Cenergy International Web e-FST Reference Guide



User Manual - Contractor CIS-WI-83A Rev 3.0

> DOCUPEAK SYSTEM™ Provided By Webiplex, Inc.

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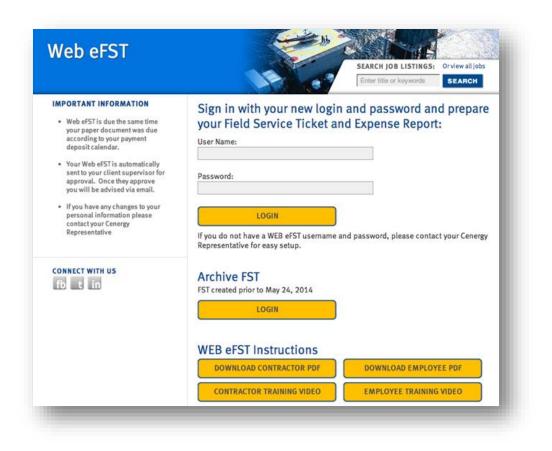
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Accessing the Cenergy FST System

Logging In

- 1. Go to http://www.cenergyintl.com/
- 2. Select the Web e-FST icon at the top of the home page
- 3. Select the Contractor Training Video for a tutorial of the same information in the online manual.
- 4. Go back to the web page and login
- 5. Enter your User Name and Password then click the "LOGIN" button



** Upon logging into the Cenergy FST system for the first time, you will be prompted to immediately change your password as described in the next section, **Managing Your Profile.**

NOTE: Check your internet tools and make sure you have Compatibility View Settings checked for "Display all websites in Compatibility View". This will allow you to select dates from the calendar display.

Managing your Profile

• To change User Details such as email address or password, click on your user name to the left of the "Logout" link.

🔼 Cenergy - DocuPeak User Setup		wtest30@cenergyintl.com	l.ogout
My FSTs			
Update your user details			
Email:	John.Smith@yahoo.com		
First Name:	John		
Last Name:	Smith	Click User Name	
(Changes below required your password)		to Manage Profile	
Current Password:			
Change Password:			
Confirm New Password:			
Change Security Question:	What is your company?		
New Security Answer:			
	🖥 Change ≪ Cancel		

- Update any user details that you wish to change.
- To change your password, enter your Current Password, and then enter your new password in both the "Change Password" and "Confirm New Password" fields.
- Click the "Change" button to save changes
- The message below will be displayed when your account changes were successful:



Locking your Account

If you enter your password incorrectly five times, your account will be locked and you will have to contact your Cenergy Representative to unlock your account or our Web eFST Technical Support Desk at **866-606-5666.**

Field Service Ticket (FST) Application

Overview of the FST "Dashboard"

The FST dashboard is displayed when you log into the application. From here you can add new FSTs, submit draft FSTs for approval, and view previously submitted FSTs.

			FSTs/My	F315				Janetes	t Logou
-	FSTs		Revint FAX	Cover She	et Submit fo	or Approval		Refresh	🕸 Search
	2	FST Submittal	Chart	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	#
	3	162	5/1/2014	5/2/2014	Approved	Chevron SJVBU-Project Control Advisor	\$1,051.50	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:48 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:162] From: Jane Test Amount: \$ 1,051.50	1
	3	182	4/28/2014	4/29/2014	Resubmitted	Chevron SJVBU-Project Control Advisor	\$967.25	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:39 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:182] From: Jane Test Amount: § 933.00	:
	6	183			Draft	Chevron SJVBU-Project Control Advisor	\$520.00		

1) Create New FST: Click this link to open the FST

Greate New FST 🗇 Print FAX Cover Sheet 🛛 Submit for Approval

2) Column Headers: Can be used to sort the list of FSTs. Click any header to sort based on that item. Click a second time to reverse the sort order.

<u>/k</u> (Cene	rgy FST -	FSTs/My	FSTs				janetes	t Logout
<u>م</u>	FSTs	• •							
Вс	reate	New FST	Print FA	K Cover She	et Submit fo	or Approval		Refresh	\delta Search
	:	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att
	3	162	5/1/2014	5/2/2014	Approved	Chevron SJVBU-Project Control Advisor	\$1,051.50	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailio:PSDevSupport@cenergyintl.com] Sent: Wednesday, Nay 14, 2014 2:48 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:162] From: Jane Test Amount: \$ 1,051.50	1
	3	182	4/28/2014	4/29/2014	Resubmitted	Chevron SJVBU-Project Control Advisor	\$967.25	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailio:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:39 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:182] From: Jane Test Amount: § 933.00	1
	3	183			Draft	Chevron SJVBU-Project Control Advisor	\$520.00		
of :	1 Pag	jes - 3 Tota	l Records					1	

3) Indexing Icon: Click the icon to the left of the FST Submittal # to view and/or edit the FST.

