

Using the AFE Import Tool

In this release we have added the ability to import your AFE data directly from Excel spreadsheets. Note: Intangible & Tangible AFE costs must be imported at separate times.

Step 1: Opening the AFE form

Start by clicking on the “AFE” form located in the main menu screen. Make sure you are in the correct Well and have chosen the correct Job from your Job List.

The screenshot displays the 'Main Menu' interface for WellEz Drilling Co. The top navigation bar includes 'Main Menu', 'Well Schematic', and 'Well Files'. The main content area is divided into sections for job and report management. The 'View Report' section contains a grid of report types, with 'AFE' highlighted in red. The 'Edit Report' section contains a grid of report details, with 'AFE' also highlighted in red.

Main Menu							
Well Name:	University #1	Contractor:					
Lease:	Undergraduate	Rig Name/Number:					
Operator:		Spud Date:					
Job List:	Drilling: University #1	Remove	Create New Job: Create				
Lock/Unlock Job:	<input type="checkbox"/>						
Report Date:	2/1/2013	Remove	Create Report DUE Date: Create				
Lock/Unlock:	<input type="checkbox"/>		Move Report DUE Date: Move				
Lock/Unlock all Reports to date:	Lock	Unlock					
View Report							
Daily Activity	Bits	BHA	Composite	Survey	Mud	Job Cost	Costs
Time Log	BB Summary	BHA Report	Daily Summary				
Drilling Cost	Drilling	Graphing	Survey				
Time Breakdown	iPhone	Bit Tally	Csg-Cmt	AFE Variance			
test							
Edit Report							
Well Info	Job Details	Datum Points	AFE	Well Plan			
Daily Ops	Time Log						
Drilling Cost							
BHA	Drill Bits	Mud	Pumps				
Cementing	Consumables	Solids					
Survey	Weather	Casing	Rotating Head				
Surface Sep	Well Cond	Mud Add'l	Casing Detail	Vol & Losses	Compr Data	Mud Log	Clima
Email Set Up							Send Email

Once you are in the AFE form you will see an import button at the top left of the form, click here. If this import button is not available please contact WellEz support to have it enabled.

WELLEZ AFE brookeg@wellez.com @ WellEz Drilling Co.

[Main Menu](#) | [Job Details](#) | [Datum Points](#) | **AFE** | [Well Plan](#) | [Daily Ops](#) | [Time Log](#) | [BHA](#) | [Drill Bits](#)
[Mud](#) | [Pumps](#) | [Drilling Cost](#) | [Cementing](#) | [Consumables](#) | [Solids](#) | [Survey](#) | [Weather](#) | [Casing](#)
[Rotating Head](#) | [Surface Sep](#) | [Well Cond](#) | [Mud Add'l](#) | [Casing Detail](#) | [Vol & Losses](#) | [Compr Data](#) | [Mud Log](#) | [Clima](#)

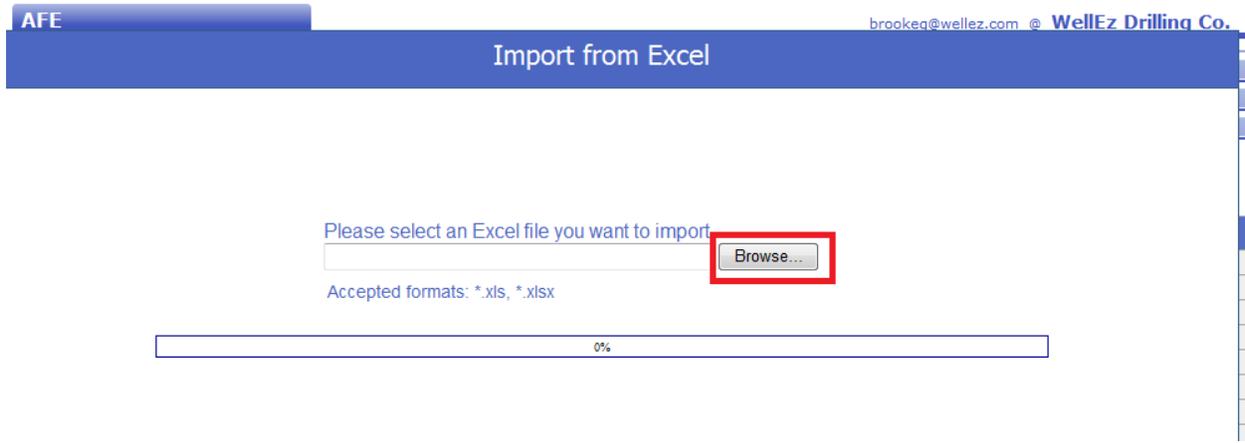
Well name: University #1 Job Name: University #1

