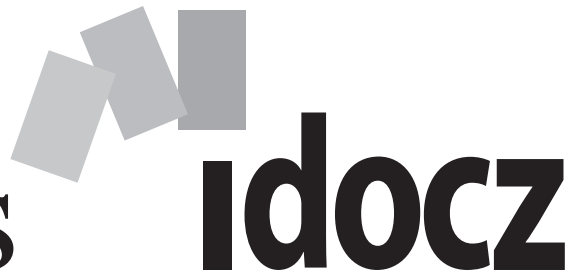


the future of well files



The Digital Advantage



For the past decade oil and gas companies have been increasingly converting paper documents into a digital format. While accounting, legal, and HR have mature digitization practices, recently engineering and drafting departments have also begun to turn to digital documentation. This article will explore the drivers behind the digitization trend and help you determine if it is right for your department.

Well files pose a unique challenge in their complexity of document types and sheer volume of original data. Government approvals, geological and drilling information, billing, well logs and maps make up scattered and often unorganized well files. Due to this variety of documents and the many hands that they flow through, it is difficult to become intimately familiar with any given well file, and as such extensive searches are needed to find data within them. In addition, due to the nature of physical documents, they are unavailable to employees at a moment's notice.

The advantages of digitization are not only available to archival files but also to current active wells. Many departments are unaware of the ability to scan active wells, and with advances in technology and tighter processes, many vendors are able to offer on-demand scanning. On-demand scanning updates your well files as documents are created and exposes them immediately via email or through your company's document management system.

Access

Can you view your well files in the field, at home, or over a business lunch? Can you send a requested document or drawing with the click of a button?

Access and the inability to search are the leading reasons that departments decide to digitize their well files. Traditionally, well files contain the original documents pertaining to a specific well, and are stored in location which is regulated by sign in and sign out procedures. Hardcopy files allow for single user access only and require multiple copies to be made, or a waiting list to view. These documents are only available to employees in the field upon request and subsequently reduce the effectiveness of your employees.

Digitizing in conjunction with advances in technology has made it possible to access well files from virtually anywhere. Most scanning vendors will provide you with a CD of your well files in PDF that you can upload and email when needed. While boutique companies will offer direct upload to your internal document management system or a hosted online solution. Your well files can then be accessed at anytime from anywhere that internet access is available. Your employees can access information in the field, on the rig, at home, in the office or at a business meeting with the click of a button. Digital files allow multiple people to access the information at the same time and updated information can be communicated more effectively.



Search Ability

Can you locate a specific model of equipment (i.e. wellhead) with the click of a button?

Hard copy documents require labour intensive searches to determine their location, and processes to copy the requested items and package them for delivery. Digitizing documents provides a faster more efficient search ability that can locate information in moments.

Most service providers will complete an index of what they have scanned, which can be loaded into your document management system. This will provide a map of your documents and their location. They will also perform an optical character recognition, which converts characters within the

scanned image to words. This enables content searches within documents. When combined, title and content searches dramatically reduce the time spent searching for information. However, this type of search works best when you know where to look for a document as it searches mainly within documents and not across them. Some vendors provide options that go beyond document specific content searches and allow for cross document content and metadata based searches. With these types of searches you can locate information pertaining to a specific mechanical piece, a service company, or range of dates across all well files. The results of the search will provide you with a list of all documents across all well files that pertain to the requested information.

Classification is also a process that increases the search ability of documents. Most vendors will offer this in increasingly specific levels. Classifying is a processed that organizes your documents into folders and sub-folders based on an intelligent list of specifications. These specifications are created in collaboration with the client and the provider. As the specification of folders is increased your ability to accurately locate an item increases significantly.

Protection

Physical documents are susceptible to human errors and environmental damage. These original documents do not have any form of backups and if lost or destroyed there is often no way to recover the item.

The Digital Advantage (continued)

Digital files do not deteriorate, they are permanent. Backups of digital files are easy to create and access permissions can be set with greater ease. If a company chooses to load the files into a document management system, customized permissions can be created to control which documents each individual has access to. Digital files loaded into a document management system can also have appendices attached or linked to them that reference any updates or revisions with the click of a button. Documents stored digitally are not susceptible to the human and environmental errors that threaten paper files and are protected further through their lifecycle with audit trails, permission controls and revision history.

