P2 Well Test 2.0

Administrator's Guide

P2 WELL TEST

Administrator's Guide

First Edition (April 2019)

This edition applies to Version 2.0 of P2 Well Test and to all subsequent releases and modifications until otherwise indicated in new editions.

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Contents

Preface

This guide provides administrators with information on how to configure the Well Test component of P2 Well Test.

This document outlines how to use the Well Test component of P2 Well Test to configure the user details, well profiles, and well test attributes.

Who Should Read This Guide

This guide is intended for administrators of P2 Well Test, especially the Well Test component, who need to access the Users, Well Profile, and Well Test Attributes Administration pages.

This guide assumes working knowledge of:

- Microsoft® Internet Explorer®
- Microsoft® Windows® operating systems

Related Documentation

Documents in the P2 Well Test technical documentation suite are:

Title	Description
P2 Well Test Release Notes	Release Notes for the latest version of P2 Well Test.
P2 Well Test Installation Guide	Installing the Well Test and the Flow Rate Coefficients components of P2 Well Test and configuring P2 Well Test for first time use.
P2 Well Test Administrator's Guide	How to administer well profiles and well test attributes in the Well Test component of P2 Well Test.
P2 Well Test User's Guide	How to use the Well Test component of P2 Well Test to view and manage well tests.
P2 Well Test Flow Rate Coefficients User's Guide	How to use the Flow Rate Coefficients component of P2 Well Test to generate and analyse well performance curves.

These documents are available from P2 Customer Support.

Help and Support

P2 Customer Support provides a central point of contact for software assistance and the resolution of software issues. As part of this, P2 offers a variety of professional services, online resources, and access to experienced product specialists who are able to assist with your service requests. For support and information regarding our products, the following resources are provided:

Free Documentation Resources

- PDF documentation supplied in the installation directory.
- Online help provided with the product (if supplied).

ONLINE SUPPORT PORTAL

The P2 Support Portal (http://p2energysolutions.com/support) provides access to online support, where you can raise service requests for P2 software, track defects, get product information, and communicate with P2 Customer Support.

CUSTOMER COMMUNITIES

P2's customer communities offer a networking environment for you and other P2 users. Our boards and user groups offer an informal setting to exchange information and discuss issues relevant to today's oil and gas companies. P2 is confident that together, we can create an interactive venue that will provide value by allowing our customers to communicate, collaborate and connect at multiple levels. For details, see www.p2energysolutions.com/services/customer-communities.

TRAINING

P2 offers a variety of standard and customised training courses (ranging from introductory courses through to administrator courses) to help you learn how to use P2 products.

CONTACT DETAILS

You can contact P2 Customer Support via phone or the Support Portal for technical support on any aspect of P2's products. Please also contact P2 Customer Support for further information on the Customer Communities, access to the online support portal, and information on available training courses. If you do not have a user account for the Support Portal, contact your internal support team or call the number below.

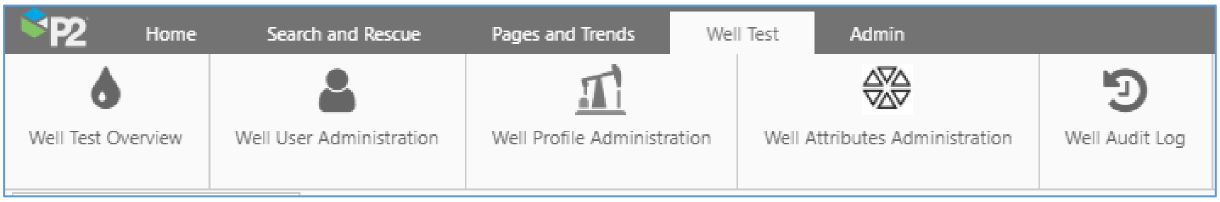
Phone:	1300 739 969 (Australia only) +61 8 9241 0314 (outside Australia)
Support Portal:	https://support.p2energysolutions.com

Administration

Users with Administrator access rights to the Well Test component of P2 Well Test are able to:

- Manage user access (see page 4)
- Manage well profiles (see page 9)
- Maintain well test attributes (see page 14)
- View the Audit Log (see page 18)

The Well Test Administration component is typically accessed from the menu in P2 Explorer.

