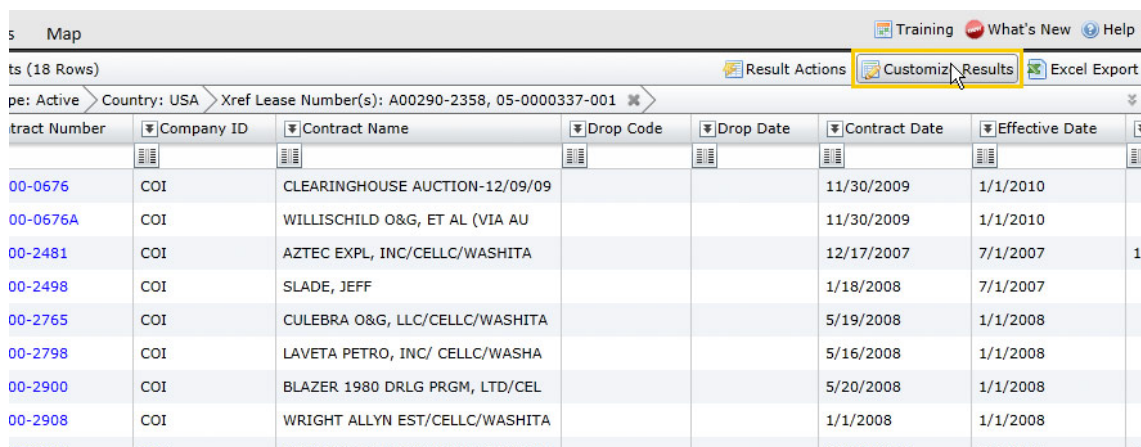


# Customize Search Results Part 2

## DISPLAYED GRAPHIC

## TRANSCRIPT



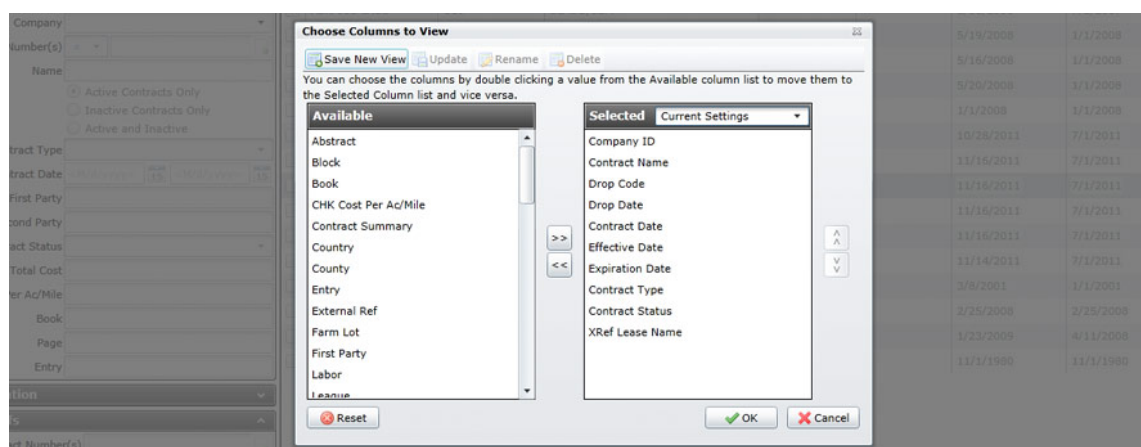
Map Training What's New Help

ts (18 Rows) Result Actions **Customize Results** Excel Export

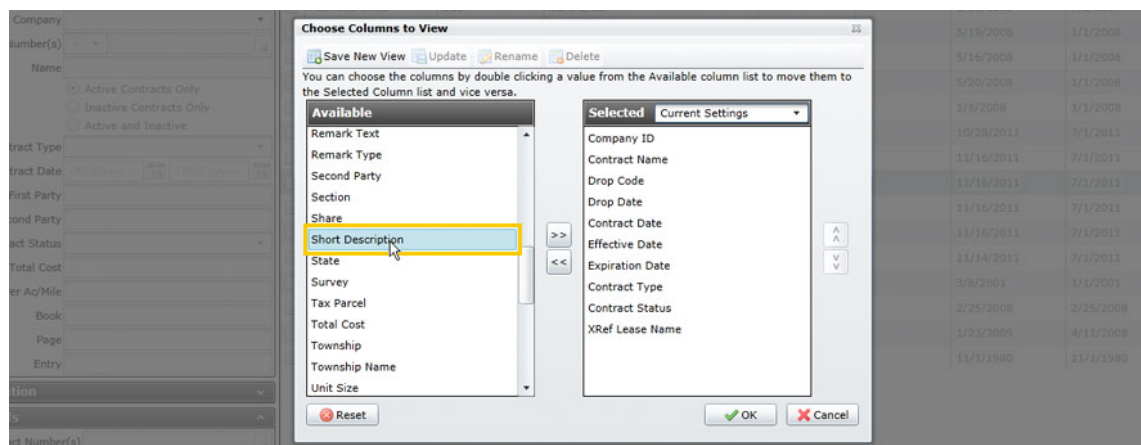
pe: Active Country: USA Xref Lease Number(s): A00290-2358, 05-0000337-001

tract Number	Company ID	Contract Name	Drop Code	Drop Date	Contract Date	Effective Date
00-0676	COI	CLEARINGHOUSE AUCTION-12/09/09			11/30/2009	1/1/2010
00-0676A	COI	WILLISCHILD O&G, ET AL (VIA AU			11/30/2009	1/1/2010
00-2481	COI	AZTEC EXPL, INC/CELLC/WASHITA			12/17/2007	7/1/2007
00-2498	COI	SLADE, JEFF			1/18/2008	7/1/2007
