



# ManuTrak User Guide

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## Table of Contents

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| Introduction .....                                                      | 1  |
| <i>Access to ManuTrak</i> .....                                         | 1  |
| <i>ManuTrak User Roles</i> .....                                        | 1  |
| About this Manual .....                                                 | 2  |
| Author Role .....                                                       | 3  |
| <i>Abstracts</i> .....                                                  | 3  |
| Creating a New Abstract .....                                           | 3  |
| Selecting a Venue .....                                                 | 10 |
| Adding Marketing Information .....                                      | 13 |
| Adding Intellectual Property Information .....                          | 17 |
| Uploading Documents .....                                               | 20 |
| Working with the Technical Writers .....                                | 22 |
| Routing for Approvals .....                                             | 28 |
| Submitting the Abstract to the Venue .....                              | 30 |
| <i>Manuscripts, Presentations, and Other Venue-Accepted Items</i> ..... | 34 |
| Entering Manuscript Information .....                                   | 34 |
| Uploading Documents .....                                               | 42 |
| Working with the Technical Writers .....                                | 43 |
| Routing for Approvals .....                                             | 48 |
| Submitting the Manuscript to the Venue .....                            | 49 |
| <i>Submissions that Do Not Require Abstracts</i> .....                  | 52 |
| Selecting a Venue .....                                                 | 59 |
| Entering Marketing Information .....                                    | 62 |
| Entering Intellectual Property Information .....                        | 63 |
| Uploading the Submission .....                                          | 63 |
| Tech Writer Role .....                                                  | 66 |
| <i>ManuTrak Dashboard for the Tech Writer Role</i> .....                | 66 |
| <i>Accessing Documents for Editing</i> .....                            | 67 |
| <i>Editing and Uploading the File</i> .....                             | 71 |
| <i>Submitting the Document for TPRB Review</i> .....                    | 74 |
| Approver Role .....                                                     | 78 |
| <i>ManuTrak Dashboard for the Approver Role</i> .....                   | 78 |
| <i>Accessing Documents for Approvals</i> .....                          | 79 |
| <i>Viewing the File</i> .....                                           | 79 |
| <i>Checking Out, Changing, and Checking in the File</i> .....           | 80 |
| <i>Approving the Document</i> .....                                     | 85 |

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|                                          |    |
|------------------------------------------|----|
| <i>Viewing the Approval Status</i> ..... | 86 |
| Marketing Role.....                      | 88 |
| Chair Role .....                         | 91 |
| Core Role.....                           | 92 |
| Admin Role.....                          | 93 |