<u>/k</u>	Cen	ergy FST -	FSTs/My	FSTs				janetes	Logout
<u>P</u>	FST	s 🕨							
	reat	e New FST	Print FA	K Cover She	et Submit fo	or Approval		Refresh	to Search
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.
	3	162	5/1/2014	5/2/2014	Approved	Chevron SJVBU-Project Control Advisor	\$1,051.50	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailio:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:48 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:162] From: Jane Test Amount: \$ 1,051.50	1
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	3	183			Draft	Chevron SJVBU-Project Control Advisor	\$520.00		
1 of	1 Pa	ges - 3 Tota	l Records					1	

FST Process

The Cenergy FST application is used to submit FSTs for review and approval.

Creating a new FST

• Click Create New FST

ò h	FSTs	•							
ЗC	reate	New FST	Print FA	Cover Shee	et Submit fo	or Approval		Refresh 🕫	Search 🕫
	s	ubmittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# At
	3	162	5/1/2014	5/2/2014	Approved	Chevron SJVBU-Project Control Advisor	\$1,051.50	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:48 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:162] From: Jane Test Amount: \$ 1,051.50	1
	3	182	4/28/2014	4/29/2014	Resubmitted	Chevron SJVBU-Project Control Advisor	\$967.25	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailio:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:39 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:182] From: Jane Test Amount: \$ 933.00	1
	8	183			Draft	Chevron SJVBU-Project Control Advisor	\$520.00		

• The *New FST* form will open as displayed below

	Thank y	ou for enterin	i <mark>g your t</mark> ime ar	nd expenses with Cenergy's	online submitta	al system. Please provide	details about this FST below.	
	Customer / Job:			~ ≈			FST Submittal #:	
	Approver Email:							
A	Alt. Approver Email:				1			
	Status:	Draft	,	~				
		Pleas	e attach any o	riginal receipts for this FST b	elow. File Size	per attachment limit is le	ess than 3MB.	
Attachments:								
🔊 Add 📓 Delete	8							
	Cre	ated			File N	lame		
	Add o	ach labor or o	vnonco lino ito	m in the separate section be	low Labor cub	totals will be displayed at	fter cubmitted for approval	
Labor Items:	Add ea	activation of e.	xpense nne ne	in in the separate section be	iow. Labor sub	totals will be displayed a	rter subilitted for approval.	
Add Delet	te							
Assignm	ent Date Da	y Category	Quantity	Pay Rate Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
							Labor Pay Amount Subtotal: \$	
Labor Subtota Category	ls:		Labor (Quantity Subtotal				
Expense Item								
For any variable Add 📓 Delet		Hotel/Airfare/M	lisc Expenses), p	please enter the total amount fo	r the individual e	expense in the quantity field		
	Day Category	Quantity	Pay Rate	Bill Rate Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
Dute	buy cutegory	Quantity	T uy hate		cost couc	bescription/ htg/ coci		Biii Aiiouii
							Expense Pay Amount Subtotal: \$	
							Expense Bill Amount Subtotal: \$	
							Pay Amount To	otal: \$
For additional	information, pleas	e use the note	es field below.					
								^
								\sim

Select Client / Job

- Select the Client/Job where the work was performed.
 - The Approver email will be automatically populated
 - The Alternate approver will be automatically populated if one has been designated. This field may be changed when advised by your supervisor.
 - If the approver emails are not for the correct person, please notify your Cenergy representative
 - The default status will be set to **Draft**

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.								
Customer / Job: Chevron SJVBU-Project Control Advisor 💌 😂	FST Submittal #:							
Approver Email: DPtest@cenergyintl.com								
Alt. Approver Email: DPtest@cenergyintl.com								
Status: Draft								

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Add Attachments – Upload

- Copies of original receipts must be attached to the FST before it can be submitted for approval. To fax receipts instead of scanning and attaching, please see the *Add Attachments – Fax* section.
- If you have a scanned file with receipts, use the Attachments section to upload copies of the receipts. Click the *Add* button under *Attachments*, and the attachment browse screen will be displayed
- File Size per attachment limit is less than 3MB.

Please attach any original receipts for this	FST below. File Size per attachment limit is less than 3MB.
Attachments:	
Add 💂 Delete	
Local File *	File: *
Click the Browse button to select a local file.	Browse
	HAdd ≪Cancel

• Click the *Browse* button, and the *Choose File to Upload* screen will open

Choose File to Uplo	ad					l	x
🕞 🗸 📃 Deskt	op 🕨		- 4 ∳	Search D	esktop		٩
Organize 🔻 Ne	w folder	r			•		•
🔆 Favorites	Â	Name	Siz	e	Item type		Dat
Desktop		🕞 Libraries					
Dropbox		Karah					
🖳 Recent Places	=	I툎 Computer					
🛱 Libraries		Network DocuPeak Scan Bench		3 KB	Shortcut		7/5
Documents		Documents - Shortcut		2 KB	Shortcut		8/4
J Music							
Pictures							
🜏 Homegroup	-	•					+
	File na	me: Redondo Overtime Expo	ort.10052012 -	All Files (*.	*)		•
				<u>O</u> pen		Cancel	

