PDF file for upload (Uploading '50RowExample.pdf')

The software may take a few moments to load the PDF, especially for larger reports. If you see a `(*Not Responding*) indication, this means the PDF is uploading and that you just need to wait. You will know that the PDF has been successfully uploaded when the PDF filename appears at the top right-hand corner of the screen (*Figure 1.1d*).



Figure 1.1d – The PDF File has successfully been uploaded when you see it appear at the top of the top right-hand portion of the screen.

1.2 Selecting Your Template File

After your PDF file has uploaded, you will then be ready to select your Template File.

Template Files are one of the major key elements of the software. You can think of them as 'windows' that allow the software to scan over each individual cell of the handwritten report – one by one. There are two major template structures – 25 Row Templates and 50 Row Templates (See *Figure 1c* and *Figure 1d*). Some report templates tend to have slightly different cell dimensions, requiring additional Template Files for seemingly identical Report Templates. Finding the correct Template File to use may take some getting used to. Luckily, the software has a feature built in that allows you to determine if you have selected the correct Template File (See *Section 3.4*).

To Select your Template File, go to the File Menu and select 'Template Select'. Here you will find the various template options to choose from. Selecting any of these options will bring you to the next step – Spreadsheet Creation.

File		_		
Upload PDF				
Select Active Excel				
Keyword Cheatsheet				
Template Select	•	50 Row	N	PDPIR-50 Type 1
Write to Excel		25 Row	4	PDPIR-50 Type 2
Adjust The Template				TUBING-50 Type 1
				TUBING-50 Type 2
				CASING-50 Type 1

Figure 1.2a – Available Template Options for 50 Row Reports (Also See Figure 1d)



Figure 1.2b – Available Template Options for 25 Row Reports (Also See Figure 1c)

2. Creating a Spreadsheet

After you have uploaded your PDF file and selected your Template File, a new window will appear asking you if you want to create a new spreadsheet (See *Figure 2a*).

🧳 C:	\Users\C0	GData\AppData`	Local\Temp	_MEI33242\DPEntry	E —	×
	Create	New Spreadshe	et?			
		Yes		No		

Figure 2a – The 'Create New Spreadsheet' Window

2.1 When To Create A New Spreadsheet

There are only 2 main spreadsheet templates that we work with – Drill Pipe Inspection Reports and Tubing Reports (Not to be confused with Template Files). *When doing a Tubing Report you will always answer 'Yes' to the 'Create New Spreadsheet' question.*

Doing Drill Pipe Inspection Reports is a little more nuanced. This is because a single Drill Pipe Inspection Report Spreadsheet can contain 1 or more of the following Tabs (*Figure 2.1a*):



Each of these tabs represents a slightly different type of report (for a different classification of components). Even though they are technically different reports, they are often conglomerated together into a single spreadsheet. This means that you may have up to 3 separate reports (distinguished by having their own separate cover pages) that will all need to go onto a single spreadsheet. The combination of Tabs can vary. They may only have a PDPIR Tab to complete. They may have a PDPIR Tab and an HWDP Tab, or they may have a PDPIR Tab and a SUBS Tab. Below you will find an example of 3 Cover Page Headers – all which will be used to create a single Drill Pipe Inspection Report with 3 Tabs: PDPIR, HWDP, and SUBS.

Prop Drill Pi	ipe Inp Report		
PDPIR		Inspec	tion Summary
	PATHFINDER INSPECTIONS & FIELD SERVICES	Operator <u>Marathon</u> Contractor <u>HP 454</u> Location <u>ND</u>	Date <u>6-26-24</u> Field Invoice <u>0000)</u> Page <u>0</u> of
0	Type of Inspection: <u>H-H</u> ,))	DS-1 St Edition CAT 3	
	Connection Size and Type:	Total # of Joints	nspected: 50
Prop HWI	2 2.1b – A Cover Page Header India	cation a 'PDPIR' Inspection Repo	ort (IAD)
HWDP		Inspect	ion Summary
	m °	perator <u>Marathon</u>	Date 6-26-24
	ATHFINDER C PECTIONS & FIELD SERVICES LO	ocation ND	Field Invoice <u>6000 </u> Page <u>0</u> of
Ty	pe of Inspection: TH-HI	DS-1 5th Edition Pat :	2 w/Wacklight

Figure 2.1c - A	Cover Page Heade	r indication a 'HV	WDP'Inspection R	eport (Tab)

