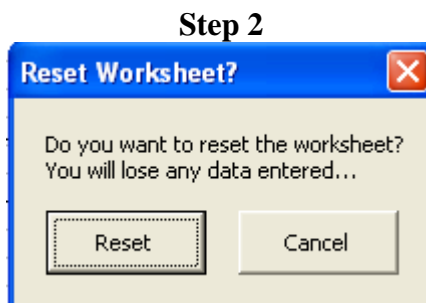
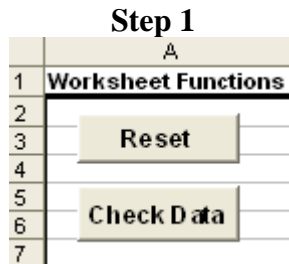


Directions For the Well Upload spreadsheet

Through the **Import Data from ASCII-File** module, **OGSQL** 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:

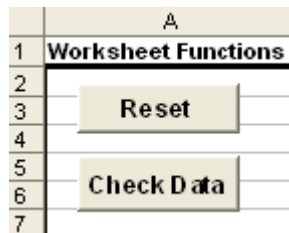


- Populate columns B through AA with the appropriate data:

Well Code
Well Name
Legal Description
State Code
County Code
Key Sort
Hold Billing
Hold Revenue Checks
Default Revenue Suspense Category
Operating Group Code
Require AFE
Fixed Account Set Code
Lease Records Shutin
Well Type
Production Status
API Code
Field
Pool

Stripper Well
Federal Indian Lease
Federal Status
Federal Section
Federal Township
Federal Range
Federal Producing Interval
Calculate Production Days

- 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:

J01	CALGARY #1	
J02	CANADIAN #2	
J00-000	LITTLE SNAKE PROSPECT 764418400	11N & 12R
J01-000	GODIVA PROSPECT	12N-98 & !
J02-000	EAGLE ROCK PROSPECT	9 & 10N 9

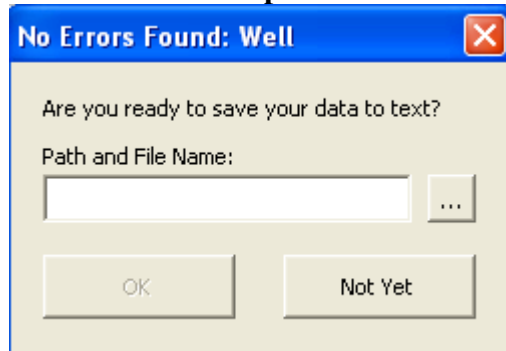
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

J1	CALGARY #1	
J2	CANADIAN #2	
J0-000	LITTLE SNAKE PROSPECT 764418400	11
J1-000	GODIVA PROSPECT	12
J2-000	EAGLE ROCK PROSPECT	9

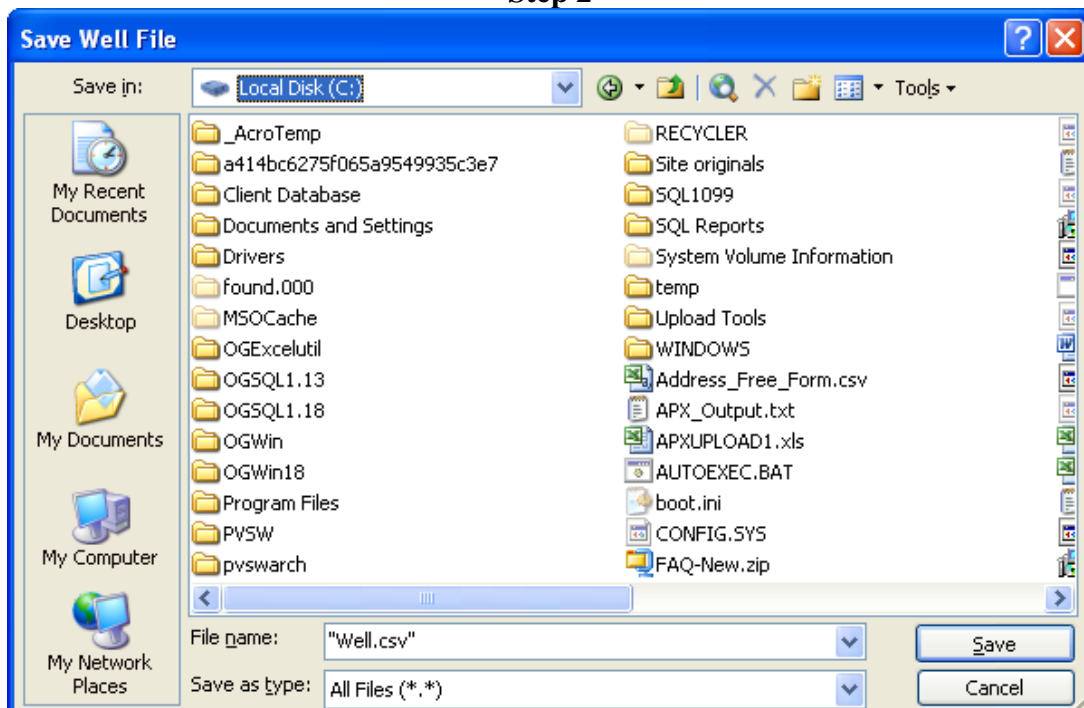
A yellow tooltip box is displayed over the red cell, containing the text: 'Please provide a valid Well Name between 1 and 30 characters long.'