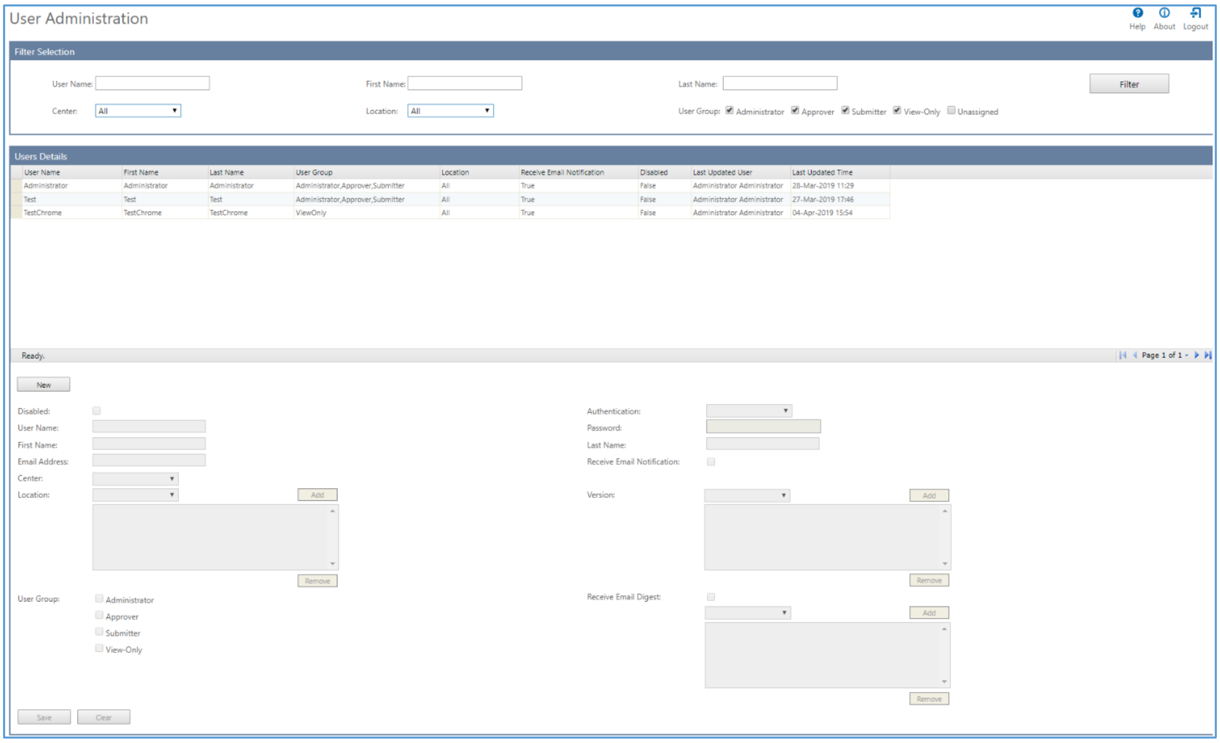


User Administration

The **User Administration** page displays a summary of user details in a tabular view and allows administrators to:

- Add new users (see page 5)
- Manage user access rights (see page 7)
- Deactivate existing users (see page 8)

Note: By default, this page is only editable by users with Administrator access rights.



User Details

The following information is required for each user:

User Name

The user name for logging in to Well Test. This field is mandatory.

First Name

The first name of the user. This field is mandatory.

Last Name

The last name of the user. This field is mandatory.

Email Address

The email address of the user. This field is mandatory if the Receive Email Notification option or the Receive Email Digest option is selected.

Center

The center containing the locations that the user will have access to. This list can be used to filter the Location drop-down list. If a center is selected, all fields under that center will be automatically added to the location list for the user.

Location

The locations that the user has access to. The options in the drop-down list are filtered based on the Well Test Hierarchy configuration in P2 Server or Evolve, and on the selected center. If the user has access to more than one location, the location names are separated by a comma. This field is mandatory.

User Group

The groups that the user belongs to. This field is mandatory. For details, refer to *Manage User Access Rights* (see page 7).

Authentication

The authentication method to be used for the user account. The user can be authenticated using their Microsoft® Windows® login user name and password (*Windows Authentication*) or a password specific to Well Test (*Password Authentication*).

Password

The password for the user. This field will only be available if *Password Authentication* is selected.

Receive Email Notification

Select this option if the user is to receive any email notifications for submission or approval of well test results.

Version

The well test result versions that the user has access to.

Receive Email Digest

Select this option if the user is to receive an email digest.

Add a New User

To add a new user to Well Test:

1. In the User Details section of the User Administration page, click the **New** button.

   Any information in the entry fields is cleared.

2. Complete the details for the user (see page 4).

   Note: Some of the fields may be different for your deployment.

   If you want to start over again, click **Clear** to clear the values and the selection in the User Details table.

   Location

   The drop-down list lists all the locations available in Well Test.

   – To allow the user access to all locations, select **All**, and then click **Add**.
   – To allow the user access to a specific location only, select the location, and then click **Add**.
   – To remove a user's access to a location, select the location in the box, and then click **Remove**.

Version

The drop-down list lists all the versions available in Well Test.

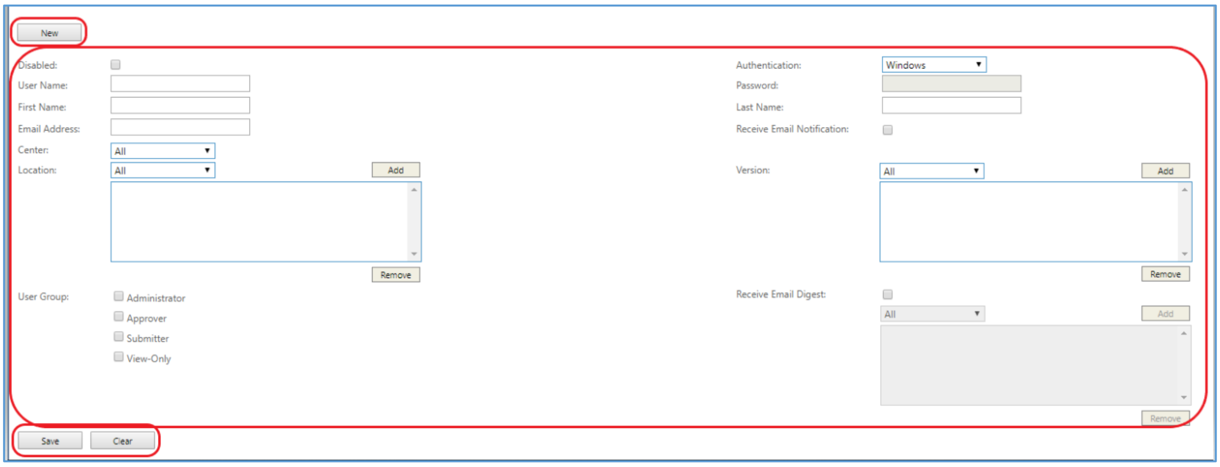
- To allow the user access to all versions, select **All**, and then click **Add**.
- To allow the user access to a specific version only, select the version, and then click **Add**.
- To remove a user's access to a version, select the version in the box, and then click **Remove**.