00-2765	COI	CULEBRA O&G, LLC/CELLC/WASHITA			5/19/2008	1/1/2008
00-2798	COI	LAVETA PETRO, INC/ CELLC/WASHA			5/16/2008	1/1/2008
00-2900	COI	BLAZER 1980 DRLG PRGM, LTD/CEL			5/20/2008	1/1/2008
00-2908	COI	WRIGHT ALLYN EST/CELLC/WASHITA			1/1/2008	1/1/2008

**Narrator:** On the Search Results Toolbar, click Customize Results.



**Narrator:** The Choose Columns to View popup window displays.

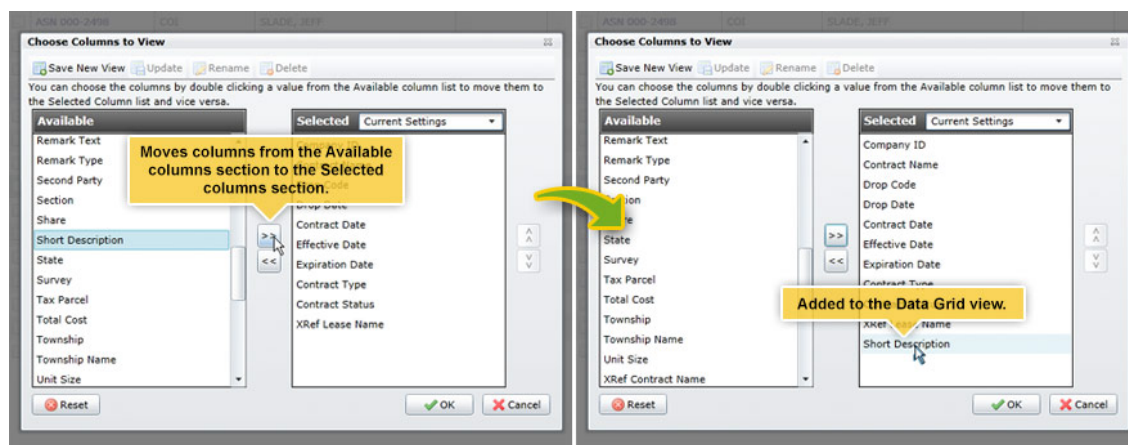


**Narrator:** You can change the columns to display by either adding or removing columns from the view. To add a column to the Selected columns section, click a column name from the Available columns section. Hold down the

