

Importing Monthly Production Data

Setting Up the CSV File:

In order to successfully import a .CSV file, the import file should follow a few basic guidelines.

1. There should only be one row of header info to label each column of the import file.
2. The header row should only contain alphanumeric characters (letters and numbers). Dashes, underscores and spaces are ok, but avoid parenthesis, commas, brackets or other special characters.
3. Do not leave any rows of blank data between records.

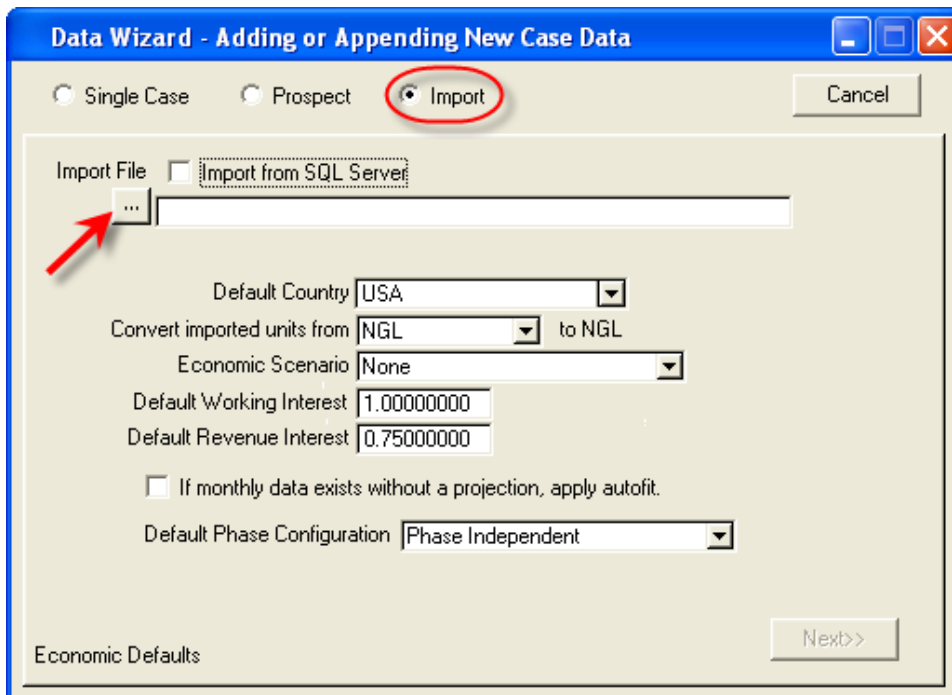
Once the import file follows these basic guidelines, it's time to move on to the more specific details of the layout. To receive the best results when importing Daily Data into PHDWin, you have to include enough information for PHDWin to recognize which case and well you are intending to update. Below is a simplified version of what your import file should look like.

	A	B	C	D	E	F
1	Import ID	Date	Oil Vol	Gas Vol	Water Vol	Days
2	123456	1/1/2011	1234	123	12	0
3	123456	2/1/2011	1200	120	10	0
4	789456	1/1/2011	1505	75	15	0
5	789456	2/1/2011	1495	70	18	0

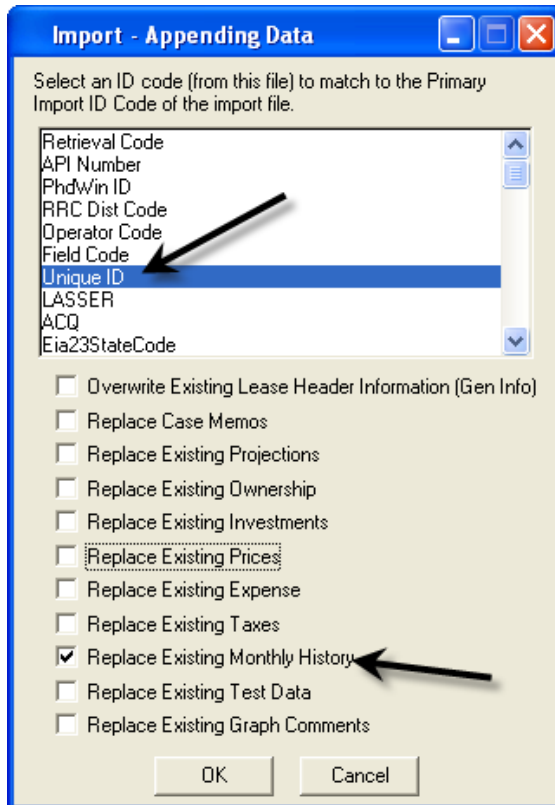
In the sample table above, the ID code you will match on is in the first column; followed by the date in MM/YYYY or MM/DD/YYYY format (PHDWin will always import it as MM/YYYY.) The other columns do not need to be in any particular order, but the headers should be something you can easily recognize. Also, be sure not to include any special characters in the column headings. Once you have your spreadsheet setup, follow the steps below to do the actual import.

