

Requester User Guide

1

Create a New Job

To create a new job:

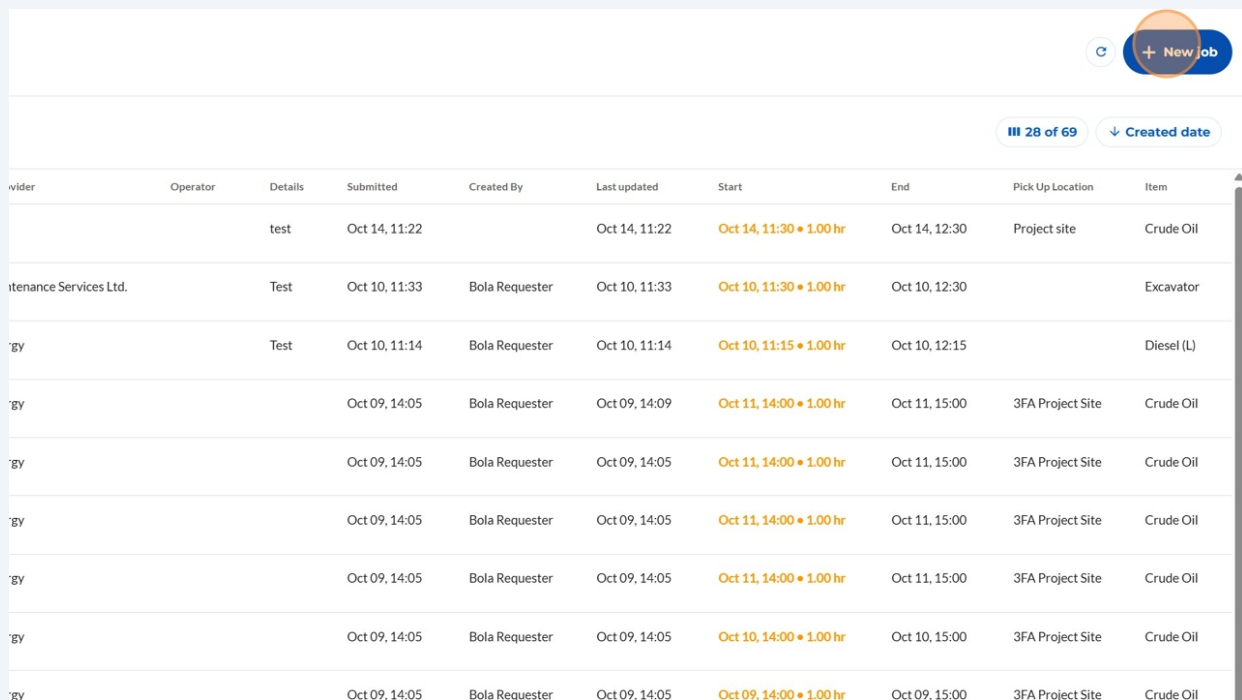
- Navigate to the **Jobs** tab.
 - Click on **+ New Job**. A new job creation window will appear.
 - Fill in all required fields, including:
 - **Division**
 - **Requester Name**
 - **Followers** – Users who will receive updates on this job.
 - **Resource Type**
 - **Activity** – e.g., *Haul to Disposal*, *Service*, or *Maintenance*.
 - If you have permission, you can assign the job to a **Company** and **Resource (Truck)**. >
- Note:** Once a job is assigned to a specific truck or user, other trucks/users in that company will no longer see that Job.
- Enter the **Pickup** and **Destination** locations.
 - Select the **Inventory Type** being moved and specify the **Quantity**.
 - Set the **Start Date** and **End Date** for the job.

To create multiple jobs at once, click the **Calendar** icon, choose the number of jobs to create, enter details, and click **Save**.