# Customize Search Results Part 2

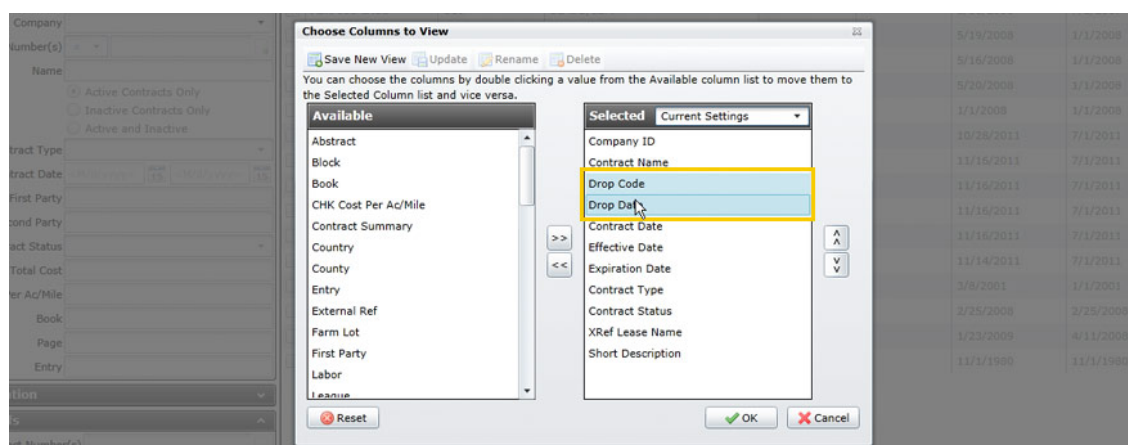
## DISPLAYED GRAPHIC

## TRANSCRIPT



CTRL (Control) key on your keyboard to select multiple column names.

**Narrator:** Click the Right arrows, located between the Available and Selected column sections, to move the highlighted column(s) to the Selected columns section.

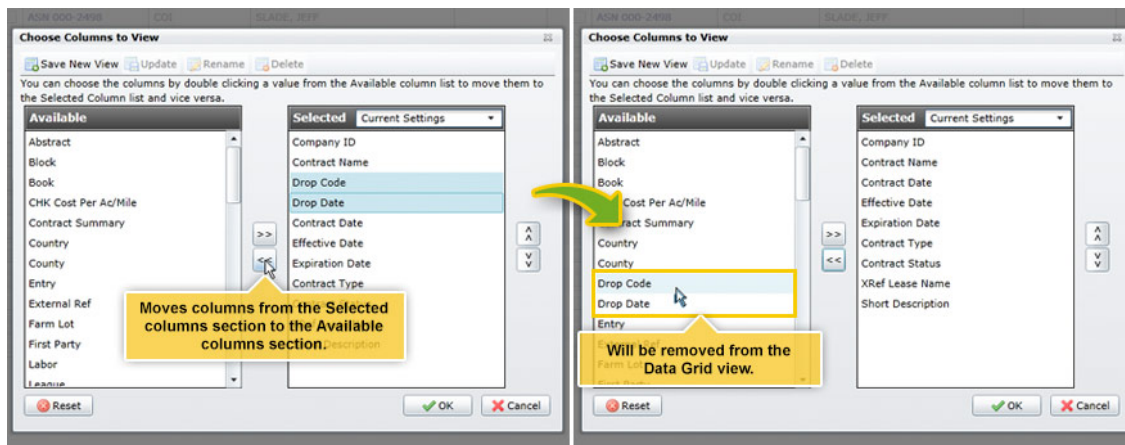


**Narrator:** To remove a column from the Selected columns section, click a column name from the Selected columns section. Hold down the CTRL (Control) key on your keyboard to select multiple column names.

