



# Auto Import V11

## Auto Import Module Manual



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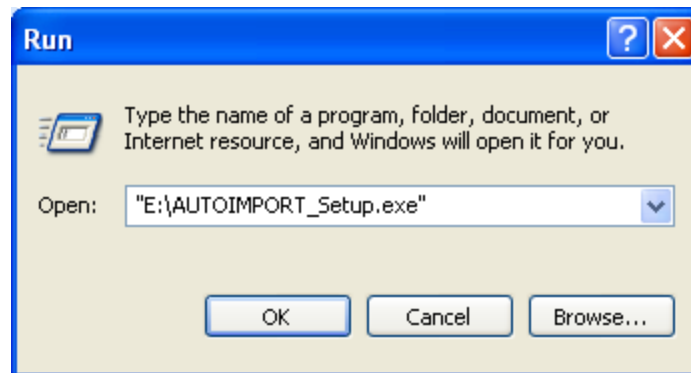
## Installation Procedures for the Auto Import Module

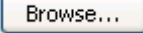
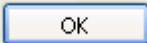
This procedure would only be done if the Power\*Suite has already been installed on your Computer.

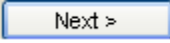
- 1.) **Insert Power\*Suite CD V11** into the CD Rom Drive of your Computer.




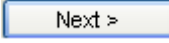
- 2.) If the Autorun works the CD ROM should be activated automatically and you will see the Window above. **Select Exit to close the Powersuite Autorun. If the CD does not Autorun move ahead to Step 3.**
- 3.) **Click on the  start button on your task bar and then click on the Run selection.** This will activate the Run window.

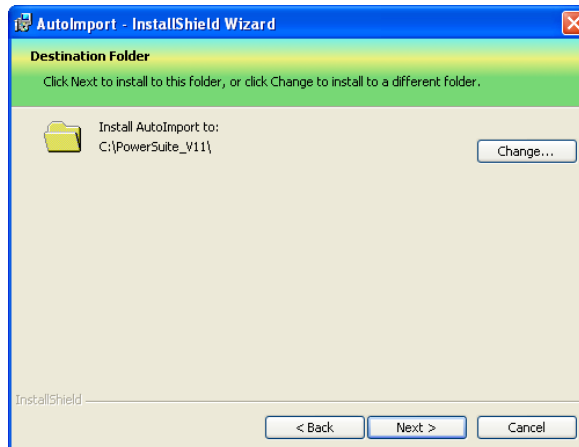



- 4.) **Click on the  Browse... button and select the AUTOIMPORT\_Setup.exe from the CDrom drive. Click on the  OK button in the Run window.**

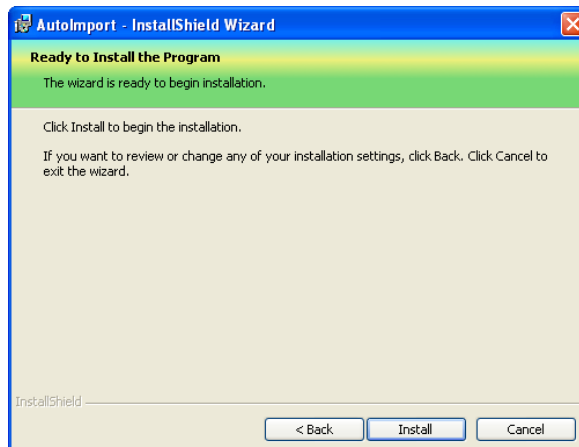
- 5.) This will activate the Install Shield setup followed by the Windows Install window and the Power\*Suite Welcome Message Window. Click on the  button.



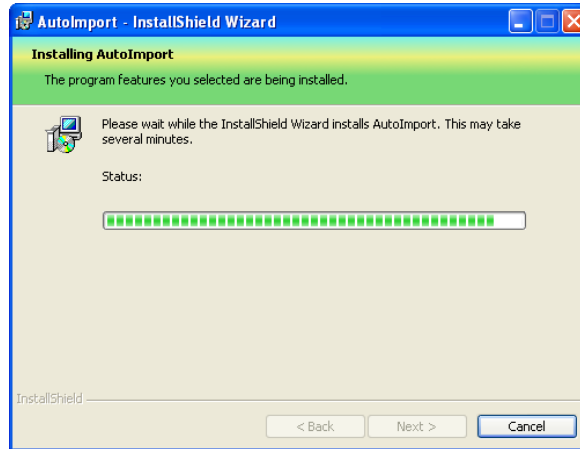
- 6.) This will activate the Destination Folder window with C:\PowerSuite\_V11 as the default folder. If the initial application for PowerSuite Version 11 was installed to a different folder click on the  button. If the default folder is OK then click on the  button.



