

Guide on Pasting Data into 1073MW/1073iMW “Well List” Tab

This guide also assumes that you have two monitors on your computer. If you don't, you can still use this guide; but it will be a bit more cumbersome for you to accomplish.

SETTING UP FOR THE COPY & PASTE

Open two instances of Excel on your computer (one on each monitor, if available).

- 1) In one Excel window, open the 1073MW or 1073iMW form. Left-click the “Well List” tab to display the form where you will paste your well data.
- 2) In the other Excel window, open the Well List that you received from the OCC.

FORMATTING THE WELL LIST YOU RECEIVED FROM THE OCC

When working with the well list you received from the OCC, you (and we) are forced to work within the format in which our RBDMS system exports that list. **You need to format the well list you received from the OCC as described below so that our Well Records Dept. can process your form.** Below is what you'll need to change on that list, before importing its data into the 1073MW or 1073iMW “Well List” tab:

- 1) **Delete Column “C”** (that is a useless column that is put there by our RBDMS system; RBDMS apparently uses it to show the company name and number and then “merges” some cells to do so. Deleting Column “C” also deletes those merged cells, and the company name/number, unless you first copy it to another column (which I did not do in this example). For purposes of what you are doing here, you do not need the company name and number to be present or displayed.
- 2) Make the following **“formatting” changes** (so that the format matches the 1073 form, and to prepare for pasting operations):
 - a. Highlight only the cells containing data (do not highlight “header” cells), then change these:
 - b. Font: **Arial**
 - c. Font Size: **11**
 - d. Font type: **Bold**
 - e. You need to make **a change in the “format cells” settings** -- here is how to do that:
 1. Right-click, then left-click “Format Cells”
 2. Left-click the “Alignment” tab
 3. **Uncheck the “Wrap text” box**
 4. Click “OK”

Once those changes have been made in the well list that the OCC sent to you, then you are ready to “copy” and “paste” as described below (by the way, you will only have to copy and paste twice for the 1073MW or three times for the 1073iMW). **Please follow the correct section below** based on **which form you are using**. **NOTE: Lines 3 thru 6 should not be used when pasting data into these forms**; paste starting on line 7 as instructed below.

1073MW FORM: PASTING DATA INTO ITS WELL LIST TAB

- 1) Copy ALL the data only (not the header) for API, Well Name, Well #, Type, Status and Legal Loc from the source document (the well list that you received from the OCC)
- 2) Left-click this cell in the 1073 form's “Well List” tab (the **red** tab): **“B7”**.
- 3) Right-click in cell **“B7”** and left-click “Paste”. This will populate the same cells in the 1073 “Well List” tab.
- 4) Copy ALL of the data only (not the header) for QTR calls from the source document (the well list that you received from the OCC)
- 5) Left-click this cell in the 1073 form's “Well List” tab (the **red** tab): **“K7”**.
- 6) Right-click in cell **“K7”** and left-click “Paste”. This will populate the same cells in the 1073 “Well List” tab. You will need to paste or type in any “Comments” you may have (Arial 11 “bold”, please).

1073iMW FORM: PASTING DATA INTO ITS WELL LIST TAB

- 1) Copy ALL the data only (not the header) for API Number from the source document (the well list that you received from the OCC)
- 2) Left-click this cell in the 1073 form's "Well List" tab (the orange tab): "B7".
- 3) Right-click in cell "B7" and left-click "Paste". This will populate the same cells in the 1073 "Well List" tab.
- 4) You will need to paste your own "OCC Order / Permit Number" data (formatted as Arial size 11 "bold") into that column on the 1073iMW form or just type those numbers in manually. Obviously, the well list you received from the OCC does not include that data.
- 5) Copy ALL the data only (not the header) for Well Name, Well #, Class. Type and Legal Loc from the source document (the well list that you received from the OCC)
- 6) Left-click this cell in the 1073 form's "Well List" tab (the red tab): "D7".
- 7) Right-click in cell "D7" and left-click "Paste". This will populate the same cells in the 1073 "Well List" tab.
- 8) Copy ALL of the QTR call data only (not the header) from the source document (the well list that you received from the OCC)
- 9) Left-click this cell in the 1073 form's "Well List" tab (the red tab): "K7".
- 10) Right-click in cell "K7" and left-click "Paste". This will populate the same cells in the 1073 "Well List" tab.
- 11) You will need to paste your own "Date of Last MIT" data (formatted as Arial size 11 "bold") into that column on the 1073iMW form or just type those numbers in manually. Obviously, the well list you received from the OCC does not include that data.

