

POWER SUITE

2016

Office Viewer Manual



TRIVISION

GEOSYSTEMS LTD.

The Intelligent Geological Software Solution

Suite 200, 638 – 11th Avenue S.W.

Calgary, Alberta T2R-0E2

Phone: (403) 777-9454

Table of Contents

| | |
|---|-----------|
| Introduction | 3 |
| The Selection Bar | 4 |
| The Status Bar | 4 |
| File Menu | 5 |
| Connect | 5 |
| Disconnect | 5 |
| Open | 5 |
| How to Sort the Well List | 6 |
| How to Query the Well List (By String Search) | 7 |
| How to Query the Well List (By DLS or NTS Survey Systems) | 8 |
| Close | 8 |
| Import Log/Well | 8 |
| Print Log | 10 |
| Print Setup | 14 |
| Exit | 14 |
| Edit Well | 15 |
| Det. Lith Button: | 16 |
| Abstract Button | 16 |
| Curve Button | 16 |
| How to Change the Digital Curve Attributes (Curve Units, Depth Units, Null Value and Remarks) | 16 |
| How to Delete a Well | 17 |
| View Menu | 17 |
| Go To Depth | 17 |
| Log Scales | 18 |
| Screen Accuracy | 19 |
| Show/Hide Header | 20 |
| Show/Hide Digits | 20 |
| Status Bar | 20 |
| Options Menu | 21 |
| Refresh Window | 21 |
| Refresh Data | 21 |
| Lithology Integrity Check | 21 |
| Use Default Printer Settings | 22 |
| System Options | 22 |
| General Tab | 22 |
| Fonts Tab | 23 |
| How to Set your Fonts | 24 |
| How to restore the System default Fonts | 25 |
| Display Tab | 26 |
| Window Menu | 30 |
| Cascade | 30 |
| Tile | 30 |
| Arrange Icons | 30 |
| System Help | 30 |
| Index: | 30 |
| Using Help: | 30 |
| About Power*Log / Core & Curve: | 31 |
| Context Sensitive Help button: | 31 |
| Database Management | 31 |
| Database Management – How to Change your Password | 31 |
| Database Manager – How to Compact / Repair your PowerSuite Database. | 33 |
| Database Manager – How to Backup your PowerSuite Database. | 34 |


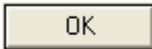
Introduction

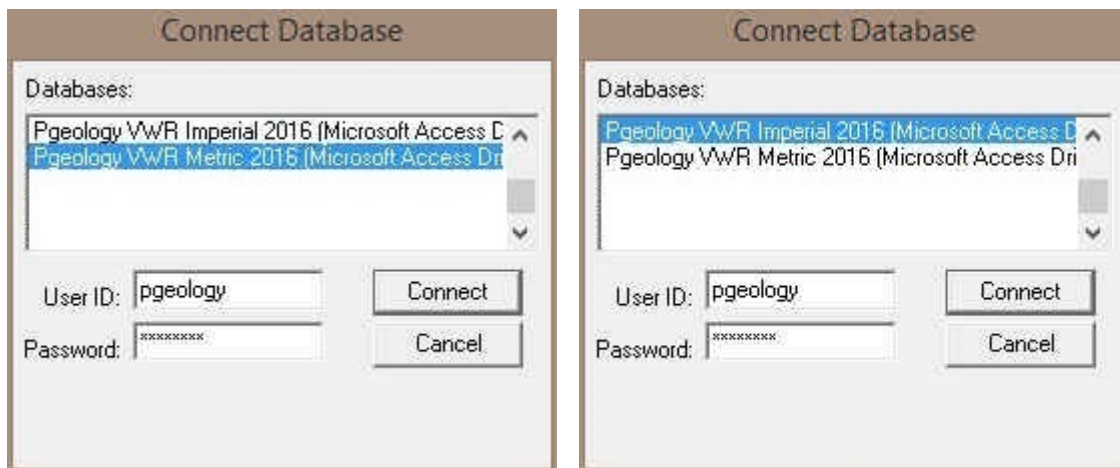
Power*Log / Core & Curve™ (Petrographical Office and Wellsite Evaluation and Reporting) is a chip sample and core logging program that utilizes single-entry data capturing to produce geological striplogs and corelogs. The geological data is entered into the system through the use of intuitive data entry forms to ensure standardization of data. This data is stored in an RDBMS(Relational Database Management System) to allow data manipulation using SQL (Structured Query Language) access tools.


Power*Log & Curve™ Software consists of Four (4) Main Sections:

1. A log editor module that allows you to change the striplogs to suit your needs and preferences.
2. A data transfer module.
3. Report printing modules.
4. An on-line help system that is designed to familiarize you with the commands and functions available in Power*Log / Core & Curve™ and lead you through many of the processes involved in creating logs.

Starting Power*Log & Curve™...

1. Double click on the Power*Log & Curve™  icon. This brings you into the Power*Log & Curve™ program. The first window to appear will be the Security window with the registration and copyright information. **Click** on the  button to acknowledge the window. A Connect Database window will immediately appear. See the "Connect" section, later in this User Manual to learn more about how to connect to a database.



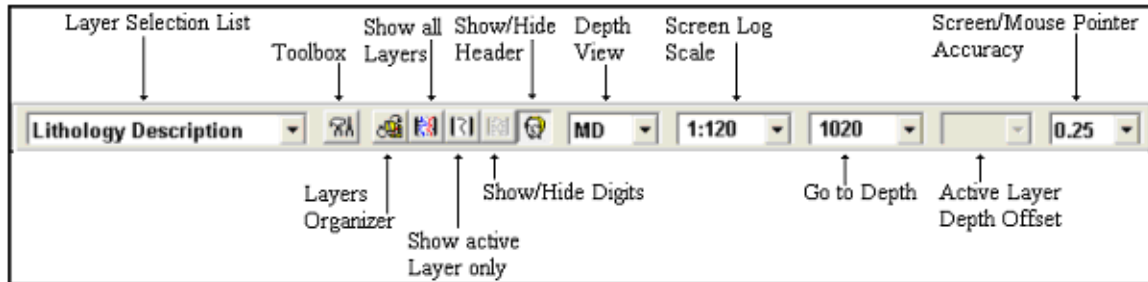
2. Highlight the **Pgeology VWR Metric 2016** or **Pgeology VWR Imperial 2016 (Microsoft Access Driver [*.mdb])** database by **clicking** on it once, if it is not already highlighted. The choice for metric would be logging in Meters and Imperial would be logging in feet and inches.
3. Move your mouse pointer to the **User ID** data field and **click** once to activate a flashing cursor in the **User ID** field. Then, type **pgeology** in the **User ID** field. Press the **Tab** key on the keyboard.
4. Type **pgeology** in the **Password** field and then **click** on the  button. The program will now load various dictionaries and will activate an **Open Log** window.

5. **Scroll** through the well list and **Click** on a **well** and then **Double click** on a **log** to open a log.
You are now in the **Power*Log or Curve™ viewer** environment.

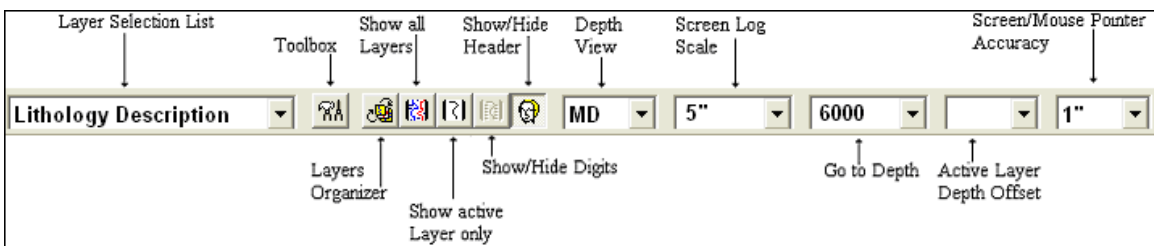
Accessing the On-line Help System in Power*Log & Curve™:

You can make use of the context sensitive help by pressing the F1 key when you are in a dialog box. A pertinent help file will appear, opened to the topic relevant to the dialog box you are in.

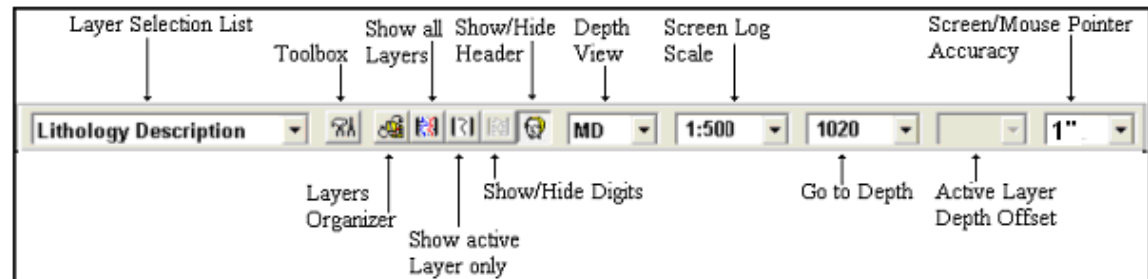
The Selection Bar...



Metric Version of the Selection Bar



Imperial Version of the Selection Bar Using USA style Inches Screen Scale



Imperial Version of the Selection Bar Using the Ratio Scales selected in the System Options for Screen Scale

The Status Bar...



The **Status Bar** displays system status messages and any error message (associated with a field entry), in the far left corner. The KB elevation is displayed in the lower right corner of the **Status Bar**.

The Four (4) Main On-line Help System Categories:

Commands - Descriptions of each menu command within Power*Log / Core & Curve™.

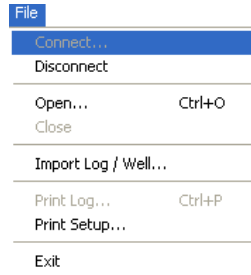
Toolbar - Shortcuts to common commands are explained.

Database Table Operations - Commands or functions related to the Database Table are described.

Quick Reference Guide - The portion of the On-line Help System that quickly refers you to some of the more commonly performed tasks

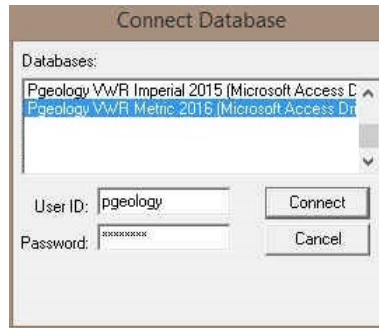
File Menu

Connect



Connects Power*Log & Curve™ to a database.

To access the **Connect Database** window, click on **Connect**, under the **File** menu selection.

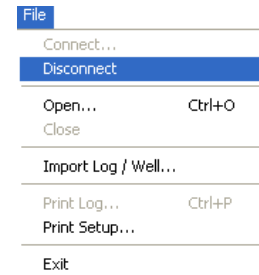


Connecting to a Database

1. When this window is displayed, Highlight the **Pgeology VWR Metric 2016 {Microsoft Access Driver)*.mdb}** database.
2. Enter your **User ID** and **Password** in their respective fields (your default User ID and Passwords are both "**pgeology**").
3. Click on the **Connect** button to complete the connection.

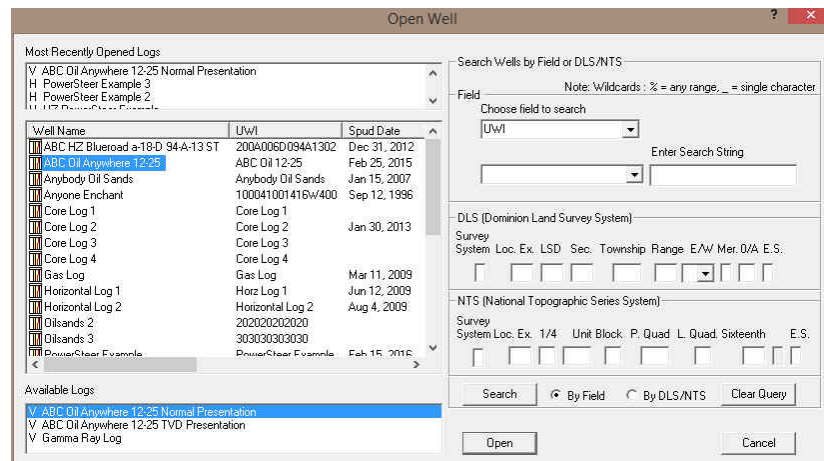
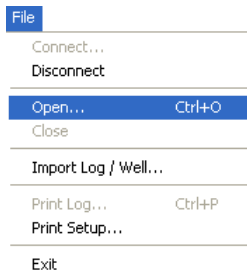
Disconnect

Disconnects Power*Log & Curve™ from a database.

