



Quick Start GUIDE

LeakDAS® v4 software is used by environmental professionals to assist with managing Fugitive Emissions Leak Detection and Repair (LDAR) programs that are required by government regulatory agencies. Fugitive Emissions falls into the "air compliance" category. Regulations for *Fugitive Emissions LDAR* specify criteria for record keeping and reporting, which may be audited by enforcement agencies or your in-house auditors. Taking a broad view of LDAR data management, it is essentially an "inspection management" application; component inventory has to be kept up to date, inspections have to be scheduled, repairs have deadlines, and results gathered by performing inspections and repairs have to be tracked and reported. LeakDAS® v4 represents the data management side of the LDAR equation. Field data collection is performed using handheld computers running LeakDAS® Mobile Edition or LeakDAS® VISION™ for capturing video or still camera images.

LeakDAS® is the world's most widely used software tool for managing any size or type of LDAR program, regardless of whether it is mandated or a voluntary initiative to schedule and track equipment inspections, repairs, and all related record keeping. LeakDAS® is used for programs that are in-house or contracted to a service provider, and it has proven adaptable to regulatory interpretations and the challenging operational aspects of running a compliant LDAR program.

This Guide provides an overview of LeakDAS® v4 Fugitive Emissions LDAR Data Management software.

Traditional Menu for fast access to all functionality.

Look Ups instantly retrieve Work Requests and Tags.

Logic Engine where rapid data processing is done.

Route List for super fast access to Routes for adding miscellaneous tags.

Digital Dashboard provides access to on-line info and the latest help features. Includes "How-to" instructional videos. *Blog* is your internal message board.

Action Items provide real time status of KPI's (Key Performance Indicators).

OpEx Date indicates when Support Agreement renewal is due.

Capacity indicates the number of components this Site is licensed for.

Database displays info about your data connection.

Audit Buttons show details about the Alert Level.

Alert Level notifies you when there is a potential non-compliance issue.

Tabbed Browser allows toggling between several open screens or reports.

Standard Toolbar provides shortcuts and a consistent user interface throughout.

Components w/Overdue Inspections: 0
 * Initial Repair Attempts Overdue: 0
 * Initial Repair Attempts Due: 0
 * Total Work Requests Open: 2
 * Delayed Repairs: 17
 * Work Requests Awaiting User Close: 14
 * Total in Quarantine: 15
 * Out of Service Components: 45
 * Inspections Due By Jun 30 2009: 11749
 * Inspections Due By Dec 31 2009: 4865

Key: 0D80-7224-0001-20A8-A935
 10000 Licensed Capacity
 3860 Active Components
 Key Expires: 1/1/2050
 OpEx Expires: 7/4/2010

Quarantine

Repairs

Schedule

End Of Period Processing

Work Order Lookup

Component Lookup

Components History Monitoring Regulations Reports Schedule Help Windows WO Tag Connected to lou

* Initial Repair Attempts Due: 0 Refresh Route: [Dropdown]

Route Manager

Support Report or Export

SmartBrowse™

QuickBrowse™

Action Items

Assigned Routes

Choosing Fields



Using SmartBrowse™, choose the data fields that you want displayed as columns in a grid view.

Active Components Only

Choose Database Field

UnitDescription

Is Equal To

#1 CEUT
#1 RUWS
#1 SARP
#2 DEBTO
#2 DUHU
#2 WOOK
ALKALY
ASUHAT
ASWAR
CCU
CCUGAS
COKERY

Add Selected

Remove Selected

Remove All

Adding Filters

Filtering data to show only the specific information you want is fast and easy.

- Choose a data field and LeakDAS® will show you the available choices for that field. Your filter can include as many selections as you want.
- Click **Retrieve** to display exactly what you want to see.

Retrieve

Selected Filters

ProcessUnit.UnitDescription = 'COKERY'

[SQL Code](#)

Regulation & Delay of Repair Filters

Do you need to see all components for a specific regulation? How about all components that DON'T have a specific regulation? LeakDAS® v4 can do both AND allow you to take action once the records are displayed. Same for components on Delay of Repair.

- Start by building the filter for the components you wish to see, then choose the desired *Regulation Filter*.

Regulation Filter ?

Don't care Has not Has

- Don't care** displays all of the components that meet the filter criteria regardless of the regulation which governs them.
- Has not** displays all of the components that meet the filter criteria, but only if they ARE NOT governed by the regulation you selected.
- Has** displays all of the components that ARE governed by the regulation you selected.

