

Power*Suite Daily Office Procedures

Program Activation



- 1.) **Double click** on the **Power*Log 2018**, **Power*Curve 2018** or **Power*Core 2018** icons on your desktop. Acknowledge the Security Information window by **clicking** on the  **button**. This will initiate the program and activate a **Connect Database** window.



- **Connecting to a Database...**
- 2.) **Highlight the database** you wish to connect to by **clicking on it once**. The default after loading the Power*Suite software is the **PGEOLGY 2018 METRIC (Microsoft Access Driver [*.mdb])**.
 - 3.) The user can simply **Tab** to the **Password field** or **Type** in your **User ID**. The default User ID is "pgeology" and is displayed as the default in this field.
 - 4.) **Type** in your **Password**. (The default **Password** is "pgeology").
 - 5.) **Click** on the  **button** to complete the connection or **Press** the **Enter key** on your keypad. This will activate the Open Log window.

Note: To change the password refer to the Power*Suite Database Management Tool.

- 6.) **Click** on the  **button** to close this window. Then, you can import the new data files.

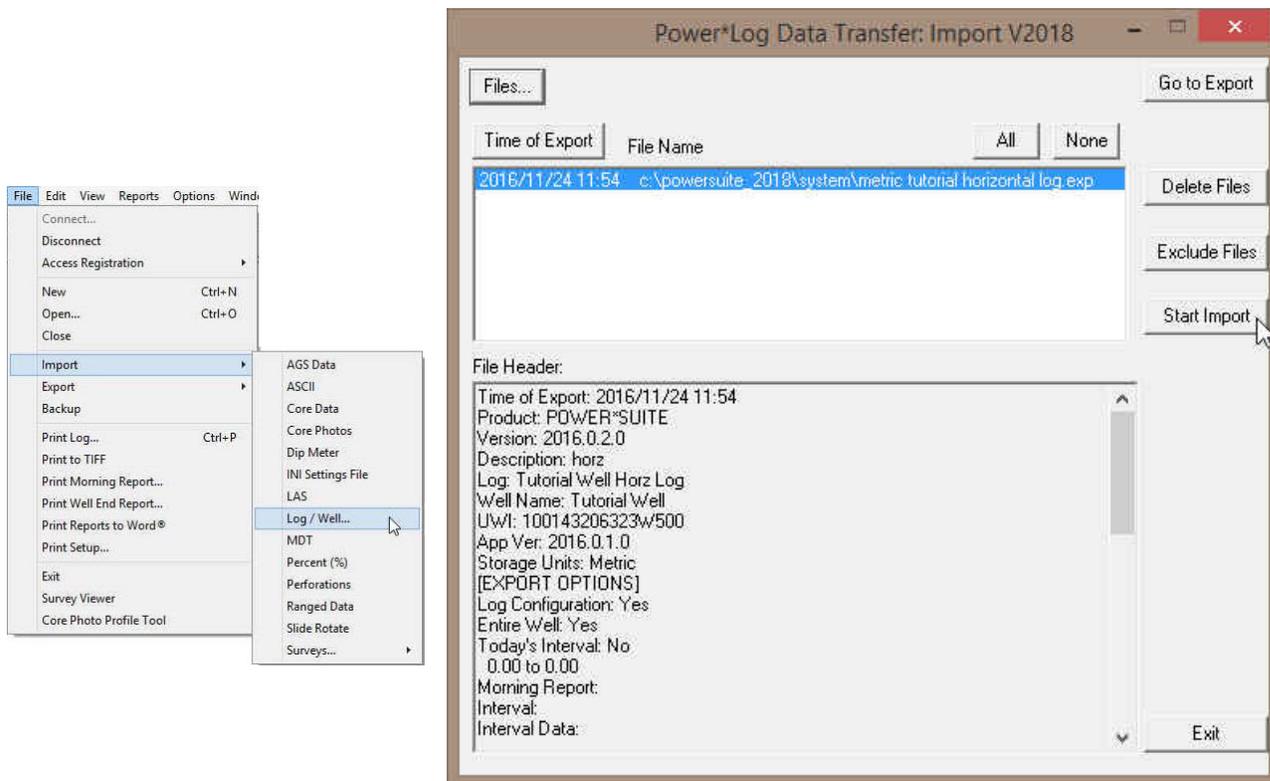
Note: If you have received our *.exp files via email, you must first detach or save these files somewhere on your hard drive or network drive.

Data Import

(refer to page 81 in the User Manual)
(On-line help press F1 key on keypad)

If the **data file *.exp** is attached to an email the user must first detach the file or save it to a place so that it can be found within your file format structure to import.

- 1.) Select **Import**, under **File**, then select Import and then **select Log / Well** from the sub-menu. Or, you can use the  **Import button** on the **Toolbar**. This will activate the **Import** window

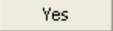


- 1.) **Click** on the  **button**. This will activate the Import from window.
- 2.) Select the appropriate drives and or directories as well as files you wish to import by **highlighting the file name** and **clicking the  button**. This will place the selected files into the **Data Transfer: Import V2018 Window**. Repeat this step as many times as necessary.

N.B. Any of our exported files will have an *.exp extension. If the files are corrupted a message will tell you so. Some files may be encrypted and you will have to decrypt the files using the appropriate decryption password using all upper case letters.

- 3.) **Highlight** the **files** you wish to import by clicking on the **file name**.
- 4.) Once the files are selected (highlighted) **click** on the  **button**. This will activate a message box asking, *“Do you really want to import the highlighted files?”*

N.B. Import the symbols & geological expansion dictionary first. Then, import your well data.