Email Digest

The drop-down list lists all the locations available in Well Test for which an email digest is available.

- To allow the user to receive email digests for all locations, select **All**, and then click **Add**.
- To allow the user to receive email digests for a specific location only, select the location, and then click **Add**.
- To stop sending email digests to a user, select the location in the box, and then click **Remove**.

3. When you have finished entering the details, click **Save**.



Find and Edit a User

The **Filter Selection** section of the User Administration page allows you to find users and then edit their details.

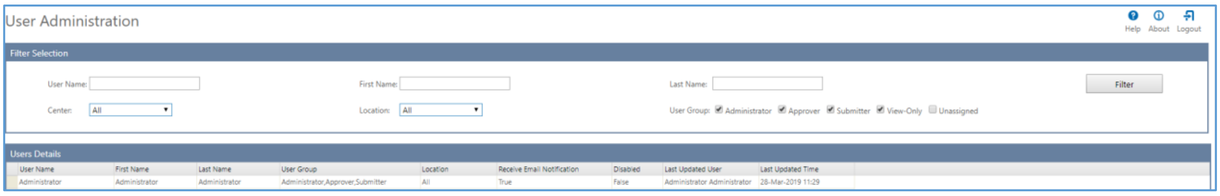
To find a user:

1. In the Filter Selection section, complete as many fields as you need to, to locate the user. The filter searches are based on substrings. For example, if you enter a phase "*ris*", the page will display all words that include that string, such as *Chris*.

   - **User Name**: The user name for logging in to Well Test.
   - **First Name**: The first name of the user.
   - **Last Name**: The last name of the user.
   - **Center**: The center containing the locations that the user has access to.
   - **Location**: The location that the user has access to.

2. Click **Filter**.

   All users who match the filter criteria are listed in the **User Details** table.



   The table shows a selected number of details for each user, including:

   – **Disabled**: Whether the user has been deactivated and excluded from the system.

   – **Last Updated User**: The name of the person who last updated the user record.

   – **Last Updated Time**: The date and time that the user record was last updated.

3. Double-click the row in the table corresponding to the user you want to edit.

   The user's details appear in the section below the table.

4. Make any changes you require. For a list of descriptions, refer to *User Administration* (see page 4).

5. Click **Save**.

Manage User Access Rights

Every person requires access rights to view or use any part of Well Test.

Access rights are managed by placing people in one or more User Groups.

There are four user groups:

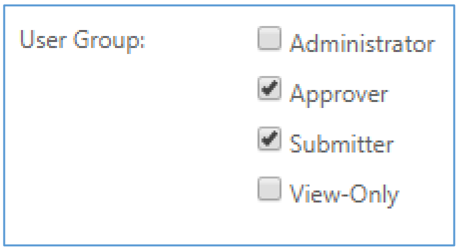
User Group	Description
Administrator	Allows access to system maintenance pages and audit log. The user receives an email notification when a well test is submitted for approval or has been approved/rejected (if configured to receive email notification).
Approver	Permissions for approving or rejecting a submitted well test. The user receives an email notification when a well test is submitted (if configured to receive email notifications). By default, does not allow access to system maintenance pages or audit log.
Submitter	Allows start/stop/schedule of well test; permissions to select a range for well test results calculation and to submit well test results for approval. The user receives an email notification (if configured to receive email notifications) when well test results have been approved or rejected. By default, does not allow access to system maintenance pages or audit log.
View-Only	Only allows viewing of Well Test data and has no privileges to make any changes or schedule/edit a well test. By default, does not allow access to system maintenance pages or audit log. **Note:** If View-Only is selected, the security settings for this group will override all other security settings for any other group that this user belongs to.

To manage a user's access rights:

1. Find the user (see page 6) or add a new one (see page 5).

The User Details table shows the groups that a user belongs to. If the user is in more than one group, the user group names are separated by a comma.

2. In the **User Details** section, select the check boxes corresponding to the groups that you want the user to belong to.



3. Click **Save**.

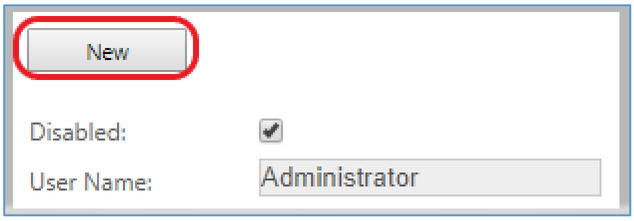
Deactivate Existing Users

Users can be deactivated to exclude them from access to Well Test.

To deactivate a user:

1. Find the user (see page 6).

2. In the **User Details** section, select the **Disabled** check box, located directly below the **New** button.



3. Click **Save**.

The user will longer be able to access Well Test.

