



## searching for a permit

### ePTW tool quick reference guide

1. Access Search from Permit to Work landing page.

...Header in a permit list

...or Apps menu in left navigation

The image shows two screenshots of the ePTW tool interface. The top screenshot is the 'Control of Work > Permit to Work' landing page, which displays a grid of permit status tiles: Draft (1243), Draft for Turnaround (18), Validate (1044), Approve (603), Live (0), Overdue (351), Suspend (632), Closing (2594), and a Search tile. A blue box with the number '1' highlights the Search tile. A blue callout box points to the Search tile with the text 'Access Search from Permit to Work landing page...'. The bottom screenshot is the 'Control of Work > Permit to Work > Validate' page, which shows a search form with fields for Number, Area (86 items), Work Location, and Equipment. A blue box highlights the 'Advanced search' button. A blue callout box points to the 'Advanced search' button with the text '... Header in a permit list'. Another blue callout box points to the 'Apps' menu in the left navigation bar with the text '... or Apps menu in left navigation'. A third blue callout box points to the 'Search' button in the bottom right corner of the Validate page.

Control of Work > Permit to Work

1 Access Search from Permit to Work landing page...

Control of Work > Permit to Work > Validate

... Header in a permit list

... or Apps menu in left navigation

2. Provide search criteria using filters provided.

Click **Search**

Locate the desired permit in the list.

Control of Work > Permit to Work > Search

2 Provide search criteria using filters provided

Number	Site	Area	Type
<input type="text"/>	(All Sites) ▾	(All Areas) ▾	<input type="text"/>
Title	Company Name	Work Location	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	19 items checked ▾
Equipment	Work Description	Signed By	<input type="checkbox"/> Deleted
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Copyable	Lessons Learned	Job Complete / Incomplete	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dates		Expected Revalidation Date	
<input type="text"/> mm/dd/yyyy - <input type="text"/> mm/dd/yyyy		<input type="text"/> mm/dd/yyyy - <input type="text"/> mm/dd/yyyy	
Lead Craft	Turnaround	High Level Approval	Attachments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessed			
<input type="text"/>			

(No filter selected) Clear Search Export Search

Control of Work > Permit to Work > Search

	Number	Site	Title	Company Na...
<input type="checkbox"/>				
<input type="checkbox"/>	AGBAMI-FPS...	Agbami FPSO	TAM: replace...	
<input type="checkbox"/>	AGBAMI-FPS...	Agbami FPSO	TAM: replace...	Chevron
<input type="checkbox"/>	AGBAMI-FPS...	Agbami FPSO	TAM: replace...	Chevron

4 Locate the desired permit in the list

3 Click **Search**