Importing the CSV

1. Close the .csv and open PHDWin.
2. Open the project file you wish to import the monthly data for. Then go to File > Backups > Backup. This creates a backup file in case something goes awry during the import process.
3. Then go to File > Import Data or Create New Case
4. Click the bubble next to Import
5. Click the button with the three dots on it. Then choose the .csv file you wish to import. Click Next >>

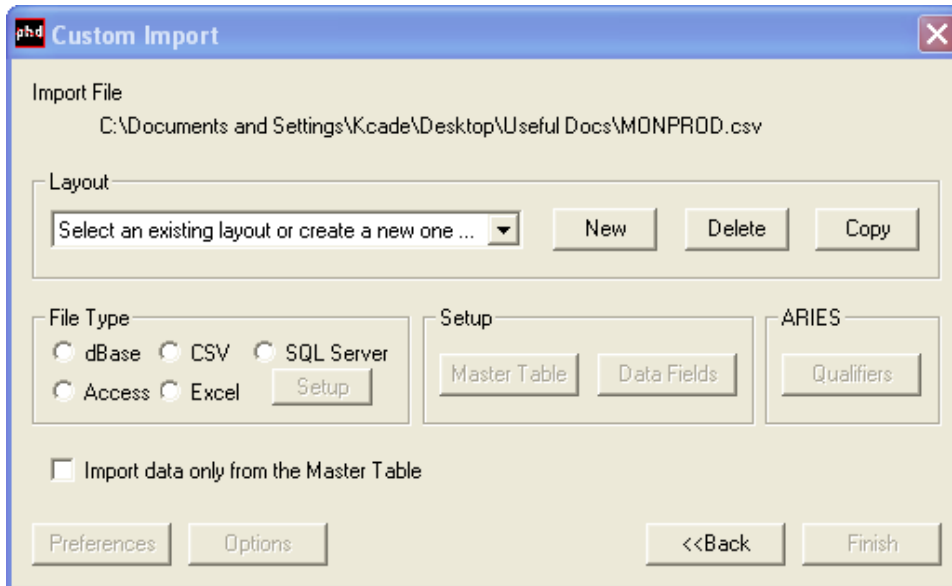


6. Select an ID code that you wish to match on. (For example, if you used the API number in the first column of your spreadsheet, highlight API Number on the list.)

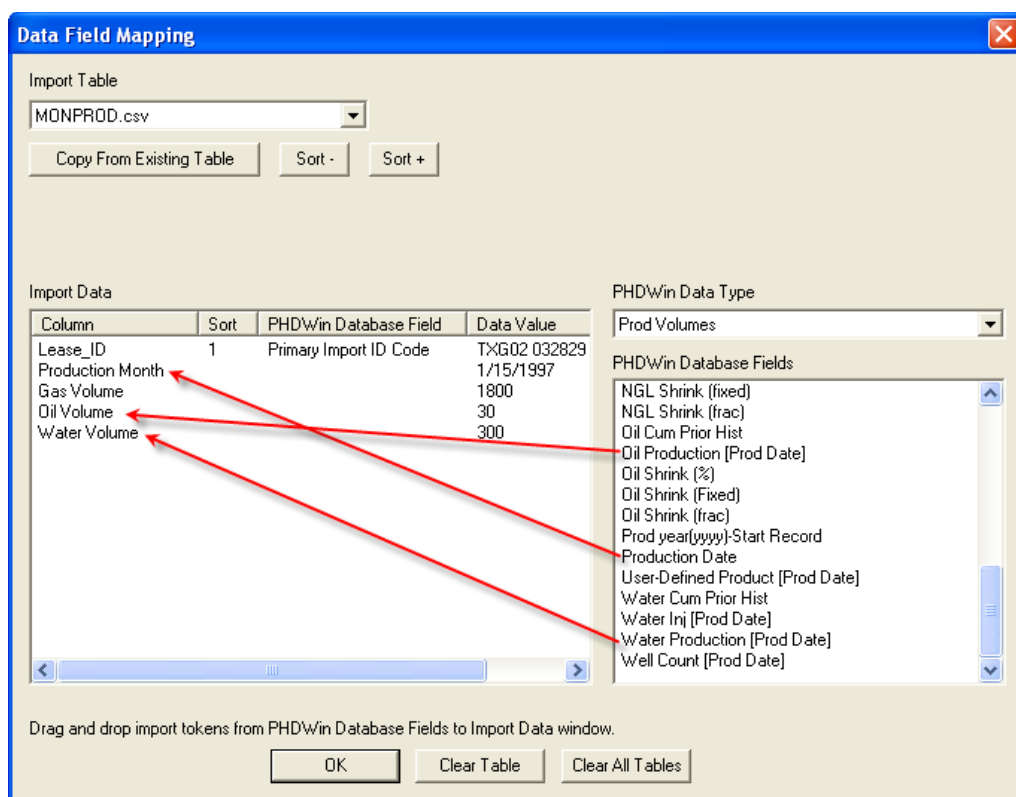


7. Notice the “Replace Monthly History” checkbox. If you wish to replace the monthly history, check the box. This is a good option if there is some overlap in your history. Click OK.

8. You will then get this screen:



9. Click the New button and enter “Monthly Production” for the New Layout Name. Click OK.
10. Click the bubble next to CSV under the File Type header. Then click the Data Fields Button.
11. On the right hand side, choose Prod Volumes from the PHDWin Data Type list.
12. This is where you will choose fields from within PHDWin to be populated by the data present in your .csv file.
13. Using the values in the PHDWin Database Fields window, drag and match them up with the Import Data on the left hand side.



14. After you have finished mapping all of the data fields. Click OK and then click Finish.

15. You should then have a new popup window that alerts you as to how many cases were merged and how many cases were updated.