Well Profile Administration

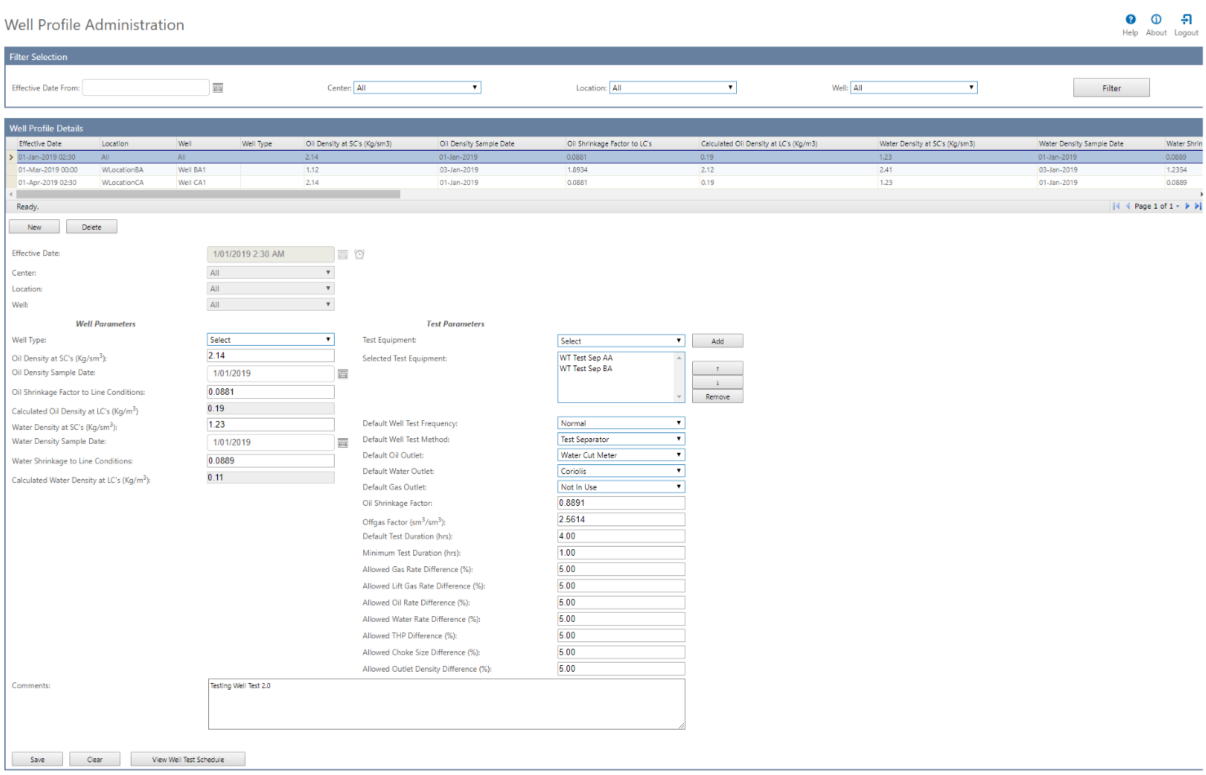
The Well Profile Administration page displays the well profile details and factors in a tabular view, and allows administrators to:

- Add new well profiles. (see page 10)
- Remove existing well profiles (see page 11).
- Edit existing well profile details (see page 9).
- View well test schedules (see page 11).

The well profile allows operators and engineers to maintain data specific for a well that is being used during a well test. Data can include conversion factors (e.g. shrinkage factor, offgas factor) or well test specific data (e.g. well test frequency, default test duration), and even the well type.

The data affects how the system calculates the well test. For example, the system can create a well test based on the specified test frequency and default test duration automatically. The data in the well profile is configurable.

Note: By default, this page is only editable by users with Administrator access rights.



Find, View, and Edit a Well Profile

The **Filter Selection** section of the Well Profile Administration page allows you to find well profiles and then view or edit their details.

To find a well profile:

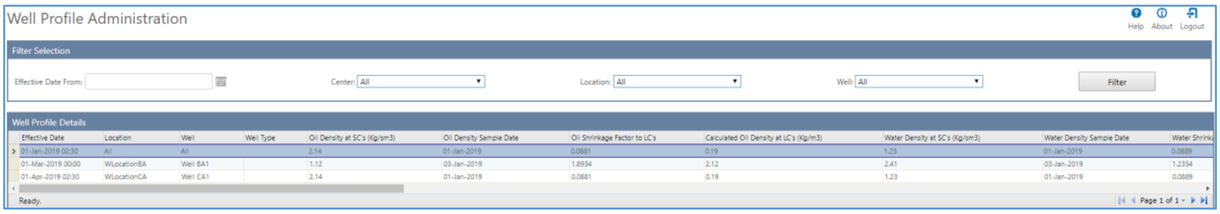
1. In the **Filter Selection** section, complete as many fields as you need to, to locate the well profile.

Note that these fields are configurable and may be different for your deployment. By default, the following fields are included:

- **Effective Date From**: The effective date from which to filter the tabular view. If this is left blank, the table lists the latest well profile configured for each well.
- **Center**: The center to filter the tabular view on. The drop-down list options are based on the Well Test Hierarchy configuration in P2 Server or Evolve.
- **Location**: The location to filter the tabular view on. The drop-down list options are based on the Well Test Hierarchy configuration in P2 Server or Evolve and the selected center.
- **Well**: The name of the well to filter the tabular view on. The drop-down list options are based on the Well Test Hierarchy configuration in P2 Server or Evolve and on the selected center/location.

2. Click **Filter**.

   All well profiles that match the filter criteria are listed in the **Well Profile Details** table.



   The columns shown in the table depend on your specific configuration.

3. Double-click the row in the table corresponding to the configuration you want to view or edit.

   The details appear in the section below the table. The main parameters are as follows:

   - **Effective Date**: The date upon which the well profile details will take effect.
   - **Location**: The location of the well.
   - **Well**: The well name for the well profile.
   - **Well Type**: The type of well.
   - **Well Parameters**: Parameters specific to the well.
   - **Test Parameters**: Test Parameters specific to the well.