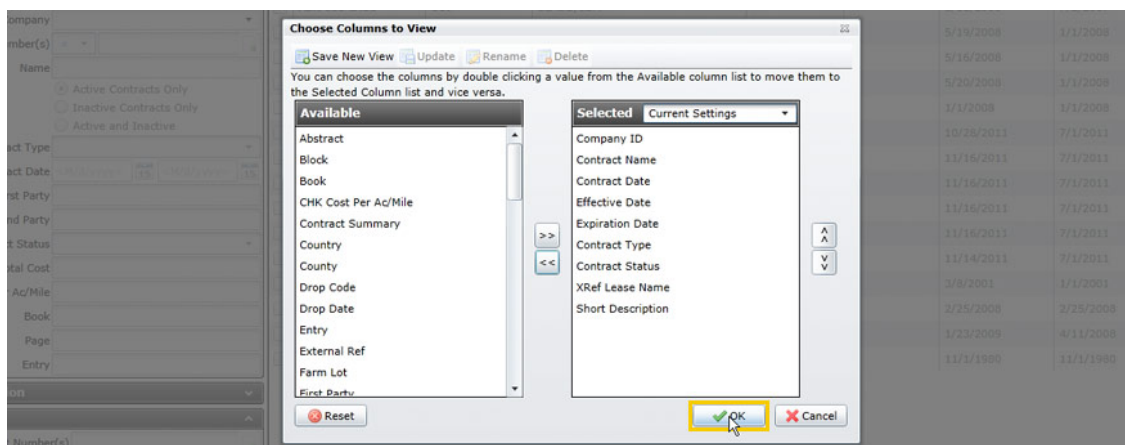
# Customize Search Results Part 2

## DISPLAYED GRAPHIC

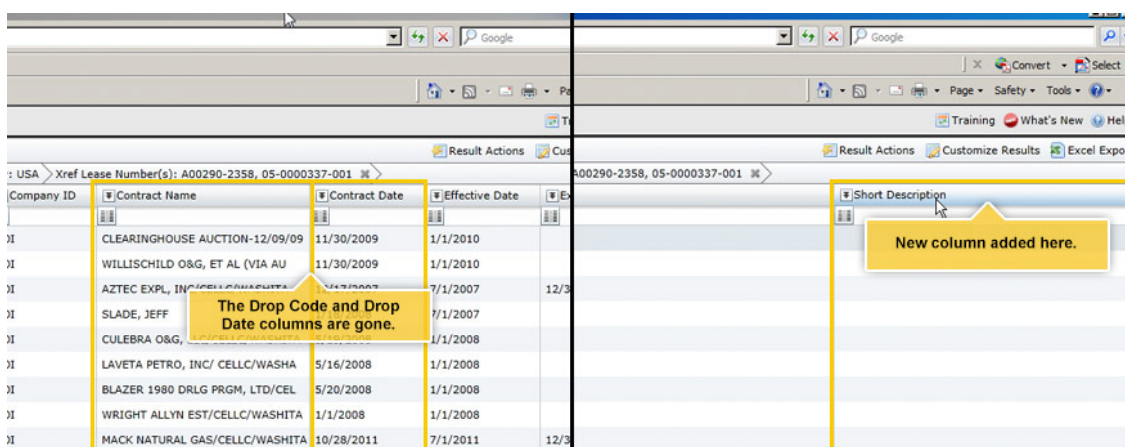
## TRANSCRIPT



**Narrator:** Click the Left arrows, located between the Available and Selected column sections, to move the highlighted column(s) to the Available columns section.



**Narrator:** Click OK, to update how the search results are displayed in the Data Grid.



**Narrator:** As you can see, the Drop Code and Drop Date columns are no longer displayed to the right of the Contract Name Column. Also notice, that the Short Description column now appears as the last column.



