



# Digital Well File™ Solution

## Streamlines Report Management and Distribution for Onshore Operator

### Challenges

- Wasted time spent searching for well data
- Sharing and distributing data securely was difficult, and often inaccurate
- Data entry for well metadata was consuming too many resources
- Archiving documents was taking weeks

### Solution

- All data in one centralized location
- User access control process, managed by Petrolink
- Auto-tagging of metadata
- Auto archiving of data throughout the project lifecycle
- Email-in feature for auto categorizing and filing
- SMS text and email notifications of important files

### Results

- Reduced data entry time by 50%
- Eliminated email distribution errors
- Increased data security
- Reduced unwanted email
- Saved over 80 hours with auto archiving

Decreases data entry time by 50%, eliminates distribution list errors, and reduces time spent searching for data by 35%

### The Challenges

A major onshore Operator came to Petrolink needing a solution for managing and distributing reports on over 100 unconventional wells. Each well had numerous partners and lease owners who needed to receive daily documentation on a reliable basis. Additionally, each well consisted of over 25 unique well information tags, or data identifiers, that had to be entered manually, resulting in the majority of fields being left blank.

The company was managing the files via email, and that presented problems - with data being dispersed in numerous locations, causing engineers to spend upwards of 50% of their time looking for information. Additionally, the company was struggling to manage lengthy email distribution lists. Remembering who had access to the different reports was cumbersome and often inaccurate, exposing them to potential security risks.

Partners and lease owners were not always receiving the data that they were contractually obligated to receive in a timely manner. There was no way of tracking missing documents and archiving was taking weeks after closing out a well.

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## The Solution – Digital Well File

Petrolink implemented the Digital Well File Solution and set up a workflow to better facilitate file management, distribution and archival.



ELIMINATES EMAIL OVERLOAD



FAST & EASY ACCESS TO FILES



ARCHIVES DATA AUTOMATICALLY

### Reducing data entry with auto-tagging

The first step in implementation was setting up over 100 custom meta tags for each of the wells. Digital Well File auto-tagged 90% of the metadata for files that were dropped into folders in the database. This was previously a manual process and the Operator estimated that data entry time was reduced by 50%.

### Simply and securely managing access to reports

Once the partners and lease owners were determined, Digital Well File's data access control process was implemented. Petrolink set up predefined data groups based on the contracts. Each new partner or lease owner was then automatically added to the groups instead of the Operator manually adding them and having to manage lengthy email distribution lists. When reports were sent in, they were automatically put in the right group and all authorized parties were granted immediate access.

### Streamlining document entry

The "email-in" feature was then implemented for sending files to the Digital Well File server. Depending upon the customer's file naming convention, it was automatically categorized and sent to the right folder in the Operator's database.

### Turning static data into real-time data

Digital Well File also provided a utility that automatically converted MWD and survey data files (LAS or Excel) to WITSML. The data was then able to be used in Petrolink's real-time applications and other third party software. This utility essentially facilitates static data for "near real-time" use.

### Audit Log ensures no missing reports

Keeping track of which files had been received and which were missing or delayed was confusing and time consuming. Digital Well File's Audit Log tracked each report received - allowing the Operator and Petrolink operations to quickly identify what was missing. Petrolink then followed up with the contractors to retrieve the missing reports.

### Auto archiving saves weeks of time

Finally, Digital Well File's auto-archiving feature eliminated the work that would've taken weeks - by instantly filing documents in the Operator's internal archive throughout the project. It ensured the documents were safely stored and easily accessible for future well planning.

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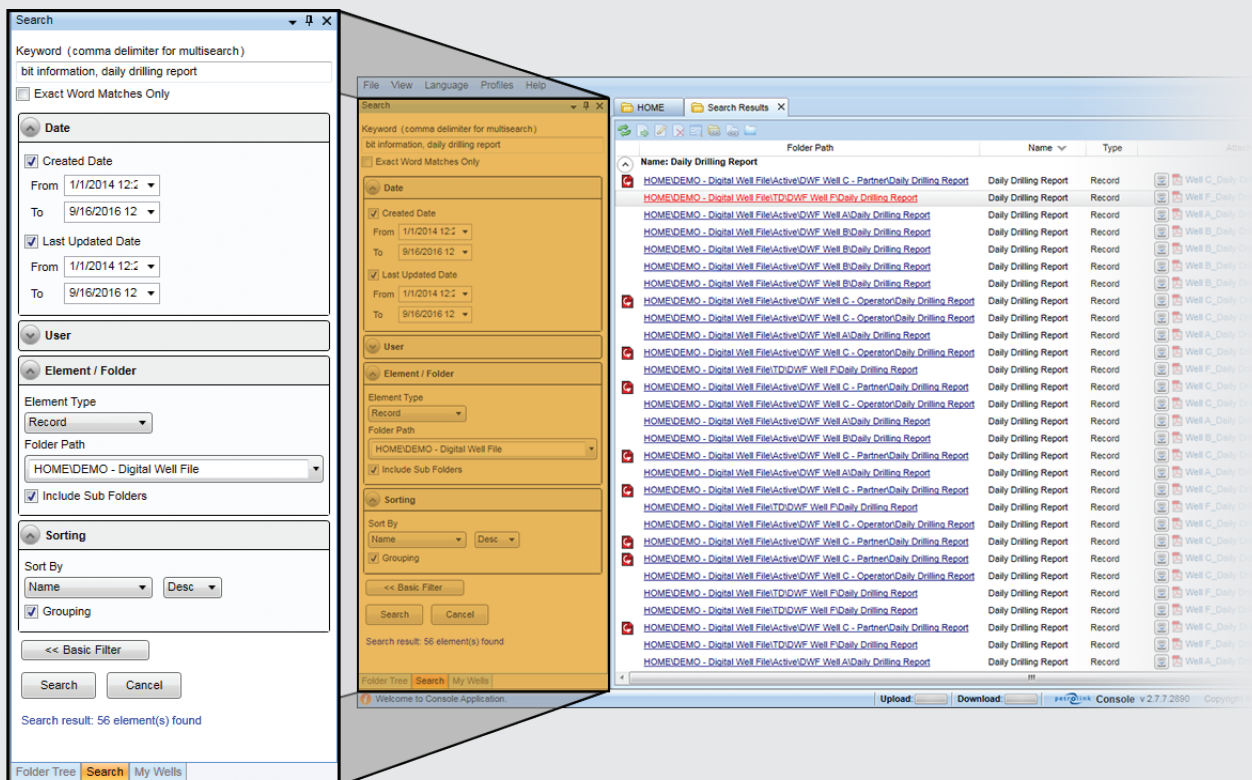
## The Results

The biggest return on investment was time savings. The Operator estimated it freed up one full resource who could then be used in other areas and reduced engineers search time by 35%.

The solution cut down exponentially on the amount of unwanted email; and email distribution errors dropped significantly increasing security. Archiving went from a multi-week process to zero time spent with auto archiving. And the Company's engineers were able to spend more time monitoring critical well operations and making informed decisions with data that was easy to find and share.

*“Petrolink made it easy to get to the data and kept my partners happy. It allowed my team to focus on the project at hand instead of constantly dealing with data management and distribution issues.”*

### Drilling Engineer



Makes data easy to find and share