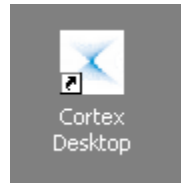


# Husky Energy Inc. Field Approver Quick Reference V.2.2.6

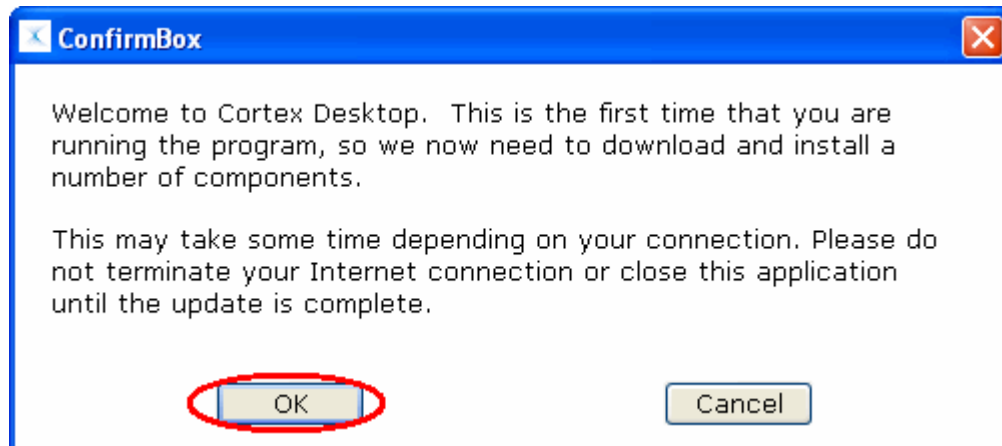


## A. How to Launch Cortex Desktop Launcher?

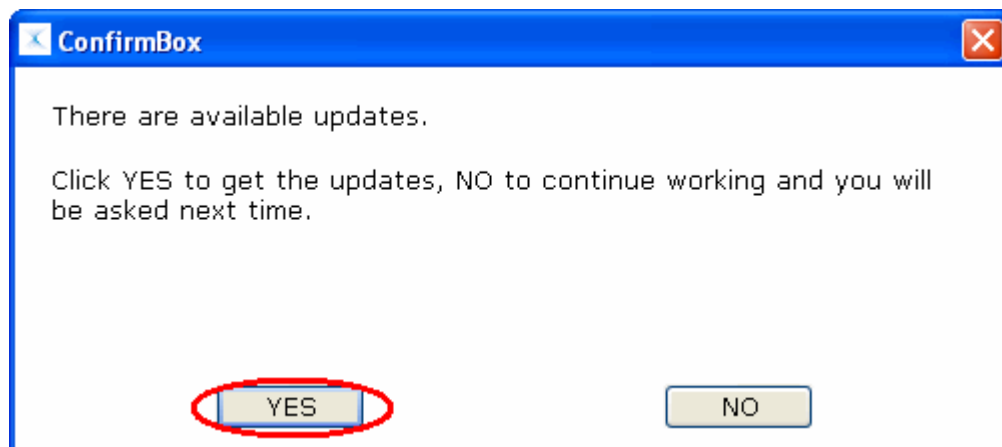
1. **Double-click** the *Cortex Desktop™* icon on your computer desktop to launch.  
**Note:** Ensure you have Internet connectivity.



2. **Click *OK*** on the dialog box indicating that components need to be downloaded.



3. **Click *Yes*** to download the Updates.  
**Note:** You will need Administrative Rights to initiate the Updates.