Connection Size and Type: 5' HWN XT-39 Total # of Joints Inspected: 12

Prop Subs Inp Report	Inspec	tion Summary
PATHFINDER INSPECTIONS & FIELD SERVICES	Operator <u>Marathon</u> Contractor <u>HP 454</u> Location ND	Date <u>6-26-24</u> Field Invoice <u>0000 \</u> Page <u>0</u> of
Type of Inspection:,	1 DS-1 5th Edition CAT	3
Connection Size and Type:	Subs Total # of Joints Ii	nspected: <u>3</u>
Figure 2.1d - A Cover Page Header ir (i.e. We enter this data manually into	ndication a 'SUBS' Inspection Rep the spreadsheet)	ort (Tab). SUBS Tabs are done 'man

In **Section 1.2**, we went over selecting your Template File. This Template File not only tells the software the structure of the Handwritten Report's table structure, but it also implicitly encodes whether you are about to complete a Tubing Report, a Prop Drill Pipe Inp Report Tab, or a HWDP Inp Report Tab. Let's assume that we just received a stack of reports. (Using *Figure 2.1b*, *Figure 2.1c*, and *Figure 2.1d*). We proceed to scan all of these reports and rename them (As we did in *Section 1 – Getting Started*). We decide that we are going to first complete our PDPIR portion of the spreadsheet (Cover Page seen in *Figure 2.1b*). We then upload our PDF File, and select the appropriate Template File. In this example, our report is a 50 Row , PDPIR Report (See *Figure 1d*). For this Report, our 'PDPIR-50 Type 2' Template File is what we are going to use (we will explain why in more detail later) (See *Figure 2.1e*).

50 Row	۶.	PDPIR-50 Type 1
25 Row	F	PDPIR-50 Type 2
		TUBING-50 Type 1
		TUBING-50 Type 2
		CASING-50 Type 1
	50 Row 25 Row	50 Row > 25 Row >

Figure 2.1e – Selecting the 'PDPIR-50 Type 2' Template File

After selecting your Template File (*Figure 2.1e*), we are then presented with our Create New Spreadsheet window (See *Figure 2a*).

3. Prepping The Spreadsheet

3.1 Selecting Drill Pipe Inspection Report Tabs

Selecting 'Yes' to the Create New Spreadsheet window (*Figure 2a*) will result in a window being displayed that allows us to begin filling out the Metadata of the Inspection Report. The Metadata is the data displayed on the cover page that tells us some baseline information about the report (e.g. Customer Name, Contractor Name, Date, Invoice Number, etc.)

If we selected a PDPIR or HWDP Template File, we are going to be presented with a Menu Selection (See *Figure 3.1a*). Here we will need to select the checkboxes that apply. Since we have a PDPIR, HWDP and SUBS report (Using *Figure 2.1b*, *Figure 2.1c*, and *Figure 2.1d* as our example), we are going to select all three of the options and press the 'Continue' button (*Figure 3.1b*).

NOTE: If we selected a TUBING Template File, this window will not be displayed. Instead, you will be brought immediately to the Metadata Input Window (See **Section 3.2**)

Ø	C:\Users\CGData\Ap	pData\Local\Temp_N	/IEI26842\DPEntryE	—	×
	Which Tabs Will	l Be Included? (Select /	All That Apply)		
	D PDPIR				
	Back		Continue		

Figure 3.1a – Drill Pipe Tab Selection Menu



Figure 3.1b – Drill Pipe Tab Selection Menu (Indicating that our spreadsheet will contain a PDPIR, HWDP and SUBS Tab)

3.2 The Metadata Input Window

The Metadata Input Window is where you will enter all the Metadata for the report. This information is going to be used to 'prep' the spreadsheet – giving it a unique identity tailored specifically to the customer and report type. This will prepare the spreadsheet so that you can begin entering the actual inspection data.

The Metadata Input Window is going to display each relevant portion of the cover page in sequence, oneby-one, where you will select from drop-down menus and/or enter text using text boxes. The first phase of the Metadata Input Window will ask you to select an Operator from a Dropdown Menu (*Figure 3.2a*).

C:\Users\CGData\AppData\Local\Temp_MEI177762	DPEntryEZ 4.0 BETA	-	×
	110 \cdot \cdot 100 \cdot		
Operator	Maramon		
ter la la passariante la			
	-		
	Marathon Oil		
Back	Next		
Back			

Phase 1 - Operator

Figure 3.2a – Selecting your 'Operator' from a Drop-Down Menu

Move to the next phase by pressing the 'Next' button after you have made your selection (*Figure 3.2a*).

Phase 2 will prompt you to enter in the Contractor Name. This will need to be entered in manually (See *Figure 3.2b*)



Figure 3.2b – Entering the 'Contractor'

NOTE: When manually entering a value for the Contractor entry, make sure to be consistent with your format. In the example above, we have the value 'HP 454'. You want to make sure you always incorporate a space in between the letter portion and the numerical portion. You would *not* want to enter in the value 'HP454'. For *abbreviated* letters such as these (i.e. 'HP') Make sure to always use CAPITAL letters.

