Oil Experience
User Manual

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Table of Contents

1 Introduction

Oil Experience is an on-line community of professionals who have previously worked with international oil companies and are committed to continuing the development and application of their skills within the global energy sector.

The community is built upon the view that there is much that ex oil company consultants can leverage by combining skills, sharing experiences, discussing new opportunities and helping each other.

The **OE** website is intended to act as an easy to use interactive portal to match clients requiring expertise to appropriate consultants. It also allows our consultants to work in a more flexible way.

The website has 8 primary functions:

- Home: Links you to your relevant information
- Members: Lists and finds members together with their details
- Messages: Receive and send messages between members
- Events: Shows **OE** diary and news, post events and news items
- Search: Searches for people, skills, projects and documents
- Projects: See open projects, apply to work projects, post new projects, set up shared project rooms, share documents, set up meetings, post agendas, track actions, track performance, hold discussions, vote on decisions ...
- Money: Sends and receives money and tracks payments
- Links: Various links and other services for members

2 The Oil Experience Home Page

The home page can be accessed by entering the following URL into the location bar of your web browser.

3.1-1 URL

The home page is the place to find out more about the community.

3.1-2 Homepage

To navigate around the site, position the mouse pointer over the relevant heading on the navigation pane and click as shown in the following diagram.

3.1-3 The Navigation Pane

Each menu item on the navigation pane links to information about Oil Experience. The information provided on these pages will help you decide if you wish to participate within the community.

If you require further information, or have questions not answered on the website, use the '*contact us*' link to view the postal, telephone and email contact details for Oil Experience.

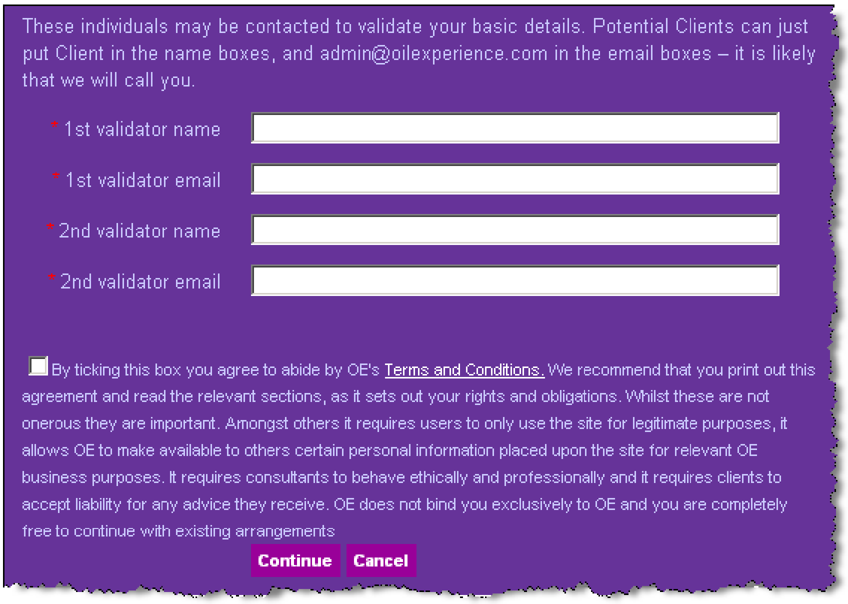
3 Registration

In order to join the online OE community, you must first register. The process is triggered by clicking the '*register*' link on the navigation pane.

Registration is a two stage, linked process. The first stage requests the basic information required for initial registration. Fields marked with an asterisk are mandatory and some fields can be protected from public view by clicking the 'Keep Private' checkbox along side those fields as shown in the diagram.

3.1-1 Registration Page 1

Once these fields are completed, scroll down the page. The fields displayed at the bottom of the page are used to provide references to validate your application. The bottom of this page also provides a link to OE's Terms and Conditions. Carefully read and retain the Ts & Cs for your reference. To continue with the registration process you must agree to abide to the Terms and Conditions. This agreement is signified by clicking the checkbox.



3.1-2 Registration Page 1 continued

Use the '**Continue**' button to proceed with the process.

The second phase of registration requests more detailed information about your career. This information is collected over seven screens and the more detail entered here, the more exposure the user will have within the community.

The following list details the subject of each page.

- Sector Expertise
- Commercial and Corporate Interests
- Competence
- Specific Expertise
- Employment History
- General Info
- Consulting Info

3.1 Sector Expertise

Information entered on this page is public.

Click the adjacent checkbox to indicate your expertise within each field. This information is displayed to other members when they look at your details.

Once complete, click on '**Move to stage 2**'

3.2 Commercial and Corporate Interests

Information entered on this page is public.

Click the adjacent checkbox to indicate your Commercial and Corporate Interests.