• Find the file on your local computer, then click Open

Choose File to Uploa	d				and the second second	×
🔾 🗸 – 🚺 🕨 Sara	h ▶ ∣	My D	Ocuments > Webiplex > -	4 7	Search Webiplex	Q
Organize 🔻 New	folde	er				
🔆 Favorites	-	Na	ame		Date modified	Туре
🧮 Desktop			Culver_City_Subpoena.v4		12/14/2010 2:16 PM	Crystal Re
鷆 Downloads		Ľ	Montebello Supoena.v1		12/14/2010 2:22 PM	Crystal Re
퉬 Dropbox		1	Open Requests by Customer.v3		2/28/2011 2:58 PM	Crystal Re
📃 Recent Places	=		Open_Requests_by_Customer.v2		2/28/2011 2:49 PM	Crystal Re
	_	15	RSASecurIDToken410		11/15/2010 2:09 PM	Windows
📜 Libraries		¢	SAC-Live634311264767826250		1/20/2011 10:21 AM	XML Doc
Documents		🖼 streets	streets		1/31/2011 9:51 AM	Microsoft
🎝 Music		[streets		1/31/2011 9:48 AM	TXT File
Pictures		2	Subpoena_Configuation_Guide_Mont	tebe	12/14/2010 3:58 PM	Microsoft
🛃 Videos		2	TLC_v_3Phase		1/7/2011 11:23 AM	Microsoft
		2	VZAM_7.2.1_2420b_Pantech_UM175		2/24/2011 10:05 AM	Applicati
🤣 Homegroup			VZAM_7.2.1_2420b_Pantech_UM175		2/24/2011 10:06 AM	Compres
	Ψ.	•	III			F.
1	File <u>n</u> a	me:	streets	- /	All Files (*.*)	•
					<u>O</u> pen	Cancel

• Once selected, the file path of the attachment will be displayed under *File*, then click *Add*

Please attach any original receipts for	r this FST below. File Size per attachment limit is less than 3MB.	
Attachments:		
Add 📓 Delete		
Local File *	File: *	
Click the Browse button to select a local file.	C:\Users\Sarah\Docum Browse	
		_
	HAdd ≪ Cancel	_
		_

7

- Your file will be displayed under *Attachments* with the create date and File Name.
- If you do not select "add" the document will not attach and be displayed.

🔼 Cenergy FST - FSTs/My FSTs			janetest	Logout
👌 FSTs 🕨				
Save 《Cancel				
Thar	k you for entering your time and expenses with	Cenergy's online submittal system. Please provide details about this FST below.		
Customer / Job:	Chevron SJVBU-Project Control Advisor 🔻 😂	FST Submittal #:		
Approver Email:	DPtest@cenergyintl.com			
Alt. Approver Email:	DPtest@cenergyintl.com			
Status:	Draft			
	Please attach any original receipts fo	r this FST below. File Size per attachment limit is less than 3MB.		
Attachments:				_
	Created	File Name		_
	5/14/2014	CCF04302014_00000.pdf		

• Repeat the process if you have multiple files to attach

Add Labor Items

• Click the Add button to add Labor Items

Γ		Ad	ld eac	h labor or expe	nse line iten	in the sepa	rate section belov	v. Labor subto	tals will be displayed aft	er submitted for approval.	
	Add										
	Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
	Assignment:	Date [®] :		Category*:			Quantity*:	Pay Rate: \$ Task:	Work Location*:	Cost Code*:	
							🗟 Save Labor I	item « Cancel			
										Labor Pay Amount Subtotal: \$	

- Enter all of the Labor Item Fields. Fields with **RED** headings are required, and the record cannot be saved until all required fields are completed.
 - **Assignment:** Please select the applicable assignment from the drop down list.
 - Assignment must be selected prior to category. You will see a message that says "Assignment ID must be specified" if an assignment was not selected.
 - Date: Time must be entered individually for each date worked. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
 - **Category:** Please select the applicable labor category from the drop down list.
 - **Quantity:** Enter the number of hours or days worked per your pay rate.
 - **Pay Rate:** Pay Rate will be auto-populated based on Assignment and Category selected.
 - Work Location: Select a Work Location from the drop down list.
 - **Cost Code:** Enter the Cost Code (WBS code, cost allocation, network etc)
 - Note: Only a single cost code may be entered for each line. When the time entered is to be allocated among multiple cost codes, enter separate line items for each applicable code and allocated time.
 - **Description/Rig/Loc:** Type the description (Project, rig, well, and or business area) of work performed and your job title.
 - Example: Engineer /Well # 272 South Texas
 - **Chevron D7i / OXY Task:** Enter the Chevron D7i or OXY Task if applicable.