Delay of Repair Filter

Don't care Not DOR Is DOR

Grouping

Instead of clicking through each component one screen at a time, LeakDAS® v4 provides a simple way to group and count your components.

- Let's say you want to quickly see how many components are leaking, and which ones they are. In your SmartBrowse™ grid, each column heading represents a data field. For this example, use the left mouse button to click & hold on the column heading "Activity_Level," then drag it up to the grid header.

Activity_Level	ComponentID	ComponentTag	Drawing	Activity_Level
Activity_Level : Leaking - 26 item(s)				
	27486	0129	CCU	Leaking
	28137	0355	CCU	Leaking
	35952	W6383	#1 RUWS	Leaking

- When you see red arrows appear, let go of your mouse button to "drop" the column heading.
- The grid will then group its data by the field you selected. In this example, it's clear to see that there are 26 leaking components.
- Clicking "+" will expand the view to show exactly which components they are (as illustrated in this example).
- Refine the grouping by drag & dropping another column heading.
- Ungroup by dragging the column heading down into the grid, then release the mouse button.

Grouping provides a powerful tool for doing QA/QC. It offers a way to perform the kinds of analyses needed to optimize operational aspects of your LDAR program, and it exposes information you can use to quickly make informed decisions.

Sorting/Selecting

Looking at data from different vantage points helps you uncover valuable information. LeakDAS® v4 makes it easy to change how a grid is sorted.

- Click once on the field name in any column header to automatically re-sort all of the rows by that field in ascending order.
- Click it again to re-sort in descending order.
- Click the header a third time to turn off the sorting feature.
- Hold down the Shift key while clicking field names to sort by multiple columns.

Reporting/Exporting

The LeakDAS® v4 SmartReport™ wizard helps you print or export exactly what's on your SmartBrowse™ screen.

[h Grid](#) [Email](#) [Export](#) [Report](#)
1736 Records

Report Style

Default
Contemporary
Corporate Aerated
Corporate Compact
Corporate Confidential
Corporate Lined
Soft Gray
Steel Blue
Typewriter

Column Settings

Name

ComponentID
 ComponentTag
 Drawing
 Activity_Level

- Build a filter, sort the data and group it so the information is meaningful.
- To capture the data on your screen and format it for printing, click **Report** to open the SmartReport™ wizard.
- Click **Export** to use SmartReport™ to output the data in electronic format.

SmartReport™ is custom reporting made easy.

Working with Routes



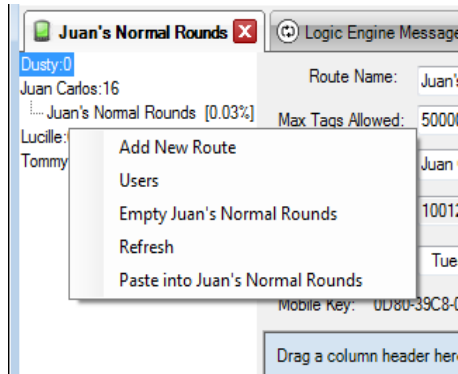
The LeakDAS® *Route Manager* is a very powerful tool that gives you the ability to assign a daily allotment of monitoring events to each of your field technicians, thus maximizing their productivity. The *Route Manager* is used to query for, and select, those components. It also leverages the power and flexibility of SmartBrowse™ to help you find exactly what needs to go into each Route.

Route Name: Juan's Normal Rounds
 Max Tags Allowed: 50000
 Technician Name: Juan Carlos
 Technician ID: 10012
 Due Date: Tuesday, July 31, 2007
 Mobile Key: 0D80-39C8-0002-223C-A66E
 Key Expires: 7/2/2010

ComponentTag	Drawing	FITRouteSequen	UnitDescription	ClassDescription	CategoryDescript	LocationDescript
5812	#1 SARP	11961	#1 SARP	VALVE	NORMAL TO...	40-ST-101...
5813	#1 SARP	11962	#1 SARP	VALVE	NORMAL TO...	40-ST-101...
5814	#1 SARP	11963	#1 SARP	VALVE	NORMAL TO...	40-ST-101...

Creating a Route

Right click the Route tree to access a menu for creating and maintaining Routes.

