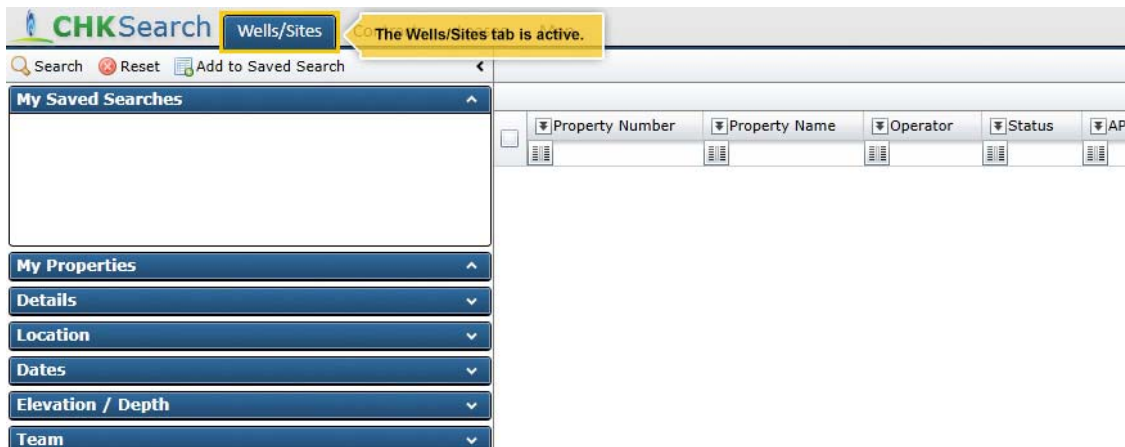


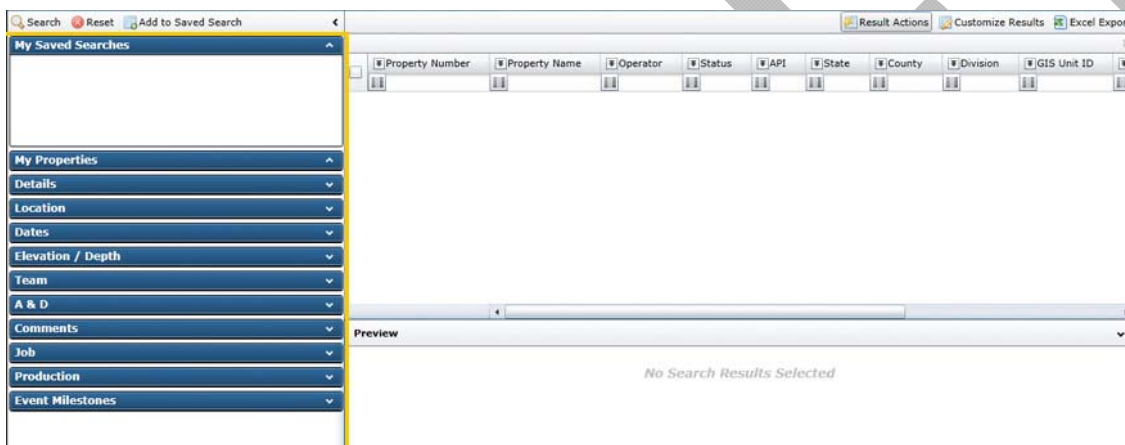
# Conduct a Wells/Sites Search

## DISPLAYED GRAPHIC

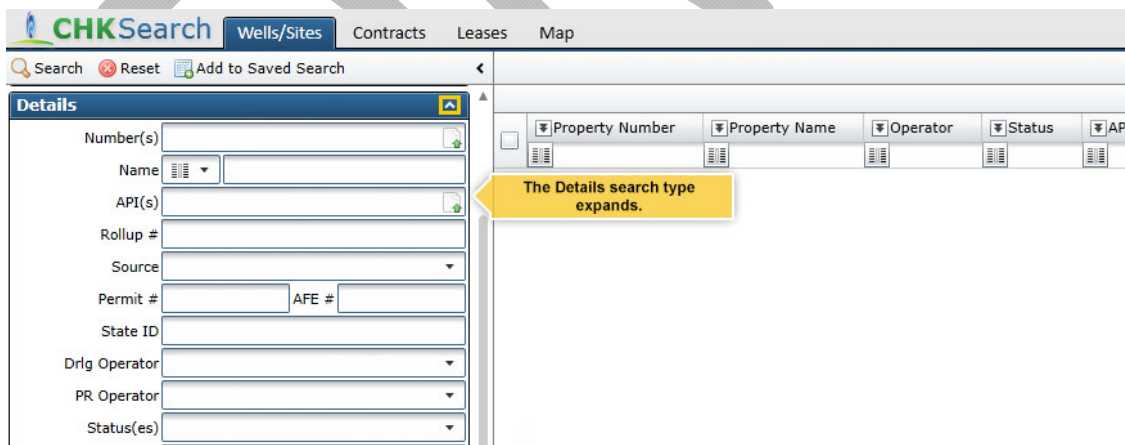
## TRANSCRIPT



**Narrator:** Verify that you are in the Wells/Sites tab.



**Narrator:** Begin your search at the Search Sidebar.

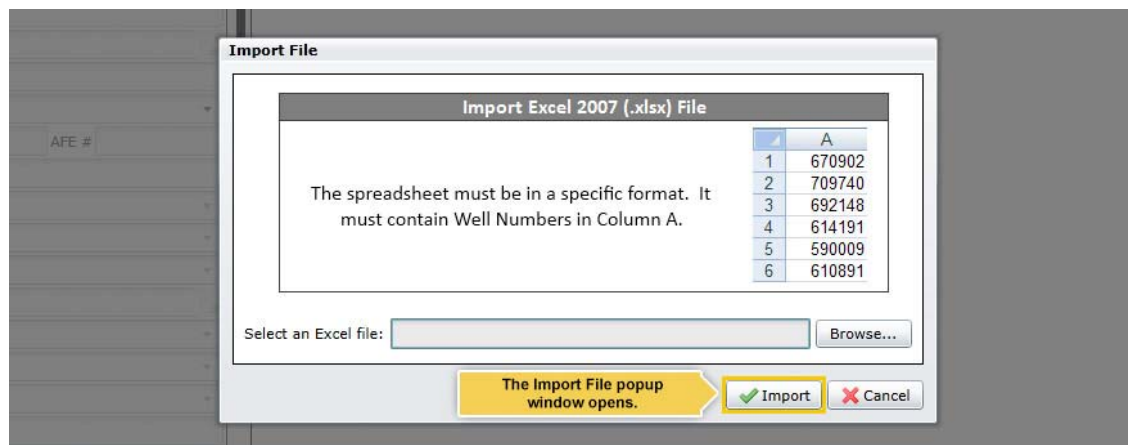


**Narrator:** Click the small arrow located on the right of the Details search type title bar. The Details search type expands.

