



P2 LAND COURSE CATALOG

P2 Products Course Catalog

Catalog Version

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P2 Land Training Program

Visit the P2 Land 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-land-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.

Classroom Instruction at Client Offices or by Webinar

We can travel to your offices, or some cases, provide the training through instructor-led webinar sessions. This catalog provides generic course agendas and descriptions, which can be modified to suit your business and the training needs of your users.

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 Land product from the menu options. We will help you to determine what topics you think would be relevant, and then put together a specific proposal to meet your needs. See *Course Descriptions* section in this catalog for generic course descriptions and agendas that you can customize.



Class Fees

| OFFERING | PRICING |
|---|--|
| <p>Custom Training – Classroom</p> <p>If any customization is done to generic classes, additional charges are applicable</p> | <p>A price will be quoted as part of the process of defining and scheduling custom training at your offices.</p> |
| <p>Custom Training – Webinar</p> <p>If any customization 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.</p> |

P2 Land Course Descriptions

Each class described on the following pages includes a training guide and is custom-scheduled at client offices. Class content may also be customized to your needs. In some cases, these courses may also be scheduled as instructor-led webinar sessions.

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 Land product from the menu options. We will help you to determine what topics you think would be relevant, and then put together a specific proposal to meet your needs.

Course List

Descriptions for the following courses are included in this catalog:

- P2 Land Courses
 - P2 Land Address Book
 - P2 Land Admin and Tools
 - P2 Land Contracts
 - P2 Land Domain
 - P2 Land E-Calendar
 - P2 Land Email Configuration
 - P2 Land Introduction to Process and Report
 - P2 Land LeaseData
 - P2 Land Overview and UI Navigation
 - P2 Land Query Builder
 - P2 Land WellInfo
- P2 Land Broker Courses
 - P2 Land Broker



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P2 Land Address Book

Address Book module is a repository for names and addresses to support P2 systems as well as dependent revenue, production and financial systems and can be utilized by all modules within the P2 Land application. This course provides an understanding of the role of Address Book and teaches the student how to create and updated Name and Address records.

Course Objectives

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

- Understand the role of Address Book
- Build a Name Record
- Build an Address Record
- Understand what is required to approve, update and delete a Name record and an Address record

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



P2 Land Administration and Tools

Configuration items in the P2 Land system allow each company to customize the system to meet specific business needs for data, processes, integration, and security control measures. Many companies identify one individual to function as the application administrator, who maintains administrative and configuration items.

These functions have been divided into two buckets: Administration and Tools. The Administration bucket contains configuration items that are either defined prior to using the system or when establishing a new group code. The Tools bucket provides access to configuration items which may need to be maintained on a regular basis such as changes to your organization structure, additional code values for drop down menus or a new cross reference type. This class covers the Administration topics and the Toolstopics.

For smaller clients, P2 has provided a preconfigured database with standard codes and configurations used within the industry. For this implementation minimal configuration is needed. However, at a minimum the following configuration items should be reviewed before entering files into the system:

- User setup and security
- Organization Structures
- Auto numbering of files

Course Objectives

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

- Administration:
 - Define group codes and create numbering schemas
 - Set application configuration variables
 - Modify site customizations and establish security
 - Assign licenses to users
- Tools:
 - Set up organizations
 - Add code and rule data
 - Create cross reference definitions
 - Add document definitions
 - Create GL definitions and BA filter definitions
 - Establish provision definitions and provisions models



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- Add AFE definitions
- Create market free models, component models and participant models
- Modify user preferences and change passwords

Class Level:

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



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P2 Land Contracts

P2 Land Contracts operates from a common file of contract information. A new Contract record may be entered into the system at any time. This course provides an understanding of the P2 Land Contract module and teaches students how to create, approve, update and delete a contract record.

Course Objectives

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

- Create Contract Header
- Create Dates, Acreages, Legal Narratives and Organizations
- Create Documents, Cross References, More Names and Obligations
- Create Provisions, Subsections and Participants
- Create Legals and Depths
- Create Payments and Receivables
- Create Attachments and Images
- Perform Approval Process and Generate Summary
- Understand the requirements for activating and inactivating a Contract record
- Correctly use File Save As and File Copy
- Update Contract and Subsection Record

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



P2 Land Domain

Domain is a full-function ownership management system designed to manage division order interests and operating interests (sometimes referred to as gross working interests or JIB interests) for both producing and non-producing properties. This class provides an overview of P2 Land Property, Joint Interest Billing Division of Interest, Land Division Order system, Division Order Tracts, and Domain Maintenance.