• Once all fields are completed, click *Save Labor Item* and the labor item will be displayed in the FST form.



- If you have multiple labor items to enter, follow the above process for each labor item. • The Labor Pay Amount Subtotal will be automatically calculated and updated
 - with each labor item that you add.
- When entering additional labor items, the Work Location, Cost Code, Description/Rig/Loc. and Chevron D7i/OXY Task fields will be copied to save time entering information. Make sure to edit each box with the new information where applicable

		Add ead	ch labo	or or expense	line item in t	he separat	e section below.	Labor subtotals	will be displayed after su	bmitted for approval.	
or Ite dd 💂	ms: Delete										
	Assignment	Date	Day	Category	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount
101	Onshore	4/28/2014	Mon	Hourly	8	\$65.00	California	12587451	Onsite Visit		\$520.00
	Onshore	4/29/2014	Tue	Hourly	6	\$65.00	California	12587451	Onsite Visit		\$390.00
										Labor Pay Amount Subtotal: \$	910.00

Labor Subtotals

•

- Labor Subtotals will be calculated and displayed when the FST is submitted for Approval.
- Each category will show a subtotal.
 - Example: Total hours for office rate.

Labor Subtotals:	
Category	Labor Quantity Subtotal
Hourly	16

Add Expense Items

Note: Pay rate is your reimbursable amount and bill rate is charged to the client.

Click	the Add	d butto	n to ac	dd Expense Ite	ems			
Expense Items:								
	enses (Lodging/H	lotel/Airfare/Mi	sc Expenses),	please enter the total amount f	for the individual	expense in the quantity fiel	d.	
🗟 Add 廲 Delete								
Date Day	Category	Quantity	Pay Rate	Bill Rate Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Bill Amount
Date [®] : Description/Rig/Loc Onsite Visit	Category*:			Quantity*: Pay Rate: \$ Chevron D7i,	Bill Rate*: \$ / OXY Task:		ost Code*. 22987451	
				Save Exp	ense Item 🕊 Ca	ncel		
							Expense Pay Amount Subtotal: \$ Expense Bill Amount Subtotal: \$	

- Enter all of the Expense Item Fields. Fields with RED headings are required and the record cannot be saved until all required fields are entered.
 - **Category:** Please select the applicable expense category from the drop down list.
 - **Date:** Select the date that applies to the Expense. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
 - Quantity Field: Enter the quantity of expenses
 - Pay Rate/Bill Rate: These will either default to a specified amount, or allow you to enter an amount based on category. Enter both pay and bill rates as required.
 Fixed Rates for Per Diem, Mileage etc. will automatically have the pay and bill rate entered. For Hotel, enter quantity 1 and in the description box please describe the number of nights, location etc.

Expense Items: for variable expenses (Airla	re/Lodoino/Hotel	(Misc), ple	ase enter the r	uantity and the applicable pay and bill rat			
Add 📓 Delete					-		
Created	Date	Day	Category	Quantity	Pay Rate	Bill Rate Work Location	Cost Code
Cate*: Cate 9/1/2014 Airt	sgory*: fare			Quantity": Pay Rate: Bill Rate": 1 \$ 675.00 \$ 675.0	Work Location*: Alaska	Cost Code": UC999999	
Description/Rig/Loc.*: Ainfare MIA / DEN/ ACK				Chevron D7I / OXY Task:			
							Save Expense Item 《Cancel

- Work Location: Select a Work Location from the drop down list.
- **Cost Code:** Enter the Cost Code (WBS Code, cost allocation, network etc)
 - Note: Only a single cost code may be entered for each line. When the expense entered is to be allocated among multiple cost codes then enter separate line items for each applicable code and allocated expense.
- Mileage must include mileage log as attachment
- **Description/Rig/Location:** Type the Description of the expense incurred.
 - Expense Examples: Mileage, Per Diem, Tax, Hotel name # of nights etc.
 - Example: Mileage to/from airport or Hotel Crown Plaza 5 nights LAX
- **Chevron D7i / OXY Task:** Enter the Chevron D7i or OXY Task if applicable.

 Once all fields are completed, click *Save Expense Item* and the expense item will be displayed in the FST form.

	pense	Items:										
For	any va	riable expen	ses (L	odging/Hotel/Airfare/N	lisc Expenses), please ent	er the total amount for the ind	ividual expens	e in the quantity field.			
ر 🛃	Add 📓	Delete										
_												
		Date	Day	Category	Quantity	Pay Rate	Bill Rate Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount	Bill Amount

- If you have multiple Expense items, follow the above process for each expense item.
 - The Expense Pay Amount and Bill Amount Subtotal will be automatically calculated and updated with each expense item that you add.
- When entering additional expense items, the Work Location, Cost Code, Description/Rig/Loc. and Chevron D7i/OXY Task fields will be copied to save time entering information. Make sure to edit each box with the new information where applicable.
- If the expense is not reimbursable to you but billable to the client, contact your Cenergy Representative for a special rate code.
- Click the save button at the top or bottom of the form to save the record. The FST will be saved as a draft, allowing you to return and continue to add attachments, Labor Items and Expense items, until it has been submitted.

