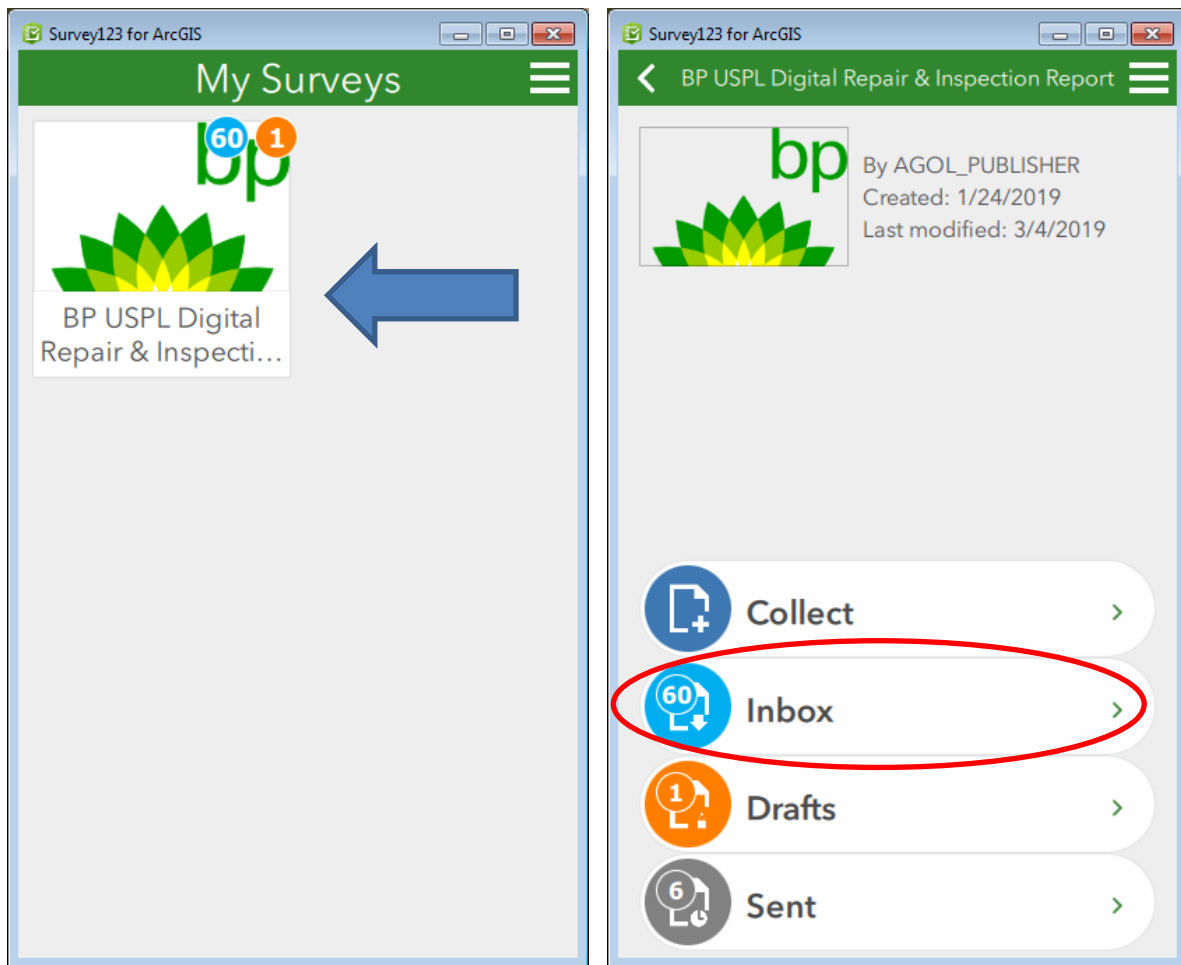
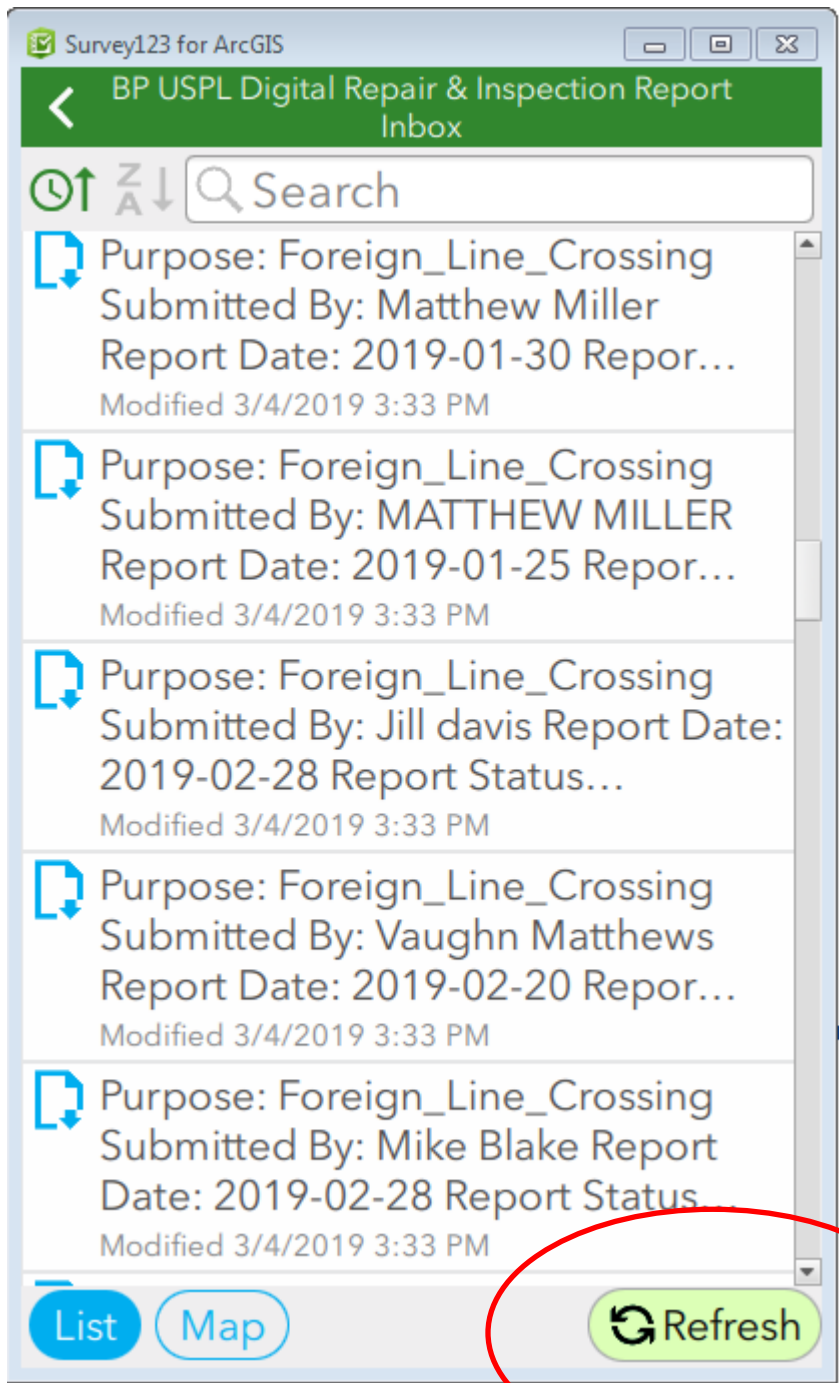


