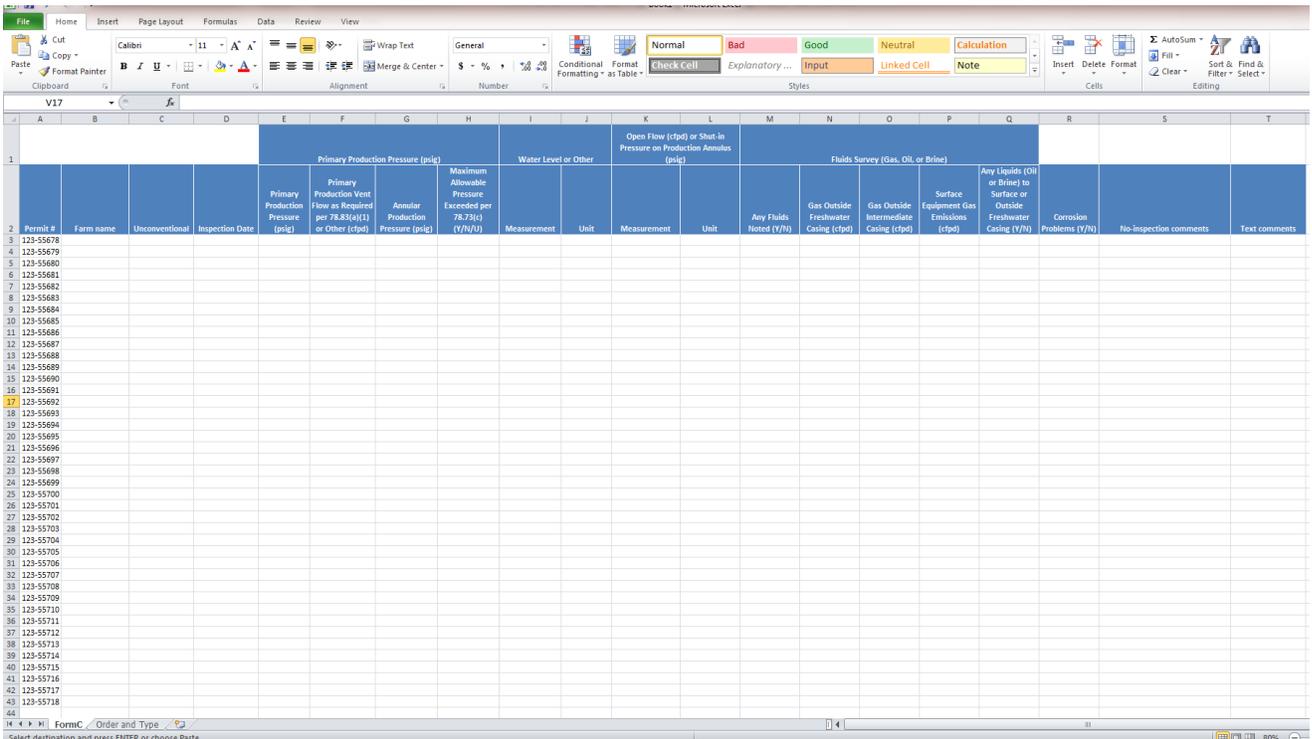




Instructions for Organizing and Adding Data in Form C (PLEASE NOTE THAT THIS EXAMPLE WILL ONLY WORK IF YOU NAME YOUR WORKSHEET TABS AND ENTER YOUR DATA IN THE EXACT SAME ROWS AS THOSE SHOWN BELOW)

1. After downloading from OGRE, open up Form C in Excel (all Permit Numbers (API #) will be pre-populated)



2. Create a second table in a new tab (worksheet) within the same Excel document that has the information you want to associate with Form C. You can copy and paste this information from another Excel sheet into this tab or add it manually. The table's first column has to be the API # (Permit Number) that matches what is on Form C. In this case, the operator has chosen to add the order in which the wells were inspected and the well type to Form C.