				Thank yo	ou for	entering you	ir time and	expenses wi	th Cenergy's	online submit	tal syste	m. Please provid	le details	about this FST belo	w.	
		(Custor	mer / Job: Ch	evron	SJVBU-Project	Control Adv	isor 🔻 🍣						FST	Submittal #:	
		,	pprov	ver Email: DPt	est@ce	energyintl.com										
		Alt. A	pprov	ver Email: DPt	est@ce	energyintl.com										
				Status: Dra	aft		Ŧ									
						Blassa atta	ch anu orio	inal receipte	for this EST	holow File Ciz		tachment limit is	loss than	200		
	hment					Ficase atta	ich any ong	mar receipes	TOT LINS I ST	below. The Biz	e per at	actiment mint is	ress than	SHD.		
🛃 🖂	d 🔊 De	lete														
			7 4)		reate /14/20				File Nam							
			74	5,	/14/20)14			CCF04302	2014_00000.pdf						
				Add ea	ch lab	or or expens	e line item	in the separa	ite section be	elow. Labor su	btotals v	vill be displayed	after sub	mitted for approva		
	r Item															
₽ A	dd 📓 Di				_											
		Assignme Onshore	nt	Date 4/28/2014	Mon	Category	Quanti		e Work Loca	tion Cost 12587		Description/Rig	/Loc.	Chevron D7i / O	KY lask	Pay Amount \$520.00
		Onshore		4/29/2014		Hourly			0 California	12587		Onsite Visit				\$390.00
		onanore		4/23/2014	Tuc	Hourry		\$ \$65.0	io comornia	12507	451	Charle Viale				\$550.00
														Labor Pay Amou	nt Subtotal: \$	910.00
Labo	or Subt	otals:														
	egory						Labor Quai	ntity Subtotal								
Ехре	ense It	ems:														
			ses (L	.odging/Hotel/A	Airfare,	/Misc Expenses	s), please en	ter the total an	nount for the in	idividual expens	e in the c	uantity field.				
A	dd 📓 De															
-	27 4	Date 4/28/2014		Category Vehicle Allow		Quantity	Pay Rate \$11.500	\$11.500 C	ork Location	Cost Code 12587451	Descri Onsite	ption/Rig/Loc.	Chevro	n D7i / OXY Task	Pay Amount \$11.50	Bill Amount \$11.50
						-		\$11.500 C		12587451	Onsite					\$11.50
	4	4/29/2014	Tue	Vehicle Allow	vance	1	\$11.500	\$11.500 C	alifornia	1258/451	Unsite	visit			\$11.50	\$11.50
														Expense Pay Amou	nt Subtotal: \$	23
														Expense Bill Amou	nt Subtotal: \$	23
															Pay Amount Tota	al: \$
For	additio	nal inforr	natio	n, please use	the n	notes field be	low.									
															~	
						For Cener	gy Use Only	/: This area c	ontains com	nents submitte		e Client approve	r and Cen	ergy		
Арр	rover R	lesponse:									Cener	gy Notes:				
									_							
									Sav							

** If you do not see a labor/expense item, please contact your Cenergy Representative.

Add Attachments - Fax

Once the FST has been saved and an FST number is assigned, receipts can be faxed in.

• Click the checkbox to the left of the FST that needs receipts submitted, then click *Print FAX Cover Sheet*

🔼 C	energy FS	T - FSTs/My FSTs					janete	st Logou			
PSTs > Create New fST Print FAX Cover Sheet Submit for Approval											
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	# Att.			
1		162			Draft	Chevron SJVBU-Project Control Advisor	\$531.50				
0		182			Draft	Chevron SJVBU-Project Control Advisor	\$933.00	1			
of 1	Pages - 2 T	Fotal Records				1					

• A barcode cover page will open in a new tab



- Print the barcode cover page, and place on top of all receipts as the first page
- Fax the receipts to (713) 583-7273
- The fax will be processed, and the receipts will be automatically attached to the FST based on the barcode cover page
- Return to the FST Dashboard to verify that the receipts were successfully received. Please allow 10 minutes for this process to complete. If you don't see the attachment after 10 minutes, please contact your Cenergy representative
 - The # Att field will update from 0 to 1 once the receipts are successfully received

<u>//s</u> c	energy	FST - FSTs/My FSTs					janete	st Logout				
Create New FST DPrint FAX Cover Sheet Submit for Approval												
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total Approver Response	# Att.				
	١	162			Draft	Chevron SJVBU-Project Control Advisor	\$531.50	1				
		182			Draft	Chevron SJVBU-Project Control Advisor	\$933.00	1				
1 of 1	1 of 1 Pages - 2 Total Records											

Editing a Draft FST

• To edit an existing FST, click on the icon between the check box and the FST Submittal # column. This will open the FST.