Once complete, click on '**Move to stage 3**'

3.3 Competence

This page allows the user to rate his/her competence within the Corporate and Commercial Interests selected in the previous section. All the fields selected on the previous page will be displayed here with a list box of options to indicate the user's competence. The options range from one to five and indicate:

1. Basic working knowledge and able to apply
2. Reasonable working knowledge and competence
3. Fully current and competent with industry standards
4. Above average industry competence
5. Industry leader with distinguished competence

Once complete, click on '**Move to stage 4**'

3.4 Specific Expertise

Use this section to write a short description of any specific expertise you have (e.g. seismic stratigraphy, carbonate reservoirs, sub-sea systems, conflict resolution etc.) in addition to languages that you speak and/or countries that you have worked in.

This information is private and will not be generally available.

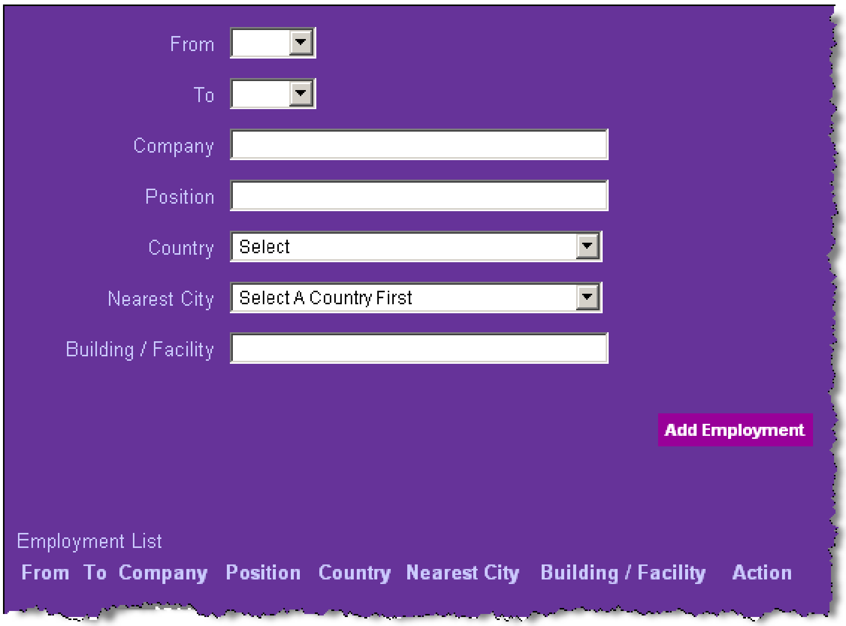
Once complete, click on '**Move to stage 5**'

3.5 Employment History

Use this page to summarise your employment history.

Please ensure to fill out this page within 45 minutes. The in-built security for the website will release the session and your registration details will be discarded if this information isn't complete within that timescale.

Enter the relevant information into each field of the form. This page is slightly different as to save the information entered you must click the '**Add Employment**' button for each period of employment entered.



3.5-1 Registration Employment History

Each period of employment added will append to bottom of the screen under the 'Employment List' heading. Once added, any entry can be either edited or deleted by select the adjacent link under the 'Action' heading.

Once complete, click on '**Move to stage 6**'

3.6 General Info

The page allows the user to add both public and private information. The public information includes a photo and a short description of your current activities and interest whilst the private information provides additional security controls used to verify your ID in the case of a forgotten password request.

Once complete, click on '**Move to stage 7**'

3.7 Consulting Info

This page allows the user to input information specific to their employment preferences.

On this page you can enter such information as the upper and lower limit for your fees, upload a CV, enter address details etc.

Once completed, click '**Complete Registration**'.

3.8 Validation

Following the completion of the registration process, your application to join the community will be validated with the references supplied at the first stage of the process.

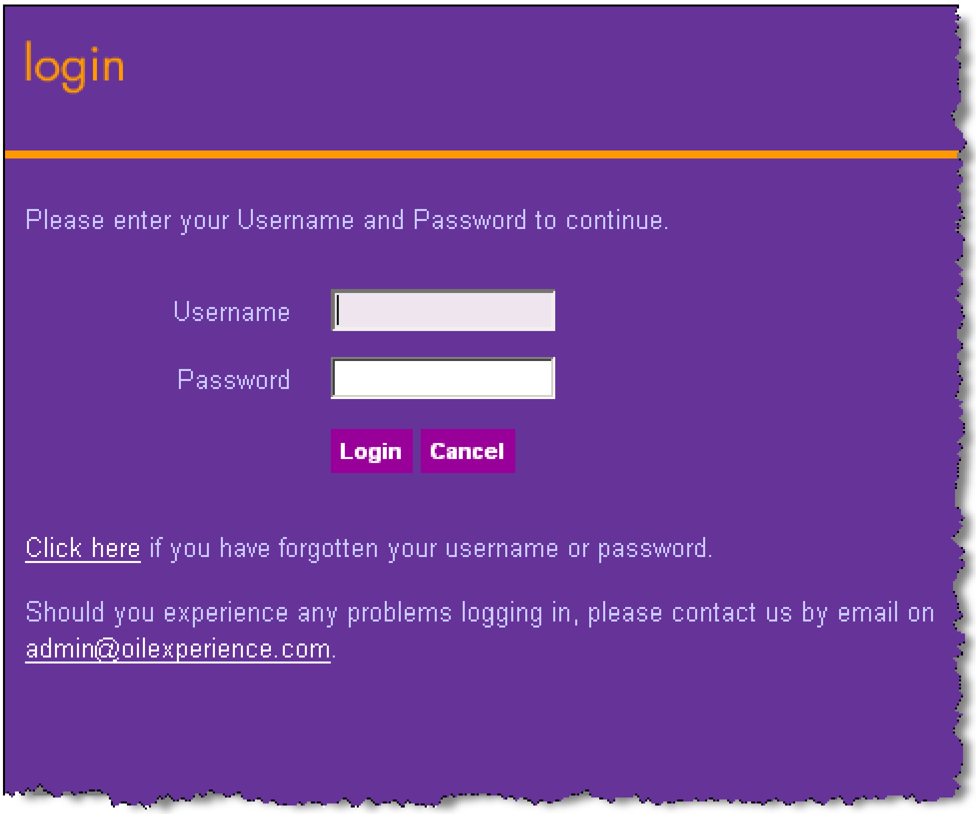
An email will be forwarded to the supplied address that contains the username and password that will enable you to log in to the community portal.