# Customize Search Results Part 2

## DISPLAYED GRAPHIC

## TRANSCRIPT

ts (19 Rows) Result Actions Customize Results Excel Export

pe: Active > Country: USA > Xref Lease Number(s): A00290-2358, 05-0000337-001

Contract Number	Contract Name	Contract Date	Effective Date	Expiration Date	Contract Type	Contract Status
00-0676	ARINGHOUSE AUCTION-12/09/09	11/30/2009	1/1/2010			ACTIV
00-0676A	LISCHILD O&G, ET AL (VIA AU	11/30/2009	1/1/2010		ACQUISITION	ACTIV
00-2481	EC EXPL, INC/CELLC/WASHITA	12/17/2007	7/1/2007	12/31/2078	ASSIGNMENT	ACTIV
00-2498	DE, JEFF	1/18/2008	7/1/2007		ASSIGNMENT	ACTIV
00-2765	EBRA O&G, LLC/CELLC/WASHITA	5/19/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2798	ETA PETRO, INC/ CELLC/WASHA	5/16/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2900	ZER 1980 DRLG PRGM, LTD/CEL	5/20/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2908	GHT ALLYN EST/CELLC/WASHITA	1/1/2008	1/1/2008		ASSIGNMENT	ACTIV
00-4612	CK NATURAL GAS/CELLC/WASHITA	10/28/2011	7/1/2011	12/31/2078	ASSIGNMENT	ACTIV
3409-0079	LC/CHK GRANITE WASH TRUST	11/16/2011	7/1/2011	12/31/2078	DIVESTITURE	ACTIV

**Narrator:** You can group search results by any column heading. Left-click on the Down arrows located on the left of a column name. The Contract Type Dropdown list expands.

ts (19 Rows) Result Actions Customize Results Excel Export

pe: Active > Country: USA > Xref Lease Number(s): A00290-2358, 05-0000337-001

Contract Number	Contract Name	Contract Date	Effective Date	Expiration Date	Contract Type	Contract Status
00-0676	ARINGHOUSE AUCTION-12/09/09	11/30/2009	1/1/2010			ACTIV
00-0676A	LISCHILD O&G, ET AL (VIA AU	11/30/2009	1/1/2010		ACQUISITION	ACTIV
00-2481	EC EXPL, INC/CELLC/WASHITA	12/17/2007	7/1/2007	12/31/2078	ASSIGNMENT	ACTIV
00-2498	DE, JEFF	1/18/2008	7/1/2007		ASSIGNMENT	ACTIV
00-2765	EBRA O&G, LLC/CELLC/WASHITA	5/19/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2798	ETA PETRO, INC/ CELLC/WASHA	5/16/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2900	ZER 1980 DRLG PRGM, LTD/CEL	5/20/2008	1/1/2008		ASSIGNMENT	ACTIV
00-2908	GHT ALLYN EST/CELLC/WASHITA	1/1/2008	1/1/2008		ASSIGNMENT	ACTIV
00-4612	CK NATURAL GAS/CELLC/WASHITA	10/28/2011	7/1/2011	12/31/2078	ASSIGNMENT	ACTIV
3409-0079	LC/CHK GRANITE WASH TRUST	11/16/2011	7/1/2011	12/31/2078	DIVESTITURE	ACTIV

**Narrator:** Click Add Grouping.

**CHKSearch** Wells/Sites **Contracts** Leases Map

Search Reset Add to Saved Search 18 Contracts (19 Rows)

**My Saved Searches**

**Details**

Company

Number(s)

Name

☒ Active Contracts Only  
☐ Inactive Contracts Only  
☐ Active and Inactive

Contract Type

Contract Date <M/d/yyyy>  <M/d/yyyy>

First Party

Second Party

Active Type: Active > Country: USA > Xref Lease Number(s): A00290-2358, 05-0000337-001

Contract Number	Contract Name	Contract Date	Effective Date	Expiration Date
ContractType: ACQUISITION (2 items)				
ContractType: ASSIGNMENT (9 items)				
ContractType: DIVESTITURE (5 items)				
ContractType: FOUNDER CONVEYANCE (2 items)				
ContractType: JOINT OPERATING AGREEMENT (1 item)				

**Narrator:** The search results are grouped by the selected column.

# Customize Search Results Part 2

## DISPLAYED GRAPHIC

## TRANSCRIPT

Company: [Dropdown]  
 Number(s): [Input]  
 Name: [Input]  
 Active Contracts Only  
 Inactive Contracts Only  
 Active and Inactive  
 Contract Type: [Dropdown]  
 Contract Date: <M/d/yyyy> [15] <M/d/yyyy> [15]  
 First Party: [Input]  
 Second Party: [Input]  
 Contract Status: [Dropdown]  
 Total Cost: [Input]  
 Cost Per Ac/Mile: [Input]  
 Book: [Input]  
 Page: [Input]