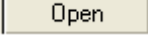


Open

Opens an existing log



1. 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.
2. **Click** on the **log name** you want to open. It will become highlighted.

3. **Click** on the  **button** and the selected log will open accordingly. Please keep in mind that **Power*Log & 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 list and can be reopened easily by clicking

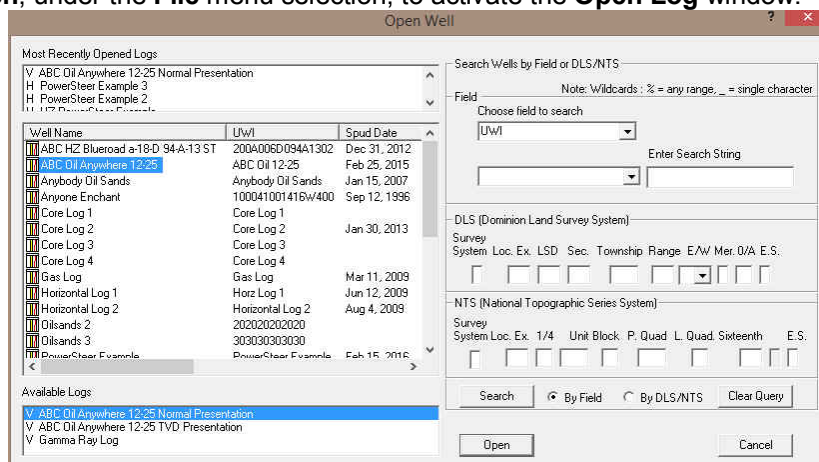
on the  **button** or by depressing your enter key on your keypad.

Note: Logs with the letter "V" in front of their names are Vertical logs, and can only be used within **Power*Log[™]**. Likewise, Logs with the letter "H" in front of their names are Horizontal logs, and can only be used within **Power*Curve[™]**. **We have now shown only the Vertical Logs available in Power*Log and will only show the Horizontal Logs in Power*Curve.** This is an ini setting and can be changed in the pgeology.ini file in the installed folder.

How to Sort the Well List

(Well Name, UWI, Spud Date, Total Depth, Field, Pool, Hole Direction, Province/State, License #)

1. Select **Open**, under the **File** menu selection, to activate the **Open Log** window.



Open Well

Most Recently Opened Logs

- V ABC Oil Anywhere 12:25 Normal Presentation
- H PowerSteer Example 3
- H PowerSteer Example 2
- H PowerSteer Example 1

| Well Name | UWI | Spud Date |
|-----------------------------------|--------------------|--------------|
| ABC H2 Blueroad a-18-D 94-A-13 ST | 200A006D094A1302 | Dec 31, 2012 |
| ABC Oil Anywhere 12:25 | ABC Oil 12:25 | Feb 25, 2015 |
| Anybody Oil Sands | Anybody Oil Sands | Jan 15, 2007 |
| Anyone Enchant | 100041001416W400 | Sep 12, 1996 |
| Core Log 1 | Core Log 1 | Jan 30, 2013 |
| Core Log 2 | Core Log 2 | |
| Core Log 3 | Core Log 3 | |
| Core Log 4 | Core Log 4 | |
| Gas Log | Gas Log | Mar 11, 2009 |
| Horizontal Log 1 | Horz Log 1 | Jun 12, 2009 |
| Horizontal Log 2 | Horizontal Log 2 | Aug 4, 2009 |
| Oilsands 2 | 202020202020 | |
| Oilsands 3 | 303030303030 | |
| PowerSteer Example | PowerSteer Example | Feb 15, 2015 |

Available Logs

- W: ABC Oil Anywhere 12:25 Normal Presentation
- V ABC Oil Anywhere 12:25 TVD Presentation
- V Gamma Ray Log

Search Wells by Field or DLS/NTS

Note: Wildcards: % = any range, _ = single character

Field: Choose field to search

[UWI]

Enter Search String

DLS (Dominion Land Survey System)

Survey System Loc. Ex. LSD Sec. Township Range E/W Mer. O/A E.S.

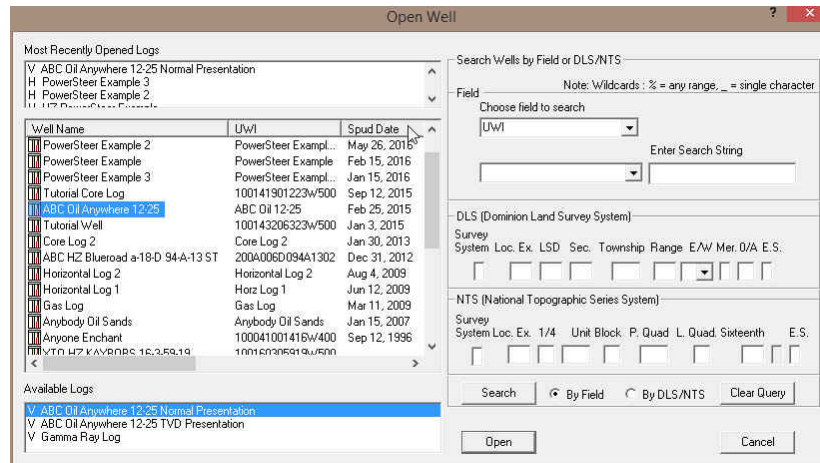
NTS (National Topographic Series System)

Survey System Loc. Ex. 1/4 Unit Block P. Quad L. Quad Sixteenth E.S.

Search [] By Field [x] By DLS/NTS [] Clear Query []

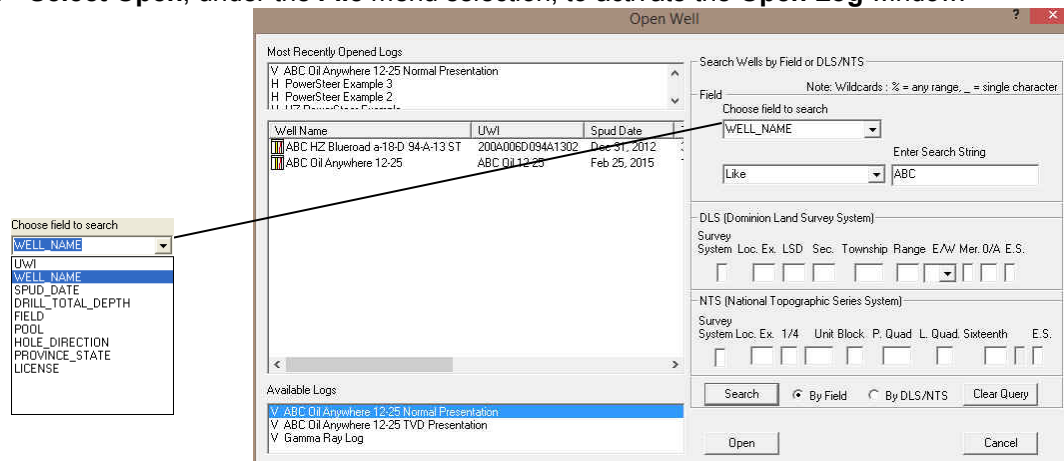
Open [] Cancel []

2. The default sorting in the Open Log window is on Well Name. If you wish to sort on any other criteria, you simply have to **click on its heading indicator** at the top of the Well List. By doing so, you will sort the window with respect to that criterion. The Example above is sorted by spud date in ascending order. If you click on the heading indicator again it will reverse the order as shown in the example below with Spud date in descending order.



How to Query the Well List (By String Search)

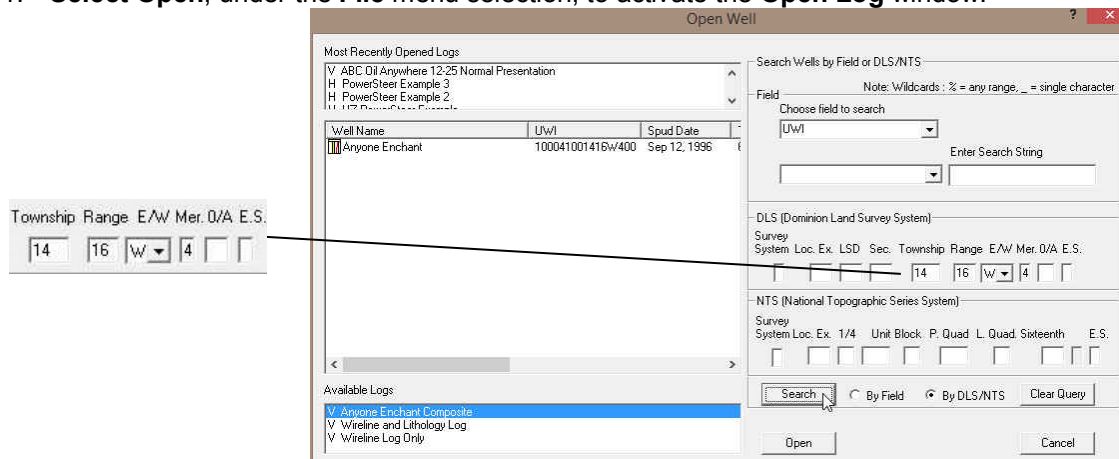
1. Select **Open**, under the **File** menu selection, to activate the **Open Log** window.



2. Choose the field to search criteria by clicking on the drop arrow in the search portion of the window. This will activate a drop list and click on your selection. You have many field strings to search with. Then **type in your search criteria** in the Enter String field. The example shown above is any **Well Name** with **ABC** in it anywhere.
3. You can **choose a search type** in the drop box beside the Search string you have type or selected. The default is **like** so if in this case the ANY can be anywhere in the well name.
4. Click on the **Search** button. This will redo the Well List with those Well Names that meet the specific criteria. The search results are shown below.
5. Click on the **Clear Query** button to refresh the list with all the Wells in the database.

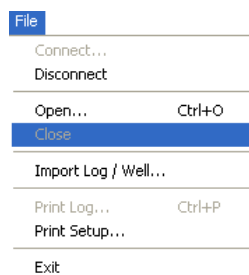
How to Query the Well List (DLS or NTS Survey System)

1. Select **Open**, under the **File** menu selection, to activate the **Open Log** window.



2. Type in the fields to search by utilizing either the DLS or NTS Survey system that was used to create the UWI. The example shown above is Township 14 Range 16 and the 4th Meridian
3. Click on the **Search** button. This will redo the Well List with those Well Names that meet the specific criteria. The search results are shown below.
4. Click on the **Clear Query** button to refresh the list with all the Wells in the database.

Close



Closes the currently active log

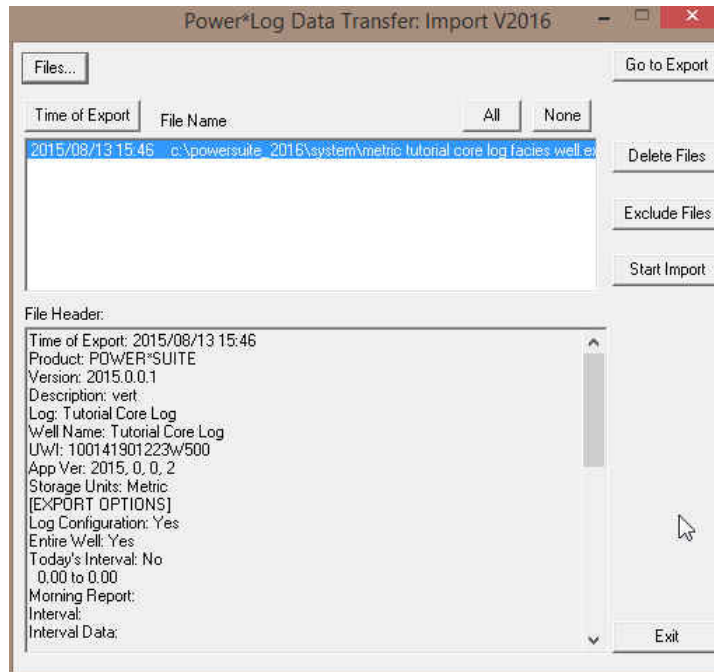
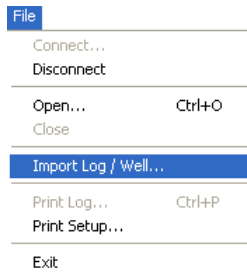
Click on **Close**, under the **File** menu selection, to close the current or active well.