4 The OE Portal

To access the OE portal, from the homepage click ‘Login’ from the navigation pane. The login screen is loaded.

4.1 The Login Page

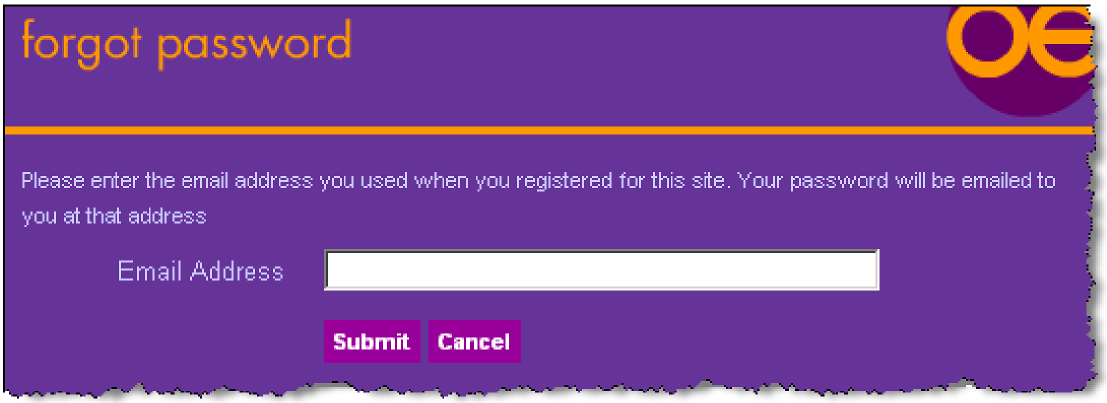
The login screen shown below can be accessed by either following the link supplied in the confirmation e-mail or by selecting the login option from the ‘Public’ web page navigation bar.



4.1-1 Login Page

Enter your username and password into the relevant fields and click the ‘Login’ button to continue into the Portal.