4. Make any changes you require.
5. Click **Save**.

Add a New Well Profile

To add a new well profile:

1. In the Well Profile Details section of the Well Profile Administration page, click the **New** button.

   Any information in the entry fields is cleared.

2. Complete the details for the well profile.

Note: The fields are different for each deployment.

If you want to start over again, click **Clear** to clear the values.

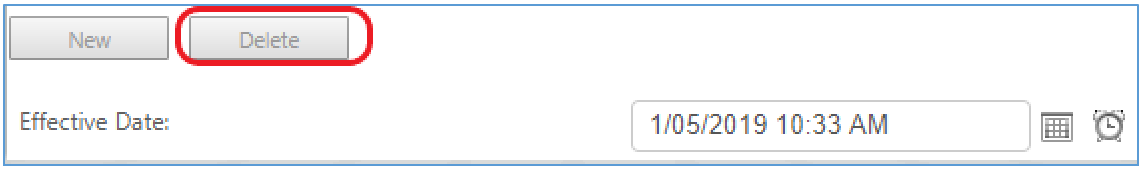
3. When you have finished entering the details, click **Save**.

Delete a Well Profile

Well profiles can be removed completely from Well Test.

To remove a well profile:

1. Use the filters to find the profile (see page 9).
2. Double-click the profile to select it.
3. In the **Well Profile Details** section, click the **Delete** button.



4. Click **Save**.

The well profile will longer be available in Well Test.

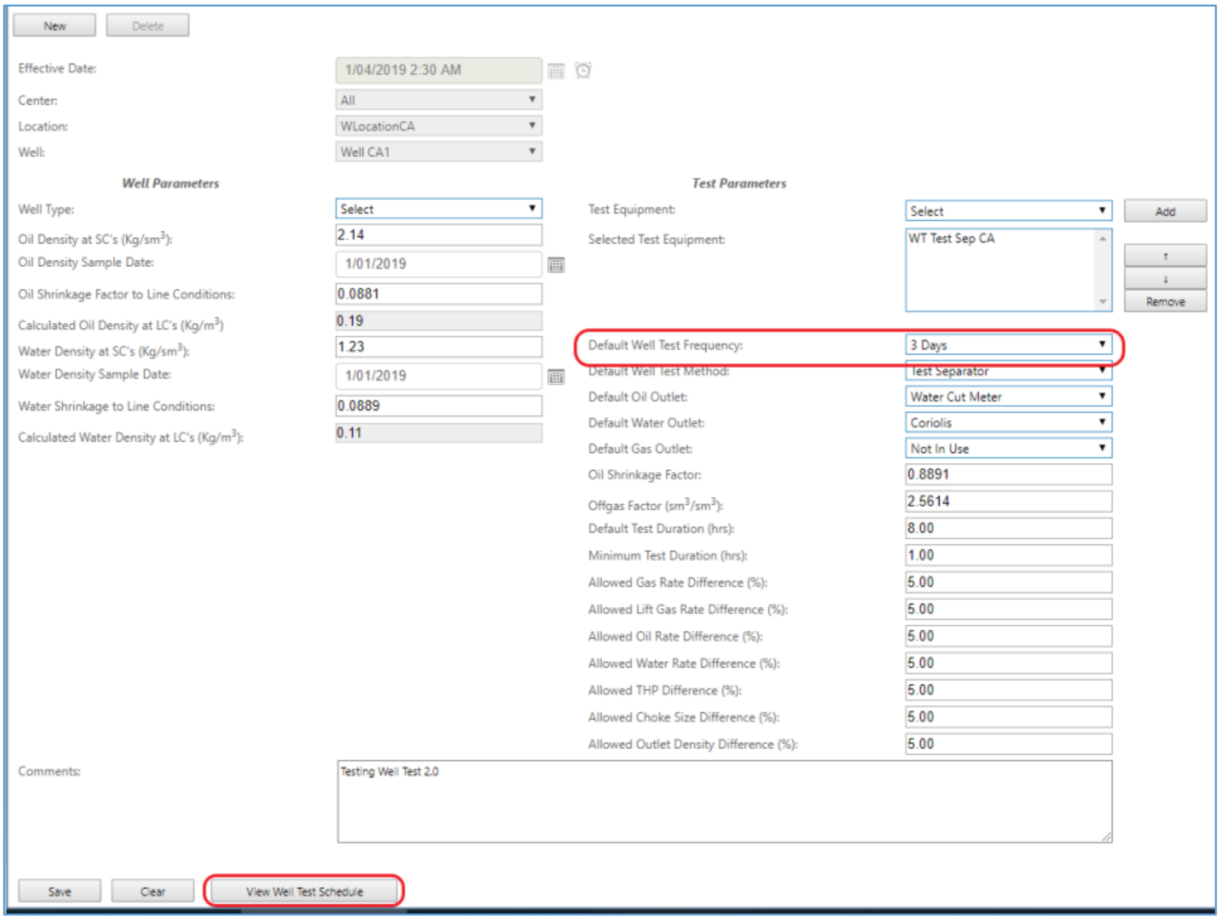
View a Well Test Schedule

The Well Test Schedule page displays the well test schedule dates for the selected well, based on the **Default Well Test Frequency** as specified in the **Test Parameters** section of the Well Profile Administration page.