Phase 3 will prompt you to enter the location. If this is left blank on the Handwritten Report, simply enter in the abbreviation for your state ('ND', 'TX', 'WY', etc.). Make sure to use CAPITAL letters for State Abbreviations.

Phase 3 - Location

C:\Users\CGData\AppData\Local\Temp_ME	177762\DPEntryEZ 4.0 BETA				\times
Location	ND			1	
Location_	1412				٢
	ND				
			ן		
Back		Next			

Figure 3.2c - Entering the 'Location'

Phase 4 will prompt you to select a date. Here, you will not need to manually enter the date, you can instead select it from an interactive Calendar menu.

Phase 4 - Date											
C:\Users\CGData\AppData\	Local\Temp_MEI177762\DP	EntryEZ 4.	0 BETA							_	×
					-	-					,
-	ſ	2	1		1	21					,
Date	6-	C	-6	-	4	_	-1				,
			179								
											·
				_	_	_	_				
		I Ji Mo	une 🔸 on Tue	Wed	Thu	Fri	4 Sat	2024 ► Sun			
		22 2	7 28	29	30	31	1	2			
		23 3	4	10	6	7	8	9			
		24 1	7 18	12	20	21	22	23			
		26 24	4 25	26	27	28	29	30			
		27 1	2	3	4	5	6	7			
	Deals						Maxé				
	Back						Next				

Figure 3.2d – Selecting your 'Date' with an interactive Calendar Menu

NOTE: Make sure you have your YEAR properly selected!

Phase 5 prompts you to enter in the Invoice Number.



Figure 3.2e – Entering the 'Invoice Number'

Phase 6 will prompt you to select/enter information related to the Inspection Type. There are various categories for inspections – all with varying degrees of specification. Most of the time, selecting from the drop-down menu is sufficient (as seen in *Figure 3.2f*). Other times (particularly with Tubing Reports), you will have to add additional information manually (*See Figure 3.2g*)

Phase 6 - Inspection Type

C:\Users\CGData\AppData\Local\Temp_MEI177762\DPEntryEZ 4.0 BETA	-	×
The flow That is the strend we get a		
Type of Inspection:		
□ Actual OD's, ID's, and Tong Space □ Additional Info		
Back		

Figure 3.2f – A Simple 'Cat 3' (Category 3) Selection

C:\Users\CHASEG~1\AppData\Local\Temp_MEI216482\DPEntryEZ 4.0 BETA	-	×
W0.24,01624.001		
Type of Inspection: THHIN DS-1, Gd. 3 w/ Rother, FWD, 4-function EM		
-		
TH-Hill DS-1 Vol 3 CAT 3 - 5th Edition: Clean and Visual Ends w/Rattle and F		
C Actual OD's, ID's, and Tong Space Additional Info , 4-Function EMI		
Back Next		

Figure 3.2g – A 'Cat 3' Selection with 'Rattle', 'FLD' (Included in the Dropdown Item), and '4-Function EMI' (Not included in dropdown selection – must me manually added)

NOTE: When manually adding Inspection Type Info, you must begin your addition with a comma (,) Phase 7 will prompt you to enter the Connection Size, Connection Type, and Grade Info (If applicable), the Connection Size and Connection Type will be options selectable from a drop-down menu.

Phase 7 - Connection Size and Type

C:\Users\CGData\AppData\Local\Temp_MEI177762\DPEntryEZ 4.0 BETA	-	×
	20	
Connection Size and Type: 4 DP X1/	-59	 T
4 × XT-39 ·		
☐ Add Grade Info		
Back Next		

Figure 3.2h – Selection Menu for Connection Size (`4`) and Connection Type ('XT-39')

Phase 8 is going to ask you for the Total Number of Joints Inspected. In **Section 3.1**, we showed how we were required to determine which Spreadsheet Tabs would be included on the Inspection Report (Which is only applicable for Drill Pipe Inspection Reports – Not for Tubing Reports). Since we selected all 3 options (PDPIR, HWDP, SUBS), this requires us to enter Joint Counts for each Tab. The Top Entry Widget reflects the tab you are currently working on (Also reflected in your Template File selection – 'PDPIR' in this example). Entering these values ensures the spreadsheet has the proper quantity of rows.