Click "Jobs"

Priority	#	Job Status	Resource Type	Activity	Resource	Service Provider	Operator	Details
●	9123	Requested	Fluid Hauler	Haul Emulsion				test
●	9111	Assigned To Service Provider	IE Tech	Drill		ABC Maintenance Services Ltd.		Test
●	9110	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		Test
—	9107	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
●	9106	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
●	9105	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
●	9104	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
●	9103	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
●	9102	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		

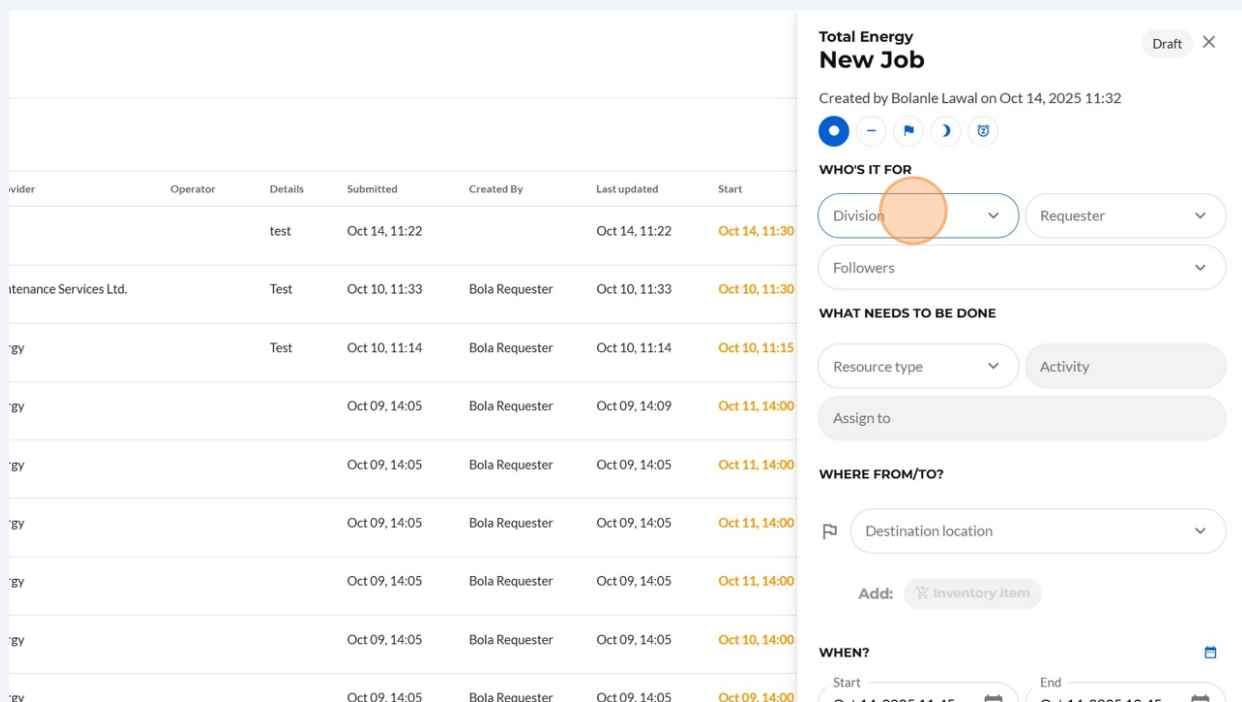
2 Click "New job"



The screenshot shows a job management interface. At the top right, there is a '+ New job' button highlighted with an orange circle. Below it, there is a table with columns: Provider, Operator, Details, Submitted, Created By, Last updated, Start, End, Pick Up Location, and Item. The table contains 10 rows of job data. The first row has 'test' in the Details column and 'Oct 14, 11:22' in the Submitted column. The second row has 'Maintenance Services Ltd.' in the Operator column and 'Test' in the Details column. The third row has 'Test' in the Details column and 'Oct 10, 11:14' in the Submitted column. The fourth row has 'Oct 09, 14:05' in the Submitted column. The fifth row has 'Oct 09, 14:05' in the Submitted column. The sixth row has 'Oct 09, 14:05' in the Submitted column. The seventh row has 'Oct 09, 14:05' in the Submitted column. The eighth row has 'Oct 09, 14:05' in the Submitted column. The ninth row has 'Oct 09, 14:05' in the Submitted column. The tenth row has 'Oct 09, 14:05' in the Submitted column.

