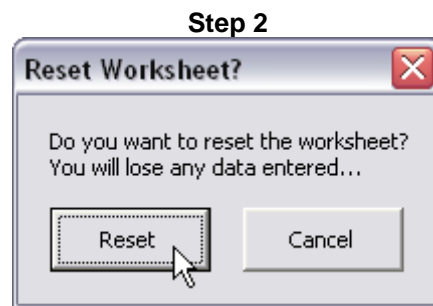
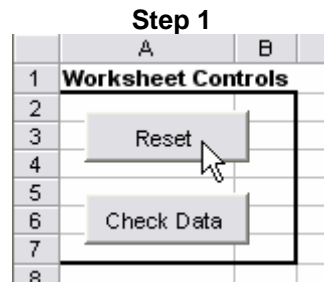


Directions For the Well Upload spreadsheet

Through the **Conversion from ASCII-File** module, OGWIN gives users the ability to import well data from a text file. The Well Upload macro is designed to assist with the preparation of the necessary text file.

Steps to follow:

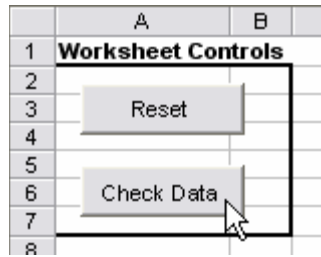
- If necessary, reset the spreadsheet:



- Populate columns B through H with the appropriate data:

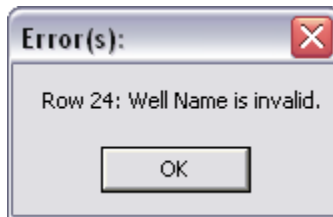
Well Code
Well Name
Legal Description
State
Base Price
Key Sort
Operating Group

- Click the **Check Data** button:



The data you have entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

001	CALGARY #1	
002	CANADIAN #2	
000-000	LITTLE SNAKE PROSPECT 764418400	11N & 12N
001-000	GODIVA PROSPECT	12N-98 & !
002-000	EAGLE ROCK PROSPECT	10 & 11N 01

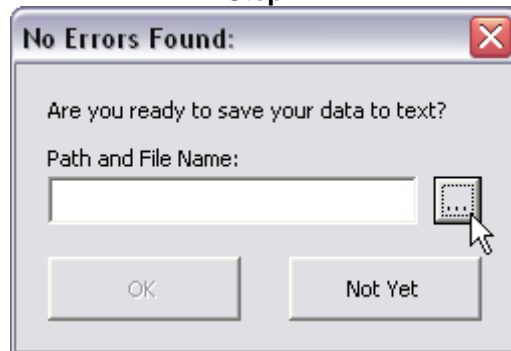
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

01	CALGARY #1		
02	CANADIAN #2		
00-000	LITTLE SNAKE PROSPECT 764418400	11	Please provide a valid Well Name between 1 and 30 characters long.
01-000	GODIVA PROSPECT	12	
02-000	EAGLE ROCK PROSPECT	9	

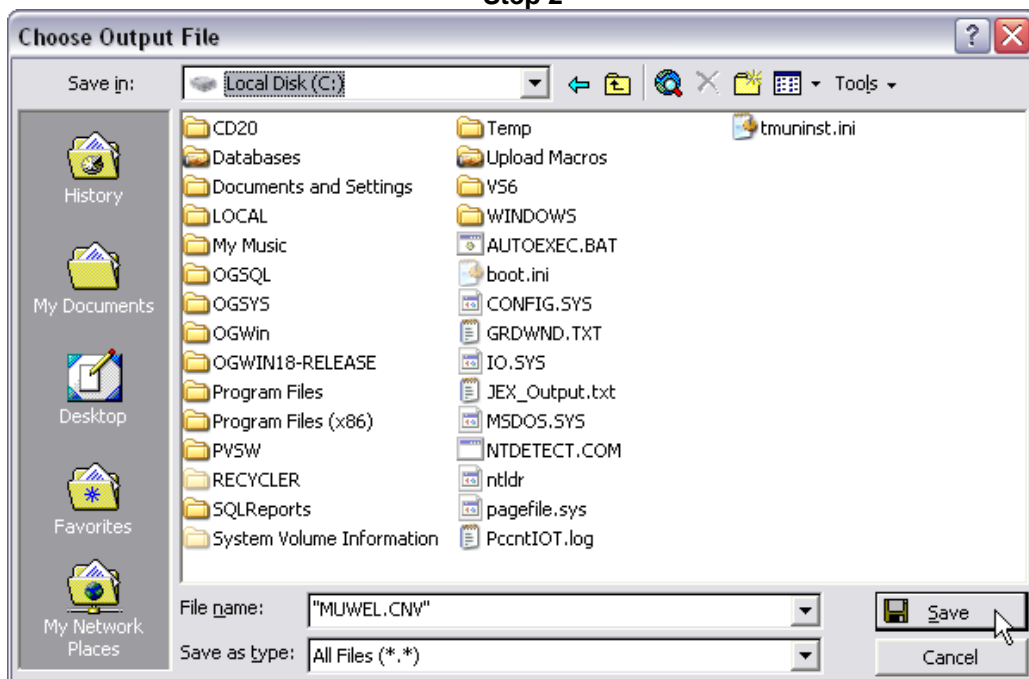
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file:

