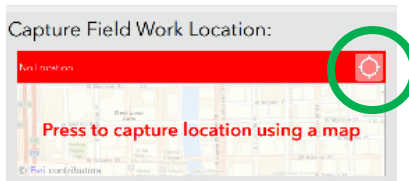


Tips & Tricks

Tip & Trick #1

Accurately Capture Field Work Location



Allows user to capture specific R&IR work location Latitude & Longitude. Recommended to have already linked up GPS unit with Bluetooth capabilities for accurate results.

- Click and hold target icon button for 4-5 seconds, release, GPS will start to capture and average positions. Click target icon again to stop capturing locations after 10 positions.

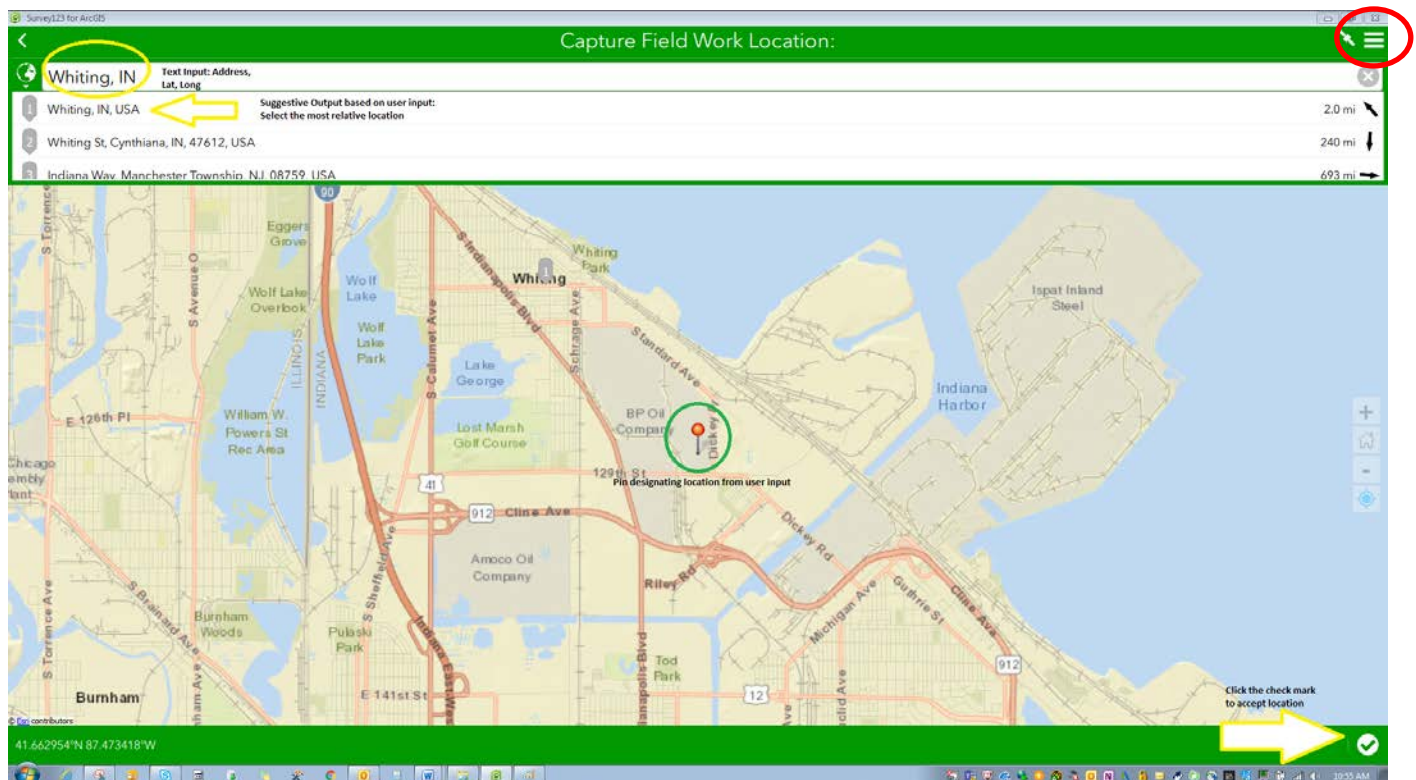
This enables the application to average the positions recorded, yielding a higher accuracy and precision.