Phase 8 - Total Joint Count

	_	×
stal # of lainta Incorportade ED		
otal # of Joints Inspected: 50		
		_
50		
# of HWDP Joints: 12		
# of Sub Joints: 3		
Back Next		

Figure 3.2i – Entering your 'Total # of Joints Inspected' value(s). In this example, we enter Joint Counts for a PDPIR Tab (Top), HWDP Tab (Left) and a SUBS Tab (Right)

The final Phase 9 will ask you to enter the Inspector names/initials. These are the initials of the individuals who performed the inspection out in the field. There are often more than one set of initials here. Simply list each one of them, separating them using commas, and end the text with 'and Crew'

Phase 9 - Inspected By

C:\Users\CGData\AppData\Local\Temp_MEI1	1322\DPEntryEZ 4.0 BETA		 _		×
	01				
nenacted by	11/2				
inspected by				_	
	CG and Crew				
Back		Next			

Figure 3.2j – A Single Set of Initials are seen in the 'Inspected By' region. 'CG and Crew' is written in the text field.

After pressing the 'Next' button, you will be prompted to select a location to save the updated Excel Spreadsheet (See Next Section). At this point, the spreadsheet will be ready to have the inspection data added to it.

3.3 Saving The Updated Spreadsheet

After you have entered all the Metadata fields, a file dialog menu will appear asking you where you would like to save the updated spreadsheet. You will notice that the filename has assumed various parameters that we have entered during the Metadata Input process (This is the proper format that the Excel files should be saved as). We will later use this same spreadsheet to add our HWDP and SUBS tab information, so make sure you use an adequate saving procedure to help you keep track.

🗑 Save As		×
$\leftrightarrow \rightarrow \checkmark \uparrow$	• 0.21 DPEntryEZ-TexasVersion-Workthrough_3.1.2024 > Instruction Guide ~ C Search Instruction Guide P	
Organize 🔻 Ne	ew folder	?
A Home	Name ^ Date modified Type Size	
💶 Gallery	No items match your search.	
> 📥 Chase - Rend	der(
🧾 Desktop	*	
🚽 Downloads	*	
Documents	*	
🔀 Pictures	*	
Ø Music	*	
File name:	6.26.24_INV00001_4 Inch DP Inspection Report_Marathon Oil_HP 454_65JTS	
Save as type:	Excel files	~
∧ Hide Folders	Save Cancel]

Figure 3.3a – File Dialog menu prompting the user to save their updated Spreadsheet File.

3.4 The Calibration Window

After you have saved the Excel Spreadsheet, you will be shown the Calibration Window. This step is necessary to ensure that the PDF file is displayed correctly. This is also the step that will allow us to determine whether our Template File is going to 'fit' (See **Section 1.2**). The Red-Dotted Line Box (*RDLB*) should fit almost exactly around the square box that is surrounding the `1` (See **Figure 3.4b**). If the RDLB does not fit perfectly around the `1`, this will indicate that you have selected an incorrect Template File (See **Figure 3.4c**).



Figure 3.4c – Size of the RDLB indicates an incorrect Template File selection.

Calibrate

3.5 Adjusting The Template

As you continue to enter report data, you may find that some of the later pages have become 'skewed'. This can happen when the pages in your scanned packet were tilted ever so slightly due to the document feeder. If you find that your pages have become misaligned, you can use the 'Adjust The Template' option from the File Menu. This option will pull up the Calibration Window again, using your current page as the basis for the adjustment.



Figure 3.5b – The 'Adjust The Template' Option brings up the Calibration Window again, using your current Page as the basis for the adjustment



Figure 3.5a – Page 3 of the Report is Skewed, Selecting the 'Adjust The Template' option will allow you to adjust the alignment



Figure 3.5c – The 'Adjust The Template' Option has been used to successfully re-align Page 3

4. The Main Screen

After the Calibration Window, you will finally be ready for the Data Entry Process. Look at *Figure 4a* and *Table 1* to get familiar with its overall layout of the Main Screen.

C:\Users\CGData\AppData\Local\Temp_MEI198362\DPEntryEZ 4.0 BETA	- 🗆 X
50-Row-PDPIR_VAR-2.json	50RowExample.pdf 🚦
R 499/500	R 499500 F
Page Count: 1 🧲	
BOX-OD_2 BOX-OD_2 BOX-OD_2 SOI	

Figure 4a – The Main Report Screen ready to begin entering data. See Table 1 for key

Table 1Main Report Screen Elements

	Name	Description
Α	Template File	Your Template File Selection will be displayed here.
В	PDF File	Your Uploaded PDF Filename will be displayed here.
С	Current ROI	Your current/active ROI (Region of Interest). Whatever is displayed here should be entered into your Entry Box (I)
D	Prev ROI	The displayed region for the Previous ROI (Region of Interest)
E	Next ROI	The displayed region for the Next ROI in the sequence
F	Action Display	This region will display the values currently recorded for the Previous ROI, Current ROI, and Next ROI
G	Page Count	This is your Page Count Display, it lets you know the active page number you are currently on
н	ROI Name	This displays the name of your Current ROI
Т	Entry Box	This is the box you will enter data into
J	Undo Button	Undo the last entry you made
K	Redo Button	Redo the last entry you undid
L	Prev Page Button	Cycles you to the previous page, this will always place you on the 'Page_Count' ROI (Where you are expected to enter the page number)
Μ	Next Page Button	Cycles you to the next page, placing you on the 'Page_Count' ROI
N	Prev ROI Button	Cycles you to the previous ROI (Previous ROI becomes Current ROI)
0	Next ROI Button	Cycles you to the next ROI (Next ROI becomes Current ROI)

