

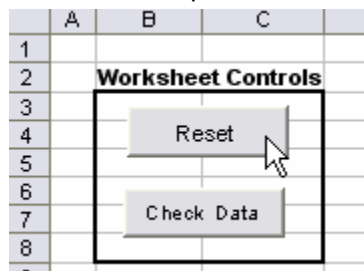
Directions for the Field Upload spreadsheet

The Field Upload Spreadsheet is used to enter the data for the Field Maintenance in OGSQL. This is a user-defined method of grouping wells for reporting purposes. This spreadsheet is designed to assist in creating the necessary text file needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

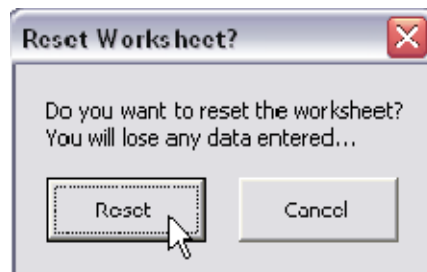
- If necessary, reset the spreadsheet:

Step 1

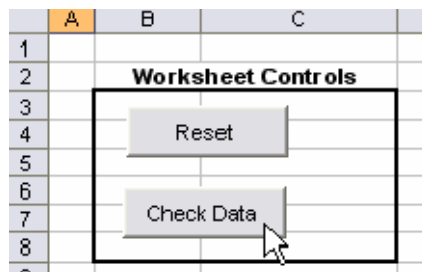


- Click Reset

Step 2

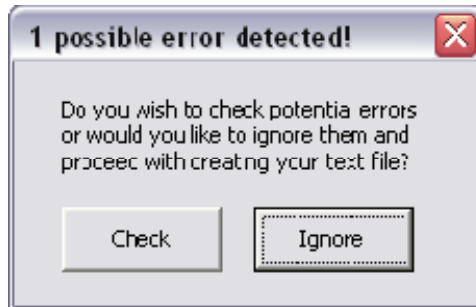


- Click Reset again
- Populate columns B through D with the appropriate data (definitions of fields and data type at end of instructions).
- Click the Check Data button:



The data entered will be checked for errors based on field size and data content. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, a notification asking to check or ignore the errors:



If check the errors is chosen, the user will be returned to the spreadsheet to make changes.

Errors will be marked on the spreadsheet in red:

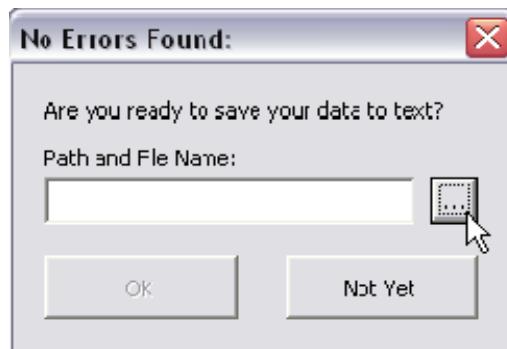
3	Field XXXXXXXXXXXXXXXXXXXXXXXXXXXX	GAS
4	Field 4	
5	Field 5	OIL

Hover the cell with the mouse to see a comment with more detailed information on the error:



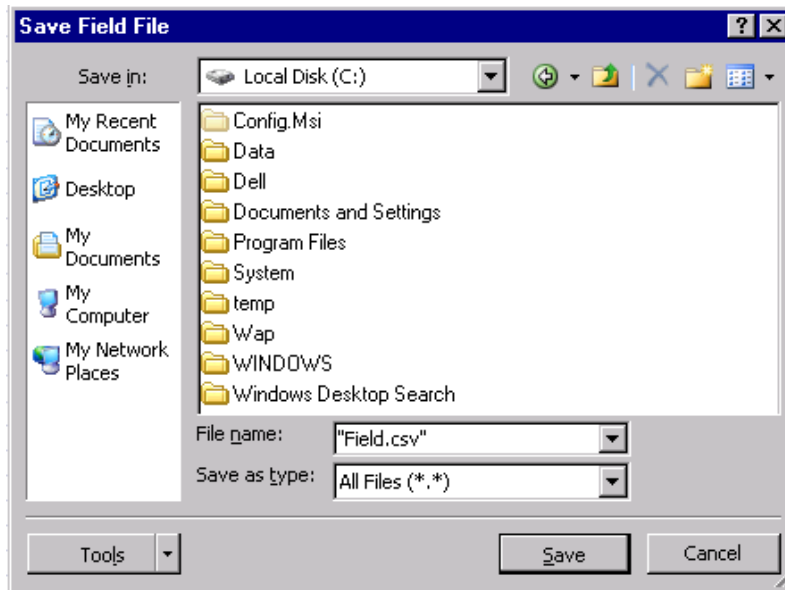
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name [...] and navigate to the location of the directory to save the file:

Step 1



- Click the scan button [...]