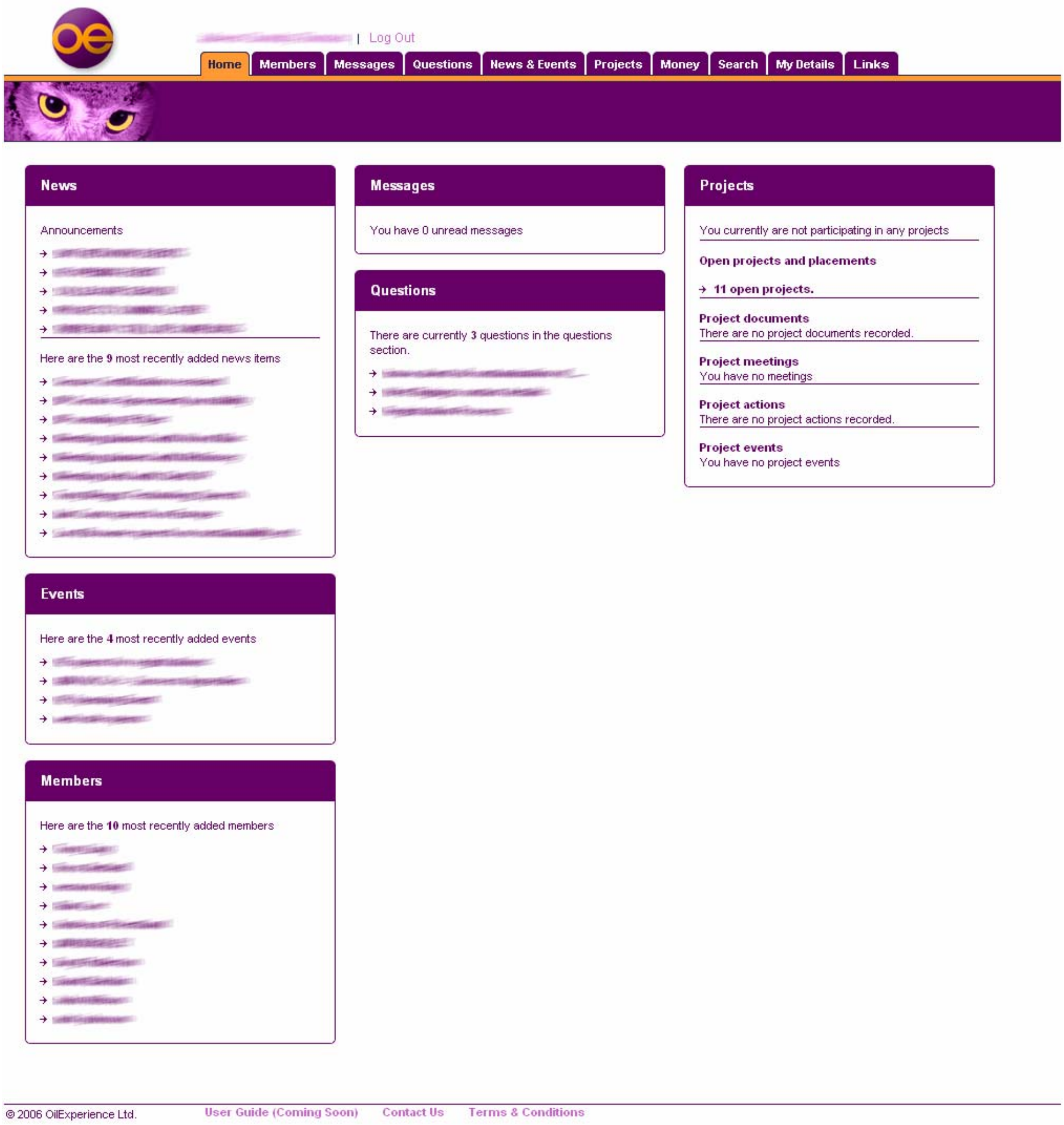
If you should forget your password, use the ‘Click here’ link. Figure 4.1-3 shows the Forgot Password screen where the password can be requested.



4.1-2 Forgotten Password Screen

4.2 Portal Main Page

Figure 4.2-1 shows the main page for the OE Portal.



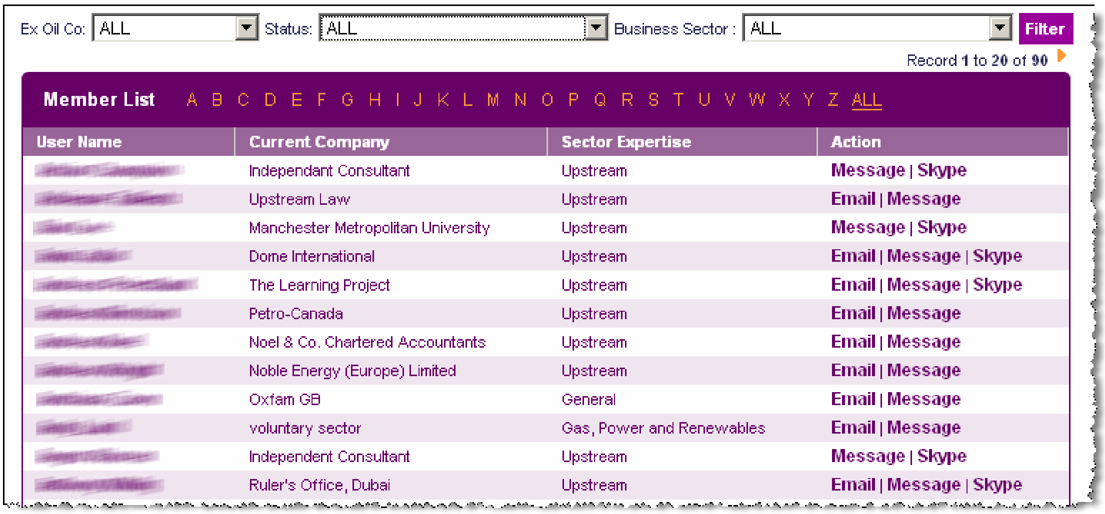
4.2-1 the OE Portal

The screen has a row of navigation tabs across the top of the page and summary boxes fill the rest of the page.

To move to the other screens, position the cursor over the name on any tab and click to select.

4.3 Members Tab

The Members tab allows a member to list and find other members or associates. Figure 4.3-1 shows the detail and functions available on this page. A filter can be placed to narrow the list of members displayed. This can be by Ex Oil Company, Status and/or Business Sector.



