

# Well File Management

Manage Well File documents in a single location, regardless of format

WFM

## SOLUTION DESCRIPTION

Through the use of Imaging, Document Management and Workflow technologies, organizations are gaining control over their Well File information. While the traditional means of maintaining all documentation in a paper file used to work, the introduction of electronic documents (and email) has challenged companies' ability to manage all documentation in a single place. Imagine's Well File Management Solution solves this challenge. The solution interface has been designed to reflect the appearance of a physical well file in order to virtually eliminate the need for user training. Enable both head office and field personnel to access the same documents. Set up an electronic Data Room to divest wells and/or migrate acquired content easily into your established Well File management solution.

### Multiple Formats

Manage paper, email, MS Office, PDF, photos and any other file format in the same repository.

### Search

All Well File documents are searchable from a variety of interfaces, including well data management systems, GIS maps and standard search engine interfaces. Find documents in seconds and know that you have the complete collection.

### Flexibility

Search for individual documents within a Well File, or search for the whole file. Retrieve the same document type from many different files, or sort through documents relating to the whole area.

### Audit trail

An audit trail of documents accessed will be maintained for every document in the system allowing for better visibility, control and accountability.

### Data Integration

Document enable your well data, land and accounting systems. Connect individual documents or entire files to data points on a map.

### Reporting

Properly indexed documents can contribute to enterprise reporting.

### Acquisition / Divestiture

Set up an electronic Data Room to divest wells and/or migrate acquired content easily into your established Well File management solution.



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## ISSUES ADDRESSED

- Documents are managed in paper files, on personal computers, in shared drives and on the email server
- Data solutions often require supporting documentation in order to be fully utilized
- The volume of electronic documents is increasing, faster than ever
- Filing documentation is a costly and cumbersome process
- Multiple versions of documents are being created and maintained and often the wrong one is accessed
- Document security and retention is difficult with information in multiple locations

## BUSINESS VALUE

- Create a single location to manage all well file documentation
- Document enable data solutions by making documentation available through the system
- Manage different versions of documentation
- Maintain a secure and auditable repository of all well file documentation
- Back up all business critical documentation
- Retain (for the proper duration of time) all documentation
- Report on access, throughput and activity
- Drive the acquisition and / or disposition process with proper control over documentation



Imagine uses Document Management and Imaging Solutions to simplify the way documents move throughout organizations™

Contact Imagine to discuss this solution further and book a demonstration

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