## Table of Figures

|                                                                                                                                                                                                   |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Fig. 1– ManuTrak introduction screen for new authors.....                                                                                                                                         | 4  |
| Fig. 2– <i>New Abstract</i> screen. ....                                                                                                                                                          | 4  |
| Fig. 3– <i>New Author Information</i> screen for an employee coauthor.....                                                                                                                        | 5  |
| Fig. 4– <i>New Author Information</i> screen for a non-employee coauthor. ....                                                                                                                    | 6  |
| Fig. 5–Data entry for Halliburton employee coauthors. ....                                                                                                                                        | 6  |
| Fig. 6–List of possible matches to coauthor information provided.....                                                                                                                             | 7  |
| Fig. 7–Employee coauthor information entered automatically from Outlook; information that<br>must be entered manually is highlighted in red.....                                                  | 8  |
| Fig. 8–The links at the bottom of the screen provide status information about your data entry. Links<br>shown in green are complete; links shown in red are missing information or documents..... | 10 |
| Fig. 9–Venue selection section of ManuTrak.....                                                                                                                                                   | 10 |
| Fig. 10– <i>New Venue Information</i> screen.....                                                                                                                                                 | 11 |
| Fig. 11– <i>Select a Venue name</i> screen.....                                                                                                                                                   | 12 |
| Fig. 12–Venue selection screen after the venue information is saved.....                                                                                                                          | 13 |
| Fig. 13– <i>Marketing Information</i> screen. ....                                                                                                                                                | 14 |
| Fig. 14– <i>Add PSL/Sub-PSL</i> selection list.....                                                                                                                                               | 15 |
| Fig. 15– <i>List of Topics</i> screen.....                                                                                                                                                        | 16 |
| Fig. 16– <i>List of Additional Challenges</i> screen.....                                                                                                                                         | 16 |
| Fig. 17– <i>Intellectual Property Information</i> screen. ....                                                                                                                                    | 18 |
| Fig. 18–ManuTrak displays a stop notice if the disclosure of the subject matter has not<br>been approved. ....                                                                                    | 19 |
| Fig. 19–The ManuTrak <i>Documents</i> screen.....                                                                                                                                                 | 20 |
| Fig. 20– <i>Choose File to Upload</i> dialog box. ....                                                                                                                                            | 21 |
| Fig. 21– <i>Success</i> status notification. ....                                                                                                                                                 | 22 |
| Fig. 22–Author dashboard view with <i>Abstract in Progress</i> tab selected. ....                                                                                                                 | 23 |
| Fig. 23–Dropdown menu of abstract options. ....                                                                                                                                                   | 23 |
| Fig. 24– <i>Document Repository</i> screen with the latest version of the abstract checked; the<br>Check Out (Lock for Edit) icon is shown in red.....                                            | 24 |
| Fig. 25– <i>File Download</i> dialog box. ....                                                                                                                                                    | 24 |
| Fig. 26– <i>Save As</i> dialog box. ....                                                                                                                                                          | 25 |
| Fig. 27– <i>Confirm Save As</i> dialog box. ....                                                                                                                                                  | 25 |
| Fig. 28– <i>Download complete</i> dialog box. ....                                                                                                                                                | 26 |
| Fig. 29– <i>Check-In File</i> dialog box. ....                                                                                                                                                    | 27 |
| Fig. 30– <i>Choose File to Upload</i> dialog box. ....                                                                                                                                            | 27 |
| Fig. 31– <i>Check-In File</i> dialog box showing the name of the file to be uploaded and<br>author comments. ....                                                                                 | 28 |
| Fig. 32–The updated <i>Document Repository</i> directory shows the new version number<br>and comments.....                                                                                        | 29 |
| Fig. 33– <i>Document Repository</i> screen shows the clean copy of the abstract to be routed<br>for approvals.....                                                                                | 30 |