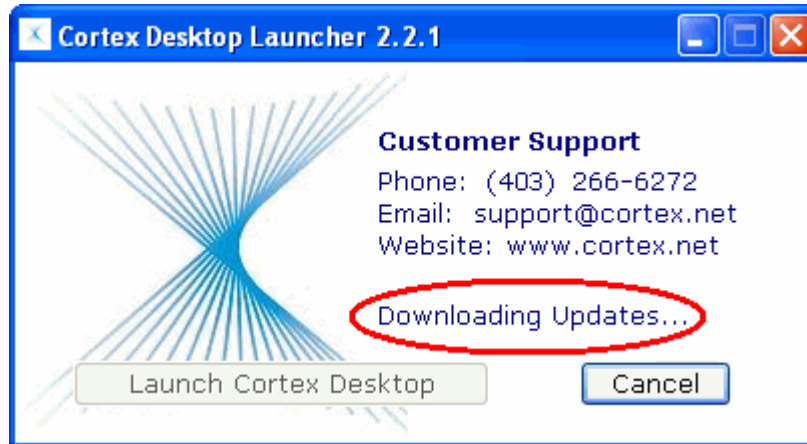


# Husky Energy Inc. Field Approver Quick Reference V.2.2.6

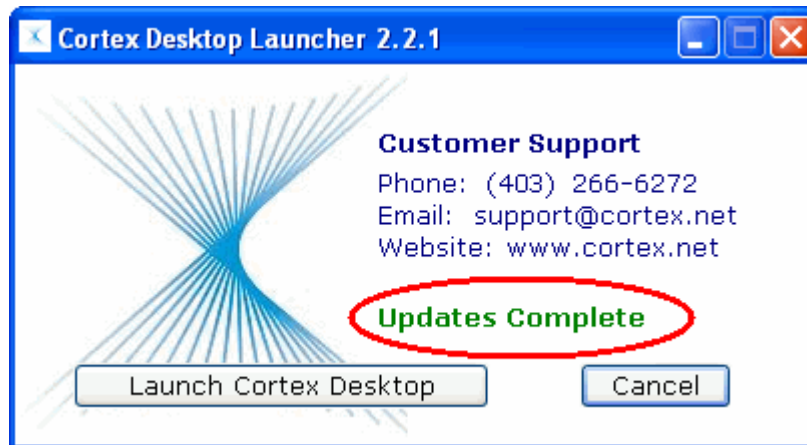


## How to Launch Cortex Desktop Launcher continued...

**Note:** The Cortex Desktop Launcher window will display the “**Downloading Updates**” message.



**Note:** The Cortex Desktop Launcher window will display the “**Updates Complete**” message.



4. Click the **Launch Cortex Desktop™** button.
5. Enter your User name and Password.

The screenshot shows a login form with two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" and "Forgot Password!".

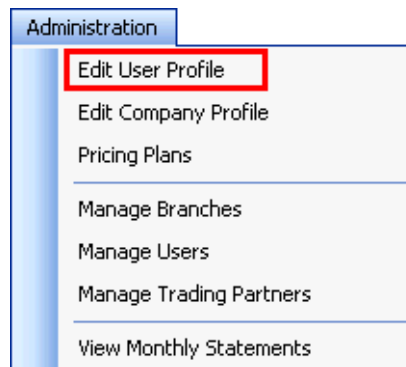
6. Click the **Login** button.

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## B. How to Edit your User Name or Password in your User Profile?

1. **Login** to the Cortex Desktop™ using your user name and password.
2. **Click** on the *Administration* Menu.
3. **Click** on the "*Edit User Profile*" option.



# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Edit your User Name or Password in your User Profile continued...

4. **Double-click** the *User Name*
5. **Edit** the *User Name*, as desired.
6. **Click** on "*Check Availability*"
7. **Tab** to the *Password* to edit.
8. **Retype** Password in the *Confirm Password* text box.
9. **Click** *Update*.
10. **Click** "*OK*" on the confirmation dialog box.

- Required  - Optional

**User Information:**

First Name: John Last Name: Doe  
Suite No.: Address 1: 3412 25th Street NE Address 2:  
Phone No.: (403) 266-6272 Fax No.: Email: jdoe@TGSupplier.com  
City: Calgary Province: Alberta Postal Code: T1Y 6C1  
Country: Canada

**User Authentication Information**

User Name:  **Step 4 & 5**  **Step 6**  
To change the User Name please click in the text box above.

Password:  **Step 7**  
Confirm Password:  **Step 8**  User Active

**Challenge Question Information**

The challenge question and answer will be used to retrieve your password, in case you forget it.