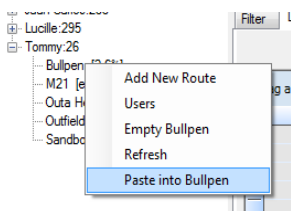


Adding Components to a Route

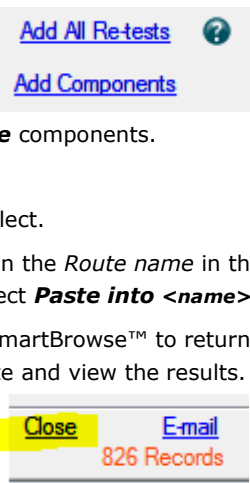
Add tags to the Route by choosing the **Add Components** link.

- LeakDAS® will open SmartBrowse™ where you can build a filter and **Retrieve** components.

- Right click and choose **Copy n records**. Enter the number of tags you want to select.



- Right-click on the *Route name* in the tree and select **Paste into <name>**.
- Now close SmartBrowse™ to return to your Route and view the results.



Fill the Gas Tank

We'll use a gas tank analogy to describe the unique capabilities of LeakDAS® Route Manager to optimize each technician's Route. In your car when the gas gauge shows the tank is low, you want to top it off so you can reach your destination without stopping again. With LeakDAS® Route Manager, you can top off a Route with more components when it starts to get low. Remaining components from yesterday's assignment are automatically on the top of the list, followed by newly assigned components. By keeping the Routes full, your technicians will always have a day's work in their handheld device and you will avoid the expense of unproductive time.

Max Components

The LeakDAS® *Route Manager* allows you to control how many components will be transferred to each technician's handheld data logger.

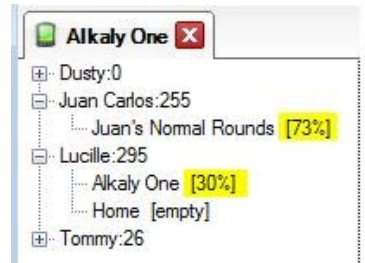
- Set the *Max Components* field for the maximum number of components that should be in each Route. This eliminates the need to count the components you are assigning to your technicians.

Route Name: Juan's Normal Rounds
 Max Tags Allowed: 500

- Use SmartBrowse™ to run a filter to retrieve the components you want in that Route.
- LeakDAS® *Route Manager* will start at the top of the filtered list of components and assign no more than the quantity specified by your *Max Components* setting.

Percent Full

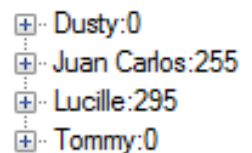
Since the *Max Components* setting defines Route capacity, LeakDAS® can tell you the percentage of the capacity being used at any given time. This lets you know at a glance if the "gas tanks" are full. In other words, you can quickly determine if one or more technicians will need components added to their Routes to stay productive in the field.



Technician Users

You control who receives which components.

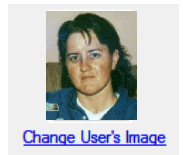
- Each Technician gets their own Route folder so that you can easily keep track of who has what.
- You can also keep track of what work still needs to be done for each assigned Route and add more components as necessary.



LeakDAS® helps you maximize productivity and keep your labor costs low.

LeakDAS® maintains a *Profile* for each technician.

- By attaching a photograph to each technician's Profile, you get a quick visual confirmation that the right person is receiving each Route.
- A Profile with photo for each technician also provides an extra measure of security associated with identifying who is working in your facility.



Merging Routes

Part of managing the work load in the field includes reassigning components from one technician to another. Using LeakDAS® Route Manager you can quickly reassign components using standard Cut & Paste commands.

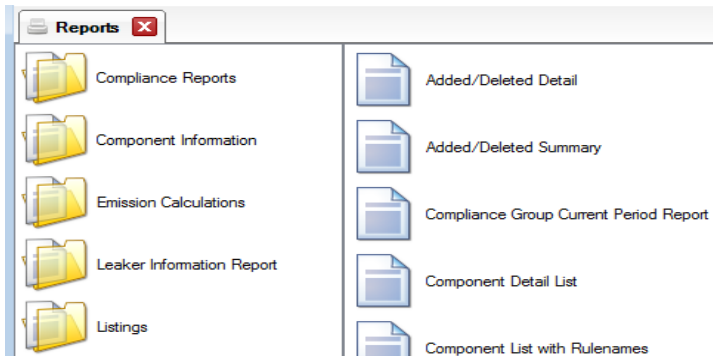
- Just like using Excel, select and Cut the desired components from a Route, then Paste those components into another Route.
- If two different technicians are involved, have them both resynchronize their handhelds. If their LeakDAS® Mobile Edition handheld devices are equipped with wireless Wi-Fi, Routes can be merged on-the-fly and resynchronized while the technicians are still in the field.