Import 

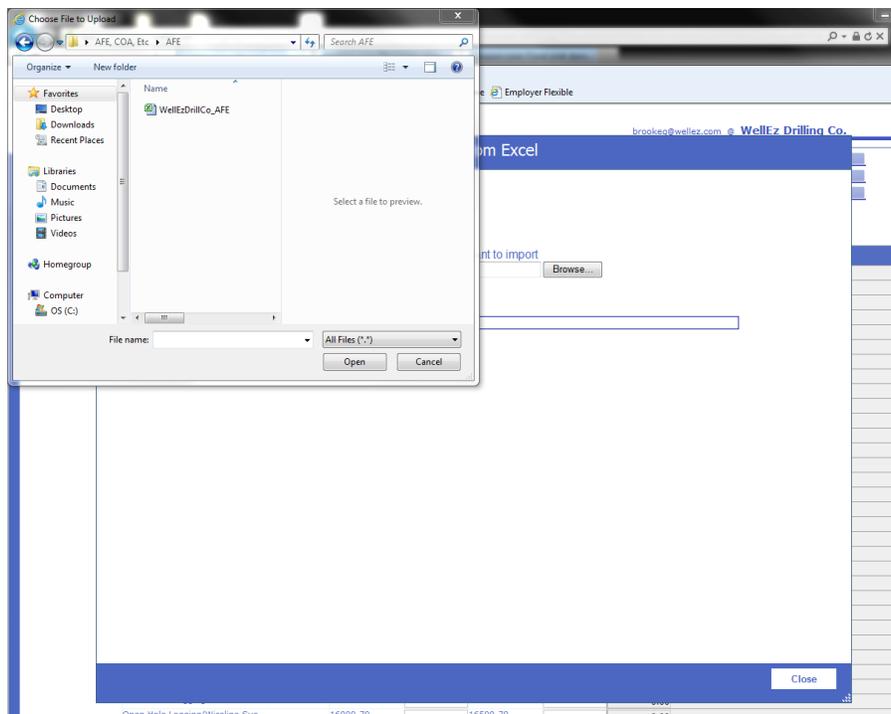
Item	Drilling Code	Drilling Amount	Completion Code	Completion Amount	Total Well
Day Work Rig Cost	16000-16		16500-16		0.00
Footage Rig Cost	16000-18		16500-18		0.00
Turnkey Rig Contract	16000-19		16500-19		0.00
Coil Tubing unit	16000-20		16500-20		0.00
Company Labor & Expense	16000-25		16500-25		0.00
Contract Services, Labor & Welding	16000-27		16500-27		0.00
Mobilization/Demobilization	16000-30		16500-30		0.00
Trucking & Freight	16000-35		16500-35		0.00
Site Preparation/Roads	16000-41				0.00
Site Restoration			16500-41		0.00
Damages	16000-42		16500-42		0.00
Surveys, Permits & Reg Filing	16000-43		16500-43		0.00
Power & Fuel	16000-46		16500-46		0.00
Water	16000-47		16500-47		0.00
Bits, Reamers, Stabilizers, Mills, etc..	16000-50		16500-50		0.00
Downhole Rentals	16000-51		16500-51		0.00
'Mud', Fluids, Chemicals(Incl Diesel, oil for mud)	16000-53		16500-53		0.00
Materials & supplies	16000-55		16500-55		0.00
Disposal Cost	16000-56		16500-56		0.00
Surface Rentals	16000-60		16500-60		0.00
Air/N2 Package Rental	16000-61		16500-61		0.00
Directional Tools & Services	16000-63		16500-63		0.00
Monitoring Equip/UBD Measuring	16000-65		16500-65		0.00
Cement & Cement Services	16000-70		16500-70		0.00
Inspection Services	16000-71		16500-71		0.00
Mud Logging	16000-73		16500-73		0.00
Coring & Testing	16000-75		16500-75		0.00
Stimulation Services	16000-76		16500-76		0.00

