Using Movement History

Use the following procedures to view and print the Movement History, as well as edit the Movement transfer date, start and closeout data, and hand gauge values.

Prerequisites: You must belong to a FuelsManager user group with appropriate security access rights to view and modify. Some pages may not be available for entry or edit depending on your user security rights.

The Movement History allows you to view Movements that occurred at your Site. When a Movement stops, that Movement is recorded in the Movement History. You may also view Movement records that are written on the Movement History at midnight. Midnight records capture Movements that are stopped or still ongoing at midnight and writes them to the History.

1 Viewing the Movement History

The Movement History view (layout) is unique for each user per Site. Your view displayed at a particular Site may differ when you log in or navigate to a different Site. As you add, remove, or move columns, that layout is persisted the next time you view Movement History.

Follow the steps below to access the Movement History:

- 1) In Operate, hover over the Task Groups menu
 - icon. The Task Groups menu displays.
- 2) Select **Movement History**. The Movement History tab displays.
- Enter the Start Date and End Date range in which you want to view the Movement History.
- 4) From the *Show* list, select the number of rows to display:
 - 10
 - 25
 - 50
 - 100
 - 500
- 5) Click the **Refresh** button any time to refresh the Movement History list, which is based on the set date range and column filters.

2 Showing/Hiding Columns

You may show or hide columns on the Movement History using the *Show/Hide Columns* field. You can then sort the Movements in ascending or descending order based on the *Time Stamp* and *Name* columns. View the Movement History before performing the procedure below.

Follow these steps:

- 1) Click in the **Show/Hide Columns** field. A drop down list displays.
- 2) **Check** the columns you want to display and/or **clear** the columns you want to hide.

When selecting a column or multiple columns, you must click in the *Show/Hide Columns* field to close the drop down.

The *Timestamp*, *Name*, and *Node* columns are required and cannot be hidden from the Movement History screen.

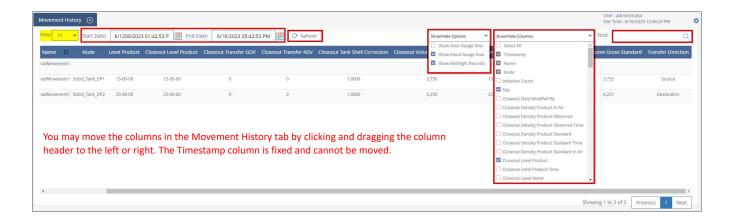
Searching for a Movement

Using the **Find** field you can locate a particular Movement.

 In the Find field, enter the Movement you want to locate.

You may want to enter the **Name** of the Movement, or you can enter a *Transfer Mode*, such as **Batch**.

Once text is entered, the **Previous** and **Next** navigation buttons allow you to navigate within the **Find** Results. If you cannot find the Movement you are trying to locate, ensure that you are logged in to the Site where the Movement occurred.



4 Showing/Hiding Gauge Values and Midnight Records

You may view Automatic Tank Gauge (ATG) or hand gauge (user-entered) values, as well as Movement records that are written on the Movement History at midnight.

Midnight records capture Movements that are stopped or still ongoing at midnight and writes them to the History. <u>View the Movement History</u> before performing the procedure below.

Follow the steps below:

- 1) Select the Show/Hide Options filter dropdown.
- 2) Check the rows or records you want to show or clear the check box to hide them:
 - Show Auto Gauge Row when checked, shows the ATG values on the Movement History.
 - Show Hand Gauge Row when checked, shows the hand gauge values on the Movement History.
 - Show Midnight Records when checked, shows Movement records that are stopped or still ongoing at midnight.

You may check one or multiple values.

When selecting Show/Hide Options, you must click in the *Show/Hide Options* field to close the drop down.

5 Sorting Movements

You may sort Movements on the Movement History tab in ascending or descending order by clicking the

sort icon next to the column name.

- III indicates the Movement History is sorted by the selected column in ascending order.
- indicates the Movement History is sorted by the selected column in descending order.

Sorting can only be applied to the *Time Stamp* and *Name* columns.

6 Adding Movement Comments

If Comments were entered on the Recording tab of the Movement Module Editor, these will show on the History, but may be modified as needed.

See the *Configuring Recording Settings for a Movement* section on **QRG521: Adding and Creating Movement in Operate** for more information on entering Comments to a Movement.

Ensure that the *Comment* column is shown on the Movement History before performing the procedure below.

To enter comments, follow these steps:

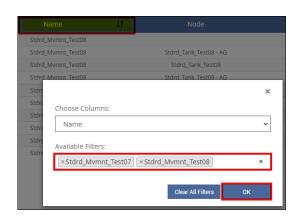
- Double-click in the cell under the Comments column. A text box appears on the Movement row.
- 2) Type the Movement Comments.
- 3) Press **Enter** to save your Comments or press **Escape** (Esc) to cancel.