- 5.) **Click** on the  **button** to begin the file importation. When the files have been imported you will be presented with a message window stating *“Data has been imported successfully.”*

If an exported file had the option of an entire well activated a message box will appear asking the user **“About to IMPORT ENTIRE WELL data. All information associated with this well in the database will be overwritten. Continue?”** Click on the **Yes** button if the file is newer than the data you have or click on the **No** button if the file is older than the information you already have.

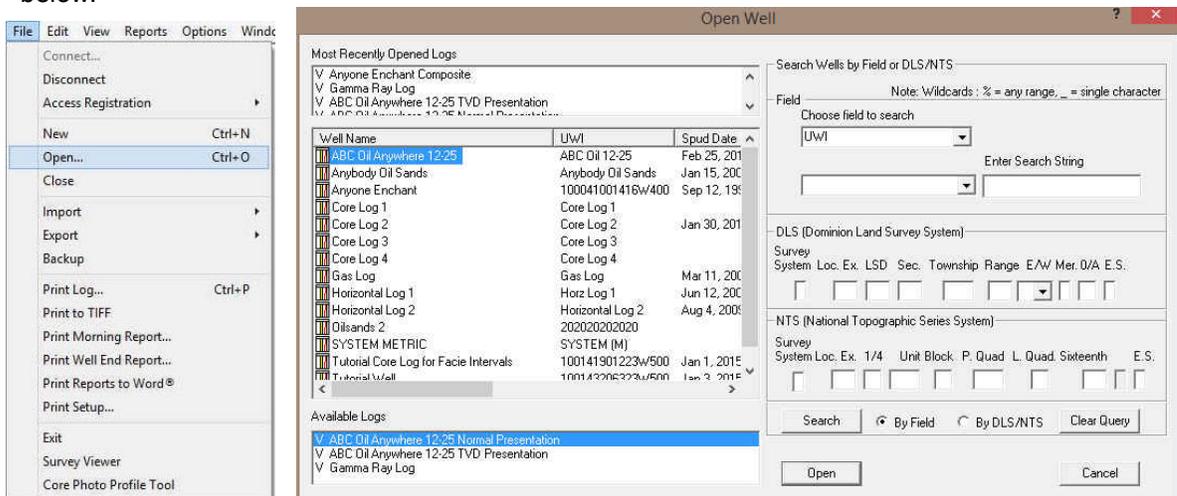
6.) Click on the **OK** button to acknowledge this message box.

7.) Click on the **Exit** button to put you back into the main Power*Suite window.

Open Well / Log

(refer to page 27 in the User Manual)
(On-line help press F1 key on keypad)

1.) To view a log presentation of the wells' data you must first open the log. Click on the  **Open Log** button or select **Open**, under the **File** menu pull down, to activate the **Open Log** window shown below:



2.) In the Well List locate the well you wish to open either by querying or scrolling through the Well List portion of the window and **Click** on the **Well Name** so it becomes highlighted, and the logs available for that well will appear in the **Log List** portion of the window.

3.) In the Log List **Click** on the **log name** you want to open. It will become highlighted.

4.) Click on the **Open** button and the selected log will open accordingly. Please keep in mind that **Power*Log / Core & Curve™** allows you to have multiple logs open at once.

The **Recent Logs** portion of the window indicates the last 10 logs / wells opened. You may wish to select one of these rather than looking through the well list. Also if you are reopening the last well used it is already highlighted in the Recent Logs Log list and can be reopened easily by clicking on the **Open** button or by depressing your enter key on your keypad.

N.B. Logs with the letter "V" in front of their names are Vertical logs, and can only be used within **Power*Log** or **Power*Core™**. Likewise, **Logs** with the letter "H" in front of their names are Horizontal logs, and can only be used within **Power*Curve™**.

N.B. If a well / log is already open and you have imported an updated file, the user must **click** on **Option** on the Menu Bar and **click** on **Refresh Data** and the well / log will be updated with the new updated database entries.

- To **scroll** click on the up/down arrows to scroll ¼ page, the space between the thumb and the arrow for a page up/down, or if the print section has been completed pull the thumb up or down to go to the start or end of a log. If your mouse has a roller wheel you can use that as well to scroll the log.
- To go directly to a depth on the log, type a number in the **go to depth box** on the toolbar and then **tab** out of the box to place that depth at the top of the log.
- To **change screen scales** either select a scale from the pull down menu on the toolbar or type a scale between 1:1 and 1:5000 to view the log in a different scale. The screen default scale is 1:240.