Open the form and navigate to the inbox

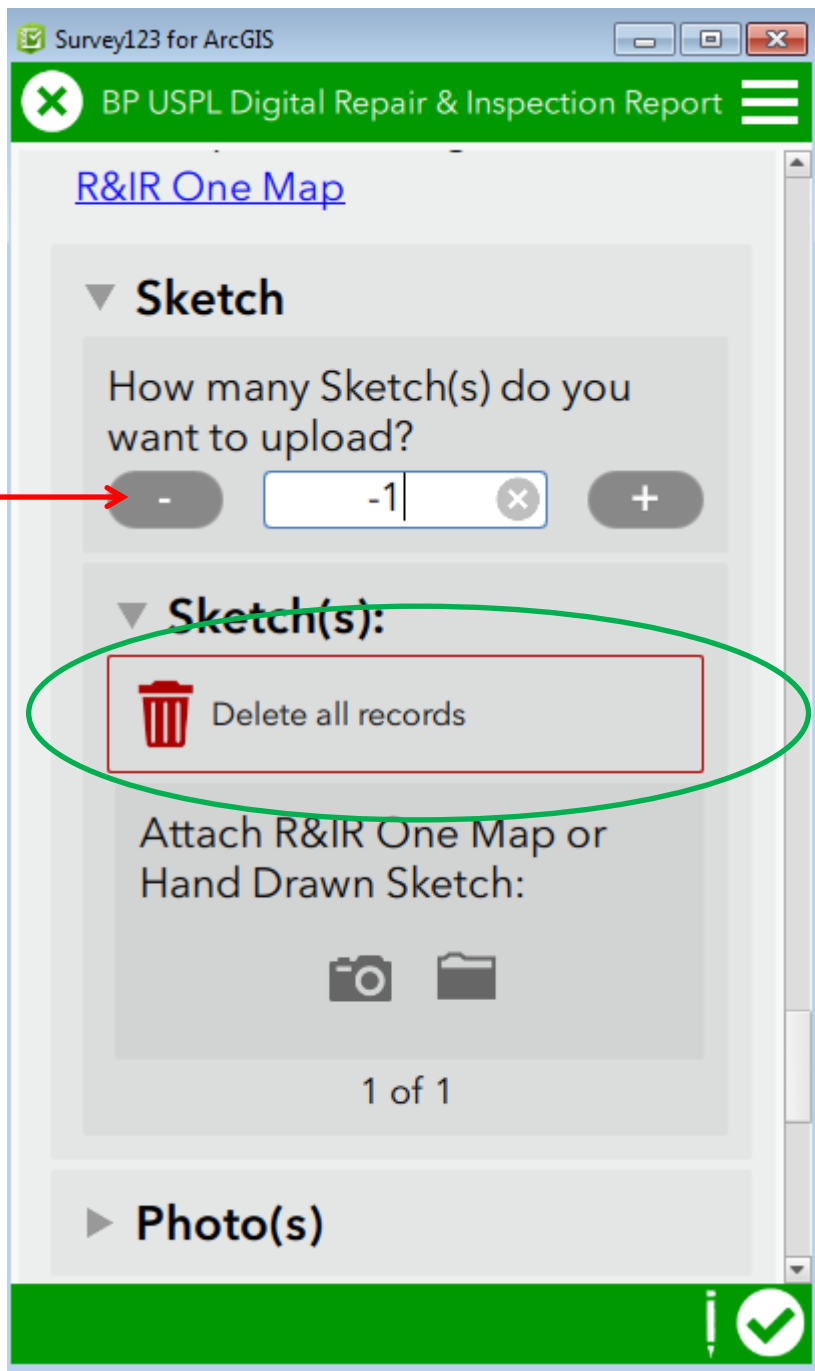




The user must hit the refresh to see the entries that belong to you every time an edit is made. This is critical