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0 FSTS >												
Create New FST DiPrint FAX Cover Sheet Submit for Approval												
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total Approver Response	# Att.					
	162			Draft	Chevron SJVBU-Project Control Advisor	\$531.50	1					
v	182			Draft	Chevron SJVBU-Project Control Advisor	\$933.00	1					
1 of 1 Pages -	2 Total Records											

• Click the icon for the Labor or Expense item that you wish to edit.

Customer / Job: Chevron SJVBU-Project Control Advisor * * Approver Email: Prest@cenergyind.com Nt. Approver Email: Prest@cenergyind.com Status: orant				Thank yo	u for e	entering yo	ur time and	expenses	with Cenergy's	s online sul	omittal sys	tem. Please provi	ide details a	bout this FST belo	w.		
Approver Email: DeleteSpeenergyintLoom Status: Draft		c	Custom	er / loh: Che	vron SI	VBU-Project	Control Advis	or 🔻 🏖						FS	T Submittal #: 182		
Alt. Approver Email: Detest@cenergyintl.com Status: Draft																	
Status: Draft Please attach any original receipts for this FST below. File Size per attachment limit is less than 3MD. Attachments: Created File Name Created File Name Add each labor or expense line item in the separate section below. Labor subtotals will be displayed after submitted for approval. Labor Items: Add Paletek Assignment Date Day Category Quantity Pay Rate Work Location Cost Code Description/Rig/Loc. Chevron D7i / OXY Task Pay Amount Subtotals will be displayed after submitted for approval. Labor Subtotals: Category Quantity Subtotal 2587451 Onshore 4/28/2014 Hourly 6 \$65.00 California 12587451 Onsite Visit Subtotals: Signow Category Labor Quantity Subtotal Expense Items: For any variable expenses (Lodging/Hote//Airfare//Misc Expenses), please enter the total amount for the individual expense in the quantity field.																	
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																-1. +	
Pay Amount Total: \$ 933.00															Pay Amount Tota	ai: \$ 933.00	

• The previously entered data will open. Edit the record, and then click "Save Labor Item."

Assignment	Date D	Day Category	Quantity	Pay Rate Work Location	Cost Code	Description/Rig/Loc.	Chevron D7i / OXY Task	Pay Amoun
Onshore	4/28/2014	Mon Hourly	8	\$65.00 California	12587451	Onsite Visit		\$520.0
Onshore	4/29/2014 1	Tue Hourly	6	\$65.00 California	12587451	Onsite Visit		\$390.0
Description/Rig/Loc.*: Onsite Visit				Chevron D7i / OXY Task:				

• Once all changes are made, save the FST.

Chevron Users Only - WBS / Cost code check

(If you are submitting for Chevron work, use the instructions below to validate your WBS/cost codes. Disregard the check button if not submitting for Chevron work)

Create your Web eFST following normal procedures and Save.

- 1. From the Dashboard, check the FST you want to validate codes
- 2. Select the green Check Chevron WBS button.

P FST:	-				_	
Create	e New FST 🔞 🕅 F	Print FAX Co	over Sheet 🛃	Submit for	Appro <mark>2</mark> Check	Chevron WBS
1	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total
✓	10303			Draft	Chevron SJVBU- Designer	<u> </u>

A yellow caution symbol will display on the Dashboard if a code within the FST does not match to our list of valid Chevron codes. Please open the FST to review.

Example: FST list on Dashboard

P FST:	5 🕨						
Create	e New FST 🔞 🕅 F	Print FAX Co	over Sheet 🛃	Submit for	Approval VCheck	Chev	ron WBS
	FST Submittal #	Start Date	End Date	Status	Customer / Job		Pay Amount Total
	10303			Draft	Chevron SJVBU- Designer	۸	

Example on FST Line item

n s: Delete								
Assignment	Date	Day	Category	Quantity	Pay Rate W	ork Location	Cost Code	
Onshore	9/1/2014	Mon	Hourly	8	Ari	izona	UC39700	
Onshore	9/2/2014	Tue	Hourly	8) Ari	izona	UC3999999	⚠

- If you do not see the yellow caution sign, this indicates all codes matched you many submit your FST.
- If there is not a match, please modify the incorrect code before you submit. If you have confirmed with your Chevron Supervisor that the code is valid, please continue the submittal process. We will advise if a new code is required after submission.
- **WBS** codes must contain only numbers or letters. Do not use spaces or other characters.

Notes Field – Additional Information

• Additional information can be added to the FST in the box below the expense items. The information will be viewed by the Approver.

