

Creating a New Well record

1. To create a new **Well** record, mouse-over the **Well Data** menu tab and select **Well Data** from the drop down list of menu options.



Figure 1.0 Accessing the Well Data menu

2. As you can see, we have **Add New** and **Add New Blank** buttons. Choosing **Add New** creates a new well pre-populated with data from a previous well record. By contrast, **Add New Blank** creates a new well with all the data fields empty.



Figure 1.1 The 'Add New' and 'Add New Blank' buttons

3. Click either one of the button highlighted in Figure 1.1. This will load the **Well Data** page.
4. Enter a **Well Name**, and select the type of operation from the Operation Type list. If the **Well Operation** is a **Sidetrack**, **Completion** or **WorkOver**, you must specify the **Parent Well**.

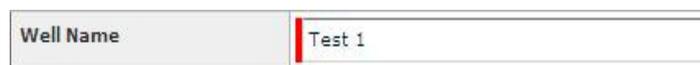


Figure 1.2 Enter a Well Name

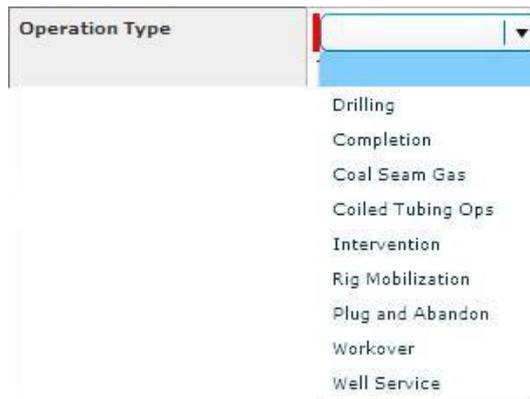


Figure 1.3 Operation Type

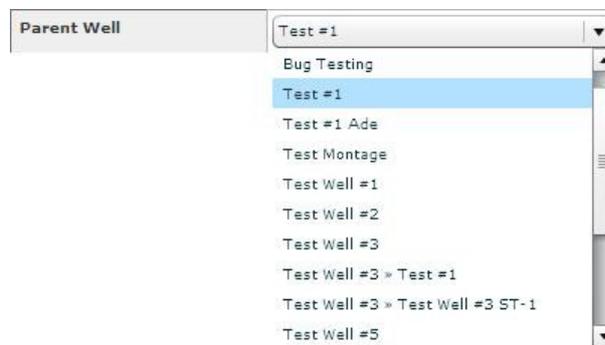


Figure 1.4 Parent Well

5. Select a rig from the **Rig** list. If the rig name is not available, a new rig can be created by clicking the **Add New** button.

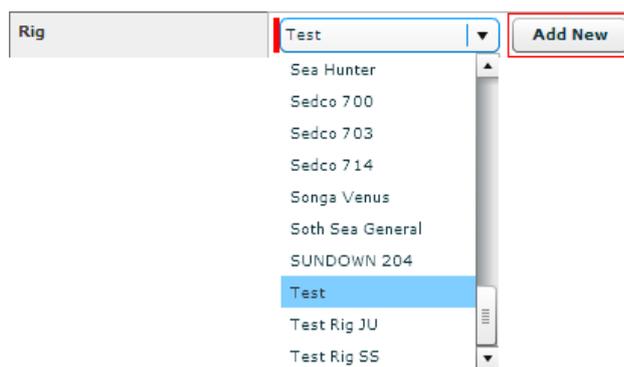


Figure 1.5 The Rig List and 'Add New Rig' button

6. Note that the following are required fields...

- **Off/on-shore**
- **GMT Offset**
- **Wellbore Type**
- **Purpose**
- **Datum**

Make a selection from the available drop down lists. Note that a new **Datum** can be created by clicking the **Add New** button. Now fill out the rest of the screen but don't worry, if there is something that you don't know right now, it can always be entered at a later time.



Figure 1.6 The Datum List and 'Add New Datum' button

7. Click the **Confirm** button to save.



Figure 1.7 Confirm Button

8. Once confirmed, data is saved to the database and you are automatically directed to the **Daily Data** page defaulted to the first day of the **Well** record and the current **Date**.