|                                                                                                                                                                                   |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Fig. 34–Select Sign Offs from the dropdown menu to check the status of the approvals. ....                                                                                        | 30 |
| Fig. 35– <i>Sign Offs</i> screen lists the status of the approvals for the abstract.....                                                                                          | 30 |
| Fig. 36–Select View Document to review the approved version of your abstract. ....                                                                                                | 31 |
| Fig. 37– <i>File Download</i> dialog box. ....                                                                                                                                    | 31 |
| Fig. 38– <i>Document Status</i> column of the dashboard indicates that the abstract has been<br>submitted to the venue. ....                                                      | 32 |
| Fig. 39–The <i>Abstract in Progress</i> tab shows an updated status in the <i>Document Status</i> column<br>and a dropdown menu in the <i>What did Venue Accept?</i> column. .... | 32 |
| Fig. 40–The abstract is moved to the <i>All Completed Work</i> tab. ....                                                                                                          | 33 |
| Fig. 41–The <i>Non-Abstract Work in Progress</i> now includes entries for a paper and a presentation,<br>in accordance with the selections made in Fig. 37.....                   | 33 |
| Fig. 42–ManuTrak displays the dropdown menu. ....                                                                                                                                 | 34 |
| Fig. 43– <i>Submission Details</i> screen indicates that date information is missing; contact the TPRB<br>to add this information.....                                            | 35 |
| Fig. 44– <i>Submission Details</i> screen. ....                                                                                                                                   | 36 |
| Fig. 45– <i>New Author Information</i> screen.....                                                                                                                                | 38 |
| Fig. 46–Data entry for Halliburton employee coauthors. ....                                                                                                                       | 39 |
| Fig. 47–List of possible matches to coauthor information provided.....                                                                                                            | 39 |
| Fig. 48–Employee coauthor information entered automatically from Outlook; information that<br>must be entered manually is highlighted in red.....                                 | 40 |
| Fig. 49– <i>Choose File to Upload</i> dialog box. ....                                                                                                                            | 42 |
| Fig. 50–ManuTrak displays the <i>Success</i> status notification to indicate that the manuscript was<br>submitted to the TPRB.....                                                | 43 |
| Fig. 51–ManuTrak displays a dropdown menu.....                                                                                                                                    | 43 |
| Fig. 52–The <i>Document Repository</i> lists the original manuscript (v.1) and the edited manuscript (v.2)....                                                                    | 44 |
| Fig. 53– <i>File Download</i> dialog box. ....                                                                                                                                    | 44 |
| Fig. 54– <i>Save As</i> dialog box. ....                                                                                                                                          | 45 |
| Fig. 55– <i>Confirm Save As</i> dialog box. ....                                                                                                                                  | 45 |
| Fig. 56– <i>Download Complete</i> dialog box.....                                                                                                                                 | 46 |
| Fig. 57– <i>Check-In File</i> dialog box. ....                                                                                                                                    | 46 |
| Fig. 58– <i>Choose file to Upload</i> dialog box.....                                                                                                                             | 47 |
| Fig. 59– <i>Check-In File</i> dialog box with the file name to be uploaded and author comments. ....                                                                              | 47 |
| Fig. 60– <i>Document Repository</i> updated to reflect the new version number and comments. ....                                                                                  | 48 |
| Fig. 61– <i>Document Repository</i> screen showing the clean copy (in red)of the manuscript to be<br>routed for approvals. ....                                                   | 48 |
| Fig. 62–Select Sign Offs from the dropdown menu to check the approvals status of your manuscript. ...                                                                             | 49 |
| Fig. 63– <i>Sign Offs</i> screen displays the approvals status for the manuscript. ....                                                                                           | 49 |
| Fig. 64–Select View Document to review the approved version of your manuscript. ....                                                                                              | 50 |
| Fig. 65– <i>File Download</i> dialog box. ....                                                                                                                                    | 50 |
| Fig. 66–The <i>Document Status</i> column of the dashboard reflects that the manuscript has been submitted<br>to the venue. ....                                                  | 51 |