User Name	Current Company	Sector Expertise	Action
[illegible]	Independant Consultant	Upstream	Message | Skype
[illegible]	Upstream Law	Upstream	Email | Message
[illegible]	Manchester Metropolitan University	Upstream	Message | Skype
[illegible]	Dome International	Upstream	Email | Message | Skype
[illegible]	The Learning Project	Upstream	Email | Message | Skype
[illegible]	Petro-Canada	Upstream	Email | Message
[illegible]	Noel & Co. Chartered Accountants	Upstream	Email | Message
[illegible]	Noble Energy (Europe) Limited	Upstream	Email | Message
[illegible]	Oxfam GB	General	Email | Message
[illegible]	voluntary sector	Gas, Power and Renewables	Email | Message
[illegible]	Independent Consultant	Upstream	Message | Skype
[illegible]	Ruler's Office, Dubai	Upstream	Email | Message | Skype

4.3-1 the Members Tab

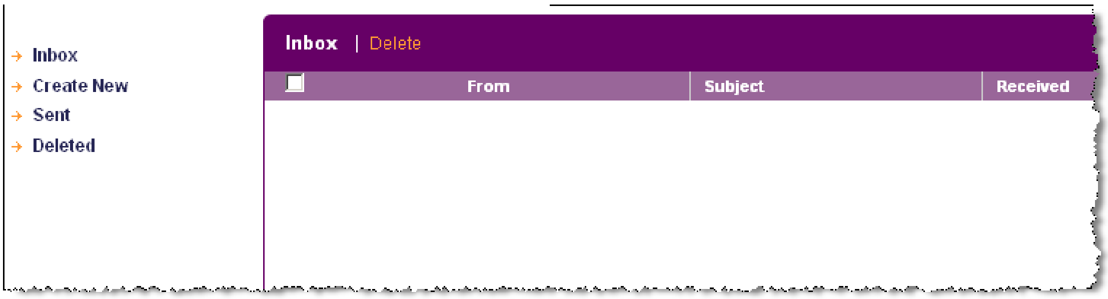
Further details of a member can be obtained by clicking on the member name. The details that are displayed are those that are entered during the registration process by the member.

A message, email or Skpe connection can be instigated by clicking on the relevant link under the Action column.

4.4 Messages Tab

This tab allows members to receive and send messages to other OE members.

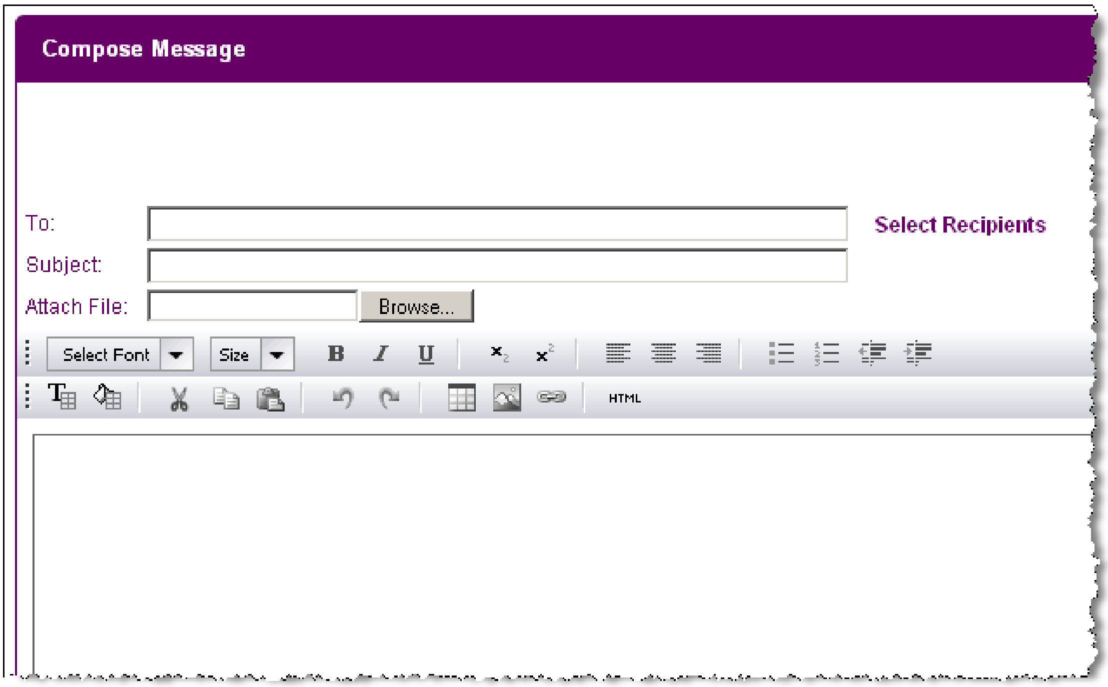
A member can view all of the messages that have been sent and received as well as having the option to reply, delete or forward any message. Figure 4.4-1 show the main messages screen.



4.4-1 The Messages main page

To send a message, click on the 'Create New' sidebar option, add a recipient by typing their name in the 'TOL' field or by using the 'Select Recipient' link. Enter the subject and message details as usual and hit 'Send' once completed.