to keep the data in sync with the cloud.

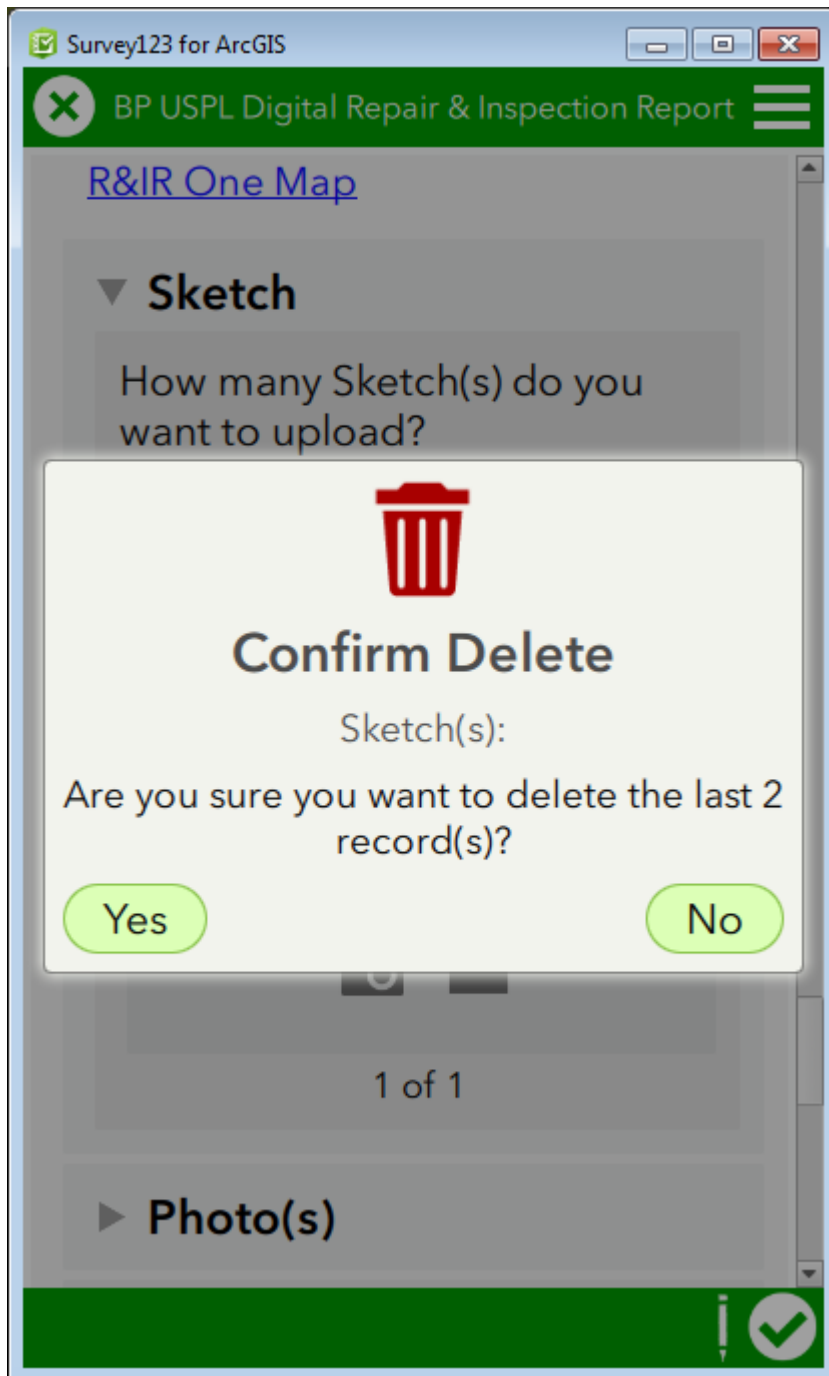
If attachments need to be edited go to the location you intend to edit and click back on the minus till you see -