You can also close a document by clicking once on the icon located at the top right of the document window.

Import Log/Well

Allows you to import a PowerSuite Export file (*.exp) into your database 2016 Viewer will only accept Version's 11, 12, 2015 and 2016 Export files.

1. Select **Import Log / Well**, under the **File** menu selection.



Importing a Log/Well...

1. Click on the **Files...** button to browse through your drives/directories for the file(s) you wish to import. Note that files available for importing will have an **.EXP** file extension. Any of the files that you select will then be added to the **File** list. Please make sure that the files you wish to import are highlighted (selected), in the list prior to importing.

Note: In situations where numerous **Export** files are all being imported at once, click on the **All** button to highlight all of the **Export** files displayed in the **Import** window.

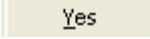

2. If any of the files are encrypted, a window will appear, stating that the file format is not recognized (if the files are not encrypted, proceed to **Step 5**). Click on the **OK** button in this window and a **Password** box will then appear with the filename and an empty field for you to enter the correct **Password** into.
3. Type in the **Password**, using **UPPERCASE** letters only.
4. After entering the **Password**, click on the **OK** button to decrypt the file and place it in the **File** list with the file's contents displayed in the **File Header** list field.
5. The **Import Log/Well** window will now be displayed with the details of the file(s) to be imported. Select/highlight the file(s) to be imported. Use the **All** button to select all of the files or use the **None** button to select none of the files. Note that you can select or turnoff individual files by simply clicking on them with your mouse.

Note: The **Exclude Files** button will remove the selected/highlighted files from the import list, but will not delete them. The **Delete Files** button, on the other hand, will completely erase the selected/highlighted files from their directory. Once deleted, these files will no longer be recoverable.

6. Click on the **Start Import** button to activate the following system message, "**Do you really want to IMPORT the highlighted files?**"

7. Click on the  button to proceed with the import.

Note: If you click on the “**Yes**” button, and the file you are importing contains the information from an **Entire Well**, the following system message will be activated, “**About to IMPORT ENTIRE WELL data. All information associated with this well in the database will be OVERWRITTEN. Continue?**”

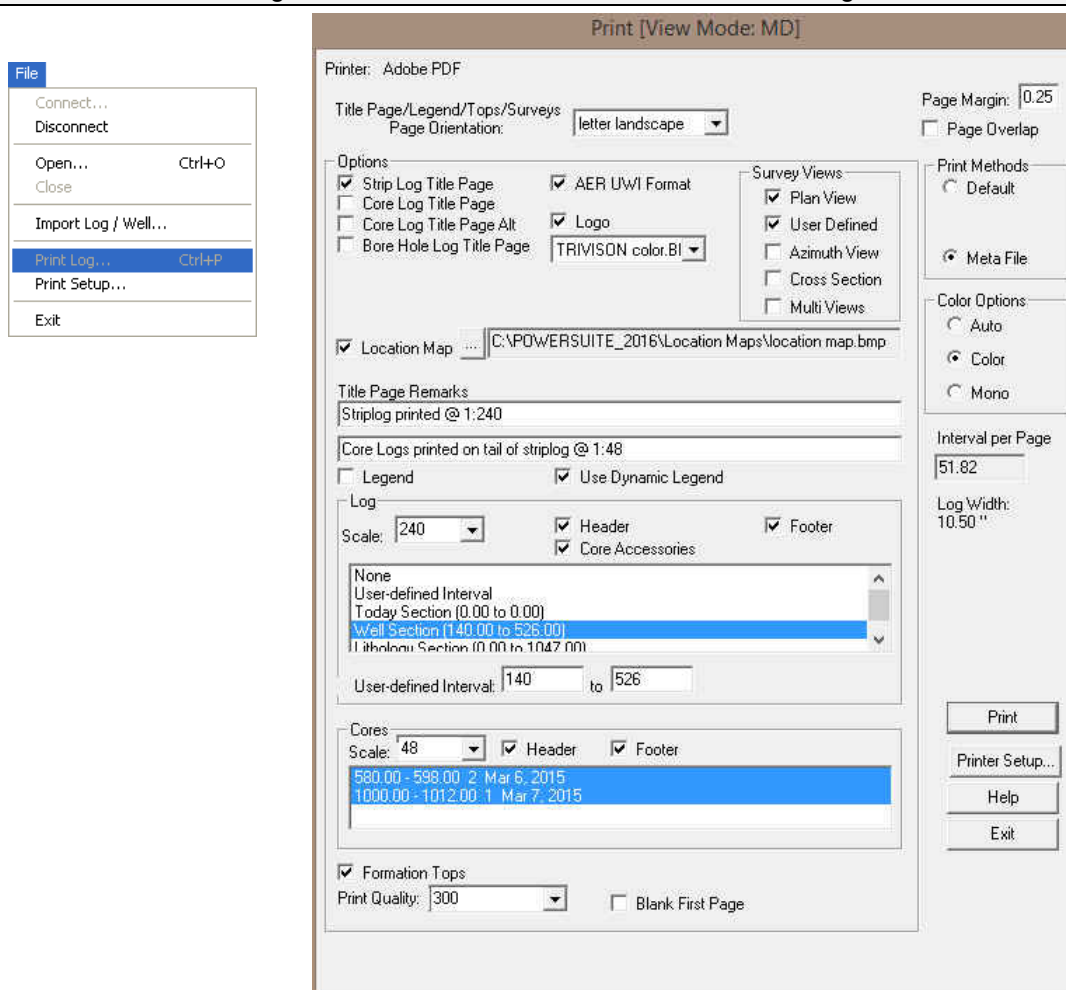
8. Click on the  button.
9. Upon completion of the import, the following system message will then be activated, “**Data has been imported successfully.**”
10. Click on the  button to confirm the successful import of the data.

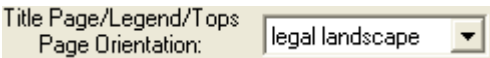
Print Log

Prints all or part of your log/well along with the Title page, legends, individualized cores and formation tops on a continuous or single sheet basis

1. Under the **File** menu selection, click on **Print Log** to activate the **Print Log** window shown below:

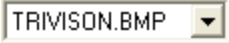
Note: The Title bar and all depths associated with the Print Log window are defaulted to the Depth View that Power*Log is in at the time of the activation of the Print Log window.





2.  Select the appropriate paper orientation from this drop box field and the **Title Page**, **Legend**, and **Formation Tops** will automatically conform to the selected orientation. There are four (4) types of paper orientation to choose from: **letter portrait or landscape** and **legal portrait or landscape** settings.

Note: The letter or legal landscape or portrait settings selected from within the **Print Log** window will **NOT** override the paper orientation settings selected in the printer's **Properties** window. Therefore, you must also modify the paper orientation settings in your printer's **Properties** window to letter or legal landscape.

3. ☒ **Strip Log Title Page** Activate this check box ☒, if you wish to printout a full Wellsight Version of the Title Page.
4. ☒ **EUB U/WI Format** If you are printing the Striplog Title page and you are in Alberta the EUB format should be selected.
5. ☐ **Core Log Title Page** Activate this check box ☒, if you wish to printout an abbreviated version of the Core Log Title Page.
6. ☐ **Sample Log Title Page** Activate this check box ☒, if you wish to printout an abbreviated version of the Core Log alternate title Page.
7. ☐ **Sample Log Title Page** Activate this check box ☒, if you wish to printout an abbreviated version of the Sample Log Title Page.

- ☒ **Logo**
 8. Activate this check box ☒, if you wish to printout a logo, and then select a logo from the **Logo** drop box field.

Note: Any bitmap image may be printed out as a logo. However, the bitmap image must be an equally sided square image, because **Power*Suite** will shrink or expand the image to fit the logo space on the **Title Page**. This bitmap should be placed in the **Powersuite_V9\logo** directory.

9. ☒ **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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. ☐ **Legend** Activate this check box ☒, if you wish to have our entire legend printed out.

16. ☐ **Use Dynamic Legend** Activate this check box ☒, if you wish to have the legend **reflect only the symbols printed on the log or core portions of the printed intervals defined in the log and core portions of the print log window.**
17. Type any pertinent comments into the **Title Page Remarks** field and they will be displayed accordingly on the **Strip Log Title Page only.**
18. ☐ **Legend** Activate this check box ☒, if you wish to have our entire legend printed out.
19. ☐ **Use Dynamic Legend** Activate this check box ☒, if you wish to have the legend **reflect only the symbols printed on the log or core portions of the printed intervals defined in the log and core portions of the print log window.**

In the Log portion of the Print Log window

1. **Log Scale:** Select or type in the **Scale** for the main log to be printed out at, in the **Scale** drop box field.
2. ☒ **Header** Activate this check box ☒ to have the track headers printed out with the main log.
3. ☒ **Footer** Activate this check box ☒ to have the track footers printed out with the main log.
4. ☐ **Core Accessories** Activate this check box ☒ to have the core accessories printed out on the main log.
5. Highlight the main log printing options in the selection box. The user can select either **None**, **User-defined Interval** (requires that you manually enter the desired print interval depths), **Today Section**, **Well Section**, or **Lithology Section**.

Note: **Today Section** interval is derived from the **From** and **To** Depth values entered into the **Today's Section** portion of the Power*Log Data Transfer: Export window.

The **Well Section** interval is derived from the **Top** and **Base Depth** values entered into the **Print Sections** window under the **Edit** pull down menu. (see **Print Sections**).

The **Lithology Section** interval is derived from what has been drawn into the interpretive lithology track of the well that is being printed.

If user **defined interval** is chosen the user can select which depth type, either **measured depth**, **true vertical depth** or **subsea level depth** from the depth measurement drop box. The user must also type in the depth interval to be printed.

Note: The log itself must be displayed in whatever depth view you wish to print before you activate the print log window. To change the log to the desired format, refer to depth view under the view pull down menu.

In the Cores portion of the Print Log Window

1. If you are printing out a **Core** log on the tail of the striplog, select the **Cores** you wish to print by highlighting them.
2. **Cores Scale:** Select or type in the **Scale** for the core log to be printed out at in the **Scale** drop box field.
3. ☒ **Header** Activate this check box ☒ to have the track headers printed out with the core log.
4. ☒ **Footer** Activate this check box ☒ to have the track footers printed out with the core log.

Note: A separate **Header Information Box** is automatically printed out with every **Core** and includes the **Core Scale**, **Core Date**, **Core Number**, **Cored Interval**, **Amount Cut**, **Amount Recovered**, and **Percentage**.

****A value must be entered into the Core Scale field in order to printout anything. ****

5. ☐ **Formation Tops** Activate this check box ☒ if you wish to printout **Formation Tops** and the **Formation Tops** will be included on a separate page at the end of the log printout.

Page Margin: The page margin field is available, primarily, when you are printing to Adobe Acrobat writer. When a numerical value in inches is typed into this field it will initiate a top and left margin for the templates (Title Page, Legend and Formation Tops) as well as a left margin for the main log.

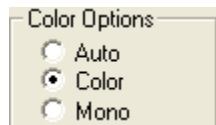
☐ Page Overlap Activate this check box ☒ if you are printing on single sheets. This will force the printer to include an additional 1/4 inch of the log at the top and bottom of each page, so that you can cut-and-paste pages manually, if you so desire.

Default Activating the default radio button ☒ forces Power*Log / Core & Curve to use a **raster or bitmap graphic printing method**. This printing method is generally used with Laser printers but not exclusively so.



Meta File Activating the **Meta File** radio button ☐ forces Power*Log / Core & Curve to use the **meta file technology printing method**. This printing method was developed for the newer models of printers on the market today as well as using the Adobe Acrobat Distiller or pdf printing technology.

Auto Activating the Auto radio button ☐ forces Power*Log / Core & Curve to use the settings from the printer driver to printout the log.



Color Activating the Color radio button ☒ forces Power*Log / Core & Curve to **override the printer driver settings and consequently Power*Log / Core & Curve assumes that you are using a color printer**.

Mono Activating the Mono radio button ☐ forces Power*Log / Core & Curve to override the printer driver settings and consequently **Power*Log / Core & Curve assumes that you are using a monochrome (black and white) printer**.

