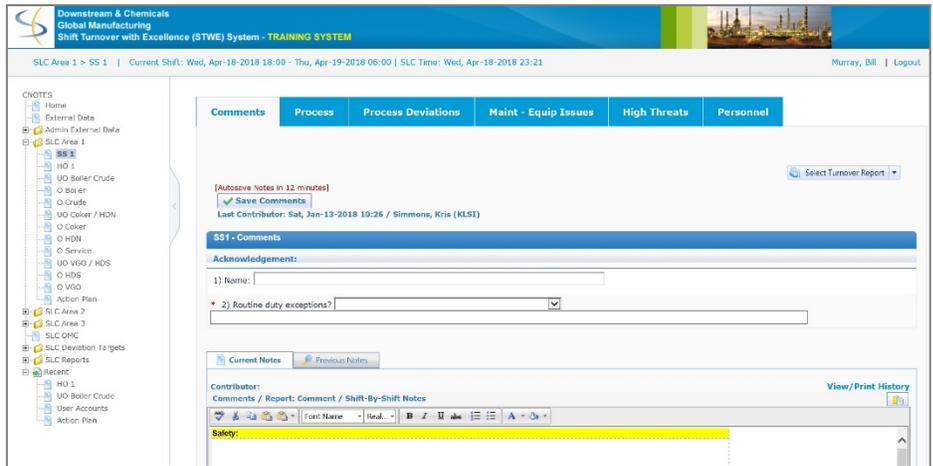# cNotes

Despite technological advances, too many refineries and plants still rely on handwritten logbooks, Word documents, spreadsheets, Access databases, or all of the above to record plant performance and how operators reacted to changes in the operating environment. These organizations also rely on verbal communication to inform the next shift about lineups, safety information, or other special information to help employees run their area safely and efficiently.

CSoft's cNotes™ delivers a powerful, yet easy-to-use web-based package that allows authorized personnel to generate questions, daily orders, safety messages, and equipment schedules for industrial plants and other industries where critical notes must be passed from one shift to another. Because it is web-based, cNotes™ provides flexible reporting from any PC connected to your intranet. Reports can be generated, displayed and printed with the ability to look at your entire operation or a specific unit, entries that are outside the specified operating targets, or notes for the employees.

cNotes™ is configurable, can pull values from the plant historian, allows you to specify plant operating guidelines, document end results from those guidelines, and generate reports.
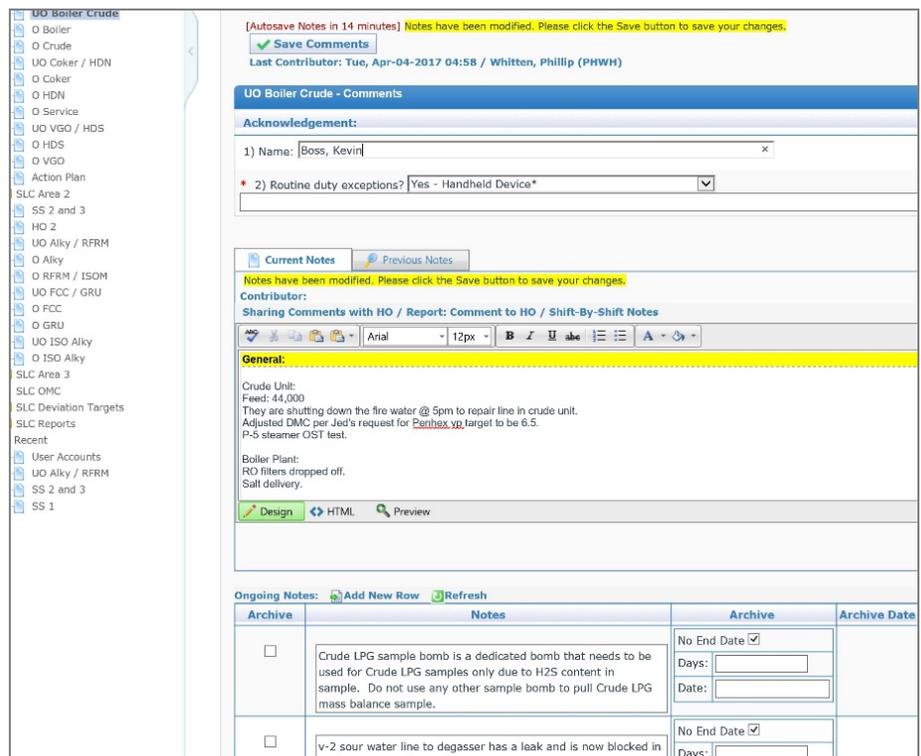
Configurability

cNotes™ allows you to easily configure the following features:

- ❖ Shift Definitions – the number of shifts per day and the start time of each shift
- ❖ All units and any unit areas
- ❖ All system users, their roles, and the units where they may enter data
- ❖ Specific variables from the plant historian that are to be monitored
- ❖ Which orders carry over on a day-to-day basis until changed and which ones terminate at the end of a shift.

Environmental Compliance

cNotes™ can be configured to provide a series of compliance questions (such as AVO inspections) for operators and record their responses for environmental compliance. A report can be requested to show only the responses in the environmental section.