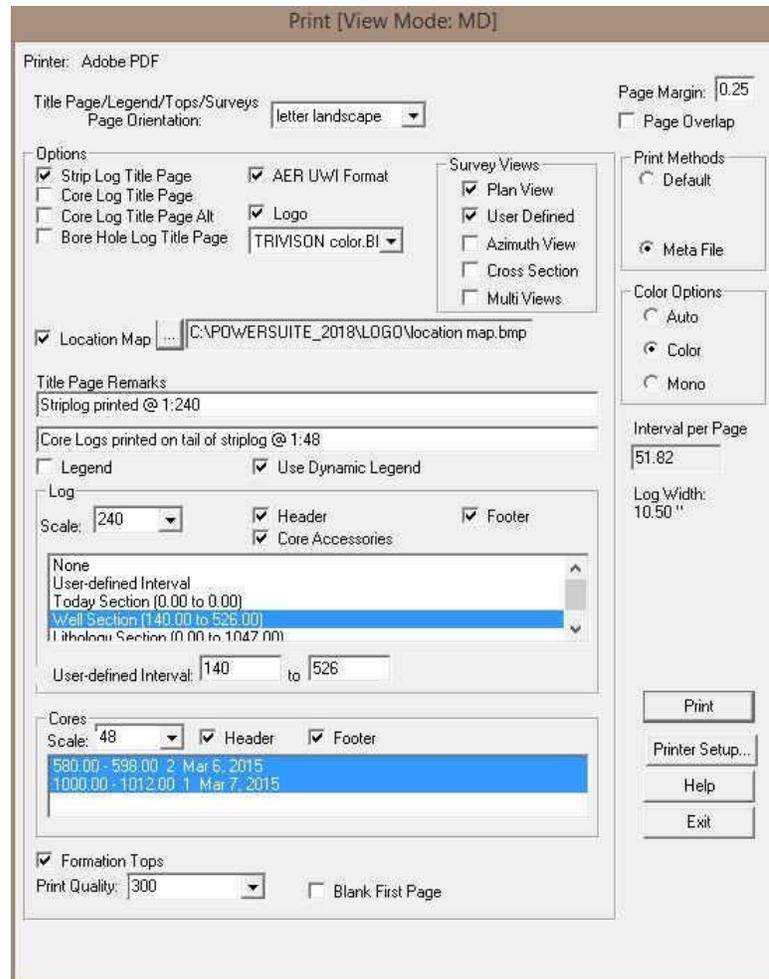
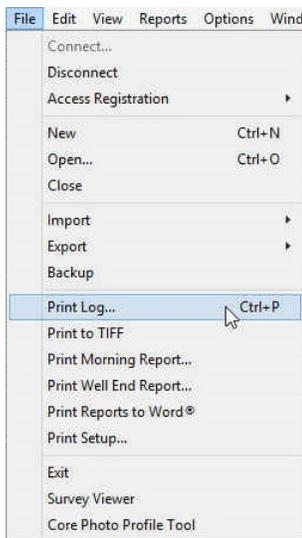
Striplog Printing

(refer to page 135 in the User Manual)

(On-line help press F1 key on keypad)

You can only print the active log at the time when the Print Log Window is implemented. Also, once you are in the Print window you can not edit the log. The printing is WYSIWYG (What you see is what you get), so before you activate the Print Log window the log has to be what you want to print with respect to track widths, ordering, active layers within the tracks and layer ordering within a track. All these things can be done in the log configuration builder button located on the toolbar or under Options on the menu bar.

- 1.) If the **Well / Log** is already **open** and active and the Tracks and layers are organized as you would like them then **proceed to step 2**. If you want to open a Well / Log refer to **Open Well / Log section** of this document.
- 2.) Click on the  **Print Log Icon** on the toolbar, or **click** on **File** located on the menu bar, and then **click** on **Print Log** to activate the Print Window.



- 3.) To print the **Title Page, Symbol Legend / dynamic legend** (dynamic legend prints only the symbols that are printed for the interval requested in step 6), **Logo**, and/or **Formation Tops** with the striplog you must make sure these selections are selected. If they have a check in the check box they will be printed. **Activate** or click on the **check box** beside these selections to activate/deactivate these print selections.

N.B. If you are printing the striplogs' Title Page, Symbol Legend, and/or Formation Tops with the striplog you must make sure the page orientation drop box corresponds to the Paper orientation in the Printer Setup window.

- 4.) **Strip Log Title Page** Activate this check box , if you wish to printout a Striplog header.
- 5.) **EUB UWI Format** Activate this check box , if you are printing the Striplog Title page and you are in Alberta the EUB UWI format should be selected.
- 6.) **Sample Log Title Page** Activate this check box , if you wish to printout an abbreviated version of the Sample Log Title Page.
- 7.) If you wish to make further **remarks on the Title Page** we give you two lines to make any comments. **Type** in your comments in the **two fields provided under Title Page Remarks**.
- 8.) **Location Map** Activate this check box , if you wish to printout a location map following the title page, and then the user select a location map from your computers drives by clicking on the and finding the file you want to print out as a location map.

Note: This must be a bitmap image file (*.bmp) if you want a location map to be printed out. Also, the bitmap image must be a square image, because **Power*Suite** will shrink or expand the image to fit the location map space following the **Title Page**. This bitmap can be placed anywhere as the file location is saved within the Power*Suite ini file.

- 9.) Survey views **Plan View** Activate this check box , if you wish to have the plan view (view of the well bore from surface) printed out in the striplog header as captured in the Survey View application.
- 10.) Survey views **User Defined** Activate this check box , if you wish to have the user defined view (view of the well bore as manipulated by the user) printed out in the striplog header as captured in the Survey View application.
- 11.) Survey views **Azimuth View** Activate this check box , if you wish to have the azimuth view (view of the well bore along the target azimuth) printed out in the striplog header as captured in the Survey View application.
- 12.) Survey views **Cross Section** Activate this check box , if you wish to have the cross section view (view of the well bore at right angles to the target azimuth) printed out in the striplog header as captured in the Survey View application.
- 13.) Survey views **Multi Views** Activate this check box , if you wish to have all the views printed out in the striplog header as captured in the Survey View application.
- 14.) If you wish to make further **remarks on the Title Page** we give you two lines to make any comments. **Type** in your comments in the **two fields provided under Title Page Remarks**.
- 15.) In the Log portion of the Print window, **select the vertical scale** you wish to print the log, whether you want a **Track header** printed, and or the **core accessories** printed in the main log. **Click the check box** beside these selections to activate/deactivate these print selections.
- 16.) The user has five options in **Printing the main log** 1) None, 2) User-defined Interval, 3) Today Section, 4) Well Section and 5) Lithology Section.
 - Option 1) **None**. If this option is selected (highlighted) this means that there will be no main log printed.
 - Option 2) **User-defined Section**. **If this option is selected (highlighted) this means that whatever is typed in the User-defined Interval fields will be printed as the main log.**
 - Option 3) **Today Section**. This option can be filled out by the wellsite geologist in the Export module of the program. This option was implemented to facilitate the operations geologist job so that they would not have to figure out what has been updated on the striplog. **If this option is selected (highlighted) this means that whatever is viewed within the parenthesis will be printed as the main log.**
 - Option 4) **Well Section**. This option can be filled out by the wellsite geologist in the Well Section of the program. This option has been implemented to suggest the print section for the entire log so as to incorporate any comments above and below the lithologic interval of the striplog. **If this option is selected (highlighted) this means that whatever is viewed within the parenthesis will be printed as the main log.**
 - Option 5) **Lithology Interval**. This option is controlled by the lithologic intervals drawn on the striplog. **If this option is selected (highlighted) this means that whatever is viewed within the parenthesis will be printed as the main log.**
- 17.) In the **Cores portion** of the Print window, **select the vertical scale** you wish to print the Core log, whether you want a **Track header** printed, and which cores you want printed out. If a **Core Interval is selected (highlighted)** it will be printed with a Core Header which indicates the Core Number, Interval, percentage recovered etc.
- 18.) **Page Overlap** is selected if you are printing to a single sheet printer and you wish some minor duplication on the top/bottom of subsequent pages.
- 19.) **Default** is selected if you are printing to most Laser Printers
- 20.) **Metafile** is selected if you are printing to a color printer or some Laser Printers.