(See **Section 5 – Understanding ROIs** for a more in depth description of 'ROI's)

NOTE: Using the '*Enter*' key while your cursor is placed within the Entry Box will cycle you to the *next ROI* and *save the data that was entered*. If no data was entered, the 'Enter' key will behave in the same manner as the Next ROI Button. *Pressing the 'Next ROI Button' does not save your data*, it only cycles you to the next ROI. There is no hotkey for cycling to the previous ROI (You must press the Prev ROI Button) Button)

5. Understanding ROIs

5.1 Column ROIs

What is an ROI? No, it's not a Return On Investment (at least not in terms of the DPEntryEZ[™] Software). Instead, an ROI is a 'Region Of Interest'. It is a snapshot (an image) of a specific cell within the Table that is displayed on any given page. Pressing the Enter key (or the 'Previous ROI' or 'Next ROI' buttons) will change the image you see in the 'Current ROI Display', as well as the images you see in the 'Previous ROI Display' and 'Next ROI Display'. The use of ROIs gives the user the ability to quickly enter data by allowing them to keep their eyes focused to a very narrow area – increasing accuracy and speed. Every ROI display image has a name associated with it, and the name of that ROI is displayed on **Figure 11**.

The ROI name tells you which Column and which Row it is referencing.



Figure 5.1a – The ROI Name Formatting Reference Structure

The Combination of the Page Count Indicator and ROI Name can tell you exactly which cell you are

Operator	Date
Contractor	Field Invoice
Location	Page \ of \



	BOX		PIN				_	BOX		DIN	1	
	OD	TUBE		UT	UT SERIAL #			OD	TUBE	ID	UT	SERIAL #
1	R 499/500			301 5ER 001		EROOL	26	~	EAL		301	VN 16614
2				290		062	27	Sw)			306	UN 246 1
3			B 495/446	272		003	28				294	1 2466
4	DT			291		OOLI	29				295	4117
5			DS	284		005	30				296	1 4222
6				289		006	31				295	NA
7	OF)	_		305		007	32				300	SER032
8	MT 47/10			301		800	33				301	1 033
9				299	\square	009	34				362	034
10			MS	299		010	35				275	035
11	HR			275		011	36		Mω	(225	636
12		mω	(230		510	37				260	037
13	R-HK/HB			265		013	38				275	038
14				285		014	39		ENI, Reject		290	039
15				300		015	40		,		300	040
16				301		,016	41				300	04)
17				290		017	42				301	042
18				291	NA	·异1876	43				306	043
19	R 449/500			284	AN	K 994	44				284	041
20				272		N/A	45				290	045
21				241		U/A	46				296	046
22			R 491/495	290	SE	R 022	47				301	047
23				299	50	R 623	48				300	048
24				305	1	624	49				300	044
25				305	1	(ozs	50				300	VOSG

5.2 The Page Count ROI

The first ROI Name you are presented with after completing the Calibration Window is the '*Page_Count'* ROI. The software will start you off on the first page of the report and it will expect you to enter the value `1`.

NOTE: Entering **an incorrect page number will result in your data being written incorrectly** to the Spreadsheet. Pay Close Attention to this ROI!



Figure 5.2a – The Main Report Screen as seen after completing the Calibration Window, you are prompted to enter the page number (The Page_Count ROI is displayed)

After entering the Page Number, you will then begin entering all the cell data for that current page. When you arrive at the last cell for the page, the next page's Page_Count ROI will be displayed, prompting you to enter the next page number (2), the process then repeats for each page.

5.3 The ROI Flow Diagram

When cycling through your ROIs for any given page, they will follow a 'Flow Pattern'. You will always start at the first cell of the page (In this example is it 'BOX-OD_1'), and will finish on the last cell of the page (In this example it is 'SERIAL_50'). The Diagram below is an illustration to give you a visual representation of this 'flow'. The Flow Pattern is specific to the Template File you selected and will not always follow the exact same Flow Pattern. However, they will always follow the general pattern – Starting at the first row of one column, and finishing on the last row of another column.