Provider	Operator	Details	Submitted	Created By	Last updated	Start	End	Pick Up Location	Item
		test	Oct 14, 11:22		Oct 14, 11:22	Oct 14, 11:30 • 1.00 hr	Oct 14, 12:30	Project site	Crude Oil
	Maintenance Services Ltd.	Test	Oct 10, 11:33	Bola Requester	Oct 10, 11:33	Oct 10, 11:30 • 1.00 hr	Oct 10, 12:30		Excavator
	GY	Test	Oct 10, 11:14	Bola Requester	Oct 10, 11:14	Oct 10, 11:15 • 1.00 hr	Oct 10, 12:15		Diesel (L)
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:09	Oct 11, 14:00 • 1.00 hr	Oct 11, 15:00	3FA Project Site	Crude Oil
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00 • 1.00 hr	Oct 11, 15:00	3FA Project Site	Crude Oil
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00 • 1.00 hr	Oct 11, 15:00	3FA Project Site	Crude Oil
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00 • 1.00 hr	Oct 11, 15:00	3FA Project Site	Crude Oil
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00 • 1.00 hr	Oct 10, 15:00	3FA Project Site	Crude Oil
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00 • 1.00 hr	Oct 09, 15:00	3FA Project Site	Crude Oil

3 Fill out all the required field.



The screenshot shows a 'New Job' form in the Total Energy system. The form is titled 'Total Energy New Job' and has a 'Draft' status. It includes fields for 'Created by', 'Division', 'Requester', 'Followers', 'Resource type', 'Activity', 'Assign to', 'Destination location', 'Inventory item', 'Start', and 'End'. The 'Division' field is highlighted with an orange circle. The 'Requester' field is also highlighted with an orange circle. The 'Followers' field is highlighted with an orange circle. The 'Resource type' field is highlighted with an orange circle. The 'Activity' field is highlighted with an orange circle. The 'Assign to' field is highlighted with an orange circle. The 'Destination location' field is highlighted with an orange circle. The 'Inventory item' field is highlighted with an orange circle. The 'Start' field is highlighted with an orange circle. The 'End' field is highlighted with an orange circle.

Provider	Operator	Details	Submitted	Created By	Last updated	Start
		test	Oct 14, 11:22		Oct 14, 11:22	Oct 14, 11:30
	Maintenance Services Ltd.	Test	Oct 10, 11:33	Bola Requester	Oct 10, 11:33	Oct 10, 11:30
	GY	Test	Oct 10, 11:14	Bola Requester	Oct 10, 11:14	Oct 10, 11:15
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:09	Oct 11, 14:00
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
	GY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00

4

Click "Save"

'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
'BY	test	Oct 07, 14:35		Oct 09, 16:26	Oct 07, 14:45
'BY	Test	Sep 24, 09:39		Sep 24, 09:41	Sep 24, 09:45
'BY		Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30
'BY	Mike Ross	Aug 29, 09:23		Oct 09, 14:11	Aug 29, 09:30
'BY	Test	Aug 21, 12:19		Aug 21, 12:20	Aug 21, 12:30
'BY	Mike Ross	Aug 21, 11:54		Oct 09, 16:39	Aug 21, 12:00
'BY		Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30
'BY	Mike Ross	Jul 14, 14:01		Oct 10, 11:24	Jul 14, 14:15

ADD. [Inventory item](#) [Pickup location](#)

Dropoff location

WHEN?
Start End

DETAILS
Cost center
Additional details...
[+ Add Tags](#)

ATTACHMENTS
 [image5.png](#)
Oct 14, 11:33

You have unsaved changes

Save

5 Find and Edit Your Job

To locate and edit an existing job:

- Go to the **Jobs** tab.
- Click on the **Filter By** field to open filter options.
- Choose a filter type — for example: *Job Number*, *Job Status*, *Activity*, *Requester*, or *Completed Date*.
- Enter your search value (e.g., job number **"123456"**).
- Click into the job to view its details.