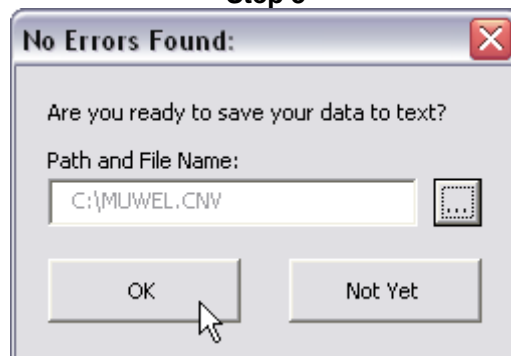
Step 1



Step 2



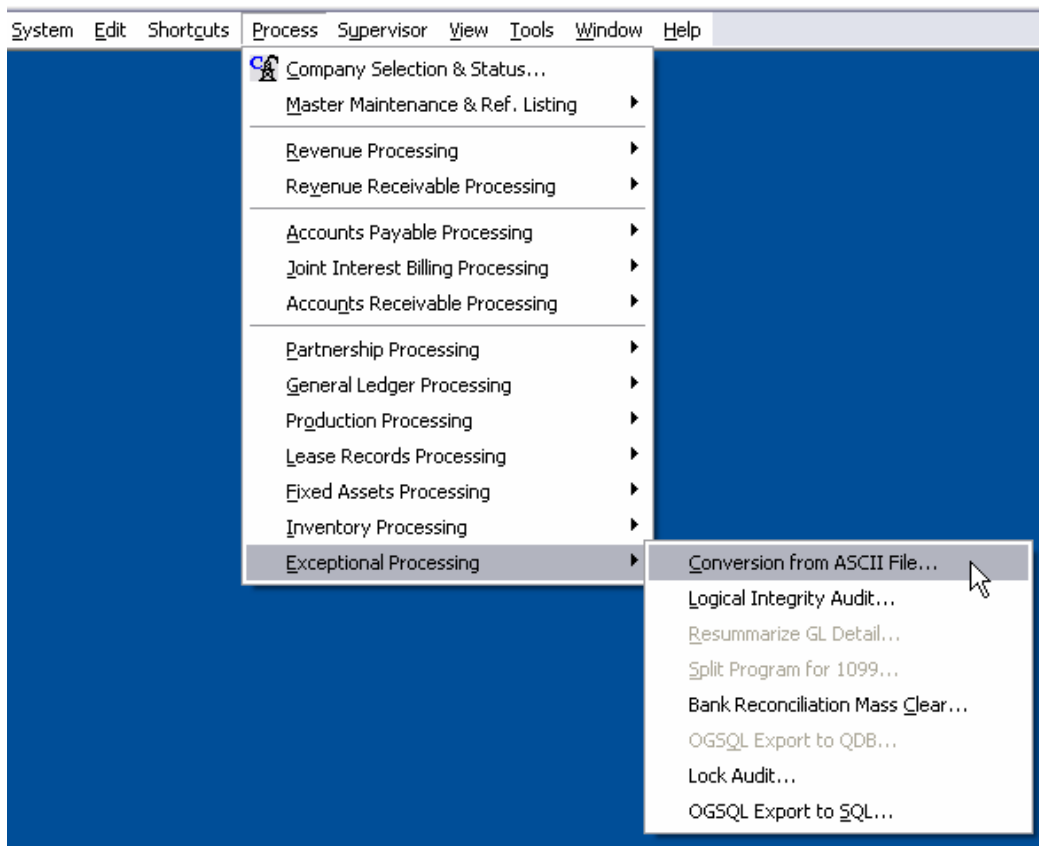
Step 3



- **Back up your data folder.**
- Log in to OGWIN with **Exclusive Log On**.



- Navigate to **Process – Exceptional Processing – Conversion from ASCII File...**



- Select **Well Master**, verify the path and file name of the upload file, and click on **Convert**.

<input type="checkbox"/>	Well Extension 192 - Wyoming 1990s	C:\OGWIN\OGWin20\DemoSy
<input type="checkbox"/>	Well History	C:\OGWIN\OGWin20\DemoSy
<input checked="" type="checkbox"/>	Well Master	C:\MLWEL.CNV
<input type="checkbox"/>	Well Storage Facility Cross-Reference	C:\OGWIN\OGWin20\DemoSy
<input type="checkbox"/>	Well User Defined Fields	C:\OGWIN\OGWin20\DemoSy

- Review the OGWIN report that is generated for any errors.