1



'Delete All Records' will appear click the trash can.

Select Yes



To add the new attachment hit the plus to however many attachments you'd like and then Select the folder to load.

The screenshot shows a web browser window titled "Survey123 for ArcGIS". The page header is green with a white "X" icon and the text "BP USPL Digital Repair & Inspection Report". Below the header is a link "R&IR One Map". The main content area is titled "Sketch" with a dropdown arrow. It contains the question "How many Sketch(s) do you want to upload?" followed by a numeric input field with a value of "1", a minus button, a plus button, and a clear button. Below this is another section titled "Sketch(s):" with a dropdown arrow, containing the instruction "Attach R&IR One Map or Hand Drawn Sketch:" and two icons: a camera and a folder. Below the icons is the text "1 of 1". At the bottom of the form are two expandable sections: "Photo(s)" and "Drawing List". The bottom of the page is a green bar with a white pencil icon and a white checkmark icon.

OQ is Required for BP employees users can attach OQ to the Digital RIR. A template for OQ can be found at

https://www.bp.com/en_us/united-states/home/products-and-services/pipelines/digital-repair-and-inspection-report.html

Under the OQ Documentation Template as depicted below

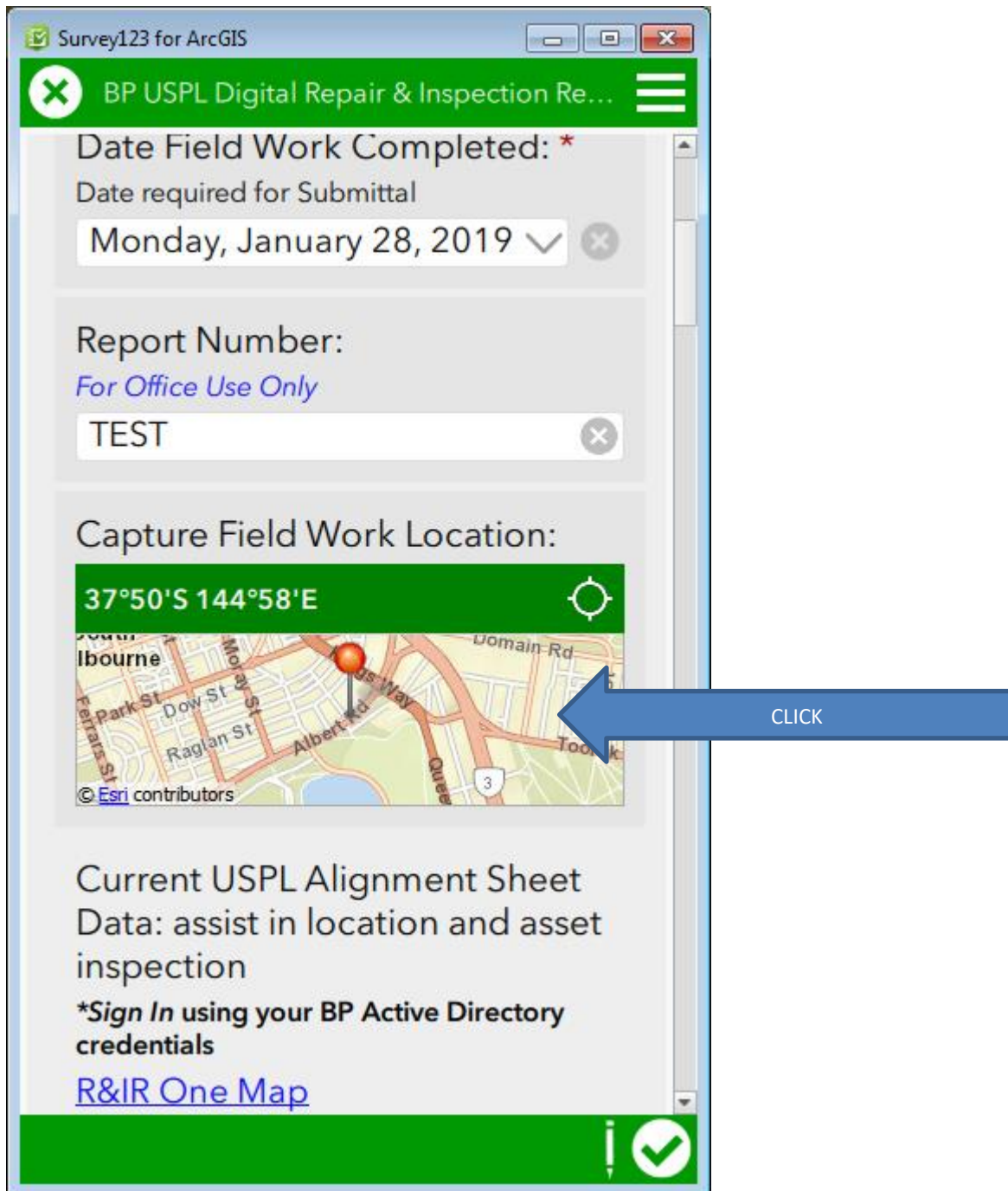


A common mis-understanding is what OQs to use for Foreign Line Crossings below is a list per Bob Ortega on which OQs to use for watch and protect. Using the word document populate the fields with the appropriate OQs and attach to the form under Section C.

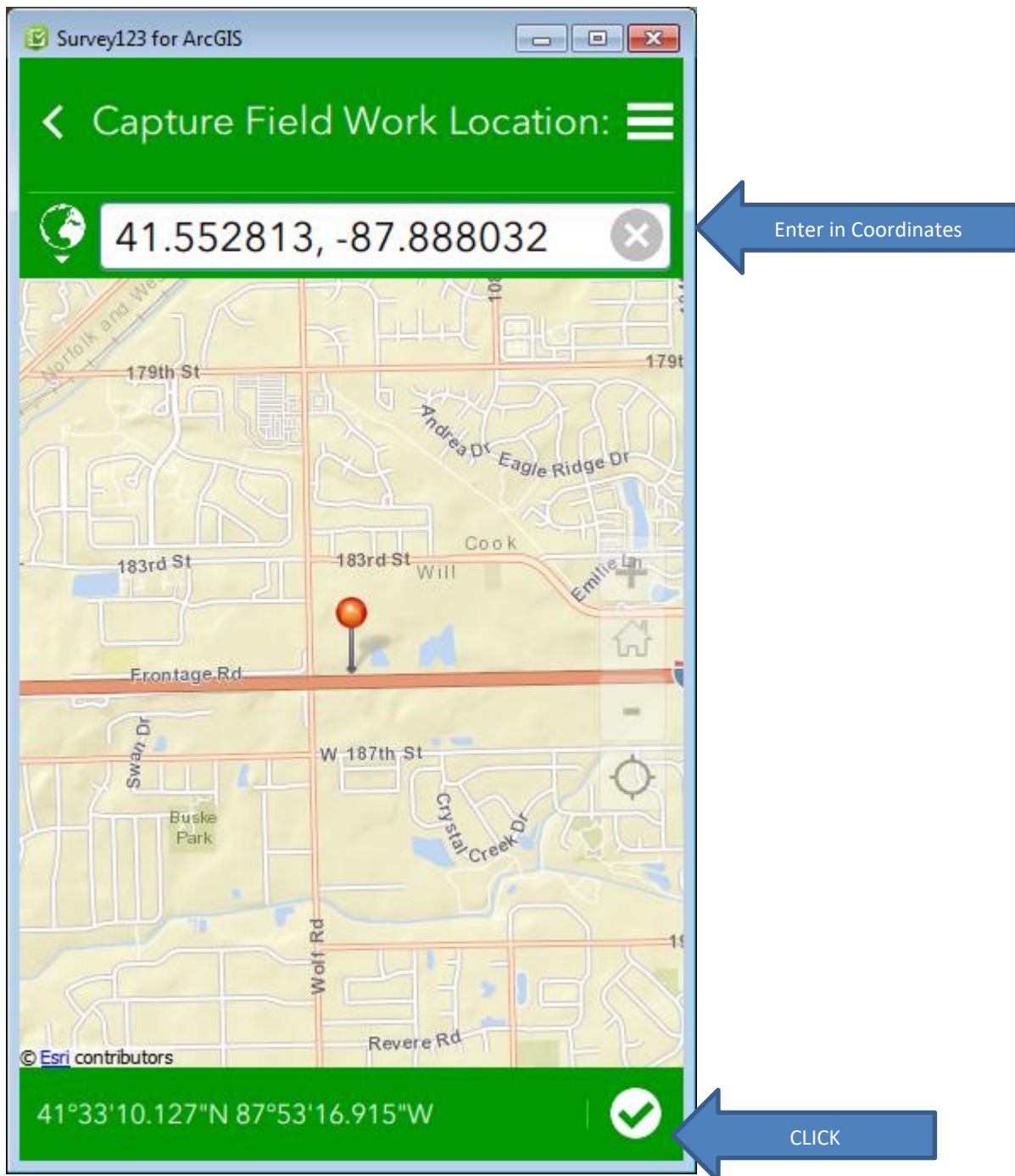
- COR05- Exposed pipeline would needing to be inspected
- SYM07- observe and direct the excavation and backfill
- COR02- minimum for pipeline repair (coating)
- ROW03- Line Locating
- ROW05- Inspection After 3rd Party Unmonitored Excavation, Encroachment or Blasting