A document can be sent as an attachment and can be selected using the browser button. The compose message screen is displayed in Figure 4.4-2.



4.4-2 Compose Message

4.5 Questions Tab

This tab allows members to pose questions to all other OE members. This feature on the home page will inform the user as to how many questions have been posed do date and provide a brief view of the question concerned. The question may be related to the website itself, or a specific work/project related question. To view the question details in full, move the cursor over the question and click once.

The next screen will display the question in detail, when it was raised, who raised it and all the replies that have been posted to date. The user will have the option at this point to post a reply or add a new question.

4.6 News and Events

This shows the OE diary with news and upcoming events. Figure 4.6-1 shows the layout of the event calendar.

4.6-1 The Event Calendar

Members may add news or events to the OE diary, which may be viewed by all members. As the author of an event, the options to edit and delete the event will be displayed within the calendar.

Do not enter any personal information e.g. birth dates. Keep the news and event items relevant to OE business.

The sidebar menu items allow a member to view the events calendar (default view), add an event, list and add news and view announcements.

Add an Event

When clicked, the ‘Add Event’ screen is loaded. Enter all the relevant information about the event (date, time, title and description) and click ‘Add’.

Add News

When clicked, the ‘Add News/Announcement’ screen is loaded. Enter all the relevant information (title and body text) and click ‘Add’.

Viewing Events, News and Announcements

Events are displayed on the ‘Calendar View’. Position the mouse over any day (the calendar can scroll through months and years by clicking the navigation arrows at the top of the calendar) and events for that day appear in a pop-up. Clicking on the day in the calendar updates the ‘Events for select day’ box at the bottom of the page.

News and Announcements can be viewed by clicking the appropriate sidebar link.

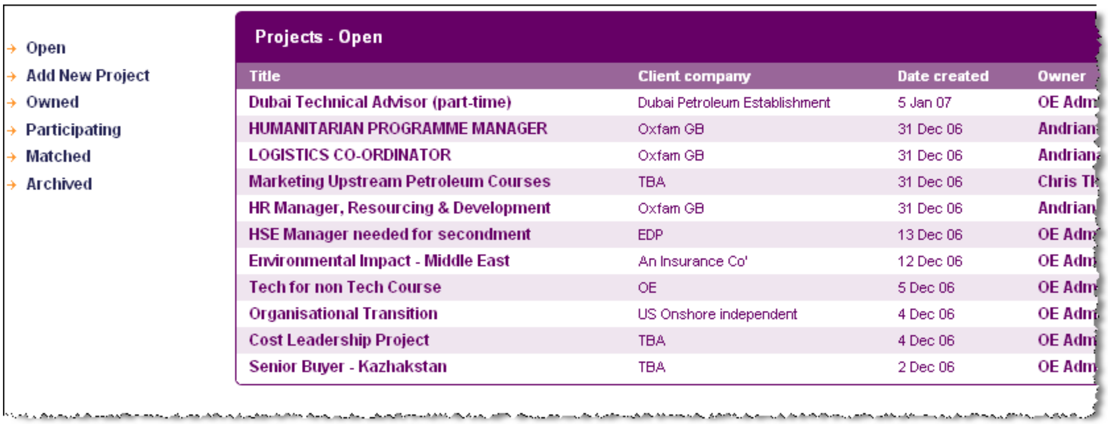
4.7 Projects

The OE registration process is the main route in to the project based collaboration environment. The purpose of this environment is to provide a common access tool where team members can share data within a secure environment, controlled by the project manager. The project collaboration environment also caters for the provision of creating meetings, assigning and tracking actions, advertising project events and news. Basically, this environment is a tool to assist the project manager in administering their projects, irrespective of where their project team is located worldwide.

The projects tab allows members to manage their projects.

Open Project

This is the default view within the projects tab. It lists all open projects displaying the project title, client, date opened and the project owner. Figure 4.7-1 shows the layout of the Open Projects tab.