ContractType: ASSIGNMENT (9 items)					
<input type="checkbox"/>	ASN 000-2481	COI	AZTEC EXPL, INC/CELLC/WASHITA	12/17/2007	
<input type="checkbox"/>	ASN 000-2498	COI	SLADE, JEFF	1/18/2008	
<input type="checkbox"/>	ASN 000-2765	COI	CULEBRA O&G, LLC/CELLC/WASHITA	5/19/2008	
<input type="checkbox"/>	ASN 000-2798	COI	LAVETA PETRO, INC/ CELLC/WASHITA	5/16/2008	
<input type="checkbox"/>	ASN 000-2900	COI	BLAZER 1980 DRLG PRGM, LTD/CEL	5/20/2008	
<input type="checkbox"/>	ASN 000-2908	COI	WRIGHT ALLYN EST/CELLC/WASHITA	1/1/2008	
<input type="checkbox"/>	ASN 000-4612	COI	MACK NATURAL GAS/CELLC/WASHITA	10/28/2011	
<input type="checkbox"/>	ASN 512-0196	COI	ROCK ISLAND 1980/CELP	3/8/2001	
<input type="checkbox"/>	ASN 927-0034	COI	AZTEC EXPLOR/CELLC/WASHITA	2/25/2008	

ContractType: ACQUISITION (2 items)  
 ContractType: DIVESTITURE (5 items)  
 ContractType: FOUNDER CONVEYANCE (2 items)  
 ContractType: JOINT OPERATING AGREEMENT (1 item)

**Narrator:** Click the Down arrow located to the left of the group name to expand the list.

Company: [Dropdown]  
 Number(s): [Input]  
 Name: [Input]  
 Active Contracts Only  
 Inactive Contracts Only  
 Active and Inactive  
 Contract Type: [Dropdown]  
 Contract Date: <M/d/yyyy> [15] <M/d/yyyy> [15]  
 First Party: [Input]  
 Second Party: [Input]  
 Contract Status: [Dropdown]  
 Total Cost: [Input]  
 Cost Per Ac/Mile: [Input]  
 Book: [Input]  
 Page: [Input]

ContractType: ASSIGNMENT (9 items)					
<input type="checkbox"/>	ASN 000-2481	ITA	12/17/2007	7/1/2007	12/31/2078
<input type="checkbox"/>	ASN 000-2498		1/18/2008	7/1/2007	
<input type="checkbox"/>	ASN 000-2765	SHITA	5/19/2008	1/1/2008	
<input type="checkbox"/>	ASN 000-2798	ASHA	5/16/2008	1/1/2008	
<input type="checkbox"/>	ASN 000-2900	/CEL	5/20/2008	1/1/2008	
<input type="checkbox"/>	ASN 000-2908	SHITA	1/1/2008	1/1/2008	
<input type="checkbox"/>	ASN 000-4612	ASHITA	10/28/2011	7/1/2011	12/31/2078
<input type="checkbox"/>	ASN 512-0196		3/8/2001	1/1/2001	
<input type="checkbox"/>	ASN 927-0034	A	2/25/2008	2/25/2008	

ContractType: ACQUISITION (2 items)  
 ContractType: DIVESTITURE (5 items)  
 ContractType: FOUNDER CONVEYANCE (2 items)  
 ContractType: JOINT OPERATING AGREEMENT (1 item)

**Narrator:** Alternately, you can ungroup search results. Left-click on the Down arrows located on the left of the column name that was used to group the results. The Contract Type Dropdown list expands.

**Narrator:** Click Remove Grouping.

Contracts Leases Map Training

ch 18 Contracts (19 Rows) Result Actions Customize R

Active Type: Active Country: USA Xref Lease Number(s): A00290-2358, 05-0000337-001

Contract Number Contract Date Effective Date Expiration Date Contract Type Contract Status

ContractType: ACQUISITION (2 items)  
 ContractType: ASSIGNMENT (9 items)