User map also click on map, search, zoom in & out, toggle basemap layers to capture accurate work location Latitude & Longitude.

Tip & Trick #2

A user also can utilize the map to capture an accurate location of the work being performed.

- Click on the Press to capture location using a map

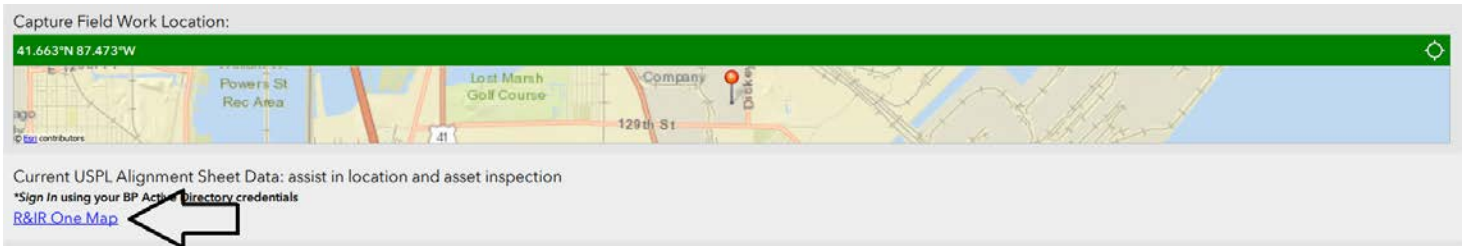


- Using the address bar at the top enter in your location using either an address or Latitude, Longitude coordinates
- When using an address suggestion will appear, select the most relevant
- A pin will be placed on the location the user selects
- The  on top right allows user to toggle between base maps including an Aerial view and street map
- The user can re-center the pin by moving the screen to better position the location, also zoom in & out
- Click the check mark to accept the location

