



Guidance Note: Sparrows Connect – Portal Guide

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Scope: Global

Date	Revision	Description	Owner	Approver
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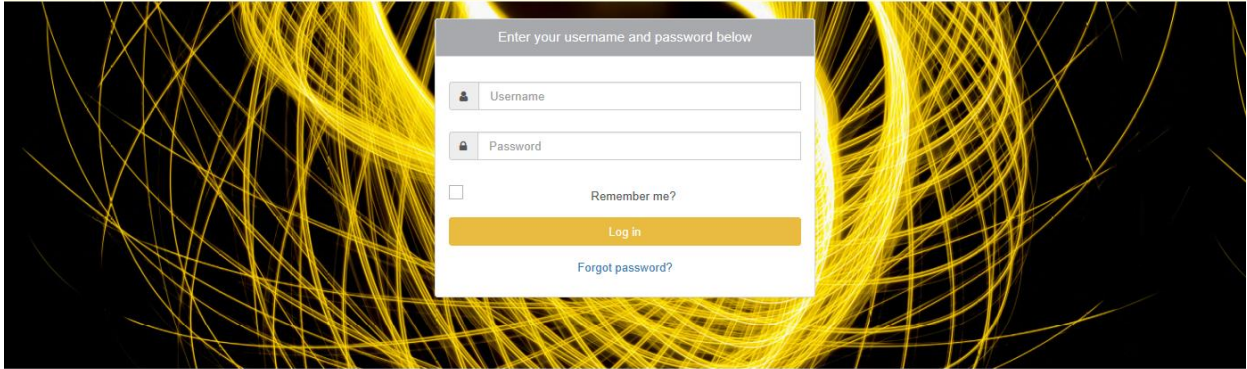
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1 Access

Access the Connect site via URL: <https://sparrowsportal.motionkinetic.net/>



Enter your user details and select login to access the system.

If you are having any issues with your login, please check that you are using the latest version of your browser. (Microsoft Edge or Google Chrome preferred)

If you are still experiencing issues, please contact InspectionServices@sparrowsgroup.com

2 Site Listing Screen

Customer	Site	Next Report Date	Total Items							
Demo	Drilling Rig		36	0	3	1	30	1	0	1
Demo	Offshore Platform	03-Oct-2019	111	0	6	0	93	12	0	0

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

Following successful login to the system the user will be presented with a site listing/asset summary as above.

The sites listed are associated with user login. If there are any issues with this or require access to further sites, please contact: InspectionServices@sparrowsgroup.com

For each site you will see the date that the next report expires if this is applicable to the reports contained. This date is highlighted in yellow if there are reports due to expire in the next 4 weeks or red if the site has reports that are currently expired.

The listing then shows various numbers summarising the details held within each site, these are all hyperlinked for ease of access:

1. Total Items – The total number of items that are held within a given site.
2. - Shows the number of overdue items
3. - Shows the number of items with a “Fail” status i.e. defective items
4. - Shows the number of items with a “Not Examined” status. There are a number of reasons for this including but not limited to “No Access”, “Not Found”, “Rope Access Required” etc.
5. - Shows the number of items with a “Pass” status.
6. - Shows the number of items with a “Pass (Advisory Status)” status. i.e. Observations. These are items that have recommendations for remedy and may become defects without corrective action.
7. - Shows the number of items with a “Scrapped” status. These are items that have been scrapped and removed from service.
8. - Shows items with no status. This means that an item has been added to the system and has had no inspections/examination against it.

Selecting a Site will open the Site Summary Screen.

3 Site Summary Screen

Locations	No of Items	Next Due Date
Fixed Lifting	12	03/10/2019
Portable Mechanical Handling	10	03/03/2020

On the site summary page all of the charts and boxes are hyperlinked to item registers within the site. Items can be searched via the following options:

1. Item Registers – Allows the user to view registers based on item category
2. Overview – Selecting parts of the charts and graphs links to registers of item status or category.
3. Site reports – Printable versions of full site summary reports.
4. Job Reports – Printable report types based on job number.

3.1 Printing All Reports


On the Site Summary Screen under Job Reports hover over a job and select **Download All Reports**.

Select **PDF** to download all reports of all types or select **Advanced** to be taken to a screen where Location and Category filters can be added:

Additional Filters

4 Item Register Screen


Searching using any of the links on the Site Summary Screen will open the Site Register Screen.

Selecting the grey button with the 3 lines on it  will preview all of the current reports associated with the selected item.

Selecting the yellow button with the arrows on it allows for multiple reports to be selected at a time

 Following selection of this the  allows the user to print multiple reports at a time.

To Export the details of a search to excel, first skim to the bottom of the page and select **All** from the

Items per page drop down list. Next select the  and the register details will be printed to Excel.

4.1 Searching for an Item

On this screen the user can search for various items using the grey search bar at the top:

There are many search options as detailed above but the most commonly used is **Item No**. This allows the user to search for an item based on Serial Number.