Course Objectives

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

Property

- Understand the Property system features, process flow and data entry
- Describe the steps to create a Property record
- Enter the minimum data elements required to establish a valid Property
- Describe the elements required for using the Units tab

Joint Interest Billing

- Understand the role of Joint Interest Billing division of interest
- Understand the steps to create a Joint Interest Billing division of interest
- Enter the minimum data elements required to establish a Joint Interest Billing division of interest
- Validate, approve, maintain, and re-approve a Joint Interest Billing division of interest

Land Division Orders

- Understand Land Division Order system features, process flow and data entry
- Understand the steps to create a Land Division Order
- Enter the minimum data elements required to establish a valid Division Order
- Enter optional data in a Land Division Order
- Understand the elements required for using multiple tracts in a Division Order
- Validate and Approve a Division Order



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Division Order Tracts

- Understand the features of Division Order Tracts
- Create Tracts
- Create Participants
- Add Components
- Create Burden Groups
- Understand Approval and Summary Reports

Domain Maintenance

- Copy Division Orders and Properties
- Delete Division Orders and Properties
- Update Property data
- Update Division Order data
- Update Burden Groups

Class Level:

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



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P2 Land E-Calendar

This training class covers detailed information and steps for using the P2 Land's E-Calendar module. The P2 Land E-Calendar module is designed to automate the traditional paper-intensive process of approving and making recommendations for action items such as payments and obligations.

Course Objectives

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

- E-Calendar Overview
- Create and publish an E-Calendar
- Perform Calendar processing and workflow
- Use Query Manager for E-Calendar
- Manage new and existing subscriptions using My E-mail Subscription Window
- Add E-mail functionality (Reports, grid, query managers)
- Understand and perform tasks involved in System Setup

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



P2 Land E-mail Configuration

This course provides training in configuring e-mail notification out of P2 Land, and management of the process.

Course Objectives

- E-mail configuration summary and requirements
- Background (e-mail and configuration)
- TEL configuration by user with role admin privileges
 - Code and Rule Table
 - Obligation screen
- Admin Access to TEL Application Server
 - Land Configuration system maintenance
- Additional configuration
 - CACHE_SERVER_INFO
 - IIS Reset
 - Enterprise Land Scheduler
- Emails Settings Testing
- Application Testing
 - Process Manager

Class Level:

Prerequisites:



P2 Land Introduction to Process and Report

In P2 Land, users will set up requests for most of the items listed under the Utilities, Process Manager, and Reports Manager buckets. These requests will be submitted to run the process or report. Mass Change processes allow users to make changes to data on multiple files or records in a single “mass” process. Data maintenance is one of the most time-consuming and costly activities of lease, property, contract, and division order analysts. The ability for a user to expedite this data maintenance by processing mass changes saves your company time and money. This course covers setup, processes and tasks, query building and reports that support this ability.

Course Objectives

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

- Set up Processes and Navigate Process Manager windows
- Build a Query
- Run Payment and Check, and Invoice Processing tasks
- Review Check Maintenance tasks
- Run Mass Changes Processes
- Run Standard reports in Report Manager
- Calendar events and e-mail notifications

Class Level:

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



P2 Land LeaseData

The LeaseData module is designed to facilitate the input of all information related to your company's assets of non-producing and producing leases. LeaseData administration includes generation of payments, invoices, obligation and provision monitoring, cross reference related agreements, ownership updates, lease status updates and government reporting. LeaseData integrates with Domain, Contracts and Lease Acquisition to create textual and spatial map displays and analyses in support of land management decisions. This course provides an overview of the LeaseData module features and data entry. Students learn to create lease files and utilize the LeaseData module to manage non-producing and producing leases.