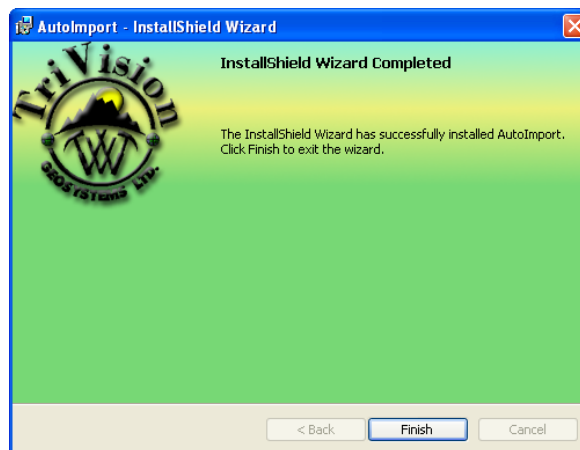
- 7.) This will activate the Ready to Install window. Click on the  button.



- 8.) Next the user will see the Installing **Power\*Suite window** copying files, writing to the registry, creating desktop icons, creating start menu folder, ODBC components etc. An example of this window can be seen below.



- 9.) Once the Update Installation is complete the **Install Wizard Completed** window shown below will be activated. **Click** on the **Finish** buttons for the Auto Import install.



You will now have the new Automated Import Icon PowerSuite V11 Utilities folder and a in the start menu along with a new Automated Import Icon on your desktop.

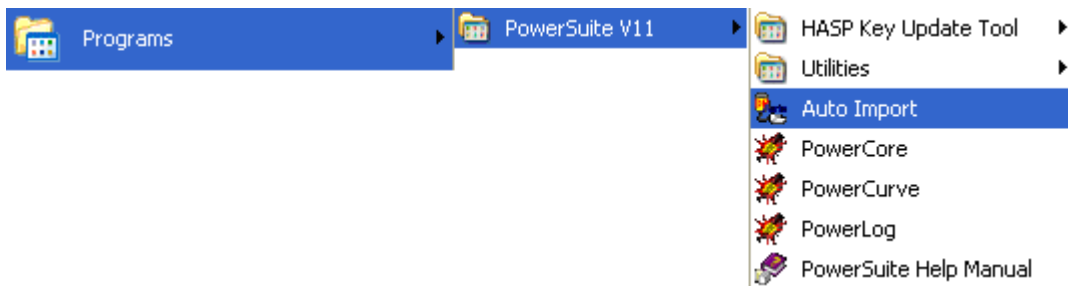
## Auto Import Module

This module allows the user to automate the importing of Power\*Suite export files from a designated import directory into the Power\*Suite's Access database. This scenario would benefit network Power\*Suite users with numerous wells being drilled on a daily basis.

### Overview

The export files would be transmitted to town via email or dial up modems. We would utilize either a batch file transfer or an augment proprietary feature to Microsoft Outlook program to detach these export files and copy them to a specific directory. The Auto Import utility would then monitor this directory for any new Power\*Suite export files on a timer than can be initialized in the setup utility. When any new Power\*Suite export files are detected the utility would automatically import these files into the database which would then update the existing well so that they can be viewed by the user(s). The successfully imported files would then be copied over into an "Old files" directory built by the utility and would be deleted within a specified time frame specified in the setup utility. If the files cannot be imported they are moved into a "Bad files" directory built by the utility. The setup utility can also handle 3 three different encryption passwords. These passwords would have to be predetermined between the field locations and town and would be utilized if the well being drilled were considered tight. The "Bad file" directory where the unsuccessfully imported files are directed to can either be password protected files with the wrong decryption password or they may be corrupted which could happen during a file transmission from a remote location. The user would manually have to delete these files.