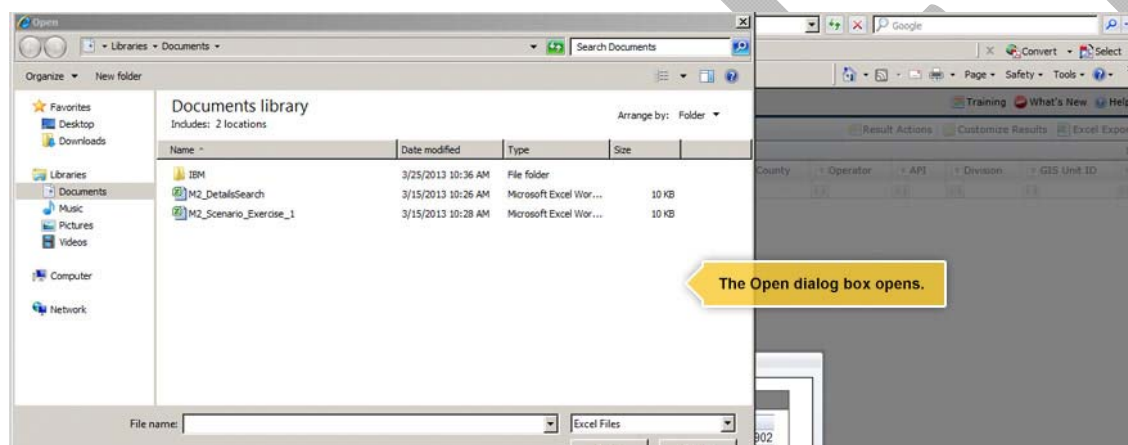
# Conduct a Wells/Sites Search

## DISPLAYED GRAPHIC

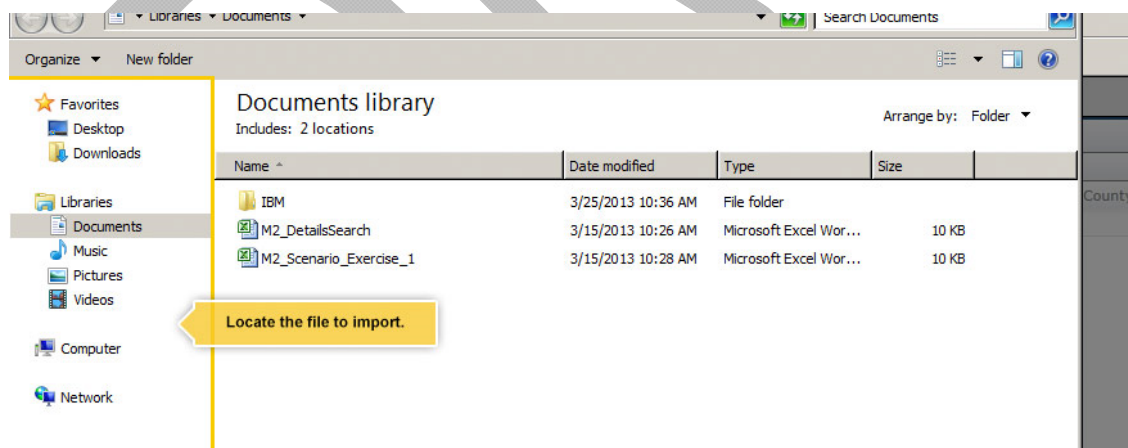
## TRANSCRIPT



**Narrator:** Click the Import button located to the right of the Number(s) field. The Import File popup window opens.