6. Click on the button to activate the **Print Setup** window and confirm that the correct printer settings are in effect.

Note: If you are printing out logs in color, you must activate the **Diffusion** or **Error Diffusion** option normally found under **Graphics** in the **Properties** window for most printers.

7. **Interval per page** field indicates how many meters of log will fit on a page of selected paper size and orientation **selected in the setup as well as what log scale you are printing at. This will help indicate to the user how many pages will be required by the print job.**
8. ☐ Blank First Page Activate this check box ☒ if the user wishes to have a blank page before the logs starts. **This could be useful if utilizing continuous paper when you want the title page oriented on the correct side of the prefolded paper.**

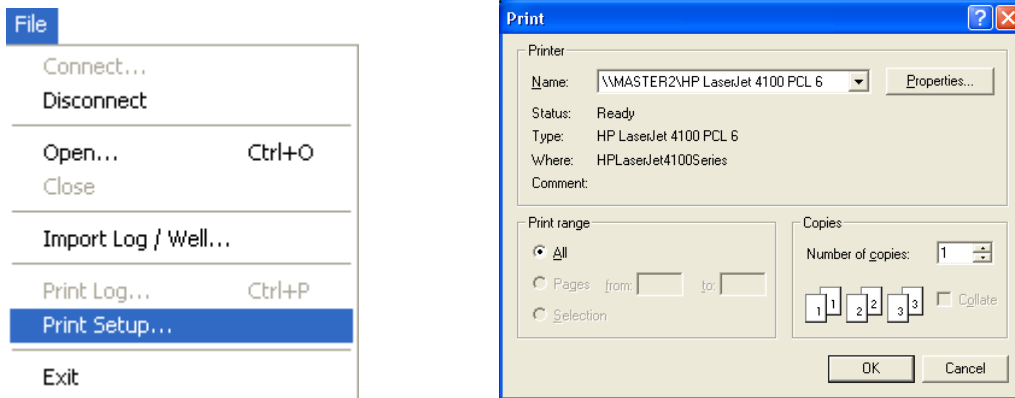
9. When you are ready to print your log, click on the button.


Note: If you do **exit** from the **Print Log** window, you will be asked if you wish to save the print settings. If you click on **Yes**, the program will remember every setting that you made to the **Print Log** window and then will default to those settings the next time you enter the Print Log window

Print Setup

This command allows you to customize your printer options.

Click on **Print Setup**, under the **File** menu selection, to activate the **Print Setup** window shown below:

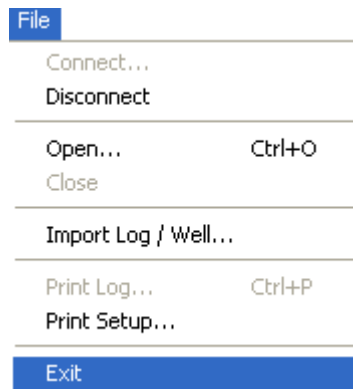


1. If you wish to use a printer other than the default printer, then select an available printer from the drop down menu.
2. Define the **Paper Orientation** by selecting either the **Portrait** or **Landscape** radio button .
3. Select a **Paper Size**(generally **Letter 8.5 x 11**), and **Source** from the appropriate drop boxes.
4. To modify settings that are specific to the printer, click on the **Properties...** button.

Note: All reports are printed out in **Portrait(Letter 8.5 x 11)**, however, logs may be printed in any format you wish.

5. If you are printing the log in color, then select **Diffusion** or **Error Diffusion**, under **Dithering**, via the **Graphics** tab from within the printer's **Properties** window. Conversely, if you are printing the log in black & white, then select **Coarse**, under **Dithering**, via the **Graphics** tab from within the printer's **Properties** window. Moreover, select **Print True Types as Graphics** via the **Fonts** tab from within the printer's **Properties** window, regardless of whether you are printing in black & white or color.


Exit



Closes current logs/wells, closes Power*Log / Curve / Core[™], and returns to the Windows Desktop.

Click on the **Exit** selection located under the **File** menu selection, to exit from Power*Log / Curve / Core applications.

Shortcut:

Click on the  shown below, at the far right of the **Title Bar**

Edit Well

Lets you edit existing wells, and delete a well. The majority of this information is usually filled in at the start of a well, but should be updated with new information at the completion of a well.

The information associated with each well is entered into the **Well** window, along with the well's **UWI (Unique Well Identifier)**. Note that each well and the information that it contains must be associated with a **UWI (Unique Well Identifier)** in order to distinguish it from the other wells residing within the **Power*Log / Core & Curve** database. However, the only way in which a well's information can then be displayed is by associating it with a log and then having that log open.

Click on **Well**, under the **Edit** menu selection, to activate the **Well** window.

Edit
Well...

Well

Save Undo New Del First Prev ? Next Last
Storage Units: Metric Original Units: Metric

UWI: ABC Oil 12-25

Well Name: ABC Oil Anywhere 12-25

Operator: ABC Oil Resources Ltd.

Drilling Contractor: Total Deepmess 35

County:

Province/State: Alberta

Country: Canada

Surf. Location:

Btm. Location: 12-25-45-12 W4M

Licensee: ABC Oil Resources Ltd. License #: 12424

Pool: Lamba C Pool Field: Anywhere

Rig #:

Elevations: Reference: Ground Ground / Collar: 21.1 KB: 24.9 Casing Flange: 21.08

Surface Coordinates:

Latitude: 0.121480°

N/S: 324.23 meters North of the South boundary Of Sec. 23-45-12 W4M

Longitude: 10.057700°

E/W: 310.12 meters East of the West boundary Of Sec. 23-45-12 W4M

Intermediate Casing Point Coordinates:

Latitude:

N/S:

Longitude:

E/W:

Bottom hole Coordinates:

Latitude: 0.121480°

N/S: 710.5 meters North of original Surface Location.

Longitude: 10.057700°

E/W: 262.04 meters West of original Surface Location.

UTM Surface Coordinates:

Northing: 23452.23

Easting: 3124545.21

Hole Direction: Horizontal

☐ Faulted

☒ Deviated

Hole ID: 12-25-45-12 W4M

Depths:

| Drillers T.D. (Tally) MD | Drillers T.D. (Tally) TVD | Drillers T.D. (Strap) MD | Drillers T.D. (Strap) TVD | Loggers T.D. MD | Loggers T.D. TVD |
|-----------------------------|------------------------------|-----------------------------|------------------------------|--------------------|---------------------|
| 1037 | 395.83 | 1037 | 395.83 | 991 | 394.06 |
| KB to Ground | Cut | Fill | Plugback | Sidetrack | |
| 3.8 | 1.5 | 1 | 300 | 305 | |

Water Depth Reference: Mean

Water Depth: 12.5

Date Time

Spud: Feb 25, 2016 22:15

T.D.: Mar 7, 2016 06:15

Rig Release: Mar 10, 2016 12:00

Well Status: Potential Lower Sephton Oil Well

Work Schedule

Curves

Mud Types


Dir. Surveys


Det. Lith.

Abstract

Note: The well window has been filled in to give you an idea of how to complete the different fields.

1. Change or add to the different fields by typing in the fields. Certain fields have restrictions to what data they accept. If an error occurs while saving refer to the status bar for instructions.
2. Click on the **Save** button or press **ALT-S** and the well data that you have just entered will be saved to the database.

Note: The **Well Name** field should be highlighted after you have clicked on the  button or press **ALT-S**, as an indication of a properly saved record. Some of the fields in the **Edit Well** window have character restrictions or mandatory requirements. Consequently, if any of these restrictions have been violated or if any requirements have not been met, the offending field will be highlighted and the problem will be displayed on the **Status Bar**, at the lower left hand corner of your screen. Remember to save your work again, after the problem has been rectified.

3. If the record has been successfully saved, click on the  button, when prompted with the **Shortcut Options** system window.

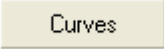
Det. Lith Button:

1. The  Detailed Lithology button allows you to add Detailed Lithology Groups. This is not applicable to the Office Viewer

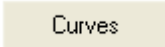
Abstract Button

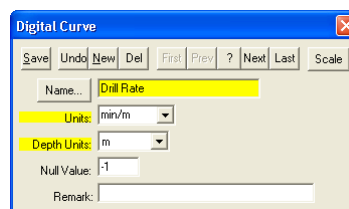
This button allows you to access the **Well Abstract** window, so that you may document an overview or maybe important facts regarding the well. This is not applicable to the Office Viewer.

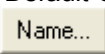


Curve Button

The  button activates the Digital Curve window and the user can edit the curve attributes as well as get at a secondary window to edit or view the curve scales. There are only two ways to change the Curve Attributes. One is through the Layer Configuration window and the other is Well Window and is located under the Edit pull down menu

How to Change the Digital Curve Attributes (Curve Units, Depth Units, Null Value and Remarks)

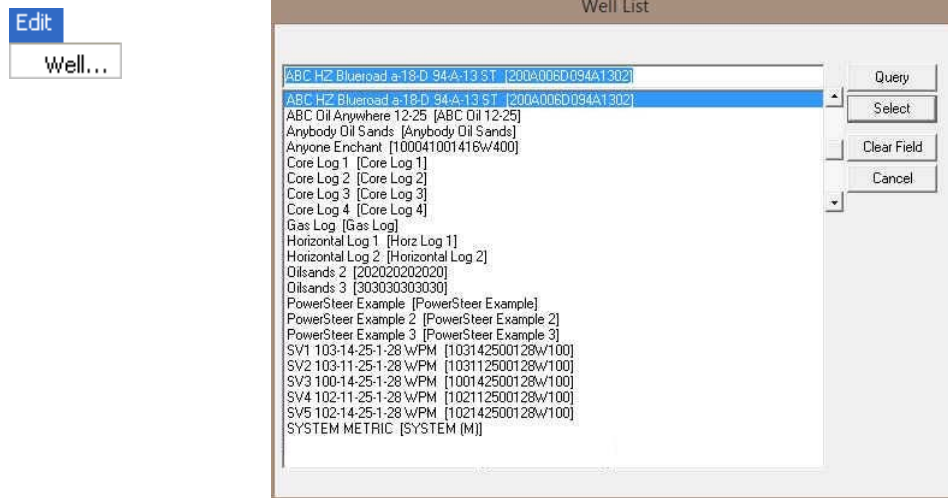
1. Click on the  button in the lower right corner of the Well of the window. This will activate **Digital Curve** window. The user can also right click on an active curve layer and select the Edit Curve selection.



2. The Default Curve name will be the curve name first in the Alphabet. The user can click on the  button to see a list of the curves associated with the primary well.
3. You can now rename, or type in, new units, change the null value, or add/change the remarks.
4. Click on the  button or press **ALT-S**. The user can also change the curve scales by clicking on the  button and editing the curve scales here.

How to Delete a Well

1. Click on the **Edit** menu selection and Click on **Well** to activate the **Well** window.
2. Click on the **Well Name...** button to activate the **Well List** window.



3. Double Click on the well name you wish to delete and its attributes will be displayed in the **Well** window. Or click on the **well name** so that it goes into the upper field and click on the **Select** button.
4. Click on the **Del** button and a confirmation message will appear asking, "**Would you like to delete the current record?**"
5. Click on the **Yes** button to delete the well from the **Well List** and from the database.

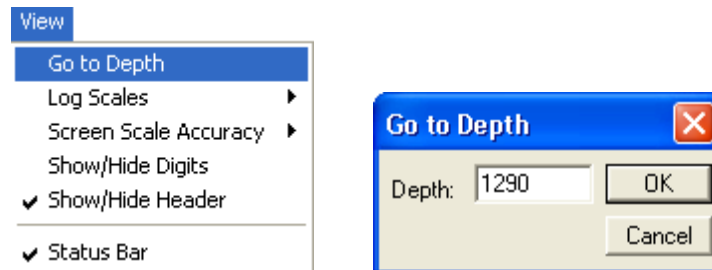
View Menu

Go To Depth

This allows you to go to a specific depth on the active log. There are two ways to do this procedure, as listed below:

Procedure 1

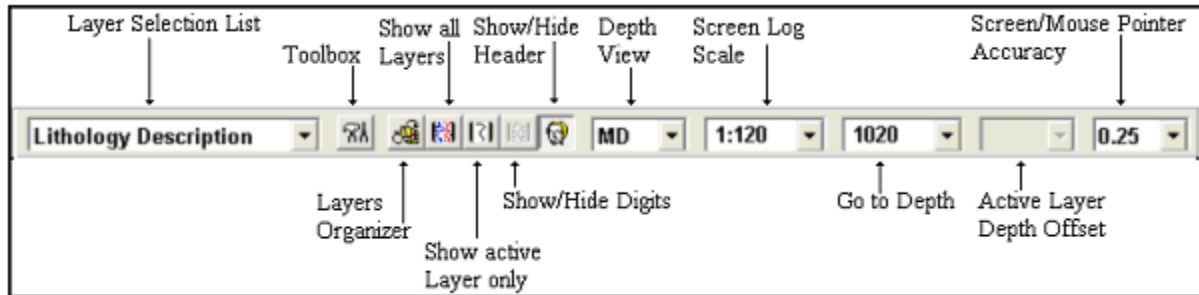
1. Click on **Go to Depth**, under the **View** menu selection, to activate the **Go to Depth** window for the active log.



