



P2 AFE COURSE CATALOG
WEB-BASED AND CLASSROOM TRAINING
P2 Products Course Catalog

Catalog Version

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Any questions regarding this document should be forwarded to:

[P2 Energy Solutions](#)

1670 Broadway, Suite 2800
Denver, CO 80202
United States



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P2 AFE Training Program

Training Website

Visit the P2 AFE Training webpage at for current information about all training options, including course descriptions and pricing information.

Training website link:

<http://www.p2energysolutions.com/services/training/p2-afe-training>

Training Options

Classes may be custom-scheduled at client offices or taught as WebEx sessions (Webinar training). The training may be customized to better meet your needs. P2 AFE offers the following types of training:

- **Classroom Instruction**

You may custom-schedule classes to be held at your company offices or at our Denver or Houston offices. For questions or to schedule training, contact p2training@p2energysolutions.com, or create a case on the Customer Portal by calling the help desk at 1-844-REACHP2 (1-844-732-2472) and select the P2 AFE product from the menu options.

- **Webinar Training**

You may custom-schedule training webinars. For questions or to schedule training, contact p2training@p2energysolutions.com, or create a case on the customer portal by calling the help desk at 1-844-REACHP2 (1-844-732-2472) and select the P2 AFE product from the menu options.

- **Web-based Training (Recorded E-learning)**

P2 AFE e-learning is delivered over the internet from the P2 Training Center. E-learning courses provide the student with an integrated learning approach consisting of recorded audio-visual demonstrations of the software application and processes, a PDF download for reference, and comprehension questions and practice exercises. See the *E-learning Courses* section in this catalog for complete course descriptions. For more information about purchasing P2 AFE E-learning, contact us at p2training@p2energysolutions.com.



How to Schedule Classroom or Webinar Training

Contact P2 Global Support to set up an issue requesting training:

- Email: gcs@p2energysolutions.com
- Phone: 1-800-297-0990

Include the following information in your request: the product, course topic, time frame, preferred location or by webinar, and number of attendees.

All Training: Cancellation, Refund and Complaint Resolution Policies

For your convenience, we will bill you for your class at the end of the month following the class date. In the event that you must cancel your registration, send email to p2training@p2energysolutions.com 48 hours or more prior to the class start time, to avoid being billed for the training. For more information regarding administrative policies such as complaint and refund, please contact the Training department at p2training@p2energysolutions.com.

Class Fees

Offering	Pricing
<p>Custom Training - Classroom If any customization to content is done to standard classes, additional charges are applicable</p>	<p>A price will be quoted as part of the process of defining and custom scheduling classroom training. Custom scheduled training is usually charged at an hourly rate plus any associated travel.</p> <p>Note: 2nd teacher or additional sessions may be required at 7 students</p>
<p>Custom Training - Webinar If any customization to content is done to standard classes, additional charges are applicable</p>	<p>A price will be quoted as part of the process of defining and scheduling custom webinar training. Custom scheduled training is usually charged at an hourly rate.</p>
<p>Recorded E-learning Subscriptions</p>	<p>Contact the P2 Training department P2training@p2energysolutions.com for information.</p>

Web-based Training (Recorded E-learning)

E-learning courses provide the student with an integrated learning approach consisting of recorded audio-visual demonstrations of the software application and processes, a PDF download for reference, and for the P2 AFE User Interface Navigation modules, hands-on practice exercises. The P2 E-learning platform allows students to run transcript reports on classes they have completed and print or save class certificates.

P2 AFE User Interface (UI) Navigation

This is the introductory course for all P2 AFE users. It includes six modules and introduces P2 AFE, how to navigate the user interface, get online Help, work with Notifications, approved and unapproved AFE dashboards, and standard reports.

Class Level: Beginner

Audience and Prerequisites

We recommend this class for all new users of P2 AFE. There are no prerequisites for this course.

Module 1: Getting Started

This module covers how to access P2 AFE, the login process, and an overview of the P2 AFE desktop, including User navigation options, Administrator navigation options, settings and help.