	Iter														
Add 🕹	8	Delete													
		Assignme	ent	Date	Day	Category	Quantit	y Pay Rate	Work Locatio	on Cost	Code	Description/Rig/	Loc. Chevron D7i / C	DXY Task	Pay Amount
	14	Onshore		4/28/2014	Mon	Hourly	1	\$65.00	California	12587	451	Onsite Visit			\$520.00
	222	Onshore		4/29/2014	Tue	Hourly	7.	5 \$65.00	California	12587	451	Onsite Visit			\$487.50
													Labor Pay Amo	ount Subtotal: \$	1,007.50
Labor Cate		ototals: /					Labor Ouant	ity Subtotal							
	100 1	Itomer													
or an	y va	Items: riable expen <u>Delete</u>	nses (Lo	odging/Hotel/Ai	rfare/M	tisc Expenses), please ente	r the total amou							
or any	y va	riable expen <u>Delete</u> Date	Day	Category		lisc Expenses Quantity	Pay Rate	Bill Rate Wor	rk Location	Cost Code	Descri	ption/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount	
or an <u>Ado</u>	y va	riable expen <u>Delete</u>	Day						rk Location			ption/Rig/Loc.	Chevron D7i / OXY Task	Pay Amount \$11.50	
or an Add	y vai	riable expen <u>Delete</u> Date	Day Mon	Category	ance	Quantity	Pay Rate	Bill Rate Wor	rk Location fornia	Cost Code	Descri	ption/Rig/Loc. Visit	Chevron D7i / OXY Task		\$11.50
or an <u>Adc</u>	y vai	riable expen Delete Date 4/28/2014	Day Mon	Category Vehicle Allowa	ance	Quantity 1	Pay Rate \$11.500	Bill Rate Wor \$11.500 Cali	rk Location fornia	Cost Code 12587451	Descrip Onsite \	ption/Rig/Loc. Visit	Chevron D7i / OXY Task Expense Pay Amo	\$11.50 \$11.50	Bill Amount \$11.50 \$11.50 23
or an <u>Adc</u>	y vai	riable expen Delete Date 4/28/2014	Day Mon	Category Vehicle Allowa	ance	Quantity 1	Pay Rate \$11.500	Bill Rate Wor \$11.500 Cali	rk Location fornia	Cost Code 12587451	Descrip Onsite \	ption/Rig/Loc. Visit		\$11.50 \$11.50	\$11.50 \$11.50
or an <u>Adc</u>	y vai	riable expen Delete Date 4/28/2014	Day Mon	Category Vehicle Allowa	ance	Quantity 1	Pay Rate \$11.500	Bill Rate Wor \$11.500 Cali	rk Location fornia	Cost Code 12587451	Descrip Onsite \	ption/Rig/Loc. Visit	Expense Pay Amo	\$11.50 \$11.50	\$11.50 \$11.50 2: 2:
	y va 1 1	riable expen <u>Delete</u> <u>Date</u> 4/28/2014 4/29/2014	Day Mon Tue	Category Vehicle Allowa	ance	Quantity 1 1	Pay Rate \$11.500 \$11.500	Bill Rate Wor \$11.500 Cali	rk Location fornia	Cost Code 12587451	Descrip Onsite \	ption/Rig/Loc. Visit	Expense Pay Amo	\$11.50 \$11.50 ount Subtotal: \$	\$11.50 \$11.50 2: 2:

Submitting the FST for Approval

• Once all attachments, Labor Items and Expense Items have been added; select the checkbox to the left of the record and click *Submit for Approval*.

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P F	STs 🕨							
Cre	eate New	FST DPrint FAX Cove	er Shee	it for Approval			Refresh	\delta Search
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total Approver Response	# Att.
		162			Draft	Chevron SJVBU-Project Control Advisor	\$531.50	1
		182			Draft	Chevron SJVBU-Project Control Advisor	\$933.00	1
1 or 1	Pages -	2 Total Records				1		

- This will update the status of the FST from *Draft* to *Sent for Approval*. An email notification will be sent to your Approver letting them know there is an FST pending their review.
- The Start Date and End Date fields will get set once the FST is Sent for Approval
- You may only edit FSTs in "Draft" status

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P FSTs 🕨							
Create Ne	w FST DPrint FAX C	over Sheet 🗟 S	Submit for Approv	al		Refresh	🎨 Search
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total Approver Response	# Att.
	162			Draft	Chevron SJVBU-Project Control Advisor	\$531.50	1
	182	4/28/2014	4/29/2014	Sent for Approval	Chevron SJVBU-Project Control Advisor	\$933.00	1
1 of 1 Pages	- 2 Total Records				1		

Worksite Supervisor Review

- An email notification will be sent to the worksite supervisor (Approver) and an Alternate Approver (if designated by the Approver).
- The worksite supervisor will review the FST detail and any attachments.
- The worksite supervisor will respond to the email with either Approved or Rejected.

Approved FSTs – Worksite Supervisor (Approver/Alt-Approver)

- If the FST was approved, no further action is necessary.
- The FST status will be updated from *Sent for Approval* to *Approved*. You will also receive an email notification letting you know the request was approved.