2. Type in a **depth** in the depth field and then click on the **OK** button. This will place the depth specified at the top of the screen in Power*Log/Core or the left of your screen in Power*Curve.

Procedure 2

1. Click in the **Go to Depth** field.
2. Type in the depth of the log that you wish to view, in the **Go to Depth** field.



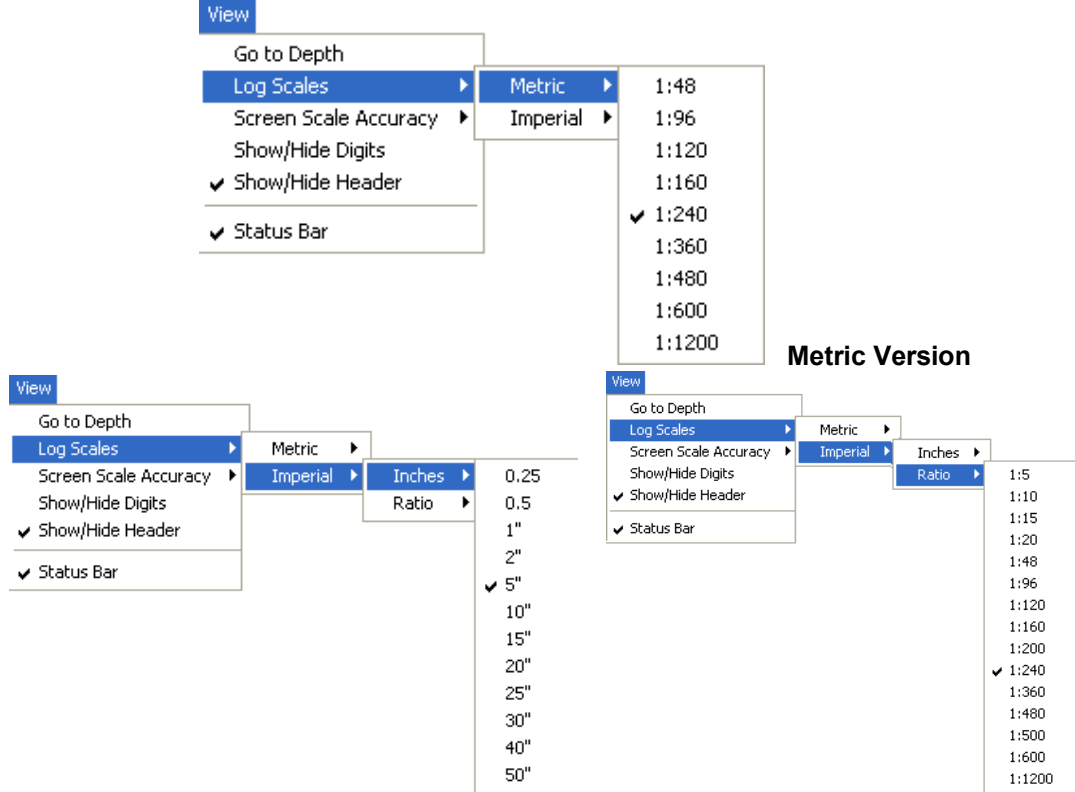
3. Once you have entered the desired depth, **press** the **Tab** key to exit from the **Go to Depth** field and the depth that you entered will then be displayed at the top of the log.

Log Scales

Allows the user to change the depth scale of the active log. Screen Log depth scales can be chosen from the menu and can also be type in the second method. The screen depth scales vary from 1:1 to 1:5000. There are two ways to do this procedure. They are both outlined below.

Procedure 1

Click on **Log Scales**, under the **View** menu selection, to activate the **pop out menu** and then click on the **log scale** you want for the active Log. This will refresh your log with the new Scale.

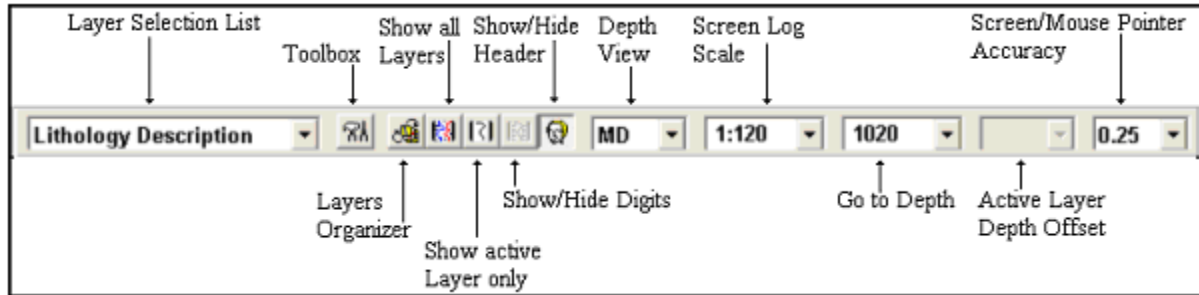


Imperial Version

Note: This list is a partial list of the scales that can be displayed. To get the ability to display the log at any scale between 1:1 and 1:5000 refer to Procedure 2.

Procedure 2

1. Click in the **Log Scales** field.
2. Select a scale from the list by clicking on it, or by **typing in a scale** in the **Log Scales** field.



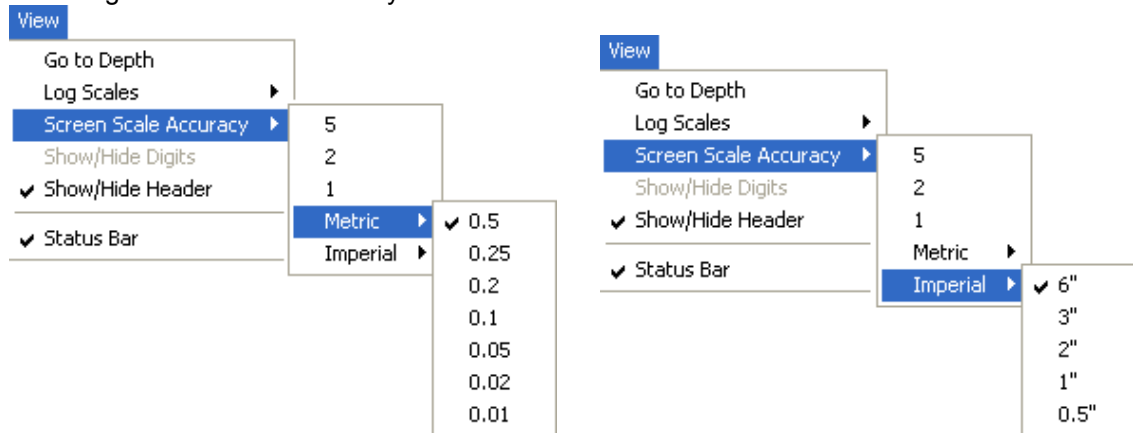
3. Depress the **Tab** key on your keypad. This will refresh your log with the new Log Scale.

Screen Accuracy

Varies the depth increment of the log according to your specifications. This increases or decreases the accuracy of your mouse pointer, while locating more specific depths with your mouse. There are two ways to do this procedure. They are both outlined below.

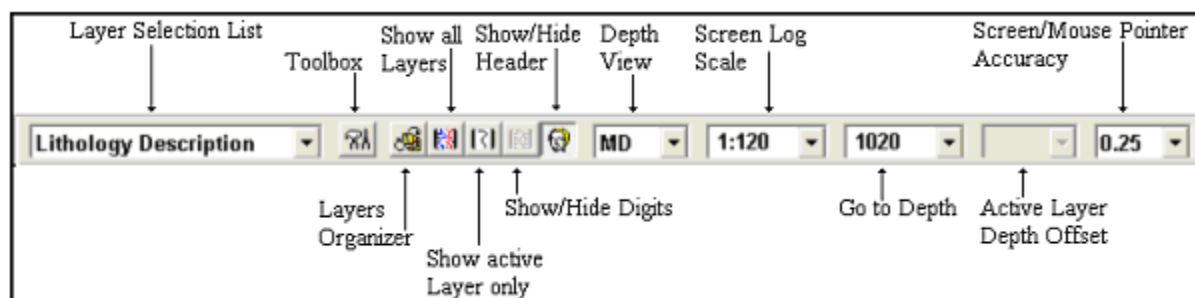
Procedure 1

1. Click on **Screen Scale Accuracy**, under the **View** menu selection, to activate the **pop out menu** and then click on the **screen scale accuracy** you want for the active Log. This will change the mouse's accuracy.

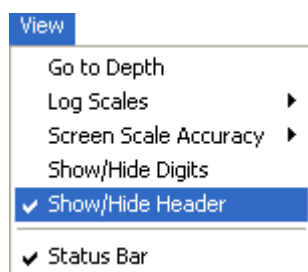


Procedure 2

1. Click on the **Screen Accuracy** field to activate the drop down menu.




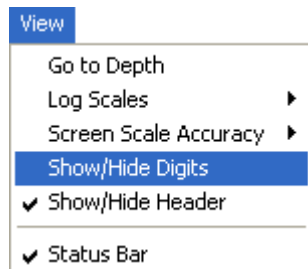
2. Select an available increment from the **Screen Accuracy** drop down menu by clicking once on the desired increment and your selection will be displayed within the **Screen Accuracy** field accordingly.



Show/Hide Header


Toggles between displaying the Header and removing it from the viewing area

Click on **Show/Hide Header**, under the **View** menu selection, or click on the  **Show/Hide Header** button on the **Toolbar**.

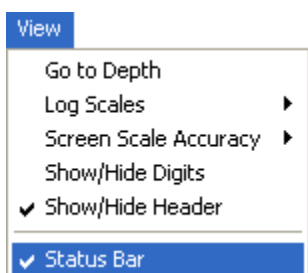


Show/Hide Digits

This function will either display or hide digits from the grid of an active curve layer on your log.

Click on **Show/Hide Digits**, under the **View** menu selection, or click on the  **Show/Hide Digits** button on the **Toolbar**.

Note: This function only works for **Curve** layers on the log.



Status Bar

Turns the Status Bar, located at the bottom of the Power*Log / Core & Curve™ screen, on and off.

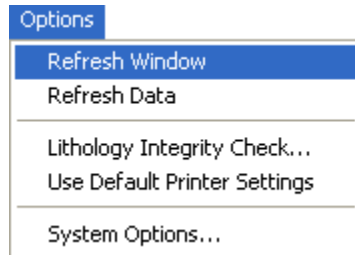
This is the Power*Log / Core & Curve™ Status Bar...

The **Status Bar** displays system status and any error messages in the lower left corner of the screen. If there are no errors the status bar will indicate "For Help, press F1".

For Help, press F1 pgeology UPDATE KB: 597.6

Note: The **KB Elevation** is displayed in the lower right corner of the **Status Bar**

Options Menu

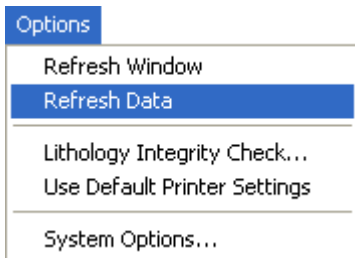


Refresh Window

When you **click** on **Refresh Window**, under the **Options** menu selection, **Power*Log & Curve** will redraw the layers displayed on the screen. This is utilized to redraw the log when the screen doesn't look normal. This option will not retrieve information from the database and populate the log with it.