|                                                                                                                                                                                                  |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Fig. 67—After the venue accepts the submission, the <i>Document Status</i> column will indicate that it has been accepted.....                                                                   | 51 |
| Fig. 68— <i>Document Status</i> column indicates that the TPRB is in the process of confirming that the manuscript is eligible for an award. ....                                                | 52 |
| Fig. 69— <i>Awards</i> tab shows details about the manuscript, including the award amount. ....                                                                                                  | 52 |
| Fig. 70—ManuTrak dashboard with the View & Edit dropdown menu. ....                                                                                                                              | 53 |
| Fig. 71— <i>New Submission</i> screen. ....                                                                                                                                                      | 53 |
| Fig. 72— <i>New Author Information</i> screen for Halliburton employees.....                                                                                                                     | 55 |
| Fig. 73— <i>New Author Information</i> screen for non-Halliburton employees. ....                                                                                                                | 56 |
| Fig. 74—Data entry for Halliburton employee coauthors. ....                                                                                                                                      | 57 |
| Fig. 75—List of possible matches to coauthor information provided. ....                                                                                                                          | 58 |
| Fig. 76— <i>File Download</i> dialog box. ....                                                                                                                                                   | 58 |
| Fig. 77—The links at the bottom of the screen provide status information about your data entry. Links shown in green are complete; links shown in red are missing information or documents. .... | 59 |
| Fig. 78— <i>New Submission</i> venue selection screen.....                                                                                                                                       | 59 |
| Fig. 79— <i>New Venue Information</i> screen.....                                                                                                                                                | 60 |
| Fig. 80— <i>Select a Venue name</i> screen.....                                                                                                                                                  | 61 |
| Fig. 81—Venue selection screen after the venue information is saved.....                                                                                                                         | 62 |
| Fig. 82— <i>New Submission</i> screen with document upload links. ....                                                                                                                           | 63 |
| Fig. 83— <i>Choose File to Upload</i> dialog box. ....                                                                                                                                           | 64 |
| Fig. 84— <i>New Submission</i> screen showing example file names to be uploaded.....                                                                                                             | 64 |
| Fig. 85— <i>Success</i> status notification. ....                                                                                                                                                | 65 |
| Fig. 86— <i>Sign Offs</i> tab on ManuTrak dashboard for the Tech Writer role. ....                                                                                                               | 66 |
| Fig. 87— <i>Completed</i> tab on the ManuTrak dashboard for the Tech Writer role.....                                                                                                            | 67 |
| Fig. 88— <i>Sign Offs</i> tab showing the dropdown menu.....                                                                                                                                     | 67 |
| Fig. 89— <i>Document Repository</i> screen.....                                                                                                                                                  | 68 |
| Fig. 90— <i>Document Repository</i> screen showing the document checked and the Check Out (Lock for Edit) icon in red.....                                                                       | 68 |
| Fig. 91— <i>File Download</i> dialog box. ....                                                                                                                                                   | 69 |
| Fig. 92— <i>Save As</i> dialog box. ....                                                                                                                                                         | 69 |
| Fig. 93— <i>Download Complete</i> dialog box.....                                                                                                                                                | 70 |
| Fig. 94— <i>Check-In File</i> dialog box. ....                                                                                                                                                   | 71 |
| Fig. 95— <i>Choose File to Upload</i> dialog box. ....                                                                                                                                           | 72 |
| Fig. 96— <i>Check-In File</i> dialog box with the name of the file to be uploaded.....                                                                                                           | 72 |
| Fig. 97— <i>Check-In File</i> dialog box with comments added.....                                                                                                                                | 73 |
| Fig. 98— <i>Document Repository</i> screen updates to show the new version number and your new comments. ....                                                                                    | 73 |
| Fig. 99— <i>Check-In File</i> dialog box. ....                                                                                                                                                   | 74 |
| Fig. 100— <i>Choose File to Upload</i> dialog box. ....                                                                                                                                          | 75 |
| Fig. 101— <i>Check-In File</i> dialog box with the name of the file to be uploaded.....                                                                                                          | 75 |
| Fig. 102— <i>Check-In File</i> dialog box with comments to indicate that the file is ready for TPRB review.....                                                                                  | 76 |