Course Objectives

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

- Understand the role of LeaseData
- Create a Lease Header, date, acreages and organizations
- Create a document, costs, cross reference, more names and obligations
- Create provisions and remarks
- Create a tract, participant, legals and payments
- Create depths
- Create attachments and images
- Perform approval process and generate summary
- Activate and inactivate a lease
- Use File Save As and File Copy
- Update lease and tract records
- Delete lease and tract records
- Create receivables

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



P2 Land Navigation and Query Builder

P2 Land, formerly known as the Tobin Land Suite, is the oil and gas industry's first land administration system built from the ground up with Service Oriented Architecture (SOA) technology. P2 Land is a full-function Windows-based land management database system that supports the maintenance, payment, billing, query, and reporting processes associated with management of land assets. This introductory course provides an overview of the role of each P2 Land module, navigation of the P2 Land software, Query Builder, and how to use P2 Land Online Help.

Course Objectives

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

- Understand the role of each P2 Land module
- Navigate through P2 Land windows
- Use Quick Search to find data
- Navigate within a file including using tabs and grid detail (grid and detail)
- Create and run queries using the Query Builder
- Define User Preferences
- Review and interpret error messages
- Recognize the differences between Tobin Land Suite (TLS) and P2 Land
- Use the P2 Land Online Help

Class Level: Basic

Prerequisites: None



P2 Land Overview and UI Navigation

This P2 Land Overview and UI Navigation class provides an overview of P2 Land and then covers how to navigate the P2 Land User Interface (UI), including logging in, navigating the P2 Land Window, and opening a file from Query Builder output results. It also includes a review of User Preferences, Error Messages and how to access P2 Land Online Help. Comprehension questions and practice exercises allow students to check and apply their knowledge.

Course Objectives

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

- Understand the role of each P2 Land module
- Log in and navigate through P2 Land windows
- Use Quick Search to find data
- Navigate within a file including using tabs and grid detail (grid and detail)
- Define User Preferences
- Review and interpret error messages
- Use the P2 Land Online Help

Class Level: Basic

Prerequisites: None



P2 Land Query Builder

This P2 Land Query Builder class begins with an overview of Query Builder features and functionality, and then teaches students how to build and save a query with selection criteria and sorting. The course concludes with more advanced query functions such as Sum and Average calculations, filtering using OR, using Group By options before and after running the query, and an introduction to the Display SQL feature. Query examples emphasize practical application of Query Builder by teaching these topics in the context of creating the Exhibit A report. Guided Practice Exercises reinforce concepts and allow students to create the Exhibit A report and the Acreage by Formation report on their own company system.

Course Objectives

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

- Navigate through Query Builder User Interface
- Create a query using the Query Builder
 - Add selection criteria to the query
 - Add sorting to the query
- Save a query
 - Open a saved query
 - Delete a saved query
- Print, export and email in Query Builder
- Use advanced calculations in Query Builder (Sum, Average)
- User advanced functionality in Query Builder
 - Filter with OR
 - User Group By
 - Display SQL statement

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation



P2 Land WellInfo

The WellInfo module provides a way to capture limited or complete well information depending on company requirements. Users can enter important dates, obligations and legal descriptions for the well spacing unit, or it can expand the data capture to include well interest information. Wells can be cross referenced to other land documents such as leases, contracts and division orders and outside documents such as well permits, completion records, well logs and other similar information. This course provides an overview of the role of WellInfo, how to create WellInfo and Completion records, and how to approve, update and delete a WellInfo record.

Course Objectives

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

- Understand the role of WellInfo
- Create a WellInfo Header, date acreages and organizations
- Create a document, cross reference, more names and obligations
- Create Provisions
- Create Remarks
- Create Participants
- Create Legals and Depths
- Create Attachments and Images

Class Level: Basic

Prerequisites: P2 Land Overview and UI Navigation, P2 Land Query Builder



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P2 Land Broker Course Descriptions

P2 Land Broker

P2 Land Broker can be deployed as a stand-alone broker application or can be connected to back-office land system P2 Land (formerly Tobin Enterprise Land) for upstream organizations.

We recommend that you take this class during your company's implementation of P2 Land Broker software, or if you are a new P2 Land Broker user.

Course Objectives

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

- Understand the role of each user in the workflow
- Navigate and access P2 Land Broker menus and forms
- Submit leases into workflow
- Generate and print various reports
- Utilize mapping feature

Class Level: Basic

Prerequisites: None