7 Applying Filters

View the Movement History before performing the procedure below.

Follow the steps below to apply filters on the Movement History to refine the Movements listed:

- 1) Right-click on the **column header** in which you want to apply a filter. A dialog displays.
- In the Choose Columns field, select the column in which you want to apply a filter (optional).
 The column where you right clicked is selected by default. You may select a different one as appropriate.
- Click in the Available Filters field to show the filters available for the selected column.
- Select a **filter** to refine the Movements listed.
 To apply multiple filters, repeat steps 3 and 4. Click x next to the filter to remove it
- 5) Click **OK** to apply the filter(s).



Click Clear All Filters to remove all filters applied on the Movement History.

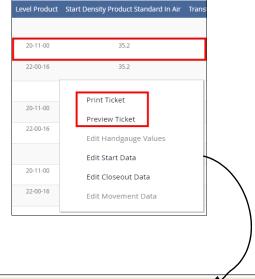
8 Previewing and Printing a Movement History Ticket

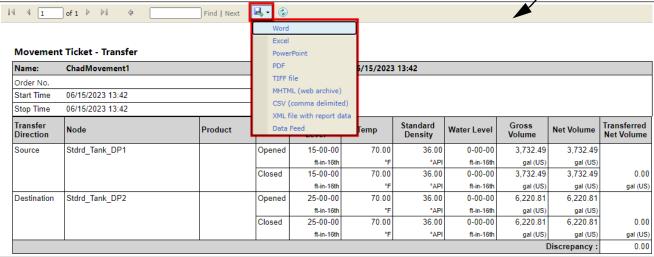
View the Movement History before performing the procedure below.

To preview and print a Movement History ticket, follow the steps below:

- 1) Right-click on a **Movement row** or a **Movement Node row**. A context menu displays.
- 2) Select **Print Ticket** to print the ticket straight to the printer without viewing.
- 3) Select **Preview Ticket** to view the Movement ticket. A new browser tab opens.

The Ticket prints on the printer configured in the Movement Module Editor. See the *Configuring the Movement Recording Settings* section on **QRG520: Configuring and Managing Movements** for more information





You may download the Movement Ticket to Word, Excel, PowerPoint, or PDF format, as desired.

9 Editing Hand Gauge Values

You may edit values entered by the user on the hand gauge from the Movement History.

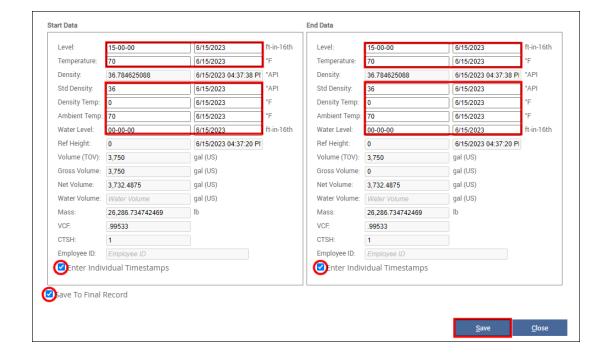
The procedure below assumes that hand gauge values are shown on the Movement History. If not, show the hand gauge values before performing the procedure below. <u>View the Movement History</u> before performing the procedure below.

Follow these steps:

- Right-click on a hand gauge row. A context menu displays.
- Select Edit Handgauge Values. The Movement Handgauge Editor displays.
- 3) Edit the *Start Data* and *End Data* fields, as needed:
 - Level
 - Temperature
 - Standard Density
 - Density Temperature
 - Ambient Temperature
 - Water Level

- 4) Check the Enter Individual Timestamps check box to modify the date and time to the right of the Tag fields (except for the read-only fields).
 - When unchecked, you may modify the *Level* date and time only, which is then reflected as the time stamp for the rest of the fields.
- 5) **Check** the *Save to Final Record* check box to save the modified hand gauge data to the final record.
- 6) Click Save to save your hand gauge data, and then click Close to close the Handgauge dialog and go back to the Movement History page.

 $\it Reference\ Height$ is currently $\it not$ in use. The rest of the fields are calculated and are read-only fields.



10 Editing the Start Data

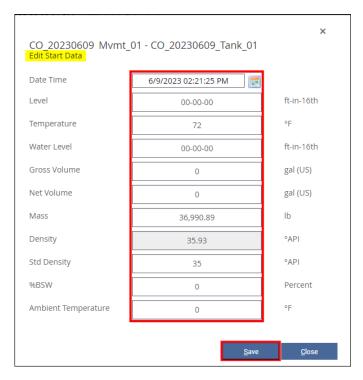
You may edit the Movement Node (Tank Points)
Start Data from the Movement History.