21.) Click on the  **button** to establish the best print configuration for your printer.

N.B. If you are printing in color make sure in the dithering portion of the window you select Diffusion or Error Diffusion.

22.) Click on the  **button** to start printing.

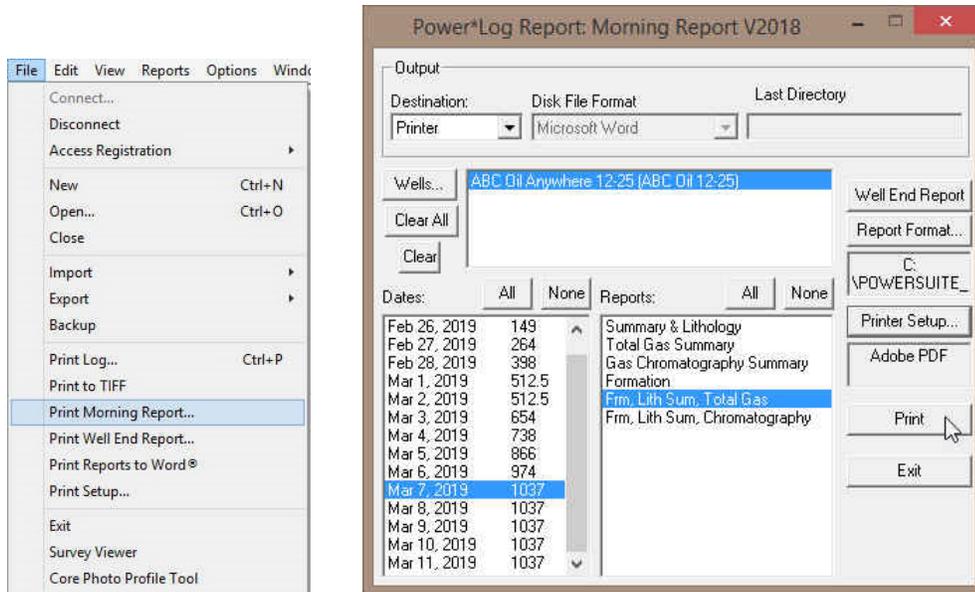
N.B. The Print Window will now be automatically saved. The next time you go to print a striplog this configuration will be its default and it should facilitate the printing process.

Note: If printings for descriptions do not look exactly like they do on the screen, you will want to change some of our system options. To do so click on Options, select System Options, and measure your monitor with a ruler in inches or you may want to adjust the Printer Font Scaler. Then, **click** on the  **button**.

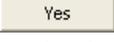
Print Morning Reports

(refer to page 141 the User Manual)
(On-line help press F1 key on keypad)

- 1.) Under **File**, click on **Print Morning Report** or click on the **Morning Report**  button on the **Toolbar** to activate the **Print Morning Report** window shown below:



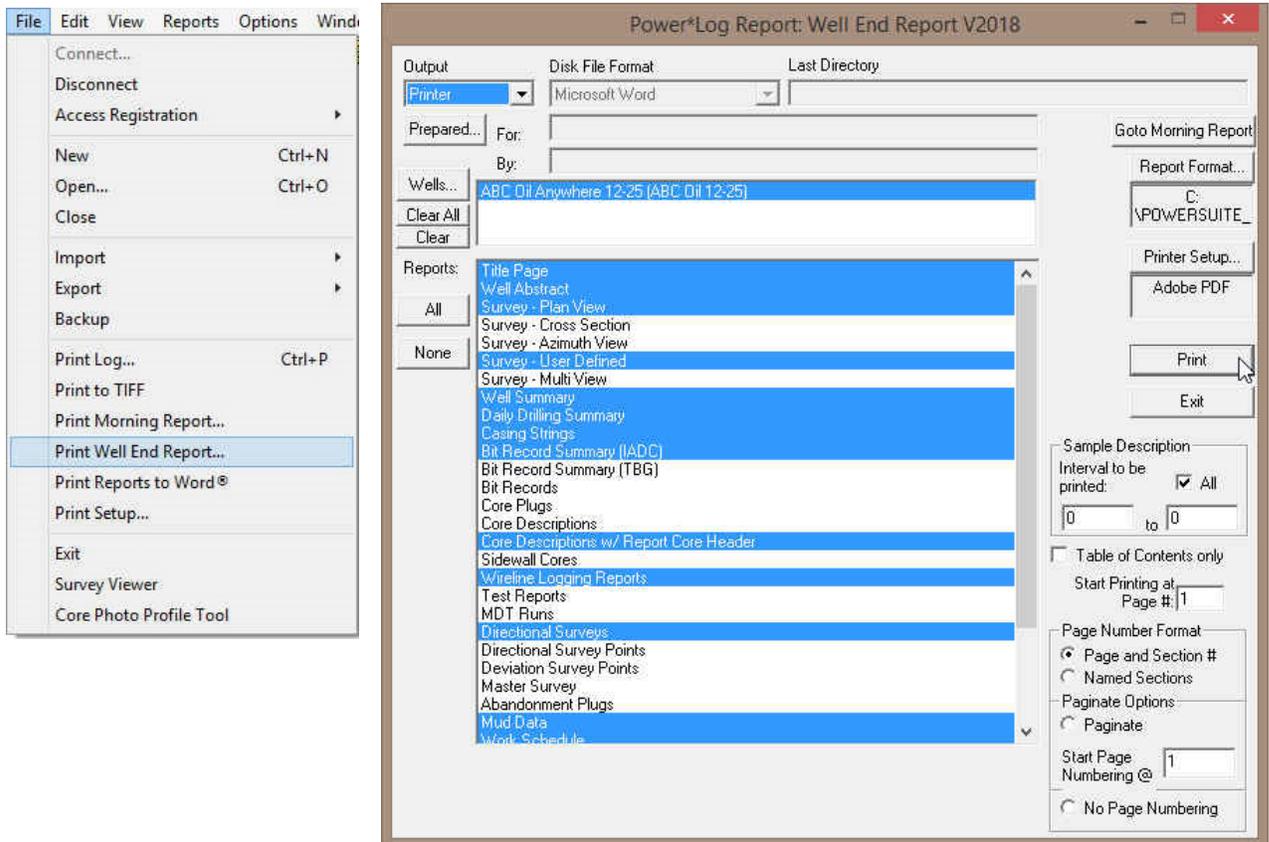
- 2.) **Select the Output Destination** from the **drop box**. There are three choices:
 - **Printer** will print the report(s) directly to the selected printer.
 - **Preview** will only preview / print one report regardless of how many reports you have highlighted.
 - **Disk File** will print the report(s) to a file format of your choice (selected in the Disk File Format pull down menu) with a filename specified by the user (which is typed in the file name field). This file name gets appended with two (2) additional characters (for multiple file identification) at the end of the file name and defaults them to the home directory for the program which is typically in the C:\powersuite_V6 directory.
- 3.) If the Well / Log is Open and Active the Well Name should be highlighted in the wells portion of the window. **Click** on the **Well Name** (highlight) you wish to print.

N.B. The User can manipulate the Well list by clicking on the  button to add to the list or utilizing the Clear and Clear All buttons to take wells out of the list.
- 4.) **Click** on the **date(s)** (highlight) you want to print reports for.
- 5.) **Click** on the **report(s)** (highlight) you want to print.
- 6.) **Click** on the  button and make sure you have letter (8.5x11) portrait selected.
- 7.) **Click** on the  button. This will generate the reports selected from the dates / well that have been selected.
- 8.) **Click** on either  button to print the Well End Reports or the  button to escape the print window. This will activate a system message asking the User "Do you want to save the setup configuration?"
- 9.) **Click** on the  button to save the Printer Setup information, the Well List if it has been modified the destination output and the reports and dates selected.

Print Well End Reports

(refer to page 142 in the User Manual)
(On-line help press F1 key on keypad)

1.) Under **File**, click on **Print Well End Report** or click on the  Well End Report **button** on the **Toolbar** to activate the **Well End Report** window shown below:



2.) **Select the Output Destination** from the **drop box**. There are three choices:

- **Printer** will print the report(s) directly to the selected printer.
- **Preview** will only preview / print one report regardless of how many reports you have highlighted.
- **Disk File** will print the report(s) to a file format of your choice (selected in the Disk File Format pull down menu) with a filename specified by the user (which is typed in the file name field). This file name gets appended with two (2) additional characters (for multiple file identification) at the end of the file name and defaults them to the home directory for the program which is typically in the C:\pgeology directory.

3.) If the Well / Log is Open and Active the Well Name should be highlighted in the wells portion of the window. **Click** on the **Well Name** (highlight) you wish to print.

N.B. The User can manipulate the Well list by clicking on the  **button** to add to the list or utilizing the  and  **buttons** to take wells out of the list.

4.) **Click** on the **report(s)** (highlight) you want to print.

5.) If you are printing the **Title Page** then you will want to fill in the Prepared by and for Fields. **Click** on the  **button** and fill in the necessary fields.

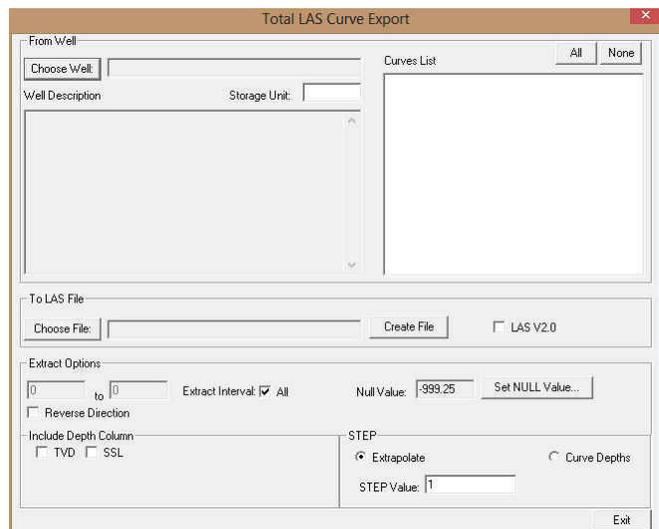
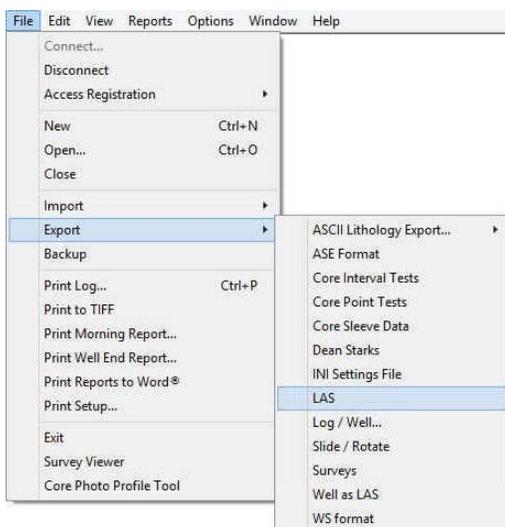
6.) If you are printing **Sample Descriptions** you can **type in** which **interval** to print or **select all**.