Challenge Question: Mother's maiden name  
Challenge Answer:

**CAUTION: Some of the "User Rights" below do not apply to your company, so select only those that are relevant.**

**User Rights**

Client Admin

Can Send POS  Can Manage Users  Can Manage Vendors  
 Can Send Tickets  Can Manage Company Profile  Can Add Company  
 Can Send Invoices  Can Manage Trading Partners  Can Send RFQs  
 Can Receive PO  Can Manage Payment Plan  Field User  
 Can Receive Invoice  
 Can View Reports

**Step 9**

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



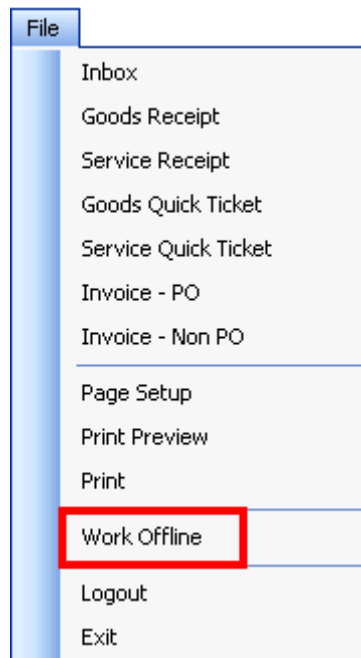
## C. How to use Cortex Desktop™ Offline?

Work Offline permits you to work in Cortex Desktop™ without being connected to the internet. To work offline, you must **FIRST** download Service Receipts while connected to the internet. This information is stored locally on your workstation and is used to populate the necessary forms.

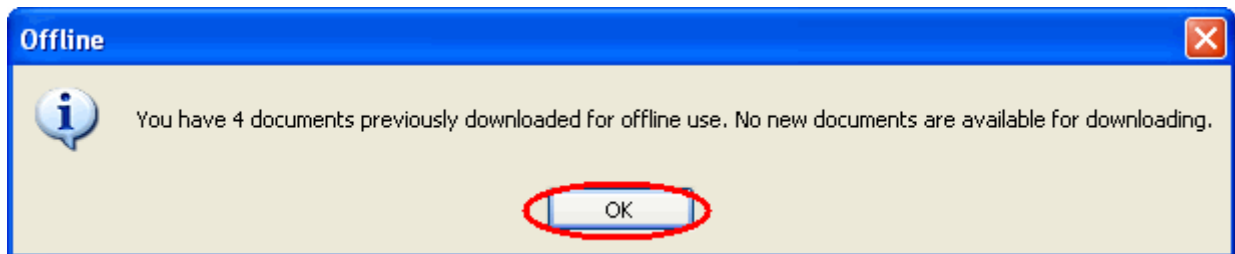
### To Download Goods or Service Receipts:

1. **Ensure** you have Internet connectivity before proceeding.
2. **Click** the *File* Menu.
3. **Select** *Work Offline*.

**Note:** Service Receipts will automatically download.



4. **Click** *OK* on the Message box confirming that files have been downloaded for offline work.

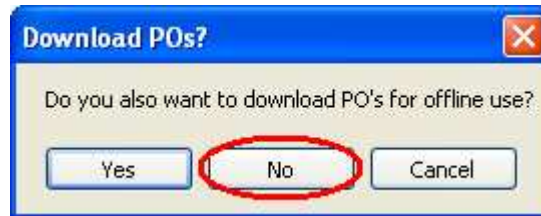


# Husky Energy Inc. Field Approver Quick Reference V.2.2.6

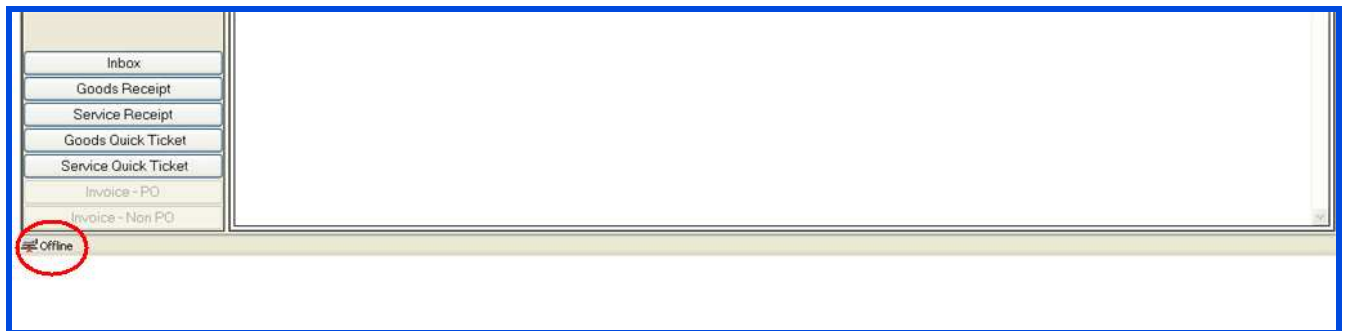


## How to use Cortex Desktop™ Offline continued...

5. Click on **"No"** to download PO's for offline use.



**Note:** There is an Offline icon in the bottom left corner of the window.



**Note:** You are ready to begin approving the downloaded Goods or Service Receipts.

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## D. How to Approve a Service Receipt?