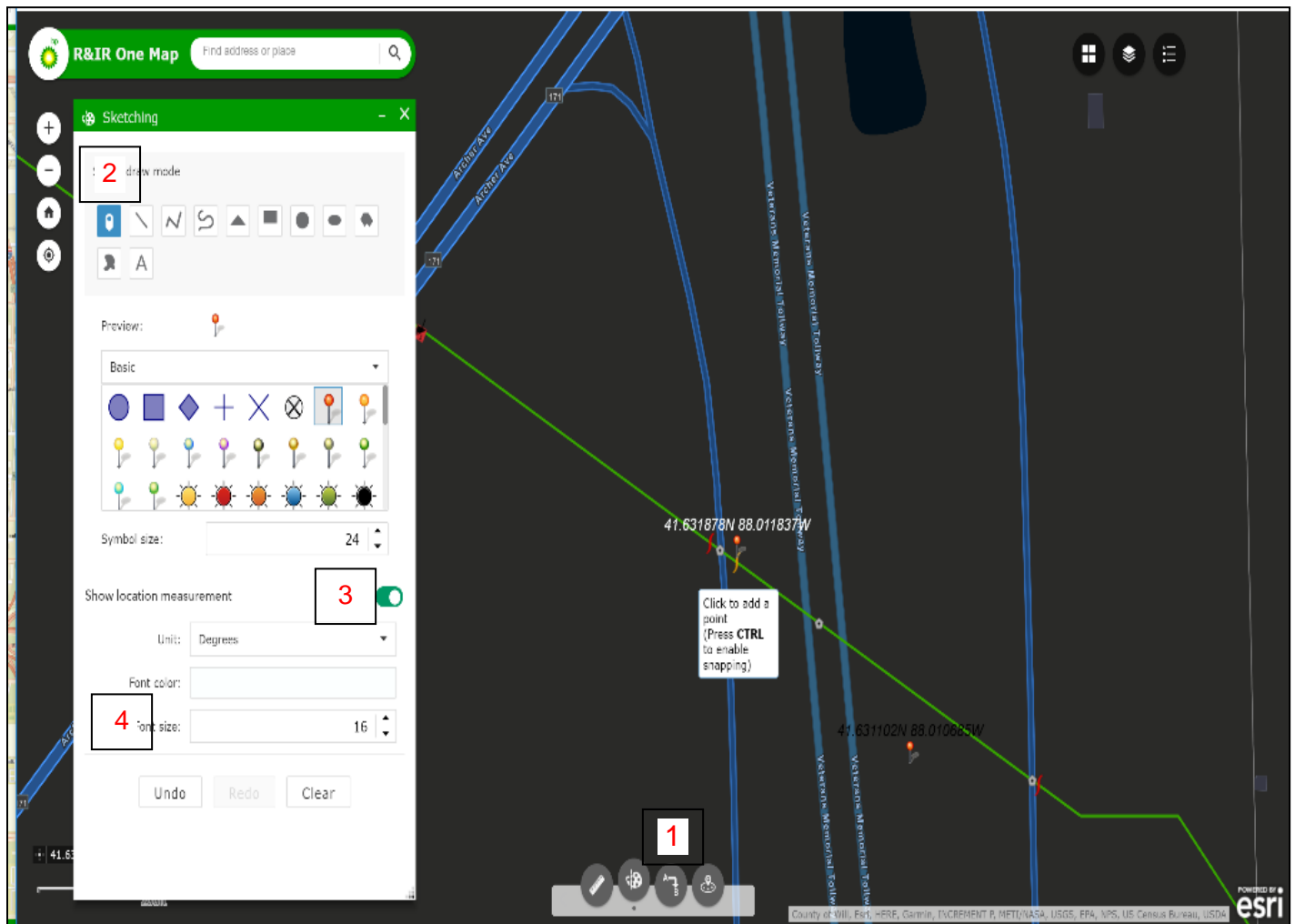
Tip & Trick #3

Users able to accurately snap a position to a BP asset by using the R&IR OneMap web map and the R&IR.

- Use Capture Field Work Location Functionality to approximate your location. (See Tip & Trick #1)