|                                                                                                                             |    |
|-----------------------------------------------------------------------------------------------------------------------------|----|
| Fig. 103– <i>Document Repository</i> screen updates to show the new version number and your new comments. ....              | 77 |
| Fig. 104– <i>Sign Off Status</i> column showing the dropdown menu. ....                                                     | 77 |
| Fig. 105–Document title is moved to the <i>Completed</i> tab after the TPRB approves the document to the venue. ....        | 77 |
| Fig. 106– <i>Sign Offs</i> tab on ManuTrak dashboard for the Approver role. ....                                            | 78 |
| Fig. 107– <i>Completed</i> tab on ManuTrak dashboard for the Approver role. ....                                            | 78 |
| Fig. 108– <i>Sign Offs</i> tab showing the dropdown menu.....                                                               | 79 |
| Fig. 109–ManuTrak will display a dropdown menu.....                                                                         | 79 |
| Fig. 110– <i>File Download</i> dialog box. ....                                                                             | 80 |
| Fig. 111– <i>Document Repository</i> screen showing the document checked and the Check Out (Lock for Edit) icon in red..... | 80 |
| Fig. 112– <i>File Download</i> dialog box. ....                                                                             | 81 |
| Fig. 113– <i>Save As</i> dialog box. ....                                                                                   | 81 |
| Fig. 114– <i>Download Complete</i> dialog box.....                                                                          | 82 |
| Fig. 115–Click the Check In icon on the <i>Document Repository</i> screen. ....                                             | 82 |
| Fig. 116– <i>Check-In File</i> dialog box. ....                                                                             | 83 |
| Fig. 117– <i>Choose File to Upload</i> dialog box. ....                                                                     | 83 |
| Fig. 118– <i>Check-In File</i> dialog box with the name of the file to be uploaded.....                                     | 84 |
| Fig. 119– <i>Check-In File</i> dialog box with comments added. ....                                                         | 84 |
| Fig. 120– <i>Document Repository</i> screen updates to show the new version number and your new comments.....               | 85 |
| Fig. 121– <i>Sign Off Status</i> column showing the dropdown menu. ....                                                     | 85 |
| Fig. 122– <i>Sign Offs</i> tab showing the dropdown menu.....                                                               | 86 |
| Fig. 123– <i>Sign Offs</i> screen shows the approval status for the document. ....                                          | 87 |
| Fig. 124–Dashboard showing the Report dropdown menu.....                                                                    | 88 |
| Fig. 125–Data entry screen for the Abstract/Paper List by Conference report.....                                            | 89 |
| Fig. 126– <i>File Download</i> dialog box. ....                                                                             | 90 |
| Fig. 127– <i>Save As</i> dialog box. ....                                                                                   | 90 |
| Fig. 128–Abstract/Paper List by Conference report. ....                                                                     | 90 |

## Introduction

ManuTrak is an application used by Halliburton to develop and present high quality technical conference papers, technical journal articles, and related information to our customers. This application is for company use only.

For additional information about the technical paper processes, awards policies, and other technical paper information, see the Technical Paper Review Board web site at [internal address omitted].

## Access to ManuTrak

ManuTrak is a web-deployed application. After users are granted access to ManuTrak by the Technical Publications group, they can access the application at [internal address omitted].

## ManuTrak User Roles

All ManuTrak users are assigned roles, depending on the functions that they need for their work; the interface that the application displays varies in accordance with the assigned role. This manual provides information for the user role functions of ManuTrak.

ManuTrak uses seven defined user roles:

1. Author
2. Tech Writer
3. Approver
4. Marketing
5. Chair
6. Core
7. Admin

For questions about your user role or to set up your user role, contact your Technical Publications group:

- Houston - [internal address omitted]
- Duncan - [internal address omitted]
- Carrollton - [internal address omitted]

## About this Manual

The ManuTrak User Guide is designed to serve as training material for new users and to provide reference for experienced users. It is structured around the user roles available in the application, and provides a step-by-step guide to the use of the application. New ManuTrak users should review the section of the manual that refers to their assigned role to become familiar with the screens within that function and with the types of information that they will need to complete these screens. The manual also includes documentation about several short-cuts available within the application, which may be helpful to all users.

This user guide uses several typographical conventions in the description of the application interface features and functions. Names of buttons and menu selections in the application are indicated in a bold font (**Save Author** button), screen names and tab names are indicated in a bold italic font (***New Abstract*** screen), and field names are indicated in an italic font (*Classification* field).



The user guide also uses numbered steps to indicate actions performed by the user. The response of ManuTrak to those actions is included below the steps, but is not numbered. This convention should enable users to easily differentiate between their required actions and the response of the application.

Notes are also included throughout the manual where users may benefit from additional information or clarification about the types of entries needed. This content is located below the step associated with it, and is indicated as **Note:** [followed by additional information].