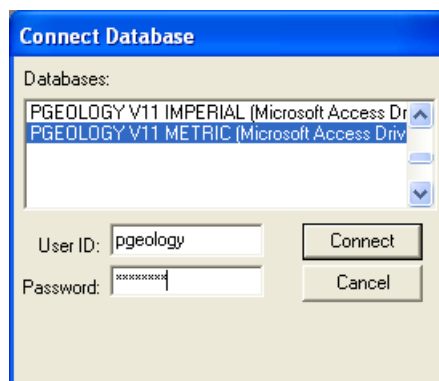
### Operating Procedures




1. Click on the  button, select **Programs**, select **POWER\*SUITE\_V10**. Then, select

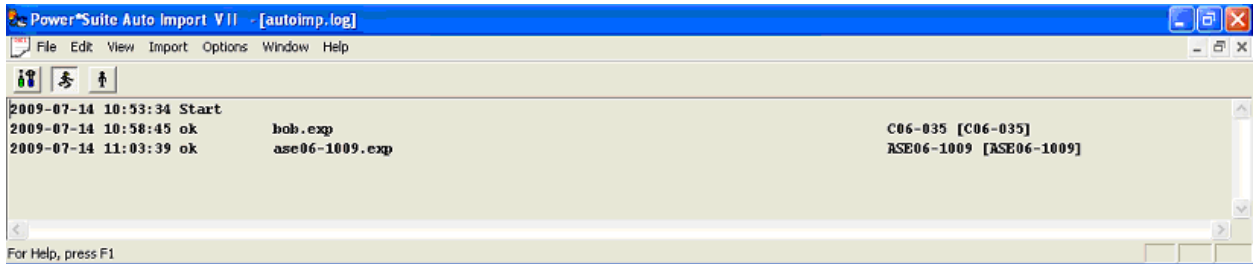




**Automated Import** selection as shown above or **double click** on the **Auto Import V11** icon on the desktop. This will activate the **Connect Database** window shown below.

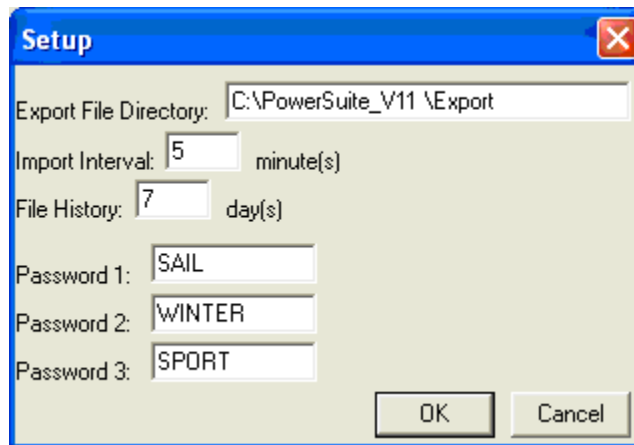


Connecting to a Database...

2. **Highlight the database** you wish to connect to by **clicking on it**. The default after loading the Power\*Suite software is the **P GEOLOGY V11 METRIC (Microsoft Access Driver [\*.mdb])**. This will be the database which the Power\*Suite export files will be automatically imported to.
3. **Type** in your **User ID**. The default User ID is "**pgeology\***" and is displayed as the default in this field. The user can simply **Tab** to the **Password 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 Automated Import Module shown on the next page.





1. The user must first stop the Automated import utility in order to setup the export files directory, passwords and other setup criteria. **Click** on the  **Stop button** on the toolbar **or click** on **Stop** from the **Import** menu selection.
2. **Click** on the  **Setup button** on the toolbar **or click** on **Setup** from the **Options** menu selection. This will activate the Setup window shown below.



This window allows the user to specify which directory the Auto Import Utility will be looking for Power\*Suite Export files. How often the utilities will monitor the folder for export files. How many days the old export files will be kept in the "Old Files" directory as well as the default encryption passwords for which the utility will use to decrypt any encrypted files.