Reports



LeakDAS® v4 is preloaded with a full library of reports that have been tested and proven by LDAR programs large and small, the roots of which can be traced back to 1994.

LeakDAS® uses Crystal Reports® (the industry standard for sophisticated reporting tools) to display, print, email, or export.



Report Parameters

LeakDAS® *Report Parameters* act like filters so that you can control what appears on the reports.

- Each report has a set of parameter choices that are uniquely designed for the intended use of that particular report. This means you pull only the data you need.
- Leave the parameter empty if you want all values.
- Select the appropriate value for the components you want to appear on the report.
- Click **View Report**. Crystal Reports® pulls and formats the data that meets your parameter choices.

Component Detail List

Regulation
EPAH

Process Unit
SALTINE

Class
VALVE

Date Ranges

All compliance driven reports allow you to specify *Date Ranges* so that you can look at a specific period in time. What leaks did you have during the second quarter? How many components did you have in your facility in third quarter? Being able to select Date Ranges makes it possible to answer these questions with a few clicks.

Begin Date
1/ 1/2008

End Date
1/31/2008

Queuing up Reports in PDF Format

Do you want a PDF file instead of a printout?

Use the **Create PDF** button instead of the **View Report** button and LeakDAS® will convert your report into a PDF file, then tell you when it's done.

Added/Deleted Summary by Regulation

You can queue multiple reports to output as PDF files and then move on to other tasks in LeakDAS® while your reports are being created in the background.

Viewing Reports

All reports print to a *Screen Preview* so that you can review the results before printing.

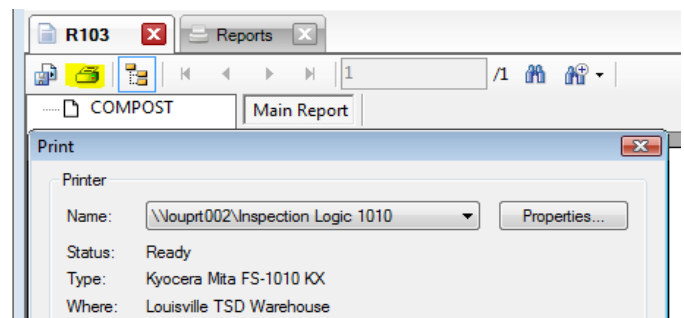
- From the Screen Preview you can zoom and, in some cases, drill down to see specific information.
- Once you are satisfied with the report, click the **Print** button to send the report to the printer or the **Export** button to export in a choice of electronic formats.

Unit	Class	Type	Category	Chemical State	Count
COMPOST	CONNECT		N	GV	1
	CONNECT	FLANGE	N	GV	15
	CONNECT	FLANGE	N	LL	8
	CONNECT	SCREWD	N	GV	53
	CONNECT	SCREWD	N	LL	5
	VALVE		N	GV	32
	VALVE		N	LL	2
	VALVE	BALL	N	LL	1
	VALVE	COD	N	GV	2
Total for: COMPOST					119

Printing & Exporting

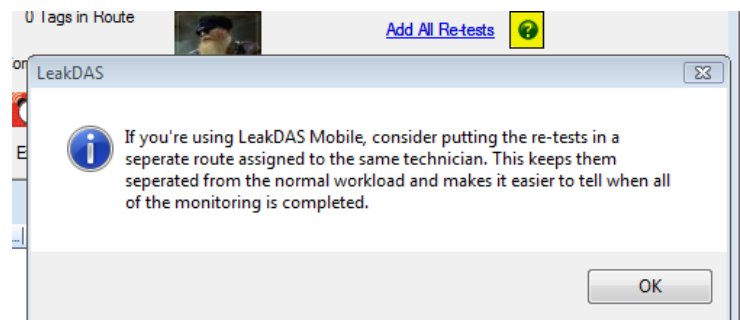
LeakDAS® can send reports to any printer connected to your PC or network.

- Click the **Print** button and use the standard Windows routine to select your printer.
- If you don't want a paper report you can use the **Export** button to create an electronic copy. Exporting the report allows you to choose the format (Word, Excel, PDF, etc.) and the desired export location (file, email, etc.).