- 7.) If you are printing the **Table of Contents Only**, select the check box, select (highlight) which reports you want in the table of contents as well as the Table of Contents report.
- 8.) **Click** on the **Printer Setup...** button and make sure you have letter (8.5x11) portrait selected.
- 9.) **Click** on the **Print** button. This will generate the reports selected from the dates / well that have been selected.
- 10.) **Click** on either **Morning Report** button to print the Morning Reports or the **Exit** button to escape the print window. This will activate a system message asking the User *“Do you want to save the setup configuration?”*
- 11.) **Click** on the **Yes** button to save the Printer Setup information, the Well List if it has been modified the destination output and the reports selected.

Export LAS Curve Data

(refer to page 122 in the User Manual)
(On-line help press F1 key on keypad)

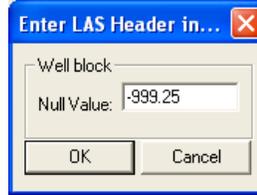
1. Under the **File** menu selection, **click** on **Export**, then **click** on **LAS** from the pop out menu. This will activate the **LAS Export window**.



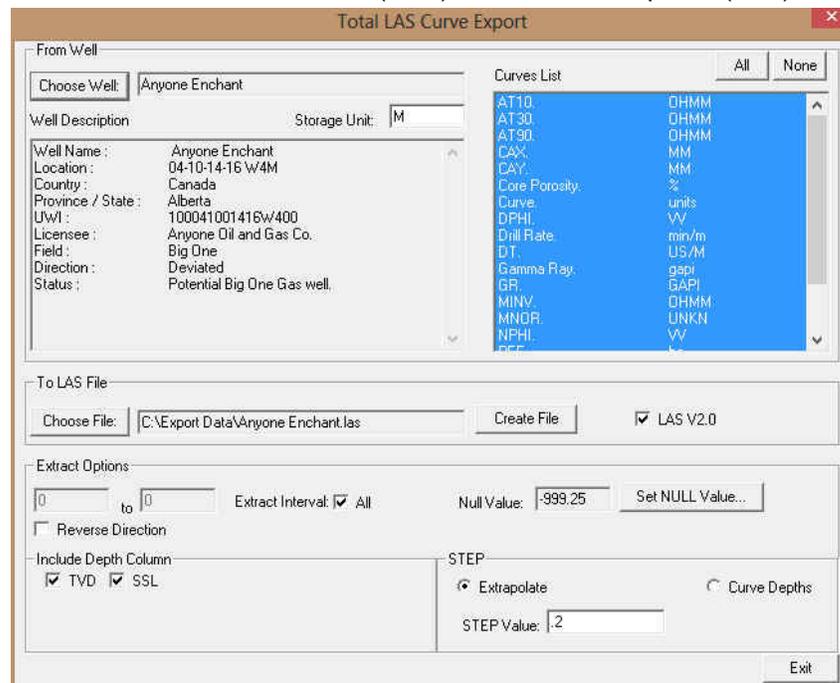
2. **Click** on the **Choose Well** button. This will activate a list of all the wells in your Database.
3. Select the well you wish to export your LAS Curve data for by **clicking on the well name** and then **clicking on the Select** button or by **double click on the well**. You should now see your well name in the field beside the **Choose Well** button. Also, you should see a list of curves in the **Curve List** field. An example of this is shown on the next page.
4. **Click** on the **Choose File** button and **type in a file name** and path for that file in the window. **Click** on the **OK** button when you have done.
5. Select the Curves you wish to create a file for by **click on the curve name** in the Curve name field or by **clicking on the All** button to select all the curves.
6. **Select the step type** you wish to use for the export.

Extrapolate will give you the best incremental data utilizing a constant step extrapolating the data to replicate this constant step. The **Curve depths** selection will merge the curves (if more than one curve is selected) and will export the data as it has been collected into the database.

7. **Type** in an appropriate **step** (depth increment) or utilize the default 1 m depth increment.
8. **Optional** Type in an interval in the From and To fields and deselect the Extract Interval All check box if you wish to export just a portion of the curve data.
9. **Optional** If the user wishes to Change Null Value.
 - a. **Click** on the  **button**. This will activate a Null Value window.

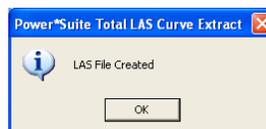


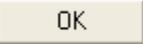
- b. Type in another Null value if the default null value of –999.25 is not what you want for a null value and then **click** on the  **button**.
10. **Optional** Select the reverse direction check box if you want the data in descending order.
11. **Optional** Select the depth unit values other than (MD) Measured Depth (default). Click on either radio button  beside the other such selections as (TVD) True Vertical Depth or (SSL) Subsea Level.



12. **Click** on the  **button**. This will activate a LAS file generation window indicating which curves are being exported. Then the process amalgamates all the curve data into a single LAS File. When the file generation has been completed a System Message will be generated.