Correcting the GPS location **must** be done within Section A

Expand Section A and Click on the WINDOW below the Capture Field Work Location:



Enter in the Latitude and Longitude of the location:

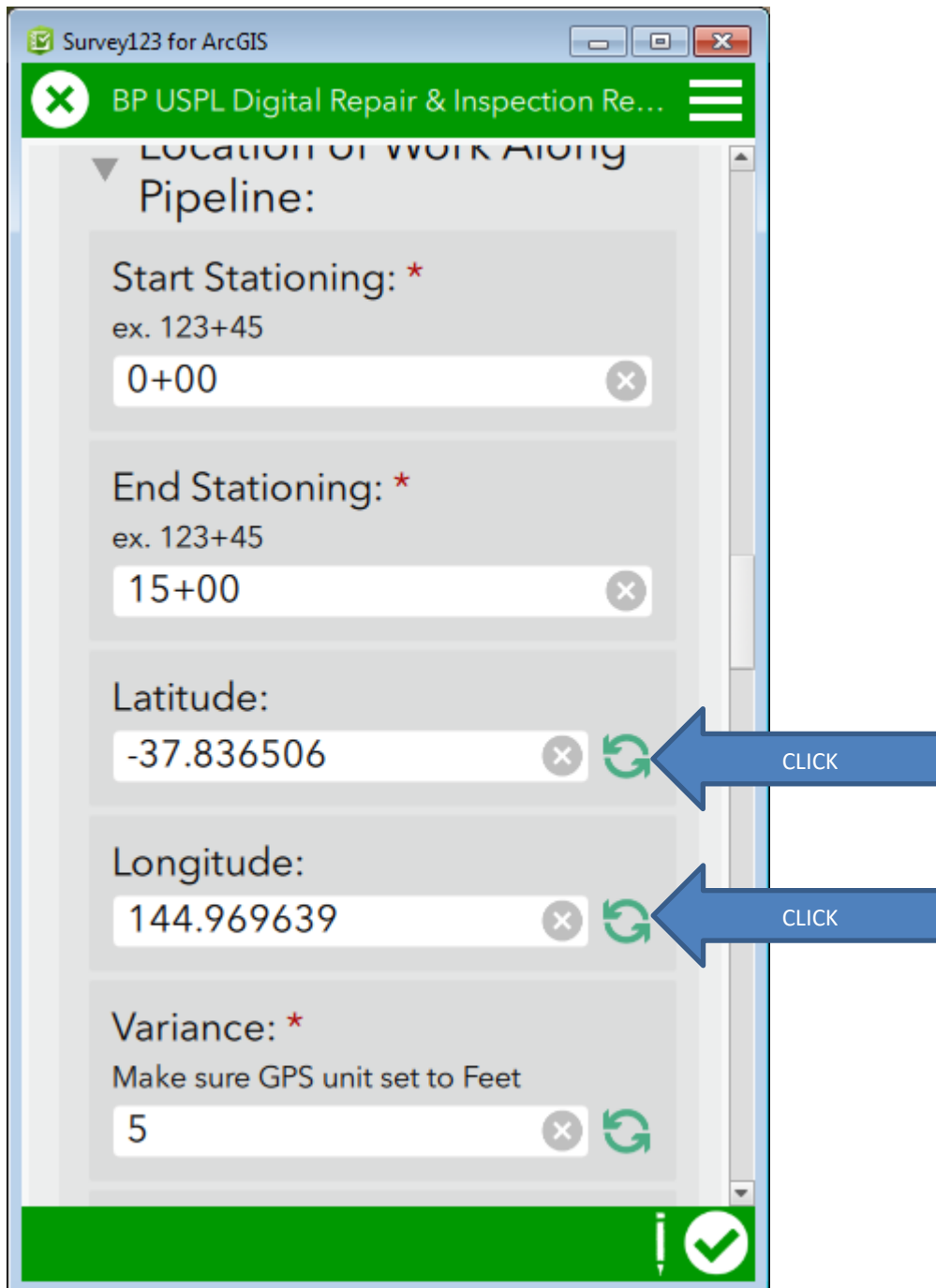