Module 2: Help Wiki

This module covers how to access and use P2 AFE Wiki Help, including basic navigation functions such as search, save and print.

Module 3: Notifications

This module covers the Notifications Dashboard, including notification types, severity and how to perform notification actions.

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Module 4: Approved Dashboard

This module covers how to access the Approved AFEs dashboard, how AFEs show on the dashboard, severity of notifications, and drilling into AFE details.

Module 5: Unapproved Dashboard

This module covers how to access the Unapproved AFEs dashboard, how AFEs show on the dashboard, severity of notifications, and drilling into AFE details.

Module 6: Intro to Standard Reports

This module covers P2 AFE standard reports across one or many AFEs, setting report parameters, exporting reports and Favorite reports.

Companion Training Materials

The P2 AFE UI Navigation curriculum includes companion training materials, the *P2 AFE UI Navigation Training Guide*, available as a PDF download from within the e-learning course.

Comprehension Questions and Practice Exercises

These are included in the training guide to be used either as self-study options or as classroom exercises.



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P2 AFE Reviewers and Approvers

This course includes two modules and covers the processes used to review and approve AFEs. It covers email notifications, logging into P2 AFE from a notification link, viewing AFE details and AFE signoff, all from either the main P2 AFE application or from a mobile device.

Class Level: Intermediate

Audience and Prerequisites

This course was designed for P2 AFE users whose responsibilities require them to review and approve AFEs. Prerequisites: P2 AFE User Interface Navigation

Module 1: Acting on Notifications

This module covers how to receive of email notifications, log into P2 AFE, view AFE details and AFE signoff.

Module 2: Mobile Approvals

This module covers how to receive of email notifications, log into P2 AFE, view AFE details and AFE signoff, all from a mobile-based website.

Companion Training Materials

The P2 AFE Reviewer and Approvers curriculum includes companion training materials, the *P2 AFE Reviewer and Approvers Training Guide*, available as a PDF download from within the e-learning course.

Comprehension Questions and Practice Exercises

These are included in the training guide to be used either as self-study options or as classroom exercises.



P2 AFE Introduction to Creators and Owners

This course includes four modules and reviews the processes used to create, manage and approve AFEs. It includes creating and copying AFEs; Parent AFEs; managing internal approvals, partners, and partner balloting; capturing budget estimates and field estimates; AFE attachments and flex fields; and AFE prerequisites.

Class Level: Intermediate

Audience and Prerequisites

This course was designed for P2 AFE users whose responsibilities require them to create AFEs.
Prerequisites: P2 AFE User Interface Navigation

Module 1: AFE Creation Process to Initial Review

This module covers new AFE creation up to initial review.

Module 2: Copy AFE and Create Parent AFE

This module covers how to copy an AFE and how to create a Parent AFE.

Module 3: Capture Field Estimates

This module covers how to capture field estimates.

Module 4: P2 AFE Prerequisites

This module covers AFE prerequisites such as wells, participants, and vendors.

Companion Training Materials

The P2 AFE Introduction to Creators and Owners curriculum includes companion training materials, the *P2 AFE Introduction Creators and Owners Training Guide*, available as a PDF download from within the e-learning course.

Comprehension Questions and Practice Exercises

These are included in the training guide to be used either as self-study options or as classroom exercises.

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P2 AFE Reporting

This course includes one module and covers the P2 AFE standard "out of the box" reports not covered in the other modules of this e-learning curriculum. It covers Frequently Visited Reports, Site Reports and Administration Reports.

Class Level: Intermediate

Audience and Prerequisites

This course was designed for P2 AFE users whose responsibilities require them to access and view standard AFE reports. Prerequisites: *P2 AFE User Interface Navigation* course

Note: If your responsibilities require you to access standard AFE reports related to creating, owning, reviewing or approving AFEs, then the appropriate related e-learning class is recommended as a prerequisite (*P2 AFE Reviewers and Approvers* class and/or *P2 AFE Creators and Owners*).

Companion Training Materials

The P2 AFE Reporting curriculum includes companion training materials, the *P2 AFE Standard Reports Training Guide*, available as a PDF download from within the e-learning course.