Space

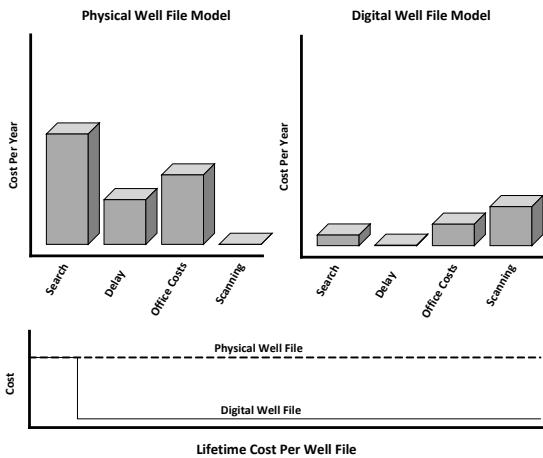
Your company pays a premium for office space, so why fill it with boxes when all of that information could be stored on a small thumb drive. Hard copy documents take up an immense amount of space in your office and internal storage. Cluttered offices are perfect for losing documents and reduce efficiency, while onsite storage takes up valuable space. Digitizing your well files gives you the opportunity to reclaim your office.

Most service providers will give you the option of having the scanned versions of your well files returned on CD, thumb drive, or direct upload, significantly reducing their footprint. The original well file can then be sent to offsite storage or destroyed depending on your company's records management retention policy.

Cost Savings

Do you know how much you are currently spending on well file related activities?

As with any investment there is an upfront cost, scanning your well files is no different. The savings that come from digitizing your documents are often hard to track because they happen so frequently within any given day, but they add up to a significant amount.



Searching for items is a labour intensive process that can take a large amount of time and reduces the effectiveness of your high value employees. If geological maps go missing the cost of reproduction is significant. When centered on hard copy files, storage fees and requests for documents can be expensive, requiring print and courier fees. Employee's offsite can wait for days for requests for information to be filled, reducing their effectiveness. The liability of not having the correct information that you need, when you need it can lead to poor decisions and ultimately cost the company more. The upfront costs of scanning your well files can be large when looked at as a lump sum, but they are a mere shadow of the long term costs associated with physical files, not to mention the risks associated with not having reliable versions of key files.

A Sneak Peak at Next Month...

The Future of Well Files: Going Beyond Scanning

An informative glance at services that are offered to propel your digital files to the next dimension, such as search enabled drawings, migration platforms, hosted solutions and metadata-based classification.



is a Calgary based outsourcing company that provides boutique level document handling and information solutions.

idocz uses a holistic approach to support your document needs. Our background provides us with the unique ability to address the drafting and IT needs of document management problems. idocz provides full life cycle solutions to support your business.

We know that there are a variety of needs, while some require the lowest cost; others may be looking to integrate the newest technologies. We can satisfy both and everything in-between by customizing each of our services to match the unique needs of everyone one of our clients.

idocz uses innovative technologies, value added services and a spectrum of employees, from industry leaders, to high value technicians to transform the problems you have into the solutions you need.

Full Service Well File Scanning

The Industry: Canadian Oil and Natural Gas Producer

The Issue: Well files were being stored in an offsite physical storage facility and were tracked by the records management department at the well level. The content of the boxes was not indexed which made retrieval of documents difficult and time consuming.

The Solution: Using a classification schedule provided by the Client, idocz scanned, classified, and indexed the well files. This resulted in greater search ability and faster turnaround times.

Hosted Well Files

The Industry: Small Canadian Oil and Gas Producer

The Issue: The growing oil and gas company had acquired several new wells and were running out of space to store the well files. Without an extensive knowledge of the wells, they were having trouble searching for and retrieving specific document. The company also wanted to be able to store the newly digitized files in a document management system, but were not corporately prepared to invest in a large system.

The Solution: idocz scanned the well files and classified using a metadata based approach in conjunction with a schedule developed by the Client and idocz. idocz then created a hosted document management solution, with custom permission levels that allowed employees to access the files more effectively and search for content across files.

Digital Storage

The Industry: Canadian Oil and Natural Gas Producer

The Issue: The continual generation of job books created on and off-site storage issues which led to an inability to track and search within individual files.

The Solution: idocz digitized each job book, creating the ability to search within documents, reducing their storage footprint. This increased the document control group's ability to deliver requested files in a timely manner. After the digitizing was complete idocz uploaded and indexed the documents in the Client's document management system.

For More Information Please Visit Our Website at www.idocz.net