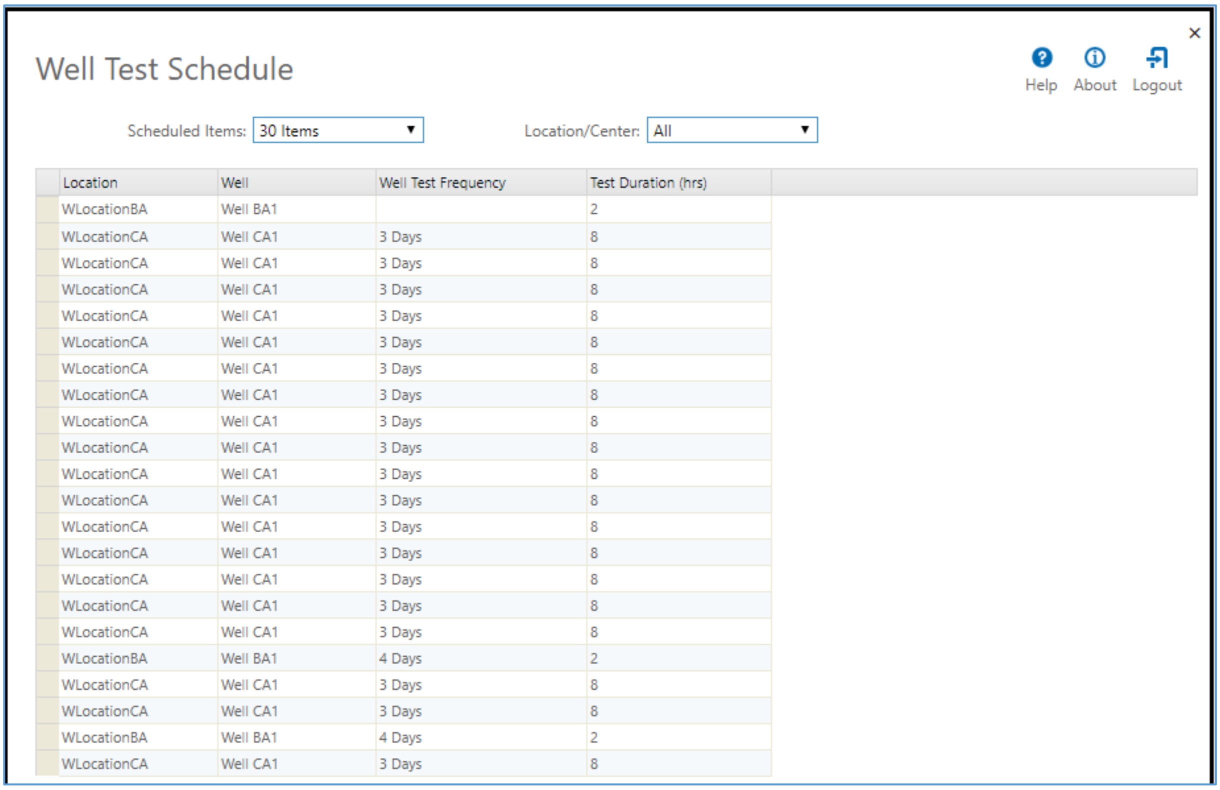
To open the Well Test Schedule page:

1. Find the profile (see page 9) for which you want to view the test schedule.

2. Click the **View Well Test Schedule** button in the Well Profile Administration page (see page 9).



The **Well Test Schedule** window opens.



Location	Well	Well Test Frequency	Test Duration (hrs)
WLocationBA	Well BA1		2
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationBA	Well BA1	4 Days	2
WLocationCA	Well CA1	3 Days	8
WLocationCA	Well CA1	3 Days	8
WLocationBA	Well BA1	4 Days	2
WLocationCA	Well CA1	3 Days	8

3. From the **Scheduled Items** drop-down list, select the number of items you want to display in the table below.

4. From the **Location/Center** drop-down list, select the Location and Center for which you want to view the schedules. The options in this list are based on the Well Test Hierarchy configuration in P2 Server or Evolve.

   The table updates automatically to display the following:

   Location: The location of the well.

   Well: The name of the well.

   Well Test Frequency: The frequency with which the well is being tested.

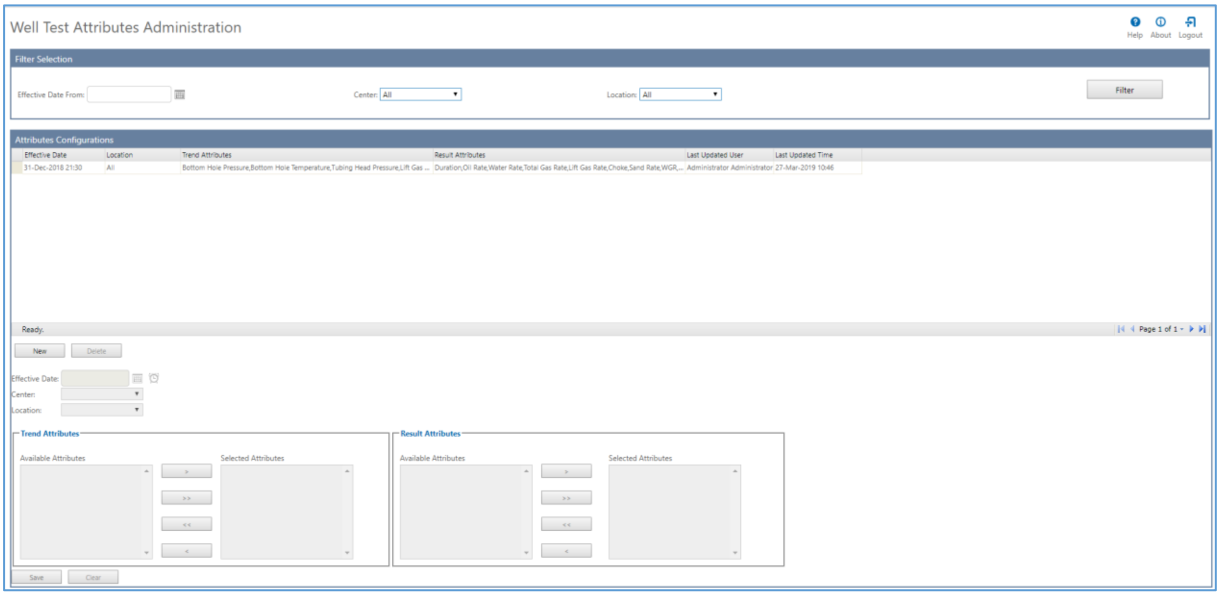
   Test Duration (hrs): The trend duration for the well test (in hours).