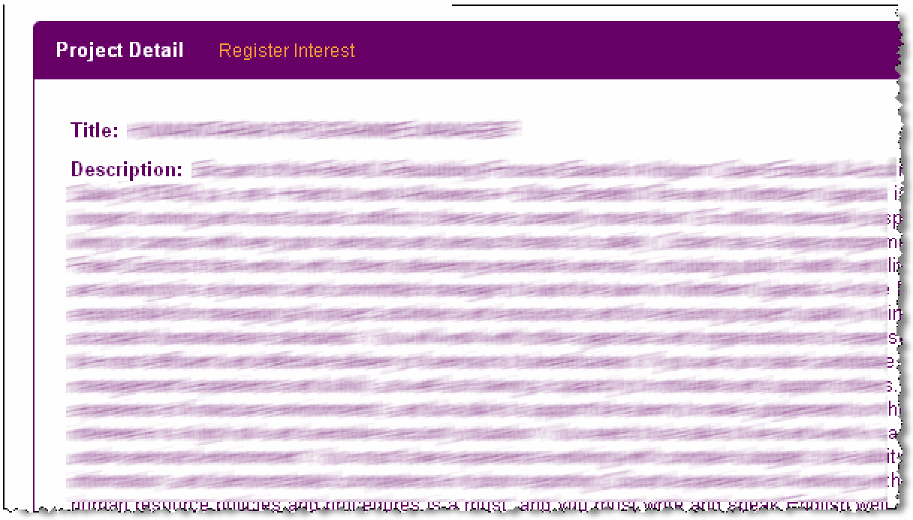


Title	Client company	Date created	Owner
Dubai Technical Advisor (part-time)	Dubai Petroleum Establishment	5 Jan 07	OE Adm
HUMANITARIAN PROGRAMME MANAGER	Oxfam GB	31 Dec 06	Andrian
LOGISTICS CO-ORDINATOR	Oxfam GB	31 Dec 06	Andrian
Marketing Upstream Petroleum Courses	TBA	31 Dec 06	Chris Th
HR Manager, Resourcing & Development	Oxfam GB	31 Dec 06	Andrian
HSE Manager needed for secondment	EDP	13 Dec 06	OE Adm
Environmental Impact - Middle East	An Insurance Co'	12 Dec 06	OE Adm
Tech for non Tech Course	OE	5 Dec 06	OE Adm
Organisational Transition	US Onshore independent	4 Dec 06	OE Adm
Cost Leadership Project	TBA	4 Dec 06	OE Adm
Senior Buyer - Kazhakstan	TBA	2 Dec 06	OE Adm

4.7-1 Projects -Open

Within the table there are two selectable links. The first is the Project Title, the second the Project Owner.

Clicking the Project Title displays the details of the project as shown in Figure 4.7-2.



4.7-2 Project Details

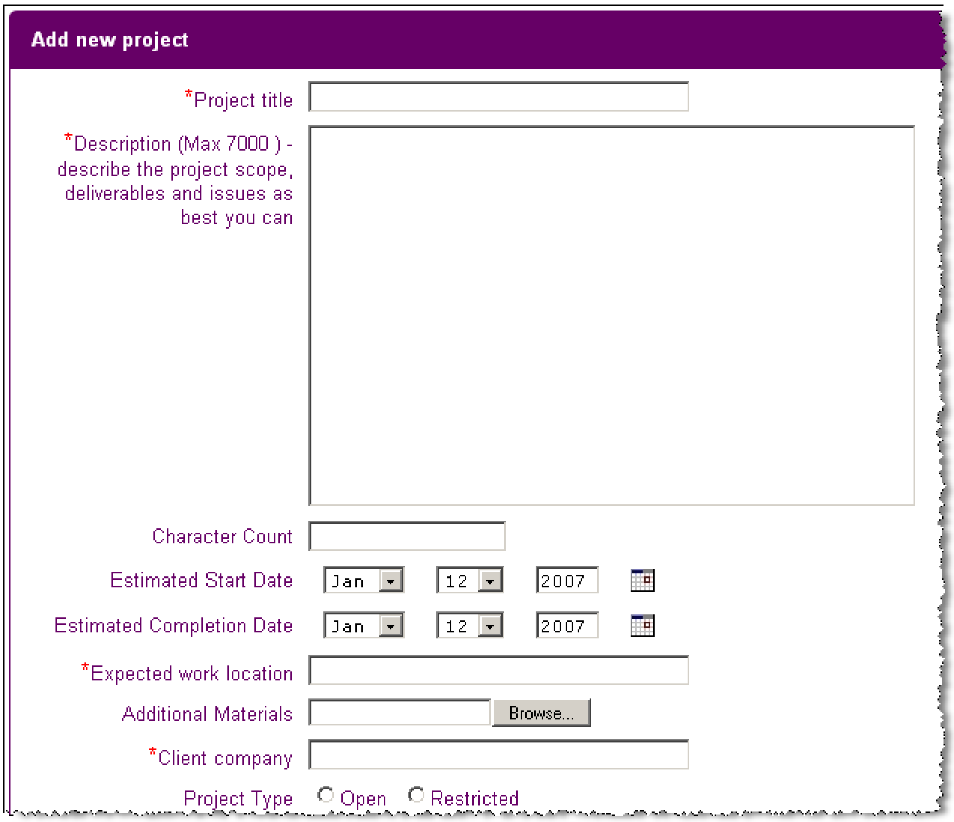
If the project is of interest use the 'Register Interest' link. The owner of the project will consider each interest registered.

Clicking the Project Owners name brings up their personal details.

Add a New Project

When clicked, the member is allowed to create a new project. There are 4 stages that have to be completed in order to add a new project to the project collaboration area.

The first stage, shown in Figure 4.7-3 is where the general details of the project are entered.



4.7-3 New Project - Stage 1

The Project Type, at the bottom of the page, controls the display of this project within the Open Projects page. If the 'Open' option is selected, it will be visible to other users who may register an interest in participating. The 'Restricted' option prevents the displaying of the project and members are requested to join by the Project Owner.