	A	B	C
1	API	Order	Type
2	123-55678	1	Oil
3	123-55679	2	Oil
4	123-55680	3	Gas
5	123-55681	4	Oil
6	123-55682	5	Gas



3. Determine if you want to insert the new columns at the end or the beginning of Form C. For this example, additional columns labeled “Order” and “Type” will be inserted at the beginning of Form C.

	A	B	C	D
1				
2	Order	Type	Permit #	Farm name
3			123-55678	
4			123-55679	
5			123-55680	
6			123-55681	

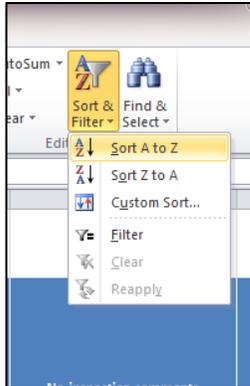
4. Now that both tables are ready, we will be using the “V-Lookup” / “IFERROR” formulas in Excel to extract your information from the table in the Order and Type tab and transfer it to the Form C tab. In the case of missing data or blank data, this formula will input a blank space instead of a “N/A” error.
 - a. In the first cell under the column heading “Order”, type in the following formula:
 - i. **=IFERROR(VLOOKUP(C3,'Order and Type'!A:C,2,FALSE),””)**
 - ii. This formula searches for the lookup value (Permit Number on Form C) in the leftmost column of the table on the “Order and Type” tab, and then returns a value in the same row from the column in the table that you specified. This is why your table in the “Order and Type” tab must start with the Permit #. If no value is found, it will leave the cell blank.
 - b. **NOTE:** If you have an older version of Excel and the above formula didn’t work, the following formula will do the same thing:
 - i. **=IF(ISNA(VLOOKUP(C3,'Order and Type'!A:C,2,FALSE)),””,VLOOKUP(C3,'Order and Type'!A:C,2,FALSE))**
5. Once you have successfully executed this formula, select the cell where you entered it and move the mouse to the lower right corner (over the square) – the mouse cursor will change to a “black plus sign.” Next, either double-click on that corner to paste the formula down the column or click and drag down the formula to the last row of the table.

	Order	Type	Permit #
2			
3	1		123-55678
4			123-55679
5			123-55680

6. Repeat this process for the “Type” column. This time your formula will look like the following and should be entered in the first cell under the column heading “Type” in Form C:
- `=IFERROR(VLOOKUP(C3,'Order and Type'!A:C,3,FALSE),””)`
 - The only thing that has changed is that you are now looking for the “Type” value in the table you built in “Order and Type” tab. This value happens to be located in the 3rd column.
 - Once it has executed properly, repeat the formula copy procedure from above.

	Order	Type	Permit #	Farm name
2				
3	1	Oil	123-55678	
4	2	Oil	123-55679	
5	3	Gas	123-55680	
6	4	Oil	123-55681	
7	5	Gas	123-55682	
8	1	Oil	123-55683	
9	2	Oil	123-55684	
10	3	Gas	123-55685	
11	4	Oil	123-55686	

7. You can repeat this procedure for other data values you may want to add to Form C or from other tables you may have. This may be one way to quickly import inspection data (pressures, flows, corrosion indicator, etc.) if you have been saving it in Excel. You can now sort your data using the information in the new columns. In this example, we will sort by Order, which will make it possible to arrange the wells in Form C in the order in which they were inspected. To sort, select the column header “Order” and click the “Sort & Filter” drop-down button on the **Home** tab and then select “Sort A to Z”. This will then group your Permit #'s in order starting at 1 and ending at 5.



	Order	Type	Permit #	Fa
2				
3	1	Oil	123-55678	
4	1	Oil	123-55683	
5	1	Oil	123-55688	
6	1	Oil	123-55693	
7	1	Oil	123-55698	
8	1	Oil	123-55703	
9	1	Oil	123-55708	
10	1	Oil	123-55713	
11	1	Oil	123-55718	
12	2	Oil	123-55679	

8. **NOTE:** Before submitting your final Form C report, you must change all formulas to values by selecting/highlighting all cells containing formulas. Next, right click and copy then paste as values.