Step 2



- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

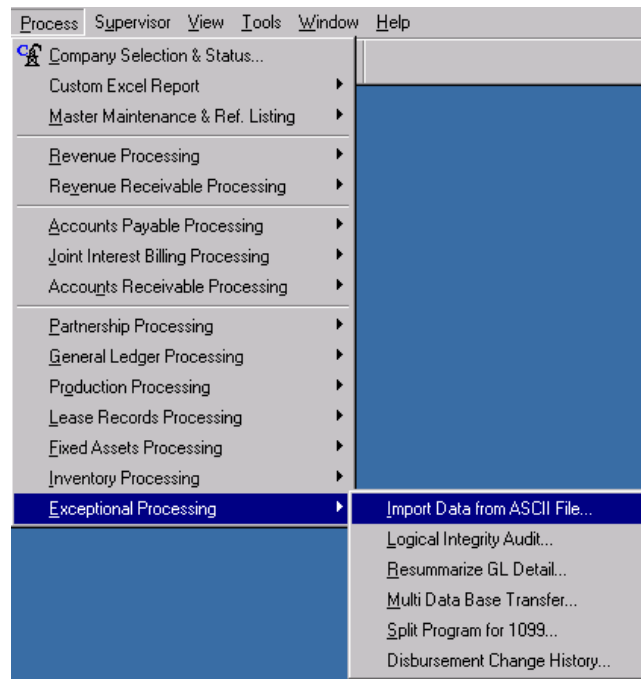
Step 3



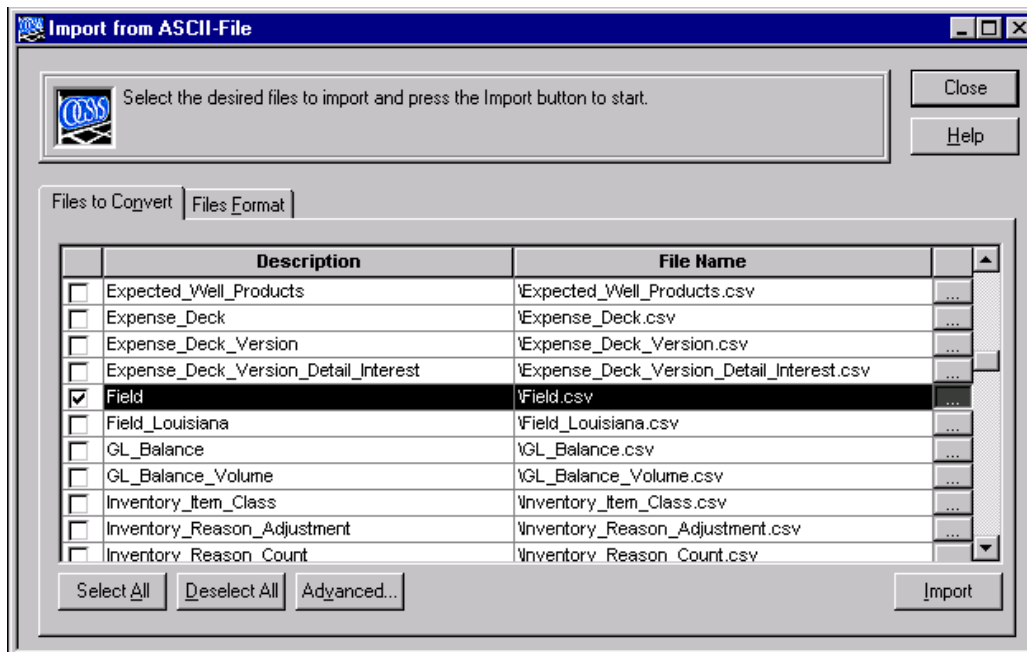
- Click OK
- **Back up your database.**
- Log in to OGSYS.



- Navigate to Process – Exceptional Processing – Import Data from ASCII File....



- Place a check next to the Field option



- Click the Scan button [...] and brows to the directory where the file is saved.
- Click OK
- Click Import

Field Definitions

All fields are optional unless noted as required. On the spreadsheet, required fields are designated with blue text.

- Field Code – Enter a User-defined field code up to 8 characters. Required
- Field Name – Enter the Name of Field up to 30 characters.
- Product Code – Enter the Product code up to 3 characters. This product code must be defined in Product Code Maintenance at the time of the upload.