Well Test Attributes Administration

The Well Test Attributes Administration page lists the attributes that will be displayed in the well test trend and well test results table for a location, and allows administrators to:

- Filter, view, and edit attribute configurations (see page 14).
- Add new attribute configurations (see page 15).
- Remove existing attribute configurations (see page 17).

Note: By default, this page is only editable by users with Administrator access rights.



Filter, View, and Edit Attributes Configurations

The **Filter Selection** section of the Well Test Attributes Administration page allows you to find attribute configurations and then view or edit their details.

To find a configuration:

1. In the **Filter Selection** section, complete as many fields as you need to, to locate the configuration.

   Note that these fields are configurable and may be different for your deployment. By default, the following fields are included:

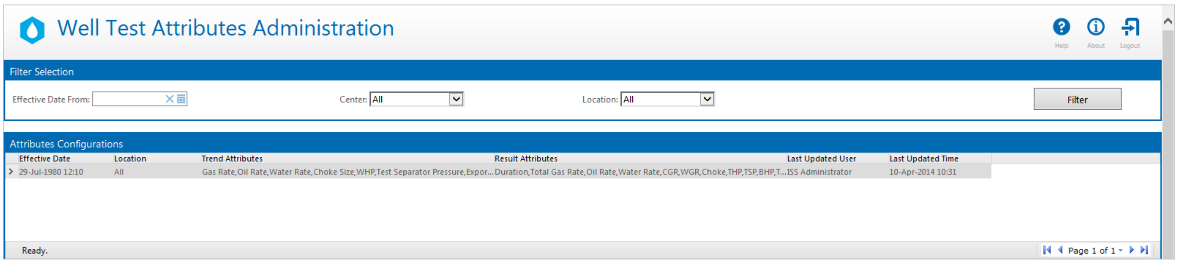
   – **Effective Date From**: The date from which to search.

   – **Center**: The center containing the configuration you are looking for.

   – **Location**: The location that the configuration applies to.

2. Click **Filter**.

All configurations that match the filter criteria are listed in the **Attributes Configurations** table.



The table shows the following details:

– **Effective Date**: The date upon which the attributes configuration details took effect.

– **Location**: The location that the configuration applies to.

– **Trend Attributes**: The attributes that are displayed in the Well Test Trend for the location. The list of attributes is comma-separated.

– **Result Attributes**: The attributes that are displayed in the Well Test Results table for the location. The list of attributes is comma-separated.

– **Last Updated User**: The name of the person who last updated the user record.

– **Last Updated Time**: The date and time that the user record was last updated.

3. Double-click the row in the table corresponding to the configuration you want to view or edit.

   The details appear in the section below the table.

4. Make any changes you require. For a list of descriptions, refer to *User Administration* (see page 4).

5. Click **Save**.

Add a New Attribute Configuration

To add a new attribute configuration to Well Test:

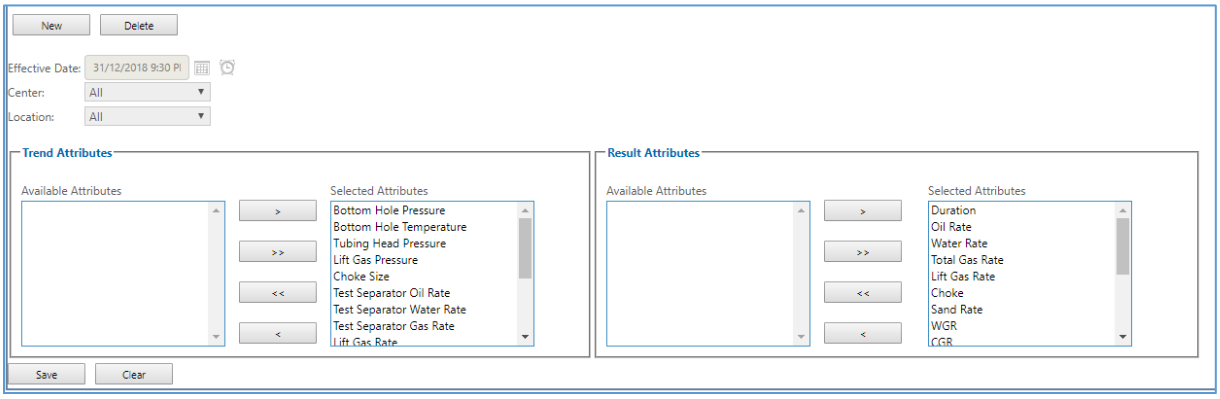
1. In the **Attributes Configurations** section of the Well Test Attributes Administration page, click the **New** button.

   Any information in the entry fields is cleared.

   Note: Some of the fields may be different for your deployment.

2. In the **Effective Date** field, click the calendar icon to open the Date Picker. This indicates the date from which the attributes configuration details will take effect.

3. Select the **Center** and **Location** from the drop-down lists. The options in the drop-down lists are filtered based on the Well Test Hierarchy configuration in P2 Server or Evolve.