Step 2- Uploading your Excel File

After clicking on the import button you will be prompted to select the Excel file you want to import. Note: only Excel files of type .xls and .xlsx are supported



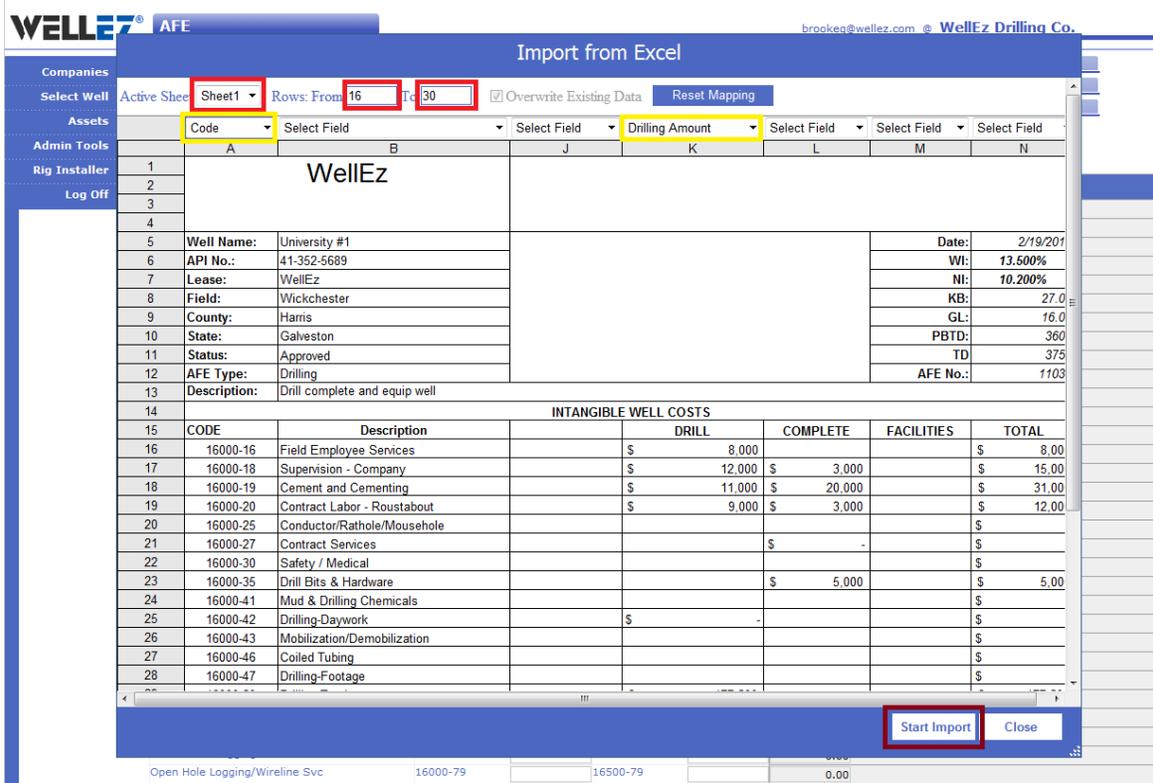
Click browse to choose the file you want to upload into the system. Navigate to the location of your excel file and click open to start the upload process.