Click **Edit**, make necessary changes to locations, forms or line items, and save your updates.

	Priority	#	Job Status	Resource Type	Activity	Resource	Service Provider	Operator	Details
☐	●	9124	Requested	Fluid Hauler	Haul oil				
☐	●	9123	Requested	Fluid Hauler	Haul Emulsion				test
☐	●	9111	Assigned To Service Provider	IE Tech	Drill		ABC Maintenance Services Ltd.		Test
☐	●	9110	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		Test
☐	—	9107	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
☐	●	9106	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
☐	●	9105	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
☐	●	9104	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		
☐	●	9103	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy		

6 Click "Job Status"

The screenshot shows the 'Total Energy Jobs' interface. On the left is a sidebar with navigation options: Messages & Alerts, Schedule, Map, Jobs (selected), Forms, Analytics, and Account. The main area has a 'Filter by...' dropdown menu open, with 'Job Status' highlighted by an orange circle. The background table lists job details with columns: Job Number, Resource Type, Activity, Resource, Service Provider, Operator, and Details. The table contains several rows of data, including jobs with status 'Completed' and 'Pending Approval'.

Job Number	Resource Type	Activity	Resource	Service Provider	Operator	Details
	Fluid Hauler	Haul oil				
	Fluid Hauler	Haul Emulsion				test
	IE Tech	Drill		ABC Maintenance Services Ltd.		Test
	Fluid Hauler	Haul Emulsion		Total Energy		Test
	Fluid Hauler	Haul Emulsion		Total Energy		
	Fluid Hauler	Haul Emulsion		Total Energy		
	Fluid Hauler	Haul Emulsion		Total Energy		
	Fluid Hauler	Haul Emulsion		Total Energy		
	Fluid Hauler	Haul Emulsion		Total Energy		

7 Select which ever status you want to work on.

The screenshot shows the 'Job Status' filter dropdown menu. The 'Job Status' dropdown is open, showing a list of status options. The 'Completed' status is selected, indicated by a blue checkmark and an orange circle. The 'Pending Approval' status is also selected, indicated by a blue checkmark. The other status options are 'Requested', 'Assigned To Pool', 'Assigned To Service Provider', 'Scheduled', 'Active', 'Paused', 'Approved', 'Rejected', and 'Cancelled'. An 'Apply' button is at the bottom of the dropdown. The background table shows job details with columns: Priority, #, Job Status, Service Provider, Operator, Details, Submitted, and Created By. The table contains one row of data with status 'Completed'.

Priority	#	Job Status	Service Provider	Operator	Details	Submitted	Created By
	7356	Completed	Total Energy	Mike Ross		Apr 22, 11:34	

8

Click "Apply"

Item ID	Status	Assigned To	Equipment	Material	Location	Activity	Test	Date
9111	Assigned To Service Provider				ABC Maintenance Services Ltd.		Test	Oct 1
9110	Assigned To Service Provider				Total Energy		Test	Oct 1
9107	Assigned To Service Provider				Total Energy			Oct 0
9106	Assigned To Service Provider				Total Energy			Oct 0
9105	Assigned To Service Provider				Total Energy			Oct 0
9104	Assigned To Service Provider				Total Energy			Oct 0
9103	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy			Oct 0
9102	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy			Oct 0
9091	Assigned To Service Provider	Fluid Hauler	Hauling		Total Energy		test	Oct 0
8948	Scheduled	Fluid Hauler	Haul Emulsion	Fluid Haul	Total Energy		Test	Sep 2
8642	Scheduled	Fluid Hauler	Haul Emulsion	Fluid Haul	Total Energy			Aug 2
8641	Active	Fluid Hauler	Haul Emulsion	Test Truck	Total Energy	Mike Ross		Aug 2

9

Click on the pen or edit button to make any changes.

