



Sort

Add Level  Delete Level  Copy Level   My data has headers

Column	Sort On	Order
Sort by: API Number (no dashes)	Values	A to Z

API Number (no dashes)  
Well Name  
Well #  
Class: (Oil, Gas or Dry)  
Status: (use Codes on Back Page)  
SEC  
TWP  
RGE  
Qtr  
Qtr  
Qtr  
Qtr

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.

OK Cancel

**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.

## Sort Warning



The following sort key may not sort as expected because it contains some numbers formatted as text:

API Number (no dashes)

What would you like to do?

- Sort anything that looks like a number, as a number
- Sort numbers and numbers stored as text separately

OK

Cancel

Help

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](mailto:j.rosado@occemail.com) or call him at (405) 522-1123 for assistance. Thank you.