This should result in your 1073 form being populated with your data as Arial, size 11, "bold" -- is also should be completely readable as long as you avoided using the first four blank lines on the form (lines 3 thru 6) as instructed earlier in this guide.

The only possible "problem" cells are the SEC/TWP/RGE cells on the 1073 form. They are fine, except that only the "SEC" column is populated after the "paste" operation (because on the "source" RBDMS well list you received from us, the SEC/TWP/RGE data occupies a single column; on the 1073, they occupy separate columns). However, the end-result is completely readable and should not be an issue for Well Records.

Your wells should already be listed in "API" Number order (from lowest to highest API Number). If not, please "sort" them to put them in that order. If you need assistance in doing that, please consult the screenshots at the end of this guide for more information.

If you have any difficulty with any part of this guide, please email me at j.rosado@occemail.com (preferred) or call me with the details.

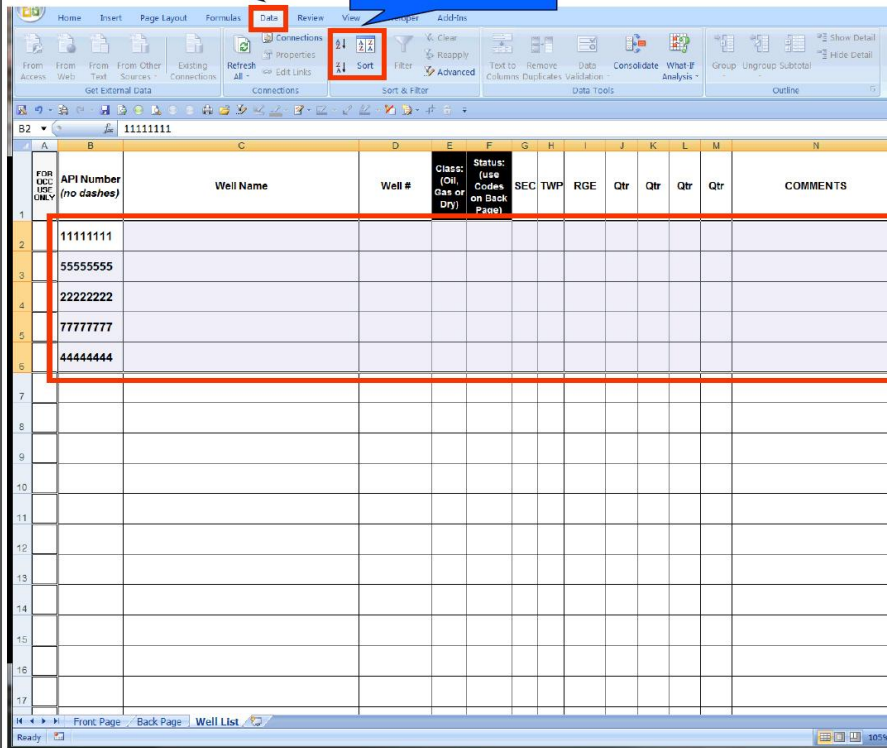
Thank you.

Jim Rosado, Production Entry
Oil & Gas Conservation Division
Oklahoma Corporation Commission
Phone (405) 522.1123 Fax (405) 521.3099