Total Energy Jobs
All jobs

Job Status is any of (2)
Job Number is 7356

☐	Priority	#	Job Status	Resource Type	Activity	Resource	Service Provider	Operator	Details	Submitted	Created By	Last updated	Start	End	Pick Up
☐	-	7356	Completed	Fluid Hauler	Haul Emulsion	Fluid Haul	Total Energy	Mike Ross		Apr 22, 11:34		Apr 22, 11:39	Apr 22, 10:45 • 1.00 hr	Apr 22, 11:45	3FA

Job #7356 - Total Completed



Assigned to Fluid Hauler - Fluid Haul - Total
Operated by Mike Ross

Planned for Apr 22, 10:45 to 11:45
Executed Apr 22, 11:38 to 11:39 1.00 hr / 0.01 hr

3FA Project Site
(Qty 150) x Crude Oil - Fluid

A&S Facility

Traveled 0.0 miles

[Submit for approval](#)

[Clone](#)
[Download PDF](#)
[Notify](#)
[More](#)

DETAILS

Requester	Nicole
Division	Total Energy > Total East > Total Haul
Followers	Kalid Ray
Cost Center	Cash 1 cost
AFE	49892409
PO/Line	938020-92
UWI/Well Name	D01
GL Code	80303884(6-25)
Cost Object	

10 Clone a Job

To quickly duplicate a job:

1. Find the job you want to clone.
 - Click the **three dots (...)** at the bottom of the job.
 - If the job is marked as **Completed**, you'll see the **Clone** option listed just below the **Download PDF** button.
 - Select **Clone** to duplicate the job.

The system will automatically copy most of the job's details, helping you create a similar job more efficiently.

The screenshot shows a job details form with the following sections:

- Fluid:** Crude Oil, Qty: 150
- Add:** [Inventory item](#), [Pickup location](#)
- Dropoff location:** Tackle
- WHEN?**
 - Start: Aug 29, 2025 09:30
 - End: Aug 29, 2025 10:30
- DETAILS**
 - Cost center: Cash 1
 - Additional details...
- Billing Details**
 - AFE

At the bottom right, there is a blue button labeled "Mark as Completed" and an orange circle with three dots (the "three dots" mentioned in the instructions).

11

Operated by Mike Ross

Planned for Apr 22, 10:45 to 11:45 1.00 hr
Executed Apr 22, 11:38 to 11:39 0.01 hr

3FA Project Site
(Qty 150) x Crude Oil - Fluid

A&S Facility

Traveled 0.0 miles

[Submit for approval](#)

[Clone](#) [Download PDF](#) [Notify](#) [More](#)

DETAILS [Edit](#)

Requester	Nicole
Division	Total Energy > Total East > Total Haul
Followers	Kalid Ray
Cost Center	Cash 1 cost
AFE	49892409

12 Click "Clone"

Fluid: Crude Oil Qty: 150

Add: [Inventory item](#) [Pickup location](#)

Dropoff location: Tackle

WHEN?
Start: Aug 29, 2025 09:30 End: Aug 29, 2025 10:30

DETAILS
Cost center: Cash 1
Additional details...

Billing Details
AFE

[Mark as Completed](#)

[Mark as Cancelled](#)
[Archive](#)
[Clone](#)
[Notify](#)
[Add to project](#)
[Download as PDF](#)

13 Find Pending Approval Jobs

To view and act on pending approval jobs:

- Go to the **Jobs** tab.
- Click **Filter By** → select **Job Status**.
- Choose **Pending Approval**.
- (Optional) Apply a **Date Range** filter to narrow results.
- Open a job to review details.
- Click on the More Button
- Click **Approve** to approve the job. Please note that jobs should only be approved after all information has been reviewed and verified as correct.

The screenshot shows the 'Total Energy Jobs' interface. On the left is a sidebar with navigation icons for Messages & Alerts, Schedule, Map, Jobs (selected), Forms, Analytics, and Account. The main area has a header with 'Total Energy Jobs', an info icon, and a button for 'All jobs'. Below the header is a 'Filter by...' dropdown menu. The filter menu is open, showing a list of filter options: Job Number, Job Status (highlighted with an orange circle), Priority, Division, Creator, Requester, Followers, Resource Type, Activity, Service Provider, Resource, and Field Worker. The main table displays a list of jobs with columns: Resource Type, Activity, Resource, Service Provider, Operator, and Details. The table contains several rows of job data, including 'Fluid Hauler' and 'Haul oil'.