³⁰ | P a g e Figure 5.3a – The ROI Flow Diagram. Showing how the ROI display cycles forward between each ROI

6. Keywords and Values

6.1 Understanding Columns and How They Work With Keywords and Values

In order to understand Keywords and Values, we first need to understand the nuances between the different column types. There are several primary columns that are 'universal' – meaning that they will accept keywords and values. The Primary Columns include Box-Type Columns, Pin-Type Columns, and the Tube Column (There is only one). See *Figure 6.1a*



Figure 6.1a – Various ROI Names for Box-Type and Pin-Type Columns.

The 'SERIAL' and 'TYPE' Columns (See *Figure 6.1b*) do not expect any keywords or any set of values. Instead, they are simply 'transplanters' – meaning that they will copy and paste whatever you type in them to the spreadsheet.



Figure 6.1b – Various Serial-Number Columns (which all function the same).

The 'UT', 'OD', 'ID', 'TS-PIN', 'TS-BOX' columns are value-only columns (*Figure 6.1c*). They expect numerical values. You should never enter any Keywords into these columns.



Figure 6.1c – The 'OD', 'ID', 'TS-PIN', and 'TS-BOX' Columns.

NOTE: The DPEntryEZ[™] Software does not have a Data Validation Feature for value-only columns. This means that you could enter in a value as meaningless as 'PIZZA', and it would still translate 'PIZZA' into the spreadsheet. However, Primary Columns will not allow you to enter invalid keywords. For example, if you enter in the value 'DR' when you meant to enter 'DT', the software will not record the data.

6.2 Using The Keyword Cheatsheets

When first beginning to use the software, you may feel overwhelmed by the variety of keywords to choose from. Because of this, a feature within the File Menu was added – the Keyword Cheatsheets (See *Figure 6.2a*).



Figure 6.2a – Displaying the Keyword Cheatsheet Menu

Ø Drill Pipe - Keyword Chart	– 🗆 X
INDICATOR	KEYWORD
Reface	"R"
Damaged Seal	"DS"
Damaged Thread	"DT"
Over-Refaced	"OR"
Other Damage	"OTH"
Other Damage (Box/Pin)	"ODAM"
Damaged Hardband	"DHB"
Hardband	"НВ"
Hardband Centerpad	"HBCP"
DBR Hardband	"DBHB"
Min Tong	"MT"
Min Seal	"MS"
Thread Recondition	"TREC"
Bevel Repair	"BVRP"
Minimum Wall	"MW"
Minimum OD	"MOD"
Damaged Tube	"DAM"
EMI Reject	"EMI"
Other	"OTHER"
Bent Tube	"BNT"
Short Box	"SB"
Long Pin	"LP"

TUBING/CASING - Keyword Chart	– 🗆 X
INDICATOR	KEYWORD
BlueBand	"BB"
YellowBand	"ҮВ"
Min Wall	"MW"
RW	"RW"
PIT	"PIT"
Mashed Tube	"MASH"
Slip Cut	"SC"
Slip Cut Repair	"SCR"
Gouge	"GOU"
тс	"ТС"
Bent Tube	"BNT"
Bent Damage Beyond Repair	"BNTDBR"
No Drift	"NODRIFT"
EMI Reject	"EMI"
Damaged Box	"DB"
Damaged Pin	"DP"
Hardband	"НВ"

Figure 6.2c – Tubing Reports Cheatsheet

Figure 6.2b – Drill Pipe Reports Cheatsheet (For PDPIR and HWDP)

The reason the Keyword Cheatsheets were created was to help you remember which keywords are acceptable by the software. Sometimes, Different Inspectors in the field will be in charge of the paperwork, and their language for notating damages is slightly different compared to another inspector. Let's take a look at a real-world example from a Tubing Report

	BOX	OX		PIN	1 111	SEDIAL #
	OD	TU	BE	ID		SERIAL #
26					212	
27					23Z	
28					229	
29					224	
30					237	
31					239	
32		OD	P		212	
33					237	
34					233	
35	•	ODi	2		218	
36					2.24	

Page <u>//)</u> of _____

n _

Notice how 'ODP' is written twice within the Tube Column. If we look at our Keyword Cheatsheet (*Figure 6.2c*) for Tubing Reports, we see that 'ODP' is nowhere to be found. You may have to ask a manager about what the indication is referring to. In this case, 'ODP' stands for 'Outer Diameter Pitting'. This Indicator is properly entered into the software as 'PIT'. You will have to keep this in mind when entering your keywords. With a little experience, you will begin to intuitively know what the actual software keyword is for any given handwritten indicator.

A simpler example, where you would be able to discern this independently, would be a handwritten indicator such as 'EMI Reject'. The Tubing Keyword-Cheatsheet shows you that 'EMI Reject's keyword is 'EMI'.