Help Where it's Needed

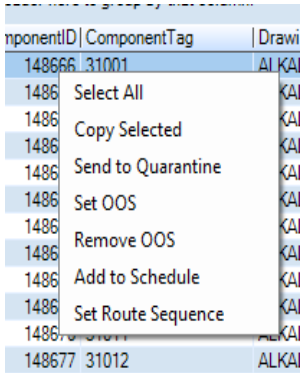
Hover your mouse over buttons, fields or field names to display a pop-up balloon that describes what the button does or how the field should be used. This provides context-specific help at the point where it is needed.



Right-Click Menus

LeakDAS® v4 enables you to take immediate action with the data being displayed on your screen.

- Select a group of records.
- Right-mouse click to open the command menu.
- The command you choose will apply to all of the highlighted components.

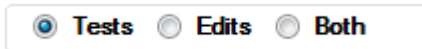


For example, using *Right-Click Menus* you can set or remove OOS components, you can set Route Sequences, and you can add components to existing Routes. All without leaving the component screen. With LeakDAS® v4, the component SmartBrowse™ form is your central component management screen for the entire LeakDAS® application. This will save time and make LDAR program coordination easier than it has ever been.

Quarantine



All incoming and edited component data must first pass through the *Quarantine* table before it can be added to the LeakDAS® database. (In earlier versions of LeakDAS®, this was called LastIns.) At any given time, *Quarantine* could have a combination of new or edited components as well as Method 21 and/or Visual Inspection results. To make the QA/QC review process easier, LeakDAS® allows you to quickly specify and retrieve exactly what you want to see.

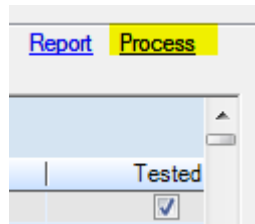


- Select the **"Test"** button and you will only see Quarantined Inspection Results.
- Click on **"Edits"** to see only the Quarantined Components.
- **"Both"** gives you Quarantined Components and Inspection Results.
- Each screen loads a different field list so you won't have to scroll around to see the fields that you need to review.
- LeakDAS® v4 minimizes the amount of data being transferred making the entire process faster than ever before.

Releasing Data from Quarantine

LeakDAS® holds all new and edited components as well as all incoming inspection results in its Quarantine area where the data can be reviewed for accuracy. (In earlier versions of LeakDAS®, this was called LastIns.)

- Perform a QA/QC review of Quarantined data, add/edit/delete as necessary.
- When you are ready to release new or edited component data and inspection results into the LeakDAS® database, click **Process** on the SmartBrowse form.



By using LeakDAS® Quarantine for QA/QC, you are equipped to maintain data integrity at the highest possible level.

Filters

Each LeakDAS® SmartBrowse™ grid has its own filtering form and criteria. This allows filtering specifically for the data in the underlying table, which keeps filtering simple and fast to save you time.

The example below shows filtering choices that are specific to Work Requests.

- Make your selections from the pick lists and buttons.
- Click **Retrieve** to view the data you've requested.

Quick vs. Long

LeakDAS® v4 has predefined field lists to use as your starting point for data retrievals.

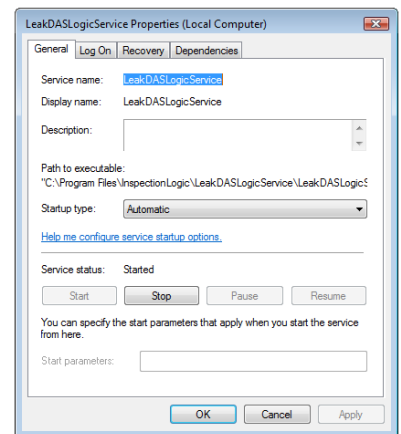
- The two settings are named **"Quick"** and **"Long,"** with *Quick* always being the default setting.
- The *Quick* setting has been defined and optimized to always give you the fastest possible data retrieval.

[Reset Field List](#)
Available Fields

Quick

Logic Engine

For data processing, LeakDAS® v4 has a separate Logic Engine that works with your LeakDAS® database. The Logic Engine handles all of the heavy lifting, which makes LeakDAS® run faster than ever before. Processor intensive events that crunch a lot of data will naturally slow down your computer, thus holding you back from completing important work that you need to do. Processing the Quarantine, End of Period scheduling, emissions calculations, and SmartScore™ are examples of functions where a lot of data are handled and moved around. By putting the Logic Engine on the "data side" where the SQL Server database resides, the amount of data that has to travel



across your network is minimized. What you experience on your desktop PC is a LeakDAS® application that never slows you down. When it automatically hands off data processing functions to the Logic Engine, you can continue using LeakDAS® for other important tasks while the Logic Engine does its work in the background. Your IT department will appreciate LeakDAS® v4's reduced bandwidth consumption, which reduces their operational costs.