Resource Type	Activity	Resource	Service Provider	Operator	Details
Fluid Hauler	Haul oil				
Fluid Hauler	Haul Emulsion				test
IE Tech	Drill		ABC Maintenance Services Ltd.		Test
Fluid Hauler	Haul Emulsion		Total Energy		Test
Fluid Hauler	Haul Emulsion		Total Energy		
Fluid Hauler	Haul Emulsion		Total Energy		
Fluid Hauler	Haul Emulsion		Total Energy		
Fluid Hauler	Haul Emulsion		Total Energy		
Fluid Hauler	Haul Emulsion		Total Energy		

14 Click here.

The screenshot shows a web application interface for managing jobs. On the left is a sidebar with icons for Schedule, Map, Jobs (selected), Forms, Analytics, and Account. The main area displays a table of jobs. A dropdown menu is open over the 'Job Status' column, showing a list of status options. The 'Pending Approval' option is highlighted with an orange circle. An 'Apply' button is at the bottom of the dropdown.

Priority	#	Job Status	Resource	Service Provider	Operator	Details
	9124	Requested				
	9123	Requested				test
	9111	Assigned To Service Provider		ABC Maintenance Services Ltd.		Test
	9110	Assigned To Service Provider		Total Energy		Test
	9107	Assigned To Service Provider		Total Energy		
	9106	Assigned To Service Provider		Total Energy		
	9105	Assigned To Service Provider		Total Energy		
	9104	Assigned To Service Provider		Total Energy		
	9103	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy
	9102	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Total Energy
	9091	Assigned To Service Provider	Fluid Hauler	Hauling		Total Energy test

Job Status dropdown options:

- ☐ Requested
- ☐ Assigned To Pool
- ☐ Assigned To Service Provider
- ☐ Scheduled
- ☐ Active
- ☐ Paused
- ☐ Completed
- ☒ Pending Approval
- ☐ Approved
- ☐ Rejected
- ☐ Cancelled

Apply

15 Click "Apply"

This screenshot shows the same interface as the previous one, but with the 'Pending Approval' status selected in the dropdown menu (indicated by a blue checkmark). The 'Apply' button at the bottom of the dropdown is now highlighted with an orange circle.

Priority	#	Job Status	Resource	Service Provider	Operator	Details
	9111	Assigned To Service Provider		ABC Maintenance Services Ltd.	Test	Oct 10, 1
	9110	Assigned To Service Provider		Total Energy	Test	Oct 10, 1
	9107	Assigned To Service Provider		Total Energy		Oct 09, 1
	9106	Assigned To Service Provider		Total Energy		Oct 09, 1
	9105	Assigned To Service Provider		Total Energy		Oct 09, 1
	9104	Assigned To Service Provider		Total Energy		Oct 09, 1
	9103	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Oct 09, 1
	9102	Assigned To Service Provider	Fluid Hauler	Haul Emulsion		Oct 09, 1
	9091	Assigned To Service Provider	Fluid Hauler	Hauling	test	Oct 07, 1
	8948	Scheduled	Fluid Hauler	Haul Emulsion	Fluid Haul	Total Energy Test Sep 24, 0
	8642	Scheduled	Fluid Hauler	Haul Emulsion	Fluid Haul	Total Energy Aug 29, C
	8641	Active	Fluid Hauler	Haul Emulsion	Test Truck	Total Energy Mike Ross Aug 29, C

Job Status dropdown options:

- ☐ Assigned To Service Provider
- ☐ Scheduled
- ☐ Active
- ☐ Paused
- ☐ Completed
- ☒ Pending Approval
- ☐ Approved
- ☐ Rejected
- ☐ Cancelled

Apply

16 Approve or Reject a Job

To approve or reject a job:

- Find the **completed job**.
- Click the **three dots (...)** and select **Approve** after verifying all information is correct.
- To **reject a job**: > This is usually done when the job information needs correction
 - Go to an **approved job**.
 - Click the **three dots (...)**.
 - First click **Unapprove**, then select **Reject** if the job details are incorrect.

