## **Quick Overview Importing and Exporting Data**

To import and export well and day data as a file, select **Import/Export Data** from the **Well Data** menu (refer Figure 1.1)

WELL DATA 🔽 RIG DATA	. <b>⊠</b> D			
Basic Well Data				
Data Population Matrix				
Import/Export well				
Operation Information Centre				
Plan Time vs. Depth				
Project Interest				
Vendor Assessment				
Well Explorer				
Well Summary				

Figure 1.1 Accessing the Import/Export well

On the *Import/Export* screen, your actions will determine which buttons and sequence to follow.

Import/Export Data	File Manager			
				Import Export
				Import/Export
Export	Day	~		
Choose a file to import			Browse	
When importing data fr another group, do you w preserve it's group own	om want to 📃 nership?			

Figure 1.2 Import/Export Data page

**Importing** and **exporting** data is similar to downloading or uploading email attachments on the internet. With this function, a **Daily Data** or **Well Operation** can be exported, attached to an email and sent to town if necessary where town users can take the file and import it to their database.