Click the Check Mark at the bottom of the window.

Next you will need to Update the Latitude and Longitude Fields in the form

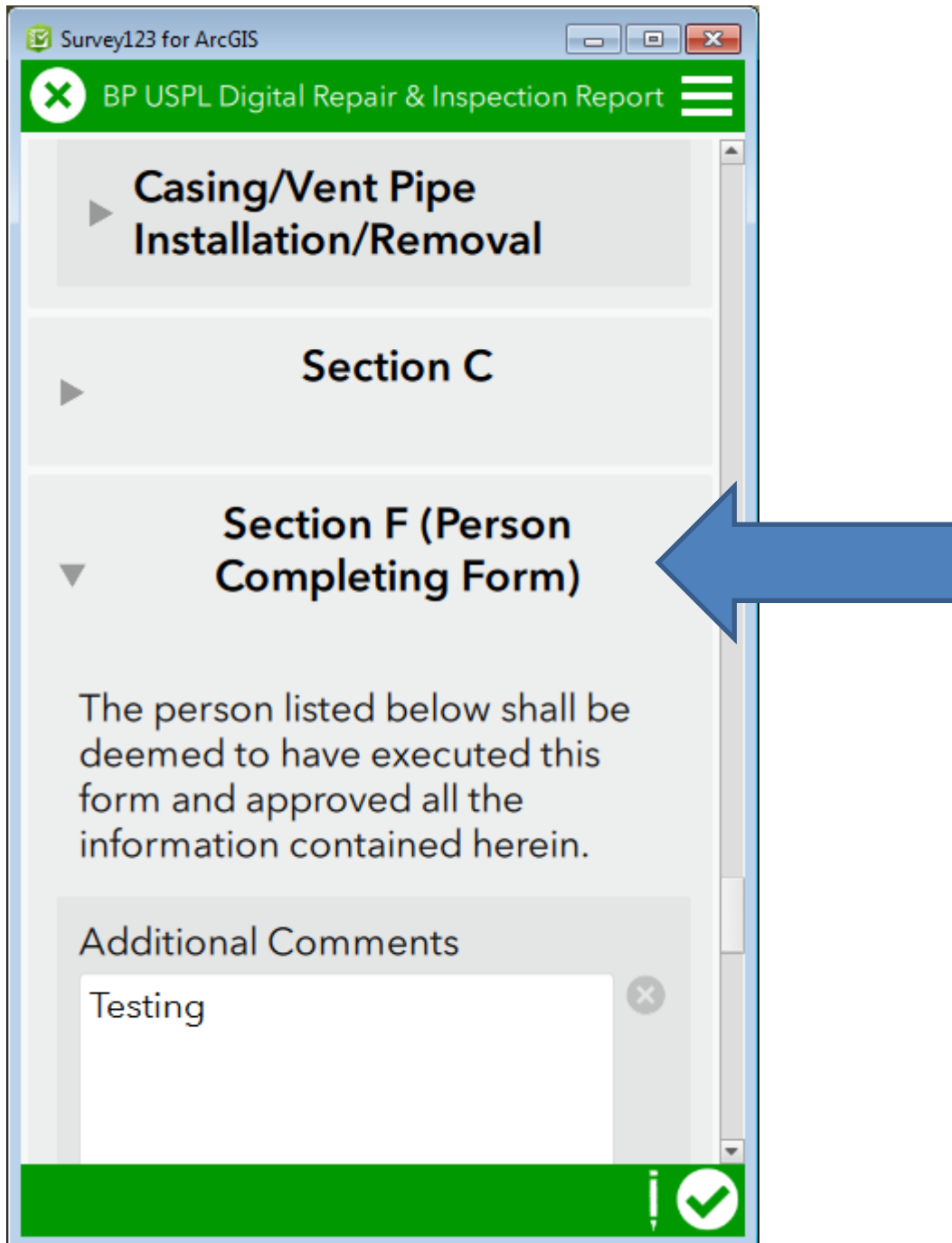
Go down to Location of Work Along Pipeline and expand.