- 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:

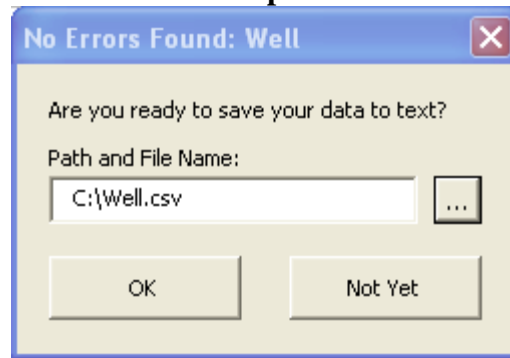
Step 1



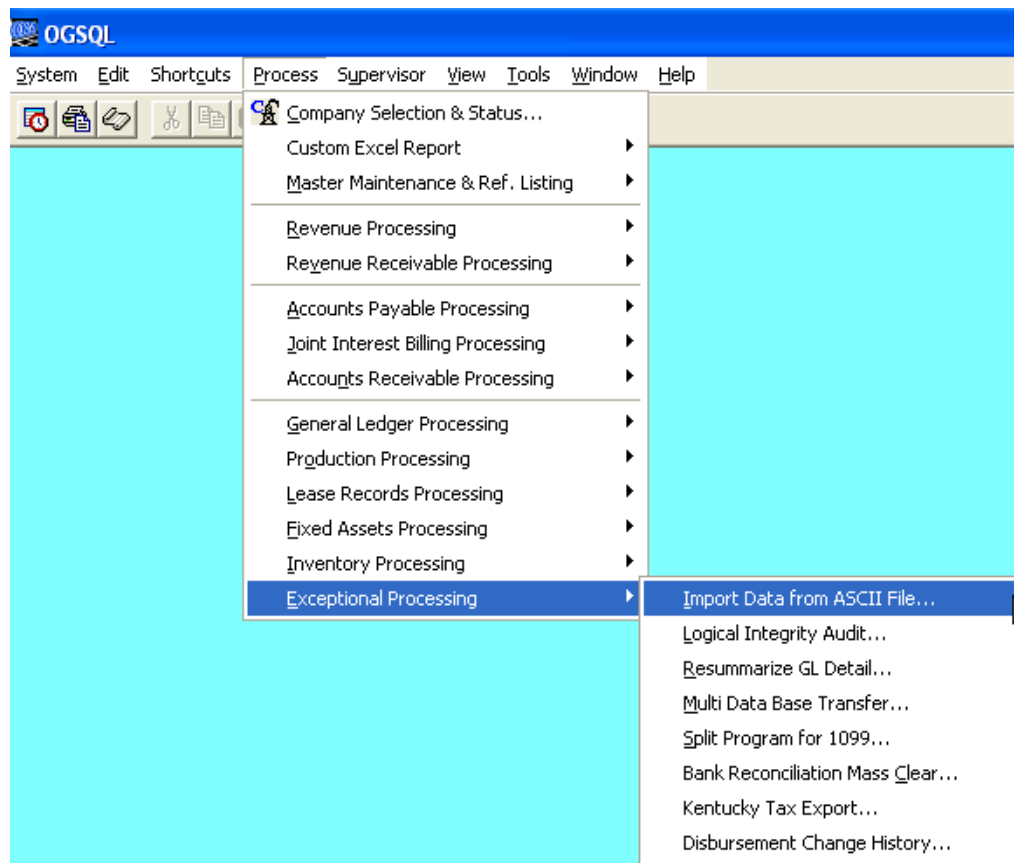
Step 2



Step 3



- **Back up your data folder.**
- Navigate to **Process – Exceptional Processing – Import Data from ASCII File....**



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



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