4. In the **Trend Attributes** section, select the attributes that you want to appear in the Well Test Trend for the selected location.

   – The **Available Attributes** box lists the attributes that are able to be selected.
   – The **Selected Attributes** box lists the attributes that you have selected to appear in the Well Test Trend.

   Use the arrow buttons to move the attributes between the two boxes. The buttons are as follows:

   > Move a selected attribute from the **Available** Attributes list to the **Selected** Attributes list.

   >> Move all attributes from the **Available** Attributes list to the **Selected** Attributes list.

   < Move a selected attribute from the **Selected** Attributes list to the **Available** Attributes list.

   << Move all attributes from the **Selected** Attributes list to the **Available** Attributes list.

5. In the **Result Attributes** section, select the attributes that you want to appear in the Well Test Results table for the selected location.

   – The **Available Attributes** box lists the attributes that are able to be selected.
   – The **Selected Attributes** box lists the attributes that you have selected to appear in the Well Test Results table.

   Use the arrow buttons to move the attributes between the two boxes. The buttons are as follows:

   > Move a selected attribute from the **Available** Attributes list to the **Selected** Attributes list.

   >> Move all attributes from the **Available** Attributes list to the **Selected** Attributes list.

   < Move a selected attribute from the **Selected** Attributes list to the **Available** Attributes list.

   << Move all attributes from the **Selected** Attributes list to the **Available** Attributes list.

6. If you want to start over again, click **Clear** to clear the values and the selections in the **Attributes Configurations** table.

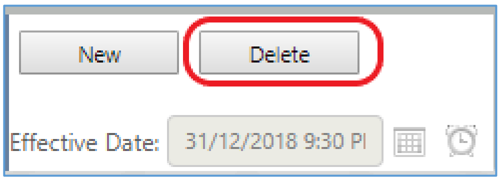
7. When you have finished entering the details, click **Save**.

Delete an Attribute Configuration

Attribute configurations can be removed completely from Well Test.

To remove an attribute configuration:

1. Use the filters to find the configuration (see page 14).
2. Double-click the configuration to select it.
3. In the **Attributes Configuration** section, click the **Delete** button.



4. Click **Save**.

The configuration will longer be available in Well Test.

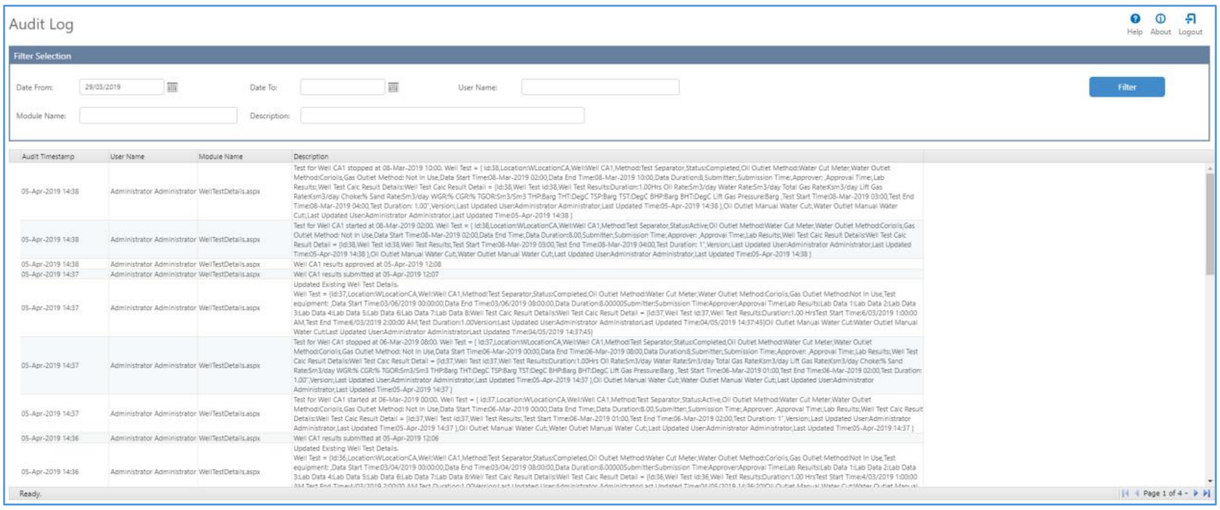
Audit Log

The Audit Log page allows administrators to view all actions performed on Well Test.

Administrators can filter the audit log information by date, user, module, and description of the audit information.

The filter searches are based on substrings. For example, if you enter a phrase "*ris*", it will find all words that include that string, such as *Chris*.

Note: By default, this page is only editable by users with Administrator access rights.



Filter Selection

To filter the events:

1. Specify the filters.

   The following filters are available:

   Date From
   Click the calendar icon to open the Date Picker, to select the start date from which to filter the information.

   Date To
   Click the calendar icon to open the Date Picker, to select the end date to filter the information.

   User Name
   Type the user name of the person who performed the action. The table will be filtered based on any user name matching the value entered.

   Module Name
   Type the module name that the action was performed on. The table will be filtered based on any module name matching the value entered. The modules match the page names in Well Test, and include:

   – WellTestDetails.aspx
   – WellTestOverview.aspx

- UserAdministration.aspx
- NewWellTest.aspx

Description
Type the description to filter the audit log information. The table will be filtered based on any description matching the value entered.

2. Click **Filter**.

The table below the filter is updated to show only those events matching the specified criteria. The table shows:

Audit Timestamp
The date and time when the action was performed.

User Name
The user name of the person who performed the action.

Module Name
The module name that the action is performed against.

Description
A description of the action performed.