Using the green recycle icon refresh Latitude and Longitude.



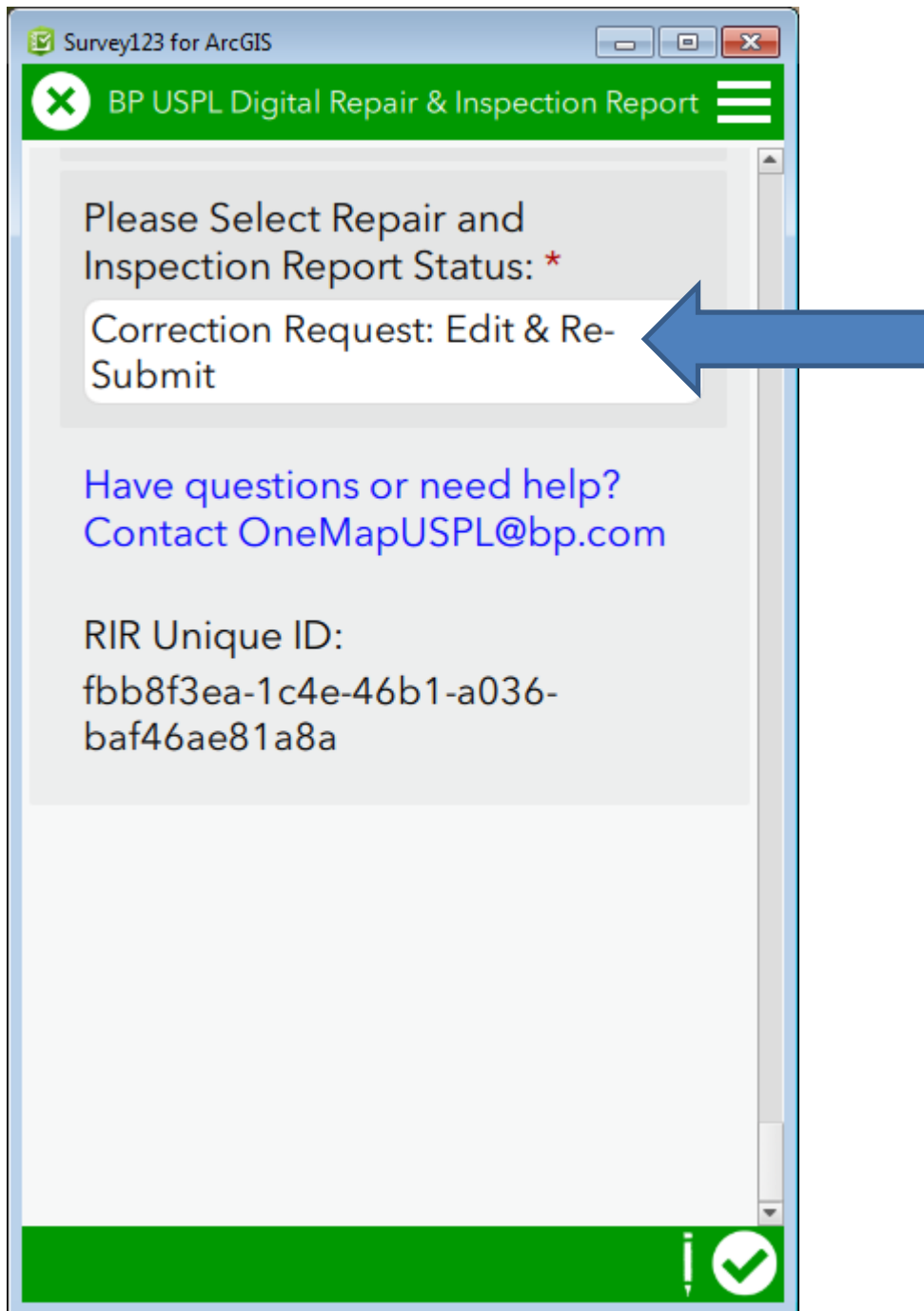
If any additional changes are required please make them to the form. When you have completed making your corrections you will need to re-submit the data.

In Section F



Locate the field at the very bottom, 'Please Select Repair and Inspection Report Status'

Use the drop down to select: Correction Request: Edit & Re-Submit



Hit the Check Mark to and Send Now.