BO	X	PIN		l	
OD	TUBE	ID	ᄀ╹		
7314	Eni Rest	342	241		
6/4		358	222		
758	Em Pageir	334	205	ĺ	
7318	ODP	21/2	223		
614		35%	220		
7/4		214	237	ĺ	
618	- 20 ⁻⁰	31/4	241	ľ	
758		3514	194		
6	-	31/2	216	ľ	
7 54	007	318	236	ľ	

No Drift	"NODRIFT"
EMI Reject	"EMI"
Damaged Box	"DB"

Figure 6.2e – Showing example Tubing Report where 'EMI Reject' is written, and showing that 'EMI' should be used as the software keyword

Figure 6.2d – Example Tubing Report Showing the handwritten indication of 'ODP' (Outer Diameter Pitting)

6.3 Weird Keyword Cases ('Other')

You may have noticed a few Keywords from the Keyword-Cheatsheet that appear a bit confusing. These are the 'OTH', 'ODAM', and 'OTHER' keywords (These are only applicable in Drill Pipe Reports). Let's go over these in a bit more detail so you can understand when and how to use them.

Other Damage	"ОТН"
Other Damage (Box/Pin)	"ODAM"
	and the second second second second

Figure 6.3a – 'Other' Keywords applicable for the Box-Type and Pin-Type Columns (Drill Pipe Reports Only)

Figure 6.3b – 'Other' Keyword applicable for the 'TUBE' Column (Drill Pipe Reports Only)

"OTHER"

Other

The Report Spreadsheets do not contain columns for every single damage type in existence, but it does have most of them (The ones that are most used). There are less-common scenarios where an indication on the handwritten report does not have a software-keyword counterpart. In these rare cases, you will need to use the 'OTH', 'ODAM' or 'OTHER' keywords in the software. In addition, you will need to take note which one of these you are 'pairing' with the handwritten indicators. Let's work through an example to better understand this concept.

In *Figure 6.3c*, we have two non-typical handwritten indicators - 'Smashed Box' and 'SW' (Swelled Box). We must decide which 'Other' keyword we are going to use for 'Smashed Box', and which 'Other' Keyword we are going to use for 'Swelled Box'. Your choice is arbitrary. The important thing to remember is which "Other' keyword is set to which handwritten indicator. If you decide to use 'OTH' for 'Swelled Box', the remainder of the report should always use 'OTH' for 'Swelled Box', and 'ODAM' will be used for 'Smashed Box' for the remainder of the report. **We decide to use** '*ODAM*' for

Γ		Smashed Box' for the Remainder of the Report							
	Γ		BOX		PIN				
			OD	TUBE	ID		SEF	RIAL #	
		1	R યવવ•યવન		R 493-494	279	NAR	મજ્ર જેને	
		2				267	NAS	26563	
		3	R 493-499	a	65	277	NAS	29554	
L		4	(SMASHED) BOX			271	NAR	63250	
Figure 6.3c – Chart showing an example	pairing of	5	500-498			283	NAR	63299	
Other' keywords with non-typical handv indicators	vritten	6	1			297	NAR	68172	
		7	<u>.</u>	. 4	492 .491	287	NAS	29103	
		8	R 498-499			278	NAR	08964	
		9	କ୍ୟ			283	NAS	28044	
		10	493-499			280	NAR	07487	

We decide to use '*OTH*' for '*Swelled Box*' for the Remainder of the Report After you have decided which 'Other' keywords to use, and you have finished your report, there will be one more step you need to do. This will be one of the very few (if not the only) time(s) you will need to open up the excel spreadsheet and make a manual change to it. This is going to involve renaming the 'Other' Column Headers to their appropriate names (See *Figure 6.3e*). In *Figure 6.3d*, a diagram is shown which illustrates the connection between the 'Other' Keywords, their Column ROIs , and their place in the Microsoft Excel Spreadsheet (For a Drill Pipe Report)



Figure 6.3d – Shows the connection between the 'Other' keywords, their Handwritten-Report Columns, and the Excel Spreadsheet Columns (Drill Pipe Reports Only)

0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Over Refaced Box	Over Refaced Pin	Bent Tube	Swelled Box	Other Damage	Smashed Box	Other Damage Pin	Damaged Hardband Box	Damaged Hardband Pin	Hardband Box	Hardband Centerpad #1	Hardband Centerpad #2	Hardband Pin	DBR Hardband Box	DBR Hardband Pin	Minimum Wall Tube	Min Tong Box	Min Tong Pin	Min Seal Box	Min Seal Pin	Minimum OD	Damaged Tube	EMI Reject	Other

Figure 6.3e – Showing how the 'Other' columns should be renamed after having used 'OTH' for 'Swelled Box' and 'ODAM' for 'Smashed Box'. (Drill Pipe Reports Only)

6.4 Multiple Keywords

You will find that often, there will be multiple keywords contained within a single cell. To record multiple keywords, you must enter each keyword **separated by a space**.