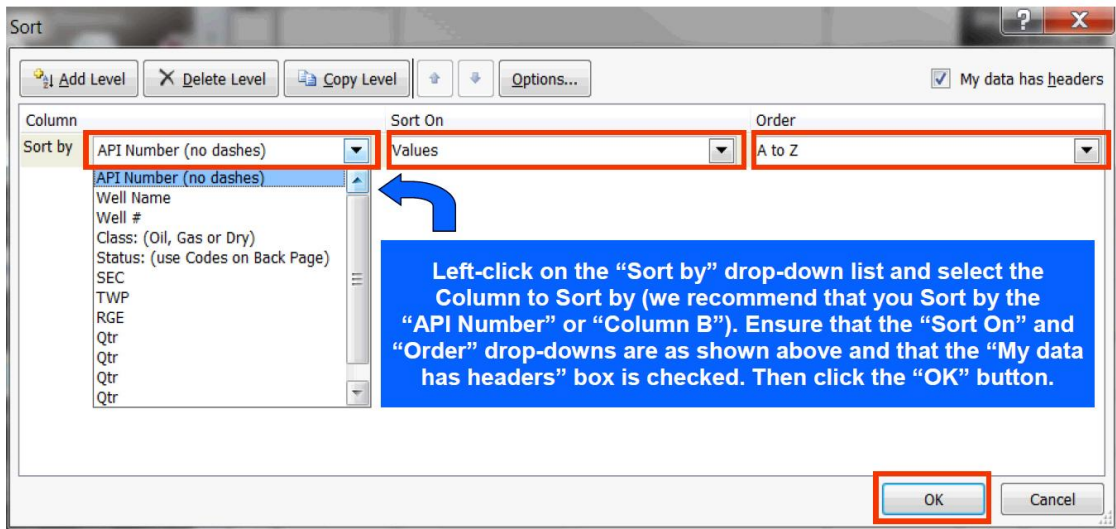
2. Left-click on the "Data" tab

3. Left-click on the "Sort" button

To "sort" your well list, follow Steps 1 through 3 in sequence. Then refer to the next page of this help guide.



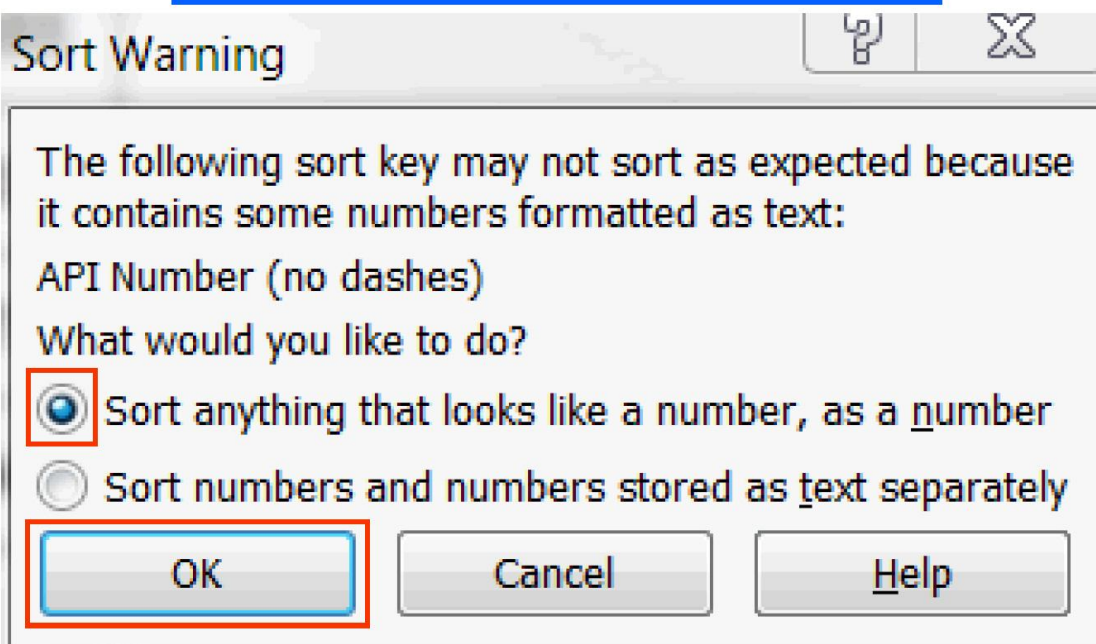
1. Highlight all cells (and only the cells) which contain data that you entered.



Left-click on the "Sort by" drop-down list and select the Column to Sort by (we recommend that you Sort by the "API Number" or "Column B"). Ensure that the "Sort On" and "Order" drop-downs are as shown above and that the "My data has headers" box is checked. Then click the "OK" button.

Your well list should now be sorted correctly. If not, please proceed to the next page of this guide.

You **MIGHT** get a “Sort Warning” box like the one shown below. If so, simply ensure that the first option is selected as shown below. Then left-click the “OK” button to complete the sorting process.



Your well list should now be sorted correctly.
If not, or if you are still having issues or have further questions, please contact Jim Rosado at j.rosado@occemail.com or call him at (405) 522-1123 for assistance. Thank you.