Classroom Instruction

Each class described on the following pages includes a training guide and may be custom-scheduled at a P2 office or on-site at your company offices. Custom-scheduled class content may also be customized to your needs.

P2 AFE User Interface (UI) Navigation

This is the introductory course for all P2 AFE users. It covers getting started with P2 AFE, getting help, the Notifications Dashboard, the My Approved AFEs Dashboard, the My Unapproved AFEs Dashboard, and an introduction to Standard Reports. The associated training guide includes Comprehension Questions and Practice Exercises.

Audience

We recommend this class for all new P2 AFE users: end-users, managers and administrators.

Course Objectives

With successful completion of this course, the student will be able to:

- Access, log in and navigate the P2 AFE dashboard and menus
- Access and use the P2 AFE online Help (Help Wiki)
- Access and navigate the Notifications Dashboard
- Access and navigate the My Approved AFEs Dashboard including drill down functions
- Access and navigate the My Unapproved AFEs Dashboard including drill down functions
- Access and run the P2 AFE standard Reports

Class Level: Beginner.....Field of Study: Computer Software and Applications

Prerequisites: None Class Length: 4 hours

Delivery: Group-LiveAdvanced Preparation: None

P2 AFE Reviewers and Approvers

This course reviews the processes used to review and approve AFEs. It covers email notifications, logging into P2 AFE from a notification link, viewing AFE details and AFE signoff, all from either the main P2 AFE application or from a mobile device. The associated training guide includes Comprehension Questions and Practice Exercises.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to review and approve AFEs.

Objectives:

With successful completion of this course, the student will be able to:

- View details and attachments related to AFEs
- Review / approve AFE
- Marking AFEs as Favorite using the Favorites Manager
- Navigate the dashboard to see AFEs important to users
- Generate reports if necessary

Class Level: IntermediateField of Study: Computer Software and Applications

Prerequisites: P2 AFE User Interface Navigation Class Length: 4 hours

Delivery: Group-LiveAdvanced Preparation: None

P2 AFE Introduction to Creators and Owners

This course covers new AFE creation processes up to initial review, copying an AFE, creating a parent AFE, field estimates, and P2 AFE prerequisites such as wells and vendors. The associated training guide includes Comprehension Questions and Practice Exercises.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to create AFEs.

Objectives:

With successful completion of this course, the student will be able to:

- Create a new AFE
- Manage external partners
- Capture budget estimates
- Manage attachments and flex fields
- Manage internal approval workflows
- Manage external partner balloting
- Create an AFE by copying
- Create a Parent AFE
- Enter and manage field estimates
- Understand how P2 AFE Prerequisites affect P2 AFE

Class Level: Intermediate Field of Study: Computer Software and Applications

Prerequisites: P2 AFE UI Navigation, P2 AFE Reviewers & Approvers Class Length: 4 hours

Delivery: Group-Live Advanced Preparation: None

P2 AFE Reporting

The *P2 AFE UI Navigation* class, *P2 AFE Reviewers and Approvers* class, and *P2 AFE Creators and Owners* class all covered a variety of P2 AFE standard reports used in the context of the functionality covered in those classes. These standard reports are accessed from the Features menu. This *P2 AFE Reporting* class covers *other* reports and options available “out of the box” that were not covered in the other classes, including Frequently Visited Reports, Site Reports and Administration Reports.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to access and view standard AFE reports.

Objectives:

With successful completion of this course, the student will be able to:

- Frequently Visited Reports
- Site Reports
- Administration Reports

Class Level: IntermediateField of Study: Computer Software and Applications

Prerequisites: P2 AFE UI Navigation*Class Length: 1 hour

Delivery: Group-LiveAdvanced Preparation: None

***Prerequisite Note:** If your responsibilities require you to access standard AFE reports related to creating, owning, reviewing or approving AFEs, then the appropriate related class is recommended as a prerequisite (*P2 AFE Reviewers and Approvers* class and/or *P2 AFE Creators and Owners*).