Figure 6.4a – The keywords 'OR' and 'DT' are seen in a cell from Row 7



Figure 6.4b – The 'OR' and 'DT' Keywords are properly entered (each keyword is separated by a single space)

NOTE: Not using spaces in between keywords will result in a failure to record the information. In the example above, if you were to enter 'ORDT', you would neither record the 'OR' or 'DT' keyword.

6.5 Keyword-Value Pairs

Keyword-Value Pairs work similarly to Multiple Keywords in the sense that a *single space* is required in between them. *For each Keyword that has an associated value, the associated value must come immediately after the Keyword it is referring to, separated by a space*. Let's look at a couple examples to solidify our understanding of this concept.



Figure 6.5a – A Reface Indicator and it's Associated Value along with a Hardband Indicator



Figure 6.5b – The Reface Indicator, It's Value, and the Hardband Indicator are properly entered into the Text Box, ready to be processed.



Figure 6.5c – A Min Tong Indicator with an associated value of `7 ¼`



Figure 6.5d – The Min Tong Keyword and Associated Value is Correctly Written in the Entry Box. Notice how Fractional Notations must have a space in between the whole number and the fraction (This is the only time a space is not used for separating keywords)



Figure 6.5e – A Shortbox Indicator with an Associated Value of `4.484` (See Figure 6.5f for explanation)



Figure 6.5f – Short Box Indicator and its Associated Value is Correctly Written in the Entry Box. Notice how we have had to manually add `4.` before the `484` value. Some Keyword Values take on assumed whole numbers that are not explicitly notated. This is usually your 'Connection Size' from the Report Metadata (See Figure 3.2h)

7. Transferring Data To Excel

7.1 Using The Active Excel Feature

When it comes to transferring your entry data to the Microsoft Excel Spreadsheet, there are two primary options you can use. When first using the software, you may want to give the 'Active Excel' method a try. You can find this in the File Menu under 'Select Active Excel'



Figure 7.1a – The 'Select Active Excel' Option from the File Menu

The 'Select Active Excel' Option will prompt you to select a Microsoft Excel Spreadsheet from a file dialog menu. After you select the Excel File it will open. At this point, anything you enter in the Entry Box is going to transpose 'live' to the Excel Spreadsheet. This method is only recommended when first starting out with the software, as it allows you to see exactly how keywords and values are written to a spreadsheet. However, this feature should only be used for training purposes, as it defeats the overall purpose of the Software (to increase the speed in which you can complete reports). This is because you ultimately have to look at the spreadsheet to determine if you have entered the correct values or not. Using the 'Select

Active Excel' Feature removes the Action Display from your Main Report Screen (-[Table 1]) See Figure

7.1b and Figure 7.1c.



Figure 7.1b – Normal Main Report Screen (Action Display is present)



Figure 7.1c – 'Select Active Excel' Feature is activated, and the Action Display is removed

7.2 Using The Write To Excel Feature

The Second Feature (and the recommended method) for transferring your report information is simply called "Write To Excel" (Also found in the File Menu). This Feature does exactly what it says – it Writes the data to the Excel File. Selecting this option will prompt you to select an Excel File from a file dialog menu. After you select your Excel File, you will be shown a Confirmation Window (*Figure 7.2b*). Selecting 'Yes' will confirm the Writing process and transfer all your data to the Excel File.



Figure 7.2a – Selecting the 'Write To Excel' Option from the File Menu



Figure 7.2b – The 'Write To Excel' Confirmation Window. Pressing 'Yes' will write the data, and the action cannot be undone.

NOTE: It's a good practice to use the 'Write To Excel' Option after completing each page of a report. This will have the practical result of 'Saving' your progress. The DPEntryEZ[™] software does not save your work automatically.

8. Overwriting Values

Version 4.0 BETA of the DPEntryEZ[™] Software is designed in a very peculiar way to allow it to do its job. This design allows for the fast recording of inputs but has one weak point. This weak point has to do with Overwriting Values that you have already recorded. You may find yourself in a situation where you have entered an incorrect value, and you need to go back and change that value. There is a very specific way you must do this to ensure continuity within the software. Let's look at the following example. (See *Figure*

Interference in the software Work@21 DPEntyEZ-Texes/Version-Workthrough_31.2024Rlun Files-Texting Ground/DPEntyEZ 30 BETA

Figure 8a – Example where an incorrect value has been typed. `640` has been entered where `340` should have been written.

To properly correct the mistake, you must use the 'UNDO' button. The 'UNDO' button will undo the entry and cycle your Current ROI Display to UT_1, allowing you to re-enter the value.



Figure 8b- The user has pressed the UNDO button, and effectively erased their incorrect entry, allowing them to enter the proper value without issue.



8a)