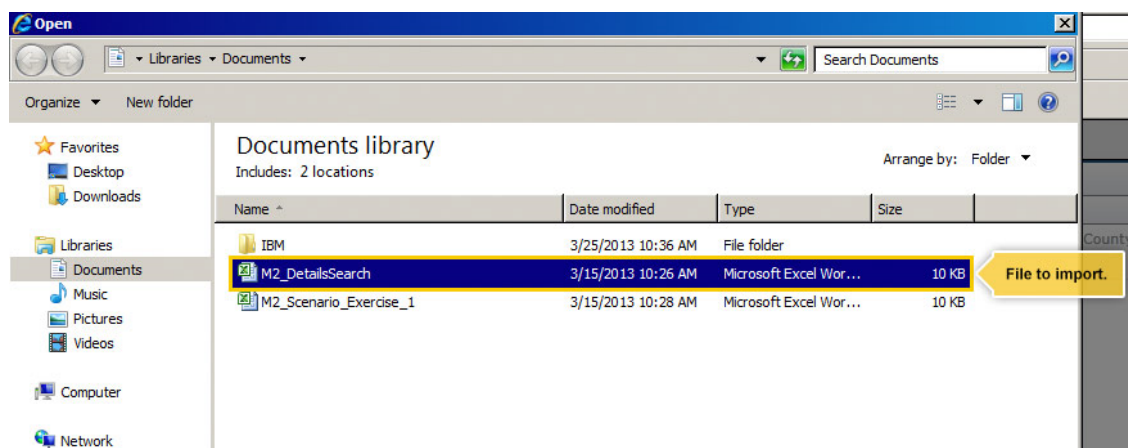
**Narrator:** Click the Browse button. The Open dialog box opens.



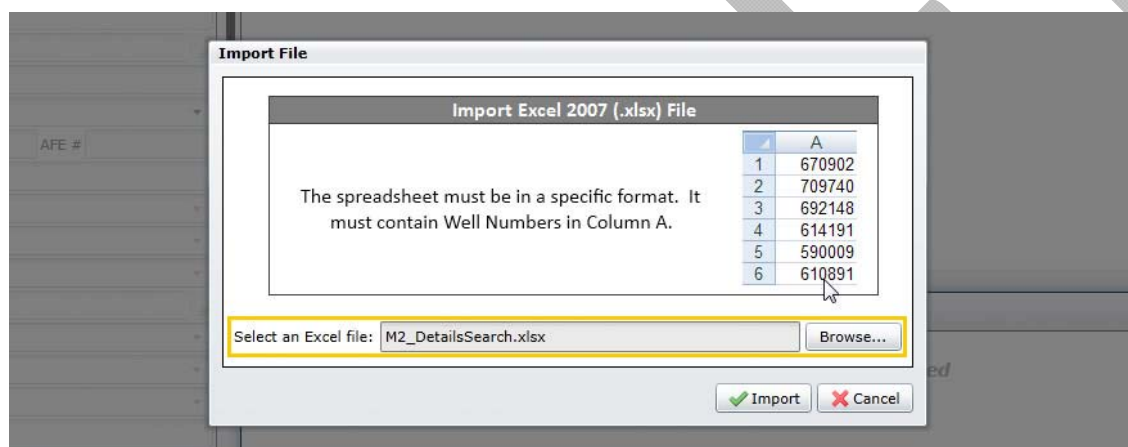
**Narrator:** Navigate to the location on your computer where the file you'd like to import is stored.

