Adhoc Reporting Common Issues and Solutions

## 1. Problem:

I can't see any ad hoc reports in the application.

## Solution:

Only the Data Management Team can create or update ad hoc reports. If no reports are visible, contact the Data Management Team to confirm availability.

## 2. Problem:

When running a report, I get "No data returned for the selected parameters."

## Solution:

Review the parameters entered and ensure they match valid data ranges (e.g., correct well IDs, dates). If unsure, consult with the Data Management Team for guidance.

## 3. Problem:

I get an error: "Invalid parameter format."

## Solution:

Ensure that all parameter inputs (dates, IDs, etc.) follow the required format (e.g., YYYY-MM-DD for dates). Refer to the report guidelines provided in the application.

## 4. Problem:

I can’t find the "Run Report" button.

## Solution:

Make sure you've selected a report and entered all required parameters. The button becomes active only after mandatory fields are filled.

## 5. Problem:

Report execution is very slow or times out.

## Solution:

Use narrower parameters (e.g., shorter date ranges, fewer wells). If performance issues persist, contact the Data Management Team to optimize the report query.

## 6. Problem:

I receive "Access Denied" when trying to modify a report.

## Solution:

Only the Data Management Team can modify or create reports. If you believe you need additional permissions, request access through your supervisor.

## 7. Problem:

Report output columns are misaligned or missing headers.

## Solution:

Contact the Data Management Team to review and correct the report template. Do not attempt to modify the report structure yourself.

## 8. Problem:

When I download a report, it’s in an unreadable format.

## Solution:

Ensure you select the correct download format (CSV, XLSX, PDF). If a specific format is unreadable, open it with the recommended software (e.g., Excel for XLSX).

## 9. Problem:

I entered valid parameters, but the report shows outdated data.

## Solution:

Reports rely on scheduled data updates. Confirm with the Data Management Team when the latest data refresh occurred.

## 10. Problem:

The report preview shows "Sample data only."

## Solution:

Some reports provide sample previews. To fetch full data, click "Run Full Report" after entering all parameters.

## 11. Problem:

"Parameter validation failed" error appears even when fields seem correct.

## Solution:

Ensure no special characters or blank spaces are in the parameter fields. Use copy-paste with caution, as hidden characters may cause validation errors.

## 12. Problem:

I need to schedule a report to run automatically but can’t find the option.

## Solution:

Scheduling features are restricted to the Data Management Team. Request scheduling through your team lead or the Data Management Team.

## 13. Problem:

I can’t find the report I usually run.

## Solution:

Check if the report has been archived or replaced with an updated version. Contact the Data Management Team to confirm the report's status.

## 14. Problem:

Error: "Query exceeds allowed data limits."

## Solution:

Refine the query parameters to reduce the data volume (e.g., shorter date range, fewer well IDs). Large queries may require optimization by the Data Management Team.

## 15. Problem:

The application logs me out while generating large reports.

## Solution:

For long-running reports, ensure active session by occasionally interacting with the app. Alternatively, request the Data Management Team to run heavy reports offline.

## 16. Problem:

The "Save Parameter Set" option is not working.

## Solution:

Ensure all required parameters are filled. If the issue persists, clear browser cache or try another browser. Contact support if the problem continues.

## 17. Problem:

I accidentally entered incorrect parameters and ran the report.

## Solution:

Simply rerun the report with the correct parameters. The system retains only the latest executed output.

## 18. Problem:

Error: "Report template missing."

## Solution:

This indicates the report design file is absent or corrupted. Notify the Data Management Team immediately for resolution.

## 19. Problem:

I need to export a report but can’t select the PDF option.

## Solution:

Some reports are restricted to specific formats based on data volume or structure. Contact the Data Management Team if you require PDF export for a specific report.

## 20. Problem:

The "Filter by Well Type" option is grayed out.

## Solution:

This filter becomes active only when certain reports or parameters are selected. Ensure you've selected the correct report template that supports well type filtering.