**Note:** OFS Suppliers provide tax information in their Service Receipts. Refer to page 10 for more information.

1. Click the **Refresh** button to retrieve **New** documents.
2. **Double-click** on the Service Receipt to respond.

The screenshot shows the Cortex Desktop application window. On the left is a folder tree with 'Inbox (2)' selected. The main area displays an 'Inbox' table with columns: Confirmation #, PO #, Doc Type, Doc #, Trading Partner, Transaction Time Stamp, Delivery Location, and Status. A 'Refresh' button is circled in red in the top right of the table area, labeled 'Step 1'. The row for Confirmation # 12058265 is highlighted in red, labeled 'Step 2'. Below the table is a 'Service Entry Sheet' for the selected document, showing 'General Information' such as PO # / Line #, Service Ticket #, Ticket Date, External Number, Currency, Location/UWI, Svc. Start Date, Svc. End Date, Int. Resp. Person, Ext. Resp. Person, Job Summary, and Description.

Confirmation #	PO #	Doc Type	Doc #	Trading Partner	Transaction Time Stamp	Delivery Location	Status
12059154	8500035953	Service Receipt	ST S1-01 B	Kens Oilfield ...	2/6/2008 10:59...	2/6/2008 10:59...	New
12059103	8500035953	Service Receipt	REG TEST	Kens Oilfield Cons	2/5/2008 3:39 PM	2/5/2008 3:39 PM	Actioned
12058287	8500035953	Service Receipt	ST S3-01 2	Kens Oilfield Cons	2/4/2008 3:57 PM	2/4/2008 3:57 PM	Actioned
12058280	8500035953	Service Receipt	ST S3-01 2	Kens Oilfield Cons	2/4/2008 3:33 PM	2/4/2008 3:33 PM	Actioned
12058276	8500035953	Service Receipt	ST S3-01	Kens Oilfield Cons	2/4/2008 3:15 PM	2/4/2008 3:15 PM	Actioned
12058265	8500035953	Service Receipt	ST S1-01	Kens Oilfield ...	2/4/2008 2:10 PM	2/4/2008 2:10 PM	New
12057885	8500035458	Service Receipt	REF S3-01	Kens Oilfield Cons	1/8/2008 1:53 PM	1/8/2008 1:53 PM	Actioned

General Information	
PO # / Line #:	8500035953 / 10
Service Ticket #:	ST S1-01
Ticket Date:	02/04/2008
External Number:	
Currency:	CAD
Location/UWI:	Cortex
Svc. Start Date:	02/04/2008
Svc. End Date:	02/04/2008
Int. Resp. Person:	greenid
Ext. Resp. Person:	
Job Summary:	Cortex Regression Test
Description:	

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Approve a Goods or Service Receipt continued...

3. **Review** the Line Numbers listed in the Line Items tab.
4. **Click** either the **Accept** or **Reject** button.
  - If you click **Accept**, either accept as is OR make the necessary changes and accept.
  - If you click **Reject**, leave unchanged and include a rejection reason.

**Step 3**

**Step 4**

Line #	Service Description	Qty	Unit of Measure	Gross Price	Tax Code	Price Unit	Service External No.	Start Date	Mat. Group	End Date
10	Main work	12.0000...	Hour	50.0000	16...	1		02/06/2008	S106	02/06/2008
20	Vac Truck	1.0000...	Day	1200.0000	16...	1		02/06/2008	S106	02/06/2008
								2008 Feb 20		2008 Feb 20



# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Approve a Goods or Service Receipt continued...

5. Click the *Refresh* button.

**Note:** The Service Receipt document status will change to **"Actioned"** and will also appear in your Sent box as **"Sent to Trading Partner"** and **"Received by Trading Partner"**.