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Plant Historian Values

cNotes™ is designed to work with your plant historian. A user with configuration rights can request the following value types from the plant historian:
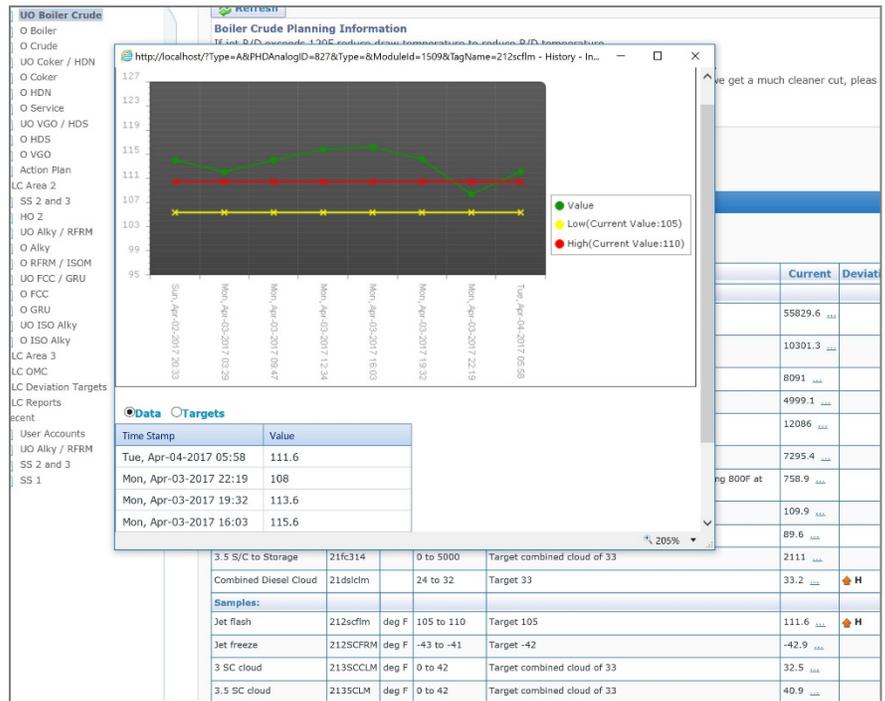
- ❖ Analog values (averages)
- ❖ Digital values (open/closed, running/stopped, etc.)
- ❖ Lab values (last known value)

cNotes™ also has the capability, if required, to write data back to the plant historian.

Planning Guidelines

cNotes™ allows personnel who establish operator guidelines to perform the following tasks:

- ❖ Specify questions the operators are expected to answer at the end of the shift
- ❖ Specify the monitoring point targets to be followed and reported if the system operates outside these parameters
- ❖ Specify the actual product setup for the upcoming shift(s)
- ❖ Configure "rolling" questions that carry over to each shift until modified or that are used only for the current shift.
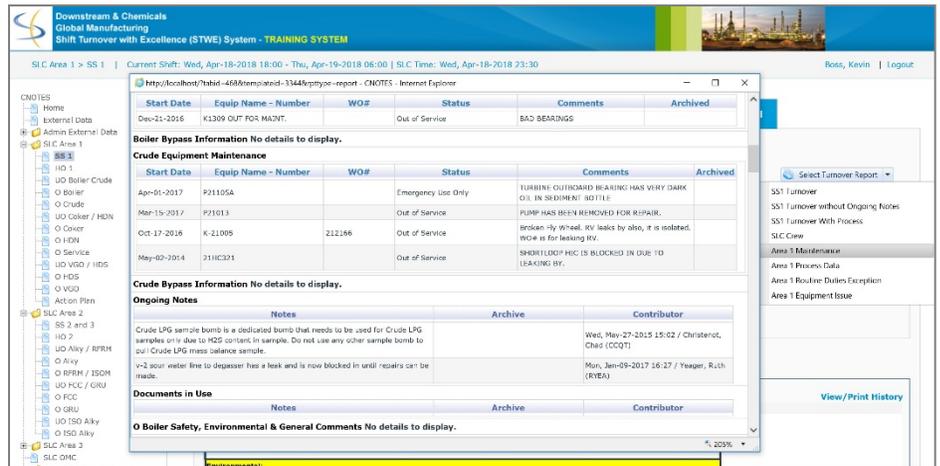
Reports

cNotes™ users can request a number standard reports. cNotes™ users can generate ad hoc reports that display as much or as little information as the user needs. Guideline information, notes supplied by the operators, or all monitored values outside the specified targets can be requested and displayed for the user.

cNotes™ makes the information entered available as soon as the shift is over. Reporting is set up so that any person with access to the application can view reports. This feature allows plant managers, engineers, and planning personnel to review information without having to request a special report or access to an operator's notes. cNotes™ also provides a search capability so comments can be searched for specific text. The reports can be requested for a specific time period. The requestor can also specify if they wish to see all entries or only those entries that were outside established operating targets. Users can also save and recall favorite reports.

For more information about this and other CSoft Technologies products, contact:

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