3. In the **Export File Directory Field** the user must **type in the path and directory name** where the export files are being copied. This will indicated to the Utility where to monitor for Power\*Suite export files.
4. In the **Import Interval Field** the user must **type in the time in minutes** between checks on the folder specified in step 8. This will indicated how frequent the Utility monitors for Power\*Suite export files in the export files folder.
5. In the **File History Field** the user must **type in the time in days** that any successfully imported files will be kept in the old files folder before they are deleted.
6. **In the Password 1, 2 & 3 fields** the user can **type** in any predetermined **passwords** (in Upper Case [CAPITAL LETTERS]) that will decrypt any encrypted Power\*Suite export files.

7. Click on the  button.
8. Click on the  **Start** button on the toolbar **or** click on the **Import** pull down menu selection and select **Start**.

The User has now successfully setup the automated Import Utility and it will monitor the designated folder as frequently as specified until the user stops the import utility.

## File Menu

### Shrink Log History

This selection allows the user to view a portion of the last page of the Autoimp. Log file so that any new action can be seen.

To activate this **click** on **Shrink Log History** located under the **File** menu selection on the main **Auto Import** window.

This will then truncate the file so that the last action is always in the middle of the log window.

### Print

This selection allows the user to print the Auto Import log history to the default printer.

To activate this **click** on **Print** located under the **File** menu selection on the main **Auto Import** window.

This will then print the Auto Import Log.

### Print Preview

This selection allows the user to print to a preview window the Auto Import log history.

The user can then select print, View Next page, View Previous page, View One page, View Two pages, Zoom Out, Zoom In and Close from the toolbar on the top of this window.

To activate this **click** on **Print Preview** located under the **File** menu selection on the main **Auto Import** window.

This will then print to preview the Auto Import Log.

### Print Setup

This selection allows the user to print to activate the Printer Setup window to select the desired printer and define the page setup etc.

To activate this **click** on **Print Setup** located under the **File** menu selection on the main **Auto Import** window.

This will then activate the Print Setup window which handles the Printer and the page / paper orientation etc.

### Exit

This selection allows the user to close down or exit the Auto Import Module.

To activate this **click** on **Exit** located under the **File** menu selection on the main **Auto Import** window.

This will then close down the Auto Import Module.

## Edit Menu

### Undo

This selection allows the user to undo anything that has been cut or pasted within the Auto Import Log history.

To undo anything that has been cut out or pasted by the user they must **click** on **Undo** located under the **Edit** menu selection on the main **Auto Import** window. This will undo the last cut or paste that was done in the log history.

### Cut

This selection allows the user cut out a portion of the Auto Import Log history.

1. The user must first **highlight** by clicking and dragging with the mouse a portion or all of the history. The highlighted portion of the log history will be cut if step two (2) is done.

- To cut out or erase the highlighted portion of the log history the user must **click** on **Cut** located under the **Edit** menu selection on the main Auto Import Window. The highlighted portion of the log will be cut and saved to the clipboard.

### Copy

This selection allows the user copy a portion or all of the Auto Import Log history.

- The user must first **highlight** by clicking and dragging with the mouse a portion or all of the history. The highlighted portion of the log history will be copied if step two (2) is done.
- To copy the highlighted portion of the log history the user must **click** on **Copy** located under the **Edit** menu selection on the main Auto Import Window. The highlighted portion of the log will be copied and saved to the clipboard.

### Paste

This selection allows the user to paste a previously cut or copied portion of the Auto Import Log history into the existing history log.

- The user must **place the mouse** where they wish to paste the copied or cut log history. The previously copied or cut log history will be pasted if step two (2) is done.
- The user must **click** on **Paste** located under the **Edit** menu selection on the main Auto Import Window. The previously cut or copied portion of the Auto Import log history that was saved to the clipboard will be pasted into the log.

## View Menu

### Tool Bar

This selection allows the user to turn on or off the Tool bar on the Auto Import Window

The user must **click** on **Toolbar** located under the **View** menu selection on the main window. This will turn either off or on the Toolbar depending on its status at the time of activation.

### Status Bar


This selection allows the user to turn on or off the Status bar on the Auto Import Window.

The user must **click** on **Status** located under the **View** menu selection on the main window. This will turn either off or on the Status bar depending on its status at the time of activation.

## Import Menu


### Start

This selection allows the user to activate or start the Import Module detecting any new files in the Import files directory.

- The user must select Start located under the Import selection on the main window or they can **click** on the  **Start button** on the toolbar. This will activate or start the Import Module detecting any new files in the Import files directory. The user will also notice a date and time stamp and the comment Start in the Log History.

