

Adding Wellhead record

1. To add a **Wellhead** record, first select a **Well** record and a **Day** record from the **Well Operations** and **Day** selectors respectively.
2. Next, mouse-over the **ProNet** menu and select **Wellhead** from the drop down menu that is displayed.
3. This will load the **Wellhead** page, showing the existing record associated with the selected **Well** and **Day** records.

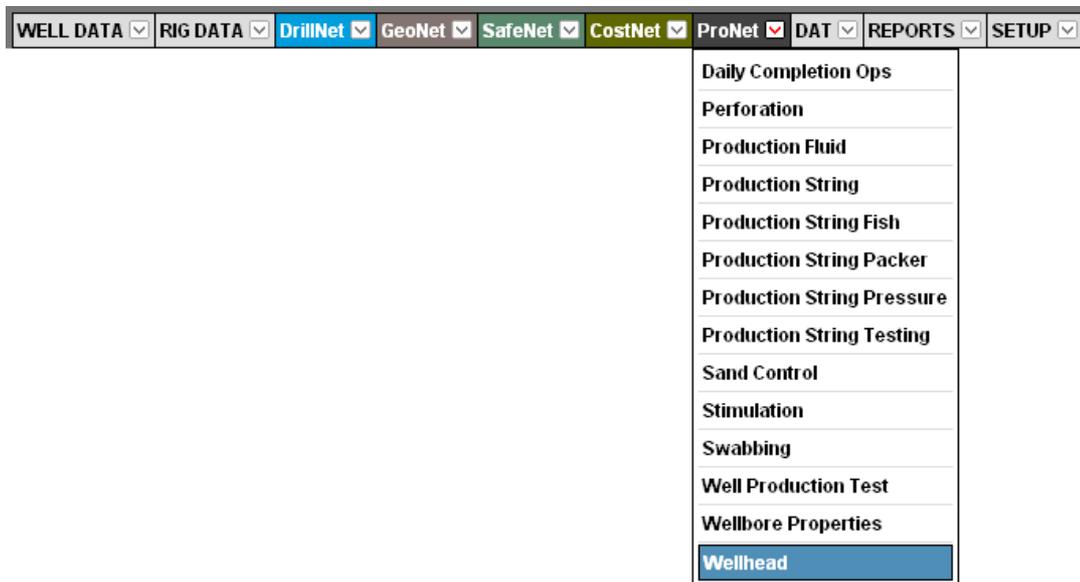


Figure 1.0 Accessing the Wellhead menu

4. Create new **Wellhead** by clicking the **Add New** button.

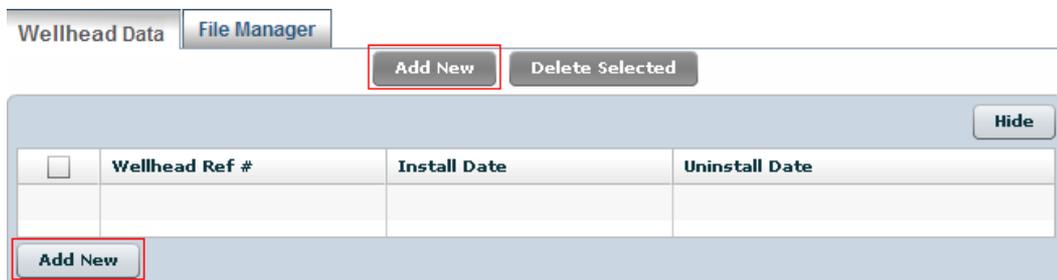


Figure 1.1 Wellhead Data page

- Enter the **Wellhead Reference #** number and **Install Date** as these are mandatory fields. Now fill out the rest of the screen but do not worry, if there is something that you don't know right now, it can always be entered at a later time.

The screenshot shows a software window titled "Wellhead Data" with a "File Manager" button. At the top are "Confirm" and "Cancel" buttons. Below is a table with columns: Wellhead Ref #, Install Date, and Uninstall Date. A "Cancel" button is on the left of the table, and an "Add New" button is below it. At the bottom, there is a detailed form with fields for: Wellhead Ref #, IADC, TVDSS, Stick Up, Install Date, Uninstall Date, Install Cost, Well Status, Height, Location, Northing, and Easting.

Figure 1.2 Wellhead Data form

- Create a new **Wellhead Section** by clicking the **Add Wellhead Section** button.

The screenshot shows a software window titled "Wellhead Section". Below the title bar is a button labeled "Add Wellhead Section" which is highlighted with a red box.

Figure 1.4 Add Wellhead Section button

- Enter the relevant data in **Wellhead Section**.

The screenshot shows a software window titled "Wellhead Section". Below the title bar is a table with columns: Seq #, Section Code, and Description. Below the table is an "Add Wellhead Section" button.

Figure 1.5 Wellhead Section form

- Create a new **Wellhead Detail** by clicking the **Add New** button.

The screenshot shows a software window titled "Wellhead Detail". Below the title bar is a button labeled "Add Wellhead Detail" which is highlighted with a red box.

Figure 1.6 Add Wellhead Detail button

- Enter the **Detail Type** as this is a mandatory field. Now fill out the rest of the screen but do not worry, if there is something that you do not know right now, it can always be entered at a later time.

Figure 1.7 Wellhead Detail form

- Wellhead Detail** has a sub-record called **Wellhead Detail Log**.
- Create new **Wellhead Detail Log** by clicking the **Add New** button.

Figure 1.8 Add Wellhead Detail Log button

- Enter the relevant data in **Wellhead Detail Log**.

Figure 1.9 Wellhead Detail Log form

- To save, click the **Confirm** button.