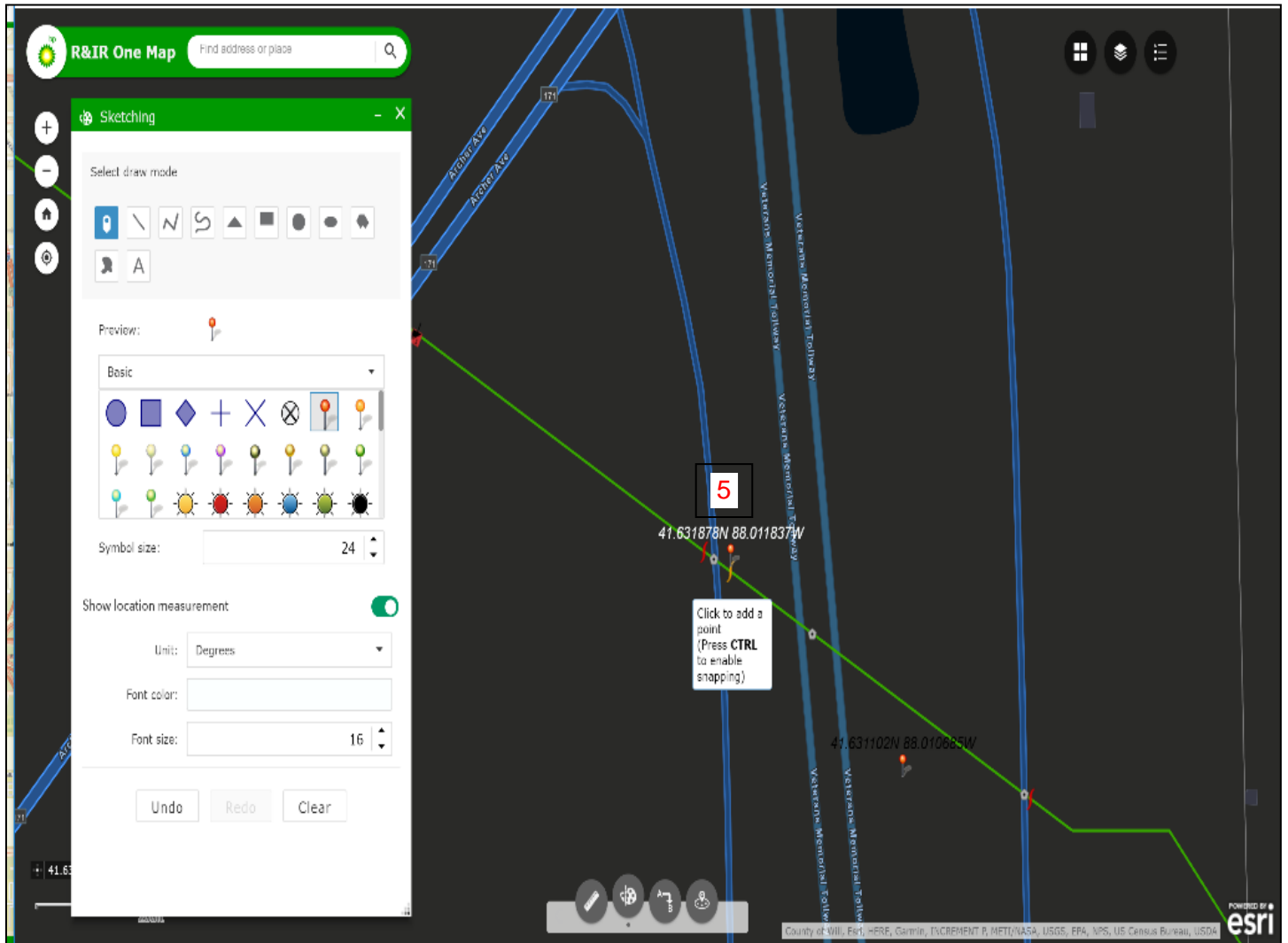


- Within the R&IR click on R&IR One Map URL to utilize BP's One map application
- Log into One Map using BP Active Directory
- Click on Sketch tool (depicted below, #1)
- Click Point tool (#2)
- Slide on 'Show location measurement' (#3)
- Select the Font color & size (#4)



- As you move your cursor across the map a message appears, 'Click to add a point (press/hold CTRL to enable snapping)'
 - By pressing and holding the CTRL key the User can snap to a BP asset, Hold CTRL
 - Drag Cursor to the BP Asset you want to Snap too
 - Left Click to drop pin

- Placing the pin will create an annotation that you can record to input back into the R&IR (#5 depicted below)
- Utilize Tip & Trick #2 in this document to enter Latitude and Longitude in your R&IR