There may be a message box encountered during this process indicating some of the curves selected have no data. You will have a choice of not including these curves in the LAS Export file.

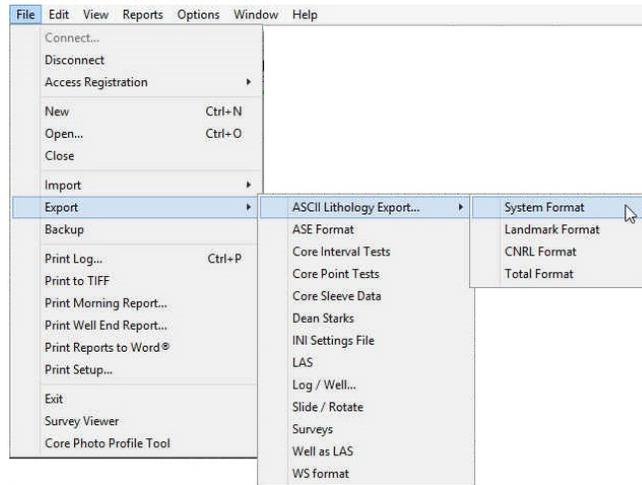


13. Once the File has been created acknowledge the ensuing message by **clicking** on the  **button**.
14. **Click** on the  **button** to Close the application or **repeat steps 2-13** to create more LAS Curve data files.

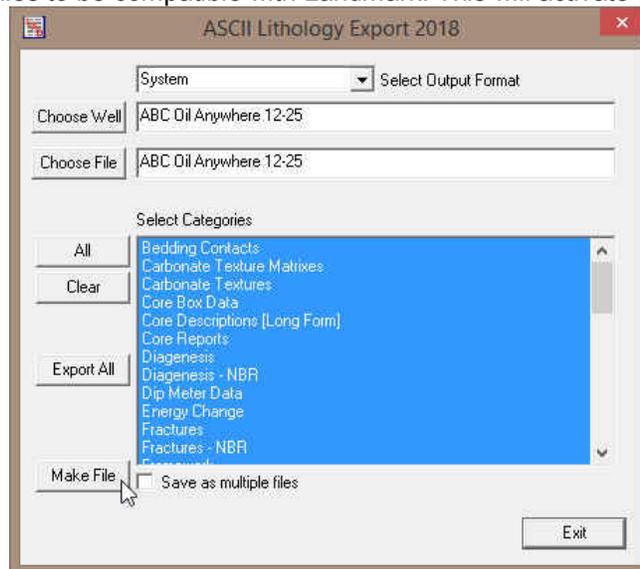
Export ASCII Log Data

(refer to page 114 in the User Manual)
(On-line help press F1 key on keypad)

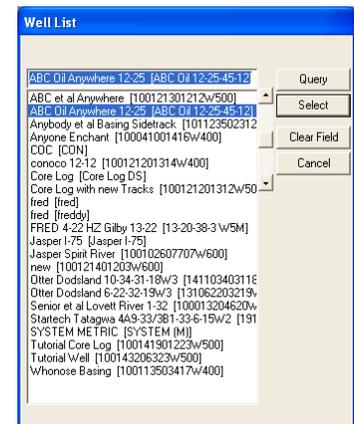
This utility will create ASCII files, or comma delimited files of certain lithology data types (other than curves) for any well in the database. The utility can create a single file of the chosen data categories or multiple files with the same file name entered and their own file extensions. The file types and file extensions are listed at the end of this section.



1. **Select Export** from the **File** menu selection. Then, select **ASCII Lithology Export** from the ensuing pop-out menu. Then, select the file format you wish to export the data into. We have tailored our ASCII files to be compatible with Landmark. This will activate the **ASCII Lithology Export** window.



2. The user can select the file format for the ASCII Lithology export by clicking on the Select Output format arrow and selecting the file from the output list. This will place your selection in the file format field.
3. **Click** on the **Choose Well** button to activate the Well list window. This will activate the **Well List** window.
4. **Select** the well by **double clicking** on the **Well Name / UWI** that you wish to make a Lithology ASCII dump for. The user can also **click** on the **Well Name / UWI** to highlight it and then **click** on the **Select**

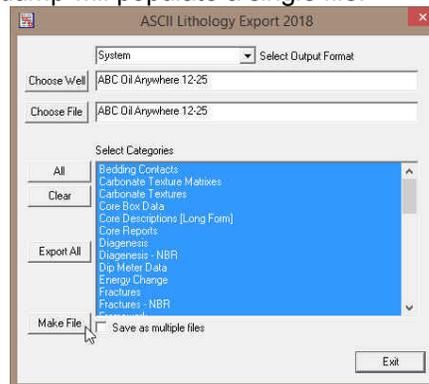


button. This selection will then be populated in the Well field in the Log Dump window.

5. Click on the **Choose File:** **button** and this will activate the **Choose filename** window.



6. Type in a file name and select the drive and directory you wish the file(s) to be exported to. Then, **click** on the **Save** **button**. This will fill in the Choose file field in the Log Dump window with the drive, directory and file name.
7. **Select** the data types you wish to populate your ASCII lithology export file(s) with by **clicking** on **them once** to make them highlighted. The user can deselect the data types by clicking on them again. Also, the user can **click** on the **All** **button** to select all the data categories or **click** on the **Clear** **button** to clear all your selections.
8. If you want only one data type in each file created click on the **Save as multiple files** check box . If deselected or unchecked the dump will populate a single file.