Note for Network users: Since this function doesn't retrieve information from the database, you will not be able to see any changes made by other network users.

Refresh Data



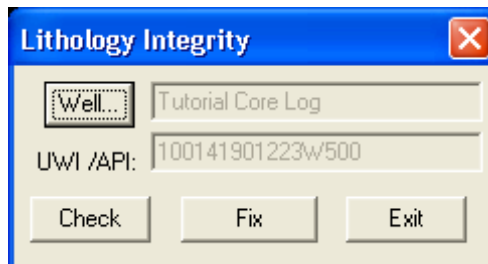
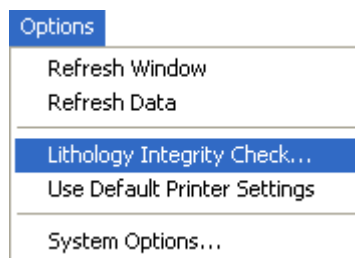
This option updates the log/well with all of the new/updated data that has been edited, entered or imported into the database. It can also be used if you have made some changes and you don't believe that they are being reflected on the log.

Refresh Data is particularly helpful, when you are working on numerous logs with the same **Primary Well** and the current log has been updated, while the inactive log(s) have not. To update the inactive log(s) with the latest information, make one of the previously inactive logs active, **click** on the **Refresh Data** option, and then repeat this procedure for the rest of the logs.

Note: If you are using a network version of **Power*Log & Curve**, the **Refresh Data** option will update the database with changes, that have been made to the same **Primary Well** by another workstation.


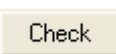
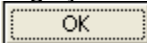

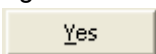
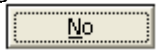
Lithology Integrity Check

This option is used to verify the integrity of the lithologic intervals. This makes sure that there are no overlapping intervals on the log or in the database.



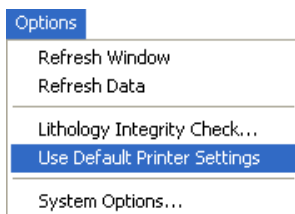
Checking and Fixing Lithologic Integrity

1. **Click** on **Lithology Integrity Check**, under the **Options** menu selection, to activate the **Lithology Integrity** window, which will default to the active well.

2. If necessary, **click** on the  **button** and select the well that you wish to check or fix.
3. **Click** on the  **button** and **Power*Log & Curve** will then check for integrity errors and display a message box showing the number of errors found. **Click** on the  **button** to acknowledge the message.
4. If there are any errors that you wish to fix, **click** on the  **button** to activate a system message which allows you to verify the deletion of the offending intervals.
5. **Click** on the  **button** to delete the intervals or **click** on the  **button** to cancel the operation.

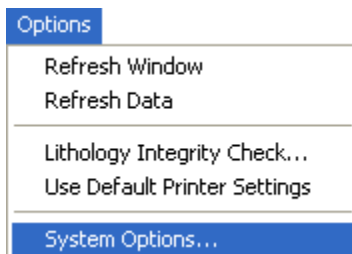
Note: If you have fixed any intervals (deleted them), you will have to re-populate the log with the correct interpretive lithology.

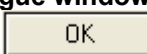
Use Default Printer Settings



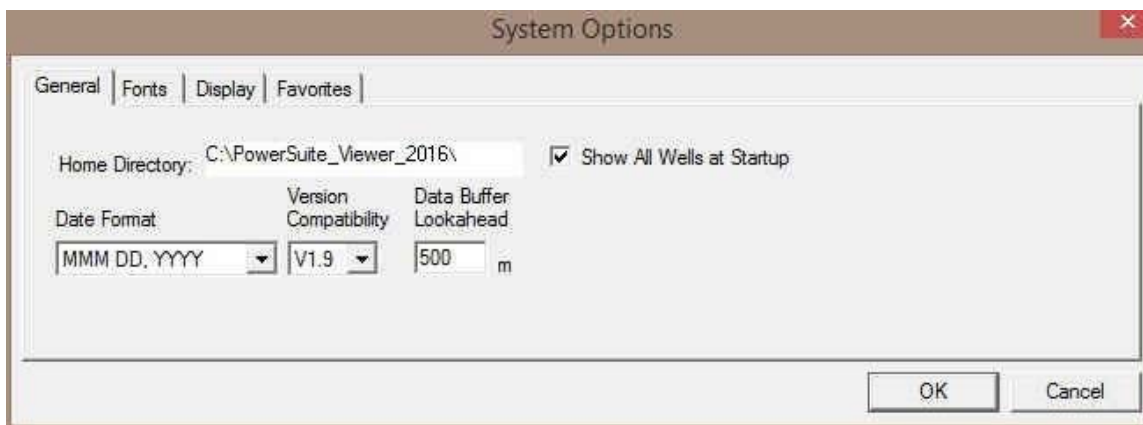
Occasionally the Power*Suite printer settings gets confused in the initialization file and the user cannot activate either the Print Log window or the Printer Setup windows in the Morning and Well End report print windows. This problem can be rectified by clicking on the Use Default Printer Settings and clicking on yes to the ensuing message.

System Options



The user can manage Power*Log and Power*Curve system settings with this tab dialogue window. Once you have made your changes **Click** on the  **button**

General Tab



Home Directory - This is the directory on your hard drive where **Power*Log and Power*Curve** is being executed. The user will not see any symbols on their log or print out any of our reports if you have the wrong home directory.

☒ **Show All Wells at Startup** This check box when ☒ activated will populate the Open Log window with all the wells in the database. If it is unchecked it may help our corporate users and the time it take to retrieve thousands of wells from the database and to populate the Open Log window with that information. If this check box is deactivated and you wish to see all your wells then simply

click on the **Clear Query** button in the Open Log window to see all their wells if this option is deactivated.

Date Format

MMM DD, YYYY

MM/DD/YYYY

MM-DD-YYYY

MMM DD, YYYY

YYYY/MM/DD

YYYY-MM-DD

Date Format - From this drop box, you can select the date format. This selection determines how every date in **Power*Log / Core & Curve** will be entered and displayed. If you import a log with different date formats, **Power*Log / Core & Curve** will change the dates to comply with the format you've chosen here. The user can change this at any time and all the Date formats will be changed in the database.

Version Compatibility - Enables the user to achieve compatibility for Annotations in the older Versions of Power*Suite (V1.81 and before) and the Annotations in the newer Versions of Power*Suite (V1.9 and later).

Data Buffer Lookahead - The number placed in this field determines how far ahead and behind the current top depth will be stored in the computers buffer. The larger the look ahead number, the longer it takes for Power*Log / Core & Curve to refresh the screen when you exceed the look ahead value. However, until you meet or exceed the look ahead value, scrolling will be much faster, because the database is not yet being accessed.

Fonts Tab

This tab allows the user to set up most of the fonts used in Power*Log, Core and Curve. You can set it up to be used on the current log as well as using the fonts as your defaults when you are making new logs.

System Options

General Fonts Display Favorites

Fonts

| | | | | | |
|-------------------------------------|-----|----------------------------------|-----|-------------------------------------|-----|
| Annotation Font AaBbCcDdEe | Set | Track Header Font AaBbCcDdEe | Set | Casing String Font AaBbCcDdEe | Set |
| Survey Font AaBbCcDdEe | Set | Layer Header Font AaBbCcDdEe | Set | Date Font AaBbCcDdEe | Set |
| Bit Record Font AaBbCcDdEe | Set | Formation Top Font AaBbCcDdEe | Set | Core Sample Code Font AaBbCcDdEe | Set |
| Generic Category Font AaBbCcDdEe | Set | Offscale Font AaBbCcDdEe | Set | Sidewall Core Font AaBbCcDdEe | Set |
| Depth Font AaBbCcDdEe | Set | Core Box Font AaBbCcDdEe | Set | MDT Font AaBbCcDdEe | Set |

Depth Orientation: ☐ Vert. ☒ Horiz Show Depth Units: ☐

Set As Default Fonts: ☒

Apply to Current Log

Restore Defaults

OK Cancel

Annotation Font - Allows you to determine the default font style, type, color and size of your annotations on your log, Also this is the default when you use any of the Sample Description Transfer options.

Survey Font - Allows you to determine the font style, type, color and size of your survey data associated with the Survey Layer on your log.

Bit Record Font - Allows you to determine the font style, type, color and size of your bit record data associated with the Bit Record Layer on your log.

Generic Category Font - Allows you to determine the font style, type, color and size of your Long or Short Name display option in all the Generic Category Layers displayed on your log.

Depth Font - This allows you to determine the font style, type, color and size of the depth markers in the **Depth** track of the log.

Depth Orientation: ☐ Vert. ☒ Horiz - These radio buttons allows the user to change the orientation of the Depth Font on the Layer. Beware you may have to change the Track Width to accommodate the Font size and orientation. Refer to the Log Configuration Builder to do this.

☐ Show Depth Units This check box ☒ when activated will display the depth units with the depth on the Depth Layer. ie. 1000 ft or 1000 m vs. 1000

Track Header Font - Allows you to determine the font style, type, color and size of your Track Headers on your log. All track headers use the same font across the entire log.

Layer Header Font - Allows you to determine the font style, type, color and size of your Layer Headers on your log. All Layer headers use the same font across the entire log.

Formation Tops Font - Allows you to determine the font style, type, color and size of your Formation Tops data associated with the Formation Tops Long and Expanded Layers on your log.

Offscale Font - Allows you to determine the font style, type, color and size of your curve values displayed when the curve pegs off scale.

Core Box Font - Allows you to determine the font style, type, color and size of your Core Box data entered in the Core Box layer.

Casing String Font - Allows you to determine the font style, type, color and size of your Casing string data displayed on the Casing String layer. This data is entered through the Casing String Report.

Date Font - Allows you to determine the font style, type, color and size of your Date data entered in the Date layer.

Core Sample Code Font - Allows you to determine the font style, type, color and size of your Core Plug data entered through the Core Plug Report. This font is displayed on the Core Sample Code layer.

Sidewall Core Font - Allows you to determine the font style, type, color and size of your Sidewall Run and Sample Number data entered through the Sidewall Core Report. This font is displayed on the Sidewall Core layer.

MDT Font - Allows you to determine the font style, type, color and size of your MDT Run and Test Number data entered through the MDT Report. This font is displayed on the MDT layer.

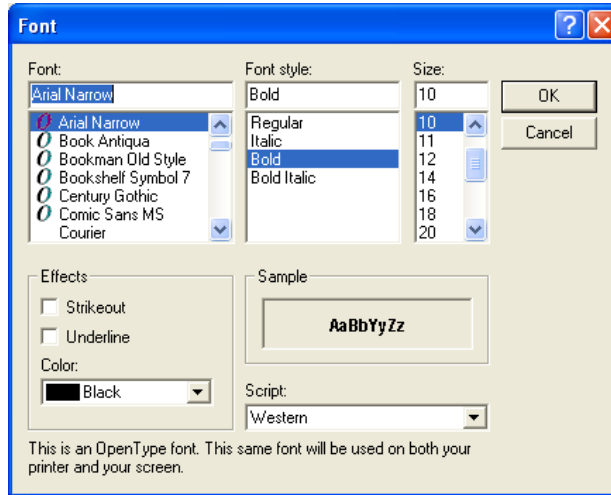
☒ Set As Default Fonts This check box ☒ when activated will make the font setting in this window your defaults for any new log created regardless on the Fonts stored in the template.


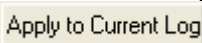


How to Set your Fonts

1. Click on **System Options selection** under the **Options** menu selection To activate the System Options window.

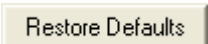
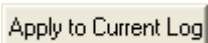

- Then **click** on the **Font Tab** to activate the Tab.

- Click** on the  **button** beside the **Font option** you wish to change and this will activate the Font Window.