Tip & Trick #4

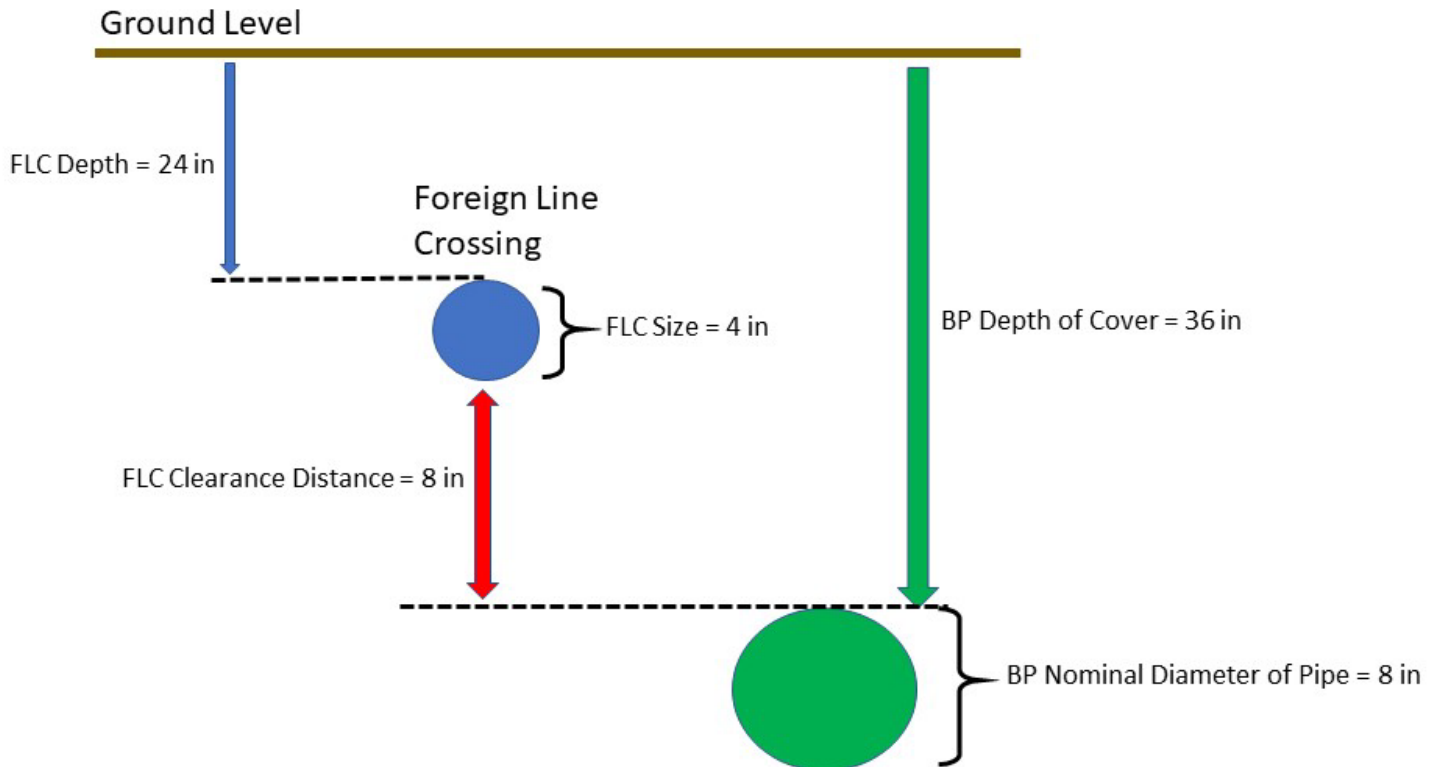
Data Governance for Foreign Line Crossing, Supportive Calculation Illustrations

The formulas below are used to maintain engineering data standards. Users will need to follow these formulas in order to correctly enter a validated BP Depth of Cover, FLC Depth, FLC Clearance, FLC Size. To conclude, the form will only allow for submissions that follow the formulas below.

Foreign Line Crossing is 'Above' BP pipeline

Equation: $FLC\ Size + FLC\ Depth + FLC\ Clearance\ Distance = BP\ Depth\ of\ Cover$

