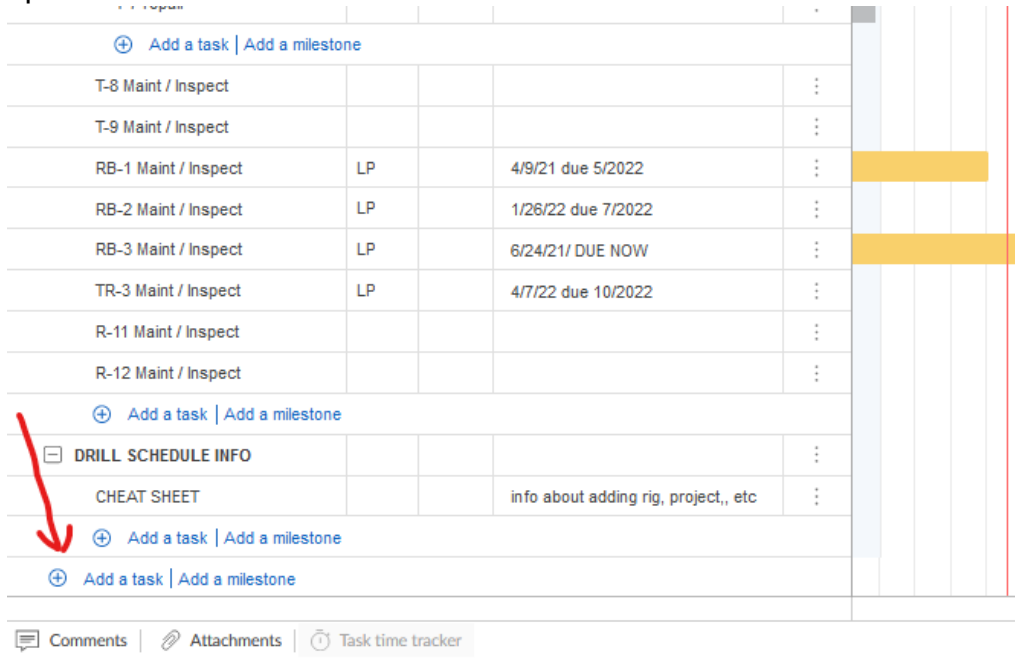


Add A New RIG to the Drill Schedule

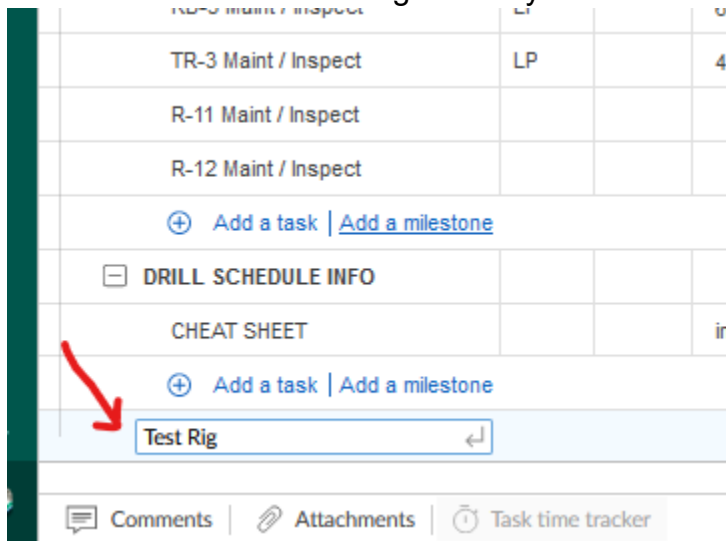
1. Log into the Drill Schedule **ADMIN ACCESS**.
2. Scroll to the very bottom of the page and click on the lowest **ADD A TASK** option.



+ Add a task Add a milestone			
T-8 Maint / Inspect			⋮
T-9 Maint / Inspect			⋮
RB-1 Maint / Inspect	LP	4/9/21 due 5/2022	⋮
RB-2 Maint / Inspect	LP	1/26/22 due 7/2022	⋮
RB-3 Maint / Inspect	LP	6/24/21/ DUE NOW	⋮
TR-3 Maint / Inspect	LP	4/7/22 due 10/2022	⋮
R-11 Maint / Inspect			⋮
R-12 Maint / Inspect			⋮
+ Add a task Add a milestone			
<input type="checkbox"/> DRILL SCHEDULE INFO			⋮
CHEAT SHEET		info about adding rig, project,, etc	⋮
+ Add a task Add a milestone			
+ Add a task Add a milestone			

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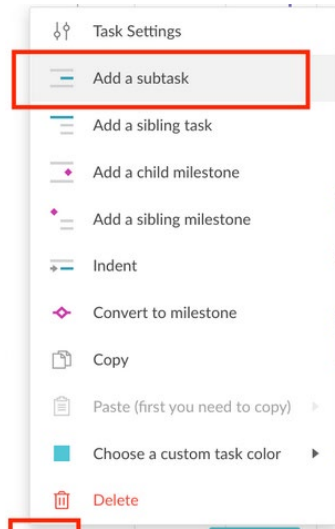
3. Enter a name for the new rig and hit your **ENTER** key.



TR-3 Maint / Inspect	LP		4.
R-11 Maint / Inspect			
R-12 Maint / Inspect			
+ Add a task Add a milestone			
<input type="checkbox"/> DRILL SCHEDULE INFO			
CHEAT SHEET			in
+ Add a task Add a milestone			
<input type="text" value="Test Rig"/>			

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4. To the right of the new rig, click the 3 dots and choose “Add a Subtask”



5. The New Task will then be turned into a Rig/Project.