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<u>e</u>	FST	5 🕨							
30	Creat	e New FST	Print FAX	Cover She	et 🛃 Subm	it for Approval		Refresh 🥸	Search
		FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att
	3	162	5/2/2014	5/2/2014	Sent for Approval	Chevron SJVBU-Project Control Advisor	\$531.50		1
	٩	182	4/28/2014	4/29/2014	Approved	Chevron SJVBU-Project Control Advisor	\$933.00	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:39 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST=1:82] From: Jane Test Amount: § 933.00	1
of	1 Pa	jes - 2 Tota	I Records					1	

Rejected FSTs – Worksite Supervisor (Approver/Alt-Approver)

• If the FST was rejected, the approver will provide a reason for the Rejected status.

🔼 C	ener	gy FST -	FSTs/My	FSTs				janetest	Logout
P F	STs	•							
Cr	eate	New FST	Print FAX	Cover She	et 🛃 Subm	it for Approval		Refresh 🧐	Search
	s	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response	# Att.
	1	162			Rejected	Chevron SJVBU-Project Control Advisor	\$531.50	5/14/2014 (): Rejected. No hours for 5/1/2014. Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:42 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:162] From: Jane	1
	1	182	4/28/2014	4/29/2014	Approved	Chevron SJVBU-Project Control Advisor	\$933.00	5/14/2014 (): approved Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, May 14, 2014 2:39 PM To: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:182] From: Jane Test Amount: \$ 933.00	1
1 of 1	Page	es - 2 Tota	l Records					1	

• To view the reject reason, you can look at the *Notes* column on the FST list, or you can open the record and look in the *Approver Response* section.



🗟 <u>Save</u> Cancel

- Fix the FST per the rejected notes, add additional notes if necessary and click *Save*.
- Follow the Submit for Approval process to start over.
- The status will be updated to *Resubmitted*.

Approved FSTs - Cenergy

- If accurate, the FST will be submitted for payment.
 - When submitted for payment, the status will show *Post*.

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👌 FSTs	•						
Create N	ew FST IPrint FAX Co	over Sheet 🏼 🎎 S	ubmit for Cener	rgy Review		Refresh	🆘 Search
	FST Submittal # 🔻	Start Date	End Date	Status	Customer / Job	Pay Amount Total Approver Response	# Att.
	120	4/1/2014	4/1/2014	Sent for Approval	Chevron SJVBU-Administrative Assistant	\$210.00	1
	119			Draft	Chevron SJVBU-Administrative Assistant	\$420.00	1
1 of 1 Pages	- 2 Total Records				1		

FST Status Codes

<u>Draft</u>

- A draft FST is still in progress and has not been submitted for approval.
- Edits to the FST can be made in draft status.

Cenergy Review

- The FST has been submitted to Cenergy Supervisor for hours and expense review.
- No changes can be made to the FST. Used for employee status users.

Submit for Approval

- The FST has been submitted to the approver for review.
- No changes can be made to the FST.

Approved

• The approver has reviewed and approved the FST.

Rejected

• The approver has reviewed and rejected the FST. The approver will give a reason when rejecting the FST.

Resubmitted

• The FST is pending Re-Approval after requested changes were made by the contractor.

Resubmitted Cenergy Review

- The FST is pending Re-Review after requested changes were made by the contractor. Return to Consultant
- Cenergy has returned the FST for the contractor, and it must be resent through the entire approval process.

Resubmit to Approver

- At the Cenergy final review, there was a minor change required on the FST.
- Cenergy staff made the adjustment, and returned the FST to the Approver for review and approval.

<u>Mismatch</u>

• When the Approver and Alt Approver submit different responses I.e. Approver says Rejected, Alt Approver says Approved

<u>Post</u>

• The FST has been approved by both the Approver and Cenergy, and has been submitted for payment.

Logging out

• To log out, click the **Logoul** button to the right of your user name.

		STS/My F						johntes	Logou
PSTs	• •								
Create	New FST	Print FAX	Cover Sheet	Submi	t for Cenergy Review			🖹 Refresh	🄊 Search
	FST Submittal #	Start Date	End Date	Status	Customer / Job	Pay Amount Total	Approver Response		# At
Ĵ	120	4/1/2014	4/2/2014	Post	Chevron SJVBU- Administrative Assistant		4/30/2014 (): Approved Sarah Spencer From: PSDevSupport@cenergyintl.d [mailio:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:120] F 490.00	Logout	1
3	119			Rejected	Chevron SJVBU- Administrative Assistant		4/30/2014 (): Rejected Sarah Spencer From: PSDevSupport@cenergyintl.com [mailto:PSDevSupport@cenergyintl.com] Sent: Wednesday, April 30, 2014 4: sarah@webiplex.com Subject: Cenergy FST Approval Request [FST#:119] Fro 440.00	37 PM To:	1

• You will be returned to the Login Screen.

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