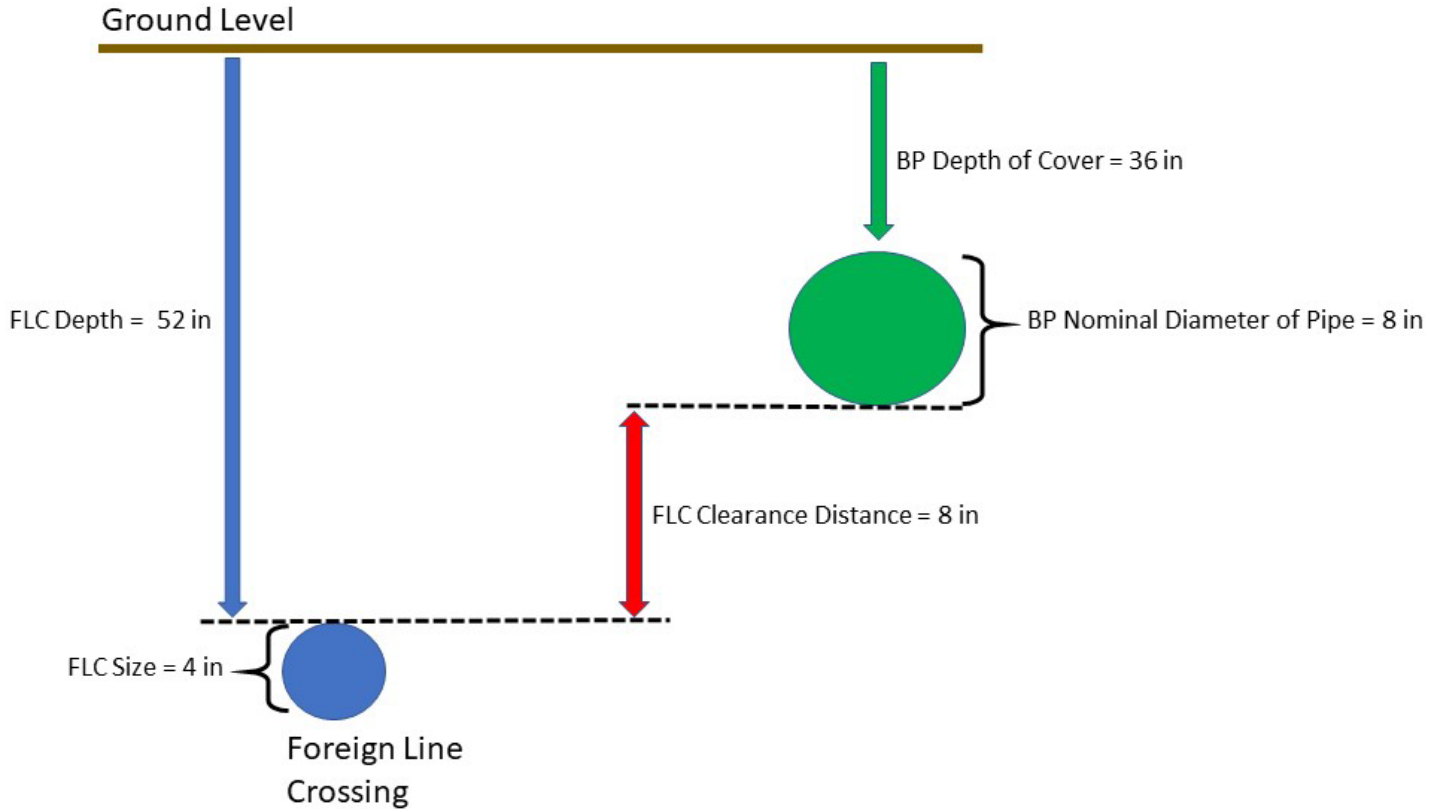
Example: $4\ in + 24\ in + 8\ in = 36\ in$



Foreign Line Crossing is 'Below' BP pipeline


Equation: $FLC\ Depth - FLC\ Clearance\ Distance - BP\ Nominal\ Diameter\ of\ Pipe = BP\ Depth\ of\ Cover$

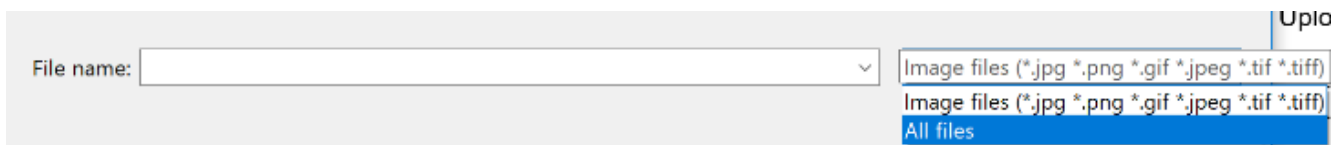
Example: $52\ in - 8\ in - 8\ in = 36\ in$



Tip & Trick #5

Upload more than 10 photos to R&IR

- Open a Microsoft Word document
- Insert all the pictures, save (Word doc)
- Under section 'How many work site Photos do you want to upload?' enter '1'
- Click on folder icon 
- Window pops up to search for file, make sure you toggle to a 'All Files'



- Search for saved Word file, select and upload