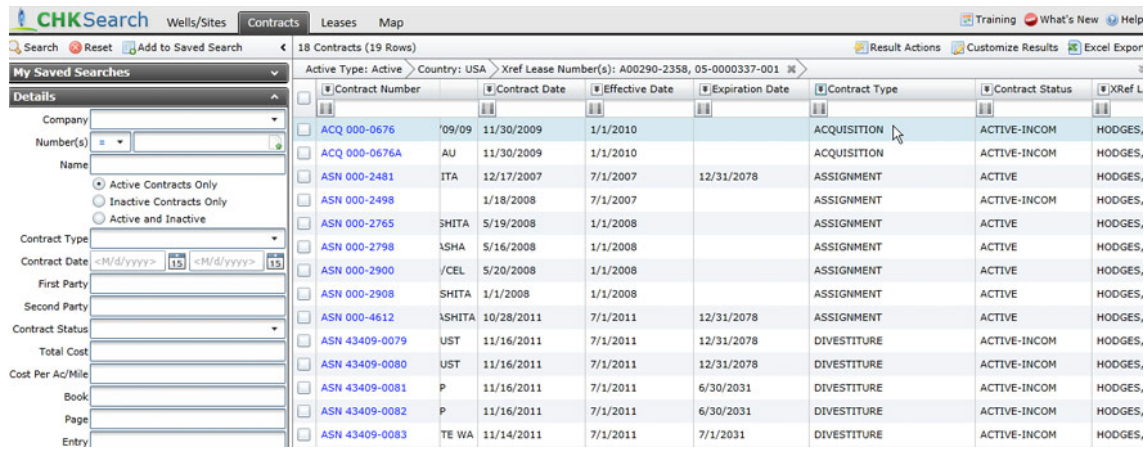
Remove Grouping

<input type="checkbox"/>	ASN 000-2481	ITA	12/17/2007	7/1/2007	12/31/2078	ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-2498		1/18/2008	7/1/2007		ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-2765	SHITA	5/19/2008	1/1/2008		ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-2798	ASHA	5/16/2008	1/1/2008		ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-2900	/CEL	5/20/2008	1/1/2008		ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-2908	SHITA	1/1/2008	1/1/2008		ASSIGNMENT	ACTIV
<input type="checkbox"/>	ASN 000-4612	ASHITA	10/28/2011	7/1/2011	12/31/2078	ASSIGNMENT	ACTIV

# Customize Search Results Part 2

## DISPLAYED GRAPHIC

## TRANSCRIPT



Contract Number	Contract Date	Effective Date	Expiration Date	Contract Type	Contract Status	XRef L
ACQ 000-0676	'09/09	11/30/2009	1/1/2010	ACQUISITION	ACTIVE-INCOM	HODGES,
ACQ 000-0676A	AU	11/30/2009	1/1/2010	ACQUISITION	ACTIVE-INCOM	HODGES,
ASN 000-2481	ITA	12/17/2007	7/1/2007	ASSIGNMENT	ACTIVE	HODGES,
ASN 000-2498		1/18/2008	7/1/2007	ASSIGNMENT	ACTIVE-INCOM	HODGES,
ASN 000-2765	SHITA	5/19/2008	1/1/2008	ASSIGNMENT	ACTIVE	HODGES,
ASN 000-2798	SHA	5/16/2008	1/1/2008	ASSIGNMENT	ACTIVE	HODGES,
ASN 000-2900	/CEL	5/20/2008	1/1/2008	ASSIGNMENT	ACTIVE	HODGES,
ASN 000-2908	SHITA	1/1/2008	1/1/2008	ASSIGNMENT	ACTIVE	HODGES,
ASN 000-4612	SHITA	10/28/2011	7/1/2011	ASSIGNMENT	ACTIVE	HODGES,
ASN 43409-0079	UST	11/16/2011	7/1/2011	DIVESTITURE	ACTIVE-INCOM	HODGES,
ASN 43409-0080	UST	11/16/2011	7/1/2011	DIVESTITURE	ACTIVE-INCOM	HODGES,
ASN 43409-0081	P	11/16/2011	7/1/2011	DIVESTITURE	ACTIVE-INCOM	HODGES,
ASN 43409-0082	P	11/16/2011	7/1/2011	DIVESTITURE	ACTIVE-INCOM	HODGES,
ASN 43409-0083	TE WA	11/14/2011	7/1/2011	DIVESTITURE	ACTIVE-INCOM	HODGES,

**Narrator:** The search results are now ungrouped.