Step 3: Mapping in the Excel Import Designer

The system will upload your Excel file into the Import designer. Follow these steps below to begin the import process. **Reminder: Intangibles & Tangibles must be done in two separate processes.**

1. The first Excel worksheet will open by default, if your data exists on a different worksheet please select the correct worksheet from the pick list. **(Highlighted on the next page of this tutorial)**
2. Define the range of rows where our data exists. During our first import we want our range to end after the intangible cost section. **Warning: if this is not updated you will receive an error when starting the import process, please make sure to ONLY enter the range of rows that have data; skip any header rows on information at the top. (Highlighted on the next page of this tutorial)**
3. Next we need to create our import mapping. We do this by clicking on each pick list and assigning a field that references each column (Code, Drilling Amount, Completion Amount, Etc.) Select the item in the pick list that corresponds to the data that should be imported. **(Highlighted on the next page of this tutorial)**



Once you have assigned your fields we will start the import process by clicking the Start Import button.

Once the import tool has completed, the page will refresh and take you back to your input form. The data you selected will now be imported into your input form.

Excel Data validation

- If your data validation failed, you will see an **Import Error form**, your invalid data will be marked in red.
- To fix these errors you need to go back to the Excel spreadsheet and change your data according to form validation rules
- After your errors have been fixed you can import the spreadsheet and you will see your data in the WellEz form.

IMPORTANT: You MUST save your data by clicking on the AFE tab or a blue tab at the top of the screen.

The screenshot shows the Wellez AFE software interface. At the top, there is a navigation bar with tabs: Main Menu, Job Details, Datum Points, **AFE**, Well Plan, Daily Ops, Time Log, BHA, and Drill Bits. Below this is a sub-menu bar with tabs: Mud, Pumps, Drilling Cost, Cementing, Consumables, Solids, Survey, Weather, and Casing. A second sub-menu bar includes: Rotating Head, Surface Sep, Well Cond, Mud Add'l, Casing Detail, Vol & Losses, Compr Data, Mud Log, and Clima. The main content area displays 'Well name: University #1' and 'Job Name: University #1'. Below this, there are buttons for 'Intangible Items' and 'Import'. The main table lists various drilling items with their respective codes and amounts.

Item	Drilling Code	Drilling Amount	Completion Code	Completion Amount	Total Well
Day Work Rig Cost	16000-16	8000	16500-16		8,000.00
Footage Rig Cost	16000-18	12000	16500-18		12,000.00
Turnkey Rig Contract	16000-19	11000	16500-19		11,000.00
Coil Tubing unit	16000-20	9000	16500-20		9,000.00
Company Labor & Expense	16000-25		16500-25		0.00
Contract Services, Labor & Welding	16000-27		16500-27		0.00
Mobilization/Demobilization	16000-30		16500-30		0.00
Trucking & Freight	16000-35		16500-35		0.00
Site Preparation/Roads	16000-41				0.00
Site Restoration			16500-41		0.00
Damages	16000-42	4555	16500-42		4,555.00
Surveys, Permits & Reg Filing	16000-43		16500-43		0.00
Power & Fuel	16000-46		16500-46		0.00
Water	16000-47		16500-47		0.00
Bits, Reamers, Stabilizers, Mills, etc..	16000-50	177500	16500-50		177,500.00
Downhole Rentals	16000-51		16500-51		0.00
'Mud', Fluids, Chemicals(Incl Diesel, oil for mud)	16000-53		16500-53		0.00
Materials & supplies	16000-55		16500-55		0.00
Disposal Cost	16000-56		16500-56		0.00
Surface Rentals	16000-60	1000	16500-60		1,000.00
Air/N2 Package Rental	16000-61		16500-61		0.00
Directional Tools & Services	16000-63		16500-63		0.00
Monitoring Equip/UBD Measuring	16000-65		16500-65		0.00
Cement & Cement Services	16000-70		16500-70		0.00
Inspection Services	16000-71		16500-71		0.00
Mud Logging	16000-73		16500-73		0.00
Coring & Testing	16000-75		16500-75		0.00
Stimulation Services	16000-76	5000	16500-76		0.00
Other Specialized Services	16000-77		16500-77		0.00
Cased Hole Logging/Wireline Svc	16000-78		16500-78		0.00
Open Hole Logging/Wireline Svc	16000-79		16500-79		0.00

Step 4: Tangible Items

Now repeat the steps above to import your tangible AFE items.

Please contact WellEz support at 281-584-9200, Option 1, if you have any questions regarding the AFE data Import Feature.