Manage Users



LeakDAS® allows you to control who can access your company's LDAR database and which Role they have.

By assigning each user a Role, you control who can change what in LeakDAS®. [Help] [Administration] [Admin Tools Menu]

- All users can see all of the screens and data, but only *authorized users* can make changes.
- All component and compliance related changes are logged to provide an audit trail showing who made each change and when.

Multi-Site Implementation



Some companies need to manage LDAR programs for more than one facility. Each facility's data needs to remain separate and secure, even though the databases will reside on one computer or network server.

- For implementations like this, InspectionLogic offers LeakDAS® Multi-Site.
- Multi-Site installations can be setup simply by entering the new facility's database connection information and then authorizing the specific users for that database.
- A separate LeakDAS® Site License must be purchased for each facility's database, even if they will reside on the same computer or server.



Technical Support and Training

InspectionLogic's in-house technical support and training staff has hands-on experience with every aspect of running a successful LDAR program.

Technical Assistance

- Web: **Your LeakDAS® v4 Action Items Screen**
Click on tabs for Knowledge Base or Help Desk to access your LeakDAS® Digital Dashboard. This is where you view announcements, How-to videos, downloads, and more.
- e-Mail: **support@inspectionlogic.com**
This address sends a message to all support personnel. Creates a Work Ticket, and first available will respond.
- Phone: **1-502-244-4521**
Direct line to InspectionLogic's tech support coordinator in Louisville, KY.

Training

- Enroll all users in "How to Use LeakDAS® v4"
- Training Calendar: Contact **leakdas@inspectionlogic.com**
- Registration: **support@inspectionlogic.com**
or call **Support 1-502-244-4521**

Technology



LeakDAS® v4 was built from the ground up using Microsoft .NET technology. The architecture is 3-tier which allows the product to be implemented in a way that best suits your Information Technology environment. All three tiers (WorkstationPC, Logic Engine, and Database) can be installed on one computer, or distributed between servers and client PCs. When implemented on a Local or Wide Area Network, LeakDAS® v4 performs all of its heavy processing on the network server instead of the Workstation (client) computers. Some IT professionals may choose to have the Logic Engine reside on a server that is separate from where the LeakDAS® database (SQL Server) is installed. To enhance network security, the LeakDAS® WorkstationPC does not connect directly to the database. The client computer is given the name of the facility's LeakDAS® Logic Engine, and the Logic Engine makes the secure connection to the appropriate database. From the user's perspective, LeakDAS® runs fast and efficiently, even when multi-tasking. Remote installation of the Logic Engine enables the user to simultaneously run reports, assign monitoring Routes, add/edit component info, etc. with no degradation in performance.

LeakDAS® Mobile Edition

LeakDAS® *Mobile Edition* is field data collection software that runs on Windows Mobile PDA-style handheld devices. It allows paperless electronic data capture of all inspections as well as the ability to add new, or edit existing, components.

LeakDAS® VISION™

LeakDAS® *VISION™* is video data collection software for capturing Enhanced Visual inspections using an IR or visible light camera.

Communication between LeakDAS® data management software and LeakDAS® *Mobile Edition* or *VISION™* is fast and secure. Synchronization between your data management software and your handheld has eliminated the need to struggle with legacy database files or Com Ports, and it makes time consuming downloads/uploads and related problems a thing of the past. LeakDAS® *Mobile Edition* and *VISION™* can both take advantage of your existing wireless network to synchronize with LeakDAS® v4 from the field.

InspectionLogic Corp. develops and supports software products and training services that optimize operational and compliance aspects of fugitive emissions Leak Detection and Repair (LDAR) programs. Our company is the world's leading resource for proactive prevention of business interruption or losses associated with fugitive emissions in petroleum or chemical processing facilities. Our core business is Inspection Information Management. Our software products are tools that assist in collecting and managing information specifically related to physical inspections, emissions monitoring, repairs, record keeping, and related tasks.

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Specifications for LeakDAS® v4 are subject to change without notice. This Guide describes functionality in LeakDAS® v4 Professional Edition. LeakDAS v4 is a very specialized product that, when used as intended, will simplify the complex tasks associated with LDAR coordination. This Quick Start Guide is not a substitute for training.



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