Confirmation #	PO #	Doc Type	Doc #	Trading Partner	Transaction Time Stamp	Delivery Location	Status
12059154	8500035953	Service Receipt	ST S1-01 B	Kens Oilfield ...	2/6/2008 10:59...	2/6/2008 10:59...	New
12059103	8500035953	Service Receipt	REG TEST	Kens Oilfield Cons	2/5/2008 3:39 PM	2/5/2008 3:39 PM	Actioned
12058287	8500035953	Service Receipt	ST S3-01 2	Kens Oilfield Cons	2/4/2008 3:57 PM	2/4/2008 3:57 PM	Actioned
12058280	8500035953	Service Receipt	ST S3-01 2	Kens Oilfield Cons	2/4/2008 3:33 PM	2/4/2008 3:33 PM	Actioned
12058276	8500035953	Service Receipt	ST S3-01	Kens Oilfield Cons	2/4/2008 3:15 PM	2/4/2008 3:15 PM	Actioned
12058265	8500035953	Service Receipt	ST S1-01	Kens Oilfield ...	2/4/2008 2:10 PM	2/4/2008 2:10 PM	New
12057995	8500035458	Service Receipt	REF S3-01	Kens Oilfield ...	1/8/2008 1:53 PM	1/8/2008 1:53 PM	Actioned

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Approve a Goods or Service Receipt continued...

### For Suppliers submitting tax information:

There are some Husky Suppliers that supply tax information in their Service Receipts. This information is displayed on the Service Description Details/ Tax Information tab. You will need to review this information before approving the Service Receipt.

Click in the line item, under the Tax Code field, there will be a notification to **"See Tax Information"**. You will need to click on the Service Description Details/ Tax Information tab to see the details for that line item.

Line #	Service Description	Qty	Unit of Measure	Gross Price	Tax Code	Service Start Date	Price Unit	Service External No.	Mat. Group
X 10	SWAMPER REG	8.000	Hour	30.00	See Tax Informati...	11/08/2008	1		
						07/10/2009			

You can review the tax information in the Service Description Details/ Tax Information tab as shown below:

Tax 1		Tax 2	
Tax Type	GoodsAndServicesT	Tax Type	PST
Province	AB	Province	AB
Country	CA	Country	CA
Tax Rate	5.00	Tax Rate	5.00
Tax Identifier	11937 7125 RT 000	Tax Identifier	123456789
Tax Amount	12.00	Tax Amount	12.00

If the information is sufficient, you may accept this Service Receipt. If not, reject with a reason back to the Supplier for reentry.

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## E. How to Delete Actioned documents from your Manage Offline Files?

1. **Click** on Tools.
2. **Click** on Managed Local Files.
3. **Click** on Manage Offline Files.



4. Select the Service Receipts that are actioned and are no longer required offline
5. **Click *Delete Selected*** to remove from your computer.

The screenshot shows the 'Cortex Desktop - Your Company' window with the 'Manage Offline Content' tab active. The window displays a table of documents with columns for Confirmation #, PO #, Doc Type, Doc #, Trading Partner, Transaction Time Stamp, Last Action Date, and Status. The first five rows of the table are highlighted with a red box. The 'Remove Selected' button at the bottom of the window is also highlighted with a red circle.

Confirmation #	PO #	Doc Type	Doc #	Trading Partner	Transaction Time Stamp	Last Action Date	Status	
<input type="checkbox"/>	12058257	8500035906	Service Receipt Ack	AMSR2 85...	Company 1	1/25/2008 7:34 AM	1/25/2008 7:34 AM	Rejected
<input type="checkbox"/>	12058256	8500035906	Service Receipt Ack	AMSR2 85...	Company 1	1/25/2008 7:33 AM	1/25/2008 7:33 AM	Rejected
<input type="checkbox"/>	12058016	8500035907	PO	8500035907	Company 1	1/15/2008 5:29 PM	1/15/2008 5:29 PM	New
<input type="checkbox"/>	12057978	8500035906	PO	8500035906	Company 1	1/15/2008 3:21 PM	1/15/2008 3:21 PM	Actioned
<input type="checkbox"/>	12056990	8500035332	Service Receipt Ack	12056985	Company 1	12/7/2007 8:23 AM	12/7/2007 8:23 AM	Rejected

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## F. How to Share your Inbox with Another Husky Field Approver?

Delegation or Sharing is the ability to grant read/write access to the Approver's Cortex Desktop™ Inbox. The granting of the access allows other approvers within the same company to manage and action the granter's documents on their behalf.