There are a number of mandatory fields on this form which are identified by an asterisk alongside the field name.

Once complete use the '**Move to stage 2**' button.

Stage 2 concerns the Required Sector Expertise. The form presents a series of checkboxes to identify the expertise required for this project. When completed, click the '**Move to stage 3**' button.

Stage 3 present some option experience that may be required for the project. When completed, click the '**Move to stage 4**' button.

Stage 4 display a summary of the project entered. Click the '**Launch Project**' to activate.

Owned Projects

When clicked, the member is able to view a list of all the projects that have been created by the member. Once you add a new project onto the system, you become the owner of the project. From this view the member will be able to manage and edit their project.

Matched Projects

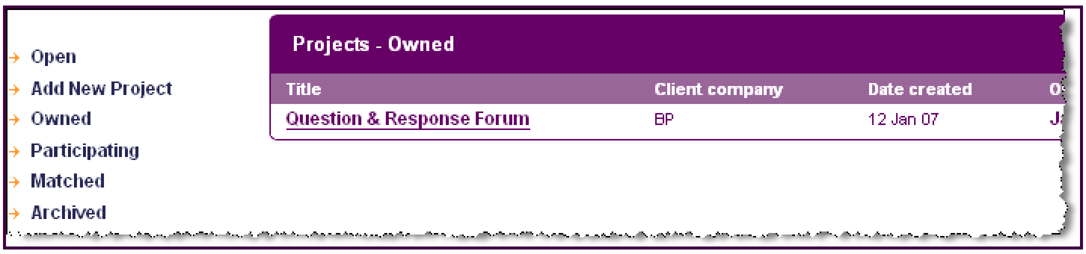
This feature is particularly useful as it searches for projects that match the member's specific skills. Hence the reason why it is important to enter as many details as possible during the registration process.

Manage Projects

This functionality is only available to the actual owners of a project. The manage option allows the owner of the project to:

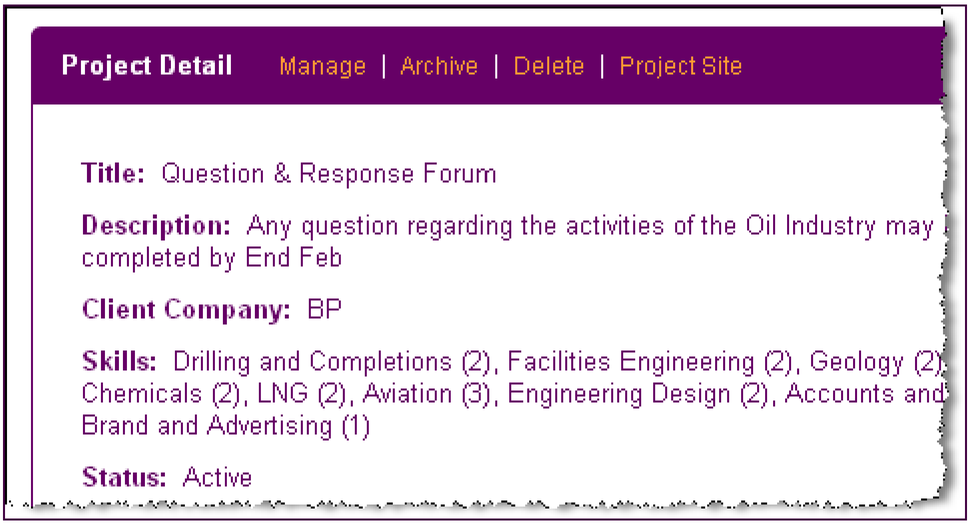
- View members that have registered an interest in the project
- View a list of all participating members
- Add registered members to the project as participants
- Add non-registered users to the project as participants
- Remove members as participants of the project

To access the list of owned projects, select 'Owned' from the sidebar menu. The screen list those projects owned by the member as shown in Figure 4.7-4.



4.7-4 Projects - Owned

The name of all owned projects is listed under the ‘Title’ column. Clicking the name of the project opens the ‘Project Details’ table at the bottom of the page as shown in Figure 4.7-5.



The table shown the details entered when the project was created but from this table there are four additional options that can be selected.

- Manage: Edit the details or manage the members of this project
- Archive: Archives the project
- Delete: Removes the project from the OE portal
- Project Site: Connects to the project site

4.8 Money

Tab is under construction

4.9 Search

This is a very useful facility which allows members to search the whole of the XOIL website using key words to identify projects, events and messages. In particular, the strength of this feature is to allow the search for people:

- with specific skills
- who have worked in a named country
- who have worked in the same countries
- who have worked for a named heritage company

Figure 4.9-1 shows the default, basic search page and sidebar.

4.9-1 The Search Page

4.10 My Details

This tab allows members to view and edit their public and private details which were entered during registration process.

4.11 Links

This tab contains useful links to other web sites including Agency links, Consultants links, OE Templates, Industry Literature and Travel.