### Stop



This selection allows the user to deactivate or stop the Import Module from detecting any new files in the Import files directory.

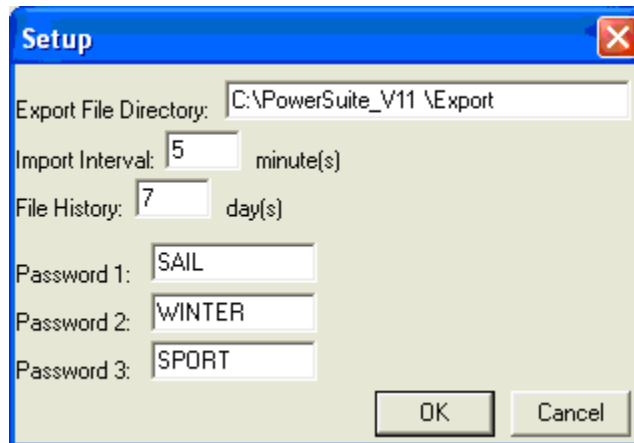
- The user must select Stop located under the Import selection on the main window or they can **click** on the  **Stop button** on the toolbar. This will deactivate or stop the Import Module from detecting any new files in the Import files directory. The user will also notice a date and time stamp and the comment Stop in the Log History.

## Options Menu

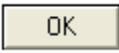
### Setup

This selection allows the user to specify which directory the Auto Import utility will be looking for the export files. How often the utility will look for the files. How many days the files will be kept in the 'Old files' directory as well as the default encryption passwords for which the utility will use to decrypt any encrypted files.

1. The user must first stop the Automated import utility in order to setup the export files directory, passwords and other setup criteria. **Click** on the  **Stop button** on the toolbar **or click** on the **Stop** under the **Import** menu selection.
2. The user must **click** on **Setup** located under the **Options** menu selection on the main window or they can **click** on the  **Setup button** on the toolbar. This will activate the **Setup** window shown below:



3. In the **Export File Directory** field the user can **type in the path and folder name** where the export files are being wrote to. This will indicate to the system where to monitor for export files.
4. In the **Import Interval** field the user **can type in the amount of time** (in minutes) between checks on the directory specified in step 2. This will indicate to the utility how often to monitor the export file directory.
5. In the **File History** field the user can **type in the amount of time** (in days) that any successfully imported files will be kept in the 'Old files' subdirectory before they are deleted.
6. In the **Password 1, 2 & 3** fields the user can **type in any predetermined encryption passwords** (in capitals) that would decrypt any encrypted files.

7. Once any or all of the above fields have been modified the user must **click** on the  **button**.

## Window Menu

### New Window

Use this command to start a new Auto Import Log.

The user must **click** on **New** located under the **Windows** menu selection on the main window to arrange multiple log history windows in a cascading manner.

### Cascade

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

The user must **click** on **Cascade** located under the **Windows** menu selection on the main window to arrange multiple log history windows in a cascading manner.

### Tile

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

The user must **click** on **Tile** located under the **Windows** menu selection on the main window to arrange multiple log history windows in a tiled manner.

### Arrange Icons

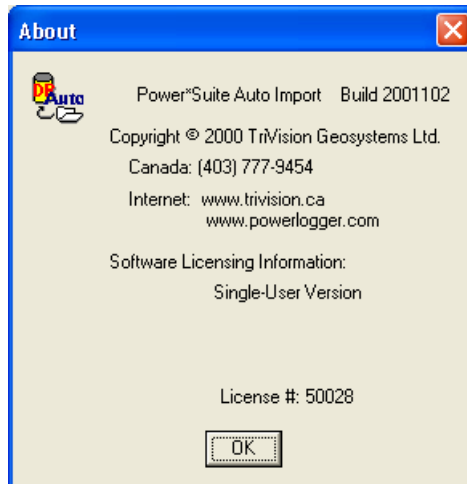
Use this command to arrange icons.

The user must **click** on **Arrange Icons** located under the **Windows** menu selection on the main window to arrange your icons.

## Help Menu

### About Auto Import

1. The user must **click** on **About Auto Import** located under the **Help** menu selection on the main window to activate the About window.



2. **Click** on the  **button** to exit this window.