Sharing can be used by **Field Approvers** and **Field Approver Administrators**. Field Approvers can either share or remove sharing of their Inbox with other Field Approvers. However, **Field Approver Administrators** can either share or remove sharing of their own Inbox or another Field Approver's Inbox. Therefore, Field Approver Administrators have additional sharing functionality than a Field Approver does.

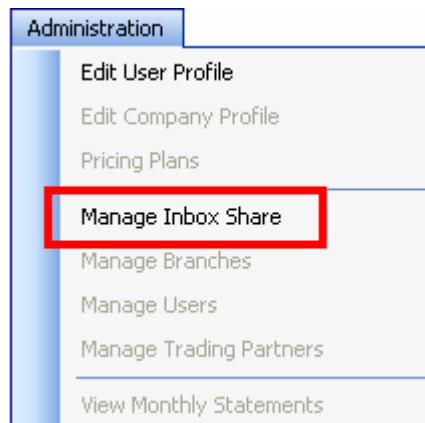
### Note:

For **Field Approvers** who have shared their Inbox, their documents will appear blue and the Receiver will have the other Field Approver's name listed in the Receiver column in the Inbox. So Field Approvers can tell by color that documents have been shared or not.

For **Field Approver Administrators** who have shared their inbox, they can distinguish their own documents from shared documents by the background color and Receiver column. Documents that a Field Approver Administrator owns have a white background and documents that are shared have a blue background.

Follow the steps below to Share your inbox:

1. Click on the **Administration** Menu.
2. Click on **Manage Inbox Share**.

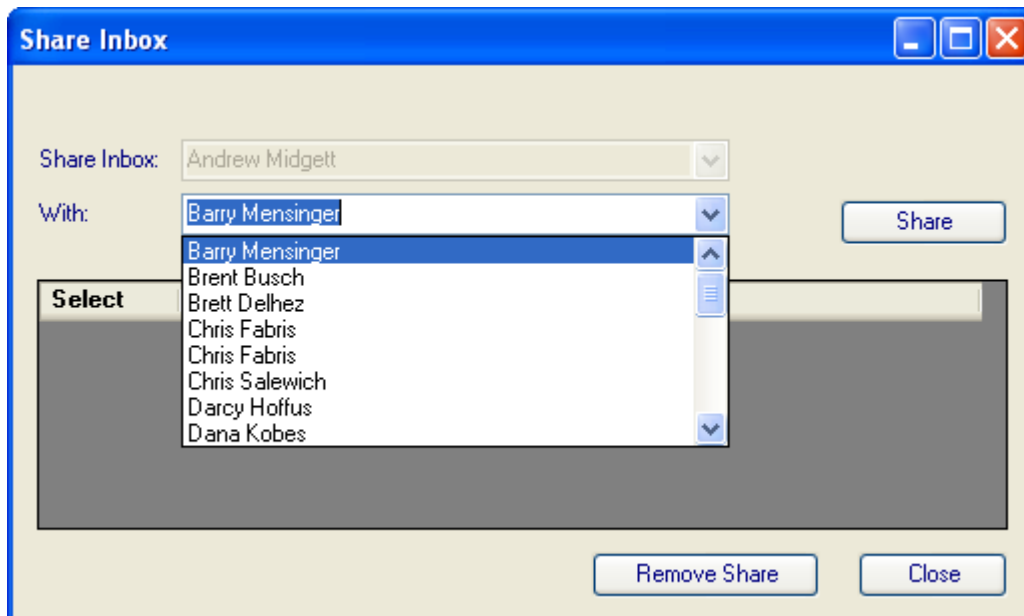


# Husky Energy Inc. Field Approver Quick Reference V.2.2.6

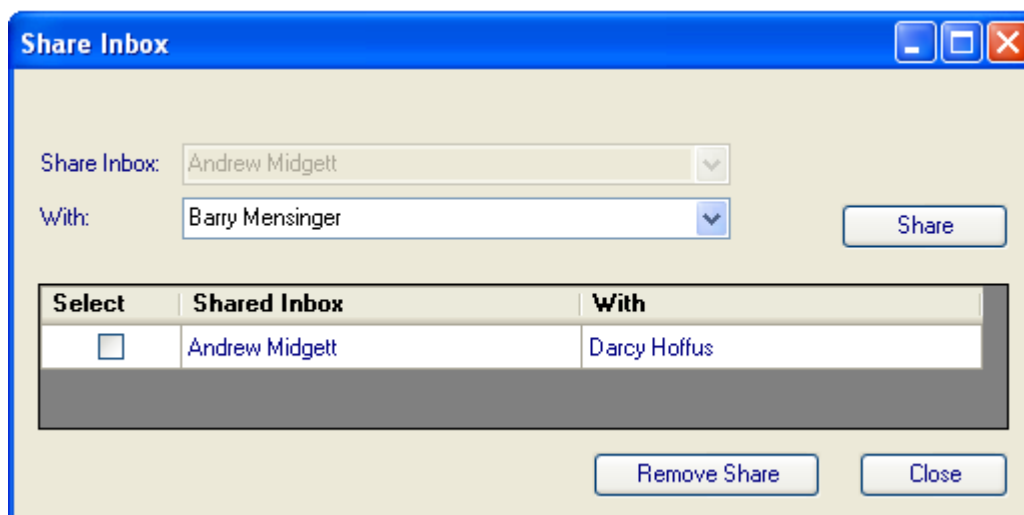


## How to Share your Inbox with Another Husky Field Approver continued...

3. **Drop-down** the "*With*" box.  
**Note:** As a Field Approver, you are **not** permitted to edit the "Share" box. As a **Field Approver Administrator**, you **are** permitted to edit the "Share" box to delegate sharing for another Field Approver on their behalf.



4. **Click** on the "*Share*" button.  
**Note:** Your documents that you have shared will appear as they normally do. The other Field Approver's Inbox will have his/her name listed in the Receiver column and the background color is blue as a visual indicator of the shared documents.



# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## G. How to Remove the Share on your Inbox?

1. Click on the **Administration** Menu.
2. Click on **Manage Inbox Share**.
3. Click the check box under the **"Select"** column.  
**Note:** The preview pane displays confirmation that your shared inbox will be removed.
4. Click on the **"Remove Share"** button.  
**Note:** Your documents now have your name listed in the Receiver column and the background color has returned to white as a visual indicator that documents are no longer shared.



# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## H. How to Action a Shared Document?

When another Husky Field Approver shares his/her Inbox with you, you will have documents with a white and blue background in your Inbox. The documents with the white background are your own documents. The documents with the blue background are the ones that the other Husky Approver has shared with you. Follow the steps below to action, one of these "blue" documents.

1. **Double -click** on the document to be actioned (A document with blue background).
2. **Review** the Line Numbers listed in the Line Items tab.
3. **Click** either the *Accept* or *Reject* button.
  - If you click *Accept*, either accept as is OR make the necessary changes and accept.
  - If you click *Reject*, leave unchanged and include a rejection reason.
4. **Click** the *Refresh* button.

**Note:** The Service Receipt document status will change to **"Actioned"** with your name in the Receiver column. The document will also appear in your Sent box as **"Sent to Trading Partner"** or **"Received by Trading Partner"**.

Inbox								
Show Filter								Re
Confirmation #	PO #	Doc Type	Doc #	Trading Partner	Transaction Time Stamp	Delivery Location	Status	Receiver
12094036	8500089313	Service Receipt	TESTDELEG...	Kens Oilfield ...	01/09/2009 1:37 PM		New	Andrew Midgett
12093712	1825926941	Service Receipt	14TESTDELEGATION	Kens Oilfield Cons	12/16/2008 2:19 PM	k	Actioned	Andrew Midgett
12093650	8500067552	Service Receipt	TEST1	Your Company N...	12/11/2008 2:17 PM	sdfasf	Actioned	Andrew Midgett
12063287	4500220272	Service Receipt	FORWARD	Kens Oilfield Cons	08/14/2008 1:42 PM		Actioned	Andrew Midgett

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## I. How to Set Up an Escalation Report?

1. Click the [Escalation Report Link](#) to launch the website.  
**Note:** If the link does not work, the URL is:  
<https://ebutilities.electrobusiness.com/EscalationReport.WebApplication/>
2. Click on the "**Report Delivery Configuration**" tab.
3. Enter the time you want the report to run into the "**Escalation Report delivery time**" text box.  
**Note:** The time must be entered in 24 hour format  
The time can be set by typing a time directly, or by using UP, DOWN, LEFT, RIGHT arrow keys on your keyboard.
4. Enter the email addresses of the recipients of the Escalation Report.  
**Note:** Multiple email addresses must be separated by a comma or semi-colon.  
**Do not** put email addresses on separate lines.
5. Click on the "**Save**" button.