'gy		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00	Planned for Jul 14, 14:15 to 15:15 Executed Aug 21, 11:57 to 12:21	1.00 hr 0.40 hr
'gy		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00	3FA Project Site (Qty 150) x Produced Water - Fluid	
'gy		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00	Project site	
'gy	test	Oct 07, 14:35		Oct 09, 16:26	Oct 07, 14:45	Traveled 0.0 miles	
'gy	Test	Sep 24, 09:39		Sep 24, 09:41	Sep 24, 09:45		
'gy		Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30		
'gy	Mike Ross	Aug 29, 09:23		Oct 09, 14:11	Aug 29, 09:30		
'gy	Test	Aug 21, 12:19		Aug 21, 12:20	Aug 21, 12:30		
'gy	Mike Ross	Aug 21, 11:54		Oct 09, 16:39	Aug 21, 12:00		
'gy		Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30		
'gy	Mike Ross	Jul 14, 14:01		Oct 10, 11:24	Jul 14, 14:15		
ng		May 14, 16:33		Jun 09, 13:50	May 14, 10:15		

Download PDF

Clone Notify More

DETAILS

Requester Tise Tami

Division Total Energy > Total East > Total Maintenance

Followers

Cost Center Test

GL Code 80303884(6-25)

Cost Object

17 Click "Approve"

'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
'BY	test	Oct 07, 14:35		Oct 09, 16:26	Oct 07, 14:45
'BY	Test	Sep 24, 09:39		Sep 24, 09:41	Sep 24, 09:45
'BY		Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30
'BY	Mike Ross	Aug 29, 09:23		Oct 09, 14:11	Aug 29, 09:30
'BY	Test	Aug 21, 12:19		Aug 21, 12:20	Aug 21, 12:30
'BY	Mike Ross	Aug 21, 11:54		Oct 09, 16:39	Aug 21, 12:00
'BY		Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30
'BY	Mike Ross	Jul 14, 14:01		Oct 10, 11:24	Jul 14, 14:15

Assigned to Fluid Hauler · Fluid Haul · Total
Operated by Mike Ross

Planned for Jul 14, 14:15 to 15:15 1.00 hr
Executed Aug 21, 11:57 to 12:21 0.40 hr

3FA Project Site
(Qty 150) x Produced Water · Fluid

Project site

Traveled 0.0 miles

[Reject](#) [Approve](#)

[Clone](#) [Download PDF](#) [Notify](#) [More](#)

DETAILS [Edit](#)

Requester Tise Tami
Division Total Energy > Total East > Total Maintenance
Followers

18 Click "More_horiz"

'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
'BY		Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
'BY	test	Oct 07, 14:35		Oct 09, 16:26	Oct 07, 14:45
'BY	Test	Sep 24, 09:39		Sep 24, 09:41	Sep 24, 09:45
'BY		Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30
'BY	Mike Ross	Aug 29, 09:23		Oct 09, 14:11	Aug 29, 09:30
'BY	Test	Aug 21, 12:19		Aug 21, 12:20	Aug 21, 12:30
'BY	Mike Ross	Aug 21, 11:54		Oct 09, 16:39	Aug 21, 12:00
'BY		Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30
'BY	Mike Ross	Jul 14, 14:01		Oct 10, 11:24	Jul 14, 14:15
ng		May 14, 16:33		Jun 09, 13:50	May 14, 10:15

Planned for Jul 14, 14:15 to 15:15 1.00 hr
Executed Aug 21, 11:57 to 12:21 0.40 hr

3FA Project Site
(Qty 150) x Produced Water · Fluid

Project site

Traveled 0.0 miles

[Download PDF](#)