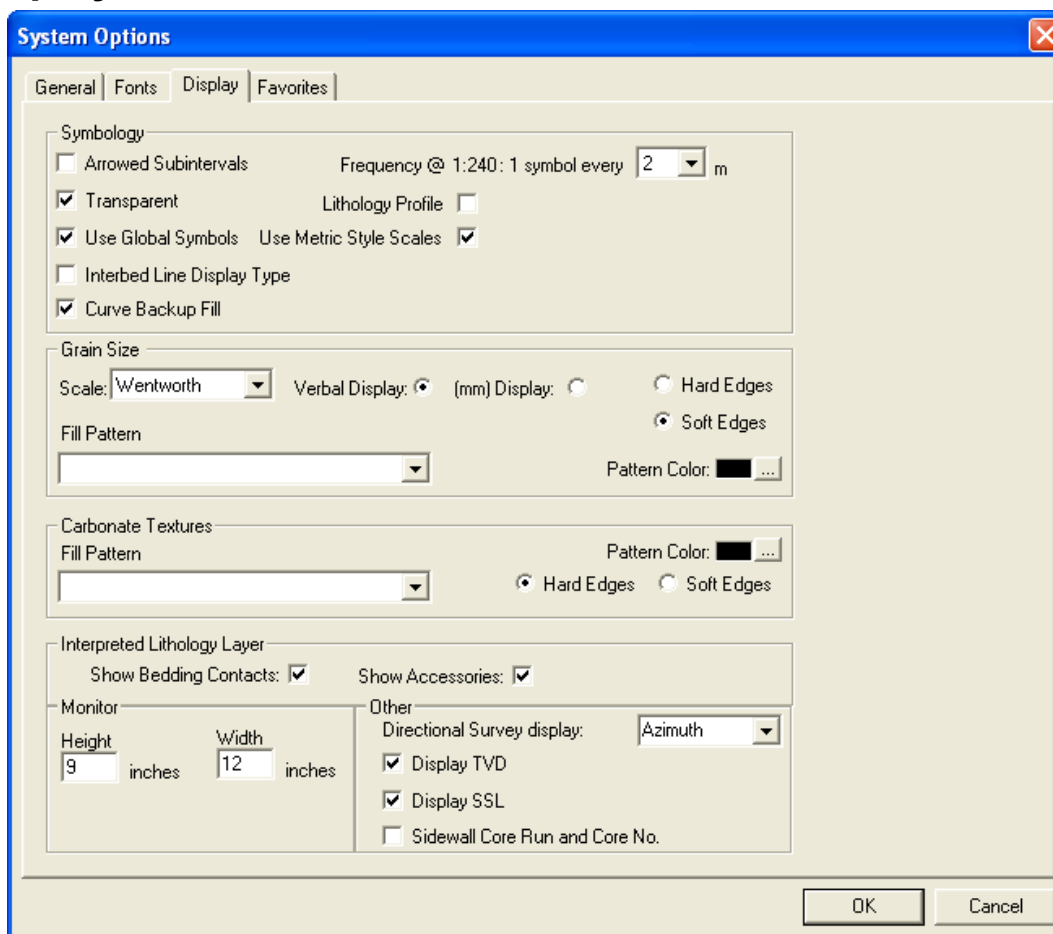


- Select form the Font, Font Style, Size Effects and Color. When you are finished **click** on the  **button**
- Repeat steps 2-4 for all Font types.
- Click** on the  **button**.
- If you want to set these as your default Font settings **click** on the  **check box**.
- Click** on the  **button** in the **Systems Options** Tab dialogue window.

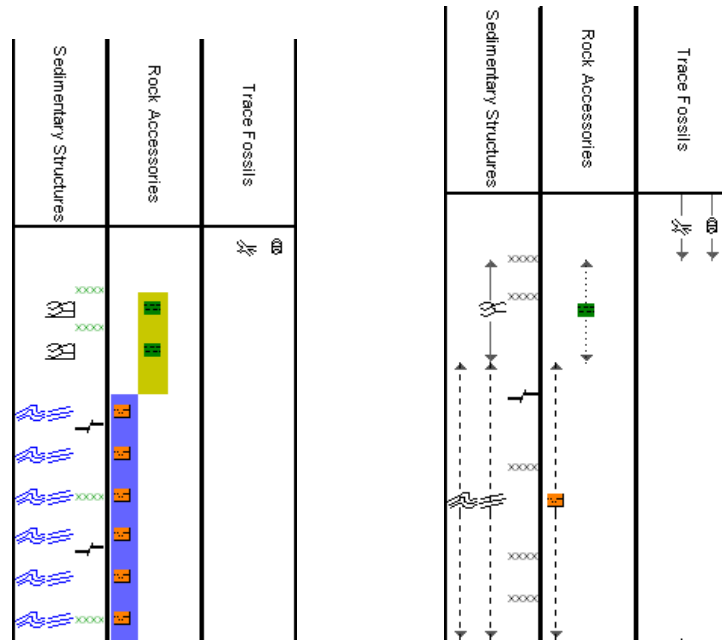
How to restore the System default Fonts

- Click** on **System Options selection** under the **Options** menu selection To activate the System Options window.
- Then **click** on the **Font Tab** to activate the Tab.
- Click** on the  **button**.
- Click** on the  **button**.
- Click** on the  **button** in the **Systems Options** Tab dialogue window.

Display Tab



Arrowed Subintervals - This check box ☒ when activated will indicate the top and bottom of your subintervals (portion of an interval) with an arrow rather than a set of symbols. An example is shown below.

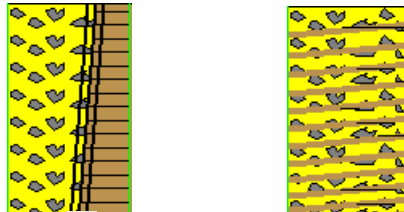


Normal Subintervals Arrowed Subintervals

Transparent - This check box ☒ when activated, this function makes the background of the accessory symbols transparent, so that the bed in the background shows through. If deactivated, a white background surrounds the accessory symbols in order to separate them more from the beds.

Use Global Symbols – With the ability to edit existing metafiles the user may have imported a well that has used metafiles or symbols that have been modified to look differently than the one existing within your system symbols. If you wish to use your symbol set instead of the revised imported ones you can select this check box ☒ to make that change.

Interbed Line Display Type - This check box ☒ when activated will display the interbed data with a line display splitting the two lithology types or when unchecked will display the lithology in an interbed fashion as displayed below.

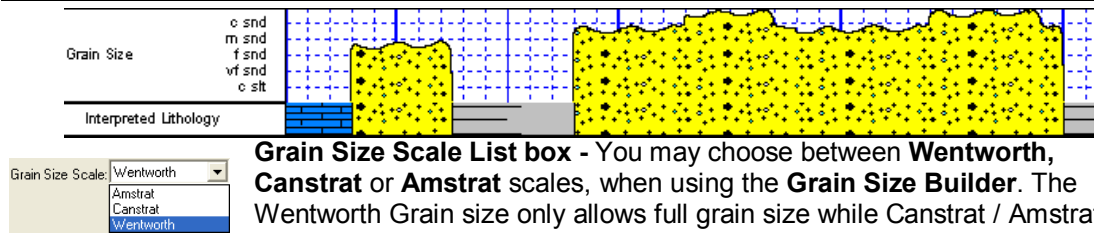


Curve Backup fill – This check box ☒ when activated will show a sideways hatching fill pattern when a curve goes off scale or in the backup mode. If unchecked there will be no hatching pattern when the curve goes off scale.

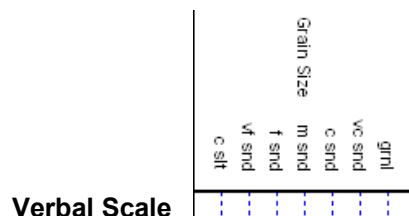
Frequency @ 1:240 – This drop box determines how often symbols are drawn on a **Lithology Layer**, with the scale of 1:240. For example: 1 symbol every 1 meter at 1:240, 2 symbols every 1 meter at 1:120, 1 symbol every 2 meters at 1:480, and so on. These frequencies are only in effect if you utilize the entire interval in **Oil Shows**, **Rounding**, **Sorting**, **Framework**, or designated an interval in **Sedimentary Structures**, **Traces Fossils** and Rock Accessories.

Lithology Profile - This check box ☒ when activated will fill in the Carbonate Texture and Grain Size layers with the interpretive lithology. It will draw the lithology to the maximum size filled in over the interval.

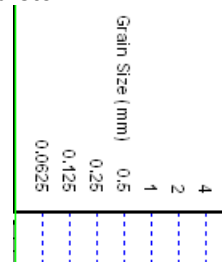
Note: The user may wish to turn off the track borders when this option is selected. You will see an example of this shown below.



Verbal Display: ☒ This ☒ radio button will display the **Grain Size Track header** with the equivalent verbal grain sizes such as C slt, VF snd, F snd, M snd, C snd etc.



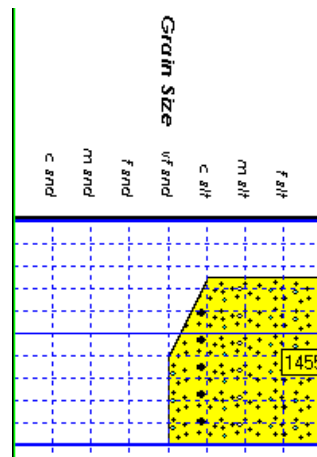
MM Scale



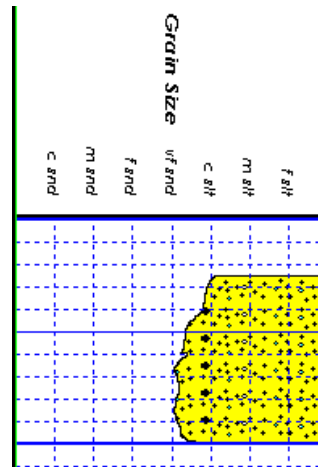
(mm) Display: ☐ This ☒ radio button will display the **Grain Size Track header** with the equivalent numeric grain sizes (in mm) such as .0625, .125, .25, .5, 1, 2 etc. as shown above.

Hard Edges ☒ This ☒ radio button will display the grain size with strait edges and right angles between the grain sizes. The illustration below is shown with Lithology Profile activated.

Hard Edges




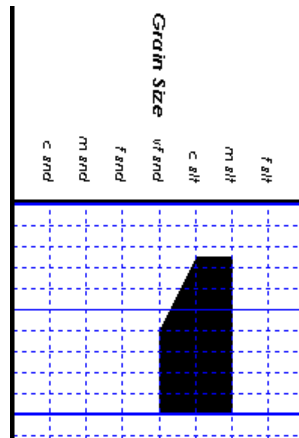
Soft Edges



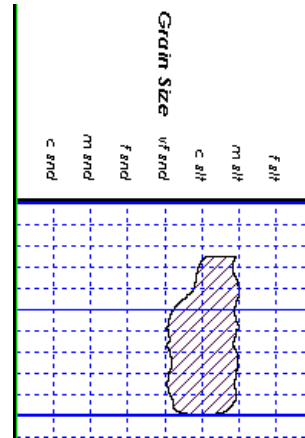
Soft Edges ☐ This ☒ radio button will display the grain size with curved edges and rounded angles between the grain sizes.

Grain Size Fill Pattern Upward hatch (left to right) at 45 degrees This drop box allows the user to select a hatching pattern when using the Grain Size Layer with the Lithology Profile not activate.

Grain Size Pattern Color:  This color selector allows the user to pick the line color (foreground) when the fill pattern option is used. The background color is found in the Layer configuration for the Grain Size.



Grain Size No Pattern Hard edges



Grain Size Pattern Soft edges

Carbonate Texture Fill Pattern Upward hatch (left to right) at 45 degrees This drop box allows the user to select a hatching pattern when using the Carbonate Texture Layer with the Lithology Profile not activate.

Carbonate Texture Pattern Color: This color selector allows the user to pick the line color (foreground) when the fill pattern option is used. The background color is found in the Layer configuration for the Carbonate Texture Layer.

Carbonate Textures Hard Edges This radio button will display the grain size with strait edges and right angles between the Carbonate Textures. The illustration below is shown with Lithology Profile activated.

Carbonate Textures Soft Edges This radio button will display the grain size with curved edges and rounded angles between the Carbonate Textures.

Interpreted Lithology Layer - Show Bedding Contacts: When this check box is activated the bedding contacts (lines) between the drawn lithology types in the Interpretive Lithology Layer will be shown.

Interpreted Lithology Layer - Show Accessories: When this check box is activated it will turn on the accessories in the Interpretive Lithology Layer.

Monitor Height - This option allows you to scale your monitor for Power*Log / Core so you may correlate on-screen wells with hard copy logs that you may have. It is recommended that you take an opportunity to measure the vertical viewing area of your monitor in inches and then insert that value in the **Monitor Height** field. Be aware, however, that if you adjust the screen height knob on your monitor, this will affect the monitor height setting.