**Escalation Report**

Step 2

Report Delivery Configuration | Report Groups | User / Group Assignment | Privacy Policy | Logout

**Report Delivery Configuration**

Escalation report delivery time: 08:20 **Step 3**

Email Escalation Report to: **Step 4**  
first.last@company.com,name@company.com; info@company.com

Save **Step 5**

This is the daily report delivery schedule.

- Time is in 24-hour format.
- Time can be set by typing a time directly, or by using UP, DOWN, LEFT, RIGHT arrow keys.

Specifies to whom the escalation report is sent at the time specified above.

- Multiple email addresses must be separated by a ',' (comma) or ';' (semi-colon)
- Do not put email addresses on separate lines.

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# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Set Up an Escalation Report continued...

6. **Click** on the "*Reports Group*" tab.
7. **Enter** a group name in the "*Add a new group*" text box.
8. **Click** on the "*Add*" button.

**Note:** To remove a group, click on the group and click on "*Delete Selected*" button.  
To remove multiple groups, click on the groups whilst pressing the pressing the CTRL key and click on the "*Deleted Selected*" button.

The screenshot shows the Cortex 'Escalation Report' configuration interface. At the top, the Cortex logo and 'EVOLVING BUSINESS' tagline are on the left, and the title 'Escalation Report' is on the right. Below the title is a navigation bar with tabs: 'Report Delivery Configuration', 'Report Groups', 'User / Group Assignment', 'Privacy Policy', and 'Logout'. A red arrow labeled 'Step 6' points to the 'Report Groups' tab. The main content area is titled 'Report Groups' and contains the text: 'These groups are used to organize documents on the Escalation Report by groups of users.' Below this text is a form with the label 'Add new group:' and an input field. A red box labeled 'Step 7' highlights the input field, and a red arrow labeled 'Step 8' points to the 'Add' button next to it. Below the form is a list of group names: 'Accounting', 'are you hop', 'are you hop a', 'Group1', 'I'm Hip', 'let's test', 'QA', 'test', 'test1', 'test2', and 'test3'. A 'Delete Selected' button is located at the bottom left of the list. To the right of the list, there is a note: 'To select multiple groups to delete, hold the CTRL key and click the group names with the mouse.'

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Set Up an Escalation Report continued...

9. **Click** on the "*User/Group Assignment*" tab.
10. **Select** a group from the "*Report Group*" drop-down field.
11. **Highlight** names from the "*Available Users*" drop-down list.
12. **Click** the "*Assign*" button to move to "Assigned Users" drop-down list.  
**Note:** Highlight names in the "Assigned Users" drop-down list and click the "*Remove*" button to delete them from that group.

# Husky Energy Inc. Field Approver Quick Reference V.2.2.6



## How to Set Up an Escalation Report continued...

This is an example of an Escalation Report:

18-Dec-2008						
<u>Full Name</u>	<u>Batch Number</u>	<u>Document Number</u>	<u>Sender Name</u>	<u>Batch Date And Time</u>	<u>Status</u>	
<b>are you hop a</b>						
<b>Brent Lausen</b>						Count: <b>20</b>
Brent Lausen	12079962	12079962	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079994	12079994	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079966	12079966	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079998	12079998	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079970	12079970	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079974	12079974	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079978	12079978	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079982	12079982	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079986	12079986	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079990	12079990	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079964	12079964	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079996	12079996	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079968	12079968	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12080000	12080000	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079972	12079972	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079976	12079976	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079980	12079980	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079984	12079984	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079988	12079988	Huskytest	12-Dec-2008 10:00 am	New	
Brent Lausen	12079992	12079992	Huskytest	12-Dec-2008 10:00 am	New	
<b>Vincent Lukawiecki</b>						Count: <b>21</b>
Vincent Lukawiecki	12080034	12080034	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080038	12080038	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12079801	12079801	Huskytest	04-Dec-2008 8:42 am	New	
Vincent Lukawiecki	12080042	12080042	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080014	12080014	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080046	12080046	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080018	12080018	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080050	12080050	Huskytest	12-Dec-2008 10:00 am	New	
Vincent Lukawiecki	12080022	12080022	Huskytest	12-Dec-2008 10:00 am	New	