9. Click on the **Make File** **button** to initiate the export. This will activate a System Message.

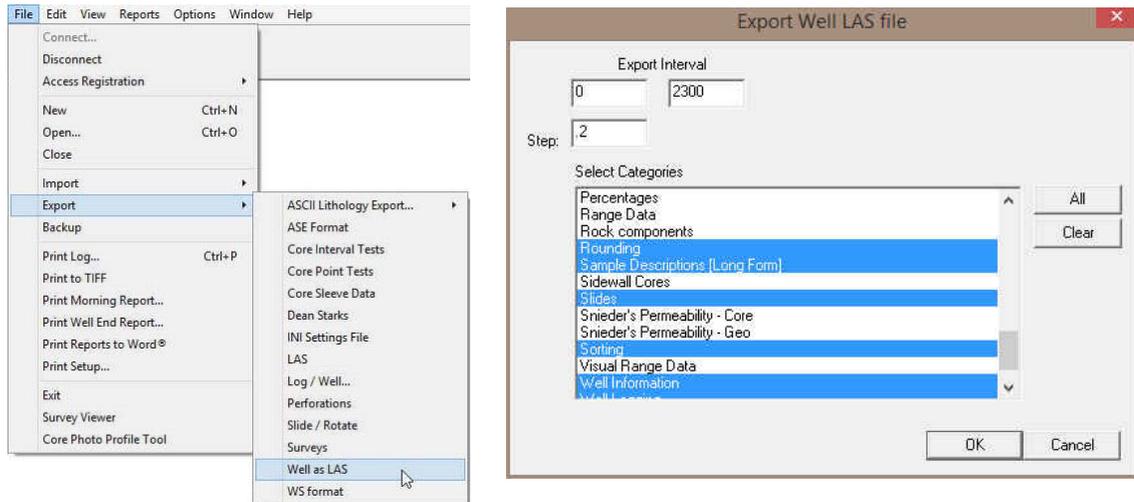


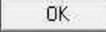
10. Click on the **OK** **button** to acknowledge the message.
11. Click on the **Exit** **button** to escape the ASCII Lithology Export window.

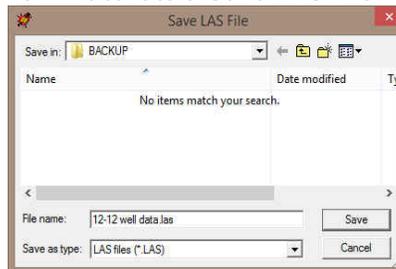
Export Well Data as LAS (Version 3 file format) (refer to page 132 in the User Manual)
(On-line help press F1 key on keypad)

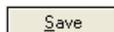
This utility exports all your well data including curve data from your database in LAS Version 3 format.
Exporting LAS Well Data

1. **Click on Export** under **File** to activate the pop-out menu and then **select Well as LAS**. You can also **select the  icon** on the Export toolbar. This will activate the Export Well LAS file window.



2. **Click on the Data Types** you want in the LAS File. The data types highlighted will be included. You can turn on / off the highlight by clicking on the data types.
3. The  button will select all the data categories and the  button will deselect all the data categories.
4. **Click on the  button**. This will activate a Save LAS File Name window.



5. **Type in a file name** and **select the drive and directory** you wish the survey to be exported to. Then, **click on the  button**. Your file name will be created in the folder you directed it to.

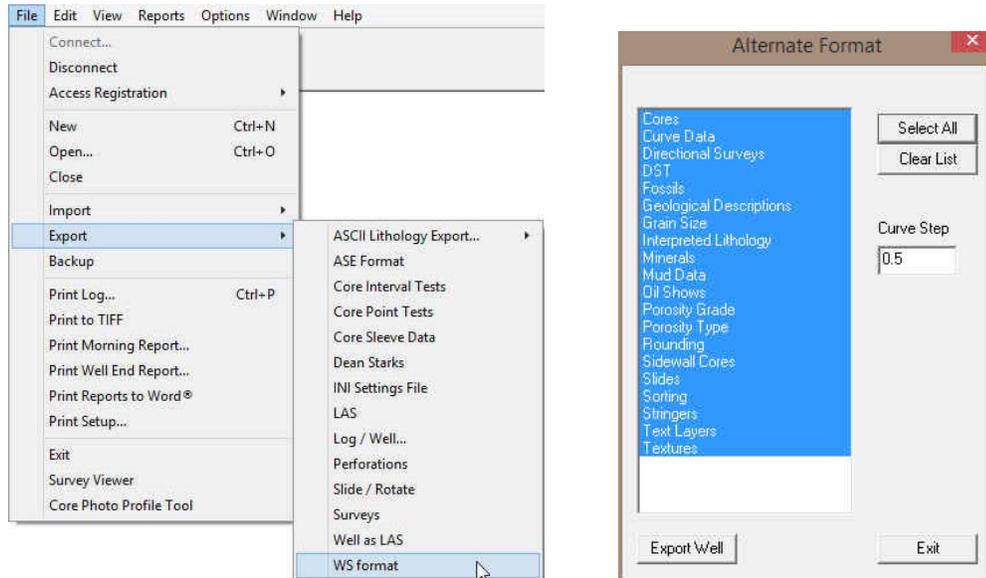
Export WS Format

(refer to page 133 in the User Manual)
(On-line help press F1 key on keypad)

This utility exports your well data to a format similar to Wellsight Systems format.

Exporting Well Data

1. Click on **Export** under **File** to activate the pop-out menu and then **select WS format**. You can also select the  icon on the Export toolbar. This will activate the Alternate Format window.



2. Click on the **Data Types** you want in the WS Data File. The data types highlighted will be included. You can turn on / off the highlight by clicking on the data types.
3. The button will select all the data categories and the button will deselect all the data categories.
4. Define the **Curve Step** you want for the curve data in the Curve step field. All other data will be exported with 1/2 meter step.
5. Click on the button. This will activate a Save Alternate format File Name window.
6. Type in a **file name** and **select the drive and directory** you wish the survey to be exported to. Then, click on the button. Your file name will be created in the folder you directed it to.