Monitor Width - This option allows you to scale your monitor for Power*Curve so you may correlate on-screen wells with hard copy logs that you may have. It is recommended that you take an opportunity to measure the horizontal viewing area of your monitor in inches and then insert that value in the **Monitor Width** field. Be aware, however, that if you adjust the screen width knob on your monitor, this will affect the monitor width setting.

Note: You must restart **Power*Log / Core & Curve** for the **Monitor Width / Height** changes to take effect.

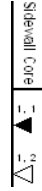
Directional Survey display: Azimuth
Azimuth
Quadrant

This drop box option will display your directional surveys on your log in either Quadrant format (N 62 ° W) or Azimuth format (AZ 298 °)

Display TVD check box when activated will display the survey point data with True Vertical depth values

Display SSL check box ☒ when activated will display the survey point data with Sub Sea values.

Sidewall Core Run and Core No. This check box ☒ when activated will display the Sidewall Core Run & Core numbers above the core triangle indicator on the Sidewall Core layer.



Window Menu

Cascade

Use this command to arrange multiple opened windows in an overlapping fashion.

Tile

Use this command to arrange multiple opened windows in a non-overlapping, side-by-side fashion.

Arrange Icons

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible, because they will be underneath this document window (minimize the open window or adjust the size to see all of the minimized windows).

System Help

Index:

Use this command to display the opening **Help** screen. From the opening screen, you can jump to step-by-step instructions for using **Power*Log / Core & Curve** and various types of reference information.

Once you open **Help**, you can **click** on the **Contents** tab whenever you want to return to the opening screen.

Using Help:


Use this command to display the opening **Help** screen. From the opening screen, you can jump to step-by-step instructions for using **Power*Log / Core & Curve** and various types of reference information.

Once you open **Help**, you can **click** on the **Contents** tab whenever you want to return to the opening screen.

About Power*Log & Curve:



Context Sensitive Help button:

Use the  **Context Sensitive Help button** to obtain help on some portion of **Power*Log & Curve**. When you select this button, the mouse pointer will change to an arrow and question mark. With this new pointer, **click** somewhere in the **Power*Log & Curve** window, such as another **Toolbar** button. **Popup Help** Information will appear.

Database Management


The Database Management tool allows the user to perform basic database functions on Power*Suite's access database. There are times where the performance of the database may become less responsive or slower to retrieve data. This would be case where the user would perform a compaction / repair on the database. The other utility provided would be changing passwords or a backup to the access database.

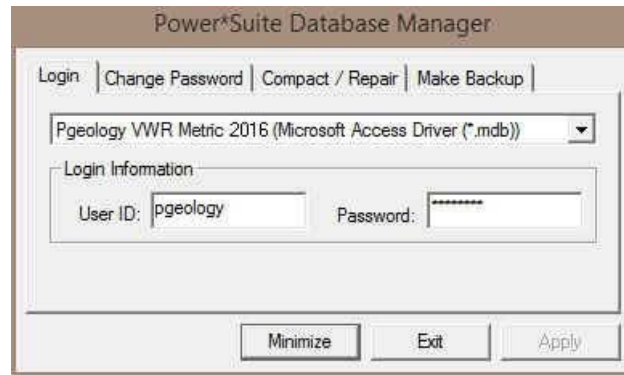



Database Management – How to Change your Password

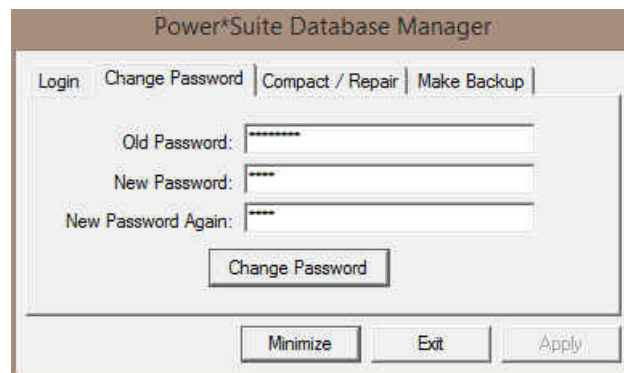
The user cannot be connected to the database (Power*Log, Power*Curve and the Data Transfer Modules open) when this procedure is performed. If they are open please disconnect by selecting disconnect from the file menu.

The login window information must be filled in correctly for the user to be able to utilize any of the functionalities of this utility.

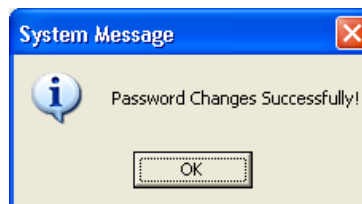
1. Click on the  **start** button, select **Programs**, then select **Power*Suite_Viewer_2016** and select the **Database Manager** as shown above. This will activate the **Power*Suite Database Manager** window shown below.

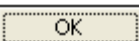
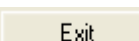


2. Click on the  **down arrow beside the database selection field** and select the database you wish to perform the management function.
3. Click in the **User ID** field to activate a flashing caret and **type in your User ID**. (Default is **pgeology**). Depress the Tab key to move the caret to the Password field.
4. **Type in your old password**. (Default is pgeology)
5. Click on the **Change Password** tab. This will activate the **Password** window shown on the next page with a caret in the Old Password field.



6. **Type in your old password**. Depress the **tab key** to advance the caret to the New Password field.
7. **Type in your new password**. Depress the **tab key** to advance the caret to the New Password Again field.
8. **Type in your new password again**.
9. Click on the **Change Password** button. If done correctly, a System message will appear stating Password changed successfully shown below.




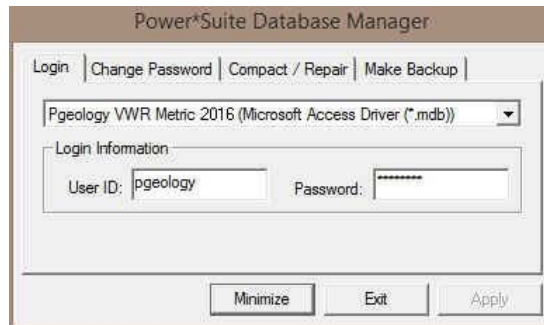
10. Click on the  **button** to acknowledge this window.
11. Click on the  **button** to escape the Power*Suite Database Manager.


Database Manager – How to Compact / Repair your Power*Suite Database.

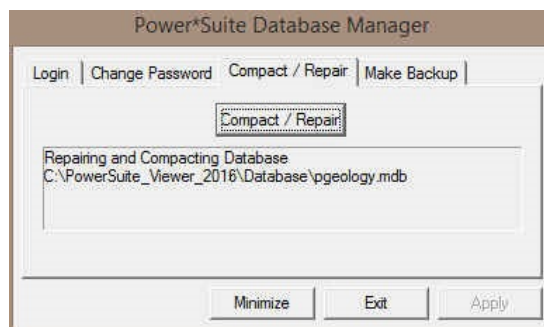
The user cannot be connected to the database (Power*Log, Power*Curve and the Data Transfer Modules open) when this procedure is performed. If they are open please disconnect by selecting disconnect from the file menu.




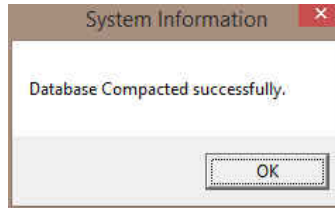
1. Click on the  **Start** menu selection, **select Programs**, then **select Power*Suite_Viewer_2015** and then **select the Database Manager** as shown above. This will activate the **Power*Suite Database Manager** window shown below.


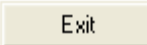


2. Click on the  **down arrow beside the database selection field** and select the database you wish to perform the management function.
3. **Click in the User ID field** to activate a flashing caret and **type in your User ID**. (Default is **pgeology**). Depress the Tab key to move the caret to the Password field.
4. **Type in your password**. (Default is pgeology)
5. Click on the **Compact / Repair** Tab. This will activate the Compact / Repair window.



6. Click on the  **button**. You will view the database file name and location in the window followed by a system message stating Database Compacted successfully shown below.




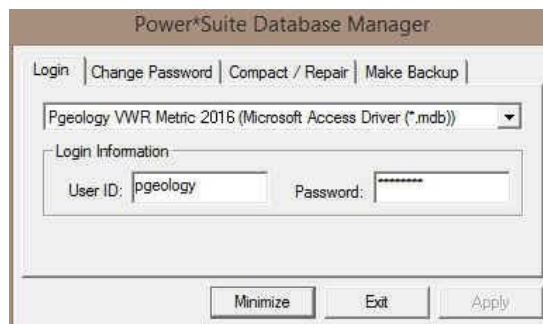
7. Click on the  button to acknowledge this window.
8. Click on the  button to escape the PowerSuite Database manger.


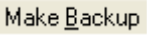
Database Manager – How to Backup your PowerSuite Database.

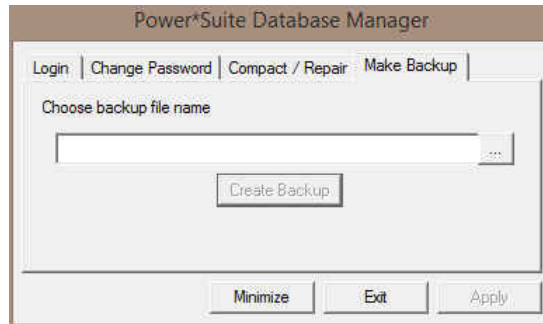
The user cannot be connected to the database (Power*Log, Power*Curve or the Data Transfer Modules open) when this procedure is performed. If they are open please disconnect by selecting disconnect from the file menu.




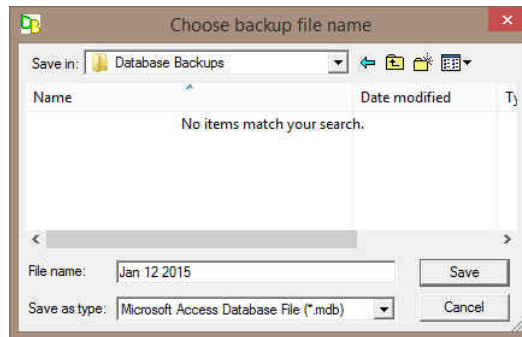
1. Click on the  Start button, select **Programs**, then select **Power*Suite_Viewer_2016** and select the **Database Manager** as shown above. This will activate the **Power*Suite Database Manager** window shown below.

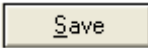


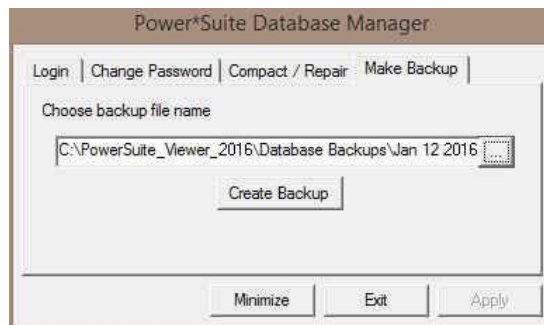
2. Click on the  down arrow beside the database selection field and select the database you wish to perform the management function. The default database is the **pgeology access (Microsoft Access Driver [*.mdb])** shown in the above window.
3. Click in the **User ID** field to activate a flashing caret and **type in your User ID**. (Default is **pgeology**). Depress the Tab key to move the caret to the Password field.
4. **Type in your password**. (Default is pgeology)
5. Click on the  **Make Backup** tab. This will activate the Make Backup window shown below.




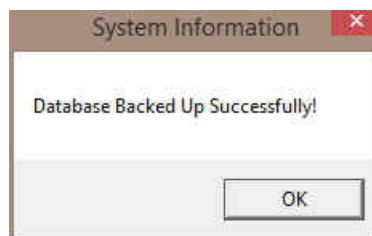
6. Click on the **file location**  **button** to activate the Choose backup file name window.



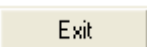
7. Utilize this window to select or create a new file name as well as direct the file to any current folder on your computer. Once done **click** on the  **button**. This will choose or create the file and show the user the correct path and file name in the window as shown above.



8. Click on the  **button**. If created successfully a system message will be generated stating Database Backed Up Successfully shown below.



9. Click on the  **button** to acknowledge this window.

10. Click on the  **button** to escape the PowerSuite Database manger.