# Conduct a Wells/Sites Search

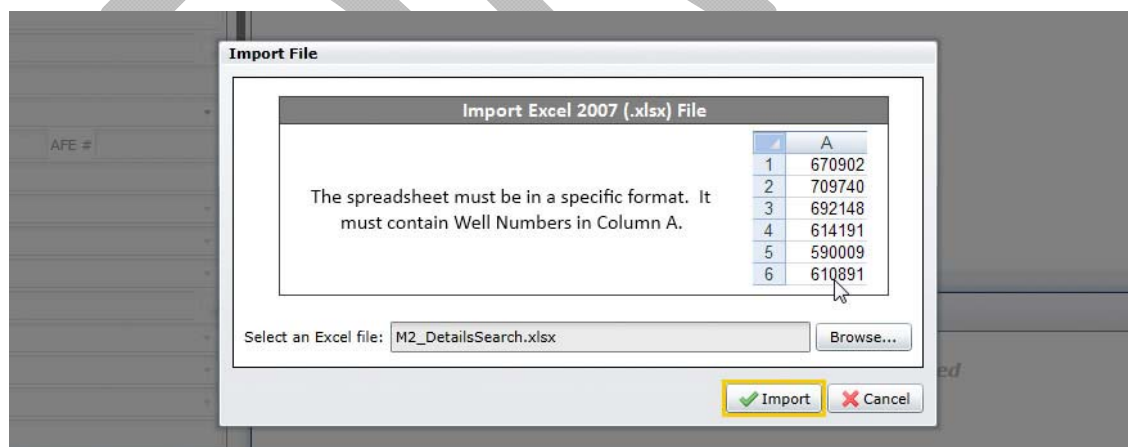
## DISPLAYED GRAPHIC



**Narrator:** Click the file you'd like to import.



**Narrator:** Click the Open button. The Open dialog box closes and the Select an Excel file field in the Import File popup window populates with the name of the import file.



**Narrator:** Click the Import button. The Number(s) field populates with the imported lease numbers separated by commas.

# Conduct a Wells/Sites Search

## DISPLAYED GRAPHIC

My Saved Searches

My Last Search

Test

The Data Grid will expand with the results. You can also hit the "Enter" key on your keyboard, instead of the Search button.

My Properties

Details

Number(s) 110812, 110900, 110930, 111012,

Name

API(s)

Rollup #

Source

Permit #  AFE #

SEARCH

Country: USA > Property Number(s): 110812, 110900, 110930, 111012, 111954, ...

<div></div>	Property Number	Status	Property Name	State	Cou
<input type="checkbox"/>	110812	PROPOSED	SMITH 1-30H (HASKELL)	OKLAHOMA	HASKE
<input type="checkbox"/>	110812	PROPOSED	SMITH 1-30H (HASKELL)	OKLAHOMA	HASKE
<input type="checkbox"/>	110900	PRODUCING	JULIA 1-16	OKLAHOMA	HASKE
<input type="checkbox"/>	110930	PRODUCING	CANTRELL 1-10	OKLAHOMA	HASKE
<input type="checkbox"/>	111012	SHUTIN	OGLE 1-31H	OKLAHOMA	HASKE
<input type="checkbox"/>	111954	PROPOSED	SMITH 1-34H	OKLAHOMA	HASKE
<input type="checkbox"/>	111954	PROPOSED	SMITH 1-34H	OKLAHOMA	HASKE
<input type="checkbox"/>	111955	PROPOSED	THOMAS 1-36H	OKLAHOMA	HASKE
<input type="checkbox"/>	111955	PROPOSED	THOMAS 1-36H	OKLAHOMA	HASKE

## TRANSCRIPT

**Narrator:** Once the search criteria have been filled in click the Search button. The data grid will expand with the results. You can also hit the Enter key on your keyboard, instead of the Search button.