

Add A New RIG to the Drill Schedule

1. Log into the Drill Schedule **ADMIN ACCESS**.
2. Scroll to the very bottom of the Drill Schedule and click on **ADD A NEW SUBPROJECT**.

14.5	RB-3 Maintenance	LP		6/24/21/ DUE 1
14.6	TR-4 Maintenance	LP		3/2022 due 9/
14.7	TR-3 Maintenance	LP		4/7/22 due 10/
Add a task Add a milestone				
15	<input type="checkbox"/> Jeffs Rig			
15.1	New sibling task			
15.2	TEST			
15.3	Test 2			
Add a task Add a milestone				
<input type="checkbox"/> Add a new subproject				

3. A new SUB PROJECT will appear.

15.3	Test 2			
Add a task Add a milestone				
16	<input type="checkbox"/> New subproject			
16.1	New sibling task			
Add a task Add a milestone				
<input type="checkbox"/> Add a new subproject				

4. Click the title, type in the name of the new rig and hit your ENTER key.

Add a task Add a milestone				
16	<input type="checkbox"/> New subproject			
16.1	New sibling task			
Add a task Add a milestone				
<input type="checkbox"/> Add a new subproject				

5. You have successfully created a new Rig.

Add a task Add a milestone				
15	<input type="checkbox"/> Jeffs Rig			
15.1	New sibling task			