[Clone](#) [Notify](#) [More](#)

DETAILS

Requester Tise Tami
Division Total Energy > Total East > Total Maintenance
Followers
Cost Center Test
GL Code 80303884(6-25)
Cost Object

19 Click "Unapprove"

BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
BY	test	Oct 07, 14:35	Oct 09, 16:26	Oct 07, 14:45
BY	Test	Sep 24, 09:39	Sep 24, 09:41	Sep 24, 09:45
BY	Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30
BY	Mike Ross	Aug 29, 09:23	Oct 09, 14:11	Aug 29, 09:30
BY	Test	Aug 21, 12:19	Aug 21, 12:20	Aug 21, 12:30
BY	Mike Ross	Aug 21, 11:54	Oct 09, 16:39	Aug 21, 12:00
BY	Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30

mapbox

Assigned to Fluid Hauler - Fluid Haul - Total
Operated by Mike Ross

Planned for Jul 14, 14:15 to 15:15 1.00 hr
Executed Aug 21, 11:57 to 12:21 0.40 hr

3FA Project Site
(Qty 150) x Produced Water - Fluid

Project site

Traveled 0.0 miles

Unapprove
Archive

Clone Notify More

DETAILS

Requester Tise Tami
Division Total Energy > Total East > Total Maintenance
Followers

20 Click "Reject"

BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
BY	Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
BY	test	Oct 07, 14:35	Oct 09, 16:26	Oct 07, 14:45
BY	Test	Sep 24, 09:39	Sep 24, 09:41	Sep 24, 09:45
BY	Aug 29, 09:27		Aug 29, 09:38	Aug 29, 09:30
BY	Mike Ross	Aug 29, 09:23	Oct 09, 14:11	Aug 29, 09:30
BY	Test	Aug 21, 12:19	Aug 21, 12:20	Aug 21, 12:30
BY	Mike Ross	Aug 21, 11:54	Oct 09, 16:39	Aug 21, 12:00
BY	Aug 15, 16:24	Bola Admin	Aug 15, 16:35	Aug 15, 16:30
BY	Mike Ross	Jul 14, 14:01	Oct 14, 11:35	Jul 14, 14:15

Assigned to Fluid Hauler - Fluid Haul - Total
Operated by Mike Ross

Planned for Jul 14, 14:15 to 15:15 1.00 hr
Executed Aug 21, 11:57 to 12:21 0.40 hr

3FA Project Site
(Qty 150) x Produced Water - Fluid

Project site

Traveled 0.0 miles

Reject Approve

Clone Download PDF Notify More

DETAILS

Requester Tise Tami
Division Total Energy > Total East > Total Maintenance
Followers

Edit

21 Click "Reject"

The screenshot shows a web application interface for job management. On the left is a table with columns: Provider, Operator, Details, Submitted, Created By, Last updated, and Start. The table contains several rows of job data. On the right, a modal titled 'Reject approval' is open. The modal has a 'Reason' text area with the word 'Test' entered. Below the text area, it says 'You have unsaved changes'. At the bottom right of the modal are two buttons: 'Cancel' and 'Reject'. The 'Reject' button is highlighted with a red circle. Above the modal, there is a header bar with 'Job #8271 - Total' and 'Haul Emulsion', and a 'Pending Approval' status indicator.

Provider	Operator	Details	Submitted	Created By	Last updated	Start
'gy		Test	Oct 10, 11:14	Bola Requester	Oct 10, 11:14	Oct 10, 11:15
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:09	Oct 11, 14:00
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 11, 14:00
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 10, 14:00
'gy			Oct 09, 14:05	Bola Requester	Oct 09, 14:05	Oct 09, 14:00
'gy		test	Oct 07, 14:35		Oct 09, 16:26	Oct 07, 14:45

22 Best Practices

- Always confirm job details before approving or rejecting.
- Only assign jobs to vendors or trucks if you have the appropriate permissions.
- Keep followers updated to ensure visibility on all job changes.
- Use filters and date ranges to locate specific jobs faster.