View the Movement History before performing the procedure below.

Follow these steps:

- Right click on a Movement node row. A context menu displays.
- Select Edit Start Data. The Edit Start Data window displays.
- Enter or select the transfer start Date and Time for this Movement Node.
- 4) Enter or modify the **Level** to show the product level at the start of the Movement.
- Enter or modify the **Temperature** to show the product temperature at the start of the Movement.
- 6) Enter or modify the **Water Level** to show the water level at the start of the Movement.
- 7) Enter or modify the **Gross Volume** to show the GOV at the start of the Movement.
- 8) Enter or modify the **Net Volume** to show the NSV at the start of the Movement.
- Enter or modify the Mass to show the product mass at the start of the Movement.
 - The **Density** field is a read-only field that shows the calculated product density at the start of the Movement.
- 10) Enter or modify the **Std Density** to show the standard density at the start of the Movement.
- 11) Enter or modify the **%BSW** to show the percentage of Basic Sediment and Water in the tank at the start of the Movement.
- 12) Enter or modify the **Ambient Temperature** to show the temperature in the tank at the start of the Movement.

Repeat for the other Movement Nodes, as desired.



When the following fields are modified, this calls the Point Calculator to recalculate Gross and Net Volumes, Mass, Level, and Density (as applicable):

- Level
- Temperature
- Water Level
- Gross Volume
- Net Volume
- Mass
- Standard Density

See the *Editing the Start Data* section on the *Operate Movement History* help file for more information.

If the Closeout data does not recalculate, it may be due to the following:

- You are logged in at the Enterprise
- The node is not a tank point
- You do not have the *Modify Movement History* right assigned

11 Editing the Closeout Data

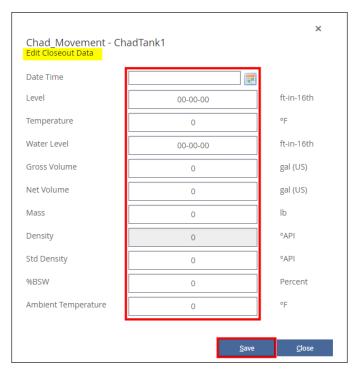
You may edit the Movement Node (Tank Points) Closeout Data from the Movement History.

View the Movement History before performing the procedure below.

Follow these steps:

- Right click on a Movement node row. A context menu displays.
- Select Edit Closeout Data. The Movement Closeout Data window displays.
- 3) Enter or select the closeout **Date and Time** for this Movement Node.
- 4) Enter or modify the **Level** to show the product level at closeout.
- 5) Enter or modify the **Temperature** to show the product temperature at closeout.
- 6) Enter or modify the **Water Level** to show the level of water in the tank at closeout.
- 7) Enter or modify the **Gross Volume** to show the GOV at closeout.
- Enter or modify the **Net Volume** to show the NSV at closeout.
- Enter or modify the Mass to show the product mass at closeout.
 - The **Density** field is a read-only field that shows the calculated product density at closeout.
- 10) Enter or modify the **Std Density** to show the standard density at closeout.
- 11) Enter or modify the **%BSW** to show the percentage of Basic Sediment and Water in the tank at closeout.
- 12) Enter or modify the **Ambient Temperature** to show the temperature in the tank at closeout.
- 13) Click **Save** to save your changes, and then click **Close** to close the window.

Repeat for the other Movement Nodes, as desired.



When the following fields are modified, this calls the Point Calculator to recalculate Gross and Net Volumes, Mass, Level, and Density (as applicable):

- Level
- Temperature
- Water Level
- Gross Volume
- Net Volume
- Mass
- Standard Density

See the *Editing the Closeout Data* section on the *Operate Movement History* help file for more information.

If the Closeout data does not recalculate, it may be due to the following:

- You are logged in at the Enterprise
- The node is not a tank point
- You do not have the Modify Movement History right assigned

12 Editing the Movement Data

You may edit the transfer Start Date and Time, as well as the Closeout Date and Time from the Movement History.

View the Movement History before performing the procedure below.

Follow these steps:

- Right click on a **Movement row**. A context menu displays.
- Select Edit Movement Data. The Edit
 Movement Data dialog displays.

 If Edit Movement Data is not available (grayed out), ensure that

you selected a Movement row (not a Movement node row).

 Enter or select the transfer Start Date and Time for this Movement.

- 4) Enter or select the transfer **Closeout Date and Time** for this Movement.
- 5) When finished, click **Save** to save your changes, and then click **Close** to close the dialog.