Webinar Training

Each class described on the following pages includes a training guide and is led by an instructor.

P2 AFE User Interface (UI) Navigation

This is the introductory course for all P2 AFE users. It covers getting started with P2 AFE, getting help, the Notifications Dashboard, the My Approved AFEs Dashboard, the My Unapproved AFEs Dashboard, and an introduction to Standard Reports. The associated training guide includes Comprehension Questions and Practice Exercises which can be done following the webinar.

Audience

We recommend this class for all new P2 AFE users: end-users, managers and administrators.

Course Objectives

With successful completion of this course, the student will be able to:

- Access, log in and navigate the P2 AFE dashboard and menus
- Access and use the P2 AFE online Help (Help Wiki)
- Access and navigate the Notifications Dashboard
- Access and navigate the My Approved AFEs Dashboard including drill down functions
- Access and navigate the My Unapproved AFEs Dashboard including drill down functions
- Access and run the P2 AFE standard Reports

Class Level: Beginner.....Field of Study: Computer Software and Applications

Prerequisites: None Class Length: 2 hours

Delivery: Group-Internet-Based.....Advanced Preparation: None



P2 AFE Reviewers and Approvers

This course reviews the processes used to review and approve AFEs. It covers email notifications, logging into P2 AFE from a notification link, viewing AFE details and AFE signoff, all from either the main P2 AFE application or from a mobile device. The associated training guide includes Comprehension Questions and Practice Exercises which can be done following the webinar.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to review and approve AFEs.

Objectives:

With successful completion of this course, the student will be able to:

- View details and attachments related to AFEs
- Review / approve AFE
- Marking AFEs as Favorite using the Favorites Manager
- Navigate the dashboard to see AFEs important to users
- Generate reports if necessary

Class Level: IntermediateField of Study: Computer Software and Applications

Prerequisites: P2 AFE User Interface Navigation Class Length: 2 hours

Delivery: Group-Internet-Based.....Advanced Preparation: None

P2 AFE Introduction to Creators and Owners

This course covers new AFE creation processes up to initial review, copying an AFE, creating a parent AFE, field estimates, and P2 AFE prerequisites such as wells and vendors. The associated training guide includes Comprehension Questions and Practice Exercises which can be done following the webinar.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to create AFEs.

Objectives:

With successful completion of this course, the student will be able to:

- Create a new AFE
- Manage external partners
- Capture budget estimates
- Manage attachments and flex fields
- Manage internal approval workflows
- Manage external partner balloting
- Create an AFE by copying
- Create a Parent AFE
- Enter and manage field estimates
- Understand how P2 AFE Prerequisites affect P2 AFE

Class Level: IntermediateField of Study: Computer Software and Applications

Prerequisites: P2 AFE UI Navigation, P2 AFE Reviewers & Approvers..... Class Length: 2 hours

Delivery: Group-Internet-Based.....Advanced Preparation: None

P2 AFE Reporting

The *P2 AFE UI Navigation* class, *P2 AFE Reviewers and Approvers* class, and *P2 AFE Creators and Owners* class all covered a variety of P2 AFE standard reports used in the context of the functionality covered in those classes. These standard reports are accessed from the Features menu. This *P2 AFE Reporting* class covers *other* reports and options available “out of the box” that were not covered in the other classes, including Frequently Visited Reports, Site Reports and Administration Reports.

Audience

We recommend this class for P2 AFE users whose responsibilities require them to access and view standard AFE reports.

Objectives:

With successful completion of this course, the student will be able to:

- Frequently Visited Reports
- Site Reports
- Administration Reports

Class Level: IntermediateField of Study: Computer Software and Applications

Prerequisites: P2 AFE User Interface Navigation*Class Length: 1 hour

Delivery: Group-Internet-Based.....Advanced Preparation: None

***Prerequisite Note:** If your responsibilities require you to access standard AFE reports related to creating, owning, reviewing or approving AFEs, then the appropriate related class is recommended as a prerequisite (*P2 AFE Reviewers and Approvers* class and/or *P2 AFE Creators and Owners*).